



Entering 2012 ITF Seniors Circuit Tournaments via your Seniors IPIN account – www.itftennis.com/ipin

All ITF Seniors tournaments in 2012 (**EXCEPT CLOSED EVENTS**) will be entered via your Seniors IPIN account. **Entries must not be sent to the Tournament organisers.**

With effect from 2nd November 2011, players will be able to enter ITF tournaments in 2012. Entries will be available 15 weeks before the Monday of the start of the tournament. It will not be possible to enter tournaments before this 15 week deadline.

Entries to Closed Tournaments will not be available through your Seniors IPIN account – Please refer to the factsheet for further information on these tournaments.

This simple step-by-step guide will assist you to enter 2012 tournaments from your Seniors IPIN account via the ITF Tennis website.

If you are having difficulty in registering for your IPIN or experience trouble with the website after reading this document, please contact the ITF via e-mail: ipinseniors@itftennis.com



STEP 1

Go to the ITF Tennis IPIN website, which is www.itftennis.com/ipin (see picture below).

To move to the next step, click on the following link 'Login' –

The screenshot shows the ITF IPIN website homepage. At the top, there is a navigation bar with the ITF tennis.com logo on the left and the IPIN logo on the right. The navigation bar includes links for Home, News, Introduction, IPIN Information, Online Entry Service, Players FAQs, and Further Information. Below the navigation bar, there are three main content boxes. The first box, 'Welcome to the ITF IPIN Website!', contains introductory text and a link to register for IPIN membership. The second box, 'Login to the IPIN Online Service', contains a 'Login' link circled in red. The third box, 'Important Information for Players', contains details about IPIN membership and registration fees. A red arrow points from the 'Login' link in the second box to the 'Login' link in the header bar.

STEP 2

Enter your IPIN and password and click Login. Please note that your password is case sensitive.

The screenshot shows the IPIN login page. At the top, there is a navigation bar with the IPIN logo on the left and the ITF International Tennis Federation logo on the right. The navigation bar includes links for Home, News, Introduction, IPIN Information, Online Entry Service, Players FAQs, and Further Information. Below the navigation bar, there are three main content boxes. The first box, 'Welcome to IPIN', contains introductory text. The second box, 'Login', contains a 'Login' link circled in red, a 'Register' link, and a link for 'Forgotten your ipin / password?'. The third box, 'Current Notices', contains information about IPIN Membership 2010. Two red arrows point from the 'ipin:' and 'Password:' labels to their respective input fields, and a third red arrow points from the 'Login' button to the 'Login' link in the header bar.



STEP 3

Choose the enter/withdraw tab by clicking on it and then select the week of the tournament that you wish to enter using the drop down menu

The screenshot shows the ipin website interface. At the top left is the ipin logo. To its right, it says "Online Services provided by the International Tennis Federation". Further right is the ITF Seniors logo. Below these, the date and time "Wed 19 Oct 2011 11:40:40 (GMT)" are displayed, along with "Welcome PLAYER TEST" and a "Logout" link. A navigation bar contains tabs: "Enter / Withdraw" (which is selected), "Calendar", "Circuit Announcements", "Rules and Regs", and "My Profile". Below the navigation bar, a dropdown menu is open, showing "Week Commencing MONDAY" and "28 November 2011" with a downward arrow. Two red arrows point to the "Enter / Withdraw" tab and the dropdown menu. The main content area is split into two columns. The left column is titled "Tournaments This Week" and lists six tournaments, each with a "7 days" indicator and an "ADD" button. The right column is titled "No tournaments entered".

Tournaments This Week	
Also showing days until Entry Deadline	
MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC	7 days <input type="button" value="ADD"/>
LISTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA	7 days <input type="button" value="ADD"/>
VII COPA CLUB HABANA - LA HABANA	7 days <input type="button" value="ADD"/>
7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2	7 days <input type="button" value="ADD"/>
COPA OTTO HAUSER - PUNTA DEL ESTE	7 days <input type="button" value="ADD"/>
LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA	7 days <input type="button" value="ADD"/>

STEP 4

Click the 'ADD' button next to the tournament that you wish to enter

This screenshot is identical to the one in Step 3, but with a red arrow pointing to the "ADD" button next to the "MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC" tournament in the "Tournaments This Week" list.



