LTA TENNIS FOR BRITAIN

HOW TO PUBLISH AND SUBMIT AT TOURNAMENT

GUIDE

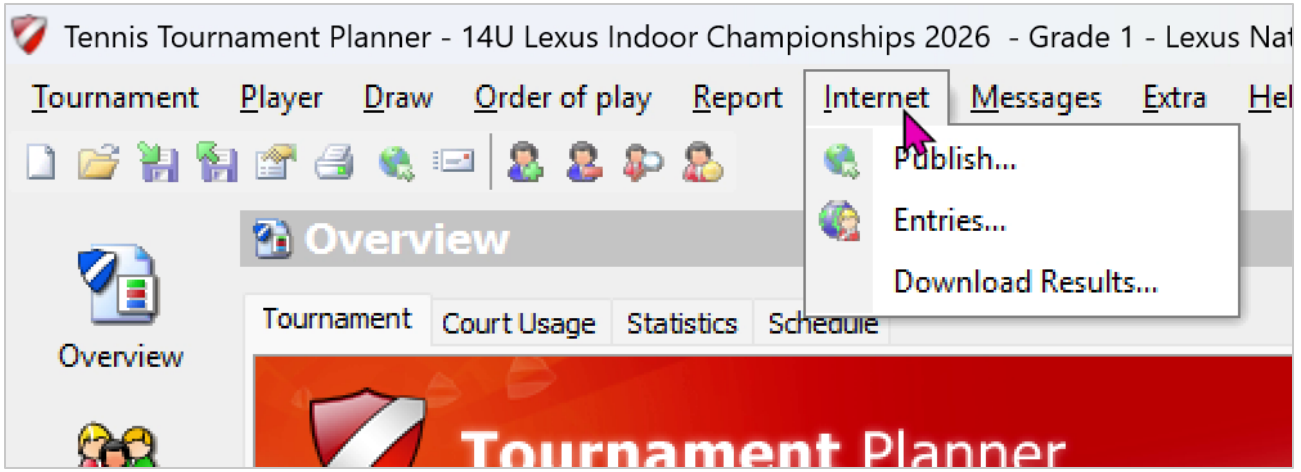


KEY MOMENTS (TIMESTAMPS)

1. Publish a tournament – 00:47
2. Submit tournament results – 03:40
3. Error message when submitting – 04:13
4. Spotting an error after submitting – 05:36

