

**INSTRUCTIONS FOR NAVIGATING
TOPDOG**

TABLE OF CONTENTS

Page 1: LOGGING IN

Page 2: I'M IN TOPDOG—NOW WHAT? (explanation of Home Page, League Page, Team Page, Player Page)

Page 3: HOW TO RESET YOUR TEMPORARY PASSWORD (and make other changes to your personal profile—such as phone numbers, email addresses).

Page 4: HOW TO LOOK UP PLAYERS' RATINGS

Page 5: HOW TO PRINT A BLANK SCORECARD.

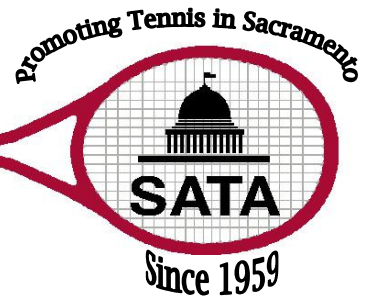
Page 6: HOW TO ENTER MATCH RESULTS

Page 7: HOW TO CONFIRM MATCH RESULTS

Page 8: USING THE "LINE-UP" OPTION

Page 9: USING THE "PLAYER AVAILABILITY" OPTION

Sacramento Area Tennis Association



Logging In

Before reading the instructions for logging in, first determine whether you need to be logged in. There are only four reasons why you would need to log in:

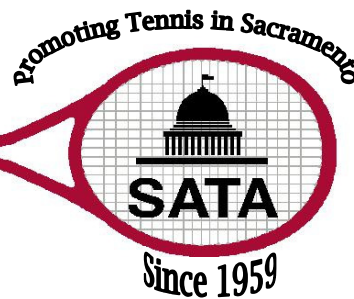
1. To enter player availability/print scorecards
1. To enter or confirm match results
2. To view personal information on a player, such as a captain (phone numbers and email addresses).
3. To edit your own personal information (change phone numbers, email addresses)

To view teams, look up players, view ratings, view match history—you do not need to be logged in. This is public information and therefore is accessible to the public.

To Log In:

1. Go to www.sactennis.org
2. Click on “*TopDog Tennis*”
3. You are now on the *TopDog Home Page*
4. Click on “*Login*” in the top right area and enter your email address and password
5. You are now on your *Player Profile Page*

Sacramento Area Tennis Association



I'm in TopDog—Now What?

Home Page

1. This is the page you are directed to when you click on “TopDog” on the SATA website.
2. Pertinent news and announcements are posted on the top of the page.
3. All the leagues and levels offered for the season are posted.
4. Clicking on any of the leagues will take you to the *League Profile Page*

League Profile Page

1. The *League Profile Page* shows you all the teams participating in that league this season.
2. If matches have not begun, the teams are listed in alphabetical order.
3. If matches have been played, the teams are listed by the best win/loss record.
4. You may click on the team name to get to that team's *Team Profile Page* or you may click on the captain's name and be taken to that player's *Personal Profile Page*.
5. At the top of this page, the “League Schedule” tab will show the entire season's schedule including playoffs and finals.

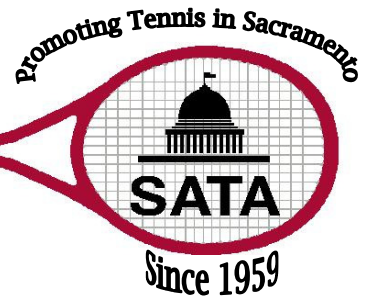
Team Profile Page

1. By clicking on the team name on the *League Profile Page*, the team's page now opens.
2. The captain and co-captain's names appear in the top section. If you are **logged in**, the captain's home phone number is listed.
3. The next section of the page is the Match Schedule. This is where captains will go to print scorecards, input and confirm matches (captains must be logged in).
4. By clicking on each individual team name in the schedule, you will be taken to that team's *Team Profile Page*.
5. The lower section of the page is the Roster. By default, the roster is listed alphabetically by the last name.
6. If you want the roster to be listed in order by singles rating, click on the column heading “Singles Rating”. If you want the roster to be listed by doubles rating, click on the column heading “Doubles Rating”.
7. If you are **logged in**, phone numbers for the players are listed on the roster.

Player Profile Page

1. By clicking on the player name on the *Team Profile Page*, the player's page now opens.
2. This player's personal information will be shown if you are **logged in**. Otherwise, it reads “hidden”.
3. The player's singles and doubles ratings are shown as well as the player's match history since TopDog became our league management program.
4. By clicking on other player's names within the match history, you will be taken to that player's *Player Profile Page*.

Sacramento Area Tennis Association

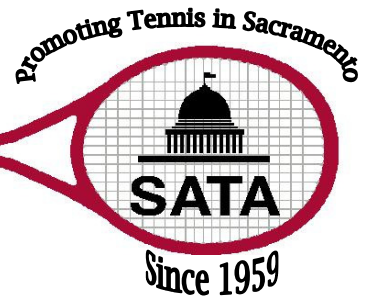


Resetting a Password

1. Go to www.sactennis.org
2. Click on “*TopDog Tennis*”
3. You are now on the *TopDog Home Page*
4. Click on “*Login*” in the top right area and enter your email address and temporary password
5. You are now on your *Player Profile Page*
6. Click on “**Edit**” on the top, near the center and enter a new password.
7. Click “**Save**”.

SATA cannot stress how important it is you 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.

