



LEE COUNTY WOMEN'S TENNIS LEAGUE

PREPARATION OF LINEUPS AND SCORE ENTRY

This document outlines the process for using the LCWTL website to effectively prepare your lineups and entering match scores.

New programming features allow you to select your team members and print them on your team lineup. You are able to select members, and as long as *cookies are enabled* on your computer system, the LCWTL website will remember your entries.

You are able to change player names after the fact and also when you enter your scores. Nothing is set in stone.

PREPARATION OF LINEUPS

1. Go to www.lcwtl.com and choose **Schedules > Interactive with Score Sheet**.
2. Select your **Division** and your **Team**.
3. Click on **Score Sheet** for the correct week number you are preparing your lineup for. The **Score Sheet Lineup** page opens.
4. Select your team members for each court by clicking the dropdown arrows.
5. If you need to select subs, click on the **Show Subs** (blue button) at the top right of the page. When you click the dropdown arrow to access the list of players, you will see the subs available below your own team members. Remember to play your subs in the appropriate positions.
6. Click **Save** to keep your entries. Click **Print** to print your lineup. You may wish to print two copies, keeping one, and giving the opposing captain the other one.
Note: When you save your work it is ONLY saved to the device you are using. For example, when you use a PC you will not see your players on your iPad.
7. As a captain, after your match, use your personal email and password to access **Score Entry**.
8. When you go to **Score Entry**, and select the correct day and match, you will find the players you entered already loaded on the page. If necessary, you may modify these players if they did not play.
Note: When you save your work it is ONLY saved to the device you are using. For example, when you use a PC you will not see your players on your iPad.

SCORE ENTRY

1. **Home Team is to enter scores by 6:00 p.m. on the date of play.**
2. To **Enter Scores**, open **Internet Explorer** and go to www.lcwtl.com.
3. Choose **Scores/Results** and then choose **Enter Scores**. This takes you to the **Login** Page.
4. A Captain, or Co-captain, enters their personal email address and personal password
5. When the correct password is entered, you are taken to the **LCWTL Score Entry** page. The prompts in the blue box on the right of the screen will guide you through the process. **Note:** The division will be correct for the password you enter. Enter the **Week Number**. The week number can be found in the left-hand column of your online schedule and also on your match score sheet. The system will automatically enter the **Week Number** if the match is entered on the scheduled date. Verify the **Match Date**. If necessary, change the date to reflect the correct date of play.



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6. Click on the dropdown arrow to select the **Home Team**. The system will automatically enter your home team if you log in with your email address. The system will automatically enter the **Visiting Team**.
7. To select a substitute player, do so at the bottom of the page. **Note:** It is the captain's responsibility to check that a player listed as a sub is on a valid team. (LCWTL team *Requirements for Subs* as described in the yearbook. (See **Selecting Subs** below)
8. For each court:
 - Select the **Home Team Players** and the **Visiting Team Players** ○ Select the **Court Winner**
 - Select the **Enter Completion Status** ○ Choose **Completed** if one team wins the match
 - Choose **Default** if one team is unable to provide players. The team that provides players is the winner. A score of 6-0, 6-0 is automatically entered. The points are awarded to the team that provides players. The score is not applied to a players' rating.
 - Choose **Double-Default** if both teams are unable to provide players. Home team is automatically set as the winner, so the computer recognizes the entry. A score is not required, and no points are awarded to either team.
 - Choose **Retired** if one team withdraws from the match at any time. Enter a winner and enter the scores at the time of retirement.
9. Enter the scores for the match. Always enter the **score of the team that won the match on that court first**; for example, 6-4, 3-6, 1-0. **Note:** All division third-set scores are entered as 1-0.
10. The system will automatically enter the home team's captain email address in the box.
11. After reviewing your selections, click **Submit**. The **Submit** button is not active until you have completed all fields on the form. A message stating "**Processing, Please Wait**" appears. When complete, the system automatically takes you to the **Matches Just Entered** page so you can review your score entry. Choose **File Print** on your browser to print the score entry page for your records.
12. An automated email is sent to the **Visiting Captain** with a link to the match just entered. It is the visiting captain's responsibility to verify the match.

SELECTING SUBS

1. If subs are used for your match, make sure you select them at the bottom of the score entry sheet where it states **Substitutes**.
2. Select your subs in order of play. For example, if you use a substitute on court 3 and on court 4, the substitute used on Court 3 should be selected first.
3. The substitute list has been shortened considerably. For most teams, you will see the **eligible substitutes by rating ONLY** available to you at your club. **Exceptions:** Teams from Heritage Palms and Heritage Cove will see **all eligible subs from both "Heritage" clubs**. Teams from Pelican Landing, Pelican Preserve, and Pelican Sound will see **all eligible subs from "Pelican" clubs**.
4. 55+ teams will see **all eligible subs at their club by rating regardless of age**. It is the **Captain's responsibility to check the age requirement**.

MATCH VERIFICATION AND CORRECTIONS

Visiting captain is to verify match results within 72 hours of match play or results will stand.

1. The visiting team captain can click on the link in the email they receive to open the **Verify Match** page.



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2. If a person other than the visiting captain verifies the match, they should choose **Scores/Results** and then choose **Verify Match**.
3. Enter **Username** and **Password**. The **Verify Match** page opens. Note: The division will be correct for the password you enter.
4. Select the **Visiting Team** and **Week Number**. Note: Once the visiting team is entered, you will only have a choice of week numbers for matches that have not already been verified.
5. Click **Verify** if the information on the screen is correct.
 - If ANY information is incorrect, the visiting captain is to contact the home captain immediately to resolve any errors. The home captain should email the webmaster at Webmaster@LCWTL5.com, copying division vice president and visiting captain. You can click the link **Score Entry email to the Web Team** on the LCWTL homepage. The email subject line should include **LCWTL: Match ID Number**. The body of the email should include: **Division**, names of **Home and Visiting Team**, **Date of Match**, **Match ID Number** and any **Corrections** to be made. The **Match ID Number** is a four or fivedigit number, e.g. 2345, and not to be confused with the week number. ○ The home captain is NOT to re-enter the match. The webmaster will re-enter the match for the captain. ○ If the home captain realizes two matches have been entered inadvertently, she should send an email to the webmaster and indicate which match to delete.
 - The visiting captain listed will receive an email notification that the match needs to be verified. It is the visiting captain's responsibility to either verify the match, designate a person on her team to verify the match or forward the email to the person who will verify the match.