



TENNIS SENIORS AUSTRALIA

ENTERING THE AUSTRALIAN INDIVIDUAL CHAMPIONSHIPS

ALL PLAYERS MUST ENTER EVENTS INCLUDING IPIN AND NON-IPIN EVENTS (LIKE COMBINED DOUBLES) AND PAY FEES ON THE CAT WEBSITE AT www.92computing.com.au

and also ENTER on the

ITF IPIN WEBSITE AT www.itftennis.com/ipin for ONLY IPIN events (LIKE SINGLES, MEN AND WOMEN DOUBLES AND MIXED DOUBLES)

This simple step-by-step guide will assist you to enter 2012 tournaments from your Seniors IPIN account via the ITF Tennis website.

If you are having difficulties in registering for your IPIN or experience trouble with the website after reading this document, please contact the ITF via email at ipinSeniors@itftennis.com



STEP 1

Go to the ITF Tennis IPIN website, which is www.itftennis.com/ipin (see picture below). To move to the next step, click on the following link 'Login' –

The screenshot shows the ITF IPIN website homepage. At the top, there is a navigation bar with the ITF tennis.com logo on the left and the IPIN logo on the right. The navigation bar includes links for Home, News, Introduction, IPIN Information, Online Entry Service, Players FAQs, and Further Information. Below the navigation bar, there are two main content boxes. The left box is titled 'Welcome to the ITF IPIN Website!' and contains information about the website's availability in three languages, requirements for IPIN membership, and details about annual membership validity. The right box is titled 'Login to the IPIN Online Service' and contains a 'Login' link circled in red. Below this, there is another box titled 'Important Information for Players' which provides details about player identification and registration fees.

STEP 2

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

The screenshot shows the IPIN login page. At the top, there is a navigation bar with the IPIN logo on the left and the ITF International Tennis Federation logo on the right. Below the navigation bar, there is a 'Welcome to IPIN' section on the left and a 'Login' section on the right. The 'Login' section contains two input fields for 'ipin:' and 'Password:', both of which are circled in red. Below the input fields, there is a 'Login' button, a 'Register' link, and a link for 'Forgotten your ipin / password?'. Below the login section, there is a 'Current Notices' section with a sub-section for 'IPIN Membership 2010'.



STEP 3

Choose enter/withdraw (this is to the right of My Schedule tab) by clicking on it then select week commencing selecting January 16th 2012 - Australian Championships will then appear.

The screenshot shows the ipin website interface. At the top left is the ipin logo. To its right, it says "Online Services provided by the International Tennis Federation". Further right is the ITF Seniors logo. Below these, the date and time "Wed 19 Oct 2011 11:40:40 (GMT)" are displayed, along with "Welcome PLAYER TEST" and a "Logout" link. A navigation bar contains tabs: "Enter / Withdraw", "Calendar", "Circuit Announcements", "Rules and Regs", and "My Profile". The "Enter / Withdraw" tab is active. Below the navigation bar, a dropdown menu shows "Week Commencing MONDAY" with "28 November 2011" selected and circled in red. The main content area is split into two columns. The left column is titled "Tournaments This Week" and lists several tournaments with "ADD" buttons. The right column is titled "No tournaments entered".

Tournaments This Week	
Also showing days until Entry Deadline	
MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC	7 days <input type="button" value="ADD"/>
LISTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA	7 days <input type="button" value="ADD"/>
VII COPA CLUB HABANA - LA HABANA	7 days <input type="button" value="ADD"/>
7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2	7 days <input type="button" value="ADD"/>
COPA OTTO HAUSER - PUNTA DEL ESTE	7 days <input type="button" value="ADD"/>
LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA	7 days <input type="button" value="ADD"/>

STEP 4 Click the ADD button next to the 2012 Australian Seniors Championships

This screenshot is identical to the one in Step 3, showing the same website interface. A red arrow points from the "ADD" button next to the "MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC" tournament in the "Tournaments This Week" list.



STEP 5

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

Online Services provided by the International Tennis Federation

Thu 27 Oct 2011 12:44:56 (GMT)

Welcome PLAYER TEST [Logout](#)

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

Week Commencing MONDAY 23 January 2012

Tournaments This Week
Also showing days until Entry Deadline

2012 TENNIS NATIONALS
BRITISH OPEN CHAMPIONS

Your Entries

Mixed Doubles Not Available

Doubles Partner player IPINs

Doubles Partner Clear Partner

mixed doubles partner Clear Partner

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)**

Online Services provided by the International Tennis Federation

Wed 19 Oct 2011 13:38:01 (GMT)

Welcome PLAYER TEST [Logout](#)

Enter / Withdraw Calendar Circuit Announcements Rules and Regs My Profile

Week Commencing MONDAY 28 November 2011

Tournaments This Week
Also showing days until Entry Deadline

MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC 7 days

USTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA 7 days

VII COPA CLUB HABANA - LA HABANA 7 days

7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2 7 days

COPA OTTO HAUSER - PUNTA DEL ESTE Awaiting Submit

LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA 7 days

To submit your changes, enter your password and click Confirm.

