



CLUB ZONE UPDATING DETAILS

Document Type
Guidelines

Date
October 2026

Club Zone is the online Club Contacts database which is a part of TROLS (Tennis Results On-Line System) and is designed to allow the Association and its member clubs to maintain their officials' contact details, view their team players' statistics and enter match results.



HERE'S HOW IT WORKS

Accessing Club Zone requires a Userid and password provided by an official from your club. Officials can log in and allocate a Userid and password to new users. Userid is lower-case, while passwords are mixed characters.

If no one in your club has a Userid, the Waverley Tennis Secretary can create one by sending an email to secretary@waverleytennis.asn.au



ACCESS TO CLUB ZONE

Go to the Waverley Tennis website www.waverleytennis.asn.au and click on CLUB ZONE
Enter your Userid and Password.



UPDATE CLUB DETAILS

SELECT **Update [Your Club Name] details**
UPDATE/ENTER the details appearing on your screen
PRESS **Update Club Details** to save the changes



ADD A PERSON'S DETAILS

SELECT **People**
SELECT **+**
ENTER the details of new club officials in each relevant field of the pop-up window
PRESS **ADD** to save the changes



UPDATE A PERSON'S DETAILS

SELECT their name
SELECT to edit the detail
PRESS **SAVE** to save the changes



DELETE A PERSON

A person must be **deallocated** from their Officials' position(s) before deleting.

Then:

SELECT **People**
SELECT the person's name you wish to delete
SELECT
PRESS **Delete** to confirm deletion



ALLOCATING POSITIONS & ACCESS TO CLUB PERSONNEL

SELECT Officials

SELECT **+** to add a position to a person

SELECT a person's name

SELECT to edit the detail

SELECT to delete a person's official position

Positions are to be **allocated to personnel to allow specific access to Club Zone**. Positions include: President, Secretary, Treasurer, IT Convenor, Club Manager, Competition Convenors, Competition Support, Membership Officer, Coach, Full Online Entry, Online Entry Only.

A **single Userid** is all that is needed for someone who has **multiple roles** in your club. They can be added to different roles on the Officials page as needed.

New Team Entries can be entered only by a **Convenor or Support official with a Userid**. If they don't have a Userid, the option is not available. For example, a President may be a Senior Convenor, and the Userid is allocated to the President. The enter teams option will not be available.

Online Entry Only can only enter match results.

Full Online Entry means that person can enter results, and view player statistics.

All Other Positions can do both as well as edit club details in the database.

