

ONLINE LEAGUE PLANNER

LEAGUE ADMIN USER MANUAL

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GETTING STARTED

Ahead of each league season the County & District League Organiser will need to complete the League Application form which is available at www.LTA.org.uk/LeagueSupport. New leagues will be created from scratch whereas existing leagues will be copied unless the Customer Support Team are told otherwise.

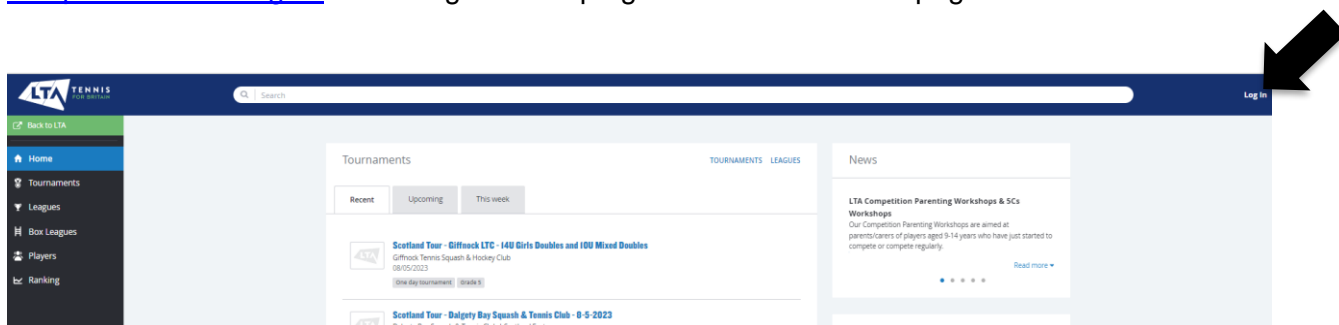
KEY ROLES

There are various user roles in the new Online League Planner.

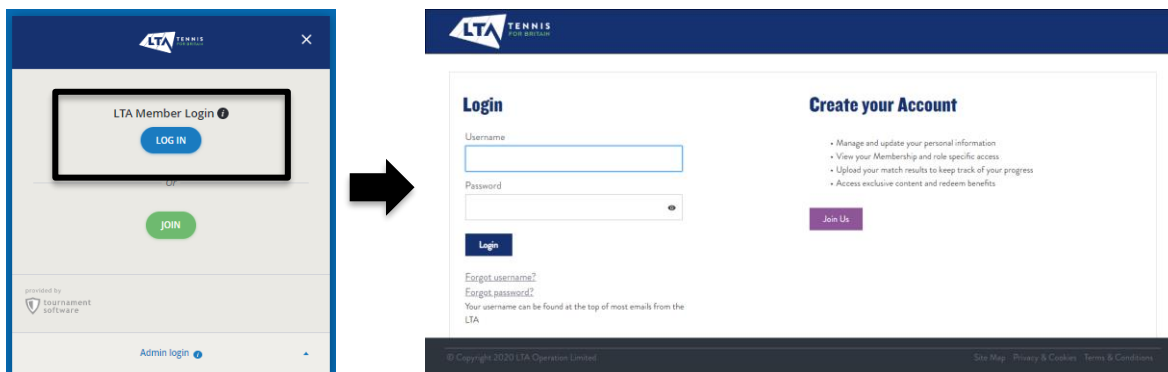
Role	Description
League Admin	Has admin rights for the overall league administration.
League Type Admin	Has admin rights for league types (events) of divisions.
Event Admin	Has admin rights to a specific event.
Draw Admin	Has admin rights to a specific draw.
Club Admin	Has admin rights as a venue county and district league admin for a club.
Result User	Has admin rights to enter results.

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.



Select **Member log in** and you will be transferred to the LTA's single sign on (SSO). Enter your personal username and password that you use to log into the LTA website and click **login**.



You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation bar and select **League Administrator**.

The screenshot shows the LTA Tennis For Britain Competitions Portal. The left-hand navigation bar is highlighted, with 'League administrator' selected and enclosed in a red box. The main content area shows 'My profile' for Chris Mann (LTA) with a 'Win-Loss' section showing 0/0 (0) for Career and This year. There is also a 'News' section with a 'Prezzo Official Competition Restaurant Partner' article and a 'My tournaments' section.

Welcome to the **Organiser Portal** where you will see the leagues tab and all the leagues you are assigned league administration rights for.

The screenshot shows the LTA Tennis For Britain Organiser Portal. The 'Leagues' tab is selected in the top navigation bar. The main content area shows 'Current Leagues' with a table listing one league: 'Kent Head Inter Club League Summer 2023 **BETA**'. The table columns are Name, Status, Start date, End date, Entry open, and Entry deadline. The 'Status' column shows 'League visible'.

Name	Status	Start date	End date	Entry open	Entry deadline
Kent Head Inter Club League Summer 2023 **BETA**	League visible	21/05/2023	31/10/2023	12/12/2022 09:00	14/05/2023 15:00

DASHBOARD

The dashboard view of your league gives you an overview of the league including number of matches, number of entered results, clubs, divisions and draws.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023

Entry open | League visit

Dashboard | Divisions | Draws | Clubs | Tasks | Reports | Settings

VIEW LEAGUE

6 TYPES	36 DIVISIONS	51 CLUBS	357 TEAMS	82 DRAWS
---------	--------------	----------	-----------	----------

These issues need to be fixed
• The league has no fixtures dates defined

Matches [CREATE FIXTURES](#)

MATCHES 927	ENTERED RESULTS 0%
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Groups [CREATE GROUPS](#)

APPROVED 0/36

Promotion / Relegation [PROCESS P/R](#)

APPROVED 0/6	ASSIGNED 357/357
-----------------	---------------------

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Step 4: During League
Step 5: Finalize league

To start the configuration of your league settings, you will note that there are 5 steps of the League on the right-hand side of the dashboard, this guide will navigate you through these sections as League Admin to be sure all of league settings are correctly setup. These 5 steps can also be accessed separately via the **Tasks** tab.

Kent Head Inter Club League Summer 2023 **BETA**
21/05/2023 to 31/10/2023

League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league

- Check settings
- Set visibility for clubs

Step 2: Entry open

Step 3: Entry closed

Step 4: During the league

Step 5: Finalise league

Check settings [All settings](#)

Start	21/05/2023 to 31/10/2023
Entry	12/12/2022 to 14/05/2023
Created	27/03/2023 10:03
ID	363328
Code	eeb7a614-7446-40ce-93c4-54875aa75206

provided by
Tournament software

STEP 1: SETUP LEAGUE

CHECK SETTINGS

New leagues will be created with a blank canvas whereas existing leagues will either have been migrated from the old system or duplicated. Regardless, to ensure a smooth league season we strongly recommend the league organiser checks the following details are correct:

- Check that the league start, and finish are correct.
- Check that the entry deadline is correct.
- Check the settings for the entire league by selecting **All Settings**.

Kent Head Inter Club League Summer 2023 **BETA**
21/05/2023 to 31/10/2023

League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league

- Check settings
- Set visibility for clubs

Step 2: Entry open

Step 3: Entry closed

Step 4: During the league

Step 5: Finalise league

Check settings [All settings](#)

Start	21/05/2023 to 31/10/2023
Entry	12/12/2022 to 14/05/2023
Created	27/03/2023 10:03
ID	363328
Code	eeb7a614-7446-40ce-93c4-54875aa75206

provided by
Tournament software

Which will redirect you to the **Settings** tab of Online League Planner.



