



TENNIS VICTORIA PENNANT TEAM REGISTRATION GUIDE

League Manager Access

Before entering a team on [League Manager](#), you'll need to attain access to the site on behalf of your club. Most likely you've done this in past seasons, but if someone else did it for you or this is your first season entering teams on League Manager, you may need to be given access.

First, log in or register on Match Centre with your email (not Facebook or Google+) if you have not done so before. Once you have logged into Match Centre, contact Sean Spralja, Competitions Coordinator at leaguesvic@tennis.com.au and he can make you an administrator on League Manager.

League Manager is the admin side of Match Centre, and it is where you can enter teams into eligible competitions, enter scores for any team at your club, or even create your own club competitions.

Submitting Teams

Next, go to Add Team in League Manager. Select the correct Pennant league and grade you would like to apply for. When naming your team, always enter your club name first. Make each of your team names distinct, even if it is just "Example Club Grade 1" and "Example Club Grade 2".

Team nicknames are encouraged if they are appropriate, but must be preceded with the club name. You can also add grading information in the comments section.

Entering Players

After you've pressed create team, you can add players to that team. Here is an [excellent guide](#) to do so.

All players need to have created their Competitive Player Profile to be added to a team - there are **no exceptions**. When adding a player into a team, if they have ticks underneath both 'Tennis ID' and 'UTR Activated', the CPP has been successfully completed and you can add them to the team from there. If not, please see [this guide](#) to complete.

Players need to be entered in singles order of merit. Do not enter any players as reserves; all players entered prior to the season need to be base players with an order of merit.

Editing Teams

If you need to edit your teams after submission but before the registration deadline, go to Nominated Teams, click on the team name, and then three dots in the top right corner followed by "Edit Squad".

2024 Pennant Club Information Form

Once all your teams have been entered, you need to submit the [Pennant Club Information Form](#), which details your contact information, court availability, and grading information.