

ONLINE LEAGUE PLANNER

CLUB ADMIN USER MANUAL

Environment:
Version:
Published:

Production
2024
May 2024



Contents

Getting started	3
Key Roles	3
Accessing your league	3
Team Entry	8
Adding, editing or deleting players in teams	12
Adding, editing or deleting team captains.....	16
Team page view	17
Fixture Details.....	19
Rescheduling, match relocation, home & away swap.....	22
Results entry and match status update	28
User Rights – Assigning results entry rights to players.....	35

GETTING STARTED

The old “club admin login” (i.e., LTASUR001) will no longer be required when using the Online League Planner. Access to the club admin area will be attached to a specific person(s), via their LTA members portal. Before getting started you will need to ensure that you have attached the role of Venue County and District League Contact via your LTA members portal.

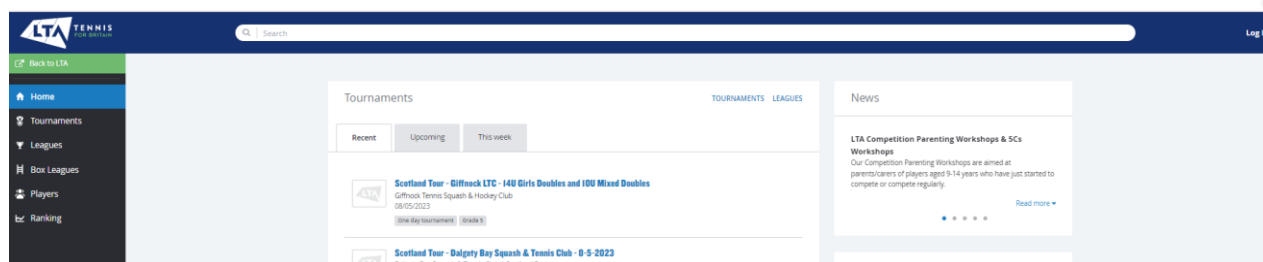
KEY ROLES

- Enter and edit a team entry.
- Edit fixture details.
- Assign Team Captain roles.
- Add players to teams.
- Reschedule, relocate, and swap home/away matches for your club’s home matches only – should your league settings managed by your league admin allow.
- Change a match result.
- Enter a result, update a score status (i.e., walkover) and match status (i.e., match not played).
- Utilise exports.

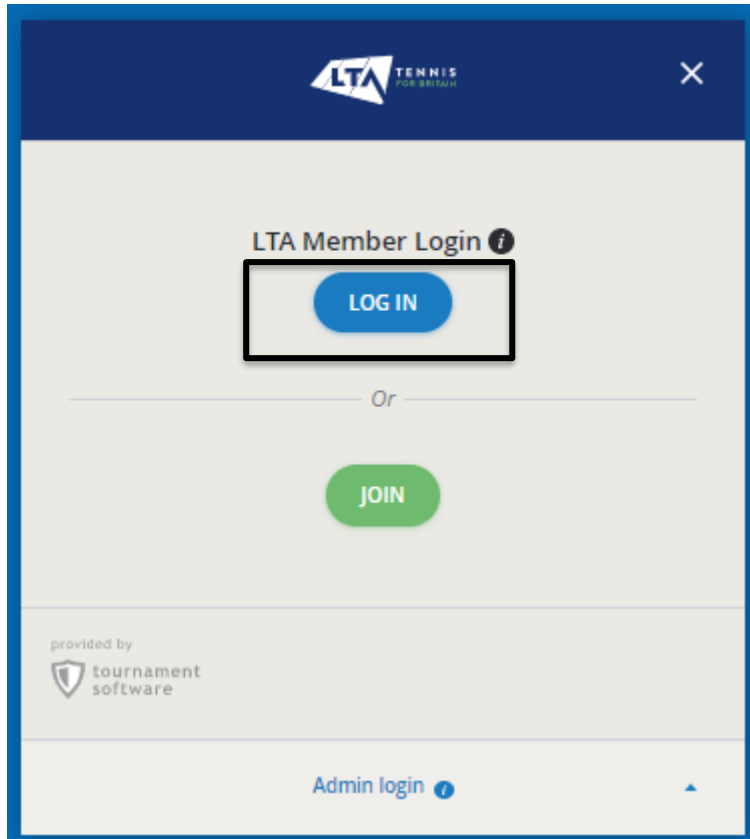
ACCESSING YOUR LEAGUE

To access the Club Administrator section of the Competitions Portal, go to competitions.LTA.org.uk.

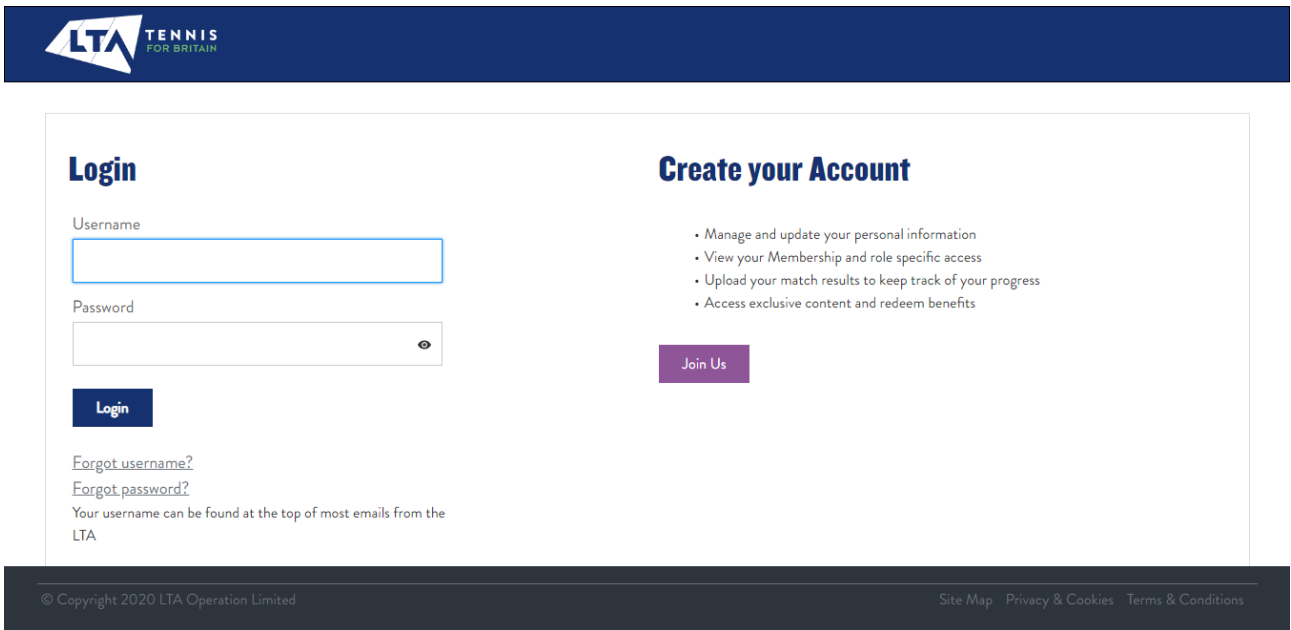
Click Login in to top right hand corner of the page.



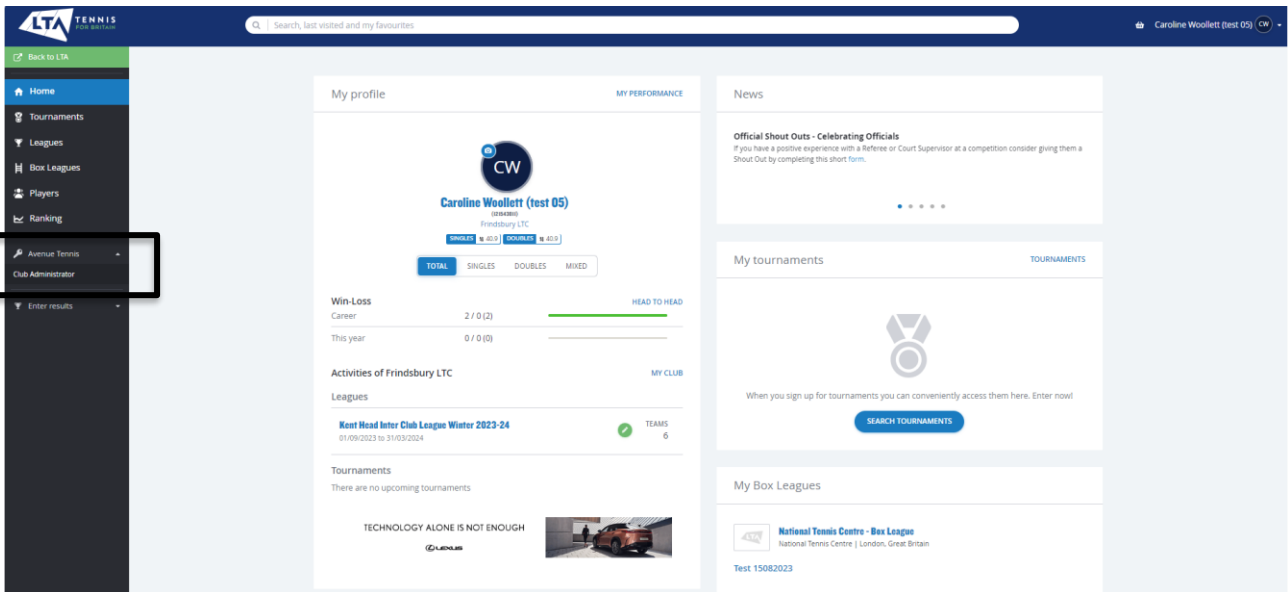
Select Member Login



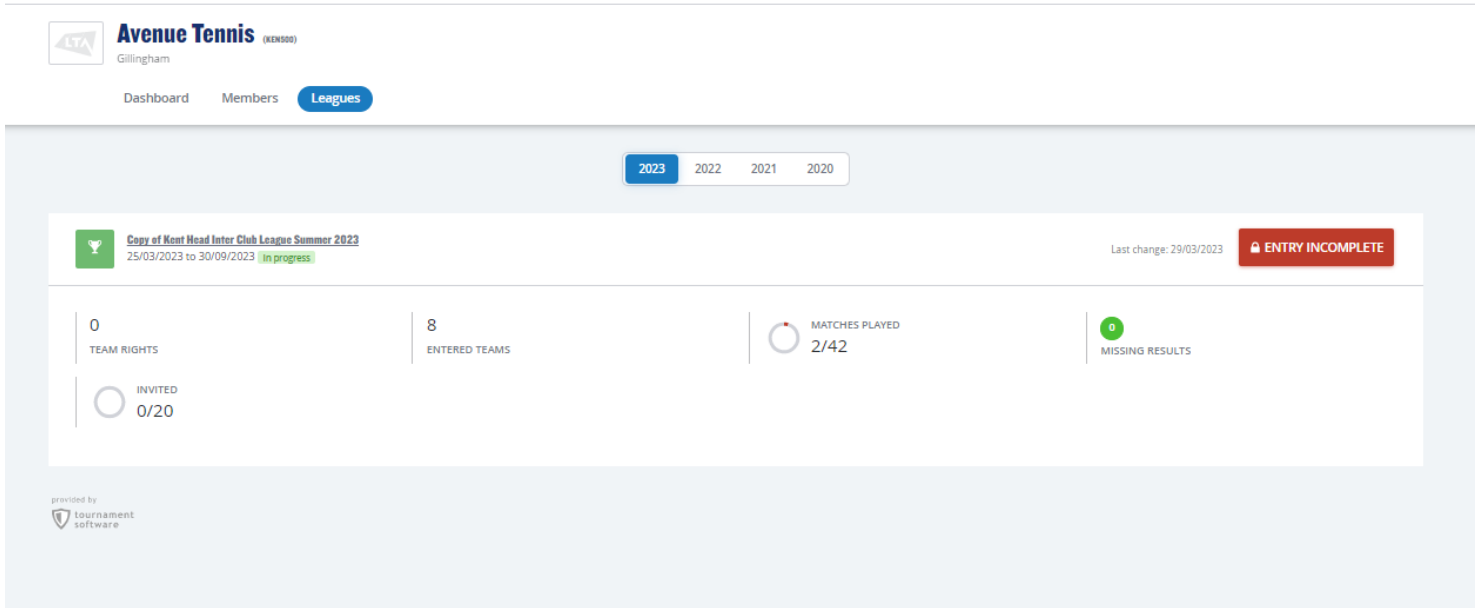
Enter your personal username and password that you use to log into the LTA website and click login.



