

# LEEDS TENNIS LEAGUE

## USING THE LTA WEB SYSTEM

### Admin Features for Committee Members – 2018

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## 1. Background

This document provides brief instructions for Leeds League Committee members on how to use the LTA Web administration system to manage the League whilst it is in operation.

It assumes that the League has been created using the LTA League Planner software and previously 'published' to the web. Hence, all maintenance is done on the LTA web site.

It should be used in conjunction with the standard 'LTA Guidelines' document which is issued to all clubs/team captains at the start of the season to give them basic information on how to access the LTA web system and record results.

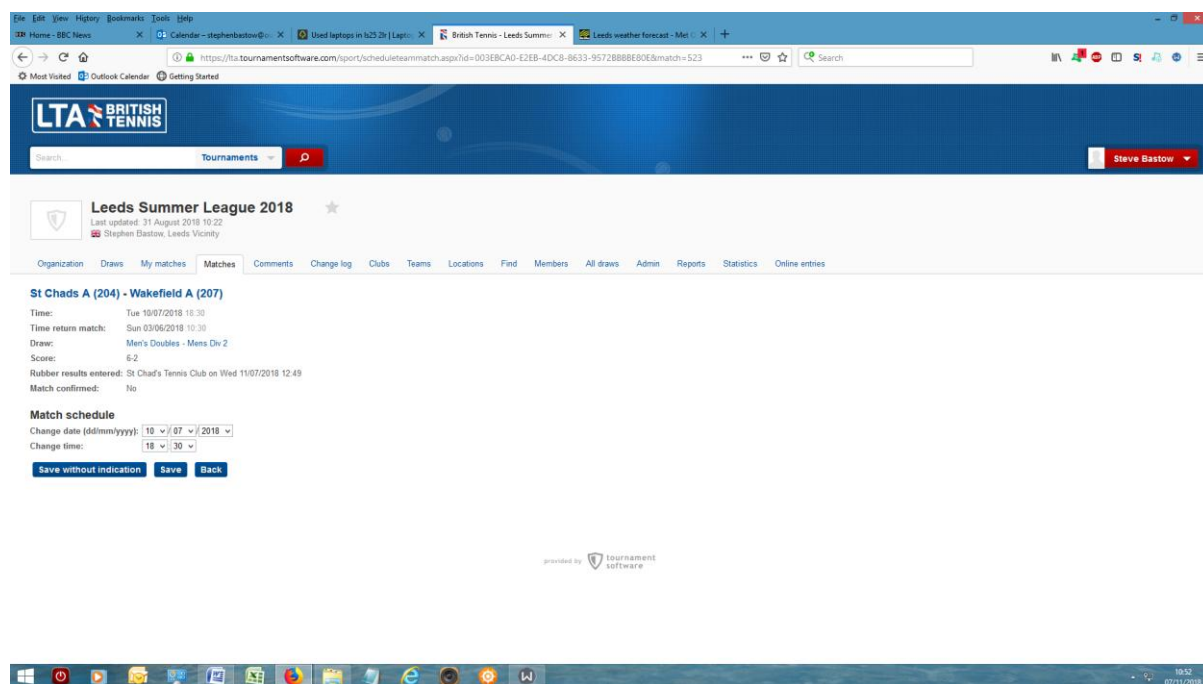
This document provides more detailed guidance on how to use some of the administration functions that are not available to clubs/team captains, and assumes the use of a Tournament and Event Admin Logon/Password.

Wherever changes are made via the Tournament or Event Admin Logons, please use the various 'Comments' boxes on screens to record who has made the changes (and why). This will help avoid confusion should queries arise at a later date.

