

LTA COMPETITION MANAGEMENT SYSTEM

BOX LEAGUE MANAGER TOOL USER MANUAL

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INTRODUCTION

The LTA's first Box League Manager Tool is available to all Organisers and Officials through the LTA Competition Management System.

As part of the LTA's vision to open tennis up, we are committed to making finding and entering competitions easier and more accessible for everyone. This includes supporting Organisers and Officials in carrying out all their tasks quickly and efficiently using the same platform.

The LTA Competitions Team, in partnership with Visual Reality, have developed a Results Manager tool, to create a smooth user journey for Organisers, Officials and Coaches to record results when running internal competitions.

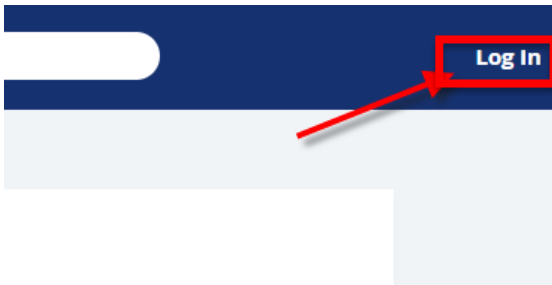
Using the new mobile friendly Box League Manager Tool, Organisers can create and run Box Leagues through the Competition Management System which results will immediately appear on all Players' profiles within the system.

We hope this user guide will provide guidance to new and existing tournament organisers in setting up and managing their internal Box Leagues.

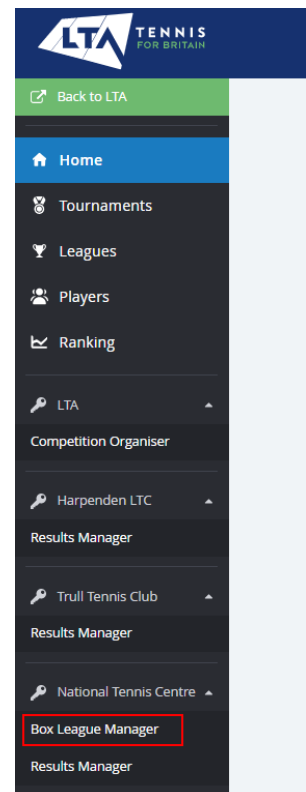
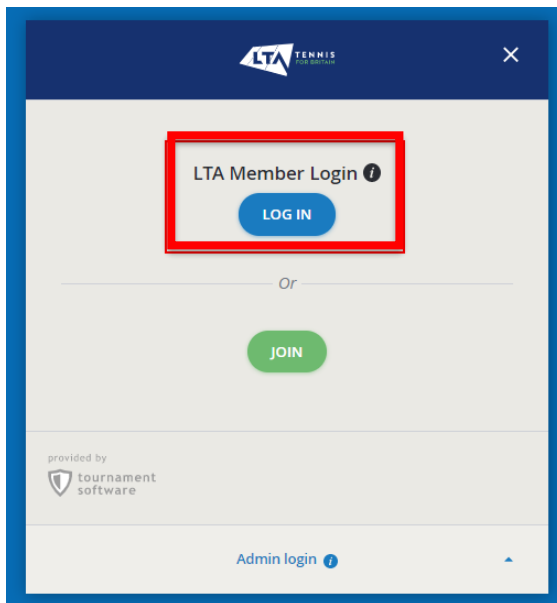
SECTION 1 – SET UP

ACCESSING THE BOX LEAGUE MANAGER

Log into the Competition Management System (<https://competitions.lta.org.uk/>) using the Log in option on the top right-hand side of the screen.



Access the page through the LTA Member Log in option.



The Box League Manager tool is available automatically to everyone with Results Manager access through an LTA Registered Venue.

The Tool will be available on the left-hand side bar of the Home Page.

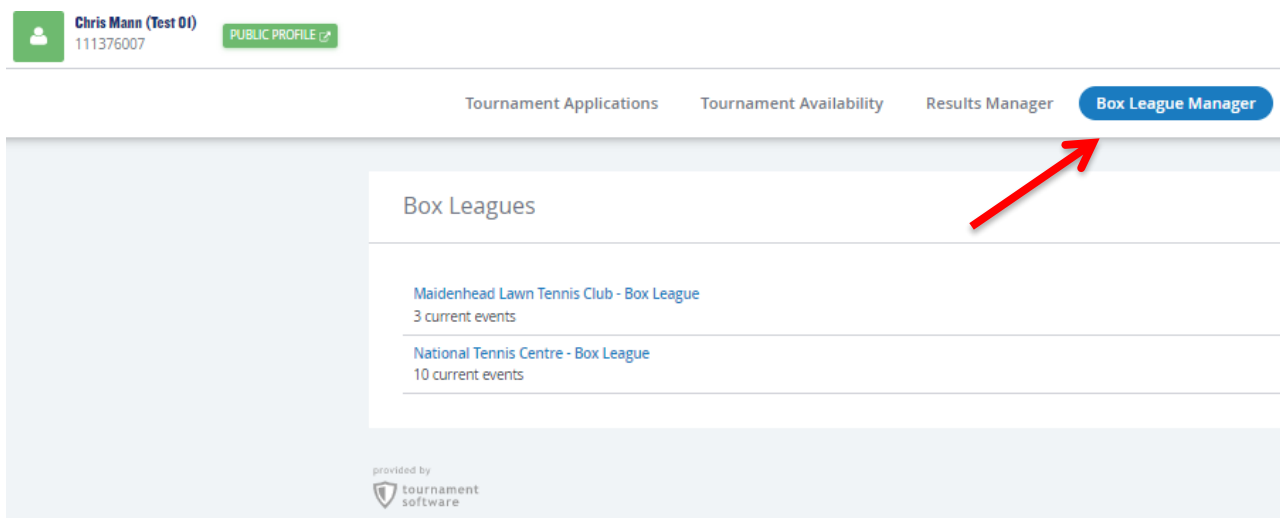
If you haven't used Results Manager before, please use the Application Form [here](#) to request access.



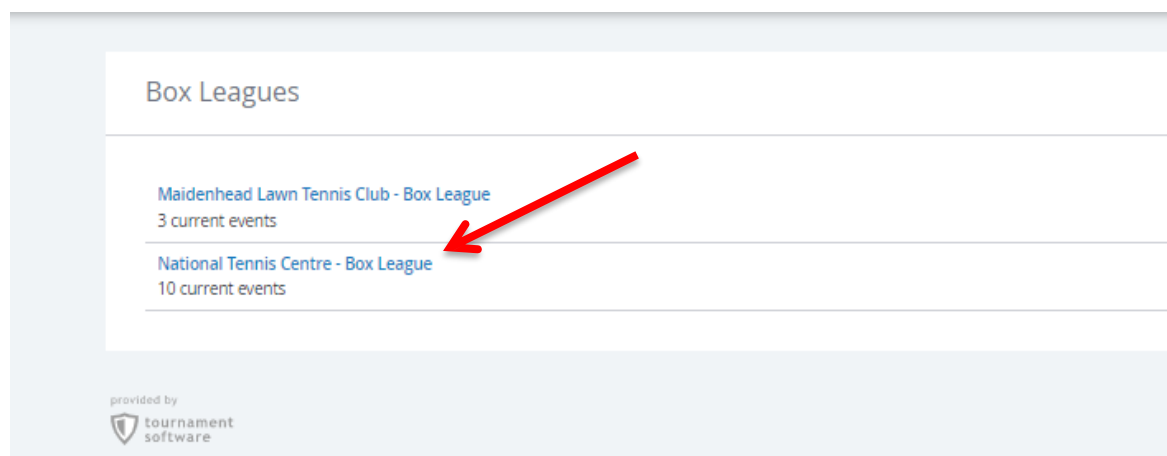
SECTION 1 – SET UP

CREATING AND SETTING UP A NEW BOX LEAGUE

Select the **Box League Manager** tab to open the application.



Select the relevant Venue.



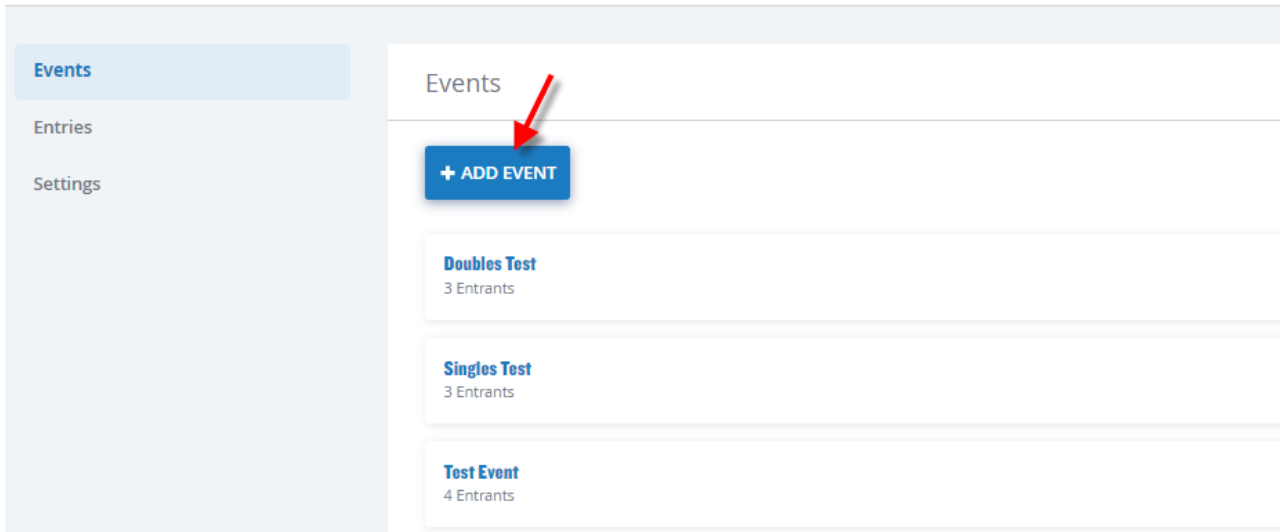
Several tabs are available on the left and will open in the main body of the page.

- **Events:** All Box Leagues that the given venue has organised or will run.
- **Entries:** All new entries that haven't been assigned to a box – these entries can be accepted or declined as shown within this guide.
- **Settings:** The default Scoring Format(s), Organiser contact details and Terms & Conditions.

SECTION 1 – SET UP

Select the **Add Event** option to create a new Box League.

