

## Instructions – Using the LTA Media accreditation portal 2025

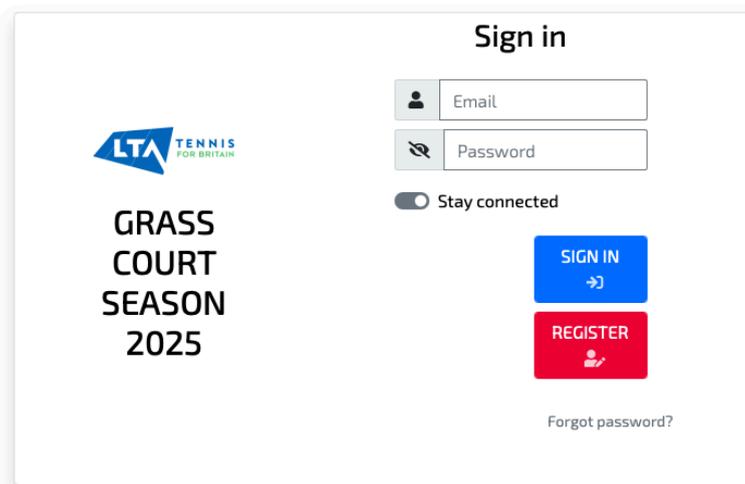
Thank you for applying for Media Accreditation to the LTA's 2025 Grass Court Season tournaments.

Below are instructions for using our portal. If you have any problems, please email us on [LTAMediaEvents@lta.org.uk](mailto:LTAMediaEvents@lta.org.uk) and we will do our best to help.

**In order to apply you will need to register your details with us even if you have applied or been accredited for LTA events before.**

### STEP ONE:

- Enter the accreditation web address into your browser:  
[https://xms.events/lta\\*/useraccount/login/f\\*Media](https://xms.events/lta*/useraccount/login/f*Media)
- You will see a Sign-In page. If this is your first application, please hit **“REGISTER”**
- If you are an administrator applying on behalf of multiple people within your organisation please contact [LTAMediaEvents@lta.org.uk](mailto:LTAMediaEvents@lta.org.uk) and we will set up a multi user account for you.



Sign in

 GRASS COURT SEASON 2025

Email

Password

Stay connected

SIGN IN

REGISTER

[Forgot password?](#)

### STEP TWO – REGISTERING YOUR PROFILE INFORMATION

- Complete the registration page, adding your name, email and a password that you will remember (date of birth, gender, home address phone number are non mandatory fields so you do not need to complete them if you prefer not to but

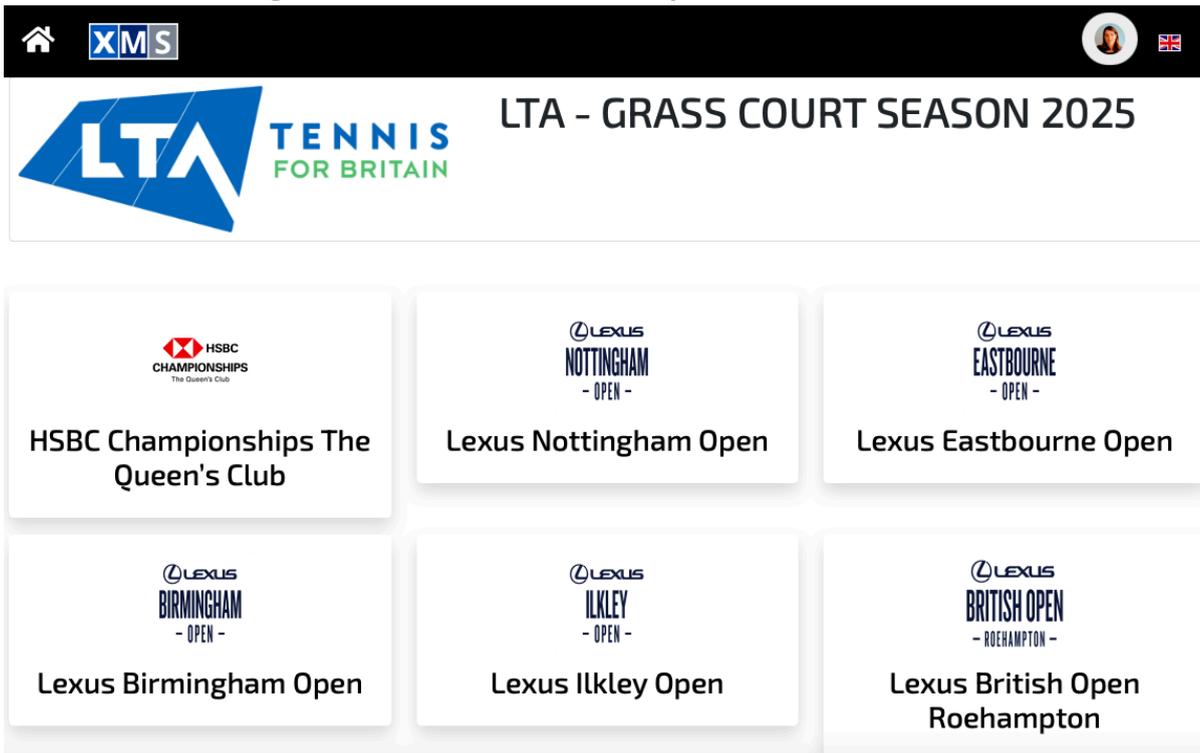
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adding your date of birth at least will save you time) ([Click to read the LTA's Privacy Policy](#))

