



League Manager Team Registration

A Guide for Clubs to Enter Teams



PRACTICAL GUIDE FOR ENTERING TEAMS ON LEAGUE MANAGER

League Manager Access

Before entering a team on [League Manager](#), you'll need to attain access to the site on behalf of your club.

First, log in or register on [Match Centre](#) with your email (not Facebook or Google) if you have not done so before. You may already have a valid log in from using [My Tennis](#). Once you have logged into Match Centre, contact your association and they can make you an administrator on League Manager. League Manager is the admin side of Match Centre, and it is where you can enter teams into eligible competitions, enter scores for any team at your club, or even create your own club competitions.

Submitting Teams

Next, go to [Add Team](#) in League Manager. Select the correct league and division you would like to enter the team. When naming your team, always enter your club name first.

You can enter details about player ability for grading, or preferences for team scheduling in the comments. If you need to go back later to edit these, follow the steps at the bottom of this guide.

Entering Players

After you've pressed Create Team, you can add players to that team. Here is an [excellent guide](#) to do so.

If you need to search for a new player to your club, either ask for their Tennis ID (the 66333 number from their [Match Centre Dashboard](#)) or only enter three characters for that player's first and last name. That will give you the widest search range in case the player's name was spelled incorrectly either now or in the past. Remember, some players may have been entered with nicknames as well, i.e. Bob instead of Robert.

Only profiles with a complete [Competitive Player Profile](#), which is a Match Centre profile (Tennis ID) with an activated UTR, will be able to be added. This will require all players to create an account on [Match Centre](#) if they do not have one already (many players will already have one), and then press the "Activate UTR" button under their name. Here is a [guide](#) showing all the steps for players to follow. Please note in step 8 that Under-15 profiles will need a unique email address on Universal Tennis. Any players having difficulties with this process should contact Tennis Australia Customer Support at play@tennis.com.au or 1800 752 983.

Often players may have an account in the system already that they did not create. These accounts can be merged with the one the player uses to log in. The process for a player to merge profiles is as simple as signing in on [Match Centre](#) with their email, searching for their name at the top, and then clicking "Link Profile" on that extra profile. Here is a [guide](#) for this process with pictures. If there is a duplicate profile without a "Link Profile" button, the user will need to contact Tennis Australia Customer Support at play@tennis.com.au with the profile links to ask them to request the profile merge.

Editing Teams

If you need to edit your teams after submission but before the registration deadline, go to [Nominated Teams](#), click on the team name, and then three dots in the top right corner followed by "Edit Squad".

If you need to edit your team's information in the comments section, follow the same steps but click "Edit Settings" instead of "Edit Squad".