

Tennis NSW

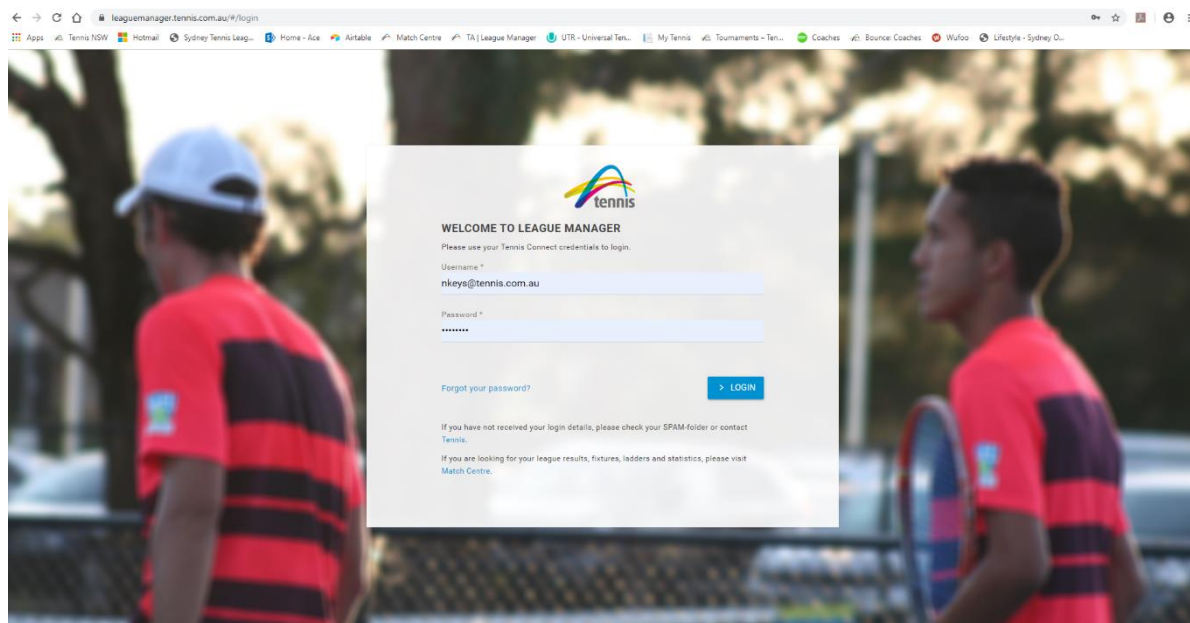
Online Registration Guide



**GET
COURT
UP**

Online Registration Guide

1. Log into leaguemanager.tennis.com.au. This is the same log in for match centre. If you do not have administration access to league manager please contact nswleagues@tennis.com.au and we can update your permissions.



2. Click “Teams” down the left hand side of the page then “Add Team”

A screenshot of the Tennis League Manager dashboard for 'SYDNEY BADGE TENNIS'. The dashboard has a blue header with the 'tennis' logo and a navigation menu on the left. The 'Teams' menu item is highlighted with a yellow box. The main content area shows a notification about a new result requiring confirmation, a summary of pending persons (0), players without rating (7), and matches today (0). There are also sections for 'Competitions Overview', 'Teams Overview', 'Results', and 'Matches'.

- Fill out all corresponding information relating to the team you are entering and then click create.

The screenshot shows the 'Add Team' form in the Sydney Badge Tennis system. The form is titled 'Team Settings' and includes the following fields:

- Team Name:** A text input field.
- League:** A dropdown menu.
- Comment:** A text area for additional information.

A blue 'CREATE' button is located at the bottom right of the form. The left sidebar shows the navigation menu with 'Add Team' highlighted.

- Add players into your team. At the bottom right of the page click on “Add New Player”. A search bar will pop up with name and gender. When you are searching a player please make sure to add the correct player into the team with the correct contact details and rating. Once all players are added into your team, click “save” at the bottom right of the screen.

The screenshot shows the 'Squad' page for a team named 'Test' (2020 Saturday Men's Autumn Badge / Division 1). The page includes a 'Team Squad' table with the following columns: #, Name, Tennis Account, Email, Date of Birth, Gender, and Rating Single/Doubles. The table is currently empty, with the message 'No items have been found.' below it.

Below the table is a search section titled 'Search People within your Organisation'. It includes search filters for 'Search by Name', 'Min Single Rating', 'Max Single Rating', 'Min Doubles Rating', and 'Max Doubles Rating'. There is also a checkbox for 'Search people with Tennis Account' and a 'SELECT A PERSON' button at the bottom right.

The screenshot shows the 'Select Person' dialog box. It includes the following information:

- Search Results:** SYDNEY BADGE TENNIS (1) LEAGUE MANAGER (0) OTHER RESULTS (1)
- Showing 1 to 1 of 1 entries**
- Table:**

Full Name	Email	Gender	Year of Birth	State	Rating (S)	Rating (D)	Organisation	Tennis account
Nathan Keys	nkeys@tennis.com.au	Male	1989	-	-	-	-	<input checked="" type="checkbox"/>
- Buttons:** A 'SELECT' button is located to the right of the table row.
- Footer:** A 'BACK' button is located at the bottom right.

5. Confirm your team nomination by clicking “Teams” and then “Nominated Teams”. It should appear in Nominated Teams under the League you have entered. You can also edit teams from here and edit the squad. If for any reason you need to remove a team from the league or have entered a team into the wrong league, please contact nswleagues@tennis.com.au

The screenshot shows the 'Nominated Teams' page in the Sydney Badges Tennis system. The page includes a sidebar with navigation options like 'Dashboard', 'Administration', 'Competitions', and 'Team Management'. The main content area shows a table of nominated teams with the following data:

Team	League	Division	Facility	Players	Origin	Payment	Confirmed	Actions
Test	2020 Saturday Men's Autumn Badge	Division 1	TBC	0	LM	Not required	Approved	...
Test	2020 Saturday Men's Autumn Badge	Division 1	TBC	0	LM	Not required	Approved	...
Test	2020 Saturday Men's Autumn Badge	Division 1	TBC	1	LM	Not required	Approved	...