

CREATING AN ACCOUNT ON THE TFIM AND TENNISCORES WEBSITES

Prerequisite to create an account on both sites:

⇒ You need a personal email address

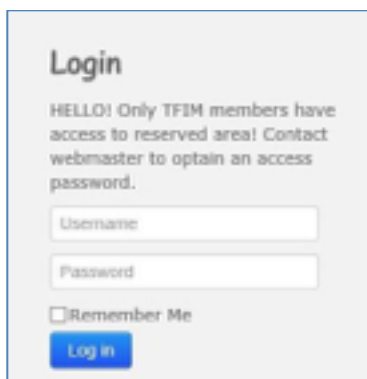
Step 1: Requesting a username and password for www.tfimtennis.org

⇒ Send an email to webmestre@tfimtennis.org. It is important you send from the same address you will be using for all TFIM business. Only one address per captain is permitted. If you have a favorite password you would like, you can send it with your request.

⇒ In a reply we will send you

- A username and password for tfimtennis.org.
- An access to Tenniscores with your email address.

Step 2: Enter as a member on the tfimtennis.org website

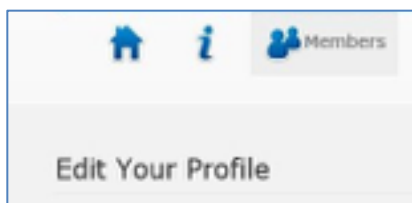


The image shows a login form with the following elements:

- Login** (Section Header)
- HELLO! Only TFIM members have access to reserved area! Contact webmaster to obtain an access password.
- Username input field
- Password input field
- Remember Me
- Log in button

Enter your username and password in the LOGIN boxes

When you are logged-in, your name is visible to you only.



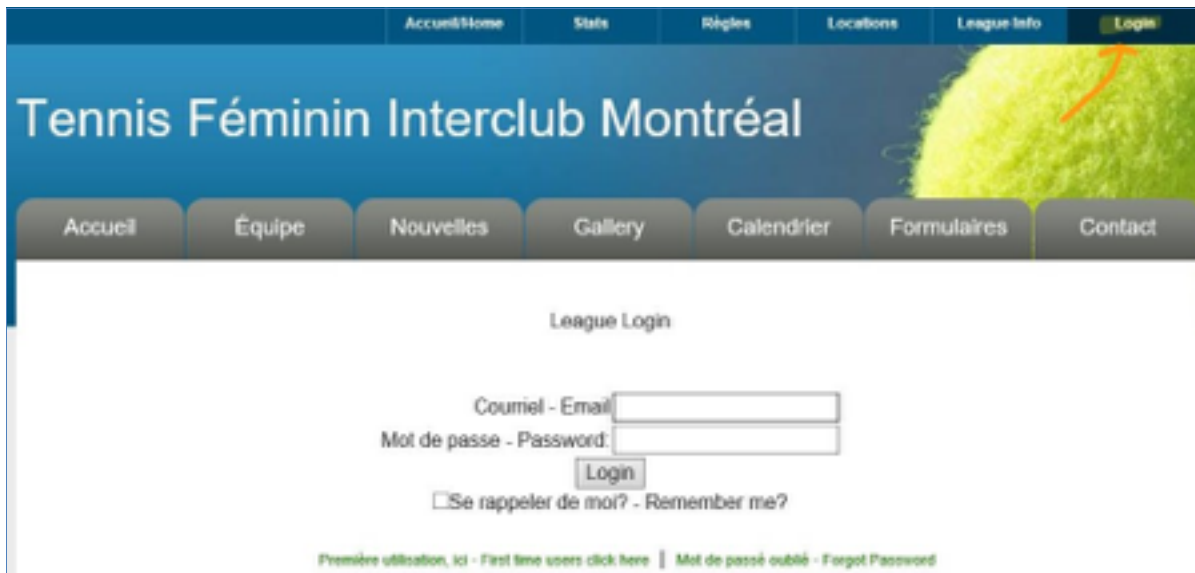
Under the "Members" menu "Edit your profile" like changing a password, an email address.

Step 3: Enter as captain or co-captain onto Tenniscores



Tenniscoures: the link to our statistics' website is now available on the Home page (or members page).

