

# Online League Management

lta.tournamentsoftware.com

## User Manual

The screenshot shows the LTA British Tennis AEGON online league management interface. The header includes the LTA and AEGON logos, a search bar, and a 'Tournaments' dropdown menu. Below the header, there are filters for 'Start date' (7 February 2014), 'End date' (21 February 2015), 'Type', and 'Age'. A 'Postal code' field with a '+10mi' radius selector is also present. The main content area is titled 'Last updated' and lists three tournaments:

Tournament Name	Location	Organizer	Country	Last Updated
BUCS Tennis Leagues 2013/14 02/10/2013 to 31/03/2014 Men's Championships, Men's South Eastern...	London	Carl Baldwin	Great Britain	changed today at 08:23
Swindon & District Winter League 2013/14 07/10/2013 to 31/03/2014 Mixed Doubles	Swindon	David Lukens	Great Britain	changed today at 06:06
Virgin Active Lancashire Open 2014 15/02/2014 to 22/02/2014 10U Boys Singles, 10U Girls Singles, 12U...	MANCHESTER, Lancashire	Thomas Lemon	Great Britain	changed today at 05:42

On the right side, there are sections for 'Favourites' (no favourites yet) and 'Online leagues' (a list of various leagues with a 'More...' link).

Further support is available online at  
[www.LTA.org.uk/LeaguePlanner](http://www.LTA.org.uk/LeaguePlanner)



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## Welcome

League Planner is a tool provided by the company Visual Reality to the Lawn Tennis Association to aid League Organisers across Great Britain in the administration of leagues. Once created, leagues are published to the LTA Tournament Software website and can be *converted* allowing Team Captains to enter their match results online and see the league table updated as each result is loaded. These results are then transferred nightly to the LTA database so that they can count for players' ratings and, possibly, rankings.

We hope this user guide will provide assistance to new league organisers and refresh the knowledge of existing league organisers. Tips and information which the LTA's Competition Support Team consider particularly important have been highlighted throughout the guide.

## Using this guide

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](mailto:info@lta.org.uk).

## Publishing your league

Having set up your league in your League Planner file you need to send the Competition Support Team an email requesting for the league to be 'converted'.

You should include the following in this email:

- The league name and code
- The league organiser's username for the Tournament Software website (if you have had one previously)
- Confirmation of whether you would like the league to use the [BTM Player Database](#)
- Invoice details for the league, to include: name, contact, address, postcode and email address. If the person responsible for the invoice is not the person requesting the league to be 'converted' he/she should email Competition Support to confirm.

The Competition Support Team will then 'convert' the league and email the League Organiser with confirmation that this has been done. This email will also include the logins for the clubs and their passwords.

The League Organiser will then need to email the team captains their usernames and passwords to log in to the league. Team captains will then be able to login to enter results. After each result is entered the league tables automatically update. The league organiser will then monitor the league, chase missing results and enter names of any previously unidentified players.

## Accessing Online League Management

League organisers will need to login to the Tournament Software website to access the admin area of their league. The URL is <http://lta.tournamentsoftware.com/member/login.aspx>. The league organiser should then use the username and password provided to them by the Competition Support team. Once logged in additional tabs will be available to league organisers to enable them to manage their league.

**Login details to [lta.tournamentsoftware.com](http://lta.tournamentsoftware.com):**

**Username:**

**Password:**

## Admin

The Admin section of the Online League Management allows league organisers to amend settings that need changing during the league season and should only be required if it is necessary to correct errors which were made in the League Planner phase. The Admin tab should be used exclusively by the league organiser and never shared with anyone else. When you make changes to the admin section they will be reflected across the league.

If you need additional login details, or a club's username and password aren't working, please email [competitionsupport@lta.org.uk](mailto:competitionsupport@lta.org.uk).

The screenshot displays the Admin section of the Online League Management system, organized into several categories:

- 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).
- Clubs:** Export clubs (XLSX, CSV), Import clubs, Export locations (XLSX, CSV), Import locations, Export Club Ranking (XLSX, CSV), E-mail all clubs.
- Teams:** Export teams (XLSX, CSV), Import teams, E-mail all teams.
- 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, Delete club logins, Delete draw admin logins, Delete event admin logins, Send logins to all members, Edit rankingtype comments.
- Matches:** Export matches (XLSX, CSV), Import match dates, Import match results, Export Rubbers (CSV), Import Rubbers, Export Matchfields (XLSX, CSV), Export results xml.
- Tournament:** Fixtures, Edit event match types, Standings calculation, Edit tournament, Tournament properties, Extra match fields, Scoring properties, Club ranking list properties, Tournament files, Tournamentlog, Test Overview.

At the bottom of the Admin section, there is a button labeled "Recalc Round Robin Standings".

**TIP:** The Players, Clubs, Teams, Email Notifications, Logins and Matches sections of the Admin area have limited relevance and functionality to users. We recommend these processes are completed in the LP file prior to the league being converted.

**IMPORTANT:** It is important to remind team captains that passwords are shared and therefore must never be changed.

**TIP:** If you spot a mistake prior to the league commencing simply republish the league from League Planner and then ask for it to be converted by emailing [competitionsupport@LTA.org.uk](mailto:competitionsupport@LTA.org.uk).

## Tournament

This is the most important section because the settings you apply here define how your league operates. You can change settings, however there are a few rules:

1. Any setting you change will not have an impact on a match in which the results have already been submitted online, until you (or the team captain) clicks *verify* in 'sub match results'. The setting change you make will affect all future matches where results have not been entered.
2. You must click **Save** in **Tournament Properties** for the setting change to take effect.

## Fixtures

This feature allows you to create fixture templates and assign it to a division. It is better to set up fixture templates in LP (see League Planner guide).

## Edit event match types

You will have already set up this information in League Planner so should only use this function if you have **made a mistake** in League Planner. To do this:

1. Click **Edit event match types**.
2. Click on the event you want to change.
3. Use the **select match type** drop down and **add** button to select the type of rubbers you require.
4. Use the **red cross** ✖ to delete a rubber if you want to delete any.
5. Use the **blue up and down arrows** ⬆ ⬇ to specify the order the rubbers will be shown in 'sub match results'.

