

# TUTORIAL FOR PLAYER UPDATE DETAILS

Version 1

This is a tutorial to explain how to use the system on how to update a player's details.

Please follow the steps.

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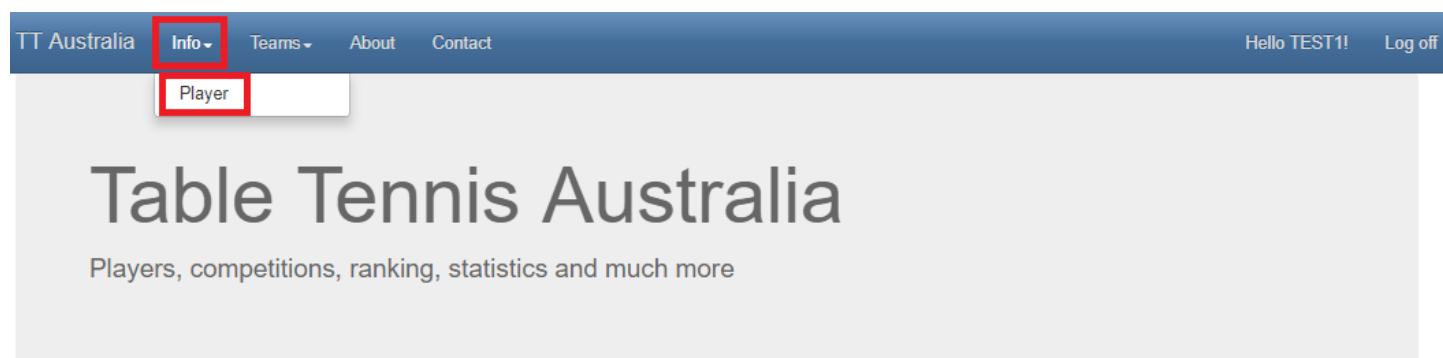
**NOTE:** You must be a registered user to be able to login in the website. If you are not registered yet, please go to the website [www.ttaustralia.net](http://www.ttaustralia.net) and register yourself

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**IMPORTANT:** YOUR DETAILS WILL NOT BE SHARED WITH ANYONE. ONLY TTAUSTRALIA.NET WILL USE IT FOR COMPETITIONS PURPOSES. COMPETITIONS YOU ARE CURRENTLY PLAYING, OR MIGHT BE PLAYING IN THE FUTURE.

These are the steps to update a player's details.

- 1) First, login into the system;
- 2) Go to menu "Player" under "Info" menu as per image below.



## Rankings

View ranking of players and teams by division

View

## Upcoming events

List of the tournaments happening in the next months

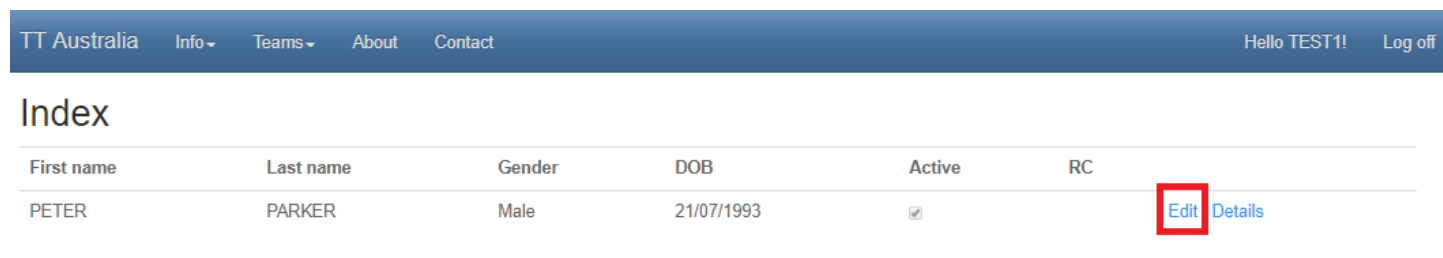
View

## Where to practice

View a list of clubs and venues where you can practice your favourite sport

View

Then, click on the link "Edit" as image below



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Then go through each TAB to enter or change your details

# Edit

Player

Details Ratings Central Others Address Contacts ← TABS

First name

Middle name

Last name

Nick name

Date of birth

Gender

Division

Team

Nationality

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On tab “Details” only “Middle name” and “Nick name” are optional fields.

# Edit

Player

Details Ratings Central Others Address Contacts

Ratings Central ID

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**Note:** If you don't know or if you don't have a Ratings Central ID, don't worry, but, as soon as you start playing competition and you get an ID, please update your details.

On tab “Ratings Central”, please enter your Ratings Central ID if you have one. If not, move to the next tab.

**Note:** It's very important you enter the right ID to get your matches updated correctly.

## Edit

Player

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Details Ratings Central **Others** Address Contacts

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Photo  No file chosen

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On the tab “Others”, the field photo is optional. But if you like to add your photo here, please click on the button “Choose File” and select your photo (image) from your computer.

**Note:** If you don’t want to upload a photo, move to the next tab.

## Edit

Player

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Details Ratings Central Others **Address** Contacts

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Address type

Address 1

Address 2

Postcode

Suburb

City

State

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On the tab “Address”, the fields for the address are optional, but, it’s nice to have though.

**Note:** If you don’t want to enter your address details, move to the next tab.

# Edit

Player

Details Ratings Central Others Address **Contacts**

Email

Contact name

Mobile

Home phone

Work phone

Fax

Save

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On the tab "Contacts" all fields are optional.

**Note:** The "Email" and "Mobile" fields are very nice to have as your captain or the organizers may want to enter in contact with you sometimes.