

# **ONLINE ENTRY IN THE NEW COMPETITION PORTAL**

**Quick Start Guide**

Effective from 17 August 2020

# INTRODUCTION

Welcome to the new Competitions Portal for players and parents which forms part of the LTA Competition Management System.

As part of the LTA's vision to open up tennis to many more people, we are committed to making playing tennis easier and more accessible for anyone, and specifically making it easy for people to find and access tennis competitions. The new competition management system is one of a series of improvements we are making for competitions, including the introduction of the world tennis number, competition age group changes, and the development of new products such as LTA Youth Box Leagues.

We've partnered with Visual Reality, leaders in the competition technology market, to launch our new Competition Management system which is now live for players to search and enter competitions being staged from 1 September 2020. The current system will remain in place for you to find and enter any competitions taking place up to the end of August 2020.

The new system will do everything the current one does, but be more reliable, robust and faster, ultimately improving your experience of finding and entering a competition. New features include:

- A personalised player homepage with details of the tournament you've entered, player statistics, tournaments and leagues all in one place for you to view
- Ability to 'favourite' tournaments and leagues you're interested in as well as following other players and your venue
- Single sign-on across LTA platforms to login with one username and password and navigate between websites

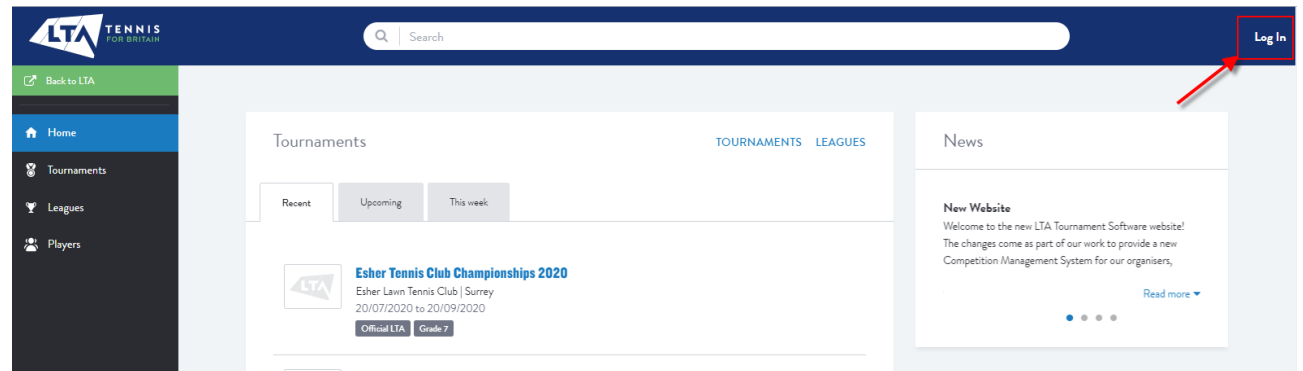
We hope this quick start guide which show you the features of the Competitions Portal. Further information including FAQs and How to Videos can we found at [www.LTA.org.uk/CompetitionsPortalSupport](http://www.LTA.org.uk/CompetitionsPortalSupport).

## LTA Competition Support

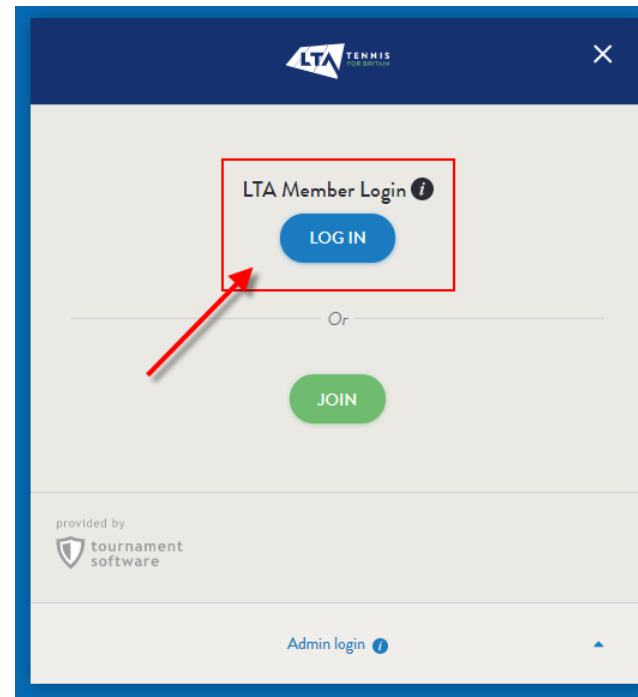
# ACCESSING THE COMPETITION PORTAL

The existing Tournament Software website has been upgraded and rebranded to become the new **Competitions Portal** ([competitions.lta.org.uk](https://competitions.lta.org.uk)). It will be a one-stop-shop to search for and entering competitions as well as seeing the draws and schedule for competitions as well.

