I. Tomkins
The “I Love Tennis but Computers Scare Me” Guide to Tencap

East Valley Senior Tennis League Edition

Revision 1A 2016 – I Tomkins
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Comments / Corrections
Please email me your comments, suggestions, and corrections.
Preface

This guide is meant to be a light hearted companion to those many who have spent time doing exceptionally useful things in life but may not have spent the time to become technology stars.

Now those people (and you probably are one because you are reading this) find themselves stuck between the baseline, and the service line (no man’s land).

Tencap is fast becoming the “norm” in our Senior Tennis world. It has many advantages, but most are only available to those that can use a computer.

This guide is filled with “How To’s” for Tencap. Also included is random nonsense, tennis jokes and computer facts. Why? I want you to smile while you learn, I want you to learn while you learn, I want you to realize this should be fun, not work. We have all done too much of that in the past.

No Fear! by now, in life, you have handled far greater hardships. If you follow this guide, it is pretty hard to screw up your computer beyond use or repair. Take things a step at a time and before you know it, you will be on your game. I cannot help with your Tencap Tennis rating, but soon you will be able to rival the Technology pro’s.

Dedicated to the many players who have helped me gain a “love” for the game. It is through their coaching, suggestions, and friendship that I have “evolved” into a “satisfied” retiree.

This guide must also be dedicated to my trusted friend Maggie. She laid faithfully sleeping on my Tennis shoe through each and every keystroke.

Set 1 starts now! Love - Love
How to use this guide?

This guide was written using the assumption that you have very little knowledge of computers. It does assume that you can open a web browser, check email and search for a few things online.

If I am describing you, then I suggest just taking things step by step. In order. Start on Page 4 and complete each of the six steps in order (Step 6 is optional). You will soon learn to “get around” in Tencap faster than Andy Roddick serve of 155 mph (Former US and World #1 rated player).

If you are a bit more tech savvy, just look through the contents to see what might interest you the most.

Do I print the guide out? Do I just open the guide up on my Monitor?

The guide is designed to be an electronic aid. The guide should be open and available on your computer monitor. Then open your web browser (Google, Microsoft, Firefox etc.) and use Tencap windows side by side or shrink up or down.

If you feel uncomfortable with using this electronically, then you can print it out and read along.

The Table of Contents of this guide is graphical. (That would be pictures). I have used special hyperlinks to transport you to the right place in the guide. All you need to do is “click” (using your computer mouse left button) on the graphical words of interest.
Some things you should know…..

An “Outline – Appendix contains many hyperlinks to content. If you are in a hurry, you can click on the subject you are interested in. For example, if you want to know How to edit your profile, you can click on this in the Appendix and you will be transported to that related part of the Guide.

East Valley Senior Tennis League Edition

This guide is written to be a companion to the East Valley Senior Tennis League player. Not all functions and features of the overall Tencap Software are relevant to the EVSTL. Non-relevant sections are so noted. This guide should not be considered a complete standalone Tencap guide.

Green Boxes

Throughout The Guide You will find green boxes. These contain comments, tips, and sometimes clarifications

Irrelevant Fact, quote, or Nonsense

Throughout the Guide, you will see this kind of a box. It will contain nothing of real value concerning the guide, but it will serve to fill in space, make you approach a smile, contemplate, and probably wonder about the sanity of the author. You can skip them if you want, but you won’t be able to skip them all. We humans cannot really pass an accident without covering our faces with our hands, yet spreading our fingers for a peek.

This green line (actually made up of Tennis Ball fibers), denotes the end of a section in the Guide

Names/Personal Information

The guide is mostly made up of screen captures of my personal Tencap. Whenever possible, I blotted out the names that might have appeared on a screen shot. I did this for the privacy of the people listed. However, being a member of Tencap enables you to see pretty much everything that was blotted, if you so care.

OK, if you are ready – Let’s Go!
Before we can really dive into Tencap, a few preparations are in order. If you follow the suggested path below, in just 6 steps you will be a Tencap pro.

1. You should understand “Tencap and How it is Organized” Click the following link or go to Page - 6

   ![Tencap and how it is organized](link_to_tencap_and_organizational_guide)

2. You should set up Software Bookmarks. These will allow you to easily open Tencap software from your Web Browser in just one click. Follow the step by step directions by clicking the following link or going to Page - 11

   ![Setting up Bookmarks](link_to_bookmark_setup)

3. How to Sign in to Tencap. Click the following link or go to Page - 24

   ![How to sign in to Tencap](link_to_sign_in_tencap)

4. How to Sign out of Tencap Click the following link or go to Page - 28

   ![How to sign out of Tencap](link_to_sign_out_tencap)

5. After you have accomplished steps 1 - 4 above, then go to the Contents (Graphical) to learn all the main features of Tencap, click the following link or go to page – 8

   ![Contents (Graphical)](link_to_contents_graphical)

6. If you just want a quick reference on a specific “How To” go to “Outline - Index, by clicking on the following link or going to page - 82

   ![Outline - Index](link_to_outline_index)
The Tencap Company developed a Tennis rating system based on real math, real statistics, and real world outcomes, so that it is a more accurate assessment of a players skills. Tencap is used via computers. Thus the Tencap Company developed Tencap Software to keep all the statistics, do the math, and “interface” with players.

A lot of information is residing in the Tencap Software. At first, to a newbie computer user, it can be intimidating. (Kind of like my serve is intimidating about every 100th serve).

Think of the software as nothing more than a seven drawer filing cabinet. The information, and various capabilities are sorted into file drawers.

Each drawer contains different kinds of information. Just as you would use a standard filing cabinet. You might have one drawer for information about your home, another for your car, one for pictures, another for recipes (maybe two, eating is fun), and so on.

The Tencap software is the same. After they divided up the information in groups, they gave each drawer a name.

These drawers contain all the main information and capabilities of Tencap.

In this guide we will open and discover what’s in each of these drawers.

Icon buttons (or “tabs, as some call them) at the top of each Tencap page allows you to open and close each of the seven drawers without the fear of pinching your fingers. Guess how many “tabs there are? If you said seven, you are a winner!
Where are the seven Tabs?

