

ONLINE LEAGUE PLANNER

LEAGUE ADMIN USER MANUAL

Environment:
Version:
Published:

Production
2025.4
May 2025



CONTENTS

Introduction.....	4
Welcome.....	4
LTA Approved League Status	4
Why Online League Planner?.....	4
A P-L-A-N for Delivering Successful Leagues	5
Need Support?.....	6
Change Log	6
Apply For Your League.....	8
League Application Form	8
League Duplication	8
League Code	8
Club Admins & Team Captains	8
Online League Fees.....	8
Getting Started.....	9
Key Roles	9
Definitions	9
Accessing your league	10
Dashboard	12
Step 1 – Set Up League	13
Check Settings.....	13
League settings.....	14
General.....	14
Team Match Format.....	16
Scoring Format.....	18
Fixture Templates	20
Fixture Dates.....	24
Online Entry	27
Payment.....	28
Point Settings.....	29
Matches	32
User Rights	37
League Types	39
Divisions	41
Set Visibility for Clubs	43
Step 2: Entry Open.....	45
Eligible Clubs	46
Managing Entries	47
Entering a team on the venues behalf	47
Moving teams to a different division	50
Waiving an entry fee	50
Step 3: Entry Closed.....	52
Process Promotion / Relegation	52
Create Groups	56
Generate Match Program.....	60
Changing the Group Names.....	63
Creating a playoff or promotion/relegation match	64
Export/Import Schedule.....	67
Set Visibility for public	69
Putting the league live.....	71
Step 4: During League.....	73
Roles & responsibilities	73

Fixture Details	73
Team Withdrawal	77
Adding, Editing or Deleting Team Captains	79
Enter Results	80
Missing Players	83
Managing Results	84
Incomplete Matches	84
Penalty Points	85
Step 5: Finalise League	88
Determine Final Positions	88
Calculate event average rating	89
Appendices	90
Appendix 1 – League Organiser Checklist (v1.0)	91
Appendix 2 – LTA Fixture Templates	92
Appendix 3 – LTA Fixture Templates (Home & Away)	93
Appendix 4 – Club Admin Email Template	94
Appendix 5 – Team Captain Email Template	95

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 up 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

P LANNING



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.

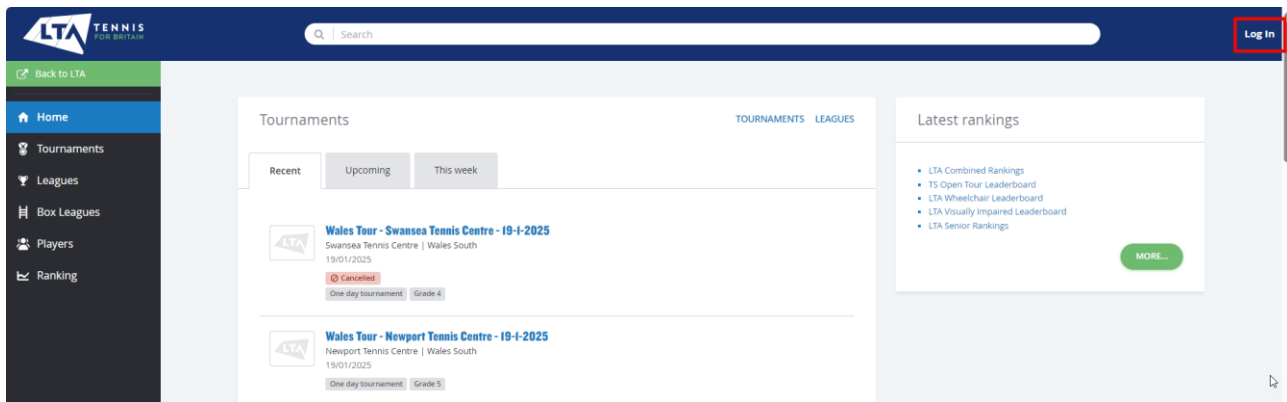
Role	Description
League Admin	Has admin rights for the overall league administration.
Club Admin	Has admin rights as a venue county and district league admin for a venue. This is set by the Venue Main Contact within LTA Venue Registration. This is typically the person on your committee called the Fixtures 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

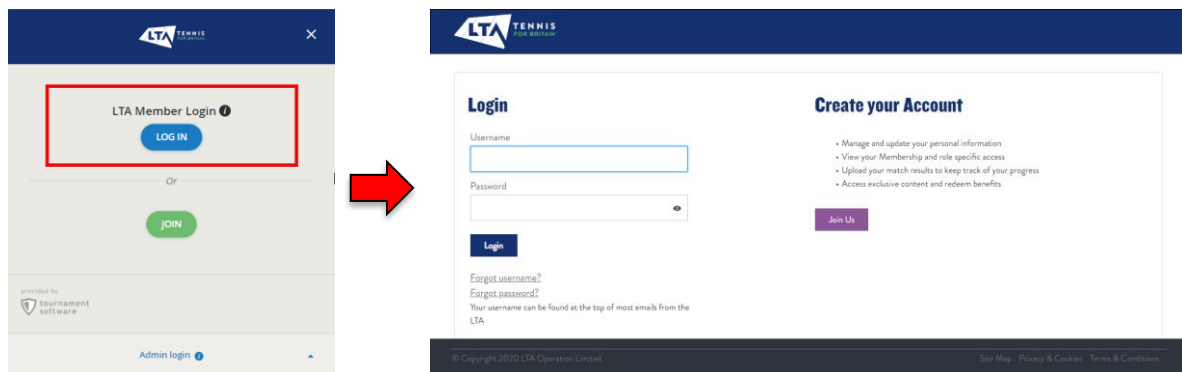
Role	Description
Type	<p>A type is typically known as an event i.e. Womens. A league can have many types but a type can only have one league.</p> <p>The basic settings which will be used across all divisions are set here but many may be edited per division too.</p>
Division	<p>A division within an event 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.</p> <p>Here you can customise the settings for a specific division for example if divisions have different rubber formats or scoring formats.</p>
Draws	<p>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.</p> <p>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.</p>

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**.

The screenshot shows the LTA Tennis for Britain Competitions Portal. The left-hand navigation bar includes options like Home, Tournaments, Leagues, Box Leagues, Players, Ranking, and LTA. The 'League administrator' option is highlighted with a red box. The main content area features a 'My profile' section for Chris Mann (LTA) with a 'Win-Loss' table showing 0/0 for Career and This year. The right sidebar contains a 'News' section with a 'Prezzo Official Competition Restaurant Partner' article and a 'My tournaments' section.

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

The screenshot shows the LTA Tennis for Britain Organiser Portal. The top navigation bar includes 'Tournament Applications', 'Tournament Availability', and 'Leagues'. The 'Leagues' tab is active. The main content area displays 'Current Leagues' with a table showing one entry: 'Kent Head Inter Club League Summer 2023 **BETA**'. The table has columns for Name, Status, Start date, End date, Entry open, and Entry deadline.

Name	Status	Start date	End date	Entry open	Entry deadline
Kent Head Inter Club League Summer 2023 **BETA**	League visible	21/05/2023	31/10/2023	12/12/2022 09:00	14/05/2023 15:00

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.

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

Dashboard

Types

Divisions

Draws

Clubs

Tasks

Reports

Settings

Overview

TYPES6MANAGE

CLUBS55MANAGE

TEAMS380

DIVISIONS38MANAGE

DRAWS0MANAGE

Entry fee

Paid

£ 4,005.00

Outstanding

£ 1,095.00

Refund

£ 0.00

Total

£ 5,100.00

Matches

CREATE FIXTURES

MATCHES0

ENTERED RESULTS0

Groups

CREATE GROUPS

Step 1: Setup league

Check settings

Set visibility for clubs

Step 2: Entry open

Step 3: Entry closed

Step 4: During the league

Step 5: Finalise league

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.

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

Dashboard

Types

Divisions

Draws

Clubs

Tasks

Reports

Settings

Step 1: Setup league

Check settings

Set visibility for clubs

Step 2: Entry open

Step 3: Entry closed

Step 4: During the league

Step 5: Finalise league

Check settings

All settings

Start

29/03/2025 to 13/09/2025

Entry

10/12/2024 to 16/01/2025

Created

11/12/2024 14:22

Origin

Kent Head Inter Club League Summer 2024

ID

451574

Code

4b10e3ab-809a-4654-9fco-7a1dd0842035

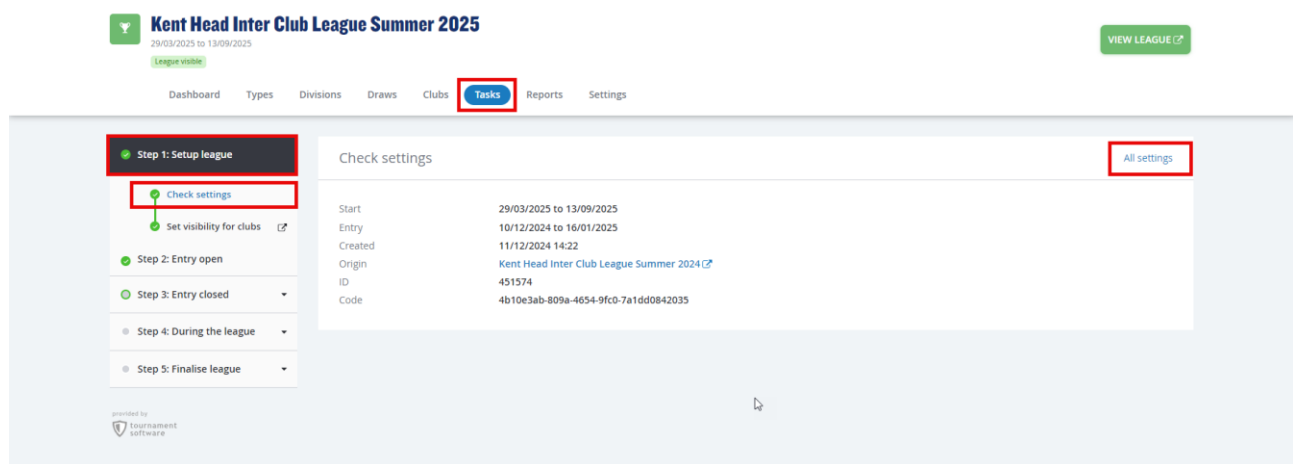
STEP 1 – SET UP LEAGUE

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.

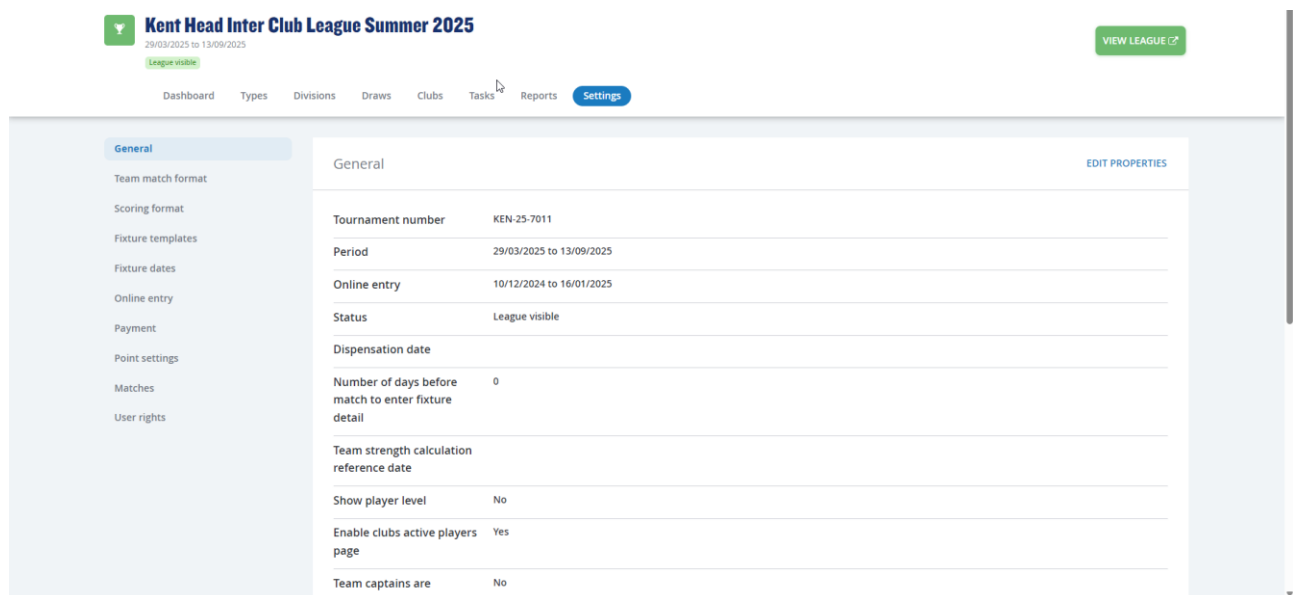
CHECK SETTINGS

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**.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General

Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

General

EDIT PROPERTIES

Tournament number	KEN-25-7011
Period	29/03/2025 to 13/09/2025
Online entry	10/12/2024 to 16/01/2025
Status	League visible
Dispensation date	
Number of days before match to enter fixture detail	0
Team strength calculation reference date	
Show player level	No
Enable clubs active players page	Yes
Team captains are automatically added as	No

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

Edit league properties

Name
Copy of Kent Head Inter Club League Summer 2023

Tournament number
KEN711

Start date
21/05/2023

End date
31/10/2023

Status
League visible

Online entry
From 12/12/2022 09:00 To 14/05/2023 17:00

Number of invitations days
7




Team strength calculation reference date

Show player level ☒ YES

CANCEL SAVE

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

Announcement

B **I**   

LADIES' DOUBLES - Rachael Taylor, MIXED DOUBLES - Vanessa Webb, MEN'S DOUBLES - Mark Martin, MIDWEEK VETS & LADIES - Anne Gibbs.

The home team to submit result online within 48 hours of the match.

CANCEL SAVE

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.

Kent Head Inter Club League Summer 2025

29 March - 13 September Siobhan Butler

Find club


Find group

Select type

Select division

Select group

GO TO GROUP

 LADIES' DOUBLES - Rachael Taylor, MIXED DOUBLES - Vanessa Webb, MEN'S DOUBLES - Mark Martin, MIDWEEK VETS & LADIES - Anne Gibbs.
The home team to submit result online within 48 hours of the match.

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**.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General
Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

Team match format

+ ADD FORMAT

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

provided by
tournament
software

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).

Add format

Name *

Match type order *
Add types below. Drag items to change the display order.

+ Add match type

Add match type

- MS (Men's Singles)
- WS (Women's Singles)
- MD (Men's Doubles)
- WD (Women's Doubles)
- XD (Mixed Doubles)
- BS (Boys' Singles)
- GS (Girls' Singles)
- BD (Boys' Doubles)
- GD (Girls' Doubles)
- Singles (Any Gender Singles)
- Doubles (Any Gender 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.

Team match format

+ ADD FORMAT

Name	Match types	Details
4XD	4XD	XD1, XD2, XD3, XD4
4WD	4WD	WD1, WD2, WD3, WD4
4MD	4MD	MD1, MD2, MD3, MD4

Edit
Delete

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**

Dashboard
Types
Divisions
Draws
Clubs
Tasks
Reports

Settings

General

Team match format

Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

Team match format

+ ADD FORMAT

Name	Match types	Details
Seniors	MD-WD-2XD	MD, WD, XD1, XD2

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

Dashboard
Types

Divisions

Draws
Clubs
Tasks
Reports
Settings

Divisions

+ ADD DIVISION

3 / 3 Results

Type

Division

Grading

Draws

Open Entry

Entry fee

Enforce Strength

Division strength last year

400 Mixed League	Division 1	Grade 6	0	Yes	£20.00	No	
400 Mixed League	Division 2	Grade 6	0	Yes	£20.00	No	
400 Mixed League	Division 3	Grade 6	0	Yes	£20.00	No	


< Previous

1


Next >

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

Matches


 Saving the current division will regenerate all player matches in the draws of this division if you accept the regeneration of the matches.


Regenerate player matches for this division? ☐ NO


Team match format - Default: Seniors (MD-WD-2XD) TEST (MS-WS)	 ▼
Scoring format - Default: Default (Default) Default (Default)	▼

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

Matches

 Saving the current division will regenerate all player matches in the draws of this division if you accept the regeneration of the matches.

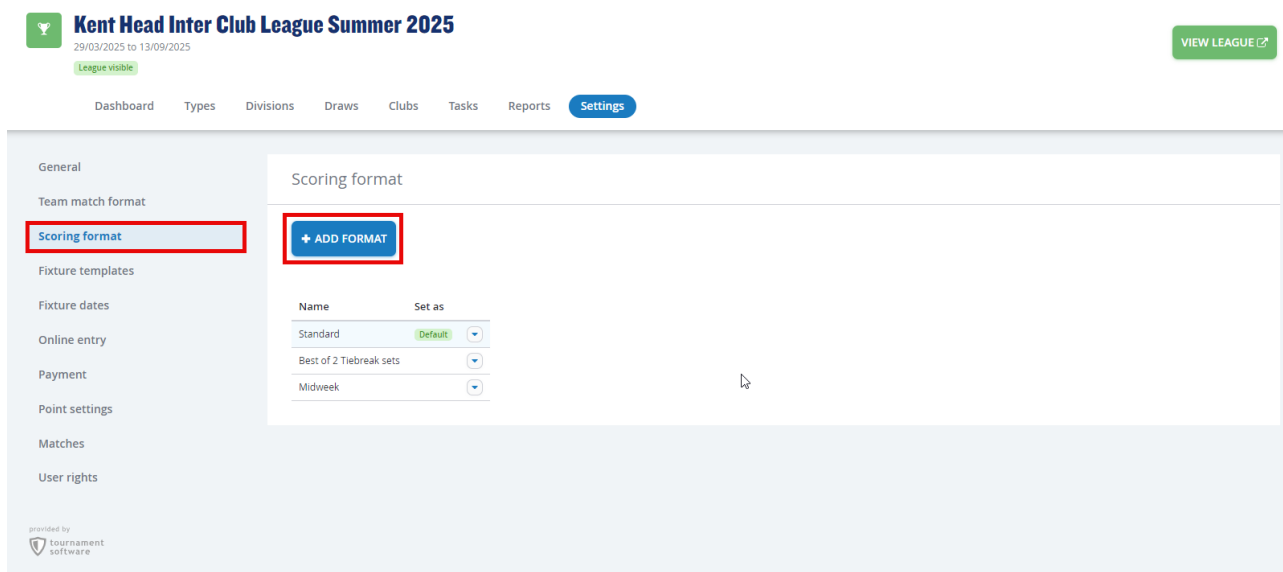
Regenerate player matches for this division?  ☒ YES

Team match format - Default: Seniors (MD-WD-2XD) TEST (MS-WS)	 ▼
Scoring format - Default: Default (Default) Default (Default)	▼

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.