STEP 5

Click OK on the pop up to confirm you wish to make your entry

Message from webpage

To submit a tournament entry, click on the event(s) you want to enter. Then enter your password and click Confirm. PLEASE NOTE Partner IPIN(s) should be included if you want to enter Doubles or Mixed Doubles events.

OK Cancel

STEP 6

Click the drop down to choose the event(s) you would like to enter – Singles &/or Doubles &/or Mixed Doubles (IF ONLY ENTERING SINGLES GO TO STEP 9)

Enter / Withdraw

Week Commencing MONDAY 28 November 2011

Tournaments This Week
Also showing days until Entry Deadline

MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC	7 days	ADD
USTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA	7 days	ADD
VII COPA CLUB HABANA - LA HABANA	7 days	ADD
7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2	7 days	ADD
COPA OTTO HAUSER - PUNTA DEL ESTE	Awaiting Submit	
LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA	7 days	ADD

1 COPA OTTO HAUSER - PUNTA DEL ESTE

This tournament has the following events:

Singles Make Selection

Doubles Make Selection

Mixed Doubles Make Selection

Doubles Partner player IPINs

Doubles Partner

mixed doubles partner

Validate Partners Clear Partners



STEP 7

If entering Doubles and/or Mixed Doubles with a partner, enter the partner's Seniors IPIN number and click 'Validate Partner' and your partners' names will appear. Enter your password and click 'Confirm'. If you haven't got a partner, go to Step 8

Tournaments This Week
Also showing days until Entry Deadline

- 7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2 < 1 day
- COPA OTTO HAUSER - PUNTA DEL ESTE Awaiting Submit
- LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA < 1 day
- MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC < 1 day
- USTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA < 1 day
- VII COPA CLUB HABANA - LA HABANA < 1 day

Please choose the events you wish to take part in and then enter your password before clicking confirm.

To submit your changes, enter your password and click Confirm.

Password

1 COPA OTTO HAUSER - PUNTA DEL ESTE

This tournament has the following events:

Singles Mens 35
Doubles Mens 35
Mixed Doubles Mixed 35

Doubles Partner player IPINs

Doubles Partner Clear Partner
mixed doubles partner Clear Partner

Doubles Partner Male TEST IPIN
Mixed Partner Female TEST IPIN

STEP 8

If entering Doubles and/or Mixed Doubles without a partner, ensure you have chosen the event you wish to enter as required in Step 5. Enter your password and click 'Confirm'

Tournaments This Week
Also showing days until Entry Deadline

- 7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2 < 1 day
- COPA OTTO HAUSER - PUNTA DEL ESTE Awaiting Submit
- LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA < 1 day
- MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC < 1 day
- USTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA < 1 day
- VII COPA CLUB HABANA - LA HABANA < 1 day

Please choose the events you wish to take part in and then enter your password before clicking confirm.

To submit your changes, enter your password and click Confirm.

Password

1 COPA OTTO HAUSER - PUNTA DEL ESTE

This tournament has the following events:

Singles Mens 35
Doubles Mens 35
Mixed Doubles Mixed 35

Doubles Partner player IPINs

Doubles Partner Clear Partner
mixed doubles partner Clear Partner



STEP 9

Once you click Confirm, the following screen will appear. Please note that your entry can take up to 10 minutes to process. Please note that you must leave the page and re-visit it for the screen to update.

