

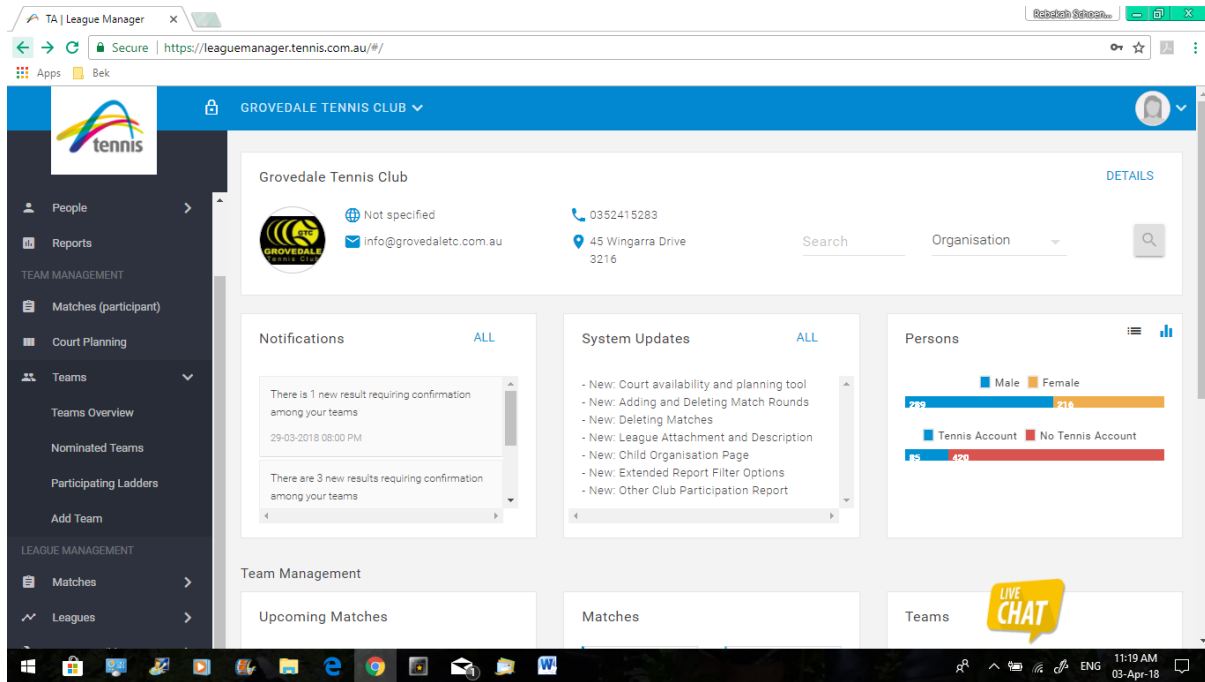


# LEAGUE MANAGER: TEAM NOMINATION

## TO ENTER TEAMS INTO COMPETITIONS

Log in to [leaguemanager.tennis.com.au](https://leaguemanager.tennis.com.au)

