

# ONLINE LEAGUE PLANNER

## LEAGUE ADMIN USER MANUAL

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# GETTING STARTED

Ahead of each league season the County & District League Organiser will need to complete the League Application form which is available at [www.LTA.org.uk/LeagueSupport](http://www.LTA.org.uk/LeagueSupport). New leagues will be created from scratch whereas existing leagues will be copied unless the Customer Support Team are told otherwise.

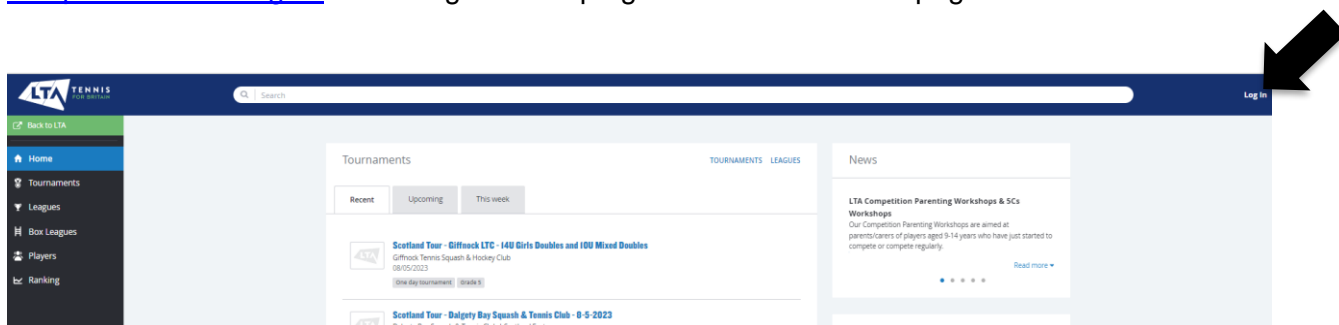
## KEY ROLES

There are various user roles in the new Online League Planner.

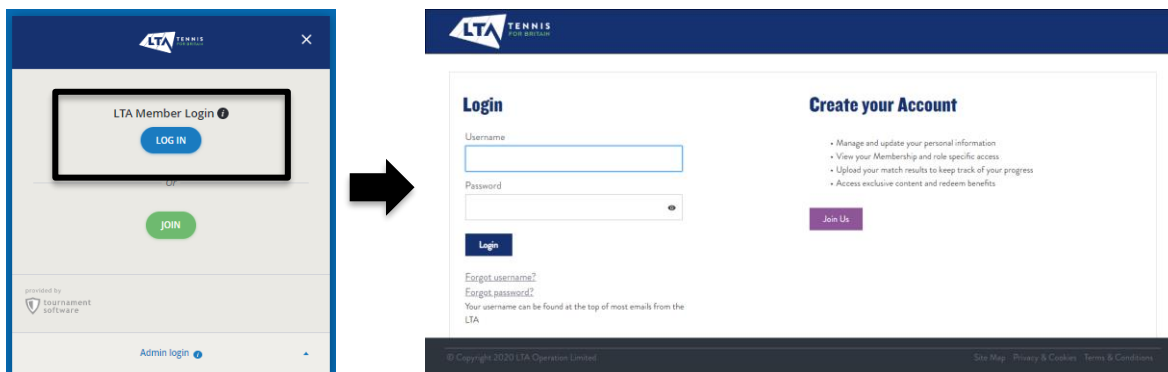
Role	Description
League Admin	Has admin rights for the overall league administration.
League Type Admin	Has admin rights for league types (events) of divisions.
Event Admin	Has admin rights to a specific event.
Draw Admin	Has admin rights to a specific draw.
Club Admin	Has admin rights as a venue county and district league admin for a club.
Result User	Has admin rights to enter results.

## ACCESSING YOUR LEAGUE

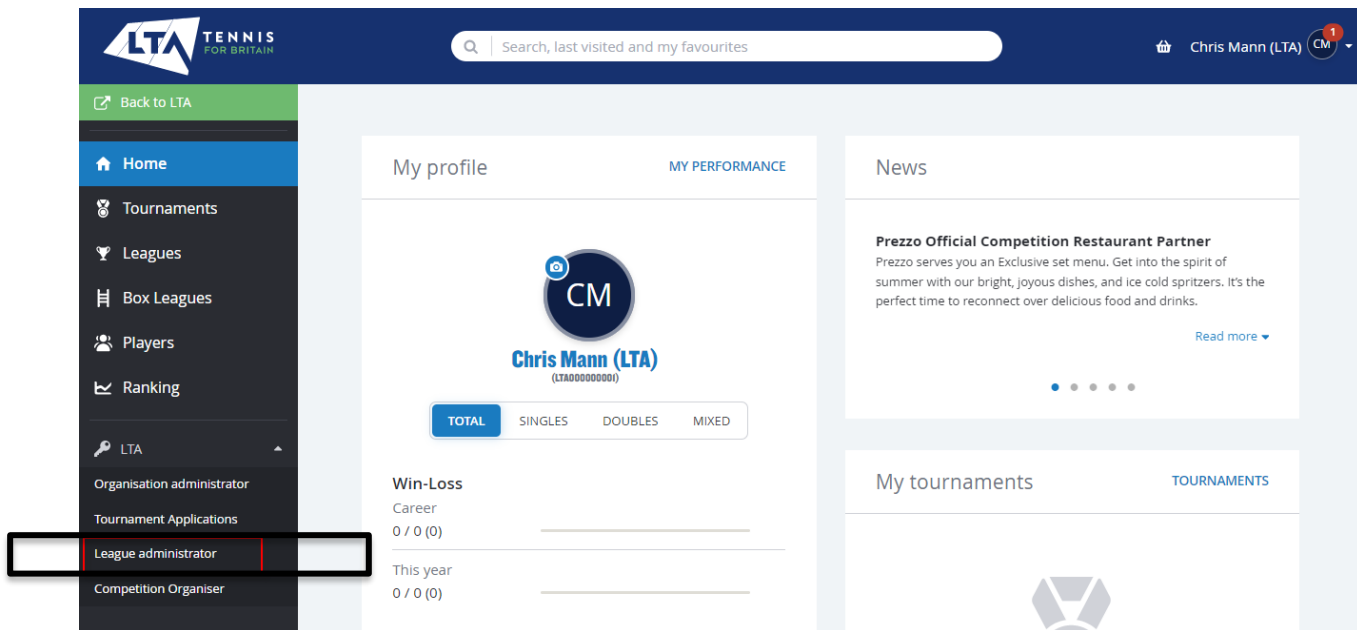
To access the County and District League Admin section of the Competitions Portal, go to [competitions.LTA.org.uk](http://competitions.LTA.org.uk). Click Login in to top right hand corner of the page.



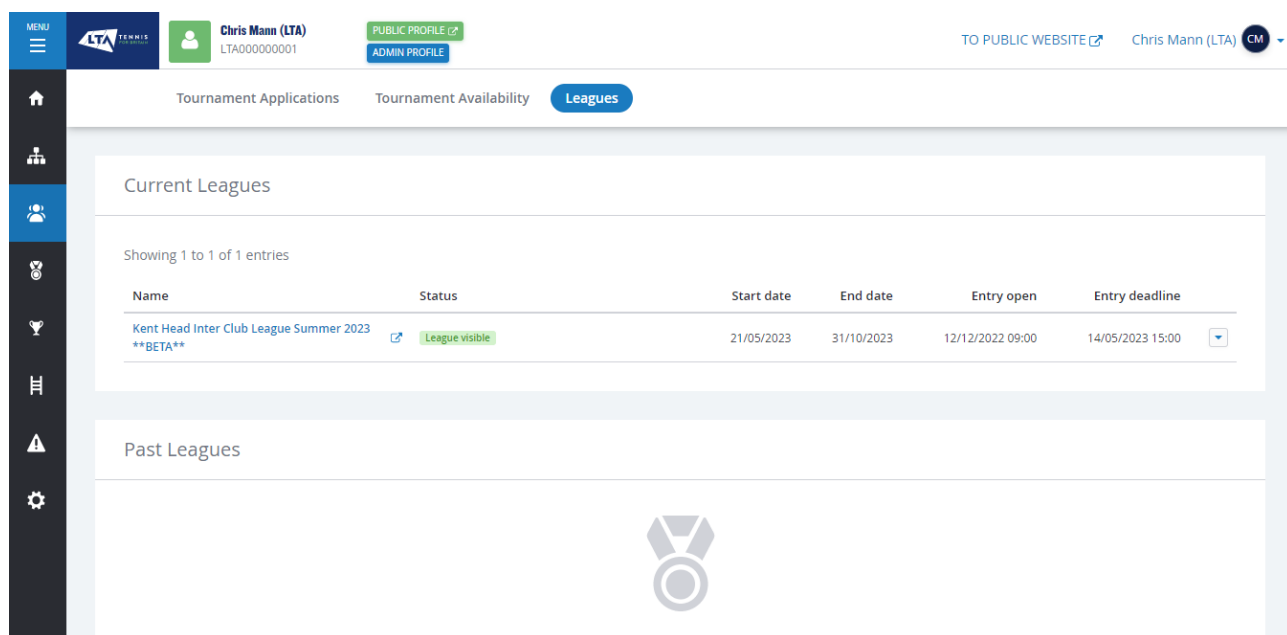
Select **Member log in** and you will be transferred to the LTA's single sign on (SSO). Enter your personal username and password that you use to log into the LTA website and click **login**.



