

### **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)

	TA   League Manager	×			Rabakah Seheran 🗖 🗖 🗙
← ·	→ C 🔒 Secure   h	nttps://leag	uemanager.tennis.com.au/#/		야 ☆ 💹 🗄
III A	Apps 📙 Bek				
	tannis	۵	GROVEDALE TENNIS CLUB 🗸		<b>0</b> ~ î
	(ennis		Grovedale Tennis Club		DETAILS
-	People	> -	(In Not specified	<b>L</b> 0352415283	
11	Reports		GROVEDALE	9 45 Wingarra Drive Search 3216	Organisation - Q
TEAN				3210	
Ê	Matches (participant)				
•	Court Planning		Notifications ALL	System Updates ALL	Persons ≔ <b>.lı</b>
**	Teams Teams Overview Nominated Teams	ř	There is 1 new result requiring confirmation among your teams 29-03-2018 08:00 PM	New: Court availability and planning tool     New: Adding and Deleting Match Rounds     New: Deleting Matches     New: Cherge Matches     New: Child Organisation Page	Male Female 289 210 Tennis Account No Tennis Account
	Participating Ladders Add Team		There are 3 new results requiring confirmation among your teams	New: Extended Report Filter Options     New: Other Club Participation Report	5 1/0
LEAC					
Ê	Matches	>	Team Management		
~	Leagues	>	Upcoming Matches	Matches	Teams CHAT
	ê 😨 🌌		🕼 🚍 🤮 🏮 🖬 😭 🍺	w	g <sup>Q</sup> ^ 🖮 🧖 🖓 ENG 11:19 AM 🖓

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

	TA   League Manager	×		Rebelieh Schrein 🗖 🗖 🗙
← -	→ C 🔒 Secure   h	nttps://le	eaguemanager.tennis.com.au/#/teams/add-team	야 ☆ 🔎
<b>.</b> A	pps 📙 Bek			
		ć	GROVEDALE TENNIS CLUB ✓	<b>_</b> ~
	tennis		Add team	Dashboard / Teams / Add team
•	People		Team Settings	
16	Reports			
TEAM			Team Name League	· ·
Ê	Matches (participant)			
	Court Planning			_
45.	Teams			CREATE
	Teams Overview			
	Nominated Teams			
	Participating Ladders			
	Add Team			
LEAG				
Ê	Matches			LIVE
~	Leagues		© 2015-2017 Tennis Australia - v1.2   About Us   Conditions of Use   Contact Us   Privacy   Privacy Statement   S	CHAT
	🔒 🐖 🌌		🗛 🚍 😋 👩 👩 😭 👷 🖤	🖮 🧖 ENG 11:19 AM



#### This will generate three new fields

		۵	GROVEDALE TENNIS CLUB 🛩			
	tennis		Add team		Dashboard / Tea	ms / Add team
55	Dashboard		Team Settings			
ORG		νT				
♠	Organisation	>	Team Name Grovedale Yellow		League 2018 Tennis Geelong Senior Winter Competition	-
•	People	>				
16	Reports	_	Preferred division Section 1 (2x2)	~	Facility GROVEDALE TC	-
TEA						
â	Matches (participant)		Comment			
•	Court Planning					
	Teama	~				
	Teams Overview	_				CREATE
	Nominated Teams	_				
	Participating Ladders					
	Add Team					
LEAG	GUE MANAGEMENT					

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.

