

# ONLINE LEAGUE PLANNER

## TEAM CAPTAIN USER MANUAL

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## GETTING STARTED

Before getting started the County and District League Admin will need to assign the Team Captain role to you within the set up on Online League Planner.

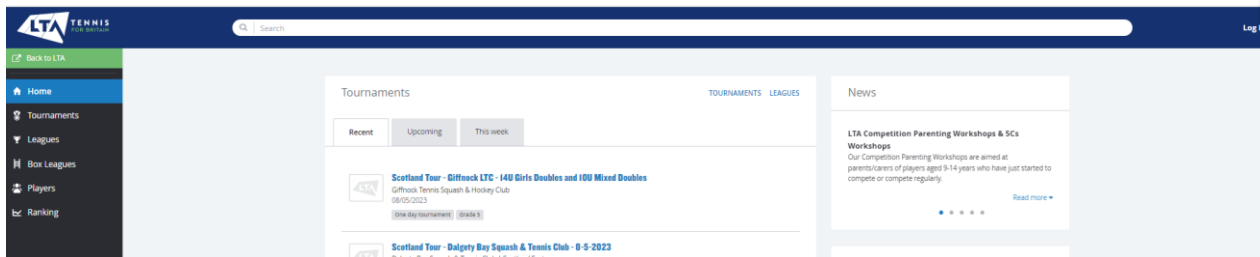
## KEY ROLES

- Results entry for all home matches at your club. Dependant on the settings that the League Admin has set, you may also have the ability to enter results for away matches at your club too.
- Adding players for results, including unknown player.
- Updating Score Status (i.e., Walkover) and match status (i.e., match not played)
- Rescheduling, relocation, and home/away swap of matches for your own team only.

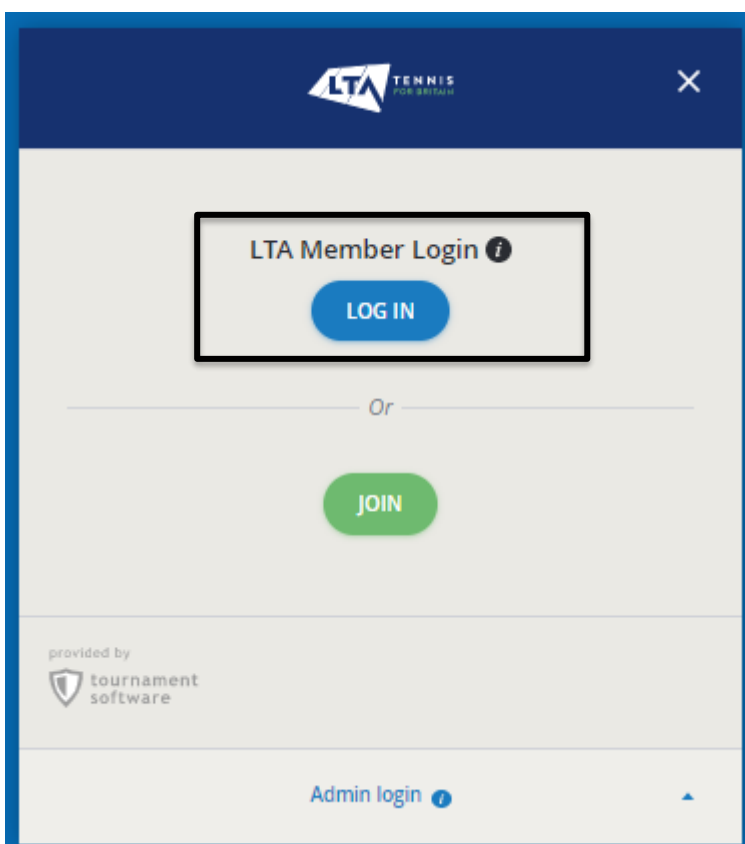
## ACCESSING YOUR LEAGUE

To access the Team Captain (Enter Results) area of the Competitions Portal, go to [competitions.LTA.org.uk](https://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

Login

[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

Join Us

Your homepage dashboard will appear, and you will note that you have an additional field on the left-hand side named **Enter Results** followed by the name of the League. Click on the league name on the left-hand side to proceed.

The screenshot shows the user dashboard for Chris Mann (Test 09). The main content area is divided into three columns. The left column is a sidebar with navigation options: Home, Tournaments, Leagues, Box Leagues, Players, Ranking, LTA, and Competition Organiser. The 'Enter results' option is highlighted with a red box. The middle column shows the user's profile, including a circular profile picture with the initials 'CM', the name 'Chris Mann (Test 09)', and the email '01828218'. Below this is a 'Win-Loss' section with a table showing career and this year's performance. The table has columns for 'Career' and 'This year', and rows for 'SINGLES' and 'DOUBLES'. The 'Career' row shows 1 / 4 (5) and the 'This year' row shows 0 / 0 (0). Below the table is a 'HEAD TO HEAD' section with a dropdown menu showing 'NATIONAL TENNIS CENTRE', 'MAIDENHEAD LAWN TENNIS CLUB', and 'MORE'. The right column shows a 'News' section with a 'Prezzo Official Competition Restaurant Partner' article, a 'My tournaments' section with a 'SEARCH TOURNAMENTS' button, and a 'My Box Leagues' section with a 'National Tennis Centre - Box League' entry.

*N.B the clubs you are affiliated with appear on your homepage; you may need to click **more** for further clubs.*

Once you have clicked into the league, you will be presented with the League dashboard view as a Team Captain. From this page, you have access to the **Teams within your club, upcoming matches, and results.**

Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTADEMO



**Avenue Tennis** (KENS00)  
Gillingham

FAVOURITE

8 Teams

- Teams
- Upcoming matches
- Results

Club

ROUTE?