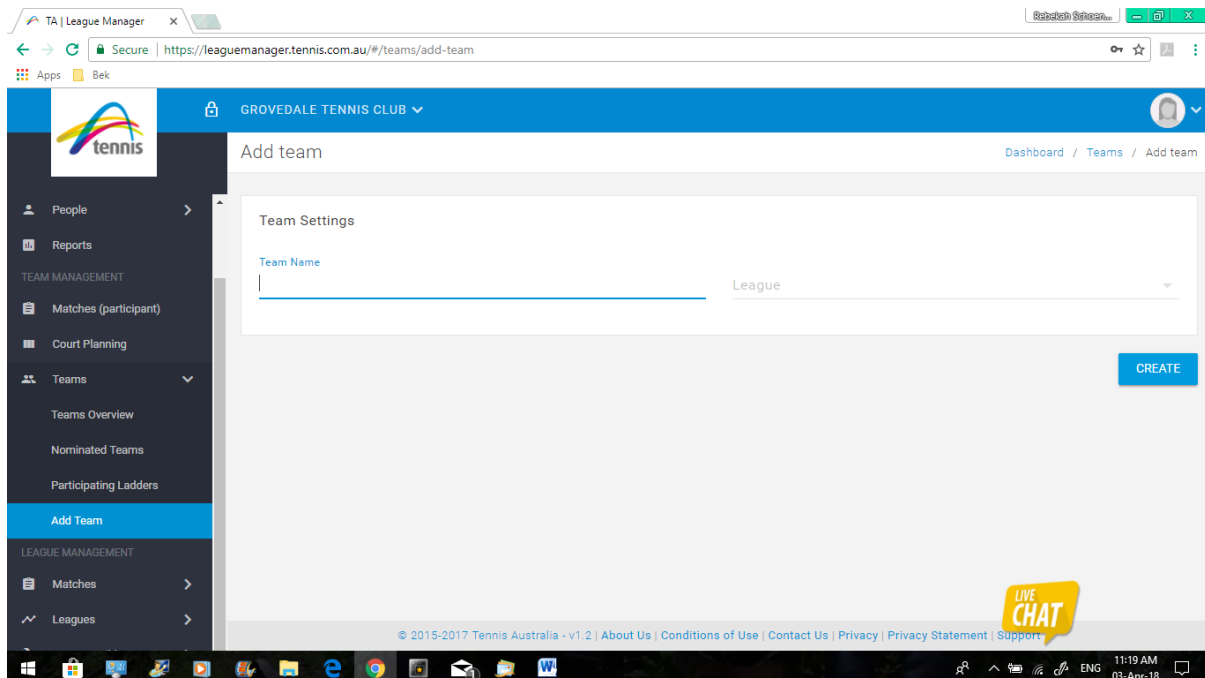
In the left hand toolbar, go to TEAMS, ADD TEAM (if you create a team you do not require, advise TG, they have the ability to delete them, club level cannot do this)



The following screen will appear. Enter your team name as:

Club, Colour (if entering more than one team in a Section), Section. Eg. Grovedale Yellow (if no colour then just Grovedale)

Move to the League option and select the required League





# LEAGUE MANAGER: TEAM NOMINATION

This will generate three new fields

The screenshot shows the 'Add team' interface. The top navigation bar includes the club name 'GROVEDALE TENNIS CLUB'. The left sidebar lists various management options, with 'Add Team' highlighted. The main form area is titled 'Add team' and contains the following fields:

- Team Name: Grovedale Yellow
- League: 2018 Tennis Geelong Senior Winter Competition
- Preferred division: Section 1 (2x2)
- Facility: GROVEDALE TC
- Comment: (empty text area)
- CREATE button

Here you enter your requested section/division (this will be the section your team has been graded in)  
Check that the facility is correct  
Enter any comments, eg. Play at home the same week as another section  
Then CREATE

Players can now be selected for your team

Players who have played in Tennis Geelong competitions for your club will be listed on this page. New players will not and will have to be found.

NOT ALL PLAYERS HAVE REGISTERED THEMSELVES FOR A TENNIS ACCOUNT, so to find a full list of players the **'Search People With Tennis Account'** button should be greyed out, if not then you will need to do it.

The screenshot shows the 'Team Squad' page for the 'Grovedale' team. The page header includes the team name and league information. The main content area is titled 'Team Squad' and includes tabs for 'BASE PLAYERS', 'RESERVE & EMERGENCY PLAYERS', and 'TEAM MANAGERS'. Below the tabs is a table with the following columns: #, NAME, TENNIS ACCOUNT, EMAIL, DATE OF BIRTH, GENDER, and RATING SINGLE/DOUBLES. The table is currently empty, with the message 'No items have been found.' displayed below it. Below the table is a 'Search People' section with filters for 'Min Single Rating', 'Min Doubles Rating', 'Max Single Rating', and 'Max Doubles Rating', all set to 'All'. A red circle highlights the 'Search people with Tennis Account' toggle switch, which is currently turned off. A 'SELECT A PERSON' button is located at the bottom right of the search section.



# LEAGUE MANAGER: TEAM NOMINATION

To add players in your list, place a tick next to their name.

IF THERE ARE MULTIPLE OPTIONS FOR ONE PLAYER:

First Choice: The option WITH the green tick (ie. Have a tennis account)

Second Choice: an email with @tennis.com.au

Third Choice: account with Singles and/or Doubles Ratings (right hand side of the table)

To help with multiples, encourage your members to create a tennis account, and link the profiles (see the How to Create a Tennis Account help page on the Match Centre FAQ tab on our website)  
When finding names you can see who has and who has not created Match Centre Accounts. If a name has a green tick (as mentioned above) that person has created their own tennis account and that must be used.