		۵	GROVEDALE TENNIS CLUB 🗸				0
	Ttennis		Grovedale				
5	Dashboard	<b>^</b>	GROVEDALE 2018 Tennis Geeld	ong Senior Winter Competition	/ Section 1 (2x2)		
		т					
A	Organisation	>	Team Squad				
-	People	>					
16	Reports		BASE PLAYERS RESERVE &	EMERGENCY PLAYERS T	EAM MANAGERS		
			#	NAME TENNIS ACCOUNT	EMAIL DATE OF BIRTH	GENDER RATING SINGLE/	DOUBLES
Ê	Matches (participant)		No items have been found.				
•	Court Planning	- 1					
	Teams	~					
	Teams Overview	- 1	Search People				
	Nominated Teams			Min Single Rati		Min Doubles Rating	
	Participating Ladders	- 1	Search by Name	All	ng T		~
	Add Team			Max Single Rati		Max Doubles Rating	
				All	nig T	A.U.	~
Ê	Matches	>	Search people with Tennis	Account			
~	Leagues	>	Search people with rennis	Accodit			SELECT A PERSON



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 <u>play@tennis.com.au</u> and they will assist with the issues.

If they have not then use the  $2^{nd}$  and  $3^{rd}$  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)

_ <b>^</b>	TA   League Manager	× \							
<del>\</del>	→ C 🔒 Secure   h	ttps://league	emanager.tennis.com.au/#	#/teams/136940/squad					아☆ 🗵 🗄
A III	apps 📙 Bek								
		۵	GROVEDALE TENNIS	CLUB 🗸					<b>O</b> ~ 1
	tennis		BASE PLAYERS	RESERVE & EMERGENCY PLA	YERS TEAM MANAG	ERS			
A	Organisation	> ^	#	NAME TEN	NIS ACCOUNT EM	AIL DATE OF BIRTH	GENDER	RATING SINGLE/DOUBLES	
*	People	>	No items have been	found.					
	Reports								_
TEAM									
Ê	Matches (participant)								
	Court Planning		Search People						
	Teams	~	Oversk hu Neme		Min Single Rating		Min D	oubles Rating	
	Teams Overview		Search by Name		All		⇒ All		
	Nominated Teams				Max Single Rating		Max I	Doubles Rating	
	Participating Ladders				AII				
	Add Team		Search peop	le with Tennis Account					
LEAC								ADD	3 PERSONS
Ê	Matches	>	NAME ^	TENNIS ACCOUNT	EMAIL	DA	ATE OF BIRTH	gender <b>CHAT</b> dou	BLES ≎
~	Leanues		🕵 🚍 🤮 🔇	o 🗖 🗟 💌				¢ ^ ! = @	I1:40 AM



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

		6	GROVEDALE TENNIS CLUB	~							
	tennis		GROVEDAL 2018 Tenn	is Geelong Senior W	inter Competition / Section 1 (	(2×2)					
SRG/	Dashboard		Team Squad								
A	Organisation	>	BASE PLAYERS RESE	ERVE & EMERGENC	Y PLAYERS TEAM MANA	GERS					
•	People	>	# NAME	TENNIS ACCOUNT	EMAIL	DATE OF BIRTH	GENDER	RATING SINGLE/DOUBLES			
	Reports		1 Sara Earls(C)	9	sarakucenko@hotmail.com	16/01/1982	Female	<b>1</b> 2	^	~	\$
Ê			2 Lisa Sherwell	0	lisasherwell@yahoo.com.au	07/11/1978	Female	<b>1</b> 8 3	^	~	\$
•	Court Planning		3 Catrina Saltalamacchia	8	catrinasalta@hotmail.com	30/01/1999	Female	<b>11</b> 3+	^	~	\$
<b>.</b>	Teams	~	4 Matthew Squire	<b>S</b>	matthew.squire@cockram.com	05/02/1987	Male	<b>1</b> 1 3+	^	~	\$
	Teams Overview		5 Tyler Krumholz	<b>Ø</b>	tyler.krumholz@tennis.com.au	06/11/1984	Male	<b>1</b> 1 3+	^	~	ф.
	Nominated Teams		6 Andrew Veenstra	$\otimes$	veenstra.andrew@gmail.com	23/02/1987	Male	<b>1</b> 6+P	^	~	\$
	Participating Ladders										
	Add Team										
			Search People								
Ê	Matches	>			an an I a cr						

