

Tennis NSW

Adding players to a Team



Adding Players to Team

When adding players via Match Centre, there are two scenarios that a user can add players to a team:

1. Inviting members to join your squad when you Nominate a Team
2. Add a player via the Scorecard

The purpose of this guide is to aid Match Centre Users when adding players to a team via a scorecard and minimise the creation of players that already exist in the player database. In the event you are unsure of the process to add a player (existing or new) and require assistance in adding a person to a team, please contact the Customer Service team on:

T: 1800 PLAY TENNIS (1800 752 983)
E sydneybudgetennis@tennis.com.au

Step 1 – Adding a Player:

1. To search for a player, **click Add Player** for your team.

The screenshot displays the Match Centre interface for a tennis match between Australia and Canberra. The interface includes a navigation bar at the top with options: DASHBOARD, PLAYERS, TEAMS, LEAGUES, ORGANISATIONS, LEAGUE NOMINATION, and HELP. Below the navigation bar, there is a header for "TEST LEAGUE GUIDES | DIVISION 2 ★".

The main content area is divided into three sections:

- Left Section (Australia):** Features the Australia flag, the text "Australia", and the tennis logo. Below this is a "PLAYERS" section with a search bar containing "Test Tester" and a gender icon (♂). A red box highlights the "Add Player" button.
- Middle Section:** Displays "VS SCHEDULED" and a "SELECTED RUBBER FORMAT" table. A tip box is visible: "TIP Save time and use the prefill option for faster result entry. Click the add-button to designate a player to a rubber." The table is as follows:

Player 1	R1	Player 1
Player 1 Player 2	R2	Player 1 Player 2
Player 3 Player 4	R3	Player 3 Player 4
- Right Section (Canberra):** Features the Canberra flag, the text "Canberra", and the tennis logo. Below this is a "NO TEAM PLAYERS AVAILABLE" section with a red box highlighting the "Add Player" button and a "Reset prefill" link.

At the bottom of the interface, there is a "CONTINUE WITHOUT PREFILL" button.

2. A pop-up will appear and you will be required to enter the persons **First Name**, **Last Name** and select **Gender**. It is important that you correctly spell the players name when entering the text to ensure an accurate return on results. Once you have entered the information, **click Find Existing Player**.

Add New Home Player

Please enter the Players information into the fields below and then click "Find Existing Player".

First Name (required) Last Name (required)

Male Female

Find Existing Player

3. You will then be presented with returned search results in the following order:
 - a. Persons/Players linked to your organisation
 - b. Profiles in Match Centre
 - c. Other Results

When selecting a player, review the details provided to assist you in selecting the correct person. Review returned search results in the following order as listed above; **item a.** in the first instance, followed by **item b.** and then **item c.**

4. To view the returned search results, **click** the relevant tab heading to expand the returned results.

Add New Home Player

When selecting a player, review the details provided to assist you in selecting the correct player. Review returned search results by **Tennis Australia** in the first instance, followed by the **Profiles in Match Centre** tab and then the **Other results** tab. In the event the searched player is not listed in any of the returned results, you can "Create new person" in the **Other results** section.

Note: You can click the persons name in the returned search results to view their Match Centre profile.

Tennis Australia (1)

	NAME	STATE	AFFILIATED WITH	TENNIS ACCOUNT	RATING (S)	RATING (D)	
♂	Test Test	VIC	Tennis World Melbourne	✓	-	-	Select

Profiles in Match Centre (0)

Other results (1)

Back

Helpful Hint! You can click the person's name in the returned search results to view their Match Centre profile where applicable.

NOTE: In the event the searched player is not listed in any of the returned results, please go to **Step 2 (Optional) - Creating a New Player** on page 5 of this guide.

5. If the correct person is returned in the search results, and you wish to add them to your team, **click** the blue **SELECT** text.

Add New Home Player ×

When selecting a player, review the details provided to assist you in selecting the correct player. Review returned search results by **Tennis Australia** in the first instance, followed by the **Profiles in Match Centre** tab and then the **Other results** tab. In the event the searched player is not listed in any of the returned results, you can "Create new person" in the **Other results** section.

