

# ONLINE LEAGUE PLANNER

## LEAGUE ADMIN USER MANUAL

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**TENNIS**  
FOR BRITAIN

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# INTRODUCTION

## WELCOME

Online League Planner (OLP) is the evolution of League Planner which is a Windows based application written by a software development company “Visual Reality” and provided to the Lawn Tennis Association to aid League Organisers across Great Britain in the administration of County & District Leagues.

The new system follows the format of the old system but also has new features requested by League Organisers. More importantly it brings leagues up to date with modern technology in a mobile responsive site and simplifies the user journey for all users.

We hope this user guide will provide guidance to new league organisers and refresh existing organisers in setting up and managing their leagues.

## A P-L-A-N FOR DELIVERING SUCCESSFUL LEAGUES

County & District Leagues come in all shapes and sizes and the scale of the organisation will differ as a result. We’ve embedded our step-by-step guide for organising competitions into this Online League Planner guide to help you navigate through the process of setting up and administering your league on Online League Planner.

There are four sections to our P-L-A-N...

### **P**REPARE

Get everything ready ahead of time

### **L**AUNCH

Your league goes live and clubs can enter

### **A**CTION

Your league season arrives

### **N**EXT Steps

Submit, reflect and go again!

# **P** **LANNING**



# GETTING STARTED

## APPLY FOR YOUR LEAGUE

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](http://www.LTA.org.uk/LeagueSupport).

The LTA Customer Support Team will process your application within 5 working days. New leagues will be created from scratch whereas existing leagues will be copied unless you tell the Customer Support Team are told otherwise.

Copying the league from the previous season will retain all the settings. Clubs will have the right to enter the league and their teams will be populated into the divisions as to the league standings (including promotion and relation from the previous year).

League Admin access will be granted to the League Admin who will be able to additional admins.

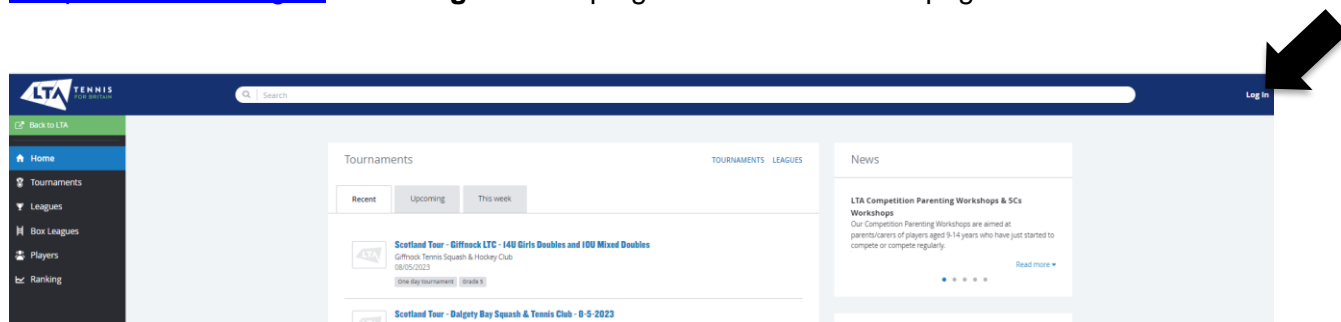
## KEY ROLES

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

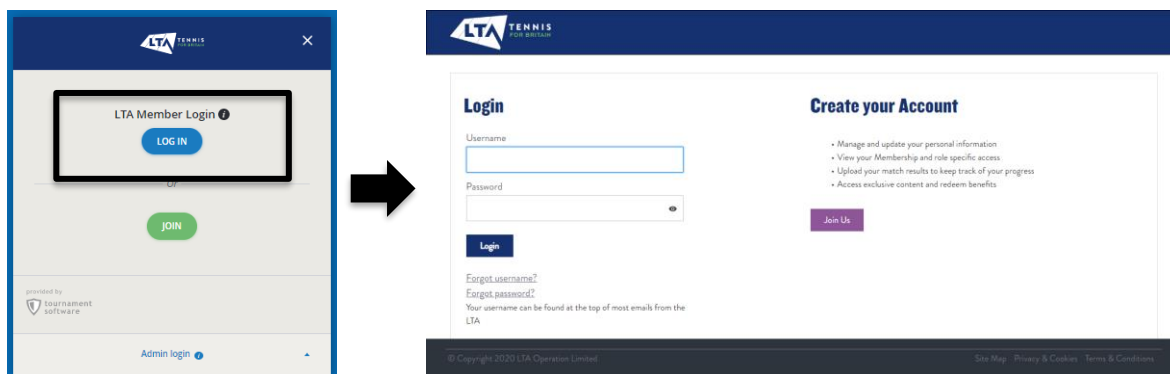
Role	Description
League Admin	Has admin rights for the overall league administration.
Club Admin	Has admin rights as a venue county and district league admin for a venue.
Team Captain	
Result User	Has admin rights to enter results this is assigned to a team captain and anyone else you wish to add from the venue.

## ACCESSING YOUR LEAGUE

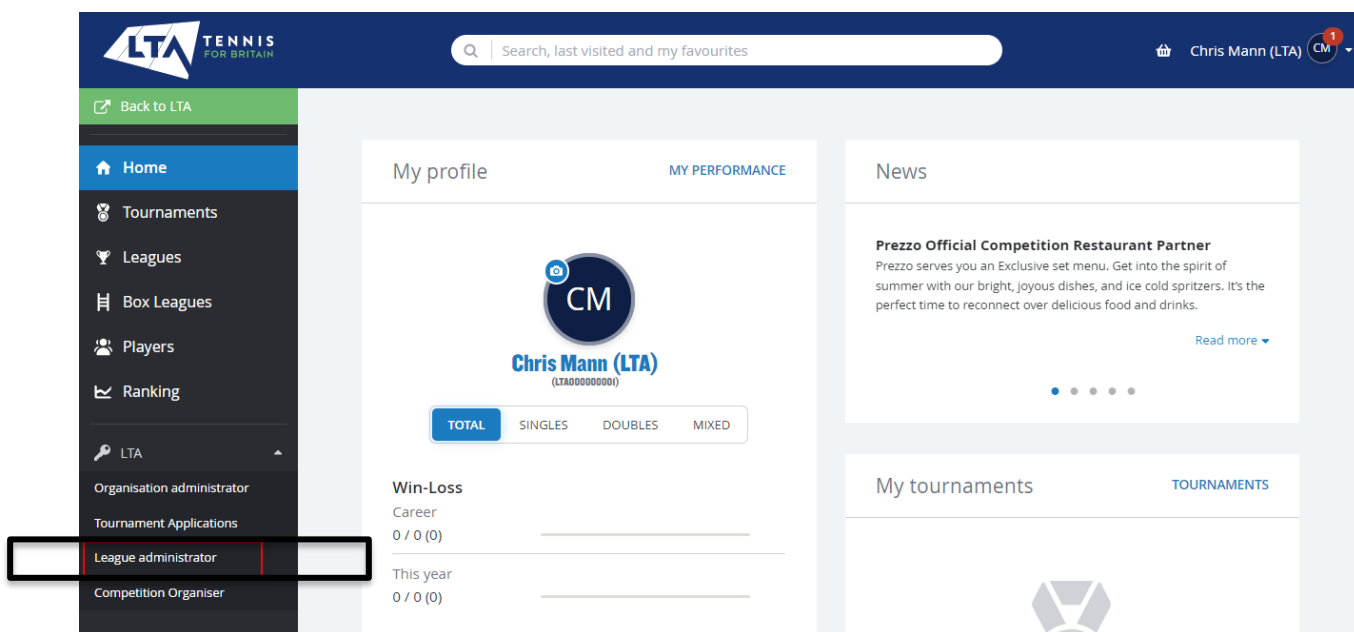
To access the County and District League Admin section of the Competitions Portal, go to [competitions.LTA.org.uk](http://competitions.LTA.org.uk). Click **Login** in to top right hand corner of the page.



