
Manager Portal Manual

—

© 2021 Scala Sports
Last updated 5 May 2021

—

Contents

1. Logging in
 2. Adding players
 3. Adding teams
 4. Arranging box positioning
 5. Editing scores/dates/times
-

Logging In

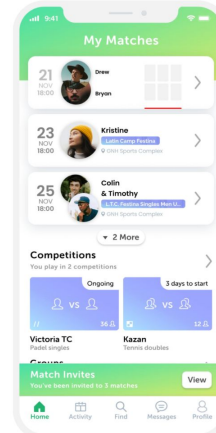
1. Access the Manager Portal website at <https://account.scalasports.com/scala/login>;
2. You'll need a **Scala Sports account** to access the Manager Portal. If you haven't done so, create one via the Scala app and get in touch with the team; you'll then be able to log into the Portal using these credentials;
3. You'll find an overview of your competitions on the home page; click on the **'Edit'** button to make changes for each specific competition.

1. [account.scalasports.com/scala/login#](https://account.scalasports.com/scala/login/)

2.

SCALA

SCALA - The app for tennis players and padellers



Login

Login

[Forgot password?](#)

Don't have an account? [Sign Up](#)

3.

SCALA Matches Competitions

Admin

My Competitions						
Sport	Club	City	Name	Start latest round	End latest round	Actions
Tennis	T.C. Amsterdam	Amsterdam	Ball Tennis Club	May 1, 2021	May 31, 2021	edit
Tennis	T.C. Amsterdam	Amsterdam	Ball Tennis Club - Doubles	May 1, 2021	May 31, 2021	edit

Manually Adding Players

1. Players can be added under the **'Players in round'** section, using the **'Search'** function;
2. Search for the player(s) by their name(s); when you're done, click on the **'Add player(s) to round now'** button;
3. The newly-added player(s) will now be visible in the list of players in the round.

* Most players will sign up for competitions **themselves** via the app.

1.

Players in round
Add, remove or withdraw players from the competition

ID	Name	Push mail send	Actions
----	------	----------------	---------

Search and select player(s)

Add player(s) to round now

2.

Players in round
Add, remove or withdraw players from the competition

ID	Name	Push mail send	Actions
----	------	----------------	---------

Search and select player(s)

Users you want to add

ID	Name	Actions
20691	Serena Williams	Remove from list

Add player(s) to round now

3.

Players in round
Add, remove or withdraw players from the competition

ID	Name	Push mail send	Actions
20691	Serena Williams (4)	No	Remove

Search and select player(s)

Add player(s) to round now

Adding Teams

1. When adding teams manually, first make sure that both players are added to the round;
2. In the **'Teams in this round'** section, select the respective players through the **'Manually add team'** function, and click **'Add team to round'** when you're satisfied;
3. The newly-added team will now be visible in the list of teams in this round.

1.

Players in round Remove all players
Add, remove or withdraw players from the competition

ID	Name	Push mail send	Actions
206g1	Serena Williams (4)	No	Remove
206g2	Andre Agassi (4)	No	Remove

Search and select player(s)

Add player(s) to round now

2.

Teams in this round Remove all teams
Add, remove or withdraw teams from the competition

ID	Name player 1	Name player 2	Actions
----	---------------	---------------	---------

Manually add team

Add team to round

3.

Teams in this round Remove all teams
Add, remove or withdraw teams from the competition

ID	Name player 1	Name player 2	Actions
7485	Serena Williams (4)	Andre Agassi (4)	Remove

Manually add team

Add team to round

Arranging Box Positioning (1/4)

1. To arrange box positioning, click the **'Edit'** button on the respective round you'd like to set it up for;
2. The **first step** to box positioning is to automatically sort players into boxes. Do so by clicking on the **'Run box positioning'** button; click the **'Save'** button to confirm this arrangement.

1.

