

# Instructions to Club DLMs for selection of teams and substitutes for Summer League 2019

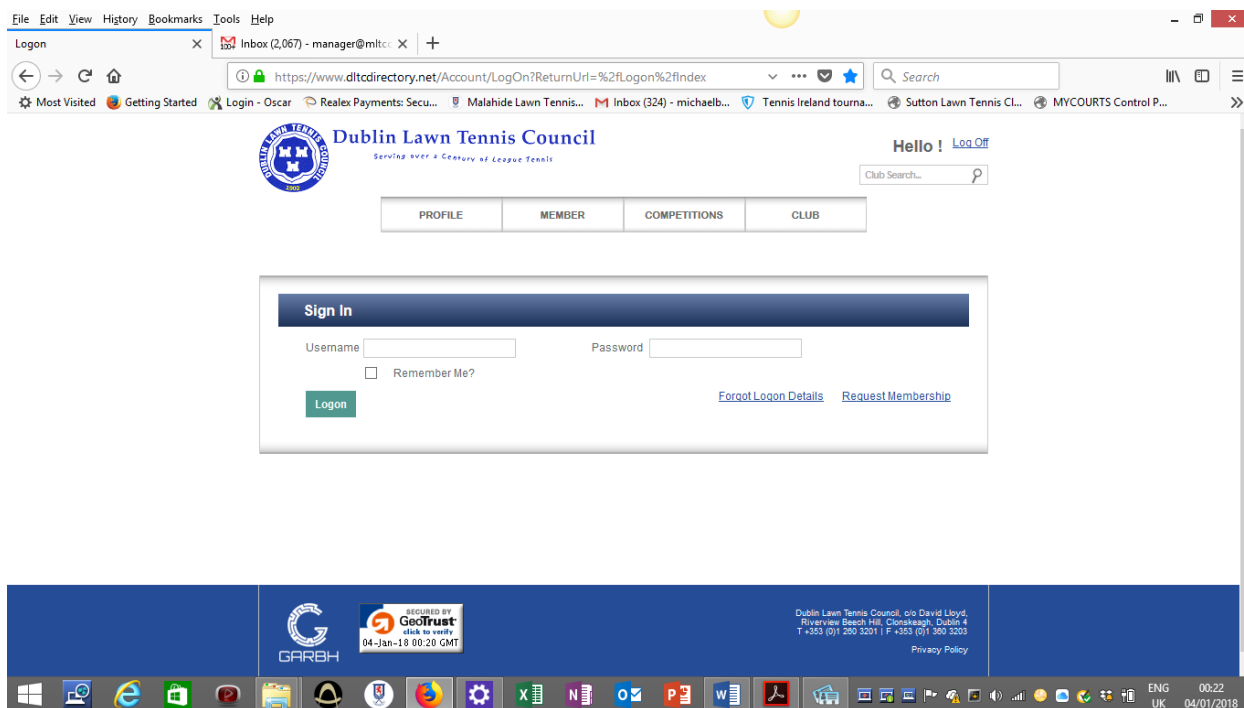
**PLEASE DO NOT REGISTER YOUR TEAMS UNTIL YOU HAVE COMPLETED THE “DELETE FUNCTION” EXERCISE ISSUED TO YOUR HON. SECRETARY ON MONDAY, 8<sup>th</sup> APRIL.**

The following are the steps you should take to have your teams and substitutes nominated before the deadline of **7<sup>th</sup> May 2019 at 23.59.**

We would strongly recommend that selecting of Teams & Subs is done **on a Computer not a phone.**

Please ensure that team selection is commenced early and checked by a second person prior to submission. This is to ensure that DLTC has sufficient time to respond to any queries which may arise.

The following steps assume you already have access to the DLTC Database. See Screen below



## Step 1.

- Select “Club” and click then on “Player Eligibility”. (Allow time for players names to be displayed). To see all players you must scroll over to the right and then scroll down.
- The Player Eligibility list includes all registered players for your club including the names of Junior members who may not be eligible for this League and players who do not wish to play League Tennis. You should now tick all those players whom you may wish to nominate for a team or include in your list of substitutes. It may be useful to peruse the Eligibility List which was used for your Winter League teams
- When completed click “Save”.
- You are now ready to nominate Teams & Substitutes.

**Only when all of above is completed should you move to Step 2**

## Step 2

- From home page click on “Club”, “My Club”.
- Scroll to bottom of screen and select “Manage Teams”
- Select Ladies Summer League 2019/Mens Summer League 2019
- Select the team that you wish to nominate by clicking on the down arrow (grey) beside the team number
- Click “Pick Team” (green)
- From the list of players on the right side of the screen select the player by either typing name in search box (at top of player listing) or scrolling through alphabetical listing of players. Select the player and the team position for that player – **1S = 1<sup>st</sup> singles etc.** If using Search Box, to restore full listing of players clear search box and click on “Search button”.
- The player name will be moved to the relevant position on the selected team
- To delete a player from a team hover the cursor over the name and click on the red button to the right of the name to delete
- You should save your teams periodically
- Continue until you have nominated all your teams
- **DO NOT SUBMIT YOUR TEAMS YET.**

**Only move to Step 3 when you have fully completed Step 2**

## Step 3

- Click on Substitutes
- To assign Lowest Class to each substitute on the list, click Arrow to right of each player’s name and select appropriate “Lowest Class” from the dropdown. **Substitutes must have a Lowest Class designation input to be considered as registered for this Summer League**
- When Lowest Class has been assigned to all Substitutes Click SAVE.
- **You should now print Nominated Teams & Substitutes for checking by a second person.**
- When you are both satisfied that all is in order, you should then press “submit”.  
**Once submitted you cannot amend your Teams or Substitutes.**
- We recommend that you print the submitted version and give a copy to each team captain to avoid any confusion.
- **Closing deadline is 7<sup>th</sup> May 2019 at 23.59 hrs.**