# **ONLINE LEAGUE PLANNER**

# **COUNTY AND DISTRICT LEAGUE ADMIN USER MANUAL**

Environment: Version: Published: Production 2023 May 2023



# **Contents**

Getting started	
Key Roles	
Accessing your league	3
Team Entry	
Adding, editing or deleting players in teams	
Adding, editing or deleting team captains	
Team page view	
Fixture Details	Error! Bookmark not defined.
Rescheduling, match relocation, home & away swap	
Results entry and match status update	
User Rights - Assigning results entry rights to players	



# **GETTING STARTED**

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. Before getting started you will need to ensure that you have attached the role of County and District League Contact via your LTA members portal.

#### **KEY ROLES**

- Enter and edit a team entry.
- Edit and send invites.
- Assign Team Captain roles.
- Add players to teams.
- Reschedule, relocate, and swap home/away matches for your club's home matches only.
- Change a match result.
- Enter a result, update a score status (i.e., walkover) and match status (i.e., match not played).
- Utilise exports.

#### **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.

	Q Search							
Back to LTA								
A Home		Tournam	ents			TOURNAMENTS LEAGUES	News	
😵 Tournaments								
▼ Leagues		Recent	Upcoming	This week			LTA Competition Parenting Workshops & 5Cs Workshops	
H Box Leagues							Our Competition Parenting Workshops are aimed at parents/carers of players aged 9-14 years who have just started to	
📇 Players			Giffnock Tennis Squa		Is Doubles and IOU Mixed Doubles		compete or compete regularly. Read more 👻	
₩ Ranking			08/05/2023 One day tournament	Grade 5			• • • • •	
			Paulined Trees Da	and the formation	T			
			Dalgety Bay Squash 8	Tennis Club   Scotl	Tennis Club - 8-5-2023 d East		Latast carbings	

Select Member Login



TENNIS	×
LTA Member Login () LOG IN Or	
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	<ul> <li>Manage and update your personal information</li> <li>View your Membership and role specific access</li> <li>Upload your match results to keep track of your progress</li> <li>Access exclusive content and redeem benefits</li> </ul>
Login	
Forgot username?	

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



	Q Search, last visited and my favourites			
🛃 Back to LTA				
🔒 Home	My profile	MY PERFORMANCE	News	
8 Tournaments				
𝕎 Leagues			ITF World Tennis Number - Algorithm Update - 30 March 2022 s, and The ITF has been working with National Associations including LTA to further enhance the calcul	
目 Box Leagues		СМ	ITF World Tennis Number. The update to the algorithm took place in the weekly update on 30 M and may affect any player with an existing ITF World Tennis Number.	arch
😤 Players		Chris Mann (Test 08)	B	eadı
🗠 Ranking	Nati	(113862802) Jonal Tennis Centre, Bromley Tennis Centre		
	_	SINGLES 17 40.9 DOUBLES 17 40.9	My tournaments TOURNAME	NTS
Competition Organiser	τοτ	AL SINGLES DOUBLES MIXED	ing commence	
Bearsted & Thurnham	Win-Loss	HEAD TO HEAD		
Tennis Club	Career This year	0 / 0 (0)		
Avenue Tennis	This year	070(0)		
Venue County & District League Admin	NATIONA	L TENNIS CENTRE BROMLEY TENNIS CENTRE		
	Activities of National Ter		When you sign up for tournaments you can conveniently access them here. Enter now	v!
		nnis Centre MY CLUB	SEARCH TOURNAMENTS	
	Leagues There are no current leagues	s for National Tennis Centre		

Once you have selected the admin role, you will be presented with the League dashboard view as a Venue County & District League Admin for your club. From this page, you have access to your club's **overview** page within the league.

Avenue Tennis (KR1880) Gillingham Dashboard Members Leagues			
Copy of Kent Head Inter Club League Summer 2023 25/03/2023 to 30/09/2023 In progress		2023 2022 2021 2020	Last change: 29/03/2023
0 TEAM RIGHTS 0/20	8 ENTERED TEAMS	MATCHES PLAYED 2/42	O MISSING RESULTS
iord by tournament software			

**Dashboard** – This will provide you with an overview of information for your club including the club address, number of members and number of leagues they are entered into.



Gillingham				
	412 Members	1 LEAGUES	0 TOURNAMENTS	0 сочить
				Locations
Avenue Tennis				Avenue Tennis Featherby Road MES EAN Gillingham Great Britain
(excesse) Featherby Road MEB 6AN Gillingham Kent Great Britain 4. 4.14534=+011				
dualosaer011     info@www.uetennis.co.uk     thtps://www.avenuetennis.co.uk				

**Members** – This tab will provide you with a list of your club members including their LTA numbers, contact details and events.

Gillingham							
Dashboar	d Members Leagues						
			ALL ME	MBERS			
lembers							
						Q Search	
howing 1 to 50 of							
Member ID	Name	Age	Gender	Phone	Email	Lev	
						Singles	Doubles
104911751	Abel, Richard	21/03/1960 (63)	Male	441227379347	abel@btinternet.com		
108332951	Abery, Alison	13/12/1962 (60)	Female	441622884410	mksalter@gmail.com	18	
112623952	Aboa-Bradwell, Anthony	12/10/2002 (20)	Male	441634573619	ibstoneandtile@blueyonder.co.uk	20	
113991134	Adegbite, Seyi	13/04/1997 (26)	Female		seyiadegbite@outlook.com	•	
111342093	Aiyathurai, Ashwin	24/04/2007 (15)	Male		johannanoble@hotmail.com	20	
112679155	Aiyathurai, Lasanthan	24/05/1979 (43)	Male		laiyathurai@gmail.com		
112737221	Allen, Benjamin	08/12/2005 (17)	Male		samsalmon393@gmail.com	20	
112367324	Ambler, Peter	15/04/1958 (64)	Male		wembleypete@live.co.uk		
110415772	Anadolova, Izabela	24/12/2006 (16)	Female	441622221398	anadolova@abv.bg	18	
110413772	Andersen, Austin	15/05/2011 (11)	Male		ulrik@fmtextiles.pt		
		05/03/1985 (38)	Male		ulrik@oscar-research.co.uk	20	
113036237	Andersen, Ulrik	03/03/1903 (30)			sara.andrews@outlook.com		
113036237 112524682 115080011	Andersen, Ulrik Andrews, Sara	28/07/1969 (53)	Female		saratanurews@outlook.com		
113036237 112524682			Female Female		naomi@projectski.co.uk	20	
113036237 112524682 115080011 112502643	Andrews, Sara	28/07/1969 (53)	Female	441795871674		-	
113036237 112524682 115080011	Andrews, Sara Annetts, Naomi	28/07/1969 (53) 25/12/1983 (39)	Female Female	441795871674	naomi@projectski.co.uk	20	•



This information can be exported into an excel sheet if required, by clicking on the right-hand side export square with an arrow in it.

