

# How to Set Up A Team Ladder in Club Locker:

**Step 1:** Login to your Club Locker account: <https://ussquash.clublocker.com/login?&tokenInvalid=1>

**Step 2:** Go to your college's Club Locker facility page

- From your profile, scroll to the "Affiliations" section (note that you will need to click the small arrow to the right of the menu headers to view the "affiliations" section)
- Select your college facility



**Once you are in your facility's listing, you will be able to create a challenge ladder.**

**Step 3:** Click on "Admin Mode" across top of the screen

**Step 4:** In the left menu options, scroll down, expand the organized play section and click on "Ladders"

**Step 5:** Click the blue "+" button in the upper right corner to "create a ladder"

**Step 6:** Set the following settings – my recommendation would be:

- Name: [College Name] [Men or Women] 23-24 Ladder
- Start Date: 10/1/23
- End Date: 3/31/24
- Maximum challenge positions above player = 5
- Number of days loser must wait before challenging = 0
- Action on challenge expiration = None
- Number of days till challenge expires = 10
- Maximum number on concurrent initiated challenges = 1
- Maximum number of concurrent accepted challenges = 1

**Step 7:** Click "Create" at the bottom of the set-up screen.

COLBY COLLEGE

Admin Menu Edit **Admin Mode** Admin Mode (Old) Add League Add Event

League Matches Report Membership Page Organization Settings

CONTACT INFORMATION  
4000 Mayflower Hill, Waterville, Maine, 04901, United States

LOCATION  
Colby College

- Club Locker
- Member Types
- Custom Properties
- Custom Forms
- Membership Policies
- Public Display
- Change Log
- Scores
- Club News
- Communication
- Setup
- Stripe Payments
- Ad-Hoc Payments
- Organized Play**
- Box Leagues
- Ladders**
- Leagues
- Add Event

Member Management Organization Admin Members

Members

CL ID	First Name	Last Name	Work Phone	Gender	Member Type	Custom ID	Custom ID 2	Singles	Doubles
35888	Chris	Abplanalp		Male	<Unspecified>	0	0		
92363	D'Arcy	Carlson		Female	<Unspecified>	0	0		
163139	Jason	Cohen		Male	<Unspecified>	0	0		
100986	Camilla	di Galoma			<Unspecified>	0	0		
216392	Greta	Drefke		Female	<Unspecified>	0	0	3.65	
56991	Gautam	Mitra		Male	<Unspecified>	0	0		
313952	Graham	Mogolon		Male	<Unspecified>	0	0		
263015	Elise	O'Brien		Female	<Unspecified>	0	0		
84685	Maple	Razza		Male	<Unspecified>	0	0		3.29
313662	Lila	Salignan		Female	<Unspecified>	0	0		
168922	Annabel	Smith			<Unspecified>	0	0		

# Adding Players to Ladder After Created:

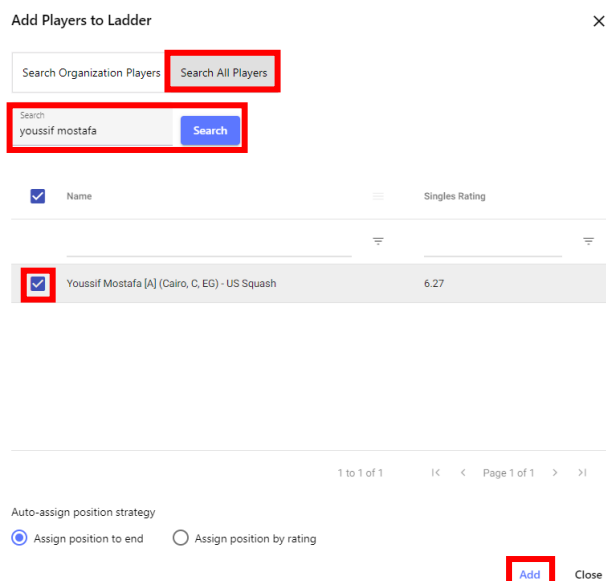
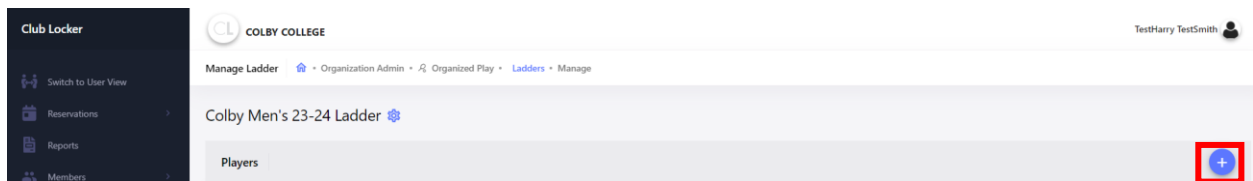
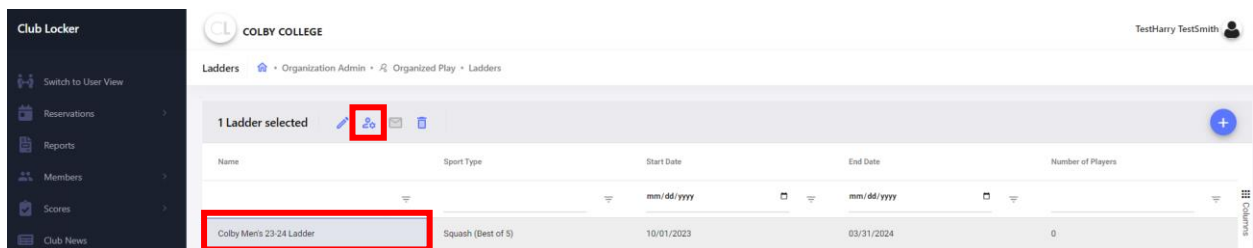
**Step 1:** From the list of existing ladders, select the ladder you want to add players to and then click the manage icon – note that immediately after creating a ladder, it will be listed here.

**Step 2:** Now that you are in your desired ladder, click the “+” in the upper right corner to “Add players”

**Step 3:** Click “Search All Players”

**Step 4:** Click on all of the player you want to add to the ladder

**Step 5:** Click “Add” at the bottom of the screen



# Record Results

**Step 1:** Go to the ladder

**Step 2:** Click on the two players who are playing a challenge match

**Step 3:** Click on the "Actions" folder icon and click "Add Score"

**Step 4:** Select the winner using the drop down, select the date that the match was played, add the game scores, and click submit

The screenshot shows the 'Club Locker' interface for Colby College. The main content area is titled 'Colby Men's 23-24 Ladder'. It displays a list of players with checkboxes for selection. A context menu is open over the selected players, showing options like 'Change Position' and 'Add Score'. The 'Add Score' option is highlighted with a red box. The 'Add Score' option is also highlighted with a red box.

Position	Singles Rating
1	6.27
2	6.14