## HOW DO I ENTER SCORES INTO TENNIS LINK?

Under Team Matches, mouse over the date field to take action on the match. View Score, Enter Score, Confirm Score, Print Blank Score



TENNESSEE

## HOW DO I FILL OUT THE DIGITAL SCORE CARD?

- 1. Enter the date the match was played at the top
- 2. Choose the correct players for each court from the pull down menus.
- 3. Click on the arrow and the entire team roster will appear. You can select the correct player
- 4. ALWAYS enter the scores for each court with the winning team (for that court) scores listed FIRST.
- 5. Make sure you click on the Winner circle below the names of the players to indicate who won each court
- 6. If a player retires in the middle of a match, record the score exactly as it was at the time of the retirement, from the perspective of the non-retiring player(s). Then select "Retire" from the pull-down menu to the right of the scores. A retirement will count towards qualification for all players.
- 7. If one court is forfeited, you will enter only the names of the winning players. Leave the forfeiting team's names blank. Record the score as 6-0, 6-0 and click on the winner circle below the winning names. Then select "Default" from the pull-down menu to the right of the scores. A defaulted match only counts towards qualification of the player(s) receiving the default.
- 8. Third set tiebreak is recorded as 1-0. A match that was won in the third set tiebreak where the winning team lost the first set, but went on to win the second set and the tiebreak would look like 2-6, 6-4, 1-0.
- 9. You have 48 hours to enter a score. EITHER captain can record a score. BOTH captains should confirm online that the scores are correct.
- 10. If you disagree with a score that has been recorded, click on "dispute."
- 11. If you dispute a score, please send an email to <u>nashvilleleaguetennis@gmail.com</u> and to the opposing captain with an explanation of your problem with the recorded score.
- 12. If you make an error recording a score, it can always be fixed!! Just send an email and explanation to <u>nashvilleleaguetennis@gmail.com</u>