

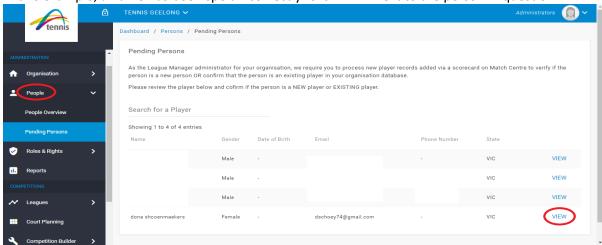
LEAGUE MANAGER: PENDING PLAYERS

Go to leaguemanager.com.au and login with your tennis account details In the left hand Menu, Select PEOPLE, then PENDING PLAYERS. This will show any newly added people, through League Manager or Match Centre.

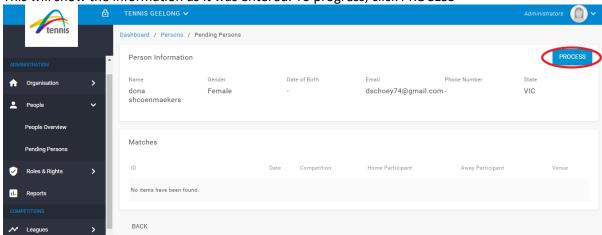
From here, you can decide if this person is actually new, or if the information was not quite right, and didn't find an existing person.

EXISTING PLAYER

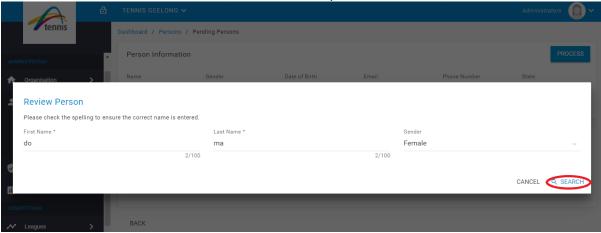
In this example, a name has been spelt incorrectly. Click VIEW next to the person in question.



This will show the information as it was entered. To progress, click PROCESS



Enter as little as 2 letters in each field, but information you know is correct, then click SEARCH



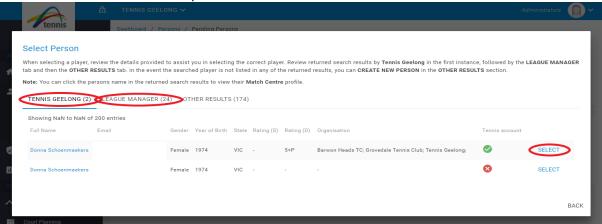
It does pay to click Male and Female if you believe someone should be there but is not showing.



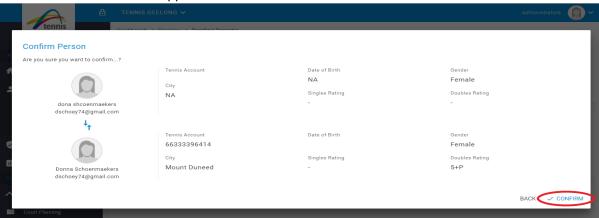
LEAGUE MANAGER: PENDING PLAYERS

A list from your organisation will be shown first, and League Manager second, and other Results third. Look through these lists to find your player.

Click SELECT next to the correct profile.



A Confirmation screen will appear. Click confirm.

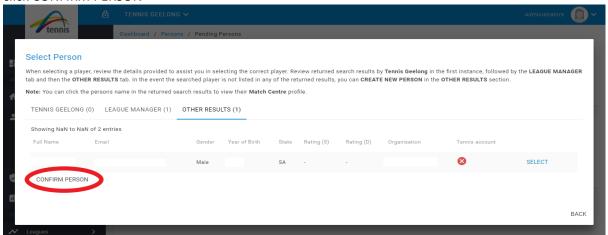


This will take you back to the PENDING PLAYERS Screen. By completing this process, the Confirmation is send to Tennis Australia for manual merging. This may take several days to complete.

NOTE: The incorrect name will remain in the Team List until the merge is completed.

IF YOUR PLAYER DOESN'T EXIST

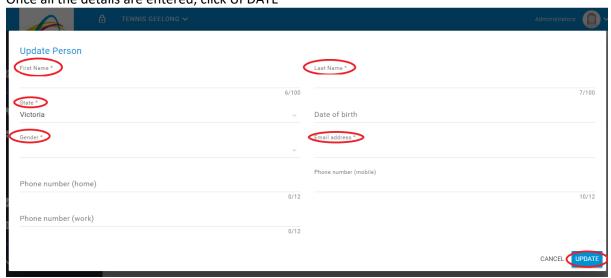
Follow the same steps as above, but after looking through the lists, on the OTHER RESULTS page, click CONFIRM PERSON



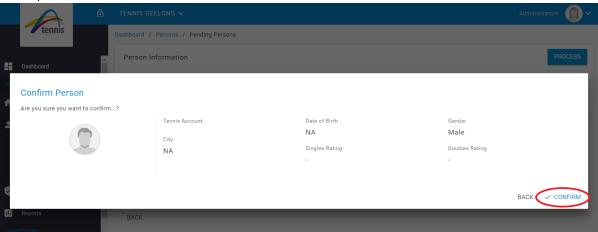


LEAGUE MANAGER: PENDING PLAYERS

This will bring up a screen of the players details. The fields with an asterisk must be entered. (If you don't know the players email use unknown@club.com.au or club@tennis.com.au)
Once all the details are entered, click UPDATE



Double check your details, if something is missing or incorrect, click BACK. If you are happy with the details, click CONFIRM.



The Pending Persons page will then be displayed, and the person you have approved will no longer appear.