ONLINE LEAGUE PLANNER

LEAGUE ADMIN USER MANUAL

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LTA TENNIS FOR BRITAIN

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INTRODUCTION

WELCOME

Online League Planner (OLP) is the evolution of League Planner which is a Windows based application written by a software development company 'Visual Reality / Tournament Software' and provided to the Lawn Tennis Association to aid League Organisers across Great Britain in the administration of County & District Leagues.

The new system follows the format of the old system but also has new features based on feedback received from League Organisers. More importantly it brings leagues up to date with modern technology on a mobile responsive site and aims to simplify the user journey for all users.

We hope this user guide will provide guidance to new league organisers and refresh existing organisers in setting up and managing their leagues.

LTA APPROVED LEAGUE STATUS

As part of the league application process, leagues will need to show evidence, via their league rules, that all venues competing in their league are LTA Registered Venues. Leagues that register with the LTA and show this evidence will receive a number of benefits and become an LTA Approved League.

County & District Leagues that do not register with the LTA or are unable to fully register as non-Registered venues are allowed to compete in the league, will still be able to continue as normal but will not receive any of the benefits and will not receive the kitemark of being an LTA Approved League. The LTA & County Associations will only endorse and promote LTA Approved Leagues.

All LTA Approved Leagues will receive the following benefits:

- LTA Insurance cover for officers such as the League Organiser
- Access to Online League Planner
- Option for results to be submitted towards players ITF World Tennis Number
- Kitemark – as an LTA Approved League – this shows that the league is safe to practice as all venues are LTA Registered
- LTA Competition Team support when required

WHY ONLINE LEAGUE PLANNER?

Online League Planner is available to all LTA Approved Leagues across the Great Britain and is ideal in supporting organisers with all areas of administration for their league including easy management of entries, schedules, draws and result entry. Online League Planner allows league tasks to be completed quickly and efficiently using one online platform.

- Settings are copied each year so provided the league was set up correctly last year, there will be little to no set up at the start of the league season.
- Clubs will be able to enter and pay online.
- The finishing position of each team from the previous season will be stored to aid in group sorting.

- There is a visual group sorting tool to help you form your groups avoiding multiple teams in the same group and minimising travel time.
- The system will schedule all matches for you or alternatively there are ways to import a schedule or allow teams to arrange themselves.
- Team captains will enter their results into the system.
- League standings update automatically.
- All results will count for ITF World Tennis Number and will be submitted daily.
- At the end of the season you'll be able to finalise the standings and prepare the league for the next season. Setting it the league up next year will be a quick and easy task with all the settings from the previous season retained.

League Organisers will be supported throughout the season by a simple and easy to use task list to guide you through the process.

A P-L-A-N FOR DELIVERING SUCCESSFUL LEAGUES

County & District Leagues come in all shapes and sizes and the scale of the organisation will differ as a result. We've embedded our step-by-step guide for organising competitions into this Online League Planner guide to help you navigate through the process of setting up and administering your league on Online League Planner.

There are four sections to our P-L-A-N…

PREPARE

Get everything ready ahead of time

LAUNCH

Your league goes live and clubs can enter

ACTION

Your league season arrives

NEXT Steps

Submit, reflect and go again!

NEED SUPPORT?

Whilst we hope this User Guide will provide you with all the information you require, we have also created a series of short how to guides and how to videos to support you in completing tasks. These are highlighted within the guide at the appropriate section.

Should you still require support, please create a case with our Customer Support Team who will be happy to help you.

CHANGE LOG

Version	Release Date	Changes
2025.4	13/05/2025	Updates to all sections based on feedback from users

PLANNING

APPLY FOR YOUR LEAGUE

LEAGUE APPLICATION FORM

Ahead of the league season the County & District League Organiser will need to complete the League Application form which is available at www.LTA.org.uk/LeagueSupport.

As part of this application you will need to upload your league rules and identify the rule which states that all venues in your league must be LTA Registered Venues to be recognised as an LTA Approved League and use Online League Planner. More details of the benefits of LTA Approved League status can be found on page 3 of this user guide.

League Duplication

One of the benefits of the new Online League Planner is that leagues will be duplicated from the previous season whereas new leagues will be created from scratch. Please let our Customer Support Team know if you do not want the league duplicated, although this will be very rare.

Copying the league from the previous season will retain all the settings. Clubs will have the right to enter the league and their teams will be populated into the divisions as to the league standings (including promotion and relation from the previous year). This should save League Admins a lot of time, will reduce errors during the season and the need for League Admins to get in touch with the Customer Support Team.

League Code

Once the league is set up you will receive confirmation from the Customer Support Team and will be issued with a League Code which will follow the following structure:

ABC-YY-7000

Where ABC will be your county prefix, YY is the year the league starts in and 000 is the unique number the league is given. This 4 digit code will remain the same each year.

You will be granted League Admin access but will need to add any additional League Admins to the system. See page 31 for more information.

Club Admins & Team Captains

With the new Online League Planner all club admins, team captains and players must be a member of LTA Advantage for two reasons:

1. They are subject to the LTA Disciplinary Code and LTA Code of Conduct
2. So they have their own username and password

ONLINE LEAGUE FEES

For using Online League Planner, leagues will be invoiced for each team that participates within the league. The cost per team (as at January 2025) is £1.95 per team + VAT. Leagues will receive an invoice by email shortly after the league season has started and can pay online or by BACS.

GETTING STARTED

KEY ROLES

There are various user roles in the new Online League Planner.

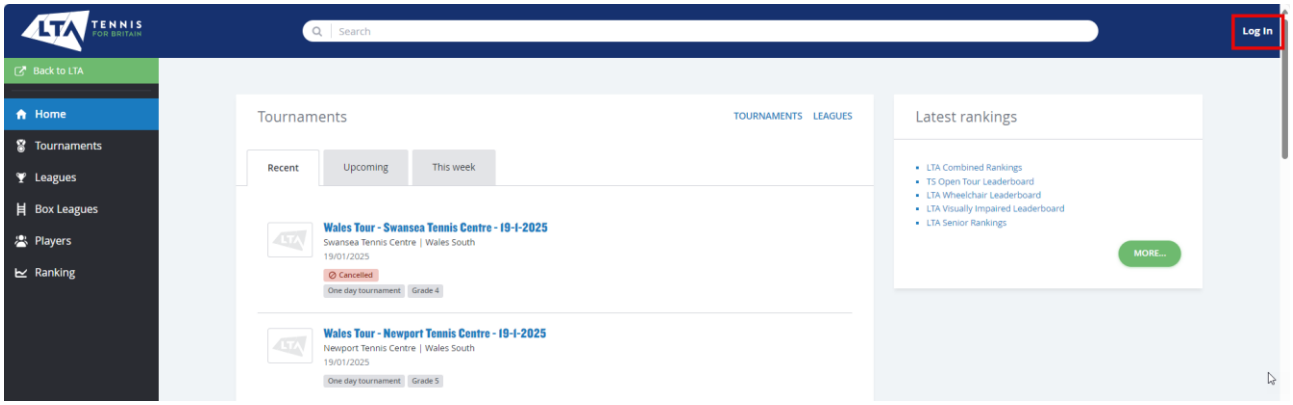
Role	Description
League Admin	Has admin rights for the overall league administration.
Club Admin	Has admin rights as a venue county and district league admin for a venue. This is set by the Venue Main Contact within LTA Venue Registration. This is typically the person on your committee called the Fixtures Secretary or Match Secretary but may also be done by a number of other roles such as Club Administrator, Head Coach, Mens/Womens/Mixed Captain.
Team Captain	Has admin rights to enter results.
Result User	Has admin rights to enter results for all teams at the venue.

DEFINITIONS

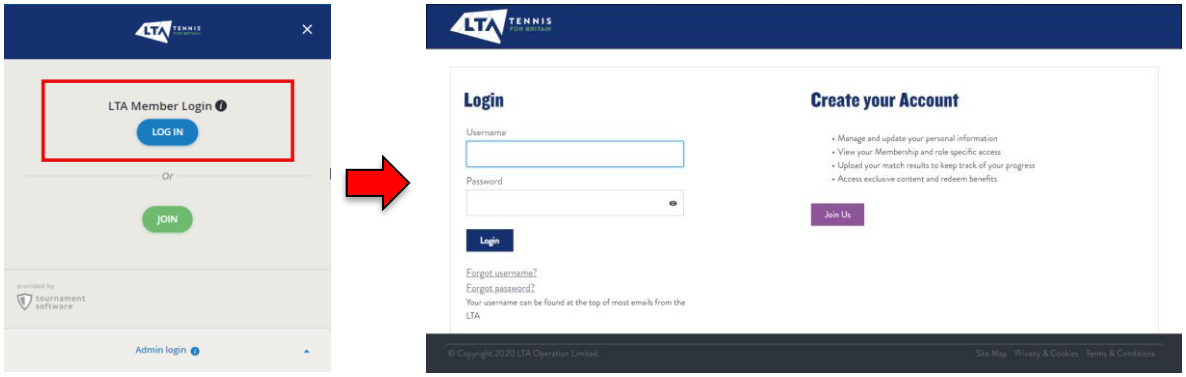
Role	Description
Type	A type is typically known as an event i.e. Womens. A league can have many types but a type can only have one league. The basic settings which will be used across all divisions are set here but many may be edited per division too.
Division	A division within an event i.e. Womens Division 1. They sit within a type (event). A division can have many draws (group) but a division can only have one type. Here you can customise the settings for a specific division for example if divisions have different rubber formats or scoring formats.
Draws	A draw is a group in a division i.e. Womens Division 3 East. They sit within a division. A division can have many draws but a draw can only have one division. Here you set up all the groups in a division for example if you have an East & West Group with a 1v1 playoff you would set up three draws.

ACCESSING YOUR LEAGUE

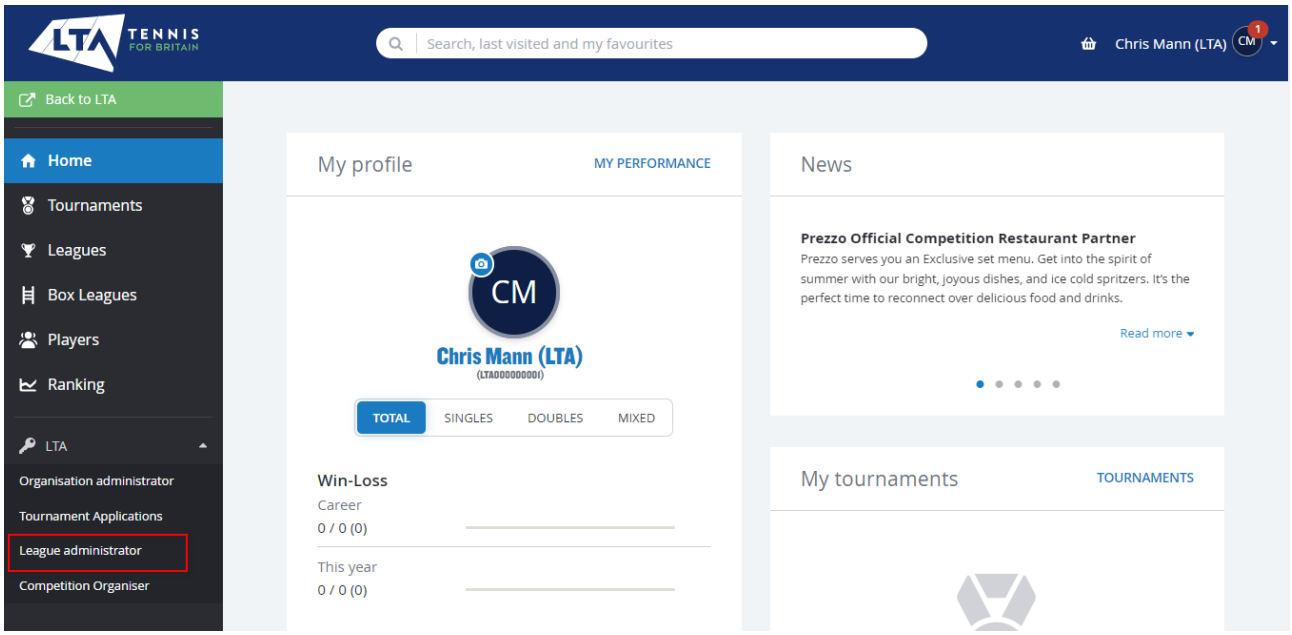
To access the County and District League Admin section of the Competitions Portal, go to competitions.LTA.org.uk. Click **Login** in to top right hand corner of the page.



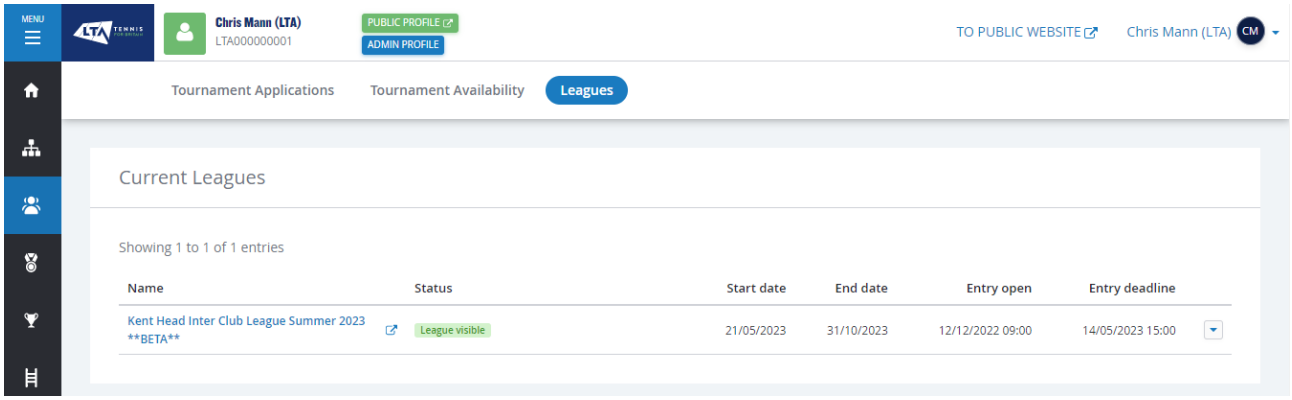
Select **Member log in** and you will be transferred to the LTA's single sign on (SSO). Enter your personal username and password that you use to log into the LTA website and click **login**.



You will return to the home page of the Competitions Portal where you will see your permission on the left-hand navigation bar and select **League Administrator**.

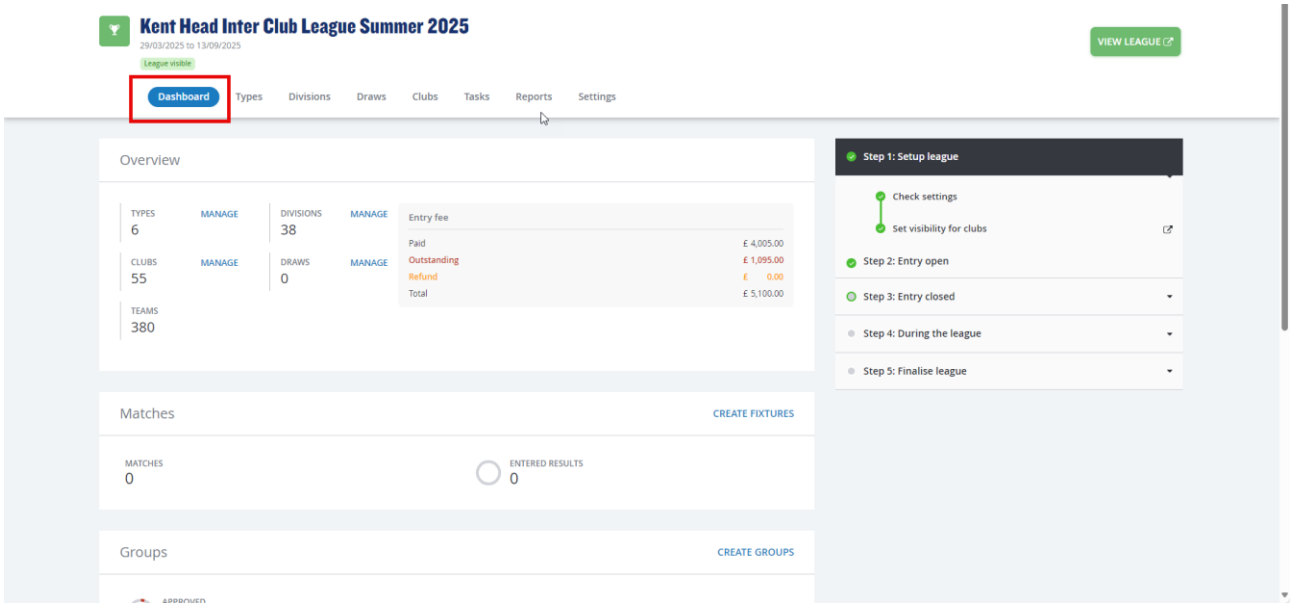


Welcome to the **Organiser Portal** where you will see the leagues tab and all the leagues you are assigned league administration rights for.

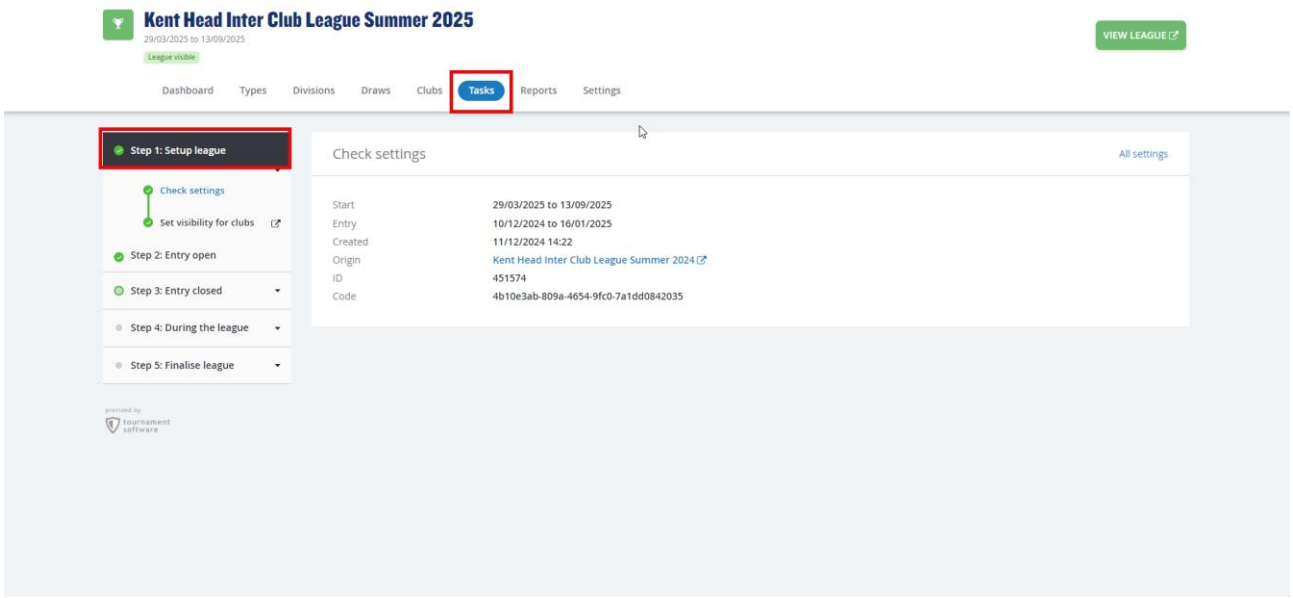


DASHBOARD

The dashboard view of your league gives you an overview of the league including number of matches, number of entered results, clubs, divisions and draws.



To start the configuration of your league settings, you will note that there are 5 steps of the League on the right-hand side of the dashboard, this guide will navigate you through these sections as League Admin to be sure all of league settings are correctly setup. These 5 steps can also be accessed separately via the **Tasks** tab.



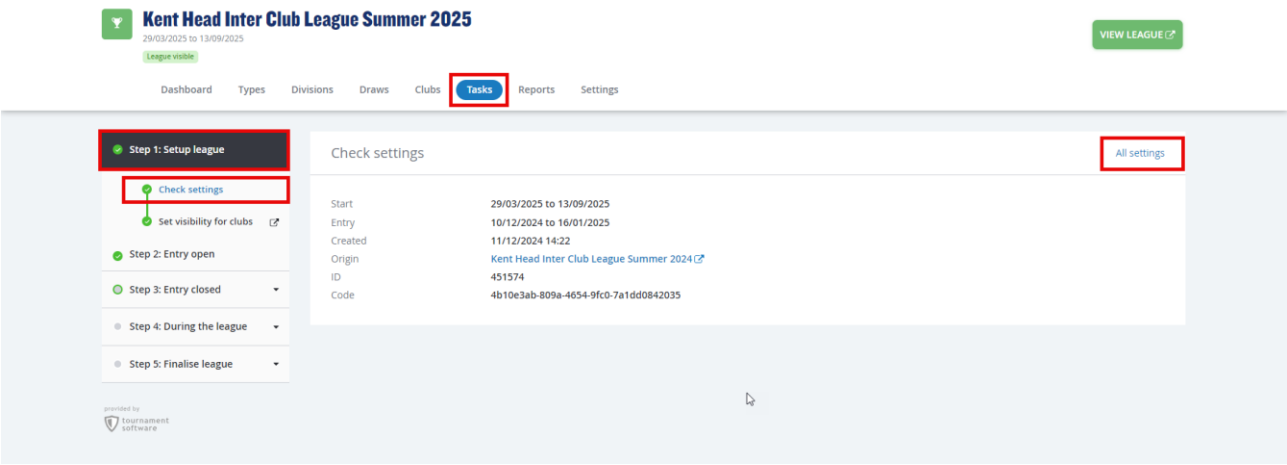
STEP 1 – SET UP LEAGUE

Your league is now set up in Online League Planner and you have received a confirmation email from the LTA Customer Support Team. It's now time to ensure the settings are correct for your league and prepare for entries to open.

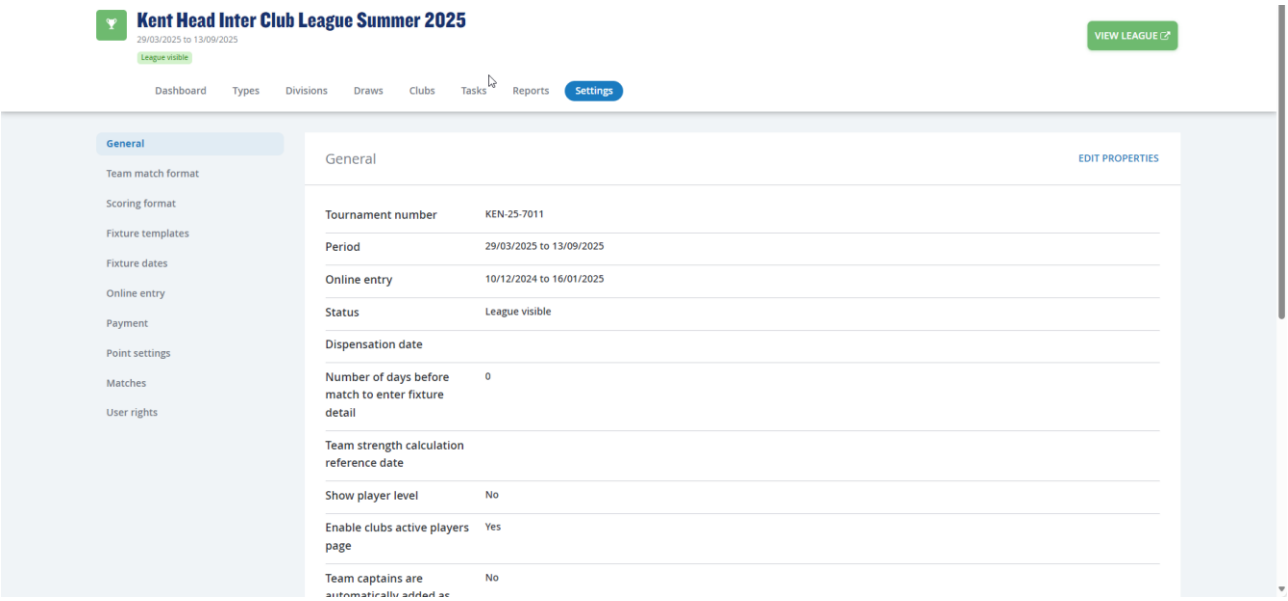
CHECK SETTINGS

New leagues will be created with a blank canvas whereas existing leagues will either have been migrated from the old system or duplicated. To ensure a smooth league season we strongly recommend the league organiser checks the following details are correct:

- Check that the league start, and finish are correct.
- Check that the entry deadline is correct.
- Check the settings for the entire league by selecting **All Settings**.



Which will redirect you to the **Settings** tab of Online League Planner.

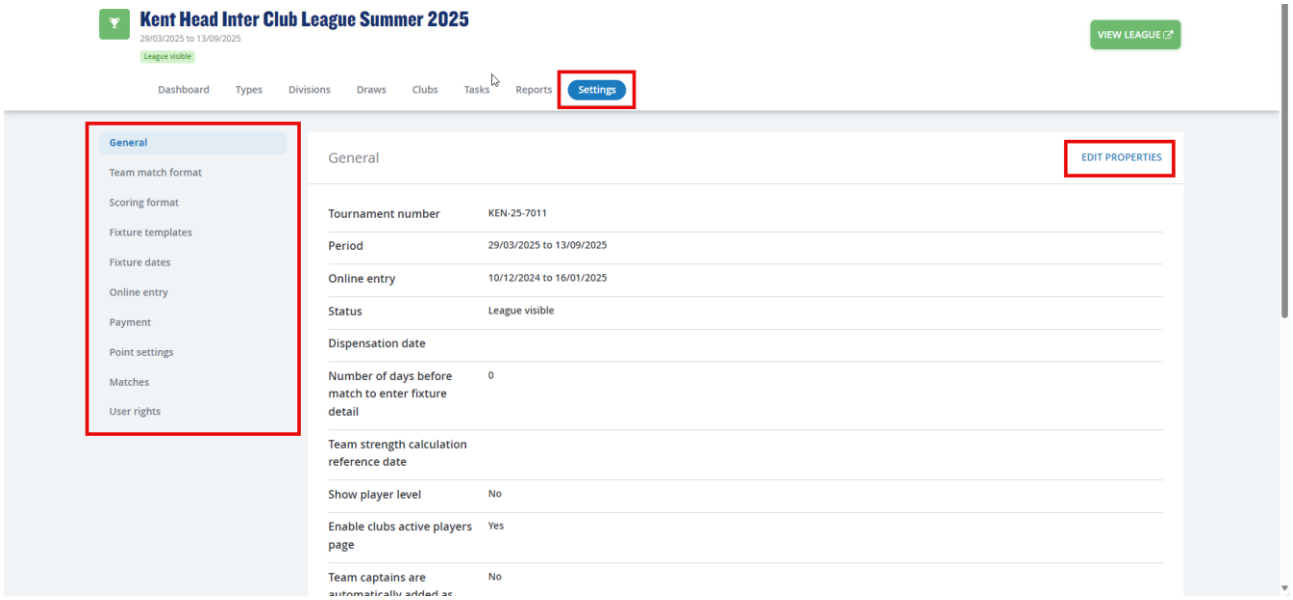


LEAGUE SETTINGS

In the Settings section you will find various sub sections in the left-hand menu. Initially the **General settings** tab will open. From this page you will work your way down the list of settings on the left-hand side.

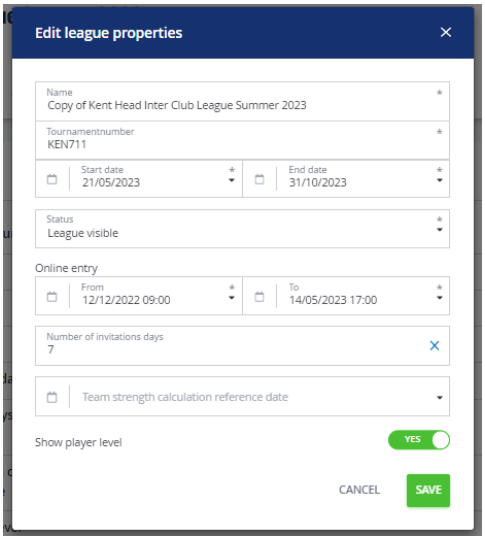
General

To edit the General settings select **Edit Properties**.

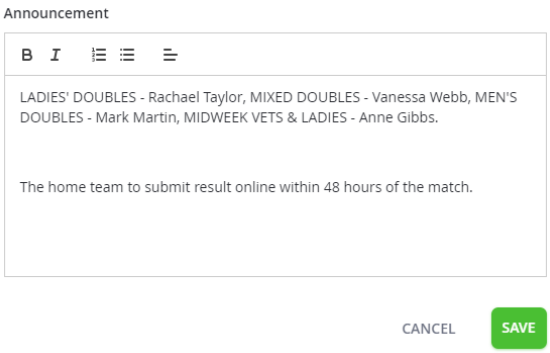


You must make sure the following sections are completed correctly:

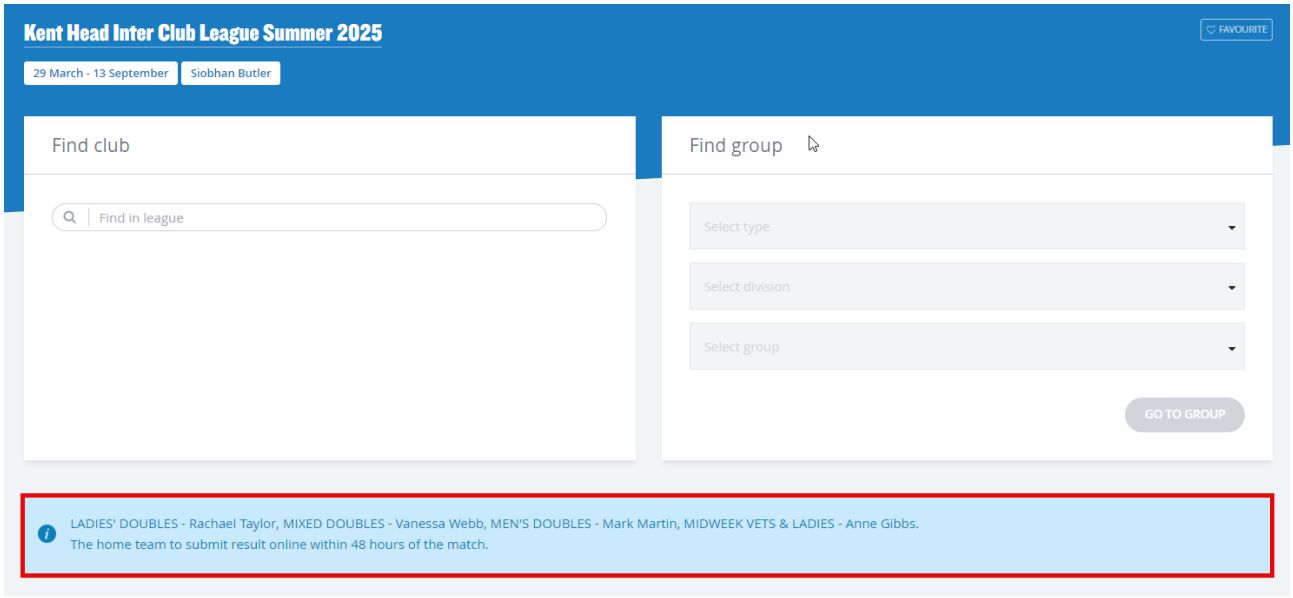
- Tournament Name
- League start and end date
- League Status (New league, League entry open, League visible, League finished)
- Online entry dates must be selected
- Number of Invitation days = Number of days prior to the match date that a match invitation can be made.
- Team strength calculation reference date
- Show player level



An **announcement** can also be added to the league. This can be edited at any time.



This will be displayed on the home page of the league. This is good for highlighting any key information or contact details for Event/Division Admins.

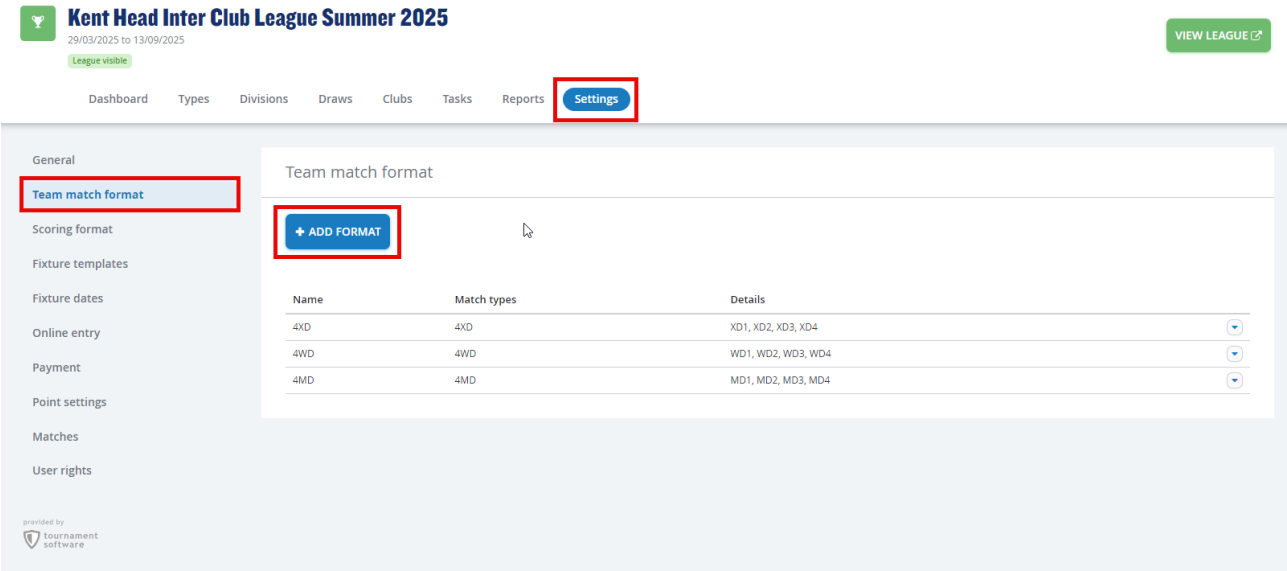


Team Match Format

The team match format determines the rubbers that will be played within each fixture. Those available include:

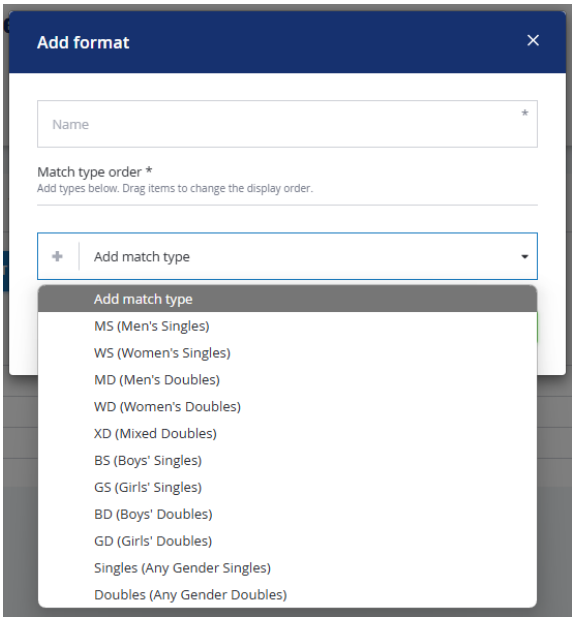
- Mens Singles (MS)
- Womens Doubles (WD)
- Mens Doubles (MD)
- Womens Doubles (WD)
- Mixed Doubles (XD)
- Any Gender Singles (S)
- Any Gender Doubles (D)

You can add a new format and see a list of the formats being used. To add a new fixture format click **Add Format**.

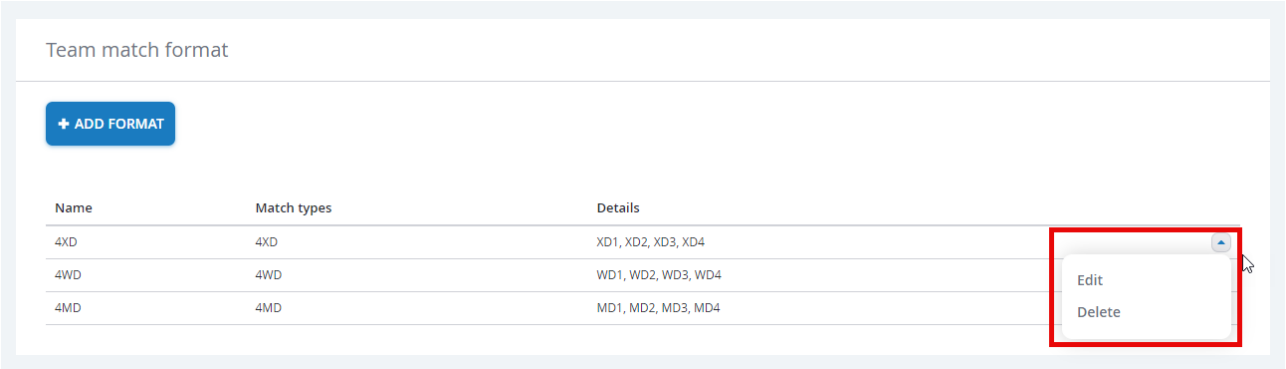


Enter the name of the format (e.g. Women's Doubles) and select the **Match type** required for a fixture.

Each rubber will need to be selected the number of times you require it from the drop down i.e. 4 x WD (Women's Doubles).

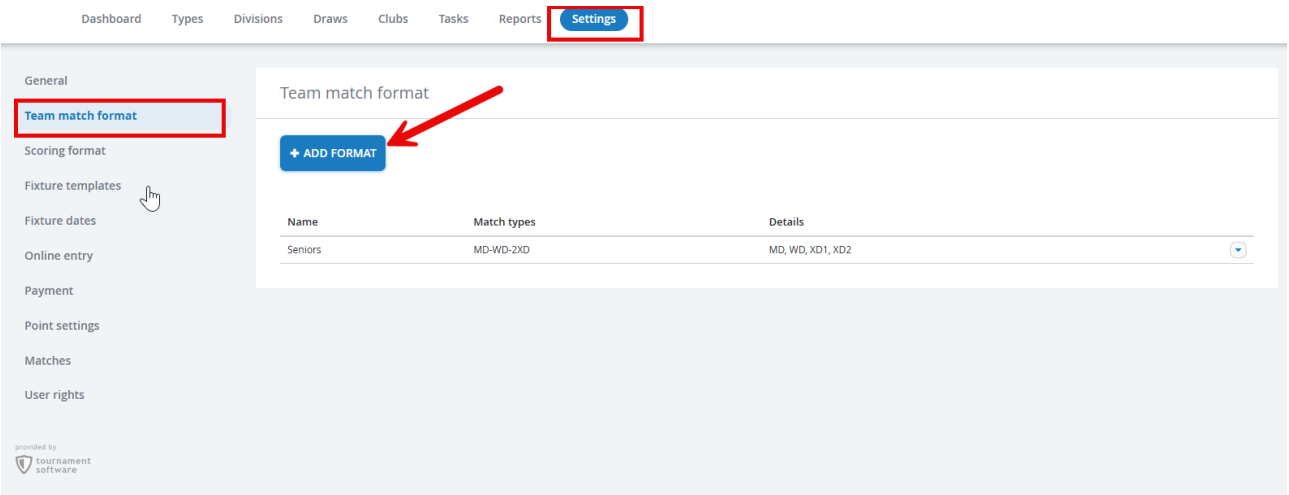


Match formats can be **edited** or **deleted** by selecting the drop-down button on the right-hand side of the list view. It is not possible to change this after the match program is generated.

