

HOW TO Accept, Edit or Reject CASUAL Match Scores.

Players enter casual match scores into the system so their Tencap Tennis profile represents as much of their tennis life as possible. Entry of Casual play is encouraged

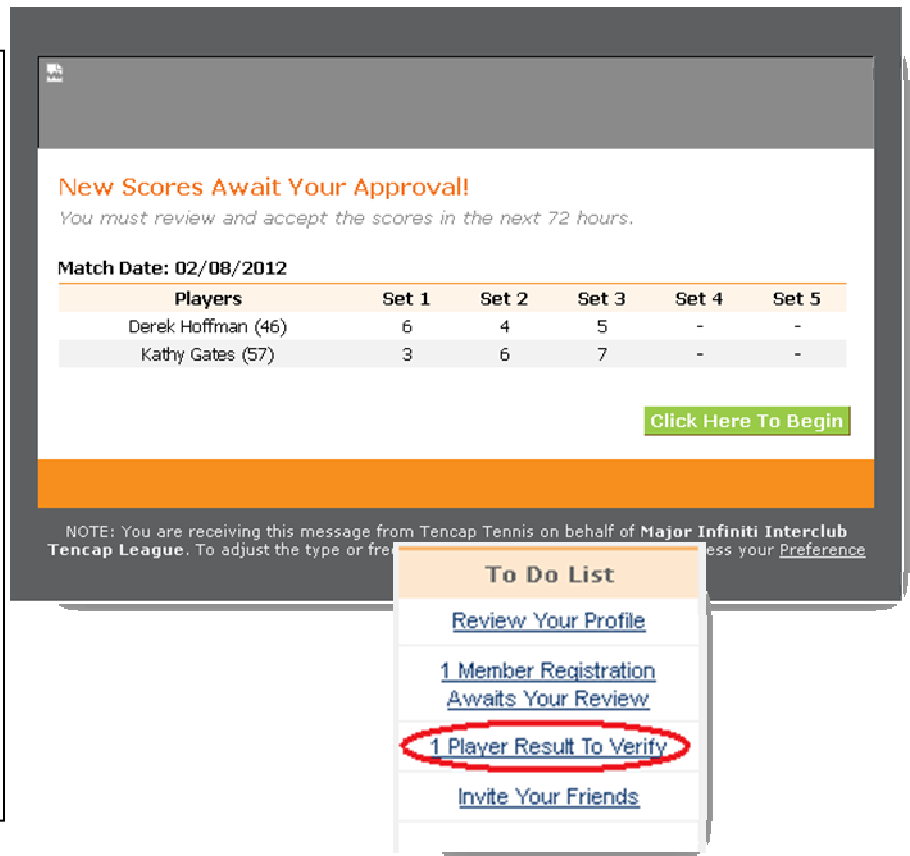
If the results of a match in which you played are entered this is how you know:

You will receive an email* similar to the one to the right. Click the green button on the bottom right that says, "Click Here To Begin."

-OR-

If you're are logged in, your To Do List (far right side of your Dashboard) will have a link.

* Players are responsible for keeping a current email address in the profiles so that notice of matches can be received.



Once you click on either link, you be at the Match Verification Screen.

Match Date	Player	Rating		Set 1	Set 2	Set 3	Set 4	Set 5	Action
2/8/12	Derek Hoffman (46)	46	Actual Score	6	4	5	-	-	Accept This Match Edit This Match Reject This Match
	vs.		Adjusted Score	(out of range)					
Standard	Kathy Gates (57)	57	Actual Score	3	6	7	-	-	
	Casual Play		Adjusted Score	(out of range)					
RECENT ACTIVITY:		Date	User	Action Taken		Notes			
	2/8/12 09:45a	Derek Hoffman	Verified/Accepted This Match		-				

YOU WILL HAVE 3 OPTIONS

1. **ACCEPT** – Accept this match as being correct. Verifies the information is true and saves it to your match history and statistics and will be used with other matches in your rating calculations. **If the information is correct, you are encouraged to accept the results.**
2. **EDIT** – Allows you alter the scores or date of play if they are incorrect, and then re-route to your opponents for verification, in which case they can accept, edit again or reject.
3. **REJECT** – There are 3 Reject Options.
 - A. These ARE NOT results of actual play (wrong opponent, etc.)
 - i. In this case – the results don't count for anyone
 - B. These ARE correct results of actual play, but... (please describe)
 - i. In this case – results count for your opponent, but not for you
 - C. For Some Other Reason (please describe)
 - i. We can't seem to reach an agreement – escalate for dispute. Please try not to use this option

*If the results are true and accurate – **ACCEPT.***

*If you prefer not to have the match be included in a rating calculation for you, choose to **Reject**, with **OPTION B.** Respect for others is important; those entering scores and those rejecting. Option B allows each match participant to choose. Enter matches, without regard to win/loss, to improve rating accuracy by providing more matches in record.*