



U.S. SQUASH

Challenge Ladder User Documentation

1. Logging in to www.ussquash.com

- Players must be logged in to the site in order to manage their leagues and ladders.
- Go to www.ussquash.com. Scroll over the “My Account” link on the right side of the page, and click on “Logon”.
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the “forgot your password” link to have a new one emailed to you.
- If you have further problems with logging in to your account, please contact membership@ussquash.com for assistance.

2. Finding your Challenge Ladder on the Site

- Scroll over the “Play Squash” link in the middle of the page. On the menu that appears, click on the link for “clubs”. On the search screen that appears, search for and select your club.
- On the club page, the ladder will be displayed under the “events” section. If a ladder is not yet created, see below for how to set one up.
- Alternatively, players can find the league directly from their personal profile if they are already entered as participating in the league. When logged in, scroll over the “My Account” link and select “Go to my profile”. When looking at the profile, the ladder will be displayed on the profile home page or by selecting the “club squash” tab and clicking on the name of the ladder.

3. Issuing a Challenge

- Players must be logged in to issue a challenge. For instructions on logging in, see section 1.A. Players may only enter results for their own matches.
- Go to the main ladder page as described in section 1.B. On the ladder page, a “Challenge” and “Record” button will show up next to any players that are within range to challenge.

8/15/2009 thru 12/15/2009 Page: 1 of 1

key: **Challenge:** Challenge this player, **Record:** Record a match, **O:** Out of range, **I:** You have a pending match
U: Unavailable (away), **Date:** Suggested Date to be played and (last day to play), **W:** Wait before re-challenge, *****=Played within 5 days

| Status | Position | Player | Rating | Return | Number of challenges | Win | Loss | Total |
|---------------------|----------|--------------|--------|--------|----------------------|-----|------|-------|
| Challenge or Record | 1 | Player1,Test | 0.00 | - | - | - | - | 0 |
| Challenge or Record | 2 | Player5,Test | 0.00 | - | 1 | 1 | - | 1 |
| Challenge or Record | 3 | Player6,Test | 0.00 | - | 1 | 1 | - | 1* |
| Challenge or Record | 4 | Player2,Test | 0.00 | - | 2 | - | 2 | 2* |
| Challenge or Record | 5 | Player3,Test | 0.00 | - | - | - | - | 0 |
| - | 6 | Player4,Test | 0.00 | - | 1 | 1 | - | 1 |
| O | 7 | Player7,Test | 0.00 | - | - | - | - | 0 |
| U | 8 | Player8,Test | 0.00 | 5/2009 | 1 | - | 1 | 1 |

- Click on the “Record” button only if the match has already been played and no challenge needs to be issued.
- To issue a challenge, click on the “Challenge” button. This will pull up the “Request a Challenge” screen:

This form allows you to make a challenge. If the match has already been played, select 'no' to send an email and save this screen. You will be able to enter the match after you save this form.

Send E-Mail: select 'no' if you want to record a match that has been played.

Challenger: **Test Player4** [Check Availability](#)
 Vs.
 Opponent: **Test Player5** [Check Availability](#)

Suggested date: -- Choose -- Must be played and recorded by **09/13/09**

Note to your opponent:
Example, include you and your partner's availability.

- **Send E-mail:** You can choose not to send an email to the other player if you have already talked to them about setting up the match
- **Availability:** If a player has entered their standard availability on their player profile (players can do this by going to their profile, and clicking on the “Availability Tab”), it will show up when this link is selected.
- **Suggested Date:** Suggest a possible play date for your opponent. The match does not have to be played by the suggested date, but does need to be completed by the date marked in red.
- **Note to your opponent:** This section allows the player to insert a personalized note to the player they are challenging.

- Once finished, click on “Submit your request”. A challenge will be issued on the ladder and an email will be sent to the challenged player.

4. Score Entry by Players

- You must be logged on to the website to enter your scores. Go to the main ladder page. Click on the “record” button next to the player that you have previously challenged. If no challenge has been previously issued, click on the “record” button next to the player.

| | | | | | | | |
|----------------------------|---|--------------|---------------------|---|---|---|----|
| Record | 2 | Player5,Test | Challenge Issued | 1 | 1 | - | 1 |
| Challenge or Record | 3 | Player6,Test | No Challenge Issued | 1 | 1 | - | 1* |

- This will take you to a match entry screen. Select the date the match was played and whether the match was completed or a default. Then select the winner. The numbers next to their names indicate their current ladder position. Finally, enter in all of the game scores, being careful to enter the scores under the correct player. Click “Save and Exit” to submit the score:

• Choose the winner's name in the first box and the loser's name in the second. • BRC 2.5 Team Ladder
 • Make sure you indicate the status; default, completed etc. • Start date: 11/27/2012 1:34:11 AM

Match date: Nov 27 2012
 Status: Completed

Players: flamand,tony (5) vs carter,chris (11)

Winner: flamand,tony (5) carter,chris (11)

Game 1: vs
 Game 2: vs
 Game 3: vs
 Game 4: vs
 Game 5: vs

Buttons: Back, Cancel, Save and Exit

Note: A yellow box with a red arrow points to the match date, status, and winner selection area, containing the text: "Select the date, winner and enter the scores".

5. Changing Incorrect Scores

- Incorrect scores must be edited by the administrator of the ladder

6. Setting a Return Date

- A “Return” Date makes you unavailable for other players to challenge, until the date that is selected. This would apply in situations such as vacation time or short-term injury.
- Go to the “club squash” page on your player profile.
- Click on the “Edit” button next to the applicable ladder:

| Club Leagues | Standing | Start Date | Change |
|--|---------------|------------|--------|
| BRC 2.5 Team Ladder | Position #: 5 | 10/07/11 | |
| BRC 3.0 ladder 2012/2013 | Position #: 9 | 09/18/12 | |

Note: A red arrow points from the 'Start Date' column to the 'Change' column of the first row.

- Once at the next screen, select “use return date”. Then select the day you will be returning. The ladder will make you available for challenges as of this date.

BRC 3.0 ladder 2012/2013
Tony Flamand

* Required field.

Ladder Details

Ladder Position: *

9

Return date:

Use return date to make this player unavailable for challenging

Use return date.

Nov ▼ 27 ▼ 2012 ▼

Status:

Active

Back

Cancel