1 Access the Competitions Portal at [competitions.lta.org.uk](https://competitions.lta.org.uk) then select Log in on the top right hand corner.



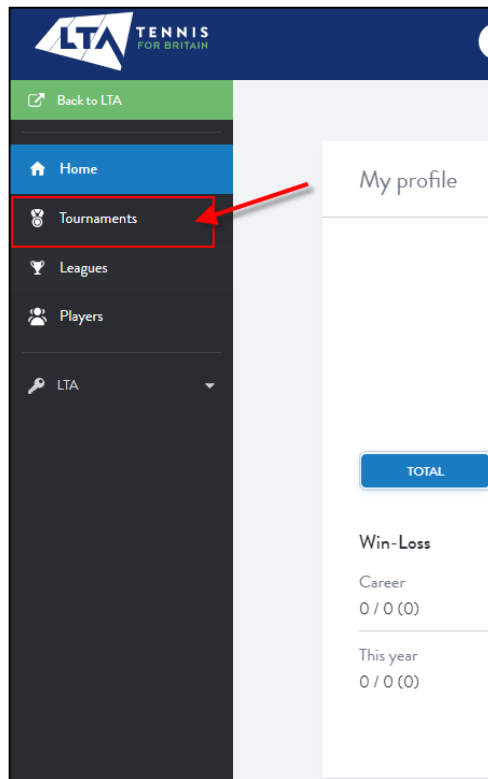
2 Select the LTA Member Login option and follow the steps outlined in the following [guide](#).



