

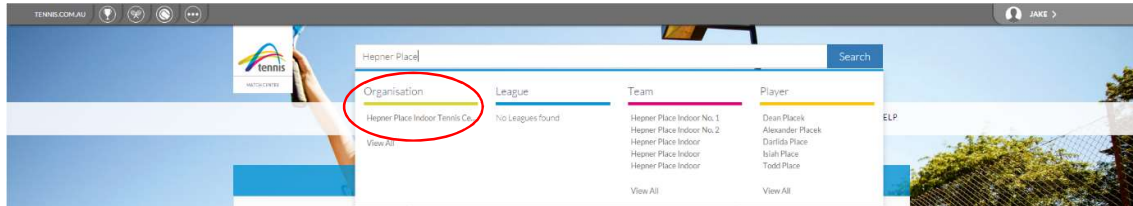
# How to print Scoresheets via Match Centre



## Step 1:

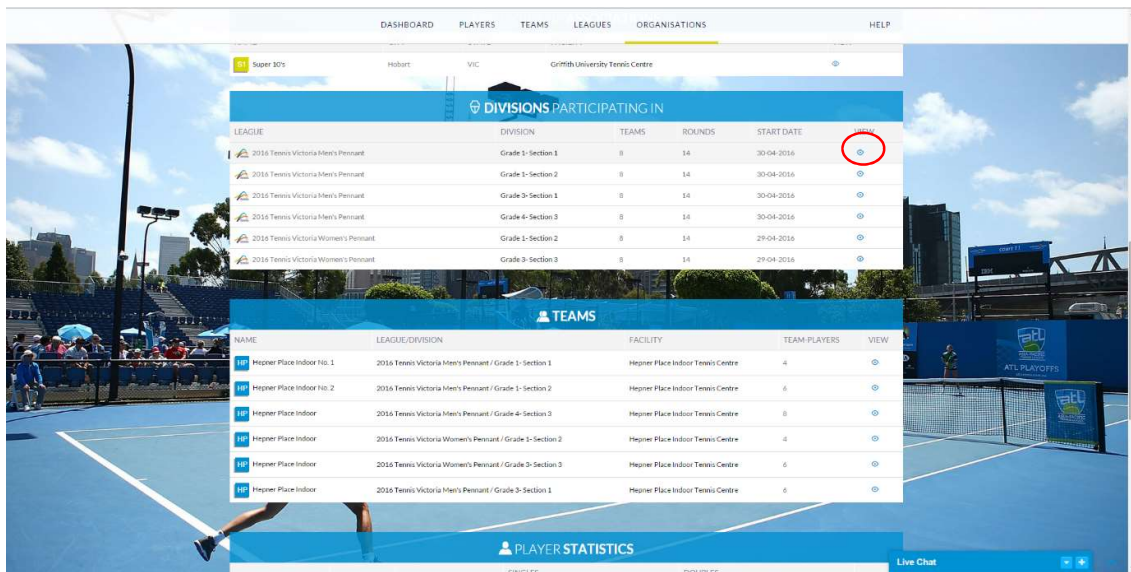
Go to Match Centre ([leagues.tennis.com.au](http://leagues.tennis.com.au)) and log in by clicking the top **right hand corner** using your Join Tennis email and password which you have created.

Once logged in using the **search function** at the top of the screen type in the name of your club, and select them when they appear under the **Organisation** tab.



## Step 2:

Once you have clicked on your club's name, then scroll down the screen until you see **Divisions Participating In**, and click the **view** icon next to the grade and section you wish to print for.



For extra assistance please contact Tennis Customer Services on 1800 752 983 or email [play@tennis.com.au](mailto:play@tennis.com.au)

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## Step 3:

Scroll down to the **League Results** section and click the **view** icon, next to the match that you wish to print a scoresheet for.

The screenshot shows the 'LEAGUE NAVIGATOR' section with filters for 2016, 2016 Tennis Victoria Men's Pennant, and Grade 1-Section 1. Below is the 'LEAGUE RESULTS' table:

DATE	ROUND	HOME TEAM	RESULT	VERSUS	RESULT	AWAY TEAM	STATUS	VIEW
30-04-2016	1	Bundoora TC No. 1	-	vs	-	Notting Hill Pinewood	Scheduled	
30-04-2016	1	MCC Tennis	-	vs	-	Heatherdale Tennis Club	Scheduled	
30-04-2016	1	Dingley TC	-	vs	-	Grace Park Hawthorn Club	Scheduled	
30-04-2016	1	Kooyong Lawn No 1	-	vs	-	Hepner Place Indoor No. 1	Scheduled	

Below the results is the 'LEAGUE LADDERS' table:

#	TEAM	P	W	L	D	RF	RA	RM	SF	SA	SK	GF	GA	CN	POINTS	MR
1	Hepner Place Indoor No. 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Bundoora TC No. 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Grace Park Hawthorn Club	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	MCC Tennis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Heatherdale Tennis Club	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Dingley TC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	Notting Hill Pinewood	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Step 4:

A scoresheet for your match should then appear, click the **scorecard** option.

The screenshot shows the match scorecard for Kooyong Lawn No 1 (KL) vs Hepner Place Indoor No. 1 (HP). The match is scheduled for Saturday, 30-04-2016, at 13:00 PM, Round 1. The 'PRINT' button is circled in red.

Below the match details is the 'Rubber 1' section:

Player 1	H	A	Player 1
	--	S1	--
	--	S2	--
	--	S3	--

## Step 5:

Once you've clicked scorecard, it will open the scoresheet in a printable PDF document. Select the printer icon in the top right and your scoresheet will be ready to print.