

World Team Tennis Captain Team Management

The following procedures will help you locate your schedule, team roster with email and phone numbers, and help guide you to find where to enter scores after a match. For each of these steps you first need to click on the WTT Team Management link under WTT Leagues from the Texas Team Tennis website.

SCHEDULE

- Click on the "Schedule and Results" tab
- Choose the link for your level that says "view complete season schedule"

This is also where you will view the individual scorecard results as they are posted

TEAM ROSTER

- Click on the "Schedule and Results" tab
- Choose your team from the dropdown menu
- Enter your password
- On the "welcome" page, click on the link that says "My Players"

If you want to print your list of players you will need to highlight the list, copy, then paste to a Word document and print

SCORE ENTRY

- Click on the "Schedule and Results" tab
- Choose your team from the dropdown menu
- Enter your password
- To record match results, select the appropriate match from the dropdown menu and click continue
- Select players for each set in the dropdown boxes and record their scores
- When you have entered all results, click the **SAVE SCORECARD AND RETURN TO MATCH SELECTION PAGE BUTTON**. This is located at the bottom of the page.

If you have made substitutions during a set, record the score of the players at the time the substitution was made as well as the final score.

Scores must be recorded within 48 hours after the match was played