

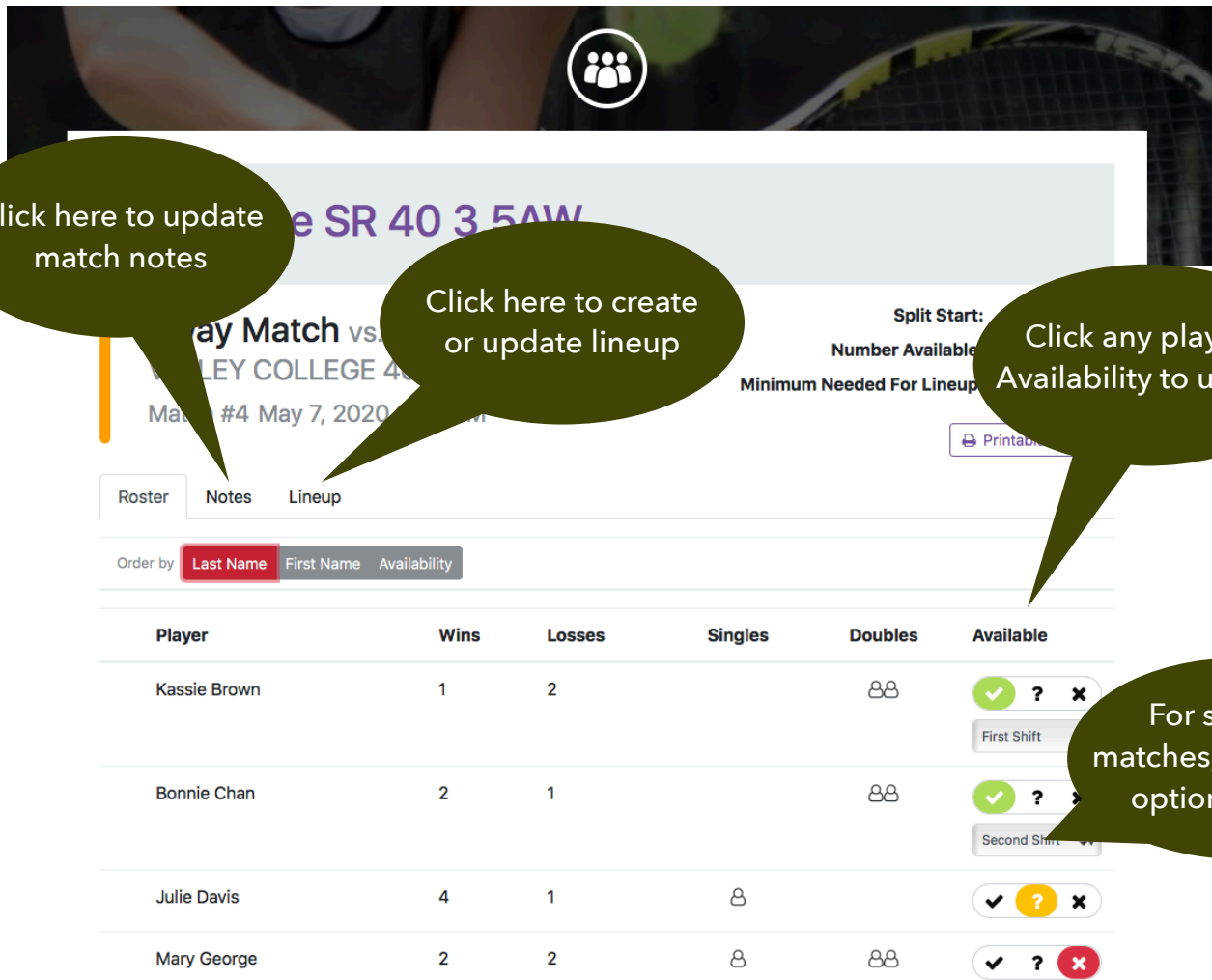
TennisFolder

Website Usage

- **Availability** - Team players can mark their Availability for each match. the Captain or Co-captain can enter or edit any team member's Availability.
- **Lineups** - You can edit the lineup and keep it hidden indefinitely. Once a lineup is published, an email will go out with the lineup to the team and the players in the lineup can confirm themselves either in the email via a button, or on the App. When creating the lineup, TennisFolder will give some tips such as rating too high, wrong gender (mixed doubles), preferred or non-preferred partners (doubles), wrong play-type (if putting in a doubles played into a singles line), etc..
- **Food Assignments** - Optionally, you can make food assignments automatically for home matches. TennisFolder keeps track of what each player has already brought this season and tries to distribute the assignments in a fair fashion. You can also over-ride the assigned foods for any lineup.

