

AYLESBURY & DISTRICT LEAGUE

THE ONLINE RESULTS PROCESS WINTER 2014/15

We are reissuing this note to clarify some points that arose in the summer and for those who have not yet used the website. Even if , at your club, only one person enters results, please read this note so that you know what information they need and the consequences of failing to provide all the information and/or meet the requirements.

Firstly your fixtures secretary should have rescheduled the match dates following the fixtures meeting to the dates they agreed. Please check that the dates published on line at <http://lta.tournamentsoftware.com/sport/tournament.aspx?id=B74D1074-274C-487C-9B3D-CD630B027779> agree with those in your records.

At the match:

- Both captains must fully complete and sign the scorecard and retain their own copy.

After the match:

- The winning captain to submit result online within 72 hours of the match.
- The losing captain to check the result online.ⁱ

Login and Password:

- Every club has an unique login/password which remains the same for all leagues and from year to year. Your Club Main Contact or people within your club involved with other online leagues eg Team Tennis or the Bucks Shield has this information. If you cannot discover the log in/password please e mail Sarah Tricks on sarah.tricks@gmail.com DO NOT change the password or you will bar access to others within your club.
- When you log in the name of your CMC(and not the club) will appear , this is not a problem . I am aware that most results are not entered by the CMC! This cannot be changed.

Winning captain (and Home Captain when result is a 4-4 draw) follow the steps below:

1. Type in your Login name and Password (case sensitive) and click 'Login'. If it asks you if you want it to remember your details confirm that you do. This makes using the database easier in the future as you will automatically be logged in.
 2. Click on the 'Matches' tab and then on the calendar, click on the date of your match. ⁱⁱ
 3. Click on 'Modify' next to the relevant match
 4. Click 'Enter rubber results' (not enter 'Match result').
 5. The results system is exactly the same as Aegon Team Tennis.
- 5.1 First select your players .Click on the arrow in the player box. If this is the first match no names will appear . You will need to use the 'add player' option until the player has played in at least one match for that team (team NOT club, so if you play for multiple teams you have to be added to each team). That player MUST have a BTM and be linked to the club for which they have played. This is new for this season and should, if players comply with this requirement, make it easier to add the player and avoid spelling errors/multiple entries for the same player. If you cannot add the player, you must add a

- comment with the full name to the record. This is a separate process using the 'Add comment tab'. Unlike in the summer you will not be able to add a new player if the name does not have a BTM linked to the club. ⁱⁱⁱ
- 5.2 When you have added the players names enter the name of the winner of that match. If the match is tied enter 'Tie'. Scores must be entered with home team score first eg 2-6 if appropriate. If one of the sets has finished at 6-6 a warning message will appear that the set is incomplete, tick the box marked disable scoring validation.
 - 5.3 If happy with the results click 'Verify'. Remember that 2 points are awarded for a set won and one for a drawn set .
 6. Now click on the draw name to see your position in the table.

Losing captain follow the steps below:

Go to <http://lta.tournamentsoftware.com/sport/tournament.aspx?id=B74D1074-274C-487C-9B3D-CD630B027779>. Using the draws tab, find the match and check the result. If you need to challenge the result email Sarah Tricks sarah.tricks@gmail.com within 7 days of the result being submitted AND enter a comment on the record.

Rescheduling matches

If you need to reschedule the match for a legitimate reason

A. NEW FOR WINTER 2014/15.

The home team must contact the opposition and agree, within 21 days, a new date for the match. ^{iv} A FAILURE TO DO SO COULD RESULT IN THE OTHER TEAM BEING AWARDED THE MATCH. I strongly advise that at least some of this contact is by e mail so that you have a written record. The away team should also endeavour to make some contact as soon as possible after the match has been postponed.

(Insert B and reletter!) When you have agreed a new date and time go to <http://lta.tournamentsoftware.com/sport/tournament.aspx?id=B74D1074-274C-487C-9B3D-CD630B027779> and click on 'Log In' in right hand top corner. Enter your password. Click on the 'Matches' tab and then on the calendar, click on the date of your match.

- B. Click on 'Modify' next to the relevant match whose date you want to change. Generally this is the responsibility of the home team.
- C. Select the new date and time , it is wise to ask it to show that the date has been changed so both teams and the organisers can see that this is a changed date.
- D. If you are the away team check that the 'new date' is that which you agreed. This can be done without the log in and password.
- E. **New dates MUST be entered on the system or YOU will be chased for a missing result and /or you will be unable to enter a result as results cannot be entered before the date stated for a match.**

End of Season

1. As before when cards were sent in, if no result is entered the match will be ignored.
2. If incomplete information is provided ie no players names , the match result will not be included until that information has been provided.
- 3.

At the end of the competition, the results will have to be adjusted when every team in a division has not played all their matches as the programme does not have an option to count 'sets for' where sets can be drawn . The important column is rubber points. Where two teams are tied on match points, it is the first number in this column that will determine your final position.

FAQs:

My password doesn't work? Make sure you have typed the password correctly using case sensitive letters/numbers. The logins begin with 'Itabuc' (as in Lawn Tennis Association Buckinghamshire or Itaher or Itabed as appropriate)

If you must complete entering the results without the player you can do so but YOU MUST make a comment giving the name of the missing person. Once you have entered the result only Sarah Tricks can add the player to the match. It saves time if she can do this without contacting you to ask who needs to be added.

What happens if we are given a walkover? Press 'enter rubber result' and select the names of the people who would have played in each rubber for your team. Then in the result column select 'Not played, no players for ... the opposition...'. Do not select any names for the opposition including unknown player. Using this, the programme records the match as 8-0 etc not played and enables the organisers to spot matches walkovers.

How do I enter the result if we played before the fixed date? The winning team will need to reschedule the match date in order to enter the result. To do this: 1) Follow steps 1-5 of the winning captain process; 2) Click 'reschedule match', 3) Enter the date the match was played; 4) Click 'save' and now follow steps 6-9 on the winning captain process to enter the result.

ⁱ Either team can enter the result but once a team has done so they cannot amend any detail. Any changes should be noted by adding a comment and preferably e mailing me to highlight the need for me to act.

ⁱⁱ This is just one way of finding the match , experiment yourself with finding your matches and use the way which suits you best .

ⁱⁱⁱ If someone has no BTM , one can be obtained online at <https://www.lta.org.uk/Members/Join/> or call 0208 478 7000. It is possible for a club to sign up a group of members en bloc and this might be your best option.

Please note that new members will not appear in the drop down list for 24/36 hours after they have joined.

^{iv} This means agreement within 21 days not the match played within 21 days.