

ONLINE LEAGUE PLANNER

TEAM CAPTAIN USER MANUAL

Environment:
Version:
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Production
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TENNIS
FOR BRITAIN

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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.

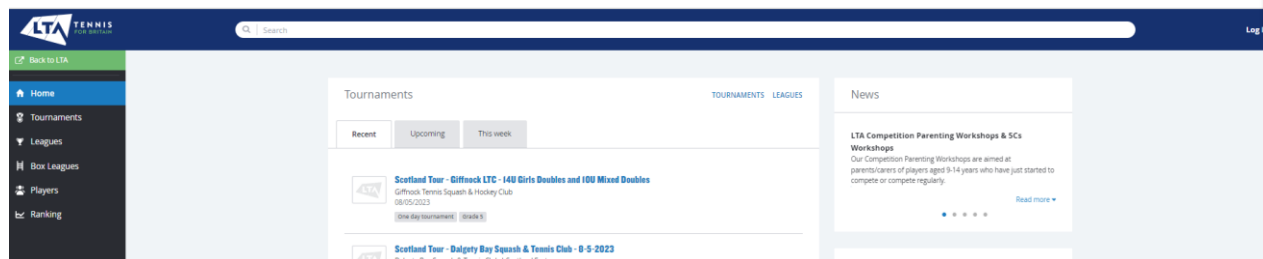
KEY ROLES

- 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.

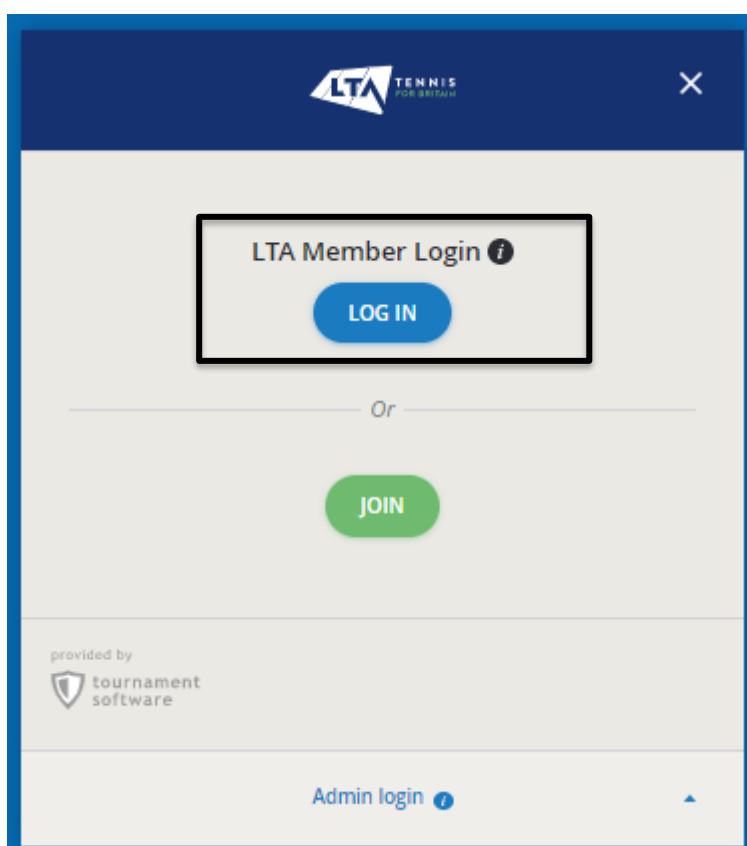
ACCESSING YOUR LEAGUE

To access the Team Captain (Enter Results) area of the Competitions Portal, go to competitions.LTA.org.uk.

Click Login in to top right hand corner of the page.



Select Member Login



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

Login

Username

Password

Login

[Forgot username?](#)

[Forgot password?](#)

Your username can be found at the top of most emails from the LTA

Create your Account

- 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

Join Us

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.

My profile

MY PERFORMANCE

News

Prezzo Official Competition Restaurant Partner

Prezzo serves you an Exclusive set menu. Get into the spirit of summer with our bright, joyous dishes, and ice cold spritzers. It's the perfect time to reconnect over delicious food and drinks.

Book Now

My tournaments

TOURNAMENTS

When you sign up for tournaments you can conveniently access them here. Enter now!

SEARCH TOURNAMENTS

My Box Leagues

National Tennis Centre - Box League

National Tennis Centre | London, Great Britain

DI M Test 09052022

Win-Loss

		HEAD TO HEAD
Career	1 / 4 (5)	
This year	0 / 0 (0)	

NATIONAL TENNIS CENTRE MAIDENHEAD LAWN TENNIS CLUB MORE

Activities of National Tennis Centre

LEAGUES

There are no current leagues for National Tennis Centre.

