

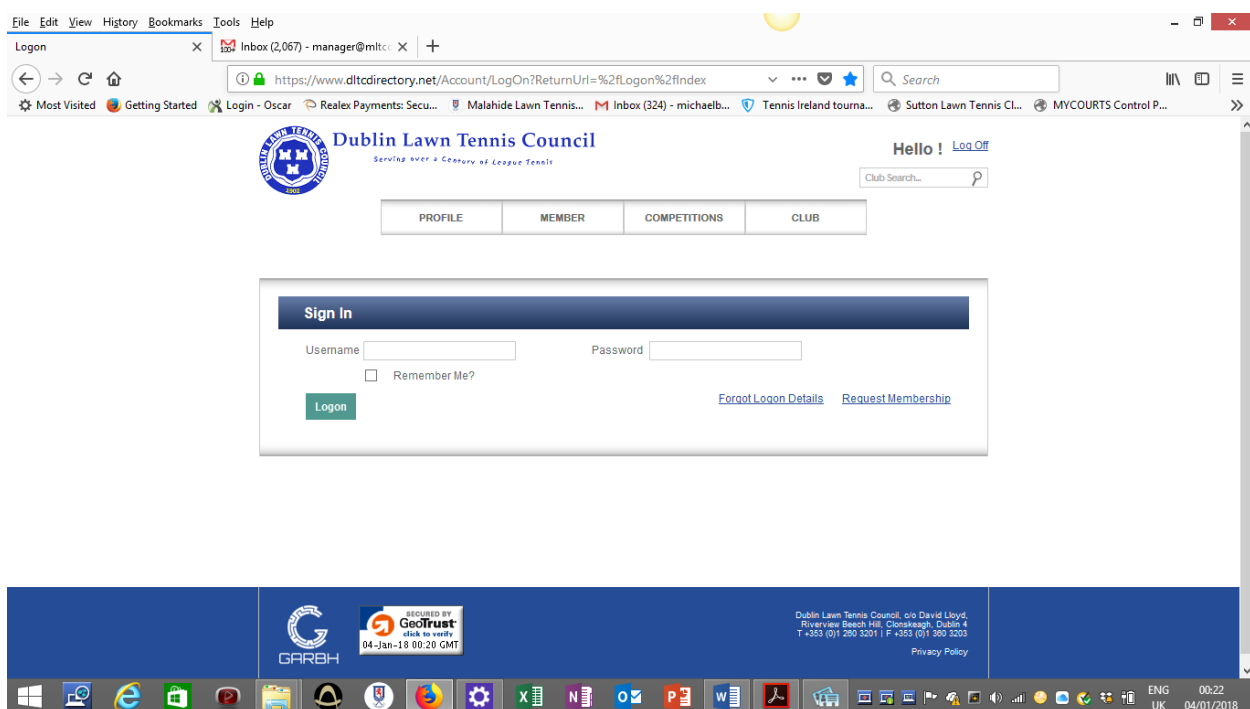
Instructions to Club DLMs for the nomination of teams and substitutes for Winter League 2022

The following are the steps you should take to have your teams and substitutes nominated before the deadline of **25th January 2022**.

We would strongly recommend that selecting Teams & Subs is done on a Computer not a phone.

Please ensure that team selection is commenced early and checked by a second person prior to submission. This is to ensure that DLTC has sufficient time to respond to any queries which may arise.

The following steps assume you already have access to the DLTC Database. See Screen below

The screenshot shows a web browser window displaying the Dublin Lawn Tennis Council (DLTC) website. The browser's address bar shows the URL: https://www.dltdirectory.net/Account/LogOn?ReturnUrl=%2fLogon%2fIndex. The website header includes the DLTC logo, the text "Dublin Lawn Tennis Council" with the tagline "Serving over a Century of League Tennis", and a "Hello!" greeting with a "Log Off" link. Below the header is a navigation menu with buttons for "PROFILE", "MEMBER", "COMPETITIONS", and "CLUB". A "Sign In" form is prominently displayed, featuring fields for "Username" and "Password", a "Remember Me?" checkbox, and a green "Logon" button. There are also links for "Forgot Logon Details" and "Request Membership". The footer of the website contains a "SECURED BY GeoTrust" badge, a date "04-Jan-18 00:20 GMT", and contact information for the DLTC: "Dublin Lawn Tennis Council, c/o David Lloyd, Riverview Beach Hill, Clonsilla, Dublin 4, T: +353 (0)1 293 3291 | F: +353 (0)1 293 3293". The Windows taskbar at the bottom shows various application icons and the system clock indicating 00:22 on 04/01/2018.

Step 1.

- Select "Club" and click then on "Player Eligibility". (Allow time for players names to be displayed). To see all players you may have to scroll over to the right and then scroll down.
- Players who were registered as Team Members or Substitutes in 2021 are already ticked.
- You should examine the list of players to ensure that
 - New members,
 - Junior members who are now eligible for Winter League and
 - Players who were not ticked last year and are now available are included.

- There may be some unticked boxes arising from incorrect dates of birth. If these players are eligible for Winter League the dates of birth should be corrected/deleted and the appropriate box ticked for inclusion.
- **When completed click “Save”.**
- You are now ready to nominate Teams & Substitutes.

Only when all of above is completed should you move to Step 2

Step 2

- From home page click on “Club”, “My Club”.
- Scroll to bottom of screen and select “Manage Teams”
- Select Ladies Winter League 2022/Mens Winter League 2022 whichever is appropriate
- Select the team that you wish to nominate by clicking on the down arrow (grey) beside the team number
- Click “Pick Team” (green)
- From the list of players on the right side of the screen select the player by either typing name in search box (at top of player listing) or scrolling through alphabetical listing of players. Select the player and the team position for that player – 1D = 1st doubles etc. If using Search Box, to restore full listing of players clear search box and click on “Search button”.
- The player name will be moved to the relevant position on the selected team
- To delete a player from a team hover the cursor over the name and click on the red button to the right of the name to delete
- You should save your teams periodically
- Continue until you have nominated all your teams
- **DO NOT SUBMIT YOUR TEAMS YET.**

Only move to Step 3 when you have fully completed Step 2

Step 3

- Click on Substitutes
- To assign Lowest Class to each substitute on the list Click Arrow to right of each player’s name and select appropriate “Lowest Class” from the dropdown. **Substitutes must have a Lowest Class designation to be considered as registered to play Winter League 2022.**
- Lowest Class designations should be appropriate to those Classes which your teams have entered (e.g., if your Lowest Team is in Class 6 then those substitutes being registered for your Lowest Team should be designated Lowest Class 6).
- When Lowest Class has been assigned to all Substitutes Click SAVE.
- You should now print Nominated Teams & Substitutes for checking **by a second person.**
- When you are both satisfied that all is in order you should then **press submit.** Once submitted you cannot amend your Teams or Substitutes.
- We recommend that you print the submitted version and give a copy to each team captain to avoid any confusion.
- **Closing deadline is 25th January 2022 @ 23.59.**