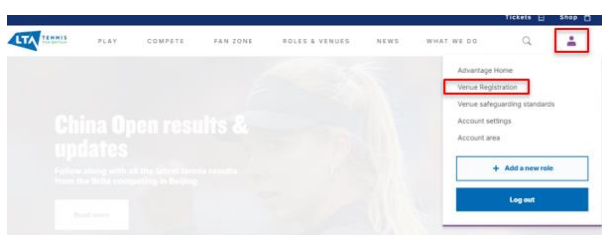


Purpose

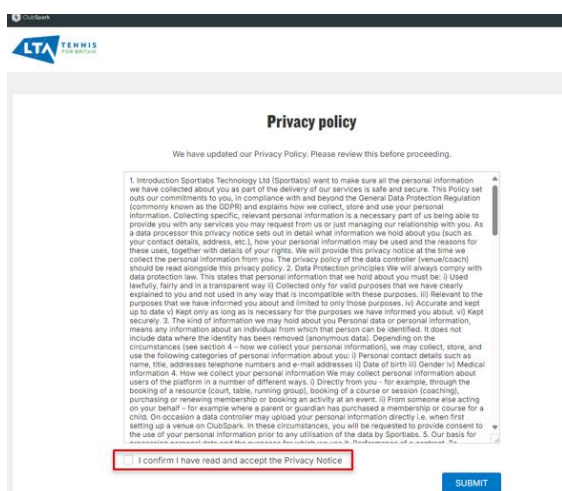
The old "club admin login" (i.e., LTASUR001) will no longer be required when using the Online League Planner. Access to the club admin area will be attached to a specific person(s), via their LTA members portal.

County and District League Contacts can only be assigned by Club Main Contacts via Venue Registration. Once this person has been given the County & District League Contact role, they will have the ability to access a number of enhanced features to manage their teams within the leagues and also assign results entry rights to their respective team contacts.

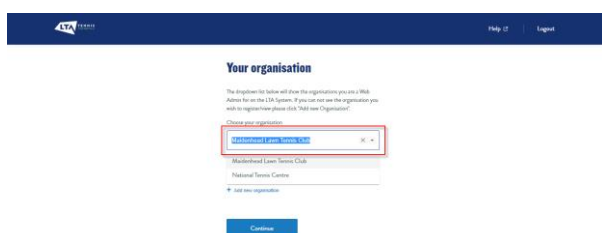
1. Log into the LTA website using your username and password at www.LTA.org.uk/advantage-home
2. Click on the circle with your initials in the top right-hand corner of the screen and select **Venue Registration**



3. Confirm you have read the **Privacy Policy**.



4. Click on the drop-down menu to choose your organisation and select **Continue**.



5. In the **Registration details** click **View or update details**

6. In the **Team** section click **Edit** on the right hand-side of the **Venue team** tab.

Overview

Use the Edit Links in any order to complete registration. When all the required information has been submitted a Submit button will appear at the bottom of this page to complete the process.

Maidenhead Lawn Tennis Club

Basic details

Contact details	Edit
Delivery address	Edit
Policies	Edit

Venue

Playing facilities	Edit
Payment options	Edit
General facilities	Edit
Members & players	Edit
LTA Advantage members	Edit

Team

Venue team	Edit
Welfare team	Edit

7. In the **Team** section you will now have the option to **Add new contact**. You can add the **County & District League Contact** role to an existing member of the team or **Add new contact**. You can add the County & District League Contact role to multiple people within your venue.

Maidenhead Lawn Tennis Club

3. Team

All fields mandatory unless stated otherwise.

Venue team
Close

Venue team ①

Below you can manage your venue team contact(s).

You can:

- Add contacts
- Remove contacts
- Change details

Venue Roles

Chris Mann	Edit
Competition Organiser	
Web Admin	

+ Add new contact

Save and continue

Add new contact

How do you want to find this person?

☒ Name search
☐ LTA membership number
☐ Coach code
☐ I'd like to invite them

Please note that the contact will need to have an LTA Advantage account ([More about LTA personal accounts](#)) and be affiliated to your venue, which they can do in [their LTA Advantage Account Details](#)

Search results will be returned after three characters are entered

Full name

Cancel
Continue

- Select the new role as **County & District League Contact**, click **Confirm** and scroll down to the bottom to **Add Contact**

Add new contact

Full name

Chris Mann (Test 03)

Role

☐ Volunteer Coordinator
☒ **County and District League Contact**
☐ Secretary

Cancel
Confirm

[Clear all](#)

Web admin ⓘ

☐ Yes ☒ No

State whether this person should have Venue Registration web admin rights. People assigned the role of Chair or Main contact or Welfare officer will automatically be set to web admins.

Hours

Full time

State the hours the person works at the organisation. If they split their

- The County & District League Contact will now appear in the Venue Team list.