ONLINE LEAGUE PLANNER

LEAGUE ADMIN USER MANUAL

Environment:	Production
Version:	2024
Published:	May 2024

CONTENTS

GETTING STARTED

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

KEY ROLES

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

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

ACCESSING YOUR LEAGUE

To access the County and District League Admin section of the Competitions Portal, go to competitions.LTA.org.uk. Click Login in to top right hand corner of the page.
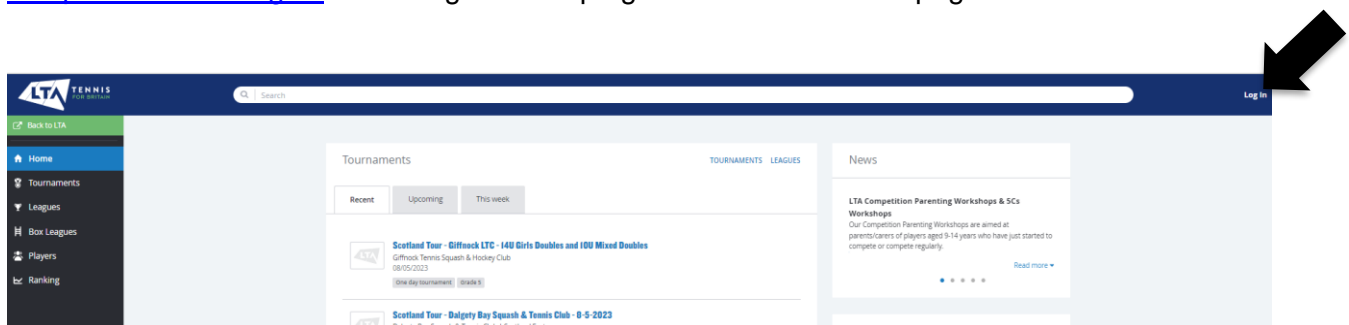