Box League Manager
National Tennis Centre - Box League



Fill in the following information in the pop-up window:

- Event Name
- Gender
- Event Type
- Minimum and Maximum Ages
- Grading
- Scoring Format

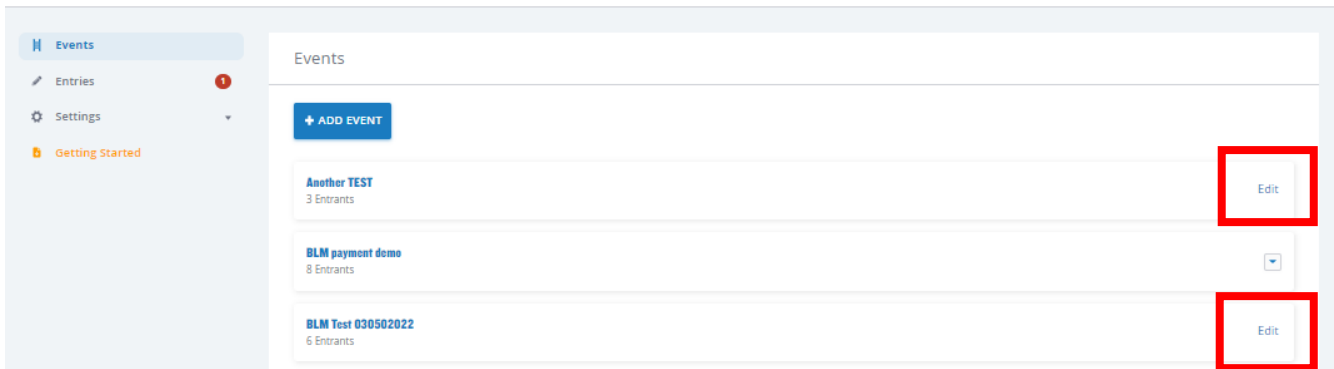
- Calculations (all defaulted to calculations within Settings tab)

- Round Settings
 - Default Group Name
 - Default Group Size
 - Default Duration of Rounds

A screenshot of the 'Add event' pop-up window. It has a dark blue header with the title 'Add event' and a close button. The form is organized into sections: 'Name' with a text input field; 'Settings' with dropdown menus for Gender, Type, Age group, Grading, and Scoring format (set to 'Best of 3 (Default)'); 'Calculations' with dropdowns for Match Point Template (Default) and Standings calculation (Default), and a text input for 'max. Promotions and relegations' (set to 1); and 'Round settings' with dropdowns for Default name (Round), Standard group size (10), and Duration. At the bottom right are 'CANCEL' and 'SAVE' buttons.

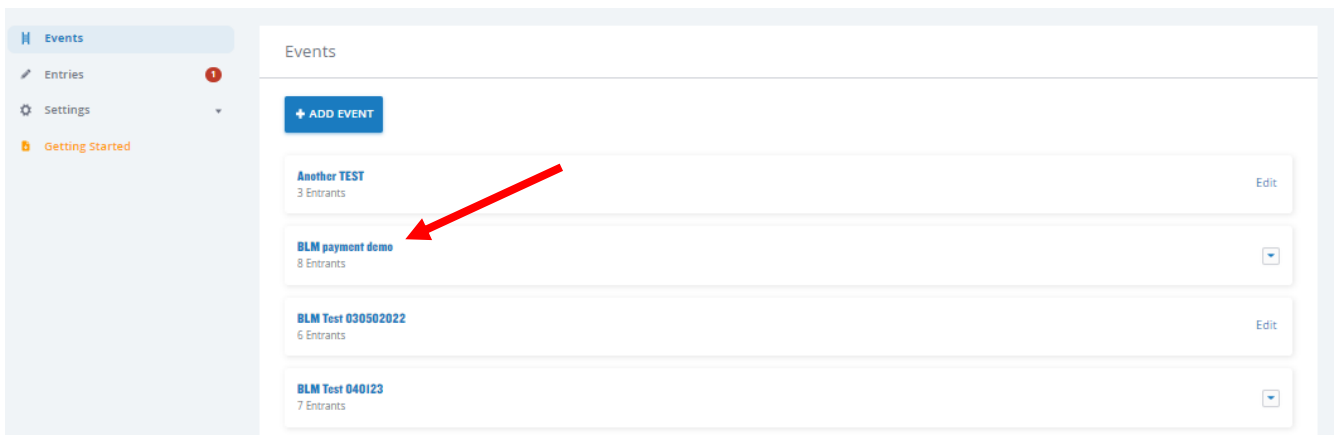
SECTION 1 – SET UP

Event details can be edited by using the **Edit** option.



ADDING A ROUND

Now that you have created your Event and saved your Settings, select the relevant event by clicking on the name of the event.



Select the **Add Round** button and enter the round name and dates of the round.

Add round ×

? The group size is 6, you can change this in the event settings.

Name

Round settings

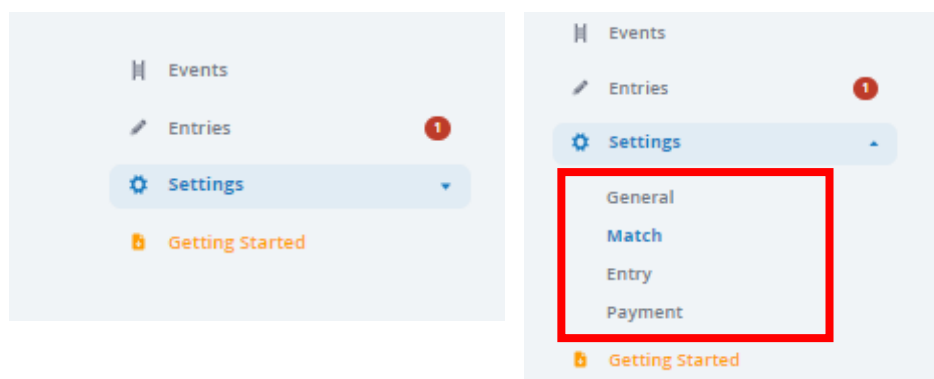
<input type="calendar"/> Start date 11/10/2022	<input type="calendar"/> End date 01/11/2022
---	---

CANCEL
SAVE

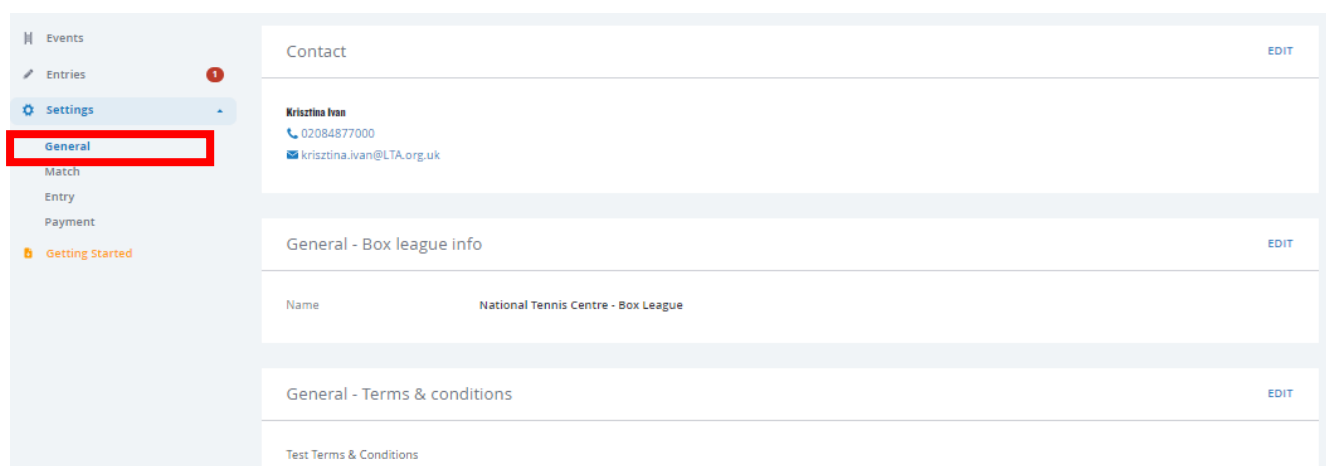
NB: The Group size will be determined based on the information provided in the Event Settings.

SECTION 1 – SET UP

To view all settings for your box league, select the **Settings** dropdown menu and the following sections will appear.



General – Box League organiser contact details, Box league name and terms and conditions.



Match – Settings for match format, standing calculation and match point template.

SECTION 1 – SET UP

Match - Enter match results EDIT

Only admins can enter match results **No**

Match - Scoring format

[+ ADD SCORING FORMAT](#)

Name

1 FAST4 set ▼

3 Tie-break sets ▼

Best of 2 FAST 4 sets with a Match tie-break at one set all ▼

Best of 3 ▼

Best of 3 with final set Match tie-break at one set all ▼

One Match tiebreak ▼

test 12 Default ▼

Timed Tennis (=Accept anything) ▼

Match - Standings calculation

[+ ADD STANDINGS CALCULATION](#)

Name

Games Won Default ▼

test ▼

Match - Match point templates

[+ ADD TEMPLATE](#)

Name	Type
Default	Points per Match ▼

Entry – Setting for entry restrictions.

Entry EDIT

Entry restrictions **All active members of the tournament organizer**

Payment - Settings for payment setup using Stripe connect.

