



ONLINE LEAGUE PLANNER

LEAGUE ADMIN USER MANUAL

Environment:
Version:
Published:

Production
2024
May 2024

CONTENTS

Getting Started.....	3
Key Roles	3
Accessing your league	3
Dashboard	5
Step 1: Setup League	6
Check Settings.....	6
All league settings.....	8
General	8
Team Match Format.....	11
Scoring Format.....	12
Fixture Templates	13
Fixture Dates.....	13
Online Entry	13
Point Settings.....	13
Matches	17
User Rights	22
Set Visibility for Clubs	24
Step 2: Entry Open	25
Step 3: Entry Closed.....	26
Process Promotion / Relegation	26
Create Groups - COMING SOON	28
Generate Match Program – COMING SOON	29
Set Visibility for public	30
Step 4: During League	31
Fixture Details	31
Team Withdrawal	34
Enter Results	36
managing results.....	42
Step 5: Finalise League	42
Determine Final Positions	42
Calculate event average rating.....	43

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.

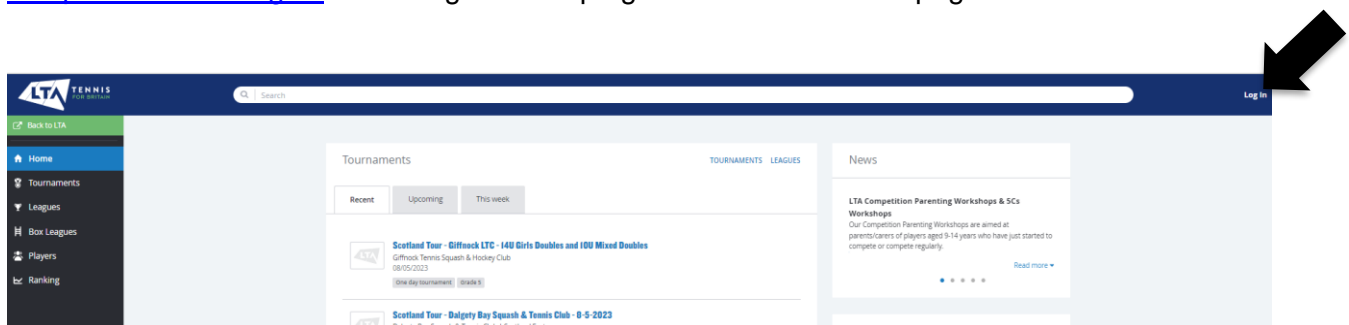
KEY ROLES

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

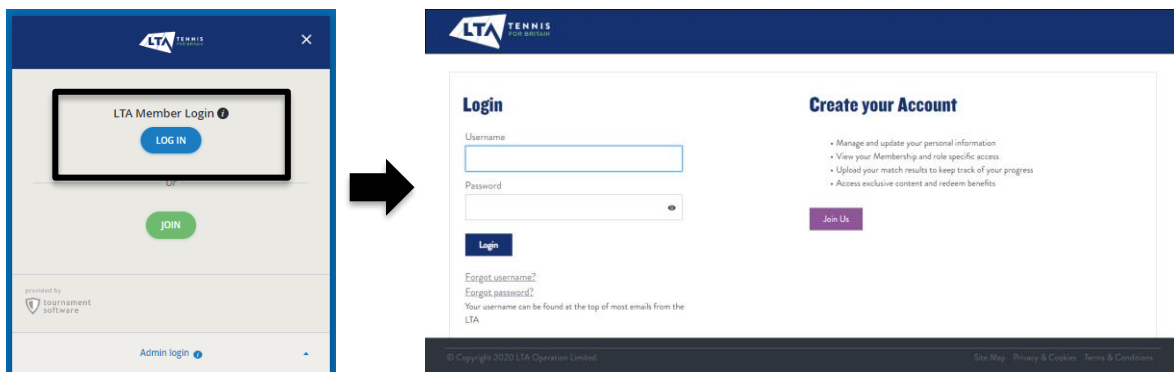
Role	Description
League Admin	Has admin rights for the overall league administration.
League Type Admin	Has admin rights for league types (events) of divisions.
Event Admin	Has admin rights to a specific event.
Draw Admin	Has admin rights to a specific draw.
Club Admin	Has admin rights as a venue county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

ACCESSING YOUR LEAGUE

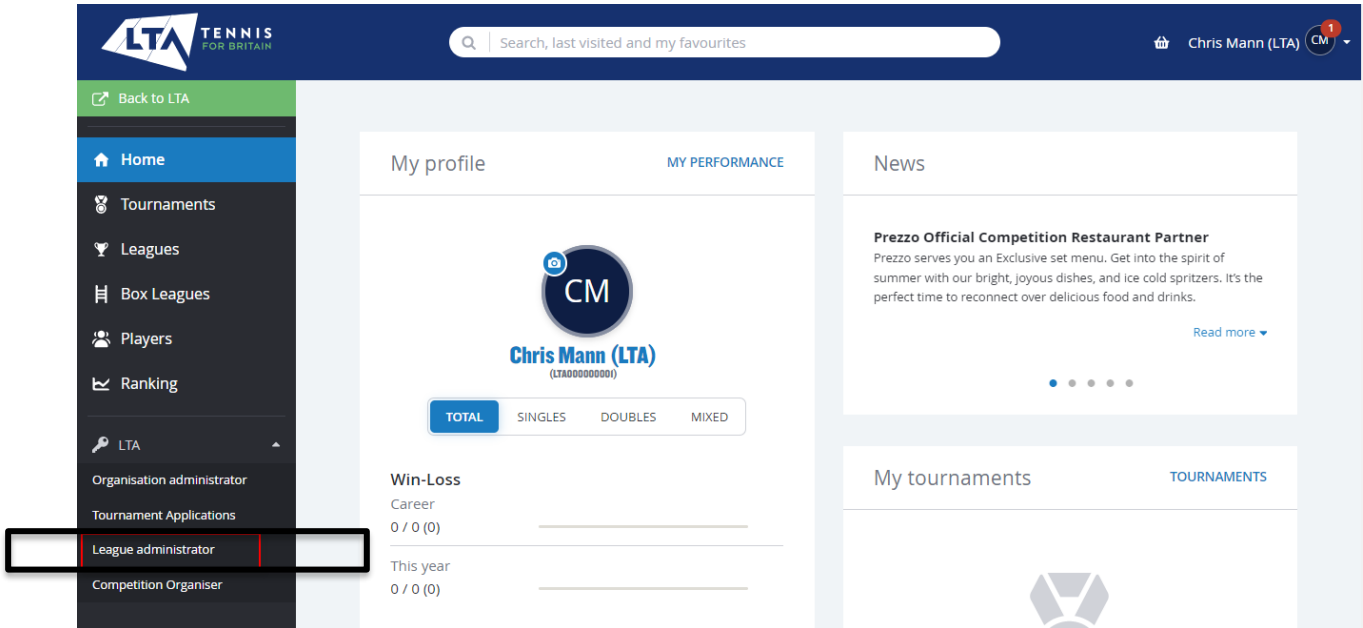
To access the County and District League Admin section of the Competitions Portal, go to competitions.LTA.org.uk. Click Login in to top right hand corner of the page.