**Avenue Tennis** (KENS00)

Sun 30/07/2023

Ladies Doubles - Division 4 - Division 4 A

Herne Bay Ladies 2 - Avenue Ladies 1

Ladies Doubles - Division 4 - Division 4 A

Avenue Ladies 1 - Bearsted Ladies 2

Ladies Doubles - Division 4 - Division 4 A

Avenue Ladies 1 - Broadstairs Ladies

Ladies Doubles - Division 4 - Division 4 A

Avenue Ladies 1 - David Lloyd Beckenham Ladies 1

Ladies Doubles - Division 4 - Division 4 A

David Lloyd Dartford Ladies - Avenue Ladies 1

**Teams** – gives you an overview of the teams within your club in the League, including their standing and place.

**Copy of Kent Head Inter Club League Summer 2023**  
25 March - 30 September | LTA DEMO

**Avenue Tennis (KENS00)**  
Gillingham

8 Teams

**Teams** | Upcoming matches | Results

**Club**  
Avenue Tennis (KENS00) | ROUTE

**Men**

Mens Doubles - Division 3 - Division 3 A

	STANDING	PL
<b>Avenue Mens 1</b>	6	1

Mens Doubles - Division 5 - Division 5 B

	STANDING	PL
<b>Avenue Mens 2</b>	1	0

Mens Doubles - Division 5 - Division 5 A

	STANDING	PL
<b>Avenue Mens 3</b>	1	0

**Women**

Ladies Doubles - Division 4 - Division 4 A

	STANDING	PL
<b>Avenue Ladies 1</b>	1	0

Ladies Doubles - Division 6 - Division 6 A

	STANDING	PL
<b>Avenue Ladies 2</b>	1	0

Ladies Midweek Doubles - Division 4

	STANDING	PL
<b>Avenue Ladies Midweek</b>	1	0

From the **Teams** tab, you can click into a **division** or a **team** for an overview of the standings, matches and player statistics.

# Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTADEMO



**Avenue Tennis** (KENS00)  
Gillingham

FAVOURITE

8 Teams

Teams

Upcoming matches

Results

Club

ROUTE

**Avenue Tennis** (KENS00)

Men

Mens Doubles - Division 3 - Division 3 A

**Avenue Mens 1**

STANDING 6 | PL 1

Mens Doubles - Division 5 - Division 5 B

**Avenue Mens 2**

STANDING 1 | PL 0

Mens Doubles - Division 5 - Division 5 A

**Avenue Mens 3**

STANDING 1 | PL 0

Women

Ladies Doubles - Division 4 - Division 4 A

**Avenue Ladies 1**

STANDING 1 | PL 0

Ladies Doubles - Division 6 - Division 6 A

**Avenue Ladies 2**

STANDING 1 | PL 0

Ladies Midweek Doubles - Division 4

**Avenue Ladies Midweek**

STANDING 1 | PL 0

**Division view** – includes overall standings, matches per round and player details.



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

20 March - 30 September | 13/02/2023

**Mens Doubles - Division 3**

Division 3.A

8 Teams | 15 Matches

**Standings**

TEAM	PL	W	D	L	PTS	HISTORY
1. Canterbury Mens 4	1	1	0	0	1	
2. Maidstone LTC Mens 1	0	0	0	0	0	
2. Sydenham Mens 1	0	0	0	0	0	
2. Tunbridge Wells LTC Mens 2	0	0	0	0	0	
2. Frindsbury Mens 1	0	0	0	0	0	
6. Avenue Mens 1	1	0	0	1	0	

**Matches**

**Round 1**

Sun 30/07/2023  
Avenue Mens 1 **0-1** Canterbury Mens 4

Sun 30/07/2023  
Frindsbury Mens 1 - Maidstone LTC Mens 1

Sun 30/07/2023  
Frindsbury Mens 1 - Maidstone LTC Mens 1

Sun 30/07/2023  
Sydenham Mens 1 - Tunbridge Wells LTC Mens 2

**Round 2**

Sun 30/07/2023  
Tunbridge Wells LTC Mens 2 - Frindsbury Mens 1

Sun 30/07/2023  
Tunbridge Wells LTC Mens 2 - Frindsbury Mens 1


Sun 30/07/2023  
Avenue Mens 1 - Maidstone LTC Mens 1

**Players**

**Team view** – includes an overview of a specific teams' matches and players.

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

25 March - 30 September | LTA DEMO




**Avenue Mens 1**

Mens Doubles - Division 3 - Division 3 A

FAVOURITE



**Standing** STANDINGS

STANDING	PLAYED	POINTS	HISTORY
6	1	0	


**Club**

Avenue Tennis (000000) ROUTE GP

**Matches** CALENDAR

Sun 30/07/2023	Avenue Mens 1 - Maidstone LTC Mens 1	
Sun 30/07/2023	Tunbridge Wells LTC Mens 2 - Avenue Mens 1	
Sun 30/07/2023	Avenue Mens 1 - Sydenham Mens 1	
Sun 30/07/2023	Avenue Mens 1 <span style="background-color: #000080; color: white; padding: 2px;">0 - 1</span> Canterbury Mens 4	
Sun 30/07/2023	Frindsbury Mens 1 - Avenue Mens 1	
Sun 30/07/2023	Frindsbury Mens 1 - Avenue Mens 1	

