

ONLINE LEAGUE PLANNER

CLUB ADMIN USER MANUAL

Environment:
Version:
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GETTING STARTED

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. Before getting started you will need to ensure that you have attached the role of Venue County and District League Contact via your LTA members portal.

KEY ROLES

- Enter and edit a team entry.
- Edit fixture details.
- Assign Team Captain roles.
- Add players to teams.
- Reschedule, relocate, and swap home/away matches for your club’s home matches only – should your league settings managed by your league admin allow.
- Change a match result.
- Enter a result, update a score status (i.e., walkover) and match status (i.e., match not played).
- Utilise exports.

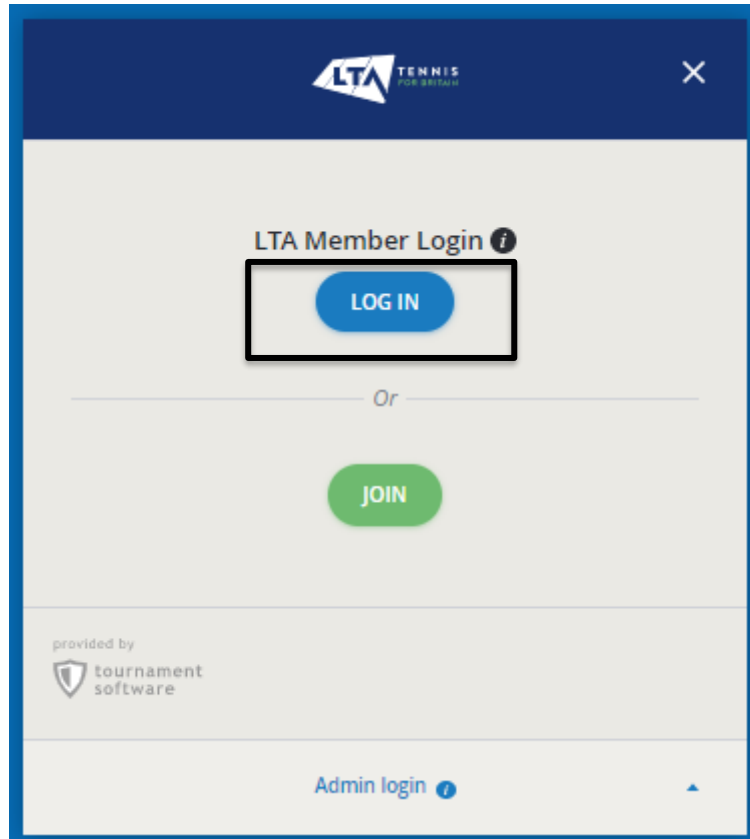
ACCESSING YOUR LEAGUE

To access the Club Administrator section of the Competitions Portal, go to competitions.LTA.org.uk.

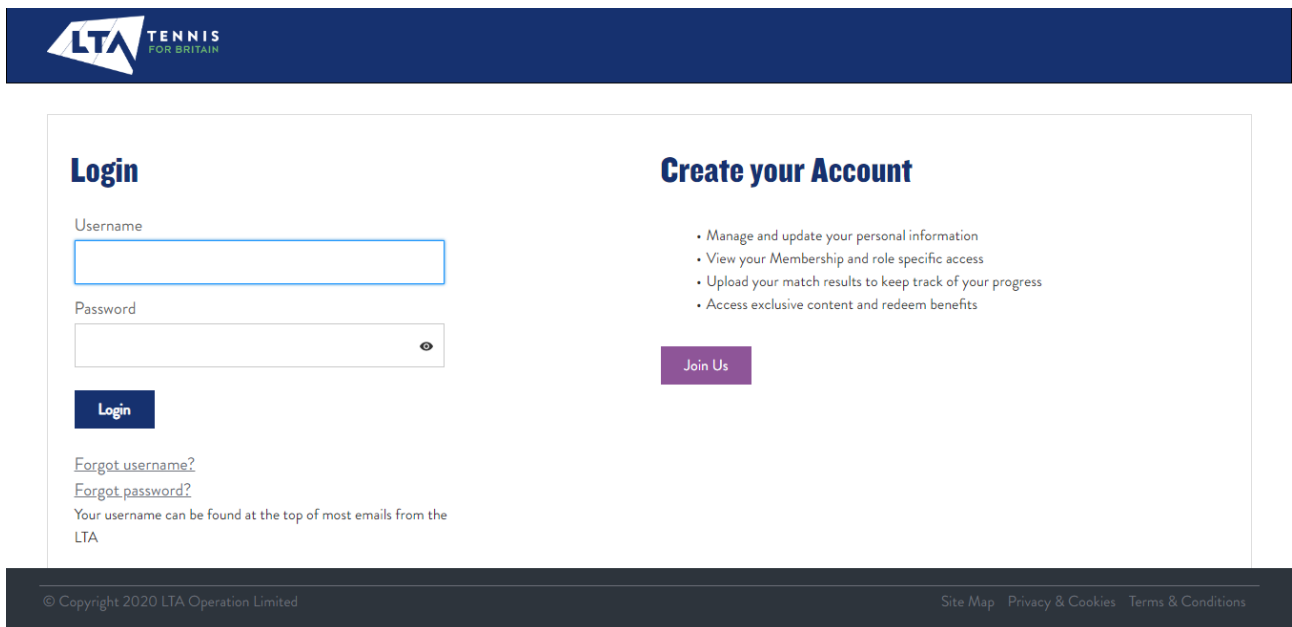
Click Login in to top right hand corner of the page.



Select Member Login



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



Login

Username

Password

[Forgot username?](#)
[Forgot password?](#)
Your username can be found at the top of most emails from the LTA

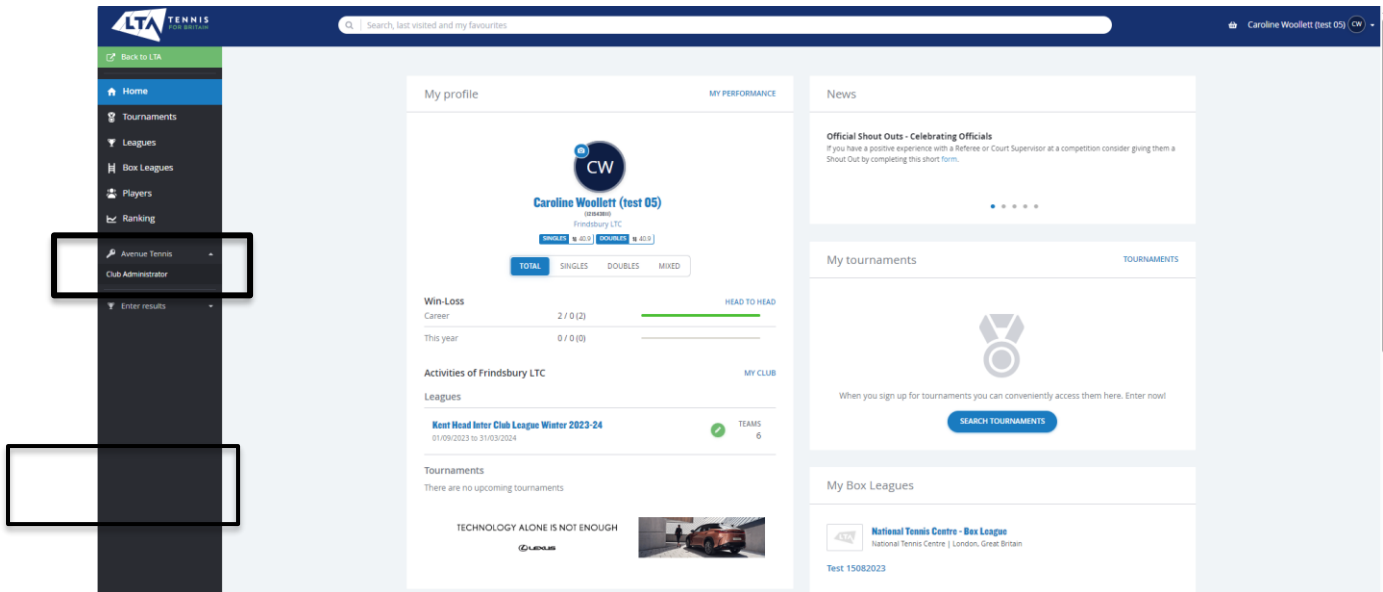
Create your Account

- Manage and update your personal information
- View your Membership and role specific access
- Upload your match results to keep track of your progress
- Access exclusive content and redeem benefits

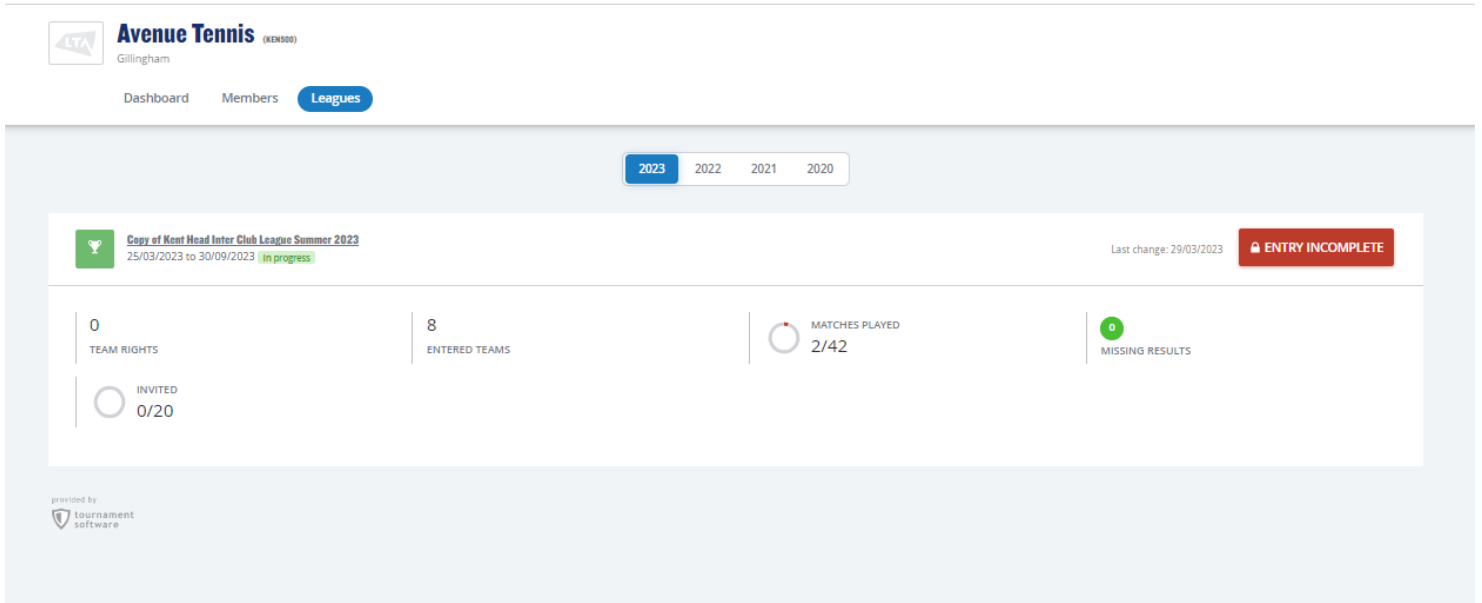
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You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation named 'Club Administrator'. Click on the name to proceed.



Once you have selected the admin role, you will be presented with the League dashboard view as a Club Admin for your club. From this page, you have access to your club's **overview** page within the league.



Dashboard – This will provide you with an overview of information for your club including the club address, number of members and number of leagues they are entered into.