You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation bar and select **League Administrator**.



Welcome to the **Organiser Portal** where you will see the leagues tab and all the leagues you are assigned league administration rights for.

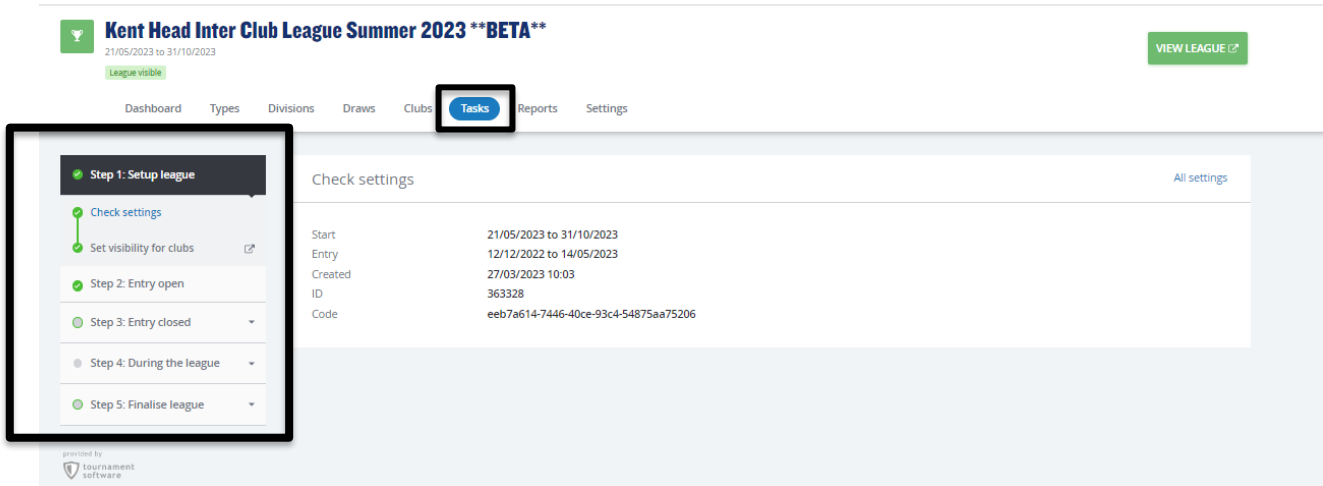


## DASHBOARD

The dashboard view of your league gives you an overview of the league including number of matches, number of entered results, clubs, divisions and draws.

The screenshot shows the League Admin Dashboard for a league titled "Copy of Kent Head Inter Club League Summer 2023" (21/05/2023 to 31/10/2023). A black arrow points to the "Dashboard" tab in the navigation menu. The dashboard features a top navigation bar with tabs for "Dashboard", "Divisions", "Draws", "Clubs", "Tasks", "Reports", and "Settings". A "VIEW LEAGUE" button is located in the top right corner. The main content area includes a summary of league statistics: 6 TYPES, 36 DIVISIONS, 51 CLUBS, 357 TEAMS, and 82 DRAWS. A warning banner indicates that the league has no fixtures dates defined. Below this, there are three sections: "Matches" (927 matches, 0% entered results), "Groups" (0/36 approved), and "Promotion / Relegation" (0/6 approved, 357/357 assigned). On the right-hand side, a vertical list of five steps is shown: Step 1: Setup league, Step 2: Entry open (highlighted), Step 3: Entry closed, Step 4: During League, and Step 5: Finalize league.

To start the configuration of your league settings, you will note that there are 5 steps of the League on the right-hand side of the dashboard, this guide will navigate you through these sections as League Admin to be sure all of league settings are correctly setup. These 5 steps can also be accessed separately via the **Tasks** tab.

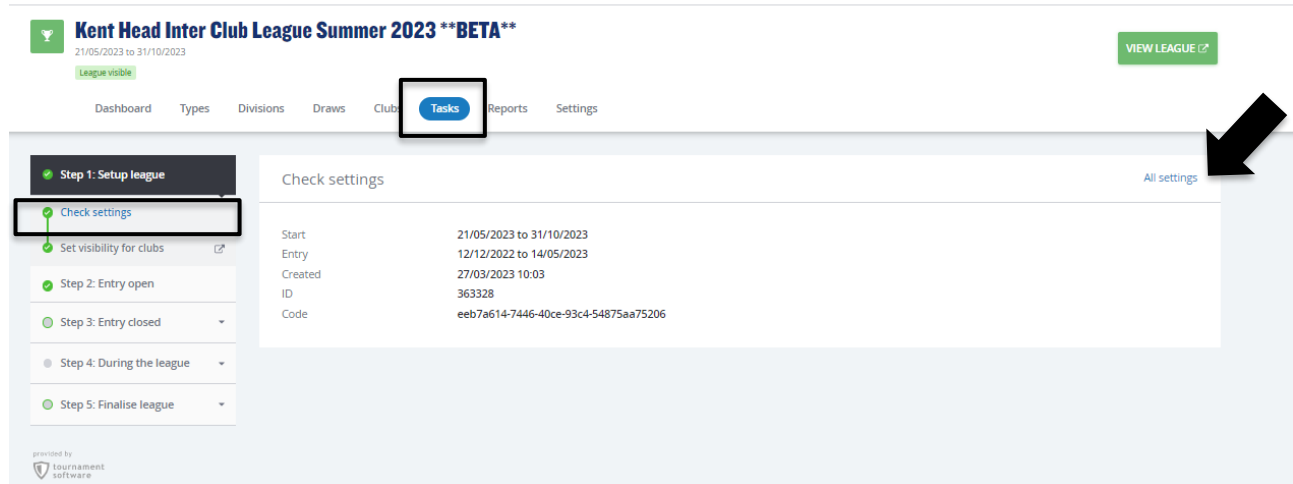


## STEP 1: SETUP LEAGUE

### CHECK SETTINGS

New leagues will be created with a blank canvas whereas existing leagues will either have been migrated from the old system or duplicated. Regardless, to ensure a smooth league season we strongly recommend the league organiser checks the following details are correct:

- Check that the league start, and finish are correct.
- Check that the entry deadline is correct.
- Check the settings for the entire league by selecting **All Settings**.



Which will redirect you to the **Settings** tab of Online League Planner.



# Copy of Kent Head Inter Club League Summer 2023

21/05/2023 to 31/10/2023

Entry open League visible

[VIEW LEAGUE](#)

[Dashboard](#) [Types](#) [Divisions](#) [Draws](#) [Clubs](#) [Tasks](#) [Reports](#) [Settings](#)

## General

- Team match format
- Scoring format
- Fixture templates
- Fixture dates
- Online entry
- Point settings
- Matches
- User rights

### General

[EDIT PROPERTIES](#)

Tournament number	KEN711
Period	21/05/2023 to 31/10/2023
Online entry	12/12/2022 to 14/05/2023
Status	League visible
Dispensation date	
Number of days to enter invitation	7
Team strength calculation reference date	
Show player level	Yes

## ALL LEAGUE SETTINGS

Now **All Settings** has been selected, you will be redirected to the Settings section where you will find various sub sections on the left hand side menu. Initially the **General settings** tab will open. From this page you will work your way down the list of settings on the left-hand side.

### General

To edit the General settings select Edit Properties.

**Copy of Kent Head Inter Club League Summer 2023**  
21/05/2023 to 31/10/2023  
Entry open League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

**General**

- Team match format
- Scoring format
- Fixture templates
- Fixture dates
- Online entry
- Point settings
- Matches
- User rights

**General**

Tournament number	KEN711
Period	21/05/2023 to 31/10/2023
Online entry	12/12/2022 to 14/05/2023
Status	League visible
Dispensation date	
Number of days to enter invitation	7
Team strength calculation reference date	
Show player level	Yes

**EDIT PROPERTIES**

You must make sure the following sections are completed correctly:

- Tournament Name
- League start and end date
- League Status (New league, League entry open, League visible, League finished)
- Online entry dates must be selected
- Number of Invitation days = Number of days prior to the match date that a match invitation can be made.
- Team strength calculation reference date
- Show player level

**Edit league properties**

Name  
Copy of Kent Head Inter Club League Summer 2023

Tournament number  
KEN711

Start date  
21/05/2023

End date  
31/10/2023

Status  
League visible

Online entry  
From  
12/12/2022 09:00

To  
14/05/2023 17:00

Number of invitations days  
7

Team strength calculation reference date

Show player level  YES

CANCEL SAVE



## Team Match Format

This will determine the rubbers within each fixture. You can add a new fixture format and see a list of the match formats being used.