#### PLAYER NOT LISTED

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

		۵	GROVEDALE TENNIS CLUB $\checkmark$					)~
	tennis		5 Tyler Krumholz 🤡	tyler.krumholz@tennis.com.au	06/11/1984 Male	<b>11</b> 3+	~ ~ <b>¢</b>	
5	Dashboard	^	6 Andrew Veenstra	veenstra.andrew@gmail.com	23/02/1987 Male	<b>1</b> 6+P	<b>^</b> ~ 🌣	
A	Organisation	>						
•	People	>	Search People					
11.	Reports		Search by Name	Min Single Rating		Min Doubles Rating		
			joe citizen	All	~	All	~	
ê	Matches (participant)			Max Single Rating		Max Doubles Rating		
•	Court Planning			All	$\nabla$	All	~	
*	Teams	~	Search people with Tennis Ac	count				
	Teams Overview		Ŭ					
	Nominated Teams						SELECT A PERSON	
	Participating Ladders		NAME ^	TENNIS ACCOUNT EMAIL	DATE OF BIRTH	GENDER SINGLES \$	DOUBLES \$	
	Add Team		No items have been found.					
â	Matches	>					W PLAYER SAVE	
~	Leagues	>				ADD NE	N PLATER SAVE	



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

		₿	OCEAN GROVE TC 🗸							<b>O</b> ~
	tennis			TENNIS ACCOUNT	EMAIL	DATE OF BIRTH	GENDER	RATING (S) 🗘	RATING (D)	¢
			🔲 Beau Allan	8	oceangrove@tennis.com.au	02/01/1901	Male	4P	4P	
		Î	Beau Allan	8	sandnallan@bigpond.com	23/08/2002	Male	5+P	SP	
		- 11	Lachian Allan	8	sandallan@bigpond.com	09/03/2005	Male	7P	6+P	
		>	Nigel Allan	8	sandallan@bigpond.com	21/01/1970	Male		ЗP	
		>	nigel allen	8	nallen@oceangrove.com	02/01/1901	Male		3	
	Reports	- 11	Julie Allwood	8	unknown@tennis.com.au	14/03/1972	Male			_
T	Find Person									
	First Name *			Last Name *		Gender				~
4										
								CAN	NCEL Q	SEARCH
		- 11	Connor Asquith	8	sanage@aapt.net.au		Male	4	7+	
			Connor Asquith	8	sa7-winning@aussiebroadband.com.au	25/03/2004	Male	6P	5+P	
			Steve Asquith	8	sa7-winning@aussiebroadband.com.au	04/01/1966	Male		7+	
			Liz Baker		lizziebb22@gmail.com	22/11/1961	Female		7+	

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.

	tennis		(	NAME ^	TENNIS ACCOUN	T EMA	IL		DATE OF BIRTH	GENDER	RATING (S) 🗘	RATING (D) 🗘	
				Beau Allan	8	ocea	ngrove@tennis.c	com.au		Male	4P	4P	
			Î	Beau Allan	8	sand	nallan@bigpond	.com	23/08/2002	Male	5+P	5P	
ORGAN	IISATION MANAGEM	IENT	(	Lachlan Allan	$\otimes$	sand	allan@bigpond.c	om	09/03/2005	Male	7P	6+P	
V ti T	he LEAGUE MANA	olayer, revie AGER tab a section.	nd then the	OTHER RESULTS t	ab. In the event the	searche	ed player is not	listed in any of	ch results by <b>Ocear</b> the returned results				
	OCEAN GROVE			the returned searc	THER RESULTS (0		n Centre prom	=.					
E _				IANAGER (0) 0	THER RESULTS (0		RATING (S)	RATING (D)	ORGANISATION	TENNIS A	CCOUNT		
	OCEAN GROVE	TC (1) EMAIL		IANAGER (0) C	THER RESULTS (0)	)			ORGANISATION	TENNIS A	CCOUNT	SELECT	5
-	OCEAN GROVE	TC (1) EMAIL	LEAGUE N	IANAGER (0) O GENDER au Female	THER RESULTS (0)	) STATE VIC	RATING (S)	RATING (D) 5+	-	<b>⊘</b>		SELECT	ВАСК
E	OCEAN GROVE	TC (1) EMAIL	LEAGUE N	IANAGER (0) C	THER RESULTS (0)	) STATE VIC		RATING (D) 5+	ORGANISATION - 22/11/1961 p.a.	TENNIS A	-	SELECT 7+ 6P	ВАСК