	Avenue Te Gillingham	ennis (Kensoo)						
	Dashboard	Members Leagues						
				(	ALL MEMBERS			
Mer	mbers							
							Q Search	C
Show	ving 1 to 50 of 412 o	entries						
Men	mber ID	Name	Age	Gender	Phone	Email	Lev	rel
							Singles	Doubles
1049	911751	Abel, Richard	21/03/1960 (63)	Male	441227379347	abel@btinternet.com		
1083	332951	Abery, Alison	13/12/1962 (60)	Female	441622884410	mksalter@gmail.com	18	
		10			***********	and the second		-

You will find the export in your downloads on your computer, and it will open in the below format. This information is useful should you need to send a mass email to members.

Α	В	С	D	E	F	G
Member ID	Name	Age	Gender	Singles	Doubles	
104911751	Abel, Richard	21-3-1960 (63)	M	0(0)	0(0)	
108332951	Abery, Alison	13-12-1962 (60)	F	18(0)	0(0)	
112623952	Aboa-Bradwell, Anthony	12-10-2002 (20)	M	20(0)	0(0)	
113991134	Adegbite, Seyi	13-4-1997 (26)	F	0(0)	0(0)	
111342093	Aiyathurai, Ashwin	24-4-2007 (15)	M	20(0)	0(0)	

• Leagues – This tab displays the league information for which you are a Venue County & District League Admin.

Gillingham Dashboard Members			
		2023 2022 2021 2020	
Copy of Kent Head Inter Club League Summer 2023     Z5/03/2023 to 30/09/2023 in progress			Last change: 29/03/2023
0 TEAM RIGHTS INVITED 0/20	8 ENTERED TEAMS	MATCHES PLAYED 2/42	MISSING RESULTS
prended by tournament ioftware			

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



Gillingham Dashboard Members Leagues	)		
		2023 2022 2021 2020	
Copy of Kent Head Inter Club League Summer 2023			Last change: 29/03/2023
0 Team rights	8 ENTERED TEAMS	MATCHES PLAYED 2/42	MISSING RESULTS
0/20			
iord by ] fournament software			

This will open your main dashboard for the specific league for which you are a Venue County & District League Admin. Within this page are a number of editable **settings** tabs on the left-hand side.

Dashboard Members	Leagues			CLUBPAGE 🕜
Kent Head Inter Clu 21/05/2023 to 31/10/2023 In progress	ib League Summer 2023 **BETA**			VIEW LEAGUE 12*
<ul> <li>Dashboard</li> <li>Team rights</li> <li>Entry</li> </ul>	8 teams	18 players	42 Matches	0 соинтя
<ul> <li>Teams</li> <li>Home and away</li> <li>Matches</li> <li>Fixture Details</li> <li>Dispensations per player</li> </ul>	Matches	MISSING RESULTS	0 INVITE 5/20	ENTER RESULTS C <sup>a</sup>
<ul> <li>User rights</li> <li>Messages</li> </ul>	Entry Last change: 12/05/2023 at 08:44. By: Chris Mann (Test 08). TEAM RIGHTS O		entered teams 9	

# **TEAM ENTRY**

To enter or edit a team entry, select **Entry** followed by **Edit**. This section is only editable until the entry deadline, at which point the Edit option is removed.



Dashboard Members	eagues				
Kent Head Inter Club 21/05/2023 to 31/10/2023 Open for entrie		023 **BETA**			VIEW LEAGUE 🗷
<ul> <li>Dashboard</li> <li>Team rights</li> </ul>	You can change this ent	ry until 14/06/2023 at 16:00.			
Entry	.ast change: 12/05/2023 at 08:44. E	By: Chris Mann (Test 08).			
Teams	1 Teams				EDIT
≓ Home and away					
Matches	9 teams	Mens Doubles (4MD )	Division 10 - Avenue Tennis 4		
-		Mens Doubles (4MD )	Division 3 - Avenue Tennis 1		
Fixture Details 14		Mens Doubles (4MD )	Division 5 - Avenue Tennis 2	Chris Mann (Test 09)	
Dispensations per player		Mens Doubles (4MD )	Division 5 - Avenue Tennis 3		
A		Ladies Doubles (4WD )	Division 4 - Avenue Ladies 1		
User rights		Ladies Doubles (4WD )	Division 6 - Avenue Ladies 2		
Messages		Ladies Midweek Doubles (4WD )	Division 4 - Avenue Ladies Midweek		
		Mixed Doubles (4XD )	Division 3 - Avenue Mixed 1		
		Mixed Doubles (4XD)	Division 7 - Avenue Mixed 2		

Within the **Entry** section, you have the ability to add a team via the **+Add team** button or **edit** and **withdraw** a team via the **Actions** dropdown button.