You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation named '**Club Administrator**'. Click on the name to proceed.



Once you have selected the admin role, you will be presented with the League dashboard view as a Club Admin for your club. From this page, you have access to your club's **overview** page within the league.



Dashboard – This will provide you with an overview of information for your club including the club address, number of members and number of leagues they are entered into.

Avenue Tennis (000000)
Gillingham

Dashboard Members Leagues

412 MEMBERS 1 LEAGUES 0 TOURNAMENTS 0 COURTS

Avenue Tennis
(000000)
Featherby Road
ME8 6AN Gillingham
Kent
Great Britain
4.41634e+011
info@avenuetennis.co.uk
https://www.avenuetennis.co.uk

Locations

Avenue Tennis
Featherby Road
ME8 6AN Gillingham
Great Britain

Members – This tab will provide you with a list of your club members including their LTA numbers, contact details and events.

Avenue Tennis (000000)
Gillingham

Dashboard **Members** Leagues

ALL MEMBERS

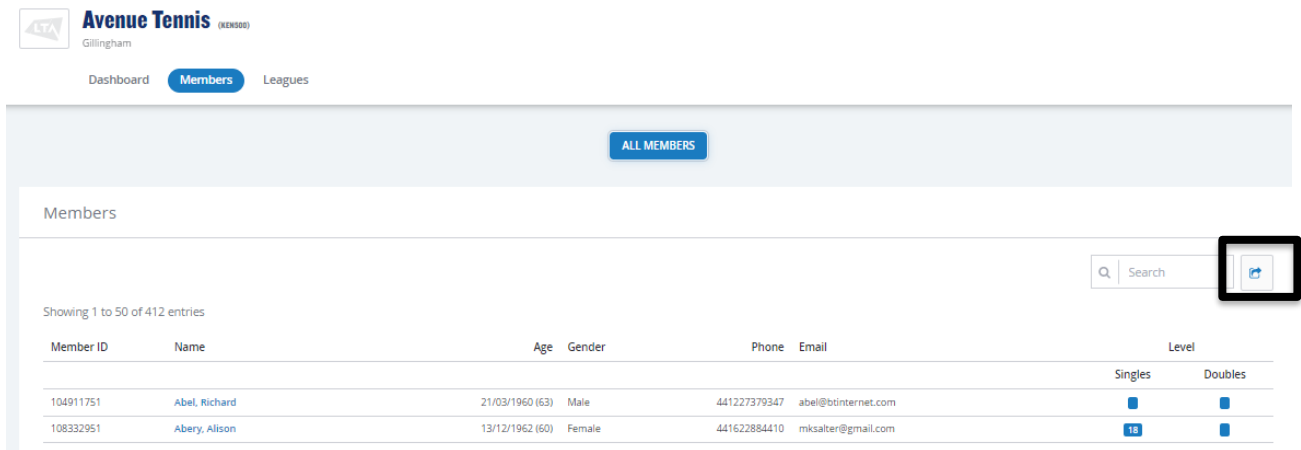
Members

Showing 1 to 50 of 412 entries

Search

Member ID	Name	Age	Gender	Phone	Email	Level	
						Singles	Doubles
104911751	Abel, Richard	21/03/1960 (63)	Male	441227379347	abel@btinternet.com		
108332951	Abery, Alison	13/12/1962 (60)	Female	441622884410	mksalter@gmail.com	18	
112623952	Aboa-Bradwell, Anthony	12/10/2002 (20)	Male	441634573619	lbstoneandtile@blueyonder.co.uk	20	
113991134	Adegbite, Seyi	13/04/1997 (26)	Female		seyiadegbite@outlook.com		
111342093	Aiyathurai, Ashwin	24/04/2007 (15)	Male		johannanoble@hotmail.com	20	
112679155	Aiyathurai, Lasanthan	24/05/1979 (43)	Male		laiyathurai@gmail.com		
112737221	Allen, Benjamin	08/12/2005 (17)	Male		samsalmon393@gmail.com	20	
112367324	Ambler, Peter	15/04/1958 (64)	Male		wembleypete@live.co.uk		
110415772	Anadolova, Izabela	24/12/2006 (16)	Female	441622221398	anadolova@abv.bg	18	
113036237	Andersen, Austin	15/05/2011 (11)	Male		ulrik@fmtxtiles.pt		
112524682	Andersen, Ulrik	05/03/1985 (38)	Male		ulrik@oscar-research.co.uk	20	
115080011	Andrews, Sara	28/07/1969 (53)	Female		sara.andrews@outlook.com		
112502643	Annetts, Naomi	25/12/1983 (39)	Female		naomi@projectski.co.uk	20	
108517574	Armstrong, Fiona	22/03/1958 (65)	Female	441795871674	fiona@mccain-armstrong.co.uk	18	
112503011	Arnold, Andy	17/05/1967 (55)	Male		andyarnold@ymail.com	20	
112916807	Arnold, Debra	05/10/1959 (63)	Female		debraarnold59@gmail.com		

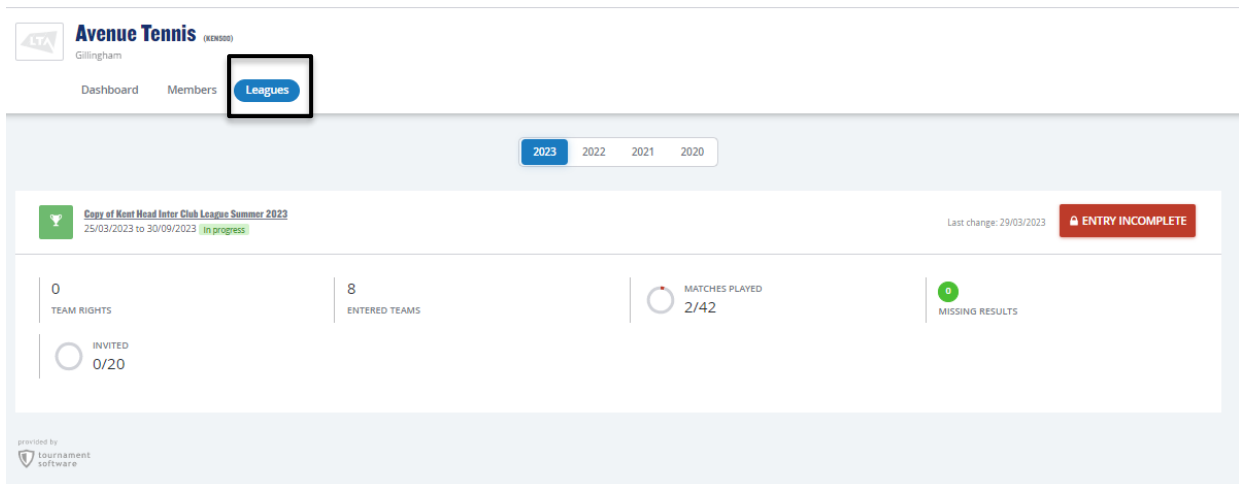
This information can be exported into an excel sheet if required, by clicking on the right-hand side export square with an arrow in it.



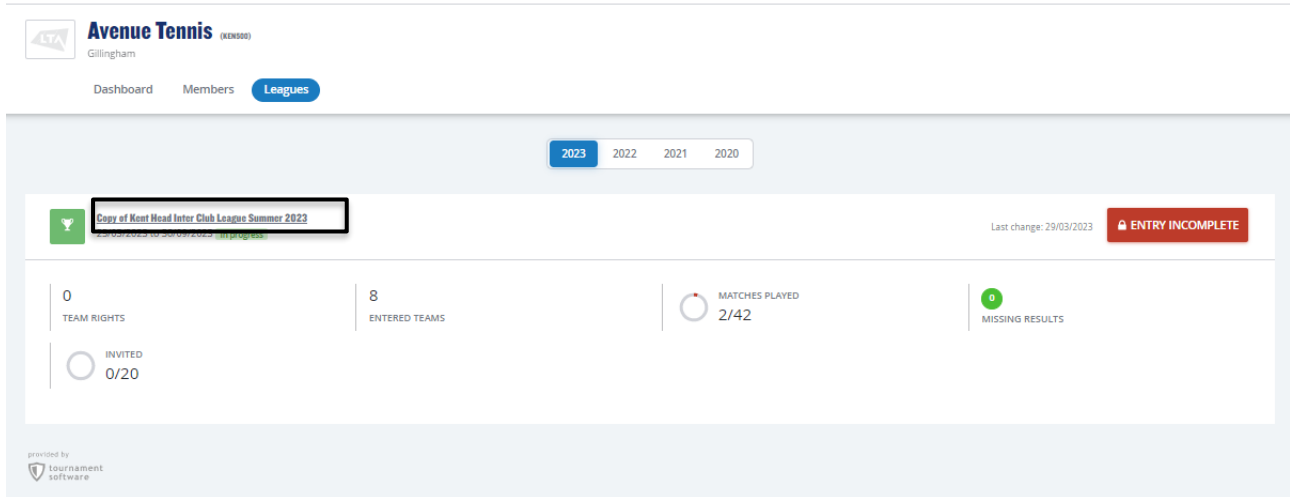
You will find the export in your downloads on your computer, and it will open in the below format. This information is useful should you need to send a mass email to members.

Member ID	Name	Age	Gender	Singles	Doubles
104911751	Abel, Richard	21-03-1960 (63)	Male	0 (0)	0 (0)
108332951	Abery, Alison	13/12/1962 (60)	Female	18 (0)	0 (0)
112623952	Aboa-Bradwell, Anthony	12-10-2002 (20)	M	20 (0)	0 (0)
113991134	Adegbite, Seyi	13-4-1997 (26)	F	0 (0)	0 (0)
111342093	Aiyathurai, Ashwin	24-4-2007 (15)	M	20 (0)	0 (0)

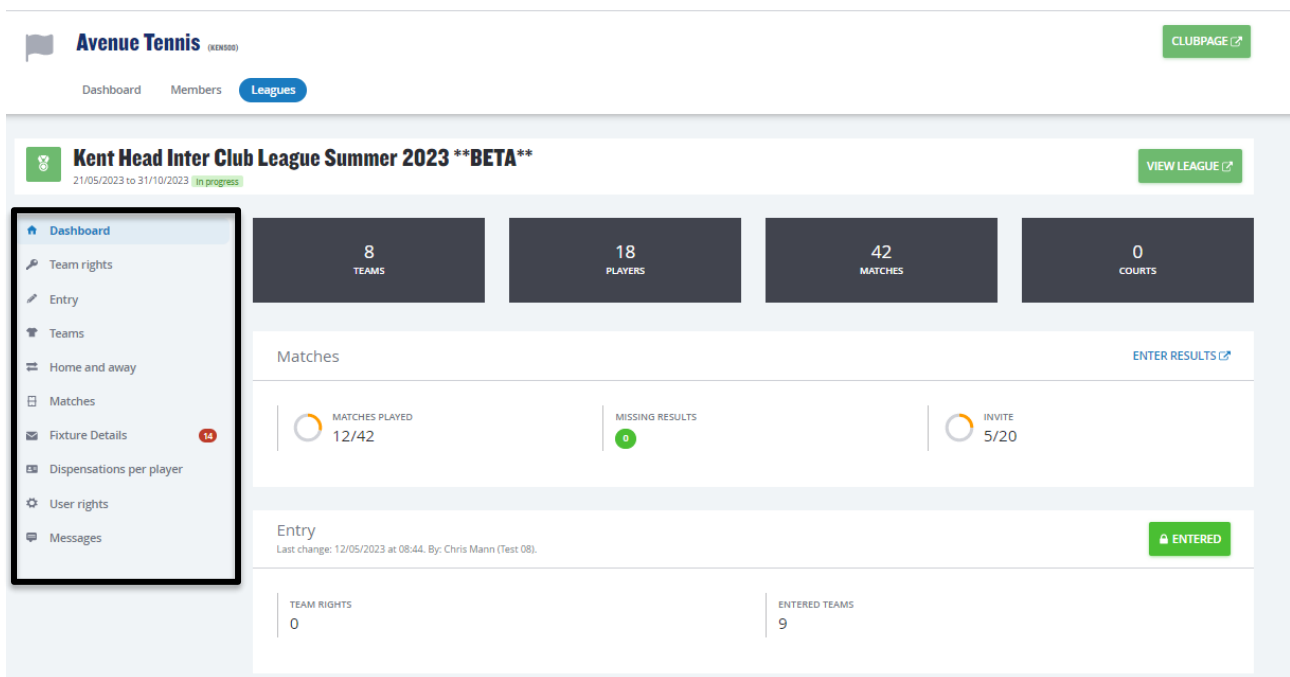
- **Leagues** – This tab displays the league information for which you are a Club Admin.



