

Match Centre

Player Guide



**GET
COURT
UP**



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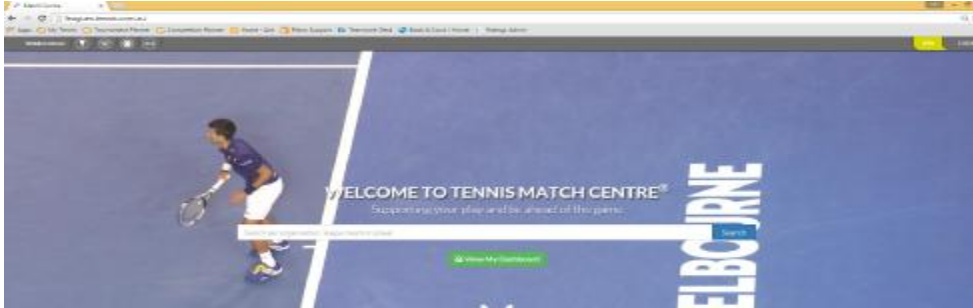
Getting Started

To access Match Centre you will need to visit leagues.tennis.com.au. Alternatively, you can visit tennis.com.au and from the navigation bar on the top of the page, select the tennis racquet icon. You will be required to login with your tennis account or alternatively create an account to begin.

Creating a Tennis Account:

To create a Tennis account follow the below steps:

1. From the navigation bar on the top of the page select **Join**



2. You can join by either connecting your Facebook, Google+ account, or selecting **Join with Email** and then entering your First Name, Last Name, Unique Email Address and setting up a Password. (Note: an Under 15 account can be setup by selecting 'JOIN HERE' located underneath the three main options)

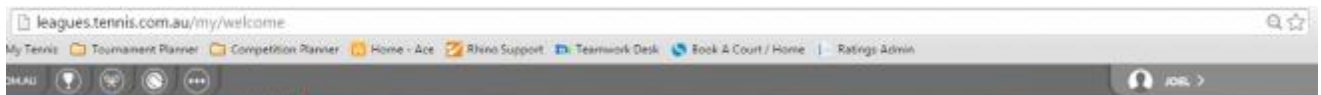


3. Enter appropriate details including a valid unique email address (when joining with Email)



4. An email will be sent asking the player to verify their account
5. Once complete you will be able to login to Match Centre by selecting Login and entering your details

If you require any assistance creating or verifying your account please contact the **Customer Service Team**. Once a player has logged into their tennis account, the 'Join' & 'Log In' icon will change to the player's first name.



Linking a Tennis Account to a Player Profile

Once you have logged into your tennis account, you will need to link your tennis account to your player profile in order for your personalised Match Centre (Dashboard) view to appear. This will allow you to use your Dashboard including the ability to enter, confirm and dispute results for your matches.

To link your account:

1. From the welcome page, select 'Find My Matches'.



2. Complete the online form with your personal details, including email and contact number and select 'Search for Profile'.
3. A list of profiles which match your search will appear. If you believe a profile listed reflects your personal details and your team, view the profile using the right hand side icon (highlighted in yellow)

FIRST NAME	LAST NAME	TEAM	ORGANISATION	TYPE
JOE	LOUGHAN	ST JAMES PARK TENNIS CLUB	ST James Park Tennis Club	PL

3. Once viewing the profile and you have confirmed the profile is in fact yours by viewing the matches listed, select the 'Request link' button



Dashboard

Your dashboard is a great way to view all of your results, see upcoming fixtures and allows you to set favourite players, teams, leagues and organisations for direct access.

Setting favourites to your dashboard

Setting favourites to your dashboard is a great way to save direct links for all of your teams, leagues and organisation and other players for viewing

How to set favourites:

1. Use the search bar provided to search for a player, team, league or organisation
2. Select the view icon next to the appropriate returned search result



3. Click on the Star located alongside the player, team, league or organisations name (The star will turn orange)

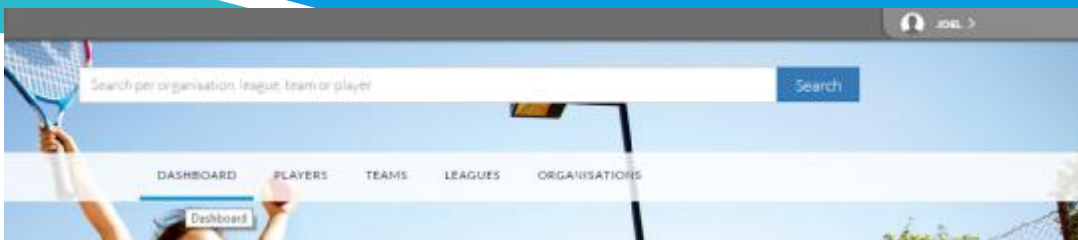


4. All favorited items will then appear on your dashboard as direct links as per the below



Printing/Viewing Scorecards

To print/view scorecards, go to your Dashboard (Note: you will have to of linked your account first)



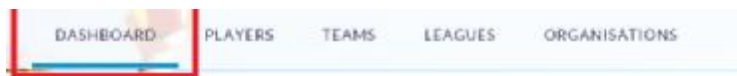
1. Scroll to Upcoming matches and select View for the relevant match
2. Once the match is displayed, to print select the Print Scorecard icon to print the scorecard.