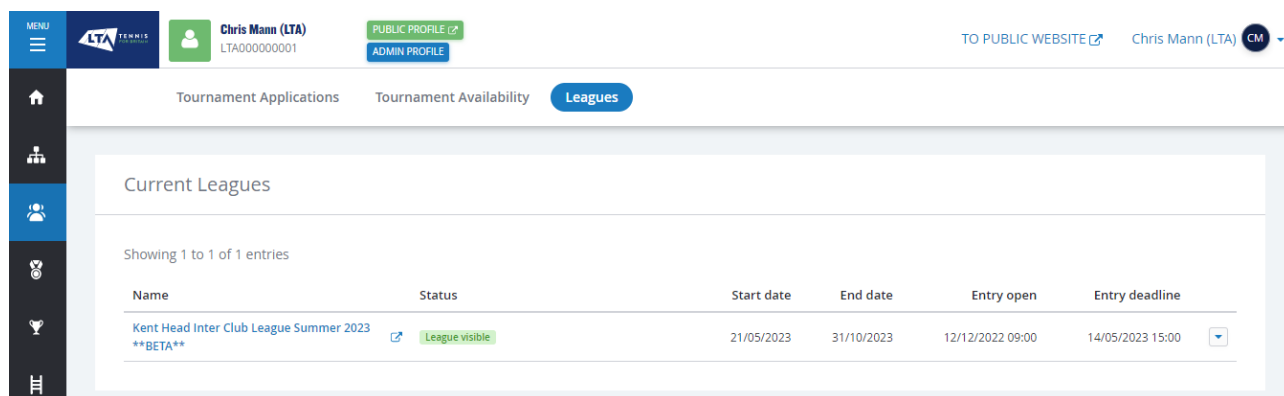
Select **Member log in** and you will be transferred to the LTA's single sign on (SSO). Enter your personal username and password that you use to log into the LTA website and click **login**.



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.

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

Entry open | League visible

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

VIEW LEAGUE

6 TYPES | 36 DIVISIONS | 51 CLUBS | 357 TEAMS | 82 DRAWS

These issues need to be fixed  
The league has no fixtures dates defined

MATCHES: 927 | ENTERED RESULTS: 0%

GROUPS: APPROVED 0/36

PROMOTION / RELEGATION: APPROVED 0/6 | ASSIGNED 357/357

Step 1: Setup league  
Step 2: Entry open  
Step 3: Entry closed  
Step 4: During League  
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.

**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

VIEW LEAGUE

Step 1: Setup league  
Check settings  
Set visibility for clubs  
Step 2: Entry open  
Step 3: Entry closed  
Step 4: During the league  
Step 5: Finalise league

Check settings

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

provided by tournament software

# STEP 1 – SET UP LEAGUE

Your league is now set up in Online League Planner and you have received a confirmation email from the LTA Customer Support Team. It's now time to ensure the settings are correct for your league and prepare for entries to open.

## 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. 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**.

**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

Step 1: Setup league  
Check settings  
Set visibility for clubs  
Step 2: Entry open  
Step 3: Entry closed  
Step 4: During the league  
Step 5: Finalise league

Check settings [All settings](#)

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

provided by tournament software

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

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

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



## LEAGUE SETTINGS

In the Settings section you will find various sub sections in the left-hand 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

**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

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

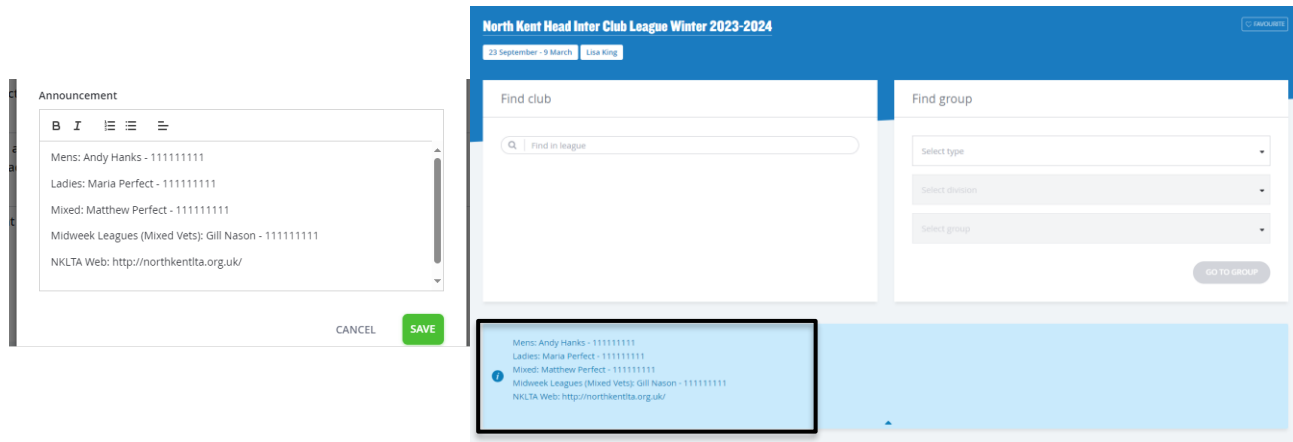
Number of invitations days  
7

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 home page of the league. This is good for highlighting any key information or contact details for Event/Division Admins.



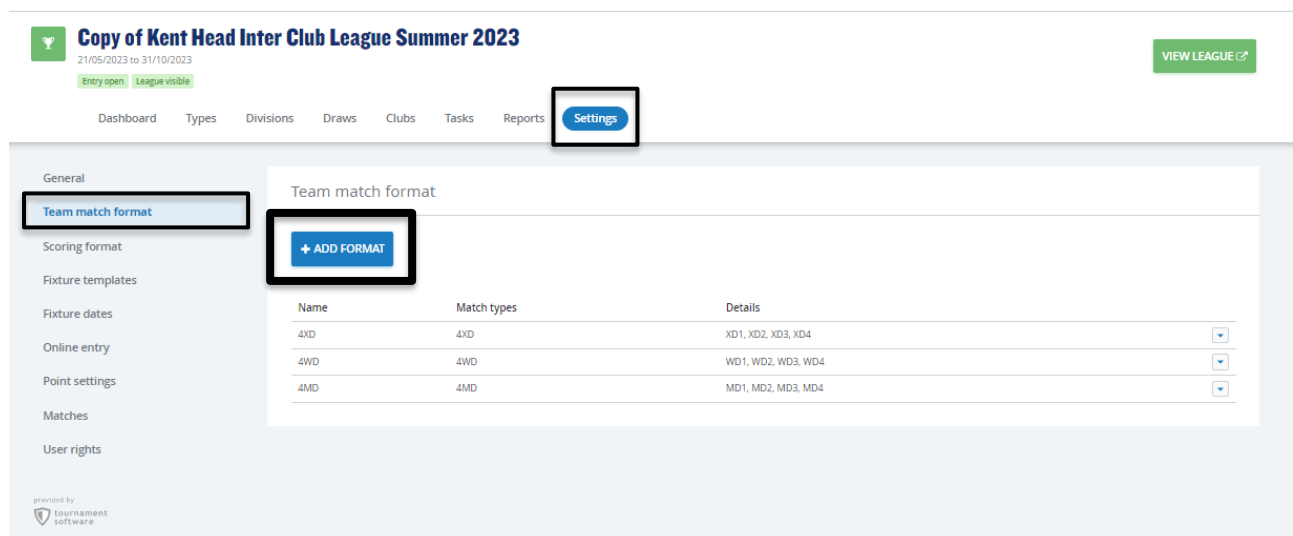
This can be edited at any time.

## Team Match Format

The team match format determines the rubbers that will be played within each fixture. Those available include:

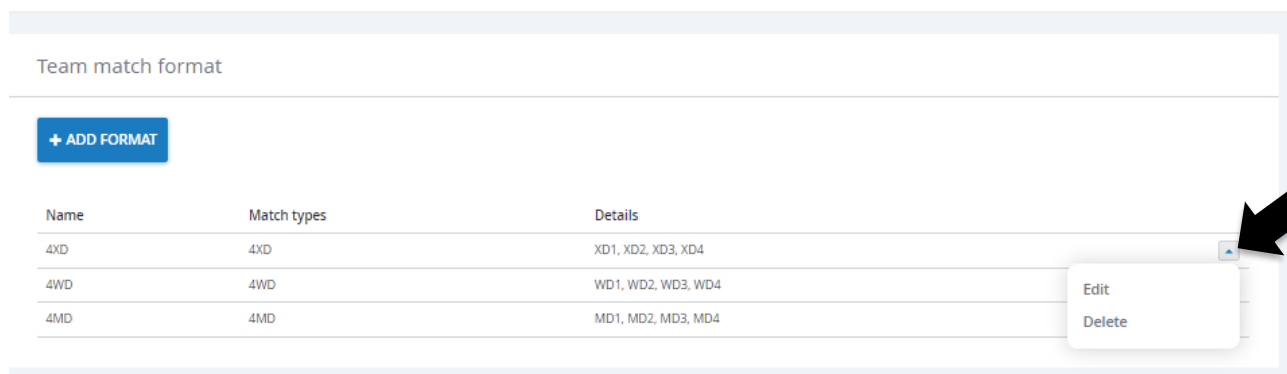
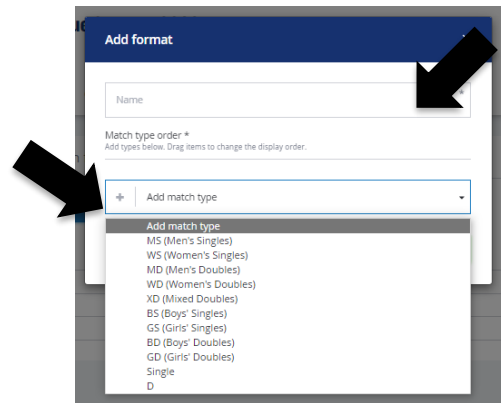
- Mens Singles (MS)
- Womens Doubles (WD)
- Mens Doubles (MD)
- Womens Doubles (WD)
- Mixed Doubles (XD)
- Any Gender Singles (S)
- Any Gender Doubles (D)

You can add a new format and see a list of the formats being used.



