



# ENTERING TENNIS TOURNAMENTS

## Information for Parents & Players



Finding and entering tennis tournaments is all done online on the LTA website – [www.lta.org.uk](http://www.lta.org.uk).  
This guide explains how to use the LTA website to enter competitions.

If you have any questions please contact the coaching team.

### LTA Login

The best way to use the competition search facility is by logging into the LTA website using your LTA login. Your LTA login is something that you set up on the LTA website. It is very straightforward to set up and as a parent it is entirely up to you whether you set up the login in your name or your child's name.

To create a login:

- Click on the “**MEMBERS login here**” tab at the upper right-hand-side of the LTA website
- Click on the “**CREATE**” button in the middle area of the screen
- Fill in the personal details as requested on the next screen. If you know the BTM number then include that in the box which asks for a British Tennis number (if you don't know the number then the LTA system should still be able to work it out from the name, date of birth and postcode).
- Check the address details on the next screen (amend if necessary), specify the email address to be used and make sure that mobile and home phone numbers are correct
- The next screen asks you to create a **username** and **password** for your login – once this has been done then your login is set up and ready to use
- To login click on the “**MEMBERS login here**” tab, enter your **username** and **password** and click the “**LOGIN**” button. Make sure you click on the “**LOGIN**” button – pressing enter does not complete the process and instead you get presented with a screen that makes you think you have input the wrong details.

Once you login your homepage appears, showing your name and current rating. Clicking the “**Ratings**” button in the “**My Tennis**” section shows you the matches you've played in the current season and how your rating has changed since you started playing tennis – this is something that children become quite interested in once they start playing in competitions and is one reason why setting up the login in the child's name can be good.

### Finding competitions

Hover over the “**Play & Compete**” tab at the top of the LTA website and then click on “**Find a Competition**” which appears under the tab.

If you are not logged in then the screen that appears provides you with a button to “**Login now**” – click this button and login and then you will be presented with a list of tournaments which the LTA website thinks you may be interested in. (If you were already logged in before clicking “**Find a competition**” then the list will appear as soon as you click the “**Find a competition**” option.)

The list that you are presented with will probably show you many more tournaments than you really want to see. You can change what appears in the list by adjusting the filters at the right-hand side of the screen.

You can also specify what age group and what grade of competition you are interested in. Initially it is best to start with Grade 6 or Grade 5 events and as your rating improves then consider Grade 4 events and then Grade 3s.

Once you have set up the search filters to give you competitions that you may be interested in you can save these settings using the “**Save Search**” button – then the next time that you login the system will use these settings to show you competitions that are coming up.

## Deciding whether to enter

The list of tournaments shows you the key information about a tournament (date, venue, cost). To access the full details click on the event name (eg. "12&U Boys") and then you will see the deadline by when entries have to be made and details of who has already entered the event. You will see the ratings of all the other entrants and this can help you decide whether the event is likely to be appropriate. It is usually best to select events where the other entrants are of a similar rating to you.

If you want to give yourself some time to think about whether to enter the event, click on the "Add to my watchlist" option (next to the Add to Basket button). This feature is very useful – you will get an email reminder when the event opens for entries and when the entry deadline is approaching. When you next login, you can see the details of the tournaments that you've added to your watchlist by clicking on the "Competitions" button in the "My Tennis" section on your homepage.

## Entering a tournament

Once you decide to enter a tournament, access the event details and click on the "Add to Basket" button. Once you have done this for the tournaments that you wish to enter then click on the "Basket" button at the bottom right-hand side of the black banner at the bottom of the screen.

The "Basket" screen shows you the tournament(s) that you have decided to enter. You now need to specify the "Entrant" for each event – typically you will simply select "You" from the list that appears in the Entrant box but you can enter a different person if you wish (click on the "Add Player" button and follow the instructions).



Once you've specified the Entrant then click "PROCEED TO CHECKOUT" and follow the instructions that appear. In most cases you will be asked to pay online for the tournament – this is done through Paypal and you don't have to have a Paypal account as all you need is a credit or debit card in order to make the payment.

Once the payment details have been entered the final step involves you clicking in check boxes to say that you (on behalf of the player) agree to the rules of the tournament and to follow the Fair Play principles.

Once you have entered a tournament you will receive an email confirming that the entry has been made. Also the tournament will now have a status of "Entered" against it when you next check the "Competitions" section of your homepage.

## What Happens Next?

Entering a tournament is not a guarantee that you will get to play in the event. For one-day events the number of people who can actually take part is limited, typically to 8 players per event. You can get a good idea of whether you will get into the tournament by checking the ratings of the other players who have entered – organisers typically put the entrants in ratings order and then take the top 8 into the event. If an event is heavily over-subscribed, then the organiser will sometimes hold an additional event for some of the other entrants – but there is no guarantee of this as it depends on the facilities at the venue.

If you are accepted into the event, the status of the Event becomes "Accepted" in your "Competitions" section and you will receive an email advising you of the start time of the event (often this email is only sent 1-2 days before the event).

If after entering a tournament you find that you can no longer play in the event then it is important to "Withdraw" from the event before the Withdrawal Deadline. If you need to withdraw simply click the "Withdraw" button at the side of the event in your "Competitions" section.

