



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.

Name	Gender	Date of Birth	Email	Phone Number	State	
	Male	-		-	VIC	VIEW
	Male	-			VIC	VIEW
	Male	-			VIC	VIEW
dona shcoenmaekers	Female	-	dschoey74@gmail.com	-	VIC	VIEW

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

Name	Gender	Date of Birth	Email	Phone Number	State
dona shcoenmaekers	Female	-	dschoey74@gmail.com	-	VIC

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

Review Person

Please check the spelling to ensure the correct name is entered.

First Name * do 2/100

Last Name * ma 2/100

Gender Female

CANCEL [SEARCH](#)

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



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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.

Select Person

When selecting a player, review the details provided to assist you in selecting the correct player. Review returned search results by **Tennis Geelong** in the first instance, followed by the **LEAGUE MANAGER** tab and then the **OTHER RESULTS** tab. In the event the searched player is not listed in any of the returned results, you can **CREATE NEW PERSON** in the **OTHER RESULTS** section.

Note: You can click the persons name in the returned search results to view their **Match Centre** profile.

TENNIS GEELONG (2) **LEAGUE MANAGER (24)** OTHER RESULTS (174)

Showing NaN to NaN of 200 entries

Full Name	Email	Gender	Year of Birth	State	Rating (S)	Rating (D)	Organisation	Tennis account
Donna Schoenmaekers		Female	1974	VIC	-	5+P	Barwon Heads TC; Grovedale Tennis Club; Tennis Geelong;	✓ SELECT
Donna Schoenmaekers		Female	1974	VIC	-	-		✗ SELECT

BACK

A Confirmation screen will appear. Click confirm.

Confirm Person

Are you sure you want to confirm...?

Profile 1:
Tennis Account: dona.schoenmaekers.dschoey74@gmail.com
City: NA
Date of Birth: NA
Gender: Female
Singles Rating: -
Doubles Rating: -

Profile 2:
Tennis Account: 66333396414
City: Mount Duneed
Date of Birth: -
Gender: Female
Singles Rating: -
Doubles Rating: 5+P

BACK **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

Select Person

When selecting a player, review the details provided to assist you in selecting the correct player. Review returned search results by **Tennis Geelong** in the first instance, followed by the **LEAGUE MANAGER** tab and then the **OTHER RESULTS** tab. In the event the searched player is not listed in any of the returned results, you can **CREATE NEW PERSON** in the **OTHER RESULTS** section.

Note: You can click the persons name in their returned search results to view their **Match Centre** profile.

TENNIS GEELONG (0) LEAGUE MANAGER (1) **OTHER RESULTS (1)**

Showing NaN to NaN of 2 entries

Full Name	Email	Gender	Year of Birth	State	Rating (S)	Rating (D)	Organisation	Tennis account
		Male		SA	-	-		✗ SELECT

CONFIRM PERSON

BACK



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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

The screenshot shows the 'Update Person' form with the following fields and values:

Field	Value
First Name *	
Last Name *	
State *	Victoria
Date of birth	
Gender *	
Email address *	
Phone number (home)	
Phone number (work)	

Buttons: CANCEL, UPDATE (circled in red)

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

The screenshot shows the 'Confirm Person' form with the following details:

Field	Value
Tennis Account	
Date of Birth	NA
City	NA
Gender	Male
Singles Rating	-

Buttons: BACK, CONFIRM (circled in red)

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