

Quick Guide to Entering Your Winter League Fixture Results On-line.

**PLEASE COMPLETE A PAPER COPY OF THE FIXTURE RESULTS
AND RETURN BY FAX or E-MAIL TO ELLA MC CARTHY.**

Ideally each Team Captain should retain a hard copy (more about this below)

First a few simple terms:

NPD – National Player Database. Similar to the Munster Branch Players Directory (MBPD) but national.

ITN No. – This is your grade varying from 1 to 10. The existing MBPD Grade 5 is equivalent to an ITN 8.

TI Pin No. – This is an 8–digit number unique to each player.

Registration No. – This applies only to clubs that have uploaded all of their members to the NPD. (Currently –Nov 2011 – Ballinlough, Bishopstown, Bandon., Castlevew, Kinsale, Limerick Lawn, Sunday’s Well).

Follow these simple steps.

1. Check that you are in the NPD (*have you got a TI Pin No.?*) and that your Account is Activated. If not, follow the steps on Page 4.
2. log onto www.tennisireland.ie. On the Home Page click on the “National Player Database” section. Then click on the “login” button. In the “Sign–In” page enter your **Username** and **Password** and your Profile/personal details will open.
3. On the Left–hand side of your Profile you will see a number of options listed – >>Profile – [Player Card](#), [UploadPhoto](#), >>Account Settings, >>Player – [Search Player](#) etc.
4. To enter Winter League results you should have “[League Results](#)” as one of the options in this panel. If it’s not there as an option you need to contact Ella McCarthy the Branch Administrator.

You are now ready to enter the on-line results.

1. Ensure that the paper copy is fully completed and agreed between both captains.

2. Ensure that you have a TI Pin No. for every player.

(Note: If a player does not have his/her TI Pin No. you can search for it in your NPD profile under "Search Player" option in the left-hand panel.)

- Click on "League Results"
- Click on "Select League"

A Dialogue Box will open.

- Organisation - "Munster Tennis"
- Year - "2012"
- League - "Munster Winter League 2011"
- Class - "Grade 1, 2, etc."
- Section - "Group 1, 2 etc."

3. When you have done this all of the fixtures for your particular group will appear below the box.

4. Select the appropriate fixture

(Note: Fixtures in white font have not had a result entered, those in blue have a result entered, those in red have had a result finalised i.e. agreed by both captains.)

The result sheet will now open with the venue and date already inserted.

5. Select the Home and Away Captains. There should be an e-mail address appear under their respective names.

(If there is no e-mail address, then the captain should change his/her profile to include their e-mail. This address is required to receive the completed sheet - see "Save & e-mail" below)

6. Next list the names of the team in the appropriate box (Home Team or Away Team) by clicking the Team name (at the top) and then the "Add Player" button at the bottom.

(Note: when this is done no player need be added again as they will appear automatically in the appropriate (Home or Away) box in all future fixtures. Any substitutes used in future fixtures can be added in the same way)

When you click the "Add Player" button a dialogue box will appear. Enter the player's Pin no. at the top or their Forename/Surname details and click the "Search" button. The Player's name will appear at the bottom of the box - click on it and the player's name will appear in the team box.

(Note: This search will be done amongst the players in the NPD associated with that particular club only).

Repeat as necessary for the remaining players.

(Note: Remember this can be done by the team captains before the fixtures – this is a good idea as it will show up if any players do not have Pin no.'s and will allow time to get them before the fixture).

You are now ready to start entering scores.

1. Click the “+” button next to the match, enter the Home Team Players and the Away Team Players in their respective boxes. Click on the “Scoreboard” button and select the appropriate scores for each set/match from the array.

2. When all scores are entered and you are satisfied that the correct information has been inserted then click on the “Save & e-mail” button.

(Note: This facilitates one of the captains completing the result sheet when they go home after the fixture if, for instance, there wasn't access to a computer at the venue. It allows the opposing captain when they receive the e-mail to check that no errors have been made. That is why it is important, as mentioned above, that both captains take a hard copy of the result sheet away with them.)

The result once finalised will automatically update the League Tables

If you have any difficulties with completing the result sheets please contact Ella McCarthy Munster Branch Administrator.

For more information, go to http://www.tennisireland.ie/player_database and support@tennisireland.ie

Guide to Registering with the NPD and /or Activating your NPD account.

Players will fit into one of the following categories – please follow the procedure for the category appropriate to you. *(Note in a small number of cases you may fit both category 1 and 2. As a result you may have 2 Pin No.'s – in this case use the Pin No. generated by your club ie “Ballinlough Tennis Club” rather than “Munster – Ballinlough”)*

1. Member of a club which is fully engaged with the NPD (listed below)

If you are a member of the following clubs you should ask the Club Secretary for your **Registration No.** and **Pin No.** :- Ballinlough, Bandon, Bishopstown, Castlevew, Kinsale, Limerick Lawn, Sunday’s Well).

Next log onto www.tennisireland.ie. On the Home Page click on the National Player Database section. Then click on the “**login**” button. Click on “**Activate Account**” at the bottom of the Sign-in page that appears. The “Activation” page will open. Insert your **Registration No.** and **Pin No.** You will be asked for an e-mail address. Further instructions will be sent to you to allow a **Password**, and **Username** to be generated. Once you have received this e-mail and got a **Password**, and **Username** you can follow the “**Sign-in Procedure**” below.

2. Member of the Munster Branch Grading Directory 2010–11

If you were included in the Munster Branch Grading Directory in 2010–2011 then contact the Branch Administrator Ella McCarthy. Provide a **Username** and e-mail address to the Administrator. You will receive an e-mail confirming your **Username** and giving you a **Password**. You can now follow the “**Sign-in Procedure**” below.

3. Neither 1 or 2 above.

If you do not fit into either of these 2 categories then you need to apply to be registered in the NPD. To do this log onto www.tennisireland.ie. On the Home Page click on the “National Player Database” section. Then click on the “**register for a PIN**” button. Complete and submit the NPD Registration Form that appears. You will subsequently receive an e-mail with your **Pin No.**, **Username** & **Password**. You can now follow the “**Sign-in Procedure**” below.

Sign-in Procedure

Once you have your **Password**, and **Username** log onto www.tennisireland.ie. On the Home Page click on the “**National Player Database**” section. Then click on the “**login**” button. In the “Sign-In” page enter your **Username** and **Password** and your Profile/personal details will open. You can change any of your details such as Password, e-mail address etc. under “**Account Settings**” in the panel on the left-hand side of the page.