ECWTL Match Entry for Team Captains.

Important items:

- All players must be British Tennis Members and have registered your club as their venue on their personal LTA account.
- All players must be a bona fide member of your club.

Match Entry Instructions

You can only add a result for a match where your Team played at home. Likewise, you can only confirm a match result for a match where your Team played an away match.

1. Before the match

Ensure that ALL players who are to compete in your Team have been added to your Team on the LTA ECWTL Competition software, (see the adding a player section in the 'Player Management for Team Captains Document').

Home captain to print out the Match Card. Go to the home page of the ECWTL website; www.cheshiretennis.co.uk. On the right-hand side click on the dropdown list and select 'Download Page'. Print off the desired number of copies. (We recommend that you print off about 10 copies so you have some spares.)

2. At the match

Home captain to complete the Match Card and both home and away captains to check the scores. Home captain should keep the paper copy for their records (or take a photo) and the Away captain should take a photo for their records.

3. After the match

a. The home captain to submit result online within 48 hours of the match being played. The away captain to check the result and confirm online within a further 72 hours, (max 5 days after the match).

> Before you go to enter a result, we suggest you check that all the Home Team players on the Match Card appear in your Team in the online League. If not see the adding a player section in the 'Player Management for Team Captains Document'.

b. Home captains follow the steps below:

c. Go to - competitions.lta.org.uk.

> **Note!** Remember to Log Out if you are already logged in to your own LTA account, i.e. your initials appear in the top right corner. It should say Log In.

d. In the search box type 'East Cheshire' and you should see the Leagues come up in blue text on the right-hand side.

e. Select 'East Cheshire Winter Tennis League 2023' (in blue text).

f. Click on 'Log In' (top right-hand side).

g. Click on 'Admin Login' (see below).
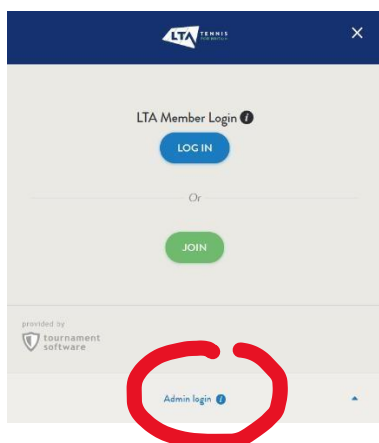
> **IMPORTANT!** The login name and password is for your whole club. If you have forgotten the password then please contact your Club's Match Secretary. **DO NOT** click on 'Lost your password?' or ''Lost your login name' as this creates a new password which your other team captains within your club or the NECLTL won't know.

h. In 'Login name' enter your club's code. (This should have been given to you by your Club's Match Secretary.)

i. In 'Password' enter your club's password. (This should have been given to you by your Club's Match Secretary.) You should now be logged in as your Club's Match Secretary - this is fine as this is the way the LTA League Planner wants you to access the results system.

j. Click on 'Teams' in the menu bar (white text). Or, depending on the device you are using, click on 'More' and then click on 'Teams'.
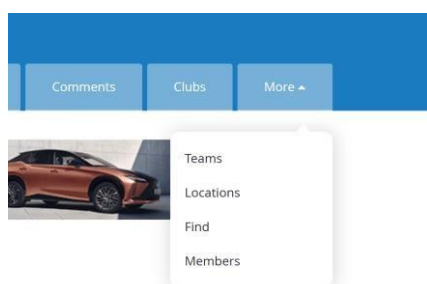
k. Click on the drop-down box to 'Select event'. Click on the appropriate division for the team you want to enter a result for.

l. Click on your **Team** name on the left, (don't click on your Club name).

m. Just below your Team name (in black text), click on 'Matches' (in blue text).

n. Find the match you are entering the result for and click on 'Modify' on the right-hand side.

o. Click on 'Enter rubber results' in the dark blue box at the bottom, (you might have to scroll down a bit).

p. Click on each of the drop-down boxes to select the names of all the pairings as per the LTA Match Codes on the completed Match Card Score Grid, (**see Appendix A for an example of a completed match entry**).
    WD = Women's (Ladies) Doubles, MD = Mens Doubles, XD = Mixed Doubles

    If a player's name is not in the drop-down team list, you can 'Add unknown' player, but you must provide the name and the correct BTM of that player in the comments box when prompted.

