



LEE COUNTY WOMEN'S TENNIS LEAGUE

TEAM REGISTRATION INSTRUCTIONS

TEAM DUES MUST BE MAILED TO THE LEAGUE TREASURER BY JUNE 1

| RATED DIVISIONS | | SENIOR DIVISIONS | |
|--|---|--|---|
| Dynamo plays Tuesday (4.0 minus and above) | 3.5 minus plays Wednesday (3.5 minus to 3.0 minus) | Platinum (4.5) plays Monday (4.0 minus and above) | Copper (3.5 minus) plays Thursday (3.5 minus to 3.0 minus) |
| 4.0 plays Thursday (4.0 to 3.5) | 3.0 plays Monday (3.0 to 2.5) | Gold (4.0) plays Friday (4.0 to 3.5) | Nickel (3.0) plays Friday (3.0 to 2.5) |
| 4.0 minus plays Monday (4.0 minus to 3.5 minus) | 3.0 minus plays Thursday (3.0 minus to 2.5) | Cobalt (4.0 minus) plays Wednesday (4.0 minus to 3.5 minus) | Bronze (3.0 minus) plays Wednesday (3.0 minus and below) |
| 3.5 plays Tuesday (3.5 to 3.0) | 2.5 plays Tuesday (2.5 and below) | Silver (3.5) plays Friday (3.5 to 3.0) | |

CAPTAINS ARE RESPONSIBLE FOR REGISTERING THEIR TEAM FOR THE UPCOMING SEASON!

- ➔ Complete the online [Team Registration](#) between **May 12 and May 24 by 6:00 p.m.** Mail your team dues, \$180, to the League Treasurer by June 1.
- ➔ A division must have a minimum of four teams. Otherwise, the division will not run. Teams will be notified to make other arrangements.
- ➔ Complete the online [Player Registration](#) between **June 5 and July 15 by 6:00 p.m.** Read [Player Registration Instructions](#) for step-by-step instructions. The system will send a copy of your registration to your division secretary and she will check it for illegal players.

PRELIMINARY STEPS

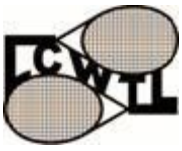
- Know the name of your division.
- Know the name of your team only if there is a second team playing in the same division at your club.
- Know the start times available at your club. Refer to the *LCWTL Rules and Regulations* regarding start times and teams playing at your club. If unsure, check with your tennis professional.
- Register the captain if she is a new player in the League.
- Captains and Co-Captains should make sure their email addresses are typed correctly in their Personal Player accounts, and that the LCWTL agreement is signed.
- Know your **Captain User Name** and **Captain Password**. If you do not have a password, contact your Division Secretary for this information, or the League Secretary (Randi Ireland, secretary@lcwtl5.com). You can find Division officers on the website, under About Us > Division Officers.

TO REGISTER A TEAM

- Open www.lcwtl.com
- Click the link on the home page that says, **“Register Your Team”**.
- Enter your **Captain Username** and **Captain Password**.

The correct division appears in the top left box. If other teams have already been registered, they appear in the **Teams Already in this Division** box. If you are the first person to register a team in this division, this box will be empty.

- Select your **Club**.
- Enter a **Team Name** ONLY if there is a second team playing in the same division at your club, (e.g. Netchix), otherwise, leave this field empty. Do **not** enter the club name again (e.g. Legends Netchix.)
- Enter **Start Time 1** in the format of 00:00 (e.g. 11:00).



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- Enter **Start Time 2** This can be left blank if there are no issues surrounding start times at your club.
- Select the **Captain's Name** from the drop-down list.
- The system automatically displays the **Captain's Email Address and phone number** from her Personal Player Account
- Select the **Co-Captain's Name** from the drop-down list.
- The system automatically displays the **Co-Captain's Email Address and phone number** from her Personal Player Account
- Click **Validate Team Info.**
 - Check your entries for typographical errors and misspelled names. If the Captain or Co-Captain names are misspelled, contact the webmaster (webmaster@lcwtl5.com) with the correction. You can continue to register your team. You may change your phone number and email address in your Personal Player Account.
 - On-screen messages will appear to alert you of any errors. Close the Message boxes and make corrections on the form. If the system accepts all your information a Message box that states, "Ready to Send to Div Officer or Edit any incorrect data." Click **OK** to close this message box.
- Click the **Register Team.** A message box pops up saying "You have registered your team. Email sent to you and Div Officers." This message also appears in the text box at the top of the page.
 - The system will automatically send an email to you, your division secretary, the executive officers, the scheduler and the webmaster. **THIS EMAIL IS YOUR TEAM REGISTRATION FORM. PRINT TWO COPIES.**
- Sign and date one copy of your team registration and send it to the League Treasurer. Include a check for the fee indicated in the email (\$180.00). The address for the League Treasurer is in the email. Keep the second roster copy for your files. The League Treasurer is Emalee Baldwin, 14239 Devington Way, Ft. Myers, FL 33912.
 - You will receive the following response from the League Treasurer acknowledging the team registration. "Thank you for registering your team."
 - Please get your check to the League Treasurer by June 1st. Allow at least 4 days for mail.
 - The League Treasurer will confirm the deposit and clearing of your team check and it is at that point the scheduler will put you in the correct division for scheduling.
 - Note: If your check does not clear, or the League Treasurer does not receive a check she will be in touch and your team will not go to scheduling and will be deleted in the system.
 - Note: It is the captain's responsibility to ensure that the email and money reach the League Treasurer.
 - Note: Once a team has been registered, there will be **NO REFUNDS** unless the team is unable to field 8 players and must withdraw from the division before scheduling.
- Register your players between **June 5 and July 15 by 6:00 p.m.**