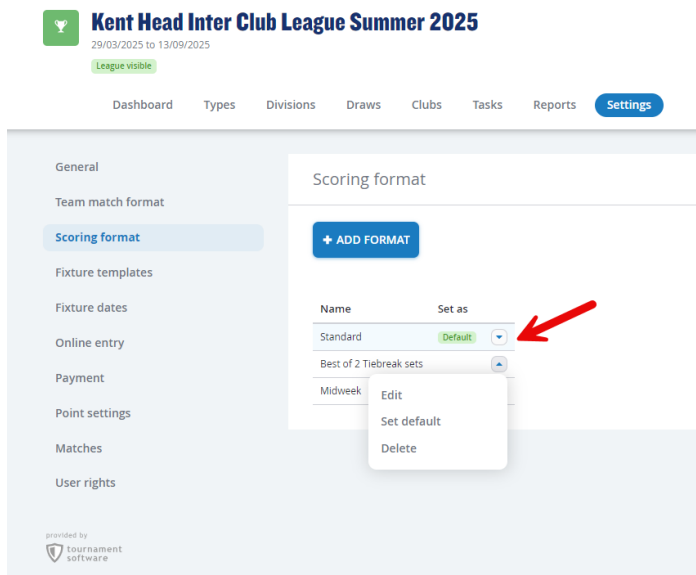
NOTE: A standard tie-break set is known as Default.

Add format

Name

Max sets	Set type	Last Set type
MS	Best of 3	Default
WS	Best of 3	Default
MD	Best of 3	Default
WD	Best of 3	Default
XD	Best of 3	Default
BS	Best of 3	Default
GS	Best of 3	Default
BD	Best of 3	Default
GD	Best of 3	Default
Single	Best of 3	Default
D	Best of 3	Default

CANCEL ADD



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.

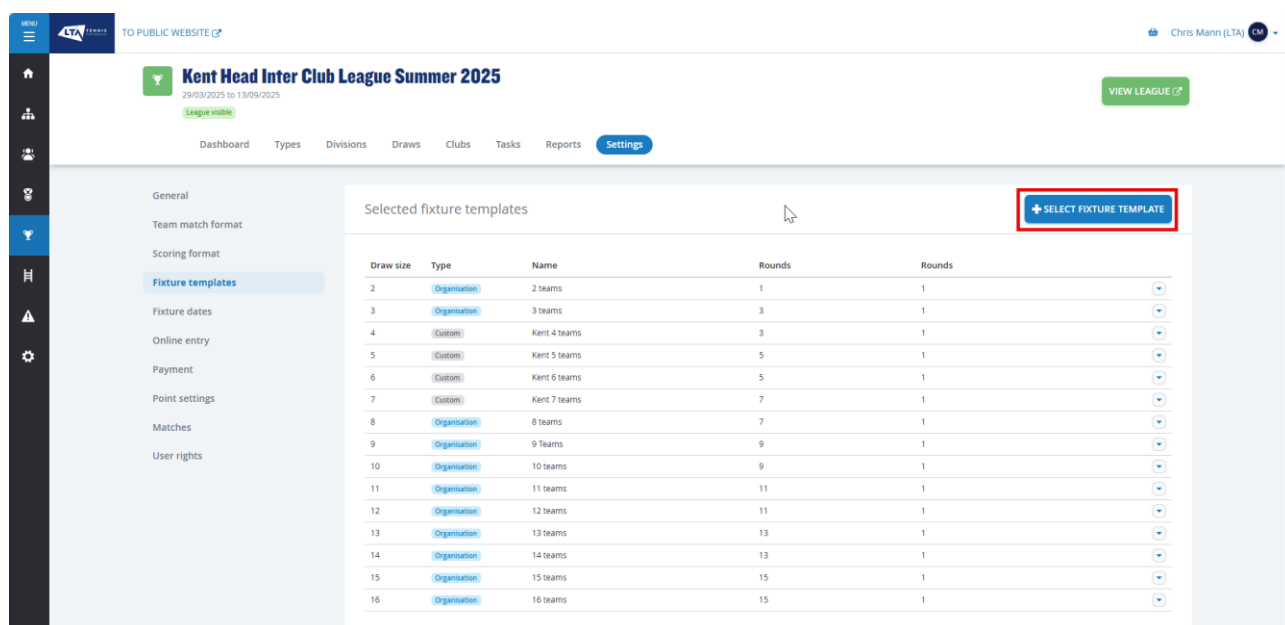
You can see the LTA fixture templates in Appendix 1 & 2 at the back of this manual.

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.

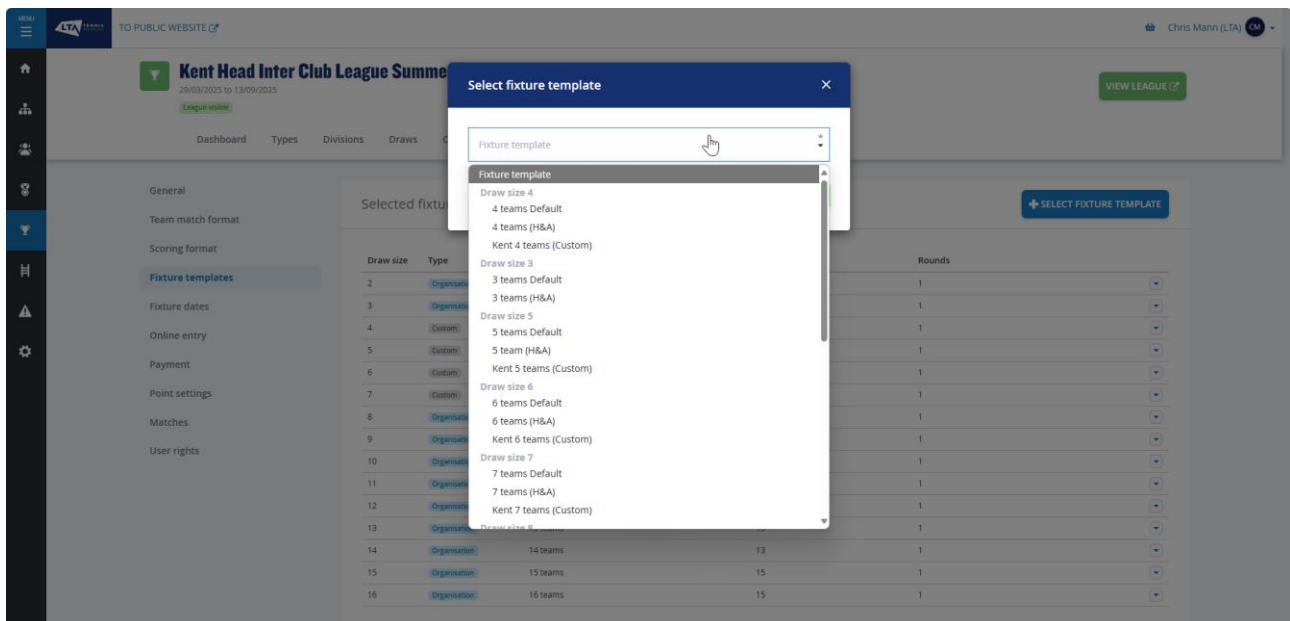
To change the default fixture template from playing each team once to each team twice i.e. home & away click on the **Select Fixture Template** button.



The screenshot shows the LTA Online League Planner interface for the 'Kent Head Inter Club League Summer 2025'. The 'Settings' tab is selected, and the 'Fixture templates' section is highlighted in the left sidebar. The main area displays a table of 'Selected fixture templates' with columns for Draw size, Type, Name, and Rounds. A red box highlights the '+ SELECT FIXTURE TEMPLATE' button in the top right corner of the table area.

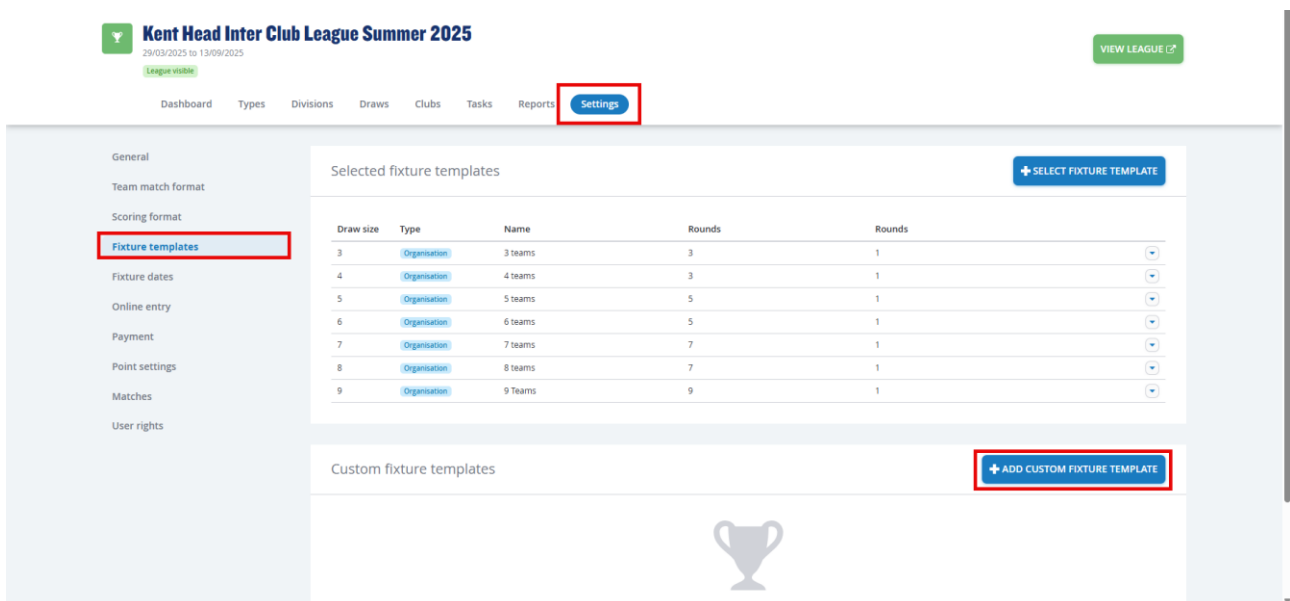
Draw size	Type	Name	Rounds	Rounds
2	Organisation	2 teams	1	1
3	Organisation	3 teams	3	1
4	Custom	Kent 4 teams	3	1
5	Custom	Kent 5 teams	5	1
6	Custom	Kent 6 teams	5	1
7	Custom	Kent 7 teams	7	1
8	Organisation	8 teams	7	1
9	Organisation	9 Teams	9	1
10	Organisation	10 teams	9	1
11	Organisation	11 teams	11	1
12	Organisation	12 teams	11	1
13	Organisation	13 teams	13	1
14	Organisation	14 teams	13	1
15	Organisation	15 teams	15	1
16	Organisation	16 teams	15	1

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.

Add custom fixture template ✕

*

Draw size *

Rounds *

CANCEL

ADD

Edit fixture template ✕

Kent 6 teams *

Draw size 6 *

Rounds 1 *

Row	Round	Team 1	Team 2	Stage
1	1	0	0	1
2	1	0	0	1
3	1	0	0	1
4	2	0	0	1
5	2	0	0	1
6	2	0	0	1
7	3	0	0	1
8	3	0	0	1
9	3	0	0	1

CANCEL

SAVE

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**.

Custom fixture templates

+ ADD CUSTOM FIXTURE TEMPLATE

Draw size	Type	Name	Rounds	Rounds
4		Kent 4 teams	3	1
5		Kent 5 teams	5	1
6		Kent 6 teams	5	1
7	Incomplete	Kent 7 teams	7	1

Edit

View

Set as default

Delete

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.

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

Dashboard

Types

Divisions

Draws

Clubs

Tasks

Reports

Settings

General

Team match format

Scoring format

Fixture templates

Fixture dates

Online entry

Payment

Point settings

Matches

User rights

Selected fixture templates

+ SELECT FIXTURE TEMPLATE

Draw size	Type	Name	Rounds	Rounds
3	Organisation	3 teams	3	1
4	Custom	Kent 4 teams	3	1
5	Custom	Kent 5 teams	5	1
6	Custom	Kent 6 teams	5	1
7	Custom	Kent 7 teams	7	1
8	Organisation	8 teams	7	1
9	Organisation	9 Teams	9	1

Custom fixture templates

+ ADD CUSTOM FIXTURE TEMPLATE

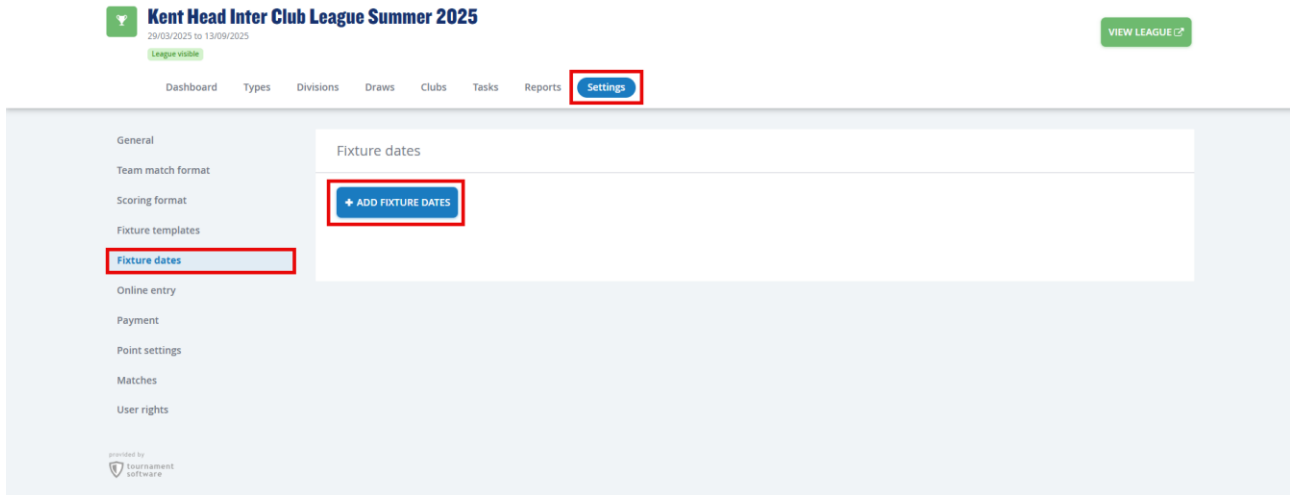
Draw size	Type	Name	Rounds	Rounds
4	Default	Kent 4 teams	3	1
5	Default	Kent 5 teams	5	1
6	Default	Kent 6 teams	5	1

23

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**

Add fixture dates

Name

*

Day

Sunday

*

▼

CANCEL

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.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs Tasks Reports Settings

General
Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

Fixture day

Mens League
Day: Sunday EDIT

Play days

Round	Time
1	Sun 30/03/2025 00:00

+ ADD FIXTURE DATES

Replay days

Round	Time
-------	------

+ ADD REPLAY DAY

BACK SAVE

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**.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard **Types** Divisions Draws Clubs Tasks Reports Settings

Types

+ ADD TYPE

6 / 6 Results

Type	Team match format	Gender	Age	Day	Day part	Divisions	Draws	Teams
Men's Doubles	4MD	Men	11 to 99			11	0	0
Men's Vets Midweek Doubles	4MD	Men	45 to 99			4		
Ladies Midweek Doubles	4WD	Women	11 to 99			5		
Ladies Doubles	4WD	Women	11 to 99			8	0	0
Mixed Doubles	4XD	Mixed	11 to 99			8	0	0
Mixed Vets Midweek Doubles	4XD	Mixed	40 to 99			2	0	0

Previous 1 Next

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.

