

NSJTA, NSTA, NSLTA

Grade/Section Secretary

website instructions

To start

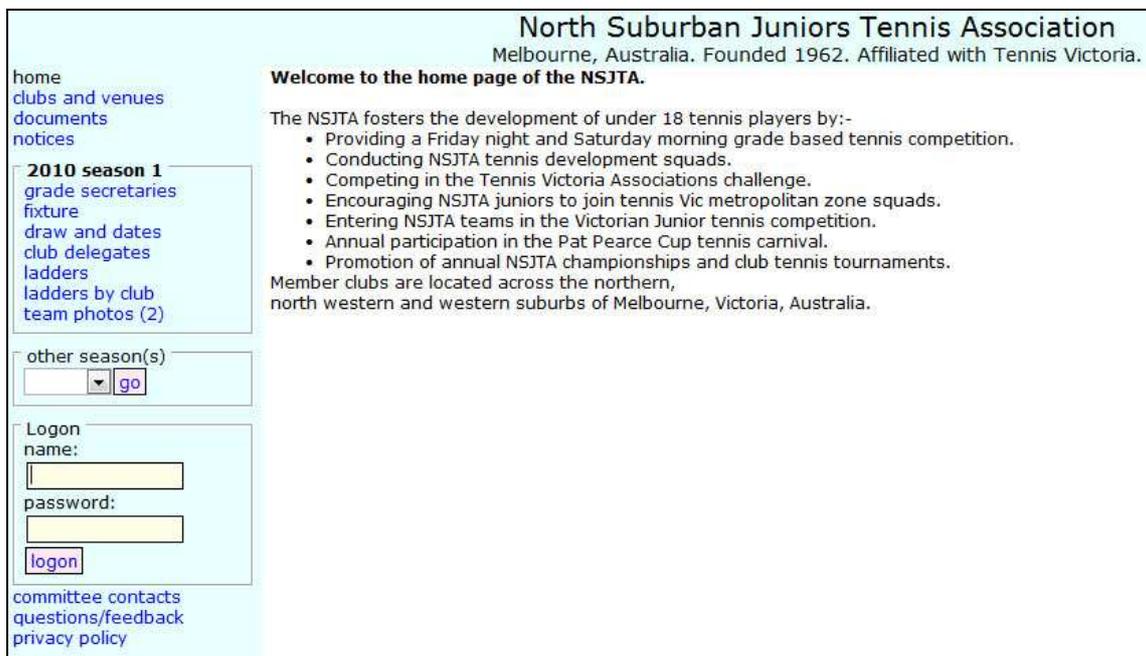
Open your web browser and go to the appropriate website address:-

www.nsjta.asn.au for the juniors

www.nsta.asn.au for the Saturday afternoon tennis

www.nslta.asn.au for the Thursday ladies tennis

The home page will be displayed, similar as follows:-



Login using the name and password supplied.

After you login, the login box changes to say "Welcome" and a link to the "gradesec menu" is now available.



(the options you see may not match the example shown, as the options depend upon your roles at the association).

Click on the "gradesec menu" link to see more links that you can use.

A list of your grades/sections will be shown as well as options to view the players lists by club or by grade, manage your fines (and if you have any seeded grades, an option to manage the seedings).



Entering match results

Click on a grade/section shown in the "match results for" box.

A list of all the matches for that grade will be displayed, in 2 columns. Those that have yet to be completed and those that have already been entered, as well as the current ladder for that grade.

to be done	completed	ladder	
<u>Apr 17 - round 8</u>	<u>Mar 27 - round 7</u>	round 7 - Mar 27	
Buckley Park v Moomba Park *HC	Buckley Park v Essendon		
Oln v Essendon	Oln v West Brunswick	Moomba Park *HC	104 137.7
Craigieburn v West Brunswick	Hadfield v Moomba Park *HC	Hadfield	88 113.0
<u>Apr 24 - round 9</u>	<u>Mar 20 - round 6</u>	Oln	84 116.0
Essendon v Craigieburn	West Brunswick v Buckley Park	West Brunswick	80 101.6
Moomba Park *HC v Oln	Essendon v Hadfield	Buckley Park	70 104.1
Hadfield v Buckley Park	Craigieburn v Oln	Craigieburn	54 89.8
<u>May 1 - round 10</u>	<u>Mar 13 - round 5</u>	Essendon	24 57.1
Oln v Hadfield	Buckley Park v Craigieburn		
Craigieburn v Moomba Park *HC	Moomba Park *HC v Essendon		
West Brunswick v Essendon	Hadfield v West Brunswick		
<u>May 8 - round 11</u>	<u>Feb 27 - round 4</u>		
Hadfield v Craigieburn	West Brunswick v Moomba Park *HC		
Buckley Park v Oln	Oln v Buckley Park		
Moomba Park *HC v West Brunswick	Craigieburn v Hadfield		
<u>May 15 - round 12</u>	<u>Feb 20 - round 3</u>		
West Brunswick v Hadfield	Essendon v West Brunswick		
Essendon v Moomba Park *HC	Moomba Park *HC v Craigieburn		
Craigieburn v Buckley Park	Hadfield v Oln		
<u>May 22 - round 13</u>	<u>Feb 13 - round 2</u>		
Oln v Craigieburn	Buckley Park v Hadfield		
Hadfield v Essendon	Oln v Moomba Park *HC		
Buckley Park v West Brunswick	Craigieburn v Essendon		
<u>May 29 - round 14</u>	<u>Feb 6 - round 1</u>		
Moomba Park *HC v Hadfield	West Brunswick v Craigieburn		
West Brunswick v Oln	Essendon v Oln		
Essendon v Buckley Park	Moomba Park *HC v Buckley Park		

To enter a match result, click on the desired match from the "to be done" list.

