

Using Results Vault

<http://admin-tennisaustralia.resultsvault.com/>

Log in using the ID and password given to you by your club.

Setting up the team/squad for the season:



Click on **Teams** from the blue menu at the top of the Results Vault home page. Then select **Team/Squad Setup** from the drop down box.

Click on **Edit** for the team you are selecting.

Now add to the team/squad any players you think will play or fill in for this team this season. There is no limit on how many you can add. Players may be part of more than one squad. Shuffle the order of the players so that they are in order of merit. This can be adjusted later if necessary.

HTA:Girls Division 3					Edit	Print
HTA:Girls Division 4	0	<input type="checkbox"/>	Hide public teams until match commences		Size: 5	View
HTA:Girls Division 5	0	<input type="checkbox"/>	Hide public teams until match commences		Size: 5	View



Don't forget to **SAVE**.



These players will now appear in a drop down box when entering match results – every week. If all of your teams are set up this way, the home teams will be able to select the correct players from the drop down lists, for both teams, when entering results. They can also make changes to the order of merit, for both teams.

You can change and update your squad at any time when necessary. If the away team has not entered their team via Teams, Team Setup or via Matches, Select Teams, then it is not possible for the home team to enter player names, for the away team.

Entering results - 6pm Sunday deadline

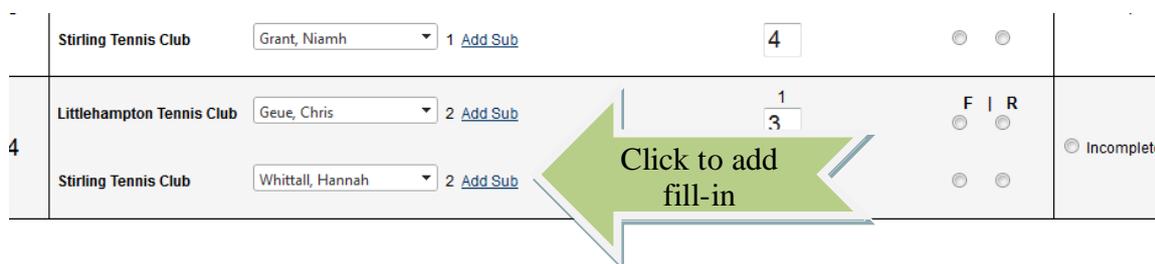
A fine of \$20 per team applies to results not entered by 6.00 pm Sunday.

The home team is required to enter results into Results Vault, although the away team may do so – this just means that it is then the home team that will need to confirm.

Choose **Matches** from the blue menu, and select **Enter Match Results** from the drop down list. Enter all scores and change player names where necessary, by using the drop down box next to the names.

Adding fill-in players – already in your club

If a team had a fill-in, click the **Add Sub** function to search the club’s list of all current players. Then start typing the player’s surname, and select them from the list, then choose **Go**. **DON’T FORGET TO HIT UPDATE** after you have done this to save the changes made.

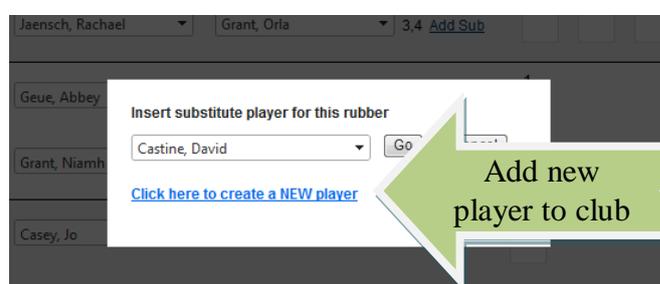


Adding fill-in players – new to the club

If your team had a fill-in who cannot be found in the club list following the procedure outlined above, click the **Add Sub** function, then **Click here to create a new player**.

If you don’t see this option, you will need to get your club to change your access rights to allow it.

You will be directed to a new screen where you can search for that person on the Tennis Australia database. If they are already listed, click “Add to ...” under the **Transfer** column.



CREATE NEW PERSON

ID	MyTennis I	Name	Year of birth	Age	Organisation	Location	Transfer
0207665	61500249...	Day, Sally	1971	42	Onkaparinga Tennis Club	NAIRNE (SA)	Add to LTC
0131463	61700162...	Day, Celia	1992	21	Maffra Lawn Tennis Club	MAFFRA (VIC)	Add to LTC
0131472	61700513...	Day, Gill	1901	112	Ferry Creek TC INC	EMERALD (VIC)	Add to LTC
0131503	61700287...	Day, Sam	1995	18	Tongala Lawn TC	TONGALA (VIC)	Add to LTC
0131504	61700161...	Day, Sean	1997	16	Maffra Lawn Tennis Club	MAFFRA (VIC)	Add to LTC
0131504	61700161...	Day, Sean	1997	16	Gippsland Premier League	MAFFRA (VIC)	Add to LTC
0207645	61500158...	Day, Bella			Tatiara Tennis Association	BORDERTOWN (SA)	Add to LTC
0207645	61500158...	Day, Bella			Bordertown Tennis Club	BORDERTOWN (SA)	Add to LTC
0207645	61500158...	Day, Bella			North Park Tennis Club	BORDERTOWN (SA)	Add to LTC
0207645	61500158...	Day, Bella			Western Flat Community Sport ...	BORDERTOWN (SA)	Add to LTC
0207649	61500159...	Day, Cilla	1952	61	Adelaide Veterans Tennis Club	HAWTHORN (SA)	Add to LTC
0207649	61500159...	Day, Cilla	1952	61	Dover Square Tennis Club	HAWTHORN (SA)	Add to LTC
0207649	61500159...	Day, Cilla	1952	61	Tennis Seniors Association of S...	HAWTHORN (SA)	Add to LTC
0207666	61500158...	Day, Sarah	2001	12	Tatiara Tennis Association	BORDERTOWN (SA)	Add to LTC

Found in Tennis Aust so Add to your club

Add New Player [Help on this topic](#)

If they are not listed, click the orange **Create New Person** button and fill in the mandatory (*) fields. Click **Add** in the bottom right corner of the screen. Now when you go back to **Add Sub**, the new person should be found in the club list. Continue as per adding pre-existing fill-ins instructions.

Add player details (* fields mandatory)

General

Personal Details

Role * Sub Role SENIOR JUNIOR VETERAN

Title

First Name *

Middle Name / Initial

Last Name *

Alternate Last Name/Maiden Name

Date of Birth

Country of Birth

Gender Male Female

Email

Note: separate multiple email addresses with a semi-colon (;)

Printing Scoresheets

Captains should print scoresheets from the HTA website. Scoresheets can be found at <http://hta.asn.au>. Go To *Competitions - Senior - Saturday* - choose *Trad* or *Doubles*. Choose the correct scoresheet for your competition. Open or save the file and print it off.

Heat cancelled matches

On occasions where all senior matches are cancelled by the HTA (eg hot or inclement weather) **NO RESULTS SHOULD BE ENTERED OR CONFIRMED BY ANY TEAM OR CLUB**. The system will automatically calculate relevant points.

Any errors found in Results Vault (even after matches are confirmed) should be notified to the Recording Secretary, Fiona Pobke – fiona.pobke@bigpond.com.