



**Entering 2014 ITF Seniors Circuit Tournaments via your Seniors IPIN account – [www.itftennis.com/ipin](http://www.itftennis.com/ipin)**

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All ITF Seniors tournaments in 2014 (**EXCEPT CLOSED EVENTS**) will be entered via your Seniors IPIN account. **Entries must not be sent to the Tournament organisers.**

Entries will be available 15 weeks before the Monday of the start of the tournament. It will not be possible to enter tournaments before this 15 week deadline.

Entries to Closed Tournaments will not be available through your Seniors IPIN account – Please refer to the factsheet for further information on these tournaments.

This simple step-by-step guide will assist you to enter 2014 tournaments from your Seniors IPIN account via the ITF Tennis website.

If you are having difficulty in registering for your IPIN or experience trouble with the website after reading this document, please contact the ITF via e-mail: [ipinseniors@itftennis.com](mailto:ipinseniors@itftennis.com)



## STEP 1

Go to the ITF Tennis IPIN website, which is [www.itftennis.com/ipin](http://www.itftennis.com/ipin)  
Choose the appropriate language that you would like to view the website in.

The screenshot shows the IPIN website's language selection interface. At the top left is the IPIN logo with a barcode. To its right, it says "Online Services provided by the International Tennis Federation" and the ITF logo. Below this, there are three language options, each with a flag and text: "Welcome Choose a language..." with the UK flag and "English"; "Bienvenue Choisissez une langue..." with the French flag and "Français"; and "Recepción Elija una lengua..." with the Spanish flag and "Español". At the bottom, there is a footer with the IPIN logo, the text "international player identification number", and the ITF logo. Below the footer, there is a copyright notice and links for "Terms and Conditions", "Privacy Policy", and "Contact Us".

## STEP 2

Enter your IPIN and password and click Login. Please note that your password is case sensitive.

The screenshot shows the IPIN website's login page. At the top left is the IPIN logo with a barcode. To its right, it says "Online Services provided by the International Tennis Federation" and the ITF logo. Below this, there is a "Welcome to IPIN" section with text about the IPIN service and a link to register. To the right of the welcome section is a "Login" form with two input fields: "ipin" and "Password:". The "ipin" field is circled in red, and a red arrow points from the "ipin" field in the language selection page to this field. The "Password:" field is also circled in red, and a red arrow points from the "password is case sensitive" text to this field. Below the input fields is a "Login" button and a "Register" link. At the bottom right of the login form, there is a link for "Forgotten your ipin / password?". Below the login form is a "Current Notices" section with information about IPIN for Seniors Circuit, IPIN Membership, and Membership Expiry Dates. At the bottom, there is a footer with the IPIN logo, the text "international player identification number", and the ITF logo. Below the footer, there is a copyright notice and links for "Terms and Conditions", "Privacy Policy", and "Contact Us".



### STEP 3

Choose the enter/withdraw tab by clicking on it and then select the week of the tournament that you wish to enter using the drop down menu

Online Services provided by the International Tennis Federation

Wed 05 Feb 2014 15:45:55 (GMT) Welcome HAYLEY IVESON [Logout](#)

My Schedule **Enter / Withdraw** Calendar Code Of Conduct Circuit Announcements Rules and Regs My Profile

Week Commencing MONDAY 28 April 2014 **Show Tournaments**

Currently Showing: Week Commencing 28 April 2014

Tournaments This Week	
Also showing days until Entry Deadline	
<a href="#">1ST ITF VETERANOS PEDRAS DE RAINHA/PT GOLF - CABANAS DE TAVIRA-ALGARVE</a>	62 days <a href="#">ADD</a>
<a href="#">34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL</a>	48 days <a href="#">ADD</a>
<a href="#">6TH INTERNATIONAL SENIOR CHAMPIONSHIPS OF PUGLIA - BARI</a>	62 days <a href="#">ADD</a>
<a href="#">CYPRUS SENIORS CUP - LARNACA</a>	62 days <a href="#">ADD</a>