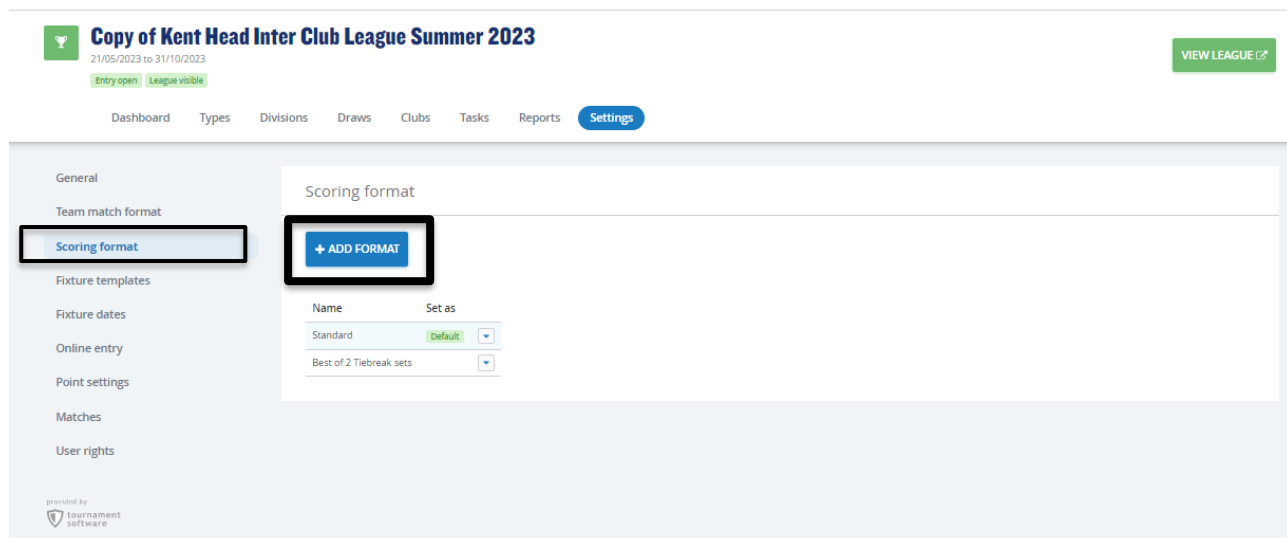
To add a new fixture format click **Add Format**. Enter the name of the format (e.g. Women's Doubles) and select the **match type** required for a fixture. Each rubber will need to be selected the number of times you require it from the drop down i.e. 4 x WD (Women's Doubles)

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.



## Scoring Format

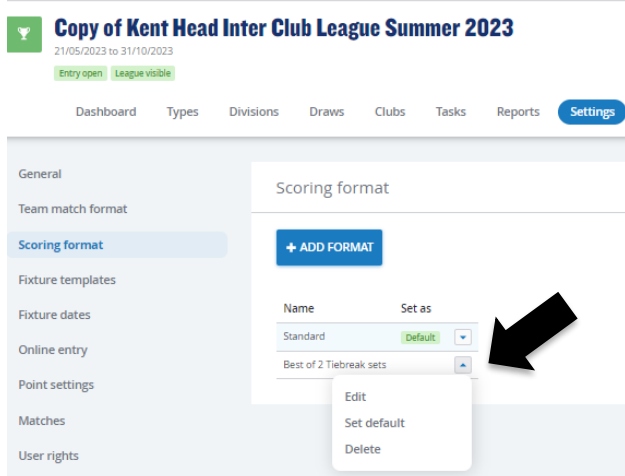
The scoring format tab defines the scoring format which is used for each different rubber type in the fixture. You can add a scoring format and see a list of previous and current scoring formats used.



Select **Add Format**, to add a format name (i.e. the event if you have different scoring formats within the league) and select the maximum sets played in a rubber, the scoring format for each set, and the scoring format for the last set.

**NOTE:** A standard tie-break set is known as Default.

	Max sets	Set type	Last Set type
MS	Best of 3	Default	Default
WS	Best of 3	Default	Default
MD	Best of 3	Default	Default
WD	Best of 3	Default	Default
XD	Best of 3	Default	Default
BS	Best of 3	Default	Default
GS	Best of 3	Default	Default
BD	Best of 3	Default	Default
GD	Best of 3	Default	Default
Single	Best of 3	Default	Default
D	Best of 3	Default	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 3 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 3 when the league will be set up from scratch in Online League Planner.

## Online Entry

The Online Entry tab defines what data is captured at point of entry.

Team strength can be ignored for now as the LTA do not calculate the team strength in Online League Planner but this will be explored in the future.

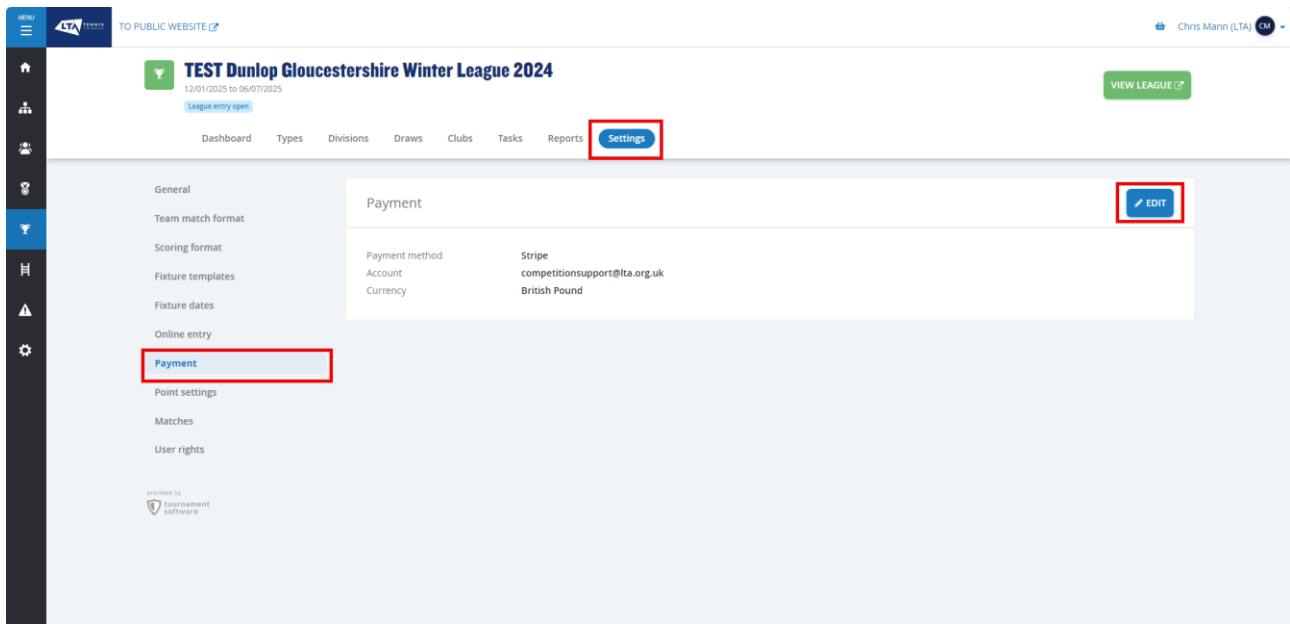
In the Team Entry Settings click **Edit Properties**

- Ensure Allow partial entry for clubs is enabled
- Enable Club Court Availability should be disabled
- Enable Club Plays at Home should be disabled

Click **Save** to return to the Online Entry tab of the Settings menu.

