

League Planner

User Manual



Further support is available online at
www.LTA.org.uk/LeaguePlanner



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Welcome

League Planner is a tool provided by the Visual Reality to the Lawn Tennis Association to aid League Organisers across Great Britain in the administration of leagues. We hope this user guide will provide guidance to new league organisers and refresh existing league organisers in setting up their leagues. The Competition Support team have highlighted tips and important information throughout the guide and hope you find it useful.

Using this guide

Those parts in of this user guide in **red** are mandatory to complete whereas the parts in **black** are optional.

Important parts of the guide are highlighted in red boxes:

IMPORTANT:

Whilst tips are highlight in blue boxes:

TIP:

Further support?

Further support is available from the British Tennis Services Team who can be contacted on 020 8487 7000 or by emailing info@lta.org.uk.

Getting Started

Obtaining your League Planner Licence

In order to use League Planner you will need a League Planner licence and have the up to date version of League Planner installed on your computer. Both expire annually and licences are renewed in January each year although you can apply for one at any time. To be eligible for a League Planner licence you must have:

- A valid DBS (Disclosure and Barring Service) disclosure (formerly CRB) issued within the last 3 years.
- Completed a Data Protection Agreement Form. Please note you only need complete this once.

Having met these two requirements you can apply for a League Planner licence by going onto the LTA website www.LTA.org.uk/LeaguePlanner and by selecting the link to Apply for a LP licence.

Licences are processed within 5 working days provided the requirements are met. Your licence will be sent by email as an attachment. When it arrives, save it to your computer but do not open it.



League Planner

League Planner (LP) is an online software programme designed to plan and manage league competitions. LP provides a step by step approach to setting up and delivering leagues and results can be viewed online.

Before using League Planner

1. Ensure you have a valid DBS (Disclosure and Barring Service) disclosure (formerly CRB)*
2. Download and complete a [Data Protection Form](#) (if you have done this previously you do not need to do so again)
3. [Apply for an LP licence](#) (licences expire after one year and have to be re-applied for)

Installing League Planner

Once you have been emailed your League Planner licence click on the link within the message to download the software.

Alternatively log onto the LTA website www.LTA.org.uk/LeaguePlanner and select the Download LP link.

Further information on how to install the software can be found [here](#).

Download League Planner

The LP software is continually being developed so it is important to check that you are using the latest version. Each version number can be released multiple times with new features so you need to check the release date and not just the version number.

See the new features before updating.

Latest version	Release date	Version number
Download LP	January 2013	2013.1

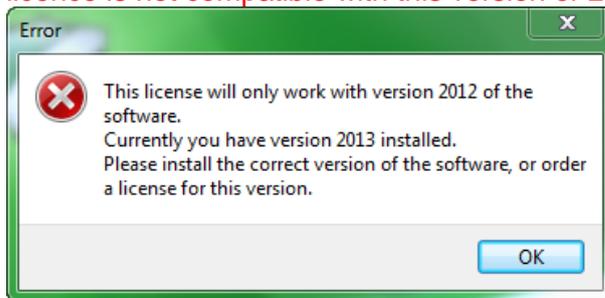
▸ [Read the instructions on how to install the software](#)

Registering your licence with League Planner

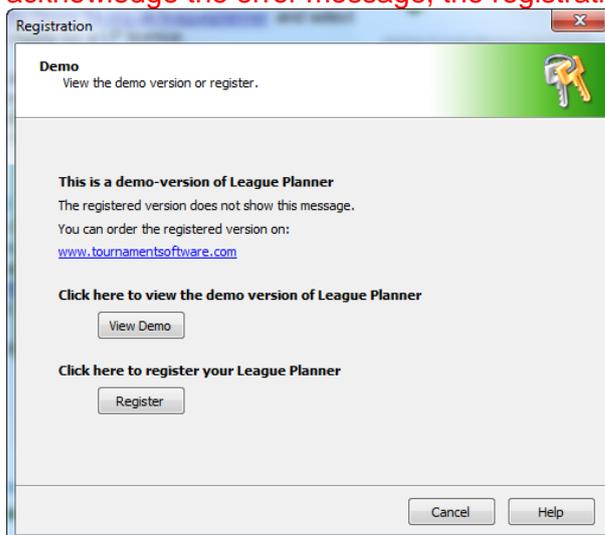
TIP: A step by step video is available to support users update their League Planner licence. This video is available online at www.LTA.org.uk/LeaguePlanner.

To register your licence:

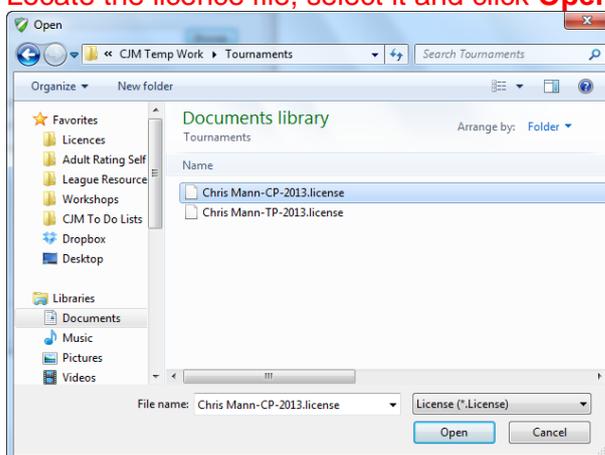
1. Open League Planner on your computer.
2. If you have had League Planner in previous years an error screen will appear showing the licence is not compatible with this version of League Planner. Click **OK**.



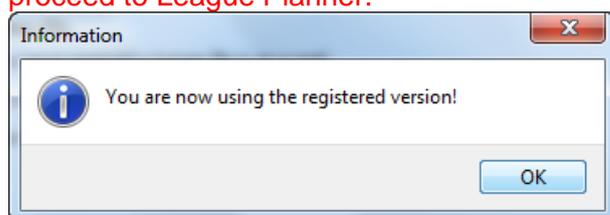
3. If this is the first time you are installing League Planner or, you have clicked OK to acknowledge the error message, the registration screen will appear. Click **Register**



4. Locate the licence file, select it and click **Open**



5. League Planner will confirm you have successfully registered your licence. Click **OK** to proceed to League Planner.



Applying for your league

In order to have your league set up on the LTA database you will need to complete the League Application Form which is available on the League Planner page of the LTA website: www.LTA.org.uk/LeaguePlanner.

Please complete the information required and, once finished, click the submit button at the bottom of the form.

A screenshot of the "League Application Form" with a torn paper edge effect. The form includes a "For Official Use" checkbox, a "League Application Form" title, and instructions. It features sections for "League Contacts" with fields for "Have you used League Planner before?", "League name", "County league affiliated to (specify county)", "Will you be submitting results for AEGON British Tennis Rankings?", "League Start Date", "League End Date", and "Entry Closing Date". There are also sections for "Entry Secretary" and "League Organiser" with fields for "Name" and "BDM No".

Your league application will be processed within 10 working days by LTA Competition Support.

Once set up on the LTA database you will receive an email confirming the LTA Tournament Code and other important information. We would urge you to read this email carefully prior to setting up your league.

Upon receipt you'll be able to set up your league by connecting to the LTA database.

Creating your new league

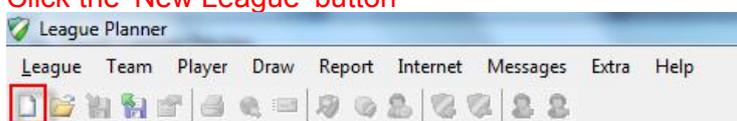
The league creation section is critical to the success of your league. Please ensure you follow the steps in this section to ensure the leagues success.

TIP: A short video is available to support league organisers in setting up their league and configuring the league properties in League Planner. This video is available online at www.LTA.org.uk/LeaguePlanner.

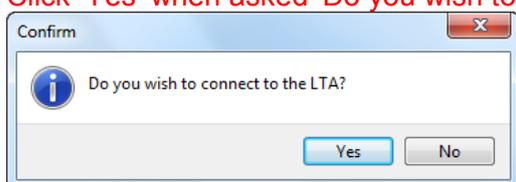
Creating a new league connecting to the LTA database

This process will download much of the essential information into your League Planner file as well as allowing the results to be automatically loaded and count towards player ratings/rankings. The League (including its 'events') must be set up in the LTA database before you start creating your league.

1. Click the 'New League' button



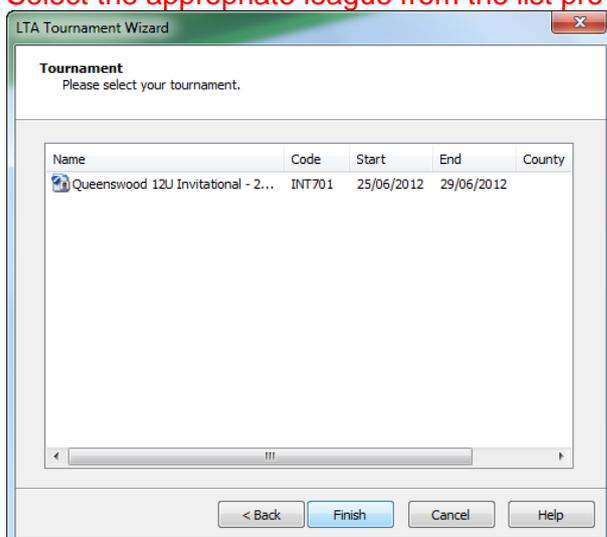
2. Click 'Yes' when asked 'Do you wish to connect to the LTA?'



3. Enter your username and password and click the next button

Your username and password are the same as you use to login to the British Tennis Members' Area on the LTA website. If you don't have a username and password, or have forgotten them, you can re-create by visiting <https://www2.lta.org.uk/Login/>

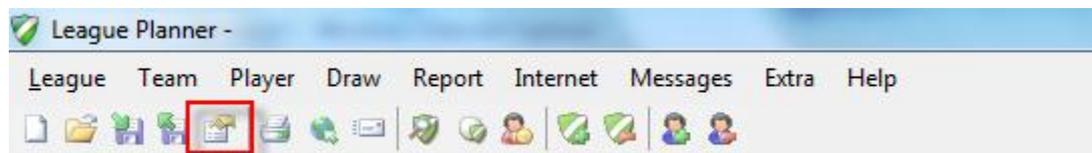
4. Select the appropriate league from the list provided and click 'Finish'



5. Name and save the file to your computer
6. Your new file will open and the league properties screen will be in appear for you to continue setting up your league.

Configure the League Properties

The key information about your league is held in the League Properties. This section will open automatically when you create a new LP file. You can also access by clicking on the League Properties button in the main toolbar.



The more information you enter in League Properties the more efficiently your league will run. It's important to remember that, even if you connected to the LTA database when creating your league, only the Name, Tournament Number, Events and Days will be populated; you will still need to fill in data on the tabs.

Enter all of the appropriate information required for your competition.

TIP: A short video is available to support league organisers in setting up their league and configuring the league properties in League Planner. This video is available online at www.LTA.org.uk/LeaguePlanner.

Info

- **League Name** - enter name of the league
- **Tournament Number** - this is the league code allocated by the LTA; it will contain an abbreviated county prefix.
- **League Organiser, Phone and Email** - enter organiser details
NB. When you publish, this is the name that will be displayed on the website.
- **Referee** - the name of the referee
- **Logo** - use the browse button to add a logo (e.g. sponsor). This logo will show on printed reports from League Planner but not on lta.tournamentsoftware.com. See page 6 of the Online League Management to add a logo to lta.tournamentsoftware.com

Address

If you run a central venue league enter the address. Any detail you add in this section will appear on the website when you publish your league.

