

# LTA COMPETITION MANAGEMENT SYSTEM

## BOX LEAGUE MANAGER TOOL USER MANUAL

Environment:  
Version:  
Published:

Production  
2023  
August 2023



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# INTRODUCTION

The LTA's first Box League Manager Tool is available to all Organisers and Officials through the LTA Competition Management System.

As part of the LTA's vision to open tennis up, we are committed to making finding and entering competitions easier and more accessible for everyone. This includes supporting Organisers and Officials in carrying out all their tasks quickly and efficiently using the same platform.

The LTA Competitions Team, in partnership with Visual Reality, have developed a Results Manager tool, to create a smooth user journey for Organisers, Officials and Coaches to record results when running internal competitions.

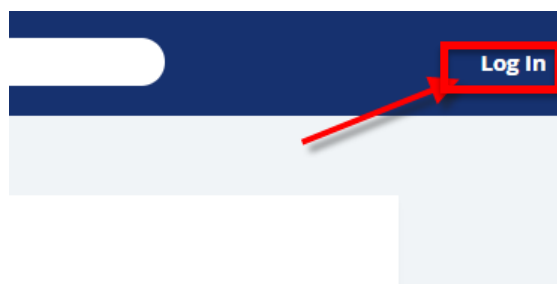
Using the new mobile friendly Box League Manager Tool, Organisers can create and run Box Leagues through the Competition Management System which results will immediately appear on all Players' profiles within the system.

We hope this user guide will provide guidance to new and existing tournament organisers in setting up and managing their internal Box Leagues.

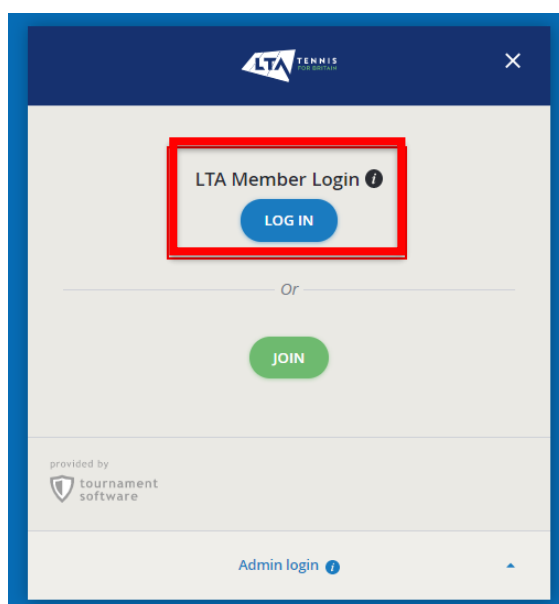
## SECTION 1 – SET UP

### ACCESSING THE BOX LEAGUE MANAGER

Log into the Competition Management System (<https://competitions.lta.org.uk/>) using the Log in option on the top right-hand side of the screen.



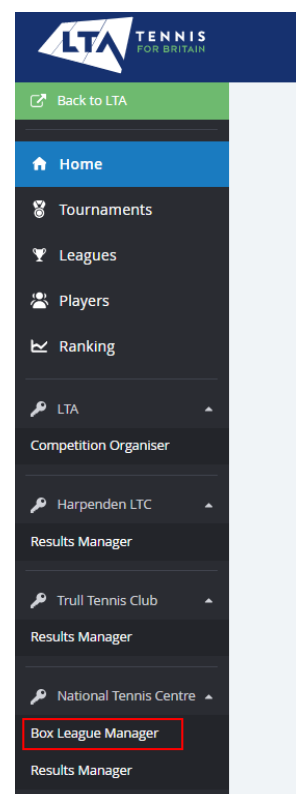
Access the page through the LTA Member Log in option.



The Box League Manager tool is available automatically to everyone with Results Manager access through an LTA Registered Venue.

The Tool will be available on the left-hand side bar of the Home Page.

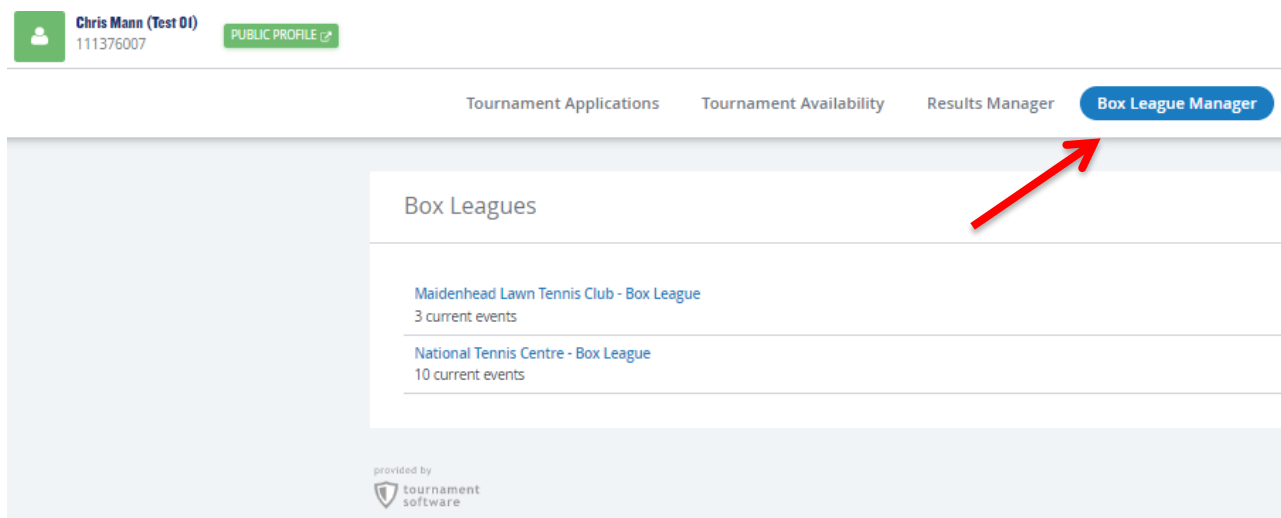
If you haven't used Results Manager before, please use the Application Form [here](#) to request access.



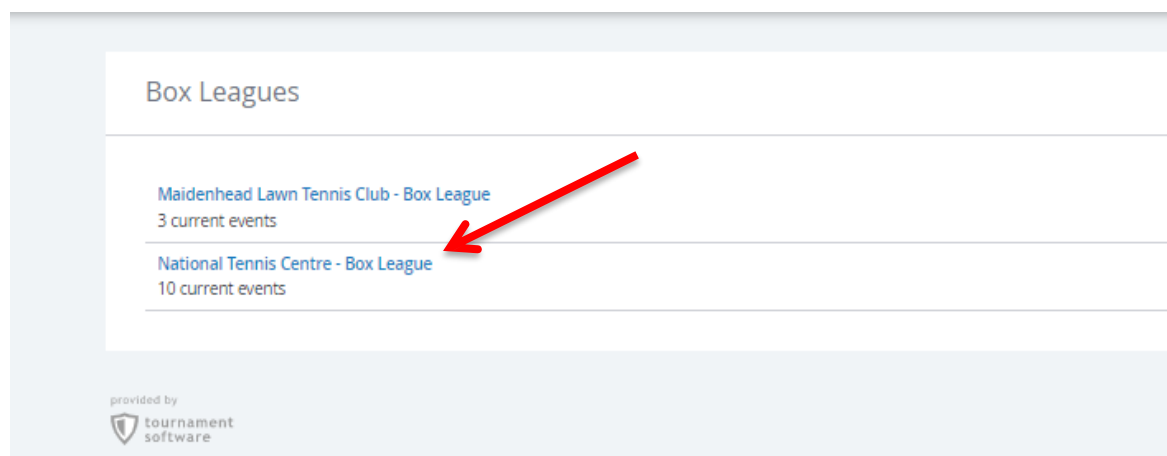
## SECTION 1 – SET UP

### CREATING AND SETTING UP A NEW BOX LEAGUE

Select the **Box League Manager** tab to open the application.



Select the relevant Venue.



Several tabs are available on the left and will open in the main body of the page.

- **Events:** All Box Leagues that the given venue has organised or will run.
- **Entries:** All new entries that haven't been assigned to a box – these entries can be accepted or declined as shown within this guide.
- **Settings:** The default Scoring Format(s), Organiser contact details and Terms & Conditions.

## SECTION 1 – SET UP

Select the **Add Event** option to create a new Box League.

Box League Manager  
National Tennis Centre - Box League

The screenshot shows the 'Events' page in the Box League Manager. On the left is a navigation menu with 'Events', 'Entries', and 'Settings'. The main content area is titled 'Events' and features a prominent blue '+ ADD EVENT' button with a red arrow pointing to it. Below this button are three event cards: 'Doubles Test' with 3 entrants, 'Singles Test' with 3 entrants, and 'Test Event' with 4 entrants.

Fill in the following information in the pop-up window:

- Event Name
- Gender
- Event Type
- Minimum and Maximum Ages
- Grading
- Scoring Format
  
- Calculations (all defaulted to calculations within Settings tab)
  
- Round Settings
  - Default Group Name
  - Default Group Size
  - Default Duration of Rounds
  - Sort by (Promotion and relegation, WTN, Random)

Name	<input type="text" value="Name"/>	
Settings	Gender <input type="text" value="Gender"/>	Type <input type="text" value="Type"/>
	Age group <input type="text" value="Age group"/>	
	Grading <input type="text" value="Grading"/>	
	Scoring format Best of 3 with final set Match tie-break at one set all (Default)	
Calculations	Match Point Template test 12 (Default)	Standings calculation Games Won (Default)
	max. Promotions and relegations 1	
Draw settings	Draw format	
Round settings	Default name Round	Standard group size 10
	Duration	
	Sort by Promotion and relegation	
Entry	Entry deadline in days before end of round 0	Entry fee £0.00

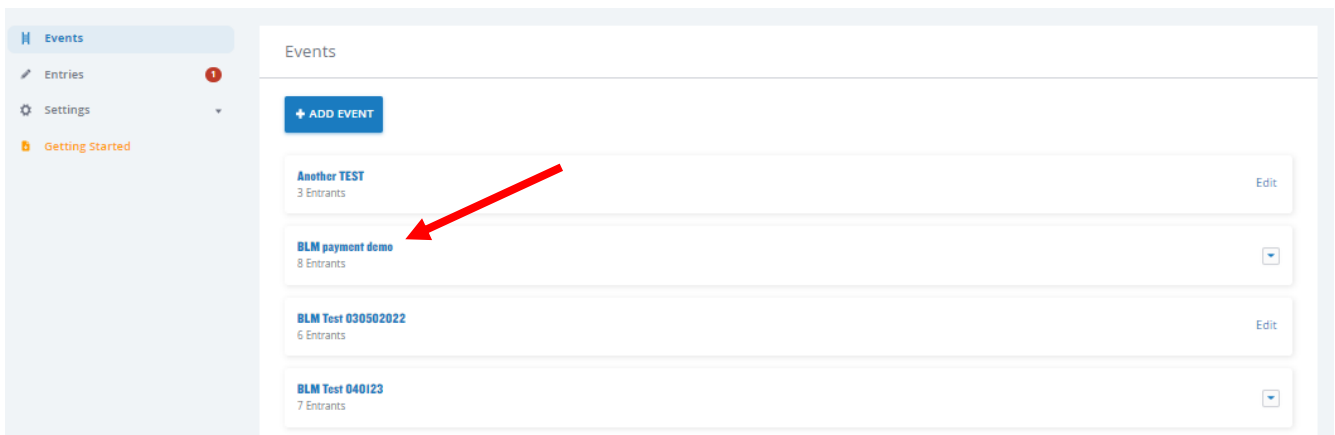
# SECTION 1 – SET UP

Event details can be edited by using the **Edit** option.



## ADDING A ROUND

Now that you have created your Event and saved your Settings, select the relevant event by clicking on the name of the event.



