

# Entering and Confirming Results in Match Centre

1	<p><b>Summary of how to enter results:</b></p> <ul style="list-style-type: none"><li>• Log in to Match Centre</li><li>• Click on the two crossed over tennis racquets</li><li>• Click on “Dashboard” at the top right of the page</li><li>• Click on “YOUR PREVIOUS MATCH”:</li><li>• Click on “VIEW SCORECARD”:</li><li>• Click on “EDIT SCORECARD”:</li><li>• If necessary, “ADD PLAYER”</li><li>• Scroll down and enter scores</li><li>• Click on “SAVE” at the bottom of the screen.</li><li>• Any problems, please refer to the detailed instructions below.</li></ul>
2	<p><b>Go to the Match Centre log in page at the following link:</b></p> <p><a href="http://www.tennis.com.au/">http://www.tennis.com.au/</a></p>
3	<p><b>Log in to Match Centre:</b></p> <p>If you already have access to Match Centre, click on “LOG IN” at the top right of the page.</p> <p>Enter your Username or Email Address and Password. Click on “LOG IN TO TENNIS”.</p>  A screenshot of the Tennis Australia website. The browser address bar shows 'http://www.tennis.com.au/'. The navigation menu includes 'PLAY', 'LEARN', and 'NEWS AND EVENTS'. The 'LOG IN' button is circled in red. Below the navigation menu, there are banners for 'WIN A', 'JACOB', and 'KIA'.
4	<p><b>If you don't already have access to Match Centre:</b></p> <p><b>If you, or your child(ren) played tennis last year:</b> Go into your email inbox, trash or spam folders and search for an email from “Tennis Australia [tennis@tennis.com.au]”. You should have received it on about 3 October 2015. Follow the instructions in the email to create your online profile and set a password.</p> <p><b>If you, or your child(ren) DID NOT play tennis last year OR you cannot find an email from “Tennis Australia [tennis@tennis.com.au]”</b> explaining how to create your online profile, click on “JOIN” and follow the instructions to set up a profile and obtain username and password.</p> <p>Please note – if you are not a player, your profile will be set up as one of your tennis playing children. <b>YOU CAN ONLY ENTER, CONFIRM OR DISPUTE RESULTS FOR MATCHES THAT ARE LINKED TO YOUR PLAYER PROFILE. IF YOU HAVE MORE THAN ONE CHILD, YOU NEED TO ENSURE THAT YOUR LOG IN</b></p>



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**IS LINKED TO THE CHILD WHOSE TEAM YOU MANAGE.**

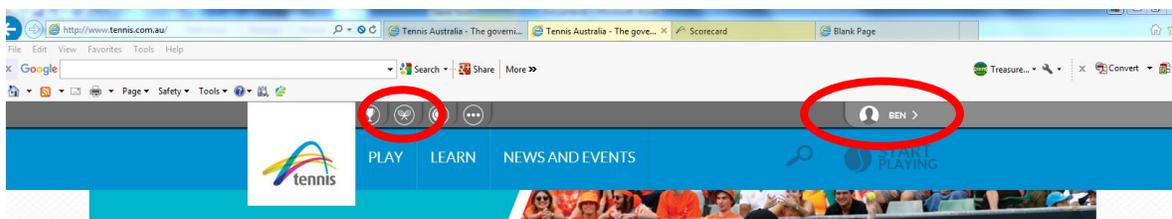
Please visit the following web address to link your tennis account to a particular player profile:

<http://www.tennis.com.au/wp-content/uploads/2015/10/Match-Centre-Player-Guide-v2.pdf>

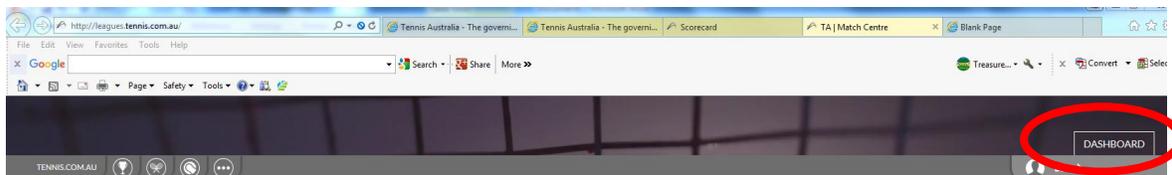
Once you have a user profile, username and password, please log in to Match Centre.