Rounds
Create new rounds and edit existing rounds

Create new round

Overview of rounds

Start	End	Started	Closed	Type	Actions
May 1, 2021	May 31, 2021	No	No	poule	Edit

2.

SCALA Matches Competitions Admin

Boxes Advanced scheduling options

This cycle has not been started

Start now Run box positioning Standings Close round Copy box positioning previous round

Boxes

League users not in this cycle

User	Box
Serena Williams (4)	No box
Andre Agassi (4)	No box
Steffi Graf (4)	No box
Marat Safin (4,6)	No box

Save

Arranging Box Positioning (2/4)

3. To move players between boxes, select the relevant box from the **drop-down menu** next to the player's name.
4. To add new players/latecomers to the boxes, search for them in **'League users not in this cycle'** section. You can then assign them to their respective boxes via the **drop-down menu** next to their name.

*Remember to click on the **'Save'** button to confirm your changes!

3.

The screenshot shows two tables representing tennis boxes. The first table, 'Box 1', lists five players: Serena Williams (4), Andre Agassi (4), Steffi Graf (4), Marat Safin (4.6), and Leon Tester (6). The second table, 'Box 2', lists two players: Roman Alexander (8) and Alisa Lista (8.g). Each player's name is followed by their gender and a 'Previous round points' column with a '0' in a circle. To the right of each player's name is a 'Box' dropdown menu and an 'Out' checkbox. In the 'Box 1' table, the dropdown menu for Leon Tester is open, showing 'Box 1' and 'Box 2' as options, with 'Box 2' selected and highlighted in blue. A green circle highlights this dropdown menu.

4.

The screenshot shows the 'Box 2' table with Roman Alexander (8) and Alisa Lista (8.g). Below this is a section titled 'League users not in this cycle'. It contains a table with two columns: 'User' and 'Box'. The 'User' column lists 'Bart van Monsjou (3)'. The 'Box' column has a dropdown menu open, showing options: 'No box', 'New box', 'Box 1', and 'Box 2'. The 'Box 2' option is selected and highlighted in blue. A green circle highlights the dropdown menu.

Arranging Box Positioning (3/4)

5. The updated boxes will reflect your changes once they've been saved.
6. If you're satisfied with how everything looks, remember to click on the **'Start now'** button to kick off the leagues on the start date!

5.

Box 1							
Player	Serena	Andre	Steffi	Marat	Previous round points	Box	Out
Serena Williams (4) <small>Gender: female</small>	█				0	Bc	<input type="checkbox"/>
Andre Agassi (4) <small>Gender: male</small>		█			0	Bc	<input type="checkbox"/>
Steffi Graf (4) <small>Gender: female</small>			█		0	Bc	<input type="checkbox"/>
Marat Safin (4,6) <small>Gender: male</small>				█	0	Bc	<input type="checkbox"/>

Box 2							
Player	Roman	Alisa	Leon	Bart	Previous round points	Box	Out
Roman Alexander (8) <small>Gender: male</small>	█				0	Bc	<input type="checkbox"/>
Alisa Lista (8,9) <small>Gender: male</small>		█			0	Bc	<input type="checkbox"/>
Leon Tester (6) <small>Gender: male</small>			█		0	Bc	<input type="checkbox"/>
Bart van Monsjou (3) <small>Gender: male</small>				█	0	Bc	<input type="checkbox"/>

6.

Boxes have been updated

Boxes Advanced scheduling options

This cycle has not been started

Start now Run box positioning Standings Close round Copy box positioning previous round

Boxes							
Box 1							
Player	Andre	Steffi	Bart	Serena	Previous round points	Box	Out
Andre Agassi (4) <small>Gender: male</small>	█				0	Bc	<input type="checkbox"/>
Steffi Graf (4) <small>Gender: female</small>		█			0	Bc	<input type="checkbox"/>
Bart van Monsjou (3) <small>Gender: male</small>			█		0	Bc	<input type="checkbox"/>
Serena Williams (4) <small>Gender: female</small>				█	0	Bc	<input type="checkbox"/>

Arranging Box Positioning (4/4)

7. NB: Once the round has started and matches have been played, the system will show **head-to-head scores** between different players. You can keep this in mind when creating boxes in the future to ensure members play against a variety of opponents, in order to avoid repetitive match-ups.





