

Great Shelford Tennis Club - Guide to Playwaze

Playwaze is an online sports community that enables members to arrange to play other members and take part in tournaments and ladders. You can access it at <https://playwaze.com/>. This guide aims to provide instructions for using the playwaze community for arranging games in the singles ladder, participating in the summer tournaments or signing up to future events.

Be a bit careful to ensure your connection to playwaze is secure (has https at the start of the web address). Usually this will happen normally if you arrive at the playwaze log in page via a search engine.

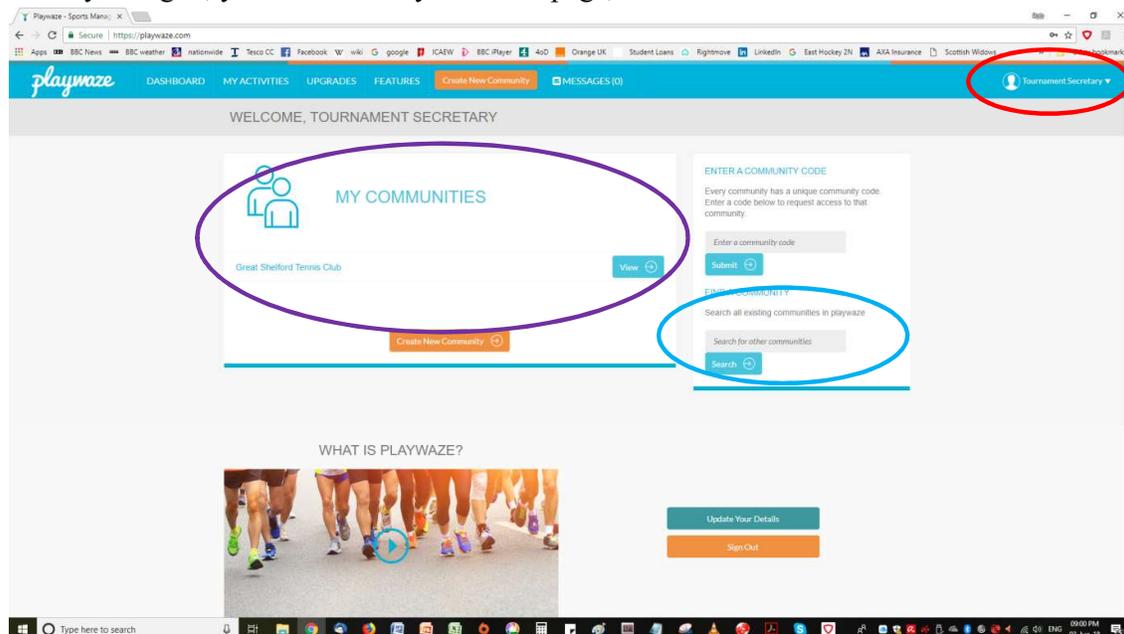
How to log in

Go to <https://playwaze.com/>. If you have been signed up by the Tournament Secretary, log in using the email address and password provided to you. If you have not been signed up, choose sign up and enter the required details.

If this is your first log in and you were signed up by the Tournament Secretary your password was provided to you in an email from tournament@gstc.org.uk. Please contact tournament@gstc.org.uk if you don't have a password. **Please change your password.** This is for your security.

How to Change Your Password

When you log in, you will land at your home page, which looks as follows:



