

# **LTA COMPETITION MANAGEMENT SYSTEM**

## **TENNIS TOURNAMENT PLANNER (TTP) INSTALLING & UPDATING TTP USER MANUAL**

Environment: Production  
Version: 2021  
Software Version: 2021.1 c  
Published: 24 March 2021



**TENNIS**  
FOR BRITAIN

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## GETTING STARTED

### Obtaining your TTP Licence

In order to use TTP you will need a TTP licence and have the up to date version of the software installed on your computer. Both expire annually and licences are renewed in January each year, although you can apply for a licence at any time throughout the year.

To be eligible for a TTP licence you must:

- Be a Licensed Official, LTA Accredited Coach, Competition Organiser or Recognised Club Official
- Complete the Data Protection Agreement Form. Please note you only need complete this once

Having met these two requirements you can apply for a Tennis Tournament Planner (TTP) licence by going to the following area of the LTA website:

<https://www.lta.org.uk/workforce-venues/officiate-tennis/competition-organiser-resources/ttp-and-league-planner-application-form/>

Licences are processed within 5 working days provided the requirements are met. Your licence will be sent by email as an attachment. When it arrives, save it to your computer but do not open it.

### Installing TTP

Once you have been emailed your TTP licence click on the link within the message to download the software.

Alternatively log onto the LTA website [www.LTA.org.uk/TTP](http://www.LTA.org.uk/TTP) and select the **Download TTP** link as shown below:

### Download TTP

The TTP software is continually being developed so it is important to check that you are using the latest version.

Latest version	Release date	Version number	
<a href="#">Download TTP*</a>	22/02/2021	2021.1b	<a href="#">Version Update Log</a>

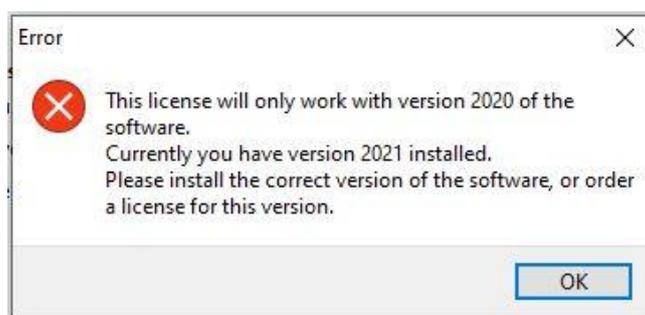
\*Please wait to receive a 2021 licence before installing the 2021.1 version.

Further information on how to install the software can be found [here](#).

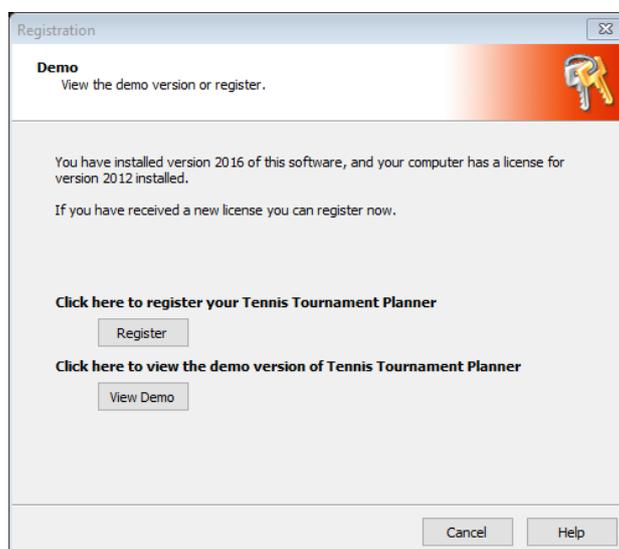
## REGISTERING YOUR TTP LICENCE

To register your licence:

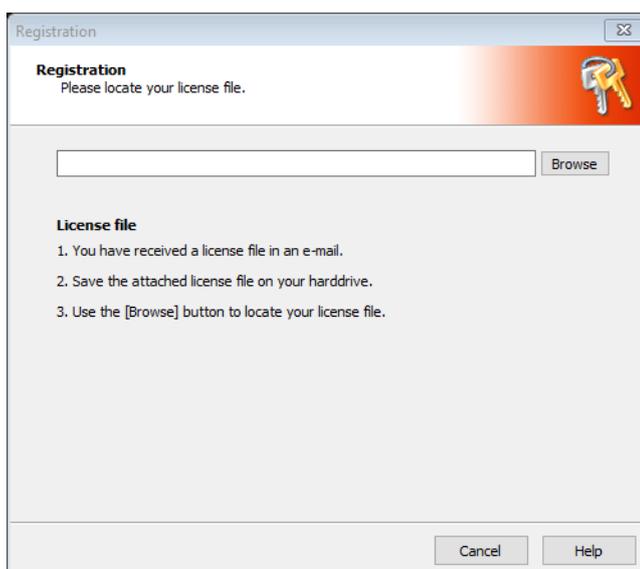
1. **Open the email** which you received from the LTA Competition Support Team and **save the attachment** to your computer. We recommend saving this to your desktop although you can save it anywhere (provided you remember where you saved it).
2. **Open TTP** on your computer.
3. If you have a previously installed version of TTP on your computer an error message, similar to the following will appear showing the licence is not compatible with this version of TTP. Click **OK**.



