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 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.	
--	--

	Q Search						Log In
ack to LTA							
Home		Tournaments			TOURNAMENTS LEAGUES	News	
Tournaments							
Leagues		Recent Upcor	ning This week			LTA Competition Parenting Workshops & 5Cs Workshops	
lox Leagues						Our Competition Parenting Workshops are aimed at parents/carers of players aged 9-14 years who have just started to	
Players		Giffnock Ter	our - Giffnock LTC - 14 mis Squash & Hockey Club	U Girls Doubles and IOU Mixed Doubles		compete or compete regularly.	
Ranking		08/05/2023 One day tou	nament Grade 5			• • • • •	
		Scotland	our - Dalstety Bay Sour	ch & Tannie Club - 0.5.2023			
		Dalgety Bay	Squash & Tennis Club Si	cotland East		Latast vankings	

Select Member 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	 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
Login Forgot username? Forgot password?	

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) 여
🛃 Back to LTA					
A Home	My profile	MY PERFORMANCE	News		
S Tournaments			Drazzo Official Competition Destaurant Daytney		
♥ Leagues	<u>e</u>		Prezzo serves you an Exclusive set menu. Get into the spirit of ice cold spritzers. It's the perfect time to reconnect over delicio	summer with our bright, joyous dishes, and us food and drinks	
目 Box Leagues	СМ		Book Now		
🛎 Players	Chris Mann (Test	109)	• • • •		
₩ Ranking	(Idde2028) National Tennis Centre, Maidenhead Lawn T	ennis Club, Avenue Tennis			
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Competition Organiser	TOTAL SINGLES DOUB	LES MIXED			
♥ Enter results	Win-Loss	HEAD TO HEAD			
Copy of Kent Head Inter Club League Summer 2023					
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	Activities of National Tennis Centre	AVENUE TENNIS VIY CLUB	SEARCH TOURNAME	NTS	
	Leagues				
	There are no current leagues for National Tennis Cent	re.			
	Tournaments There are no upcoming tournaments		My Box Leagues		
	Box Leagues				
	National Tennis Centre - Box League		National Tennis Centre - Box League National Tennis Centre London, Great Britain		
			DI M T-++ 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.**



TTA TENNIS

	Copy of Kent Head	Inter Club League	Summer 2023
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25 March - 30 September LTADEMO

Avenue Tennis (200566) Gillingham	
8 Team	s
Teams Upcoming matches Results	Club
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	1
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 LTADEMO		
Avenue Tennis (kansee) Gallingham		
	8 Teams	
Teams Upcoming matches Results		Club
Men		• ROUTE (?)
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 O	
Mens Doubles – Division 5 – Division 5 A Avenue Mens 3	STANDING PL 1 0	
Women		
Ladies Doubles – Division 4 – Division 4 A Avenue Ladies (STANDING PL 1 O	
Ladies Doubles - Division 6 - Division 6 A Avenue Ladies 2	STANDING PL 1 0	
Ladies Midweek Doubles - Division 4 Avenue Ladies Midweek	STANDING PL 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	e Summer 2023			
Aven Gillingha	ue Tennis (200549) am			⊂ Favourite
		8 Teams		
Teams Upcoming matches	Results		Club	
Men			Avenue Tennis (KENSOO)	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 0		
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 1 0		
Ladies Midweek Doubles - Division 4 Avenue Ladies Midweek		STANDING PL 1 0		