8 Co 25/0	ppy of Kent Head Inter Club League Summer 2 3/2023 to 30/09/2023 Open for entries	2023					VIEW LEAGUE 🖉
) My tea	ms		2 Confirmation				
							SUBMIT
My tear Entry Incomp						0	TEAMS COMPLETE
+ ADD 1	TEAM						
🚺 Ba	sed on your entries from last year we have prepared a number of teams fo	r you so that you can mai	ke changes with ease.				
8 teams							
	League type	Event	Team	Team captain	Players	Average Remarks	
New	Mens Doubles (4MD )	Division 3	Avenue Mens 1				ACTIONS -
New	Mens Doubles (4MD )	Division 5	Avenue Mens 2	Chris Mann (Test 09)	1		ACTIONS -
New	Mens Doubles (4MD )	Division 5	Avenue Mens 3				
New	Ladies Doubles (4WD )	Division 4	Avenue Ladies 1				ACTIONS -
New	Ladies Doubles (4WD )	Division 6	Avenue Ladies 2				ACTIONS -
New	Ladies Midweek Doubles (4WD )	Division 4	Avenue Ladies Midweek				
New	Mixed Doubles (4XD )	Division 3	Avenue Mixed 1				ACTIONS -
New	Mixed Doubles (4XD )	Division 7	Avenue Mixed 2				ACTIONS -
							SUBMIT

+Add team – This allows you to add the details of a team into the league including the gender, league type (event) and division. Click Add to continue.



Add team			>
Team Follow the steps below and fill out informa	ation to add a new tear	n.	
Gender Women			*
League type Ladies Doubles (4WD )			*
Event Division 7			*
Name 3			0
		CANCEL	ADD
		CANCEL	4

**Edit / Withdraw** – A team that has already been added can be edited or withdrawn using the **edit** dropdown selection under **Actions.** Within this section the event can be changed, the team captain for the team can be added along with the players.

	py of Kent Head Inter Club League Summer /2023 to 30/09/2023	2023						VIEW LEAGU
My tear	ns		2 Confirmation					
								SL
y tean							¢	TEAMS COMPLET
100 7	FAM							
ADD T								
ADD I	-							
	ed on your entries from last year we have prepared a number of teams	for you so that you can r	make changes with ease.					
	ed on your entries from last year we have prepared a number of teams	for you so that you can r	make changes with ease.					
i) Bas	ed on your entries from last year we have prepared a number of teams League type	for you so that you can r Event	make changes with ease. Team	Team captain	Players	Average	Remarks	
Bas			-	Team captain	Players	Average	Remarks	ACTIONS -
Bas teams	League type	Event	Team	Team captain Chris Mann (Test 09)	Players	Average	Remarks	ACTIONS 4
Bas teams	League type Mens Doubles (4MD )	Event Division 3	Team Avenue Mens 1			Average	Ed	ACTIONS 4
Bas eeams New New	League type Mens Doubles (4MD ) Mens Doubles (4MD )	Event Division 3 Division 5	Team Avenue Mens 1 Avenue Mens 2			Average	Ed	ACTIONS -
Bas Reams New New	League type Mens Doubles (4MD ) Mens Doubles (4MD )	Event Division 3 Division 5 Division 5	Team Avenue Mens 1 Avenue Mens 2 Avenue Mens 3			Average	Ed	ACTIONS - it thdraw
Bas teams New New New New	League type Mens Doubles (4MD ) Mens Doubles (4MD ) Mens Doubles (4MD ) Ladies Doubles (4MD )	Event Division 3 Division 5 Division 5 Division 4	Team Avenue Mens 1 Avenue Mens 2 Avenue Mens 3 Avenue Ladies 1			Average	Ed	ACTIONS A
New New New New New	League type Mens Doubles (4MD ) Mens Doubles (4MD ) Ladies Doubles (4WD ) Ladies Doubles (4WD ) Ladies Doubles (4WD )	Event Division 3 Division 5 Division 5 Division 4 Division 6	Team Avenue Mens 1 Avenue Mens 2 Avenue Mens 3 Avenue Ladies 1 Avenue Ladies 2			Average	Ed	ACTIONS - it thdraw ACTIONS - ACTIONS -



Edit team	×
<b>Team</b> You can edit this team through a promotion request and modifying players.	
Gender Men	*
League type Mens Doubles (4MD )	*
Event Division 3	*
Name Avenue Mens 1	0
Add team captain         Optionally add a team captain to this team. This can also be done later.         Q       Add a captain, search by name/Member ID         • Request promotion or relegation	
Add players To request a promotion you must add players to the team. You can do this through the s option below.	earch
Q Add a player, search by name/Member ID	
Avenue Mens 1 No players have been added to this tearn.	
	SAVE

To add members please search using the person's name or LTA number. This can also be done in the **Teams** section as outlined further in this guide.

In addition, a request can be made for **promotion** or **relegation**.



**Withdraw** – A team can be withdrawn and a comment input using the dropdown selection **withdraw** under **Actions**.

Withdraw team		×
Type Team	Mens Doubles – Division 3 Avenue Mens 1	
Comment		
		//
	CANCEL	WITHDRAW

### **ADDING, EDITING OR DELETING PLAYERS IN TEAMS**

Select **Teams** to have an overview of the club's entered teams for the respective league.

Dashboard Members	Leagues				CLUBPAGE
Kent Head Inter Clu 21/05/2023 to 31/10/2023 open for e	Ib League Summer 2023 **BETA**				
<ul> <li>Dashboard</li> <li>Team rights</li> </ul>	Teams				
✓ Entry	Scheduled Draw	Team	Players	Team captain	Status
Teams     Home and away	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS V
Matches	Ladies Doubles – Division 6 – Division 6 A	Avenue Ladies 2 Avenue Ladies Midweek	0	Chris Mann (Test 09)	
Fixture Details 14	Ladies Midweek Doubles – Division 4 – Division 4 	Avenue Ladies Midweek Avenue Mens 1	0	Chris Mann (Test 09) Julie Cook	ACTIONS V
Dispensations per player	Mens Doubles – Division 5 – Division 5 B	Avenue Mens 2	6		ACTIONS -
User rights	Mens Doubles – Division 5 – Division 5 A	Avenue Mens 3	0		ACTIONS -
Messages	Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS 💌
	Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS -

Within this section you can **add players** to each team, **assign team captains** and view each **team's page** on the Competitions portal.

To edit players in a team, select the Actions dropdown following by Edit players.