Enter / Withdraw Calendar Circuit Announcements Rules and Regs My Profile

Week Commencing MONDAY 28 November 2011

Tournaments This Week

Also showing days until Entry Deadline

7TH INTERNATIONAL SENIOR OPEN PUENTE ROMANO - MARBELLA PUENTE ROMANO 2	< 1 day	ADD
COPA OTTO HAUSER - PUNTA DEL ESTE		Awaiting Submit
LONGBOAT KEY SENIORS CLAY COURTS - LONGBOAT KEY, FLORIDA	< 1 day	ADD
MAURITIUS ITF SENIORS 2 - FLIC-EN-FLAC	< 1 day	ADD
USTA NATIONAL MEN'S & WOMEN'S 40 HARD COURT CHAMPIONSHIPS - LA JOLLA, CALIFORNIA	< 1 day	ADD
VII COPA CLUB HABANA - LA HABANA	< 1 day	ADD

Your entry/withdrawal request is now being processed.

You may continue to use all other available services by navigating away from this page.

NOTE: Your entry/withdrawal is NOT confirmed until you receive confirmation by email. Your requests will also be updated on your My Schedule page.

STEP 10

Once the entry has been processed, you will receive an email and the screen will appear as below. Please note that you must leave the page and re-visit it for the screen to update.

My Schedule Enter / Withdraw Calendar Circuit Announcements Rules and Regs My Profile

Week Commencing MONDAY 06 February 2012

Tournaments This Week

Also showing days until Entry Deadline

2. MADAINITENNIS SENIOR OPEN - ST. POELTEN		Already entered
2012 WILSON/MAYFAIR ITF SENIOR CIRCUIT 2 - TORONTO	75 days	ADD

1 2. MADAINITENNIS SENIOR OPEN - ST. POELTEN

Your entries are shown below. To amend an event selection, if deadlines permit, you must first withdraw from your current event and then submit an entry for the replacement event.

This tournament has the following events:

Singles	Mens 45	<input type="checkbox"/> Withdraw
Doubles	Mens 35	<input type="checkbox"/> Withdraw
Mixed Doubles	Mixed 35	<input type="checkbox"/> Withdraw

Partner player IPINs

Doubles Partner	TES1257964	<input type="checkbox"/> Clear Partner
Mixed Doubles Partner	TES1257965	<input type="checkbox"/> Clear Partner

Doubles Partner Male TEST IPIN (not confirmed)
Mixed Partner Female TEST IPIN (not confirmed)

To change or remove a doubles partner, you must first withdraw from the relevant doubles event.

The Clear Partners boxes are currently not live and will be activated soon.



STEP 11

An email will be received confirming entry into the event you have confirmed. It is important that you keep this email as this is required as proof of entry if a problem occurs.

UNIT TESTING ONLY, PLEASE IGNORE OTHERWISE - IPIN - Seniors Circuit Entry Confirmation

ITF - IPIN NOTIFICATION - DO NOT REPLY [bas.ED1F8643-D3FB-4296-A237-5536CC916AE4@

You made changes to another copy of this item. This is the most recent version. [Click here to see the other versions.](#)

Sent: Wed 26/10/2011 14:49
To: Hayley Iveson

Dear Player

Please save or print a copy of this email as proof of entry in the event of query.

You have successfully entered the following tournament(s):

Grade	Tournament	Start Date
2	(S) COPA OTTO HAUSER	29 Nov
2	(D) COPA OTTO HAUSER	29 Nov
2	(X) COPA OTTO HAUSER	29 Nov

STEP 12

The 'My Schedule Tab' will allow you to view the tournaments you have entered. Change the number of weeks and click 'Show Tournaments' to show a different part of the calendar

ipin Online Services provided by the International Tennis Federation

ITF Seniors

Thu 27 Oct 2011 11:11:49 (GMT) Welcome PLAYER TEST [Logout](#)

My Schedule Enter / Withdraw Calendar Circuit Announcements Rules and Regs My Profile

Display 1 Week From MONDAY 28/11/2011 Show Tournaments

Dates Shown: Friday 25 November 2011 - Thursday 01 December 2011

Week Commencing MONDAY 28 November 2011

Entries			
Tournament Name	Entry Status:	Position	Extra Info
Copa Otto Hauser - Punta del Este	Entered		

ipin international player identification number ITF

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