## 5 Once you are logged in to Match Centre:

- The web page will show your, or your child's name, at the top right.
- Click on the picture of the two crossed over tennis racquets, in the grey bar to the left of your, or your child's, name.



## 6 Click on "Dashboard" at the top right of the page:



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7 If you played at home, please enter the match results as described below. If you played away, please refer to 7 below for guidance on how to confirm or dispute results.

## Entering match results:

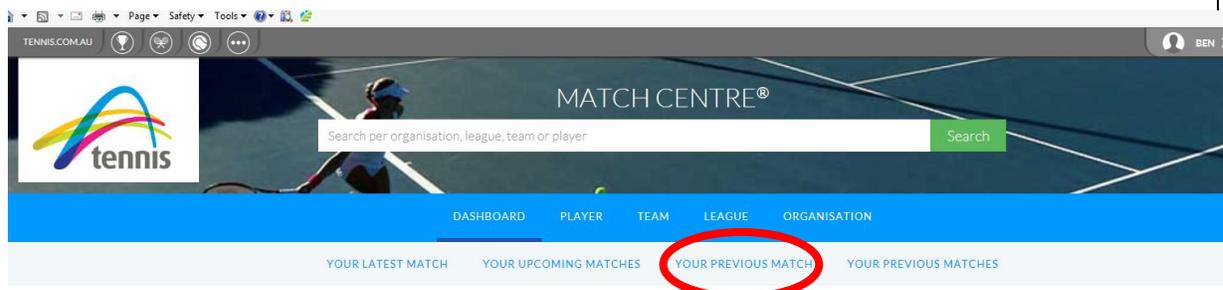
**Note:** You can only enter results for matches in which you (or your child) are a player in the team and your Tennis Account has been linked. Please refer to 3 above for further information.

## Summary:

- Click on “YOUR PREVIOUS MATCH”:
- Click on “VIEW SCORECARD”:
- Click on “EDIT SCORECARD”:
- If necessary, “ADD PLAYER”
- Scroll down and enter scores
- Click on “SAVE” at the bottom of the screen.
- Any problems, please email [TreasurerPiccadillyTennis@gmail.com](mailto:TreasurerPiccadillyTennis@gmail.com)

## Detailed instructions with pictures:

Click on “YOUR PREVIOUS MATCH”:



Click on “VIEW SCORECARD”:



# Entering and Confirming Results in Match Centre

SCORECARD  
SATURDAY MORNING JUNIORS BOYS

PICCADILLY BOYS DIV 3 < VS > HAHNDORF

NO LOGO NO LOGO

H A

VIEW SCORECARD

Saturday 31-10-2015 8:30 AM

Round 3 ID 37235

Unconfirmed Mylor Tennis Club

N.a. Not Specified

PLAYERS	S	D
TOM FISHER	6	6
DYLAN EGGLESTONE	4	5+
DAMON ANNING	4	6+
BEN HUTSON	5	6

PLAYERS	S	D
MICHAEL O'MALLEY	6	7+
LUKE HUMPHRIS	5	5
SEB REES	-	-
ETHAN ROBERTS	5	6+
ANDERS HALL	5	5
TOM HILL	-	-

Click on "EDIT SCORECARD":

SCORECARD  
SATURDAY MORNING JUNIORS BOYS

[RETURN TO OVERVIEW](#) [PRINT SCORECARD](#)

PICCADILLY BOYS DIV 3 < VS > HAHNDORF

NO LOGO NO LOGO

H A

EDIT SCORECARD

Saturday 31-10-2015 8:30 AM

Round 3 ID 37235

Unconfirmed Mylor Tennis Club

N.a. Not Specified

PLAYERS	S	D
TOM FISHER	6	6
DYLAN EGGLESTONE	4	5+
DAMON ANNING	4	6+
BEN HUTSON	5	6

PLAYERS	S	D
MICHAEL O'MALLEY	6	7+
LUKE HUMPHRIS	5	5
SEB REES	-	-
ETHAN ROBERTS	5	6+
ANDERS HALL	5	5
TOM HILL	-	-



# Entering and Confirming Results in Match Centre

Once in "EDIT MODUS", click on "ADD PLAYER" if necessary to add a player who is not already listed.

