

# TUTORIAL FOR MATCHES MAINTENANCE

Version 1

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

Please follow the steps.

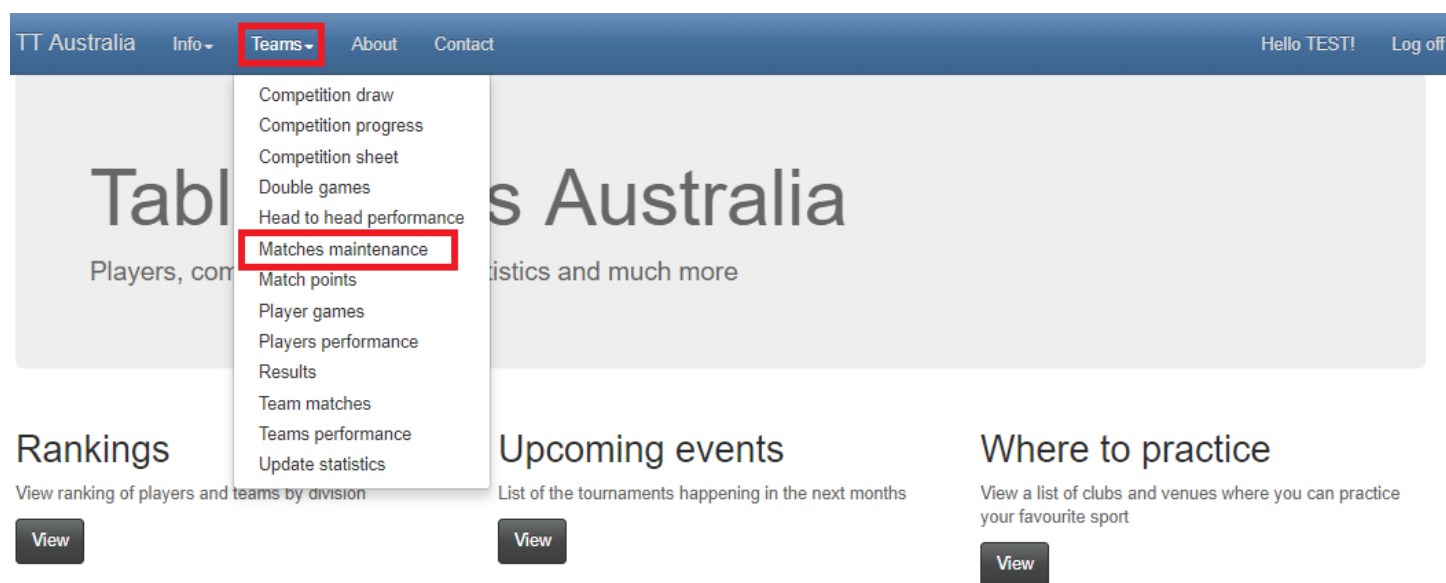
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**NOTE:** You must be a registered user to be able to access the “Matches maintenance” screen. If you are not registered yet, please go to the website [www.ttaustralia.net](http://www.ttaustralia.net) and register yourself

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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 2018
Division	DIVISION 1
Week	Week 2
Match	26/03/2018 - ATTA D x WILLOUGHBY RED
Date	26/03/2018
Notes	

Delete Invert Update Cancel

### Warning

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

### The other buttons (functions)

**Invert:** when you click on the button “Invert”, it inverts the position of the teams. For example: A x B will be B x A.

In the image above if you click on the button “Invert” the match would be “Willoughby Red” x “ATTA D”. Then the venue of the match would be at “Willoughby Red” team venue.

**Update:** it updates the date of the match with the date you selected in the “Date” field. It can be used to fix the date when a match was played.

**Cancel:** it cancels the maintenance and close the screen.

After you delete a match, please “Update statistics” as per tutorial

**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.