ONLINE LEAGUE PLANNER

TEAM CAPTAIN USER MANUAL

Environment: Version: Published: Production 2023 May 2023



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GETTING STARTED

Before getting started the County and District League Admin will need to assign the Team Captain role to you within the set up on Online League Planner.

KEY ROLES

- Results entry for all home matches at your club. Dependant on the settings that the League Admin has set, you may also have the ability to enter results for away matches at your club too.
- Adding players for results, including unknown player.
- Updating Score Status (i.e., Walkover) and match status (i.e., match not played)
- Rescheduling, relocation, and home/away swap of matches for your own team only.



ACCESSING YOUR LEAGUE

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

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Recent Upcoming This week LTA Competition Parenting Workshops A 5C1 Workshop A proceeding Workshop A 5C1 Workshop A pr		Tournaments	TOURNAMENTS LEAGUES	News	
Logges	Tournaments				
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	H Box Leagues	Scotland Tour - Different ITC - 1411 Ct	rie Daublas and 100 Mixed Daublas	parents/carers of players aged 9-14 years who have just started to	
Ranking Dis dysourcement (sould's)	R Players	Giffnock Tennis Squash & Hockey Club	IS EVENING AND THE MEANS SOLUTION		
Ended Taxa Reference 2 Taxab Reference 2 Taxab Ref. A 7 2020	∠ Ranking			•••••	
Sections from "subgroups of quarks a first case of sectors"		Scotland Tour - Daleety Ray Souash A	4 Tennis Club - 8-5-2023		

• Select Member Login

LTA Member Login () LOG IN Or
ΙΟΙΝ
provided by V tournament software
Admin login 👩 🔷

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



Login	Create your Account
Username Password Cogin	 Manage and update your personal information View your Membership and role specific access Upload your match results to keep track of your progress Access exclusive content and redeem benefits
Forgot username? Forgot password? Your username can be found at the top of most emails from the ITA	

• Your homepage dashboard will appear, and you will note that you have an additional field on the left-hand side named **Enter Results** followed by the name of the League. Click on the league name on the left-hand side to proceed.

	Q Search, last visited and my favourites				🔂 Chris Mann (Test 09) 🕻 -
Back to LTA					
A Home	My profile	MY PERFORMANCE	News		
S Tournaments					
𝕎 Leagues			Prezzo Official Competition Restaurant Partner Prezzo serves you an Exclusive set menu. Get into the spirit of sun	mmer with our bright, joyous dishes, and	
目 Box Leagues	СМ		ice cold spritzers. It's the perfect time to reconnect over delicious f Book Now	food and drinks.	
😤 Players	Chris Mann (Te	ect ((0))			
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<u>م</u>	SINGLES # 33.4 DOUB				
Competition Organiser	TOTAL SINGLES DO	DUBLES MIXED	My tournaments	TOURNAMENTS	
♥ Enter results ▲ Copy of Kent Head Inter Club League Summer 2023	Win-Loss Career 1 / 4 (5) This year 0 / 0 (0)	HEAD TO HEAD			
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	Activities of National Tennis Centre	AVENUE TENNIS MY CLUB	When you sign up for tournaments you can convenie		
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	National Tennis Centre - Box League		National Tennis Centre - Box League National Tennis Centre London, Great Britain		
			RI M Test 05052022		

N.B the clubs you are affiliated with appear on your homepage; you may need to click more for further <i>clubs.

• Once you have clicked into the league, you will be presented with the League dashboard view as a Team Captain. From this page, you have access to the **Teams within your club, upcoming matches**, and **results**.



TA TENNIS

Copy of Kent Head Inter Club League Summer 2023	Copy of K	ent Head	Inter Club	League Sumn	ner 2023
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25 March - 30 September LTADEMO

Avenue Tennis (xxxxx) Gillingham	्राम्प्राच्यमः ए
8 Teams	
Teams Upcoming matches Results	Club
Sun 30/07/2023 Ladies Doubles - Division 4 - Division 4 A	Q ROUTEC?
Herne Bay Ladies 2 - Avenue Ladies 1	
Ladies Doubles – Division 4 – Division 4 A	
Avenue Ladies 1 - Bearsted Ladies 2	
Ladies Doubles – Division 4 – Division 4 A	
Avenue Ladies 1 - Broadstairs Ladies	
Ladies Doubles – Division 4 – Division 4 A	
Avenue Ladies 1 - David Lloyd Beckenham Ladies 1	
Ladies Doubles – Division 4 – Division 4 A	
David Lloyd Dartford Ladies - Avenue Ladies 1	



