

# How to Register Team Members, Substitutes and Scorers for Junior League 2023

Log on to the DLTC website, [www.dltc.net](http://www.dltc.net) and click on the DLTC Directory tab from the menu on the left hand side.

DLMs should select "**Click here to login to the DLTC Directory**" and then select "**Sign in**" (top right-hand corner of screen). Enter username and password.

Click on **Club** and then **Team Selection**. Select League you wish to work on, from list in left hand side of screen. This will display the teams which have been entered by your club for Junior League 2023 and details of the Classes and Sections in which they will be playing. Access to Substitutes and Scorers for your club for this League will also be available here.

If a player's name does not appear that player needs to be registered on DLTC Directory by doing the following:-

Click on "Club", then "Members", then "Add New Member", (top right of screen) – this is for Juniors only. Complete First Name, Last Name (ignore Tag), Gender, Date of Birth. Then click on "Save Changes". The player should appear on your Membership listing and be available for selection.

## Nomination of U/14 Teams

Players shall not have attained the age of 14 years by 31<sup>st</sup> December 2022.

U/14 Leagues – 3 Doubles pairings registered in Order of Merit.

## Nomination of U/18 Teams

Players shall not have attained the age of 18 years by 31<sup>st</sup> December 2022.

**CLASS 1** – No Order of Merit, as a draw takes place for Singles and Doubles each week. Please register players in alphabetical order.

**CLASS 2** – Players nominated in Order of Merit, strongest player at 1<sup>st</sup> Singles, second strongest player at 2<sup>nd</sup> Singles and remaining two players play at doubles.

To select players on teams, select blue "**show**" button to the right of each team number. Input the name of the player you wish to select for each position on the team, e.g. 1<sup>st</sup> doubles etc. When you have input the 6 names on the team, progress on to the 2<sup>nd</sup> team and subsequent teams as necessary.

If you make an error, you can remove a player by hovering over the relevant player's name and selecting the blue button to the right of the player's name. This will automatically move the player to the substitutes list.

Please note that teams must be selected in full, **before** working on the Substitutes listing.

You are now ready to work on your listing of substitutes. Click on the blue "**show**" button to the right of Substitutes. Then click on "**Populate with valid subs**". The substitutes will be listed in Alphabetical Order.

Please remove from your subs listing (by clicking on red button to right of player name)

- Any player who is no longer a member of your Club.
- Any member who is not eligible to play in this League. See Junior League Rules. Players shall not have attained the age of 14 / 18 by 31<sup>st</sup> December 2022.

The remaining players must all now be given a **Lowest Class designation** as appropriate for **Junior** League, i.e Class 1 or 2.

Scorers' names (that is people who will be entering match results) for this League should now be input, where indicated at bottom of screen. Scorers must have a valid username and password to access results area of DLTC Directory.

**Nominated team members shall only play in the age category for which they are nominated (Junior League Rule 5.2).**

***Registered substitutes may play in any age category for which they are eligible by age and for which they are registered as a substitute. However, any player who plays more than one match as a substitute in any Age Category or for a higher team in the same Age Category shall thereupon cease to be eligible to play in a different Age Category or for a lower team in the same Age Category (Rule 5.3 of Junior League Rules)***

When input of Lowest Classes is complete, the teams and substitutes listing must be printed for **full checking** by a second person, to ensure all details are accurate and complete. The print buttons are at the bottom of the screen underneath the Scorers.

When checking is complete, please click on the **“Submit teams / subs / scorers”** button

Please make sure to **“Print Teams and Print Subs”** listings so you have a record of exactly what has been submitted to the DLTC.

**Nominated Teams and registered Substitutes for Junior League 2023 must be submitted online to DLTC by 23.59 on Tuesday, 12<sup>th</sup> September 2023.**

## **REGISTERING ADDITIONAL SUBSTITUTES**

**PLEASE NOTE THAT ON A TRIAL BASIS, THE REGISTRATION OF SUBSTITUTES FOR JUNIOR LEAGUES 2023, WILL REMAIN OPEN THROUGHOUT THE ROUND-ROBIN MATCHES. IF A CLUB WISHES TO ADD A SUBSTITUTE WHO WAS NOT INCLUDED IN THE INITIAL REGISTRATION OF TEAMS AND SUBSTITUTES, THEY MAY NOW DO SO, BY LOGGING ONTO THE DLTC DIRECTORY PRIOR TO PLAYING THE RELEVANT PLAYER.**

**NO REQUESTS FOR THE ADDITION OF SUBSTITUTES, AFTER A FIXTURE HAS BEEN PLAYED, WILL BE ACCEPTED DURING THIS LEAGUE.**

**UNDER NO CIRCUMSTANCES MAY ANY ALTERATIONS BE MADE TO REGISTERED TEAMS ONCE SUBMITTED ON 12<sup>TH</sup> SEPTEMBER 2023.**