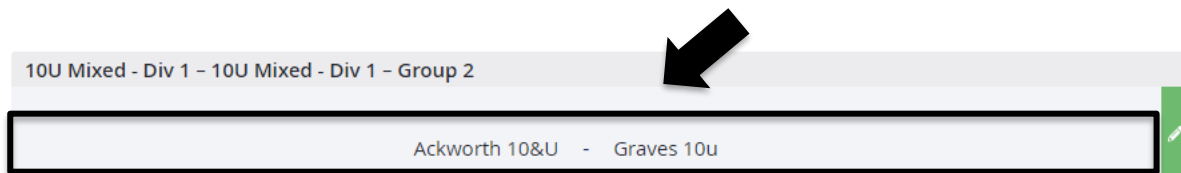
**Players**

1  <b>Mark Biffow</b>	Win, Loss	(0/0/0)
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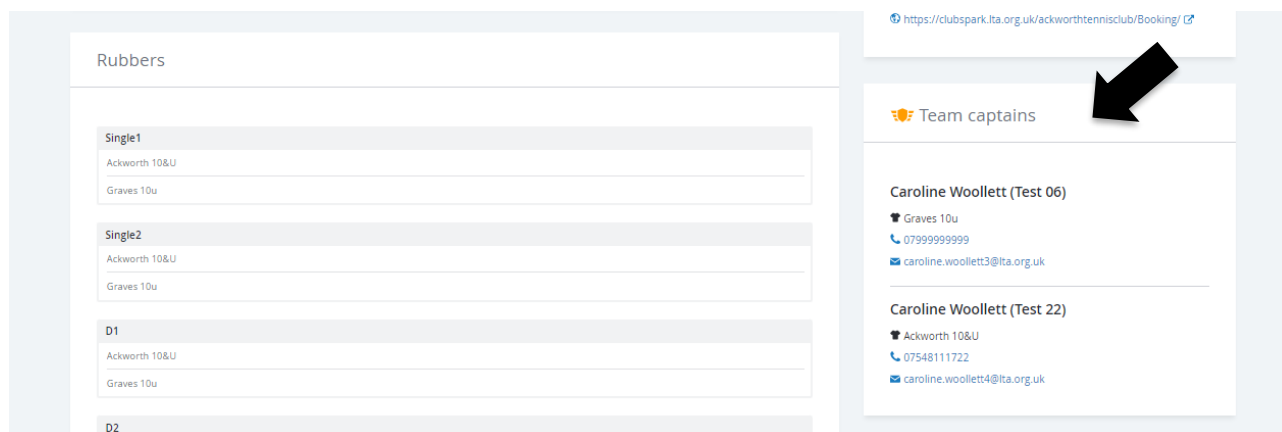
## TEAM CAPTAIN DETAILS

As a Team Captain of a specific division, you will have access to view the details of opposing team captains within your division only.

To view opposing team captain details, select one of your upcoming matches - Click on the grey box where the team names are written.



The match card will open to display your own details as team captain and those of your opponent.



The details displayed for each Team Captain are linked to their LTA Advantage account. A guide on how to update or add details can be found [here](#).

## RESULTS ENTRY


As a team captain, you will have access to input scores for your club's home matches. Dependant on the settings set by the League Admin, you may also have the ability to submit results for away matches.

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

To input match results, select the right-hand side green box with white pencil.

# Copy of Kent Head Inter Club League Summer 2023

25 March - 30 September LTA DEMO



**Avenue Tennis** (KX584)  
Gillingham

8 Teams

FAVOURITE

Teams **Upcoming matches** Results

Sun 30/07/2023

Ladies Doubles - Division 4 - Division 4 A  
Herne Bay Ladies 2 - Avenue Ladies 1

Ladies Doubles - Division 4 - Division 4 A  
Avenue Ladies 1 - Bearsted Ladies 2

Ladies Doubles - Division 4 - Division 4 A  
Avenue Ladies 1 - Broadstairs Ladies

Ladies Doubles - Division 4 - Division 4 A  
Avenue Ladies 1 - David Lloyd Beckenham Ladies 1

Ladies Doubles - Division 4 - Division 4 A  
David Lloyd Dartford Ladies - Avenue Ladies 1

Ladies Doubles - Division 4 - Division 4 A

Club

**Avenue Tennis** (KX584) ROUTE

NB: Matches for which you are Team Captain will appear highlighted in a blue box.

Mens Doubles - Division 5 - Division 5 B  
Blackheath Mens 3 - Avenue Mens 2

Mens Doubles - Division 5 - Division 5 B  
Gravesham Mens 2 - Avenue Mens 2

The following results entry page will appear. You have the ability to **add players**, **enter scores**, add a **score status**, and **match status** for your club's home games.

## 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



*N.B When inputting a match score, it is easiest to input the losing set number first. I.e.; if the set was 6-3 you can input the 3 and the 6 would automatically be populated for the opposing player(s).*

**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.

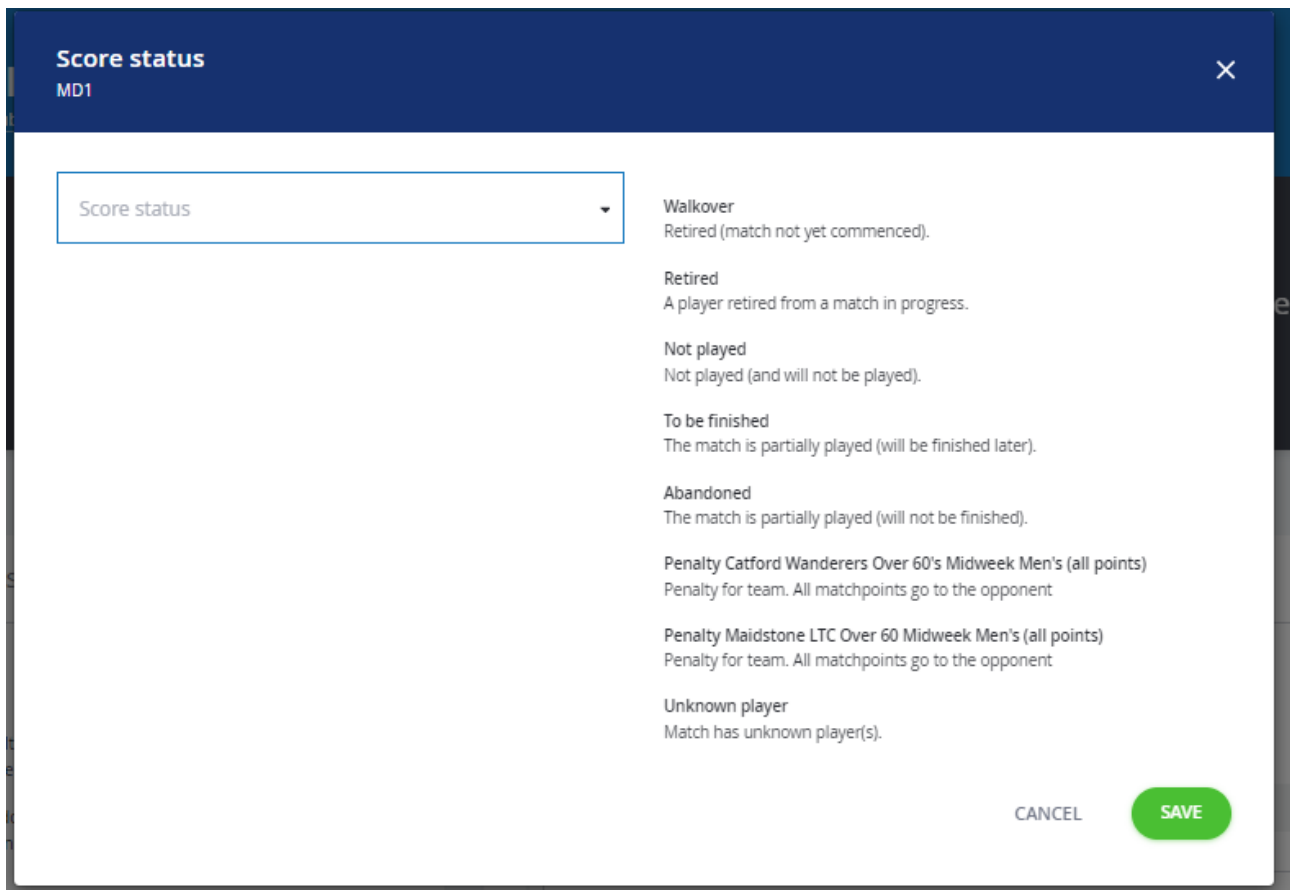
**Not played**  
Not played (and will not be played).

