

Dear Men's Team Captain

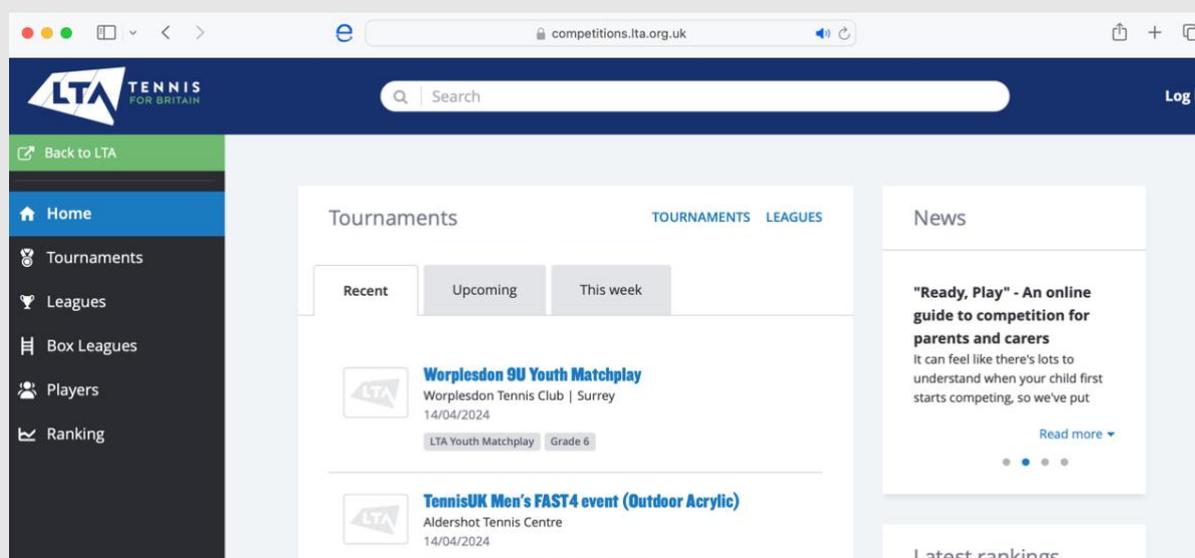
This email details the online results process. Results will be submitted by team captains online, allowing your players to see up to date league tables, match results and their own player statistics at the touch of a button!

At the match:

- A results sheet should be completed during the evening and a photo taken of the sheet. own copy. Ensure results sheet is signed by each captain and team names are clear.
- The **winning team captain** to submit result online within **72 hours** of the match by visiting this website: <http://lta.tournamentsoftware.com/member/login.aspx>
- The **losing team captain** to check the result online.

LOG IN

Log in using the unique log in clicking the button on the top right. This can be sent to you

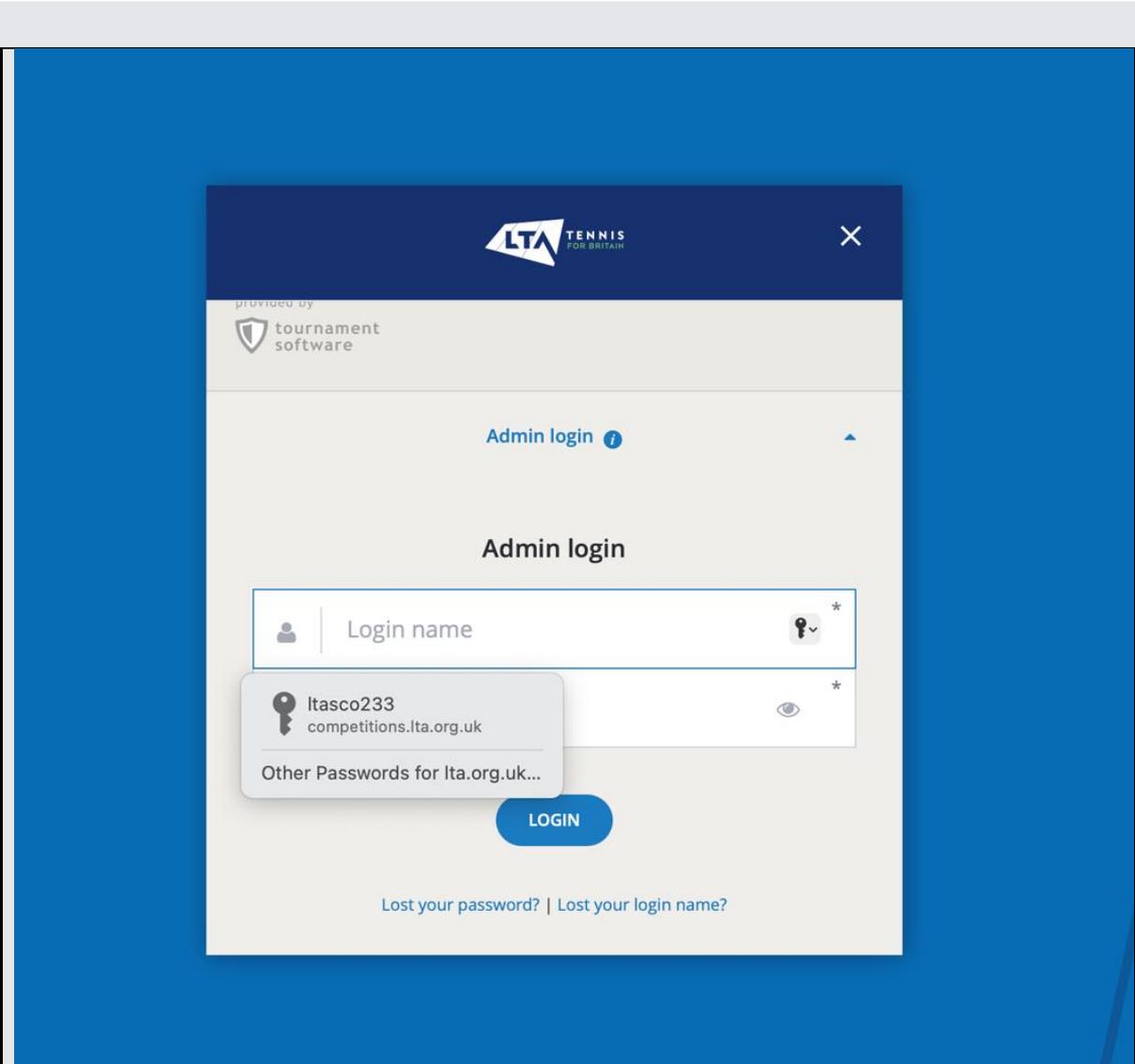


The login/password is unique to your club.
Distribute to trusted club officials only and do not change the password.

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'

Make sure you use the admin log in.



1. Click on your club name next to the relevant league. Tennis Tayside Mens 2024
- 2.



- 3.
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 '**Verify**'.
8. On the next page read information in the box and click '**Confirm**' if the result is correct (if you need to make alterations please click modify).
9. Now click on the draw name to see your position in the table.

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.

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 send the scorecard?

A: A copy (photo) of the results sheet should be emailed to the league secretary within 72 hours.

If you have read the above information and you are still having problems please contact the organiser.

Regards

<https://www.youtube.com/watch?v=6JJ-BG1kj0A>