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

+	Tà   League Manager 3 C Secure   M pps Bok		manager.tennis.com.au/#/hrams/1	36940/vguad						di Bilinan	• <b>- 0 =</b> •• ☆ □
	tennis	۵	GROVEDALE TENNIS CLUB 🗸								<b>0</b> ~ '
•	Organisation People	) . )	BASE PLAYERS RESERV		EMMA,	DATE OF BIRTH		RATING SINGLE/DOUBLES			
	Reports - ununification Matches (participant)		1 Rebelah Schoermaliers 2 Donna Schoermaeliers 3 Jacon Schoermaeliers	0	provedaleğtennis.com.au dechosy?4@pmail.com jaceschosy@inet.net.au	02/01/1901 27/02/1974 17/10/1975	Female Naie	17 101- 101- 101	•	•	0
-	Court Planning										
	Teams Overview Nominated Teams		Search People		Min Single Rating			Mis Doubles Rating			
104	Participating Ladders Add Team				Ma Single Fating			Max Dentilies Rating			
•	Matchen Lesener	2	💷 Search people with Te	nnis Account				<u>)</u>	HAT .	A DIG	11-42 AM 63-Apr-18

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

	TA   League Manager	×						Rebeksh Schoen 🗖 🕅 🗙
←	→ C 🔒 Secure   h	ittps://leagu	uemanager.tennis.com.au/#/teams/1	36940/squad				야 ☆ 🗾 🗄
	Apps 📙 Bek					$\mathbf{i}$		
		۵	GROVEDALE TENNIS CLUB 🗸					<b>@</b> ~ <sup>^</sup>
	tennis		Team Squad					
÷	Organisation	> ^	BASE PLAYERS RESERVI	E & EMERGENCY PL	AYERS TEAM MANAGE	RS	$\backslash$	
•	People	>	# NAME	TENNIS ACCOUNT	EMAIL	DATE OF BIRTH	GENDER RATING SIN	GLE/DOUBLES
IL TEA	Reports M MANAGEMENT		1 Rebekah Schoenmakers	8	grovedale@tennis.com.au	02/01/1901	Female 🗶 7 👥	9+ ^ 🗸 🌣
Ê	Matches (participant)		2 Donna Schoenmaekers	<b>S</b>	dschoey74@gmail.com	27/02/1974	Female 👥 S	Set Team Captain
	Court Planning		3 Jason Schoenmaekers	0	jaceschoey@iinet.net.au	17/10/1975	Male 👥 3	Remove Player
	Teams	~						Change to reserve player
	Teams Overview							
	Nominated Teams		Search People					Change to emergency player
	Participating Ladders				Min Single Rating		Min	Change to coach
	Add Team		Search by Name		All		- All	Change to parent
LEA					Max Single Rating			oles Rating
Ê	Matches	>			All		- All	<u>ČHAT</u>
~	eannea l		Search people with Te		W			χ <sup>ρ</sup> ∧ ₩ <i>(i</i> , d <sup>2</sup> / <sub>2</sub> ENG <sup>11:43</sup> AM <sub>03</sub> -Apr-18