Edit Match Details

Click on the match:

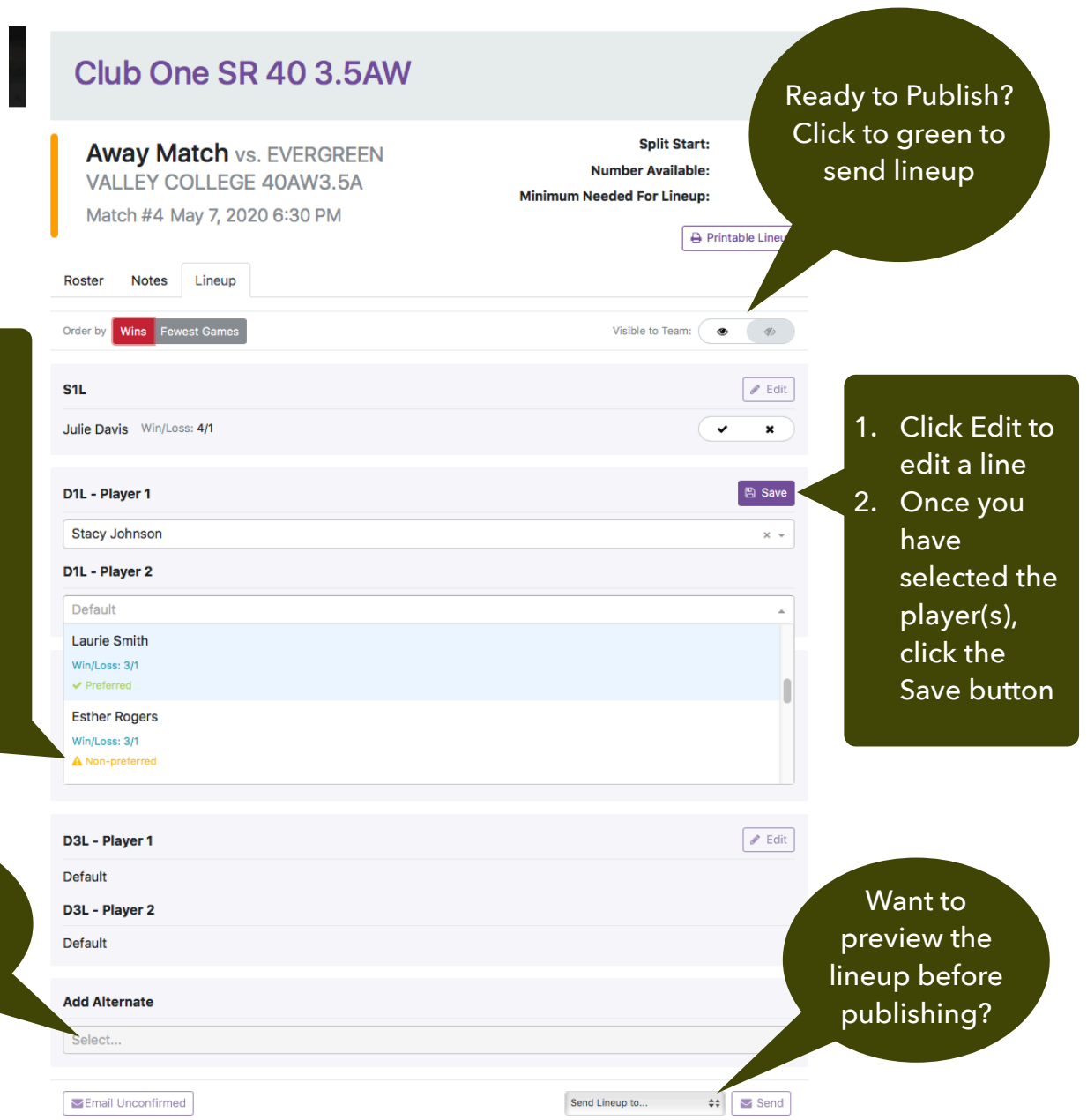


The screenshot shows a match detail page for a "Day Match vs. WILEY COLLEGE 4". The match is scheduled for "May 7, 2020". The page includes tabs for "Roster", "Notes", and "Lineup". A "Split Start" section shows "Number Available" and "Minimum Needed For Lineup". A table lists players with their "Wins", "Losses", "Singles", and "Doubles" records, along with an "Available" column. Callouts provide instructions: "Click here to update match notes" points to the "Notes" tab; "Click here to create or update lineup" points to the "Lineup" tab; "Click any player's Availability to update" points to the "Available" column; and "For split-start matches, you will see option for shifts" points to the "First Shift" and "Second Shift" dropdowns.

Player	Wins	Losses	Singles	Doubles	Available
Kassie Brown	1	2		⊞	✓ ? ✕ First Shift
Bonnie Chan	2	1		⊞	✓ ? ✕ Second Shift
Julie Davis	4	1	⊞		✓ ? ✕
Mary George	2	2	⊞	⊞	✓ ? ✕

Creating a Line-up

Click on the lineup tab to edit and publish the lineup:



Club One SR 40 3.5AW

Away Match vs. EVERGREEN VALLEY COLLEGE 40AW3.5A
Match #4 May 7, 2020 6:30 PM

Split Start:
Number Available:
Minimum Needed For Lineup:

Printable Lineup

Roster Notes **Lineup**

Order by: Wins Fewest Games Visible to Team: [eye icon] [lock icon]

S1L [Edit]

Julie Davis Win/Loss: 4/1 [checkmark] [x]

D1L - Player 1 [Save]

Stacy Johnson [x]

D1L - Player 2

Default

Laurie Smith Win/Loss: 3/1 [checkmark] Preferred

Esther Rogers Win/Loss: 3/1 [warning] Non-preferred