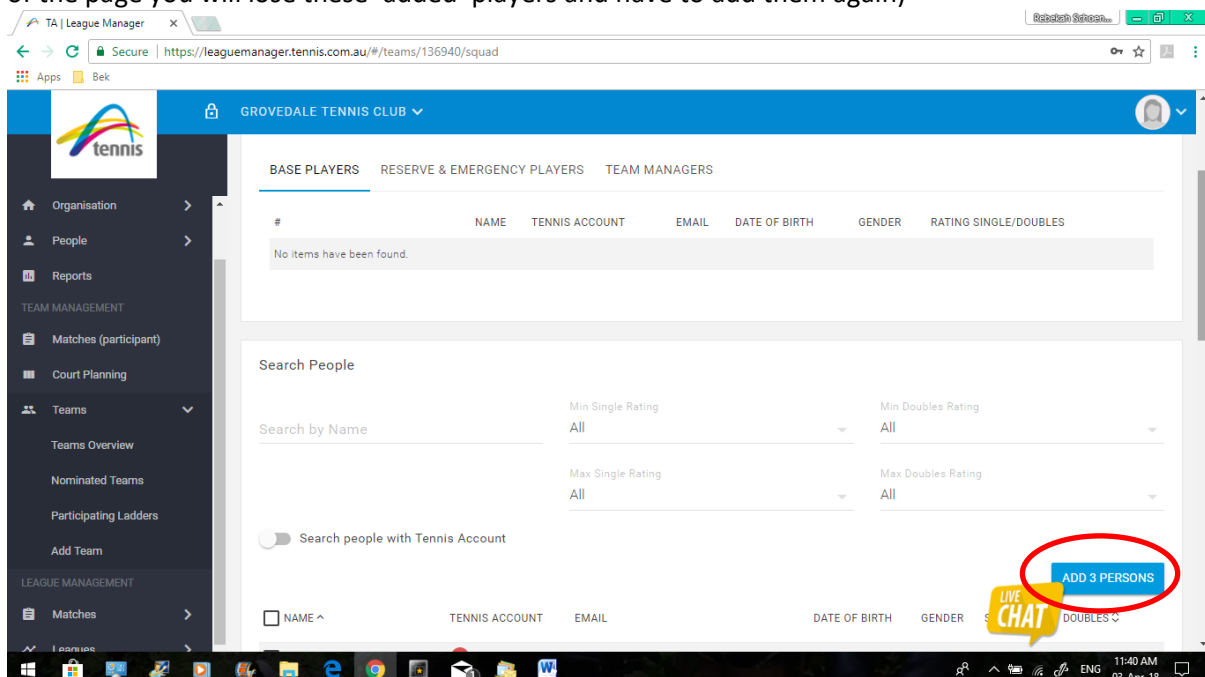
This is the easiest option and we encourage you to get your members to create a Match Centre Account, the website is [leagues.tennis.com.au](https://leagues.tennis.com.au)

In most cases it is very straight forward, if they have issues then they can send an email to [play@tennis.com.au](mailto:play@tennis.com.au) and they will assist with the issues.

If they have not then use the 2<sup>nd</sup> and 3<sup>rd</sup> options as listed above.

- You cannot change the details of these people, they must do it themselves by creating an account. Do not get concerned if the date of birth is incorrect. If the name and the email match the criteria above then use that option.
- The red cross means it has been created by coming over from My Tennis or has been created by TG in the past 2 years of them entering results, TG did not know the date of birth and the default applied.
- IF YOUR PLAYER HAS PLAYED TENNIS IN THE LAST 2 YEARS FOR TENNIS GEELONG AT ANY CLUB THEN THEIR NAME WILL BE THERE ONE WAY OR ANOTHER.

Once all players in the list are selected by placing a tick in the box, move back to the top of the page and select ADD + PERSONS (this button will be blue when you have people selected, if not the button will be grey – if you do not add these people **before** searching for a new player or saving at the bottom of the page you will lose these ‘added’ players and have to add them again)





# LEAGUE MANAGER: TEAM NOMINATION

ADD + PERSONS - This will allocate the people selected to your team.

