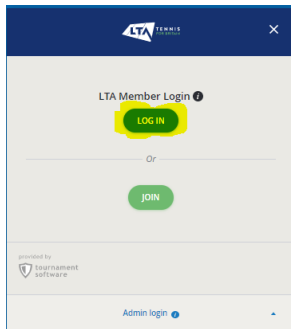


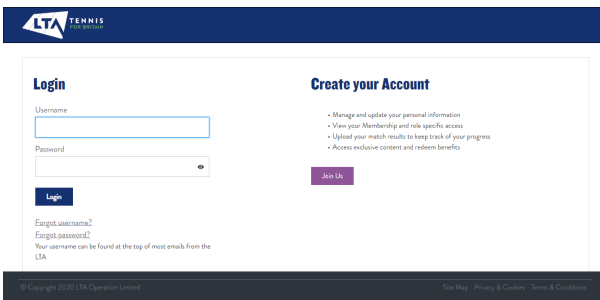
- Go to the LTA Competitions Portal competitions.lta.org.uk and select **Member Login** in the top right hand corner.



- Select LTA Member Login

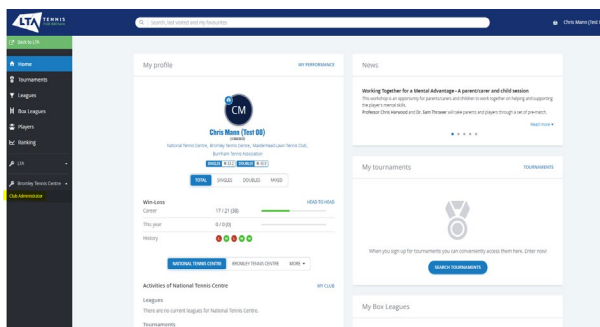


- Enter your personal username and password that you use to log into the LTA website and click **login**.



- 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.

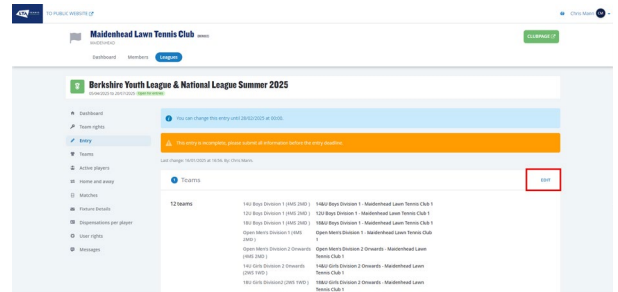


- You will see a list of leagues your venue is currently playing in and those open for entries.

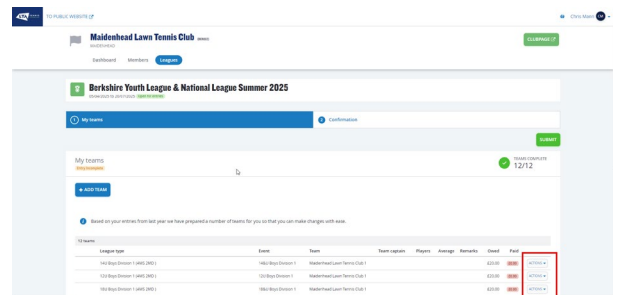
If the league is not visible, please contact your League Organiser to ensure your club is on the list of eligible venues.

- Click on the **Online Entry** button for the league you are looking to enter.

- Your entry will open and will be populated with the teams you entered last year. Click **Edit**.



- 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.



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

Edit team

Team
You can edit this team through a promotion request and modifying players.

Gender: Men

League type: 14U Boys Division 1 (4MS 2MD)

Event: 14&U Boys Division 1

Name: Maidenhead Lawn Tennis Club 1

Add team captain
Optionally add a team captain to this team. This can also be done later.

Request promotion or relegation

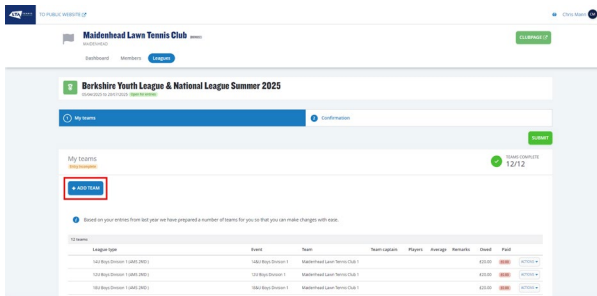
Add players
To request a promotion you must add players to the team. You can do this through the search option below.

Maidenhead Lawn Tennis Club 1
No players have been added to this team.

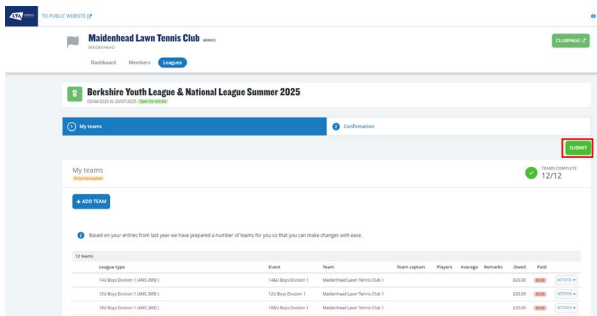
CANCEL SAVE

- Click **Save** to move onto the next team.

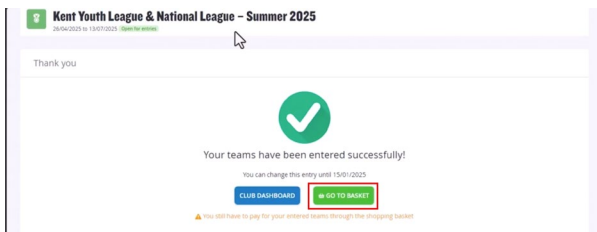
- To add a new team click Add Team at the top of the entry.



- Enter the Gender, League Type, Event and the Name will auto populate before clicking **Add**.
- Once you are satisfied with your entry click the Submit button



- 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**.



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

[Watch a How to Video on Entering Your League](#)