



Sacramento Area Tennis Association

*Tennis is for Life!*

www.sactennis.org



## INSTRUCTIONS FOR FREQUENTLY-USED TOPDOG PAGES

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## LOGGING IN

It is not necessary to be logged on to view teams, look up players, view ratings, or view match history

Players log on to change passwords, email addresses, phone numbers and to enter availability

Captains and Co-captains log in to register a team; add players to a roster; enter availability; enter match line ups; print scorecards; confirm matches; find opponents contact information ( an opposing captain's phone number or email address); and edit their own personal information (change phone numbers, email addresses, or password)

### To Log In:

1. Go to [www.sactennis.org](http://www.sactennis.org)
2. Click on "*TopDog Tennis*"
3. The *TopDog Home Club Page* appears  
([http://www.topdogtennis.com/pages/club\\_information.asp?orgid=431&hostid=431](http://www.topdogtennis.com/pages/club_information.asp?orgid=431&hostid=431))
4. Click on *Login* in the top right area and enter email address (login ID) and password
5. The *Player Profile Page* appears

### To Log-Out:

1. Click on you name
2. From the scroll down menu Click on *Logout*

## HOME CLUB PAGE

From the SATA website ( [www.sactennis.org](http://www.sactennis.org) ) click on *TopDog Tennis* the *Home Club Page* will appear. It includes:

1. *Search* which allows searching the database for a club or player
2. The *Self Rate Form* under the *News* section. Players new to SATA click on the form and fill out online. Once the form is filled out the player clicks the form to submit and the player will be added to the database in a timely manner
3. A tab for *Teams* (across the top of the page). If clicked a list of all leagues, teams in the league, captains of the teams and club the team is from will be displayed
4. A list of all divisions and leagues offered for a season. Click on any league to get to that *League's Page*
5. A list of past seasons
6. A list of member clubs and addresses. Click a club and the location of the club will be displayed on a map to the left (directions to the club are available if directions is clicked). A list of teams from the club will also be displayed
7. On the left hand side of the page is SATA general information. The SATA website (the link) is listed in this section; this is where the current Rules and Captain's Handbook can be found:
  - a. Click on [www.sactennis.org](http://www.sactennis.org) , click on *Adult leagues*, click on *Forms and Rules*
8. A list of interclub coordinators and contact information is also on the left hand side of the page
9. A map of member clubs and the ability to get directions clubs is displayed. There is also a link to a weather site

## LEAGUE PAGE

From the *Home Club Page* click on a league and the *League Page* appears. It shows the teams and standings for the league during the current season:

1. If matches have not begun, the teams are listed in alphabetical order
2. If matches have been played, the teams are listed by the best win/loss record
3. Captains or co-captain can click on the *Email Captain's* tab and send an email to all captains (it is necessary to be logged in to do this)
4. Click on the *Schedule* tab and the schedule for the entire season is displayed
5. Click on a team name to get to that team's *Team Page* or click on the captain's name and that captain's profile page is displayed (*Personal Profile Page*)
6. At the bottom of the page is a chart of Division Standings
7. On the Left hand side of the page is a list of the Top 15 players in the league and general league information

## TEAM PAGE

From the *League Page* click on a team name the *Team Page* will open. The current schedule and the team's roster are displayed. A player can enter their availability (see below #9) and captains can schedule team practices (see below #10) on the *Team Page*. The *Team Page* includes:

1. The *Player Roster* button, click on this button and the team's roster is displayed, or scroll down the *Team Page* (below the schedule) to the Roster section to view the roster
2. Click on the *Calendar* button and a calendar with all teams and matches for that team's club will appear
3. In the *Matches* section a list of the current season matches is displayed:
  - a. Captains and co-captains can click on *Options* (to the left of the match date) and a drop down menu appears:
    - 1) Click on *Assign Courts* and the court numbers can be assigned—you must be logged in
    - 2) Click on *Lineup* and the players with their ratings can be assigned to a match---you must be logged in
    - 3) Click on *Notes/write up* or the *Reschedule match* button and the date of postponed matches can be changed. In the Notes section, note dates offered and anything of importance---you must be logged in
    - 4) Click on *Enter Score* and enter the score of the match---you must be logged in
    - 5) Click on *Blank Score Card* and get a score card with all players from both teams and their ratings listed at the bottom of the page—anyone can do this. If a captain or co-captain is logged in and has input a lineup in TopDog the scorecard will be automatically filled with the teams' players names when printed
  - b. Click on *Lineup* button see above under *Lineup* (section a. bullet2)
  - c. Click on *Reschedule* button see above under *Notes/write up* (section a. bullet 3)

