

# North Somerset online league instructions

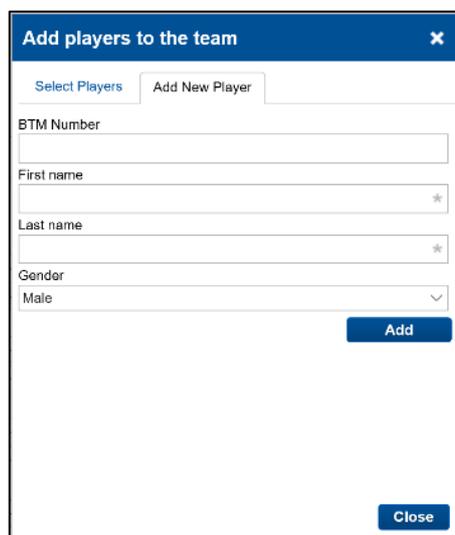
## To enter a player during the season

When entering the result, select “Add Player”

There are 3 ways to enter the player details.

1. Type in the first few characters of the name and wait a few moments for the system to find them. If they are a member of your club and registered against your club with the LTA, their name should come up. Select them and click on “Add”. You have now selected that player.
2. If you can't find the player, you can widen your search by selecting “All Clubs” in the tick box. This searches every player who is a British Tennis Member (and so has a BTM number) with the LTA. Repeat the above and wait for the system to come up with some names.  
It could bring up a long list but is useful if the player has switched clubs.
3. ***If you still can't find the player***, you can enter the player details manually. Do this in the following way:

- When you are entering the result of the match, click on the dropdown “Select Player” as normal.
- Click on “Add Player”
- You should then see your squad list. If the player you want to enter is not there, and options 1 and 2 above have not worked, enter their details manually.
- Click on the tab “Add New Player” (see right)
- If you know their BTM number, enter it (this is not essential – see below)
- Enter their full first name and surname with gender in the boxes provided
- Click on “Add”. This puts the player name in your squad list
- Click “Close”. This returns you back to the screen to enter the player names.
- Click on the tab “Select Players” as you would normally do when entering players. This now shows your squad names ***plus*** the new player you have just added. Select the player as normal.



## Note

Entering the BTM number is not essential. If you do not enter a BTM number and just enter the player name, their results will not be captured for future seasons. But they will be able to see all their results in this season only

You can see if they have been entered with no BTM number when you look at your squad details. Those with a BTM number have their BTM number next to their name.

If problems, contact

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- Phil Hunt: 07427 549 319 or [pr.hunt@btinternet.com](mailto:pr.hunt@btinternet.com)