TOURNAMENTS

There are no upcoming tournaments

Box Leagues

National Tennis Centre - Box League

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

Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTADEMO



Avenue Tennis (KENS00)
Gillingham

FAVOURITE

8 Teams

- Teams
- Upcoming matches
- Results

Club

ROUTE

Avenue Tennis (KENS00)

Sun 30/07/2023

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



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

Copy of Kent Head Inter Club League Summer 2023
 25 March - 30 September | LTA DEMO

Avenue Tennis (KENS00)
 Gillingham

8 Teams

Teams | Upcoming matches | Results

Club: **Avenue Tennis (KENS00)** | ROUTE

Division	Team	STANDING	PL
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	6	1
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	1	0
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	1	0
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	1	0
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	1	0
Ladies Midweek Doubles - Division 4	Avenue Ladies Midweek	1	0

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

Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTADEMO



Avenue Tennis (KENS00)
Gillingham

FAVOURITE

8 Teams

Teams

Upcoming matches

Results

Club

ROUTE

Avenue Tennis (KENS00)

Men

Mens Doubles - Division 3 - Division 3 A

Avenue Mens 1

STANDING 6 | PL 1

Mens Doubles - Division 5 - Division 5 B

Avenue Mens 2

STANDING 1 | PL 0

Mens Doubles - Division 5 - Division 5 A

Avenue Mens 3

STANDING 1 | PL 0

Women

Ladies Doubles - Division 4 - Division 4 A

Avenue Ladies 1

STANDING 1 | PL 0

Ladies Doubles - Division 6 - Division 6 A

Avenue Ladies 2

STANDING 1 | PL 0

Ladies Midweek Doubles - Division 4

Avenue Ladies Midweek

STANDING 1 | PL 0

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



Copy of Kent Head Inter Club League Summer 2023

20 March - 30 September | 1340540

Mens Doubles - Division 3

Division 3A

8 Teams | 15 Matches

Standings

TEAM	PL	W	D	L	PTS	HISTORY
1 Canterbury Mens 4	1	1	0	0	1	
2 Maidstone LTC Mens 1	0	0	0	0	0	
2 Sydenham Mens 1	0	0	0	0	0	
2 Tunbridge Wells LTC Mens 2	0	0	0	0	0	
2 Frindsbury Mens 1	0	0	0	0	0	
6 Avenue Mens 1	1	0	0	1	0	

Matches

Round 1

Sun 30/07/2023
Avenue Mens 1 **0 - 1** Canterbury Mens 4

Sun 30/07/2023
Frindsbury Mens 1 - Maidstone LTC Mens 1

Sun 30/07/2023
Frindsbury Mens 1 - Maidstone LTC Mens 1

Sun 30/07/2023
Sydenham Mens 1 - Tunbridge Wells LTC Mens 2

Round 2

Sun 30/07/2023
Tunbridge Wells LTC Mens 2 - Frindsbury Mens 1

Sun 30/07/2023
Tunbridge Wells LTC Mens 2 - Frindsbury Mens 1

Sun 30/07/2023
Avenue Mens 1 - Maidstone LTC Mens 1

Players


1	Peter Abbotts Canterbury Mens 4	Win-Loss	1-0 (1)
2	Daniel Christmas Canterbury Mens 4	Win-Loss	1-0 (1)
3	Stephen Cartledge Avenue Mens 1	Win-Loss	0-1 (1)

[LOAD MORE](#)

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

Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTADEMO



Avenue Mens 1

Mens Doubles - Division 3 - Division 3 A

FAVOURITE

Standing

STANDINGS

STANDING	PLAYED	POINTS	HISTORY
6	1	0	1

Club




Avenue Tennis (XXXXXX) ROUTE GP

Matches

CALENDAR

- Sun 30/07/2023
Avenue Mens 1 - Maidstone LTC Mens 1
- Sun 30/07/2023
Tunbridge Wells LTC Mens 2 - Avenue Mens 1
- Sun 30/07/2023
Avenue Mens 1 - Sydenham Mens 1
- Sun 30/07/2023
Avenue Mens 1 **0-1** Canterbury Mens 4
- Sun 30/07/2023
Frindsbury Mens 1 - Avenue Mens 1
- Sun 30/07/2023
Frindsbury Mens 1 - Avenue Mens 1

Players

1	 Mark Diffey	Win-Loss	0-0 (0)
2	 Mark Carrington	Win-Loss	0-1 (1)
3	 Stephen Cartledge	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

LTA

Avenue Tennis (KENS00)
Gillingham

8 Teams

Teams | **Upcoming matches** | Results

Sun 30/07/2023

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

Club

Avenue Tennis (KENS00)

