TENNIS DOUBLES
SCORE ENTRY INSTRUCTIONS

1. **Home Team** captain: go to nettwomen.tenniscores.com and select the appropriate league from the "Leagues" drop-down list.
2. Select "Login" from the upper right section of the screen.
3. Enter your email address and your NETT password. Click on Login. New captains will need to create a new password.
4. Under league Administration click on Scores. Locate your match and click on add/ edit.
5. On the Scorecard:

   - From the player drop-down lists, select the players from the home and away teams for each line. User your cursor to move from box to box. Do not use the enter button.
   - Type in the scores for each match, including tie break scores. Enter the number of games won in the set box and if needed, tie break points in Tie box. For the 3rd set tie break, the winning team gets 1 in the Set box, losing team gets 0. Enter exact tie break scores in the Tie box.
   - Select the winner of each match. If the match was won by default or was retired, please indicate by selecting the correct response from the drop-down list.
   - Do not list any names for a default. The score should be entered as 6-0 for the team receiving the default.
   - Insert the final score at the bottom of the page. A team gets a point for each set won.
   - Select Submit.
   - Select Admin and logout.

6. If you have entered scores incorrectly or incompletely, please call your Flight coordinator immediately and they will make corrections.
7. In the event of a rainout, home team captain must wait until all four lines have been completed before entering scores.
8. Scores must be entered by end of day on the day of the match. Failure to enter scores on time may result in a 1 point penalty for each day they are late.
9. Away team captain needs to check the scores and report any errors to the flight coordinator within 72 hours of the completed match. After 72 hours, the scores stand as reported.