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)'

**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](#)

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**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 1  
Add new player  
Unknown player

Kemsing Mens 1

Away player 1

Away player 2

To add players, search by the player's name or LTA number.

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

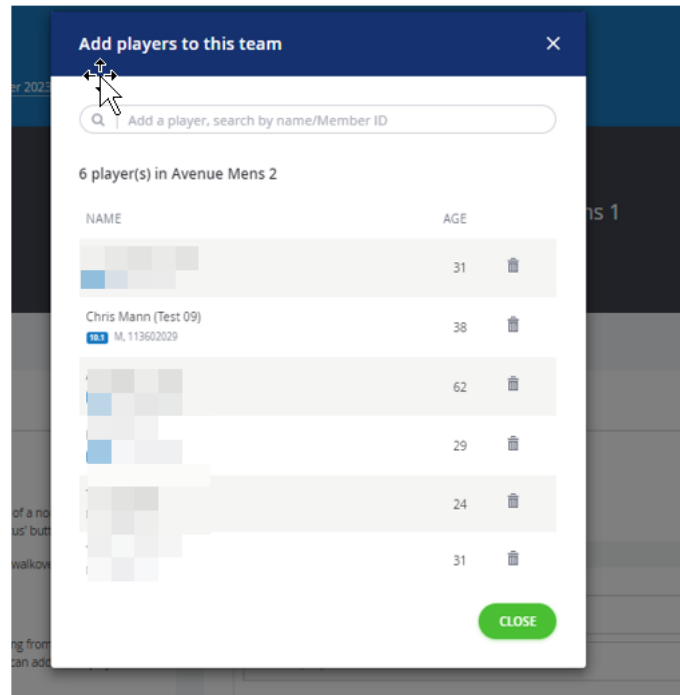
**Add players to this team** ✕

Q | chris mann | ⌵

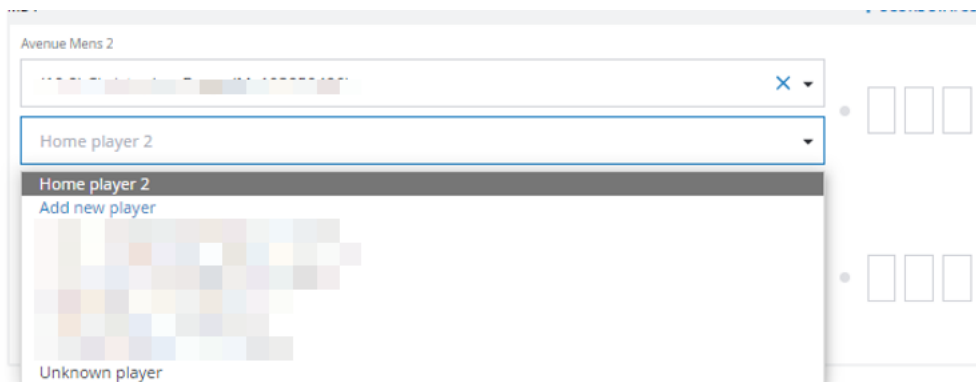
**Chris Mann (Test 09)** (13082029) +

Avenue Tennis  
M, 38

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



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



To record 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 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.



### 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 3

Home player 1

4

4

Home player 1

Add new player

Unknown player

Knoll (Orpington) Mens 3

TimX

6

6

ChristopherX

### Match results

CANCEL SAVE

MD1 + SCORE STATUS

Avenue Mens 3

Unknown player

X

Unknown player

X

Knoll (Orpington) Mens 3

TimX

X

+ SCORE STATUS

4

4

6

6

## Matches

MD1

Avenue Mens 3  
Unknown player  
Unknown player  
Knoll (Orpington) Mens 3

Unknown player 4 4

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**.