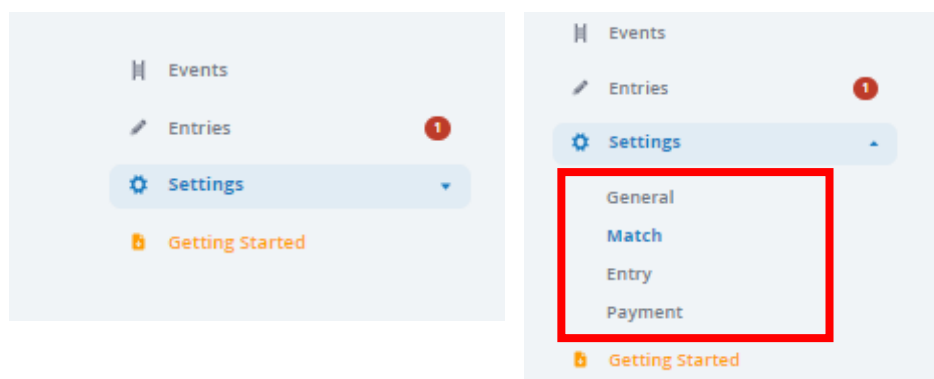
Select the **Add Round** button and enter the round name and dates of the round.

A screenshot of a modal window titled 'Add round'. At the top, there is a warning message: 'The group size is 6, you can change this in the event settings.' This message is enclosed in a red rectangular box. Below the warning, there are input fields for 'Name' (containing 'Round 1') and 'Round settings' (with 'Start date' set to 11/10/2022 and 'End date' set to 01/11/2022). At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

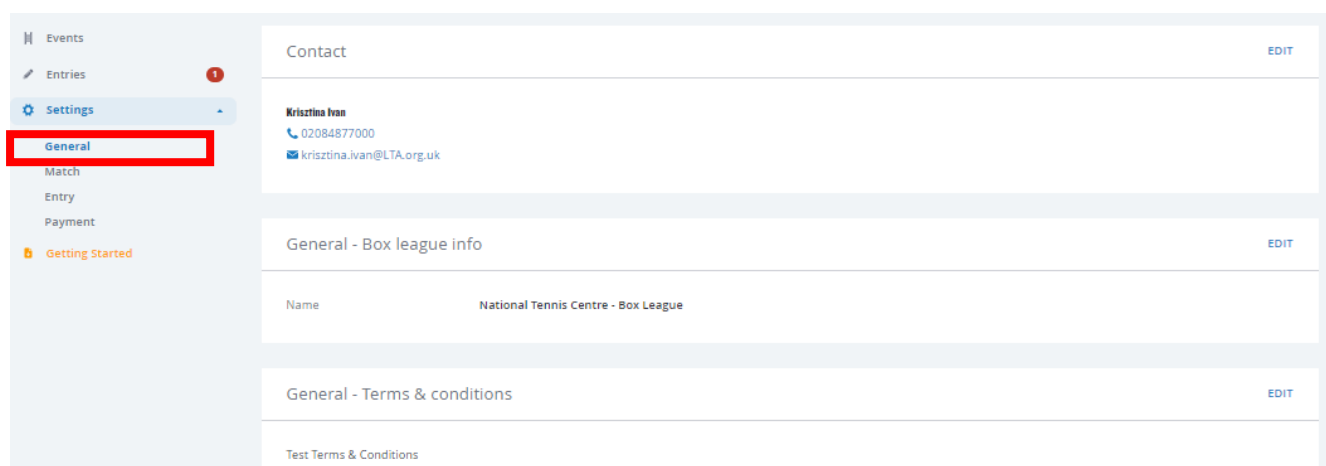
**NB: The Group size will be determined based on the information provided in the Event Settings.**

## SECTION 1 – SET UP

To view all settings for your box league, select the **Settings** dropdown menu and the following sections will appear.



**General** – Box League organiser contact details, Box league name and terms and conditions.



**Match** – Settings for match format, standing calculation and match point template.



## SECTION 1 – SET UP

**Match - Enter match results** EDIT

Only admins can enter match results **No**

**Match - Scoring format**

**+ ADD SCORING FORMAT**

Name

1 FAST4 set ▼

3 Tie-break sets ▼

Best of 2 FAST 4 sets with a Match tie-break at one set all ▼

Best of 3 ▼

Best of 3 with final set Match tie-break at one set all ▼

One Match tiebreak ▼

test 12 **Default** ▼

Timed Tennis (=Accept anything) ▼

**Match - Standings calculation**

**+ ADD STANDINGS CALCULATION**

Name

Games Won **Default** ▼

test ▼

**Match - Match point templates**

**+ ADD TEMPLATE**

Name	Type
Default	Points per Match <span>▼</span>

**Entry** – Setting for entry restrictions.

**Entry** EDIT

Entry restrictions **All active members of the tournament organizer**

**Payment** - Settings for payment setup using Stripe connect.

**Payment** EDIT

Payment method **Stripe**

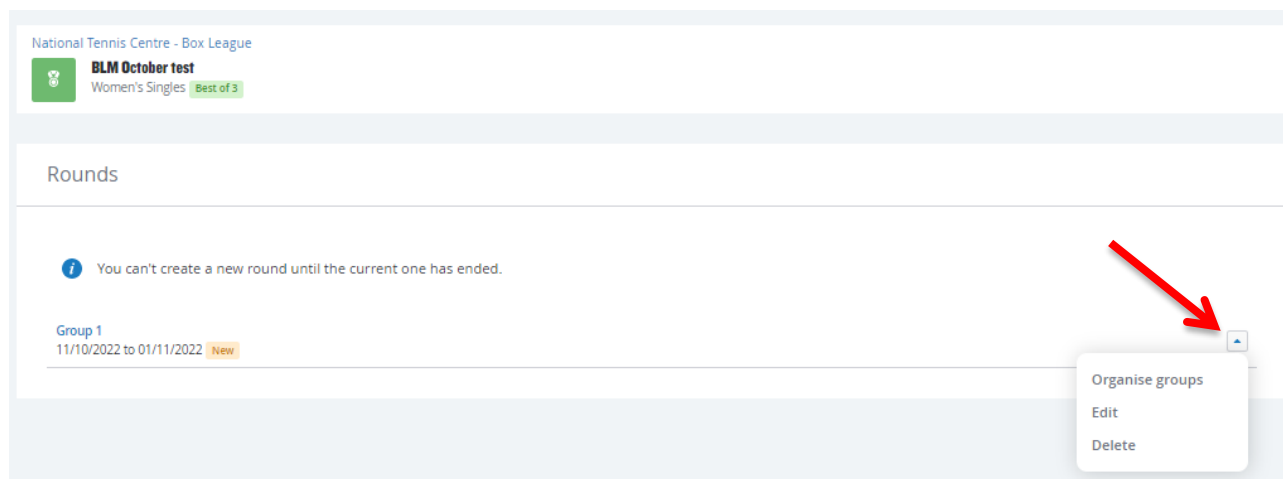
Account **Chris Mann test**

## SECTION 2 – ORGANISATION

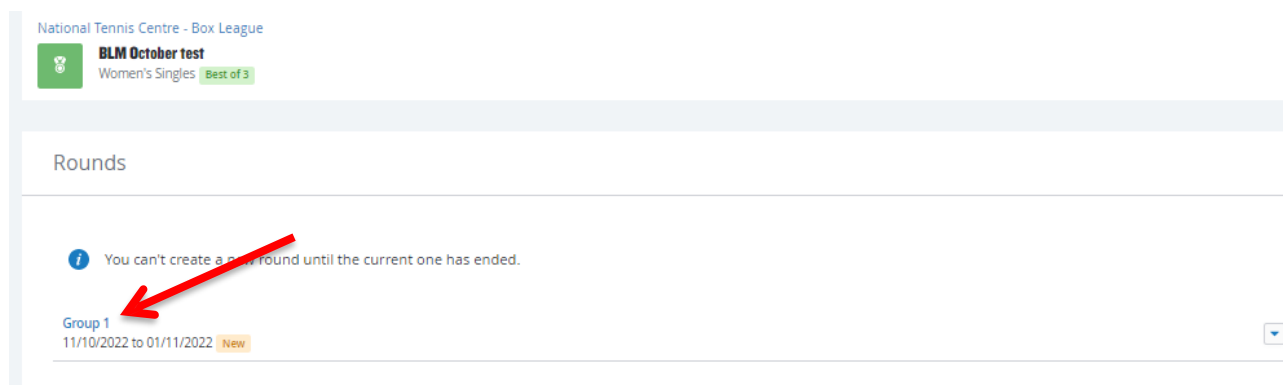
### ORGANISE GROUPS

Once you have filled the **Round Name** and **Round settings** as on the above screen, the new group will be created, and you will have the following options in a drop-down menu:

- **Organise groups**
- **Edit**
- **Delete**



Click on the group name to proceed.



## SECTION 2 – ORGANISATION

This will open your **Round** page with several sections visible as below.

The screenshot shows the 'BLM October test' Round 3 page. Callouts provide the following information:

- ORGANISE GROUPS**: To create the groups and generate matches.
- VIEW ROUND**: To view the public page of the Box League.
- PERIOD** (21 Oct - 10 Nov): The round start and end date.
- RESULTS ENTERED** (2/6): The number of matches played / scheduled.
- ADD PLAYER**: To add manual player entries to the group. This function opens the 'Find player' option outlined in this guide.
- Drop-down menu**: The drop-down menu at the end of each player row will allow you to be redirected to the player's page which displays their matches for the relevant Box League or to withdraw the player.

Name	LTA Number	Group	Position	Phone	Email	
(M) Chris Mann (Test 08)	113602012	-	-	+442084877000	krisztina.ivan@lta.org.uk	
(M) Chris Mann (Test 09)	113602029	Group 1	1	+442084877000	chris.mann@tennisofficial.co.uk	
(M) Chris Mann (Test 03)	112311355	Group 2	1	447977505590	test3@uat.tennisofficial.co.uk	
(M) Chris Mann (Test 04)	113601971	Group 2	2	+442084877000	chris.mann@lta.org.uk	
(M) Chris Mann (Test 106)	117824237	Group 2	3		test106@uat.tennisofficial.co.uk	
(M) Chris Mann (Test 05)	Withdrawn	112012451	Group 1	2	447977505590	test5@uat.tennisofficial.co.uk
(M) Chris Mann (Test 03)	Withdrawn	112406384	Group 1	3	442084877000	chris.mann@lta.org.uk

Player information displayed includes;

- Contact & membership details, ranking information
- Current Standings within the Group
- Completed matches / Results
- Upcoming / Planned Matches

The screenshot shows the player profile for Chris Mann (Test 01) in the National Tennis Centre - Box League. The page includes the following information:

- Player Profile:** Chris Mann (Test 01), BLM Test 03052022, BLM Test 05052022, BLM Test 23052022, Test 447977505590, chris.mann@lta.org.uk. Win-Loss: 2/3 (5).
- Statistics Group 1:**

PLAYER	PL	W	L	PTS	HISTORY
1 Chris Mann (Test 01)	1	1	0	2	
2 Chris Mann (Test 04)	0	0	0	0	
3 Chris Mann (Test 03)	1	0	1	0	
- Group Summary:** BLM Test 03052022 - Group 1, Chris Mann (Test 01) with 6/6 points.

## SECTION 2 – ORGANISATION

National Tennis Centre - Box League

**BLM October test**  
Women's Singles Best of 3

Rounds

**i** You can't create a new round until the current one has ended.

Group 1  
11/10/2022 to 01/11/2022 New

Once the Round ends the **Add Round** option appears again.

National Tennis Centre - Box League

**Singles Test**  
Singles Best of 3

Rounds

No rounds available

**+ ADD ROUND**

Finished rounds

Round 1  
21/09/2021 to 21/09/2021 Finished

## Payments – As a Box League Organiser

Organisers can set up payment (an entry fee) for players by linking their stripe account to the Box League. To do this, navigate to the **settings** section and click the drop-down menu to select **Payment**.

