

# Step-by-Step Guide

2026 LTA Tournament Planner License Application

Update TTP to the latest Version once you have received your License

## Tournament Opens – 46 Days

- Make sure all your Event Categories Added
- Event Dates (and timing information where possible)
- Entry Fees
- Fact Sheet populated and published
- Stripe Account Connected
- Promote
- Set Your TTP File Up
- Click Tournament – New – Save the file correctly with ease – Tournament Code – What it is – Date and Grade
- Click Yes on Do you want to download a sanctioned tournament
- Fill in Tournament Key: Username and Password
- Click Overview – Properties – Make Sure Info is correct – Add Sponsors Logo to printed draws if you want
- Make Sure Address is filled in correctly
- Make Sure Events and Days are correct however they do them automatically
- Click Times (I use 50 times per day) – Click All Days – Start 9am (or whenever you planned) 15 Minute Intervals (gives you 15-minute match times for a 12-hour day)
- Click Location/Courts and Double Click your Location
- Add How many Courts you have
- Click Available Courts – All Days – Ok
- Check Draws Tab and make sure break after match is correct
- Click Scheduling and make sure Maximum number of Matches is correct depending on age groups U8s (8 Matches Each) U9s (6 Matches Each) U10s (4 Matches Each) U11s plus (2 Matches Each)
- Select Default Scoring System for most common used for the whole tournament. Individual Events can be changed simply by going into Roster and Draws tab once Draws are done – right clicking – and click scoring format and it will change it for that age group or stage of competition (Main Draw/Qualifying/Consolation)
- Add Officials

Tournament Closed for Entries Passes – Depends on Grade (3-14 days) (4-10 Days) (5 – 7 Days)

- Normally at 10am, so that day I will get Acceptance Lists Out (48 hours) and before Withdrawal Deadline
- Import all your Entries of Players wanting to enter your tournament
- Click Internet – Entries – Next – Next (again) – Finish – Close
- Player Validation – Click Tournament Tab then Player Validation
- Import Rankings/Recent Form – Click Player Tab then Important Ranking (For U11 and Older)
- Click Player Tab then Import Recent Form (For U9s/U10s)
- Produce the Acceptance List After Tournament Closes
- Click Draw Tab and then Automatic Acceptance Tab or the little icon below Messages Tab with MQ on it
- Change Size of Main – What you have stated on your face Sheet – Normally 16 for my Tournaments and No Qualifying
- Grade 3 & 4 –
- U8s there is no recent form or ranking list
- U9s/U10s – Recent Form
- U11-U18s – Ranking
- Open – WTN & Ranking
- Remember if on the Fact Sheet you click Own Age Group Priority – you must click this box on Automatic Acceptance
- Grade 5s –
- Entry Date/Time
- Do This for Every Event in your Tournament
- If you have oversubscribed Tournament, you will have Reserve Lists
- Publish your Tournament – Internet Tab – Click Publish – then Publish Again
- Produce an Email that has all your information in an Example would be

Hello my name is Matt Jackman I am the referee for the Tennis World February Tournament – Grade 3. Make sure you read all information below and let me know if you have any more questions.

PLEASE NOTE – players are NOT allowed to play in 2 singles events crossing over days. Please withdraw if events clash out of 1 of the events. An Example would be the U12s and U16s another example would be U14s and U18s Singles so please withdraw from one of the events

The acceptances have now been published for the above Tennis World February Tournament – Grade 3. taking place between the 18/02/2024 and 25/02/2024 at Tennis World Middlesbrough TS4 3SA please find attached below the following important documents;

- (1) You should check the LTA website via the link below to find out your acceptance status. i.e., whether you have been accepted into the event or are on the reserve list:
- (2) <https://competitions.lta.org.uk/tournament/9ABBF2F3-98AB-46E1-AF5A-52159F6D3C42>
- (3) Acceptances for the Tennis World February Tournament – Grade 3 have been made according to the following criteria:

1. Wild cards – one wild card space was available for every 8 places in the draw
2. World Tennis Number (Adults) LTA Rankings (U11s-U18s) /Recent Form (U9s/U10s)

