# LTA COMPETITION MANAGEMENT SYSTEM

## BOX LEAGUE MANAGER TOOL
## USER MANUAL

# CONTENTS

# INTRODUCTION

The LTA's first Box League Manager Tool is available to all Organisers and Officials through the LTA Competition Management System.

As part of the LTA's vision to open tennis up, we are committed to making finding and entering competitions easier and more accessible for everyone. This includes supporting Organisers and Officials in carrying out all their tasks quickly and efficiently using the same platform.

The LTA Competitions Team, in partnership with Visual Reality, have developed a Results Manager tool, to create a smooth user journey for Organisers, Officials and Coaches to record results when running internal competitions.

Using the new mobile friendly Box League Manager Tool, Organisers can create and run Box Leagues through the Competition Management System which results will immediately appear on all Players' profiles within the system.

We hope this user guide will provide guidance to new and existing tournament organisers in setting up and managing their internal Box Leagues.
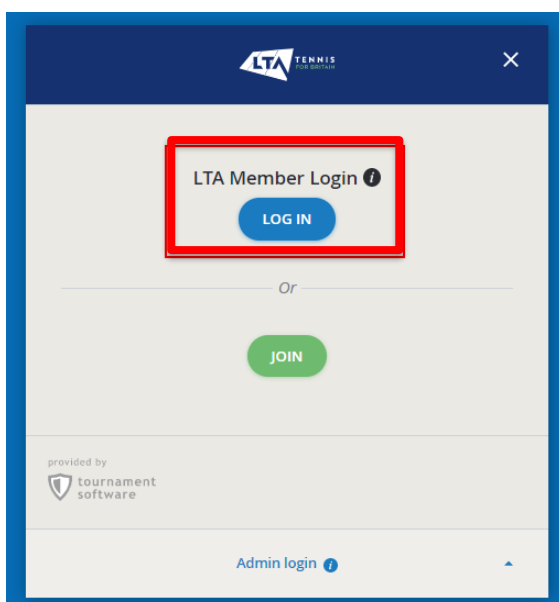
# SECTION 1 – SET UP

## ACCESSING THE BOX LEAGUE MANAGER

Log into the Competition Management System (https://competitions.lta.org.uk/) using the Log in option on the top right-hand side of the screen.
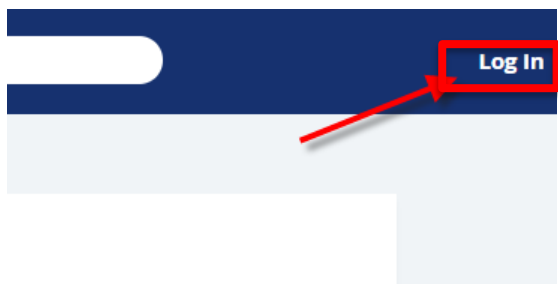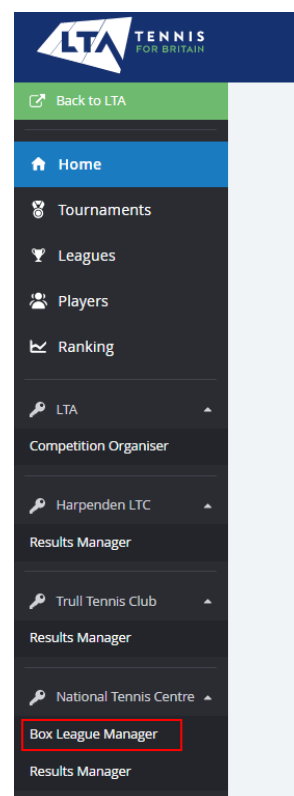


Access the page through the LTA Member Log in option.



The Box League Manager tool is available automatically to everyone with Results Manager access through an LTA Registered Venue.

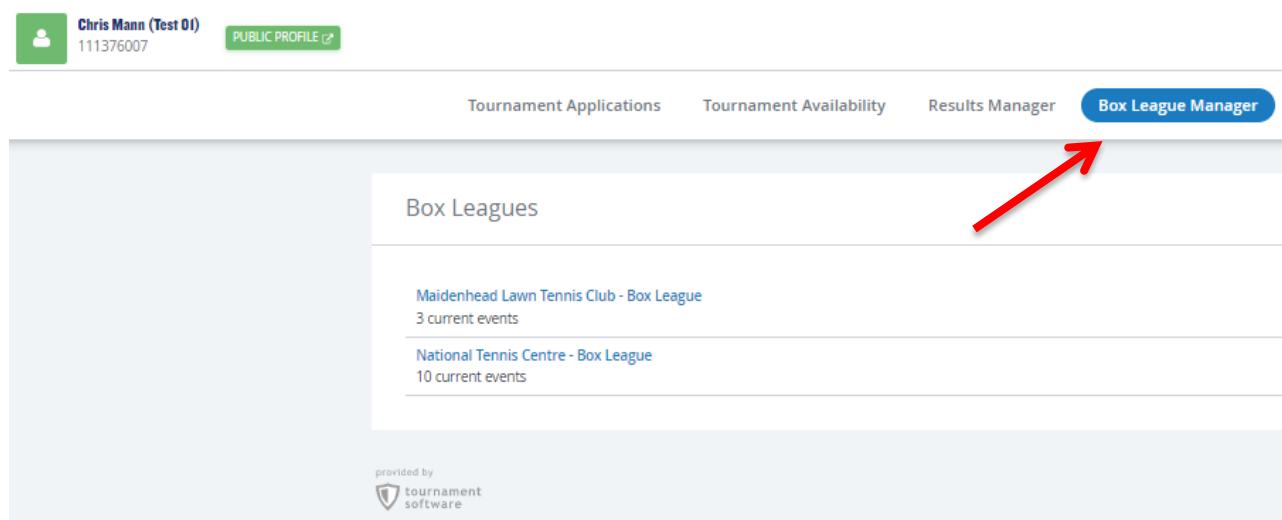The Tool will be available on the left-hand side bar of the Home Page.