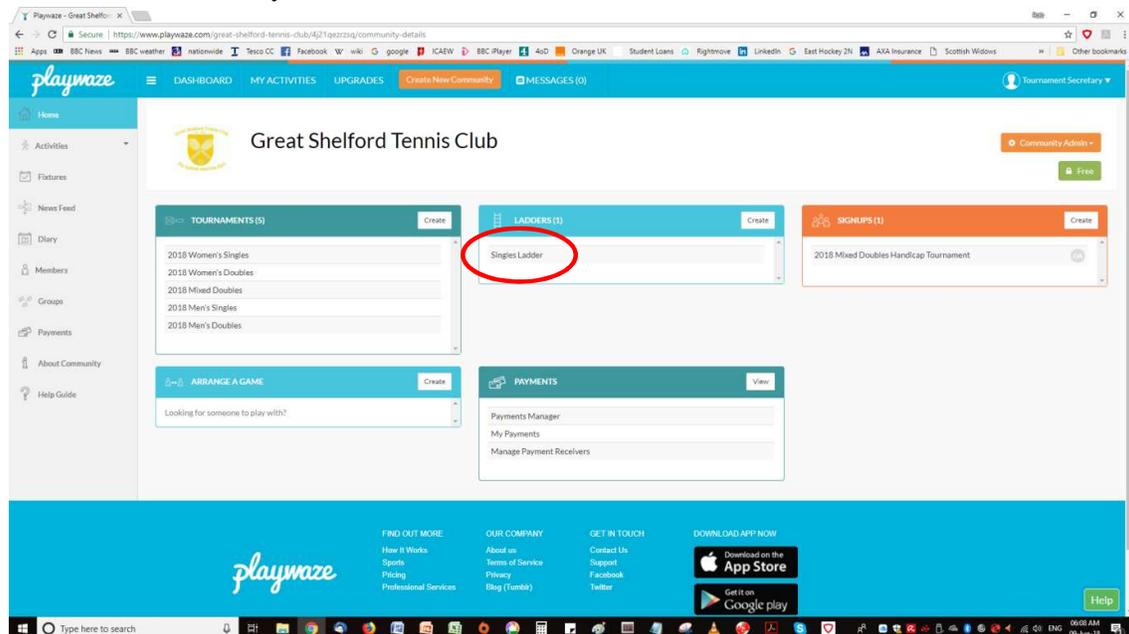
Click on the arrow next to your name in the top right hand corner of the screen (circled in red above). Choose "Change password" from the options.

How to Access the GSTC Community

All the communities that you are a member of are shown in the middle of the home page (circled in purple above). To access the GSTC Community, click "View" to the right hand side of this box.

If you cannot see the GSTC Community, simply search (circled in blue) for Great Shelford Tennis Club and click Request to Join. Once your request has been accepted you will see the community on your home page.

The GSTC Community looks like this:



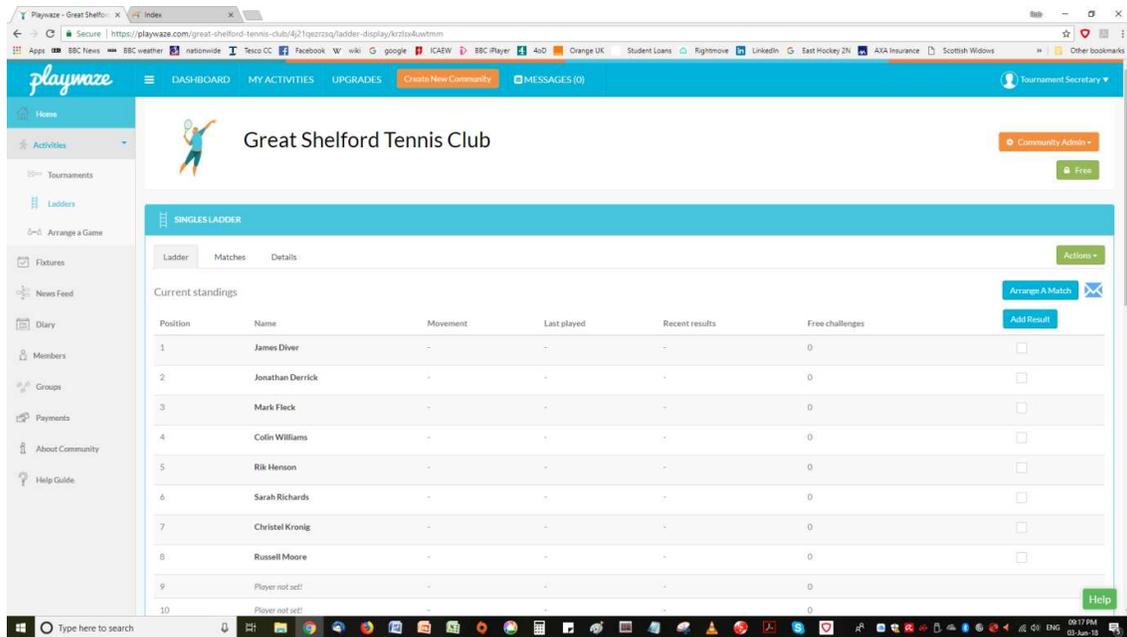
On the left hand side of the screen you can see the menu. You can use this to navigate around the site when you have moved away from the home screen, which you see here.