Events

**+ ADD EVENT**

**Another TEST**  
3 Entrants Edit

**BLM payment demo**  
8 Entrants

Settings

General

Match

Entry

**Payment**

Getting Started

This will open the Payment settings, select **edit**.

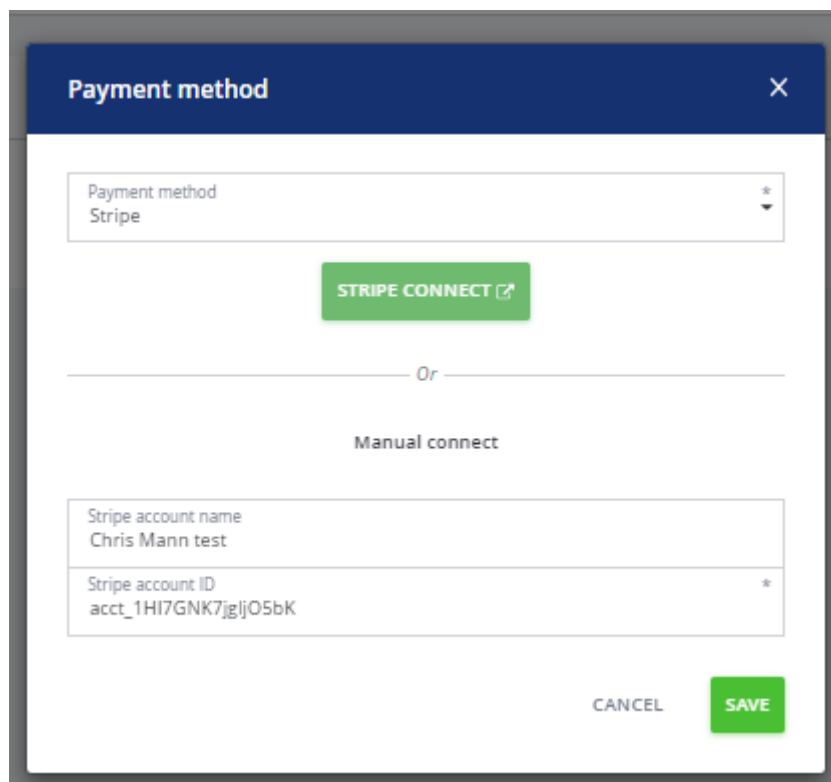
Payment **EDIT**

Payment method **Stripe**

Account **Chris Mann test**

## SECTION 2 – ORGANISATION

Select **Stripe** as your payment method and link your Stripe account to the Box League, select **Stripe Connect**.



The screenshot shows a 'Payment method' modal window. At the top, there is a dropdown menu for 'Payment method' with 'Stripe' selected. Below this is a green button labeled 'STRIPE CONNECT' with an external link icon. A horizontal line with the word 'Or' in the center separates this from the 'Manual connect' section. Under 'Manual connect', there are two input fields: 'Stripe account name' with the value 'Chris Mann test' and 'Stripe account ID' with the value 'acct\_1HI7GNK7jgIjO5bK'. At the bottom right of the modal are two buttons: 'CANCEL' and 'SAVE'.

A guide to creating, customizing and connecting your Stripe account can be found [here](#).

Now you are ready to set up the events you want to collect entry fees from. Event entry fee is set within the **Edit event** section for a Box League already set up or in the **Add event** section for a new Box League.

### Edit event ✕

**Name**  
Name  
Another TEST \*

**Settings**

Gender Any Gender ⓘ *	Type Singles ⓘ *
Age group Open ⓘ	
Grading Grade 7 *	
Scoring format Timed Tennis (=Accept anything) *	

**Calculations**

Match Point Template Default *	Standings calculation Games Won (Default) *
max. Promotions and relegations 1 *	

**Draw settings**

Draw format  
Round Robin \*

**Round settings**

Default name Round *	Standard group size 10 *
Duration 6 weeks *	
Sort by Promotion and relegation *	

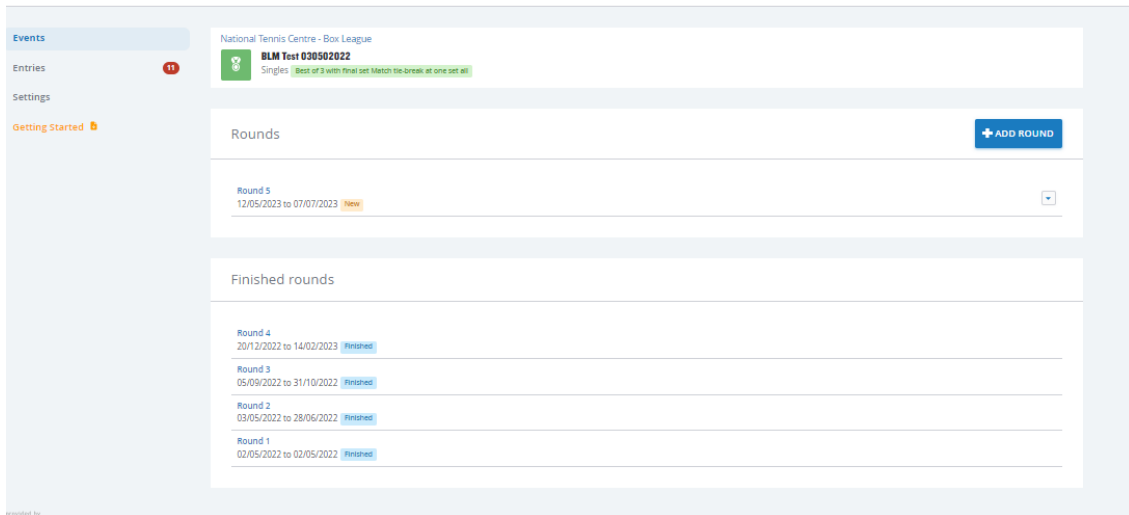
**Entry**

Entry deadline in days before end of round 0	Entry fee £0.00
---	--------------------

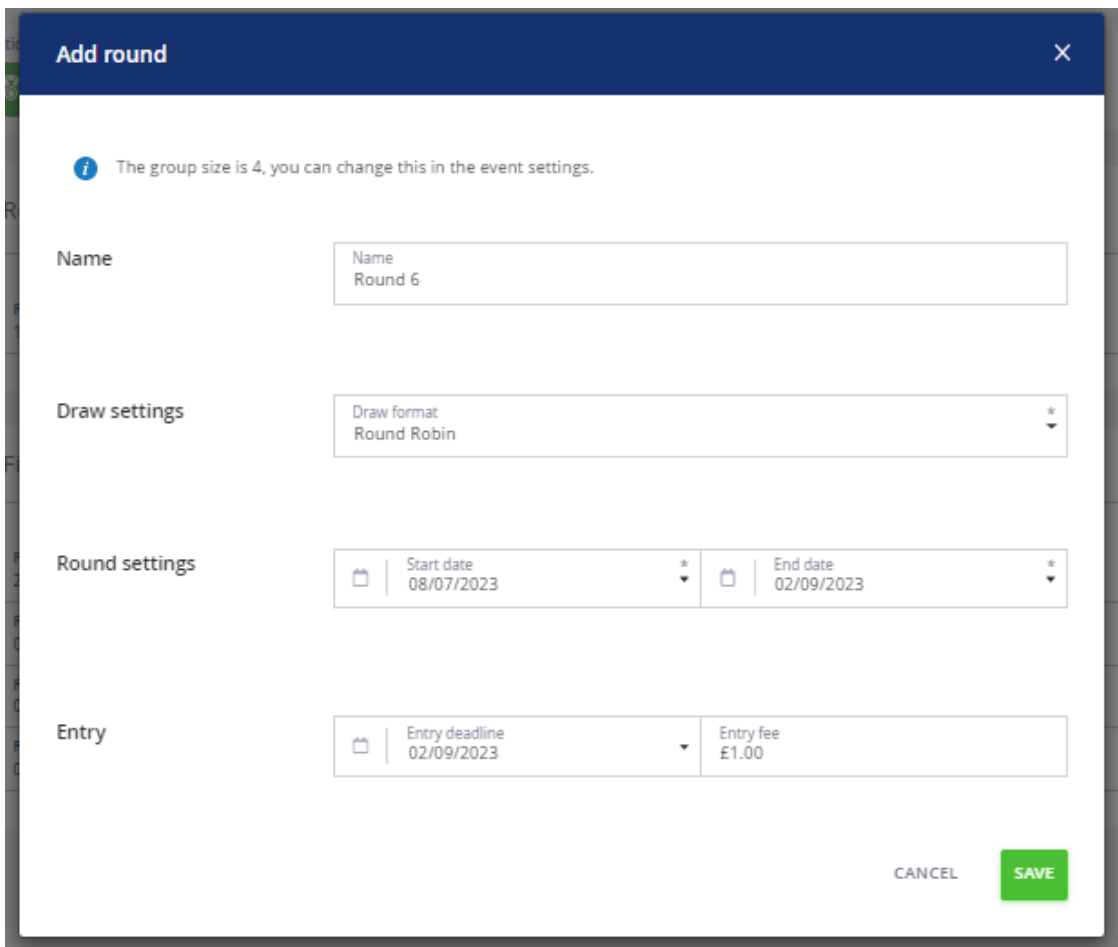
CANCEL SAVE

## SECTION 2 – ORGANISATION

You can select to add an entry fee per Round when selecting **Add Round**. When creating a new round, the entry fee will default to that input for the Event (this can be edited) and the entry deadline will default to the last day of the Box League.



The screenshot shows the 'National Tennis Centre - Box League' event page. The event is titled 'BLM Test 030502022' and is a 'Singles' event with a 'Best of 3 with final set Match tie-break at one set all' format. The 'Rounds' section shows a table with one round listed: Round 5, from 12/05/2023 to 07/07/2023, with a 'New' status. Below this, the 'Finished rounds' section lists four completed rounds: Round 4 (20/12/2022 to 14/02/2023), Round 3 (05/09/2022 to 31/10/2022), Round 2 (03/05/2022 to 28/06/2022), and Round 1 (02/05/2022 to 02/05/2022), all marked as 'Finished'. An '+ ADD ROUND' button is visible in the top right of the rounds section.



The 'Add round' modal form contains the following fields and settings:

- Name:** Round 6
- Draw settings:** Draw format: Round Robin
- Round settings:** Start date: 08/07/2023, End date: 02/09/2023
- Entry:** Entry deadline: 02/09/2023, Entry fee: £1.00

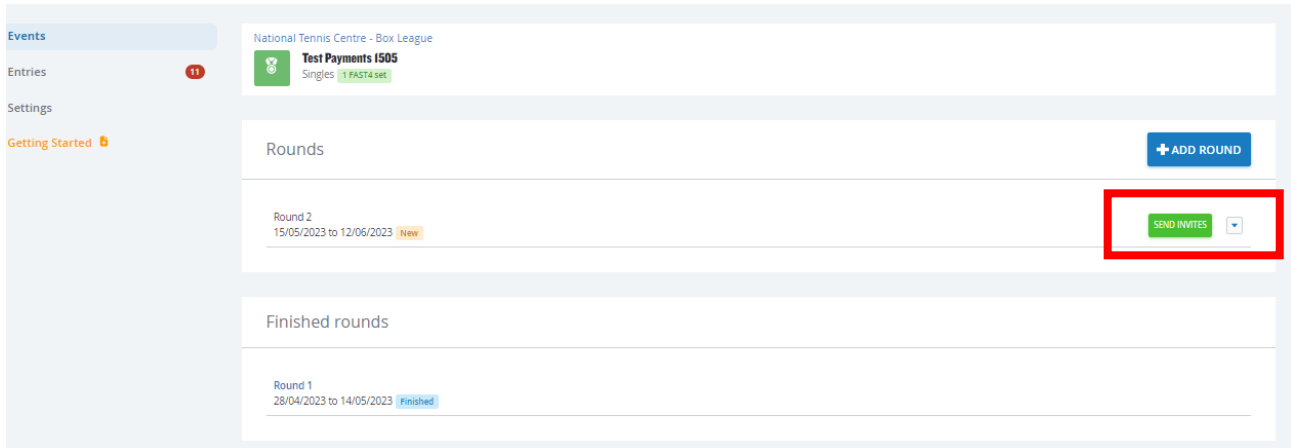
At the bottom right, there are 'CANCEL' and 'SAVE' buttons. An information icon at the top left of the modal states: 'The group size is 4, you can change this in the event settings.'