Across the top of everyplace you wander within the Tencap software, you will find the seven tabs. When you sign into Tencap, you will be transported to the “Dashboard”

![Tencap Software Screenshot]

**When You Sign In to Tencap you are transported to The Dashboard Page?**

Ok, you might think that you would be transported to the “Home” page, but as in life, surprises often leads to joy, just flow with it!

That’s it! That’s all you have to learn to be a Tencap expert. To be pretty proficient you don’t even have to know all of the information. Some you will use a lot more than other’s but you will soon become comfortable with what it is you want and need from Tencap.

Now go back to the “First Things First” page and go to step #2 “Setting up Bookmarks”

![Irrelevant Fact]

Irrelevant Fact, quote, or Nonsense

Prior to the use of rackets in tennis, people used their palms to hit the ball back and forth. The palm method was replaced in the 1500s when rackets were introduced. The word tennis evolved from the French term ‘tenez’. The modern game became much more structured in the 1800s, and the first Wimbledon Championships were played in 1877 in London, England. The first U.S. championship was played in 1880 in Tompkinsville, Staten Island in New York. Today, the most famous tennis events are The U.S. Open, the French Open, the Australian Open, and Wimbledon.
Here is a graphical idea of what information can be found in each drawer. You can use these pictures in the future to find what you are looking for. (As long as what you are looking for has something to do with Tencap. I can’t help you with other lost items. Pretty slick huh, do I know my hyperlinking or what?)

**Home**  
(Page - 29)
- Send a message to the EVSTL  
  (Page - 30)
- News Feed  
  (Page - 31)
- Calendar  
  (Page - 31)
- Become a Fan  
  (Page - 32)
- Member search  
  (Page - 32)
- Upcoming Events  
  (Page - 33)
- Past Events  
  (Page - 33)

**My Dashboard**  
(Page - 34)
- Your Tencap Rating  
  (Page - 35)
- Search for people  
  (Page - 38)
- Profile  
  (Page - 39)
- Your Friends  
  (Page - 50)
- My Activities  
  (Page - 51)
- My Matches  
  (Page - 51)
- The Live Feed  
  (Page - 52)
My Activities (Page - 53)

- Participating Activities (Page - 55)
- Eligible Activities (Page - 55)
- Past Activities (Page - 68)

Just “Click” on any name to be transported to that part of the Guide

My Networks (Page – 69)

- Affiliations (Page - 70)

My Stats (Page - 71)

- Related Activities (Page - 72)
- Singles Stats (Page - 74)
- Double Stats (Page - 74)
- Matches won (Page - 74)
- Biggest Rival’s (Page - 75)
- Best Partners (Page - 75)
My Friends  (Page - 77)
- Find people you know  (Page - 77)
- Invite your friends  (Page - 79)

My Inbox  (Page - 80)
- Message Center  (Page - 81)

Hyperlink (hy·per·link)  Links text in a document to any other place in that document, or another file, or universe. Pretty cool stuff!
Setup Bookmarks and Favorites

When using the features of Tencap, two different websites come in really handy

1. Tencap
2. East Valley Senior Tennis League (EVSTL)

Each time you want information, you must type in the computer address for each of these websites.

OR

You can spend about 3 minutes (OK, or for some of us maybe a little over 2 hours if we feel a nap might be required), to set up a Bookmark / Favorite for each of the two websites.

Bookmark? (Chrome) or Favorite (Microsoft)?

A way of saving the places you often need to go on a computer so instead of typing in the computer address every time, you can just click on the Bookmark or Favorite, and Bam, Pow, faster than Venus Williams fastest recorded serve (129 mph), you are there!

(Optional but you will really like it, if you do it, and it will make you feel so much more like a computer whiz)

Decisions, Decisions

If you think that you will look at Tencap one time, then never, ever again, then don’t worry about setting up bookmarks or Favorites.

If you think you may want to check Tencap often, and you might be tired and sweaty from a heated Tennis match, then definitely take the time to Bookmark / Favorite Tencap

Prep Step #1    Good, you have decided to join the 21st century and set up a Bookmark / Favorite. Here we go!

First you need to know what Web Browser you use (how do you search for things, places, get your email etc. on the internet)
The two most popular Web Browsers are

1. Google Chrome

2. Microsoft Edge

**What if I have another Browser?**

If you have another Browser or use an Apple computer you will need to do a little more research on your own to set up Bookmarks or Favorites. (I am pretty old, so I had to plan my time accordingly, so I picked the two most popular Browsers).

**What is a Browser?**

A “Web Browser” is the software that connects you to the internet. This connection to the outside world is possible if you have a “modem,” (DSL, Cable, are just a few of the many other terms improperly used to describe this device.) The “Browser” software “talks” to the modem, which talks to the outside world. You can think of the internet as the largest filing cabinet in the universe. Billions of pages of information are sitting in space, waiting for someone to want them.

Some examples of Web Browser Software include; Google Chrome, Microsoft Edge, Firefox, and Opera.

**What is a Search Engine?**

How do you sort through billions and billions of pages of information to find out the #1 brand of bubble gum that is found stuck on the bottom of tennis shoes? That is the job of a “Search Engine.” A Search Engine, searches through the dust and the debris to find what you are looking for. Search Engines work within a Web Browser. So, you might like to use Google to search for a new Tennis Racket, but maybe Yahoo, or Bing, or DuckDuckGo do a better job of searching for shoulder cures. Many Search Engines compete to be the best, because the best gets to place ads all over and make big money.

Some examples of Search Engines include; Google Chrome, Microsoft Edge, Yahoo, Bing, Ask, Dogpile, on and on and on.
Let’s Get Started

If you are using the Microsoft Browser  

If you are using the Chrome Web Browser, read on!

First, you need to make sure the “bookmarks bar” is visible. It is an area just below where the website addresses are displayed.

To turn the bookmarks bar on, follow these steps:

1. In the top-right corner of the browser window, click the Chrome menu  
2. Select Bookmarks > Show Bookmarks Bar.

What Browser is this? What Search Engine is this?

Just in case you are wondering. The screen shot above is of the Google Chrome Browser software. Google also makes a Search Engine, called, believe it or not, Google. So, what you see above is Google Chrome Browser with Google Search Engine. You might have Google Chrome Browser with Yahoo Search engine, or Microsoft Edge Browser with Google Search Engine. Many possibilities await you. Do not be intimidated, you are in Charge!