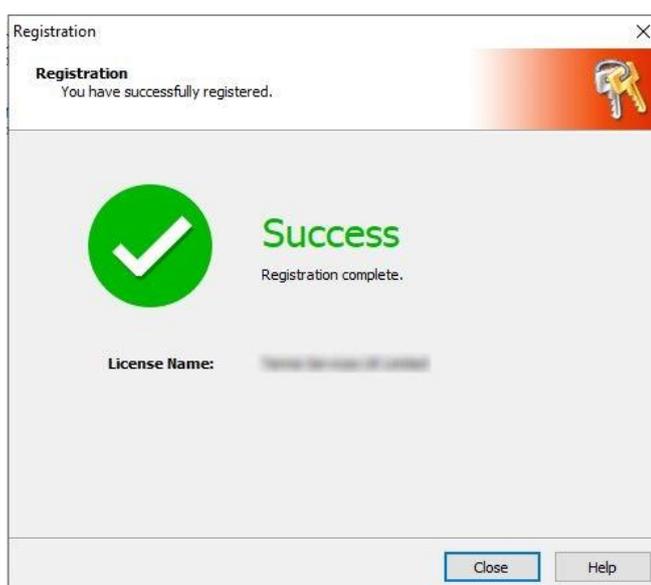
4. If this is the first time you are installing TTP or you have clicked **OK** to acknowledge the above error message, the registration screen will appear as shown below:



5. After clicking on the **Register** button you'll need to locate to the licence file you have stored on your computer by clicking Browse.



6. Navigate to the location where you stored your licence file (see step 1 above) and once found, select the license file and click the **OK** button or double click on the licence.
7. Once you have located the licence file the following window will appear. Click **OK**



8. The software is now ready to be used for the calendar year.

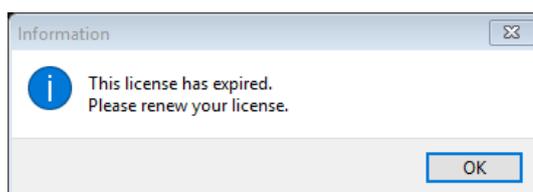
## RENEWING YOUR TTP SOFTWARE AND LICENCE

A new version of TTP is released each year and a new annual licence must be obtained from the LTA. Users are reminded that they will require a DBS within the past 3 years. Updated versions of TTP may also be released throughout the year too.

Please check and act on emails from the LTA regarding both new versions and licence renewals.

### IMPORTANT

If you do not renew your licence or download the new version each year then the application will stop working on 1st March and you will be unable to administer any new or existing tournaments



### Version Updates

From time-to-time version updates are released to help ensure that the software is as up to date as possible. You can check this periodically as follows:



If an update is available then simply follow the on-screen instructions to make sure that you are using the latest version.

It is worth to note that the **Check for updates** option will only flag new versions.

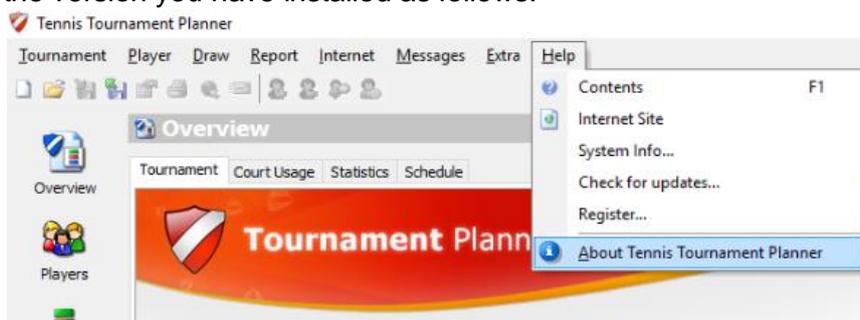
If we are releasing an updated version of the current software release (for example switching from 2021.1 b to c) that will not be flagged through this option since we are still using the 2021.1 version of the software.

Please check the following website when receiving a notification of a new software release.

<https://www.lta.org.uk/workforce-venues/officiate-tennis/competition-organiser-resources/ttp/>

## Checking which Version of TTP you are Using

You may check the version you have installed as follows:



After clicking on About Tennis Tournament Planner you should see a screen similar to the following:



The version number and associated information (build number) may be needed by the LTA when resolving support related issues.