

ONLINE ENTRY IN THE NEW COMPETITION PORTAL

Quick Start Guide

Effective from 17 August 2020

Last amended 18 May 2021

INTRODUCTION

Welcome to the new Competitions Portal for players and parents which forms part of the LTA Competition Management System.

As part of the LTA's vision to open up tennis to many more people, we are committed to making playing tennis easier and more accessible for anyone, and specifically making it easy for people to find and access tennis competitions. The new competition management system is one of a series of improvements we are making for competitions, including the introduction of the world tennis number, competition age group changes, and the development of new products such as LTA Youth Box Leagues.

We've partnered with Visual Reality, leaders in the competition technology market, to launch our new Competition Management system which is now live for players to search and enter competitions being staged from 1 September 2020. The current system will remain in place for you to find and enter any competitions taking place up to the end of August 2020.

The new system will do everything the current one does, but be more reliable, robust and faster, ultimately improving your experience of finding and entering a competition. New features include:

- A personalised player homepage with details of the tournament you've entered, player statistics, tournaments and leagues all in one place for you to view
- Ability to 'favourite' tournaments and leagues you're interested in as well as following other players and your venue
- Single sign-on across LTA platforms to login with one username and password and navigate between websites

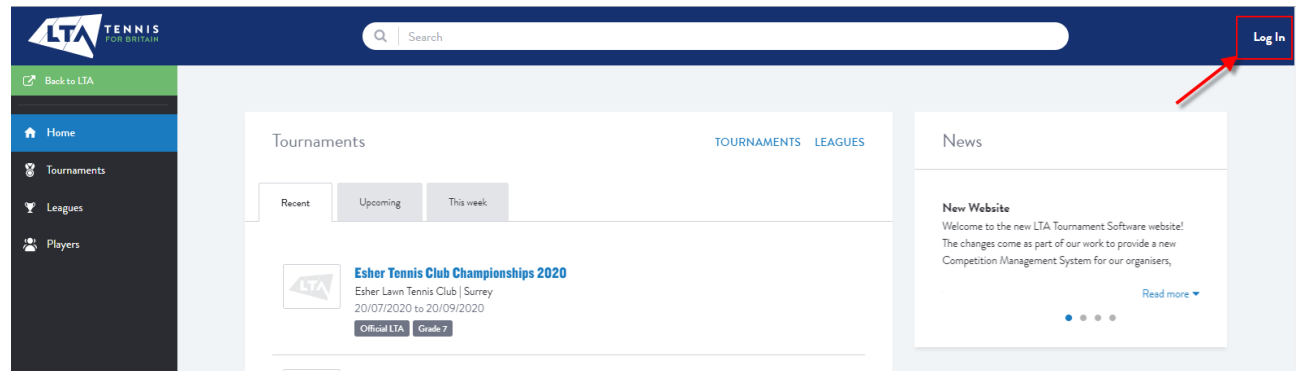
We hope this quick start guide which show you the features of the Competitions Portal. Further information including FAQs and How to Videos can we found at www.LTA.org.uk/CompetitionsPortalSupport.