**TIP:** If no results have been entered in your league you can alter the rubbers in LP and then re-publish.

## Standings calculation

You will have already set up the standings information in League Planner so only use this function if you have made a mistake. If no results have been entered online you can alter the standings in League Planner and then re-publish. If you alter the standings calculation online the change will only be applied to matches submitted after the change has been made. All match results submitted *before* a change is made will need to be submitted again by going into each match, clicking the **enter rubber results** button and then **submit**.

### Team points

Standings calculation

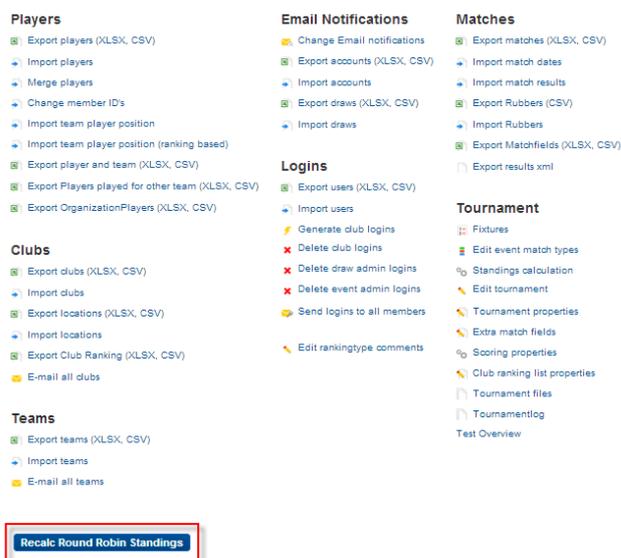
- ✗ Match-Points, number of matches played
- ✗ Game Difference
- ✗ Games Won

<Select rule> **Add**

### Change the standings calculation:

1. Use **Select rule** and **add** button to select the rule you wish to add to your standings calculation.
2. Use the **blue arrows**   to modify the order in which the rules should be applied.
3. Use the **red cross**  to delete a rule from the standing calculation list.

If you change the standings calculation *after* the league has started you can recalculate all of the divisions (round robins) by clicking the **Recalc Round Robin Standings** button in the Admin Tab.



The screenshot shows the Admin Tab interface with several sections:

- Players:** Export players (XLSX, CSV), Import players, Merge players, Change member IDs, 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).
- Clubs:** Export clubs (XLSX, CSV), Import clubs, Export locations (XLSX, CSV), Import locations, Export Club Ranking (XLSX, CSV), E-mail all clubs.
- Teams:** Export teams (XLSX, CSV), Import teams, E-mail all teams.
- 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, Delete club logins, Delete draw admin logins, Delete event admin logins, Send logins to all members, Edit ranking type comments.
- Matches:** Export matches (XLSX, CSV), Import match dates, Import match results, Export Rubbers (CSV), Import Rubbers, Export Matchfields (XLSX, CSV), Export results xml.
- Tournament:** Fixtures, Edit event match types, Standings calculation, Edit tournament, Tournament properties, Extra match fields, Scoring properties, Club ranking list properties, Tournament files, Tournamentlog, Test Overview.

The **Recalc Round Robin Standings** button is highlighted with a red box at the bottom of the interface.

If you have changed the **Team Points** or **Rubber Points** in **Tournament Properties** these will *not* be re-calculated when you click this button. To re-calculate the match scores you must go into each match and submit the result again.

## Edit tournament

This area contains the name of the league, address and organiser details which are displayed on the website. It also contains the codes required for the database to load the results.

To amend these details:

1. Amend details
2. Click **Submit**

**IMPORTANT:** Never amend the Tournament Code; this will corrupt the loading process.

## Tournament properties

The tournament properties section is a key feature for league organisers. After you make any changes you must click the **submit** button at the bottom of the screen for the changes to be applied to the league.

### General

The screenshot shows the 'General' tab of a tournament properties form. At the top, there are navigation tabs: General, Team Match, Player Match, Team Points, Player Points, Online Result, Online Entry, and Invoice. Below these are three main sections: General Settings, League Settings, and LiveScore Settings. The General Settings section contains: 'Tournament status' set to 'Visible'; checked boxes for 'Allow publishing after tournament is finished' and 'Disable Member ID validation'; 'Hide Team contact info' set to 'Always show team info'; 'Hide Club contact info' set to 'Always show club info'; unchecked boxes for 'Hide Player info during online entry' and 'Hide Entry info during online entry'; checked box for 'Enable XML result upload'; 'Last XML result upload' set to '20 August 2013'; unchecked box for 'Show Player levels'; 'Player level reference date' with empty dropdowns; and 'Club or team based:' set to 'Select'. The League Settings section has an unchecked box for 'Use ranking list instead of team players'. The LiveScore Settings section has a text input field for 'Twitter (accountname of hashtag):' containing '@britishtennis'. At the bottom are 'Submit' and 'Cancel' buttons.

- **Tournament status;** Visible = people can see the league online; Not visible = the league is hidden online
- **Allow publishing after tournament is finished;** Not applicable for online leagues.
- **Disable Member ID validation;** If not ticked teams will only be able to use valid BTM numbers when adding players
- **Hide team contact info;** Once you have published your league, all team/club contact info will be viewable online.

**TIP:** If team captains in your league do not wish for their data to be publicly available it is possible to hide it, unless logged in, by selecting **Only show team info for users with rights**.

- **Hide club contact info;** Once you have published your league, all team/club contact info will be viewable online.

**TIP:** If club contacts in your league do not wish for their data to be publicly available it is possible to hide it, unless logged in, by selecting **Only show club info for users with rights**.

