

LTA COMPETITION MANAGEMENT SYSTEM ONLINE LEAGUE PLANNER ENTERING YOUR LEAGUE

- Go to the LTA Competitions Portal <u>competitions.lta.org.uk</u> and select Member Login in the top right hand corner.
- 2. Select LTA Member Login



3. Enter your personal username and password that you use to log into the LTA website and click **login**.

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Login	Create your Account
Username Password	Manage and update year periods information Wanyoe Membership and the specific access Update year and the share the sing total of system pargrams Access enducive content and redeem bounds:
Login Eargot usarranne2	Jan Ui
Enropt password: Your username can be found at the top of most emails from the LTA	

4. You will return to the Competitions Portal where you will see the role in the left-hand navigation named '**Club Administrator**'.

Click on the role to proceed.

LTA TENNIS	Q Search, last visited	and my fevourties			<u> </u>	
Back to LTA						
Home	My profile		MY PERFORMANCE	News		
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5. You will see a list of leagues your venue is currently playing in and those open for entries.

If the league is not visible, please contact your League Organiser to ensure your club is on the list of eligible venues.

- 7. Click on the **Online Entry** button for the league you are looking to enter.
- 8. Your entry will open and will be populated with the teams you entered last year. Click **Edit**.

Maidenhe sectores	ad Lawn Tennis Club and			CLUBHAR (?	
😨 Berkshire	Youth League & National L	eague Summer 2025			
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		14U Cirls Division 2 Dewards (2WS TWD)	148U Girls Division 2 Onwards - Maidenhead Lawn Tennis Club 1		
		182 Girls Division2 (2WS TWD)	188/J Girls Division 2 Onwards - Maidenhead Lawn		

9. For each team copied from last year to this year, you will be able to click on the drop down to **Edit** the team or **Withdraw** the team.

Maidenhead Lawn Tennis Club	NAME:						CLUBPAG
Dashboard Members (Leagues)							
Berkshire Youth League & Natio	nal League Summer 2025						
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10 teams League type 140 Exp Dreson 1 (445 240)	Event Hild-Reys Division 1	Team Madenhead Lawn Tennis Club 1	Team captain	nayara Asarag		429.80	(838) A7015 w

10. Click **Edit** to add the name of the Team Captain the players who will represent the team.

Team You can edit this team	through a promotion request and modifying players.	
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Event 14&U Boys Divis		0
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11. Click Save to move onto the next team.



12. To add a new team click Add Team at the top of the entry.

Bashboard Members (Leguer)	-								CLIBHAGE (?
Berkshire Youth League & Nation	al League Summer 2025								
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- 13. Enter the Gender, League Type, Event and the Name will auto populate before clicking **Add**.
- 14. Once you are satisfied with your entry click the Submit button



15. The system will confirm your entry has been placed and at this stage you will still need to pay for your entry. Click **Go to basket**.



- 16. You will be taken to the basket to then complete the payment for your entry. Click **Payment** to go to the Checkout
- 17. Click **Pay** and enter your card details.

Watch a How to Video on Entering Your League