Copy of Kent Head Inter Club League Summer 2023  
21/05/2023 to 31/10/2023  
Entry open League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General  
**Team match format**  
Scoring format  
Fixture templates  
Fixture dates  
Online entry  
Point settings  
Matches  
User rights

Team match format

**+ ADD FORMAT**

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

To add a new fixture format click **Add Format**. Enter the name of the format (e.g., Women's Doubles) and select the **match type** required for a fixture. Each rubber will need to be selected the number of times you require it from the drop down i.e., 4 x WD (Women's Doubles)

Match formats can be **edited** or **deleted** by selecting the drop-down button on the right-hand side of the list view. It is not possible to change this after the match program is generated.

Add format

Name

Match type order \*  
Add types below. Drag items to change the display order.

+ Add match type

- MS (Men's Singles)
- WS (Women's Singles)
- MD (Men's Doubles)
- WD (Women's Doubles)
- XD (Mixed Doubles)
- BS (Boys' Singles)
- GS (Girls' Singles)
- BD (Boys' Doubles)
- GD (Girls' Doubles)
- Single
- D

Team match format

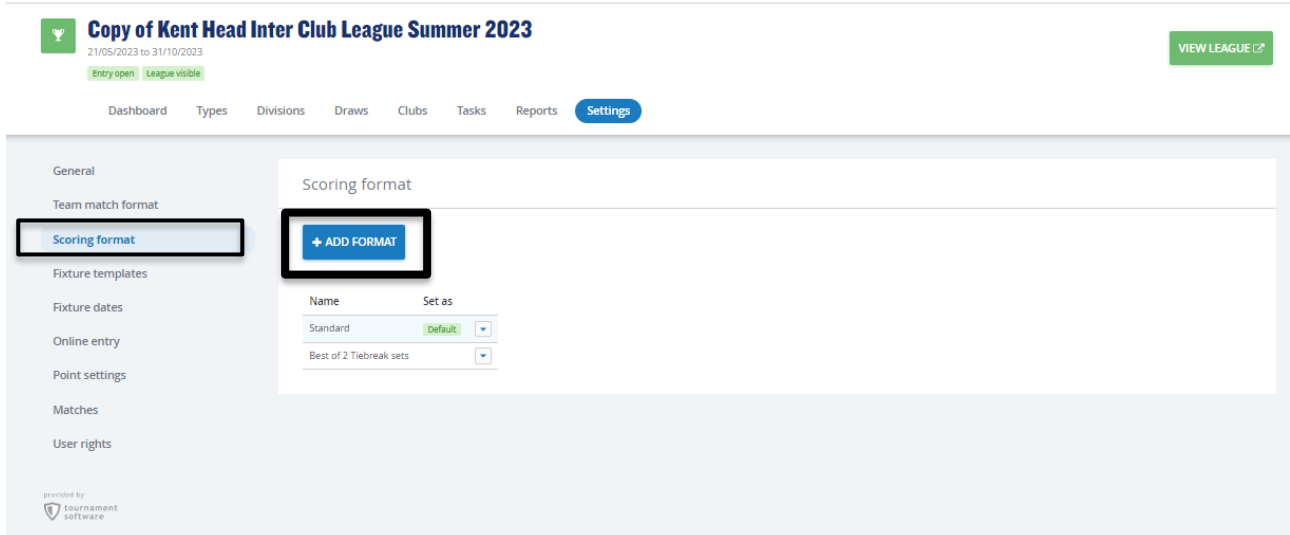
**+ ADD FORMAT**

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

Edit  
Delete

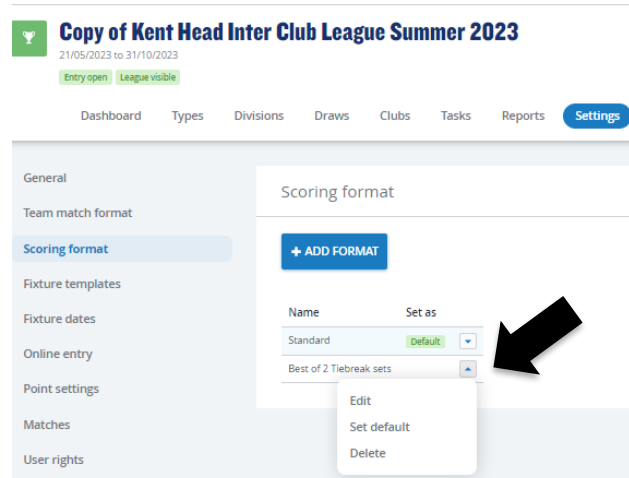
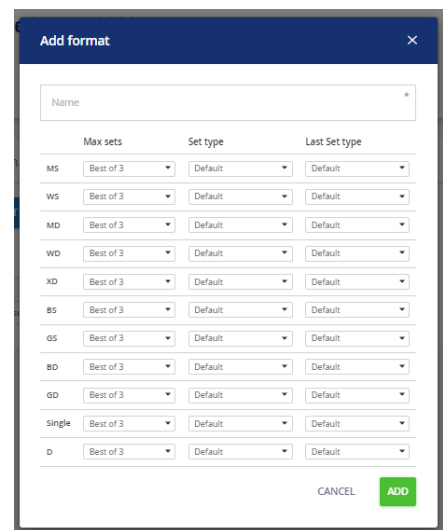
## Scoring Format

The scoring format tab defines the scoring format which is used for each different rubber type in the fixture. You can add a scoring format and see a list of previous and current scoring formats used.



Select **Add Format**, to add a format name and select the max sets, set type, and last set type formats.

A set to 6 is default.



Scoring formats can be **edited**, **deleted**, or set as **default** by selecting the drop-down button on the right-hand side of the list view.

## Fixture Templates

Fixture templates will not be used for the initial phase of the Online League Planner project and will be launched in phase 2 when the league will be set up from scratch in Online League Planner.

## Fixture Dates

Fixture dates will not be used for the initial phase of the Online League Planner project and will be launched in phase 2 when the league will be set up from scratch in Online League Planner.

## Online Entry

Online entry will not be used for the initial phase of the Online League Planner project and will be launched in phase 2 when the league will be set up from scratch in Online League Planner.

## Point Settings

The point settings templates define how many points are received each rubber, the fixture and the standings of the league are determined. As league organiser you can **edit** or **add team** and **player match point template** and **standings calculations** using the right-hand side drop down.

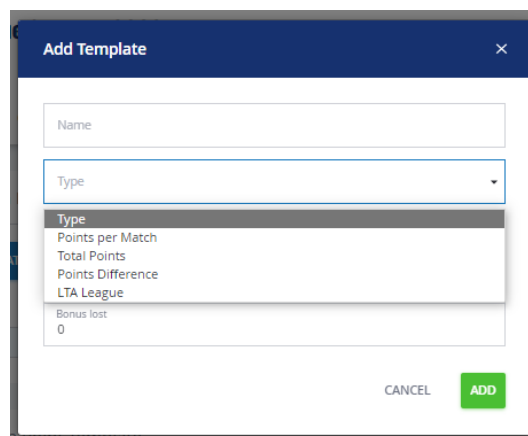
Templates can be created by selecting the **add** button. Depending on the selection in the dropdown, more settings appear. Unlike the old version of League Planner you can have different templates for different league type (events) of divisions. The system will look at the division first, then type and if nothing is defined there then it will take the default template to calculate the points.

The screenshot shows the 'Point Settings' page for a league. The page title is 'Copy of Kent Head Inter Club League Summer 2023' with a date range of '21/05/2023 to 31/10/2023'. A 'VIEW LEAGUE' button is in the top right. The navigation menu includes 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings' (which is active). The left sidebar has 'Point settings' highlighted. The main content area is divided into three sections: 'Team Match Point Template', 'Player Match Point Template', and 'Standings calculation'. Each section has an '+ ADD TEMPLATE' button. The 'Team Match Point Template' section shows a table with columns 'Name' and 'Type'. The first row is 'Default' with 'Total Points' and a 'Default' tag. An 'Edit' button is visible on the right side of this row, with a black arrow pointing to it. The 'Player Match Point Template' section shows a table with columns 'Name' and 'Type'. The first row is 'Default' with 'Points per Match' and a 'Default' tag. The 'Standings calculation' section has '+ ADD STANDINGS CALCULATION' and 'CALCULATE STANDINGS' buttons, and a table with a 'Name' column and a 'Default' tag.

## Team Match Points Template

Team Match Points determines how many points the team will earn towards the overall league standings based on their performance in the fixture.

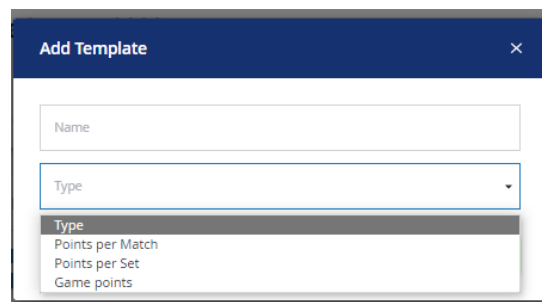
- Name
- Type
  - *Points per match* – teams are issued points for each fixture won, drawn or lost
  - *Total Points* – teams are issued the total number of player points won during each fixture (e.g. if you award 2 points per rubber won and a team wins 4 rubbers they will be awarded 8 points on the league table). Use the 3 fields to enter the number of points issued for a win, draw or loss
  - *Points Difference*
  - *LTA League* – teams are issued two points for each fixture won.
- Bonus Points - You can add a bonus point(s) for a match if won, drawn or lost



## Player Match Points

Player Match Points determines how many points each rubber will earn towards the overall fixture score.

