# League Manager User Guide

Adding Players to a Team

# Adding Player to a Team

When adding players via League Manager, there are several scenarios where user can add players to a team:

1. Creating a Squad when you select Add Team via the dashboard
2. Editing a Squad when reviewing your Nominated Teams via the dashboard
3. Editing a Squad in Teams Overview via the dashboard
4. Add a player via the Scorecard

The purpose of this guide is to aid League Manager Users when adding players to teams and minimise the creation of duplicate players that already exist in the player database. In the event you are unsure of the process to add a player (existing or new) and require assistance in editing a squad, please contact the Customer Service team on:

T:      1800 PLAY TENNIS (**1800 752 983**)
E       play@tennis.com.au

## Adding Players to a Team

When adding a player to a team, you will first be prompted to search within your organisation player database, that is; players which currently exist within League Manager or Match Centre that are linked with your organisation.

## Step 1 – Adding a Player:

1. To search for a player, **click Search by Name** and enter the players' full name (e.g. John Smith). It is important that you correctly spell the players name when entering the text to ensure an accurate return on results.



Listed persons in the search results are players currently linked with your organisation. You can narrow your search further by utilising Ratings filters. Furthermore, if you know the player has a Tennis Account you can toggle the **Search people with Tennis Account** to filter results further.

2. If the player within your organisation search is found, **click** the **check box** adjacent to the players name to select the player.

| | NAME ^ | TENNIS ACCOUNT | EMAIL | DATE OF BIRTH | GENDER | SINGLES ↕ | DOUBLES ↕ | SELECT A PERSON |
|---|---|---|---|---|---|---|---|---|
| ☐ | Test Test | ❌ | test@test.com | n.a. | Male | - | - | |

3. Once you have selected the player, you will note the **SELECT A PERSON** button will change from grey to blue and you can **click ADD 1 PERSON** to the squad.

| | NAME ^ | TENNIS ACCOUNT | EMAIL | DATE OF BIRTH | GENDER | SINGLES ↕ | DOUBLES ↕ | ADD 1 PERSON |
|---|---|---|---|---|---|---|---|---|
| ☑ | Test Test | ❌ | test@test.com | n.a. | Male | - | - | |

**Helpful Hint!** You can add multiple persons at a time by selecting multiple players.

4. You will then be prompted to select the role of person within the squad, then **click SAVE**.

Add persons to team

Test Test
TC ID: n.a.

Base Player

CANCEL      SAVE

5. To save your squad selection, ensure you **click SAVE** at the bottom of the page to save your squad changes.

Search People

Search by Name
Test Test

Min Single Rating
All

Min Doubles Rating
All

Max Single Rating
All

Max Doubles Rating
All

◯ Search people with Tennis Account

SELECT A PERSON

| | NAME ^ | TENNIS ACCOUNT | EMAIL | DATE OF BIRTH | GENDER | SINGLES ↕ | DOUBLES ↕ | | |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | Test Test | ❌ | test@test.com | n.a. | Male | - | - | Base | ⚙ |
| ☐ | Test Tester | ✅ | | 01/01/1970 | Male | - | - | | |

ADD NEW PLAYER      SAVE

6. In the event you cannot find the player in the search, **click ADD NEW PLAYER** and refer to '**Step 2 – Adding a New Player**' on page 3 within this guide.

## Step 2 – Adding a New Player:

Have you searched for the player via the process outlined in **Step 1 – Adding a Player** and could not find the person you were looking for? If you could not find the player within your organisation search, **click ADD NEW PLAYER** at the bottom of the page.



1. After clicking ADD NEW PLAYER, a pop-up will appear and you will be required to enter the persons **First Name**, **Last Name** and **Gender**. Once you have entered the information **click SEARCH**.



**Helpful Hint!** If you are unsure of the exact spelling of a person's name, use the first three letters of the persons First Name, and first three letters of the Last Name, to increase you returned searches. For example, for John Smith type; 'Joh' for First Name and 'Smi' for Last Name.

