TENNIS SHROPSHIRE DOUBLES LEAGUE – CAPTAINS GUIDE TO ONLINE LEAGUES AND UPDATING YOUR MATCHES.

To update results and reschedule matches you will have to log in.

This guide will detail how to:

1. Log in.

2. Reschedule a Home match date and time.

3. Update Home match results.

4. Add players to your team sheet.

5. Confirm Away match results are entered correctly.

6. Update your contact Information.

Getting Started.

Logging in.

1. Go to https://competitions.lta.org.uk/

2. Click on Login (top right corner)

3. The LTA league software login box will be shown as below.
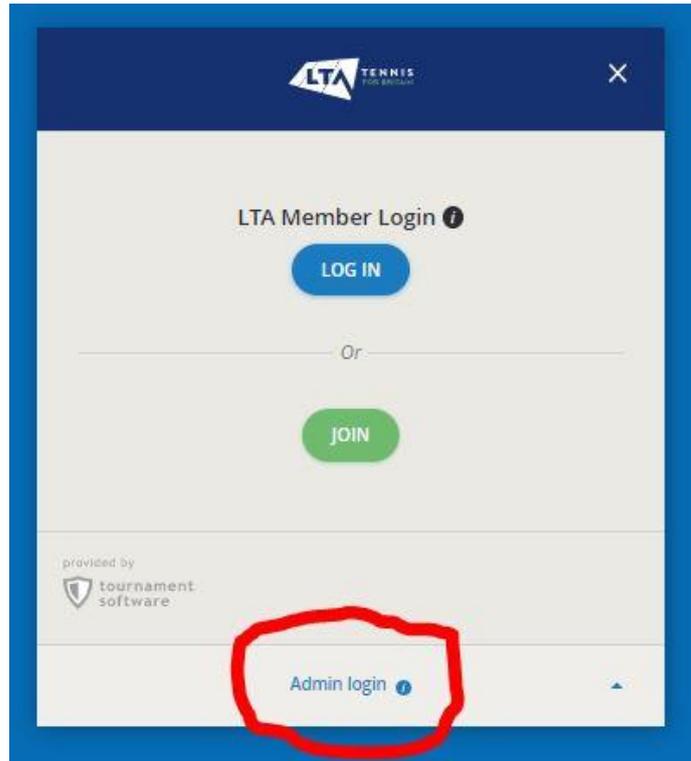
4. Please login using the admin login area (highlighted above) and please ensure your use your club login details not your own private details. This login will be available from your main club contact or your league organiser. **DO NOT UNDER ANY CIRCUMSTANCES CHANGE THE LOGIN PASSWORD OR FIDDLE ABOUT WITH ANY OF THE SETTINGS IN THIS LIST – THIS IS YOUR CLUB LOGIN AND OTHER PEOPLE WILL NEED TO USE IT.**

5. You will now be on the club profile page and the name of your main club contact will appear on this, not your name, this is quite normal so don't worry.

6. On the left-hand side will be a series of options. Click on **Leagues** and this will take you to the leagues page. If your league is not visible on this page use the search option and type in Shropshire. Once you have found your league click on it and you will then be directed to the league homepage. On this page is a favourites button and you can use this button to make finding the league easier when next logging in.

6. To make changes to your matches click on the 'my matches' tab and this will bring up all of the matches for your club. To make changes to a particular match click on the modify button and this will take you to the match details. Please note home matches can be modified but you will not be able to modify away matches. You can however add comments for away matches if you have a query or need to comment.

7. At the bottom of that page you will see a row of blue buttons. Reschedule match Relocate match Enter rubber results Add comment

Ignore Relocate match it is not relevant to our leagues.

Reschedule a Home match

Check that the correct date is showing for the date that the match was played. If it is not you must reschedule it before you enter a match result.

If you don't see the Enter rubber results button it is because the date of the match scheduled has not yet arrived. You will need to reschedule the match first.

Click the Reschedule match button and change the date and time of the match. If no time is pre-set just add it in from the dropdown box. Remember to click Save.

You will also need to reschedule the date and time of a fixture if it is postponed for any reason from the date originally arranged. Use the Add comment to let the League Organiser know the reason.

