

ONLINE LEAGUE PLANNER

LEAGUE ADMIN USER MANUAL

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INTRODUCTION

WELCOME

Online League Planner (OLP) is the evolution of League Planner which is a Windows based application written by a software development company 'Visual Reality / Tournament Software' and provided to the Lawn Tennis Association to aid League Organisers across Great Britain in the administration of County & District Leagues.

The new system follows the format of the old system but also has new features based on feedback received from League Organisers. More importantly it brings leagues up to date with modern technology on a mobile responsive site and aims to simplify the user journey for all users.

We hope this user guide will provide guidance to new league organisers and refresh existing organisers in setting up and managing their leagues.

LTA APPROVED LEAGUE STATUS

As part of the league application process, leagues will need to show evidence, via their league rules, that all venues competing in their league are LTA Registered Venues. Leagues that register with the LTA and show this evidence will receive a number of benefits and become an LTA Approved League.

County & District Leagues that do not register with the LTA or are unable to fully register as non-Registered venues are allowed to compete in the league, will still be able to continue as normal but will not receive any of the benefits and will not receive the kitemark of being an LTA Approved League. The LTA & County Associations will only endorse and promote LTA Approved Leagues.

All LTA Approved Leagues will receive the following benefits:

- LTA Insurance cover for officers such as the League Organiser
- Access to Online League Planner
- Option for results to be submitted towards players ITF World Tennis Number
- Kitemark – as an LTA Approved League – this shows that the league is safe to practice as all venues are LTA Registered
- LTA Competition Team support when required

WHY ONLINE LEAGUE PLANNER?

Online League Planner is available to all LTA Approved Leagues across the Great Britain and is ideal in supporting organisers with all areas of administration for their league including easy management of entries, schedules, draws and result entry. Online League Planner allows league tasks to be completed quickly and efficiently using one online platform.

- Settings are copied each year so provided the league was set up correctly last year, there will be little to no set up at the start of the league season.
- Clubs will be able to enter and pay online.
- The finishing position of each team from the previous season will be stored to aid in group sorting.

- There is a visual group sorting tool to help you form your groups avoiding multiple teams in the same group and minimising travel time.
- The system will schedule all matches for you or alternatively there are ways to import a schedule or allow teams to arrange themselves.
- Team captains will enter their results into the system.
- League standings update automatically.
- All results will count for ITF World Tennis Number and will be submitted daily.
- At the end of the season you'll be able to finalise the standings and prepare the league for the next season. Setting up the league up next year will be a quick and easy task with all the settings from the previous season retained.

League Organisers will be supported throughout the season by a simple and easy to use task list to guide you through the process.

A P-L-A-N FOR DELIVERING SUCCESSFUL LEAGUES

County & District Leagues come in all shapes and sizes and the scale of the organisation will differ as a result. We've embedded our step-by-step guide for organising competitions into this Online League Planner guide to help you navigate through the process of setting up and administering your league on Online League Planner.

There are four sections to our P-L-A-N...

PREPARE

Get everything ready ahead of time

LAUNCH

Your league goes live and clubs can enter

ACTION

Your league season arrives

NEXT Steps

Submit, reflect and go again!

NEED SUPPORT?

Whilst we hope this User Guide will provide you with all the information you require, we have also created a series of short how to guides and how to videos to support you in completing tasks. These are highlighted within the guide at the appropriate section.

Should you still require support, please [create a case](#) with our Customer Support Team who will be happy to help you.

P **LANNING**



APPLY FOR YOUR LEAGUE

LEAGUE APPLICATION FORM

Ahead of the league season the County & District League Organiser will need to complete the League Application form which is available at www.LTA.org.uk/LeagueSupport.

As part of this application you will need to upload your league rules and identify the rule which states that all venues in your league must be LTA Registered Venues to be recognised as an LTA Approved League and use Online League Planner. More details of the benefits of LTA Approved League status can be found on page 3 of this user guide.

One of the benefits of the new Online League Planner is that leagues will be duplicated from the previous season whereas new leagues will be created from scratch. Please let our Customer Support Team know if you do not want the league duplicated, although this will be very rare.

Copying the league from the previous season will retain all the settings. Clubs will have the right to enter the league and their teams will be populated into the divisions as to the league standings (including promotion and relation from the previous year). This should save League Admins a lot of time, will reduce errors during the season and the need for League Admins to get in touch with the Customer Support Team.

Once the league is set up you will receive confirmation from the Customer Support Team and will be issued with a League Code which will follow the following structure:

ABC-YY-7000

Where ABC will be your county prefix, YY is the year the league starts in and 000 is the unique number the league is given. This 4 digit code will remain the same each year.

You will be granted League Admin access but will need to add any additional League Admins to the system. See page 31 for more information.

ONLINE LEAGUE FEES

For using Online League Planner, leagues will be invoiced for each team that participates within the league. The cost per team (as at January 2025) is £1.95 per team + VAT. Leagues will receive an invoice by email shortly after the league season has started and can pay online or by BACS.

GETTING STARTED

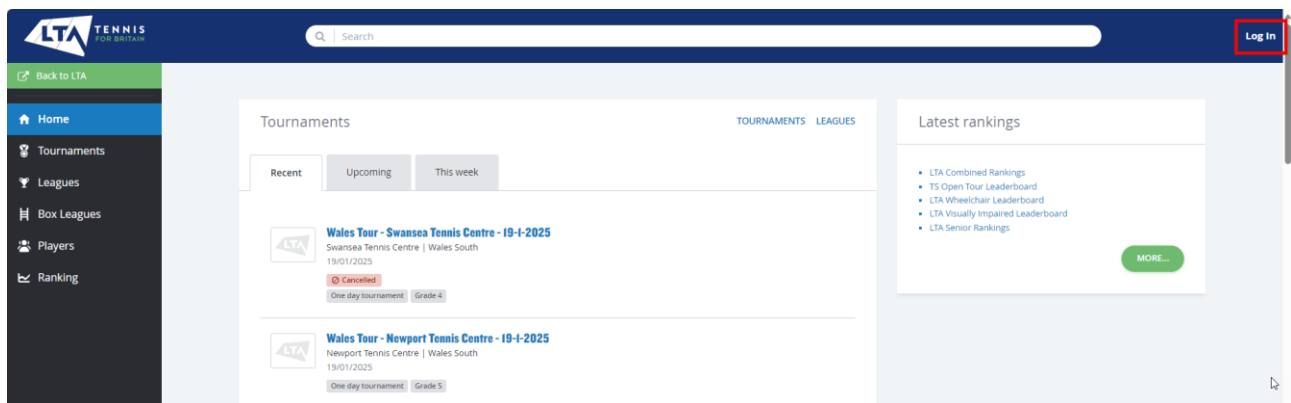
KEY ROLES

There are various user roles in the new Online League Planner.

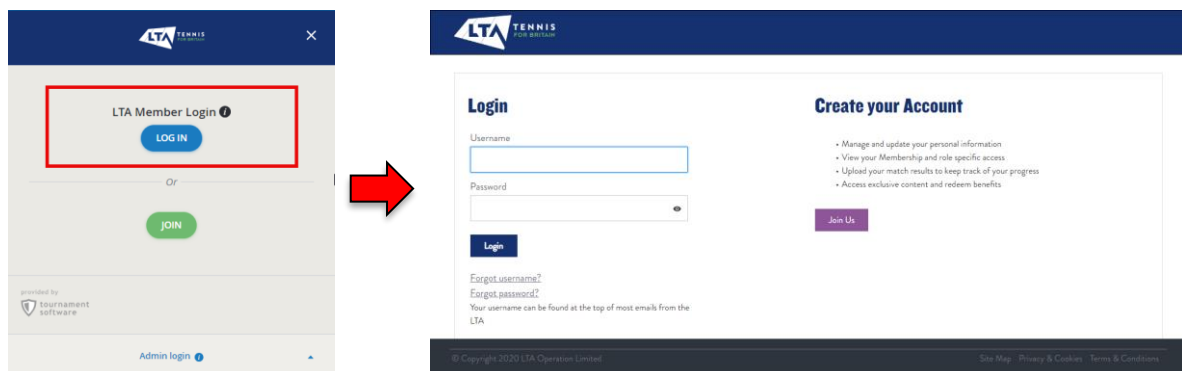
Role	Description
League Admin	Has admin rights for the overall league administration.
Club Admin	Has admin rights as a venue county and district league admin for a venue.
Team Captain	Has admin rights to enter results.
Result User	Has admin rights to enter results for all teams at the venue.

ACCESSING YOUR LEAGUE

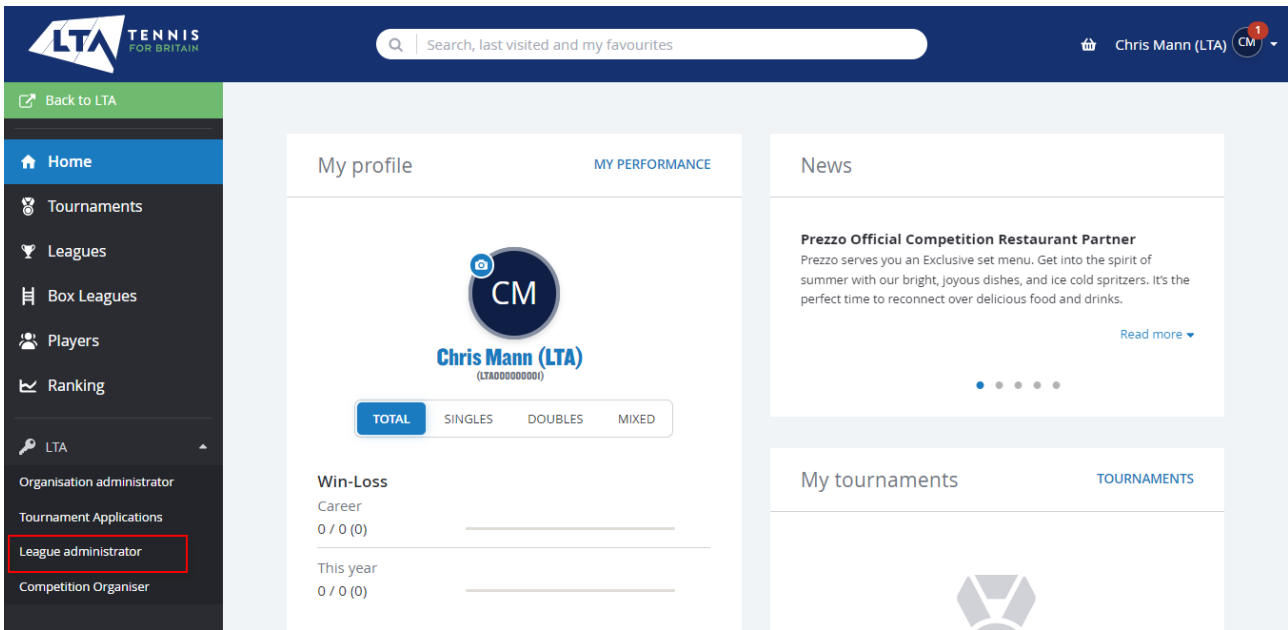
To access the County and District League Admin section of the Competitions Portal, go to competitions.LTA.org.uk. Click **Log In** in to top right hand corner of the page.



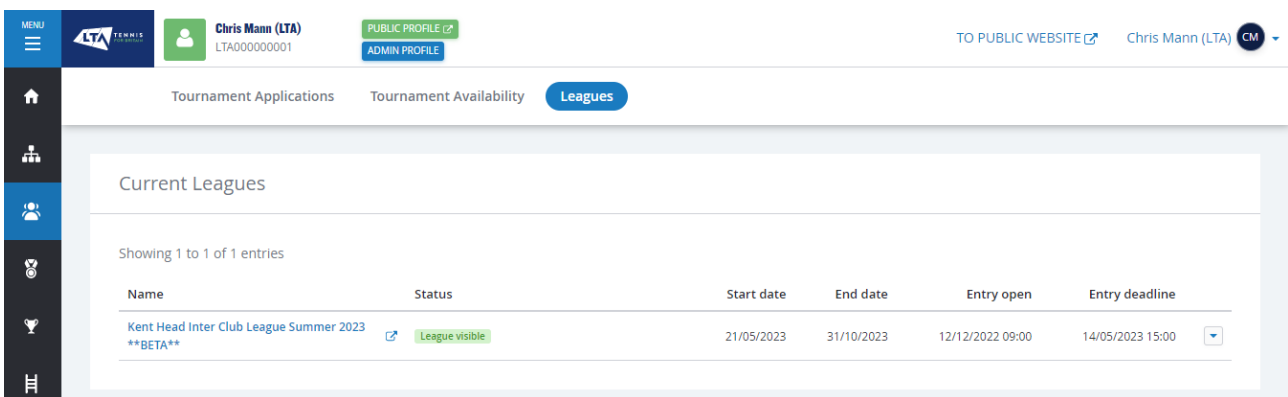
Select **Member log in** and you will be transferred to the LTA's single sign on (SSO). Enter your personal username and password that you use to log into the LTA website and click **login**.



You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation bar and select **League Administrator**.

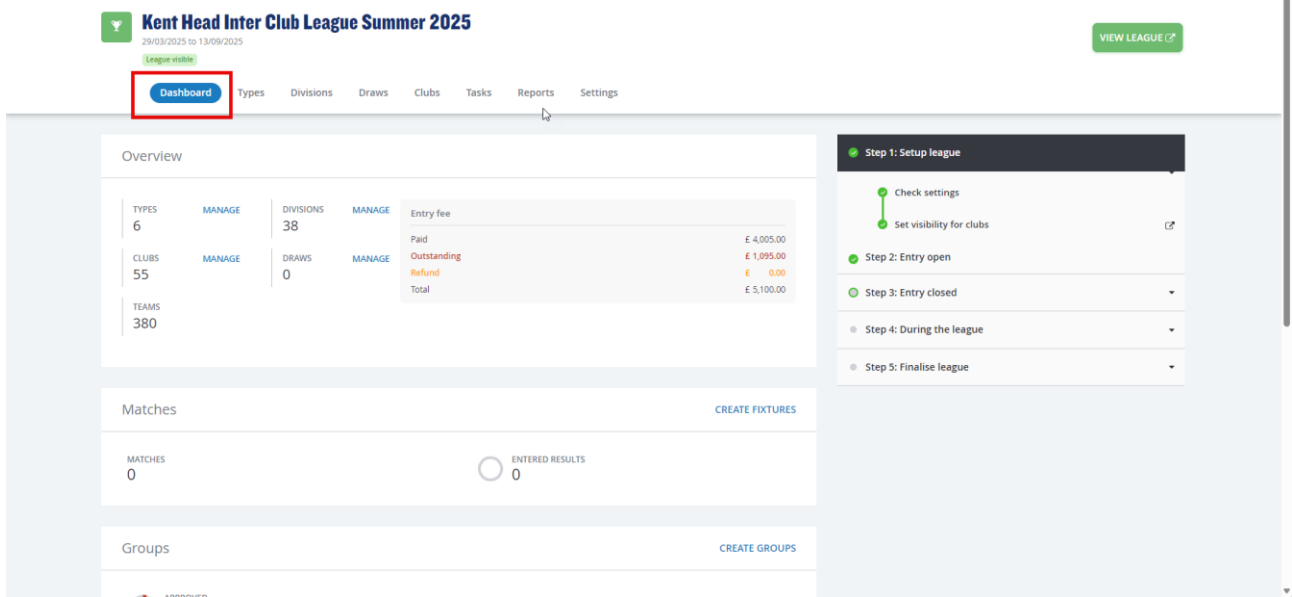


Welcome to the **Organiser Portal** where you will see the leagues tab and all the leagues you are assigned league administration rights for.

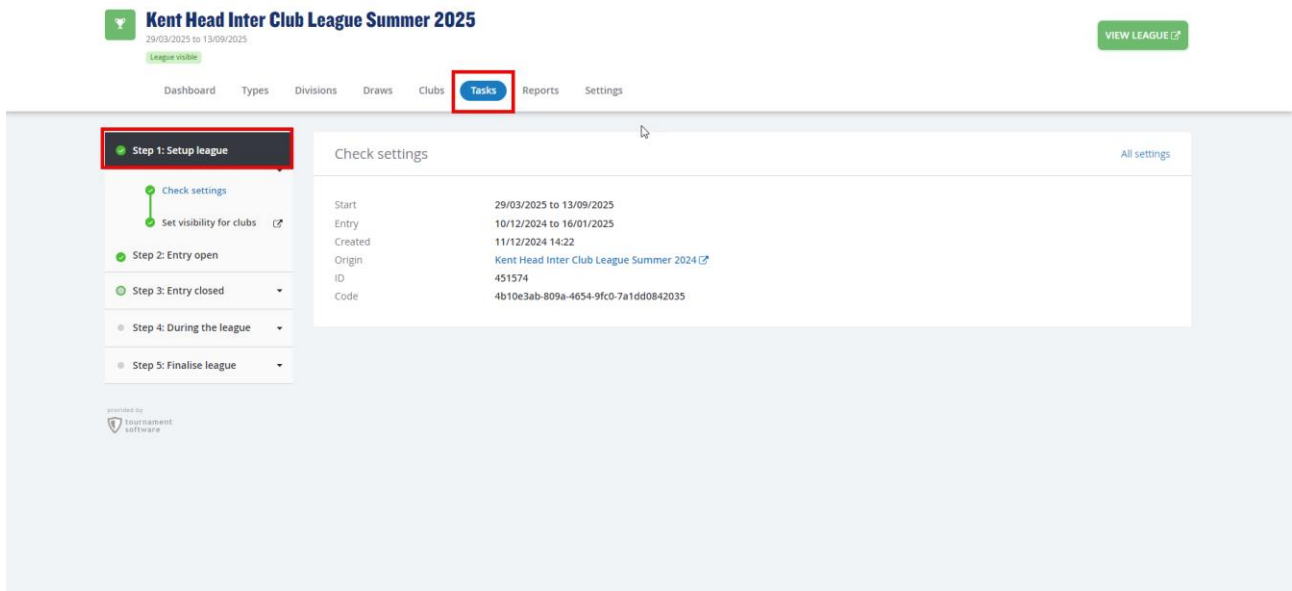


DASHBOARD

The dashboard view of your league gives you an overview of the league including number of matches, number of entered results, clubs, divisions and draws.



To start the configuration of your league settings, you will note that there are 5 steps of the League on the right-hand side of the dashboard, this guide will navigate you through these sections as League Admin to be sure all of league settings are correctly setup. These 5 steps can also be accessed separately via the **Tasks** tab.



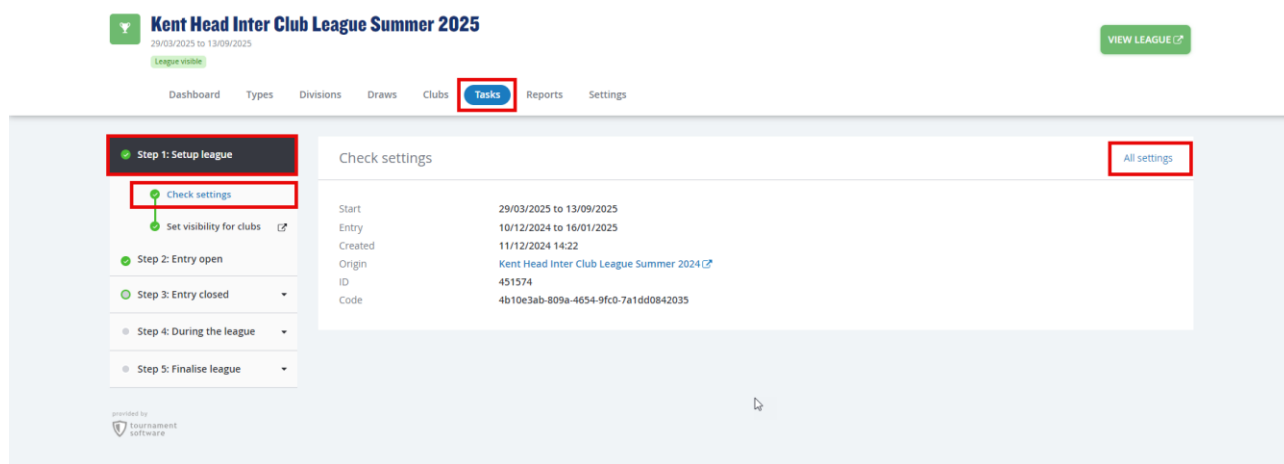
STEP 1 – SET UP LEAGUE

Your league is now set up in Online League Planner and you have received a confirmation email from the LTA Customer Support Team. It's now time to ensure the settings are correct for your league and prepare for entries to open.

