

# League Online System Manual for Match Scores Entering v3

To enter the match scores, please go to <https://hkta.tournamentsoftware.com/> or scan the QR Code below.



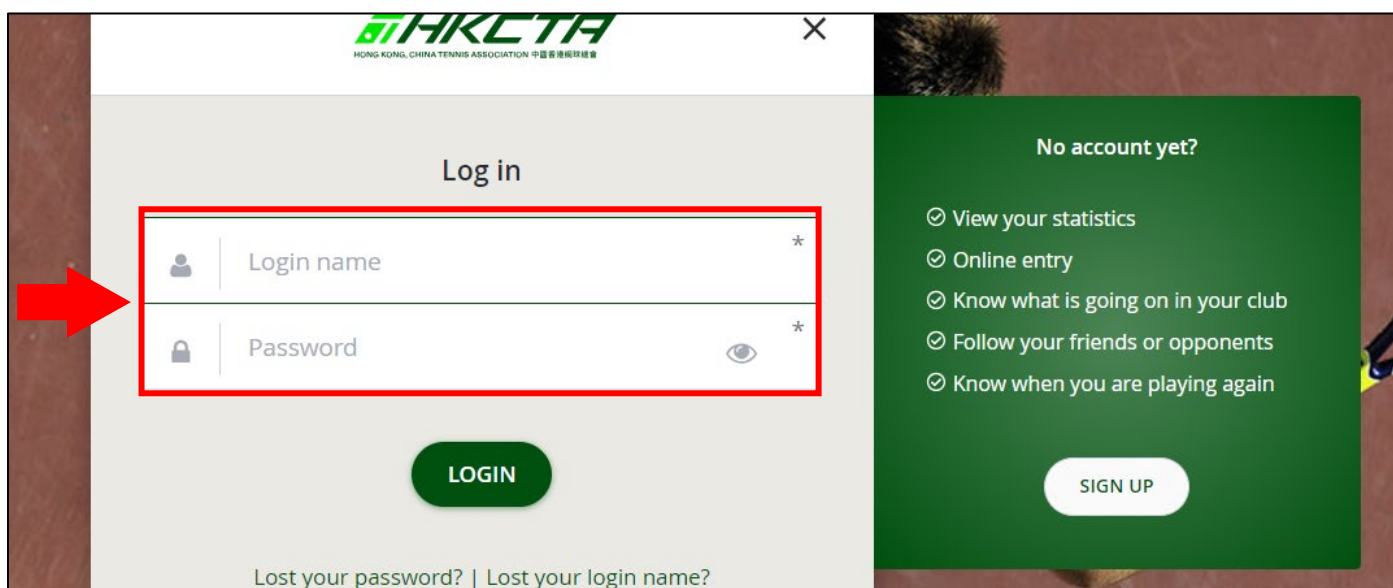
The winning team should enter the score in the system to the LMC within 3 days of each match. LMC might ask for the completed score sheet for double-checking. Please declare on the score sheet if any player is ineligible or unregistered. And send the score sheet to LMC as soon as possible. In this situation, HKCTA will assist in updating the match scores on the League Online System.

## Step 1: Click 'Log In'



## Step 2: Log in to your club account

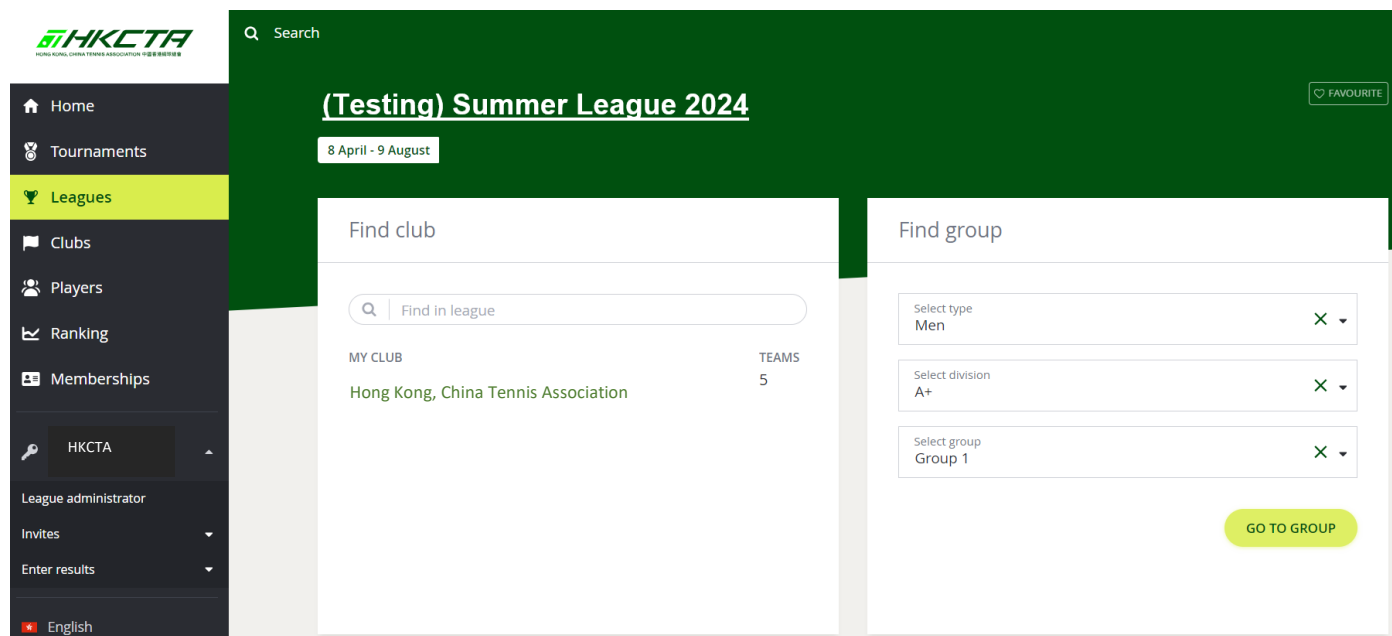
(Login Name and Password are sent to the club by e-mail)