From the home page you can:

- View tournament draws to see your next opponent or enter results
- Access the singles ladder
- Sign up to forthcoming events
- Use the arrange a game function to set up a casual match against other playmaze members.
- Access the diary and news feed
- Access the list of members

How to See the Singles Ladder and arrange matches

To see the singles ladder, click on the link circled in red above. If you want to join the ladder, please email tournament@gstc.org.uk, and you will be added to the line-up.



The screenshot shows the Playwaze website interface for Great Shelford Tennis Club. The main content area displays the 'SINGLES LADDER' with a table of current standings. The table has columns for Position, Name, Movement, Last played, Recent results, and Free challenges. The current standings are as follows:

Position	Name	Movement	Last played	Recent results	Free challenges
1	James Diver	-	-	-	0
2	Jonathan Derrick	-	-	-	0
3	Mark Fleck	-	-	-	0
4	Colin Williams	-	-	-	0
5	Rik Henson	-	-	-	0
6	Sarah Richards	-	-	-	0
7	Christel Kronig	-	-	-	0
8	Russell Moore	-	-	-	0
9	Player not set!	-	-	-	0
10	Player not set!	-	-	-	0

Once in the ladder, you will be able to see who else has entered. You can challenge players up to two places above you in the ladder. To do this, click on their name. You will see the following dialogue box:



The dialog box shows the profile of a member named Sarah Richards. It includes a close button in the top right corner, which is circled in red in the original image. The profile details are as follows:

Member: Sarah Richards

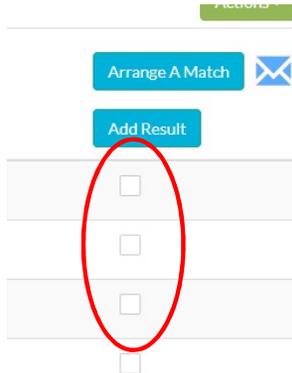
Username	[Redacted]
Telephone No	[Redacted]
Gender	[Redacted]
Date of Birth	[Redacted]

Close

To contact Sarah, click on the blue envelope in the top right hand corner. You'll be able to send her a message through playwaze, challenging her to a match on the ladder.

How to Enter Ladder Results

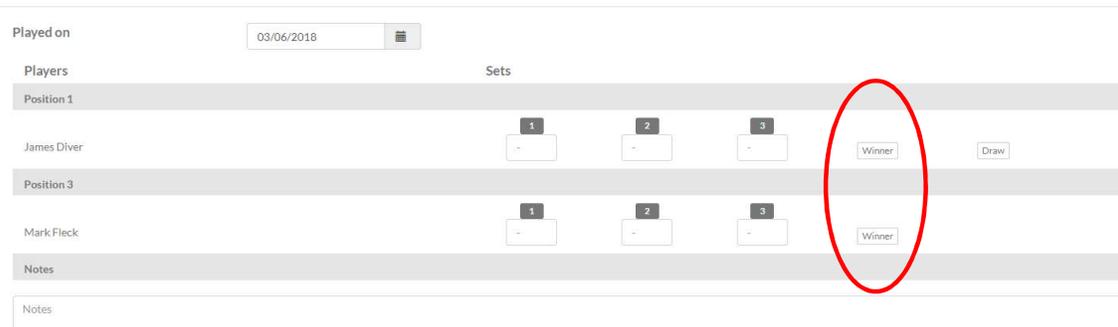
Once you have played your match, return to the ladder page to enter your result. To the right hand side of the screen, underneath the "Add Result" button, there are tick boxes:



A screenshot of a web interface for entering ladder results. At the top, there is a blue button labeled "Arrange A Match" with a mail icon to its right. Below it is another blue button labeled "Add Result". Underneath the "Add Result" button, there are four horizontal rows, each containing a small square tick box. The first three tick boxes are circled in red.