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

Mens Doubles - Division 5 - Division 5 B
Blackheath Mens 3 - Avenue Mens 2

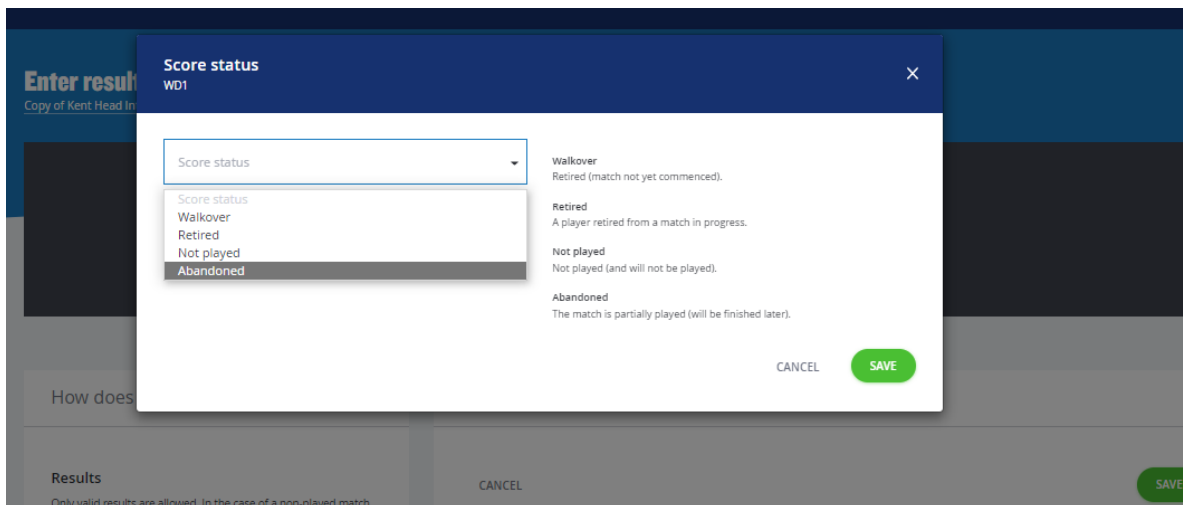
Mens Doubles - Division 5 - Division 5 B
Gravesham Mens 2 - Avenue Mens 2

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.

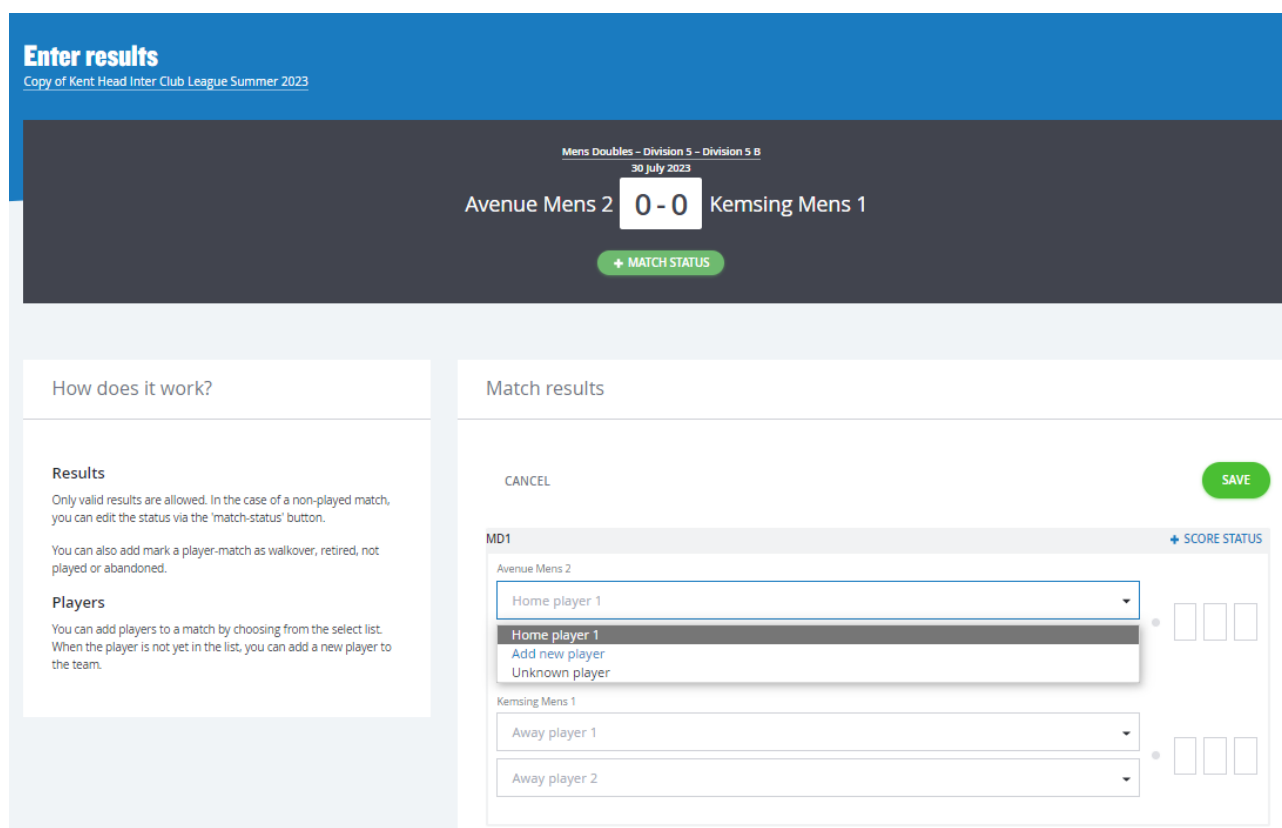
N.B When inputting a match score, it is easiest to input the losing set number first. I.e.; if the set was 6-3 you can input the 3 and the 6 would automatically be populated for the opposing player(s).