LTA Competition Support

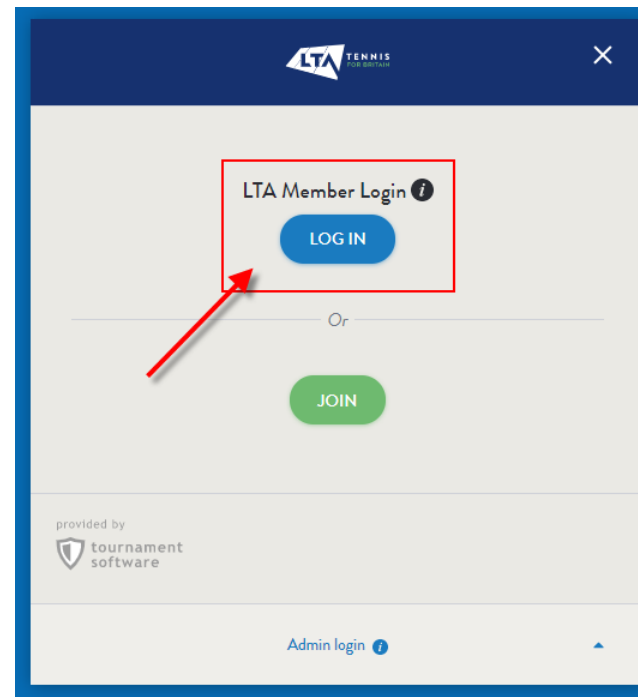
ACCESSING THE COMPETITION PORTAL

The existing Tournament Software website has been upgraded and rebranded to become the new **Competitions Portal** (competitions.lta.org.uk). It will be a one-stop-shop to search for and entering competitions as well as seeing the draws and schedule for competitions as well.