- Name
- Type
  - *Points per match* – the number of points issued based on winning, drawing or losing a rubber
  - *Points per set* – the number of points issued based on winning a set, drawing or losing a set
  - Game Points



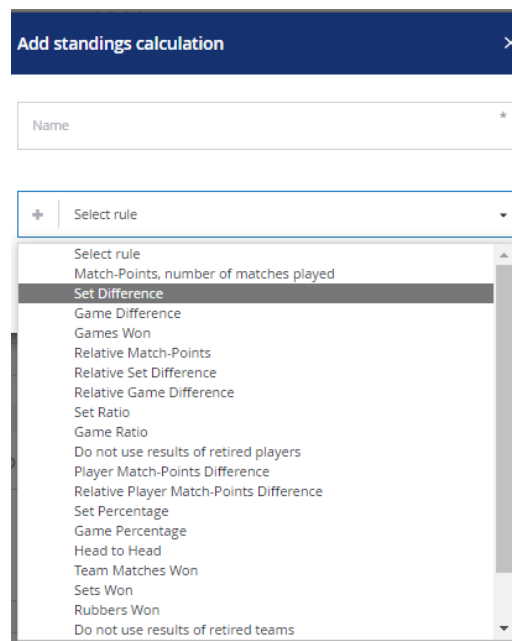
## Standings Calculation

With this template you can define the rules to order teams by in the draw standing.

- Name
- Rules

Select rules and drag into the correct order.

If you make any changes to your standing calculation once the league season has started you must click **Calculate standings**. This button will recalculate ALL draws within the league.



The screenshot shows a dialog box titled "Add standings calculation" with a close button (X) in the top right corner. Below the title bar is a text input field labeled "Name" with an asterisk (\*) on the right. Underneath is a dropdown menu labeled "Select rule" with a plus sign (+) on the left and a downward arrow (v) on the right. The dropdown menu is open, displaying a list of rules. The rule "Set Difference" is highlighted in grey. The list of rules includes: "Match-Points, number of matches played", "Set Difference", "Game Difference", "Games Won", "Relative Match-Points", "Relative Set Difference", "Relative Game Difference", "Set Ratio", "Game Ratio", "Do not use results of retired players", "Player Match-Points Difference", "Relative Player Match-Points Difference", "Set Percentage", "Game Percentage", "Head to Head", "Team Matches Won", "Sets Won", "Rubbers Won", and "Do not use results of retired teams".

## Matches

This view allows you to select the **settings** used for **matches**. This section is also important as the information selected allow the County and District League Admin and Team Captains to have the correct rights when they log in to the League.

**Copy of Kent Head Inter Club League Summer 2023**  
21/05/2023 to 31/10/2023  
Entry open League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General  
Team match format  
Scoring format  
Fixture templates  
Fixture dates  
Online entry  
Point settings  
**Matches**  
User rights

General match settings [EDIT PROPERTIES](#)

Group team matches by Round

Copy players from entry during match program generation False

Age display Age

Invitations [EDIT PROPERTIES](#)

Clubs can reschedule matches Number of days

Maximum number of days the match can be rescheduled before original 180

### General Match Settings

In the first section you can change:

- How the matches are ordered on the public and admin website (by round or match date)
- Whether to copy the players into the league from the team's entry
- The age display (by age or year of birth)

General match settings [EDIT PROPERTIES](#)

Group team matches by Round

Copy players from entry during match program generation False

Age display Age

## Fixture Details

In the second section you can set the settings for the fixture details which will be used by the County and District League Admins to communicate with the opposing team captain of the date and time of the match. These settings must be correct to allow the County and District League Admin to save fixture details via their log in.

Fixture Details EDIT PROPERTIES

---

Clubs can reschedule matches Number of days

---

Maximum number of days the match can be rescheduled before original date 200

---

Maximum number of days the match can be rescheduled after original date 200

---

Courtsurface selection is available in fixture details. False

- Select the number of days before or after the scheduled date of the match that County and District League Admins can reschedule the match by.
- The court surface functions should always be set to no as this functionality is not available to the LTA.

Fixture Details ✕

---

Clubs can reschedule matches

Select an option  
Number of days ✕ ▾

---

Maximum number of days the match can be rescheduled before original date

Number  
180 ✕

---

Maximum number of days the match can be rescheduled after original date

Number  
180 ✕

---

Courtsurface selection is available in fixture details.  NO

CANCEL SAVE

## Team match

In the third select you can set the result entry settings.

Team match		EDIT PROPERTIES
Team access for Result Entry	Home team	
Maximum days the team result can be entered after the match by the league admin	200	
Maximum days the team result can be entered after the match by the result user	200	
Allow all club lookup	True	

- Select who can access results entry (Home team, both teams, Away team)
- Enter the maximum number of days a team result can be entered by the County & District League Contact (also known as club admins) and Team Captain (also known as result user)
- Select yes to Allow all club look up for finding players not attached to the venue.

Team match

Team access for Result Entry

Select an option  
Home team

Maximum days the team result can be entered after the match by the league admin

Number  
200

Maximum days the team result can be entered after the match by the result user

Number  
200

Allow all club lookup YES

CANCEL SAVE



## Club league admins

In the fourth section you can set the match rights for the County and District League Contacts (also known as club admins).

Club league admins		<a href="#">EDIT PROPERTIES</a>
Club league admins can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by club league admins	180	
Maximum number of days the match can be rescheduled after original date by club league admins	180	
Club league admins can relocate match	True	
Club league admins can swap home/away	True	

- You can allow club league admins to be able to reschedule matches and the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether club league admins can relocate matches
- Select whether club league admins swap home/away.

Club league admins

Club league admins can reschedule matches

Maximum number of days the match can be rescheduled before original date by club league admins  
Number 180

Maximum number of days the match can be rescheduled after original date by club league admins  
Number 180

Club league admins can relocate match

Club league admins can swap home/away

CANCEL SAVE

## Team Captains

In the fifth section you can set the match rights for team captains (also known as result users). It is important that the correct settings are saved in order to allow Team Captains assigned by the County and District League Admin to have the correct user rights when they log in.

Team captains		<a href="#">EDIT PROPERTIES</a>
Team captains can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by teamcaptain	200	
Maximum number of days the match can be rescheduled after original date by teamcaptain	200	
Team captains can relocate match	True	
Team captains can swap home/away	True	

- Select yes/no to whether Team Captains have the ability to reschedule matches
- Select the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether Team Captains can relocate matches
- Select whether Team Captains can swap home/away.

### Team captains

Team captains can reschedule matches

Maximum number of days the match can be rescheduled before original date by teamcaptain

Number  
200

Maximum number of days the match can be rescheduled after original date by teamcaptain

Number  
200

Team captains can relocate match

Team captains can swap home/away

[CANCEL](#) [SAVE](#)

## User Rights

In this overview you can see and assign permissions to others that support you in running your league either as a league admin, league type admin, event admin or draw admin. User rights can be assigned by selecting **Add User Rights** button. Searches can be done by name or LTA number. These users will login using their LTA username and password in the same way as league organisers do.

The screenshot shows the 'User rights' page for the 'Copy of Kent Head Inter Club League Summer 2023' (21/05/2023 to 31/10/2023). The page has a navigation bar with 'Settings' highlighted. On the left, a sidebar menu has 'User rights' selected. The main content area is titled 'User rights' and features a '+ ADD USER RIGHT' button. Below this is a table with one entry:

Name	Role	Role for	End date	ACTIONS
Tom Abbott M, 114029995	Event admin	Mens Doubles - Division 1	21/11/2023	

League admin – has admin rights on the whole league.

Event admin – has admin rights to an event.

Draw admin – has admin rights to one draw.

Step 1: Search for the contact

The 'Add user right' dialog box shows a search bar with 'Dave' entered. Below the search bar, three search results are listed, each with a green plus icon:

- Dave A** (114834078)  
LTA Competitions  
M, 26/03/1964 (59)
- Dave Adam** (115089993)  
Walmer Lawn Tennis & Croquet Club  
M, 14/01/1957 (66)
- Sai Manohar Reddy Adavelli** (116781938)  
LTA Competitions  
M, 19/06/1997 (25)

Step 2: Select the role. You may need to define, the league type, division or group dependant on the rights you assign.

The 'Edit user right' dialog box shows the following configuration for a user:

- Dave Adam**  
Male, 115089993
- Select role(s)**
  - Role: Draw admin
  - League type: Mens Doubles
  - Division: Division 5
  - Group: Division 5 A

Buttons for 'CLOSE' and 'SAVE' are visible at the bottom right.

User rights can be edited or deleted by selecting the **edit/delete** in the **Actions** drop down.