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

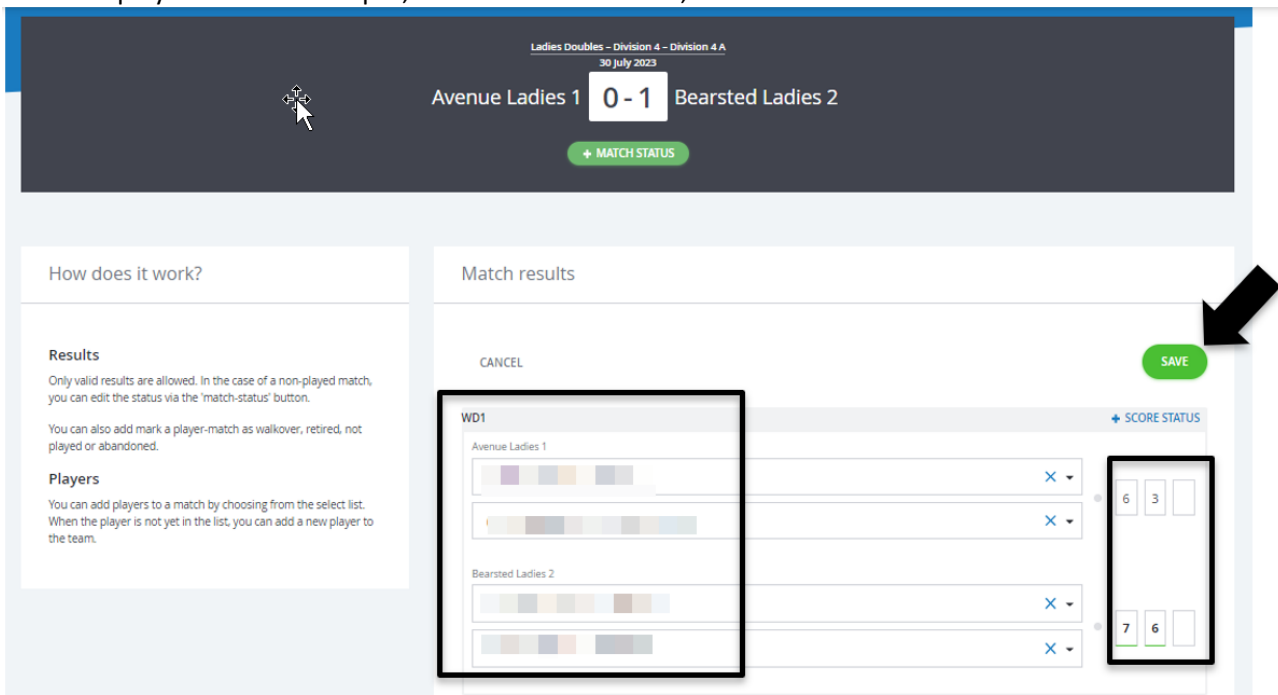
Bearsted Ladies 2

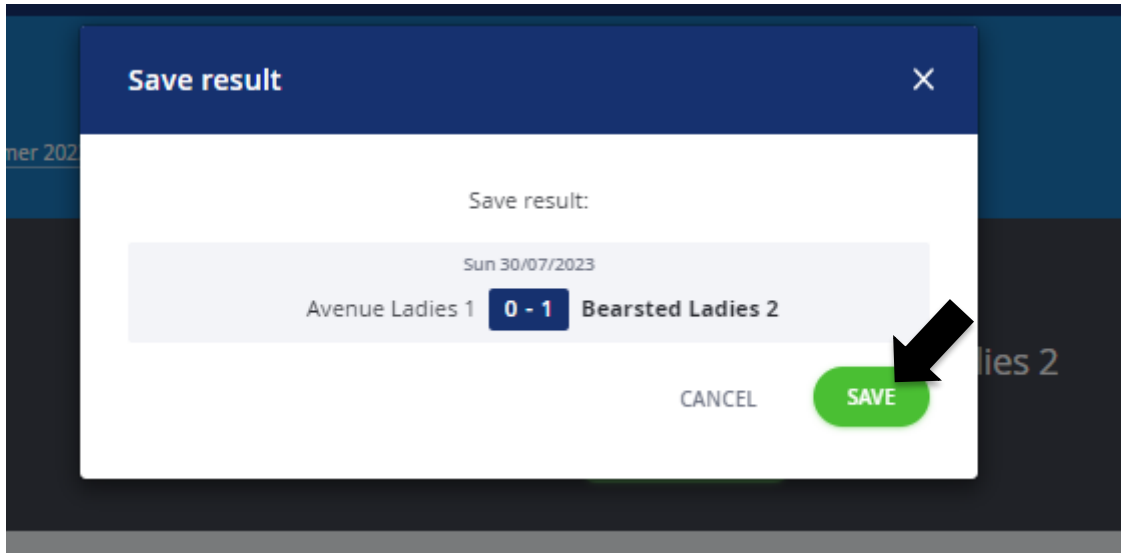
+ SCORE STATUS

6 3

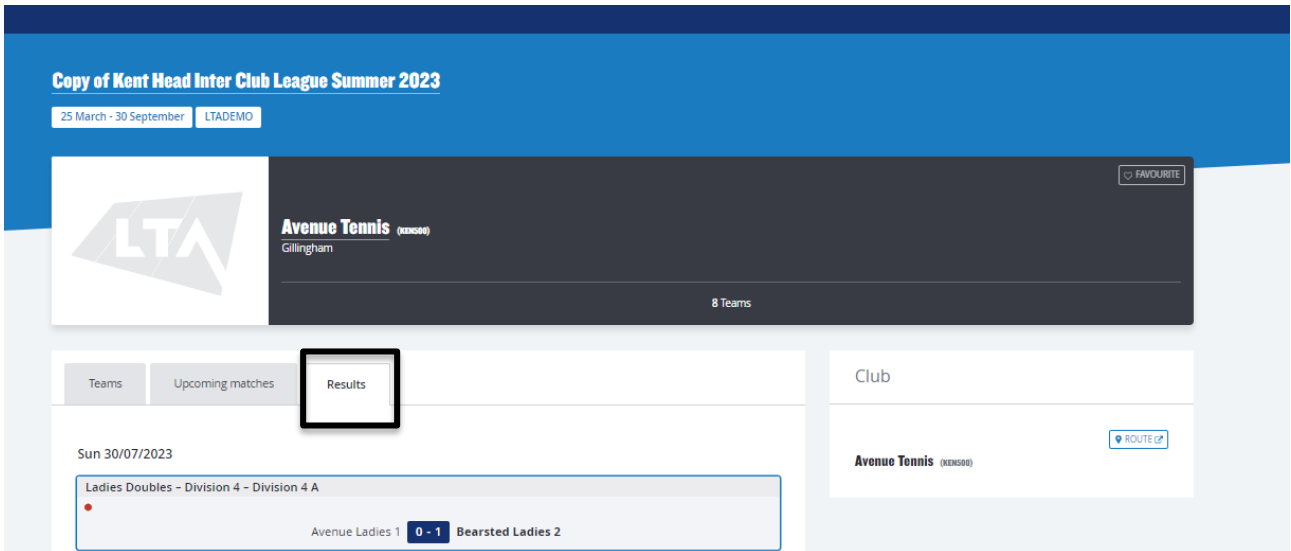
7 6

SAVE

The screenshot shows a match results form for a Ladies Doubles match. At the top, the match is identified as 'Ladies Doubles – Division 4 – Division 4 A' on '30 July 2023'. The teams are 'Avenue Ladies 1' and 'Bearsted Ladies 2', with a score of '0 - 1'. A '+ MATCH STATUS' button is visible. Below this, there are two columns: 'How does it work?' and 'Match results'. The 'Match results' section includes a 'CANCEL' button and a 'WD1' section. Under 'WD1', there are two teams: 'Avenue Ladies 1' and 'Bearsted Ladies 2'. Each team