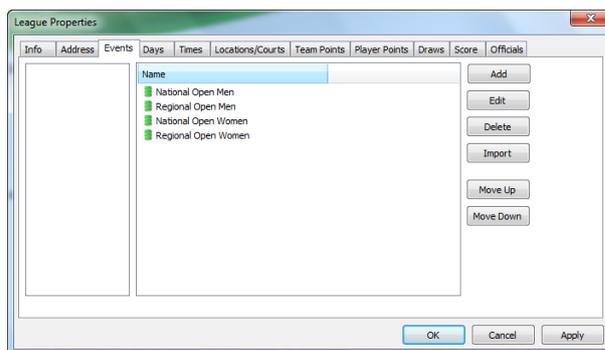
NB. City and Country are mandatory as they provide a Google map when the league is published to show the location of your league venue/s.

Events

By **Connecting to the LTA** your events will already be populated. You cannot add new events but you can edit events (contact competitionsupport@LTA.org.uk with any issues).

Adding and Deleting Events:

You cannot add or delete events. This is to ensure the results loading process works properly.



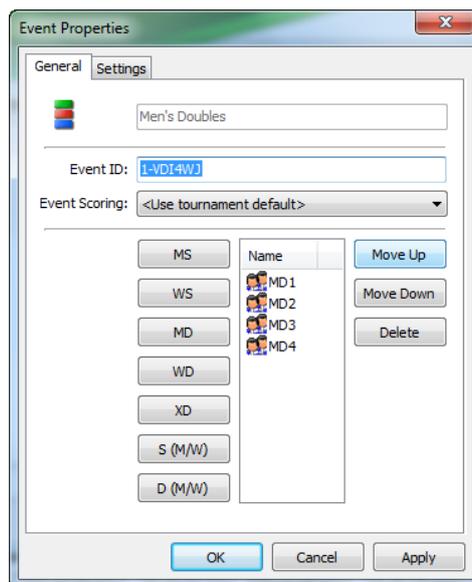
Edit Events:

You will need to use the **Edit** function.

1. Click on the event and click on **Edit**
2. In **Event Properties** do not edit the **Event ID**, this field allows the event to be loaded. You can ignore **Event Scoring** for the time being. You will be required to return to **Event Scoring** at a later stage.
3. Add the **rubbers** that will be played in each fixture with this event (e.g. if you play 4 men's doubles rubbers click MD four times).

MS	Male singles
WS	Female singles
MD	Male Doubles
WD	Female Doubles
XD	Mixed Doubles
S (M/W)	Mixed Singles (for 8U, 9U & 10U mixed player events)
D (M/W)	Mixed Doubles (for 8U, 9U & 10U mixed player events)

4. Click **Settings** to ensure **Gender** and **Type** are correct. Ignore **Level**, **Min age** and **Max age** they are not required. You should add the entry fee if you are using online entry
5. Click **Apply** then **OK**

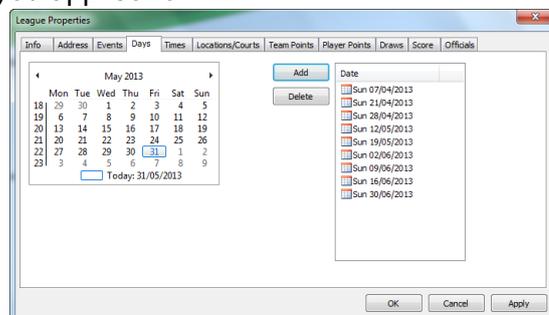


Days

The days will already have been added based on what you applied for.

You can add and delete days from the league. If you are going to publish your league to the internet only the days on which you schedule matches will be shown so there is no need to delete all the days you do not require.

To add a day, click the arrows to change the month and year, then select the day from the calendar. Click **Add** to save your choice.

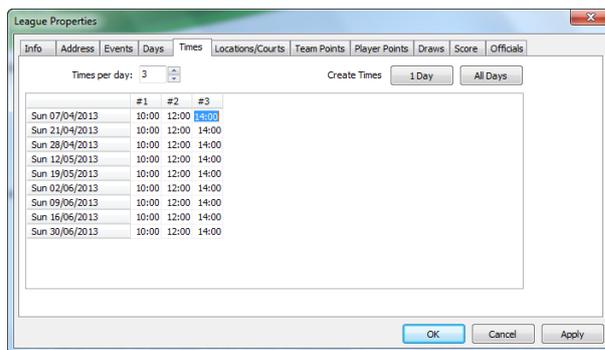


To delete a day, select the day in the right hand part of the screen under **Date** and click **Delete**. Days can only be deleted if there are no matches scheduled for that day.

Times

Select the number of playing times per day using the up and down arrows in **Times per day**

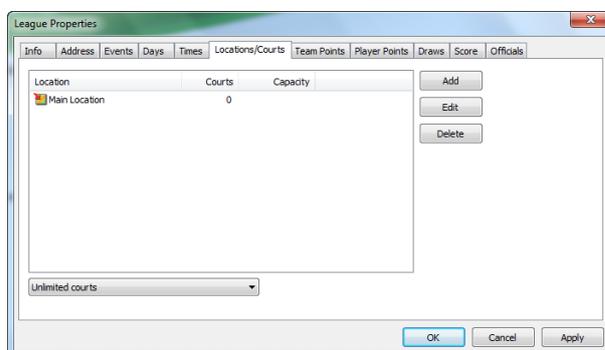
Use the **Create** functions to enter times and intervals for your tournament. The **1 day** option allows you to create the times and intervals for individual days and the **All Days** option will set the times and intervals for every day of the league.



You can increase the **Times per day** and add additional time slots at any time. NB you need to specify a location (see next section) or specify **unlimited courts** if you wish the times set to be recorded in your file. If you fail to do this the times will disappear on closing the file.

Locations/Courts

If you don't want to use all the scheduling features of League Planner (i.e. notifications of when you have run out of courts at a club) then you don't need to add all your locations and courts. Instead edit the **Main location** by highlighting it and clicking **Edit**. Then click the **Available Courts** tab and select **Unlimited courts**. This will allow you to schedule your league without restrictions, however you will not be notified of court clashes.



Follow these instructions to add locations and courts to use the full functions in this area.

1. Use the **Add** button on the right hand side of the screen to add new locations. NB. A default location will always be present
2. Enter the name of your location e.g. The National Tennis Centre
3. Add courts to your location by clicking the **Add** button in the **Location** properties. Enter the court name or number and click **OK**. Repeat this process until you have added all the required courts.
4. Back on the **Location properties** screen add an address to the location (optional)
5. Click on the **Available Courts** tab to either:
 - Specify available courts manually; calculate from availability per court, or use unlimited courts
 - Specifying available courts manually allows you to enter the number of courts that are available per day at this particular location. Each cell represents one time slot which you allocated in the **Times** tab. You can use the **This Day** button to copy a number of courts across all time slots on one day and the **All Days** button to copy a number of courts across all time slots on all days. NB. Available courts = the number of courts you have added to the location you are working in.

- Calculate from availability per court means that the programme will analyse how many courts you have at each venue when you are scheduling and will stop you scheduling matches when no courts are available.
- If you select **Unlimited Courts** you will be able to schedule without League Planner checking the court availability at all.

Team Points

This section details how the league table is to be calculated so you will need to have a clear understanding of your league rules.

Please Note: A Match is defined as Team V Team (e.g. Putney V Roehampton)
A Rubber is defined as Player V Player (e.g. Nadal V Murray)

The 'scoring' drop down list provides you with 5 options of different team points scoring options.



LTA League Rules determines final positions based on the number of matches won, followed by number of rubbers won, head to head, percentage of sets won and finally percentage of games won. LTA league rules award 2 match points for a win and 1 for a draw. It completes the above standings calculation for you and is the recommended format.

Points per Match and **Sum of Points** allow you to dictate the way in which the final standings in your league will be determined.

Points per Match – As it says, this option awards points per match. The 'Points' column in the standings calculation will show only the points awarded for winning the match. The 'Matches' column will record the number of matches won and lost. Bonus points can still be awarded (and will appear in the 'Matches' column).

Points Per Match

Match won	2
Match draw	1
Match lost	0

Sum of Points – this option does not award points for winning the match but adds up the rubber points awarded for winning or drawing rubbers.

E.g. if your league awards 4 points for winning a rubber and 2 for a draw and a team wins 2 rubbers and draws 2 rubbers the 'sum of points' option would award 12 points to the winner and 4 to the loser.

In your Standings table the total points won will appear in the 'Points' column and the match result (i.e. points won/lost) will appear in the 'Matches' column.

Standings	Pl.	Won	Drw	Lst	Pts	Matches	Sets	5%	Games	G%
1 MOOR PARK 1	0	0	0	0	0	0-0	0-0	0.00	0-0	0.00
1 TOWNSEND 1	0	0	0	0	0	0-0	0-0	0.00	0-0	0.00
.....	-	-	-	-	-	-	-	-	-	-

You can add bonus points for winning/drawing/losing the match by using the bonus points section.

These points will be added to the team score in the **Points** column but not to the **Matches** column.

By using Points per Match and Sum of Points you will need to dictate your select criteria for determining the final positions in your league in the **Standing Calculations** area of Team Points.

To determine your standings:

1. Select the rules you wish to use
2. Order the rules you have chosen by highlighting them and using the **Move Up** or **Move Down** buttons to create your priority order.

When you have finished your selected options should all be at the top of the list in the order in which you want them to apply. Click **Apply**.

Standing Calculations Definitions:

Standing	Definition
Match Points	total number of points awarded to each team for winning/drawing a match across the season
Team Matches Won	number of wins for each team (1 point issued per win). NB This could be the same as match points but will not be if your league permits draws.
Rubber Points	total number of points awarded for rubbers won by a team's players (linked to player points)
Rubbers Won	total number of rubber wins for each team (1 point issued per win). NB this is not always the same as percentage of rubbers won/lost as it does not allow for matches to be unfinished (i.e. some teams may have played fewer rubbers than others - there is no option to deal with this situation).
Set percentage	compares the number of sets won and lost.
Game percentage	compares the number of games won and lost.
Do not use results of retired players	nullifies <u>all</u> results recorded against a player who has retired from the league, round robin etc
Head to Head	looks at the result between two teams to split teams who are tied in the league table

The following options are unlikely to be of use –

Standing	Definition
Sets Difference	the difference between sets won and lost. This does not always produce the same result as set percentage. For example, Team A plays 48 sets and wins 33, the set difference is 15, the set percentage is 68.75%, team B plays 54 sets and wins 39, the set difference is also 15 but the set percentage is 72.22%.
Games Difference	the difference between games won and games lost
Games for	the total number of games won by a team across all fixtures
Sets for	the total number of sets won by a team across all fixtures
'Relative options'	the theory is the same as per the descriptions above however it only compares the teams who are tied

Please Note: To make **Bonus Points** effective you need to select **Rubber Points** in the standings calculations.

Bonus Points Matches

To add bonus points to the Point Column in your final standings select the number of points you wish to add for winning, drawing or losing.