The screenshot shows a web interface for managing user rights. At the top, there is a header for the league: "Copy of Kent Head Inter Club League Summer 2023" with a date range of "21/05/2023 to 31/10/2023". A "VIEW LEAGUE" button is in the top right. Below the header is a navigation menu with "Settings" selected. On the left is a sidebar with various settings categories, with "User rights" highlighted. The main content area is titled "User rights" and contains a "+ ADD USER RIGHT" button and a table. The table has columns for "Name", "Role", "Role for", and "End date". One user is listed: "Tom Abbott" with ID "M, 114029995", role "Event admin", for "Mens Doubles - Division 1", ending on "21/11/2023". An "ACTIONS" dropdown menu is open for this user, showing "Edit" and "Delete" options. A black arrow points to the "ACTIONS" dropdown.

Name	Role	Role for	End date	ACTIONS
Tom Abbott M, 114029995	Event admin	Mens Doubles - Division 1	21/11/2023	Edit Delete

## SET VISIBILITY FOR CLUBS

Once the settings have been checked and completed, it is time to update the visibility of the league for clubs.

To do this select **Set visibility for clubs** from the Step 1 tasks.

The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023". The "Tasks" menu is highlighted, and the "Set visibility for clubs" step is selected. The "Check settings" table is visible below.

Start	21/05/2023 to 31/10/2023
Entry	12/12/2022 to 14/05/2023
Created	27/03/2023 10:03
ID	363328
Code	eeb7a614-7446-40ce-93c4-54875aa75206

Click **Edit Properties**.

The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023". The "Settings" menu is highlighted, and the "Edit Properties" button is visible.

General	General
Tournament number	KEN711
Period	21/05/2023 to 31/10/2023

Update the league status to **League Visible**.

The screenshot shows the "Edit league properties" dialog box. The "Status" dropdown menu is open, and "League visible" is selected.

Name	Copy of Kent Head Inter Club League Summer 2023
Tournament number	KEN711
Start date	21/05/2023
End date	31/10/2023
Status	League visible
Team strength calculation reference date	

## STEP 2: ENTRY OPEN

Once your league status has been updated to League Open for Entries i.e., the opening date for entries which is defined in the League Settings, club admins will be able to enter your league.

The number of clubs who have entered as well as the number of teams that have entered too will be shown below.

**Copy of Kent Head Inter Club League Summer 2023**  
21/05/2023 to 31/10/2023

Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

VIEW LEAGUE

Step 1: Setup league  
**Step 2: Entry open**  
Step 3: Entry closed  
Step 4: DuringLeague

**Entry open**  
12/12/2022 09:00 to 14/05/2023 17:00 (Entry open for another 18 days)

CLUBS ENTERED	TEAMS ENTERED
51	357

# STEP 3: ENTRY CLOSED

## PROCESS PROMOTION / RELEGATION

Once entry has closed and all clubs have entered their teams and they have requested their promotions and relegations, it is time for you to assign all the teams to a division via the **promotion** and **relegation** process.

The Promotion / Relegation view starts with an overview of all league types of this league.

Select **Process P/R** to view the promotion/relegation request.

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' interface. The left sidebar lists several steps: 'Step 1: Setup league', 'Step 2: Entry open', 'Step 3: Entry closed', 'Process P/R', 'Create groups', 'Generate matchprogram', and 'Set visibility for public'. The 'Process P/R' step is highlighted with a black box and a black arrow. The main content area is titled 'Promotion / Relegation' and shows a table with 6 results. The table has columns for League type, Gender, Divisions, Entries, Requests, Assigned, and Status. A black arrow points to the 'PROCESS P/R' button in the 'Assigned' column for 'Mens Vets Midweek Doubles'.

League type	Gender	Divisions	Entries	Requests	Assigned	Status
Mens Vets Midweek Doubles	Men	4	21	0	21 / 21	PROCESS P/R
Mens Doubles	Men	10	116	0	116 / 116	PROCESS P/R
Ladies Doubles	Women	7	92	0	92 / 92	PROCESS P/R

Copy of Kent Head Inter  
21/05/2023 to 31/10/2023  
Entry open League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Promotion / Relegation  
**Mixed Doubles**

Mixed Doubles

ASSIGNED 0/90 Status

Filter request Filter unassigned

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Bexley Mixed 1	-	-	-	Division 1		Division 1
Blackheath Mixed 1	-	-	-	Division 1		Division 1
Bromley LTC Mixed 1	-	-	-	Division 1		Division 1
Bromley Wendover Mixed 1	-	-	-	Division 1		Division 1
Canterbury Mixed 1	-	-	-	Division 1		Division 1
Freedom Leisure Mixed	-	-	-	Division 1		Division 1
Gravesham Mixed 1	-	-	-	Division 1		Division 1
Herne Bay LTC 1	-	-	-	Division 1	Division 2	Division 1
Sevenoaks Mixed 1	-	-	-	Division 1		
Sevenoaks Mixed 2	-	-	-	Division 1		
Sundridge Park Mixed	-	-	-	Division 1		
Walmer Mixed 1	-	-	-	Division 1		

Division 1 | 12 Teams

Division 1 12  
Div. str. - Max groups: 3

Division 2 12  
Div. str. - Max groups: 3

Division 3 12  
Div. str. - Max groups: 3

Division 4 12  
Div. str. - Max groups: 3

Division 5 14  
Div. str. - Max groups: 3

1. The request for promotion or relegation, done by the County and District League Admin will be visible in the Request column. If a comment was left with the request this will also be visible

2. The assigned division is visible in the column Assigned.

3. Divisions for this league type, the numbers in the blue circles represent the Assigned teams, the numbers in the white circles are the number of unassigned teams.

1. Will assign relegations.

2. Will assign promotions.

3. Will automatically assign teams based on their team rating.

4. Will reset all promotions and relegations with a requested event

Allows you to filter by status (Pending, Waiting for Approval, Approved).

Allows you to filter by division request and unassigned division.

Export function

Mixed Doubles

ASSIGNED 90/90 Status

Filter request Filter unassigned



**Export** – This allows you to export the promotion and relegation section into excel. You will find the export in your downloads on your computer, and it will open in the below format.

Team	LeagueType	Club name	Club number	Team strength	Rank last year	Point average	Entry	Request	Assigned
Bexley Mixed 1	Mixed Doubles	Bexley Lawn Tennis Squash & Racketball Club	KEN009	-	-	-	Division 1		Division 1
Blackheath Mixed 1	Mixed Doubles	Blackheath Lawn Tennis Club	KEN013	-	-	-	Division 1		Division 1
Bromley LTC Mixed 1	Mixed Doubles	Bromley Lawn Tennis & Squash Club	KEN025	-	-	-	Division 1		Division 1
Bromley Wendover Mixed 1	Mixed Doubles	Bromley Wendover Lawn Tennis Club	KEN236	-	-	-	Division 1		Division 1
Canterbury Mixed 1	Mixed Doubles	Canterbury LTC	KEN026	-	-	-	Division 1		Division 1
Freedom Leisure Mixed	Mixed Doubles	Freedom Leisure	KEN239	-	-	-	Division 1		Division 1
Gravesham Mixed 1	Mixed Doubles	Gravesham Lawn Tennis Club	KEN060	-	-	-	Division 1		Division 1
Herne Bay LTC 1	Mixed Doubles	Herne Bay LTC	KEN064	-	-	-	Division 1	Division 2	Division 1
Sevenoaks Mixed 1	Mixed Doubles	Sevenoaks Lawn Tennis Club	KEN115	-	-	-	Division 1		Division 1

## CREATE GROUPS - COMING SOON

Having finalised the promotion and relegation you will be able to create groups of teams in each division. To create the groups for a division, select **Create Groups**.

Once selected, the following page will appear.

The screenshot shows the 'Create groups' page for 'Copy of Kent Head Inter Club League Summer 2023'. The page has a navigation menu with 'Tasks' highlighted. On the left, there are steps: Step 1: Setup league, Step 2: Entry open, Step 3: Entry closed, Process P/R, Create groups (highlighted with a box), and Generate match program. The main content area shows a table with 36 / 36 Results. The table has columns: Type, Division, Results, In draw, Range, Max. distance, Penalty, Calculation time, and Status. The first row is highlighted, and a black arrow points to the 'CREATE GROUPS' button in the 'Results' column.

League Planner will then map each of the teams entries by division onto a map to support you in forming the groups.

The screenshot shows the 'Mens Doubles - Division 1' page. The page has a navigation menu with 'Tasks' highlighted. The main content area shows a map area with a blue circle and a red 'X' mark. A message says 'Oops! Something went wrong.' The page also shows a table with columns: Range, Distance, and Results. The first row is highlighted, and a black arrow points to the 'CREATE GROUPS' button in the 'Results' column.

# GENERATE MATCH PROGRAM – COMING SOON

**Copy of Kent Head Inter Club League Summer 2023** 21/05/2023 to 31/10/2023 VIEW LEAGUE

Entry open League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

- Step 1: Setup league
- Step 2: Entry open**
- Step 3: Entry closed
- Process P/R  
0 / 6 approved
- Create groups  
0 / 36 approved
- Generate matchprogram**  
Generated on 22/03/2023 12:10:11
- Set visibility for public

Entry open  
12/12/2022 09:00 to 14/05/2023 17:00 (Entry open for another 19 days)


CLUBS ENTERED	TEAMS ENTERED
51	357

**Copy of Kent Head Inter Club League Summer 2023** 21/05/2023 to 31/10/2023 VIEW LEAGUE

Entry open League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

### Matchprogram



The match program is already created.