Select **Member log in** and you will be transferred to the LTA's single sign on (SSO). Enter your personal username and password that you use to log into the LTA website and click **login**.
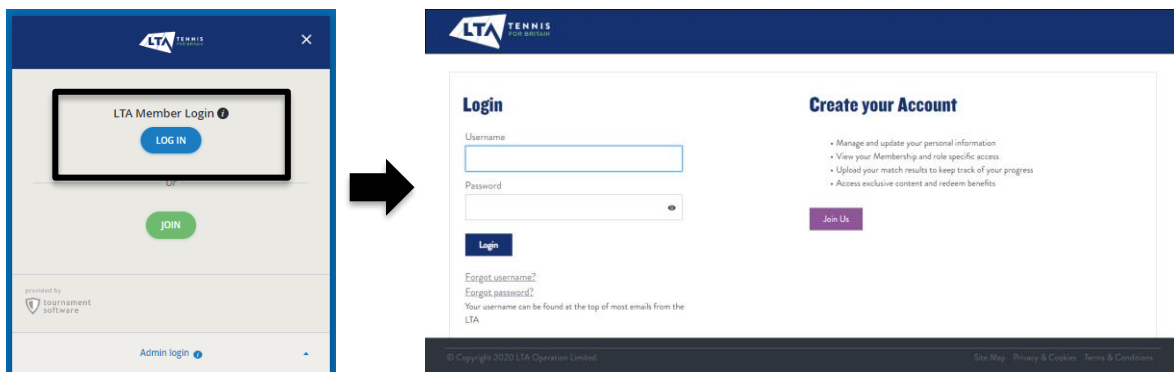
You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation bar and select **League Administrator**.
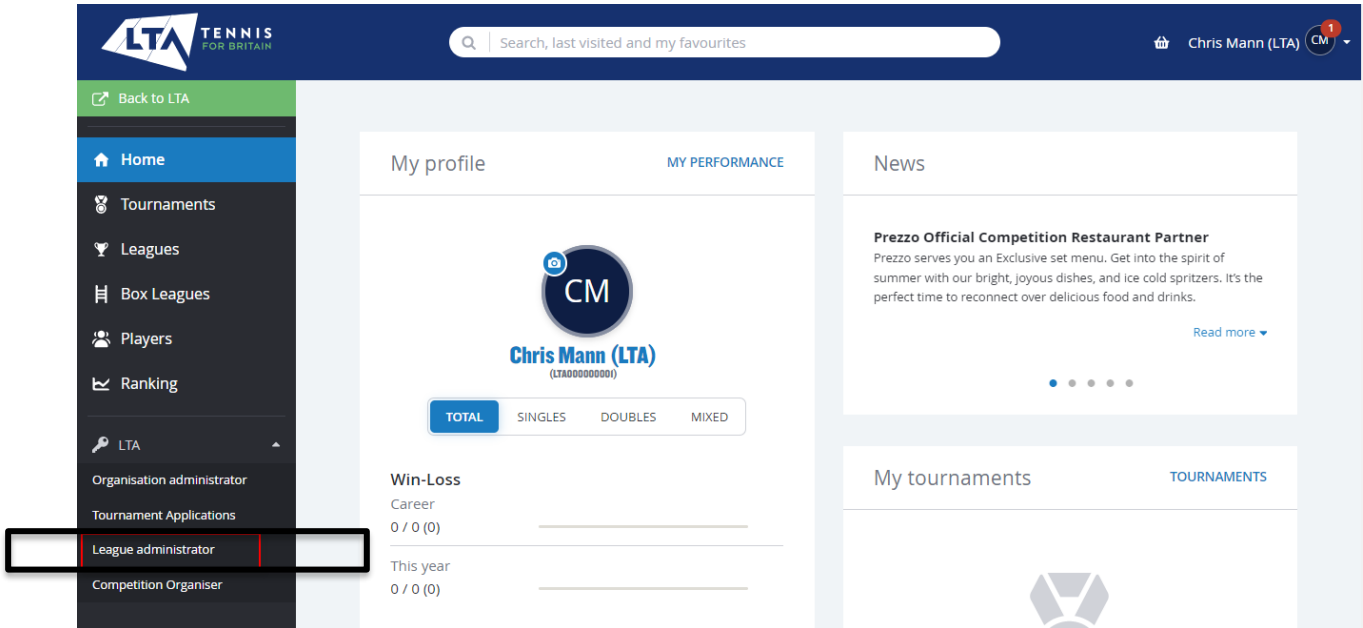
Welcome to the **Organiser Portal** where you will see the leagues tab and all the leagues you are assigned league administration rights for.
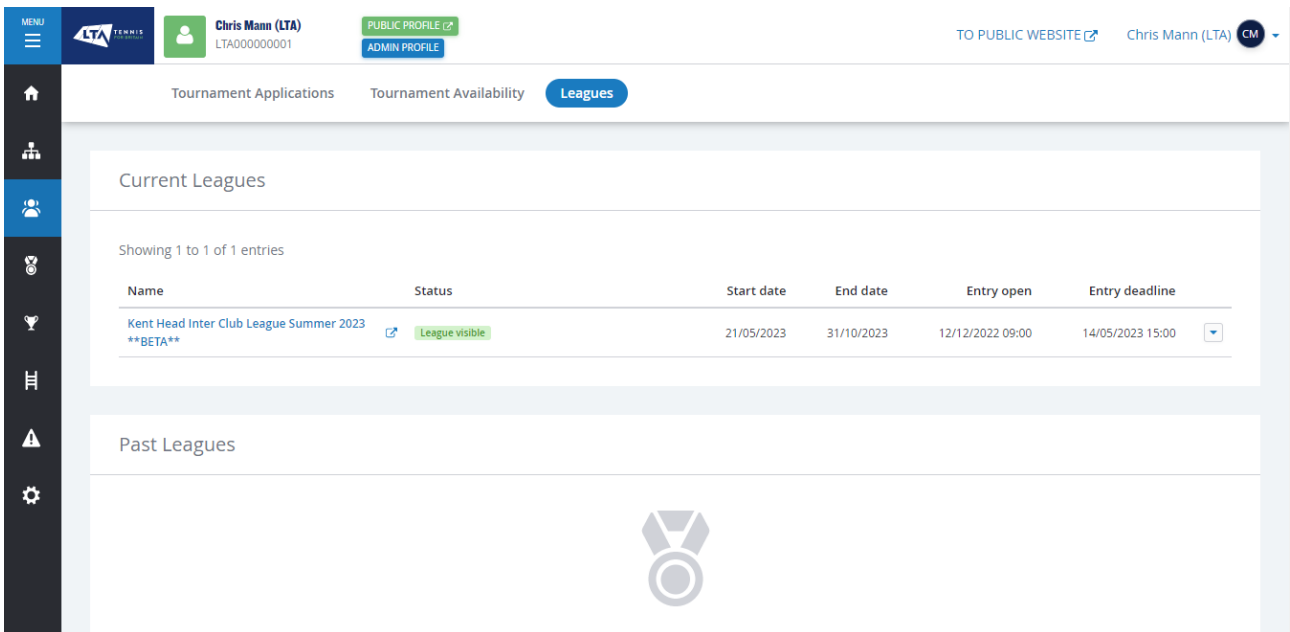
DASHBOARD