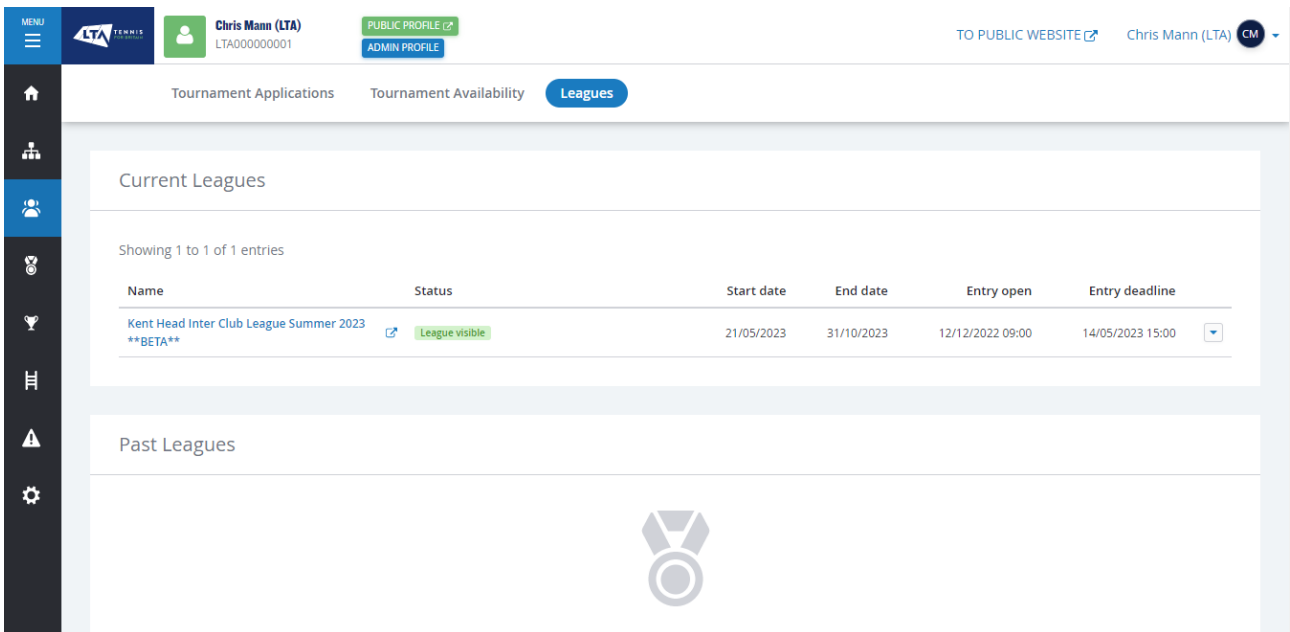
Select **Member log in** and you will be transferred to the LTA's single sign on (SSO). Enter your personal username and password that you use to log into the LTA website and click **login**.



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.

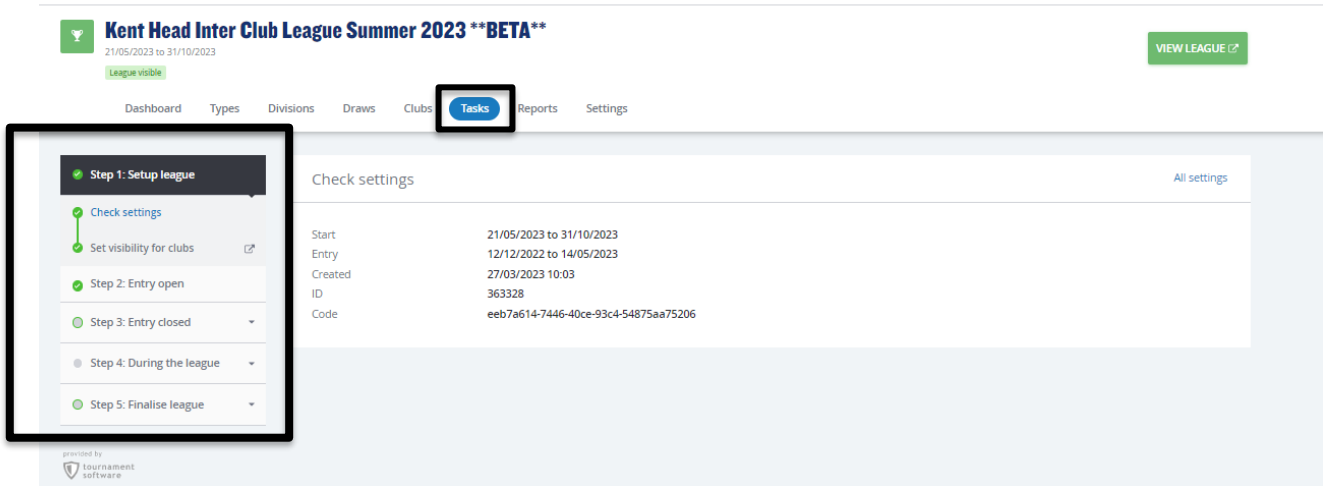


DASHBOARD

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.

The screenshot shows the league dashboard for 'Copy of Kent Head Inter Club League Summer 2023' (21/05/2023 to 31/10/2023). A black arrow points to the 'Dashboard' tab in the navigation menu. The dashboard features a top navigation bar with 'Entry open' and 'League visit' buttons, and a 'VIEW LEAGUE' button. Below the navigation are five summary cards: 6 TYPES, 36 DIVISIONS, 51 CLUBS, 357 TEAMS, and 82 DRAWS. A warning banner indicates 'These issues need to be fixed' with one issue: 'The league has no fixtures dates defined'. The main content area is divided into three sections: 'Matches' (927 matches, 0% entered results), 'Groups' (0/36 approved), and 'Promotion / Relegation' (0/6 approved, 357/357 assigned). On the right, a progress bar shows five steps: Step 1: Setup league (completed), Step 2: Entry open (current), Step 3: Entry closed, Step 4: During League, and Step 5: Finalize league.

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

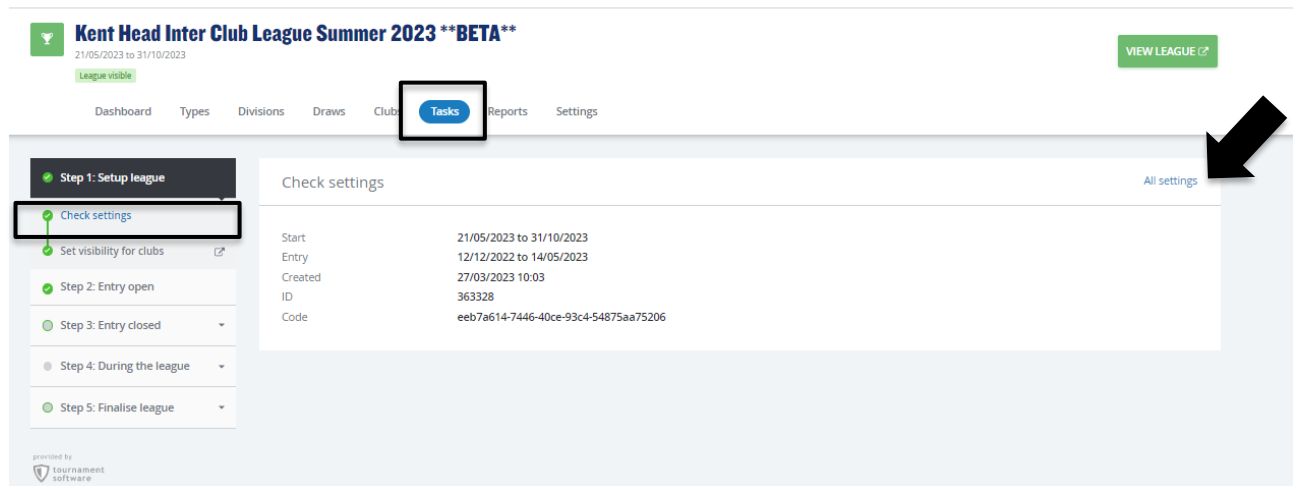


STEP 1: SETUP LEAGUE

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.

