

# 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](http://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."



- 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.

Heidelberg & District Tennis - Mozilla Firefox

trols.org.au/hdta/s\_matches.php

Return to Menu Print

**Greensborough - Bruce Leister**

Tuesday 20th December 2016 12:55:44 pm

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**Tuesday AM** Open until Friday 3rd February 2017 5:00 PM

**Tuesday Ladies**

Rd 2 - 7 Feb	Section 6	Epping		Greensborough	<a href="#">by Ph</a>
Rd 2 - 7 Feb	Section 7	Greensborough	10:60 - 0:40	Montmorency	<a href="#">by Ph</a>
Rd 2 - 7 Feb	<u>Section 7</u>	Greensborough <b>Blue</b>		UCTC-DC	<a href="#">by Ph</a>

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

- If the match 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.

Choose the players for Tuesday Ladies : Section 7 on 7th February

Save Players Go Back

**Greensborough Blue**

Id.	Player	Sex	DoB	E
1	Jean Andrews	F		
2	Denise Brown	F		
3	Dot Fitzgerald	F		
4	Karen Hill	F		
5	Chris Holman	F		
6	Vivienne Macleod	F		
7	Joan Pittard	F		
8	Rosina Richard	F		
9	Val Scholes	F		

#1  #2  #3  #4  #5

**NP** for No Player

Emerg. DoB entered as dd/mm/yyyy

**Step 2** (points to Id. 1)

**Step 2a** (points to #1-5)

**Step 1** (points to E1)

**E1** First:  Surname:  DoB:  Sex:

Enter Grading request, Prior competition experience, Comments, Etc:

**E2** First:  Surname:  DoB:  Sex:

Enter Grading request, Prior competition experience, Comments, Etc:

- 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 I.d. 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 I.d. or, after placing your cursor in the # box, use your mouse to click the player's I.d.

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

Choose the players for Saturday Junior Doubles : Section 3 on 4th February

Save Players Go Back

Validation errors, please see messages in the Home and Away Team boxes.

Plenty

Bad DoB for E1, use dd/mm/yyyy

Missing player 1

Missing player 2

Missing player 3

Missing player 4

Id.	Player	Sex	DoB	E
1	Liam Kolar	M	23 Apr 02	

#1  No Player

#2  No Player

#3  No Player

#4  No Player

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

Tuesday Ladies : Section 7 Rd 2 - 7th February

Greensborough Blue

UCTC-DC

1. Jean Andrews 1+2  -  1+2 1. Heather Hendry

2. Denise Brown 3+4  -  3+4 2. Lea Howard

3. Dot Fitzgerald 1+5  -  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

2+4  -  2+4

3+5  -  3+5

1+4  -  1+4

2+5  -  2+5

☐ Complete W/O (No Play) Won by:

Forfeited By?

☐ Greensborough Blue ☐ UCTC-DC

Save Back Reset

Match Comments: (Injury forfeits/substitutions, Incidents, Dress code issues, etc)

- 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
2. Denise Brown	3+4	4 - 4	3+4
3. Dot Fitzgerald	1+5	7 - 7	1+5
4. Karen Hill	2+3	11 - 11	2+3
5. Chris Holman	4+5	1 - 1	4+5
	1+3	1 - 1	1+3

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

- 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.

2+4

3 - 3

2+4

Message from webpage

Please Check that you have entered the Score Card correctly?  
OK to save, or CANCEL to correct the Score Card.

OK Cancel

Complete W/O

Who gave the forfeit?

☐ Plenty
 ☐ Whittlesea

Save Back Reset

Match Comments: (Injury forfeits/substitutions, Incidents, Dress code issues, etc)

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.

Continue

Print

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	

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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

Return to Menu

Print

Greensborough - Bruce Leister

Tuesday 20th December 2016 1:13:45 pm

Tuesday AM

Open until Friday 3rd February 2017 5:00 PM

Tuesday Ladies

Rd 2 - 7 Feb	Section 6	Epping		Greensborough	by Ph
Rd 2 - 7 Feb	Section 7	Greensborough	10:60 - 0:40	Montmorency	
Rd 2 - 7 Feb	Section 7	Greensborough Blue	5:54 - 5:51	UCTC-DC	

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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

Washout option

Forfeit options

Saturday Junior Doubles : Section 3 Rd 1 - 1th February

Plenty

Whittlesea

1. Liam Kolar	1+2		1+2	1. Terri Cleghorn
2. Bill Tost (E)	3+4		3+4	2. Brock Evans
3. Dina Wernmans	1+3		1+3	3. Ianhan Cabb
4. Jack Martin	2+4		2+4	4. Bailey Lahon
	1+4		1+4	
	2+1		2+1	

☐ Complete W/O (No Play)

☐ Win by:

☐ Who Serves this Forfeit?

☐ Plenty

☐ Whittlesea

Save

Back

Reset

Match Comments (Injury, forfeits/s, bott, tions, incidents, Dress code issues, etc)

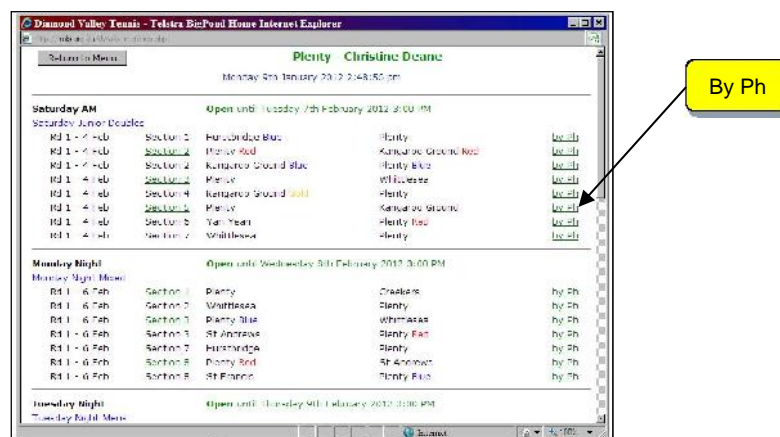


After selecting Save you will be presented with Warning messages seeking confirmation that this is what you are intending to enter. If the details are correct select OK.

