LEAGUE MANAGER: TEAM NOMINATION

TO ENTER TEAMS INTO COMPETITIONS
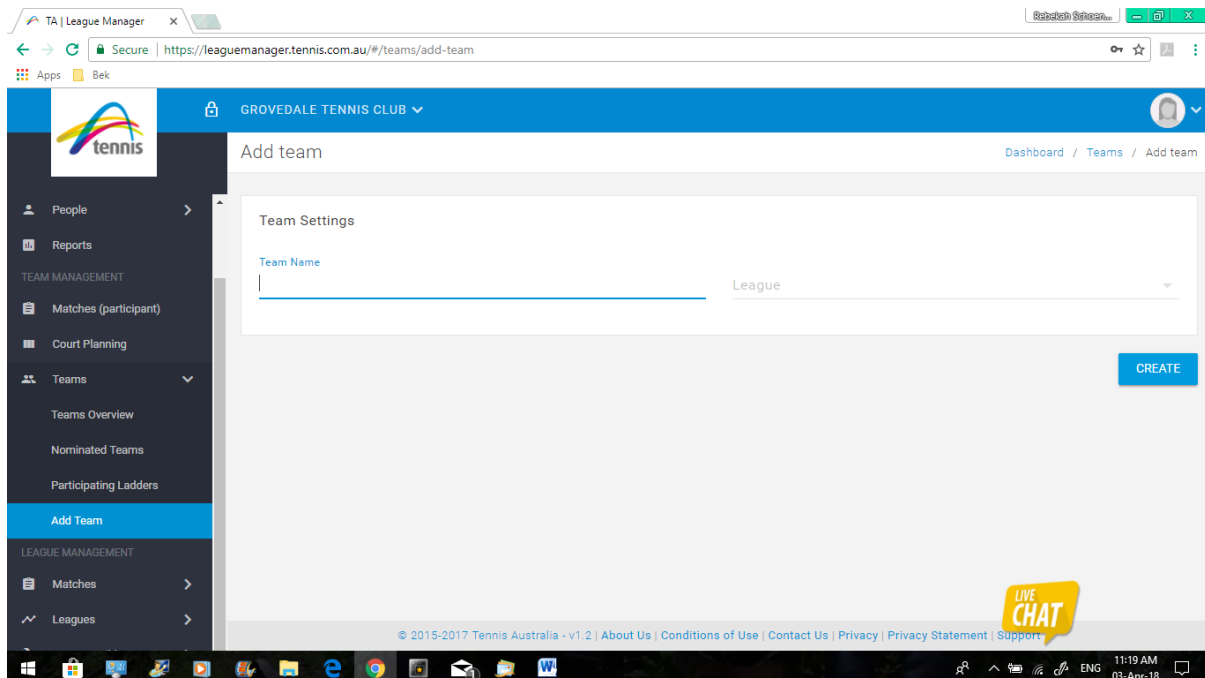
Log in to leaguemanager.tennis.com.au

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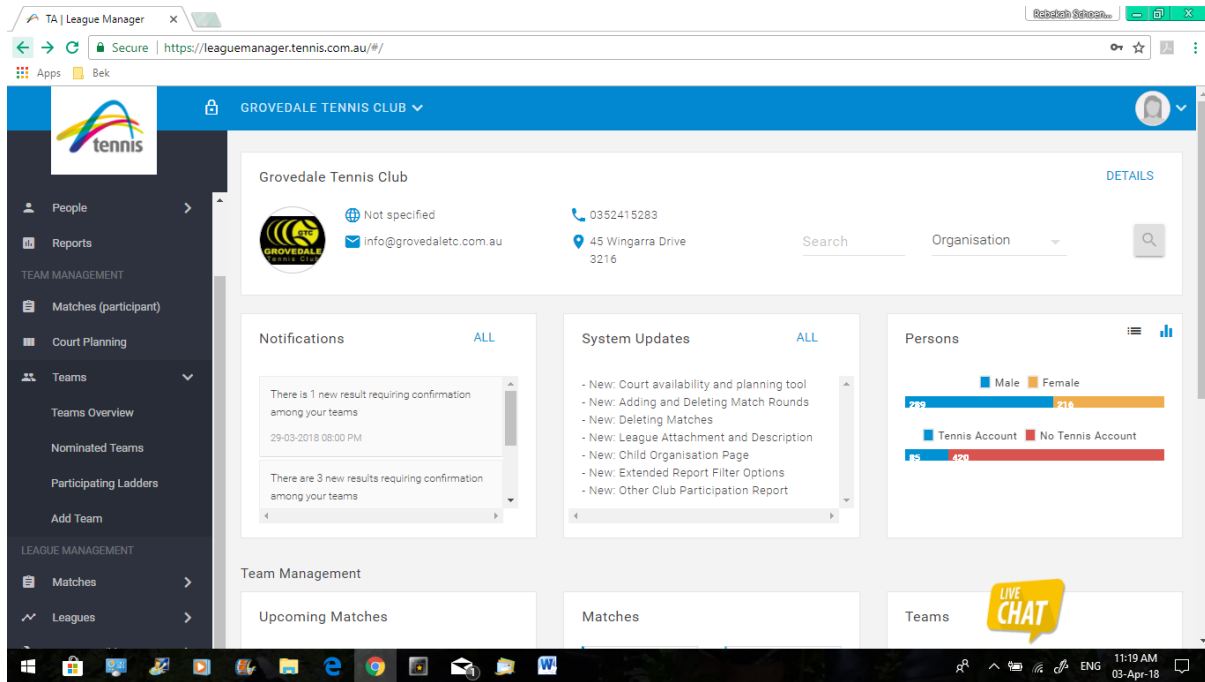
The following screen will appear. Enter your team name as:

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

This will generate three new fields

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.

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.
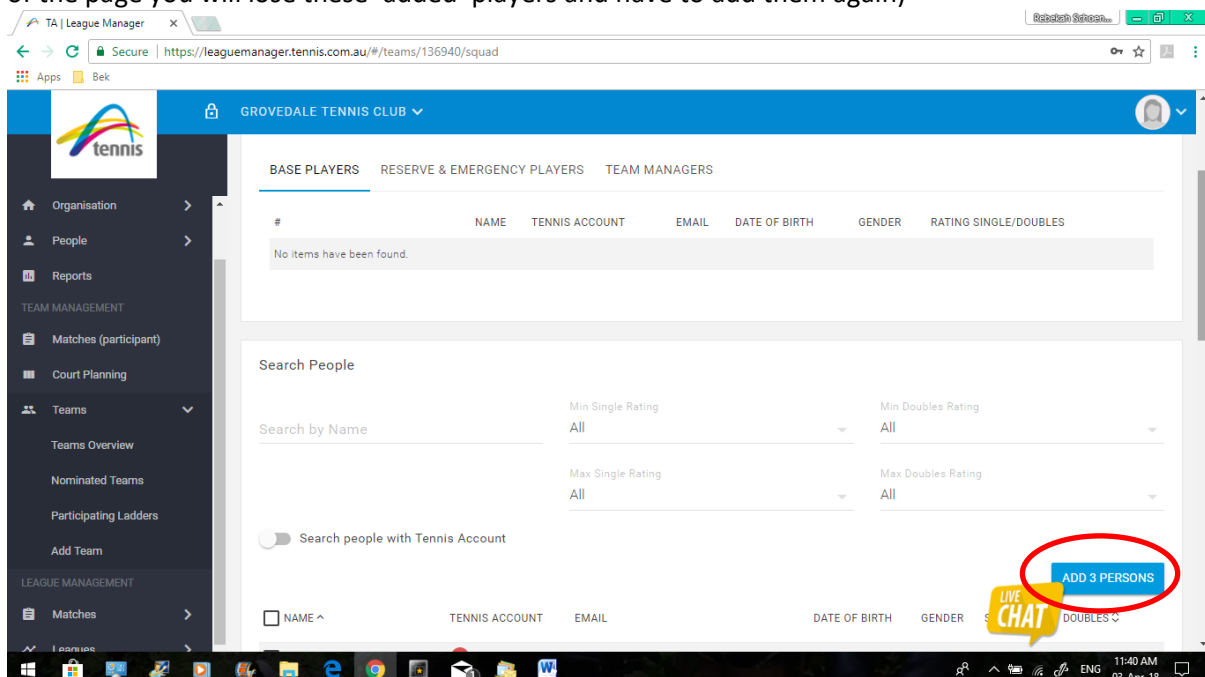
This is the easiest option and we encourage you to get your members to create a Match Centre Account, the website is leagues.tennis.com.au
In most cases it is very straight forward, if they have issues then they can send an email to play@tennis.com.au and they will assist with the issues.