Payment EDIT

Payment method **Stripe**

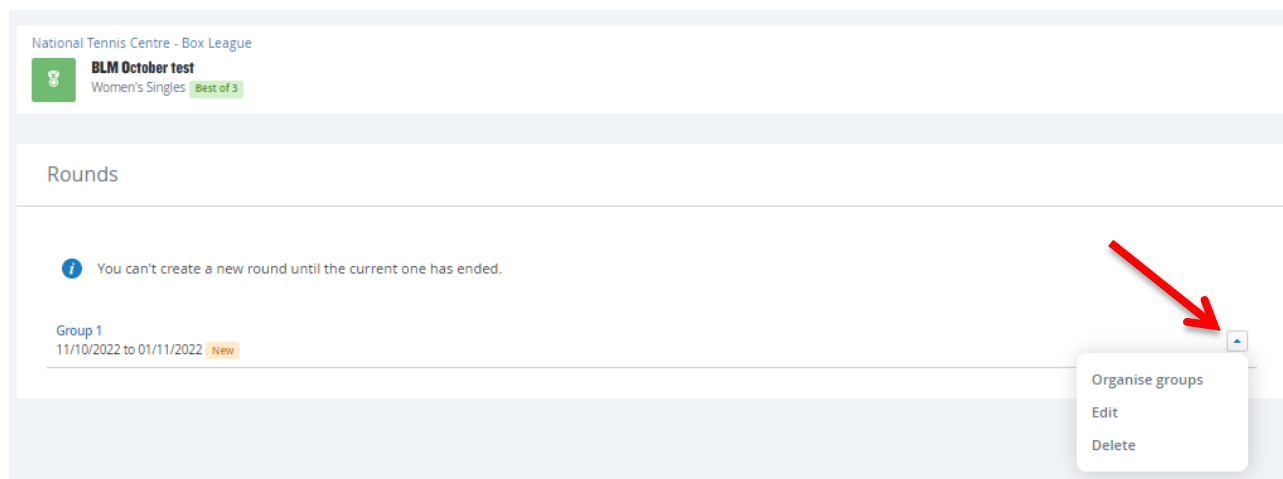
Account **Chris Mann test**

SECTION 2 – ORGANISATION

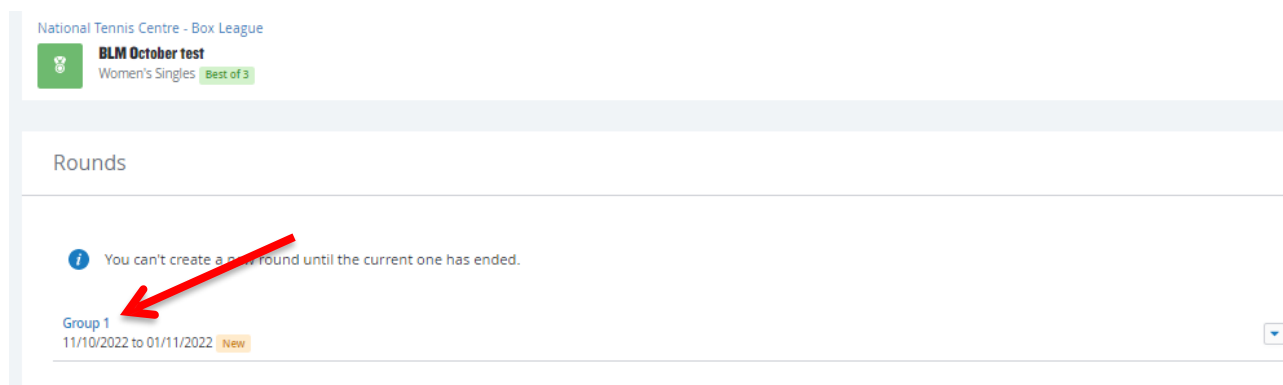
ORGANISE GROUPS

Once you have filled the **Round Name** and **Round settings** as on the above screen, the new group will be created, and you will have the following options in a drop-down menu:

- **Organise groups**
- **Edit**
- **Delete**



Click on the group name to proceed.



SECTION 2 – ORGANISATION

This will open your **Round** page with several sections visible as below.

The screenshot shows the 'BLM October test' Round 3 page. Callouts provide the following information:

- ORGANISE GROUPS**: To create the groups and generate matches.
- VIEW ROUND**: To view the public page of the Box League.
- PERIOD** (21 Oct - 10 Nov): The round start and end date.
- RESULTS ENTERED** (2/6): The number of matches played / scheduled.
- ADD PLAYER**: To add manual player entries to the group. This function opens the 'Find player' option outlined in this guide.
- Drop-down menu**: The drop-down menu at the end of each player row will allow you to be redirected to the player's page which displays their matches for the relevant Box League or to withdraw the player.

Name	LTA Number	Group	Position	Phone	Email	
(M) Chris Mann (Test 08)	113602012	-	-	+442084877000	krisztina.ivan@lta.org.uk	
(M) Chris Mann (Test 09)	113602029	Group 1	1	+442084877000	chris.mann@tennisofficial.co.uk	
(M) Chris Mann (Test 03)	112311355	Group 2	1	447977505590	test3@uat.tennisofficial.co.uk	
(M) Chris Mann (Test 04)	113601971	Group 2	2	+442084877000	chris.mann@lta.org.uk	
(M) Chris Mann (Test 106)	117824237	Group 2	3		test106@uat.tennisofficial.co.uk	
(M) Chris Mann (Test 05)	Withdrawn	112012451	Group 1	2	447977505590	test5@uat.tennisofficial.co.uk
(M) Chris Mann (Test 03)	Withdrawn	112406384	Group 1	3	442084877000	chris.mann@lta.org.uk

Player information displayed includes;

- Contact & membership details, ranking information
- Current Standings within the Group
- Completed matches / Results
- Upcoming / Planned Matches

The screenshot shows the player profile for Chris Mann (Test 01) in the National Tennis Centre - Box League. The page includes the following information:

- Player Profile:** Chris Mann (Test 01), LTA Number 447977505590, Email chris.mann@lta.org.uk.
- Win-Loss:** 2/3 (5).
- Statistics Group 1:**

PLAYER	PL	W	L	PTS	HISTORY
1 Chris Mann (Test 01)	1	1	0	2	
2 Chris Mann (Test 04)	0	0	0	0	
3 Chris Mann (Test 03)	1	0	1	0	
- Group Summary:** Chris Mann (Test 01) with 6/6 points.

SECTION 2 – ORGANISATION

National Tennis Centre - Box League

BLM October test
Women's Singles Best of 3

Rounds

i You can't create a new round until the current one has ended.

Group 1
11/10/2022 to 01/11/2022 New

Once the Round ends the **Add Round** option appears again.

National Tennis Centre - Box League

Singles Test
Singles Best of 3

Rounds

No rounds available

+ ADD ROUND

Finished rounds

Round 1
21/09/2021 to 21/09/2021 Finished

Payments – As a Box League Organiser

Organisers can set up payment (an entry fee) for players by linking their stripe account to the Box League. To do this, navigate to the **settings** section and click the drop-down menu to select **Payment**.

H Events

- Entries
- Settings
- General
- Match
- Entry
- Payment**
- Getting Started

Events

+ ADD EVENT

Another TEST
3 Entrants Edit

BLM payment demo
8 Entrants

This will open the Payment settings, select **edit**.

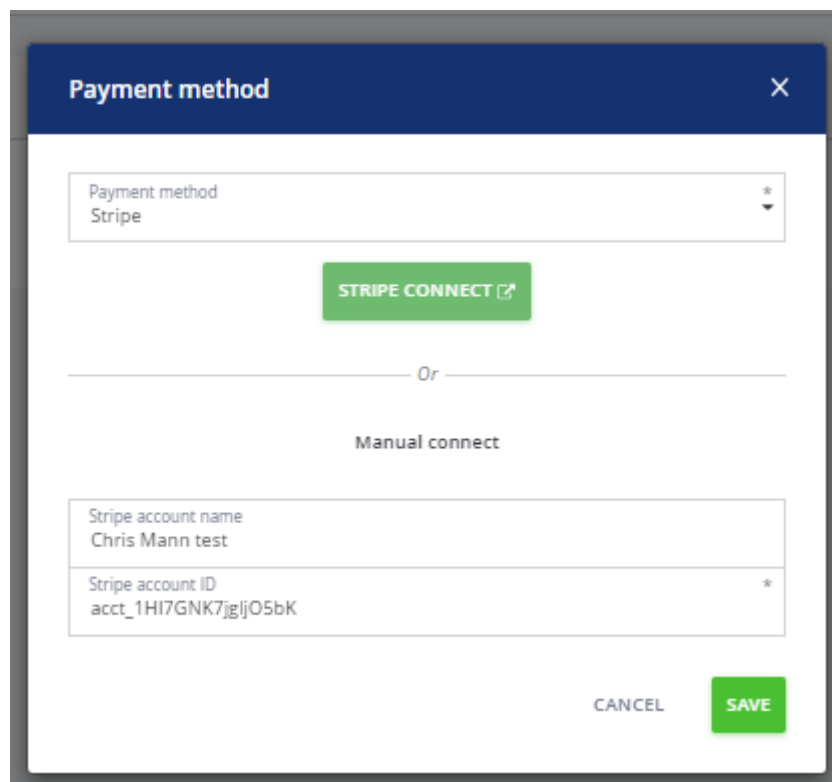
Payment **EDIT**

Payment method **Stripe**

Account **Chris Mann test**

SECTION 2 – ORGANISATION

Select **Stripe** as your payment method and link your Stripe account to the Box League, select **Stripe Connect**.



The screenshot shows a 'Payment method' modal window. At the top, there is a dropdown menu for 'Payment method' with 'Stripe' selected. Below this is a green button labeled 'STRIPE CONNECT' with an external link icon. A horizontal line with the word 'Or' in the center separates this from the 'Manual connect' section. Under 'Manual connect', there are two input fields: 'Stripe account name' with the value 'Chris Mann test' and 'Stripe account ID' with the value 'acct_1HI7GNK7jgIjO5bK'. At the bottom right of the modal are two buttons: 'CANCEL' and 'SAVE'.

A guide to creating, customizing and connecting your Stripe account can be found [here](#).

Now you are ready to set up the events you want to collect entry fees from. Event entry fee is set within the **Edit event** section for a Box League already set up or in the **Add event** section for a new Box League.

Edit event ✕

Name
Name
BLM Test 05052022 *

Settings

Gender Any Gender *	Type Singles *
Age group Open *	
Grading Grade 7 *	
Scoring format Best of 3 *	

Calculations

Match Point Template Default *	Standings calculation test *
max. Promotions and relegations 1 *	

Draw settings

Draw format
Round Robin *

Round settings

Default name Round *	Standard group size 6 *
Duration 6 weeks *	

Entry

Entry deadline in days before end of round 0	Entry fee £0.00
---	--------------------

CANCEL SAVE

SECTION 2 – ORGANISATION

Add event
×

Name	Name *								
Settings	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Gender *</td> <td style="border: 1px solid #ccc; padding: 5px;">Type *</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Age group *</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Grading *</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Scoring format Best of 3 (Default) *</td> <td></td> </tr> </table>	Gender *	Type *	Age group *		Grading *		Scoring format Best of 3 (Default) *	
Gender *	Type *								
Age group *									
Grading *									
Scoring format Best of 3 (Default) *									
Calculations	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Match Point Template Default (Default) *</td> <td style="border: 1px solid #ccc; padding: 5px;">Standings calculation Default (Default) *</td> </tr> <tr> <td colspan="2" style="border: 1px solid #ccc; padding: 5px;">max. Promotions and relegations 1 *</td> </tr> </table>	Match Point Template Default (Default) *	Standings calculation Default (Default) *	max. Promotions and relegations 1 *					
Match Point Template Default (Default) *	Standings calculation Default (Default) *								
max. Promotions and relegations 1 *									
Draw settings	Draw format *								
Round settings	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Default name Round *</td> <td style="border: 1px solid #ccc; padding: 5px;">Standard group size 10 *</td> </tr> <tr> <td colspan="2" style="border: 1px solid #ccc; padding: 5px;">Duration *</td> </tr> </table>	Default name Round *	Standard group size 10 *	Duration *					
Default name Round *	Standard group size 10 *								
Duration *									
Entry	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 5px;">Entry deadline in days before end of round 0</td> <td style="border: 1px solid #ccc; padding: 5px;">Entry fee £0.00</td> </tr> </table>	Entry deadline in days before end of round 0	Entry fee £0.00						
Entry deadline in days before end of round 0	Entry fee £0.00								

CANCEL
SAVE

SECTION 2 – ORGANISATION

You can select to add an entry fee per Round when selecting **Add Round**. When creating a new round, the entry fee will default to that input for the Event (this can be edited) and the entry deadline will default to the last day of the Box League.

