

## TUTORIAL FOR JUNIOR MIXED ONLINE MATCH RECORDING

This tutorial provides information in using the new match recording screens to enter match results via the internet. One member of the Club/Home Team is the only person required to enter the match results online.

Once the Club/Team Member has reached the relevant match recording screen via the WRTA website, they should accurately copy the information on their scorecard to the screen.

When trying to access the match recording screen, if your internet browser displays a message like “Internet Explorer isn’t allowing the running of scripts or ActiveX controls”, select to ‘allow/enable’ your internet browser to work with this website.

[Competition Day, Round, Section, Date, Start & Finish Time](#) must be entered for all results.

[Home Team](#) and [Visiting Team Names](#) must be entered for all results. If either/both teams have a [Number](#), enter it as well – else leave it ‘N/A’ (not applicable).

All [Player Names](#) should be entered for all results.

- If a player does not attend, enter ‘N/A’ (not applicable) in the player’s first name.
- If a match is called a washout, then the player names can be left blank. *Please be aware that player names entered for a washout match do count in regards for finals qualification purposes.*
- If a new player takes part in a match, their full name is required for registration purposes. Enter the player’s date of birth in the ‘Any Match Comments’ area further down.
- If a player is replaced by another player (ie for injury purposes), then enter the new player’s name in the ‘Any Match Comments’ area further down.

[Individual Set Results](#) should look like:

- Normal result: 6-5, 6-4, 6-3, 6-2, 6-1, 6-0
- Incomplete result: 5-5, 5-4, 5-3, 5-2, 5-1, 5-0, 4-4, 4-3, 4-2, 4-1, 4-0, 3-3, 3-2, 3-1, 3-0, 2-2, 2-1, 2-0, 1-1, 1-0, 0-0
- Forfeit result: 6-0F (for forfeit to home players), 0-6F (for forfeit to visiting players)
- Washout result: W (for individual sets affected)

[Doubles Combinations](#) should look like:

- 1&2, 1&3, 2&3 and if a 4<sup>th</sup> player(s) is used: 1&4, 3&4

[Games Won](#) and [Sets Won](#) should represent what is on the card:

For example, the Games Won could be 36-10 and the Sets Won could be 5-1.

[Match Result](#) must be entered for all results.

[Any Match Comments](#) (excluding Complaints):

Should be entered as written on the card. Match comments can include:

- Use of Emergency Players should be highlighted in this section
- Washout Details/Forfeit Details such as date/time the match was called off
- Details why a match wasn’t finished (ie rain, heat)
- Explanation for forfeited sets (ie match started late, player didn’t turn up)
- Player Injury Details and any such player replacements

*Complaints need to be forwarded to your club match secretary – who will then contact the WRTA Recorder if the complaint needs to be investigated. This recording screen is not the appropriate place to enter complaints.*

The [Contact Persons’ Names](#) and [Email Addresses](#) must be entered for all results. If a valid email address is not given by a team, they should enter ‘[wrtajuniors@hotmail.com](mailto:wrtajuniors@hotmail.com)’. This is the default email address for the WRTA Recorder. Another possibility is that a club official’s email address may be used (with their permission).

The WRTA Recorder and the Visiting Team Contact Person will receive a copy of the results via email when the [Submit](#) button is clicked. **If a match result is falsified by the Home Team, the Junior Match Committee will review the match details and make a decision on its outcome.** *Please be aware that if the visiting team’s contact person does not give a valid email address, they will not receive an email with the results as entered by the home team - and they will not have the opportunity to verify the results before the match is officially recorded.*

The [Submit](#) button must be clicked to ensure that the match results have been saved and a copy of the results is issued to the relevant parties.

- If the button is clicked and the Club/Team Member does not leave the recording screen automatically – it means that a required field has not been entered/entered incorrectly. Scroll the screen for an error message(s) in **red** and correct the problem.
- If the button is clicked and the Club/Team Member goes to another screen mentioning the results have been saved, the online match recording process has been successful. The Club/Team Member can leave this screen and enter a new result or leave the WRTA website altogether.

**Please note that there is a separate screen for finals that caters specifically for finals-related matches.**

For any serious problems with entering the results online, you can contact the WRTA Junior Match Chairperson on 0419 533 435.