#	NAME	TENNIS ACCOUNT	EMAIL	DATE OF BIRTH	GENDER	RATING SINGLE/DOUBLES
1	Sara Earls(C)	✓	sarakuenko@hotmail.com	16/01/1982	Female	2
2	Lisa Sherwell	✓	lisasherwell@yahoo.com.au	07/11/1978	Female	3
3	Catrina Saltalamacchia	✗	catrinasalta@hotmail.com	30/01/1999	Female	3+
4	Matthew Squire	✓	matthew.squire@cockram.com	05/02/1987	Male	3+
5	Tyler Krumholz	✓	tyler.krumholz@tennis.com.au	06/11/1984	Male	3+
6	Andrew Veenstra	✗	veenstra.andrew@gmail.com	23/02/1987	Male	6+P

## PLAYER NOT LISTED

At the bottom right of the page, near the Live Chat button (in working hours), click ADD NEW PLAYER

Search People

Search by Name: joe citizen

Min Single Rating: All

Min Doubles Rating: All

Max Single Rating: All

Max Doubles Rating: All

Search people with Tennis Account

NAME ^

TENNIS ACCOUNT

EMAIL

DATE OF BIRTH

GENDER

SINGLES ↕

DOUBLES ↕

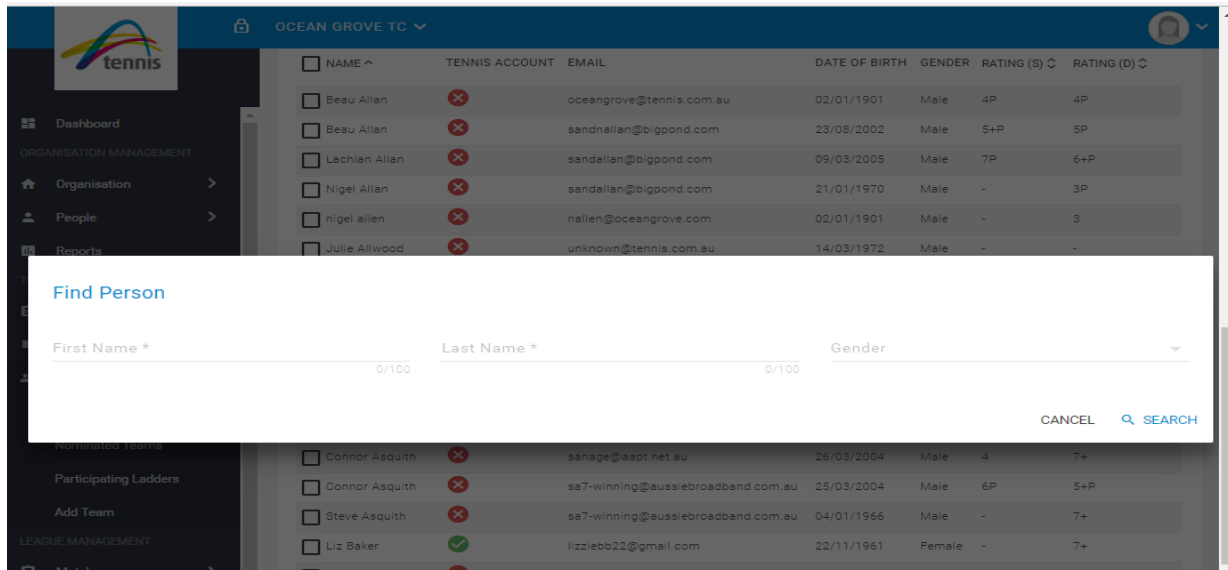
No items have been found.

**ADD NEW PLAYER** SAVE



# LEAGUE MANAGER: TEAM NOMINATION

Information must be entered into all 3 fields (First Name / Last Name / Gender). Enter minimal information (Minimum of 3 letters in each field) into the fields provided and be careful with spelling. Also check Male and Female, as some information is not correct, then hit SEARCH



Three Criteria will appear;

First is your club – if the name appears here then chose that name (it means they have played matches with your club in the past)