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

The screenshot shows a form titled 'Choose the players for Wash Out/Forfeit by Phone in Saturday Junior Doubles : Section 5 on 4th February'. The form includes a table for player details and a section for match comments.

Td.	Player	Sex	DoB	F
1	Kira Clancy	F	28 Apr 01	
2	Matthew Pinder	M	01 Oct 01	
3	Nicholas Ryan	M	15 Jan 01	
4	Ethan Stovell	M	28 Apr 00	
5	Amy Watson	F	12 Jul 99	

Below the table, there are four sections for match comments, each with fields for First, Surname, DoB, and Sex. The first section is labeled 'E1' and the others are labeled 'E2', 'E3', and 'E4'.

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

The screenshot shows a match summary screen titled 'Saturday Junior Doubles : Section 5 Rd 1 - 4th February by Phone'. The screen displays the result of the match and a section for match comments.

**Plenty**

1. Kira Clancy
2. Matthew Pinder
3. Ethan Stovell
4. Nicholas Ryan

**Kangaroo Ground**

1. No Player 1
2. No Player 2
3. No Player 3
4. No Player 4

**The result was?**

☐ Kangaroo Ground gave a Forfeit ☒ A Wash Out/Heat-out called by Phone

**Save** **Back**

Match Comments: (Injury forfeits/substitutions, incidents, Dress code issues, etc)

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.

**Kangaroo Ground - Kangaroo Ground Captain**  
Thursday 12th January 2012 3:58:19 pm

**Saturday AM** Open until Tuesday 7th February 2012 3:00 PM

Rd	Section	Home Team	Away Team	Option
Rd 1 - 4 Feb	Section 2	Plenty Red	Kangaroo Ground Red	by Ph
Rd 1 - 4 Feb	Section 3	Kangaroo Ground Blue	Plenty Blue	by Ph
Rd 1 - 4 Feb	Section 4	Hurstbridge	Hurstbridge	by Ph
Rd 1 - 4 Feb	Section 5	Kangaroo Ground Gold	Kangaroo Ground Red	by Ph
Rd 1 - 4 Feb	Section 6	Plenty	Plenty	by Ph
Rd 1 - 4 Feb	Section 7	Kangaroo Ground	St Francis	by Ph
Rd 1 - 4 Feb	Section 7	St Francis	Kangaroo Ground	by Ph

**Monday Night** Open until Wednesday 8th February 2012 3:00 PM

Rd	Section	Home Team	Away Team	Option
Rd 1 - 5 Feb	Section 1	Wattle Glen	Kangaroo Ground	by Ph
Rd 1 - 5 Feb	Section 2	Kangaroo Ground	Norm Park Red	by Ph

**Tuesday Night** Open until Thursday 9th February 2012 3:00 PM

**Tuesday Night Mens**

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

**Choose the players for Wash Out/Forfeit by Phone in Monday Night Mixed : Section 1 on 6th February**

Save Players Go Back

**Kangaroo Ground**

Trl	Player	Sex	DOB	F
2	Peter Lally	M		
3	Russell Laidlaw	M		
4	Tim Miller	M		
5	Judy Apostola	F		
6	Sue Martin	F		
7	Cathy Salih	F		

#1 [3] Russell Laidlaw  
#2 [5] Tim Miller  
#3 [1] Judy Apostola  
#4 [6] Sue Martin  
#5 [7] Cathy Salih  
NP for No Player

E1 First: [ ] Surname: [ ] DOB: [ ] Sex: [ ]  
Grading request, Prior competition experience, Comments, etc:

E2 First: [ ] Surname: [ ] DOB: [ ] Sex: [ ]  
Grading request, Prior competition experience, Comments, etc:

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

**Monday Night Mixed : Section 1 Rd 1 - 6th February by Phone**

**Wattle Glen**

- Wayne Gibbs
- Mark Sfilgoj
- Robyn Campbell
- Trish Diggle

**Kangaroo Ground**

- Russell Laidlaw
- Tim Miller
- Judy Apostola
- Cathy Salih

**The result was?**

☒ Wattle Glen gave a Forfeit ☐ A Wash Out/Heat-out called by Phone

Save Back

Match Comments: (Injury forfeits/substitutions, Incidents, Dress code issues, etc)

[ ]

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.

Return to Menu

Print

Greensborough - Bruce Leister

Tuesday 20th December 2016 1:13:45 pm

Tuesday AM

Tuesday Ladies

Open until Friday 3rd February 2017 5:00 PM

Rd 2 - 7 Feb	Section 6	Epping		Greensborough	<a href="#">by Ph</a>
Rd 2 - 7 Feb	Section 7	Greensborough	10:60 - 0:40	Montmorency	
Rd 2 - 7 Feb	Section 7	Greensborough <b>Blue</b>	5:54 - 5:51	UCTC-DC	

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- 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.