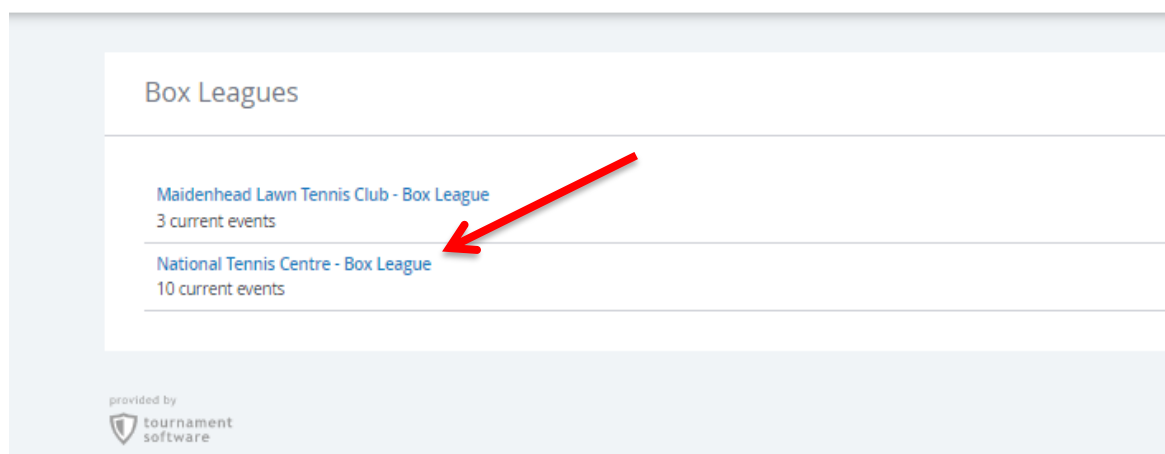If you haven't used Results Manager before, please use the Application Form here to request access.

# SECTION 1 – SET UP

## CREATING AND SETTING UP A NEW BOX LEAGUE

Select the **Box League Manager** tab to open the application.



Select the relevant Venue.



Several tabs are available on the left and will open in the main body of the page.

- **Events:** All Box Leagues that the given venue has organised or will run.
- **Entries:** All new entries that haven't been assigned to a box – these entries can be accepted or declined as shown within this guide.
- **Settings**: The default Scoring Format(s), Organiser contact details and Terms & Conditions.

# SECTION 1 – SET UP

Select the **Add Event** option to create a new Box League.
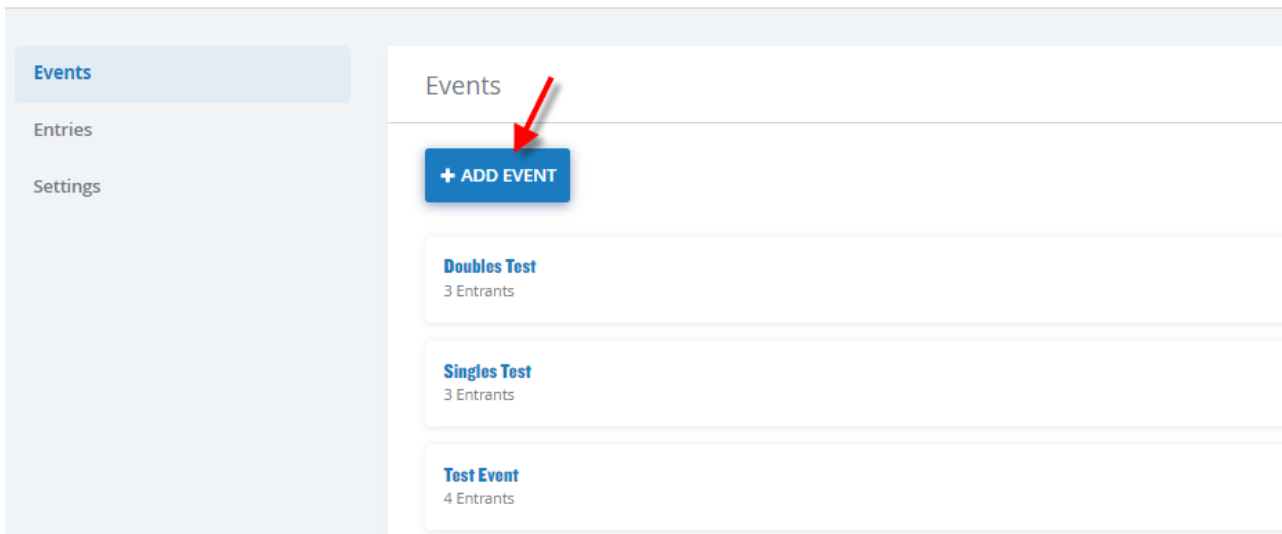


Fill in the following information in the pop-up window:

- Event Name
- Gender
- Event Type
- Minimum and Maximum Ages
- Grading
- Scoring Format

- Calculations (all defaulted to calculations within Settings tab)

- Round Settings
  - Default Group Name
  - Default Group Size
  - Default Duration of Rounds

# SECTION 1 – SET UP

Event details can be edited by using the **Edit** option.



## ADDING A ROUND

Now that you have created your Event and saved your Settings, select the relevant event by clicking on the name of the event.
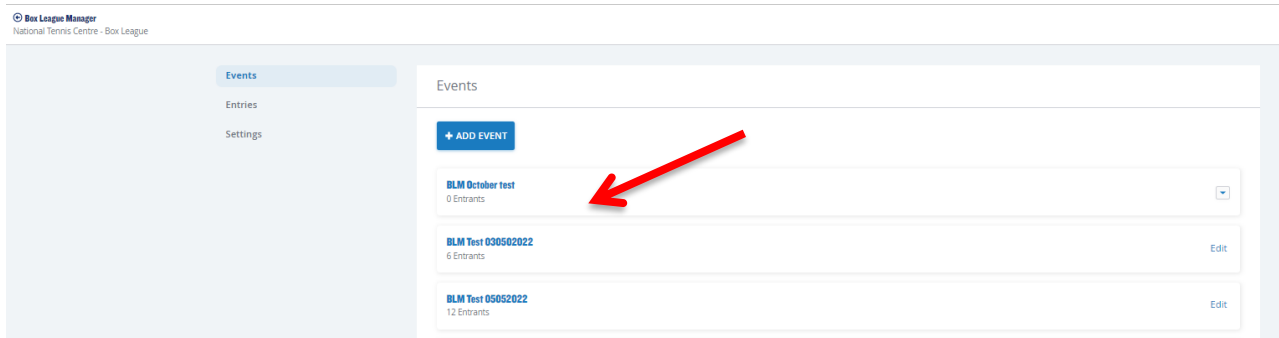


Select the **Add Round** button and enter the round name and dates of the round.



