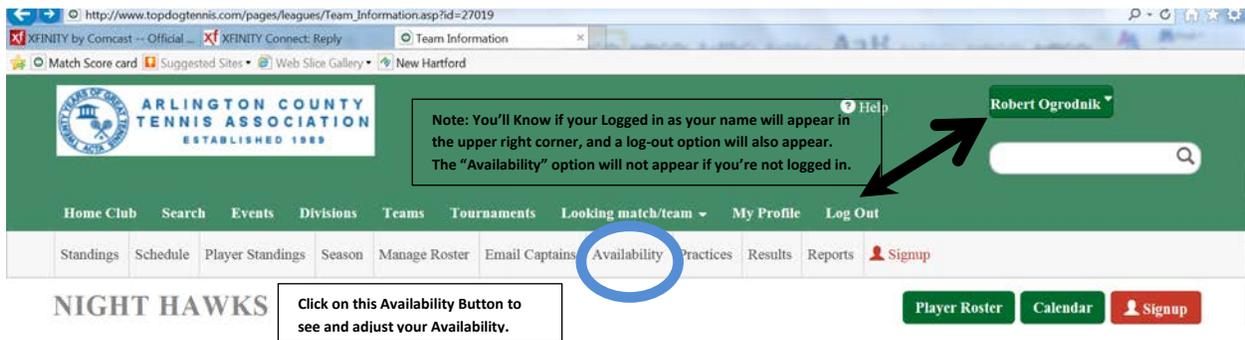


## Inputting Availability in Top Dog:

There is basically 5 easy steps for players to update availability in Top Dog:

- 1) Players will need to log into Top Dog.
  - a. Players completely new within the Top Dog system can log-in with a default password of “tennis”, all lower-case. This generic password can be changed once you log-in.
  - b. Players with a Top Dog account use the same password as before (i.e., returning ACTA Players, HCTL players, ATLAS Tri-Level Players).
- 2) Once Players are 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**. So Players can update their availability by clicking on the “Availability” Option (circled in Blue in the **Picture 1** below).

**Picture 1: Login / Availability**



- 3) This will bring each player to an over-arching schedule screen which looks like **Picture 2**. This portrays all players availability for all matches during the season. Each player can update their availability by clicking on their name within the player roster list (circled in blue as an example).

**Picture 2: Schedule**

Note: Individual players can click on their name to adjust availability for all remaining matches

	Libray			Lisayp			Lisayp			Lisayp			Lisayp			Lisayp		
	Tue, Jan 6, 2015	Sun, Jan 11, 2015	Thu, Jan 22, 2015	Sun, Jan 25, 2015	Fri, Jan 30, 2015	Tue, Feb 3, 2015	Wed, Feb 11, 2015	Thu, Feb 17, 2015	Thu, Feb 26, 2015	Fri, Mar 6, 2015	Sun, Mar 15, 2015	Sat, Mar 21, 2015						
	9:30pm	7:30pm	8:00pm	1:00pm	6:30pm	9:30pm	9:00pm	8:00pm	9:30pm	8:00pm	9:00pm	8:30pm						
	4S	4S	4S	FRC	4S	4S	4S	4S	4S	4S	4S	4S						
	RJT	Z's Last	RJT	BOOT	SKYLINE	SKYLINE	SKYLINE	Z's Last	Z's Last	RJT	RJT	Z's Last	4S					
	Matches	BOOT	Chance	BOOT	SKYLINE	SKYLINE	SKYLINE	Chance	Chance	BOOT	BOOT	Chance	SKYLINE					
	Played	CAMP	Saloon	CAMP	COURTMASTERS	COURTMASTERS	COURTMASTERS	Saloon	Saloon	CAMP	CAMP	Saloon	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					

- 4) Once a player 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).

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

- 5) 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.