No tournaments entered

### STEP 4

Click the 'ADD' button next to the tournament that you wish to enter

Online Services provided by the International Tennis Federation

Wed 05 Feb 2014 15:45:55 (GMT) Welcome HAYLEY IVESON [Logout](#)

My Schedule **Enter / Withdraw** Calendar Code Of Conduct Circuit Announcements Rules and Regs My Profile

Week Commencing MONDAY 28 April 2014 [Show Tournaments](#)

Currently Showing: Week Commencing 28 April 2014

Tournaments This Week	
Also showing days until Entry Deadline	
<a href="#">1ST ITF VETERANOS PEDRAS DE RAINHA/PT GOLF - CABANAS DE TAVIRA-ALGARVE</a>	62 days <a href="#">ADD</a>
<a href="#">34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL</a>	48 days <a href="#">ADD</a>
<a href="#">6TH INTERNATIONAL SENIOR CHAMPIONSHIPS OF PUGLIA - BARI</a>	62 days <a href="#">ADD</a>
<a href="#">CYPRUS SENIORS CUP - LARNACA</a>	62 days <a href="#">ADD</a>

No tournaments entered



### STEP 5

Click OK on the pop up to confirm you wish to make your entry

The screenshot shows the IPIN website interface. At the top, there is a navigation bar with links: My Schedule, Enter / Withdraw, Calendar, Circuit Announcements, Rules and Regs, and My Profile. Below this is a header with the IPIN logo, the text "Online Services provided by the International Tennis Federation", the date and time "Thu 27 Oct 2011 12:44:56 (GMT)", and the user name "Welcome PLAYER TEST" with a "Logout" link. A dropdown menu shows "Week Commencing MONDAY" with "23 January 2012" selected. The main content area is divided into "Tournaments This Week" and "Your Entries". A blue pop-up message box is overlaid on the "Your Entries" section. The message reads: "Message from webpage. To submit a tournament entry, click on the event(s) you want to enter. Then enter your password and click Confirm. PLEASE NOTE Partner IPIN(s) should be included if you want to enter Doubles or Mixed Doubles events." Below the message are "OK" and "Cancel" buttons. A red circle highlights the "OK" button, and a red arrow points from the instruction text above to it.

### STEP 6

Click the drop down to choose the event(s) you would like to enter – Singles &/or Doubles &/or Mixed Doubles **(IF ONLY ENTERING SINGLES GO TO STEP 9)**

The screenshot shows the IPIN website interface for tournament selection. The navigation bar is the same as in Step 5. The header shows "Week Commencing MONDAY" with "28 April 2014" selected and a "Show Tournaments" button. Below the header, it says "Currently Showing: Week Commencing 28 April 2014". The "Tournaments This Week" section lists several tournaments with "ADD" buttons: "1ST ITF VETERANOS PEDRAS DE RAINHA/PT GOLF - CABANAS DE TAVIRA-ALGARVE" (62 days), "34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL" (Awaiting Submit), "6TH INTERNATIONAL SENIOR CHAMPIONSHIPS OF PUGLIA - BARI" (62 days), "CYPRUS SENIORS CUP - LARNACA" (62 days), and "LEICESTERSHIRE LTC CLAY COURT CHAMPIONSHIPS 2014 - LEICESTER" (62 days). The "Your Entries" section shows a password confirmation form with "Password" and "Confirm" fields, and a "Cancel" button. Below this, it lists the events for the selected tournament: "34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL". Under "This tournament has the following events:", there are three dropdown menus for "Singles", "Doubles", and "Mixed Doubles", each with "Make Selection" selected. Below these are input fields for "Doubles Partner" and "Mixed Doubles Partner", and a "Validate Partners" button. Red arrows point from the instruction text above to the "Doubles" and "Mixed Doubles" dropdown menus.



