

tennisTOUCH WEB - INPUTTING SCORES

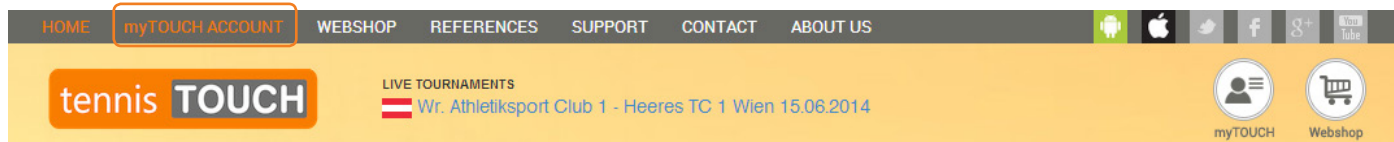
Manual for inputting scores using tennisTOUCH Tournament Software

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1) Inputting scores

1. Start Internet browser (Google Chrome suggested).
2. Open tennisTOUCH web page (www.tennistouch.net).
3. Navigate to “myTOUCH Account”.



4. Type your username and password and click “Sign in”.

SIGN IN

Enter your user name and password to sign in.

User Name:

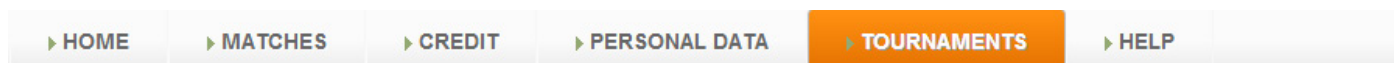
Password:

[Did you forget your password? Create a new one!](#)

[Sign In](#)

[Help for new user registration](#)

5. Chose “Tournaments” in myTOUCH Navigation.




























6. Select Data Owner.

SELECT DATA OWNER

BEAR IN MIND: To change language of account page, choose desired one in the upper right corner.



7. On the right of every mini tournament title there is a icon  for editing match scores. Press it.

		Nebraska - Vermont (2014)	PRIVATE 	USA								
		3.5. - 10.05.2014	1F5947AD	IN PROGRESS		OUTDOOR						
		Nebraska - New York (2014)	PRIVATE 	USA								
		3.5. - 10.05.2014	89C40719	IN PROGRESS		OUTDOOR						
		New York - Vermont (2014)	PRIVATE 	USA								
		3.5. - 10.05.2014	D18A671B	IN PROGRESS		OUTDOOR						

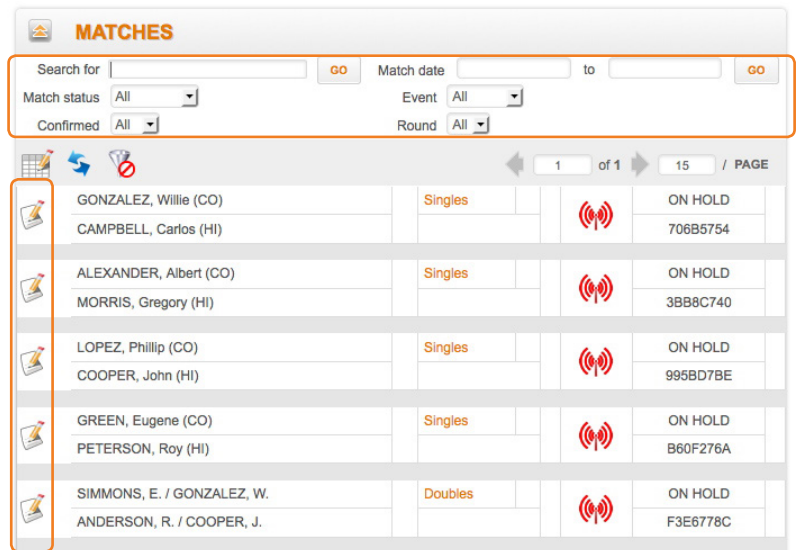
8. You have reached the list of all matches of a tournament. Here you will find all the matches of a given tournament. Find the one you wish to edit. There are a few ways to do this:

a) In “Search for” field input a player’s name or surname. Press “Go”. You will get a list of matches with that player.

b) Search by status - Press “Match Status” and select among: In progress, Prepared for Tracking, On hold or Finished.

c) Under “Confirmed” select “Yes” to search only through confirmed matches.


d) If you search by date, input correct match date and press “Go”.