Edit type

General

Name

Men's Doubles

*

Gender

Men

*

Minimum age

11

Maximum age

99

Play dates

Day

Day part

☒ Variable starting times

Fixed starting time

h

:

mm

Fixture dates

Matches

Team match format

4MD (4MD)

*

Scoring format

Standard (Default)

x

Calculations

Standings Calculation

Match weighting factor

Team match point template

Default (standaard)

x

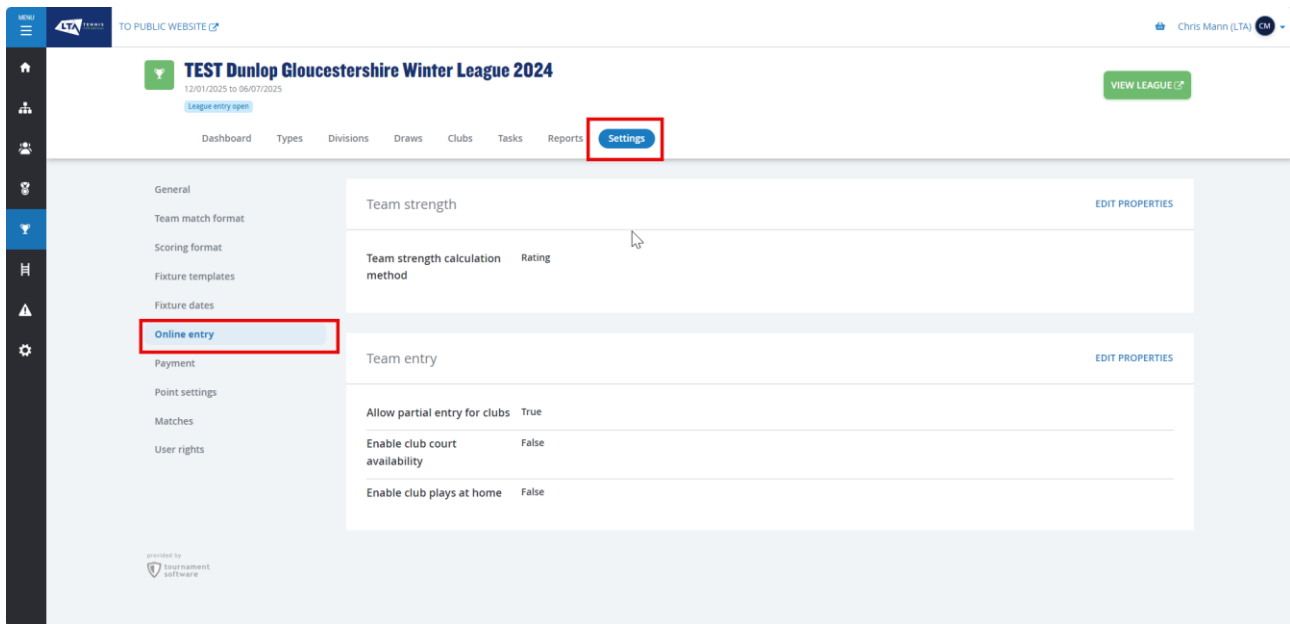
Playermatchpoint template

Default (standaard)

x

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**

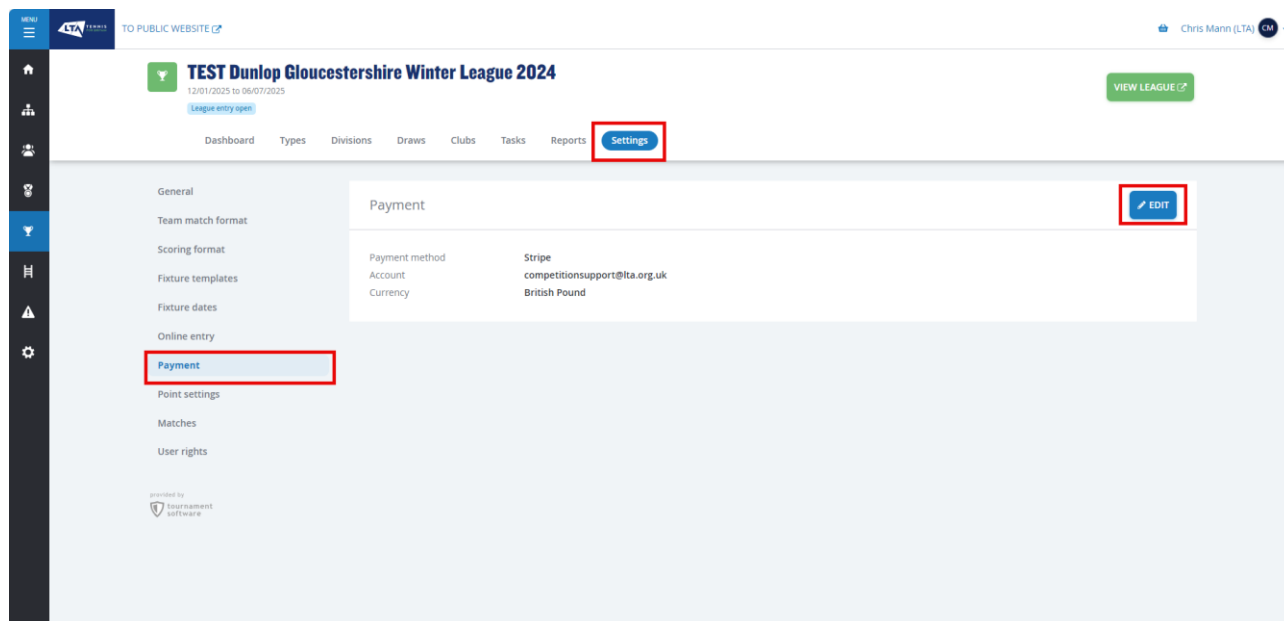
- Ensure Allow partial entry for clubs is enabled
- Enable Club Court Availability should be disabled
- Enable Club Plays at Home should be disabled

A modal window titled 'Team entry' with a close button (X) in the top right corner. It contains three settings, each with a toggle switch and a label: 'Allow partial entry for clubs' with a 'YES' toggle, 'Enable club court availability' with a 'NO' toggle, and 'Enable club plays at home' with a 'NO' toggle. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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

Payment

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



Your league will need to have 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>

A screenshot of the 'Payment method' modal form. It shows a dropdown for 'Payment method' set to 'Stripe' and a dropdown for 'Currency' set to 'British Pound'. Below these is a green 'STRIPE CONNECT' button. A section titled 'Manual connect' contains input fields for 'Stripe account name' (competitionsupport@lta.org.uk) and 'Stripe account ID' (acct_1HACG4AJr254zkut). At the bottom right are 'CANCEL' and 'SAVE' buttons.

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.

The screenshot shows the 'Point Settings' page for the 'Kent Head Inter Club League Summer 2025' (29/09/2025 to 13/09/2025). The page has a top navigation bar with 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports', and 'Settings' (highlighted). A 'VIEW LEAGUE' button is in the top right. A left sidebar lists settings: General, Team match format, Scoring format, Fixture templates, Fixture dates, Online entry, Payment, **Point settings** (highlighted with a red box), Matches, and User rights. The main content area is divided into three sections: 'Team Match Point Template', 'Rubber Point Template', and 'Standings calculation'. Each of the first two sections has a table with 'Name' and 'Type' columns, showing 'Default' and 'Points Per Match' respectively, with a '(Default)' label. To the right of each table is a '+ ADD TEMPLATE' button. A red arrow points to a dropdown arrow on the right of the 'Team Match Point Template' table, which has opened to show an 'Edit' option. The 'Standings calculation' section has '+ ADD STANDINGS CALCULATION' and 'CALCULATE STANDINGS' buttons, and a 'Name' input field at the bottom.

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.

The screenshot shows the 'Add Template' dialog box. It has a title bar with 'Add Template' and a close button. Below the title bar, there is a 'Name' text input field. Below that is a 'Type' dropdown menu. The dropdown is open, showing a list of options: 'Points per Match', 'Total Points', 'Points Difference', 'LTA League', and 'Bonus lost'. Below the dropdown is a 'Bonus lost' text input field with the value '0' entered. At the bottom right, there are 'CANCEL' and 'ADD' buttons.

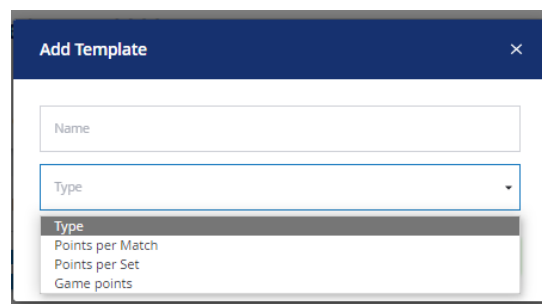
Winning/Losing Draws are now catered for in Online League Planner. You can set the number of points the system should deduct/add from a typical win/loss. For example if you typically receive 3 points for a win but in a winning draw you would receive 2 points you would set the winning draw field to -1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

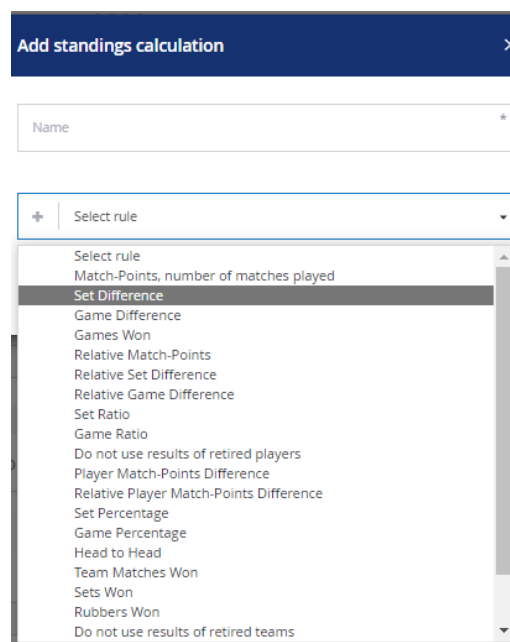
How the group is ordered if team points are tied

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.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs Tasks Reports **Settings**

General
Team match format
Scoring format
Fixture templates
Fixture dates
Online entry
Payment
Point settings
Matches
User rights

General match settings [EDIT PROPERTIES](#)

Group team matches by	Date
Copy players from entry during match program generation	False
Age display	Year of birth

Fixture Details [EDIT PROPERTIES](#)

Clubs can reschedule matches	Number of days
Maximum number of days the match can be rescheduled before original date	200
Maximum number of days	200

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)

General match settings [EDIT PROPERTIES](#)

Group team matches by	Round
Copy players from entry during match program generation	False
Age display	Age

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.

Fixture Details

EDIT PROPERTIES

Clubs can reschedule matches	Number of days
Maximum number of days the match can be rescheduled before original date	200
Maximum number of days the match can be rescheduled after original date	200
Courtsurface selection is available in fixture details.	False

- 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.

Fixture Details

×

Clubs can reschedule matches

Select an option
Number of days

×

Maximum number of days the match can be rescheduled before original date

Number
180

×

Maximum number of days the match can be rescheduled after original date

Number
180

×

Courtsurface selection is available in fixture details.

☐ NO

CANCEL

SAVE

Team match

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

Team match		EDIT PROPERTIES
Team access for Result Entry	Home team	
Maximum days the team result can be entered after the match by the league admin	200	
Maximum days the team result can be entered after the match by the result user	200	
Allow all club lookup	True	

- 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.

Team match

Team access for Result Entry

Select an option
Home team

Maximum days the team result can be entered after the match by the league admin

Number
200

Maximum days the team result can be entered after the match by the result user

Number
200

Allow all club lookup

YES

CANCEL

SAVE

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).

Club league admins		EDIT PROPERTIES
Club league admins can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by club league admins	180	
Maximum number of days the match can be rescheduled after original date by club league admins	180	
Club league admins can relocate match	True	
Club league admins can swap home/away	True	

- 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.

Club league admins

Club league admins can reschedule matches

YES

Maximum number of days the match can be rescheduled before original date by club league admins

Number 180

Maximum number of days the match can be rescheduled after original date by club league admins

Number 180

Club league admins can relocate match

YES

Club league admins can swap home/away

YES

CANCEL

SAVE

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.

Team captains		EDIT PROPERTIES
Team captains can reschedule matches	True	
Maximum number of days the match can be rescheduled before original date by teamcaptain	200	
Maximum number of days the match can be rescheduled after original date by teamcaptain	200	
Team captains can relocate match	True	
Team captains can swap home/away	True	

- 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.

Team captains

Team captains can reschedule matches

YES

Maximum number of days the match can be rescheduled before original date by teamcaptain

Number
200

Maximum number of days the match can be rescheduled after original date by teamcaptain

Number
200

Team captains can relocate match

YES

Team captains can swap home/away

YES

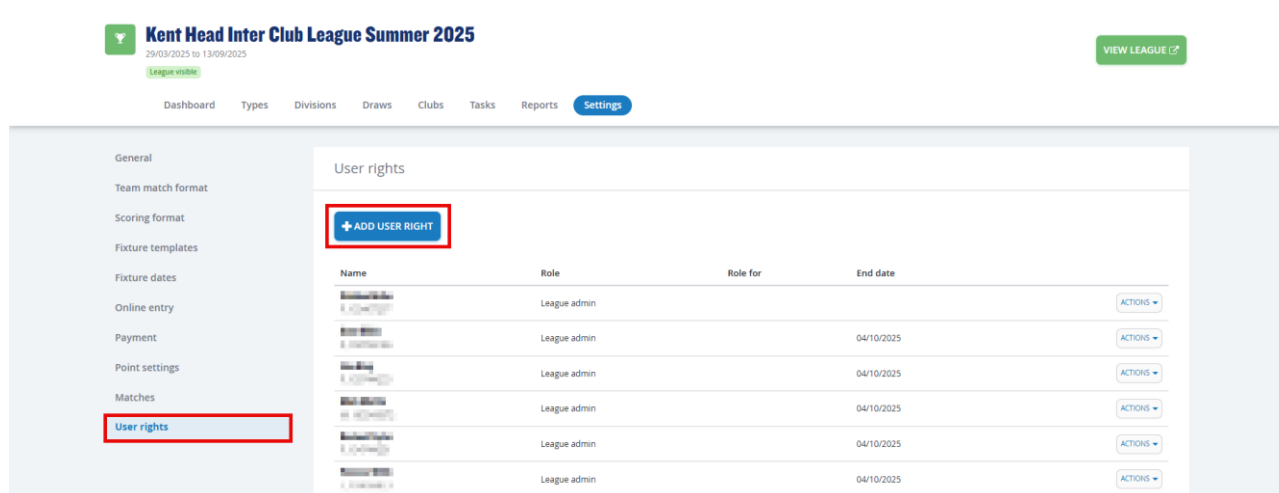
CANCEL

SAVE

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.

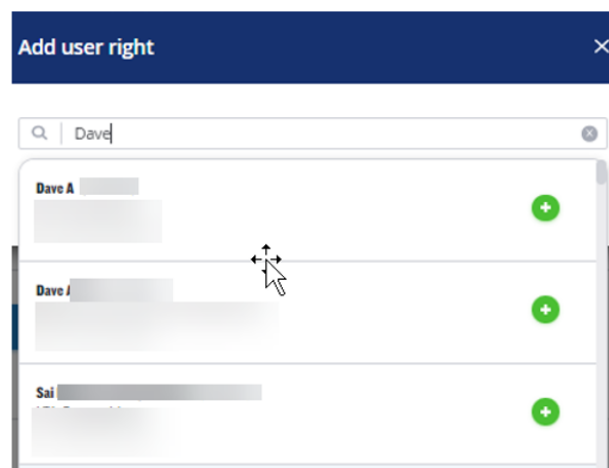


There are different levels of access that a user can have

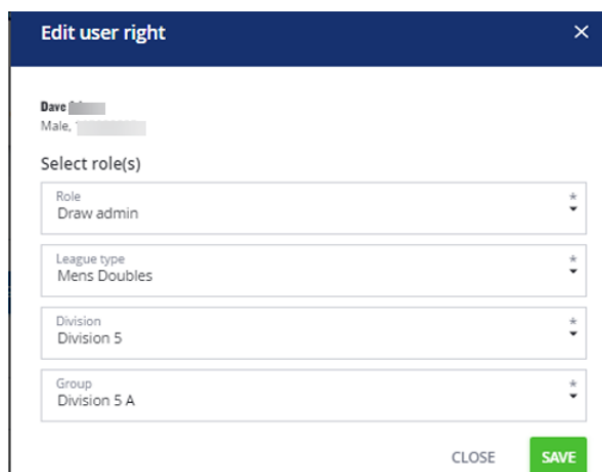
- League admin – has admin rights on the whole league including the League Organiser Portal.
- Event admin – has front end access to all fixtures in an event.
- Division admin – has front end access to all fixtures in a division.
- Draw admin – has front end access to all fixtures in a draw.

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.

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

DashboardTypesDivisionsDrawsClubsTasksReportsSettings

General

Team match format

Scoring format

Fixture templates

Fixture dates

Online entry

Payment

Point settings

Matches

User rights

User rights

+ ADD USER RIGHT

Name	Role	Role for	End date	
<div><div>League Admin</div><div>13/09/2025</div></div>	League admin			<div>ACTIONS</div>
<div><div>League Admin</div><div>13/09/2025</div></div>	League admin		04/10/2025	<div>ACTIONS</div>
<div><div>League Admin</div><div>13/09/2025</div></div>	League admin		04/10/2025	<div>ACTIONS</div>
<div><div>League Admin</div><div>13/09/2025</div></div>	League admin		04/10/2025	<div>ACTIONS</div>
<div><div>League Admin</div><div>13/09/2025</div></div>	League admin		04/10/2025	<div>ACTIONS</div>
<div><div>League Admin</div><div>13/09/2025</div></div>	League admin		04/10/2025	<div>ACTIONS</div>
<div><div>League Admin</div><div>13/09/2025</div></div>	League admin		04/10/2025	<div>ACTIONS</div>

Edit

Delete

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**

North Kent Head Inter Club League Winter 2023-2024
23/09/2023 to 09/03/2024

League visible

Dashboard **Types** Divisions Draws Clubs Tasks Reports Settings

VIEW LEAGUE

Types

+ ADD TYPE

Search

4 / 4 Results

Type	Team match format	Gender	Age	Day	Day part	Divisions	Draws	Teams
Mens Doubles	4MD	Men	11 to 99			7	21	82
Ladies Doubles	4WD	Women	11 to 99			6		
Mid Week Mixed Vets	Mid week vets	Mixed	40 to 96			4		
Mixed Doubles	4XD	Mixed	11 to 99			5	13	46

Previous 1 Next

Ensure your Play dates are input or the Variable starting times is selected.

Ensure the General settings of your event are correct

Ensure the Calculations settings are selected and correct. This includes the Standings calculations, Team Match point Template, Player Match Point template, Team Match Draw (whether the league allows for a draw, calculate by sets and games difference, if a shootout is used) and Draw bonus points

The Matches settings relate to the Team Match format for the event and the scoring format.

Edit type

General

Name: Mens Doubles

Gender: Men

Minimum age: 11

Maximum age: 99

Play dates

Day: Day part

Variable starting times

Fixed starting time

Fixture dates

Matches

Team match format: AMD (AMD)

Scoring format: Standard (Default)

Calculations

Standings Calculation: Default (Default)

Match weighting factor

Team match point template: Default (Standard)

Player match point template: Default (Standard)

Team Match Draw: Draw

Draw bonus points

Team Match Draw

Draw

Shootout

Shootout plus game

Set and game difference

Minimum courts per team

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.

Shootout winner

CANCEL

SAVE

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.

Edit division

Please be aware that changing the team match format will only regenerate all matches for the draws in this event when you accept the regeneration.

General

League type
Mixed Doubles

Division type
Premier

Name
Premier

Gradings

Grading
Grade 6

Play dates

Fixture dates - Default:

Matches

Team match format - Default: 4XD (4XD)

Scoring format - Default: Standard (Default)

Calculations

Standings Calculation

Team match point template

Playermatchpoint template

Max entries up

Max entries down

Make draw

Max distance between teams

Max nr. of draws
9

Max draw size
7

Divisionstrength

Strength start
0

Entry

Entry fee
£10.00

General settings

Open Entry

Enforce Strength

Max. Player level

Team match result entry method

CANCEL

SAVE

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...