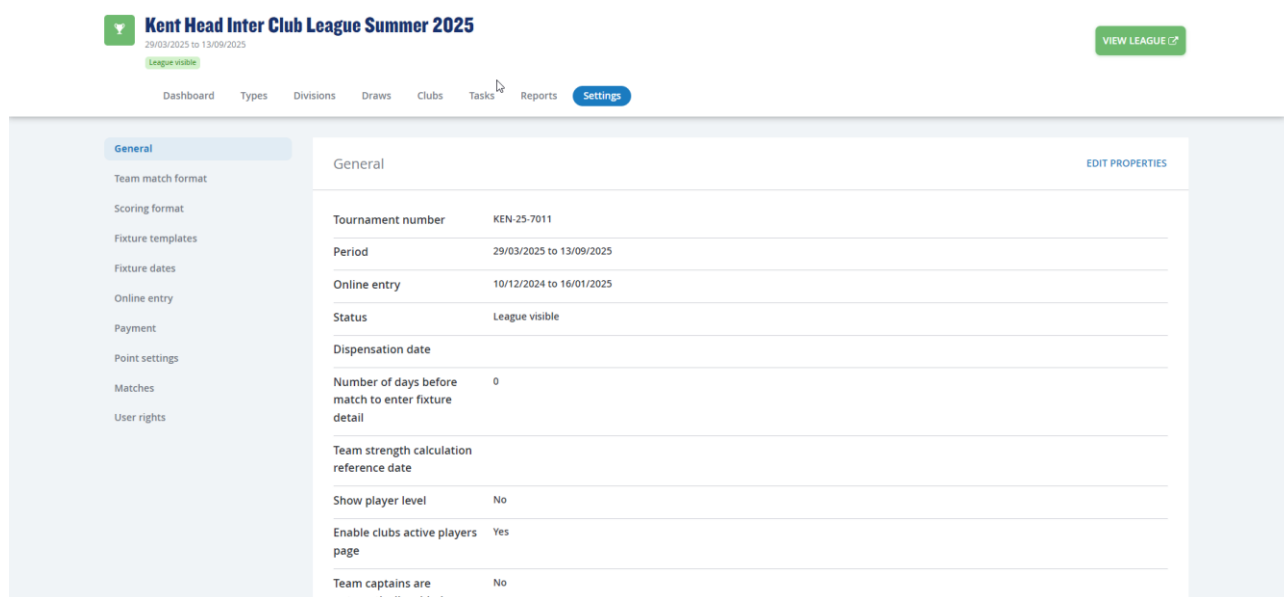
CHECK SETTINGS

New leagues will be created with a blank canvas whereas existing leagues will either have been migrated from the old system or duplicated. To ensure a smooth league season we strongly recommend the league organiser checks the following details are correct:

- Check that the league start, and finish are correct.
- Check that the entry deadline is correct.
- Check the settings for the entire league by selecting **All Settings**.



Which will redirect you to the **Settings** tab of Online League Planner.



LEAGUE SETTINGS

In the Settings section you will find various sub sections in the left-hand menu. Initially the **General settings** tab will open. From this page you will work your way down the list of settings on the left-hand side.

General

To edit the General settings select **Edit Properties**.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General

Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

General

EDIT PROPERTIES

Tournament number	KEN-25-7011
Period	29/03/2025 to 13/09/2025
Online entry	10/12/2024 to 16/01/2025
Status	League visible
Dispensation date	
Number of days before match to enter fixture detail	0
Team strength calculation reference date	
Show player level	No
Enable clubs active players page	Yes
Team captains are automatically added as	No

You must make sure the following sections are completed correctly:

- Tournament Name
- League start and end date
- League Status (New league, League entry open, League visible, League finished)
- Online entry dates must be selected
- Number of Invitation days = Number of days prior to the match date that a match invitation can be made.
- Team strength calculation reference date
- Show player level

Edit league properties

Name
Copy of Kent Head Inter Club League Summer 2023

Tournament number
KEN711

Start date
21/05/2023

End date
31/10/2023

Status
League visible

Online entry
From
12/12/2022 09:00

To
14/05/2023 17:00

Number of invitations days
7

Team strength calculation reference date

Show player level YES

CANCEL SAVE

An **announcement** can also be added to the league. This can be edited at any time.

Announcement

B I [List icons]

LADIES' DOUBLES - Rachael Taylor, MIXED DOUBLES - Vanessa Webb, MEN'S DOUBLES - Mark Martin, MIDWEEK VETS & LADIES - Anne Gibbs.

The home team to submit result online within 48 hours of the match.

CANCEL **SAVE**

This will be displayed on the home page of the league. This is good for highlighting any key information or contact details for Event/Division Admins.

Kent Head Inter Club League Summer 2025 FAVOURITE

29 March - 13 September | Siobhan Butler

Find club

Find in league

Find group

Select type

Select division

Select group

GO TO GROUP

LADIES' DOUBLES - Rachael Taylor, MIXED DOUBLES - Vanessa Webb, MEN'S DOUBLES - Mark Martin, MIDWEEK VETS & LADIES - Anne Gibbs.
The home team to submit result online within 48 hours of the match.

Team Match Format

The team match format determines the rubbers that will be played within each fixture. Those available include:

- Mens Singles (MS)
- Womens Doubles (WD)
- Mens Doubles (MD)
- Womens Doubles (WD)
- Mixed Doubles (XD)
- Any Gender Singles (S)
- Any Gender Doubles (D)

You can add a new format and see a list of the formats being used. To add a new fixture format click **Add Format**.

The screenshot shows the 'Kent Head Inter Club League Summer 2025' settings page. The 'Settings' tab is selected in the top navigation. On the left sidebar, 'Team match format' is highlighted. The main content area is titled 'Team match format' and features a blue '+ ADD FORMAT' button. Below this is a table with three columns: Name, Match types, and Details. The table lists three existing formats: 4XD, 4WD, and 4MD.

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

Enter the name of the format (e.g. Women's Doubles) and select the **Match type** required for a fixture.

Each rubber will need to be selected the number of times you require it from the drop down i.e. 4 x WD (Women's Doubles).

The 'Add format' dialog box is shown with a red box around the 'Name' input field and another red box around the 'Add match type' dropdown menu. The dropdown menu is open, showing a list of match types: MS (Men's Singles), WS (Women's Singles), MD (Men's Doubles), WD (Women's Doubles), XD (Mixed Doubles), BS (Boys' Singles), GS (Girls' Singles), BD (Boys' Doubles), GD (Girls' Doubles), Single, and D.

Match formats can be **edited** or **deleted** by selecting the drop-down button on the right-hand side of the list view. It is not possible to change this after the match program is generated.

The screenshot shows the 'Team match format' section. At the top left is a blue button labeled '+ ADD FORMAT'. Below it is a table with three columns: 'Name', 'Match types', and 'Details'. The table contains three rows: '4XD' with match types '4XD' and details 'XD1, XD2, XD3, XD4'; '4WD' with match types '4WD' and details 'WD1, WD2, WD3, WD4'; and '4MD' with match types '4MD' and details 'MD1, MD2, MD3, MD4'. On the right side of the table, a dropdown menu is open, showing 'Edit' and 'Delete' options, which is highlighted with a red box.

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

Scoring Format

The scoring format tab defines the scoring format which is used for each different rubber type in the fixture. You can add a scoring format and see a list of previous and current scoring formats used.

The screenshot shows the 'Kent Head Inter Club League Summer 2025' settings page. The page title is 'Kent Head Inter Club League Summer 2025' with the dates '29/03/2025 to 13/09/2025' and a 'League visible' status. There is a 'VIEW LEAGUE' button in the top right. The navigation menu includes 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings'. The 'Settings' tab is active. On the left sidebar, 'Scoring format' is highlighted with a red box. The main content area is titled 'Scoring format' and contains a '+ ADD FORMAT' button (also highlighted with a red box) and a table with two columns: 'Name' and 'Set as'. The table lists three scoring formats: 'Standard' (set as 'Default'), 'Best of 2 Tiebreak sets', and 'Midweek'.

provided by tournament software

Select **Add Format**, to add a format name (i.e. the event if you have different scoring formats within the league) and select the maximum sets played in a rubber, the scoring format for each set, and the scoring format for the last set.

NOTE: A standard tie-break set is known as Default.

	Max sets	Set type	Last Set type
MS	Best of 3	Default	Default
WS	Best of 3	Default	Default
MD	Best of 3	Default	Default
WD	Best of 3	Default	Default
XD	Best of 3	Default	Default
BS	Best of 3	Default	Default
GS	Best of 3	Default	Default
BD	Best of 3	Default	Default
GD	Best of 3	Default	Default
Single	Best of 3	Default	Default
D	Best of 3	Default	Default

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General
Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

provided by tournament software

Scoring format

+ ADD FORMAT

Name	Set as
Standard	Default
Best of 2 Tiebreak sets	
Midweek	

Edit
Set default
Delete

Scoring formats can be **edited**, **deleted**, or set as **default** by selecting the drop-down button on the right-hand side of the list view.

Fixture Templates

Fixture templates are used to customise who plays who in which round and whether they will play at home or away. Online League Planner is set up with Fixture Templates which are used across all LTA tools. However a league may wish to have a fixture template which is slightly different or use a draw format which is different to that of what is provided in the system.

You can see the LTA fixture templates in Appendix 1 at the back of this manual.

To create a custom fixture template for your league select the **Fixture templates** tab of the **Settings** menu and click **Add Custom Fixture Template**.

The screenshot shows the 'Kent Head Inter Club League Summer 2025' interface. The 'Settings' menu is highlighted with a red box. The 'Fixture templates' section is also highlighted with a red box. The 'Add Custom Fixture Template' button is highlighted with a red box. The table below shows the selected fixture templates.

Draw size	Type	Name	Rounds	Rounds
3	Organisation	3 teams	3	1
4	Organisation	4 teams	3	1
5	Organisation	5 teams	5	1
6	Organisation	6 teams	5	1
7	Organisation	7 teams	7	1
8	Organisation	8 teams	7	1
9	Organisation	9 Teams	9	1

Give the template a name of your fixtures template

Select the **Draw size**

Select the **Rounds** i.e. the number of times a team will play each other typically 1 but if the league plays home & away then select 2.

Click **Add**

The dialog box is titled 'Add custom fixture template'. It contains a text input field for 'Name' with an asterisk indicating it is required. Below it are two dropdown menus: 'Draw size' and 'Rounds', both with asterisks indicating they are required. At the bottom right, there are 'CANCEL' and 'ADD' buttons.

Once you have provided the initial settings a blank fixture template will be created.

Then add the teams you wish to play in each round in the grid placing the home team as team 1 each time.

Once you have populated your schedule, click **Save** and the system will validate it.

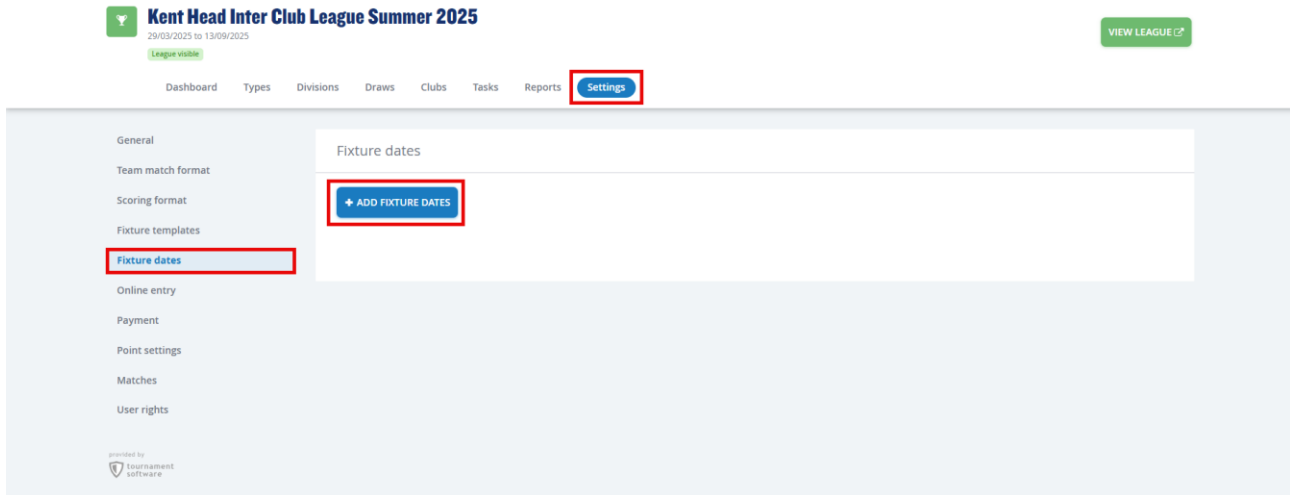
Once you have created the custom fixture templates for your league you now need to set them as the default. To do so, click on the drop down menu and select **Set as default**.

This will override the LTA's template and you will see fixture template names appear with the tag of custom in the top section of the venue which shows the selected fixture templates.

Fixture Dates

Fixture dates are used to determine the dates that fixtures will be played on in your league, if you are using Online League Planner to schedule your fixtures for you.

To add your fixture dates for your league, select the **Fixture dates** tab of the **Settings** menu and click **Add Fixture Dates**.



Give the set of fixture dates a **name**

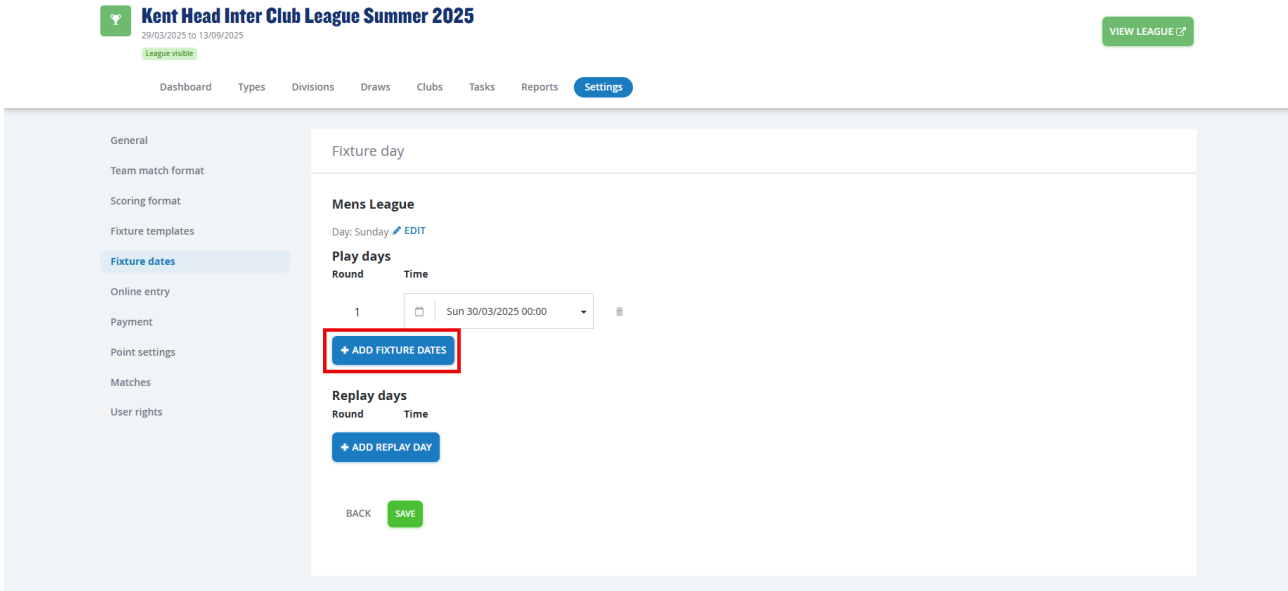
Select which **day** the majority of matches will be played on.

Click **Add**

A screenshot of the 'Add fixture dates' dialog box. It has a dark blue header with the title 'Add fixture dates' and a close button (X). Below the header, there are two input fields: a text field labeled 'Name' with an asterisk (*) indicating it is required, and a dropdown menu labeled 'Day' with 'Sunday' selected and an asterisk (*) indicating it is required. At the bottom right of the dialog, there are two buttons: a 'CANCEL' button and a green 'ADD' button.

The Fixture Dates view will open

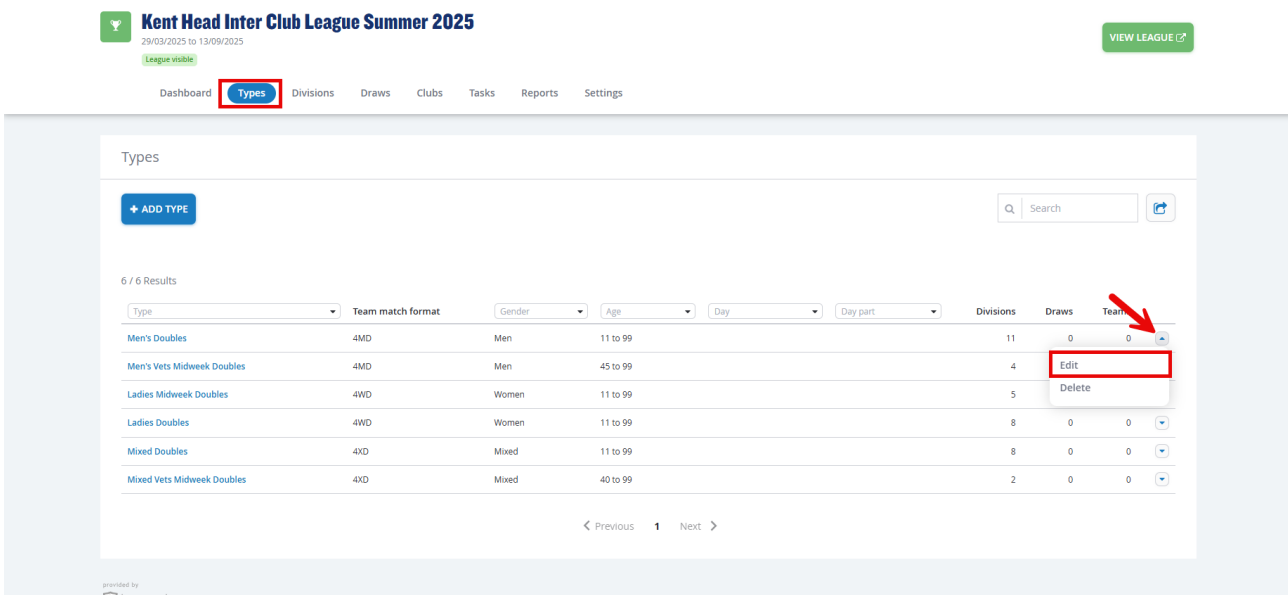
Click **Add Fixture Dates** to create the number of dates required. The system will select the dates from the start of the league on the day of the week selected. You can click into a date to select another date which may be on a different day of the week.



You can also select a Rain Date by clicking **Add Replay Date**.

Once you have set your dates up click **Save**. You should repeat this for each set of fixture dates you require.

Once you have created all your sets of fixture dates, you will need to link them to your League Types. Go to **Types** and click on the drop down of the League Type you wish to edit before selecting **Edit**.



In the Edit League Type window select the **Fixture Dates** from the drop down list.

Then click **Save** to update the league type.

If you wish to have different sets of fixture dates for different divisions. You can edit the **Division** and select the **Fixture Dates** there as well.

Then click **Save** to update the division.

Edit type ✕

General

Name	Men's Doubles *		
Gender	Men *	Minimum age	11
		Maximum age	99

Play dates

Day ▼ Day part ▼

Variable starting times Fixed starting time

h ▼ : mm ▼

Fixture dates ▼

Matches

Team match format	4MD (4MD) *
Scoring format	Standard (Default) ✕ ▼

Calculations

Standings Calculation ▼

Match weighting factor

Team match point template	Default (standaard) ✕ ▼	Playermatchpoint template	Default (standaard) ✕ ▼
---------------------------	--------------------------------------	---------------------------	--------------------------------------

Online Entry

The Online Entry tab defines what data is captured at point of entry.