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

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

General

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

General

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

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

Edit league properties

Name
Copy of Kent Head Inter Club League Summer 2023

Tournament number
KEN711

Start date
21/05/2023

End date
31/10/2023

Status
League visible

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

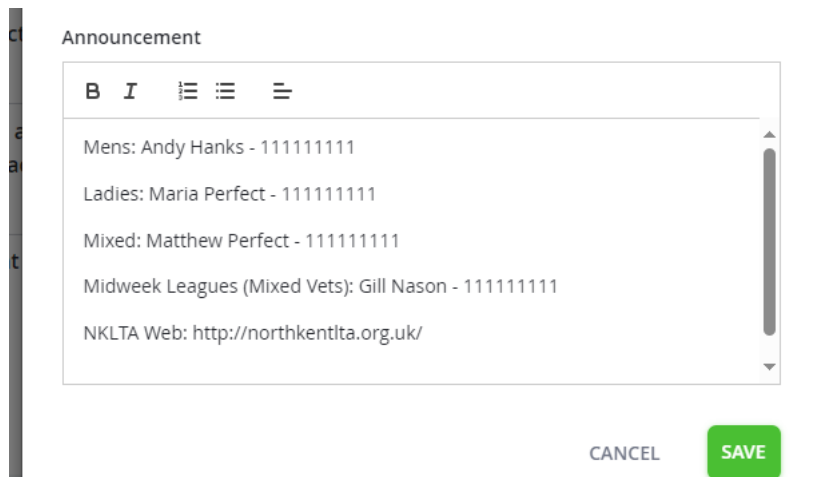
Number of invitations days
7

Team strength calculation reference date

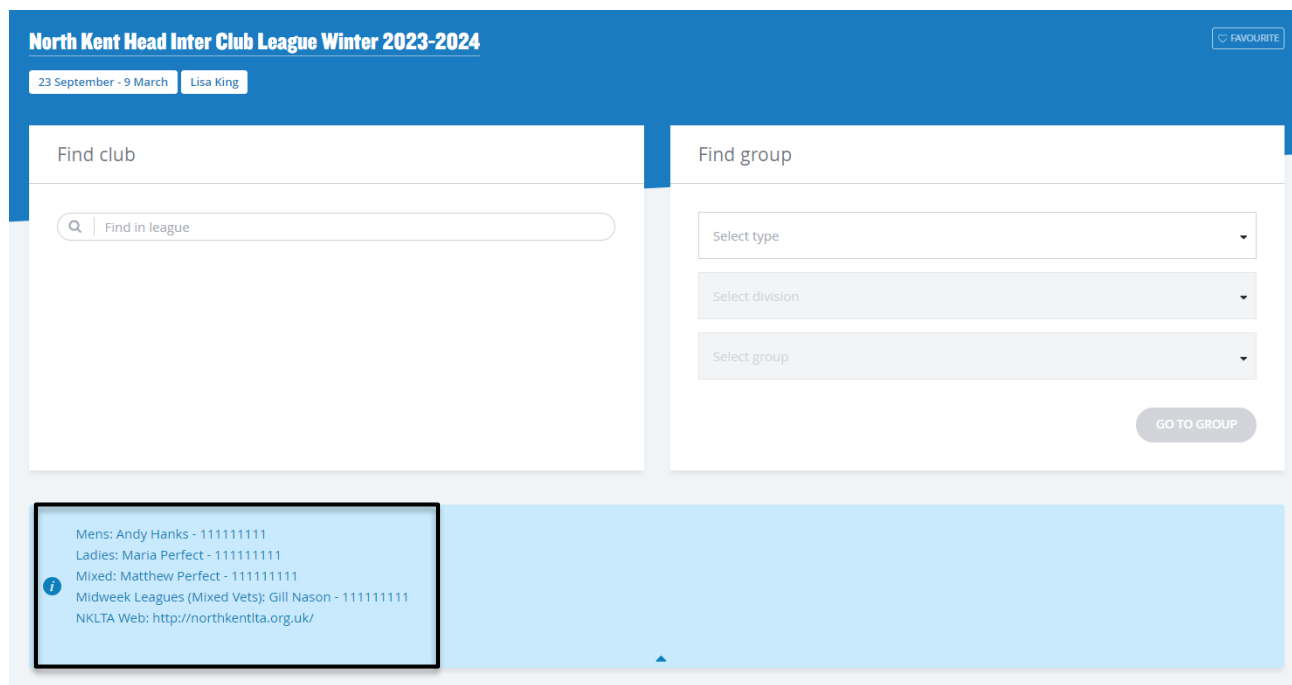
Show player level YES

CANCEL SAVE

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



The screenshot shows a modal window titled "Announcement" with a rich text editor. The editor contains the following text: "Mens: Andy Hanks - 111111111", "Ladies: Maria Perfect - 111111111", "Mixed: Matthew Perfect - 111111111", "Midweek Leagues (Mixed Vets): Gill Nason - 111111111", and "NKLTA Web: http://northkentlta.org.uk/". Below the editor are "CANCEL" and "SAVE" buttons.



The screenshot shows the public dashboard for the "North Kent Head Inter Club League Winter 2023-2024". The dashboard includes a header with the league name, dates "23 September - 9 March", and the manager "Lisa King". There are search boxes for "Find club" and "Find group". The "Find group" section has dropdown menus for "Select type", "Select division", and "Select group", along with a "GO TO GROUP" button. A blue box highlights the announcement text at the bottom of the page, which matches the content from the editor screenshot.

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**

Types

[+ ADD TYPE](#)

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		
Mid Week Mixed Vets	Mid week vets	Mixed	40 to 96			4		
Mixed Doubles	4XD	Mixed	11 to 99			5	13	46

< Previous 1 Next >

Ensure the General settings of your event are correct

Ensure your Play dates are input or the Variable starting times is selected.

Ensure the Calculations settings are selected and correct. This includes the Standings calculations, Team Match point Template, Player Match Point template, Team Match Draw (whether the league allows for a draw, calculate by sets and games difference, if a shootout is used) and Draw bonus points

The Matches settings relate to the Team Match format for the event and the scoring format.

The 'Edit type' form includes sections for:

- General:** Name (Mens Doubles), Gender (Men), Minimum age (11), Maximum age (99).
- Play dates:** Day, Day part, Variable starting times (checked), Fixed starting time, Fixture dates.
- Matches:** Team match format (4MD (4MD)), Scoring format (Standard (Default)).
- Calculations:** Standings Calculation (Default (Default)), Match weighting factor, Team match point template (Default (standard)), Player match point template (Default (standard)), Team Match Draw (Draw), Draw bonus points.

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.

Copy of Kent Head Inter Club League Summer 2023 VIEW LEAGUE

21/05/2023 to 31/10/2023

Entry open League visible

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

General

Team match format

Scoring format

Fixture templates

Fixture dates

Online entry

Point settings

Matches

User rights

+ ADD FORMAT

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

provided by tournament software

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

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

Add format

Name

Match type order *

Add types below. Drag items to change the display order.

