Match Centre User Guide

Adding Players to a Team

Adding Players to Team

When adding players via Match Centre, there are two scenarios that a user can add players to a team:

1. Inviting members to join your squad when you Nominate a Team
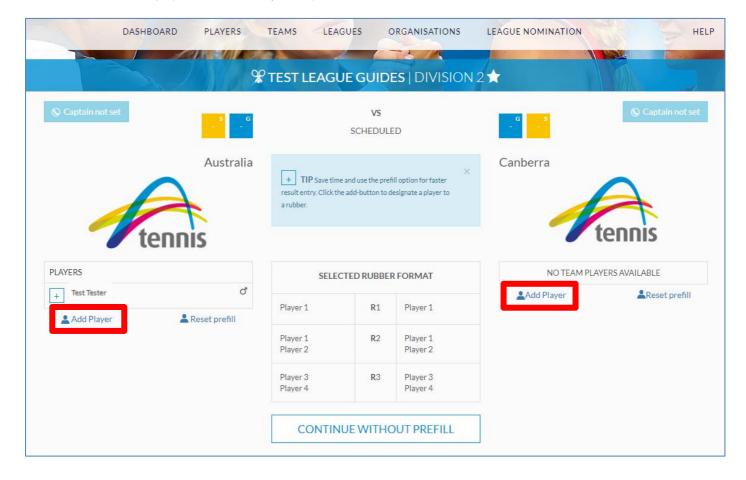2. Add a player via the Scorecard

The purpose of this guide is to aid Match Centre Users when adding players to a team via a scorecard and minimise the creation of 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 adding a person to a team, please contact the Customer Service team on:

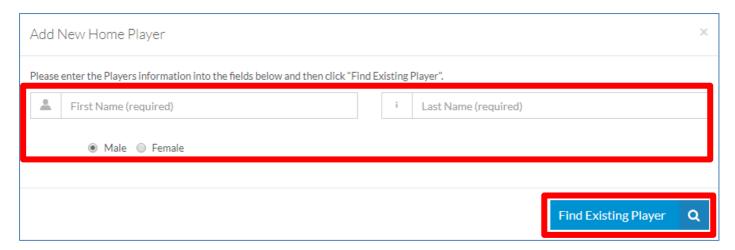T: 1800 PLAY TENNIS (**1800 752 983**)
E   play@tennis.com.au

Step 1 – Adding a Player:

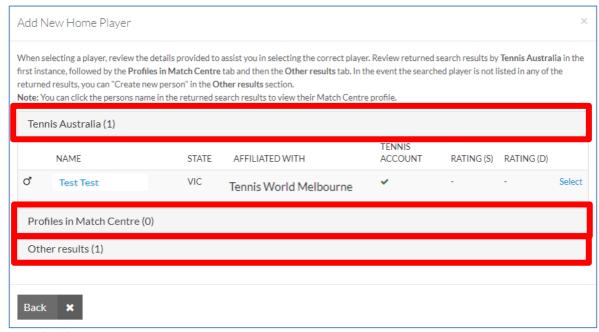1. To search for a player, **click Add Player** for your team.

2. A pop-up will appear and you will be required to enter the persons **First Name**, **Last Name** and select **Gender**. It is important that you correctly spell the players name when entering the text to ensure an accurate return on results. Once you have entered the information, **click Find Existing Player**.

Add New Home Player   ×

Please enter the Players information into the fields below and then click "Find Existing Player".

| 👤 | First Name (required) | ℹ | Last Name (required) |

○ Male   ○ Female

Find Existing Player 🔍

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

     a. Persons/Players linked to your organisation
     b. Profiles in Match Centre
     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.**
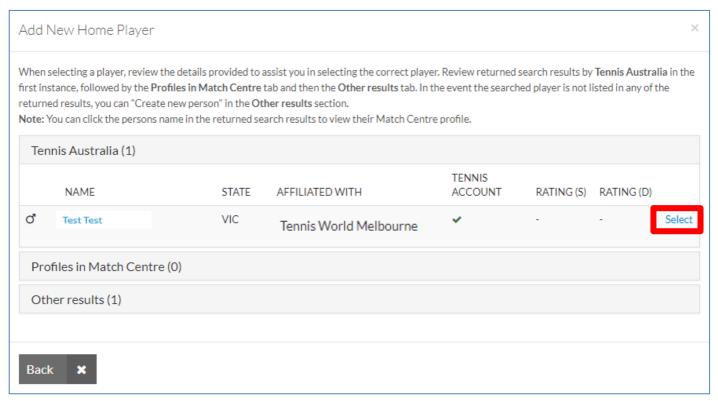
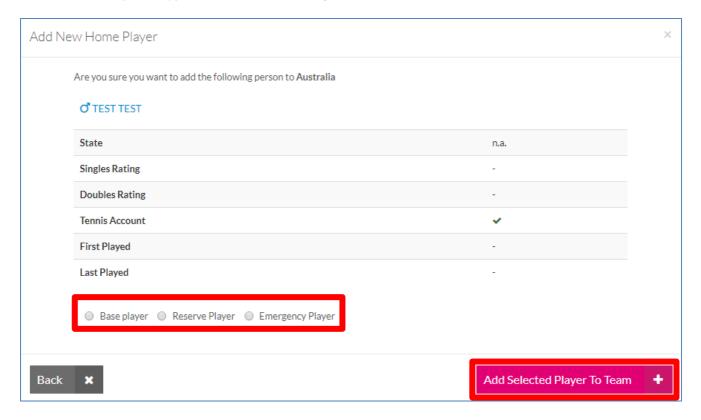4. To view the returned search results, **click** the relevant tab heading to expand the returned results.