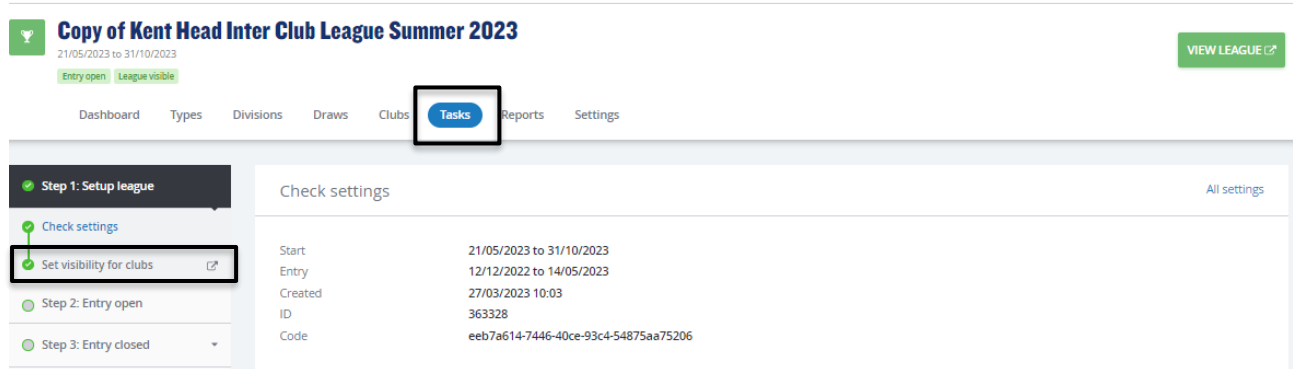
Type	Division	Draw
Mens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West
Womens Doubles	Division 1	East
		West
	Division 2	East
		West
	Division 3	East
		West

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.



Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | **Tasks** | Reports | Settings

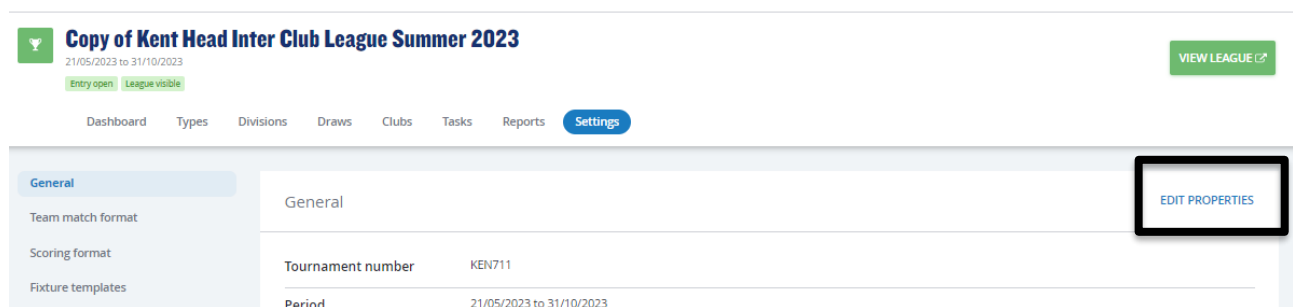
Step 1: Setup league

- Check settings
- Set visibility for clubs**
- Step 2: Entry open
- Step 3: Entry closed

Check settings [All settings](#)

Start	21/05/2023 to 31/10/2023
Entry	12/12/2022 to 14/05/2023
Created	27/03/2023 10:03
ID	363328
Code	eeb7a614-7446-40ce-93c4-54875aa75206

Click **Edit Properties**.



Copy of Kent Head Inter Club League Summer 2023
21/05/2023 to 31/10/2023
Entry open | League visible

Dashboard | Types | Divisions | Draws | Clubs | Tasks | **Settings**

General

Team match format

Scoring format

Fixture templates

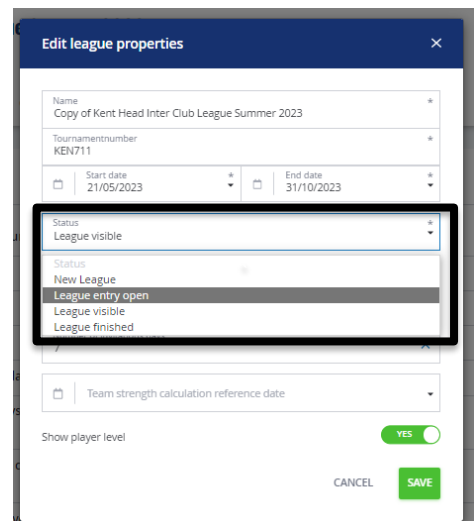
General

Tournament number KEN711

Period 21/05/2023 to 31/10/2023

EDIT PROPERTIES

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



Edit league properties

Name
Copy of Kent Head Inter Club League Summer 2023

Tournament number
KEN711

Start date 21/05/2023 End date 31/10/2023

Status
League visible

Status
New League
League entry open
League visible
League finished

Team strength calculation reference date

Show player level YES

CANCEL SAVE

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 is 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.

TEST Dunlop Gloucestershire Winter League 2024
12/01/2025 to 06/07/2025
Entry open League entry open

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Step 4: During the league
Step 5: Finalise league

Entry open
15/11/2024 00:00 to 15/12/2024 00:00 (Entry open for another 26 days)

CLUBS ENTERED	TEAMS ENTERED
1	2

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

TEST Dunlop Gloucestershire Winter League 2024
12/01/2025 to 06/07/2025
Entry open League entry open

Dashboard Types Divisions Draws Clubs Tasks Reports Settings

Overview

TYPES	MANAGE	DIVISIONS	MANAGE
1		5	

CLUBS	MANAGE	DRAWS	MANAGE
1		0	

TEAMS
2

Entry fee

Paid	£ 20.00
Outstanding	£ 0.00
Refund	£ 0.00
Total	£ 20.00

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Step 4: During the league
Step 5: Finalise league

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.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws **Clubs** Tasks Reports Settings

Clubs

+ ADD CLUB

57 / 57 Results

Name	Number	Districtnumber	District	City	Contact	Phone	Email	Teams	Owed	Paid	Last changed
Avenue Tennis	KEN500	KEN	Kent	Gillingham				9	£135.00	£135.00	23/01/2025 11:37
Bearsted & Thurnham Tennis Club	KEN005	KEN	Kent	Maidstone				23	£330.00	£0.00	16/01/2025 12:36
Beckenham Sports Club	KEN007	KEN	Kent	BECKENHAM				11	£165.00	£0.00	12/01/2025 21:55
Bethersden Tennis Club	KEN512	KEN	Kent	ASHFORD					£0.00		

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.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws **Clubs** Tasks Reports Settings

Avenue Tennis
Kent | Gillingham

Dashboard Team rights **Entry** Teams Active players Home and away Matches Fixture Details Dispensations per player User rights Messages

Last change: 23/01/2025 at 11:37. By: Siobhan Butler.

Teams EDIT

9 teams

Men's Vets Midweek Doubles (4MD)	Division 4 - Avenue Tennis 1
Men's Doubles (4MD)	Division 2 - Avenue Tennis 1
Men's Doubles (4MD)	Division 4 - Avenue Tennis 2
Men's Doubles (4MD)	Division 5 - Avenue Tennis 3
Ladies Doubles (4WD)	Division 3 - Avenue Tennis 1
Ladies Doubles (4WD)	Division 7 - Avenue Tennis 2
Ladies Midweek Doubles (4WD)	Division 3 - Avenue Tennis 1
Mixed Doubles (4XD)	Division 3 - Avenue Tennis 1
Mixed Doubles (4XD)	Division 6 - Avenue Tennis 2

ENTER RESULTS

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.

Copy of Kent Head Inter Club League Summer 2023
25/03/2023 to 30/09/2023
Open for entries

VIEW LEAGUE

1 My teams 2 Confirmation

SUBMIT

My teams
Entry Incomplete

TEAMS COMPLETE 8/8

+ ADD TEAM

Based on your entries from last year we have prepared a number of teams for you so that you can make changes with ease.

8 teams

League type	Event	Team	Team captain	Players	Average	Remarks
New Mens Doubles (4MD)	Division 3	Avenue Mens 1				
New Mens Doubles (4MD)	Division 5	Avenue Mens 2	Chris Mann (Test 09)	1		
New Mens Doubles (4MD)	Division 5	Avenue Mens 3				
New Ladies Doubles (4WD)	Division 4	Avenue Ladies 1				
New Ladies Doubles (4WD)	Division 6	Avenue Ladies 2				
New Ladies Midweek Doubles (4WD)	Division 4	Avenue Ladies Midweek				
New Mixed Doubles (4XD)	Division 3	Avenue Mixed 1				
New Mixed Doubles (4XD)	Division 7	Avenue Mixed 2				

ACTIONS

SUBMIT

+ 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.

Copy of Kent Head Inter Club League Summer 2023

25/03/2023 to 30/09/2023 [Open for entries](#)

VIEW LEAGUE

1 My teams

2 Confirmation

SUBMIT

My teams

Entry incomplete

TEAMS COMPLETE 8/8

+ ADD TEAM

Based on your entries from last year we have prepared a number of teams for you so that you can make changes with ease.

League type	Event	Team	Team captain	Players	Average	Remarks
New Mens Doubles (4MD)	Division 3	Avenue Mens 1				ACTIONS
New Mens Doubles (4MD)	Division 5	Avenue Mens 2	Chris Mann (Test 09)	1		<div> Edit Withdraw </div>
New Mens Doubles (4MD)	Division 5	Avenue Mens 3				ACTIONS
New Ladies Doubles (4WD)	Division 4	Avenue Ladies 1				ACTIONS
New Ladies Doubles (4WD)	Division 6	Avenue Ladies 2				ACTIONS
New Ladies Midweek Doubles (4WD)	Division 4	Avenue Ladies Midweek				ACTIONS
New Mixed Doubles (4XD)	Division 3	Avenue Mixed 1				ACTIONS
New Mixed Doubles (4XD)	Division 7	Avenue Mixed 2				ACTIONS

Edit team

Team

You can edit this team through a promotion request and modifying players.

Gender

Men

League type

Mens Doubles (4MD)

Event

Division 3

Name

Avenue Mens 1

Add team captain

Optionally add a team captain to this team. This can also be done later.

Q

Add a captain, search by name/Member ID

+

Request promotion or relegation

Add players

To request a promotion you must add players to the team. You can do this through the search option below.

Q

Add a player, search by name/Member ID

Avenue Mens 1

No players have been added to this team.

CANCEL

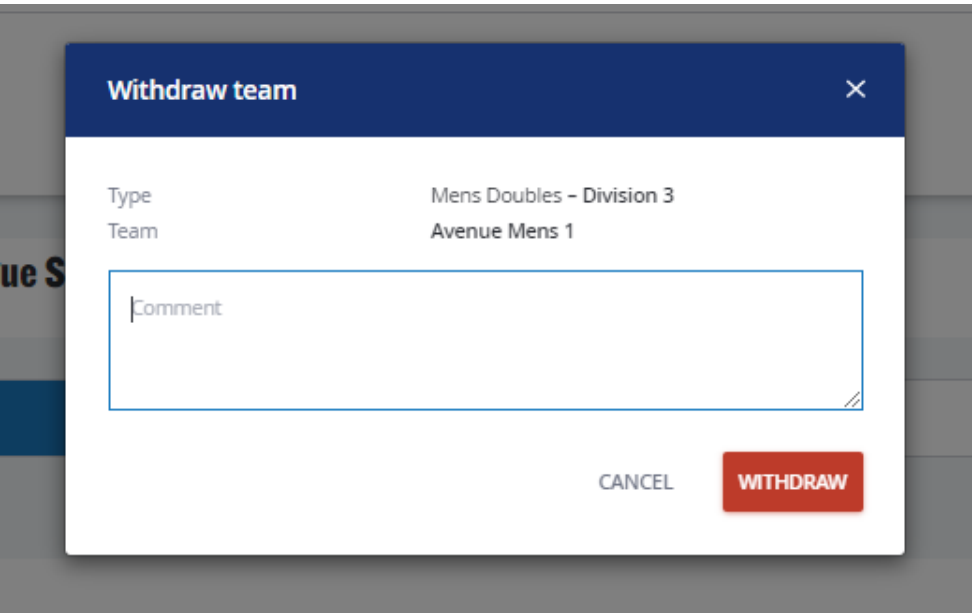
SAVE

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**.

49

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



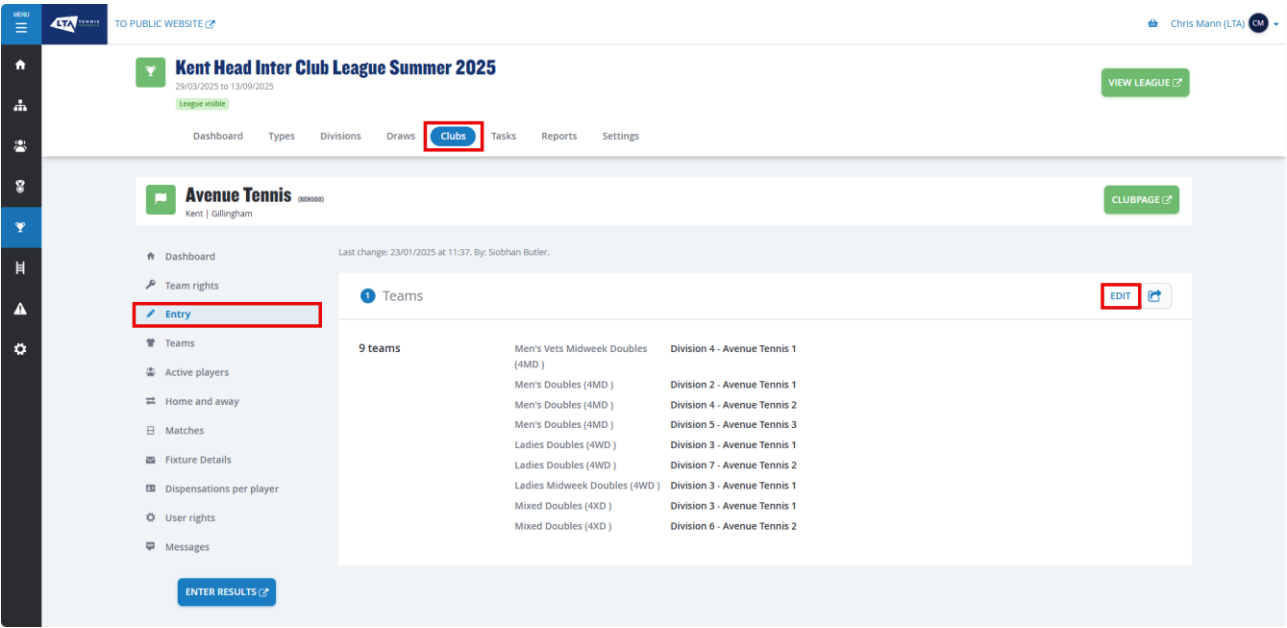
The image shows a 'Withdraw team' modal form. It has a dark blue header with the title 'Withdraw team' and a close button (X). The form contains two labels: 'Type' with the value 'Mens Doubles - Division 3' and 'Team' with the value 'Avenue Mens 1'. Below these is a large text input field labeled 'Comment'. At the bottom right, there are two buttons: a grey 'CANCEL' button and a red 'WITHDRAW' button.

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.



The screenshot shows the LTA website interface for the 'Kent Head Inter Club League Summer 2025'. The top navigation bar includes 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs' (highlighted with a red box), 'Tasks', 'Reports', and 'Settings'. Below this, the 'Avenue Tennis' section is visible, with a red box around the 'Entry' link in the left sidebar. The main content area shows a list of teams under the heading '9 teams'. The list is organized into columns showing team names, their divisions, and the league they are part of. An 'EDIT' button is visible in the top right corner of the teams list area, also highlighted with a red box.

Team	Division	League
Men's Vets Midweek Doubles (4MD)	Division 4 - Avenue Tennis 1	
Men's Doubles (4MD)	Division 2 - Avenue Tennis 1	
Men's Doubles (4MD)	Division 4 - Avenue Tennis 2	
Men's Doubles (4MD)	Division 5 - Avenue Tennis 3	
Ladies Doubles (4WD)	Division 3 - Avenue Tennis 1	
Ladies Doubles (4WD)	Division 7 - Avenue Tennis 2	
Ladies Midweek Doubles (4WD)	Division 3 - Avenue Tennis 1	
Mixed Doubles (4XD)	Division 3 - Avenue Tennis 1	
Mixed Doubles (4XD)	Division 6 - Avenue Tennis 2	

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

My teams

TEAMS COMPLETE

13/13

+ ADD TEAM

Based on your entries from last year we have prepared a number of teams for you so that you can make changes with ease.

