

Club Delegate instructions – Managing your Teams & Entering Results

Introduction

Welcome to TennisScores.Net. The following advice is for managing players in your teams and if given the authority, entering match results. This is a summary of information you can find in the online **Help** located in the menubar. Your administrator must give you the authority in the Clubs page (not visible to you):
“**Allowed to maintain Teams/Players within this Club**”

Browsers

Currently you need Internet Explorer v6 or later to perform the following functions. TennisScores.Net will be moving to another platform in the future where any browser will be able to be used. Players can use any browser now to view results etc.

Important

One of the most important tasks your club can do is login near match day and finalise player lineups in teams from your club. Whilst there may be player changes on the day, just having most players in teams, even if not in final order, **is an enormous help to those entering results**. Which means you, when it's your turn.

Selecting Players in Teams




When a Club delegate logs in, he/she arrives at the **Clubs** page with club details displayed.

In the menubar ...

[Home](#) [Login](#) [Logout](#) [Admin](#) | [Clubs](#) | [Match & Finals Formats](#) | [Players](#) | [Seasons](#) | [Competitions](#) | [Teams](#) | [Player Statistics](#) | [Eligibility](#) | [Help](#)

... click on **Teams** then the '+' next to any competition to display your club's team(s). Click on a team to display it - all the positions (plus reserve positions) are displayed. You may or may not have players already selected in the team.

To select a player OR replace a player in a position:

1. click the 
2. enter 2-3 characters of the surname of the player you want
3. click on the required player, then the  to display the player's details
4. click the  to select the player.

Your display will refresh and the selected player will be displayed in that position. Remember, when players are selected in positions, they remain there unless moved, removed or replaced by you. Each week when results are to be entered, TennisScores.Net gets the players from here. Change them here and future results-entry will reflect that. Change players in the results for a specific round - no changes here!

Player not on system?

Most of your players are on the system but what if the player you're looking for isn't listed after 2. above?

If you don't see your player listed, click the **New Player...** button to **Add** your new player then **Select** him/her.

When adding a player here in Teams page **OR** in the **Player's page** you need the following new player details:

- First name
- Surname
- Gender
- Email (create a dummy email if you don't have one using the players name such as jenny.smith@yinnartc.org.au) although it is strongly recommended a genuine email is used for your own club communication needs as well as that of the player who may want to login. When entering results and you have to add new player details from an opposing team, include a dummy email.

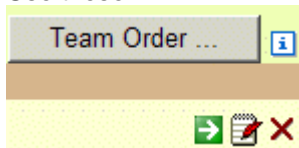
(Note: You can add new club players in the Players page (menubar) anytime.)




Club Delegate instructions – Managing your Teams & Entering Results

Player order in Teams

Lastly, what if you want to change the positions/order of players in the team?

Use these ...



- Use the **Team Order ...** to make major changes to player positions in the entire team
- Use the  to swap any 2 players including into and out of reserve positions
- You already know how to use  to replace a displayed player or select a new player in an unoccupied position
- Use the  to remove a player from that position.

These explanations are available if you position your mouse cursor over any of these icons.

Lastly, don't forget **Help** in the menubar - select **Each week**. It opens in its own window so you can close it and return to TennisScores when finished.

Entering Match Results

To enter match results of Home club matches, you need to do this:

1. Check that the players listed in the results screen for both team are the same as those listed on the score sheet (and in the correct order)
2. Change any players in specific sets or rubbers if required (again, look at your score sheet)
3. Enter the set scores
4. Enter any Adjustment/Penalty points with reasons if needed (probably not your responsibility)

Here's how ...

- Login and click on **Home** in the menubar.
- Click the '+' next to the competition, then the latest round (such as Rnd 3: 04-Oct-08) where one of your teams is the **Home** team - you'll see all matches for that round but you'll only see **Enter Results**, **0-0** and **Forfeit** buttons below the match where your team was playing at home.

Detailed explanation? Click **Help**, **Each week**, **Entering Results** - screenshots step you through 1-3 above.

However, selecting **Enter Results** will list both teams with players from the Teams page displayed.

To change players and alter lineups, click the button **Adjust Teams of the Day** and use the following:



- Use the **Up/Down arrows** to shuffle players into correct position
- Use the **notepad icon** to select a player in that position or replace an existing player
- Use the **red cross** to remove a player.

Click **Close** button. This has no bearing on players listed or their order in the Teams page!

To adjust player matchups for specific sets click the **Adjust Matchup** button. Here you can swap or replace players in a specific set or rubber! Clicking **Reset Matchups** will undo any individual matchups.

Enter your sets scores and click **Save** - done! [All the best from the TennisScores.Net Team!](#)