# FINDING A COMPETITION

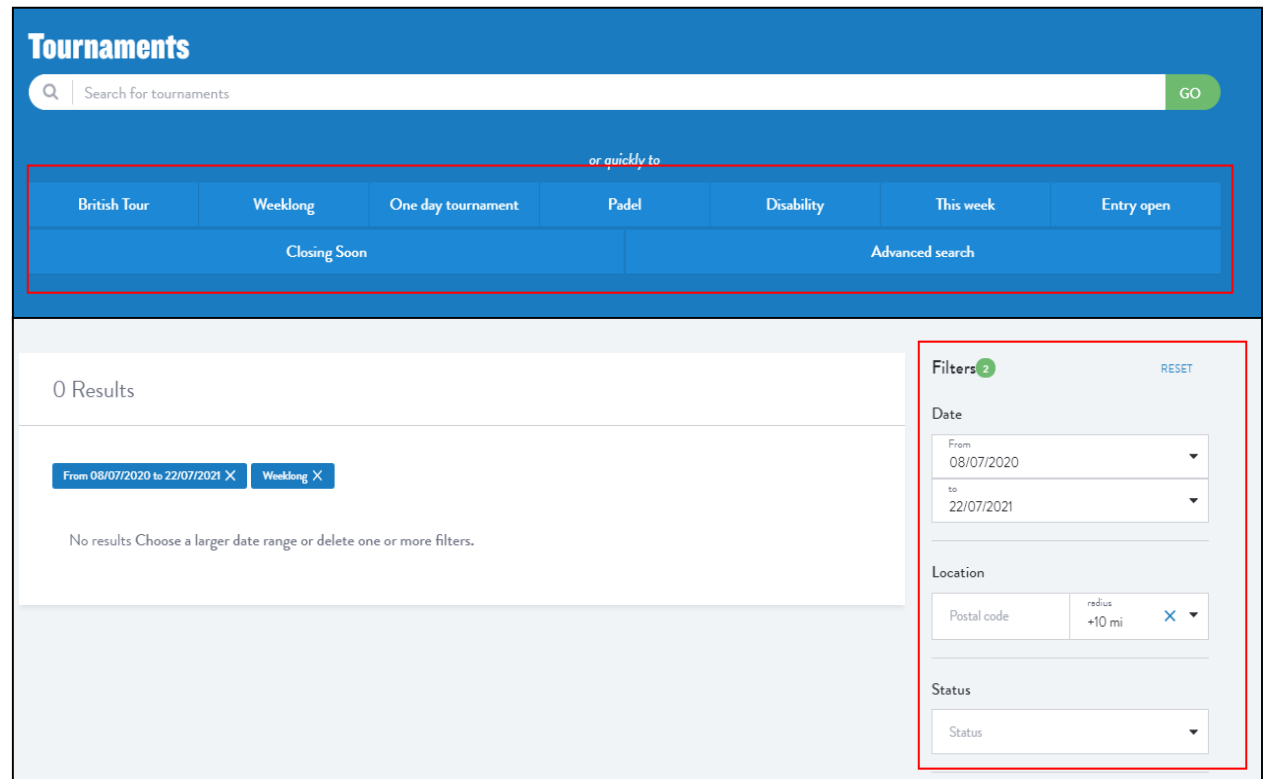
1

To see the list of all available competitions select **Tournaments** on the left hand side



2

Use the **Quick Search** options, **Search Bar** (by tournament name or tournament code) or the **Advanced Search** option to find competitions close to you



# FAVOURITES

1

Watchlisted competitions have been replaced by **Favourites**. In order to add a tournament onto your Favourites select the **Favourite** button on the top right hand side of the Overview page. Once selected the Favourite button will illuminate.

The screenshot shows the LTA website interface. At the top, there is a navigation bar with a search icon and a user profile icon labeled 'K1'. Below the navigation bar, the main content area displays a tournament overview for 'DO NOT ENTER - Test Competition 14/08'. The overview includes the LTA logo, the tournament title, last update information, location (National Tennis Centre), dates (18 Sep to 19 Sep), and tags (Matchplay, G7). A 'FAVOURITE' button with a heart icon is highlighted with a red box and a red arrow. Below the overview, there is a horizontal menu with tabs for Overview, Fact Sheet, Seeded Entries, Events, Draws, Matches, Players, Members, All draws, Admin, and More. A 'My favourites' section is visible, showing a list of tournaments. The first tournament is 'West Bridgford Tennis Club Junior Club Championships 2020' with a 'FAVOURITE' button highlighted by a red box and a red arrow. The second tournament is 'DO NOT ENTER - Test Competition 14/08' with a 'FAVOURITE' button highlighted by a red box and a red arrow. A sidebar menu on the right contains options: My Profile, Account Settings, Memberships, Code Violations, Messages, Entries, Head to Head, Favourites (highlighted with a red box and a red arrow), and Log Out.

2

To remove a Favourite select the **Favourite** button once again and it will be removed from the list.

# FACT SHEET

1

The Fact Sheet will provide you all key information of the tournament. It can be located next to the Overview page of the specific event. It includes tournament information, event details and regulations.

The screenshot shows the LTA website interface for a tournament. At the top, there is a blue header with the LTA logo, the tournament name 'DO NOT ENTER - Test Competition 14/08', and a 'FAVOURITE' button. Below the header, there is a navigation bar with tabs for 'Overview', 'Fact Sheet', 'Seeded Entries', 'Events', 'Draws', 'Matches', 'Players', 'Members', 'All draws', 'Admin', and 'More'. A red arrow points to the 'Fact Sheet' tab. Below the navigation bar, the 'Fact Sheet' section is visible, containing 'Tournament information' and 'Event Information' sections.

**DO NOT ENTER - Test Competition 14/08**  
Last update: 14 August 2020 13:12 (GMT +01:00)  
National Tennis Centre  
18 Sep to 19 Sep  
Matchplay G7

Overview Fact Sheet Seeded Entries Events Draws Matches Players Members All draws Admin More

Fact Sheet

**Tournament information**

Tournament name	DO NOT ENTER - Tes
Tournament number	SUR-20-0331
Tournament start date	18/09/2020
Tournament end date	19/09/2020

**Event Information** Womens Singles

Grade	Grade 7
Start date	18/09/2020
End date	19/09/2020
Closing deadline	16/08/2020 13:18
Withdrawal deadline	18/08/2020 13:18
OAG Priority	Yes
Consolation	Optional
Proposed Draw Size	8
Timings	10:00 start
Entry fee	£10.00
Draw Format	Elimination
Scoring Format	FAST 4

