

# TUTORIAL FOR CANCELLING A MATCH

Version 2

This is a tutorial to explain how to cancel a match that was not played yet.

Clarifying concepts:

**MATCH** = all games in a score sheet

**GAME** = Player x Player

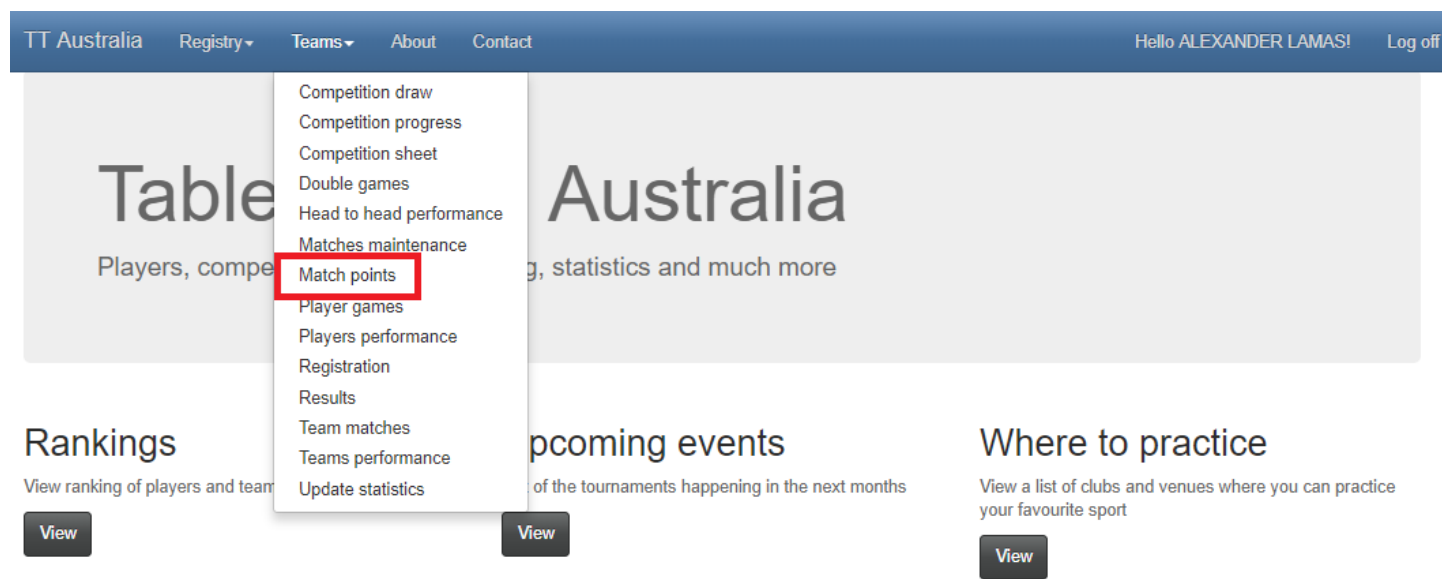
Please follow the steps as per images and explanation below.

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***NOTE:** You must be a registered user and be logged in and, have rights to be able to access this function.*

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Please go to the menu as per image below



The screenshot shows the TT Australia website interface. At the top, there is a navigation bar with links for 'TT Australia', 'Registry', 'Teams', 'About', and 'Contact'. On the right side of the navigation bar, it says 'Hello ALEXANDER LAMASI' and 'Log off'. Below the navigation bar, there is a large banner area with the text 'Table Australia' and 'Players, competition, statistics and much more'. A dropdown menu is open under the 'Teams' link, listing various options: 'Competition draw', 'Competition progress', 'Competition sheet', 'Double games', 'Head to head performance', 'Matches maintenance', 'Match points', 'Player games', 'Players performance', 'Registration', 'Results', 'Team matches', 'Teams performance', and 'Update statistics'. The 'Match points' option is highlighted with a red box. Below the banner, there are three sections: 'Rankings' with a 'View' button, 'Upcoming events' with a 'View' button, and 'Where to practice' with a 'View' button.

## To cancel a match

You can cancel a match if both teams made the decision to do so. It's not a problem. But, keep in mind, that, both teams and players WILL NOT get any point out of this match. The match will be cancelled, and it will only be shown in the "Competition progress report" for future references. See example in the image below on how to cancel a match.

**Important:** You must select a competition, a division, and a match as per usual; and then, you must tick the "Match cancelled" checkbox, and finally enter a "Note" to explain why the match was cancelled, as image below.

## Match points


Competition: CCTTA COMPETITION 3 2018  
Division: DIVISION 1  
Match: Week 7 - SPARKPLUGS x ACCORDIONS  
Date: 20/09/2018 \* Please check if date is correct as per score sheet

Doubles match

Match cancelled

Notes: REASONS WHY THE MATCH WAS CANCELLED

Home team: SPARKPLUGS <input checked="" type="checkbox"/> Filter					Away team: ACCORDIONS <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

After, just click on the button "Save" to cancel the match.

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

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