HERTS SENIOR LADIES WINTER LEAGUE…. 24 August 2018

THE ONLINE RESULTS PROCESS

COMMITTEE:

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Please remember to check that the dates published on line agree with those in your records.

At the match:
- Both captains must fully complete and sign the scorecard and retain their own copy.

After the match:
- The winning captain to submit result online **within 48 hours** of the match.
- The losing captain to check the result online.

Login and Password:
- Every club has an unique login/password which remains the same for all leagues and from year to year. Your Club Main Contact or people within your club involved with other online leagues eg Team Tennis or the winter singles league has this information. If you cannot establish the log in/password please email your age group coordinator. DO NOT change the password or you will bar access to others within your club.

Arranging matches

A. All matches have been assigned an end of month date and time.
B. When you have agreed a new date and time go to and click on http://lta.tournamentsoftware.com/sport/tournament.aspx?id=52DB42D0-158D-436A-BE3D-E80FF49D3AEA
'Log In' in right hand top corner.
C. Click on the 'Matches' tab and then on the calendar, click on the date of your match.
D. Click on 'Modify' next to the relevant match whose date you want to change. This is the responsibility of the home team.
E. Hit 'Reschedule Match' button. Select the new date and time; it is wise to ask it to show that the date has been changed so both teams and the organisers can see that this is a changed date. Click 'Save'. Click 'Back' to return to previous screen.
F. If you are the away team check that the 'new date' is that which you agreed. This can be done without the log in and password.

G. New dates MUST be entered on the system or YOU will be chased for a missing result and /or you will be unable to enter a result as results cannot be entered before the date stated for a match.

Winning captain (and Home Captain when result is a 4-4 draw) follow the steps below:
1. Type in your Login name and Password (case sensitive) and click 'Login'. If it asks you if you want it to remember your details confirm that you do. This makes using the database easier in the future as you will automatically be logged in.
2. Click on the 'Matches' tab and then on the calendar, click on the date of your match.
3. Click on 'Modify' next to the relevant match
4. Click 'Enter rubber results' (not enter 'Match result' unless you received a walkover - see below).
5. The results system is exactly the same as Aegon Team Tennis. Read the instructions in the box and enter the players and the results (to 'add a player' see FAQs below). If necessary add a comment to the record. This is a separate process using the 'Add comment tab'. If happy with the results click 'Save'.
6. Now click on the draw name to see your position in the table.

NB Home team scores must be entered first (eg an away win is recorded 2-6, 3-6)

Losing captain follow the steps below:
Go to http://lta.tournamentsoftware.com/sport/tournament.aspx?id=52DB42D0-158D-436A-BE3D-E80FF49D3AEA. Using the draws tab, find the match and check the result. If correct click CONFIRM. If you need to challenge the result email your age group coordinator within 7 days of the result being submitted AND enter a comment on the record.

FAQs:
My password doesn't work?   Make sure you have typed the password correctly using case sensitive letters/numbers. The logins begin with 'ltaher' (as in Lawn Tennis Association Hertfordshire)

I need to add a player?   You will need to add ALL players for the first match and for subsequent matches, if the player did not play in the previous match(es). Click on the Team name tab that appears above the player boxes and select 'Add player' Start typing the player's names, use first name or surname depending on which you are most confident is correct, the site is very exact about spelling. **You should find the player using no more than 4 letters** which can appear anywhere within the name. As you type, options should appear including the player you are looking for, select that name. (The use of this system removes misspelt names, and duplication.)

What if the player does not appear in the list?   The most likely reason is that they have not registered that club as their place to play. If you look next to the club name you will see a small box and 'all clubs'. Tick the box and re enter the details, a first

name is unlikely to be sufficient and common surnames may not be enough either. If you can identify the player, press add and then close.

Every adult member has to register a place to play to qualify for free British Tennis Membership (BTM) but not everyone remembers to change or add this if they move to another club or play for two. Please ask your team to check that they are registered to your club or alternatively your Club Main Contact can do this. If someone has no BTM, one can be obtained online at https://www.lta.org.uk/Members/Join/ or call 0208 478 7000.

Please note that new members will not appear in the drop down list for 24/36 hours after they have joined.

If you wish to complete entering the results without the player you can do so but YOU MUST make a comment giving the name of the missing person. Once you have entered the result only your age group coordinator can add the player to the match. It saves time if she can do this without contacting you to ask who needs to be added.

What happens if we are given a walkover? Press 'enter match result' and select 'Not played, no players for …….'. Using this, the program records the match as 8-0 not played and enables the organisers to spot matches where the walkover rule has to be applied.

How do I enter the result if we played before the fixed date? The winning team will need to reschedule the match date in order to enter the result. To do this: 1) Follow steps 1-5 of the winning captain process; 2) Click 'reschedule match', 3) Enter the date the match was played; 4) Click 'save' and now follow steps 6-9 on the winning captain process to enter the result.

What if it rains? Do not enter a result. Reschedule the match with the opposing team by using the reschedule match tab on the match record. Select the new date and time and add a comment that it has been rescheduled. Home team captain is responsible for entering the new date.

How do I enter a result if a team has only one pair or match is unfinished?
Follow steps 1-6 of the winning captain process. In the space where a player hasn't turned up leave that space as 'select player'. In the 'winner' box put 'not played, no player for <team name>'. Do not enter any score. In the comments please state that a team turned up with only one pair. Also use this process if for any reason one team cannot play the second rubbers.

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Notes to online results system

1.   If you are unfamiliar with the system for putting results in online, ask someone from the Summer League to help.

2.   Passwords are available from your Club Main Contact.

3. British Tennis Membership numbers are necessary for inputting results. You will need all your players to get numbers, if they do not already have them. For members of affiliated clubs, membership is free.

4. At the end of the competition, amendments to the online results may be required to take account of walkovers, playing too many matches etc.

<u>How to Edit your Club Information</u>

1. Click on the 'Clubs' tab
2. Select 'Club' to edit
3. Click on 'Edit Club' button
4. Amend details but **never change name or number of a club**
5. Click 'Save'