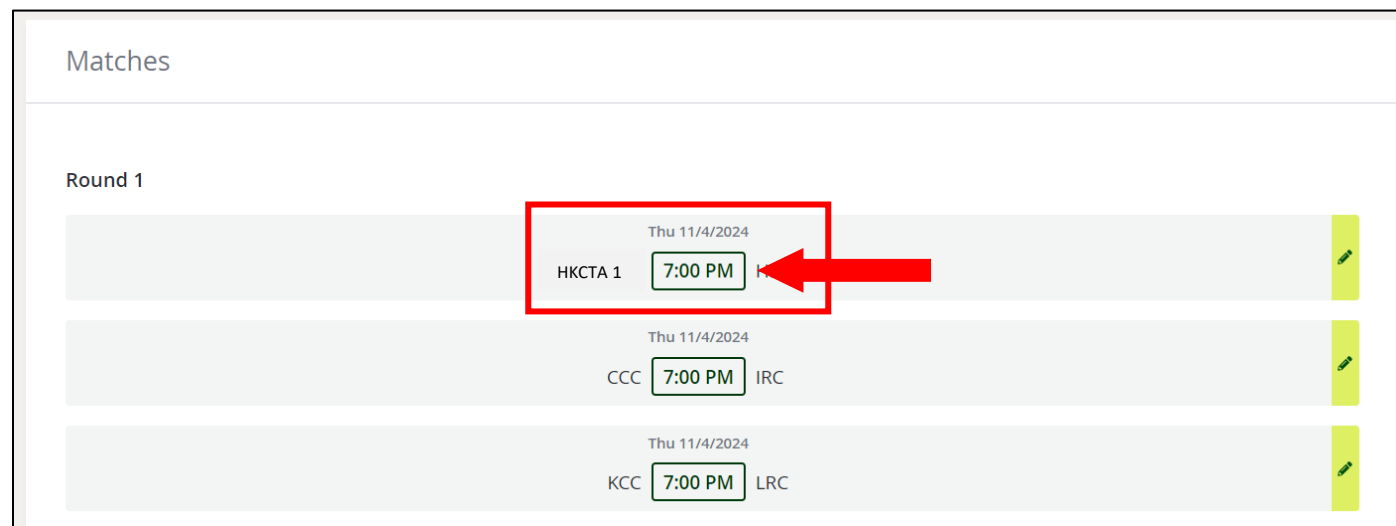
## Submit Team Nomination

**\*Highly recommend both teams submit the team nominations before the match starts\***

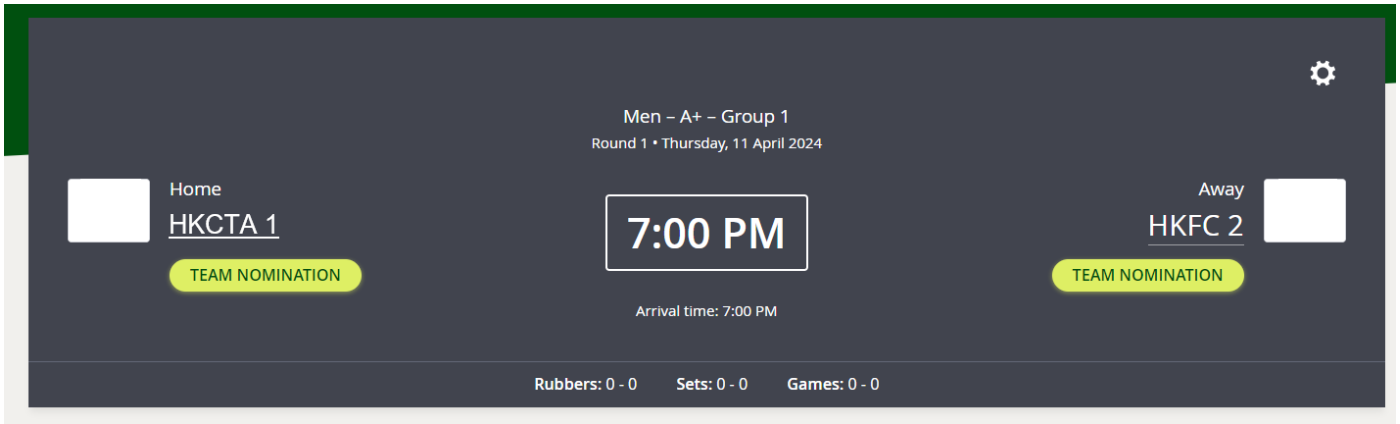
**Step 1:** Click 'League' and search for the current league, E.g. '(Testing) Summer League 2024', click it and find the Division and Group on the right-hand side, click 'Go to Group'



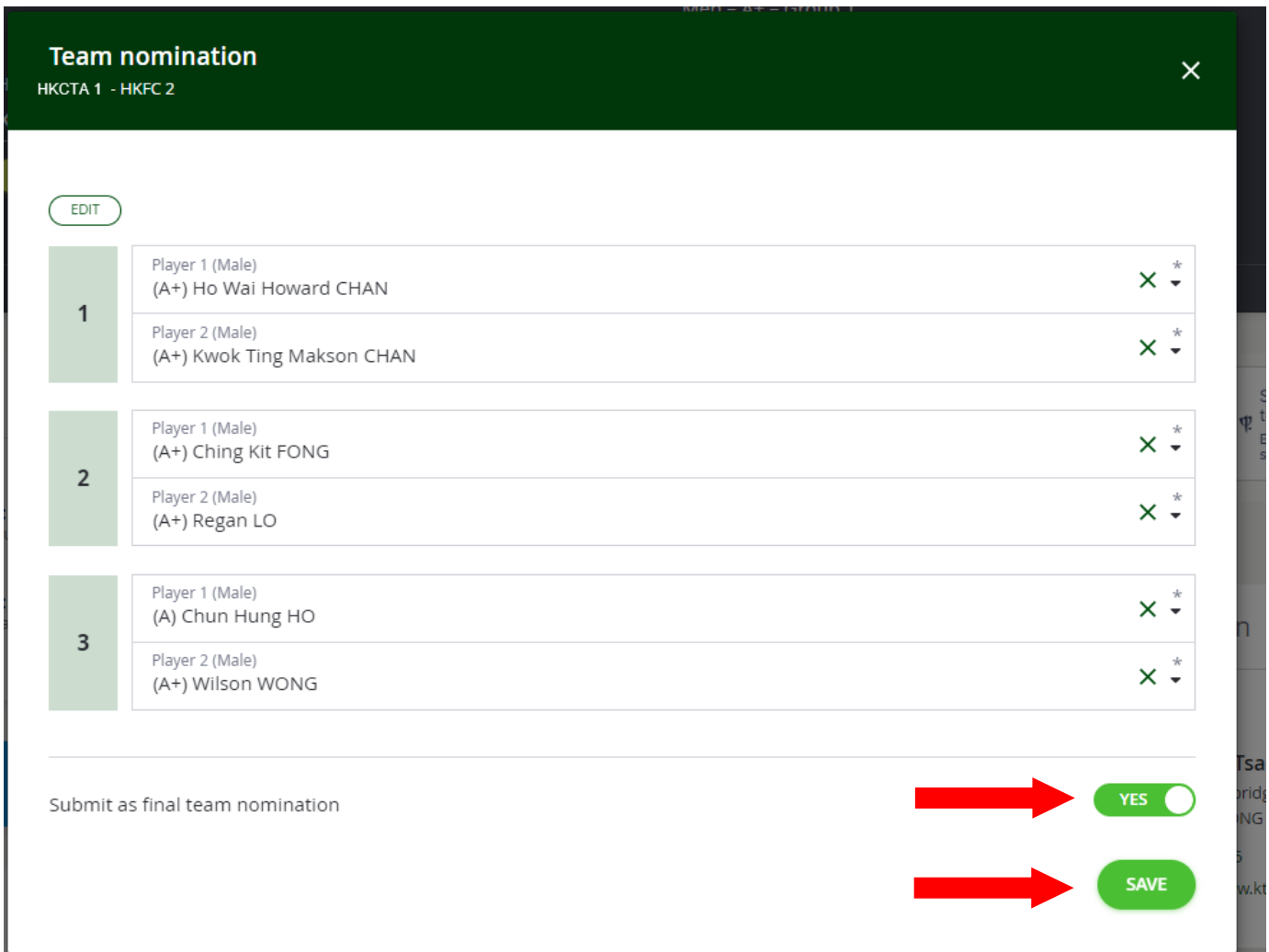
**Step 2:** Scroll down and select the match time in the middle of the match of your Club.



**Step 3: Click 'Team Nomination'**



**Step 4:** Select the player's name from the drop-down list (if there is any player from a lower division, please see page 6 for how to add a player), choose **'Yes'** as the final team nomination, and then 'save'.