Copy of Kent Head Inter Club League Summer 2023

21/05/2023 to 31/10/2023

Entry open League visible

[VIEW LEAGUE](#)

[Dashboard](#) [Types](#) [Divisions](#) [Draws](#) [Clubs](#) [Tasks](#) [Reports](#) [Settings](#)

General

[Team match format](#)

[Scoring format](#)

[Fixture templates](#)

[Fixture dates](#)

[Online entry](#)

[Point settings](#)

[Matches](#)

[User rights](#)

General

[EDIT PROPERTIES](#)

Tournament number KEN711

Period 21/05/2023 to 31/10/2023

Online entry 12/12/2022 to 14/05/2023

Status League visible

Dispensation date

Number of days to enter invitation 7

Team strength calculation reference date

Show player level Yes

ALL LEAGUE SETTINGS

Now **All Settings** has been selected, you will be redirected to the Settings section where you will find various sub sections on the left hand side menu. Initially the **General settings** tab will open. From this page you will work your way down the list of settings on the left-hand side.

General

To edit the General settings select Edit Properties.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General

- Team match format
- Scoring format
- Fixture templates
- Fixture dates
- Online entry
- Point settings
- Matches
- User rights

General

EDIT PROPERTIES

Tournament number	KEN711
Period	21/05/2023 to 31/10/2023
Online entry	12/12/2022 to 14/05/2023
Status	League visible
Dispensation date	
Number of days to enter invitation	7
Team strength calculation reference date	
Show player level	Yes

You must make sure the following sections are completed correctly:

- Tournament Name
- League start and end date
- League Status (New league, League entry open, League visible, League finished)
- Online entry dates must be selected
- Number of Invitation days = Number of days prior to the match date that a match invitation can be made.
- Team strength calculation reference date
- Show player level

Edit league properties

Name
Copy of Kent Head Inter Club League Summer 2023

Tournament number
KEN711

Start date
21/05/2023

End date
31/10/2023

Status
League visible

Online entry
From 12/12/2022 09:00 To 14/05/2023 17:00

Number of invitations days
7

Team strength calculation reference date

Show player level YES

CANCEL SAVE

Team Match Format

This will determine the rubbers within each fixture. You can add a new fixture format and see a list of the match formats being used.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open League visible
VIEW LEAGUE ?

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General
Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Point settings
Matches
User rights

Team match format

+ ADD FORMAT

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

provided by tournament software

To add a new fixture format click **Add Format**. Enter the name of the format (e.g., Women's Doubles) and select the **match type** required for a fixture. Each rubber will need to be selected the number of times you require it from the drop down i.e., 4 x WD (Women's Doubles)

Match formats can be **edited** or **deleted** by selecting the drop-down button on the right-hand side of the list view. It is not possible to change this after the match program is generated.

Add format

Name

Match type order *
Add types below. Drag items to change the display order.

+ Add match type

- MS (Men's Singles)
- WS (Women's Singles)
- MD (Men's Doubles)
- WD (Women's Doubles)
- XD (Mixed Doubles)
- BS (Boys' Singles)
- GS (Girls' Singles)
- BD (Boys' Doubles)
- GD (Girls' Doubles)
- Single
- D

Team match format

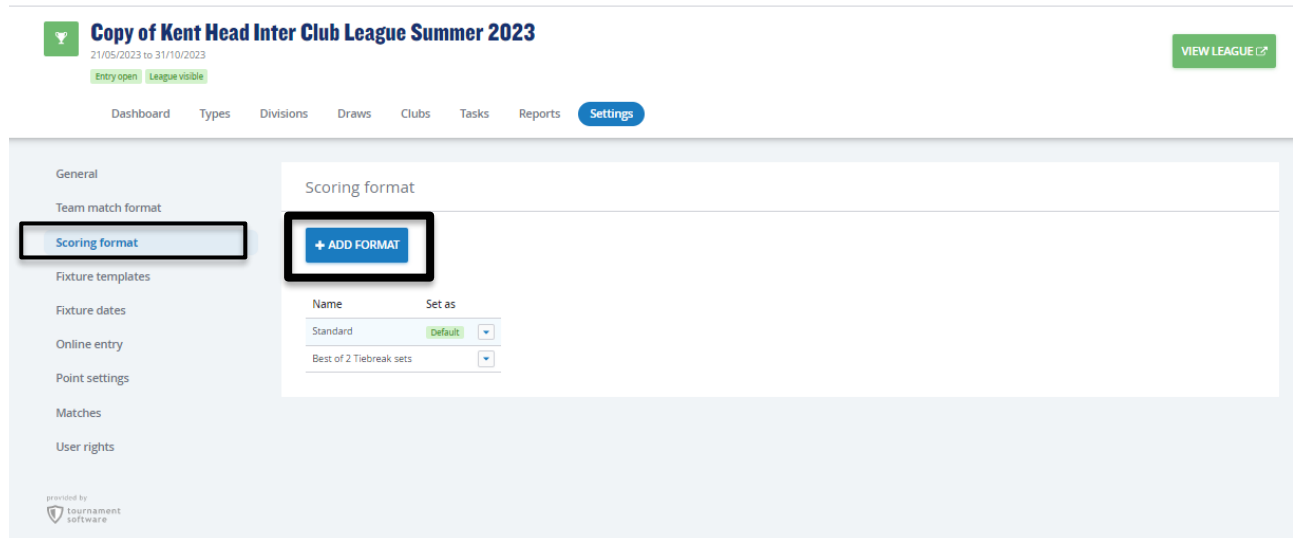
+ ADD FORMAT

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

Edit
Delete

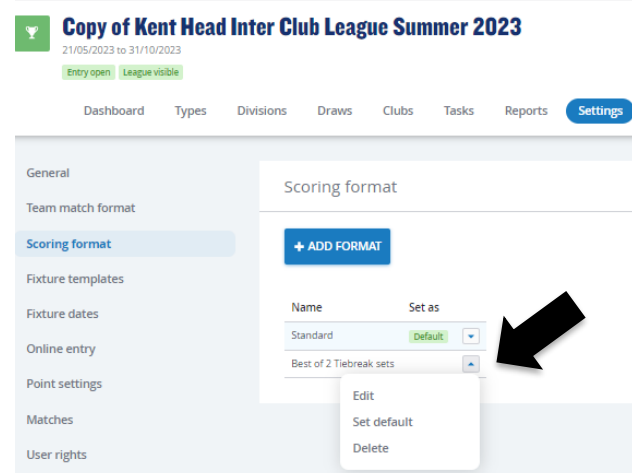
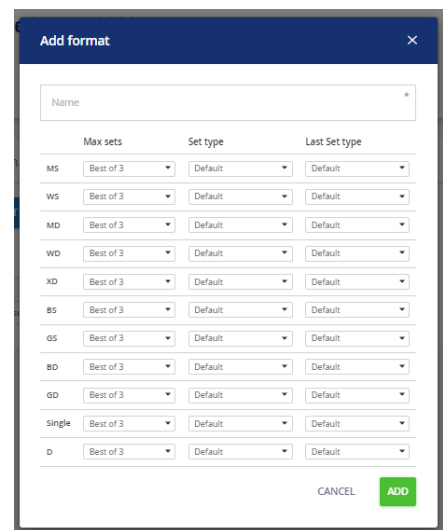
Scoring Format

The scoring format tab defines the scoring format which is used for each different rubber type in the fixture. You can add a scoring format and see a list of previous and current scoring formats used.



Select **Add Format**, to add a format name and select the max sets, set type, and last set type formats.

A set to 6 is default.



Scoring formats can be **edited**, **deleted**, or set as **default** by selecting the drop-down button on the right-hand side of the list view.

Fixture Templates

Fixture templates will not be used for the initial phase of the Online League Planner project and will be launched in phase 2 when the league will be set up from scratch in Online League Planner.

Fixture Dates

Fixture dates will not be used for the initial phase of the Online League Planner project and will be launched in phase 2 when the league will be set up from scratch in Online League Planner.

Online Entry

Online entry will not be used for the initial phase of the Online League Planner project and will be launched in phase 2 when the league will be set up from scratch in Online League Planner.