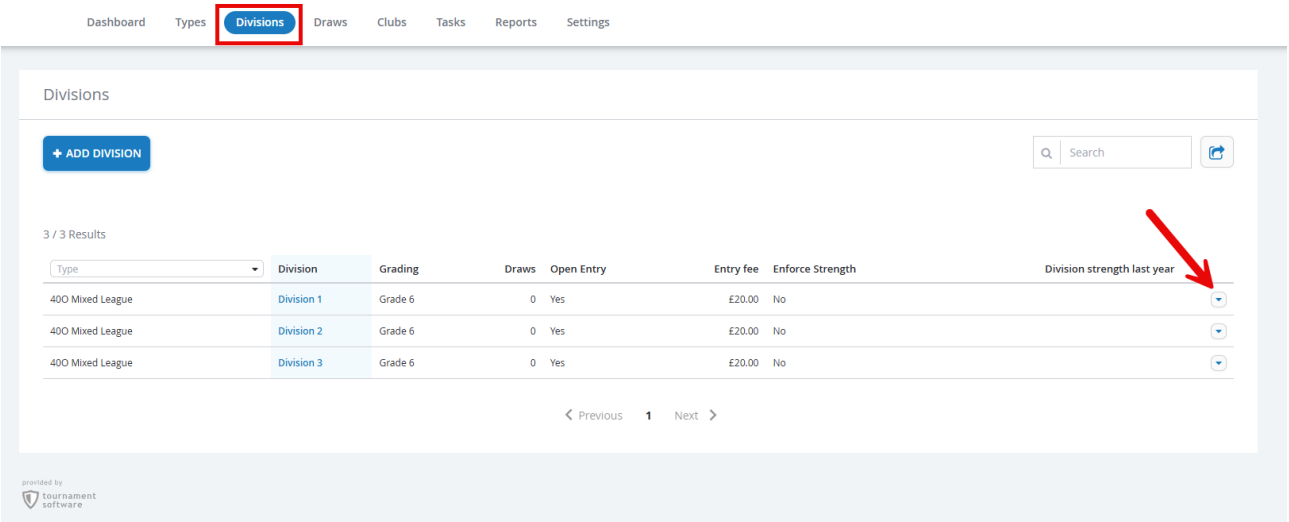


To update a Team Match Format the following should be done

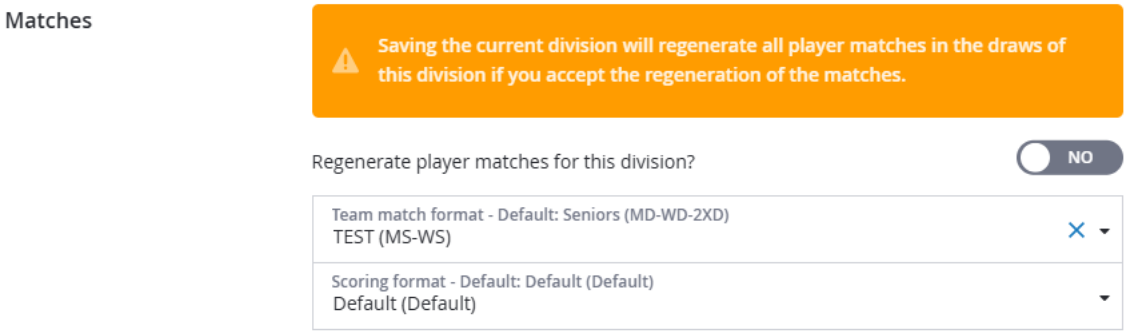
Create a new Team Match format in the **Settings ➔ Team Match format** by clicking on **Add Format**



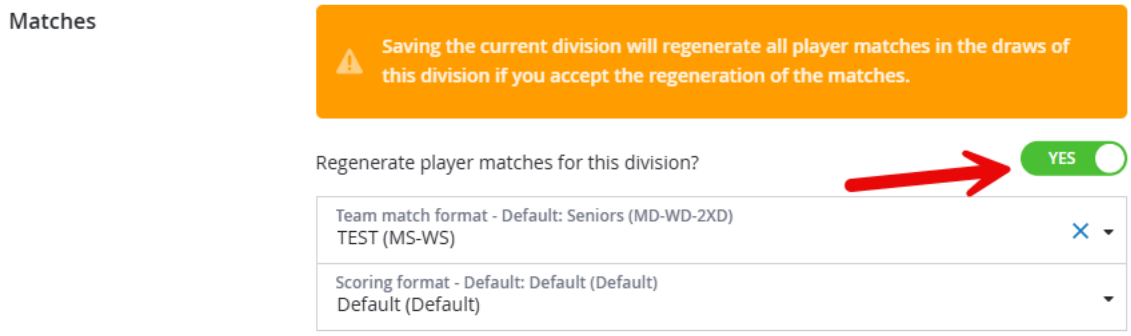
Once your new Team Match format has been created. Ensure you edit the team match format in the **division** you wish to update



You will note the following orange warning banner will appear when you have updated and changed the team match format used.



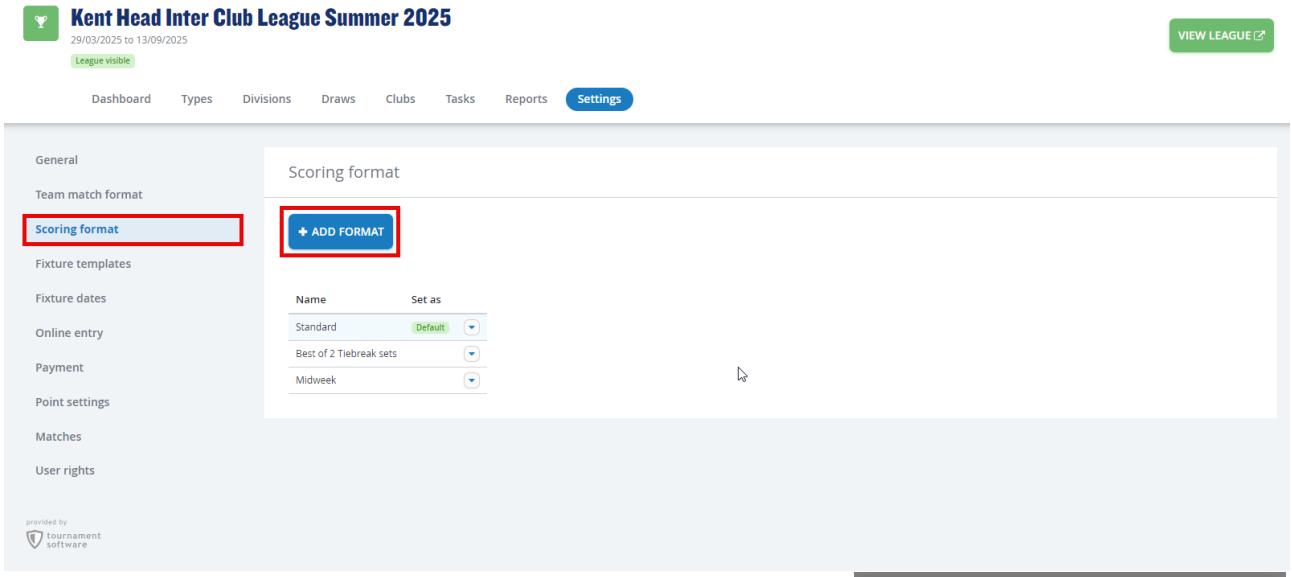
You will need to switch the **Regenerate player matches for this divisions** to **yes** in order to update your matches.



Once done you will find your matches have been updated within the enter results page.

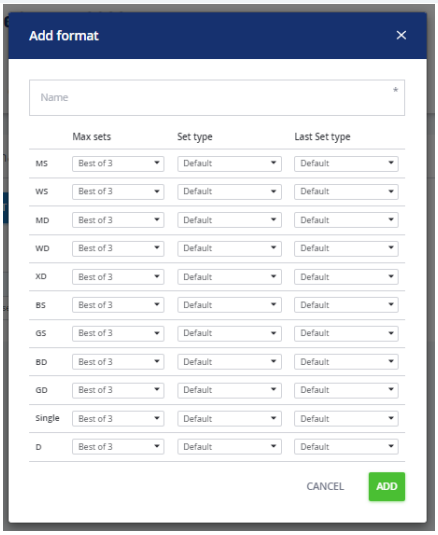
Scoring Format

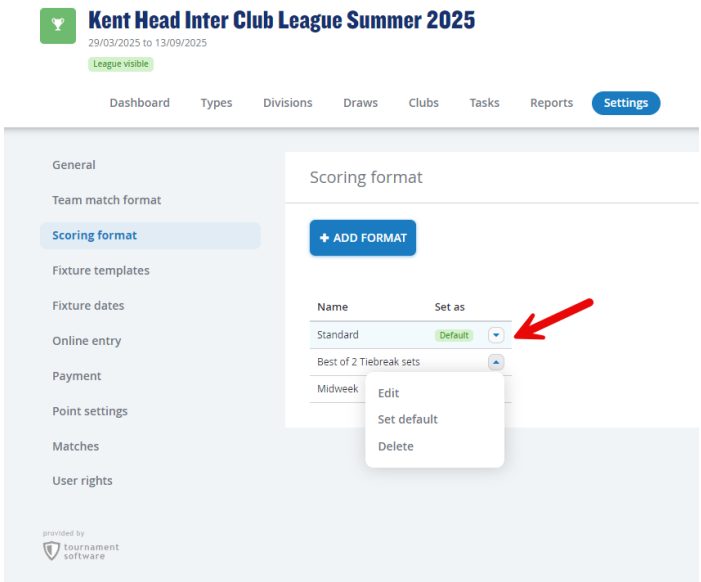
The scoring format tab defines the scoring format which is used for each different rubber type in the fixture. You can add a scoring format and see a list of previous and current scoring formats used.



Select **Add Format**, to add a format name (i.e. the event if you have different scoring formats within the league) and select the maximum sets played in a rubber, the scoring format for each set, and the scoring format for the last set.

NOTE: A standard tie-break set is known as Default.





Scoring formats can be **edited**, **deleted,** or set as **default** by selecting the drop-down button on the right-hand side of the list view.

Fixture Templates

Fixture templates are used to customise who plays who in which round and whether they will play at home or away. Online League Planner is set up with Fixture Templates which are used across all LTA tools. However a league may wish to have a fixture template which is slightly different or use a draw format which is different to that of what is provided in the system.

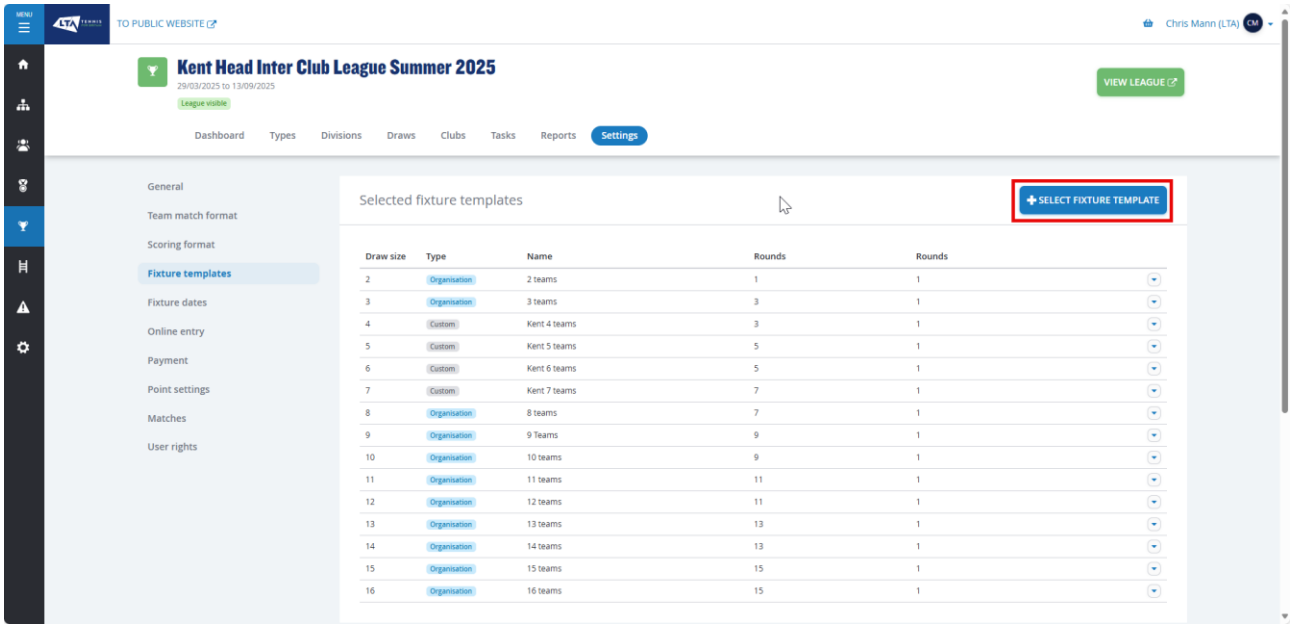
You can see the LTA fixture templates in Appendix 1 & 2 at the back of this manual.

Selecting the correct fixture template

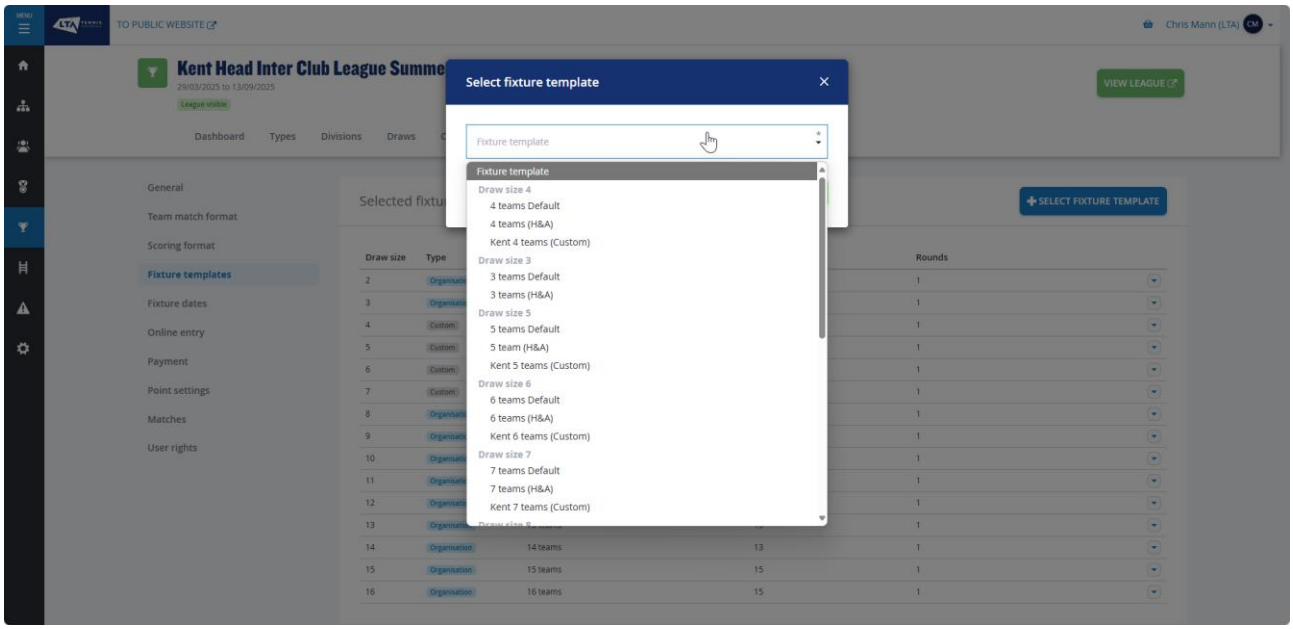
The LTA has fixture templates for playing each team once and each team twice. Online League Planner is set to X Teams Default which balances home & away but they only play each other twice. If you want teams to play each other at both home & away i.e. twice be sure to set the X Teams (H&A) as default.

Where X is the number of teams.

To change the default fixture template from playing each team once to each team twice i.e. home & away click on the **Select Fixture Template** button.

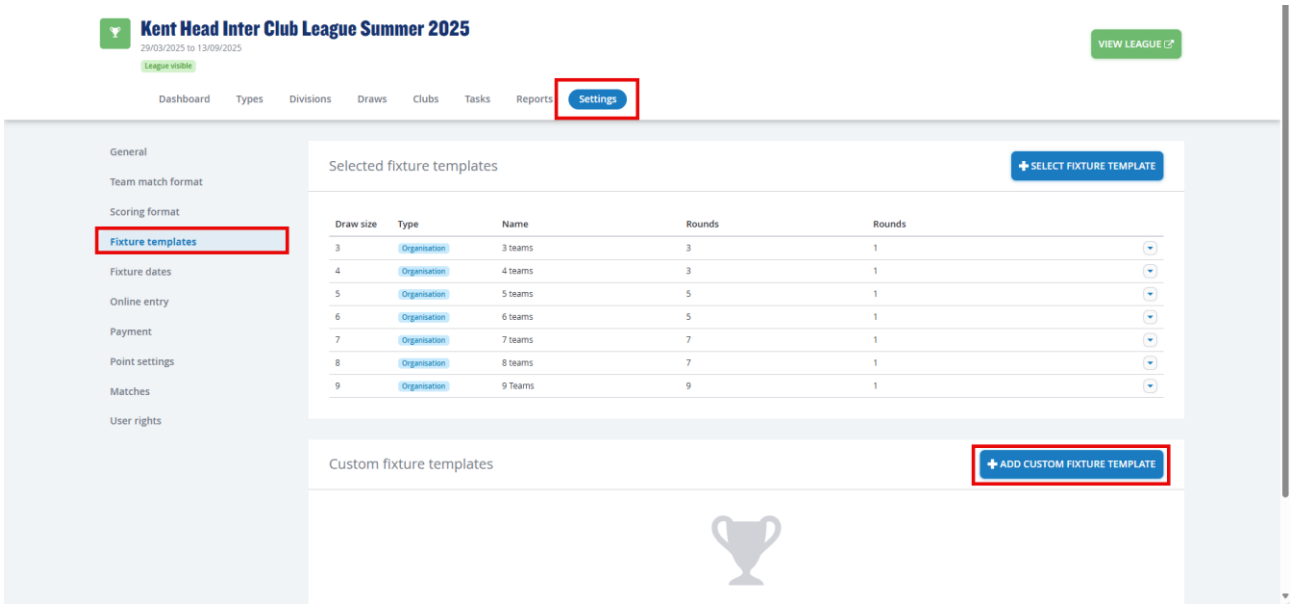


Select the fixture template i.e. X Teams (H&A) from the drop down menu and click Select to confirm you wish for each team to play each other twice.

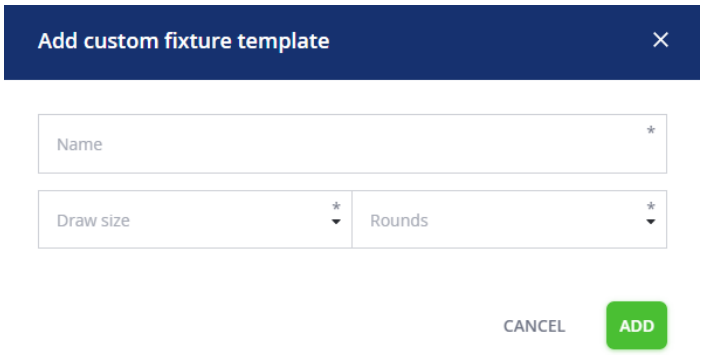


Adding a custom fixture template

To create a custom fixture template for your league select the **Fixture templates** tab of the **Settings** menu and click **Add Custom Fixture Template**.



Give the template a name of your fixtures template

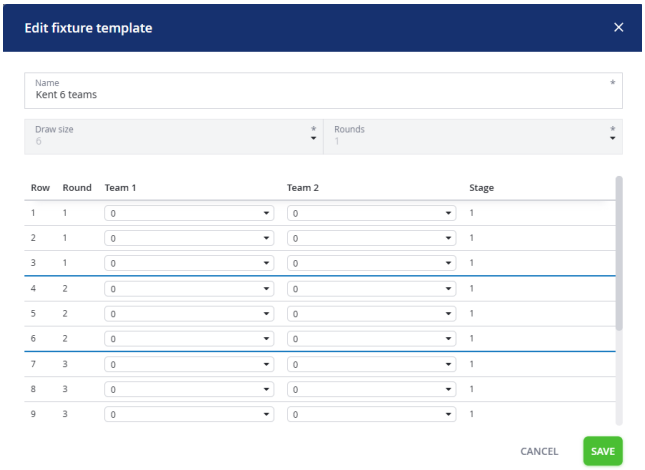


Select the **Draw size**

Select the **Rounds** i.e. the number of times a team will play each other typically 1 but if the league plays home & away then select 2.

Click **Add**

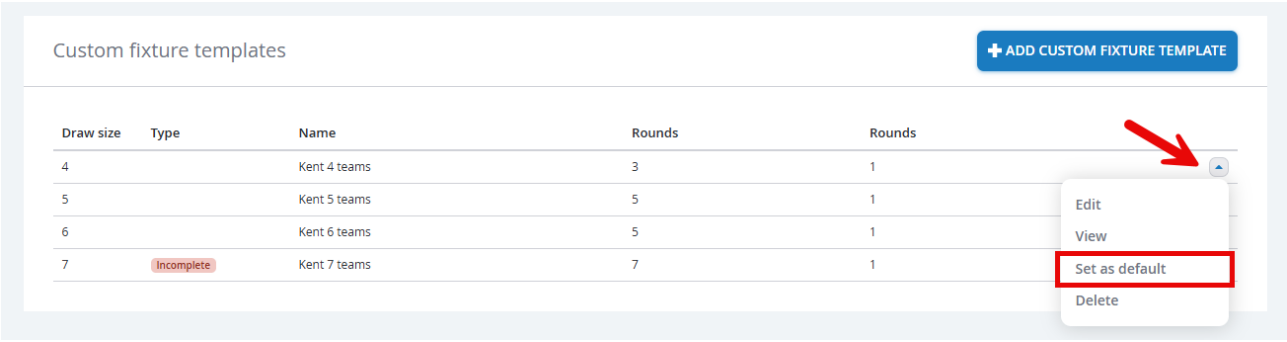
Once you have provided the initial settings a blank fixture template will be created.



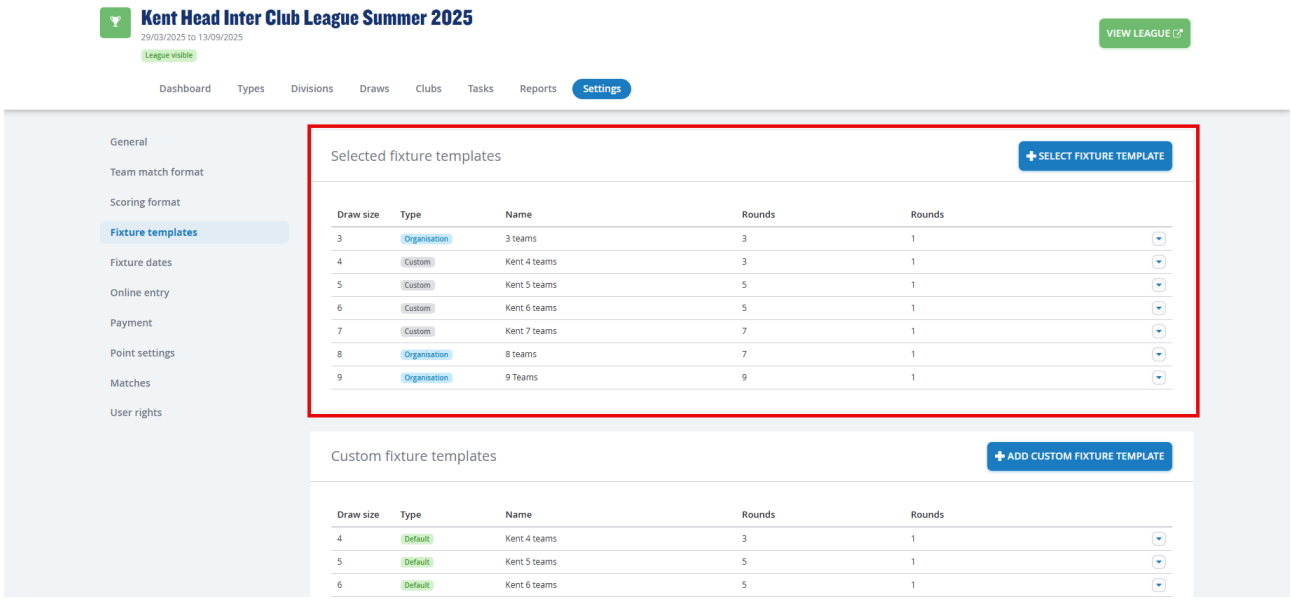
Then add the teams you wish to play in each round in the grid placing the home team as team 1 each time.

Once you have populated your schedule, click **Save** and the system will validate it.

Once you have created the custom fixture templates for your league you now need to set them as the default. To do so, click on the drop down menu and select **Set as default**.



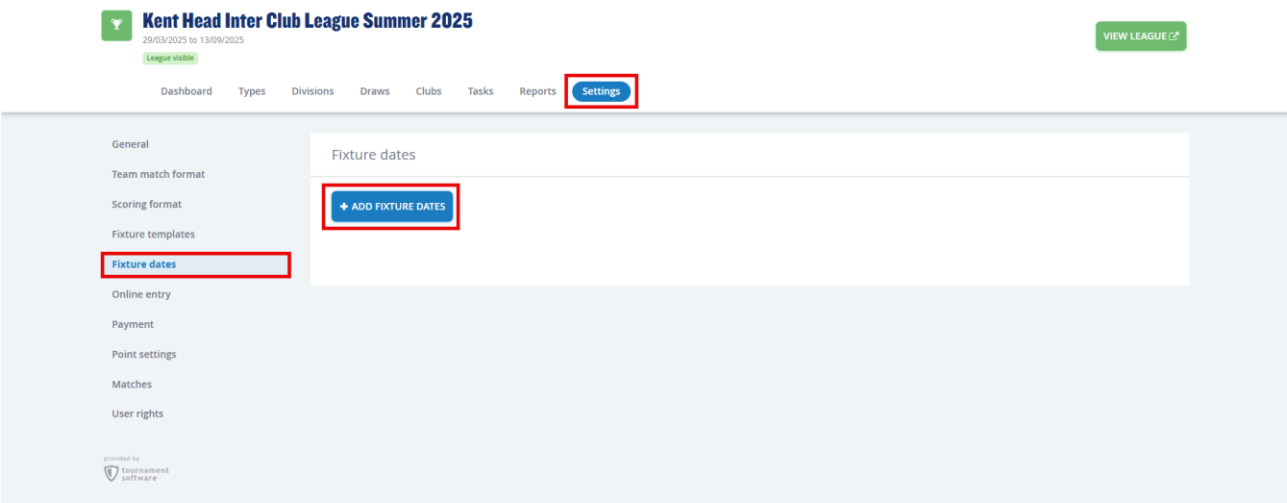
This will override the LTA's template and you will see fixture template names appear with the tag of custom in the top section of the venue which shows the selected fixture templates.



Fixture Dates

Fixture dates are used to determine the dates that fixtures will be played on in your league, if you are using Online League Planner to schedule your fixtures for you.

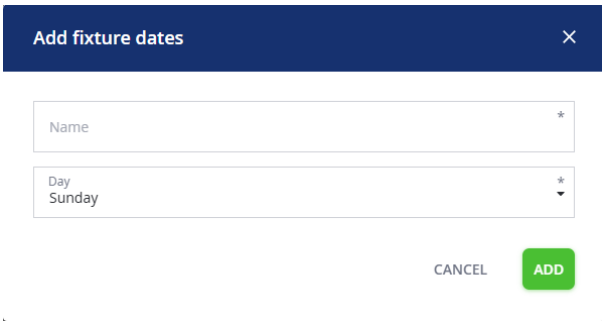
To add your fixture dates for your league, select the **Fixture dates** tab of the **Settings** menu and click **Add Fixture Dates**.



Give the set of fixture dates a **name**

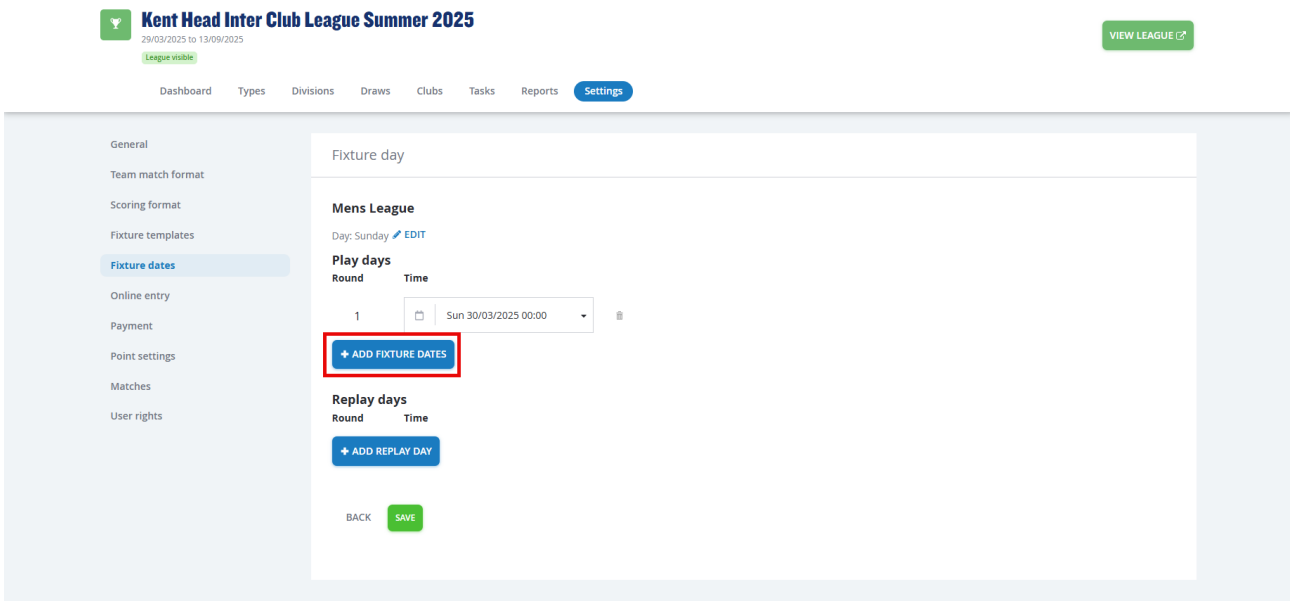
Select which **day** the majority of matches will be played on.

Click **Add**



The Fixture Dates view will open

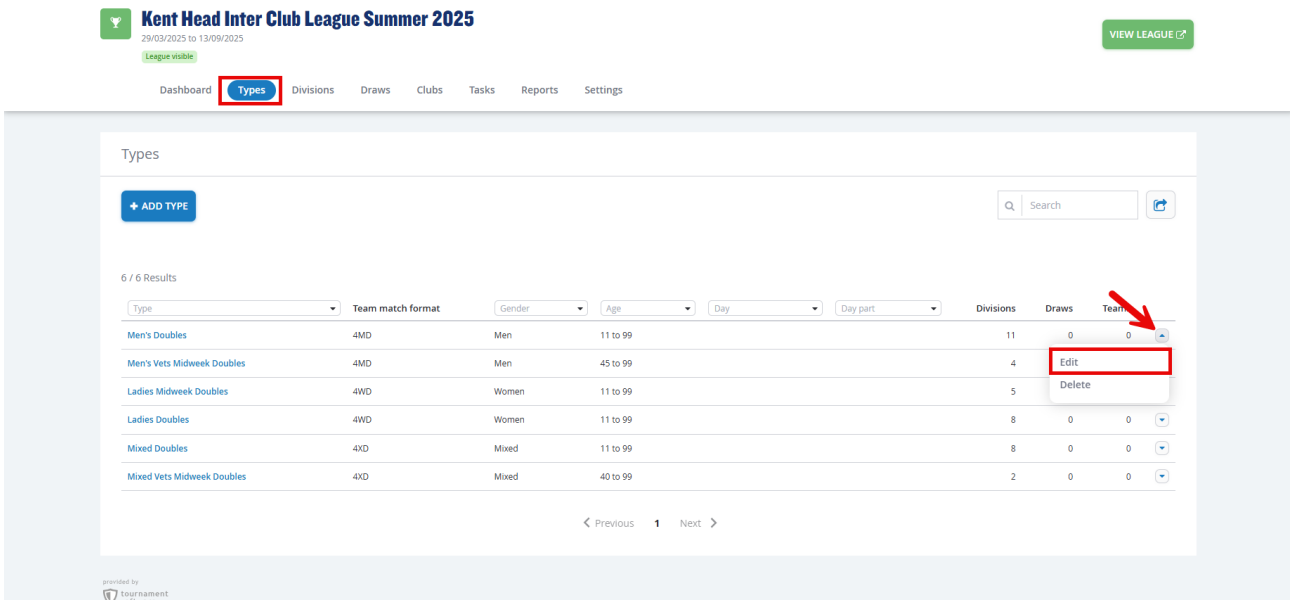
Click **Add Fixture Dates** to create the number of dates required. The system will select the dates from the start of the league on the day of the week selected. You can click into a date to select another date which may be on a different day of the week.



You can also select a Rain Date by clicking **Add Replay Date**.

Once you have set your dates up click **Save**. You should repeat this for each set of fixture dates you require.

Once you have created all your sets of fixture dates, you will need to link them to your League Types. Go to **Types** and click on the drop down of the League Type you wish to edit before selecting **Edit**.

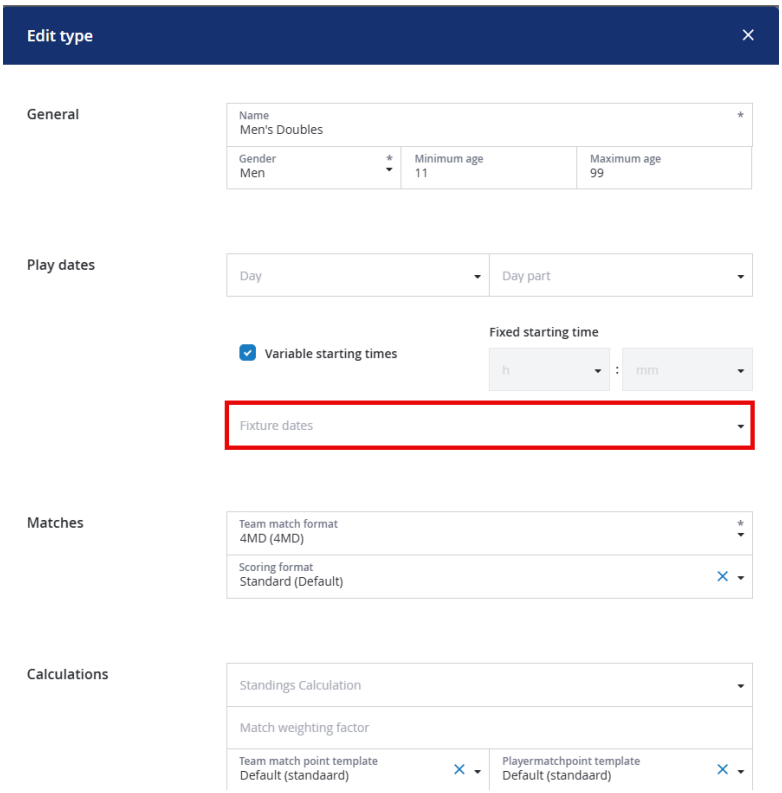


In the Edit League Type window select the **Fixture Dates** from the drop down list.

Then click **Save** to update the league type.

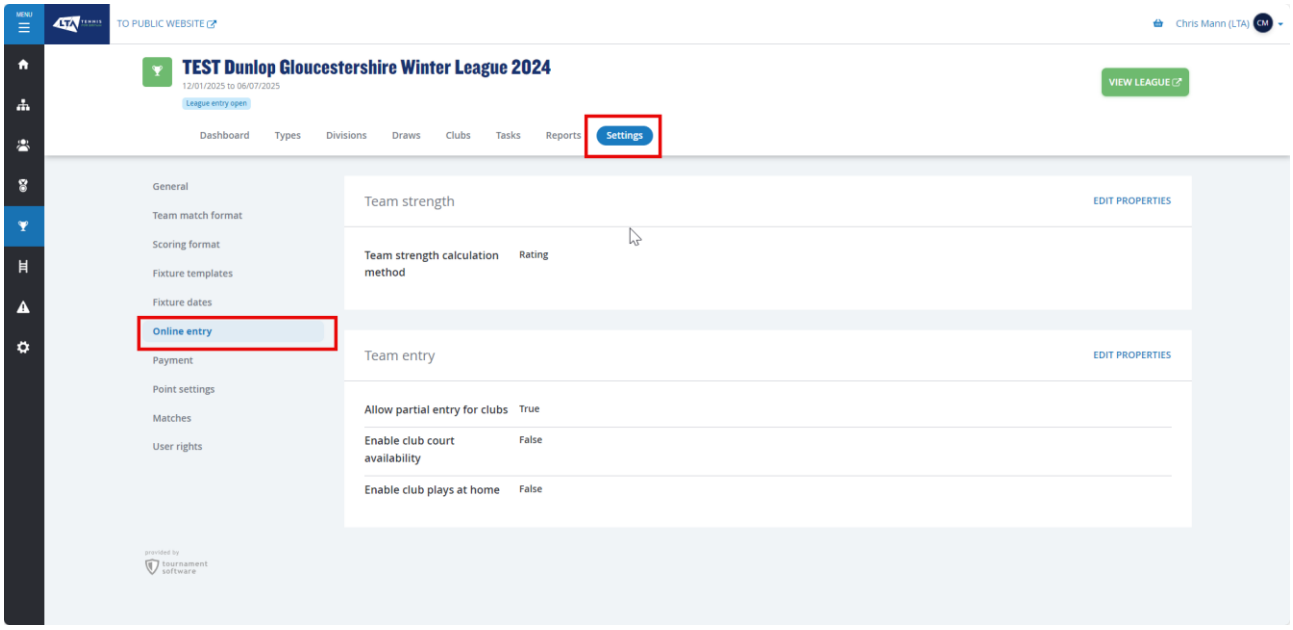
If you wish to have different sets of fixture dates for different divisions. You can edit the **Division** and select the **Fixture Dates** there as well.

Then click **Save** to update the division.



Online Entry

The Online Entry tab defines what data is captured at point of entry.



Team strength can be ignored for now as the LTA do not calculate the team strength in Online League Planner but this will be explored in the future.

