

# GOWTL Website:

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[www.GOWTL.com](http://www.GOWTL.com)

## Main Links/Pages:

- Join GOWTL
- Renew/Edit Membership
- Register for a Team
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## Things to Remember:

Your GOWTL number is IMPORTANT – WRITE IT DOWN and KEEP IT SAFE!  
Your TEAM number is IMPORTANT – WRITE IT DOWN and KEEP IT SAFE!

All players must be added to the ONLINE ROSTER – including Subs.  
All Subs must be marked as Subs – when registering AND when entering scores.

Scores are always entered with the Court Winner's Scores FIRST.  
(ie. 6-2, 2-6, 7-6)

## Join GOWTL:

Used to Join **FOR THE FIRST TIME** – fill out the form, a GOWTL membership number is generated – WRITE IT DOWN AND KEEP IT – you will need it! **Be sure to join for the correct GOWTL season!** Payment is done online via PayPal – you can use a PayPal account or a major credit/debit card. The payment goes through PayPal – PayPal holds the merchant account and keeps your sensitive financial information secure. GOWTL does NOT keep ANY financial information on GOWTL members at any time. You will get an email receipt from PayPal when your payment is complete. If you do NOT receive an email receipt from PayPal, your membership payment is NOT complete. If you absolutely cannot pay online, please contact your captain and ask her to pay for you.

## Renew/Edit Membership:

Used to RENEW or EDIT your GOWTL membership. Your GOWTL membership number is required to take you to YOUR GOWTL membership account. You will be able to view your membership information and make changes if needed. **Be sure to renew your membership for the correct season!** Once your edits (if needed) are complete, you will make your payment – as outlined above.

If you mislay your GOWTL membership number, your team captain or your Division Chair can retrieve it for you – please see the information for the Captain's Page and the Administrative Page below.

## Register for a Team:

Once you have renewed your GOWTL membership for the correct season (or have joined for the first time); you will be able to register for a GOWTL team. There is NO CHARGE to register for a team. Your team captain will give you the GOWTL Team Number. You will register for your team using your GOWTL membership number AND your GOWTL Team number. **You must join the team for the correct season!** There are boxes to check if you are a Captain, Co-Captain or a Sub – if you are none of these things **for this team**, do NOT check any boxes. When you have completed the form, you will get a message telling you of your success – or failure. Failure would occur if the membership number is not for the current season, if the person signing up has a GOWTL rating that is too high for the team, if the team number is incorrect or if the season (either the member's season, or the team's season) is incorrect or doesn't match.

## Code of Ethics:

Always available on the website – everyone should read and be very familiar with our Code of Ethics.

## GOWTL By-Laws:

Always available on the website – the most recent changes will be indicated in red. COMING SOON - - starting in 2012, By-Law Change Proposals will be done ONLINE.

## GOWTL Forms:

Paper forms for your use – including: paper roster sheet (for captains), paper membership form (can be filled out online then printed and mailed with a check), Request for Rating Change form, Facility Pro Rating Form and a Generic Blank Scoresheet. All forms are pdf files – they can be opened and read with Adobe Reader. You can fill some of them out online, but you cannot save them to your own computer unless you have the FULL Acrobat Program on your local machine. These forms are meant to be printed.

## GOWTL Facilities:

A list of all the tennis facilities that GOWTL uses along with a brief description of their head pro, amenities, contact information and directions. This is a good page for new members to the League.

## GOWTL News:

News from the GOWTL Board – check this frequently to keep up with your League!

### GOWTL Member Contacts:

Log-in is required to view this page – it is an alphabetical list of all GOWTL members w/their cellphone #s & email addys.

### GOWTL Board Contacts:

Contact Information for all GOWTL Board Members including all Division Chairs. No log-in is required to view this page.

### Find A Player:

To view current history of any player, click on this link and enter the first few letters of the player's name. A list will come up with all the players in the database with those letters along with their rating to help you choose the one you want. Click on the player's name to view their history. THIS WILL NOT ALLOW YOU TO FIND A PLAYER'S GOWTL MEMBERSHIP NUMBER. GOWTL membership numbers are ONLY available on the Captain's Page and the Administrative Page – see below.