Team strength can be ignored for now as the LTA do not calculate the team strength in Online League Planner but this will be explored in the future.

In the Team Entry Settings click **Edit Properties**

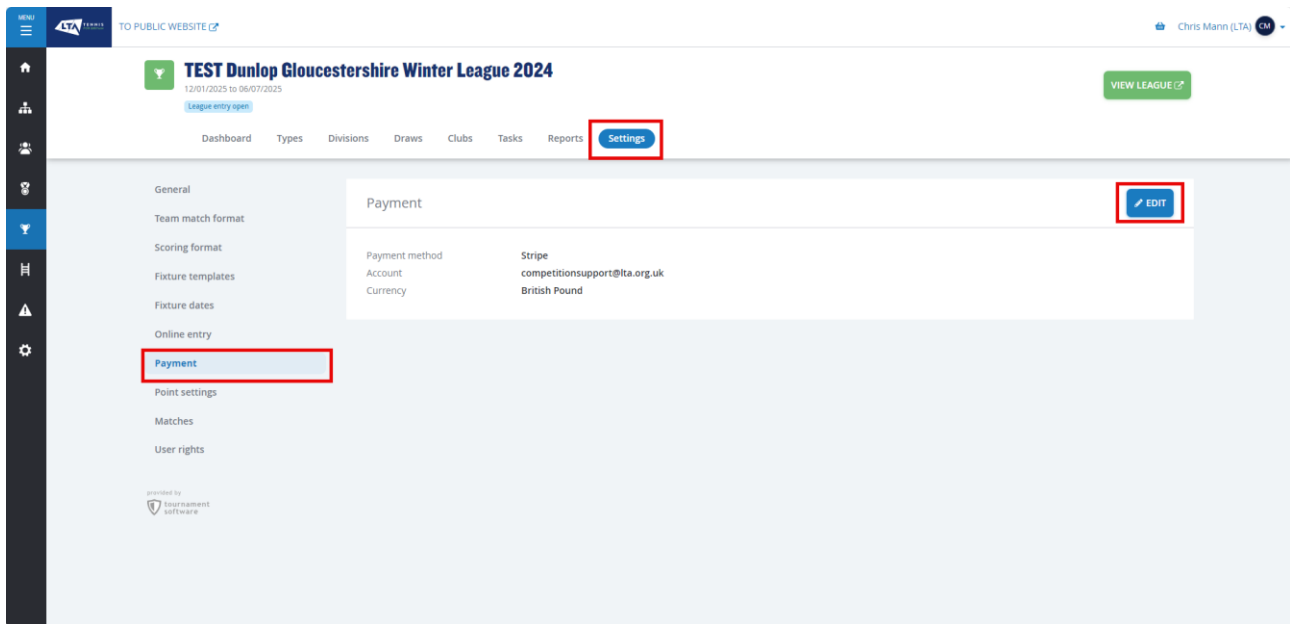
- Ensure Allow partial entry for clubs is enabled
- Enable Club Court Availability should be disabled
- Enable Club Plays at Home should be disabled

Setting	Value
Allow partial entry for clubs	YES
Enable club court availability	NO
Enable club plays at home	NO

Click **Save** to return to the Online Entry tab of the Settings menu.

Payment

To facilitate Online Entry you will need to connect your Stripe Account to the League



Your league will need to a Stripe account to process payments. We've created a guide to support you in [setting up a Stripe account](#).

To add or edit the settings click the edit button in the top right hand corner.

Set the Payment Method to Stripe and the Currency to British Pounds.

Then you will need to connect to your Stripe Account. There are two ways of doing this

1. By clicking Stripe Connect and logging into your Stripe Account. This will connect the account automatically.
2. Entering the details manually which is probably the way most league organisers will operate as they will be given the account name and Stripe ID from their Treasurer or Administrator.

The Stripe ID can be found on Business page of the Settings in Stripe:

<https://dashboard.stripe.com/settings/account>

Point Settings

The point settings templates define how many points are received each rubber, the fixture and the standings of the league are determined. As league organiser you can **edit** or **add team** and **player match point template** and **standings calculations** using the right-hand side drop down.

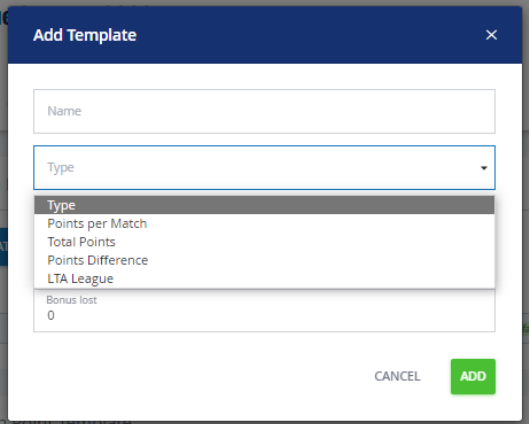
Templates can be created by selecting the **add** button. Depending on the selection in the dropdown, more settings appear. Unlike the old version of League Planner you can have different templates for different league type (events) of divisions. The system will look at the division first, then type and if nothing is defined there then it will take the default template to calculate the points.

The screenshot shows the 'Point settings' page in the League Planner interface. The page title is 'Kent Head Inter Club League Summer 2025' with a date range of '29/03/2025 to 13/09/2025'. A 'VIEW LEAGUE' button is in the top right. The navigation menu includes 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings' (which is active). The left sidebar lists various settings, with 'Point settings' highlighted in a red box. The main content area is divided into three sections: 'Team Match Point Template', 'Rubber Point Template', and 'Standings calculation'. Each of the first two sections has an 'ADD TEMPLATE' button and a table with columns for 'Name' and 'Type'. The 'Team Match Point Template' table shows a 'Default' entry with 'Points Per Match' as the type. A red arrow points to a dropdown menu on the right side of this table, which has an 'Edit' option. The 'Standings calculation' section has 'ADD STANDINGS CALCULATION' and 'CALCULATE STANDINGS' buttons.

Team Match Points Template

Team Match Points determines how many points the team will earn towards the overall league standings based on their performance in the fixture.

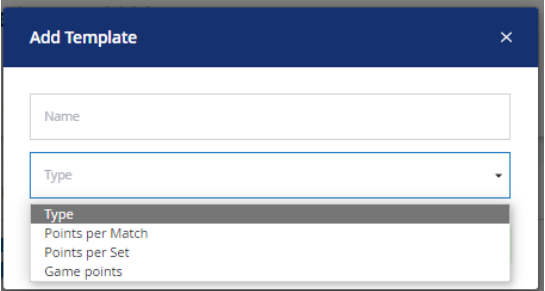
- Name
- Type
 - *Points per match* – teams are issued points for each fixture won, drawn or lost
 - *Total Points* – teams are issued the total number of player points won during each fixture (e.g. if you award 2 points per rubber won and a team wins 4 rubbers they will be awarded 8 points on the league table). Use the 3 fields to enter the number of points issued for a win, draw or loss
 - *Points Difference*
 - *LTA League* – teams are issued two points for each fixture won.
- Bonus Points - You can add a bonus point(s) for a match if won, drawn or lost



Player Match Points

Player Match Points determines how many points each rubber will earn towards the overall fixture score.

- Name
- Type
 - *Points per match* – the number of points issued based on winning, drawing or losing a rubber
 - *Points per set* – the number of points issued based on winning a set, drawing or losing a set
 - Game Points



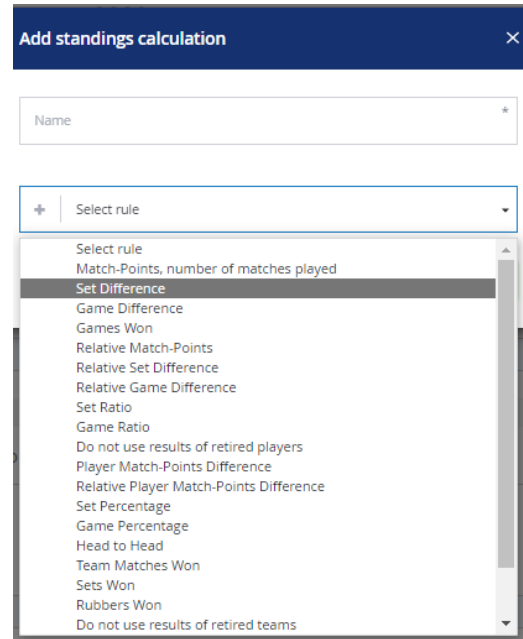
Standings Calculation

In the Standings Calculation Template you can define the rules to order teams by in the draw standing.

Add a name for your template and select rules you wish to use.

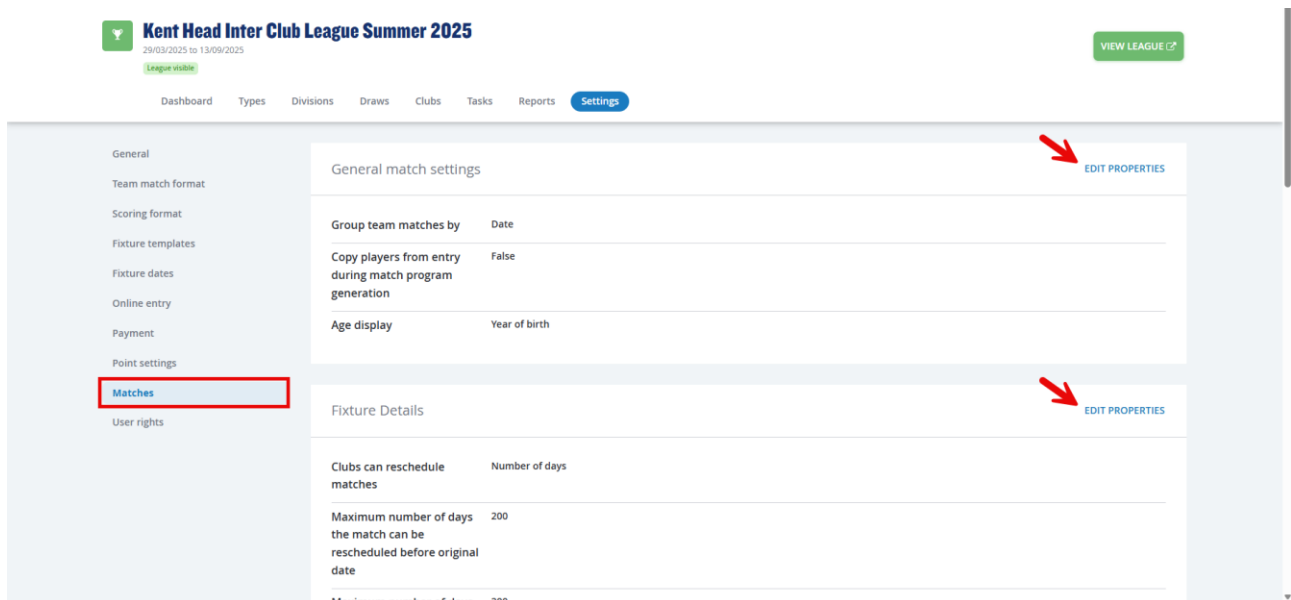
You can drag them around into the correct order.

If you make any changes to your standing calculation once the league season has started (i.e. a match has been recorded) remember to click **Calculate standings**. This button will recalculate ALL draws within the league.



Matches

This view allows you to select the **settings** used for **matches**. This section is also important as the information selected allow the County and District League Admin and Team Captains to have the correct rights when they log in to the League.



General Match Settings

In the first section you can change:

- How the matches are ordered on the public and admin website (by round or match date)
- Whether to copy the players into the league from the team's entry
- The age display (by age or year of birth)

General match settings

[EDIT PROPERTIES](#)

Group team matches by Round

Copy players from entry during match program generation False

Age display Age

Fixture Details

In the second section you can set the settings for the fixture details which will be used by the County and District League Admins to communicate with the opposing team captain of the date and time of the match. These settings must be correct to allow the County and District League Admin to save fixture details via their log in.

Fixture Details

[EDIT PROPERTIES](#)

Clubs can reschedule matches Number of days

Maximum number of days the match can be rescheduled before original date 200

Maximum number of days the match can be rescheduled after original date 200

Courtsurface selection is available in fixture details. False

- Select the number of days before or after the scheduled date of the match that County and District League Admins can reschedule the match by.
- The court surface functions should always be set to no as this functionality is not available to the LTA.

Team match

In the third select you can set the result entry settings.

- Select who can access results entry (Home team, both teams, Away team)
- Enter the maximum number of days a team result can be entered by the County & District League Contact (also known as club admins) and Team Captain (also known as result user)
- Select yes to Allow all club look up for finding players not attached to the venue.

Club league admins

In the fourth section you can set the match rights for the County and District League Contacts (also known as club admins).

Club league admins		EDIT PROPERTIES
Club league admins can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by club league admins	180	
Maximum number of days the match can be rescheduled after original date by club league admins	180	
Club league admins can relocate match	True	
Club league admins can swap home/away	True	

- You can allow club league admins to be able to reschedule matches and the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether club league admins can relocate matches
- Select whether club league admins swap home/away.

Club league admins

Club league admins can reschedule matches

Maximum number of days the match can be rescheduled before original date by club league admins
Number 180

Maximum number of days the match can be rescheduled after original date by club league admins
Number 180

Club league admins can relocate match

Club league admins can swap home/away

CANCEL SAVE

Team Captains

In the fifth section you can set the match rights for team captains (also known as result users). It is important that the correct settings are saved in order to allow Team Captains assigned by the County and District League Admin to have the correct user rights when they log in.

Team captains		EDIT PROPERTIES
Team captains can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by teamcaptain	200	
Maximum number of days the match can be rescheduled after original date by teamcaptain	200	
Team captains can relocate match	True	
Team captains can swap home/away	True	

- Select yes/no to whether Team Captains have the ability to reschedule matches
- Select the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether Team Captains can relocate matches
- Select whether Team Captains can swap home/away.

Team captains

Team captains can reschedule matches

Maximum number of days the match can be rescheduled before original date by teamcaptain

Number
200

Maximum number of days the match can be rescheduled after original date by teamcaptain

Number
200

Team captains can relocate match

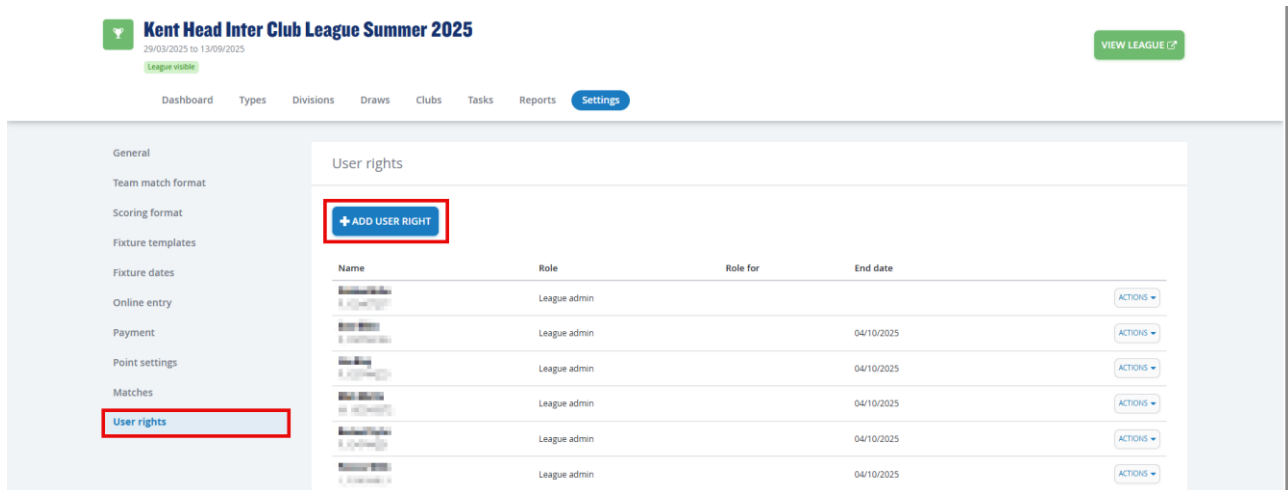
Team captains can swap home/away

[CANCEL](#) [SAVE](#)

User Rights

Upon applying for your league, the Customer Support Team will add you, the League Organiser, as the League Admin for your County & District League. You can add more League Admins as part of your set up process.

User rights can be assigned by selecting **Add User Rights button**. Searches can be done by name or LTA number. These users will login using their LTA username and password in the same way as league organisers do.

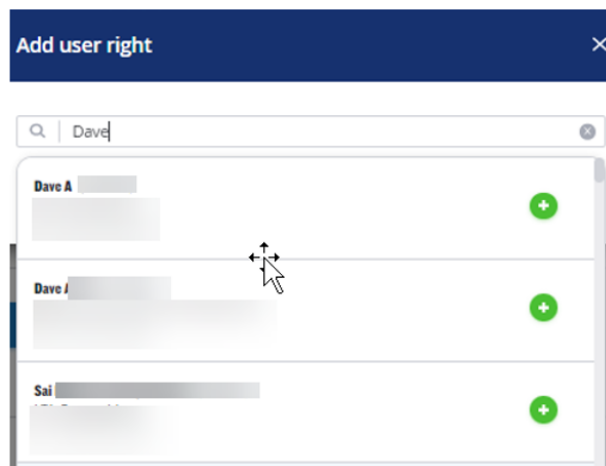


There are different levels of access that a user can have

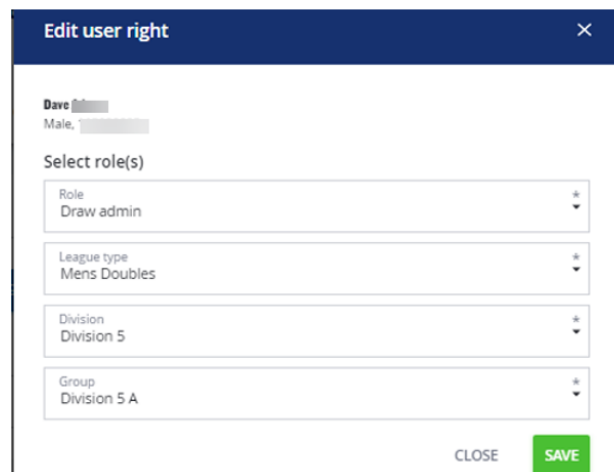
- League admin – has admin rights on the whole league including the League Organiser Portal.
- Event admin – has front end access to all fixtures in an event.
- Division admin – has front end access to all fixtures in a division.
- Draw admin – has front end access to all fixtures in a draw.

Most admins will be given the League Admin role so they can access the League Organiser Portal.

Step 1: Search for the contact



Step 2: Select the role. You may need to define, the league type, division or group dependant on the rights you assign.



User rights can be edited or deleted by selecting the **edit/delete** in the **Actions** drop down.

