



## How to Use the ICTA Tenniscores (except for Ladies League – please follow the [Ladies League document](#))

In 2014 season as we did last year, scores will be entered by the Home captains online after each match. Please refer to each of the Leagues' websites for the exact procedure for your league as procedures may vary from league to league. As with last year, Schedules, Scores, Rules and all information pertaining to **your** league, is available online for everyone to see and access at their convenience. Please take the time to check out all the features and make sure that your players know to go to the site to keep updated with league information and see how their team and their friends are doing each week.

NOTE: Tenniscores does not allow a club contact to login to update club information directly on the database so you must follow the steps below to update club information. This does not require a password.

## How to Update your Club Registration for 2014

If you completed a **Club Registration update form** in previous years and nothing has changed for 2014 you do NOT need to complete a new Club Registration form. However, if you need to make CHANGES or your Club was not registered last year, please complete a "**Club Registration update form**" by following these steps:

- on the internet, access <http://www.intercountytennis.com>
- hover the **Documents & Forms** menu option at the top of your screen
- click on the **ICTA Forms** menu option and select **Club Registration update form** link
- fill in the form with all your club information
- click the submit form button at the bottom of the page

Note: your club and team information will be updated within 1 or 2 days.

## How to update your Club Team information for 2014

Again if you completed a Club Team Information form in the past and nothing has changed for 2014 you do NOT need to complete a Club Team Registration form. However, if you need to make changes or if you are a new Club, please complete an "**Update Club Team Information**" form by following these steps:

- on the internet, access [www.intercountytennis.com](http://www.intercountytennis.com)
- hover the **Documents & Forms** menu option at the top of your screen
- click on the **ICTA Forms** menu option and select **Update Club Team Information** link
- complete the form with your club name and the number of teams in each league
- click the submit form button at the bottom of the page



Note: your club and team information will be updated within 1 or 2 days.

## How to update your Captain information for 2014

If any of your Captains' information has changed since 2013 or you are submitting new teams for 2014, complete an **"Update Captain Contact Information"** form for each team you have in that league. This does not require a password.

- on the internet, access [www.intercountytennis.com](http://www.intercountytennis.com)
- hover over the **Documents & Forms** button
- click on the **ICTA Forms** menu option
- Click your league name under **"Update Captain Contact Information"** contact form
- complete the information about your club and team
- click the submit form button at the bottom of the page (an e-mail will be sent to the indicated e-mail address as well, with all the information entered, so please make sure the e-mail address is accurate)

Note: your club and team information will be updated within 1 or 2 days

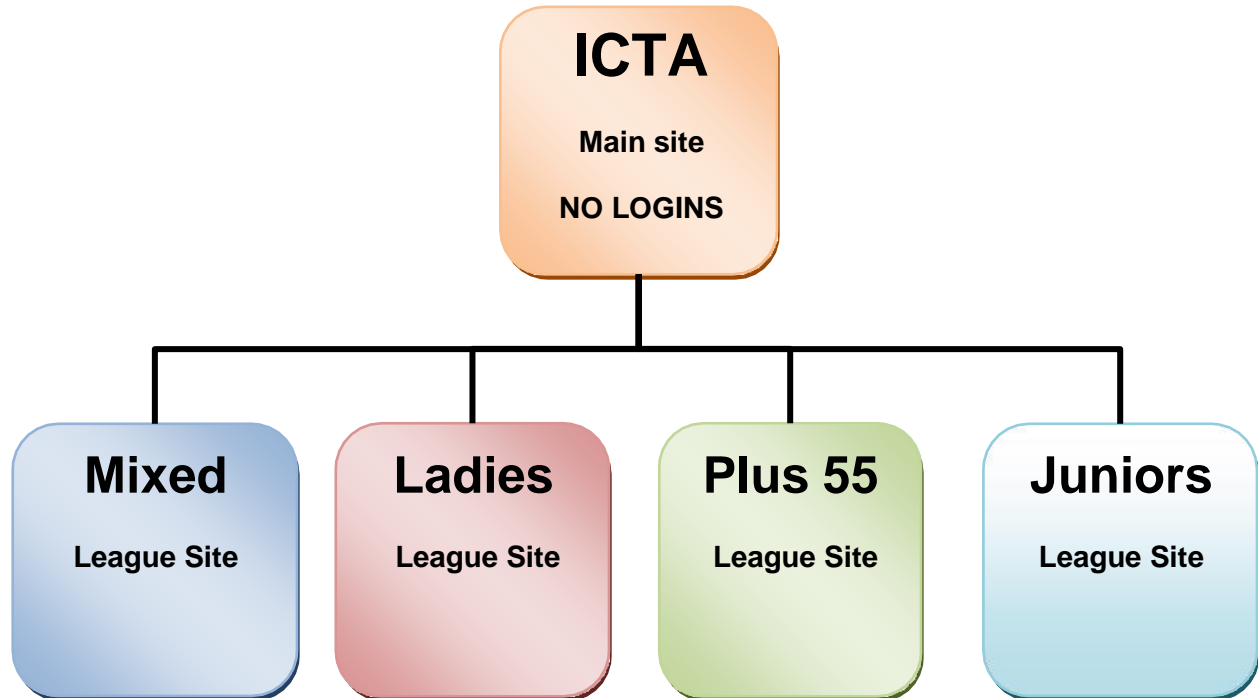
## How to Access Captain Lists and Captains' Information for 2014

