

Online Scoring Process

Revised 1/25/2008

ENTERING SCORES

1. Click on 'Report Scores' button.
2. Click on 'My Schedule'.
3. A screen will be presented displaying your team's schedule allowing you to click on the opposing team for which you want to enter scores [Coordinators will be presented with a screen displaying a schedule of all teams that she coordinates and Administrators will have access to all teams].
4. The home captain can REQUEST the visiting captain to report the scores and if the visiting captain agrees to do so, that is okay. The reason for this would be if the home captain has conflicts that would prevent a timely reporting of scores and the co-captain is unavailable. The home captain and/or co-captain could then confirm the scores to avoid late postings of the standings.
5. Home captains are encouraged to report their scores by 5:00 pm so the visiting captains can confirm scores by 10:00 pm in order for the website to be updated in a timely manner.
6. Each player field will be populated with two drop down boxes containing a list of all players on that team. The captain must select which players played together on each line and the score, being sure to enter the scores for the home and visiting team [see picture below for example screen]. Tiebreak scores do not need to be entered.

[My Schedule](#) | [My Matches](#) | [All Teams](#) | [All Players](#)

Scoring

	Home Team	Visiting Team	Scores		
Line	Players	Players	Set 1	Set 2	Set 3
1	- select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	vs - select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>
2	- select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	vs - select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>
3	- select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	vs - select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>
4	- select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	vs - select player 1 - <input type="button" value="v"/> - select player 2 - <input type="button" value="v"/> - select status - <input type="button" value="v"/> Penalty Pts <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>	H <input type="button" value="v"/> V <input type="button" value="v"/>
<input type="button" value="Submit Scores"/>					

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7. Pick an option in the 'select status' box [won; lost; defaulted-no show; defaulted-late; retired; injured; forfeited].
8. Defaulted match scores will be entered 6-0, 6-0 for the winning team.
9. Below the 'select status' box is the 'penalty pts' box that shows either a 5 pt. penalty or 10 pt. penalty, which would need to be used in case of an out of order default or defaulting of all lines.
10. After you have completed the scoring process, click on the 'submit scores' button. A confirmation page will be displayed, which will contain all of the information entered along with all point calculations. The captains must then click on a 'Confirm' button to add the scores to the system.
11. Both teams are required to verify match results. If the scores for a particular match have already been entered [presumably by the home team], then the visiting captain will be displayed a confirmation screen identical to the aforementioned confirmation page.
12. If the captain agrees with the scores, then she will click on the 'Confirm' button to verify the scores. If she disagrees, then she will click on a 'Contest' button to denote that she does not agree. An email form will appear allowing the captain to explain to the respective coordinator reasons why she contests the scores entered. It will then be up to the coordinator to edit and validate the scores.
13. If a visiting and/or home captain has not confirmed the scores within 24 hours, they will automatically be considered correct and will be confirmed by the Head League or Level Coordinator.
14. Contested matches are not displayed in the Teams or Player rankings; the scores don't show up until they're confirmed. Contested matches show up on the Scheduled Tab with the red letters that that spell 'Contest'.
15. Captains do not have the ability to edit scores once entered. Only coordinators and administrators will have such ability. If a captain realizes she has made an error, she will need to contact her level coordinator to make the correction.
16. Scores for rain-outs will be entered once all lines have been completed.

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VIEWING SCORES

1. All scores are retained for both players and teams allowing several types of displays possible to depict points earned.
 - a. Score display - Team score displays are separated by level and division. The level/division selection will be identical to the Schedules page.
 - b. Teams [sorted alphabetically] - The basic display will display a grid with all selected teams listed down alphabetically and scheduled dates running across. Additional columns on the right side of the grid will contain team totals and current rankings. Selecting [clicking on] a team's score will highlight that score along with the opponents score also.

level | [Open1](#) | [Open2](#) | [Championship](#) | [A1](#) | [A2](#) | [A3](#) | [B1](#) | [B2](#) | [B3](#) | [B4](#)

division | [all](#) | [North](#) | [South](#) | [West](#) | [Central](#)

sort | [alpha](#) | [rank](#)

All Teams

Team	05 Feb	12 Feb	19 Feb	26 Feb	05 Mar	19 Mar	26 Mar	02 Apr	16 Apr	Season Total
Houston City Club - Party Animals			15							15
Houston Racquet Club - HRC's										0
Kingwood Athletic Club - S.W.A.T.		19								19
Met-Downtown - Orphans								19		19
Met-Downtown - Top Guns										0
Piney Point Racquet Club - Ragdolls		8								8

- c. Teams [sorted by rank] - The display is the same as above, but the teams are listed by rank whereby the team with the highest number of points will be listed first.

level | [Open1](#) | [Open2](#) | [Championship](#) | [A1](#) | [A2](#) | [A3](#) | [B1](#) | [B2](#) | [B3](#) | [B4](#)

division | [all](#) | [North](#) | [South](#) | [West](#) | [Central](#)

sort | [alpha](#) | [rank](#)

All Teams

Team	05 Feb	12 Feb	19 Feb	26 Feb	05 Mar	19 Mar	26 Mar	02 Apr	16 Apr	Season Total	Rank
River Oaks Country Club - ROCC Climbers	15		20							35	1
Bay Area Racquet Club - You Got Served				5					12	17	2
Bay Area Racquet Club - Sets in the City									16	16	3
Houston Country Club - Holding Court			8							8	4
Coles Crossing - Racket Ritas										0	5

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- d. Players [sorted alphabetically] - This display is the same as above, but players are listed alphabetically. Selecting [clicking on] a player's score will highlight her partner's and opponent's scores also.

level | [Open1](#) | [Open2](#) | [Championship](#) | [A1](#) | [A2](#) | [A3](#) | [B1](#) | [B2](#) | [B3](#) | [B4](#)

division | [all](#) | [North](#) | [South](#) | [West](#) | [Central](#)

sort | [alpha](#) | [rank](#)

All Players

Player	05- Feb- 07	12- Feb- 07	19- Feb- 07	26- Feb- 07	05- Mar- 07	19- Mar- 07	26- Mar- 07	02- Apr- 07	16- Apr- 07	Season Total
Cheryl Abshier										0
Peg Abshire										0
Angela Ackman										0
K Elaine Albrecht										0
Genevieve Alcorn										0
Jenna Alcott										0
Jamie Alford										0
Laurie Allen										0
Takako Allsford										0

- e. Players [sorted by rank] - This display is the same as above, but the players are listed by rank whereby the player with the highest number of points will be listed first.

level | [Open1](#) | [Open2](#) | [Championship](#) | [A1](#) | [A2](#) | [A3](#) | [B1](#) | [B2](#) | [B3](#) | [B4](#)

division | [all](#) | [North](#) | [South](#) | [West](#) | [Central](#)

sort | [alpha](#) | [rank](#)

All Players

Player	05- Feb- 07	12- Feb- 07	19- Feb- 07	26- Feb- 07	05- Mar- 07	19- Mar- 07	26- Mar- 07	02- Apr- 07	16- Apr- 07	Season Total	Rank
Carol Tralie				8						8	1
Claire Ortiz				8						8	
Erika Franklin				7						7	3
Pamela Johnson	7									7	
Gena Holmes				7						7	
Susan Utter	7									7	
Susan Uselton				6						6	7
Both Zienty				6						6	
Kari Smith	5									5	9
Paula Simpson	5									5	

2. Line by line results are posted by clicking on the plus sign next to the team name.
3. Current Standings - All members can view the current standings by clicking the 'Current Standings' button on the 'Info' and/or 'Members' pages.