Please note that when you have a doubles event, the entry fee is the total amount for the doubles pair. i.e., if the **entry fee for doubles** is £5 per person, then the entry fee should be set to £10.

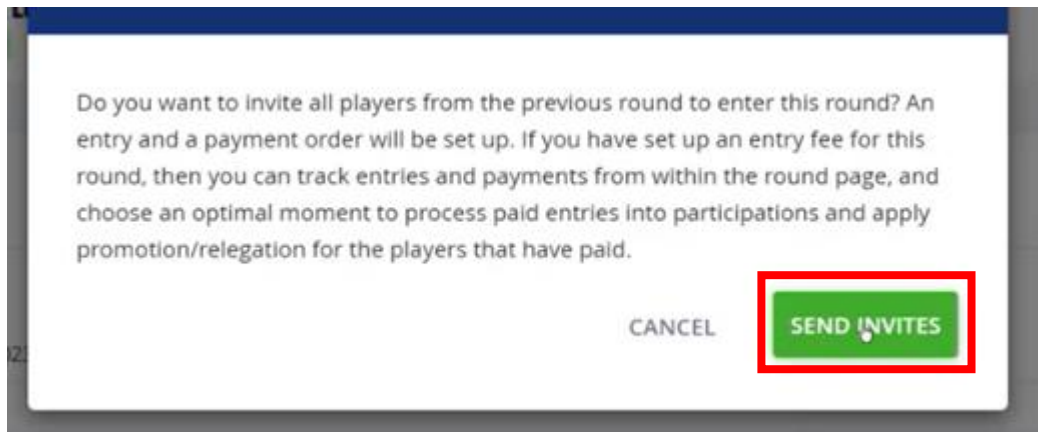
## SECTION 2 – ORGANISATION

If you have added a round to a previous event with players, you must send **invites** to all the players in the event. This will create entries and payment orders for the players to fulfill. All players will be notified that an entry and payment order is ready for them via email and the payment prompt will be visible to them when they log in to their account.

### Select **Send Invites**



The screenshot shows the 'Events' page for 'National Tennis Centre - Box League'. The left sidebar contains 'Events', 'Entries' (with a red notification badge '11'), 'Settings', and 'Getting Started'. The main content area shows 'Test Payments ISDS' for 'Singles' with a 'FAST4 set' tag. Below this, there are sections for 'Rounds' and 'Finished rounds'. In the 'Rounds' section, 'Round 2' (15/05/2023 to 12/06/2023) is marked as 'New' and has a green 'SEND INVITES' button with a dropdown arrow, which is highlighted with a red box. An 'ADD ROUND' button is also visible. The 'Finished rounds' section shows 'Round 1' (28/04/2023 to 14/05/2023) marked as 'Finished'.

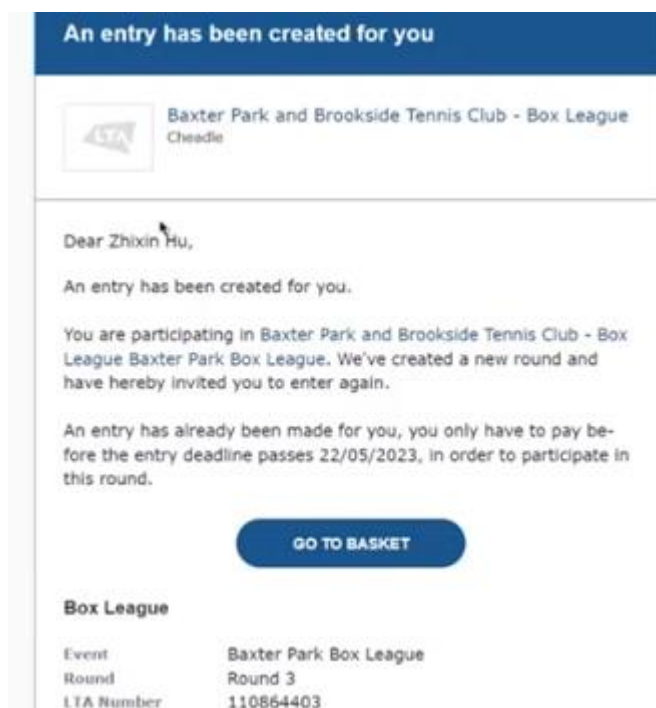


The dialog box asks: 'Do you want to invite all players from the previous round to enter this round? An entry and a payment order will be set up. If you have set up an entry fee for this round, then you can track entries and payments from within the round page, and choose an optimal moment to process paid entries into participations and apply promotion/relegation for the players that have paid.' At the bottom, there are two buttons: 'CANCEL' and 'SEND INVITES', with the 'SEND INVITES' button highlighted by a red box.

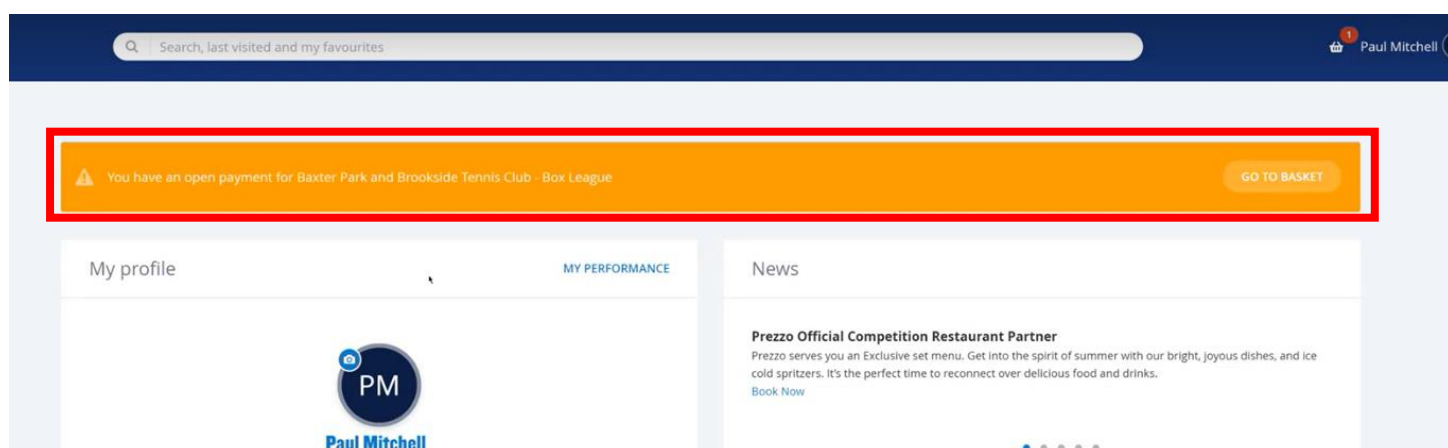


## SECTION 2 – ORGANISATION

### Email invite



### Payment notification on player's account



Once invites have been sent, all players will appear in the **Entries** tab.

***N.B this will show all players from all Box League events are your club for which payment and entry are pending.***

You can keep track of the progress of the payments for event in the **Round** page.

## SECTION 2 – ORGANISATION

The screenshot shows the LTA Tennis For Britain competition management interface. The sidebar on the left has a menu with 'Events', 'Entries', and 'Settings'. The 'Entries' menu item is highlighted with a red box. The main content area displays event details for 'National Tennis Centre - Box League' and 'Test Payments IS05'. It shows a list of rounds: 'Round 2' (15/05/2023 to 12/06/2023) and 'Round 1' (28/04/2023 to 14/05/2023). Below the rounds, there is an 'Entries' table with columns for Name, Created, and Event. The table lists five entries for Chris Mann (Test 08, 05, 03, 04, 03) with their creation dates and event details. Each entry has a green tick icon and a red 'X' icon. A green button labeled 'ACCEPT ALL ENTRIES' is visible in the top right of the entries section.

Name	Created	Event		
Chris Mann (Test 08)	28/04/2023 12:48:25	BLM Test 030502022 (Round 5)	✓	✗
Chris Mann (Test 05)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗
Chris Mann (Test 03)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗
Chris Mann (Test 04)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗
Chris Mann (Test 03)	12/05/2023 16:06:09	BLM Test 23052022 (Round 3)	Pending payment	✓ ✗

Once a player has paid, they will appear in the **Entries** list with a **green paid label**.

To move players who have paid to the confirmed participants list **select the green tick** on the right-hand side.

***N.B should you need to accept a player without payment, you can also select the green tick to move them to the participants list.***

## SECTION 2 – ORGANISATION

Entries

Showing 1 to 10 of 64 entries

Search

Name	LTA Number	Phone	Email		
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Paid	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗
John Abbiss	Pending payment	01234 567890	john.abbiss@bt.com	✓	✗

< Previous 1 2 3 4 5 6 7 Next >

**Accept entry**
✕

Are you sure you want to accept John Abbiss's entry? By accepting this entry you are also waiving the entry fee.

CANCEL
ACCEPT

Once an entry has been accepted, the player will appear in the **Participants** section.

You can choose an optimal moment to **initialise your round**. It is best to do this when you have collected all your payments. When initialising the round, all players that have paid will be calculated for promotion and relegation and will be placed in the desired group.

**N.B. refunds cannot be made via the Stripe account or within Box League Manager currently. If a player(s) requires a refund this must be processed outside of the systems between the organiser and the player(s).**

### Payments – As a player

If an organiser has set an entry fee for their **current Box League event**, the entry fee and entry deadline before which the payment is required will be visible to players upon entry.

A player must select the **entry**, agree to the **terms and conditions**, and **save**.

## SECTION 2 – ORGANISATION

### Test Payments 1505

Round 2

Date  
15 May to 12 Jun

Current stage

Entry	Price
12 days	£1.00

- The player will be automatically re-directed to their **basket** to proceed with **payment**.

**Basket**

Terms & Conditions

Players entering Weeklong Tournaments or LTA Staged Tournaments are subject to overlapping competition regulations. Players may not enter more than one event of the same age group at the same grade over the same week (weeklong/weekend (staged)).  
Read more information on this regulation to avoid potential penalties:

- LTA Weeklong - Grade 3 Holiday Tournaments
- LTA Staged - Winter National Tour, Winter Regional Tour, Winter / Summer County Tour (Grade 4) or British Tour Tier 3

**National Tennis Centre - Box League**

National Tennis Centre | Surrey

**Test Payments 1505**

<p>Round 2</p> <p>Date 15 May to 12 Jun</p>	<p style="background-color: #e8f5e9; padding: 2px;">Current stage</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Entry deadline</th> <th style="text-align: left;">Price</th> </tr> </thead> <tbody> <tr> <td>12 days</td> <td>£1.00</td> </tr> </tbody> </table>	Entry deadline	Price	12 days	£1.00
Entry deadline	Price				
12 days	£1.00				

Total: £1.00

PAYMENT

**Checkout**

**Payment**

Choose your payment method

**Debit/Credit card**  
Provided by Stripe

Entry into National Tennis Centre - Box League with events (Test Payments 1505 - Round 2).	£1.00
<b>Total</b>	<b>£1.00</b>

BACK

PAY

**Order**

Your payment has been successfully received by the Organiser. You will receive a confirmation email shortly.  
Order date: 15/05/2023

MY ENTRIES

## SECTION 2 – ORGANISATION

Once payment is complete, the player's entry is confirmed. The organiser is informed of this via the **Round** section. The organiser should move the player from Entries to confirmed **Participants** by selecting the **green tick**

Entries					
Showing 1 to 10 of 12 entries					
Name	LTA Number	Phone	Email		
(M) Chris Mann (Test 08)	<span>Paid</span>	113602012	+442084877000	krisztina.ivan@lta.org.uk	<span>✓</span> <span>✗</span>
(F) Julie Abbott	<span>Pending payment</span>	105171017	447968956156	juliecoxabbott@hotmail.co.uk	<span>✓</span> <span>✗</span>
(F) Katie Abbott	<span>Pending payment</span>	115957994		katie.abbott@hotmail.com	<span>✓</span> <span>✗</span>

Participants						
Showing 1 to 2 of 2 entries						
Name	LTA Number	Group	Position	Phone	Email	
(M) John Abbiss	110443661	-	-	441158548119	j.abbiss@ntlworld.com	
(M) Chris Mann (Test 08)	113602012	-	-	+442084877000	krisztina.ivan@lta.org.uk	

If an organiser has set an entry fee for a **new Round** in a Box League event that a player is entered, the player will receive an email notification on a pending entry and payment for them to complete for the upcoming round.