Avenue Tennis (KEN500)
Gillingham

Dashboard Members Leagues

412 MEMBERS | 1 LEAGUES | 0 TOURNAMENTS | 0 COURTS

Avenue Tennis
(KEN500)
Featherby Road
ME8 6AN Gillingham
Kent
Great Britain
☎ 4.41634e+011
✉ info@avenuetennis.co.uk
🌐 https://www.avenuetennis.co.uk

Locations

Avenue Tennis
Featherby Road
ME8 6AN Gillingham
Great Britain

Members – This tab will provide you with a list of your club members including their LTA numbers, contact details and events.

Avenue Tennis (KEN500)
Gillingham

Dashboard Members Leagues

Members

519 Members

Search

Member ID	Name	Age	Gender	Phone	Email	WTN
104911751	Abel, Richard					SINGLES 40.9 DOUBLES 40.9
108332951	Abery, Alison					SINGLES 40.9 DOUBLES 31.1
112623952	Aboa-Bradwell, Anthony					SINGLES 27.5 DOUBLES 27.7
119248203	Ade, Lucky					SINGLES 29.5 DOUBLES 29.5
113991134	Adegbite, Seyi					SINGLES 40.9 DOUBLES 40.9
119877944	ADEKANMBI, JOHN					SINGLES 40.9 DOUBLES 40.9
111342093	Aiyathurai, Ashwin					SINGLES 31.3 DOUBLES 29.9
112679155	Aiyathurai, Lasanthan					SINGLES 40.9 DOUBLES 40.9
119274508	Akioka, Masatoshi					SINGLES 40.9 DOUBLES 40.9
120752891	Aldridge, Demi					SINGLES 40.9 DOUBLES 40.9
112737221	Allen, Benjamin					SINGLES 28.1 DOUBLES 40.9
123975611	Alvarado jimenez, Christopher					
112367324	Ambler, Peter					SINGLES 31.0 DOUBLES 32.6

This information can be exported into an excel sheet if required, by clicking on the right-hand side export square with an arrow in it.

Avenue Tennis (KEN900)
Gillingham

Dashboard **Members** Leagues

Members

519 Members

Member ID	Name	Age	Gender	Phone	Email	WTN
104911751	Abel, Richard					SINGLES $\#$ 40,9 DOUBLES $\#$ 40,9
108332951	Abery, Alison					SINGLES $\#$ 40,9 DOUBLES $\#$ 31,1
112623952	Aboa-Bradwell, Anthony					SINGLES $\#$ 27,5 DOUBLES $\#$ 27,7

You will find the export in your downloads on your computer, and it will open in the below format. This information is useful should you need to send a mass email to members.

	A	B	C	D	E	F	G	H	I
1	Member ID	Name	Age	Gender	Phone	Email	WTN	Singles	Doubles
2	104911751	Abel, Richard					Default	40,9	40,9
3	108332951	Abery, Alison					Default	40,9	31,1
4	112623952	Aboa-Bradwell, Anthony					Default	27,5	27,7
5	119248203	Ade, Lucky					Default	29,5	29,5
6	113991134	Adegbite, Seyi					Default	40,9	40,9

- **Leagues** – This tab displays the league information for which you are a Club Admin.

Avenue Tennis (KEN900)
Gillingham

Dashboard Members **Leagues**

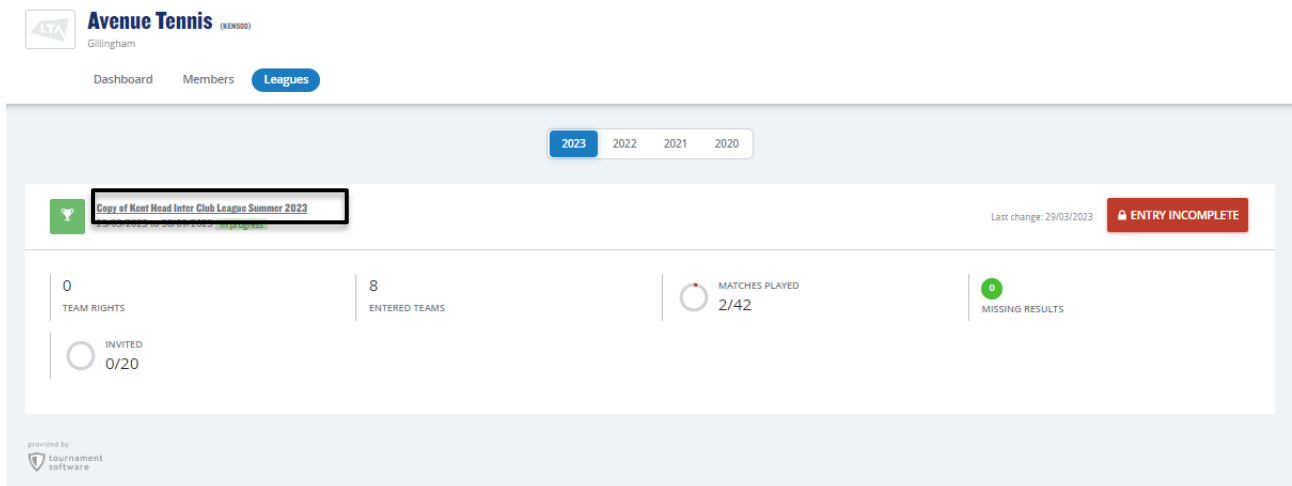
2023 2022 2021 2020

Copy of Kent Head Inter Club League Summer 2023
25/03/2023 to 30/09/2023 in progress Last change: 29/03/2023 ENTRY INCOMPLETE

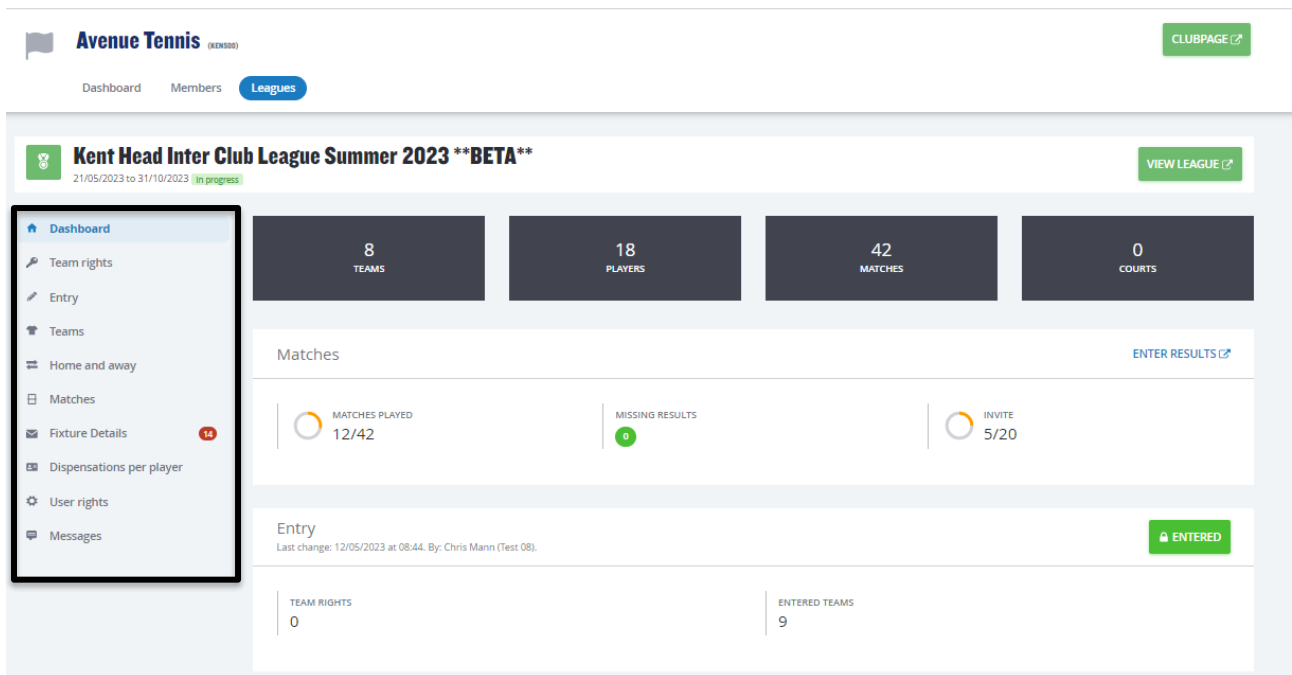
0 TEAM RIGHTS	8 ENTERED TEAMS	2/42 MATCHES PLAYED	0 MISSING RESULTS
0/20 INVITED			

provided by
tournament
software

To access the league, click on the underlined league name.



This will open your main dashboard for the specific league for which you are a Club Admin. Within this page are a number of editable **settings** tabs on the left-hand side.



TEAM ENTRY

To enter or edit a team entry, select **Entry** followed by **Edit**. This section is only editable until the entry deadline, at which point the Edit option is removed.

Avenue Tennis (KENS00) CLUBPAGE

Dashboard Members **Leagues**

Kent Head Inter Club League Summer 2023 **BETA** VIEW LEAGUE

21/05/2023 to 31/10/2023 [Open for entries](#)

Dashboard

Team rights

Entry

Teams

Home and away

Matches

Fixture Details 14

Dispensations per player

User rights

Messages

You can change this entry until 14/06/2023 at 16:00.

Last change: 12/05/2023 at 08:44. By: Chris Mann (Test 08).

Teams EDIT

9 teams

League type	Event	Team	Team captain	Players	Average	Remarks
Mens Doubles (4MD)	Division 10 - Avenue Tennis 4	Avenue Mens 1				
Mens Doubles (4MD)	Division 3 - Avenue Tennis 1	Avenue Mens 2	Chris Mann (Test 09)	1		
Mens Doubles (4MD)	Division 5 - Avenue Tennis 2	Avenue Mens 3				
Mens Doubles (4MD)	Division 5 - Avenue Tennis 3	Avenue Mens 4				
Ladies Doubles (4WD)	Division 4 - Avenue Ladies 1	Avenue Ladies 1				
Ladies Doubles (4WD)	Division 6 - Avenue Ladies 2	Avenue Ladies 2				
Ladies Midweek Doubles (4WD)	Division 4 - Avenue Ladies Midweek	Avenue Ladies Midweek				
Mixed Doubles (4XD)	Division 3 - Avenue Mixed 1	Avenue Mixed 1				
Mixed Doubles (4XD)	Division 7 - Avenue Mixed 2	Avenue Mixed 2				

Within the **Entry** section, you have the ability to add a team via the **+Add team** button or **edit** and **withdraw** a team via the **Actions** dropdown button.

Copy of Kent Head Inter Club League Summer 2023 VIEW LEAGUE

25/03/2023 to 30/09/2023 [Open for entries](#)

1 My teams 2 Confirmation

SUBMIT

My teams TEAMS COMPLETE 8/8

+ ADD TEAM

Based on your entries from last year we have prepared a number of teams for you so that you can make changes with ease.

8 teams

League type	Event	Team	Team captain	Players	Average	Remarks
New Mens Doubles (4MD)	Division 3	Avenue Mens 1				
New Mens Doubles (4MD)	Division 5	Avenue Mens 2	Chris Mann (Test 09)	1		
New Mens Doubles (4MD)	Division 5	Avenue Mens 3				
New Ladies Doubles (4WD)	Division 4	Avenue Ladies 1				
New Ladies Doubles (4WD)	Division 6	Avenue Ladies 2				
New Ladies Midweek Doubles (4WD)	Division 4	Avenue Ladies Midweek				
New Mixed Doubles (4XD)	Division 3	Avenue Mixed 1				
New Mixed Doubles (4XD)	Division 7	Avenue Mixed 2				

SUBMIT

+Add team – This allows you to add the details of a team into the league including the gender, league type (event) and division. Click **Add** to continue.

Add team [Close]

Team
Follow the steps below and fill out information to add a new team.

Gender: Women

League type: Ladies Doubles (4WD)

Event: Division 7

Name: 3

CANCEL ADD

Edit / Withdraw – A team that has already been added can be edited or withdrawn using the **edit** dropdown selection under **Actions**. Within this section the event can be changed, the team captain for the team can be added along with the players.