Bonus Points

Match won ▲ ▼

Match draw ▲ ▼

Match lost ▲ ▼

Bonus Points Rubbers

To add bonus point to rubber go to bonus points rubbers and select the number of rubber points you wish to add for winning, drawing or losing.

Bonus Points - Rubbers

Rubber won ▲ ▼

Rubber draw ▲ ▼

Rubber Lost ▲ ▼

If your league is not using online results and you wish to change your settings you can do so at any stage and amendments will be applied across your leagues, to both recorded and future results. If your league is using online results it is still possible to make changes but you will need to refer to the online league management manual to find out how to do this. Contact competitionsupport@lta.org.uk

Shootout

To add a tiebreak shootout when the rubbers score is tied tick 'Enable Shootout'. Adjust the **Winner Bonus** points value to the number of extra points you will award.

Shootout

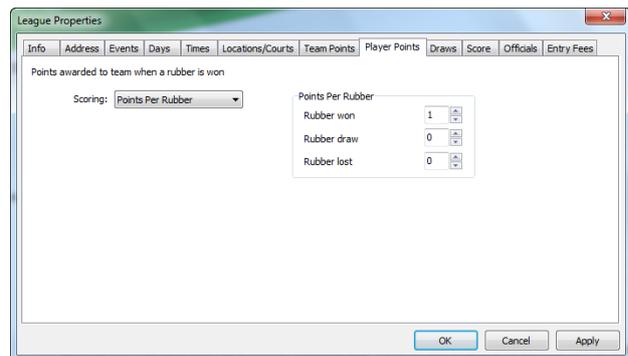
Enable shootout

Winner Bonus ▲ ▼

Player Points

Player points are the points awarded for each rubber (Player A (Nadal) V Player B (Murray)) played.

Click on the **Scoring** drop down list and select one of the 3 options from the drop down list.



Player Points Definitions

Standing	Definition
Points Per Rubber	allows you to choose the number of points to issue teams for a rubber win, loss or draw
Points Per Set	allows you to issue points for each set won, lost or drawn
Points Per Game	adds the games won by all the players in each team (used for mini tennis)

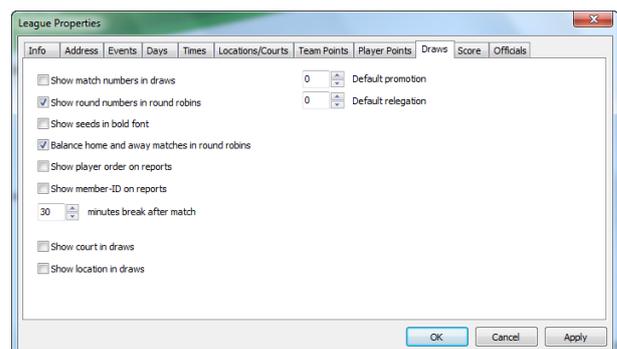
Allocate the number of points that will be awarded for each rubber dependant on the result.

Click **Apply**

Draws

The draws tab provides a number of options to help set up your draws. Tick the box to select the draw options you require

Click **Apply**

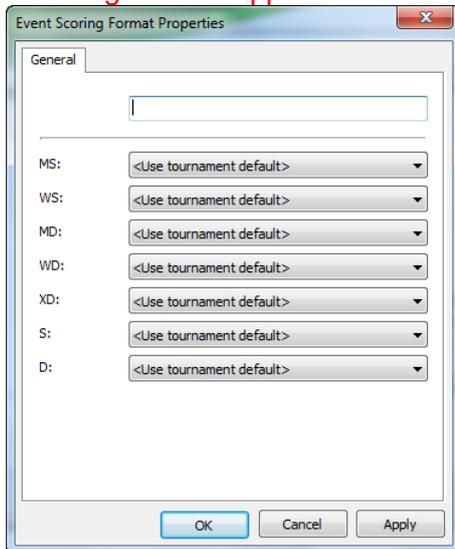


TIP: It is advisable to select **Balance home and away in round robins** to balance the fixtures and **Show round numbers in round robins**

Score

You can set score settings per event which enables you to have multiple events with different scoring formats.

To create a scoring format per event, click on the 'Add' button nearest to Event Scoring and the following box will appear.



In the title text field put the name of the event and then, for each match, select the relevant scoring format from the drop down menu. Once you are finished click 'OK'.

You will then need to link the scoring format to the event in the 'Event tab'. Click on the 'Event' to which you want to allocate the scoring format. Click 'Edit' then click on the 'Event Scoring' arrow and select from the list. Click 'OK'.

Officials

Click Add and complete the required details.

Accepting and processing entries

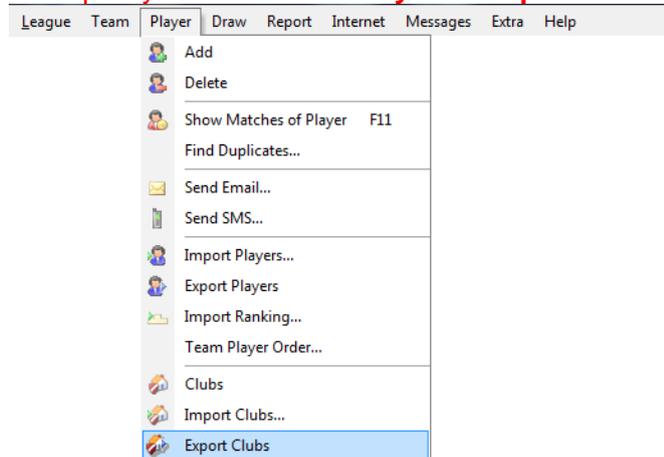
League Planner offers an export and import facility to efficiently enter data into your league. It is possible to export the clubs, teams and players from your previous season's league, make amendments to the data in spreadsheet form and then import this into your new league. Likewise for new leagues it is possible to enter the data directly into a spreadsheet and import it into League Planner.

TIP: A step by step video to help League Organisers with importing their clubs, teams and players into League Planner. Template spreadsheets which facilitate the importing process are also available. Both these resources are available online at www.LTA.org.uk/LeaguePlanner.

Exporting from your previous season's league

Export Clubs

To export your clubs click **Player** → **Export Clubs** and save the spreadsheet to your computer.



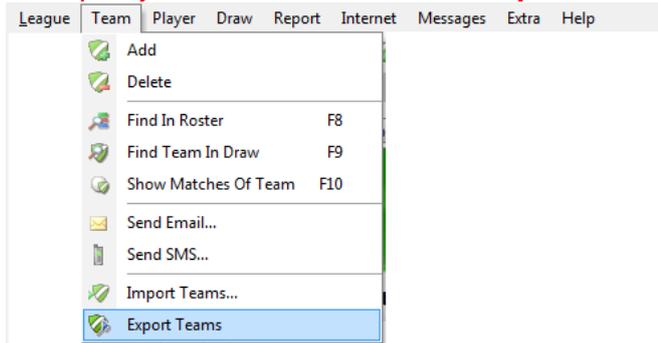
You can then add, edit or delete clubs ready to import into your new league. Please note the Club ID field should be the club's Place to Play registration number. If you do not have this please contact your local county office: <http://www.lta.org.uk/in-your-area/>

Your clubs spreadsheet should look like this:

	A	B	C
1	Club ID	Club	
2	SUR099	Putney Lawn Tennis Club	
3	LAN426	Bamford Tennis Club	
4	BED006	Dunstable Tennis Club	
5	SUR163	Sutton Tennis Academy	
6	DOR015	Southbourne Tennis Club	
7	WAR009	The Edgbaston Priory Club	
8	LIN040	Tennis Buddies	
9	H&W035	Manor Park	
10	SUS063	Southdown Sports Club	
11	SUR094	Pit Farm (Guildford) Lta	
12	STA047	Stourbridge Lawn Tennis & Squash Club	
13			
14			
15			

Export Teams

To export your teams click **Team** → **Export Teams** and save the spreadsheet to your computer.



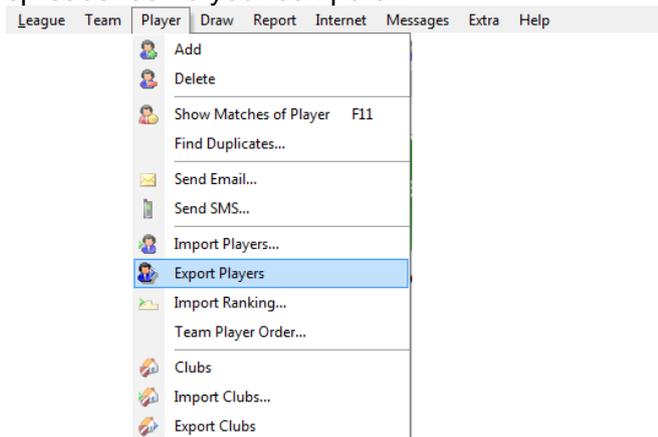
You can then add, edit or delete teams ready to import into your new league. Please note that if a club has two teams in one division these should be entered on separate lines and have separate Team IDs. You can add a suffix to the Places to Play registration number, say SUR099B12, for the 12U Boys' team. This gives each team a unique identity.

Your teams' spreadsheet should look like this:

	A	B	C	D	E	F	G	H	I
1	Club-ID	Club	Team-ID	Team	Event	Contact	Postalcode	PhoneHome	Email
2	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys	12U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
3	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys	14U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
4	SUR099	Putney Lawn Tennis Club	SUR099B16	Putney 16U Boys	16U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
5	SUR099	Putney Lawn Tennis Club	SUR099G14	Putney 14U Girls	14U Girl	Chris Mann		020 8487 7000	info@lta.org.uk
6	LAN426	Bamford Tennis Club	LAN426B12	Bamford 12U Boys	12U Boy	Chris Mann		020 8487 7000	info@lta.org.uk
7									
8									
9									
10									

Export Players (optional)

If the previous league hasn't been managed online and players have been entered into the League Planner file you can export your players by clicking **Player** → **Export Players** and save the spreadsheet to your computer.



You can then add, edit or delete players ready to import into your new league. Please note the Club-ID, Club Name, Team-ID and Team Name must match the data previously entered. If a player were to be representing Putney's 12U and 14U Boys' teams he would need to appear twice (once for each team) as can be seen in the example below with Oscar White on lines 2 and 7.

	A	B	C	D	E	F	G	H
1	MemberID	Name	Firstname	Gen	Club-ID	Club	Team-ID	Team
2	104969673	White	Oscar	M	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys
3	105758016	Forrester	Nikita	M	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys
4	104559486	Thesiger	Ben	M	SUR099	Putney Lawn Tennis Club	SUR099B12	Putney 12U Boys
5	104609253	Hill	Spencer	M	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys
6	104590222	Miller-Cheevers	Joey	M	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys
7	104969673	White	Oscar	M	SUR099	Putney Lawn Tennis Club	SUR099B14	Putney 14U Boys
8								
9								

It is also possible to export the players from Tournament Software from the previous season's league by logging onto the online league management area of the website. Click **Admin** → **Export Player and team** and using the **XLSX** link download/save the spreadsheet to your computer.