1 Access the Competitions Portal at competitions.lta.org.uk then select Log in on the top right hand corner.

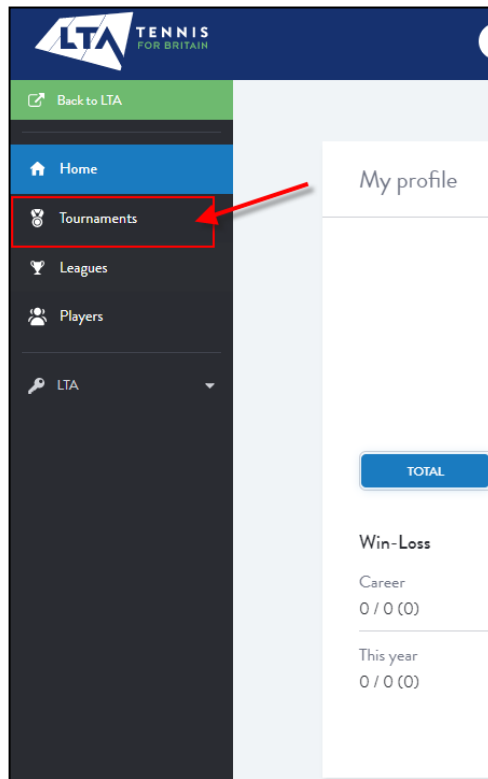


2 Select the LTA Member Login option and follow the steps outlined in the following [guide](#).

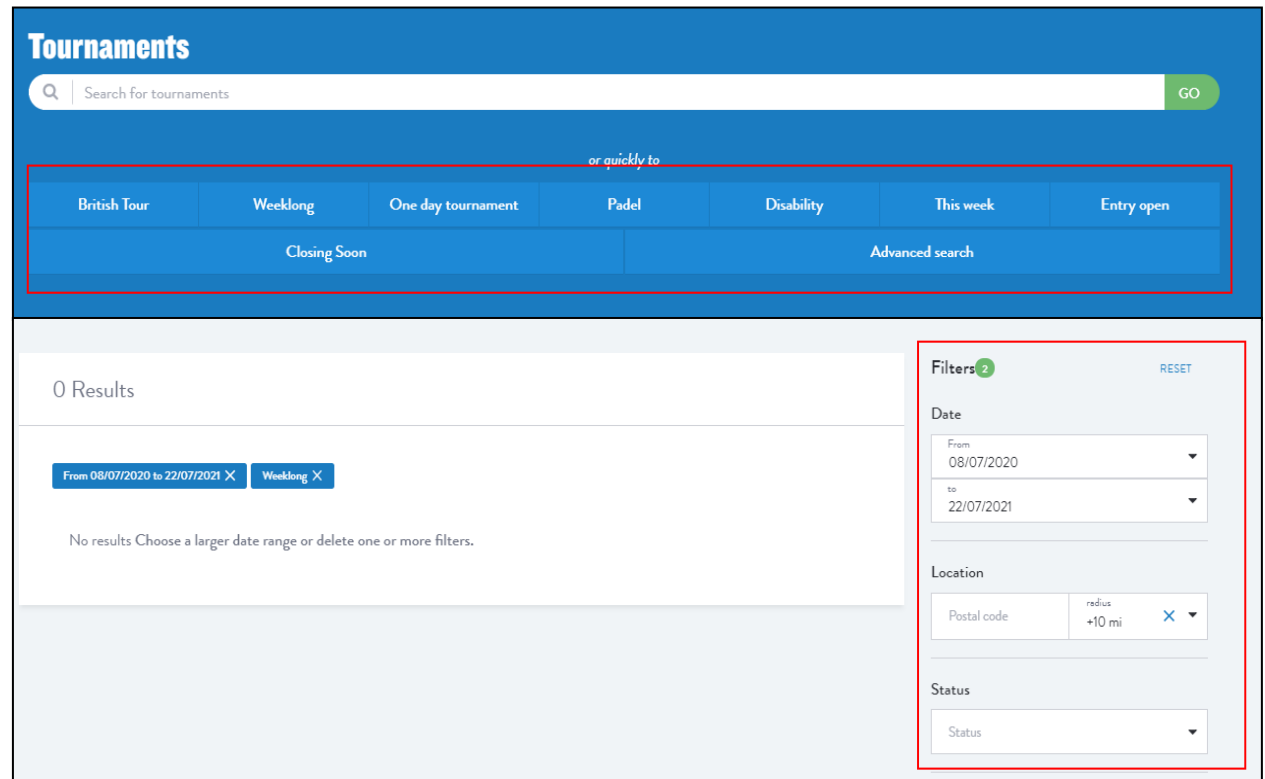


FINDING A COMPETITION

1 To see the list of all available competitions select **Tournaments** on the left hand side



2 Use the **Quick Search** options, **Search Bar** (by tournament name or tournament code) or the **Advanced Search** option to find competitions close to you



FAVOURITES

- 1 Watchlisted competitions have been replaced by **Favourites**. In order to add a tournament onto your Favourites select the **Favourite** button on the top right hand side of the Overview page. Once selected the Favourite button will illuminate.

The screenshot displays the LTA website interface. At the top, a navigation bar includes a search field, a home icon, and a user profile icon labeled 'K1'. Below this, a sidebar on the left shows 'Grading' with 'Grade 7' and 'Platinum' selected. The main content area is titled 'My favourites' and features tabs for 'TOURNAMENTS', 'LEAGUES', and 'PLAYERS'. Two tournament cards are visible: 'West Bridgford Tennis Club Junior Club Championships 2020' and 'DO NOT ENTER - Test Competition 14/08'. A red box highlights the 'FAVOURITE' button on the 'DO NOT ENTER' card, with a red arrow pointing to it. Another red arrow points to the 'FAVOURITE' button in the top right corner of the overview page. A dropdown menu is open on the right, showing options like 'My Profile', 'Account Settings', and 'Favourites', with a red arrow pointing to the 'Favourites' option.

- 2 To remove a Favourite select the **Favourite** button once again and it will be removed from the list.

FACT SHEET

1

The Fact Sheet will provide you all key information of the tournament. It can be located next to the Overview page of the specific event. It includes tournament information, event details and regulations.

DO NOT ENTER - Test Competition 14/08

Last update: 14 August 2020 13:12 (GMT +01:00)
National Tennis Centre
18 Sep to 19 Sep
Matchplay G7

FAVOURITE
ENTER

Overview Fact Sheet Seeded Entries Events Draws Matches Players Members All draws Admin More

Fact Sheet

Tournament information	Tournament name	DO NOT ENTER - Tes
	Tournament number	SUR-20-0331
	Tournament start date	18/09/2020
	Tournament end date	19/09/2020

2

The *Event Information* section will provide useful information around the draw, scoring format and timing information