To access the league, click on the underlined league name.



This will open your main dashboard for the specific league for which you are a Club Admin. Within this page are a number of editable **settings** tabs on the left-hand side.



TEAM ENTRY

To enter or edit a team entry, select **Entry** followed by **Edit**. This section is only editable until the entry deadline, at which point the Edit option is removed.

Avenue Tennis (KENT) CLUBPAGE

Dashboard Members **Leagues**

Kent Head Inter Club League Summer 2023 **BETA** VIEW LEAGUE

21/05/2023 to 31/10/2023 Open for entries

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details 14
Dispensations per player
User rights
Messages

You can change this entry until 14/06/2023 at 16:00.

Last change: 12/05/2023 at 08:44. By: Chris Mann (Test 08).

Teams EDIT

9 teams

Mens Doubles (4MD)	Division 10 - Avenue Tennis 4	
Mens Doubles (4MD)	Division 3 - Avenue Tennis 1	
Mens Doubles (4MD)	Division 5 - Avenue Tennis 2	Chris Mann (Test 09)
Mens Doubles (4MD)	Division 5 - Avenue Tennis 3	
Ladies Doubles (4WD)	Division 4 - Avenue Ladies 1	
Ladies Doubles (4WD)	Division 6 - Avenue Ladies 2	
Ladies Midweek Doubles (4WD)	Division 4 - Avenue Ladies Midweek	
Mixed Doubles (4XD)	Division 3 - Avenue Mixed 1	
Mixed Doubles (4XD)	Division 7 - Avenue Mixed 2	

Within the **Entry** section, you have the ability to add a team via the **+Add team** button or **edit** and **withdraw** a team via the **Actions** dropdown button.

Copy of Kent Head Inter Club League Summer 2023 VIEW LEAGUE

25/03/2023 to 30/09/2023 Open for entries

1 My teams **2 Confirmation** SUBMIT

My teams Entry Incomplete TEAMS COMPLETE 8/8

+ ADD TEAM

Based on your entries from last year we have prepared a number of teams for you so that you can make changes with ease.

8 teams

	League type	Event	Team	Team captain	Players	Average	Remarks
New	Mens Doubles (4MD)	Division 3	Avenue Mens 1				
New	Mens Doubles (4MD)	Division 5	Avenue Mens 2	Chris Mann (Test 09)	1		
New	Mens Doubles (4MD)	Division 5	Avenue Mens 3				
New	Ladies Doubles (4WD)	Division 4	Avenue Ladies 1				
New	Ladies Doubles (4WD)	Division 6	Avenue Ladies 2				
New	Ladies Midweek Doubles (4WD)	Division 4	Avenue Ladies Midweek				
New	Mixed Doubles (4XD)	Division 3	Avenue Mixed 1				
New	Mixed Doubles (4XD)	Division 7	Avenue Mixed 2				

ACTIONS

ACTIONS

ACTIONS

ACTIONS

ACTIONS

ACTIONS

ACTIONS

ACTIONS

ACTIONS

SUBMIT

+Add team – This allows you to add the details of a team into the league including the gender, league type (event) and division. Click **Add** to continue.

Add team
✕

Team
Follow the steps below and fill out information to add a new team.

Women
⌵

Ladies Doubles (4WD)
⌵

Division 7
⌵

3
?

CANCEL
ADD

Edit / Withdraw – A team that has already been added can be edited or withdrawn using the **edit** dropdown selection under **Actions**. Within this section the event can be changed, the team captain for the team can be added along with the players.

Copy of Kent Head Inter Club League Summer 2023

VIEW LEAGUE ?

1
My teams

2
Confirmation

SUBMIT

My teams TEAMS COMPLETE 8/8

Entry incomplete

+ ADD TEAM

? Based on your entries from last year we have prepared a number of teams for you so that you can make changes with ease.

	League type	Event	Team	Team captain	Players	Average	Remarks
New	Mens Doubles (4MD)	Division 3	Avenue Mens 1				ACTIONS ⌵
New	Mens Doubles (4MD)	Division 5	Avenue Mens 2	Chris Mann (Test 09)	1		ACTIONS ⌵
New	Mens Doubles (4MD)	Division 5	Avenue Mens 3				ACTIONS ⌵
New	Ladies Doubles (4WD)	Division 4	Avenue Ladies 1				ACTIONS ⌵
New	Ladies Doubles (4WD)	Division 6	Avenue Ladies 2				ACTIONS ⌵
New	Ladies Midweek Doubles (4WD)	Division 4	Avenue Ladies Midweek				ACTIONS ⌵
New	Mixed Doubles (4XD)	Division 3	Avenue Mixed 1				ACTIONS ⌵
New	Mixed Doubles (4XD)	Division 7	Avenue Mixed 2				ACTIONS ⌵

Edit team

Team
You can edit this team through a promotion request and modifying players.

Gender
Men

League type
Mens Doubles (4MD)

Event
Division 3

Name
Avenue Mens 1

Add team captain
Optionally add a team captain to this team. This can also be done later.

Q | Add a captain, search by name/Member ID

[+ Request promotion or relegation](#)

Add players
To request a promotion you must add players to the team. You can do this through the search option below.

Q | Add a player, search by name/Member ID

Avenue Mens 1

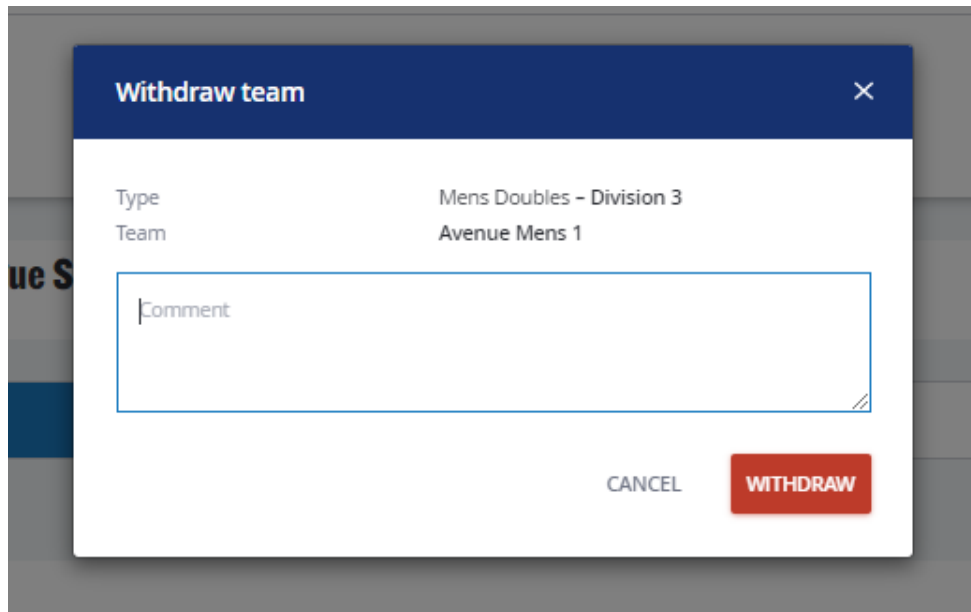
No players have been added to this team.

CANCEL **SAVE**

To add members please search using the person's name or LTA number. This can also be done in the **Teams** section as outlined further in this guide.

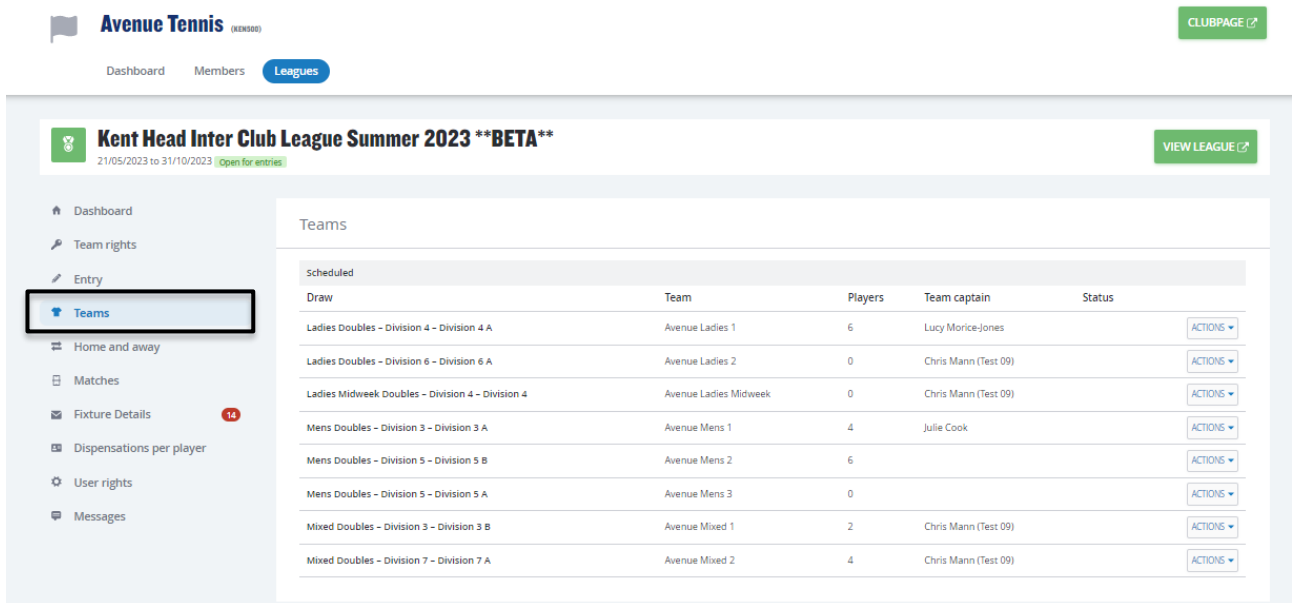
In addition, a request can be made for **promotion** or **relegation**.

Withdraw – A team can be withdrawn and a comment input using the dropdown selection **withdraw** under **Actions**.



ADDING, EDITING OR DELETING PLAYERS IN TEAMS

Select **Teams** to have an overview of the club's entered teams for the respective league.



Within this section you can **add players** to each team, **assign team captains** and view each **team's page** on the Competitions portal.

To edit players in a team, select the **Actions** dropdown following by **Edit players**.

Kent Head Inter Club League Summer 2023 **BETA** 21/05/2023 to 31/10/2023 [Open for entries](#) VIEW LEAGUE

- Dashboard
- Team rights
- Entry
- Teams**
- Home and away
- Matches
- Fixture Details 14
- Dispensations per player
- User rights
- Messages

Teams

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

Players who appear in the list can be **deleted**, new players can be **added**, and players can be imported from entry.