**An entry has been created for you**

**Baxter Park and Brookside Tennis Club - Box League**  
Cheadle

Dear Zhixin Hu,

An entry has been created for you.

You are participating in Baxter Park and Brookside Tennis Club - Box League Baxter Park Box League. We've created a new round and have hereby invited you to enter again.

An entry has already been made for you, you only have to pay before the entry deadline passes 22/05/2023, in order to participate in this round.

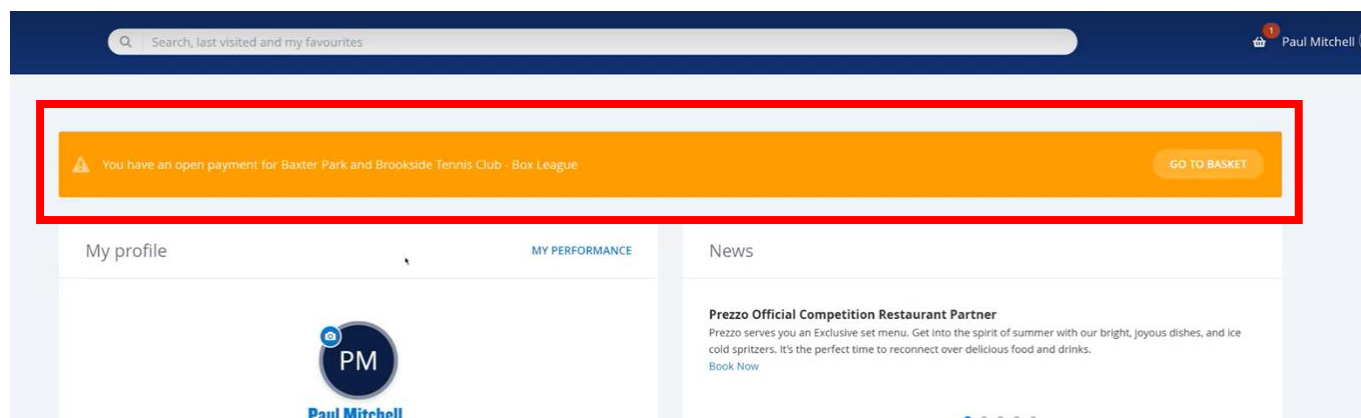
[GO TO BASKET](#)

**Box League**

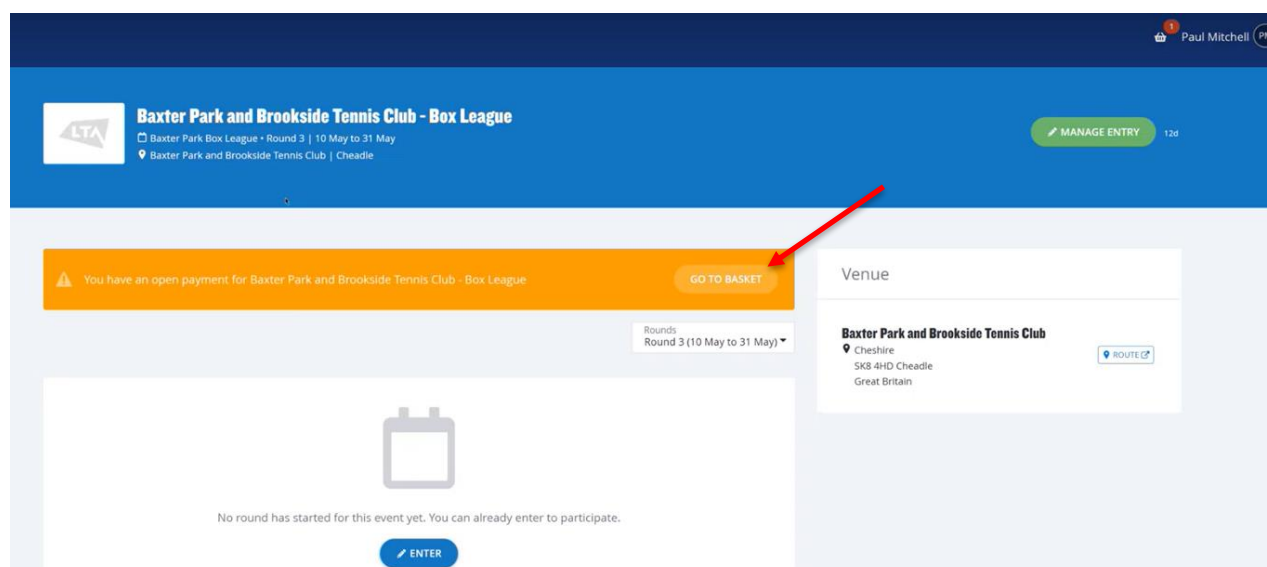
Event	Baxter Park Box League
Round	Round 3
LTA Number	110864403

## SECTION 2 – ORGANISATION

When the player logs in to the Competitions Portal, they are alerted to the outstanding payment required via an **orange banner alert** and **pending order** in their basket.



To proceed with payment, players should select **Go to Basket** followed by **payment**.




## SECTION 2 – ORGANISATION

### Basket

Terms & Conditions

Players entering Weeklong Tournaments or LTA Staged Tournaments are subject to overlapping competition regulations. Players may not enter more than one event of the same age group at the same grade over the same week (weeklong/weekend (staged)).  
Read more information on this regulation to avoid potential penalties:

- LTA Weeklong - Grade 3 Holiday Tournaments
- LTA Staged - Winter National Tour, Winter Regional Tour, Winter / Summer County Tour (Grade 4) or British Tour Tier 3


**Baxter Park and Brookside Tennis Club - Box League**  
 Baxter Park and Brookside Tennis Club | Cheshire

**Baxter Park Box League**


Round 3	Current stage	
Date	Entry deadline	Price
10 May to 31 May	12 days	£6.00

Total: £6.00

[PAYMENT](#)

- Once the payment has been successful, the **entry is confirmed**.


### Order




Your payment has been successfully received by the Organiser. You will receive a confirmation email shortly.  
Order date: 10/05/2023

[MY ENTRIES](#)

### My entries


**Baxter Park and Brookside Tennis Club - Box League**  
 Baxter Park and Brookside Tennis Club | Cheshire  
 Ungraded  
 Baxter Park Box League

 ENTERED

## SECTION 2 – ORGANISATION

### ENTRY MANAGEMENT

#### Accepting and Rejecting Entries

Players who have entered the Box League themselves will appear in the **Entries** section as below for the you as the organiser to accept. This view provides you a list of players entered in a Box League at that venue

Select the **Green tick** and **accept** the entry or the **Red cross** to **decline** an entry

Events

**Entries** 22

Settings

Getting Started

Entries

ACCEPT ALL ENTRIES

Name	Created	Event	
Chris Mann (Test 08)	28/04/2023 12:48:25	BLM Test 030502022 (Round 5)	✓ ✗

To view the **Entries to a particular Round**, click on the Round within Events to view the **Entries**.

Events

Entries 12

Settings

Getting Started

National Tennis Centre - Box League

Test 22052023  
Singles Best of 3

Rounds

+ ADD ROUND

Round 2  
22/05/2023 to 05/06/2023 New

**Entries**

Showing 1 to 10 of 12 entries

Name	LTA Number	Phone	Email	
(M) Chris Mann (Test 03)	112311355	447977505590	test3@uat.tennisofficial.co.uk	Pending payment ✓ ✗
(F) Chris Mann (Test 11)	113603002	+442084877000	chris.mann@tennisofficial.co.uk	Pending payment ✓ ✗
(M) Chris Mann (Test 09)	113602029	+442084877000	chris.mann@tennisofficial.co.uk	Pending payment ✓ ✗
(M) Chris Mann (Test 05)	112012451	447977505590	test5@uat.tennisofficial.co.uk	Pending payment ✓ ✗

Once you have accepted the entries, they will appear in the **Participants** section just below Entries.

**Participants**

ADD PARTICIPANT

Showing 1 to 3 of 3 entries

Name	LTA Number	Group	Position	Phone	Email
(M) Chris Mann (Test 01)	111376007	-	-	447872639567	chris.mann@lta.org.uk
(M) Chris Mann (Test 13)	113631202	-	-		krisztina.ivan@lta.org.uk
(M) Chris Mann (Test 14)	113655423	-	-	07977505590	chris.mann@tennisofficial.co.uk

The drop-down menu at the end of each Players' row will open the Player's page for this given Box



## SECTION 2 – ORGANISATION

League event.

The following information will be visible on each players' record.

The screenshot shows a player profile for Daina Ali. At the top, there is a blue header with the LTA logo and the text 'Abbeydale Tennis Club Box League' and 'Abbeydale Tennis Club Ltd | SHEFFIELD'. Below this is a dark grey profile card with a circular avatar containing 'DA', the name 'Daina Ali' with a rating of 8.2, and contact details: 'A Singles, Test event 24/05', '447531705479', and 'sikko@visual.nl'. A 'Win-Loss' bar shows '0-2 (2)' and a 'PROFILE' button is in the top right. Below the profile card is a 'Statistics' section with a 'Standings' table for 'Singles'.

PLAYER	PL	W	L
1 Jon Watson	1	1	0
1 Rebecca Armstrong	1	1	0
2 Richard Baxter	1	0	1
2 Daina Ali	1	0	1

- Contact & membership details, rating information
- Current Standings within the Group

The screenshot shows two sections: 'Results' and 'Planned matches'. The 'Results' section contains two match cards. The first card is for 'Test event 24/05 - Group 1' showing a match between Daina Ali (8.2) and Rebecca Armstrong (10.2) with a score of 1-1. The second card is for 'Singles - Group 2' showing a match between Daina Ali (8.2) and Rebecca Armstrong (10.2) with a score of 1-1. The 'Planned matches' section shows a match for 'Test event 24/05 - Group 1' between Daina Ali (8.2) and Jack Allison (10.1) with a play before date of Mon 31/05/2021.

- Completed matches / Results.
- Upcoming / Planned Matches.

### Manual Entries

Select the **Add Participant** option on the Group view.



