

There are now 2 ways of using Mypetanque where you can Register a single Player without having the full complement of Players to make up an **Entry** (we prefer now to use the word **Entry** rather than **Team**).

## Using the 'To Be Advised' Player

The first way has been available for some time and allows you to **Register** an **Entry** with one (and only one, please) Player 'short'. In this scheme you simply start typing 'To Be Advised' as the last Player's name; this, as usual for all licenced Players, will 'autocomplete' as you start typing. This 'dummy' Player can only be used once in any given **Entry** but is easy to use as there is a Player on the Mypetanque database already called 'To Be Advised'.

This is the best way with 1 Player short to ensure you hold/reserve a full **Entry** place in the list of **Registered Entries**. At any later stage, even after the Close of Registration date, you can **Update** the **Entry** by editing out the 'To Be Advised' and inserting the name of a 'real' Player. Please also read page 2 of this note.

## The Pick-Up List

There is now a second way by using a **Pick-Up List**. If you are unable to muster sufficient Players to Register an **Entry** but you really are looking for a game in a particular **Tournament/Event**, you can now Register as a single Player on the **Pick-Up List**. All **Events** will allow this and if an Event has more than 1 Division, there will be a **Pick-Up List** available for each Division in that **Event** – so please check you are using the **Pick-Up List** in the correct Division.

The way you register on the **Pick-Up List** is as follows: for the **Event** in which you wish to play just click on the **Register** link on the Mypetanque Home Page. Then click on **View Entries**. As the last 'Entry' within a Division you will see the Pick-Up list heading (in grey – see below). The first thing is to check there are no other players on the **Pick-Up List** (that will look pretty much like any other **Entry** except that the colour is different, grey, and headed **Pick-Up List**). If there are Players on that List that are sufficient to make up an Entry that you are prepared to **Register** with, then simply **Register** an **Entry** in the normal manner and add the Player(s) from the **Pick-Up List** to your own name to complete your **Entry**. As you do this their names will automatically disappear from the **Pick-Up List**.

The alternative is to add your name to the **Pick-Up List**, and to do this simply click on the **Add +** link alongside the **Pick-Up List** heading. This will take you to a Register screen the same way you would do at any other time but here there is only 1 Player field to complete. Having done this you can check that you are indeed on the **Pick-Up List** by again displaying the **View Entries** screen. You also can, at any time, take yourself off the **Pick-Up List**, by clicking on the cross symbol, **X**, alongside your name on the **Pick-Up List**, as long as in doing so you use the same email/mobile details you did when you registered yourself.

## Important

In adding your name to the **Pick-Up List** you are agreeing to be 'picked-up' by any other set of Players wishing to form an **Entry**; you cannot pick and choose! Please note that the screen shot here is not associated with a real Event. We just made something up to illustrate the new **Pick Up List** feature we have added. You also could use a Player on the **Pick Up List** to replace a 'To Be Advised' 'person'.

The Pick-Up List closes when the number of Entries matches the maximum specified by the Organisers.





## Note to Users of Mypetanque

Please take a moment to read this as it will help all players use the registration process correctly.

## Mypetanque

Mypetanque was designed to be used with the PFA-preferred scoring system, **Sport**, so there are some important restrictions we would appreciate you noting. Mypetanque is also designed to handle players, either local or overseas, who are appropriately licenced.

## Registering PFA-Licenced Players

When registering a team, please be aware that if a player is PFA-licenced, carefully typing a name will generate an 'autocomplete' list that becomes more and more specific as you keep typing. When you see a list where the player's name is complete with their licence number click on it and that player is registered. You can start with the first name or the family name – whichever is less common is the best approach.

## Name Does Not Appear?

If you know the player is PFA-licenced but you cannot see their name appear in the autocomplete list, then you have spelt their name incorrectly. Please check with the player concerned so you spell their name correctly! Only as a last resort un-click the **Clear** box and type in the full details of the player, and then only if you know they are un-licenced by PFA. Players registered on Mypetanque in this way without a licence number will be removed from the Mypetanque system immediately after the event has concluded.

## Overseas Players

If you have a non-licenced (by PFA) player that is from overseas then uncheck the **Clear** box and complete all the details including their club and country of origin and their overseas licence number. These players will then be retained in the Mypetanque database and can always, at any later stage, easily register with Mypetanque in the usual manner (without unchecking the **Clear** box). Players put in through this method without an overseas licence number will, again, be removed from the system as to Mypetanque they are "unknown".

## Team Place Holders

Mypetanque is designed to allow you to 'reserve' one place (not 2, please!) in a team that you register on Mypetanque using 'To Be Advised' as the unknown player's name. Again, start typing the words 'To be Advised' and when it appears in full in the autocomplete box indicating a temporary licence number of 0000, click on it. Please do not make up other names for place holders or start by unchecking the **Clear** box; they will be manually removed as they can prevent the Mypetanque CSV file being accepted by the **Sport** scoring program. You are encouraged to **Edit** the 'To be Advised' entry and put in a real player name prior to the **Close of Registration** date for the event.

## Sport File Download

For each **Division** in an **Event** you can download the team data by clicking on the [Export to Sport ↓ 6.25](#) link at the top left of each **Division** list when you click on **View Entries**. This generates a CSV file (with semi-colons as delimiters, note) that Excel can read easily and can also be **Imported** directly into **Sport** as the **Entries** to save typing names in manually. If you have teams that contains a single 'To be Advised' player, you can **Edit** this in **Sport** before or after you import the file. If you do it after the file has been imported to **Sport** the word 'Advised' (as the Family Name) will be differentiated from any others by the addition of an extra numerical character (**Sport** will not accept 2 identical names in this instance).