• **Teams** – gives you an overview of the teams within your club in the League, including their standing and place.

py of Kent Head Inter Club League Summer 2023 March - 30 September LTADEMO			
Avenue Tennis Gillingham			
	8 Teams		
Teams Upcoming matches Results		Club	
Men		Avenue Tennis (KENSOO)	ROUTE [2]
Mens Doubles - Division 3 - Division 3 A Avenue Mens I	STANDING PL 6 1		
Mens Doubles - Division 5 - Division 5 B Avenue Mens 2	STANDING PL 1 0		
Mens Doubles - Division 5 - Division 5 A Avenue Mens 3	STANDING PL 1 O		
Women			
Ladies Doubles – Division 4 – Division 4 A Avenue Ladies I	STANDING PL 1 O		
Ladies Doubles – Division 6 – Division 6 A Avenue Ladies 2	STANDING PL		

• From the **Teams** tab, you can click into a **division** or a **team** for an overview of the standings, matches and player statistics.



25 March - 30 September LTADEMO			
Avenue Tennis (200540) Gillingham			C FAVOU
	8 Teams		
Teams Upcoming matches Results		Club	
Men Mens Doubles - Division 3 - Division 3 A		Avenue Tennis (KEM500)	ROUTE C
Avenue Mens I	STANDING PL 6 1		
Mens Doubles - Division 5 - Division 5 B Avenue Mens 2	STANDING PL 1 0		
Mens Doubles - Division 5 - Division 5 A Avenue Mens 3	STANDING PL 1 O		
Women			
Ladies Doubles - Division 4 - Division 4 A Avenue Ladies (STANDING PL 1 0		
Ladies Doubles - Division 6 - Division 6 A Avenue Ladies 2	STANDING PL 1 0		
Ladies Midweek Doubles – Division 4	STANDING PL		

• Division view – includes overall standings, matches per round and player details.



Copy of Kent Head Inter Club League Summer 2023	
26 Marcin - 30 September 1300MO	
Mens Doubles - Division 3 Covision 3A *	
& Towers IS Malithes	
Standings	
2 annings	
TEAM	PL W D L PTS HISTORY
1 Canterbury Mers 4	1 1 0 0 1 0
2 Mediature LTC Mers 1	
2 Sydentiaes Merc 1	
2 Turbindge Webs UTC Mens 2	
2 Hrindsbury Wens 1	0 0 0 0 0
6 Avenue telens 1	1 0 0 1 0 🛛
Matches	
Round 1	
3ar 3047 2023	
Avenue Mens 1 8-1 Canterbury Mens 4	
Sie 3047/3828 Prindsbury Mens 1 - Maidstone UTC Mens 1	
Sur. 30171 2023	
Friendsbury Mens 1 - Maidstone L3C Mens 1	
Sun 30/17/3023	
Sydenham Mens 1 - Turbridge Wells LTC Mens 2	
Round 2	
Sur 30450123	
Tunbridge Wells LTC Mens 2 - Frindsbury Mens 1	
5.4-36470223	
Tunbridge Wells LTC Mens 2 - Frindsbury Mens 1	
Sun Methodal Avenue Mens 1 - Maidstone LTC Mens 1	
Players	
PA Peter Abbetts	WinLoss 1-0(0)
Canonitury Ment 4	
2 DC Basiel Christmas Cantertury Mette 4	WinLoss 54(1)
3 Stephen Cartildge Avenue Views 1	Win-Loss 0-1 (1)
•	
LOHD MORE	

• **Team view** – includes an overview of a specific teams' matches and players.