Kent Head Inter Clui 21/05/2023 to 31/10/2023 Open for entr	b League Summer 2023 **BETA**				VIEW LEAGU
<ul> <li>Dashboard</li> <li>Team rights</li> </ul>	Teams				
ℓ Entry	Scheduled Draw	Team	Players	Team captain	Statue
Teams	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS 4
Home and away	Ladies Doubles – Division 6 – Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	Edit players
Matches	Ladies Midweek Doubles – Division 4 – Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	Edit captain
Fixture Details (14)	Mens Doubles – Division 3 – Division 3 A	Avenue Mens 1	4	Julie Cook	View 🖓
Dispensations per player	Mens Doubles – Division 5 – Division 5 B	Avenue Mens 2	6		ACTIONS
User rights	Mens Doubles – Division 5 – Division 5 A	Avenue Mens 3	0		ACTIONS
Messages	Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
	Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

Players who appear in the list can be **deleted**, new players can be **added**, and players can be imported from entry.



Team players Avenue Ladies 1		×
Q Add a player, search by name/Memb	er ID	
Name	Age	
carl beckwith M, 115000342	27/05/1980 (42)	ā
Liam Billington M, 104889609	14/03/1989 (34)	Ē
William Connop M, 112803401	24/02/2011 (12)	Ē
Mark Costen	18/08/1971 (51)	ā
Chris Mann (Test 09)	01/01/1985 (38)	â
Julia Bradley F, 112700711	16/09/1945 (77)	Ē
Natsha Julian	02/01/1971 (52)	Ē
+ IMPORT PLAYERS	he entry will be imported.	CLOSE

When adding new players, you can search by their name or LTA number. To **add a player**, select the green circle with a plus sign.



Q chris		۲	You can add players from your o
Christopher Barge (103850496) Avenue Tennis • M, 31		•	club by searching by name or Me ID. If you want to add players fro different club you must search b full Member ID.
<b>Christine Dixon</b> (107291943) Avenue Tennis F, 75		0	
Christopher Hookway (#0483498) Avenue Tennis O M, 17		0	Team captain Lucy Morice-Jones
Julia Bradley F, 112700711	16/09/1945 (77)	â	
Natsha Julian 102 F, 113571401	02/01/1971 (52)	â	
_	ERS FROM ENTRY		Chris Mann (Test 09)



# **ADDING, EDITING OR DELETING TEAM CAPTAINS**

To edit a team captain, select the Actions drop down followed by Edit captain.

Kent Head Inter Cl     21/05/2023 to 31/10/2023 Open for e	ub League Summer 2023 **BETA**				VIEW LEAGUE (
<ul> <li>Dashboard</li> <li>Team rights</li> </ul>	Teams				
€ Entry	Scheduled Draw	Team	Players	Team captain	Status
Teams	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS 🔺
Home and away	Ladies Doubles – Division 6 – Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	Edit players
Matches	Ladies Midweek Doubles – Division 4 – Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	Edit captain
Fixture Details 14	Mens Doubles – Division 3 – Division 3 A	Avenue Mens 1	4	Julie Cook	View 🖓
Dispensations per player	Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS -
⊁ User rights	Mens Doubles – Division 5 – Division 5 A	Avenue Mens 3	0		ACTIONS 🛩
Messages	Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS -
	Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS 🕶

Team captain Avenue Mens 2		×
Q Add a player, search by name/Membe		
Name Chris Mann (Test 09)	Age	-
М,	01/01/1985 (38)	
	CLC	DSE

Once a team captain role has been assigned, the team captain will have access to submit results for all of the club's home matches and will have the ability to reschedule, relocate and swap home/away matches for their team only.

In the example above, Chris Mann (Test 09) has been assigned as Team Captain for Mens Doubles – Division 5 – Division 5 b – therefore as Team Captain Chris Mann (Test 09) will have access to reschedule, relocate, and swap home/away matches for Mens Doubles – Division 5 – Division 5 b at Avenue Tennis Club only. Chris Mann (Test 09) will be able to submit all home club match results for Avenue Tennis.

#### **TEAM PAGE VIEW**



Kent Head Inter CI 21/05/2023 to 31/10/2023 open for	entries				VIEW LEAGU
Dashboard Team rights	Teams				
Entry	Scheduled Draw	Team	Players	Team captain	Status
Teams			-		
Home and away	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
	Ladies Doubles – Division 6 – Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	Edit players
Matches	Ladies Midweek Doubles – Division 4 – Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	Edit captai
Fixture Details 14	Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	View 🗹
Dispensations per player	Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
User rights	Mens Doubles – Division 5 – Division 5 A	Avenue Mens 3	0		ACTIONS
Messages	Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
	Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

To have an overview of each team's view page, select the Actions drop down following by View.

This will open a new tab on your browser which will be a **team dashboard** for members of this team which includes upcoming matches, match results, team players and team captain information.



Copy of Kent Head Inter Club League Summer 2023				
25 March - 30 September LTADEMO				
Avenue Ladies 1				
	Ladies Doub	les – Division 4 – Di	Ivision 4 A	
Standing		STANDINGS	🎲 Team captain	
TANDING PLAYED POINTS 7 1 0			Lucy Morico-Jones C 07805430717 Lucymoricejones@yahoo.co.uk	
Matches		D CALENDAR	Club	
Sun 30/07/2023 Herne Bay Ladies 2 - Avenue Ladies 1			Avenue Tennis (xxxxxx)	₽ ROUTE (3)
Sun 30/07/2023 Avenue Ladies 1 0 - 1 Bearsted Ladi	lies 2	-		
Sun 30/07/2023 Avenue Ladies 1 - Broadstairs Ladi	ies	-		
Sun 30/07/2023 Avenue Ladies 1 - David Lloyd Beck	kenham Ladies 1			
sun 30/07/2023 David Lloyd Dartford Ladies - Avenue Ladies 1				
sun 30/07/2023 Frindsbury Ladies - Avenue Ladies 1				
Sun 30/07/2023 Frindsbury Ladies - Avenue Ladies 1				
Players				
1 CB carl beckwith	Win-Loss	0-0 (0)		
2 LB Liam Billington	Win-Loss	0-0 (0)		
3 WC William Connop	Win-Loss	0-0 (0)		