The screenshot shows the 'National Tennis Centre - Box League' event page. The event is 'BLM Test 030502022' (Singles, Best of 3 with final set Match tie-break, at one set all). The 'Rounds' section shows 'Round 5' (12/05/2023 to 07/07/2023) with a 'Now' status and a '+ ADD ROUND' button. Below are 'Finished rounds' for Round 4 (20/12/2022 to 14/02/2023), Round 3 (05/09/2022 to 31/10/2022), Round 2 (03/05/2022 to 28/06/2022), and Round 1 (02/05/2022 to 02/05/2022), all marked as 'Finished'.

The 'Add round' modal form contains the following fields and settings:

- Name:** Round 6
- Draw settings:** Draw format: Round Robin
- Round settings:** Start date: 08/07/2023, End date: 02/09/2023
- Entry:** Entry deadline: 02/09/2023, Entry fee: £1.00

Buttons: CANCEL, SAVE

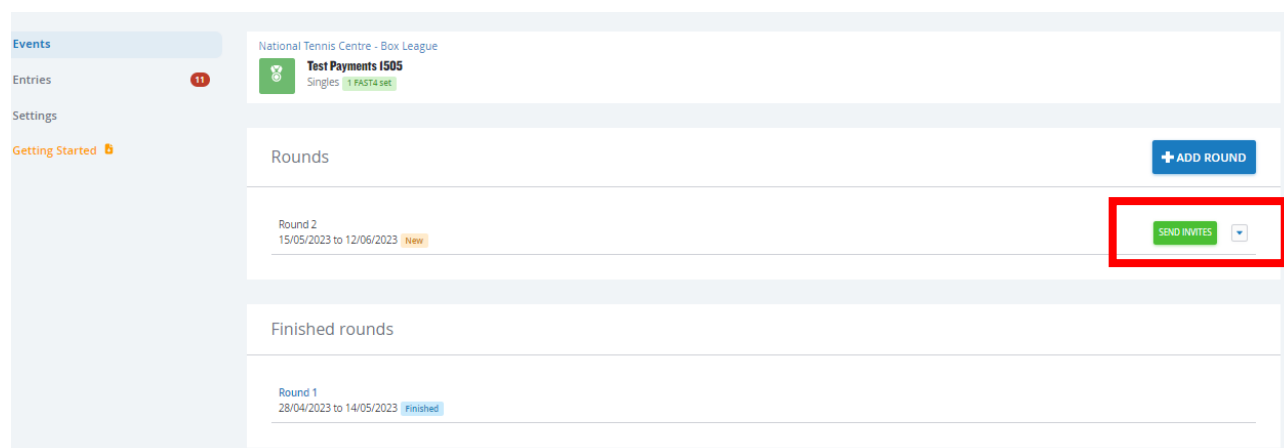
Please note that when you have a doubles event, the entry fee is the total amount for the doubles pair. i.e., if the **entry fee for doubles** is £5 per person, then the entry fee should be set to £10.

If you have added a round to a previous event with players, you must send **invites** to all the players in the event. This will create entries and payment orders for the players to fulfill. All players will be

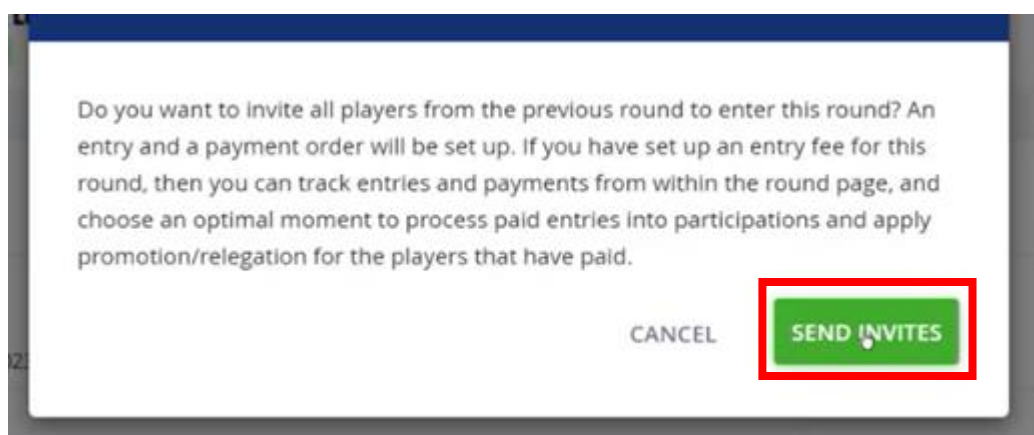
SECTION 2 – ORGANISATION

notified that an entry and payment order is ready for them via email and the payment prompt will be visible to them when they log in to their account.

Select **Send Invites**



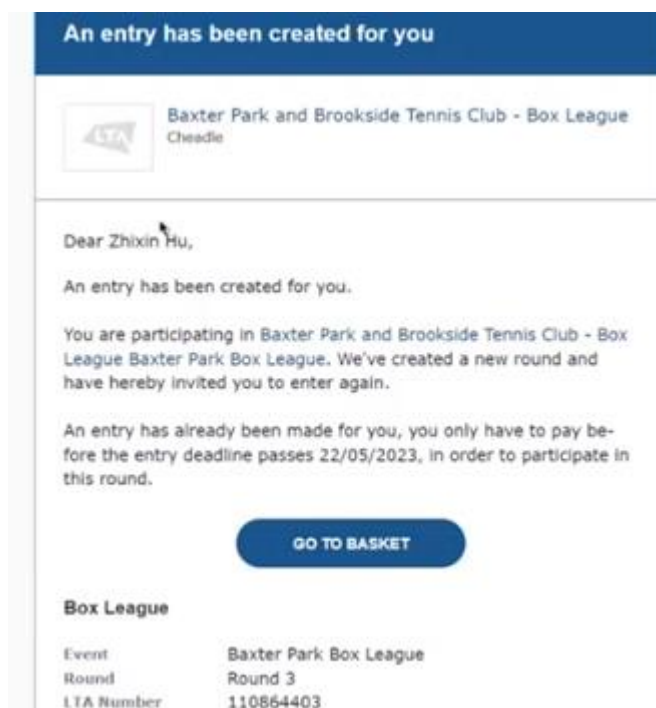
The screenshot shows the 'National Tennis Centre - Box League' event page. The left sidebar contains navigation options: Events, Entries (with a red notification badge), Settings, and Getting Started. The main content area displays the event details: 'Test Payments IS05' (Singles, 1 FAST4 set). Below this, there are sections for 'Rounds' and 'Finished rounds'. The 'Rounds' section shows 'Round 2' (15/05/2023 to 12/06/2023) with a 'New' status. A red box highlights the 'SEND INVITES' button next to Round 2. The 'Finished rounds' section shows 'Round 1' (28/04/2023 to 14/05/2023) with a 'Finished' status. An '+ ADD ROUND' button is visible in the top right of the rounds section.



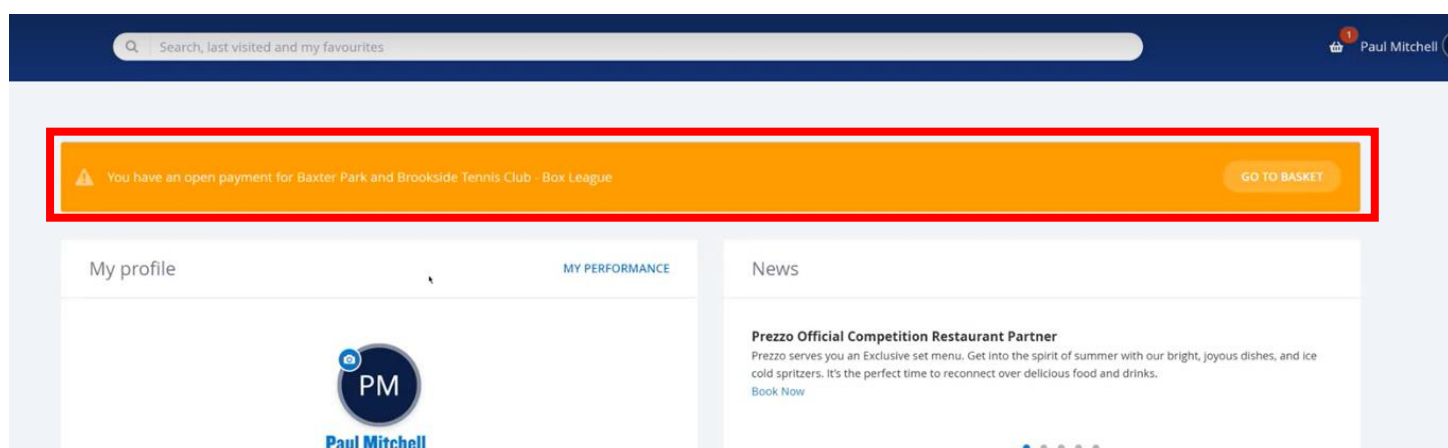
The dialog box contains the following text: 'Do you want to invite all players from the previous round to enter this round? An entry and a payment order will be set up. If you have set up an entry fee for this round, then you can track entries and payments from within the round page, and choose an optimal moment to process paid entries into participations and apply promotion/relegation for the players that have paid.' At the bottom right, there are two buttons: 'CANCEL' and 'SEND INVITES'. The 'SEND INVITES' button is highlighted with a red box.

SECTION 2 – ORGANISATION

Email invite



Payment notification on player's account



Once invites have been sent, all players will appear in the **Entries** tab.

N.B this will show all players from all Box League events are your club for which payment and entry are pending.

You can keep track of the progress of the payments for event in the **Round** page.

SECTION 2 – ORGANISATION

The screenshot shows the LTA Tennis For Britain competition management interface. The sidebar on the left has a menu with 'Events', 'Entries' (highlighted with a red box and a '23' badge), and 'Settings' (with a 'Getting Started' link). The main content area is for the event 'National Tennis Centre - Box League' and 'Test Payments IS05'. It shows 'Rounds' with 'Round 2' (15/05/2023 to 12/06/2023, New) and 'Finished rounds' with 'Round 1' (28/04/2023 to 14/05/2023, Finished). Below this is an 'Entries' table with columns for Name, Created, and Event. The table lists five entries for Chris Mann (Test 08, 05, 03, 04, 03) with their creation dates and event names. Each entry has a green tick icon and a red 'X' icon on the right. A green button labeled 'ACCEPT ALL ENTRIES' is visible in the top right of the entries section.

Name	Created	Event		
Chris Mann (Test 08)	28/04/2023 12:48:25	BLM Test 030502022 (Round 5)	✓	✗
Chris Mann (Test 05)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗
Chris Mann (Test 03)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗
Chris Mann (Test 04)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗
Chris Mann (Test 03)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗

Once a player has paid, they will appear in the **Entries** list with a **green paid label**.

To move players who have paid to the confirmed participants list **select the green tick** on the right-hand side.

