Interclub Team Submission – Quick Guide

1. *Go to* www.tennis.org.nz *and login – make sure you select the Admin & Club Login.*
   Note that this is different from the Results Login.

2. You will see the Players List screen. Click **menu** *Interclub Team Submission*

3. *Look for the Competition you want to enter and click the **Our Teams** link.*
   You can also view your teams from previous interclub Competitions.

4. **Enter Teams**. On the Teams list screen enter the teams from your Club.
   a. Select the **Grade** from the list box.
   b. Enter a **Team Name** if your club has more than one team in the grade.
   c. Enter the **manager's details** if this is a **Junior** grade
   d. Click **Update** to save the teams.

5. **Enter Players into teams**. There are 2 options.
   a. To **copy** players from a team in a previous competition click **CopyPlyrs**.
      You will then see a list of all previous teams from your club.
      Select a team and click Copy and the players will be added to the new team.
   b. Or enter the players into the team by clicking the **Players** link.

6. **Entering players**.
   a. Enter one player per line in **playing order** (this does not have to be in the order of Configure Rankings points)
      i. **Player Code** – if unknown click the **Find** button. A search window will enable finding the player at either your club or any other club.
      ii. One player must be ticked as the **Captain**.
      iii. Any number of players can be ticked as **Recorders** (Rcdr).
      iv. The **Regular** (Rglr) tickbox is not used.
      v. **Playing order** can be changed by altering the #inTeam column.
         In Mixed Doubles teams list all the Women first followed by the Men.
   b. Click **Update** to save the team. The players' details will be shown. Check that:
      i. All players have a status of Active or Pending.
      ii. All players have grading points
      iii. The Captain and Recorders have an email address.
      iv. To edit a player's details, just click on their name.
   c. **Adding new players**.
      i. Click the **Add Player** button at the bottom of the screen and fill out the New Player form as follows.
         1. Things with red labels are mandatory.
         2. **Player Code**. Tick the box to generate the code automatically.

3. **Date of birth** is required for Juniors.
4. **Email** is required for Captains and Results Recorders.
5. Assign a **Singles and Doubles Grading** as follows;
   a. Only the Grade can be entered. Points will be automatically set to the base point of the Grade.
   b. The Singles grading should be omitted for doubles only players.
   c. Care must be taken to ensure that a realistic Grading is assigned. The fairest way to do this is to **align the player's grading with other players of similar ability**.
   d. A separate guide is available for grading **Juniors**.
   e. Gradings cannot be changed via player maintenance unless the player has no match history. Otherwise your Regional Office can be requested to make a Grading Adjustment.
6. Click **Update** to save the player and generate the Player Code.
7. The player is given a **Pending Status** which means the Regional Office will check it before making the player Active.
8. Take a note of the Player Code so you can add the player to the team player list.

7. **Review Teams**.
   a. Click the **Team Analysis** button on the Teams list screen.
      i. You will see a list of all your Teams and Players with each teams' **Average** points. This is the average of the 4 players in the team with the highest points. An * indicates which players' points were counted in the team average.
      ii. For **Mixed Doubles** teams, the average is based on the top 4 women plus the top 4 men.
   b. Team entries can be edited up until the Entry Closing Date.

8. **Questions**:
   a. For questions about **interclub rules** contact your Regional Tennis office.

   b. For comments and suggestions on the **Team Submission process**, email info@tennis.kiwi