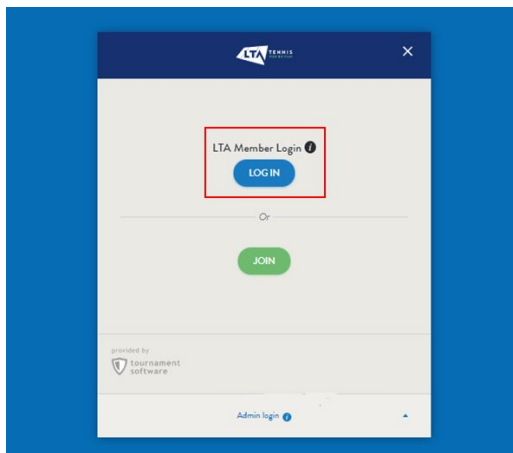


1. Access the LTA Competition Management System at competitions.lta.org.uk and select the Log In option on the top right hand corner.

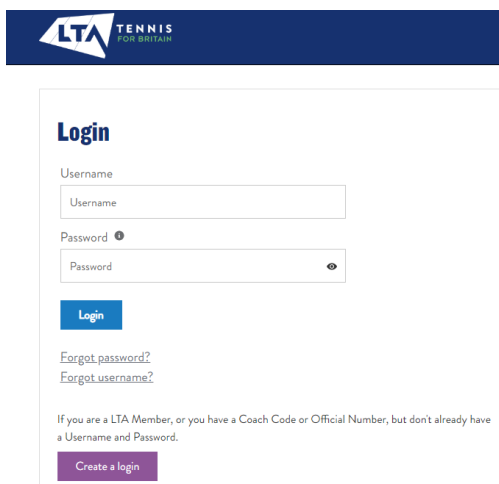


2. Select the LTA Member Login button.

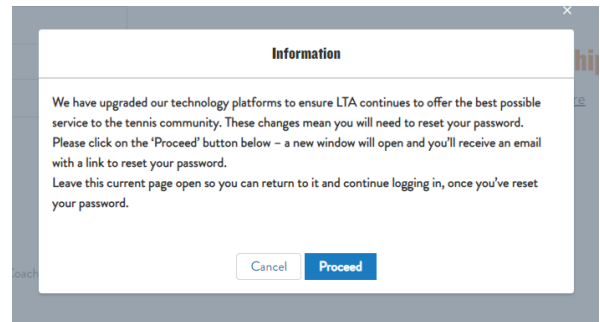


3. You will then be transferred to the new LTA login page. Here you will need to enter your LTA username and password.

Click **Login**.



4. Your login attempt will fail the first time and the following message will appear:



5. Click **Proceed** and an automatic email to Set Password will be sent to the email address linked to your LTA account.

We have sent an email with instructions on how to reset your password.
It may take up to 10 minutes for this email to come through. Please check your inbox and follow the instructions in the email.
We recommend checking your spam/junk folder in the event the email doesn't come into your inbox.
If you have problems receiving this email please contact us

6. The email may take 10 minutes to arrive in your inbox, if it doesn't please check your junk mail. Click on the **Set password** button.



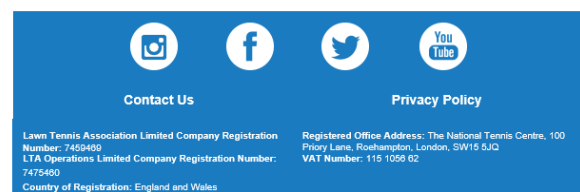
Hi Chris

We're pleased to confirm that we have upgraded our technology platforms to ensure we continue to offer the best possible service to the tennis community.

These changes mean we need you to reset your password - click on the button below and we'll soon have you logged back into your account.

[RESET PASSWORD](#)

Please note, this link will become inactive after 24 hours. If you did not request to reset your password, please ignore this email.



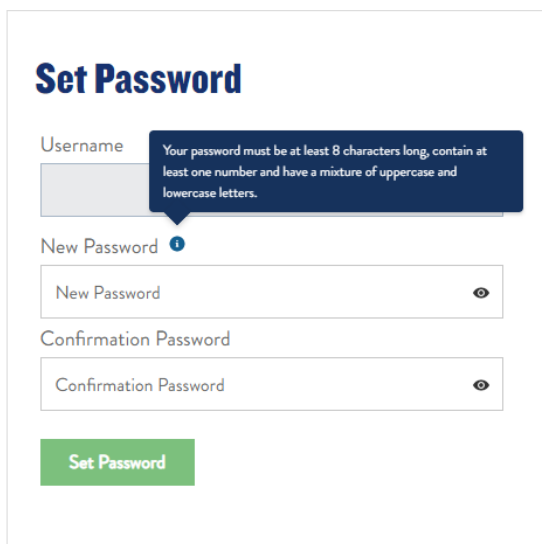
Lawn Tennis Association Limited Company Registration Number: 7459489
 LTA Operations Limited Company Registration Number: 7475490
 Country of Registration: England and Wales
 Registered Office Address: The National Tennis Centre, 100 Priory Lane, Roehampton, London, SW15 5JQ
 VAT Number: 115 1058 02

7. You will be taken back to the LTA website to create a new password. **Please not the password validation requirements have changed.** Your password needs to:

- Be 8 characters long
- Have at least one lower case and one upper case letter
- Include a number

Please remember that this password will only be used for the LTA Competition Management System, your LTA password will not change.

Confirm your password and click **Set Password**.



8. Provided your password meets the criteria a confirmation screen will appear to confirm your password has been set. A link is included to access the Organiser Portal. Click on the direct link included in the messaging.

Reset Password

Thank you.
You have successfully reset your password! You can now proceed with logging into your account.

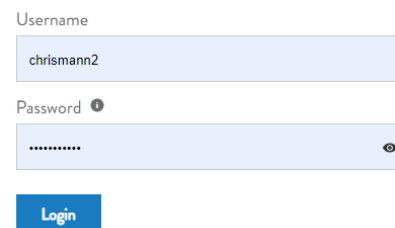
9. When you arrive back on the home page of the Competition Management System click on Login once again on the top right hand corner of the page.



10. You will taken back to the LTA website to login using your username and new LTA password for the Competition Management System.

Click **Login**.

Login



11. Having logged in, you will be re-directed to the Competition Management System as a logged in user. To access your Organiser Portal select the Competition Organiser option in the left hand navigation bar.