The screenshot displays the 'User rights' management interface for the 'Kent Head Inter Club League Summer 2025'. The page includes a navigation menu on the left with options like 'General', 'Team match format', 'Scoring format', 'Fixture templates', 'Fixture dates', 'Online entry', 'Payment', 'Point settings', 'Matches', and 'User rights' (which is highlighted). The main content area shows a table of user rights with the following data:

Name	Role	Role for	End date	ACTIONS
League Admin	League admin			ACTIONS
League Admin	League admin		04/10/2025	ACTIONS
League Admin	League admin		04/10/2025	ACTIONS
League Admin	League admin		04/10/2025	ACTIONS
League Admin	League admin		04/10/2025	ACTIONS
League Admin	League admin		04/10/2025	ACTIONS
League Admin	League admin		04/10/2025	ACTIONS

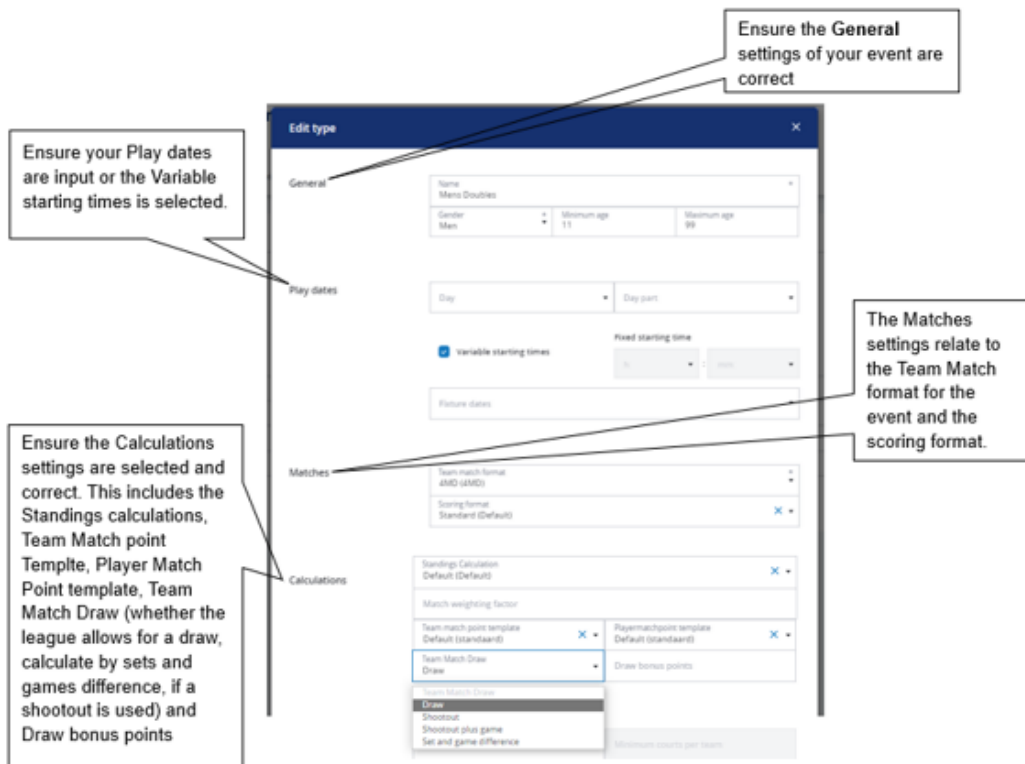
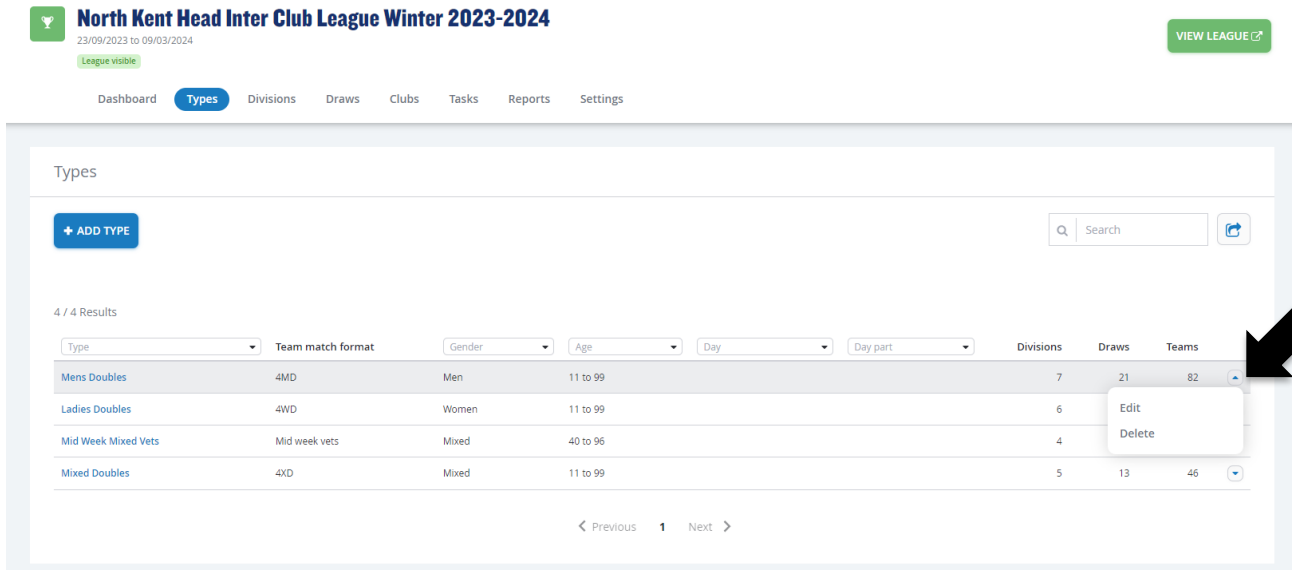
A red arrow points to the 'ACTIONS' dropdown menu of the first row, which is open, showing 'Edit' and 'Delete' options.

LEAGUE TYPES

League Types (also known as Types) are the events within your league for example Mens Doubles, Womens Doubles, Mixed Doubles, Mens 40+ Doubles, Womens 40+ Doubles etc.

The settings you have defined like Rubbers, Scoring Formats, Player Match Points Template, Team Match Points Template and Standing Calculations for each Type (Event) must be added to the Type and any variations within a Type to the Divisions.

To ensure your events have the correct settings, select **Types** and the drop-down arrow **Edit**



The result entry page will update depending on the Team Match Draw settings selected. If a **shootout** or **shootout plus game** is selected for the event, a box to select the winner will be present on the result entry page.

Shootout winner ▼

CANCEL

SAVE

DIVISIONS

You will need to also click into each division to ensure that they are set up correct

Ensure your divisions are set up in the correct order i.e. Division 1, Division 2 etc and they are named correctly.

All tennis leagues should set the Gradings to Grade 6 unless your league counts for rankings.

The Matches and Calculations sections do not need to be filled in unless they differ from the default set at the Type level.

In the Entry Fee state the fee you wish to charge in Online Entry.

In the General Settings ensure Online Entry is enabled.

Click Save to commit these settings.

Edit division ✕

! Please be aware that changing the team match format will only regenerate all matches for the draws in this event when you accept the regeneration.

General	<table><tr><td>League type</td><td>Mixed Doubles</td></tr><tr><td>Division type</td><td>Premier</td></tr><tr><td>Name</td><td>Premier</td></tr></table>	League type	Mixed Doubles	Division type	Premier	Name	Premier		
League type	Mixed Doubles								
Division type	Premier								
Name	Premier								
Gradings	Grading Grade 6 ✕								
Play dates	Fixture dates - Default								
Matches	<table><tr><td>Team match format - Default: 4XD (4XD)</td><td>✕</td></tr><tr><td>Scoring format - Default: Standard (Default)</td><td>Standard (Default)</td></tr></table>	Team match format - Default: 4XD (4XD)	✕	Scoring format - Default: Standard (Default)	Standard (Default)				
Team match format - Default: 4XD (4XD)	✕								
Scoring format - Default: Standard (Default)	Standard (Default)								
Calculations	<table><tr><td>Standings Calculation</td><td></td></tr><tr><td>Team match point template</td><td>Playermatchpoint template</td></tr><tr><td>Max entries up</td><td>Max entries down</td></tr></table>	Standings Calculation		Team match point template	Playermatchpoint template	Max entries up	Max entries down		
Standings Calculation									
Team match point template	Playermatchpoint template								
Max entries up	Max entries down								
Make draw	<table><tr><td colspan="2">Max distance between teams</td></tr><tr><td>Max nr. of draws</td><td>Max draw size</td></tr><tr><td>9</td><td>7</td></tr></table>	Max distance between teams		Max nr. of draws	Max draw size	9	7		
Max distance between teams									
Max nr. of draws	Max draw size								
9	7								
Divisionstrength	Strength start 0								
Entry	Entry fee £10.00								
General settings	<table><tr><td>Open Entry</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Enforce Strength</td><td><input type="checkbox"/></td></tr><tr><td>Max. Player level</td><td></td></tr><tr><td>Team match result entry method</td><td></td></tr></table>	Open Entry	<input checked="" type="checkbox"/>	Enforce Strength	<input type="checkbox"/>	Max. Player level		Team match result entry method	
Open Entry	<input checked="" type="checkbox"/>								
Enforce Strength	<input type="checkbox"/>								
Max. Player level									
Team match result entry method									

CANCEL SAVE

CHECK**Is your league structure set up correctly?**

We understand league may not have been set up correctly in the past but getting them set up correctly now is very important.

By way of an example...

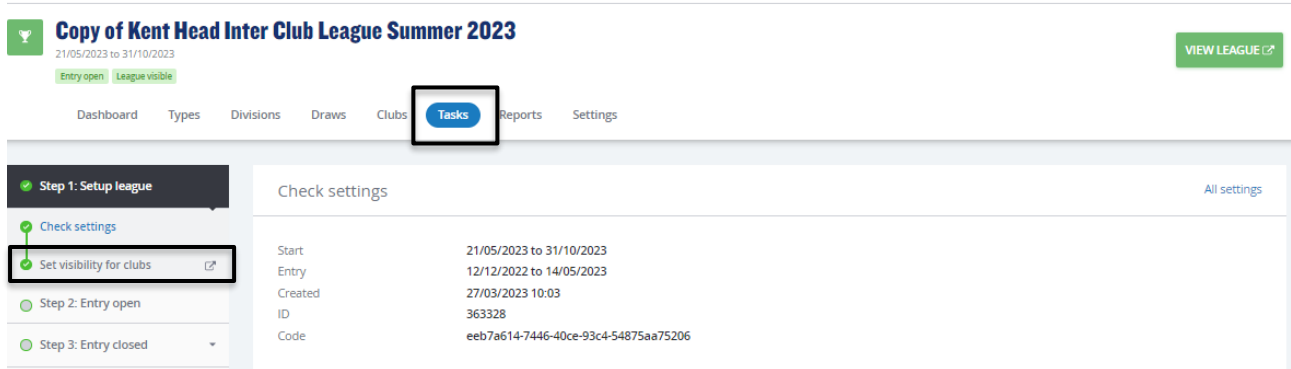
Type	Division	Draw
Mens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West
Womens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West

If the league is not set up correctly, please fix this ahead of the league opening for entries.

SET VISIBILITY FOR CLUBS

Once the settings have been checked and completed, it is time to update the visibility of the league for clubs.

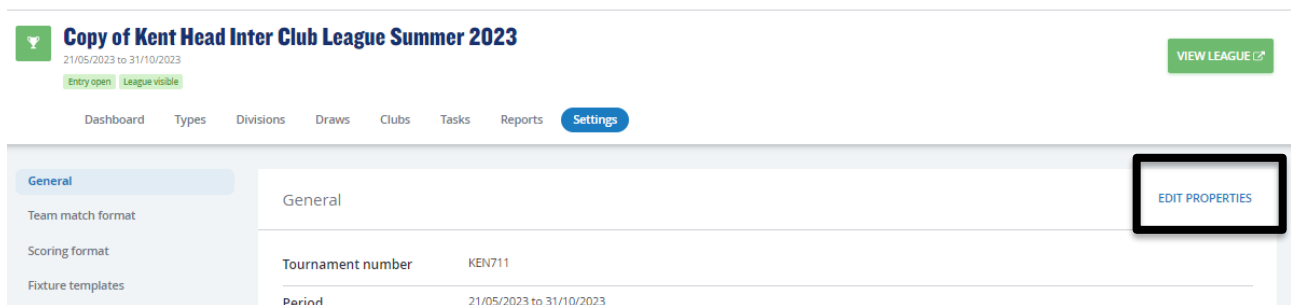
To do this select **Set visibility for clubs** from the Step 1 tasks.



The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023". The "Tasks" menu is highlighted, and the "Set visibility for clubs" option is selected. The "Check settings" section displays the following information:

Start	21/05/2023 to 31/10/2023
Entry	12/12/2022 to 14/05/2023
Created	27/03/2023 10:03
ID	363328
Code	eeb7a614-7446-40ce-93c4-54875aa75206

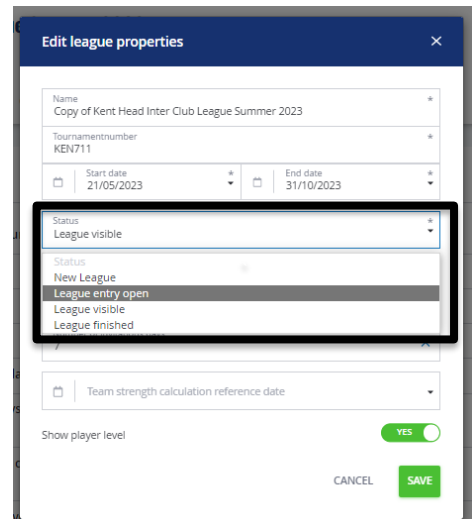
Click **Edit Properties**.



The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023". The "Settings" menu is highlighted, and the "Edit Properties" option is selected. The "General" section displays the following information:

Tournament number	KEN711
Period	21/05/2023 to 31/10/2023

Update the league status to **League Visible**.



The screenshot shows the "Edit league properties" dialog box. The "Status" dropdown menu is open, and "League visible" is selected. The "Status" dropdown menu options are:

- New League
- League entry open
- League visible
- League finished

LAUNCH



STEP 2: ENTRY OPEN

The league entry period is defined within the Settings → General tab (see page 12).

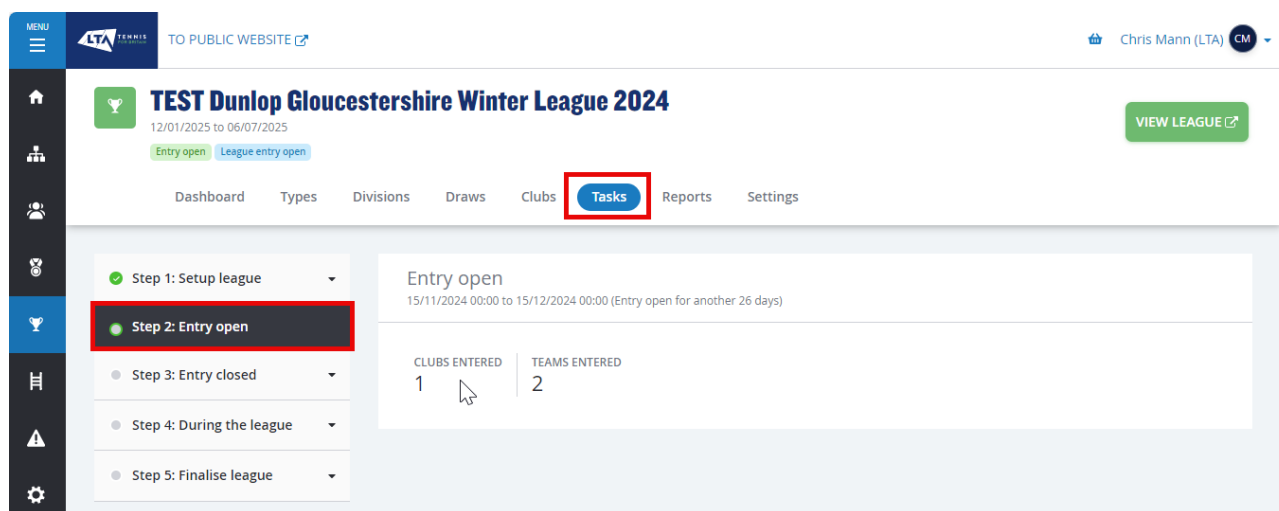
CHECK

Ahead of the league opening for entries, you should also check the following:

- Online entry settings are correct on Settings → Online Entry tab (see page 22)
- Your Stripe Account has been connected on the Settings → Payment tab (see page 23)
- The entry fee has been stated per Division (see page 35)
- All clubs who are eligible to enter are added to the Club list

Once the league is in the entry period the league status will be updated to **League Open for Entries** and Club Admins will be able to enter and pay for entries to your league.

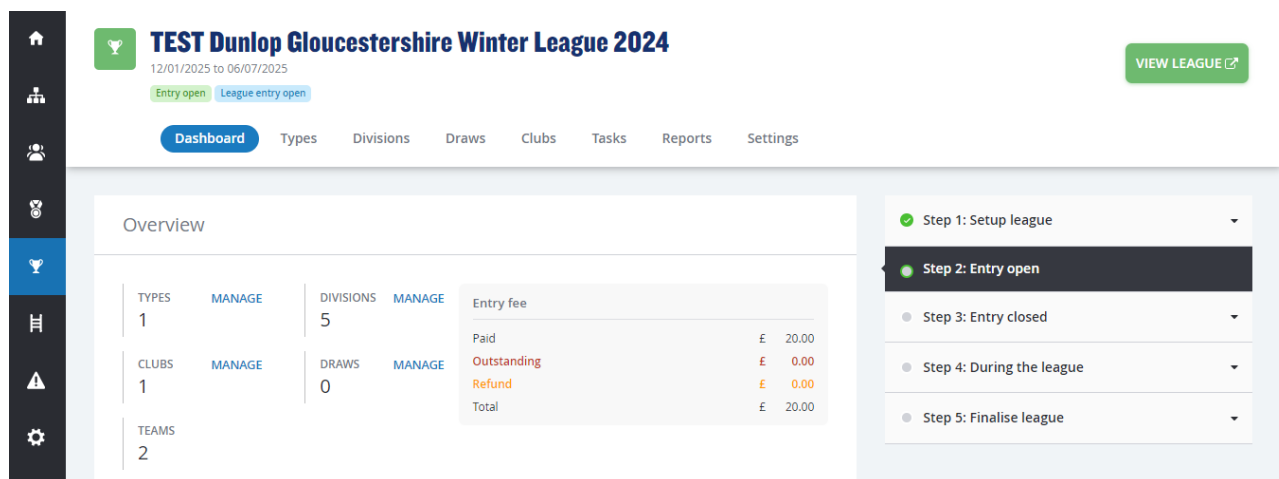
As a League Admin you will be able to see the number of clubs and teams that have entered on the **Step 2: Entry Open** in the **Tasks** tab.



The screenshot shows the LTA Tennis website interface for the 'TEST Dunlop Gloucestershire Winter League 2024'. The page is in the 'Tasks' tab, which is highlighted with a red box. The 'Entry open' status is displayed, indicating the league is open from 15/11/2024 00:00 to 15/12/2024 00:00. A summary table shows 1 club and 2 teams entered.

CLUBS ENTERED	TEAMS ENTERED
1	2

You will also see a summary of entries and the funds received on the **Dashboard** tab.



The screenshot shows the LTA Tennis website interface for the 'TEST Dunlop Gloucestershire Winter League 2024'. The page is in the 'Dashboard' tab, which is highlighted in blue. The 'Overview' section displays a summary of league statistics and funds received.

TYPES	MANAGE	DIVISIONS	MANAGE	Entry fee
1		5		
CLUBS	MANAGE	DRAWS	MANAGE	
1		0		
TEAMS				
2				

Entry fee	
Paid	£ 20.00
Outstanding	£ 0.00
Refund	£ 0.00
Total	£ 20.00

Once the entry period has passed, the league status will be updated to xxx and no further entries will be taken.

STEP 3: ENTRY CLOSED

PROCESS PROMOTION / RELEGATION

Once your league has closed for entries and all clubs have entered their teams it is time for you to review any promotion and relegation requests and assign all the teams to a division via the **Process Promotion/Relegation** process.

Expand **Step 3: Entry closed** tab in the task list and select **Process P/R**.

The Promotion / Relegation view summarises the league types of the league with the number of divisions, entries, requests and a status of your progress.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Process P/R 1 / 6 approved
Create groups 2 / 38 approved
Generate matchprogram
Set visibility for public
Step 4: During the league
Step 5: Finalise league

Promotion / Relegation

ASSIGNED 207/380 APPROVED 1/6

VISIBILITY PROMOTIONS / RELEGATIONS

6 / 6 Results

League type	Day	Gender	Divisions	Entries	Requests	Assigned	Status
Men's Doubles		Men	11	132	6	132 / 132	Approved
Men's Vets Midweek Doubles		Men	4	22	0		
Ladies Midweek Doubles		Women	5	24	0		
Ladies Doubles		Women	8	99	0	75 / 99	
Mixed Doubles		Mixed	8	89	0		
Mixed Vets Midweek Doubles		Mixed	2	14	0		

< Previous 1 Next >

Select the **Process P/R** button to see the entries for each event type to review promotion/relegation requests and confirm the division each team will compete in.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Process P/R 1 / 6 approved
Create groups 2 / 38 approved
Generate matchprogram
Set visibility for public
Step 4: During the league
Step 5: Finalise league

Promotion / Relegation

ASSIGNED 207/380 APPROVED 1/6

VISIBILITY PROMOTIONS / RELEGATIONS

6 / 6 Results

League type	Day	Gender	Divisions	Entries	Requests	Assigned	Status
Men's Doubles		Men	11	132	6	132 / 132	Approved
Men's Vets Midweek Doubles		Men	4	22	0		
Ladies Midweek Doubles		Women	5	24	0		
Ladies Doubles		Women	8	99	0	75 / 99	
Mixed Doubles		Mixed	8	89	0		
Mixed Vets Midweek Doubles		Mixed	2	14	0		

You will now need to assign each team to a division. The three columns on the right of the main window will be your area of focus.