D3L - Player 1 [Edit]

Default

D3L - Player 2

Default

Add Alternate

Select...

Email Unconfirmed [Send Lineup to...] [Send]

Ready to Publish?
Click to green to send lineup

Messages will give you info about:

1. Preferred
2. Non-Preferred
3. Availability
4. Play type
5. Gender
6. Rating

1. Click Edit to edit a line
2. Once you have selected the player(s), click the Save button

Click HERE to add Alternate(s)

Want to preview the lineup before publishing?

Once a lineup is published, players need to confirm themselves. Click HERE to email unconfirmed players in lineup

Only the Captain or Co-captain can see the lineup until it is published (visible to team). It is considered in draft mode until it is published. When the lineup is published, the Captain can choose who will be sent the email about the lineup. In the case of choosing "Notify The Team", everyone on the team will receive the lineup in email, but the players in the lineup will also have a YES and NO button to confirm themselves.

Here is an example of the email the players would receive with the lineup. If this was a HOME match, the food assignment would also be shown:

Your captain has created a lineup for the following match:

Away Match vs. SUNNYVALE MTC 55AW8.0B on Wednesday, Aug 14th, 2019 at 7:00 pm-

Notes:

We are playing against the number 1 team. Warmup court 5 reserved for us. Please arrive 45 minutes early for warmup.

Lineup:

S1	pam onesters	
S2	pam eighto	
D1	pam twoster	
	pam threester	
D2	pam fourt	
	pam fiveo	
D3	pam sixer	
	pam seveno	

