

Berkshire Winter League 2011-2012

Tournament Software website Guidance

Thank you for all your hard work in organising and playing your matches and now mastering our new tournament software web site and system.

We realise that we are trying something relatively new and we are all on a learning curve but this will prepare ourselves for the summer season where Berkshire is going to put all its leagues on this Tournament software website.

Below is the guidance that might be able to help you when using the LTA Tournament Software website.

The Berkshire Winter League can be accessed through the following link:

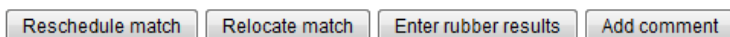
<http://lta.tournamentsoftware.com/sport/tournament.aspx?id=50B2F61D-F827-4799-915E-84FEAC9608D5>

To access the league management facilities and enter results you need to log in using you club login user name and password which were issued at the start of the season by Berkshire LTA to Match Secretary/Overall Team Captains. The login link is in the top right hand corner of the website.

To enter new rubber results, reschedule match or add comment:

Once logged in click on **"My Matches"** tab which will provide you with a list of your clubs current and unconfirmed matches.

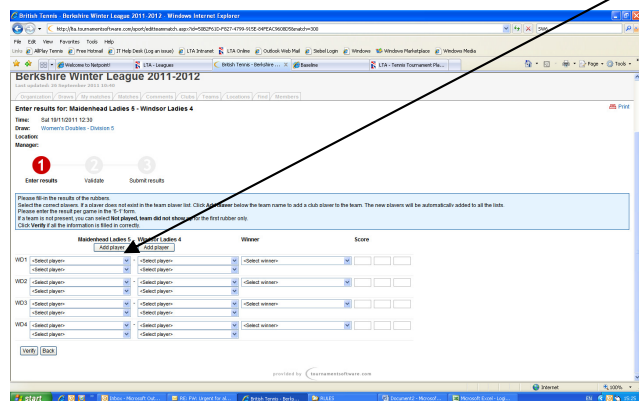
Once you have found your match on the Tournament software website Click **"Modify"** and 4 options appear:



Reschedule match: If a match for a lower team is rescheduled, the date should be entered on the site and an explanation given (by adding a comment to the match), please observe rule 9 which requires all clubs with multiple teams to play their higher teams on any given date and concede or reschedule lowest teams if they do not have sufficient players.

Relocate match: N/A

Enter rubber results: Click **"Enter rubbers results"** then choose players from the drop down list



If you cannot find the player's name on the list click **"Add Player"** if they have already played for another team in your club they may be on the list at the bottom of the **"Add Player"** window. If not, then click on the **"Add New Player"** tab. You will need to enter their BTM number in the Member ID field. This may be found on Player Search on the LTA website <http://www2.lta.org.uk/Search/PlayerSearch/> or by contacting the opposition team for the information.

It is both the players and team captain's responsibility to ensure each player has a BTM number and this is given to the opposition. The **Unknown Player** in only "temporary" and if this remains uncorrected for a short time, it will result in that team losing its rubber scores and points.

Once the players have been selected for the rubber, select the winning club in the **Winner** field and enter the **Score**. Once this has been completed for all the rubbers, click the "**Verify**" button, check the results and "**Verify**" again. However, if you have made a mistake click "**Modify**" to amend.

Once the results are entered the system will not allow you to change/correct the information entered. Any amendments will need to be made by the County office.

Add Comment: you can write note or comment here.

At the moment the system cannot handle a 2-2 win/loss and this will be changed manually by the county office.

Fixtures, Scoresheet and Rules can be found on Berkshire LTA website: <http://www.lta.org.uk/in-your-area/Berkshire/competitions/leagues/West/Berkshire-Winter-Club-League/>

All results should be posted by the winner in 48hours (or the loser if they wish) and the result is confirmed by the opposition in 72 hours.

To confirm a fixture, log in to the website and select the "**My Matches**" tab. Find the fixture in the list and click on the "**Modify**" link. The next screen will show the results of the match and four options will appear:

Provided you are happy with the results, click "**Confirm results**".

Everybody, organisers, team players and captains need to see that these matches are properly and fairly played on the scheduled date, with players' names and BTM numbers.

Berkshire LTA