## TEAM PAGE cont'd

4. Click on an individual team name in the schedule and that team's *Team Page* will be displayed
5. In the *Roster* section the players assigned to the team appear. The roster is listed alphabetically by last name. The roster can be listed by ratings by clicking on the column heading *Singles/Doubles Rating*
  - a. Click on *Email Players* and a captain can email players on the team (you must be logged in)
  - b. Click on *Manage Roster* and a captain can add or delete players from the team (you must be logged in)
    - 1) Enter a player's name exactly as it is spelled in the TopDog database. Hints: type in the first name and the first couple of letters of the last name (or last name and first couple of letters of the first name) and a list appears; click on the desired player. Be sure to try things like Bob for Robert, Mike for Michael, etc. If all else fails look for a team that the player played on last season
6. When a captain or co-captain is logged in, phone numbers and email addresses for the players are listed on the roster
7. The number of players and the average of the teams rating are displayed at the bottom of the page
8. On the left hand side of the page is Team information. If you are a captain or co-captain click on *Edit* to change information like the Team's name, Captain, Co-Captain and Email reminders (you must be logged in)
9. Click on *Availability* and a schedule appears and roster of the team appears. To enter availability
  - a. Click on the player name and enter one of the availability choices.
  - b. The captain or player can enter availability but the person must be logged on
10. Click on *Practices* and a box to assign practices appears. Click on the box to assign practices

## PLAYER PAGE

From the *Team Page* click on a player name and the *Player Page* will appear. When Logging in a person is also directed to this page or a search can be done for a player and this is the page that appears from clicking a player from the *Search* tab.

1. If a person is logged on, the left hand side of the page displays the player's personal information (phone numbers and email address). This is where a player can change a password (**See Note below**), telephone number or email address if necessary. You must be logged on
  - a. To change a password:
    1. Click on the *Edit* button
    2. Scroll down to *Password* and enter a password
    3. Reenter the password in the *Confirm Password* space
    4. Click *Save*
  - b. To change and email or telephone number:
    1. Click on the *Edit* button
    2. Scroll down to *Address and Phone Numbers*
    3. Make the necessary corrections
    4. Click *Save*
2. A player's singles and doubles ratings are displayed
3. Teams the player is on are displayed
4. The last 5 matches played are also displayed
5. Scroll down and a calendar with match dates appears
6. Below the calendar is a graph of win/loss for previous seasons
7. Across the top of the page if the *Matches* button is clicked all recorded TopDog matches will be displayed. By clicking on other player's names within the match history, you will be taken to that player's *Player Profile Page*
8. Click on the *Ratings* button and the current rating is displayed

Personalize your password! Anyone knowing your default temporary password and your email address can log in as you and make changes to your team's matches. TopDog's system entry log would show your email address as authorizing such changes.

# LOOK UP RATINGS

1. From the *Home Page*
2. To look up a specific player click on *Search* top left corner
  - a. Enter the player's last name, then first name (or first name then last name).
  - b. Click on the desired player from the generated list
3. To find a list of players by club click on *Search*
  - a. Enter club name "
  - b. Click on the Club name and a list of club teams is displayed under *Divisions*
  - c. Click on the *List Schedules* button in the *Divisions* section. A box to request reports will appear
  - d. From the drop down in the report box select *Player Listing*
  - e. Choose the filters you want
  - f. Click *Create Report*



## MANAGING ROSTER

1. The Captain or co-captain need to add players to the roster.  
Login
2. Go to the *Team Page*
3. Click on the *Manage Roster* tab (white tab toward the top of the page, in the middle)
4. In the blank box next to *Add Player*, type in the name of the player to be added, click *Search*
5. Click on *Choose* next to the correct player
6. Click on *Save and Continue* if more players are to be added; or *Save and Exit* if finished
7. Hints on adding players:
  - a. Enter the players name exactly as spelled in the TopDog database. Type in the first name and the first couple of letter of the last name (or the last name and the first couple of letters of the first name). Click *Search* and list of players will appear. Choose the correct player. If there is a duplicate name check the location of the player. A Florida player is not the person that can play on a SATA team
  - b. Be sure to try using Bob for Robert or Mike for Michael (etc.) if there is a problem finding the correct person
  - c. If all else fails look at a team that the player has played on in the past to get the correct spelling of the name