**Please note that if a match result has been entered and confirmed by the teams, no changes can be made unless you first use the 'Revoke Confirmation' feature displayed on the match result screen.**

## 2. Switching a Match Date

- a) Find the match that needs re-arranging by first selecting the Draw tab.
- b) Select the Event type (eg Men's Doubles)
- c) On the next screen, select the Draw type (eg Men's Div 4)
- d) On the next screen, look at the column of fixtures and find the match which needs re-arranging (you may need to select the 'All Matches' link at the bottom if it is not displayed at first).
- e) Select the 'Modify' option on the right of the match in question.
- f) On the next screen, select the 'Reschedule' match button on the bottom of the screen.
- g) On the next screen you can change the match date and time. Use 'Save' when this is completed and the match date will be altered on the system.



### 3. Changing Player Details (Tournament Admin only)

- a) Select the 'Clubs' tab to display a list of clubs on the system.
- b) On the next screen, select the 'pencil' symbol on the left of the club name that the player comes from.
- c) On the next Club screen, select the 'Players' Tab to get a list of allocated players displayed.
- d) As in (b) select the 'pencil' symbol against the name of the player who's details need changing.
- e) The next screen displays the player's system details. Make whatever changes are necessary (usually the name) and then use the 'Save' button to record the changes on the system.

The screenshot shows a web browser window displaying the LTA British Tennis website. The page is titled 'Leeds Summer League 2018' and shows the details for a player named Steve Bastow. The player's details are as follows:

- Member ID: 105498515
- First name: Steve
- Last name: Bastow
- Birth date: [dropdown menu]
- Gender: ☒ Male ☐ Female
- Country: <Select country> [dropdown menu]
- Club: Wakefield [dropdown menu]
- Rank: [text input]
- Rank (double): [text input]
- Privacy status: None [dropdown menu]
- Dispensation: ☐

At the bottom of the form, there are 'Save' and 'Back' buttons. The page also includes a navigation menu with links such as Organization, Draws, My matches, Matches, Comments, Change log, Clubs, Teams, Locations, Find, Members, All draws, Admin, Reports, Statistics, and Online entries.

## 4. Changing Club/Captain Contact Details (Tournament Admin Only)

- a) As in (3), use the 'Club' tab to display a list of Clubs and select the one that you wish to change with the 'Pencil' symbol.
- b) This displays the basic Club details which can be changed on that screen and updated by selecting the 'Save' button. Please note that the 'Number' field should not be changed.
- c) If Team Contacts need to be changed, select the 'Teams' tab on this screen to display a list of teams that the club has recorded on the system.
- d) Select the team name that needs to be updated (eg Ilkley B)
- e) This displays a screen showing the team captain contact details, select the 'Edit Team' button.
- f) This displays the Team Captain details, which can be amended and then updated by selecting the 'Save' button.

The screenshot shows a web browser window displaying the 'Leeds Summer League 2018' tournament admin interface. The user is logged in as 'Steve Bastow'. The 'Clubs' tab is selected, showing the 'Wakefield' club details. The form includes fields for Name, Number, Contact, Address, Postal code, City, State, Country, Default location, Phone, Phone 2, Phone (mobile), Fax, Fax 2, Email, Website, and Address link. The 'Save' and 'Back' buttons are at the bottom right of the form.

Leeds Summer League 2018  
Last updated: 31 August 2018 10:22  
Stephen Bastow, Leeds Vicinity

Organization Drags My matches Matches Comments Change log Clubs Teams Locations Find Members All draws Admin Reports Statistics Online entries

Club: Wakefield

General Teams Matches Standings Players Active players Statistics

Name: Wakefield  
Number: N0N081  
Contact:  
Address:  
Postal code:  
City:  
State:  
Country:  
Default location: <Select location>  
Phone:  
Phone 2:  
Phone (mobile):  
Fax:  
Fax 2:  
Email:  
Website:  
Address link:

Save Back

## 5. Changing/Entering a Match Result & Awarding Penalty points

This can be done at two levels.

Normally it is done at the 'Rubber' level, but if a particular system calculated score is incorrect or a penalty is to be awarded, it can be overridden at the higher 'Match Score' level.

Always check the League table before and after making changes to ensure that it has been accurately updated.

**5.1 Rubber Results Entry** – Use the main guidelines to follow the process for entering Rubber results into the system.

