



LEE COUNTY WOMEN'S TENNIS LEAGUE

PERSONAL PLAYER ACCOUNT INSTRUCTIONS

The LCWTL requires that you create a **Personal Player Account**. The Personal Player account lets you:

- Acknowledge that you are a member of the LCWTL (required by Incorporation)
- Add your birthdate (Month and Year only – for team requirement purposes)
- Change your telephone number
- Access your personal match history at the end-of-the-season

Follow the below step-by-step instructions to help with this process:

1. On www.lcwtl.com click the **Teams/Registration** tab and under **Ratings** click **Create Personal Player Account**.
2. On the **Player Accounts** page, select your name from the drop-down list.
 - Type the first few letters of your last name to move quickly to that part of the listing.
 - Make sure you select the correct name, especially if there is more than one player with the same name. If our database has two or more identical names, the club initials will appear next to the player's name. For example, Karen Miller (PP) would be a player at Pelican Preserve.
 - Miller, Karen (B)
 - Miller Karen (CC)
 - Miller Karen (PP)
 - Make sure your name appears in the box. If the following screen appears with the wrong name, select the correct name.

Select name ▼

Enter your email address and create a password

Email address

Enter new password

Confirm new password

- Enter your email address.
 - Enter a password of at least four characters, ideally letters and numbers. Confirm your password and then click **Register**.
3. You will receive an email confirming your registration. Make sure that you check your spam box and allow messages from **DoNotReply@lcwtl5.com**.
 4. Click **OK** to clear the on-screen message box. The following screen appears:

Select name Shaw,Elery ▼

Update your personal information

Email address elery@comcast.net

First phone number 2395618802

Second phone number 2392462528

Month of birth February ▼

Year of birth 1990 ▼

LCWTL Agreement By checking this box I acknowledge that I am a member of the LCWTL and have read the By-Laws and Rules of the organization. I agree to abide by these rules during all league events.

Update

5. Use the drop down arrows to enter your **Month of Birth** and **Year of Birth**.
6. Click the **LCWTL Agreement** check box to acknowledge you are a member of the LCWTL. Change your phone numbers as necessary.
7. Click **Update**. An email is sent to the email address listed confirming your acknowledgement.

Changing your Information

1. When you select your name you see the following screen, either you have registered before or another player may have selected your name in error.

Select name Shaw,Elery ▼

Your account is already registered with LCWTL
Please choose an action from those listed below.

Forgotten my password

Change my password

Change personal information

2. If you have forgotten your password, click on **Create Player Account** and click the **Forgotten my Password** button. Your password will be emailed to you.
3. If you know you have not registered, or you do not receive your password contact Elery Shaw, webmaster@lcwtl5.com.
4. To change your change your password or personal information (telephone numbers), click on **Create Player Account** and click the relevant button to complete your task. Click **Update** to confirm any changes.