## Entering the Score

**Step 1:** Click the club's name to show the enrolled event.

The screenshot shows the HKCTA website interface. On the left is a dark sidebar with navigation options: Home, Tournaments, Leagues (highlighted in yellow), Clubs, Players, Ranking, Memberships, HKCTA, League administrator, Invites, Enter results, and English. The main content area has a green header with the league title '(Testing) Summer League 2024' and dates '8 April - 9 August'. Below the header are two panels: 'Find club' and 'Find group'. The 'Find club' panel has a search bar 'Find in league' and a list of clubs. The first entry is 'Hong Kong, China Tennis Association' with '5' teams listed next to it. A red arrow points to this entry. The 'Find group' panel has three dropdown menus: 'Select type' (Men), 'Select division' (A+), and 'Select group' (Group 1). A 'GO TO GROUP' button is at the bottom right.

**Step 2:** Select the teams that need to enter the score. E.g. 'Men – A – Group 3 HKCTA 1'

The screenshot shows the 'Hong Kong, China Tennis Association (HKCTA)' page. The header is dark grey with the club name and '5 Teams'. Below the header are three tabs: 'Teams' (active), 'Upcoming matches', and 'Results'. The 'Teams' section is divided into 'Men' and 'Women'. Under 'Men', there are three groups: 'Men - A - Group 3' with 'HKCTA 1', 'Men - B - Group 2' with 'HKCTA 2', and 'Men - B - Group 3' with 'HKCTA 1'. A red arrow points to 'HKCTA 2'. Under 'Women', there is one group: 'Men - C - Group 3' with 'HKCTA'.

**Step 3:** Select the teams that need to enter the score.

Matches CALENDAR

Round 1 • Mon 8/4/2024  
HKCTA 1 7:00 PM KRC

Round 2 • Mon 15/4/2024  
GCYCC 7:00 PM HKCTA 1

**Step 4:** Players' names have already been inserted based on the team entries, please enter the score of each set on the right-hand side. Once you have entered the losing team's score the winning team's score will be automatically shown. After entering the scores for **all 9 sets**, click 'SAVE'.

Men - A - Group 3  
Round 1 • Monday, 8 April 2024 7:00 PM  
HKCTA 1 4 - 5 HKCTA 2  
+ MATCH STATUS

Rubber results

CANCEL SAVE

MD1 + SCORE STATUS

HKCTA 1

(A) Marc COMPAGNON (M, 52177) x

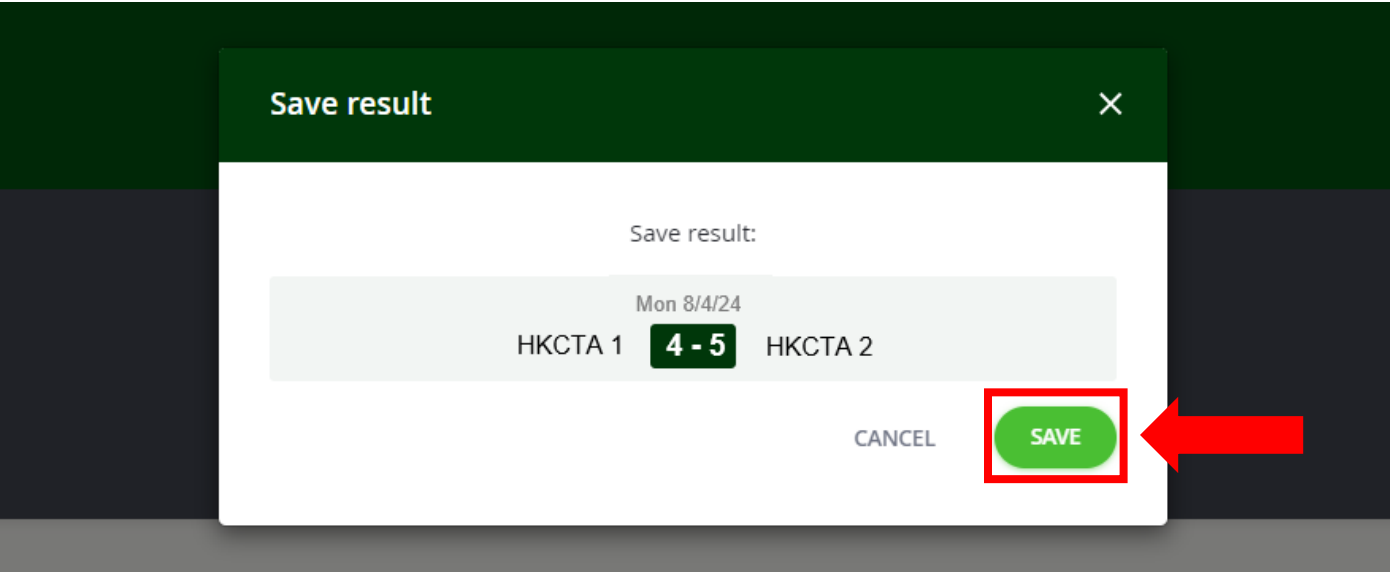
(A) Ahad Ozer EBRAHIM (M, 54490) x

HKCTA 2

(A) Cheng Chi Lap Alex CHENG (M, 53983) x

(A) Wai Keung CHIU (M, 51627) x

Step 5: Confirm the match result. Click 'SAVE'.



## Adding Player(s) who registered for a lower division to Team

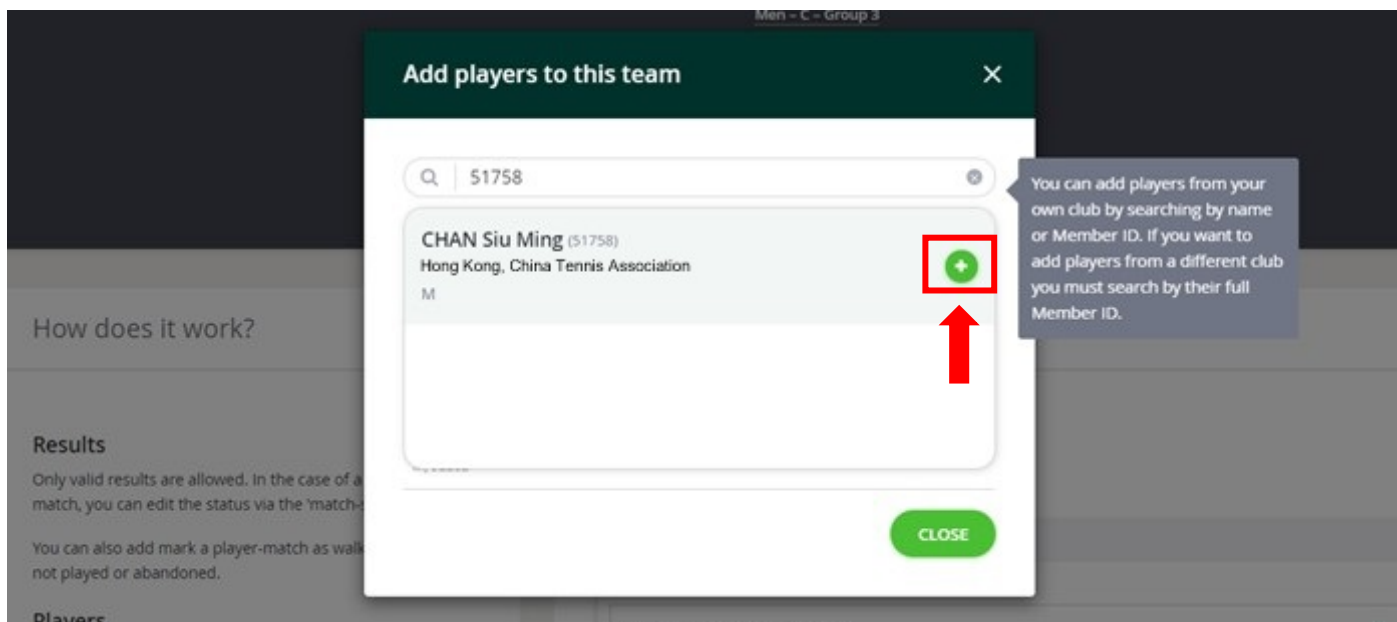
Step 1: Select 'Add new player'

The screenshot shows a team management interface for 'MD1'. At the top right, there is a '+ SCORE STATUS' button. Below this, there are two sections for HKCTA 1 and HKCTA 2. Each section has a dropdown menu for 'Home player 1' and 'Home player 2' (for HKCTA 1) and 'Away player 1' (for HKCTA 2). The 'Add new player' option is highlighted in blue in the 'Away player 1' dropdown. A red box highlights the entire HKCTA 2 section.