+ Add match type

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

Team match format

[+ ADD FORMAT](#)

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

Edit
Delete

Scoring Format

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

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

provided by tournament software

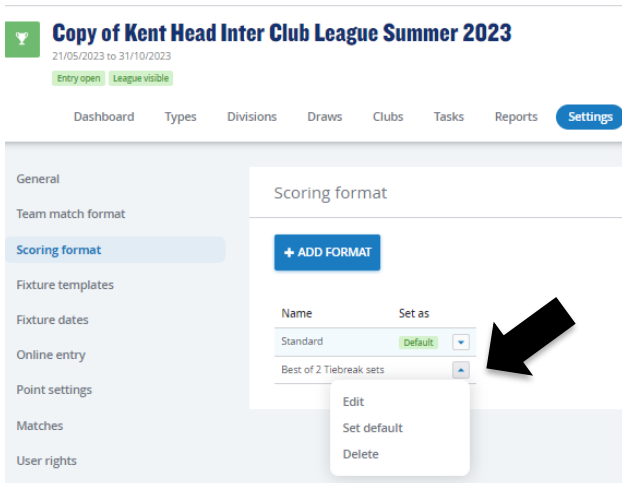
Scoring format

[+ ADD FORMAT](#)

Name	Set as
Standard	Default
Best of 2 Tiebreak sets	

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.

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

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

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

Team Match Point Template

+ ADD TEMPLATE

Name	Type	
Default	Total Points	Default

Edit

Player Match Point Template

+ ADD TEMPLATE

Name	Type	
Default	Points per Match	Default

Standings calculation

+ ADD STANDINGS CALCULATION **CALCULATE STANDINGS**

Name	
Default	Default

Team Match Points Template

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

- Name
- Type

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

Player Match Points

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

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

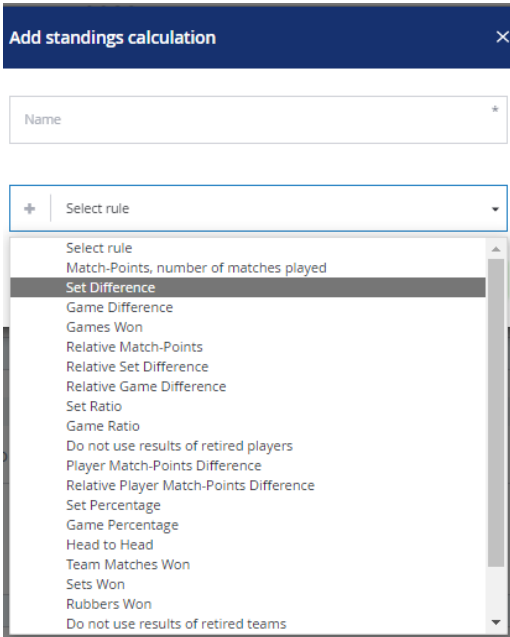
Standings Calculation

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

- Name
- Rules

Select rules and drag into the correct order.

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



Add standings calculation [X]

Name *

+ Select rule ▾

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

Matches

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

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

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

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

General match settings [EDIT PROPERTIES](#)

Group team matches by Round

Copy players from entry during match program generation False

Age display Age

Invitations [EDIT PROPERTIES](#)

Clubs can reschedule matches Number of days

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

General Match Settings

In the first section you can change:

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

General match settings [EDIT PROPERTIES](#)

Group team matches by Round

Copy players from entry during match program generation False

Age display Age

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.

Fixture Details EDIT PROPERTIES

Clubs can reschedule matches Number of days

Maximum number of days the match can be rescheduled before original date 200

Maximum number of days the match can be rescheduled after original date 200

Courtsurface selection is available in fixture details. False

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

Fixture Details ✕

Clubs can reschedule matches

Select an option
Number of days ✕ ▾

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

Number
180 ✕

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

Number
180 ✕

Courtsurface selection is available in fixture details. NO

CANCEL SAVE

Team match

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

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

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

Team match

Team access for Result Entry

Select an option
Home team

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

Number
200

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

Number
200

Allow all club lookup YES

CANCEL SAVE

Club league admins

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

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

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

Club league admins

Club league admins can reschedule matches YES

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

Number 180

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

Number 180

Club league admins can relocate match YES

Club league admins can swap home/away YES

CANCEL SAVE

Team Captains

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

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

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

Team captains

Team captains can reschedule matches

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

Number
200

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

Number
200

Team captains can relocate match

Team captains can swap home/away

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

User Rights

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

The screenshot shows the 'User rights' page for the 'Copy of Kent Head Inter Club League Summer 2023'. The page has a navigation bar with 'Settings' highlighted. On the left, a sidebar menu has 'User rights' selected. The main content area is titled 'User rights' and features a blue '+ ADD USER RIGHT' button. Below this is a table with the following data:

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

League admin – has admin rights on the whole league.

Event admin – has rights to an event.

Draw admin – has rights to one draw.

Step 1: Search for the contact

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

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

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

The 'Edit user right' dialog box shows the following configuration for a user:

- Dave Adam**
Male, 115089993
- Select role(s)**
 - Role: Draw admin
 - League type: Mens Doubles
 - Division: Division 5
 - Group: Division 5 A

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

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

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

Entry open League Visible 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

ADD USER RIGHT

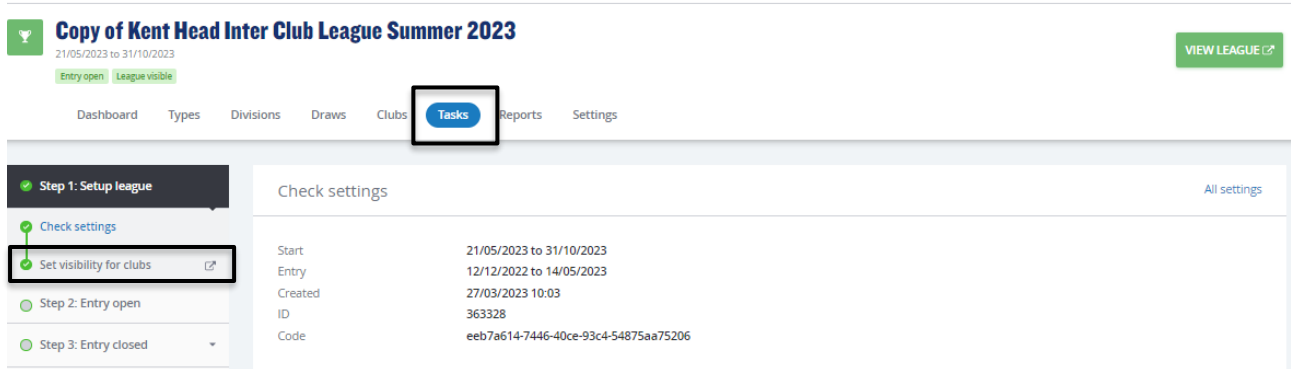
Name	Role	Role for	End date	ACTIONS
Tom Abbott M, 114029995	Event admin	Mens Doubles - Division 1	21/11/2023	Edit Delete

provided by tournament software

SET VISIBILITY FOR CLUBS

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

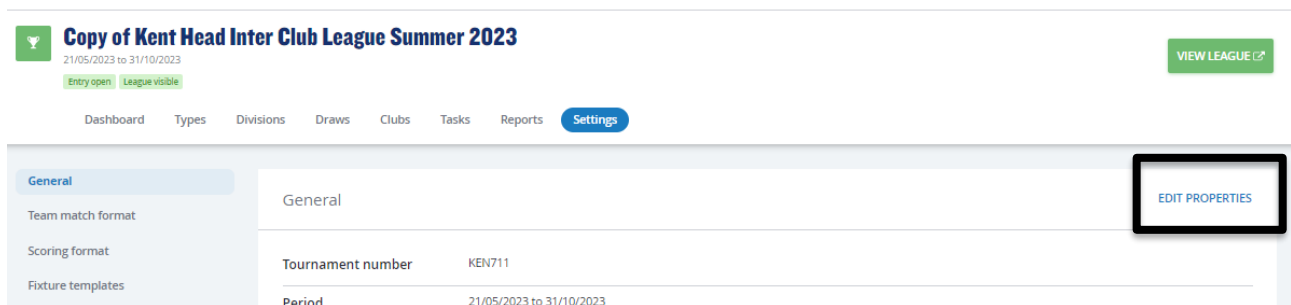
To do this select **Set visibility for clubs** from the Step 1 tasks.