If they have not then use the 2nd and 3rd 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)

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

PLAYER NOT LISTED
At the bottom right of the page, near the Live Chat button (in working hours), click ADD NEW PLAYER

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
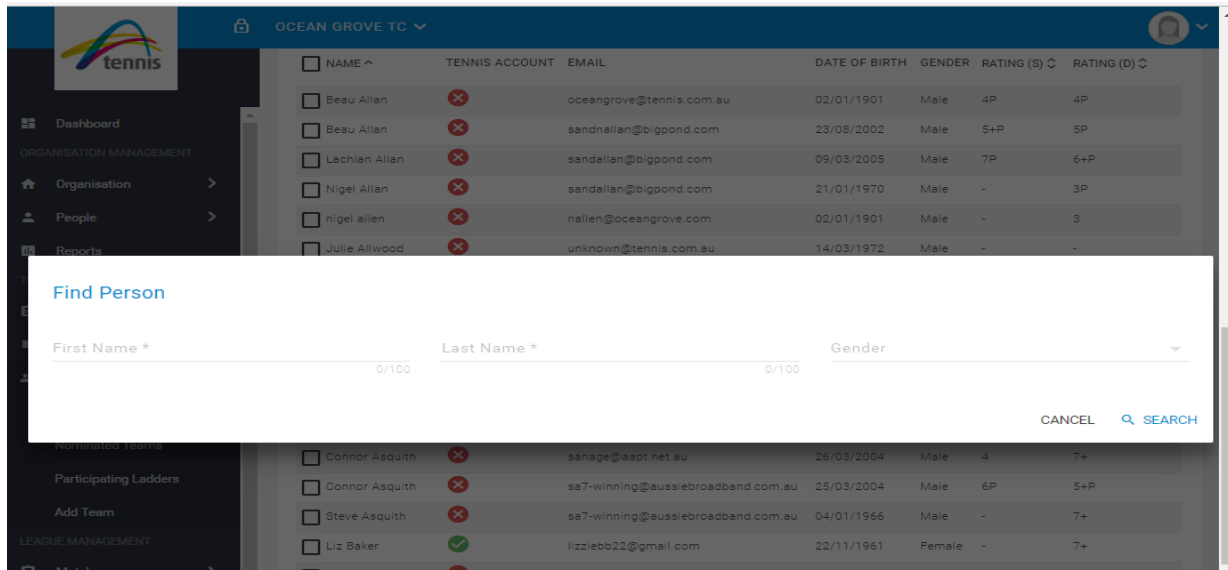
Three Criteria will appear;
First is your club – if the name appears here then chose that name (it means they have played matches with your club in the past)