Update a Home match result

Home team captain to enter the result online within 7 days of the match finishing.

Click on Enter rubber results

You will see a form to enter your match results. The new scorecard has been designed to follow the layout as closely as possible to assist team captains entering results.

Click on <select player> in the box and select the player from the drop down list. If you have already put your players on your team sheet they will be available to select. The same applies to the away team players. Once a player has been used in a match they will be available in the drop down list for that team.

If the player names are not visible click <add player> and a box will open. You can search for a player/s by first name, surname or BTM number linked to your club. If the player is found select them and click on the Add button when you have added all of the players click close and you will return to the results sheet. You will need to do these steps for the away team also.

If you cannot find a player but you are sure they are BTM registered it may be that they are not linked to the club they have played for and therefore will not come up under a search of that club. In the Add players search box you can put a tick in All clubs to find them. This searches all the clubs in the country not just the Shropshire league clubs so takes a bit longer. Do not use this facility if you cannot be sure that the person you found is the correct one.

If you cannot find a player they may not be registered. Click <select player> and select unknown player from the drop down box.

N.B.The use of 'unknown player' is allowed on a temporary basis and those players will be asked to register with BTM. If they are from your team please ask them to register and link to your club via the LTA website. The League Organisers will be chasing up on unknown player selections.

TIP – Make your life easier by setting up your team players in advance on your team sheet and ensuring they are BTM registered and linked to your club.

Complete the form entering player details and selecting the winner of each rubber. Enter the set scores for each set played. The format should follow the normal scoring for a full set i.e. 6-2, 4-6, 5-7, 7-6 etc. The third set will be a 10 point championship tie break and should be filled in as 1-0 to the winning team.

Ignore Disable Scoring Validation on the right hand side you do not need to do anything with that.

When you are happy that you have entered the result correctly click Save and your result will be submitted. You cannot access the result after you have submitted it only the League Organiser can.

For match results involving less than a full team please email your league organiser with a copy of the score sheet. Do not attempt to enter a result online. The league Organiser will do it.

For matches where a team have conceded - both team captains to notify the league organiser by email. Do not attempt to enter a result online. The League Organiser will do it.

Confirm Away match result is entered correctly

The away team captain should check that the result has been entered correctly. Log in to step 11 above and there will now be a blue button Confirm results. If the away team captain has not confirmed the result or raised a query within 7 days of the result being submitted the League Organiser will assume the result is correct and confirm the result.

Adding players to your team sheet

12. If you are not already logged in follow steps 1-7 above. 13. If you are logged in click teams on the top tab bar. Click your team from the list on the left then follow steps 15 to 20 below. 14. You will then be in the general tab for your team. 15. Click on the Players tab which is fifth from the left between Standings and Statistics. 16. You will then see a blue button Add players click it which will open up a box. 17. Top left of the box you will see a filter box. Type in part of the name of the player you are looking for (minimum of 2 characters) and if they have a BTM and are linked to your club they will be populated on the left hand side under available players. It takes a short while to populate as the database is searched. 18. Select the one you want and click add. They will be populated on the right hand side under selected players. 19. Search for and add all the players you want then click Save

You can go to this section at any time to add or remove players. This facility is for your benefit and players listed will not count towards matches until they have actually been entered in a match result.

You can print out your list of players with their BTM's if you wish. Useful to take to matches.

Team captain contact information

Click Teams from the top tab bar then click on your team from the list on the left.

You will then be in the General tab for your team.

Click on the blue button Edit team if you are not shown as the contact please enter your name email and contact telephone number then click Save.

Only logged in users can view this information so it will not be seen publicly.

Other Information

Score sheets are available to download and print from the League website.
http://www.tennisshropshire.co.uk/results-and-leagues/

The Home team captain is responsible for completing the scoresheet correctly and both captains must sign it as correct.

The Home team captain must retain the scoresheet until the league season is completed.

The Away team captain should take a list of their teams BTM numbers to the match and is advised to keep a copy of the scoresheet until the league season is completed.

The Home team captain should contact the Away team captain before the date of the match to confirm that the match is going ahead.

If there is anything you are unsure of or need help with contact your League Organiser

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