- **Hide player info during online entry;** Information on other players already entered will not be viewable by a team captain when entering the league

- **Hide entry info during online entry;** Information on other teams will not be viewable to team captains when entering the league online.
- **Enable XML result upload;** If ticked results will be sent nightly to the LTA database. By default this is enabled so that match results can be uploaded to players' profiles on the LTA website.
- **Last XML result upload;** If you make a correction to a match from earlier in the season, you will need to back date the file by putting a date in the date boxes. It will then load all corrections from the date you put to the present date. A report status will be sent to you with any loading issues (e.g. BTM numbers incorrect). You will need to correct and then back date the file as above.

**TIP:** Please make sure you act on any emails received about loading errors.

- **Show Player Levels;** Not relevant to LTA
- **Player level reference date;** Not relevant to LTA
- **Club or team based;** Not relevant to LTA
- **Use ranking list instead of team players;** Not relevant to LTA
- **Twitter;** Enter the twitter handle of you league or county's twitter account

## Team Match

General **Team Match** Player Match Team Points Player Points Online Result Online Entry Invoice

Match Settings

Team access for Result Entry

Team access for Match Confirmation

Clubs can reschedule matches

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

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

Clubs can only reschedule match times

Clubs can confirm matches

Specify which locations can be selected

Clubs can enter team results

Only show comments for logged on users

Draw admin can confirm team match without submatch result

Enter team match result with Sets and Games

Draw admin can enter team match result penalty points

Can enter team match result penalty points without winner

- **Team access for results entry;** Both teams = either team can enter the results online; Home team = only the home team can enter the results online; Away team = only the away team can enter the results online

**TIP:** Once results are submitted only the league organiser can make adjustments

- **Team access for match confirmation;** Both teams = either team can confirm the match results; Home team = only the home team can confirm the match results; Away team = only the away team can confirm the match results
- **Clubs can re-schedule matches;** Can't re-schedule = the date is fixed and clubs cannot re-schedule the match online. Number of days = clubs can re-schedule matches forwards or backwards
- **Clubs can only re-schedule match times;** Clubs can re-schedule match time but not date
- **Clubs can confirm matches;** If ticked, clubs will be able to confirm the match when entering the match result
- **Specify which locations can be selected;** Identify which location the user can select when re-scheduling a fixture. This is only relevant if you have identified locations in your LP file.
- **Clubs can enter team results;** Clubs can enter the overall match score without entering any players in the 'Enter rubber results' section
- **Only show comments for logged in users;** Clubs can only see their own comments and other comments when logged in. The league organiser can see all comments when logged in
- **Draw admin can confirm team match without submatch result;** The league organiser can confirm the match result without any player results being entered in 'sub match results'

- **Enter team match result with sets and games;** Teams must include sets/games when entering results
- **Draw admin can enter team match result penalty points;** By entering a number the system subtracts 5 points from the team's total league points; by entering a minus number eg. - 5 the system adds 5 points
- **Can enter team match result penalty points without winner;** Teams can enter penalty points for a match which does not have a winner.

## Player Match

General Team Match **Player Match** Team Points Player Points Online Result Online Entry Invoice

Player Settings

Player Matches: XD First Player Gender Unknown ▼

Clubs can enter rubber results

Player match can be postponed

Player match can be abandoned

Allow penalties

---

- **Player Matches: XD First Player Gender;** Select male or female from the drop down menu to tell the system who should appear first when recording a mixed doubles match
- **Clubs can enter rubber results;** allow captains to enter rubber results
- **Player match can be postponed;** option for match to be postponed when entering match result
- **Player match can be abandoned;** option for match to be abandoned when entering match result
- **Allow Penalties;** option to enable rubber penalty points

## Team Points

General Team Match Player Match **Team Points** Player Points Online Result Online Entry Invoice

Team Points Settings

Scoring: LTA League ▼

Enable ShootOut

ShootOut Bonus points  \*

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Team points will be set up in League Planner, but changes can be made in this area. Matches with results already entered must be submitted again on the rubber results or match results screens for the changes to be applied across all matches.

- **LTA League Rules;** teams are issued two points for each fixture won.
- **Points per match;** teams are issued points for each fixture won, drawn or lost.
- **Sum of 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.
- **Enable ShootOut;** if a match tie-break is played if the match is tie then enable this option
- **ShootOut Bonus points;** the number of points assigned for winning the shootout

## Player Points

General Team Match Player Match Team Points **Player Points** Online Result Online Entry Invoice

Player Points Settings

Scoring: Points Per Rubber ▼

Rubber won: 2 \*

Rubber draw: 0 \*

Rubber lost: 0 \*

Submit Cancel

Again, Player points will be set up in League Planner, but changes can be made in this area. Matches with results already entered must be submitted again on the rubber results or match results screens for the changes to be applied across all matches.

- **Points per rubber;** the number of points issued for each rubber won (e.g. a league issues 3 team points for winning a fixture (Team A v Team B) and 2 player points for each rubber won. The league plays 6 rubbers per fixture. Team A wins 5-1 (rubbers). Team A receive 10 player points. Team B receive 2 player points and 0 team points).
- **Points per set;** the number of points issued for each set won, drawn or lost. Normally leagues only issue points for a set won (e.g. a league issues 3 team points for winning a fixture (Team A v Team B) and 2 points per set won. The league plays 6 rubbers with 2 sets per rubber (12 sets). Team A wins 8 sets and Team B 4. The points per set score is 16-8. Team A receive the 3 team points. NB. If you use 'Sum of points' in the team points section the system will issue 16 team points to Team A and 8 to Team B on the league table).

## Online result

General Team Match Player Match Team Points Player Points **Online Result** Online Entry Invoice

Online Result Settings

Player Matches: Max matches per player

Player Matches: Max matches of the same type per player

Source for new players

Allow club selection for adding players

Allow adding of new players

Allow Unknown Players in player selection

Disable Scoring Validation

Results can be added  Days before the start of the match.