Second is LM – this is the next option to choose names from
Third is Other Results
For all of these options if multiple names appear follow the 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.
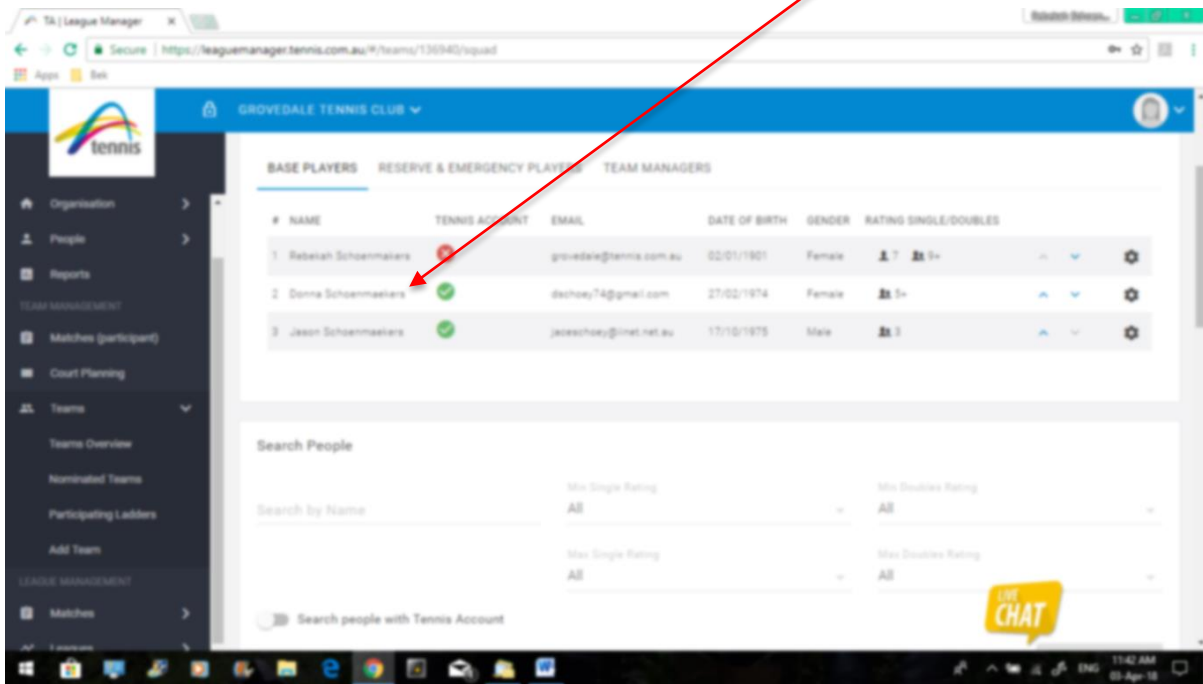Repeat if you have other players to add.
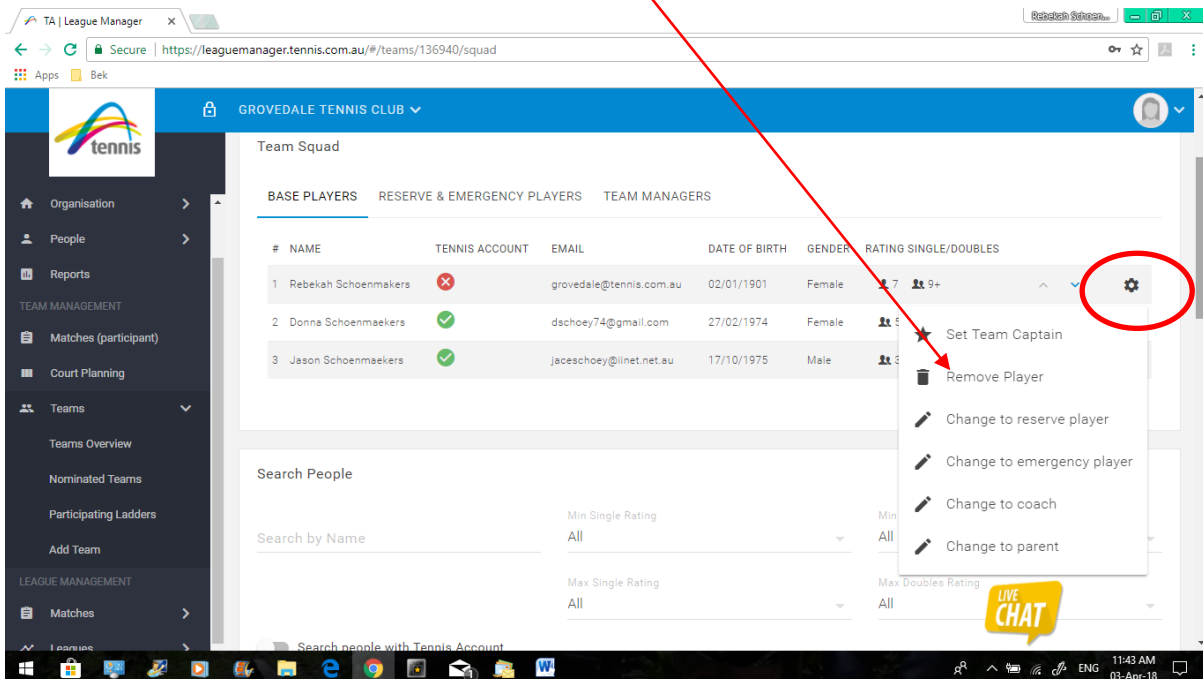All players should now be shown in your team list.
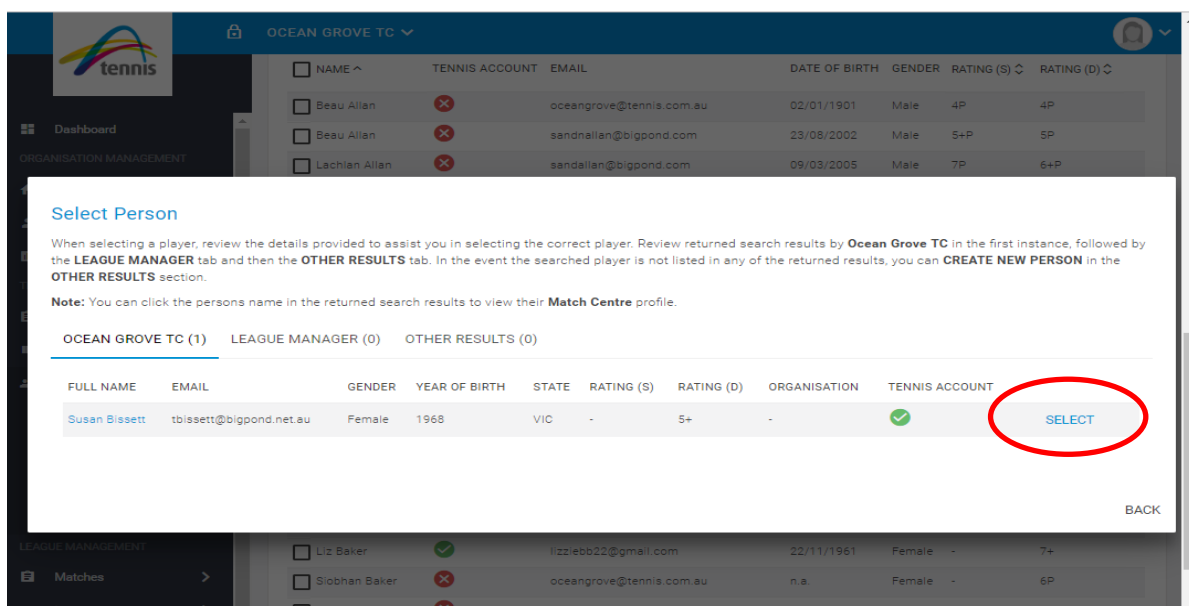
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Once selected & confirmed, this player is added directly into your team list.

