

TUTORIAL FOR FORFEITING A GAME

Version 1

This is a tutorial to explain how to use the system to forfeit a game when entering the results for a match.

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".

Forfeit a match

To forfeit a match, you must tick the checkbox called "Forfeit" of the team who will be forfeiting the game. Then you select the player (or players for doubles matches), of the team that will not forfeit the match. See image below.

Singles



Match points

Competition: AUTUMN TEAMS COMPETITION 2018

Division: DIVISION 1

Match: Week 10 - NSL NORTHERN GRIZZLIES BEARS x MAC JETSONS

Date: 28/05/2018 * Please check if date is correct as per score sheet

Doubles match:

Match cancelled:

Notes:

Home team	NSL NORTHERN GRIZZLIES BEAR! <input type="checkbox"/> Filter				Away team	MAC JETSONS <input type="checkbox"/> Filter			
Player	EDMUND LIN				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	1 <input checked="" type="checkbox"/> Forfeit			

Doubles

Match points

Competition AUTUMN TEAMS COMPETITION 2018

Division DIVISION 1

Match Week 10 - NSL NORTHERN GRIZZLIES BEARS x MAC JETSONS

Date 28/05/2018 * Please check if date is correct as per score sheet

Doubles match

Match cancelled

Notes

Home team					Away team				
NSL NORTHERN GRIZZLIES BEAR!					MAC JETSONS				
<input checked="" type="checkbox"/> Filter					<input checked="" type="checkbox"/> Filter				
Player 1 EDMUND LIN					Player 1 -- select --				
Player 2 IAN FINLAY					Player 2 -- 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 checked="" type="checkbox"/> Forfeit				

Save

Cancel

You don't have to select a player for the team that will forfeit the game. But, if you do, it's not a problem. But, please select the player (or players for doubles game) of the team that is not forfeiting the match. That will be used for future reference.

NOTE: You must enter a comment to explain why the game was forfeited in the field "Notes" before you save the game, as per image above. That will be used for future reference as well.
