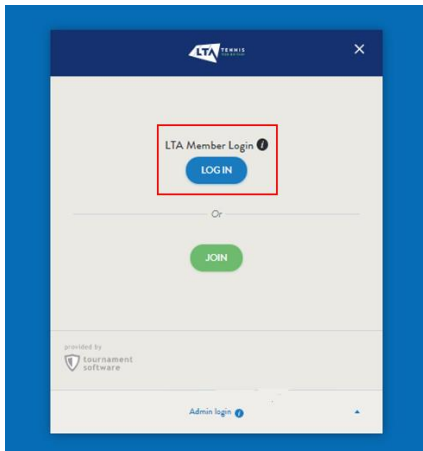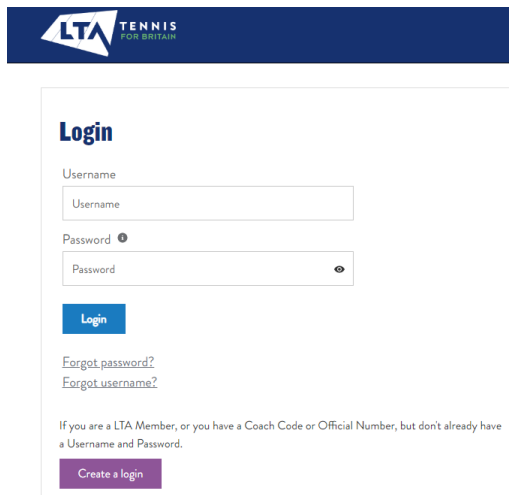1. Access the LTA Competition Management System at competitions.lta.org.uk and select the Log In option on the top right hand corner.
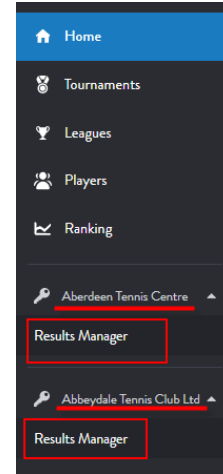

2. Select the *LTA Member Login* option.

3. The Log in page of the main LTA website will appear. Here you will need to enter your LTA username and password and click *Login*.
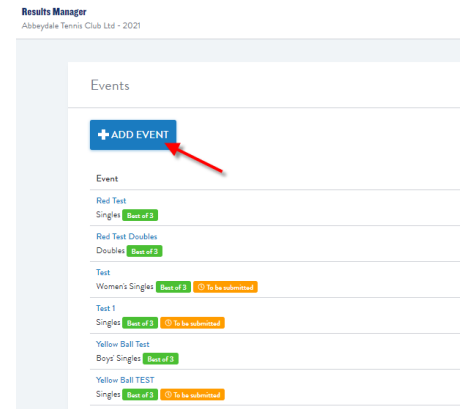

4. Select the *Results Manager* option on the left side of the Home Screen, making sure you select the relevant club.
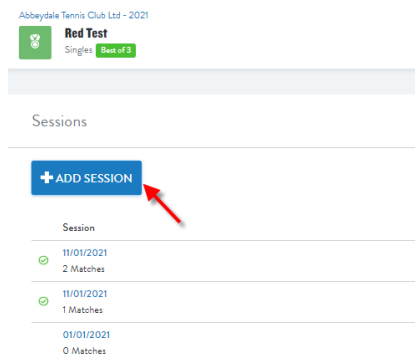

If you do not have Results Manager access, follow this link to claim your account.

5. Select the *Add event* option to create a new Event.

Alternatively, select any existing Event by clicking on the Event name and add a new *Session* there.

6. Fill out all information including

- Event name
- Age group
- Grading
- Gender
- Event type
- Scoring format

Then click Save.

To change or add a new Scoring format select the *Settings* button on the top left corner of the Home Screen.

Click on *Add Scoring Format*.

Fill out the necessary information and click *Save*.

7. Click on the *Add Session* option and select the relevant match date. Then click *Save*.

8. Select the *Add Match* option to create a new match

9. Click on the *Select player* row and select one of the players from the dropdown list. You can search for new players using the *Add Player* option.

10. To search for a new player within the given club use the search bar. You can also search for external players by ticking the *All clubs* option.

You will be able to select Players from this list based on the Minimum and Maximum age restrictions provided earlier.

11. Fill in the score fields; once the score is passing the scoring validation checks (based on the Scoring format) you can click *Save*.

By selecting the *Status* button you can mark the match as a *retirement* or *abandoned*.

You can edit the score by selecting the pencil button next to the score box.

12. Once all results are added click on the *Submit to LTA* button. Click Submit in the pop up window.

The status will change to *Submitted*. You can see further details regarding the submission by hovering over the status icon.