

Captain's Instructions for Using Tenniscores

www.intercountytennis.com

(Please note this is the 2012 version. Some things may be different as Tenniscores makes changes we don't always know about)

How to get to the Ladies League Tenniscores page:

1. www.intercountytennis.com
2. Click on the Ladies League button on the upper left hand corner

Information Available to Captains and Co-Captains ONLY (Instructions for Captain Setup and Team Administration)

Step 1-Setup Captain Access. Get setup as the captain and/or co-captain of your team (if you were the captain or co-captain of your team last year your password is still the same. Please have any captains from last year set up a new captain).

1. Go to <http://www.intercountytennis.com>
2. Click on the Ladies button on the top
3. Login to Tenniscores
4. In the admin section click on [Captain Changeup](#)
5. Choose the new captain and click [change](#)
6. Put in the contact information and click on [Update Information](#).
7. If your old captain is not around to set you up send a message to ladies@intercountytennis.com

Step 2- Get or Find a Password, Change your Email Address so you can Login to the Site:

1. Go to the Ladies League Tenniscores page and click on the Login button (right corner).
2. If you are logging in for the first time you need a password. Click on [First time users click here](#) You will receive, via email, a numerical password within 5-10 minutes.
3. If you have your password and are logging in, enter the email address and password you received. ***If we do not have your correct email address and have not set you up as a captain you cannot access the site.***
4. If you have forgotten your password from last year choose: [Forgot Password](#)
5. If you have changed your email use the email Tenniscores has from last year and choose Captain Changeup to make that correction.
3. You will be welcomed to the site and your [League Administration](#) page will appear. This is where you submit your roster and manage your team.

❖ The League Administration section is the password protected area of the site and allows captains to manage their team. Please *DO NOT* give out your password to other people. If you login to this site from a computer not in your home, i.e. your Club, please be sure to click on the **LOG OUT** button at the bottom of the League Administration page, so that it will clear your password and log you out of the website.

❖ The League Administration page now looks something like this:

Current Season

[Create and Submit Roster](#)

[Team Information](#)

[Team Management](#)

[Team Management Edit](#)

[Captain Contact List](#)

[Scores](#)

[Rate Sportsmanship](#)

[Player Performance](#)

[Match Results by Player](#)

[Singles/Doubles History](#)

[Broadcast Email](#)

[Change Password](#)

[Log Out](#)

❖ Instructions for the each section of League Administration are described below.

Step 3- Create and Submit Your Roster for approval to the League Director:

1. Click **Create and Submit Roster**.

Submit Roster, Step 1

[Go Back](#)

Edit Team Members
(C)= Captain, (CC)= CoCaptain, (S)= Substitute, (#)= Player Position

Current Team Members		Available Club Members
Bradbury, Jill Christodolou, Sini DeJesus, Tessie Diosady, Klara Douglas, Jane Dunn, Margaret Elias, Irene Hill, Carole Hillis, Pat Kay, Nancy	--> --<	Bloom, Carol Brankovsky, Martina Christodolou, Sini CIO Cribbin, Heather Czank, Deborah Drecun, Biljana Elliot, Linda Fitzpatrick, Nickie Guran, Loretta Or search by name: <input type="text"/> <input type="button" value="Search"/>

[Click here to move on to next step](#)

Add a user... (user will be added to currently selected location)

League Rating:	<input type="text"/>	Player Position:	<input type="text"/>	Order of Strength:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>		
Email Address:	<input type="text"/>	Phone:	<input type="text"/>		

2.

❖ You will see **Edit Team Members**.

- ❖ The names of your team from last year will be listed on the left. If someone is not returning to the team simply click on the players name to highlight it and move that player back into the Club Members section by using the \rightarrow arrow key.
- ❖ You can also select players from the left which lists other club members to add to your team. Highlight and use the appropriate arrow.
- ❖ To add your new team members one at a time in the “**Add a User**” section fill in the information (first and last name is all we require but you probably want to put in email address and phone so you can communicate with your team from within Tenniscores.) Click **Add This Player**
- ❖ Once all of your team is entered click on the “Click here to move on to next step” button in the middle of the page.
- ❖ This is your chance to update information for your team members. Check each player for correct spelling and information. If you put in email addresses and phone numbers you will be able to manage your team from this website.
- ❖ Click [here](#) to review your changes.
- ❖ At the top of the page you will see:
 - i. Click [here](#) to continue editing.
 - Click [here](#) to submit your roster for commissioner
- ❖ If you need to add players after you have submitted the roster contact your Division Chair.
- ❖ Your roster has been sent to the Ladies League Director for approval. You will receive an email saying your roster is approved

or denied. If there are any problems (duplicate players from another team or club etc. you will be notified)

Rosters are approved so...