### **FIXTURE DETAILS**

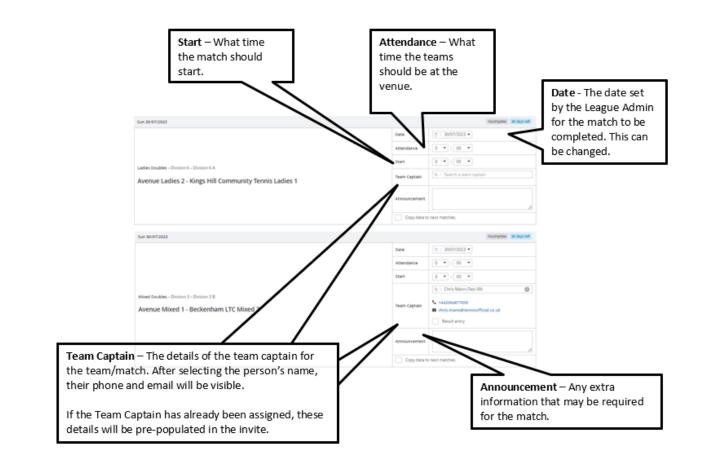
Once the groups and schedules are created and the status of the league is set to League Visible, as a County and District League Admin you will have the ability to fill in fixture details.

Select **Fixture Details** as below. The fixture details can be filtered by week as below.

Avenue Tennis (KEN500)			CLUBPAGE 🗗
Dashboard Members	Angues		
Kent Head Inter Club     21/05/2023 to 31/10/2023 Open for entries	League Summer 2023 **BETA**		
<ul> <li>Dashboard</li> <li>Team rights</li> </ul>	Fixture Details	_	5/20
<ul> <li>Entry</li> <li>Teams</li> </ul>			Week Week 23 (05/06/2023 - 11/06/202*
	CANCEL		SAVE
Fixture Details	You can send invitations until 25 days before the match.		
<ul> <li>Dispensations per player</li> <li>User rights</li> </ul>	Week 23		0/1
Messages	Sat 10/06/2023		Incomplete
		Date	□   10/06/2023 ▼
		Attendance	0 • : 00 •
	Mens Doubles - Division 5 - Division 5 B	Start	0 • : 00 •
	Avenue Mens 2 - Gravesham Mens 2	Team Captain	C Search a team captain
		Announcement	
		Copy data to	o next matches.

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





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

Completed fixture details including announcement.

Sun 30/07/2023		Complete 86 days left
Mens Doubles - Division 5 – Division 5 B Avenue Mens 2 - Kemsing Mens 1	Date	□   30/07/2023 ▼
	Attendance	10 💌 : 00 💌
	Start	10 💌 : 30 💌
	Team Captain	Q.   Chris Mann (Test 09)         +442084877000         Chris.mann@tennisofficial.co.uk         Result entry
	Announcement	Parking onsite available.
	Copy data to	next matches.



County and District League Admin and Team Captain view. Select View League.

Dashboard Members	ngune		CLUBPAGE 🗷
Copy of Kent Head Int 21/05/2023 to 31/10/2023 Open for entries	er Club League Summer 2023	VIEV	W LEAGUE 🖉
<ul> <li>✤ Dashboard</li> <li>≁ Team rights</li> <li>✓ Entry</li> </ul>	Invite	Week Week 30 (24/07/2023 - 30/07/2	4/20
Treams Home and away Matches Matches	CANCEL  () You can send involutions until 7 days before the motion.		SAVE
<ul> <li>Dispensations per player</li> <li>User rights</li> <li>Messages</li> </ul>	Week 30		4/17
	eague Summer 2023 Avenue Tennis acce Gingan		жолят
Tearrs Upcoming matches	Results	Club	
Sun 30/07/2023 Mens Doubles - Division 5 - Divisi	n 5 8 Avenue Mens 2 10.30 Kernsing Mens 1	Avenue Tennis access	UTE OF
Mens Doubles - Division 3 - Division Ladies Doubles - Division 4 - Div	Avenue Mens 1 10.45 Maidstone LTC Mens 1	, ,	
Mens Doubles - Division 3 - Divisi	an 3 A Avenue Mens 1 15:30 Sydenham Mens 1	2	

Announcement visible when selecting the match.

May - 31 October LTADEMO			
Home Avenue Mens 2	Mens Doubles - Division 5 - Division 5 8 30 July 2023 <b>10:30</b> Present at: 1020	Kem	Away sing Mens I
	Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0		
CHANGE RESULTS		MATCH PROPERTIES -	
		MATCH PROPERTIES -	
Parking onsite available.	Edit announcement	Location	€ ROUT
	Edt announcement		e ROUT

**Export** – All invites can be exported using the export button on the right-hand of the page.



Avenue Tennis (KEMISOO)			
	Angunes League Summer 2023 **BETA**		VIEW LEAGUE (3)
<ul> <li>Dashboard</li> <li>Feam rights</li> </ul>	Fixture Details		FIXTURES UPDATED 5/20
<ul><li>Entry</li><li>Teams</li></ul>			Week Week 23 (05/06/2023 - 11/06/202
	CANCEL O You can send invitations until 25 days before the match.		SAVE
<ul> <li>Dispensations per player</li> <li>User rights</li> </ul>	Week 23		PIXTURES UPDATED 0/1
Messages	Sat 10/06/2023		Incomplete
		Date	□   10/06/2023 ▼
		Attendance	0 • : 00 •
	Mens Doubles - Division 5 - Division 5 B	Start	0 • : 00 •
	Avenue Mens 2 - Gravesham Mens 2	Team Captain	Q   Search a team captain
		Announcement	
		Copy data to	next matches.

You will find the export in your downloads on your computer. This will open in the below format and will include the team names, captain details, and invite information.

