

LTA ORGANISER PORTAL CREATING A TOURNAMENT APPLICATION QUICK START GUIDE

1. Login to the Competition Management System using your LTA login 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 Nur a Username and Password.	mb
Create a legin	

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 <u>'Contact us'</u> form to get this assigned to your profile.



3. Select the Tournament Applications tab.

	PUBLIC PROFILE 🗗	
Tournament App	lications Tourname	nt Availability
Play Your Way to Win 01/03/2022 to 05/06/2022	ıbledon - Venue Sta	age 🕇
Application until 17/04/2022 23:	59:59	(45d)

 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'

1 General info	Events	•
CANCEL		
General info		
Tournament		
	tournament name	
	Q. Venue	
Dates		



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	NI (
CIICK	Next.

4 Thank you	
,	

 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.

General info	2 Events	
PREVIOUS CANCEL		
Events		
Junior	1	
Category	Events	
14U	BS GS	All
18U	BD GD	All

Click Next

4 Thank you	
	NEXT
	1 1

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.

Junior			
Event	Deadlines	Event dates	
14U 85	Accepting Entries Date 14/01/2022 00:00	Start date 01/03/2022 00.00	
	Closing Deadline 22/02/2022 10:00	End date 01/03/2022 00:00	



4	Thank you	

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



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

6	the second section of	
(urrer	nt applications	
Chowing	1 to 1 of 1 entries	
Showing WK	1 to 1 of 1 entries	State
Showing WK 2022	1 to 1 of 1 entries Name Play Your Way To Wimbledon - TEST	State

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

Currer	ent applications	
Showing	1 to 1 of 1 entries	
WK	Name	
2022	Play Your Way To Wimbledon - TEST	
9	SUR-22-0908	

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

Showing 1 to 1 of 1 entries	
WK Name	State
2022 Play Your Way To Wimbledon - TEST 9 SUR-22-0908	Submitte
a. 2011.07.000	