Point Settings

The point settings templates define how many points are received each rubber, the fixture and the standings of the league are determined. As league organiser you can **edit** or **add team** and **player match point template** and **standings calculations** using the right-hand side drop down.

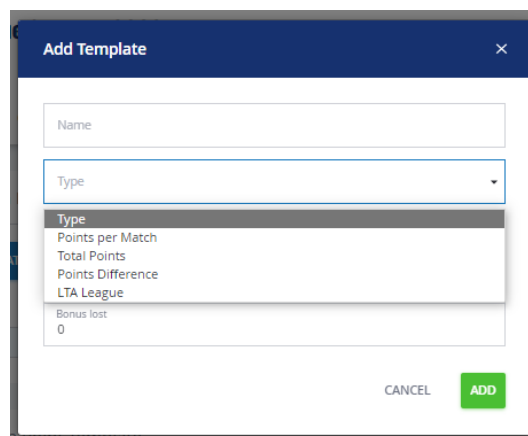
Templates can be created by selecting the **add** button. Depending on the selection in the dropdown, more settings appear. Unlike the old version of League Planner you can have different templates for different league type (events) of divisions. The system will look at the division first, then type and if nothing is defined there then it will take the default template to calculate the points.

The screenshot shows the 'Point Settings' page for a league. The page title is 'Copy of Kent Head Inter Club League Summer 2023' with a date range of '21/05/2023 to 31/10/2023'. A 'VIEW LEAGUE' button is in the top right. The navigation menu includes 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings' (which is active). The left sidebar has 'Point settings' highlighted. The main content area is divided into three sections: 'Team Match Point Template', 'Player Match Point Template', and 'Standings calculation'. Each section has an 'ADD' button and a table of existing templates. In the 'Team Match Point Template' section, a table has one row: 'Default' (Name) and 'Total Points' (Type). A dropdown arrow is visible on the right side of this row, with a black arrow pointing to it. An 'Edit' button is also present. The 'Player Match Point Template' section has a table with one row: 'Default' (Name) and 'Points per Match' (Type). The 'Standings calculation' section has two buttons: 'ADD STANDINGS CALCULATION' and 'CALCULATE STANDINGS', and a table with one row: 'Default' (Name).

Team Match Points Template

Team Match Points determines how many points the team will earn towards the overall league standings based on their performance in the fixture.

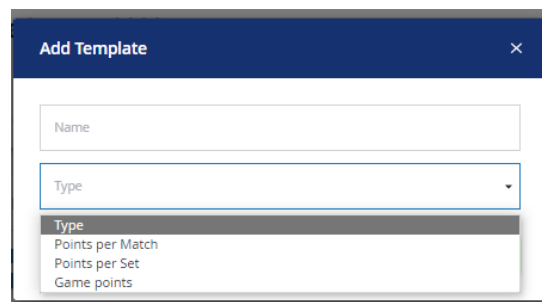
- Name
- Type
 - *Points per match* – teams are issued points for each fixture won, drawn or lost
 - *Total Points* – teams are issued the total number of player points won during each fixture (e.g. if you award 2 points per rubber won and a team wins 4 rubbers they will be awarded 8 points on the league table). Use the 3 fields to enter the number of points issued for a win, draw or loss
 - *Points Difference*
 - *LTA League* – teams are issued two points for each fixture won.
- Bonus Points - You can add a bonus point(s) for a match if won, drawn or lost



Player Match Points

Player Match Points determines how many points each rubber will earn towards the overall fixture score.

- Name
- Type
 - *Points per match* – the number of points issued based on winning, drawing or losing a rubber
 - *Points per set* – the number of points issued based on winning a set, drawing or losing a set
 - Game Points



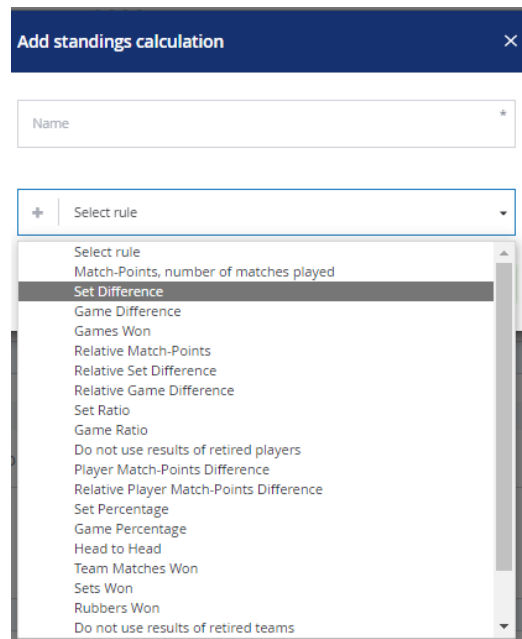
Standings Calculation

With this template you can define the rules to order teams by in the draw standing.

- Name
- Rules

Select rules and drag into the correct order.

If you make any changes to your standing calculation once the league season has started you must click **Calculate standings**. This button will recalculate ALL draws within the league.



Add standings calculation [X]

Name *

+ Select rule ▾

- Select rule
- Match-Points, number of matches played
- Set Difference**
- Game Difference
- Games Won
- Relative Match-Points
- Relative Set Difference
- Relative Game Difference
- Set Ratio
- Game Ratio
- Do not use results of retired players
- Player Match-Points Difference
- Relative Player Match-Points Difference
- Set Percentage
- Game Percentage
- Head to Head
- Team Matches Won
- Sets Won
- Rubbings Won
- Do not use results of retired teams

Matches

This view allows you to select the **settings** used for **matches**. This section is also important as the information selected allow the County and District League Admin and Team Captains to have the correct rights when they log in to the League.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General
Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Point settings
Matches
User rights

General match settings [EDIT PROPERTIES](#)

Group team matches by Round

Copy players from entry during match program generation False

Age display Age

Invitations [EDIT PROPERTIES](#)

Clubs can reschedule matches Number of days

Maximum number of days the match can be rescheduled before original 180

General Match Settings

In the first section you can change:

- How the matches are ordered on the public and admin website (by round or match date)
- Whether to copy the players into the league from the team's entry
- The age display (by age or year of birth)

General match settings [EDIT PROPERTIES](#)

Group team matches by Round

Copy players from entry during match program generation False

Age display Age

Invitations

In the second section you can set the settings for the invitations which will be used by the County and District League Admins to communicate with the opposing team captain of the date and time of the match. These settings must be correct to allow the County and District League Admin to save invites via their log in.

Invitations		EDIT PROPERTIES
Clubs can reschedule matches	Number of days	
Maximum number of days the match can be rescheduled before original date	180	
Maximum number of days the match can be rescheduled after original date	180	
Courtsurface selection is available in invite.	False	

- Select the number of days before or after the scheduled date of the match that County and District League Admins can reschedule the match by.
- The court surface functions should always be set to no as this functionality is not available to the LTA.

The screenshot shows a modal window titled "Invitations" with a close button (X) in the top right corner. The settings are as follows:

- Clubs can reschedule matches:** A dropdown menu with "Number of days" selected.
- Maximum number of days the match can be rescheduled before original date:** A text input field containing "180".
- Maximum number of days the match can be rescheduled after original date:** A text input field containing "180".
- Courtsurface selection is available in invite:** A toggle switch set to "NO".

At the bottom right, there are "CANCEL" and "SAVE" buttons.

Team match

In the third select you can set the result entry settings.

Team match		EDIT PROPERTIES
Team access for Result Entry	Home team	
Maximum days the team result can be entered after the match by the league admin	200	
Maximum days the team result can be entered after the match by the result user	200	
Allow all club lookup	True	

- Select who can access results entry (Home team, both teams, Away team)
- Enter the maximum number of days a team result can be entered by the County & District League Contact (also known as club admins) and Team Captain (also known as result user)
- Select yes to Allow all club look up for finding players not attached to the venue.

