

LP – Online Results Recording

This email details the online results process. Results will be submitted by team captains online, allowing your players to see up to date league tables, match results and their own player statistics at the touch of a button!

At the match:

- **Both captains to complete a scorecard each (on site) and retain their own copy. Ensure both scorecards are signed by each captain.**
- **The winning team captain to submit result online within 48 hours of the match by visiting this website:**
<http://lta.tournamentsoftware.com/member/login.aspx>
- **The losing team captain to check the result online.**

Your Club Secretary will have your club login details ie. Login name and password

**The login/password is unique to your club.
Distribute to trusted club officials only and do not change the password.**

Winning team captain follow the steps below:

1. **Go to website -**
<http://lta.tournamentsoftware.com/member/login.aspx>
2. **Type in your Login name and Password and click 'Login'**
3. **Click on your club name next to the relevant league.**
4. **Click on the 'Matches' tab under your club name.**
5. **Click on 'Modify' next to the relevant match.**
6. **Click 'Enter rubber results'.**
7. **Read the instructions in the box carefully and enter the players and the results. Once you are happy with the results click 'Save'.**
8. **The 'Add Player' function allows you to access your clubs database to add players who do not appear on the drop down list. Please refer to the helpsheet for unknown players.**
9. **Now click on the draw name to see your position in the table.**
10. **Conceded matches should be recorded by the team receiving the walkover who must enter their team names & select 'Not played, no players for** from the 'winners' drop-down menu.

Losing team captain follow the steps below:

1. **Go to website - <http://lta.tournamentsoftware.com/>. Using the draws tab, find the match and check the result has been entered correctly.**
2. **If you need to challenge the result email within 7 days of the result being submitted.**

Signing up & Linking to your Venue

To be eligible to compete in the TB Leagues, players must be British Tennis Members (BTM) – this is free to all registered place to play members. Players can sign up at <https://www.lta.org.uk/Members/Join/>. Players must also be linked to the club/venue they are representing in the league through their British Tennis Membership. As **team captain** it is your responsibility to communicate this to your players and to make sure every player in your team is eligible. Players can link to their club/venue by logging in to www.lta.org.uk with their username and password (top RH corner of screen). Click on 'Personal Details' tab alongside 'Members Home', then 'Your Venues' and 'Add a venue'. Alternatively players can call the British Tennis Services Team on 0208 487 7000.

Unknown Players

Please refer to the completed match scorecard to enter full rubber results. The 'Add player' function allows you to access your club/venue's database to add players who do not appear on the drop down list.

Please ensure all your players are linked to your venue through their British Tennis Membership. This is important for the Online Results Process to work smoothly.

FAQs:

Q: My password doesn't work?

A: Make sure you have typed the password correctly using case sensitive letters/numbers. Please note the logins all begin with 'lta' (as in Lawn Tennis Association).

Q: How do I re-schedule a match date?

A: The winning team will need to re-schedule the match date in order to enter the result. To do this:

1. Follow steps 1-5 of the winning team captains process
2. Click 'reschedule match'
3. Enter the date the match was played
4. Click 'save' and now follow steps 6-8 on the winning team captain process (above) to enter the result.

Q: Where do I post the scorecard?

A: You no longer need to post the scorecard. Please keep it as a record of the result.

Q: I don't have a computer?

A: Results must be submitted by the winning team captain within 48 hours of a match. You or another trusted member can submit from work, home, or public computer.

Q: Can I phone in my results?

A: No, results will not be taken over the phone. This is to ensure no mistakes are made and to allow draws to be updated immediately.

If you have read the above information and you are still having problems please contact Chris Jackson on 07889 169513 or Susan Smith on 07887 566146

Regards

Chris J