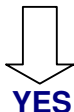


Are you the winning Team Captain?



YES



NO

1. Go to <http://lta.tournamentsoftware.com/member/login.aspx> and log in using the details sent to you
2. On the right hand side under 'Active Tournaments' you will see 'Wilson Surrey Winter League 2011-2012' with your club name alongside it. **Click on your club name.**
3. **Click on the heading 'Teams'**
4. You will see every team that your club has entered into the Surrey Leagues and the divisions they play in. **Click on the division that applies to your team.**
5. A league table and a list of the matches in chronological order will be shown, also whether your team is playing home or away
6. To enter the results for your match, click on the 'modify' button next to the fixture
7. Click 'enter rubber results'
8. Read the instructions in the box and enter the player names and the results.
9. When happy with the result, click 'verify'
10. Read the instructions in the box and click 'confirm' if the result is correct, to make alterations click 'modify'
11. Now click on the division name to see your position in the table

Useful Tips

- To add a player to your club list at the start of the season Find your club and click into it. Then click on the 'Players' tab. You will then be able to add new players (only first name, last name, gender and Member ID – BTM no is required) to your club list. You will now be able to select this player when inputting results.

- To find a player's BTM number use the player search on the LTA website <http://www2.lta.org.uk/Search/PlayerSearch/>

- When adding results:

Match tie-breaks to be recorded as 1-0 (e.g. 6-2, 6-0, 1-0)

'Match tiebreak' points are not recorded

Home team scores must be entered first (e.g. an away win is recorded 2-6, 4-6)

In the event of a 2-2 draw, select the option 'Not played, match abandoned' in the shootout box

1. Follow steps 1 to 5 of the winning captain
2. Check the result of the fixture that has been entered
3. If you need to challenge the result contact your league organiser within 7 days of the result being submitted. If the result is correct then click the 'confirm results' option

Please ensure you complete the above process as it benefits your players and the opposing team in the division as the league table will be up to date.