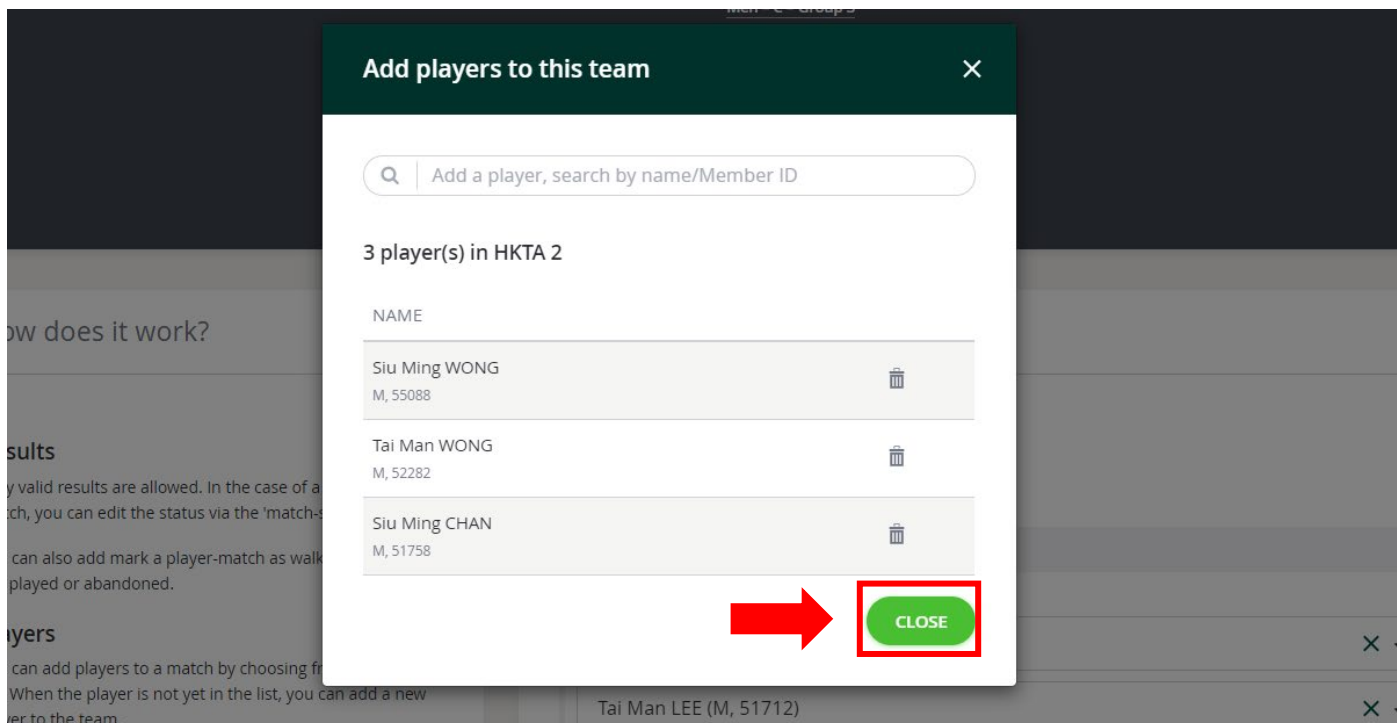
Step 2: Enter the player's HKCTA PIN

The screenshot shows a search modal titled 'Add players to this team'. At the top, there is a search bar with the placeholder text 'Add a player, search by name/Member ID'. Below the search bar, it says '2 player(s) in HKCTA 1'. A red arrow points to the search bar. Below this, there is a list of players with their names and Member IDs: 'Siu Ming WONG (M, 95088)' and 'Tai Man WONG (M, 52282)'. A green 'CLOSE' button is at the bottom right. A tooltip on the right says: 'You can add players from your own club by searching by name or Member ID. If you want to add players from a different club you must search by their full Member ID.'

### Step 3: Insert the player



### Step 4: To confirm the player is added to the team, click 'CLOSE'

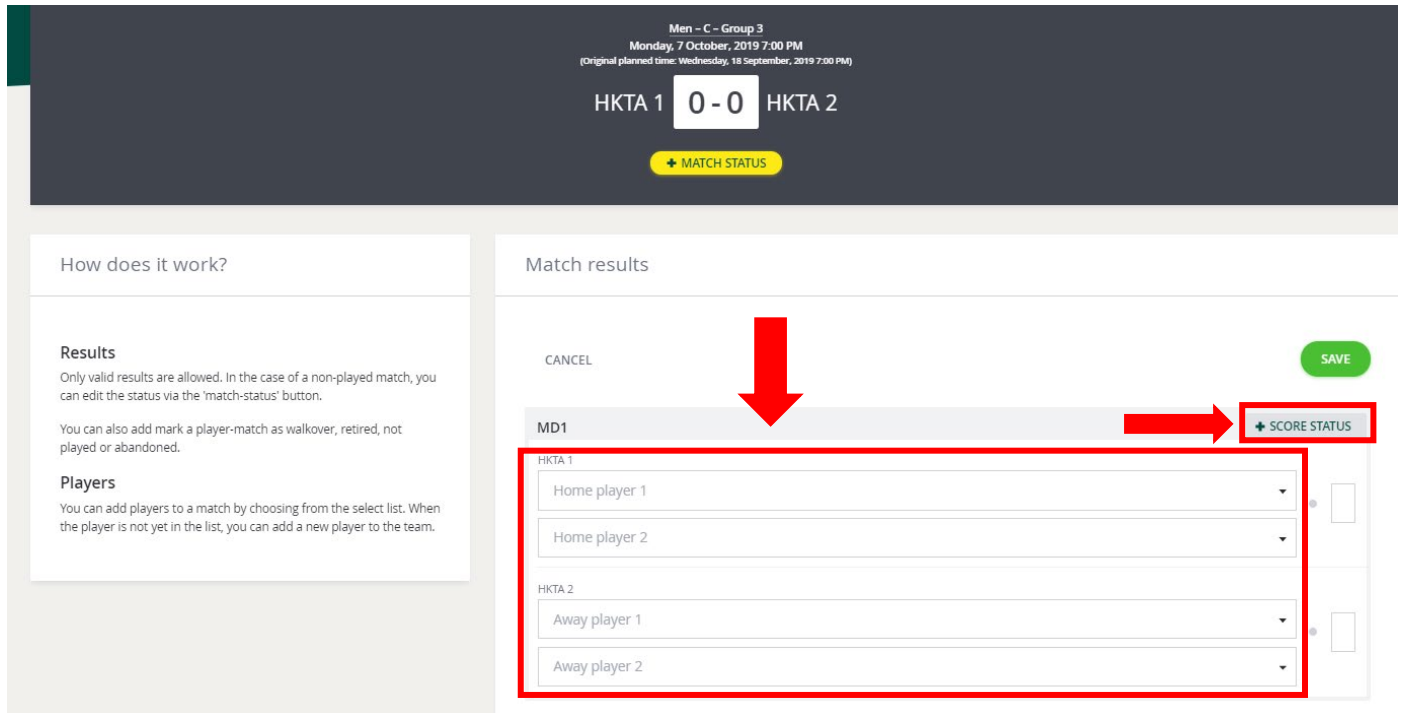


The inputted player will be displayed in the team list.

