

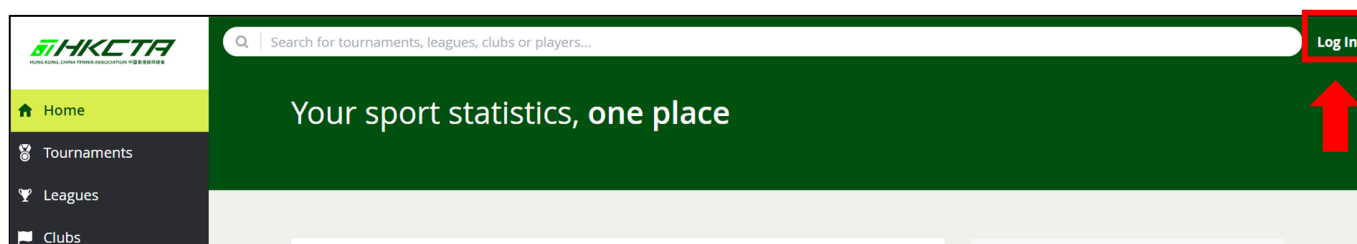
League Online System Manual for Match Scores Entering v4

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



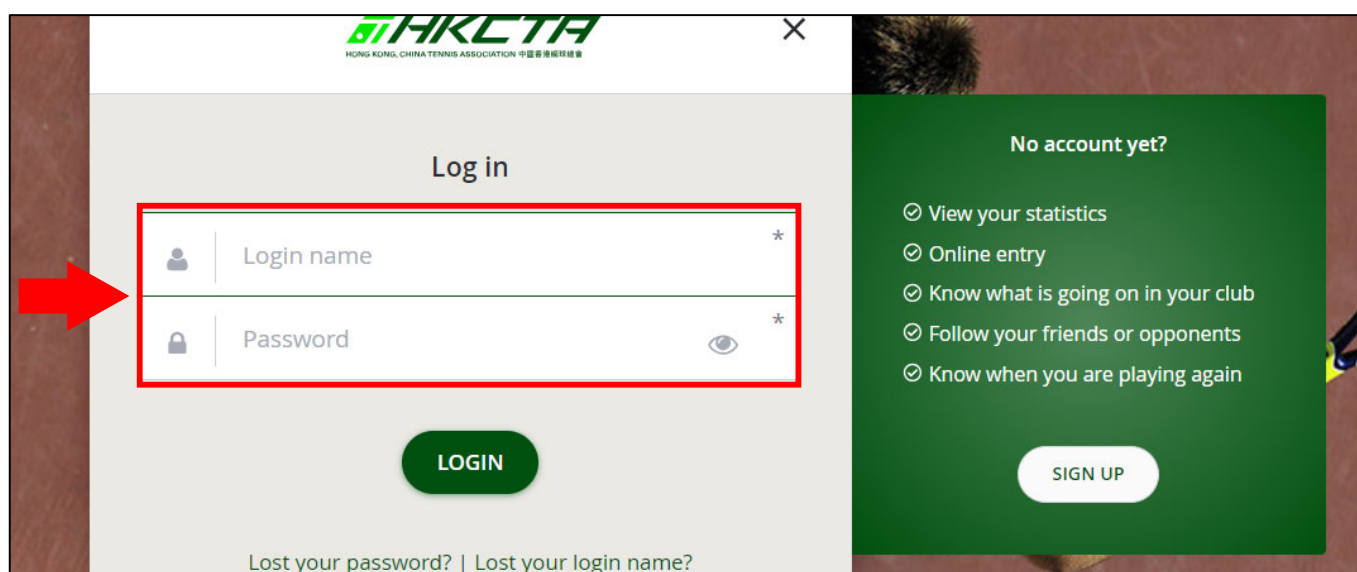
The winning team should enter the score in the system to the LMC within 3 days of each match. LMC might ask for the completed score sheet for double-checking. Please declare on the score sheet if any player is ineligible or unregistered. And send the score sheet to LMC as soon as possible. In this situation,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