### Captain's Page:

Log-in is required – you must be a captain or co-captain to be able to log-in to this page. Links on this page include:

- **Score Entry –**
  - Click this link, enter the Match Number (found on the Team Page and at the Top of the Score Sheet)
  - Click Continue if the match that comes up is correct – go back and correct the Match Number if needed
  - Scores are entered Court by Court starting with Court 1 and continuing through all courts.
  - Choose the Player's names from the drop-down lists. ALL Players (including subs) must be included on each team's roster in order to be included in the drop-down lists. Unless a court has been defaulted, ALL Players must be named on every Score entry. **Click the Sub box next to any Player's name who played as a sub in that match.** Enter the scores for that court:
  - **Important! SCORES ARE ALWAYS ENTERED WITH THE COURT WINNERS SCORES FIRST.** For example: 6-2 – Visitors; 6-3 – Visitors – Visiting Team won that court; or 3-6 – Visitors, 6-1 – Home, 7-6 – Home – Home Team won that court. **Always choose the result from the drop-down list** – your choices are: Completed, Retired, Default, Double-Default, Not Played.
  - **Retirement:** if the match is not completed due to one team retiring, enter the scores as above – the team that did NOT retire is the winner – the NON-RETIRING Team's scores are entered first. For example: 3-6 – Home, 2-2 – Visitors – Visitors won the court – EVEN THO' THEY LOST THE FIRST SET – their scores are entered first because the Home Team retired.
  - **Default:** this is scored 6-0; 6-0 – the team that 'won' the court MUST have players names entered. The team that defaulted will have NO players names entered.
  - **Double-Default** – this is entered 0-0, 0-0 – Double-Default – neither team gets a win for this court.
  - **Not Played** – this is used if the Division is not playing 5 full courts – the courts that are not played have no players names entered and no scores, but the choice 'Not Played' is entered for the Court Result.
  - **Important!** After you enter the final court, you will have the opportunity to look over everything you have entered – AT THIS POINT, you can use your back-button on your browser to go back and correct any mistakes. You will need to re-enter all subsequent courts from where the mistake occurred. Once you are satisfied with the scoring, **YOU MUST CLICK CONTINUE to CONFIRM THE SCORES AND ADD THEM TO THE DATABASE. PLEASE CLICK THE CONTINUE LINK ONLY ONCE.**
- **Find A Player** – this is used by Captain's to find the GOWTL number and rating of any GOWTL member. This can be used to assist your team members and/or to find sub membership numbers to add them to your roster.
- **Pay Multiple Team Members Memberships –**
  - This link will allow a Captain to pay for their OWN GOWTL Membership AS WELL as their team members – ONE TIME.
  - Click the link and enter Your GOWTL membership number.
  - The next page will show your member # and your last name – if you wish to ONLY pay for yourself, click the Add to Cart Button and pay your membership via PayPal (CAPTAINS ONLY).
  - To add team members so that you can pay for many or all of them at one time, add their membership Numbers in the field provided (one at a time) – each time you add a number, the number & last name will show up in the list near the bottom of the page. If you make a mistake, you may click on the OOPS! Link next to the incorrect person to remove that person from your list. When you have all your players you wish to pay for listed, click the Add to Cart NEXT TO EACH NAME. When the last name is added to your shopping cart in PayPal, pay for all with your PayPal account OR a major credit/debit card.
- **Register Team Members -**
  - This link allows a Captain to add members to their team's roster. You can use this for regular players and/or for subs. You will need to enter each player's GOWTL member number along with your Team Number (given to you by your Division Chair) and the correct team season. Click on any box that is appropriate for that player (such as the sub box).
- The last 4 links are to the same paper forms that can also be found on the GOWTL Forms page – they are listed here for convenience.

### Administrative Page:

Log-in is required, you must have Administrative privileges to view this page and use these links.

- **Find A Player** – same as from the Captain's Page – this link gives Division Chairs the ability to find player's numbers and ratings.
- **Post News** – you can post News to the full GOWTL News Page (link in the green bar on the left) OR you can post news just for one Division – the links to each Division News Page is found on each Division Page. You need to enter the date, your name and the news you wish to post.
- **Create Teams** – this allows Division Chairs to enter teams and generate team numbers into the database at the beginning of each season.
- **Edit/Delete Teams** – this link allows Division Chairs to edit team information or delete the team altogether. Please do NOT click Delete unless you are SURE you want to delete the team!
- **Remove Player from Team** – this link allows Division Chairs to remove any player from any team.