(3) If you are on the reserve list then you should check the list regularly up to the day before the competition to see if you have moved into the main draw. This is important to remember as you will not receive an email if your acceptance status changes. An exception applies in the 24-hour period leading up to the start of the event in which case the referee will contact you to see if you still wish to play

Please Check Fact Sheet for all scoring formats, times might alter slightly however I will try to keep it as close to as stated as possible. This will just be dependent on entry numbers. I will publish the draws and timings on the 12<sup>th</sup> or 13<sup>th</sup> February using the latest World Tennis Number/Ranking/Recent Form lists.

Tennis World Welfare Officer is Tori Caswell, if you have any concerns, please contact Tori on [info@tennisworldmiddlesbrough.co.uk](mailto:info@tennisworldmiddlesbrough.co.uk) or myself on Matthewjackman@yahoo.com

#### Facilities

- Toilets are available in the main sports centre building.
- There is a coffee machine and sweet machine, Pizzas and small sandwiches are available

- Send All Players an Email – Adjust the variables to what you want to send out
- Important Information in Email – Introduction and which Tournament they have entered, Acceptance List is now Published, When the Tournament is taking places, where it is at, what is the Postcode, Event Information if you need any more to help events run so less than 5 players. Link to your tournament explaining their Status of Acceptance. How you made these decisions (e.g. Wildcard 1 for every 8 places) WTN/Ranking/Recent Form), Reserve List and the exception 24-hour rule. Refer to your Fact Sheet for scoring formats and times (I always state I will keep it as close to possible however draw sizes and numbers sometimes do not help) When I am going to Publish the Draw after The Withdrawal Deadline and using which WTN/Ranking/Recent Form Lists. Who the clubs Welfare officer is if they have any concerns. Also, facilities when food is open/closed. Any other information that is necessary.
- Check your Tournament is showing Properly with your Acceptance Lists
- Click Overview (right hand side) – View this tournament on the Web – Events – Click an age group and make sure it showing online as well
- Check Messages are been read
- Click Messages – Pickup Confirmation
- Keep updating Entries and Updating Acceptance Lists so Reserves know ASAP if they are playing up to Withdrawal Deadline then follow below
- Late Entries – If seeded I would not take them because it will upset people who have entered early and on time

- Late Entries – if not seeded and help the tournament I would wildcard them in (Remember 1 wildcard to 8 Entries)

### Withdrawal Deadline Passes – 2 Days after Closing

- Import Entries Again (as players will have withdrawn so need to update lists)
- Update Acceptance Lists again so it's all tidied up and looks correct
- Important Rankings/Recent Form with Latest Lists (important as using a different tournament week to produce the seedings compared to the Acceptance)
- I always do my Draws (Monday or Tuesday) This gives parents/players enough time before the tournament starts Sunday to plan
- Click Roster and go through every event and make sure its correct
- Any Withdrawals After the Withdrawal Deadline we must record withdrawal points
- If this happens go to the Roster (right hand side) – right click on the player – then the players name at the bottom after clicking right click – Offences – Withdrawal – Offence (pick which one it is) – WD Method (pick which one it is) Notes (type why if they said) – Click Ok
- Important to Note it is not a Referee decision if its valid/acceptable etc we must always record and let LTA deal with the after fact.
- Once ready to do Draws and Seedings
- Click Draw – Automatic Seeding – Order (normally is correct however double check) WTN for Adults/Ranking for U11-U18s/ Recent Form for U9/U10s
- Or you can click the icon below messages (next to acceptance) with a little (1) – Click Order (make sure its correct) Click Seed 0/1/2/4/8/16/32/64/128 depending on the size of your Draw. I have 19 players so I would seed 8. However, if between 5-8 players I would seed 2 players. Between 9-16 I would seed 4 players. 17-32 players I would seed 8 players etc
- Next is to make the Draw
- Depending on what type of Draw your doing please make sure they are in the right area.
- Main Draw/Qualifying/Extra at the bottom when you are on Roster tab
- If you need to move players to Qualifying, please make sure you select all correct players – Right Click – Move to – Qualifying
- Add Draw – Click Draw at the Top, Add Draw, select which Type of System you want to use
- I used Group stage with compass play-off
- Stage should show Qualifying has your entries or if you are doing an elimination should show in Main Draw
- Fill the Amount of Groups/Size of Groups – I always keep my Groups Even Numbers as makes things easier when you go into Main Draw with winners
- Click Nr's 1 and 2 (Always have 2 players at least going through for best practice)
- Create Extra Draws for the rest of the players so they have even number of matches in U8s/U9s/U10s
- Click Next – Stage Main Draw – Size – Name – Next – Layout (shows on printed draws (I like to show County/Ranking/WTN for the correct events and age groups) – Click Next – Finish
- Make Sure then it shows correctly the right Stages and Links should of have been automatically added
- If older events 2 matches guaranteed however use a custom consolation (if consolations are not mandatory as makes it easier to get matches on)