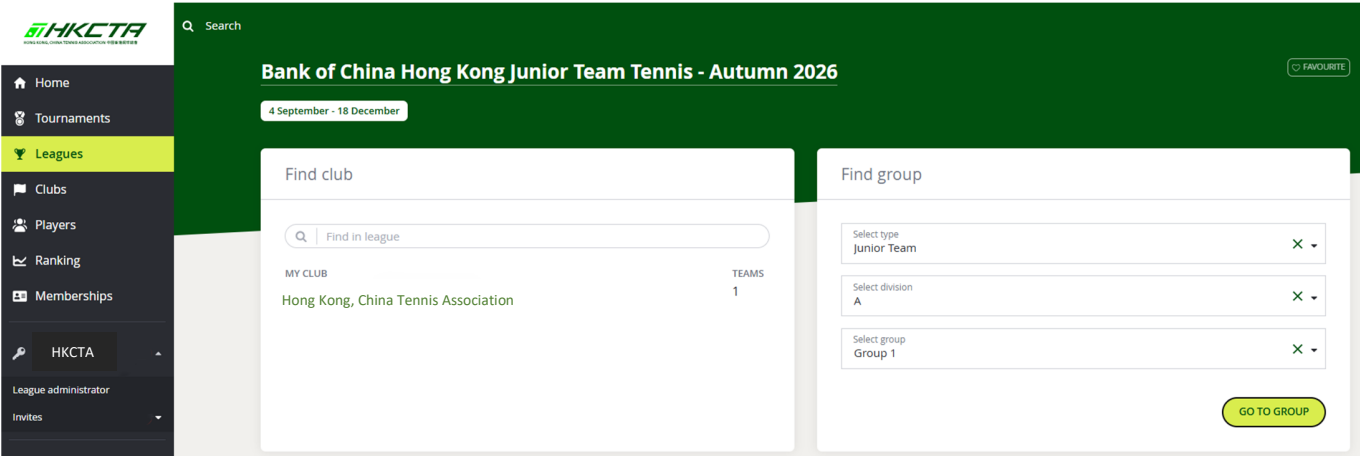
(Login Name and Password are sent to the club by e-mail)



