

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 Association Tennis office.
- b. For comments and suggestions on the **Team Submission process**, email matchhub@tennis.kiwi