Captain's Login/Scorecard Instructions

1. From http://restontennis.org select the RTT *Schedules/Standings* link.
2. **Captains Login (only required to add/edit/delete player information and enter/print scorecard):**
    a. Select the *Login* button in the top right-hand corner or put your cursor in the email address box.
    b. Type the email address listed, hit the Tab key, type in the pin number, and select the *Log On* button.
        NOTE: If you have forgotten your pin number, type your email address and select the 'Email Password' button and your pin number will be emailed to your captain's email address.
    c. Select *appropriate Division* button (you will see all of the levels of play)
    d. Select your level and you will see the teams listed for your level. (Note: The order of the teams will change based on the standings as scorecards are entered throughout the season.)
3. **Adding and Editing Player Information:**
    a. There is a View button to the right of your team's name and standings. Select the *View* button to see the players rostered for your team.
    b. **Only the head scorekeeper may add brand new players to teams.**
    c. To **edit** player information, select the player's name (the screen will refresh and allow you to make changes. Make the changes to the phone number and email address and select the *submit* button.
    d. To **delete** a player from your roster, select the *exclude* button (this may only be done for players who have not played a match.
    e. To **add a sub from a lower level team**, select the player's name from the box, highlight it and then select *add player as a sub*. All subs will have a S(#) next to their name. The number indicates how many times the sub has actually played a match for your team.
4. **Editing and Printing Scorecards:** Select *Schedule & Scores* to view the scorecards for each match.
    a. To **print a blank scorecard** for a particular match, select *Scorecard* and *Print View.* The names of the eligible players from each team for that match are printed at the bottom of the scorecard. If a player is a sub, there will be a number in parenthesis to indicate how many matches they have played as a sub. If a match has been played and the scorecard has been entered by the home or away captain or by the head scorekeeper, you may print the completed scorecard. If you have a dispute with any of the information on the entered scorecard, any discrepancies must be reported to the head scorekeeper within 7 days from the date of the match to be resolved.
    b. To **edit and enter scorecard** information, select the match that you are entering scorecard information for by selecting the *Scorecard* button on the right side of the match listing. Select players from the drop down list for each court. Select the first box in Court 1 with your mouse and type the first letter, then second letter of the player's last name until you see the

player's name or use the down arrow key or the mouse to select the player. All eligible players are listed at the bottom of the data entry sheet and you may also select the box and you will see the complete list of team members for you to choose from. Tab to the next field, select the next player's name, tab to the scores and enter them for each set (one number for each box), tab to the visiting team members and then tab to the Submit button. **You must submit each court individually BEFORE proceeding to the next Court.****

      i.   If a court is defaulted, you will select Court Default for that court instead of a named player. In the case of a default, the other team must provide player names in the fields provided.

      ii.   If a court is split, select Court Split instead of player names.

c. When you have completed the scorecard, you may select the Print View button (a new window will pop up so that you may print the completed scorecard). Select the *Submit Scorecard* button at the bottom of the scorecard (you will not be allowed to make any additional changes AFTER you select this button – only a head scorekeeper or the webmaster may make changes at this point.

5.   **Logout** Select the *Logout* button in the upper right hand corner.

NOTE: Roster additions and substitutions must be made prior to the match being played. Any questions, please email webmaster@restontennis.org