

QUICK GUIDE FOR APPLICATION OF KOTAMLEAGUE.COM

The online real-time tennis match posting/ranking portal for all KOTAM tennis league players

RULES:

1. Only **winner** of each match is required to post the match result
2. The winner **must check** the match score & point earned for **both players** very carefully before submitting it
3. Both players will receive an email with the match results within, the **opponent please verify** the match result from the email
4. If any mistake of any match is discovered after the posting, please inform the portal Administrator for a deletion for re-posting by the winner thereafter

A. HOW TO REGISTER AS A NEW PLAYER AT THIS KOTAM PORTAL?

- Step 1 - Type KotamLeague.com at your Internet Browser Address Bar
- Step 2 - Click the "Player Registration" link at the centre panel below the "Forgot Password" column.
- Step 3 - Input your general detail, then click the "Register" button
- Step 4 - You will receive your Player ID and Password in your Email account, or it may go to your junk mail folder.

B. HOW TO RETRIEVE FORGOTTEN PASSWORD?

- Step 1 - Type KotamLeague.com at your Internet Browser Address Bar
- Step 2 - Click the "Forgot Password" link at the centre panel below the "Login" button.
- Step 3 - Type in your Email address, then click "Submit" button once.
- Step 4 - You will receive your Player ID and Password in your Email account, or it may go to your junk mail folder.

C. HOW TO LOG IN?

- Step 1 - Type KotamLeague.com at your Internet Browser Address Bar
- Step 2 - Type in your Player ID and Password, then click "Login" button once.

D. HOW TO LOG OUT?

- Step 1 - Click the "Logout" button once.

E. HOW TO CHANGE PASSWORD/AGE/OTHERS?

- Step 1 - Click "Change Password/Age/Others"
- Step 2 - Edit any details eg. Password, Age etc then click "Save Changes" button once.

1. POST MATCH RESULT

Step 1 - Click "1.Post Match Result"

Step 2 - Select and complete the following details

Opponent: Choose your Opponent, click on "Click here to continue (Step 1 of 3)

Date Played: Choose date by clicking on the calendar icon

Result: Won

1st Set Score: Input the 1st set score,

Tie-break: Input if any

2nd Set Score: Input the 2nd set score

Tie-break: Input if any

Super Tie-break: Input if any

Click on "Click here to continue (Step 2 of 3)

Step 3 - Check & confirm the accuracy of the scores/result for both players

Click "Submit Result"

2. VIEW ALL RANKING

Step 1 - Click "2.View All Ranking" to view all ranking

3. VIEW MY MATCHES

Step 1 - Click "3.View My Matches" to view your matches

4. VIEW ALL MATCHES

Step 1 - Click "4.View All Matches" to view all matches

5. VIEW RANKING-LEAGUE GROUP

Step 1 - Click "5.View Ranking-League Group" to select and view all ranking by league grouping

6. VIEW MATCHES-LEAGUE GROUP

Step 1 - Click "6.View Matches-League Group" to select and view all matches by league grouping

A. POST A/B-LEAGUE MATCH RESULT [For E-League players only]

Step 1 - Click "A.Post A/B-League Match Result"

Step 2 - Select and complete the following details

Opponent: Choose your Opponent, click on "Click here to continue (Step 1 of 3)

Date Played: Choose date by clicking on the calendar icon

Result: Won

1st Set Score: Input the 1st set score,

Tie-break: Input if any

2nd Set Score: Input the 2nd set score

Tie-break: Input if any

Super Tie-break: Input if any

Click on "Click here to continue (Step 2 of 3)

Step 3 - Check & confirm the accuracy of the scores/result for both players

Click "Submit Result"