SCORECARD **EDIT MODUS**  
SATURDAY MORNING JUNIORS BOYS 1 DIVISION 3  
< RETURN TO OVERVIEW > PRINT SCORECARD

PICCADILLY BOYS DIV 3 VS HAHNDORF

Round 3, Saturday 31-10-2015, 8:30 AM, Mylor Tennis Club

PLAYERS	S	D
TOM FISHER	6	6
DYLAN EGGLESTONE	4	5+
DAMON ANNING	4	6+
BEN HUTSON	5	6

ADD PLAYER

PLAYERS	S	D
MICHAEL O'MALLEY	6	7+
LUKE HUMPHRIS	5	5
SEB REES	-	-
ETHAN ROBERTS	5	6+
ANDERS HALL	5	5
TOM HILL	-	-

ADD PLAYER

IF YOU ARE UNABLE TO ADD THE PLAYER YOU NEED, PLEASE DO NOT PROCEED TO ENTER SCORES, BUT EMAIL [TREASURYPICCADILLYTENNIS@GMAIL.COM](mailto:TREASURYPICCADILLYTENNIS@GMAIL.COM) TO SEEK ADVICE.

It is important to ensure that the correct player names are entered so that statistics are accurate, and it is easy to tell whether someone has played enough matches during the season in order to qualify to play in finals.



# Entering and Confirming Results in Match Centre

Once all player names are shown, scroll down to enter the score for each rubber:

**EXCLUDE MATCH**

**RUBBER 1**

Correct score

Tom Fisher  6 S1 0 Michael O'Malley   
Dylan Eggfestone  Seb Rees

**RUBBER 2**

Correct score

Damon Anning  4 S1 6 Ben Hutson

**RUBBER 3**

Correct score

Tom Fisher  3 S1 6 Michael O'Malley

**RUBBER 4**

Correct score

**Annotations:**

- Use drop down boxes to choose correct player name.
- Enter scores into these boxes.
- Use this drop down box to indicate if a match is forfeited, a player retired or if a match is incomplete (for example, if players run out of time).

Once all scores have been entered, please click on "SAVE" at the bottom of the screen:

**RUBBER 5**

Correct score

Damon Anning  2 S1 6 Anders Hall

**RUBBER 6**

Correct score

Ben Hutson  5 S1 6 Ethan Roberts

**SAVE**



# Entering and Confirming Results in Match Centre

8 If you played away, please confirm or dispute the results that the home team has already entered as follows:

## Confirming Match Results

Once the home team have entered match results, the away team will then need to **Confirm** or **Dispute** the results.

Following the previous steps 'Entering Match Results (Home Team)', the away team will need to view the scores entered and **Confirm** or **Dispute** the results.



The screenshot shows a web interface for entering match results. At the top, it says 'RUBBER #'. Below that is a table with three rows. Each row has a column for 'UNASSIGNED AND UNASSIGNED', a column for a score (51, 52, 53), and a column for 'UNASSIGNED AND UNASSIGNED'. To the right of the table are two dropdown menus, both labeled 'Unassigned Player'. Below the table are two buttons: a green 'CONFIRM' button and a red 'DISPUTE' button.

If the away team dispute the results, the relevant Tennis Association will be notified to investigate further.

8 If you require any assistance, please email [TreasurerPiccadillyTennis@gmail.com](mailto:TreasurerPiccadillyTennis@gmail.com)

*Thank you!*

