



Welcome to the [Winter 2023 Mixed Doubles League](#). It's time to start working on your roster submission. This packet includes roster submission instructions, key deadline dates for the season and contact information for questions. If you are not planning on being captain this season, please forward this packet to the new captain now and review the process with them. This information should also ensure a smooth roster submission for a returning captain. Get started now – don't wait until the last minute!

The Winter Mixed Doubles League Roster Deadline is Saturday, October 15, 2022. Rosters will be accepted on the ALTA website starting Tuesday, September 20, 2022. ALTA membership dues for 2023 must be paid to be on a roster

- **ONLY ADD PLAYERS WHO HAVE AGREED TO BE ON YOUR ROSTER.** Whether submitting a new roster or reinstating a roster from a previous season, **do not list a player on your roster who has not agreed to be on your team!** Each year there are disappointed members not able to be on their desired team because they were placed on a different roster without their agreement.
- **PLAYERS CANNOT BE DELETED FROM YOUR ROSTER AFTER [October 20, 2022](#).** After the roster correction deadline on [Thursday, October 20](#), players cannot be removed from your roster as per the ALTA General Rules Adult League section I.G.4. Players must decide ***to be on, or to be off*** a roster by the roster correction date.
- **DO NOT ASSUME YOU CAN ADD A PLAYER AFTER THE TEAMS HAVE BEEN LEVELED AND SCHEDULES RELEASED.** If your team was moved downward during the leveling process, a potential player may no longer be legal to be added to your team. You should make sure that **all players are on your roster before the roster correction deadline of [October 20, 2022](#)** as per ALTA General Rules Adult League section I.G.5.
- **TEAM PLACEMENT.** Your submitted roster, which includes player and team history, will determine the preliminary placement/level of your team. ALTA's need to fill various levels/flights may also affect a team's final level. Please see the attached document, "LEAGUE INFORMATION FOR TEAM PLACEMENT" for further information on team leveling. If you believe you have a valid reason to be placed at a specific level, you have the option of submitting a "request for review" during the roster submission process. If you do submit a request for review, please be both as detailed and as honest as possible in your rationale. ALTA will check your claims.
- **LOOKING FOR PLAYERS?** At the Home Page use the hamburger menu and click on: "Find Players and Teams" Choose the Players Looking for Teams and filter as desired.
- **EXAMINE YOUR ROSTER!** View your roster online prior to the roster correction deadline to ensure that all changes, additions or deletions have been saved! Print out a copy for your own records. **If a player's name is not listed, the player is not on your roster.**

Good luck, have fun and enjoy the season!

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IMPORTANT DATES

Tuesday, September 20, 2022	Roster Registration Starts	The first day for roster submission on the ALTA website. You must have all members paid for your roster to be accepted.
Midnight Saturday, October 15, 2022	Roster Registration Ends	The last day for roster submission on the website. It is very busy the last few days, so please submit early.
Midnight Thursday, October 20, 2022	Late Roster Submission	If you missed the online registration deadline of October 15, you may submit a late roster online until October 20. There is a \$50.00 late fee.
Midnight Thursday, October 20, 2022	Roster Correction Deadline	Corrections, additions, deletions, etc. will be accepted online until midnight, October 20. ALL players that want to be on your roster must be on the roster before this date. Players not wanting to be on your roster must be removed before this date.
Thursday, December 1, 2022	2023 Mixed Doubles Schedules Released	You will be able to view your schedules online.
Friday, December 2, 2022	Roster Add-Ons Begin	Begin add-ons. You may add up to 6 players to your roster from this date throughout the season but they must meet the level/flight requirements for the level at which your winter team has been placed and must be added before midnight of the day before the match is to be played.
Sunday, January 8, 2023	Start of Mixed Doubles Play	The fun begins! Matches start at 1pm.
Sunday, February 19, 2023	End of Mixed Doubles Play	The regular season ends!
Saturday and Sunday February 25 & 26, 2023	Winter Playoff Rounds 1 and 2 (Rain dates February 26 and March 4)	City Finals locations and start times will be in your captain's schedule packet.
Saturday, March 4, 2023	AA City Finals and Round 3 A, B & C Playoffs (Rain date March 5)	
Saturday, March 11, 2023	A, B & C City Finals (Rain date March 12)	

NOTICE: CAPTAIN'S PACKETS ARE AVAILABLE ONLY BY DOWNLOAD FROM THE ALTA WEBSITE

LEAGUE INFORMATION FOR TEAM PLACEMENT

To get an estimate of where your team might be placed, determine the value of each of the top players on your team. Find the average and round the result. Find the level in the chart associated with the result.