×

Team players

Avenue Ladies 1

Q Add a player, search by name/Member ID

Name	Age	
carl beckwith <small>M, 115066342</small>	27/05/1980 (42)	
Liam Billington <small>M, 104889609</small>	14/03/1989 (34)	
William Connop <small>M, 112803401</small>	24/02/2011 (12)	
Mark Costen <small>10.2 M, 109447312</small>	18/08/1971 (51)	
Chris Mann (Test 09) <small>10.1 M, 113602029</small>	01/01/1985 (38)	
Julia Bradley <small>F, 112700711</small>	16/09/1945 (77)	
Natsha Julian <small>10.2 F, 113571401</small>	02/01/1971 (52)	

+ IMPORT PLAYERS FROM ENTRY

Players that were submitted in the entry will be imported.

CLOSE

When adding new players, you can search by their name or LTA number. To **add a player**, select the green circle with a plus sign.



Team players

Avenue Ladies 1



Christopher Barge (103890496)

Avenue Tennis

M, 31



Christine Dixon (107291943)

Avenue Tennis

F, 75



Christopher Hookway (110413489)

Avenue Tennis

M, 17



Julia Bradley

F, 112700711

16/09/1945 (77)



Natsha Julian

F, 113571401

02/01/1971 (52)



+ IMPORT PLAYERS FROM ENTRY

Players that were submitted in the entry will be imported.

CLOSE

You can add players from your own club by searching by name or Member ID. If you want to add players from a different club you must search by their full Member ID.

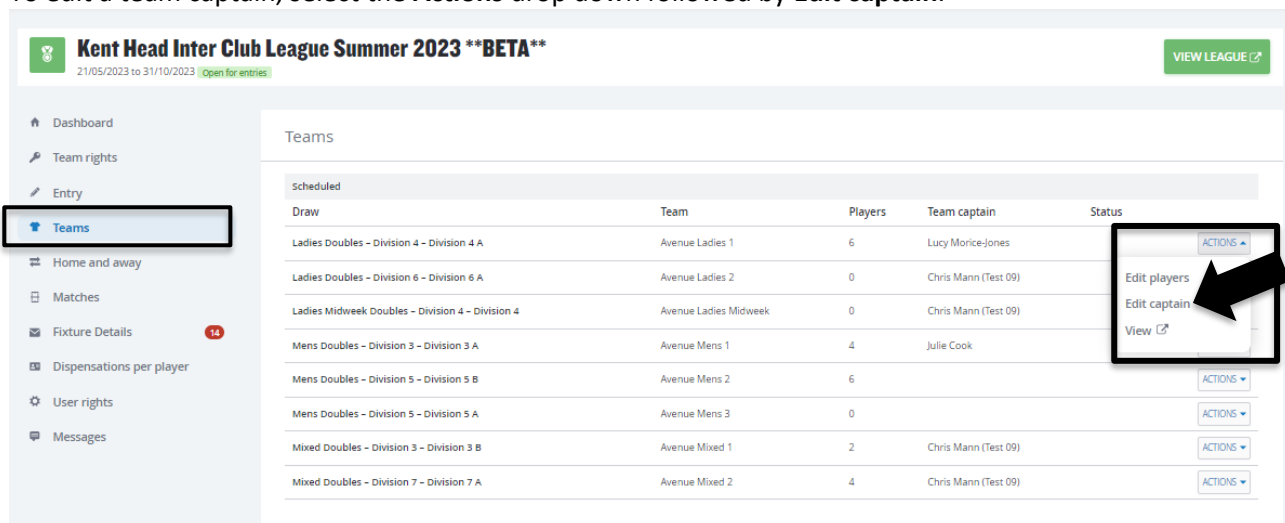
Team captain

Lucy Morice-Jones

Chris Mann (Test 09)

ADDING, EDITING OR DELETING TEAM CAPTAINS

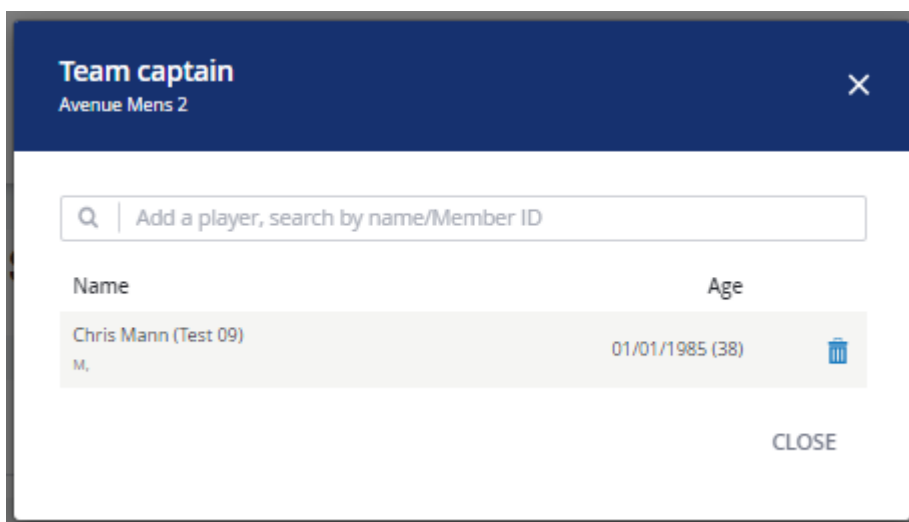
To edit a team captain, select the **Actions** drop down followed by **Edit captain**.



Kent Head Inter Club League Summer 2023 **BETA**
21/05/2023 to 31/10/2023 [Open for entries](#) [VIEW LEAGUE](#)

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details 14
Dispensations per player
User rights
Messages

Draw	Team	Players	Team captain	Status
Scheduled				
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS



Team captain
Avenue Mens 2

Q | Add a player, search by name/Member ID

Name	Age
Chris Mann (Test 09) M,	01/01/1985 (38)

CLOSE

Once a team captain role has been assigned, the team captain will have access to submit results for all of the club's home matches and will have the ability to reschedule, relocate and swap home/away matches for their team only if access have been given by the League Admin.

If all access have been given by the League admin, in the example above, Chris Mann (Test 09) has been assigned as Team Captain for Mens Doubles – Division 5 – Division 5 b – therefore as Team Captain Chris Mann (Test 09) will have access to reschedule, relocate, and swap home/away matches for Mens Doubles – Division 5 – Division 5 b at Avenue Tennis Club only. Chris Mann (Test 09) will be able to submit all home club match results for Avenue Tennis.

TEAM PAGE VIEW

To have an overview of each team's view page, select the **Actions** drop down following by **View**.

Kent Head Inter Club League Summer 2023 **BETA**
21/05/2023 to 31/10/2023 [Open for entries](#) [VIEW LEAGUE](#)

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details **14**
Dispensations per player
User rights
Messages

Teams

Scheduled

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

Callout box for first team: [ACTIONS](#)
[Edit players](#)
[Edit captain](#)
[View](#)

This will open a new tab on your browser which will be a **team dashboard** for members of this team which includes upcoming matches, match results, team players and team captain information.

Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTAD/EMO



Avenue Ladies 1

FAVOURITE

Ladies Doubles - Division 4 - Division 4 A

Standing

STANDINGS

STANDING	PLAYED	POINTS	HISTORY
7	1	0	1

Team captain

Lucy Morice-Jones

07805430717

lucymoricejones@yahoo.co.uk

Matches

CALENDAR

Sun 30/07/2023	Herne Bay Ladies 2 - Avenue Ladies 1	
Sun 30/07/2023	Avenue Ladies 1 0-1 Bearsted Ladies 2	✓
Sun 30/07/2023	Avenue Ladies 1 - Broadstairs Ladies	✓
Sun 30/07/2023	Avenue Ladies 1 - David Lloyd Beckenham Ladies 1	✓
Sun 30/07/2023	David Lloyd Dartford Ladies - Avenue Ladies 1	
Sun 30/07/2023	Frindsbury Ladies - Avenue Ladies 1	
Sun 30/07/2023	Frindsbury Ladies - Avenue Ladies 1	

Club

Avenue Tennis (102500)

ROUTE

Players

1	CB Carl Beckwith	Win-Loss	0-0 (0)
2	LB Liam Billington	Win-Loss	0-0 (0)
3	WC William Connop	Win-Loss	0-0 (0)

FIXTURE DETAILS

Once the groups and schedules are created and the status of the league is set to League Visible, as a Club Admin you will have the ability to fill in fixture details.

Select **Fixture Details** as below. The fixture details can be filtered by week as below.

The screenshot shows the 'Avenue Tennis' interface. At the top, there's a navigation bar with 'Dashboard', 'Members', and 'Leagues'. The main header displays 'Kent Head Inter Club League Summer 2023 **BETA**' with a 'VIEW LEAGUE' button. A sidebar on the left contains navigation options: 'Dashboard', 'Team rights', 'Entry', 'Teams', 'Home and away', 'Matches', 'Fixture Details' (highlighted with a red box and a notification badge), 'Dispensations per player', 'User rights', and 'Messages'. The main content area is titled 'Fixture Details' and shows 'Week 23' with a 'FIXTURES UPDATED 5/20' indicator. A 'CANCEL' button and a 'SAVE' button are visible. A blue notification bar states: 'You can send invitations until 25 days before the match.' Below this, the fixture details for 'Week 23' are shown for 'Sat 10/06/2023'. The fixture is 'Mens Doubles - Division 5 - Division 5 B' and 'Avenue Mens 2 - Gravesham Mens 2'. The right-hand side of the fixture form includes fields for 'Date' (10/06/2023), 'Attendance' (0 : 00), 'Start' (0 : 00), 'Team Captain' (Search a team captain), and 'Announcement'. A 'Copy data to next matches' checkbox is at the bottom right. The status is 'Incomplete'.

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

Start – What time the match should start.

Attendance – What time the teams should be at the venue.

Date - The date set by the League Admin for the match to be completed. This can be changed.

Team Captain – The details of the team captain for the team/match. After selecting the person’s name, their phone and email will be visible. If the Team Captain has already been assigned, these details will be pre-populated in the invite.

Announcement – Any extra information that may be required for the match.

Once fixture details have been completed, the saved information will be visible for you as Club Admin, Team Captains and via the club’s public league page.

Completed fixture details including announcement.

Sun 30/07/2023 Complete 86 days left

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

Date	30/07/2023
Attendance	10 : 00
Start	10 : 30
Team Captain	Chris Mann (Test 09) +442084877000 chris.mann@tennisofficial.co.uk <input checked="" type="checkbox"/> Result entry
Announcement	Parking onsite available.

Copy data to next matches.