*NB: The Group size will be determined based on the information provided in the Event Settings.*
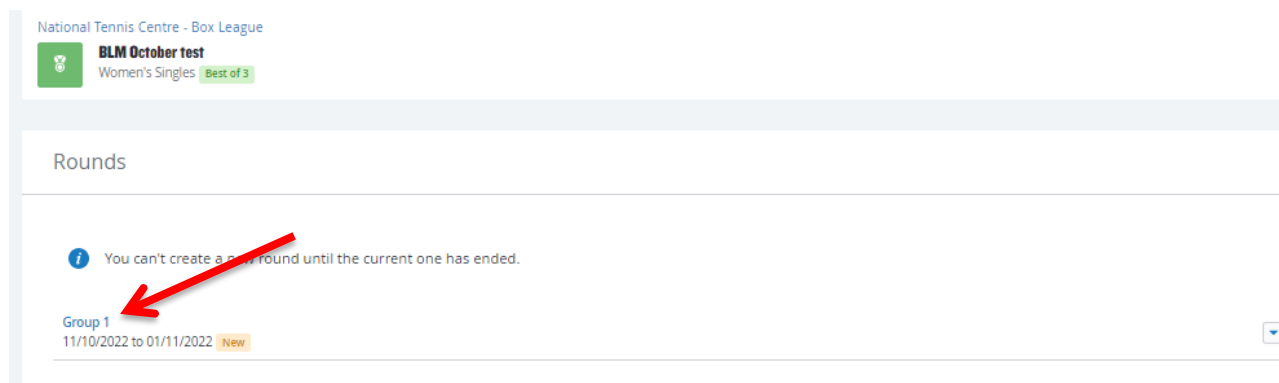
# SECTION 2 – ORGANISATION

## ORGANISE GROUPS

Once you have filled the **Round Name** and **Round settings** as on the above screen, the new group will be created, and you will have the following options in a drop-down menu:
- **Organise groups**
- **Edit**
- **Delete**
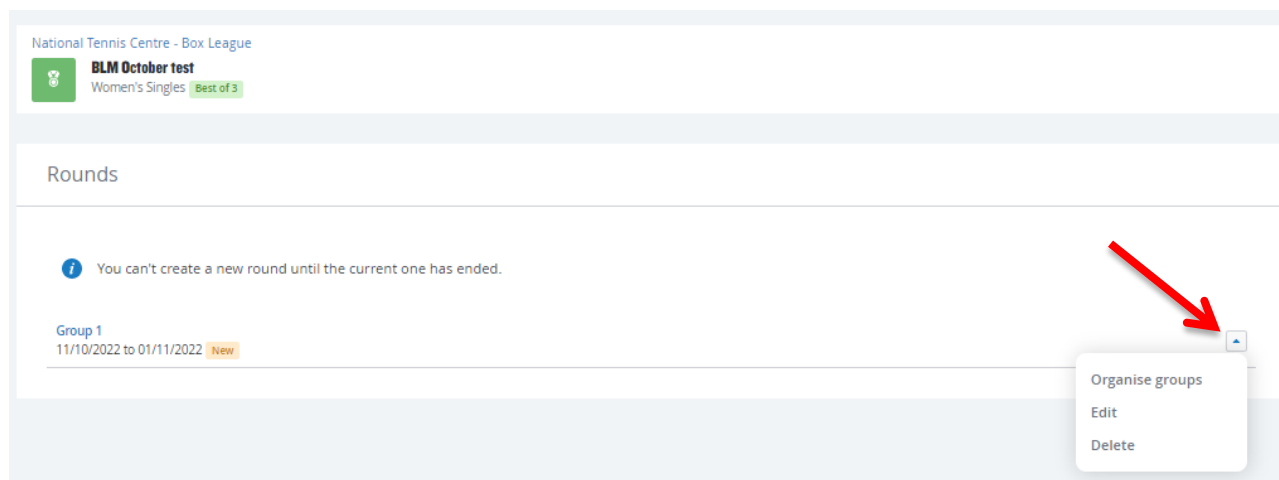


Click on the group name to proceed.

# SECTION 2 – ORGANISATION

This will open your **Round** page with several sections visible as below.

**BLM October test**
**Round 3** Finished

ORGANISE GROUPS | VIEW ROUND

To create the groups and generate matches

To view the public page of the Box League

## Statistics

**PERIOD**
21 Oct - 10 Nov

**RESULTS ENTERED**
2/6

The number of matches played / scheduled

The round start and end date

## Players

To add manual player entries to the group. This function opens the 'Find player' option outlined in this guide.

ADD PLAYER

Search

Showing 1 to 7 of 7 entries

| Name | | LTA Number | Group | Position | Phone | Email | |
|------|---|-----------|-------|----------|-------|-------|---|
| (M) Chris Mann (Test 08) | | 113602012 | - | - | +442084877000 | krisztina.ivan@lta.org.uk | ▼ |
| (M) Chris Mann (Test 09) | | 113602029 | Group 1 | 1 | +442084877000 | chris.mann@tennisofficial.co.uk | ▼ |
| (M) Chris Mann (Test 03) | | 112311355 | Group 2 | 1 | 447977505590 | test3@uat.tennisofficial.co.uk | ▼ |
| (M) Chris Mann (Test 04) | | 113601971 | Group 2 | 2 | +442084877000 | chris.mann@lta.org.uk | ▼ |
| (M) Chris Mann (Test 106) | | 117824237 | Group 2 | 3 | | test106@uat.tennisofficial.co.uk | ▼ |
| (M) Chris Mann (Test 05) | Withdrawn | 112012451 | Group 1 | 2 | 447977505590 | test5@uat.tennisofficial.co.uk | ▼ |
| (M) Chris Mann (Test 03) | Withdrawn | 112406384 | Group 1 | 3 | 442084877000 | chris.mann@lta.org.uk | ▼ |

The drop-down menu at the end of each player row will allow you to be redirected to the player's page which displays their matches for the relevant Box League or to withdraw the player.

