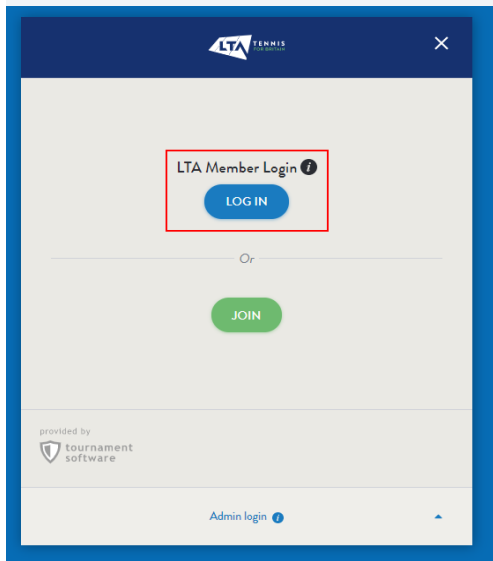


1. Login to the Competition Management System using your username and password on the top right hand corner of the page.



Login

Username

Password ¹

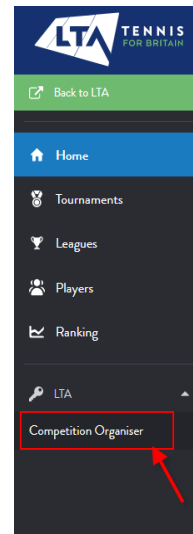
[Login](#)

[Forgot password?](#)
[Forgot username?](#)

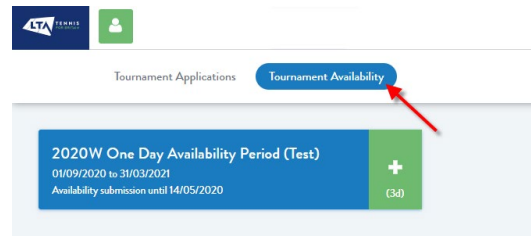
If you are a LTA Member, or you have a Coach Code or Official Number, you can create a Username and Password.

[Create a login](#)

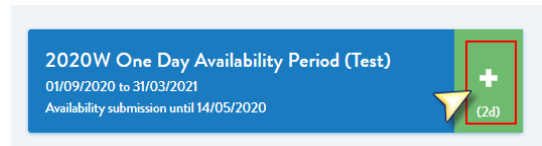
2. Select the Competition Organiser tab on the left hand side to get access to your Organiser Portal.



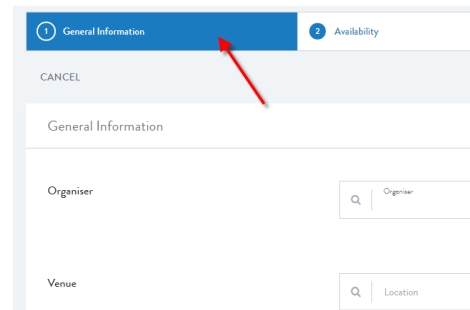
3. Select the Tournament Availability tab.



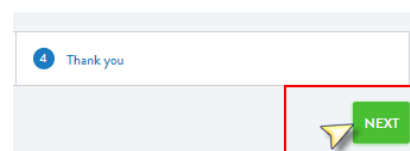
4. To open an availability submission, click on the + symbol for the relevant Availability Period.



5. First you will need to provide information about the venue and who the organiser will be.



Click Next.



9. On the second page you will provide your availability for each date. Select the dates from the calendar view on the left hand side. Days highlighted in light blue are available for selection.

October 2020

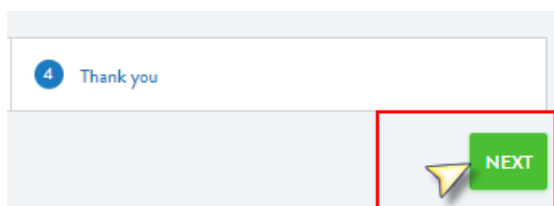
MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10. Having selected a date a list of available events will show. Select the events you wish to apply for and the box will be highlighted in blue.

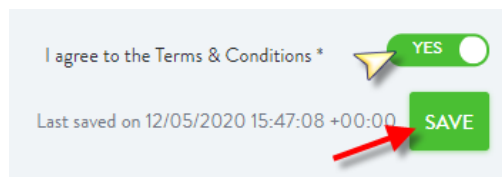
Grade 4 5 categories		
8U - 4	BS	GS
9U - 4	BS	GS
10U - 4	BS	GS
11U - 4	BS	GS
12U - 4	BS	GS

BS stands for boys singles
GD stands for girls doubles
S stands for any gender singles

Once finished click Next.



11. You will then be asked to review the Terms & Conditions. To agree to these, click on the 'No' option on the bottom of the screen that will turn the box green and you will be able to Save and submit the application.



6. Once you have click save you will receive confirmation that your availability submission has been successfully saved.

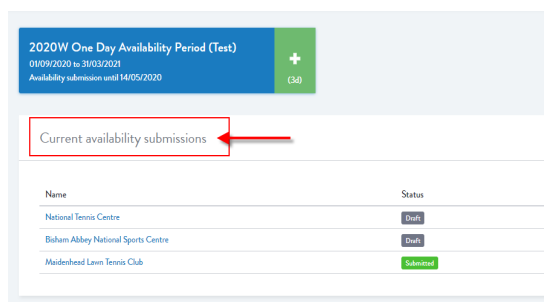


Thank you

We have received your availability.

BACK TO AVAILABILITY

7. The application can be found under the Current Availability section of the Tournament Availability Tab.



8. You can edit an availability submission at any time during the availability period. Click on the name of the venue that you wish to update your availability for to return to the submitted application.

