League Manager – Support Instructions

Please note; these instructions are for 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
* For people simply wanting to enter scores or check fixtures they should go to 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/).

How an authorised club administrator can enter and edit team squads

Go to 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 edit options (**...**) on the right hand side, then select **Edit Team Squad**. Alternatively, click on the Team Name from the list then click on the edit options (**...**) on the right hand side, then select **Edit Squad**.

Any players already selected for the team will be shown as 'Base Players' or 'Reserve & Emergency Players':
* Base Players – Regular players in this team (eg players likely to qualify for finals)
* Reserve Players – Players who will play in this team occasionally (eg less than 5 games) - Fill-Ins
* Emergency Players – Players expected to only play once in this team

Unwanted players can be removed by clicking on the **Cog** symbol on the RHS, and selecting **Remove Player**.

Players can also be changed between the Base Player and other categories.

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

When the players name appears in the list, tick the box at the left of the name. Then click the **Add 1 Person** box on the RHS. (Note – multiple players can be selected at once if you prefer, before adding) You can then assign the **Participant Type** (Base, Reserve etc.) and **SAVE**.

Scroll back up to your team list and the new name(s) should now appear.

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A player may be listed more than once as there are still some duplicates in the system, please select the player name with the most correct details, or closest to the top of the list with the correct spelling.

The initial search will only include players with a Tennis Australia account. To search more players (if the player does not appear in your list), turn this option off by clicking on the button next to **Search people with Tennis Account**.

Playing Order - You should (as near as possible) list your players in the correct order of merit (playing order). Adjust this by using the **^** and **v** options near the RHS of the list.

Team Captain – You nominate your team captain by clicking on the player's name, then click on the **Cog** symbol on the RHS, and selecting **Set Team Captain**.

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

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

Firstly, be sure that the player is a **NEW** player. 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.

Incorrect or incomplete names and other details can be changed by Tennis Australia Customer Support Team. You should report these by calling 1800 PLAY TENNIS (1800 752 983) or email play@tennis.com.au.

If you need to **create a new player**, click on **Add New Player** at the bottom of the **Team** screen. Complete as much information as possible - particularly sex, date of birth and email address if possible. Click on the **Search** button at the bottom of the screen. If any results are found in the search, check for the record that best matches the known details (State, Organisation, email) and click on **SELECT**. You can then assign the **Participant Type** (Base, Reserve etc.) and **CONFIRM**.

Scroll back up to your team list and the new name(s) should now appear.

How an authorised person can enter scores

Go to leaguemanager.tennis.com.au and login.

Go to **Team Management** then go to **Matches (participant)**.

Select the appropriate **Match Date**, **League** (Competition), **Division**, etc., then find the match for which you want to add scores. Click on the edit options (**...**) on the RHS then click **View Scorecard**.   Alternatively, click on the Team Name from the list.

Select players for the match in playing order by clicking on the **+** 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 in the team squad, you can *add the player* by using the the "**+ Add Player xxx**" options above the player lists. This allows you to search for players within the Tennis Australia database, not solely the individual club database. Therefore *please use caution and <u>only</u> select players that match the known details*. You can also create a new person using this option, but it is preferable to *only create new players through the Team Squads* using the procedure above.

You are able to add players to both teams, however ***you should not create new players for the opposition team***. These will be added when checking is carried out.

GDTA League Manager Instructions – October 2017 v1

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Entering results - Scroll down to the scorecard on the screen. The names of competing players will be pre-filled. However you should check and correct any errors in doubles pairings etc., particularly if a team uses 5 players. 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* "**Unspecified player**".)

There are boxes to enter scores for each rubber. Enter the games for each player/pair in the boxes next to their name(s). The cumulative match score will automatically update at the top of the screen as results are entered.

Incomplete Sets or Rubbers - If a rubber or set is not completed (or not commenced), click on the edit options (**…**) on the RHS next to that rubber. Select the option to **Mark as Not Played/Incomplete**, then select the appropriate **Cancel Reason** (including **Incomplete** if that is the case). In the case of sets/rubbers incomplete due to a player retirement, lack of time or weather etc., enter the score at the time the set/rubber was ceased. For forfeits (ie no play in that rubber) or other sets not commenced, there is no need to enter any game scores.

Once all scores are entered, check that the match score at the top of the screen is correct. Click on **SAVE** at the bottom of the screen. If all is correct, you should see a message that "Match has been successfully saved", and the status (beneath the score) will update to <mark>Unconfirmed</mark>.
If there are errors in the result entry (including invalid scores) or players are missing, an error message will show or the field with the missing player will be highlighted in red. Correct errors and save again.

Incomplete or Cancelled matches (including Forfeits)

To record the result of a match where either there was no play (Forfeit or Cancellation) or the match was not completed, click on the edit options (**…**) on the RHS next the match scores. Select **Mark this Match as Not Played/Completed**, then select the appropriate **Cancel** Reason in the field below the match scores. You should select players and record scores for any play that occurred (no need to record scores for any individual sets with <u>no play</u>), and **SAVE** as normal.

How authorised people can Confirm or Dispute scores

Go to leaguemanager.tennis.com.au and login.

Go to **Team Management** then go to **Matches (participant)**.

Select the appropriate **Match Date**, **League** (Competition), **Division**, etc., then find the match for which you want to add scores. Click on the edit options (**…**) on the RHS then click **View Scorecard**. Alternatively, click on the Team Name from the list.

Scroll down to check players names and individual set scores, and also total sets/games at the top of the screen. You can correct the players for your team participating in each rubber if necessary.

If all is correct, click on **CONFIRM**. Note that you can provide a comment regarding the match or scores if necessary.   The status (beneath the score) will update to <mark>Unofficial</mark>.

If information is missing or incorrect, or you disagree with the result, you should click on **DISPUTE**. ***Please provide full details of the dispute in the screen provided, and confirm.***   The status (beneath the score) will update to <mark>Disputed</mark>.

Should you require further instruction or assistance using League Manager you should contact the Tennis Australia Customer Support Team by calling 1800 PLAY TENNIS (1800 752 983) or email play@tennis.com.au.

Assistance with GDTA competitions can be obtained from the Scores Recorder (gdtascores@outlook.com.au).