



LEE COUNTY WOMEN'S TENNIS LEAGUE

PLAYER REGISTRATION INSTRUCTIONS

Captains and Division Officers should have received official notice from the League Treasurer that their Team is registered

RATED DIVISIONS		SENIOR DIVISIONS	
Dynamo plays Tuesday (4.0 minus and above)	3.5 minus plays Wednesday (3.5 minus to 3.0 minus)	Platinum (4.5) plays Monday (4.0 minus and above)	Copper (3.5 minus) plays Thursday (3.5 minus to 3.0 minus)
4.0 plays Thursday (4.0 to 3.5)	3.0 plays Monday (3.0 to 2.5)	Gold (4.0) plays Friday (4.0 to 3.5)	Nickel (3.0) plays Friday (3.0 to 2.5)
4.0 minus plays Monday (4.0 minus to 3.5 minus)	3.0 minus plays Thursday (3.0 minus to 2.5)	Cobalt (4.0 minus) plays Wednesday (4.0 minus to 3.5 minus)	Bronze (3.0 minus) plays Wednesday (3.0 minus and below)
3.5 plays Tuesday (3.5 to 3.0)	2.5 plays Tuesday (2.5 and below)	Silver (3.5) plays Friday (3.5 to 3.0)	

CAPTAINS ARE RESPONSIBLE FOR ENTERING A MINIMUM OF 8 TEAM PLAYERS FOR THE UPCOMING SEASON BETWEEN JUNE 5 AND JULY 24 BY 6:00PM.

BEFORE YOU START

- Captains cannot add/delete players to a team after they have registered their initial roster.** If errors or omissions are discovered after initial roster registration, captains should complete and submit a Change in Roster request. Choose **Roster Change Request** from the **Teams/Players** menu. An email is sent to your division secretary and the captain requesting the change. Division officers can correct prior to the end of registration and then again in the fall when the website is back up in late September. A player is not legal until she appears on the website roster.
- A team consists of a minimum of 8 players and a maximum of 16 players.
- Both rated and senior teams require two players with the equivalent rating for the division in which they are playing, e.g., two 4.0 players on a 4.0 team, two 3.5 players on a Silver team.
- A player may play on one rated team and one senior team. Those teams may be at different clubs.
- Any players not registered prior to the end of player registration will not appear in the LCWTL book and are not guaranteed to receive a book.
- Please be thoughtful when putting players on your initial roster as the league expects that most of the members on your team will remain the same for the entire season.
- The LCWTL recommends that all new players are placed on rating for the division in which they are playing.
- Utilize the Captain's Worksheet to gather all player information for your records and before proceeding with the online process.
- Captains are responsible for checking new players' USTA rating. On www.lcwtl.com, choose Teams/Players and then choose Check USTA Rating.
- Determine that all players on your team are legal. If a player on your worksheet has a higher rating, check **Players with Current Appeals** from the **Teams/Registration** menu.
- Add any new player to the LCWTL league. A player is considered **NEW** to LCWTL if:
 - She has never played in LCWTL.
 - She has a minimum of two years' difference between her last date played and her rate date. To do an initial check, choose **Players with Ratings** under **Teams/Registrations**.
 - **Example:** If she has not played in LCWTL for the last two full seasons and had a rate date of March 2016 or earlier.
 - To check this information in more detail, choose **Scores/Results** and then **Past Season's Match Results**. Using the drop-down arrows, select **Season** and then **Player**. If you know your player will be playing on two teams, make sure she is not registered twice with two different spellings.
 - To add the player, email Beth Behrhorst at DataCoord@lcwtl5.com, Database Coordinator, the following information with a copy to all your division officers:
 - Player's full name (Last, first)
 - Player's USTA rating OR player's self-rating
 - Player's USTA number
- If the NEW player does not have a USTA rating, she may self-rate and play where her rating allows.



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- **Example:** A player entering the 3.5 division as a NEW player, may self-rate as a 3.5 or a 3.5- or 3.0. However, if the player has a USTA rating, the USTA rating will take precedence. The league recommends that the player self-rates at the level for the division she plays or no lower than half a step below the rating if she is playing on two teams. It is a captain's responsibility to check new Players' USTA rating.
 - **Example:** A player with a USTA rating of 3.5 may play in the 3.5 division or any division above that she is qualified.
A player may self-rate higher than her USTA rating but not lower.
- After the new player has been added to the database, she must create a Personal Player Account and add her telephone number, date of birth, and sign the LCWTL agreement before she is eligible to play on a team.
 - Captains should ensure that players on senior teams are
 - 55 years of age or over during the upcoming season (new players)
 - Have played in the senior division during the prior playing season (grandfathered in, minimum age 51). The computer software only lists those over the age of 51. It is important to ensure that the player did play last season.
- ENTERING YOUR ROSTER**

