

TUTORIAL FOR RECORDING THE SCORE SHEET RESULTS

Version 8

This is a tutorial to explain how to use the new system to enter the score sheet results of each match.

Clarifying concepts:

MATCH = all games in a score sheet

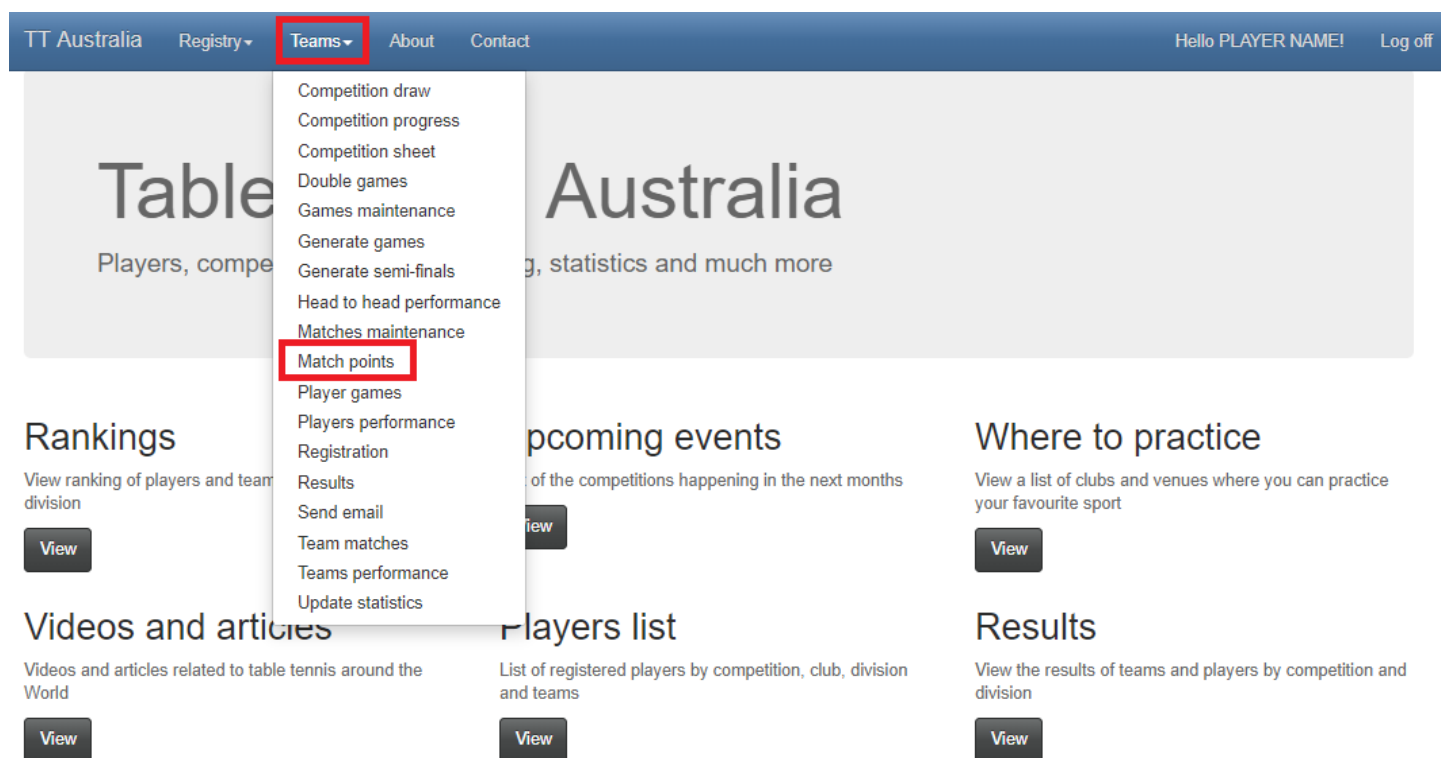
GAME = Player x Player

Please follow the steps.

***NOTE:** You must be a registered user to be able to access the “Match points” screen. If you are not registered yet, please go to the website www.ttaustralia.net and register yourself*

These are the steps to record a match.


- 1) First, login into the system;
- 2) Go to menu “Match points” under “Teams” menu, then click on “Match points”.