N.B should you need to accept a player without payment, you can also select the green tick to move them to the participants list.

SECTION 2 – ORGANISATION

Entries

Showing 1 to 10 of 64 entries

Search

Name	LTA Number	Phone	Email		
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Paid	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗

< Previous 1 2 3 4 5 6 7 Next >

Accept entry
✕

Are you sure you want to accept John Abbiss's entry? By accepting this entry you are also waiving the entry fee.

CANCEL
ACCEPT

Once an entry has been accepted, the player will appear in the **Participants** section.

You can choose an optimal moment to **initialise your round**. It is best to do this when you have collected all your payments. When initialising the round, all players that have paid will be calculated for promotion and relegation and will be placed in the desired group.

N.B. refunds cannot be made via the Stripe account or within Box League Manager currently. If a player(s) requires a refund this must be processed outside of the systems between the organiser and the player(s).

Payments – As a player

If an organiser has set an entry fee for their **current Box League event**, the entry fee and entry deadline before which the payment is required will be visible to players upon entry.

A player must select the **entry**, agree to the **terms and conditions**, and **save**.

SECTION 2 – ORGANISATION

Test Payments 1505

Round 2

Date
15 May to 12 Jun

Current stage

Entry	Price
12 days	£1.00

- The player will be automatically re-directed to their **basket** to proceed with **payment**.

Basket

Terms & Conditions

Players entering Weeklong Tournaments or LTA Staged Tournaments are subject to overlapping competition regulations. Players may not enter more than one event of the same age group at the same grade over the same week (weeklong/weekend (staged)).
Read more information on this regulation to avoid potential penalties:

- LTA Weeklong - Grade 3 Holiday Tournaments
- LTA Staged - Winter National Tour, Winter Regional Tour, Winter / Summer County Tour (Grade 4) or British Tour Tier 3

National Tennis Centre - Box League

National Tennis Centre | Surrey

Test Payments 1505

<p>Round 2</p> <p>Date 15 May to 12 Jun</p>	<p style="background-color: #e8f5e9; padding: 2px;">Current stage</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Entry deadline</th> <th style="text-align: left;">Price</th> </tr> </thead> <tbody> <tr> <td>12 days</td> <td>£1.00</td> </tr> </tbody> </table>	Entry deadline	Price	12 days	£1.00
Entry deadline	Price				
12 days	£1.00				

Total: £1.00

PAYMENT

Checkout

Payment

Choose your payment method

Debit/Credit card
Provided by Stripe

Entry into National Tennis Centre - Box League with events (Test Payments 1505 - Round 2).	£1.00
Total	£1.00

BACK

PAY

Order

Your payment has been successfully received by the Organiser. You will receive a confirmation email shortly.
Order date: 15/05/2023

MY ENTRIES

SECTION 2 – ORGANISATION

Once payment is complete, the player's entry is confirmed. The organiser is informed of this via the **Round** section. The organiser should move the player from Entries to confirmed **Participants** by selecting the **green tick**

Entries					
Showing 1 to 10 of 12 entries					
Name	LTA Number	Phone	Email		
(M) Chris Mann (Test 08)	Paid	113602012	+442084877000	krisztina.ivan@lta.org.uk	<input checked="" type="checkbox"/>
(F) Julie Abbott	Pending payment	105171017	447968956156	juliecoxabbott@hotmail.co.uk	<input type="checkbox"/>
(F) Katie Abbott	Pending payment	115957994		katie.abbott@hotmail.com	<input type="checkbox"/>

Participants						
Showing 1 to 2 of 2 entries						
Name	LTA Number	Group	Position	Phone	Email	
(W) John Abbiss	110443661	-	-	441158548119	j.abbiss@ntlworld.com	<input type="checkbox"/>
(M) Chris Mann (Test 08)	113602012	-	-	+442084877000	krisztina.ivan@lta.org.uk	<input type="checkbox"/>

If an organiser has set an entry fee for a **new Round** in a Box League event that a player is entered, the player will receive an email notification on a pending entry and payment for them to complete for the upcoming round.

An entry has been created for you

Baxter Park and Brookside Tennis Club - Box League
Cheadle

Dear Zhixin Hu,

An entry has been created for you.

You are participating in Baxter Park and Brookside Tennis Club - Box League Baxter Park Box League. We've created a new round and have hereby invited you to enter again.

An entry has already been made for you, you only have to pay before the entry deadline passes 22/05/2023, in order to participate in this round.

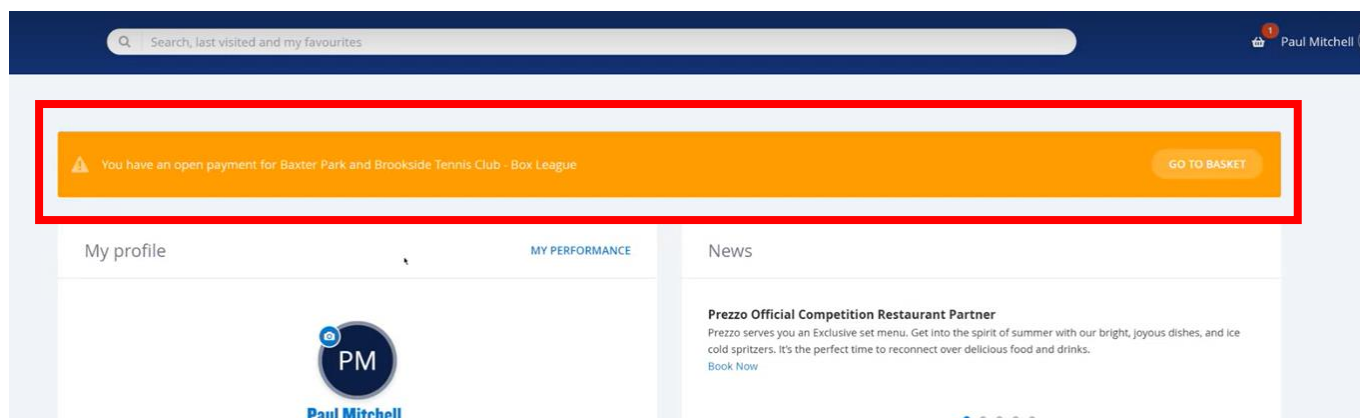
[GO TO BASKET](#)

Box League

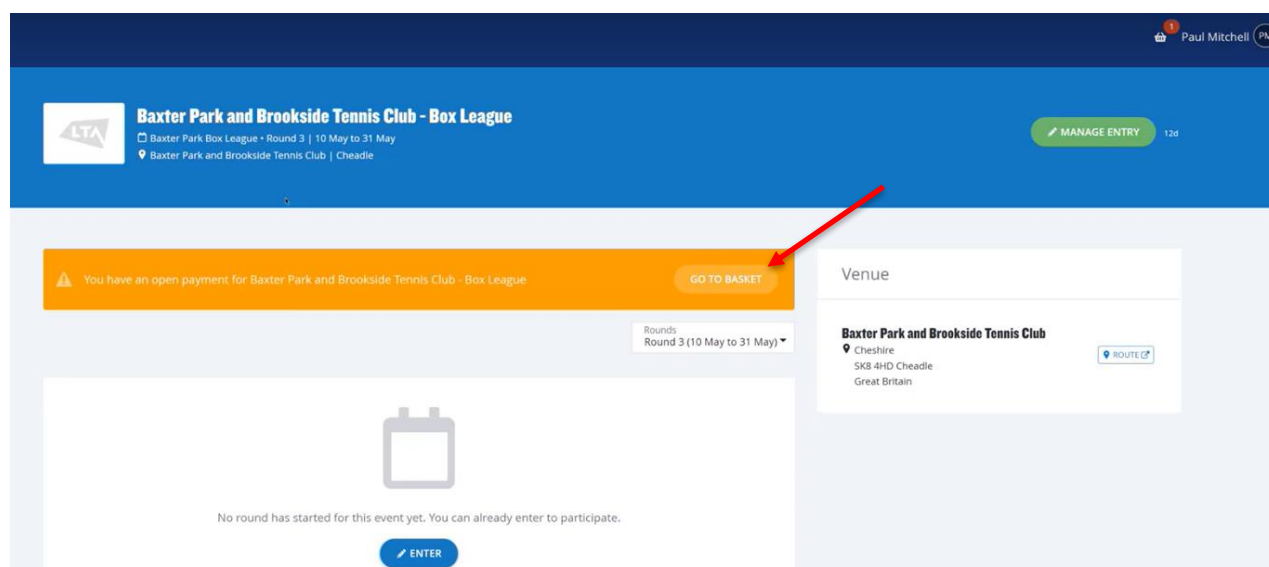
Event	Baxter Park Box League
Round	Round 3
LTA Number	110864403

SECTION 2 – ORGANISATION

When the player logs in to the Competitions Portal, they are alerted to the outstanding payment required via an **orange banner alert** and **pending order** in their basket.



To proceed with payment, players should select **Go to Basket** followed by **payment**.




SECTION 2 – ORGANISATION

Basket

Terms & Conditions

Players entering Weeklong Tournaments or LTA Staged Tournaments are subject to overlapping competition regulations. Players may not enter more than one event of the same age group at the same grade over the same week (weeklong/weekend (staged)).
Read more information on this regulation to avoid potential penalties:

- LTA Weeklong - Grade 3 Holiday Tournaments
- LTA Staged - Winter National Tour, Winter Regional Tour, Winter / Summer County Tour (Grade 4) or British Tour Tier 3


Baxter Park and Brookside Tennis Club - Box League
 Baxter Park and Brookside Tennis Club | Cheshire

Baxter Park Box League


Round 3	Current stage	
Date	Entry deadline	Price
10 May to 31 May	12 days	£6.00

Total: £6.00

[PAYMENT](#)

- Once the payment has been successful, the **entry is confirmed**.


Order




Your payment has been successfully received by the Organiser. You will receive a confirmation email shortly.
Order date: 10/05/2023

[MY ENTRIES](#)

My entries


Baxter Park and Brookside Tennis Club - Box League
 Baxter Park and Brookside Tennis Club | Cheshire
 Ungraded
 Baxter Park Box League

 ENTERED

SECTION 2 – ORGANISATION

ENTRY MANAGEMENT

Accepting and Rejecting Entries

Players who have entered the Box League themselves will appear in the **Entries** section as below for the you as the organiser to accept. This view provides you a list of players entered in a Box League at that venue

Select the **Green tick** and **accept** the entry or the **Red cross** to **decline** an entry

To view the **Entries to a particular Round**, click on the Round within Events to view the **Entries**.

Name	LTA Number	Phone	Email	Status
(M) Chris Mann (Test 03)	112311355	447977505590	test3@uat.tennisofficial.co.uk	Pending payment
(F) Chris Mann (Test 11)	113603002	+442084877000	chris.mann@tennisofficial.co.uk	Pending payment
(M) Chris Mann (Test 09)	113602029	+442084877000	chris.mann@tennisofficial.co.uk	Pending payment
(M) Chris Mann (Test 05)	112012451	447977505590	test5@uat.tennisofficial.co.uk	Pending payment

Once you have accepted the entries, they will appear in the **Participants** section just below Entries.

