



PENINSULA TENNIS ASSOCIATION SCORE SHEET - ENTERING RESULTS

Complete all players names that are **IN ATTENDANCE** prior to match commencing for all matches on score sheet.
Complete all players names on a Score sheet if **RECEIVING a TEAM FORFEIT** and enter their names into League Manager.

ONLY USE THE 3 DOTS ON PLAY COMMENCED OR PLAY NOT COMMENCED DO NOT USE BOTH
PLAY COMMENCED: USE THE 3 DOTS NEXT TO EACH NAME ONE OR THE OTHER
PLAY NOT COMMENCED: USE THE 3 DOTS NEXT TO THE TEAM NAMES

HOME TEAM – ENTERING RESULTS **PLAY COMMENCED** — See Screenshot 1

- (...)** The 3 dots.....Next to each Rubber OR Set are for the **INDIVIDUAL MATCHES** not commenced or incomplete
- Full Team**.....Select each name from drop down box – Base or Reserve Players (**order of merit for Juniors**)
If a player is not in drop down box **DO NOT ADD PLAYER.** **See Note 1 – Page 2**
- Emergency**.....**DO NOT ADD PLAYER** If their name isn't showing on score sheet **See Note 1 - Page 2**
Select '**unspecified player**' from drop down box
Complete 'Match Comment' – Player name, Gender, Email & DOB **Refer Rule 6 – Page 2**
- Player Short**..... Click on '**...**' next to the Rubber OR Set – Select 'Mark as not played/Incomplete'
Cancel Reason – Select 'Home Forfeited' OR 'Away Forfeited'
Complete 'Match Comment' – Player Short
- Player Injury**..... Click on '**...**' next to the Rubber OR Set – Select 'Mark as not played/Incomplete'
Cancel Reason – Select 'Home Retired OR 'Away Retired'
Enter scores at the time the Rubber OR Set was stopped due to injury.
Complete 'Match Comment' – (Name) retired hurt.
- Washout or Heat Out**..... Click on '**...**' next to the Rubber or Set – Select 'Mark as not played/Incomplete'
Cancel reason – 'Incomplete'
Enter scores at the time the Rubber OR Set was stopped due to washout or heat out.
- Incomplete games (due to time)** Click on '**...**' next to the Rubber or Set – Select 'Mark as not played/Incomplete'
Cancel reason – Incomplete

Screenshot 1

Singles 1 | Player 1 vs Player 1

Please select a player

Please select a player



Singles 2 | Player 2 vs Player 2

Please select a player

Please select a player



Doubles | Player 1&2 vs Player 1&2

Please select a player

Please select a player



Please select a player

Please select a player

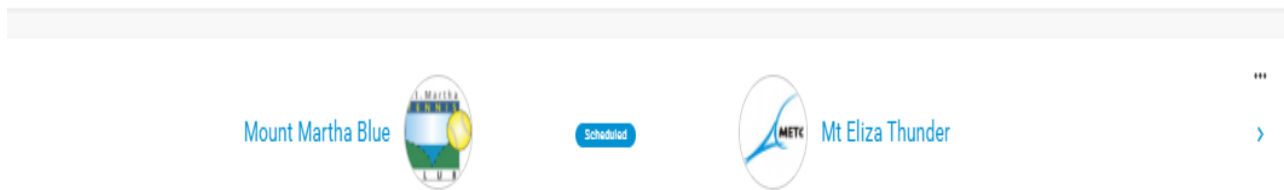
PLAY NOT COMMENCED- See Screenshot 2

1. (...) The 3 dots..... Right hand **TOP** of page next to **Club Names** are **ONLY** for **MATCHES NOT COMMENCED**
2. **Washout or Heat Out**..... Click on '...' at the **TOP** of the page next to **Club Names** (see Screenshot 2)
Select 'Mark as not played/incomplete'
Select 'Washout' or 'Heat out'
3. **Team Forfeit**..... Click on '...' at the **TOP** of the page next to **Club Names** (see Screenshot 2)
Select 'Mark as not played/incomplete'
Cancel Reason – Select 'Forfeit by Home Team' OR 'Forfeit by Away Team'
Team receiving forfeit can enter their player names that would have played
4. **Cancelled due to COVID**..... Click on '...' at the **TOP** of the page next to **Club Names** (see Screenshot 2)
Select 'Mark as not played/incomplete'
Cancel Reason – Other
Cancel Comment - COVID

Screenshot 2.

JUNIORS MIXED - Winter 2021
LES MOSS - 1 / Round 4 / Match: 2050008

05/06/2021 at 08:15 AM
Mt Martha Tennis Club



NOTES FOR ALL CLUBS/TEAMS

1. **LEAGUE MANAGER IS THE ONLY PERSON TO ADD PLAYERS TO A TEAM OR MATCH AFTER GRADING. IF PLAYER IS NOT LISTED IN DROP DOWN BOX SELECT 'UNSPECIFIED PLAYER' AND ADVISE LEAGUE MANAGER OF DETAILS AS PER RULE 6 EMERGENCIES SHOWN BELOW.**
2. Complete the **Comments Box** for any changes or notes for the League Manager.
If you play a player from a lower section simply select "**Unspecified Player**" state name and section from, no other details required.
3. '**Unspecified Player**' please ensure **correct spelling** of name in Comment Box with email, gender and DOB

RULE:

6. EMERGENCIES

- a) Emergencies should be registered prior to the season commencing by completing Tab 2 Junior Reserve List.
If an emergency has not been registered and graded prior to the season commencing the Club Secretary or Junior, Open, or MWL Coordinator (not a parent or team captain):
- (i) Must seek permission in writing to the Junior, Open or MWL Liaison prior to playing (preferable) **OR**
 - (ii) Must include a note in Comment Box with name of player and an email to applicable Liaison & League Manager:
Either option must supply the following information:
 - Name of player
 - Gender
 - Date of Birth
 - Email**Failure to complete either option will result in a fine of \$20.00.**

Home Team - Enter results into League Manager by:

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

Away Team – Confirm results on League Manager by:

Tuesday	6pm
Tuesday	6pm
Friday	12pm
Saturday	12pm
Sunday	12pm
Monday	12pm

If there are any further enquires you can call the HELP DESK on 1800 752 983
Or myself on 0417 381 389

Penny Redenbach
PTA League Manager
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