On-Line Result Entry
Users Guide

The On-Line Result Entry is part of TROLS (Tennis Results On-Line System) and is designed to allow Home Clubs/Teams to enter the results of competition matches.

Here's how it works.

You will be provided with UserID and Password by your Club Secretary or Competition Convener.

1. Log on to trols.org.au/hdta to produce the opening screen

2. Click on "Club Zone" TAB – you, will then be presented with the TROLS login screen.

3. Enter your UserID and Password to produce the Club Zone Menu as follows, the menu items available will depend on your access rights the Club has given you, A convener will have all those options, a Team Captain, may be limited to just "Enter <Club> Match Results.

Heidelberg & District Tennis

Bruce Leister please choose an Option:

1. Update Greensborough details
2. Enter Greensborough Match Results
3. Display Greensborough Player Statistics
4. Wash-Out Notifications
5. Trols APIs and Embedded links
6. Greensborough Team Lists and Fixtures
7. Change your Password
8. Log Off

4. Click on option 1, "Enter {Club Name} Match Results" to display the Match Selection Screen which lists your club's matches for the current round. Note that larger Clubs playing numerous matches, you will need to use the PgDn key or scroll bar (right hand edge of the window) to allow you to display the other matches.

Home Matches have a Green font and are underlined for the section name.

5. If the matched is called off by phone go to para. 12 for a Washout, Heat out etc. or para. 15 for a Forfeit.

   If the match commenced and at least 1 game has been completed, click "Section #" for the match you wish to enter results i.e. to first produce the following player's screen.

6. For the updating of players observe the following steps.

   Step 1: Enter the details for any Home team emergency player(s) DoB is to be in format dd/mm/yyyy e.g. 01/05/1999, Or can be left blank

You must enter details of the player in "Enter Grading …" box.

If there is no Home team emergency, skip this step

Step 2: Click to Player Button or In the #1 Box enter the Id. of the player that played in position 1. As you move to next box, the Player's name will appear. Repeat for each of the other players. For Emergency players, enter E1, E2 as appropriate.

> To enter data in the # boxes you can type the appropriate Id. or, after placing your cursor in the # box, use your mouse to click the player's Id.

The "No Player" facility is used, if a team is playing one player short.

Step 2a If you make a mistake and put the wrong player in, just select the text in the player Id box and delete or backspace it.

Step 3: Use the scroll bar to move to Away Team section and repeat all steps for the Away team.

7. Click "Save" button. If you have made a mistake, the player's screen will re-display with error messages in Red

If everything is ok, the Scores Entry screen will be produced as follows.

8. Enter the scores for each set. As you enter each score the cursor will automatically move to the next position.

Tuesday Ladies : Section 7 Rd 2 - 7th February

Greensborough Blue					UCTC-DC
1. Jean Andrews	1+2	7 - 6	1+2		1. Heather Hendry
2. Denise Brown	3+4	4 - 4	3+4		2. Lea Howard
3. Dot Fitzgerald	1+5	7 - 7	1+5		3. Rhonda Lee
4. Karen Hill	2+3	☐ - ☐	2+3		4. Gwen Myers
5. Chris Holman	4+5	☐ - ☐	4+5		5. Lynda Rose
	1+3	☐ - ☐	1+3		

Any invalid scores, or incomplete sets, will be highlighted as shown above.

9. Click Save once you are satisfied the results have been entered correctly. The Save button will only become enabled when a valid score has been entered

If any set shows as being incomplete a warning message will be displayed. Click Ok if the incomplete set is legitimate or Cancel if you need to go back to correct.

Once a Match Result is entered it cannot be subsequently altered!

If you find you have made a mistake, and this was not detected before the Score confirmation message, then you will have to contact the Leanne Kendall and inform her of the details of your error.

When the results have been successfully saved, a summary of the results will be produced as follows.

Match entered on 2016-12-20 13:08:22 by Bruce Leister

This score will be reviewed by the Record Secretary, it may be adjusted in accordance with Unknown Rules.