## Payment

To facilitate Online Entry you will need to connect your Stripe Account to the League



To add or edit the settings click the edit button in the top right hand corner.

Set the Payment Method to Stripe and the Currency to British Pounds.

Then you will need to connect to your Stripe Account. There are two ways of doing this

1. By clicking Stripe Connect and logging into your Stripe Account. This will connect the account automatically.
2. Entering the details manually which is probably the way most league organisers will operate as they will be given the account name and Stripe ID from their Treasurer or Administrator.

The Stripe ID can be found on Business page of the Settings in Stripe:

<https://dashboard.stripe.com/settings/account>

## 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** | VIEW LEAGUE

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

The screenshot shows the 'Add Template' dialog box. It has a title bar with 'Add Template' and a close button. Below the title bar, there is a 'Name' text input field. Underneath that is a 'Type' dropdown menu. The dropdown is open, showing a list of options: 'Points per Match', 'Total Points', 'Points Difference', and 'LTA League'. Below the dropdown is a 'Bonus lost' text input field with the value '0'. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'ADD'.

## 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

The screenshot shows the 'Add Template' dialog box. It has a title bar with 'Add Template' and a close button. Below the title bar, there is a 'Name' text input field. Underneath that is a 'Type' dropdown menu. The dropdown is open, showing a list of options: 'Points per Match', 'Points per Set', and 'Game points'. Below the dropdown is a 'Game points' text input field. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'ADD'.



## Standings Calculation

In the Standings Calculation Template you can define the rules to order teams by in the draw standing.

Add a name for your template and select rules you wish to use.

You can drag them around into the correct order.

If you make any changes to your standing calculation once the league season has started (i.e. a match has been recorded) remember to click **Calculate standings**. This button will recalculate ALL draws within the league.

**Add standings calculation** [X]

Name [ \* ]

+ Select rule [ v ]

- 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
- Rubbers 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.

## Team match

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

- 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.

## 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		<a href="#">EDIT PROPERTIES</a>
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

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

Club league admins can swap home/away

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		<a href="#">EDIT PROPERTIES</a>
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

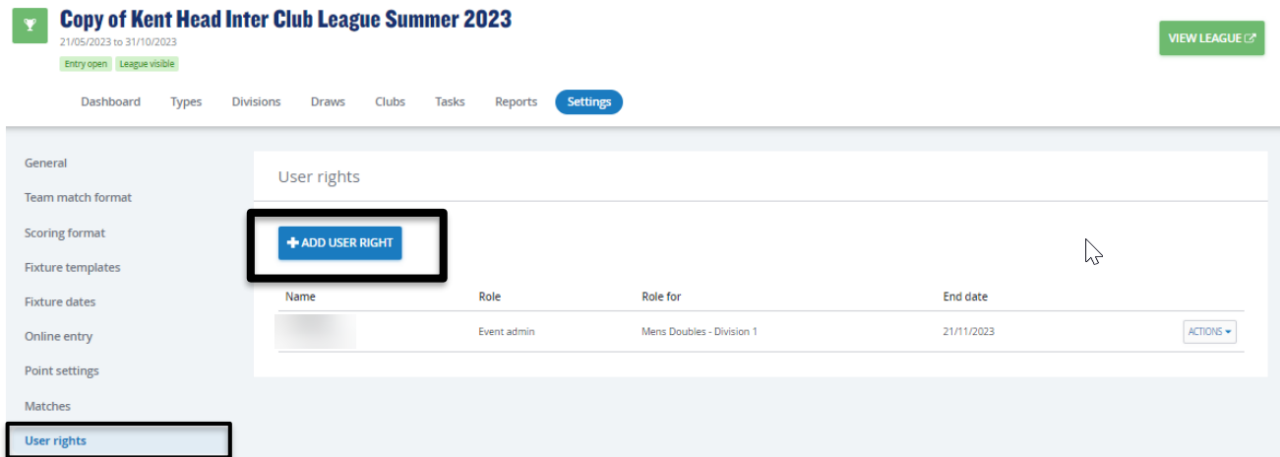
Team captains can swap home/away

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

## User Rights

Upon applying for your league, the Customer Support Team will add you, the League Organiser, as the League Admin for your County & District League. You can add more League Admins as part of your set up process.

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.

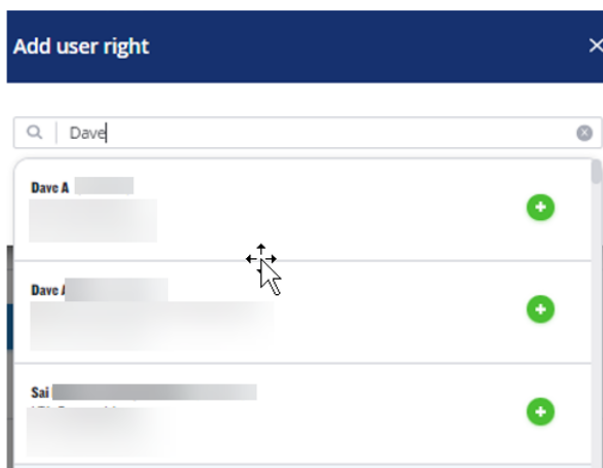


There are different levels of access that a user can have

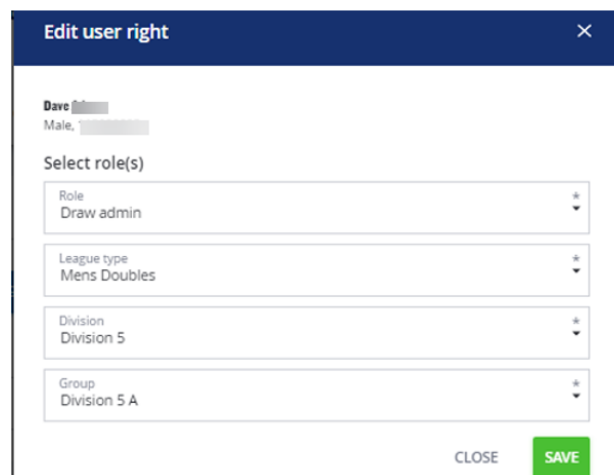
- League admin – has admin rights on the whole league including the League Organiser Portal.
- Event admin – has front end access to all fixtures in an event.
- Division admin – has front end access to all fixtures in a division.
- Draw admin – has front end access to all fixtures in a draw.

Most admins will be given the League Admin role so they can access the League Organiser Portal.

**Step 1:** Search for the contact



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





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

The screenshot displays the 'User rights' management page for the 'Copy of Kent Head Inter Club League Summer 2023'. The page includes a navigation bar with 'Settings' highlighted, and a sidebar with various settings categories. The main content area features a table with the following data:

Name	Role	Role for	End date	ACTIONS
Tom [REDACTED] M [REDACTED]	Event admin	Mens Doubles - Division 1	21/11/2023	▼ Edit Delete

A black arrow points to the 'ACTIONS' dropdown menu for the first row, which is open, showing 'Edit' and 'Delete' options.



# LEAGUE TYPES

League Types (also known as Types) are the events within your league for example Mens Doubles, Womens Doubles, Mixed Doubles, Mens 40+ Doubles, Womens 40+ Doubles etc.

The settings you have defined like Rubbers, Scoring Formats, Player Match Points Template, Team Match Points Template and Standing Calculations for each Type (Event) must be added to the Type and any variations within a Type to the Divisions.

To ensure your events have the correct settings, select **Types** and the drop-down arrow **Edit**

**North Kent Head Inter Club League Winter 2023-2024**  
23/09/2023 to 09/03/2024  
League visible

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

Types

+ ADD TYPE

Search

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 >

**Edit type**

**General**

Name: Mens Doubles  
Gender: Men Minimum age: 11 Maximum age: 99

**Play dates**

Day: Day part: Variable starting times: 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:  
Team Match Draw: Draw  
Shootout: Shootout plus game Set and game difference  
Minimum courts per team:

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 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

## DIVISIONS

You will need to also click into each division to ensure that they are set up correct

Ensure your divisions are set up in the correct order i.e. Division 1, Division 2 etc and they are named correctly.

All tennis leagues should set the Gradings to Grade 6 unless your league counts for rankings.

The Matches and Calculations sections do not need to be filled in unless they differ from the default set at the Type level.

In the Entry Fee state the fee you wish to charge in Online Entry.

In the General Settings ensure Online Entry is enabled.