    > **TIP – IF YOU HAVE REGULAR PAIRINGS AND THE PLAYERS PLAY IN THE SAME ORDER AS A PREVIOUS MATCH, YOU CAN CLICK THE CLUB NAME (ABOVE THE PLAYER ENTRY LIST) AND COPY A PREVIOUS MATCH PAIRING.**

q. After you have selected all the players names, enter the scores for each set played.

r. Enter the score like this: e.g. 6-4 6-3. You must enter the home games score, followed by the 'dash' symbol followed by the away games score without any spaces.

s. All rubbers will require 2 sets to be entered (if played). Then 'Select Winner' from all the dropdown boxes to select the winning team for that rubber or select 'Tie' if the sets score is a draw.

t. Click 'Check Form' in the bottom right to calculate the overall match score, displayed towards the top of the page.

u. Once you are happy that all the correct results have been entered Click on 'Save'

v. If either team didn't play a full team (i.e. only 3 players) please email a photo of the match card completed as far as possible to the league administrator. If a team failed to turn up then inform the league administrator ASAP.

Note! If you have added an 'Unknown player' in your Match result you will be forced to enter a comment and <u>must</u> provide the name and BTM number of that player and then 'Save'.

You will now see the 'Match Overview'. In 'Add comment' you can now add any important comments you feel are necessary and/or relevant for the league committee to be aware of. (Example, Player X was injured in the first set and could not compete). Once the comment has been added click 'Save'. Leave blank if there were no issues or incidents.

w. You can go to the division table (Standings) by clicking on the division name, next to 'Draw' (i.e Division 1 - Mixed Doubles Division 1) and see the table for your team. You will see the Sets and Games score.

x. You can now Log Out by clicking on the dropdown arrow next to your Match Secretary's name and click on Log Out.

Note! Until the away captain confirms the result you can go back and amend the result if you have made a mistake. Once confirmed by the away captain any errors will have to be reported to the league administrator.

4. After the match

The away team captain should check and confirm the result within 6 days of the match following instructions c - n above. Then follow these instructions:
  a. Check the sets scores have been entered correctly. If everything is accurate click on 'Confirm result'.
  b. To Log Out follow instruction 'x' above.
  c. If the match is not confirmed within 6 days of the match being played, then the score entered by the home captain will be assumed to be correct.

APPENDIX A

Enter results for: Heaton Mersey 1 (LAN050XD1) - Sale 1 (CHE066XD1)

Time:	Tue 10/10/2023 19:00
Draw:	Division 2 - Mixed Doubles Division 2
Location:	
Manager:	

> ℹ️ You can submit players for each individual match using the selection lists. If a player is not yet present in the selection list for your team, you can add the player with the **Add player** option in the team's menu below. The selection lists are filtered based on the gender for each individual match.
> You can enter results for each game using the '3-1' notation. When you submit a partial game result the form will attempt to create a valid score when leaving
> ▾ More

	Heaton Mersey 1 (LAN050X... ▼	5 - 3	▼ Sale 1 (CHE066XD1)	Winner	Score	
MD	Dangerfield, Tom (M, 37, 1118 ⌄ Jones, Simon (M, 43, 11066061 ⌄	-	Brown, Matthew (M, 34, 10805 ⌄ Jacobs, Thomas (M, 38, 113701 ⌄	Heaton Mersey 1 ⌄	6-4 ✓	6-4 ✓
WD	Dorey, Claire (F, 32, 103031289 ⌄ Spencer, Jennifer (F, 48, 10586 ⌄	-	Cooper, Emma (F, 46, 1040950 ⌄ Hewitt, Louise (F, 44, 1049598C ⌄	Tie ⌄	6-3 ✓	4-6 ✓
XD1	Dangerfield, Tom (M, 37, 1118 ⌄ Dorey, Claire (F, 32, 103031289 ⌄	-	Brown, Matthew (M, 34, 10805 ⌄ Cooper, Emma (F, 46, 1040950 ⌄	Sale 1 ⌄	5-6 ✓	4-6 ✓
XD2	Jones, Simon (M, 43, 11066061 ⌄ Spencer, Jennifer (F, 48, 10586 ⌄	-	Jacobs, Thomas (M, 38, 113701 ⌄ Hewitt, Louise (F, 44, 1049598C ⌄	Heaton Mersey 1 ⌄	6-4 ✓	6-5 ✓

[Clear fields] [Check form]   [Save] [Cancel]