Copy of Kent Head Inter Clui	b League Summer 2023				
+	Avenue Mens 1				
		Mens	Doubles - Division 3 - Divi	sion 3 A	
Standing			STANDINGS	Club	
STANDING PL 6 1			ΡRY	Avenue Tennis (xxxxxd)	♥ ROUTE L [#]
Matches			🛱 CALENDAR		
	Sun 30/07/2023 Avenue Mens 1 - Maidstone I	.TC Mens 1	•		
Tunbridge	Sun 30/07/2023 Wells LTC Mens 2 - Avenue Men	s1			
	Sun 30/07/2023 Avenue Mens 1 - Sydenham I	Viens 1	1		
•	Sun 30/07/2023 Avenue Mens 1 0 - 1 Canterbu	ry Mens 4			
F	Sun 30/07/2023 rindsbury Mens 1 - Avenue Men	s1			
F	Sun 30/07/2023 rindsbury Mens 1 - Avenue Men	s1			
Players					
1 MD Mark Diffey		Win-Loss	0-0 (0)		
2 MC Mark Carrington		Win-Loss	0-1 (1)		
3 SC Stephen Cartlidg	9	Win-Loss	0-1 (1)		



RESULTS ENTRY

- As a team captain, you will have access to input scores for your club's home matches. Dependant on the settings set by the League Admin, you may also have the ability to submit results for away matches.
- Select Upcoming Matches to have a list view of your club's matches.
- To input match results, select the right-hand side green box with white pencil.

Copy of Kent Head Inter Club League Summer 2023 25 March - 30 September LTADEMO	
Avenue Tennis (xxxxxx) Gittingham	ि FAUCURITE Paulourite
Teams Upcoming matches Results	Club
Sun 30/07/2023	Q ROUTE (2)
Ladies Doubles – Division 4 – Division 4 A	
Herne Bay Ladies 2 - Avenue Ladies 1	
Ladies Doubles - Division 4 - Division 4 A	
Avenue Ladies 1 - Bearsted Ladies 2	
Ladies Doubles - Division 4 - Division 4 A	
Avenue Ladies 1 - Broadstairs Ladies	
Ladies Doubles - Division 4 - Division 4 A	
Avenue Ladies 1 - David Lloyd Beckenham Ladies 1	
Ladies Doubles - Division 4 - Division 4 A	
David Lloyd Dartford Ladies - Avenue Ladies 1	
Ladies Doubles - Division 4 - Division 4 A	

NB: Matches for which you are Team Captain will appear highlighted in a blue box.

Mens Doubles - Division 5 - Division	1 5 B	
	Blackheath Mens 3 -	Avenue Mens 2
Mens Doubles - Division 5 - Divisior	1 5 B	
	Gravesham Mens 2 -	Avenue Mens 2

• The following results entry page will appear. You have the ability to **add players**, **enter scores**, add a **score status**, and **match status** for your club's home games.



Enter results Copy of Kent Head Inter Club League Summer 2023		
	Mers Doubles - Division 5 - Division 5 B 30 July 2023 Avenue Mens 2 0 - 0 Kemsing Mens 1	
	+ MATCH STATUS	
How does it work?	Match results	
Results Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.	CANCEL	SAVE
You can also add mark a player-match as walkover, retired, not	MD1	+ SCORE STATUS
played or abandoned.	Avenue Mens 2	
Players You can add players to a match by choosing from the select list.	Home player 1	
When the player is not yet in the list, you can add a new player to the team.	Home player 2	· · · · · · · · · · · · · · · · · · ·
	Kemsing Mens 1	
	Away player 1	·
	Away player 2	

N.B When inputting a match score, it is easiest to input the losing set number first. I.e.; if the set was 6-3 you can input the 3 and the 6 would automatically be populated for the opposing player(s).

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

t er resul of Kent Head In	Edit team match status	×
	Score status Score status Abandoned Postponed Not played Natch not played Avenue Ladies 1 did not show Match not played Bearsted Ladies 2 did not show	Abandoned 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 Avenue Ladies 1 did not show Match not played (and will not be played). Match not played Bearsted Ladies 2 did not show Match not played (and will not be played).
How does		CANCEL SAVE



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

Enter result	Score status WD1		×	
How does	Score status Score status Walkover Retired Not played Abandoned	Walkover Retired (match not yet commenced). Retired Retired Appretived from a match in progress. Not played Not played (and will not be played). Abandoned The match is partially played (will be finished later).	NCEL SAVE	
Results Only valid results a	ire allowed. In the case of a non-played match,	CANCEL		SAV

• 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)

Enter results Copy of Kent Head Inter Club League Summer 2023		
	Mens Doubles - Division 5 - Division 5 B 30 July 2023 Avenue Mens 2 0 - 0 Kemsing Mens 1 + MATCH STATUS	
How does it work?	Match results	
Results Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.	CANCEL MD1	SAVE
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.	Avenue Mens 2 Home player 1 Home player 1 Add new player Unknown player	
	Kernsing Mens 1 Away player 1 Away player 2	•

• To add players, search by the player's name or LTA number.