Click in the boxes next to the names of the players you want to enter the results for, then click the "Add Result button". You will see the following dialogue box:

Match details



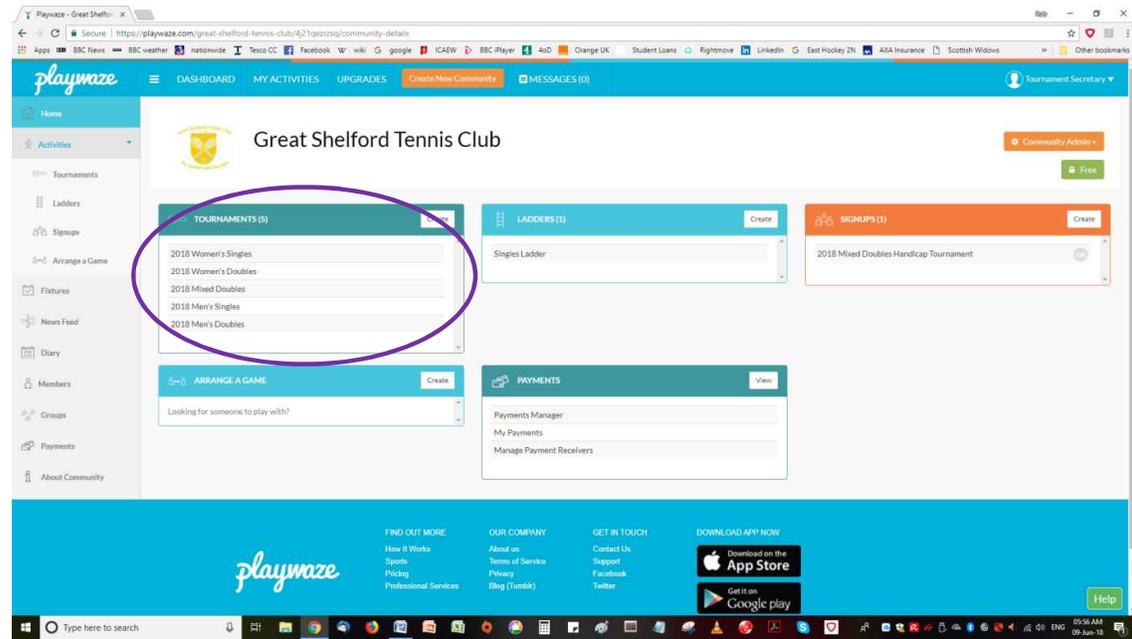
A screenshot of a "Match details" dialogue box. At the top, it says "Played on" followed by a date input field containing "03/06/2018" and a calendar icon. Below this, there are two columns: "Players" and "Sets". Under "Players", there are two rows: "Position 1" and "Position 3". Under "Sets", there are three columns labeled "1", "2", and "3". Each set column contains a small input field with a "-" sign. To the right of the set columns, there are two buttons: "Winner" and "Draw". The "Winner" button is circled in red. Below the "Sets" section, there is a "Notes" section with a text input field.

Enter the score for each set played. Select which player was the winner (circled in red), then click "Save". The ladder will automatically recalculate positions if necessary.

