

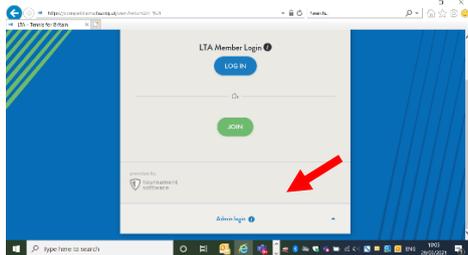
How to Enter Results Online

After the match:

- Both captains must fully complete and sign the scorecard and retain their own copy.
- The winning captain to submit result online within 48 hours of the match.
- The losing captain must check the result online and confirm match results to ensure the scores and names entered correctly

Go to relevant online league – you can find this on [Berkshire Tennis League Resources](#)

1. Login



Please ensure venues click on the 'Admin login' option (bottom of the page) using your club unique login details (same as enter results online) designated to your club which remains the same for all leagues, and **NOT** the LTA Member Login. Your club main contact or previous tam captains have this information. Once you have logged in, do not worry if you see another person's name. These login details are used by your entire club, so please **DO NOT RESET** the password.

2. Click on the 'My Matches' tab and then on the calendar, click on the date of your match. Select 'All Matches'
3. Select 'Men's, Women's or Mixed Doubles' or Junior age group.
4. Click on 'Modify' next to the relevant match.
5. Click 'Enter rubber results' (not enter 'Match result'). When you go in to 'Enter Rubber Results' you see the name of both teams above blank rubbers which has a drop down of options. You **will need to add ALL** players for the first match (your own team and your opponent's team) and for subsequent matches.
6. Select the players' names from the drop-down lists and enter the score. The score should always be loaded in favour of the home team; for example, if the away team won the rubber, the score should be 1-6 2-6 (adults and certain junior age groups only)
7. If the player does not have a BTM number, please contact the player and ask him/her to sign up so that the BTM can be added at a later date. For players not found use 'Unknown male or female' player. Please also ensure that your team player is **linked/registered to your venue**.
8. Once you are happy with the scores, click "Save".
9. Please **do not confirm match as this is for the losing captain to complete**. Losing captain to click CONFIRM if results are correct. If you need to challenge the result, contact league organiser within seven days of the result being submitted AND enter a comment on the record.

Any problems leave a not in 'comment' box or contact league organiser. Only League Administrators have the ability to go back in and modify a result once it has been submitted

FAQs:

My password does not work. Make sure you have typed the password correctly using case sensitive letters/numbers. The logins begin with 'ltaber.....'

A player is not appearing on the Player Database. A database is available for you to select players who **are linked to your venue** through LTA Membership using the 'Add Player' button (drop down next to team name). An unknown player option is available to allow you to process the result if a player cannot be found. You must 'Add Comment' with the players name and member number if you use the 'Unknown Player' option.

What if we are given a walkover? Do not enter the result online. Contact your League Organiser directly to inform them of the walkover and the reasons why a walkover was given or leave a note and reason in comment box The league organiser can update the league standings.

How do I enter the result if we played before the fixed date? The system will not allow a result to be entered until the scheduled match date has passed. Click on 'Modify' and then 'Reschedule match' to reschedule the match to the date you played. You will then be able to view the 'Enter Rubber Results' button

What if it rains? Do not enter a result. Reschedule the fixture with your opposing team for the fixed rain date. Email the organisers confirming the change in match date. We will then re-schedule the match date online.

How do I enter a result if a team has 3 or less players? Complete the rubber results process as usual. In the 'winner box put 'not played, no player for <team name>'. Do not enter a rubber score. In the comments, please state that a team turned up with 3 or less players.