Team players can be modified until

Hide age (Enforced by LTA)

Reference date for age calculation

Submit Cancel

- **Player Matches: Max matches per player;** Enter maximum number of matches that can be played by a player; if this number is exceeded the system will refuse the extra matches.
- **Player Matches: Max matches of the same type;** Enter maximum number of matches of one type (i.e. singles that can be played; if this number is exceeded the system will refuse the extra matches).
- **Source of new players;** If Tournament is selected then the internal database of players imported at the League Planner stage will be used. If the Organisation option is select then the BTM Player Database will be used.

**TIP:** Have you considered using the BTM Player Database to look up and add players? To use this feature, you'll need all your clubs and members to be registered with the LTA.

More information surrounding the use of the [BTM Player Database](#) is available here.

- **Allow club selection for adding players;** If ticked clubs will be able to add players to their team. This should be ticked for all leagues unless you use a deadline before which players must be in the system. Not applicable if you are using the BTM Player Database.
- **Allow adding of new players;** This enables teams to add new players manual during the season. If un-ticked the add player pop up will not be available when entering rubber results. Not applicable if you are using the BTM Player Database.
- **Allow unknown players in player selection;** If ticked this provides one male and one female unknown player in the add player pop-up when entering rubber results.
- **Disable Scoring Validation;** If selected the system will allow any score to go in.
- **Results can be added x days before the start of a match;** This is if you wish to allow teams to enter results before the actual match date.
- **Team players can be modified until;** this feature allows teams to add their players to the drop down list prior to them being used in a match. If a date is entered the team captain will

be able to add the players from their Team's Players' page of the league website once logged in.

**TIP:** Enabling this option allows teams to set up their players and ensure they are linked from the [BTM Player Database](#) prior to being used in match results. This can reduce admin time for the league organiser later on.

- **Hide age (enforced by LTA);** This will remain ticked to hide players' ages in the system
- **Reference date for age calculation;** Not relevant to LTA

## Online entry

General Team Match Player Match Team Points Player Points Online Result **Online Entry** Invoice

Online Entry Settings

Maximum number of teams per entry  \*

Maximum number of players per team  \*

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- **Maximum number of teams per entry** - Not currently in use
- **Maximum number of players per entry** - Not currently in use

## Invoice

General Team Match Player Match Team Points Player Points Online Result Online Entry **Invoice**

Invoice Data

Name:

Contact:

Address:

Postal code:

City:

Country:  ▼

E-mail:

Comments:

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- The Competition Support Team will enter details of the person who should be invoiced for teams in the league
- Visual Reality will then send the nominated League Organiser an invoice for €2 per team.

## Scoring Properties

This allows you to add or amend the scoring template for each event. You can click on the pencil to the left of the template name to amend the setting or use the **Add setting** button having entered a template name.

Default scoring method:

Name:

Name:

When adding or amending a scoring template ensure you select the number of sets and the set types for the initial and final sets. It's also important to remember that each different match type needs to be set up in the template.

Scoring method:

This is the current default scoring setting.

	Max sets	Set type	Last Set type
MS	<input type="text" value="Best of 3"/>	<input type="text" value="Default"/>	<input type="text" value="Default"/>
WS	<input type="text" value="Best of 3"/>	<input type="text" value="Default"/>	<input type="text" value="Default"/>
MD	<input type="text" value="Best of 3"/>	<input type="text" value="Default"/>	<input type="text" value="Normal Set (Match Tie Break - record as [1-0])"/>
WD	<input type="text" value="Best of 3"/>	<input type="text" value="Default"/>	<input type="text" value="Normal Set (Match Tie Break - record as [1-0])"/>
XD	<input type="text" value="1 sets"/>	<input type="text" value="Tie Break (7 Points)"/>	<input type="text" value="Tie Break (7 Points)"/>
Single	<input type="text" value="1 sets"/>	<input type="text" value="Tie Break (7 Points)"/>	<input type="text" value="Tie Break (7 Points)"/>
Double	<input type="text" value="1 sets"/>	<input type="text" value="Tie Break (7 Points)"/>	<input type="text" value="Tie Break (7 Points)"/>

## Logo

Tournament Software allows leagues to place a non-commercial logo on their league page of the Tournament Software website. Please email such logos to [competitionsupport@lta.org.uk](mailto:competitionsupport@lta.org.uk).

## Events & Draws

The draws tab shows both the league's events and draws (divisions). From here you can edit both the event properties and draw properties as well as adding an additional draw.

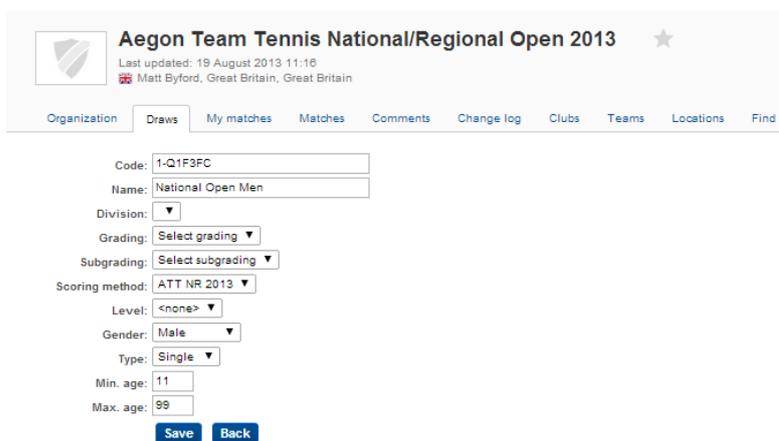
### The basics

1. To view an event, click on the event name (coloured blue).
2. Once in the event, click on the division (draw) that you wish to view.
3. After clicking on the division the overview page will display first; this shows the league standings as well as the latest match results. Tabs which show the draw, match list, statistics and player statistics are also available. From here you can click into specific teams.

