

L.C.W.T.L. SCORE ENTRY/VERIFICATION INSTRUCTIONS

HOME TEAM IS TO ENTER SCORES BY 6:00 P.M. ON DATE OF PLAY

1. Open **Internet Explorer** and go to www.lcwtl.com.
2. Choose **For Captains** and then choose **Score Entry**.
Note: If the form does not display correctly, reduce your display size by holding down the *control* key and moving the mouse wheel or Ctrl + = zoom in and Ctrl - = zoom out.
3. Enter your Username and Password all in lower case. For example *cgold:1111* (do not hit ENTER at this point).
4. Select your division – the system verifies that the username and password are valid for that division.
5. Verify the **match date**. Click on the date in the calendar to insert the correct match date – this is important as it affects the rating calculations.
6. Enter the **match number**. This number is found directly above the date on the schedule in the LCWTL book and also on your score sheet from the match.
7. Click on the down arrow to select the **Home Team** from the list and then select the **Home Team players** from the selection box for the court.
Note: If you have to select a substitute player, do so at the bottom of the page. **[Captains, it is your responsibility to check that a player listed as a sub is on a valid LCWTL team, and complies with the rules for subs as described in the yearbook.]**
8. Click on the down arrow to select the **Visiting Team** from the list and then select the **Visiting Team players** for the court. Note: If you have to select a substitute player, do so at the bottom of the page [see above].
9. Select the **Court Winner**.
10. Select the match completion status. Your choices are **Completed, Retired, Default or Double Default**.
Choose **Retired** if one team withdraws from the match at any time.
Choose **Default** if one team is unable to provide players.
Choose **Double Default** if both teams are unable to provide players.
11. Enter the scores for the match. Always enter **the score of the winning team** first; for example, 6-4, 3-6, 7-6
Note: **Default** scores are always 6-0, 6-0 for the team who provided players with those player's names listed on your score sheet.
Double Default scores are 0-0, 0-0.
Senior Division third-set scores are entered as 1-0
12. Complete steps 7 through 11 for all 4 courts.
13. Enter your email address.
14. After reviewing your selections, click **Submit**.
15. When you have clicked submit, click **View Match After Submitting Scores**. You might want to choose **File Print** on your browser to print the score entry page for your records.

VISITING TEAM IS TO VERIFY MATCH RESULTS WITHIN 72 HOURS OF MATCH PLAY OR RESULTS STAND.

When you go to verify the scores, **DO NOT VERIFY** if they are incorrect. Follow the instructions listed at the bottom of the Score Verification Screen.

TO EDIT AN INCORRECT SCORE SHEET, FOLLOW THESE INSTRUCTIONS:

Send an email to your division vice-president with the following information:

- Division
 - Home team and visiting team names
 - Match number
 - Match ID (3-4 digit number)
 - Describe the information that needs to be corrected
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When the score has been corrected, you will receive an email from the vice-president notifying you to verify the corrected score sheet.