

# Westside Tennis League Captain's Guide

## INTRODUCTION

This Guide is for Captains and Co-Captains to learn how to navigate the WTL website. For the purposes of this guide, Captains and Co-Captains will both be referred to as "Captains". Both have "Captain" access on the website and can perform all the same functions. We recommend that each have their own login/password and be familiar with the website.

There will be some broadcast email correspondence sent to the captains from the WTL Board. These emails are generated by the website and will appear to come from tenniscodes.com. Captains should add www.tenniscodes.com to their address book in order to receive these communications and not have them go to spam or be blocked completely.

Although a team captain has many responsibilities, this Guide deals mainly with the WTL website and its many functions. For Rules questions, please refer to the "Rules" and "Structure" sections at the top of the home page.

## ADMIN PAGE

When a captain logs in, the Admin page will display all the functions that are available to them.

## BROADCAST EMAIL

Captains can send a broadcast email to all of the other captains in their division. They can also send a broadcast email to all of the players on their team, as long as their players' email addresses have been entered into the system. Use "Team Management Edit" for entering player's email addresses.

To send a broadcast email, captains need to login and select "Broadcast Email" from the Admin section. They will have the option of emailing their team, or emailing the captains in their division. After checking the appropriate box, click "Continue", type the message in the box, and add a title in the "Subject" box and "Send". Make sure there are names listed in the "TO:" box; if that area is blank, return to the previous page and check one of the options before proceeding again. If you want to send an email to your team, you must check the "Captains Only" box under your team name and Continue. To send an email to the captains in your division, just check the division box and Continue.

Please be considerate of everyone's privacy and only use this feature for league matters.

## CALENDAR

Click on the "Calendar" tab on the home page for important dates. Click on the box to see details of the event.

## **CAPTAIN CHANGEUP**

When a change of captain occurs, the current captains can make the change. Login and select “Captain Changeup” from the Admin section. Select the new captain and/or co-captain from the drop down boxes and click “Change” at the bottom. Then add/edit the email addresses and phone numbers and click “Update Information” at the bottom. Please do not leave the co-captain position or any of the email fields blank. This information can always be edited later if it changes.

If a captain change occurs at the end of a season or before the start of a new season, the “Captain Changeup” must be done before the new captain can log in. These new captains will then need to set up a password for themselves before they can login. (See passwords).

## **CAPTAIN CONTACT LIST**

Captains can view a printable list of all the captains in their division along with their email addresses and phone numbers. Login and select “Captain Contact List” and then select the division.

## **CONTACT/KEY CONTACTS**

The “Contact” tab on the home page displays the names and email addresses of the President, Vice President, Secretary Treasurer, AGC Chairperson and Ex-Officio who comprise the WTL Board.

## **DELETING PLAYERS**

Players can only be deleted from a roster during the Roster Revision periods. Please make sure the names you submit on your roster are confirmed and committed to playing on your team. If in doubt, leave them off and add them later when you have confirmed that they want to play on your team.

## **DIRECTIONS TO CLUBS**

Google directions to all approved WTL locations can be found under the “Locations” tab at the top of the home page.

## **FORMS AND DOWNLOADABLE FORMS**

Click on the “Forms” tab on the home page and you will find the score sheets and other downloadable forms for each division.

## **HOME PAGE**

The Home Page is the starting point. From there, captains and players can find whatever information they need.

### **The home page has:**

1. “Message Center”: where directors will post important messages
2. “Latest News”: uploaded by the directors
3. “Key Contacts”

4. “Standing/Scores”: if a Team Cookie is set, the Standings/Scores box on the home page (lower right) will display your division’s current standings. This is a snapshot view only. Entire score sheets for each match are not accessed here. To see match scorecards, go the “Teams & Schedules”, select the division, click on “Results”, then the individual match.

## **LOCATIONS**

The “Locations” tab on the home page will display a list of all WTL approved facilities, with facility’s address and phone numbers, and Google directions.

## **LOGIN**

Only captains can login on the website; regular players cannot. Most information on the website is available to all players but captains can access other areas of the website to perform their duties as captain. These duties include entering scores and adding/deleting players online, etc. New captains need to set up a password before they login the first time.

Whenever captains are on the website, they should be logged in. There are a few functions that can be performed only when logged in.

