

# 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 gender |
|----------------------|-------------------------------------------|
| 1 <sup>st</sup> Team | 20                                        |
| 2 <sup>nd</sup> Team | 20                                        |
| 3 <sup>rd</sup> Team | 20                                        |
| 4 <sup>th</sup> Team | 20                                        |
| 5 <sup>th</sup> 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 1<sup>st</sup> team and the 2<sup>nd</sup> team then I need to enter Andy Murray twice in the spreadsheet once for the 1<sup>st</sup> team and once for the 2<sup>nd</sup> team that means that Andy has taken one of the 20 slots for the 1<sup>st</sup> team men and one of the 20 slots for the 2<sup>nd</sup> team men.

### 3. Starring

Starred players do not have to be included on the initial spreadsheets although you may do so if you wish by adding a \* at the end of a players surname followed by the number of the team for they are starred. If starred players are not given on the initial spreadsheet then they must be sent by email to the League Match Secretary and League Planner Manager by **no later than the Friday before the fourth week of the season.**

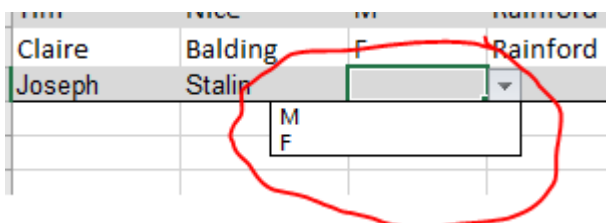
All teams apart from the last must have 4 starred men and 4 starred ladies. 'Starred players' may not play for a team which is lower than the one for which they have been 'starred' and must be regular League players.

If you wish to include the starrings in the initial spreadsheet they should be shown as in the example below which assumes you have 3 teams in the league:

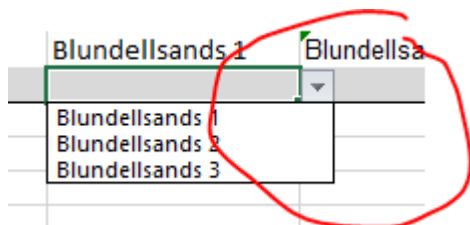
| Team            | Name               | How to enter in Spreadsheet |
|-----------------|--------------------|-----------------------------|
| 1 <sup>st</sup> | Novak Djokovic     | Novak Djokovic*1            |
| 1 <sup>st</sup> | Roger Federer      | Roger Federer*1             |
| 1 <sup>st</sup>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

## 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            |
|-----------------|
| Blundellsands 1 |
| Blundellsands 2 |
| Blundellsands 3 |

**NB – Use the MemberID field to enter your players BTM number or LTA number.**

## 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>