Irrelevant Fact, quote, or Nonsense

Experience is a great advantage. The problem is that when you get the experience, you’re too damned old to do anything about it. - Jimmy Connors
Now, let’s make a Bookmark for the EVSTL (East Valley Senior Tennis League) website

1. In the search box, type in “EVSTL” (just the letters not the quotation marks)
2. Hit Enter (if you are really new, do not actually hit the enter key, just depress it).

3. You should get a bunch of “search results” Click on EVSTL Main Page

4. The EVSTL Website is displayed
I. Tomkins

What are we doing here? I thought this was about Tencap?

Well it is. Just hang in there! One way to get to Tencap is through the EVSTL website. And maybe you should spend some time here as well. A lot of good stuff here!

Using the cursor and holding down the left mouse button, drag across the Website address (URL or Uniform Resource Locator – Hey might as well learn some computer verbiage along the journey). This action should “Highlight” the address. www.evstl.net
5. Now that the address is highlighted, point to the address with your mouse cursor, while depressing and holding the left mouse button, drag the highlighted address downward onto the “Bookmark Bar”

6. Congratulations! From now on just open your Browser and click on the “Bookmark” The page just opens like magic.

Now, make a Bookmark for the Tencap website

1. From your open browser, click on your bookmark for the EVSTL website
2. The EVSTL website opens
3. Wow, look close, a clue is right before you. Do you see where it says “Tencap Sign In?”
4. Click on the square that says “Tencap Sign In”
5. The Tencap Sign in window opens

6. We are not going to sign in now, Focus, focus, our objective right now is to make a Tencap Sign in “Bookmark”
7. Repeat the steps you did to make the EVSTL “Bookmark” i.e. Highlight the address (URL), and drag the highlighted address downward to the “Bookmark Bar”
8. Congratulations! From now on just open your Browser and click on the “Bookmark” The page just opens like magic.

Now go back to the “First Things First” page and go to step #3 “Sign in to Tencap”
If you are using the Microsoft Edge Browser

Open up Microsoft Edge Browser

You need to make sure the “Favorites bar” is visible. It is an area just below where the website addresses are displayed.

To turn the Favorites bar on, follow these steps:

1. Near the top right of the page find the symbol pictured below.
2. Click to open Favorites

3. Click on the blue words “Favorite Settings” to open yet another window
4. Click “on” to show the “Favorites Bar” just below where you put in Search addresses.

Now that you can see the Favorites Bar, we can make the East Valley Senior Tennis League and the Tencap websites, Favorites.

Irrelevant Fact, quote, or Nonsense

Wimbledon is one of the most tradition-laden tournaments on the schedule. It has a all-white dress code.
Make a “Favorite” for the EVSTL (East Valley Senior Tennis League) website

1. In the search box, type in “EVSTL” (just the letters not the quotation marks)
2. Hit Enter (if you are really new, do not actually hit the enter key, just depress it))
3. You should get a bunch of “search results” Select EVSTL Main Page

Triples tennis is a unique twist on the traditional game, placing three players on each side of the net. While essentially the same sport as singles and doubles, triples tennis offers a few slight rules changes requiring added strategies and enhanced teamwork. As an added benefit, triples tennis allows more players to participate when court availability is limited and it also makes court rentals more affordable. In 1979, Penn State University professors Geoffrey Godbey and Frank Guadagno created a set of rules for triples tennis that modified some of the traditional rules of the game.
4. The EVSTL Website is displayed

What are we doing here? I thought this was about Tencap?
Well it is. Just hang in there! One way to get to Tencap is through the EVSTL website. And maybe you should spend some time here as well. A lot of good stuff here!

5. Click on the star Symbol toward the right hand side of the address bar.

6. This action will opens a “Favorites” question box
7. Click on the “drop Down” menu box that says “Save in”
8. Click on “Favorites Bar”
9. Click on “ADD”

Congratulations!
From now on just open your Browser and click on the “Favorite” The page just opens like magic.

Now, make a Favorite for the Tencap website
1. From your open browser, click on your Favorite for the EVSTL website
2. The EVSTL website opens

![Image of EVSTL website]
3. Wow, look close, a clue is right before you. Do you see where it says “Tencap Sign In?”

4. Click on the square that says “Tencap Sign In”

5. The Tencap Sign in window opens

6. We are not going to sign in now, Focus, focus, our objective right now is to make a Tencap Sign in “Favorite”

7. Repeat the steps you did to make the EVSTL “Favorite” i.e. Click on the Favorite symbol

8. Congratulations! From now on just open your Browser and click on the “Bookmark” The page just opens like magic.

**Random Thought**

Hey, now that you are a whiz at making Bookmarks, think of the possibilities? Email, news, sports, Tennis videos, stock market, Facebook, endless “speed dials” to your favorite locations

Now go back to the “First Things First” page and go to step #3 “Sign in to Tencap”
How to Sign-In to Tencap

First, you have to get to the Tencap website. Pick one of the following ways to get there. (Hint, #1 is my personal favorite)

1. Click on the Tencap “Bookmark” or “Favorite” you created in Step #2
   Or
2. Open your web browser and type http://evstl.tencapsports.com/login.aspx, in the address box, then hit enter.
   Or
3. Open your web browser and type “EVSTL”, in the address or search box, then hit enter. Click on “EVSTL Main Page” from the list of results, click on the Tencap Sign in box

For The Computer Giants Who Picked #1
Aren’t you glad you spent the time to make Bookmarks / Favorites?
It’s not too late. You can go back to “Prep-Step #1” and join the team. Don’t be a hold out. And you will be gain a great boost in computer confidence.

Now you should be looking at the Tencap Sign In Screen. (If you are not, then you have done something wrong, or I have done something wrong, but it does work for me.)

Irrelevant Fact, quote, or Nonsense
Original Tennis Balls were made of leather, stuffed with wool. According to King Louis XI of France. Other variations included some made with human hair and putty – Put a Penn #1 on that!
Now look closer

**Sign In**

User Name: 
Password: 

Remember Me

Sign In or Join Today!