Copy of Kent Head Inter Club League Summer 2023
25/03/2023 to 30/09/2023 | [Open for entries](#)

[VIEW LEAGUE](#)

1 My teams

2 Confirmation

[SUBMIT](#)

My teams TEAMS COMPLETE
8/8

Entry incomplete

[+ ADD TEAM](#)

Based on your entries from last year we have prepared a number of teams for you so that you can make changes with ease.

8 teams							
	League type	Event	Team	Team captain	Players	Average	Remarks
<small>New</small>	Mens Doubles (4MD)	Division 3	Avenue Mens 1				<small>ACTIONS</small>
<small>New</small>	Mens Doubles (4MD)	Division 5	Avenue Mens 2	Chris Mann (Test 09)	1		<small>ACTIONS</small>
<small>New</small>	Mens Doubles (4MD)	Division 5	Avenue Mens 3				<small>ACTIONS</small>
<small>New</small>	Ladies Doubles (4WD)	Division 4	Avenue Ladies 1				<small>ACTIONS</small>
<small>New</small>	Ladies Doubles (4WD)	Division 6	Avenue Ladies 2				<small>ACTIONS</small>
<small>New</small>	Ladies Midweek Doubles (4WD)	Division 4	Avenue Ladies Midweek				<small>ACTIONS</small>
<small>New</small>	Mixed Doubles (4XD)	Division 3	Avenue Mixed 1				<small>ACTIONS</small>
<small>New</small>	Mixed Doubles (4XD)	Division 7	Avenue Mixed 2				<small>ACTIONS</small>

Edit team

Team
You can edit this team through a promotion request and modifying players.

Gender
Men

League type
Mens Doubles (4MD)

Event
Division 3

Name
Avenue Mens 1

Add team captain
Optionally add a team captain to this team. This can also be done later.

Q | Add a captain, search by name/Member ID

[+ Request promotion or relegation](#)

Add players
To request a promotion you must add players to the team. You can do this through the search option below.

Q | Add a player, search by name/Member ID

Avenue Mens 1

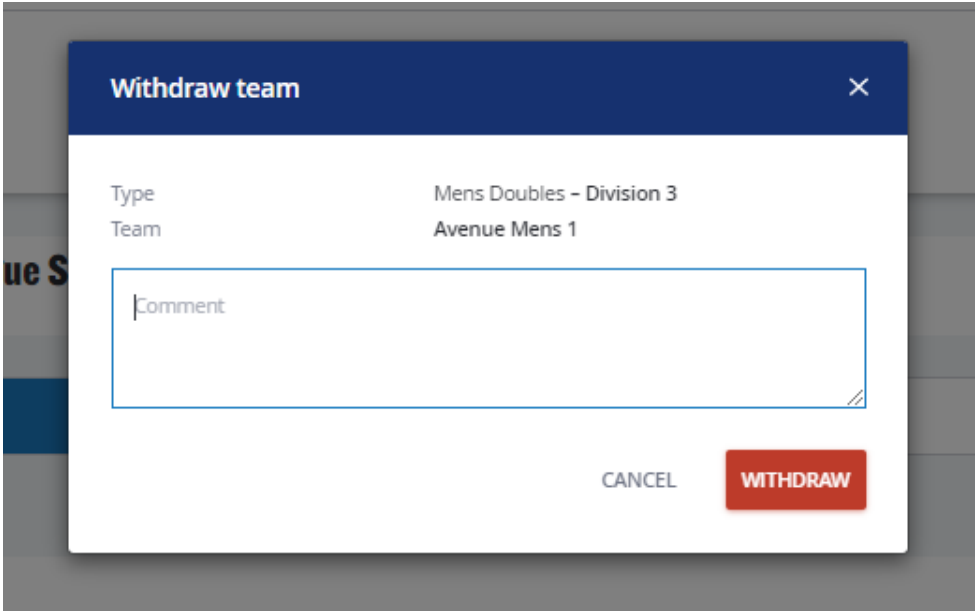
No players have been added to this team.

CANCEL **SAVE**

To add members please search using the person's name or LTA number. This can also be done in the **Teams** section as outlined further in this guide.

In addition, a request can be made for **promotion** or **relegation**.

Withdraw – A team can be withdrawn and a comment input using the dropdown selection **withdraw** under **Actions**.



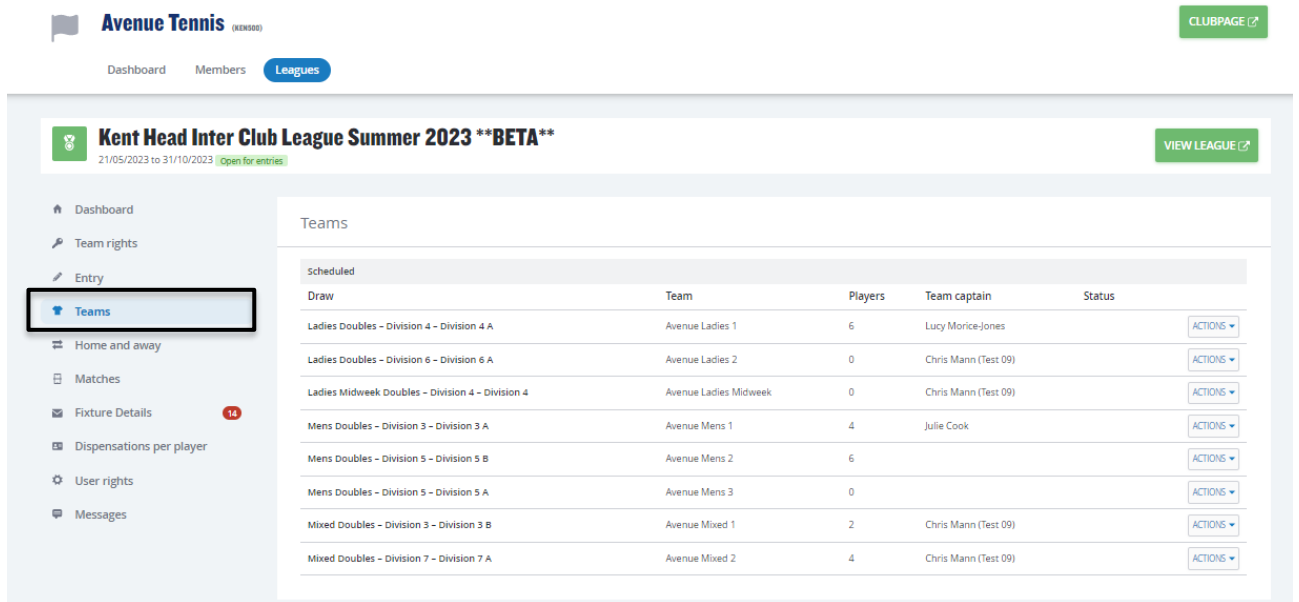
The image shows a modal dialog box titled "Withdraw team" with a close button (X) in the top right corner. The dialog contains the following information:

Type	Mens Doubles - Division 3
Team	Avenue Mens 1

Below the table is a text input field labeled "Comment". At the bottom right of the dialog are two buttons: "CANCEL" and "WITHDRAW".

ADDING, EDITING OR DELETING PLAYERS IN TEAMS

Select **Teams** to have an overview of the club's entered teams for the respective league.



Avenue Tennis (060909) CLUBPAGE

Dashboard Members **Leagues**

Kent Head Inter Club League Summer 2023 **BETA** VIEW LEAGUE
21/05/2023 to 31/10/2023 [Open for entries](#)

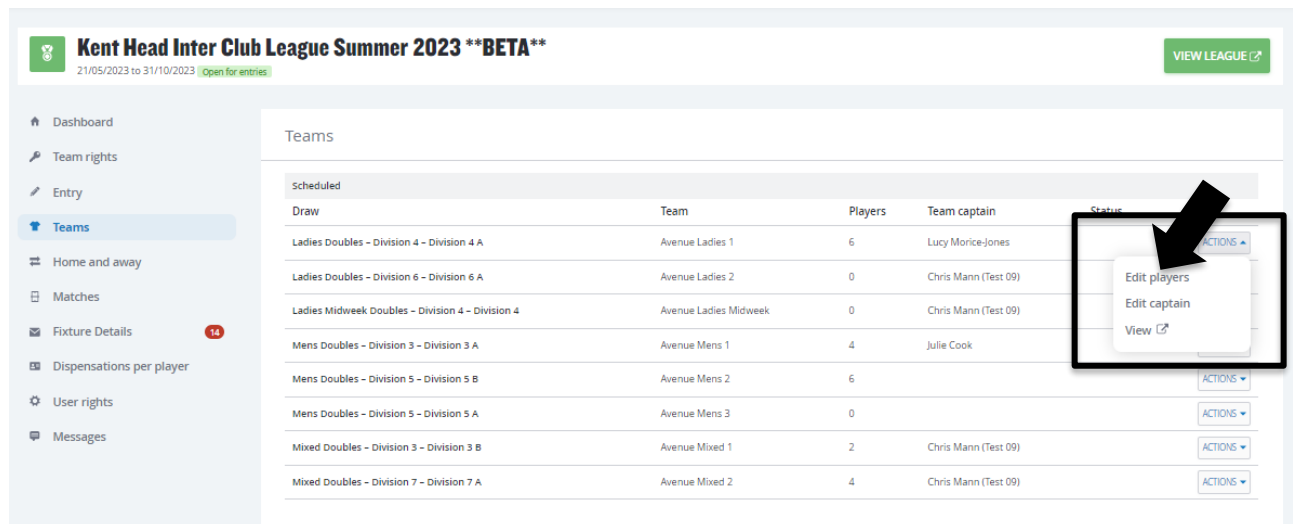
Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details 14
Dispensations per player
User rights
Messages

Teams

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

Within this section you can **add players** to each team, **assign team captains** and view each **team's page** on the Competitions portal.

To edit players in a team, select the **Actions** dropdown following by **Edit players**.



Kent Head Inter Club League Summer 2023 **BETA** VIEW LEAGUE
21/05/2023 to 31/10/2023 [Open for entries](#)

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details 14
Dispensations per player
User rights
Messages

Teams

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

Players who appear in the list can be **deleted**, new players can be **added**, and players can be imported from entry.

Team players
Avenue Tennis Ladies 1

Search: Add a player, search by name/Member ID

Name	Age	
Fiona Armstrong		
Tracey Constant		
Sue Depledge		
Frances Watson		
Kim Yalcin		

+ IMPORT PLAYERS FROM ENTRY

Players that were submitted in the entry will be imported.

CLOSE

When adding new players, you can search by their name or LTA number. To **add a player**, select the green circle with a plus sign.

Team players
Avenue Tennis Ladies 1

Search: chris

You can add players from your own club by searching by name or Member ID.

- Christopher Alvarado Jimenez (02307581)
Avenue Tennis
- Christopher Barge (03260496)
Avenue Tennis
- Chris Cox (00170336)
Avenue Tennis

+ IMPORT PLAYERS FROM ENTRY

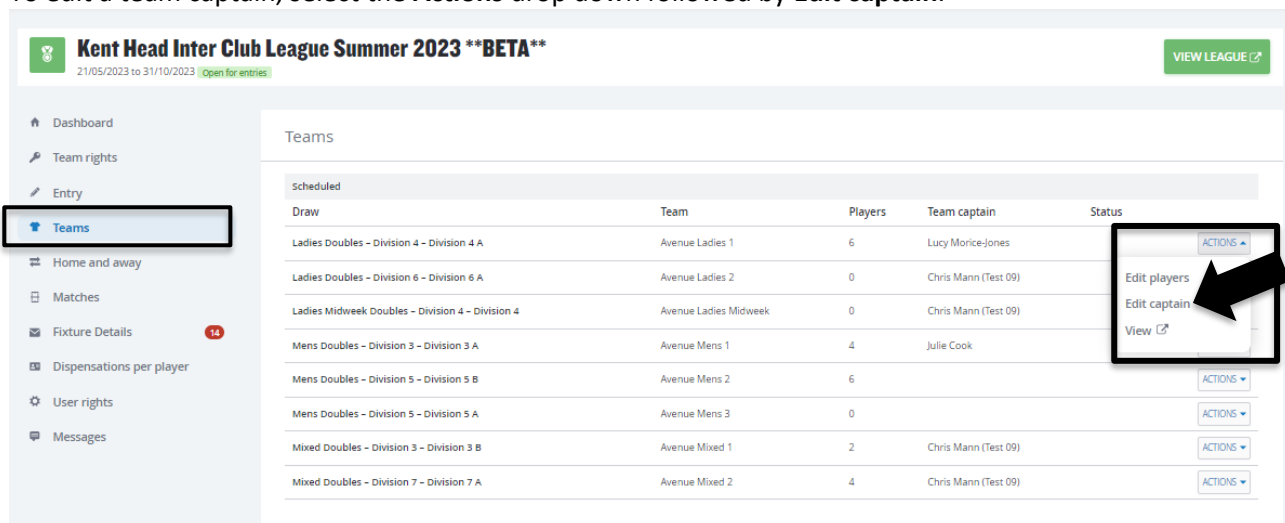
Players that were submitted in the entry will be imported.