The screenshot shows the TT Australia website interface. At the top, there is a navigation bar with 'TT Australia', 'Registry', 'Teams', 'About', and 'Contact'. The 'Teams' menu is open, displaying a list of options: 'Competition draw', 'Competition progress', 'Competition sheet', 'Double games', 'Games maintenance', 'Generate games', 'Generate semi-finals', 'Head to head performance', 'Matches maintenance', 'Match points', 'Player games', 'Players performance', 'Registration', 'Results', 'Send email', 'Team matches', 'Teams performance', and 'Update statistics'. The 'Match points' option is highlighted with a red box. Below the navigation bar, the main content area features several sections: 'Table Tennis Australia' with a sub-header 'Players, competitions, statistics and much more', 'Rankings' with a 'View' button, 'Upcoming events' with a 'View' button, 'Where to practice' with a 'View' button, 'Videos and articles' with a 'View' button, 'Players list' with a 'View' button, and 'Results' with a 'View' button.

- 3) When the screen is open, select each one of the items following the order:
 - a) select the competition;
 - b) select the division you want to enter the score for;
 - c) select match you want to enter the results.

Match points

Competition: AUTUMN TEAMS COMPETITION 2019 

Division: DIVISION 1 

Match: Week 12 - WILLOUGHBY RED x MAC SMASHERS 

Date: 31/05/2019 * Please check if date is correct as per score sheet

Doubles match:

Match cancelled:

Notes:

| | | | | | | | | | |
|----------------|----------------|--|----------------|--------------|--|---|---|---|---|
| Home team | WILLOUGHBY RED | <input checked="" type="checkbox"/> Filter | Away team | MAC SMASHERS | <input checked="" type="checkbox"/> Filter | | | | |
| Player | -- select -- | | Player | -- select -- | | | | | |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total of games | 0 | <input type="checkbox"/> Forfeit | Total of games | 0 | <input type="checkbox"/> Forfeit | | | | |

Save Cancel

If you need to change the date according to the match date on the score sheet, please click on the "Date" input box and select the date as shown in the image below.

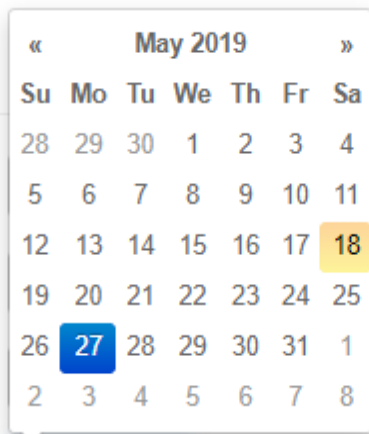

Match points

Competition: AUTUMN TEAMS COMPETITION 2019

Division: DIVISION 1

Match: Week 12 - WILLOUGHBY RED x MAC SMASHERS

Date: 27/05/2019 * Please check if date is correct as per score sheet

After that, select a player for each team (HOME and AWAY) teams, clicking on the player's drop box for each team as shown below.

Match points

Competition: AUTUMN TEAMS COMPETITION 2019
 Division: DIVISION 1
 Match: Week 12 - WILLOUGHBY RED x MAC SMASHERS
 Date: 27/05/2019 * Please check if date is correct as per score sheet
 Doubles match:
 Match cancelled:
 Notes:

| Home team | | | | | Away team | | | | |
|----------------------------------|---|---|---|---|----------------------------------|---|---|---|---|
| WILLOUGHBY RED | | | | | MAC SMASHERS | | | | |
| Player: CLEMENT SIU | | | | | -- select -- | | | | |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total of games: 0 | | | | | Total of games: 0 | | | | |
| <input type="checkbox"/> Forfeit | | | | | <input type="checkbox"/> Forfeit | | | | |

After selecting a player for each team, please enter the points for each player as per image below

NOTE: Please enter the results in the same order as they appear in the scoresheet.

| Format 1 | Format 2 |
|------------------------------|------------------------------|
| Match 1: Player A x Player X | Match 1: Player A x Player X |
| Match 2: Player B x Player Y | Match 2: Player B x Player Y |
| Match 3: Doubles | Match 3: Player C x Player Z |
| Match 4: Player C x Player Z | Match 4: Doubles |
| and so on... | and so on... |

You get the idea.

