**Nominating Senior Teams with HTA 18/19**

All Senior team nominations for season 18/19 will be submitted online through leaguemanager.tennis.com.au. Nominations will be open from the 16th August to the 16th September. Please follow the process below when nominating Senior Saturday HTA teams.

1. Log into League Manager – check that your club is displayed in the top left corner
2. In the left-hand menu bar under ***Team Management*** click on ***Teams*** and from the drop-down menu select ***Add Team***.
3. On the ***Team Settings*** page write your club name as the team name (add colours if there is to be more than one team in the same division eg *Stirling Blue)* and choose the league you wish to enter this team in. There will be 3 options this season: Women’s Traditional 18, Men’s Traditional 18 and Saturday Doubles 18.
4. Once the league is chosen, select your preferred division and facility (venue). Add more information in the comments section to justify the division you have proposed (eg *Premiers division 3 last season)*. Then click the ‘Create’ button.
5. You will now be taken to the ***Squad*** page. At this stage, please nominate all players as ***Base Players*** only. To add players to your squad, use the ***Search*** section or scroll through the list of your club’s players underneath. Turn the toggle ***Search people with tennis account*** to OFF to allow you to find more people.
6. Check the box next to the person you wish to nominate for this team. Continue searching and adding players, then click ***Add … Persons.*** Don’t forget to click ***Save*** in the bottom right corner.
7. If your player is not in your club list, you can ***Add New Player*** (bottom right of screen) and then search for them within the system.
8. The people you have selected will now appear in the ***Team Squad*** list at the top of the screen. Repeat this process for all intending players of the team. Remember players can only be nominated in **one team.**
9. Adjust the order of players with the up and down arrows to the far right of the player’s names, so that the players are in the correct order of merit.
10. Select the team captain by clicking the little cog to the far right of the player name and check ***Set Team Captain***
11. IMPORTANT - When you have completed your nomination click the ‘Save’ button in the bottom right corner of the page.
12. Team nominations can be altered (eg nominated division, player squads, team name etc) up until 16/09. After this time, nominations will be locked by the HTA.
13. Team nominations can be viewed/changed by selecting ***Teams,*** then ***Nominated Teams*** from the left-hand menu on LM. Click the little cog on the far right of the team you wish to change and click ***Edit.***

Please contact the Tennis Australia Support Team via the HTA Tracker - htatracker@hta.asn.au if you have any difficulties in nominating your senior teams.

Jo Casey is the HTA contact – senior.activities@hta.asn.au

***Senior Activities Committee***