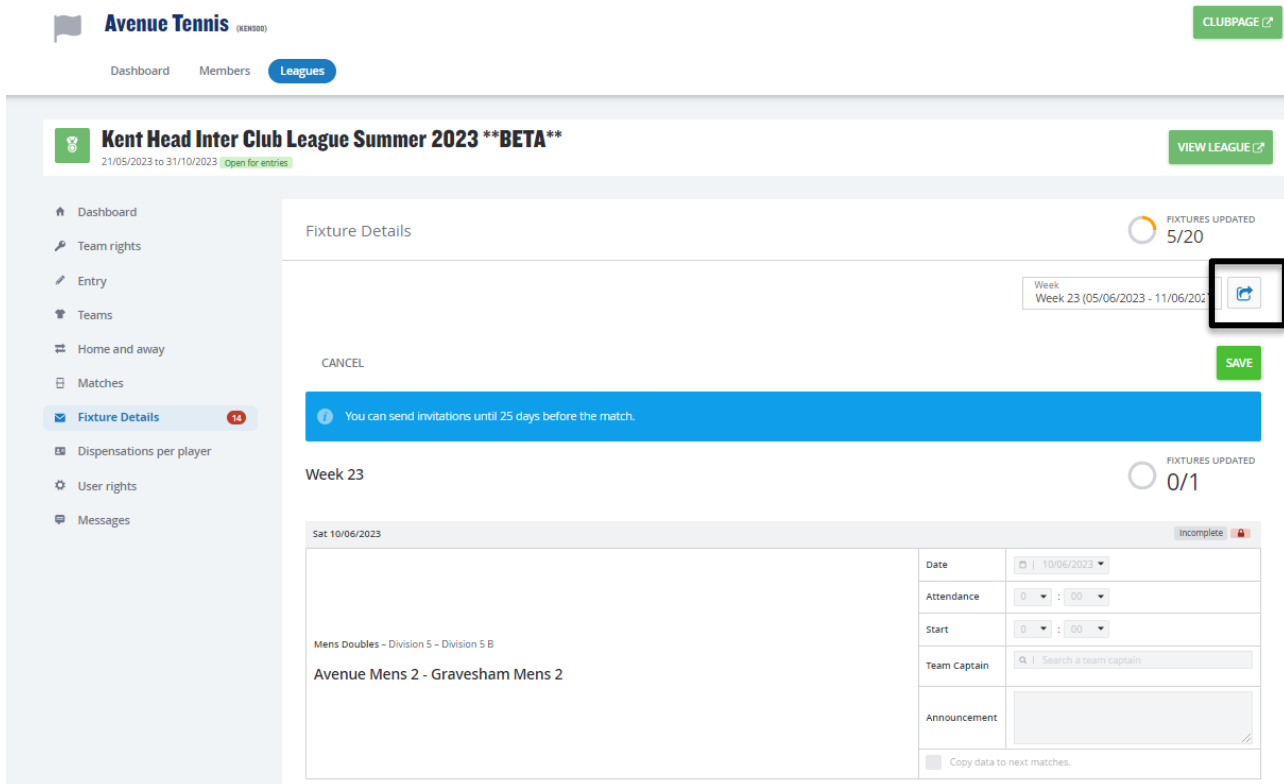
Club Admin and Team Captain view. Select View League.

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' page. At the top right, there is a 'VIEW LEAGUE' button highlighted with a red box. Below the header, there is a navigation menu on the left with options like Dashboard, Team rights, Entry, Teams, Home and away, Matches, Invite, Dispersions per player, User rights, and Messages. The main content area shows the league details for 'Week 30' and a list of matches for 'Sun 30/07/2023'. The matches are: Avenue Mens 2 vs Kemsing Mens 1 (10:30), Avenue Mens 1 vs Maidstone LTC Mens 1 (10:45), Avenue Ladies 1 vs Club Lloyd Beckenham Ladies 1 (14:30), and Avenue Mens 1 vs Sydenham Mens 1 (15:30). Each match has a green checkmark icon to its right.

Announcement visible when selecting the match.

The screenshot shows the match details for 'Mens Doubles - Division 5 - Division 5 B' on 30 July 2023. The match is between Avenue Mens 2 (Home) and Kemsing Mens 1 (Away) at 10:30. A blue announcement bar is visible at the bottom, stating 'Parking onsite available.' with an 'Edit announcement' link. The match details include 'Matches: 0-0', 'Sets: 0-0', and 'Games: 0-0'. There are buttons for 'CHANGE RESULTS' and 'MATCH PROPERTIES'.

Export – All fixture details can be exported using the export button on the right-hand of the page.



You will find the export in your downloads on your computer. This will open in the below format and will include the team names, captain details, and invite information.

A	B	C	D	E	F	G	H	I	J	K	L
League type	Division	Draw	Team 1	Team 2	Attendance	Start	Court surface	Team Captain	Announcement	Already played	Complete
Mens Doubles	Division 5	Division 5 B	Avenue Mens 2	Kemsing Mens 1	30-07-2023 10:00:00	30-07-2023 10:30:00	Unknown	Chris Mann (Test 09)	Parking onsite available.	False	False
Mens Doubles	Division 3	Division 3 A	Avenue Mens 1	Maidstone LTC Mens 1	30-07-2023 10:00:00	30-07-2023 10:45:00	Unknown	Tom Bentley	Test invite 20/04	False	False
Ladies Doubles	Division 4	Division 4 A	Avenue Ladies 1	David Lloyd Beckenham Ladies 1	30-07-2023 14:00:00	30-07-2023 14:30:00	Unknown	Lucy Morice-Jones		False	False
Mens Doubles	Division 3	Division 3 A	Avenue Mens 1	Sydenham Mens 1	30-07-2023 15:00:00	30-07-2023 15:30:00	Unknown	Tom Bentley	Parking onsite available, please arrive early.	False	False
Mens Doubles	Division 5	Division 5 B	Avenue Mens 2	Bromley LTC Mens 3	31-07-2023 00:00:00	31-07-2023 09:00:00	Unknown	Chris Mann (Test 09)		False	False

RESCHEDULING, MATCH RELOCATION, HOME & AWAY SWAP

As a Club Admin, depending on your league settings assigned by your league administrator, you may have access to reschedule, relocate, or swap home and away matches for your club's home matches via **Match Properties**.

Select **Teams** followed by **View** within the **Actions** dropdown button.

Kent Head Inter Club League Summer 2023 **BETA** 21/05/2023 to 31/10/2023 [Open for entries](#) [VIEW LEAGUE](#)

- Dashboard
- Team rights
- Entry
- Teams**
- Home and away
- Matches
- Fixture Details 14
- Dispensations per player
- User rights
- Messages

Teams

Scheduled

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS


Actions menu: Edit players, Edit captain, View

A new tab will open presenting you with the draw page for the team selected. Within this page, you have the ability to **reschedule**, **relocate**, or **swap home and away** matches for your club's home matches only.

Click on the **grey box** where the team names are written (do not click the green icon as this will take you to the entering of match results).

Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTADEMO



Avenue Ladies 2

Ladies Doubles - Division 6 - Division 6 A

FAVOURITE

Standing STANDINGS

STANDING	PLAYED	POINTS	HISTORY
1	0	0	

Club

ROUTE

Avenue Tennis (KENS00)

Matches CALENDAR

Sun 30/07/2023	Avenue Ladies 2 - Herne Bay Ladies 3	✖
Sun 30/07/2023	Shooters Hill Ladies - Avenue Ladies 2	
Sun 30/07/2023	David Lloyd Beckenham Ladies 3 - Avenue Ladies 2	
Sun 30/07/2023	Tonbridge Ladies 2 - Avenue Ladies 2	
Sun 30/07/2023	Avenue Ladies 2 - David Lloyd Kingshill Ladies 4	✖
Sun 30/07/2023	Avenue Ladies 2 - Kings Hill Community Tennis Ladies 1	✖

The following page will open where you will find the **Match Properties** toggle on the right-hand side of the banner at the top of the page