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

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

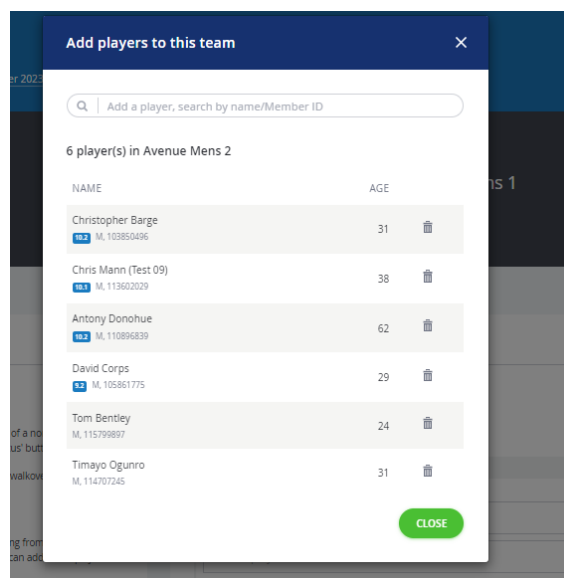
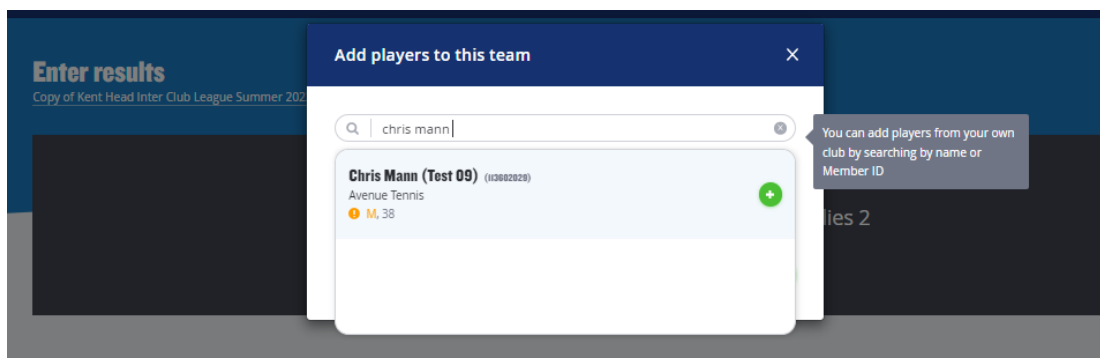


Add Players – to add players to the matches in order to input and save the score, click on ‘Home Player 1 (or 2)’ or ‘Away Player 1 (or 2)’



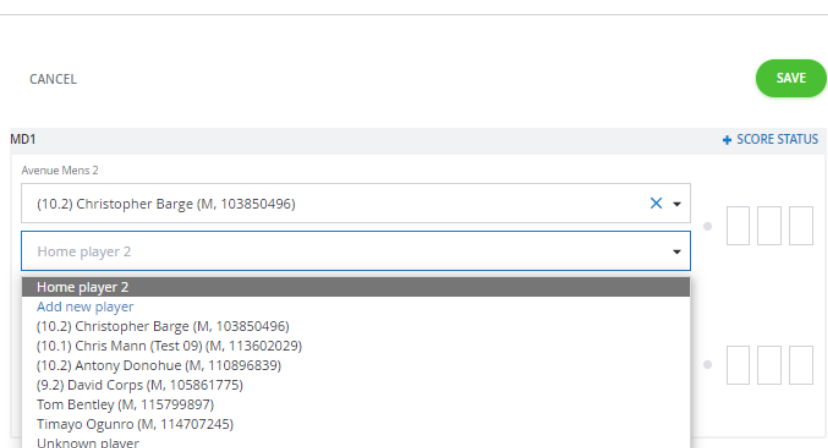
To add players, search by the player’s name or LTA number.





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



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.

The screenshot shows a 'Match results' form with a 'CANCEL' button and a green 'SAVE' button. The match is identified as 'MD1'. The venue is 'Avenue Mens 3'. A dropdown menu for 'Home player 1' is open, showing options: 'Home player 1', 'Add new player', and 'Unknown player'. To the right of the dropdown are score input fields: '4' and '4'. Below this, the venue is 'Knoll (Orpington) Mens 3' with players '(7.1) Tim Pastron (M, 107131007)' and 'Christopher McMahon (M, 112640665)'. To the right of these players are score input fields: '6' and '6'. A '+ SCORE STATUS' link is visible in the top right corner.

This screenshot shows the same 'Match results' form. The 'Home player 1' dropdown menu is now closed, and 'Unknown player' is selected. The score input fields for the Avenue Mens 3 match are '4' and '4'. The 'Knoll (Orpington) Mens 3' match has players '(7.1) Tim Pastron (M, 107131007)' and 'Christopher McMahon (M, 112640665)' with scores of '6' and '6'. The '+ SCORE STATUS' section is highlighted with a black box, showing the score input fields for both matches.

Matches

MD1

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

H2H

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?