The page will display a match result sheet similar to the following:-

(for the nsjta and nsta):-

MIXED DOUBLES					New emergencies		
April 17 - C grade 2					firstname	surname	(as mm/yy) d.o.b.
order of play	HOME TEAM	set score	AWAY TEAM	set score	#1	#2	#3
	Oln		Essendon				
1 & 2 boys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1 & 2 girls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1 & 3 boys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1 & 3 girls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
2 & 3 boys	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
2 & 3 girls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
1st dbls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
2nd dbls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
3rd dbls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Adjustments:-

incomplete sets

substitute plyrs (or players played out of order)

confirm before saving

other finishes

Notes:-

When you enter the set scores, you only need to enter the losing set score in the correct box and the opposite score (when left blank) is assumed to be the winning score for that set.

When selecting an emergency player, enter the emergency players details in the emergency player boxes to the right.

(for the nshta):-

July 15 - Section 1				
order of play	HOME TEAM	set score	AWAY TEAM	set score
	Sunbury		Essendon	
1 & 2	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
3 & 4	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
1 & 5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
2 & 3	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
4 & 5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
1 & 3	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
2 & 4	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
3 & 5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
1 & 4	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
2 & 5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Notes:-

- # When you enter the set scores, you only need to enter the losing set score in the correct box and the opposite score (when left blank) is assumed to be the winning score for that set.
- # When selecting an emergency player, enter the emergency players details in the emergency player boxes to the right.

New emergencies (as mm/yy)

	firstname	surname	d.o.b.
#1	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3	<input type="text"/>	<input type="text"/>	<input type="text"/>
#4	<input type="text"/>	<input type="text"/>	<input type="text"/>
#5	<input type="text"/>	<input type="text"/>	<input type="text"/>
#6	<input type="text"/>	<input type="text"/>	<input type="text"/>

Adjustments:-

incomplete sets

substitute plyrs (or players played out of order)

confirm before saving

other finishes

Select all players for which there is a drop down box and enter all the losing set scores and then click on "save".

If there are are no errors, then you will be returned to the list of matches page. The ladder will be updated automatically. If there are any errors, then correct the errors and click on "save" again.

Notes:-

For seeded grades, the players are listed prefixed by their seeding. This makes it easy to check that the players have played in seed order. To change the seedings for rounds 1 to 7 or 8 to 14, see "A grade seedings" on the next page.

Emergency Players

When an emergency has played (for the first time), select the 'Emergency #1'...#2 etc option from the list of players. Then complete the details of the emergency in the boxes to the top right of the page. The emergency players are entered on a per sheet basis and NOT per team. Up to 6 new emergency players can be entered per match.

Forfeit (due to missing player)

When a player is missing and those sets are to be forfeited, then select the "forfeit" option from the list of players. The set scores do not need to be entered, as the scores will be adjusted accordingly when saved.

Walkovers & washouts

When there has been a walkover or the whole match has been washed out, then click on the appropriate button to the right of the page under the 'save' button. NB: no players or scores are required in these cases.

Substitute players (due to illness or injury)

When there has been a substitute player used, then click "substitute players checkbox". All players must be selected as per normal, but checking is reduced to allow for the substitute players. Make sure you select the players correctly when using this option.

Override set scores(due to a late start forfeit, or ineligible player)

Notice that there is a little checkbox underneath each score box.

When you need to override a set result and force a team/player to forfeit a set (without affecting the players statistics), then select the checkbox underneath the score of the player that is to forfeit.

Incomplete sets (due to a washout or late finish)

If some sets have not been completed, e.g. 5-5 when match was washed out, then select the incomplete sets checkbox, and enter the both scores for the set.

Match result is wrong and needs to be corrected.

If you have entered a match result incorrectly and want to fix it, then select the match from your list of completed matches then click on the "delete" button. Then enter the match details again.

Ladders

Ladders are automatically created when the match result is saved

A grade seedings

If you have any A grades, there will be a link on your grade secretary menu to 'manage seedings'.

Click on this link to get a list of teams to update their seedings.

Click on a team to display a page to enter the seedings.

Select each player in seeded order and click 'save'.

Team withdraws from competition after match results have been entered.

If a team withdraws from the competition after match results have been entered, the committee menu has an option to withdraw the team. All previous results will be kept, but will now be treated as a "BYE" for competition points. The draw will be adjusted and show the team with a line drawn through the name. If there is already a BYE in the grade/section, then the draw can also be adjusted via the committee menu "withdraw team" option, for the remaining rounds.

Player names

All data from all grade secretaries is now stored in a single database and will be used by the clubs at the end of the season to submit teams for next season. It is important to maintain accurate information about the players.

If you consistently see the name of a player on the result sheets is spelt differently to what is displayed when entering the match result, then you can suggest a correction to the players details.

Go to either the list of player by club or grade and select either the club or grade, then select the player.

You will be presented with a display of the players statistics and you can also submit a correction to the players name or date of birth.

If you have entered an emergency player incorrectly, also use this same procedure.

Reporting any problems

If you have any problems, please use Alt-Print Screen to print a screen image of the error and send me an email with a description of the problem and the screen image.

I hope you enjoy using this software/website. Please let me know of any comments, suggestions.

Dave Benham

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