

OTLEY & DISTRICT AMATEUR POOL LEAGUE · FOR CAPTAINS & VICE-CAPTAINS

Captains' guide: your squad & match night

This guide covers the jobs captains and vice-captains do on **pool-league.uk**:

- keeping your squad up to date
- getting your players signed up
- doing the team sheet, scores and result on match night

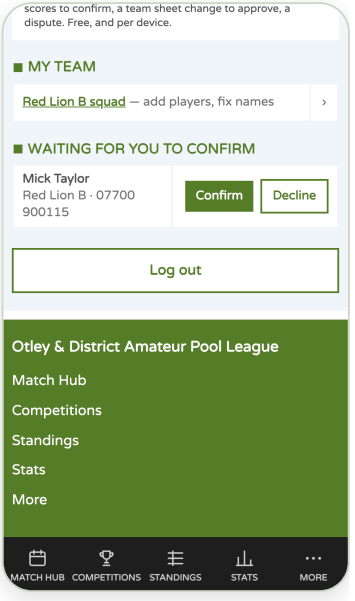
Sign in first: see the *Getting started* guide. Vice-captains can do everything in this guide too, so the team is covered when the captain can't make it.

1 Your squad

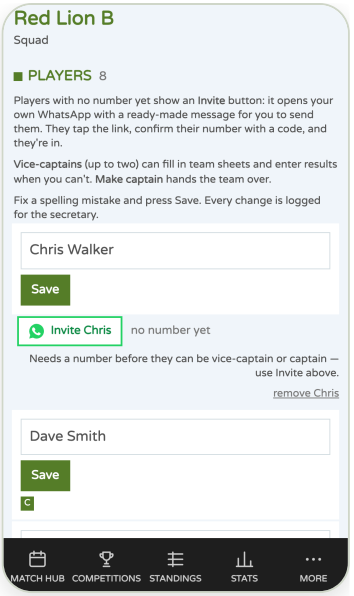
Find your squad

Tap your name at the top to open **My account**, then tap **your team's squad**.

My account is also where you'll see anyone **waiting for you to confirm** they play for your team (see section 2).



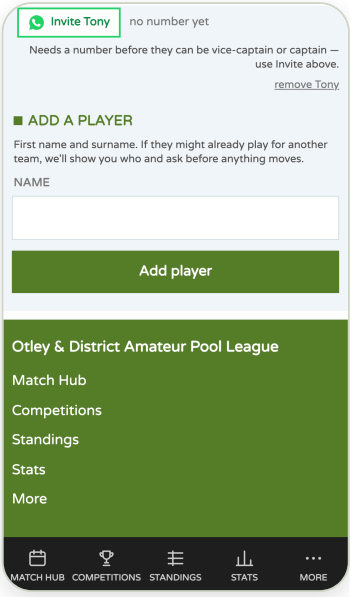
Tidy up your players



- **Fix a name:** correct the spelling and tap Save.
- **Remove** someone who's no longer playing for you.
- **Make vice-captain:** you can have up to two. They can fill in team sheets and enter results when you can't.
- **Make captain:** hands the team over, either *permanently* or *for this season only*.

Every change is logged, so the secretary can see it and undo it if needed.

Add a player



Type their **first name and surname** and tap Add player.

If they might already play for another team, the site shows you who it thinks they are and asks before anything moves:

- **Same person:** they move to your team, and their old captain gets a WhatsApp to say so.
- **Different person:** they're added as a new player.

A player who has already played more than two matches for another team this season can't move until next season. The secretary can make exceptions.

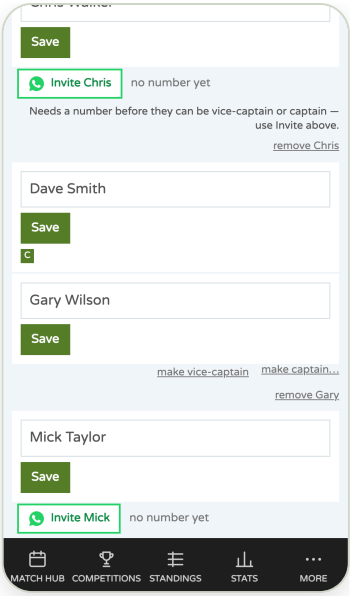
2 Get your players signed up

Every player should sign in with their own mobile number. Then they:

- can watch the team sheet being picked
- get the **"Game on!"** notification with the line-up
- can follow the scores live on the night
- can see their own stats

A player also needs a number on file before you can make them vice-captain or captain.