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

Team Squad								
	EMERGENCY PLAYERS TEAM MA	140700						
BASE PLATERS RESERVE O	EMERGENCT PLATERS TEAM MA	INAGERS						
# NAME	TENNIS ACCOUNT	EMAIL	DATE OF BIRTH	GENDER	RATING SINGLE/DOUBLES			
1 Susan Bissett	<b>Ø</b>	tbissett@bigpond.net.au	17/09/1968	Female	<b>11</b> 5+		~ 👻	٩
2 Kaye Bisset	8	kaye.ward@optusnet.com.au	16/05/1985	Male	<u>In</u> 5		^ <b>~</b>	٩
3 Diane Pay	0	payp@bigpond.com	18/06/1952	Female	<b>İ</b> . 5+		~ <b>~</b>	٩
4 MELANIE KEATING	0	melanddean2@bigpond.com	18/01/1975	Female	<u>It</u> 5		~ <b>~</b>	٩
5 Susan Bissett	0	tbissett@bigpond.net.au	17/09/1968	Female	<b>11</b> 5+		<b>~</b> ~	٩
Search People within your C								
	rganisation							
Search by Name Susan		Min Single Rating			Min Doubles Rating			
		Max Single Rating			Max Doubles Rating			
Search people with Tenn	is Account							
								ECT A PERSON
NAME ^	TENNIS ACCOUNT	EMAIL	DATE OF BIRTH	GENDER	RATING (S) 🗘	RATING (D) 🗘		
NAME ^	TENNIS ACCOUNT	EMAIL tbissett@bigpond.net.au	DATE OF BIRTH 17/09/1968	GENDER	RATING (S) 🗘	RATING (D) \$	Base	٥
							<b>Base</b>	۵
Susan Bissett	0	tbissett@bigpond.net.au	17/09/1968	Female		5+	Base .	۵
Susan Bissett	0	tbissett@bigpond.net.au	17/09/1968	Female		5+	ADD NEL PLAYE	_

#### Team overview will be shown

		۵	grovedale tennis club $\checkmark$	0~							
	tennis		Profiles		Dashboard / Teams / Profiles						
S ORGA ♠	Dashboard INISATION MANAGEMEI Organisation	NT >	Grovedale 2018 Tennis Ge	elong Senior Winter Competition / :	Section 1 (2x2)						
<b>.</b>	People Reports	>	Team settings								
	I MANAGEMENT Matches (participant)		Organisation Grovedale Tennis Club	Organisation approval	Team Captain Sara Earls	Contact Phone 0423656075 /					
	Court Planning		Participating in 2018 Tennis Geelong Senio	or Winter Competition	League Status Team nomination open	0423656075 Payment status					
**	Teams Teams Overview	~	Facility GROVEDALE TC	or writer competition	Facility Address 45 Wingarra Drive, 3216	_					
	Nominated Teams		Preferred Surface	Preferred Court N.A.	Preferred Start Time N.A.	,					
	Participating Ladders										
	UE MANAGEMENT Matches	>	Team Squad								
~	Leagues	>	BASE PLAYERS RESERVE & EMERGENCY PLAYERS TEAM MANAGERS								

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)

		۵	GROVEDALE TENNIS CLUB $\checkmark$								
	tennis		Nominated						Dashboa	ard / Teams	/ Nomi
55	Dashboard	^	Nominated Teams								
ORGA	NISATION MANAGEMEN	чт >	Search for Teams	Filter by Facility All		Filter by Pay All	yment Status	Ŧ		Confirmation	
	People Reports	>	TEAM ♀ LEAGUE ♀		DIVISION \$	FACILITY \$	PLAYERS \$	ORIGIN \$	PAYMENT 🗘	CONFIRMED \$	MODIFY
			Grovedale 2018 Tennis Geelong	Senior Winter Competition	Section 1 (2x2)	GROVEDALE TO	6	LM	Pending	Approved	۵
	Matches (participant) Court Planning										
<b></b>	Teams	~									
	Teams Overview										
	Nominated Teams										
	Participating Ladders										
	Add Team										

#### **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.