Player information displayed includes;

- Contact & membership details, ranking information
- Current Standings within the Group
- Completed matches / Results
- Upcoming / Planned Matches

**National Tennis Centre - Box League**
BLM Test 03052022 • Round 1 | 2 May to 2 May
National Tennis Centre | London

MY ENTRY

**CM** **Chris Mann (Test 01)** (INSTRUCT)
BLM Test 03052022, BLM Test 05052022, BLM Test 23052022, Test
447872639567
chris.mann@lta.org.uk

IN PROFILE
Win-Loss 2-3 (5)

BLM TEST 030502022 | BLM TEST 05052022 | BLM TEST 23052022 | MORE ▾

Rounds
Round 1 (2 May to 2 May) ▾

**Statistics Group 1**

| PLAYER | PL | W | L | PTS | HISTORY |
|--------|----|----|----|----|---------|
| 1 Chris Mann (Test 01) | 1 | 1 | 0 | 2 | |
| 2 Chris Mann (Test 04) | 0 | 0 | 0 | 0 | |
| 3 Chris Mann (Test 03) | 1 | 0 | 1 | 0 | |

BLM Test 030502022 - Group 1
**Chris Mann (Test 01)** • 6 6
Chris Mann (Test 03) 0 0
Tue 03/05/2022

# SECTION 2 – ORGANISATION

***NB: In the current version of the software no new groups can be added until the previous round ends.***
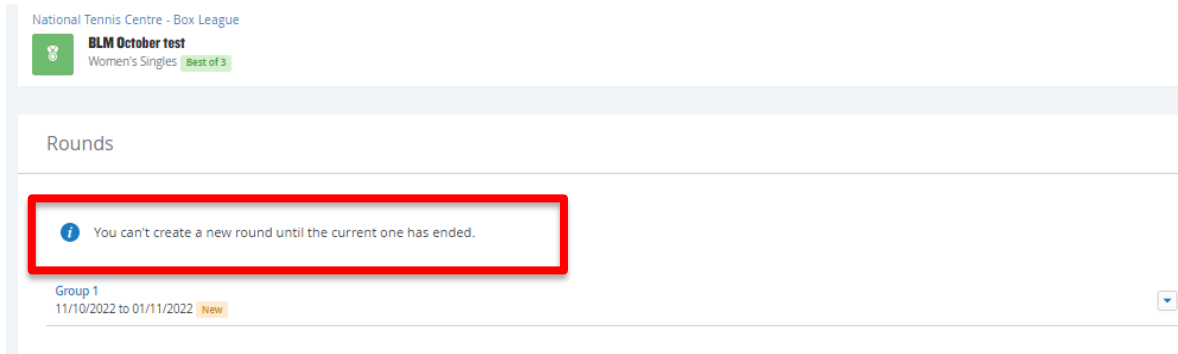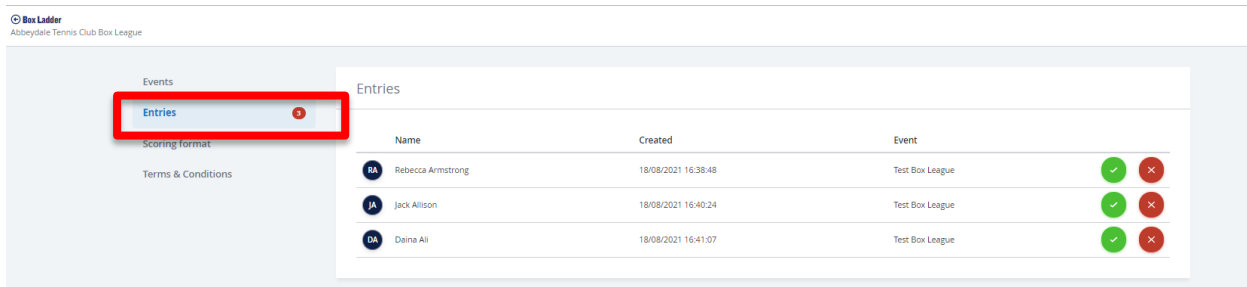


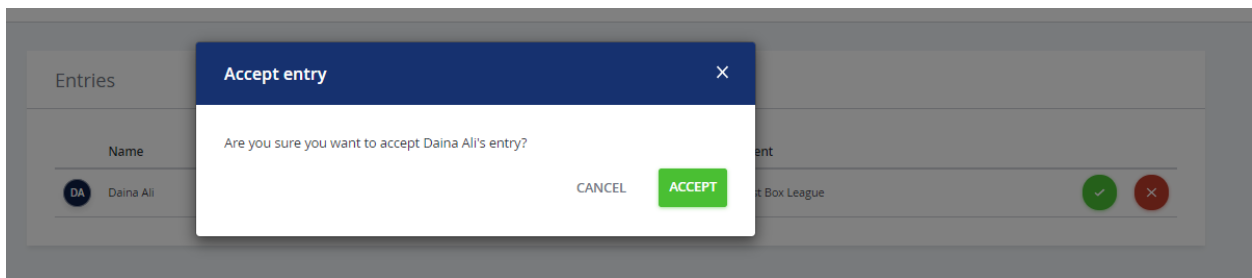Once the Round ends the **Add Round** option appears again.
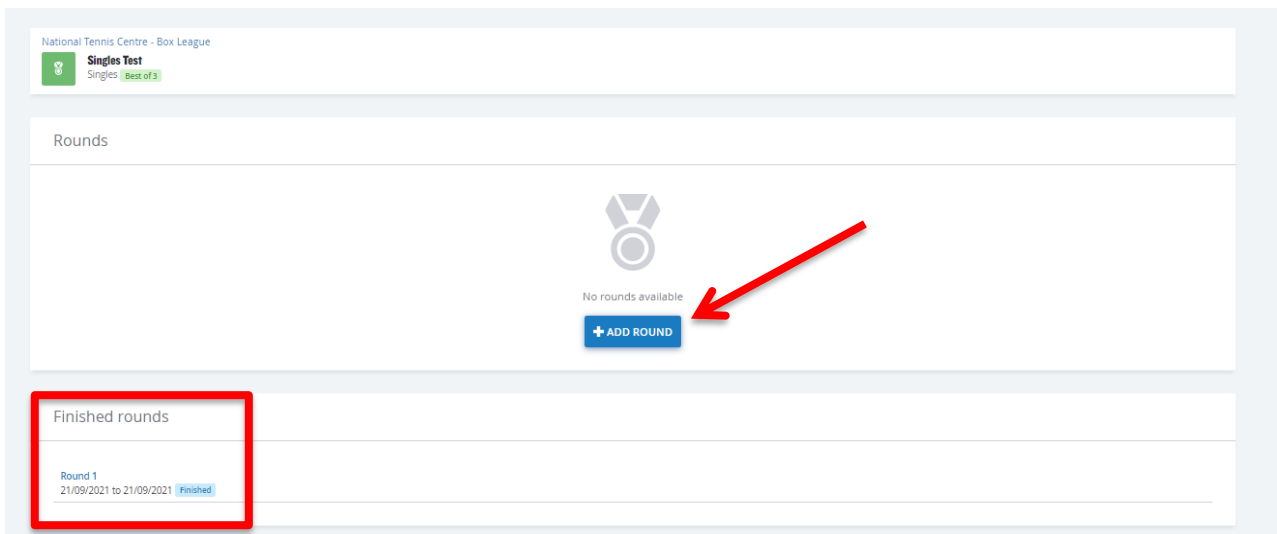


