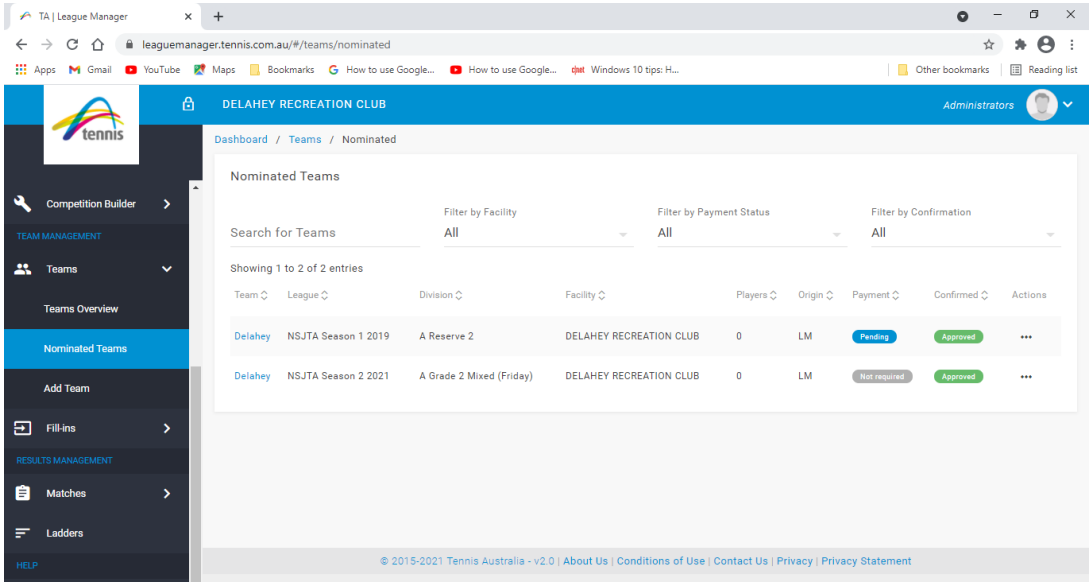
NSJTA Guide to Adding Teams in League Manager

1. Login to League Manager at https://leaguemanager.tennis.com.au/ using your previously created Tennis Account

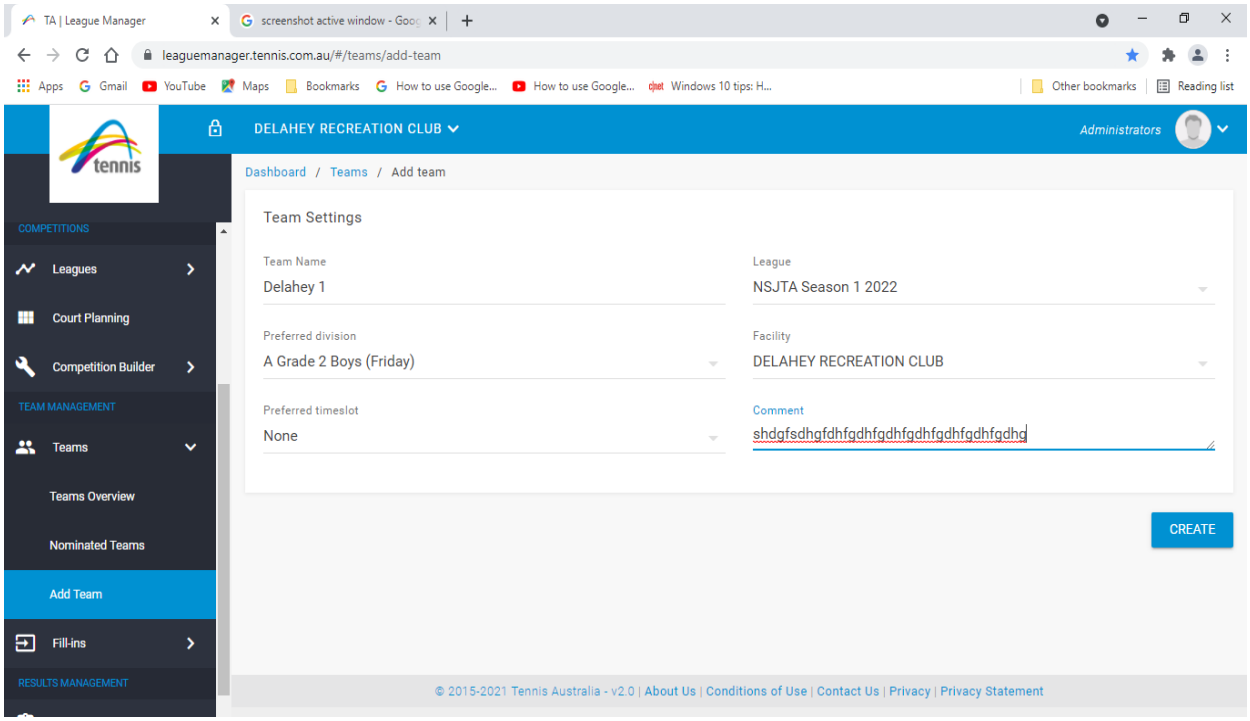
Note: if you have multiple roles linked to your account eg. Result Entry Manager and Club Administrator make sure you select the Club Administrator role after entering your login credentials. Once you are logged in it is easy to switch between roles by selecting “change role” under your login profile