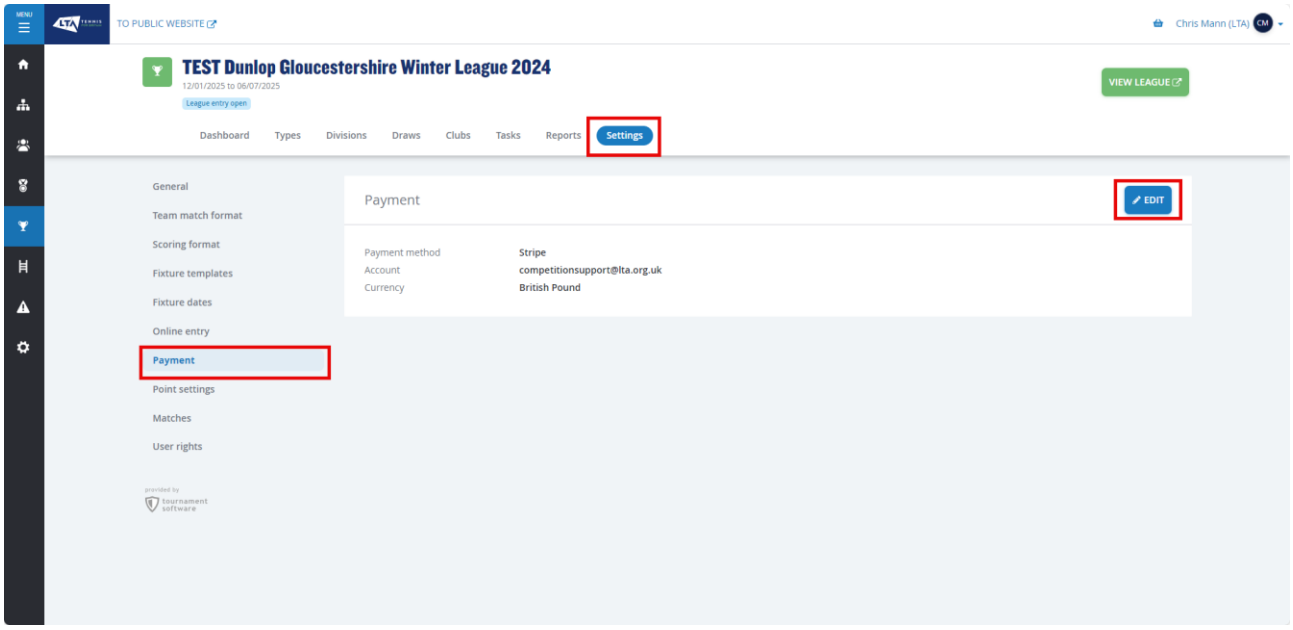
In the Team Entry Settings click **Edit Properties**

- Ensure Allow partial entry for clubs is enabled
- Enable Club Court Availability should be disabled
- Enable Club Plays at Home should be disabled

Click **Save** to return to the Online Entry tab of the Settings menu.

Payment

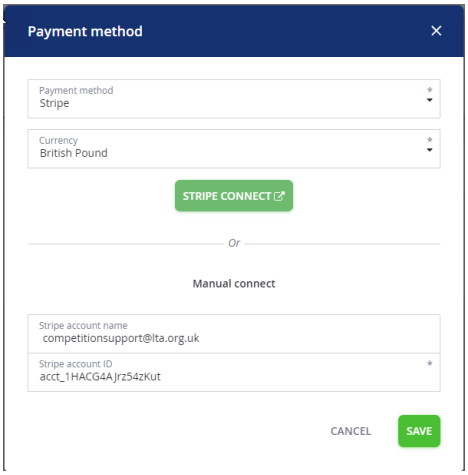
To facilitate Online Entry you will need to content your Stripe Account to the League



Your league will need to a Stripe account to process payments. We've created a guide to support you in setting up a Stripe account.

To add or edit the settings click the edit button in the top right hand corner.

Set the Payment Method to Stripe and the Currency to British Pounds.



Then you will need to connect to your Stripe Account. There are two ways of doing this

1. By clicking Stripe Connect and logging into your Stripe Account. This will connect the account automatically.

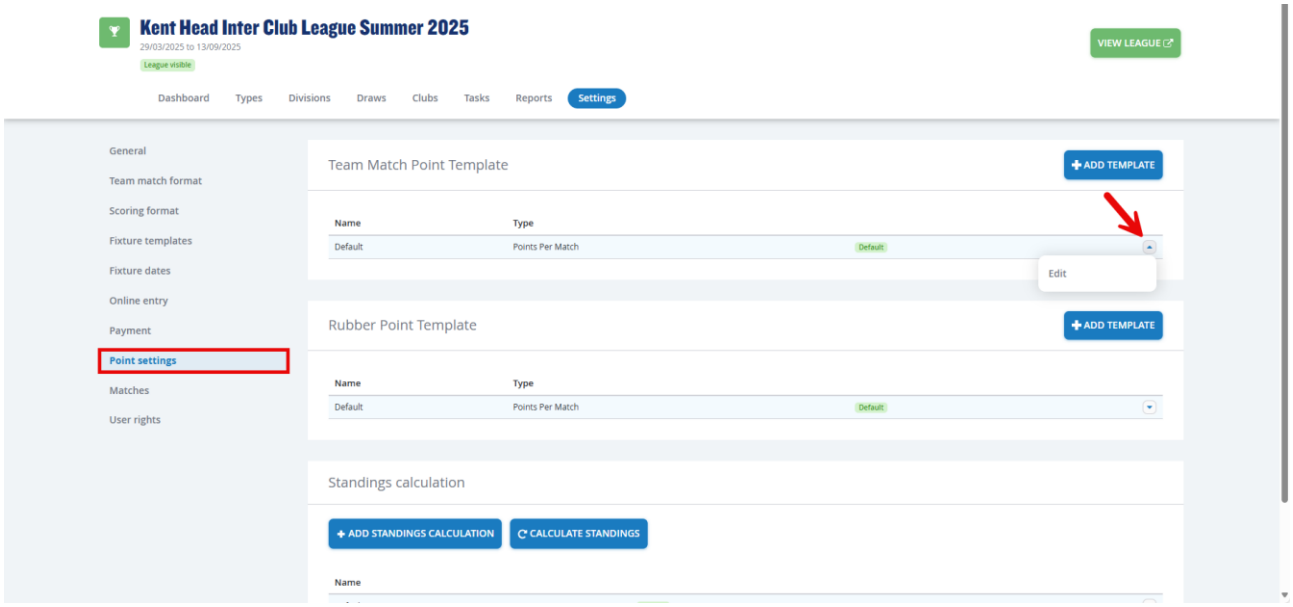
2. Entering the details manually which is probably the way most league organisers will operate as they will be given the account name and Stripe ID from their Treasurer or Administrator.

   The Stripe ID can be found on Business page of the Settings in Stripe: https://dashboard.stripe.com/settings/account

Point Settings

The point settings templates define how many points are received each rubber, the fixture and the standings of the league are determined. As league organiser you can **edit** or **add team** and **player match point template** and **standings calculations** using the right-hand side drop down.

Templates can be created by selecting the **add** button. Depending on the selection in the dropdown, more settings appear. Unlike the old version of League Planner you can have different templates for different league type (events) of divisions. The system will look at the division first, then type and if nothing is defined there then it will take the default template to calculate the points.

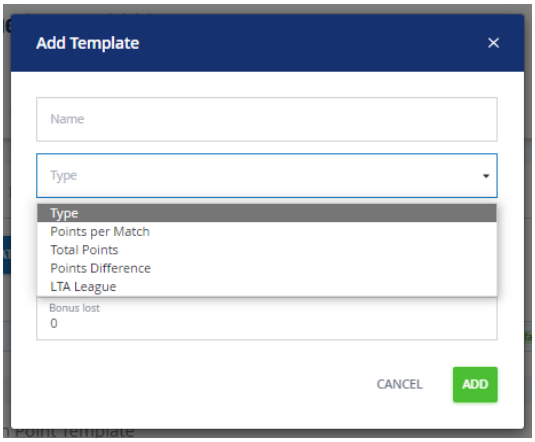


Team Match Points Template

These points are used for the standing calculations

Team Match Points determines how many points the team will earn towards the overall league standings based on their performance in the fixture.

- Name
- Type
    - *Points per match* – teams are issued points for each fixture won, drawn or lost. You can also state how many points should be awarded for a winning/losing draw (see below).
    - *Total Points* – teams are issued the total number of player points won during each fixture (e.g. if you award 2 points per rubber won and a team wins 4 rubbers they will be awarded 8 points on the league table). Use the 3 fields to enter the number of points issued for a win, draw or loss
    - *Points Difference*
    - *LTA League* – teams are issued two points for each fixture won.
- Bonus Points - You can add a bonus point(s) for a team or player match which is won, drawn or lost. The Team match points are added to the overall team match points where as the player match bonus points are added to the rubber points to determine the winner of the match.



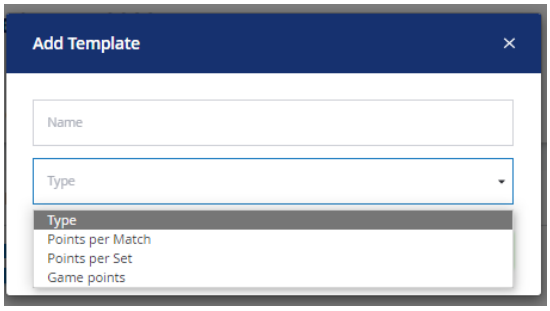
Winning/Losing Draws are now catered for in Online League Planner. You can set the number of points the system should deduct/add from a typical win/loss. For example if you typically receive 3 points for a win but in a winning draw you would receive 2 points you would set the winning draw field to -1 i.e. 1 less point than a standard win. If typically receive 0 points for a loss but with a losing draw you earn 1 point you would set the losing draw to 1.

Player Match Points Template

These points are used for the determining the winner of a match

Player Match Points determines how many points each rubber will earn towards the overall fixture score.

- Name
- Type
    - *Points per match* – the number of points issued based on winning, drawing or losing a rubber
    - *Points per set* – the number of points issued based on winning a set, drawing or losing a set
    - Game Points



Standings Calculation

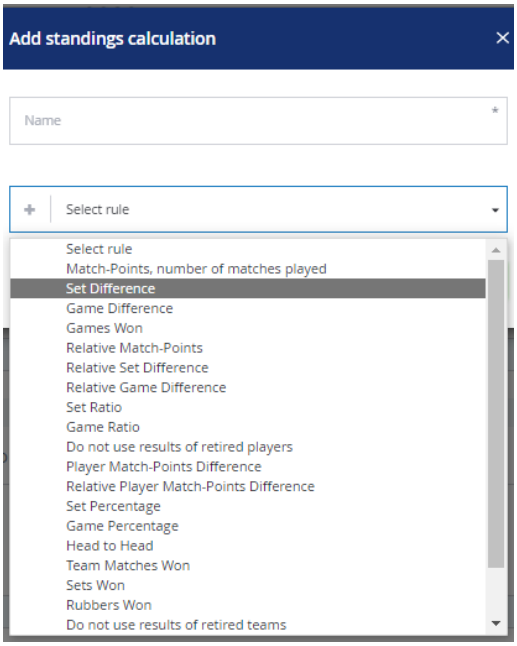
How the group is ordered if team points are tied

In the Standings Calculation Template you can define the rules to order teams by in the draw standing.

Add a name for your template and select rules you wish to use.

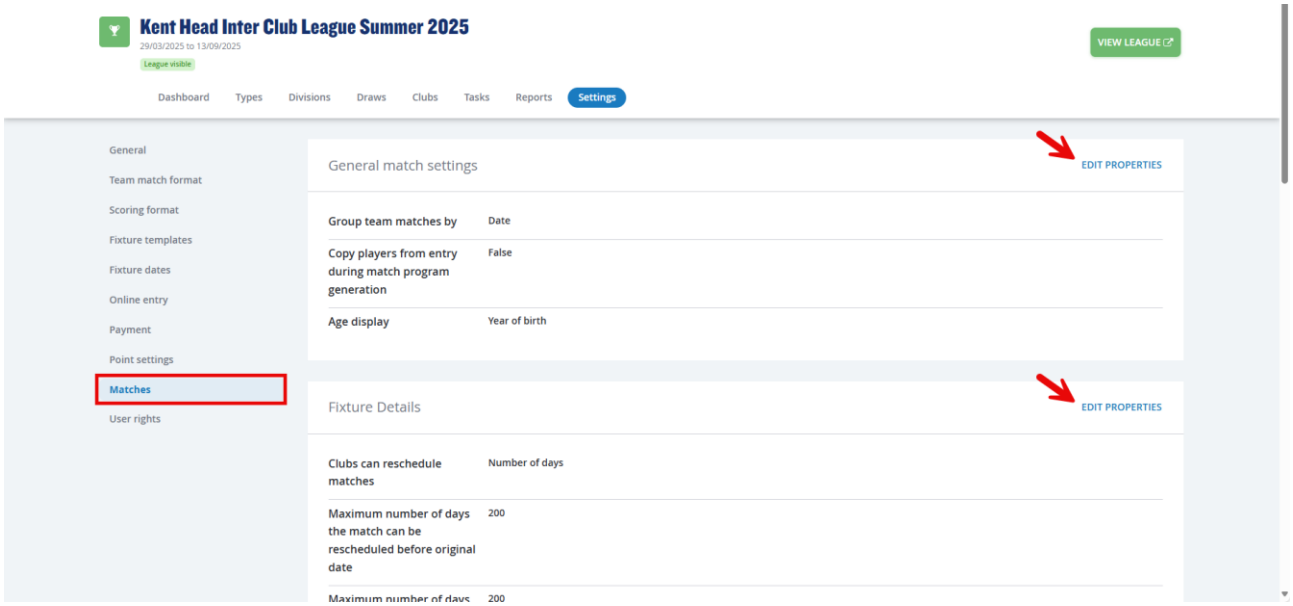
You can drag them around into the correct order.

If you make any changes to your standing calculation once the league season has started (i.e. a match has been recorded) remember to click **Calculate standings**. This button will recalculate ALL draws within the league.



Matches

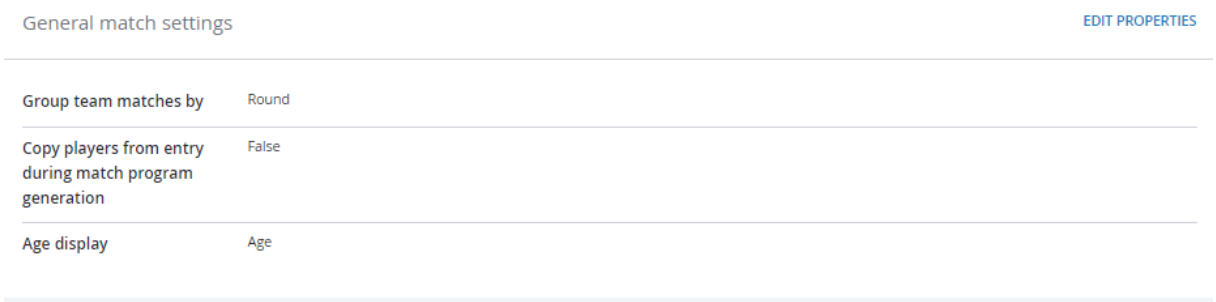
This view allows you to select the **settings** used for **matches**. This section is also important as the information selected allow the County and District League Admin and Team Captains to have the correct rights when they log in to the League.



General Match Settings

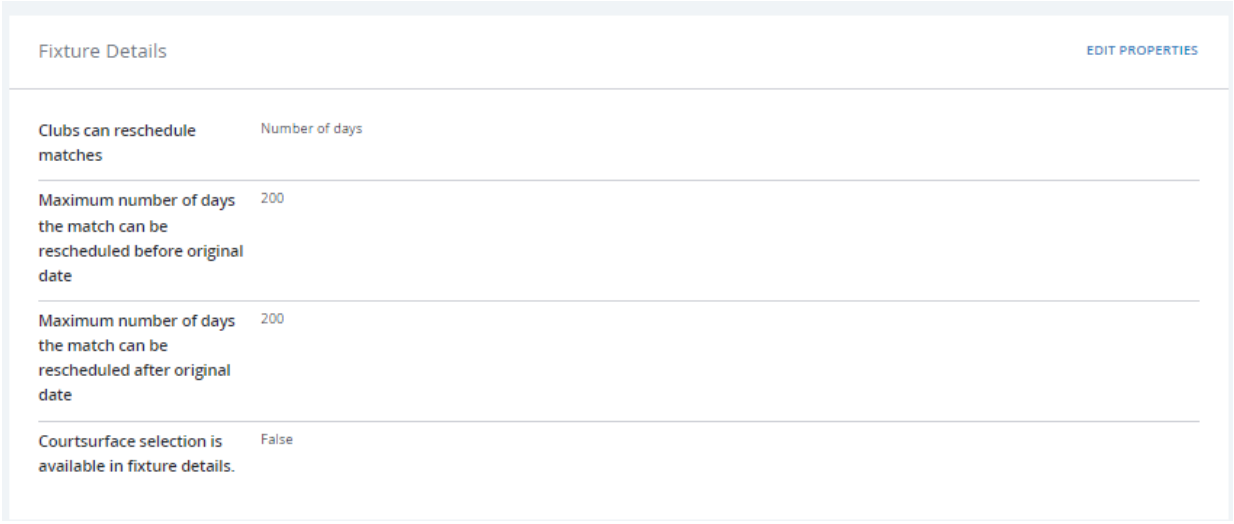
In the first section you can change:

- How the matches are ordered on the public and admin website (by round or match date)
- Whether to copy the players into the league from the team's entry
- The age display (by age or year of birth)

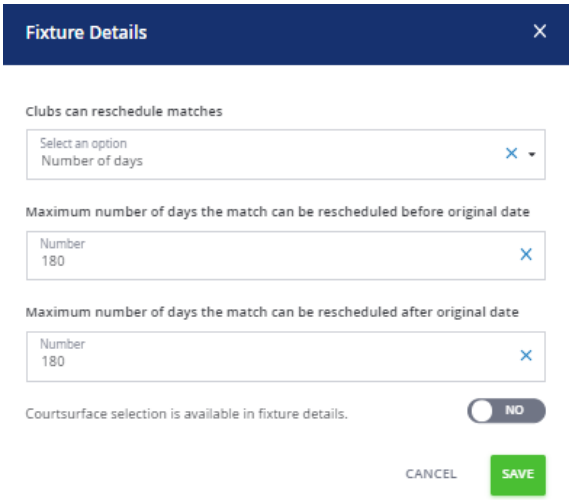


Fixture Details

In the second section you can set the settings for the fixture details which will be used by the County and District League Admins to communicate with the opposing team captain of the date and time of the match. These settings must be correct to allow the County and District League Admin to save fixture details via their log in.

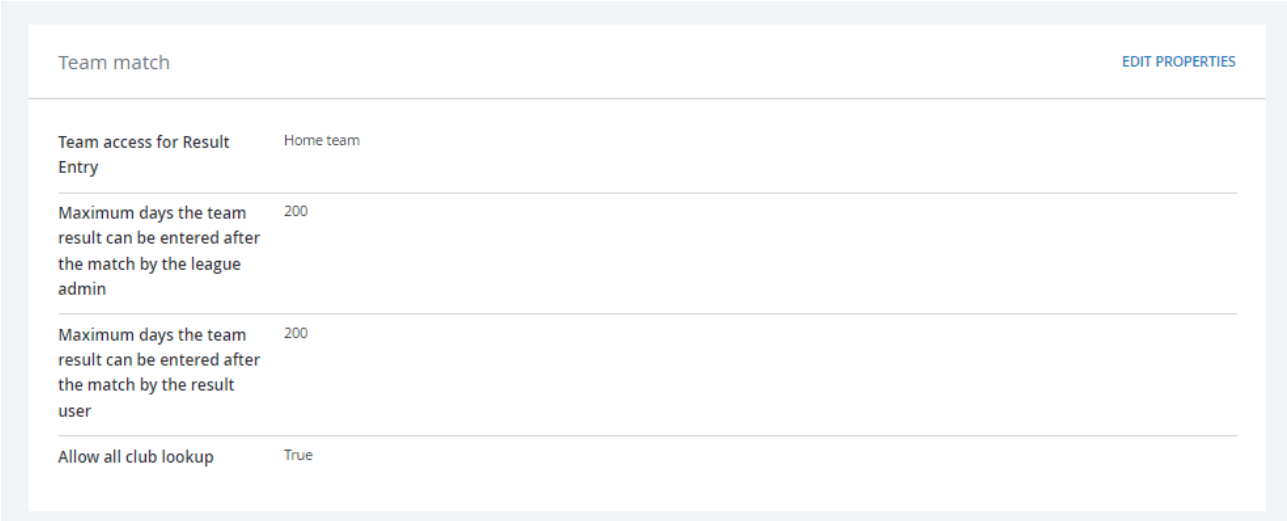


- Select the number of days before or after the scheduled date of the match that County and District League Admins can reschedule the match by.
- The court surface functions should always be set to no as this functionality is not available to the LTA.

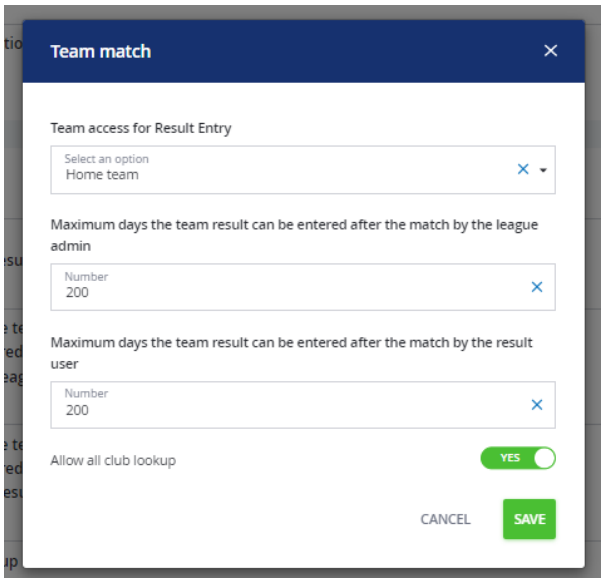


Team match

In the third select you can set the result entry settings.

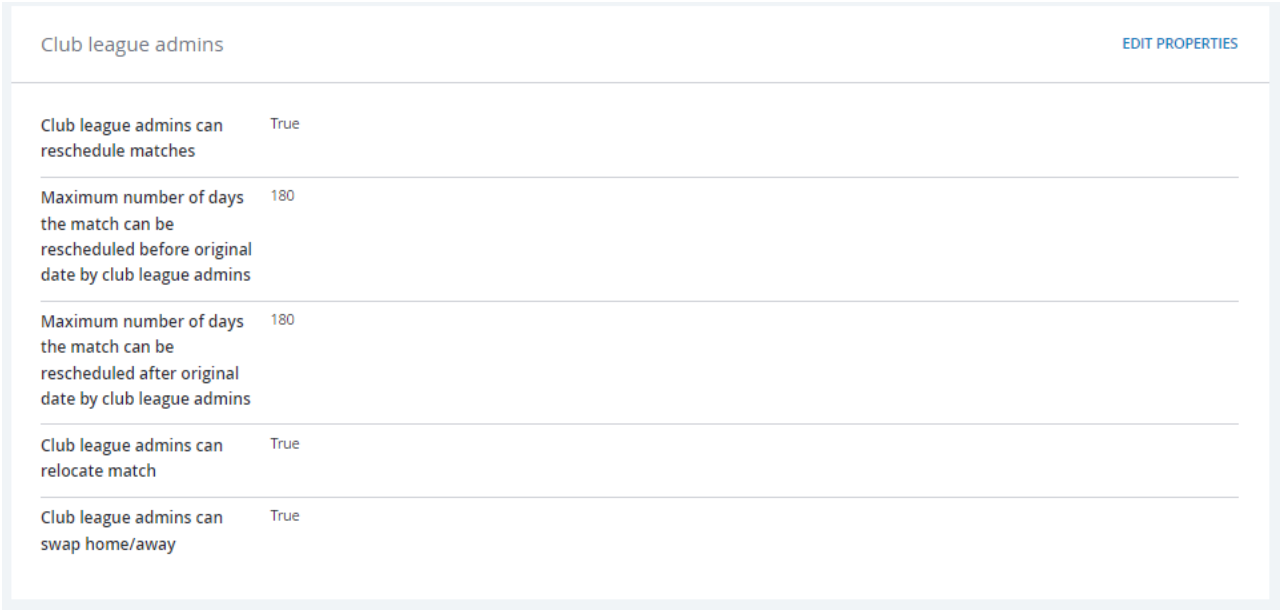


- Select who can access results entry (Home team, both teams, Away team)
- Enter the maximum number of days a team result can be entered by the County & District League Contact (also known as club admins) and Team Captain (also known as result user)
- Select yes to Allow all club look up for finding players not attached to the venue.

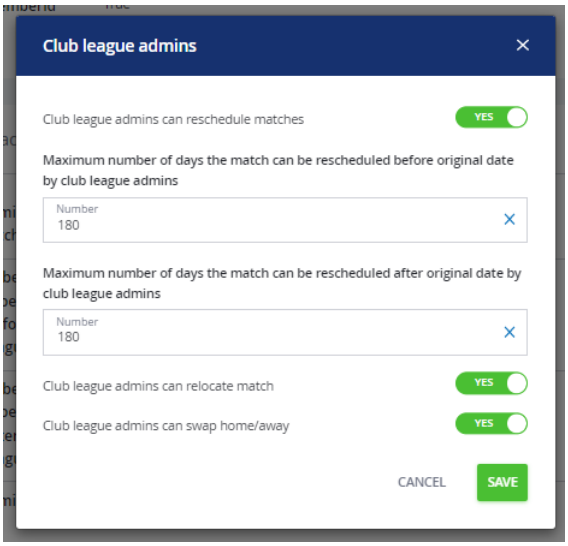


Club league admins

In the fourth section you can set the match rights for the County and District League Contacts (also known as club admins).

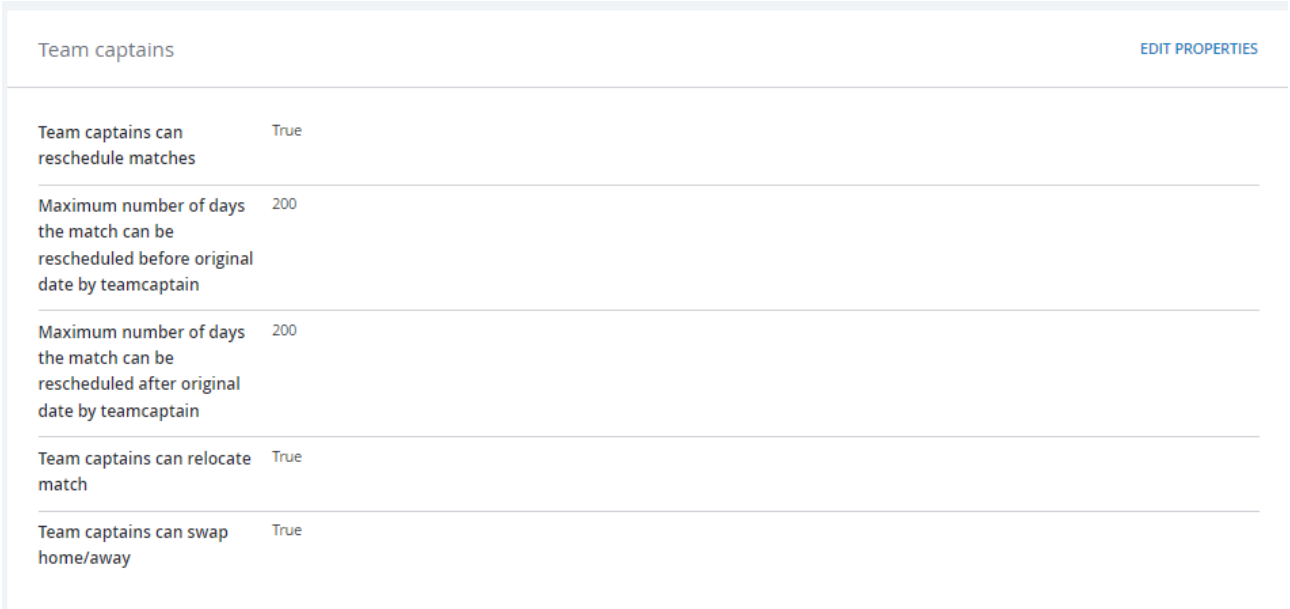


- You can allow club league admins to be able to reschedule matches and the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether club league admins can relocate matches
- Select whether club league admins swap home/away.

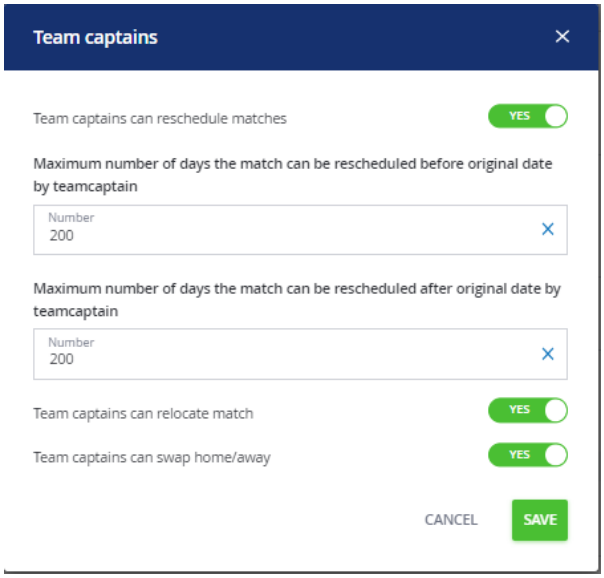


Team Captains

In the fifth section you can set the match rights for team captains (also known as result users). It is important that the correct settings are saved in order to allow Team Captains assigned by the County and District League Admin to have the correct user rights when they log in.



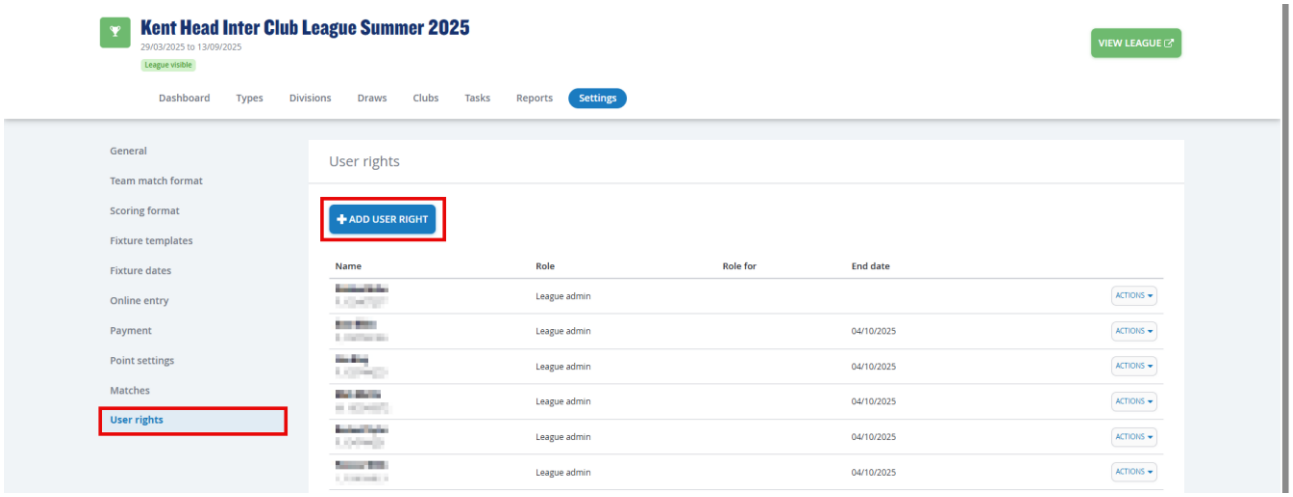
- Select yes/no to whether Team Captains have the ability to reschedule matches
- Select the maximum number of days a match can be rescheduled before and after the original date by the user.
- Select whether Team Captains can relocate matches
- Select whether Team Captains can swap home/away.



User Rights

Upon applying for your league, the Customer Support Team will add you, the League Organiser. as the League Admin for your County & District League. You can add more League Admins as part of your set up process.

User rights can be assigned by selecting **Add User Rights button**. Searches can be done by name or LTA number. These users will login using their LTA username and password in the same way as league organisers do.

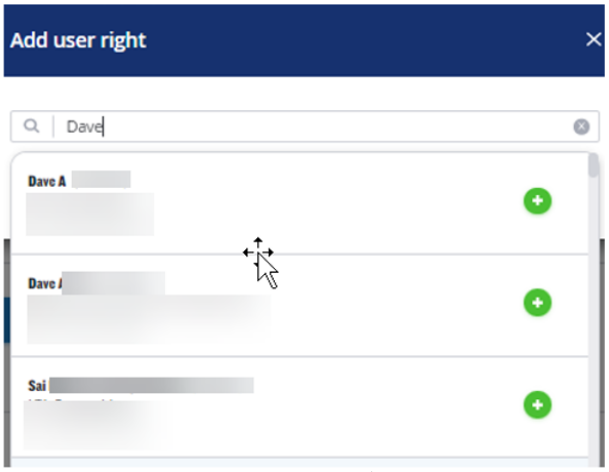


There are different levels of access that a user can have

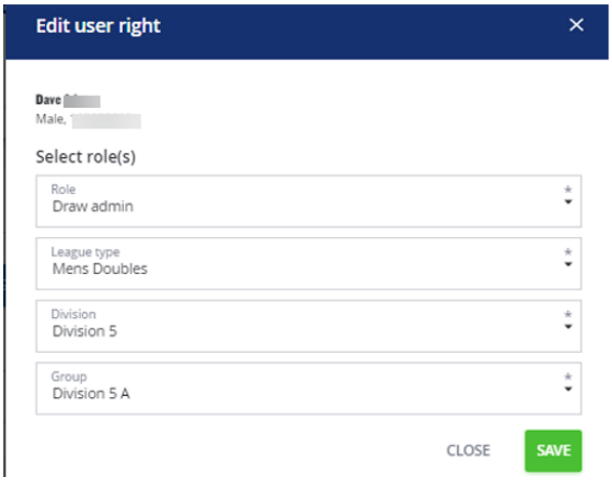
- League admin – has admin rights on the whole league including the League Organiser Portal.
- Event admin – has front end access to all fixtures in an event.
- Division admin – has front end access to all fixtures in a division.
- Draw admin – has front end access to all fixtures in a draw.

Most admins will be given the League Admin role so they can access the League Organiser Portal.

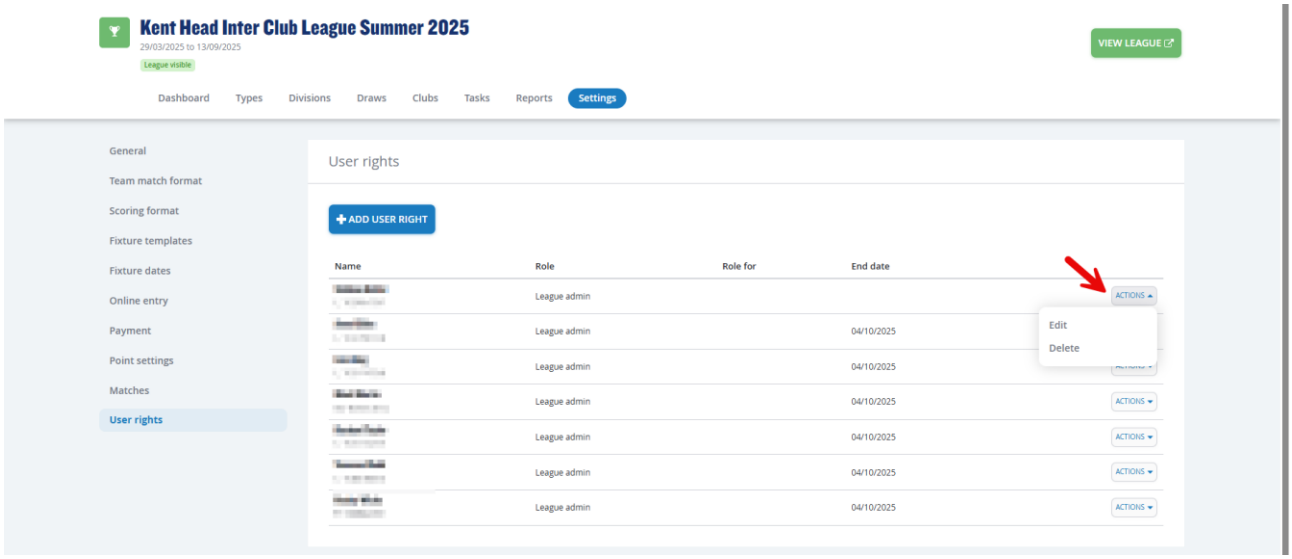
Step 1: Search for the contact



Step 2: Select the role. You may need to define, the league type, division or group dependant on the rights you assign.



User rights can be edited or deleted by selecting the **edit/delete** in the **Actions** drop down.

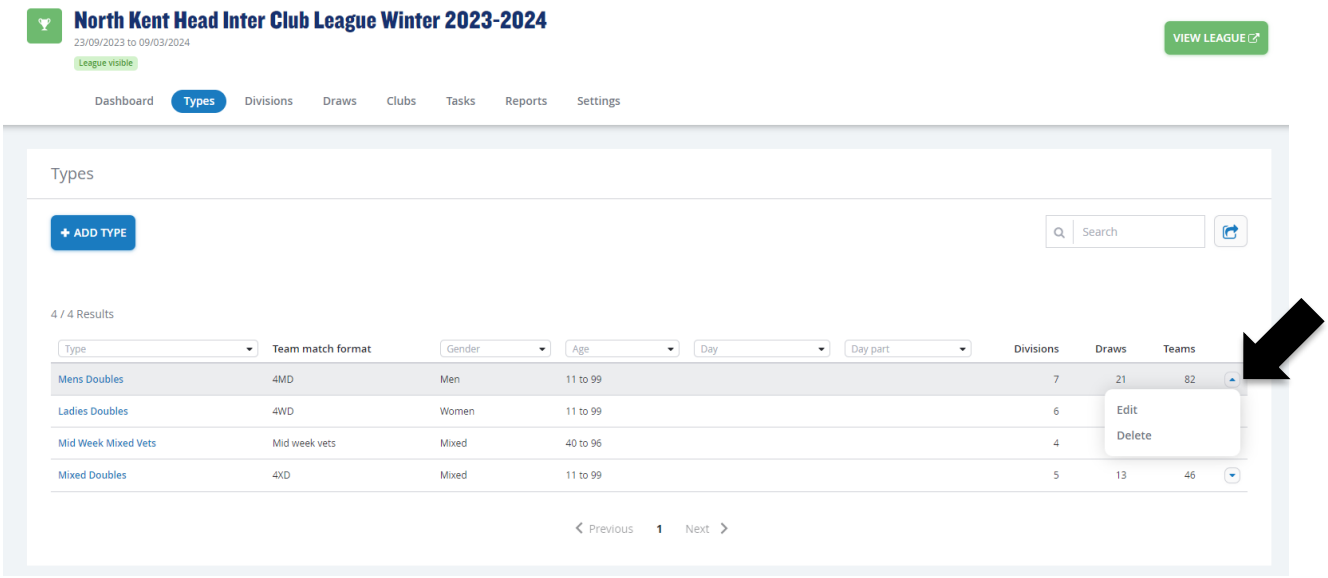


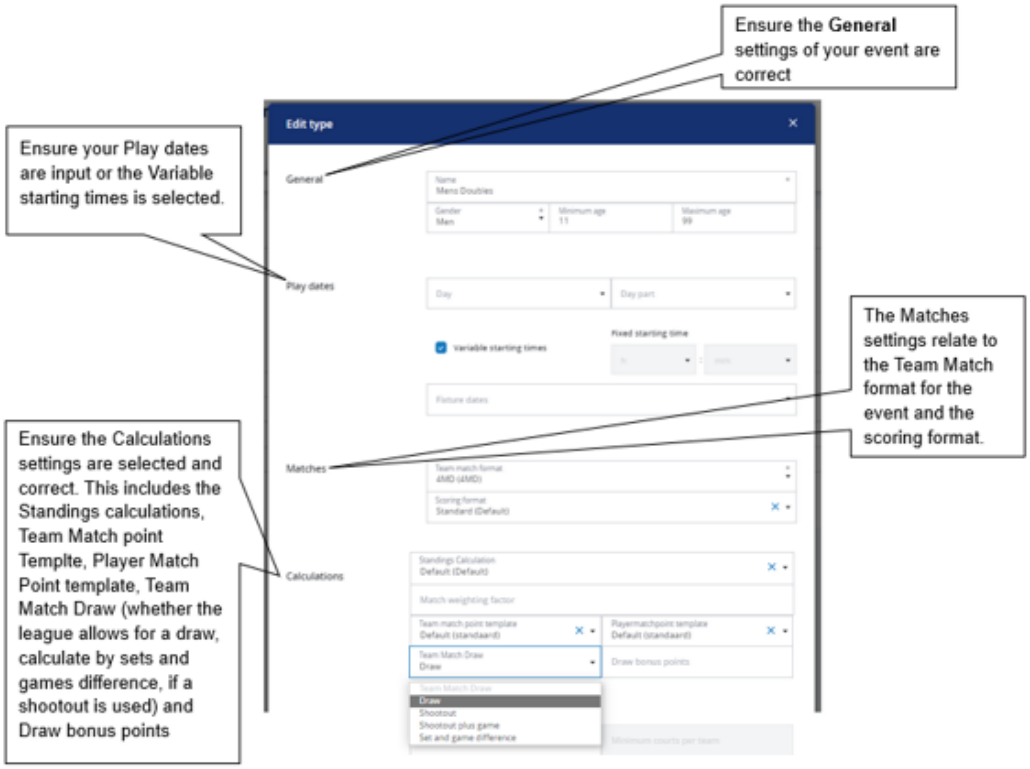
LEAGUE TYPES

League Types (also known as Types) are the events within your league for example Mens Doubles, Womens Doubles, Mixed Doubles, Mens 40+ Doubles, Womens 40+ Doubles etc.

