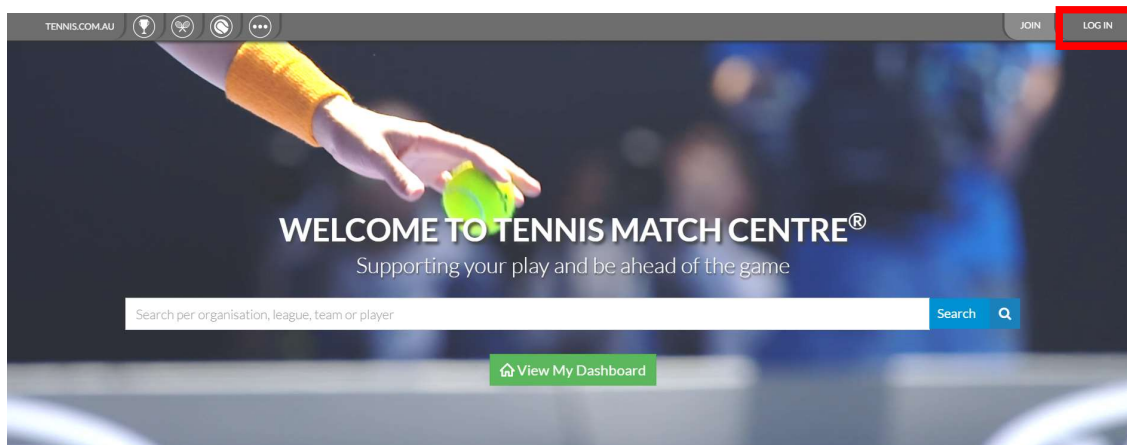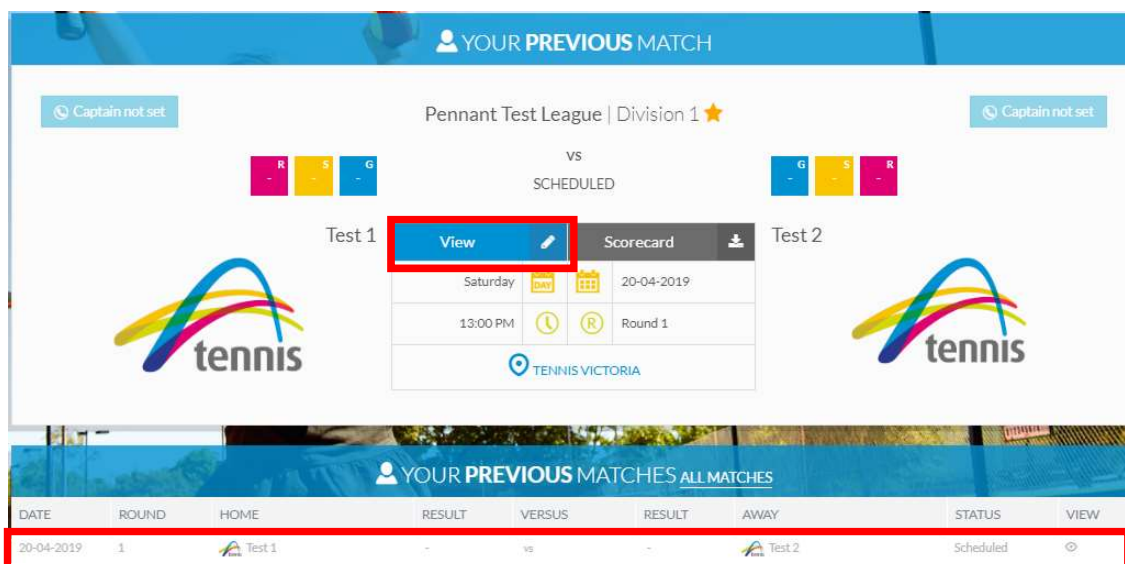# Guide to Entering Scores on Match Centre

1. Log in to Match Centre (leagues.tennis.com.au) on your desktop or mobile device

2. On your Dashboard, scroll down to "Your Previous Match" or "Your Previous Matches" and click on "View". (Note – the only way to access a scorecard to enter the score is through your Dashboard. If you don't see the match in your Dashboard, it is likely that your Tennis account profile is not the one registered for your team, and you will need to merge your duplicate profiles. Follow the guide on the Pennant website, tennis.com.au/vic/players/competitions/pennant, to merge your profiles.)

3. Click "Edit" on the scorecard page.

4. Select your players that participated in the match in their correct order. If you need to add a new player, click the Add Player link directly below the player list. There is a guide to add players on Match Centre on the Pennant website: tennis.com.au/vic/players/competitions/pennant.

5. Enter the results for each rubber. If a rubber was a forfeit, retirement, or was incomplete, select that option above the players. For a retirement or incomplete rubber, enter the score to where the match was stopped. A retirement will allocate the remaining games and sets that should have been played to the winner. For a forfeit, do not enter a score. The games and sets will be allocated to the winner.

Rubber 1 👤

	Correct score ▾	
	6 Game Set, TB at 6-6	
1. Tyler Krumholz ▾	6 S 1 0	1. Test Test5 ▾
	0 S 2 6	
	7 S 3 6	

Rubber 2 👤

	Away Forfeited ▾	
	6 Game Set, TB at 6-6	
2. Nick Hinneberg ▾	☐ S 1 ☐	2. Test Test6 ▾
	☐ S 2 ☐	
	☐ S 3 ☐	

Rubber 3 👤

	Incomplete ▾	
	6 Game Set, TB at 6-6	
3. Andrew Reynolds ▾	7 S 1 6	3. Test Test7 ▾
	6 S 2 7	
	1 S 3 0	

6. If the match was not played, click "Mark not played / incomplete" at the top of the page, and select the correct reason.

7. Once all scores have been entered, click Save Scorecard.