### Edit an event

To amend the properties of an event:

1. Select the **Draws** tab from the top menu
2. Clicking on the pencil  to the left of the **Event** name
3. Amend the settings



**Aegon Team Tennis National/Regional Open 2013** ★

Last updated: 19 August 2013 11:16  
Matt Byford, Great Britain, Great Britain

Organization | **Draws** | My matches | Matches | Comments | Change log | Clubs | Teams | Locations | Find

Code: 1-Q1F3FC  
Name: National Open Men  
Division:   
Grading: Select grading  
Subgrading: Select subgrading  
Scoring method: ATT NR 2013  
Level: <none>  
Gender: Male  
Type: Single  
Min. age: 11  
Max. age: 99

**IMPORTANT:** Never amend the Event Code; this will corrupt the loading process.

4. Click the **Save** button

## Edit a draw

To amend the properties of an event:

1. Select the **Draws** tab from the top menu
2. Select the **event** from the list
3. Clicking on the pencil  to the left of the **draw name**
4. Amend the settings



**Aegon Team Tennis National/Regional Open 2013** ★  
Last updated: 19 August 2013 11:16  
Matt Byford, Great Britain, Great Britain

Organization Draws My matches Matches Comments Change log Clubs Teams Locations

**Edit draw**

Name:

Code:

Fixture:

Number promoting teams:

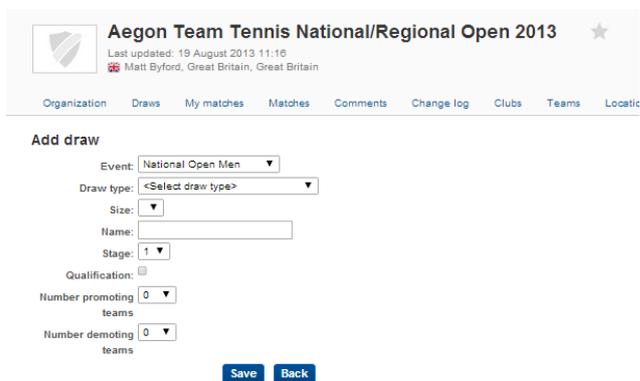
Number demoting teams:

5. Click the **Save** button

## Adding a Draw (division)

You may need to add a new division to your league if a team withdraws or wishes to be included. You can do this at any stage, however if match results have been submitted you will need to add these to the new division (draw).

1. Select the **Draws** tab from the top menu
2. Select the **Event** from the list in which you want to create a new division (draw)
3. Click on the **Add draw** button to add a new division (draw)
4. This will open the Add draw age as seen below:



**Aegon Team Tennis National/Regional Open 2013** ★  
Last updated: 19 August 2013 11:16  
Matt Byford, Great Britain, Great Britain

Organization Draws My matches Matches Comments Change log Clubs Teams Locations

**Add draw**

Event:

Draw type:

Size:

Name:

Stage:

Qualification:

Number promoting teams:

Number demoting teams:

5. The event will be automatically populated based on properties already set.

6. Select the **draw type** from the drop down menu. If your teams compete against one another both home and away select Round Robin – Home and Away.
7. Select the **size** of the division using the drop down menu.
8. Enter a **name** for the division
9. Select the **stage** (when adding a division) means the number of times teams will play each other.

**IMPORTANT:** Most draws should be set to stage 1. Please note if you have selected Round Robin – Home and Away as your draw type you should select stage 1.

10. Tick the **qualification box** if you have selected draw type 'qualifying draw'.
11. You can also state how many teams will be **promoted** and **relegated**. This will be indicated by dotted lines showing the cut offs for relegation and the promotion.
12. Once finished, click **save**. You will be returned to the draw list. Use the blue up and down **arrows**   to change the order in which your divisions should be shown on the website.
13. Use the **red cross**  to delete divisions you no longer require; if you delete a division with results already entered all these results will be lost.
14. The **pencil**  allows you to edit draws, however this should be used carefully since it affects league standings
15. To add teams to the draw, click on the draw name and select the **Draw** tab.
16. Using the **blue arrow**  and from the drop down list click **Select Entry**.
17. The Select Entry window will appear and **select** the team from the list.
18. To add the team click **Ok** and repeat for all the lines on the draw.

## Matches & My Matches

These sections show all the matches which are scheduled to be played.

- The My Matches tab allows a user that is logged in with a club login to see the matches relevant exclusively to that club using Match filter or Event filter.
- The Matches tab shows a list of all matches scheduled for a particular date which can be controlled by the calendar above.

## Modify match

A league organiser can modify any match in the league whereas a club login can only modify matches they play in (once the day of the match arrives).

**Berkshire Junior Winter League 2013-14** ★  
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Organization Draws My matches **Matches** Comments Change log Clubs Teams Locations Find Members All draws Ac

**Tournament days**

SUN 03 NOV SUN 24 NOV SUN 15 DEC SUN 19 JAN SUN 02 FEB SUN 09 FEB SUN 23 FEB SUN 02 MAR SUN 09 MAR **SUN 23 MAR**

**Match overview of 23 March 2014**

Time	Draw	Round	Stage	No	Home	Away	Score	Location	Status
	18U Boys - 15U-18U Boys Div B	1	1	3	Sandhurst 15U-18U Boys Division B	Wokingham 15U-18U Boys Division B			<a href="#">Modify</a>

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

**Sandhurst 15U-18U Boys Division B - Wokingham 15U-18U Boys Division B**

Time: Sun 23/03/2014 (Previously Sun 24/11/2013)  
Draw: 18U Boys - 15U-18U Boys Div B  
Location:  
Score:  
Manager:  
Match confirmed: No

[Email all match users](#)  
[Add comment](#)

**Match overview**

Event Sandhurst 15U-18U Boys Division B - Wokingham 15U-18U Boys Division B Score

MS1	-
MS2	-
MD	-

[Reschedule match](#) [Relocate match](#) [Switch Home and Away Match](#) [Enter match result](#) [Enter rubber results](#) [Add comment](#) [Clear rubber results](#)

There are various options available:

- Re-schedule the match (fixture) using **Re-schedule match**
- Switch which team is playing at home using **Switch Home and Away Match**
- Enter the match (fixture) result using **Enter Match Result** – used when not entering players in your result
- Enter the rubber results using **Enter Rubber Results** – must be used for leagues where results are submitted for LTA ratings and rankings
- Feedback for the league organiser/opposition captain using the **Add comment** function

## Re-schedule Match

After publishing you may need to change the date of some of your fixtures.