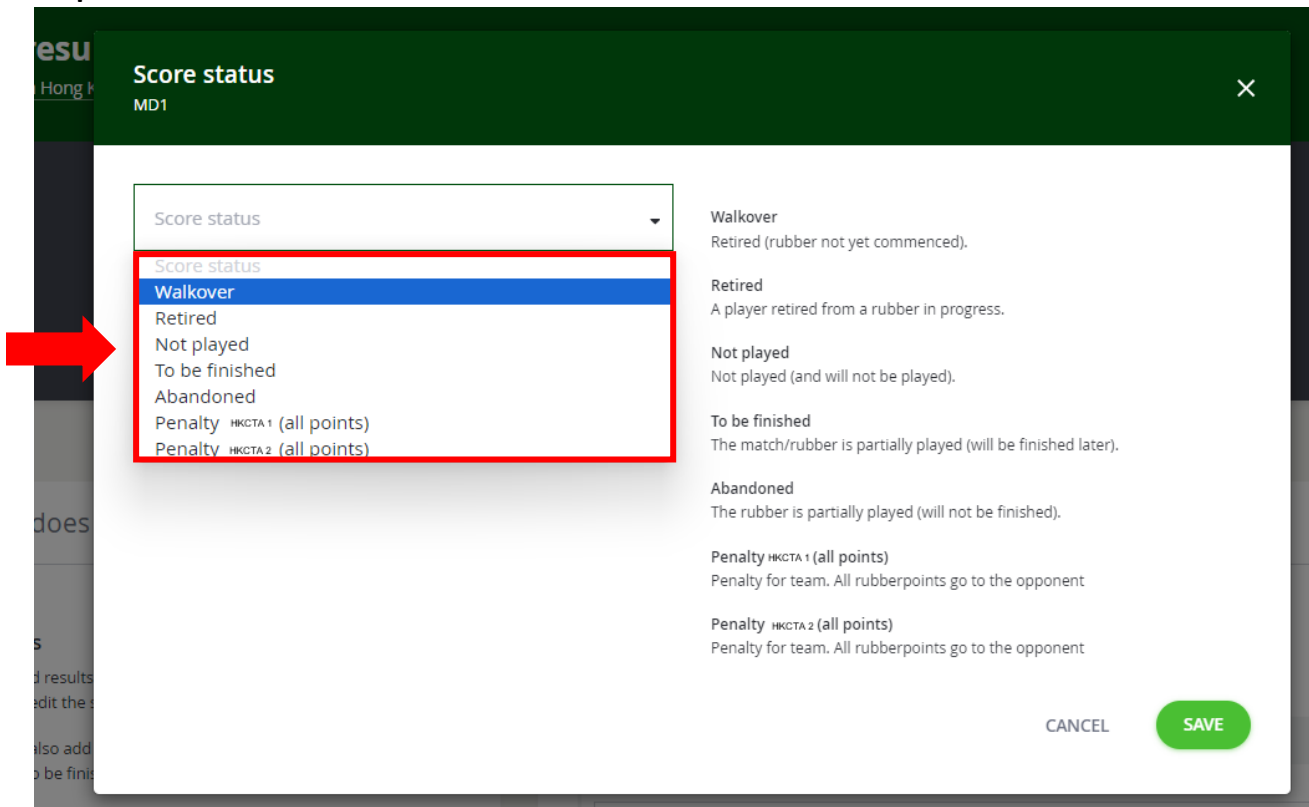


# Procedure in the case of walkover set/retired set /not played set

**Step 1:** Please enter the player names first, and Click '+ SCORE STATUS' of the specific set(s)



**Step 2:** Select the score status



**'Walkover'** means the set will be awarded to the opposing team. Select the winning team then 'SAVE'.

The screenshot shows a 'Score status' form for match MD1. The 'Score status' dropdown is set to 'Walkover'. The 'Winner' dropdown is open, showing 'HKCTA 1' and 'HKCTA 2' as options, with a red arrow pointing to the 'Winner' label. To the right, a list of status options is provided with their descriptions: Walkover (Retired), Retired (A player retired), Not played, To be finished, Abandoned, and two Penalty options for HKCTA 1 and HKCTA 2. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with a red arrow pointing to the 'SAVE' button.

**'Retired'** means the set has been started, but the player decided to forfeit the set to the opposing team. Select the winning team then 'SAVE'.

The screenshot shows the same 'Score status' form for match MD1, but the 'Score status' dropdown is now set to 'Retired'. The 'Winner' dropdown is open, showing 'HKCTA 1' and 'HKCTA 2' as options, with a red arrow pointing to the 'Winner' label. The list of status options on the right is identical to the previous screenshot. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with a red arrow pointing to the 'SAVE' button.


**'Not played'** means the set has been started and both teams have forfeited the set.

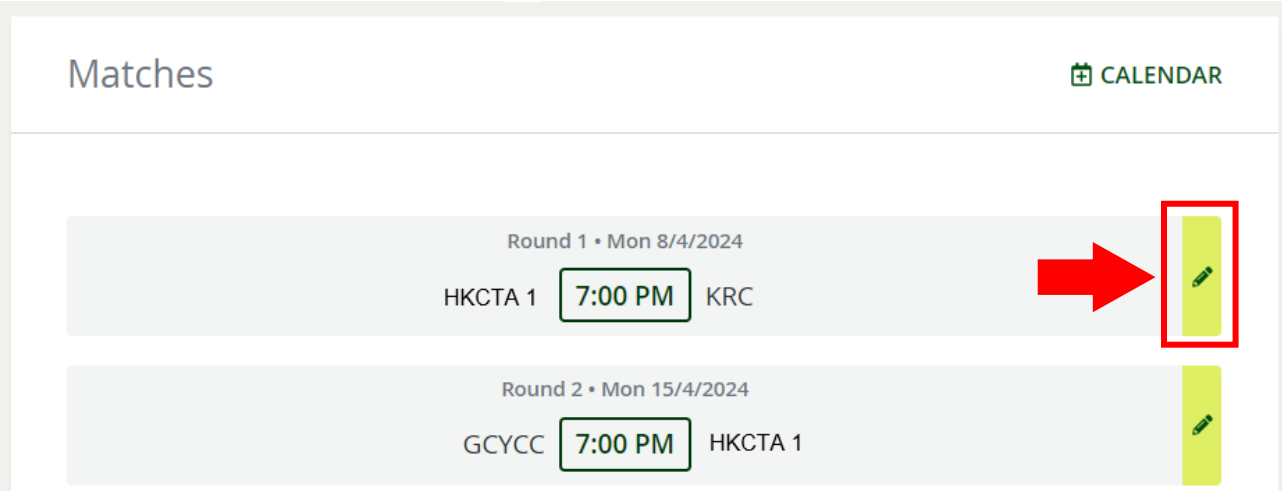
The screenshot shows a 'Score status' dialog box for match MD1. On the left, a dropdown menu is open, showing 'Not played' as the selected option. On the right, a list of status options is displayed with their descriptions: 'Walkover' (Retired (rubber not yet commenced)), 'Retired' (A player retired from a rubber in progress.), 'Not played' (Not played (and will not be played).), 'To be finished' (The match/rubber is partially played (will be finished later).), 'Abandoned' (The rubber is partially played (will not be finished).), 'Penalty HKCTA 1 (all points)' (Penalty for team. All rubberpoints go to the opponent), and 'Penalty HKCTA 2 (all points)' (Penalty for team. All rubberpoints go to the opponent). At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A red arrow points down to the 'SAVE' button, which is also enclosed in a red rectangular box.

