

# 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](mailto:play@tennis.com.au)

### Step 1 – Adding a Player:

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

DASHBOARD PLAYERS TEAMS LEAGUES ORGANISATIONS LEAGUE NOMINATION HELP

TEST LEAGUE GUIDES | DIVISION 2 ★

Captain not set

VS SCHEDULED

Captain not set

Australia

Canberra

tennis

tennis

PLAYERS

+ Test Tester ♂

Add Player Reset prefill

SELECTED RUBBER FORMAT

Player 1	R1	Player 1
Player 1 Player 2	R2	Player 1 Player 2
Player 3 Player 4	R3	Player 3 Player 4

NO TEAM PLAYERS AVAILABLE

Add Player Reset prefill

CONTINUE WITHOUT PREFILL

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)

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.

Tennis Australia (1)

NAME	STATE	AFFILIATED WITH	TENNIS ACCOUNT	RATING (S)	RATING (D)	
♂ <a href="#">Test Test</a>	VIC	Tennis World Melbourne	✓	-	-	<a href="#">Select</a>

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

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✕

Add Selected Player To Team +

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.

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TEST LEAGUE GUIDES | DIVISION 2 ★

Captain not set

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Australia



PLAYERS

+ Test Tester ♂

+ Test Test ♂

Add PlayerReset prefill


VS

SCHEDULED

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S

Canberra



NO TEAM PLAYERS AVAILABLE

Add PlayerReset prefill

TIP Save time and use the prefill option for faster result entry. Click the add-button to designate a player to a rubber.

Player 1	R1	Player 1
Player 1 Player 2	R2	Player 1 Player 2
Player 3 Player 4	R3	Player 3 Player 4

CONTINUE WITHOUT PREFILL

## 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**.

The screenshot shows the 'Add New Home Player' dialog box. It contains a search results table with columns: NAME, STATE, AFFILIATED WITH, and TENNIS ACCOUNT. The table has one row with the name 'Test Test', state 'n.a.', and a red 'x' in the 'TENNIS ACCOUNT' column. A red box highlights the 'Other results (1)' section header. Below the table, there is a 'Create New Player' button with a plus sign, also highlighted by a red box.

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)

Profiles in Match Centre (0)

Other results (1)

	NAME	STATE	AFFILIATED WITH	TENNIS ACCOUNT	
♂	Test Test	n.a.	-	x	Select

Still cannot find the player?

If you have reviewed all returned search results and cannot find the correct player, please click "Create New Player".

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**.

The screenshot shows the 'Add New Home Player' dialog box with a form to enter player details. The form is divided into two columns. The left column contains fields for First Name (required), Date of Birth (dd-mm-yyyy), Phone Number (Home), Mobile Number, and gender (Male/Female). The right column contains fields for Last Name (required), E-mail (required), Phone Number (Work), and a dropdown for Country (Australia). A red box highlights the entire form area. At the bottom, there is a 'Back' button and a 'Create Player' button with a plus sign, both highlighted by red boxes.

Add New Home Player

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 (required)

Last Name (required)

Date of Birth (dd-mm-yyyy)

E-mail (required)

Phone Number (Home)

Phone Number (Work)

Mobile Number

At least one phone number should be provided

Male Female

ACT

Australia

Base player Reserve Player Emergency Player

Back x

Create Player +

- 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.

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TEST LEAGUE GUIDES | DIVISION 2 ★

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