CLOSE

Players	Team captain
5	Kim Yalcin
9	Lindsey Richards
15	Oliver Howarth
17	Kyle Yalcin
14	Wayne Pullen
6	Tracey Constant
4	Sue Depledge

ADDING, EDITING OR DELETING TEAM CAPTAINS

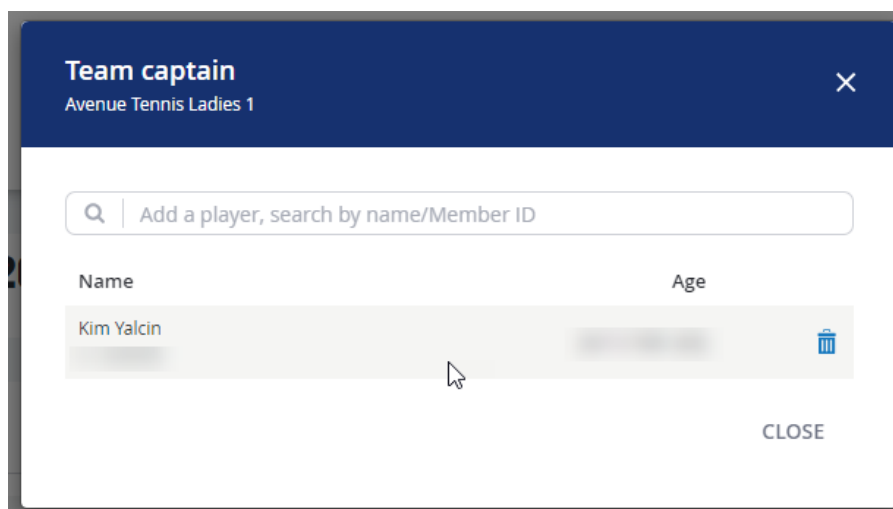
To edit a team captain, select the **Actions** drop down followed by **Edit captain**.



Kent Head Inter Club League Summer 2023 **BETA**
21/05/2023 to 31/10/2023 [Open for entries](#) [VIEW LEAGUE](#)

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details 14
Dispensations per player
User rights
Messages

Draw	Team	Players	Team captain	Status
Scheduled				
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS



Team captain
Avenue Tennis Ladies 1

Q | Add a player, search by name/Member ID

Name	Age
Kim Yalcin	

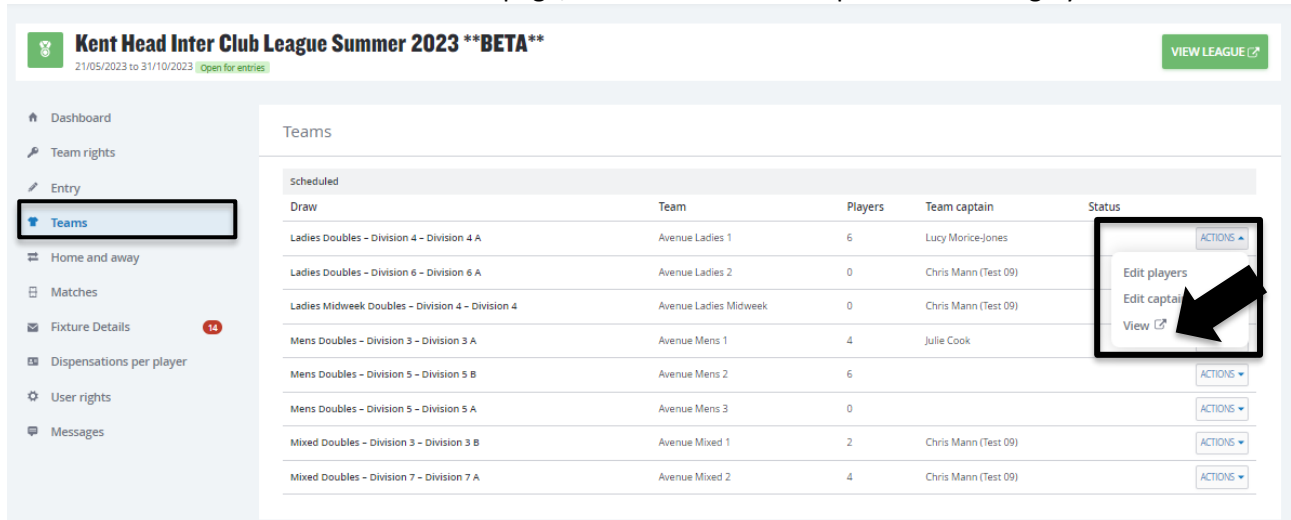
CLOSE

Once a team captain role has been assigned, the team captain will have access to submit results for all of the club's home matches and will have the ability to reschedule, relocate and swap home/away matches for their team only if access have been given by the League Admin.

If all access have been given by the League admin, in the example above, Chris Mann (Test 09) has been assigned as Team Captain for Mens Doubles – Division 5 – Division 5 b – therefore as Team Captain Chris Mann (Test 09) will have access to reschedule, relocate, and swap home/away matches for Mens Doubles – Division 5 – Division 5 b at Avenue Tennis Club only. Chris Mann (Test 09) will be able to submit all home club match results for Avenue Tennis.

TEAM PAGE VIEW

To have an overview of each team's view page, select the **Actions** drop down following by **View**.



Kent Head Inter Club League Summer 2023 **BETA**
21/05/2023 to 31/10/2023 [Open for entries](#) [VIEW LEAGUE](#)

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details **14**
Dispensations per player
User rights
Messages

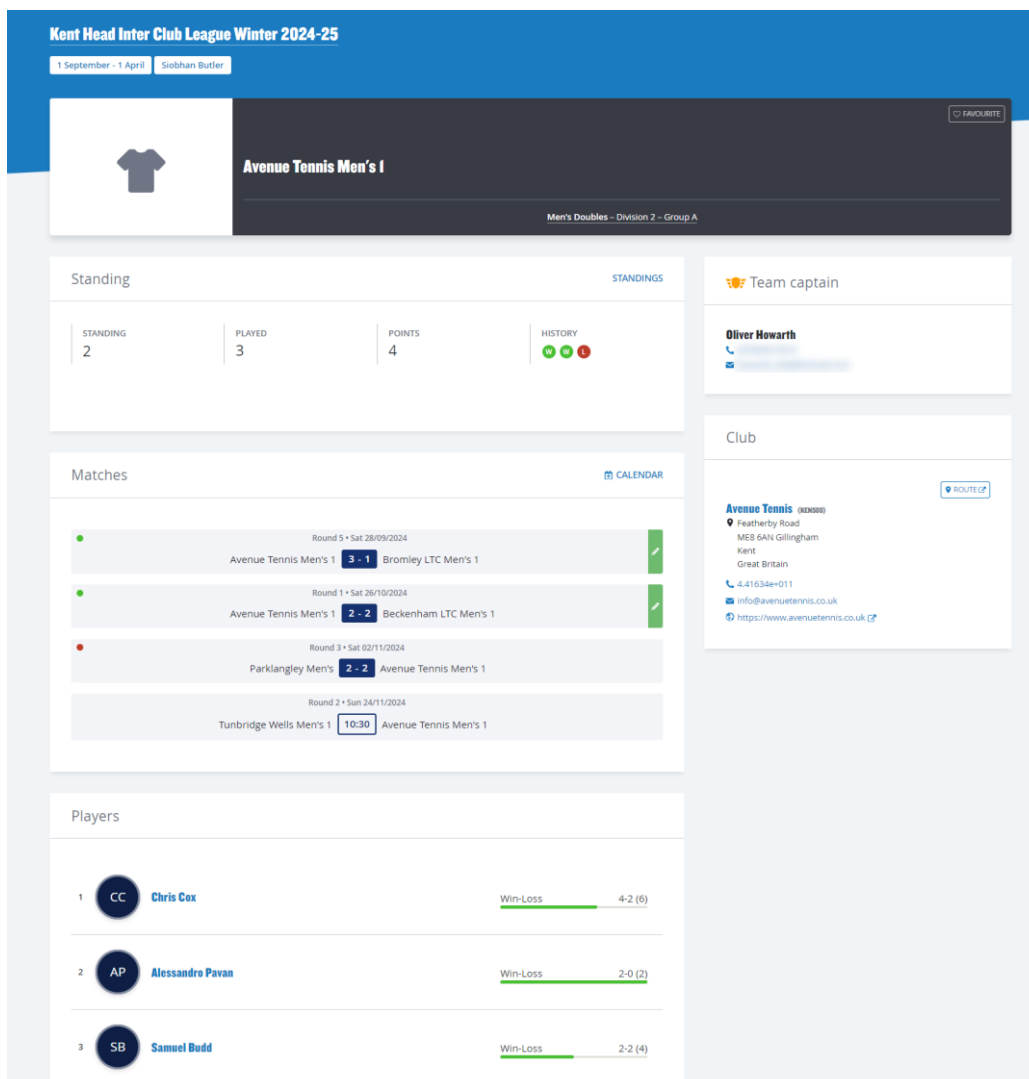
Teams

Scheduled

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

Actions dropdown menu:
Edit players
Edit captain
View

This will open a new tab on your browser which will be a **team dashboard** for members of this team which includes upcoming matches, match results, team players and team captain information.



Kent Head Inter Club League Winter 2024-25
1 September - 1 April [Siobhan Butler](#) [FAVOURITE](#)

Avenue Tennis Men's 1
Men's Doubles - Division 2 - Group A

Standing [STANDINGS](#)

STANDING	PLAYED	POINTS	HISTORY
2	3	4	W W L

Matches [CALENDAR](#)

- Round 5 • Sat 28/09/2024
Avenue Tennis Men's 1 **3 - 1** Bromley LTC Men's 1
- Round 1 • Sat 26/10/2024
Avenue Tennis Men's 1 **2 - 2** Beckenham LTC Men's 1
- Round 3 • Sat 02/11/2024
Parklangley Men's **2 - 2** Avenue Tennis Men's 1
- Round 2 • Sun 24/11/2024
Tunbridge Wells Men's 1 **10:30** Avenue Tennis Men's 1

Players

- CC** **Chris Cox** Win-Loss **4-2 (6)**
- AP** **Alessandro Pavan** Win-Loss **2-0 (2)**
- SB** **Samuel Budd** Win-Loss **2-2 (4)**

Team captain: **Oliver Howarth**

Club: **Avenue Tennis**
Faithley Road
ME5 6AV Gillingham
Kent
Great Britain
4.41634e+011
info@avenuetennis.co.uk
https://www.avenuetennis.co.uk

FIXTURE DETAILS

Once the groups and schedules are created and the status of the league is set to League Visible, as a Club Admin you will have the ability to fill in fixture details.

Select **Fixture Details** as below. The fixture details can be filtered by week as below.