- You will need to upload a photo of yourself by clicking on the photo box at the top of the page. This should be a recent head and shoulders shot of you and will be used as your accreditation picture
- When all the mandatory fields are complete and you have created a password and uploaded a photo, click “**REGISTER**”
- Please make a note of the email address and password you used as you may want to edit or add to your application later
- A pop up window should appear on your screen advising you that a confirmation email is now being sent
- Please check your email inbox and look for an email from: LTA Grass Court Season (if you don't see it in your inbox, please check your junk folder). Click on the link in the email to confirm your application

### STEP THREE – CHOOSING WHICH EVENT(S) YOU WANT TO ATTEND

- You will now be taken back to the familiar login page to begin applying for event(s). Enter the email address and password that you used to register. *There is a “forgotten password” link at the bottom of the page if needed*
- This time click **SIGN IN**
- You will be asked to accept the LTA's Terms and Conditions for application (just scroll down to find the “accept” button)
- The following page should appear featuring all the events you can apply for



Home XMS  

 LTA - GRASS COURT SEASON 2025

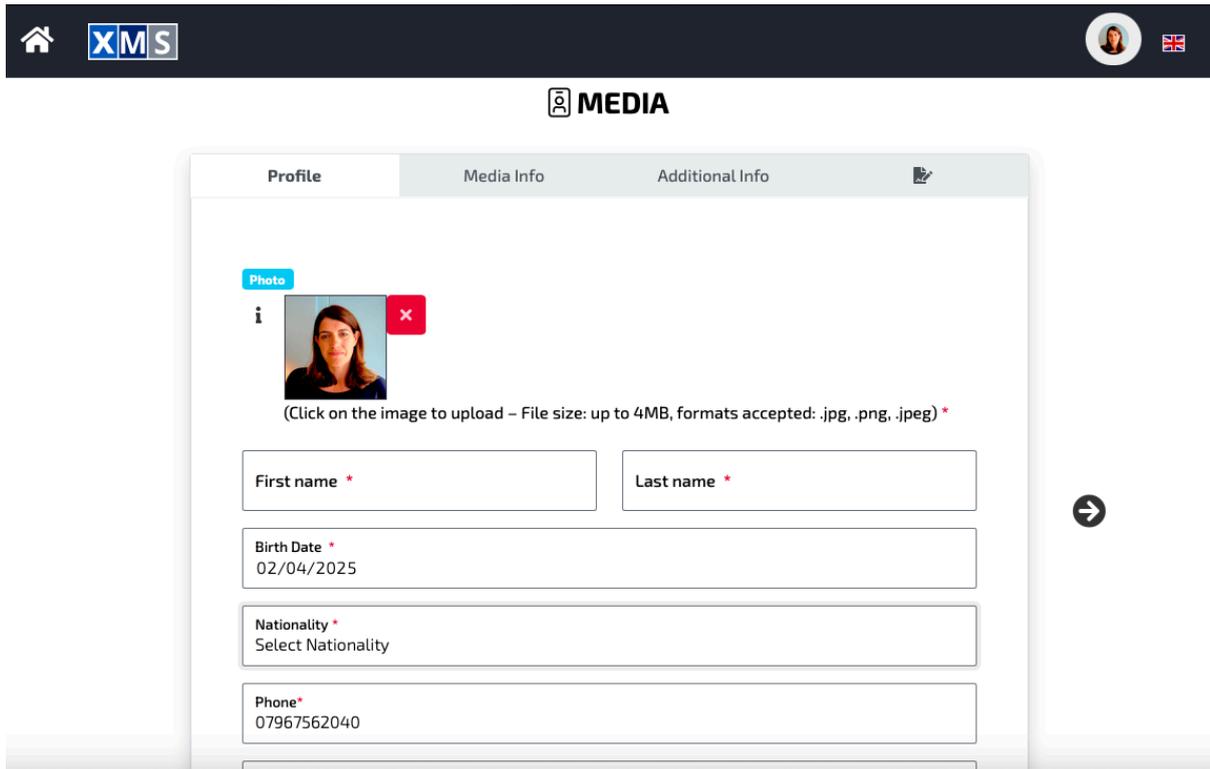
 HSBC Championships The Queen's Club	 Lexus Nottingham Open	 Lexus Eastbourne Open
 Lexus Birmingham Open	 Lexus Ilkley Open	 Lexus British Open Roehampton