A	В	C	D	E	F	G	н	1	J	K	L
League type	Division	Draw	Team 1	Team 2	Attendance	Start	Court surface	Team Captain	Announcement	Already played	Complete
Mens Doubles	Division 5	Division 5 B	Avenue Mens 2	Kemsing Mens 1	30-07-2023 10:00:00	30-07-2023 10:30:00	Unknown	Chris Mann (Test 09)	Parking onsite available.	False	False
Mens Doubles	Division 3	Division 3 A	Avenue Mens 1	Maidstone LTC Mens 1	30-07-2023 10:00:00	30-07-2023 10:45:00	Unknown	Tom Bentley	Test invite 20/04	False	False
Ladies Doubles	Division 4	Division 4 A	Avenue Ladies 1	David Lloyd Beckenham Ladies 1	30-07-2023 14:00:00	30-07-2023 14:30:00	Unknown	Lucy Morice-Jones		False	False
Mens Doubles	Division 3	Division 3 A	Avenue Mens 1	Sydenham Mens 1	30-07-2023 15:00:00	30-07-2023 15:30:00	Unknown	Tom Bentley	Parking onsite available, please arrive early.	False	False
Mens Doubles	Division 5	Division 5 B	Avenue Mens 2	Bromley LTC Mens 3	31-07-2023 00:00:00	31-07-2023 09:00:00	Unknown	Chris Mann (Test 09)		False	False
				la di ana any sa							

# **RESCHEDULING, MATCH RELOCATION, HOME & AWAY SWAP**

As a County and District League Admin, you will have access to reschedule, relocate, or swap home and away matches for your club's home matches via **Match Properties**.

Select **Teams** followed by **View** within the **Actions** dropdown button.



Kent Head Inter Clu 21/05/2023 to 31/10/2023 Open for ent	b League Summer 2023 **BETA**				
<ul> <li>Dashboard</li> <li>Feam rights</li> </ul>	Teams				
/ Entry	Scheduled Draw	Team	Players	Team captain	Status
Teams	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS A
≓ Home and away	Ladies Doubles – Division 6 – Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	Edit players
Matches	Ladies Midweek Doubles – Division 4 – Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	Edit captair
Fixture Details 14	Mens Doubles – Division 3 – Division 3 A	Avenue Mens 1	4	Julie Cook	View C
Dispensations per player	Mens Doubles – Division 5 – Division 5 B	Avenue Mens 2	6		ALIGNO *
User rights	Mens Doubles – Division 5 – Division 5 A	Avenue Mens 3	0		ACTIONS -
Messages	Mixed Doubles – Division 3 – Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS -
	Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS -

A new tab will open presenting you with the draw page for the team selected. Within this page, you have the ability to **reschedule**, **relocate**, or **swap home and away** matches for your club's home matches only.

Click on the **grey box** where the team names are written (do not click the green icon as this will take to you to the entering of match results).



Copy of Kent Head Inte	er Club League Summer	2023				
25 March - 30 September LTA	DEMO					
	Avenue Ladies	2				( FAVOURTE )
			Ladies Double	s - Division 6 - Division	<u>16A</u>	
Standing				STANDINGS	Club	
standing 1	played O	points O	HISTORY		Avenue Tennis (xenseo)	♥ ROUTE (2*)
Matches				🗎 CALENDAR		
		un 30/07/2023 2 - Herne Bay Ladies 3		*		
		n 30/07/2023 •s - Avenue Ladies 2				
	sı David Lloyd Beckenham Ladies	n 30/07/2023 3 - Avenue Ladies 2				
		n 30/07/2023 2 - Avenue Ladies 2				
	- Avenue Ladies	2 - David Lloyd Kingshill La	adies 4	<b>*</b>		
	Avenue Ladies	2 - Kings Hill Community T	fennis Ladies 1	<b>]</b> *		

The following page will open with the option to select Match Properties.



Copy of Kent Head Inter Club League Summ 25 March - 30 September (LTADEMO	er 2023	
	Ladies Doubles - Division 6 - Division 6 A 30 July 2023	
Avenue Ladies 2	-	Away Herne Bay Ladies 3
	Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0	
CHANGE RESULTS		MATCH PROPERTIES -
	<u>Edit announcement</u>	Location
Matches		ROUTE     Avenue Tennis     P Featherby Road
WD1		ME8 6AN Gillingham Great Britain
Avenue Ladies 2		<b>4</b> .41634e+011
Herne Bay Ladies 3		Info@avenuetennis.co.uk ♦ https://www.avenuetennis.co.uk/
WD2		
Avenue Ladies 2		
Herne Bay Ladies 3		
WD3		
Avenue Ladies 2		
Herne Bay Ladies 3		

Once **Match Properties** is selected a drop down 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 20 25 March - 30 September LTADEMO	<u>023</u>	
Home Avenue Ladies 2	Ladies Doubles – Division 6 – Division 6 A 30 july 2023 —	Away Herne Bay Ladies 3
CHANGE RESULTS	Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0	MATCH PROPERTIES -
Matches	Edit announcement	(Re)schedule match Relocate match Switch Home and Away

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



py of Kent Head Inter Club Lea <sub>l</sub>	(Re)s	sche	dule	e ma	atch	1			×
25 March - 30 September LTADEMO				Ave	2114	Men	_	0/07/2023	
				Ave	inde			dule match	
Home Avenue Mens 2	Ö	3(	0/07/	2023	00:0	o			*
	<		Ju	ly 202	23		>		
	_			WE			SA		
		26					1		
	2	3	4	5	6	7	8	00 : 00	
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		:eme
	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	× •	Bromle
	Q1		
СНАМ	Avenue Primary School, Leicester		MATCH PROPERTIES -
	Avenue Primary School, Leicester Avenue Primary School, London		
0	Avenue Primary School, London	<u>emer</u>	Location
Matches	Avenue Primary School, London Avenue Primary School, WARMINSTER		Avenue Tennis
	Avenue Road Playing Fields, Bradford		Featherby Road     ME8 6AN Gillingham
MD1 Avenue Mens 2	Avenue Tennis, Gillingham	-	Great Britain 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	Bron
	Matc	hes: 0 - 0 Sets: 0 - 0 Games: 0 - 0	
CHA	NGE RESULTS		MATCH PROPERTIES •

N.B County and District League Admins will only have this access for their club's home games only. The Match Properties button will not appear for other matches.

Within this same screen, you have the ability to change a result. A Team Captain is able to enter results for their home matches, should these need to be amended once submitted, click on **Change Result**.