**'To be finished', 'Abandoned' and 'Penalty (all points)'** are not applicable to the HKCTA league.

The screenshot shows the same 'Score status' dialog box for match MD1, but with 'Abandoned' selected in the dropdown menu. The list of status options and their descriptions remains the same as in the previous screenshot. The 'SAVE' button is now highlighted with a green glow, and the red arrow and box are no longer present.

# Postponement /Walkover match

Step 1: Select the match and click the '  '

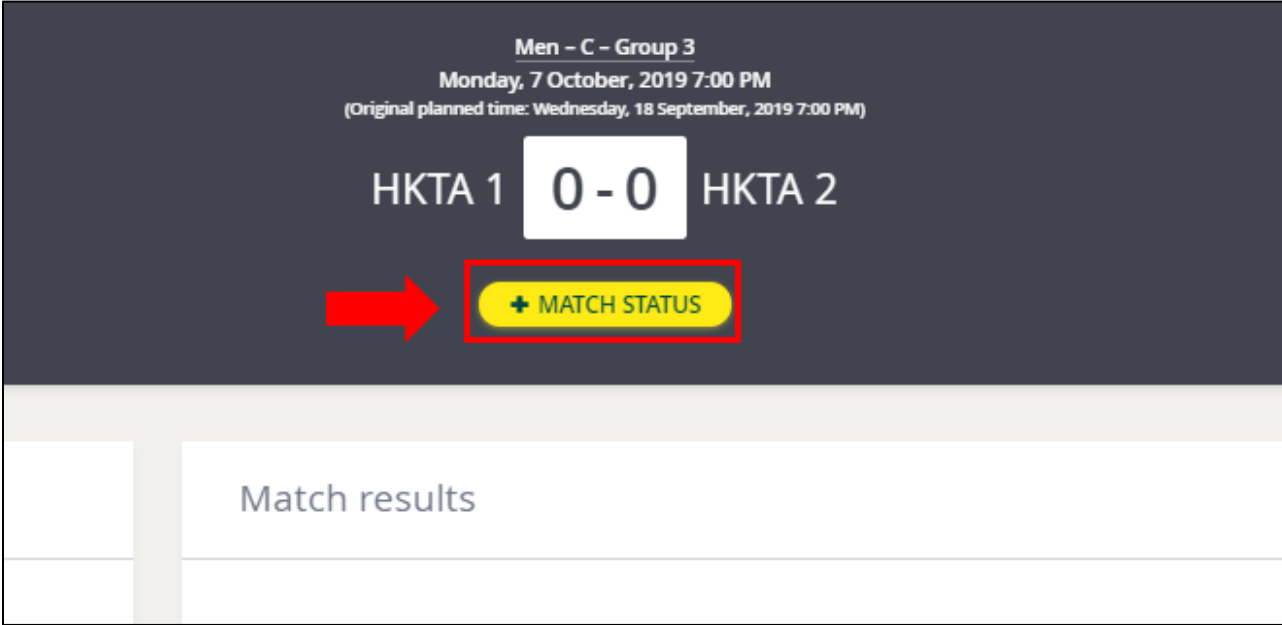


Matches CALENDAR

Round 1 • Mon 8/4/2024  
HKCTA 1 7:00 PM KRC

Round 2 • Mon 15/4/2024  
GCYCC 7:00 PM HKCTA 1

Step 2: Click '+ MATCH STATUS' under match score



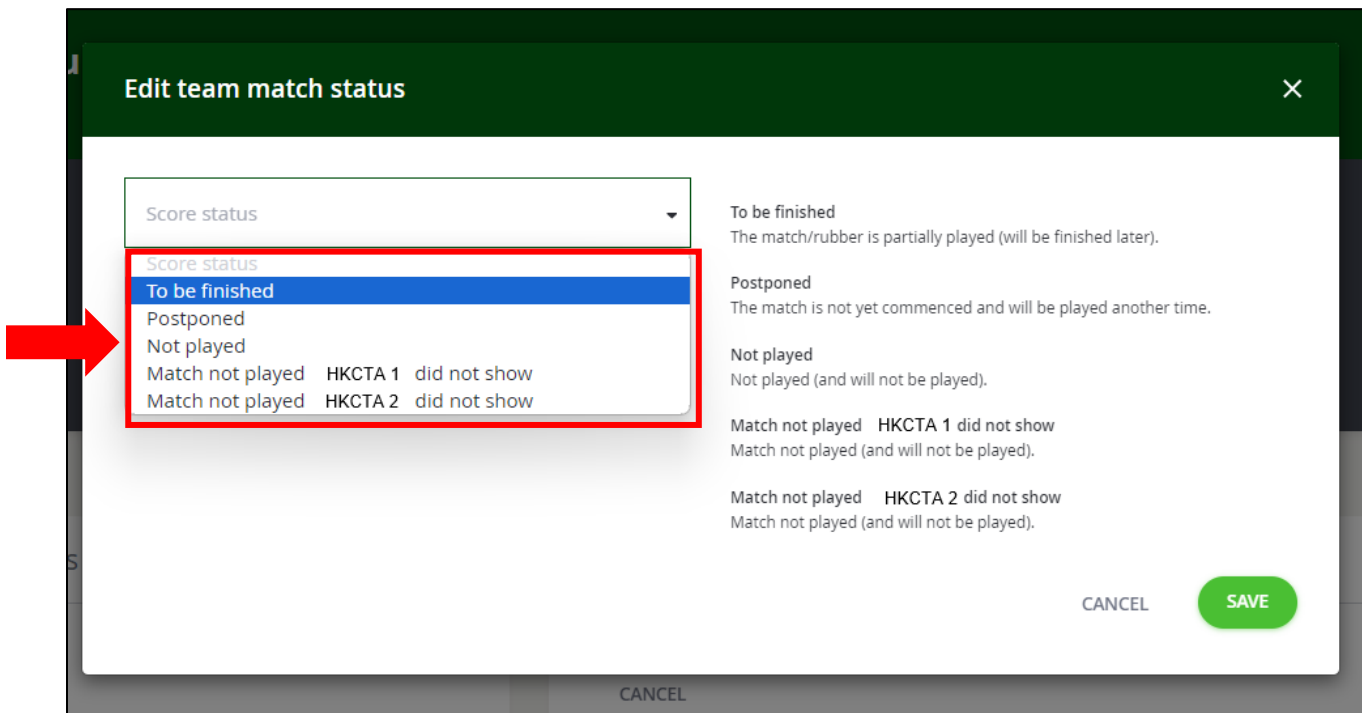
Men - C - Group 3  
Monday, 7 October, 2019 7:00 PM  
(Original planned time: Wednesday, 18 September, 2019 7:00 PM)

