

Online Results Process – Surrey Wilson Leagues

Please find below instructions for entering results online via <http://lta.tournamentsoftware.com/>

Start of the season:

- Ensure all, if possible, players in your team are signed up to British Tennis Membership (BTM). British Tennis Membership (BTM) is the LTA's membership scheme and is free to join. To sign up players can either visit LTA website <https://www.lta.org.uk/Members/Join/> or phone the British Tennis Services Team on 0208 487 7000.

Please Note: All players must be a BTM to play in the Surrey leagues and must have a BTM number in order to be entered. A rating is not required. By obtaining a BTM number enables us to keep track of which players are playing for which team. If a Team Captain does not have a player's BTM number, they must be entered as 'unknown player' (M or F).

Before the match:

- You can view your league fixtures by following **Steps 1 to 5** of the winning captain's instructions. To access contact details of team captains, arrange fixtures; **please click on the team name** in the league table at the top of the page.

Please Note: When looking at the list of matches for your division, there is an 'all matches' option underneath which you will need to click, as not all of the matches fit onto the one page!

Both captains must download a match score card and take it to the match (please visit: <http://www.lta.org.uk/in-your-area/Surrey/competitions/leagues/>)

At the match:

- Both captains must complete and sign the Scorecard and retain their own copy

After the match:

- The winning captain must submit the result online within 48 hours of the match (using the following help sheet)
- The losing captain must log on and check the result (using the following help sheet)
- Once a result has been entered by the winning team captain and the result confirmed by the losing team captain, only League Organisers can make any amendments, e.g. player's names or set scores.