Forgot Your Password?

Type in your “User Name” and “Password” in the appropriate boxes.
So you typed in your User Name, Password, hit enter, You're in!

It’s called the “Dashboard”

We will learn more about this later, but for now just be happy for where we are, and what we have!

Q: What did one tennis ball say to the other tennis ball?

A: “See you round..”

Now go back to the “First Things First” page and go to step #4 “Sign out of Tencap”
What? No User Name, No Password?

If you are a new East Valley Senior Tennis League Player and are not already a Tencap member, click on the orange words “Join Today!”

**Sign In**

User Name:  
Password:  

[ ] Remember Me  

[Sign In] or [Join Today!]

Forgot Your Password?

A new window opens. Complete all the information requested. Under “Affiliation” choose “Active Player” in the box that is labeled Note type in the East Valley Senior Tennis League, and your club name.

Once registered you will be able to Log In.

[Return to the Login instructions by clicking here.](#)
How to Sign-Out of Tencap

From any of the 7 main Tencap screens (i.e. Home, Dashboard, My Activities, My Networks, My Stats, My Friends, My Inbox) look way up, no higher, yes higher, in the upper right hand corner for your name. (Actually on the below example is my name, not yours, just flow with this)

Click on the Triangle next to your name.

A small drop down menu appears. Select “Sign Out”

You are now officially OFF!

Irrelevant Fact. quote. or Nonsense

Why should you never fall in love with a tennis player? To them, "Love" means nothing.

Q: How many tennis players does it take to screw in a light bulb?
A: What do you mean it was out, it was in!!!
The “Home” page

- Send a message to the EVSTL
- News Feed
- Calendar
- Become a Fan
- Member search
- Upcoming Events
- Past Events

This is “Home” to the EVSTL within the Tencap software

The “Home” page is a place where you can find up to the minute news and League information. Many helpful postings about using Tencap and League rules and play also end up here.

It is a good place to spend a few minutes while you wait for the heating pad to warm up on that ultra-sore knee after a long fifteen minute Tennis workout.

To access the “Home” page

1. Sign on to Tencap
2. Click the “Home” icon button in the top left of the “My Dashboard” page

Irrelevant Fact, quote, or Nonsense

The official Tennis Ball test is to drop the ball from 100 inches. If it bounces between 53 and 58 inches, it is good to go!
Send a message to the EVSTL
If you feel the need to send a message directly to the East Valley Senior Tennis League, you can click on the orange “send a message” words.

If you do, your “Inbox” page opens to complete the task.

**News Feed**

The news feed area provides up to the minute information. This is League information from the EVSTL.

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**Finding the 2015 / 2016 season league information**

Many people seem to think that the history has disappeared for the 2015 / 2016 league season now that it is over. Please be assured that it is still in place.

When you are viewing the "My Dashboard" screen, click on the "Find an Event" box. You will see both last season and next season league events. Click on last seasons event and you will be taken to the screen with all the divisions (levels). From there you can find all of last season’s matches.

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**Calendar**

The calendar shows League events (when posted)

You can click “next” or “prev” to move forward or backward in time.
Become a Fan

If you want to become a fan of the EVSTL, click on the orange “Become a Fan of this Network” words.

Ok Full Disclosure Here

In all honesty, I do not know exactly what this does. I clicked to be a fan last year. I am still waiting for a T-shirt or a coffee mug, or certificate suitable for framing or a decoder ring. Tell me if you know!

Member Search

As you glide around the many areas and pages of the Tencap software, “Member Search” resides in several places. They all do pretty much the same thing, that is, search for members.

I often Search for myself. This gives me a great feeling of “belonging.” I also search for myself to ensure I have not yet been removed, voted out or otherwise expelled from the league.
Upcoming Events

Scroll down below the “News Feed” area to near the bottom of the page. Here, you will find “Current and Upcoming Events and Past Events.

<table>
<thead>
<tr>
<th>Current and Upcoming Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 2017 EVSTL League Season</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Past Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name</td>
</tr>
</tbody>
</table>

Clicking on the orange words “2016 2017 EVSTL Season” opens the “My Activities” page. We will examine the “My Activities” page in detail a little later in the guide. For now, just remember this is just another way to get to the same place.

Past Events

Scroll down below the “News Feed” area to near the bottom of the page. Here, you will find “Current and Upcoming Events and Past Events.

What is an Event?

In Tencap terminology, the EVSTL season is an event! You might belong to more than one event but most of us can hardly muster the where withal to make it through this event.

If you click on current or past events, you are transported to the “My Activities” page. Instead of duplicating information, more information on this page can be found under the “My Activities Page” heading in the Table of Contents.
My Dashboard

- Your Tencap Rating
- Search for people
- Profile
- Your Friends
- My Activities
- My Matches
- The Live Feed

This is your “base.” All the parts of Tencap that are useful to you have buttons here that take you to more detailed areas. This is a sort of “Summary page.

To access the “My Dashboard” page

1. Sign on to Tencap. The “Dashboard” opens
**Tencap Rating**

This is what it is all about! This is your Tencap rating. When the “My Dashboard” opens, you can’t really miss your Tencap rating. It consists of the two large orange boxes with numbers in them. So what does this all mean, read on.

For us in the East Valley Senior Tennis League, the Singles rating does not mean much, unless we participate in some recorded singles play. It’s all about doubles.

The title “Official” means that I have played enough matches to determine that, yes, I really am that bad!

The slider shows you a kind of progress direction. If you have a green arrow to the right, then you are getting better, a red one to the left, you are getting worse. No arrow like mine? I think it means hopeless.

**NTRP (National Tennis Rating Program)**

Until recently, our league used the NRTP. The NRTP has been around since the early 1980’s. The NRTP is based on skill level’s ranging from 1.5 to 7.0. The higher your ranking, the more skilled you are. You might think of the NRTP as a series of Post Office Boxes piled on top of each other. 1.5 is at the bottom, 7.0 is at the top. Both the EVSTL and Tencap utilize the NTRP. Consider that our levels (now divisions in Tencap) of 2.0, 2.5, 3.0 etc. are NTRP levels.