- You will be able to apply for multiple events but you must click on each event individually and then complete the application process. The Portal will remember your details so this should not take long

### STEP FOUR – applying to attend an event

- Click on the event you wish to attend
- When the event page appears, click the **MEDIA** button
- The LTA's new Media Code of Conduct will appear, which is designed to create the best possible working environment for media onsite at LTA events. Please read and click **CONTINUE** at the bottom of the page
- The following page will appear asking to complete your **PROFILE**. Your photo and most of your details should be auto-loaded. Please enter any that are missing and click the arrow to the right of the page

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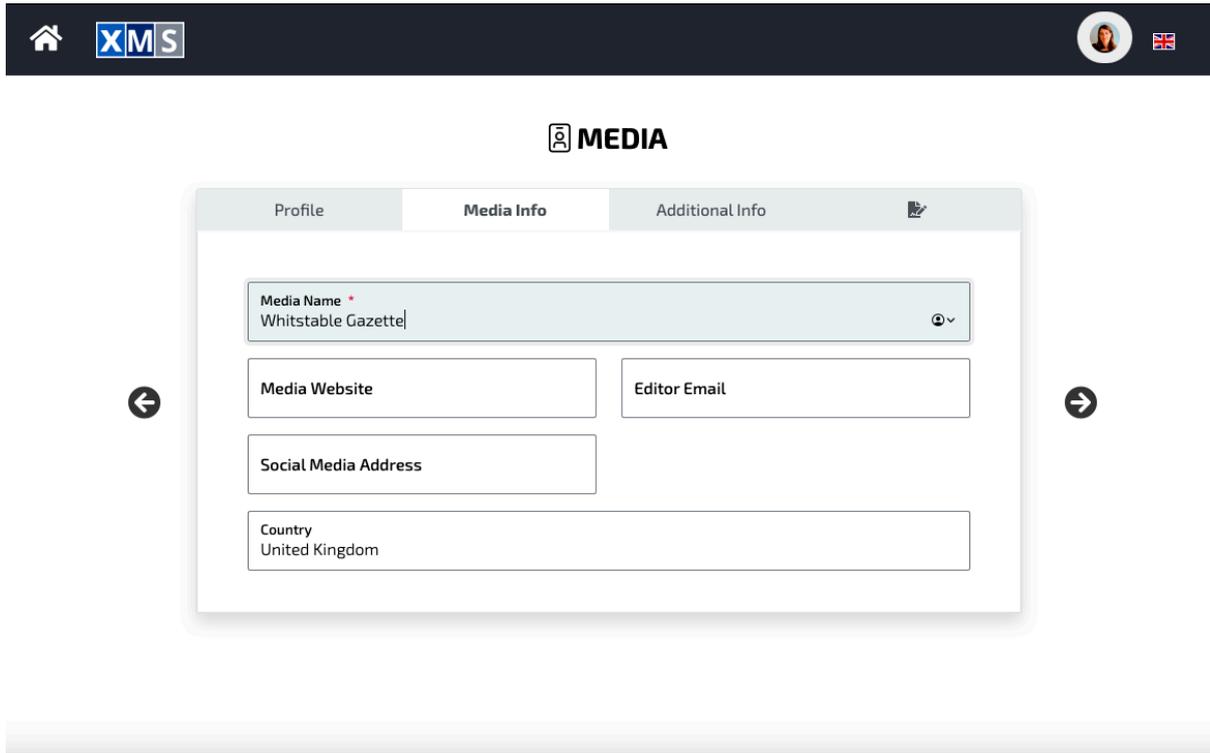
The screenshot shows the LTA Media accreditation portal 2025. The page is titled "MEDIA" and has a navigation bar with "Profile", "Media Info", and "Additional Info" tabs. The "Profile" tab is active. The form contains the following fields:

- Photo**: A placeholder image with an information icon (i) and a red 'X' icon. Below it, the text reads: "(Click on the image to upload – File size: up to 4MB, formats accepted: .jpg, .png, .jpeg) \*"
- First name \***: A text input field.
- Last name \***: A text input field.
- Birth Date \***: A date input field with the value "02/04/2025".
- Nationality \***: A dropdown menu with the text "Select Nationality".
- Phone \***: A text input field with the value "07967562040".

