

**Tennis Competitors League
Tenniscores League Management System
Captains Instructions
Revised 1/8/2019**

To Create a Password:

As the Captain or Co-Captain of your team you will need to create a password to access your Administration Site. It is very important that you keep this password private to protect the integrity and privacy of the stored information.

1. Type into the toolbar of your web browser, www.tcsdtennis.com and then mark it as a favorite on your browser. You may find it more convenient to create a short cut on your desktop to open the program more quickly.
2. Click on the Admin button located at the top right side of the page.
3. Click on the link, “First Time Users Click Here”
4. Enter your complete email address as it was provided on the “Team Registration Form”. The system will verify your information and immediately send a four digit numerical password to the email address that you entered, if it matches the registration address contained in the system. If the necessary matches are made, the system should send you e-mail response with your password within about ten minutes. If you get a message that the system does not recognize you, check that you entered the correct address. If you have, email your level coordinator who will check the stored email information that we have for you, and make any required corrections or updates.
5. Return to LOGIN
6. Enter your email address and new password and you will be taken to your Captains Administration page and you can enter scores and edit your team roster. If you allow your computer to remember your password, you will be able to Login easier by just entering the first letter of your address and clicking on your address on the dropdown menu.

To Change your password:

Your password can be changed to a password more familiar to you by following the steps below. You may use any combination of letters and or numbers that you like:

1. While you are logged in as a captain, click on the link on the ADMIN page that says “Change Password”

To Enter or Edit Your Roster:

1. Login to your Captains Admin site.
2. Click on “Teams”.
3. A screen will come up “Select a team to administer”.
4. Press <Edit> to the left of your team name and you are taken to a screen called “Edit this Team”. **Scroll** to the bottom of the screen and you will find a section called; ”Edit team members” which shows three sections. The left section “Current Team Members” is where you will create your roster. The right section “Available Club Members” is a list of the current members of your club or area. The center section of this screen contains the operators for moving the names from club to team or for returning players back to the club.
5. To move a player onto your team, highlight the player’s name in the club list and use the arrow pointing to the left to move the player to your team. Reverse the procedure to move a player back to the club. If the system doesn’t let you move the player onto your team, scroll to the top and it will tell you why. Either they are playing for another club or they are already a regular player on another of your clubs teams. You must move them over as a SUB or SUB UP.

6. **The bar at the center bottom “Show users from”, allows you to find players from other clubs.** Press the little triangle to show a drop down list of all the clubs, and then press “View” to display the other club players.

9. IF YOU CAN NOT FIND A PLAYERS NAME, CONTACT YOUR LEVEL COORDINATOR AND HAVE HER ENTER THE NAME AND INFORMATION INTO THE SYSTEM.

10. **MOST IMPORTANT!!** After making any correction to the information displayed, **Press the “Update this Team” bar.** To return without changing the original data press the “Go Back” bar.

TO ENTER SCORES:

It is the responsibility of the HOME TEAM Captain to enter the scores each week, no later than 12:00 PM Midnight on the day of play. The scores may be added by either team’s Captain or Co-captain.

PRINTING A SCORE SHEET TO BRING TO YOUR MATCH:

You must be logged on to the website, to create a scorecard to take to the match. Go to SCHEDULES and pull up your division and click on the match that you are about to play. A printable scorecard will be generated that allows you to drop in the names of the players from your team and then print the page. **As a backup, it’s a good idea to keep in your tennis bag some old-style score sheets that you can fill in by hand, and to print these go to FORMS on the Homepage and then click on “OLD SCORE SHEET.”**

ADDING SCORES:

1. LOGIN to your Captains Admin site
2. Click on the link for Scores
3. Click on the match that you are entering scores for.
4. The names of all the players from each team are in drop down lists, click on the arrow and select the players for Line 1.
5. Enter the scores for the match into the appropriate box, including tiebreak scores. It is important that each player be credited with the correct amount of games won or lost, so that the statistics are accurate throughout the season.
6. Select which team won the match from the drop down list of options:
 - a. Match was won by Team A
 - b. Team A by Forfeit won match (Team did not show up for or on time for the match) SCORING: 6/0 & 6/0
 - c. Team A by Default won match. (Play had begun but for some reason one team was not able to complete match) SCORING: whatever the set scores were at that point.
 - d. Team A won match by retired (Injury to a player causing a match to be stopped on that point) SCORING: whatever the set scores were at that point.
 - e. **In the event that a Coman Match Tiebreak has been used in lieu of the 3rd set, as permitted in Rule XIII(A) concerning extreme weather situations, enter the tiebreak numbers in the tie box and a score of 6-0 in the set score box.**
7. **When you have finished entering the player-name, sets-won and team-won information, go to the bottom and double check that the scores are correct. This will help alert you that you might have entered a wrong game score.**

Scoring

10 points per set won in position #1.

9 points per set won in position #2

8 points per set won in position #3.

7 points per set won in position #4

8. The Home Captain or the Away Captain can enter the scores. The score entry is locked after the first Captain's scores are submitted.
9. Click on the SUBMIT SCORES button at the bottom of the page. At this point the computer shows you what you are about to enter. Please make sure to check your Total scores before you hit the final send. Your Scores will be instantaneously sent to the website, updating the Team Standings and Statistics.

NOTE: Do not submit partial scores, you cannot go back in and enter the rest later. If you do not see the name of a player listed on the drop down, leave it blank. This means that they are not a member of the team and their match will be defaulted. It is the responsibility of BOTH TEAM Captains to verify the scores submitted. If your Division Coordinator has not received an email from you by midnight the second day after the match contesting the scores, the scores will stand as posted on the site. **Also, please do not call your Coordinator after 8pm at night. There is nothing that can't wait until the next day!!**

We encourage you to go to your Administration site and look around. Please do not SUBMIT any information on your scorecards until the day of your match or you will lose access to that card and the match will need to be reset on the computer. Make sure that all your players know the web address, www.tcsdtennis.com and that they can view all match results by clicking on the SCORES for that days match.

Please browse around your ADMIN page. We encourage you to go to the ADMIN page and browse around. There are some very helpful features for captains to use, including a Captains Contact List, Team Management (allows you to check availability of all your players and **if you click on LINE-UP, under the date of your match, you can send a line-up from this page**), Broadcast E-mail to your players, change your password, player performance (very valuable feature), etc.

“Team Information” Please take a few minutes to click on this feature (on the ADMIN page). It will show you the email addresses of your team members. You can edit these e-mail addresses by going to **“Team Management Edit.”** Click on the player's name; enter her e-mail address and click “update.” This will allow you to contact your team via BROADCAST EMAIL, also on the ADMIN page.