Send each player an invite

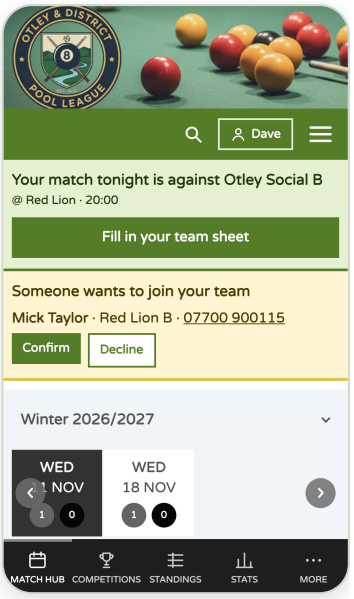


On your squad page, anyone without a number has an **Invite** button next to their name.

1. Tap **Invite**. Your own WhatsApp opens with a ready-written message and their personal link.
2. Pick the player in WhatsApp and send it.
3. They tap the link, enter their mobile number and the code they're sent, and they're in. You don't need to do anything else.

The squad page shows who you've invited and when. Each link works once and lasts 30 days. Use **Send invite again** if one expires.

Or they sign up themselves

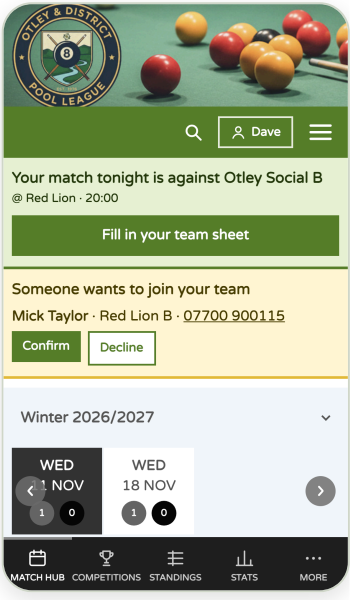


Players can also just go to **pool-league.uk**, tap **Log in** and use their mobile number. If the site doesn't know them yet, they pick your team and their name.

You then see **"Someone wants to join your team"** at the top of the site and in My account. Check it's really them and tap **Confirm**, or **Decline**.

3 Match night: the team sheet

Start from the banner



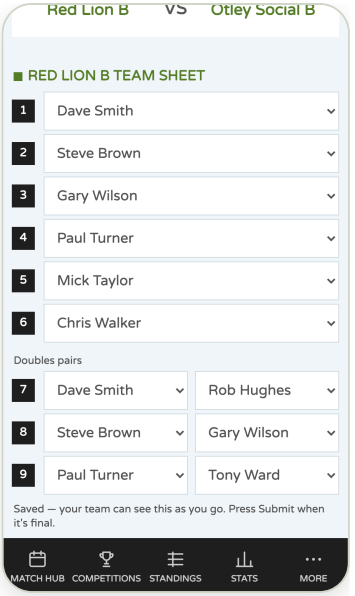
On match day, every page shows **"Your match tonight is against …"** with the button you need next. Tap **Fill in your team sheet**.

With notifications on, you also get a reminder at 4pm. If your sheet still isn't in by 8pm, you get a nudge.

Pick your line-up

Choose a player for each of the **6 singles** and a pair for each of the **3 doubles**.

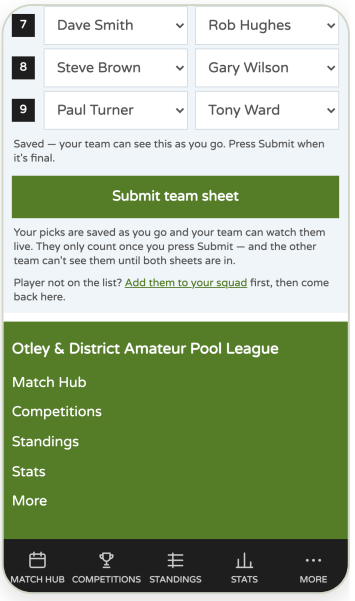
- Your picks **save as you go**. Your own team can watch the sheet being built.
- The **other team can't see it** until both sheets are in.
- **Winter league:** a player can play up to two singles and up to two doubles frames.
- **Short of players?** Leave that frame blank. The site asks you to confirm, and the other team gets the point.
- **Player not in the list?** Add them to your squad first, then come back.



Submit it

When you're happy, tap Submit team sheet.

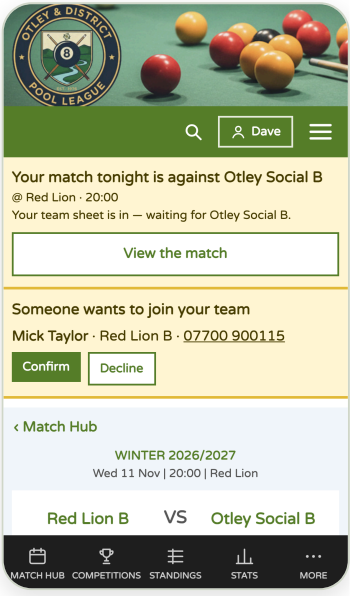
Until the other team submits theirs, you can still **Update** or **Un-submit** it. The other captain gets a notification that yours is in.