### 5.2 Rubber Results Changes

- First find the match that needs to be changed as in (1) following steps (a) to (e)
- When 'Modify' is selected, the next screen displays the previously entered match results.
- If the results have already been 'Confirmed' by the losing team, it will be necessary to select the 'Revoke Confirmation' button to clear this and allow all the normal button options to be made available at the bottom of the screen.

The screenshot shows the 'Leeds Summer League 2018' website. The main heading is 'Wakefield A (207) - Boston Spa A (161): 7-1'. Below this, it shows the time (Sun 22/07/2018 10:30), draw (Men's Doubles - Mens Div 2), and score (7-1). It also mentions 'Rubber results entered: Steve Bastow on Sun 22/07/2018 20:04' and 'Match confirmed: (Boston Spa Tennis Club on Tue 24/07/2018 19:48)'. There are buttons for 'Email all match users' and 'Add comment'. The 'Match overview' section lists four matches (MD1 to MD4) with player names and scores. The 'Statistics' section shows a table with columns for Points, Rubbers, Sets, Sets %, Games, and Games %. The 'Change log' section shows a table with columns for Time, User, Action, Time, Team 1, Team 2, and Score.

Points	Rubbers	Sets	Sets %	Games	Games %	
Wakefield A	2	7-1	7-1	87.5%	47-26	64.4%
Boston Spa A	0	1-7	1-7	12.5%	26-47	35.6%

- If you simply wish to re-enter the results, you can use the 'Clear Rubber Results' button to delete the previous entries and start again as in 5.1.
- If you want to change the details of existing rubber entries (players, scores etc), select the 'Enter Rubber Results' button.

**Leeds Summer League 2018**  
Last updated: 31 August 2018 10:22  
Stephen Bastow, Leeds Vicinity

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

**Horsforth A (176) - Adel A (147): 5-3**  
Time: Thu 12/07/2018 18:30  
Draw: Men's Doubles - Mens Div 2  
Score: 5-3  
Rubber results entered: Horsforth Tennis Club on Mon 16/07/2018 14:26  
Match confirmed: No

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

**Match overview**

Event	Horsforth A (176)	Adel A (147)	Score
MD1	Chris Andrews Alex Barrowclough	Robert Berry Bradley Keith	6-2 4-6
MD2	Matthew Kidd Michael Ward	Bob Martin Nat Wright	6-2 6-4
MD3	Alex Barrowclough Chris Andrews	Bob Martin Nat Wright	6-1 6-2
MD4	Matthew Kidd Michael Ward	Robert Berry Bradley Keith	1-6 4-6

**Statistics**

	Points	Rubbers	Sets	Sets %	Games	Games %
Horsforth A	2	5-3	5-3	62.5%	39-29	57.4%
Adel A	0	3-5	3-5	37.5%	29-39	42.6%

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

**Change log**

Time	User	Action	Time	Team 1	Team 2	Score
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- f) This displays the full Rubber Results previously entered, all of which can be changed as required.
- g) Once the changes have been made, select the 'Save' button which will then display a screen with the calculated match result. This should then be accepted by selecting the 'Confirm' button to update the result on the system. If the result isn't correct, you should use the 'Modify' button to go back to the Rubber Entry screen and make any further changes that are required.
- h) If the results are correctly updated, go back to the Results screen 5.2 (b) and use the 'Confirm' button to finalise the update on the system (it will then be shown as confirmed elsewhere on the system).

## 5.3 Match Result Overrides

Where a match result needs to be corrected because the system has incorrectly calculated a match score (eg when a set wasn't completed due to bad light etc) from the rubbers entered, follow this process;

- Find the match and go to the results screen as in 5.2 (a) to (c)
- Instead of going into the 'Rubbers' section, select the 'Enter Match Result' button.
- On the Edit Match Result screen, it is possible to change the Winner of the match and/or to change the calculated result using the 'Score' drop down selectors (this is at the level of match score, not rubber or set scores count – bearing in mind that each set is worth one point in the current scoring system ie a team winning all sets would win 8-0). In the event of a set not being played and entered, the system will not award any points for that rubber, so if (say) one set is not played the score will need to be manually corrected to (say) 7-0).
- Use the 'Save' button to update the system with the modified score. The previously entered Rubber scores will still count for Set and Game totals in the standings (if these need to be changed, you need to follow the process as in 5.2 – and in extreme cases you can use the 'Clear Rubber Results' function to remove all the recorded rubber scores).