Aegon Team Tennis National/Regional Open 2013
 Last updated: 03 June 2013 10:58

Organization / Draws / My matches / Matches / Comments / Change log / Clubs / Teams / Locations / Find / Members / Regulations / All draws / **Admin** / Reports / Statistics / Online entries

Tournament ID: 81314
 Tournament Code: C9A2618D-7138-4C6E-8CE3-90327DC6FAD9

Players

- Export players (XLSX, CSV)
- Import players
- Merge players
- Change member ID's
- Import team player position
- Import team player position (ranking based)
- Export player and team **XLSX** (CSV)
- Export Players played for other team (XLSX, CSV)
- Export OrganizationPlayers (XLSX, CSV)

Email Notifications

- Change Email notifications
- Export accounts (XLSX, CSV)
- Import accounts
- Export draws (XLSX, CSV)
- Import draws

Logins

- Export users (XLSX, CSV)
- Import users
- Generate club logins

Matches

- Export matches (XLSX, CSV)
- Import match dates
- Import match results
- Export Rubbers (CSV)
- Import Rubbers
- Export results xml

Tournament

- Fixtures
- Edit event match types

You will need to copy and paste the data onto the Player import spreadsheet which can be found in the templates available on the League Planner page of the LTA website. You will need to add Club IDs, Club Names and Team IDs to each record.

As with the above please note the Club-ID, Club Name, Team-ID and Team Name must match the data previously entered. If a player were to be representing Putney's 12U and 14U Boys' teams he would need to appear twice (once for each team) as can be seen in the example below with Oscar White showing on lines 2 and 7.

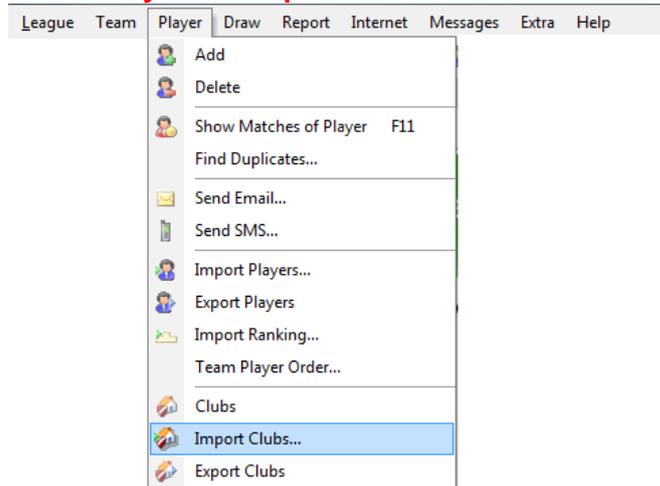
Importing into your new league

When importing your spreadsheets into your new League Planner file the following order must be followed:

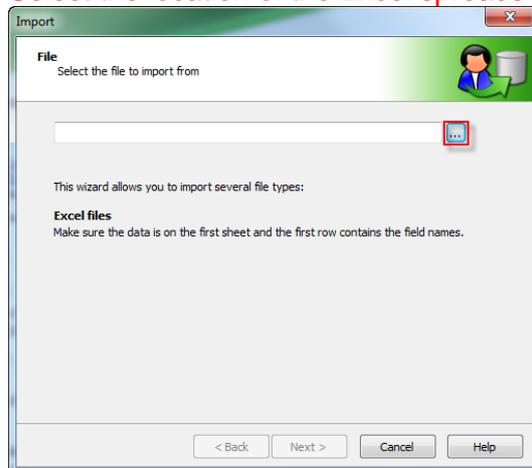
1. Clubs
2. Teams
3. Players (optional)

Importing Clubs

1. **Select Players → Import Clubs**



2. **Select the location of the Excel spreadsheet. Click Next.**



- The fields should match automatically, if they don't please select the field from the drop down list. Click **Next**.

- A list of all the clubs that are being imported will be shown. Click **Finish**.

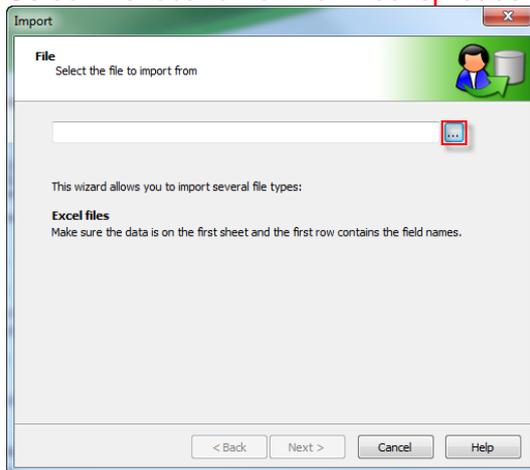
ID	Name	District
SUR099	Putney Lawn Tennis Club	
LAN426	Bamford Tennis Club	
BED006	Dunstable Tennis Club	
SUR163	Sutton Tennis Academy	
DOR015	Southbourne Tennis Club	
WAR009	The Edgbaston Priory Club	
LIND40	Tennis Buddies	
H&W035	Manor Park	
SUS063	Southdown Sports Club	
SUR094	Pit Farm (Guildford) Lta	
STA047	Stourbridge Lawn Tennis & Squash ...	

- League Planner will then ask you if you wish for the clubs to be imported. Click **Yes**.
- League Planner will then tell you the clubs have been imported. Click **Close**.

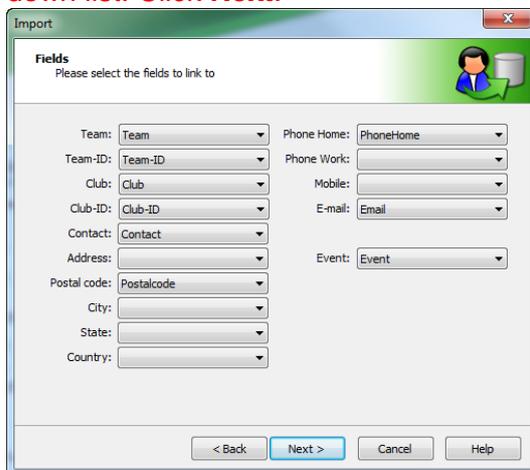
Importing Teams

- Select Teams → Import Teams

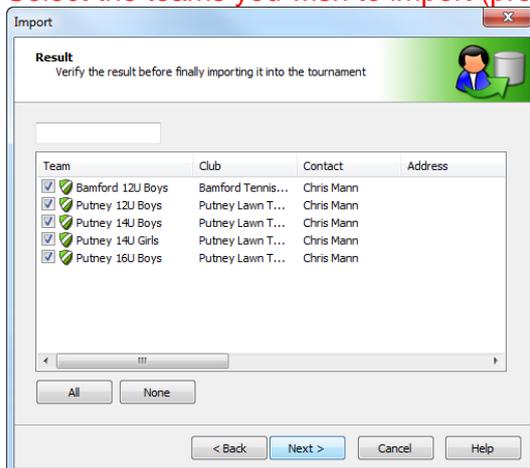
2. Select the location of the Excel spreadsheet. Click **Next**.



3. The fields should match automatically, if they don't please select the field from the drop down list. Click **Next**.



4. Select the teams you wish to import (probably all). Click **Next**.

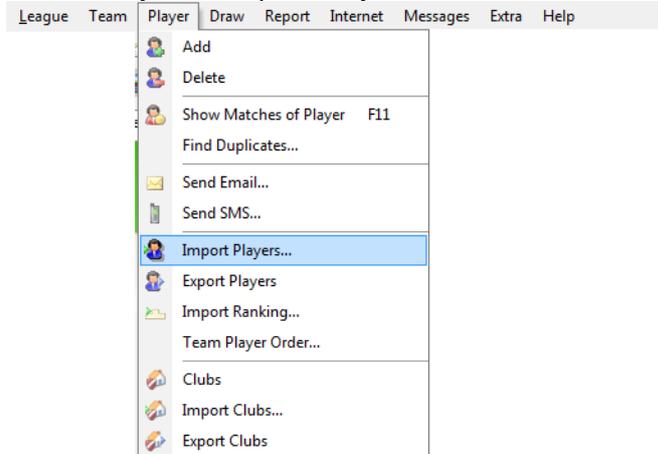


5. Ignore the events screen as you have already specified which events they wish to enter in your spreadsheet. Click **Finish**.

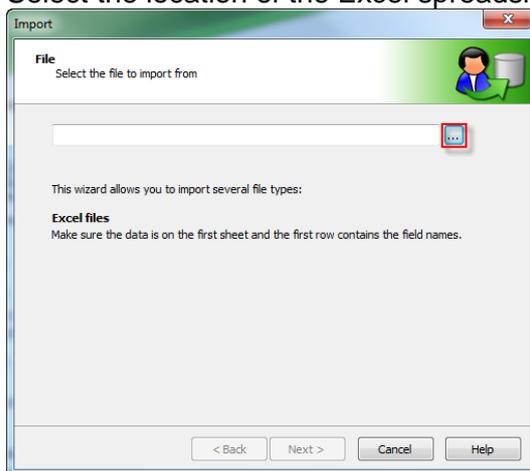
6. The system will ask you to confirm that you are happy to enter the teams without assigning them an event. Click **Yes**.
7. League Planner will then tell you the teams have been imported. Click **Close**.

Importing Players

1. Select Player → Import Players



2. Select the location of the Excel spreadsheet. Click **Next**.



- The fields should match automatically, if they don't please select the field from the drop down list. Click **Next**.

Import

Fields
Please select the fields to link to

Member ID: MemberID
Name: Name
First name: Firstname
Middle name:
Gender: Gender
Club: Club
Club-ID: Club-ID
Country:
Date of birth:
Email:

Team ID: Team-ID
Team: Team
Position:
Level Singles:
Level Doubles:

< Back Next > Cancel Help

- A list of the players being imported will be displayed. You will see a line for each team the player plays for at this stage of the process. Click **Finish**.

Import

Result
Verify the result before finally importing it into the playerdatabase

MemberID	Name	First Name	Middl...	DOB	Gender
104969673	White	Oscar			M
105758016	Forrester	Nikita			M
104559486	Thesiger	Ben			M
104609253	Hill	Spencer			M
104590222	Miller-Cheevers	Joey			M
104969673	White	Oscar			M

< Back Finish Cancel Help

- The system will ask you to confirm that you are happy to enter the players into the database. Click **Yes**.
- League Planner will then tell you the players have been imported. You will expect to see players being added and others updated, this is due to where players are added twice to compete in 2 teams. Click **Close**. When you look back at the players tab you will see each player exists only once and the teams have been combined.

Entering League Data Manually

Entering Clubs

- Select **Player** → **Clubs**
- Click **New**
- Enter the Club Name and Club ID (LTA Place to Play registration number). You do not need to enter a district.
- Click **OK** and repeat the process for all clubs in your league.

Entering Teams

1. Select **Team** → **Add** and the team Properties screen will appear
2. In the top field enter the name of the team
3. Select the club name from the drop down menu
4. Select the event that the club has entered from the list in **Events**. If you have two events in an age group you will need to decide which one the team will be accepted into.

IMPORTANT: You must add a new team for each event for each club

5. Select the **Contact** tab at the top of the window and complete the fields you require.

TIP: If you wish to use League Planner to send emails, you must complete the email box.

6. Finally click **OK**.

When you have entered all your teams, click 'Roster' on the left hand side and then click on an event. The teams you have entered should appear in a list.

Entering Players

1. Select **Player** → **Add** from the menu for the player properties screen to appear.
2. Enter the following details to allow you to effectively validate the players:
 - Surname;
 - First Name;
 - Gender;
 - Date of Birth;
 - Member ID (BTM);
 - Club (use the drop down arrow)
3. The player now needs to be attached to a team. Select the **Team** tab at the top of the window and then click **Add**. The 'Select Team' window will appear.
4. Select the relevant team name (these are the teams that you manually added or imported earlier).