The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023". The "Tasks" menu is highlighted, and the "Set visibility for clubs" option is selected. The "Check settings" section displays the following information:

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

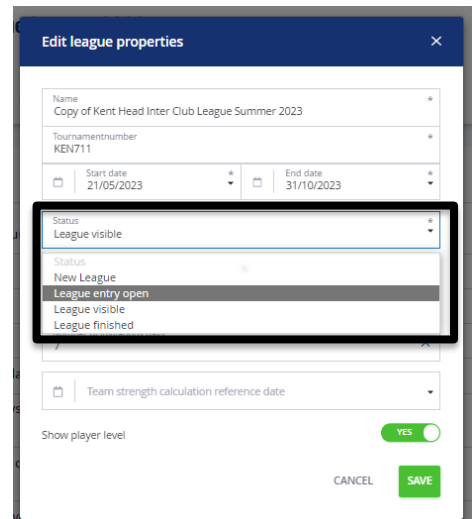
Click **Edit Properties**.



The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023". The "Settings" menu is highlighted, and the "Edit Properties" option is selected. The "General" section displays the following information:

Tournament number	KEN711
Period	21/05/2023 to 31/10/2023

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



The screenshot shows the "Edit league properties" dialog box. The status dropdown menu is open, and the "League visible" option is selected. The dialog box contains the following information:

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

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.

The screenshot displays a web interface for a league titled "Copy of Kent Head Inter Club League Summer 2023". The interface includes a navigation menu with options like Dashboard, Types, Divisions, Draws, Clubs, Tasks (highlighted), Reports, and Settings. A sidebar on the left shows a progress list with four steps: "Step 1: Setup league" (completed), "Step 2: Entry open" (highlighted with a black box), "Step 3: Entry closed", and "Step 4: DuringLeague". The main content area shows the "Entry open" status with a date range of "12/12/2022 09:00 to 14/05/2023 17:00 (Entry open for another 18 days)". Below this, a table displays the number of clubs and teams entered.

CLUBS ENTERED	TEAMS ENTERED
51	357

STEP 3: ENTRY CLOSED

PROCESS PROMOTION / RELEGATION

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

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

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

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' interface. The sidebar on the left lists several steps: 'Step 1: Setup league', 'Step 2: Entry open', 'Step 3: Entry closed', 'Process P/R', 'Create groups', 'Generate matchprogram', and 'Set visibility for public'. The 'Process P/R' step is highlighted with a black box and a black arrow. The main content area is titled 'Promotion / Relegation' and shows a table with 6 results. The table has columns for 'League type', 'Gender', 'Divisions', 'Entries', 'Requests', 'Assigned', and 'Status'. A black arrow points to the 'PROCESS P/R' button in the 'League type' column of the first row.

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

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

Team	LeagueType	Club name	Club number	Team strength	Rank last year	Point average	Entry	Request	Assigned
Bexley Mixed 1	Mixed Doubles	Bexley Lawn Tennis Squash & Racketball Club	KEN009	-	-	-	Division 1		Division 1
Blackheath Mixed 1	Mixed Doubles	Blackheath Lawn Tennis Club	KEN013	-	-	-	Division 1		Division 1
Bromley LTC Mixed 1	Mixed Doubles	Bromley Lawn Tennis & Squash Club	KEN025	-	-	-	Division 1		Division 1
Bromley Wendover Mixed 1	Mixed Doubles	Bromley Wendover Lawn Tennis Club	KEN236	-	-	-	Division 1		Division 1
Canterbury Mixed 1	Mixed Doubles	Canterbury LTC	KEN226	-	-	-	Division 1		Division 1
Freedom Leisure Mixed	Mixed Doubles	Freedom Leisure	KEN239	-	-	-	Division 1		Division 1
Gravesham Mixed 1	Mixed Doubles	Gravesham Lawn Tennis Club	KEN060	-	-	-	Division 1		Division 1
Herne Bay LTC 1	Mixed Doubles	Herne Bay LTC	KEN064	-	-	-	Division 1	Division 2	Division 1
Sevenoaks Mixed 1	Mixed Doubles	Sevenoaks Lawn Tennis Club	KEN115	-	-	-	Division 1		Division 1

CREATE GROUPS - COMING SOON

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

Once selected, the following page will appear.

The screenshot shows the 'Create groups' page for the 'Copy of Kent Head Inter Club League Summer 2023'. The page has a sidebar with navigation options: Dashboard, Types, Divisions, Draws, Clubs, **Tasks**, Reports, and Settings. The 'Tasks' menu is highlighted with a black box. The main content area shows a progress bar with 'APPROVED 0 / 36' and a table of results. The table has columns: Type, Division, Results, In draw, Range, Max. distance, Penalty, Calculation time, and Status. The first row is highlighted, and a black arrow points to the 'CREATE GROUPS' button in the 'Results' column.

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

The screenshot shows the 'Mens Doubles - Division 1' page. The page has a sidebar with navigation options: Dashboard, Types, Divisions, Draws, Clubs, **Tasks**, Reports, and Settings. The main content area shows a map area with a blue circle and a message: 'Oops! Something went wrong. The page didn't load Google Maps correctly. See the JavaScript console for technical details.'

GENERATE MATCH PROGRAM – COMING SOON

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

[Entry open](#) [League visible](#)

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

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

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


CLUBS ENTERED	TEAMS ENTERED
51	357

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

[Entry open](#) [League visible](#)

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

Matchprogram



The match program is already created.

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

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

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

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

SET VISIBILITY FOR PUBLIC

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

The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023" (21/05/2023 to 31/10/2023). The "Tasks" tab is selected and highlighted with a red box. The "Entry open" section shows the period from 12/12/2022 09:00 to 14/05/2023 17:00, with 51 clubs and 357 teams entered. A sidebar on the left lists steps: Step 1: Setup league, Step 2: Entry open, and Step 3: Entry closed. Under Step 3, the task "Set visibility for public" is highlighted with a red box.

The "Edit league properties" dialog box is shown. The "Status" dropdown menu is open, and "League visible" is selected, indicated by a red arrow. The dialog includes fields for Name, Tournament number, Start date, End date, and Team strength calculation reference date. A "Show player level" toggle is set to "YES". The "SAVE" button is highlighted in green.

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.