A right arrow button is visible on the right side of the form.

- Now you will be asked to enter details about the Media Organisation that you are working for, including the email of your commissioning editor or manager and the website address of the media organisation. We also ask for a social media address, which should be the Instagram or X handle of the media organisation you will be working for or the social media account you will be posting to. Only the Media Organisation is a mandatory field but the more information you can provide the easier it is for us to assess your application.

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Profile | **Media Info** | Additional Info

Media Name \*  
Whitstable Gazette

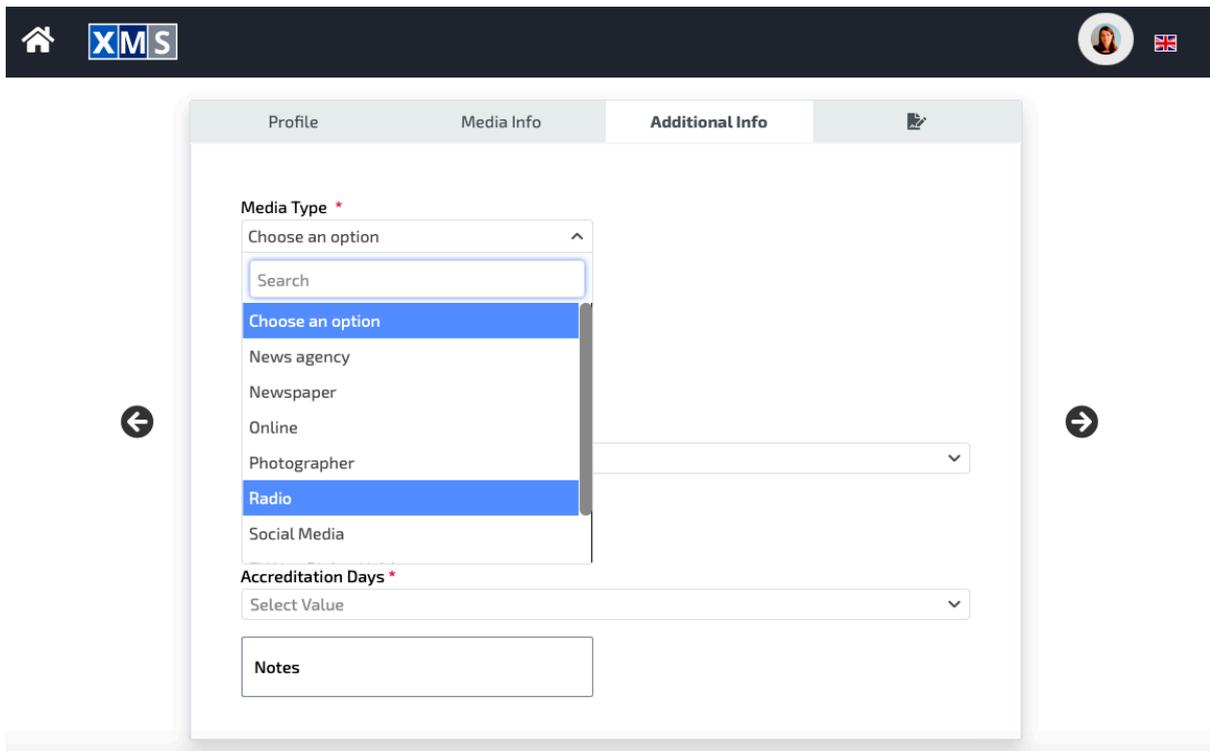
Media Website | Editor Email

Social Media Address

Country  
United Kingdom

- When you have completed this page, click the arrow to the right of the page

You should now see the following page, which means that you are nearing the end of the process...