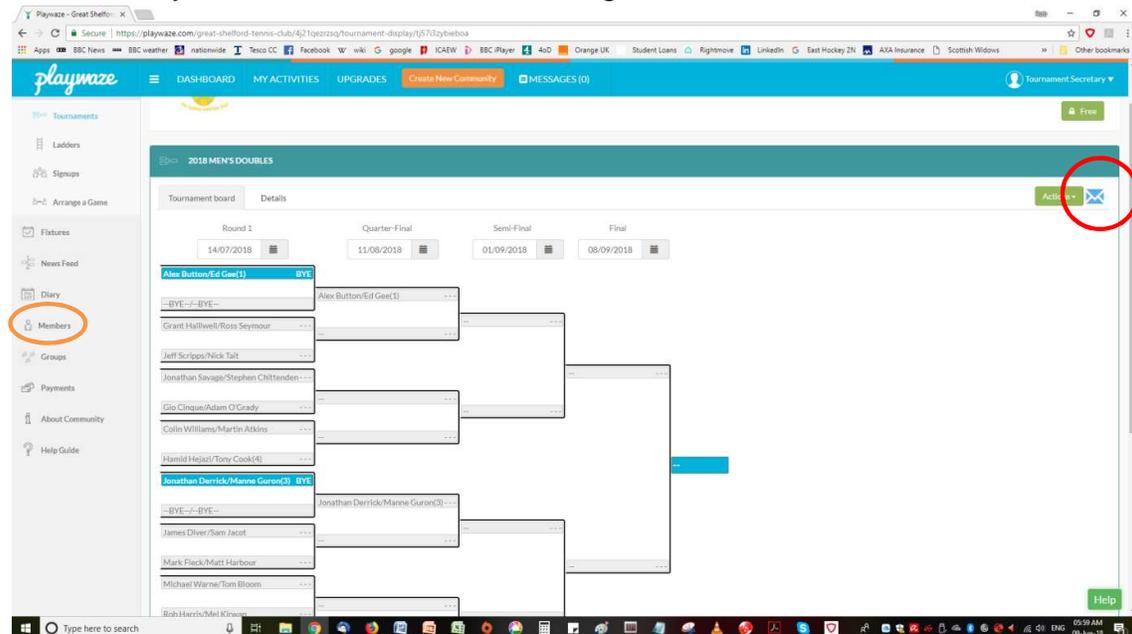
Keep reading to find out how to access summer tournaments.

How to See the Summer Tournaments

On the home page, summer tournaments will show in the top left box, circled in purple below. Click on the tournament you wish to see the draw for. This will show you who you need to contact to arrange your game. The dates by which each round must be played are shown at the top of each column on the draw.



The draw for your tournament will look something like this:



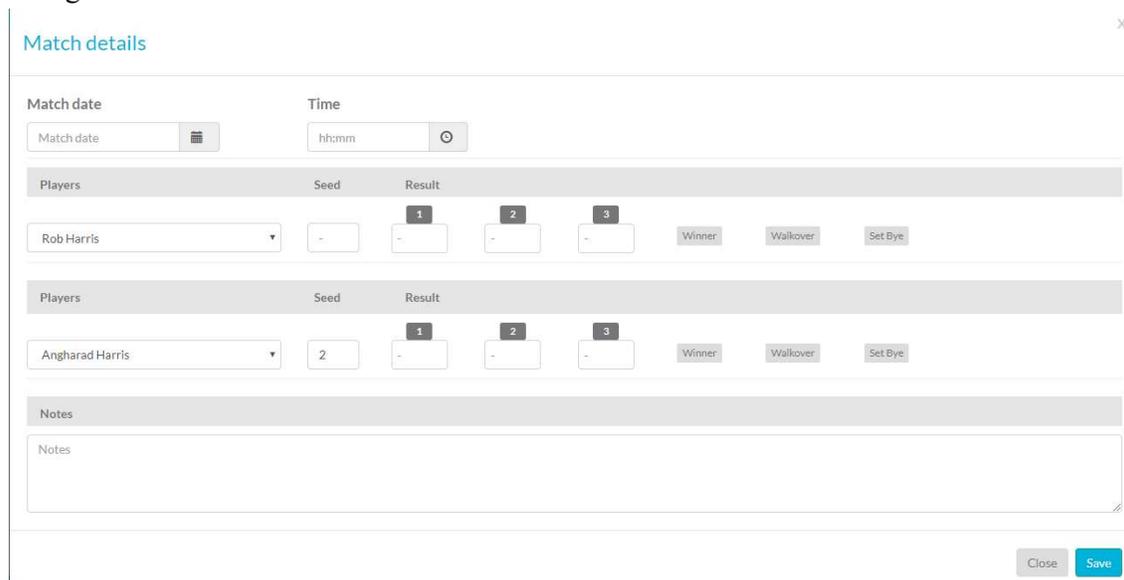
How to Arrange a Game for the Tournaments

There are two ways to contact your opponent.