2

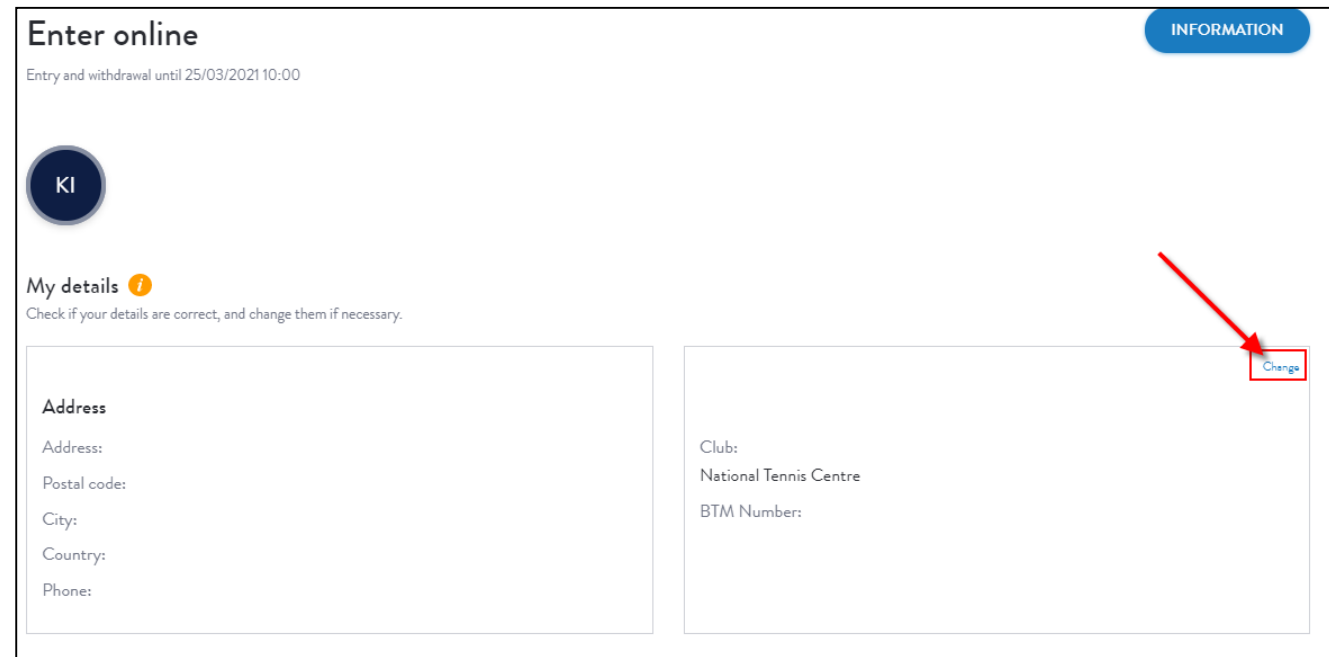
The *Event Information* section will provide useful information around the draw, scoring format and timing information

# ENTRY, BASKET, CHECKOUT & PAYMENT

- 1 Having selected the competition you wish to enter click the **Online Entry** button



- 2 To change the venue details for this specific entry select the **Change** option



# ENTRY, BASKET, CHECKOUT & PAYMENT

3

Select the events you would like to enter. Only events relevant to you will appear on the available events list based on your gender and date of birth

### Events

Events are filtered by your gender and date of birth

WS Entry open until 25/03/2021 Withdrawal until 27/03/2021	WD Entry open until 25/03/2021 Withdrawal until 27/03/2021	XD Entry open until 25/03/2021 Withdrawal until 27/03/2021
------------------------------------------------------------------	------------------------------------------------------------------	------------------------------------------------------------------

1 | Select event ▼

2 | Select event ▼

3 | Select event ▼

4

Leave any additional information for the Organiser on the bottom of the entry form and select **Submit**