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

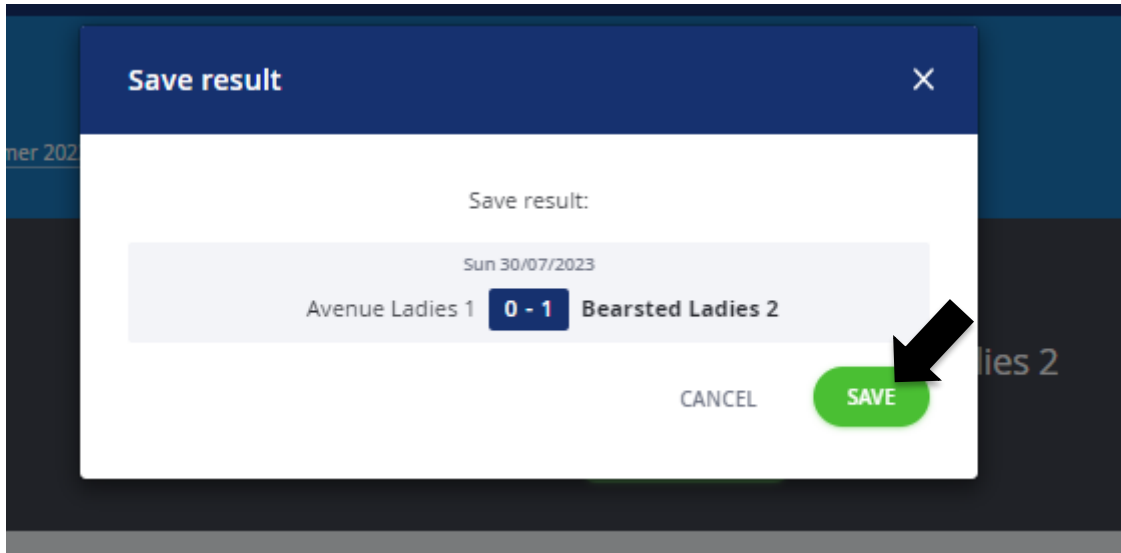
CANCEL

WD1

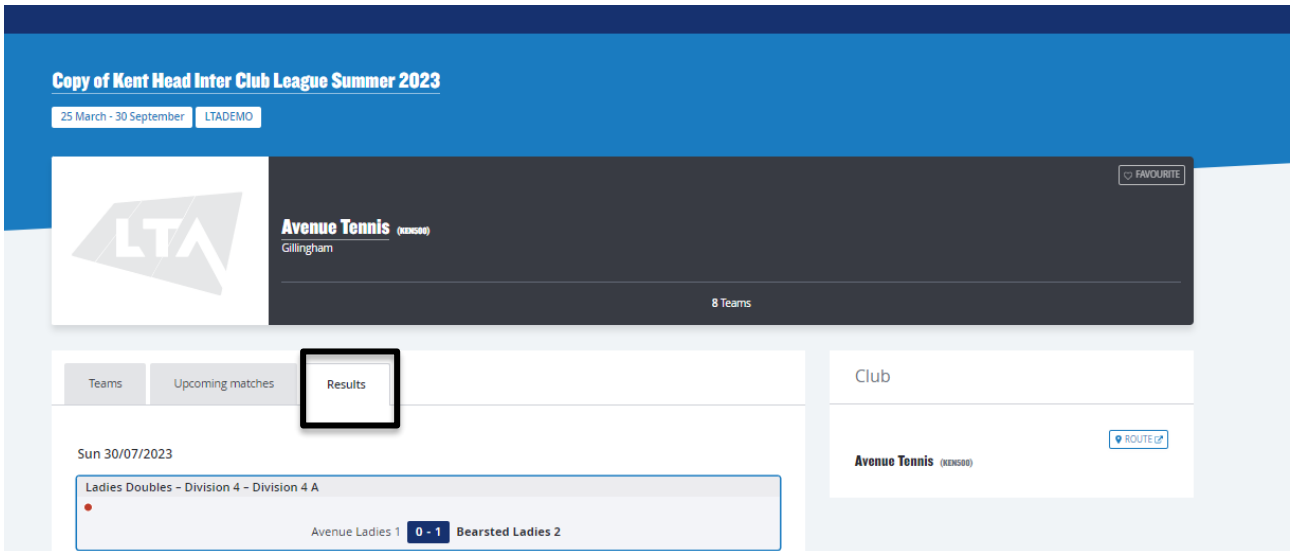
Avenue Ladies 1			
Julia Bradley (F, 112700711)	X		
(10.2) Natsha Julian (F, 113571401)	X	6	3
Bearsted Ladies 2			
Carole Bacon (F, 113928879)	X		
Janet Judges (F, 107029386)	X	7	6

+ SCORE STATUS

SAVE



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



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 2023
25 March - 30 September | LTA DEMO

Avenue Tennis (Gillingham)
8 Teams

Teams | **Upcoming matches** | Results | Club

Mixed Doubles - Division 3 - Division 3 B
Shooters Hill Mixed 1 - Avenue Mixed 1

Mens Doubles - Division 5 - Division 5 A
Beckenham LTC Mens 3 - Avenue Mens 3

Mens Doubles - Division 5 - Division 5 B
Avenue Mens 2 - Kemsing Mens 1

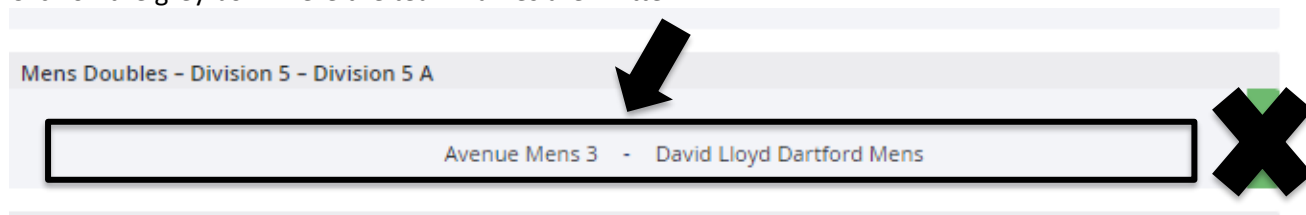
Mens Doubles - Division 5 - Division 5 A
Avenue Mens 3 - Knoll (Orpington) Mens 3