⇒ Click on the « Login » button on the upper right.



⇒ Enter your email address and password. If we did not send you one, please follow instructions for first time users. A password or code will be sent to you within 30 minutes. You must be registered as a captain with TFIM.

⇒ When connected the LOGIN button changes to ADMIN and will remain as ADMIN to show you are still connected.



This is a screen print of what your captain page looks like.

TEAM CONSTRUCTION AT THE BEGINNING OF THE SEASON

- At the start of the season to create your ROSTER:

You are currently in:
2016-2017
Create and Submit Roster
Scores

- The list appears. Verify if all is OK. Add or delete players. Please read **Captain's instructions**.

Step 1 - Build Team

Available Players

Show Players From

Tennis 13

Search by Player Name

My Team - Niveau II - Level II - Te

2015-2016 Roster of this team



X



- Click on the Continue Next Step button

Continue to Next Step

- You can enter your team players' coordinates. **Please read Captain's instructions**.

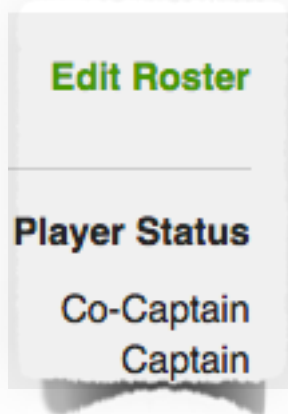
[League Admin](#) > [Step 1](#) >

Step 2 - Edit Player Info

[View Captain's
Instructions](#)

- Go to the next step:

Continue to Next Step



•Double check that this is your roster. You can always come back and EDIT ROSTER.

•On the right hand side you see the amount due for the players of your team. You can pay by cheque or via Paypal. You will need to submit your team to continue.

- After submitting the team roster if you need to make changes, please contact your statistician or the webmaster.

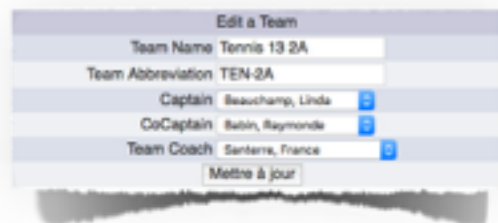
DURING the regular season or after the first captain's meeting.

- Click on the function : Équipe - Team. Click **Éditer**

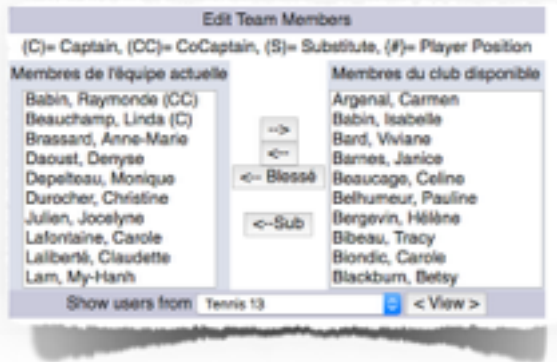


EDIT a TEAM:

- You should already be indicated as captain.
- You can select your co-captain from the list if she is already on the team's list.
- You **MUST** select the TEAM COACH. the team coach should be in the club's members list that is on the right hand side.



EDIT team members:



- The list on the left is the team roster. Select by clicking on the name any player who isn't on the team this season and send her to the right with the appropriate arrow.

- Look for and find in your club's members list the players who are now on your team and send them to the left with the appropriate arrow.

- A player coming from another club can be found in the drop down menu «Show users from» then View. (NOTE:

For the player to be on these lists she had to be a member of TFIM last season.) If you find her, use the left arrow to place her on your team.

- A new or returning player has to be entered by the league administrators or level statisticians. Please use the "Registration form" to register this player. You can find a printable form under the captains' menu on the tfimtennis.org website.
- ✓ **SUBSTITUTE:** use the « ← Sub » arrow for any player who will sub for your team. **Please take note:** you must place a sub on your team before the match for her name to show in the scorecard and for you to see her CRA to help you respect the CRA rule.

Please read the 2 other documents:

« How to verify a line-up and the CRA rule»

«How to enter scores in Tenniscores»