

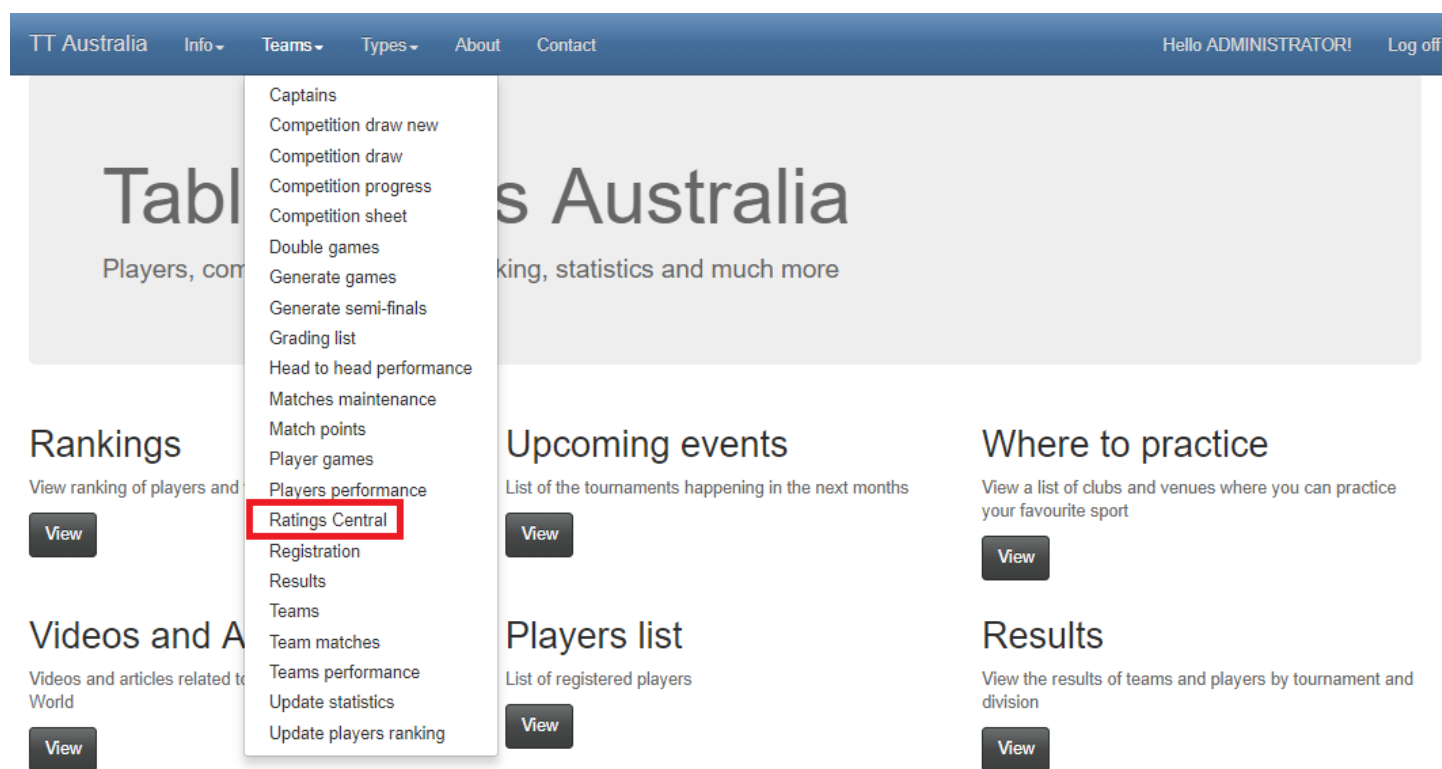
# TUTORIAL FOR SUBMIT RESULTS

Version 1

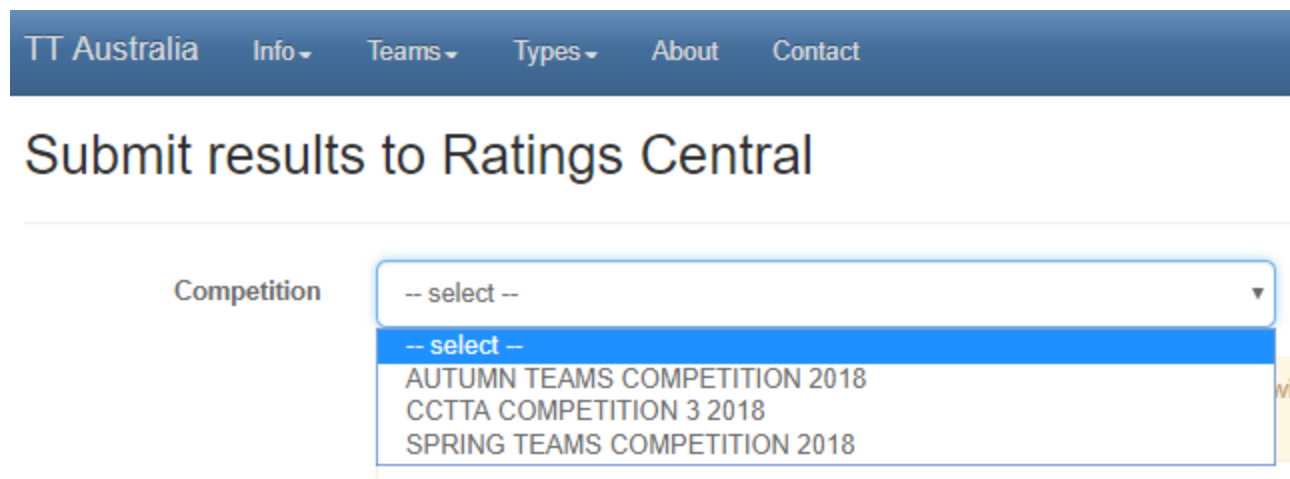
This is a tutorial to explain how to submit results to Ratings Central via [www.ttaustralia.net](http://www.ttaustralia.net).

Please follow the steps below:

- 1) Go to the web site [www.ttaustralia.net](http://www.ttaustralia.net) and log in
- 2) Then go to menu "Teams" and click on "Ratings Central" menu item as image below



- 3) After that, select a competition as image below



The "Check files" checkbox as image below is optional.

## Submit results to Ratings Central

Competition

-- select --

WARNING: This option is only used if you want to check the contents of what will be submitted. The result will only be submitted if this option is NOT ticked.

Check results

WARNING: Only select a batch if you want to resubmit a result. That is usually used to fix issues from past submissions.

Past submissions

-- none available --

**Note 1:** You only need to select (tick) the "Check results" option, if you need to check the results before you submit, which is strongly advised before any submission.

**Note 2:** If you tick this option and click on the button "Process", an excel file will be generated and downloaded for you to check its contents and make sure everything is good to submit. The file is a copy of what will be sent to Ratings Central.

**Note 3:** The only thing you must check in this excel file is if **the player's ID is negative**, see image below.

[Players]		
104364	Maggo, Hassan Omer	1338
-33	Bae, Won	1338
104365	Choudhry, Owais Ahmed	1338