	Ladies Doubles – Division 4 – Division 4 A 30 July 2023	
Avenue Ladies 1	0 – 1	Away Bearsted Ladies 2
	Matches: 0 - 1 Sets: 0 - 2 Games: 9 - 13	
CHANGE RESULTS		MATCH PROPERTIES ~
0	Edit announcement	Location
Matches		ROUTE     Avenue Tennis     Prestherby Road
WD1		ME8 6AN Gillingham Great Britain
Avenue Ladies 1 Julia Bradley Natsha Julian Bearsted Ladies 2 <b>Carole Bacon</b> Janet Judges	6 3 ∉ ● 7 6	<ul> <li>4.41634e+011</li> <li>info@avenuetennis.co.uk</li> <li>https://www.avenuetennis.co.uk/ (2*</li> </ul>

The **result entry** page will re-appear allowing you to make changes to the scores and to save.



Enter results Copy of Kent Head Inter Club League Summer 2023			
	Ladies Doubles - Division 4 - D		
How does it work?	Match results		
<b>Results</b> 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	WD1	+ SC	ORE STATUS
played or abandoned. Players	Avenue Ladies 1 Julia Bradley (F, 112700711)	× •	
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)	× •	3
	Bearsted Ladies 2		
	Carole Bacon (F, 113928879)	× -	
	Janet Judges (F, 107029386)	× •	6

# **RESULTS ENTRY AND MATCH STATUS UPDATE**

Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select **Matches**.

This provides you with an overview of all matches for your club within all divisions. You have the option to **View** the rubber or **Enter Results**.

Avenue Tennis (KDMSOO)					CLUBPAGE 🗗
Dashboard Members	Leagues				
Kent Head Inter Club 21/05/2023 to 31/10/2023 Open for entrie		2023 ** <b>BETA</b> **			VIEW LEAGUE C
Dashboard	Matches				
P Team rights					
					C
Teams	Date	Team 1	Team 2	Score Status	
Home and away     Matches	Sat 10/06/2023	Mens Doubles – Division 5 – Division 5 B Avenue Mens 2	Gravesham Mens 2		ENTER RESULTS @
Fixture Details 12	Wed 12/07/2023	Mixed Doubles - Division 7 - Division 7 A Avenue Mixed 2	David Lloyd Dartford Mixed 2	1-1	ENTER RESULTS 13
<ul> <li>Dispensations per player</li> <li>User rights</li> </ul>	Mon 17/07/2023	Mixed Doubles - Division 7 - Division 7 A Avenue Mixed 2	St John's Mixed 2		ENTER RESULTS @
Messages	Sun 30/07/2023	Ladies Doubles – Division 4 – Division 4 A Herne Bay Ladies 2	Avenue Ladies 1		VIEW 🖉



**View** – Outlines the rubbers for both teams with location information.

5 March - 30 September LTADEMO		
	Ladies Doubles – Division 4 – Division 4 A 30 July 2023	
Home Herne Bay Ladies 2	-	Away Avenue Ladies I
	Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0	
Matches		Location
WD1		e ROUT
Herne Bay Ladies 2 Avenue Ladies 1		<ul> <li>Herne Bay Tennis Club, Herne Bay Sports Hub CT6 5DN Herne Bay Great Britain</li> </ul>
WD2		<b>\$</b> 07977512373
WD2 Herne Bay Ladies 2		■ i-warnock@sky.com
Avenue Ladies 1		🚯 https://www.hernebaytennis.co.uk/ 🛃
WD3		
Herne Bay Ladies 2		👽 Team captains
Avenue Ladies 1		· · · · · · · · · · · · · · · · · · ·
WD4		Luce Marine Lance
Herne Bay Ladies 2		Lucy Morice-Jones

**Enter Results** – The entry page will appear. You have the ability to add players, enter scores, add a score status, and match status.



Enter results Copy of Kent Head Inter Club League Summer 2023		
	Ladies Doubles - Division 4 - Division 4 A so July 2023 Avenue Ladies 1 0 - 0 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 elite status via the 'match-status' button. You can also add mark a player-match as walkover, retired, not played or abandoned. Players Wou 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.	CANCEL WD1 Avenue Ladies 1 Home player 1 Home player 2 Bearsted Ladies 2 Away player 1	SAVE     + SCORE STATUS     • • • • • • • • • • • • • • • • •
	Away player 2 WD2 Avenue Ladies 1 Home player 1 Home player 2	• • • • • • • • • • • • • • • • •

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

Edit team match	status	×
	Abandoned The match is partially played (will be finished later). Perspand The match is not yet commenced and will be played another time. Not played Not played and will not be played. Not played Anotes Labels 1 did not show Match not played Anotes Labels 1 did not show Match not played fam will not be played. Match not played fam will not be played. Match not played fam will not be played.	
How does	CANCEL	SAVE
Only valid results are allowed: In the case of a no you can edit the status via the 'match-status' but You can also add mark a player-match as walkow played or abandoned.	n, " VD1 VD1 Avenue Lades 1	+ SCORE STAT
Players You can add players to a match by choosing from When the player is not yet in the list, you can add the team.		•
	Away player 1 Away player 2	•



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

Score status	x	
of Kent Head In		
Score status Score status Walkover Retired Not played Abandoned	Welkow     Retried (much not yet commenced).     Retried (much not yet commenced).     Net played     A player retried from a match in progress.     Not played     hot played (much be played).     Abandoned     The match is partially played (will be finished tater).	
How does	CANCEL	
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	SA
fou can also add mark a player-match as walkover, retired, not played or abandoned.	WD1 Avenue Ladies 1	+ SCORE ST/
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.		•
	Beensted Ladies 2 Away player 1	
	Away player 2	
	WD2	+ SCORE ST/

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 - Div	
	+ MATCH STATUS	
How does it work?	Match results	
Results Only valid results are allowed. In the case of a non-played match,	CANCEL	SAVE
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.	MD1 Avenue Mens 2	+ SCORE STATUS
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.	Home player 1 Home player 2	
une team.	Kensing Mens 1 Away player 1	
	Away player 2	

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

Add players to this team		×
Q Add a player, search by name/Member ID		
6 player(s) in Avenue Mens 2		
NAME	AGE	
Christopher Barge M, 103850496	31	â
Chris Mann (Test 09)	38	Ô
Antony Donohue M, 110896839	62	â
David Corps 33 M, 105861775	29	ā
Tom Bentley M, 115799897	24	Ē
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.