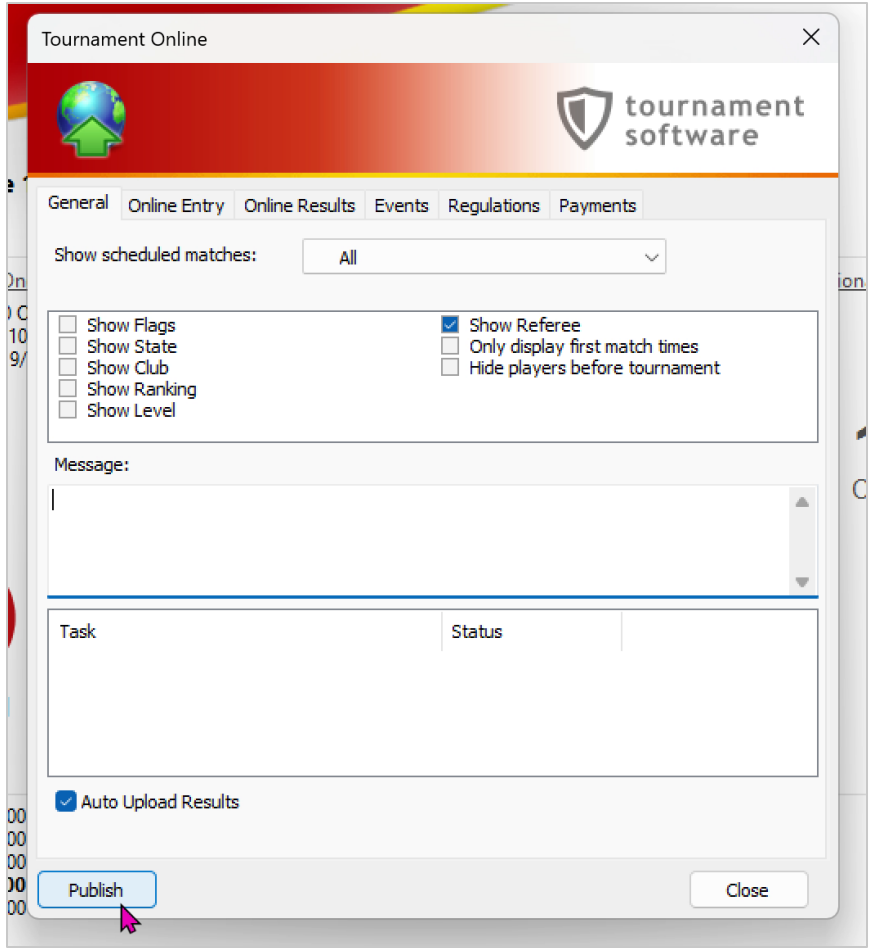
1. PUBLISH A TOURNAMENT – 00.47

1. Click Internet on the top menu bar.
2. Select Publish…



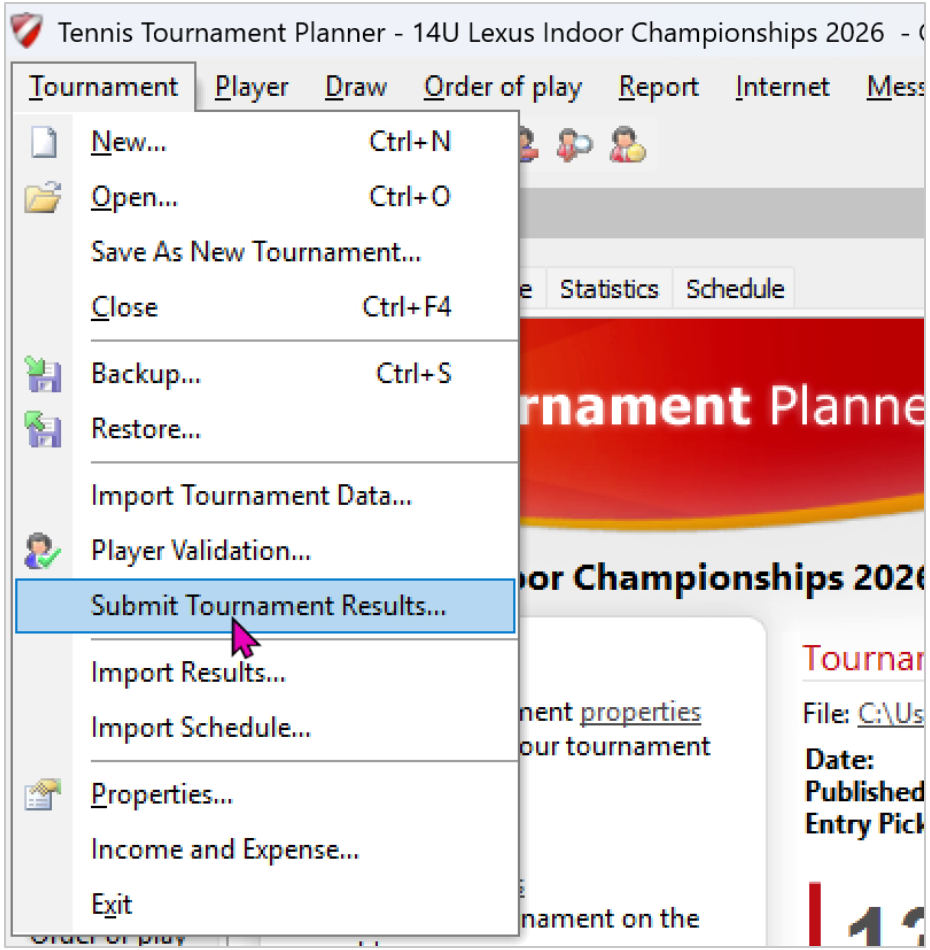
1. PUBLISH A TOURNAMENT – 00.47

1. On the General tab, choose which scheduled matches to show.
2. Tick the display options you need (e.g. Only display first match times).
3. Type any message for players in the Message box (e.g. warm-up information).
4. In the Events tab, you can turn off online entry for specific events.
5. Keep Auto Upload Results ticked so results update online.
6. Click Publish and check each task in the Task / Status list.