Kent Head Inter Club League Summer 2024

23 March - 28 September Siobhan Butler

Home

Bearsted Mixed 4

Mixed Doubles - Division 7 - Division 7 B

Round 4 - 07 July 2024

13:00

Arrival time: 13:00

Away

Knoll (Orpington) Mixed 3

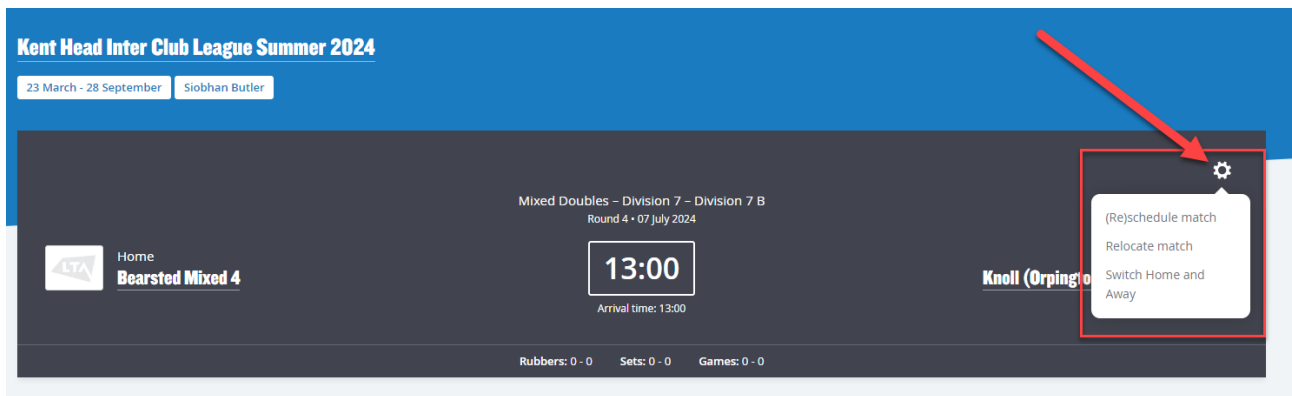
⚙️

Rubbers: 0 - 0

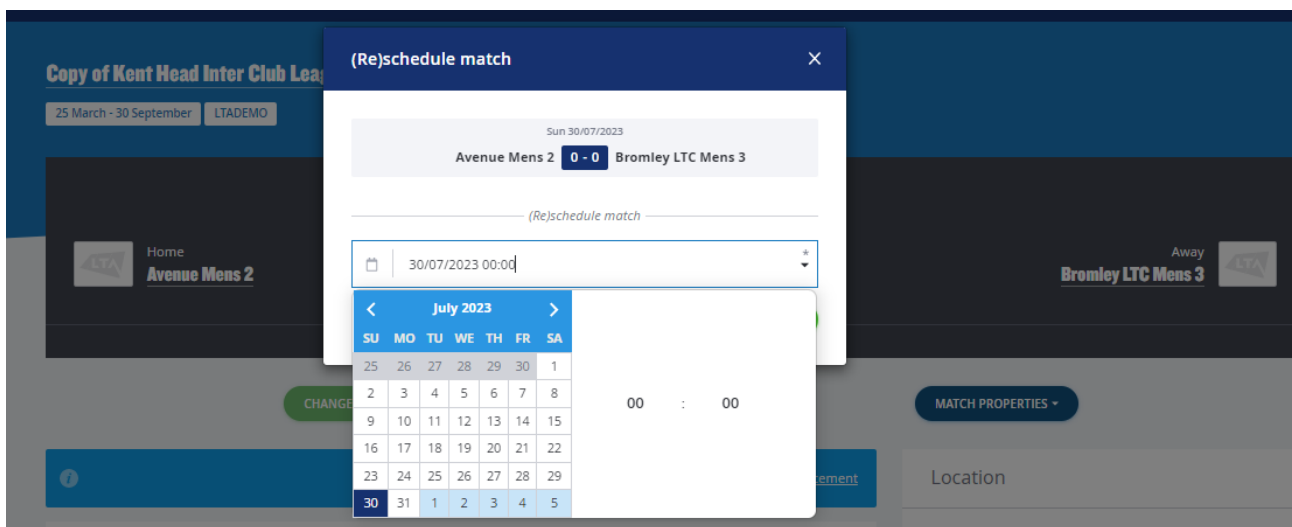
Sets: 0 - 0

Games: 0 - 0

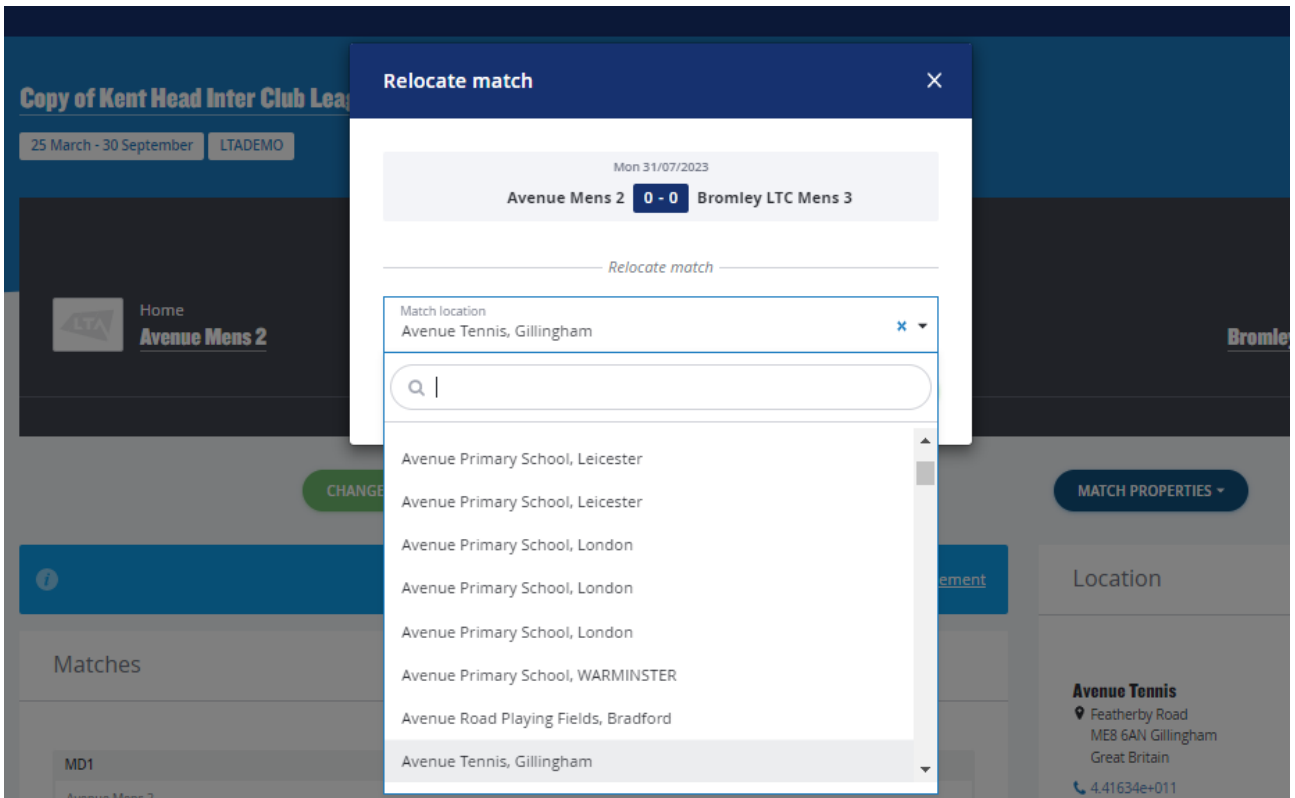
Once **the toggle** is selected a drop down will allow you to **reschedule** a match, **relocate** a match or **switch the match home and away**. The options that appear to you as Club Administrator are managed by the settings of your league – you may therefore not have all of the below options visible to you.



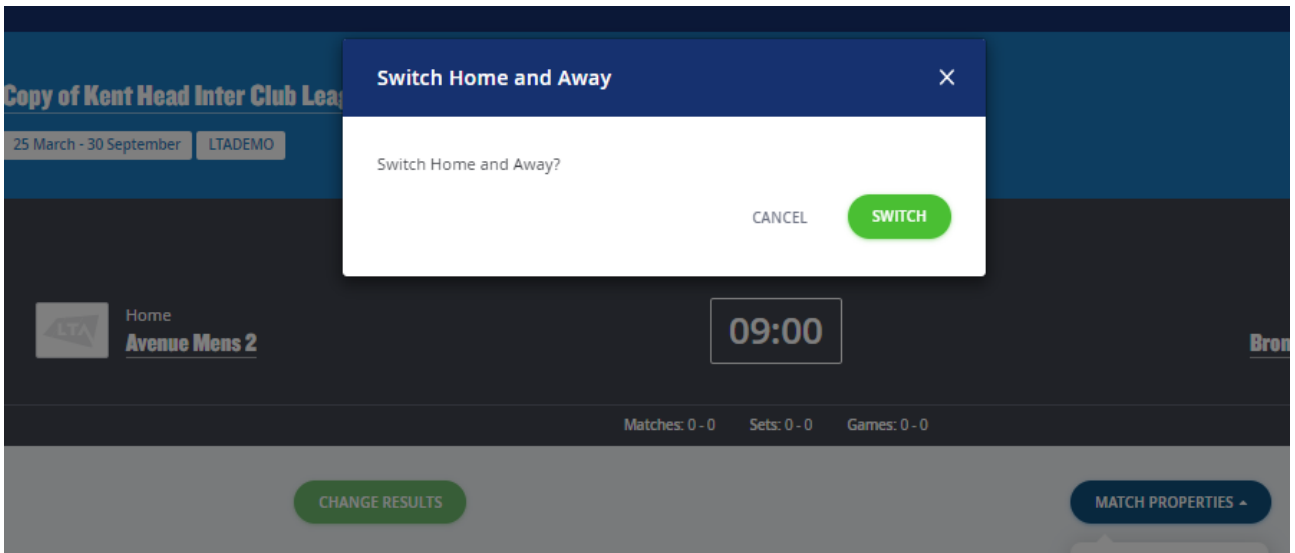
Reschedule Match – Allows you to change the date and time of the match.



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

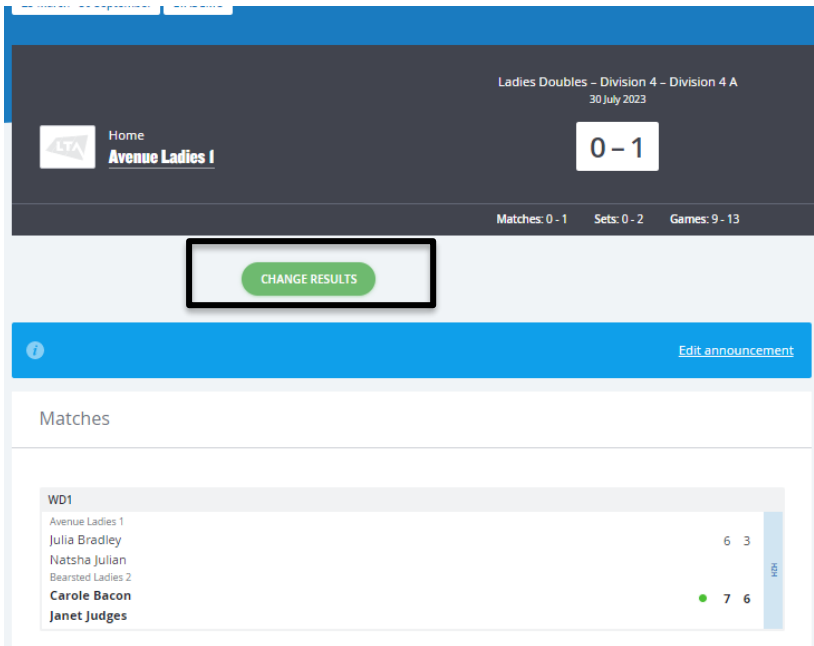


Switch Home and Away – Allows you to change your home match to away.

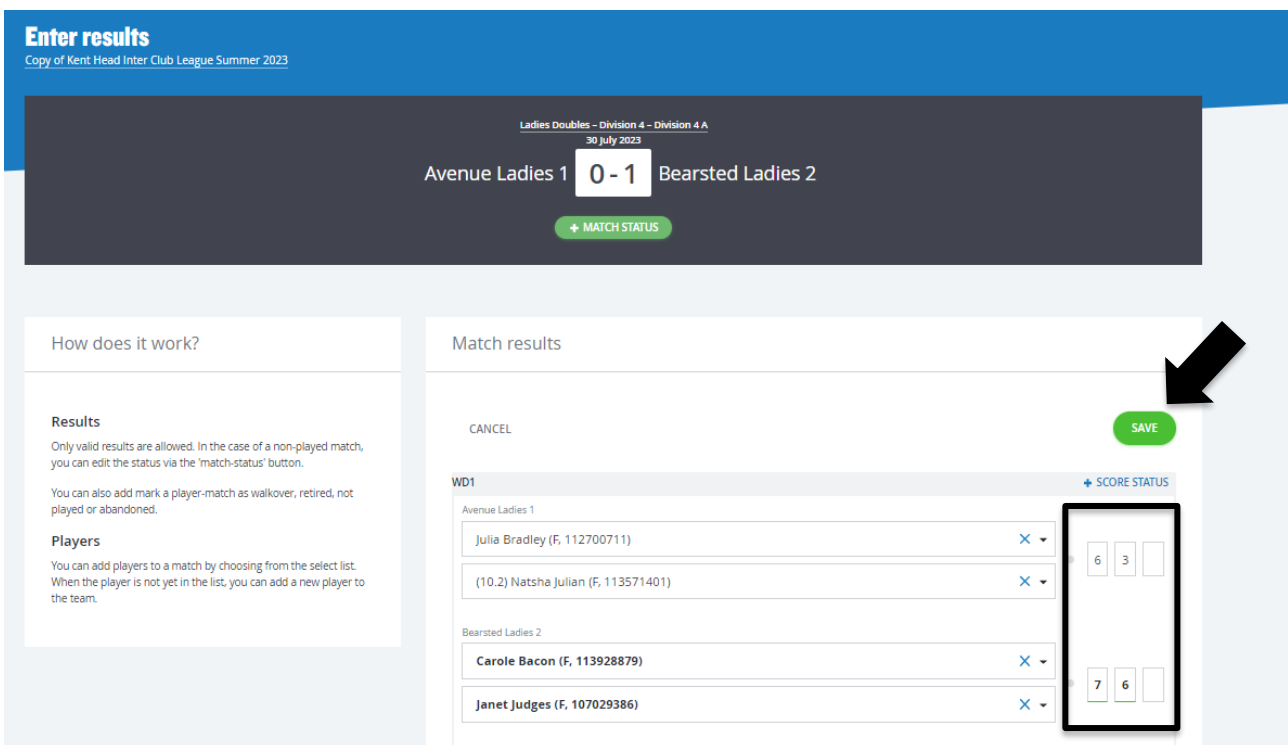


N.B Club Admins will only have this access for their club's home games only. The Match Properties button will not appear for other matches.

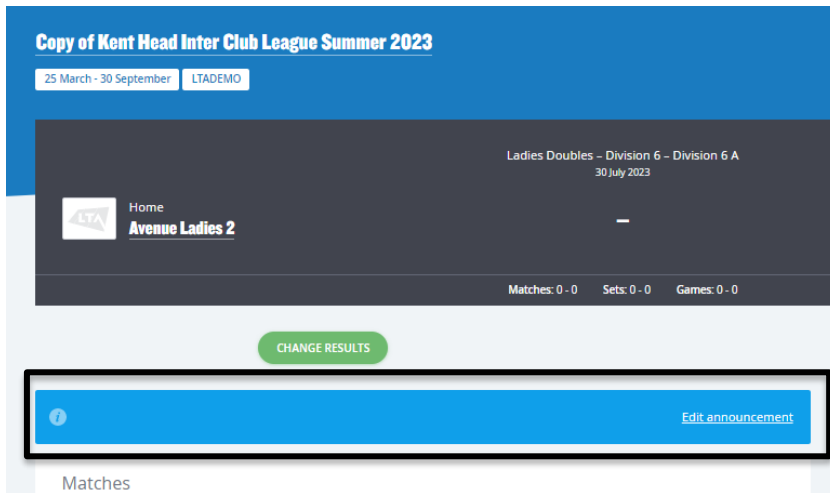
Within this same screen, you have the ability to change a result. A Team Captain is able to enter results for their home matches, should these need to be amended once submitted, click on **Change Result**.



The **result entry** page will re-appear allowing you to make changes to the scores and to save.