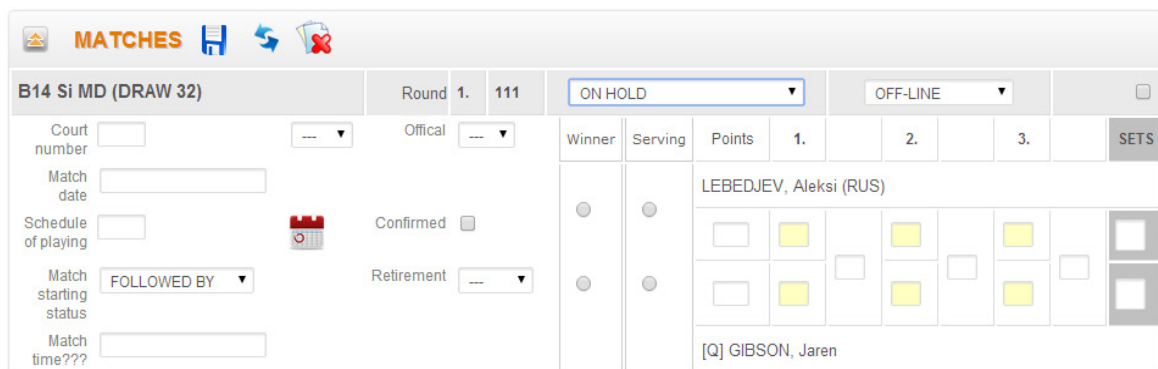
e) “Event” narrows the search to only one draw event (for example, B16 Si MD).

f) Searching by “Round” gives you options for different rounds of tournament - finals, semifinals, or quarterfinal - ¼.

BEAR IN MIND: All search options that you change will stay changed. Clear them to reset for new searches.

9. Find desired match and press icon  (left of player’s name).

10. Scores, status, order of play of a match are edited under this tab. Results can be inputted when ever - during the match or after it finishes.



SAVE CANCEL

MATCHES

B14 Si Q (8 > 4) Round 1/4 104 FINISHED OFF-LINE

Court number	Match date	Schedule of playing	Match starting status	Match time???	Official	Winner	Serving	Points	1.	2.	3.	SETS
			FOLLOWED BY			<input checked="" type="radio"/>	<input type="radio"/>					
						<input type="radio"/>	<input type="radio"/>		3	6	6	
									6	2	4	
									GIBSON, Jaren			
									SAGE, Simon			

Confirmed Retirement

4.1. Entering final score:

- Mark a player that won (circle under "Winner").
- Input exact score. Games are inputted into yellow fields. Tie-break score is inputted in the white box on the right of games (losers score of tie break).
- Tick "Confirmed" upon official verification.
- After inputting score, marking the winner and verification, press "Save". Cancel will leave the data unchanged. Pressing the blue disc will save and let you stay in the same window.
- Match is now finished.

4.2. Entering scores during the match:




- Choose who serves by marking the circle of a player as in picture.
- Input games of a match in progress.
- After you input current score, press Save - Score will be visible online as if tracked with Live Tracker.
- To change score, re-enter this match tab and change the score, save again to change it online.

4.3. Walk Out or Retired match:

- Choose "Retired" and pick W. O. or RET.
- Choose the winner.
- Verify match - tick "Confirmed".
- Press "SAVE".

BEAR IN MIND: If you wish to have the match visible online, set the match status to PUBLIC. Default status is OFF-LINE. In the upper right corner of your match, press arrow next to off-line and change it. Choose wanted status, and press SAVE. After you have changed anything on this tab, always press SAVE to keep changes and update status of match.

MATCHES

B14 Si Q (8 > 4)		Round	1/4	104	FINISHED	OFF-LINE	☐
Court number	<input type="text"/>	Official	<input type="text"/>		Winner	Serving	Points
Match date	<input type="text"/>	Confirmed	<input checked="" type="checkbox"/>		1.	2.	3.
Schedule of playing	<input type="text"/>	Retirement	<input type="text"/>		●	●	SETS
Match starting status	FOLLOWED BY				●	●	
Match time???	<input type="text"/>						

GIBSON, Jaren				
	3	6	6	
	6	2	4	
SAGE, Simon				