**Tencap Rating System**

What is Tencap? A technology company offering a dynamic and accurate tennis Rating System together with advanced web-based technologies. These technologies include a social networking platform, event management system, score entry and results tracking system, as well as search tools that help players find their most compatible matchups.

In more simple terms, the Tencap based on real math, real so that it is a more accurate

In the EVSTL, your club assigns based on some initial skill criteria.

Company developed a rating system statistics, and real world outcomes, assessment of a players skills.

a rating number to each new player
This is what a Tencap rating looks like. Notice on the left you have a singles rating. The Tencap advisory committee uses the singles rating as a starting rating and that allows them to see movement from the starting point. Notice on the right is your Doubles rating.

Hey Look my rating is 63
I must be good!
Well, not so fast. The rating works the opposite of the NTRP. The lower the number, the better the player.

How does the NTRP ratings compare with Tencap?
Below is the EVSTL chart that compares the old NTRP system to the newer Tencap system.

<table>
<thead>
<tr>
<th>NTRP</th>
<th>Old EVSTL Position</th>
<th>Tencap</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>(77-70)</td>
<td>Weak</td>
</tr>
<tr>
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<td>77</td>
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<td></td>
<td></td>
<td>Average</td>
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<td></td>
<td></td>
<td>Strong</td>
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<td>2.0</td>
<td>(69-62)</td>
<td>Weak</td>
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<td>69</td>
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<td>Average</td>
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<td></td>
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<td>Strong</td>
</tr>
<tr>
<td>2.5</td>
<td>(61-55)</td>
<td>Weak</td>
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<td></td>
<td></td>
<td>61</td>
</tr>
<tr>
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<td></td>
<td>Average</td>
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<tr>
<td></td>
<td></td>
<td>Strong</td>
</tr>
<tr>
<td>3.0</td>
<td>(54-48)</td>
<td>Weak</td>
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<td></td>
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<td></td>
<td></td>
<td>Average</td>
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<tr>
<td></td>
<td></td>
<td>Strong</td>
</tr>
<tr>
<td>3.5</td>
<td>(47-41)</td>
<td>Weak</td>
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<td>47</td>
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<td></td>
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<td>Average</td>
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<tr>
<td></td>
<td></td>
<td>Strong</td>
</tr>
<tr>
<td>4.0</td>
<td>(40-34)</td>
<td>Weak</td>
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<td></td>
<td></td>
<td>40</td>
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<tr>
<td></td>
<td></td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strong</td>
</tr>
<tr>
<td>4.5</td>
<td>(33-27)</td>
<td>Weak</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Strong</td>
</tr>
</tbody>
</table>

So you can see that if your Tencap score is a 65 then you fall within the NTRP 2.0 range. If your Tencap score is 41 then you are a 3.5 player.

"The only thing that interferes with my learning is my education." Albert Einstein

Irrelevant quote
What is that little ball that looks like a slider under my score? That is your “trending” indicator. Based on your recent play, the slider may have a green arrow, a red arrow or no arrow. If it is green, you are going in the right direction. If red, OK, not right direction. If you have no arrow like me, I think it means hopeless.

What is that word “Official” mean? This is really an indicator of how much data the math system in the software has to work with. If for example you only played a few matches, the system has very little “trending” data to work with. You might see something like 40% confidence level, or 67% confidence level. The more you play, the more information the system has to work with, the more accurate your rating. Last season I played 24 matches. The system had enough of me, and proclaimed, Yep, its “Official” he definitely is a 63. If you are new, your rating will say “Pro Evaluated” meaning someone from your club came up with a starting number.

Movin on up! Slidin on Down!

Each time you play, the system takes the score and puts it through enough formulas that would make Einstein dizzy. The system verifies, recalculates or leaves alone your rating. (By the way this is not just the Match outcome, but each individual game is in the calculation).

Moving up or down divisions (i.e. moving from 2.0 to 2.5, or 3.5 to 3.0) is a function of many factors based on the EVSTL rules and By Laws.

I won’t be covering that information in this guide directly, but, it can easily be found by going to the EVSTL website and clicking at the top row of items on “Rules, Constitution and Bylaws.
Search For People

Look a little higher than the row of icon tab buttons. See the “Search for People” box? Tencap really is helpful for those of us that get lost easily. Within, and around Tencap there are several places where you can “Search For People.” This is one of the places.

A Note about Searching

This works for other Tencap players only! This will not work for finding children, Pizza Restaurants, Siblings, or pets. Just type in the player’s name to be transported to their profile page.

This has been very helpful to me because if I type my own name into the search box, it finds, me!

Wander around, it’s OK

As always, look around, experiment, you can’t really mess up too badly. And if for some reason you do screw up the software, just make sure you don’t tell anyone you were using this guide.

Irrelevant Fact, quote, or Nonsense

Right now we are just doing a fly over. Imagine riding on a Tennis ball that was just lobed, by me, your partner. We go up, up, higher, and higher. Glide gently over, the net, the service line, the baseline, the fence, and Wham! POW! Right on the hood of our opponents new car. Hmmm did we really lose the point or did they?

The lob was introduced by the second Wimbledon champion Frank Hadow in his defeat of Spencer Gore. For this reason Hadow was known as the "loftiest champion".
Profile

On the left side of the screen, you will see your profile area. Your profile picture should catch your eye unless you have not changed to anything yet, other than the little orange Tennis player.

Your Profile is 93% complete?
A green band shows how much information you have put in your profile. Don’t worry what your percentage is, it does not matter much. I am at 93% and still get no calls.

How to Edit Your Profile

Sign on to Tencap
Yep, there I am again, yours will look similar but not exactly the same.
Click “edit profile”

A new page opens
Lot of Stuff Here!

Most is “Self-Explanatory,” some is not. I will try to concentrate on the items that are not. (Bet you’re glad to hear that, whew).

**Basic Information Page (Profile)**

The “edit profile” page opens with the “Basic Information area expanded. (means you can see it).

Some of this will already be completed. Fill out the rest. I really want you to enjoy this guide, and your Tencap experience, but I can’t really help you much with this information. I just can’t.

After you complete what you can, and have conferred with relatives and doctors for that which you were unable, click on the “Save Changes” box.

