



### Why MatchTime ?



**400K+**

Satisfied Customers



**165K+**

Teams Having Fun



**#1**

Racquet Sport App



**50 STATES**

Across USA, Puerto Rico, Virgin Islands



**16 YEARS**

Powering Growth Racquet Sports

MatchTime the leading racquet sports solution for Tennis and Pickleball! . [SIGN UP](#)



**MatchTime.com on computer**



**MatchTime Sports App available on [iOS](#) and [Android](#) phones**


# STEP 1 – SIGN INTO MATCHTIME ACCOUNT

- 🏐 First step, log into your MatchTime.com account.
  - If you have an existing MatchTime.com account or previous TennisPoint.com account already — you can [Log into that account](#).
  - Never used MatchTime... an account will have been created for you.
    - Username: your email address
    - Password: TeamTexas2024
- 🏐 After logging into MatchTime, we recommend changing your account password to something more memorable in the account profile page:  
<https://www.matchtime.com/user/account>
- 🏐 FYI, you will use the SAME ACCOUNT on both the computer browser and in the mobile app on your phone! **DO NOT CREATE MULTIPLE ACCOUNTS**
  - **SAME USERNAME** and **PASSWORD** for both computer and app


**Team Player?** After your team captain adds you to the team, you should see the team in your MatchTime account. You should also then get prompted to pay your SALT League Team Fee as well.

# STEP 2 – PAY YOUR TEAM FEE

- Your team has been pre-populated based off last season's teams with your players already added as well!
- After logged into MatchTime.com, you will see the team payment page like this...



**TEXAS TEAM PICKLEBALL LEAGUE**  
Official Texas Affiliate of the National Team Pickleball League  
*Team Up 2 Conquer*  
**DUPR**



Welcome back Beth ([Login](#))  
(Not Beth? Click Here)


Registration

League Details

Texas Team Pickleball DUPR League Dallas  
Mixed Combo 50+ Div 3 Select DUPR 3.5-3.99, Spring 2025

Team Information

Team: Fretz Supreme Court  
Facility: Fretz Park Rec Center  
Captain: Beth Mahler

Have a DUPR ID?  ☒ YES ☐ Not Yet

My DUPR Id

Birthdate


Rating Singles Doubles  
NR **3.856**

Season Cost

Total Price\$ 34.92

Amount Charged\$ 34.92

Promo Code?

 Card number

Autofill [link](#)

Terms & Conditions

☐ Check here to indicate that you have read and agree to the terms and conditions below.

Electronic Acceptance at time of registration of ADULT WAIVER / RELEASE and REFUND POLICY for Texas Team Pickleball League Matches and Events.  
WAIVER AND RELEASE OF LIABILITY READ BEFORE REGISTERING.  
IN CONSIDERATION of myself and/or child and/or legal guardian being permitted to participate in any way in any activity with Texas Team Pickleball League and Host Facility, including, but not limited to, Texas Team Pickleball League matches, related events or any other activities facilitated by Texas Team Pickleball League and Host Facility ("Activity"), I, on behalf of

Cancel

Pay by Card & Register

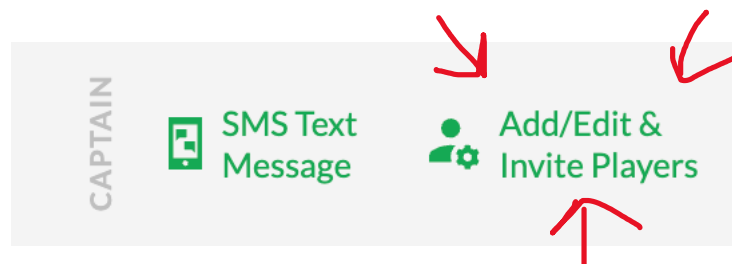
## STEP 2 – REVIEW TEAM’S PLAYERS



🏀 On dashboard (shown above) click on **MATCHES & TEAMS**

○ *Almost everything you do will be under **MATCHES & TEAMS** section*

🏀 Click on far right side where “Add/Edit & Invite Players” is located



This screen comes up to add individuals one by one, or you can choose the “Import Players” function in the bottom left corner (if your players area in a spreadsheet already).