# ENTRY MANAGEMENT - ACCEPTING AND REJECTING ENTRIES

Players who have entered the Box League themselves will appear in the **Entries** section as below for the you as the organiser to accept.
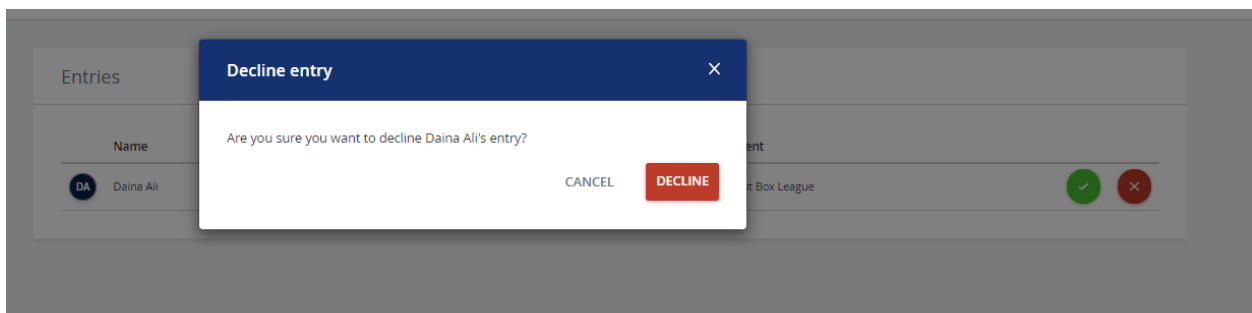
# SECTION 2 – ORGANISATION

Select the **Green tick** to accept the entry in the pop-up notification.



Select the **Red cross** to decline an entry.



Once the new entries are accepted, they will appear in the **Player** section within **Events** alongside all other entered players.
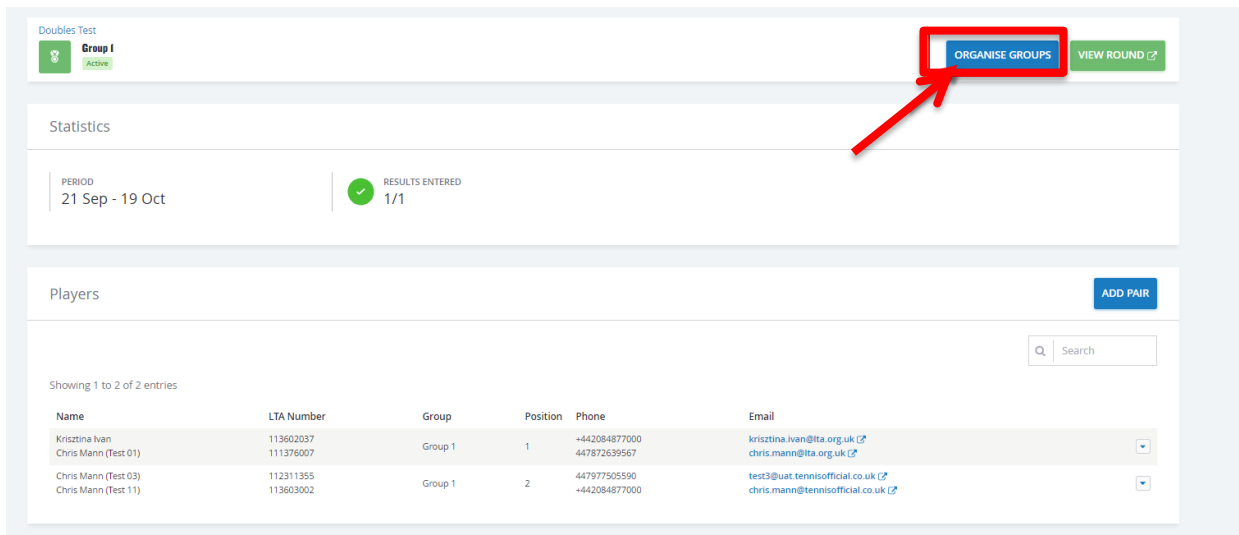


Organisers can make manual entries to add players directly into their Box League. Select the **Add Player / Pair** (singles/doubles depending on event settings) option on the **Group** view (see page 9). Players can be found by name or LTA number(s).

Once found, click submit and the player/team is now added to the list.

# SECTION 2 – ORGANISATION

## CREATING GROUPS
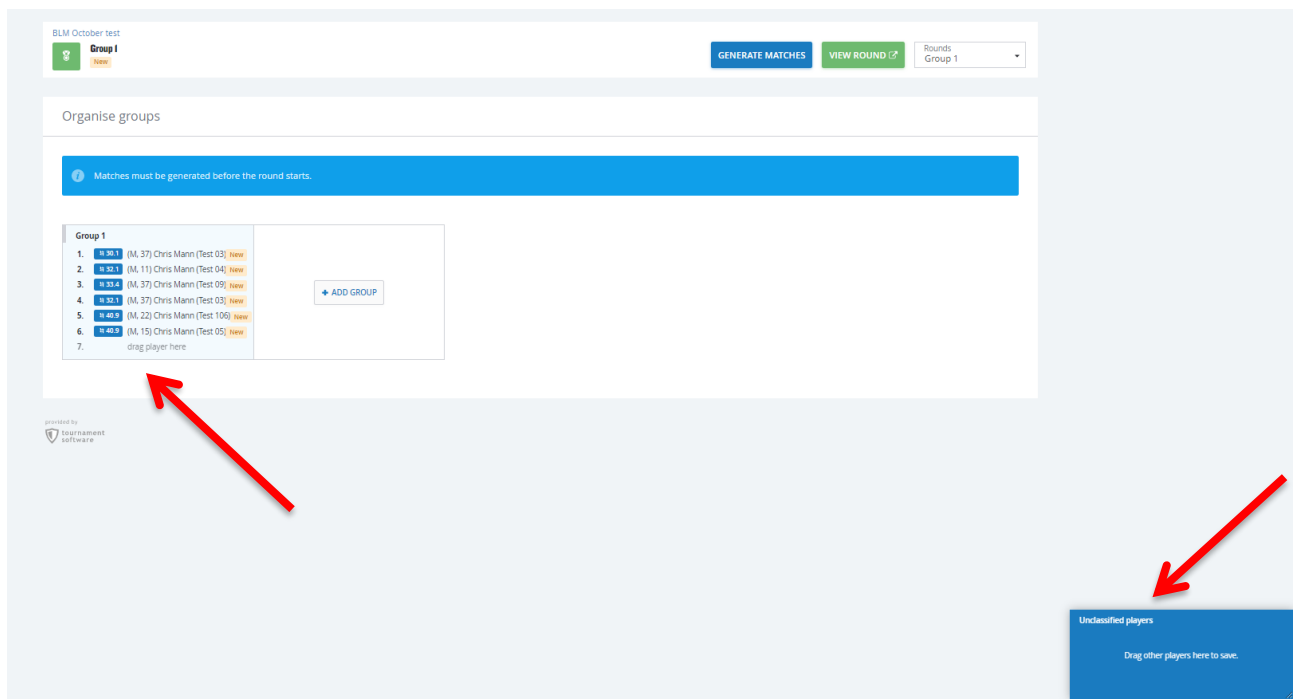
Once all players are accepted select the **Organise Groups** option to proceed.