### Additional Information

Additional Information

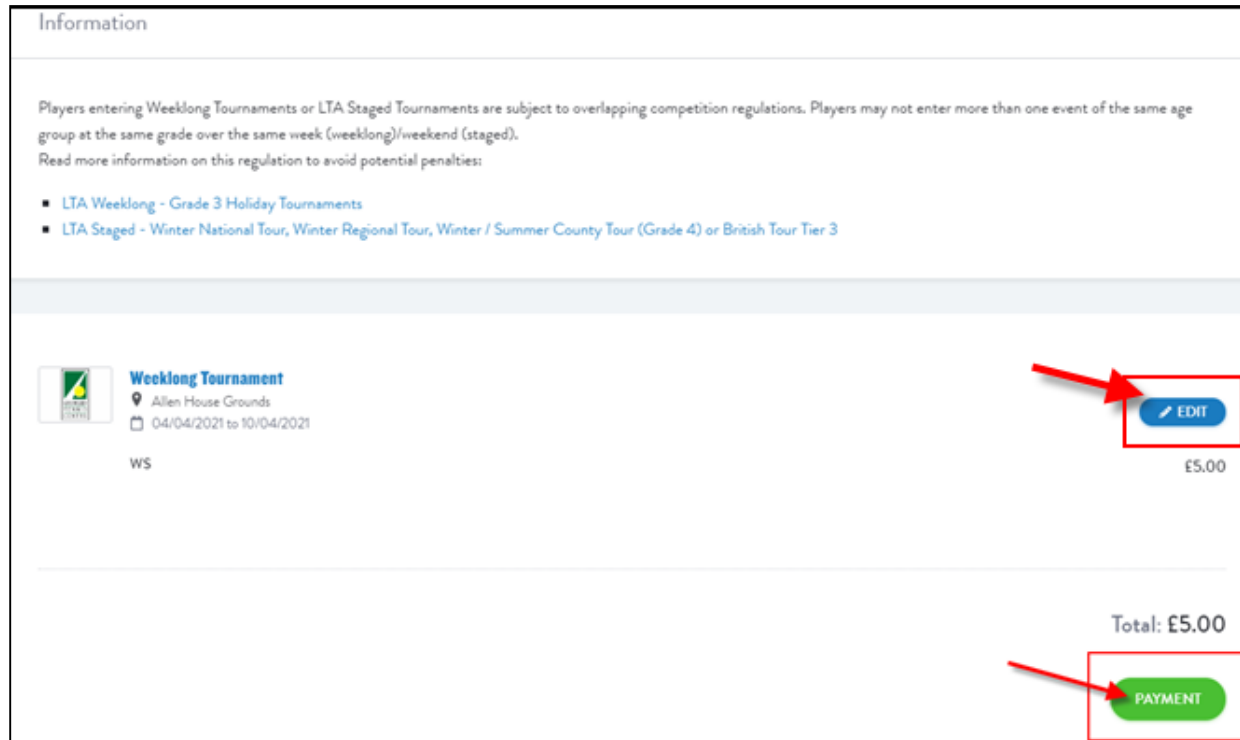
WITHDRAW

BACK **SUBMIT**

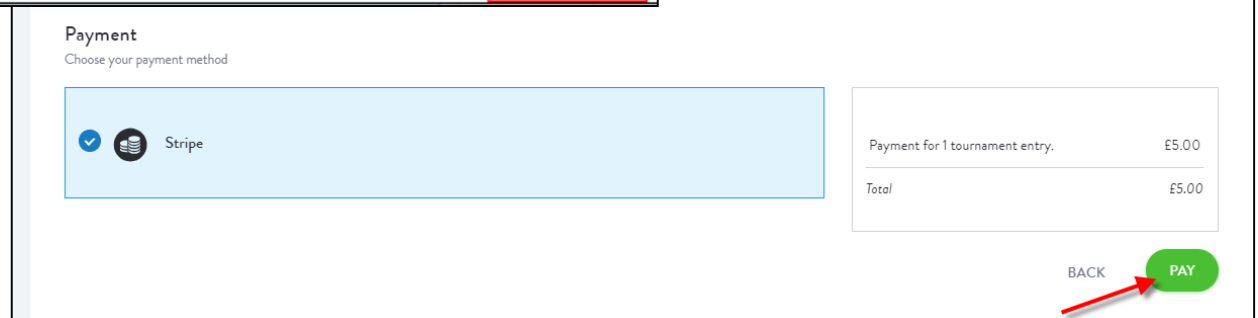


# ENTRY, BASKET, CHECKOUT & PAYMENT

5 Once you are happy with the events in your basket select **Payment** on the bottom of the screen. If you wish to go back and edit any details of the entry select the **Edit** option



6 Select **Pay** on the Checkout screen to proceed to Payment



# ENTRY, BASKET, CHECKOUT & PAYMENT

- 7 Fill in your email address and card details then select **Pay**.  
A confirmation message will appear.  
Select the *My Entries* option to see a summary / status of all your entries

