



Website User Guide

INTRODUCTION

This guide is for all users to learn how to navigate the SCTL website. There is a separate Captain's Guide since they have more functions. Only Captains have access to the Admin Page.

There will be some broadcast email correspondence sent to the players from your captains. These emails are generated by the website and will appear to come from tenniscores.com. You should add www.tenniscores.com to your address book in order to receive these communications and not have them go to spam or be blocked completely.

This guide deals mainly with the SCTL website and its many functions. For rules questions, please refer to the "Rules" section at the top of the home page.

APP

There is a Tenniscores iPhone app available for \$3.99. Anyone can use this to check rosters, standings, scores, schedules, etc. Captains can login on the app to enter scores as well.

CALENDAR

Click on the "Calendar" tab on the home page for important dates. Click on the box to see details of the event.

CONTACT

The "Contact" tab on the SCTL home page displays the names, phone number and email addresses of the Board of Directors. The "Contact" tab on the Division home page displays the names, phone numbers and email address of the Division VP and level coordinators.

DIRECTIONS TO CLUBS

Google directions to all approved SCTL facilities can be found under the "locations" tab at the top of the home page.

FORMS

Click on the “Forms” tab on the Main Home Page and you will find the score sheets, protest forms and other downloadable forms.

HOME PAGE

The Home Page is the starting point. From there, all players can find whatever information they need.

From this *Main Home Page* you may choose which Division you want to access. When you click on the tab for the division you want, you can then navigate from the *Division Home Page*.

The *Division Home Page* has important information including:

1. *Admin*: where captains can access the admin page
2. *Locations*: where the information on the facilities is located
3. *Teams & Schedules*: where players can see the standings, results, statistics, rosters and schedules
4. *Message Center*: where important messages will be posted

LOCATIONS

The “Locations” tab on the home page will display a list of all SCTL approved facilities, with facility address, phone number, Google directions and pro contact information.

MESSAGE CENTER

Messages are posted on the Home Page that will inform you of any events or issues that arise.

PLAYER SEARCH

Looking for someone you know but don't know what team they are playing on? Use the Player Search function found on the Home Page. Type the first 3-4 letters of the last name in the search field and click “Player Search”. You will see a list of everyone with that last name and the team and level they are playing. If nothing comes up, they are not currently in the system.

RESULTS

From the Division Home Page, select “Teams & Schedules” and any level. Click on the “Results” tab to display a weekly list of every match in the level to date. Clicking on a match will display the complete score card of the match with lineups and scores. All players can view the scorecards in all levels.

ROSTERS

View any team's roster by clicking on “Teams & Schedules” from the Division Home Page and then selecting the Level and Team. Click on a player's name to see their record and click on the line they played to see the scorecard for the math. Click on “Roster Results” to get results for every player.

SCHEDULES

All players can see their schedule under the “Teams & Schedules” tab. Click on the name of the level and then click on the “Schedules” tab.

SCORES

As match scores are entered, the website automatically updates the standings and stats for the team and players.

SOCIAL EVENTS

At the end of each season, an Awards Banquet will be held. Players will be able to register online. Instructions for registration and payment will be posted prior to the event.

STANDINGS

From the *Division Home Page*, select “Teams & Schedules” and any level. Click on the “Standings” tab to display the standings to date. The total points will be displayed in the first column. Weekly points will be displayed to the right of the total points. If you roll your cursor over the match points, the two teams that played each other will highlight. Double clicking on one of the points will display the scorecard for that match.

Full/Weekly Standings

The “Standings/Scores” section on the *Division Home Page* in the lower right shows a snapshot of the selected division’s current standings and scores. Click on “View Full Standings” below this box to see the current weekly standings of all the divisions of the SCTL at once.

STATISTICS

Select “Teams & Schedules”, the level and team. Click on the “Statistics” tab to see the stats for teams in that level with points, matches won and lost, lines won and lost, sets won and lost, and games won and lost. These stats are for your information only.

STATS

The “Stats” tab at the upper edge of the home page is where archived data from previous seasons is found. Search for a particular player by entering their last name in the search box. Select a season, level, team, etc to look at a team’s results in previous years.

TEAM COOKIE

All players can set a Team Cookie, not just captains. To set a Team Cookie, select “Teams & Schedules” from the *Division Home Page*. click on “Set Team Cookie” next to the word Levels. Next, select the level by filling in the button next to the level name and click on “Select Level”. Do the same for your team and “Select Team”. From here on, whenever “Teams & Schedules” is selected, your Team Home Page will display. On this page will be the Standings/Results/Statistics tabs, the team roster showing wins and

losses by each player, and schedule. All the other levels can still be accessed by clicking on the level/team.

If you do not want to set a team cookie, just click on “No thanks, do not set up a team cookie” to continue.

November 30, 2013