

On-Line Club Contacts Data Base Manual

The On-Line Club Contacts Data Base is part of the TROLS (Tennis Results On-Line System) and is designed to allow the association and its member clubs to maintain their players and officials' contact details online. This allows everyone easy access to the current data and will remove the necessity for clubs to fill in forms at the start of each new tennis season.

To access the Club Contacts database you should have a modern Browser:

- Microsoft Internet Explorer 5.x, or higher
- Opera 7.x, or higher
- Firefox 2.x or higher

The browser must have javascript enabled.

Here's how it works.

1. Obtain a Userid and password either from your club official, or, if no-one from your club has a Userid, contact [Dom Alberico at: bdnta@iprimus.com.au](mailto:bdnta@iprimus.com.au)
Anyone who is registered as a club official, and can log into the system can allocate a Userid and password to any new user within their club.
2. Log on to www.trols.org.au/bdnta and click on "club zone", or via the link on Blackburn & District Night Tennis web-site.



3. Enter your Userid and Password.

A screenshot of the login page for Blackburn & District Night Tennis. The page features the logo on the left and the text "Blackburn & District Night Tennis" in large blue letters. Below this, it says "Please Login:". There are two input fields: "Userid:" and "Password:". A yellow speech bubble with a grid pattern points to the "Userid" field, containing the text "Enter Userid and Password". At the bottom of the form are two buttons: "Login" and "Cancel".

The functions within this site work best when viewed with
Internet Explorer 5.0+ or Opera 7.0+ or Firefox 1.0+
Cookies **must** be enabled.

Blackburn & District Night Tennis Association

4. Click on "Update {Club Name} details".



Blackburn & District Night Tennis

Bruce Leister please choose an Option:

1. [Update Blackburn details](#)
2. [Enter Blackburn Match Results](#)
3. [Display Blackburn Player Statistics](#)
4. [List members of Blackburn teams](#)

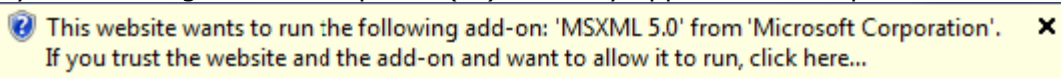
5. [Change your Password](#)
6. [Download](#) the Club Contacts User Guide (120 Kbytes)
7. [Download](#) the On-line Result Entry User Guide (195 KBytes)
8. [Download](#) the Player Statistics User Guide (104 KBytes)

Close by clicking on the Window's X (Close button)

Blackburn & District Night Tennis Association

5. Enter/Update your club screen.

If you are using Internet Explorer (IE) this may appear at the top of the browser window.



The following screen now appears. Enter your club details, and then press the "Update club details button."

Burwood

Club Officials People Menu

Update Club Details

Club:

Address:

Address 2:

Suburb: Post Code:

Club Phone:

Postal:

Suburb: Post Code:

Map No.: Map Ref.:

Web Site:

Details:

ABN:

TV Affiliate:

Fines to:

Court 1, Type:

No. of Courts:

Court 2, Type:

No. of Courts:

Pick-Up Point:

6. Next click on the "People" heading and enter the details of your club officials in the row at the top of the page and press the "add the row button."

Bennettswood

Club Officials **People** Menu

✓ Row Updated.

ID	Name	DoB	Phone	Mobile	Address	Suburb	Pcode	Email
1	Jim Birch		9808 4331		13 Kingston St.	Mt. Waverley	3149	

Add the Row Update the Row Delete Row(s) Reset Reload Data

ID	Name	DoB	Phone	Mobile	Address	Suburb	Pcode	Email
1	Jim Birch		9808 4331		13 Kingston St.	Mt. Waverley	3149	

Page 1 of 1 (1 rows)

To update or remove a person, click on their name and their details then appear in the ID row at the top. Edit their details and press "update the row" or press "delete the row" to delete the person.

7. Next click on the "Officials" heading and select each official's name in the name pull down menu and select the appropriate position (e.g. Secretary) from the position pull down menu.

Bennettswood

Club **Officials** People Menu

ID	Name	Position	Userid	Password	Web
					<input type="checkbox"/>

Add the Row Update the Row Delete Row(s) Reset Reload Data

ID	Name	Position	Userid	Password	Web
1	Jim Birch	Secretary	jbirch		No

Page 1 of 1 (1 rows)

If you want this person to be able to access the Club Zone on the TROLS website then give them a Userid (only use letters and numbers in the userid) it must be unique within the site, you will be told if that Userid is already taken, I suggest you use initial + surname) and password.

The "Web" check box will be used to allow the official's details to be visible for viewing by other clubs, this feature is not yet available.

After selecting the correct position click the "add the Row" button.

A person may be entered more than once if they have more than one role in your club.

"Full Online Entry" means that person can enter results, and view player statistics, "Online Entry-Only" can only enter results, all other official/positions can do both as well as edit club details in the database.

8. The Menu Tab takes you back to the main menu.