7.

This cycle is ongoing

[Start now](#) [Run box positioning](#) [Standings](#) [Close round](#) [Copy box positioning previous round](#)

Boxes

Box 1

Player	Andre	Steffi	Bart	Serena	Points	Box	Out
 Andre Agassi (4.2) Gender: <small>male</small>		Steffi 7-5 / 4-6 / 4-5 Change	Tue May 4, 21:00 Change	Serena 0-6 / 0-6 Change	2	Bc ▾	<input type="checkbox"/>
 Steffi Graf (4) Gender: <small>female</small>	1-0		Bart 2-6 / 2-6 Change	Tue May 4, 21:00 Change	4	Bc ▾	<input type="checkbox"/>
 Bart van Monsjou (3) Gender: <small>male</small>		1-0		Bart 6-4 / 4-6 / 7-5 Change	6	Bc ▾	<input type="checkbox"/>
 Serena Williams (3.8) Gender: <small>female</small>	1-0		0-1		4	Bc ▾	<input type="checkbox"/>

Editing Scores/Dates/Times (1/2)

1. Click **'Change'** on the match you'd like to edit;
2. In the following screen, fill in:
 - a. The match scores; select the appropriate winner and click **'Save'** when you're done;
 - b. The new match date and/or time, and click **'Save'** when you're done;

1.

Boxes Advanced scheduling options

This cycle is ongoing

Start new Run box positioning Standings Close round Copy box positioning previous round

Boxes

Box 1

Player	Andre	Steffi	Bart	Serena	Points	Box	Out
Andre Agassi (4) Gender:		Sun May 2, 14:30 Change	Thu May 13, 21:00 Change	Sun May 23, 16:00 Change	0	Bc	<input type="checkbox"/>
Steffi Graf (4) Gender:			Sat May 29, 16:00 Change	Tue May 25, 21:00 Change	0	Bc	<input type="checkbox"/>
Bart van Montfou (3) Gender: male				Sat May 8, 14:30 Change	0	Bc	<input type="checkbox"/>
Serena Williams (4) Gender:					0	Bc	<input type="checkbox"/>

2.

SCALA Matches Competitions Admin

Change date/time

Date
13/05/2021

Start
21:00

End
21:00

Save

Change results Delete results

Winner
 Andre Agassi
 Bart van Montfou

Set 1
2

Set 2
2

Set 3

Save

Editing Scores/Dates/Times (2/2)

3.
 - a. Scores: The match will now be closed and the results updated;
 - b. Time/date: The time and/or date will be updated;

4. The updated details will also be reflected in the box league table.

3.

SCALA Matches Competitions Admin

Change date/time

Date: 04/05/2021

Start: 21:00 End: 21:00

Save

Change results Delete results

Please note: this match is now closed, the results have been updated

Winner

Andre Agassi

Bart van Monsjou

Set 1: 2 6

Set 2: 2 6

Set 3:

Save

4.

Boxes Advanced scheduling options

This cycle is ongoing

Start now Run box positioning Standings Close round Copy box positioning previous round

Boxes

Player	Andre	Steffi	Bart	Serena	Points	Box	Out
Andre Agassi (4) Gender		Sun May 2, 14:30 Change	Bart 2-6 / 2-6 Change	Sun May 23, 16:00 Change	1	Bc	
Steffi Graf (4) Gender			Sat May 29, 16:00 Change	Tue May 18, 21:00 Change	0	Bc	
Bart van Monsjou (3) Gender male	1-0			Sat May 8, 14:30 Change	3	Bc	
Serena Williams (4) Gender					0	Bc	