MTL WEBSITE INFORMATION AND INSTRUCTIONS

The following is designed to help you familiarize yourself with the site, and access information. If you have problems with the site, or have questions once you begin using the site, you can contact Michelle Steinhart at mzsteinhart@gmail.com, and your questions will be answered promptly.

GENERAL INSTRUCTIONS:

All MTL members, and other interested parties will have access to all sections of the site. Players can check and print schedules, rosters, rules, etc. They can look at current standings and results. In short, they can get access to real-time information about the league directly from the site, without having to call Captains, Club Reps, or League Chairperson. To access the site, go to www.marinleague.com. Once you are at the home page, you may directly access standings, rosters, schedules, directions to tennis facilities, etc.

Captains may access all of the above. In addition, Captains have been pre-registered to access the "Captain's Court" where they can post match results. All captains have been pre-registered using their email address (provided in the application to register a team), and with the pre-assigned password of "password" (without the quotation marks), unless they have already self-assigned their password from last year.

Accessing Captain's Court for the FIRST TIME:

Each captain should go to the site at her earliest convenience to change her password (if new to the site), to post "playdates" for her team's home matches, and to input her team's roster. When you first visit the site, and go to the captain's court, you will be asked to enter your email address and password. You should enter the email address that was submitted to the league chairperson with the other team information. If you do not already have a password entered into the system from a previous season, use the word "password" (no quotes) for your password. If the system does not recognize your email address, then please contact the League Chairperson to find out what email address was submitted. The system will immediately take you to a screen to change your password. The system will ask you to type your new password twice. Your new password must be more than 6 characters. Please remember your individual password, as you will use it in the future each time you access the system.

The system will confirm that your new password has been accepted, and you will be asked to agree to an Acceptable Use Policy. Basically, after signing, you will not be allowed to post, link, etc. foul language, pornography, or anything illegal. Finally, after agreeing, you will then be shown a prompt to go to member information/captain's court. When you click on this prompt, you will be able to see your personal information (name, address, etc.) as well as your team's match schedule where you can post the results.

Accessing Captain's Court every time thereafter:

Go to www.marinleague.com. Click on captain's court. Use your email address as your login, and your new password

Modifying your Roster:

From the captain's court, click on "Modify Roster" (under Team Captain Services). Next, click on "Add Team Player. You will then be asked first name, last name, etc. Fill in the fields and click on "Add Player". You will then be shown the roster with the new person added. Keep doing this until you have added your entire team. If you need to change any information, click on the name from the roster and you will see the Change Player screen. You will then be allowed to change/update all the fields. To delete a player, select DELETE from the pull down menu on the Change Player screen located next to TEAM. There are 2 pull-down menus; select the one on the left and pull down to see DELETE at the bottom.

Posting Playdates:

From the Captain's Court, click on "Post Playdates" (under Team Captain Services). You will be shown a list of matches for all of your team's home games. Choose the month, day and year, and select a match. Click on "Post Date to Match".   Repeat this step for all your team's home games.

Match Result Reporting:

All Captains will complete the score sheet as usual, and use it to exchange lineups on site, and record and verify scores. After the match, keep the completed score sheet in the Captain's Binder for your records.

Captains will use the online system to report all match results. As soon as possible after each match, the captain should log into the captain's corner. Under **Post Results**, click on the match just completed. At that point, you will be prompted first for your contact information and then to input results on a line-by-line basis for your match and the system will automatically total your points for the match.   After you have entered all lines, please review the information on the final screen and then confirm the results. For your records, you will be given a confirmation number. **Keep this confirmation number throughout the season** and write it on the original score sheet from the match, in case a problem arises.

HOW TO USE A SUB: You can only use a sub if your club has entered more than one division in the league (for example, your club has a B1 and a B2 team). You can only play a sub from a lower division OR add a new player to your roster (see Option 2). DO NOT ADD A SUB TO YOUR ROSTER **as the sub's name will automatically appear** if that sub is entered on her team's roster.
Option 1 - ENTER the sub's name EXACTLY as shown on the roster for the team on which she plays.
 The system will verify a valid sub if her name appears automatically. If the spelling is incorrect, the sub's name will NOT appear automatically. The system checks that subs are valid.
Option 2 - Alternatively, if you only have ONE division at your club, you **must add** the new player to your team's roster BEFORE she plays in the match needing a sub. Please note that she cannot be playing concurrently on another Marin League team when she is added to your roster.

The second captain to access the match results will be shown the information already input by the opposing captain, and be asked to confirm those results. If all information is correct, you will simply verify the results by clicking "Approve Results", and the points for both teams will be posted to your season's standings. If you disagree with anything entered by the original captain, you should indicate that you have corrections by clicking "Deny Results". You will then be given a place to input/change the information you have which differs from that previously input. After you submit your version of the results and are shown the confirmation number (**again, keep confirmation number for your records**), an email will be sent automatically to the opposing captain and the League Chairperson, informing them that a discrepancy exists. At that point the two captains should discuss the match results, and once they agree on the results to input, the League Chairperson will be able to go into the system and confirm the final results.

It does not matter which captain inputs the results, and which does the confirmation. The first captain to go into the system after the match will be the one to input the scores, and the second captain will do the verification. If the second captain does not confirm or correct match results within 72 hours of the original captain's input, then the match results will be deemed accurate in the system, and the results will post to each team's standings as input.

In the event of a rainout, it is the home captain's responsibility post the new play date on the site. To do so, go into the captain's corner and click on the match. Under "Purpose", pull down the menu to "Reschedule Match". It will then prompt you to put in the new date of the match. If the match has rained out after play has already begun, the captain should post the day the last match has played. This way, others will be able to tell when to expect the results to be posted.
Captains must wait until all lines have completed play before posting results

In the event that a captain is not at the match, she has 3 options.
1. If she will be by a computer with internet access, a teammate can call the captain with the scores, and the captain can input them as usual.
2. She can give her login/password to a trusted teammate and ask the teammate to report the scores for the team. Once the captain is back at a computer, she can go to the captain's corner and change her password to make it more secure if she so chooses.
3. Trust the opposing captain to input the scores correctly and let the 72-hour confirmation rule automatically confirm the results.

PLAYER AVAILABILITY MODULE:

All team captains and co-captains have access to the Player Availability Module through the Captains' Court under Team Captain Services. To have your team enter their availability, click on "Player Availability" in the right hand column under Team Captain Services. This will give you a customized URL link to send to your team. **Your team schedule must be entered before you send out the link to your team.** **Please advise your team to keep a copy of this URL (have them save the page on their computers) so they can update their availability throughout the season.** Each team member should click on her own name. If the player is available for a scheduled match, she should click on the time slots that she is available (9:00 or 10:15). After the player is done updating availability, click the Update button on the left. The captain's home screen will then show the match date in green, meaning that the player is AVAILABLE.