TIP: If you have a long list of teams, start typing the name in the search box at the top of the window. The search will find the team in the list.

5. Finally click **OK**.

The team will now be added to the player and dropped into their record. If the player subsequently plays for another team for the same club, you can add this team later.

LTA Player Validation

By using the LTA Player Validation option you can download player information into your LP file from the LTA database. You need a username and password for this function. Your username and password are the ones you use to log in to your British Tennis Members' Area on the LTA website. If you don't currently have a username and password you can create one by visiting www.LTA.org.uk/Login

You will be able to obtain ratings, rankings, emails, telephone numbers etc. In order to use this function you must have completed the 'First name'; 'Last name'; 'Gender' and 'BTM number' for each player. It's essential to include this data if players' results are to be recorded.

To validate the players:

1. Select **League** → **LTA Player Validation**
2. Enter your username and password
3. Click **Next** and the players will start to be validated against the LTA database.
4. The update screen will appear. Tick the boxes that you wish to be updated into your League Planner file. Select **All** to update all the given information. The updated information will override any information currently stored in player properties.

Every player will have a status by his/her name:

- Those players with a green tick have been validated and the most up to date information, including rating and ranking, will show for these players.
- Those with a red cross have not been validated; this is possibly because of an incorrectly spelt surname or BTM number. You can use the LTA Player Search on the LTA website to find the correct details. Once you have corrected any the errors, repeat the LTA Player Validation process. If the changes you have made match the system, a green tick will appear by the player.
- An exclamation mark indicates that there is more than one player who fits the data given. By double clicking on the name a 'Select Player' box appears, bringing up all the potential players. Select the correct player from the list and click OK. A green tick should now appear by the player's name.

Once all players have a green tick click 'Next' (if a player does not have a green tick, and you have done all you can to correct the data, please contact your local county office or LTA Competition Support for assistance.

If you only wish to validate information for one or a few players, for example because you have just added them, proceed as far getting green ticks against all the names, then click 'None' in the box below the names and manually select those players whose names you wish to validate.

5. Click **Finish** to update the LP file with the players' information.

Creating Divisions

League Planner will schedule rounds according to a standard format of home and away.

TIP: If you wish to balance home and away fixtures. Be sure to check that you have enabled the Balance Home and Away option in the League Properties on the Draws tab before creating any draws.

If your teams play each other both home and away then you should have selected the draw type 'Round Robin – Home and Away'.

TIP: A video is available to support league organisers in setting up draws in League Planner. This video is available online at www.LTA.org.uk/LeaguePlanner.

Creating a division (draw)

Draws can be created and managed from the Roster in League Planner. To create a draw:

1. Click **Roster** on the left hand side.

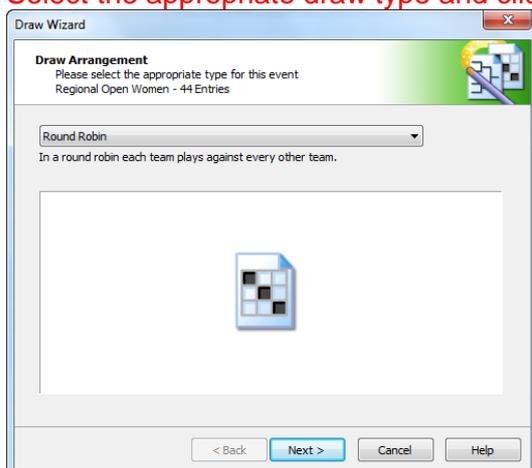


2. Select an event from the list under **Event**.

3. Click on the **Add Draw** button.



4. The Draw Wizard window will open and a dropdown menu will offer all official draw types. Select the appropriate draw type and click **Next**.



5. Draw formats available in League Planner include:
 - Compass Draw
 - Elimination
 - Round Robin
 - Round Robin – Home and Away
 - Round Robin with Playoffs
 - Qualifying Draw
6. Complete the settings for your draw. In most cases you will only need to set the size of the draw which will depend on the number of entries. You can also select a 3rd/4th playoff or, if creating a qualifying draw, tick 'Qualification'. Click **Next**.

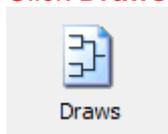
7. The next screen allows you to choose what you would like to be displayed on the draw sheet (we advise that you do not change any settings here). Click **Next**.
8. In the final screen check the details provided and click **Finish**.
9. Draws can be amended at any time in the Roster tab by double clicking on the draw.

TIP: If your event consists of a number of round robin divisions without a playoff, you will need to create a draw for each division. Remember to provide a unique name for each division as you create them.

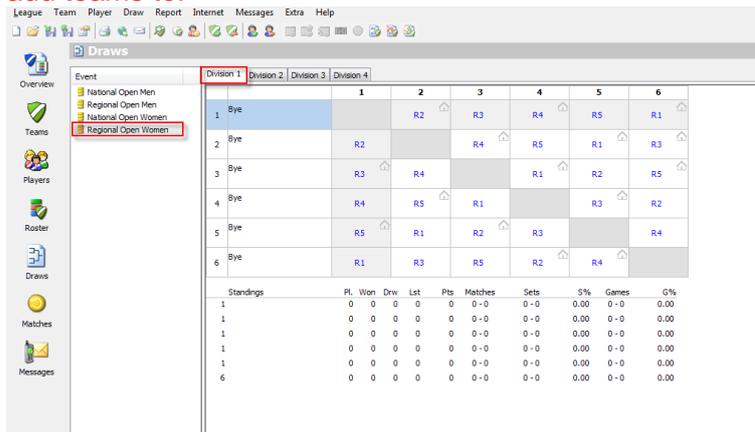
Adding teams into a draw manually

If you have more than one division you will need to enter teams manually having determined which division is appropriate.

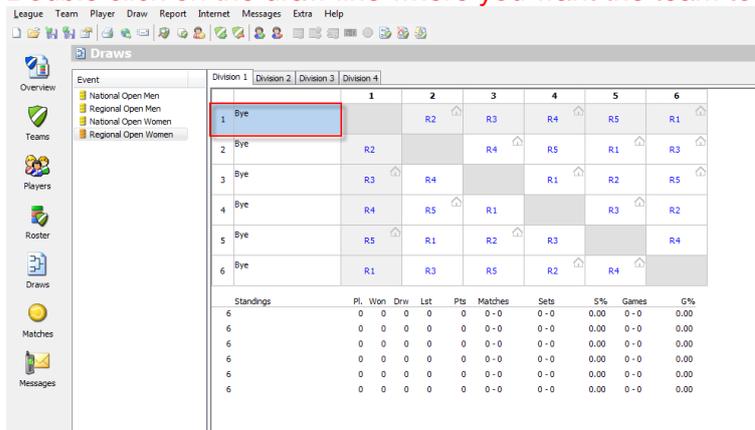
1. Click **Draws** on the left hand side



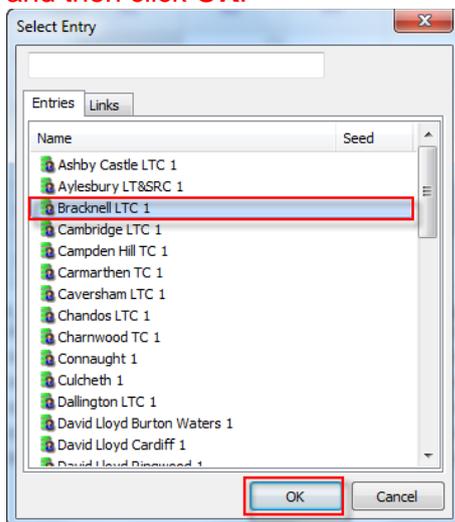
2. Select the event you are wishing to make the draw for and click on the draw tab you want to add teams to.



3. Double click on the draw line where you want the team to be placed.



4. The Select Entry window will open, select the correct team by clicking on the team once and then click **OK**.



TIP: If you have a long list of teams, starting to type the name of the team in the box above the list will cause the list to scroll down to the relevant point. Only teams that you have not entered into the event will appear in the entries list, provided you have set all the draws at the same stage number.

- To remove a team from the draw, right click on the team name and select **Delete Entry**. This will put them back on the entry list.

	1	2	3	4	5	6
1 Bradnell LTC 1		R2	R3	R4	R5	R1
2 Virgin Active Lancashire 1	R2		R4	R5	R1	R3
3 Charnwood TC 1				R1	R2	R5
4 East Dorset LTC 1			R1		R3	R2
5 Westside LTC 1			R2	R3		R4
6 Cambridge LTC 1			R5	R2	R4	

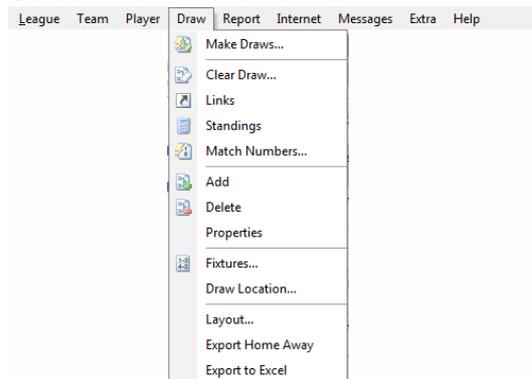
Standings	Pts	Matches	Sets	S%	Games	G%
1 Bradnell LTC 1	0	0 - 0	0 - 0	0.00	0 - 0	0.00
1 Virgin Active Lancas	0	0 - 0	0 - 0	0.00	0 - 0	0.00
1 Charnwood TC 1	0	0 - 0	0 - 0	0.00	0 - 0	0.00
1 East Dorset LTC 1	0	0 - 0	0 - 0	0.00	0 - 0	0.00
1 Westside LTC 1	0	0 - 0	0 - 0	0.00	0 - 0	0.00
1 Cambridge LTC 1	0	0 - 0	0 - 0	0.00	0 - 0	0.00

Adding teams to a division/draw automatically

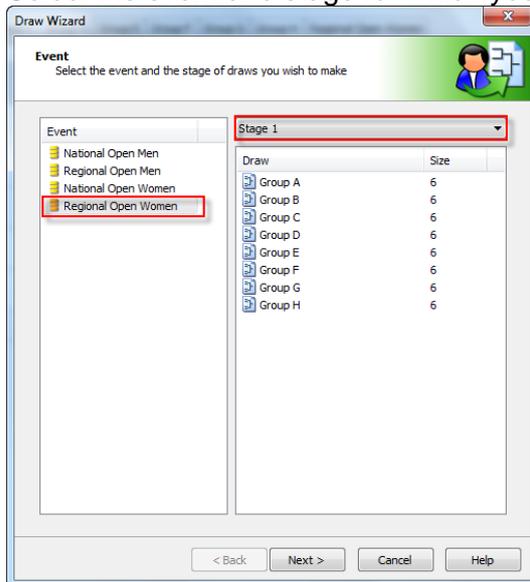
If you only have one division within an event (e.g. 12 & Under Boys Division 1) use the automatic draw making process.