Team match

Team access for Result Entry

Select an option
Home team

Maximum days the team result can be entered after the match by the league admin

Number
200

Maximum days the team result can be entered after the match by the result user

Number
200

Allow all club lookup

YES

CANCEL SAVE

Club league admins

In the fourth section you can set the match rights for the County and District League Contacts (also known as club admins).

Club league admins		EDIT PROPERTIES
Club league admins can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by club league admins	180	
Maximum number of days the match can be rescheduled after original date by club league admins	180	
Club league admins can relocate match	True	
Club league admins can swap home/away	True	

- You can allow club league admins to be able to reschedule matches and the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether club league admins can relocate matches
- Select whether club league admins swap home/away.

Club league admins

Club league admins can reschedule matches

Maximum number of days the match can be rescheduled before original date by club league admins
Number 180

Maximum number of days the match can be rescheduled after original date by club league admins
Number 180

Club league admins can relocate match

Club league admins can swap home/away

CANCEL SAVE

Team Captains

In the fifth section you can set the match rights for team captains (also known as result users). It is important that the correct settings are saved in order to allow Team Captains assigned by the County and District League Admin to have the correct user rights when they log in.

Team captains		EDIT PROPERTIES
Team captains can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by teamcaptain	200	
Maximum number of days the match can be rescheduled after original date by teamcaptain	200	
Team captains can relocate match	True	
Team captains can swap home/away	True	

- Select yes/no to whether Team Captains have the ability to reschedule matches
- Select the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether Team Captains can relocate matches
- Select whether Team Captains can swap home/away.

Team captains

Team captains can reschedule matches YES

Maximum number of days the match can be rescheduled before original date by teamcaptain

Number
200

Maximum number of days the match can be rescheduled after original date by teamcaptain

Number
200

Team captains can relocate match YES

Team captains can swap home/away YES

[CANCEL](#) [SAVE](#)

User Rights

In this overview you can see and assign permissions to others that support you in running your league either as a league admin, league type admin, event admin or draw admin. User rights can be assigned by selecting **Add User Rights** button. Searches can be done by name or LTA number. These users will login using their LTA username and password in the same way as league organisers do.

The screenshot shows the 'User rights' page for the 'Copy of Kent Head Inter Club League Summer 2023' (21/05/2023 to 31/10/2023). The page has a navigation menu with 'Settings' selected. On the left, a sidebar lists various settings, with 'User rights' highlighted. The main content area is titled 'User rights' and features a '+ ADD USER RIGHT' button. Below this is a table with the following data:

Name	Role	Role for	End date	ACTIONS
Tom Abbott M, 114029995	Event admin	Mens Doubles - Division 1	21/11/2023	

League admin – has admin rights on the whole league.

Event admin – has admin rights to an event.

Draw admin – has admin rights to one draw.

Step 1: Search for the contact

The 'Add user right' dialog box shows a search bar with 'Dave' entered. Below the search bar, three search results are listed, each with a green plus icon:

- Dave A** (114834078)
LTA Competitions
M, 26/03/1964 (59)
- Dave Adam** (115089993)
Walmer Lawn Tennis & Croquet Club
M, 14/01/1957 (66)
- Sai Manohar Reddy Adavelli** (116781938)
LTA Competitions
M, 19/06/1997 (25)

Step 2: Select the role. You may need to define, the league type, division or group dependant on the rights you assign.

The 'Edit user right' dialog box shows the details for 'Dave Adam' (Male, 115089993). Under 'Select role(s)', the following options are selected:

- Role: Draw admin
- League type: Mens Doubles
- Division: Division 5
- Group: Division 5 A

Buttons for 'CLOSE' and 'SAVE' are visible at the bottom right.

User rights can be edited or deleted by selecting the **edit/delete** in the **Actions** drop down.

Copy of Kent Head Inter Club League Summer 2023

21/05/2023 to 31/10/2023

Entry open League Visible

Dashboard Types Divisions Draws Clubs Tasks Reports Settings

General

Team match format

Scoring format

Fixture templates

Fixture dates

Online entry

Point settings

Matches

User rights

provided by tournament software

User rights

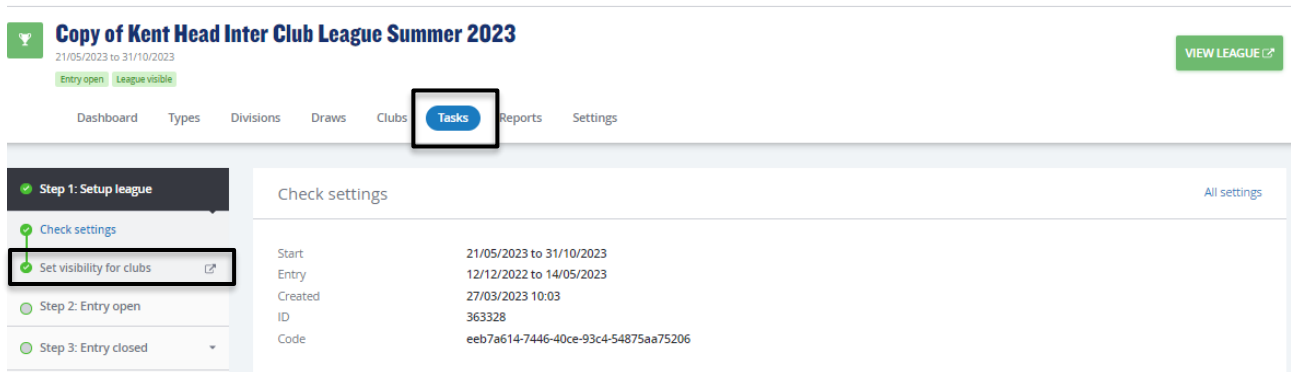
+ ADD USER RIGHT

Name	Role	Role for	End date	ACTIONS
Tom Abbott M, 114029995	Event admin	Mens Doubles - Division 1	21/11/2023	Edit Delete

SET VISIBILITY FOR CLUBS

Once the settings have been checked and completed, it is time to update the visibility of the league for clubs.

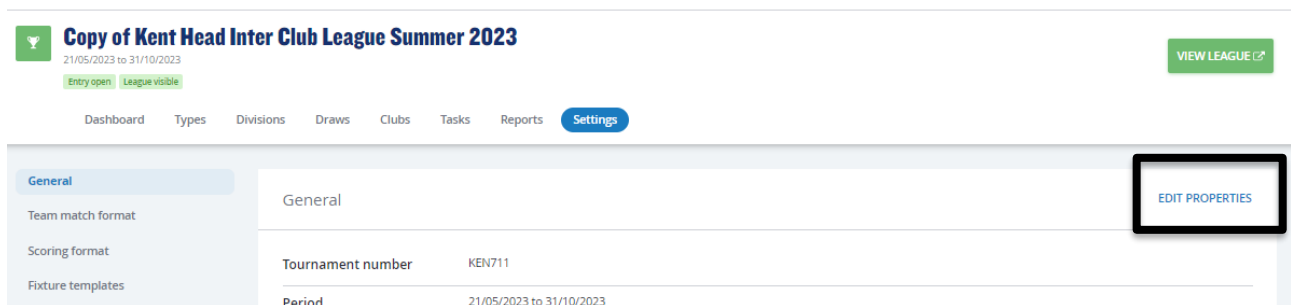
To do this select **Set visibility for clubs** from the Step 1 tasks.



The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' page. The 'Tasks' menu is highlighted, and the 'Set visibility for clubs' step is selected. The 'Check settings' table is visible below.