The new **Group** is then automatically created, placing players in a box together dependant on their WTN to allow players to compete alongside others of similar ability.

# SECTION 2 – ORGANISATION

Any new players entering once the first group(s) is created will appear in the blue box of **Unclassified players** in the bottom right corner. At this stage, players can also be moved from groups if required by dragging and dropping them into the relevant Group.



If the new players entered for the next round, they will be automatically added to an available spot within the groups marked as **New**.

# SECTION 2 – ORGANISATION

Use the **Generate Matches** option to proceed.



A popup window will appear to confirm you wish to generate the matches. Click **Generate Matches**.



Once completed a confirmation message will appear.

Select the **View Round** option on the top right.

# SECTION 2 – ORGANISATION

All upcoming matches will appear for your Box League. Once some matches have been played, these will appear under the **Results** section.

# SECTION 2 – ORGANISATION

## WITHDRAWAL

A player can be withdrawn from a box league at any time. If the round has started, the player will remain in the group and can finish that round and play in any matches that are still pending in that round. The player will then not be transferred into the next round.

As an organiser you can withdraw a player in the Round overview.

# SECTION 2 – ORGANISATION

Players can withdraw themselves from a Round by logging in to their account and on their home page, selecting the box league and modifying their entry and then selecting Withdraw from the event which they no longer wish to play in.
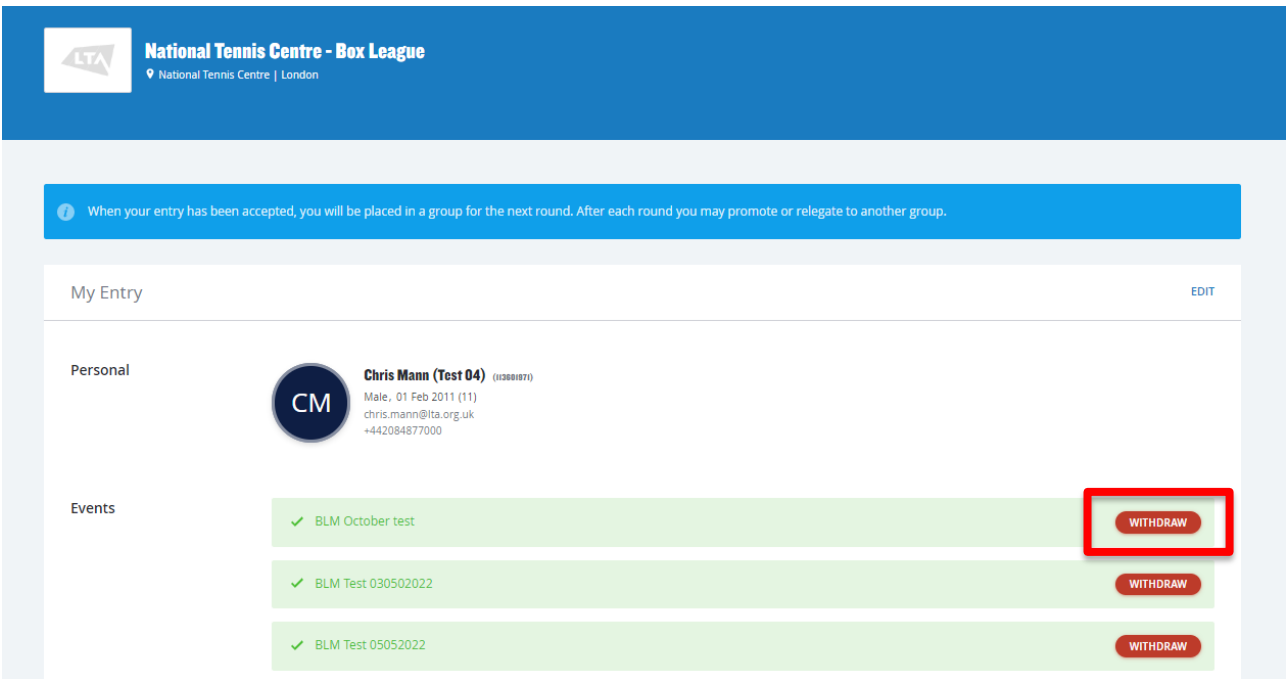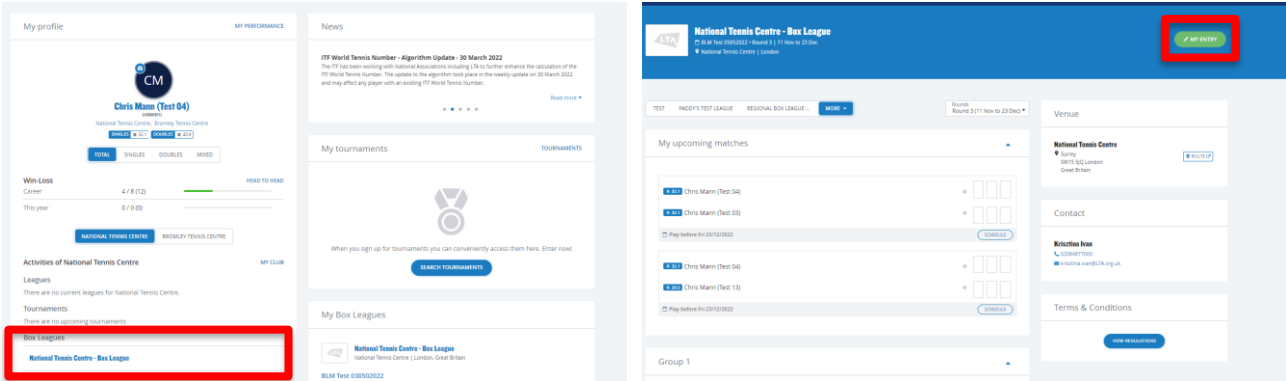
# SECTION 3 – PLAY

## MATCH SCHEDULING – AS A PLAYER

Matches within a box league can be scheduled between opponents by players from their **Player home page** under **My Upcoming Matches.** This option is also available to organisers.