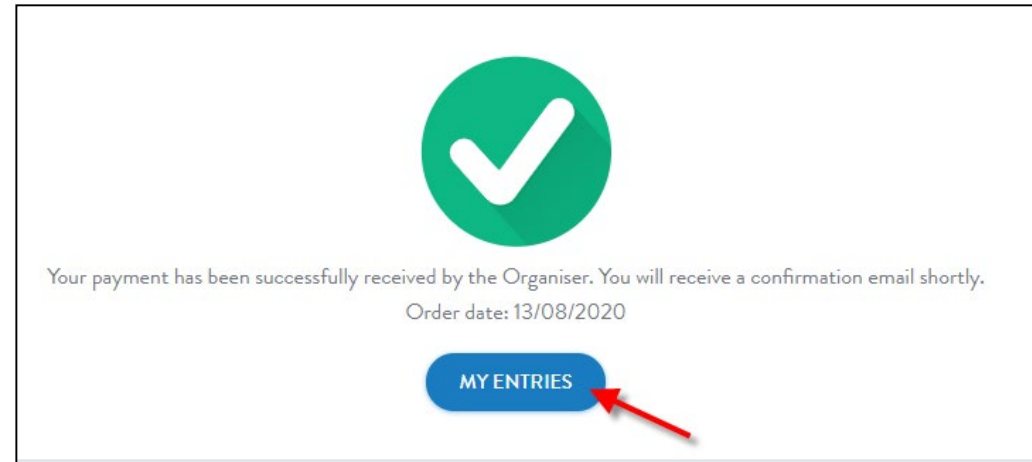
LTA  
Checkout (40184)