First: **Make sure you are in the right league!**

NOTE: To access captain lists and other captain information you must generate a new password using an e-mail address as shown in the 3 steps below. However note that your team members can access general information (see next section).



Before you login make sure you are in the proper league for your team.  
Otherwise your login will not work.



**Step 1) For Captains to register their e-mail address with the new web site:**

- on the internet, access [www.intercountytennis.com](http://www.intercountytennis.com)
- under the **Documents & Forms** → **ICTA Forms** → **Update Captain Contact information** for your league
- complete the "**Update Captain Contact Information**" form (this form requests an e-mail address from the captain and this e-mail will be used to allow the captain to login)
- within 1 or 2 days your login can be used to access captain information like the names and phone numbers of the other captains (see login instructions below)

**Step 2) For Captains to request your password:**

- on the internet, access [www.intercountytennis.com](http://www.intercountytennis.com)
- click on one of the leagues (Mixed, Ladies, Juniors or Plus 55) in the **Leagues** menu option
- click on the Login button at the top-right side of the page
- click the "**First time users click here**" link
- fill if your e-mail address that you registered in step 1 above



- click the **Generate New Password** button
- If your e-mail has not been properly registered in the web site, you will see the message "**I was unable to find a user for that email address**"
- If your e-mail has been properly registered your password will be e-mailed to you shortly

**Step 3) To Login, once you have registered your e-mail and received your password:**

- on the internet, access [www.intercountytennis.com](http://www.intercountytennis.com)
- click on one of the leagues (Mixed, Ladies, Juniors or Plus 55) in the Leagues menu option
- click on the Login button at the top-right side of the page
- fill in your e-mail address that you registered above
- fill in the password that was e-mailed to you
- click the login button

**Note:** If you cannot login within 2 days please contact your league director who will check that your login has been entered properly

- Ladies League: Adwynna MacKenzie, [ladies@intercountytennis.com](mailto:ladies@intercountytennis.com) 905.257.5439
- Mixed League: John Mowat [mixed@intercountytennis.com](mailto:mixed@intercountytennis.com) 416-449-6098
- Plus 55 League: Eric Poon [plus55@intercountytennis.com](mailto:plus55@intercountytennis.com) 905-790-8581
- Junior League: Todd Orrett [juniors@intercountytennis.com](mailto:juniors@intercountytennis.com) 905-430-8814

CAPTAINS ONLY: Once you completed the login you will see the following 14 links (depending on what options the League Director activated for the League, this number will vary) under "**You are currently in xxxx**":

1. **Teams:** This will allow you to choose a team to administer. Most likely there will be only one team listed—make sure that it is the correct team. You can highlight the team and then click on "Edit this team" button below. You will wish to edit this information if you wish to change captains or co-captains or add substitute players (for example someone subbing up).
2. **Players/Members:** This feature will list the players that are currently in your roster. You can edit any of the players listed here
3. **Scores:** This is a list of all the match scorecards for which you are the HOME team captain. HOME captains will need to enter the scores for each match. Please refer to the procedure for your respective league. You will also want to review scores when you are the AWAY team captain too!



