Submitting Interclub Results Sheets on Match Hub

for

Team Managers   School Sports Coordinators   Club Captains/Conveners

All grades are to submit results on Match Hub <u>within 24 hrs following the scheduled match time</u>

These Guidelines are for Primary Interclub Team Captains and School/Club Coordinators

1. Connect to the Internet.

2. **Team Managers and Captains:** Go to: www.tennis.org.nz/resultslogin.asp

   School/Club Coordinators: Go to: http://tennis.org.nz/Login.asp

3. You will now see a login window.

   Team Managers/Team Captains:

   If you <u>do</u> already have a password, enter the player code and password

   If you <u>don't</u> already have a password, input the individual's player code (that you are linked to) into 'player code' .
   NB:
   - For Junior Interclub <u>this is usually</u> **the Team Manager's child's player code**.
   - For the College Inter-School Competition (Regional 3<u>) this will be</u> **the Team Captain's player code** (which is linked to the Teacher in Charge's (TIC) /or Team Manager's email address)
   - For all Senior Interclub competitions <u>this is the</u> **Team Captain's** player code.

   Now click 'Request New Password'. A password will be immediately emailed to your inbox. (If you haven't received it, check your spam box as it goes there sometimes…)

   School/Club Coordinators: Use the login and password that you have received from the Wairarapa Tennis Junior Interclub Convenor. This login and password can be used to enter results for all the teams from your school or club. Enter your user and password. This will get you to your 'home screen'. From there, select 'interclub' from the dropdown menu, then select 'points draws'. Click on the competition that you want to enter results for, then simply select the grades you wish to enter results for.

4. After logging in, you will see the **Interclub Results Header** window. Select the 'round' number from the dropdown list, then select the 'opposition team'. Click the **'capture result'** button.

5. Next you will see the Interclub Results window. Enter the date (compulsory) and your match results. There is a help button that provides instructions. Click the **'update'** button to submit the results. The contest result and points are calculated automatically.
    Any errors here will be highlighted in red. If you cannot find a player, or have any problems that you cannot fix, then detail this within the **'Notes for Administrator'** box. The results will be saved even if they are incomplete or have errors, although the date of the match must be specified. After completing the results click the **'exit'** button.

6. Use the **'display points table'** button to see the current standings and review any match results.

    Please note: For whole contest default or completely rained off matches, please submit this information directly to your Junior/Senior Interclub Convenor within 24 hours following the scheduled match time.