



LEE COUNTY WOMEN'S TENNIS LEAGUE

PLAYER REGISTRATION INSTRUCTIONS

Captains and Division Officers should have received official notice from the League Treasurer that their Team is registered

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 ENTERING TEAM PLAYERS FOR THE UPCOMING SEASON!

- ➔ If you want your players names in the book, complete the online [Player Registration](#) between **June 15 and July 15 by 6:00 p.m.** by following the step-by-step instructions shown below.
- ➔ Captains cannot add/delete players to a team after they have submitted their initial roster. If errors or omissions are discovered after initial roster, captains should complete a Form 8 and email to their division officers. Division officers can correct prior to July 15 and then again in the fall when the website is back up in late September. A player is not legal until she appears on the website roster.
- ➔ Please be thoughtful when putting players on your initial roster as the league expects that most of the members on your team will remain the same for the entire season.
- ➔ Utilize the [Captain's Worksheet](#) to gather all player information before proceeding with the online process.

PRELIMINARY STEPS

- Complete the [Captain's Worksheet](#) with player information, including correct name, phone numbers, email address and USTA rating (if the player is new to LCWTL). Be sure all names are spelled correctly.
- Check the player database to confirm player's rating.
 - Open www.lcwtl.com
 - Choose **Players with Ratings** from the **Teams/Registration** menu. Scroll through the alphabetical list to find the player, LCWTL number, rate date, rating, and last date of play.
Note: If two players have the same name, the club they play for is usually indicated by the club initials next to player's name, e.g. Wright (GH), Anne
 - The rate date column is now also the last date of play unless the player has not played.
- Determine whether your player has played within the last two seasons by checking her match history.
 - Open www.lcwtl.com
 - Choose **Match Results** from the **Information** menu. If you cannot find any record of play for past two seasons, then treat your player as NEW to LCWTL (see below).
- Check NEW player's USTA rating
 - Open www.lcwtl.com
 - Choose **Check USTA Rating** from the **Teams/Registration** menu
 - If a player has a current USTA rating, keep record of this number.
- If a player is determined to be NEW to LCWTL, add her to database (see below).
- Determine that a minimum of two players on your rated team are on rating (3.0-, 3.0, 3.5-, 3.5, 4.0-, 4.0) for your division
Note: Dynamo, 2.5 and senior teams do not need two players on rating. Check [Team Requirements](#) in the LCWTL rules online.



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- Determine that all players on your team are legal. If a player on your worksheet has a higher rating, check **Players with 2017 Appeals** from the **Teams/Registration** menu.

ABOUT NEW PLAYERS:

- A player is considered **NEW** to LCWTL if:
 - She has never played in LCWTL.
 - She has a minimum of two years' difference between her last date played and her rate date. To check this initially, choose **Players with Ratings** under **Teams/Registrations**.
 - Example: If she has not played in LCWTL for the last two full seasons and had a rate date of March 2015 or earlier.
 - To check this information in more detail, choose **Scores/Results** and then **Past Season's Match Results**. Using the drop-down arrows, select **Season** and then **Player**.
- Once you determine your player is NEW to LCWTL, you must add them to the LCWTL database. If you know your player will be playing on two teams, make sure she is not registered twice with two different spellings. To add the player, email Beth Behrhorst at DataCoord@lcwtl5.com, Database Coordinator, the following information with a copy to all your division officers:
 - Player's full name (Last, first)
 - Player's telephone number, including area code
 - Player's cell number, including area code
 - Player's USTA rating OR player's self-rating
 - Player's USTA number
 - Player's club
 - Player's division
- If the NEW player does not have a USTA rating, she is allowed to self-rate and play where her rating allows.
 - Example: A player entering the 3.5 division as a NEW player, may self-rate as a 3.5 or a 3.5- or 3.0. However, if the player has a USTA rating, the USTA rating will take precedence. The league recommends that the player self-rates at the level for the division she plays or no lower than half a step below the rating if she is playing on two teams.
 - Example: A player with a USTA rating of 3.5 may play in the 3.5 division or any division above that she is qualified. **A player may self-rate higher than her USTA rating but not lower.**

