



## TT Leagues User Help Guide

### Having trouble logging in? Here are some things to try:

- Have you recovered your account in TT Memberships yet? If you haven't- then go to this page: [www.tabletennisengland.sport80.com](http://www.tabletennisengland.sport80.com) and choose **recover my account**. This will allow you to create a password. You can then use this password to log in to TT Leagues.
- Have you re-set your password in TT Memberships since the system went live? If you haven't- then follow [www.tabletennisengland.sport80.com](http://www.tabletennisengland.sport80.com) and choose **reset password**. This will send you an email where you can reset your password. Make sure to check your junk/spam folder in your email if you can't find the email we sent you. You can then use this new password to log in to TT Leagues.
- Are you using the live TT Leagues link and not the Sandbox link? You will need to use the live link as we are no longer in the testing phase. You can access your league site here: [www.ttleagues.com/manage/welcome](http://www.ttleagues.com/manage/welcome) .
- We recommend you use Google Chrome rather than other browsers to use the TT Leagues site.
- Do you have the right access permissions to be able to use the site? Check with your League Secretary and make sure you have the appropriate access rights. For full administration access you should be a Chairman, General Secretary, Membership Secretary or an Administrator. If you are a general secretary and need to add a role to a member, please see the section below on adding roles.
- If you are still experiencing problems logging in then please contact our helpdesk ([helpdesk@tabletennisengland.co.uk](mailto:helpdesk@tabletennisengland.co.uk)) and title your email "Problems logging in to TT Leagues" which will ensure that we direct your email to the appropriate person.

### Getting started in TT Leagues:

- Did you know there is a set up guide on the dashboard of TT Leagues? You can also find useful videos on our website: <https://tabletennisengland.co.uk/clubs/counties-and-leagues/tt-leagues/> .
- Use the manage tab to access clubs, venues, teams, and members.
- It is important to note that when you are trying to link clubs/venues, you need to press the grey switch so that all the clubs/venues are available.
- Use the messages tab to send out emails to members within your league. You can currently send to teams, individuals, and clubs, there will be a feature coming soon to email the whole league. Currently you can't attach files to emails but this will be available in September.



- Click the pencil next to your league to edit it. Make sure you have filled in all of the tabs (formats, rules and display, matches, averages, reserves) that set up your league properly, otherwise you will have problems when trying to generate fixtures.
- Click the magnifying glass to set up divisions, assign teams, and generate fixtures. If you make a mistake when generating fixtures, go to the fixtures list, click on the three dots on the right-hand side and click reset. This will allow you to go back and edit anything in the set up to make sure it is right, and you can then re-generate the fixtures.
- Use the website tab to edit your public facing website. Player stats and results will be available to imbed in September 2019.

### **How do I edit a club's details, primary contact, or move players between clubs?**

You can't do this in TT Leagues, it is something you need to do in **TT Memberships**. In order to have access to the clubs in your league, you will need to ensure that the club has affiliated itself to your league in TT Memberships. If there is no club admin, you can contact [helpdesk@tabletennisengland.co.uk](mailto:helpdesk@tabletennisengland.co.uk) with the details of the club and which league they need to be affiliated to and we will do this for you.

Once the clubs have been affiliated to your league you will be able to view all the clubs in your league on the left-hand side in the clubs tab. This is where you can add players to a club, edit a club's profile, and renew memberships.

### **How do I add a role to someone who needs to use TT Leagues?**

You can add a role to someone in TT Memberships. You need to go to your league account, click on profile on the left-hand side, then click edit profile. Scroll down to the bottom of the list of names and click add. It will then ask you for some information about the person you need to add a role to, including their email, name, gender and date of birth. You can then press add on the bottom right.

If you can't see the add sign, you need to "zoom out" your browser so that you can see the whole page. On **google chrome** this is done by clicking the three lines on the top right-hand side of the screen, and then pressing the minus sign until the add appears.

Make sure you click next through the league details and then save at the bottom right or it won't update properly.

### **Why isn't my scorecard (order of play) on there?**

On Friday the 26<sup>th</sup> of July we will be introducing a drag-and-drop feature that will enable you to add any order of play you need.



## **What is the difference between traditional and default format?**

Traditional is a grid format whereas default is a two-column format.

## **How do I know if a member is affiliated to our league in TT Leagues?**



If you click on the members tab, then you will see a list of all your members. To see if they have renewed their membership, you can look at the license icon next to their name (see image above). It will be green if the player is affiliated, and red if the player has not paid this season.

If there are players that are not affiliated, you can still enter them into teams and create fixtures, and they will be transferred to the scorecard, but you can't enter a score for them until they have paid. If they don't pay, then you will need to treat it as a walkover (by clicking the ghost icon).