13 teams

League type	Event	Team	Team captain	Players	Average	Remarks	Owed	Paid	
Men's Vets Midweek Doubles (4MD)	Division 4	Avenue Tennis 1	Chris Mann (Test 24)	1			£15.00	£15.00	ACTIONS
Right Men's Doubles (4MD)	Division 2	Avenue Tennis 1					£15.00	£15.00	ACTIONS
Right Men's Doubles (4MD)	Division 4	Avenue Tennis 2					£15.00	£15.00	ACTIONS
Right Men's Doubles (4MD)	Division 5	Avenue Tennis 3					£15.00	£15.00	ACTIONS
New Men's Doubles (4MD)	Division 10	Avenue Tennis 4					£15.00	£15.00	ACTIONS
New Men's Doubles (4MD)	Division 10	Avenue Tennis 5					£15.00	£0.00	ACTIONS
New Men's Doubles (4MD)	Division 10	Avenue Tennis 6					£15.00		Edit
New Men's Doubles (4MD)	Division 10					Withdrawn	£0.00		Withdraw
New Men's Doubles (4MD)	Division 10					Withdrawn	£0.00		Waive Entry Fee
Right Ladies Doubles (4WD)	Division 3					Not in use	£0.00	£15.00	ACTIONS

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.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
 Process P/R 1 / 6 approved
 Create groups 2 / 38 approved
 Generate matchprogram
 Set visibility for public
Step 4: During the league
Step 5: Finalise league

Promotion / Relegation

ASSIGNED 207/380 APPROVED 1/6

VISIBILITY PROMOTIONS / RELEGATIONS

6 / 6 Results

League type	Day	Gender	Divisions	Entries	Requests	Assigned	Status
Men's Doubles		Men	11	132	6	132 / 132	Approved
Men's Vets Midweek Doubles		Men	4	22	0		
Ladies Midweek Doubles		Women	5	24	0		
Ladies Doubles		Women	8	99	0	75 / 99	
Mixed Doubles		Mixed	8	89	0		
Mixed Vets Midweek Doubles		Mixed	2	14	0		

< Previous 1 Next >

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.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
 Process P/R 1 / 6 approved
 Create groups 2 / 38 approved
 Generate matchprogram
 Set visibility for public
Step 4: During the league
Step 5: Finalise league

Promotion / Relegation

ASSIGNED 207/380 APPROVED 1/6

VISIBILITY PROMOTIONS / RELEGATIONS

6 / 6 Results

League type	Day	Gender	Divisions	Entries	Requests	Assigned	Status
Men's Doubles		Men	11	132	6	132 / 132	Approved
Men's Vets Midweek Doubles		Men	4	22	0		
Ladies Midweek Doubles		Women	5	24	0		
Ladies Doubles		Women	8	99	0	75 / 99	
Mixed Doubles		Mixed	8	89	0		
Mixed Vets Midweek Doubles		Mixed	2	14	0		

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.

Promotion / Relegation
Ladies Doubles

Ladies Doubles ASSIGNED 99/99 Status

UPDATE LIST Filter request Filter unassigned

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Beckenham Sports Club 1 (Beckenham LTC Ladies 1)	-	3	1.20	Division 1		Division 1
Bromley Lawn Tennis & Squash Club 1 (Bromley LTC Ladies 1)	-	4	1.20	Division 1		Division 1
Bromley Wendover Lawn Tennis Club 1 (Bromley Wendover Ladies 1)	-	2	1.60	Division 1	Division 2	Division 1
Canterbury LTC 1 (Canterbury Ladies 1)	-	1	1.80	Division 1		Division 1
Freedom Leisure Maidstone 1 (Freedom Leisure 1)	-	4	0.80	Division 1		Division 1
Sevenoaks Lawn Tennis Club 1 (Sevenoaks Ladies 1)	-	3	1.40	Division 1		Division 1
Sevenoaks Lawn Tennis Club 2 (Sevenoaks Ladies 2)	-	6	0.00	Division 1		Division 2
The Sundridge Park Club 1 (Sundridge Park Ladies 2)	-	6	0.00	Division 1		Division 1
The Sundridge Park Club 2 (Sundridge Park Ladies 1)	-	1	2.00	Division 1		Division 2

Division 1 | 12 Teams

Division 1 0 12
Div. str. - Max groups: 3

Division 2 0 12
Div. str. - Max groups: 3

Division 3 0 12
Div. str. - Max groups: 3

Division 4 0 12
Div. str. - Max groups: 3

Division 5 0 12
Div. str. - Max groups: 3

Division 6 0 12
Div. str. - Max groups: 3

Division 7 0 13

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.

Promotion / Relegation

Ladies Doubles

Ladies Doubles

[UPDATE LIST](#) [Filter](#) [Sort](#) [Help](#) [Alert](#)

Division 1 | 12 Teams

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Beckenham Sports Club 1 (Beckenham LTC Ladies 1)	-	3 Link	1.20	Division 1		---
Bromley Lawn Tennis & Squash Club 1 (Bromley LTC Ladies 1)	-	4 Link	1.20	Division 1		---
Bromley Wendover Lawn Tennis Club 1 (Bromley Wendover Ladies 1)	-	2 Link	1.60	Division 1		---
Canterbury LTC 1 (Canterbury Ladies 1)	-	1 Link	1.80	Division 1		---
Freedom Leisure Maidstone 1 (Freedom Leisure 1)	-	4 Link	0.80	Division 1		---
Sevenoaks Lawn Tennis Club 1 (Sevenoaks Ladies 1)	-	3 Link	1.40	Division 1		---
Sevenoaks Lawn Tennis Club 2 (Sevenoaks Ladies 2)	-	6 Link	0.00	Division 1		---
The Sundridge Park Club 1 (Sundridge Park Ladies 2)	-	6 Link	0.00	Division 1		---
The Sundridge Park Club 2 (Sundridge Park Ladies 1)	-	1 Link	2.00	Division 1		---

Division 1

0 12

Div. str. - Max groups: 3

Division 1 0 12

Div. str. - Max groups: 3

Division 2 0 12

Div. str. - Max groups: 3

Division 3 0 12

Div. str. - Max groups: 3

Division 4 0 12

Div. str. - Max groups: 3

Division 5 0 12

Div. str. - Max groups: 3

Division 6 0 12

Div. str. - Max groups: 3

Division 7 0 13

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

Promotion / Relegation

Ladies Doubles

Ladies Doubles

[UPDATE LIST](#) [Filter](#) [Sort](#) [Help](#) [Alert](#) ASSIGNED 99/99 Status

[UPDATE LIST](#) [Filter](#) [Sort](#) [Help](#) [Alert](#) Filter request Filter unassigned [Share](#)

Division 1 | 12 Teams

Team	Team strength	Rank last year	Point average	Entry	Request	Assigned
Beckenham Sports Club 1 (Beckenham LTC Ladies 1)	-	3 Link	1.20	Division 1		Division 1
Bromley Lawn Tennis & Squash Club 1 (Bromley LTC Ladies 1)	-	4 Link	1.20	Division 1		Division 1
Bromley Wendover Lawn Tennis Club 1 (Bromley Wendover Ladies 1)	-	2 Link	1.60	Division 1	Division 2	Division 1
Canterbury LTC 1 (Canterbury Ladies 1)	-	1 Link	1.80	Division 1		Division 1
Freedom Leisure Maidstone 1 (Freedom Leisure 1)	-	4 Link	0.80	Division 1		Division 1
Sevenoaks Lawn Tennis Club 1 (Sevenoaks Ladies 1)	-	3 Link	1.40	Division 1		Division 1
Sevenoaks Lawn Tennis Club 2 (Sevenoaks Ladies 2)	-	6 Link	0.00	Division 1		Division 2
The Sundridge Park Club 1 (Sundridge Park Ladies 2)	-	6 Link	0.00	Division 1		Division 1
The Sundridge Park Club 2 (Sundridge Park Ladies 1)	-	1 Link	2.00	Division 1		Division 2

Division 1 0 12

Div. str. - Max groups: 3

Division 2 0 12

Div. str. - Max groups: 3

Division 3 0 12

Div. str. - Max groups: 3

Division 4 0 12

Div. str. - Max groups: 3

Division 5 0 12

Div. str. - Max groups: 3

Division 6 0 12

Div. str. - Max groups: 3

Division 7 0 13

- 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.

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:

55

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**.

Step 1: Setup league

Step 2: Entry open

Step 3: Entry closed

Process P/R
2 / 6 approved

Create groups
2 / 38 approved

Generate matchprogram

Set visibility for public

Step 4: During the league

Step 5: Finalise league

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

DashboardTypesDivisionsDrawsClubsTasksReportsSettings

Create groups

APPROVED 0 / 38

38 / 38 Results

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status	
Men's Doubles	Division 1	CREATE GROUPS	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	CREATE GROUPS	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	CREATE GROUPS	2	12	30	47	42	0	
Men's Doubles	Division 4	CREATE GROUPS	2	12	30	79	191	0	
Men's Doubles	Division 5	CREATE GROUPS	2	12	30	41	41	0	
Men's Doubles	Division 6	CREATE GROUPS	2	12	30	100	381	0	
Men's Doubles	Division 7	CREATE GROUPS	2	12	30	86	274	0	
Men's Doubles	Division 8	CREATE GROUPS	2	12	30	81	327	0	
Men's Doubles	Division 9	CREATE GROUPS	2	12	30	74	163	0	

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

Step 1: Setup league

Step 2: Entry open

Step 3: Entry closed

Process P/R
2 / 6 approved

Create groups
2 / 38 approved

Generate matchprogram

Set visibility for public

Step 4: During the league

Step 5: Finalise league

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

DashboardTypesDivisionsDrawsClubsTasksReportsSettings

Create groups

APPROVED 0 / 38

38 / 38 Results

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status	
Men's Doubles	Division 1	CREATE GROUPS	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	CREATE GROUPS	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	CREATE GROUPS	2	12	30	47	42	0	
Men's Doubles	Division 4	CREATE GROUPS	2	12	30	79	191	0	
Men's Doubles	Division 5	CREATE GROUPS	2	12	30	41	41	0	
Men's Doubles	Division 6	CREATE GROUPS	2	12	30	100	381	0	
Men's Doubles	Division 7	CREATE GROUPS	2	12	30	86	274	0	
Men's Doubles	Division 8	CREATE GROUPS	2	12	30	81	327	0	
Men's Doubles	Division 9	CREATE GROUPS	2	12	30	74	163	0	

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.

The screenshot shows the LTA Online League Planner interface for the 'Kent Head Inter Club League Summer 2025'. The 'Ladies Doubles - Division I' group is selected. The 'CREATE GROUPS' button is highlighted with a red box. The interface shows a map of Kent, a 'DRAW 0/3' button, and a 'Remaining teams' list on the right.

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.

The screenshot shows the LTA Online League Planner interface for the 'Ladies Doubles - Division I' group. The 'CREATE GROUPS' button is highlighted. The interface shows a map of Kent, a 'DRAW 2/3' button, and a 'Remaining teams' list on the right.

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.

The screenshot shows the 'Ladies Doubles - Division I' interface. At the top, there's a header with 'Create groups' and 'Ladies Doubles - Division I'. Below this, a summary bar shows 'Ladies Doubles - Division 1' with 'TEAMS 12', 'DRAWS 2/3', and 'DRAW SIZE 6'. A status bar indicates 'Status Approved'. Below the summary, there are filters for 'Distance 30', 'Exceeds Distance 125 %', and 'Iteration 50 Iterations'. A 'CREATE GROUPS' button is visible. The main area features a map of the South East of England with various locations marked. To the right of the map, there are two columns for 'Group 1' and 'Group 2', each listing teams. A 'DRAWS 2/3' section with an 'ADD' button is also present. At the bottom right, a 'Remaining teams' box says 'Drag other teams here to save.'.

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

This screenshot is identical to the previous one, but with a red square highlighting the settings icon (a gear) in the top right corner of the summary bar, next to the 'DRAW SIZE 6' and 'Status Approved' indicators.

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.

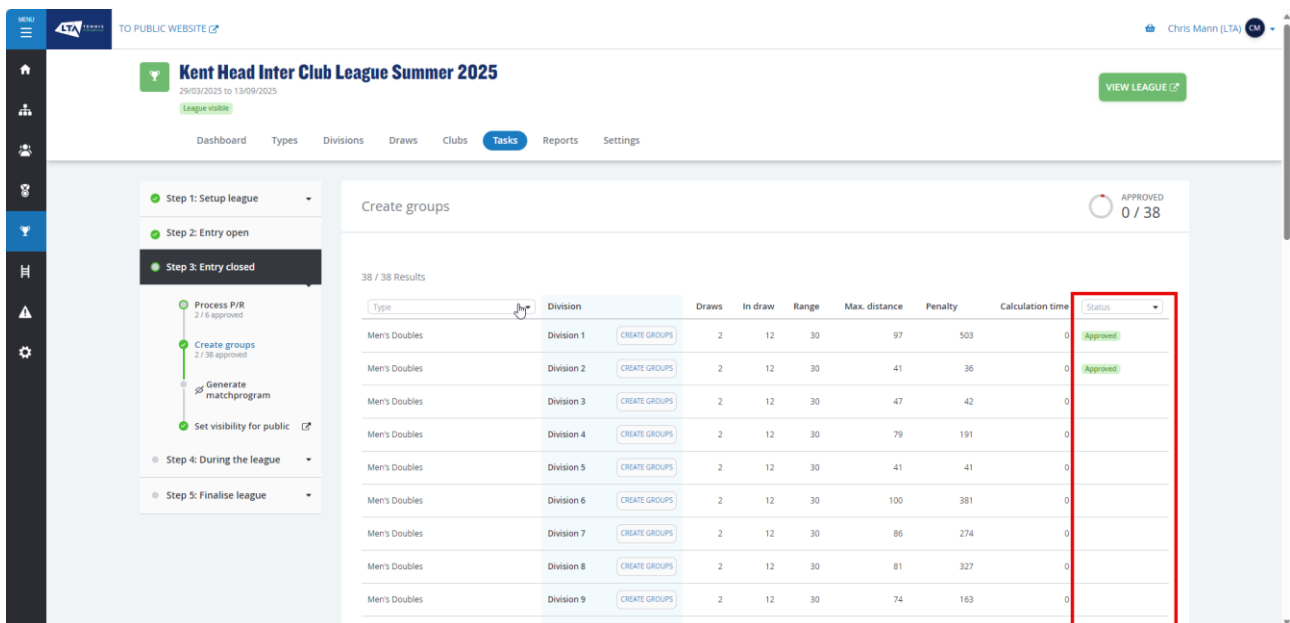
To do so go to Draw ➔ Move Teams.

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.

TEAMS 12 | DRAWS 2/3 | DRAW SIZE 6 |  Status Status

The status will show on the Create Groups overview:



Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Process P/R 2 / 6 approved
Create groups 2 / 38 approved
Generate matchprogram
Set visibility for public
Step 4: During the league
Step 5: Finalise league

38 / 38 Results

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status
Men's Doubles	Division 1	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	2	12	30	47	42	0	
Men's Doubles	Division 4	2	12	30	79	191	0	
Men's Doubles	Division 5	2	12	30	41	41	0	
Men's Doubles	Division 6	2	12	30	100	381	0	
Men's Doubles	Division 7	2	12	30	86	274	0	
Men's Doubles	Division 8	2	12	30	81	327	0	
Men's Doubles	Division 9	2	12	30	74	163	0	

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**.

Kent Head Inter Club League Summer 2025
29/03/2025 to 13/09/2025
League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Step 1: Setup league
Step 2: Entry open
Step 3: Entry closed
Process P/R 2 / 6 approved
Create groups 2 / 38 approved
Generate matchprogram
Set visibility for public
Step 4: During the league
Step 5: Finalise league

APPROVED 0 / 38

38 / 38 Results

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status
Men's Doubles	Division 1	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	2	12	30	47	42	0	
Men's Doubles	Division 4	2	12	30	79	191	0	
Men's Doubles	Division 5	2	12	30	41	41	0	
Men's Doubles	Division 6	2	12	30	100	381	0	
Men's Doubles	Division 7	2	12	30	86	274	0	
Men's Doubles	Division 8	2	12	30	81	327	0	
Men's Doubles	Division 9	2	12	30	74	163	0	

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

League settings EDIT

Setting description

Copy players from entry during match program generation **False**

Allow import/export of match program **True**

Generate match program without schedule **True**

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.

Generate match program

EDIT PROPERTIES

Allow import/export of match program True

Generate match program without schedule False

Copy players from entry during match program generation False

- ❑ Change Generate match program from No to Yes.

Generate match program

Allow import/export of match program YES

Generate match program without schedule YES

Copy players from entry during match program generation YES

CANCEL SAVE

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:

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

To do this, Click Edit

League settings

EDIT

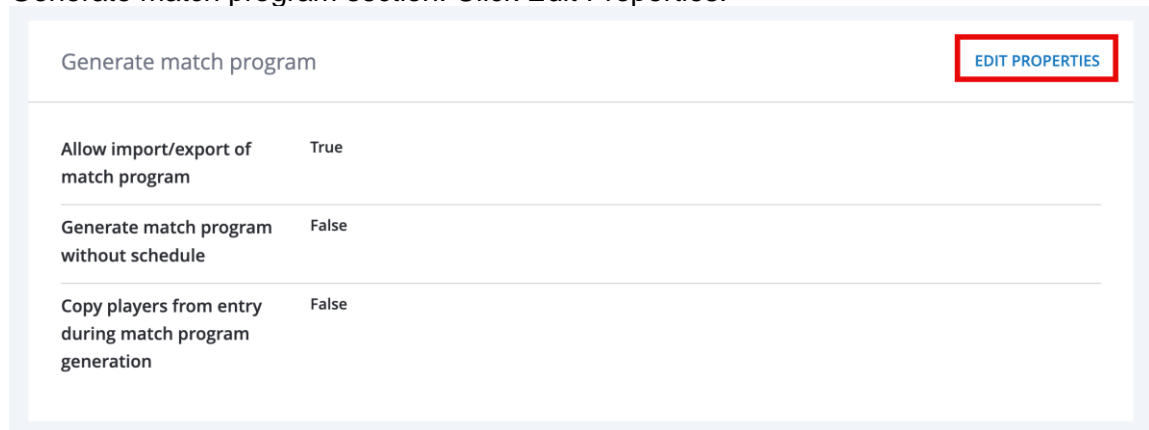
Setting description

Copy players from entry during match program generation False

Allow import/export of match program True

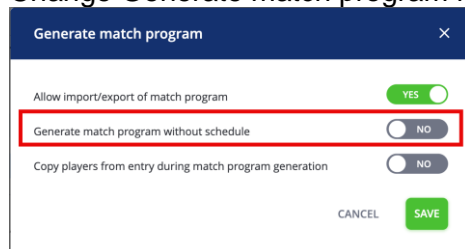
Generate match program without schedule False

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.



Generate match program	
Allow import/export of match program	True
Generate match program without schedule	False
Copy players from entry during match program generation	False

Change Generate match program from No to Yes.