## SECTION 2 – ORGANISATION

Participants

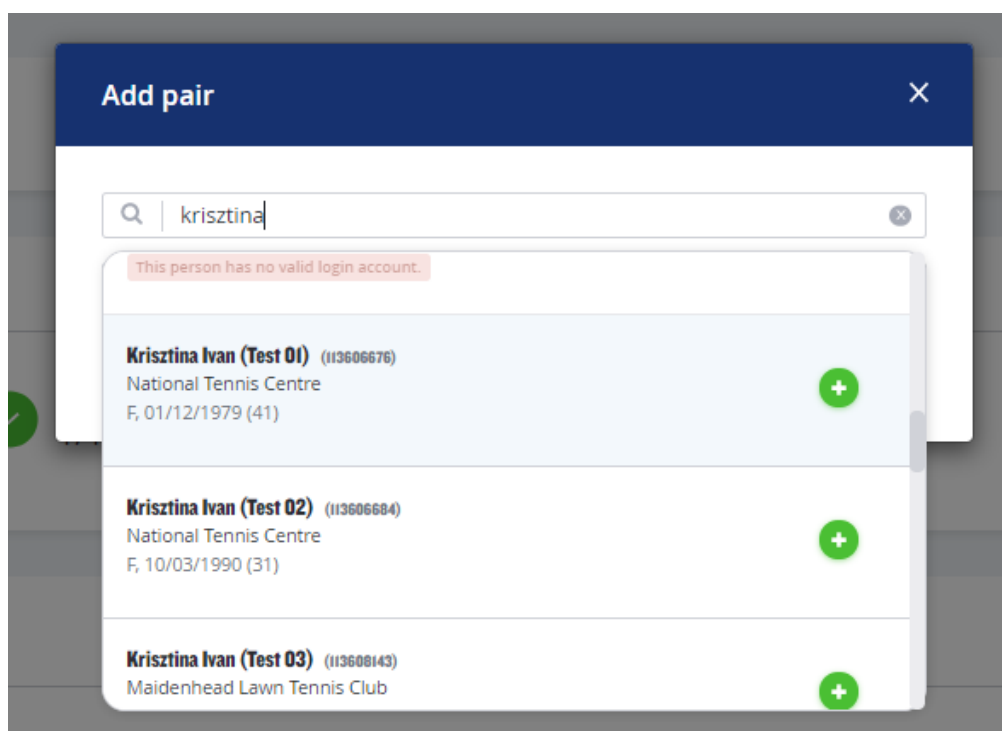
ADD PARTICIPANT

Search for the Player(s) LTA number.

All Players need to have a valid LTA Advantage membership and an active club affiliation in place to come up on this search. Moreover, they need to have claimed their account in the Competition Management system otherwise the following error message will block the manual entry.

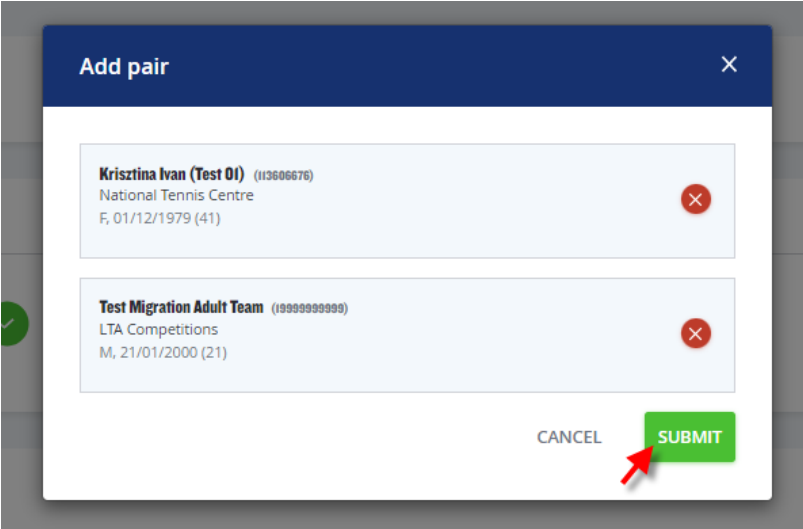
“This person has no valid login account.”

If the error message above is preventing a manual entry to be added please direct the Player to log in to the CMS for the first time and claim their account.



Once the Players are added click on **Submit**.

## SECTION 2 – ORGANISATION



**Add pair** [X]

**Krisztina Ivan (Test 01)** (113606676)  
National Tennis Centre  
F, 01/12/1979 (41) [X]

**Test Migration Adult Team** (19999999999)  
LTA Competitions  
M, 21/01/2000 (21) [X]

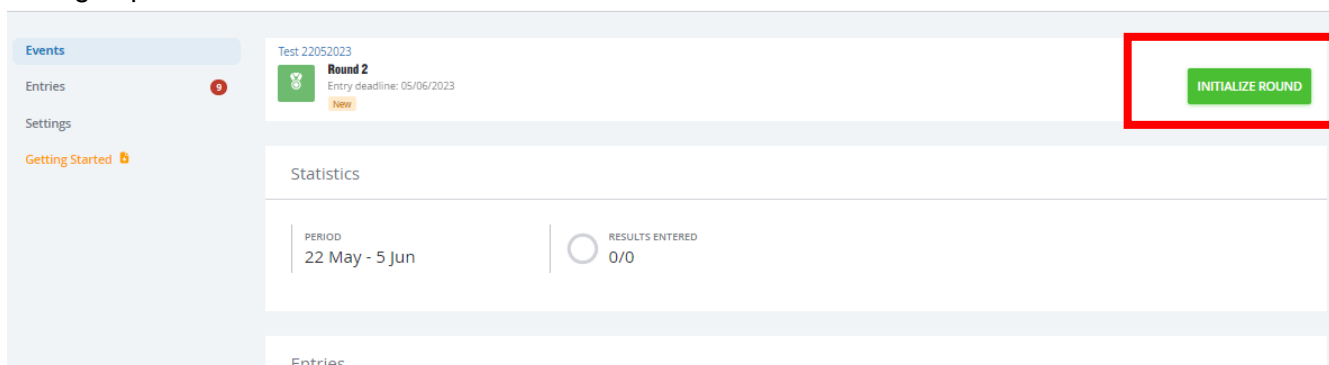
CANCEL SUBMIT

The player(s) is now added to the **Participants** list.

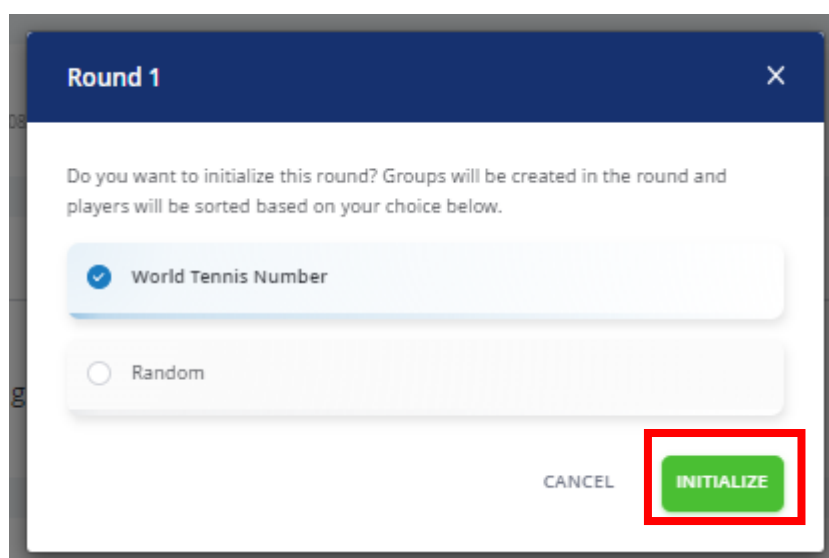
## SECTION 2 – ORGANISATION

### CREATING GROUPS

Once all players have been selected (if payments are selected for your Round and/or Event, make sure all players have paid) select **Initialize Round** and confirm how you wish the players to be sorted in the groups.



The screenshot shows the LTA Tennis for Britain interface. On the left is a navigation menu with 'Events', 'Entries', 'Settings', and 'Getting Started'. The main area displays 'Test 22052023' and 'Round 2' with an entry deadline of 05/06/2023. A green 'INITIALIZE ROUND' button is highlighted with a red box in the top right corner. Below this, there is a 'Statistics' section showing the period '22 May - 5 Jun' and 'RESULTS ENTERED 0/0'.



The screenshot shows a dialog box titled 'Round 1'. The text inside asks: 'Do you want to initialize this round? Groups will be created in the round and players will be sorted based on your choice below.' There are two radio button options: 'World Tennis Number' (which is selected) and 'Random'. At the bottom right, there are two buttons: 'CANCEL' and 'INITIALIZE'. The 'INITIALIZE' button is highlighted with a red box.

The new **Group** is then automatically created, placing players in a box together depending on their WTN to allow players to compete alongside others of similar ability if **World Tennis Number** is selected or randomly if **Random** is selected.

## SECTION 2 – ORGANISATION

Test 15082023

Round 1

GENERATE MATCHES VIEW ROUND ?

Organise groups

Sort players  
World Tennis Numbe... SORT PLAYERS

Matches must be generated before the round starts.

Group 1

1. 1. 2014 (F, 22) Caroline Woollett ... New
2. 1. 2014 (M, 16) Chris Mann (Test... New
3. 1. 2014 (M, 12) Chris Mann (Test... New
4. 1. 2013 (M, 37) Chris Mann (Test... New
5. drag player here

Group 2

1. 1. 1992 (F, 30) Caroline Woollett... New
2. 1. 1992 (M, 23) Chris Mann (Test... New
3. 1. 1992 (F, 38) Caroline Woollett... New
- 4.

ADD GROUP

provided by  
Equipment  
software

License 2023

Unclassified players  
Drag other players here to save.

Prior to matches being generated, you are able to change the sort of players by clicking on **Sort Players**.

## SECTION 2 – ORGANISATION

Any new players entering once the first group(s) is created will appear in the blue box of **Unclassified players** in the bottom right corner. At this stage, players can also be moved from groups if required by dragging and dropping them into the relevant Group.

The screenshot shows the 'Organise groups' interface for a tournament. At the top, it says 'BLM October test' and 'Group 1' with a 'New' tag. There are buttons for 'GENERATE MATCHES' and 'VIEW ROUND', and a dropdown menu for 'Rounds' set to 'Group 1'. Below this is a blue banner that reads 'Matches must be generated before the round starts.' The main area shows a list for 'Group 1' with 6 slots. Slots 1, 2, 3, and 4 are filled with player names and test numbers, each with a 'New' tag. Slot 5 is empty, and slot 6 is also empty. To the right of the list is an 'ADD GROUP' button. In the bottom right corner, there is a blue box labeled 'Unclassified players' containing a list of two players: '1. 10.30.1 (M, 15) Chris Mann (Test 05)' and '2. 10.30.2 (M, 22) Chris Mann (Test 106)'. A red arrow points to this box.

If the new players entered for the next round, they will be automatically added to an available spot within the groups marked as **New**.

The screenshot shows the 'Organise groups' interface for a tournament. At the top, it says 'Singles Test' and 'Round 2' with a 'New' tag. There are buttons for 'GENERATE MATCHES' and a dropdown menu for 'Rounds' set to 'Round 2'. Below this is a blue banner that reads 'Matches must be generated before the round starts.' The main area shows a list for 'Group 1' with 8 slots. Slots 1, 2, and 3 are filled with player names and test numbers, each with a 'New' tag. Slot 4 is highlighted with a red box and contains the text '10.2 (F, 27) Kristzina Ivan' with a 'New' tag. Slots 5, 6, 7, and 8 are empty. To the right of the list is an 'ADD GROUP' button.

## SECTION 2 – ORGANISATION

Use the **Generate Matches** option to proceed.

BLM October test

Group 1 New

**GENERATE MATCHES** **VIEW ROUND** Rounds Group 1

Organise groups

Matches must be generated before the round starts.

Group 1	
1. <span>H 30.1</span> (M, 37) Chris Mann (Test 03) <span>New</span>	+ ADD GROUP
2. <span>H 32.1</span> (M, 11) Chris Mann (Test 04) <span>New</span>	
3. <span>H 33.4</span> (M, 37) Chris Mann (Test 09) <span>New</span>	
4. <span>H 32.1</span> (M, 37) Chris Mann (Test 03) <span>New</span>	
5. <span>H 40.9</span> (M, 22) Chris Mann (Test 106) <span>New</span>	
6. <span>H 40.9</span> (M, 15) Chris Mann (Test 05) <span>New</span>	
7. drag player here	

A popup window will appear to confirm you wish to generate the matches. Click **Generate Matches**.