- Open www.lcwtl.com
- Click the link that says **Add/Delete Players** on the main page or Choose **Add/Delete Players** under **Teams/Registration** menu.
- Enter your **Captain User Name**.
- Enter your **Captain Password**. Once your password is verified, the **Register Players** page opens with your correct division listed. Note: If you have recently logged on to the website, you might not need to complete this step.
- Select your **Team Name**.
- Select **Players**:
 - The **Captain** and **Co-Captain** will automatically display on the team list.
 - **Eligible Players** (will show by default, players who have not created a Personal Player Account and signed the agreement are ineligible): A list of players with correct ratings for your team will display in the **Select Player** box. These players are not limited by club. Note: If you cannot find your player check the appeal player list (see below). If she is not there it is possible that she is not entered in the database or has not signed the player agreement.
 - Click on player's name in the **Select Player** box and click **Add**. The player's name appears in your **Team** list. You must complete this step for each player.
Hint: When your cursor is in the **Select Player** box, you can type a key on your keyboard to take you to the first letter of the last name in the list. For example: If you type the letter "W", you will be taken to all players whose last name begins with a "W".
 - **Appeal Players:** A Captain is responsible for adding any players that have an appeal. Click this radio button **on** if you have one or more players with appeals on your team. Select the correct appeal players from the list and click Add. Click this button **off** to return to the full list.
 - **All Players:** A division officer is responsible for adding any players that have a special exemption awarded by the director. Click this radio button **on** to see a list of all eligible players in the database. These players are not limited by club or rating. Select the correct players from the list and click **Add**. Click this button **off** to return to the previous list.
- If you add the wrong player, select the name in your **Team** list and click **Remove**.
 - The system
 - will not allow you to add the same player twice or add more than sixteen players.
 - will not allow you to register a team without two players on rating for that division and at least eight players on the team.
 - will remember your team If you are interrupted or come back to finish later. Select **Add/Delete Players** again and continue to add players. **REVIEW YOUR TEAM**



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- When **all** team players have been added, click **Review Team**. This option is not available until you have added at least eight players to your team.
- The **Review Team Players** page displays your full roster and player details. The **Captain** and **Co-Captain** are designated with a lower case "y" next to their name. You may change the captain or co-captain at this time. (See below).
 - Players are responsible for changing their phone numbers, etc. in their Personal Player Account.
 - **Important:** If you have forgotten to add a player into the system, **Exit** out of this page and click **Add/Delete Player** to start the process again. The players you have added are saved to your team, and you can continue to add players. Likewise, if you get interrupted for any reason, you can come back, start over and continue with this process.
- WARNING: The LCWTL recommends you only have one Co-captain.** If you wish to add a second Co-captain, The LCWTL recommends you wait until October and let your division know at the Fall Captains Meeting. Both Co-captains will show on your online roster. The computer software recognizes the last designated co-captain as the official Co-captain, although both will show up on your roster.
- To **Change a Captain or Co-captain:**
 - Always delete the Captain or Co-captain designation first
 - Click **Edit** next to player's name you wish to change
 - Delete the lower case "y" next to the players' name
 - Click update
 - Click Edit next to the new captain/co-captain
 - Enter a LOWER case "y" in the relevant column. (Do NOT type the quotes)
 - Click **Update**
- If you are interrupted before completing the editing process, you can go to **Review Team** by choosing **Review/Edit Team Players** from the **Teams/Registration** menu.
- After **CAREFUL REVIEW** and all **Team Information** is **correct and complete**, click **Register Team Players**.
 - The system will send an email to you, your co-captain, your division secretary and the webmaster. **THIS EMAIL IS YOUR ROSTER ENTRY FORM.** Any player who registered with the league since the end of last season will have the word NEW next to her name on the email you receive. All new players have an LCWTL number of **07200LCWTL** or higher.
 - Submit **Teams/Players > Roster Change Request** to your division officers if changes have to be made.
 - The division secretary will check all the players on your roster to ensure they are legal members of your team. She will send you an email acknowledging that your team is complete.
Note: It is the captain's responsibility to ensure that the registered players are legal for her team.
- Choose **Display Team Roster** from the **Team/Registration** menu to choose any team with the players. If you are still logged in as a Captain or Division Officer, you will see the telephone numbers of the players. If you are not logged in you will only see the team listing. Use your browser's **Print** button to print the list.

TROUBLE SHOOTING

- If you log on and step away from your computer for an extended period, you may receive an error message. Close the tab and start over. Your work to date is saved. This error message is a security feature.
- If you think you have added a player and she does not show up on the **Review Team Player** list, please close the window and start over. When you log on and select your team, you will see if the player is listed.
- Contact your Division Officer to help you solve most player questions.
- If you find that you do not have enough players to register your team, contact the Treasurer and Scheduler to advise them that your team is withdrawing from next season's play.



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- If you have made an error, or omitted a player, you can submit a **Roster Change Request**. Click on Roster Change Request on the **Teams/Players** menu and login as Captain. Make sure you are looking at the correct division and team and either request to add a player or to delete a player. Follow all online instructions.