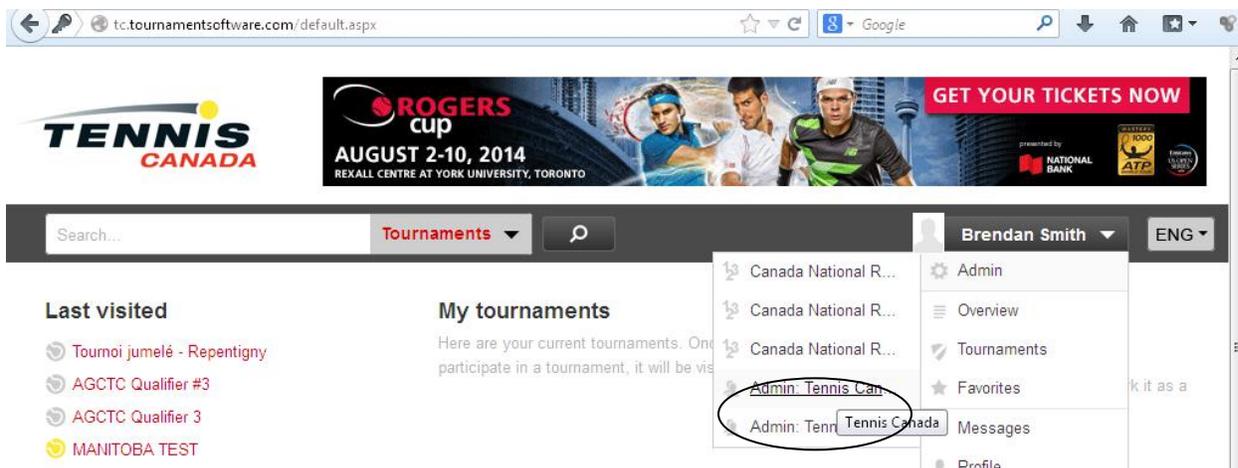


Process for Changing a Club in Which a Player Belongs To

PTA, it is important to ensure that all your players are affiliated with their proper club which shows up on the ranking lists. Please note that all players will be instructed by their clubs to ensure that they have the proper club listed on their ranking profile. Currently players are not able to go into their profile to make this change so only PTAs can do so with their admin access. Please see the steps below:

1. Log into the VR site with your password. <http://tc.tournamentsoftware.com/>
2. On the admin section, click on Admin Tennis Canada



The screenshot shows the Tennis Canada website interface. At the top, there is a navigation bar with the Tennis Canada logo, a search bar, and a "Tournaments" dropdown menu. The user is logged in as "Brendan Smith" and the language is set to "ENG". A dropdown menu is open, showing options for "Admin", "Overview", "Tournaments", "Favorites", "Messages", and "Profile". The "Admin" option is highlighted, and a sub-menu is visible with "Admin: Tennis Canada" circled in red.

3. Click on persons on the left tab



The screenshot shows the "Persons" section of the Tennis Canada website. The left sidebar contains a navigation menu with "Persons" circled in red. The main content area displays the "Tennis Canada" organization levels and statistics.

Tennis Canada	
Organization levels	
Provinces	11
Regions	59
Clubs	1208
Persons + Create person	
Unique persons	31444
Unique active persons	12505
Persons with an account	6171
Function types	
Unique active players	12505 

4. Search the persons last name and click enter
5. Click on person's name
6. Click on small Arrow beside role

Member ID: 28705823

Name: Brendan Smith

Birth date: 1991-04-28

Gender: Male

Address: 8 Colonial Cres
Brantford, Ontario
N3R 7M6

Email: bsmith@tenniscanada.com

Active memberships

Role	Group	Start date	End date	Membership Cost	Paid
Player	Tennis Alberta - St. Albert Tennis Club	2013-05-17	2014-05-16	AB - Adult \$40.00	\$40.00

Transfer member dropdown options:

- End
- Transfer
- Edit
- Payment

7. Click on transfer
8. Choose new club

Transfer member dialog box:

Regions: AB All Regions

Clubs: St. Albert Tennis Club

Transfer on: AB No Club, Ace Tennis Academy, Broadmoor Tennis Club

Immediately: Calgary Tennis Club, Calgary Winter Club, Capilano Tennis Club, Derrick Golf & Winter Club, Elbow Park Tennis Club, Gameau Tennis Club, Grande Prairie Tennis Club, Greenfield Tennis Club, Highlands Community Tennis Association, Medicine Hat Tennis Club, Mount Pleasant Tennis Club, Oakridge, Racquet Network, Red Deer Tennis Club, Royal Glenora Club, Saville Sports Centre, St. Albert Tennis Club

9. Check the immediately box

10. Click ok.