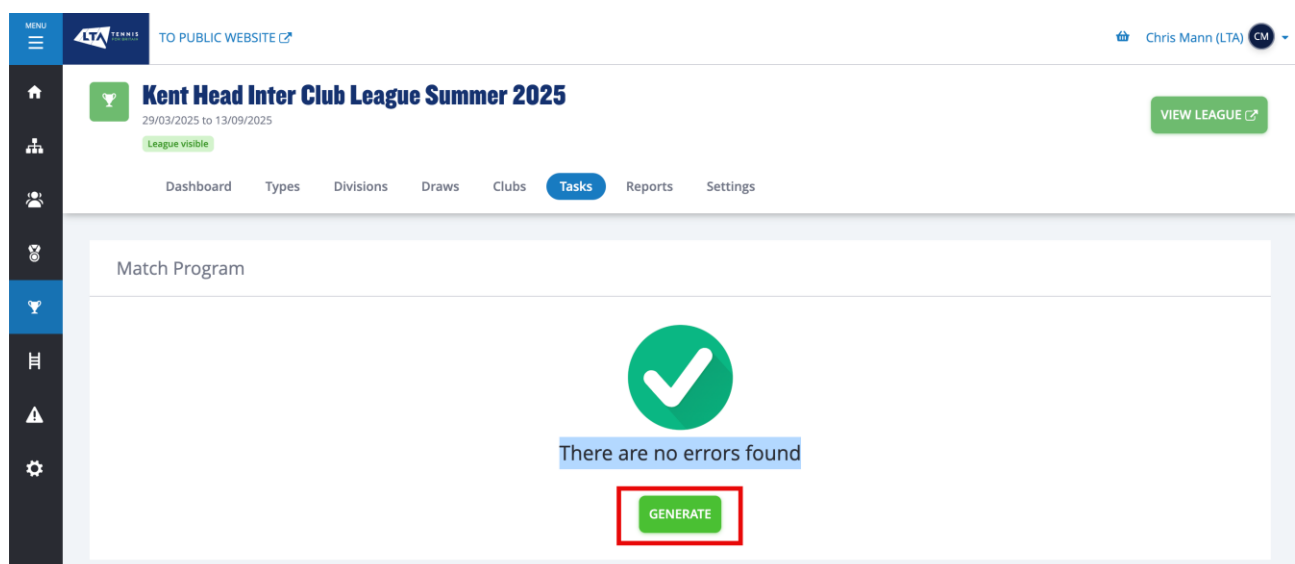


Generate match program	
Allow import/export of match program	<input checked="" type="checkbox"/> YES
Generate match program without schedule	<input type="checkbox"/> NO
Copy players from entry during match program generation	<input type="checkbox"/> NO

CANCEL SAVE

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:



Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

Dashboard Types Divisions Draws Clubs **Tasks** Reports Settings

Match Program

There are no errors found

GENERATE

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.

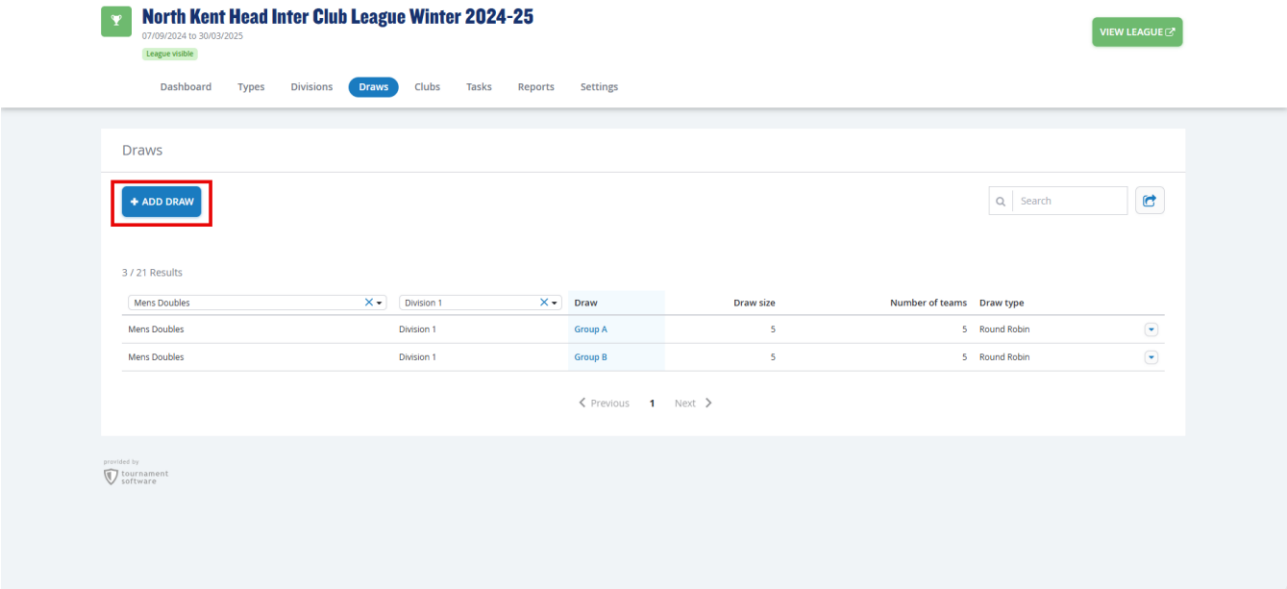
The screenshot shows the 'Berkshire Dunlop Winter League 2024-25' interface. The 'Draws' tab is selected in the top navigation bar. Below the navigation bar, there is a search bar and a '+ ADD DRAW' button. The main content area displays a table of 33 draws. The table has columns for 'Type', 'Division', 'Draw', 'Draw size', 'Number of teams', and 'Draw type'. A dropdown menu is open for the first row, showing options: 'Edit', 'Split draw to PO/PD', 'Move Draw', and 'Delete'. The 'Edit' option is highlighted.

Type	Division	Draw	Draw size	Number of teams	Draw type
Men's Doubles	Division 1	Division 1	9	9	Round Robin
Men's Doubles	Division 2	Division 2	8	8	Round Robin
Men's Doubles	Division 3	Division 3	8	8	Round Robin
Men's Doubles	Division 4	Division 4	8	8	Round Robin
Men's Doubles	Division 5	Division 5 East	8	Deviating number 7	Round Robin
Men's Doubles	Division 5	Division 5 West	8	8	Round Robin
Men's Doubles	Division 5	Division 5 Final	2	Deviating number 0	Elimination
Men's Doubles	Division 6	Division 6 East	8	8	Round Robin
Men's Doubles	Division 6	Division 6 West	8	8	Round Robin
Men's Doubles	Division 7	Division 7 East	8	Deviating number 7	Round Robin

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**.

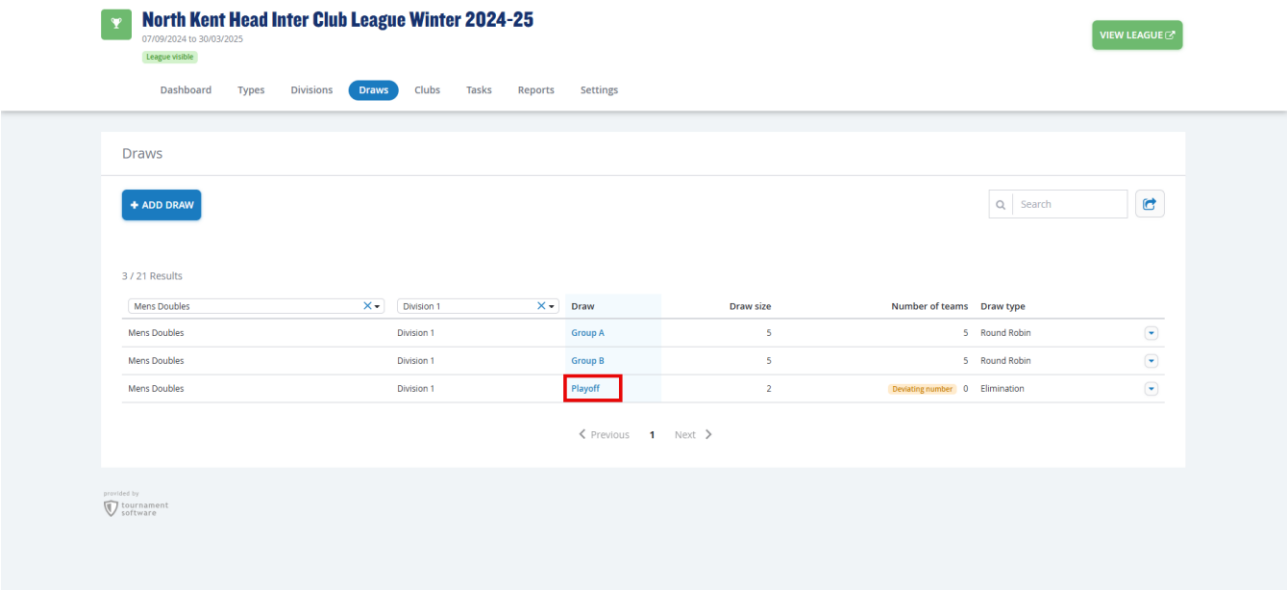


Select the Draw Type and Draw Size.

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**

North Kent Head Inter Club League Winter 2024-25

07/09/2024 to 30/03/2025

League visible

VIEW LEAGUE

DashboardTypesDivisions**Draws**ClubsTasksReportsSettings

Mens Doubles > Division 1

Playoff

VIEW GROUP

Teams

Matches

Teams

MOVE TEAMS

Scheduled | 0/2 Teams

Team	Club	Status
There are no teams scheduled. Move teams		

Not scheduled | 5 Teams

Team	Club	Status
Bromley Wendover Mens 2	Bromley Wendover Lawn Tennis Club	Not scheduled
Meopham Mens 1	Meopham Lawn Tennis Club	Not scheduled
Sundridge Park Mens 2	The Sundridge Park Club	Not scheduled
The Parklangley Club Mens 1	The Parklangley Club	Not scheduled
Willet Rec Mens 1	Willet Recreation Ground 1	Not scheduled

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

North Kent Head Inter Club League Winter 2024-25

07/09/2024 to 30/03/2025

League visible

VIEW LEAGUE

DashboardTypesDivisions**Draws**ClubsTasksReportsSettings

Mens Doubles > Division 1

Playoff

VIEW GROUP

Teams

Matches

Teams

MOVE TEAMS

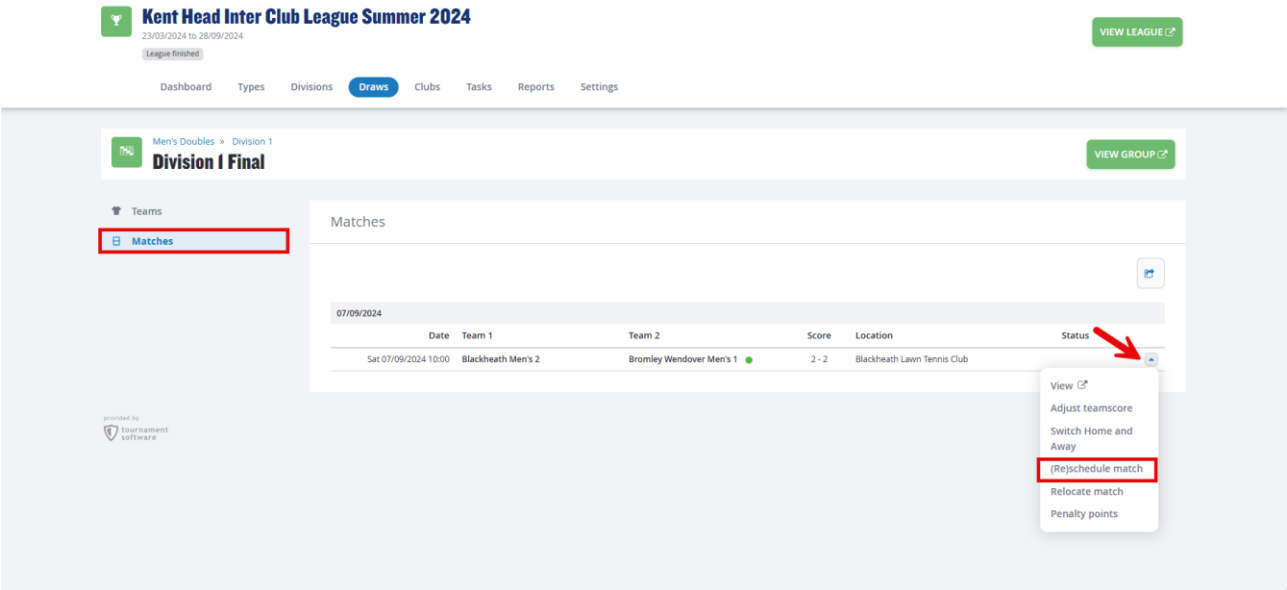
Scheduled | 0/2 Teams

Team	Club	Status
There are no teams scheduled. Move teams		

Not scheduled | 5 Teams

Team	Club	Status
Bromley Wendover Mens 2	Bromley Wendover Lawn Tennis Club	Not scheduled
Meopham Mens 1	Meopham Lawn Tennis Club	Not scheduled
Sundridge Park Mens 2	The Sundridge Park Club	Not scheduled
The Parklangley Club Mens 1	The Parklangley Club	Not scheduled
Willet Rec Mens 1	Willet Recreation Ground 1	Not scheduled

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**.

(Re)schedule match

Sat 07/09/2024

Blackheath Men's 2

2 - 2

Bromley Wendover Men's 1

(Re)schedule match

07/09/2024 10:00

Arrival time

10

:

00

SAVE

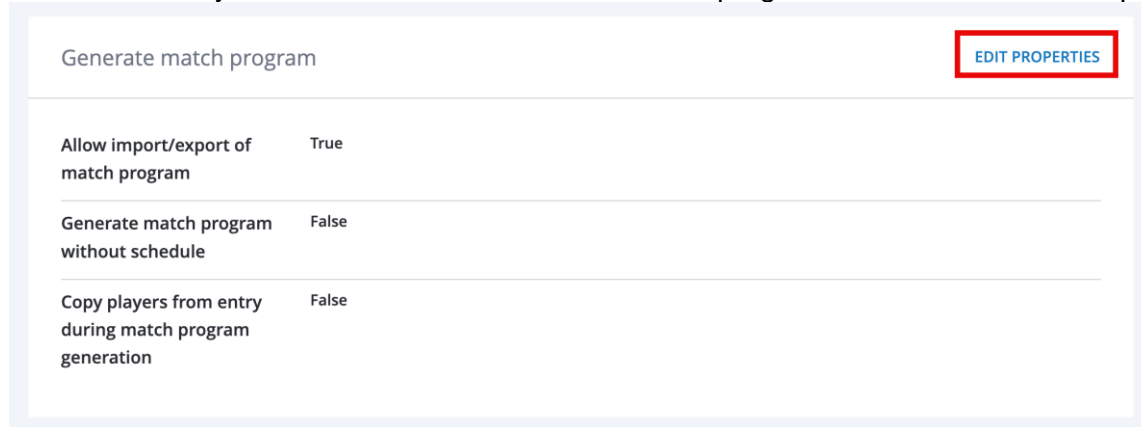
66

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.

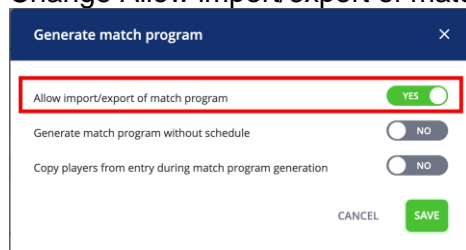
Go to the Settings menu and the Matches tab

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



Generate match program	
Allow import/export of match program	True
Generate match program without schedule	False
Copy players from entry during match program generation	False

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

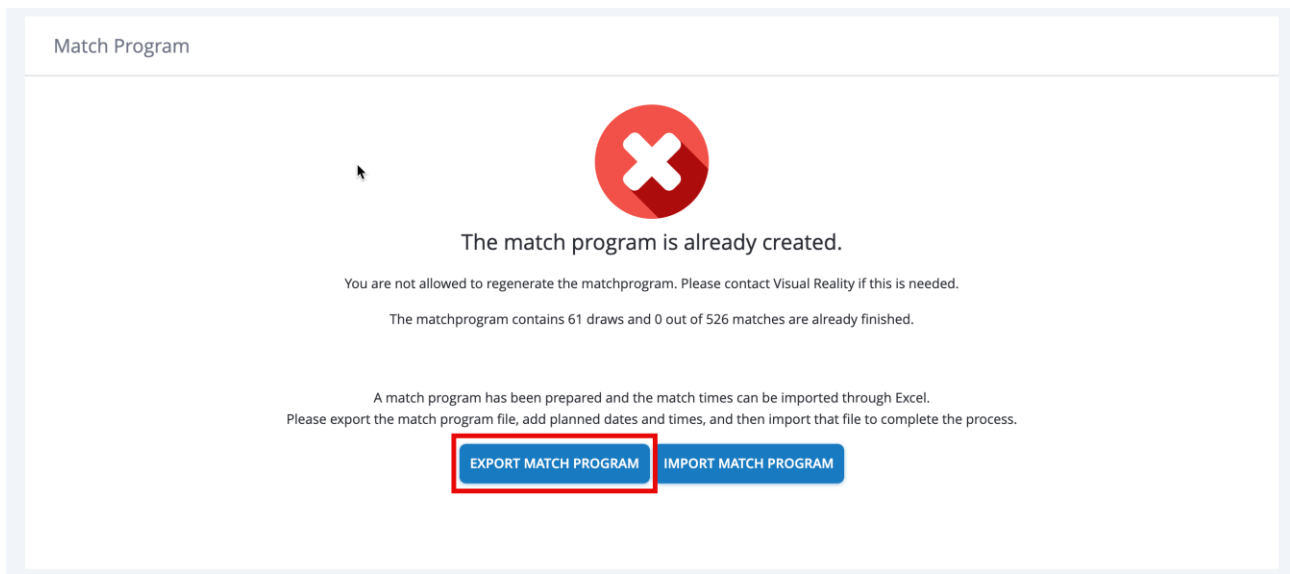


Generate match program	
Allow import/export of match program	YES
Generate match program without schedule	NO
Copy players from entry during match program generation	NO

CANCEL SAVE

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**.

The screenshot shows the 'Kent Head Inter Club League Summer 2025' setup page. On the left, a sidebar lists the setup steps: Step 1: Setup league, Step 2: Entry open, Step 3: Entry closed (highlighted with a red box), Step 4: During the league, and Step 5: Finalise league. Below Step 3, a sub-menu shows 'Process P/R' (2 / 6 approved), 'Create groups' (2 / 38 approved), 'Generate matchprogram', and 'Set visibility for public' (highlighted with a red box and a mouse cursor). The main area is titled 'Create groups' and displays a table of 38 results across 9 divisions. Each row includes a 'Type' (Men's Doubles), a 'Division' (1-9), a 'CREATE GROUPS' button, and various performance metrics. A 'VIEW LEAGUE' button is in the top right.