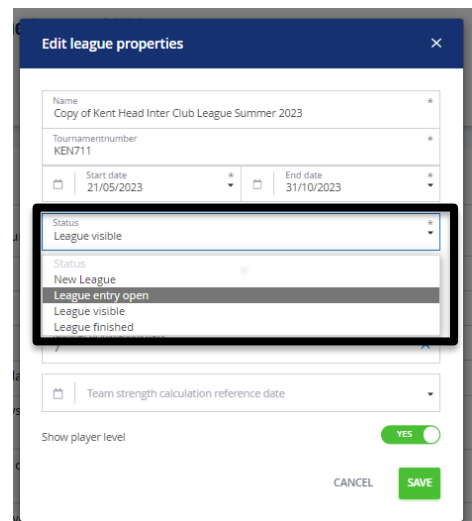
Start	21/05/2023 to 31/10/2023
Entry	12/12/2022 to 14/05/2023
Created	27/03/2023 10:03
ID	363328
Code	eeb7a614-7446-40ce-93c4-54875aa75206

Click **Edit Properties**.



The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' page. The 'Settings' menu is highlighted, and the 'Edit Properties' button is visible in the top right corner.

Update the league status to **League Visible**.



The screenshot shows the 'Edit league properties' dialog box. The 'Status' dropdown menu is open, and 'League visible' is selected. The 'Status' dropdown menu is highlighted with a black box.

Name	Copy of Kent Head Inter Club League Summer 2023
Tournament number	KEN711
Start date	21/05/2023
End date	31/10/2023
Status	League visible
Team strength calculation reference date	

STEP 2: ENTRY OPEN

Once your league status has been updated to League Open for Entries i.e., the opening date for entries which is defined in the League Settings, club admins will be able to enter your league.

The number of clubs who have entered as well as the number of teams that have entered too will be shown below.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023

Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Step 4: DuringLeague

Entry open
12/12/2022 09:00 to 14/05/2023 17:00 (Entry open for another 18 days)

CLUBS ENTERED	TEAMS ENTERED
51	357

STEP 3: ENTRY CLOSED

PROCESS PROMOTION / RELEGATION

Once entry has closed and all clubs have entered their teams and they have requested their promotions and relegations, it is time for you to assign all the teams to a division via the **promotion** and **relegation** process.

The Promotion / Relegation view starts with an overview of all league types of this league.

Select **Process P/R** to view the promotion/relegation request.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023

Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Process P/R 0 / 6 approved
Create groups 0 / 36 approved
Generate matchprogram Generated on 27/03/2023 12:10:11
Set visibility for public

Promotion / Relegation

ASSIGNED 357/357 | APPROVED 0/6

6 / 6 Results

League type	Gender	Divisions	Entries	Requests	Assigned	Status
Mens Vets Midweek Doubles	Men	4	21	0	21 / 21	PROCESS P/R
Mens Doubles	Men	10	116	0	116 / 116	PROCESS P/R
Ladies Doubles	Women	7	92	0	92 / 92	PROCESS P/R

Copy of Kent Head Inter
21/05/2023 to 31/10/2023
Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

Promotion / Relegation
Mixed Doubles

Mixed Doubles

ASSIGNED 0/90 | Status

Filter request | Filter unassigned

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Bexley Mixed 1	-	-	-	Division 1		Division 1
Blackheath Mixed 1	-	-	-	Division 1		Division 1
Bromley LTC Mixed 1	-	-	-	Division 1		Division 1
Bromley Wendover Mixed 1	-	-	-	Division 1		Division 1
Canterbury Mixed 1	-	-	-	Division 1		Division 1
Freedom Leisure Mixed	-	-	-	Division 1		Division 1
Gravesham Mixed 1	-	-	-	Division 1		Division 1
Herne Bay LTC 1	-	-	-	Division 1	Division 2	Division 1
Sevenoaks Mixed 1	-	-	-	Division 1		
Sevenoaks Mixed 2	-	-	-	Division 1		
Sundridge Park Mixed	-	-	-	Division 1		
Walmer Mixed 1	-	-	-	Division 1		

Division 1 | 12 Teams

Division 1: 12 teams (12 in blue circle, 0 in white circle)
 Division 2: 12 teams (12 in blue circle, 0 in white circle)
 Division 3: 12 teams (12 in blue circle, 0 in white circle)
 Division 4: 12 teams (12 in blue circle, 0 in white circle)
 Division 5: 14 teams (14 in blue circle, 0 in white circle)

The request for promotion or relegation, done by the County and District League Admin will be visible in the Request column. If a comment was left with the request this will also be visible

The assigned division is visible in the column Assigned.

Divisions for this league type, the numbers in the blue circles represent the Assigned teams, the numbers in the white circles are the number of unassigned teams.

1. Will assign relegations.

2. Will assign promotions.

3. Will automatically assign teams based on their team rating.

4. Will reset all promotions and relegations with a requested event

Allows you to filter by status (Pending, Waiting for Approval, Approved).

Allows you to filter by division request and unassigned division.

Export function

ASSIGNED 90/90 | Status

Filter request | Filter unassigned

UPDATE LIST | [Icons]

Export – This allows you to export the promotion and relegation section into excel. You will find the export in your downloads on your computer, and it will open in the below format.

Team	LeagueType	Club name	Club number	Team strength	Rank last year	Point average	Entry	Request	Assigned
Bexley Mixed 1	Mixed Doubles	Bexley Lawn Tennis Squash & Racketball Club	KEN009	-	-	-	Division 1		Division 1
Blackheath Mixed 1	Mixed Doubles	Blackheath Lawn Tennis Club	KEN013	-	-	-	Division 1		Division 1
Bromley LTC Mixed 1	Mixed Doubles	Bromley Lawn Tennis & Squash Club	KEN025	-	-	-	Division 1		Division 1
Bromley Wendover Mixed 1	Mixed Doubles	Bromley Wendover Lawn Tennis Club	KEN236	-	-	-	Division 1		Division 1
Canterbury Mixed 1	Mixed Doubles	Canterbury LTC	KEN026	-	-	-	Division 1		Division 1
Freedom Leisure Mixed	Mixed Doubles	Freedom Leisure	KEN239	-	-	-	Division 1		Division 1
Gravesham Mixed 1	Mixed Doubles	Gravesham Lawn Tennis Club	KEN060	-	-	-	Division 1		Division 1
Herne Bay LTC 1	Mixed Doubles	Herne Bay LTC	KEN064	-	-	-	Division 1	Division 2	Division 1
Sevenoaks Mixed 1	Mixed Doubles	Sevenoaks Lawn Tennis Club	KEN115	-	-	-	Division 1		Division 1

CREATE GROUPS - COMING SOON

Having finalised the promotion and relegation you will be able to create groups of teams in each division. To create the groups for a division, select **Create Groups**.

Once selected, the following page will appear.

The screenshot shows the 'Create groups' page for 'Copy of Kent Head Inter Club League Summer 2023'. The page has a navigation menu with 'Tasks' highlighted. On the left, there are steps: Step 1: Setup league, Step 2: Entry open, Step 3: Entry closed, Process P/R, Create groups (highlighted with a box), and Generate match program. The main content area shows a table with the following data:

Type	Division	Results	In draw	Range	Max. distance	Penalty	Calculation time	Status
Mens Doubles	Division 1	CREATE GROUPS	0	0/12				
Mens Doubles	Division 2	CREATE GROUPS	0	0/12				
Mens Doubles	Division 3	CREATE GROUPS	0	0/12				

League Planner will then map each of the teams entries by division onto a map to support you in forming the groups.

The screenshot shows the 'Mens Doubles - Division 1' page. The page has a navigation menu with 'Tasks' highlighted. The main content area shows a map area with a blue circle and a message: 'Oops! Something went wrong. The page didn't load Google Maps correctly. See the JavaScript console for technical details.'

