



TENNIS SHROPSHIRE DOUBLES LEAGUE – CAPTAINS GUIDE ON ONLINE LEAGUES AND UPDATING.

From this summer onwards the Shropshire Doubles Leagues will be run fully online.

The Leagues have been set up by the League Organisers in the same way as usual but the difference now is that match results will be inputted directly into the tournament software online by Team Captains.

Fixture times and dates will be managed by club fixture secretaries and Team Captains.

Instead of sending the match result to the League Organiser the Home team captain will update the match result and it will be seen immediately online.

Most of you will already be familiar with viewing the leagues online and navigating your way around. That will not change you can still do that without logging in.

To update results and reschedule matches you will have to log in. The navigation and view is still the same but there are a few extra bits you have access to.

This guide will detail how to:

1. Log in.
2. Reschedule a Home match date and time.
3. Update Home match results.
4. Add players to your team sheet.
5. Confirm Away match results are entered correctly.
6. Update your contact information.

Getting Started.

Logging in.

1. Go to <http://www.tennisshropshire.co.uk/results-and-leagues/> A link is available on the Tennis Shropshire website which will take you to step 2.
2. Click on Login (top right corner)
3. The LTA league software login box will be shown – enter the login name and password supplied by your League Organiser and click login.
4. You will be taken to the front page of the LTA tournament software site and in the top right hand corner you will see the name of the person who is registered with the LTA from your club. Do not be alarmed you have not inadvertently logged in as them personally. **DO NOT UNDER ANY CIRCUMSTANCES CHANGE THE LOGIN PASSWORD OR FIDDLE ABOUT WITH ANY OF THE SETTINGS IN THIS LIST – THIS IS YOUR CLUB LOGIN AND OTHER PEOPLE WILL NEED TO USE IT.**
5. Click on the name and a list will show below.
6. Click overview then on the right hand side under Active Roles you will see a list of the competitions that your club is involved in.
7. Choose the one you want and click on your club name to the right of it.

YOU ARE NOW LOGGED IN.

8. You will be in the General tab for your club in the chosen league. Click on the Teams tab which is the second from the left between General and Matches.
9. You will then see a list of the team/s entered for your club. Click on the team name you want to update then click on the Matches tab between Events and Standings.
10. You will then see a list of matches for your team. Choose the match you want to update by clicking on Modify to the right of it. You will then see an overview of the match you selected.
11. At the bottom of that page you will see a row of blue buttons. Reschedule match Relocate match Enter rubber results Add comment

Ignore Relocate match it is not relevant to our leagues.

Reschedule a Home match

Check that the correct date is showing for the date that the match was played. If it is not you must reschedule it before you enter a match result.

If you don't see the Enter rubber results button it is because the date of the match scheduled has not yet arrived. You will need to reschedule the match first.

Click the Reschedule match button and change the date and time of the match. If no time is pre-set just add it in from the dropdown box. Remember to click Save.

You will also need to reschedule the date and time of a fixture if it is postponed for any reason from the date originally arranged. Use the Add comment to let the League Organiser know the reason.

Update a Home match result

Home team captain to enter the result online within 7 days of the match finishing.

Click on Enter rubber results

You will see a form to enter your match results. The new scorecard has been designed to follow the layout as closely as possible to assist team captains entering results.

Click on <select player> in the box and select the player from the drop down list. If you have already put your players on your team sheet they will be available to select. The same applies to the away team players. Once a player has been used in a match they will be available in the drop down list for that team.

If the player names are not visible click <add player> and a box will open. You can search for a player/s by first name, surname or BTM number linked to your club. If the player is found select them and click on the Add button when you have added all of the players click close and you will return to the results sheet. You will need to do these steps for the away team also.

If you cannot find a player but you are sure they are BTM registered it may be that they are not linked to the club they have played for and therefore will not come up under a search of that club. In the Add players search box you can put a tick in All clubs to find them. This searches all the clubs in the country not just the H&W league clubs so takes a bit longer. Do not use this facility if you cannot be sure that the person you found is the correct one.

If you cannot find a player they may not be registered. Click <select player> and select unknown player from the drop down box.

N.B. The use of 'unknown player' is allowed on a temporary basis and those players will be asked to register with BTM. If they are from your team please ask them to register and link to your club via the LTA website. The League Organisers will be chasing up on unknown player selections.

TIP – Make your life easier by setting up your team players in advance on your team sheet and ensuring they are BTM registered and linked to your club.

Complete the form entering player details and selecting the winner of each rubber. Enter the set scores for each set played. The format should follow the normal scoring for a full set i.e. 6-2, 4-6, 5-7, 7-6 etc. The third set will be a 10 point championship tie break and should be filled in as 1-0 to the winning team.

Ignore Disable Scoring Validation on the right hand side you do not need to do anything with that.

When you are happy that you have entered the result correctly click Save and your result will be submitted. You cannot access the result after you have submitted it only the League Organiser can.

For match results involving less than a full team please email your league organiser with a copy of the score sheet. Do not attempt to enter a result online. The league Organiser will do it.

For matches where a team have conceded - both team captains to notify the league organiser by email. Do not attempt to enter a result online. The League Organiser will do it.

Confirm Away match result is entered correctly

The away team captain should check that the result has been entered correctly. Log in to step 11 above and there will now be a blue button Confirm results. If the away team captain has not confirmed the result or raised a query within 7 days of the result being submitted the League Organiser will assume the result is correct and confirm the result.

Adding players to your team sheet

12. If you are not already logged in follow steps 1-7 above. 13. If you are logged in click teams on the top tab bar. Click your team from the list on the left then follow steps 15 to 20 below. 14. You will then be in the general tab for your team. 15. Click on the Players tab which is fifth from the left between Standings and Statistics. 16. You will then see a blue button Add players click it which will open up a box. 17. Top left of the box you will see a filter box. Type in part of the name of the player you are looking for (minimum of 2 characters) and if they have a BTM and are linked to your club they will be populated on the left hand side under available players. It takes a short while to populate as the database is searched. 18. Select the one you want and click add. They will be populated on the right hand side under selected players. 19. Search for and add all the players you want then click Save

You can go to this section at any time to add or remove players. This facility is for your benefit and players listed will not count towards matches until they have actually been entered in a match result.

You can print out your list of players with their BTM's if you wish. Useful to take to matches.

Team captain contact information

Click Teams from the top tab bar then click on your team from the list on the left.

You will then be in the General tab for your team.

Click on the blue button Edit team if you are not shown as the contact please enter your name email and contact telephone number then click Save.

Only logged in users can view this information so it will not be seen publicly.

Other Information

Score sheets are available to download and print from the League website.

<http://www.tennisshropshire.co.uk/results-and-leagues/>

There is also a link to an LTA video to assist captains to update match results.

The Home team captain is responsible for completing the scoresheet correctly and both captains must sign it as correct.

The Home team captain must retain the scoresheet until the league season is completed.

The Away team captain should take a list of their teams BTM numbers to the match and is advised to keep a copy of the scoresheet until the league season is completed.

The Home team captain should contact the Away team captain before the date of the match to confirm that the match is going ahead.

If there is anything you are unsure of or need help with contact your League Organiser