

Hi everyone,

I hope all is well! Just wanted to give you some instructions on how to enter scores as well as how to do a search if you are looking for someone's contact information on the website and how to edit and update your profile.

### **How to enter your match results:**

- 1) Click on the log in button at the top of the home page.
- 2) Enter your username and password that you created when you registered.
- 3) You should now be on your home page.
- 4) Click the "Match Results" button at the top of the page.
- 5) You should now be on the Match Results page. Go ahead and enter your scores by using the drop down boxes provided. If the name of your opponent does not appear, please let me know so that I can add the player's name.
- 6) There are 3 boxes at the bottom of the page for you to enter the scores. If the match was only 2 sets, then leave the boxes blank. If you lost the match 6-2, 6-3 for example you need to enter the scores at 2-6, 3-6.
- 7) Click submit when you are complete and the results will automatically be sent to me so that I can update the standings board.

### **How to find a player's contact information using the Broward Tennis Search engine:**

*If you cannot find your contact list that I sent you, or if you are looking for other players to find a match or for networking, the Broward Tennis Search engine is what you should be using.*

- 1) Click on the log in button at the top of the home page.
- 2) Enter your username and password that you created when you registered.
- 3) You should now be on your home page.
- 4) Click the "search" button.
- 5) A list, in alpha order by first name, will appear. Go ahead and type the name of the player that you would like to find in the blank box at the top of the page. Click "search" (do not hit the enter key). You can see the email and phone number directly on the screen. If you would like more info such as the home court, company name, etc, click on the details link next to the player's info.
- 6) If you cannot find a player, please let me know so that I can add the player to the list.

### **How to edit your profile and create your own "mini" message board:**

- 1) Click on the log in button at the top of the home page.
- 2) Enter your username and password that you created when you registered.
- 3) You should now be on your home page, which looks like this:

Click the Edit button to change your phone number, address, homecourt, etc.

Click the My Profile: Add/Change to create your own personal message at the bottom of the page. Please try to keep it clean :o) You can advertise your business for networking purposes, you can trash talk a little (all in good fun of course).



Member Info : [Edit](#) (Click here to change info)

My Profile:

[Add/Change](#)  
(click this to  
add a message  
to the bottom  
of the screen)

Welcome Tracy	
Address	: somewhere in Davie
City of Residence	: Davie
Homecourt Location	: Forest Ridge
Phone	: (954) 260-7104
Profession	: Education Services
Company	: Broward Tennis, Inc
Company Description	: Flex Tennis Leagues!
Email	: browardtennis@gmail.com
Your Membership will expire on	: 10/15/2008

Hi everyone, I hope you are enjoying the league!

Tracy Greenbaum  
USPTA Certified Tennis Professional  
Broward Tennis Flex League Co-Coordinator  
(954) 260-7104