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

2. Select the Competition Organiser tab on the left hand side to get access to your Organiser Portal. If you do not have access to the Organiser Portal, please complete the 'Contact us' form to get this assigned to your profile.
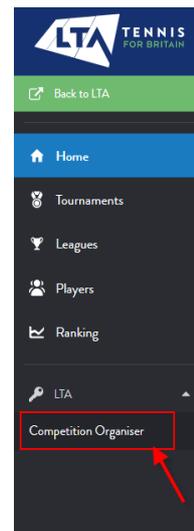
3. Select the Tournament Applications tab.

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. Please name your tournament 'Play Your Way To Wimbledon 'insert venue name' 2022'
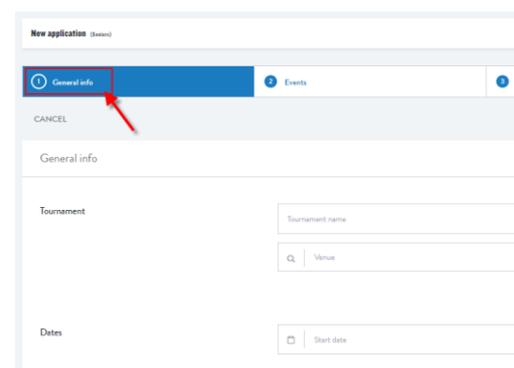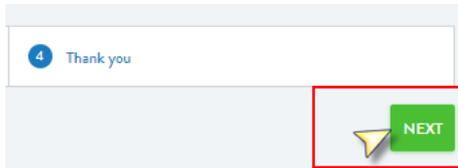
Click Next.

6. 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.
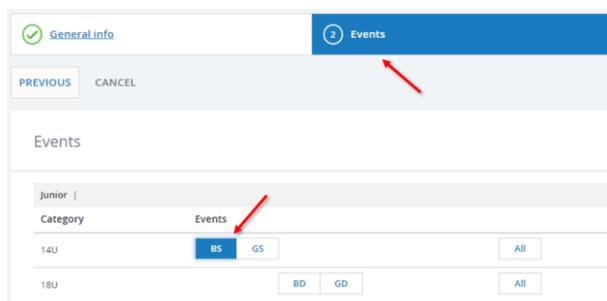
Click Next
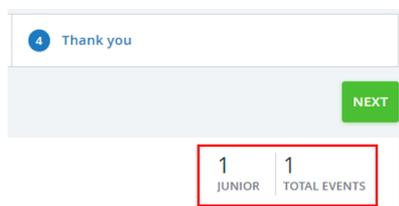
7. On the third page you will be able to amend details of the events selected on the previous page. Some tournament types have mandatory timelines that the user will not be able to amend.
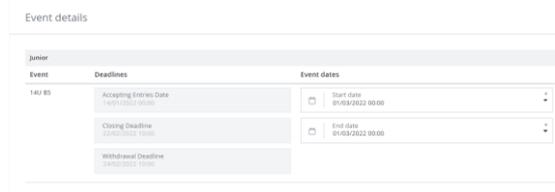
Click Save to submit the application.
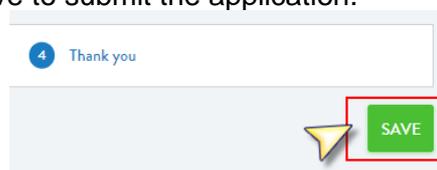
8. Once you click save you will receive confirmation email that your availability submission has been successfully saved.

The tournament application "Test" has been submitted!

TO APPLICATIONS OVERVIEW

9. The application can be found under the Current Availability section of the Tournament Applications Tab.
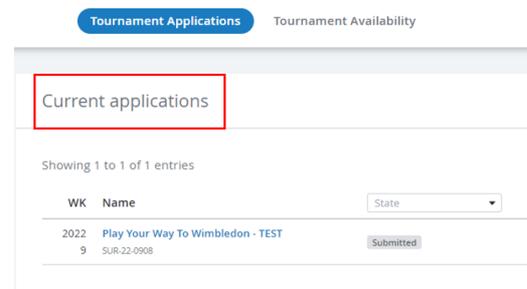
Once submitted, a tournament code will be assigned and can be found here:

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