The screenshot shows the 'Avenue Tennis' website interface. The left sidebar has 'Fixture Details' highlighted. The main content area displays the 'Kent Head Inter Club League Summer 2023 **BETA**' page. A dropdown menu for 'Week 23 (05/06/2023 - 11/06/2023)' is open, showing a 'SAVE' button. The main content area shows a match for 'Week 23' on 'Sat 10/06/2023' between 'Mens Doubles - Division 5 - Division 5 B' and 'Avenue Mens 2 - Gravesham Mens 2'. The match details form includes fields for Date, Attendance, Start, Team Captain, and Announcement.

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

The screenshot shows the match details form with callout boxes explaining the fields:

- Start** – What time the match should start.
- Attendance** – What time the teams should be at the venue.
- Date** – The date set by the League Admin for the match to be completed. This can be changed.
- 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 invite.
- Announcement** – Any extra information that may be required for the match.

Once fixture details have been completed, the saved information will be visible for you as Club Admin, Team Captains and via the club's public league page.

Completed fixture details including announcement.

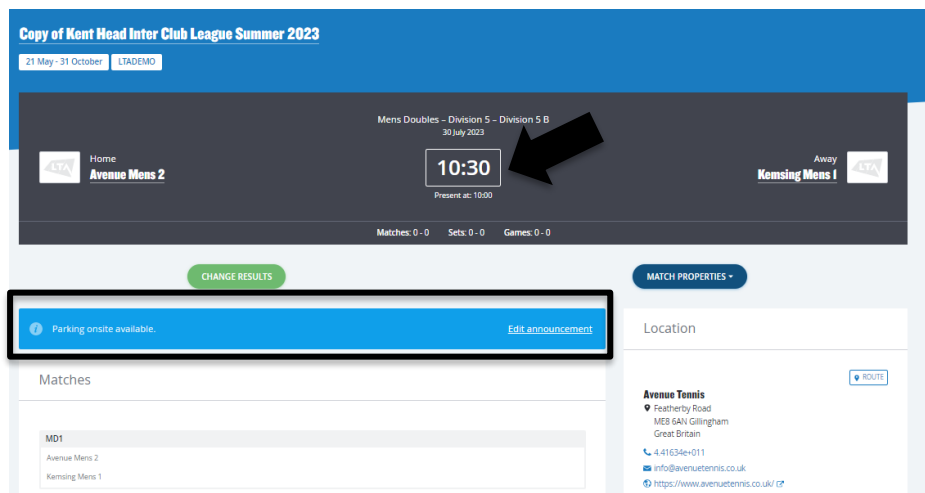
Sun 30/07/2023		Complete 86 days left
Mens Doubles - Division 5 - Division 5 B Avenue Mens 2 - Kemsing Mens 1	Date	30/07/2023
	Attendance	10 : 00
	Start	10 : 30
	Team Captain	Chris Mann (Test 09) +442084877000 chris.mann@tennisofficial.co.uk <input checked="" type="checkbox"/> Result entry
	Announcement	Parking onsite available.
<input type="checkbox"/> Copy data to next matches.		

Club Admin and Team Captain view. Select View League.

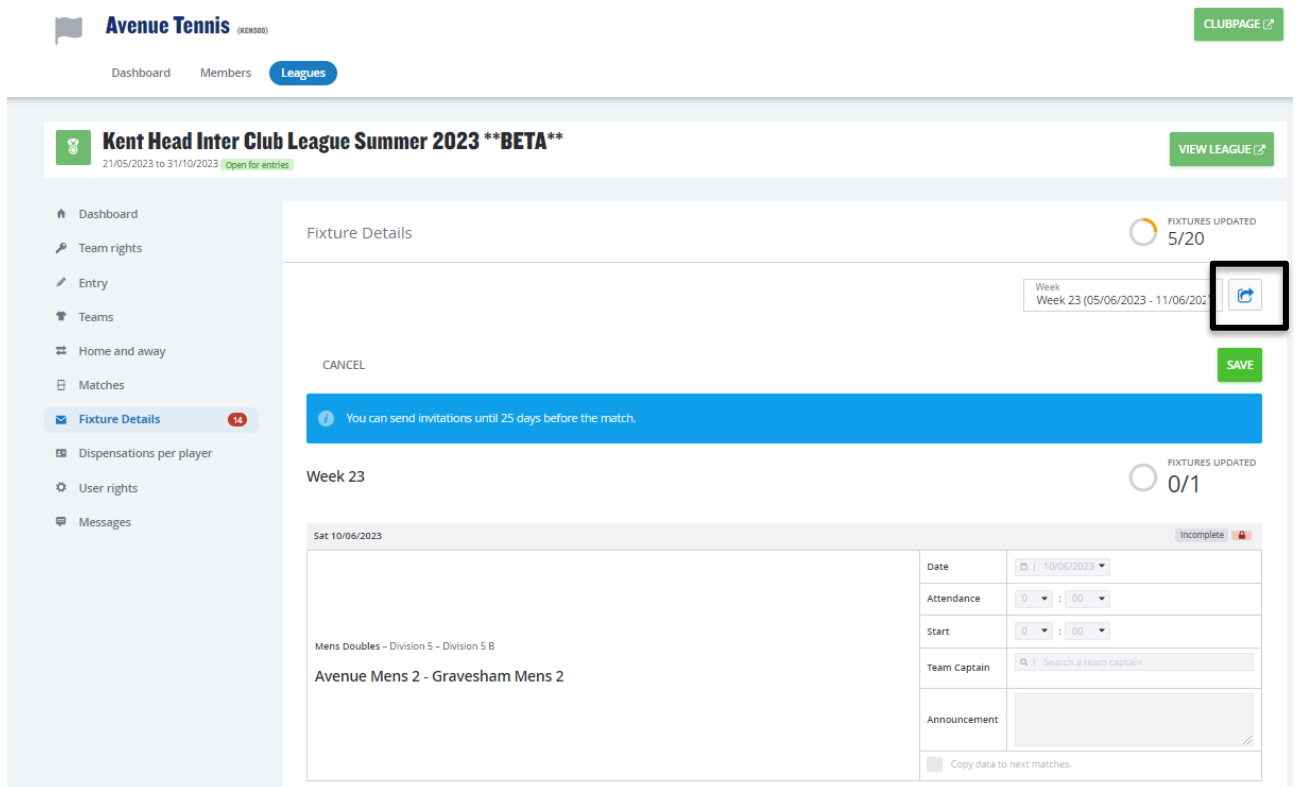
The screenshot shows the Avenue Tennis website interface. At the top, there are navigation tabs for Dashboard, Members, and Leagues. A 'VIEW LEAGUE' button is highlighted with a red box. Below this, there is an 'Invite' section with a 'SAVE' button and a message: 'You can send invitations until 7 days before the match.' The main content area displays the league details for 'Copy of Kent Head Inter Club League Summer 2023' (21 May - 31 October, LIVE DEMO). The league is associated with Avenue Tennis Gillingham and has 8 teams. The 'Upcoming matches' section for Sun 30/07/2023 lists the following fixtures:

- Mens Doubles - Division 5 - Division 5 B: Avenue Mens 2 (10:30) vs Kemsing Mens 1
- Mens Doubles - Division 3 - Division 3 A: Avenue Mens 1 (10:45) vs Maidstone LTC Mens 1
- Ladies Doubles - Division 4 - Division 4 A: Avenue Ladies 1 (14:30) vs Lloyd Beckenham Ladies 1
- Mens Doubles - Division 3 - Division 3 A: Avenue Mens 1 (15:30) vs Sydenham Mens 1

Announcement visible when selecting the match.



Export – All fixture details can be exported using the export button on the right-hand of the page.



You will find the export in your downloads on your computer. This will open in the below format and will include the team names, captain details, and invite information.

A	B	C	D	E	F	G	H	I	J	K	L
League type	Division	Draw	Team 1	Team 2	Attendance	Start	Court surface	Team Captain	Announcement	Already played	Complete
Mens Doubles	Division 5	Division 5 B	Avenue Mens 2	Kemsing Mens 1	30-07-2023 10:00:00	30-07-2023 10:30:00	Unknown	Chris Mann (Test 09)	Parking onsite available.	False	False
Mens Doubles	Division 3	Division 3 A	Avenue Mens 1	Maidstone LTC Mens 1	30-07-2023 10:00:00	30-07-2023 10:45:00	Unknown	Tom Bentley	Test invite 20/04	False	False
Ladies Doubles	Division 4	Division 4 A	Avenue Ladies 1	David Lloyd Beckenham Ladies 1	30-07-2023 14:00:00	30-07-2023 14:30:00	Unknown	Lucy Morice-Jones		False	False
Mens Doubles	Division 3	Division 3 A	Avenue Mens 1	Sydenham Mens 1	30-07-2023 15:00:00	30-07-2023 15:30:00	Unknown	Tom Bentley	Parking onsite available, please arrive early.	False	False
Mens Doubles	Division 5	Division 5 B	Avenue Mens 2	Bromley LTC Mens 3	31-07-2023 00:00:00	31-07-2023 09:00:00	Unknown	Chris Mann (Test 09)		False	False

RESCHEDULING, MATCH RELOCATION, HOME & AWAY SWAP

As a Club Admin, depending on your league settings assigned by your league administrator, you may have access to reschedule, relocate, or swap home and away matches for your club's home matches via **Match Properties**.

Select **Teams** followed by **View** within the **Actions** dropdown button.

Kent Head Inter Club League Summer 2023 ****BETA****
21/05/2023 to 31/10/2023 [Open for entries](#) [VIEW LEAGUE](#)

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details 14
Dispensations per player
User rights
Messages

Teams

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

Actions dropdown menu:
Edit players
Edit captain
View [↗](#)

A new tab will open presenting you with the draw page for the team selected. Within this page, you have the ability to **reschedule**, **relocate**, or **swap home and away** matches for your club's home matches only.

Click on the **grey box** where the team names are written (do not click the green icon as this will take you to the entering of match results).

Copy of Kent Head Inter Club League Summer 2023
25 March - 30 September | LTADEMO

Avenue Ladies 2
Ladies Doubles - Division 6 - Division 6 A

Standing STANDINGS

STANDING	PLAYED	POINTS	HISTORY
1	0	0	

Club

Avenue Tennis (L25600) ROUTE

Matches CALENDAR

Sun 30/07/2023
Avenue Ladies 2 - Herne Bay Ladies 3

Sun 30/07/2023
Shooters Hill Ladies - Avenue Ladies 2

Sun 30/07/2023
David Lloyd Beckenham Ladies 3 - Avenue Ladies 2

Sun 30/07/2023
Tonbridge Ladies 2 - Avenue Ladies 2

Sun 30/07/2023
Avenue Ladies 2 - David Lloyd Kingshill Ladies 4

Sun 30/07/2023
Avenue Ladies 2 - Kings Hill Community Tennis Ladies 1

The following page will open where you will find the **Match Properties toggle** on the right-hand side of the banner at the top of the page

Kent Head Inter Club League Summer 2024
23 March - 28 September | Siobhan Butler

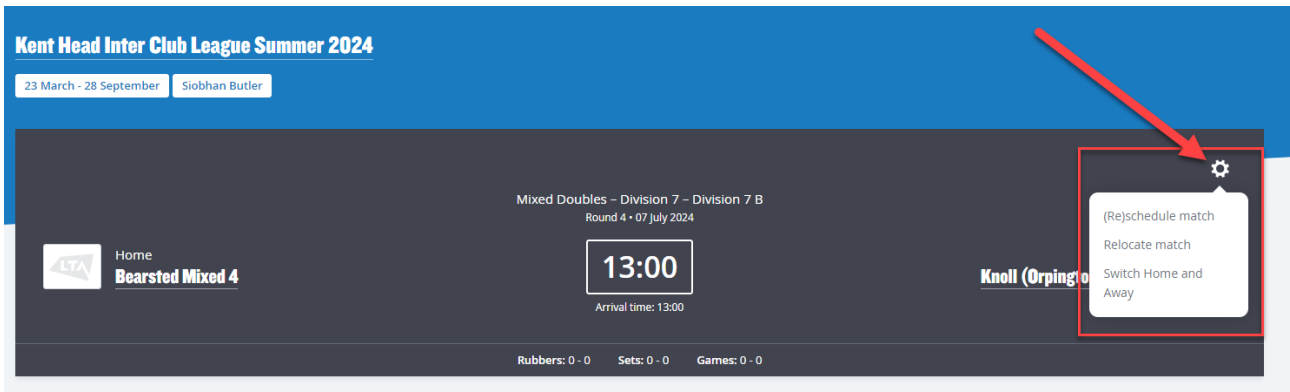
Mixed Doubles - Division 7 - Division 7 B
Round 4 - 07 July 2024

