

PART 1 – TEAM ENTRIES – 2 STEPS

1. Jotform

This form contains information about the number of teams entering the competition, court availability at the club, entry costs and club contacts including interclub controller and treasurer details.

2. MatchPoint

To enter each team, login to MatchPoint, ensure the account is set to “personal context” and not “Club Admin”.

[MatchPoint - Login](#)

[MatchPoint - How to Enter a Competition](#)

For other user guides, refer to [MatchPoint Support Website](#)

PART 2 – TEAM LISTS

3. Regular Team Members

- (1) Regular team members are required to play at least one half of the contests for the team. The highest-graded player on a team List must be a regular player
- (2) Team members added before entry deadline, are assumed to be regular players, and are expected to meet the above criteria
- (3) Where a regular team member does not have a WTN rating, email Tennis Auckland with an indication of level compared to another team member from the team/club. This will be used as a rating guide when placing the team in a grade section
- (4) Regular Team Members will be used to calculate team strength and appropriate grading
- (5) Minimum number of Regular Team Members added by team entry deadline:
 - (a) Senior – Singles and Super Tennis grades: four (4) team members
 - (b) Senior – Mixed-Four Presidents grade: two (2) men and two (2) women team members
 - (c) Senior – all other Presidents grade: four (4) men and four (4) women team members
 - (d) Senior – Open grades: four (4) team members. Note: all listed regular team members will be used to calculate team strength
 - (e) Midweek – all grades: four (4) team members
 - (f) Twilight – Singles: two (2) team members
 - (g) Twilight - Doubles: four (4) team members

- (h) Junior – premier grades: two (2) team members
- (i) Junior – all other grades: four (4) team members

4. Non-Regular Team Members

- (1) Non-regular team members are not required to play a minimum number of contests.
- (2) Once team entries close, clubs will be able to add non-regular team members to team lists

5. Primary Contact

- (1) Each team list needs to identify a Primary Contact, typically the Team Captain
- (2) The Primary Contact is required to have an email and mobile number on their member page. These details will display in the App for other teams
- (3) To update these details, the account is set to “Club Admin” and not “personal context”

6. Score Recorders

- (1) Teams can have unlimited Score Recorders per team
- (2) When entering team members, select “can manage entry”, to allow that member to be a Score Recorder

7. Player Details

- (3) All players must have a date of birth and nationality recorded in Match Point
- (4) To update these details, the account is set to “Club Admin” and not “personal context”, under Membership tab

8. New Players

- (1) Players from other Associations (e.g. North Harbour) are searchable within MatchPoint, and must be added to the club first
[MatchPoint Guide - Add an Existing Member](#)
- (2) New players can be added to a club at any time, and will be generated a WTN rating after playing matches
[MatchPoint Guide - Add a New Member](#)