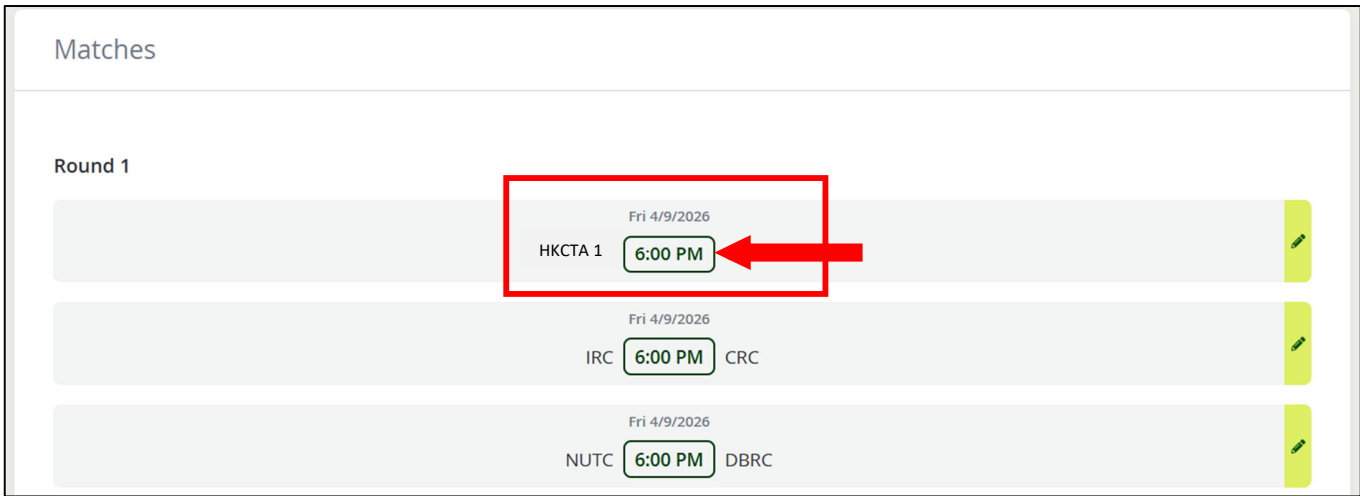
Submit Team Nomination

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

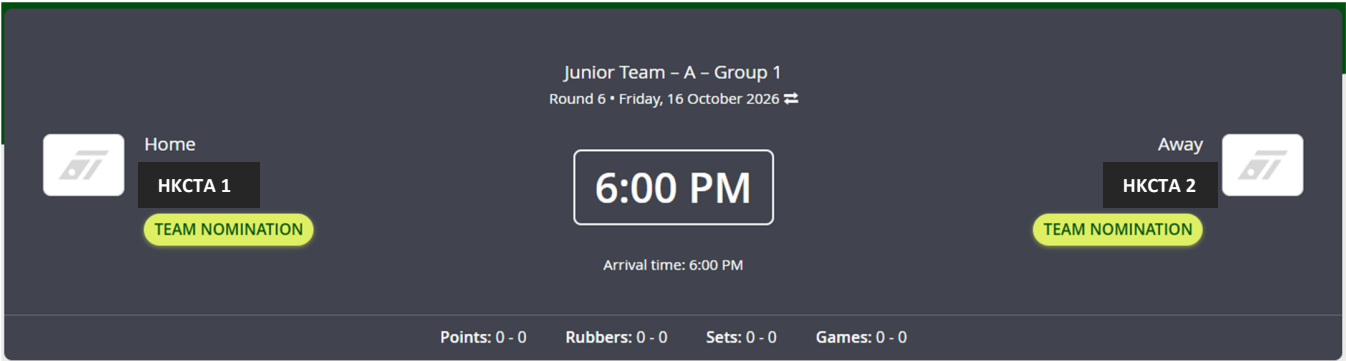
Step 1: Click 'League' and search for the current league, E.g. 'Bank of China Hong Kong Junior Team Tennis – Autumn 2026', click it and find the Division and Group on the right-hand side, click 'Go to Group'



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 7-8 for how to add a player), choose 'Yes' as the final team nomination, and then 'save'.

Team nomination
HKCTA 1 – HKCTA 2

EDIT

	S1	S2	S3	S4	S5	S6	D1	D2	D3
AC Adam Yung Hang CHAN M, 58021	☐	☐	☐	☐	☐	☐	☐	☐	☐
PC Pak Yin Idison CHENG M, 54920	☐	☐	☐	☐	☐	☐	☐	☐	☐
TC Tin Lok CHONG M, 63315	☐	☐	☐	☐	☐	☐	☐	☐	☐
YD Yat Sen Arthur DING M, 64863	☐	☐	☐	☐	☐	☐	☐	☐	☐
CK Ching Yin KWOK M, 50199	☐	☐	☐	☐	☐	☐	☐	☐	☐
HL Hoi Hei LAU M, 50415	☐	☐	☒	☐	☐	☐	☒	☐	☐
LL Lap Yin LAW M, 50913	☒	☐	☐	☐	☐	☐	☐	☒	☐
KL Kiu Chun Kristian LEUNG M, 50184	☐	☐	☐	☐	☐	☐	☐	☐	☐
KL Kiu Pak Kasper LEUNG M, 50296	☐	☐	☐	☐	☐	☐	☐	☐	☐
SL Siu Hei Brandon LI M, 59625	☐	☒	☐	☐	☐	☐	☒	☐	☐
WM Wang Yiu Morris MO M, 57609	☐	☐	☒	☐	☐	☐	☐	☐	☒
KN Kaiyuan NG M, 66821	☐	☐	☐	☐	☐	☐	☐	☐	☐
HW Hin Sing WONG M, 64351	☐	☐	☐	☐	☐	☐	☐	☐	☐
BY Bohan YAN M, 79855	☐	☐	☐	☐	☐	☒	☐	☒	☐
SY Suet Yin YAU F, 51497	☐	☐	☐	☒	☐	☐	☐	☐	☒
MW Maxwell Charles Pak Hei WONG M, 59655	☐	☐	☐	☐	☐	☐	☐	☐	☐
YN Yat To Charlie NG M, 50470	☐	☐	☐	☐	☐	☐	☐	☐	☐
No player available	☐	☐	☐	☐	☐	☐	☐	☐	☐