Promotion / Relegation
Ladies Doubles

Ladies Doubles ASSIGNED 99/99 Status

UPDATE LIST Filter request Filter unassigned

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Beckenham Sports Club 1 (Beckenham LTC Ladies 1)	-	3	1.20	Division 1		Division 1
Bromley Lawn Tennis & Squash Club 1 (Bromley LTC Ladies 1)	-	4	1.20	Division 1		Division 1
Bromley Wendover Lawn Tennis Club 1 (Bromley Wendover Ladies 1)	-	2	1.60	Division 1	Division 2	Division 1
Canterbury LTC 1 (Canterbury Ladies 1)	-	1	1.80	Division 1		Division 1
Freedom Leisure Maidstone 1 (Freedom Leisure 1)	-	4	0.80	Division 1		Division 1
Sevenoaks Lawn Tennis Club 1 (Sevenoaks Ladies 1)	-	3	1.40	Division 1		Division 1
Sevenoaks Lawn Tennis Club 2 (Sevenoaks Ladies 2)	-	6	0.00	Division 1		Division 2
The Sundridge Park Club 1 (Sundridge Park Ladies 2)	-	6	0.00	Division 1		Division 1
The Sundridge Park Club 2	-	1	2.00	Division 1		Division 2

Division 1 | 12 Teams

Division 1: 0 teams, 12 total
Division 2: 0 teams, 12 total
Division 3: 0 teams, 12 total
Division 4: 0 teams, 12 total
Division 5: 0 teams, 12 total
Division 6: 0 teams, 12 total
Division 7: 0 teams, 13 total

Below we describe the definition of each column:

Team Strength: The calculation of the strength of the team based on the players nominated.
- - Not in use yet - -

Rank last year: The position of the team in last seasons division with a link to the group.

Point average: The average between the match points and played matches of the previous season.

Entry: The division the team has the right to enter based on the previous season.

Request: When making an entry a Club Admin can make a request for promotion or relegation. If a comment was left with the request this will also be visible here too as in the screenshot above in Bromley Wendover.

Assigned: The division the League Admin selects for each team to play in.

T-shirt icon: A new team to the league type.

As League Admin, your task is to review each team and select the division in the **Assignment** column for each team.

As you assign the division for each team the numbers will be summarised on the right hand column. The numbers in the blue circles represent the Assigned teams, the numbers in the white circles are the number of unassigned teams.

Promotion / Relegation
Ladies Doubles

Ladies Doubles

UPDATE LIST

Division 1 0 12
 Div. str. - Max groups: 3

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Beckenham Sports Club 1 (Beckenham LTC Ladies 1)	-	3	1.20	Division 1		
Bromley Lawn Tennis & Squash Club 1 (Bromley LTC Ladies 1)	-	4	1.20	Division 1		
Bromley Wendover Lawn Tennis Club 1 (Bromley Wendover Ladies 1)	-	2	1.60	Division 1		
Canterbury LTC 1 (Canterbury Ladies 1)	-	1	1.80	Division 1		
Freedom Leisure Maidstone 1 (Freedom Leisure 1)	-	4	0.80	Division 1		
Sevenoaks Lawn Tennis Club 1 (Sevenoaks Ladies 1)	-	3	1.40	Division 1		
Sevenoaks Lawn Tennis Club 2 (Sevenoaks Ladies 2)	-	6	0.00	Division 1		
The Sundridge Park Club 1 (Sundridge Park Ladies 2)	-	6	0.00	Division 1		
The Sundridge Park Club 2	-	1	2.00	Division 1		

Division 1	0	12
Division 2	10	0
Division 3	2	12
Division 4	0	12
Division 5	0	12
Division 6	0	12
Division 7	0	13

There are various functions at the top of the window to enable you to perform the task quickly:

Promotion / Relegation
Ladies Doubles

Ladies Doubles

ASSIGNED 99/99 Status






UPDATE LIST

Filter request

Filter unassigned

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Beckenham Sports Club 1 (Beckenham LTC Ladies 1)	-	3	1.20	Division 1		Division 1
Bromley Lawn Tennis & Squash Club 1 (Bromley LTC Ladies 1)	-	4	1.20	Division 1		Division 1
Bromley Wendover Lawn Tennis Club 1 (Bromley Wendover Ladies 1)	-	2	1.60	Division 1	Division 2	Division 1
Canterbury LTC 1 (Canterbury Ladies 1)	-	1	1.80	Division 1		Division 1
Freedom Leisure Maidstone 1 (Freedom Leisure 1)	-	4	0.80	Division 1		Division 1
Sevenoaks Lawn Tennis Club 1 (Sevenoaks Ladies 1)	-	3	1.40	Division 1		Division 1
Sevenoaks Lawn Tennis Club 2 (Sevenoaks Ladies 2)	-	6	0.00	Division 1		Division 2
The Sundridge Park Club 1 (Sundridge Park Ladies 2)	-	6	0.00	Division 1		Division 1
The Sundridge Park Club 2	-	1	2.00	Division 1		Division 2

Division 1	0	12
Division 2	0	12
Division 3	0	12
Division 4	0	12
Division 5	0	12
Division 6	0	12
Division 7	0	13

-  Assigns relegations
-  Assigns promotions
-  Assigns promotions and relegations based on team strength
-  Clears all assignments
-  Export promotion and relegation

You can filter by division request and unassigned teams

You can export the promotion and relegation section into excel. You will find the export in your downloads on your computer, and it will open in the below format.

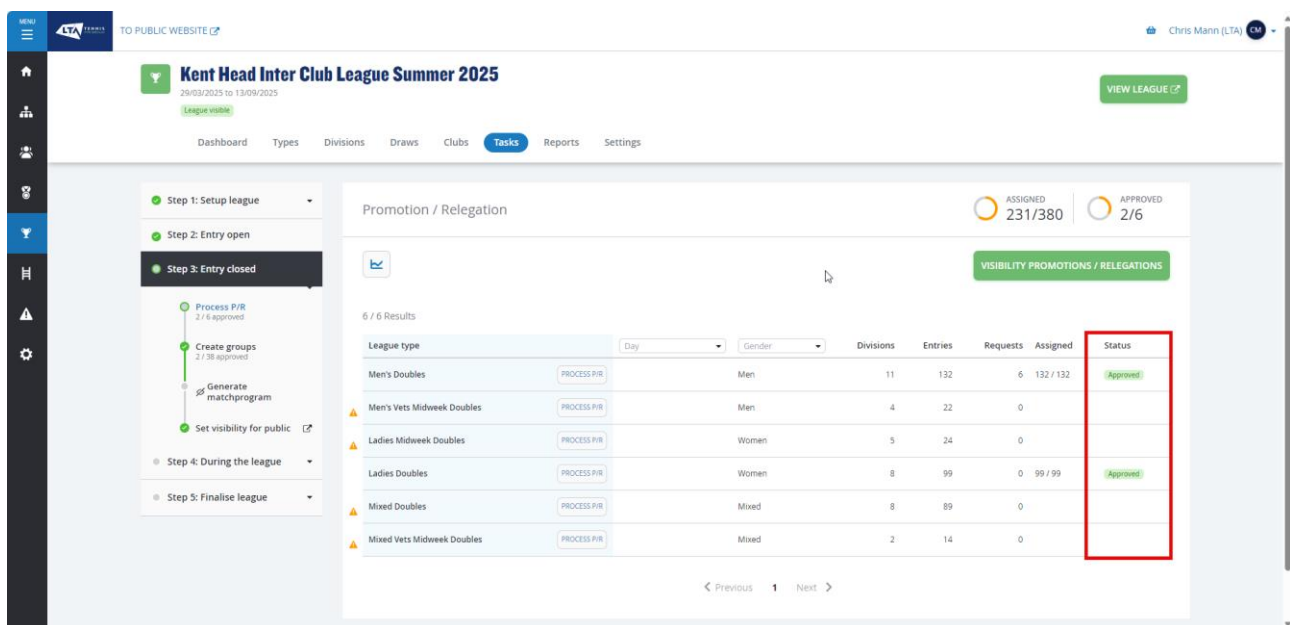
1	A	B	C	D	E	F	G	H	I	J
2	Promotion / Relegation - Mixed Doubles - Copy of Kent Head Inter Club League Summer 2023 - LTA - Tennis for Britain									
3	Team	LeagueType	Club name	Club number	Team strength	Rank last year	Point average	Entry	Request	Assigned
4	Bexley Mixed 1	Mixed Doubles	Bexley Lawn Tennis Squash & Racketball Club	KEN009	-	-	-	Division 1		Division 1
5	Blackheath Mixed 1	Mixed Doubles	Blackheath Lawn Tennis Club	KEN013	-	-	-	Division 1		Division 1
6	Bromley LTC Mixed 1	Mixed Doubles	Bromley Lawn Tennis & Squash Club	KEN025	-	-	-	Division 1		Division 1
7	Bromley Wendover Mixed 1	Mixed Doubles	Bromley Wendover Lawn Tennis Club	KEN236	-	-	-	Division 1		Division 1
8	Canterbury Mixed 1	Mixed Doubles	Canterbury LTC	KEN026	-	-	-	Division 1		Division 1
9	Freedom Leisure Mixed	Mixed Doubles	Freedom Leisure	KEN239	-	-	-	Division 1		Division 1
10	Gravesham Mixed 1	Mixed Doubles	Gravesham Lawn Tennis Club	KEN060	-	-	-	Division 1		Division 1
11	Herne Bay LTC 1	Mixed Doubles	Herne Bay LTC	KEN064	-	-	-	Division 1	Division 2	Division 1
12	Sevenoaks Mixed 1	Mixed Doubles	Sevenoaks Lawn Tennis Club	KEN115	-	-	-	Division 1		Division 1

Once you have assigned all teams a green tick will appear:

Ladies Doubles
 ASSIGNED 99/99

You should then change the status to **Approved**. Depending on the size of the league you may have a League Admin who will approve the promotion/relegations so set the status to **Waiting for Approval**. They will then change the status to Approved.

The status will show on the Process P/R overview:



Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Process P/R 2/6 approved
Create groups 2/38 approved
Generate matchprogram
Set visibility for public

Step 4: During the league
Step 5: Finalise league

Promotion / Relegation

ASSIGNED 231/380 APPROVED 2/6

VISIBILITY PROMOTIONS / RELEGATIONS

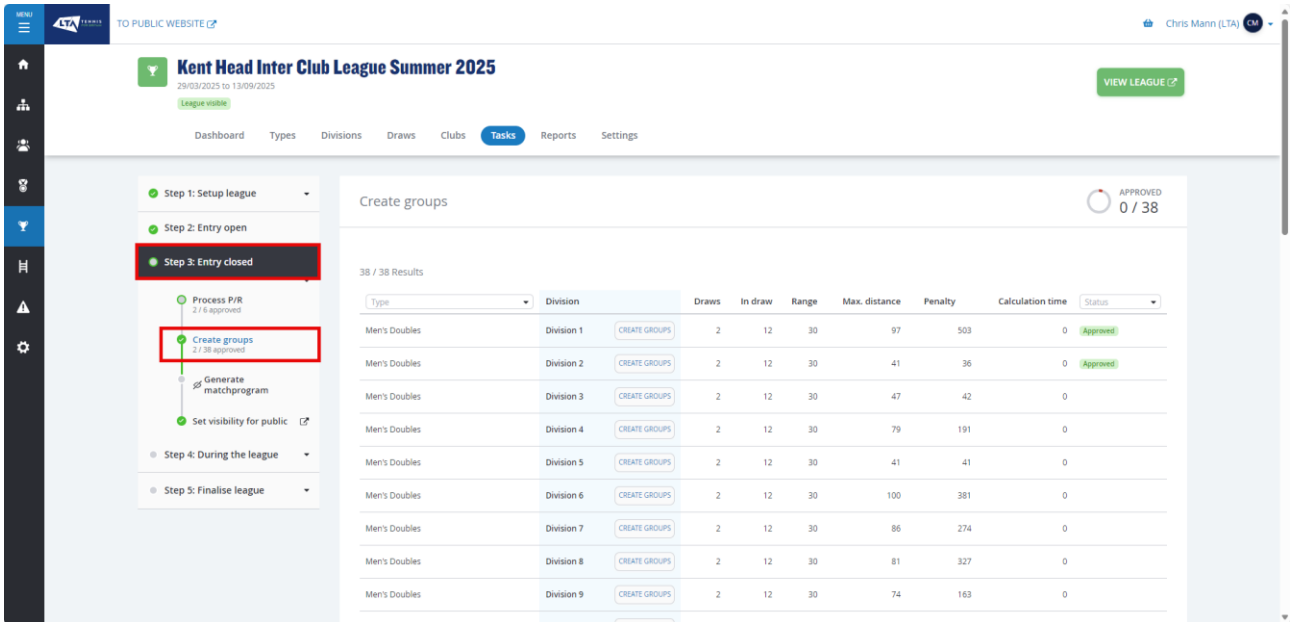
6 / 6 Results

League type	Day	Gender	Divisions	Entries	Requests	Assigned	Status
Men's Doubles		Men	11	132	6	132 / 132	Approved
Men's Vets Midweek Doubles		Men	4	22	0		
Ladies Midweek Doubles		Women	5	24	0		
Ladies Doubles		Women	8	99	0	99 / 99	Approved
Mixed Doubles		Mixed	8	89	0		
Mixed Vets Midweek Doubles		Mixed	2	14	0		

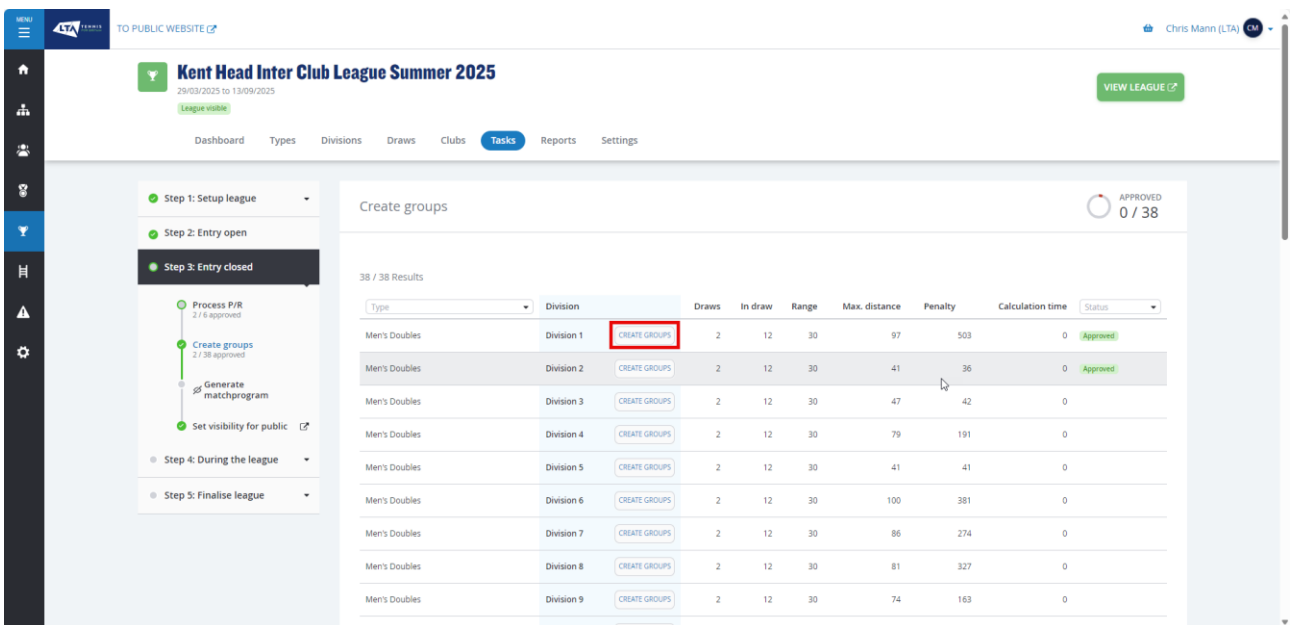
CREATE GROUPS

Having finalised the promotion and relegation you will be able to create groups of teams in each division.

Expand **Step 3: Entry closed** tab in the task list and select **Create Groups**.

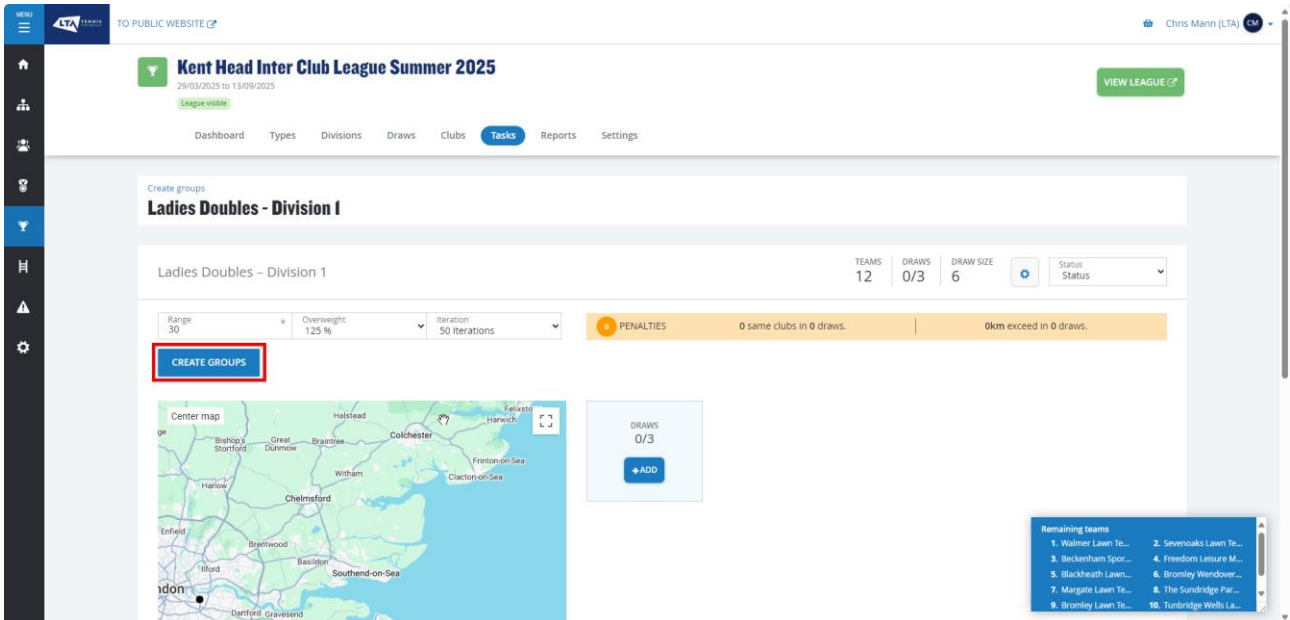


To create the groups for a division, select the **Create Groups** button for that division.

