PDF Entry Form Instructions

Collecting Data from Club Zone

For information about downloading information please refer to the documentation entitled "Player Statistics from TROLS."

General comments about the Entry Form

This PDF has been created to work with Acrobat Reader DC, and will work best on this free application. Other PDF readers may give unexpected results, especially the readers that come with both Windows 10 and Apple operating systems. Advice on how to download and install Acrobat Reader DC is a separate document that can be requested from the Association. It is also available on the website.

This is a PDF, and the normal navigation keys that would be used in any other PDF will work in the same way in this Entry Form, that is, "Page Up" and "Page Down" keys will work as expected, as will the arrow keys.

The PDF is set up as an A5 sized document, as was the paper form. When the teams have all been entered, and you get to the Summary page, this will be the top half of an A4 document. The bottom half of this will contain "Outside Venues" and "Special Requests", as well as the "Submit" button. If you want to print this form, it will print as a normal A4 document.

The coloured buttons on the PDF are used to create new pages in this document, and will become hidden on a page once they are used. As you progress through the Entry Form, the coloured buttons provide the information and the means to move to the next stage in the process. If there are any buttons still visible on the PDF, they need to be clicked to continue through the form.

Entering Data into Entry Form

1. The email you were sent has 3 attachments. Click on "attachments" to show your options, such as "Open" or "Save As".
2. Double click to bring up the form you need.
3. Go to "File" in the top left hand corner of the screen, select "Save as" from the drop down options and save the file. (Recommend saving to your desktop as the file can then be easily saved if you need to come back to it later and it is easy to locate.)
4. Double click to open the file from the desktop.
5. Select top L/H box and type in your club name. (Your club name will now automatically appear on all following forms), then use either the "Tab" button or mouse to advance to the next field, which will be highlighted.
6. Then using the arrows at the right of the boxes select the "Format", "Section", "Grading", "Type" and "Section Position" you are requesting.
7. Enter team members and their details as required. (Making sure that juniors are entered in playing order)
8. Note: until you enter all details of each player, including personal grading, the system will not allow you to enter your 2nd/3rd player.
9. Check all details you have entered are correct and that you haven't missed anything.
10. Select `New Team` to enter next team and repeat until you have entered all teams.
    Note: until you have entered at least 2 players for S/D rubbers, 3 players for triples, or 4 players for Senior Mixed and Mens, the `New Team` button will not become available.

Finalising Entry Form

1. Click the `Summary` button.
2. Enter the number of teams you have entered for each format then click on the "Total" box to update your club entry total.
3. Now click on `Summary - page 2` button and enter any relevant details for "Outside Venues" or "Special Requests".
4. If you have completed all the information, and have no further changes to make, click on the `Save PDF` button and then save the form to a location of your choice from which you can, if you wish, print off a hard copy for future reference. Once you have done this:
5. Click on the `Submit` button, this will prepare your team entries and all information as an email attachment ready to forward. All pages will be within a single PDF that is being attached to the email.

6. An email will then be generated using your default email application. If this hasn't been set within Acrobat Reader, the screen to the right will appear asking how you wish to send the email.

7. You can accept the selected email client, in this case, Microsoft Outlook, and click on the "Continue" button. By ticking on the "Remember my choice" button, your choice will be saved within Acrobat Reader, and this screen will not subsequently appear.
   If you use Webmail, please ensure this page is open on your computer, otherwise the email cannot be generated by the PDF.
   *(If you click on "Cancel", the email will not be generated by Acrobat Reader, and you will then have to create your own email and attach the PDF you have saved to your desktop.)*
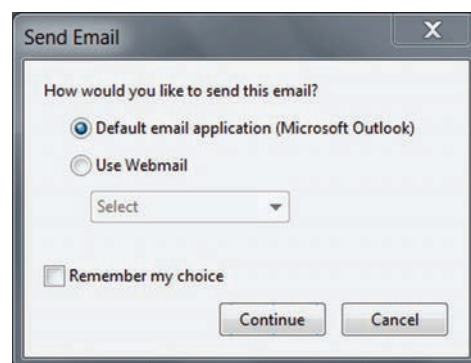
8. The email generated by Acrobat Reader will then open as a new window associated with your email program. If your email program wasn't open, this request will open it, and the new email window. Your email program will then be an active icon (an underlined icon) in the Taskbar, typically at the bottom of your screen.

9. If neither of these actions generated an email, the destination email and the preferred subject line are at the bottom of the Summary page and can be copied and pasted into the relevant parts of the email, and the PDF Entry Form can be attached to the email from its position on the Desktop, or from where it was saved in Step 4.

10. If you wish to print the entry form, the options to print it need to be as selected to the right (the page preview graphic far right shows the print preview. This view will change as the following steps are taken.)
    - select "Multiple" pages,
    - choose "Custom" pages per sheet,
    - type in "1" by "2", that is, one column by 2 rows. Click in another box to force the preview to be redrawn so it appears as shown.
    - this selection will print the 2 A5 entry forms on the one A4 page, and will do the same with the Summary page, which will become a single A4 page from the pair of A5 forms.
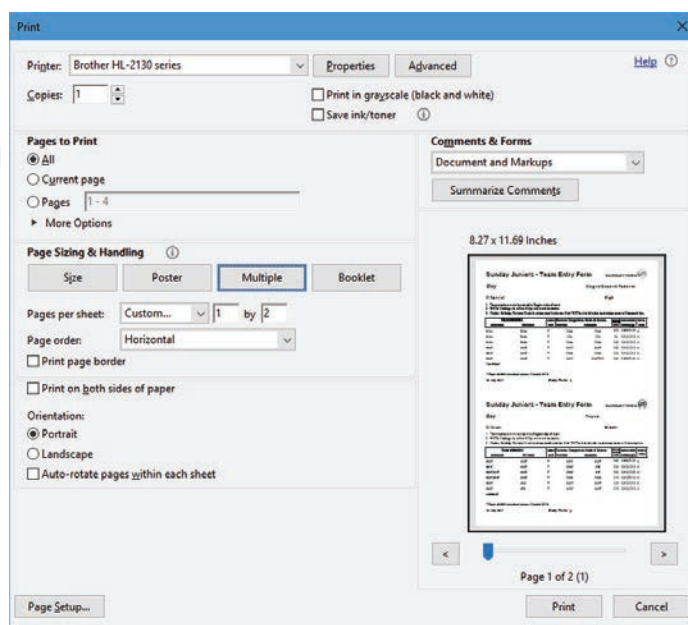
FAQ

- If a player didn't compete in a previous season, please enter "DNP" in the blank space.
- The abbreviation for competitions played just need to be readily identifiable, for example, Open SD AR2, Girls Tr C Sp1, Boys Tr D4. If this is their first season, "New" can be typed in the season field, with the Grading as deemed applicable by their club.
- The percentage that is entered is the most recent, as it has been taken from the previously downloaded TROLS data which applies to the just completed season.
- A team can be withdrawn by advising the Record Secretary, David Kimberly by email as per usual practice.
- If the number of players exceeds the spaces available, they can be added into the "Comments" box of the relevant team or into the body text of the email sent in for that competition.
- If an additional team can be entered after the teams have been submitted, download another entry form, fill it in and send it in separately.