The screenshot shows the league management interface for 'Kent Head Inter Club League Summer 2023 **BETA**'. The 'League visible' status is indicated. The navigation menu includes 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings'. The 'Tasks' menu is expanded, showing steps from 'Step 1: Setup league' to 'Step 5: Finalise league'. 'Step 4: During the league' is selected, and 'Fixture detail' is highlighted. The main area displays a 'Fixture details' bar chart for 'Week 35 (28/08/2023 - 03/09/2023)'. The chart shows a single green bar at 100% for 30 August. A 'VIEW LEAGUE' button is in the top right.

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 screenshot shows the league management interface for 'Copy of Kent Head Inter Club League Summer 2023'. The 'Entry open' and 'League visible' statuses are shown. The navigation menu includes 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings'. The 'Clubs' tab is selected. The main area displays a 'Clubs' page with an '+ ADD CLUB' button, a search bar, and a table of 52 results. The table has columns for Name, Number, Districtnumber, District, City, Contact, Phone, Email, Teams, and Last changed. Two clubs are visible: 'Avenue Tennis' and 'Bearsted and Thurham Lawn Tennis Club'. A 'VIEW LEAGUE' button is in the top right.

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

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

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

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

Avenue Tennis (KEN500)
 Kent

CLUBPAGE ?

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

Fixture Details

FIXTURES UPDATED 7/19

Week Week 34 (21/08/2023 - 27/08/2023)

CANCEL SAVE

You can set fixture details until 25 days before the match.

Week 34

Sat 26/08/2023

FIXTURES UPDATED 2/2

Complete 39 days left

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.

Sun 30/07/2023

Incomplete 31 days left

Ladies Doubles - Division 6 - Division 6 A

Avenue Ladies 2 - Kings Hill Community Tennis Ladies 1

Date 30/07/2023

Attendance 0 : 00

Start 0 : 00

Team Captain Search a team captain

Announcement

Copy data to next matches

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


Sun 30/07/2023		Complete 86 days left
Mens Doubles - Division 3 - Division 3 A Avenue Mens 1 - Sydenham Mens 1	Date	30/07/2023
	Attendance	15 : 00
	Start	15 : 30
	Team Captain	Tom Bentley Unknown tombentley14@me.com <input checked="" type="checkbox"/> Result entry
	Announcement	Parking onsite available, please arrive early.
	<input type="checkbox"/> Copy data to next matches.	



County and District League Admin and Team Captain view

Copy of Kent Head Inter Club League Summer 2023

21 May - 31 October LEADERS



Avenue Tennis (202000)
Gillingham

8 Teams

FAVORITE

Teams
Upcoming matches
Results

Sun 30/07/2023

Mens Doubles - Division 5 - Division 5 B

Avenue Mens 2
10:30
Kensington Mens 1
✓

Mens Doubles - Division 3 - Division 3 A

Avenue Mens 1
10:45
Maidstone LTC Mens 1
✓

Ladies Doubles - Division 4 - Division 4 A

Avenue Ladies 1
14:30
District Lloyd Beckenham Ladies 1
✓

Mens Doubles - Division 3 - Division 3 A

Avenue Mens 1
15:30
Sydenham Mens 1
✓

Club

Avenue Tennis (202000)

ROUTE

Announcement visible when selecting the match

Copy of Kent Head Inter Club League Summer 2023

21 May - 31 October LTADemo

Mens Doubles - Division 3 - Division 3 A
30 July 2023

Home **Avenue Mens I** 15:30 Present at: 15:00 Sydenham Mens I Away

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

CHANGE RESULTS MATCH PROPERTIES

Parking onsite available, please arrive early. [Edit announcement](#)

Location

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

Team captains

Tom Bentley
Avenue Mens 1
tombentley14@me.com

Matches

MD1
Avenue Mens 1
Sydenham Mens 1

MD2
Avenue Mens 1
Sydenham Mens 1

MD3
Avenue Mens 1
Sydenham Mens 1

MD4

TEAM WITHDRAWAL

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

League visible

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

Draws

+ ADD DRAW Search

56 / 56 Results

Type	Division	Draw	Draw size	Number of teams	Draw type
Mens Doubles	Division 1	Group A	5	5	Round Robin
Mens Doubles	Division 1	Group B	5	5	Round Robin
Mens Doubles	Division 1	Mens Doubles Division 1 Final	2	2	Elimination
Mens Doubles	Division 2	Group A	6	6	Round Robin

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

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

Mens Doubles » Division 1 VIEW GROUP ↗

Group A

Teams

Matches

MOVE TEAMS

Scheduled | 5/5 Teams

Team	Club	Status
1. Bromley Wendover Mens 1	Bromley Wendover Lawn Tennis Club	
2. Bexley Mens 1	Bexley Lawn Tennis, Squash and Racketball Club	
3. Meopham Mens 1	Meopham Lawn Tennis Club	
4. Sundridge Park Mens 2	The Sundridge Park Club	
5. Shooters Hill Mens 1	Shooters Hill LTC	

Not scheduled | 0 Teams

Team	Club	Status
------	------	--------

- Edit name
- Set initial matchpoints
- Move to not scheduled
- Withdraw
- Team formation
- View team ↗

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

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

400 Mixed League » Division 1 VIEW GROUP ↗

Div I W

Teams

Matches

12/05/2024

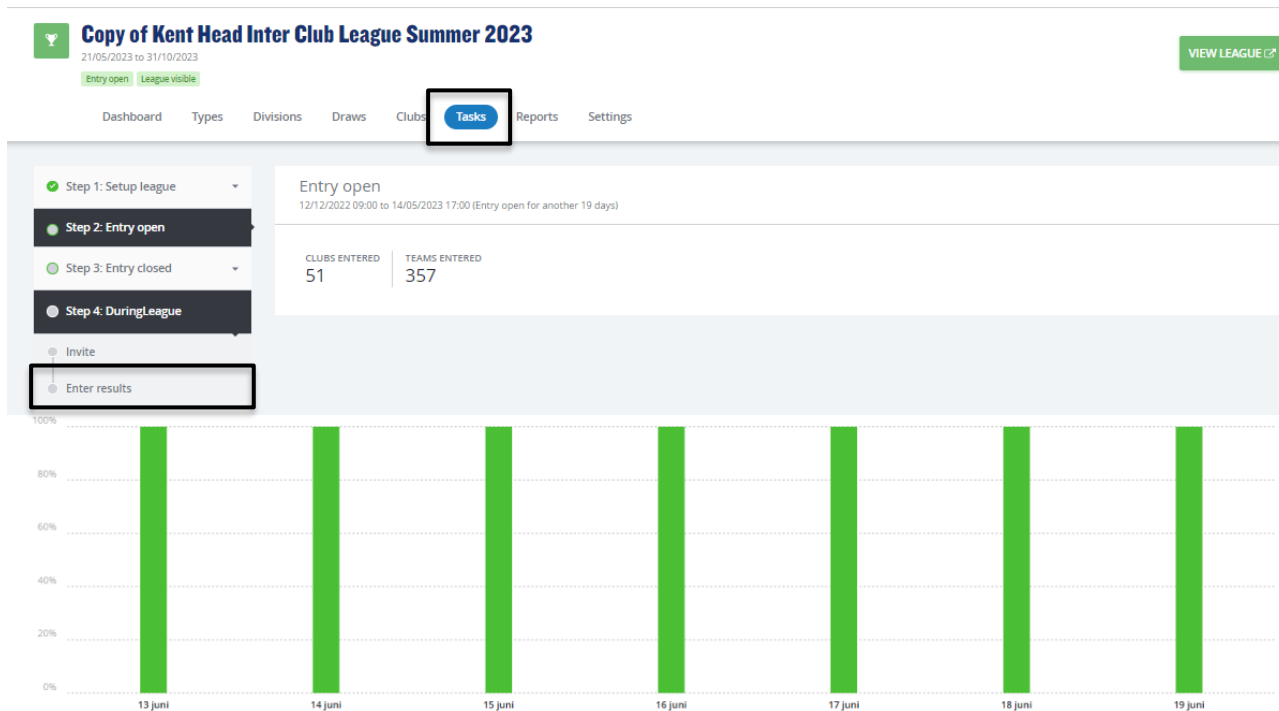
Date	Team 1	Team 2	Score	Location	Status
Sun 12/05/2024 13:00	Lowlands	Harrow Lawn 2	0 - 0	Lowlands Club	Admin modified