Second is LM – this is the next option to choose names from

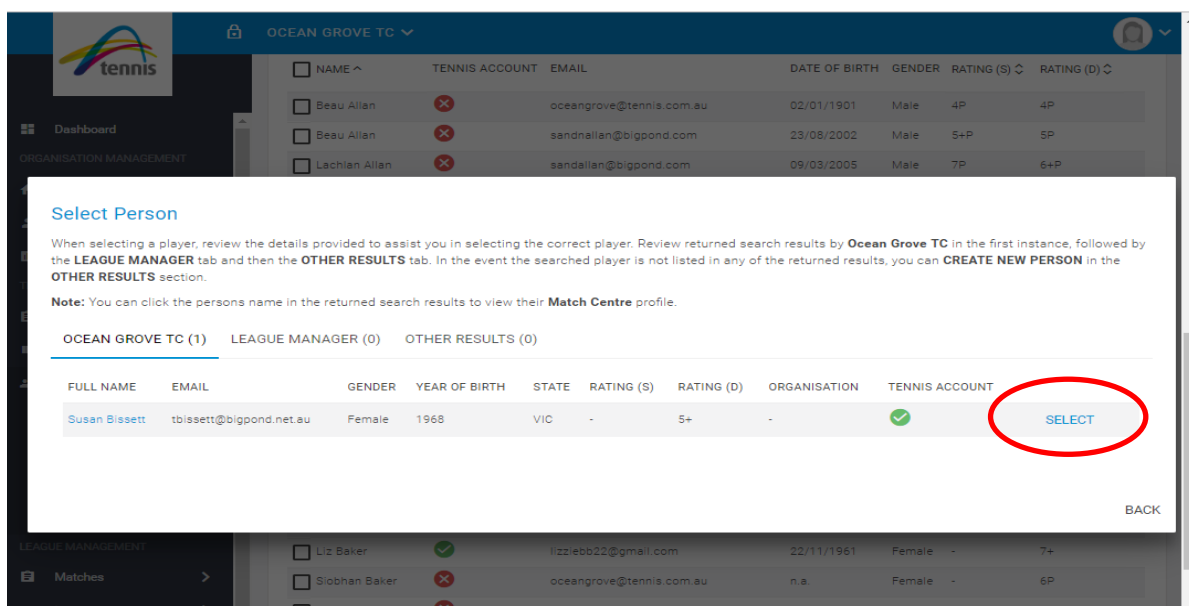
Third is Other Results

For all of these options if multiple names appear follow the options described on the previous page \*\*

When you find the name hit “SELECT” check the info is you know it, make sure they are being added as a ‘base player’ then hit confirm. Once confirmed, this player is added directly into your team list.

Repeat if you have other players to add.

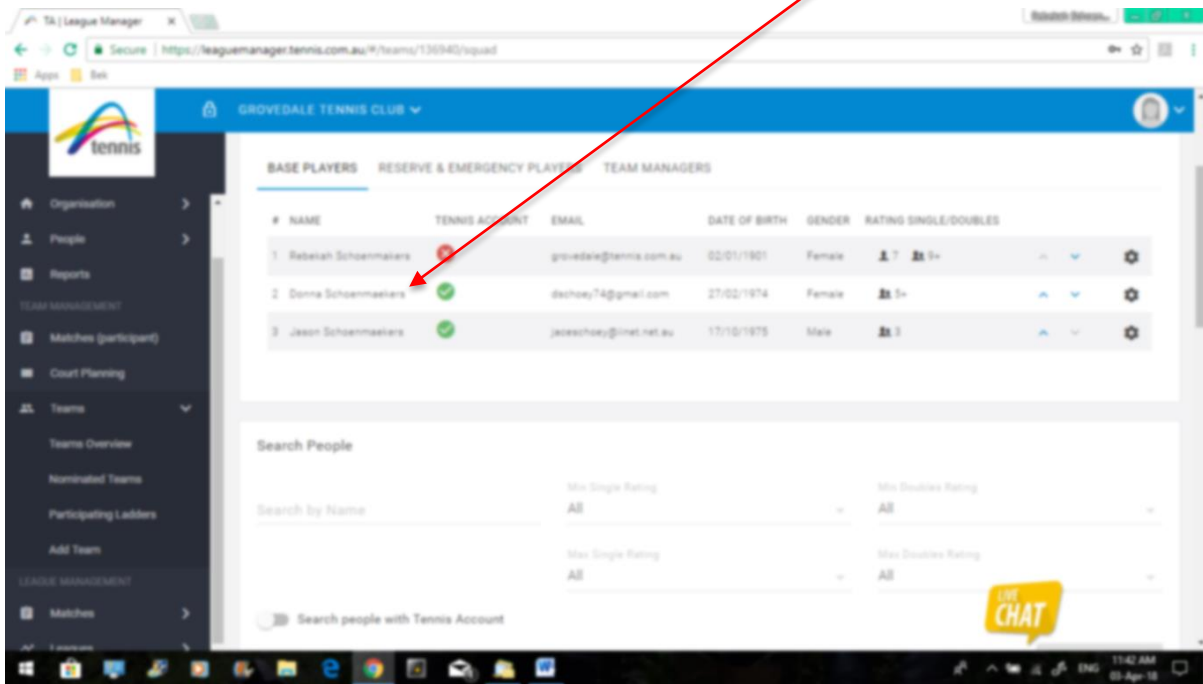
All players should now be shown in your team list.



