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 Jillian Sanders at jillian.sanders@bigpond.com.
   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/brta** and click on "club zone", or via the link on Bayside Regional Tennis web-site.

3. Enter your Userid and Password.

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

Bayside Regional Tennis

Bruce Leister please choose an Option:

1. Update Mordialloc details
2. Enter Mordialloc Match Results
3. Display Mordialloc Player Statistics
4. List members of Mordialloc teams
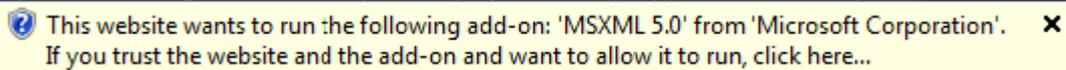
5. Change your Password
6. Download the Club Contacts User Guide (120 Kbytes)
7. Download the On-line Result Entry User Guide (195 KBytes)
8. Download the Player Statistics User Guide (104 KBytes)

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

Bayside Regional Tennis

5. Enter/Update your club screen.

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

This website wants to run the following add-on: 'MSXML 5.0' from 'Microsoft Corporation'.   ✕
If you trust the website and the add-on and want to allow it to run, click here...

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:	Burwood		
Address:			
Address 2:			
Suburb:		Post Code:	
Club Phone:			
Postal:			
Suburb:		Post Code:	
Map No.:		Map Ref.:	
Web Site:			
Details:			
ABN:			
TV Affiliate:	☐	Fines to:	Convenors
Court 1, Type:		No. of Courts:	0
Court 2, Type:		No. of Courts:	0
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
					☐

| 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.