### STEP 7

If entering Doubles and/or Mixed Doubles with a partner, enter the partner's Seniors IPIN number and click 'Validate Partner' and your partners' names will appear. Enter your password and click 'Confirm' If you haven't got a partner, go to Step 8

The screenshot shows the IPIN website interface. At the top, there are navigation tabs: 'My Schedule', 'Enter / Withdraw', 'Calendar', 'Code Of Conduct', 'Circuit Announcements', 'Rules and Regs', and 'My Profile'. Below these is a dropdown menu for 'Week Commencing MONDAY 28 April 2014' and a 'Show Tournaments' button. The main content area is titled 'Currently Showing: Week Commencing 28 April 2014'. On the left, there is a 'Tournaments This Week' section with a list of events and 'ADD' buttons. The event '34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL' is highlighted in red and has a status of 'Awaiting Submit'. On the right, a detailed view of this tournament is shown. It includes a 'Password' field, 'Confirm' and 'Cancel' buttons, and a 'Validate Partners' button. Below this, there are dropdown menus for 'Singles' (Womens 40), 'Doubles' (Womens 40), and 'Mixed Doubles' (Mixed 45). Underneath, there are fields for 'Doubles Partner player IPINs' with 'Doubles Partner' (TES1257965) and 'Mixed Doubles Partner' (TES1303034) entered. A red circle highlights the 'Validate Partners' button and the partner IPIN fields. Red arrows point from the text in Step 7 to the 'Validate Partners' button, the partner IPIN fields, and the 'Confirm' button.

### STEP 8

If entering Doubles and/or Mixed Doubles without a partner, ensure you have chosen the event you wish to enter as required in Step 5. Enter your password and click 'Confirm'

The screenshot shows the IPIN website interface. On the left, there is a 'Tournaments This Week' section with a list of events and 'ADD' buttons. The event 'COPA OTTO HAUSER - PUNTA DEL ESTE' is highlighted in red and has a status of 'Awaiting Submit'. On the right, a detailed view of this tournament is shown. It includes a 'Password' field, 'Confirm' and 'Cancel' buttons, and a 'Validate Partners' button. Below this, there are dropdown menus for 'Singles' (Mens 35), 'Doubles' (Mens 35), and 'Mixed Doubles' (Mixed 35). A red circle highlights the 'Mixed 35' dropdown menu. Red arrows point from the text in Step 8 to the 'Mixed 35' dropdown menu and the 'Confirm' button.



### STEP 9

Once you click Confirm, the following screen will appear. Please note that your entry can take up to 10 minutes to process. Please note that you must leave the page and re-visit it for the screen to update.

My Schedule / **Enter / Withdraw** / Calendar / Code Of Conduct / Circuit Announcements / Rules and Regs / My Profile

Week Commencing MONDAY 28 April 2014 [Show Tournaments]

Currently Showing: Week Commencing 28 April 2014

Tournaments This Week	
Also showing days until Entry Deadline	
<a href="#">1ST ITF VETERANOS PEDRAS DE RAINHA/PT GOLF - CABANAS DE TAVIRA-ALGARVE</a>	62 days <input type="button" value="ADD"/>
<a href="#">34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL</a>	<b>Awaiting Submit</b>
<a href="#">6TH INTERNATIONAL SENIOR CHAMPIONSHIPS OF PUGLIA - BARI</a>	62 days <input type="button" value="ADD"/>
<a href="#">CYPRUS SENIORS CUP - LARNACA</a>	62 days <input type="button" value="ADD"/>
<a href="#">LEICESTERSHIRE LTC CLAY COURT CHAMPIONSHIPS 2014 - LEICESTER</a>	62 days <input type="button" value="ADD"/>

**Your entry/withdrawal request is now being processed.**

You may continue to use all other available services by navigating away from this page.

**NOTE: Your entry/withdrawal is NOT confirmed until you receive confirmation by email. Your requests will also be updated on your My Schedule page.**

### STEP 10

Once the entry has been processed, you will receive an email and the screen will appear as below. Please note that you must leave the page and re-visit it for the screen to update.