If you login to this site from a computer not in your home, i.e. your club, please be sure to LOG OUT when you are finished, so that it will clear your password and log you out of the website. If you don’t do this, anyone going to that computer within the next few hours may have access to your Captain Administration page.

## **LOG OUT (SIGN OFF)**

If you are using a computer at work or at your club to access the WTL website and enter scores, etc, please remember to log out using the Sign Off button on the home page in the upper right when you are done. If you don’t, the next person using that computer will be able to access your team’s information since you are still logged in.

## **MATCH RESULTS BY PLAYER**

From the Admin page, click on “Match Results by Player” then your team name. You’ll see a chart with all your players, what lines they played each week, and their win percentage.

## **MESSAGE CENTER**

Messages are posted on the Home Page that will inform you of any events or issues that arise.

## **NEW CAPTAINS**

Teams that are changing captains need to denote this change on the website using the “Captain Changeup”. New captains will then need to set up their passwords.

## **PASSWORDS**

Before new captains can login, they must set up their own password.

**To set up a password:**

1. Click on “Login” on the home page (upper right corner).
2. Click on “First time users click here”.
3. “Enter your email address” and click on “Generate new password”.
4. The password (a 4-digit number) will be emailed to you. The email will come from www.tenniscores.com and, depending on your virus protection, may go to spam, so check there if it is not found in your inbox within a few minutes.
5. Once you’ve set up your password and login in at least once, you will see the option to “Remember Me?” If you check this box, then all you need to do each time you want to login is click on the “Login” button above “Remember Me?”. This will save you from having to type in your email address and password every time you login.

**To change a password:**

You may keep the password that is assigned, or change it to whatever you wish.

1. “Login” using the assigned 4-digit password
2. On the Admin page, select “Change Password”.
3. Enter email address, current password, new password, and confirm new password and then “Submit”.

**Forgot your password?**

If you forget your password, you may request a new one:

1. Click on “Login”.
2. Select “Forgot Password”.
3. Enter email address and click on “Reset my Password”.
4. Your new password will be emailed to you. You will not get the same password you had before - the system will RESET your password and give you a new one.

**PLAYER PERFORMANCE**

From the Admin page, click on “Player Performance” and your team name. You will see a chart and explanation of the weighted averages for your players.

**PLAYER SEARCH**

Looking for someone you know but don’t know what team they are playing on? Use the Player Search function found on the Home Page. Type the first 3-4 letters of the last name in the search field and click “Player Search”. You will see a list of everyone with that last name and the team and level they are playing. If nothing comes up, they are not currently in the system.

**RESULTS**

From the home page, select “Teams & Schedules” and any division. Click on the “Results” tab to display a weekly list of every match in the division to date. Clicking on

a match will display the complete score card of the match with lineups and scores. All players can view the scorecards in all divisions.

## **ROSTERS**

View any team's roster by clicking on "Team & Schedules" from the Home page and then selecting the Division and Team. Click on a player's name to see their record and click on the line they played to see the scorecard for the match. Click on "Roster Results" to get results for every player.

## **SCHEDULES**

Captains and all players can see their schedule under the "Teams & Schedules" tab. Click on the name of the division and then click on the "Schedules" tab.

## **SCORES**

As match scores are entered, the website automatically updates the standings and stats for the team and players.

### **Entering Scores:**

Only the Home Team captain or Co-Captain can enter scores. Scores must be entered within 48 hours of the completed match.

### **Here are the step-by-step instructions for entering your scores:**

1. Login and on the Admin page, select "Scores".
2. Locate the correct match and click "Add" to the left of the match.
3. From the player drop-down boxes, select the players from the home and away teams for each line. Use the TAB key to move from box to box.
4. Type in the scores for each line. You do NOT need to enter tiebreak scores.
5. Select the winner of each line in the column on the right. If the match was retired, enter scores only up to the point that play stopped, and indicate that the match was won by "retired". If the match was forfeited, enter the score of 6-0, 6-0 for the team receiving the forfeit and do not enter any names. Indicate the match was won by forfeit.
6. Enter final scores at the bottom.
7. Review the scores, names entered, and go back to make corrections if needed. If the scorecard is correct, click "Submit Scores".