Click Save to commit these settings.

### Edit division ✕

**!** Please be aware that changing the team match format will only regenerate all matches for the draws in this event when you accept the regeneration.

General	League type Mixed Doubles
	Division type Premier
	Name Premier
Gradings	Grading Grade 6
Play dates	Fixture dates - Default:
Matches	Team match format - Default: 4XD (4XD) 4XD (4XD)
	Scoring format - Default: Standard (Default) Standard (Default)
Calculations	Standings Calculation
	Team match point template
	Playermatchpoint template
	Max entries up
	Max entries down
Make draw	Max distance between teams
	Max nr. of draws 9
	Max draw size 7
Divisionstrength	Strength start 0
Entry	Entry fee £10.00
General settings	Open Entry <input checked="" type="checkbox"/> YES
	Enforce Strength <input type="checkbox"/> NO
	Max. Player level
	Team match result entry method

CANCEL SAVE

**CHECK****Is your league structure set up correctly?**

We understand league may not have been set up correctly in the past but getting them set up correctly now is very important.

By way of an example...

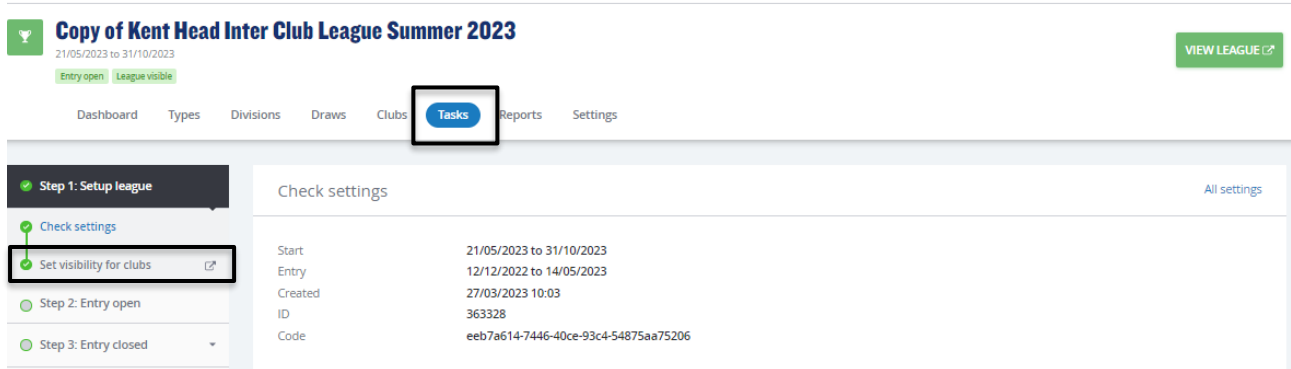
Type	Division	Draw
Mens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West
Womens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West

*If the league is not set up correctly, please fix this ahead of the league opening for entries.*

## SET VISIBILITY FOR CLUBS

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

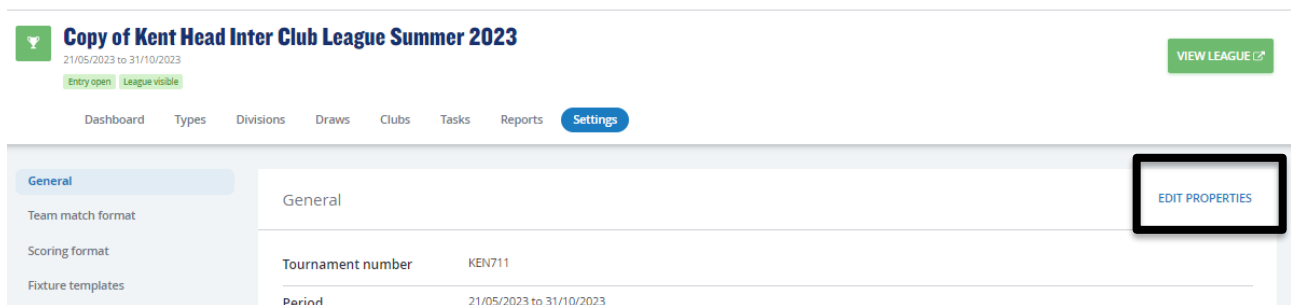
To do this select **Set visibility for clubs** from the Step 1 tasks.



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

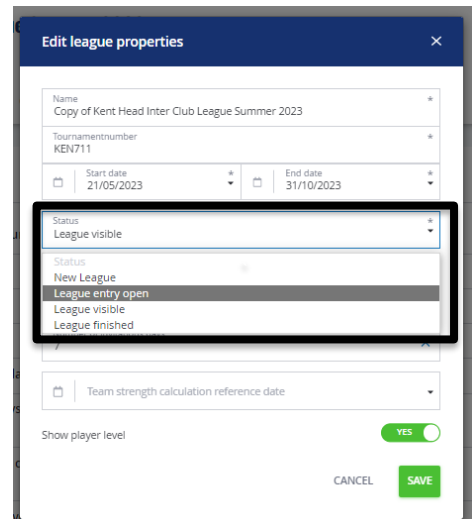
Click **Edit Properties**.



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 "League visible" is selected. The other options in the dropdown are "New League", "League entry open", "League visible", and "League finished".

# LAUNCH



## STEP 2: ENTRY OPEN

The league entry period is defined within the Settings → General tab (see page 9).

### CHECK

You should also check the following ahead of the league opening for entries:

- Online entry settings are correct on Settings → Online Entry tab (see page 13)
- Your Stripe Account has been connected on the Settings → Payment tab (see page 14)
- The entry fee has been stated per Division (see page 26)

Once the league is in the entry period the league status will be updated to **League Open for Entries** and Club Admins will be able to enter and pay for entries to your league.

As a League Admin you will be able to see the number of clubs and teams that have entered on the **Step 2: Entry Open** in the **Tasks** tab.

TEST Dunlop Gloucestershire Winter League 2024  
12/01/2025 to 06/07/2025  
Entry open League entry open

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

Step 1: Setup league  
**Step 2: Entry open**  
Step 3: Entry closed  
Step 4: During the league  
Step 5: Finalise league

Entry open  
15/11/2024 00:00 to 15/12/2024 00:00 (Entry open for another 26 days)

CLUBS ENTERED: 1 TEAMS ENTERED: 2

You will also see a summary of entries and the funds received on the **Dashboard** tab.

TEST Dunlop Gloucestershire Winter League 2024  
12/01/2025 to 06/07/2025  
Entry open League entry open

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

Overview

TYPES	MANAGE	DIVISIONS	MANAGE	Entry fee	
1		5		Paid	£ 20.00
CLUBS	MANAGE	DRAWS	MANAGE	Outstanding	£ 0.00
1		0		Refund	£ 0.00
TEAMS				Total	£ 20.00
2					

Step 1: Setup league  
**Step 2: Entry open**  
Step 3: Entry closed  
Step 4: During the league  
Step 5: Finalise league

Once the entry period has passed, the league status will be updated to xxx and no further entries will be taken.

# 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' (highlighted with a black box and a black arrow), 'Create groups', 'Generate matchprogram', and 'Set visibility for public'. 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 for 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	



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

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

Promotion / Relegation  
**Mixed Doubles**

Mixed Doubles

ASSIGNED 90/90 | Status

Filter request | Filter unassigned

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Bexley Mixed 1	-	-	-	Division 1		Division 1
Blackheath Mixed 1	-	-	-	Division 1		Division 1
Bromley LTC Mixed 1	-	-	-	Division 1		Division 1
Bromley Wendover Mixed 1	-	-	-	Division 1		Division 1
Canterbury Mixed 1	-	-	-	Division 1		Division 1
Freedom Leisure Mixed	-	-	-	Division 1		Division 1
Gravesham Mixed 1	-	-	-	Division 1		Division 1
Herne Bay LTC 1	-	-	-	Division 1	Division 2	Division 1
Sevenoaks Mixed 1	-	-	-	Division 1		
Sevenoaks Mixed 2	-	-	-	Division 1		
Sundridge Park Mixed	-	-	-	Division 1		
Walmer Mixed 1	-	-	-	Division 1		

Division 1 | 12 Teams

Division 1: 12 teams (0 unassigned, 12 assigned)

Division 2: 12 teams (0 unassigned, 12 assigned)

Division 3: 12 teams (0 unassigned, 12 assigned)

Division 4: 12 teams (0 unassigned, 12 assigned)

Division 5: 14 teams (0 unassigned, 14 assigned)

Annotations:

- The request for promotion or relegation, done by the County and District League Admin will be visible in the Request column. If a comment was left with the request this will also be visible
- The assigned division is visible in the column Assigned.
- Divisions for this league type, the numbers in the blue circles represent the Assigned teams, the numbers in the white circles are the number of unassigned teams.