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

To start the configuration of your league settings, you will note that there are 5 steps of the League on the right-hand side of the dashboard, this guide will navigate you through these sections as League Admin to be sure all of league settings are correctly setup. These 5 steps can also be accessed separately via the **Tasks** tab.
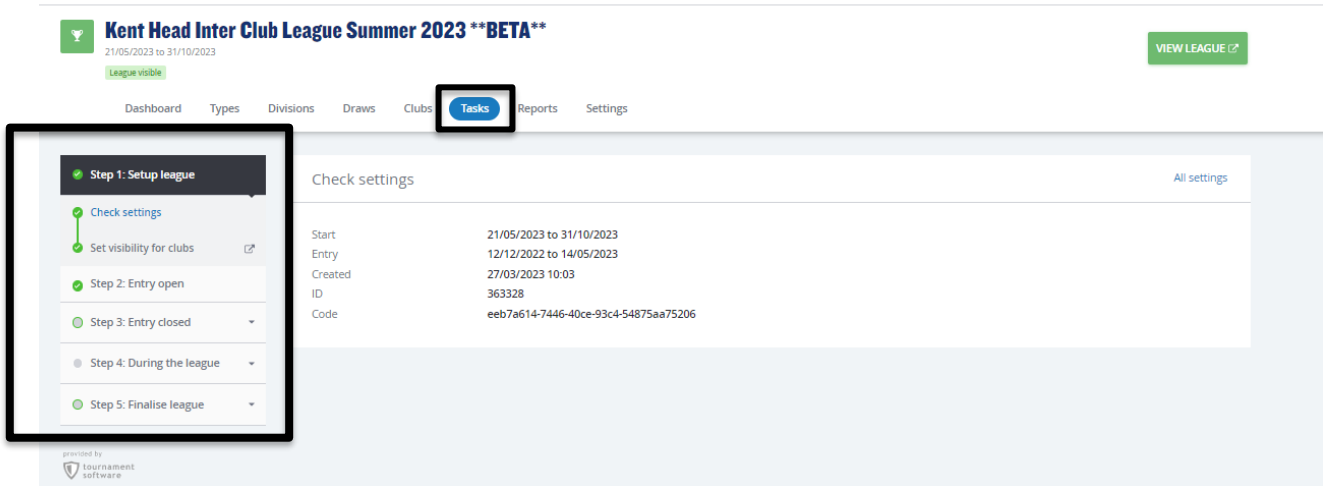
STEP 1: SETUP LEAGUE

CHECK SETTINGS

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

- Check that the league start, and finish are correct.
- Check that the entry deadline is correct.
- Check the settings for the entire league by selecting **All Settings**.
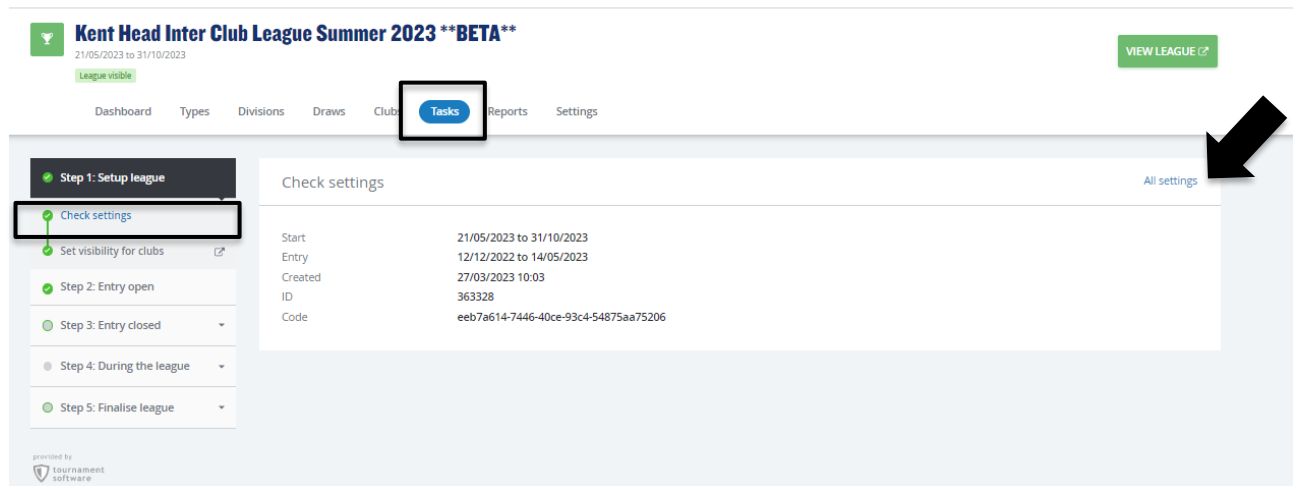
Which will redirect you to the **Settings** tab of Online League Planner.

Copy of Kent Head Inter Club League Summer 2023

21/05/2023 to 31/10/2023

Entry open League visible

VIEW LEAGUE

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

General

Team match format

Scoring format

Fixture templates

Fixture dates

Online entry

Point settings

Matches

User rights

General

EDIT PROPERTIES

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

ALL LEAGUE SETTINGS

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

General

To edit the General settings select Edit Properties.

You must make sure the following sections are completed correctly:

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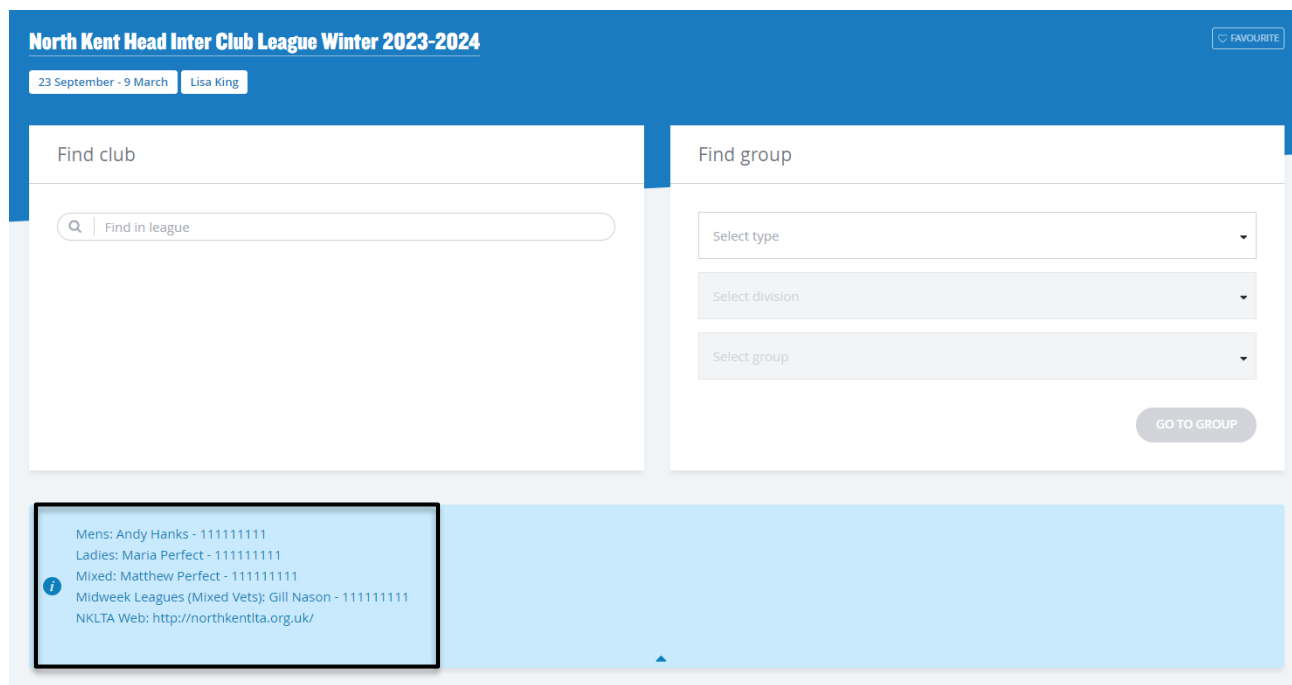- Show player level

An **announcement** can also be added to the league – which will be displayed on the public dashboard of the league

This can be edited at any time.

Settings must be applied to **Types** and **Divisions**

Types settings

To ensure your events have the correct settings, select **Types** and the drop-down arrow **Edit**

North Kent Head Inter Club League Winter 2023-2024
23/09/2023 to 09/03/2024

League visible

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

Types

+ ADD TYPE

🔍 Search

4 / 4 Results

Type	Team match format	Gender	Age	Day	Day part	Divisions	Draws	Teams	
Mens Doubles	4MD	Men	11 to 99			7	21	82	▲
Ladies Doubles	4WD	Women	11 to 99			6			Edit
Mid Week Mixed Vets	Mid week vets	Mixed	40 to 96			4			Delete
Mixed Doubles	4XD	Mixed	11 to 99			5	13	46	▼

‹ Previous **1** Next ›

The result entry page will update depending on the Team Match Draw settings selected. If a **shootout** or **shootout plus game** is selected for the event, a box to select the winner will be present on the result entry page.

Shootout winner ▾

CANCEL   SAVE

Team Match Format

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

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

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

Scoring Format

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

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

A set to 6 is default.

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

Fixture Templates

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

Fixture Dates

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

Online Entry

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

Point Settings

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

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

Team Match Points Template

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

- Name
- Type

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

Player Match Points

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

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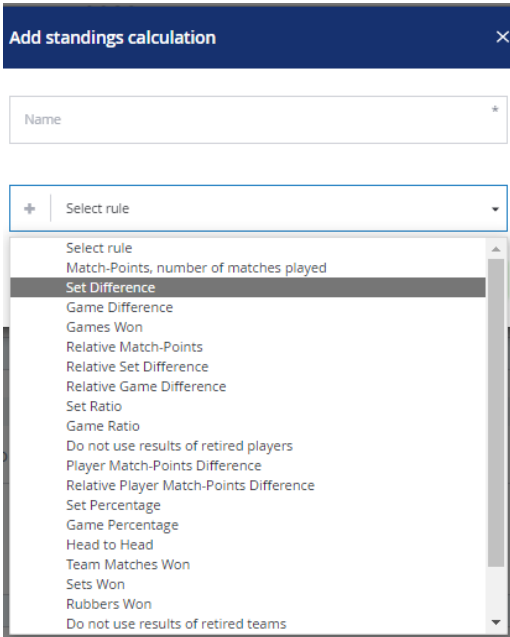 - o Game Points

Standings Calculation

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

- Name
- Rules

Select rules and drag into the correct order.

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

Add standings calculation ✕

Name *

✛ | Select rule ▾

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

Matches

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

General Match Settings

In the first section you can change:

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

Fixture Details

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

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

Team match

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

Team match

EDIT PROPERTIES

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

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

Team match   ×

Team access for Result Entry

Select an option
Home team   × ▾

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

Number
200   ×

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

Number
200   ×

Allow all club lookup   YES ⬤

CANCEL   SAVE

Club league admins

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

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

Team Captains

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

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

User Rights

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

League admin – has admin rights on the whole league.
Event admin – has rights to an event.
Draw admin – has rights to one draw.

