

Series Captain

Club Rankings™ — guide for mini-league chairs and series captains

Product	Club Rankings™ (included in CCM or standalone)
Role	Series captain (<code>ranking_series_editors</code>)
Operator	StoufferAI
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PDF	/docs/series-captain-user-manual.pdf

Who this manual is for: Volunteer chairs running a mini-league (e.g. Women's Doubles 3.5+) who enter session results and optionally tune series scoring — without full tenant admin access.

Table of contents

1. Overview
2. Getting access
3. Captain tab walkthrough
4. Entering session results
5. Series settings you can change
6. Tournaments & event registration
7. What captains cannot do
8. Tips & troubleshooting

1. Overview

A **series captain** is a trusted member assigned to one or more **ranking series** (mini-leagues). Your job is to keep that series standings accurate by entering official session results after league nights, round robins, or tournaments.

How series standings work

- Each series belongs to one **sport** (section) — e.g. Pickleball.
- Series may have **eligibility rules** (gender, singles/doubles, rating band) set by your admin when the series was created.

- When you save results for your series, points update the **series leaderboard** (Club Rankings → **Series** tab).
- Depending on admin settings, results may also count toward the **club-wide** leaderboard for that sport.

Captain vs tenant admin

Task	Series captain	Tenant admin
Enter results for assigned series	Yes	Yes
Edit series description & custom weights	Yes	Yes
Create / archive series, change eligibility	No	Yes
Assign or remove captains	No	Yes
Enter club-wide results (no series)	No	Yes
Review member disputes, CSV import	No	Yes
Score event registration rosters	No*	Yes

*After a tournament, your admin may enter results from Admin → Events. You can enter the same scores from the Captain tab if you have the stats.

2. Getting access

1. Your tenant admin creates a series under Club Rankings → **Admin** → **Series**.
2. They search for you by name and click **Assign captain**.
3. Sign in to your community site with your normal member account (email magic link, SMS, or password).
4. Open **Club Rankings** (/rankings on your site).
5. A **Captain** tab appears in the rankings navigation – only for members assigned to at least one active series.

No Captain tab? Confirm you are signed in with the same email your admin used, that the series is still **active**, and that you were assigned to the correct sport (section).

3. Captain tab walkthrough

1. Choose your **sport** from the dropdown at the top of Club Rankings (if your club has more than one).
2. Open the **Captain** tab.
3. Under **Your series**, pick the mini-league you run. If you captain multiple series, each appears in the list.
4. The panel shows:
 - **Series settings** – description and optional custom scoring weights.
 - **Enter session results** – the form you use after each league night.
 - **Recent series sessions** – past scored events for this series.

4. Entering session results

Use this after an official session when results are final. Captain entry **does not** require member confirmations – standings update immediately when you save.

4.1 Fill in the session

1. **Event name** – e.g. "Week 4 Round Robin" or "March Ladder Night".
2. **Date** – the day the session was played.
3. **Event type** – round robin, king of the court, or ladder (must match how scores should be weighted).

4.2 Add players

1. Click **+ Add player** for each participant.
2. Type a name in **Player** and pick the correct roster member from search results.
3. For doubles series, enter the partner's member ID in **Partner ID** when applicable (ask your admin if unsure).
4. Enter **W** (wins), **L** (losses), **T** (ties), **For / Ag** (points for and against), and **Place** (finish position) as your format requires.
5. Check **Vol** for members who volunteered to set up or score that session.

4.3 Save

Click **Save & update leaderboard**. The series standings and (if configured) the club-wide leaderboard recalculate automatically. The session appears under **Recent series sessions**.

Eligibility: You do not need to police eligibility when entering results – admins set who may *register* for linked events. Enter everyone who actually played; admins can adjust disputes separately.

5. Series settings you can change

Captains may update a limited set of fields for their series:

- **Description** – notes shown to members viewing the series (schedule, rules reminders).
- **Custom scoring weights** – optional overrides for wins, placement, point differential, opponent strength, and partner strength within this series only.

Check **Use custom scoring weights for this series**, adjust values, and click **Save series settings**.

Your admin controls the series **name**, **season dates**, **eligibility** (gender, format, rating band), whether results count toward the overall club leaderboard, and the overall weight multiplier.

Contact them if those need to change.

6. Tournaments & event registration

Some communities run public **event registration** pages for tournaments (Admin → Events).

When an event is linked to your series:

- Members register at a shareable URL (/event?code=...).
- Registration may be blocked if a member does not meet series eligibility (gender, rating, etc.).
- After the event, your **tenant admin** can click **Enter rankings from roster** to pre-fill players from everyone who registered.
- As captain, you can enter the same results from the **Captain** tab – use whichever workflow your board prefers.

Members see the linked series name and eligibility on the registration page.

7. What captains cannot do

- Create new series or archive / reactivate a series.
- Change series name, season dates, or eligibility rules.
- Assign or remove other captains.
- Enter results for sports or series you are not assigned to.
- Approve or reject member-submitted results in Admin → Review.
- Import CSV rosters or historical data.
- Change club-wide ranking settings (Admin → Settings).

If you need any of the above, contact a tenant admin or sport chair.

8. Tips & troubleshooting

- **Wrong player in search?** The member may not be on the sport roster – ask admin to add them via Members or Import.
- **Duplicate session?** Ask admin to edit or remove the event from Admin → Enter results → Recent ranked sessions.
- **Member dispute?** Direct them to use the Confirm tab if they submitted results, or escalate to admin for Review.
- **End of season?** Admin may archive the series; you will no longer see it on the Captain tab but history is preserved.

Related manuals

- Club Rankings complete manual (PDF) – leaderboards, member confirmations, admin tools.
- Club Court Manager manual (PDF) – court booking and full admin dashboard.

Support

Email support@stoufferai.com