- Click Draw – Make Draw – Select Correct Event – Select Correct Stage – Click Next – Separation (Depends on your Grade) Grade 5/6 I like to separate by Club. Grade 3/4 I like to separate by County. Click Next – Click Finish
- Draw is now complete
- Program Start Times
- Publish once all is done for players and parents to see
- Email Parents to say Draws and Times Publishes – Looking forward to seeing everybody etc

### Late Entries

- Cannot Accept if Seeded Now
- If they are not seeded and can fit them in with court space you can wildcard them in
- However generally after a draw is done this becomes tough if your close to Maximum allocation

### Withdrawals?

- Late Withdrawals – After Published of the Draw
- Always keep the draw as close to the same as published as possible
- If you have a full 16 Draw and somebody pulls out – I would move the player playing the number 1 seed into that spare slot – this is time sensitive as you must ring the players and email them so if you have time and can get in contact with the players then it will make a better tournament. However, if you do not, I would not move them as they could be travelling very far and stayed in a hotel night before so it is a judgement call.
- Remember Seed 1 then Seed 2 then Seed 3 then Seed 4 would get the byes in a 16 Draw
- A Player should not get a bye to the Semis as players have to win a Round to get points
- Unless a Draw is 5 Players and this happens you must keep the draw the same for players to be allocated the points as if you re do a draw with 4 players or less then the ranking/recent form points will be less that the stated grade of the competition
- If a Seed Withdraws, we must do our best to change the draw ASAP as it will balance the draw back to normal
- Delete the Seeded Player from the Draw (let us say number 1 seed)
- Go to Roster – Right Click on Player – Move to Exclude List – Yes to Assign Withdrawal Points
- Re Do Seedings so now 5<sup>th</sup> Seed becomes 4<sup>th</sup> Seed
- Go Back to the Draw
- Move 2<sup>nd</sup> Seed (Now 1<sup>st</sup> Seed) into Position 1
- Move 3<sup>rd</sup> Seed (Now 2<sup>nd</sup> Seed) from slot 5 or 12 into Slot 16 to become 2<sup>nd</sup> Seed
- Move 5<sup>th</sup> Seed into the old 3<sup>rd</sup> Seed Slot (either 5 or 12)
- Seeds 3 and 4 can interchange so you do not need to move these players about
- If you have a reserve they take the spare spot – change their acceptance to Main Draw and slot them into the space
- If you do not have a reserve, I would move the player playing the 1<sup>st</sup> seed into that spare slot and give the new 1<sup>st</sup> seed a bye
- This will balance the draw back out which is important if we can
- Email all players in that event and let them know that a seed has pulled out – please double check draws and start times

- Ring Players its affected moving so they know and explain as a seed has pulled out, I have corrected the draw to balance and make it fair
- Re Publish Draws so everything is correct online
- Double Check by viewing your tournament online

Always Remember the LTA Competition Team has a great Support Network, if your ever stuck there is plenty of experienced referees who will help with any issues and the Competition Development Partners for your area will always help sort any issues you have. They have been great to me since I started Refereeing