GENERATE MATCH PROGRAM – COMING SOON

Copy of Kent Head Inter Club League Summer 2023 21/05/2023 to 31/10/2023 VIEW LEAGUE

Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

- Step 1: Setup league
- Step 2: Entry open**
- Step 3: Entry closed
- Process P/R (0 / 6 approved)
- Create groups (0 / 36 approved)
- Generate matchprogram** (Generated on 22/03/2023 12:10:11)
- Set visibility for public

Entry open
12/12/2022 09:00 to 14/05/2023 17:00 (Entry open for another 19 days)


CLUBS ENTERED	TEAMS ENTERED
51	357

Copy of Kent Head Inter Club League Summer 2023 21/05/2023 to 31/10/2023 VIEW LEAGUE

Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

Matchprogram



The match program is already created.

You are not allowed to regenerate the matchprogram. Please contact Visual Reality if this is needed.

To continue, you need to resolve the issues marked **red**. We recommend you resolve the issues marked **orange**, however you are not required to resolve them.

The matchprogram contains 82 draws and 5 out of 927 matches are already finished.

League	Type	Division	Day	Fault
	Mens Doubles	Division 1		Fixtures
	Mens Doubles	Division 2		Fixtures Teams
	Mens Doubles	Division 3		Fixtures Teams
	Mens Doubles	Division 4		Fixtures Teams
	Mens Doubles	Division 5		Fixtures Teams
	Mens Doubles	Division 6		Fixtures Teams

SET VISIBILITY FOR PUBLIC

Once all settings within step 3 have been completed, it is time to update the visibility of the league for the public by selecting **Set visibility for public** followed by **Edit Properties** and **League Visible**.

The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023" (21/05/2023 to 31/10/2023). A "VIEW LEAGUE" button is in the top right. The navigation menu includes Dashboard, Types, Divisions, Draws, Clubs, **Tasks** (highlighted with a red box), Reports, and Settings. On the left, a progress sidebar shows: Step 1: Setup league (complete), Step 2: Entry open (complete), Step 3: Entry closed (complete), Process P/R (0/6 approved), Create groups (0/36 approved), Generate matchprogram (Generated on 27/03/2023 12:10:11), and **Set visibility for public** (highlighted with a red box). The main content area shows "Entry open" (12/12/2022 09:00 to 14/05/2023 17:00) and a table with 51 clubs entered and 357 teams entered.

The "Edit league properties" dialog box shows the following fields: Name (Copy of Kent Head Inter Club League Summer 2023), Tournament number (KEN711), Start date (21/05/2023), and End date (31/10/2023). The Status dropdown is open, showing options: New League, League entry open, **League visible** (highlighted with a red box and a red arrow), and League finished. Below the dropdown is a "Team strength calculation reference date" field with the value 7. At the bottom, there is a "Show player level" toggle set to "YES" and "CANCEL" and "SAVE" buttons.

STEP 4: DURING LEAGUE

INVITES

Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Admins now can fill in the invites (fixture details). As a League Admin, you can track, view and filter invite by week. Select **Invites** and a bar chart of progress will appear.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open | League visible
VIEW LEAGUE

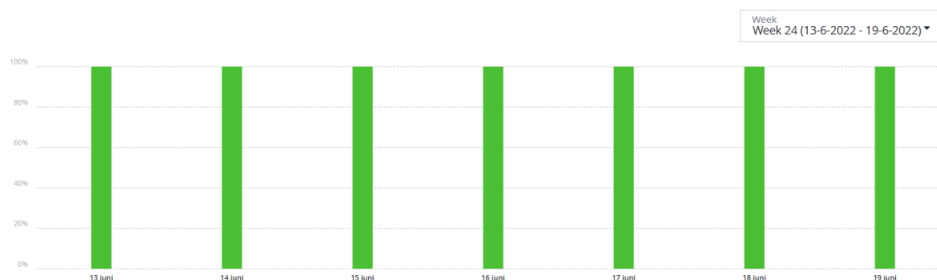
Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Step 4: During League
Invite
Enter results

Entry open
12/12/2022 09:00 to 14/05/2023 17:00 (Entry open for another 19 days)

CLUBS ENTERED: 51 | TEAMS ENTERED: 357

Should you need to send invites on behalf of a club, select the **Clubs** tab followed by the



respective club for which you need to send invites for.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open | League visible
VIEW LEAGUE