The screenshot shows the 'Edit match result' screen for the Leeds Summer League 2018. The match is between Horsforth A (176) and Adel A (147). The score is 5-3. The interface includes a navigation bar, a match details section, a table for rubber results, and a comments section.

**Leeds Summer League 2018**  
Last updated: 31 August 2018 10:22  
Stephen Bastow, Leeds Vicinity

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

**Edit match result**

Match: Horsforth A (176) - Adel A (147)  
Time: Thu 12/07/2018 18:30  
Draw: Men's Doubles - Mens Div 2  
Score: 5-3  
Rubber results entered: Horsforth Tennis Club on Mon 16/07/2018 14:26  
Match confirmed: No

Team	Winner	Score	Team penalty points	Rubber penalty points	Sets	Games
Horsforth A (176)	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Adel A (147)	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Comments:

#### ***5.4 Removing a result completely***

In order to clear a previously entered result from the system completely;

- a) Use Revoke Confirmation if necessary to 'unlock' the match
- b) Use the 'Clear Rubber Results' button to remove those details
- c) Open the 'Enter Match Results' screen and make sure that it shows default settings (ie no 'select winner' and scores set to nil (zero).
- d) Entering the 'Save' button will then remove the result from the league table.

## 5.5 Allocating Penalty Points (Dealing with Walk-Overs)

In the event of a team failing to fulfil a scheduled match, that team will be given a penalty point on the league standings. As per league rules, the only acceptable reason for re-scheduling a match is because of inclement weather or safety issues on the courts. In the event of a club failing to fulfil a fixture for any other reason, the Team Captain should e-mail the appropriate League Co-Ordinator giving details of the fixture. If the League Co-ordinator is happy that a Walk-Over is applicable, he/she should follow the procedure below for allocating a penalty point on the LTA system.

Where there has been a walk-over when one team failed to fulfil a scheduled fixture, a penalty match point is awarded against the team failing to fulfil the fixture. This is allocated by following process 5.3 to get to the ENTER MATCH RESULT' screen. E

Enter the Winning team from the drop down selection in the 'Winner' box and then a '1' against the offending team in the 'Penalty Team Points' column. Then set the SETS scores to 8-0 and GAMES to 48-0 as below.

It should be noted that Team Captains don't have this option. Only League Co-ordinators should use this facility once they are satisfied that a penalty point is warranted.

The screenshot shows the LTA British Tennis website interface. The main heading is 'Leeds Summer League 2018'. Below this, there's a navigation bar with tabs: Organization, Draws, My matches, Matches, Comments, Change log, Clubs, Teams, Locations, Find, Members, All draws, Admin, Reports, Statistics, and Online entries. The 'Matches' tab is selected.

The 'Edit match result' section displays the following information:

- Match: Pudsey (219) - St Chads B (206)
- Time: Sun 10/06/2018 13:00 (Previously Sun 24/06/2018 13:00)
- Draw: Men's Doubles - Mens Div 5
- Score: [8-0]
- Penalty points: 0-1
- Match result entered: Admin LL Mens Event on Tue 12/06/2018 01:36
- Match confirmed: No

Below this information is a table for editing the match result:

Team	Winner	Score	Team penalty points	Rubber penalty points	Sets	Games
Pudsey (219)	Pudsey (219)	8	0	0	8	48
St Chads B (206)		0	1	0	0	0

Below the table is a 'Comments' section with a text area and buttons for 'Save', 'Back', and 'Restore rubber result'.