Mens Doubles - Division 5 - Division 5 B
Avenue Mens 2 - Bromley LTC Mens 3

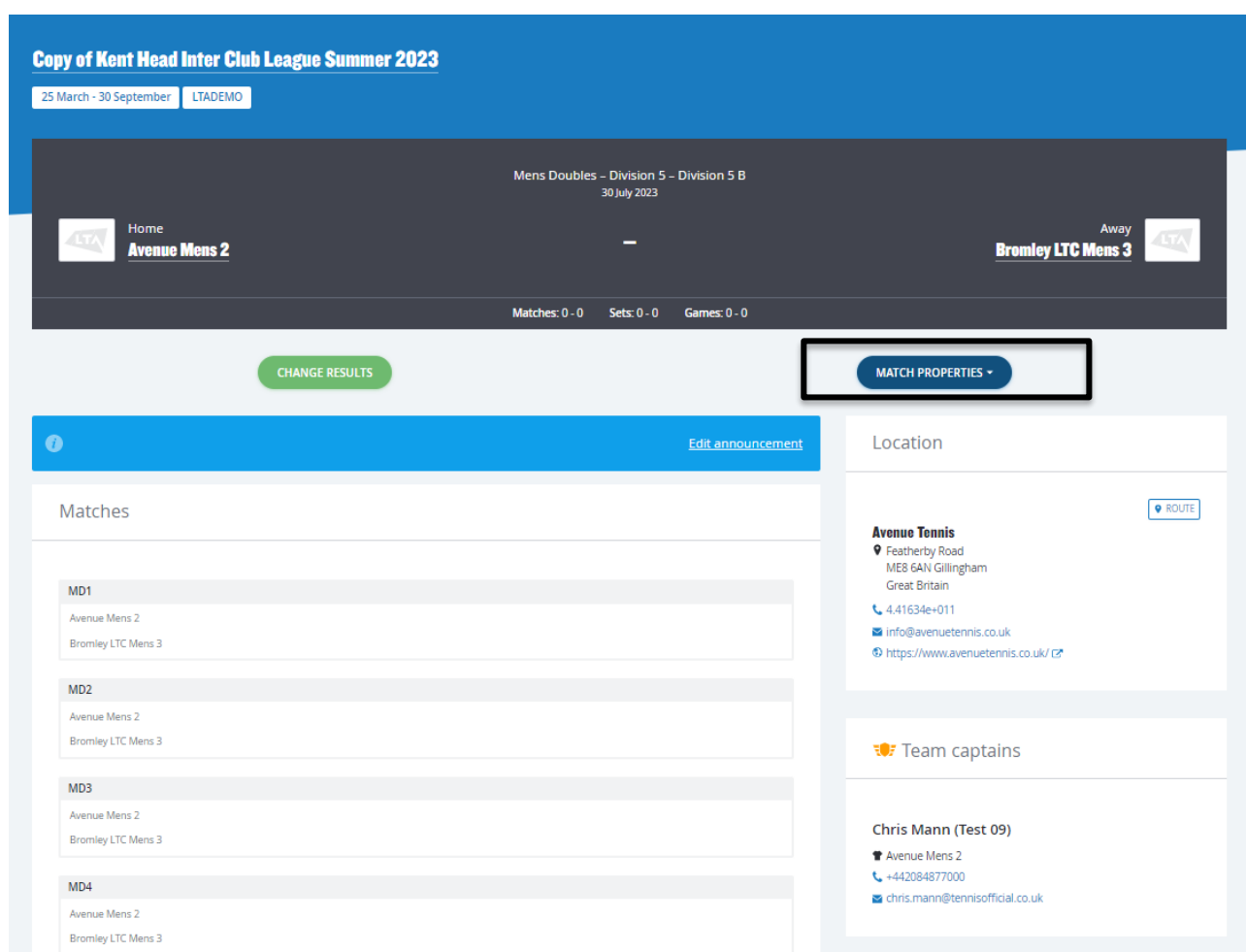
Mens Doubles - Division 5 - Division 5 A
Chilham Mens - Avenue Mens 3

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).

