CLEVERLY TEAMS LEAGUE

PROCEDURE FOR DIRECT INPUT OF MATCH RESULTS

INITIAL SET UP

1	Prepare list of your team ready for input	Surname and EBU number are all you need. Your core team is sufficient as you can add members at a later date if required.
2	Go to EBU website	www.ebu.co.uk
3	In Menu at top of home page	Click: My EBU
4	In Member Login	Enter your: EBU number and password Click: Login – takes you to Members Area
5	In Members Area	Click on: Utilities EBU League (the relevant division of) GCBA Cleverly Teams League 2018-19 - your team name should appear with only you as a team member
6	Add names of team players	You (as captain) will already be there. Add each of your core team members.

RESULT INPUT

1	Do actions 1-5 above	
2	If you played a new member	Add as per 6 above
3	Click on the match you have a result for (both team captains must input each match played)	"Enter match data" should appear
4	Enter date – note format: year-month-day	Format (for example 2018-10-03 for 3 October 2018)
5	Input IMPS in top 2 boxes	
6	Input VPs in next 2 boxes	
7	Tick each of your players for this match	
8	Submit	

CHECK TO SEE LATEST RESULTS

Go to EBU web-site, Home Page.

Click on: Latest Results

         Leagues

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