

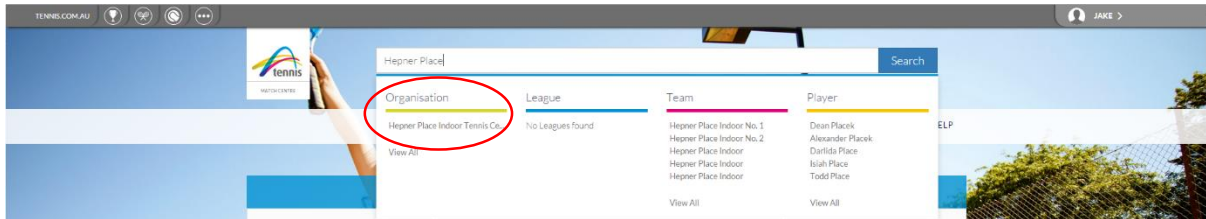
# How to print Scoresheets via Match Centre



## Step 1:

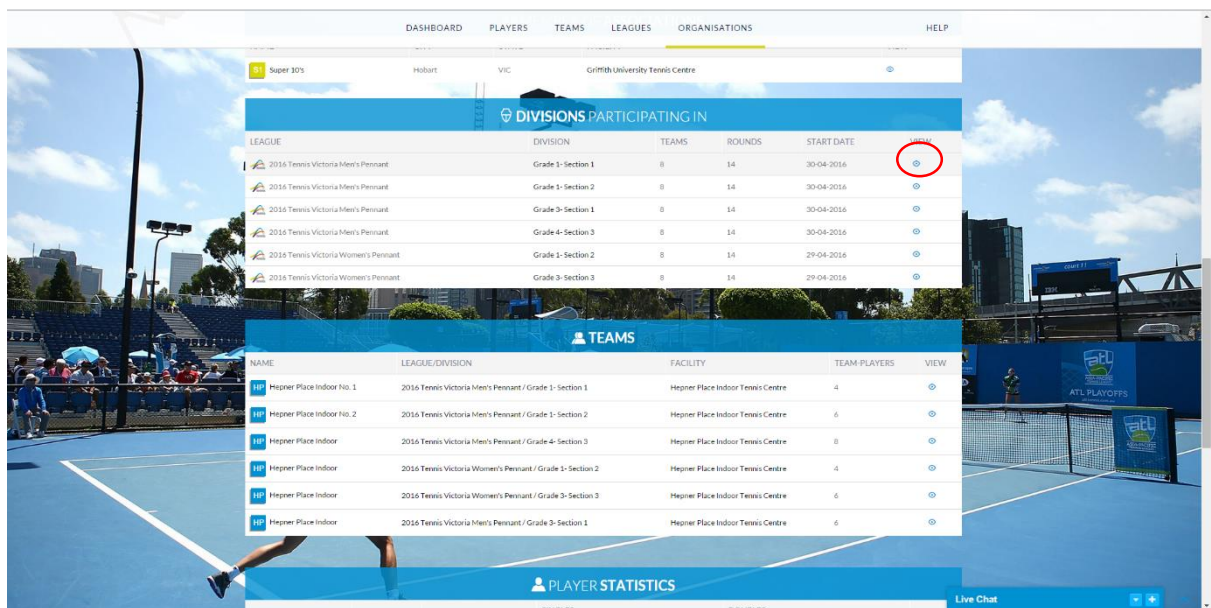
Go to Match Centre ([leagues.tennis.com.au](http://leagues.tennis.com.au)) and log in by clicking the top **right hand corner** using your Join Tennis email and password which you have created.

Once logged in using the **search function** at the top of the screen type in the name of your club, and select them when they appear under the **Organisation** tab.



## Step 2:

Once you have clicked on your clubs name, then scroll down the screen until you see **Divisions Participating In**, and click the **view** icon next to the grade and section you wish to print for.



For extra assistance please contact Tennis Customer Services on 1800 752 983 or email [play@tennis.com.au](mailto:play@tennis.com.au)

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## Step 3:

Scroll down to the **League Results** section and click the **view** icon, next to the match that you wish to print a scoresheet for.

DATE	ROUND	HOME TEAM	RESULT	VERSUS	RESULT	AWAY TEAM	STATUS	VIEW
30-04-2016	1	Bundoora TC No. 1	--	vs	--	Hotting Hill-Pinewood	Scheduled	
30-04-2016	1	MCC Tennis	--	vs	--	Heatherdale Tennis Club	Scheduled	
30-04-2016	1	Dingley TC	--	vs	--	Grace Park Hawthorn Club	Scheduled	
30-04-2016	1	Kooyong Lawn No 1	--	vs	--	Hepner Place Indoor No. 1	Scheduled	

## Step 4:

A scoresheet for your match should then appear, click the **print** option.

2016 TENNIS VICTORIA MEN'S PENNANT | GRADE 1-SECTION 1

Kooyong Lawn No 1 (KL) VS Hepner Place Indoor No. 1 (HP)

Scheduled for Saturday, 30-04-2016, 13:00 PM, Round 1.

PRINT

## Step 5:

Once clicked print, it will open the scoresheet in a printable PDF document. Select the printer you wish to print through and your scoresheet will be ready to print.