Notice the Captain's custom notes

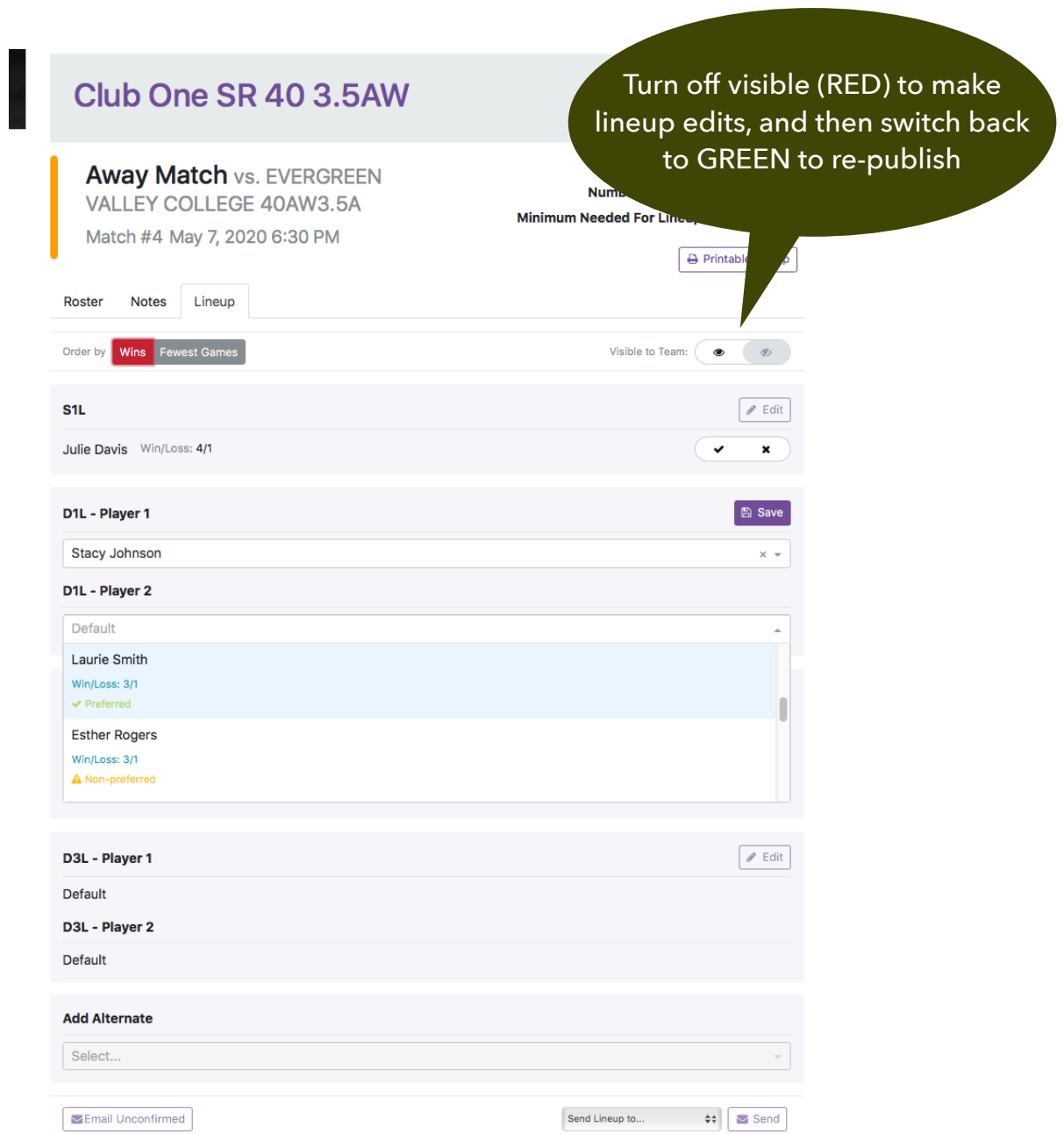
Can you confirm your participation?

YES

NO

Players can click to confirm themselves right from their email

It is possible that after the Captain sends out the lineup, a player declines their confirmation for the match. In this case, the Captain may need to edit the lineup. To make changes to a published lineup, turn off visible to team and make lineup edits, and then turn on visible to team to re-publish:



Club One SR 40 3.5AW

Away Match vs. EVERGREEN VALLEY COLLEGE 40AW3.5A
Match #4 May 7, 2020 6:30 PM

Order by: **Wins** Fewest Games Visible to Team:

S1L Edit

Julie Davis Win/Loss: 4/1 ✓ ✕

D1L - Player 1 Save

Stacy Johnson ✕

D1L - Player 2

Default

Laurie Smith
Win/Loss: 3/1
✓ Preferred

Esther Rogers
Win/Loss: 3/1
⚠ Non-preferred

D3L - Player 1 Edit

Default

D3L - Player 2

Default

Add Alternate

Select...

Email Unconfirmed Send Lineup to... Send

Turn off visible (RED) to make lineup edits, and then switch back to GREEN to re-publish