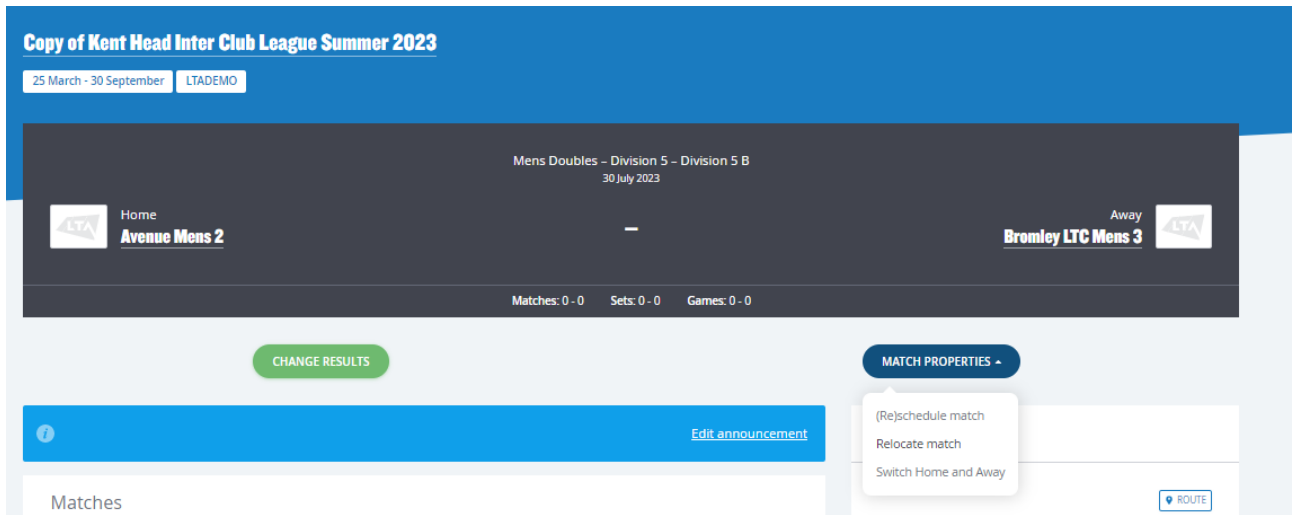
Click on the grey box where the team names are written.



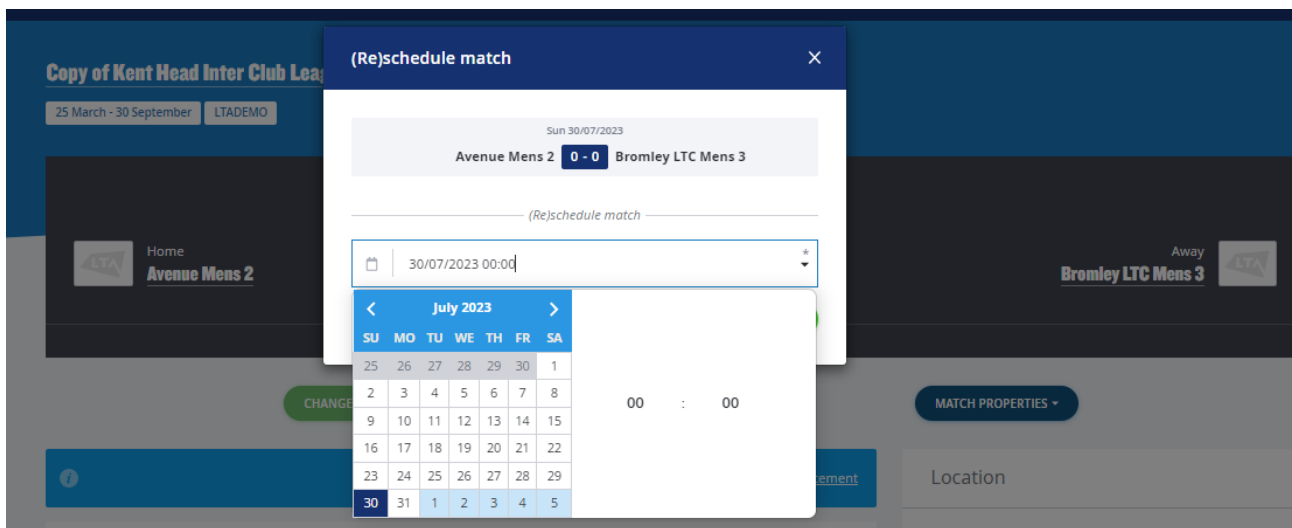
The following page will appear. As the Team Captain of this team, the user has access to the **Match Properties** blue dropdown edit on the right-hand side of the page.