NOTE: You can print score cards prior to a match to fill out on match day, or you can print completed scorecards showing the match results

Viewing upcoming matches & results (Note: you will have to of linked your account first)

1. To view upcoming matches and results, select 'Dashboard' from the menu across the top of the page



2. Scroll to either 'Upcoming matches' to view your personal upcoming fixtures or 'Previous matches' to see your results
3. If you would like to view all of your upcoming matches or results, select the 'All Matches' option



Entering Match Results (Note: You can only enter results for matches in which you are a player in the team and your Tennis Account has been linked)

To enter results go to your Dashboard:

1. Scroll to your 'Previous Matches', select View Scorecard on the appropriate match.
2. Once the scorecard displays, select Edit on the scorecard



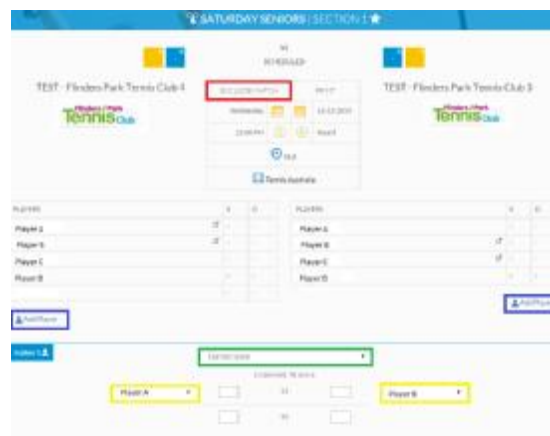
3. Select the playing order for the day, by using the  icon located next to the players' names. The first player selected will show number 1, followed by 2, 3, 4 etc.



4. Select Continue
5. Enter the relevant score and comments into the scoresheet and select 'SAVE'

Score entry Variations:

- If one of the rubbers is a forfeit, retirement or incomplete use the drop downs located in each rubber to indicate this (Highlighted in Green in the below)
- If the match is Heat out, Washout or a full forfeit by either team, use the 'Exclude Match' function (Highlighted in Red in the below)
- You can use the player drops downs to alter the participating players for each rubber if required (Highlighted in Yellow in the below)
- Extra players can also be added to the scorecard if needed by using the 'Add player' button (Highlighted in Blue in the below)



Confirming/Disputing a scorecard (Note: You can only confirm/dispute results for matches in which you are a player in the team and your Tennis Account has been linked)

Once the first team has entered the match results, the second team will then need to either Confirm or Dispute the result.

You can only Confirm/Dispute results for matches in which you are a player in the team and your Tennis Account has been linked.

To Confirm/Dispute a result go to your Dashboard:

1. Scroll to your 'Previous Matches', select View Scorecard on the appropriate match.
2. Once the scorecard displays, select Edit on the scorecard



3. Scroll to the bottom of the scorecard and select 'Confirm' or 'Dispute'



4. You will have the option to provide a comment when confirming a match or provide reasoning for disputing the match

Confirm Choice

Are you sure you want to Dispute this scorecard? In order to submit your choice, click "Dispute". Otherwise click "Close".

Enter a message: if you need to provide extra details about your choice:

This is a confirmation comment

CLOSE DISPUTE

Fixtures

Fixtures can be viewed and printed from multiple perspectives including division, team or personal (Note: for a personal view you must have linked your account).

How to view a fixture for a division

1. Navigate to a division by using your favorite items on you dashboard or by using the Navigation bar
2. Scroll down to 'League Fixtures'.

- To view all of the remaining fixture, select the 'View all' button.



How to print a fixture for a division

- Follow the steps on **How to view a fixture for a division**
- Select the print icon located at the top of the page, this will allow you to print or save the ladder to a PDF (Note: if you would like a printout of the entire fixture, this will need to be completed before the season commences)



How to view a fixture for a team

- Navigate to a team by using your favorite items on your dashboard or by using the Navigation bar
- Scroll down to 'League Fixtures'.
- To view all of the remaining fixture, select the 'View all' button.