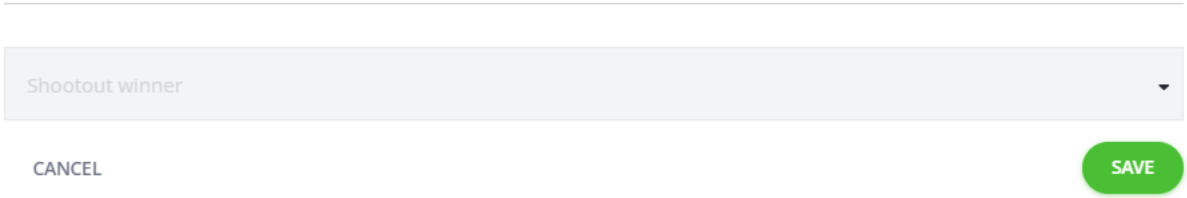
The settings you have defined like Rubbers, Scoring Formats, Player Match Points Template, Team Match Points Template and Standing Calculations for each Type (Event) must be added to the Type and any variations within a Type to the Divisions.

To ensure your events have the correct settings, select **Types** and the drop-down arrow **Edit**





The result entry page will update depending on the Team Match Draw settings selected. If a **shootout** or **shootout plus game** is selected for the event, a box to select the winner will be present on the result entry page.



DIVISIONS

You will need to also click into each division to ensure that they are set up correct

Ensure your divisions are set up in the correct order i.e. Division 1, Division 2 etc and they are named correctly.

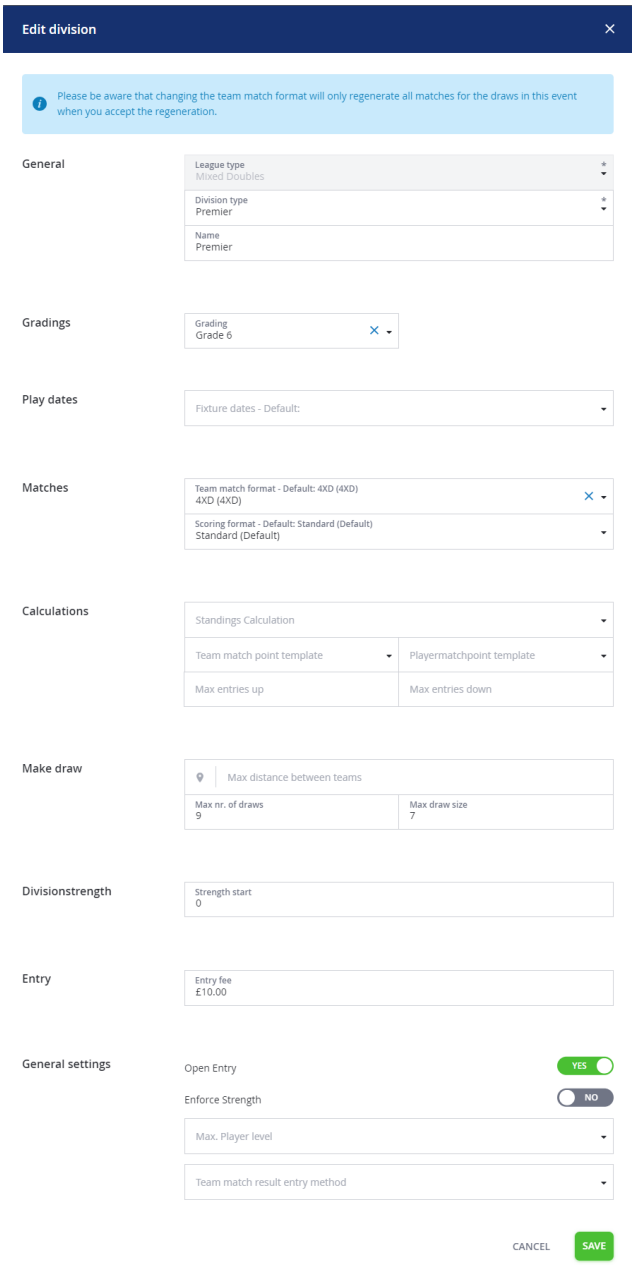
All tennis leagues should set the Gradings to Grade 6 unless your league counts for rankings.

The Matches and Calculations sections do not need to be filled in unless they differ from the default set at the Type level.

In the Entry Fee state the fee you wish to charge in Online Entry.

In the General Settings ensure Online Entry is enabled.

Click Save to commit these settings.



CHECK

Is your league structure set up correctly?

We understand league may not have been set up correctly in the past but getting them set up correctly now is very important.

By way of an example…

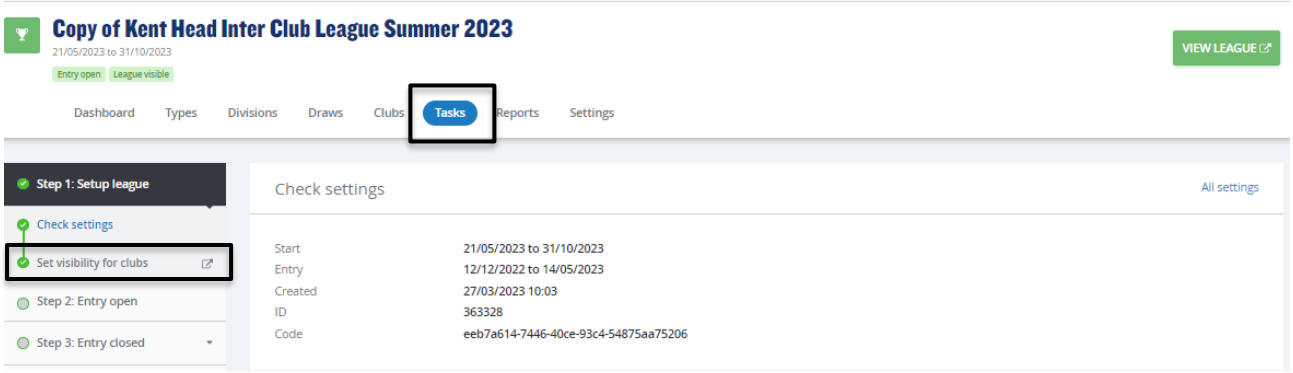
Type	Division	Draw
Mens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West
Womens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West

If the league is not set up correctly, please fix this ahead of the league opening for entries.

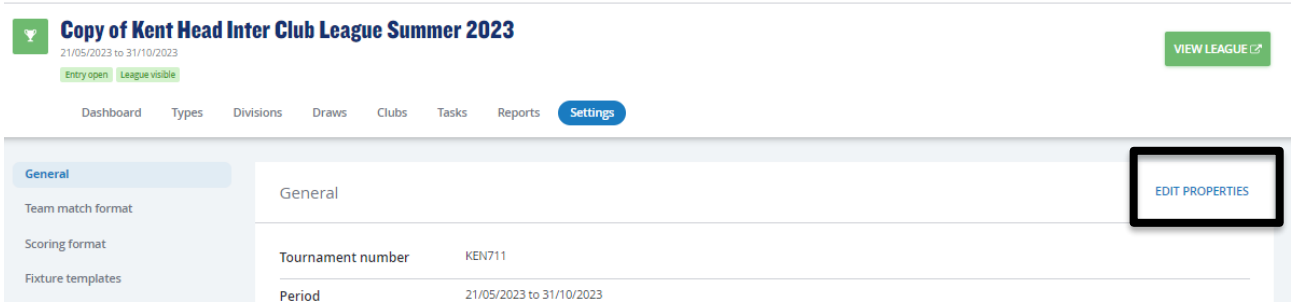
SET VISIBILITY FOR CLUBS

Once the settings have been checked and completed, it is time to update the visibility of the league for clubs.

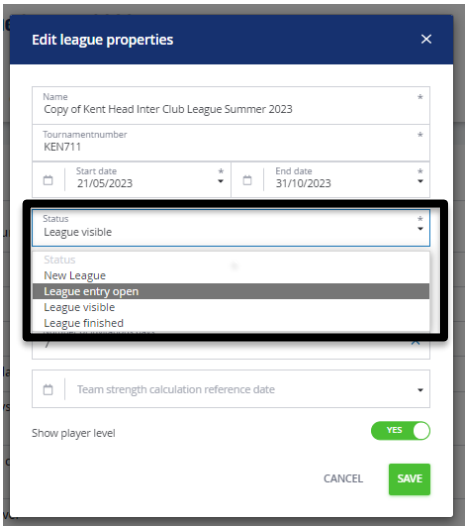
To do this select **Set visibility for clubs** from the Step 1 tasks.



Click **Edit Properties**.



Update the league status to **League Visible**.



LAUNCH

STEP 2: ENTRY OPEN

The league entry period is defined within the Settings → General tab (see page 12).

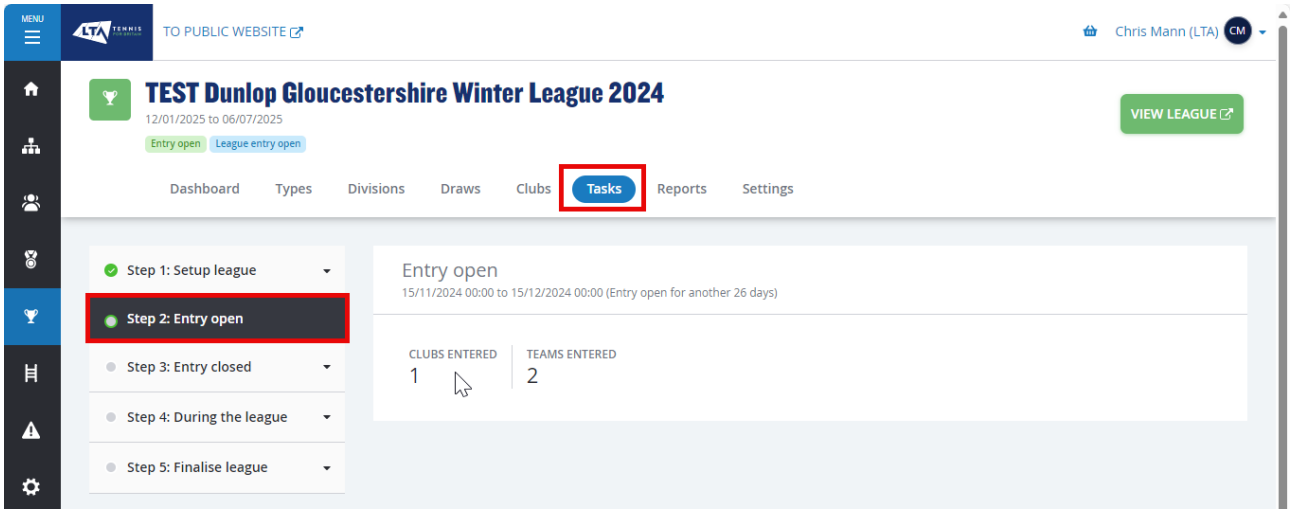
CHECK

Ahead of the league opening for entries, you should also check the following:

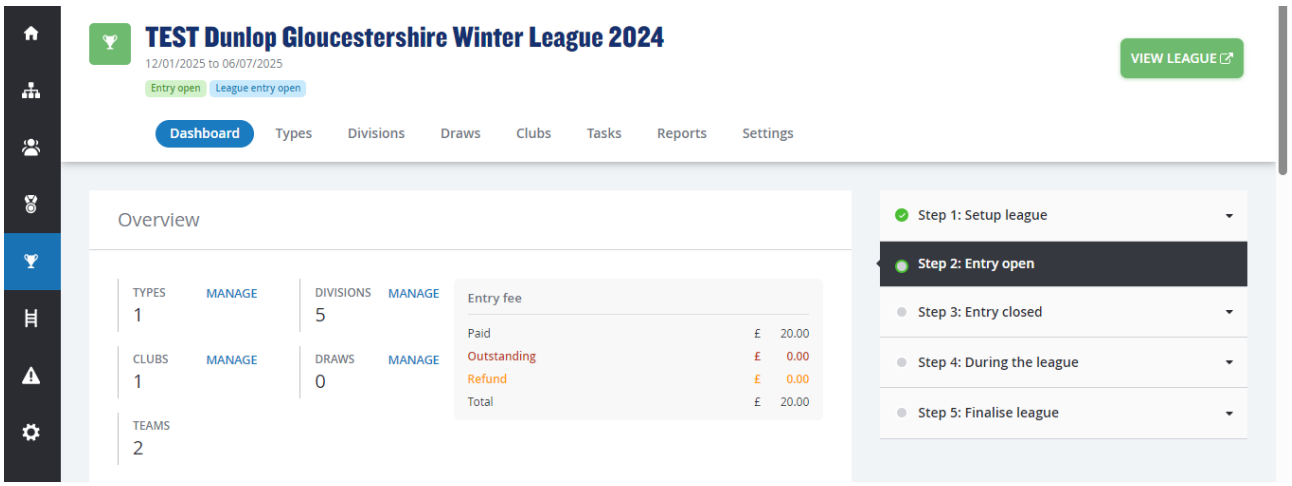
- ❑ Online entry settings are correct on Settings → Online Entry tab (see page 26)
- ❑ Your Stripe Account has been connected on the Settings → Payment tab (see page 27)
- ❑ The entry fee has been stated per Division (see page 39)
- ❑ All clubs who are eligible to enter are added to the Club list

Once the league in in the entry period the league status will be updated to **League Open for Entries** and Club Admins will be able to enter and pay for entries to your league.

As a League Admin you will be able to see the number of clubs and teams that have entered on the **Step 2: Entry Open** in the **Tasks** tab.



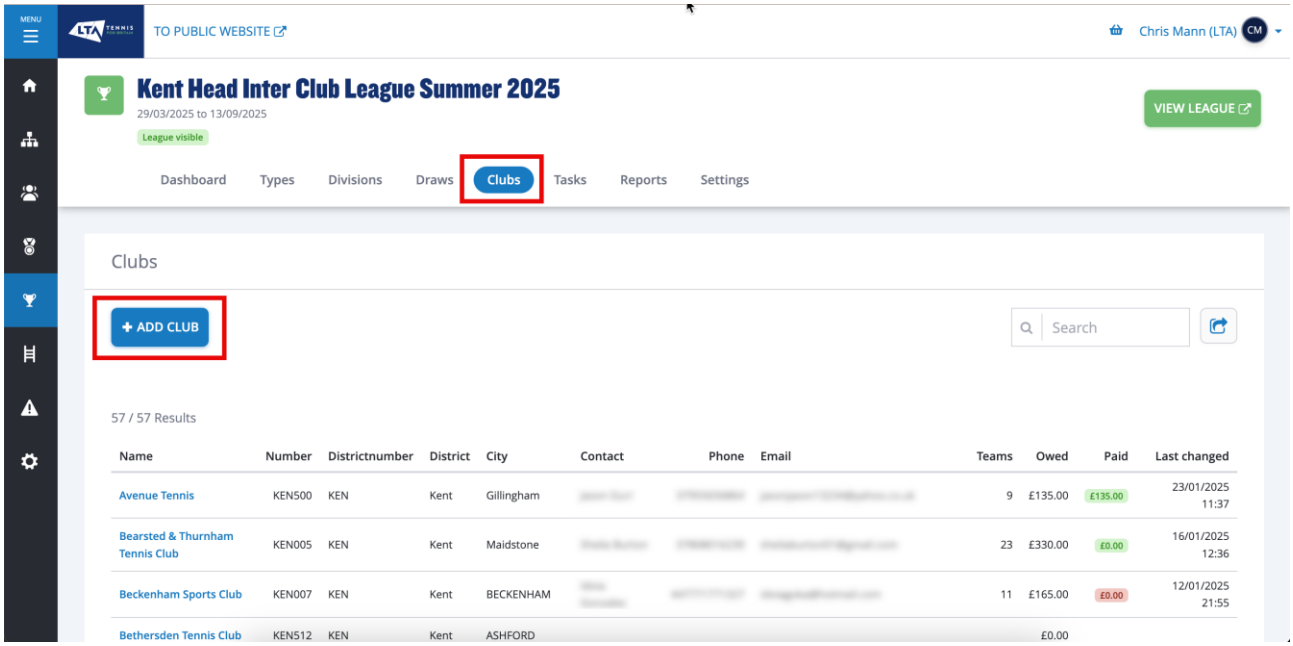
You will also see a summary of entries and the funds received on the **Dashboard** tab.



Once the entry period has passed, the league status will be updated to League Visible and no further entries will be taken.

ELIGIBLE CLUBS

Venues will only be able to enter your league if they appear on the list in the Club tab.



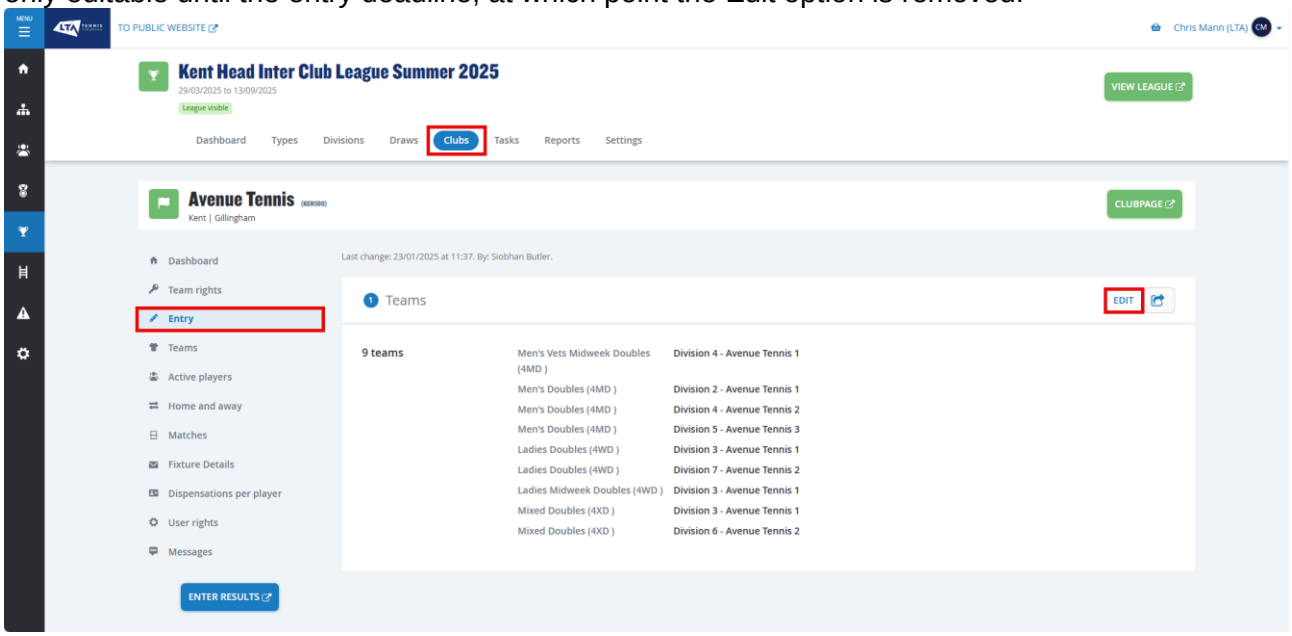
Should a venue be missing, simply click **Add Clubs** and start typing the name of the venue.

It is worth noting that the contact, phone and email for each venue will be blank at the start of the league season. They will be populated here when the venue enters the league. If the League Organiser makes the entry on behalf of the venue, the league organiser will show as the contact. This is only an internal view and the Club Admins will still have access to their venue for the league.

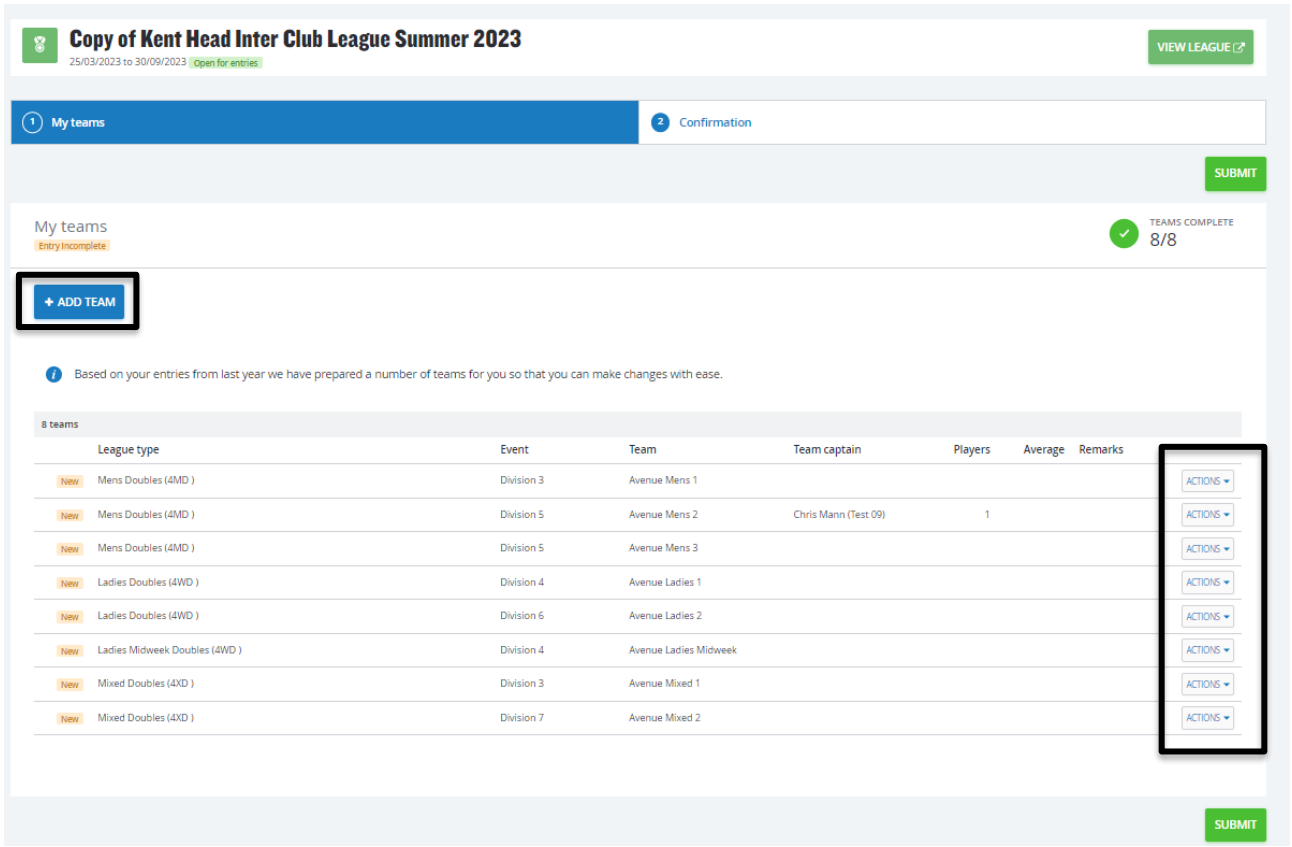
MANAGING ENTRIES

Entering a team on the venues behalf

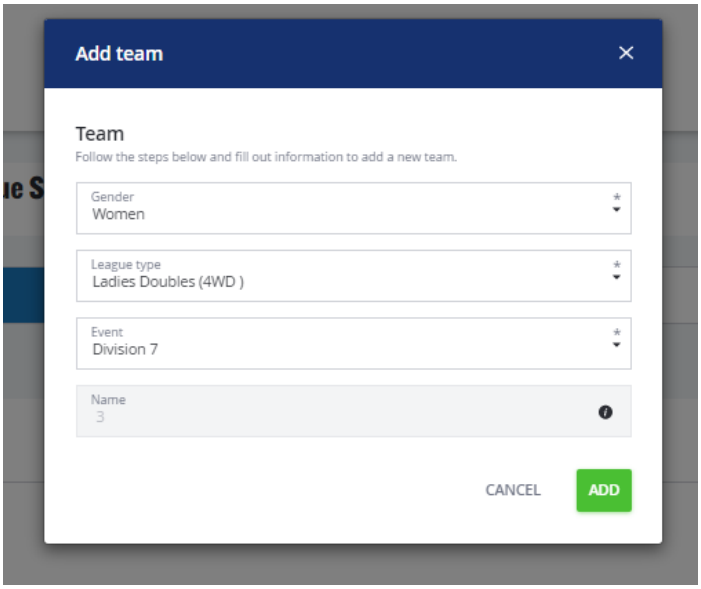
To enter or edit a team entry, go to the **Clubs** tab select **Entry** followed by **Edit**. This section is only editable until the entry deadline, at which point the Edit option is removed.



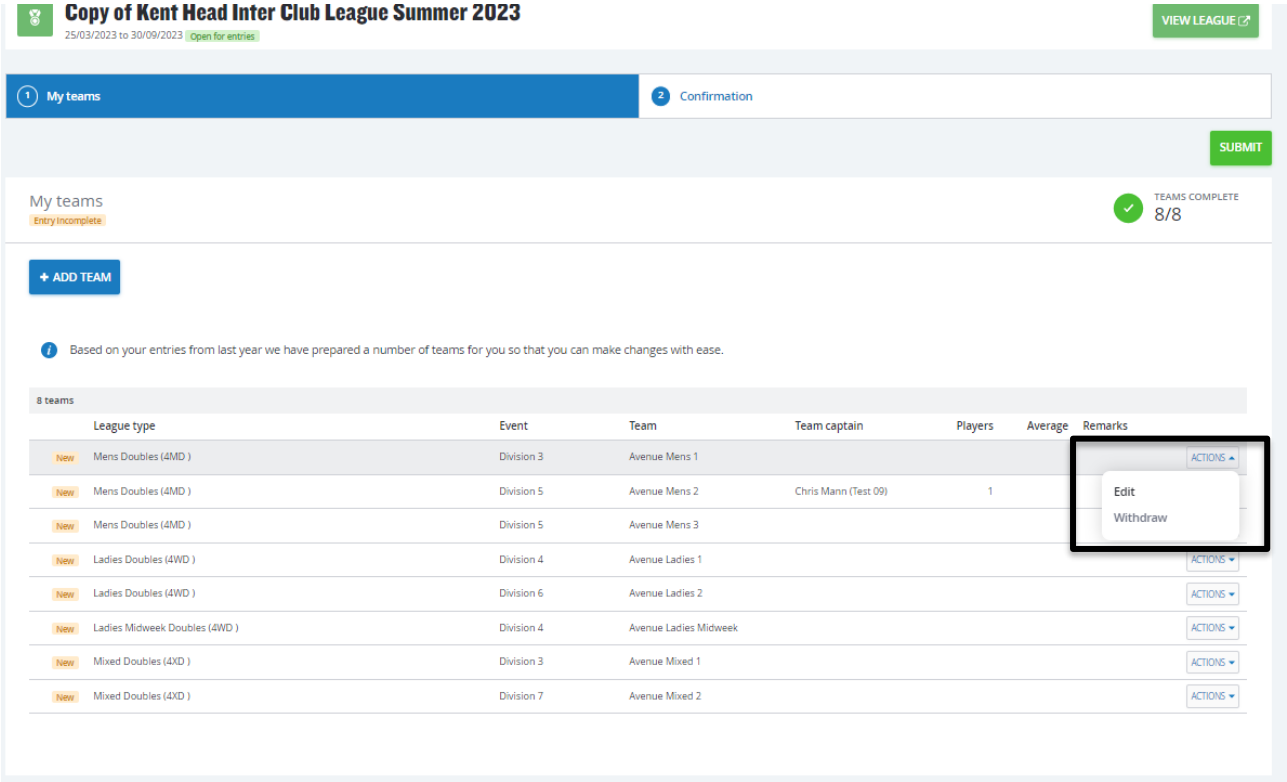
Within the **Entry** section, you have the ability to add a team via the **+Add team** button or **edit** and **withdraw** a team via the **Actions** dropdown button.

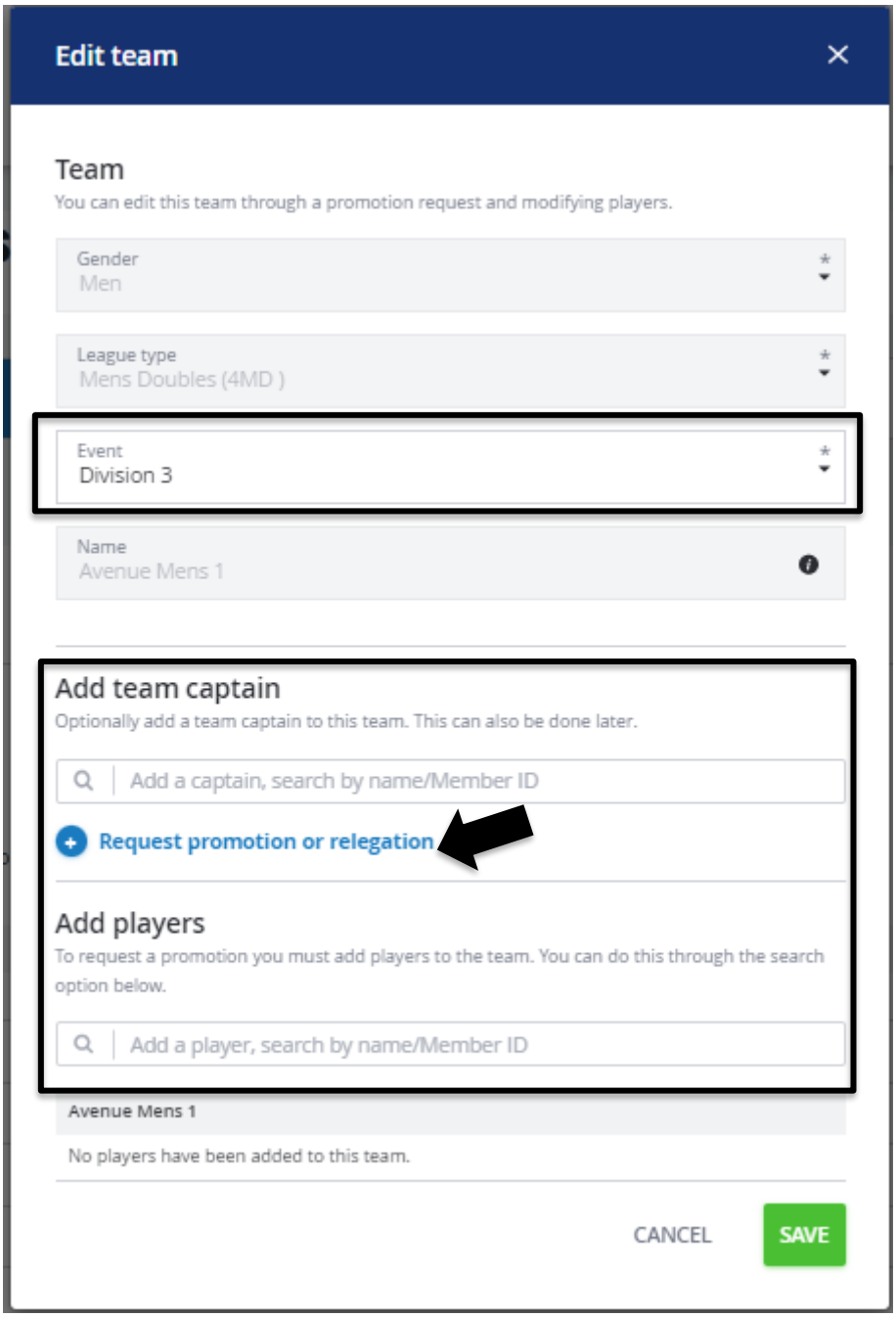


+ Add team – This allows you to add the details of a team into the league including the gender, league type (event) and division. Click **Add** to continue.



Edit / Withdraw – A team that has already been added can be edited or withdrawn using the **edit** dropdown selection under **Actions.** Within this section the event can be changed, the team captain for the team can be added along with the players.

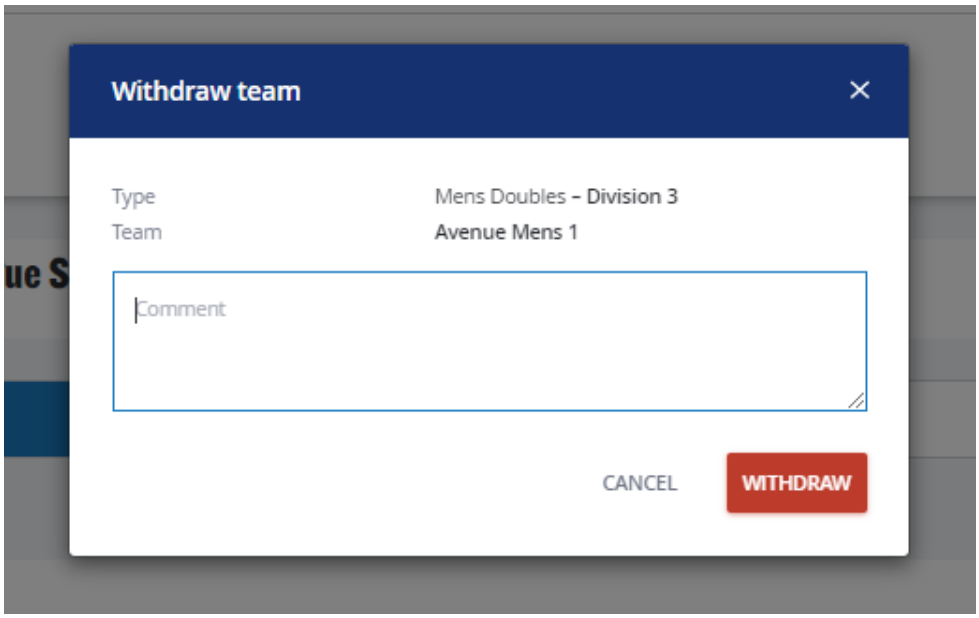




To add members please search using the person's name or LTA number. This can also be done in the **Teams** section as outlined further in this guide.

In addition, a request can be made for **promotion** or **relegation**.

Withdraw – A team can be withdrawn and a comment input using the dropdown selection **withdraw** under **Actions**.

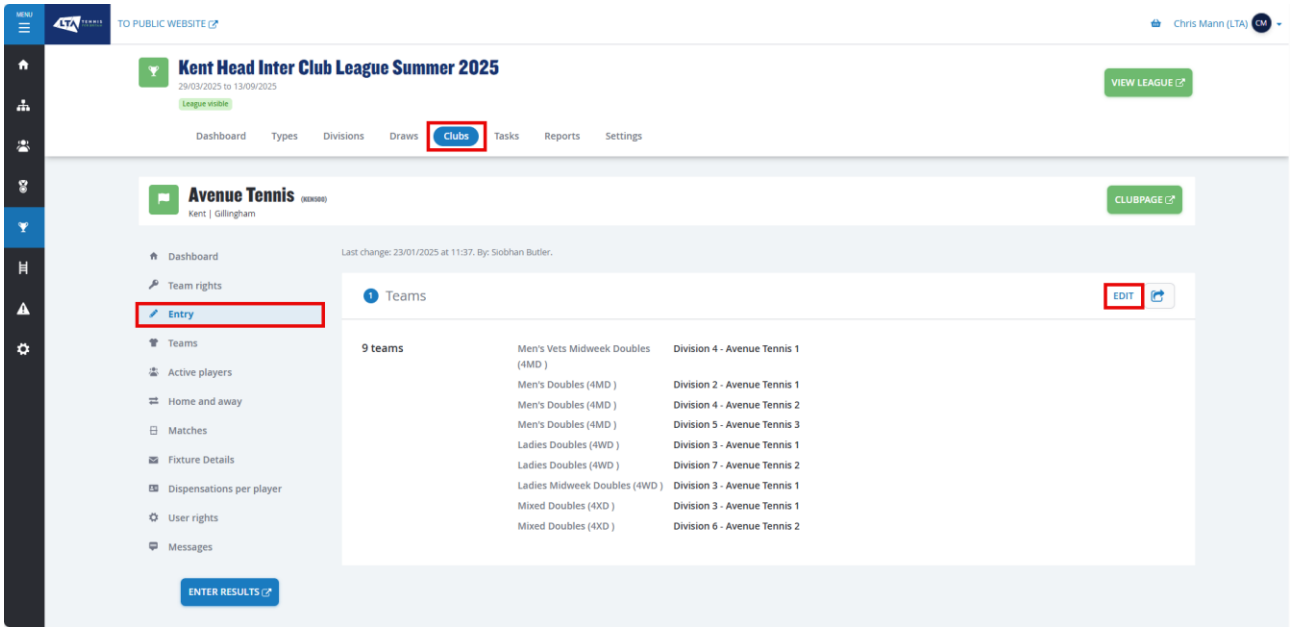


Moving teams to a different division

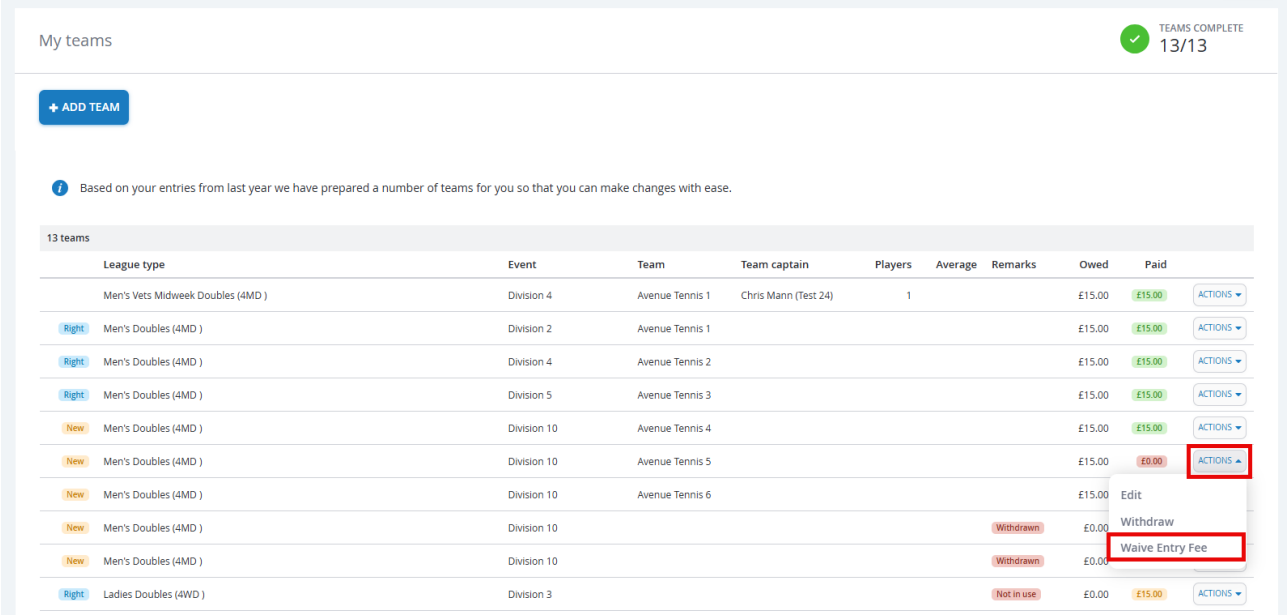
Should you wish to move a team to a different division you should use the Request promotion or relegation feature above.