Name	LTA Number	Group	Position	Phone	Email
(M) Chris Mann (Test 01)	111376007	-	-	447872639567	chris.mann@lta.org.uk
(M) Chris Mann (Test 13)	113631202	-	-		krisztina.ivan@lta.org.uk
(M) Chris Mann (Test 14)	113655423	-	-	07977505590	chris.mann@tennisofficial.co.uk

The drop-down menu at the end of each Players' row will open the Player's page for this given Box



SECTION 2 – ORGANISATION

League event.

The following information will be visible on each players' record.

The screenshot shows a player profile for Daina Ali. At the top, there is a blue header with the LTA logo and the text "Abbeydale Tennis Club Box League" and "Abbeydale Tennis Club Ltd | SHEFFIELD". Below this is a dark grey profile card containing a circular profile picture with the initials "DA", the name "Daina Ali" with a rating of 8.2, and contact information: "A Singles, Test event 24/05", "447531705479", and "sikko@visual.nl". A "PROFILE" button is in the top right of the card. To the right of the card, a "Win-Loss" record shows "0-2 (2)". Below the profile card is a "Statistics" section with a "Standings" table for the "Singles" event. The table lists four players with their ratings and win-loss records.

PLAYER	PL	W	L
1 Jon Watson	1	1	0
1 Rebecca Armstrong	1	1	0
2 Richard Baxter	1	0	1
2 Daina Ali	1	0	1

- Contact & membership details, rating information
- Current Standings within the Group

The screenshot shows two sections: "Results" and "Planned matches". The "Results" section displays two match results for "Test event 24/05 - Group 1" and "Singles - Group 2". Each result shows a match between Daina Ali (rating 8.2) and Rebecca Armstrong (rating 10.2). In both matches, Daina Ali won 1-1. The date is "Mon 24/05/2021" and the location is "Abbeydale Tennis Club Ltd". The "Planned matches" section shows a match for "Test event 24/05 - Group 1" between Daina Ali (rating 8.2) and Jack Allison (rating 10.1). The match is scheduled to be played "before Mon 31/05/2021" at "Abbeydale Tennis Club Ltd".

- Completed matches / Results.
- Upcoming / Planned Matches.

Manual Entries

Select the **Add Participant** option on the Group view.



SECTION 2 – ORGANISATION

Participants

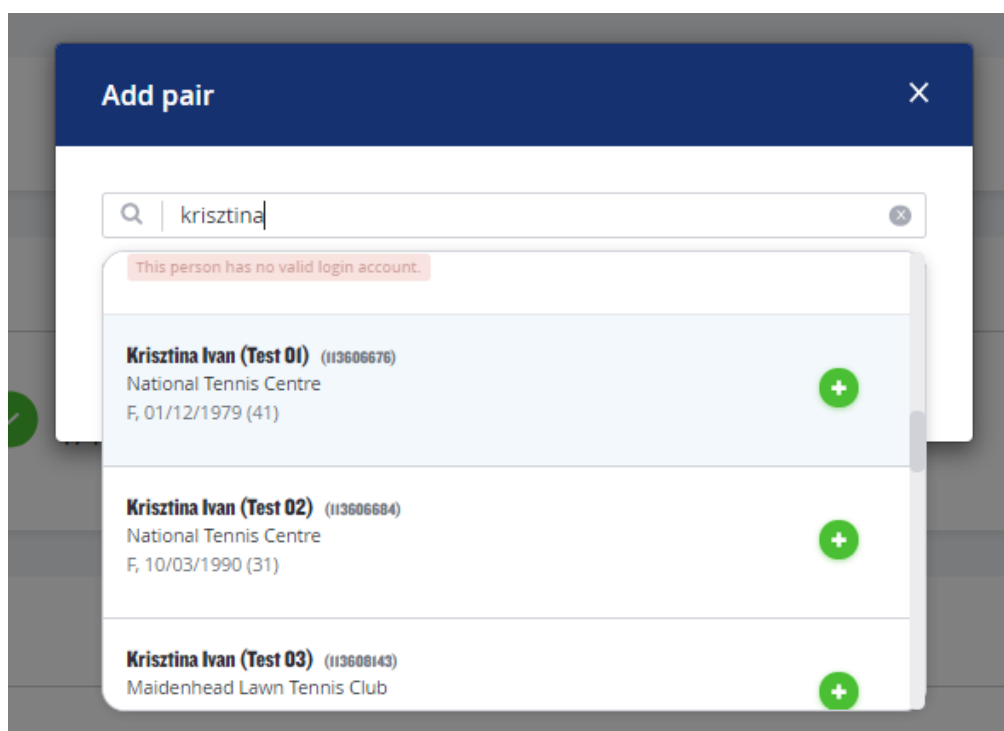
ADD PARTICIPANT

Search for the Player(s) LTA number.

All Players need to have a valid LTA Advantage membership and an active club affiliation in place to come up on this search. Moreover, they need to have claimed their account in the Competition Management system otherwise the following error message will block the manual entry.

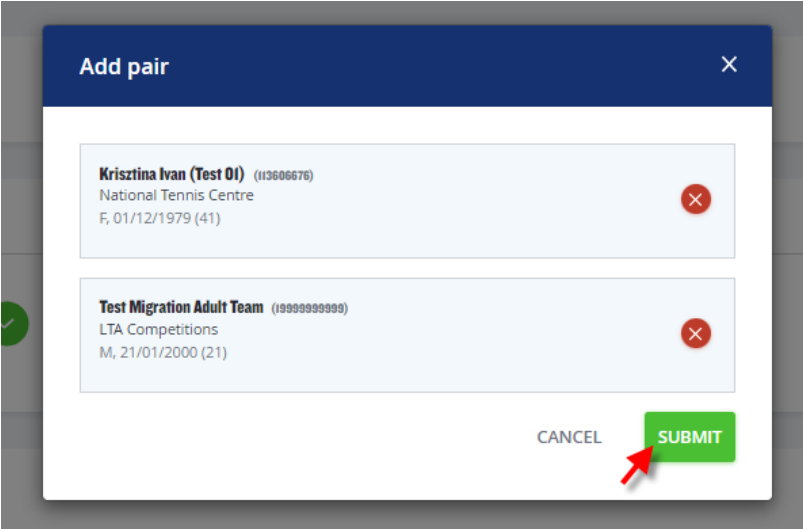
“This person has no valid login account.”

If the error message above is preventing a manual entry to be added please direct the Player to log in to the CMS for the first time and claim their account.



Once the Players are added click on **Submit**.

SECTION 2 – ORGANISATION



Add pair [X]

Krisztina Ivan (Test 01) (113606676)
National Tennis Centre
F, 01/12/1979 (41) [X]

Test Migration Adult Team (19999999999)
LTA Competitions
M, 21/01/2000 (21) [X]

CANCEL SUBMIT

The player(s) is now added to the **Participants** list.

SECTION 2 – ORGANISATION

CREATING GROUPS

Once all players have been selected (if payments are selected for your Round and/or Event, make sure all players have paid) select the **Initialize Round** to proceed.

The screenshot shows the 'Events' page for 'Test 22052023'. The 'Round 2' section is active, with an entry deadline of 05/06/2023. A green 'INITIALIZE ROUND' button is highlighted with a red rectangular box. Below this, the 'Statistics' section shows the period '22 May - 5 Jun' and 'RESULTS ENTERED 0/0'. The 'Entries' section is partially visible at the bottom.

The new **Group** is then automatically created, placing players in a box together depending on their WTN to allow players to compete alongside others of similar ability.

The screenshot shows the 'Organise groups' interface for 'BLM October test'. A blue banner states 'Matches must be generated before the round starts.' Below this, a box labeled 'Group 1' contains a list of 7 players with their WTN and names: 1. W 30.1 (M, 37) Chris Mann (Test 03), 2. W 32.1 (M, 11) Chris Mann (Test 04), 3. W 33.4 (M, 37) Chris Mann (Test 09), 4. W 32.1 (M, 37) Chris Mann (Test 03), 5. W 40.9 (M, 22) Chris Mann (Test 106), 6. W 40.9 (M, 15) Chris Mann (Test 05), and 7. drag player here. An 'ADD GROUP' button is visible next to the list. A red arrow points from the bottom left towards the 'Group 1' box. In the bottom right corner, there is a blue box labeled 'Unclassified players' with the text 'Drag other players here to save.' and another red arrow pointing towards it.

SECTION 2 – ORGANISATION

Any new players entering once the first group(s) is created will appear in the blue box of **Unclassified players** in the bottom right corner. At this stage, players can also be moved from groups if required by dragging and dropping them into the relevant Group.

The screenshot shows the 'Organise groups' interface for a tournament. At the top, it displays 'BLM October test' and 'Group 1' with a 'New' tag. There are buttons for 'GENERATE MATCHES' and 'VIEW ROUND', and a dropdown menu for 'Rounds' set to 'Group 1'. Below this, a blue banner states 'Matches must be generated before the round starts.' The main area shows 'Group 1' with a list of four players, each with a 'New' tag and a '+ ADD GROUP' button. In the bottom right corner, a blue box labeled 'Unclassified players' contains two entries: '1. 10.30.1 (M, 15) Chris Mann (Test 05)' and '2. 10.30.2 (M, 22) Chris Mann (Test 106)'. A red arrow points to this box.

If the new players entered for the next round, they will be automatically added to an available spot within the groups marked as **New**.

The screenshot shows the 'Organise groups' interface for a tournament. At the top, it displays 'Singles Test' and 'Round 2' with a 'New' tag. There are buttons for 'GENERATE MATCHES' and a dropdown menu for 'Rounds' set to 'Round 2'. Below this, a blue banner states 'Matches must be generated before the round starts.' The main area shows 'Group 1' with a list of three players. The first two players have 'New' tags and a '+ ADD GROUP' button. The third player, '10.2 (F, 27) Kristzina Ivan', is highlighted with a red box and has a 'New' tag.

SECTION 2 – ORGANISATION

Use the **Generate Matches** option to proceed.

BLM October test

Group 1 New

GENERATE MATCHES **VIEW ROUND** Rounds Group 1

Organise groups

Matches must be generated before the round starts.

Group 1

1. H 30.1 (M, 37) Chris Mann (Test 03) New
2. H 32.1 (M, 11) Chris Mann (Test 04) New
3. H 33.4 (M, 37) Chris Mann (Test 09) New
4. H 32.1 (M, 37) Chris Mann (Test 03) New
5. H 40.9 (M, 22) Chris Mann (Test 106) New
6. H 40.9 (M, 15) Chris Mann (Test 05) New
7. drag player here

[+ ADD GROUP](#)

A popup window will appear to confirm you wish to generate the matches. Click **Generate Matches**.

