Co-Captains guide in Top Dog:

Availability:

There are a few easy steps for Co-captains to to update **ANY** players availability, or set line-ups in Top Dog:

1) Co-captains will need to log-in or else the appropriate buttons will not appear. Once logged in, they will notice their name appear as shown in **Picture 1**, in the upper-right corner as pointed out with the big black arrow...as well as a Log Out option in the upper ribbon pointed out with the smaller arrow on **Picture 1**. Co-captains can click on the "Availability" Option (circled in Blue in the **Picture 1** below).

Picture 1: Login / Availability

2) This will bring each player to an over-arching schedule screen which looks like **Picture 2**. A Co-captain can update **ANY** players availability by clicking on their name within the player roster list (circled in blue as an example).

Picture 2: Schedule

3) Once a Co-captain clicks on their individual name, The individual player's schedule with drop-down menus for each remaining match as shown in **Picture 3** on the next page. Please select what you know (i.e., yes, no, maybe, last call).

Picture 3: Adjusting Availability

NIGHT HAWKS

Robert Ogrodnik's availability

Use the dropdown lists to choose when a player will be available to play.

Availability	Match Date	Match Time	Opponent	Home/Away
Select / No / yes / maybe / call last / Singles / Doubles / First shift only / Second shift only	01/11/15	7:30pm	Z's Last Chance Saloon	Home
	01/22/15	8:00pm	RJT BOOT CAMP	Away
	01/25/15	1:00pm	SKYLINE COURTMASTERS	Away
	01/30/15	6:30pm	SKYLINE COURTMASTERS	Away
	02/03/15	9:30pm	SKYLINE COURTMASTERS	Home
	02/11/15	9:00pm	Z's Last Chance Saloon	Home
Select	02/17/15	8:00pm	Z's Last Chance Saloon	Away
Select	02/26/15	9:30pm	RJT BOOT CAMP	Home
Select	03/06/15	8:00pm	RJT BOOT CAMP	Away
Select	03/15/15	9:00pm	Z's Last Chance Saloon	Home
Select	03/21/15	8:30pm	SKYLINE COURTMASTERS	Away

Back **Save**

154%

Line-Ups:

4) You can then click Save in the bottom-center part of the screen, and you're good to go at that point. The Co-Captains can then set the line-up based on who's available. This works by clicking the Lineup option (white letters in a yellow background) for a particular match. An example would be setting the Thursday, 22 Jan. 2015 line-up against RJ Boot Camp (8:00pm at 4 Seasons)
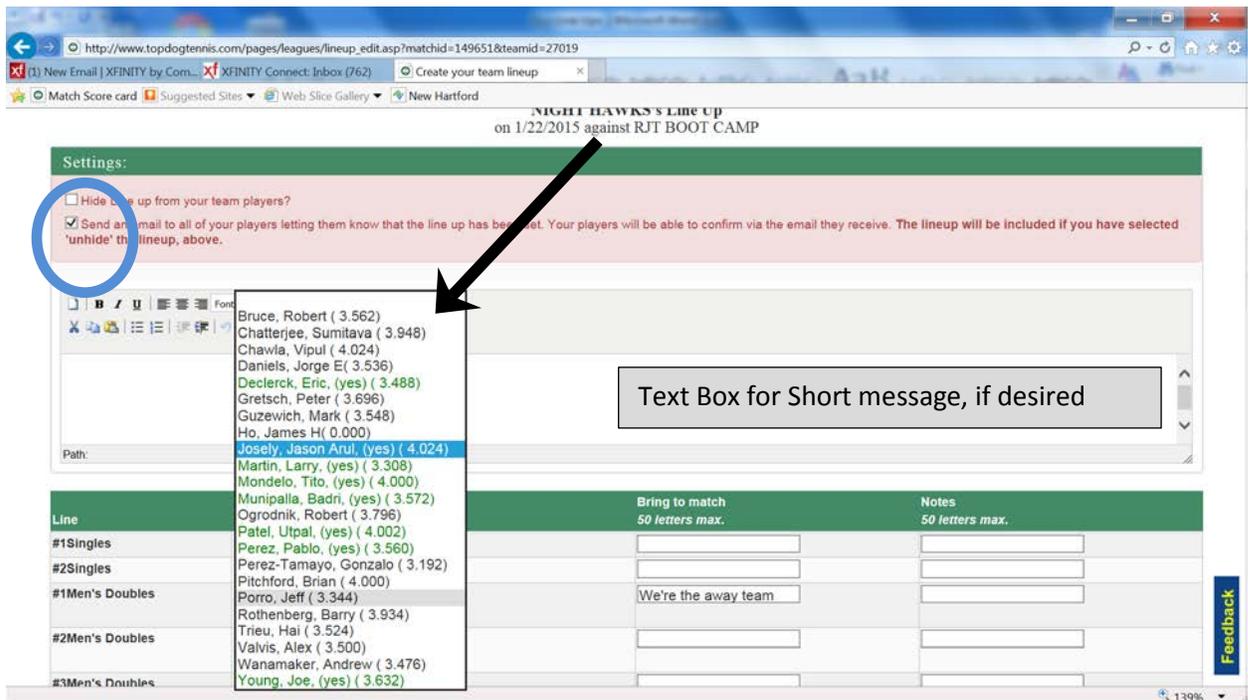
Picture 4: Selecting a Line-Up:

Player Roster	Matches Played	Lineup Tue, Jan 6,2015 9:30pm 4S RJT BOOT CAMP	Lineup Sun, Jan 11,2015 7:30pm 4S Z's Last Chance Saloon	Lineup Thu, Jan 22,2015 8:00pm 4S RJT BOOT CAMP	Lineup Sun, Jan 25,2015 1:00pm FRC SKYLINE COURTMASTERS	Lineup Fri, Jan 30,2015 6:30pm 4S SKYLINE COURTMASTERS	Lineup Tue, Feb 3,2015 9:30pm 4S SKYLINE COURTMASTERS	Lineup Wed, Feb 11,2015 9:00pm 4S Z's Last Chance Saloon	Lineup Tue, Feb 17,2015 8:00pm 4S Z's Last Chance Saloon	Lineup Thu, Feb 26,2015 9:30pm 4S RJT BOOT CAMP	Lineup Fri, Mar 6,2015 8:00pm 4S RJT BOOT CAMP	Lineup Sun, Mar 15,2015 9:00pm 4S Z's Last Chance Saloon	Lineup Sat, Mar 21,2015 8:30pm 4S SKYLINE COURTMASTERS
1. Chatterjee,Sumitava	0			yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
2. Chawla,Vipul	0												
3. Declerck,Eric	0		yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes

5) Once the Lineup button is clicked, Picture 5 on the next page appears. Please click the button which will send an email with the lineup to all players on the Roster (within the Blue Circle, and has a pink background), so everyone knows who is playing and is not playing…in order to adjust their weekly schedule. Utilize only the Doubles slots for the Winter Doubles Season, and please ignore the 2 singles matches slots (doubles only) to select players from the roster using a drop-down menu (shown with a black arrow).
   a.   If our matches are at 4 Seasons, utilize all 4 doubles match slots (8 players total). Otherwise for Bready Park which only has 3 courts….we only have 3 matches (6 players total), so leave Doubles #4 blank.

b. The Co-Captain will notice if a player has indicated they are available, a green "Yes" will appear next to their name and Top Dog NTRP rating. Otherwise the name will be colored black if no indication on their availability is selected. The name will appear red if they are unavailable, according to what's recorded in Top Dog.

c. Once the line-up is set, the Co-captain can type a short message if desired in the text box under the Settings banner as indicated in **Picture 5**. Then click the save button in the bottom-center part of the screen. The Top Dog system will then save the line-up and send emails to all players on the Roster.

Picture 5: Adjusting the Line-Up

Recording Results:

6) Now the line-up is set, a Captain can then print a "Blank Score Card", which will print a score card with the line-up. The co-captain can take the printout to the match or send to a player at the match to both record the scores and get the names of the opposing team players, in order to record in Top Dog. Both the print blank scorecard option and the enter score option is circled in Blue, and displayed in **Picture 6** on the next page. The recording results is similar to setting the line-up, with two exceptions:

    a. Co-captain is entering the other team's players for each match played

    b. The scores need to be entered as well, with the first score being the home team and the second score being the away team. An example would be if the Night Hawks we're the away team, and they won 6-4, 3-6, 1-0, this score would be recorded as 4-6, 6-3, 0-1 because the first number is always the Home team….regardless who won the match.

Picture 6: Print Blank Score Card and Recording Scores

7) An example of recording results is in Picture 7. The Night Hawks (away team) won a "Timed" match 6-4, 2-5, because the match wasn't completed within the 90 minute window.

   a. So the Match status selected is "Timed", and the winner circle checked is the Night Hawks because they won the first set. A completed match would be "Complete", and a default would be "Default", or even "Double Default" if both teams defaulted.

   b. All player names from both teams are selected from the drop down menu.

Picture 7: Example of Recording Results (Enter Score):