Profile | Media Info | **Additional Info**

Media Type \*  
Choose an option  
Search  
Choose an option  
News agency  
Newspaper  
Online  
Photographer  
Radio  
Social Media

Accreditation Days \*  
Select Value

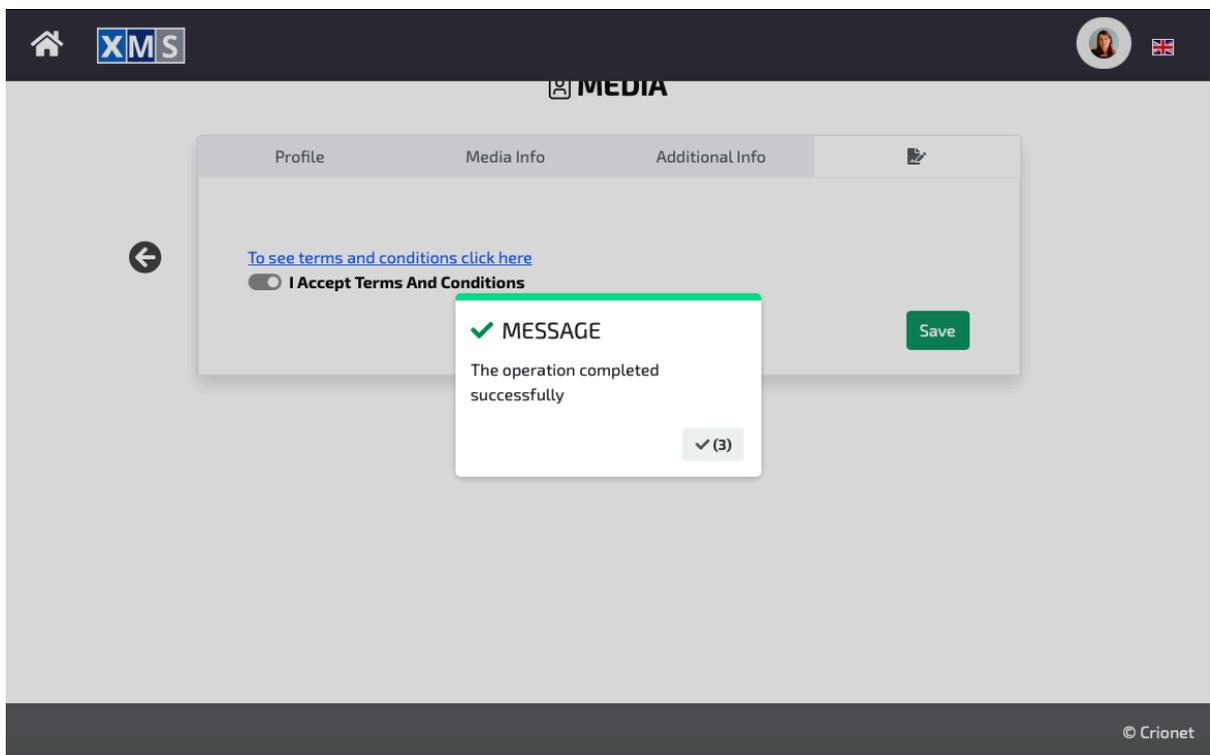
Notes

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- Use the drop-down menus to choose the Media Type and Badge Role that best reflect your work. For example, if you are written media, please click “newspaper”, “news agency” or “online” in Media Type and “editorial” in Badge Role. If you are a content creator making videos, please click Content in both
- You can request a desk and a locker or just a desk
- Please let us know which days you wish to attend. We understand that plans change so please click the maximum days that you might attend – you can always let us know later if your plans change. It really helps us to estimate numbers to expect in our Media Centres on any given day
- Don’t forget to tell us if you are a member of one of the key tennis media organisations – ITWA, BTJA or ITPA
- If you are Freelance, click Freelance and you will have the opportunity to upload documentation confirming your commission for coverage.
- When you have completed this info, click the arrow on the right hand side of the page and to take you through to the confirmation page. Click to complete your application

## THE FINAL STEP

- You should now see this box appear to confirm that your application has been completed successfully





### **Instructions – Using the LTA Media accreditation portal 2025**

Check your email inbox – you should receive an email from LTA Grass Court Season confirming that your application has been received. Please check your junk folder if you don't see it. Email us at [LTAMediaEvents@lta.org.uk](mailto:LTAMediaEvents@lta.org.uk) if the email does not arrive

Once your application has been reviewed in detail (which may take a number of days) you will receive confirmation of whether accreditation has been granted or denied for each event

**Remember – not all applications will be successful and an application is not a guarantee of accreditation**

**We may ask for additional examples of your work or follow up with the media organisation supporting your application**

### **What to do if you want to attend an additional LTA Event or amend your application**

Simply go enter the URL in your browser and bring up the Sign In page. Enter the email and password you used to apply previously and click **SIGN IN**. Then follow the process as before

**We are always happy to help via [LTAMediaEvents@lta.org.uk](mailto:LTAMediaEvents@lta.org.uk)**