Step 1: Search for the contact

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

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

SET VISIBILITY FOR CLUBS

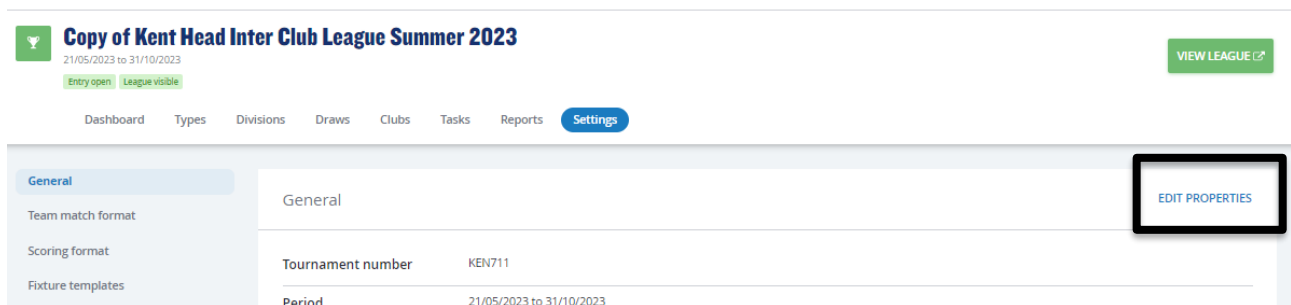Once the settings have been checked and completed, it is time to update the visibility of the league for clubs.

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

Click **Edit Properties**.

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

STEP 2: ENTRY OPEN

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

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

STEP 3: ENTRY CLOSED

POCESS PROMOTION / RELEGATION

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

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

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

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

The assigned division is visible in the column Assigned.

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

Dashboard   Types   Divisions   Draws   Clubs   Tasks   Reports   Settings

Promotion / Relegation
Mixed Doubles

Mixed Doubles

ASSIGNED 0/90   Status

Division 1   (0) 12
Div. str. -   Max groups: 3

UPDATE LIST   Filter request   Filter unassigned

Division 2   (0) 12
Div. str. -   Max groups: 3

Division 1 | 12 Teams

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

Division 3   (0) 12
Div. str. -   Max groups: 3

Division 4   (0) 12
Div. str. -   Max groups: 3

Division 5   (0) 14
Max groups: 3

(0) 12
oups: 3

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

1. Will assign relegations.

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

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

Promotion / Relegation
Mixed Doubles

Mixed Doubles

ASSIGNED 90/90   Status

UPDATE LIST   Filter request   Filter unassigned

2. Will assign promotions.

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

Allows you to filter by division request and unassigned division.

Export function

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

CREATE GROUPS - COMING SOON

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

Once selected, the following page will appear.

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

GENERATE MATCH PROGRAM – COMING SOON

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

Entry open   League visible

VIEW LEAGUE ⧉

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

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

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

CLUBS ENTERED	TEAMS ENTERED
51	357

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

Entry open   League visible

VIEW LEAGUE ⧉

Dashboard   Types   Divisions   Draws   Clubs   Tasks   Reports   Settings

Matchprogram

❌

The match program is already created.

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

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

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

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

SET VISIBILITY FOR PUBLIC

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

STEP 4: DURING LEAGUE

FIXTURE DETAILS

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

Should you need to save fixture details on behalf of a club, select the **Clubs** tab followed by the respective club for which you need to save the fixture details for.

The following club level page will appear. Select **Fixture Details** to proceed. The fixture details can be filtered by week as below.

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

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

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

Start – What time the match should start.

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 fixture details.

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

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

Completed fixture details including announcement

County and District League Admin and Team Captain view

Announcement visible when selecting the match

TEAM WITHDRAWAL

To withdraw a team, select the 'Draws' tab, followed by the required draw

Within the Draw you will be presented with the Teams – from here click on the drop-down arrow next to the team you with to withdraw – select **Withdraw**

Once withdrawn, the team will appear with a strike through on the Matches and standings pages and their results will be void