You are not allowed to regenerate the matchprogram. Please contact Visual Reality if this is needed.

To continue, you need to resolve the issues marked red. We recommend you resolve the issues marked orange, however you are not required to resolve them.

The matchprogram contains 82 draws and 5 out of 927 matches are already finished.

League	Type	Division	Day	Fault
	Mens Doubles	Division 1		Fixtures
	Mens Doubles	Division 2		Fixtures Teams
	Mens Doubles	Division 3		Fixtures Teams
	Mens Doubles	Division 4		Fixtures Teams
	Mens Doubles	Division 5		Fixtures Teams
	Mens Doubles	Division 6		Fixtures Teams

## SET VISIBILITY FOR PUBLIC

Once all settings within step 3 have been completed, it is time to update the visibility of the league for the public by selecting **Set visibility for public** followed by **Edit Properties** and **League Visible**.

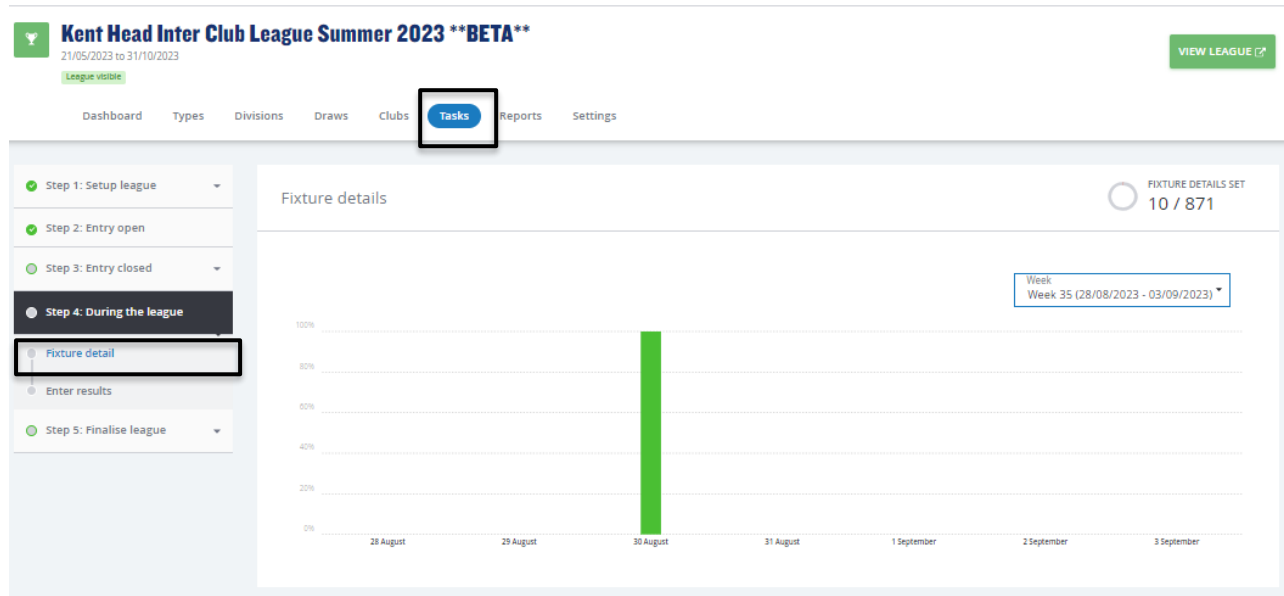
The screenshot shows the league management interface for "Copy of Kent Head Inter Club League Summer 2023" (21/05/2023 to 31/10/2023). A "VIEW LEAGUE" button is in the top right. The navigation menu includes Dashboard, Types, Divisions, Draws, Clubs, **Tasks** (highlighted with a red box), Reports, and Settings. On the left, a progress sidebar shows: Step 1: Setup league (completed), Step 2: Entry open (completed), Step 3: Entry closed (completed), Process P/R (0/6 approved), Create groups (0/36 approved), Generate matchprogram (Generated on 27/03/2023 12:10:11), and **Set visibility for public** (highlighted with a red box). The main content area shows "Entry open" (12/12/2022 09:00 to 14/05/2023 17:00) and a table with 51 clubs entered and 357 teams entered.

The "Edit league properties" dialog box shows the following details: Name: Copy of Kent Head Inter Club League Summer 2023; Tournament number: KEN711; Start date: 21/05/2023; End date: 31/10/2023; Status: League visible (highlighted with a red box and an arrow); Status dropdown menu: New League, League entry open, **League visible** (highlighted), League finished; Team strength calculation reference date: 7; Show player level: YES (toggle); Buttons: CANCEL and SAVE.

# STEP 4: DURING LEAGUE

## FIXTURE DETAILS

Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Admins now can fill in the fixture details. As a League Admin, you can track, view and filter fixture details by week. Select **Fixture Detail** and a bar chart of progress will appear.



Should you need to save fixture details on behalf of a club, select the **Clubs** tab followed by the respective club for which you need to save the fixture details for.

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' interface. The 'Clubs' tab is highlighted. The main area displays a table of clubs. The table has columns for Name, Number, Districtnumber, District, City, Contact, Phone, Email, Teams, and Last changed. The 'Avenue Tennis' club is highlighted.

Name	Number	Districtnumber	District	City	Contact	Phone	Email	Teams	Last changed
Avenue Tennis	KEN500	KEN	Kent					9	29/03/2023 15:27
Bearsted and Thurham Lawn Tennis Club	KEN005	KEN	Kent					22	27/03/2023 12:10

The following club level page will appear. Select **Fixture Details** to proceed. The fixture details can be filtered by week as below.

**Kent Head Inter Club League Summer 2023 \*\*BETA\*\***  
 21/05/2023 to 31/10/2023  
 League visible

Dashboard Types Divisions Draws **Clubs** Tasks Reports Settings

**Avenue Tennis** (KXK500)  
 Kent

CLUBPAGE ?

Dashboard  
 Team rights  
 Entry  
 Teams  
 Home and away  
 Matches  
**Fixture Details**  
 Dispensations per player  
 User rights  
 Messages

Fixture Details

FIXTURES UPDATED 7/19

Week Week 34 (21/08/2023 - 27/08/2023)

CANCEL SAVE

You can set fixture details until 25 days before the match.

Week 34

Sat 26/08/2023

FIXTURES UPDATED 2/2

Complete 39 days left

All fields (except the announcement) are required to be filled to mark the fixture details as completed.

**Date** - The date set by the League Admin for the match to be completed. This can be changed.

**Attendance** - What time should the teams arrive at the venue.

**Start** - What time the match should start.

**Team Captain** - The details of the team captain for the team/match. After selecting the person's name, their phone and email will be visible.  
 If the Team Captain has already been assigned, these details will be pre-populated in the fixture details.

**Announcement** - Any extra information that may be required for the match.

The screenshot shows a form for a match on Sun 30/07/2023. The match is 'Ladies Doubles - Division 6 - Division 6 A' between 'Avenue Ladies 2 - Kings Hill Community Tennis Ladies 1'. The form includes fields for Date (30/07/2023), Attendance (0:00), Start (0:00), Team Captain (Search a team captain), and Announcement. A 'Copy data to next matches' checkbox is at the bottom. The status is 'Incomplete' with '31 days left'.

Once the fixture details have been completed, the saved information will be visible for all Team Captains, County and District League admins and via the club's public league page.

### Completed fixture details including announcement

Sun 30/07/2023		Complete 86 days left
Mens Doubles - Division 3 - Division 3 A  Avenue Mens 1 - Sydenham Mens 1	Date	30/07/2023
	Attendance	15 : 00
	Start	15 : 30
	Team Captain	Tom Bentley
	Team Captain	Unknown <a href="mailto:tombentley14@me.com">tombentley14@me.com</a>
	Announcement	Parking onsite available, please arrive early.
<input type="checkbox"/> Copy data to next matches.		