Add New Home Player   ×

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 **Profiles in Match Centre** 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)

	NAME	STATE	AFFILIATED WITH	TENNIS ACCOUNT	RATING (S)	RATING (D)	
♂	Test Test	VIC	Tennis World Melbourne	✓	-	-	Select

Profiles in Match Centre (0)

Other results (1)

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Helpful Hint! You can click the person's name in the returned search results to view their Match Centre profile where applicable.
NOTE: In the event the searched player is not listed in any of the returned results, please go to **Step 2 (Optional) - Creating a New Player** on page 5 of this guide.
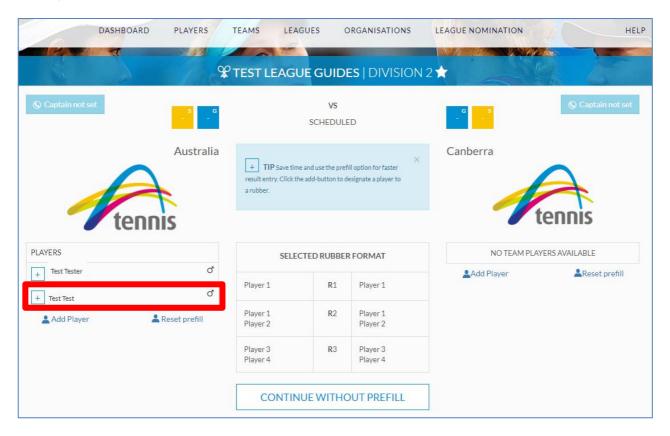
5. If the correct person is returned in the search results, and you wish to add them to your team, **click** the blue **SELECT** text.

Add New Home Player   ✕

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 **Profiles in Match Centre** 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.

	NAME	STATE	AFFILIATED WITH	TENNIS ACCOUNT	RATING (S)	RATING (D)	
♂	Test Test	VIC	Tennis World Melbourne	✔	-	-	Select

Tennis Australia (1)

Profiles in Match Centre (0)

Other results (1)

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6. 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 or Emergency Player). Once you have selected the Participation Type, **click Add Selected Player To Team**.
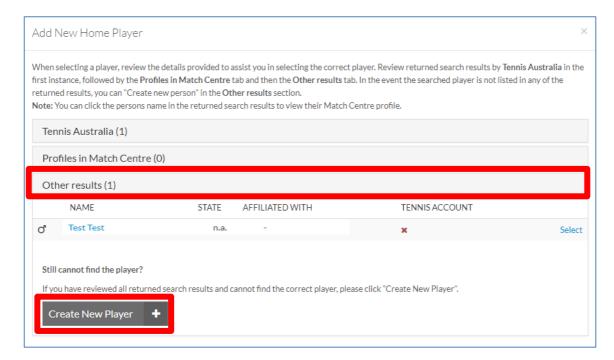
Add New Home Player   ✕

Are you sure you want to add the following person to **Australia**

♂ TEST TEST

State	n.a.
Singles Rating	-
Doubles Rating	-
Tennis Account	✔
First Played	-
Last Played	-

○ Base player   ○ Reserve Player   ○ Emergency Player

Back ✖   Add Selected Player To Team +

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7. The person has now been added to your team and appear in the in the list of Players in the Scorecard for your team.
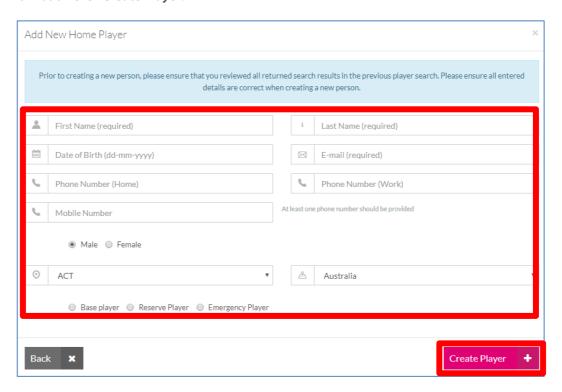
Step 2 (Optional) - Creating a New Player in Match Centre

Creating a New Person/Player in Match Centre should only be conducted on the basis that you undertake **Step 1 – Adding a Player** as listed above in this guide and cannot locate the person in the search results.

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 Player**.

2. Enter the person's information and ensure that all entered information is correct. Once you have entered the information **click Create Player**.

3. The created person has now been added to your team and appear in the in the list of Players in the Scorecard for your team.