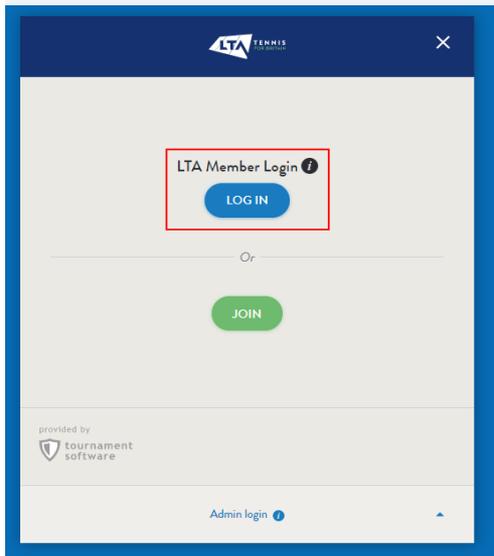
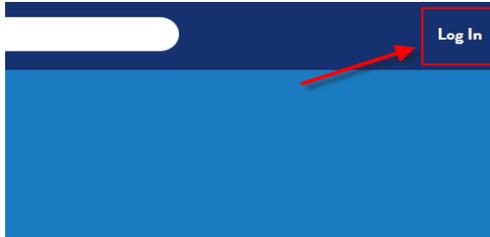


1. Login to the Competition Management System using your username and password on the top right hand corner of the page.



Login

Username

Password ¹

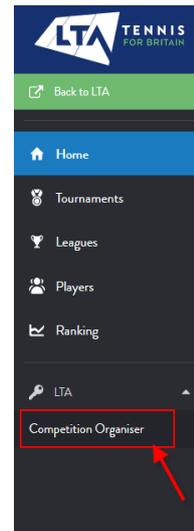
Login

[Forgot password?](#)
[Forgot username?](#)

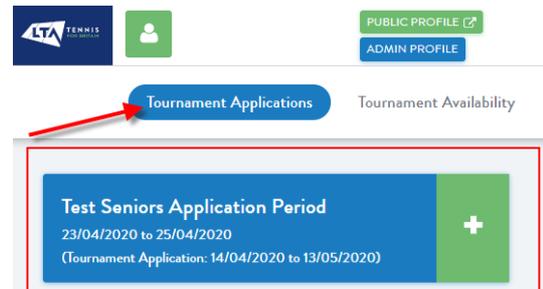
If you are a LTA Member, or you have a Coach Code or Official Number, you can create a Username and Password.

[Create a login](#)

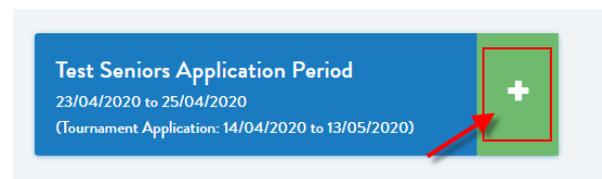
2. Select the Competition Organiser tab on the left hand side to get access to your Organiser Portal.



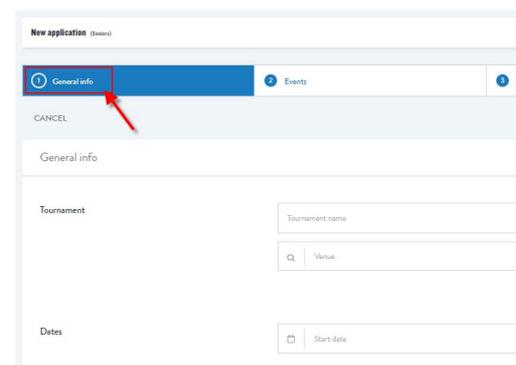
3. Select the Tournament Applications tab.



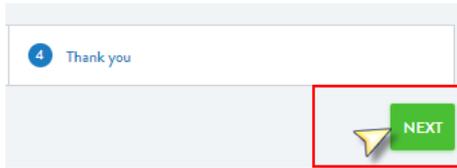
4. To submit a tournament application, click on the + symbol for the relevant Application Period.



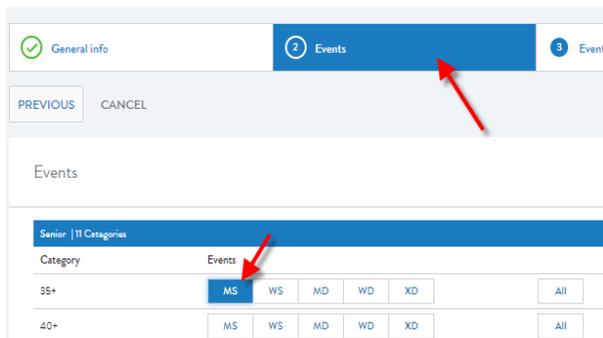
5. First you will need to provide information regarding the competition.



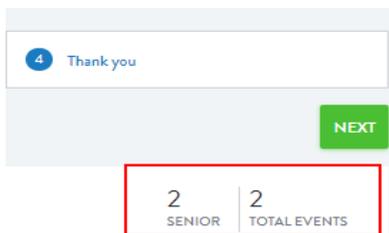
Click Next.



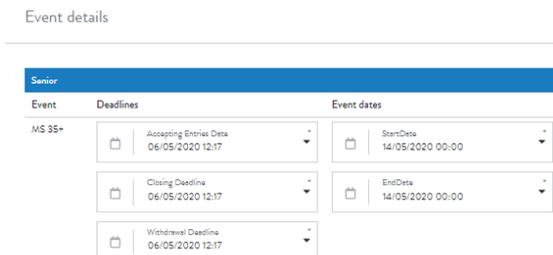
- On the second page you will need to select the events you wish to run. Click on the box of the event and it will turn blue once selected. That will update the total number of events on the top.



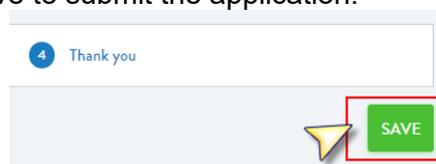
Click Next



- On the third page you will be able to amend details of the events selected on the previous page. Some tournament types have mandatory timelines that the user will not be able to amend.



Click Save to submit the application.



Event details

Senior		
Event	Deadlines	Event dates
MS 35+	Accepting Entries Date 06/05/2020 12:17	StartDate 14/05/2020 00:00
	Closing Deadline 06/05/2020 12:17	EndDate 14/05/2020 00:00
	Withdrawal Deadline 06/05/2020 12:17	

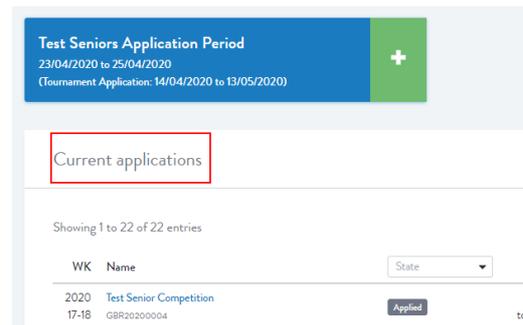
- Once you have click save you will receive confirmation email that your availability submission has been successfully saved.



The tournament application "Test" has been submitted!

[TO APPLICATIONS OVERVIEW](#)

- The application can be found under the Current Availability section of the Tournament Applications Tab.



Once submitted, a tournament code will be assigned and can be found here:

2020	Test NT	19-20	SUR-20-0011
2020	Disability Test 2	20	SUR-20-0012
2020	Padel Test 2	20	SUR-20-0013

To edit an application, click on the competition name and then the Edit option on the top right hand side.

