

# WSNTG Online Entry Form – User Manual for Registered Players

## INTRODUCTION

Online Entry is now available for any currently Registered Player in all Mens and Ladies sections.

During the Accept Entries period for a season (open & close dates are displayed on the Home page of WSNTG website), Users logging on will be taken directly to their Team's Online Entry form (*refer to Figure A*):

- showing existing team and player details from the previous season
- ready for you to make amendments and additions/deletions to your team makeup and playing location
- select your preferred section
- include optional justifying comments to assist the Match Committee with your team's grading

## QUICK START GUIDE

After logging in, 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 the entry form is 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**.* The Team Contact will be emailed a confirmation that the Entry Form has been submitted. *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.

## CLUB CO-ORDINATORS

If your Club uses a central Co-Ordinator to submit multiple team Entry forms, then you should contact them directly with your team entry. A Club Co-ordinator must email a request to a Recorder to receive a unique Co-Ordinator Online Login to be able to select and submit the Online Entry forms for the teams they are responsible for.

During "AcceptEntries, Grading, Graded" phases before Round 01, 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 will be displayed for update and submission on selection (see separate Co-Ordinator User Manual).

## USER MANUAL for a Registered Player to Update and Submit the WSNTG Online Entry Form

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

1. Log on to [www.wsntg.com.au](http://www.wsntg.com.au) and ensure the correct season is displayed at the top of the screen
2. If the previous season is still displayed, simply select the new season from the Dropdown list and click "**Change Season**". The new season home screen will be displayed stating the Open & close dates for entries
3. Select your team's Section from the dropdown list and click "**Logon**". Login with your Player name and password

You will automatically be taken to your team's Online Entry Form (see Figure A. below)

Figure A.

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

Team Name:  Team Number:   
 --- Summer2018 --- --- Last Season ---

Playing Location:  Played Location:

Preferred Section:  Played Section:

Team Members (Modify / Delete)	Player Phones (Optional)	Current Grading WSNTG/WRTA/TV	Club Membership
<a href="#">Ash Barty</a>			Liston
<a href="#">Casey Dellacqua (e)</a>			Liston
<a href="#">Daria Gavrilova</a>			Liston
<a href="#">Destanee Aiava</a>			Liston
<a href="#">Sam Stosur</a>			Liston
<a href="#">Sara Tomic (e)</a>			Kooyong

Team Contact:  Phones (\*):

Email:

Address:  PostCode:

Notes (\*):   
 (\* Appear on Fixture Team Contact Details)

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

Last Updated:  Who Updated:

Last Submitted:  Who Submitted:

Submit Status: **Waiting** Payment Method:

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

If your Club uses a central team Co-ordinator to submit teams, the words  
**\*\*\* Team Online Entry Co-ordinator: name of Coordinator \*\*\***  
 will be displayed in the middle of the screen under the list of player names.  
 Please consult with your designated Co-ordinator before proceeding.

## UPDATE ENTRY FORM DETAILS

1. Make any necessary changes to your 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 your Team's details on the season's Fixture e.g if your 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 your 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 B. below) (*please note – the entry form has NOT been submitted at this stage – only updated*)

Figure B.

The screenshot shows a grey panel with the following information:

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

Below the status information are two buttons: "Update Entry Form" (circled in red) and "Submit Entry Form". At the bottom, there is a text field labeled "Committee Response (only shown after grading meeting if applicable):".

**\*\* You must click Update Entry Form to save changes before making changes to player details \*\***

## 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 C. below)

Figure C.

The screenshot shows a form titled "Add Player details" with the following fields:

- Section Name: Ladies Section A
- Team Name: Liston Superteam
- Player Name: Arina Rodionova
- Player Phones: (empty field)
- 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: (empty field)

At the bottom of the form is a button labeled "Add Player", which is circled in red.

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 the **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 D. below)
2. Select the new team for the player from the dropdown list 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

Figure D.

**Player Moving to another Team**  
Select Section / Team: LA/Liston Seagulls  
**Swap Team**  
**Change or Delete Player details**  
Team Name: Liston Superteam  
Player Name: Sam Stosur  
Player Phones:  
Current Grading:  
--- Provide Club Membership details ---  
Select WSNTG Club Membership: Liston  
OR Enter non WSNTG Club Name  
(If not a WSNTG Club Member)  
Non WSNTG Club Membership:  
Update Player Delete Player

## 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 E. 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 your 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 E.

**Player Moving to another Team**  
Select Section / Team: LA/Liston Superteam  
**Swap Team**  
**Change or Delete Player details**  
Team Name: Liston Superteam  
Player Name: Daria Gavrilova  
Player Phones: \*0499 222 333|  
Current Grading:  
--- Provide Club Membership details ---  
Select WSNTG Club Membership: Liston  
OR Enter non WSNTG Club Name  
(If not a WSNTG Club Member)  
Non WSNTG Club Membership:  
**Update Player** Delete Player

## 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 F.)
2. In the example below Casey Dellacqua had 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 F.

**Player Moving to another Team**  
Select Section / Team: LA/Liston Superteam  
Swap Team  
**Change or Delete Player details**  
Team Name: Liston Superteam  
Player Name: Casey Dellacqua (e)  
Player Phones:  
Current Grading:  
--- Provide Club Membership details ---  
Select WSNTG Club Membership: Liston  
OR Enter non WSNTG Club Name  
(If not a WSNTG Club Member)  
Non WSNTG Club Membership:  
Update Player Delete Player

## REVIEW CHANGES AND SUBMIT ENTRY FORM

1. Review all information, 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”**. 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 G. below)
4. The Team Contact will receive a confirmation email that the entry has been submitted. If you do not receive a confirmation email, then your entry has not been submitted correctly.

Figure G.

Last Updated:	11/28/2018 4:47:11 AM	Who Updated:	Ash Barty
Last Submitted:	11/28/2018 4:47:11 AM	Who Submitted:	Ash Barty
Submit Status:	<b>Submitted Online</b>	Payment Method:	Direct Debit
Update Entry Form Submit Entry Form			
Committee Response (only shown after grading meeting if applicable):			

## 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