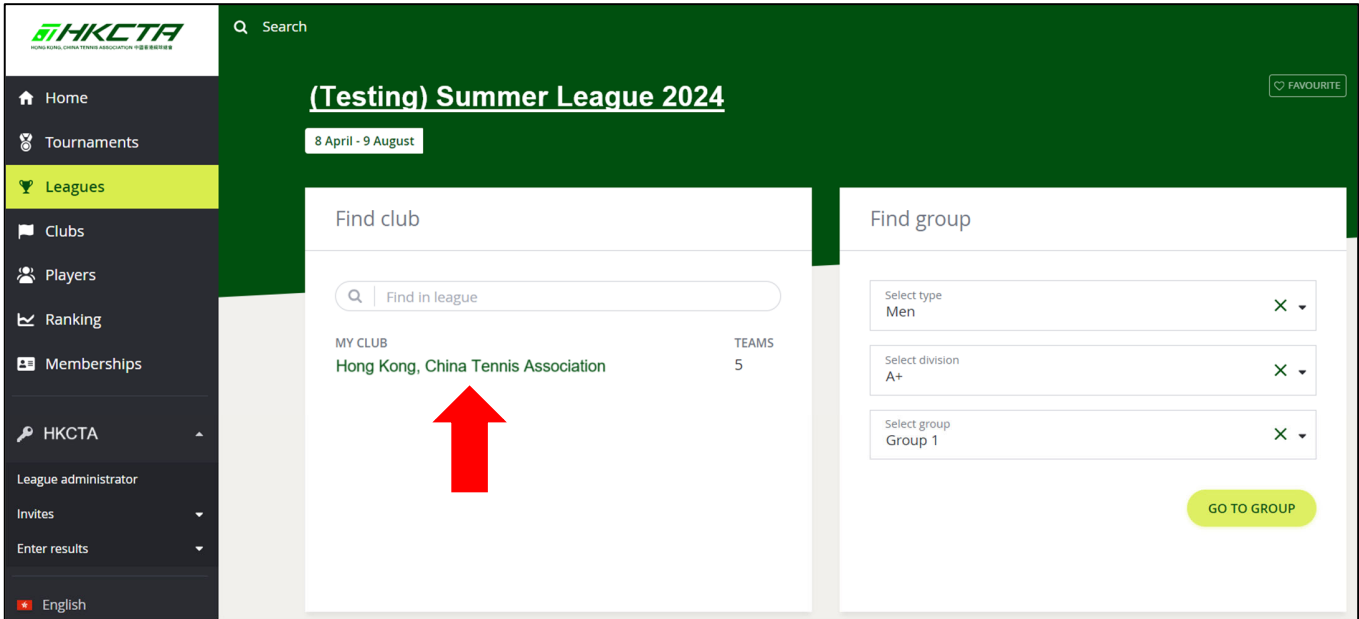
Submit as final team nomination

YES

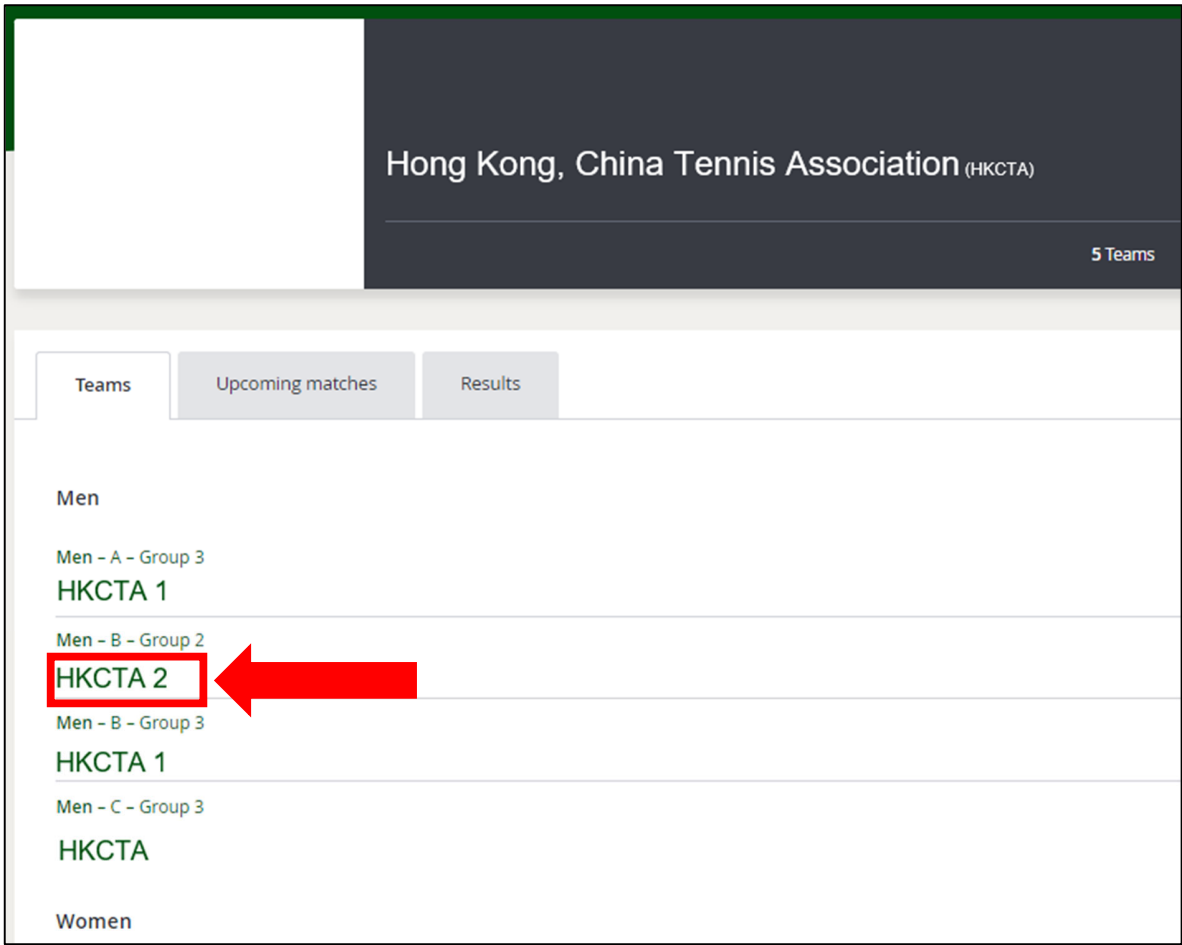
SAVE

Entering the Score

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



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



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

Matches

CALENDAR

Round 1 • Mon 8/4/2024