**Generate matches** ×

Are you sure you want to generate matches based on this format? Matches will be displayed on the public page when the round is started.

All players will be notified about their opponents.

**CANCEL** **GENERATE MATCHES**

Once completed a confirmation message will appear.

Select the **View Round** option on the top right.

BLM October test

Group 1 Active

**VIEW ROUND** Rounds Group 1

Organise groups

The groups can no longer be modified.

Group 1	
1. <span>H 30.1</span> (M, 37) Chris Mann (Test 03) <span>New</span>	
2. <span>H 32.1</span> (M, 11) Chris Mann (Test 04) <span>New</span>	
3. <span>H 33.4</span> (M, 37) Chris Mann (Test 09) <span>New</span>	
4. <span>H 32.1</span> (M, 37) Chris Mann (Test 03) <span>New</span>	
5. <span>H 40.9</span> (M, 22) Chris Mann (Test 106) <span>New</span>	
6. <span>H 40.9</span> (M, 15) Chris Mann (Test 05) <span>New</span>	
7. drag player here	

## SECTION 2 – ORGANISATION

All upcoming matches will appear for your Box League. Once some matches have been played, these will appear under the **Results** section.

The screenshot displays the 'National Tennis Centre - Box League' interface. At the top, there is a blue header with the LTA logo and the league name. Below the header, there are navigation tabs for 'TOMS BOX LEAGUE', 'TEST', 'PADDY'S TEST LEAGUE', and a 'MORE' button. A dropdown menu shows 'Rounds Group 1 (11 Oct to 1 Nov)'. The main content area is titled 'Group 1' and contains a table with the following columns: PLAYER, PL, W, L, PTS, and HISTORY.

PLAYER	PL	W	L	PTS	HISTORY
- Chris Mann (Test 03)	0	0	0	0	
- Chris Mann (Test 04)	0	0	0	0	
- Chris Mann (Test 09)	0	0	0	0	
- Chris Mann (Test 03)	0	0	0	0	
- Chris Mann (Test 106)	0	0	0	0	
- Chris Mann (Test 05)	0	0	0	0	

Below the table, there are two sections: 'Results (0)' and 'Matches (15)'. The 'Matches (15)' section shows two match cards. Each card includes a match ID (e.g., 30.1), the player name (Chris Mann (Test 03)), and a 'SCHEDULE' button. The matches are scheduled to be played before Tue 01/11/2022.

Once matches are generated, players will receive an email notification with a direct link to [competitions.lta.org.uk](https://competitions.lta.org.uk) to view their league matches and opponents.

*NB: Player contact information will be as per details provided in their LTA advantage membership. To update these details, players should contact the [Customer Support team](#).*



## SECTION 2 – ORGANISATION

### WITHDRAWAL

There are many scenarios when a player or doubles pairing can withdraw, as outlined below.

#### Matches have not been generated - Singles.

- Player can withdraw and will be removed from the list of entered players.
- Player can undo withdrawal and re-enter the active round. They will remain in the same group they were previously assigned to.

#### Organiser withdrawal.

Participants ADD PARTICIPANT

Showing 1 to 2 of 2 entries

Name	LTA Number	Group	Position	Phone	Email
(M) John Abbiss	110443661	-	-	441158548119	j.abbiss@ntlworld.com
(M) Chris Mann (Test 08)	113602012	-	-	+442084877000	krisztina.ivan@lta.org.uk

Withdraw  
Delete

#### Player withdrawal via Manage entry area.

**National Tennis Centre - Box League**  
National Tennis Centre | London MANAGE ENTRY

When your entry has been accepted, you will be placed in a group for the next round. After each round you may promote or relegate to another group.

My Entry EDIT

**Personal**

**Chris Mann (Test 08)** (113602012)  
Male, 01 Jan 1985 (38)  
krisztina.ivan@lta.org.uk  
+442084877000

**Events**

✓ BLM Test 23052022 WITHDRAW

## SECTION 2 – ORGANISATION

### Matches have not been generated - Doubles.

- Doubles pair can withdraw and will be removed from the list of entered players.
- Doubles pair can undo the withdrawal to re-enter as the same doubles pairing. They will remain in the same group they were previously assigned to.

#### OR

- Doubles pair can edit their entry to enter with a different doubles partner. To do so, they must withdraw and re-enter with their new partner. This new entry will then go through to 'entries' on the admin side for the organiser to approve.

### Organiser withdrawal.

Participants						ADD PARTICIPANT	
						Q Search	
Showing 1 to 4 of 4 entries							
Name	LTA Number	Group	Position	Phone	Email		
(M) Chris Mann (Test 04)	113601971	Group 1	1	+442084877000	chris.mann@lta.org.uk		
(M) Chris Mann (Test 12)	113604276				krisztina.ivan1@lta.org.uk		
(F) Chris Mann (Test 11)	113603002	Group 1	2	+442084877000	chris.mann@tennisofficial.co.uk		
(F) Chris Mann (Test 17)	113726793				chris.mann@tennisofficial.co.uk		
(M) Chris Mann (Test 03)	112406384	Group 2	1	442084877000	chris.mann@lta.org.uk		
(F) Chris Mann (Test 16)	113725484				chris.mann@tennisofficial.co.uk		
(M) Chris Mann (Test 03)	112311355	Group 2	2	447977505590	test3@uat.tennisofficial.co.uk		
(M) Chris Mann (Test 13)	113631202				krisztina.ivan@lta.org.uk		

### Matches have been generated – Singles.

- Player can withdraw and will have a 'withdrawn' icon in admin view / strikethrough in public view – they can continue to play in the active round, the withdrawal is seen as 'opting out' of the next round.
- Player or organiser can undo the withdrawal, which removes the withdrawn label for the active round and opts them into the next round - they remain in the same group they were previously assigned to.

### Organiser undo withdrawal.

Participants						ADD PARTICIPANT	
						Q Search	
Showing 11 to 13 of 13 entries							
Name	LTA Number	Group	Position	Phone	Email		
(M) Chris Mann (Test 05)	112012451	Group 3	4	447977505590	test5@uat.tennisofficial.co.uk		
(M) Chris Mann (Test 12)	113604276	Group 3	5	+442084877000	krisztina.ivan1@lta.org.uk		
(M) Chris Mann (Test 08)		Group 3	2	+442084877000	krisztina.ivan@lta.org.uk		

1
2
Next

## SECTION 2 – ORGANISATION

Player undo withdrawal via Manage entry area.

**National Tennis Centre - Box League**  
National Tennis Centre | London

When your entry has been accepted, you will be placed in a group for the next round. After each round you may promote or relegate to another group.

My Entry EDIT

**Personal**

**Chris Mann (Test 08)** (11062902)  
Male, 01 Jan 1985 (38)  
kristzina.ivan@lta.org.uk  
+442084877000

**Events**

- ✓ BLM Test 23052022 WITHDRAW
- ✓ CDP Box League 2022 UNDO WITHDRAW

### Matches have been generated – Doubles.

- Doubles pair can withdraw and will have a 'withdrawn' icon in admin view / strikethrough in public view – they can continue to play in the active round, the withdrawal is seen as 'opting out' of next round.
- Doubles pair or organiser can undo the pair withdrawal, which removes the withdrawn label for the active round and opts them into the next round – they remain in the same group they were previously entered into and with the same partner.
- Doubles pair cannot be changed for the active round if matches are generated. At this stage, it is only possible to enter with a different partner for the following round.

## ARCHIVING EVENTS

Organiser can archive events so that they are no longer displayed in the public view for players to enter. To archive an event all rounds must be completed.

Click on the right-hand side drop-down next to the Box League event name and select **Archive**.

Test 24022023  
8 Entrants

Edit  
Archive

The following message will appear, click **Archive**.

## SECTION 2 – ORGANISATION

Archive event
×

Are you sure you want to archive this event. Archiving this event means it will no longer appear on the public website or be available for entry.

CANCEL
ARCHIVE

Once archived, the event will appear under Archived events and will no longer appear on the public website or be available for entry.

Archived events	
<b>BLM Test 040123</b> 7 Entrants	<input type="button" value="v"/>
<b>Cheddington TEST</b> 2 Entrants	<input type="button" value="v"/>
<b>Dave's Box League</b> 1 Entrants	<input type="button" value="v"/>

To reinstate the event, click **Undo Archive Event** on the right-hand side drop down.

Archived events	
<b>BLM Test 040123</b> 7 Entrants	<input type="button" value="v"/>
<b>Cheddington TEST</b> 2 Entrants	<div style="border: 2px solid red; padding: 2px;"> <input type="button" value="Edit"/>  <input type="button" value="Undo Archive Event"/> </div>

The following message will appear, click **confirm** and the event will be placed back on the public view and be available for entry.

Undo Archive Event
×

Are you sure you want to undo the archiving of this event. This means the event will appear on the public website and become available for entry again.

CANCEL
CONFIRM

## SECTION 3 – PLAY

### MATCH SCHEDULING – AS A PLAYER

Matches within a box league can be scheduled between opponents by players from their **Player home page** under **My Upcoming Matches**. This option is also available to organisers.

Players should navigate to the Box League from their **Player home page**.

The screenshot displays a player profile for Chris Mann (Test 09) with the following details:

- Profile:** My profile | MY PERFORMANCE
- Player Info:** CM, Chris Mann (Test 09) (113602029), National Tennis Centre, Maidenhead Lawn Tennis Club
- Performance:** SINGLES 33.4, DOUBLES 40.9
- Filters:** TOTAL (selected), SINGLES, DOUBLES, MIXED
- Win-Loss:**

Category	Win-Loss	Progress
Career	5 / 4 (9)	[Progress bar]
This year	1 / 0 (1)	[Progress bar]
- Head to Head:** (Link)
- Clubs:** NATIONAL TENNIS CENTRE | MAIDENHEAD LAWN TENNIS CLUB
- Activities of National Tennis Centre:** MY CLUB
  - Leagues:** There are no current leagues for National Tennis Centre.
  - Tournaments:** There are no upcoming tournaments.
  - Box Leagues:**
    - National Tennis Centre - Box League

## SECTION 3 – PLAY

The **My Upcoming Matches** will appear, and the player can find the match within the round and click on **Schedule**.

The screenshot shows the 'National Tennis Centre - Box League' interface. At the top, there is a blue header with the LTA logo and the league name. Below the header, there are navigation tabs for 'TOMS BOX LEAGUE', 'TEST', 'PADDY'S TEST LEAGUE', and 'MORE'. A dropdown menu shows 'Rounds Round 2 (12 Oct to 2 Nov)'. The main content area is titled 'My upcoming matches' (highlighted with a red box). It lists two matches for Chris Mann (Test 09) and Chris Mann (Test 05). Each match entry includes a score (e.g., 33.4, 40.9) and a 'SCHEDULE' button (highlighted with red arrows). A date 'Play before Wed 02/11/2022' is also visible.

Scheduling a match will show the contact details of the player's opponent if available. Once the match schedule has been agreed, the day and time can be selected in the **Select day** drop down.

The scheduling of match date and time is restricted to the start and end of the round so matches cannot be scheduled outside of this time.

**NB: If scheduling doubles all participants in the match will show on screen.**

The screenshot shows the 'Schedule match' dialog box. It displays the details for two players: Chris Mann (Test 09) and Chris Mann (Test 05). The dialog includes a 'Versus' separator and contact information for the second player (phone number 447977505590 and email test5@uat.tennisofficial.co.uk). A 'Select day' dropdown menu is highlighted with a red box. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

## SECTION 3 – PLAY

The match will then show as **Planned** with the date and time. All un-planned matches will be displayed with **Play before** and the end date of the Box League.

