



Junior Captain's Instructions for Using Tenniscores Girls, Boys and Mixed Leagues

The InterCounty Tennis Association (ICTA) has a new look to the website. Tenniscores remains the scoring system but will now be found "behind" the main page.

How to get to the Junior League Tenniscores page:

1. www.intercountytennis.com
2. Click on the Junior League button on the upper left hand corner

Captain Setup and Team Administration

Step 1- Login to the Site:

1. Go to the Junior League Tenniscores page and click on the Login button (right corner).
2. If you are logging in for the first time click on [First time users click here](#). You will receive, via email, a numerical password within 5-10 minutes.
3. If you have your password and are logging in enter the email address and password you received. *If we do not have your correct email address and have not set you up as a captain you cannot access the site.*
4. If you have forgotten your password from last year choose: [Forgot Password](#)

The League Administration section is the password protected area of the site and allows captains to manage their team. Please *DO NOT* give out your password to other people

Step 2- Create and Submit Your Roster for approval to the League Director:

1. All captains must submit a roster for approval prior to the third match but the sooner the better
2. You will see **Edit Team Members**.
3. The names of your team from last year will be listed on the left. If someone is not returning to the team simply click on the players name to highlight it and move that player back into the Club Members section by using the arrow key.
4. You can also select players from the left which lists other club members to add to your team. Highlight and use the appropriate arrow.
5. To add your new team members one at a time in the "Add a User" section fill in the information. Click **Add This Player**
6. Once all of your team is entered click on the "Click here to move on to next step" button in the middle of the page.
7. If you need to add players after you have submitted the roster, contact your Division Chair.

Step 3- Get ready for the season! Make sure you are logged in!

1. Print out your schedule (click the "**Schedules**" button at the top of web page) and make sure each team member has one or knows how to access it from the website.
2. Print out the Rules (click the "**Rules**" button at the top of web page or print a PDF version from downloadable forms) and make sure each team member has one and reads them.
3. Print out your **Captain Contact List** from the League Administration page.
4. Click on "Schedules" then click on the match. A blank **scorecard** will appear and drop down boxes allow player selection. **You must be logged in to print a scorecard!**

League Administration Section:

1. **Player Performance**

You can track performance of each of your team members to help determine your line-up.

2. **Match Results by Player**

This is a fantastic graphic that will provide valuable information about each of your players. Check it out after a few matches have been played!

3. **Captain Contact List**

This is a printable list of all the captains in your Division, with their phone numbers and email addresses. This information is only available to the captains in that Division so please keep this information confidential.

Scores (this is not where you print a blank scorecard to take to a match)

This section of League Administration is a list of all the match scorecards to be filled in once you play your match.

1. To print a blank scorecard to take to a match, **make sure you are logged in** and click the **Schedules** box at the top of the web page. The matches for your team will now be “blue” which means you click on your match to get a scorecard. **This option will not be available unless you are logged on.** You can use the drop down menu to choose the names of your players and the card will print out with your lineup ready to go.
2. Exchange your lineup, play your match and record the scores. Then the home team captain enters the scores from the **Scores** section of League Administration.

How to Enter Scores Once a Match has been played

Scores should be entered into the site within 48 hours of the match. It is extremely easy to enter the scores, and all the names of the players from both teams are listed on drop downs.

1. You just choose the names of the players from the drop down menu, enter their game scores and which team won the match:
 - i. Choose *By Forfeit* for a match that was forfeited in advance
 - ii. Choose *By Default* for a match that was lost due to late or no show players.
 - iii. Choose *By Retire* for a match stopped due to injury or player who had to leave.
 - iv. Total points (Boys/Girls: # of sets won ; Mixed: 1-winning team or 0-losing team)
 - v. You will then be shown the scorecard of what you are submitting. If you see any changes that you need to make, it will allow you to go back in and change the card.
 - vi. If everything is correct, click submit and your scores will be sent to the site.
 - vii. Away captains have until the day before the next match to report a scorecard discrepancy.

Change Password: The site has sent you a numeric password, but you can change it to anything you want (any combination of letters or numbers, it doesn't matter).

LOGOUT: Please remember to logout of your site when you are not on your home computer or when you are at home and others may be using your computer.

DIVISION CHAIRS: Many thanks go to 2 very dedicated division chairs that are very passionate about junior tennis. Should you have any questions, please contact them or myself (Todd Orrett juniors@intercountytennis.com).

BOYS / GIRLS: Val Swail swail@rogers.com

MIXED: Setsuko Pye setsukopye@rogers.com

HAVE A GREAT TENNIS SEASON!!!