



MatchTennisTeam.com

During a tournament, there are four primary interactions that a team will use the Match Tennis Team app for:

1. **Submit Lineups**
2. **Receive Court Assignments**
3. **Report Scores**
4. **Sign off on Match Cards**

** Make sure to do a practice lineup to confirm that you see all of your players and that you can enter a lineup.***

Interaction 1: Submit Lineup to Director for Approval

[[demo video](#)]

Interaction 2: Court Assignments

[[demo video](#)]

Interaction 3: Score Reporting(Captains or Players)

[[demo video](#)]

Interaction 4: Match Card Sign Off

[[demo video](#)] [[demo video JTT](#)]

Additional Features: Draws, Site Info, Team

Communications,etc

[[demo video](#)]

The app can be accessed in any of the following 3 ways:

1. **Mobile/Desktop Web Browser:**
<http://www.matchtennisteam.com> click login from menu
2. **iOS**
<https://apps.apple.com/us/app/match-tennis-team/id1298091774#?platform=iphone>
3. **Android**
<https://play.google.com/store/apps/details?id=com.teamx.team>

Overview Page: <https://www.matchtennisteam.com>

Interaction 1: Submit Lineup to Director for Approval

1. Tap Matches icon in the top menu
2. Tap "Match Card" icon of respective match
3. Tap on each position dropdown and select the player in that position
**User may need to scroll down the page by touching and dragging up
4. Tap on NTRP dropdown and select NTRP for each player (If field present)

5. Tap the "Submit Final Lineup" button to submit the final lineup to the director. ** You will receive a pop message confirming "lineup has been submitted"

**Prior to the start of your team's 1st Rd match, tap and use the "Update" button if you would like to play around and practice with the lineup without finalizing and submitting to director yet. When using the update button only you and your team can see the lineups.

After the Director reviews your submitted lineup the captains will receive a text message confirming the lineup was approved. Upon lineup approval your team will be added to the court waiting list, so make sure all team members are prepared and ready to go on court to play their match upon submitting your lineup

Demo Video: [Watch Now](#)

**Important for Captains to submit lineups 30 minutes before the match so the director has time to review and assign courts.

Interaction 2: Court Assignments

1. Players will receive a text,in-app, and email message informing them to report to their assigned court at the assigned site.
2. Captains will also receive a copy of these messages for each assigned court for each line position being played so they can make sure that all players get on court for their matches and assist anyone needed

Interaction 3: Score Reporting(Captains or Players)

1. Tap Matches icon in the top menu

2. Tap "Match Card" icon of respective match
3. Tap on the text box of the respective match with text "Report Score"
4. Score Form window will appear.
5. Enter "win,loss,delay" from dropdown of respective team player
6. Enter each set score for each team
**Next set fields will appear after entering the previous set
7. Tap "Update" button

Demo Video: [Watch Now](#)

We encourage the players to do this so the score is fresh in their minds but captains can also do for them. The score is entered automatically for both teams based on the first team that enters the score. If there is a discrepancy then notify the tournament director and they will resolve it.

Interaction 4: Match Card Sign Off

After all scores reported for all matches for that lineup then Captains do the following:

1. Tap Matches icon in the top menu
 2. Tap "Match Card" icon of respective match
 3. Review scores and if you agree then tap the yellow "Sign Off" button at the top of the card.
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Support Options:

Our support team is online during the event to assist you with any lineup submissions or score reporting issues. If you are having technical difficulty then we can enter lineups and scores for you through the chat to keep the event running smoothly.

Live Chat by clicking the icon in the bottom right of the app or on our main website page; <https://www.matchtennisteam.com>

Email: support@matchtennisapp.com

Additional Features:

Co-Captains

1. Click Teams in the top menu
 2. Click the “C” icon on any player to give captain permissions
- **Can submit lineups and group communicate**

Site Directions

1. Tap Matches in top menu
 2. Tap underlined site name on any Match Card
- **Will launch external window to Google Maps**

Team Individual Email/Text Communication

1. Tap Team in top menu
 2. Tap on email or text icon on any Member
- **Will launch phone email/text app to send**

Team Group Email Communication

1. Tap Team in top menu
2. Tap Email
3. Tap Slider to the right of Email label
4. Type Subject
5. Type in Body Text
6. Tap Broadcast Message button
7. Replies will come back to Captain email

Team Group Text Communication(phone only)

1. Tap Team in top menu
2. Tap Text
**Will launch phone texting app with team phone numbers
3. Type in text and click send
4. Replies will come back to Captain phone

View Team Tennislink Records

1. Tap Matches icon
2. Tap View All Draws button
3. Tap on the name of any Team on any draw
**Will open a new window to Tennislink record page for Team

View Completed Matches Scorecard

1. Tap Matches icon
2. Tap View All Draws button
3. Tap Match Card button of any match
**Will only show cards of approved or completed matches. Otherwise page is empty.

View Next On(waiting list) Matches

1. Tap Matches in top menu
2. Tap Tournament Desk button
3. Select Site in dropdown in top right
**Same screen for On Court and Completed Scores matches

View Matches in Progress

1. Tap Matches in top menu
2. Tap Tournament Desk button
3. Select Site in dropdown in top right
4. Swipe left to right to see Matches In Progress

View Results & Standings

1. Tap Matches in top menu
2. Tap Results and Standings button
**Will take you to Tennislink for official results

[MatchTennisTeam General Processes - continued]

****Could be delay after matches are reported while tournament staff are entering information into Tennislink from this system.**