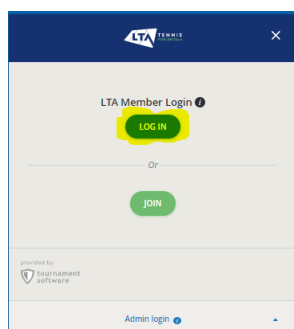


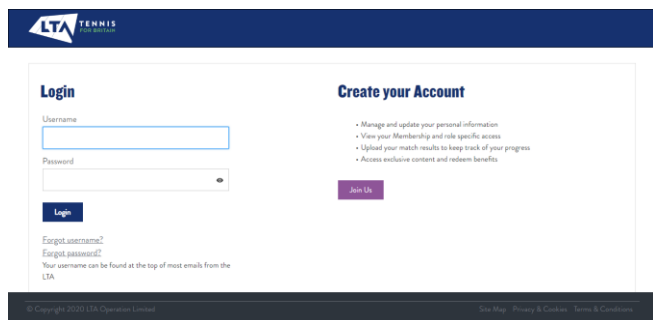
Purpose

Support Team Captains in entering match results on Online League Planner.

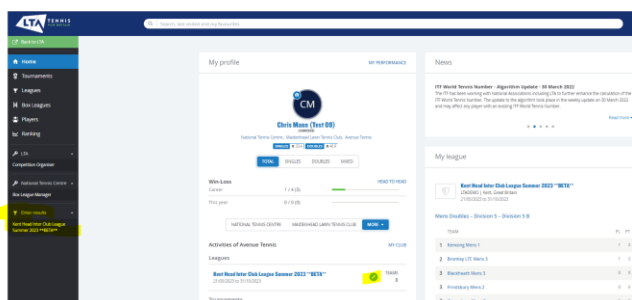
1. Log into the LTA Competitions Portal using your username and password at competitions.LTA.org.uk.
2. Login in to top right hand corner of the page and select Member Login.



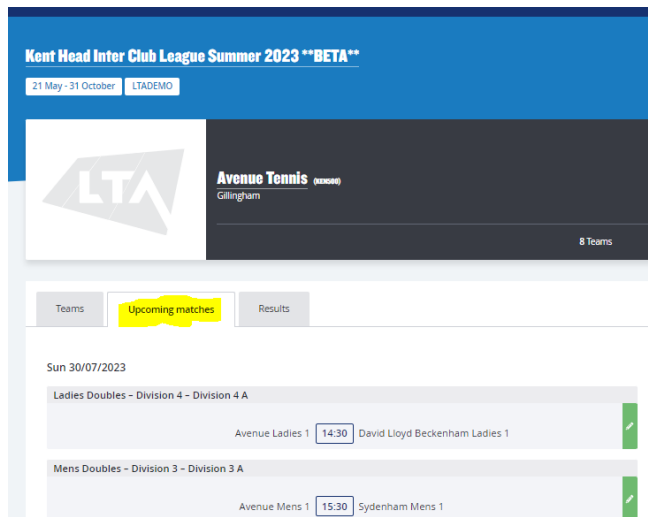
3. Enter your personal username and password that you use to log into the LTA website and click login



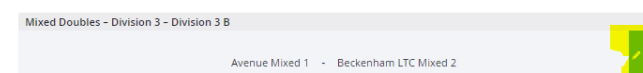
4. You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation named 'Enter Results'. Click on the League name to proceed or click the green box.



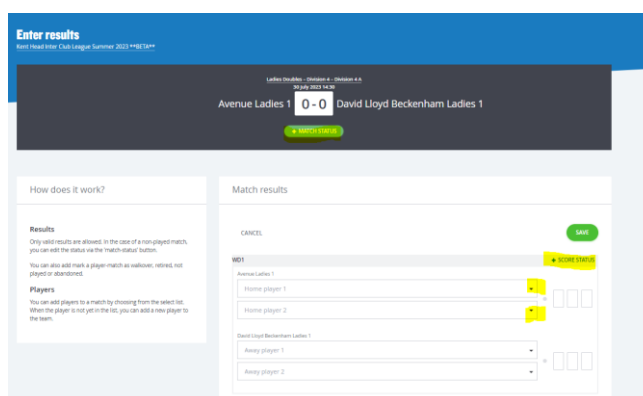
5. Select Upcoming Matches to have a list view of your club's matches.



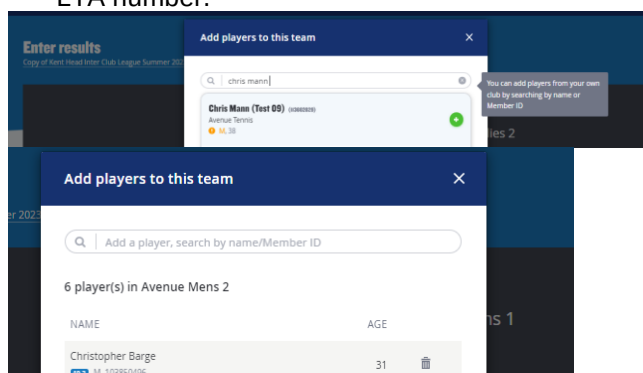
6. To input a match result, select the right-hand side green box.



7. The following results entry page will appear. You can add players, enter scores, add a score status, and match status for your club's home games.