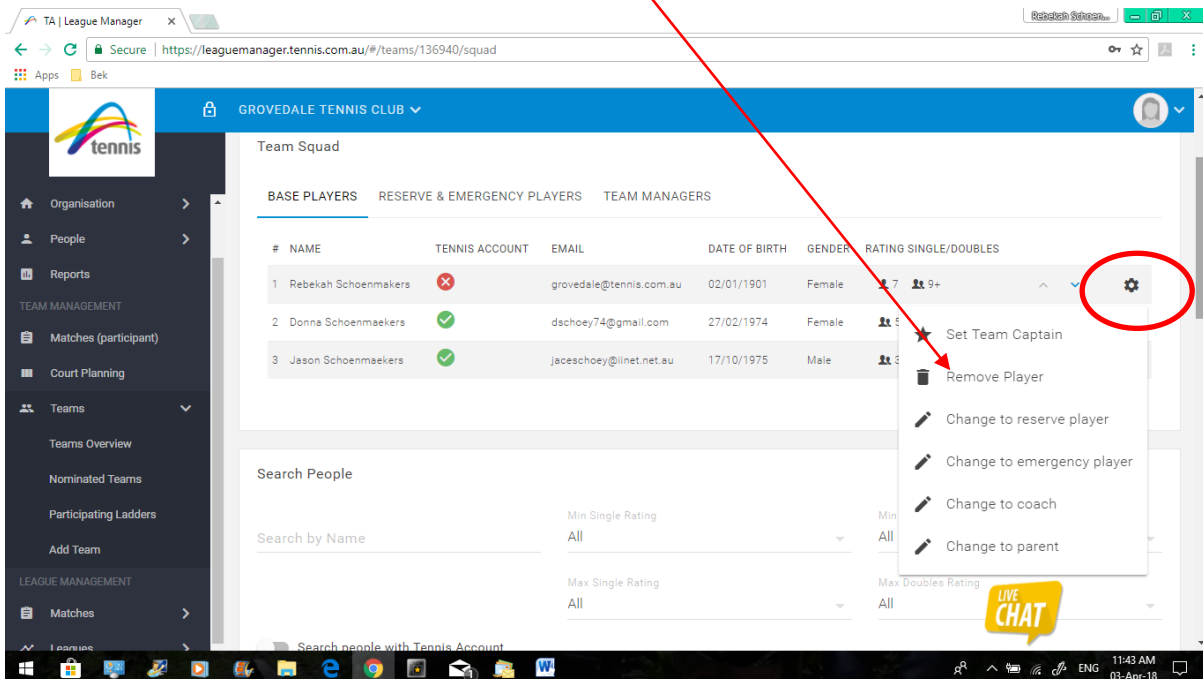


# LEAGUE MANAGER: TEAM NOMINATION

Once selected & confirmed, this player is added directly into your team list.



If Team Captains are known, click the symbol (cog wheel) on the right hand side, and SET AS CAPTAIN  
Incorrect players can also be removed, using REMOVE PLAYER





# LEAGUE MANAGER: TEAM NOMINATION

When the team is correct, move to the bottom of the page and SAVE

#	NAME	TENNIS ACCOUNT	EMAIL	DATE OF BIRTH	GENDER	RATING SINGLE/DOUBLES
1	Susan Bissett	✓	tbissett@bigpond.net.au	17/09/1968	Female	1 5+
2	Kaye Bissett	✗	kaye.ward@optusnet.com.au	16/05/1985	Male	1 5
3	Diane Pay	✓	payd@bigpond.com	18/06/1952	Female	1 5+
4	MELANIE KEATING	✓	melandean2@bigpond.com	18/01/1975	Female	1 5
5	Susan Bissett	✓	tbissett@bigpond.net.au	17/09/1968	Female	1 5+

Team overview will be shown

**Grovedale**  
2018 Tennis Geelong Senior Winter Competition / Section 1 (2x2)

**Team settings**

Organisation	Organisation approval	Team Captain	Contact Phone
Grovedale Tennis Club	Approved	Sara Earls	0423656075 / 0423656075
Participating in	League Status	Payment status	
2018 Tennis Geelong Senior Winter Competition	Team nomination open	Pending	
Facility	Facility Address		
GROVEDALE TC	45 Wingarra Drive, 3216, GROVEDALE / VIC		
Preferred Surface	Preferred Court	Preferred Start Time	
N.A.	N.A.	N.A.	

