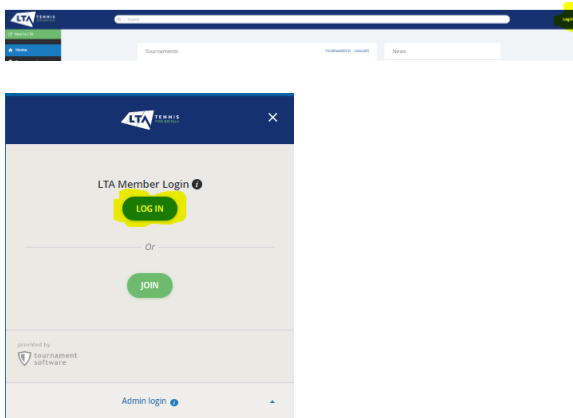


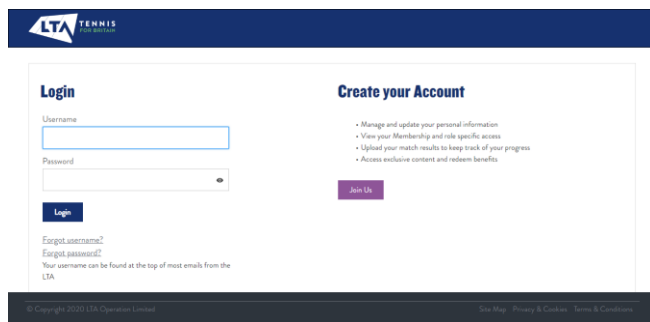
## Purpose

Support Team Captains in viewing the fixture details before a match on Online League Planner.

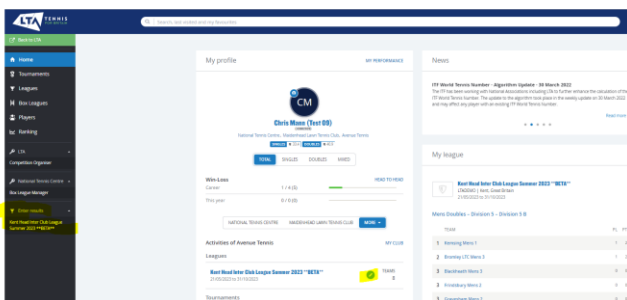
1. Log into the LTA Competitions Portal using your username and password at [competitions.LTA.org.uk](https://competitions.LTA.org.uk).
2. Login in to top right hand corner of the page and select Member Login.



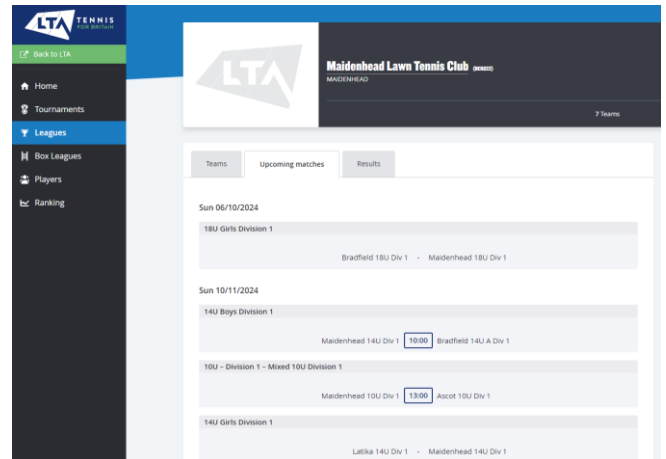
3. Enter your personal username and password that you use to log into the LTA website and click login



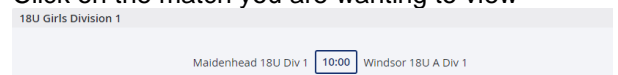
4. You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation named 'Enter Results'. Click on the League name to proceed or click the green box.



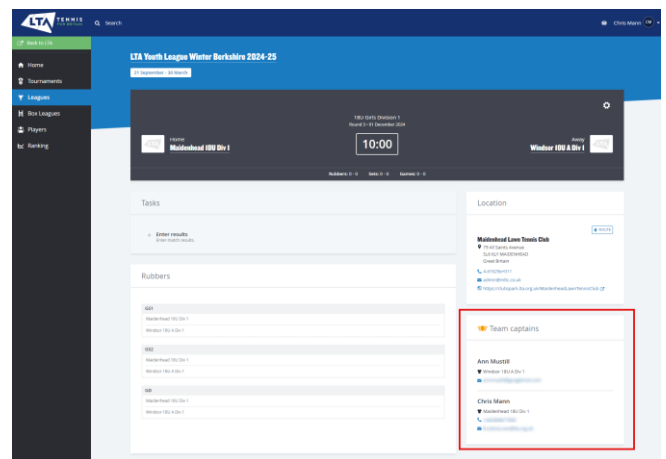
5. Select Upcoming Matches to have a list view of your club's matches.



6. Click on the match you are wanting to view



7. Scroll down and on the right hand side you will see the two team captains. (These are only accessible to other team captains in the same division)



If you Team Captain contact details are incorrect, please contact your Club's County & District League Admin.

8. You can also reschedule the match by clicking on the cog symbol in the top right hand corner of the fixture details. Entering the new match date and time.