Players should navigate to the Box League from their **Player home page**

# SECTION 3 – PLAY

The **My Upcoming Matches** will appear, and the player can find the match within the round and click on **Schedule**.



Scheduling a match will show the contact details of the player's opponent if available. Once the match schedule has been agreed, the day and time can be selected in the **Select day** drop down.

The scheduling of match date and time is restricted to the start and end of the round so matches cannot be scheduled outside of this time.

***NB: If scheduling doubles all participants in the match will show on screen***.

# SECTION 3 – PLAY

The match will then show as **Planned** with the date and time. All un-planned matches will be displayed with **Play before** and the end date of the Box League.



*NB: If scheduling doubles, all participants in the match will show on screen.*

## MATCH SCHEDULING – AS THE BOX LEAGUE ORGANISER

If required, organisers can also schedule matches between players via **Events** and navigating to **View Round.**



Find the match within the round and click on **Schedule**.

# SECTION 3 – PLAY

Both players contact details will appear for the organiser. Once the match schedule has been agreed, the day and time can be selected in the **Select day** drop down.

As with players, the scheduling of match date and time is restricted to the start and end of the round so matches cannot be scheduled outside of this time.

*NB: If scheduling doubles, all participants in the match will show on screen.*



The match will show as **Planned** with a date and time. All un-planned matches will be displayed with **Play before** and the end date of the Box League.
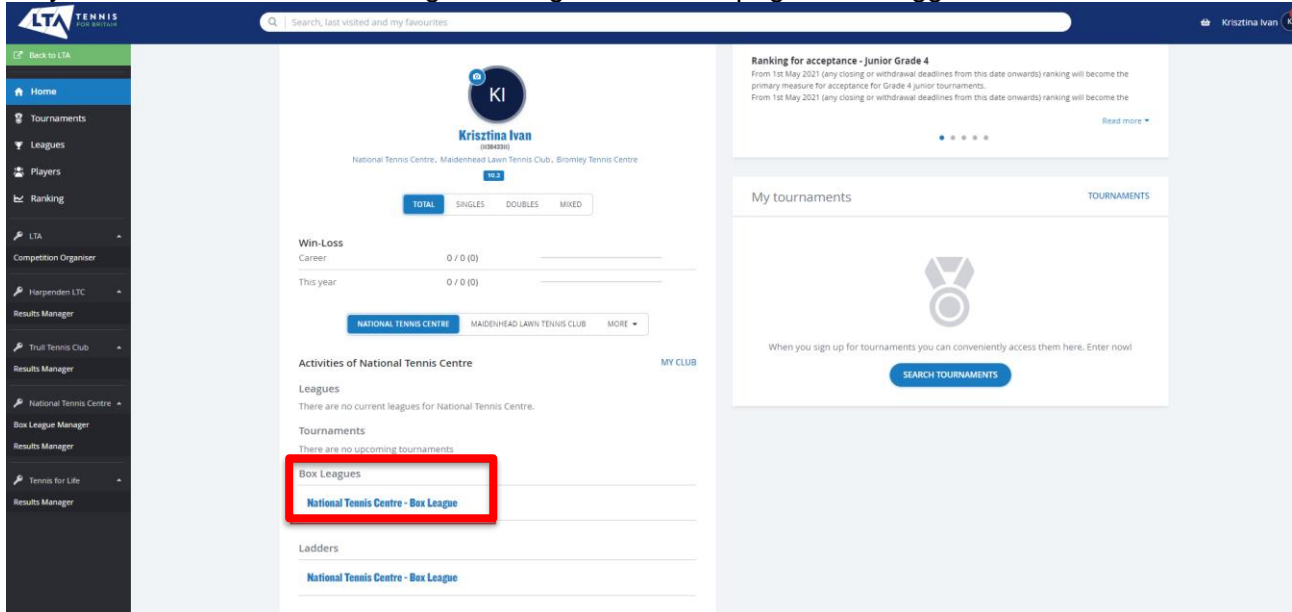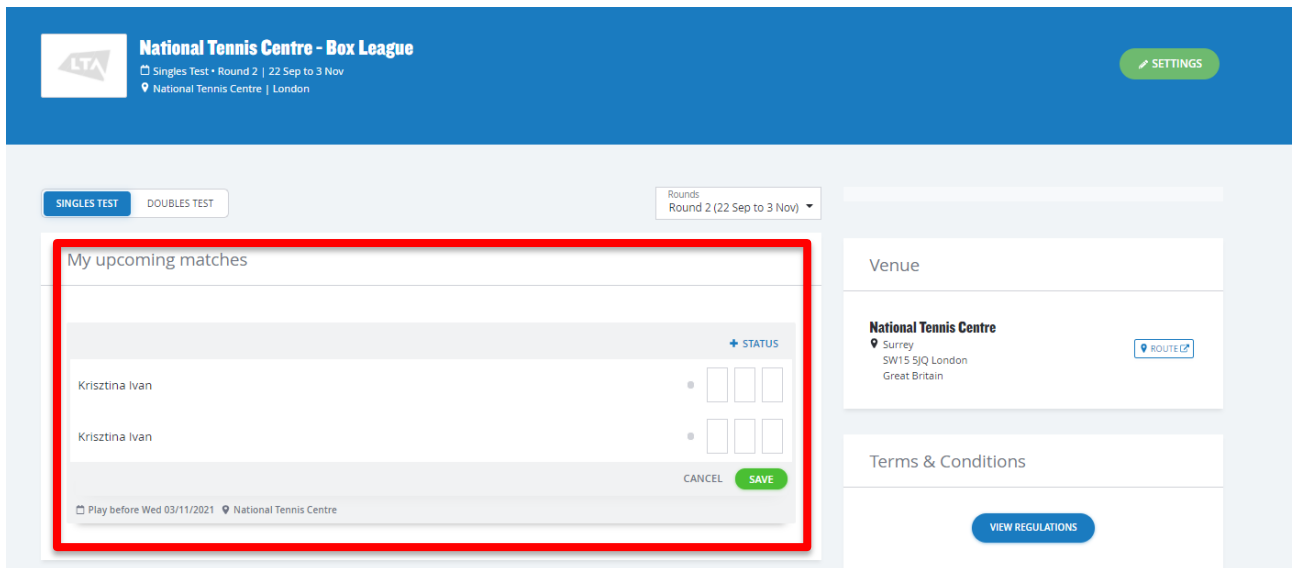
# SECTION 4 – RESULTS SUBMISSION
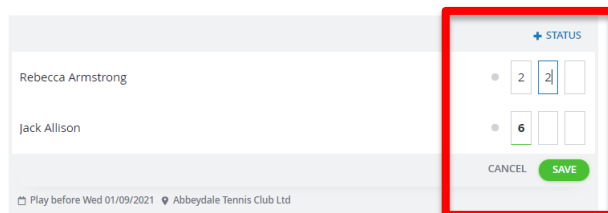
## SUBMIT YOUR RESULT

Players can access the Box League through their home page when logged in.