has a list of player selection boxes, some of which are highlighted with a black box. To the right of the player lists is a 'SCORE STATUS' section with two rows of score input boxes. The first row shows '6' and '3', and the second row shows '7' and '6'. A black arrow points to a green 'SAVE' button in the top right corner of the form.



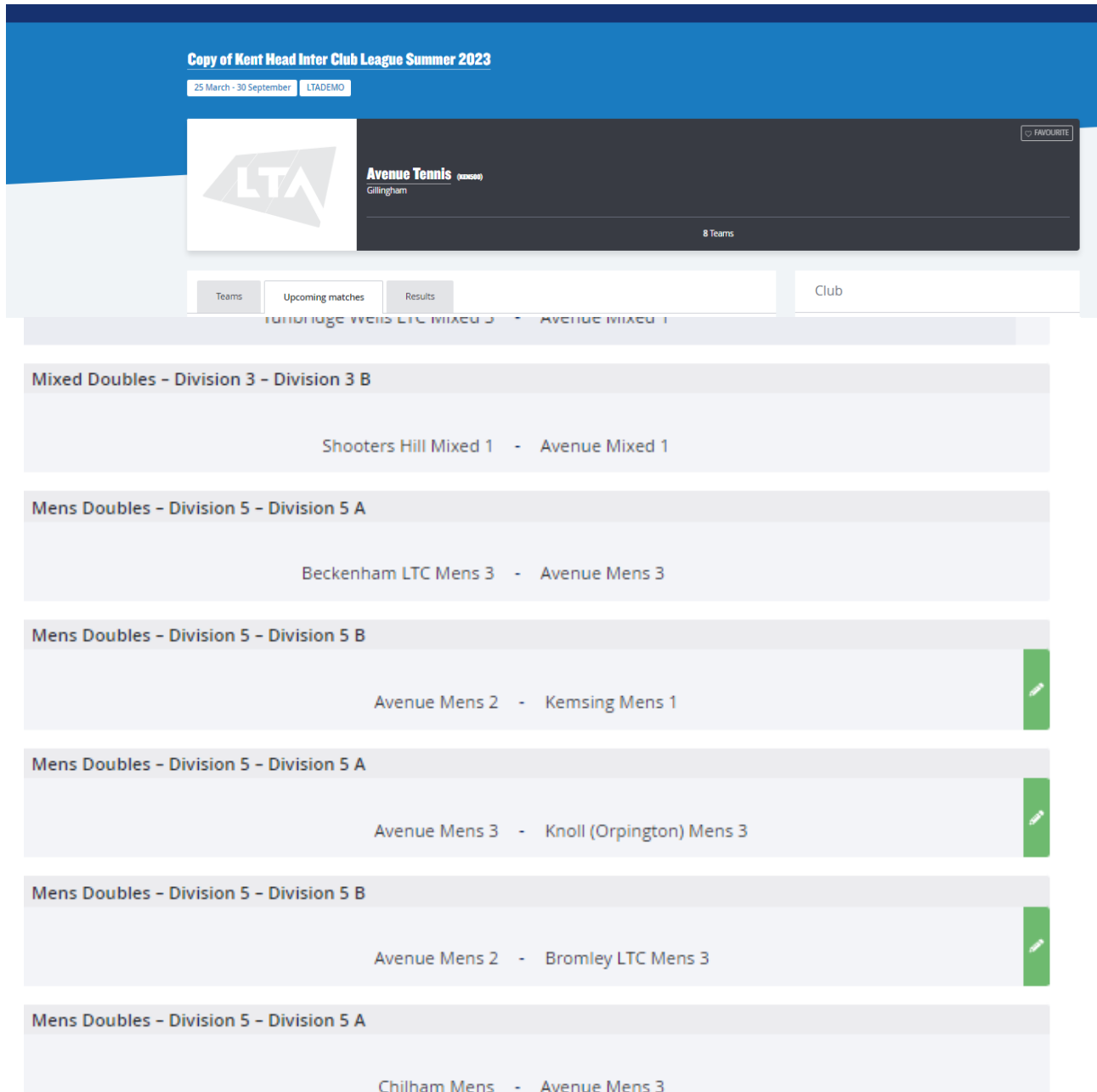
The saved match can be found on your club dashboard under **Results**.



## RESCHEDULING, MATCH RELOCATION, HOME & AWAY SWAP

As a Team Captain, depending on the league settings assigned by your league administrator, you may have access to reschedule, relocate, or swap home and away matches for your team.

Select **Upcoming Matches** and scroll down to your team matches.



