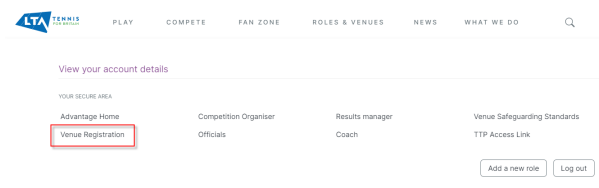


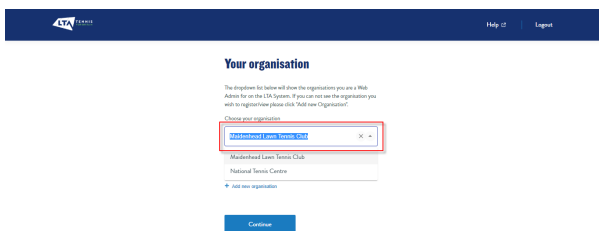
Purpose

The old “club admin login” (i.e., LTASUR001) will no longer be required when using the Online League Planner. Access to the club admin area will be attached to a specific person(s), via their LTA members portal. Once this person has been given the County & District League Contact role, they will have the ability to access a number of enhanced features to manage their teams within the leagues and also assign results entry rights to their respective team captains.

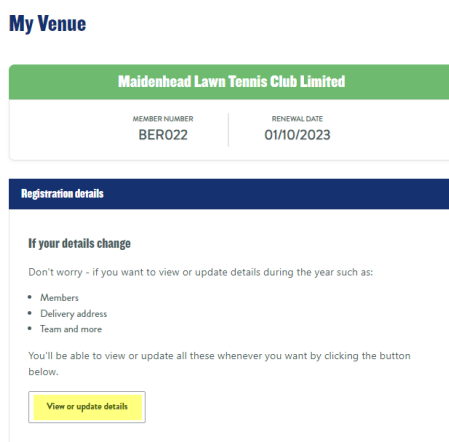
1. Log into the LTA website using your username and password at www.LTA.org.uk/advantage-home
2. Click on the circle with your initials in the top right-hand corner of the screen and select **Venue Registration**



3. Click on the drop-down menu to choose your organisation and select **Continue**.



4. In the **Registration details** click **View or update details**



5. This will take you to the **Overview** page.

6. In the **Team** section click **Edit** on the right hand-side of the **Venue team** tab.

Overview

Use the **Edit** Links in any order to complete registration. When all the required information has been submitted a **Submit** button will appear at the bottom of this page to complete the process.

Maidenhead Lawn Tennis Club

Basic details

Contact details	Edit
Delivery address	Edit
Policies	Edit

Venue

Playing facilities	Edit
Payment options	Edit
General facilities	Edit
Members & players	Edit
LTA Advantage members	Edit

Team

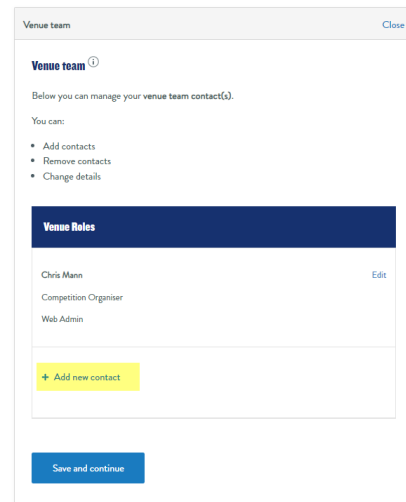
Venue team	Edit
Welfare team	Edit

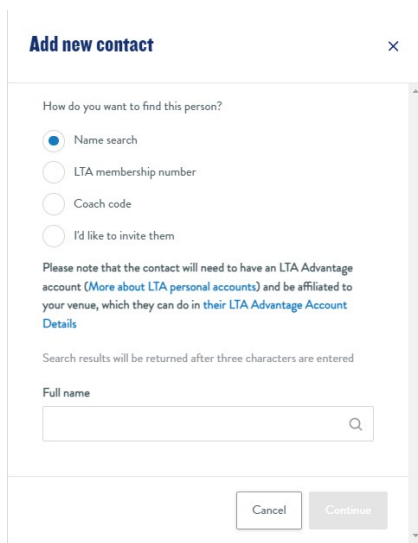
7. In the **Team** section you will now have the option to **Add new contact**. You can add the **County & District League Contact** role to an existing member of the team or **Add new contact**. You can add the County & District League Contact role to multiple people within your venue.

Maidenhead Lawn Tennis Club

3. Team

All fields mandatory unless stated otherwise.





Add new contact [X]

How do you want to find this person?

Name search
 LTA membership number
 Coach code
 I'd like to invite them

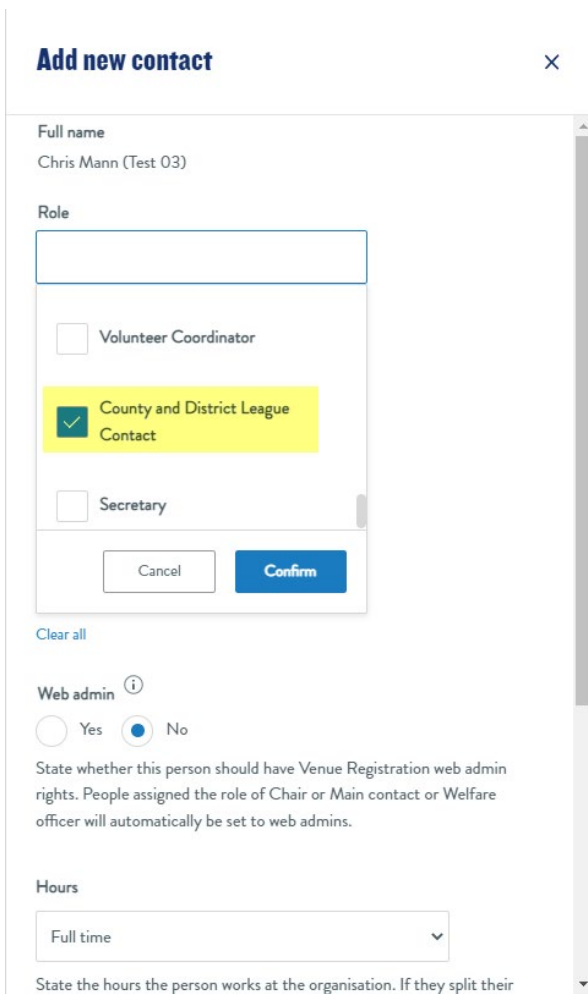
Please note that the contact will need to have an LTA Advantage account ([More about LTA personal accounts](#)) and be affiliated to your venue, which they can do in their [LTA Advantage Account Details](#)

Search results will be returned after three characters are entered

Full name [input field] [Q]

[Cancel] [Continue]

8. Select the new role as **County & District League Contact**, click **Confirm** and scroll down to the bottom to **Add Contact**



Add new contact [X]

Full name
Chris Mann (Test 03)

Role

[input field]

Volunteer Coordinator
 County and District League Contact
 Secretary

[Cancel] [Confirm]

Clear all

Web admin ⓘ
 Yes No

State whether this person should have Venue Registration web admin rights. People assigned the role of Chair or Main contact or Welfare officer will automatically be set to web admins.

Hours
Full time [dropdown arrow]

State the hours the person works at the organisation. If they split their

9. The County & District League Contact will now appear in the Venue Team list.