TEAM MANAGEMENT TOOLS
PHASE I

Team Management Tools was designed to assist captains and players in managing their league seasons. These few easy features are a good start for new users of this program.

LOG IN Whether you are a captain or player, log in to TennisLink Leagues as usual. Once logged in you will be viewing your "My Tennis Page"
Players and captains must register for their teams. Captains should click the box that designates them as a captain and enter a current e-mail address. Players should enter a current e-mail address as well. This is the address in which all communications will arrive from their captain.

TEAM MANAGEMENT
Captains and players will enter the Team Management Program by clicking on the quick link located at the right hand side of the screen.

CAPTAINS SET TEAM PREFERENCES

Captains will click on "Set Team Preferences" found on the right hand side of the screen. This will direct the automated e-mail notifications sent out, to either all players (the default) or specified players (players on line up that day) or (Players on line up and alternates)

PLAYER AVAILABILITY

Once the league schedules have been published, players will go into TMT and set their player availability for each match on the schedule. Players will click on the team name listed in the center of the screen labeled "My Teams". This page will display all the matches scheduled for your flight during that league season. Click on the button "My Availability" and field boxes open for each match scheduled. Players may enter their specific availability for these dates, as well as if they want to play singles or doubles if applicable. Players may adjust their availability during the season. Captains will receive a notification e-mail that someone has changed their availability.

PLAYER AVILABILITY ENTERED BY CAPTAIN

If players are not comfortable using the features themselves, captains can enter player availability for any players on their team. To do this, captains go to their Team page by clicking on the team name after entering the TMT program. Then scroll down to the bottom of the page where all their players are listed. If they click on any players name, they may add the players availability there.

LINE UPS- MATCHES SCHEDULED OR PRACTICE

Captains may create a line up for any match scheduled or create a line up for practice matches as well. They may create multiple line ups for each match and only publish the desired line up which can be viewed by their players.

Captains click on a match date from their team page. Then as they click choose on each court position, a memo box pops up with a list of players who are available for that match. may be available or may be an alternate. Captains click on names desired for each court position until their line up is completed. Captains then hit the "SAVE" button to save this version of the line up. It is now a numbered version line up. Captains may use the action buttons on the top for EDIT, COPY, PRINT, DELETE or PUBLISH the line ups created. If the captains publish the line ups, notification e-mails go out to players indicated by the team preferences set by the captain earlier.

Match Lineups

Match Date	Time	Status	Version	Home/Away	Location	Opposing Team
3/24/2011	6:30 PM	Published Score Entry	1	Home	Ymca Greystone	Omar's PRC Raiders
3/31/2011	6:30 PM	Scheduled	0	Home	Ymca Greystone	Pelham Tennis Center
4/7/2011	6:30 PM	Scheduled	0	Home	Ymca Greystone	PRC Juggernauts
4/13/2011	6:30 PM	Scheduled	0	Away	Pelham Tennis Center	Pelham Tennis Center
4/21/2011	6:30 PM	Scheduled	0	Away	Pelham Racquet Club	Omar's PRC Raiders
5/5/2011	6:30 PM	Scheduled	0	Away	Pelham Racquet Club	PRC Juggernauts

Practice Lineups

Match Date	Time	Status	Version	Home/Away	Location

Add Practice Lineup

Players

View Player Availability

Player Name	# Matches	Player Name	# Matches	Player Name	# Matches
Anthony Lancaster	0	Isom James Morgan	1	DORON MIZRAHI	0
Kurt S. Fischer	0	Chris S Beard	0	Kenneth Joseph Coreno	0
Andrew Dennis	0				

SCORECARDS

Captains may print out copies of their line ups to take with them to matches HOWEVER the scorecard should be printed from the "MY TENNIS PAGE" as the names of eligible players for both teams are viewed at the bottom of that blank scorecards. Team lineups only show players for the captains team not opponents.