Waiving an entry fee

To waive an entry fee because the venue has paid outside of the entry system, go to the **Clubs** tab select **Entry** followed by **Edit**. This section is only editable until the entry deadline, at which point the Edit option is removed.



From the **Actions** drop down menu for each team which is unpaid select **Waive Entry Fee**.



Once finished, click **Submit**.

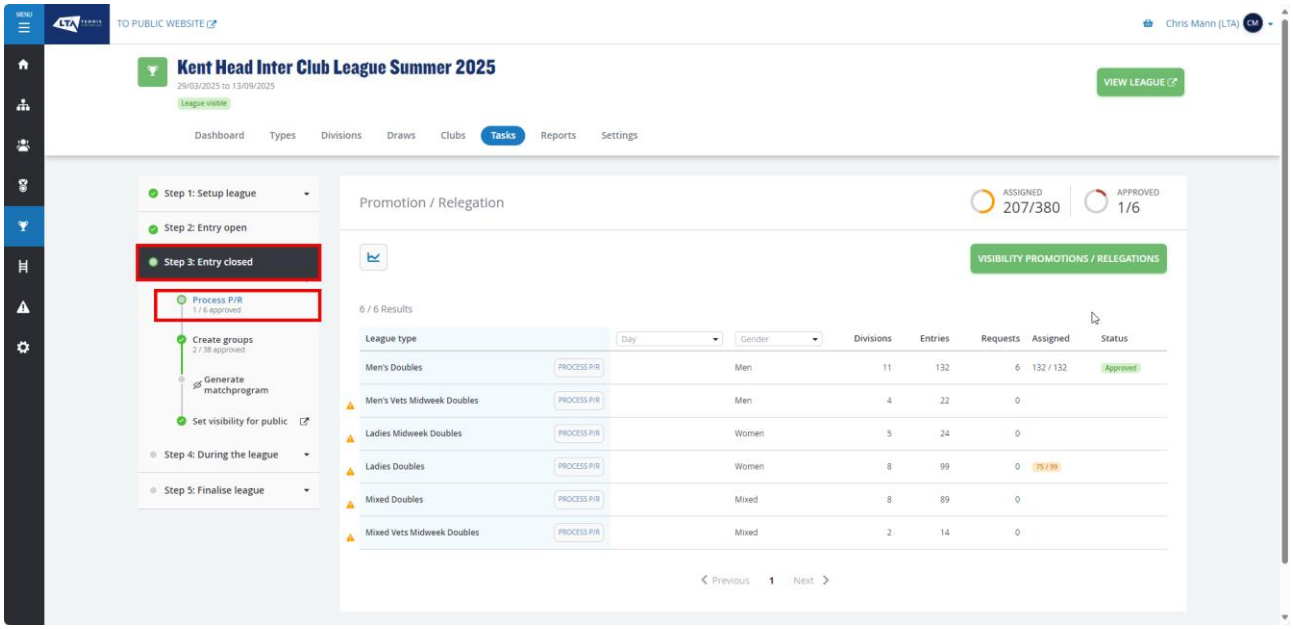
STEP 3: ENTRY CLOSED

PROCESS PROMOTION / RELEGATION

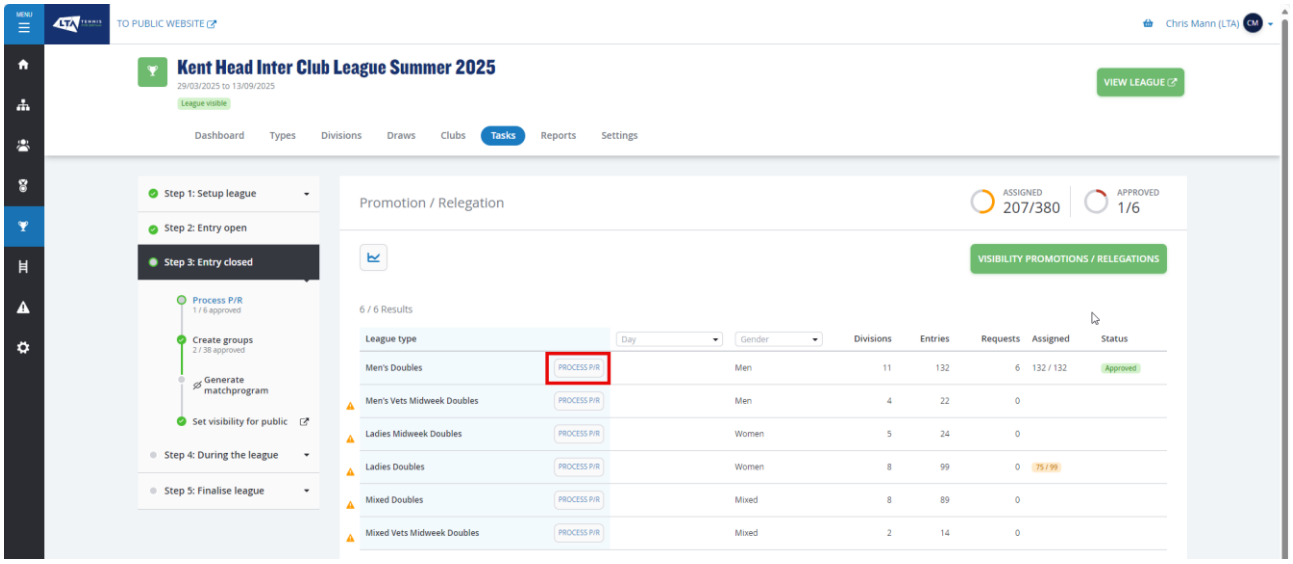
Once your league has closed for entries and all clubs have entered their teams it is time for you to review any promotion and relegation requests and assign all the teams to a division via the **Process Promotion/Relegation** process.

Expand **Step 3: Entry closed tab** in the task list and select **Process P/R**.

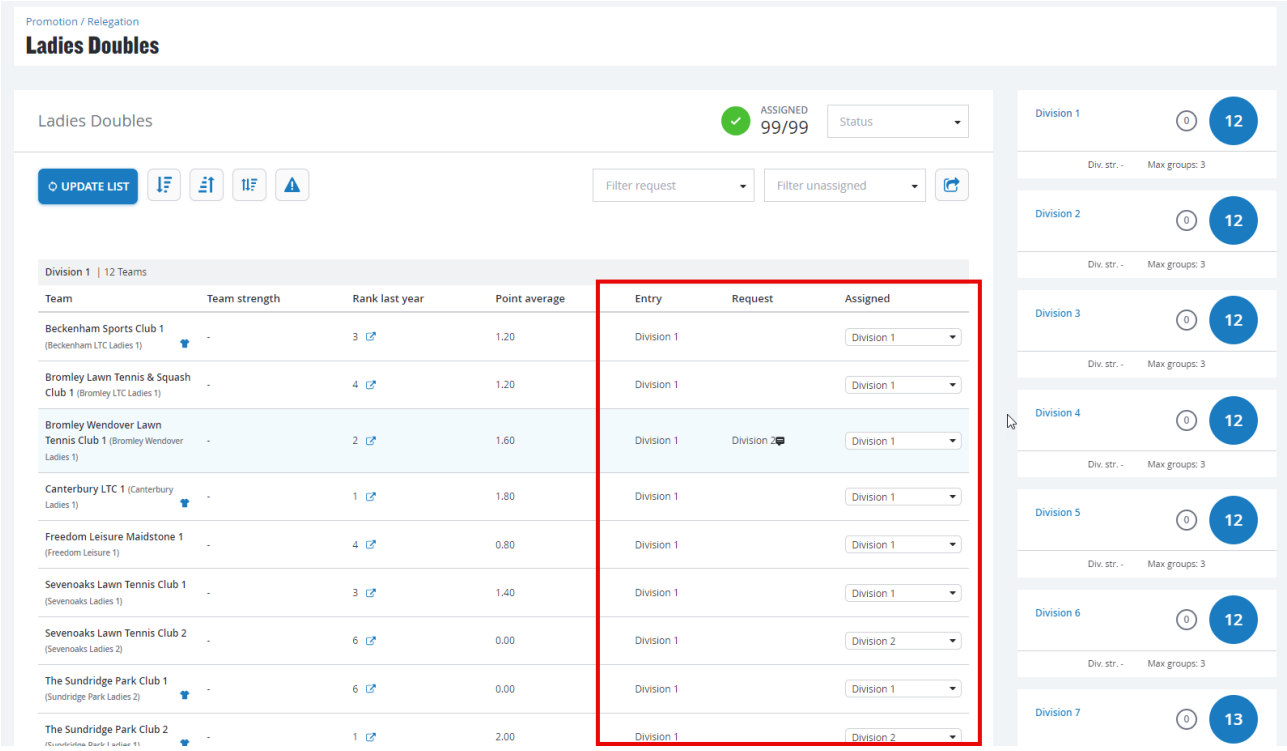
The Promotion / Relegation view summarises the league types of the league with the number of divisions, entries, requests and a status of your progress.



Select the **Process P/R** button to see the entries for each event type to review promotion/relegation requests and confirm the division each team will compete in.



You will now need to assign each team to a division. The three columns on the right of the main window will be your area of focus.



Below we describe the definition of each column:

Team Strength: The calculation of the strength of the team based on the players nominated. - - Not in use yet - -

Rank last year: The position of the team in last seasons division with a link to the group.

Point average: The average between the match points and played matches of the previous season.

Entry: The division the team has the right to enter based on the previous season.

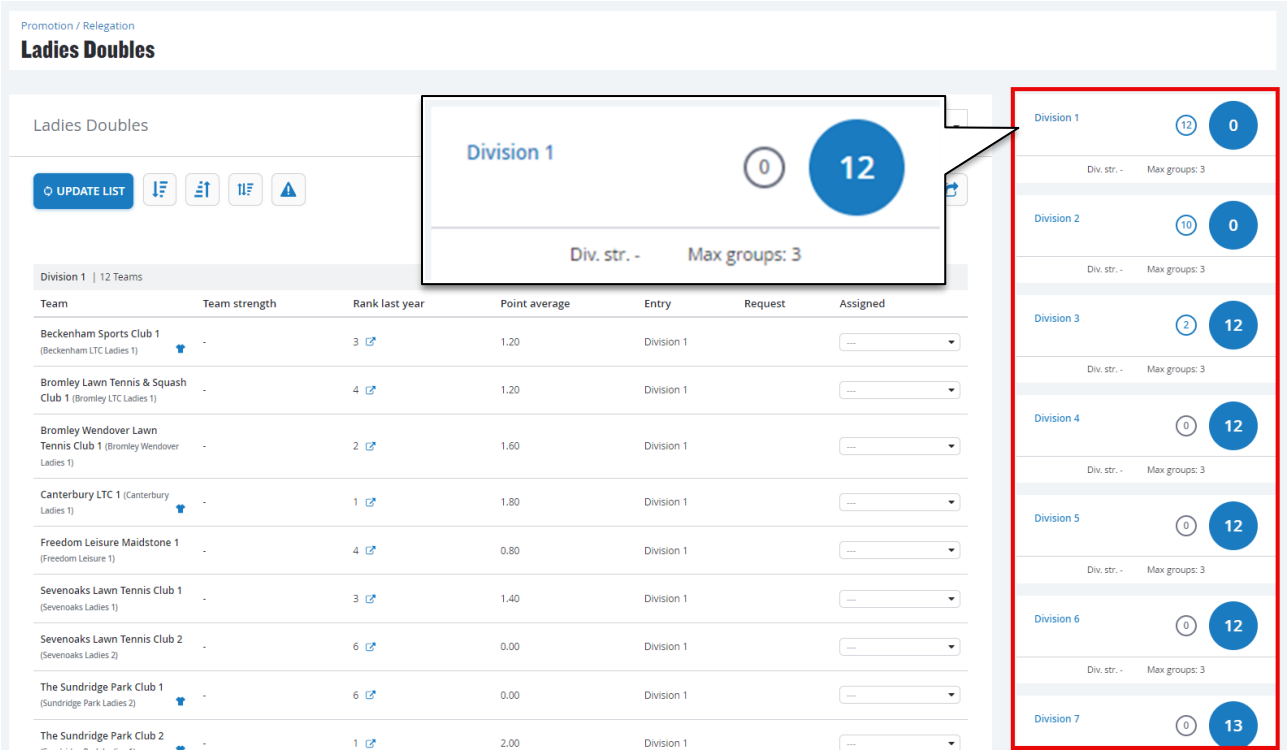
Request: When making an entry a Club Admin can make a request for promotion or relegation. If a comment was left with the request this will also be visible here too as in the screenshot above in Bromley Wendover.

Assigned: The division the League Admin selects for each team to play in.

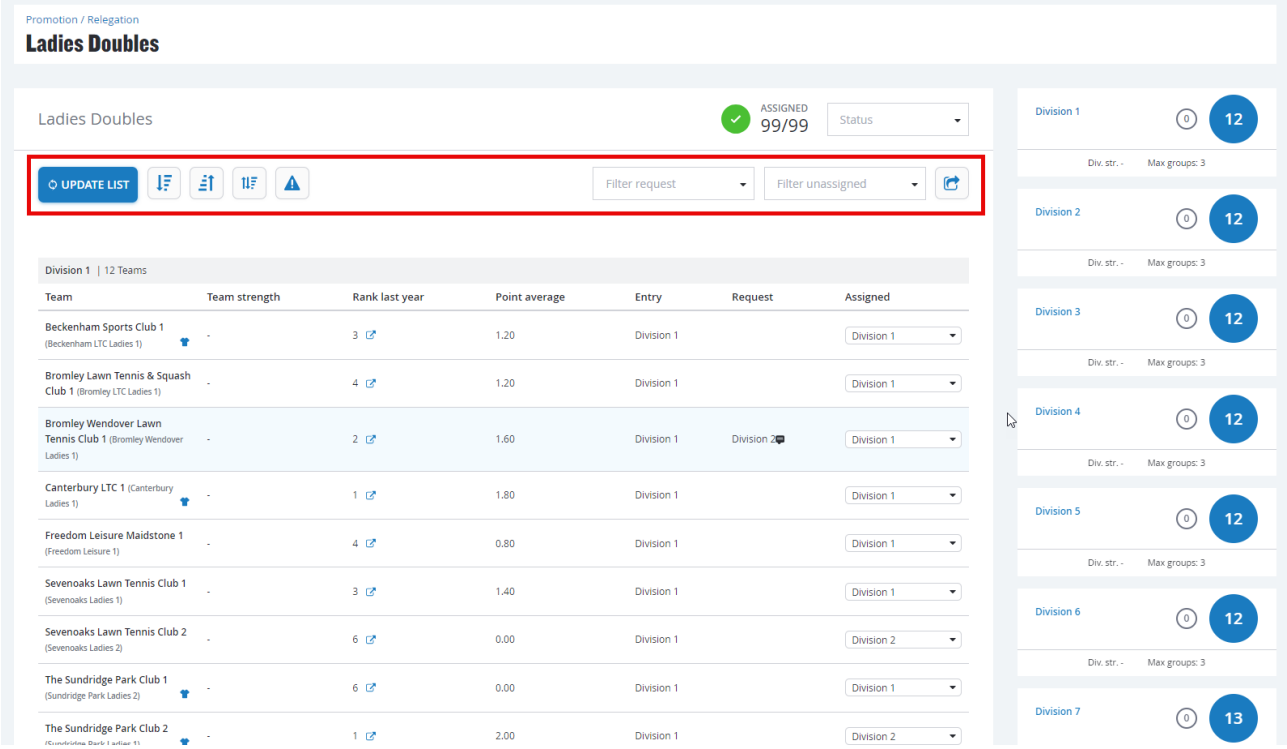
T-shirt icon: A new team to the league type.

As League Admin, your task is to review each team and select the division in the **Assignment** column for each team.

As you assign the division for each team the numbers will be summarised on the right hand column The numbers in the blue circles represent the Assigned teams, the numbers in the white circles are the number of unassigned teams.



There are various functions at the top of the window to enable you to perform the task quickly:



- Assigns relegations
- Assigns promotions
- Assigns promotions and relegations based on team strength
- Clears all assignments
- Export promotion and relegation

You can filter by division request and unassigned teams

You can export the promotion and relegation section into excel. You will find the export in your downloads on your computer, and it will open in the below format.

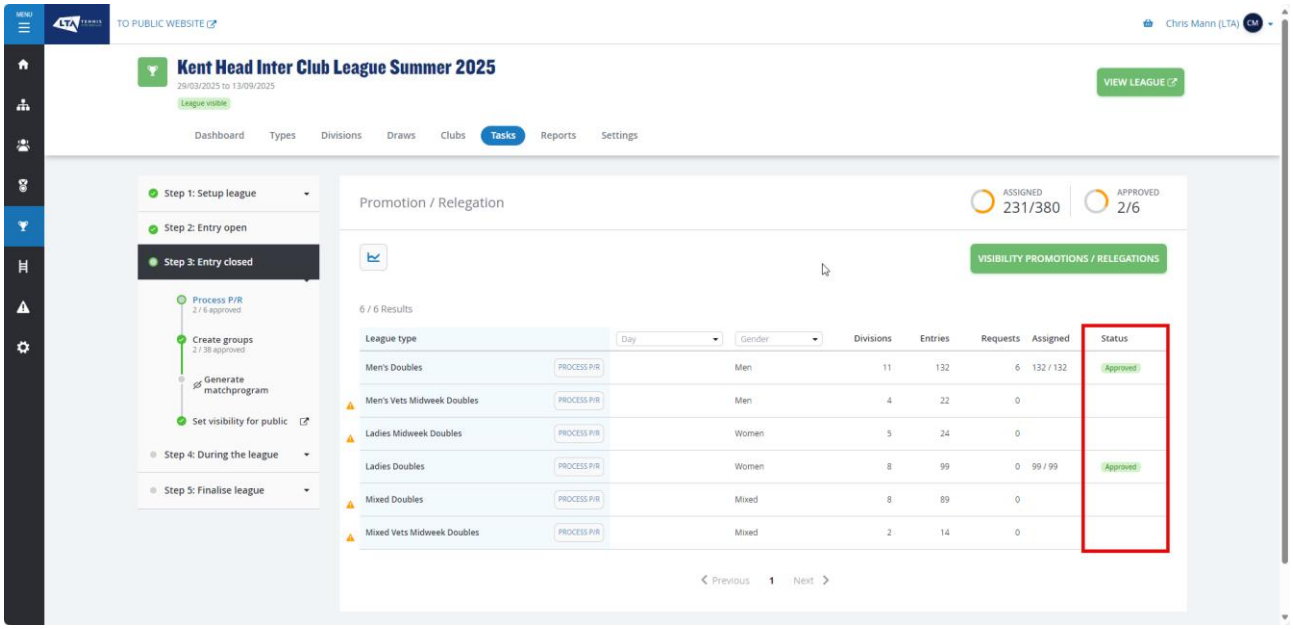
A1 | Promotion / Relegation - Mixed Doubles - Copy of Kent Head Inter Club League Summer 2023 - LTA - Tennis for Britain

	A	B	C	D	E	F	G	H	I	J
1	Promotion / Relegation - Mixed Doubles - Copy of Kent Head Inter Club League Summer 2023 - LTA - Tennis for Britain									
2	Division 1 12 Teams									
3	Team	LeagueType	Club name	Club number	Team strength	Rank last year	Point average	Entry	Request	Assigned
4	Bexley Mixed 1	Mixed Doubles	Bexley Lawn Tennis Squash & Racketball Club	KEN009	-	-	-	Division 1		Division 1
5	Blackheath Mixed 1	Mixed Doubles	Blackheath Lawn Tennis Club	KEN013	-	-	-	Division 1		Division 1
6	Bromley LTC Mixed 1	Mixed Doubles	Bromley Lawn Tennis & Squash Club	KEN025	-	-	-	Division 1		Division 1
7	Bromley Wendover Mixed 1	Mixed Doubles	Bromley Wendover Lawn Tennis Club	KEN236	-	-	-	Division 1		Division 1
8	Canterbury Mixed 1	Mixed Doubles	Canterbury LTC	KEN026	-	-	-	Division 1		Division 1
9	Freedom Leisure Mixed	Mixed Doubles	Freedom Leisure	KEN239	-	-	-	Division 1		Division 1
10	Gravesham Mixed 1	Mixed Doubles	Gravesham Lawn Tennis Club	KEN060	-	-	-	Division 1		Division 1
11	Herne Bay LTC 1	Mixed Doubles	Herne Bay LTC	KEN064	-	-	-	Division 1	Division 2	Division 1
12	Sevenoaks Mixed 1	Mixed Doubles	Sevenoaks Lawn Tennis Club	KEN115	-	-	-	Division 1		Division 1

Once you have assigned all teams a green tick will appear:

You should then change the status to **Approved**. Depending on the size of the league you may have a League Admin who will approve the promotion/relegations so set the status to **Waiting for Approval**. They will then change the status to Approved.

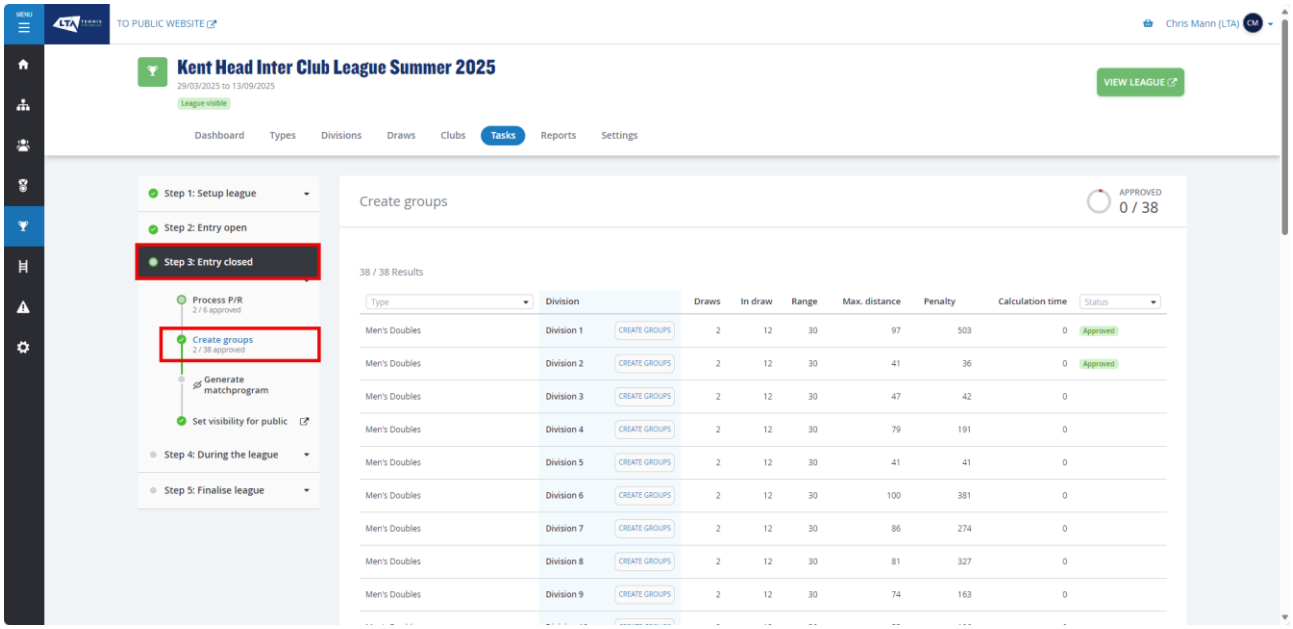
The status will show on the Process P/R overview:



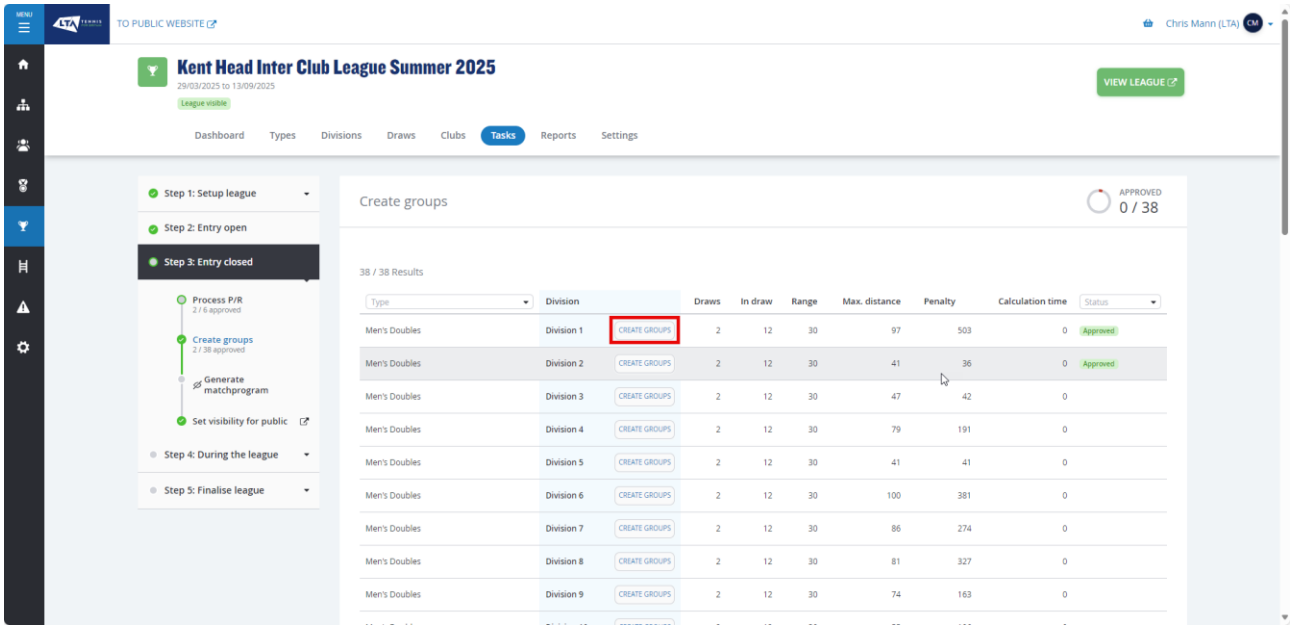
CREATE GROUPS

Having finalised the promotion and relegation you will be able to create groups of teams in each division.

Expand **Step 3: Entry closed tab** in the task list and select **Create Groups**.

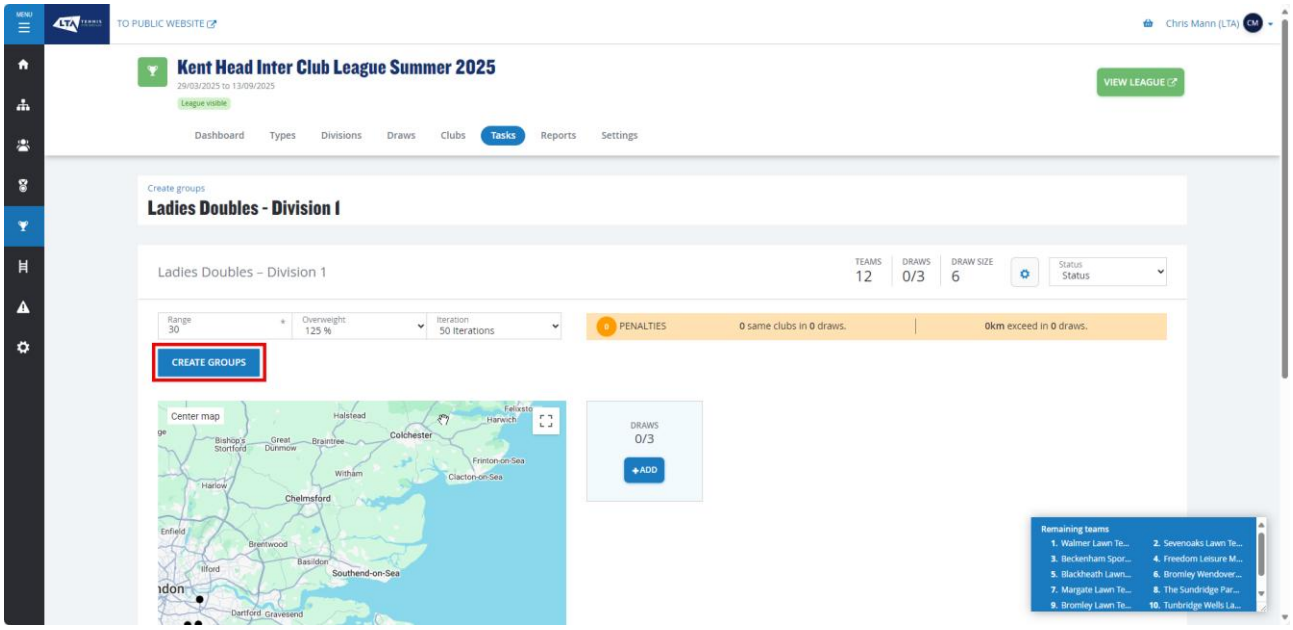


To create the groups for a division, select the **Create Groups** button for that division.

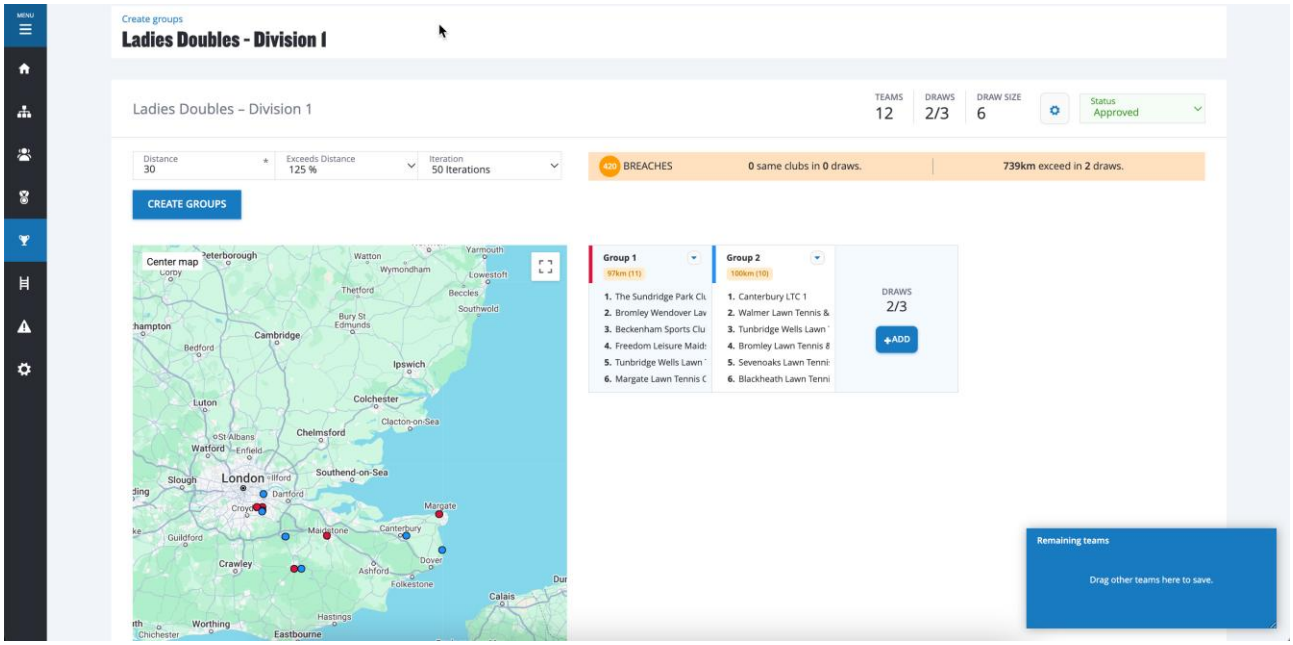


The teams initially will show in the Remaining Teams tray in the bottom right hand corner. You can add the groups manually by clicking the **Add** button and then dragging the teams into the groups.

Alternatively, to create the groups click the **Create Groups** button. This will base the group sorting based on the three parameters (range, overweight & interactions). The **Range** is the number of kilometres (km) that you wish for the teams to travel whilst the **Overweight** value is the percentage you are prepared to exceed this range by.

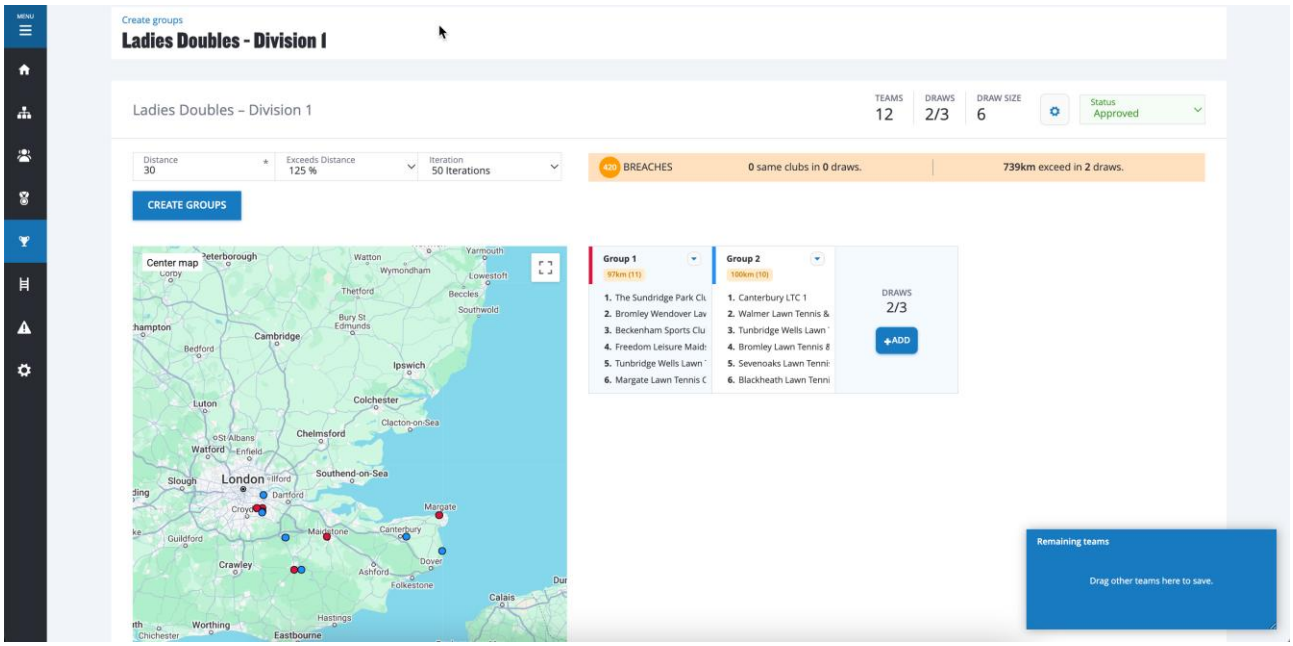


This will assign the groups and using Online League Planner's algorithm, the system will allocate the groups based on who the teams played last year and grouping local teams together. Online League Planner will identify any penalties where it hasn't been able to optimise the groups. This is typically where the longitude and latitude of a venue are not correct in the LTA database. Please report this to the LTA Customer Support Team.

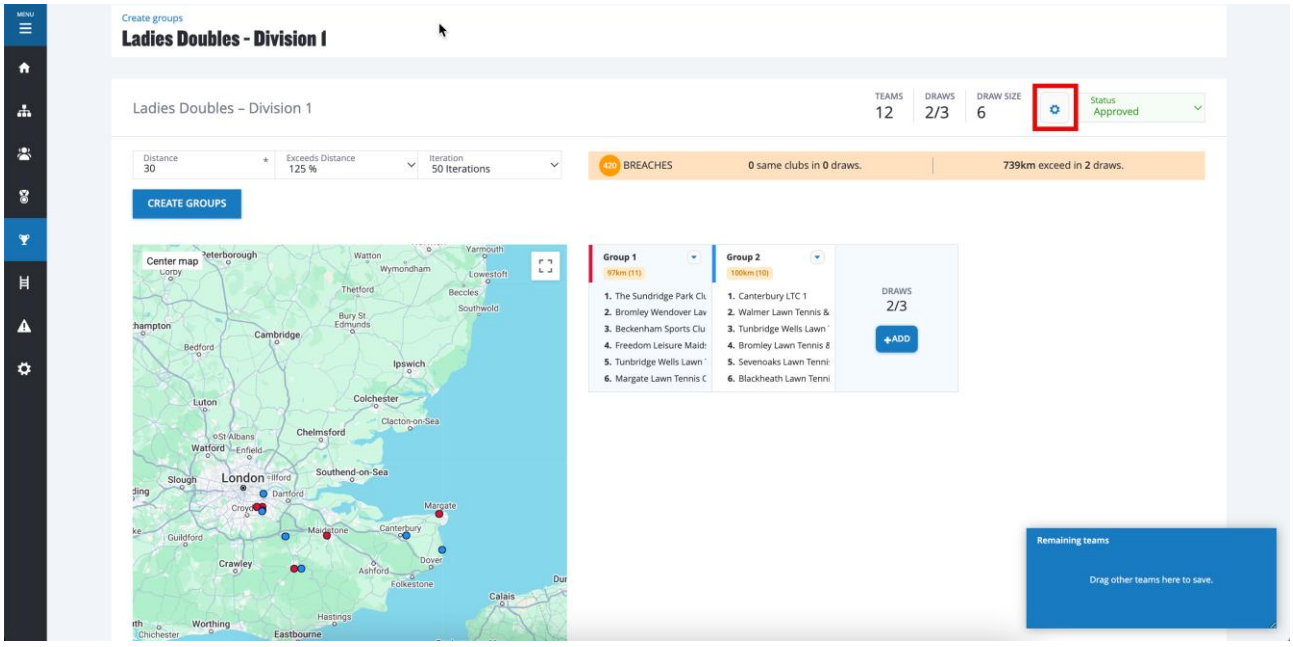


To update the groups simply drag and drop the teams into each of the groups to maximise them. You can also change the order of the teams within the groups to order them as well by dragging one team and placing it on top of another team in a different position in the group.

The draws will update as will the map so you can see it graphically as well.