Email

Card number

MM / YY CVC

Pay £18.75



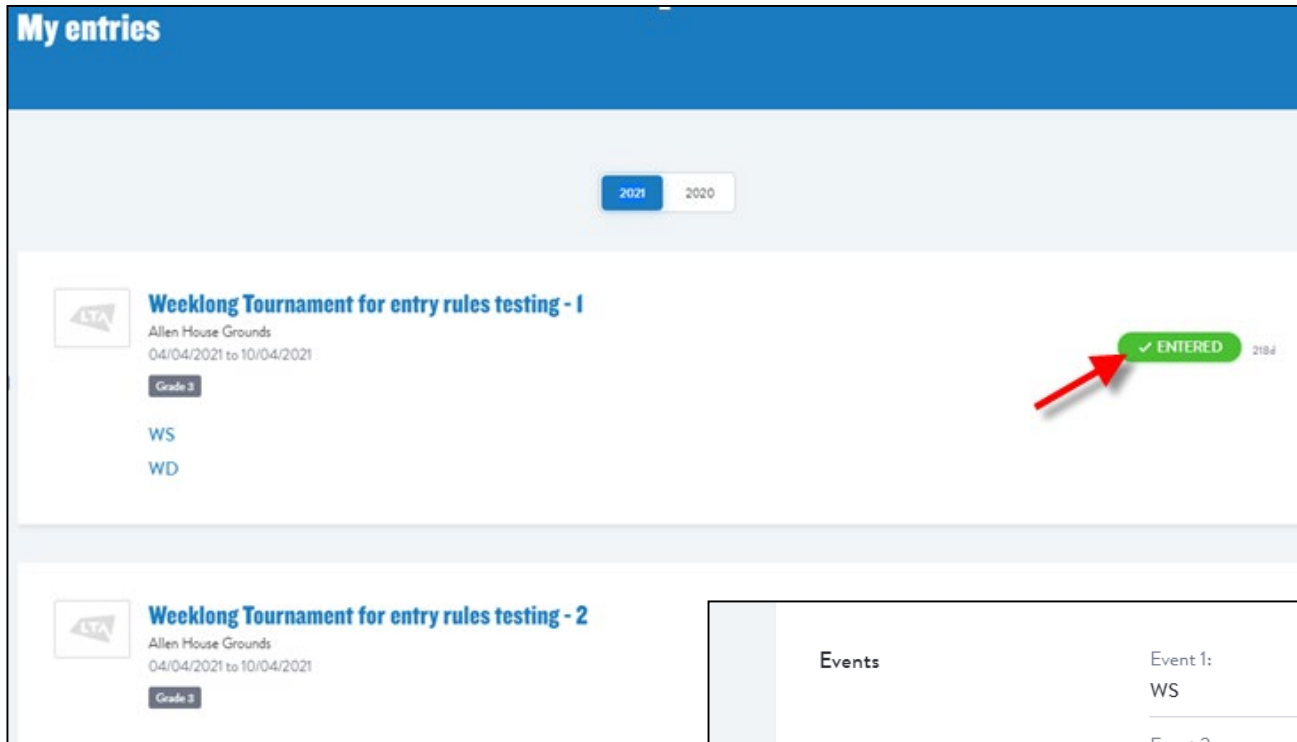
My entries

2021 2020

	<b>Weeklong Tournament for entry rules testing - 1</b> Allen House Grounds 04/04/2021 to 10/04/2021 Grade 3	✓ ENTERED 2184
	<b>Weeklong Tournament for entry rules testing - 2</b> Allen House Grounds 04/04/2021 to 10/04/2021 Grade 3	✗ WITHDRAWN 2184

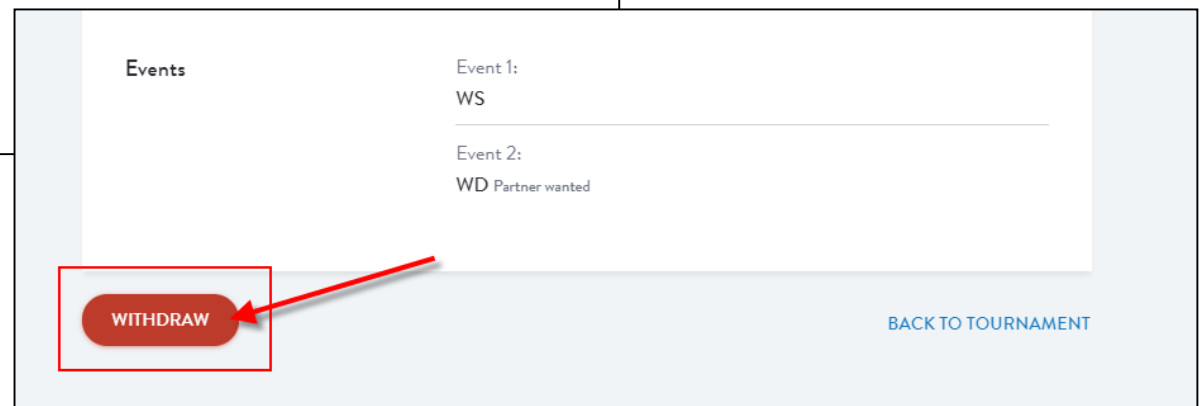
# EDITING AN ENTRY AND WITHDRAWING

1 To edit or withdraw an entry click on the **Entered status button** in your list of Entries



2 To withdraw the whole entry select the **Withdraw** option at the bottom of the screen.

**Please note that withdrawing from an event is subject to a 3.4%+40p admin fee.**



# EDITING AN ENTRY AND WITHDRAWING

3 To withdraw from only one event select the Edit option on the top of the page

My entry Entered  
Entry number: E2020070613721862

Personal

Name: \_\_\_\_\_

Birth date: \_\_\_\_\_

Gender: Female

Email: \_\_\_\_\_

EDIT

1	Select event WS £5.00	X		£5.00
2	Select event WD £2.50	X	Partner wanted	£2.50
3	Select event			

Additional Information ⓘ

Additional Information

WITHDRAW

BACK

**SUBMIT CHANGES**  
and go to basket

Total: £7.50

4 Select the x to remove the entry. Then select the Submit changes on the bottom. This will automatically issue the refund.

**Please note that withdrawing from an event is subject to a 3.4%+40p admin fee.**

# MESSAGES

1

Entries, withdrawals, payment & refund confirmations will generate emails to you which will be sent to the email address stored on your LTA membership profile. You will find a copy of these emails under the **Messages** tab.

The image shows a desktop email client interface on the left and a mobile app interface on the right. The email is from 'LTA - Tennis for Britain' with the subject 'Entry confirmation DO NOT ENTER - Test Competition 14/08'. The email content includes the LTA logo, a blue header 'Entry confirmation', and a 'VIEW ENTRY' button. The mobile app interface on the right shows a navigation menu with options: My Profile, Account Settings, Memberships, Code Violations, Messages (highlighted with a red box and a '7' notification badge), Entries, Head to Head, Favourites, and Log Out.