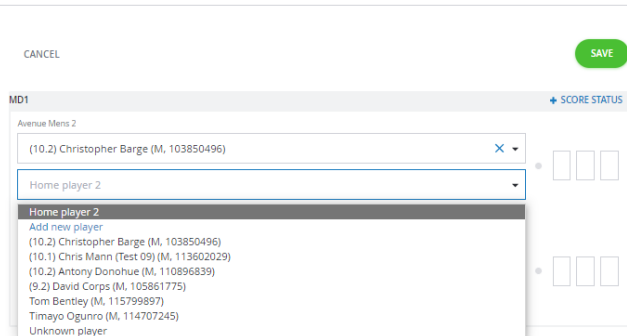


8. To add players, search by the player's name or LTA number.



9. Once you have added the players, they will appear in the **drop down** to be selected for the match result entry.

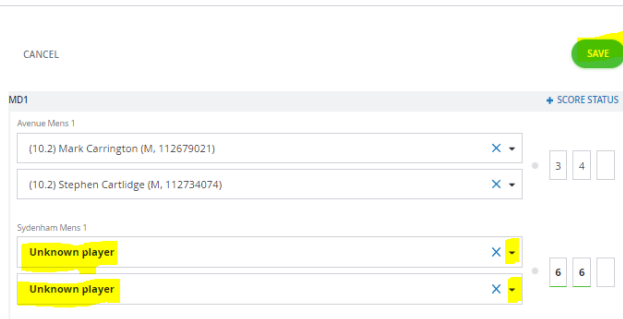
Match results



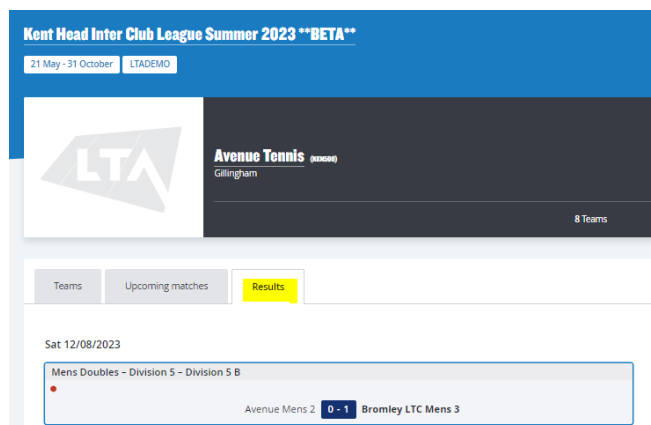
10. To record a result for an **unknown player**, please select unknown player from the drop down. This will automatically update the score status to unknown player and an automated email will be triggered to you (the Team Captain) copying the League Organiser of the unknown player result requesting to ask the player to link their venue to their LTA account.

11. Once the players have been input, enter the **match score**, and click **save**.

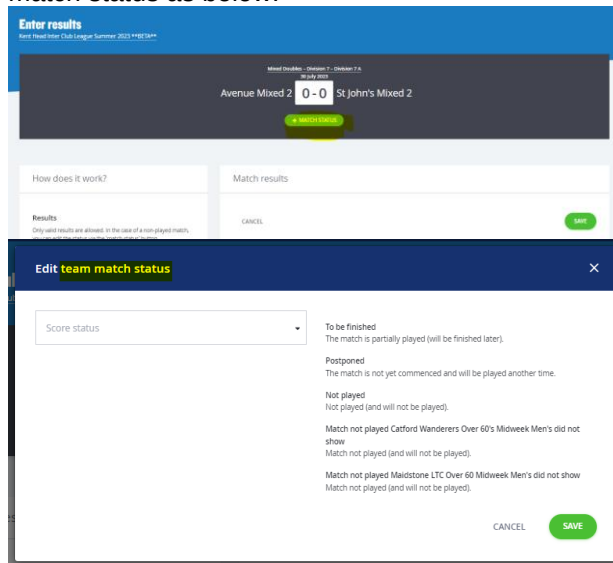
Match results



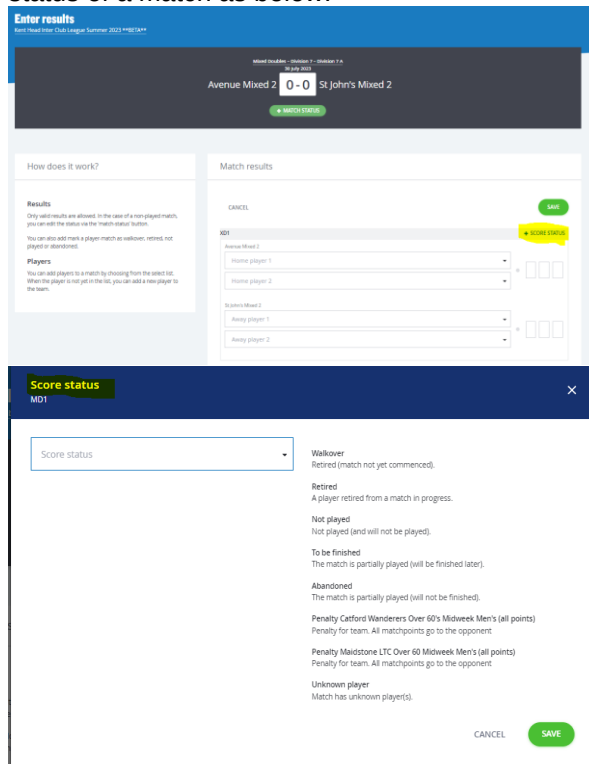
12. The saved match can be found on your club dashboard under **Results**.



13. **Match status** - will allow you to edit the team match status as below.



14. **Score Status** – will allow you to edit the score status of a match as below.



Not played: rubber is completed, and no score is allowed - **will be calculated in standings**
 Abandoned: rubber is completed, and a score is allowed - **will be calculated in standings**
 To be finished: rubber is not completed, and a score is allowed - **won't be calculated in standings**.
 Score status of **abandoned** for a rubber would mean that that rubber is not included in the standings calculation but the overall team match would be.
 Score status of **walkover, retired and not played** - all calculate in standings.