Note: You can click the persons name in the returned search results to view their Match Centre profile.

Tennis Australia (1)						
	NAME	STATE	AFFILIATED WITH	TENNIS ACCOUNT	RATING (S)	RATING (D)
♂	Test Test	VIC	Tennis World Melbourne	✓	-	-

Profiles in Match Centre (0)

Other results (1)

Back ×

6. You will now be required to confirm the person you have selected. Review the details of the player and select the **Participation Type** (e.g. Base Player, Reserve Player or Emergency Player). Once you have selected the Participation Type, **click Add Selected Player To Team**.

Add New Home Player ×

Are you sure you want to add the following person to Australia

♂ TEST TEST

State	n.a.
Singles Rating	-
Doubles Rating	-
Tennis Account	✓
First Played	-
Last Played	-

Base player Reserve Player Emergency Player

Back × Add Selected Player To Team +

7. The person has now been added to your team and appear in the in the list of Players in the Scorecard for your team.

DASHBOARD PLAYERS TEAMS LEAGUES ORGANISATIONS LEAGUE NOMINATION HELP

TEST LEAGUE GUIDES | DIVISION 2 ★

Captain not set

VS SCHEDULED

Australia

Canberra

NO TEAM PLAYERS AVAILABLE

PLAYERS

+ Test Tester ♂
+ Test Test ♂

Tip: Save time and use the prefill option for faster result entry. Click the add-button to designate a player to a rubber.

SELECTED RUBBER FORMAT

Player 1	R1	Player 1
Player 1 Player 2	R2	Player 1 Player 2
Player 3 Player 4	R3	Player 3 Player 4

CONTINUE WITHOUT PREFILL

Add Player Reset prefill

Step 2 (Optional) - Creating a New Player in Match Centre

Creating a New Person/Player in Match Centre should only be conducted on the basis that you undertake **Step 1 – Adding a Player** as listed above in this guide and cannot locate the person in the search results.

1. Having reviewed all returned search results, to create a new person **click OTHER RESULTS**. At the bottom of the search results, **click Create New Player**.

Add New Home Player

When selecting a player, review the details provided to assist you in selecting the correct player. Review returned search results by Tennis Australia in the first instance, followed by the Profiles in Match Centre tab and then the Other results tab. In the event the searched player is not listed in any of the returned results, you can "Create new person" in the Other results section.

Note: You can click the persons name in the returned search results to view their Match Centre profile.

Tennis Australia (1)

Profiles in Match Centre (0)

Other results (1)

	NAME	STATE	AFFILIATED WITH	TENNIS ACCOUNT	
♂	Test Test	n.a.	-	x	Select

Still cannot find the player?

If you have reviewed all returned search results and cannot find the correct player, please click "Create New Player".

Create New Player +

2. Enter the person's information and ensure that all entered information is correct. Once you have entered the information **click Create Player**.

Add New Home Player

Prior to creating a new person, please ensure that you reviewed all returned search results in the previous player search. Please ensure all entered details are correct when creating a new person.

First Name (required)

Last Name (required)

Date of Birth (dd-mm-yyyy)

E-mail (required)

Phone Number (Home)

Phone Number (Work)

Mobile Number

At least one phone number should be provided

Male Female

ACT

Australia

Base player Reserve Player Emergency Player

Back x

Create Player +

- The created person has now been added to your team and appear in the in the list of Players in the Scorecard for your team.

DASHBOARD PLAYERS TEAMS LEAGUES ORGANISATIONS LEAGUE NOMINATION HELP

TEST LEAGUE GUIDES | DIVISION 2 ★

Captain not set

VS SCHEDULED

Australia

Canberra

Captain not set

TIP Save time and use the prefill option for faster result entry. Click the add-button to designate a player to a rubber.

PLAYERS

+ Test Tester	♂
+ Test Test	♂

Add Player Reset prefill

SELECTED RUBBER FORMAT

Player 1	R1	Player 1
Player 1 Player 2	R2	Player 1 Player 2
Player 3 Player 4	R3	Player 3 Player 4

NO TEAM PLAYERS AVAILABLE

Add Player Reset prefill

CONTINUE WITHOUT PREFILL