If you need to change any of the settings relating to the division click on the settings icon:



IMPORTANT

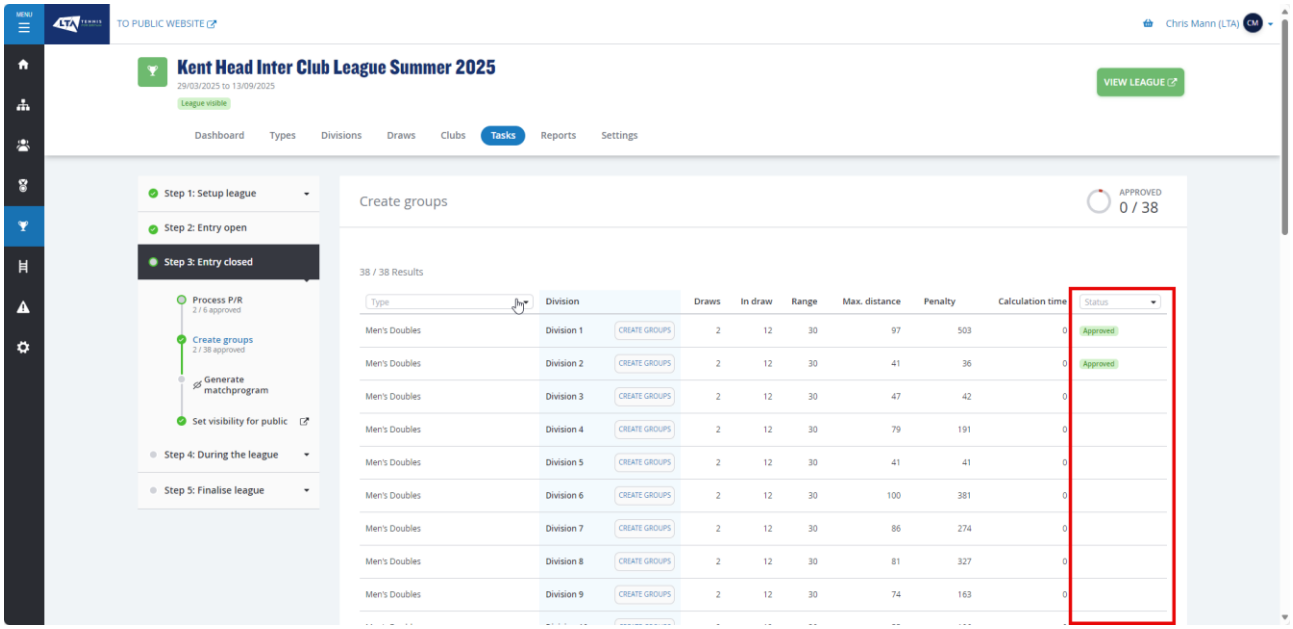
It is worth highlighting that clubs will be moved in the groups (draws) to optimise the schedule balancing home and away. If you need the teams to appear in a specific order you will need to move them once the match program has been generated.

To do so go to Draw ➔ Move Teams.

The LTA is working with the developers to have an option to turn this function off.

You should then change the status to **Approved**. Depending on the size of the league you may have a League Admin who will approve the promotion/relegations so set the status to **Waiting for Approval**. They will then change the status to Approved.

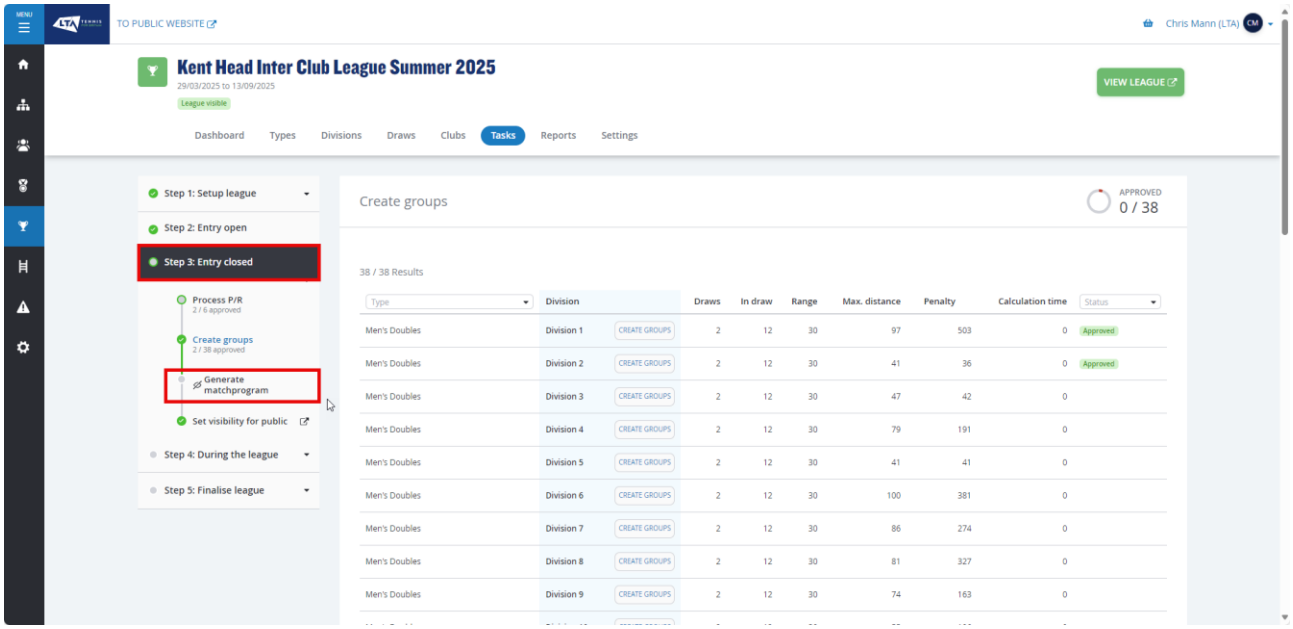
The status will show on the Create Groups overview:



GENERATE MATCH PROGRAM

Having finalised the promotion and relegation and created the groups you will be ready to generate the match programme.

Expand **Step 3: Entry closed tab** in the task list and select **Generate matchprogram**.



CHECK

Ahead of the generating the match program, you should also check the following:

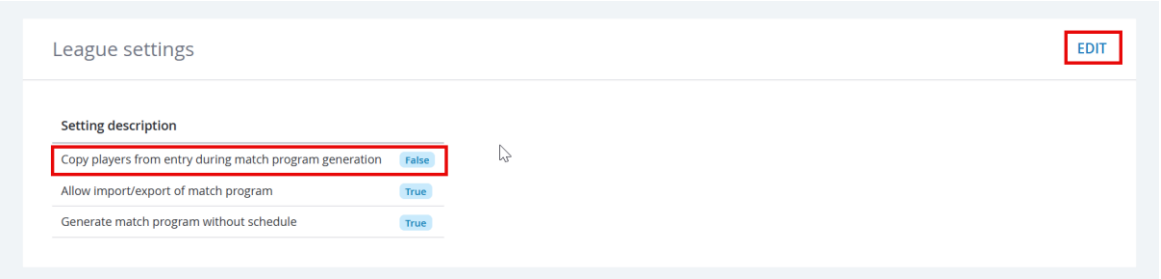
- ❑ Fixture Templates are set up if you want to customise who plays who in which round and who is home and away in Settings → Fixture Templates tab (see page 19)

  Online League Planner is set to X Teams Default which balances home & away but they only play each other twice. If you want teams to play each other at both home & away i.e. twice be sure to set the X Teams (H&A) as default.

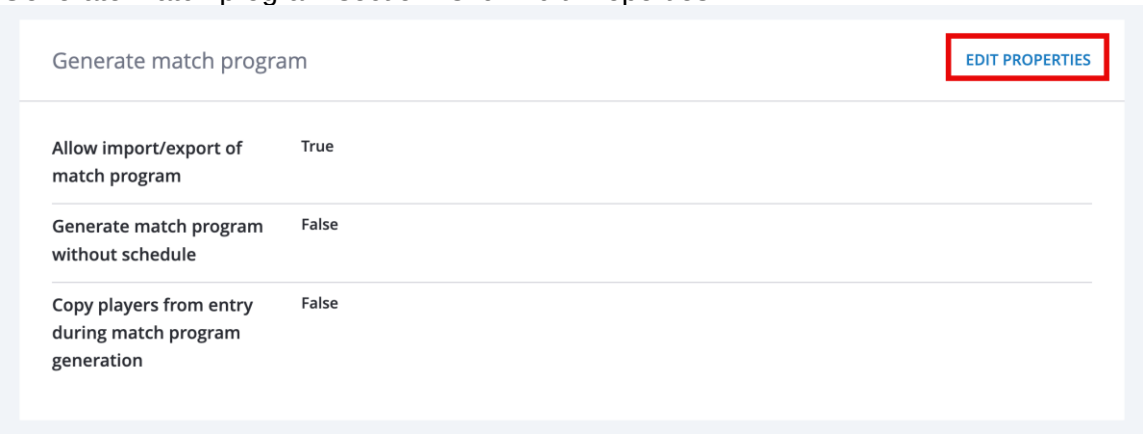
  X is the number of teams.

- ❑ If you want to copy players from the entry

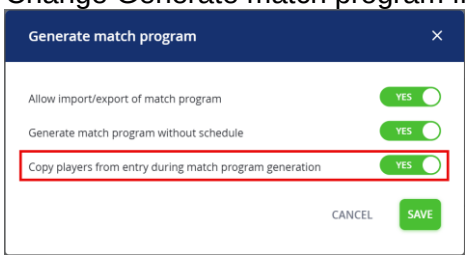
  To do this, Click Edit



The Matches tab of the Settings will open and scroll all the way to the bottom to the Generate match program section. Click Edit Properties.



- ❑ Change Generate match program from No to Yes.



Click Save and return to the Tasks menu.

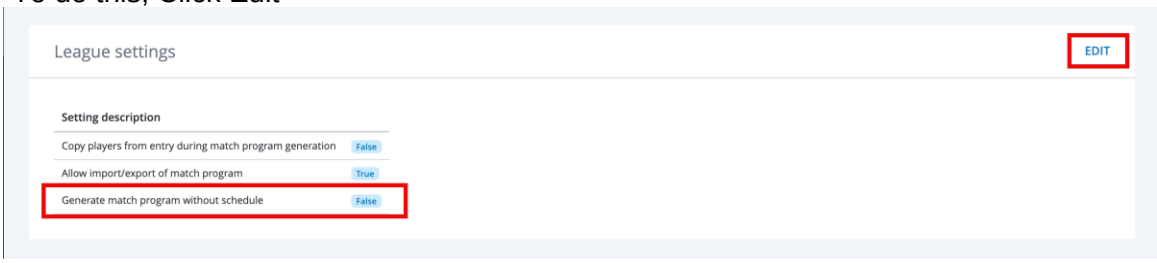
If you are scheduling matches:

- ❑ You have added Fixture Dates if you want the system to schedule the league for you in the Settings → Fixture Dates tab (see page 23)

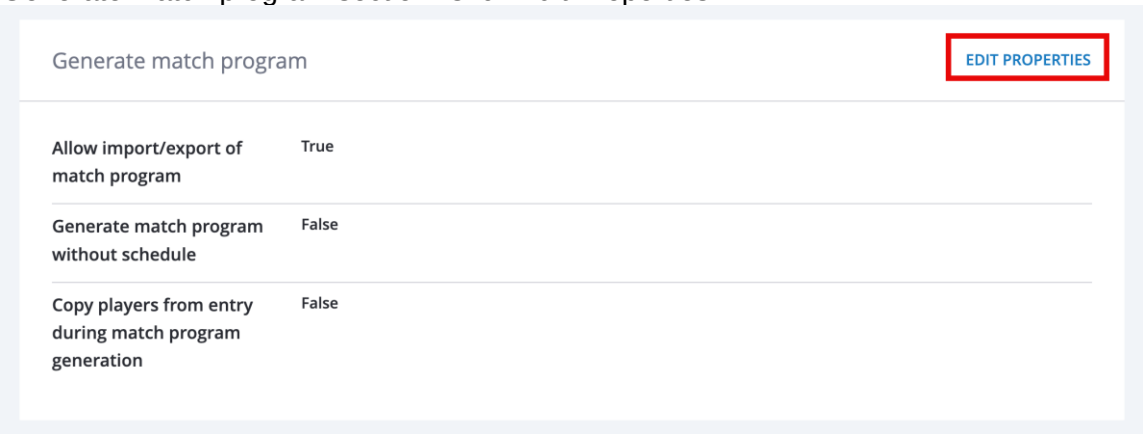
If you are not scheduling matches:

- ❑ Your have set the Generate match program without schedule to True.

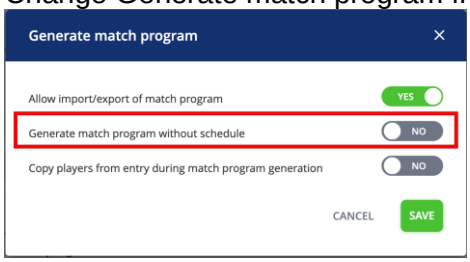
To do this, Click Edit



The Matches tab of the Settings will open and scroll all the way to the bottom to the Generate match program section. Click Edit Properties.

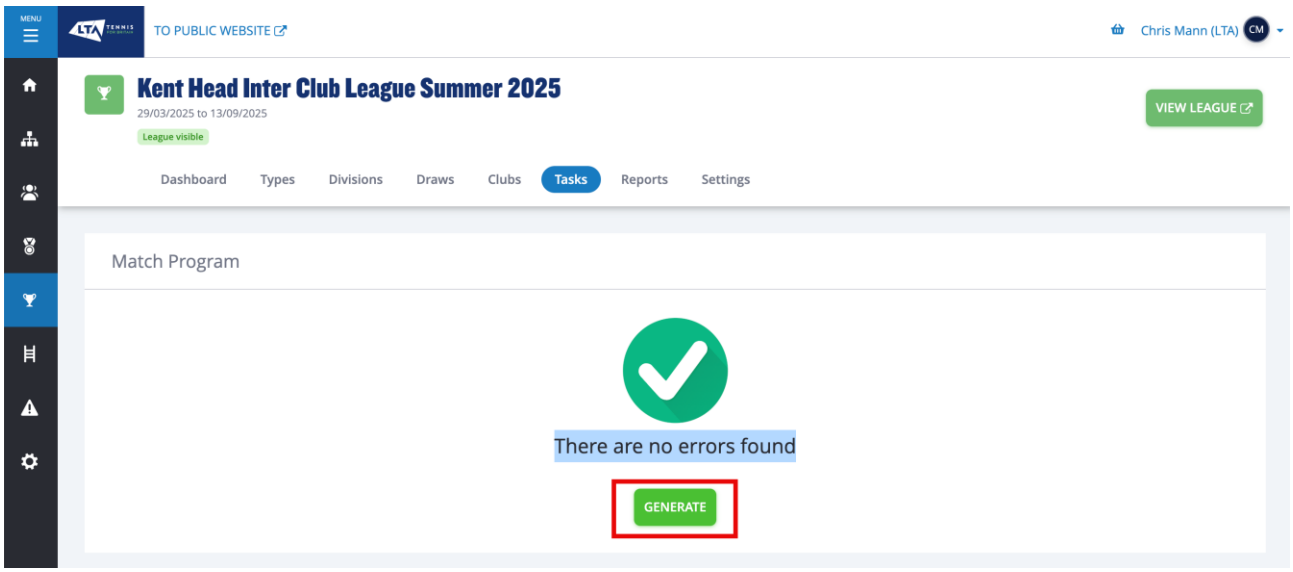


Change Generate match program from No to Yes.



Click Save and return to the Tasks menu.

You will be able to generate the match program once a green tick and the message ‘There are no errors found’ appears as below:



Click Generate and the match program will be created.

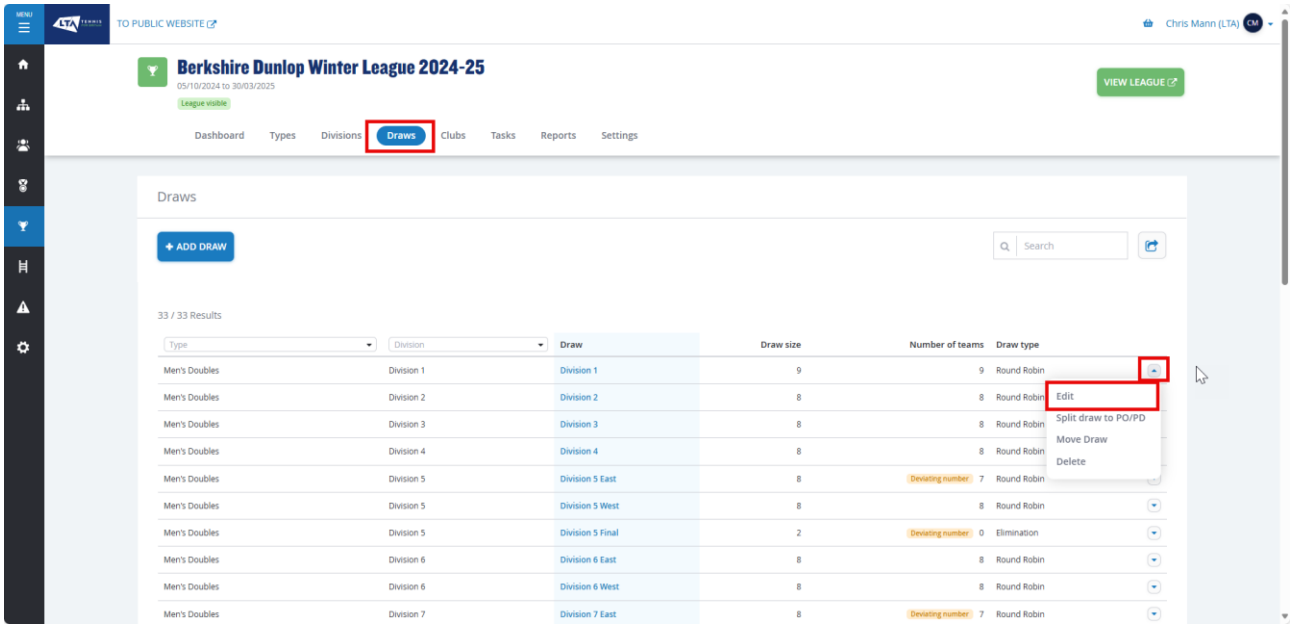
This will then create the groups and schedule matches if you have asked Online League Planner to do so.

CHANGING THE GROUP NAMES

Online League Planner typically calls each draw Group 1, Group 2 etc. Some leagues want to call their draws based on location or a letter. Whilst this is not possible in the generate match program, once the match program has been generated you can edit the draw name from the Draws tab.

Go to Draws

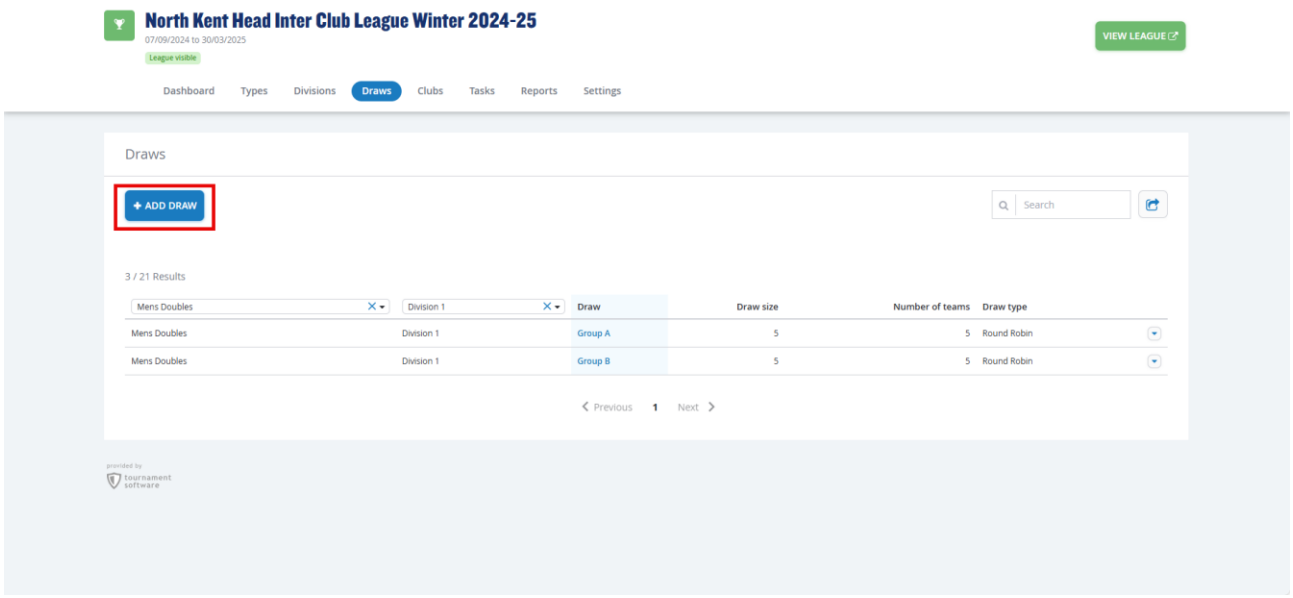
Select Edit from the drop down of each draw.



Edit the name in the draw properties and click Save.

CREATING A PLAYOFF OR PROMOTION/RELEGATION MATCH

You may need to create a playoff draw at for the team at the top of two groups within a division or the bottom team of one division and the top team in the division below. To do so go to the division in question and click **Add Draw**.

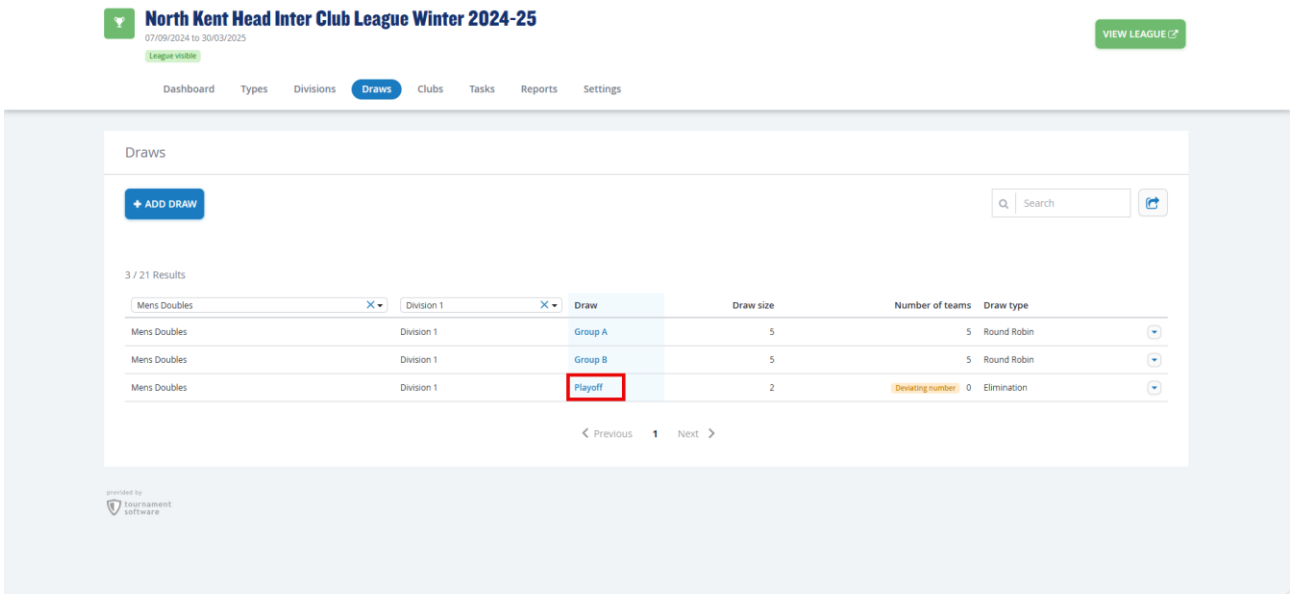


Select the Draw Type and Draw Size.

Set the draw stage to one higher than the group stages which are in progress (typically 2).

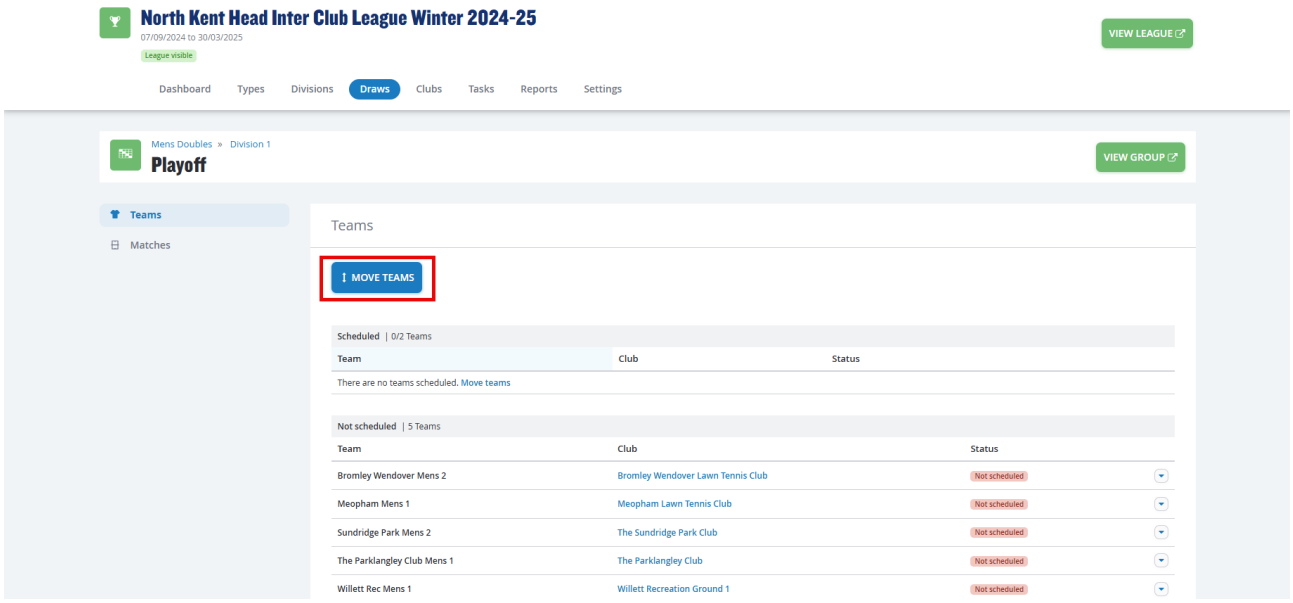
Click **Add** to save the draw.

Click into the draw name to populate the draw when the teams are known.

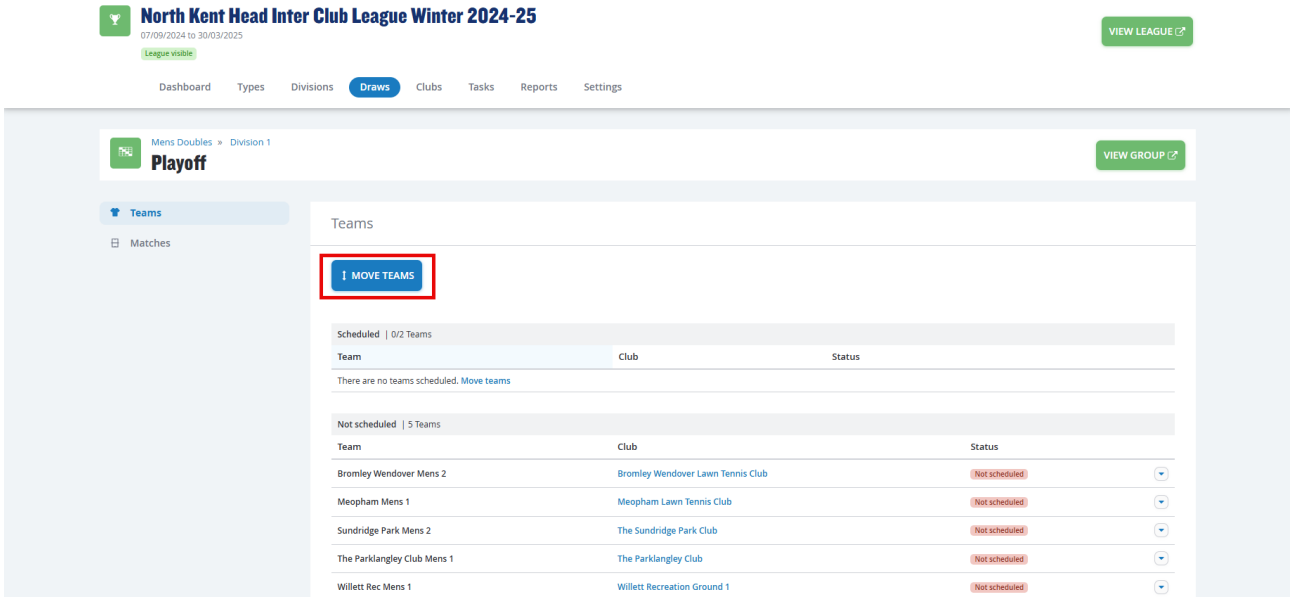


If you are creating a promotion/relegation match then of course you will need to add the team into the division.

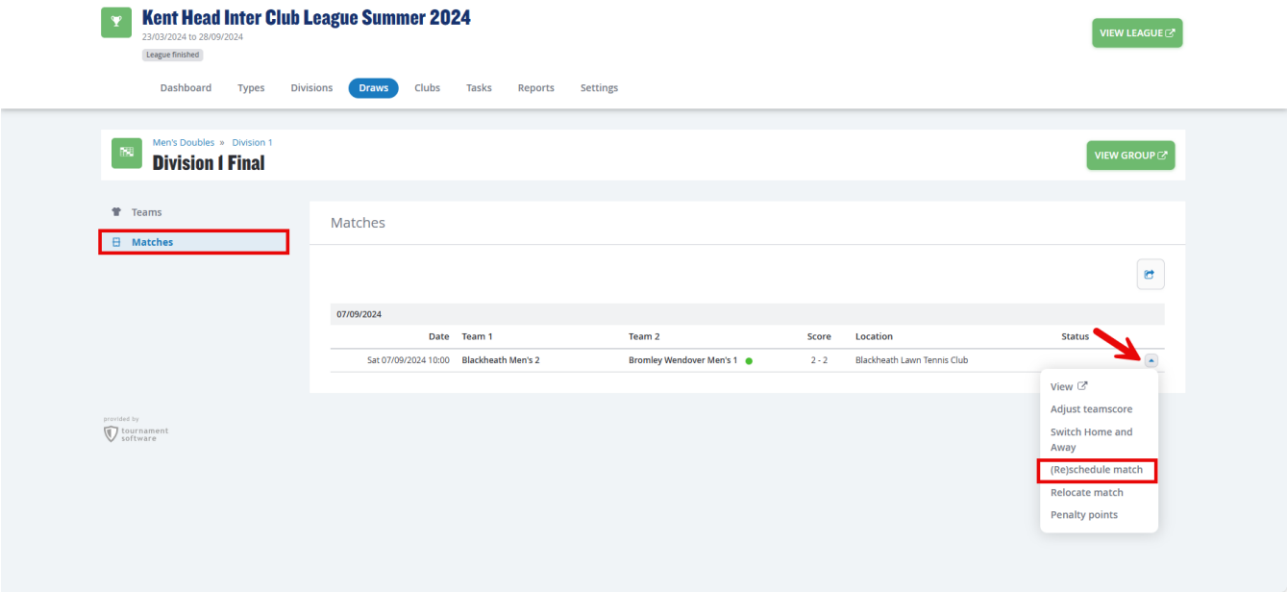
Click on **Move Teams**



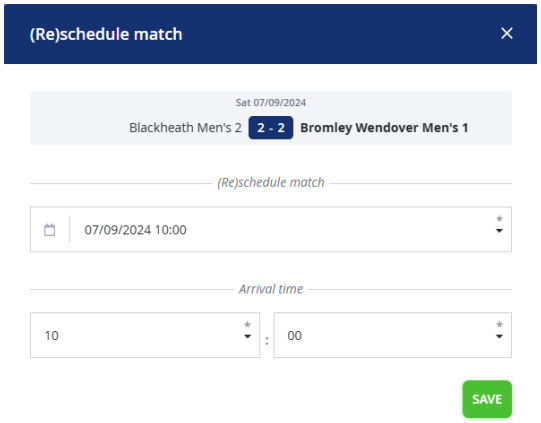
Drag the teams you teams who are playing in the draw onto the appropriate lines of the draw and click **Save**.



Finally, go to the matches tab, select the dropdown next to the match and select **(Re)schedule match**.



Enter the date the match is due to take place on and click **Save**.

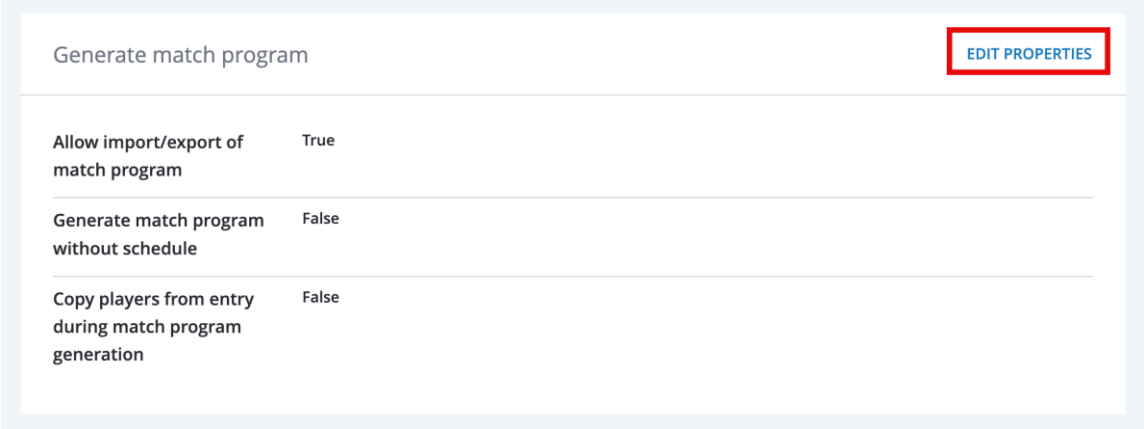


EXPORT/IMPORT SCHEDULE

If a league organiser would like to review the schedule and/or schedule the league themselves manually, it is possible to export the schedule from Online League Planner, update the export and import it back into Online League Planner.

Go to the Settings menu and the Matches tab

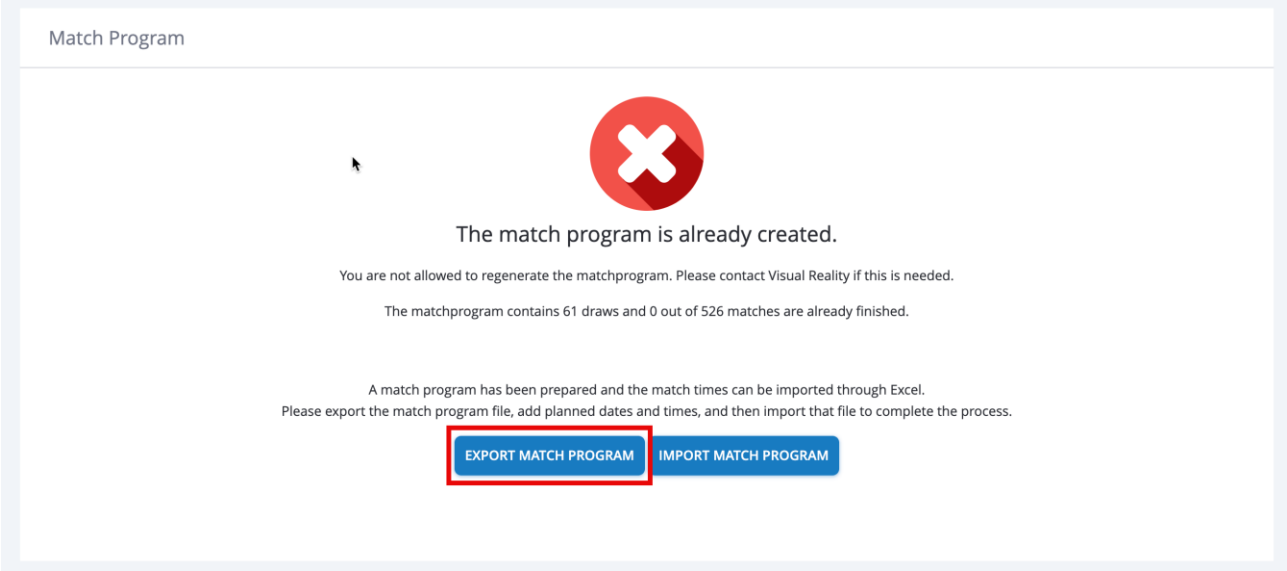
Scroll all the way to the bottom to the Generate match program section. Click Edit Properties.



Change Allow import/export of match program from No to Yes.

Click Save and return to the Tasks menu to return to the Generate match program step.

Start by selecting Export Match Program which will download the current schedule

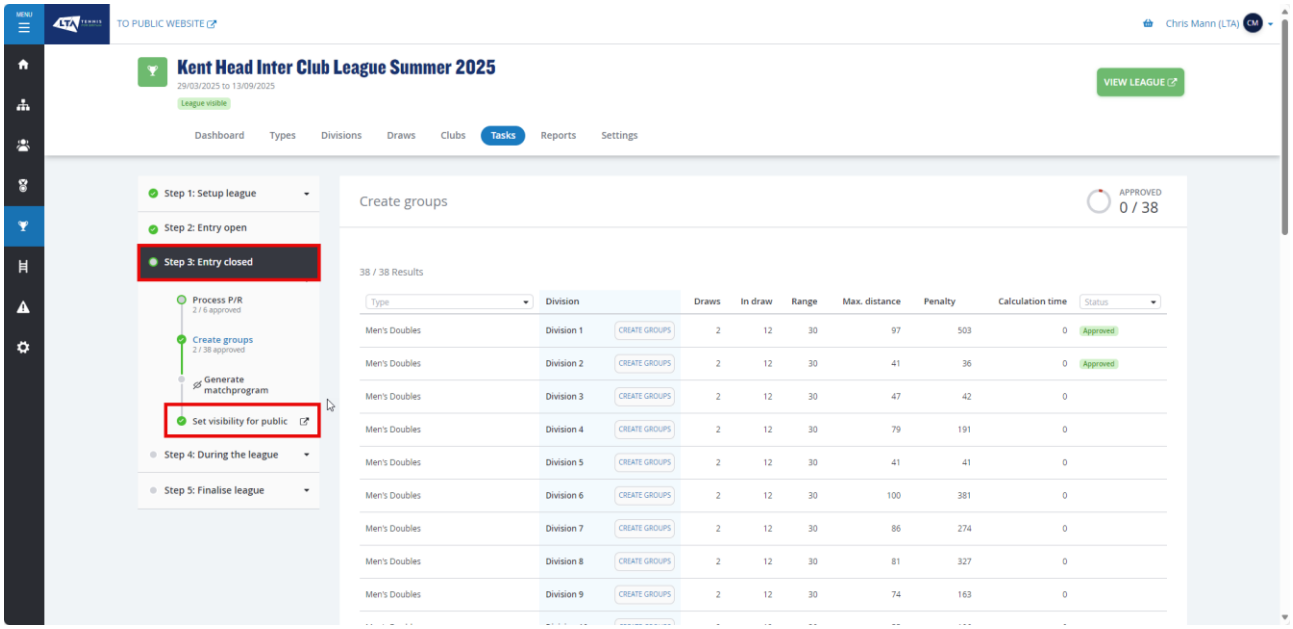


Edit the schedule in Excel and when you are happy with the schedule click Import Match Program.