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



Bittern Bradies - Birlaise 3 Bittern Bradies - Birlaise 3 Image: State 1 Image:	opy of Kent Head Inter Club	aague Summer 2023	
Maren Backles - Bihiolog 2 Normal Normality Street Normal Normal Normality Street Norm	S Vanh - 30 September (1340040		
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2 Systemate Mees 1 0	2 Meldstone UTC Mens 1		
2 Substrates 0	2 Sydenham Mens 1	1.1.1.1	
2 Provideory Mers 1 0	2 Turbridge Wells LPC Mers 2		
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Splenham Mers 1 - Turbridge Wells LTC Mers 2 Reard 2 Second 2 S		Frindsbury Mens 1 - Maidstone LTC Mens 1	
Reard 2 Sec30470003 Turbridge Wells LTC Mers 2 - Frindsbury Mers 1 Sec30470003 Turbridge Wells LTC Mers 2 - Frindsbury Mers 1 Sec30470003 Avenue Mers 1 - Madatone LTC Mers 1		Swi 304703028 Sydenham Mens 1 – Turbridge Wells LTC Mens 2	
Include a	Encod 2		
Turbridge Webs LTC Mers 2 - Frindsbury Mers 1 Sur-Statistics Turbridge Webs LTC Mers 2 - Frindsbury Mers 1 Sur-Statistics Avenue Mers 1 - Maidstone LTC Mers 1 Players * ON Print Alberts a ON Print Alberts a ON Print Alberts a ON Print Alberts a ON Print Alberts b Print Alberts a ON Print Alberts b Print Print Print Print	N0010 2	Sun 30(1/2023	
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Turbridge Wells LTC Mers 2 - Frindbury Mers 1 Ser 20411083 Avenue Mers 1 - Maidstone LTC Mers 1 Players Players * * * * * * * * * * * *		5ux 30/11023	
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	Conserbury Mens &	Win-Loss	100
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(LOND WORK)		LCHD WORE	

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	AYED POINTS 0		RΥ	Avenue Tennis (xxxxxx)	♥ ROUTE L [#]
Matches					
	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	2		
•	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 Stophen 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 (masse) Gillingham 8 Teams		⊖ Favourite
Teams Upcoming matches Results	Club	
Sun 30/07/2023	Avenue Tennis (xxxx500)	♥ ROUTE ♂
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	ľ	
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		
: Matches for which you are Team Captain will appear highlighted in Mens Doubles - Division 5 - Division 5 B	a blue box.	

Blackheath Mens 3 - Avenue Mens 2
Mens Doubles - 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.

Enter results Copy of Kent Head Inter Club League Summer 2023		
	Mers 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, you can edit the status via the 'match-status' button.	CANCEL	
You can also add mark a player-match as walkover, retired, not 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.

Enter result	Edit team match status	×
opy of Kent Head In	Score status Score status Abandoned Postponed Not played Match 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
Results	CANCEL	



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

nter resul í by of Kent Head In	Score status WD1		×
	Score status Score status Walkover Retired Not played Abandoned	Walkover Retired (match not yet commenced). Retired A player retired from a match in progres Not played Not played Not played (and will not be played). Abandoned The match is partially played (will be fini	is. ished later).
How does			CANCEL SAVE
Results		CANCEL	

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	SAVE
- You can also add mark a player-match as walkover, retired, not	MD1	+ SCORE STATUS
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 Add new player Unknown player Kemsing Mens 1	•
	Away player 1 Away player 2	•

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



Add players to this team	×
py of Kent Head Inter Club League Summer 202	You can add club by seard
Chris Mann (Test 09) (#30822829) Avenue Tennis • M, 38	↔ Member ID

Add players to this team		×	
Q Add a player, search by name/Member ID			
6 player(s) in Avenue Mens 2			
NAME	AGE		าร 1
Christopher Barge M, 103850496	31	Ē	
Chris Mann (Test 09)	38	â	
Antony Donohue	62	â	
David Corps M, 105861775	29	â	
Tom Bentley M, 115799897	24	Î	
Timayo Ogunro M, 114707245	31	Ê	
		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 🗸	. nnnl
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 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.	CANCEL MD1 Avenue Mens 3 Home player 1 Add new player Unknown player Knoll (Orpington) Mens 3 (7.1) Tim Pastron (M, 107131007) Christopher McMahon (M, 112640665)	SAVE + SCORE STATUS 4 4 X • 6 6
Match results		SAVE
MD1		+ SCORE STATUS
Avenue Mens 3		
Unknown player	× -	
Unknown player	× -	4 4
Knoll (Orpington) Mens 3		
(7.1) Tim Pastron (M, 107131007)	× •	
Christopher McMahon (M, 112640	665) × •	6 6



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

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.

