

Box Leagues Quick Start Guide

Register

[Register Now](#)

1. Go to www.tennisjeannie.com
2. Click [Register Now]
3. Follow the onscreen prompts. Your club membership number is
4. Jeannie will invite you to select your own Username and Password.

Notes:

Jeannie will ask you for your club membership number which is the form of your First Name + 3 Letters of Last Name +digit 1 (e.g. Fred Bloggs = FredBlo1).

You can change your password at any time by logging on and go to My Account. You can also ask Jeannie to send you a username / password reminder by clicking on the link at the logon panel.

Fixture List

The screenshot shows the user interface of the Jeannie website. At the top, the user's name 'Stephen' is displayed. Below it is a navigation menu with options: My Home, Diary, Messages, Royal Berks, My Account, FAQ, Logout, My Club, Courts, Results, Tournaments, and Find-a-Partner. A message states: 'Your name will not appear on the list of Opponents below'. Below this is a breadcrumb trail: 'My Club > Tournaments > Fixture List'. The main content area features the LTA logo and the text 'Approved by LTA TENNIS NATION Men Singles / RD4 / E4'. A 'Print Fixture List' button is visible. The fixture list table is as follows:

Tel	Status	Opponent Name	Compare Diaries	Date / Time	Court	Result	Pts	Match Card	Ratings Club	LTA
	TBA	Edwards, Kevin							Ylw	—
	Tentative	Reed, Oliver		Thu 12 Jun Morning					Black	—
	Game On	Habens, Ian		Mon 14 Apr 18:00	In 3				Green	7.2
	Match Fixed	Unwin, Tony		Tue 17 Jun Early Morning					Brown	—
	Played	Anderson, John				0 - 2	3		Blue	—

1. Logon with your chosen Username and Password
2. Click Tournaments
3. Click Fixture List on the side menu

You can print a hard copy of your fixture list by clicking on the [Print Fixture List] button. The hard copy includes opponent contact numbers.

Click on the telephone icon in column 1 to open a Contact Card for the selected opponent. You can also send a message to an opponent from the contact card.

Enter a Result

Navigate to your fixture list as explained above and then click on the match card icon to open the match card. The match card will appear in a pop-up window. Click on the ENTER Result button to activate the score card. Enter the score and click Submit. Jeannie will update your box league and send a confirmation message to the other players involved in the match.

You do not have to arrange your matches via Jeannie to be able to enter a result.

Setup-a-Match Options

1. Broadcast Match Invite – you select the date / time; Jeannie finds you an opponent
2. Compare Diaries – you select Opponent; Jeannie finds you a convenient date / time

If you arrange a match outside of the structured Jeannie workflows simply go to the match card and update the match logistics section of the match card with date and time of the match. Jeannie will confirm the arrangements to your opponent and the match will appear in your diary.

Match Status

Action	Status	
Match yet to be arranged	TBA	
Ask Jeannie to send a match invite to a selected opponent.	Tentative	
Opponent accepts match invite	Match Fixed	
Court booking is added to match card	Game On	
Match played and result posted	Played	

Note that Jeannie does not support court booking. Courts must be booked using your normal club processes. By informing Jeannie of the court details you move the match status to Game On and you define the start / end time for the match. When a court booking is added to a match card Jeannie sends confirmation to your opponent.

Diary

Block Week	Mon 26 May	Tue 27 May
Early Evening		
Evening		

You can block out days, block out weeks and even setup a template which can be applied to future weeks.

Your Tennis Jeannie Diary is the key to getting your matches scheduled in a timely manner.

Click on a cell to change the availability status. Click once for Available; click again for Not Available; click again for Yet to be defined (maybe available).

■ Not available ■ Available

Start by creating a template. Block out the days / times you normally **can not** play tennis. Save this as your Template. Then apply the Template for all future weeks left in the tournament.

Now customise your weekly Diary by blocking out known ad hoc arrangements. For example business trips, holidays or weekends away. Finally pick the dates you would like to play your matches.