Step 4- Get ready for the season! Make sure you are logged in!

1. Print out your schedule (click the “**Schedules**” button at the top of web page) and make sure each team member has one or knows how to access it from the website.
2. Print out the Rules (click the “**Rules**” button at the top of web page or print a PDF version from downloadable forms) and make sure each team member has one and reads them.
3. Print out your **Captain Contact List** from the League Administration page.
4. Print out a scorecard for the first match, be sure to use the drop down menu to fill in your lineup card. **You must be logged in to print a scorecard!**
5. Connect via email or telephone with your Division Chair.
6. Have a great season!

Throughout the Season...

League Administration Section:

- ✓ **Team Information:** Allows you to edit all of the information for your team and your players. Click on your team name to **highlight** and then click on the “**Edit this Team**” button below the box. (At the beginning of the season your team and players from last summer will be listed).
 - Please ensure that you are listed as the captain and your email address and home phone number are correct.
 - To change captains or co-captains use the drop down menu and select their name. Make sure get that new captains get a login access or they won't be able to do anything. **Note:** We recommend that teams have a co-captain so there is a backup contact during the season.
 - **To Use a Sub Up:** To choose a substitute player from a lower level team that already plays for your club for a match (remember they can only play twice). Click on the players name from the list of club members on the right and click on the “sub up” button. That player will move to your team with a S with a down arrow beside her name. This allows us to know who the regular players are and who is subbing up. A reminder that players cannot “sub down”.



Team Management

This feature is specific to your team and can only be viewed by the captains of that 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 email addresses 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 colour 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.

- ✓ **Team Management Edit**
You can edit information about your team members. If you add their birthday (day/month) then on that day a birthday message pops up beside their name on the roster page.
- ✓ **Player Performance**
You can track performance of each of your team members. Over time, this tool will help you determine your line-up.
- ✓ **Match Results by Player**
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!
- ✓ **Singles/Doubles History**
- ✓ **Broadcast Email**
If your players email addresses have been entered, you will be able to send an email to everyone on your team. If you have an email that needs to be added, go back to Team Management Edit or contact your Division Chair
- ✓ **Captain Contact List**
This is a printable list of all the captains in your Division, with their phone numbers and email addresses. This information is only available to the captains in that Division so please keep this information confidential.
- ✓ **Scores (this is not where you print a blank scorecard to take to a match but I have included the instructions here)**
This section of League Administration is a list of all the match scorecards to be filled in once you play your match, yet oddly this is not where you print a blank scorecard from...go figure?
 - ❖ To print a blank scorecard to take to a match **make sure you are logged in** and click the **Schedules** box at the top of the web page. The matches for your team will now be “blue” which means you click on your match to get a scorecard. **This option will not be available unless you are logged on.** You can use the drop down menu to choose the names of your players and the card will print out with a your lineup ready to go.
 - ❖ **Note:** Changes have been made to the size of the box to allow captains more room for printing names.
 - ❖ Exchange your lineup and play your match and put the scores on the sheet. Then the home team captain enters the scores online from the **Scores** section of League Administration!

- **Scores: How to Enter Scores Once a Match has Been Played**

This is a list of all match scorecards that you are the home team for in your Division. Scores should be entered into the site within 48 hours of the match. It is extremely easy to enter the scores, and all the names of the players from both teams are listed on drop downs.

- You just choose the names of the players from the drop down menu, enter their game scores and which team won the match:
 - Choose *By Forfeit* for a match that was forfeited in advance
 - Choose *By Default* for a match that was lost due to late or no show players.
 - Choose *By Retire* for a match stopped due to injury or player who had to leave.
- Total points (our 14 point scoring with extra point for courts 1 and 2) for each team will automatically totaled.
- Click submit.
- You will then be shown the scorecard of what you are submitting to preview. If you see any changes that you need to make, it will allow you to go back in and change the card.
- If everything is correct, click [submit](#) and your scores will be sent to the site.
- Away captains have until the day before the next match to report a scorecard discrepancy.

- ✓ **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).
- ✓ **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.