If you make a mistake when entering the scores, you cannot go back in to edit them once they have been submitted. Contact your league Statisticians to make corrections.

## **SINGLES/DOUBLES HISTORY**

The WTL is a doubles league only, so you will not find any "Singles" history. From the Admin page, click on "Single/Doubles History", then your team name and you will see a

chart for each match showing the lineup and the player's wins and losses.

## **SOCIAL EVENTS**

At the end of each season, an Awards Luncheon will be held. The Vice President will post a registration form on the website under "Forms/Downloadable Forms" on the Home Page, or players can register online. The Vice President will post instructions for registration and payment prior to the event.

## **STANDINGS**

From the home page, select "Teams & Schedules" and any division. Click on the "Standings" tab to display the standings to date. The total points will be displayed in the first column. Weekly points will be displayed to the right of the total points. If you roll your cursor over the match points, the two teams that played each other will highlight. Double clicking on one of the points will display the scorecard for that match.

The penalty points column will only appear on the "Standing" chart if a team in that division has incurred a penalty.

### **Full/Weekly Standings**

The "Standings/Scores" section on the home page in the lower right shows a snapshot of the selected division's current standings and scores. Click on "View Full Standings" below this box to see the current weekly standings of all the divisions of the WTL at once.

## **STATISTICS**

Select "Teams & Schedules", the division and team. Click on the "Statistics" tab to see the stats for teams in that division with points, matches won and lost, lines won and lost, sets won and lost, and games won and lost. These stats are for your information only.

## **STATS**

The "Stats" tab at the upper edge of the home page is where archived data from previous seasons is found. Search for a particular player by entering their last name in the search box. Select a season, division, team, etc to look at a team's results in previous years.

## **TEAM COOKIE**

All players can set a Team Cookie, not just captains. **To set a Team Cookie**, select "Teams & Schedules" from the home page. Click on "Set Team Cookie" next to the word Divisions. Next, select the division by filling in the button next to the division name and click on "Select Division". Do the same for your team and "Select Team". From here on, whenever "Teams & Schedules" is selected, your Team Home Page will display. On this page will be the Standings/Results/Statistics tabs, the team roster showing wins and losses by each player, and schedule. All the other divisions can still be accessed by clicking on the division/team.

If you do not want to set a team cookie, just click on "No thanks, do not set up a team cookie" to continue.

## **TEAM INFORMATION**

Captains can select the “Team Information” option on the Admin page to see a printable list of their team members with email addresses and phone numbers. Captains can add or edit this information by using the “Team Management Edit” function.

## **TEAM MANAGEMENT**

### **Request Availability**

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 lineups and view your team stats all from this page. Once you have your team’s emails entered, you can 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 any time). Wait until schedules are posted for the season before sending this request to your players.

Their answers will be recorded as green for YES (checkmark), red for NO (X) and orange for UNSURE (?).

You may update a player’s availability at any time by clicking on their name and then “Change Status”. If you need to send the availability request to an individual player and not the whole team (for example you added a new player), click on “Choose which player to request availability”.

This feature is used at the beginning of the season to chart the player’s availability for the whole season. If players are unsure and then find out they can play, the captain can edit the chart on an individual basis.

### **Create Lineup**

To create your lineup, click on the word “Lineup” under the date of the match. You can enter the names of your players for each line and any additional comments such as what time to be there, where you are meeting if driving together, etc. You can elect to send this lineup to the entire team or only to the players in the lineup.

Directly above the player’s names are three columns – Contact Info, Player Stats, and Singles/Doubles History. Click on “Player Stats” or “Singles/Doubles History” to see your player’s results for the season so far.

## **TEAM MANAGEMENT EDIT**

Captains can add or edit their own player’s email addresses and phone numbers. Login and select “Team Management Edit”. Highlight the player’s name and click “Edit Player”, then enter the information and click “Update”. Be sure to leave a phone number in the main phone number field, even if it is the same number as the cell phone. That field cannot be left empty.

Birthdays can also be entered here and on the player's birthday, a small cake appears beside their name and says "Happy Birthday". It's optional, but very cute.

### **TEAM REGISTRATION**

Login and select "Create and Submit Roster". Submit your roster for approval. The Board will review the roster and notify you of any errors.

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