Home **Bearsted Mixed 4** **13:00** **Knoll (Orpington) Mixed 3** Away

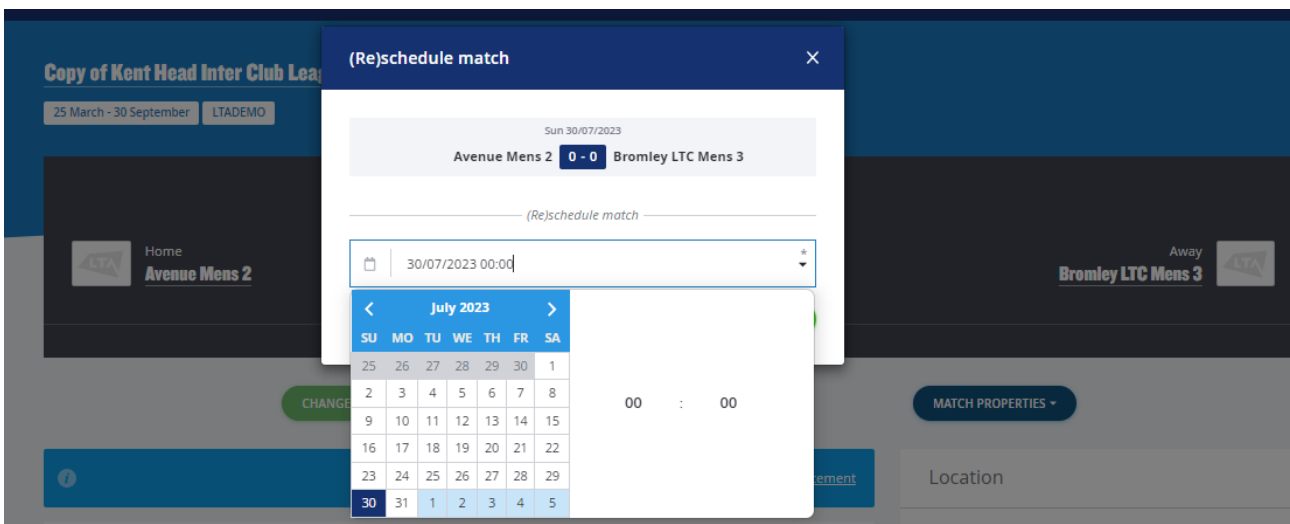
Arrival time: 13:00

Rubbings: 0 - 0 | Sets: 0 - 0 | Games: 0 - 0

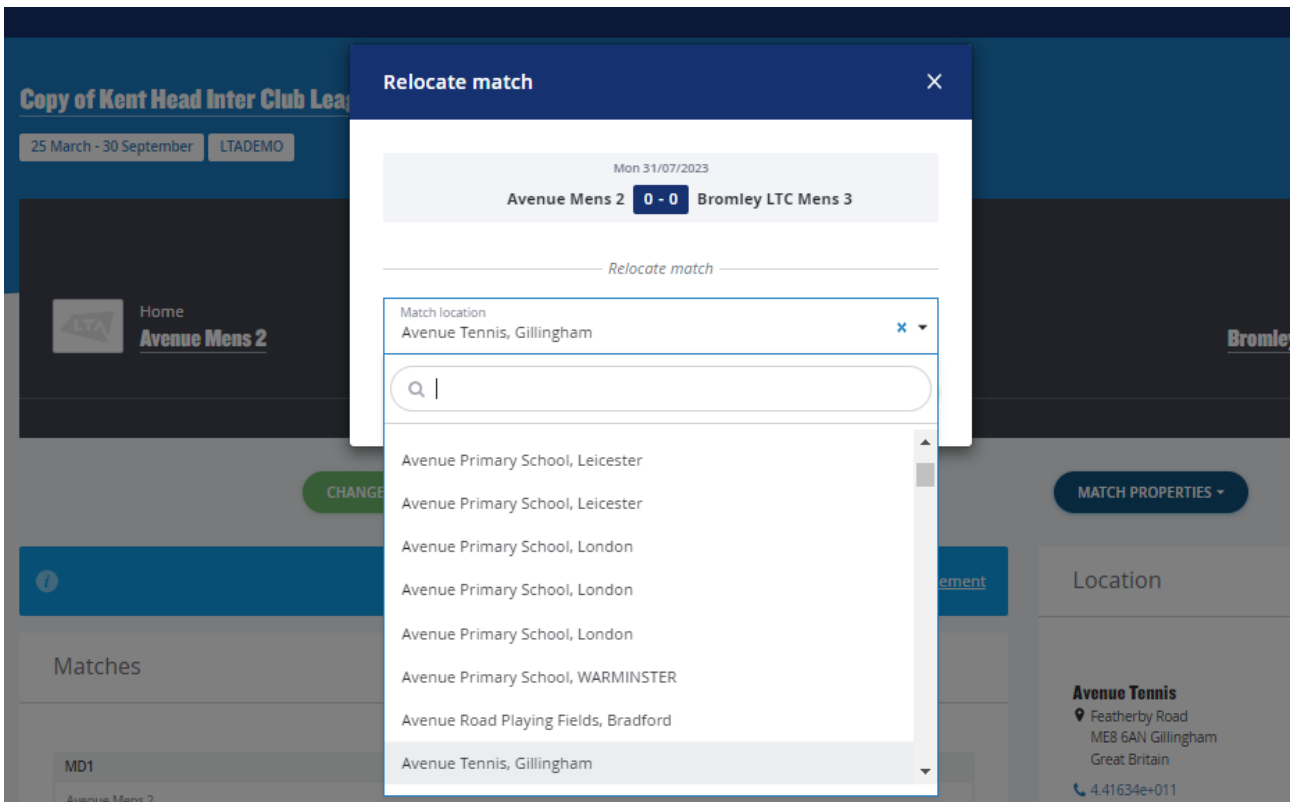
Once **the toggle** is selected a drop down will allow you to **reschedule** a match, **relocate** a match or **switch the match home and away**. The options that appear to you as Club Administrator are managed by the settings of your league – you may therefore not have all of the below options visible to you.



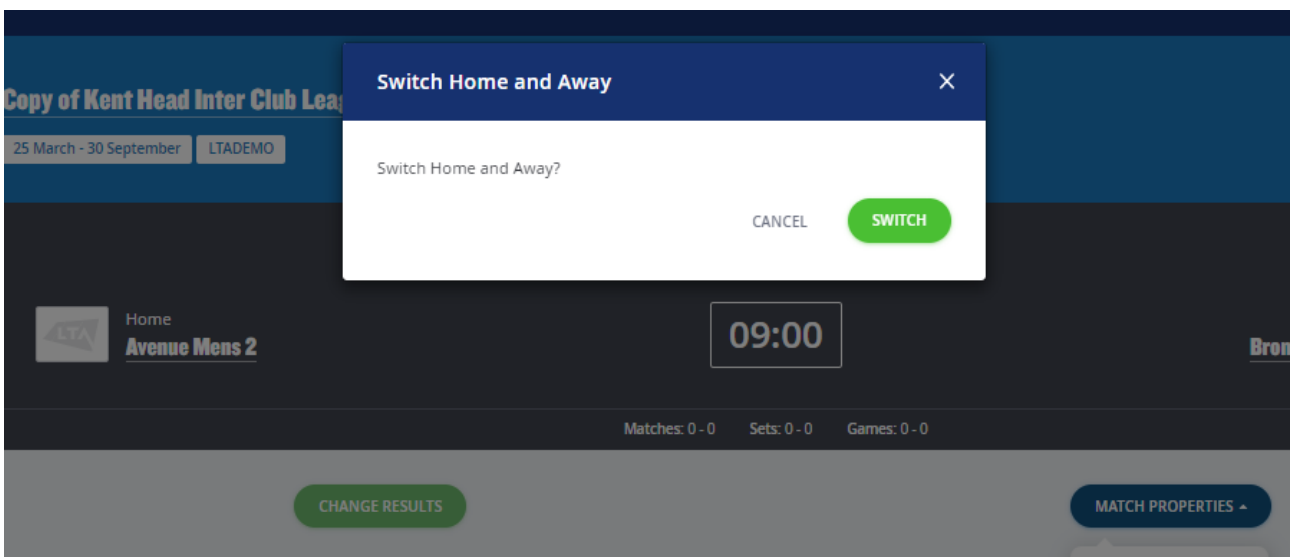
Reschedule Match – Allows you to change the date and time of the match.



Relocate Match – Allows you to change the location of the match.

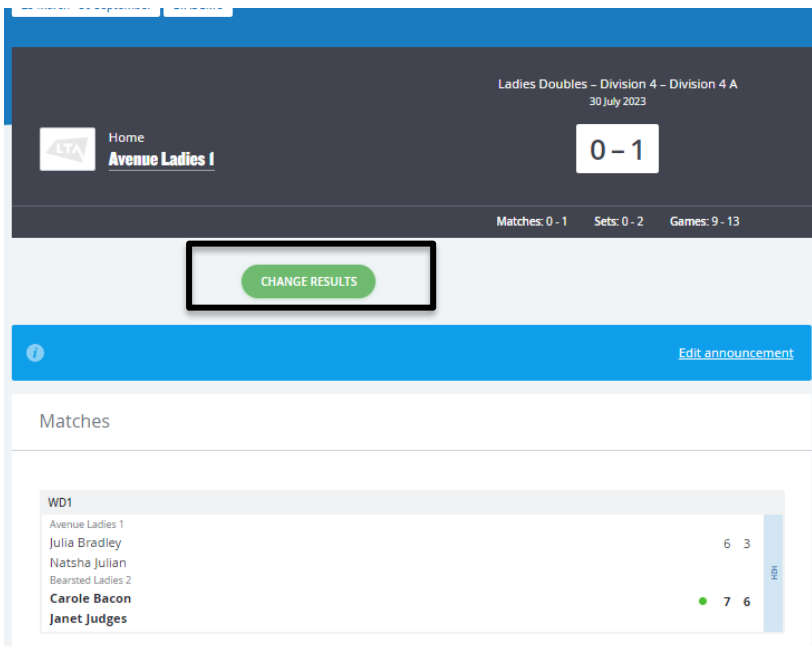


Switch Home and Away – Allows you to change your home match to away.