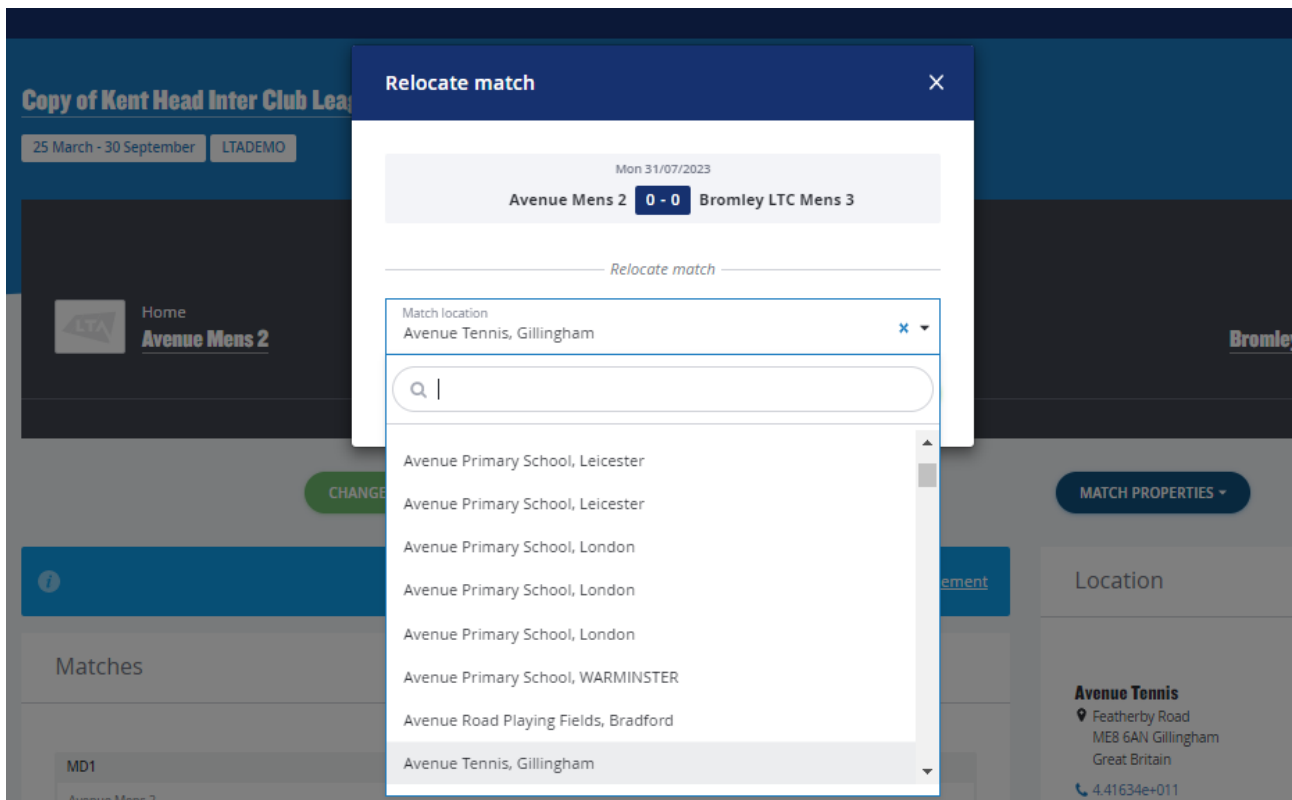
Select the **Match Properties** drop down which will allow you to **reschedule a match, relocate a match or switch the match home and away.**



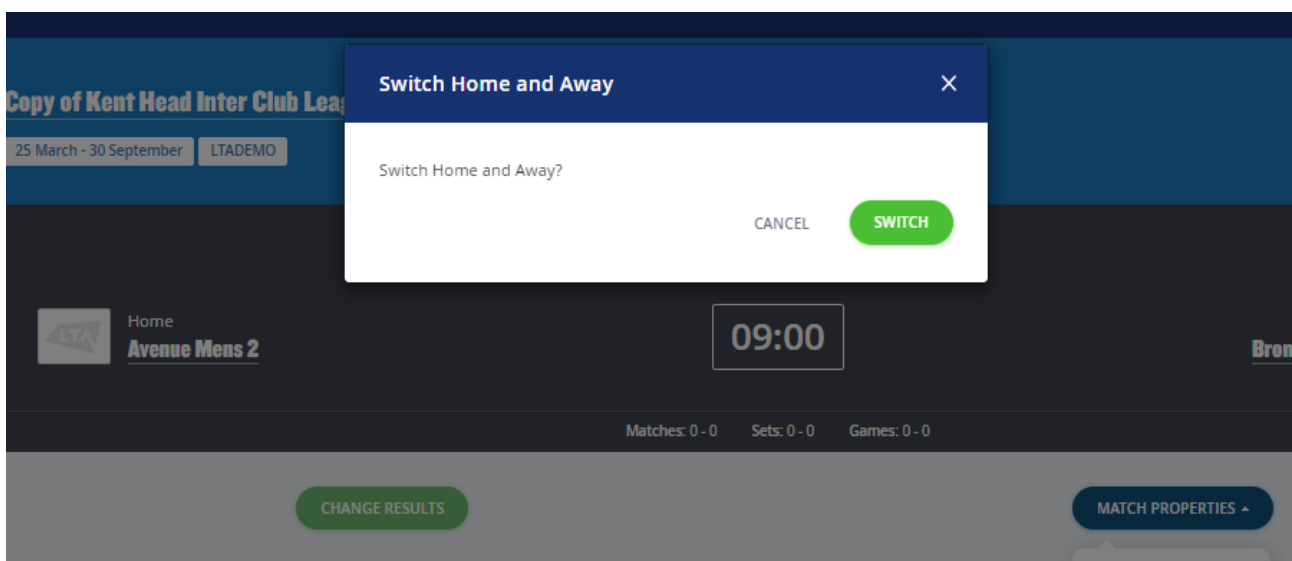
Reschedule Match – Allows you to change the date and time of the match.



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



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



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.