Dashboard | Types | Divisions | Draws | **Clubs** | Tasks | Reports | Settings

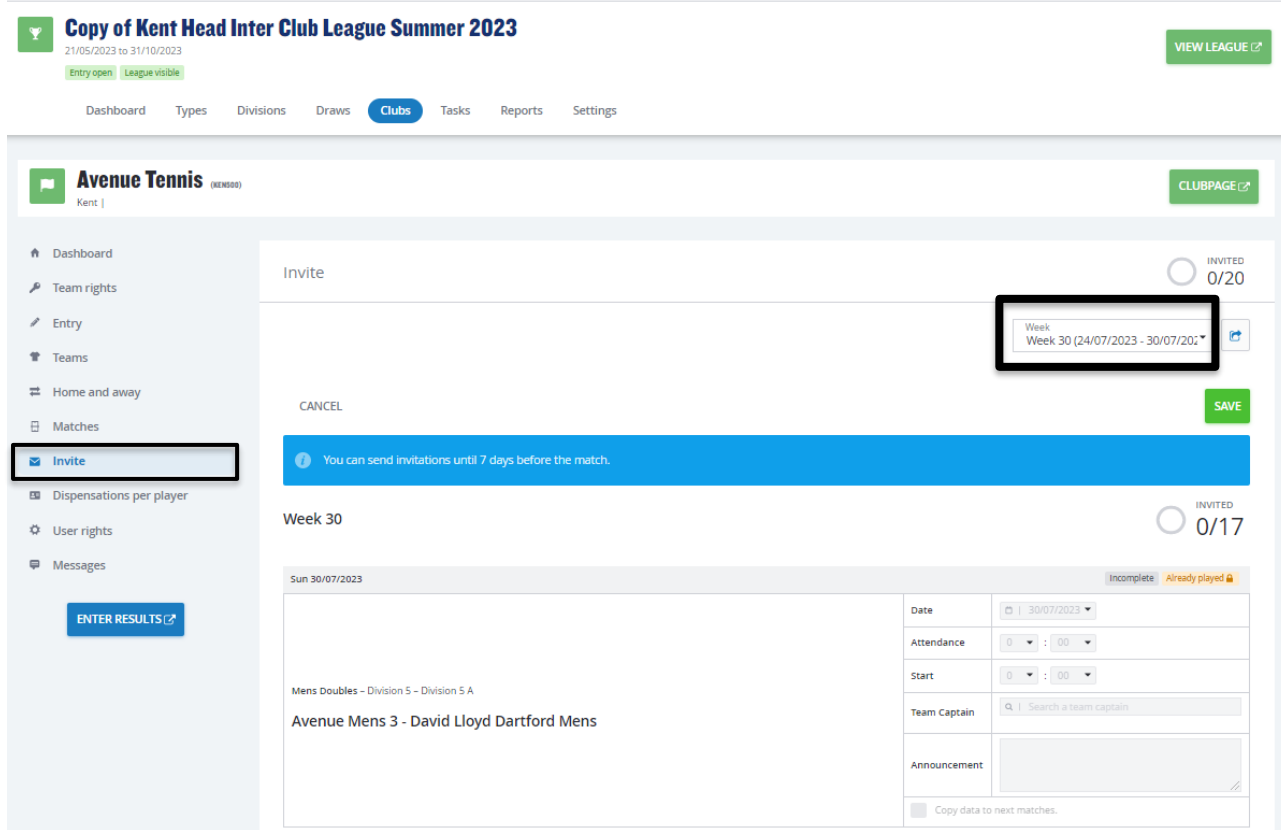
Clubs

+ ADD CLUB

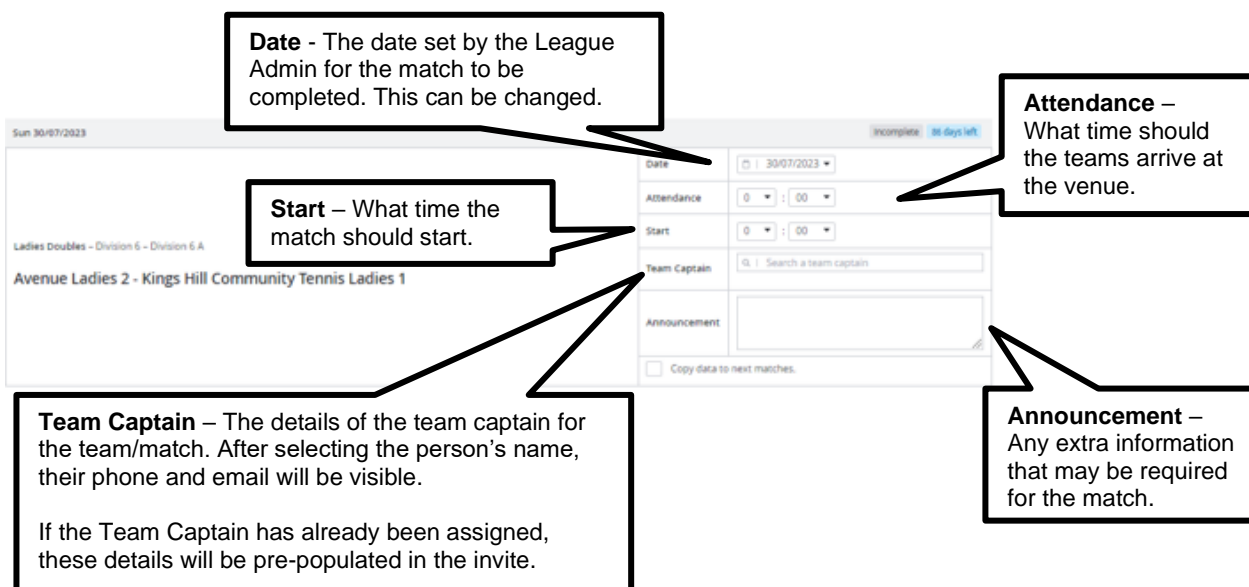
52 / 52 Results

Name	Number	Districtnumber	District	City	Contact	Phone	Email	Teams	Last changed
Avenue Tennis	KEN500	KEN	Kent					9	29/03/2023 15:27
Bearsted and Thurnham Lawn Tennis Club	KEN005	KEN	Kent					22	27/03/2023 12:10

The following club level page will appear. Select **Invite** to proceed. The invites can be filtered by week as below.



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



Once an invite has been completed, the saved information will be visible for all Team Captains, County and District League admins and via the club's public league page.

Completed invite including announcement

Sun 30/07/2023 Complete 86 days left

Mens Doubles - Division 3 - Division 3 A Avenue Mens 1 - Sydenham Mens 1	Date	30/07/2023
	Attendance	15 : 00
	Start	15 : 30
	Team Captain	Tom Bentley Unknown tombentley14@me.com <input checked="" type="checkbox"/> Result entry
	Announcement	Parking onsite available, please arrive early.
	<input type="checkbox"/> Copy data to next matches.	



County and District League Admin and Team Captain view

Copy of Kent Head Inter Club League Summer 2023
21 May - 31 October LEADERS

Avenue Tennis Gillingham FAVOURITE

8 Teams

Teams | Upcoming matches | Results

Sun 30/07/2023

Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2 10:30	Kensington Mens 1	✓
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 10:45	Maldstone LTC Mens 1	✓
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1 14:30	District Lloyd Beckenham Ladies 1	✓
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 15:30	Sydenham Mens 1	✓

Club: Avenue Tennis ROUTE

Announcement visible when selecting the match

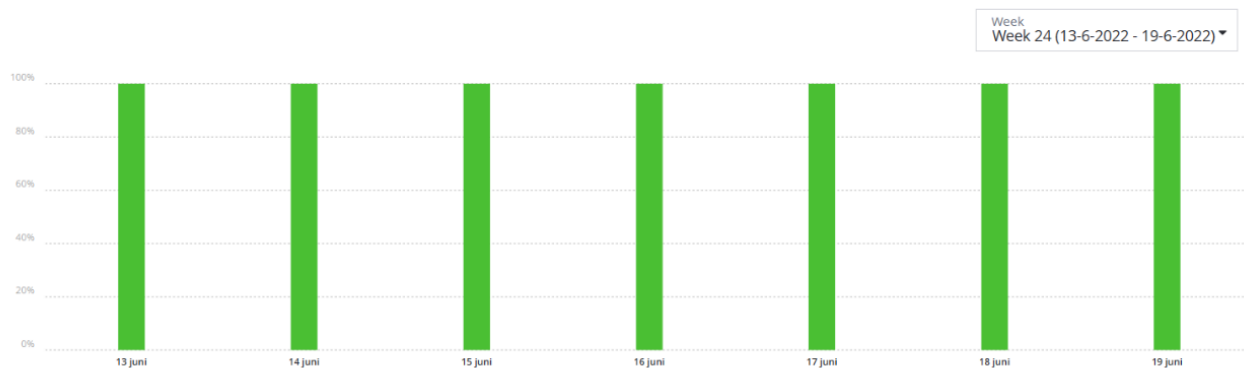
The screenshot shows a match page for 'Copy of Kent Head Inter Club League Summer 2023'. The match is 'Mens Doubles - Division 3 - Division 3 A' on '30 July 2023'. The home team is 'Avenue Mens I' and the away team is 'Sydenham Mens I'. The match time is '15:30' (Present at: 15:00). A blue announcement box at the top states: 'Parking onsite available, please arrive early.' with an 'Edit announcement' link. Below the announcement is a 'Matches' section with four match entries (MD1-MD4) for Avenue Mens 1 vs Sydenham Mens 1. On the right, there is a 'Location' section for 'Avenue Tennis' and a 'Team captains' section for 'Tom Bentley'.

ENTER RESULTS

Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Contacts (club admins) and Team Captains (Result User) can now enter results. As a League Admin, you have the ability to track and view results that have been submitted per week of the league via **Enter Results**.

The screenshot shows the league management interface for 'Copy of Kent Head Inter Club League Summer 2023'. The league status is 'Entry open' and 'League visible'. The 'Tasks' menu is highlighted, and the 'Enter results' option is selected. The 'Entry open' section shows the dates '12/12/2022 09:00 to 14/05/2023 17:00 (Entry open for another 19 days)'. Below this, a table shows the number of clubs and teams entered:

CLUBS ENTERED	TEAMS ENTERED
51	357



Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select the **Clubs** tab followed by the respective club for which you need to send enter results for.

Select **Matches** followed by **Enter Results**.

Kent Head Inter Club League Summer 2023 **BETA**
21/05/2023 to 31/10/2023 VIEW LEAGUE ↗

League visible

Dashboard Types Divisions Draws **Clubs** Tasks Reports Settings

Avenue Tennis (KENT) CLUBPAGE ↗

Dashboard Team rights Entry Teams Home and away **Matches** Fixture Details Dispensations per player User rights Messages

Matches

Date	Team 1	Team 2	Score	Status	ENTER RESULTS ↗
Sat 10/06/2023	Mens Doubles - Division 5 - Division 5 B Avenue Mens 2	Gravesham Mens 2	-		ENTER RESULTS ↗
Wed 12/07/2023	Mixed Doubles - Division 7 - Division 7 A Avenue Mixed 2	David Lloyd Dartford Mixed 2	1 - 1		ENTER RESULTS ↗
Mon 17/07/2023	Mixed Doubles - Division 7 - Division 7 A Avenue Mixed 2	St John's Mixed 2	-		ENTER RESULTS ↗
Sun 30/07/2023	Ladies Doubles - Division 4 - Division 4 A Herne Bay Ladies 2	Avenue Ladies 1	-		ENTER RESULTS ↗

The entry page will appear where you have the ability to add or select players, **enter scores**, add a **score status**, and **match status** on behalf of the club.