To make a draw automatically:

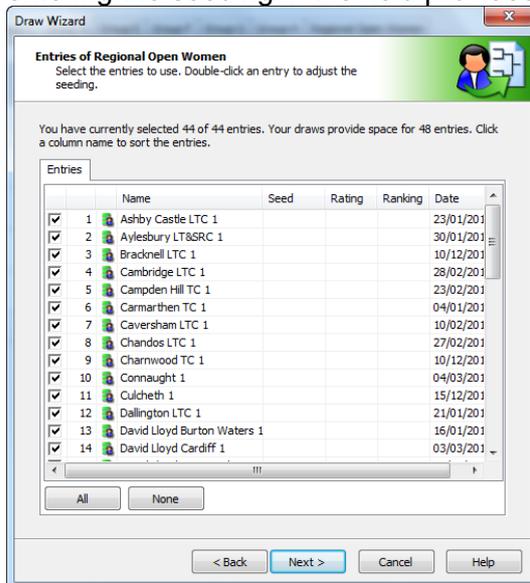
- Select **Draw** → **Make Draw**



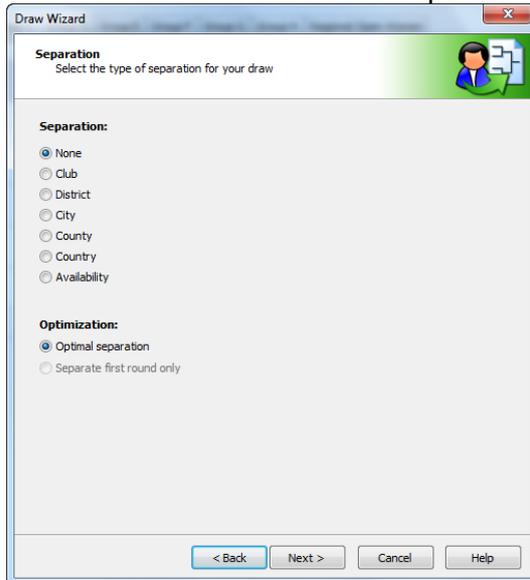
2. Select the event and stage for which you wish to make the draw and click **Next**.



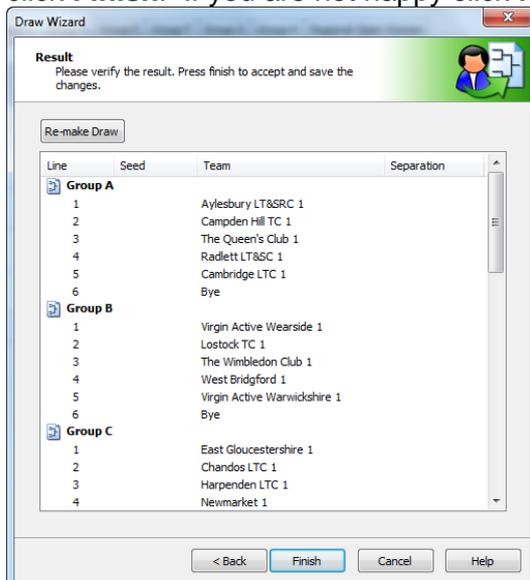
3. Select the entries by selecting the teams you wish to add. If all Teams are to be entered use the **All** button. NB. You can also seed teams by double clicking on the team name and entering the seeding in the field provided. Click **Next**.



4. The draw wizard provides options to separate your teams by options such as club, city and county dependant on the size of your league. It is advisable to select 'Optimal separation' this will ensure the teams are separated as much as possible.



5. Click **Next** and your draw will appear in the Result window. If you are happy with the draw, click **Finish**. If you are not happy click **Re-make** until you are happy, then click **Finish**.

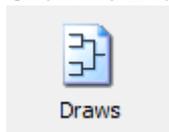


Scheduling a league

Scheduling is handled from within the draws. Provided you have selected **Balance Home and Away Matches in Round Robin** in the League Properties, league planner will schedule matches so that they have roughly equal home and away matches. Ticking **Show Round Numbers in Round Robins** will help identifying the rounds if you are scheduling per round.

TIP: A video is available to support league organisers in fixtures in their league in League Planner. This video is available online at www.LTA.org.uk/LeaguePlanner.

1. Click the **Draw** icon on the left hand side



2. Select the event from the list under **Event** you wish to schedule.

TIP: If your league has a fixtures meeting and you are using LTA.TournamentSoftware.com to publish and manage your league, schedule all matches for the first date of the league and then have the team captains reschedule matches after the meeting.

Scheduling Per Round

Scheduling by round will schedule all matches in the given round across all draws at the same draw stage. To schedule by round:

1. Right click on a fixture in the round you wish to schedule and select **Schedule Round**.

	1	2	3	4	5	6	7
1 Loughborough Tennis 1		R2			R5	R6	R7
2 Mackintosh LTC 1	R2				R6	R7	R1 Sun 07/04/2013
3 Lady Bay 1	R3	R4			R7	R1 Sun 07/04/2013	R2
4 Stourbridge 1	R4	R5			R1 Sun 07/04/2013	R2	R3
5 Leicestershire LTC 1	R5	R6				R3	R4
6 Beechwood LTC 1	R6	R7			R3		R5
7 Cardiff LTC 1	R7	R1 Sun 07/04/2013			R4	R5	

Standings	Pl.	Won	Drw	Lst	S%	Games	G%
1 Loughborough Tennis 1	0	0	0	0	0.00	0 - 0	0.00
1 Mackintosh LTC 1	0	0	0	0	0.00	0 - 0	0.00
1 Lady Bay 1	0	0	0	0	0.00	0 - 0	0.00
1 Stourbridge 1	0	0	0	0	0.00	0 - 0	0.00
1 Leicestershire LTC 1	0	0	0	0	0.00	0 - 0	0.00
1 Beechwood LTC 1	0	0	0	0	0.00	0 - 0	0.00
1 Cardiff LTC 1	0	0	0	0	0.00	0 - 0	0.00

2. Click on the appropriate date and time for the match and click **OK**.

Planning National Open Men - Midlands - RR2

No courts
 No available courts
 Current scheduled time

Available Courts:

Location-filter: <Default Draw Location> Court-filter: <All Courts>

Capacity: Unlimited
Used: 415

	Total	10:00	12:00							
Sun 07/04/2013	*	*	*	*	*	*	*	*	*	*
Sun 21/04/2013	*	*	*	*	*	*	*	*	*	*
Sun 28/04/2013	*	*	*	*	*	*	*	*	*	*
Sun 12/05/2013	*	*	*	*	*	*	*	*	*	*
Sun 19/05/2013	*	*	*	*	*	*	*	*	*	*
Sun 02/06/2013	*	*	*	*	*	*	*	*	*	*
Sun 09/06/2013	*	*	*	*	*	*	*	*	*	*
Sun 16/06/2013	*	*	*	*	*	*	*	*	*	*

Scheduled: 12 matches.

	Team 1	Team 2	Time	Court
☺	Loughborough Tennis	Mackintosh LTC 1	Sun 21/04/2013 12:00	
☺	Beechwood LTC 1	Stourbridge 1	Sun 21/04/2013 12:00	
☺	Cardiff LTC 1	Lady Bay 1	Sun 21/04/2013 12:00	
☺	Wrexham LTC 1	Holcombe Brook 1	Sun 21/04/2013 12:00	
☺	Tennis World 1	Nuffield TA 1	Sun 21/04/2013 12:00	
☺	Blackburn Northern 1	Manchester Northern 1	Sun 21/04/2013 12:00	
☺	Paddington 1	David Lloyd Raynes Park 1	Sun 21/04/2013 12:00	
☺	Woodford Wells 1	Bromley LTC	Sun 21/04/2013 12:00	
☺	Sutton T&SC 2	Sutton T&SC 1	Sun 21/04/2013 12:00	

Skip matches with Bye Max. matches per day: 1 Rest Time: 300
 Forward Byes Start court: <None> Max. matches per time slot: 0
 Reverse Matches
 Assign Courts

OK Cancel

3. If you only want to schedule on the date click the date cell and click **OK**.

Planning National Open Men - Midlands - RR2

No courts
 No available courts
 Current scheduled time

Available Courts:

Location-filter: <Default Draw Location> Court-filter: <All Courts>

Capacity: Unlimited
Used: 415

	Total	10:00	12:00							
Sun 07/04/2013	*	*	*	*	*	*	*	*	*	*
Sun 21/04/2013	*	*	*	*	*	*	*	*	*	*
Sun 28/04/2013	*	*	*	*	*	*	*	*	*	*
Sun 12/05/2013	*	*	*	*	*	*	*	*	*	*
Sun 19/05/2013	*	*	*	*	*	*	*	*	*	*
Sun 02/06/2013	*	*	*	*	*	*	*	*	*	*
Sun 09/06/2013	*	*	*	*	*	*	*	*	*	*
Sun 16/06/2013	*	*	*	*	*	*	*	*	*	*

Scheduled: 0 matches. 12 matches could not be scheduled with the current settings.

	Team 1	Team 2	Time	Court
☺	Loughborough Tennis	Mackintosh LTC 1	Sun 21/04/2013	
☺	Beechwood LTC 1	Stourbridge 1	Sun 21/04/2013	
☺	Cardiff LTC 1	Lady Bay 1	Sun 21/04/2013	
☺	Wrexham LTC 1	Holcombe Brook 1	Sun 21/04/2013	
☺	Tennis World 1	Nuffield TA 1	Sun 21/04/2013	
☺	Blackburn Northern 1	Manchester Northern 1	Sun 21/04/2013	
☺	Paddington 1	David Lloyd Raynes Park 1	Sun 21/04/2013	
☺	Woodford Wells 1	Bromley LTC	Sun 21/04/2013	
☺	Sutton T&SC 2	Sutton T&SC 1	Sun 21/04/2013	

Skip matches with Bye Max. matches per day: 1 Rest Time: 300
 Forward Byes Start court: <None> Max. matches per time slot: 0
 Reverse Matches
 Assign Courts

OK Cancel

4. To clear a round, right click on a fixture in a round and click **Clear Round Schedule**.

	1	2	3	4	5	6	7
1 Loughborough Tennis 1		R2 Sun 21/04			R5	R6	R7
2 Mackintosh LTC 1	R2 Sun 21/04/2013				R6	R7	R1 Sun 07/04/2013
3 Lady Bay 1	R3				R7	R1 Sun 07/04/2013	R2 Sun 21/04/2013
4 Stourbridge 1	R4				R1 Sun 07/04/2013	R2 Sun 21/04/2013	R3
5 Leicestershire LTC 1	R5					R3	R4
6 Beechwood LTC 1	R6				R3		R5
7 Cardiff LTC 1	R7	R1 07/04			R4	R5	

Standings	Pl.	Won	Drw	Lst	S%	Games	G%
1 Loughborough Tennis 1	0	0	0	0	0.00	0 - 0	0.00
1 Mackintosh LTC 1	0	0	0	0	0.00	0 - 0	0.00
1 Lady Bay 1	0	0	0	0	0.00	0 - 0	0.00
1 Stourbridge 1	0	0	0	0	0.00	0 - 0	0.00
1 Leicestershire LTC 1	0	0	0	0	0.00	0 - 0	0.00
1 Beechwood LTC 1	0	0	0	0	0.00	0 - 0	0.00
1 Cardiff LTC 1	0	0	0	0	0.00	0 - 0	0.00

TIP: If the wrong team is allocated as the home team for a fixture you can change this by right clicking on the fixture and removing the scheduling by clicking **Clear Match**. Right click again on the match and select **Swap Home-Away**.