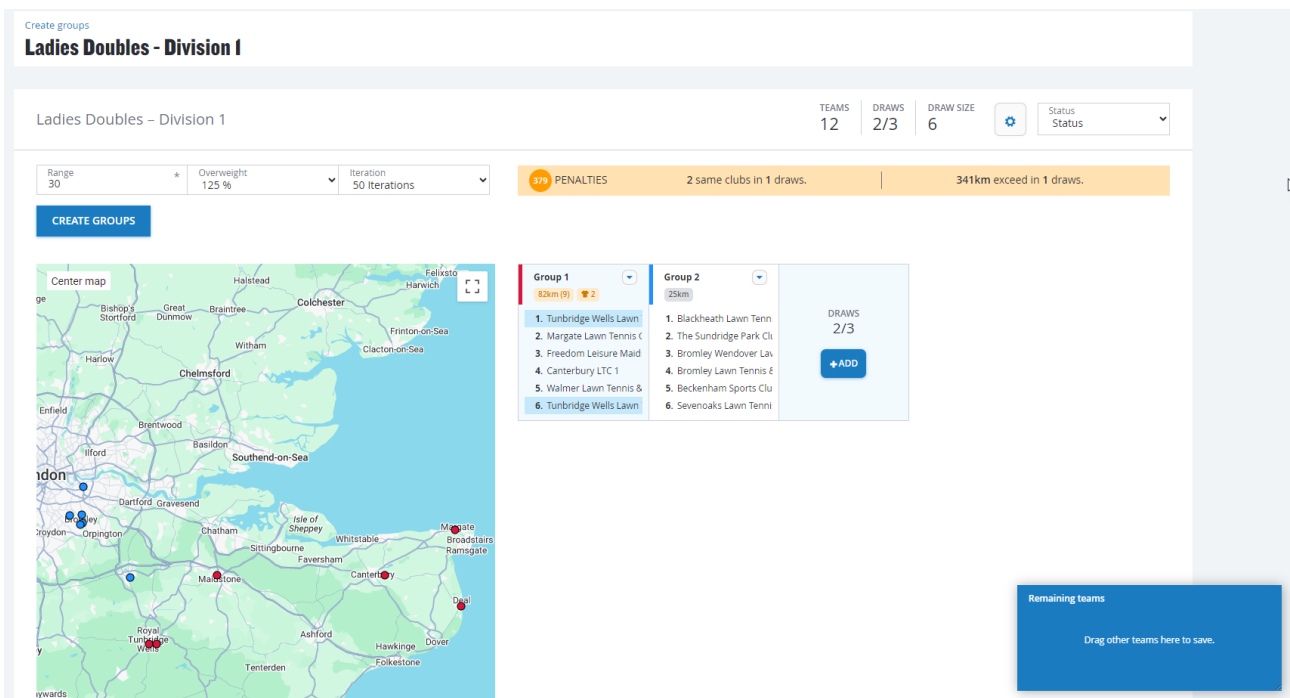


The teams initially will show in the Remaining Teams tray in the bottom right hand corner. You can add the groups manually by clicking the **Add** button and then dragging the teams into the groups.

Alternatively, to create the groups click the **Create Groups** button. This will base the group sorting based on the three parameters (range, overweight & interactions). The **Range** is the number of kilometres (km) that you wish for the teams to travel whilst the **Overweight** value is the percentage you are prepared to exceed this range by.



This will assign the groups and using Online League Planner's algorithm, the system will allocate the groups based on who the teams played last year and grouping local teams together. Online League Planner will identify any penalties where it hasn't been able to optimise the groups. This is typically where the longitude and latitude of a venue are not correct in the LTA database. Please report this to the LTA Customer Support Team.



To update the groups simply drag and drop the teams into each of the groups to maximise them. You can also change the order of the teams within the groups to order them as well by dragging one team and placing it on top of another team in a different position in the group.

The draws will update as will the map so you can see it graphically as well.

The screenshot shows the 'Ladies Doubles - Division 1' interface. At the top, it says 'Create groups' and 'Ladies Doubles - Division 1'. Below this, there are statistics: TEAMS 12, DRAWS 2/3, DRAW SIZE 6, and a 'Status' dropdown menu. A settings icon (gear) is visible next to the 'DRAW SIZE' field. Below the statistics, there are three input fields: 'Range' (30), 'Overweight' (125%), and 'Iteration' (50 iterations). A 'CREATE GROUPS' button is present. The main area features a map of the region around London, with several teams marked. To the right of the map, there are two team lists: 'Group 1' (82km (9)) and 'Group 2' (25km). Group 1 contains 6 teams, and Group 2 contains 6 teams. A 'DRAWS 2/3' indicator and a '+ADD' button are also visible. A 'Remaining teams' box at the bottom right says 'Drag other teams here to save.'

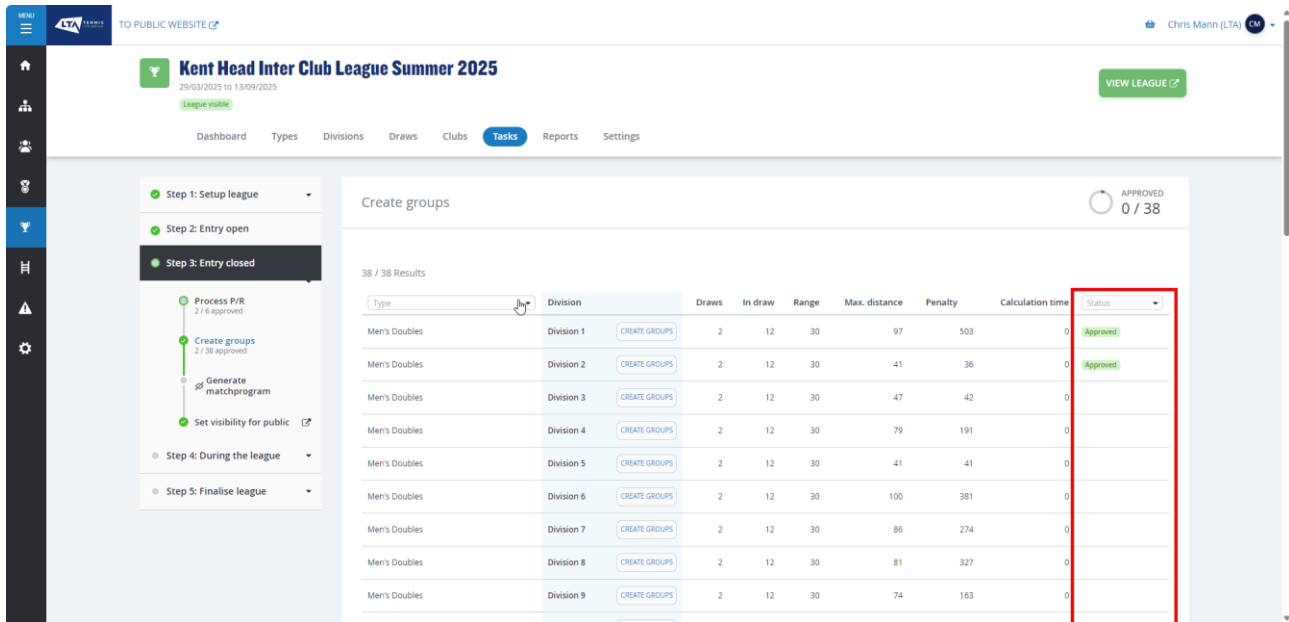
If you need to change any of the settings relating to the division click on the settings icon:

This screenshot is similar to the previous one but highlights the settings icon (gear) in a red box. The statistics now show: TEAMS 12, DRAWS 2/3, DRAW SIZE 6, and a 'Status' dropdown menu. The 'Overweight' field is now 125%. The 'PENALTIES' section shows '0 same clubs in 0 draws.' and '-101km exceed in 0 draws.' The team lists for Group 1 and Group 2 are updated, with Group 1 containing 6 teams and Group 2 containing 6 teams. The 'DRAWS 2/3' indicator and '+ADD' button are still present. The 'Remaining teams' box at the bottom right remains the same.

You should then change the status to **Approved**. Depending on the size of the league you may have a League Admin who will approve the promotion/relegations so set the status to **Waiting for Approval**. They will then change the status to Approved.

TEAMS 12 | DRAWS 2/3 | DRAW SIZE 6 |  Status Status

The status will show on the Create Groups overview:



Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Process P/R (2/6 approved)
Create groups (2/38 approved)
Generate matchprogram
Set visibility for public
Step 4: During the league
Step 5: Finalise league

APPROVED 0 / 38

38 / 38 Results

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status
Men's Doubles	Division 1	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	2	12	30	47	42	0	
Men's Doubles	Division 4	2	12	30	79	191	0	
Men's Doubles	Division 5	2	12	30	41	41	0	
Men's Doubles	Division 6	2	12	30	100	381	0	
Men's Doubles	Division 7	2	12	30	86	274	0	
Men's Doubles	Division 8	2	12	30	81	327	0	
Men's Doubles	Division 9	2	12	30	74	163	0	

GENERATE MATCH PROGRAM – COMING SOON

Having finalised the promotion and relegation and created the groups you will be ready to generate the match programme.

Expand **Step 3: Entry closed** tab in the task list and select **Generate matchprogram**.

The screenshot shows the LTA system interface for the 'Kent Head Inter Club League Summer 2025'. The 'Tasks' tab is active, displaying a task list on the left and a 'Create groups' table on the right. The 'Generate matchprogram' task is highlighted in red in the task list. The table shows 38 results for 'Men's Doubles' across 9 divisions, with 'CREATE GROUPS' buttons for each.

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status
Men's Doubles	Division 1	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	2	12	30	47	42	0	
Men's Doubles	Division 4	2	12	30	79	191	0	
Men's Doubles	Division 5	2	12	30	41	41	0	
Men's Doubles	Division 6	2	12	30	100	381	0	
Men's Doubles	Division 7	2	12	30	86	274	0	
Men's Doubles	Division 8	2	12	30	81	327	0	
Men's Doubles	Division 9	2	12	30	74	163	0	

CHECK

Ahead of the generating the match program, you should also check the following:

- Fixture Templates are set up if you want to customise who plays who in which round and who is home and away in Settings → Fixture Templates tab (see page 17)
- You have added Fixture Dates if you want the system to schedule the league for you in the Settings → Fixture Dates tab (see page 19)

We are currently working with Visual Reality to fix a bug with the system to provide County & District Leagues with the flexibility to schedule by:

1. Using the systems algorithm
2. Exporting the match schedule, scheduling the match schedule and importing it
3. Allowing clubs to enter the match dates they agree

More details coming soon!!! Thank you for your patience and apologies for any inconvenience caused.

SET VISIBILITY FOR PUBLIC

Once you have generated the match programme for the league, it is time to update the visibility of the league for the public. Selecting **Set visibility for public**.

TO PUBLIC WEBSITE

Chris Mann (LTA)

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Step 4: During the league
Step 5: Finalise league

Process P/R 2 / 6 approved
Create groups 2 / 38 approved
Generate matchprogram
Set visibility for public

Create groups

APPROVED 0 / 38

38 / 38 Results

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status
Men's Doubles	Division 1	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	2	12	30	47	42	0	Approved
Men's Doubles	Division 4	2	12	30	79	191	0	Approved
Men's Doubles	Division 5	2	12	30	41	41	0	Approved
Men's Doubles	Division 6	2	12	30	100	381	0	Approved
Men's Doubles	Division 7	2	12	30	86	274	0	Approved
Men's Doubles	Division 8	2	12	30	81	327	0	Approved
Men's Doubles	Division 9	2	12	30	74	163	0	Approved

This will take you to the League Settings. Click **Edit Properties**.

TO PUBLIC WEBSITE

Chris Mann (LTA)

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

New League

VIEW LEAGUE

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General

Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

General

EDIT PROPERTIES

Tournament number KEN-25-7011

Period 29/03/2025 to 13/09/2025

Online entry 10/12/2024 to 16/01/2025

Status New League

Dispensation date

Number of days before match to enter fixture detail 0

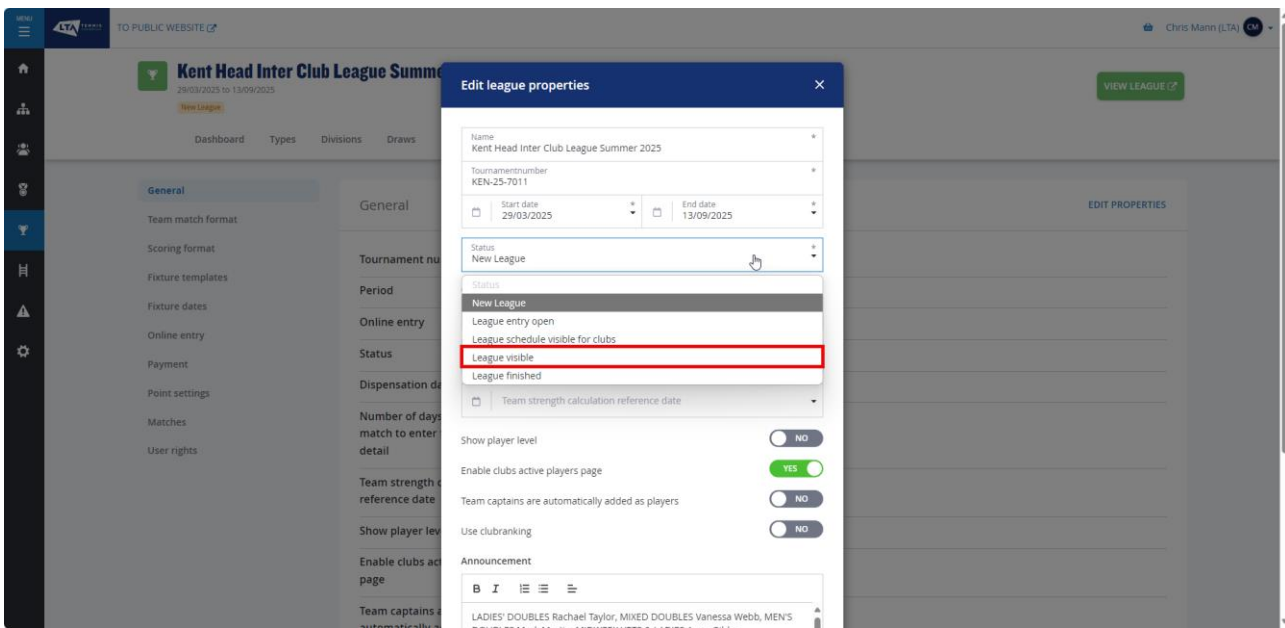
Team strength calculation reference date

Show player level No

Enable clubs active players page Yes

Team captains are automatically added No

Edit the status and select **League Visible** from the dropdown list.



Scroll down to the bottom and click **Save**.

What's next?

Your draws and schedule, if your league is scheduled by the league, are now visible on the Competitions Portal for all Club Admins, Team Captains and the general public to view the league.

It's time for you now to communicate with your Clubs & Teams and get ready for the league season.

Good Luck!!!

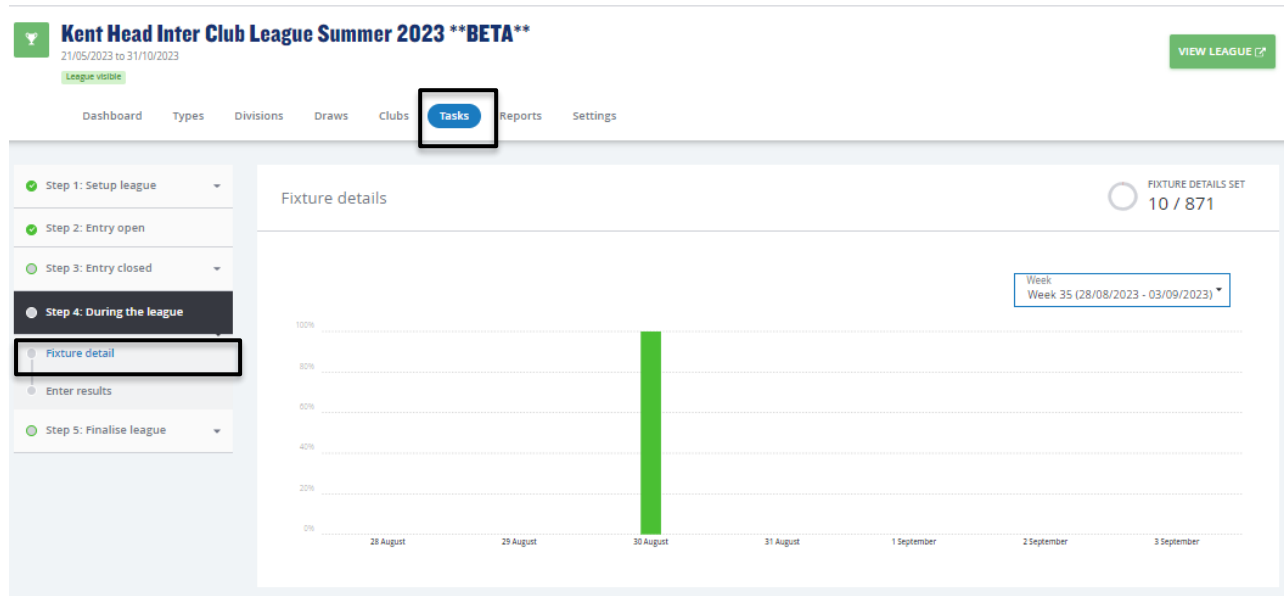
ACTION



STEP 4: DURING LEAGUE

FIXTURE DETAILS

Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Admins now can fill in the fixture details. As a League Admin, you can track, view and filter fixture details by week. Select **Fixture Detail** and a bar chart of progress will appear.



Should you need to save fixture details on behalf of a club, select the **Clubs** tab followed by the respective club for which you need to save the fixture details for.

The screenshot shows the league management interface for 'Copy of Kent Head Inter Club League Summer 2023'. The 'Clubs' tab is highlighted. Below the 'Clubs' header, there is an '+ ADD CLUB' button and a search bar. The table below shows 52 / 52 Results. The table has columns for Name, Number, Districtnumber, District, City, Contact, Phone, Email, Teams, and Last changed. The 'Avenue Tennis' club is highlighted.

Name	Number	Districtnumber	District	City	Contact	Phone	Email	Teams	Last changed
Avenue Tennis	KEN500	KEN	Kent					9	29/03/2023 15:27
Bearsted and Thurnham Lawn Tennis Club	KEN005	KEN	Kent					22	27/03/2023 12:10

The following club level page will appear. Select **Fixture Details** to proceed. The fixture details can be filtered by week as below.

Kent Head Inter Club League Summer 2023 **BETA**
 21/05/2023 to 31/10/2023
 League visible

Dashboard Types Divisions Draws **Clubs** Tasks Reports Settings

Avenue Tennis (KEN500)
 Kent

CLUBPAGE ?

Dashboard
 Team rights
 Entry
 Teams
 Home and away
 Matches
Fixture Details
 Dispensations per player
 User rights
 Messages

Fixture Details

FIXTURES UPDATED 7/19

Week Week 34 (21/08/2023 - 27/08/2023)

CANCEL SAVE

You can set fixture details until 25 days before the match.

Week 34

Sat 26/08/2023

FIXTURES UPDATED 2/2

Complete 39 days left

All fields (except the announcement) are required to be filled to mark the fixture details as completed.

Date - The date set by the League Admin for the match to be completed. This can be changed.

Attendance - What time should the teams arrive at the venue.

Start - What time the match should start.

Team Captain - The details of the team captain for the team/match. After selecting the person's name, their phone and email will be visible.
 If the Team Captain has already been assigned, these details will be pre-populated in the fixture details.

Announcement - Any extra information that may be required for the match.

Sun 30/07/2023

Incomplete 31 days left

Ladies Doubles - Division 6 - Division 6 A

Avenue Ladies 2 - Kings Hill Community Tennis Ladies 1

Date 30/07/2023

Attendance 0 : 00

Start 0 : 00

Team Captain Search a team captain


Announcement

Copy data to next matches

Once the fixture details have been completed, the saved information will be visible for all Team Captains, County and District League admins and via the club's public league page.

Completed fixture details including announcement


Sun 30/07/2023 Complete 86 days left

Mens Doubles - Division 3 - Division 3 A Avenue Mens 1 - Sydenham Mens 1	Date	30/07/2023
	Attendance	15 : 00
	Start	15 : 30
	Team Captain	Unknown <input type="checkbox"/> Result entry <input checked="" type="checkbox"/>
	Announcement	Parking onsite available, please arrive early 
	<input type="checkbox"/> Copy data to next matches.	

