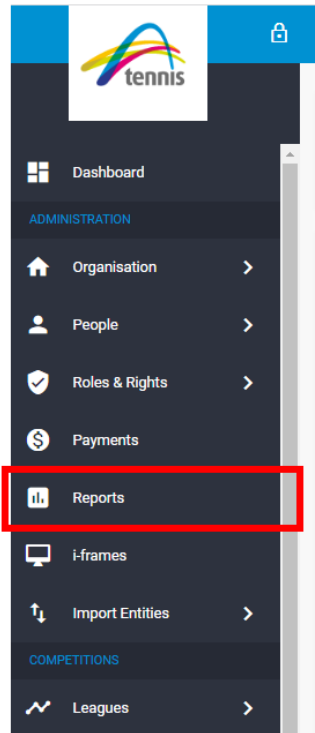


HOW TO CHECK IF A PLAYER HAS COMPLETED THEIR COMPETITIVE PLAYER PROFILE

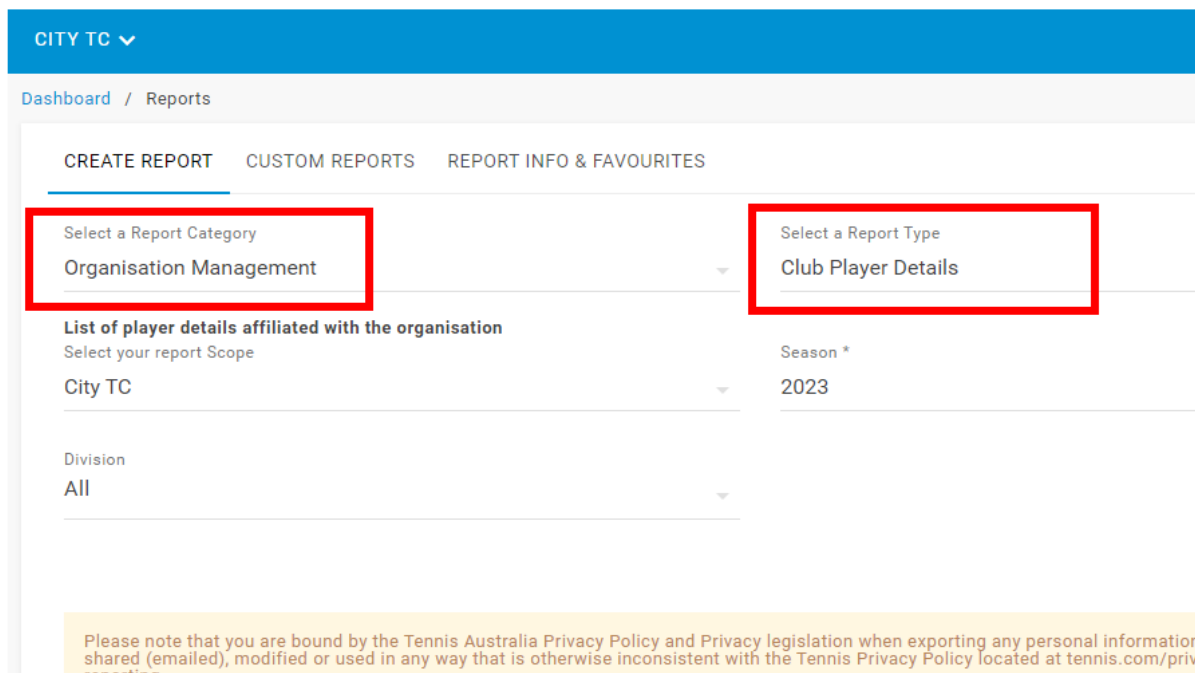
FOR CLUBS

STEP 1: Login to League Manager

STEP 2: Go to the side-menu bar and click **'Reports'** under **ADMINISTRATION**



STEP 3: Select the Report Category **'Organisation Management'** and Report Type **'Club Player Details'**



STEP 4: Select the appropriate **Season** to report on

STEP 5: Click the blue **Run Report** button

STEP 6: In the report output, refer to columns H and I to indicate if a player has completed their Competitive Player Profile.

- a. **Column H** shows the player's Tennis ID – this means they have registered with Tennis Australia
- b. **Column I** indicates whether the player has activated/linked their Universal Tennis profile.

E	F	G	H	I	J
Player ID	Player First Name	Player Last Name	Tennis ID	UTR Rating Activated	DOB
134567	John	Smith		No	1/01
134566	Jane	Doe	66333000000	Yes	2/01
134565	Shane	Smith	66333000001	No	3/01

COMPLETE COMPETITIVE PLAYER PROFILE

For a player to **have** completed their **Competitive Player Profile**, they must have:

- A **Tennis ID** (6633... number) in **Column H**
AND
- **'Yes'** listed in UTR Rating Activated in **Column I**

INCOMPLETE COMPETITIVE PLAYER PROFILE

- Players that don't have **Tennis ID** listed in **Column H** have not registered with Tennis Australia
- Players with **'No'** listed in **Column I** have not activated/linked their Universal Tennis profile.