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 also add mark a player-match as walkover, retired, not played or abandoned.	WD1 Avenue Ladies 1	+ SCORE STATUS
Players	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)	× •
	Bearsted Ladies 2	
	Carole Bacon (F, 113928879)	× •
	Janet Judges (F, 107029386)	× •

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



	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 $\ensuremath{\textit{Results.}}$

March - 30 September LTADEMO		
Avenue Tennis Gillingham 8 Teams		(∵ FAVOURITE)
Teams Upcoming matches Results	Club	
Sun 30/07/2023	Avenue Tennis (xxxsee)	ROUTE (2)



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.

	Copy of Kent Head Inter Club Le 25 March - 30 September LTADEMO	ague Summer 2023				
		venue Tennis (vooree) Mingham		8 Teans		© FAVOURITE
	Teams Upcoming matches	Results			Club	
	runninge wei	IS ETC MIXED 5		Avenue Mixeu T		
Mixed Doubles - Div	vision 3 - Division 3 B					
Mixed Doubles - Di						
	Shoote	rs Hill Mixed 1	-	Avenue Mixed 1		
Mens Doubles - Div	ision 5 - Division 5 A					
Mens Doubles - Div	BIOLD - DIVISION D X					
	Beckenha	m LTC Mens 3	-	Avenue Mens 3		
Mens Doubles - Div	ision 5 - Division 5 B					
	4	Avenue Mens 2	-	Kemsing Mens 1		1
Mens Doubles - Div	ision 5 – Division 5 A					
	4	Avenue Mens 3		Knoll (Orpington) Mens 3		1
Mens Doubles - Div	ision 5 – Division 5 B					
		Avenue Mens 2	-	Bromley LTC Mens 3		-
Mens Doubles - Div	ision 5 – Division 5 A					
		Chilham Mens	-	Avenue Mens 3		

Select Upcoming Matches and scroll down to your team matches.



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.

venue Mens 3 - David Lloyd Dartfo	rd Mens
	venue Mens 3 - David Lloyd Dartfo

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 Summer 2023 25 March - 30 September LTADEMO								
	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	<u>Edit announcement</u>	Location						
Matches MD1		ROUTE Avenue Tennis Festherby Road ME8 GAN Gillingham Great Britain						
Avenue Mens 2 Bromley LTC Mens 3		 ▲41634e+011 ➡ info@avenuetennis.co.uk ➡ https://www.avenuetennis.co.uk/ C^a 						
MD2								
Avenue Mens 2 Bromley LTC Mens 3		👽 Team captains						
MD3								
Avenue Mens 2 Bromley LTC Mens 3		Chris Mann (Test 09) Avenue Mens 2						
MD4		 ↓ +442084877000 ☑ chris.mann@tennisofficial.co.uk 						
Avenue Mens 2 Bromley LTC Mens 3								

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
CHANGE RESULTS	Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0	MATCH PROPERTIES •
Matches	Edit announcement	(Rejschedule match Relocate match 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	dul	e ma	tch				×	
25 March - 30 September LTADEMO							Sun 3	0/07/2023		
				Aver	nue l	Mens	2	0 - 0 Bromley LTC Mens 3		
						— (Re)sch	edule match		
Home Avenue Mens 2	Ö	30	0/07/	2023 (00:00	1			*	Away Bromiey LTC Mens 3
	<	< july 2023 >					>			
	SU	мо	τu	WE	тн	FR	SA			
	25	26	27	28	29	30	1			
	NGE 2	3	4	5	6	7	8	00 . 00		MATCH PROPERTIES *
	9	10	11	12	13	14	15			
	16	17	18	19	20	21	22			
	23	24	25	26	27	28	29		:em	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	Match location	× -
Avenue Mens 2	Avenue Tennis, Gillingham	^ · ·
	Q	
	Avenue Primary School, Leicester	^
	NGE Avenue Primary School Leicester	- 18
_	Avenue Primary School, Eeleester	
-	Avenue Primary School, London	
	Avenue Primary School, London	emer
	Avenue Primary School, London	
Matches	Avenue Primary School, WARMINSTER	
	Avenue Road Playing Fields, Bradford	
MD1	Avenue Tennis, Gillingham	-
Avenue Mens 2		_

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
	Matches:	0 - 0 Sets: 0 - 0 Games: 0 - 0	
СНА			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.