The screenshot shows the LTA website interface for the 'Copy of Kent Head Inter Club League Summer 2023' (25 March - 30 September, LTADemo). The user is logged in as the Team Captain of Avenue Tennis Club (Gillingham), which has 8 teams. The 'Upcoming matches' tab is selected, displaying a list of matches for various divisions. The matches shown are:

- Mixed Doubles - Division 3 - Division 3 B: Shooters Hill Mixed 1 - Avenue Mixed 1
- Mens Doubles - Division 5 - Division 5 A: Beckenham LTC Mens 3 - Avenue Mens 3
- Mens Doubles - Division 5 - Division 5 B: Avenue Mens 2 - Kemsing Mens 1 (with a green edit icon)
- Mens Doubles - Division 5 - Division 5 A: Avenue Mens 3 - Knoll (Orpington) Mens 3 (with a green edit icon)
- Mens Doubles - Division 5 - Division 5 B: Avenue Mens 2 - Bromley LTC Mens 3 (with a green edit icon)
- Mens Doubles - Division 5 - Division 5 A: Chilham Mens - Avenue Mens 3

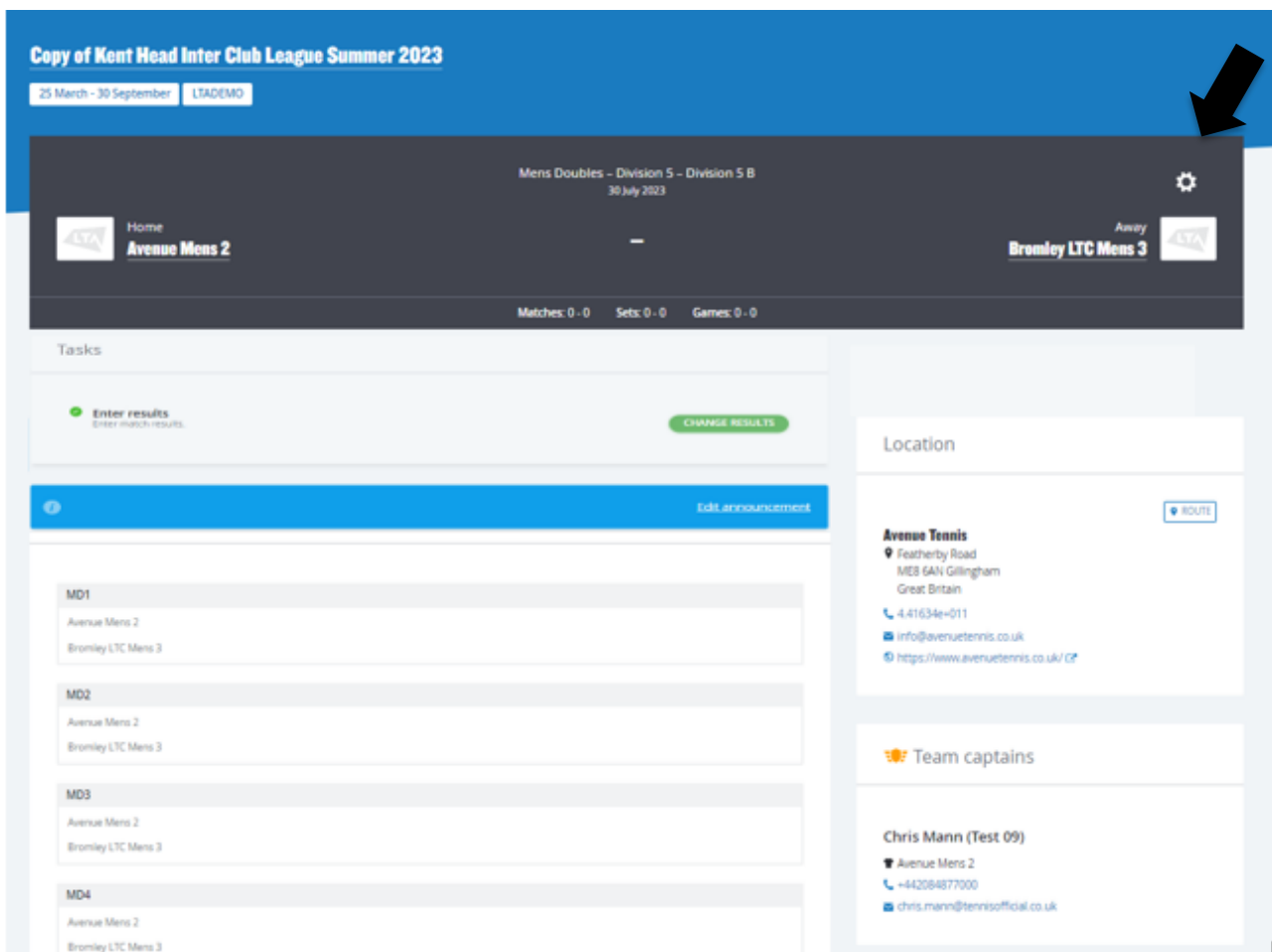
In this guide, the user is logged in as the Team Captain of the Mens Doubles – Division 5 – Division 5b (Avenue Tennis Club). Therefore, this user will only have access to reschedule, relocate, or swap home to away for the Mens Doubles – Division 5 – Division 5b (home games only) – settings are managed by the league admin.

Click on the grey box where the team names are written.