Annotations for the Mixed Doubles interface:

1. Will assign relegations.
2. Will assign promotions.
3. Will automatically assign teams based on their team rating.
4. Will reset all promotions and relegations with a requested event

Allows you to filter by status (Pending, Waiting for Approval, Approved).

Allows you to filter by division request and unassigned division.

Export function

**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	KEN026	-	-	-	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 '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. The main content area shows a progress bar with three steps: Step 1: Setup league (approved), Step 2: Entry open, and Step 3: Entry closed. Below the progress bar, there are two buttons: 'Create groups' (highlighted with a black box) and 'Generate matchprogram'. The main table displays the following data:

Type	Division	Results	In draw	Range	Max. distance	Penalty	Calculation time	Status
Mens Doubles	Division 1	CREATE GROUPS	0	0/12				
Mens Doubles	Division 2	CREATE GROUPS	0	0/12				
Mens Doubles	Division 3	CREATE GROUPS	0	0/12				

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 header includes 'Copy of Kent Head Inter Club League Summer 2023' and 'VIEW LEAGUE'. The main content area shows a map area with a large error message: 'Oops! Something went wrong. The page didn't load Google Maps correctly. See the JavaScript console for technical details.' The error message is displayed in a grey box with a blue 'X' icon. The page also shows a sidebar with navigation options: Dashboard, Types, Divisions, Draws, Clubs, **Tasks**, Reports, and Settings. The 'Tasks' menu is highlighted. The main content area shows a progress bar with three steps: Step 1: Setup league (approved), Step 2: Entry open, and Step 3: Entry closed. Below the progress bar, there are two buttons: 'Create groups' (highlighted with a black box) and 'Generate matchprogram'. The main table displays the following data:

Type	Division	Results	In draw	Range	Max. distance	Penalty	Calculation time	Status
Mens Doubles	Division 1	CREATE GROUPS	0	0/12				
Mens Doubles	Division 2	CREATE GROUPS	0	0/12				
Mens Doubles	Division 3	CREATE GROUPS	0	0/12				

## 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 27/03/2023 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

51

TEAMS ENTERED

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		<a href="#">Fixtures</a>
Mens Doubles	Division 2		<a href="#">Fixtures</a> <a href="#">Teams</a>
Mens Doubles	Division 3		<a href="#">Fixtures</a> <a href="#">Teams</a>
Mens Doubles	Division 4		<a href="#">Fixtures</a> <a href="#">Teams</a>
Mens Doubles	Division 5		<a href="#">Fixtures</a> <a href="#">Teams</a>
Mens Doubles	Division 6		<a href="#">Fixtures</a> <a href="#">Teams</a>

## 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' menu item is highlighted with a red box. On the left, a progress bar shows 'Step 3: Entry closed' as the current step, with 'Set visibility for public' listed below it and also highlighted with a red box. The main area displays 'Entry open' from 12/12/2022 09:00 to 14/05/2023 17:00. A table shows 51 clubs entered and 357 teams entered.

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'. 'CANCEL' and 'SAVE' buttons are at the bottom.

**ACTION**



# 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 'Tasks' menu is highlighted, and the 'Fixture detail' option is selected. The main area displays a bar chart titled 'Fixture details' showing progress for 'Week 35 (28/08/2023 - 03/09/2023)'. The chart shows a single green bar at 100% for the date 30 August. The x-axis ranges from 28 August to 3 September. The y-axis shows progress from 0% to 100%. A 'VIEW LEAGUE' button is visible in the top right corner.

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 'Clubs' tab is highlighted. The main area displays a table of clubs with the following data:

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

An '+ ADD CLUB' button is visible in the top left, and a search bar is in the top right. The 'Clubs' tab is highlighted in the navigation menu.

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

FIXTURES UPDATED 2/2

Sat 26/08/2023 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

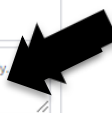
Announcement

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 <b>Avenue Mens 1 - Sydenham Mens 1</b>	Date	30/07/2023
	Attendance	15 : 00
	Start	15 : 30
	Team Captain	Unknown <input type="checkbox"/> Result entry <input checked="" type="checkbox"/>
	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 LTAD/EMO

**LTA** Avenue Tennis Gillingham FAVOURITE

Teams Upcoming matches Results

Sun 30/07/2023

Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2 10:30	Kensington Mens 1	<input checked="" type="checkbox"/>
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 10:45	Maidstone LTC Mens 1	<input checked="" type="checkbox"/>
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1 14:30	District Lloyd Beckenham Ladies 1	<input checked="" type="checkbox"/>
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 15:30	Sydenham Mens 1	<input checked="" type="checkbox"/>

Club Avenue Tennis ROUTE 1/1

Announcement visible when selecting the match



**Copy of Kent Head Inter Club League Summer 2023**

21 May - 31 October | LTA DEMO

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

Home **Avenue Mens 1** 15:30 Present at: 15:00

Away **Sydenham Mens 1**

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  
<https://www.avenuetennis.co.uk/>

Team captains

Tom  
Avenue Mens 1

Matches

Match ID	Home Team	Away Team
MD1	Avenue Mens 1	Sydenham Mens 1
MD2	Avenue Mens 1	Sydenham Mens 1
MD3	Avenue Mens 1	Sydenham Mens 1
MD4	Avenue Mens 1	Sydenham Mens 1

## 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

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

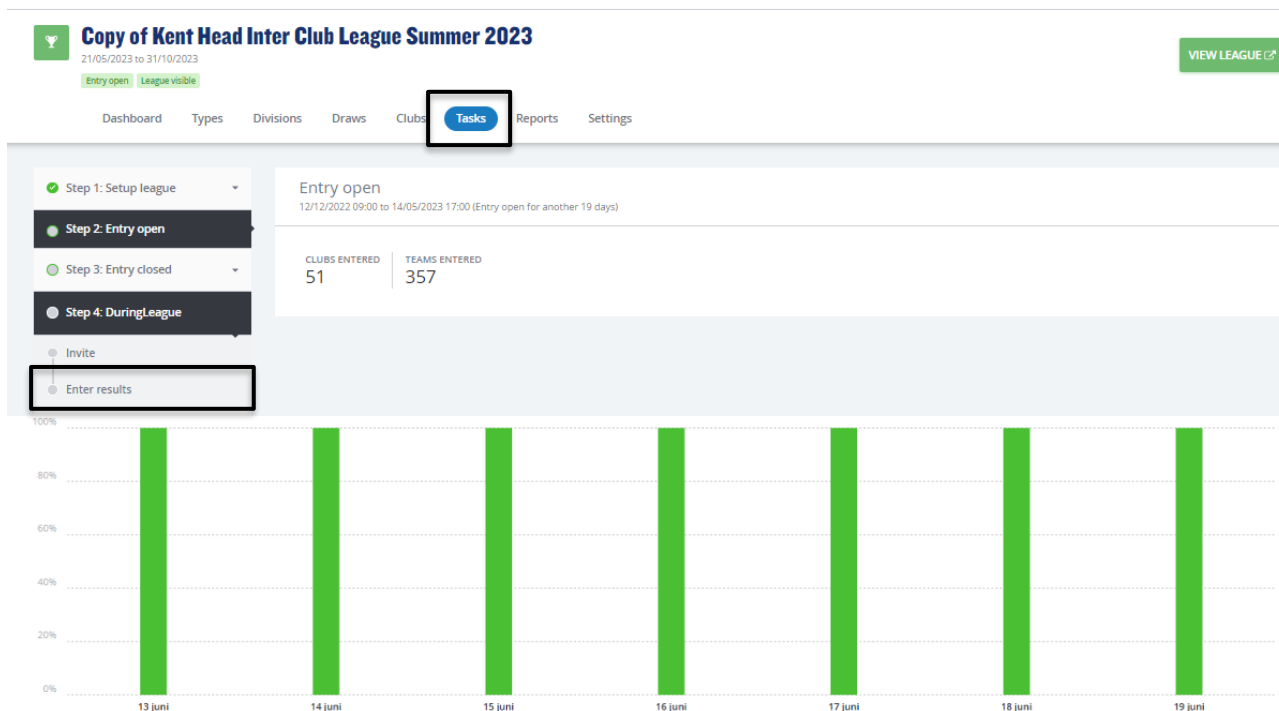
Date	Team 1	Team 2	Score	Location	Status
Sun 12/05/2024 13:00	Lowlands	<del>Harrow Lawn 2</del>	0 - 0	Lowlands Club	Admin modified

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 <del>Harrow Lawn 2</del>	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**.