My upcoming matches ▲

Match Card 1:

- # 33.4 Chris Mann (Test 09)
- # 30.1 Chris Mann (Test 03)
- Play before Wed 02/11/2022 SCHEDULE

Match Card 2:

- # 33.4 Chris Mann (Test 09)
- # 40.9 Chris Mann (Test 05)
- Planned 20/10/2022 10:00 SCHEDULE

**NB:** If scheduling doubles, all participants in the match will show on screen.

## MATCH SCHEDULING – AS THE BOX LEAGUE ORGANISER

If required, organisers can also schedule matches between players via **Events** and navigating to **View Round**.

BLM October test Group 1 Active VIEW ROUND Rounds Group 1

Organise groups

The groups can no longer be modified.

Group 1

- # 30.1 (M, 37) Chris Mann (Test 03) New
- # 32.1 (M, 11) Chris Mann (Test 04) New
- # 33.4 (M, 37) Chris Mann (Test 09) New
- # 32.1 (M, 37) Chris Mann (Test 03) New
- # 40.9 (M, 22) Chris Mann (Test 106) New
- # 40.9 (M, 15) Chris Mann (Test 05) New
- drag player here

Find the match within the round and click on **Schedule**.

# 30.1 Chris Mann (Test 03)

# 33.4 Chris Mann (Test 09)

Play before Tue 01/11/2022 SCHEDULE

## SECTION 3 – PLAY

Both players contact details will appear for the organiser. Once the match schedule has been agreed, the day and time can be selected in the **Select day** drop down.

As with players, the scheduling of match date and time is restricted to the start and end of the round so matches cannot be scheduled outside of this time.

**NB: If scheduling doubles, all participants in the match will show on screen.**

Schedule match
×

**Chris Mann (Test 03)**

447977505590  
test3@uat.tennisofficial.co.uk

# 30.1

Versus

**Chris Mann (Test 09)**

+442084877000  
chris.mann@tennisofficial.co.uk

# 33.4

Select day

19/10/2022 16:00

CANCEL SAVE

The match will show as **Planned** with a date and time. All un-planned matches will be displayed with **Play before** and the end date of the Box League.

# 30.1 Chris Mann (Test 03)

Versus

# 33.4 Chris Mann (Test 09)

Planned

19/10/2022 16:00

SCHEDULE

# 30.1 Chris Mann (Test 03)

Versus

# 32.1 Chris Mann (Test 04)

Play before

Tue 01/11/2022

SCHEDULE



# SECTION 4 – RESULTS SUBMISSION

## SUBMIT YOUR RESULT

Players can access the Box League through their home page when logged in.

The screenshot shows the LTA Tennis website interface. On the left is a navigation menu with options like Home, Tournaments, Leagues, Players, Ranking, and various LTA roles. The main content area displays the profile for Kristzina Ivan (KI), including her name, address, and win-loss records. A red box highlights the 'Box Leagues' section, which lists 'National Tennis Centre - Box League'. Other sections include 'My tournaments', 'Activities of National Tennis Centre', 'Leagues', 'Tournaments', and 'Ladders'.

To submit a result, the player should select the relevant Box League and the relevant match under the **My Upcoming Matches** section.

This screenshot shows the 'National Tennis Centre - Box League' page. The top header includes the LTA logo, league name, and a 'SETTINGS' button. Below the header, there are tabs for 'SINGLES TEST' and 'DOUBLES TEST', and a dropdown for 'Rounds' set to 'Round 2 (22 Sep to 3 Nov)'. The 'My upcoming matches' section is highlighted with a red box and contains a match between Kristzina Ivan and Kristzina Ivan. To the right, there is a 'Venue' section for 'National Tennis Centre' and a 'Terms & Conditions' section with a 'VIEW REGULATIONS' button.

Scores will be automatically populated when adding the loser score in based on the default scoring format.

This screenshot shows a match between Rebecca Armstrong and Jack Allison. The score input fields are highlighted with a red box. The first player, Rebecca Armstrong, has a score of 2. The second player, Jack Allison, has a score of 6. There are also empty input fields for the remaining sets. The 'STATUS' dropdown is also visible.

## SECTION 4 – RESULTS SUBMISSION

Once the Player has completed all required matches the following information will appear.

### Group 1

PLAYER	PL	W	L
1 Jack Allison	1	1	0
1 Daina Ali	1	1	0
3 Rebecca Armstrong	2	0	2

### Results (2)

10.2 Rebecca Armstrong 1 2

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8.2 Daina Ali ● 6 6

Thu 19/08/2021 Abbeydale Tennis Club Ltd

10.2 Rebecca Armstrong 2 2

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10.1 Jack Allison ● 6 6

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Once the Player has submitted the results no further modifications can be made to the results by the players.

**NB: Only the League Organiser can make changes to the result once it is submitted.**

## SECTION 4 – RESULTS SUBMISSION

### AMENDING RESULTS AS THE BOX LEAGUE ORGANISER

The Organiser will have access to amend results if needed.

Select the **View Round** option to see all results.

The screenshot shows the LTA Tennis Management System interface for a 'Doubles Test' group. At the top right, there are two buttons: 'ORGANISE GROUPS' and 'VIEW ROUND', with the latter highlighted by a red box. Below this is a 'Statistics' section showing the period '21 Sep - 19 Oct' and 'RESULTS ENTERED 1/1'. The 'Players' section includes an 'ADD PAIR' button and a search bar. A table lists three entries with columns for Name, LTA Number, Group, Position, Phone, and Email.

Name	LTA Number	Group	Position	Phone	Email
Krisztina Ivan Chris Mann (Test 01)	113602037 111376007	Group 1	1	+442084877000 447872639567	krisztina.ivan@lta.org.uk chris.mann@lta.org.uk
Chris Mann (Test 03) Chris Mann (Test 11)	112311355 113603002	Group 1	2	447977505590 +442084877000	test3@uat.tennisofficial.co.uk chris.mann@tennisofficial.co.uk
Krisztina Ivan (Test 01) Test Migration Adult Team	113606676 19999999999	-	-		ivankriszt6@gmail.com prakash.ramasamy@lta.org.uk

Select the green Edit button to amend the result.

**NB: Amendments can only be made while the Round is in progress, once the round is complete no further amendments can be made.**

## SECTION 4 – RESULTS SUBMISSION

TOMS BOX LEAGUE TEST PADDY'S TEST LEAGUE MORE ▾

Rounds  
Group 1 (11 Oct to 1 Nov) ▾

### Group 1

PLAYER	PL	W	L	PTS	HISTORY
1 Chris Mann (Test 09)	4	3	1	7	W W W L
1 Chris Mann (Test 03)	4	3	1	7	L W W W
3 Chris Mann (Test 106)	3	2	1	5	L W W
4 Chris Mann (Test 04)	3	0	3	3	L L L
5 Chris Mann (Test 03)	2	0	2	2	L L
6 Chris Mann (Test 05)	0	0	0	0	

### Results (8)

BLM October test - Group 1	# 30.1 Chris Mann (Test 03)	2 4	6 6	BLM October test - Group 1	# 33.4 Chris Mann (Test 09)	6 6	6 6
	# 33.4 Chris Mann (Test 09)	6 6			# 32.1 Chris Mann (Test 03)	3 2	3 2
	Wed 19/10/2022				Tue 11/10/2022		
BLM October test - Group 1	# 32.1 Chris Mann (Test 03)	6 6	6 6	BLM October test - Group 1	# 32.1 Chris Mann (Test 04)	1 6	1 6
	# 40.9 Chris Mann (Test 106)	4 2			# 33.4 Chris Mann (Test 09)	6 7	6 7
	Tue 11/10/2022				Tue 11/10/2022		

Once the results are submitted, they will be automatically sent to the LTA and included in a players World Tennis Number calculation.

## ADDING A NEW ROUND

A new round can be added at any time (before or after the current round has finished). You will have the option to **Add Round** as below.

The screenshot shows the 'Events' page for 'National Tennis Centre - Box League'. The event is 'BLM Test 030502022' (Singles, Best of 3 with final set Match tie-break at one set all). The 'Rounds' section shows 'Round 4' (18/06/2023 to 13/08/2023) as 'Active'. Below it, 'Finished rounds' lists Round 3 (05/09/2022 to 31/10/2022), Round 2 (03/05/2022 to 28/06/2022), and Round 1 (02/05/2022 to 02/05/2022). A blue '+ ADD ROUND' button is highlighted with a red box in the top right of the 'Rounds' section.

If the current round has not yet finished the added round will appear greyed out until the previous round is finished. Players can enter the round.

The screenshot shows the same 'Events' page. The 'Rounds' section now includes 'Round 5' (14/08/2023 to 09/10/2023) with a 'New' status, highlighted by a red box. 'Round 4' remains 'Active'. The 'Finished rounds' section remains the same.

Once the previous round has ended, **Initialize Round** within your new round. This will automatically move players from the previous round into the new round. Players will be sorted depending on the choice selected (**Promotion and relegation, World Tennis Number or Random**).

If payment has been set up, invites will need to be sent (see payments section).

## ROUND EXPORT

The round export functionality allows the organiser to export an excel file which includes the players name, LTA number, contact details, group number, position, and status (i.e., Withdrawn).

Events

BLM Test 030502022

Round 4

Entry deadline: 13/08/2023

Active

ORGANISE GROUPS

VIEW ROUND

Statistics

PERIOD  
18 Jun - 13 Aug

RESULTS ENTERED  
0/4

Participants

ADD PARTICIPANT

Showing 1 to 5 of 5 entries

Name	LTA Number	Group	Position	Phone	Email
(M) Chris Mann (Test 01)	111376007	Group 1	1	447872639567	chris.mann@lta.org.uk
(M) Chris Mann (Test 07)	112406578	Group 1	2		upparapalli.saikrishna@atos.net
(M) Chris Mann (Test 03)	112311355	Group 1	3	447977505590	test3@uat.tennisofficial.co.uk
(M) Chris Mann (Test 03)	112406384	Group 2	1	442084877000	chris.mann@lta.org.uk
(M) Chris Mann (Test 05)	112012451	Group 2	2	447977505590	test5@uat.tennisofficial.co.uk

Once downloaded, the export will open in the below format.

Gender	First name	Last name	Member ID	Phone	Email	Draw	Position	Status
F	Chris	Mann (Test 11)	113603002	+442084877000	chris.mann@tennisofficial.co.uk	Group 1	1	
M	Chris	Mann (Test 24)	116880418		test24@uat.tennisofficial.co.uk	Group 1	2	
M	Chris	Mann (Test 14)	113655423	07977505590	chris.mann@tennisofficial.co.uk	Group 1	3	
M	Chris	Mann (Test 19)	113730404		test19@uat.tennisofficial.co.uk	Group 1	4	
F	Chris	Mann (Test 16)	113725484		chris.mann@tennisofficial.co.uk	Group 1	5	
M	Chris	Mann (Test 03)	112311355	447977505590	test3@uat.tennisofficial.co.uk	Group 2	1	
F	Chris	Mann (Test 17)	113726793		chris.mann@tennisofficial.co.uk	Group 2	2	
M	Chris	Mann (Test 04)	113601971	+442084877000	chris.mann@lta.org.uk	Group 2	3	
M	Chris	Mann (Test 09)	113602029	+442084877000	chris.mann@tennisofficial.co.uk	Group 3	3	
M	Chris	Mann (Test 05)	112012451	447977505590	test5@uat.tennisofficial.co.uk	Group 3	4	
M	Chris	Mann (Test 12)	113604276	+442084877000	krisztina.ivan1@lta.org.uk	Group 3	5	
M	Chris	Mann (Test 13)	113631202		krisztina.ivan@lta.org.uk	Group 3	1	Withdrawn
M	Chris	Mann (Test 08)	113602012	+442084877000	krisztina.ivan@lta.org.uk	Group 3	2	Withdrawn

Please follow this guide from the start to ensure your new round is set up correctly.