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

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

Team overview will be shown

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)

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)
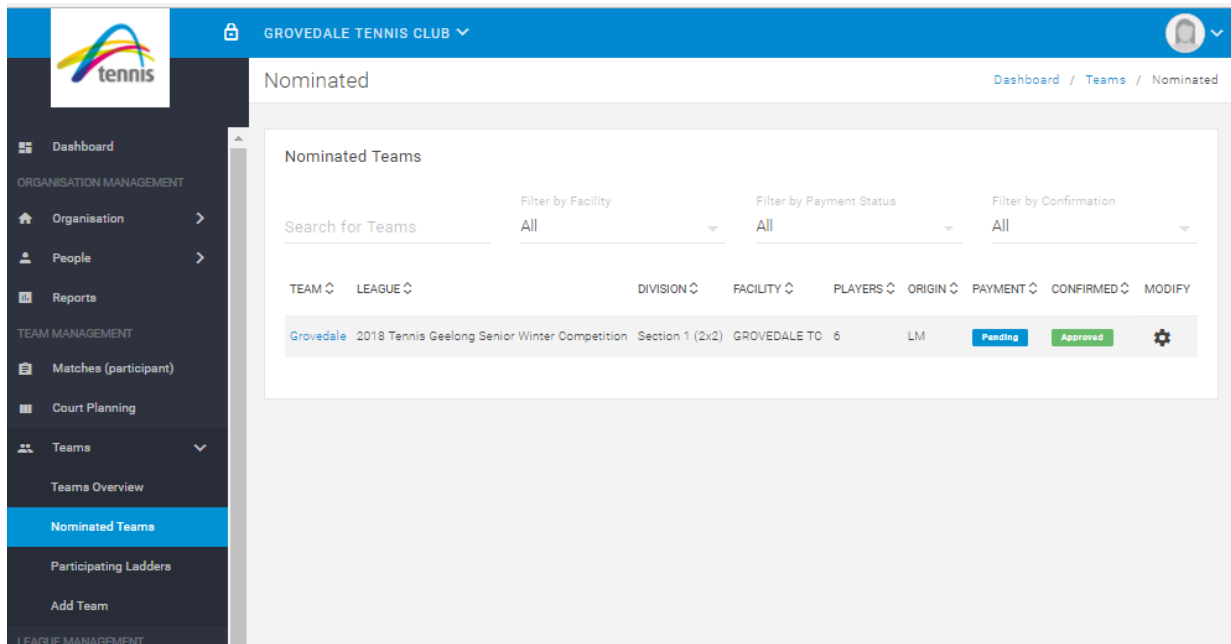
Trouble Shooting

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.