Scheduling Per Fixture

To schedule an individual fixture:

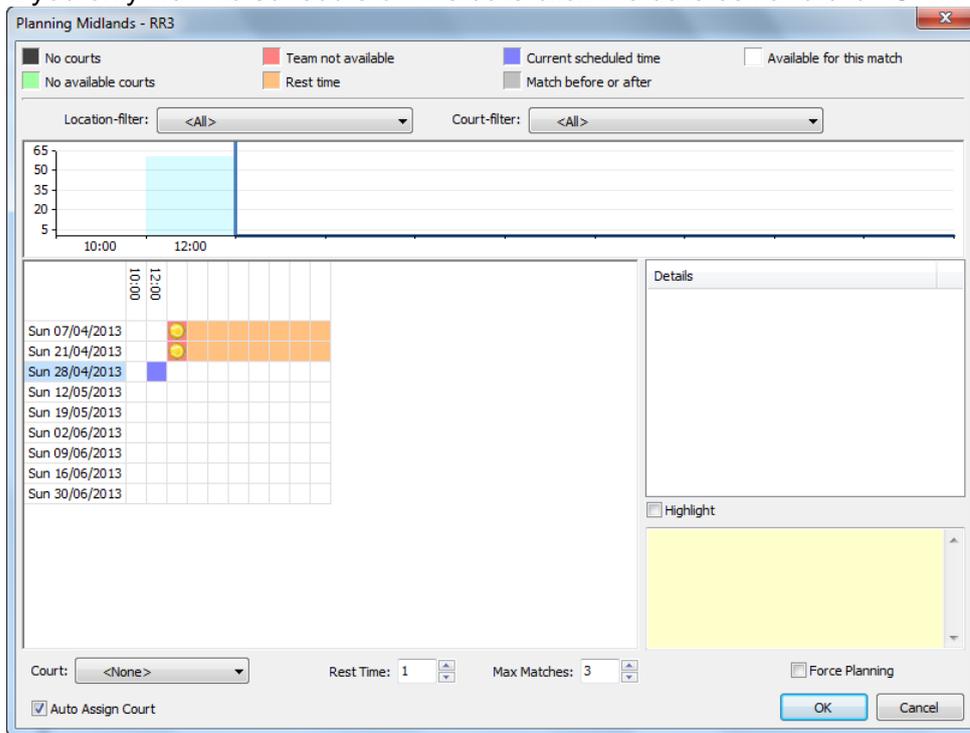
1. Right click in the fixture and click **Schedule**.

	1	2	3	4	5	6	7
1 Loughborough Tennis 1		R2 Sun 21/04/2013	R3	R4	R5	R6	R7
2 Mackintosh LTC 1	R2 Sun 21/04/2013		R4			R7	R1 Sun 07/04/2013
3 Lady Bay 1	R3	R4				R1 Sun 07/04/2013	R2 Sun 21/04/2013
4 Stourbridge 1	R4	R5	R6			R2 Sun 1/04/2013	R3
5 Leicestershire LTC 1	R5	R6	R7			R3	R4
6 Beechwood LTC 1	R6	R7	R1 Sun 07/04/2013				R5
7 Cardiff LTC 1	R7	R1 Sun 07/04/2013	R2 Sun 21/04/2013			R5	

Standings	Pl.	Won	Drw	Lst	Pts	Matches	G%
1 Loughborough Tennis 1	0	0	0	0	0	0 - 0	0.00
1 Mackintosh LTC 1	0	0	0	0	0	0 - 0	0.00
1 Lady Bay 1	0	0	0	0	0	0 - 0	0.00
1 Stourbridge 1	0	0	0	0	0	0 - 0	0.00
1 Leicestershire LTC 1	0	0	0	0	0	0 - 0	0.00
1 Beechwood LTC 1	0	0	0	0	0	0 - 0	0.00
1 Cardiff LTC 1	0	0	0	0	0	0 - 0	0.00

2. Click on the appropriate time and date for the match then click **OK**.

- If you only want to schedule on the date click the date cell and click **OK**.



TIP: By ticking **Force Planning** a match can be scheduled without taking team or court availability into account.

- To clear a fixture, right click on the fixture and click **Clear Match**.

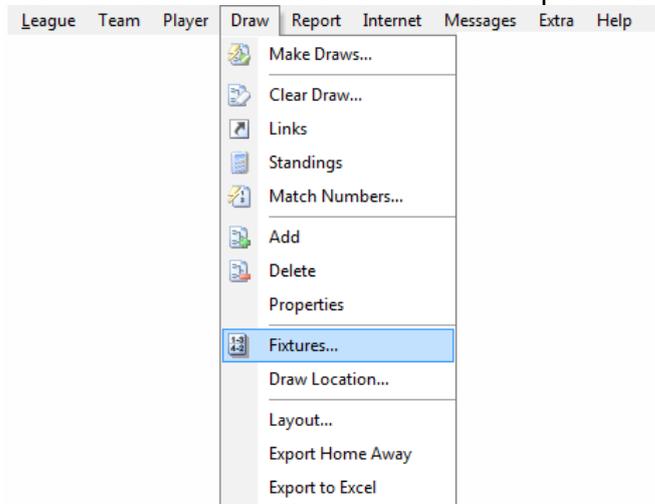
	1	2	3	4	5	6	7
1 Loughborough Tennis 1		R2 Sun 21/04/2013	R3 Sun 28/04/2013			R6	R7
2 Mackintosh LTC 1	R2 Sun 21/04/2013					R7	R1 Sun 07/04/2013
3 Lady Bay 1	R3 Sun 28/04/2013	R4				R1 Sun 07/04/2013	R2 Sun 21/04/2013
4 Stourbridge 1	R4	R5				R2 Sun 21/04/2013	R3
5 Leicestershire LTC 1	R5	R6				R3	R4
6 Beechwood LTC 1	R6	R7					R5
7 Cardiff LTC 1	R7	R1 Sun 07/04/2013				R5	

Standings	Pl.	Won	Drw	Lst	Pts	Games	G%
1 Loughborough Tennis 1	0	0	0	0	0	0-0	0.00
1 Mackintosh LTC 1	0	0	0	0	0	0-0	0.00
1 Lady Bay 1	0	0	0	0	0	0-0	0.00
1 Stourbridge 1	0	0	0	0	0	0-0	0.00
1 Leicestershire LTC 1	0	0	0	0	0	0-0	0.00
1 Beechwood LTC 1	0	0	0	0	0	0-0	0.00
1 Cardiff LTC 1	0	0	0	0	0	0-0	0.00

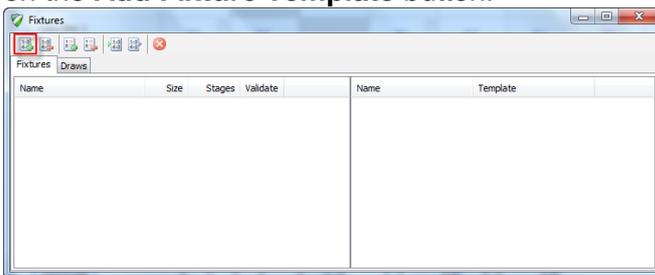
Using Fixture Templates (scheduling on your terms)

Using a Fixture Template allows you to set the pattern of your league's fixtures i.e. the matches you want in each round. If you do not use a Fixture Template, League Planner will schedule your league fixtures randomly.

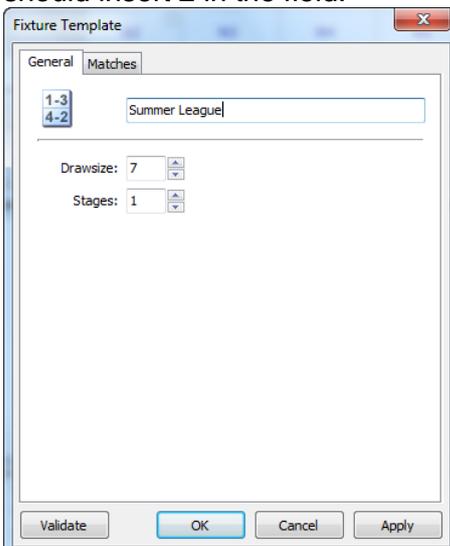
1. You first need to create a new fixture template. Select **Draw** → **Fixtures**



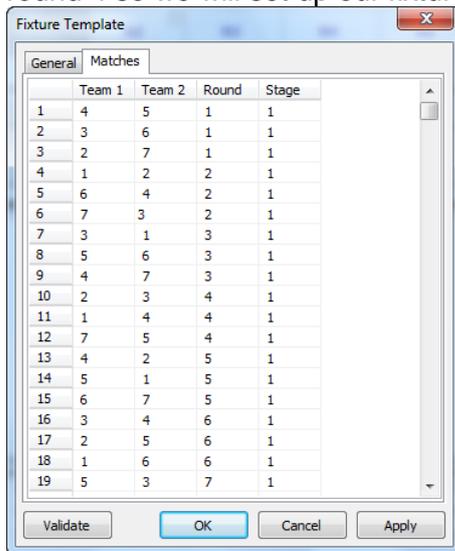
2. The **Fixtures** window will appear. You will start by creating a New Fixture Template. Click on the **Add Fixture Template** button.



3. Enter the **name** of your new fixture template e.g. Summer League, enter **draw size** of your divisions. You can use the same fixture template for multiple divisions as long as they are the same size (have the same number of teams). The **Stages** field signifies the number of times the teams will play each other. For example if teams play each home and away you should insert 2 in the field.



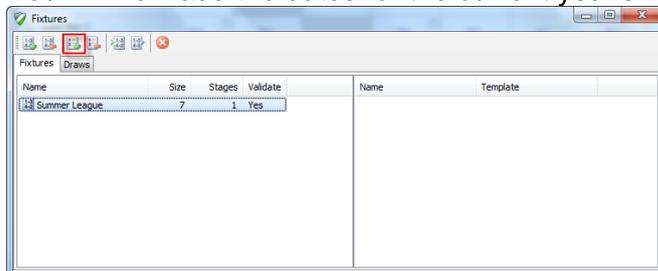
- Click on the **Matches** tab and enter the order in which you want the teams to play each other in. In this example we have 7 teams and we can choose the order in which we want the fixtures to take place. For example, we may want team 1 to play home in round 1 and round 4 so we will set up our fixture template to actuate this.



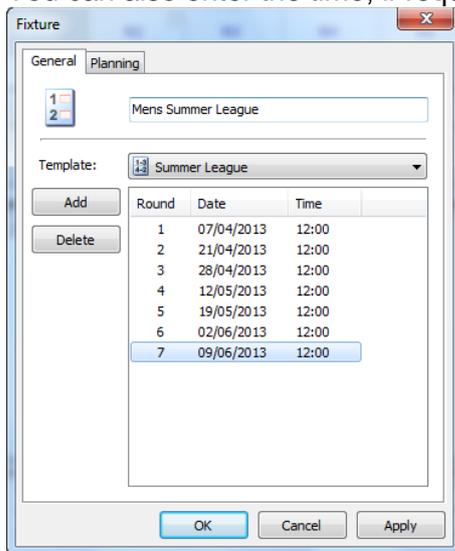
- Once you have entered your required pattern in the Matches tab click **Validate** to check if you have made any errors. If no errors are found click **OK** and your new fixture template will be saved.

TIP: Fixture templates can be used more than once with different dates assigned to each round.