-56	Dh, Sue Bin	1338
105718	Lim, Ja Ja	1338
76808	Kim, Sarah	1338
71433	Siu, Clement	1338
71756	Lee, Dennis	1338
-113	Leung, Toby	1338
71430	Liu, Ryan	1338

If a player has negative number as his ID, you must go to <https://www.ratingscentral.com/PlayerSearch.php> and search for the player's name (exactly as it is in the spreadsheet, last name + comma + first name), and check if the player was already registered.

If the player was already registered, you will see a screen like this

Rating	Name	ID	State/Province	Country	Last Played
1300±75	<a href="#">Lamas, Alexander</a>	79885	NSW	AUS	<a href="#">2017-10-10</a>

Then you must get the ID number and update the player's detail on the Ratings Central ID field. Do that for all players with negative IDs you see in the excel file.

Sometimes there are players with negative numbers and you will not find their name on Ratings Central. That means they are new players and, they have never been registered before. In that case is OK to send the result with a player having negative IDs.

Feel free to do anything you like in the excel spreadsheet to help to find players with negative IDs. The file is only used for checking purposes.

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*Note: Its very important to enter the player's name spelled correctly as the player must play other competitions and/or be registered in other associations, which means, they must be already registered at Ratings Central. And when you always use full name and spelled correctly you will avoid duplications when submitting results.*

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