on



Player/Team Captain ▾



Beth ▾

DASHBOARD

MATCHES & TEAMS

PLAYING STATS

MESSAGES

APPAREL & GEAR

Add / Edit & Invite Players

Fretz Supreme Court - Texas Team Pickleball DUPR League Dallas Spring 2025

✓ Done editing

## Manage Members

### ▼ ADD NEW MEMBER

Name

First

Last

Email

Primary email

Secondary email

Phone number

Primary phone

C ▾

Secondary phone

Role on team

Player ▾

RESET

ADD MEMBER

### ▼ IMPORT TEXAS TEAM PICKLEBALL DUPR LEAGUE DALLAS PLAYERS

Excel / CSV File Import

UPLOAD FILE

### ▼ ADD PLAYER FROM ADDRESS BOOK



Adrienne Bransky

☐ 8 TEAM MEMBERS

➤ SEND INVITE EMAIL

💰 MARK AS PAID (8)

☒ Don Burns



[Redacted]

🚫 Invite email not sent



☒ Beth Mahler



[Redacted]

🚫 Invite email not sent



☒ Dom Greco



[Redacted]

🚫 Invite email not sent



☒ Erich Neupert



[Redacted]

🚫 Invite email not sent



☒ Hiro Burns



[Redacted]

🚫 Invite email not sent



☒ Michael Marconi



[Redacted]

🚫 Invite email not sent



☒ Rachel Scarbrough



[Redacted]

🚫 Invite email not sent



☒ Robyn Landry




[Redacted]

🚫 Invite email not sent



## STEP 2 continued... INVITE YOUR PLAYERS

- 🏐 Review the list of players on your team (like in the screen shot above). You can delete the person if they are not returning for this upcoming season by clicking the “Trash Can”  on the right side of their name.
- 🏐 To add a new person to the team not already shown in the list of “Team Members”, use the “Add New Member” form on the left side of the page. Enter the players first name, email and select their “Role on team” (player, captain, co-captain, coach). Lastly click on the green colored “add member” button below the form.. this person will then show under the “team members” list on the right side of the page at the bottom.
- 🏐 **Once players are good, click on the “Send Invite Email” AFTER adding all of your team’s players.**
  - You cannot edit the email BUT it will invite that person onto your team in MatchTime and let them know if they have an existing MatchTime account.
  - If that player **DOES** already have a MatchTime account, the email will also have the player’s “username” and tell how to reset password if needed.
  - If the player **DOES NOT** have an existing MatchTime account, then the email will have the “sign up URL” in the email. Once the player signs up for MatchTime they should automatically see the team in their account.

# STEP 3 SEND AVAILABILITY REQUEST then Create Your Lineup

## Example of “player view”

Play Me

- ✓ Caroline Wyckoff [3.0] (side: not set)
- ✓ Daniel Bautista [3] (Prefer Deuce Side)
- ✓ Jennifer Nadler [3.0] (Prefer Deuce Side)
- ✓ Shichao Tang [3.0] (Either Side)

Not Avail

- Vivian Schreeder [3.00] (Prefer Deuce Side)

Unknown

- ✓ Blake Bowen [3.0] (side: not set)
- John von Haussen [3.0] (side: not set)
- Julie Flicker [3.0] (side: not set)

League Fee Not Paid

- Ashley Johnston [2.50] (Either Side)

Defaulting Line

Note the “league fee not paid” person at bottom.