HKCTA 17:00 PMKRC

Round 2 • Mon 15/4/2024

GCCYCC7:00 PMHKCTA 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 14 - 5HKCTA 2

+ MATCH STATUS

Rubber results

CANCEL

SAVE

MD1

+ SCORE STATUS

HKCTA 1

(A) Marc COMPAGNON (M, 52177)X

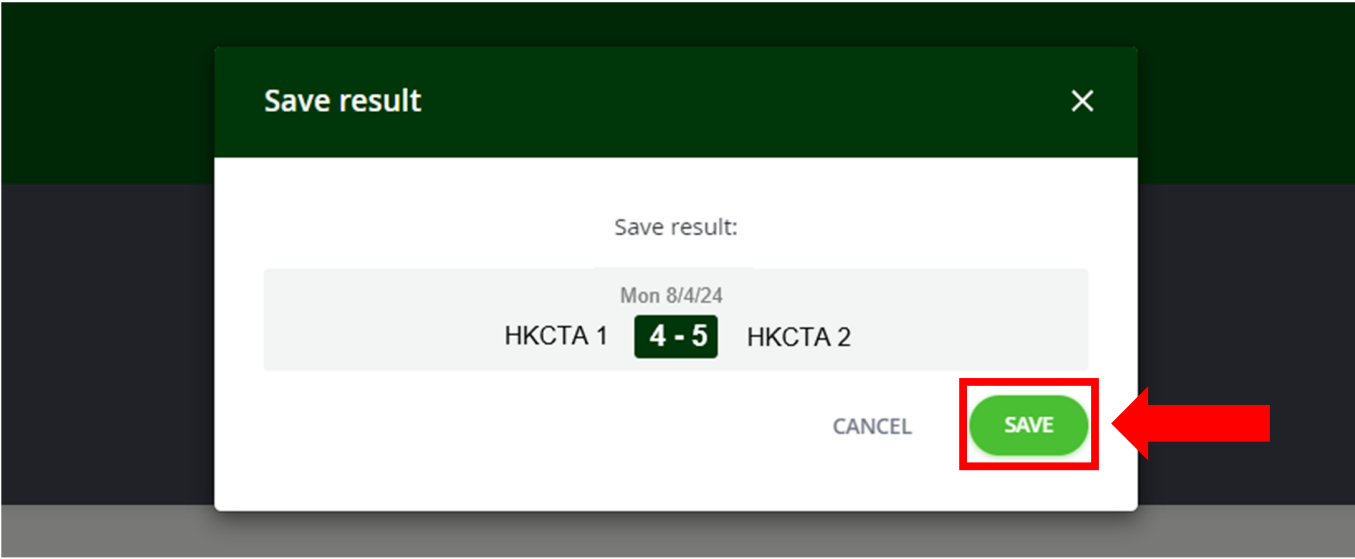
(A) Ahad Ozer EBRAHIM (M, 54490)X

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'

