

How to Enter your Club's Rosters onto the Women's Softcourt League Website

Log onto the internet and go to the Women's Softcourt League Website at www.womenssoftcourtleague.com

Once you are on the main page of the website, click on the Login link
You will then be taken to the Login page

Log in using your Club ID and Password

You will then be taken to the Tennis Stats Menu Page

You will select "Add a Team"

You will be asked to select the following (see attached example page)

Level

Club

Team Name (for example, Hoover Country Club 3.0 I)

Captain

Co-Captain

E-mail address (mandatory)

Team password (you can either leave this blank and let your captains personalize their passwords when they build their rosters, or enter an easy to remember password like 1234 or the captains name; but you will need to give this information to your captains)

Click on "Save"

You will be given a Username or Team ID once you have entered your team information correctly. The team's password will also be repeated on this page.

You may wish to print this page

You will follow the above steps for each of your club's teams, keeping track of each team's ID and password.

Once you have successfully entered in all of your club's teams on the website, you will need to give each captain their team ID and password along with the instruction sheet on how to build their team's roster.

"Add a Team" Example Page

When you click on "Add a Team" you will be taken to page 1. You will then enter the team information and click on "Save". You will then be taken to page 2 which will show your Team ID or Username and password. The team captain will need this information to enter her roster and strength roster, enter scores and access team information throughout the season.

page 1

Level *	<input type="text" value="5.0"/>
Club Name *	<input type="text" value="Mountain Brook Club"/>
Team Name *	<input type="text" value="Mountain Brook Club 5.0 II"/>
Captain	<input type="text" value="Kim Rogers"/>
Co-Captain	<input type="text" value="- Select -"/>
Team Password	<input type="text"/>
Team Email *	<input type="text" value="justrog16@aol.com"/>

page 2

The team was added successfully added. The team login information is as follows:

Username: team893
Password: 1234

You must use this username and password to make changes or additions to Mountain Brook Club 5.0 II.

How to Build Your Team's Roster

Log onto the internet and go to the Women's Softcourt League Website at www.womenssoftcourtleague.com

Once you are on the main page of the website, click on the Login link
You will then be taken to the Login page

Log in using your Team ID and Password

You will then be taken to the Tennis Stats Menu Page
Under "Teams", click on View Teams

You will then be able to view all of the teams registered to play in the current season. Scroll down and find your team. When you find your team, click on the "edit tool" (looks like a pencil) on the far right.

This will take you to your team's profile page where you will see all current players on your team. Beneath this, you will see "Add a Player." Click on Add a Player and a drop down box will appear with all players. Select players one at a time, each time clicking "Add." Once you click "Add", that player should then show up under your team's current players.

When you are finished adding players, click Save.

If you have any questions or if you have a player that is not on your club's list of players, please contact your Level Coordinator.