Chris Mann (Test 09) (IIG882828) Avenue Tennis	
Chris Mann (Test 09) (IIS082828) Avenue Tennis	u can add players from your own
	b by searching by name or ember ID 25 2

Add players to this team		×	
Q Add a player, search by name/Member ID			
6 player(s) in Avenue Mens 2			
NAME	AGE		ns 1
Christopher Barge	31	Ē	
Chris Mann (Test 09)	38	Ô	
Antony Donohue	62	â	
David Corps 22 M, 105861775	29	â	
Tom Bentley M, 115799897	24	â	
Timayo Ogunro M, 114707245	31	Ē	
		CLOSE	

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

Match results	
CANCEL	SAVE
MD1	SCORE STATUS
Avenue Mens 2	
(10.2) Christopher Barge (M, 103850496) X 🗸	.nnn
Home player 2 🗸	
Home player 2	
Add new player (10.2) Christopher Barge (M, 103850496) (10.1) Chris Mann (Test 09) (M, 113602029) (10.2) Antony Donohue (M, 110896839) (9.2) David Corps (M, 105861775) Tom Bentley (M, 115799897) Timayo Ogunro (M, 114707245) Unknown player	•

• To record 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 Team Captain) copying the League Organiser 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.

How does it work?	Match results	
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	CANCEL MD1	SAVE
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.	Avenue Mens 3 Home player 1 Home player 1 Add new player Unknown player	• 4 4
	Knoll (Orpington) Mens 3 (7.1) Tim Pastron (M, 107131007) Christopher McMahon (M, 112640665)	× • × • 6 6

Match results

	SAVE
	+ SCORE STATUS
is 3	
vn player X	
vn player ×	•
gton) Mens 3	
m Pastron (M, 107131007) X	
opher McMahon (M, 112640665) ×	€ 6
opher McMahon (M, 112640665) ×	



Matches	
MD1	
Avenue Mens 3	
Unknown player	Unknown player 4 4
Unknown player	
Knoll (Orpington) Mens 3	
Tim Pastron	• 6 6
Christopher McMahon	

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**.

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 - 1 Bearsted Ladies 2 + MATCH STATUS	
How does it work?	Match results	
Results Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.	CANCEL	SAVE
You can elso add mark a player-match as walkover, retired, not	WD1	+ SCORE STATUS
played or abandoned.	Avenue Ladies 1	
Players	Julia Bradley (F, 112700711)	× • 6 3
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.	(10.2) Natsha Julian (F, 113571401)	× •
	Bearsted Ladies 2	
	Carole Bacon (F, 113928879)	× •
	Janet Judges (F, 107029386)	× -



Save result		×
ner 202	Save result:	
	Sun 30/07/2023 Avenue Ladies 1 0 - 1 Bearsted Ladies 2	
	CANCEL	save lies 2

• The saved match can be found on your club dashboard under **Results.**

		TRAVOURITE
8 Teams		
	Club	
	Avenue Tennis (KENISOO)	🗣 ROUTE 🇭
		8 Teams



RESCHEDULING, MATCH RELOCATION, HOME & AWAY SWAP

- As a Team Captain, you will have access to reschedule, relocate, or swap home and away matches for your team.
- Select Upcoming Matches and scroll down to your team matches.

	Copy of Kent Head Inter Club League Summer : 25 March - 30 September LTADEMO	2023		
	Avenue Tennis o Gilingham		fearns	(∵ FAVOURTE)
	Teams Upcoming matches Results		Club	
	Tumbridge weis ere wike	au D Avenue Ivilkeu I		
Mixed Doubles - Div	vision 3 – Division 3 B			
	Shooters Hill Mixe	ed 1 - Avenue Mixed 1		
Mens Doubles - Div	ision 5 – Division 5 A			
	Beckenham LTC Me	ns 3 - Avenue Mens 3		
Mens Doubles - Div	ision 5 – Division 5 B			
	Avenue Me	ns 2 - Kemsing Mens 1		1
Mens Doubles - Div	ision 5 – Division 5 A			
	Avenue Me	ns 3 - Knoll (Orpington) Mo	ens 3	1
Mens Doubles - Div	ision 5 - Division 5 B			
	Avenue Me	ns 2 - Bromley LTC Mens 3	3	-
Mens Doubles - Div	ision 5 – Division 5 A			
	Chilham M	ens - Avenue Mens 3		

In this guide, the user is logged in as the Team Captain of the Mens Doubles – Division 5 – Division 5b (Avenue Tennis Club). Therefore, this user will only have access to reschedule, relocate, or swap home to away for the Mens Doubles – Division 5 – Division 5b (home games only).