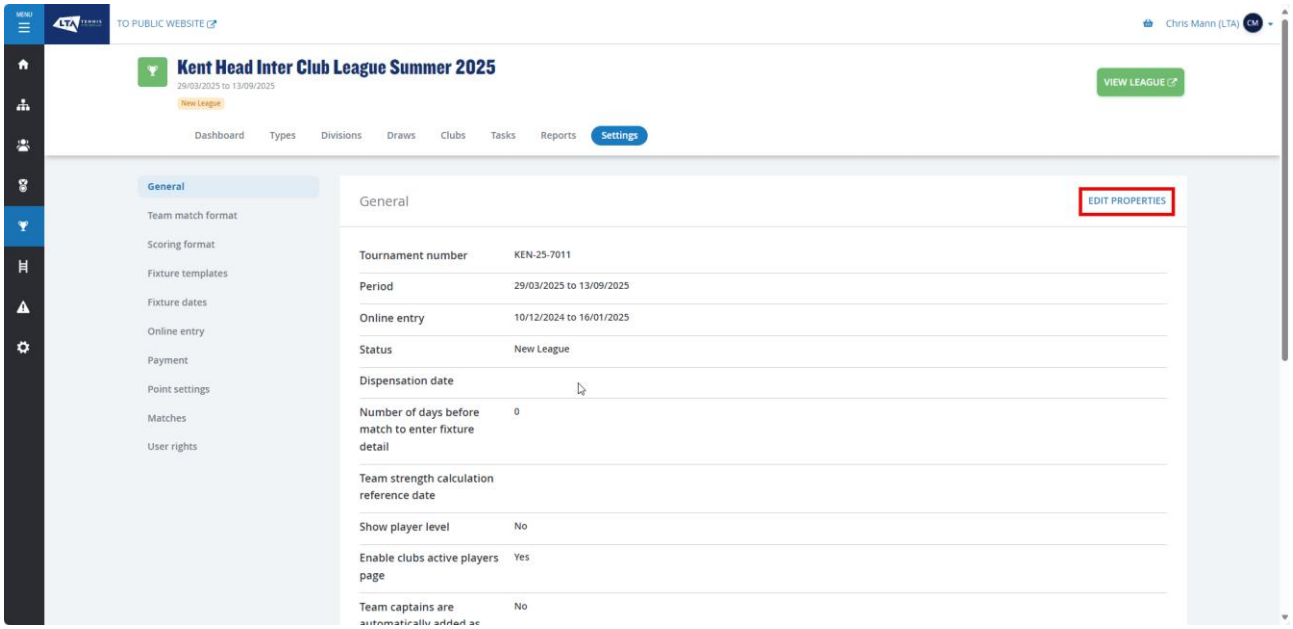
Locate the file and click Ok.

SET VISIBILITY FOR PUBLIC

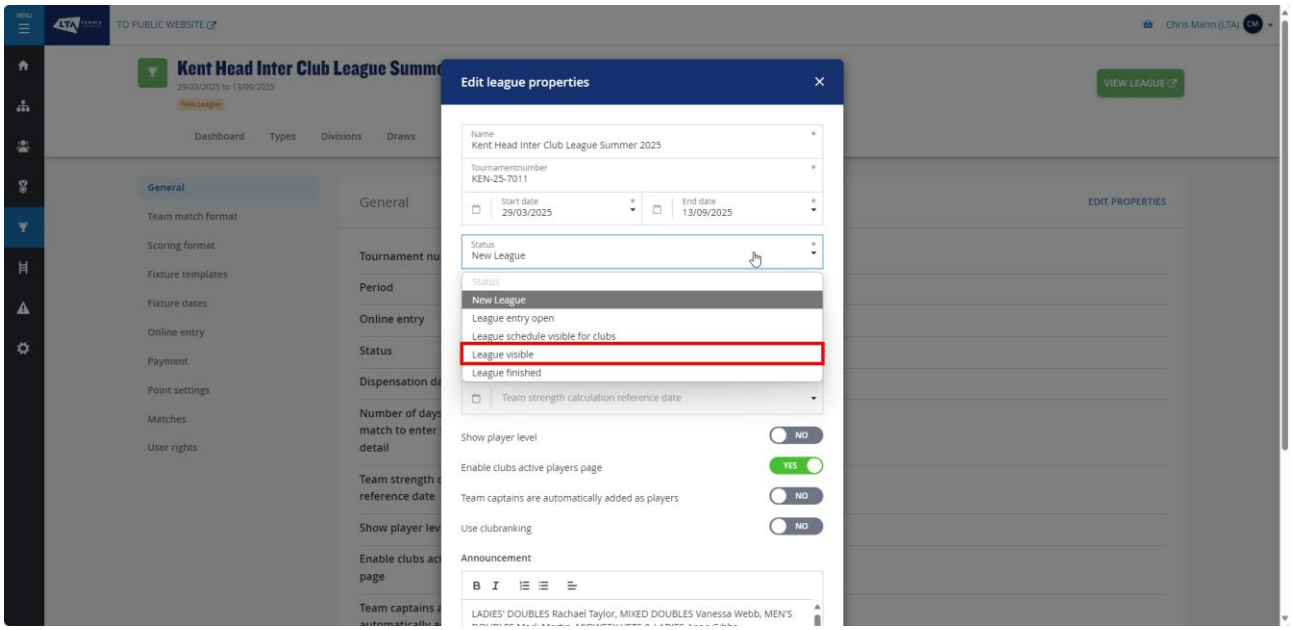
Once you have generated the match programme for the league, it is time to update the visibility of the league for the public. Selecting **Set visibility for public**.



This will take you to the League Settings. Click **Edit Properties**.



Edit the status and select **League Visible** from the dropdown list.



Scroll down to the bottom and click **Save**.

PUTTING THE LEAGUE LIVE

Your draws and schedule, if your league is scheduled by the league, are now visible on the Competitions Portal for all Club Admins, Team Captains and the general public to view the league.

It's time for you now to communicate with your Clubs & Teams and get ready for the league season.

- Club Admin email template
- Team Captain email template

Next Steps

1. The person assigned with the Club Admin role for each venue should go on and complete the fixture details and assign any remaining team captains ahead of the league season. They will be able to edit these during the season too.
2. Team captains will see the Enter Results option in the roles section in the navigation menu once the league season has started.

Club Admins and Team Captains have user manual and series of how to videos available for them at www.LTA.org.uk/LeagueSupport

Good Luck!!!

Action

STEP 4: DURING LEAGUE

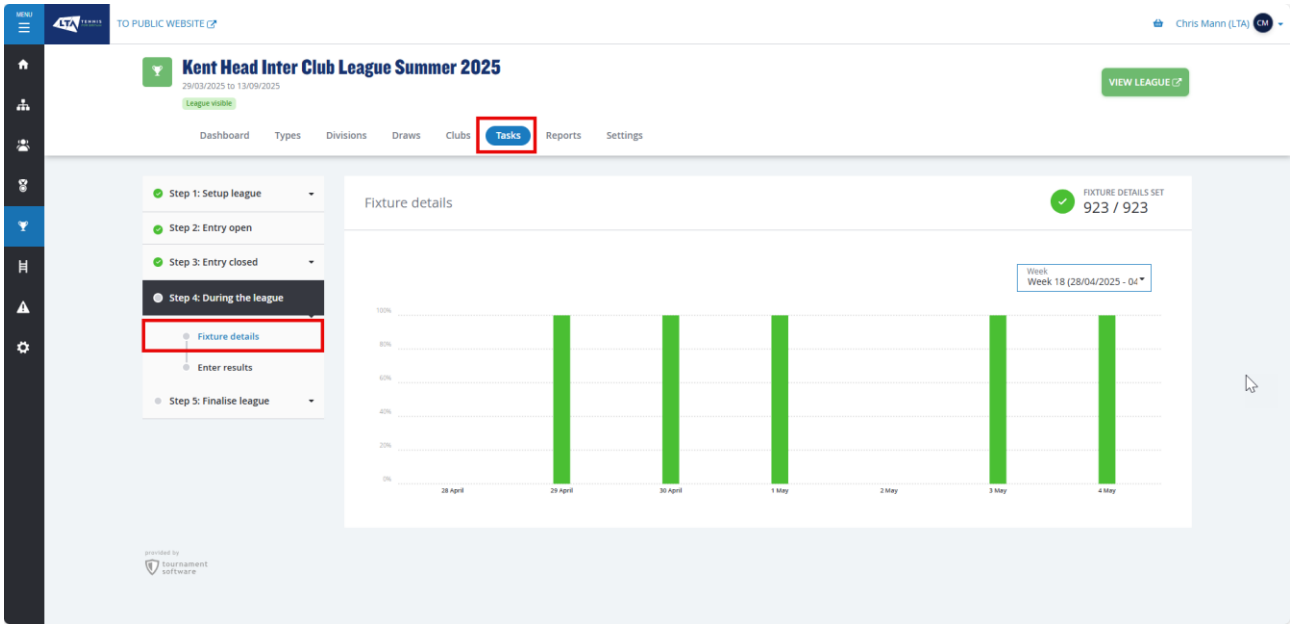
ROLES & RESPONSIBILITIES

The introduction of the individual logins for club admins and team captains with the new Online League Planner requires us to clarify why does what:

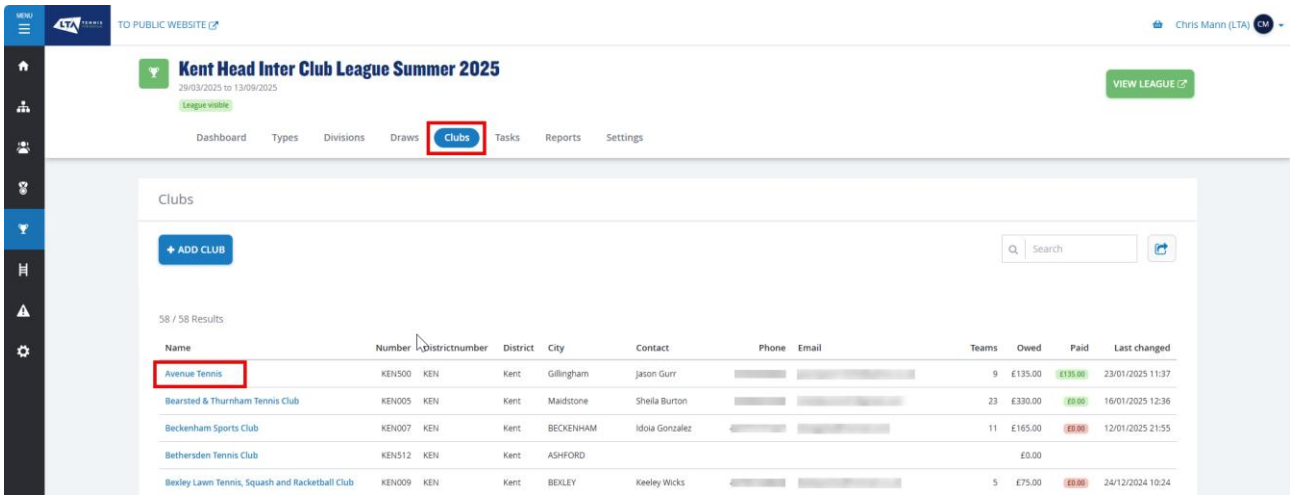
Role	Club Admin	Team Captain
Fixture Details – confirming the match date and start time of each match and providing any comments	✓	x
Announcement– to provide match arrangements or leave comments about an unknown player	✓	✓
Entering Results – completing the results during and/or after the match	✓	✓
Updating Match Results with unknown players	x	x

FIXTURE DETAILS

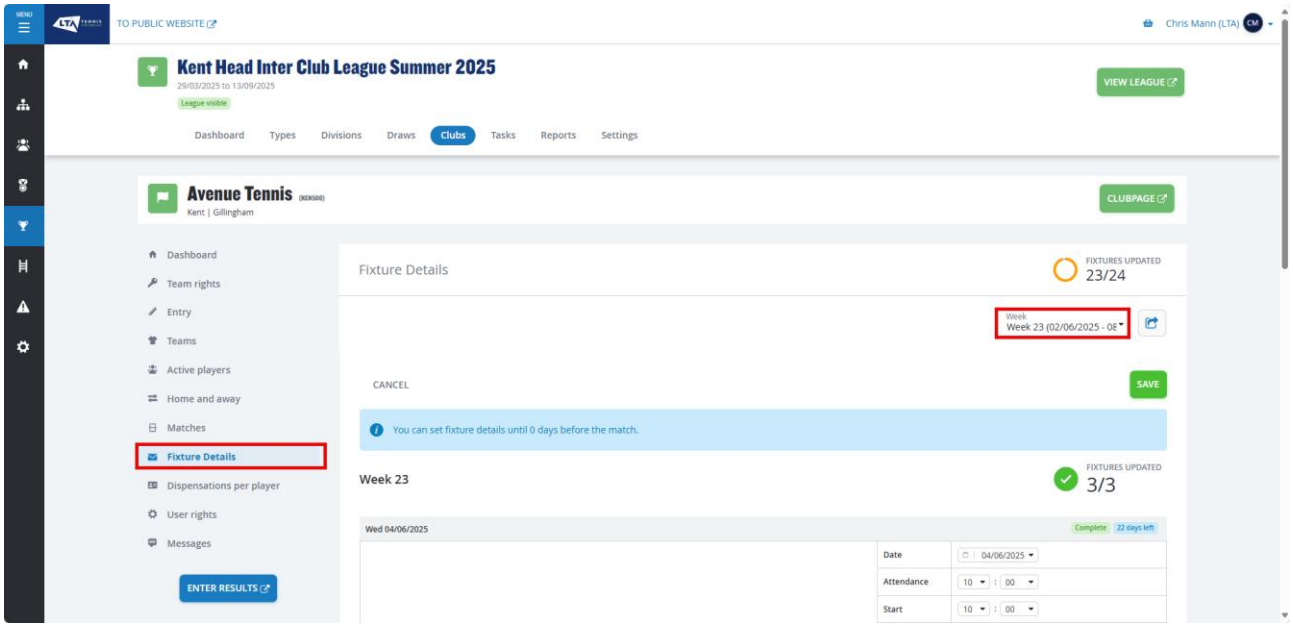
Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Admins now can fill in the fixture details. As a League Admin, you can track, view and filter fixture details by week. Select **Fixture Detail** and a bar chart of progress will appear.



Should you need to save fixture details on behalf of a club, select the **Clubs** tab followed by the respective club for which you need to save the fixture details for.



The following club level page will appear. Select **Fixture Details** to proceed. The fixture details can be filtered by week as below.



All fields (except the announcement) are required to be filled to mark the fixture details as completed.

Date - The date set by the League Admin for the match to be completed. This can be changed.

Attendance – What time should the teams arrive at the venue.

Start – What time the match should start.

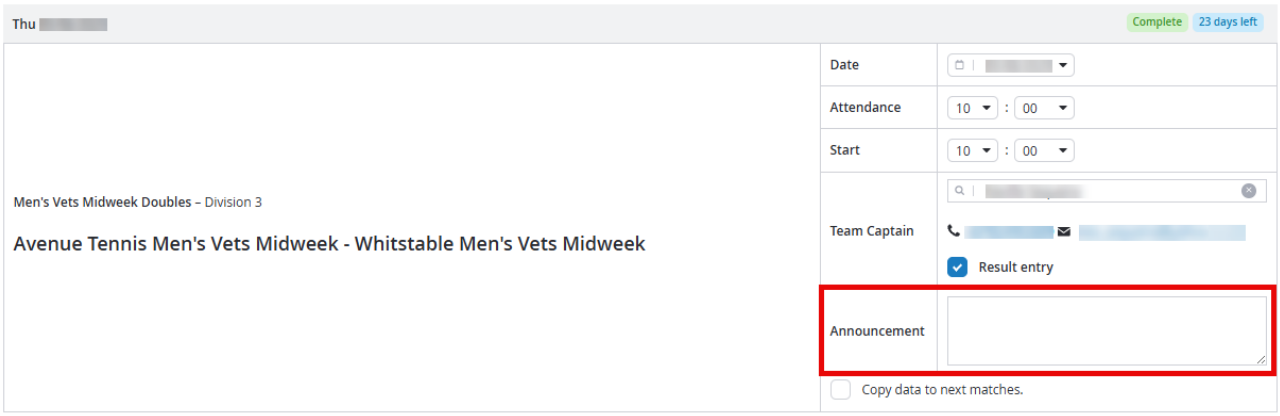
Team Captain – The details of the team captain for the team/match. After selecting the person's name, their phone and email will be visible.

If the Team Captain has already been assigned, these details will be pre-populated in the fixture details.

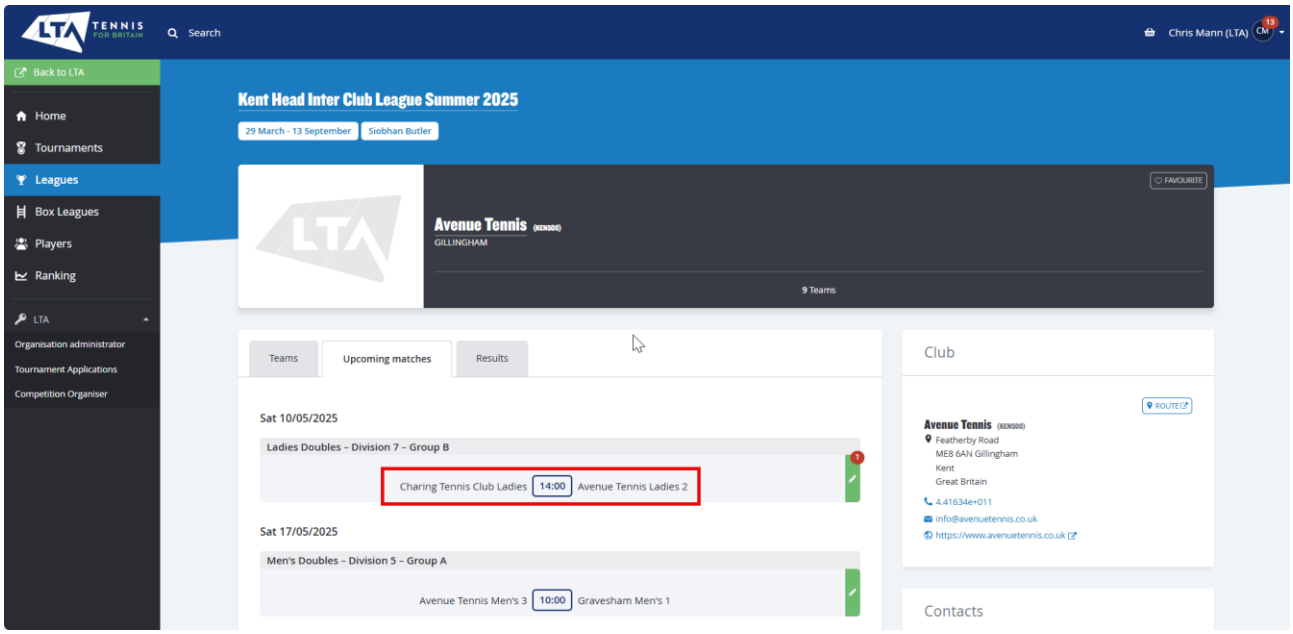
Announcement – Any extra information that may be required for the match.

Once the fixture details have been completed, the saved information will be visible for all Team Captains, County and District League admins and via the club's public league page.

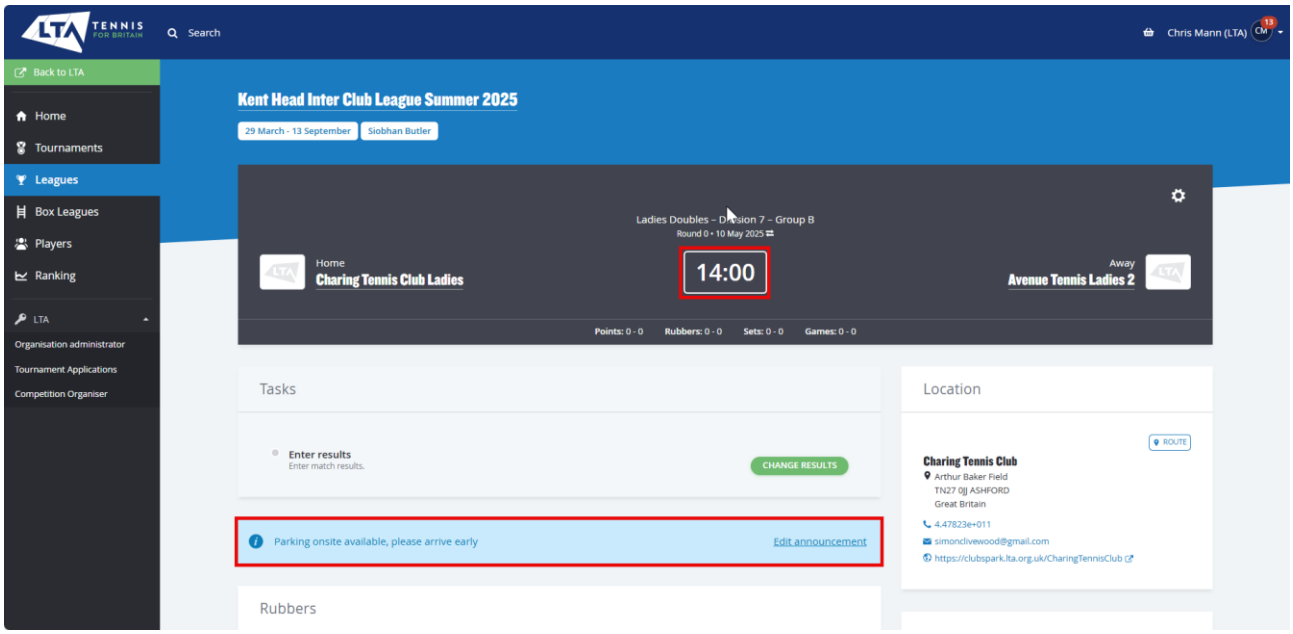
Completed fixture details including announcement



County and District League Admin and Team Captain view

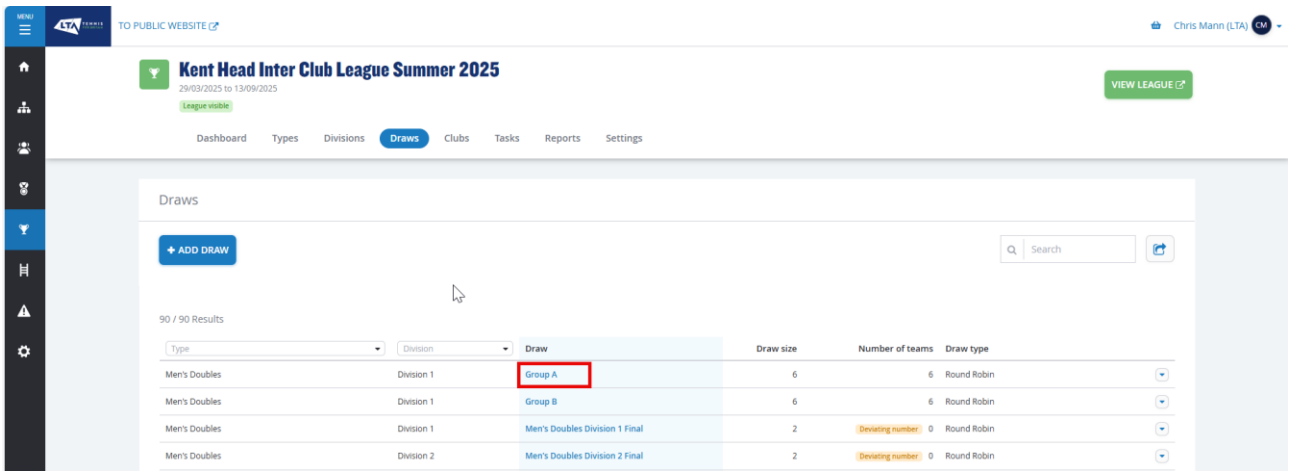


Announcement visible when selecting the match

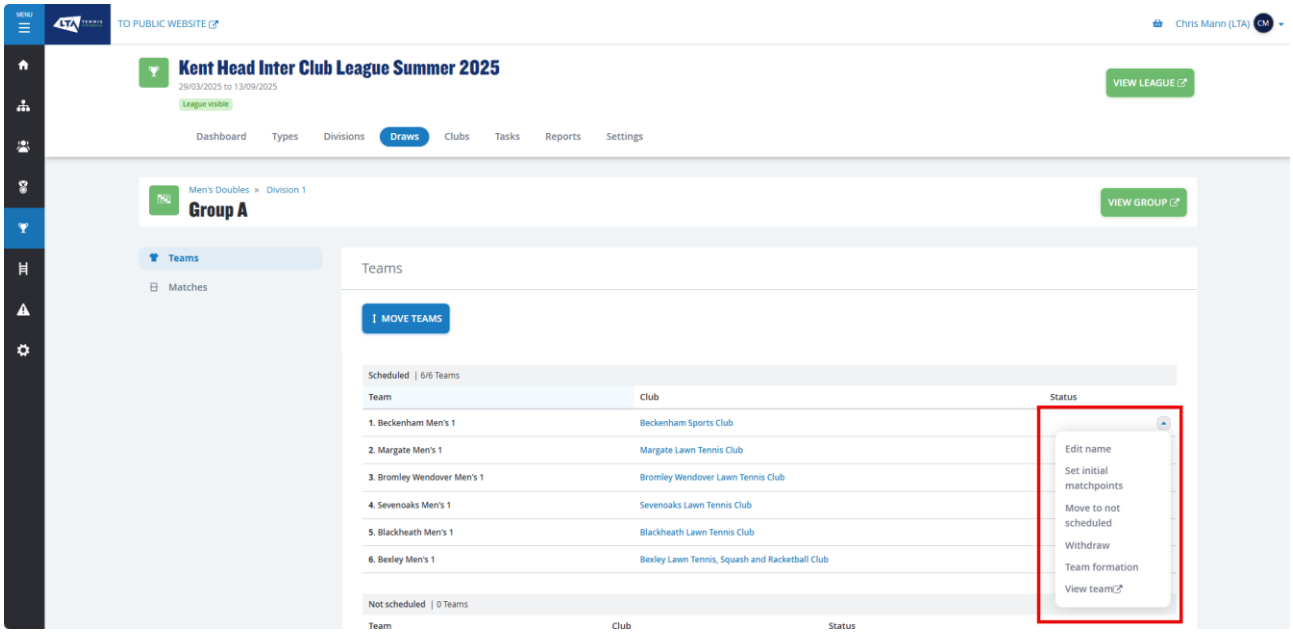


TEAM WITHDRAWAL

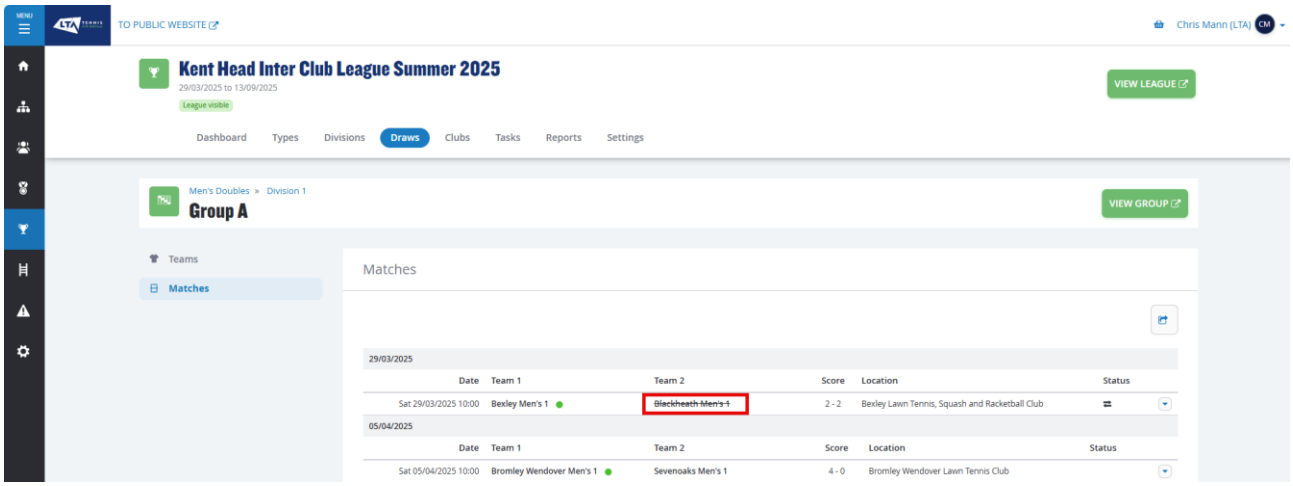
To withdraw a team, select the ‘Draws’ tab, followed by the required draw



Within the Draw you will be presented with the Teams – from here click on the drop-down arrow next to the team you with to withdraw – select **Withdraw**

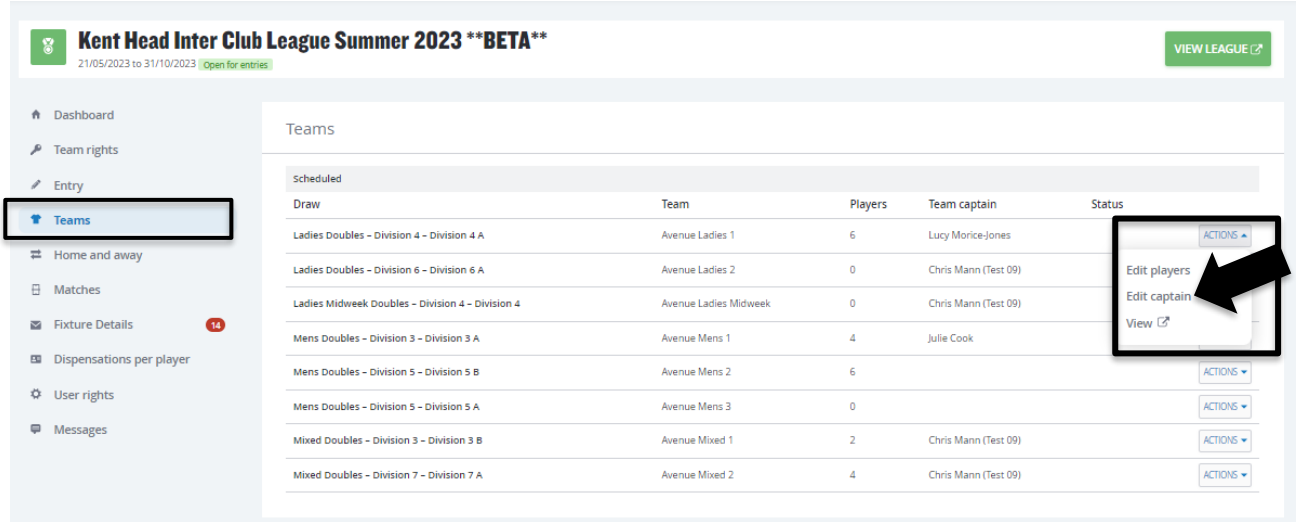


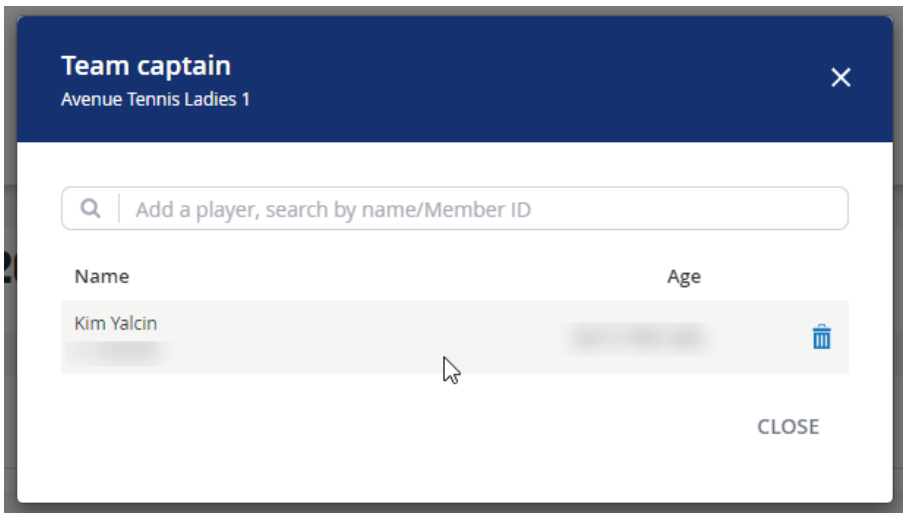
Once withdrawn, the team will appear with a strike through on the Matches and standings pages and their results will be void



ADDING, EDITING OR DELETING TEAM CAPTAINS

To edit a team captain, select the **Actions** drop down followed by **Edit captain**.



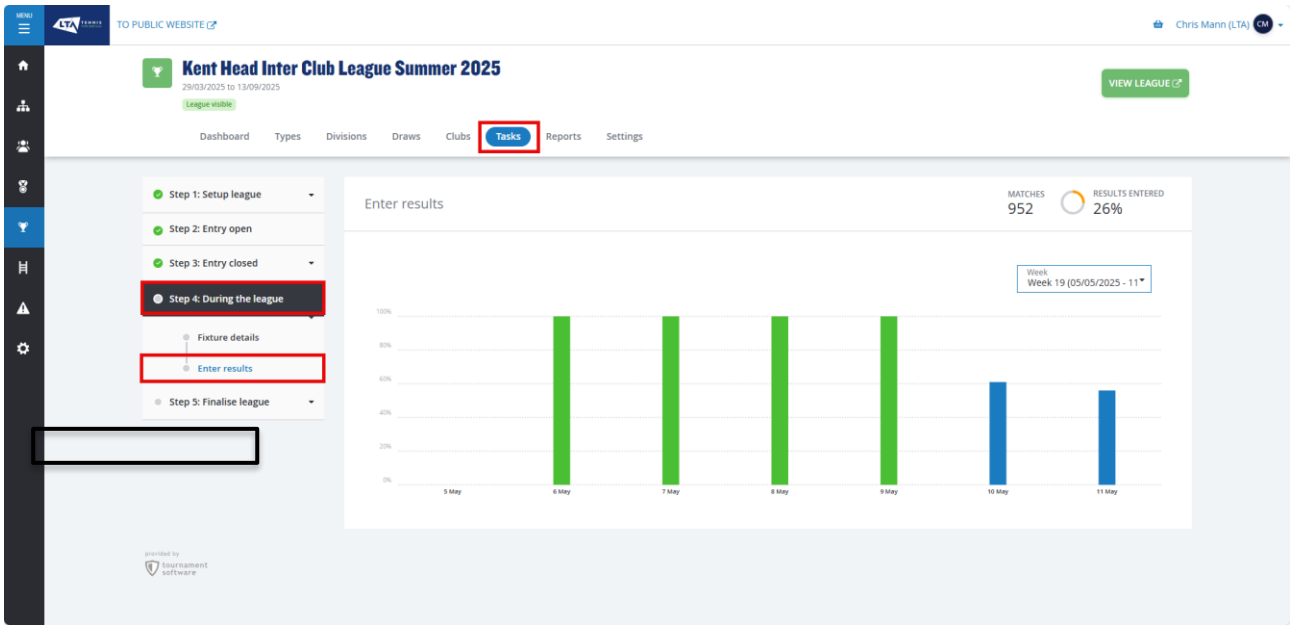


Once a team captain role has been assigned, the team captain will have access to submit results for all of the club's home matches and will have the ability to reschedule, relocate and swap home/away matches for their team only if access have been given by the League Admin.

If all access have been given by the League admin, in the example above, Chris Mann (Test 09) has been assigned as Team Captain for Mens Doubles – Division 5 – Division 5 b – therefore as Team Captain Chris Mann (Test 09) will have access to reschedule, relocate, and swap home/away matches for Mens Doubles – Division 5 – Division 5 b at Avenue Tennis Club only. Chris Mann (Test 09) will be able to submit all home club match results for Avenue Tennis.

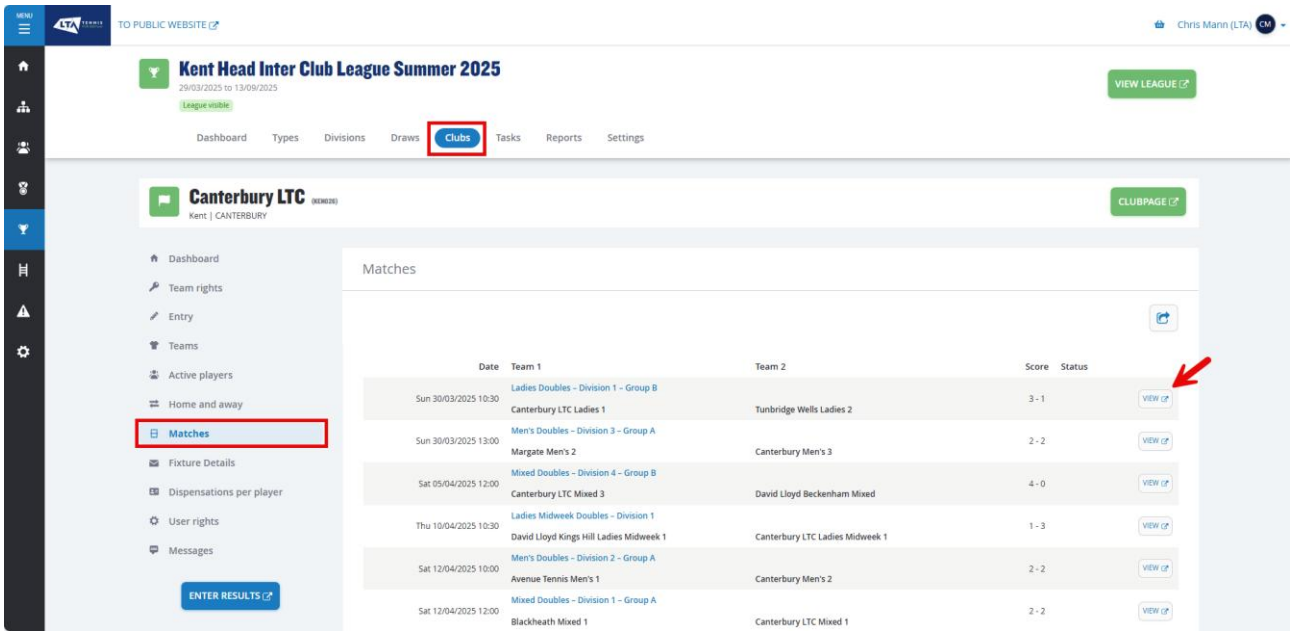
ENTER RESULTS

Once the groups and schedules are created and the status of the league is set to League Visible, the County and District League Contacts (club admins) and Team Captains (Result User) can now enter results. As a League Admin, you have the ability to track and view results that have been submitted per week of the league via **Enter Results.**

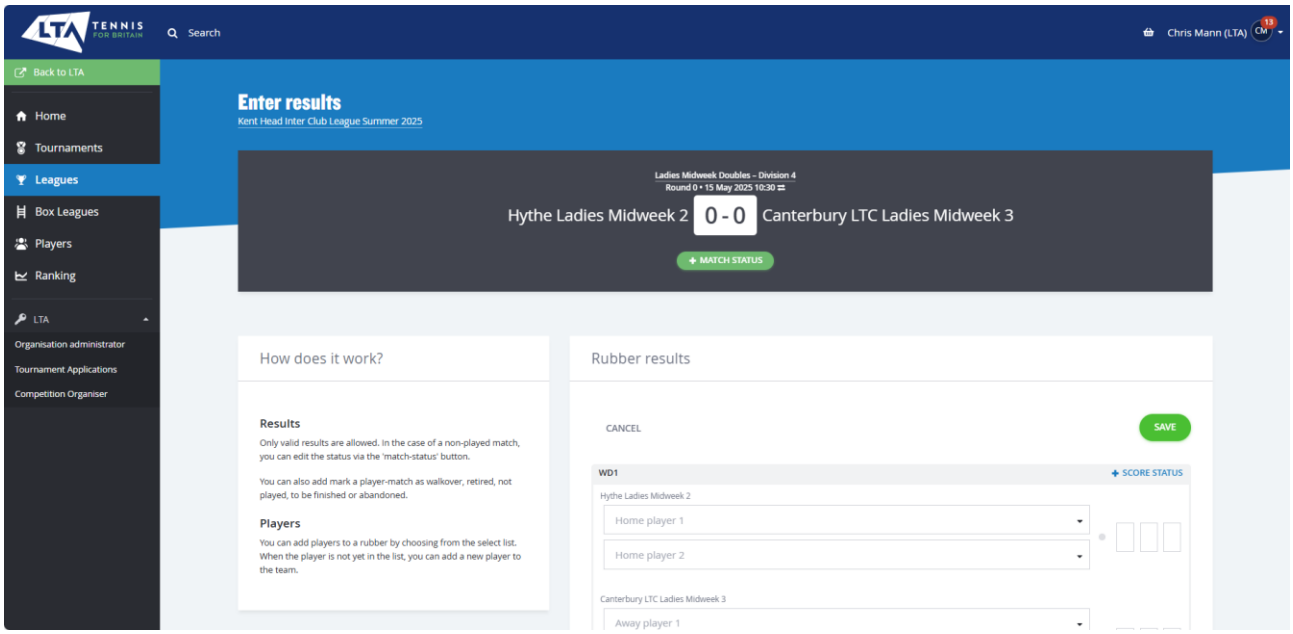


Results entry should be made by the respective Team Captains, however, should you require to add or amend a result, select the **Clubs** tab followed by the respective club for which you need to send enter results for.