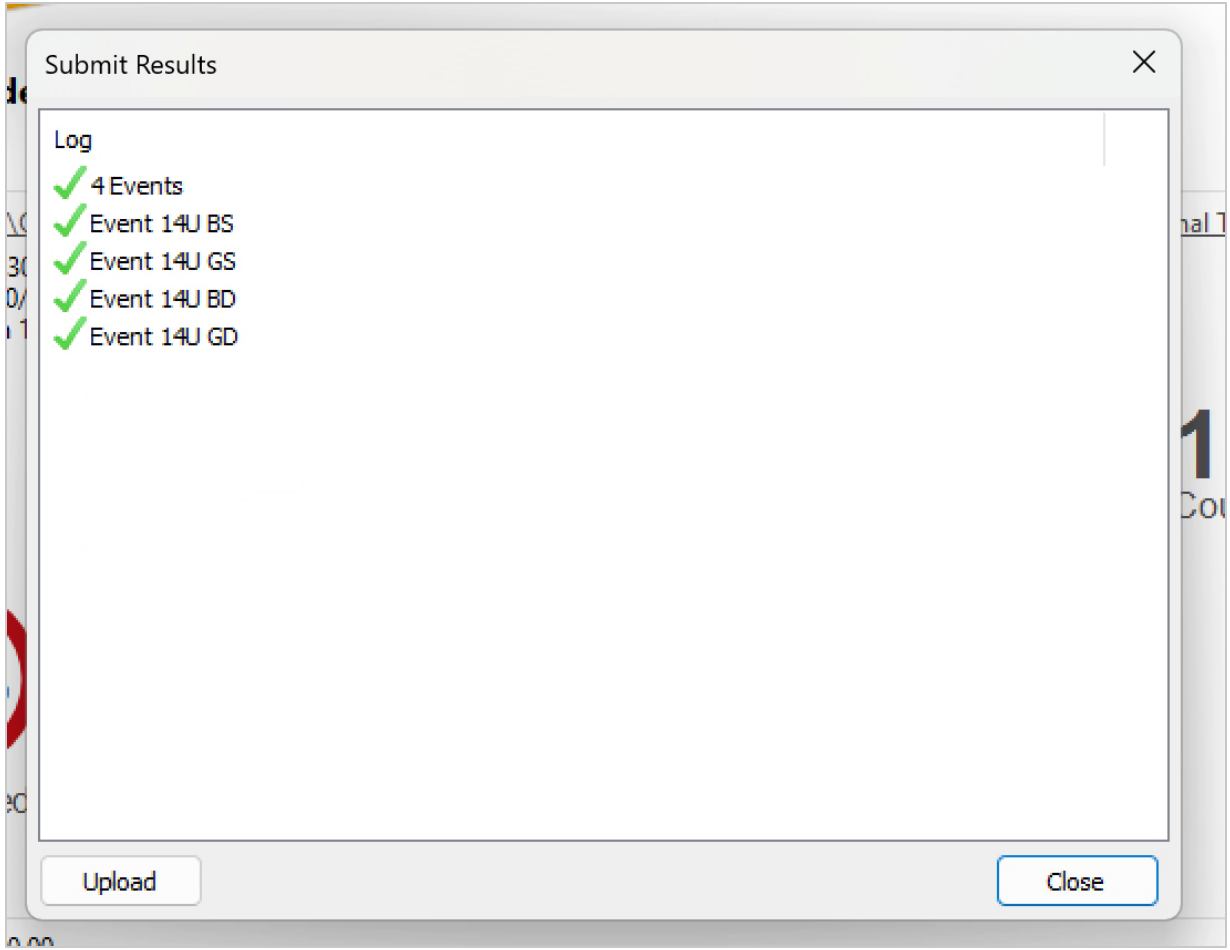
2. SUBMIT TOURNAMENT RESULTS – 03.40

1. Click Tournament on the top menu bar.
2. Select Submit Tournament Results…



2. SUBMIT TOURNAMENT RESULTS – 03.40

1. The Submit Results window opens and the Log checks every event.
2. A green tick next to each event means it is ready to submit.
3. Click Upload.
4. Click Close once the upload has finished.

