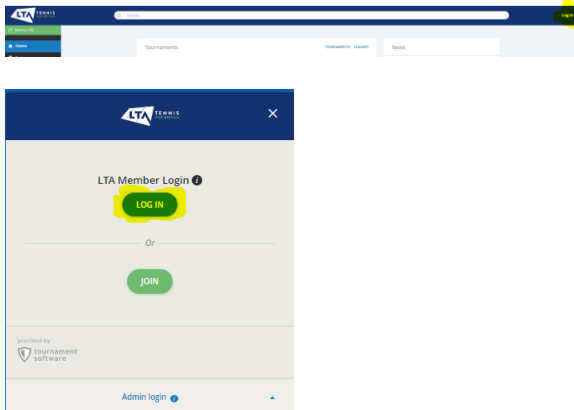


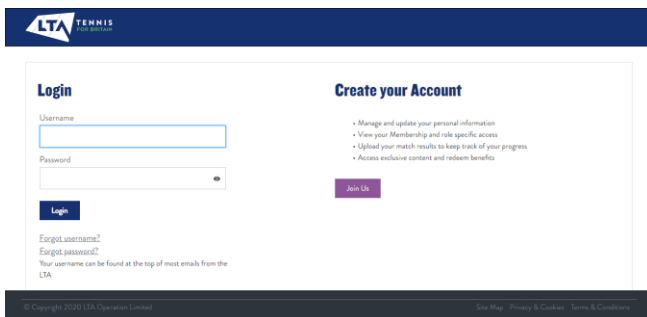
## Purpose

The old “club admin login” (i.e., LTASUR001) will no longer be required when using the Online League Planner. Access to the club admin area will be attached to a specific person(s), via their LTA members portal. Once this person has been assigned as Team Captain, they will have the ability to access results entry, match rescheduling, match relocation, home and away swap of their respective team.

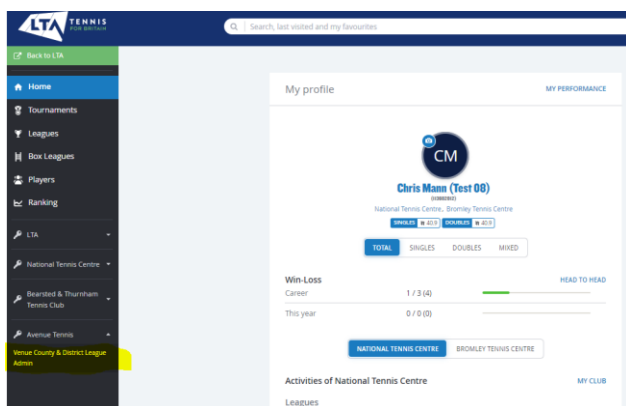
1. Log into the LTA website at <https://competitions.lta.org.uk/> and select **Member Login**.



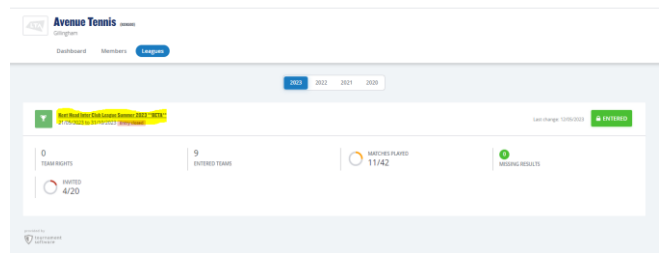
2. Enter your personal username and password that you use to log into the LTA website and click **login**.



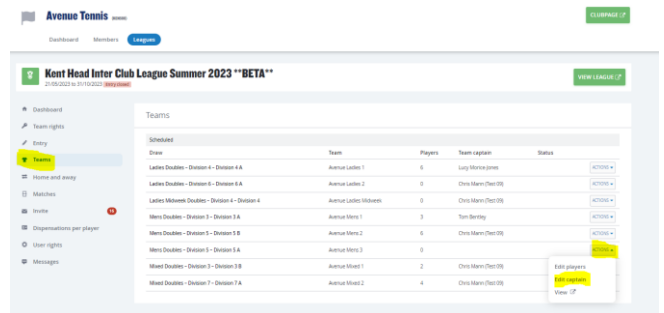
3. You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation named **'Venue County & District League Admin'**. Click on the name to proceed.



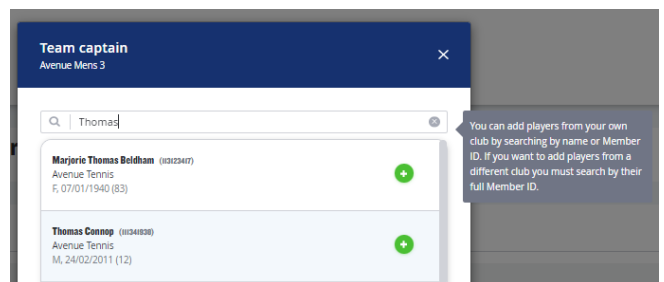
4. To access the league, click on the underlined league name.



5. In the **Teams** section you will have a list of your club's entered teams. To add a Team Captain per team, click on the **Actions** drop down followed by **Edit Captain**.



6. Search by name or LTA number, clicking on the **green circle with a plus** to add the player as Team Captain followed by close.



7. Once added, Team Captain names are listed next to their Teams.