### County and District League Admin and Team Captain view

Copy of Kent Head Inter Club League Summer 2023

21 May - 31 October LEADMO

**LTA** Avenue Tennis Gillingham

8 Teams

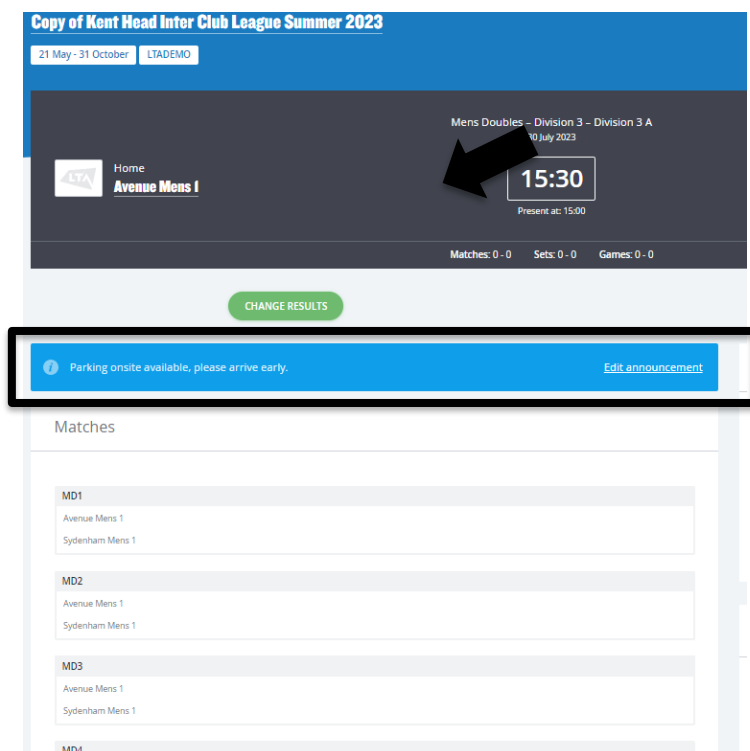
Teams Upcoming matches Results

Sun 30/07/2023

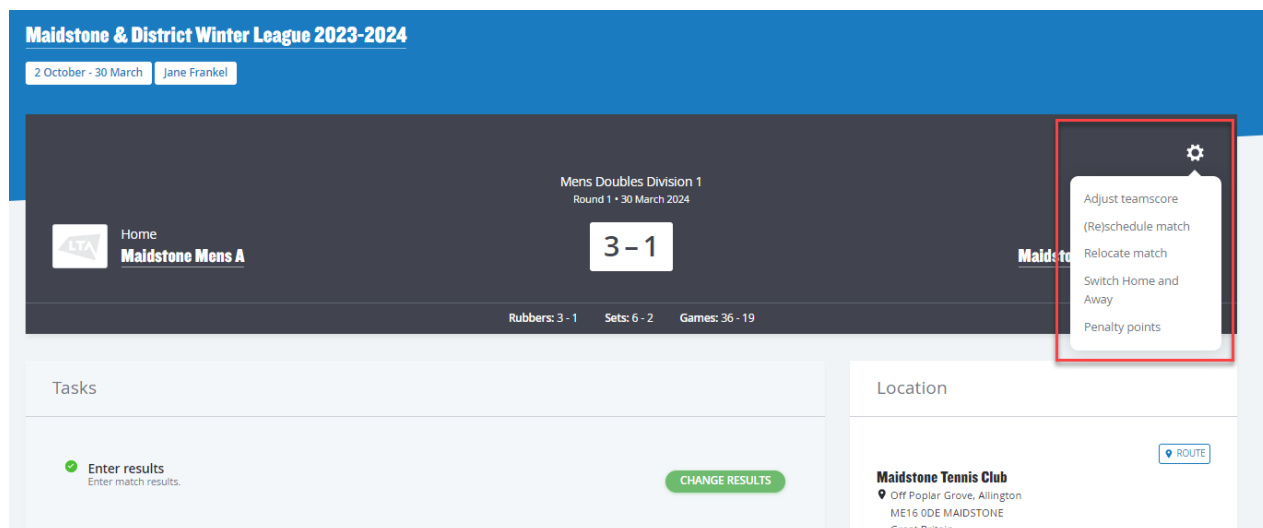
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2 10:30	Kensington Mens 1	✓
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 10:45	Maldstone LTC Mens 1	✓
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1 14:30	District Lloyd Beckenham Ladies 1	✓
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1 15:30	Sydenham Mens 1	✓

Club Avenue Tennis

Announcement visible when selecting the match



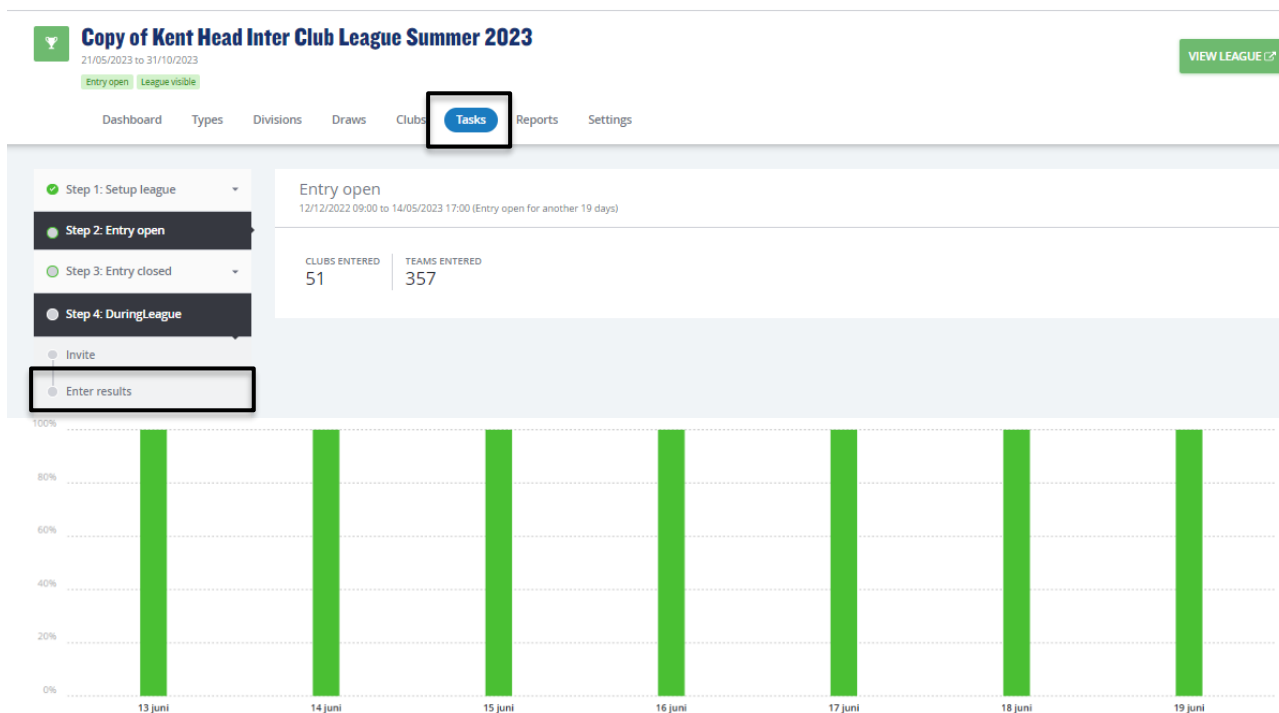
Within this page, the **match properties toggle** is also available in the top right corner of the match banner.



## ENTER RESULTS

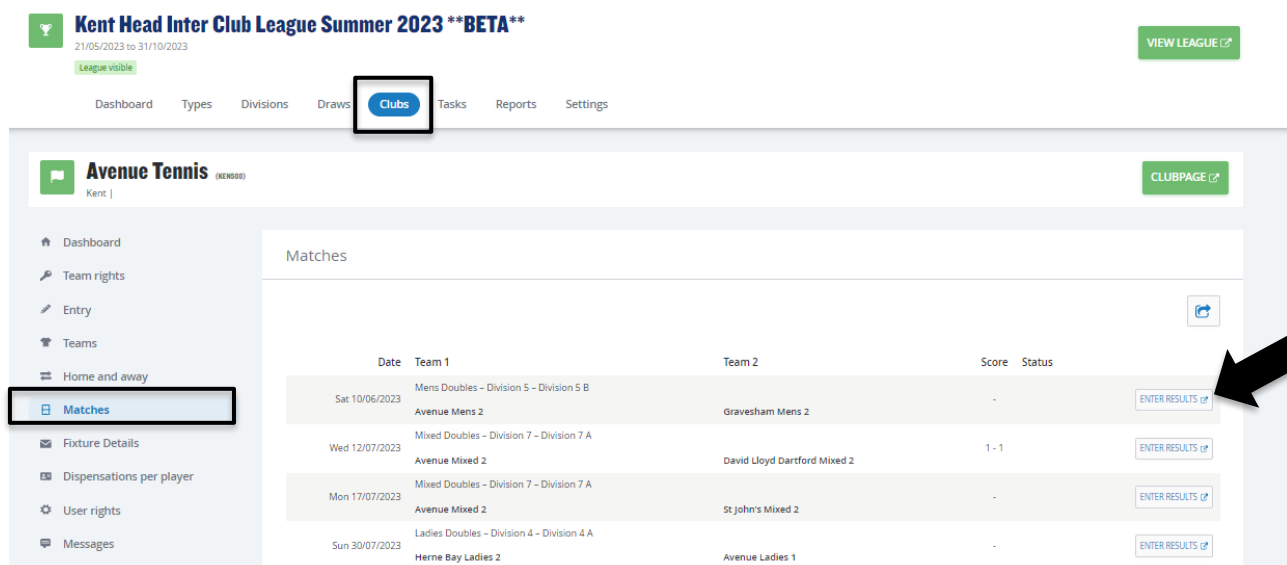
Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Contacts (club admins) and Team Captains (Result User) can now

enter results. As a League Admin, you have the ability to track and view results that have been submitted per week of the league via **Enter Results**.



Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select the **Clubs** tab followed by the respective club for which you need to send enter results for.

Select **Matches** followed by **Enter Results**.





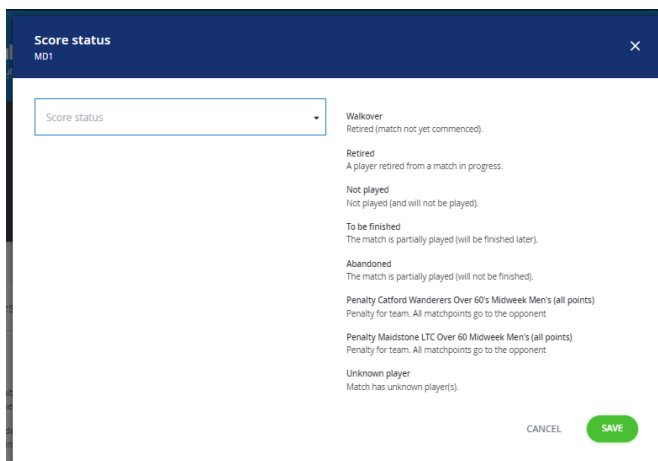
The entry page will appear where you have the ability to add or select players, **enter scores**, add a **score status**, and **match status** on behalf of the club.

The screenshot shows the 'Enter results' interface for a tennis match. At the top, it says 'Enter results' and 'Copy of Kent Head Inter Club League Summer 2023'. The match details are: 'Ladies Doubles - Division 4 - Division 4 A' on '30 July 2023'. The teams are 'Avenue Ladies 1' and 'Broadstairs Ladies', with a score of '0-0'. A '+ MATCH STATUS' button is visible. Below this, there are two columns: 'How does it work?' and 'Match results'. The 'Match results' section includes a 'CANCEL' button, a 'SAVE' button, and a 'WD1' section with a '+ SCORE STATUS' button. Under 'Avenue Ladies 1', there are two dropdown menus for 'Home player 1' and 'Home player 2', each with three empty boxes to the right. Under 'Broadstairs Ladies', there are two dropdown menus for 'Away player 1' and 'Away player 2', each with three empty boxes to the right.

**Match status** – will allow you to edit the team match status as below.

The screenshot shows the 'Edit team match status' dialog box. It has a title bar with 'Edit team match status' and a close button. On the left, there is a dropdown menu labeled 'Score status'. On the right, there are four status options with descriptions: 'To be finished' (The match is partially played (will be finished later)), 'Postponed' (The match is not yet commenced and will be played another time), 'Not played' (Not played (and will not be played)), and 'Match not played' (Match not played (and will not be played)). There are two examples of 'Match not played' with specific match details. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

**Score status** – will allow you to edit the score status of a match as below.



Not played: rubber is completed, and no score is allowed - **will be calculated in standings.**

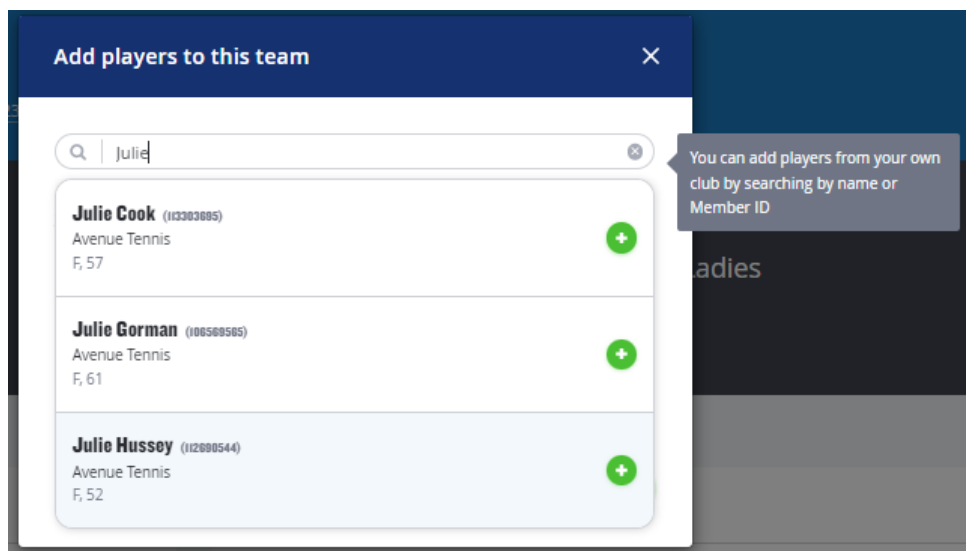
Abandoned: rubber is completed, and a score is allowed - **will be calculated in standings.**

To be finished: rubber is not completed and a score is allowed - **won't be calculated in standings.**

Score status of **abandoned** for a rubber would mean that that rubber is not included in the standings calculation but the overall team match would be.

Score status of **walkover, retired and not played** - all calculate in standings.

**Add Players** – to add players to the matches in order to input and save the score, click on 'Home Player 1 (or 2)' or 'Away Player 1 (or 2)'. Search members of the club by the players name or LTA member.



Once you have added the players, they will appear in the drop down in order to be selected for the match result entry.

Match results

CANCEL SAVE

WD1 + SCORE STATUS

Avenue Ladies 1

Home player 1

- Home player 1
- Add new player
- Julia Bradley (F, 112700711)
- (10.2) Natsha Julian (F, 113571401)
- Julie Cook (F, 113303695)
- (4.2) Lucy Morice-Jones (F, 109955812)
- (10.2) Rosemary Barge (F, 112312252)
- (10.2) Katie Dawes (F, 112687749)
- Unknown player

Score input fields: [ ] [ ] [ ] [ ] [ ] [ ]

To input a result for an unknown player, please select **unknown player** from the drop down. This will automatically update the score status to unknown player and an automated email will be triggered to you (the League Organiser) copying the Team Captain of the unknown player result requesting to ask the player to link their venue to their LTA account.

Once the player has linked their venue through their LTA account, the score can be updated. The score status will update automatically.

How does it work?

Match results

CANCEL SAVE

MD1 + SCORE STATUS

Avenue Mens 3

Home player 1

- Home player 1
- Add new player
- Unknown player

Score input fields: [4] [4] [ ] [ ] [6] [6] [ ] [ ]

(7.1) Tim Pastron (M, 107131007) [x]

Christopher McMahon (M, 112640665) [x]

*N.B The ability to submit a match result with an unknown player will soon be removed. It will become mandatory for all players participating in an LTA League to be an LTA member affiliated to a venue.*

Once the players have been input, enter the match score, and click **save**.

## Match results

CANCEL

SAVE

WD1

+ SCORE STATUS

Avenue Ladies 1

Julia Bradley (F, 112700711)



3

4

(10.2) Natsha Julian (F, 113571401)



Broadstairs Ladies

Kate Welch (F, 114356739)



6

6

(10.2) Jane-Ann Lestrade (F, 111100604)



# STEP 5: FINALISE LEAGUE

## DETERMINE FINAL POSITIONS

This process checks if all matches have a result.

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' interface. The 'Tasks' menu item is highlighted with a black box. On the left sidebar, 'Step 5: Finalize league' is selected, and 'Determine final positions' is highlighted with a black box. The main content area displays a large green checkmark icon and the text 'There are no errors found'. A green 'GENERATE' button is highlighted with a black box. The interface also includes a 'VIEW LEAGUE' button in the top right and a navigation menu with 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings'.

Once generated, every team in a draw will be given a final position and promotion status (promoted, relegated, or withdrawn). Based on this status the team rights will be determined when the league is copied for the next season.

## CALCULATE EVENT AVERAGE RATING

This process will calculate based on the player's ratings, that played in an event and what the average team rating must be for the next season.

The screenshot shows the 'Copy of Kent Head Inter Club League Summer 2023' interface. The 'Tasks' menu item is highlighted with a black box. On the left sidebar, 'Step 5: Finalize league' is selected, and 'Calculate event average rating' is highlighted with a black box. The main content area displays a large green checkmark icon and the text 'Er zijn geen fouten gevonden'. A green 'CALCULATE EVENT AVERAGE RATING' button is highlighted with a black box. The interface also includes a 'VIEW LEAGUE' button in the top right and a navigation menu with 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings'.

Once calculated, the final step is to change the status of the league to **Finished** within the **General** section of the **Settings tab**. Select **Edit Properties**.

**Copy of Kent Head Inter Club League Summer 2023**  
21/05/2023 to 31/10/2023  
Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | Tasks | Reports | **Settings**

**General**

Team match format  
Scoring format  
Fixture templates  
Fixture dates  
Online entry  
Point settings  
Matches  
User rights

General EDIT PROPERTIES

Tournament number	KEN711
Period	21/05/2023 to 31/10/2023
Online entry	12/12/2022 to 14/05/2023
Status	League visible
Dispensation date	
Number of days to enter invitation	7
Team strength calculation reference date	
Show player level	Yes