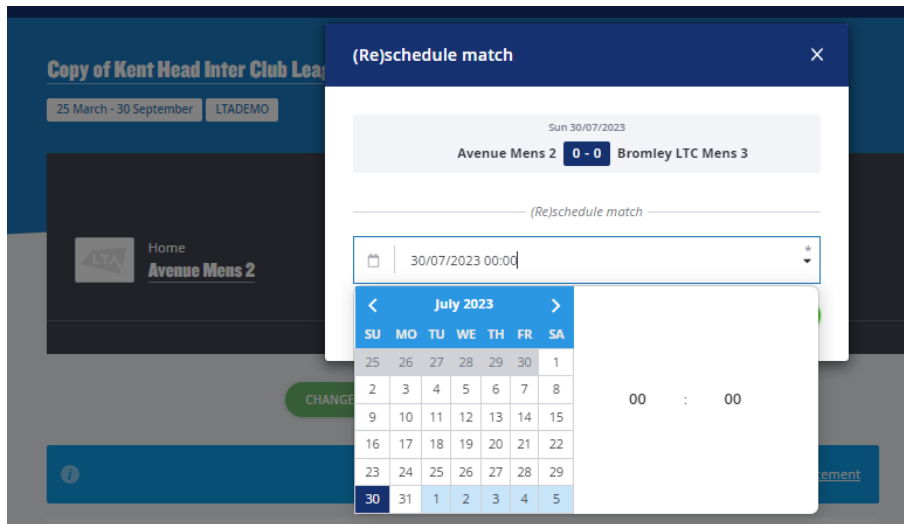


The following page will appear. As the Team Captain of this team, the user has access to the **Match Properties toggle** dropdown edit on the top right-hand side of the page.

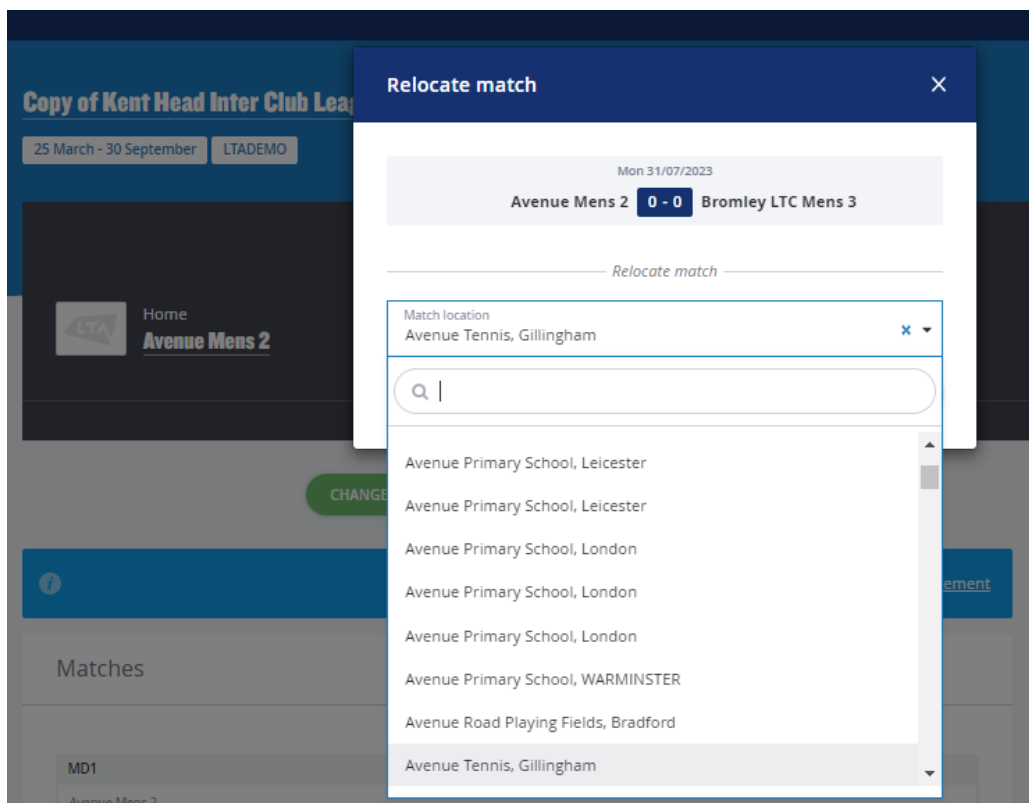
Select the **Match Properties toggle** drop down which will allow you to **reschedule a match**, **relocate a match** or **switch the match home and away**.



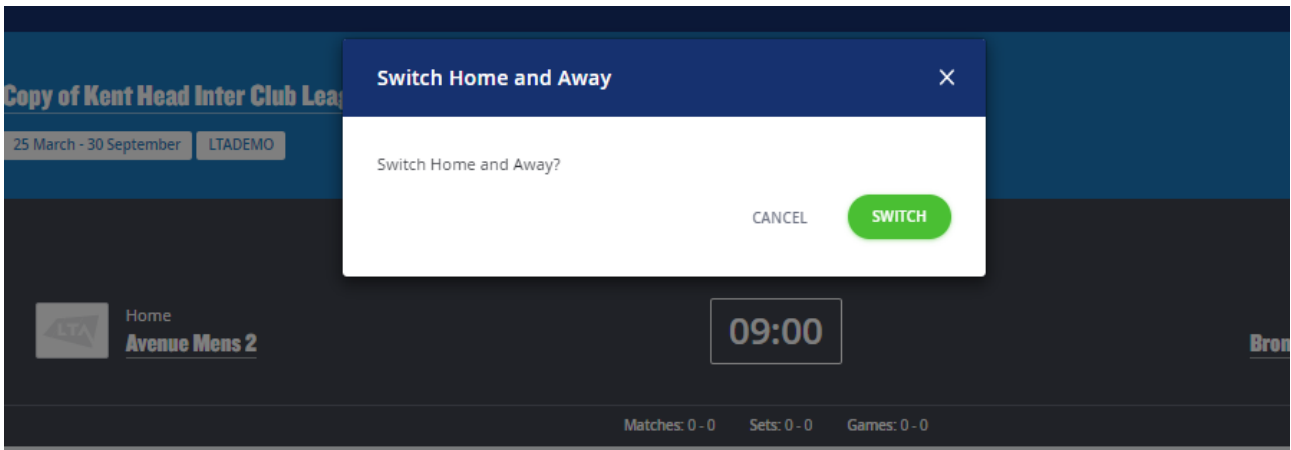
**Reschedule Match** – Allows you to change the date and time of the match.



**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 Team Captains will only have this access for their home games for their specific team. The Match Properties button will not appear for other matches.*

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