Generate matches ×

Are you sure you want to generate matches based on this format? Matches will be displayed on the public page when the round is started.

All players will be notified about their opponents.

[CANCEL](#) **GENERATE MATCHES**

Once completed a confirmation message will appear.

Select the **View Round** option on the top right.

BLM October test

Group 1 Active

VIEW ROUND Rounds Group 1

Organise groups

The groups can no longer be modified.

Group 1

1. H 30.1 (M, 37) Chris Mann (Test 03) New
2. H 32.1 (M, 11) Chris Mann (Test 04) New
3. H 33.4 (M, 37) Chris Mann (Test 09) New
4. H 32.1 (M, 37) Chris Mann (Test 03) New
5. H 40.9 (M, 22) Chris Mann (Test 106) New
6. H 40.9 (M, 15) Chris Mann (Test 05) New
7. drag player here

SECTION 2 – ORGANISATION

All upcoming matches will appear for your Box League. Once some matches have been played, these will appear under the **Results** section.

National Tennis Centre - Box League
 BLM October test • Group 1 | 11 Oct to 1 Nov
 National Tennis Centre | London

TOMS BOX LEAGUE TEST PADDY'S TEST LEAGUE MORE

Rounds
Group 1 (11 Oct to 1 Nov)

Group 1

PLAYER	PL	W	L	PTS	HISTORY
- Chris Mann (Test 03)	0	0	0	0	
- Chris Mann (Test 04)	0	0	0	0	
- Chris Mann (Test 09)	0	0	0	0	
- Chris Mann (Test 03)	0	0	0	0	
- Chris Mann (Test 106)	0	0	0	0	
- Chris Mann (Test 05)	0	0	0	0	

Results (0)

Matches (15)

30.1 Chris Mann (Test 03)

32.1 Chris Mann (Test 04)

Play before Tue 01/11/2022 SCHEDULE

30.1 Chris Mann (Test 03)

33.4 Chris Mann (Test 09)

Play before Tue 01/11/2022 SCHEDULE

Once matches are generated, players will receive an email notification with a direct link to competitions.lta.org.uk to view their league matches and opponents.

NB: Player contact information will be as per details provided in their LTA advantage membership. To update these details, players should contact the [Customer Support team](#).

SECTION 2 – ORGANISATION

WITHDRAWAL

There are many scenarios when a player or doubles pairing can withdraw, as outlined below.

Matches have not been generated - Singles.

- Player can withdraw and will be removed from the list of entered players.

Player can undo withdrawal and re-enter the active round. They will remain in the same group they were previously assigned to.

Organiser withdrawal.

Participants ADD PARTICIPANT

Showing 1 to 2 of 2 entries

Name	LTA Number	Group	Position	Phone	Email
(M) John Abbiss	110443661	-	-	441158548119	j.abbiss@ntlworld.com
(M) Chris Mann (Test 08)	113602012	-	-	+442084877000	krisztina.ivan@lta.org.uk

Withdraw
Delete

Player withdrawal via Manage entry area.

National Tennis Centre - Box League
National Tennis Centre | London MANAGE ENTRY

When your entry has been accepted, you will be placed in a group for the next round. After each round you may promote or relegate to another group.

My Entry EDIT

Personal

Chris Mann (Test 08) (113602012)
Male, 01 Jan 1985 (38)
krisztina.ivan@lta.org.uk
+442084877000

Events

✓ BLM Test 23052022 WITHDRAW

SECTION 2 – ORGANISATION

Matches have not been generated - Doubles.

- Doubles pair can withdraw and will be removed from the list of entered players.
- Doubles pair can undo the withdrawal to re-enter as the same doubles pairing. They will remain in the same group they were previously assigned to.

OR

- Doubles pair can edit their entry to enter with a different doubles partner. To do so, they must withdraw and re-enter with their new partner. This new entry will then go through to 'entries' on the admin side for the organiser to approve.

Organiser withdrawal.

Participants						ADD PARTICIPANT	
						Q Search	
Showing 1 to 4 of 4 entries							
Name	LTA Number	Group	Position	Phone	Email		
(M) Chris Mann (Test 04)	113601971	Group 1	1	+442084877000	chris.mann@lta.org.uk		
(M) Chris Mann (Test 12)	113604276				krisztina.ivan1@lta.org.uk		
(F) Chris Mann (Test 11)	113603002	Group 1	2	+442084877000	chris.mann@tennisofficial.co.uk		
(F) Chris Mann (Test 17)	113726793				chris.mann@tennisofficial.co.uk		
(M) Chris Mann (Test 03)	112406384	Group 2	1	442084877000	chris.mann@lta.org.uk		
(F) Chris Mann (Test 16)	113725484				chris.mann@tennisofficial.co.uk		
(M) Chris Mann (Test 03)	112311355	Group 2	2	447977505590	test3@uat.tennisofficial.co.uk		
(M) Chris Mann (Test 13)	113631202				krisztina.ivan@lta.org.uk		

Matches have been generated – Singles.

- Player can withdraw and will have a 'withdrawn' icon in admin view / strikethrough in public view – they can continue to play in the active round, the withdrawal is seen as 'opting out' of the next round.
- Player or organiser can undo the withdrawal, which removes the withdrawn label for the active round and opts them into the next round - they remain in the same group they were previously assigned to.

Organiser undo withdrawal.

Participants						ADD PARTICIPANT	
						Q Search	
Showing 11 to 13 of 13 entries							
Name	LTA Number	Group	Position	Phone	Email		
(M) Chris Mann (Test 05)	112012451	Group 3	4	447977505590	test5@uat.tennisofficial.co.uk		
(M) Chris Mann (Test 12)	113604276	Group 3	5	+442084877000	krisztina.ivan1@lta.org.uk		
(M) Chris Mann (Test 08)	113602012	Group 3	2	+442084877000	krisztina.ivan@lta.org.uk		

1
2
Next

SECTION 2 – ORGANISATION

Player undo withdrawal via Manage entry area.

The screenshot shows the 'National Tennis Centre - Box League' interface. At the top right, a 'MANAGE ENTRY' button is highlighted with a red box. Below this, a blue banner contains a message: 'When your entry has been accepted, you will be placed in a group for the next round. After each round you may promote or relegate to another group.' The main content area is titled 'My Entry' and includes an 'EDIT' link. Under the 'Personal' section, the player's name is 'Chris Mann (Test 08)' with details: Male, 01 Jan 1985 (38), kristzina.ivan@lta.org.uk, and +442084877000. The 'Events' section lists two events: 'BLM Test 23052022' with a 'WITHDRAW' button, and 'CDP Box League 2022' with an 'UNDOW WITHDRAW' button highlighted by a red box.

Matches have been generated – Doubles.

- Doubles pair can withdraw and will have a 'withdrawn' icon in admin view / strikethrough in public view – they can continue to play in the active round, the withdrawal is seen as 'opting out' of next round.
- Doubles pair or organiser can undo the pair withdrawal, which removes the withdrawn label for the active round and opts them into the next round – they remain in the same group they were previously entered into and with the same partner.
- Doubles pair cannot be changed for the active round if matches are generated. At this stage, it is only possible to enter with a different partner for the following round.

ARCHIVING EVENTS

Organiser can archive events so that they are no longer displayed in the public view for players to enter. To archive an event all rounds must be completed.

Click on the right-hand side drop-down next to the Box League event name and select **Archive**.

The screenshot shows an event entry card for 'Test 24022023' with '8 Entrants'. On the right side of the card, there is a dropdown menu with two options: 'Edit' and 'Archive'. The 'Archive' option is highlighted with a red box.

The following message will appear, click **Archive**.

SECTION 2 – ORGANISATION

Archive event ×

Are you sure you want to archive this event. Archiving this event means it will no longer appear on the public website or be available for entry.

CANCEL **ARCHIVE**

Once archived, the event will appear under Archived events and will no longer appear on the public website or be available for entry.

Archived events	
BLM Test 040123 7 Entrants	▾
Cheddington TEST 2 Entrants	▾
Dave's Box League 1 Entrants	▾

To reinstate the event, click **Undo Archive Event** on the right-hand side drop down.

Archived events	
BLM Test 040123 7 Entrants	▾ Edit Undo Archive Event
Cheddington TEST 2 Entrants	

The following message will appear, click **confirm** and the event will be placed back on the public view and be available for entry.

Undo Archive Event ×

Are you sure you want to undo the archiving of this event. This means the event will appear on the public website and become available for entry again.

CANCEL **CONFIRM**

SECTION 3 – PLAY

MATCH SCHEDULING – AS A PLAYER

Matches within a box league can be scheduled between opponents by players from their **Player home page** under **My Upcoming Matches**. This option is also available to organisers.

Players should navigate to the Box League from their **Player home page**.

The screenshot displays a player profile for Chris Mann (Test 09) with the following details:

- Profile:** My profile | MY PERFORMANCE
- Player Info:** CM, Chris Mann (Test 09), (113602029), National Tennis Centre, Maidenhead Lawn Tennis Club
- Statistics:** SINGLES 33.4, DOUBLES 40.9
- Filters:** TOTAL (selected), SINGLES, DOUBLES, MIXED
- Win-Loss:**

Category	Win-Loss	Progress
Career	5 / 4 (9)	[Progress bar]
This year	1 / 0 (1)	[Progress bar]
- Clubs:** NATIONAL TENNIS CENTRE | MAIDENHEAD LAWN TENNIS CLUB
- Activities of National Tennis Centre:** MY CLUB
 - Leagues:** There are no current leagues for National Tennis Centre.
 - Tournaments:** There are no upcoming tournaments.
 - Box Leagues:** **National Tennis Centre - Box League** (highlighted with a red box)

SECTION 3 – PLAY

The **My Upcoming Matches** will appear, and the player can find the match within the round and click on **Schedule**.

The screenshot displays the 'National Tennis Centre - Box League' interface. At the top, it shows the LTA logo and the league name. Below this, there are navigation tabs for 'TOMS BOX LEAGUE', 'TEST', 'PADDY'S TEST LEAGUE', and 'MORE'. A dropdown menu shows 'Rounds Round 2 (12 Oct to 2 Nov)'. The main section is titled 'My upcoming matches' (highlighted with a red box). It lists two matches for Chris Mann (Test 09) and Chris Mann (Test 05). Each match entry includes a score (e.g., 33.4, 40.9) and a 'SCHEDULE' button (indicated by red arrows). A calendar icon and the text 'Play before Wed 02/11/2022' are also visible for each match.

Scheduling a match will show the contact details of the player's opponent if available. Once the match schedule has been agreed, the day and time can be selected in the **Select day** drop down.

The scheduling of match date and time is restricted to the start and end of the round so matches cannot be scheduled outside of this time.

NB: If scheduling doubles all participants in the match will show on screen.