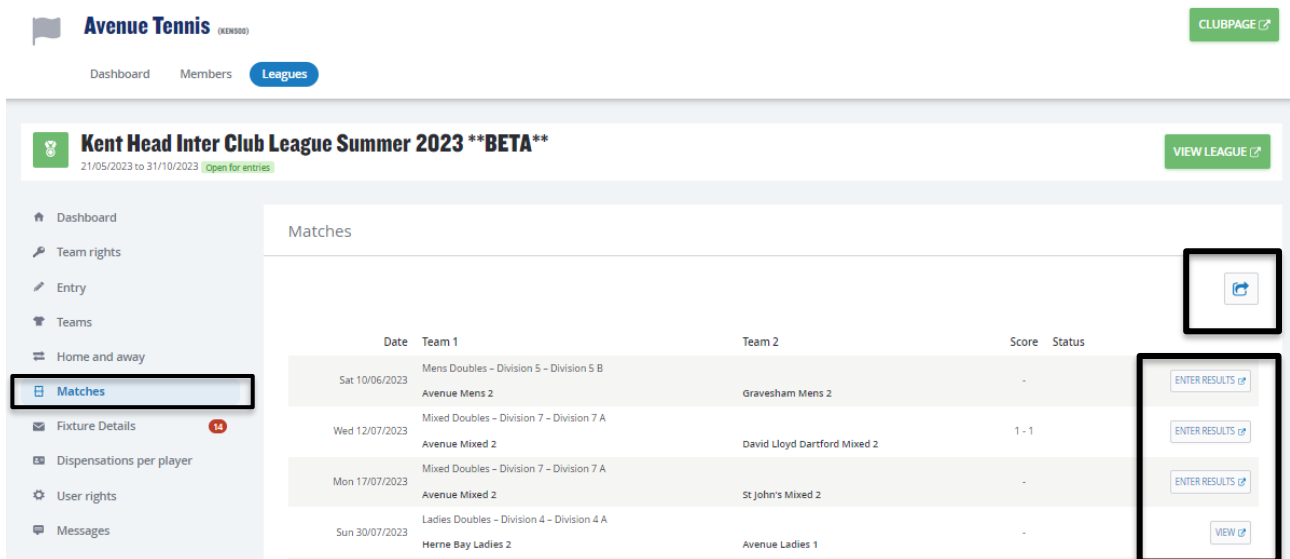
Within this page, you will also have access to the announcements, should you require to add a comment to the match.



RESULTS ENTRY AND MATCH STATUS UPDATE

Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select **Matches**.

This provides you with an overview of all matches for your club within all divisions. You have the option to **View** the rubber or **Enter Results**.



View – Outlines the rubbers for both teams with location information.

Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTADEMO

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

Home **Herne Bay Ladies 2** – **Avenue Ladies 1** Away

Matches: 0 - 0 Sets: 0 - 0 Games: 0 - 0

Matches

WD1
Herne Bay Ladies 2
Avenue Ladies 1

WD2
Herne Bay Ladies 2
Avenue Ladies 1

WD3
Herne Bay Ladies 2
Avenue Ladies 1

WD4
Herne Bay Ladies 2
Avenue Ladies 1

Location

Herne Bay LTC
Herne Bay Tennis Club, Herne Bay Sports Hub
CT6 5DN Herne Bay
Great Britain
07977512373
l-warnock@sky.com
https://www.hernebaytennis.co.uk/

Team captains

Lucy Morice-Jones
Avenue Ladies 1
07805430717
lucymoricejones@yahoo.co.uk

Enter Results – The entry page will appear. You have the ability to add players, enter scores, add a score status, and match status.

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** Bearsted Ladies 2

+ MATCH STATUS

How does it work?

Results
Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.
You can also add mark a player-match as walkover, retired, not played or abandoned.

Players
You can add players to a match by choosing from the select list. When the player is not yet in the list, you can add a new player to the team.

Match results

CANCEL **SAVE**

WD1 **+ SCORE STATUS**

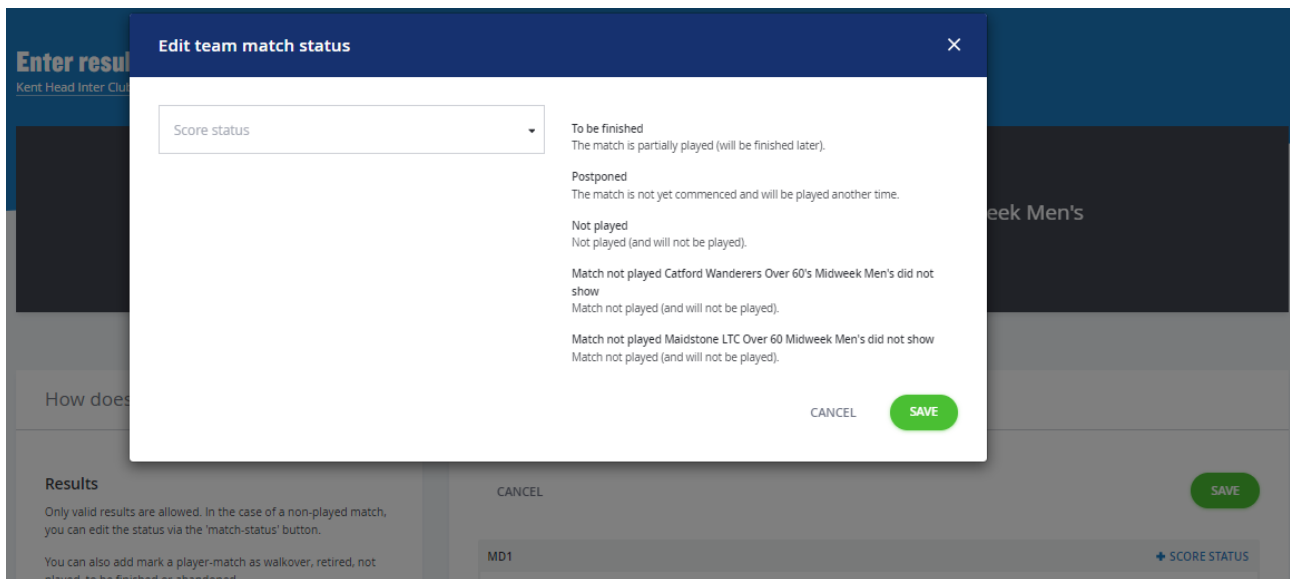
Avenue Ladies 1
Home player 1 [] [] []
Home player 2 [] [] []

Bearsted Ladies 2
Away player 1 [] [] []
Away player 2 [] [] []

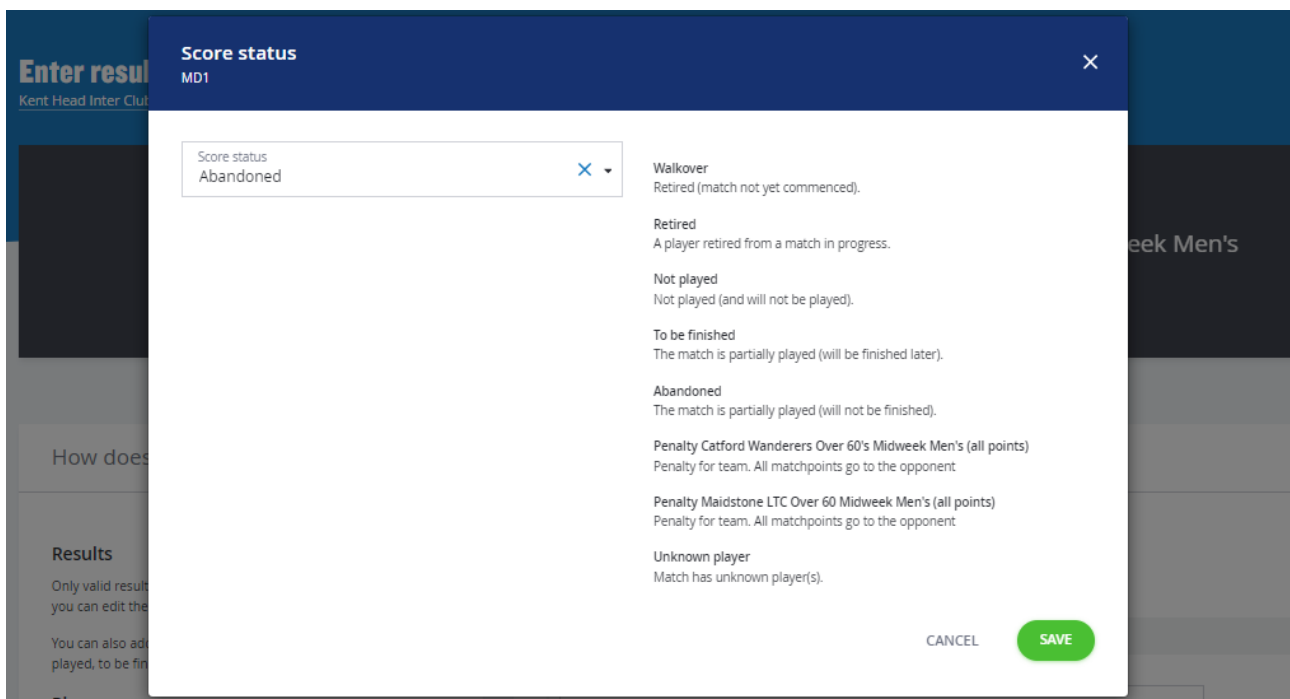
WD2 **+ SCORE STATUS**

Avenue Ladies 1
Home player 1 [] [] []
Home player 2 [] [] []

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



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



Not played: rubber is completed and no score is allowed - **will be calculated in standings.**
Abandoned: rubber is completed and a score is allowed - **will be calculated in standings.**
To be finished: rubber is not completed and a score is allowed - **won't be calculated in standings.**

Score status of **abandoned** for a rubber would mean that that rubber is not included in the standings calculation but the overall team match would be.

Score status of **walkover, retired and not played** - all calculate in standings.

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

Enter results
Copy of Kent Head Inter Club League Summer 2023

Mens Doubles – Division 5 – Division 5 B
30 July 2023

Avenue Mens 2 **0 - 0** Kemsing Mens 1

+ MATCH STATUS

How does it work?

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 2

Home player 1

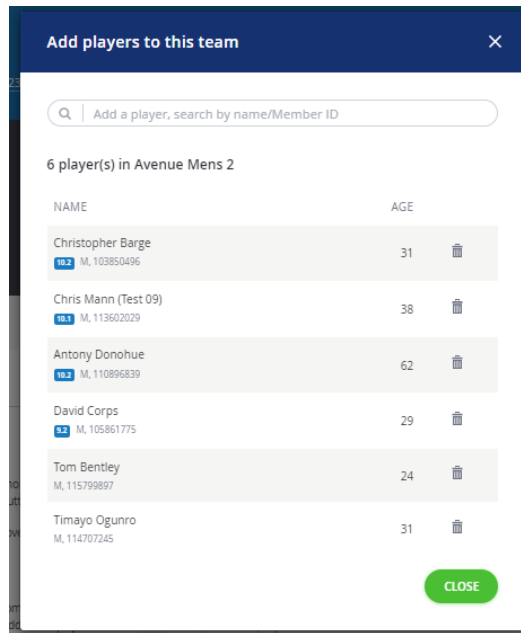
Home player 2

Kemsing Mens 1

Away player 1

Away player 2

To add players, search by the player's 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.

Match results



To submit 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 the Team Captain copying the League Organiser of the unknown player result requesting to ask the player to link their venue to their LTA account.

Once the player has linked their venue through their LTA account, the score can be updated. The 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

4 4

Knoll (Orpington) Mens 3

(7.1) Tim Pastron (M, 107131007) X

Christopher McMahon (M, 112640665) X

6 6

Match results

CANCEL SAVE

MD1 + SCORE STATUS

Avenue Mens 3

Unknown player X

Unknown player X

4 4

Knoll (Orpington) Mens 3

(7.1) Tim Pastron (M, 107131007) X

Christopher McMahon (M, 112640665) X

6 6

Matches

MD1	
Avenue Mens 3	
Unknown player	Unknown player 4 4
Unknown player	
Knoll (Orpington) Mens 3	
Tim Pastron	● 6 6
Christopher McMahon	

N.B The ability to submit a match result with an unknown player will soon be removed. It will become mandatory for all players participating in an LTA League to be an LTA member affiliated to a venue.