HKTA 1 0 - 0 HKTA 2

+ MATCH STATUS

Match results

### Step 3: Select match status



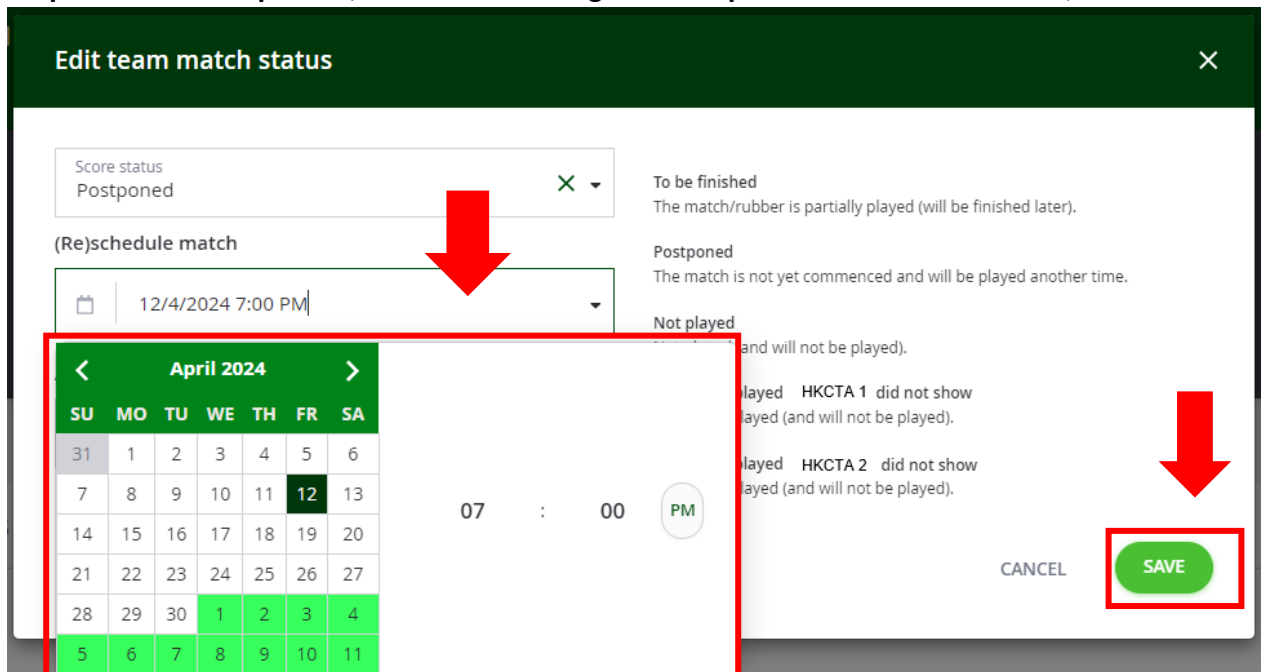
'To be finished' is not applicable to the HKCTA league.

'Postponed' means there is a mutual agreement between both teams to change the scheduled match date.

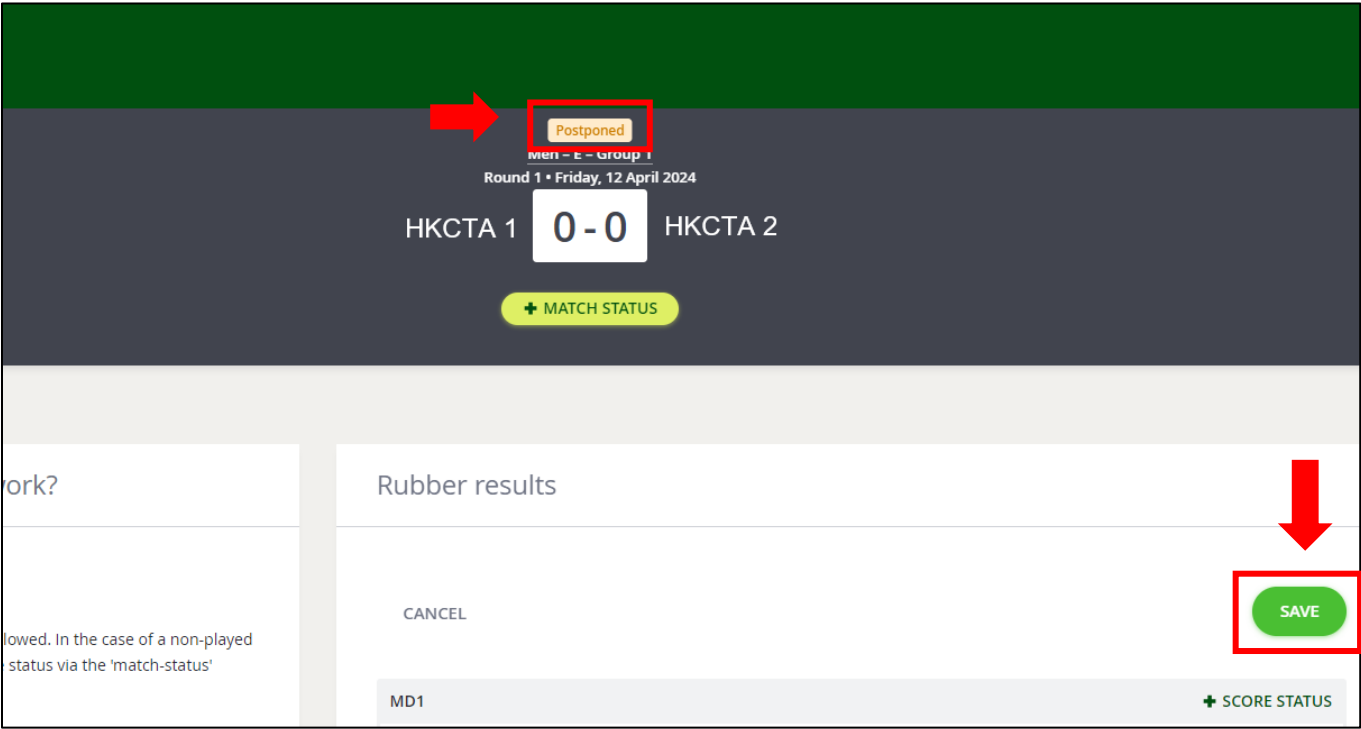
**\*The home team is responsible for entering postponement information. \***

