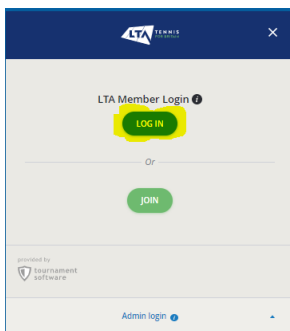


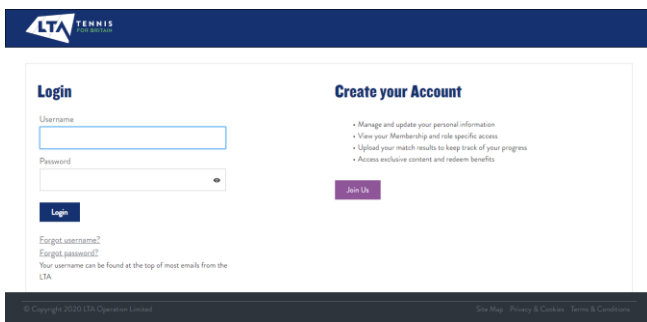
Purpose

Support Team Captains in entering match results on Online League Planner.

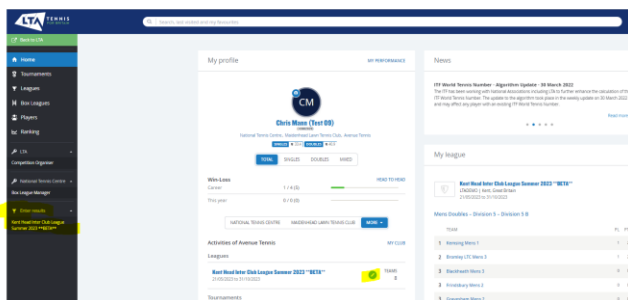
1. Log into the LTA Competitions Portal using your username and password at competitions.LTA.org.uk.
2. Login in to top right hand corner of the page and select Member Login.



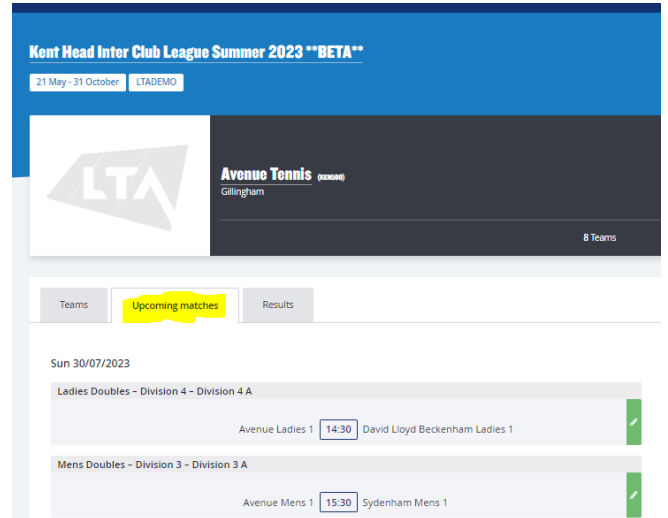
3. Enter your personal username and password that you use to log into the LTA website and click login



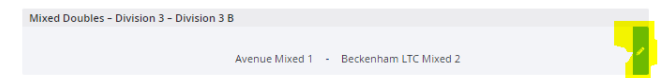
4. You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation named 'Enter Results'. Click on the League name to proceed or click the green box.



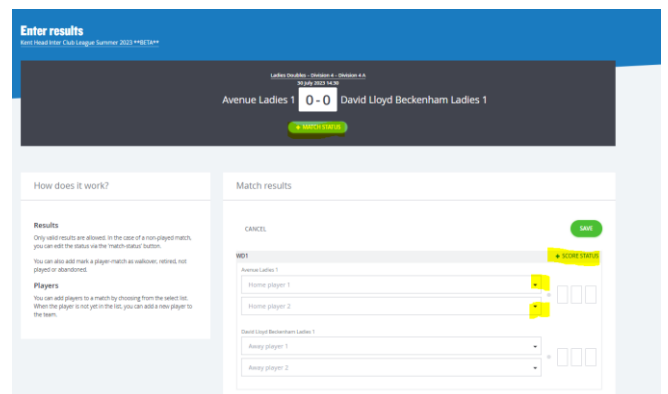
5. Select Upcoming Matches to have a list view of your club's matches.



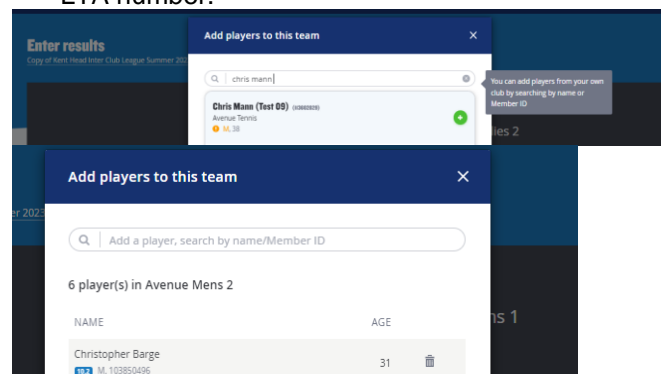
6. To input a match result, select the right-hand side green box.



7. The following results entry page will appear. You can add players, enter scores, add a score status, and match status for your club's home games.



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



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

Match results

The screenshot shows a form for entering match results. At the top, there are 'CANCEL' and 'SAVE' buttons. Below is a section for 'MD1' with a '+ SCORE STATUS' link. The first team is 'Avenue Mens 2'. A dropdown menu is open, showing a list of players: (10.2) Christopher Barge (M, 103850496), 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), and Unknown player. To the right of the dropdown are three empty boxes for scores.

10. 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.

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

Match results

The screenshot shows the 'Match results' form with scores entered. The first team is 'Avenue Mens 1' with scores 3 and 4. The second team is 'Sydenham Mens 1' with 'Unknown player' selected for both home and away players, and scores 6 and 6 entered. 'CANCEL' and 'SAVE' buttons are visible at the top.

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

The screenshot shows the club dashboard for 'Kent Head Inter Club League Summer 2023 **BETA**'. It includes a date range '21 May - 31 October' and 'LTAD EMO'. The club name is 'Avenue Tennis (103008) Gillingham' with '8 Teams'. There are tabs for 'Teams', 'Upcoming matches', and 'Results'. Under the 'Results' tab, a match is listed for 'Sat 12/08/2023' in 'Mens Doubles - Division 5 - Division 5 B', showing 'Avenue Mens 2' vs 'Bromley LTC Mens 3' with a score of '0 - 1'.

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

The screenshot shows the 'Enter results' form for 'Avenue Mixed 2' vs 'St John's Mixed 2' with a score of '0-0'. The 'Match results' section is active, and the 'Score status' dropdown is open, showing options: Abandoned, Postponed, Not played, Match not played Avenue Mixed 2 did not show, Match not played (and will not be played), Match not played St John's Mixed 2 did not show, and Match not played (and will not be played). 'CANCEL' and 'SAVE' buttons are visible.

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

The screenshot shows the 'Score status' form for 'MD1' with 'Walkover' selected. The dropdown menu is open, showing options: Walkover, Retired (match not yet commenced), Retired, Not played, Abandoned, and Unknown player. 'CANCEL' and 'SAVE' buttons are visible.