The “Basic Information” Section Compresses, and the “Contact Information” Section opens.
Contact Information Page (Profile)

Second Verse, Same as the First! Fill out what you can. Pay special attention to the box marked Telephone: Work. It is with great pleasure most of us can leave that blank.

After you complete what you can, click on the “Save Changes” box.

The “Contact Information” Section Compresses, and the “Tennis Information” Section opens.

Irrelevant Fact, quote, or Nonsense

Computer Mouse
Named for the wire that connects it to the computer. Original designers felt that it looked like a mouse tail

Onward – No Sand-bagging Allowed
Sand-bagging is pretending to be a lower level tennis player than you really are.
**Tennis Information Page (Profile)**

The EVSTL will not be using the “Find A Match” feature in the upcoming season.

---

Irrelevant Fact, quote, or Nonsense

Ivo Karlovic from Croatia hit the fastest serve ever recorded in Men’s Tennis during a Davis Cup Tie in 2011. His serve was measured at 156 mph or 251 km/h. Previously Andy Roddick from the US held the record at 155 mph or 249 km/h!
Membership Information Page (Profile)

This section lists the “Tencap Networks” you belong to. East Valley Senior Tennis League is the only “Network” that you need to belong to. Your profile might or might not list the Phoenix – Mesa Regional Network.

(These are tied together. Don't mess with any of this, just let it pass.)

When you are finished looking at this page, click on the Cancel button. (Just in case you inadvertently changed something.)

The “Membership Information” Section compresses.
Username and Password (Profile)

If you feel it might be important to change your username or password, this is where it is done. If you must, go ahead and change your password. Feel better now?

After you complete what you wish, click on the “Save Changes” box.

The “Username and Password” Section Compresses, and the “Notification and Communication Preferences” Section opens.
Notification and Communication Preferences Page (Profile)

Privacy Page (Profile)

These sections are not used by players in the EVSTL. It is best to leave this as it is. These pages are for “Administration” ONLY! Grave problems can be created by “fiddling” about here. If you feel the need to “fiddle” go change your profile picture again, cook a meatloaf, read “War & Peace,” or knit a Tennis Court Net.

Don’t fiddle about!

Here is how that statement looks in other languages;

不甘示弱 约  Chinese
Ne pas tripatouiller  French
Mai Fiddle puni  Hawaiian
Ikke fikle  Norwegian
ဗူးါး: Fiddle  Birmese

Click on the “Done Editing” button and back to the “Dashboard”
Change your Profile Picture

You may want to upload a picture for your profile.

Your profile picture is optional?

This is optional, and exciting at the same time. You can choose not to upload a picture, or you can be daring. Most any picture will work. (No illicit stuff) You can choose a picture of yourself (I am pretty sure this is what the Tencap software designers were hoping) or a picture of your motorcycle, or dog, or in my case motorcycle and dog.

By the way, you can change your picture over and over to fit your mood.

Click on “upload picture”
A window opens and asks you to choose a file. Click on “choose file”

Another window opens (Hey maybe that’s why Microsoft calls it “Windows”)

![Image of file selection window](image)

Now here is where it might or might not get a bit tricky. Before you get to this point, you should have picked out an appropriate picture already, and more importantly you need to know where on your computer it is located. (In what folder) So I hope you already have a folder with your favorite pictures in it.

Go to your picture location and click on the picture. When you do, the filename of the picture is automatically displayed in the “File Name” box in the open window.

Click “open”

The “window” disappears, and you are back at the Tencap “Edit Profile Picture” window. But now look next to the “choose file” button. The name of the picture you have chosen is filled in. Right? It is isn’t? If for some reason it is not, try this all again.

```
Roger Federer holds the record. As of March 2011, he has earned roughly 62 million dollars in prize money!
```
Next click on the little box that certifies that the picture meets the Tencap “Terms and Conditions” (no illicit stuff)

Click on the “upload picture” box.

The “Dashboard” screen returns with your picture.

Irrelevant Fact, quote, or Nonsense

In 1986, Yellow Tennis balls were used at Wimbledon for the first time.
Your Friends

Just below your Tencap rating is an area labeled “Friends.”

If you have linked people you know, or other players, a link to their profiles shows up here. Clicking on their icon takes you to their profile page.

As you can see, I have no friends. If this guide helps anyone, someone, maybe I will have a friend. I even tried to friend myself, and my self, rejected me.

Special Note

Just under the icon tab buttons, are a row of orange icon names:

- “Find Players”
- “Submit Scores”
- “Find An Event”
- “Arrange A Game”

These four areas are for possible future EVSTL use and are not being used by the league at the time of this writing.
My Activities & My Matches

Just under the icon tab buttons, are a row of orange icon names;

- “Find Players”
- “Submit Scores”
- “Find An Event”
- “Arrange A Game”

Just under these names are two areas

- My Activities
- My Matches (Casual Play)

A lot of ways to get to the same place

You might have noticed by now that the Tencap software provides many ways to get to the same place. For example, “Search for People” shows up on several different pages, in several locations. The “My Activities” that I refer to presently is NOT one of the tab icon’s (look just above the words “My Activities” to the row of seven tab icons and you will see another “My Activities” In the end, they both pretty much take you to the same place, so not a big worry. I will describe in detail the functions of the “My Activities” page under that heading. Just know that to go to “My Activities” you can click these words, or click the “My Activities” tab icon. Your choice, mix it up a bit, challenge yourself.
My Matches references matches that you might have set up using the “Find a Match” function. If you click on the “submit results” words, you are transported to a screen exactly like the “Submit Scores” screen that you have previously seen. It looks exactly like this window because it is this window. Once again, many roads often lead to the same place.

**Live Feed**

This is a running message board. Often the Tencap administrators will post articles here that are meaningful to all the players. You can post something by clicking the box labeled “What’s on your mind?”
The “My Activities” page is where you can find events that you may be scheduled to participate, or events that you have already participated.

To access the “My Activities” page

1. Sign on to Tencap.
2. Click the “My Activities” tab near the top of the page.
3. The “My Activities” page opens

Good shot, bad luck, and hell are the five basic words to be used in a game of tennis, though these, of course, can be slightly amplified.