To submit a result, the player should select the relevant Box League and the relevant match under the **My Upcoming Matches** section.



Scores will be automatically populated when adding the loser score in based on the default scoring format.

# SECTION 4 – RESULTS SUBMISSION

Once the Player has completed all required matches the following information will appear.

## Group 1

| | PLAYER | PL | W | L |
|---|---|---|---|---|
| 1 | Jack Allison | 1 | 1 | 0 |
| 1 | Daina Ali | 1 | 1 | 0 |
| 3 | Rebecca Armstrong | 2 | 0 | 2 |

### Results (2)

| | | |
|---|---|---|
| **10.2** Rebecca Armstrong | 1 | 2 |
| **8.2** Daina Ali ● | 6 | 6 |
| ⏰ Thu 19/08/2021  📍 Abbeydale Tennis Club Ltd | | |

| | | |
|---|---|---|
| **10.2** Rebecca Armstrong | 2 | 2 |
| **10.1** Jack Allison ● | 6 | 6 |
| ⏰ Thu 19/08/2021  📍 Abbeydale Tennis Club Ltd | | |

Once the Player has submitted the results no further modifications can be made to the results by the players.

***NB: Only the League Organiser can make changes to the result once it is submitted.***

# SECTION 4 – RESULTS SUBMISSION

## AMENDING RESULTS AS THE BOX LEAGUE ORGANISER

The Organiser will have access to amend results if needed.

Select the **View Round** option to see all results.



Select the green Edit button to amend the result.

*NB: Amendments can only be made while the Round is in progress, once the round is completed no further amendments can be done.*

# SECTION 4 – RESULTS SUBMISSION



Once the results are submitted, they will be automatically sent to the LTA and included in a players World Tennis Number calculation.

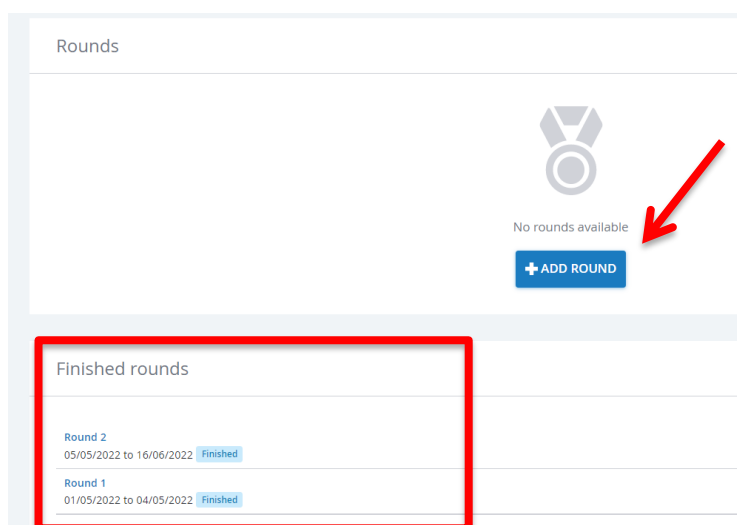# SECTION 5 – BOX LEAGUE CONTINUATION

## ADDING A NEW ROUND

Once a round(s) has been completed it will show as **Finished** on the **Events** page and you will have the option to **Add Round**.



Entered players from the previous Round will automatically move to the next Round. When **Organising Groups**, players will be placed in boxes depending on the overall results from their previous round.
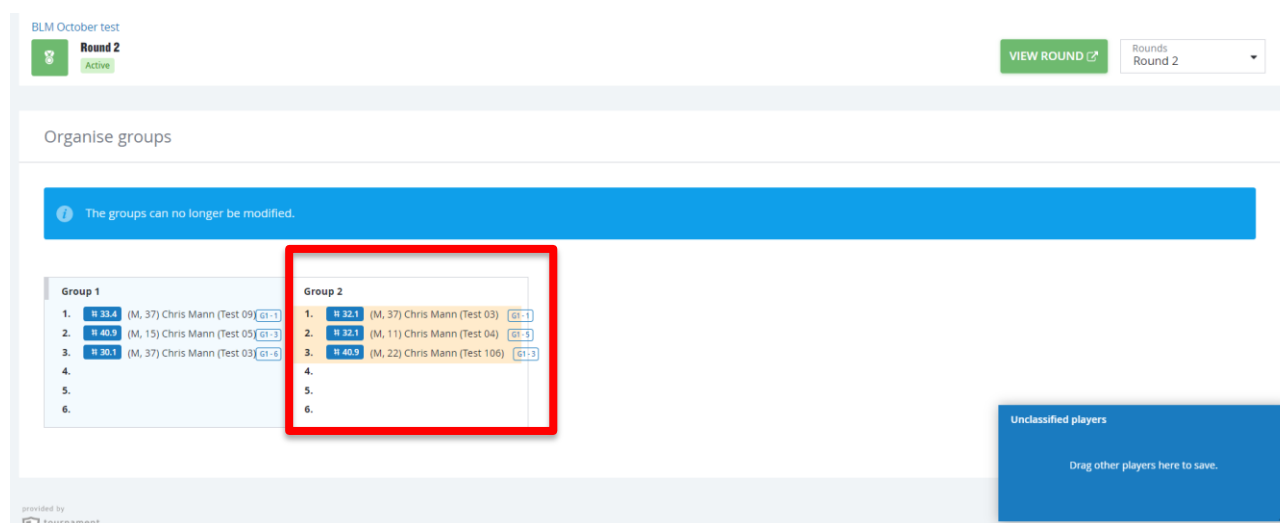


Please follow this guide from the start to ensure your new round is set up correctly.