AA1 = 1	A1 = 5	B1 = 14	C1 = 23
AA2 = 2	A2 = 6	B2 = 15	C2 = 24
AA3 = 3	A3 = 7	B3 = 16	C3 = 25
AA4 = 4	A4 = 8	B4 = 17	C4 = 26
	A5 = 9	B5 = 18	C5 = 27
	A6 = 10	B6 = 19	C6 = 28
	A7 = 11	B7 = 20	C7 = 29
	A8 = 12	B8 = 21	C8 = 30
	A9 = 13	B9 = 22	

Team Placement is determined in the following ways: 1) the team's record from the most recent team history during the past 12 months; 2) the average of the top players on the team. **If this is a returning team, players identified as returning team members will be valued with the level/flight earned by that team in the past 12 months.** All other team members will be valued based on ALTA league history in the past 12 months according to the search order outlined for each league; 3) the number of teams submitted in a level.

Search Sequence order by League:

MEN'S LEAGUE

Use the average of the top 10 men.

- ❖ Searches Men (two seasons), Mixed Doubles (two seasons) and Senior Men.

SUNDAY LEAGUE

Use the average of the top 10 women.

- ❖ Searches Sunday (two seasons), Thursday (two seasons), Mixed Doubles (two seasons) and Senior Women.

THURSDAY LEAGUE

Use the average of the top 10 women.

- ❖ Searches Thursday (two seasons), Sunday (two seasons), Mixed Doubles (two seasons) and Senior Women.

MIXED DOUBLES

Use the average of the top 5 men and top 5 women.

- ❖ Searches Mixed Doubles for players returning to their Mixed Doubles team.
- ❖ For players new to the team, the system searches: Men, Sunday / Thursday Women (two seasons), Mixed Doubles (for a rating from another Mixed team--two seasons), then Senior Men / Senior Women.
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR LEAGUES

SENIOR MIXED LEAGUE Use the average of the top 5 men and top 5 women.

- ❖ Searches Senior Mixed, Senior Men / Senior Women, Men / Sunday / Thursday Women (two seasons), Mixed Doubles (two seasons) then Senior Day Men / Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR WOMEN'S LEAGUE Use the average of the top 10 women.

- ❖ Searches Senior Women, Sunday / Thursday Women (two seasons), Senior Mixed, Mixed Doubles (two seasons) then Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR MEN'S LEAGUE Use the average of the top 10 men.

- ❖ Searches Senior Men, Men (two seasons), Senior Mixed, Mixed Doubles (two seasons), then Senior Day Men (two seasons).

SENIOR DAY WOMEN'S LEAGUE Use the average of the top 8 women.

- ❖ Searches Senior Day Women (two seasons), Senior Women, Senior Mixed, Sunday / Thursday Women (two seasons), then Mixed Doubles (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR DAY MEN'S LEAGUE Use the average of the top 8 men.

- ❖ Searches Senior Day Men (two seasons), Senior Men, Senior Mixed, Men (two seasons), then Mixed Doubles (two seasons).

How to create a new roster?

1. Log in to the ALTA website Member Portal
2. Select My Rosters & New/Reinstate
3. Select the New/Reinstate tile
4. Select a league in which to enter a roster
5. Click New
6. Read and acknowledge the bullet point items to start the process
7. Click Add Player to Search and Select players for this new team
8. If you are not planning to pay any unpaid dues, you will need to remove those players and add them back before the end of the roster correction period
9. Make sure you have at least the minimum number of paid players to enter your roster
10. You must certify that you have permission from all players to put them on this team
11. You will receive a warning if players you are entering on this roster are already on another roster
12. Select captains or managers for this new team
13. Select the Home Facility for this team
14. Add designees if you want others than the captains, managers and roster creator to be able to see the team tracking sheet and opposing team contact information on the schedule, and to make player adds
15. Designees may be added and deleted as needed throughout the season
16. The roster creator will automatically be included as a designee but can be removed from team management, if appropriate, and remain in history as the one who submitted the roster
17. Select Requested Level Flight
18. Choose any rankings that currently apply to your team members
19. Only complete Request for Review if the team has special circumstances that will affect their level/flight placement
20. Note warnings under 9: Error Check and click Previous to make changes or click Next to Pay
21. All players must be paid in order to complete the new roster
22. Emails will be sent to your players confirming their addition to this roster and also sent to other captains if you have added a player they currently have on their roster in the same league
23. A Roster Summary page will appear with your new Roster confirmation number
24. Print a copy for your record

How to reinstate a previous roster?