Type	Division	Draws	In draw	Range	Max. distance	Penalty	Calculation time	Status
Men's Doubles	Division 1	2	12	30	97	503	0	Approved
Men's Doubles	Division 2	2	12	30	41	36	0	Approved
Men's Doubles	Division 3	2	12	30	47	42	0	
Men's Doubles	Division 4	2	12	30	79	191	0	
Men's Doubles	Division 5	2	12	30	41	41	0	
Men's Doubles	Division 6	2	12	30	100	381	0	
Men's Doubles	Division 7	2	12	30	86	274	0	
Men's Doubles	Division 8	2	12	30	81	327	0	
Men's Doubles	Division 9	2	12	30	74	163	0	

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

The screenshot shows the 'League Settings' page for 'Kent Head Inter Club League Summer 2025'. The 'Settings' tab is selected in the top navigation. On the left, a sidebar lists settings categories: General, Team match format, Scoring format, Fixture templates, Fixture dates, Online entry, Payment, Point settings, Matches, and User rights. The 'General' category is selected, and the 'EDIT PROPERTIES' button is highlighted with a red box. The main area displays various league settings in a form.

Setting	Value
Tournament number	KEN-25-7011
Period	29/03/2025 to 13/09/2025
Online entry	10/12/2024 to 16/01/2025
Status	New League
Dispensation date	
Number of days before match to enter fixture detail	0
Team strength calculation reference date	
Show player level	No
Enable clubs active players page	Yes
Team captains are automatically added as	No

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

The screenshot shows the 'Edit league properties' modal for the 'Kent Head Inter Club League Summer 2025'. The modal is open, and the 'Status' dropdown menu is expanded, showing the following options: 'New League', 'League entry open', 'League schedule visible for clubs', 'League visible' (highlighted with a red border), and 'League finished'. The 'League visible' option is the one to be selected. The background shows the league's general settings page, including fields for Name, Tournament number, Start date, End date, and various toggle switches for player level, active players, and club ranking.

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

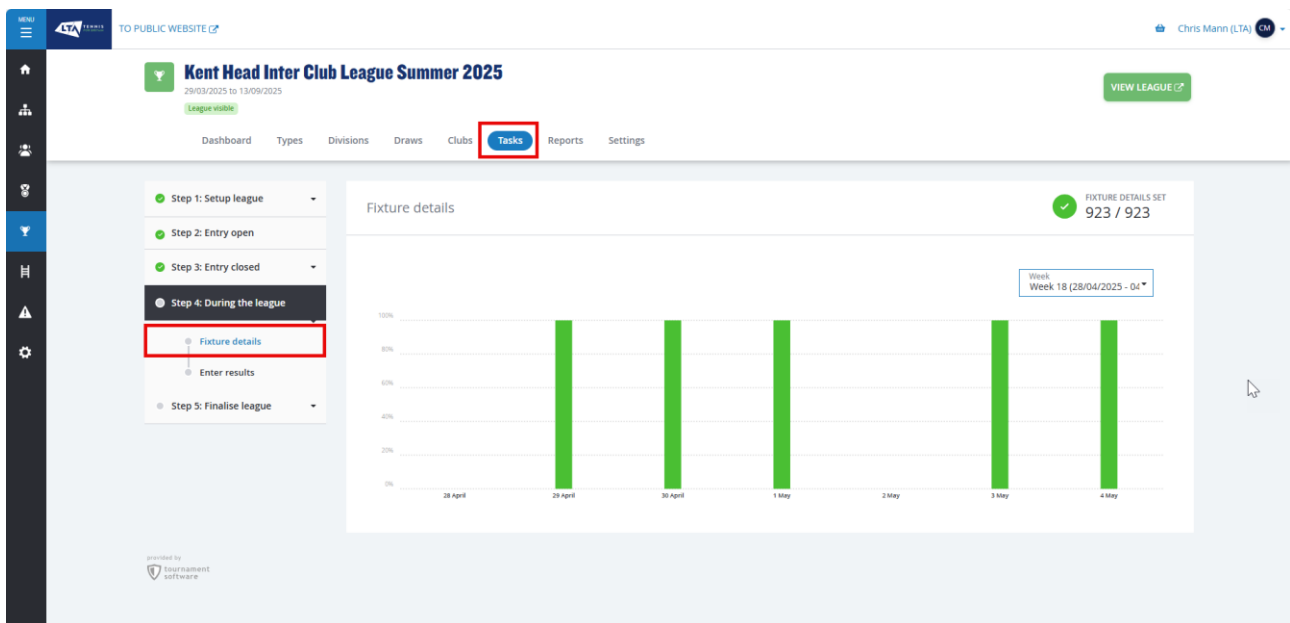
ROLES & RESPONSIBILITIES

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	✓	✗
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	✗	✗

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 screenshot shows the 'Clubs' tab selected in the navigation menu. A table lists various tennis clubs. The 'Avenue Tennis' club is highlighted with a red box. The table columns include Name, Number, District, City, Contact, Phone, Email, Teams, Owed, Paid, and Last changed.

Name	Number	District	City	Contact	Phone	Email	Teams	Owed	Paid	Last changed
Avenue Tennis	KEN500	KEN	Kent	Gillingham	Jason Gurr		9	£135.00	£135.00	23/01/2025 11:37
Bearsted & Thurtham Tennis Club	KEN005	KEN	Kent	Maidstone	Sheila Burton		23	£330.00	£0.00	16/01/2025 12:36
Beckenham Sports Club	KEN007	KEN	Kent	BECKENHAM	Idoia Gonzalez		11	£165.00	£0.00	12/01/2025 21:55
Bethersden Tennis Club	KEN512	KEN	Kent	ASHFORD				£0.00		
Bexley Lawn Tennis, Squash and Racketball Club	KEN009	KEN	Kent	BEXLEY	Keeley Wicks		5	£75.00	£0.00	24/12/2024 10:24

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

The screenshot shows the 'Avenue Tennis' club page. The 'Fixture Details' tab is selected in the left sidebar. The main content area shows a 'Week 23' filter selected, with a 'Week 23 (02/06/2025 - 08*)' dropdown menu. A 'SAVE' button is visible. Below the filter, there is a section for 'Week 23' with a 'Wed 04/06/2025' date and a 'Date' dropdown set to '04/06/2025'. There are also 'Attendance' and 'Start' dropdowns.

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

The image shows a screenshot of a match fixture form with several callout boxes explaining the fields. The form is titled "Sun 30/07/2023" and "Incomplete 36 days left". The match details are "Ladies Doubles - Division 6 - Division 6 A" and "Avenue Ladies 2 - Kings Hill Community Tennis Ladies 1".

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.

The form fields are: Date (30/07/2023), Attendance (0 : 00), Start (0 : 00), Team Captain (Search a team captain), and Announcement (empty text area). There is a checkbox for "Copy data to next matches."

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

Thu Complete 23 days left

Men's Vets Midweek Doubles - Division 3 Avenue Tennis Men's Vets Midweek - Whitstable Men's Vets Midweek	Date	<input type="text"/>
	Attendance	10 : 00
	Start	10 : 00
	Team Captain	<input type="text"/> <input type="text"/>
	<input checked="" type="checkbox"/> Result entry	
Announcement	<div></div>	
<input type="checkbox"/> Copy data to next matches.		

County and District League Admin and Team Captain view

Back to LTA

Home

Tournaments

Leagues

Box Leagues

Players

Ranking

LTA

Organisation administrator

Tournament Applications

Competition Organiser

Kent Head Inter Club League Summer 2025

29 March - 13 September

Sioh  n Butler

LTA

Avenue Tennis

GILLINGHAM

9 Teams

Teams

Upcoming matches

Results

Sat 10/05/2025

Ladies Doubles - Division 7 - Group B

Charing Tennis Club Ladies 14:00 Avenue Tennis Ladies 2

Sat 17/05/2025

Men's Doubles - Division 5 - Group A

Avenue Tennis Men's 3 10:00 Gravesham Men's 1

Club

Avenue Tennis

Featherby Road

MES 6AN Gillingham

Kent

Great Britain

4.41634e+011

info@avenuetennis.co.uk

https://www.avenuetennis.co.uk

Contacts

Announcement visible when selecting the match

LTA TENNIS For Britain Search

Chris Mann (LTA) CM

Back to LTA

Home

Tournaments

Leagues

Box Leagues

Players

Ranking

LTA

Organisation administrator

Tournament Applications

Competition Organiser

Kent Head Inter Club League Summer 2025

29 March - 13 September Siobhan Butler

Ladies Doubles - Division 7 - Group B
Round 0 - 10 May 2025

Home **Charing Tennis Club Ladies** 14:00 Away **Avenue Tennis Ladies 2**

Points: 0 - 0 Rubbers: 0 - 0 Sets: 0 - 0 Games: 0 - 0

Tasks

Enter results
Enter match results. [CHANGE RESULTS](#)

Parking onsite available, please arrive early [Edit announcement](#)

Rubbers

Location

Charing Tennis Club
Arthur Baker Field
TN27 0J ASHFORD
Great Britain

4.47823e+011
simondiveewood@gmail.com
<https://clubspark.lta.org.uk/CharingTennisClub>

TEAM WITHDRAWAL

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

LTA TENNIS For Britain TO PUBLIC WEBSITE

Chris Mann (LTA) CM

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025 [League visible](#) [VIEW LEAGUE](#)

Dashboard Types Divisions **Draws** Clubs Tasks Reports Settings

Draws

[+ ADD DRAW](#) Search

90 / 90 Results

Type	Division	Draw	Draw size	Number of teams	Draw type
Men's Doubles	Division 1	Group A	6	6	Round Robin
Men's Doubles	Division 1	Group B	6	6	Round Robin
Men's Doubles	Division 1	Men's Doubles Division 1 Final	2	Deviating number 0	Round Robin
Men's Doubles	Division 2	Men's Doubles Division 2 Final	2	Deviating number 0	Round Robin

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

The screenshot shows the LTA website interface for the 'Kent Head Inter Club League Summer 2025'. The 'Teams' tab is selected, displaying a list of teams. A dropdown menu is open for 'Blackheath Men's 1', showing options: Edit name, Set initial matchpoints, Move to not scheduled, **Withdraw**, Team formation, and View team. The 'Withdraw' option is highlighted.

Scheduled	6/6 Teams	
Team	Club	Status
1. Beckenham Men's 1	Beckenham Sports Club	
2. Margate Men's 1	Margate Lawn Tennis Club	
3. Bromley Wendover Men's 1	Bromley Wendover Lawn Tennis Club	
4. Sevenoaks Men's 1	Sevenoaks Lawn Tennis Club	
5. Blackheath Men's 1	Blackheath Lawn Tennis Club	
6. Bexley Men's 1	Bexley Lawn Tennis, Squash and Racketball Club	

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

The screenshot shows the 'Matches' page for the 'Kent Head Inter Club League Summer 2025'. The match between 'Bexley Men's 1' and 'Blackheath Men's 1' is highlighted with a red box. The match is scheduled for Saturday, 29/03/2025 at 10:00, with a score of 2-2.

Date	Team 1	Team 2	Score	Location	Status
Sat 29/03/2025 10:00	Bexley Men's 1	Blackheath Men's 1	2 - 2	Bexley Lawn Tennis, Squash and Racketball Club	

The screenshot shows the 'Standings' page for the 'Kent Head Inter Club League Summer 2025'. The row for 'Blackheath Men's 1' is highlighted with a red box. The team is listed as 6th in the standings, with 0 wins, 0 losses, and 0 points.

TEAM	PL	W	D	L	PTS	R	S	S	GM	GM	HISTORY
1 Bromley Wendover Men's 1	1	1	0	0	2	4-0	8-0	100.0%	48-20	70.6%	W
2 Margate Men's 1	1	1	0	0	2	3-1	6-3	66.7%	46-29	61.3%	W W
3 Bexley Men's 1	2	1	0	1	2	3-5	7-10	41.2%	66-82	44.6%	W W L
4 Sevenoaks Men's 1	2	0	0	2	0	2-6	4-12	25.0%	56-85	39.7%	L L
5 Beckenham Men's 1	0	0	0	0	0	0-0	0-0	0.0%	0-0	0.0%	
6 Blackheath Men's 1	0	0	0	0	0	0-0	0-0	0.0%	0-0	0.0%	L L

ADDING, EDITING OR DELETING TEAM CAPTAINS

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

The screenshot shows the 'Kent Head Inter Club League Summer 2023 **BETA**' interface. On the left is a sidebar with navigation options: Dashboard, Team rights, Entry, Teams (highlighted with a red box), Home and away, Matches, Fixture Details (with a red badge '14'), Dispensations per player, User rights, and Messages. The main area is titled 'Teams' and contains a table of scheduled matches. The table has columns for 'Draw', 'Team', 'Players', 'Team captain', and 'Status'. An 'ACTIONS' dropdown menu is shown for the first team, 'Avenue Ladies 1', with options: 'Edit players', 'Edit captain' (indicated by a red arrow), and 'View'.

Draw	Team	Players	Team captain	Status
Ladies Doubles - Division 4 - Division 4 A	Avenue Ladies 1	6	Lucy Morice-Jones	ACTIONS
Ladies Doubles - Division 6 - Division 6 A	Avenue Ladies 2	0	Chris Mann (Test 09)	ACTIONS
Ladies Midweek Doubles - Division 4 - Division 4	Avenue Ladies Midweek	0	Chris Mann (Test 09)	ACTIONS
Mens Doubles - Division 3 - Division 3 A	Avenue Mens 1	4	Julie Cook	ACTIONS
Mens Doubles - Division 5 - Division 5 B	Avenue Mens 2	6		ACTIONS
Mens Doubles - Division 5 - Division 5 A	Avenue Mens 3	0		ACTIONS
Mixed Doubles - Division 3 - Division 3 B	Avenue Mixed 1	2	Chris Mann (Test 09)	ACTIONS
Mixed Doubles - Division 7 - Division 7 A	Avenue Mixed 2	4	Chris Mann (Test 09)	ACTIONS

The screenshot shows a modal titled 'Team captain' for 'Avenue Tennis Ladies 1'. It features a search bar with the placeholder 'Add a player, search by name/Member ID'. Below the search bar is a table with columns 'Name' and 'Age'. A player named 'Kim Yalcin' is listed. A red arrow points to the 'Edit captain' button in the bottom right corner of the modal.

Name	Age
Kim Yalcin	

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**.

The screenshot shows the 'Kent Head Inter Club League Summer 2025' dashboard. The sidebar on the left has a menu with 'Enter results' highlighted under 'Step 4: During the league'. The main area shows a bar chart titled 'Enter results' with the y-axis representing the percentage of results entered (0% to 100%) and the x-axis representing dates from 5 May to 11 May. The chart shows 100% completion for the first four days (5-8 May) and approximately 60% for the last two days (10-11 May). A dropdown menu for 'Week 19 (05/05/2025 - 11)' is visible. The top right shows 'MATCHES 952' and 'RESULTS ENTERED 26%'. The 'Tasks' tab is highlighted in the top navigation bar.

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 screenshot shows the 'Canterbury LTC' club page. The sidebar on the left has a menu with 'Matches' highlighted. The main area shows a table of matches with columns for Date, Team 1, Team 2, Score, and Status. A red arrow points to the 'VIEW' button next to the first match. The top navigation bar has the 'Clubs' tab highlighted.

Date	Team 1	Team 2	Score	Status
Sun 30/03/2025 10:30	Ladies Doubles - Division 1 - Group B Canterbury LTC Ladies 1	Tunbridge Wells Ladies 2	3 - 1	VIEW
Sun 30/03/2025 13:00	Men's Doubles - Division 3 - Group A Margate Men's 2	Canterbury Men's 3	2 - 2	VIEW
Sat 05/04/2025 12:00	Mixed Doubles - Division 4 - Group B Canterbury LTC Mixed 3	David Lloyd Beckenham Mixed	4 - 0	VIEW
Thu 10/04/2025 10:30	Ladies Midweek Doubles - Division 1 David Lloyd Kings Hill Ladies Midweek 1	Canterbury LTC Ladies Midweek 1	1 - 3	VIEW
Sat 12/04/2025 10:00	Men's Doubles - Division 2 - Group A Avenue Tennis Men's 1	Canterbury Men's 2	2 - 2	VIEW
Sat 12/04/2025 12:00	Mixed Doubles - Division 1 - Group A Blackheath Mixed 1	Canterbury LTC Mixed 1	2 - 2	VIEW

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.

Enter results
Kent Head Inter Club League Summer 2025

Ladies Midweek Doubles - Division 4
Round 0 - 15 May 2025 10:30

Hythe Ladies Midweek 2 **0-0** Canterbury LTC Ladies Midweek 3

[+ MATCH STATUS](#)

How does it work?

Results
Only valid results are allowed. In the case of a non-played match, you can edit the status via the 'match-status' button.
You can also add mark a player-match as walkover, retired, not played, to be finished or abandoned.

Players
You can add players to a rubber by choosing from the select list. When the player is not yet in the list, you can add a new player to the team.

Rubber results

CANCEL [SAVE](#)

WD1

Hythe Ladies Midweek 2

Home player 1

Home player 2

Canterbury LTC Ladies Midweek 3

Away player 1

[+ SCORE STATUS](#)

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

Edit team match status

Score status

To be finished
The match is partially played (will be finished later).

Postponed
The match is not yet commenced and will be played another time.

Not played
Not played (and will not be played).

Match not played Catford Wanderers Over 60's Midweek Men's did not show
Match not played (and will not be played).

Match not played Maidstone LTC Over 60 Midweek Men's did not show
Match not played (and will not be played).

CANCEL [SAVE](#)

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

Score status
MD1

Score status

Walkover
Retired (match not yet commenced).

Retired
A player retired from a match in progress.

Not played
Not played (and will not be played).

To be finished
The match is partially played (will be finished later).

Abandoned
The match is partially played (will not be finished).

Penalty Catford Wanderers Over 60's Midweek Men's (all points)
Penalty for team. All matchpoints go to the opponent.