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**Sandhurst 15U-18U Boys Division B - Wokingham 15U-18U Boys Division B**

Time: Sun 23/03/2014 (Previously Sun 24/11/2013)  
Draw: 18U Boys - 15U-18U Boys Div B  
Location:  
Score:  
Manager:  
Match confirmed: No

**Match schedule**  
Change date (dd/mm/yyyy): 23 ▾ / 03 ▾ / 2014 ▾  
Change time: ▾ : ▾

**Save without indication**   **Save**   **Back**

To do this:

1. Click **Modify** next to the match in question in the **Draws**, **My Matches** or **Matches** tab.
2. When on the match page click the **Re-schedule match** button.
3. Here you can change the date and time of the fixture.
4. You can either **Save without indication** which will save your changes without showing that the date or time has been changed or click **Save**. By pressing save this will show the symbol to the right of the fixture.
5. Click **Back** to return to the previous screen.

## Switch Home and Away Match

Whilst setting up your league you will have either specified, or let the software specify, 'home' & 'away' fixtures.

To make changes:

1. Click **Modify** next to the match in question in the **Draws**, **My Matches** or **Matches** tab.
2. When on the match page click the **Switch Home and Away match** button.
3. Tournament Software will ask you to confirm you wish to Switch Home/Away, click **OK** to confirm.
4. Each match you switch will be assigned this symbol .

## Enter match result

In this section match scores can be submitted without entering player names. If you are submitting the results for British Tennis Ratings and Rankings then you must use the Enter Rubber Results feature instead so that players can be assigned their results.

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**Edit match result**

Match: Sandhurst 15U-18U Boys Division B - Wokingham 15U-18U Boys Division B  
Time: Sun 23/03/2014 (Previously Sun 24/11/2013)  
Draw: 18U Boys - 15U-18U Boys Div B  
Location:  
Score:  
Manager:  
Match confirmed: No

Team	Winner	Score	Team penalty points	Rubber penalty points	Sets	Games
Sandhurst 15U-18U Boys Division B	<Select winner>	0	0	0	0	0
Wokingham 15U-18U Boys Division B		0	0	0	0	0

Comments:

[Save](#)   [Back](#)   [Restore rubber result](#)

To enter the match result:

1. Click **Modify** next to the match in question in the **Draws**, **My Matches** or **Matches** tab.
2. When on the match page click the **Enter Match Result** button.
3. Select the **winner** from the drop down menu. There are different options available:

Team name - this team was the winner.

Tie – if two teams tie a match, or if the match was not played, each team gets half the team/player points available.

Penalty team (all points) – the selected team will receive no points and opposing team will receive all team/player points available. Any rubber scores (player v player) will be retained so they can still be submitted for British Tennis Ratings and Rankings.

Penalty both teams - both teams will receive no points. Any rubber scores (player v player) will be retained so they can still be submitted for British Tennis Ratings and Rankings.

4. Enter the **score** of the match.
5. By entering a number in the **team penalty points** field against a team this number of points will be deducted from the team's league table total points. If you enter a minus number in the team penalty points field, the number of points will be added to the team's league table total points
6. By entering a number in the **rubber penalty points** field against a team the number of points you enter will be deducted from the team's rubber points total. If you enter a minus number in the rubber penalty points field, the number of points will be added to the team's rubber points total

7. Enter the **sets** and **games won** by each team. This will then update the league table when you press save.
8. You can then leave a **comment** in the space provided. This will appear against the fixture record.
9. Finally to update the website press **Save**.

## Enter rubber results

Team captains are able to submit fixture scores here, including entering players' names and the relevant score for the rubber. We advise using this option since it benefits teams and players and you can track which players are competing in which divisions. This also enables relevant matches to be submitted for British Tennis Ratings and Rankings.

**TIP:** The [BTM Player Database](#) is available for leagues using Online League Management. The database helps captains enter results more efficiently and increases the accuracy of the league data because players can be identified and picked up automatically. The process requires players to have valid British Tennis Membership (BTM) and also be linked to the place to play for which they are competing in the league.

To enter rubber results:

1. Click **Modify** next to the match in question in the **Draws**, **My Matches** or **Matches** tab.
2. When on the match page click the **Enter rubber results** button.
3. Select the **players' names** from the drop down lists and enter the **score**. The score should always be loaded in favour of the home team; for example, if the away team won the rubber, the score should be 1-6 2-6
4. If a player does not appear in the drop down box, hover over the down arrow to the right of the team name and select **Add Player**.
5. For leagues using the BTM Player Database start typing in the **name** or **BTM number** of the player and the search results will appear. Once you have found the correct player select his/her name and click **Add**. The player's name will then appear in the lower section of the window, **select** again and click **Close**.
6. If you are unable to find the player click **All Club** in the **Add Player** window which will search across the whole database (this may take a while as there will be many records to search).

7. For leagues not using the BTM Player Database click on the **Add New Player** tab and complete all fields including the player's British Tennis Membership number. If the player does not have a BTM number please contact the player and ask him/her to sign up so that the BTM can be added at a later date. In the meantime, assign **Unknown Player**. Click **add**.
8. The **Copy Team Composition** function, when hovering over a team name, allows captains to save time by replicating the playing order from the previous match.
9. The **Check form** screen allows you to check your entry; if you have made mistakes they will show in red.
10. The **clear fields** option allows you to remove all rubber entries and start again.
11. Once you are happy with the scores, click **Save**. Only League Administrators have the ability to go back in and modify a result once it has been submitted.

### Confirm Results

The confirm results feature allows the losing captain to confirm the results entered by the winning captain.

After a team captain has entered the results only the league organiser can then make changes. Click on the **Revoke confirmation** button and all the original features will be viewable again.

### Add comment

Team captains/league organisers can make comments; this is particularly useful when they have had to use the Unknown Player option. Click **Add comment** and add content to Message box

**TIP:** We recommend that you allow access to the **comment** only to those who are logged in. You can do this on the **Team Match** tab of the **Tournament Properties**.