Enter results
Copy of Kent Head Inter Club League Summer 2023

Ladies Doubles – Division 4 – Division 4 A
30 July 2023

Avenue Ladies 1 **0-0** Broadstairs Ladies

+ 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 SAVE

WD1 + SCORE STATUS

Avenue Ladies 1

Home player 1

Home player 2

Broadstairs Ladies

Away player 1

Away player 2

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

Edit team match status [X]

Score status

- 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 Broadstairs Ladies did not show**
Match not played (and will not be played).

CANCEL SAVE

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

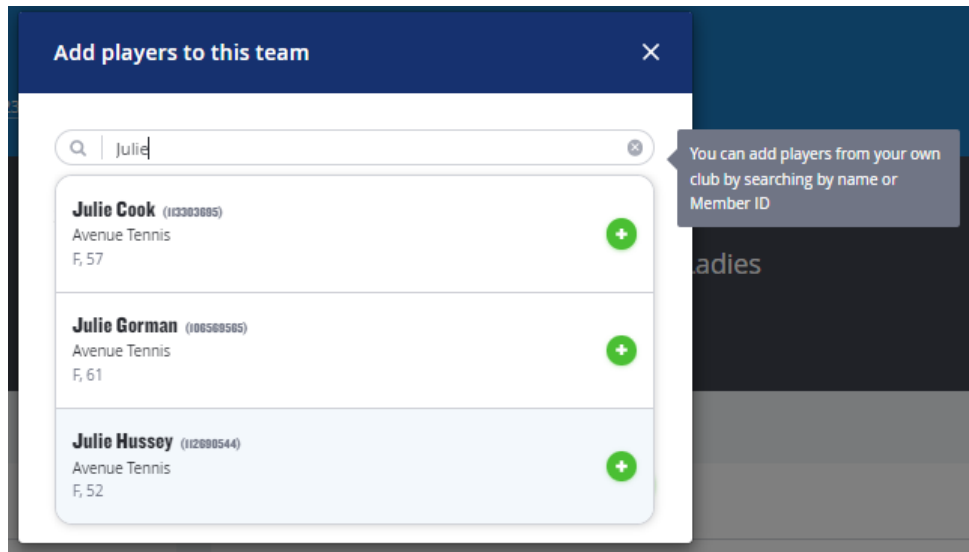
Score status
WD1 [X]

Score status

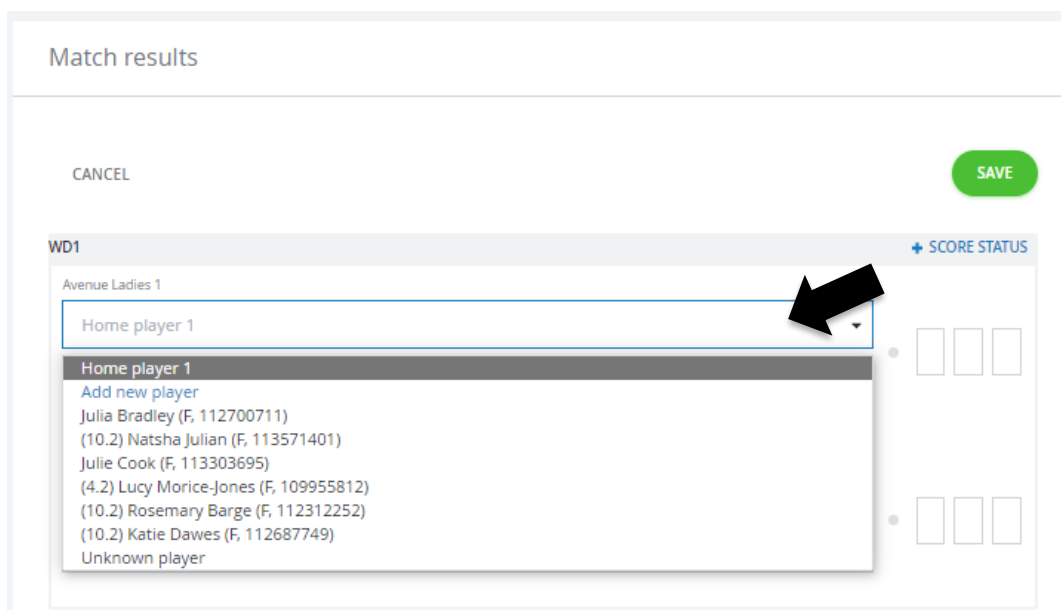
- Walkover**
Retired (match not yet commenced).
- Retired**
A player retired from a match in progress.
- Not played**
Not played (and will not be played).
- Abandoned**
The match is partially played (will be finished later).
- Penalty Avenue Ladies 1 (all points)**
Penalty for team. All matchpoints go to the opponent.
- Penalty Broadstairs Ladies (all points)**
Penalty for team. All matchpoints go to the opponent.
- Unknown player**
Match has unknown player(s).

CANCEL SAVE

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)'. Search members of the club by the players name or LTA member.



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



To input 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 League Organiser) copying the Team Captain 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?

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 SAVE

MD1 + SCORE STATUS

Avenue Mens 3

Home player 1

Home player 1
Add new player
Unknown player

(7.1) Tim Pastron (M, 107131007) x

Christopher McMahon (M, 112640665) x

4 4

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.

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

Match results

CANCEL SAVE

WD1 + SCORE STATUS

Avenue Ladies 1

Julia Bradley (F, 112700711) x

(10.2) Natsha Julian (F, 113571401) x

Broadstairs Ladies

Kate Welch (F, 114356739) x

(10.2) Jane-Ann Lestrade (F, 111100604) x

3 4

6 6

STEP 5: FINALISE LEAGUE

DETERMINE FINAL POSITIONS

This process checks if all matches have a result.

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' interface. The 'Tasks' menu item is highlighted with a black box. On the left sidebar, 'Step 5: Finalize league' is selected, and 'Determine final positions' is highlighted with a black box. The main content area displays a large green checkmark icon and the text 'There are no errors found'. A green 'GENERATE' button is highlighted with a black box. The interface also includes a 'VIEW LEAGUE' button in the top right and a 'provided by tournament software' logo in the bottom left.

Once generated, every team in a draw will be given a final position and promotion status (promoted, relegated, or withdrawn). Based on this status the team rights will be determined when the league is copied for the next season.

CALCULATE EVENT AVERAGE RATING

This process will calculate based on the player's ratings, that played in an event and what the average team rating must be for the next season.

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' interface. The 'Tasks' menu item is highlighted with a black box. On the left sidebar, 'Step 5: Finalize league' is selected, and 'Calculate event average rating' is highlighted with a black box. The main content area displays a large green checkmark icon and the text 'Er zijn geen fouten gevonden'. A green 'CALCULATE EVENT AVERAGE RATING' button is highlighted with a black box. The interface also includes a 'VIEW LEAGUE' button in the top right and a 'provided by tournament software' logo in the bottom left.

Once calculated, the final step is to change the status of the league to **Finished** within the **General** section of the **Settings tab**. Select **Edit Properties**.

Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | Tasks | Reports | **Settings**

General

Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Point settings
Matches
User rights

General [EDIT PROPERTIES](#)

Tournament number	KEN711
Period	21/05/2023 to 31/10/2023
Online entry	12/12/2022 to 14/05/2023
Status	League visible
Dispensation date	
Number of days to enter invitation	7
Team strength calculation reference date	
Show player level	Yes