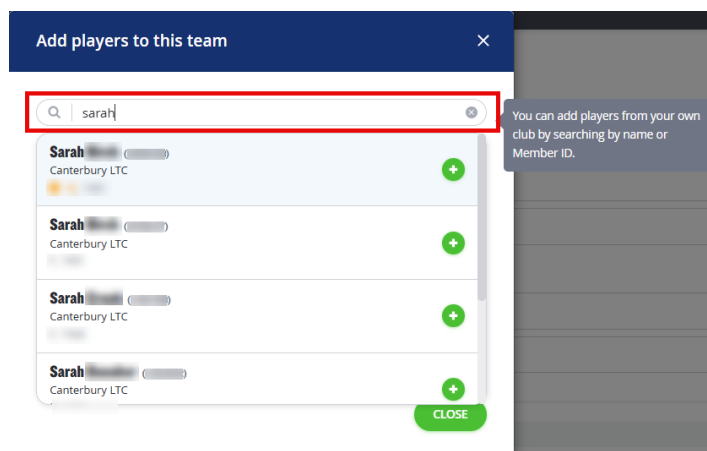
Penalty Maidstone LTC Over 60 Midweek Men's (all points)
Penalty for team. All matchpoints go to the opponent.

Unknown player
Match has unknown player(s).

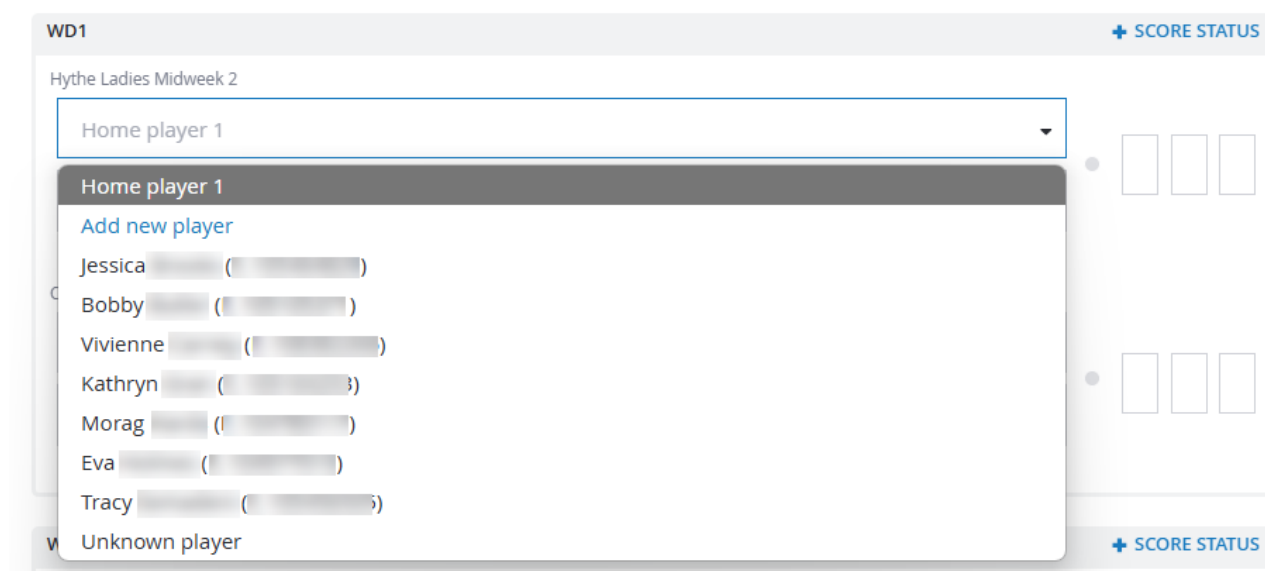
CANCEL [SAVE](#)

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**.

The screenshot shows the LTA Tennis 'Enter results' interface. The top navigation bar includes the LTA logo, a search bar, and a user profile for Chris Mann (LTA). The left sidebar lists various navigation options: Home, Tournaments, Leagues, Box Leagues, Players, Ranking, and LTA (with sub-links for Organisation administrator, Tournament Applications, and Competition Organiser). The main content area is titled 'Enter results' for the 'Kent Head Inter Club League Summer 2025'. It displays a match summary for 'Men's Doubles - Division 3 - Group A' on 'Round 0 - 13 April 2025 10:30'. The match is between 'Chipstead Place Men's 1' and 'Canterbury Men's 3', with a score of '3 - 1'. A '+ MATCH STATUS' button is visible. Below the match summary, there are two columns. The left column, 'How does it work?', contains sections for 'Results' and 'Players'. The right column, 'Rubber results', has a 'CANCEL' button and a 'SAVE' button (highlighted with a red box). It also features a 'MD1' section with a 'SCORE STATUS' link. Under 'MD1', there are two dropdown menus for selecting players. The first dropdown, 'Chipstead Place Men's 1', shows 'Jamie Christian (M, 103889264)'. The second dropdown, 'Canterbury Men's 3', shows 'Christopher Tuck (M, 117196983)'. A score input field between the dropdowns shows '6' and '7'.

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

The screenshot shows the LTA Reports interface for the Kent Head Inter Club League Summer 2025. The top navigation bar includes a sidebar with icons for home, users, calendar, and settings. The main header shows the league name, dates (29/03/2025 to 13/09/2025), and a 'VIEW LEAGUE' button. Below the header is a navigation menu with 'Dashboard', 'Types', 'Divisions', 'Draws', 'Clubs', 'Tasks', 'Reports' (highlighted with a red box), and 'Settings'. The 'Reports' section is divided into two columns. The left column lists reports such as 'Division strength report', 'Home/Away balance', 'Home/Away balance issues', 'Withdrawals', 'Teams not in a draw', 'League club admin report', 'League captains report', 'Team rights report', and 'Export team matches'. The right column lists reports such as 'Promotion relegation report', 'Invalid match results', 'Incomplete matches' (highlighted with a red box), 'Type report', 'Event report', 'Draw report', 'Equal teams in standings', 'No show report', and 'Group standings'. Below the reports section is an 'Exports' section with a link for 'Team and player match results'.

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.

Menu icons

TO PUBLIC WEBSITE

Chris Mann (LTA) CM

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

Dashboard

Types

Divisions

Draws

Clubs

Tasks

Reports

Settings

Incomplete matches

Q

Search

18 / 18 Results

Matchdate	Types	Division	Draws	Home	Away	Winner	Match at	Has incomplete	Has unknown	
06/04/2025 10:30	Mixed Doubles	Division 8	Mixed Doubles Division 8	Gravesham Mixed 2	Brenchley and Matfield Mixed			Yes	No	EDIT
13/04/2025 10:00	Mixed Doubles	Division 1	Group B	Blackheath Mixed 2	Freedom Leisure Mixed 1			Yes	No	EDIT
13/04/2025 10:30	Mixed Doubles	Division 4	Group A	Shooters Hill LTC Mixed1	Blackheath Mixed 3	Shooters Hill LTC Mixed1		No	Yes	EDIT
26/04/2025 13:30	Men's Doubles	Division 4	Group B	Maidstone Men's 1	Tonbridge Men's 1			Yes	No	EDIT
27/04/2025 10:00	Men's Doubles	Division 10	Group A	Whitstable Men's 2	Frindsbury Men's 3	Whitstable Men's 2	No show	No	No	EDIT
03/05/2025 10:30	Mixed Doubles	Division 3	Group A	Tonbridge Mixed	David Lloyd Kings Hill Mixed 2			Yes	No	EDIT
04/05/2025 10:30	Mixed Doubles	Division 2	Group A	Sevenoaks Mixed 2	Beckenham Mixed 2			Yes	No	EDIT
09/05/2025 10:30	Ladies Midweek Doubles	Division 4	Division 4	David Lloyd Kings Hill Ladies Midweek 2	Margate LTC Ladies Midweek	Margate LTC Ladies Midweek		No	Yes	EDIT

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

Menu icons

TO PUBLIC WEBSITE

Chris Mann (LTA) CM

Kent Head Inter Club League Summer 2025

29/03/2025 to 13/09/2025

League visible

VIEW LEAGUE

Dashboard

Types

Divisions

Draws

Clubs

Tasks

Reports

Settings

Men's Doubles > Division 1

Group A

VIEW GROUP

Teams

Matches

Matches

29/03/2025

Date	Team 1	Team 2	Score	Location	Status
Sat 29/03/2025 10:00	Bexley Men's 1	Blackheath Men's 1	2 - 2	Bexley Lawn Tennis, Squash and Racketball Club	

05/04/2025

Date	Team 1	Team 2	Score	Location	Status
Sat 05/04/2025 10:00	Bromley Wendover Men's 1	Sevenoaks Men's 1	4 - 0	Bromley Wendover Lawn Tennis Club	

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.

Menu icons

TO PUBLIC WEBSITE

Chris Mann (LTA)

Kent Head Inter Club League Summer 2025

League visible

DashboardTypesDivisionsDrawsClubsTasksReportsSettings

VIEW LEAGUE

Men's Doubles Division 1

Group A

VIEW GROUP

Teams

Matches

Matches

29/03/2025						
Date	Team 1	Team 2	Score	Location	Status	
Sat 29/03/2025 10:00	Bexley Men's 1	Blackheath Men's 1	2 - 2	Bexley Lawn Tennis, Squash and Racketball Club		<div>ViewAdjust teamscoreSwitch Home and Away(Re)schedule matchRelocate matchPenalty points</div>
05/04/2025						
Date	Team 1	Team 2	Score	Location		
Sat 05/04/2025 10:00	Bromley Wendover Men's 1	Sevenoaks Men's 1	4 - 0	Bromley Wendover Lawn Tennis Club		
12/04/2025						
Date	Team 1	Team 2	Score	Location		
Sat 12/04/2025 10:00	Bexley Men's 1	Sevenoaks Men's 1	2 - 2	Bexley Lawn Tennis, Squash and Racketball Club		
13/04/2025						
Date	Team 1	Team 2	Score	Location		
Sun 13/04/2025 13:00	Margate Men's 1	Blackheath Men's 1	4 - 0	Margate Lawn Tennis Club		
04/05/2025						

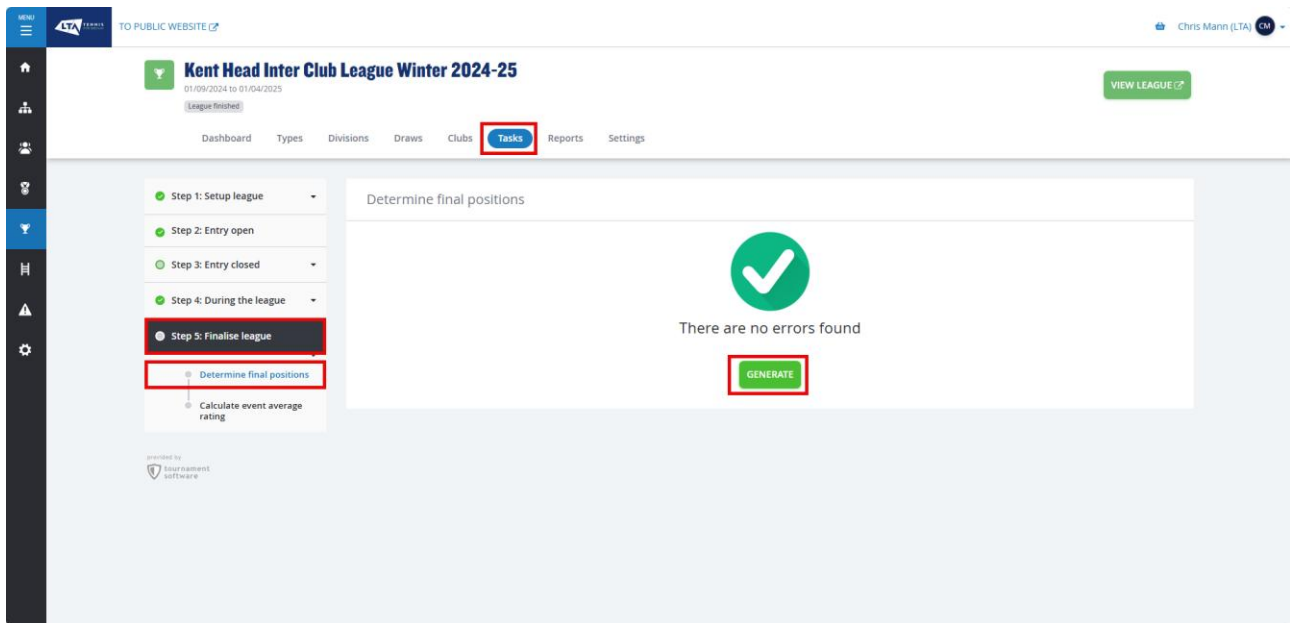
NEXT STEP



STEP 5: FINALISE LEAGUE

DETERMINE FINAL POSITIONS

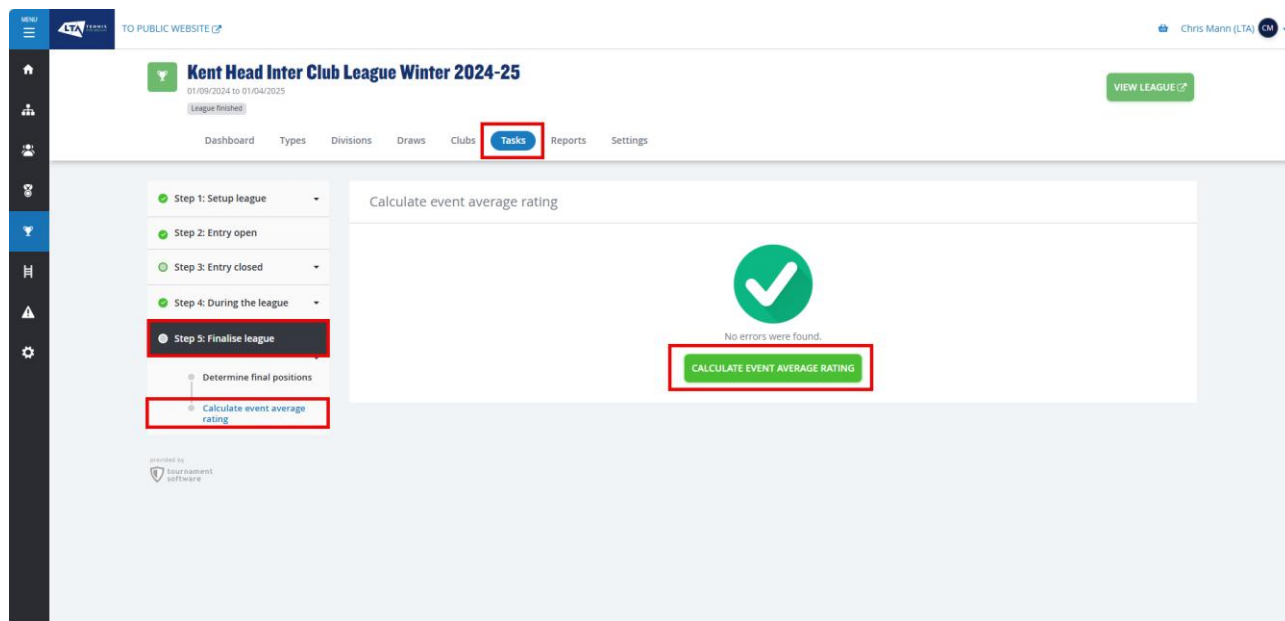
This process checks if all matches have a result and then determines the final positions marking which divisions each team should be in for the following season.



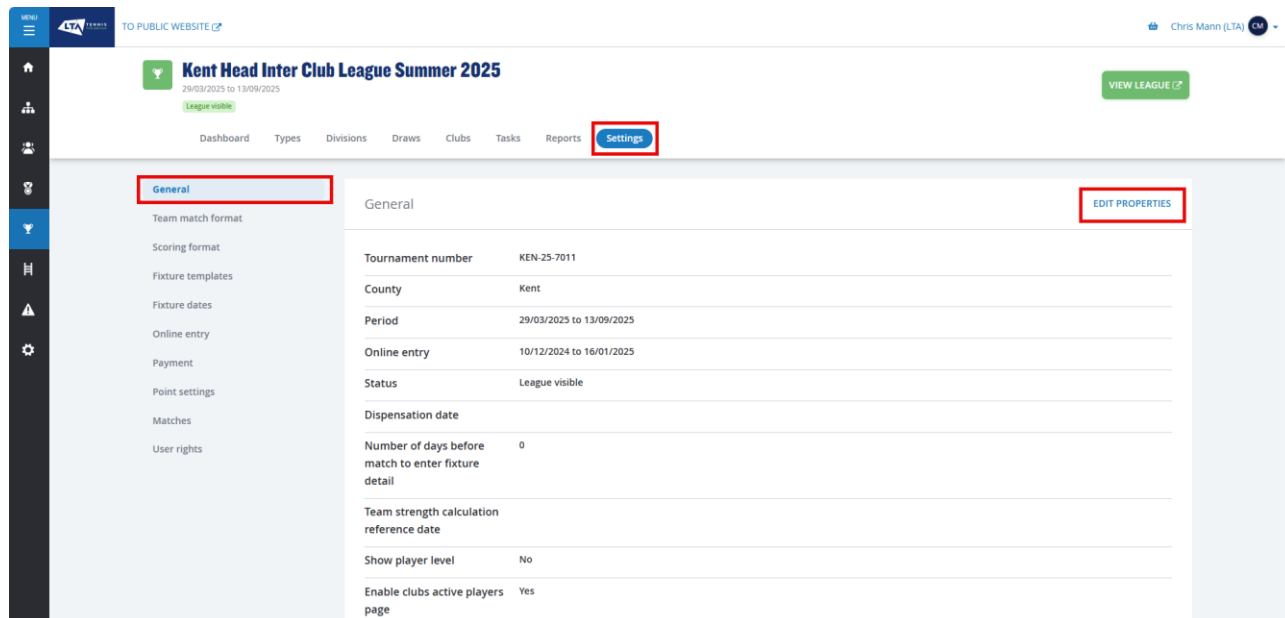
Once generated, every team in a draw will be given a final position and promotion status (promoted, relegated, or withdrawn). Based on this status the team rights will be determined when the league is copied for the next season.

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