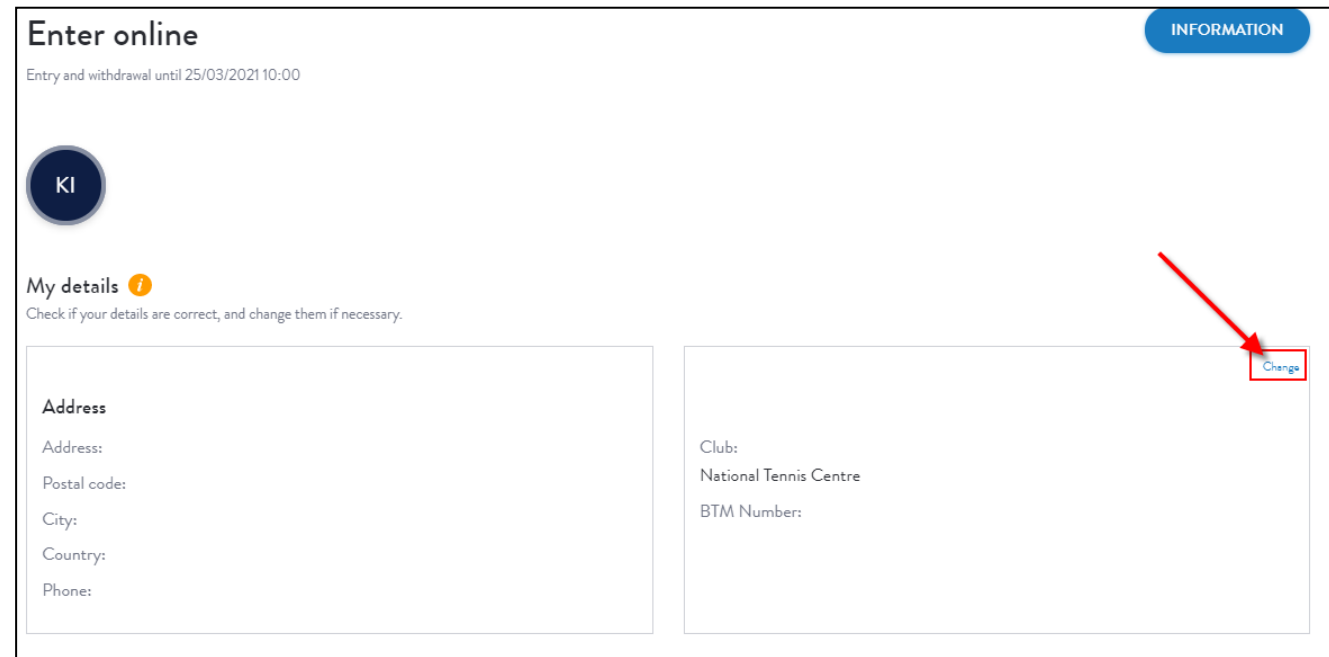
Event Information	Womens Singles
Grade	Grade 7
Start date	18/09/2020
End date	19/09/2020
Closing deadline	16/08/2020 13:18
Withdrawal deadline	18/08/2020 13:18
OAG Priority	Yes
Consolation	Optional
Proposed Draw Size	8
Timings	10:00 start
Entry fee	£10.00
Draw Format	Elimination
Scoring Format	FAST 4

ENTRY, BASKET, CHECKOUT & PAYMENT

- 1 Having selected the competition you wish to enter click the **Online Entry** button



- 2 To change the venue details for this specific entry select the **Change** option



ENTRY, BASKET, CHECKOUT & PAYMENT

3

Select the events you would like to enter. Only events relevant to you will appear on the available events list based on your gender and date of birth

Events

Events are filtered by your gender and date of birth

WS Entry open until 25/03/2021 Withdrawal until 27/03/2021	WD Entry open until 25/03/2021 Withdrawal until 27/03/2021	XD Entry open until 25/03/2021 Withdrawal until 27/03/2021
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▲