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

League visible

Clubs

**Avenue Tennis** (KENS08)

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

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.

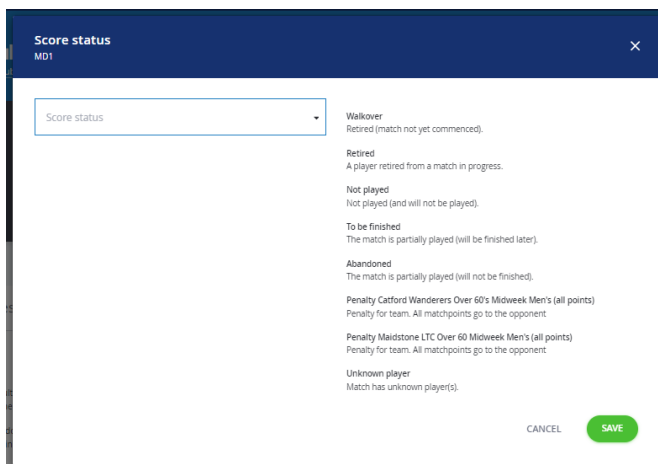
**Not played**  
Not played (and will not be played).

**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.



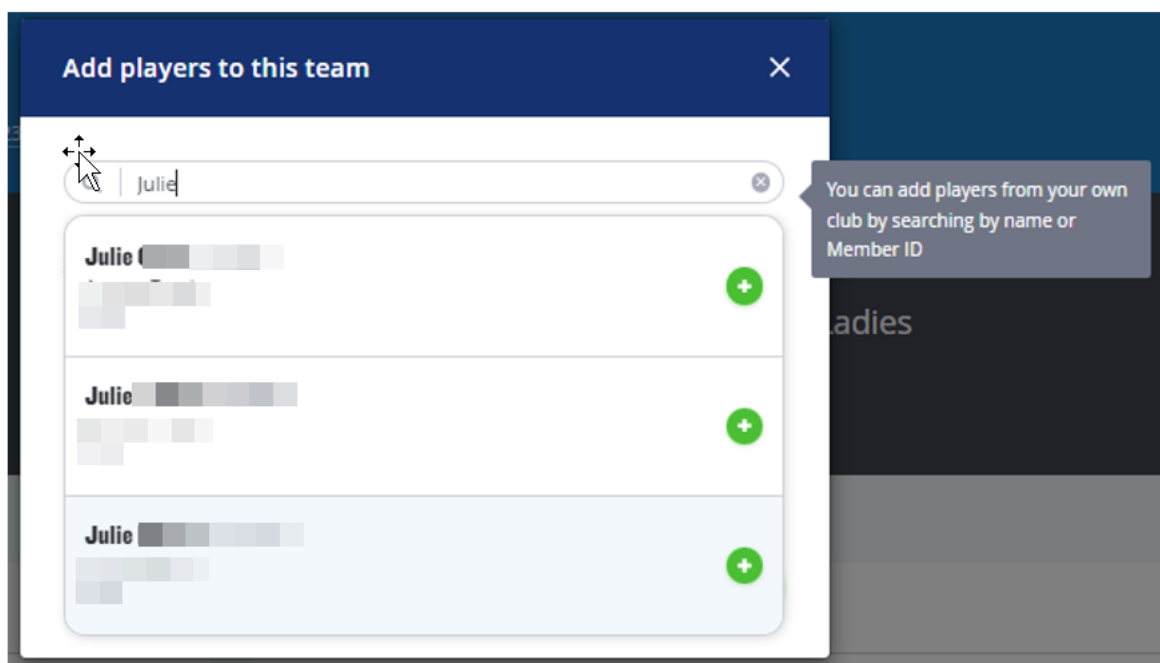
Not played: rubber is completed, and no score is allowed - **will be calculated in standings.**

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.**

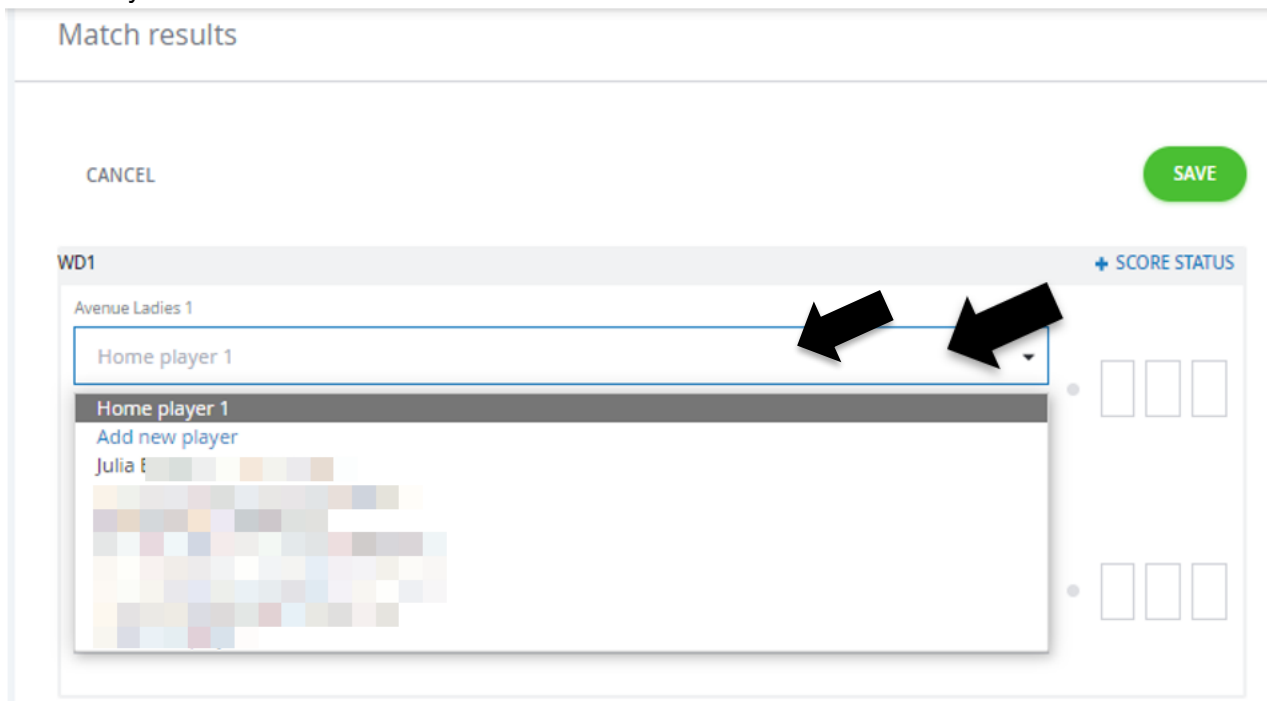
Score status of **abandoned** for a rubber would mean that that rubber is not included in the standings calculation but the overall team match would be.

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.

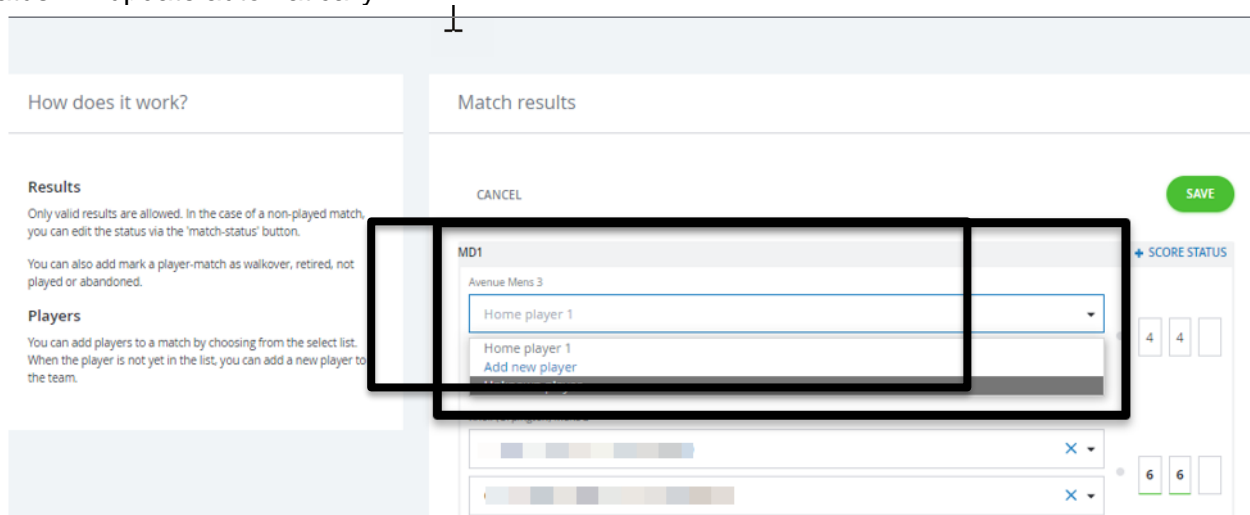
Once you have added the players, they will appear in the drop down in order to be selected for the match result entry.