ENTERING YOUR ROSTER

- Open www.lcwtl.com
- Choose **Add/Delete Players** under **Teams/Registration** menu.
- Enter your **Captain User Name**.
- Enter your **Password**. Once your password is verified, the **Register Players** page opens with your correct division listed. Note: If you have recently logged on to the website, you might not need to complete this step.
- Select your **Team Name**.
- Select **Players**:
 - The **Captain** and **Co-Captain** will automatically display on the team list.
 - **Eligible Players** (will show by default): A list of players with correct ratings for your team will display in the **Select Player** box. These players are not limited by club. Only division officers may add appealed players to your team. Note: If you cannot find your player check the appealed player list on the website. If she is not there it is possible that you did not enter her in the database.
 - **All Players**: If you are a division officer you can click this button to select players who have a special exemption (an appealed player). A list of all players displays in the **Select Player** box. These players are not limited to club or rating. Note: If you cannot find your player on either list, it is possible you did not enter her in the database.



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- Click on player's name in the **Select Player** box and click **Add**. The player's name appears in your team list. You must complete this step for each player.
- When your cursor is in the **Select Player** box, you can type a key on your keyboard to take you to the first letter of the last name in the list. For example: If you type the letter "W", you will be taken to all players whose last name begins with a "W".
- If you add the wrong player, select the name in your team list and click **Delete**.
- The system will not allow you to add the same player twice or add more than sixteen players.
- The system will not allow you to register a rated team without two players on rating for that division and at least eight players on the team.
- If you are interrupted or come back at a later time, the system will remember your team. Select **Roster Entry** again and continue to add players.

REVIEW YOUR TEAM

- When **all** team players have been added, click **Review Team**. This option is not available until you have added at least eight players to your team.
- The **Review Team Players** page will display your full roster and player details. The **Captain** and **Co-Captain** are designated with a lower case "y" next to their name.
- If you have forgotten to add a player into the system, **Exit** out of this page and start the **Player Registration** process again. The players you have added are saved to your team, and you can continue to add players. Likewise, if you get interrupted for any reason, you can come back, start over and continue with this process.
- Click **Edit** next to player's name to:
 - Change the Captain and Co-Captain designation, if necessary. Enter a lower case "y" in the relevant column.
 - Correct phone numbers. Enter new phone number with area code, e.g. 000-000-0000.
Note: When editing a phone number, it will correct the player's phone number on every team she is registered and will automatically insert the 239 area code, if not already inserted.
- Click **Update** when you have made all changes for a player.
- If you are interrupted before completing the editing process, you can go to **Review Team** by choosing **Review/Edit Team Players** from the **Teams/Registration** menu.
- After **CAREFUL REVIEW** and all **Team Information** is **correct and complete**, click **Register Team Players**.
 - The system will send an email to you, your co-captain, your division secretary and the webmaster. **THIS EMAIL IS YOUR ROSTER ENTRY FORM**. Any player who registered with the league since the end of last season will have the word NEW next to her name on the email you receive. All new players have an LCWTL number of 06500LCWTL or higher.
 - The division secretary will check all the players on your roster to ensure they are legal members of your team. She will send you an email acknowledging that your team is complete.
Note: It is the captain's responsibility to ensure that the registered players are legal for her team.
- Choose **Display Team Roster** from the **Team/Registration** menu to choose any team with the players. If you are still logged in as a Captain or Division Officer, you will see the telephone numbers of the players. If you are not logged in you will only see the team listing. Use your browser's **Print** button to print the list.

TROUBLE SHOOTING

- If you log on and step away from your computer for a period of time, you may receive an error message. Close the tab and start over. Your work to date is saved. This error message is a security feature.
- If you think you have added a player and she does not show up on the **Review Team Player** list, please close the window and start over. When you log on and select your team, you will see whether or not the player is listed.