Match points

Competition

Division

Match

Date * Please check if date is correct as per score sheet

Doubles match

Match cancelled

Notes

| | | | | | | | | | |
|--|---------------------------------|--------------------------------|--------------------------------|---------------------------------|--|--------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Home team <input type="text" value="WILLOUGHBY RED"/> <input checked="" type="checkbox"/> Filter | | | | | Away team <input type="text" value="MAC SMASHERS"/> <input checked="" type="checkbox"/> Filter | | | | |
| Player <input type="text" value="CLEMMENT SIU"/> | | | | | Player <input type="text" value="EDMOND CHIU"/> | | | | |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| <input type="text" value="11"/> | <input type="text" value="11"/> | <input type="text" value="7"/> | <input type="text" value="8"/> | <input type="text" value="11"/> | <input type="text" value="9"/> | <input type="text" value="8"/> | <input type="text" value="11"/> | <input type="text" value="11"/> | <input type="text" value="13"/> |
| Total of games <input type="text" value="2"/> <input type="checkbox"/> Forfeit | | | | | Total of games <input type="text" value="3"/> <input type="checkbox"/> Forfeit | | | | |

After you enter all the match points, click on the button “Save”, then continue for each one of the games on the score sheet.

NOTE: For doubles match, the only difference is to click on the checkbox called “Doubles match” then you will see the screen as per image below.

Match points

Competition

Division

Match

Date * Please check if date is correct as per score sheet

Doubles match

Match cancelled

Notes

| Home team | | | | | Away team | | | | |
|--|---------------------------------|--------------------------------|--------------------------------|---------------------------------|---|--------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <input type="text" value="WILLOUGHBY RED"/> | | | | | <input type="text" value="MAC SMASHERS"/> | | | | |
| <input checked="" type="checkbox"/> Filter | | | | | <input checked="" type="checkbox"/> Filter | | | | |
| Player 1 <input type="text" value="CLEMMENT SIU"/> | | | | | Player 1 <input type="text" value="EDMOND CHIU"/> | | | | |
| Player 2 <input type="text" value="FUNG CHEUNG"/> | | | | | Player 2 <input type="text" value="JASON ZHANG"/> | | | | |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| <input type="text" value="11"/> | <input type="text" value="11"/> | <input type="text" value="7"/> | <input type="text" value="8"/> | <input type="text" value="11"/> | <input type="text" value="9"/> | <input type="text" value="8"/> | <input type="text" value="11"/> | <input type="text" value="11"/> | <input type="text" value="13"/> |
| Total of games <input type="text" value="2"/> | | | | | Total of games <input type="text" value="3"/> | | | | |
| <input type="checkbox"/> Forfeit | | | | | <input type="checkbox"/> Forfeit | | | | |

The steps are the same as singles matches, but, for doubles, you must select 2 players for each team as image above.

Utility or substitute players

To use a utility or substitute player, you must un-tick the checkbox called “Filter”, then you will be able to select utility (substitute) players.

NOTE: Utility players can be any registered player from the division of the team you are selecting in the screen, or any player from below divisions. For example: A utility player for division 2 can only be any player of division 2 and divisions 3, 4 or 5. Never players from divisions above, in this example, divisions 1 and premier.

Entering a NOT round match

When you are entering a **NOT** round match, for example, “*Elimination Semi-finals, Semi-final or Final*”, and the match has only played 6, 7 or as many games that determines the winner of that match, you can click on checkbox “**Match concluded**” as shown in the next image, and the match will be saved as usual, but concluding the match.

NOTE: The checkbox “**Match concluded**” will only appear when it is an “*Elimination Semi-finals, Semi-final or a Final*” match. Also, to conclude a match, you must tick (check) the checkbox only when you are entering the points for the last game played. **ONLY THE LAST ONE!** Then, the match will be concluded as usual.

Match points

Competition: AUTUMN TEAMS COMPETITION 2019

Division: DIVISION 1

Match: Week 12 - WILLOUGHBY RED x MAC SMASHERS

Date: 31/05/2019 * Please check if date is correct as per score sheet

Doubles match

Match concluded

Notes

| | | | | | | | | | |
|----------------|----------------|--|----------------------------------|----------------|--|---|----------------------------------|----|----|
| Home team | WILLOUGHBY RED | <input checked="" type="checkbox"/> Filter | Away team | MAC SMASHERS | <input checked="" type="checkbox"/> Filter | | | | |
| Player | CLEMENT SIU | | Player | EDMOND CHIU | | | | | |
| 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| 11 | 11 | 7 | 8 | 11 | 9 | 8 | 11 | 11 | 13 |
| Total of games | 2 | | <input type="checkbox"/> Forfeit | Total of games | 3 | | <input type="checkbox"/> Forfeit | | |

Checking the entered results

To check the results of the score sheet you just entered, please check out the tutorial for “Competition progress”.

Note: To “Cancel a Match” or “Cancel a Game”, please refer to the respective tutorials, “Cancel Match Tutorial” and “Cancel Game Tutorial”, which you can download in the website as the other manuals.