How to print a fixture for a team

- Follow the steps on **How to view a fixture for a team**
- Select the print icon located at the top of the page, this will allow you to print or save the ladder to a PDF (Note: if you would like a printout of the entire fixture, this will need to be completed before the season commences)



How to view your personal team fixture (Note: you must have linked your profile)

- Navigate to a your dashboard
- Scroll down to 'Your Upcoming Matches'
- To view all of Your Upcoming matches select 'All Matches'

DATE	TIME	HOME	AWAY	FACILITY	VIEW
01-03-2018	21:00	TEST - Flinders Park Tennis Club 3	TEST - Flinders Park Tennis Club 4	Flinders Park Tennis Club	

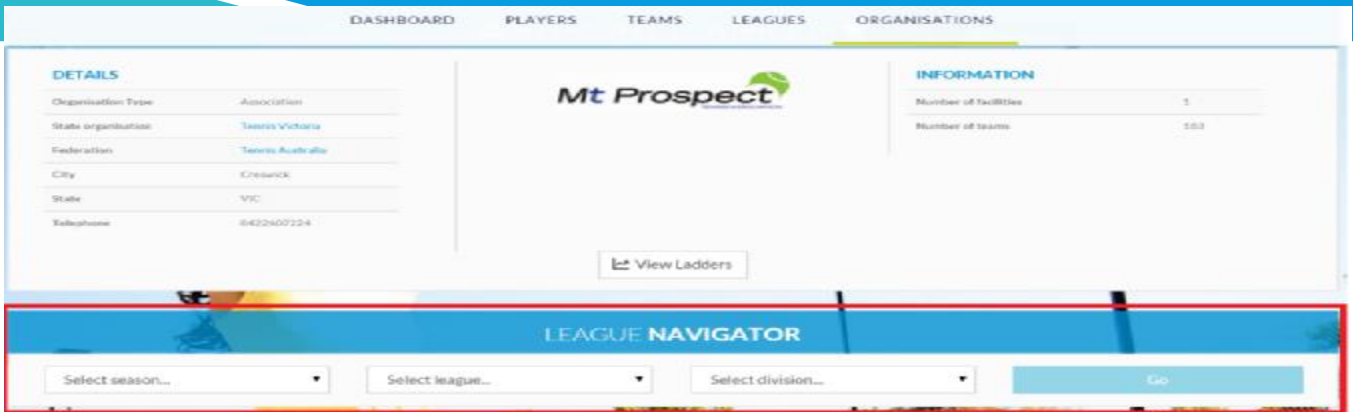
How to print your personal team fixture (Note: you must have linked your profile)

- Follow the steps on **How to view a personal fixture**
- Select the print icon located at the top of the page, this will allow you to print or save the ladder to a PDF (Note: if you would like a printout of the entire fixture, this will need to be completed before your season commences)

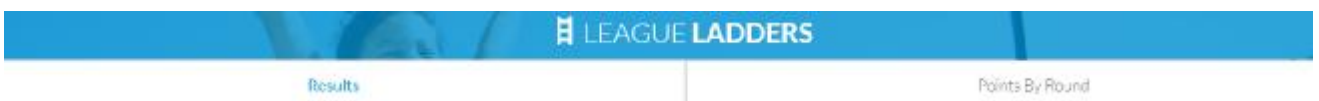
Ladders

How to view ladders - Divisional based view

- Navigate to your required league/division by using your favourite items on your dashboard, or you can use the navigation bar to search for your league or organisation
- Use the **League Navigator** dropdowns and select 'Go' to view your required division



Divisional ladders will display underneath the results section, ladders are viewable in a 'Results' or 'Points by round'



view.

How to view ladders – Organisational based view (All ladders)

1. Navigate to your required organisation's page using your favourite items or the navigation bar.
2. Select the 'View Ladders' button



3. Select 'View Organised' or 'View Participating' to view appropriate ladders

How to print ladders

1. Follow the steps **To view all ladders for your organisation**
2. Select the print icon located at the top of the page, this will allow you to print or save the ladder to a PDF



Results

Results can be viewed and printed from multiple perspectives including division, team or personal (Note: for a personal view you must have linked your account).

How to view results for a division

1. Navigate to a division by using your favorite items on you dashboard or by using the Navigation bar

2. Scroll down to 'League Results'.
3. To view all results, select the 'View all' button.



How to print results for a division

1. Follow the steps on **How to view results for a division**
2. Select the print icon at the top of the page, this will allow you to print or save the ladder to a PDF



How to view results for a team

1. Navigate to a team by using your favorite items on you dashboard or by using the Navigation bar
2. Scroll down to 'League Results'.
3. To view all results, select the 'View all' button.



How to print results for a team

1. Follow the steps on **How to view results for a team**
2. Select the print icon at the top of the page, this will allow you to print or save the ladder to a PDF



How to view your personal team results (Note: you must have linked your profile)

1. Navigate to your dashboard
2. Scroll down to 'Your previous Matches'.
3. To view all results, select the 'View all' button.



How to print your personal team results (Note: you must have linked your profile)

1. Follow the steps on **How to view a personal fixture**
2. Select the print icon located at the top of the page, this will allow you to print or save the ladder to a PDF (Note: if you would like a printout of the entire fixture, this will need to be completed before your season commences)

Customer Service Team

Operating hours (AEDT)



Mon – Thu: 8am till 8pm

Fri: 8am till 6pm

Sat – Sun: 9am till 5pm

Contact details

1800 PLAY TENNIS (**1800 752 983**)

Or

play@tennis.com.au