## PRINTING A SCORECARD

1. From the Team *Page*
2. Click on the *Options* button by the date of the match for the desired scorecard
3. From the dropdown menu click on *Blank Scorecard*. At the bottom of this scorecard, all players' singles and doubles ratings (from both teams) will be displayed
4. Print the scorecard

## TO ENTER MATCH RESULTS

1. The Captain or Co-Captain needs to enter the scores. Login
2. Go to your *Team Page*
3. Click on the *Options* button by the date of the match that scores will be entered
4. From the dropdown menu, Click on *Enter score*
5. Under *Match Status* enter *Completed, Default, Retired* or *Double Default*. See below for definitions of Default, Retired and Double Default
6. Click the winner of each line of play
7. Using the drop-down boxes, click on the players' names
8. Enter the match scores per set in the appropriate boxes. For sets 1 and 2 if a tiebreak was played enter 7-6. You do not need to enter the actual tiebreaker score. If a 10 point Tiebreak was played instead of a third set the score of that set is recorded 1-0. For retired matches, enter the actual score when the match ended, making sure to click "retired" for the status.
9. Click on the submit button. Any errors will result in non-submission and TopDog will offer possible solutions at the bottom of the screen.

**Default:** One/Two player(s) did not play. List the status as *Default* and list the name of the player(s) earning the win due to the default. Click on *Default* from the drop-down box of names to record the absent players.

**Retire:** At least one point of the match was played before it was decided to retire the match. List the status as *Retired* and enter all players' names. Enter score as it was on the last point played.

**Double Default:** Both teams did not send players. *Status* is set to *Double Default* and *Default* is the name used for all players.

## TO CONFIRM MATCH RESULTS

1. The Captain or Co-Captain needs to confirm the scores. Login
2. Go to your *Team Page*
3. Click on the *Options* button by the date of the match that scores will be entered
4. From the dropdown menu, Click on *Confirm*
5. The scorecard will appear. Compare the online scorecard to the people who played the match and also compare the match scores that the teams finished with
6. If the scorecard is correct, In the Pink Box click on the green button *I confirm this match*
7. If there is an error on the scorecard contact the captain that entered the match and resolve the error
8. **CONFIRMED MATCHES CANNOT BE CHANGED** without contacting the league coordinator

## TO USE THE “LINE-UP” OPTION

The Lineup option allows the captain or co-captain to enter the teams' lineup into TopDog. Once this function is completed when the scorecard is printed it shows the players names and ratings. This allows the captain/co-captain to see that the line is in the correct order of play. Also when the score is input by the home captain the players' names are automatically filled in by TopDog (for most leagues).

1. The Captain or Co-Captain needs to set the lineup. Login
2. Go to your *Team Page*
3. Click on the *Options* button by the date of the match that the lineup will be entered; or click the *Lineup* button on the left hand side of the date of the scheduled match If the *Options* button is used, Click on *Lineup* from the dropdown menu
4. A page to enter you players appears
5. From the dropdown click on the players name that will be playing the match
6. The captain can choose to hide the lineup or send an email to the assigned players
7. Click *Save*
8. If there is a need to change the lineup once it has been saved there is a box that can be clicked to *Change the lineup* and there is also an *Edit* tab in the top left hand part of the page
9. Enter the changes
10. Click *Save*

## THE “AVAILABILITY” OPTION

The *Availability* option allows the Captain or Co-captain to see when players are available to play matches. Players on the team can enter their availability if they have a login and password.

1. Login
2. Get to the *Team Page*
3. Click on the *Availability* tab toward the Top right hand side of the team page
4. A chart appears listing the roster and all matches. This chart will track how many matches each player has played as well as players availability
5. Click the players name a chart of matches appears
  - a. From the dropdown menu Click *No, Yes Maybe, or Last Call*
  - b. Complete for all dates
  - c. Click Save

## ENTERING A NEW TEAM

1. Login
2. From the *League Page* Click on *New Team*
3. Select a Captain; type in the Captain's name
4. Select a Co-captain; type in the Co-captain's name
5. Select the Club; type in the Club name
6. Select a team name and fill in the payment information
7. Click Finish