

# Pennant Team Registration

A Guide for Pennant  
Secretaries



## Practical Guide for Entering Pennant Teams

### League Manager Access

Before entering a team on [League Manager](#), you'll need to attain access to the site on behalf of your club. Most likely you've done this in past seasons, but if someone else did it for you or this is your first season entering teams on League Manager, you may need to be given access.

First, log in or register on [Match Centre](#) with your email (not Facebook or Google+) if you have not done so before. You may already have a valid log in from using [My Tennis](#). Once you have logged into Match Centre, contact [Tyler Krumholz](#) and he can make you an administrator on League Manager. League Manager is the admin side of Match Centre, and it is where you can enter teams into eligible competitions, enter scores for any team at your club, or even create your own club competitions.

### Submitting Teams

Next, go to [Add Team](#) in League Manager. Select the correct Pennant league and grade you would like to apply for. When naming your team, always enter your club name first. Make each of your team names distinct, even if it is just "Example Club Grade 1" and "Example Club Grade 2". Team nicknames are encouraged if they are appropriate, but must be preceded with the club name. You can also add grading information in the comments section.

### Entering Players

After you've pressed create team, you can add players to that team. Here is an [excellent guide](#) to do so.

If you need to search for a new player to your club, only enter three characters for that player's first and last name. That will give you the widest search range in case the player's name was spelled incorrectly either now or in the past. Remember, some players may have been entered with nicknames as well, i.e. Bob instead of Robert.

The main goal when adding players to your team is to minimise creating any new profiles. If a player has been entered previously into a league on League Manager, a recent TA-sanctioned tournament or TROLS software competition, My Tennis, or ClubSpark, they should have a searchable profile.

The secondary goal is to add Tennis accounts for the correct player. We want all players to be entered on their team with a Tennis account, merged with any other profiles, so that your teams receive the correct grade. The process is as simple as creating an account on Match Centre with their email, searching for their name and then clicking "Link Profile" if they have extra profiles.

Players need to be entered in singles order of merit. Do not enter any players as reserves; all players entered prior to the season need to be base players with an order of merit.

### Editing Teams

If you need to edit your teams after submission but before the registration deadline, go to [Nominated Teams](#), click on the team name, and then three dots in the top right corner followed by "Edit Squad".

### 2021 Pennant Club Information Form

Once all your teams have been entered, you need to submit the [Pennant Club Information Form](#), which details your contact information, court availability, and grading information.