Tuesday Ladies : Section 7 Rd 2 - 7th February

Greensborough **Blue**				UCTC-DC
	1+2	7 - 6	1+2	
	3+4	6 - 4	3+4	
1. Jean Andrews	1+5	4 - 6	1+5	1. Heather Hendry
2. Denise Brown	2+2	6 - 4	2+2	2. Lea Howard
3. Dot Fitzgerald	4+5	4 - 6	4+5	3. Rhonda Lee
4. Karen Hill	1+3	4 - 6	1+3	4. Gwen Myers
5. Chris Holman	2+4	6 - 7	2+4	5. Lynda Rose
	3+5	6 - 2	3+5	
	1+4	5 - 7	1+4	
	2+5	6 - 3	2+5	
Greensborough Blue Won	5	54 - 51	5	

Heidelberg & District Tennis Association

You can print this Match summary if you desire but there is no particular need to do so.

10. Click Continue to return you the Match Selection screen that will now be updated as follows

The full results can be viewed by selecting the View option

11. If both teams attend the venue but the match cannot commence because of

- a washout, then follow the same steps as described above except that when you get to the Scores Entry screen click on the Complete Washout option

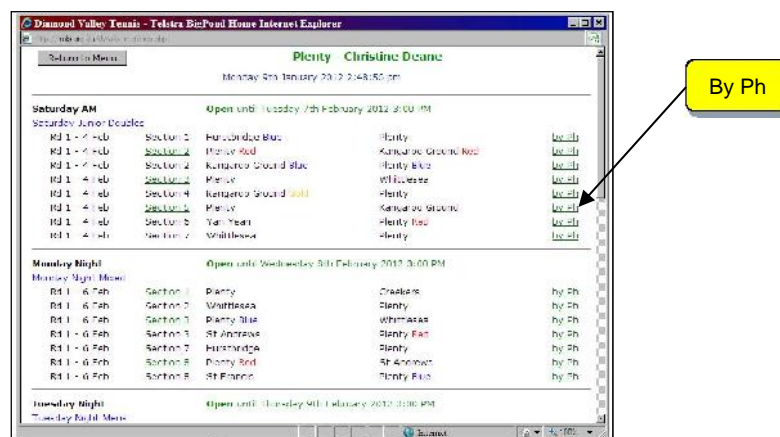- a forfeit, then select the appropriate Forfeit option

After selecting Save you will be presented with Warning messages seeking confirmation that this is what you are intending to enter. If the details are correct select OK.

You will then be presented with a summary of the entered results.

WASHOUTS BY PHONE

12. If the match is called off by phone as a washout then both teams will need to access TROLS, using the "by PH" option from the Match Selection screen

For the Home team this will produce the screen for entry of the Home team players

13. After entering the players, click Save Players to produce the following screen

14. Select the Washout/Heat out option and then select Save to produce the Match Summary screen

FORFEITS BY PHONE

15. If a forfeit is given over the phone then it is the team receiving the forfeit that will need to enter the result using the "by Ph" option from the Match Selection screen.

     If it is the Home team given the forfeit, the Away team is required to enter the result. This is the only departure from the new policy that all home teams will be responsible for the entry of results.

Note that where the Away team is accessing a match, Section # is not in green and is not underlined but "by Ph" is so identified.

After selecting "by Ph" the players screen is produced

16. Enter the players and select "Save Players" to produce the following screen

17. Select the {Team Name} gave a forfeit and then select Save to produce the Match Summary screen

VIEWING ENTERED RESULTS

18. When presented with the Match Selection screen, you can observe a summary of the result for any match where the results have been entered. You can also view the match results in more detail by selecting the the option.

19. To return to the Main Menu click on "Return to Menu"

20. There is no "Logout" requirement for TROLS. To exit select the "X" in the top right hand corner of any open window. However, you should first make sure that that data you wished to enter has been saved and appears on the Match Selection screen.