Password

1 COPA OTTO HAUSER - PUNTA DEL ESTE

This tournament has the following events:

Singles

Doubles

Mixed Doubles

Doubles Partner player IPINs

Doubles Partner

mixed doubles partner



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 two panels. The left panel, titled "Tournaments This Week", lists several tournaments with "ADD" buttons. The right panel, titled "Your Entries", shows the selection process for the "COPA OTTO HAUSER - PUNTA DEL ESTE" tournament. It lists events: Singles (Mens 35), Doubles (Mens 35), and Mixed Doubles (Mixed 35). Below the event list, there are input fields for "Doubles Partner" (tes1257964) and "mixed doubles partner" (tes1257965), each with a "Clear Partner" checkbox. A "Validate Partners" button is circled in red. Above the partner fields, there is a "Password" field and "Confirm" and "Cancel" buttons. Red arrows point from the text in Step 7 to the "Validate Partners" button 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 two panels. The left panel, titled "Tournaments This Week", is identical to the one in Step 7. The right panel, titled "Your Entries", shows the selection process for the "COPA OTTO HAUSER - PUNTA DEL ESTE" tournament. It lists events: Singles (Mens 35), Doubles (Mens 35), and Mixed Doubles (Mixed 35). The "Mixed 35" option is circled in red. Below the event list, there are empty input fields for "Doubles Partner" and "mixed doubles partner", each with a "Clear Partner" checkbox. A "Validate Partners" button is present. Above the partner fields, there is a "Password" field and "Confirm" and "Cancel" buttons. Red arrows point from the text in Step 8 to the "Mixed 35" dropdown 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.

Enter / Withdraw Calendar Circuit Announcements Rules and Regs My Profile

Week Commencing MONDAY 28 November 2011

Tournaments This Week

Also showing days until Entry Deadline

7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2	< 1 day	ADD
COPA OTTO HAUSER - PUNTA DEL ESTE		Awaiting Submit
LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA	< 1 day	ADD
MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC	< 1 day	ADD
USTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA	< 1 day	ADD
VII COPA CLUB HABANA - LA HABANA	< 1 day	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 Circuit Announcements Rules and Regs My Profile

Week Commencing MONDAY 06 February 2012

Tournaments This Week

Also showing days until Entry Deadline

2. MADAINITENNIS SENIOR OPEN - ST. POELTEN		Already entered
2012 WILSON/MAYFAIR ITF SENIOR CIRCUIT 2 - TORONTO	75 days	ADD

1 2. MADAINITENNIS SENIOR OPEN - ST. POELTEN

Your entries are shown below. To amend an event selection, if deadlines permit, you must first withdraw from your current event and then submit an entry for the replacement event.

This tournament has the following events:

Singles	Mens 45	<input type="checkbox"/> Withdraw
Doubles	Mens 35	<input type="checkbox"/> Withdraw
Mixed Doubles	Mixed 35	<input type="checkbox"/> Withdraw

Partner player IPINs

Doubles Partner	TES1257964	<input type="checkbox"/> Clear Partner
Mixed Doubles Partner	TES1257965	<input type="checkbox"/> Clear Partner

Doubles Partner Male TEST IPIN (not confirmed)
Mixed Partner Female TEST IPIN (not confirmed)

To change or remove a doubles partner, you must first withdraw from the relevant doubles event.

The Clear Partners boxes are currently not live and will be activated soon.



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.

UNIT TESTING ONLY, PLEASE IGNORE OTHERWISE - IPIN - Seniors Circuit Entry Confirmation

ITF - IPIN NOTIFICATION - DO NOT REPLY [bas.ED1F8643-D3FB-4296-A237-5536CC916AE4@

You made changes to another copy of this item. This is the most recent version. [Click here to see the other versions.](#)

Sent: Wed 26/10/2011 14:49
To: Hayley Iveson

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):

Grade	Tournament	Start Date
2	(S) COPA OTTO HAUSER	29 Nov
2	(D) COPA OTTO HAUSER	29 Nov
2	(X) COPA OTTO HAUSER	29 Nov

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

ipin Online Services provided by the International Tennis Federation

Thu 27 Oct 2011 11:11:49 (GMT) Welcome PLAYER TEST [Logout](#)

ITF Seniors

My Schedule Enter / Withdraw Calendar Circuit Announcements Rules and Regs My Profile

Display 1 Week From MONDAY 28/11/2011 Show Tournaments

Dates Shown: Friday 25 November 2011 - Thursday 01 December 2011

Week Commencing MONDAY 28 November 2011

Entries			
Tournament Name	Entry Status:	Position	Extra Info
Copa Otto Hauser - Punta del Este	Entered		

ipin international player identification number ITF

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