1. Click on "Members" in the menu on the left hand side of the screen (circled in orange above). Here you will be able to click on any member and contact them to arrange a suitable time to play (see section "How to See the Singles Ladder" above). For doubles, we suggest that the players communicate with the first named player in the pairing in the first instance.
2. On the tournament draw page, click the blue envelope in the top right hand corner (circled in red above), select the name(s) of the people you want to contact from the drop down menu in the "to" line and hit send when you are ready.

How to Enter a Match Result

To enter a result, navigate to the relevant tournament draw (see section "How to See the Summer Tournaments" above). Click on the relevant match-up. You will see the following dialogue box:



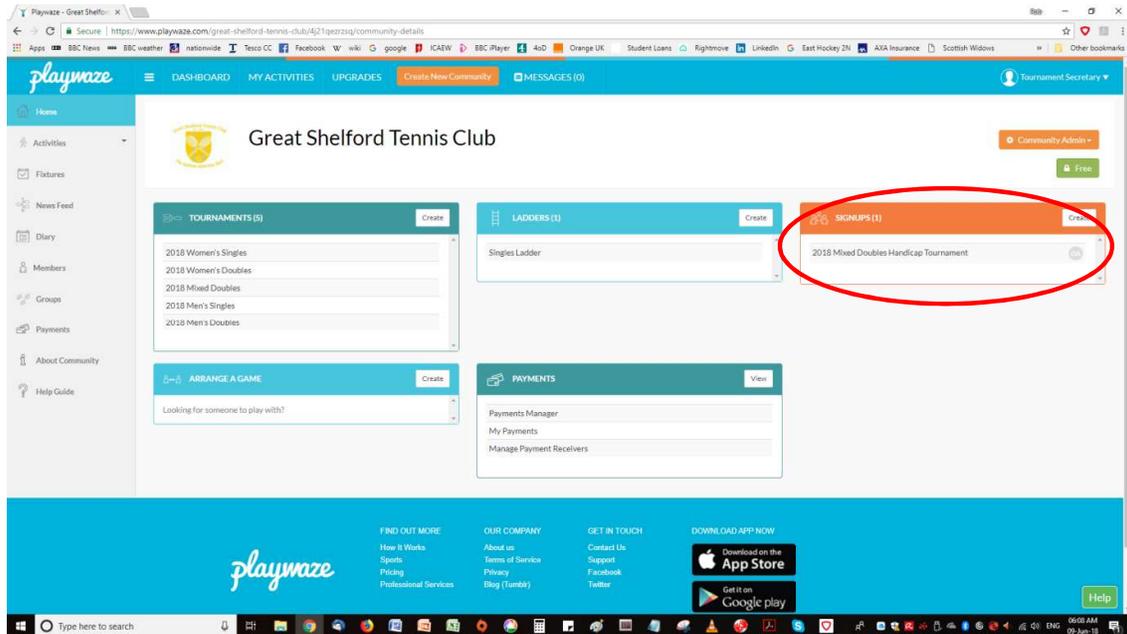
The screenshot shows a 'Match details' dialog box with the following fields and options:

- Match date:** A text input field with a calendar icon.
- Time:** A text input field with a clock icon.
- Players:** A dropdown menu showing 'Rob Harris'.
- Seed:** A text input field with a hyphen '-'.
- Result:** Three input fields for sets, each with a number above it (1, 2, 3) and a hyphen '-'.
- Buttons:** 'Winner', 'Walkover', and 'Set Bye' buttons.
- Notes:** A text area with the label 'Notes'.
- Footer:** 'Close' and 'Save' buttons.

Enter the score for each set played. Click on "Winner" or "Walkover" for the relevant player and click Save. Playwaze will automatically update the draw. Check back regularly to see who your next opponents are.

How to sign up to forthcoming events

Existing playwaze members can sign up to future tournaments online using the "Sign-ups" feature. This is shown circled below in red.



Click on the event you wish to sign up for and complete the form. Job done.

Playwaze App

We have a free subscription to playwaze which means that GSTC club members that sign up can access the website and use its full functionality for free. There is an app available for iOS and Android which members can download. However, we can only use the app to view tournaments - you won't be able to enter scores or contact players.

There is an option for individual members to pay their own subscription to Playwaze, which will allow you to use the app to enter scores and contact players. Whether you choose to do this is entirely up to you.