



## LeagueManager – Support Instructions

Please note; these instructions are directed at club administrators who have been given access to manage teams and enter squads. They are not aimed at providing information to all players – that is provided in a separate instruction.

Please see below instruction on the following processes for League Manager;

- \* How authorised users can enter and edit squads and add players
- \* How authorised users can enter scores and confirm scores

Please note the key difference in login websites;

- \* For people administering clubs or club administrators entering squads and scores, they must go to [leaguemanager.tennis.com.au](http://leaguemanager.tennis.com.au)
- \* For people simply wanting to enter scores or check fixtures they should go to [leagues.tennis.com.au](http://leagues.tennis.com.au)

More information on League Manager functions, processes and pages is now available via the guides and videos in the [Support Centre](http://support.tennis.com.au/) ( <http://support.tennis.com.au/> ).

## How an authorised club administrator can enter and edit team squads

Go to [leaguemanager.tennis.com.au](http://leaguemanager.tennis.com.au) and login.

Once logged in go to **Team Management** (on left) and under that click on **Teams**, then click on **Teams Overview**.

Now scroll down the page to find the team to which you wish to add players (there may be more than 1 page of teams – scroll to the bottom of the page to access page 2). Click on the **Team Name** then click on **Manage Squad**.

Any players already selected for the team will be shown on the right. Unwanted players can be removed by clicking on the **Unselect** button.

To add players, type the player's name (or part of it) in the **search box** and press **Search**.

When the player's name appears in the list, click on **select** at the right of the name. Scroll back up to your team list and the new name should now appear.

A player may be listed more than once as there are still duplicates in the system, please click on the player name with the lowest number next to it or closest to the top of the screen with the correct spelling.

If the player does not appear in your list, please untick the box which says **Only search within current organisation**. By unticking this you will be able to add any player listed in the Tennis Australia database.

**Make sure you save after adding and/or removing players.** (scroll to bottom of screen to find the **Save** button)

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## If a player does not appear in Player Lists to be selected

Firstly, be sure that the player is a **NEW** player, and would not be expected to appear in a Tennis Australia database (should be rare, except for young juniors & people from overseas). If you think they should be on the list, try different spellings or widen the search by only entering part of the name - also don't forget to check for changes of name due to marriage etc.

If necessary, incorrect or incomplete names can be changed by going to **People** then **People Overview**. Find the incorrect entry using the **Search** option or scrolling through the list. Select **View Details**, or click on the **Actions** button and click on **View Profile**. Scroll down and select **Edit Profile**. Make the corrections, and add any additional information available - particularly Date of Birth, email address and phone number if possible. Click on **Save** at the bottom of the screen.

If you need to **create a new player**, click on **+ Create New Player** at the top of the **Edit Team** screen. Complete as much information as possible - particularly Date of Birth, email address and phone number if possible. Click in the **Create** button at the bottom of the screen. The player should now be available through the **Search**.

## How authorised people can enter scores

Go to [leaguemanager.tennis.com.au](http://leaguemanager.tennis.com.au) and login.

Once logged in go to **Team Management** then go to **Matches Participant**. To find match, select the appropriate **League** (Competition), **Division**, **Match Date** (and/or **Round**), then find the match for which you want to add scores. Click on the **Modify** button on the right hand side then click **view scorecard**.

Select players for the match *in playing order* by clicking on the **Add** button next to each player in order (for Doubles Competition teams, Male players should be nos. 1-4, Females 5-8. Extra players who only played mixed doubles should be nos 9 & 10). *Do this for both teams.*

*If a player is not listed, please **do not use the “Add Player +” option at the bottom of the screen. This adds a brand new player record to the database, and will cause duplications. Until this is fixed in the system, please **do not add new players** through this screen – they will be added when checking is carried out.***

Then click on **add rubber results**. This will give you boxes to enter scores into, enter the games for each player/pair in the boxes next to their name. If a player is different to that listed, click on the **Down Arrow** next to the name and select the correct player. (*If the correct player is not listed, please click on “-Please select a player-“ to leave it blank.*)

Once all scores are entered click on **save** at the bottom of the screen. You may need to click **Confirm** if a message dialogue box appears. Scroll to the top of the screen, and confirm the match scores are correct, and that a message in Green (**Results have been successfully saved.**) appears.

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## How authorised people can Confirm or Dispute scores

Go to [leaguemanager.tennis.com.au](http://leaguemanager.tennis.com.au) and login.

Once logged in go to **Team Management** then go to **Matches Participant**.

To find match, select the appropriate **League** (Competition), **Division**, **Match Date** (and/or **Round**), then find the match for which you want to confirm scores. Click on the **Modify** button on the right hand side then click **view scorecard**.

Scroll down to check players names and individual set scores, and also total sets/games at the top of the screen. If all is correct, click on **Confirm**. If information is missing or incorrect, or you disagree with the result, you should click on **Dispute**.

*If you dispute a result, you should send details of the dispute to the GDTA Scores Recorder at [gdtascores@adam.com.au](mailto:gdtascores@adam.com.au).*