Waiting for the other team

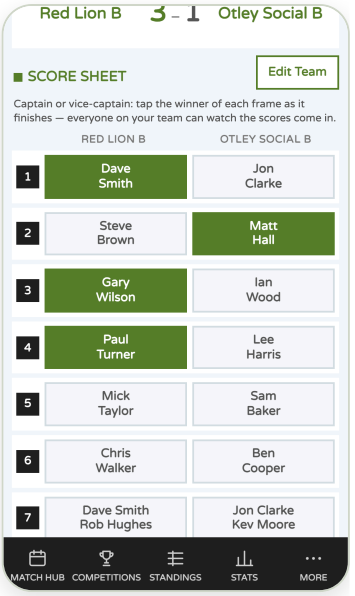
The banner tells you your sheet is in and you're waiting for the other team.

When both sheets are in, the line-ups are revealed. Everyone signed in on both teams gets "🎱 **Game on!**".



4 Match night: scores & the result

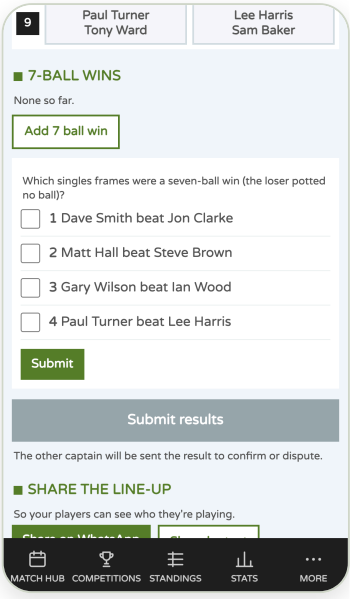
Tap the winner of each frame



Once both sheets are in, the **score sheet** appears. As each frame finishes, tap the name of the **player or pair who won it**. It turns green and the score at the top updates.

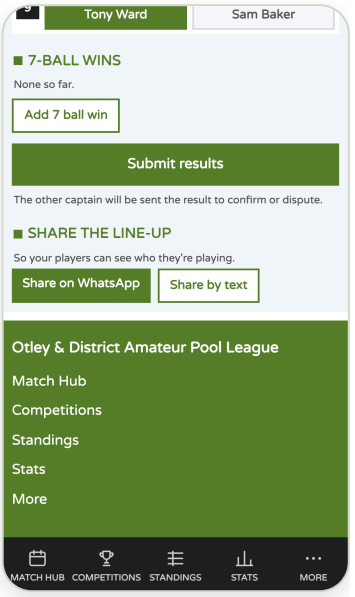
- The captain or vice-captain of **either team** can enter scores. Everyone else can watch them come in live.
- Tapped the wrong one? Tap the **frame number** on the left to reset that frame.
- Need to change a player after the line-ups are out? Tap **Edit Team**. The other captain is asked to approve the change.

7-ball wins



If a singles frame was won on a 7-ball, so the loser potted no balls, tap Add 7 ball win, tick the frame and tap **Submit**.

Submit the result



When all nine frames are in, tap Submit results.

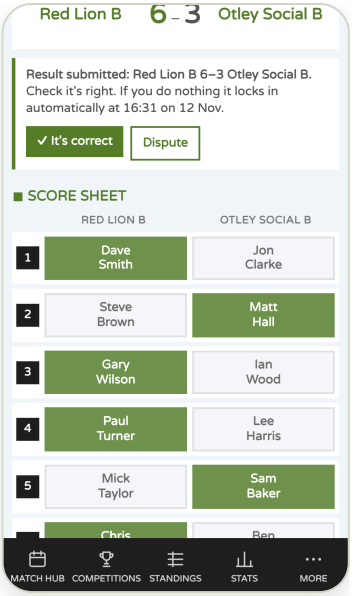
The other captain is sent the result to **confirm or dispute within 24 hours**. If they do nothing, it locks in automatically, and the tables and player stats update.

Share the line-up sends the match line-up to your players on WhatsApp or by text.

If you're the other captain

You'll see **“Confirm or dispute the result”** in the banner, and get a notification. Check the frames, then tap:

- ✓ **It's correct**: the result locks straight away.
- **Dispute**: it goes to the league secretary to sort out.



Quick checklist for match night

1. Tap the banner and fill in the team sheet, then **Submit team sheet**.
2. Wait for “Game on!”, when both line-ups are revealed.
3. Tap the winner of each frame as it finishes.
4. Add any 7-ball wins.
5. Tap **Submit results**. The other captain confirms.

Cup competitions have their own guide, coming when the cups start. · pool-league.uk · From 🤖🎱 Pool Bot