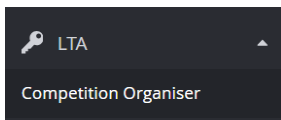


Purpose: All Play Your Way to Wimbledon venue stage events will now be housed on the LTA Competition Management System (CMS). This will allow for a more streamlined process for you, for players and ensure integrity across all events. It will make it easier for you to check a players' ITF World Tennis Number, track sign-ups and deliver your event.

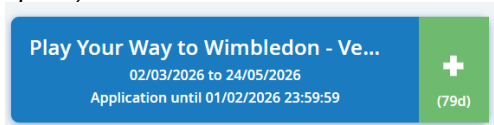
REMINDER: If you have not yet done so, please ensure you complete your Competition Organiser Conversion course to receive your Official Licence prior to submitting your Play Your Way to Wimbledon application. Note, if you are an accredited coach or licenced official, you do not need to complete this action.

Step 1 – Create your Play Your Way to Wimbledon Venue Stage Event on the LTA Competition Management System.

1. Log into the LTA Competitions website using your username and password at:
<https://competitions.lta.org.uk/>
2. Click on **Competition Organiser** on the left-hand panel of your screen.



3. Click on the **green plus sign** on the blue box:
PLAY YOUR WAY TO WIMBLEDON 2026: VENUE STAGE
N.B. Please do not click on the County/Area Stage option)



4. Ensure you follow instructions **to enter all application details**. The formatting for your tournament name should be as follows*:

-Tournament name: *Play Your Way to Wimbledon 2026 – National Tennis Centre – 14U Boys Singles*

-Tournament name: *Play Your Way to Wimbledon 2026 – [VENUE NAME] – [EVENT NAME]*

General info

Tournament	Tournament name Play Your Way to Wimbledon 2026 – [VENUE NAME] – [EVENT NAME]
Default Court Type	Indoor/Outdoor
Venue	National Tennis Centre
Dates	Start date: 18/04/2026 End date: 18/04/2026
Defaults	Grading: 6 Singles fee: £10.00 Doubles fee: £10.00

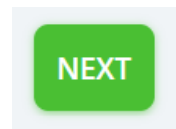
*If for members only, please add **Members Only** to the end of the Tournament name:

- Tournament name: *Play Your Way to Wimbledon 2026 – National Tennis Centre – 14U Boys Singles – (Members Only)*

- Tournament name: *Play Your Way to Wimbledon 2026 – [VENUE NAME] – [EVENT NAME] – (Members Only)*

- Insert venue name
- Insert event dates
- Grading – Grade 6
- Add entry fee if required
- Add website page if required
- Organiser details will auto populate with your details

Then click **Next**



6. Ensure you **add your events** to your application
N.B Venues can deliver ONE event per category

- 14U Boys Singles (14U BS)
- 14U Girls Singles (14U GS)
- 18U Boys Doubles (18U BD)
- 18U Girls Doubles (18U GD)
- 19+ Men's Doubles (Open MD)
- 19+ Women's Doubles (Open WD)

Events

Junior 2 Categories			
Category	Events		
14U	BS	GS	All
18U	BD	GD	All
Open 1 Categories			
Category	Events		
Open	MD	WD	All

7. Event details – these dates will be auto populated and can be changed where needed; however, we recommend leaving as is.

- **The closing deadline is the point at which ITF World Tennis Numbers should be checked to ensure player eligibility for your event.**

Event details

Event	Deadlines	Event dates	Grading	Fee
14U BS	Accepting Entries Date: 18/04/2026 00:00 Closing Deadline: 18/04/2026 23:59 Withdrawal Deadline: 18/04/2026 12:00	Start date: 18/04/2026 00:00 End date: 18/04/2026 23:59	6	£10.00
14U GS	Accepting Entries Date: 18/04/2026 00:00 Closing Deadline: 18/04/2026 23:59 Withdrawal Deadline: 18/04/2026 12:00	Start date: 18/04/2026 00:00 End date: 18/04/2026 23:59	6	£10.00

PREVIOUS CANCEL SAVE

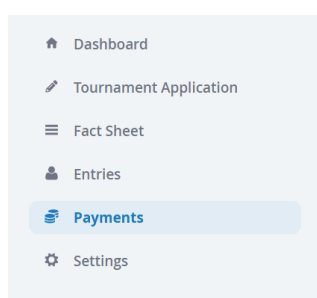
8. **Save your application** and **wait for approval by the LTA**
9. Once your application has been **approved**, you will receive an email notifying you of this. You can then continue with **step 2 and 3**.

Step 2 – Publish your Play Your Way to Wimbledon Venue Stage Tournament to appear on the public facing LTA Competitions website, ready for player entries.

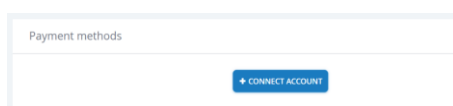
1. Please check all sections of your application to ensure they're correct before you publish (**changes cannot be made once published**).
2. Publish your tournament application once you've checked all details.

Step 3 – Set up and link Stripe payment details to your Play Your Way to Wimbledon Venue Stage Tournament for players to pay for their entry directly via the LTA Competitions website.

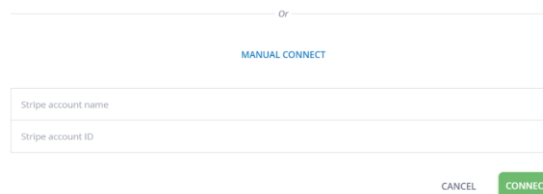
1. Once your tournament has been published, further tabs will appear on the left panel of your application to assist with the administration of your event.
2. Are you collecting payment for your event?
Yes? - continue reading
No? - go to point 7.
3. Click on the **Payments** tab



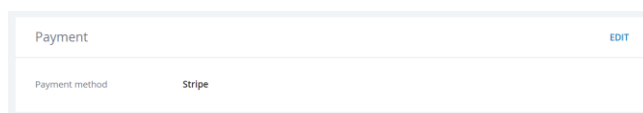
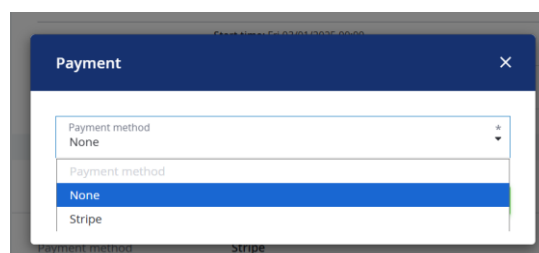
4. Select **+Connect Account**



5. Select **Manual Connect** and input your **Stripe Account Name** and **Account ID** (this is case sensitive), then click **Connect**.



6. For further guidance on Stripe, please follow the guide [here](#).
7. If you are manually collecting entry fee payments or not charging at your tournament, click **Settings**, scroll to **Payment Method** and select **None**.

Your Play Your Way to Wimbledon Venue Stage Tournament is now ready for player entries via the LTA Competition Management System. Further details will follow on how to help you manage your entries online and how to deliver your event.

ITF World Tennis Number Player Eligibility Reminder

All players must have an eligible ITF World Tennis Number (WTN) for their age group at the closing deadline:

- 14U Singles: 32.0-40.9
- 18U Doubles: 28.0-40.9
- 19+ Doubles: 25.0-40.9