MD1

+ SCORE STATUS

HKCTA 1

Home player 1

Home player 2

HKCTA 2

Away player 1

Away player 1

Add new player

Step 2: Enter the player's HKCTA PIN

Men - C - Group 3

Add players to this team

Add a player, search by name/Member ID

2 player(s) in HKCTA 1

NAME

Siu Ming WONG

M, 55088

Tai Man WONG

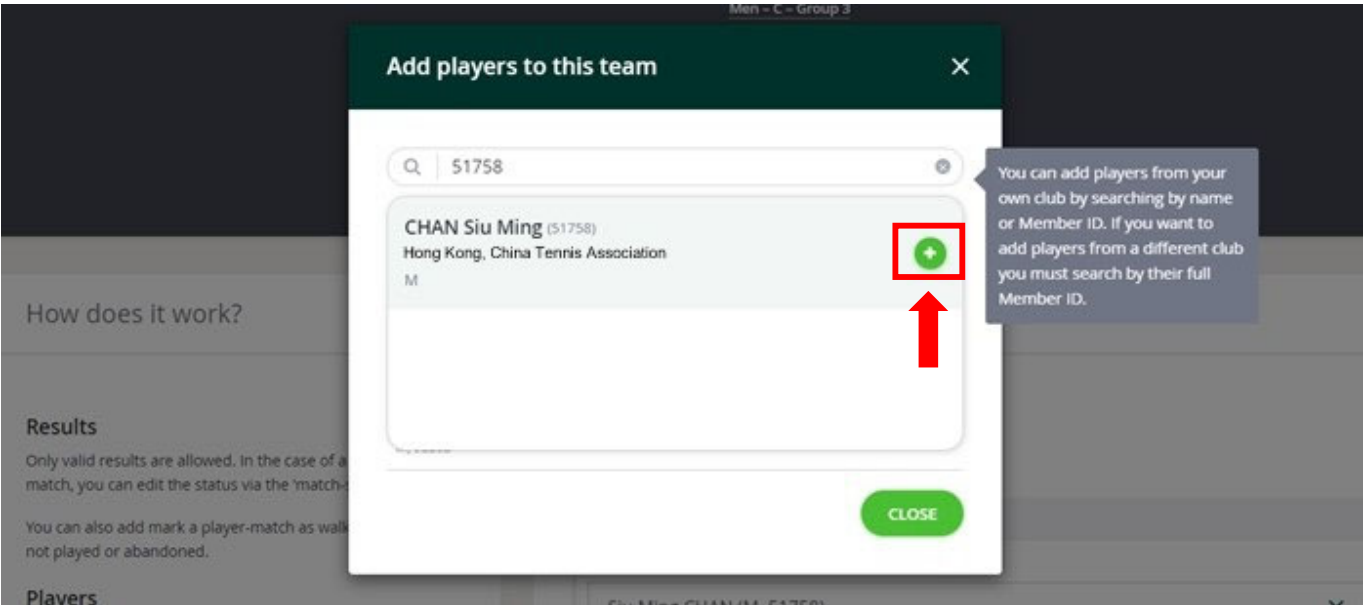
M, 52282

CLOSE

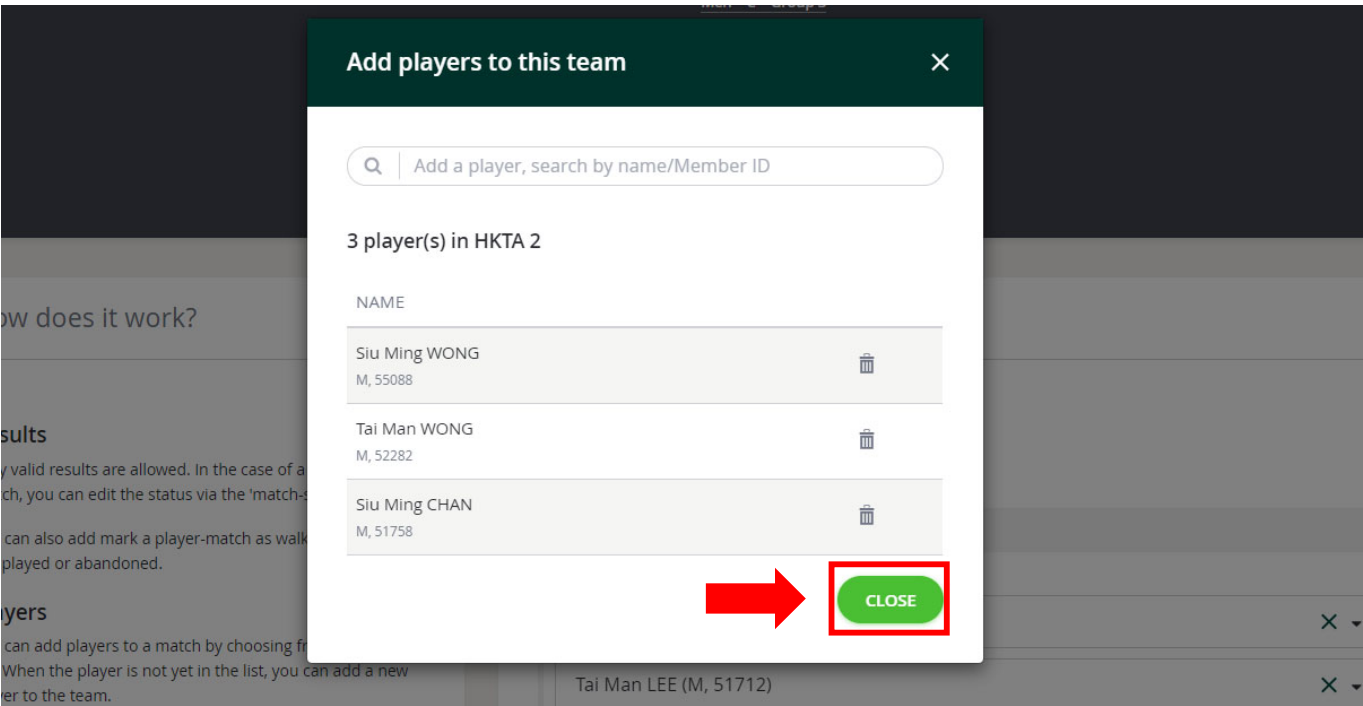
You can add players from your own club by searching by name or Member ID. If you want to add players from a different club you must search by their full Member ID.

7 |

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)

Men - C - Group 3

Monday, 7 October, 2019 7:00 PM

(Original planned time: Wednesday, 18 September, 2019 7:00 PM)

HKTA 10-0HKTA 2

+ MATCH STATUS

How does it work?

Results

Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.

You can also add mark a player-match as walkover, retired, not played or abandoned.

Players

You can add players to a match by choosing from the select list. When the player is not yet in the list, you can add a new player to the team.

Match results

CANCEL

SAVE

MD1

HKTA 1

Home player 1

Home player 2

HKTA 2

Away player 1

Away player 2

+ SCORE STATUS

Step 2: Select the score status

esu

Hong Kong

Score status

MD1

Score status

Score status

Walkover

Retired

Not played

To be finished

Abandoned

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).

CANCEL

SAVE

‘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 'Winner' highlighted above them. A red arrow points to the 'Winner' dropdown. To the right, definitions for 'Walkover', 'Retired', 'Not played', 'To be finished', and 'Abandoned' are listed. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with a red arrow pointing to the 'SAVE' button.

Score status
MD1

Score status
Walkover

Winner
HKCTA 1
HKCTA 2

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).

CANCEL SAVE