### Clear rubber results

This function allows you to clear any previously entered rubber results.

## Clubs

Team captains and players can view the following:

- All clubs entered in the league
- General information about the club
- The number of teams entered from individual clubs
- Matches to be played by individual clubs
- Where individual club's teams are currently in the league standings
- Which players are playing for individual clubs
- Statistics on how the club is doing in the league

In addition the logged in league organiser can:

- Edit the details of the clubs already entered
- Add new clubs to the league during the season
- Edit player details or remove players from the system
- You can also view the club's Teams, Matches, Standings, Players, Active Players and Statistics

### Edit Club

To amend a club's details

1. Click on the **Clubs** tab
2. Select the club you wish to edit
3. Click on the **Edit club** button to edit the club's details.
4. Enter or amend the details however you should never change the name or number of a club.
5. Click **save** to confirm the changes

### Add Club

1. Click on the **Clubs** tab
2. Click on the **Add club** button
3. Add the relevant details. It is **essential** that the club name and number (LTA registration code) are identical. Your local county office will supply club codes.
4. Click 'save' and your new club will be added to the clubs tab.

### Add a team

If a team enters your league late and you have already published from LP to the website you can add additional teams online.

1. Click on the **Clubs** tab
2. Select the club that the team you wish to add belongs to
3. Select the **Teams** tab underneath the club's name
4. Click **Add team** button
5. Select the club name from the drop down menu
6. Enter the details of the team including the contact details of the team captain.
7. Click **save** and the team will be added to the club.

## Edit or delete players

For leagues not using the BTM Player Database, it is possible for team captains to misspell names or to enter BTM numbers incorrectly. To amend these:

1. Click on the **Clubs** tab for the club you wish to amend
2. Click on the **Players** tab below the club name.
3. Click on the pencil  by the player's name.
4. Add or correct any details that are missing/incorrect
5. Click **save**
6. To delete a player simply click on the cross  next to his/her name.

## Teams

In the teams tab, captains can view the following:

- Team names and details,
- Which club the teams are associated with,
- Which events and divisions teams are playing in.

Additionally the logged in league administrator can:

- Edit team details

### Edit Team

To edit a team:

1. Click on the **Teams** tab
2. Select the event from the Event Filter
3. Click on the team's name
4. On the team overview page click on the **Edit team** button.
5. Amend / add the details as necessary
6. Click **save**

### Withdraw a team

If a team pulls out of your league after the start date you can withdraw it and remove any results from the league standings. The system will remove all the match results the team has played so that it is fair for all other teams.

1. Click on the **Teams** tab
2. Select the event from the Event Filter
3. Click on the team's name
4. Click on the Events tab underneath the team's name
5. Click on the pencil to the left of the event in which they are playing in
6. Change the Status to **Retired** in the drop down
7. Click **Save**

The team will have been withdrawn from the division however you now need to recalculate the standings:

- Click on the **Admin** tab
- Click on the **Recalc Round Robin Standings** (bottom left). This will recalculate the draw, remove all the points achieved by the withdrawn team and move them to the bottom of the table.

NB For this to work you must have 'Do not use results of retired teams' active in the Standings Calculation section of the Admin Tab. See page 7 for further details.

## Comments

The Comments tab allows you to view all comments made across the whole league by captains.

## Change log

The Change Log tab allows you to view all the changes made to the league during the season. It is an audit trail of the league and is useful if disagreements arise or you make changes to the League Properties.

## Locations

This is useful for leagues held at central venues. Click **Add location** and complete the appropriate fields. The address of your location will be used to make a Google map for team captains to view online. Once you have added your new location you can attach it to a club. This is helpful if multiple clubs play at a shared venue.

To attach a location:

1. Click on the Clubs tab
2. Select the appropriate club
3. Using the drop down, select the appropriate location.

## Find

This search function allows you to search within your league for clubs, teams and players.

## All draws

This view is available for league organisers and allows you to quickly look at all divisions in your league.

## Mail Merge – using Outlook 2010

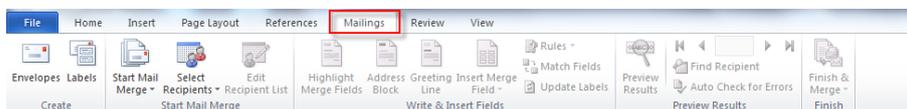
The following instructions explain how you can use the mail merge function within MS Word to bulk email captains/clubs. This is very useful when sending out the online results 'logins'/passwords' to captains. To use this process you need to have Microsoft Outlook operating on your computer. If you do not, ask your local county office to help with sending this email. In this tutorial we assume you have already created your spreadsheet which includes the data you wish to merge.

**IMPORTANT:** Before starting the process go to Microsoft Outlook and enable the **Work Offline** function - by **Working Offline** your emails will be sent to the email **Outbox** enabling you to check them before sending.

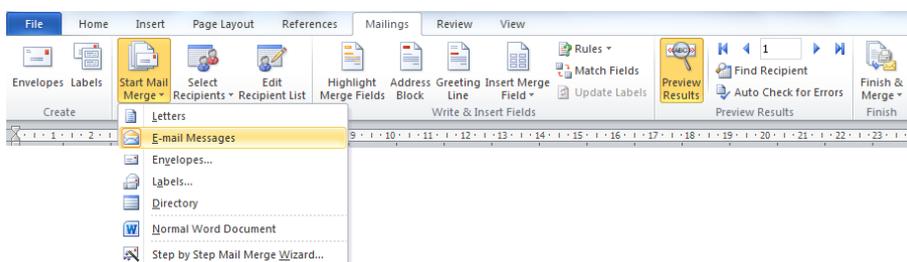
To work offline click on **Send and Receive** then **Work Offline**.

Alternatively, don't be connected to the internet.