### For Postponement

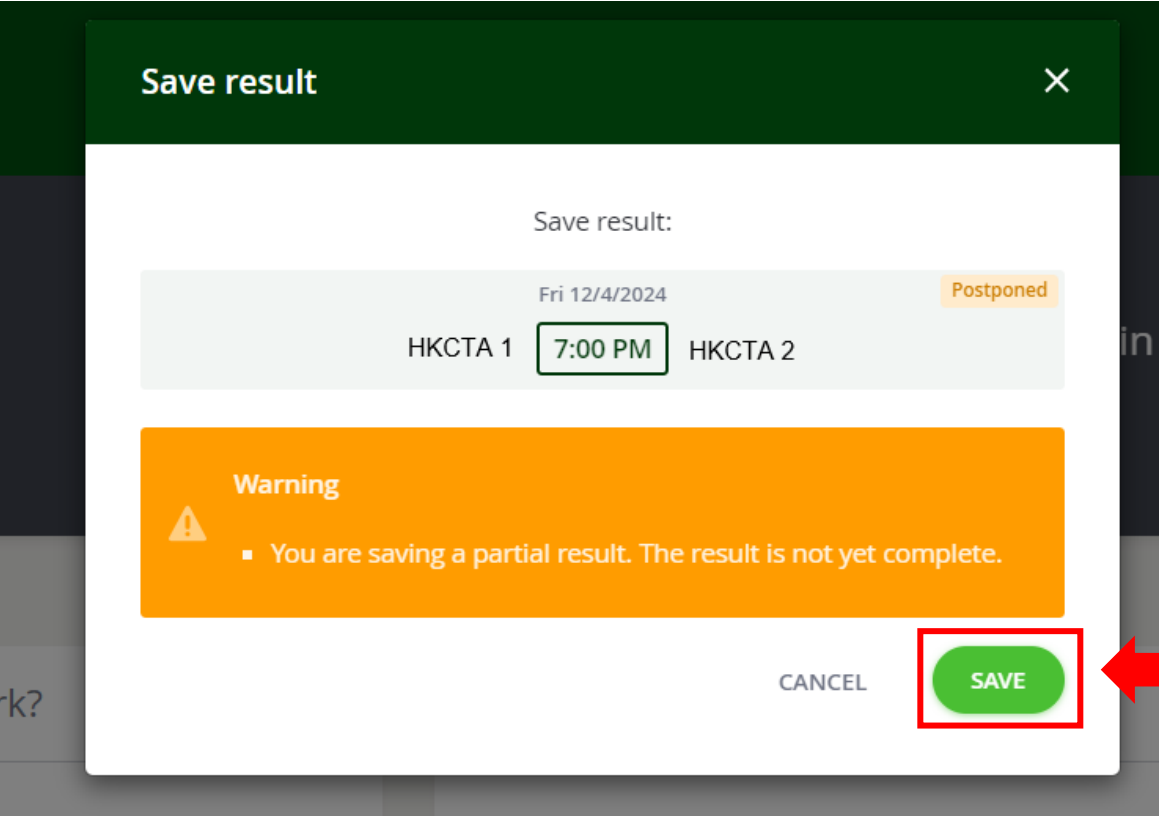
**Step 1: Select 'Postponed', and choose the agreed Postponement Date and Time, click "SAVE"**



Step 2: Please click 'SAVE'



Step 3: To confirm information, click 'SAVE'



'Not played' means the match has not been started and the match will not be played.

## Match Forfeited

**Step 1:** Select one of the below:

**'Match not played HKCTA 1 did not show'** means that the HKCTA 1 team have given a walkover to HKCTA 2. HKCTA 2 team to submit the status, then click **'SAVE'**

**'Match not played HKCTA 2 did not show'** means that the HKCTA 2 team have given a walkover to HKCTA 1. HKCTA 1 team to submit the status, then click **'SAVE'**

**Edit team match status** [X]

Score status [v]

Score status

- To be finished
- Postponed
- Not played
- Match not played HKCTA 1 did not show
- Match not played HKCTA 2 did not show

To be finished  
The match/rubber is partially played (will be finished later).

Postponed  
The match is not yet commenced and will be played another time.

Not played  
Not played (and will not be played).

Match not played HKCTA 1 did not show  
Match not played (and will not be played).

Match not played HKCTA 2 did not show  
Match not played (and will not be played).

CANCEL SAVE

**Step 2:** 'No show' will be displayed. To confirm, click **'SAVE'**

Men - E - Group 1  
Round 1 • Friday, 12 April 2024

HKCTA 1 0-9 HKCTA 2

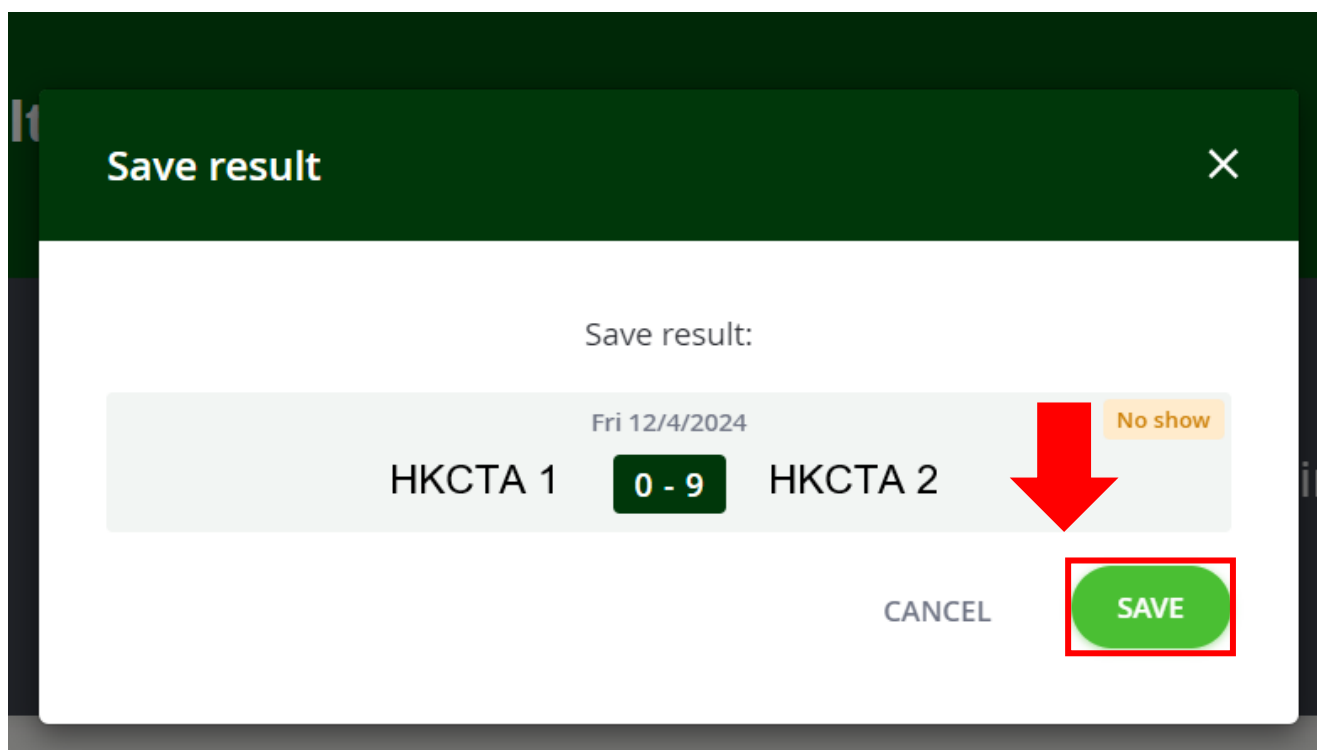
+ MATCH STATUS

Rubber results

CANCEL SAVE

MD1 + SCORE STATUS

**Step 3:** Please click 'SAVE'



**IMPORTANT:**

1. Please declare on the League score sheet if any player is ineligible or unregistered. And send the score sheet to HKCTA as soon as possible. In this situation, HKCTA staff will assist in updating the match scores on the League Online System.
2. Results, standings and player lists on the League Online System are for reference only. For the player list, final results, standings playoff teams or any other details please refer to the HKCTA website: <https://www.tennishk.org/en/>

If you have any queries, please contact the HKCTA office (Tel: 2504 8593 or Email: league@tennishk.org).