ENTER RESULTS

Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Contacts (club admins) and Team Captains (Result User) can now enter results. As a League Admin, you have the ability to track and view results that have been submitted per week of the league via **Enter Results.**
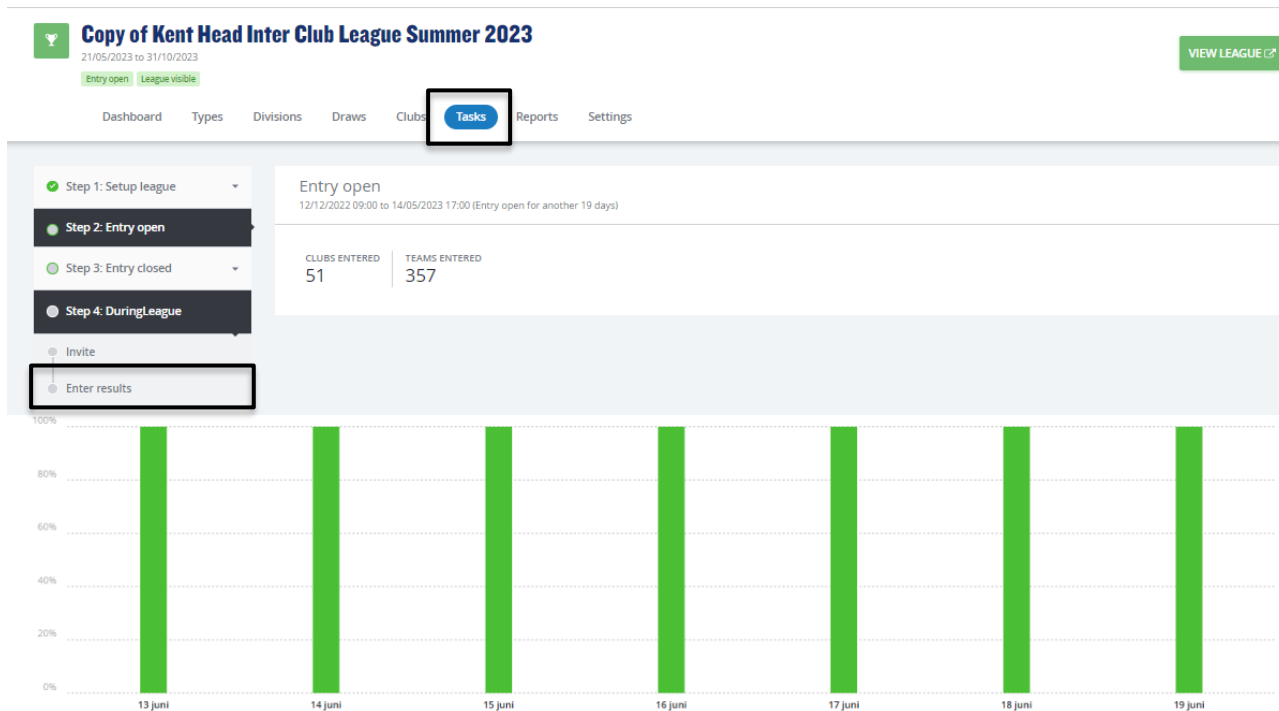
Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select the **Clubs** tab followed by the respective club for which you need to send enter results for.

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

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

League visible

VIEW LEAGUE

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

Avenue Tennis (KEN500)
Kent |

CLUBPAGE

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

Matches

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

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

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.
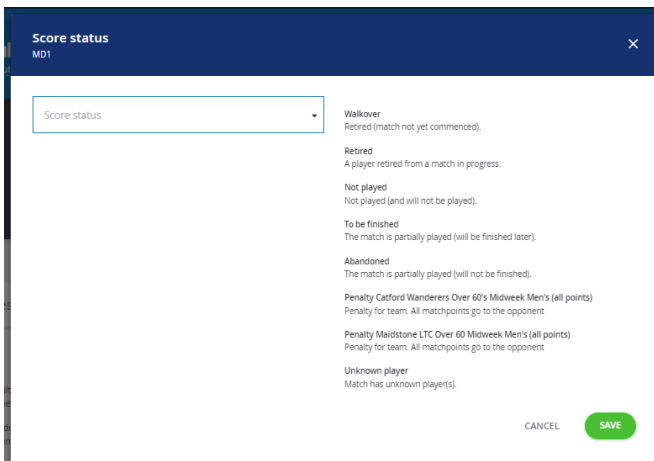
Not played: rubber is completed, and no score is allowed - **will be calculated in standings.**
Abandoned: rubber is completed, and a score is allowed - **will be calculated in standings.**
To be finished: rubber is not completed and a score is allowed - **won't be calculated in standings.**
Score status of **abandoned** for a rubber would mean that that rubber is not included in the standings calculation but the overall team match would be.
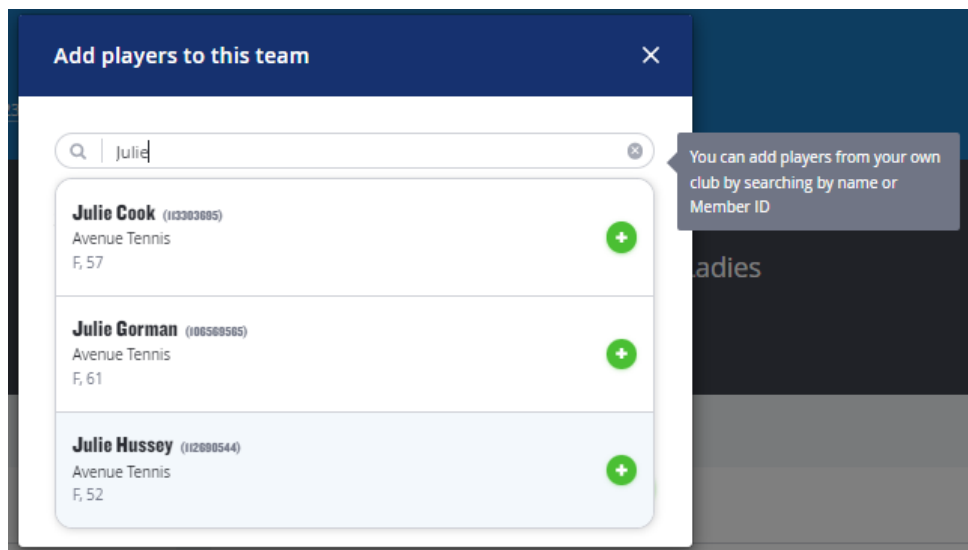
Score status of **walkover, retired and not played** - all calculate in standings.

