WSNTG Online Entry Form – User Manual for Registered Co-ordinators

INTRODUCTION

Online Entry is now available for any currently Registered Player or Registered Co-ordinator in all Mens and Ladies sections during the open & close dates as displayed on the Home page of WSNTG website.

Club Co-ordinators must first email a request to a Recorder to receive a unique Co-Ordinator Online Login to be able to access, select and submit the Online Entry forms for the teams they are responsible for.

During the AcceptEntries phase, Co-Ordinators logging on will be taken to the Online Entry form page showing a dropdown list of teams they have requested access to. Each Team's Online Entry form:
- shows existing team and player details from the previous season
- is ready for you to make amendments and additions/deletions to team makeup and playing location
- select preferred section
- include optional justifying comments to assist the Match Committee with team grading

QUICK START GUIDE

After logging in and selecting a team from your allocated list, the following actions can be undertaken in any order (detailed examples of each step is included in the following pages of this manual):

1. Change any of the team's information, i.e. Team Name, Playing Location, Team Contact etc then click "**Update Entry Form**". *Changes to this page are not saved unless you click* ***Update Entry Form***.
2. Add a new player or emergency by clicking the "**Add New Player**" option. Enter Player Name, Grading & select a Club Name (Player Phones optional). If an Emergency Player select "**True**" from the Emergency Player dropdown list. Finish by clicking "**Add Player**".
3. Select any underlined player and take the following actions:
   a. Move the player to another team using "**Player Moving to another Team**" function. Select the new Section/Team from the drop down list then click "**Swap Team**"; OR
   b. Modify the player's details using the "**Change or Delete Player details**" function, e.g. the player may have previously been an emergency and are now permanent so you can remove the "(e)" then click "**Update Player**"; OR
   c. Delete a player from the system by clicking on "**Delete Player**". Please note: *if the player is moving to another team, please use the* "***Player Moving to Another Team***" *function.*

Changes will be reflected in the re-displayed entry form and the **Submit Status** field will show "**Updated Online**". The User can logout and login again at another time within the Accept Entries period to make further changes, before submitting the final complete entry form.

SUBMITTING A COMPLETE ENTRY FORM

Once the User is satisfied all their allocated entry forms are complete, click on "**Submit Entry Form**" (the **Submit Status** will now display "**Submitted Online**" and the online entry is complete. Please note: *entries are not received by WSNTG unless you have clicked* ***Submit Entry Form***. A confirmation email that the entry has been submitted will be sent to both the Club Co-Ordinator and to the Team Contact. If you do not receive this email – your entry has not been submitted.

Note: Further changes can be made at any time leading up to the end date of the Accept Entries period.

To retain a hard copy of the submitted form while on that screen select the browser print option:
- from Microsoft Internet Explorer or Edge select 75% size to get the most concise result to print on one page
- from Firefox select 80% or 90% size to get the most concise result to print on one page.

Once grading is complete, and before the season commences, Users can log on and be presented with the Online Entry Form in **View Only** mode to see if there are any Match Committee "Grading Reason" comments provided for your team's grading determination.

USER MANUAL for a Registered Co-ordinator
to Update and Submit the WSNTG Online Entry Form
## for multiple teams

(Note: the example images in this manual displays a fictional season "Summer2018" –
this is for display purposes only and is NOT a valid season)

Before commencing this process, you should have already been registered as a Co-ordinator by a Recorder.
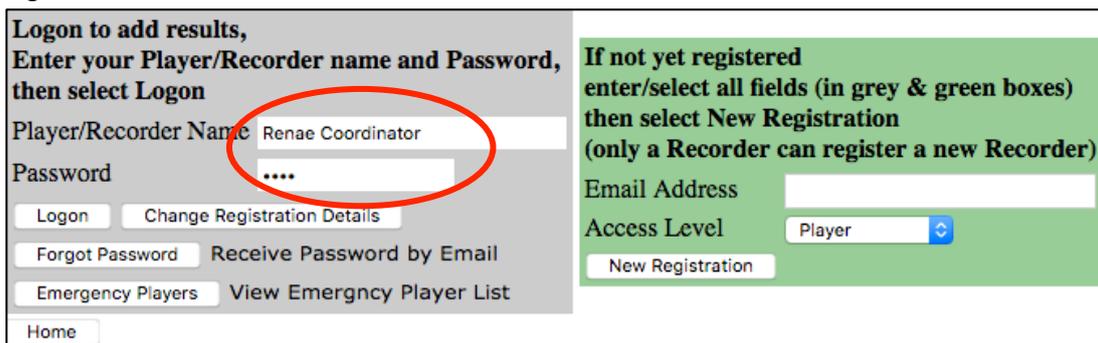
ACCESSING TEAM ENTRY FORMS