Virginia Graham
I assume this is your first time here in Tencap. While discovering the following functions, we are going to be moving to several newly opened windows (screens, pages). After moving to a page, click on the “back” arrow in your browser to move back to the previous page. If you get lost with too many pages open, just don’t panic! Close down, or go back to dashboard, or where you were last known to be. I know, I know, normally when you get lost you are always told to stay put! Not on this one, cause no one, is coming for you. You must get out of the maze yourself. Good news is that if you get major frustrated just shut down Tencap and start over.
You can see, in my Tencap world, and probably yours, three areas on the page;

- “Activities in which you are participating”
  
  ![2016 2017 EVSTL League Season](image)
  
  Event Begins: October 30, 2016
  Sponsor: East Valley Seniors Tennis League
  Your Role: PLAYER

- “Activities for which you may be eligible”

- “Recent Activities in Which You Participated”
  
  ![2015 2016 EVSTL League Season](image)
  
  Event Begins: November 02, 2015
  Sponsor: East Valley Seniors Tennis League
  Your Role: PLAYER, SUBSTITUTE

**Participating Activities**

Click on the 2016 2017 EVSTL League Season orange words (this is a link)

![2016 2017 EVSTL League Season](image)

Event Begins: October 30, 2016
Sponsor: East Valley Seniors Tennis League
Your Role: PLAYER

**Careful just where you “click”**

Make sure you click on the orange words “2016 2017 EVSTL League Season” If you click on the orange words “East Valley Seniors Tennis League” you will be taken to the “Home” page, as this is the sponsor of the event and not the event itself. If you do this by mistake or on purpose, no problem, just return and aim a little higher.

A new page opens
At the top of the page are the seven main Tencap tabs. Notice the “My Activities” tab is highlighted in orange. That is because we have opened that tab.

Under the seven tabs you will find the title of the event. In this example it is the EVSTL 2016 2017 League Season

**Event News and Notes**

This section lists any up to date news and notes for this particular event.
Activity Tabs

A row of tabs follow the Event News are. They will be discussed in depth below.

---

My Event Divisions

The division that you play in the EVSTL is listed. In my case it is 2.0

The EVSTL is really broken down into several divisions within Tencap. So each division; 2.0, 2.5, 3.0, etc. is a NTRP level.

Some information concerning your division follows to the right.

- # of teams
- # of players
- Avg. Singles Rating (This means pretty much nothing for us here in the EVSTL)
- Avg. Doubles Rating

If you click on “click to show all details” more information appears.

To the right of the “more information” are links to;

- “news”
- “roster”
- “schedule”
- “standings”
Click on “news” to open another page about specific news within your division.

To return to the previous page, click your browser “back” arrow.

Click on “roster” to open another page, listing the entire EVSTL division by teams. The short code is used to denote the team i.e. SV = Sunland Village, TP1 = Tower Point, etc.
Each team lists the number of players, average singles rating (we don’t use) average doubles rating, and gender.

You can view the actual team members by clicking on the orange letters for the desired team. A mini-window pops open with team names, email addresses, ratings, phone number, etc.
I spent a long time protecting the guilty

OK, your page will look better than this splotchy one. I spent a long time (over 30 seconds) spraying white paint on the names, phone numbers and emails of the people displayed on this page. Even though you can go right into Tencap and look um up.

If you click on an individual name, you will be transported to that person’s profile.

Click on an individual email and you will be transported to “My Inbox”

“I Love Tennis But Computers Scare Me” Guide to Tencap

Irrelevant Fact, quote, or Nonsense

“All My Life’s A Circle” Just one of the many famous Harry Chapin songs that is replayed in Tencap. Have you noticed by now you can get to the same place from many places? Many redundant avenues fill Tencap software. Soon you will develop your own favorite ways to maneuver around and will forget the rest.

OK, hit the back arrow on your browser to return to the Activities page before we get too lost.
Ever since that day when I was 11 years old, and I wasn't allowed in a photo because I wasn't wearing a tennis skirt, I knew that I wanted to change the sport.  
**Billie Jean King**
Here is where you will find the schedule of matches for your division.

Looks kinda empty huh!

You see, it was 108 degrees outside right now. Feels like 300 degrees. I guess the world outside is shut down. Even the folks at the EVSTL are taking a break so that they have not posted the schedule yet. When they do, it will be here. (Well not here, here, but on your Tencap software.

Click on the back browser arrow to return to the Activities page.
Click on Standings and you will be transported to yet another page.
Here you can look at each team’s standings within the league play. Not much here yet because the season has not started at the time of writing.

Clicking on an individual team name (in orange) will open a mini-window listing stats for players on that team.

Click your back browser arrow to return to the activities page.
All Other Event Divisions

All the divisions of the EVSTL that you are not entered into, are listed. All the same actions you learned above in the “My Event Divisions” work here. You can find players on each team, see their profiles, see their stats, etc.
Activity Tabs

A row of tabs follow the Event News are..

So far we have been looking at the “Divisions” tab. Time to look at the other available tabs.

Click on “Teams in this event” A new window opens

Here you will find the 4.0 EVSTL teams. These are in many cases made up using players from different EVSTL parks.

Click the “back” arrow in your browser to return to the previous page.

Click on the “Participants in this Event” tab and a new window opens.
This is a “Keeper”!

Here you will find a list of all the players in the EVSTL. Their division and rating are also listed. Click on their name and you are sent to their profile page.

The list that is first shown is alphabetical and shows about the first couple of hundred participants. To get the complete list click the triangle next to the number 500 and click on at least the 1000 number.
You can also search for a player using the boxes provided.

Click on “Standings for this Event” and a new window opens.
Every team in the EVSTL is listed along with its present standings. Clicking the triangle next to the words “Team Standings” drops down a small box that allows you to click on “Individual Players.” The page changes to list every individual participating in the EVSTL along with their individual standings.

Recent Activities in which you Participated

Click on the “2015 2016 EVSTL League Season,” orange words (this is a link)

A new page opens

Everything here works exactly as it did when you explored “Participating Activities.” This is your walk down memory lane, reliving older matches and seasons.

Irrelevant Fact

What?

