The capture process is as follows;

After a match, the Captain (or Recorder) of the winning team connects to this internet site www.tennis.org.nz/resultslogin.asp and will see this login screen.
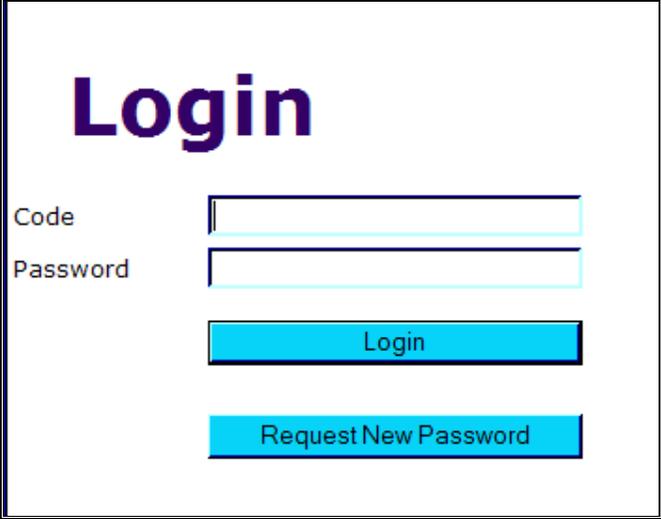
If it is the first time the Captain has used the system for this competition, then he/she enters their Player Code and clicks **Request New Password**. A password will be emailed to them immediately. This is why the Captain needs to have a valid e-mail address entered into their Top Dog record.

Note that a new password is required for each competition that is being entered – the password supplied for summer interclub will not work for winter interclub.

The Captain can now Login with their Code and Password whereupon they will see the Interclub Result Header.
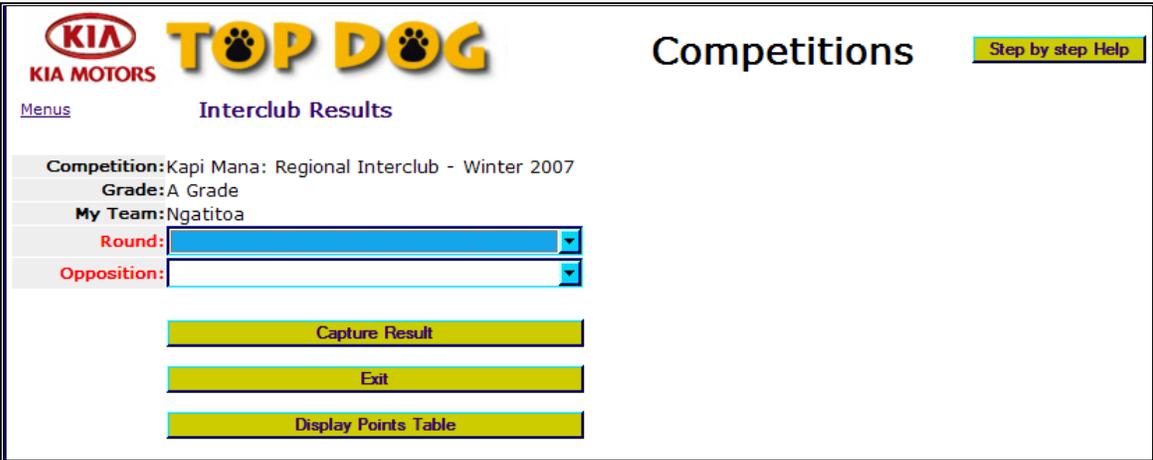
Select the Round number and the Opposition team then click the **Capture Results** button.

To edit a previously captured result, just select the Round number then click *Capture Results*. Previous results can only be edited until such time as the Contest has been reviewed by an Administrator, or Grading Calculation has been run.

The Results capture window is displayed. The Captain enters each match result, in the correct team order. The Contest result and Team points are allocated automatically, except when the match is decide on a countback (see below).

"Singles" and "Doubles" Results sections

The number of match lines shown should match the number of matches played in this contest. Doubles matches are in a separate section from Singles matches and take 2 lines each.

Date Played	The contest date
Player	Select player from the drop down list which will include all players on this team
Find	If the Player is not in the dropdown list then click the Find button. A popup window will open where a search can be made by Surname or Player Code. Clicking on a name will transfer it back to the match line (under the selection box). Note that to find players from non-Wellington Clubs, you have to check the "All Clubs" button before searching.
Player 2	Same as above but for the opposition team's player
Won By	Select the Team who won this match
Score	Enter the score. If the match was won by injury or default mid-match, then note the score at the time of the default
Def/Inj ?	Only select this if the match was never started

"Contest Results" section

The Matches and Points won and the winning team will all be calculated and displayed as you key the match results. However, the sets and games totals must be calculated and entered by the Captain.

The winner of **Drawn** matches has to be manually assigned (by an administrator) together with the points gained by each team. This is why Sets and/or Games must be filled in for all matches, and also why drawn matches are not initially assigned any points.

The Notes for Administrator is used to record any details that may help resolve problems with the Contest (e.g. unknown player).

Clicking **Update** validates the input and also displays each Player's grading and points.

Errors are displayed in Red together with an explanation. Results will be saved even when they have errors so that they can be corrected later.

Top Dog also checks for the following occurrences and displays warnings in yellow if they exist. Warning conditions are:
- A player does not belong to the Club for which they are playing.
- A player beats a much higher ranked opponent.

Warnings are purely a means of double checking the data and do not prevent the match result from being saved.

Important Notes

- It is not possible for both Captains to enter the same result.

- Top Dog does not check on playing order or substitutions.

- Ensure that the Sets and Games totals are filled out, so that the Top Dog result can eventually become the official record of this tie. It will also help to decide the tie result when the matches are 3-3.

- For any comments or requests, please enter the details in the Notes for Administrator area. This could include requests to update team composition (drop-down lists), team recorders, name spellings, rule queries, or any other comments or suggestions.

- The integrity of results entered this way will be largely influenced by peer pressure. If a Captain enters an incorrect result or is just late in doing it, then it is the opposing team Captain's responsibility to follow this up with the winning team's Captain.

- The original Result Sheet, or a copy of it, must still be sent to the Wellington Tennis office. This is so that there is a permanent copy of the signed sheet, in the event of any disputes.