1	Select event	▼
2	Select event	▼
3	Select event	▼

4

Leave any additional information for the Organiser on the bottom of the entry form and select **Submit**

Additional Information i

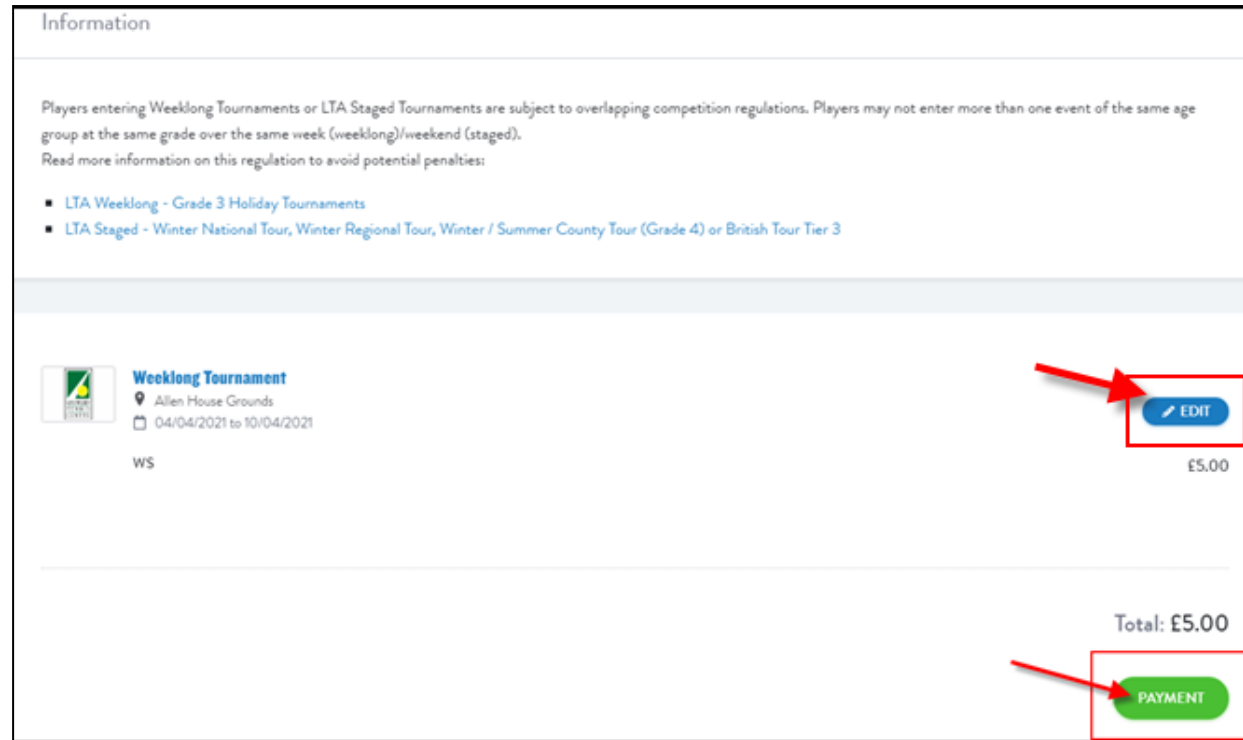
Additional Information

WITHDRAW

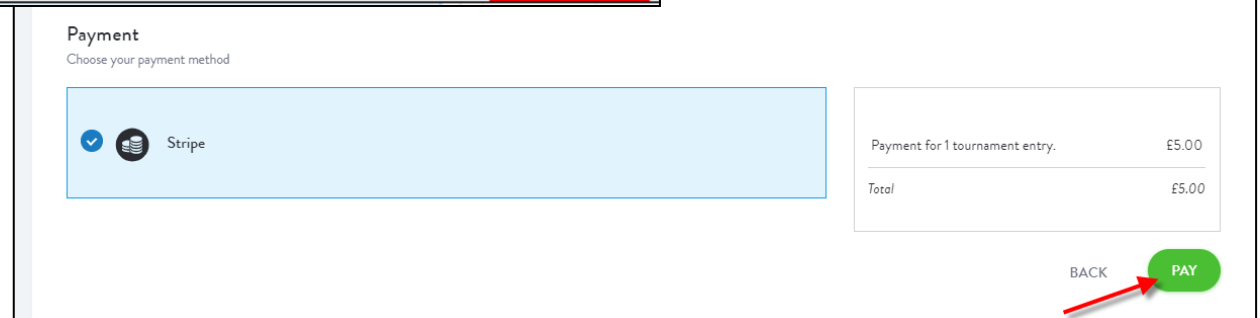
BACK **SUBMIT**

ENTRY, BASKET, CHECKOUT & PAYMENT

5 Once you are happy with the events in your basket select **Payment** on the bottom of the screen. If you wish to go back and edit any details of the entry select the **Edit** option



6 Select **Pay** on the Checkout screen to proceed to Payment



ENTRY, BASKET, CHECKOUT & PAYMENT

- 7 Fill in your email address and card details then select **Pay**.
A confirmation message will appear.
Select the *My Entries* option to see a summary / status of all your entries

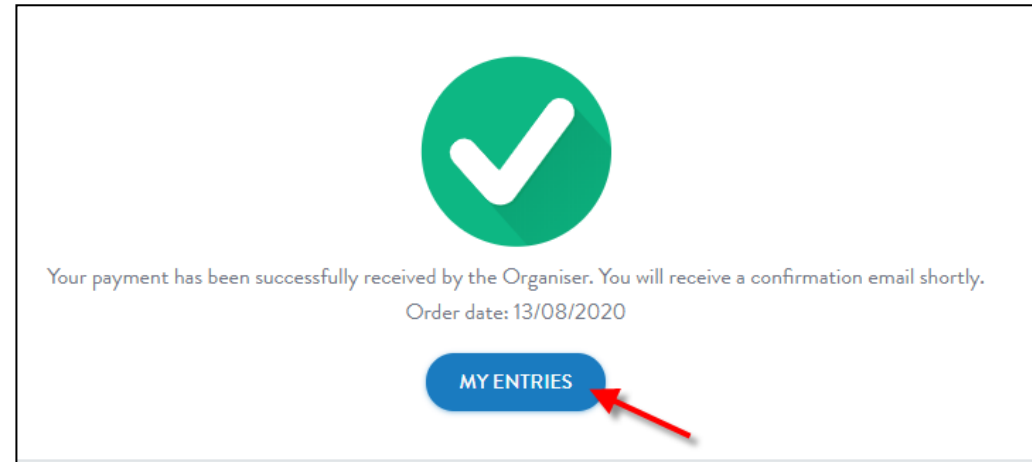
LTA
Checkout (40184)