2. You will then be presented with returned search results in the following order:

   a. Persons/Players linked to your organisation
   b. League Manager/Match Centre Profiles
   c. Other Results

   When selecting a player, review the details provided to assist you in selecting the correct person. Review returned search results in the following order as listed above; **item a.** in the first instance, followed by **item b.** and then **item c.**



**Helpful Hint!** You can click the person's name in the returned search results to view their Match Centre profile where applicable.

3. To select the person, **click** the blue **SELECT** text.



**NOTE**: In the event the searched player is not listed in any of the returned results, please go to **Step 3 (Optional) - Creating a New Person/Player** on page 5 of this guide.

4. You will now be required to confirm the person you have selected. Review the details of the player and select the **Participation Type** (e.g. Base Player, Reserve Player, Team Capitan etc…). Once you have selected the Participation Type, **click CONFIRM** to add the person to the squad.



5. The person will now appear in the Team Squad profile and you will be required save your squad selection. Ensure you **click SAVE** at the bottom of the page to save your squad changes.

## Step 3 (Optional) - Creating a New Person/Player in League Manager

Creating a New Person/Player in League Manager should only be conducted on the basis that you undertake **Step 1 – Adding a Player** and **Step 2 – Adding a New Player** as listed above in this guide. Provided you have reviewed all the search results and cannot locate the person.

1. Having reviewed all returned search results, to create a new person **click OTHER RESULTS.** At the bottom of the search results **click CREATE NEW PERSON**.

Select Person

When selecting a player, review the details provided to assist you in selecting the correct player. Review returned search results by **Tennis Australia** in the first instance, followed by the **LEAGUE MANAGER** tab and then the **OTHER RESULTS** tab. In the event the searched player is not listed in any of the returned results, you can **CREATE NEW PERSON** in the **OTHER RESULTS** section.

**Note:** You can click the persons name in the returned search results to view their **Match Centre** profile.

TENNIS AUSTRALIA (1)    LEAGUE MANAGER (0)    OTHER RESULTS (5)

| FULL NAME | EMAIL | GENDER | YEAR OF BIRTH | STATE | RATING (S) | RATING (D) | ORGANISATION | TENNIS ACCOUNT | |
|-----------|-------|--------|---------------|-------|-----------|-----------|--------------|----------------|---|
| test test | test@ymail.com | Male | - | - | - | - | - | ✓ | SELECT |
| test test | test@test.com.au | Male | 1900 | QLD | - | - | Pimpama Island Sports Association Inc.; Tennis NSW Test Club; | ✗ | SELECT |
| test test | test@ymail.com | Male | - | - | - | - | - | ✓ | SELECT |
| test test | test@test.com.au | Male | 1900 | QLD | - | - | Pimpama Island Sports Association Inc.; Tennis NSW Test Club; | ✗ | SELECT |
| test test | test@ymail.com | Male | - | - | - | - | - | ✓ | SELECT |

CREATE NEW PERSON

BACK

2. Enter the person's information. The required fields are **First Name**, **Last Name**, **State**, **Gender** and **Email Address**. Once you have entered the information **click CREATE**.

Create New Person

Prior to creating a new person, please ensure that you reviewed all returned search results in the previous player search. Please ensure all entered details are correct when creating a new person.

First Name *                                          0/100    Last Name *                                          0/100

State *                                                        Date of birth

Gender *
Male                                                          Email address *

Phone number (home)                                          Phone number (mobile)
                                             0/12                                                      0/12

Phone number (work)
                                             0/12

CANCEL    CREATE

3.  You will now be required to confirm the person you have created. Review the details and select the **Participation Type** (e.g. Base Player, Reserve Player, Team Capitan etc…). Once you have selected the Participation Type, **click CONFIRM** to add the person to the squad.



**NOTE:** if the information is incorrect, click BACK. You will be required to start the process again to create a new person.

4.  The person will now appear in the Team Squad profile and you will be required save your squad selection. Ensure you **click SAVE** at the bottom of the page to save your squad changes.