4. **Submit Roster:** You **MUST** enter the names of your team members. Please refer to the respective League for more information. You will be able to add new players during the season, but you will not be able to delete any players. If you need to delete a player because they have moved to another team, you must contact your Division Chair or League Director.
5. **Team Information:** This is a list of your current team members and their contact information.
6. **Team Management:** This feature is specific to your team and can only be viewed by the captains of the team. You can communicate with your players, create your line-ups and view your team stats all from this page. Once you have your team's e-mail entered you then click on SEND AVAILABILITY REQUEST and it will send the schedule to your team with an embedded link that allows them to indicate YES/NO/UNSURE regarding their availability throughout the season (you can edit it at anytime). Their answers color code their names, green for YES, red for NO and orange for UNSURE. To create your line-up click on the date of the match below the word Line-Up, on this page you can see who is available, what the results for the past weeks are for your players and then create your line-up add any personal information (i.e. please be there to warm up at least 15 minutes before the match or if there is one court that is playing later, etc.) and send it to your team with one click of your mouse.
7. **Team Management Edit:** You can edit information about your team members. If you add their birthday (day/month) than on that day a birthday message pops up beside their name on the roster page.
8. **Captain Contact List:** This is a printable list of all the captains in all the Divisions, their phone numbers and e-mail addresses. Please keep this information confidential.
9. **Player Performance:** You can track performance of each of your team members. Over time, this tool will help you determine your line-up.
10. **Singles/Doubles History:** This is a fantastic graphic that will provide valuable information about each of your players. Check it out after a few matches have been played!
11. **Broadcast E-mail:** If your players e-mail addresses have been entered, you will be able to send an e-mail to everyone on your team. If you have an e-mail that needs to be added, go back to Team Management Edit.
12. **Captain Changeup:** This function give you the privilege to change the Captain/Co-Captain (can only be done by the active Captain/Co-Captain)



13. **Change Password:** The site has sent you a numeric password, but you can change it to anything you want (any combination of letters or numbers, it doesn't matter).
14. **LOGOUT:** Please remember to logout of your site when you are not on your home computer or when you are at home and others may be using your computer.

## How to Access General League Information

For each League, ANYONE can access (without logging in) the following information:

**Rosters:** All of the teams, including club locations, driving directions and players are listed here. When you click on a player's name, that player's match history will open up below their name. Next to each player's name will be their win/loss record and below their name will be the results by match. Click on the date of the match to view the scorecard from the match, click on the visiting team to see their rosters. To close the window just click on the player's name.

**Schedules:** Schedules for each of the Leagues' Divisions are listed here. Each schedule is also a printable scorecard, however you must be logged in to be able to see it. When you are the Home team Captain, print off a scorecard and take it to the match with you so you can fill in who the away team players were and their scores. Please check with your respective League for procedures for completing and keeping the original scorecards. The Home Captain is responsible for entering the scores online (see specific procedure for each league on its respective website).

**Scores:** As the scores are entered, the website automatically updates the standings and stats for that team and those players. When you click on Scores and the division you want to see, it will show you the Standings and then below that will be a list of all matches played. To see the details of a match, just click on it and the scorecard will pop up showing you the players and their scores. If you click on a player's name, a box will pop up showing you her match history to date. It will list each match the person played, what line they played, and whether they won or lost. If you want the details of a match that player played from another date, click on the Line # and it will take you to that match scorecard.

**Rules:** Please be sure to read the rules for your league (and print a copy to have with you at the matches) and have your players read the rules (or download and print them out) so we are all on the same page when it comes to playing our matches.

**League Forms:** All forms have now been migrated to our new site. During the year, the League Directors will post contact forms for you to fill out online including Website Feedback for confirmation of your attendance at the Captains' meeting to Player Disputes. The first form you and your co-captain should complete is the "Update Captain Contact Information". (This contact information, especially your e-mail address,



will be used later when you login to the site). We will also have available downloadable forms such as Minutes from the Spring and Fall AGMs. Please be sure and check to see what forms are there and use them accordingly. [Click here](#) to access these forms.

**League News:** League News section has been moved to the new site. [Click here](#) for a quicker access this page.

**Calendar:** Check the calendar for important dates...click on the box to see details of the event.

**Weekly Standings:** Once the matches have been completed and the scores entered, you will be able to obtain standings for each Division.

Remember this is a small learning curve, so please do not panic. If you don't understand something or if you have any questions, please e-mail our **President** at [president@intercountytennis.com](mailto:president@intercountytennis.com).