1. Go to www.wsntg.com.au
2. If the previous season is still displayed, select the new season from the Dropdown list and click "**Logon**" (see Figure A. below)
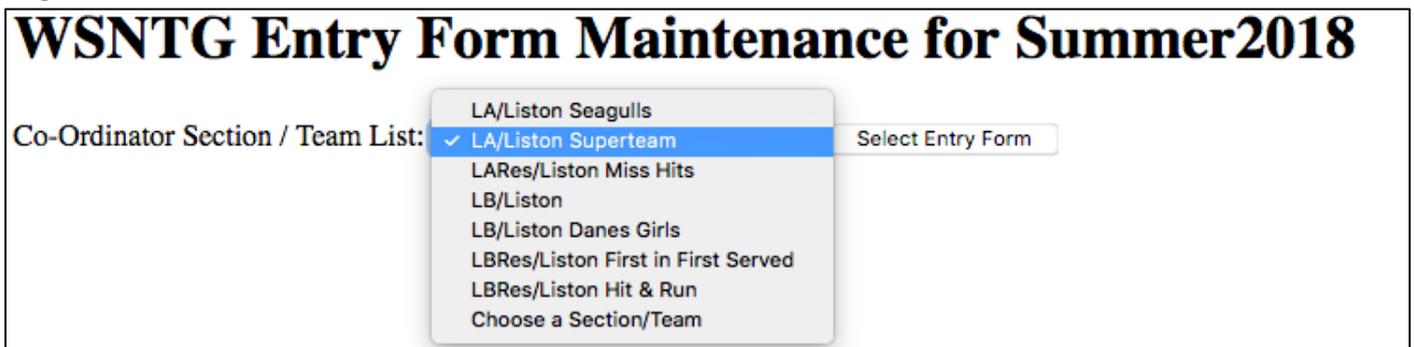
Figure A.
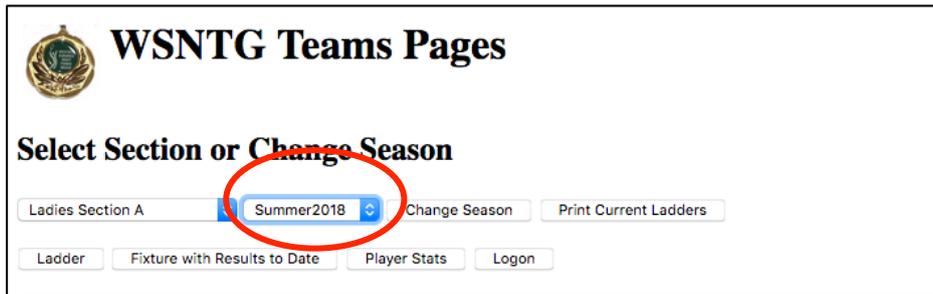
3. At the Logon screen, enter your Co-ordinator name & Password and click "**Logon**" (see Figure B. below)

Figure B.

4. The Entry Form Maintenance screen will display with a dropdown list containing all teams assigned to you as a Club Co-ordinator (see Figure C. below)
   Note: If there are any teams missing, please advise your Recorder.

5. Select a team from the dropdown list and select "**Select Entry Form**" (*in the Figure C. below Ladies A Grade / Liston Superteam has been selected as an example*).

Figure C.

6. At the Entry Form Maintenance screen, all details for the team are displayed (see Figure D. below)
   <u>Note</u> that the **Co-Ordinator Section / Team** dropdown list is still available at the top of the screen to easily move from one team to the next. <u>Remember</u>: Before selecting another team, you must click Update Entry Form if you have made any changes. There is also an advisory display of the Co-Ordinator assignment next to the "Add New Player" button in the middle of the screen.

Figure D.

WSNTG Entry Form Maintenance for Summer2018

Co-Ordinator Section / Team List: [LA/Liston Superteam ⌄] [Select Entry Form]

Western Suburbs Night Tennis Group Inc. Reg A0034498K - Summer2018
Official Team Entry Form

| Team Name: | Liston Superteam | Team Number: | 01 |

--- Summer2018 ---   --- Last Season ---

| Playing Location: | Liston ⌄ | Played Location: | |
| Preferred Section: | Ladies Section A ⌄ | Played Section: | Ladies Section A |

Team Members (Modify / Delete)	Player Phones (Optional)	Current Grading WSNTG/WRTA/TV	Club Membership
Arina Rodionova		A Grade	Liston
Ash Barty			Liston
Casey Dellacqua (e)			Liston
Daria Gavrilova	*0499 222 333		Liston
Destanee Aiava			Liston
Sara Tomic (e)			Kooyong

[Add New Player]   *** Team Online Entry Co-Ordinator: Renae Coordinator ***

Team Contact:	Ash Barty	Phones (*):	0419 000 000
Email:	ash@xyz.com.au		
Address:	1 Tennis Street, Tennisville 3000	PostCode:	
Notes (*):	Match played on courts 3&4 & commence at 7:30pm due to coaching		

(* Appear on Fixture Team Contact Details)

Provide optional justification to change sections or remain in current section:

Last Updated:	**11/29/2018 12:29:18 AM**	Who Updated:	**Renae Caddy**
Last Submitted:	**11/28/2018 4:47:11 AM**	Who Submitted:	**Ash Barty**
Submit Status:	**Updated Online**	Payment Method:	Direct Debit ⌄

[Update Entry Form]   [Submit Entry Form]

