

# Captain's Instructions for Using Tenniscores

[www.ladieswindoor.com](http://www.ladieswindoor.com)

How to get to the Windoor Ladies League Tenniscores page:

1. [www.ladieswindoor.com](http://www.ladieswindoor.com) takes you to the Windoor Ladies League.
2. To access the Business League, click on *Business League* in 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 Windoor team last year your password is still the same).

1. Ask last year's captain to do a Captain Change Up. Otherwise, email [windoorleague@gmail.com](mailto:windoorleague@gmail.com) to request Captain access for your team.
  - o Include Team Name, Division, Captain and Co-Captain name, email addresses and phone numbers (home and cell).
2. Once you have been added to the system, Click **Login** (upper right corner), then click **First Time Logging In?**
3. The system will generate a password which you will receive via email.

### Step 2 - Login to the Site:

1. Go to the Windoor Tenniscores page for your team and click on the Login button.
2. Enter your email address and the 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*
3. If you have forgotten your password click **Forgot Password**
4. You will be welcomed to the site and your [League Administration](#) page will appear. This is where you manage your team.

The League Administration section is the password protected area of the site and allows captains to manage their team.

### ❖ Instructions for the each section of League Administration area

**Step 3 - Submit your Roster.** Click on **Submit Roster** and follow the steps to send it in for approval. THIS MUST BE DONE BEFORE THE FIRST MATCH. Once the season starts captains can add players until the mid-January deadline, provided the player is approved by the Club.

**Step 4 - Get ready for the season! Make sure you are logged in! Personal information can only be viewed by a captain or co-captain who is 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 “**Forms**” button at the top of web page). Make sure each team member has a copy and reads them.
3. Print out your **Captain Contact List** from the League Administration page. You can use the **Broadcast Email** function to contact all the captains.
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. Have a great season!

**Throughout the Season...**

**League Administration Section:**

- ✓ **Teams**
  - **To Use a Sub Up:** Highlight your team name; click the **Edit This Team** button half way down the page. Find the B or C player’s name from the list of Available Club Members on the right and click on it. Then move them onto the Current Team Members side using the “sub ^” button. That player will move to your team with an S with an up arrow beside her name. This allows the league convenor to know who the regular players are and who is subbing up. A reminder that players cannot “sub down”.
- ✓ **Team Information:** **Edit** all of the information for your team and your players. Click on your team name to highlight and then scroll down to click on the “**Edit this Team**” button below the box.
  - Please ensure that you are listed as the captain and your email address and phone numbers are correct.
  - To add a co-captain, use the drop down menu and select their name. Make sure that new captains get a login access or they won’t be able to do anything.
- ✓ **Team Management:** This feature is specific to your team and can only be viewed by the captains of that team when the captain is logged in. 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 using **Team Information** you can click on **Send Availability Request** and the system 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 notes (like who your subs are) and send it to your team with one click of your mouse.

- An email is then sent to the entire team and they can confirm their attendance using a link from the email.

✓ **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 can help you set your line-up. This statistic will be used to determine the strength of a lineup in conjunction with the Rules for Preparing Lineups.

✓ **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**

This is the best way to track player movement from match to match!

✓ **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.

✓ **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 section of League Administration is where you enter the scores once you have played your match.

**(See Instructions below to print off your scorecard prior to the match.)**

- ❖ To print a scorecard to take to a match, **Login** and then 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 in.** You can use the drop down menu to choose the names of your players and then print the card out with your lineup ready to go.
- ❖ Exchange your lineup. At the end of your match write the scores on the sheet. Then the home team captain enters the scores online from the **Scores** section of League Administration!

### **How to Enter Scores Once a Match has Been Played**

- This is a list of all match scorecards for which you are the home team 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.
  - For each court, select the names of the players from the drop down menu, enter their game scores and choose which team won the match:
    - Choose *By Forfeit* for any court that was forfeited in advance
    - Choose *By Default* for any court 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.
  - Enter Total points for both teams and click **Submit**.
  - You will then be able to preview the scorecard which you are submitting. If you see any changes that you need to make, you can go back in and change the card.
  - When everything is correct, click **Submit** again and your scores will be sent to the site.
  - Away captains have until the day before the next match to report a scorecard discrepancy.
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- ✓ **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.