Standings

TEAM	PL	W	D	L	PTS	R	S	S	GM	GM	HISTORY
1 Teddington	4	3	0	1	40	40-24	20-12	62.5%	170-139	55.0%	L W W W
2 Campden Hill	3	2	0	0	30	30-2	15-1	93.8%	96-43	69.1%	W W
3 West Middlesex	5	1	0	4	26	26-54	13-27	32.5%	166-213	43.8%	L W L L L
4 Harrow Lawn 1	4	2	0	1	24	24-24	12-12	50.0%	101-121	45.5%	W L W
5 Gunnersbury triangle	3	1	0	2	22	22-26	11-13	45.8%	107-103	51.0%	W L L
6 Lowlands	3	1	0	2	18	18-30	9-15	37.5%	96-117	45.1%	L L W
7 Harrow Lawn 2	0	0	0	0	0	0-0	0-0	0.0%	0-0	0.0%	

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**.

League visible

Avenue Tennis (KENT)

CLUBPAGE

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

Matches

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



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

Enter results
Copy of Kent Head Inter Club League Summer 2023

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

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

+ MATCH STATUS

How does it work?

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

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

Match results

CANCEL **SAVE**

WD1 **+ SCORE STATUS**

Avenue Ladies 1

Home player 1

Home player 2

Broadstairs Ladies

Away player 1

Away player 2

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

Edit team match status X

Score status

To be finished
The match is partially played (will be finished later).

Postponed
The match is not yet commenced and will be played another time.

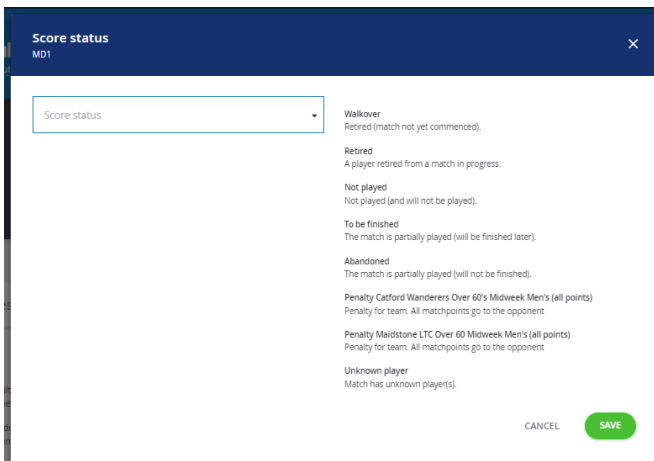
Not played
Not played (and will not be played).

Match not played Catford Wanderers Over 60's Midweek Men's did not show
Match not played (and will not be played).

Match not played Maidstone LTC Over 60 Midweek Men's did not show
Match not played (and will not be played).

CANCEL **SAVE**

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



Not played: rubber is completed, and no score is allowed - **will be calculated in standings.**

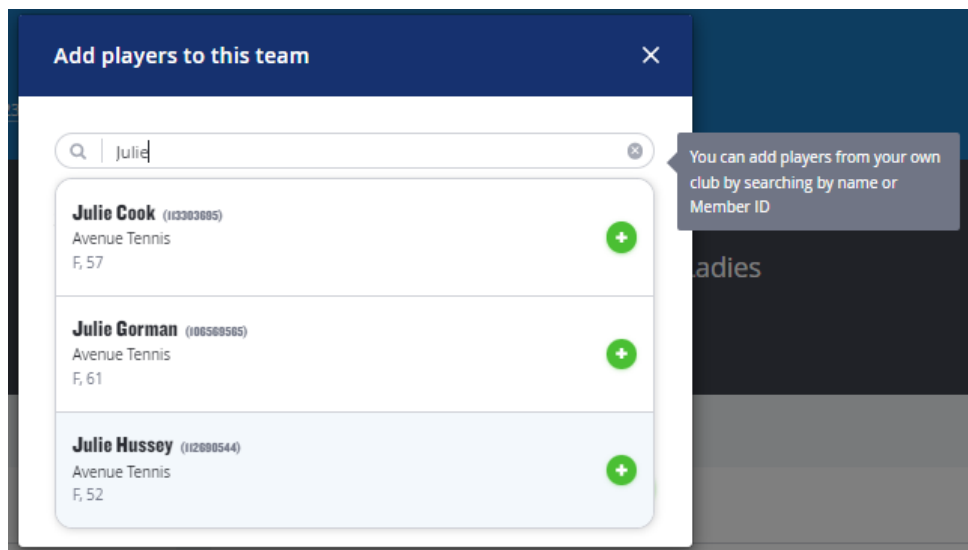
Abandoned: rubber is completed, and a score is allowed - **will be calculated in standings.**

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)



3

4

(10.2) Natsha Julian (F, 113571401)



Broadstairs Ladies

Kate Welch (F, 114356739)