‘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 remains open with 'HKCTA 1' and 'HKCTA 2' as options. A red arrow points to the 'Winner' dropdown. The definitions on the right are the same as in the previous screenshot. At the bottom right, the 'CANCEL' and 'SAVE' buttons are present, with a red arrow pointing to the 'SAVE' button.

Score status
MD1

Score status
Retired

Winner
HKCTA 1
HKCTA 2

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).

CANCEL SAVE

‘Not played’ means the set has been started and both teams have forfeited the set.

Score status

MD1

Score status

Not played

X

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).

CANCEL

SAVE

‘To be finished’ and **‘Abandoned’** are not applicable to the HKCTA league.

Score status

MD1

Score status

Abandoned

X

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).

CANCEL

SAVE

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

GCTCC

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

Edit team match status

Score status

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

‘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”

Edit team match status

Score status

Postponed

(Re)schedule match

12/4/2024 7:00 PM

<

April 2024

>

SU	MO	TU	WE	TH	FR	SA
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

07

:

00

PM

CANCEL

SAVE

Step 2: Please click ‘SAVE’

The screenshot shows a match status interface. At the top, there's a dark green header. Below it, a grey bar contains the text "men - E - Group 1" and "Round 1 • Friday, 12 April 2024". The main area displays "HKCTA 1" and "HKCTA 2" with a score of "0 - 0" in the center. Below the score is a green button labeled "+ MATCH STATUS". In the bottom right corner, there is a green button labeled "SAVE" which is highlighted with a red box and a red arrow pointing to it. To the left of the "SAVE" button, there is a "CANCEL" button and a "MD1" label. A red arrow also points to a "Postponed" status button at the top of the match area.