Committee Response (only shown after grading meeting if applicable):

[Home]

UPDATE TEAM ENTRY FORM DETAILS

1. Make any necessary changes to the team i.e. Team Name, Playing Location, Preferred Section, and Team Contact fields
2. The **Notes (*)** field should be used for extra information that will appear next to the Team's details on the season's Fixture, e.g if the team uses specific courts, or starts at 7:30pm for example
3. You may also provide any justification to the Match Committee that may assist with the team's grading
4. Once all changes have been entered, click on "**Update Entry Form**". Changes will be reflected on-screen in the re-displayed entry form and the fields at the bottom of the Entry Form screen should now be updated to reflect the **Submit Status** to **Updated Online** (see Figure E. below) (*please note – the entry form has NOT been submitted at this stage – only updated*)

Figure E.

Last Updated:	11/28/2018 3:43:01 AM	Who Updated:	**Ash Barty**
Last Submitted:		Who Submitted:	
Submit Status:	**Updated Online**	Payment Method:	Direct Debit

Update Entry Form   Submit Entry Form

Committee Response (only shown after grading meeting if applicable):

ADD A NEW PLAYER/EMERGENCY

1. To add a new player or emergency, click on "**Add New Player**". The Add Player details window will be displayed (see Figure F. below)

Figure F.

Add Player details

Section Name:	Ladies Section A
Team Name:	Liston Superteam
Player Name:	Arina Rodionova
Player Phones:	
Current Grading:	A Grade
Emergency Player:	False

(Select True to add (e) to end of Player Name)

--- Provide Club Membership details ---

Select a WSNTG Club name:	Liston

OR Enter non WSNTG Club Name
(If not a WSNTG Club Member)

Non WSNTG Club Membership:	

Add Player

2. Enter Player Name, Grading, select True if an Emergency (if a permanent player then leave as False). Then select from the dropdown list which WSNTG Club the player is a member of. If club name is not available in the dropdown list, enter the club name in **Non WSNTG Club Membership** field. You will not be able to leave this screen without adding these Club details.
3. When complete, click "**Add Player**".
4. You will be redirected back to the Team Entry form and the new player should appear in the Team Members list.

MOVE PLAYER TO ANOTHER TEAM

1. At the Online Team Entry Form screen, select the player name from the list of Team Members. The **Player Moving to another Team/Change or Delete Player details** screen will appear (see Figure G. below)
2. Select the new team for the player and click on "**Swap Team**" (*see example below, Sam Stosur moving from Liston Superteam to Liston Seagulls*)
3. The redisplayed Online Team Entry Form will appear showing the player removed from the Team Member list Note: You can double check that the player has moved to the new team by selecting the new team from the **Co-Ordinator Section / Team** dropdown list at the top of the screen and hit "**Select Entry Form**".

Figure G.

CHANGING A PLAYER'S DETAILS

1. At the Online Team Entry Form screen, select the player name from the list of Team Members. The **Player Moving to another Team/Change or Delete Player details** screen will appear (see Figure H. below)
2. If the player was previously an Emergency but is now a permanent player, simply delete the "(e)" from the end of their name
3. If the **WSNTG Club Membership** field is blank, select a club from the dropdown list or if not available, enter the club name in the empty field below. You will not be able to leave this screen without adding these Club details.
4. To include an emergency/backup team contact phone number to appear at the bottom of the Fixture page, you can add a phone number with a leading * to the **Player Phone** field for any player in the Team Members list, (*see example below *0499 222 333*)
5. After all changes have been made to the player, click "**Update Player**". The redisplayed Online Team Entry Form will appear showing the changes made to the player

Figure H.

DELETING A PLAYER

Please note: *if the player is moving to another team, please use the "Player Moving to Another Team" function.*

1. At the Online Team Entry Form screen, select the player name from the list of Team Members. The **Player Moving to another Team/Change or Delete Player details** screen will appear (see Figure I.)
2. *In the example below Casey Dellacqua has been selected*. To delete the player simply click on "**Delete Player**"
3. The redisplayed Online Team Entry Form will appear showing the player deleted from the Team Member list

Figure I.

REVIEW CHANGES AND SUBMIT ENTRY FORM

1. Review all information on each team entry, make any further changes, select Payment Method and click "**Update Entry Form**" again.
2. When ready to submit the Entry form, either now or by logging on again at a later date prior to the end of the submit acceptance period, simply select "**Submit Entry Form**" for each team. The form must be submitted before the closing date as advised on the WSNTG Home page
3. Once submitted the fields at the bottom of the Entry Form screen will be updated to reflect the **Submit Status** as **Submitted Online** (see Figure J. below)
4. A confirmation email that the entry has been submitted will be sent to both the Club Co-Ordinator and to the Team Contact. If you do not receive a confirmation email, then the entry has not been submitted correctly.

Figure J.

ENTRY FEE PAYMENT METHODS (Direct Debit is preferred method)

Direct Debit - Bendigo Bank BSB 633-000 A/c 1313-01962

Cheque payable to Western Suburbs Night Tennis Group Inc