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

Enter results

Copy of Kent Head Inter Club League Summer 2023

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

Avenue Ladies 1 **0 - 1** Bearsted Ladies 2

+ MATCH STATUS

How does it work?

Results
Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.

You can also add mark a player-match as walkover, retired, not played or abandoned.

Players
You can add players to a match by choosing from the select list. When the player is not yet in the list, you can add a new player to the team.

Match results

CANCEL

WD1

Avenue Ladies 1

Julia Bradley (F, 112700711) X

(10.2) Natsha Julian (F, 113571401) X

Bearsted Ladies 2

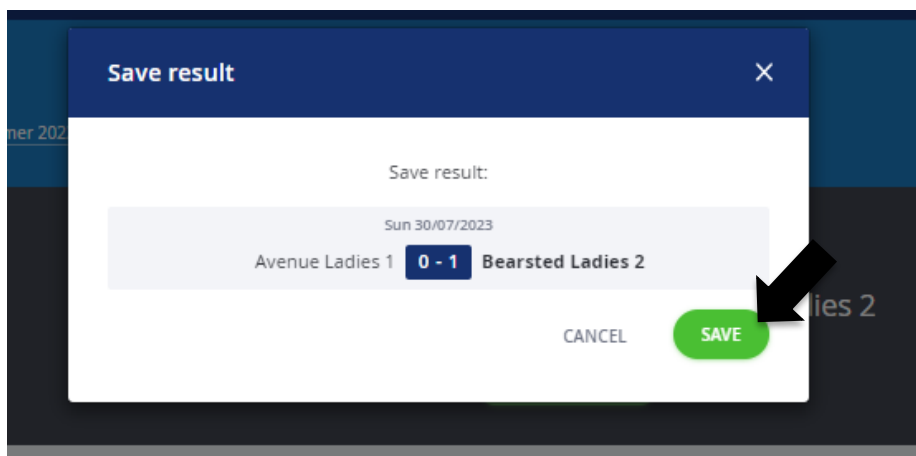
Carole Bacon (F, 113928879) X

Janet Judges (F, 107029386) X

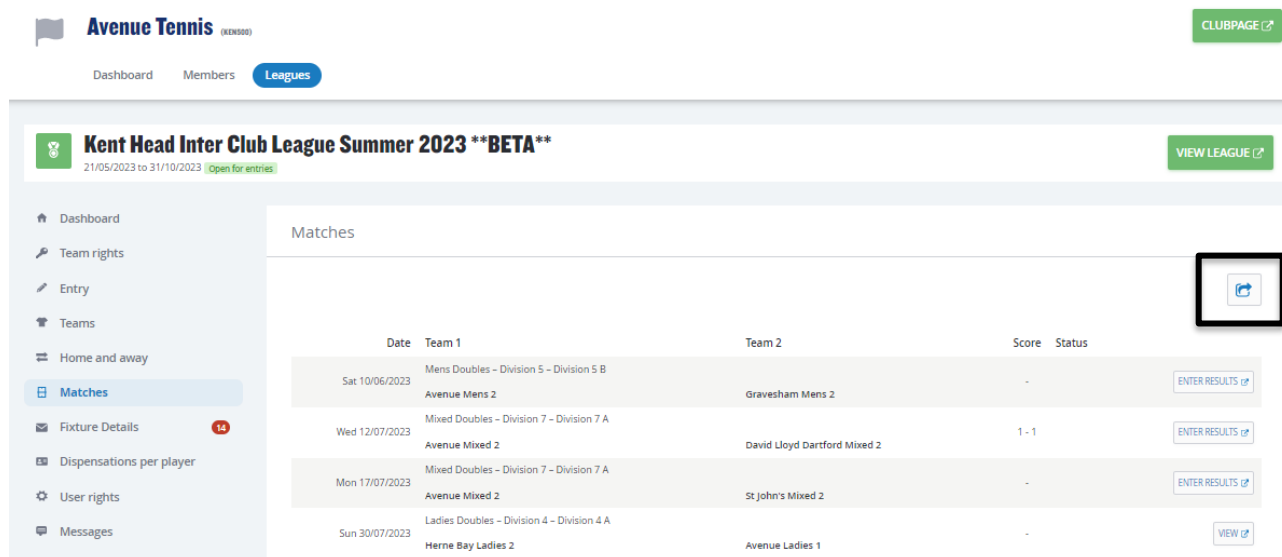
+ SCORE STATUS

6	3	
7	6	

SAVE



Matches Export – All matches and their results can be exported using the export button on the right-hand of the page.



You will find the export in your downloads on your computer. This will open in the below format and will include the draw information, team names, scores, and score status.

	A	B	C	D	E	F
1	Date	Draw	Team 1	Team 2	Score	Score status
2	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Herne Bay Ladies 2	Avenue Ladies 1		
3	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	Bearsted Ladies 2	0 - 1	
4	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	Broadstairs Ladies		
5	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	David Lloyd Beckenham Ladies 1		
6	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	David Lloyd Dartford Ladies	Avenue Ladies 1		
7	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Frindsbury Ladies	Avenue Ladies 1		

USER RIGHTS – ASSIGNING RESULTS ENTRY RIGHTS TO PLAYERS

Select **User Rights** following by **Add User Right** to proceed.

Avenue Tennis (125925103) CLUBPAGE

Dashboard Members **Leagues**

Kent Head Inter Club League Summer 2023 **BETA** VIEW LEAGUE

21/05/2023 to 31/10/2023 [Open for entries](#)

- Dashboard
- Team rights
- Entry
- Teams
- Home and away
- Matches
- Fixture Details 14
- Dispensations per player
- User rights
- Messages

User rights

[+ ADD USER RIGHT](#)

Name	Role	Valid	
Lucy Morice-Jones <small>F, 109955812</small>	Result entry	To 21/11/2023	ACTIONS
Tom Kirnon <small>M, 112423435</small>	Result entry	To 21/11/2023	ACTIONS
Julie Cook <small>F, 113303095</small>	Result entry	To 21/11/2023	ACTIONS
Chris Mann (Test 09) <small>M, 113902029</small>	Result entry	To 21/11/2023	ACTIONS
Chris Mann (Test 08) <small>M, 113902012</small>	Club contact	Permanent	ACTIONS

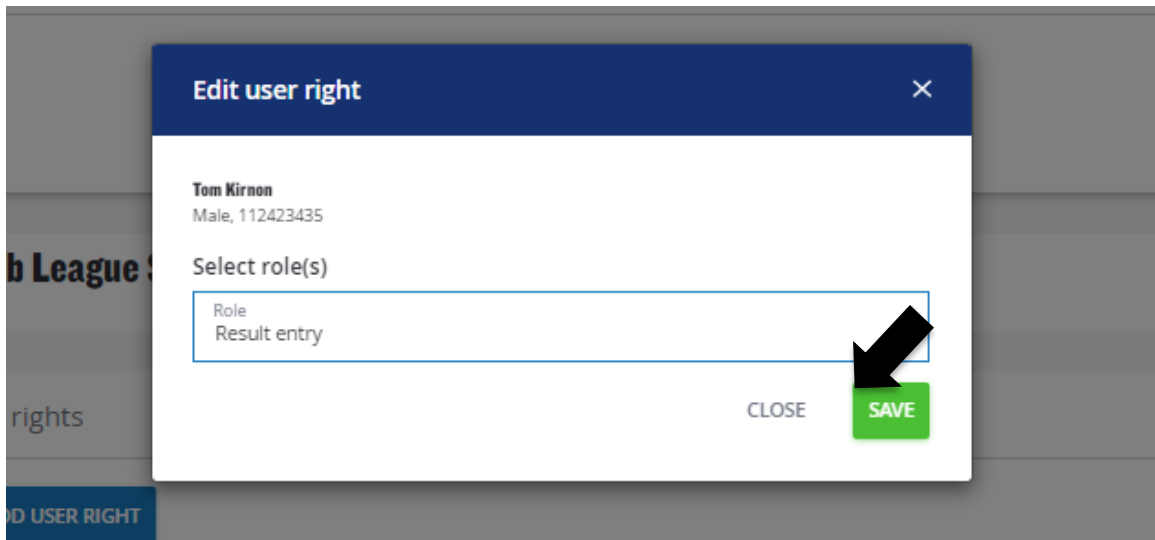
N.B This is not required for Team Captains, who, once assigned as Team Captains are given results entry rights automatically.

Add user right

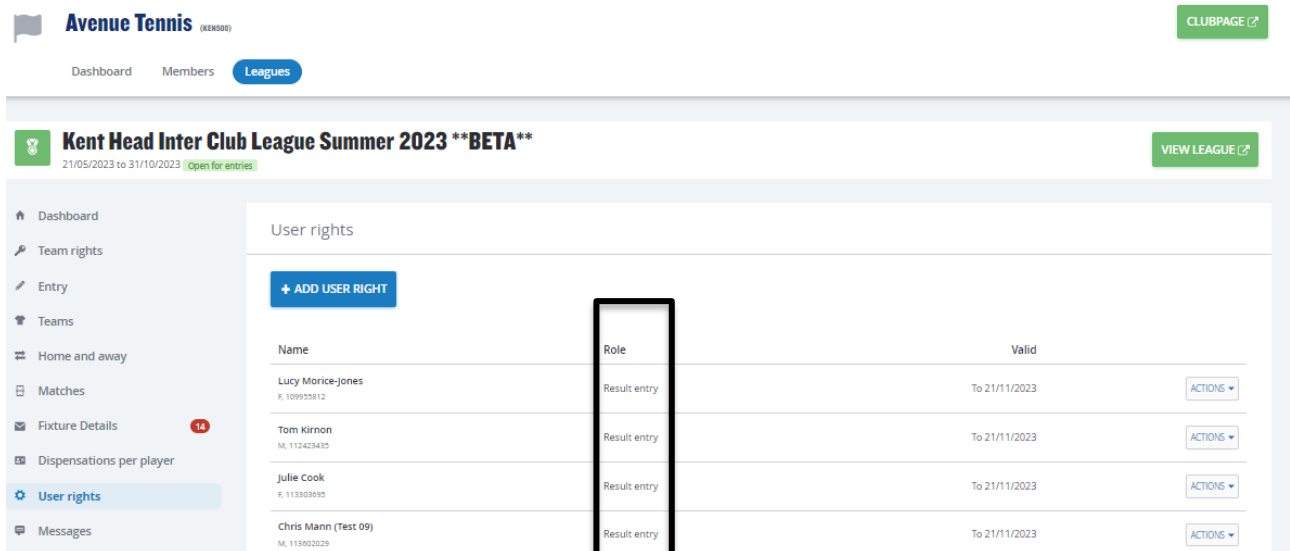
✕

- Tom Bentley** (115799897)
 Avenue Tennis
 M, 08/07/1998 (24) +
- Tom Kirnon** (112423435)
 Avenue Tennis
 M, 20/05/2011 (11) +
- Tom Walters** (112925103)
 Avenue Tennis
 M, 26/11/2009 (13) +

Name	ROLE
Lucy Morice-Jones <small>F, 109955812</small>	Result entry



Once saved, you will have a list of the users you have assigned result entry access.



Select **delete** from the **Actions** dropdown to remove a user's entry rights.

User rights

+ ADD USER RIGHT

Name	Role	Valid	
Lucy Morice-Jones <small>F, 109955812</small>	Result entry	To 21/10/2023	ACTIONS ▲
Tom Kirron <small>M, 112423435</small>	Result entry	To 21/11/2023	
Chris Mann (Test 09) <small>M, 113002029</small>	Result entry	To 21/10/2023	ACTIONS ▼

Edit
Delete