6

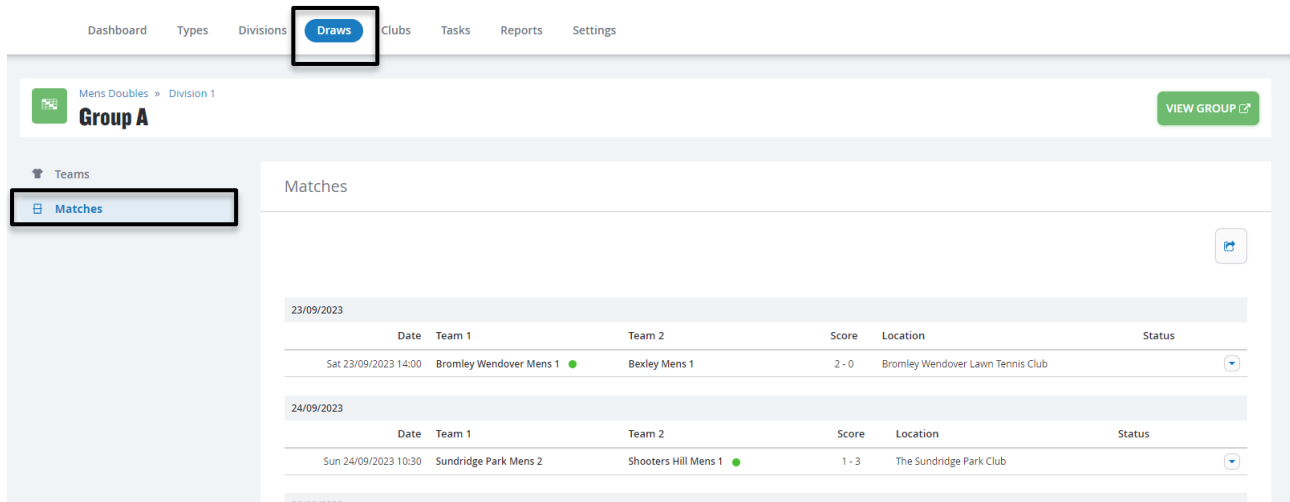
6

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

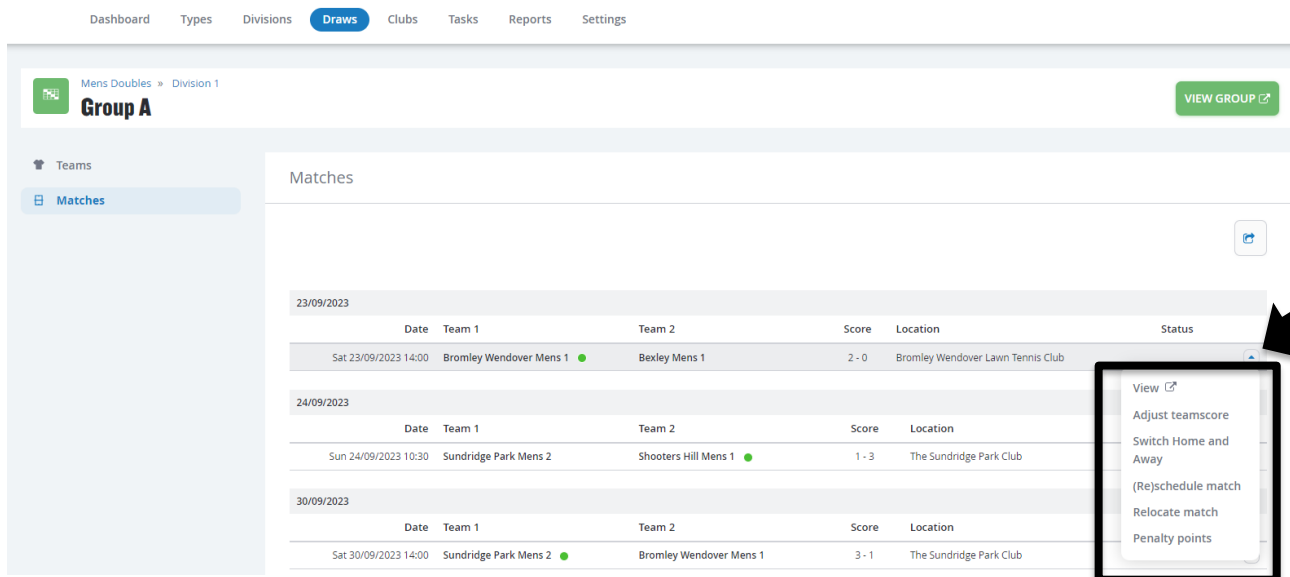


MANAGING RESULTS

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



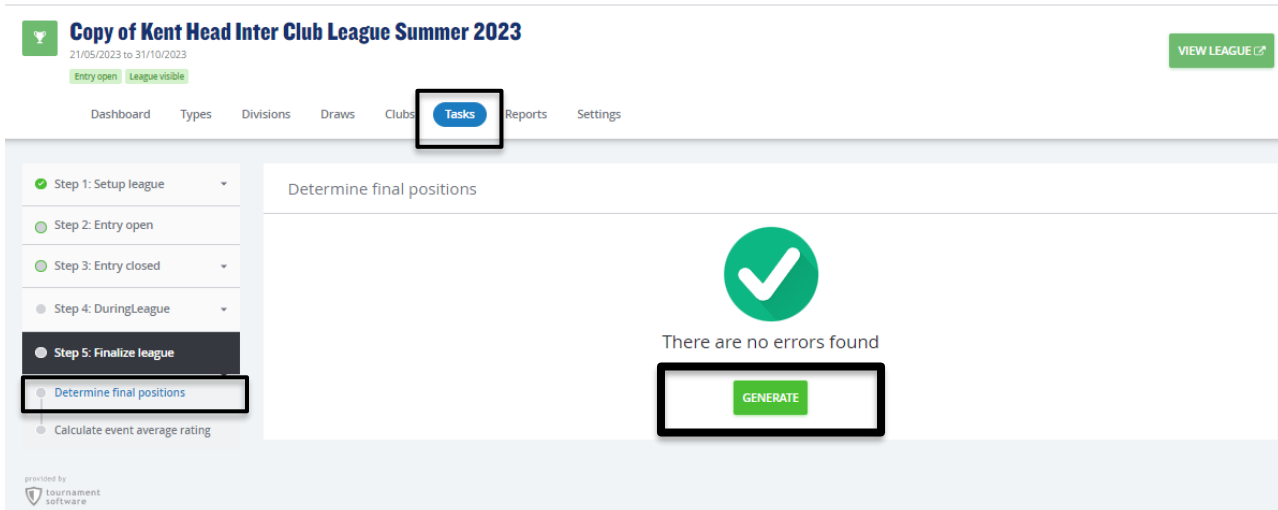
To **Adjust a team score, Switch Home and Away, (Re)schedule match, Relocate match** or apply **Penalty points**, select the drop-down arrow next to the match where these options will appear.



STEP 5: FINALISE LEAGUE

DETERMINE FINAL POSITIONS

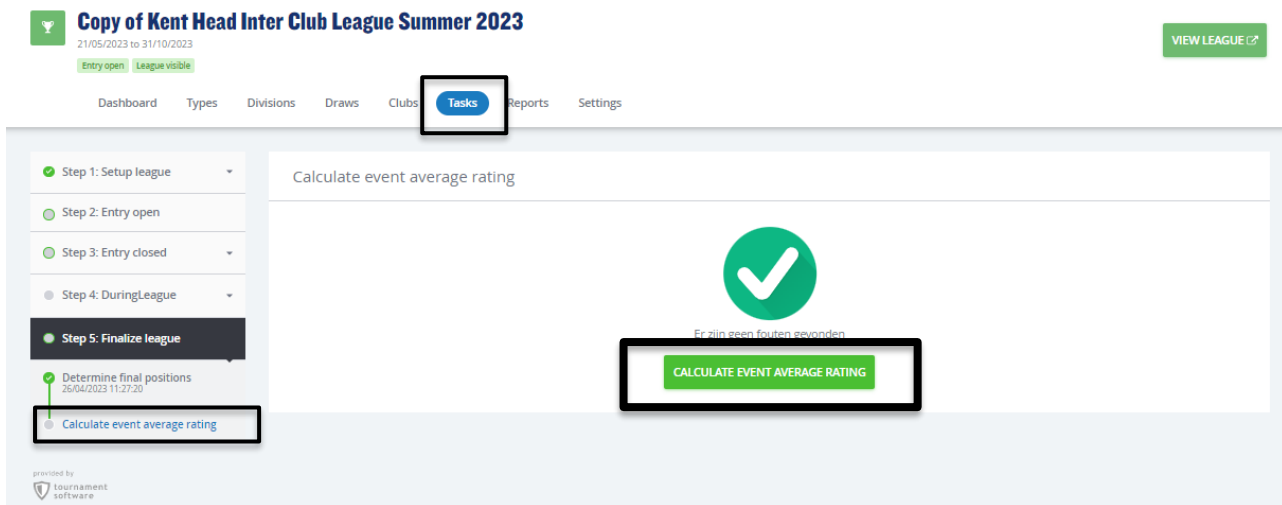
This process checks if all matches have a result.



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**.

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

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

General

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

General [EDIT PROPERTIES](#)

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