Email

Card number





MM / YY CVC

Pay £18.75



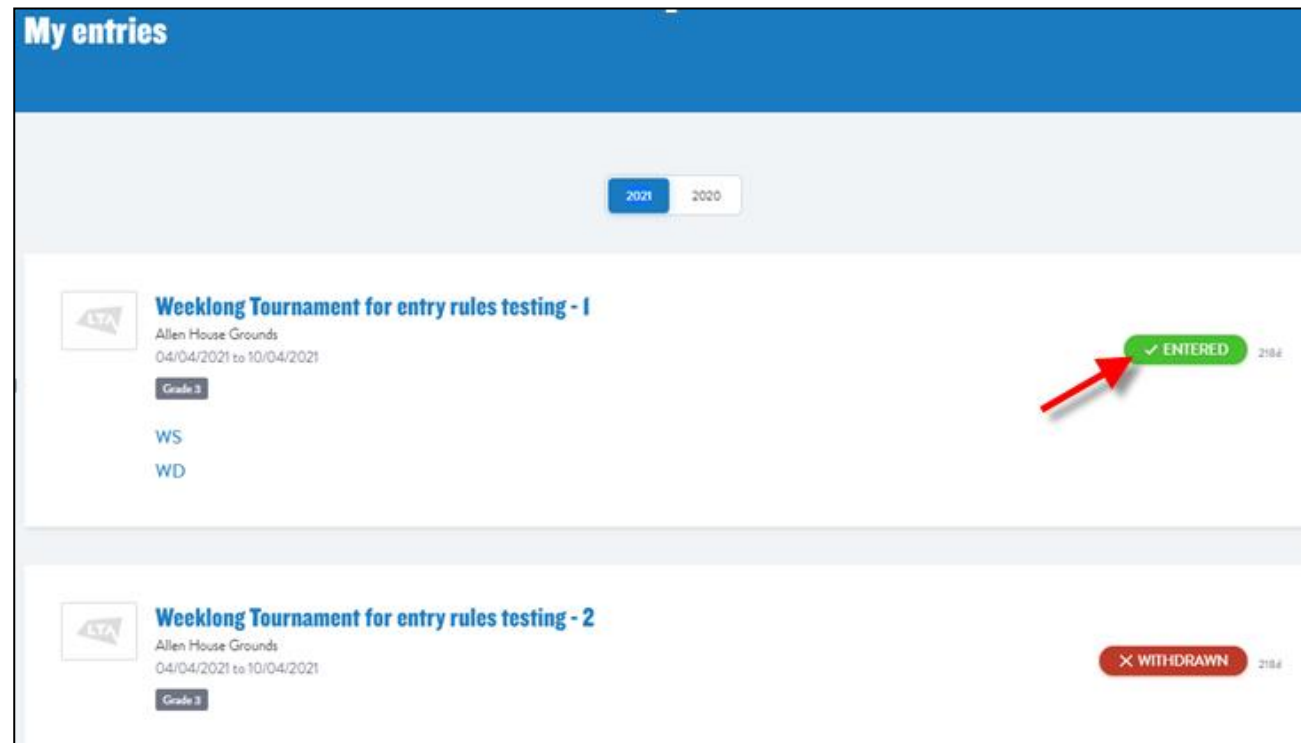
My entries

2021 2020

	Weeklong Tournament for entry rules testing - 1 Allen House Grounds 04/04/2021 to 10/04/2021 Grade 3 WS WD	 2184
	Weeklong Tournament for entry rules testing - 2 Allen House Grounds 04/04/2021 to 10/04/2021 Grade 3	 2184

EDITING AN ENTRY AND WITHDRAWING

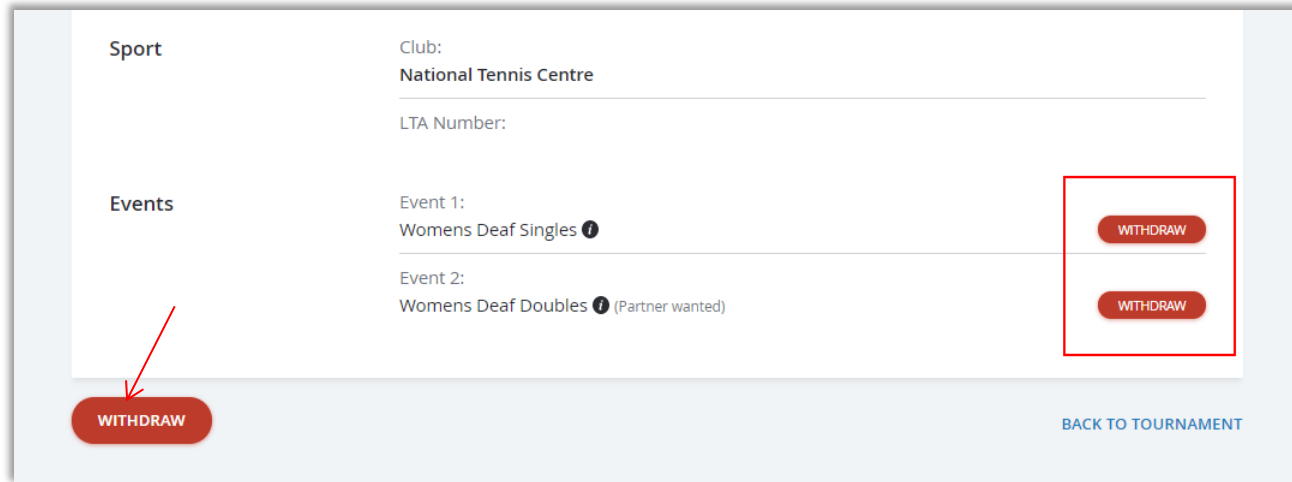
- 1 To edit or withdraw an entry click on the **Entered status button** in your list of Entries



