

How to complete your League players spreadsheet

Overview:

This guide should be used when completing the spreadsheet for the registered players.

Rules:

1. Maximum players for each team

Team	Maximum registered players of each sex
1 st Team	20
2 nd Team	20
3 rd Team	20
4 th Team	20
5 th Team	20
Last team	20

2. Players can be registered for more than one team

You can register a player for more than one team, however that player will take up an allocation/slot for that team.

e.g. If I want to register Andy Murray for the 1st team and the 2nd team then I need to enter Andy Murray twice in the spreadsheet once for the 1st team and once for the 2nd team that means that Andy has taken one of the 20 slots for the 1st team men and one of the 20 slots for the 2nd team men.

3. Starring

Each club with more than one team in the League shall nominate 4 men and 4 ladies for each team, excluding the lowest team, who will be known as 'starred players'. Three of the men and three of the ladies shall be 'starred' for the team in which they usually play while the other man and lady will be 'starred' for the team below. The 'starring' shall be indicated by adding the number of the team for which they are 'starred' after their surname on the player registration. 'Starred players' may not play for a team which is lower than the one for which they have been 'starred' and must be regular League players. The purpose of this rule is to allow players to move up when short it should not be used to allow the regular 4th player in a team to also play for the team below.

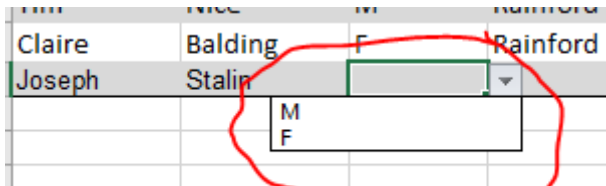
Example:

You have 3 teams in the league:

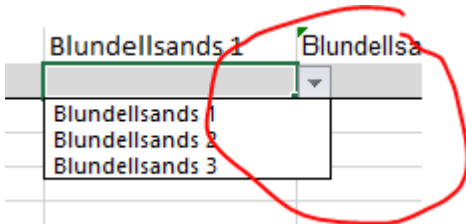
Team	Name	How to enter in Spreadsheet
1 st	Novak Djokovic	Novak Djokovic*1
1 st	Roger Federer	Roger Federer*1
1 st	Rafael Nadal	Rafael Nadal*1
1 st	Andy Murray	Andy Murray*2
2 nd	Daniil Medvedev	Daniil Medvedev*2
2 nd	Dominic Thiem	Dominic Thiem*2
2 nd	Stefanos Tsitsipas	Stefanos Tsitsipas*2
2 nd	David Goffin	David Goffin*3

Using the spreadsheet

- Enable the spreadsheet for edit if it opens in protected mode.
- Enter the first name, surname, gender (M or F) and the team
- Once you have selected the team the other fields should be populated automatically
- Please enter a mobile or email address for your team captains where possible
- If you want a player to play for more than one team you will need to enter their details again on separate row selecting the team for which they can play Use the drop-downs to select the gender and the team:



First Name	Surname	Gender	Team
Claire	Balding	F	Rainford
Joseph	Stalin	<input type="text" value="M"/>	



Team	Player
Blundellsands 1	Blundellsa
<input type="text" value="Blundellsands 1"/>	

NB – Use the MemberID field to enter your players BTM number if they have one.

Guides

Once the player details have been entered, I can apply to have the league converted to an online league and your club will receive login details.

The link below details how you can go about entering the results of matches online.

Entering Results: - <https://www.youtube.com/watch?v=oEenChjBAD4>