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

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

To input a result for an unknown player, please select **unknown player** from the drop down. This will automatically update the score status to unknown player and an automated email will be triggered to you (the League Organiser) copying the Team Captain of the unknown player result requesting to ask the player to link their venue to their LTA account.

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

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

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

Match results

CANCEL   **SAVE**

WD1   **+ SCORE STATUS**

Avenue Ladies 1

| Julia Bradley (F, 112700711) | ✕ ▾ |
| (10.2) Natsha Julian (F, 113571401) | ✕ ▾ |

3 4

Broadstairs Ladies

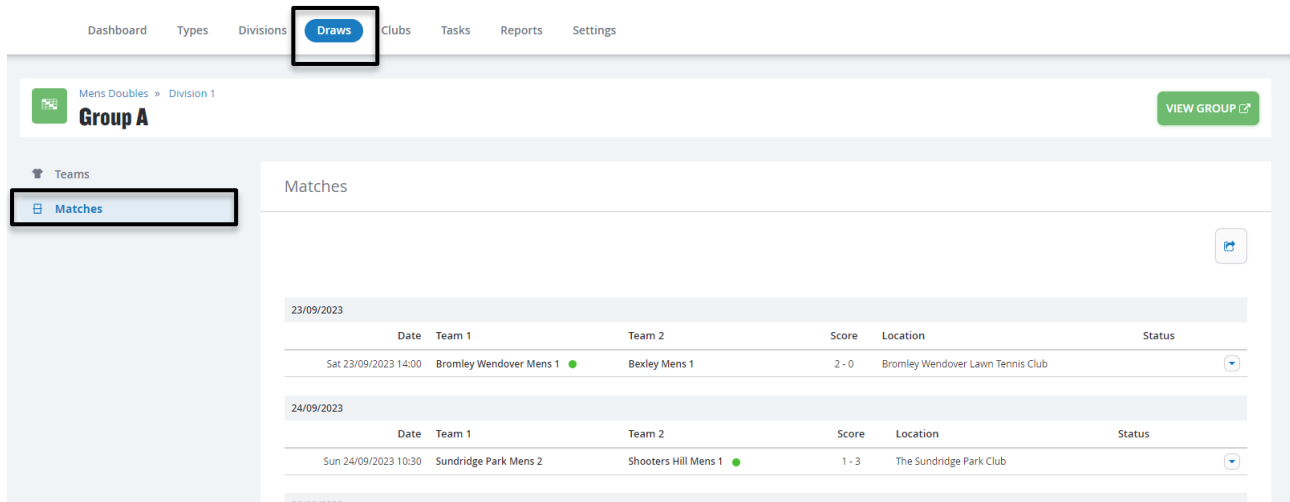| **Kate Welch (F, 114356739)** | ✕ ▾ |
| **(10.2) Jane-Ann Lestrade (F, 111100604)** | ✕ ▾ |

6 6

MANAGING RESULTS

If required, you may need to adjust submitted results or apply penalty points. This can be done via the Draws tab, clicking into the draw and navigating to the Matches section
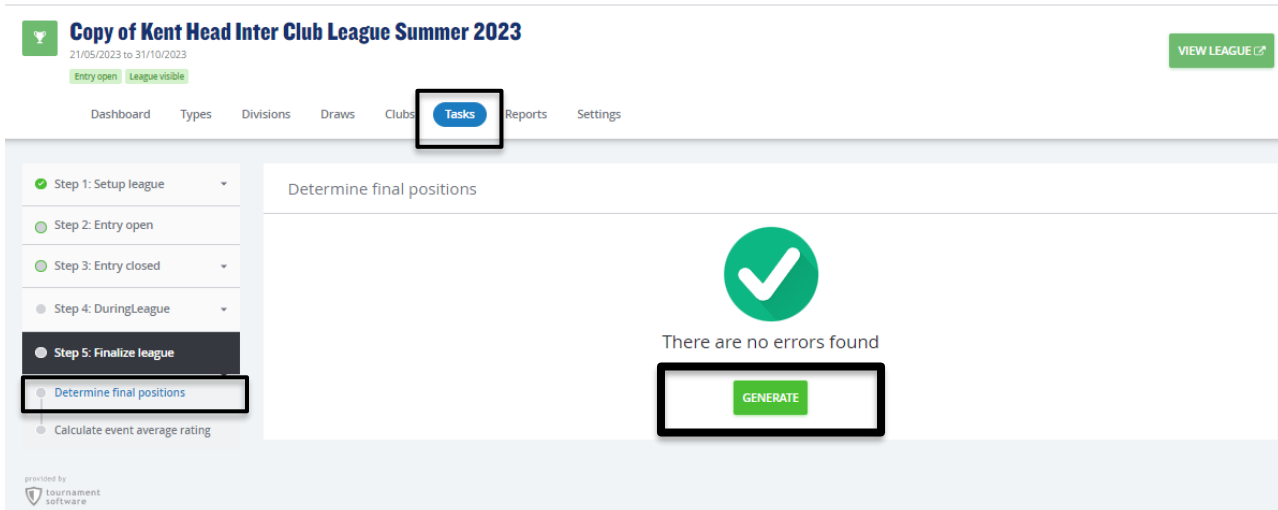