Step 3: To confirm information, click ‘SAVE’

The screenshot shows a "Save result" dialog box. The title bar is dark green with a close button (X). The main content area is white and contains the text "Save result:". Below this, there is a grey bar with the date "Fri 12/4/2024" and a "Postponed" status button. The main area displays "HKCTA 1" and "HKCTA 2" with a time of "7:00 PM" in the center. Below this, there is an orange warning box with a yellow triangle icon and the text "Warning: You are saving a partial result. The result is not yet complete." In the bottom right corner, there is a green button labeled "SAVE" which is highlighted with a red box and a red arrow pointing to it. To the left of the "SAVE" button, there is a "CANCEL" button.

‘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

Score status

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’

No show

Men - E - Group 1

Round 1 • Friday, 12 April 2024

HKCTA 1

0 - 9

HKCTA 2

+ MATCH STATUS

Rubber results

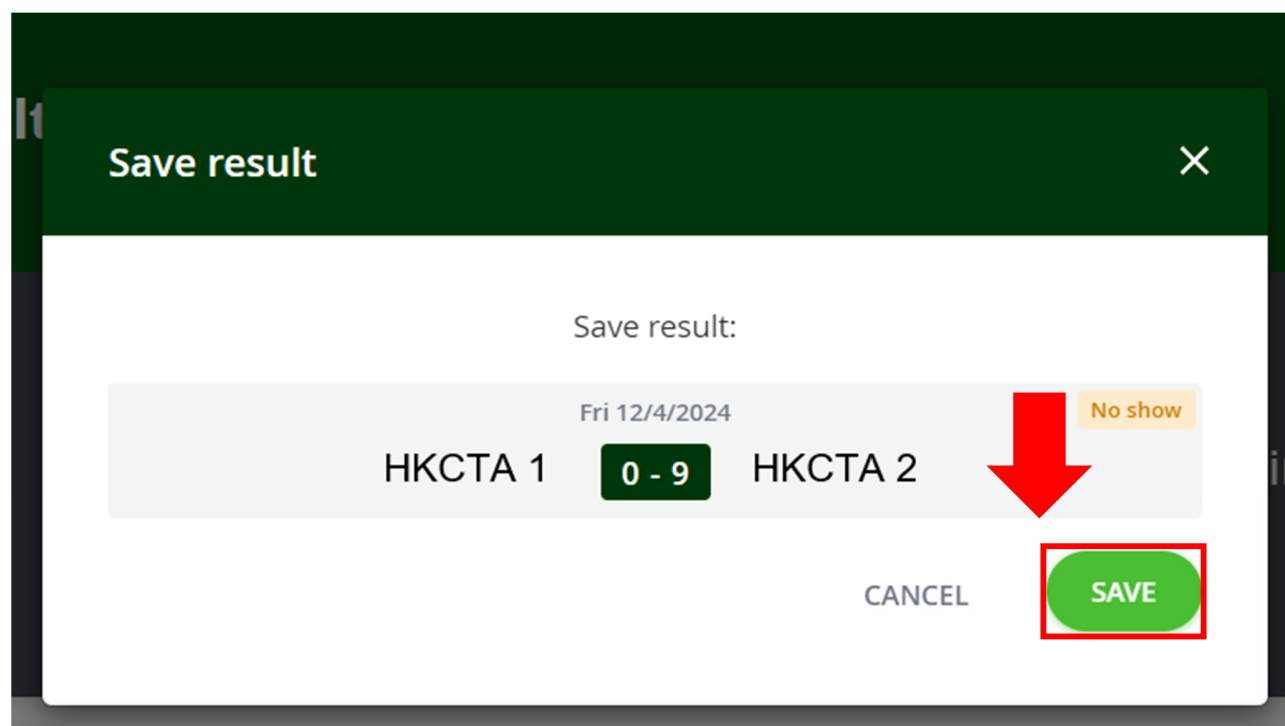
CANCEL

SAVE

MD1

+ SCORE STATUS

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



The screenshot shows a 'Save result' dialog box. At the top, it says 'Save result:' followed by the date 'Fri 12/4/2024'. Below this, the match is listed as 'HKCTA 1' vs 'HKCTA 2' with a score of '0 - 9'. To the right of the score is a 'No show' button. At the bottom, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is green and is highlighted with a red rectangular box. A large red arrow points down towards the 'SAVE' button.

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 8266 or Email: league@tennishk.org).