• Click on the grey box where the team names are written.



• The following page will appear. As the Team Captain of this team, the user has access to the **Match Properties** blue dropdown edit on the right-hand side of the page.

Copy of Kent Head Inter Club League Summ 25 March - 30 September LTADEMO	ier 2023	
	Mens Doubles – Division 5 – Division 5 B 30 July 2023	
Home Avenue Mens 2	-	Away Bromley LTC Mens 3
	Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0	
CHANGE RESULTS		MATCH PROPERTIES -
0	Edit announcement	Location
Matches MD1 Avenue Mens 2 Bromley LTC Mens 3 MD2		ROUTE Avenue Tennis Featherby Road MEB 6AN Glilingham Great Britain 4.41634e-011 Info@avenuetennis.co.uk/ https://www.avenuetennis.co.uk/
Avenue Mens 2 Bromley LTC Mens 3		😻 Team captains
MD3 Avenue Mens 2 Bromley LTC Mens 3 MD4 Avenue Mens 2 Bromley LTC Mens 3		Chris Mann (Test 09) Avenue Mens 2 ↓ +442084877000 chris.mann@tennisofficial.co.uk

• Select the Match Properties drop down which will allow you to reschedule a match, relocate a match or switch the match home and away.



Copy of Kent Head Inter Club League Summer 2023 25 March - 30 September LTADEMO		
Home Avenue Mens 2	Mens Doubles – Division 5 – Division 5 B 30 July 2023 —	Away Bromley LTC Mens 3
	Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0	
CHANGE RESULTS		MATCH PROPERTIES -
0	Edit announcement	(Re)schedule match Relocate match
Matches		Switch Home and Away

• **Reschedule Match** – Allows you to change the date and time of the match.

Copy of Kent Head Inter Club Lea	(Re)	sche	dule	e ma	itch				×	
25 March - 30 September LTADEMO				Aver	nuel	Mens	_	10/07/2023 D - O Bromley LTC Mens 3		
— .		_	_	_		— (R	e)sch	edule match		
Avenue Mens 2	 	3		2023 (y 202		þ	>		*	Away Bromley LTC Mens 3
	su			WE						
	2	26 3		28 5		30 7	1			
	NGE 9						15	00 : 00		MATCH PROPERTIES -
	16	17	18	19	20	21	22			
	23	24	25	26	27	28	29		<u>:em</u>	ent Location
	30	31	1	2	3	4	5			

• **Relocate Match** – Allows you to change the location of the match.



Copy of Kent Head Inter Club Lea	Relocate match	×	
25 March - 30 September LTADEMO			
	Mon 31/07/2023		
	Avenue Mens 2 0 - 0 Bromley LTC Mens 3		
	Relocate match		
Home Avenue Mens 2	Match location Avenue Tennis, Gillingham	× -	Bron
	٩١		
	Avenue Primary School, Leicester	^	
	Avenue Primary School, Leicester	- 18	MATCH PROPERTIES -
	Avenue Primary School, London		
	Avenue Primary School, London	<u>ement</u>	Location
	Avenue Primary School, London		
Matches	Avenue Primary School, WARMINSTER		Avenue Tennis
	Avenue Road Playing Fields, Bradford		■ Avenue remins ♥ Featherby Road ME8 6AN Gillingham
MD1	Avenue Tennis, Gillingham	-	Great Britain
Avenue Mens 2		_	4 .41634e+011

• Switch Home and Away – Allows you to change your home match to away.

Copy of Kent Head Inter Club Lea	Switch Home and Away	×	
25 March - 30 September LTADEMO	Switch Home and Away?		
		CANCEL SWITCH	
Home Avenue Mens 2		09:00	Ē
	Ma	atches: 0 - 0 Sets: 0 - 0 Games: 0 - 0	
			MATCH PROPERTIES •

N.B Team Captains will only have this access for their home games for their specific team. The Match Properties button will not appear for other matches.

