

North Somerset Online League Instructions

Summary

- After the match, fill out a card/paper to record the result and take a photo of it (but don't send it anywhere). This is in case of any dispute.
- Home captain to enter the result of the match within 48 hrs after the end of the match.
- Away captain to confirm the result within a further 48 hrs. This then locks the result in the system.
- For any additional information or help, contact:
 - Chris Wilson: 07810 658 858 or nstlonlineleaguecoordinator@gmail.com
 - Phil Hunt: 07427 549 319 or pr.hunt@btinternet.com

To access the league on the website:

1. Access the site via the normal NSTL website by clicking on "Results", "Winter 2019/20"
2. Login to the site via the "Login" at the top right of the screen. Note: there is one Login Name and one password per club. Each team in a club will share these details so do not change the password.

You are now in the online league site

You can do the following:

- Click on "Clubs" to see all clubs, then click on your club to see your team(s)
- Click on "Teams" to go straight to your team
- Under your team name, click on "Matches" to see all your matches
- To see all matches in your division, click on "Events" and then your division, and it will list all matches and dates with any results where matches have been played
- To see all the players you have entered in advance, click on "Players"
- To see the results of your players in the league, click on "Player Statistics"

BEFORE THE SEASON

As the home captain will need to enter the details of every player who plays in the match, it is more than helpful to enter the squad of players you expect to play in that team in advance.

If you do this, you can pick easily from a list of these players when you enter the result

If you don't do this, you will need to enter the player details each time.

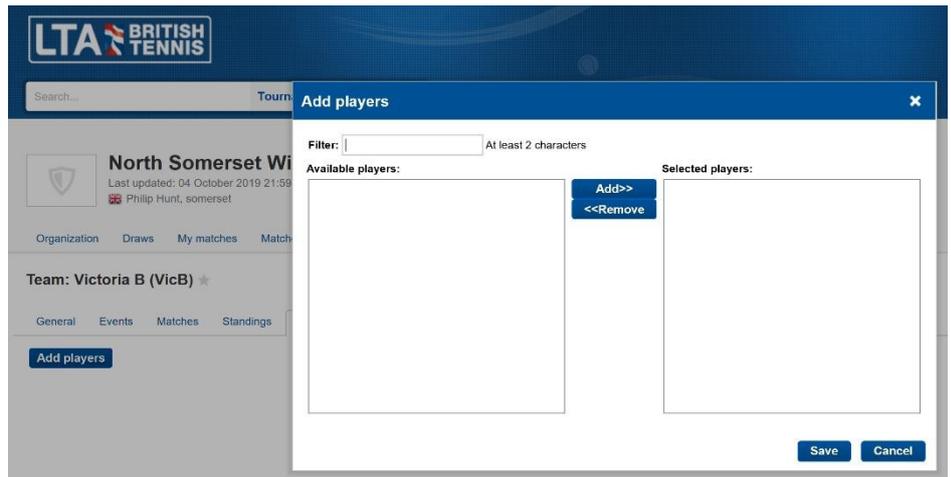
You can add to or change this list at any time during the season, and you can have a player in any number of squads (but note: NSTL Rule 16 where players become 'tied' after playing 3 games for a higher team still applies)

To add a squad of players to a team

Click on

- Teams
- Players
- Add players

Type in the first few characters of the name of the player you want to enter into the squad (no need to enter – just wait)

The screenshot shows the LTA British Tennis website interface. At the top, there is a search bar and a 'Tournament' dropdown. Below this, the user is logged in as 'Philip Hunt, somerset'. The main content area shows the team 'Victoria B (VicB)' with tabs for 'General', 'Events', 'Matches', and 'Standings'. An 'Add players' button is visible. A modal window titled 'Add players' is open, featuring a search filter with the text 'At least 2 characters'. Below the filter are two columns: 'Available players' and 'Selected players'. Between these columns are 'Add>>' and '<<Remove' buttons. At the bottom right of the modal are 'Save' and 'Cancel' buttons.

A list of players with the text you have entered appears.

- Select the one you want
- Click on "Add"
- Repeat the above for all the players you want to add
- (Remove any by clicking on them on the right-hand side, and select "Remove")
- When complete, click on "Save"

Important:

- The list you see when entering the first few characters are only **players registered to your club** on their LTA profile. So, if a player has recently joined you from another club and still has themselves registered to their old club, then their name will not appear in your list
- When you enter a player, you will see an "F" or "M" next to them (female, male). You must have the correct one because the system expects the correct gender to be entered. The system will not let you enter the wrong gender.

DURING THE SEASON

To enter the result of a match

The home captain enters the result within 48 hours after the match.

Find your match by clicking on “Teams”, select your team, and find “Current matches”. Click on the “Modify” next to that match”.

- Choose “Enter Rubber Results” (the match score should be calculated for you)
- Select the players in each match from the drop-down lists (see below if player does not exist)
- Select the winner
- Enter the scores for each set
 - If the away team wins, record it as, eg, 2-6, 5-7, etc
 - If there is a short tie-break in set 3, record it as 1-0 or 0-1
- If the match is level on sets but not on games, tick the box “Shootout winner”.
- Add a comment if you need to.
- Click “Save”. The result is now stored.
- Do not click “Confirm result”. The away captain does this once the score has been entered

Event	Victoria A (VicA)	Cheddar A (CheA)	Score
WD	-	-	-
MD	-	-	-
XD1	-	-	-
XD2	-	-	-

(If you can't find the player you want to select, see “Finding Players” below)

Away Captain to confirm result

The away captain is to confirm the result another 48 hours after (ie. within 4 days of the end of the match). This ‘locks’ the result and is the away captain’s confirmation that the result has been recorded correctly

- Navigate to the match you want to confirm. Click ‘modify’
- If as away captain you are happy with the result, click ‘Confirm’.
- If you do not agree with the result, add a comment and contact the home captain to correct (you should have the photo of the result to compare with)

If you can't find a player...

When entering the result, select “Add Player”

Use the same method to find the player as you did when entering your own team player squads at the start of the season, ie.

- Type in the first few characters of the name and wait a few moments for the system to find them
- If they are there, select them and click on “Add”
- You have now selected that player

If you can't find the player, you can widen your search by selecting “All Clubs” in the tick box. This searches every player who is a British Tennis Member (and so has a BTM number) with the LTA.

Repeat the above and wait for the system to come up with some names.

It could bring up a long list but is useful if the player has switched clubs

To include a player who's BTM number you can't find

- Select Unknown Male Player or Unknown Female Player

When you save the results entry page, a box will appear, and the system asks you to enter a comment on the missing player names. Please enter the player's name and (if you have it) BTM number. If they don't have a BTM number, they cannot benefit from recording and viewing their results. Please encourage all players to join the LTA (it's free) and get a BTM number, then enter them in your squad

Postponed and rescheduled matches

1. Navigate to the match, as described above, and then click **Modify**.
2. Click **Add comment** to add a comment explaining that the match has been postponed.
3. Click **Reschedule match** when you have arranged a new date for the match.
4. Enter the date/time of the rescheduled match

Problems?

Contact

- Chris Wilson: 07810 658 858 or chrismkwilson@gmail.com
- Phil Hunt: 07427 549 319 or pr.hunt@btinternet.com