70tennis.com Guide

Four Types of Visitors

The **www.70tennis.com** web site serves four kinds of visitors, each with a different level of access:

Guests

Guests are anonymous visitors who do not log in to the web site with a username and password. Guests can:

- View the **HOME**, **STANDINGS**, **MATCHES**, **ROSTERS**, **INFORMATION**, and **CONTACT US** pages. Player phone numbers and e-mail addresses are not shown to guests.

Players

Players are visitors who **Log In** to the web site with a username and password. Each player has his own username and password. Players can do everything guests can do, plus:

- See other players' e-mail addresses and phone numbers.
- View the **Player Home** page to see information not available to guests.
- **My Account**: Change their username, password, name, phone number, and e-mail address.

Captains

Captains are players who have been given captain responsibilities (co-captains are the same as captains). Captains can do everything players can do, plus:

- **Enter Scores**: Add and edit the results of played matches.

Administrators

Administrators are players who have been given administrator responsibilities. Administrators can do everything captains can do, plus:

- **Edit Roster**: Edit which players belong to which team.
- **Edit Schedule**: Edit the home and visiting teams playing each week.
- **Edit Players**: Add, edit, and delete other players and their account information.
- **Edit Teams**: Add, edit, and delete teams in each division.
- **Edit Divisions**: Add, edit, re-order, and delete divisions.
- **Edit Site**: Edit information and documents on **HOME**, **INFORMATION**, **CONTACT US**, and more.

70tennis.com Guide

Guide for Guests

Guests can visit the web site to look at information (except player e-mail addresses and phone numbers), but they are not allowed to make changes. Guests can use the following pages:

- **HOME** shows a brief summary of division standings, news, announcements, and the weeks in the schedule.

- **STANDINGS** shows division standings in more detail.

- **MATCHES** shows an overview of match results. Clicking a match shows the scores in more detail.

- **ROSTERS** shows a list of teams in each division. Each team's captain, co-captain, and players are shown. Phone numbers and e-mail addresses **are not** shown.

- **INFORMATION** provides documents (such as rules, or this guide) that are available to guests.

- **CONTACT US** provides contact information and a form to send e-mail to the web site's administrators.

- **LOG IN** allows players, captains, and administrators additional access.

70tennis.com Guide

Guide for Players

After logging in with a username and password, players can access the web site to look at information (including player e-mail addresses and phone numbers), and make changes to their own account. Players can use the following pages:

- **HOME** shows a brief summary of division standings, news, announcements, and the weeks in the schedule.

- **STANDINGS** shows division standings in more detail.

- **MATCHES** shows an overview of match results. Clicking a match shows the scores in more detail.

- **ROSTERS** shows a list of teams in each division. Each team's captain, co-captain, and players are shown. Phone numbers and e-mail addresses **are** shown.

- **INFORMATION** provides documents (such as rules, or this guide) that are available to guests.

- **CONTACT US** provides contact information and a form to send e-mail to the web site's administrators.

Pages accessible after logging in:

- **Player Home** shows information and documents not available to guests.

- **My Account** allows players to edit their First Name, Last Name, Email, Home Phone, Work Phone, Username, and Password.

- **Logout** logs a player out, changing the player back into a guest.

70tennis.com Guide

Guide for Captains (and Co-Captains)

After logging in with a username and password, captains can access the web site to look at information (including player e-mail addresses and phone numbers), make changes to their own account, and edit the results of matches. Captains can use the following pages:

- **HOME** shows a brief summary of division standings, news, announcements, and the weeks in the schedule.

- **STANDINGS** shows division standings in more detail.

- **MATCHES** shows an overview of match results. Clicking a match shows the scores in more detail.

- **ROSTERS** shows a list of teams in each division. Each team's captain, co-captain, and players are shown. Phone numbers and e-mail addresses **are** shown.

- **INFORMATION** provides documents (such as rules, or this guide) that are available to guests.

- **CONTACT US** provides contact information and a form to send e-mail to the web site's administrators.

Pages accessible after logging in:

- **Player Home** shows information and documents not available to guests.

- **My Account** allows captains to edit their First Name, Last Name, Email, Home Phone, Work Phone, Username, and Password.

- **Enter Scores** allows captains to select a match and enter or edit the home team players, visiting team players, set scores, and date played.

- **Logout** logs a captain out, changing the captain back into a guest.

70tennis.com Guide

Guide for Administrators

After logging in with a username and password, administrators can access the web site to look at information (including player e-mail addresses and phone numbers), make changes to their own account, edit the results of matches, and make changes to nearly everything else. Administrators can use the following pages:

- **HOME** shows a brief summary of division standings, news, announcements, and the weeks in the schedule.

- **STANDINGS** shows division standings in more detail.

- **MATCHES** shows an overview of match results. Clicking a match shows the scores in more detail.

- **ROSTERS** shows a list of teams in each division. Each team's captain, co-captain, and players are shown. Phone numbers and e-mail addresses **are** shown.

- **INFORMATION** provides documents (such as rules, or this guide) that are available to guests.

- **CONTACT US** provides contact information and a form to send e-mail to the web site's administrators.

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70tennis.com Guide

Guide for Administrators (continued)

Pages accessible after logging in:

- **Player Home** shows information and documents not available to guests.

- **My Account** allows administrators to edit their First Name, Last Name, Email, Home Phone, Work Phone, Username, and Password.

- **Enter Scores** allows administrators to select a match and enter or edit the home team players, visiting team players, set scores, and date played.

- **Edit Roster** allows administrators to drag and drop players to assign them to teams.

- **Edit Schedule** allows administrators to edit which teams play matches each week. Matches already played cannot be deleted.

- **Edit Players** allows administrators to add players and edit player accounts. Each player may optionally be assigned a "Team Captain" responsibility, which gives them permission to edit results of matches.

- **Edit Teams** allows administrators to add teams and edit team information (name, division, captain, co-captain, match time, and notes).

- **Edit Divisions** allows administrators to add divisions, edit division names, and re-arrange their order.

- **Edit Site** allows administrators to edit the paragraphs of information on the Home page, Information page, and Contact Us page. Paragraphs may also be added to other pages. Photos and documents (PDF files) may also be added to any page.

- **Logout** logs an administrator out, changing the administrator back into a guest.