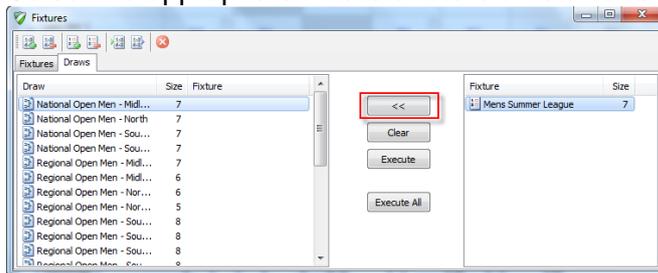
- You will now add the dates for the current year's fixtures by clicking on **Add Fixture**.



- Enter the name of your set of fixtures e.g. Men's Summer League and select the template i.e. Summer League that you want to apply the dates to. Double click on each of the round numbers and enter the date that each round will be played on in the format dd/mm/yyyy. You can also enter the time, if required, in the format hh:mm.



- Finally, select the **Draw** tab of the **Fixtures** window. You now need to apply the relevant fixture template to the appropriate draws.
- Highlight the draw (division) by selecting it.
- Select the appropriate fixture and click the arrows button to apply.



- Repeat this process for all draws and, once you have applied your fixtures to all the draws (divisions), click Execute
- You should go back to the **Draws** section of League Planner and check each draw (division) has the appropriate dates assigned.

League Planner's Scheduling Algorithm

If you chose not to create your own fixtures template to determine who will play each other in each round. We thought you may wish to know which matches League Planner will group in each round.

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, 4 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

Entering results

When entering a match result the rubber results and match result need to be entered.

Entering players per fixture

1. Click on the Matches' icon on the left hand side. This will bring up all your fixtures.



2. If you have scheduled all the fixtures a list will appear. If you have any unscheduled fixtures, you can still enter results for these; click the **Unscheduled** tab at the bottom of the screen.

The screenshot shows the 'Matches' screen in the LTA League Planner software. The interface includes a menu bar (League, Team, Player, Draw, Report, Internet, Messages, Extra, Help), a toolbar with various icons, and a sidebar with navigation options (Overview, Teams, Players, Roster, Draws, Matches, Messages). The main area displays a table of fixtures with columns for Time, Draw, Nr, Team 1, Team 2, Court, Location, Round, and Score. Below the fixture table is a table for entering player names (MS1-MS4, MD1-MD2) with columns for Type, Team 1, Team 2, Score, Points, Order, Dura..., Court, and Umpire. At the bottom, there are tabs for 'Scheduled', 'Unscheduled', and 'Finished', with 'Unscheduled' currently selected. The name 'Chris Mann' is visible in the bottom left corner.

3. Click once on a fixture for the rubbers window to appear in the second applet.

4. Double click on the first rubber and the scoring box will appear. Select the appropriate player from each team's drop down menu under the club name.

Player Match

Score Violations

MS1 Order: 1 Sun 07/04/2013

Lady Bay 1 Beechwood LTC 1

<None> <None>

Tie-break

Status:

Winner

Unknown
 Lady Bay 1
 Beechwood LTC 1
 Draw

Duration: 0

Court: <None>

Umpire: <None>

OK Cancel

5. For early fixtures players names may not appear because the players have not yet been assigned to a team or added to the league. To add or assign players to a team refer to [Importing Players](#) and [Entering Players Manually section](#) or click the browse button .
6. Select players from the **Club** tab to add them to the team. If the player does not appear in the list click **New** to manually add them.

Entering rubber results (player v player):

Once you have identified the players competing in the rubber you are now ready to enter the score.

1. Enter the score by typing the number of games the loser won in their row. Do this for each set played.

TIP: LP automatically enters the winning set score based on the information you provided in the **Draws** tab of the **League Properties**. This means you only need to enter the losing player's set score. If you want to switch this function off un-tick the **Auto complete** box in the **Draws** tab of the **Properties** section.

2. Once the score is entered click **OK** and move on to the next rubber. Repeat the process until all the individual results have been entered.

The screenshot shows a 'Player Match' dialog box with the following fields and options:

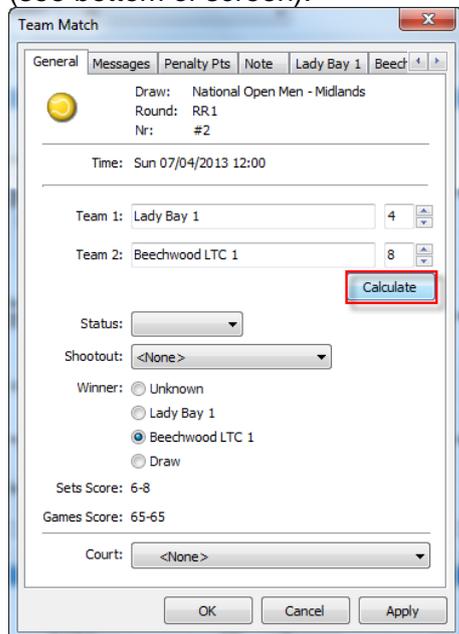
- MS1 Order: 1 Sun 07/04/2013
- Lady Bay 1 vs Beechwood LTC 1
- Barton, David vs Eccleston, Daniel
- Table with columns for sets and a 'Tie-break' row.
- Status: [Dropdown]
- Winner: Unknown, Lady Bay 1, Beechwood LTC 1, Draw
- Duration: 0
- Court: <None>
- Umpire: <None>
- Buttons: OK, Cancel

TIP: If you have selected to use a format with a deciding match tie-break to be formatted as **(Match Tie-Break - record as [1-0])**. The score should be entered as 1-0 with the zero in the losing player's row. The loser's score in the tie-break should be entered in the Tie-break cell E.g. if 10-5, 5 should be entered in the tie-break cell for the third set. If a normal set goes to a tie-break you should enter 6 in the losing player's row and the losing player's tie-break score in the Tie-break row.

Entering fixture (team v team) results:

When you have completed the rubber results you now need to check that the team result has been calculated correctly.

1. Double click on the match fixture in the top applet of the screen to open the Team Match window. Click **Calculate** to populate the result based on the rubber results you entered earlier then click **OK**. NB. Once the result is calculated it will move into the finished tab (see bottom of screen).



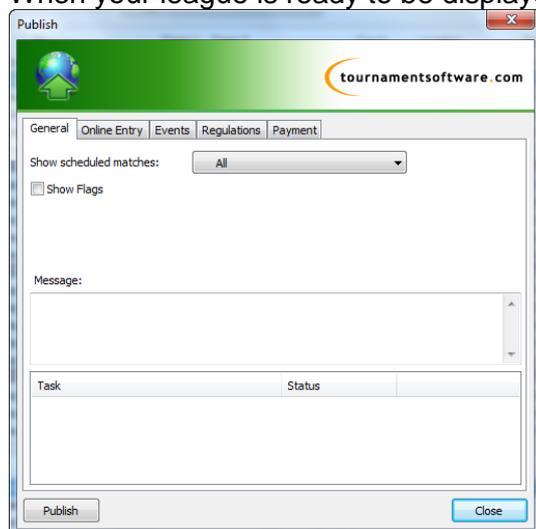
3. If the outcome of the calculation is not as it should be go back and check that you have recorded the results correctly by cross referencing with the match card/s.
4. If you need to adjust the team v team match score, e.g. the players have not played in the right order, you need to adjust the score using the points fields next to the team name. The sets and games score will be calculated automatically.
5. You can make any match notes by clicking on the Note tab.
6. If Penalty Points apply to your league use the 'Penalty Pts' tab to apply these as required.
7. Once you are happy that the result is complete and accurate click **OK** to finish.

TIP: Have you considered running your league online? With online leagues Team captains can enter results themselves and the leagues tables are automatically updated. This spreads the workload and saves you a lot of time. For more information visit www.LTA.org.uk/LeaguePlanner/.

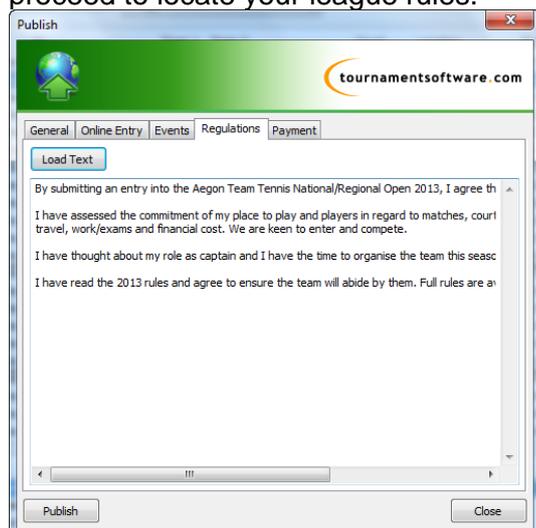
Publishing a league

Publishing your league allows teams and players to view league tables, fixtures and results online.

When your league is ready to be displayed online select **Internet** → **Publish**.



You can attach your league rules by clicking on the **Regulations** tab. Click **Load Text** and then proceed to locate your league rules.



Click on the publish button and your league will be published to <http://lta.tournamentsoftware.com> (do not use the prefix 'www'). When all items at the bottom of the screen have green ticks, click close.

If you are running a league in your LP file, i.e. adding results directly to this file rather than to the online league, you should publish on a regular basis so that players can see their most up to date results.

If publishing an online league where team captains enter results online; you must publish your league as above and then email competitionsupport@LTA.org.uk to request the league to be converted with the following details:

- Your league name and code
- Username for the software site if you have one
- Invoice details for your league (name, contact, address, postcode and email address). If the person paying the invoice is not you, please ask them to email us to confirm this responsibility
- Indication of whether you would like to use the BTM Player Database. This means that your league will be connected to the LTA database and players linked to their clubs/venues will automatically show in drop down menus when results are inputted

Reporting

The reporting section is located in the top menu bar **Report**. Here you can find and export information on:

- Matches;
- Draws (Divisions);
- Entries;
- Teams;
- Players;
- Overview league stats

This section includes reports that are useful before and during the season and reports that summarize activity in post season.

Saving Files

Saving your file

When you first install League Planner, a folder within **My Documents** is created as part of the installation process. The folder is called **Tournaments**.

You can specify where you want to save the file in the league creation stage which will usually be the Tournaments Folder in My Documents. Updates to your league are automatically saved; when exiting all you need to do is close League Planner. Either select close from the league menu or simply close League Planner entirely.

Backing up files

It is good practice to back up your League Planner file and store on an external device such as a memory stick. Creating a backup is also the way to email your League Planner file.

To create a backup:

1. Click **League → Backup**
2. Select where you want the backup file to be saved to by clicking on the **Browse** button. The default location is set to 'Tournament' folder as described above.
3. Click **Finish**.
4. You can now email the backup file.

Restoring a backup file

To open a backup file you must restore it.

To do this:

1. Select **League → Restore**
2. Click the **Browse** button to find the location of the file.
3. Click **Open**.
4. Select the location of where you wish to restore your file to and click **Finish** to load the backup file – this may take a couple of minutes.

Buttons in League Planner

	New Tournament		Delete Note
	Open Tournament		Schedule Match
	Backup Tournament		Schedule Round
	Restore Tournament		Clear Match
	Tournament Properties		Match Properties
	Find Team		Show Match
	Matches of Team		Select Entry
	Matches of player		Delete Entry
	Add Team		Make Draws
	Delete Team		
	Add Player		Match to Court
	Delete Player		Free Court
	Matches of player		Show Draw
	Entry Properties		Add Player Match
	Add Draw		Delete Player Match
	Delete Draw		Auto Teammatch Score
	Add Note		