Please note that withdrawing from an event is subject to a 3.4%+40p admin fee.

EDITING AN ENTRY AND WITHDRAWING

2 To withdraw from only one event select the relevant event on your Online Entry



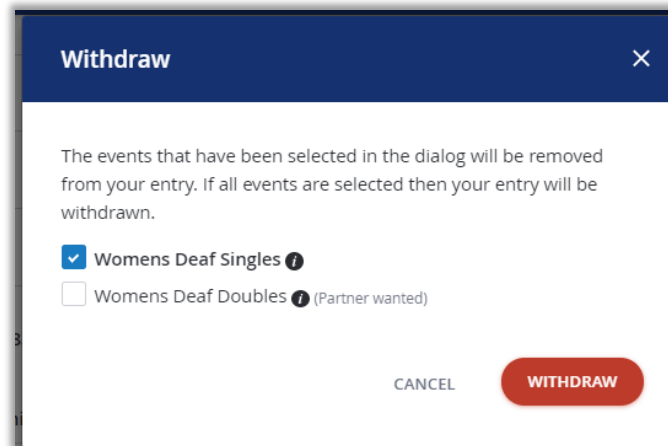
The screenshot shows an online entry form with the following details:

- Sport:** Club: National Tennis Centre
- LTA Number:**
- Events:**
 - Event 1: Womens Deaf Singles (i)
 - Event 2: Womens Deaf Doubles (i) (Partner wanted)

There are three red 'WITHDRAW' buttons: one at the bottom left of the form, and two on the right side, one for each event. A red box highlights these two buttons. A red arrow points to the 'WITHDRAW' button at the bottom left. A blue link 'BACK TO TOURNAMENT' is located at the bottom right.

3 Select the relevant event / events in the pop up window and hit **Withdraw.**

If you wish to withdraw from multiple events select all events from this list.



The 'Withdraw' pop-up window contains the following text and options:

The events that have been selected in the dialog will be removed from your entry. If all events are selected then your entry will be withdrawn.

- Womens Deaf Singles (i)
- Womens Deaf Doubles (i) (Partner wanted)

At the bottom, there are two buttons: 'CANCEL' and 'WITHDRAW'.

The Withdraw option on the bottom of the Entry Form will open the same window.

Please note that withdrawing from an event is subject to a 3.4%+40p admin fee.

MESSAGES

1

Entries, withdrawals, payment & refund confirmations will generate emails to you which will be sent to the email address stored on your LTA membership profile. You will find a copy of these emails under the **Messages** tab.

The image shows a desktop email client window on the left and a mobile app interface on the right. The email is from 'LTA - Tennis for Britain' with the subject 'Entry confirmation DO NOT ENTER - Test Competition 14/08'. The email content includes the LTA logo, a blue header 'Entry confirmation', and a 'VIEW ENTRY' button. The mobile app interface on the right has a dark blue header with a notification badge '7' and a list of menu items: 'My Profile', 'Account Settings', 'Memberships', 'Code Violations', 'Messages' (highlighted with a red box and a notification badge '7'), 'Entries', 'Head to Head', 'Favourites', and 'Log Out'.