The 'Schedule match' dialog box shows the details for a match between Chris Mann (Test 09) and Chris Mann (Test 05). It includes contact information for the opponent, such as a phone number (447977505590) and an email address (test5@uat.tennisofficial.co.uk). A 'Select day' dropdown menu is highlighted with a red box. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

SECTION 3 – PLAY

The match will then show as **Planned** with the date and time. All un-planned matches will be displayed with **Play before** and the end date of the Box League.

My upcoming matches

My upcoming matches

33.4 Chris Mann (Test 09)

30.1 Chris Mann (Test 03)

Play before Wed 02/11/2022 [SCHEDULE](#)

33.4 Chris Mann (Test 09)

40.9 Chris Mann (Test 05)

Planned 20/10/2022 10:00 [SCHEDULE](#)

NB: If scheduling doubles, all participants in the match will show on screen.

MATCH SCHEDULING – AS THE BOX LEAGUE ORGANISER

If required, organisers can also schedule matches between players via **Events** and navigating to **View Round**.

BLM October test

Group 1 Active

[VIEW ROUND](#) Rounds Group 1

Organise groups

The groups can no longer be modified.

Group 1

- # 30.1 (M, 37) Chris Mann (Test 03) [New](#)
- # 32.1 (M, 11) Chris Mann (Test 04) [New](#)
- # 33.4 (M, 37) Chris Mann (Test 09) [New](#)
- # 32.1 (M, 37) Chris Mann (Test 03) [New](#)
- # 40.9 (M, 22) Chris Mann (Test 106) [New](#)
- # 40.9 (M, 15) Chris Mann (Test 05) [New](#)
- drag player here

Find the match within the round and click on **Schedule**.

30.1 Chris Mann (Test 03)

33.4 Chris Mann (Test 09)

Play before Tue 01/11/2022 [SCHEDULE](#)

SECTION 3 – PLAY

Both players contact details will appear for the organiser. Once the match schedule has been agreed, the day and time can be selected in the **Select day** drop down.

As with players, the scheduling of match date and time is restricted to the start and end of the round so matches cannot be scheduled outside of this time.

NB: If scheduling doubles, all participants in the match will show on screen.

Schedule match
×

Chris Mann (Test 03)

447977505590
test3@uat.tennisofficial.co.uk

30.1

Versus

Chris Mann (Test 09)

+442084877000
chris.mann@tennisofficial.co.uk

33.4

Select day

19/10/2022 16:00

CANCEL
SAVE

The match will show as **Planned** with a date and time. All un-planned matches will be displayed with **Play before** and the end date of the Box League.

30.1 Chris Mann (Test 03)

Versus

33.4 Chris Mann (Test 09)

Planned

19/10/2022 16:00

SCHEDULE

30.1 Chris Mann (Test 03)

Versus

32.1 Chris Mann (Test 04)

Play before

Tue 01/11/2022

SCHEDULE

SECTION 4 – RESULTS SUBMISSION

SUBMIT YOUR RESULT

Players can access the Box League through their home page when logged in.

The screenshot shows the LTA Tennis website interface. On the left is a navigation menu with options like Home, Tournaments, Leagues, Players, Ranking, and various LTA roles. The main content area displays the profile for Kristzina Ivan (ID: 004038), including win-loss records and a list of activities. A red box highlights the 'Box Leagues' section, which lists 'National Tennis Centre - Box League'. To the right, there is a 'My tournaments' section with a 'SEARCH TOURNAMENTS' button.

To submit a result, the player should select the relevant Box League and the relevant match under the **My Upcoming Matches** section.

This screenshot shows the 'National Tennis Centre - Box League' page. The top header includes the LTA logo, league name, and a 'SETTINGS' button. Below the header, there are tabs for 'SINGLES TEST' and 'DOUBLES TEST', and a dropdown for 'Rounds' set to 'Round 2 (22 Sep to 3 Nov)'. The 'My upcoming matches' section is highlighted with a red box and contains a match between Kristzina Ivan and Kristzina Ivan. To the right, there is a 'Venue' section for 'National Tennis Centre' and a 'Terms & Conditions' section with a 'VIEW REGULATIONS' button.

Scores will be automatically populated when adding the loser score in based on the default scoring format.

This screenshot shows a match between Rebecca Armstrong and Jack Allison. The score input fields are highlighted with a red box. The first player's score is 2, and the second player's score is 6. The interface includes a '+ STATUS' button, 'CANCEL', and 'SAVE' buttons. The match is scheduled for Wednesday, 01/09/2021 at Abbeydale Tennis Club Ltd.

SECTION 4 – RESULTS SUBMISSION

Once the Player has completed all required matches the following information will appear.

Group 1

PLAYER	PL	W	L
1 Jack Allison	1	1	0
1 Daina Ali	1	1	0
3 Rebecca Armstrong	2	0	2

Results (2)

10.2 Rebecca Armstrong 1 2

8.2 Daina Ali ● 6 6

Thu 19/08/2021 Abbeydale Tennis Club Ltd

10.2 Rebecca Armstrong 2 2

10.1 Jack Allison ● 6 6

Thu 19/08/2021 Abbeydale Tennis Club Ltd

Once the Player has submitted the results no further modifications can be made to the results by the players.

NB: Only the League Organiser can make changes to the result once it is submitted.

SECTION 4 – RESULTS SUBMISSION

AMENDING RESULTS AS THE BOX LEAGUE ORGANISER

The Organiser will have access to amend results if needed.

Select the **View Round** option to see all results.

The screenshot shows the LTA Tennis for Britain interface for a 'Doubles Test' group. At the top right, there are two buttons: 'ORGANISE GROUPS' and 'VIEW ROUND'. The 'VIEW ROUND' button is highlighted with a red box. Below the buttons, there is a 'Statistics' section showing the period '21 Sep - 19 Oct' and 'RESULTS ENTERED 1/1'. The 'Players' section shows a table with 3 entries, including names, LTA numbers, groups, positions, phone numbers, and email addresses. A search bar is located to the right of the table.

Name	LTA Number	Group	Position	Phone	Email
Krisztina Ivan Chris Mann (Test 01)	113602037 111376007	Group 1	1	+442084877000 447872639567	krisztina.ivan@lta.org.uk chris.mann@lta.org.uk
Chris Mann (Test 03) Chris Mann (Test 11)	112311355 113603002	Group 1	2	447977505590 +442084877000	test3@uat.tennisofficial.co.uk chris.mann@tennisofficial.co.uk
Krisztina Ivan (Test 01) Test Migration Adult Team	113606676 19999999999	-	-		ivankriszt6@gmail.com prakash.ramasamy@lta.org.uk

Select the green Edit button to amend the result.

NB: Amendments can only be made while the Round is in progress, once the round is complete no further amendments can be made.

SECTION 4 – RESULTS SUBMISSION

TOMS BOX LEAGUE TEST PADDY'S TEST LEAGUE MORE ▾

Rounds
Group 1 (11 Oct to 1 Nov) ▾

Group 1

PLAYER	PL	W	L	PTS	HISTORY
1 Chris Mann (Test 09)	4	3	1	7	W W W L
1 Chris Mann (Test 03)	4	3	1	7	L W W W
3 Chris Mann (Test 106)	3	2	1	5	L W W
4 Chris Mann (Test 04)	3	0	3	3	L L L
5 Chris Mann (Test 03)	2	0	2	2	L L
6 Chris Mann (Test 05)	0	0	0	0	

Results (8)

BLM October test - Group 1	PTS	PTS
# 30.1 Chris Mann (Test 03)	2 4	6 6
# 33.4 Chris Mann (Test 09)	6 6	3 2
Wed 19/10/2022		Tue 11/10/2022
BLM October test - Group 1	PTS	PTS
# 32.1 Chris Mann (Test 03)	6 6	1 6
# 40.9 Chris Mann (Test 106)	4 2	6 7
Tue 11/10/2022		Tue 11/10/2022

Once the results are submitted, they will be automatically sent to the LTA and included in a players World Tennis Number calculation.

ADDING A NEW ROUND

A new round can be added at any time (before or after the current round has finished). You will have the option to **Add Round** as below.

The screenshot shows the 'Events' page for 'National Tennis Centre - Box League'. The event is 'BLM Test 030502022' (Singles, Best of 3 with final set Match tie-break at one set all). The 'Rounds' section shows 'Round 4' (18/06/2023 to 13/08/2023) as 'Active'. Below it, 'Finished rounds' lists Round 3, Round 2, and Round 1. A blue '+ ADD ROUND' button is highlighted with a red box in the top right corner of the 'Rounds' section.

If the current round has not yet finished the added round will appear greyed out until the previous round is finished. Players can enter the round.

The screenshot shows the same event page. The '+ ADD ROUND' button is now greyed out. A new 'Round 5' (14/08/2023 to 09/10/2023) is added and highlighted with a red box. The status of Round 5 is 'New'. Round 4 remains 'Active', and Round 3, Round 2, and Round 1 are 'Finished'.

Once the Round has been initialised, players will move automatically to the next round. If payment has been set up, invites will need to be sent (see payments section).

ROUND EXPORT

The round export functionality allows the organiser to export an excel file which includes the players name, LTA number, contact details, group number, position, and status (i.e., Withdrawn).

Once downloaded, the export will open in the below format.

Gender	First name	Last name	Member ID	Phone	Email	Draw	Position	Status
F	Chris	Mann (Test 11)	113603002	+442084877000	chris.mann@tennisofficial.co.uk	Group 1	1	
M	Chris	Mann (Test 24)	116880418		test24@uat.tennisofficial.co.uk	Group 1	2	
M	Chris	Mann (Test 14)	113655423	07977505590	chris.mann@tennisofficial.co.uk	Group 1	3	
M	Chris	Mann (Test 19)	113730404		test19@uat.tennisofficial.co.uk	Group 1	4	
F	Chris	Mann (Test 16)	113725484		chris.mann@tennisofficial.co.uk	Group 1	5	
M	Chris	Mann (Test 03)	112311355	447977505590	test3@uat.tennisofficial.co.uk	Group 2	1	
F	Chris	Mann (Test 17)	113726793		chris.mann@tennisofficial.co.uk	Group 2	2	
M	Chris	Mann (Test 04)	113601971	+442084877000	chris.mann@lta.org.uk	Group 2	3	
M	Chris	Mann (Test 09)	113602029	+442084877000	chris.mann@tennisofficial.co.uk	Group 3	3	
M	Chris	Mann (Test 05)	112012451	447977505590	test5@uat.tennisofficial.co.uk	Group 3	4	
M	Chris	Mann (Test 12)	113604276	+442084877000	krisztina.ivan1@lta.org.uk	Group 3	5	
M	Chris	Mann (Test 13)	113631202		krisztina.ivan@lta.org.uk	Group 3	1	Withdrawn
M	Chris	Mann (Test 08)	113602012	+442084877000	krisztina.ivan@lta.org.uk	Group 3	2	Withdrawn

Please follow this guide from the start to ensure your new round is set up correctly.