Categories are Selected Availability

“Play Me”

“Not Avail”

“Last Resort

“Unknown” (haven’t responded yet)

“League Fee Not Paid” (so you couldn’t play Ashley Johnston)

“Defaulting Line” (you don’t have enough players)

# STEP 4 Create lineup and print ... or print blank scorecard to take with you

> 2 SEP 5 - 9:30a

vs [Enter Facility]

CREATE LINEUP



← click on vertical 3 dots

- Create Lineup
- Enter Scores
- Reschedule
- Email Opposing Captain
- Email Player Contact
- Blank Scorecard

## Example of "captain's view"

This is an example of lineup you'd send your own players to have them confirm availability

Edit Lineup Brooks/Potter (Serve Me Another) - RCRL 2023/2024 Fall 2023

Match 27 on Apr 29, 24 - Away against Turner/Gibson

Line	Be There Time	Player	What to Bring
1 (Womens Doubles)	11:00 AM	Soo Jung Chung [3.00] (Either Side) Jean Paek [3.0] (Either Side)	 
2 (Womens Doubles)	11:00 AM	Ann Bowlds [3.00] (Either Side) Lisa Parker [3.50] (Either Side)	 
3 (Womens Doubles)	11:00 AM	Heidi Potter [3.5] (Either Side) Jennifer Tuvlin [3.25] (Either Side)	 
4 (Womens Doubles)	11:00 AM	Carol Brooks [0.00] (Either Side) Jody Lorenz [3.00] (Prefer Left/Ad Side)	 

Captain's Match Note

CANCEL

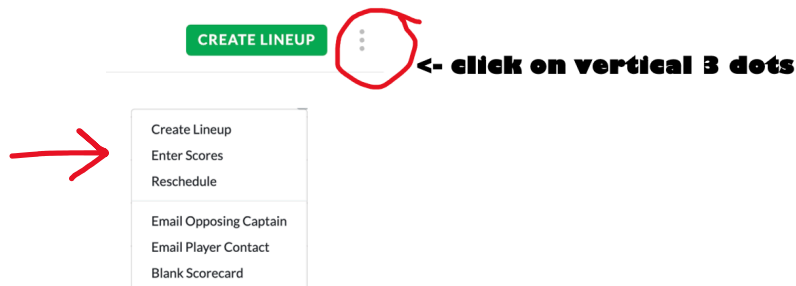
RESET

SUBMIT LINEUP

SUBMIT LINEUP & CREATE CONFIRM EMAIL

## STEP 5 Enter Match Scores





When a lineup exists, buttons below lineup are there to enter scores too.

Enter Match Scores (Brooks/Potter (Serve Me Another) RCRL 2023/2024 Fall 2023)

Enter the Scores for Match 27 against Turner/Gibson on Apr 29, 2024

Line	Players	Won/Lost	Set 1	Set 2	Set 3	Points
Line 1 Womens Doubles	Jean Paek	Lost	6	2	0	0
	Soo Jung Chung					
	Carolyn Gibson	Won	3	6	1	1
	Lindsey Burbridge					
Line 2 Womens Doubles	Lisa Parker	Won	6	6	0	1
	Ann Bowlds					
	Alscy G (Lucy) Goodrow	Lost	1	3	0	0
	Deb Sachs					
Line 3 Womens Doubles	Jennifer Tuvlin	Won	6	6	0	1
	Heidi Potter					
	Dori Jacobs	Lost	3	2	0	0
	Jan Mester					
Line 4 Womens Doubles	Jody Lorenz	Lost	6	1	0	1
	Carol Brooks					
	Marilyn Kennedy McGuire	Won	3	6	1	0
	Laura Brown					
Total Points		Brooks/Potter (Serve Me Another) 3			Turner/Gibson 1	

CANCEL

SUBMIT MATCH SCORES

## QUESTIONS?

**On MatchTime HOME page, scroll down to the bottom dark green banner and click on which section of HELP you need**

### CONTACT US

Phone 404-301-5300

Fax 404-566-8279

Email [support@matchtime.com](mailto:support@matchtime.com)

### HELP & SUPPORT

[Help Desk and FAQ](#)

[iOS MatchTime App](#)

[Android MatchTime App](#)

**You can also  
sync your match dates to your calendar**

#### Calendar Integration

3 articles in this Topic

[Match Calendar Feed](#)

[Auto-Sync Tennis Match Dates in Apple Calendar](#)

[Auto-Sync Tennis Match Dates in Google Calendar](#)