- **Create/Edit Match Schedules** – this link is where each Division Chair will enter all the matches she has scheduled for her division at the beginning of the season. First, you choose the division and the season you wish to work on. To create new matches, you will enter the date of the match (a clickable calendar is included for your convenience), the Home Team Number and the Visiting Team Number. The Facility where the match will be played is entered by default as the Home Team Facility. If this needs to be a different facility, click on Edit (next to the match in the list of all the matches) and change the Facility. If you make a mistake and wish to delete a match, click on Delete next to the match in the list of all the matches. **When a make-up is scheduled, the Division Chair will go to this list, find the match to be edited and edit the match date so that the match shows up in proper sequence as it will be played. PLEASE NOTE – once a match has been scored, it can no longer be edited or deleted.**
- **Update Ratings** – this link is used to update player ratings after the Coach’s meeting and all players needing review have been done. Players enter their own beginning rating when they FIRST join GOWTL – after that, they cannot adjust their rating – only Board Members can make changes to their rating. Click on the link to find the alphabetical list of all players – click on Change Rating next to the one you wish to change. You will need to enter the new rating and the source of that rating.
- **Member Contact List** – from the Admin. Page, the Member Contact List includes each player’s address, email and both phone numbers (as entered by the player when they joined/renewed GOWTL). This page has recently been updated to include ALL members on one page.
- **Current Membership Check** – this link is for the Secretary/Treasurer’s use – to check off players as their membership payments come in so that we can ensure that all players have paid their membership dues for each season. There is a link to send each player an email reminder that they have not paid their dues and need to do so.
- **Captain List** – A list of all the Captains of all teams for a given season. Includes the Division Level, Team Numbers, Team Names, Captain Names and Captain’s email addresses – for the convenience of Division Chairs.
- **Enter Scores** – this is another link to Score Entry (the same as on the Captain’s Page) – this allows Division Chairs to help out a captain.
- **Administrative Privileges** – this link allows Board Members to extend Administrative Privileges when Board Members change.
- **Create New Year** – used once a year to create a new season. The drop-down list shows what seasons are currently in the database.

#### Archives:

This link allows you to find a player or a season to view the player history or the division standings from the past (starting with the 2010 – 2011 season). You must know the full, exact name of the player to find their archived history. There are also links to pdf files showing the win/loss percentages from archived seasons.

#### DIVISION PAGES:

Each Division Page shows the current standings for that Division.

At the top of the standings are links for Division News, 80% wins/losses and Banquet Tickets (in yellow boxes). The 80% wins/losses and the Banquet Tickets links are posted at the end of each season.

Division News is where any information your Division Chair has posted for you is located.

80% Wins/Losses is the CURRENT list of all players with 80% wins or 80% losses. This list is up to date as of the latest scores entered in the database. It can be sorted by any heading colored blue.

Banquet Tickets Link allows you to buy GOWTL Banquet Tickets Online via PayPal.

The team names in the Standings are links to each Team Page.

#### TEAM PAGES:

At the top of the page are two links in yellow boxes – one to print the roster and one to print the schedule. Printing the roster requires log-in as it contains the cell phone and email address of the rostered players.

Each Team Page shows the current Roster of the team including the rating of each player and Sub designation. This page also shows the Captain and Co-Captain, the Team’s Facility, the number of matches currently played, the number of matches won and lost and the current win percentage. There is space for a small team photo – if you wish to have a team photo on your page, please email it to: [martieh@cox.net](mailto:martieh@cox.net).

Under the roster, is the schedule for the season for that team. Clicking on the match number allows you to see the scores for that match if it has been played and scored or to print a blank score specifically for that match if it has not been scored. This schedule should be kept up to date at all times – when a match needs to be rescheduled, the captains must inform their Division Chair of the new date so that she can adjust the schedule. If this is kept up to date, all captains can see who has played where and when and at what court very easily. The Division Chair should keep an eye on these schedules to make sure that each match is scored in a timely fashion (or rescheduled in a timely fashion).

Each Name in the Roster is a link to that Player’s Page.

#### PLAYER PAGES:

Each Player’s Page is their match history. It contains the player’s name, their current rating and the teams they are rostered on (either as a rostered member or a sub). It shows the number of matches played, number of wins, number of losses and the win/loss percentages. There is a link to create and print a pdf of this information.

The list of matches shows the complete playing history for the current season. The date of the match, the court played, the scores, the winners and the division. All subs should be noted with (Sub) after their name.