2. Select “Teams” from the Team Management menu and you will see a screen similar to the following:



3. Teams Overview will give you a list of all teams your club has participating in competitions administered on League Manager such as the current NSJTA season and Tennis Vic pennant. Nominated Teams will show you a list of teams your club has nominated for the upcoming season whilst the Add Team option allows you to add a new team.

4. Select “Add Team” to create teams for the new season, select the “Add team” option.



5. Enter the name of your team. **Note: When naming your teams, please include your club name as part of the team name including the second club if it is a combined team. To make it easier for the grading committee when confirming teams in their allocated grade, it is recommended that you number each team from the highest grade applied for down eg Clubname 1, Clubname 2 etc. Please do not name your team using just the grade being applied for eg "A Grade 1". Once grading has been completed, team names can be updated and team numbers removed.**

5. Select the season you are applying for under "League". Once you have named your team and selected the League, additional fields will be displayed for Preferred Division, Facility and Prefrred timeslot.

6. Under Preferred Division, select the grade you are applying for from a drop-down list of grades which are in the following order:

a. Friday night mixed
b. Friday night boys
c. Saturday mixed
d. Saturday boys
e. Saturday unisex

7. The Facility will default to the facility registered in League Manager for your tennis club. Some clubs may have multiple facilities in which case you will be able to select from facilities linked to your club. If a team will be using an alternate facility not linked to your club, you won't be able to change that on the system. Instead, please notify the association to make that change for you.

8. Under preferred timeslot, you have the option of selecting a preferred start time for your Saturday morning matches or leave that field blank if you are happy with the default start time. Under our current competition by-laws, start times are stipulated as follows:

a) A Grade Friday night grades — 7.00 p.m.

b) A Grade Saturday grades — 7.45 a.m.

c) B Grade Saturday grades — 7.45 a.m. (or 8.30 a.m. if specified on the fixture)

d) C Grade Saturday grades — 8.30 a.m. (or 7.45 a.m. or 9.30 a.m. if specified on the fixture).

A club will only be granted a 7.45 am start for a C level team if it can satisfy the Match Committee that it is genuinely needed eg court capacity.

e) D Grade Saturday grades — 9.30 a.m. (or 8.30 a.m. if specified on the fixture)

9. Under comments, you can add additional info such as the reason you are requesting an alternate start time or information about the team that can assist with grading particularly new teams without previous playing experience. For example for D Grade teams you should include any previous playing experience including hot shots leagues or coaching experience.

10. When you are happy that your team details are correct click the “Create” button to create your team.

11. To add players to your teams, please refer to the Tennis Australia guide which you can view on-line at http://support.tennis.com.au/articles/adding-players-to-a-team-2/