County and District League Admin and Team Captain view

Copy of Kent Head Inter Club League Summer 2023

21 May - 31 October LTAD/EMO



Avenue Tennis 200000
Gillingham

8 Teams

Teams | Upcoming matches | Results

Sun 30/07/2023

Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2 10:30	Kensington Mens 1	<input checked="" type="checkbox"/>
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 10:45	Maidstone LTC Mens 1	<input checked="" type="checkbox"/>
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1 14:30	District Lloyd Beckenham Ladies 1	<input checked="" type="checkbox"/>
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 15:30	Sydenham Mens 1	<input checked="" type="checkbox"/>

Club

Avenue Tennis 200000

Announcement visible when selecting the match

Copy of Kent Head Inter Club League Summer 2023

21 May - 31 October | LTADEMO

Mens Doubles - Division 3 - Division 3 A
30 July 2023

Home **Avenue Mens I** 15:30 Present at: 15:00 **Sydenham Mens I** Away

Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0

CHANGE RESULTS MATCH PROPERTIES

Parking onsite available, please arrive early. [Edit announcement](#)

Location

Avenue Tennis
Featherby Road
ME8 6AN Gillingham
Great Britain
<https://www.avenuetennis.co.uk/>

Team captains

Tom
Avenue Mens I

Matches

Match ID	Home Team	Away Team
MD1	Avenue Mens 1	Sydenham Mens 1
MD2	Avenue Mens 1	Sydenham Mens 1
MD3	Avenue Mens 1	Sydenham Mens 1
MD4	Avenue Mens 1	Sydenham Mens 1

TEAM WITHDRAWAL

To withdraw a team, select the 'Draws' tab, followed by the required draw

League visible

Dashboard Types Divisions **Draws** Clubs Tasks Reports Settings

Draws

+ ADD DRAW

56 / 56 Results

Type	Division	Draw	Draw size	Number of teams	Draw type
Mens Doubles	Division 1	Group A	5	5	Round Robin
Mens Doubles	Division 1	Group B	5	5	Round Robin
Mens Doubles	Division 1	Mens Doubles Division 1 Final	2	2	Elimination
Mens Doubles	Division 2	Group A	6	6	Round Robin

Within the Draw you will be presented with the Teams – from here click on the drop-down arrow next to the team you wish to withdraw – select **Withdraw**

Dashboard Types Divisions **Draws** Clubs Tasks Reports Settings

Mens Doubles » Division 1 VIEW GROUP ↗

Group A

Teams

Matches

MOVE TEAMS

Scheduled | 5/5 Teams

Team	Club	Status
1. Bromley Wendover Mens 1	Bromley Wendover Lawn Tennis Club	
2. Bexley Mens 1	Bexley Lawn Tennis, Squash and Racketball Club	
3. Meopham Mens 1	Meopham Lawn Tennis Club	
4. Sundridge Park Mens 2	The Sundridge Park Club	
5. Shooters Hill Mens 1	Shooters Hill LTC	

Not scheduled | 0 Teams

Team	Club	Status
------	------	--------

Note: A dropdown menu is shown for the 'Status' column of the first team, with 'Withdraw' selected. The menu options are: Edit name, Set initial matchpoints, Move to not scheduled, Withdraw, Team formation, View team ↗.

Once withdrawn, the team will appear with a strike through on the Matches and standings pages and their results will be void

Dashboard Types Divisions **Draws** Clubs Tasks Reports Settings

400 Mixed League » Division 1 VIEW GROUP ↗

Div 1 W

Teams

Matches

12/05/2024

Date	Team 1	Team 2	Score	Location	Status
Sun 12/05/2024 13:00	Lowlands	Harrow Lawn 2	0 - 0	Lowlands Club	Admin modified

Note: A black arrow points to the 'Harrow Lawn 2' team name, which is crossed out with a red line.

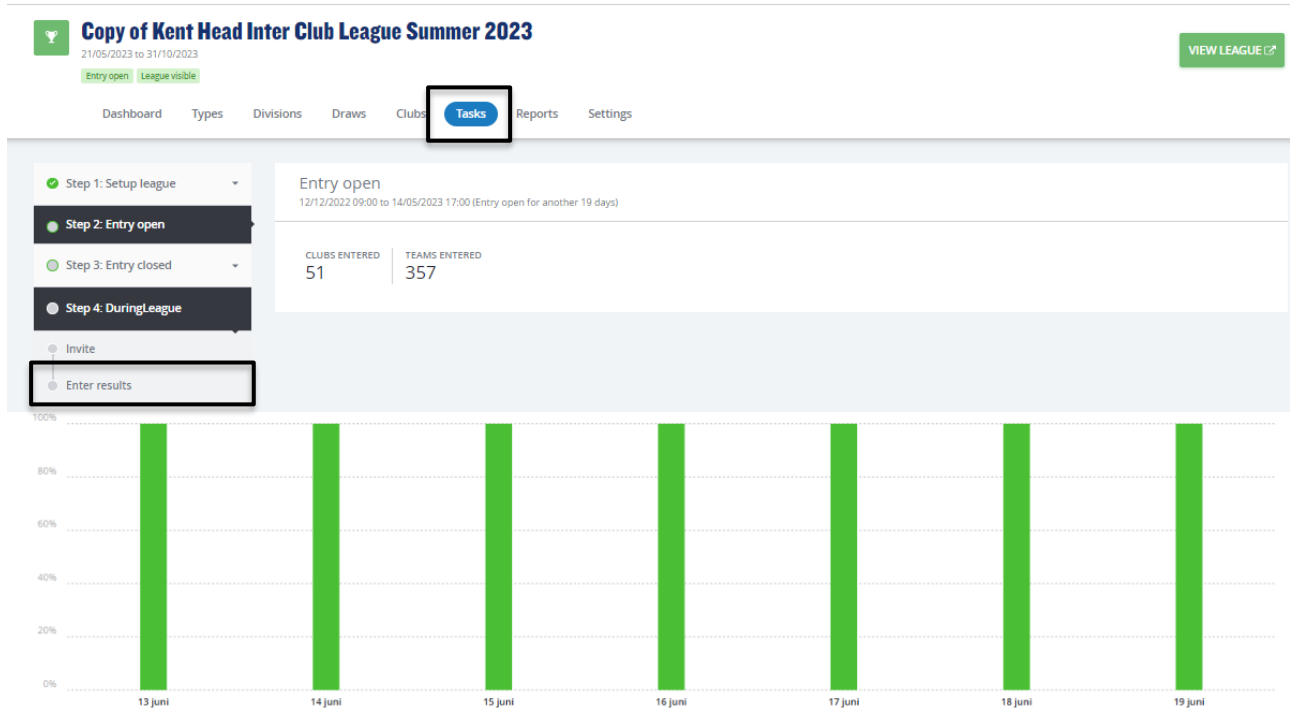
Standings

TEAM	PL	W	D	L	PTS	R	S	S	GM	GM	HISTORY
1 Teddington	4	3	0	1	40	40-24	20-12	62.5%	170-139	55.0%	L W W W
2 Campden Hill	3	2	0	0	30	30-2	15-1	93.8%	96-43	69.1%	W W
3 West Middlesex	5	1	0	4	26	26-54	13-27	32.5%	166-213	43.8%	L W L L L
4 Harrow Lawn 1	4	2	0	1	24	24-24	12-12	50.0%	101-121	45.5%	W L W
5 Gunnersbury triangle	3	1	0	2	22	22-26	11-13	45.8%	107-103	51.0%	W L L
6 Lowlands	3	1	0	2	18	18-30	9-15	37.5%	96-117	45.1%	L L W
7 Harrow Lawn 2	0	0	0	0	0	0-0	0-0	0.0%	0-0	0.0%	

Note: A black arrow points to the 'Harrow Lawn 2' team name, which is crossed out with a red line.

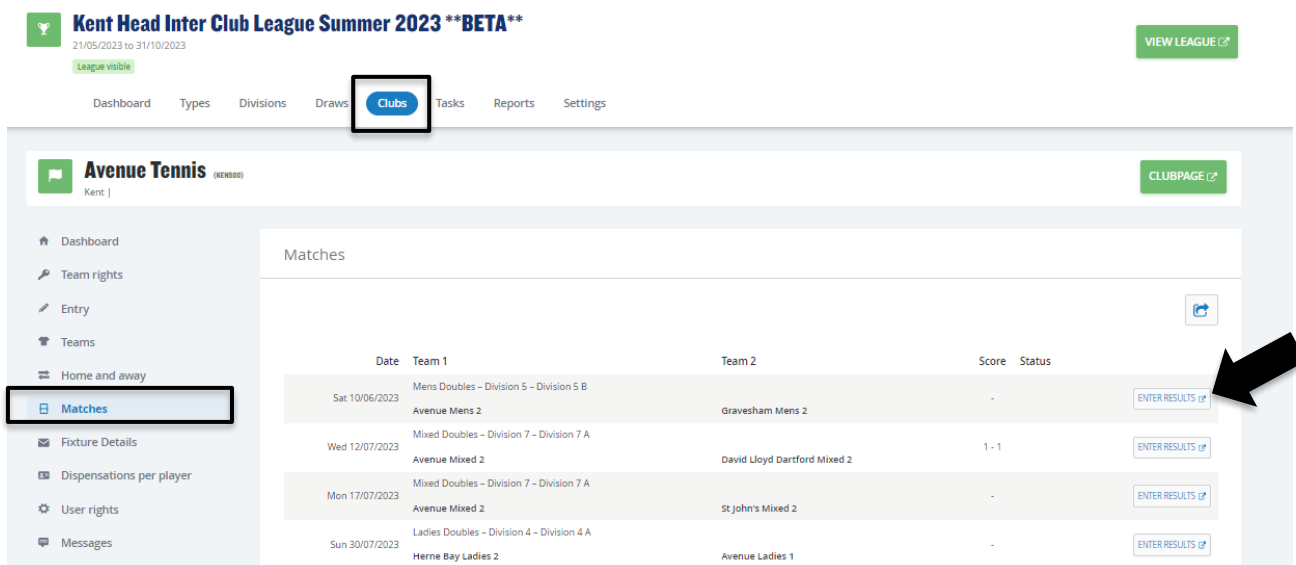
ENTER RESULTS

Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Contacts (club admins) and Team Captains (Result User) can now enter results. As a League Admin, you have the ability to track and view results that have been submitted per week of the league via **Enter Results**.



Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select the **Clubs** tab followed by the respective club for which you need to send enter results for.

Select **Matches** followed by **Enter Results**.



The entry page will appear where you have the ability to add or select players, **enter scores**, add a **score status**, and **match status** on behalf of the club.

Enter results
Copy of Kent Head Inter Club League Summer 2023

Ladies Doubles – Division 4 – Division 4 A
30 July 2023

Avenue Ladies 1 **0-0** Broadstairs Ladies

+ MATCH STATUS

How does it work?

Results
Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.

You can also add mark a player-match as walkover, retired, not played or abandoned.

Players
You can add players to a match by choosing from the select list. When the player is not yet in the list, you can add a new player to the team.

Match results

CANCEL **SAVE**

WD1 **+ SCORE STATUS**

Avenue Ladies 1

Home player 1

Home player 2

Broadstairs Ladies

Away player 1

Away player 2

Match status – will allow you to edit the team match status as below.

Edit team match status X

Score status

To be finished
The match is partially played (will be finished later).

Postponed
The match is not yet commenced and will be played another time.

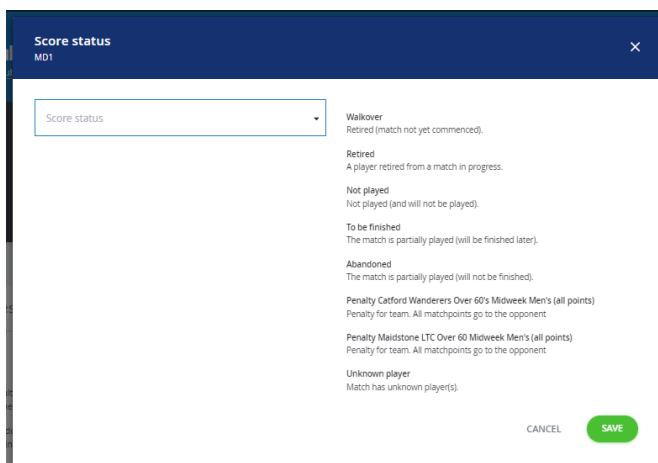
Not played
Not played (and will not be played).

Match not played Catford Wanderers Over 60's Midweek Men's did not show
Match not played (and will not be played).

Match not played Maidstone LTC Over 60 Midweek Men's did not show
Match not played (and will not be played).

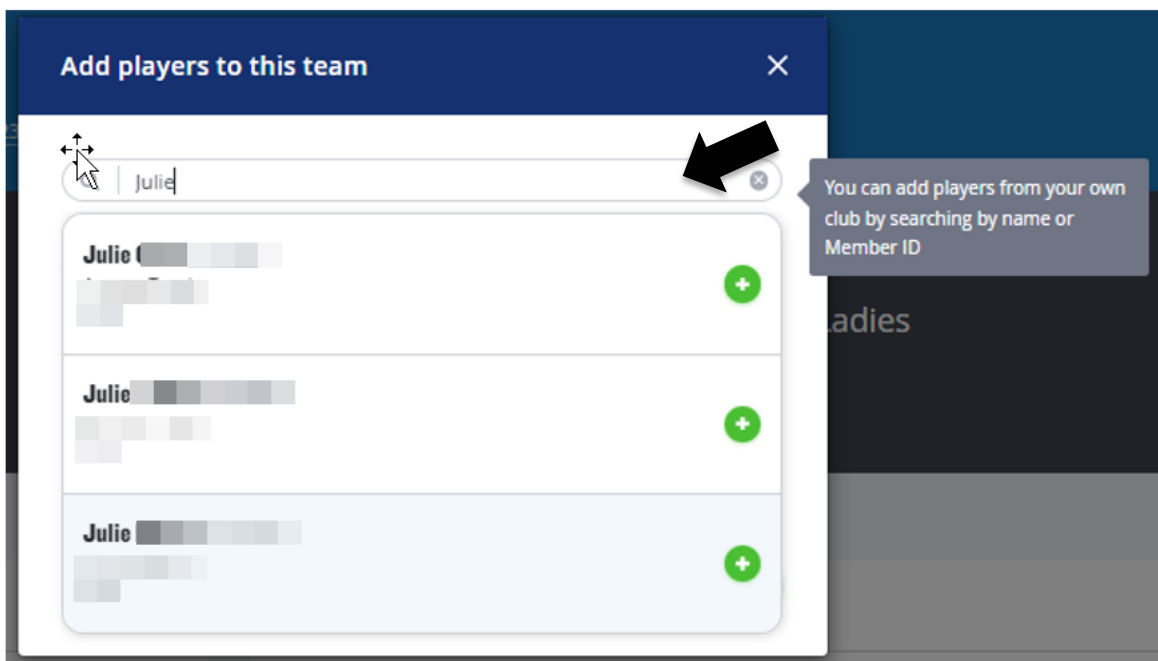
CANCEL **SAVE**

Score status – will allow you to edit the score status of a match as below.



Not played: rubber is completed, and no score is allowed - **will be calculated in standings.**
Abandoned: rubber is completed, and a score is allowed - **will be calculated in standings.**
To be finished: rubber is not completed and a score is allowed - **won't be calculated in standings.**
Score status of **abandoned** for a rubber would mean that that rubber is not included in the standings calculation but the overall team match would be.

Score status of **walkover, retired and not played** - all calculate in standings.



Add Players – to add players to the matches in order to input and save the score, click on 'Home Player 1 (or 2)' or 'Away Player 1 (or 2)'. Search members of the club by the players name or LTA member.

Once you have added the players, they will appear in the drop down in order to be selected for the match result entry.

The screenshot shows a 'Match results' form for 'WD1'. At the top left is a 'CANCEL' button and at the top right is a green 'SAVE' button. Below the match ID, there is a section for 'Avenue Ladies 1'. A dropdown menu is open for 'Home player 1', showing a list of players. The first player is 'Home player 1', followed by 'Add new player' and 'Julia E'. To the right of the dropdown are three empty boxes for scores. Below this, there are two more rows of empty boxes for scores, each preceded by a small grey circle.

To input a result for an unknown player, please select **unknown player** from the drop down. This will automatically update the score status to unknown player and an automated email will be triggered to you (the League Organiser) copying the Team Captain of the unknown player result requesting to ask the player to link their venue to their LTA account.


Once the player has linked their venue through their LTA account, the score can be updated. The score status will update automatically.


The screenshot shows a 'Match results' form for 'MD1'. On the left, there is a sidebar with 'How does it work?' and 'Results' sections. The 'Results' section contains text: 'Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button. You can also add mark a player-match as walkover, retired, not played or abandoned.' Below that is the 'Players' section: 'You can add players to a match by choosing from the select list. When the player is not yet in the list, you can add a new player to the team.' The main form has a 'CANCEL' button and a green 'SAVE' button. Below the match ID, there is a section for 'Avenue Mens 3'. A dropdown menu is open for 'Home player 1', showing a list of players including 'Home player 1', 'Add new player', and 'Unknown player'. To the right of the dropdown are three boxes containing the numbers '4', '4', and an empty box. Below this, there are two more rows of boxes containing the numbers '6', '6', and an empty box, each preceded by a small grey circle.

N.B The ability to submit a match result with an unknown player will soon be removed. It will become mandatory for all players participating in an LTA League to be an LTA member affiliated to a venue.

Once the players have been input, enter the match score, and click **save**.

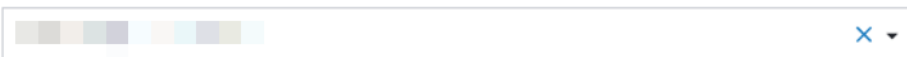
Match results


CANCEL 

SAVE 

WD1 + SCORE STATUS


Avenue Ladies 1


 X ▾

 X ▾

• 3 4

Broadstairs Ladies

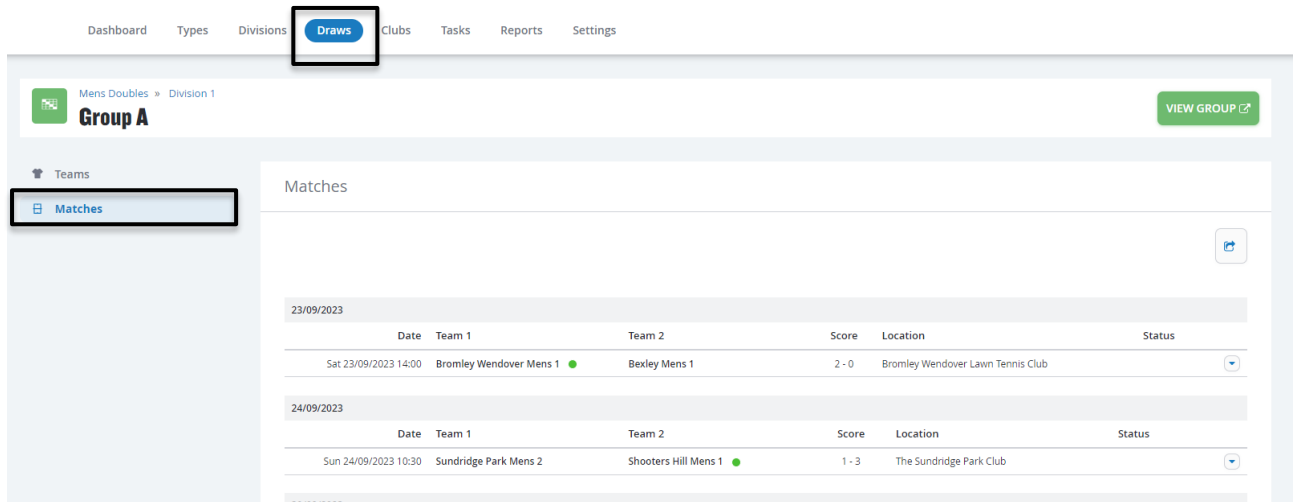
 X ▾

 X ▾

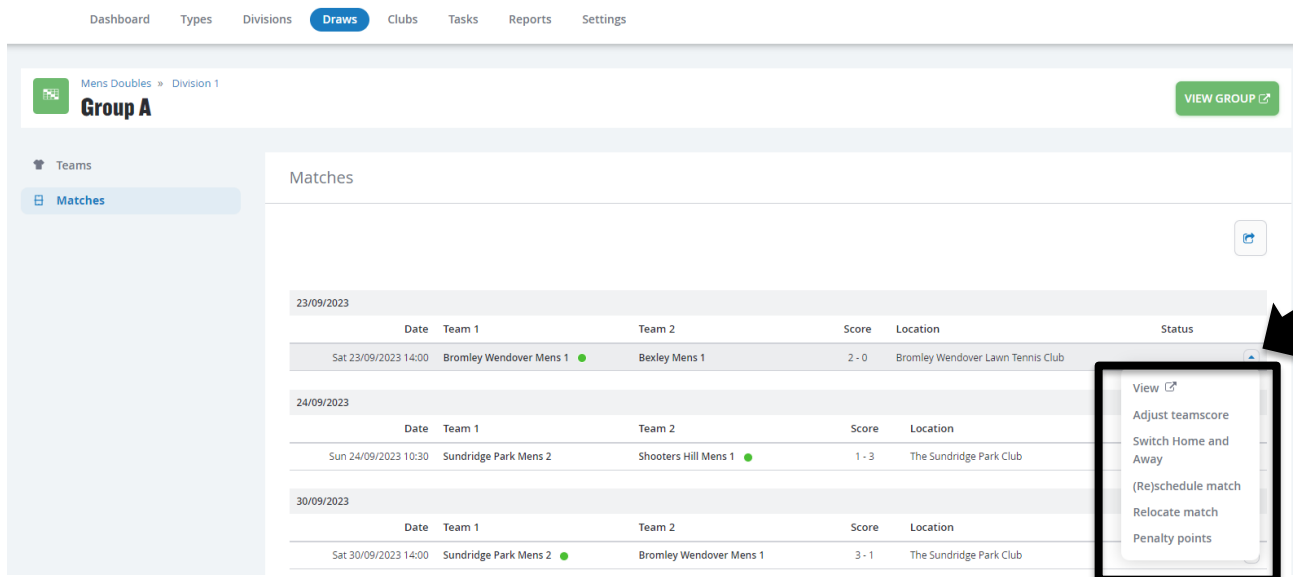
• 6 6

MANAGING RESULTS

If required, you may need to adjust submitted results or apply penalty points. This can be done via the Draws tab, clicking into the draw and navigating to the Matches section