1. Open the Word document you want to email to multiple people
2. Click on the **Mailings** tab



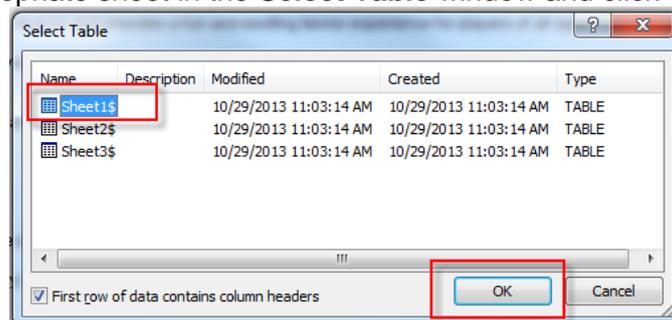
3. Click on **Start Mail Merge** from the menu and select **Email Messages** from the drop down list



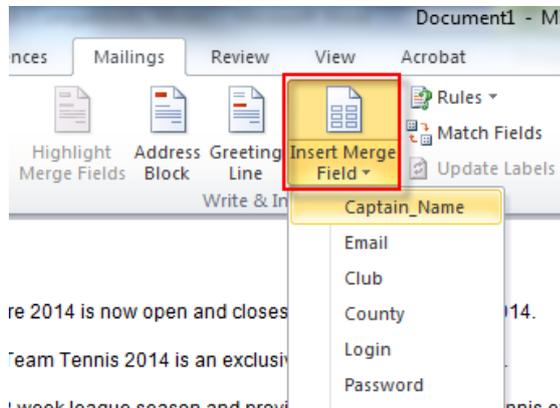
4. Click on **Select Recipients** from the menu and select **Use Existing List** from the drop down list, located the Excel spreadsheet which includes the data and click **Open**.



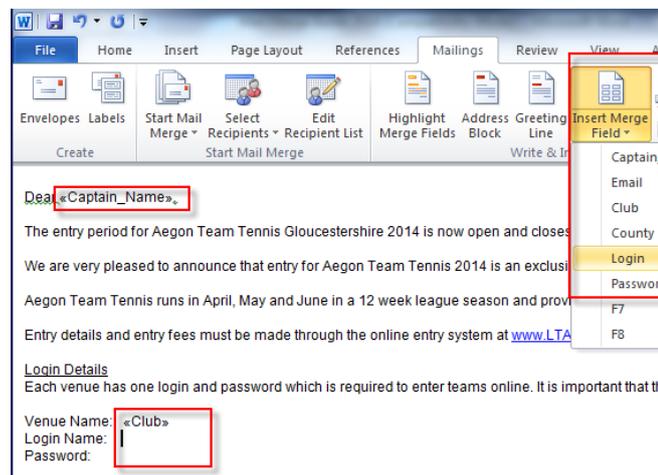
5. Select the appropriate sheet in the **Select Table** window and click **OK**.



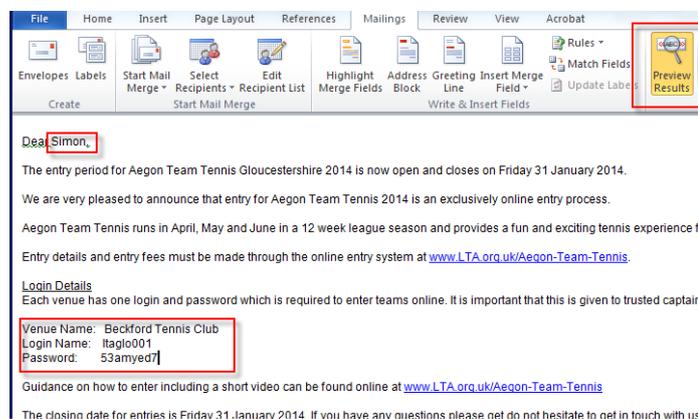
6. Check that all the required recipients are ticked and click **OK**. Your data (contact list) has now been added to your file.
7. Place your cursor exactly where you want the piece of merged data to be added and click on **Insert Merge Field** and **select** the field from the list



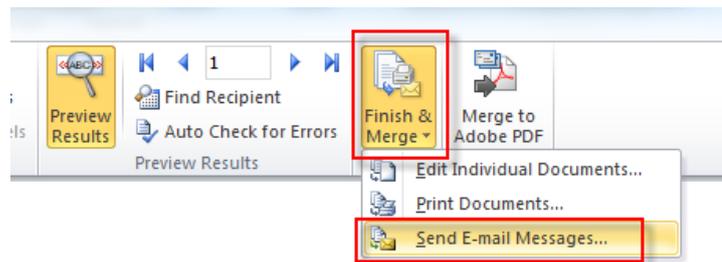
8. Now repeat the process for each of the other areas for which you want to add information.



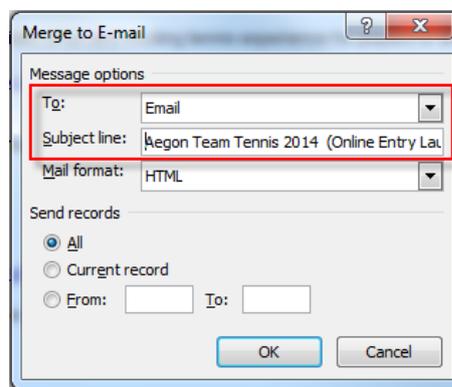
9. Once you are happy that all the relevant links have been added click **Preview Results** to view what the email will look like. You will see the data has been added. Use the arrows to scroll through and double check the email messages. Check the emails against the data from your spreadsheet.



10. Once you have checked all the emails click **Finish and Merge** and **Send Email Messages** from the drop down list.



11. The merge to email window will open. Select the heading of the column in which the email addresses are stored and enter a subject for your email. Ensure All is selected from the send record column.



12. Check that you are working offline. If you are working online it will send the emails immediately.

13. Click **Ok**.

14. If you decided to select to Work Offline, review your emails in your Outbox in Outlook.



15. Once you are happy to send the emails, click on **Send and Receive** then **Work Offline** again to go back 'online'. Your emails will be sent and copied stored as normal in the sent items folder.