The screenshot shows a 'Match results' form for 'Avenue Ladies 1'. At the top left is a 'CANCEL' button and at the top right is a green 'SAVE' button. Below the match name, there is a section for 'WD1' with a '+ SCORE STATUS' link. The form contains two rows of player selection. The first row is for 'Home player 1' and has a dropdown menu open, showing 'Home player 1' and 'Add new player'. Below 'Add new player', there is a search bar and a list of player names, including 'Julia E'. To the right of the dropdown are three empty boxes for score input. The second row is for 'Away player 1' and also has three empty boxes for score input. Two black arrows point to the dropdown menu and the search bar.

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.



The screenshot shows a 'Match results' form for 'Avenue Mens 3'. At the top left is a 'CANCEL' button and at the top right is a green 'SAVE' button. Below the match name, there is a section for 'MD1' with a '+ SCORE STATUS' link. The form contains two rows of player selection. The first row is for 'Home player 1' and has a dropdown menu open, showing 'Home player 1' and 'Add new player'. Below 'Add new player', there is a search bar and a list of player names. To the right of the dropdown are three empty boxes for score input. The second row is for 'Away player 1' and also has three empty boxes for score input. A black box highlights the dropdown menu and the search bar. A vertical line is drawn above the search bar.

*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**.

The screenshot shows a 'Match results' form for 'WD1'. At the top left is a 'CANCEL' button with a mouse cursor icon. At the top right is a green 'SAVE' button with a black arrow pointing to it. The form is divided into two sections: 'Avenue Ladies 1' and 'Broadstairs Ladies'. Each section has two player selection bars with 'X' icons and a score input area. The 'Avenue Ladies 1' section shows a score of 3 to 4. The 'Broadstairs Ladies' section shows a score of 6 to 6. A '+ SCORE STATUS' link is visible at the top right of the form area.

## 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

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

Mens Doubles Division 1 **Group A** VIEW GROUP

Teams **Matches**

Matches

23/09/2023						
Date	Team 1	Team 2	Score	Location	Status	
Sat 23/09/2023 14:00	Bromley Wendover Mens 1	Bexley Mens 1	2 - 0	Bromley Wendover Lawn Tennis Club		

24/09/2023						
Date	Team 1	Team 2	Score	Location	Status	
Sun 24/09/2023 10:30	Sundridge Park Mens 2	Shooters Hill Mens 1	1 - 3	The Sundridge Park Club		

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.

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

Mens Doubles Division 1 **Group A** VIEW GROUP

Teams **Matches**

Matches

23/09/2023						
Date	Team 1	Team 2	Score	Location	Status	
Sat 23/09/2023 14:00	Bromley Wendover Mens 1	Bexley Mens 1	2 - 0	Bromley Wendover Lawn Tennis Club		

24/09/2023						
Date	Team 1	Team 2	Score	Location	Status	
Sun 24/09/2023 10:30	Sundridge Park Mens 2	Shooters Hill Mens 1	1 - 3	The Sundridge Park Club		

30/09/2023						
Date	Team 1	Team 2	Score	Location	Status	
Sat 30/09/2023 14:00	Sundridge Park Mens 2	Bromley Wendover Mens 1	3 - 1	The Sundridge Park Club		

- View
- Adjust teamscore
- Switch Home and Away
- (Re)schedule match
- Relocate match
- Penalty points



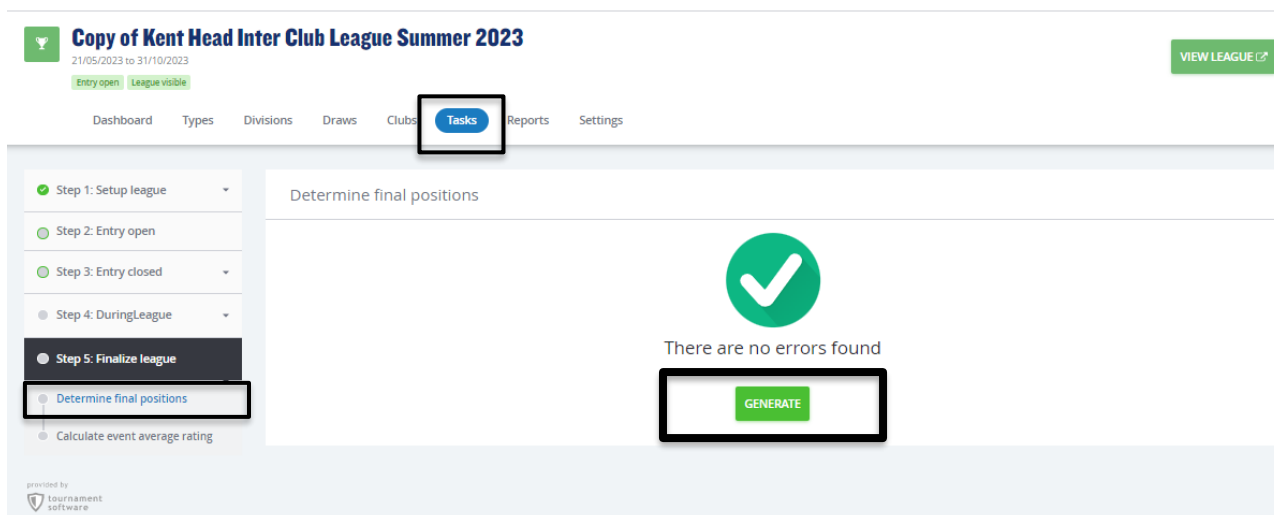
# **N**EXT STEP



# STEP 5: FINALISE LEAGUE

## DETERMINE FINAL POSITIONS

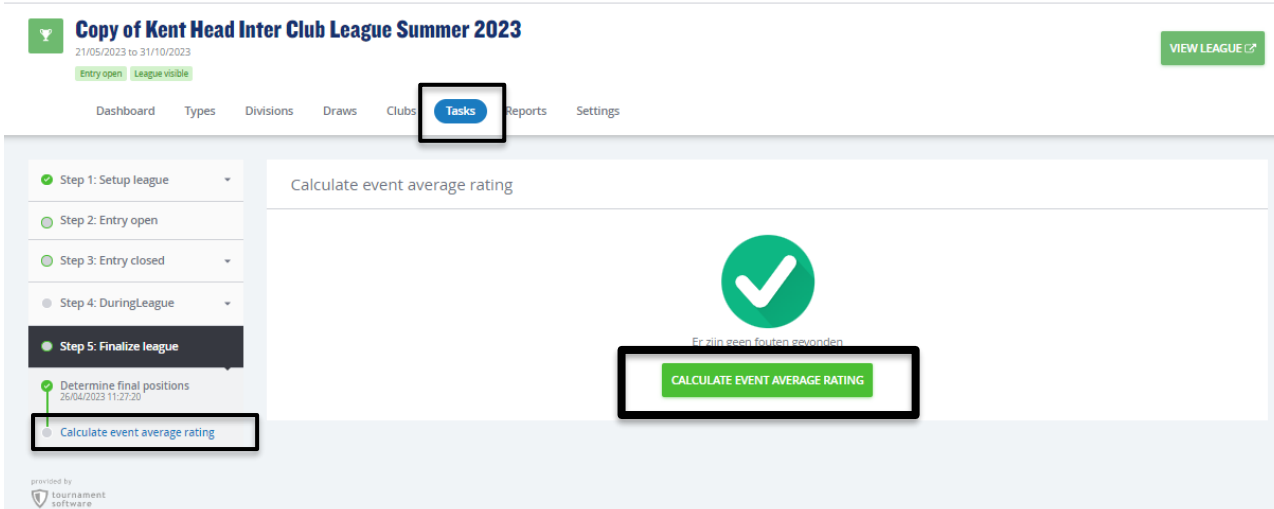
This process checks if all matches have a result.



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

