

TUTORIAL FOR MATCHES MAINTENANCE

Version 2

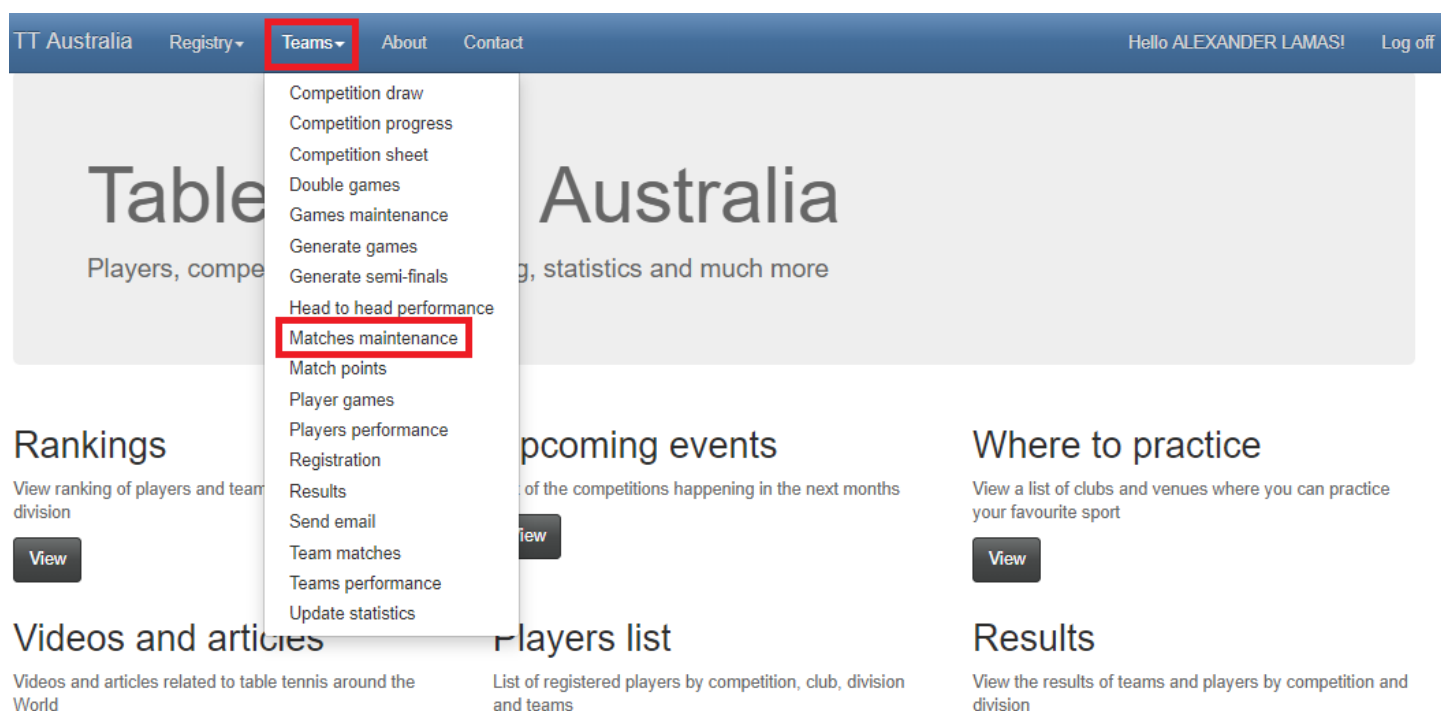
This is a tutorial to explain how to use the system on how to maintain a match.

Please follow the steps.

NOTE: You must be a registered user to be able to access the “Matches maintenance” 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 “Matches maintenance” under “Teams” menu as per image below.



Then follow the steps in the order below:

1. Select the competition;
2. Select the division;
3. Select the week;
4. Select the match you want to delete;

After you select the match you want to delete, click on the button “Delete”, and it is done.

Then, you must enter the score sheet again.

Matches Maintenance

Competition	AUTUMN TEAMS COMPETITION 2019
Division	DIVISION 2
Week	Week 9
Match	06/05/2019 - MAC PIRATES x NSL NORTHERN POLAR BEARS
Date	06/05/2019
Notes	

Delete Invert Update Cancel

WARNING

If you delete a match, please update the statistics for the division of the deleted match.

Buttons functions

Invert: when you click on the button “Invert”, it inverts the position of the teams.

For example: “MAC PIRATES” x “NSL NORTHERN POLAR BEARS”

will be “NSL NORTHERN POLAR BEARS” x “MAC PIRATES”, after clicking on the button “Update”.

Update: it updates the date of the match with the date you selected in the “Date” field, and also, the notes you entered in the field “Notes”. It can be used to fix the date when a match was played, or, add/amend the notes for a match.

Cancel: it cancels the maintenance and close the screen.

After you delete a match, please run the “Update statistics” for the division as per tutorial “Update statistics”.

Note: The match can only be maintained if it was not submitted to Ratings Central. If you still need to make a change and the match was already submitted, please contact the organiser of the competition or administrator of the system.

Postponing a match

To postpone the due date of a match, please enter the date you want to postpone the match to, in the “Date” field and click on the button update.