If you find a mistake at this point, hit the ... on the right hand side of the team name. From here you can Edit Team Settings and Edit Squad

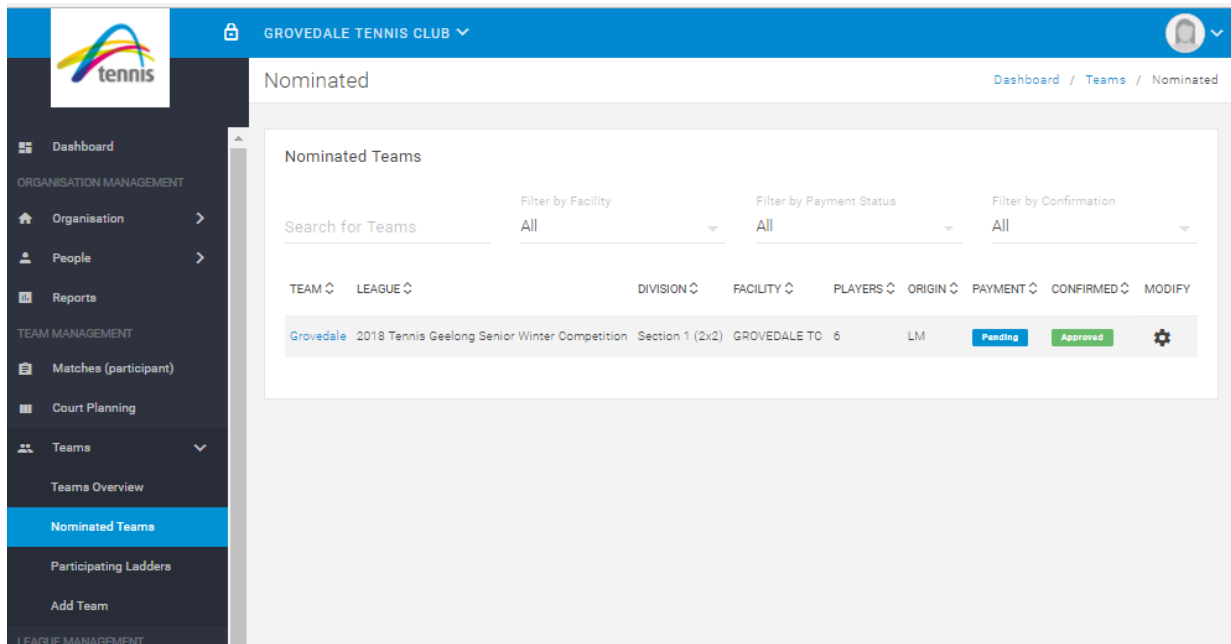
To enter another team, click on ADD TEAM from the left hand scroll bar, and repeat the process for your next team.

Teams can be changed until the CLOSING DATE OF NOMINATIONS. (as teams have been submitted and graded for this season, they must be the same as the teams you have received back)



# LEAGUE MANAGER: TEAM NOMINATION

Once completed, you can check the teams you have entered from the Nominated Teams tab on the left hand side. (see below trouble shooting if team does not appear)



## Trouble Shooting

If you believe you created a team and it is not showing on the nominated teams list then hit the refresh button before adding it again.

If you believe you saved your team and no players are there, then more than likely you have forgotten to hit the Add + Persons button before hitting the save button at the bottom of the page or you forgot to save after adding players.

Clubs cannot delete teams. If you have created duplicate teams then advise TG and we will delete the duplicats.

## HOW TO EDIT YOUR NOMINATED TEAMS

See nominated teams tab in last screen shot.

Click on the team name you would like to edit, this will open the Team Overview.

Once open, on the top right hand side, click on ●●● and Edit Settings if you want to change the name or section selected **OR** Edit Squad for any changes with players.