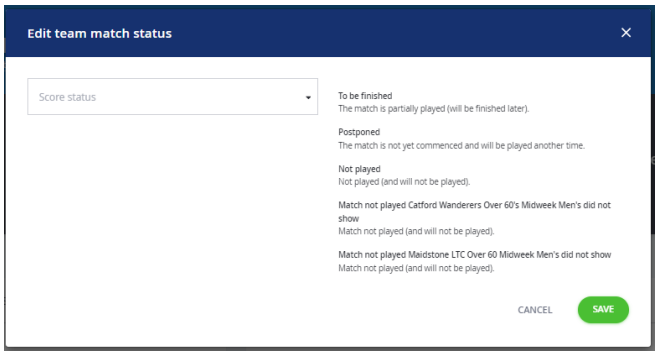
Select **Matches** followed by **Enter Results**.



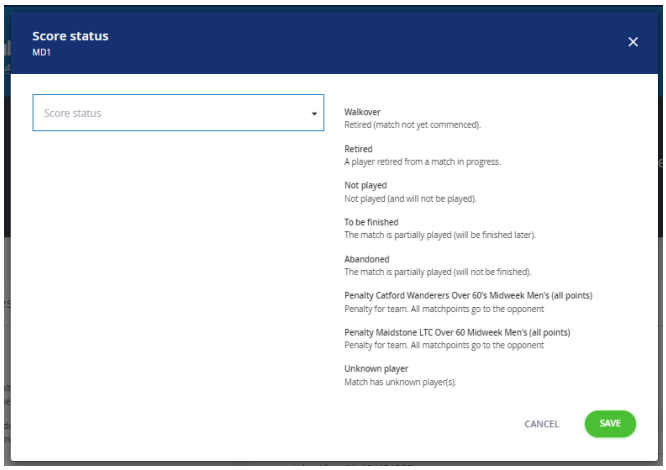
The entry page will appear where you have the ability to add or select players, **enter scores**, add a **score status**, and **match status** on behalf of the club.



Match status – will allow you to edit the team match status as below.

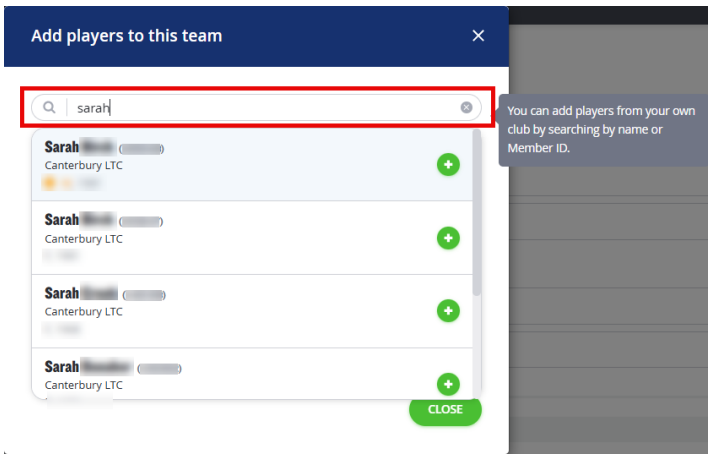


Score status – will allow you to edit the score status of a match as below.

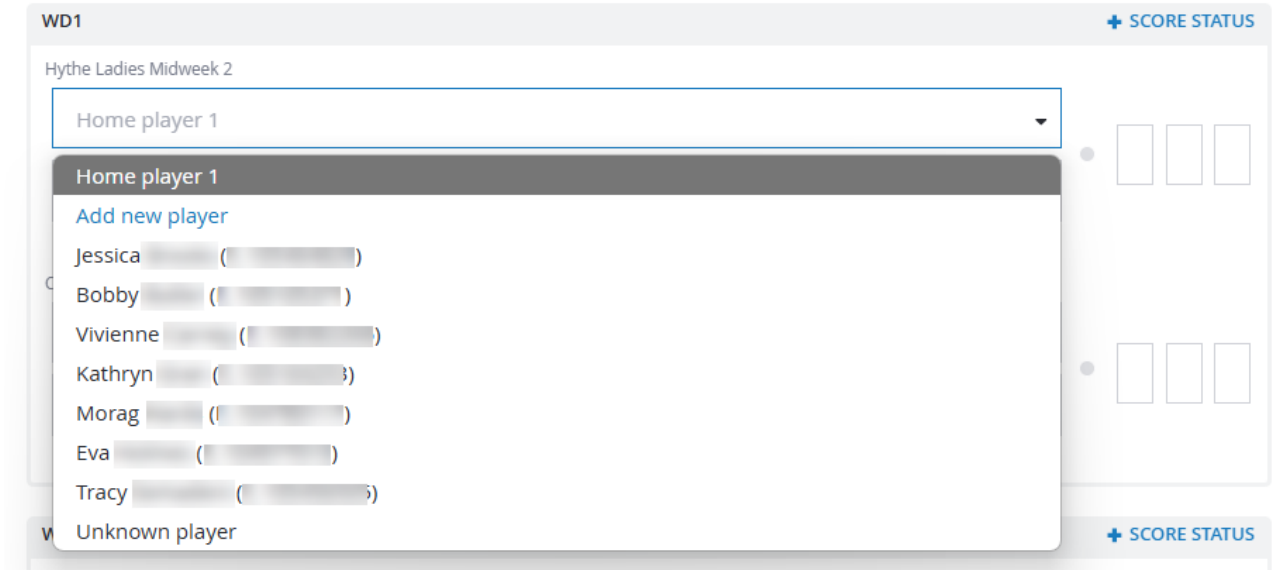


Not played: rubber is completed, and no score is allowed - **will be calculated in standings.**
Abandoned: rubber is completed, and a score is allowed - **will be calculated in standings.**
To be finished: rubber is not completed and a score is allowed - **won't be calculated in standings.**
Score status of **abandoned** for a rubber would mean that that rubber is not included in the standings calculation but the overall team match would be.
Score status of **walkover, retired and not played** - all calculate in standings.

Add Players – to add players to the matches in order to input and save the score, click on ‘Home Player 1 (or 2)’ or ‘Away Player 1 (or 2)’. Search members of the club by the players name or LTA member.



Once you have added the players, they will appear in the drop down in order to be selected for the match result entry.

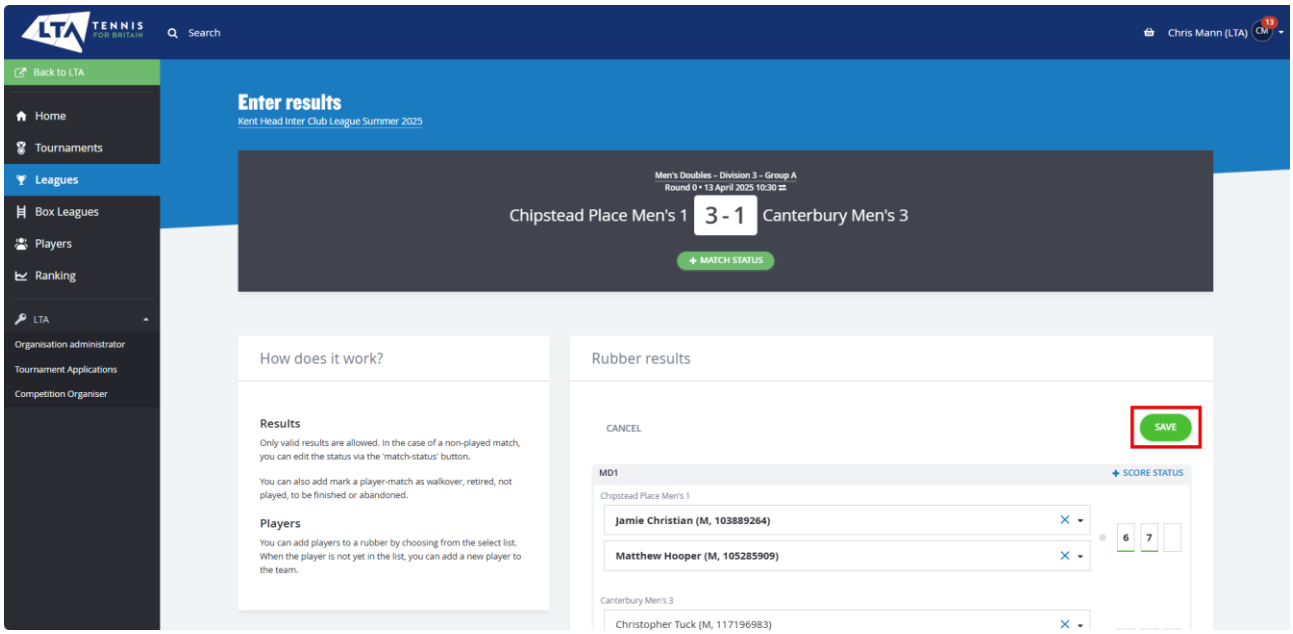


To input a result for an unknown player, please select **unknown player** from the drop down. This will automatically update the score status to unknown player and an automated email will be triggered to you (the League Organiser) copying the Team Captain of the unknown player result requesting to ask the player to link their venue to their LTA account.

Once the player has linked their venue through their LTA account, the score can be updated. The score status will update automatically.

N.B The ability to submit a match result with an unknown player will soon be removed. It will become mandatory for all players participating in an LTA League to be an LTA member affiliated to a venue.

Once the players have been input, enter the match score, and click **save**.



Missing Players

An unknown player email will be triggered the team captains if an unknown player has been selected when submitting the match result with the League Organiser in copy.

Team captains should ask players to ensure they are linked to their venue by managing their Affiliated Venues in LTA Advantage.

Add your Affiliated Venues

Where a player is missing from the database but says they are linked or contact has duplicate accounts, please contact the LTA Customer Support Team by completing an Enquiry Form.

Team captains should also add the name and LTA number of the player to the announcement field.

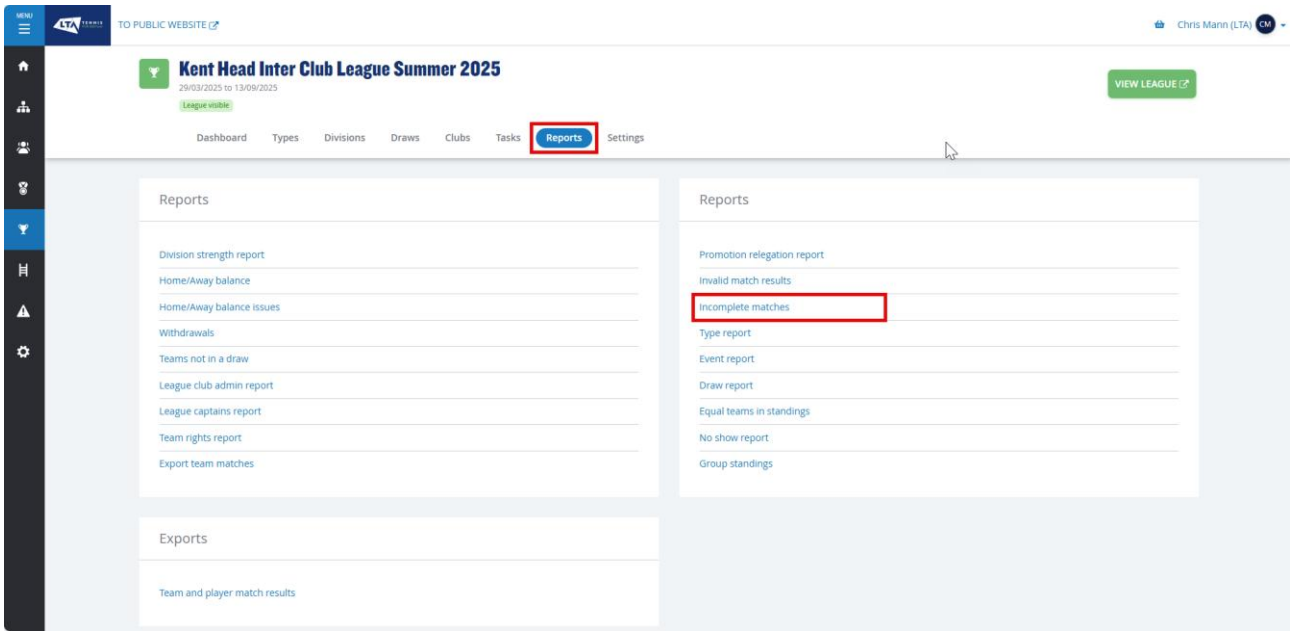
MANAGING RESULTS

Once the league season is underway as a league organiser the league should run itself but its important to keep any eye on matches to ensure they are being played in accordance with your league rules.

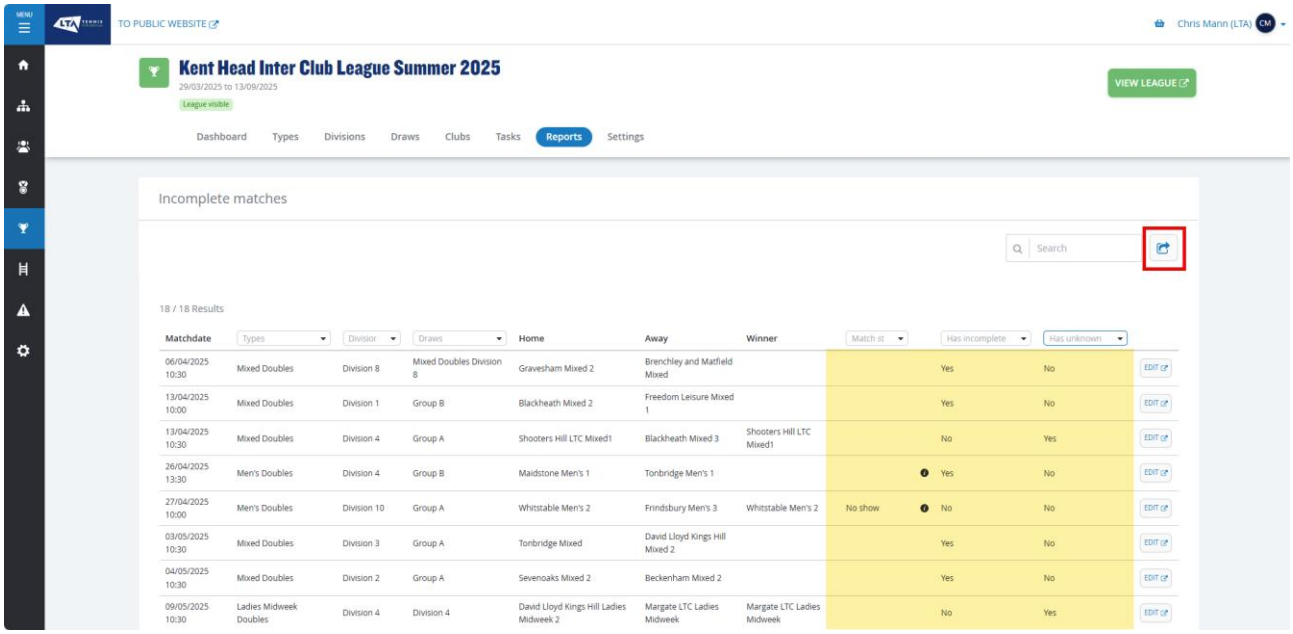
Incomplete Matches

To support you in managing results and identifying matches which require your attention we've created the Incomplete Matches report. This view and report which can be exported allows league organisers to identify matches where the result hasn't been submitted, an unknown player, a score status or an announcement and contact the team captains.

Go to Reports ➔ Incomplete Matches

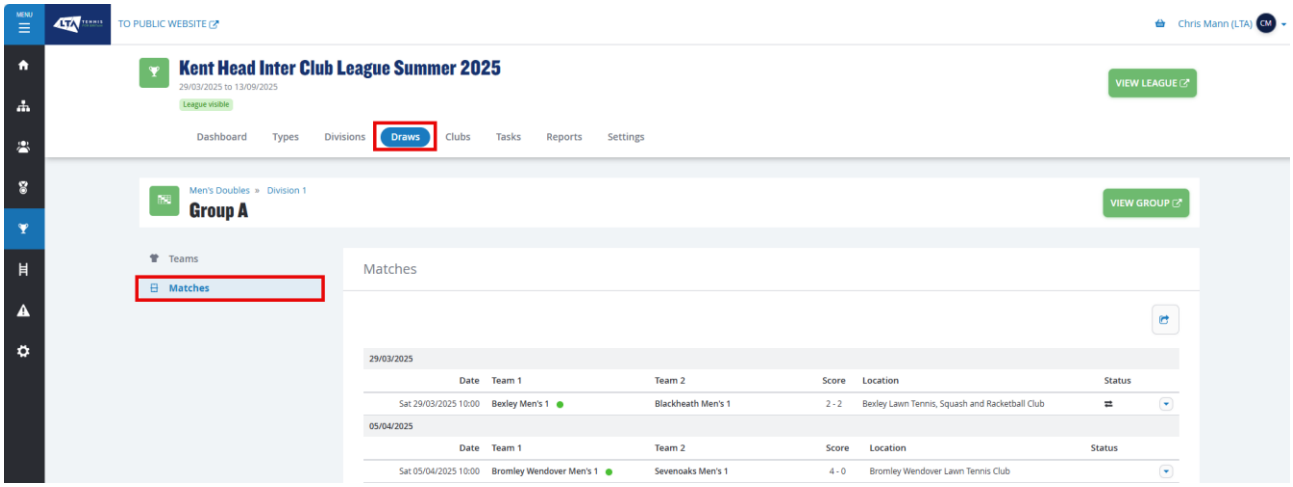


Here you will see the match details and why they are identified. You can also export the report which will include the team captains email addresses.

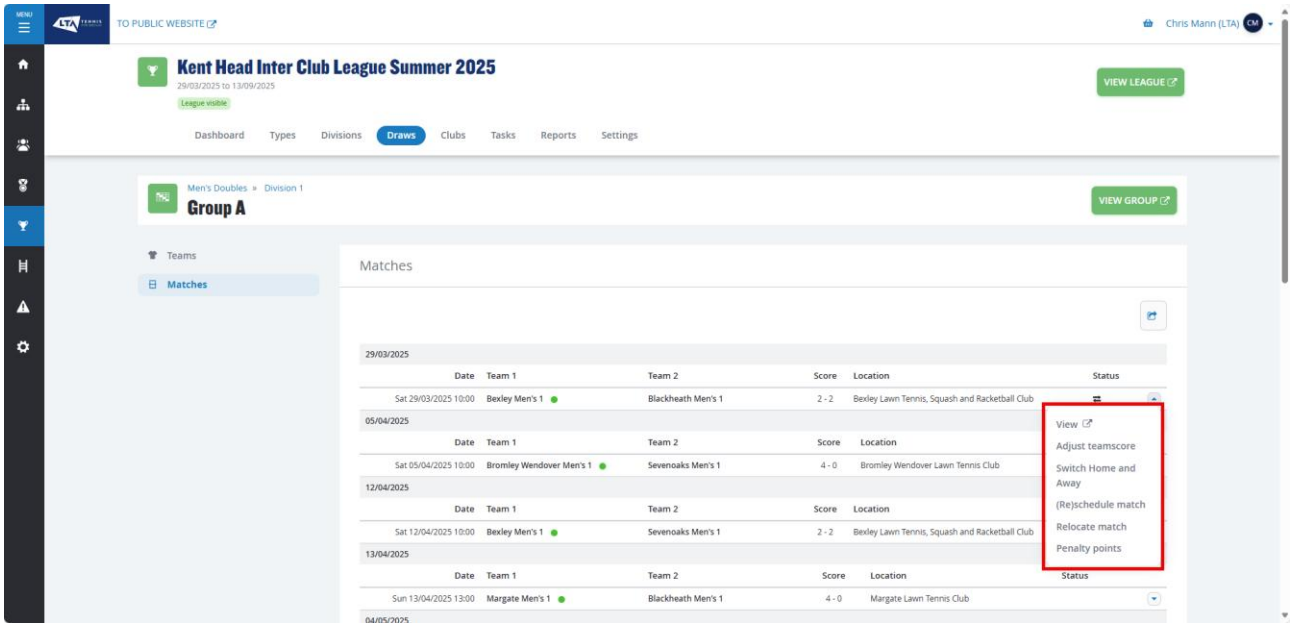


Penalty Points

If required, you may need to adjust submitted results or apply penalty points. This can be done via the Draws tab, clicking into the draw and navigating to the Matches section



To **Adjust a team score**, **Switch Home and Away**, **(Re)schedule match**, **Relocate match** or apply **Penalty points,** select the drop-down arrow next to the match where these options will appear.

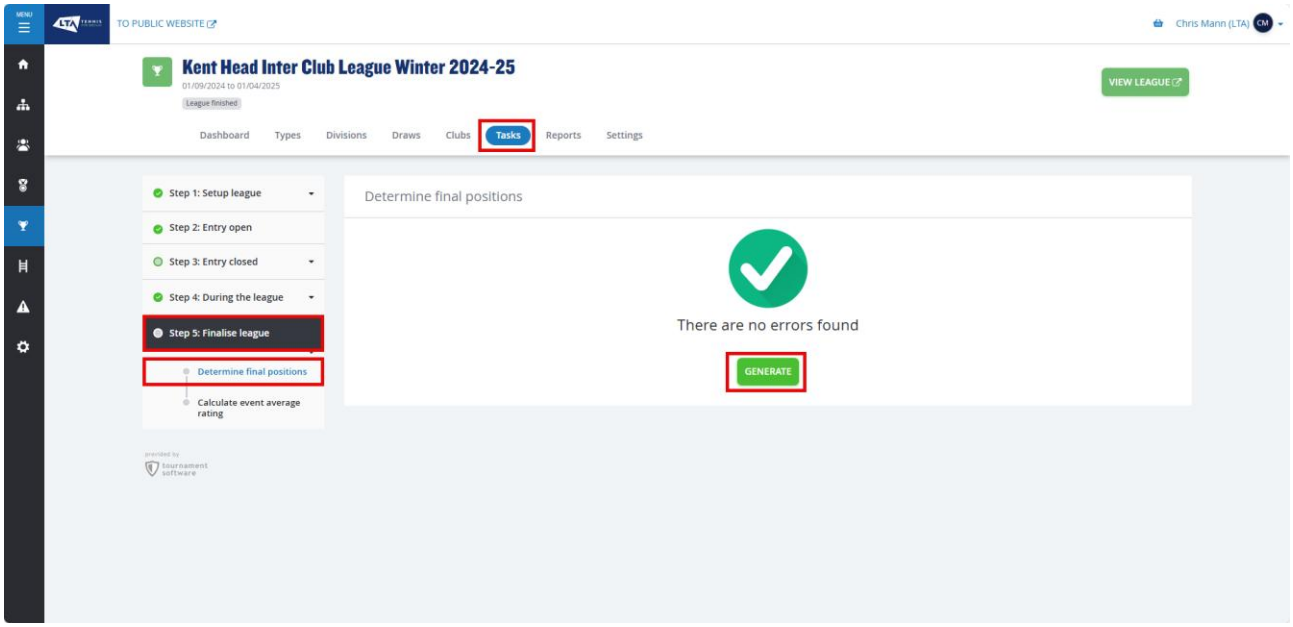


NEXT STEP

STEP 5: FINALISE LEAGUE

DETERMINE FINAL POSITIONS

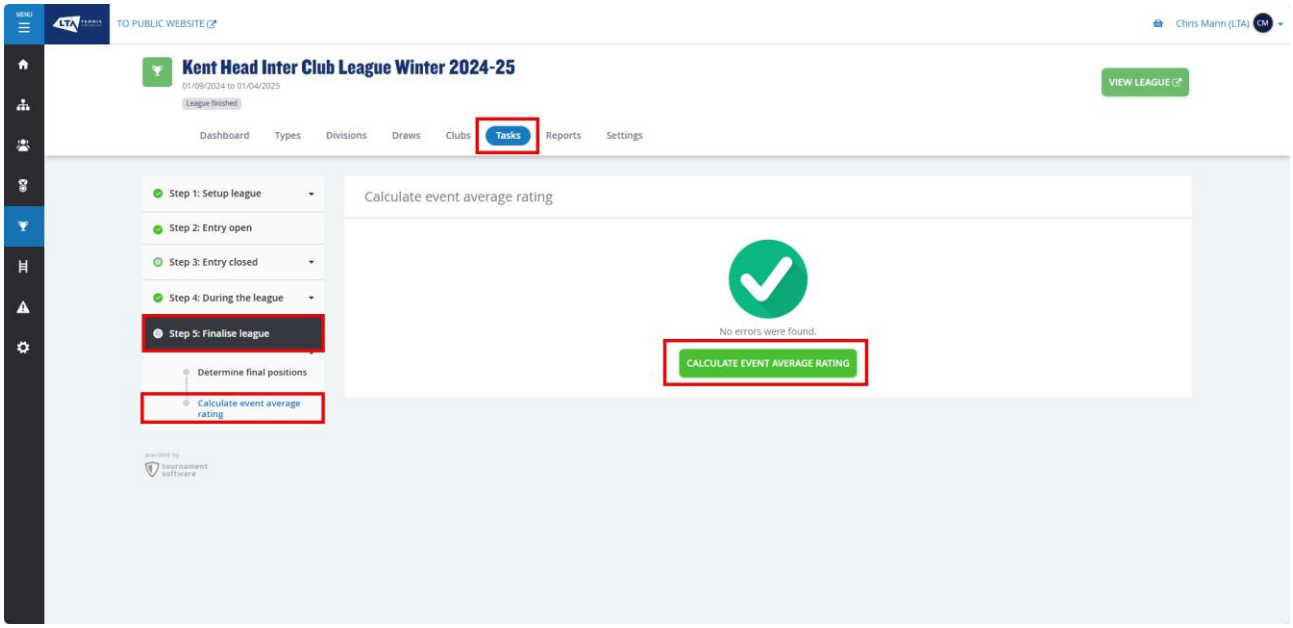
This process checks if all matches have a result and then determines the final positions marking which divisions each team should be in for the following season.



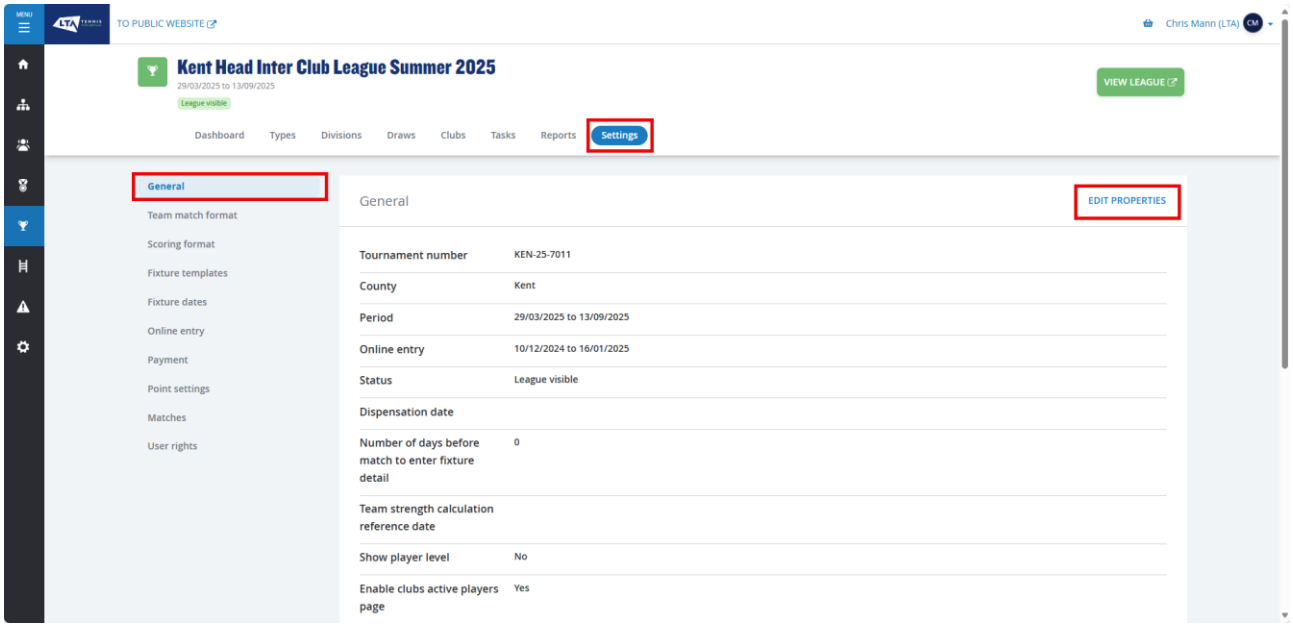
Once generated, every team in a draw will be given a final position and promotion status (promoted, relegated, or withdrawn). Based on this status the team rights will be determined when the league is copied for the next season.

CALCULATE EVENT AVERAGE RATING

This process will calculate based on the player's ratings, that played in an event and what the average team rating must be for the next season.



Once calculated, the final step is to change the status of the league to **Finished** within the **General** section of the **Settings tab.** Select **Edit Properties.**



APPENDICIES

1. League Organiser Checklist
2. LTA Fixture Templates
3. LTA Fixture Templates – Home & Away
4. Club Admin – Email Template
5. Team Captain – Email Template

APPENDIX 1 – LEAGUE ORGANISER CHECKLIST (V1.0)

League Name:	
League Code:	
Dates:	
Entry:	

Task	✓
Step 1 – League Set Up	
Complete the league application form	
Add additional league admins	
Check settings	
Set status to New league	
Step 2 – Entry Open	
Set up online entry dates in settings	
Add/update entry fees in divisions	
Check all clubs eligible to enter are shown on the club list	
Status changed to League entry open?	
Step 3 – Entry Closed	
Process Promotion/Relegation	
Create Groups	
Add fixture dates	
Update fixture templates	
Generate match program	
Set status to League schedule visible to clubs	
Set status to League visible	
Step 4 – During the league	
Ensure club admins have stated a team captain for all teams	
If teams are scheduling matches, are all matches scheduled?	
Chase late results	
Handle unknown players	
Step 5 – Finalise the league	
Determine final positions	
Change status to League finished	

APPENDIX 2 – LTA FIXTURE TEMPLATES

3 Teams

Round 1: 2 v 3
Round 2: 1 v 2
Round 3: 3 v 1

4 Teams

Round 1: 2 v 3, 1 v 4
Round 2: 1 v 2, 4 v 3
Round 3: 3 v 1, 2 v 4

5 Teams

Round 1: 3 v 4, 2 v 5
Round 2: 1 v 2, 5 v 3
Round 3: 3 v 1, 4 v 5
Round 4: 2 v 3, 1 v 4
Round 5: 4 v 2, 5 v 1

6 Teams

Round 1: 3 v 4, 2 v 5, 1 v 6
Round 2: 1 v 2, 5 v 3, 6 v 4
Round 3: 3 v 1, 4 v 5, 2 v 6
Round 4: 2 v 3, 1 v 4, 6 v 5
Round 5: 4 v 2, 5 v 1, 3 v 6

7 Teams

Round 1: 4 v 5, 3 v 6, 2 v 7
Round 2: 1 v 2, 6 v 4, 7 v 3
Round 3: 3 v 1, 5 v 6, 4 v 7
Round 4: 2 v 3, 1 v 4, 7 v 5
Round 5: 4 v 2, 5 v 1, 6 v 7
Round 6: 3 v 4, 2 v 5, 1 v 6
Round 7: 5 v 3, 6 v 2, 7 v 1

8 Teams

Round 1: 4 v 5, 3 v 6, 2 v 7, 1 v 8
Round 2: 1 v 2, 6 v 4, 7 v 3, 8 v 5
Round 3: 3 v 1, 5 v 6, 4 v 7, 2 v 8
Round 4: 2 v 3, 1 v 4, 7 v 5, 8 v 6
Round 5: 4 v 2, 5 v 1, 6 v 7, 3 v 8
Round 6: 3 v 4, 2 v 5, 1 v 6, 8 v 7
Round 7: 5 v 3, 6 v 2, 7 v 1, 4 v 8

9 Teams

Round 1: 5 v 6, 4 v 7, 3 v 8, 2 v 9
Round 2: 1 v 2, 7 v 5, 8 v 4, 9 v 3
Round 3: 3 v 1, 6 v 7, 5 v 8, 4 v 9
Round 4: 2 v 3, 1 v 4, 8 v 6, 9 v 5
Round 5: 4 v 2, 5 v 1, 7 v 8, 6 v 9
Round 6: 3 v 4, 2 v 5, 1 v 6, 9 v 7
Round 7: 5 v 3, 6 v 2, 7 v 1, 8 v 9
Round 8: 4 v 5, 3 v 6, 2 v 7, 1 v 8
Round 9: 6 v 4, 7 v 3, 8 v 2, 9 v 1

APPENDIX 3 – LTA FIXTURE TEMPLATES (HOME & AWAY)

3 Teams

Round 1: 2 v 3
Round 2: 1 v 2
Round 3: 3 v 1
Round 4: 3 v 2
Round 5: 2 v 1
Round 6: 1 v 3

4 Teams

Round 1: 2 v 3, 1 v 4
Round 2: 1 v 2, 4 v 3
Round 3: 3 v 1, 2 v 4
Round 4: 3 v 2, 4 v 1
Round 5: 2 v 1, 3 v 4
Round 6: 1 v 3, 4 v 2

5 Teams

Round 1: 3 v 4, 2 v 5
Round 2: 1 v 2, 5 v 3
Round 3: 3 v 1, 4 v 5
Round 4: 2 v 3, 1 v 4
Round 5: 4 v 2, 5 v 1
Round 6: 4 v 3, 5 v 2
Round 7: 2 v 1, 3 v 5
Round 8: 1 v 3, 5 v 4
Round 9: 3 v 2, 4 v 1
Round 10: 2 v 4, 1 v 5

6 Teams

Round 1: 3 v 4, 2 v 5, 1 v 6
Round 2: 1 v 2, 5 v 3, 6 v 4
Round 3: 3 v 1, 4 v 5, 2 v 6
Round 4: 2 v 3, 1 v 4, 6 v 5
Round 5: 4 v 2, 5 v 1, 3 v 6
Round 6: 4 v 3, 5 v 2, 6 v 1
Round 7: 2 v 1, 3 v 5, 4 v 6
Round 8: 1 v 3, 5 v 4, 6 v 2
Round 9: 3 v 2, 4 v 1, 5 v 6
Round 10: 2 v 4, 1 v 5, 6 v 3

7 Teams

Round 1: 4 v 5, 3 v 6, 2 v 7
Round 2: 1 v 2, 6 v 4, 7 v 3
Round 3: 3 v 1, 5 v 6, 4 v 7
Round 4: 2 v 3, 1 v 4, 7 v 5
Round 5: 4 v 2, 5 v 1, 6 v 7
Round 6: 3 v 4, 2 v 5, 1 v 6
Round 7: 5 v 3, 6 v 2, 7 v 1
Round 8: 5 v 4, 6 v 3, 7 v 2
Round 9: 2 v 1, 4 v 6, 3 v 7
Round 10: 1 v 3, 6 v 5, 7 v 4
Round 11: 3 v 2, 4 v 1, 5 v 7
Round 12: 2 v 4, 1 v 5, 7 v 6
Round 13: 4 v 3, 5 v 2, 6 v 1
Round 14: 3 v 5, 2 v 6, 1 v 7

8 Teams

Round 1: 4 v 5, 3 v 6, 2 v 7, 1 v 8
Round 2: 1 v 2, 6 v 4, 7 v 3, 8 v 5
Round 3: 3 v 1, 5 v 6, 4 v 7, 2 v 8
Round 4: 2 v 3, 1 v 4, 7 v 5, 8 v 6
Round 5: 4 v 2, 5 v 1, 6 v 7, 3 v 8
Round 6: 3 v 4, 2 v 5, 1 v 6, 8 v 7
Round 7: 5 v 3, 6 v 2, 7 v 1, 4 v 8
Round 8: 5 v 4, 6 v 3, 7 v 2, 8 v 1
Round 9: 2 v 1, 4 v 6, 3 v 7, 5 v 8
Round 10: 1 v 3, 6 v 5, 7 v 4, 8 v 2
Round 11: 3 v 2, 4 v 1, 5 v 7, 6 v 8
Round 12: 2 v 4, 1 v 5, 7 v 6, 8 v 3
Round 13: 4 v 3, 5 v 2, 6 v 1, 7 v 8
Round 14: 3 v 5, 2 v 6, 1 v 7, 8 v 4

APPENDIX 4 – CLUB ADMIN EMAIL TEMPLATE

Dear Club Admin,

As you will be aware the <League Name> has migrated to the new Online League Planner. The new system has an improved user experience but we want to remind you that the way in which you log in to the Summer League has changed.

How does this affect me?

The old 'club admin login' (i.e., LTASUR001) will no longer be required when using the Online League Planner. Instead, access to your club admin area will be attached to a specific person(s), via their LTA members portal and personal username and password will be used to login. In anticipation of this, you were assigned the role of County and District League Contact which will provide you with admin access on the new platform. You will find this Club Admin role when you log in to the LTA Competitions Portal, on the left-hand panel of your screen.

In preparation for this, the LTA Competitions Team have created resources for the new Online League Planner, including user manuals, guides, and videos specific to your Club Admin role which are available on the LTA League Support page.

Useful video resources

Club Admin introductory video to Online League Planner on Vimeo
Adding a team captain - Online League Planner on Vimeo

Next Steps

1. Please login to check that you have this role available. If you do not please contact your Club Main Contact and ask them to add you in Venue Registration Portal.
2. Check the team captains are listed against each of your teams
3. Check the fixture details are populated for each match including match time

You must inform your team captains that the way in which they log in has also changed and we have provided you with a template email in order to do.

If you require any help, please do not hesitate to contact me.

Kind regards

<Name>
League Organiser

APPENDIX 5 – TEAM CAPTAIN EMAIL TEMPLATE

Dear Team Captain

As you will be aware the <League Name> has migrated to the new Online League Planner. The new system has an improved user experience but we want to remind you that the way in which you log in to the Summer League has changed.

How does this affect me?

The old 'club admin login' (i.e., LTASUR001) will no longer be required when using the Online League Planner. Instead, access to enter results will be via the team captains' personal username and password that they use to login to the LTA website. Your club admin will have assigned you as the captain for your teams. You will see Enter Results when you log in to the LTA Competitions Portal, on the left-hand panel of your screen.

The LTA Competitions Team have created a 'how to' guide on entering a match result as a team captain. In addition, further resources for the new Online League Planner, including user manuals, guides, and videos specific to your role as Team Captain which will be available on the LTA League Support page.

Useful video resources

Team Captain introductory video to Online League Planner on Vimeo
Adding a match result as Team Captain - Online League Planner on Vimeo
Managing Your Affiliated Venues on Vimeo

If you require any help, please do not hesitate to contact me.

Kind regards

<Name>
League Organiser