

# Calgary Interclub Tennis Quick User Guide

Website: <http://www.calgaryinterclubtennis.com>

## Table of Contents

First time user sign on .....	1
How to add a new player/build your team roster .....	2
How to send out the schedule .....	5
How to fill in a team for a particular night .....	5
How to enter results of a match .....	5

## **First time user sign on**

1. Go to Calgary Interclub website
2. <http://www.calgaryinterclubtennis.com>
3. Click on "Login" in the top right corner
4. Click on "First time users click here"



5. Enter in Email Address
6. Click on "Generate New Password"
7. Password will be emailed to you
8. Once you have your password, Login with your Email Address and Password

## How to add a new player/build your team roster

1. Login
2. Click on "Admin" in the top right corner
3. Click on "Players/Member" on the menu on the left side
4. Under "Add Players to a team"

Player Administration

Go Back

View Players By ...

Player Type	Location	Last Name
Regular Players	Airdrie Tennis Club < Go >	< Go >
Captains		
Commissioners		
All		

Add Players to a team ...

Select a team to add players to:

[ Interclub 2012 ] [ 3.0 Division ] - Calgary Tennis Club < Add Players >

Add users to site ...

First Name:  Access Level: Regular User/Player < Go >

Last Name:  Home Location: Airdrie Tennis Club - [ATC] < Go >

Email Address:  Phone:

5. Select your team
6. Click on "Add Players"
7. Enter Player Information

Add A Player to Calgary Tennis Club

Go Back

Role: Player < Go > League Rating:  Player Position:  Order of Strength:

First Name:  Last Name:

Email:  Phone:

Address:  Work Phone:

Cell:

Address 1:  Address 2:

City:  State:

Zip:  Notes:

Code:

Birthday:

< Add This Player >

**Current Team**

Cacic, Milan	E
Johnson, Donna	Me
Neville, Kathleen	S
Semenuik, Eugene	Simo
Stein, Dawn	Ti
Trevis, Ryoko	Va
Wadhwa, Amarinder	V
Holiday, Brian (C)	G

8. Click on "Add This Player"
9. Repeat this process as many times as needed
10. Click on "Create and Submit Roster"

11. Click on your team and use the arrows to bring players on and off your team.
12. After team is correct. Click on [Click here to move on to next step](#)

13. Scroll down to very bottom and click on [here](#) to review changes.

14. Click on [here](#) to submit roster.

Submit Roster, Step 3

[Go Back](#)

[Click here to continue editing.](#)  
[Click here to submit your roster for commissioner approval.](#)

**Your roster has not yet successfully been submitted. Please click one of the above links to continue editing or submit this roster.**

Printer Friendly  
This is the suggested roster for:  
***[Interclub 2012] 3.0 Division - Elbow Park***

**Old**

**New**

**Scott Atkinson**

## How to send out the schedule

1. Login
2. Click on "Admin" in the top right corner
3. Click on "Team Management" on the menu on the left
4. Click on small envelope
5. Team members in turn will click on which game nights they will be available and once submitted will auto-populate your (the Captain's) schedule.

## How to fill in a team for a particular night

1. Prior to the League game, Login, Click on "Admin"
2. Click on "Scores" on the menu on the left
3. Open the game card for the date you want to plan and start filling in the names
4. Print the card and bring it to the game
5. Note: Both team Captains should exchange cards at the game. **Please ensure this is completed before arriving at the game.**

## How to enter results of a match

1. As a rule the winning Captain should post the scores and the losing Captain has 48 hours to contest
2. Winning captain:
  - a. Login, Click on "Admin"
  - b. Click on "Scores"
  - c. Redo the names as they were played including any last minute changes that may have occurred
  - d. Enter the scores and the winning team for each set
    - i. This is important as it is not automatic
    - ii. The system will total the scores and should match the hard copy from the game
  - e. Click on "Enter" when completed