Population 562
Ft. above sea level 2150
Established 1951
TOTAL 4663

NEW CUYAMÁ
The “I Love Tennis But Computers Scare Me’ Guide to Tencap

My Networks

- Affiliations

The “My Networks” page is where you can find what affiliations you have within the Tencap system.

What Are Networks?
Networks are groups of people with a common connection or common interests. Your networks will include the clubs, leagues, and other Tennis groups to which you belong.

To access the “My Networks” page

1. Sign on to Tencap.
2. Click the “My Networks” tab near the top of the page.
3. The “My Networks” page opens.
You can see that two Networks are displayed. Depending on some other parameters, the Phoenix – Mesa Regional Network may also appear. Just disregard this Network as the only one that matters here is the East Valley Seniors Tennis League

**East Valley Senior Tennis League Network**

Clicking the orange words “East Valley Seniors Tennis League,” takes you to the EVSTL Tencap “Home” page.

You have been here before. If not, you have skipped ahead in this guide. Shame, shame. It’s Ok, just go back to the “Home” page and go forth.
The “My Stats” page is where you can meaningful statistics of how well you are progressing, or digressing as a player.

**To access the “My Stats” page**

1. Sign on to Tencap.
2. Click the “My Stats” tab near the top of the page.
3. The “My Stats” page opens
Related Activities

In the upper right area of the screen are two “clickable” options;

- View Singles Match History
- View Doubles Match History

Click on the “View Doubles Match History,” a new page opens

A graphical representation is displayed of all your matches for the time period chosen in the previous screen. Your Tencap rating at the time you played each match is displayed next to each Tennis Ball. Each Tennis ball represents a match. You can see the direction (good or bad) that your Tencap is heading.
Under the Match chart, you can see the actual details of each match you played. The names of the players, the actual score, Tencap ratings, etc.

**Here is a Tip!**

If you hover your mouse cursor over a name, it highlights to orange. If you click the orange highlighted name, you are transported to that persons profile page.

Click on the “Singles History Tab located at the top of the chart.

The Singles History page opens.

For most of us, this is not too exciting, because in EVSTL play, we only play doubles.
Singles Stats / Doubles Stats / Matches Won

On the main stats page, just below your name, is a small drop down box labeled “Time Period”

<table>
<thead>
<tr>
<th>Time Period</th>
<th>This Year (2016) ▼</th>
<th>Refresh</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Year (2016)</td>
<td></td>
</tr>
<tr>
<td>Last Year (2015)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clicking the small triangle reveals more choices for the time period.

After selecting the desired time period for your stats, don’t forget to click the “Refresh” button.

The Origins of Tennis Scoring: While the precise origin of tennis’ unique scoring system remains unknown, one potential explanation suggests that 15, 30 and 40 were introduced because they were based on the presiding clock face at one end of the court.

Irrelevant Fact, quote, or Nonsense

Not much to look at

Most of us will have one or two Tennis Balls here. The first ball was my self-rating when my account was set up. The second ball is the club rating assigned. The same rating was used for singles and doubles providing the league with a permanent starting rating for statistics.
The upper portion of the stats page displays information about just how great you are playing. All this information is pretty self-explanatory so I won’t be redundant here.

**Biggest Rivals – Best Partners**

Below all the statistical information are two areas

- Biggest Rivals
- Best Partners
By now you are becoming very, very Tencap savvy, so I will put you to the test. What do you think you might find in these two areas? If you said Biggest Rivals and Best Partners, you are a virtual whiz!

What if the opponent calls a ball of mine Out before it hits the ground, but then yells Good and tries to continue playing out the point? If an Out call was made (and not in the sense of communicating to a partner) then play has stopped. So in this case your opponent would lose the point. And that is exactly why you wait to make a call until after the ball bounces.
My Friends

- Find people you know
- Invite your friends

The friend’s area is where you can add your friends. Just click “see all” and a new window opens.

To access the “My Friends” page

1. Sign on to Tencap.
2. Click the “My Friends” tab near the top of the page.
3. The “My Friends” page opens

Your friends will be listed in the area that I have the sad face. I don’t have any friends so mine was blank. I felt I had to fill up the emptiness with something?

Find People You know

Click on the orange words, “find people you know,” a new window opens
Fill out as little as much information you have on this *supposed friend(s)*.

Click on “show results”

Depending on how much information you were able to provide, a small or large list of people is displayed that fits.

Click on the name that is your friend (or you think is your friend, or you want to be your friend). Possible matches are displayed in the right hand box.

Clicking on the name of a particular person brings you to a page that has that person’s profile information.
Invite Your Friends

From the main “My Friends” page, click on the orange words “Invite your friends,” a new window opens.

This is how you can invite people who are members of the EVSTL and are registered in Tencap. Fill out email addresses as directed, a message and click on the “Send Invitation” button.

Not for Wedding Invitations

This function is to invite Tencap members to be your friend. This is NOT where you would invite people to dinner, weddings, polka festivals, etc.

Irrelevant Fact

I wish it was that easy in High School. I might have had a date.
The “I Love Tennis But Computers Scare Me’ Guide to Tencap

Revision 1A  2016

My Inbox

• Message Center

To access the “My Inbox” page

1. Sign on to Tencap.
2. Click the “My Inbox” tab near the top of the page.
3. The “My Inbox” page opens
Message Center

The message center operates very much like any email mailbox system. I won’t go into detail at this time, but will rethink in the future if needed.

Irrelevant Fact, quote, or Nonsense

What if I was returning serve when my doubles partner (who was nowhere near the service box) got clipped on the toe by the server before it bounced. Who gets the point? A ball that hits any part of your body or clothing on you or your partner (on and off the court), is considered a point won by the other team. This is also true if the ball hits any part of you other than your racquet and bounces back over the net. The point is still your opponents-sorry you got hit!
Click on any item, and you will be transported to that part of the Guide.

How to make **Bookmarks** for the Tencap and EVSTL website
How to **Sign in** to Tencap
How to **Sign out** of Tencap
How to **Use this Guide**
Go to the **Contents** of this guide

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Why do books almost always have this page that says “This page left intentionally blank?”

This Page left intentionally blank

You know this page was not intentionally left blank because the writer actually printed something on the page. It is all a lie. A deception.