CANCEL		SAVE
MD1		+ SCORE STATUS
Avenue Mens 2		
(10.2) Christopher Barge (M, 103850496)	× •	
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 submit 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 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. The score status will update automatically.

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 3	
Players	Home player 1	•
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	Home player 1	
the team.	Add new player Unknown player	
	Knoll (Orpington) Mens 3	
	(7.1) Tim Pastron (M, 107131007)	× •
	Christopher McMahon (M, 112640665)	× • 6 6



Match results	
CANCEL	SAVE
MD1	+ SCORE STATU
Avenue Mens 3	
Unknown player	× • 4 4
Unknown player	X •
Knoll (Orpington) Mens 3	
(7.1) Tim Pastron (M, 107131007)	× -
Christopher McMahon (M, 112640665)	× •

#### Matches

MD1				
Avenue Mens 3				
Unknown player	Unknown player	4	4	
Unknown player				н
Knoll (Orpington) Mens 3				ΞH
Tim Pastron	•	6	6	
Christopher McMahor				

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.



nter results py 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 also add mark a player-match as walkover, retired, not played or abandoned.	WD1 Avenue Ladies 1	+ SCORE STATUS
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)	X •

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

**Matches Export** – All matches and their results can be exported using the export button on the right-hand of the page.



Avenue Tennis ((1888) Dashboard Members Leag	ues				CLUBPAGE (
Kent Head Inter Club Le 21/05/2023 to 31/10/2023 Open for entries	eague Summer 2	023 **BETA**			
<ul> <li>✿ Dashboard</li> <li>✔ Team rights</li> </ul>	Matches				
Entry     Teams					C
	Date T	eam 1	Team 2	Score Status	_
Home and away     Matches	Sat 10/06/2023	lens Doubles – Division 5 – Division 5 B wenue Mens 2	Gravesham Mens 2		ENTER RESULTS @
Fixture Details	Wed 12/07/2023	lixed Doubles - Division 7 - Division 7 A	David Lloyd Dartford Mixed 2	1 - 1	ENTER RESULTS @
<ul> <li>Dispensations per player</li> <li>User rights</li> </ul>	Mon 17/07/2023	lixed Doubles - Division 7 - Division 7 A	St John's Mixed 2	-	ENTER RESULTS @
Messages	Sun 30/07/2023	adies Doubles – Division 4 – Division 4 A lerne Bay Ladies 2	Avenue Ladies 1	-	VIEW 🖉

You will find the export in your downloads on your computer. This will open in the below format and will include the draw information, team names, scores, and score status.

	А	В	с	D	E	F
1	Date	Draw	Team 1	Team 2	Score	Score status
2	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Herne Bay Ladies 2	Avenue Ladies 1		
3	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	Bearsted Ladies 2	0 - 1	
4	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	Broadstairs Ladies		
5	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	David Lloyd Beckenham Ladies 1		
6	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	David Lloyd Dartford Ladies	Avenue Ladies 1		
7	30-07-2023	Ladies Doubles – Division 4 – Division 4 4	Frindshury Ladies	Avenue Ladies 1		

# **USER RIGHTS – ASSIGNING RESULTS ENTRY RIGHTS TO PLAYERS**

Select User Rights following by Add User Right to proceed.

Dashboard Members	Leagues			
Kent Head Inter C 21/05/2023 to 31/10/2023 Open for	lub League Summer 2023 **Bl	ETA**		VIEW LEAGUE (2
Dashboard Team rights Entry	User rights + ADD USER RIGHT			
Teams Home and away	Name	Role	Valid	
Matches	Lucy Morice-Jones F, 109953812	Result entry	To 21/11/2023	ACTIONS 👻
Fixture Details (14)	<b>Tom Kirnon</b> M, 112423485	Result entry	To 21/11/2023	ACTIONS -
Dispensations per player User rights	Julie Cook F, 113008095	Result entry	To 21/11/2023	ACTIONS -
Messages	Chris Mann (Test 09) M, 113002029	Result entry	To 21/11/2023	ACTIONS -
	Chris Mann (Test 08)			ACTIONS -



N.B This is not required for Team Captains, who, once assigned as Team Captains are given results entry rights automatically.

	Add user right		×	
gues				
	Q Tom		8	
r Club League :	<b>Tom Bentley</b> (115799897) Avenue Tennis M, 08/07/1998 (24)		•	
User rights	<b>Tom Kirnon</b> (#2423435) Avenue Tennis M, 20/05/2011 (11)		•	
+ ADD USER RIGHT	<b>Tom Walters</b> (#2825/03) Avenue Tennis M, 26/11/2009 (13)		•	
Name		Role		
Lucy Morice-Jones		Result entry		
	Edit user right		×	
	Male, 112423435 Select role(s) Role			
	Result entry			
rights		CLOSE	SAVE	
D USER RIGHT				

Once saved, you will have a list of the users you have assigned result entry access.



	Avenue Tennis (KEM500)				CLUBPAGE 🗷
_	Dashboard Members	eagues			
ł	Kent Head Inter Club 21/05/2023 to 31/10/2023 Open for entries	League Summer 2023 **BETA**			VIEW LEAGUE 🗷
	Dashboard Team rights	User rights			
1	Entry	+ ADD USER RIGHT			
	Teams Home and away	Name	Role	Valid	
₿	Matches	Lucy Morice-Jones F, 109953812	Result entry	To 21/11/2023	ACTIONS -
_	Fixture Details 14	Tom Kirnon M, 112423435	Result entry	To 21/11/2023	ACTIONS -
	Dispensations per player	Julie Cook F, 113303095	Result entry	To 21/11/2023	
	Messages	Chris Mann (Test 09) M, 113002029	Result entry	To 21/11/2023	ACTIONS -

Select **delete** from the **Actions** dropdown to remove a user's entry rights.

Jser rights			
+ ADD USER RIGHT			
Name	Role	Valid	
ucy Morice-Jones 109955812	Result entry	To 21/10/2023	ACTIONS .
om Kirnon A, 112423435	Result entry	To 21/11/2023	Edit Delete
Chris Mann (Test 09) A, 113002029	Result entry	To 21/10/2023	ACTIONS -