1. Log in to the ALTA website Member Portal
2. Select My Rosters & New/Reinstate
3. Select the New/Reinstate tile
4. Select a league in which to enter a roster
5. Click **Reinstate** button
6. Read and acknowledge the bullet point items to start the process
7. Remove players from the past roster that will not remain on the team
8. Click Add Player to Search and Select players as needed to add to the team
9. If you are not planning to pay any unpaid dues, you will need to remove those players and add them back before the end of the roster correction period
10. Make sure you have at least the minimum number of paid players to enter your roster
11. You must certify that you have permission from all players to put them on this team
12. You will receive a warning if players you are entering on this roster are already on another roster
13. Select/verify captains or managers for this team
14. Select/verify the **Home Facility** for this team
15. Add designees if you want others than the captains, managers and roster creator to be able to see the team tracking sheet and opposing team contact information on the schedule, and to make player adds
16. Designees may be added and deleted as needed throughout the season
17. The roster creator will automatically be included as a designee but can be removed from team management, if appropriate, and remain in history as the one who submitted the roster\
18. Select Requested Level Flight
19. Choose any rankings that currently apply to your team members
20. Only complete Request for Review if the team has special circumstances that will affect their level/flight placement
21. Note the warnings: Error Check and click **Previous** to make changes or click **Next** to Pay
22. Emails will be sent to your players confirming their addition to this roster and also sent to other captains if you have added a player they currently have on their roster in the same league
23. A Roster Summary page will appear with your new Roster confirmation number
24. Print a copy for your record

Make Changes to a Roster

Once you have submitted your roster, you may make changes/additions/deletions to that roster at any time until the roster corrections deadline (5 days after Roster Deadline).

1. Go to the ALTA home page, log in and select **Member Portal>My Rosters & New/Reinstate**.
2. Select the Current Season's Roster to which you want to add players or make changes.
3. The Member tab will open displaying a list of all the members.
4. To add players, enter the member's ALTA number, then click the *Add* button or, if you do not know the membership number, search for the player you want to add to your roster. Select the player and they will be added to your roster. If you want to add multiple players, continue to click the *Add* button for each one and continue the process until you are done. To remove a player, click Remove to the left of their ALTA number.
5. You may also change your Facility (Roster/Facility tab, click Select button to the right of the Facility Name, fill in search criteria, click Search button, then click Select to the left of the Facility name/number); your requested level/flight and rankings (Level/Rank tab); Designees (Designees tab), etc. by selecting the appropriate tab.
6. Save the roster additions/changes and the payment screen will appear if the added players need to renew their memberships. To avoid this step, players need to pay for their memberships before you try and add them to your team. (See below**) Otherwise, you may pay by credit card to add these players to your team.
7. The *Roster Summary* page will appear (with your current season's Roster ID). Check it carefully and print it for your records.

To Pay Dues using the ALTA website

Log in and go to **Member Portal> Members & Memberships** - and select one of the following: New Member/Renew My Membership/ Renew Membership/Renew Multiple Memberships to purchase new memberships or renew existing memberships.

1. Follow the prompts until the *Payment Processing* page appears. Follow the onscreen instructions for entering your credit card information and completing the payment.
2. Upon completion, print out the *Confirmation* page.

Instructions for Adding Players to Your Roster on the ALTA Website

1. Go to the ALTA home page, log in and select **Member Portal>My Rosters & New/Reinstate**.
2. Select your current season's roster
3. You will be taken to the *Members* page
4. Put in your add-on's ALTA membership number and click the *Add-on* button
5. Or search for a player by entering their first and last name, and clicking the *Search* button.
6. Select the correct member from the list which will appear
7. Repeat either Number 5 or Numbers 6 & 7 for each member you wish to add
8. Your add-on name(s) will appear in the list of members
9. When you have finished adding members click the *Save* button
10. You will be asked to pay for any of your add-ons who are not paid members for the current year
11. You may either continue by filling in your credit card information and clicking submit (you will receive a *Payment Confirmation* page to print for your records), then clicking *Next >* and you will receive a *Roster Summary* page showing your add-ons and the date they were added. Print this summary page for your records, or
13. If you do not wish to pay for the member(s), click the *<Prev* button, and click Remove to the left of the unpaid player's name, then click *Save* again. A *Roster Summary* page will appear showing your paid add-ons and the date they were added. Print this summary page for your records.

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A maximum of six players may be added to your roster. Added players must be accepted on the ALTA website by midnight the night before they play their first match.