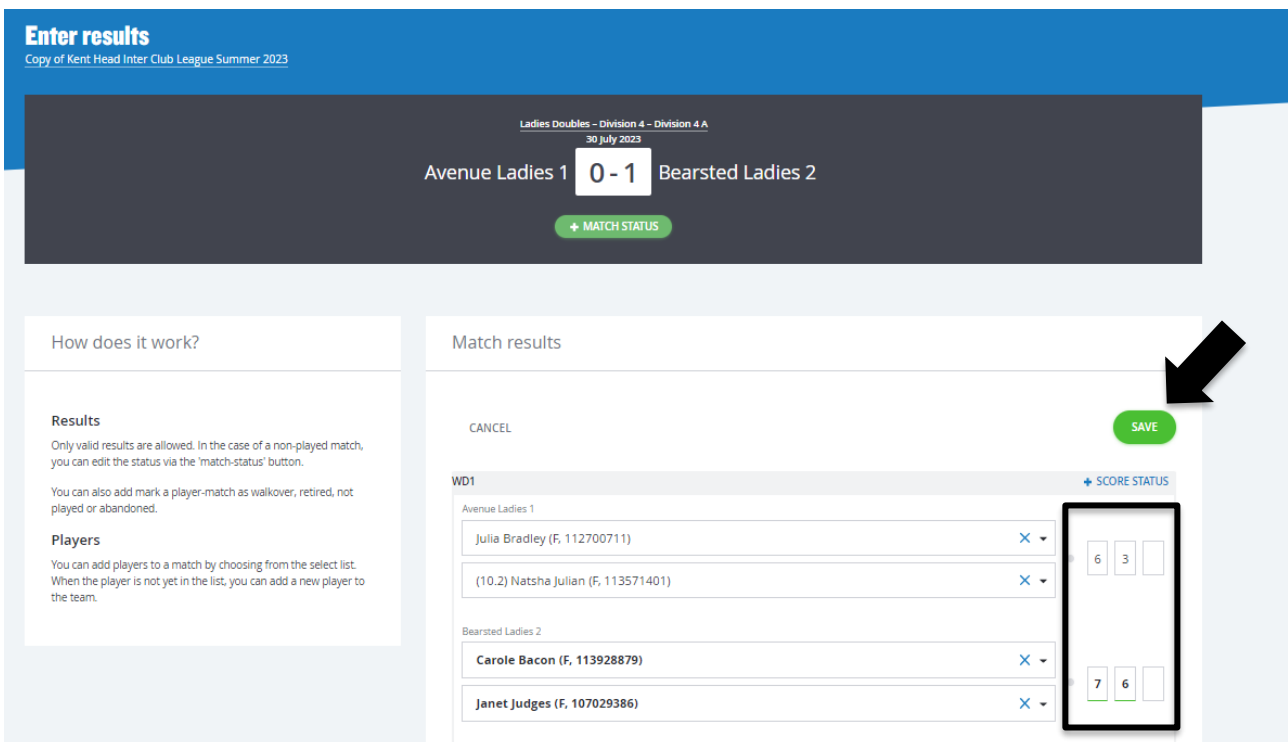


N.B Club Admins will only have this access for their club's home games only. The Match Properties button will not appear for other matches.

Within this same screen, you have the ability to change a result. A Team Captain is able to enter results for their home matches, should these need to be amended once submitted, click on **Change Result**.



The **result entry** page will re-appear allowing you to make changes to the scores and to save.



Within this page, you will also have access to the announcements, should you require to add a comment to the match.

The screenshot displays a match page for the 'Copy of Kent Head Inter Club League Summer 2023'. At the top, the league title is shown in a blue header, with the dates '25 March - 30 September' and 'LTADEMO' in white boxes. Below this, the match details are presented in a dark grey box: 'Ladies Doubles - Division 6 - Division 6 A' and the date '30 July 2023'. The home team is 'Avenue Ladies 2', indicated by the 'Home' label and the 'LTA' logo. The current score is '—'. At the bottom of the match details, the statistics are listed: 'Matches: 0 - 0', 'Sets: 0 - 0', and 'Games: 0 - 0'. A green 'CHANGE RESULTS' button is positioned below the match details. A blue announcement box is highlighted with a black border, containing an information icon on the left and the text 'Edit announcement' on the right. Below the announcement box, the word 'Matches' is partially visible.

RESULTS ENTRY AND MATCH STATUS UPDATE

Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select **Matches**.

This provides you with an overview of all matches for your club within all divisions. You have the option to **View** the rubber or **Enter Results**.

The screenshot shows the 'Avenue Tennis' website interface. At the top, there is a navigation bar with 'Dashboard', 'Members', and 'Leagues' buttons. A 'CLUBPAGE' button is visible in the top right. The main header displays 'Kent Head Inter Club League Summer 2023 **BETA**' with a date range '21/05/2023 to 31/10/2023' and a 'VIEW LEAGUE' button. A sidebar on the left contains navigation options: Dashboard, Team rights, Entry, Teams, Home and away, **Matches** (highlighted with a red box), Fixture Details (with a red notification badge '14'), Dispensations per player, User rights, and Messages. The main content area is titled 'Matches' and contains a table with the following data:

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

Each match row has an 'ENTER RESULTS' button (highlighted with a red box) and a 'VIEW' button (highlighted with a red box) on the right side. A 'CLUBPAGE' button is also visible in the top right corner of the page.

View – Outlines the rubbers for both teams with location information.

The screenshot displays a sports management interface for a tennis match. At the top, a blue header reads "Kent Head Inter Club League Winter 2024-25" with sub-headers for the date "1 September - 1 April" and the user "Siobhan Butler". The main match area is dark-themed and shows "Men's Doubles - Division 2 - Group A" for "Round 2 - 24 November 2024". It features a central clock showing "10:30" with an arrival time of "10:30". The home team is "Tunbridge Wells Men's 1" and the away team is "Avenue Tennis Men's 1". Below the match area, there are three sections: "Tasks" with a "Enter results" button, "Location" for "Tunbridge Wells Lawn Tennis Club Limited" with contact details and a "ROUTE" button, and "Rubbers" which lists four matches (MD1-MD4) between the two teams.

Kent Head Inter Club League Winter 2024-25
1 September - 1 April | Siobhan Butler

Men's Doubles - Division 2 - Group A
Round 2 - 24 November 2024

Home **Tunbridge Wells Men's 1** 10:30 Arrival time: 10:30 **Avenue Tennis Men's 1** Away

Rubbers: 0 - 0 Sets: 0 - 0 Games: 0 - 0

Tasks

- Enter results
Enter match results.

Not played on Sun 24 Nov due to rain

Rubbers

MD1
Tunbridge Wells Men's 1
Avenue Tennis Men's 1

MD2
Tunbridge Wells Men's 1
Avenue Tennis Men's 1

MD3
Tunbridge Wells Men's 1
Avenue Tennis Men's 1

MD4
Tunbridge Wells Men's 1
Avenue Tennis Men's 1

Location

Tunbridge Wells Lawn Tennis Club Limited [ROUTE](#)

Nevill Gate
TN2 5ES TUNBRIDGE WELLS
Great Britain

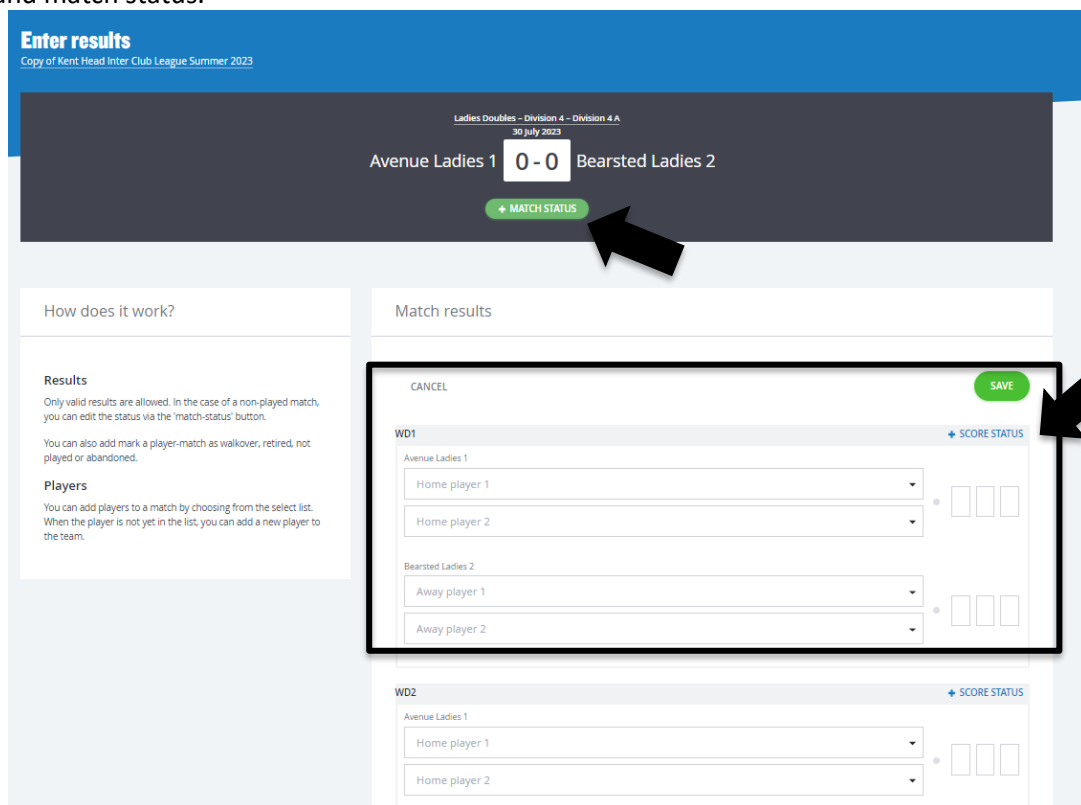
4.41893e+011
admin@twlfc.co.uk
<http://141.105.213.22/source1/index.php>