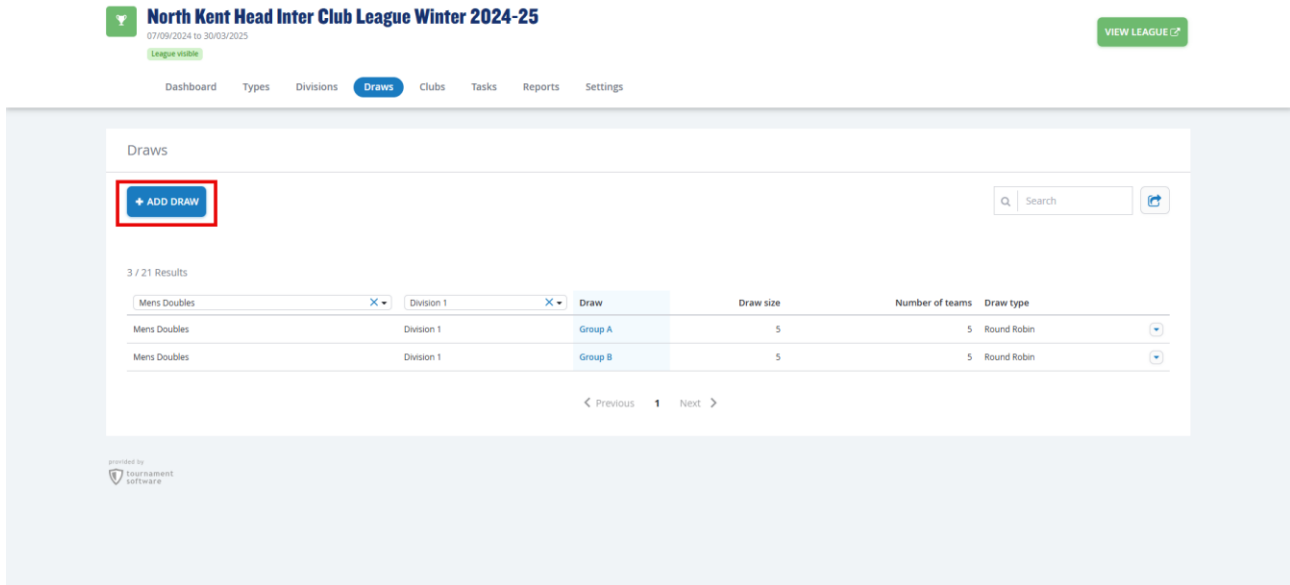


To **Adjust a team score, Switch Home and Away, (Re)schedule match, Relocate match** or apply **Penalty points**, select the drop-down arrow next to the match where these options will appear.



CREATING A PLAYOFF OR PROMOTION/RELEGATION MATCH

You may need to create a playoff draw at for the team at the top of two groups within a division or the bottom team of one division and the top team in the division below. To do so go to the division in question and click **Add Draw**.

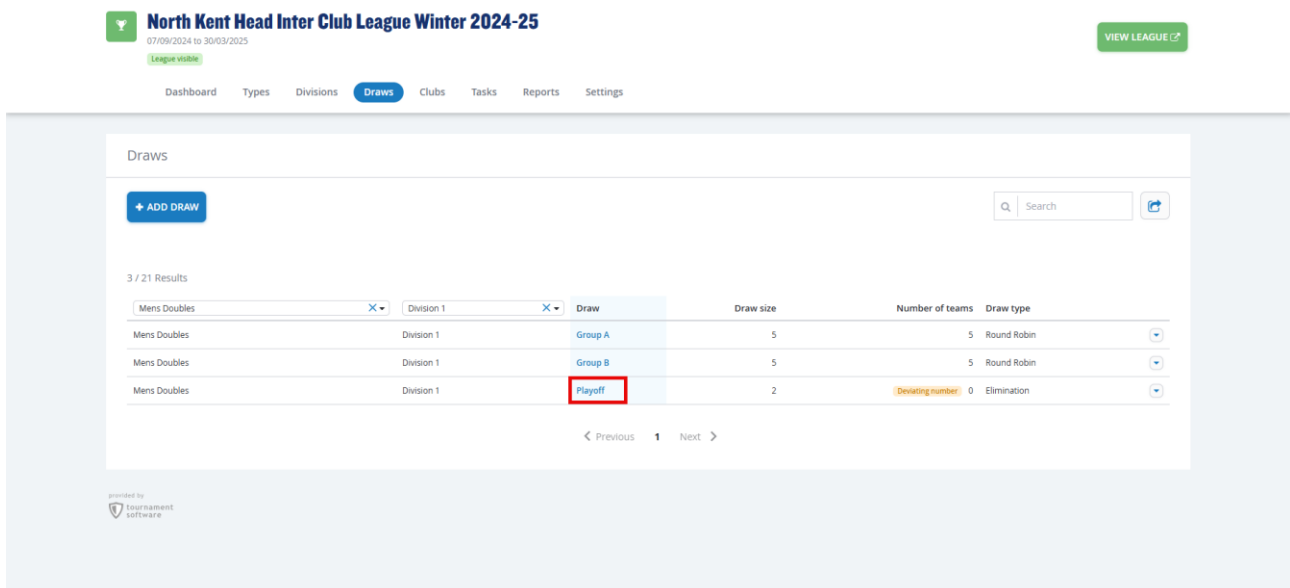


Select the Draw Type and Draw Size.

Set the draw stage to one higher than the group stages which are in progress (typically 2).

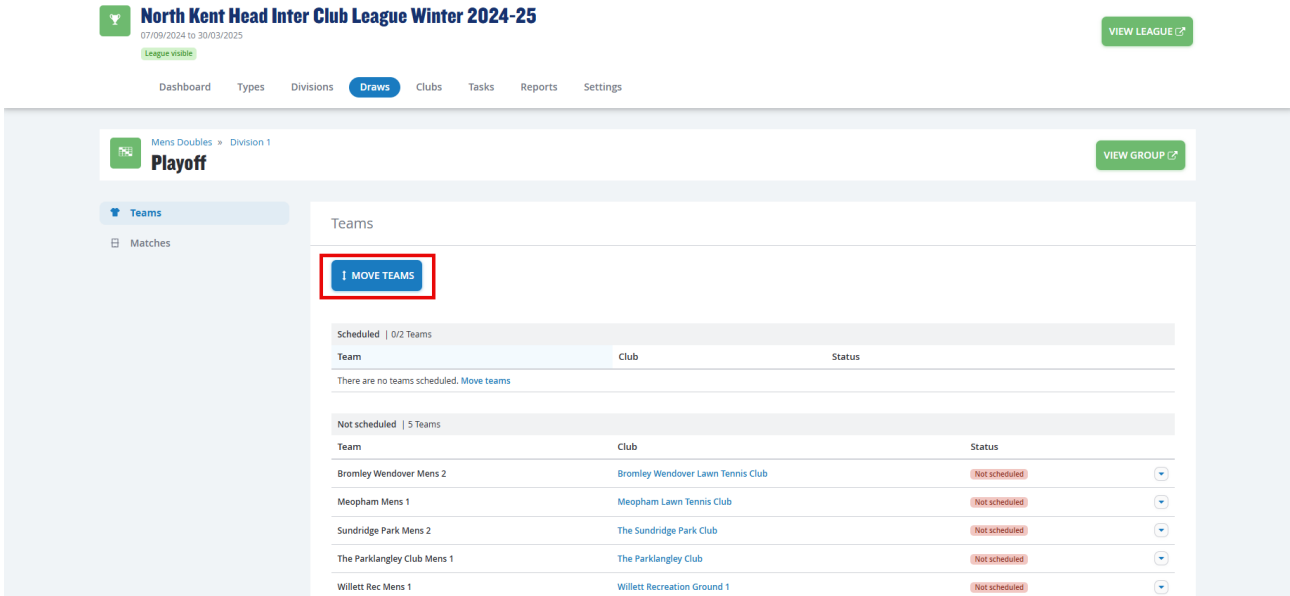
Click **Add** to save the draw.

Click into the draw name to populate the draw when the teams are known.

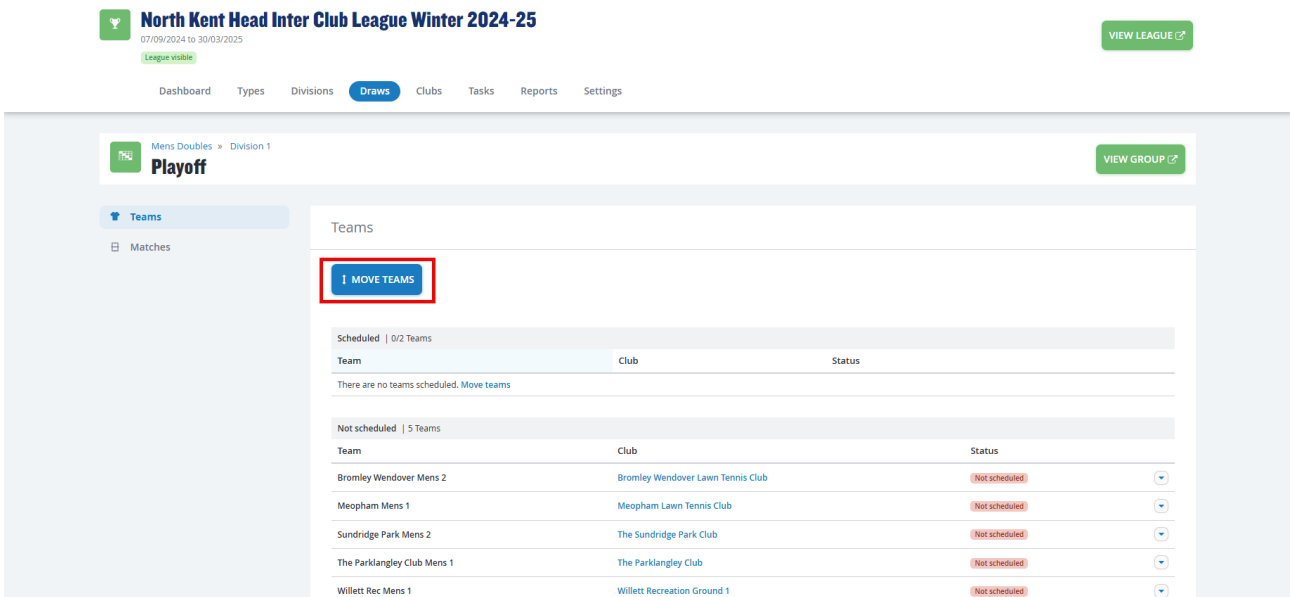


If you are creating a promotion/relegation match then of course you will need to add the team into the division.

Click on **Move Teams**



Drag the teams you teams who are playing in the draw onto the appropriate lines of the draw and click **Save**.



Finally, go to the matches tab, select the dropdown next to the match and select **(Re)schedule match**.

The screenshot shows the 'Kent Head Inter Club League Summer 2024' dashboard. The 'Matches' tab is selected in the left sidebar. A table lists matches for 07/09/2024. A dropdown menu is open for the match 'Sat 07/09/2024 10:00 Blackheath Men's 2 vs Bromley Wendover Men's 1'. The '(Re)schedule match' option is highlighted with a red box. A red arrow points to the dropdown icon next to the match row.

Date	Team 1	Team 2	Score	Location	Status
Sat 07/09/2024 10:00	Blackheath Men's 2	Bromley Wendover Men's 1	2 - 2	Blackheath Lawn Tennis Club	

Enter the date the match is due to take place on and click **Save**.

The '(Re)schedule match' dialog box shows the match details: 'Sat 07/09/2024', 'Blackheath Men's 2 2 - 2 Bromley Wendover Men's 1'. The '(Re)schedule match' option is selected. The date and time are set to '07/09/2024 10:00'. The arrival time is set to '10:00'. A green 'SAVE' button is at the bottom right.

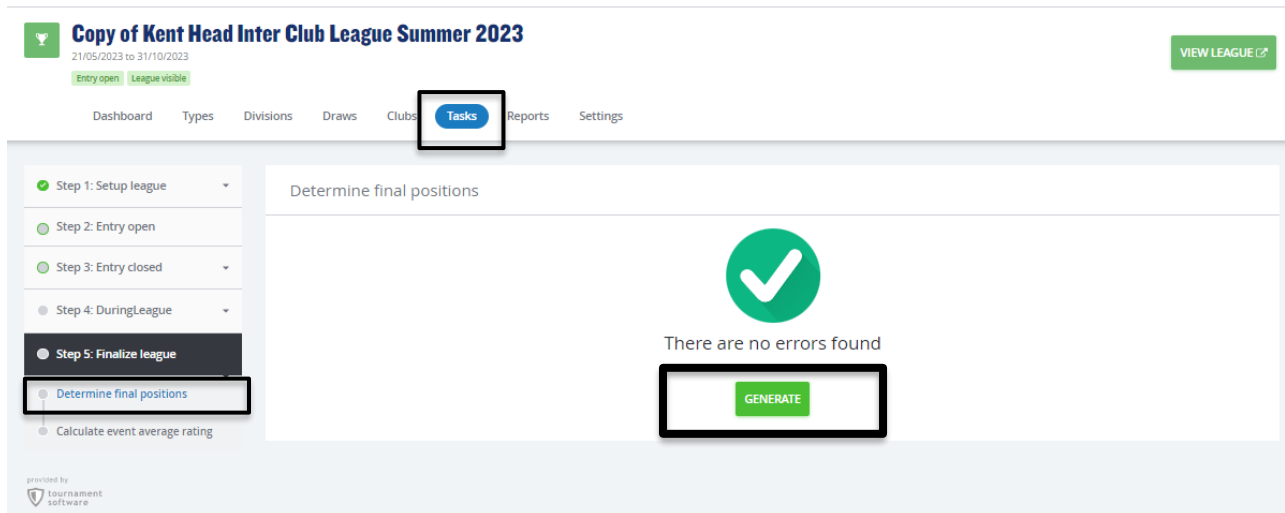
NEXT STEP



STEP 5: FINALISE LEAGUE

DETERMINE FINAL POSITIONS

This process checks if all matches have a result and then determines the final positions marking which divisions each team should be in for the following season.



Once generated, every team in a draw will be given a final position and promotion status (promoted, relegated, or withdrawn). Based on this status the team rights will be determined when the league is copied for the next season.

CALCULATE EVENT AVERAGE RATING

This process will calculate based on the player's ratings, that played in an event and what the average team rating must be for the next season.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open | League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Step 4: DuringLeague
Step 5: Finalize league
Determine final positions
26/04/2023 11:27:20
Calculate event average rating

Calculate event average rating

Bereken gemiddelde teamwaarden

CALCULATE EVENT AVERAGE RATING

VIEW LEAGUE

Once calculated, the final step is to change the status of the league to **Finished** within the **General** section of the **Settings** tab. Select **Edit Properties**.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open | League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General

Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Point settings
Matches
User rights

General

Tournament number KEN711
Period 21/05/2023 to 31/10/2023
Online entry 12/12/2022 to 14/05/2023
Status League visible
Dispensation date
Number of days to enter invitation 7
Team strength calculation reference date
Show player level Yes

EDIT PROPERTIES

APPENDICIES

1. League Organiser Checklist
2. LTA Fixture Templates

APPENDIX 1 – LEAGUE ORGANISER CHECKLIST (V1.0)

League Name:	
League Code:	
Dates:	
Entry:	

Task	✓
Step 1 – League Set Up	
Complete the league application form	
Add additional league admins	
Check settings	
Set status to New league	
Step 2 – Entry Open	
Set up online entry dates in settings	
Add/update entry fees in divisions	
Check all clubs eligible to enter are shown on the club list	
Status changed to League entry open?	
Step 3 – Entry Closed	
Process Promotion/Relegation	
Create Groups	
Add fixture dates	
Update fixture templates	
Generate match program	
Set status to League schedule visible to clubs	
Set status to League visible	
Step 4 – During the league	
Ensure club admins have stated a team captain for all teams	
If teams are scheduling matches, are all matches scheduled?	
Chase late results	
Handle unknown players	
Step 5 – Finalise the league	
Determine final positions	
Change status to League finished	

APPENDIX 2 – LTA FIXTURE TEMPLATES

3 Teams

Round 1: 2 v 3
Round 2: 1 v 2
Round 3: 3 v 1

4 Teams

Round 1: 2 v 3, 1 v 4
Round 2: 1 v 2, 4 v 3
Round 3: 3 v 1, 2 v 4

5 Teams

Round 1: 3 v 4, 2 v 5
Round 2: 1 v 2, 5 v 3
Round 3: 3 v 1, 4 v 5
Round 4: 2 v 3, 1 v 4
Round 5: 4 v 2, 5 v 1

6 Teams

Round 1: 3 v 4, 2 v 5, 1 v 6
Round 2: 1 v 2, 5 v 3, 6 v 4
Round 3: 3 v 1, 4 v 5, 2 v 6
Round 4: 2 v 3, 1 v 4, 5 v 6
Round 5: 4 v 2, 5 v 1, 3 v 6

7 Teams

Round 1: 4 v 5, 3 v 6, 2 v 7
Round 2: 1 v 2, 6 v 4, 7 v 3
Round 3: 3 v 1, 5 v 6, 4 v 7
Round 4: 2 v 3, 1 v 4, 7 v 5
Round 5: 4 v 2, 5 v 1, 6 v 7
Round 6: 3 v 4, 2 v 5, 1 v 6
Round 7: 5 v 3, 6 v 2, 7 v 1

8 Teams

Round 1: 4 v 5, 3 v 6, 2 v 7, 1 v 8
Round 2: 1 v 2, 6 v 4, 7 v 3, 8 v 5
Round 3: 3 v 1, 5 v 6, 4 v 7, 2 v 8
Round 4: 2 v 3, 1 v 4, 7 v 5, 8 v 6
Round 5: 4 v 2, 5 v 1, 6 v 7, 3 v 8
Round 6: 3 v 4, 2 v 5, 1 v 6, 8 v 7
Round 7: 5 v 3, 6 v 2, 7 v 1, 4 v 8

9 Teams

Round 1: 5 v 6, 4 v 7, 3 v 8, 2 v 9
Round 2: 1 v 2, 7 v 5, 8 v 4, 9 v 3
Round 3: 3 v 1, 6 v 7, 5 v 8, 4 v 9
Round 4: 2 v 3, 1 v 4, 8 v 6, 9 v 5
Round 5: 4 v 2, 5 v 1, 7 v 8, 6 v 9
Round 6: 3 v 4, 2 v 5, 1 v 6, 9 v 7
Round 7: 5 v 3, 6 v 2, 7 v 1, 8 v 9
Round 8: 4 v 5, 3 v 6, 2 v 7, 1 v 8
Round 9: 6 v 4, 7 v 3, 8 v 2, 9 v 1