My Schedule / **Enter / Withdraw** / Calendar / Code Of Conduct / Circuit Announcements / Rules and Regs / My Profile

Week Commencing MONDAY 28 April 2014 [Show Tournaments]

Currently Showing: Week Commencing 28 April 2014

Tournaments This Week	
Also showing days until Entry Deadline	
<a href="#">1ST ITF VETERANOS PEDRAS DE RAINHA/PT GOLF - CABANAS DE TAVIRA-ALGARVE</a>	62 days <input type="button" value="ADD"/>
<a href="#">34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL</a>	<b>Already entered (Singles) Entry Proposed (Doubles)</b>
<a href="#">6TH INTERNATIONAL SENIOR CHAMPIONSHIPS OF PUGLIA - BARI</a>	62 days <input type="button" value="ADD"/>
<a href="#">CYPRUS SENIORS CUP - LARNACA</a>	62 days <input type="button" value="ADD"/>
<a href="#">LEICESTERSHIRE LTC CLAY COURT CHAMPIONSHIPS 2014 - LEICESTER</a>	62 days <input type="button" value="ADD"/>

#### Your Entries

**1** [34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014 - PALM BEACH GARDENS, FL](#)

Your entries are shown below. To amend an event selection, or confirm a doubles partnership, if deadlines permit, you must first withdraw from your current event. You can then submit an entry for the replacement event, or a different proposed doubles partner.

**This tournament has the following events:**

<b>Singles</b>	Womens 40	<input type="checkbox"/> Withdraw
<b>Doubles</b>	Womens 40	<input type="checkbox"/> Withdraw
<b>Mixed Doubles</b>	Mixed 45	<input type="checkbox"/> Withdraw

**Partner Details**

**Doubles Partner** TES1257965

**Mixed Doubles Partner** TES1303034

**Doubles Partner** Female TEST IPIN (proposed by you)

**Mixed Doubles Partner** Player TEST (proposed by you)

**Important Information**



### STEP 11

An email will be received confirming entry into the event you have confirmed. It is important that you keep this email as this is required as proof of entry if a problem occurs.

Dear Player

Please save or print a copy of this email as proof of entry in the event of query.

You have successfully entered the following tournament(s):

Event	Tournament	Start Date
D-40	34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014	27 Apr 14
S-40	34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014	27 Apr 14
XD-45	34TH ITF SENIORS WORLD INDIVIDUAL CHAMPIONSHIPS 2014	27 Apr 14

Note that you may withdraw from this tournament and enter another tournament(s) of the same tournament week up until the appropriate entry deadlines of both tournaments.

### STEP 12

The 'My Schedule Tab' will allow you to view the tournaments you have entered. Change the number of weeks and click 'Show Tournaments' to show a different part of the calendar.

Online Services provided by the International Tennis Federation

Wed 05 Feb 2014 16:11:20 (GMT)

Welcome HAYLEY IVESON  
Logout

My Schedule | Enter / Withdraw | Calendar | Code Of Conduct | Circuit Announcements | Rules and Regs | My Profile

Display 4 weeks | From MONDAY 21/04/2014 | Show Tournaments

Dates Shows: Friday 18 April 2014 - Thursday 15 May 2014

Week Commencing MONDAY 21 April 2014			
No Entries This Week			
Week Commencing MONDAY 28 April 2014			
Entries			
Tournament Name	Event Name	Entry Status:	Partner Name
34th ITF Seniors World Individual Championships 2014 - Palm Beach Gardens, FL	Womens 40 Singles	Entered	
34th ITF Seniors World Individual Championships 2014 - Palm Beach Gardens, FL	Womens 40 Doubles	Entered	Female TEST IPIN (Proposed)
34th ITF Seniors World Individual Championships 2014 - Palm Beach Gardens, FL	Mixed 45 Doubles	Entered	Player TEST (Proposed)