



## SCORE SHEET - ENTERING RESULTS

### **At the match**

Complete all players names that are IN ATTENDANCE before the match starts.

Use the list at the bottom of the sheet to determine playing order.

The boxes at the far left and right show who should be playing ie 1 or 2&3.

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### **On League manager - <https://leaguemanager.tennis.com.au>**

Using the left menu go to Matches ⇒ Overview to find your matches.

Alter the dates or Competition to filter.

Find the match you want and Click on the 3 dots (...) to view scoresheet.

Download scoresheet for printing.

### **For matches that have started/completed**

Start by clicking on the players name in their order of merit - this will autofill the names into the correct places on the scoresheet. If in doubles the pairs were different then you can choose the alternate players by clicking on the drop down arrow and choosing a different player.

Enter the score of each set.

Add any comments in the comments box and press save.

### **Entering a Reserve player**

If you are using a reserve player from another section or new to tennis, they must have a tennis id no (starting 66333....) You add them to the team AS A RESERVE player using the + button at the top of the names list - use their tennis ID number to correctly add them. Do not add any players without a green tick. Please put notes in the comments section with their name and where they have played previously eg new from coaching, from section 17 etc.

If you are unable to do this leave as "unspecified player" and make a detailed note in the comments section.

It is the clubs responsibility to add the correct players or provide all the necessary details, not the PTA's responsibility to chase this up.

### **If a set/rubber has started but cannot be completed**

Click on the 3 dots (...) next to each set ⇒ Mark as Not Played/incomplete and choose a reason why the set was incomplete eg washout, home retired etc. Include all scores even if the set was not finished eg 2 -3

### **If no play was started**

In the event of a washout or forfeit Click on the 3 dots (...) at the top right corner where team names are listed Eg Langwarrin vs Overport

Choose ⇒ Mark as Not Played/incomplete and choose a reason why the match was incomplete eg washout, away forfeited

In the event of a forfeit only the team who did not forfeit can enter team names. This may be crucial in qualifying players for finals. Eg Home forfeited then only away teams can enter players names. All other names should be unspecified.

### **Timing for Entering Scores**

Home Team - Enter results into League Manager by: Away Team – Confirm results on League Manager by:

Saturday Juniors	Sunday 6pm	Monday 6pm
Saturday Open	Sunday 6pm	Monday 6pm
Tuesday Doubles	Thursday 12pm	Friday 12pm
Thursday Sets	Saturday 12pm	Sunday 12pm

There is a great support button on the lower left menu which will walk you through most of the processes on Leauemanager but if you still need help you can call the HELP DESK on 1800 752 983

Or contact our Competition liaisons

Juniors - [juniors@peninsulatennis.com.au](mailto:juniors@peninsulatennis.com.au)

Open - [open@peninsulatennis.com.au](mailto:open@peninsulatennis.com.au)

Midweek ladies - [midweekladies@peninsulatennis.com.au](mailto:midweekladies@peninsulatennis.com.au)