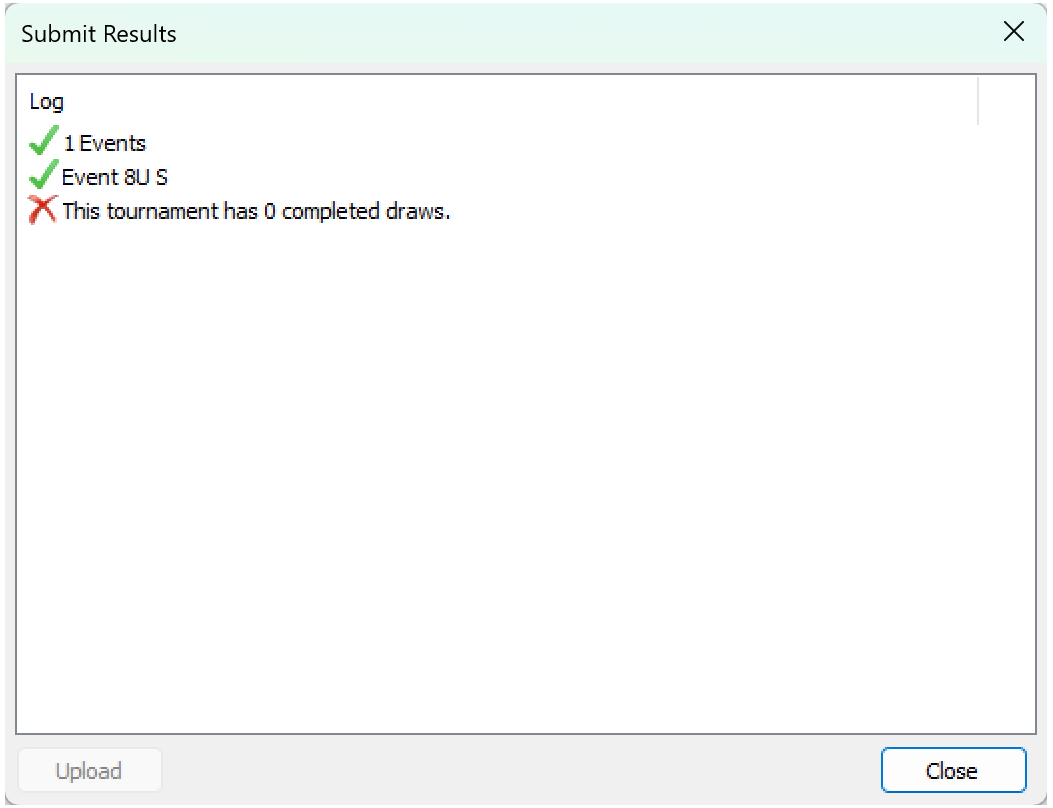


3. COMMON ERRORS – 04.13

1. If an error appears, you will not be able to upload

2. It may be that you have missed entering a score, in which case check your draws and enter

3. If you were unable to complete the tournament due to bad weather, you can select the match status as unplayed or if the whole draw was cancelled, delete the draw.



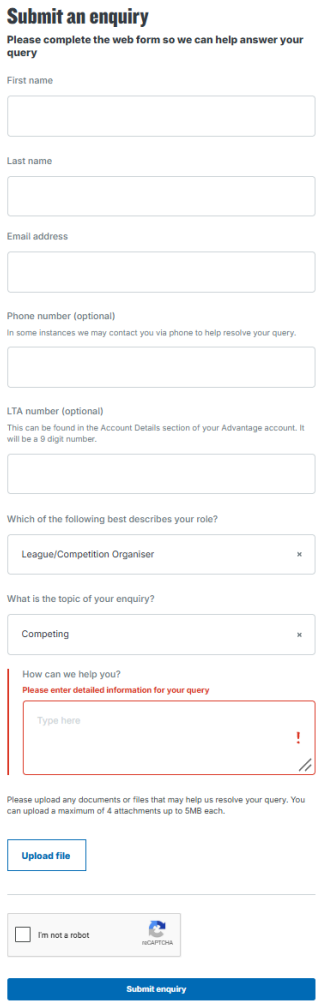
4. Spotting an error after submitting– 05.36

1. If you spot an error after you have submitted, you contact the LTA customer support via the enquiry page.

https://www.lta.org.uk/support-centre/enquiry-page/

2. Enter your details, select role ‘Competition Organiser’ and topic ‘competing’

3. In the How we can help you? Enter the tournament code e.g. NOT-26-0011 and ask the team to unlock your tournament.



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