Team captains

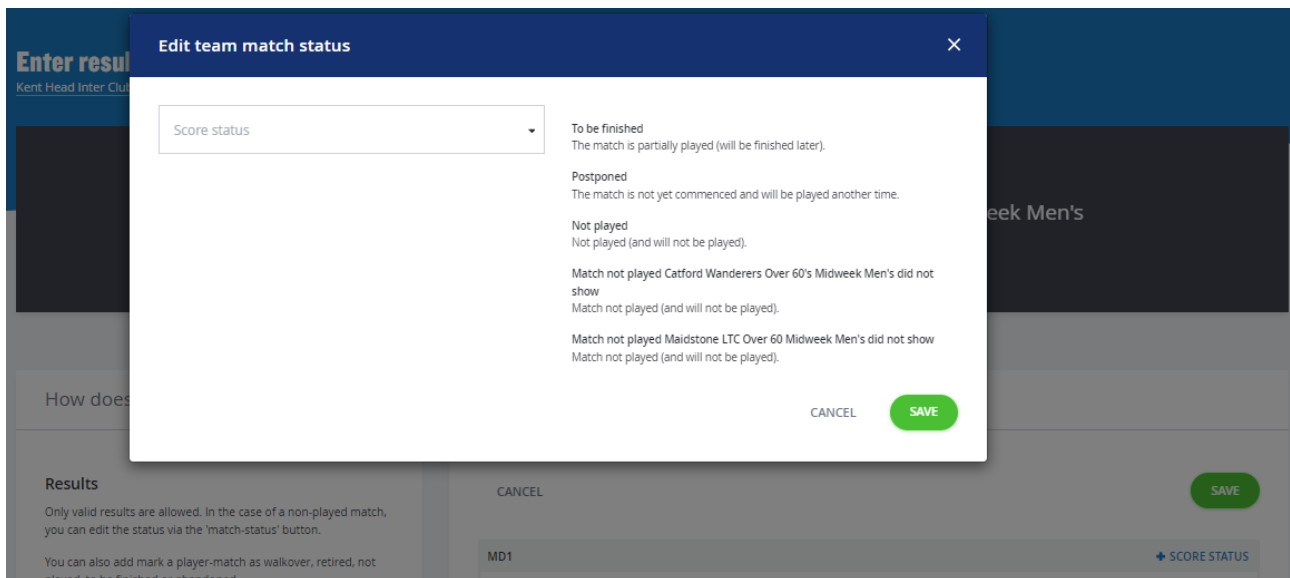
Jason Baker
📞
📧

Oliver Howarth
📞
📧

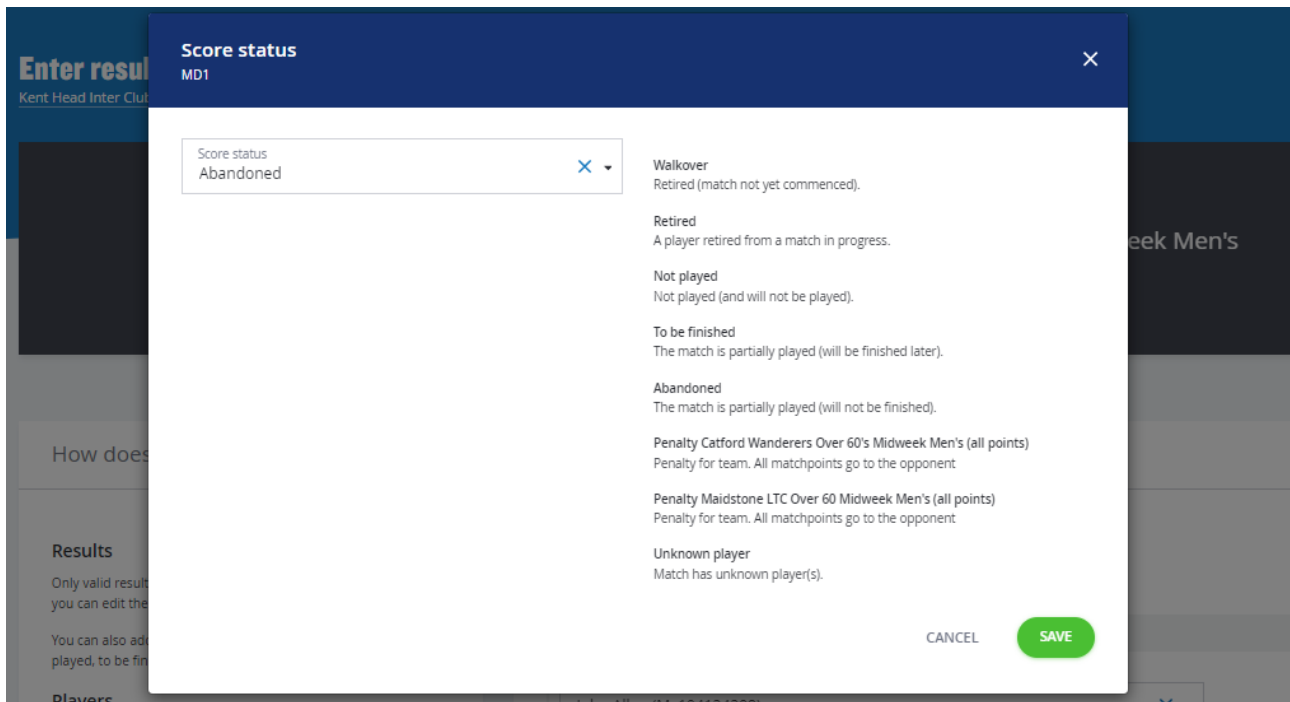
Enter Results – The entry page will appear. You have the ability to add players, enter scores, add a score status, and match status.



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)’

Enter results
Copy of Kent Head Inter Club League Summer 2023

Mens Doubles - Division 5 - Division 5 B
30 July 2023

Avenue Mens 2 **0-0** Kemsing Mens 1

+ 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**

MD1 **+ SCORE STATUS**

Avenue Mens 2
Home player 1
Home player 2

Kemsing Mens 1
Away player 1
Away player 2

To add players, search by the player’s name or LTA member.

Add players to this team ✕

🔍 Add a player, search by name/Member ID

12 player(s) in Beckenham LTC Men's 1

NAME	YEAR OF BIRTH
Adam Constable	
Tom Cowan	
Simon Gregory	
Will Hinchcliffe	
Oliver Matthews	
James Meachen	

CLOSE

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

Match results

The screenshot shows a match result entry form for MD1. At the top left is a 'CANCEL' button and at the top right is a green 'SAVE' button. The match is identified as 'Avenue Mens 2'. A dropdown menu is open, showing a list of players: '(10.2) Christopher Barge (M, 103850496)', 'Home player 2', 'Add new player', '(10.2) Christopher Barge (M, 103850496)', '(10.1) Chris Mann (Test 09) (M, 113602029)', '(10.2) Antony Donohue (M, 110896839)', '(9.2) David Corps (M, 105861775)', 'Tom Bentley (M, 115799897)', 'Timayo Ogunro (M, 114707245)', and 'Unknown player'. To the right of the dropdown are two sets of score input boxes, each with three empty boxes.

To submit 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 the Team Captain copying the League Organiser 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.

This screenshot shows the Match Results form with a sidebar on the left. The sidebar contains 'How does it work?' and two sections: 'Results' (explaining valid results and walkovers) and 'Players' (explaining how to add players). The main form area shows 'Match results' with 'CANCEL' and 'SAVE' buttons. The match is 'Avenue Mens 3'. A dropdown menu is highlighted with a black box, showing options: 'Home player 1', 'Add new player', and 'Unknown player'. Below the dropdown, two players are listed: '(7.1) Tim Pastron (M, 107131007)' and 'Christopher McMahon (M, 112640665)'. To the right are score input boxes with values '4 4' and '6 6'.

Match results

CANCEL

SAVE

MD1

+ SCORE STATUS

Avenue Mens 3

Unknown player



4 4

Unknown player



Knoll (Orpington) Mens 3

(7.1) Tim Pastron (M, 107131007)



6 6

Christopher McMahon (M, 112640665)



Matches

MD1

Avenue Mens 3

Unknown player

Unknown player

Knoll (Orpington) Mens 3

Tim Pastron

Christopher McMahon

Unknown player

4 4

6 6

H2H

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**.

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 - 1** Bearsted Ladies 2

+ 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

WD1

Avenue Ladies 1

Julia Bradley (F, 112700711) X

(10.2) Natsha Julian (F, 113571401) X

Bearsted Ladies 2

Carole Bacon (F, 113928879) X

Janet Judges (F, 107029386) X

+ SCORE STATUS

6 3

7 6

SAVE

Save result X

Save result:

Sun 30/07/2023

Avenue Ladies 1 **0 - 1** Bearsted Ladies 2

CANCEL SAVE

Matches Export – All matches and their results can be exported using the export button on the right-hand of the page.

The screenshot shows the 'Matches' page for the 'Kent Head Inter Club League Summer 2023 **BETA**'. The page includes a sidebar with navigation options like Dashboard, Team rights, Entry, Teams, Home and away, Matches (selected), Fixture Details, Dispensations per player, User rights, and Messages. The main content area displays a table of matches with columns for Date, Team 1, Team 2, Score, and Status. An export button is visible in the top right corner of the matches table.

You will find the export in your downloads on your computer. This will open in the below format and will include the draw information, team names, scores, and score status.

	A	B	C	D	E	F
1	Date	Draw	Team 1	Team 2	Score	Score status
2	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Herne Bay Ladies 2	Avenue Ladies 1		
3	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	Bearsted Ladies 2	0 - 1	
4	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	Broadstairs Ladies		
5	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Avenue Ladies 1	David Lloyd Beckenham Ladies 1		
6	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	David Lloyd Dartford Ladies	Avenue Ladies 1		
7	30-07-2023	Ladies Doubles – Division 4 – Division 4 A	Frindsbury Ladies	Avenue Ladies 1		

USER RIGHTS – ASSIGNING RESULTS ENTRY RIGHTS TO PLAYERS

Select **User Rights** following by **Add User Right** to proceed.

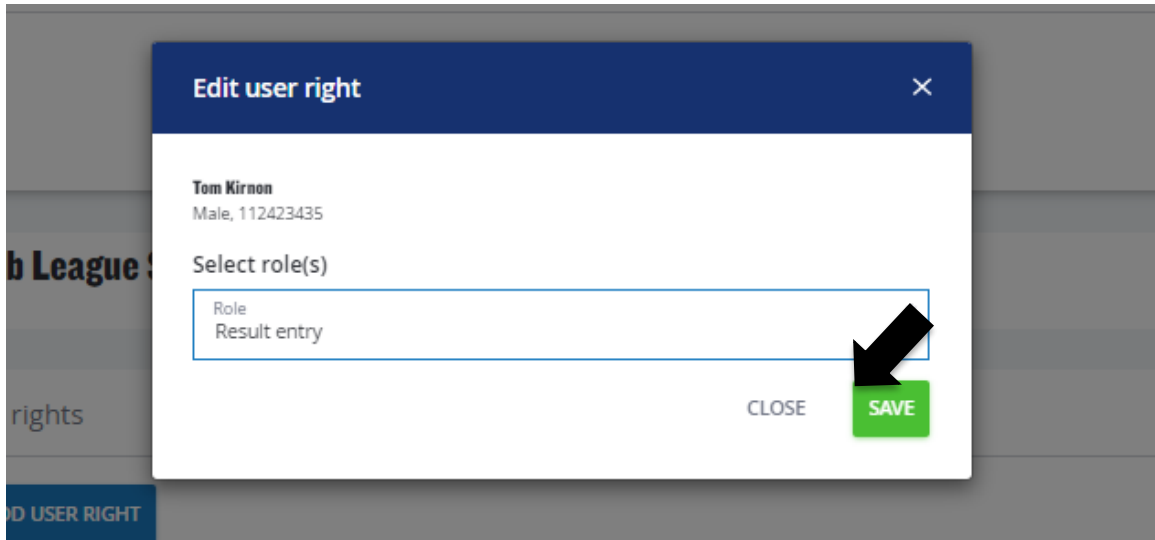
The screenshot shows the 'Avenue Tennis' dashboard for the 'Kent Head Inter Club League Summer 2023 **BETA**' league. The 'User rights' section is highlighted in the left sidebar. The main content area shows a table of user rights with columns for Name, Role, and Valid. A blue '+ ADD USER RIGHT' button is visible at the top of the table, with a black arrow pointing to it.

Name	Role	Valid	ACTIONS
Lucy Morice-Jones F, 109955812	Result entry	To 21/11/2023	ACTIONS
Tom Kirnon M, 112423435	Result entry	To 21/11/2023	ACTIONS
Julie Cook F, 113303095	Result entry	To 21/11/2023	ACTIONS
Chris Mann (Test 09) M, 113022029	Result entry	To 21/11/2023	ACTIONS
Chris Mann (Test 08) M, 113022012	Club contact	Permanent	ACTIONS

N.B This is not required for Team Captains, who, once assigned as Team Captains are given results entry rights automatically.

The screenshot shows the 'Add user right' modal window. A search bar contains the text 'Tom'. Below the search bar, a list of users is displayed, each with a green plus icon to its right. A black arrow points to the plus icon for Tom Bentley.

Name	Role
Lucy Morice-Jones F, 109955812	Result entry



Once saved, you will have a list of the users you have assigned result entry access.

Avenue Tennis (KENS00) CLUBPAGE

Dashboard Members Leagues

Kent Head Inter Club League Summer 2023 **BETA** VIEW LEAGUE

21/05/2023 to 31/10/2023 [Open for entries](#)

Dashboard
Team rights
Entry
Teams
Home and away
Matches
Fixture Details 14
Dispensations per player
User rights
Messages

User rights

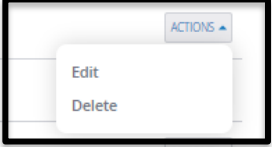
+ ADD USER RIGHT

Name	Role	Valid	
Lucy Morice-Jones F, 109955812	Result entry	To 21/11/2023	ACTIONS
Tom Kirnon M, 112423435	Result entry	To 21/11/2023	ACTIONS
Julie Cook F, 113303895	Result entry	To 21/11/2023	ACTIONS
Chris Mann (Test 09) M, 113602029	Result entry	To 21/11/2023	ACTIONS

Select **delete** from the **Actions** dropdown to remove a user's entry rights.

User rights

[+ ADD USER RIGHT](#)

Name	Role	Valid	ACTIONS
Lucy Morice-Jones F, 109955812	Result entry	To 21/10/2023	
Tom Kirnon M, 112423435	Result entry	To 21/11/2023	
Chris Mann (Test 09) M, 113602029	Result entry	To 21/10/2023	