

LTA COMPETITION MANAGEMENT SYSTEM ONLINE LEAGUE PLANNER ADDING A COUNTY & DISTRICT LEAGUE CONTACT

Purpose

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. Once this person has been given the County & District League Contact role, they will have the ability to access a number of enhanced features to manage their teams within the leagues and also assign results entry rights to their respective team captains.

- Log into the LTA website using your username and password at <u>www.LTA.org.uk/advantagehome</u>
- Click on the circle with your initials in the top righthand corner of the screen and select Venue Registration

							Tickets E	Shop []
LTA	PLAY	COMPETE	FAN ZONE	ROLES & VENUES	NEWS	WHAT WE DO	Q	÷
						Advantage	Advantage Home	
						Venue Regi	stration	
						Venue safe	guarding standars	8
						Account an	angs a	
			+ Add a new role					
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3. Confirm you have read the Privacy Policy.

Privacy policy
We have updated our Privacy Policy. Please review this before proceeding.
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 I confirm I have read and accept the Privacy Notice

4. Click on the drop-down menu to choose your organisation and select **Continue.**



5. In the **Registration details** click **View or update details**

6. In the **Team** section click **Edit** on the right handside of the **Venue team** tab.

Use the Edit Links in any order to complete registration. When	en all the required information has b
submitted a Submit button will appear at this bottom of this	page to complete the process.
Maidenhead Lawn Tennis Club	
Basic details	
Contact details	E
Delivery address	E
Policies	E
Venue	
Playing facilities	E
Payment options	E
General facilities	E
Members & players	E
LTA Advantage members	E
Team	
Venue team	E

7. In the Team section you will now have the option to Add new contact. You can add the County & District League Contact role to an existing member of the team or Add new contact. You can add the County & District League Contact role to multiple people within your venue.

Edit



How do you want to find this	person?
 Name search 	
LTA membership numb	ber
Coach code	
I'd like to invite them	
Please note that the contact i	will need to have an LTA Advantage
account (More about LTA per your venue, which they can de Details	rsonal accounts) and be affiliated to o in their LTA Advantage Account
account (More about LTA per your venue, which they can de Details Search results will be returned	rsonal accounts) and be affiliated to o in their LTA Advantage Account d after three characters are entered
account (More about LTA per your venue, which they can d Details Search results will be returned Full name	rsonal accounts) and be affiliated of o

8. Select the new role as **County & District League Contact**, click **Confirm** and score down to the bottom to **Add Contact**

Full name	
Chris Mann (Test 03)	
Role	
Volunteer Coordinator	
County and District League Contact	
Secretary	
Cancel	
Clear all	
With the task (i)	
State whether this percep should have Venue Registration web admin	
rights. People assigned the role of Chair or Main contact or Welfare	
officer will automatically be set to web admins.	
Hours	
Full time 🗸	

9. The County & District League Contact will now appear in the Venue Team list.