Sacramento Area Tennis Association



Looking Up Ratings

1. Go to www.sactennis.org
2. Click on “*TopDog Tennis*”
3. You are now on the *TopDog Home Page*
4. Click on “**Search**” in the top left corner of the screen.
5. A) Looking up individual player’s rating
 - Enter player’s last name then first name
 - Click on the desired player from the generated list
6. B) Looking up players’ ratings by club
 - Enter club name and change default toggle to “**Club/Organization**”
 - Click on the desired club name from the generated list (not the “Map”)
 - Click on “**Member List**” in the top right area of the page, disregarding the highlighted area stating this club is not a member of TopDog Sports.
 - Click on “**Create Report**”
 - The report is alphabetical by last name. The first rating is singles and the second rating is doubles.

Sacramento Area Tennis Association



Printing a Scorecard

1. Go to www.sactennis.org
2. Click on “*TopDog Tennis*”
3. You are now on the *TopDog Home Page*
4. Click on “*Login*” in the top right area and enter your email address and password
5. You are now on your *Player Profile Page* (this page shows all YOUR information such as match history, etc.)
6. Click on “*My Teams*” - a yellow tab near the upper right side of the page.
7. Click on your desired team.
8. You are now on your **Team Profile Page**.
9. Under your team name and information, the screen is divided into two sections: your schedule and your roster.
10. To print your scorecard, simply click on “**Blank Scorecard**” next to the desired match. At the bottom of this scorecard, all players’ singles and doubles ratings (from both your team and your opponent) will be printed. The first number listed after a player’s name is his singles rating and the second number is her doubles rating.



Entering Your Match

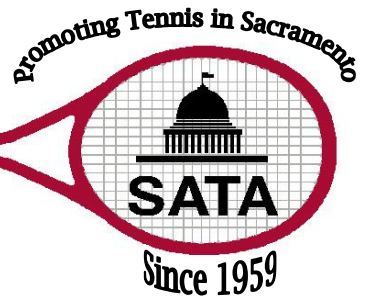
TO ENTER MATCH RESULTS:

1. Login!
2. Get to your **Team Profile Page** (see **Printing a Scorecard** to get to this page)
3. Under your team name and information, the screen is divided into two sections: your schedule and your roster.
4. To enter a match, click on the **“Record”** button next under the “Status” column next to the match date.
5. Each line of play has a **Status** drop-down box that is set, by default, to **“Completed”**. You can change this to **“default”**, **“retired”** or **“double default”**. Definitions are given below.
6. Click the winner of each line of play in the first column on the left.
7. Using the drop-down boxes, click on the players’ names
8. Enter the match scores per set in the appropriate boxes. For sets that played a tiebreaker, enter 7-6. You do not need to enter the actual tiebreaker score. 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 player did not play. List the status as ‘Default’ and list the name of the player earning the win due to the default. For the name of the missing player—click on ‘Default’ in the drop-down box of names.

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.



Confirming a Match

TO CONFIRM MATCH RESULTS:

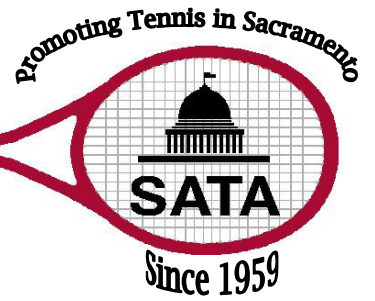
1. Login!
2. Get to your **Team Page**.
3. Under “Status”, instead of reading “Record” it will now read “**Verify**”. Click on the word.
4. The scorecard will appear and you can compare what is online to what you have on your printed scorecard from the match.
5. If it is correct, click on the yellow tab in the lower middle of the page asking for confirmation.
6. **REMEMBER: CONFIRMED MATCHES CANNOT BE CHANGED!!!!**
7. If there is an error, hit “Cancel” and contact your Coordinator.

Default: One player did not play. List the status as ‘Default’ and list the name of the player earning the win due to the default. For the name of the missing player—click on ‘Default’ in the drop-down box of names.

Retire: At least one point of the match was played. One player had to leave. 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.

Sacramento Area Tennis Association



Using the “Line-Up” Option

THE “LINE-UP” OPTION:

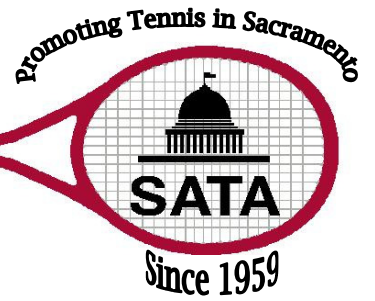
There are two main reasons for utilizing this option:

1. Captains/co-captains can come up with their lineups for one or all of the matches and have them stored on the computer. This information is secure—only the captain or co-captain of that team can access this information using their personal passwords. Unless the team captain or co-captain is logged in, the “Line-Up” option does not even appear on the **Team Page**.
2. Once the line-up is stored on TopDog, the scorecard can be printed with the line-up. This eliminates the need for the captain to manually fill in the scorecard at the match.

TO USE THE “LINE-UP” OPTION:

1. Login!
2. Get to your **Team Page**.
3. The “Lineup” column is to the left of “**Blank Scorecard**”.
4. Click on the lineup link and a scorecard appears for you to complete.
5. Remember, you must do this for each match even if your lineup does not change.

Sacramento Area Tennis Association



Using the “Availability” Option

THE “AVAILABILITY” OPTION:

1. Login!
2. Get to your **Team Page**.
3. “Availability” is a yellow tab near the top of the screen. Click on it.
4. A chart appears listing your roster and all matches. This chart will track how many matches each player plays as well as tracks your team’s availability. Enter your players’ availability!
5. This option is secure and is only accessible by the team captain and co-captain once they are logged in.