

Tencap Data Entry Tips

Tip # 1

Most captains are doing a wonderful job on tiebreakers entry but we are still finding that a few captains do not follow the correct procedure when entering tiebreakers, especially 3rd set tiebreakers. This tip is for those who need a refresher.

1st Set or a 2nd Set tiebreaker is always entered 7-6 or 6-7.

Once that has been done, little yellow boxes will open up. It is optional and if desired you can enter the actual TB score in those yellow boxes. It isn't used for anything.

3rd Set Tiebreakers are always entered 1-0 or 0-1.

Again, the same two little yellow boxes will open for you to optionally enter actual 3rd set TB scores. They are also not used for anything.

THIS IS KEY. Remember that 3rd set tiebreakers, also known as a match tiebreaker, is ALWAYS entered into the 3rd set boxes as 1-0 or 0-1.

Tip # 2

Life will be easier when it is time to enter scores if you don't leave blank matches once your lineups are entered and set for the match.

Best Option: Select the exact number of courts in the Match Header (see red arrow) and then click "show courts". You should be able to do this at any stage of setting your lineups. Please see the attached example.

Another Option: In each court there is an orange circle with a white dash in it. (see 2nd red arrow). Clicking on it will delete that individual match. **There is a danger to this option.** DON'T hit that same looking button in the top part (general information line) of the DUEL because it will wipe out ALL the individual matches in that due.

The screenshot shows a web-based form for entering match information. The top section is titled "General Information" and contains fields for Date/Time (1/26/2017, 09:30 am), Location, Division A (4.0 Men), Team A (VP 4.0 Men), Division B (4.0 Men), Team B (AWVV 4.0 Men), Round Type (Regular Season), Round Title (WEEK 10), and Duel Bye (No). Below these fields are "# Singles Courts: 0" and "# Doubles Courts: 8" with a "[show courts]" link. A red arrow points from the "show courts" link to the "# Doubles Courts" field.

The bottom section is titled "Court Assignments & Results" and features a table with columns for COURT, DATE, TIME, SCORING, SET SCORES, ADDITIONAL DETAILS, and STATUS. The table has one row for court 1. The "ADDITIONAL DETAILS" column has a dropdown menu with "No" selected. A red arrow points from the "ADDITIONAL DETAILS" column to a small orange circle with a white dash in the "STATUS" column.

COURT	DATE	TIME	SCORING	SET SCORES	ADDITIONAL DETAILS	STATUS
1	1/26/2017	09:30 am	Standard	1 2 3 4 5 Win	Retire/Withdraw/Walkover/Default? No Was it awarded via a bye? No	Draft

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Tip # 3

To simply explain the line-up to your team, it is better to have the men and ladies on separate Match Play Log pages. To do this, at the bottom of the match display log, select the number of court per page to equal the number of men's teams you have. This will put the men on page one and the ladies on page two. The match play log will allow six teams per page. Save your changes.



Tip #4

If you are required to add a men's team after the ladies teams are entered, add the men's team and then change the court number to be the last men's match. This will move this match to be with the men. If this match is on the second page, change the page number. The match play log will allow six teams per page. If you have more than six men's matches, you will have a men's match on the second page.