To **Adjust a team score**, **Switch Home and Away**, **(Re)schedule match**, **Relocate match** or apply **Penalty points,** select the drop-down arrow next to the match where these options will appear.
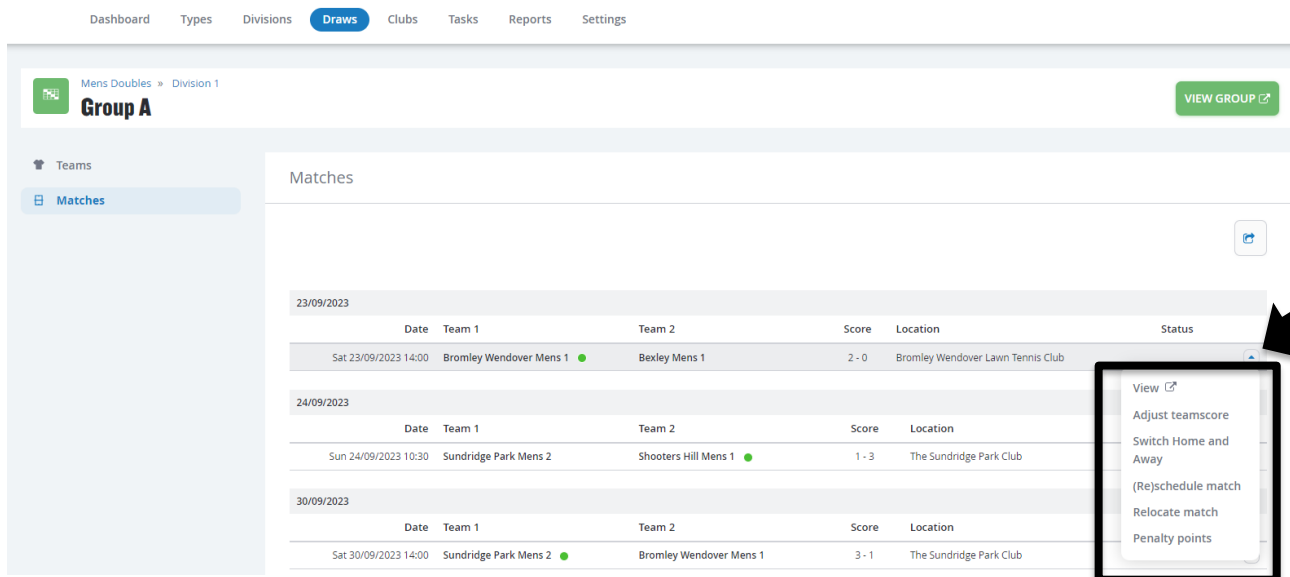
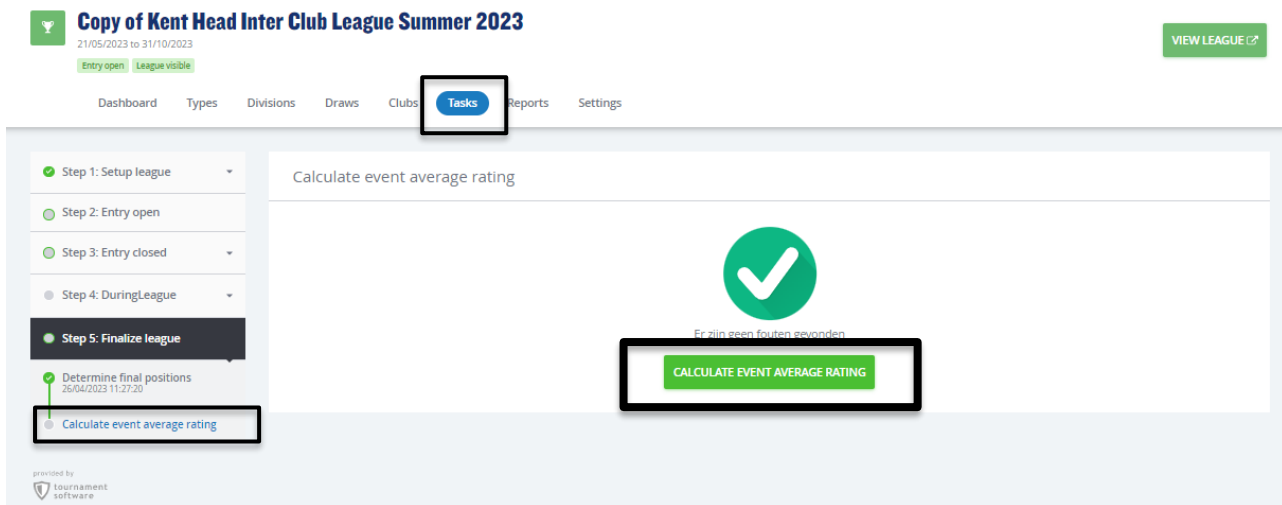# STEP 5: FINALISE LEAGUE

DETERMINE FINAL POSITIONS

This process checks if all matches have a result.

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

CALCULATE EVENT AVERAGE RATING

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

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