

# LEEDS TENNIS LEAGUE

## USING THE LTA WEB SYSTEM – 2018

Background to the way the System Operates and  
Guidelines for Clubs and Team Captains

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## **1. Background**

Following the successful introduction of the web based LTA system for running the Summer League in previous seasons, it was agreed at the AGM to continue again this year.

Most Clubs and Team Captains have had a number of years experience of using the system and it will operate again much the same as in previous years, so we should all benefit from that continuity.

This guide has been produced to help Team Captains through the process of accessing the system and in using it to update match/rubber results.

Experience has shown that this is relatively painless once people have got over the initial hurdle of any unfamiliarity with the system. League Co-ordinators have been trained on the system and will provide back-up guidance to Team Captains, and in the event of any serious difficulties arising, we have access to the LTA who will also be providing a back-up service.

## **2. At the Match**

- 2.1 Each Team Captain should take to each match a printed out copy of the League's summer league Rules, so as to aid, if required, the discussion process and decision making between the two captains in the event of a team turning up late, bad and inclement weather happening and to determine what is required to be recorded on a League Scorecard on team players and the scoring of sets and games played.
- 2.2 In addition each Team Captain should have with them at a match a printed out copy of the League's Fair Play Charter so that this can assist captains on what to do or say in the event of a player's bad behaviour and or language on or off court for a match.
- 2.3 Each Team Captain should provide a printed copy of the appropriate League Scorecard.
- 2.4 This can be accessed from the Leeds League web-site for each particular league.
- 2.5 Both captains should complete a score sheet each on site and retain their own copy. Ensure both sheets are agreed and signed by both captains (do not post).
- 2.6 The **HOME team captain** should aim to submit the result online within **48 hours** of the match by following the instructions below.
- 2.7 The **AWAY team captain** should check and confirm the result **within 5 days** of it being submitted onto the web system – see Sect 6. If there is any dispute, team captains should contact each other first, and if still not resolved, contact their League Co-Ordinator.
- 2.8 Each Team Captain should retain their copy of the scoresheet during the season in the event that any queries need to be dealt with later.

### **3. Getting onto the LTA Web-Site**

Accessing the LTA site can be done via the Leeds League web site, or via direct browser access. After making initial access, it is recommended that you use the Browser Bookmark facility to speed up the process of accessing League pages on the LTA system for entering results;

#### **3.1 Via the Leeds League web-site**

- 3.1.1 If you already have the Leeds League Web site bookmarked on your Browser, open it in the normal way. If not, type in the following link into the Browsers search line (normally at the top of the screen);

<http://www.leedstennisleague.org.uk/>

- 3.1.2 Look down the right hand side of the opening web page on the Leeds League web site under 'Pages'. In the list underneath will be the major League sections;

Summer Mens Leagues  
Summer Ladies Leagues  
Summer Mixed Leagues  
Summer Medley League

- 3.1.3 Select the League that you want to access from this Text List.
- 3.1.4 A web page will have been displayed for the League that you have selected. Amongst other information like Co-ordinator and Team Contact details, there will be a Text Link to each of the divisions within the League, eg Men's Division 1, Ladies Division 2 etc.
- 3.1.5 Select the Division that you want to access. This will automatically take you onto the LTA System web site. See sect 2.3 for how to Logon to this site.

### 3.2 By Direct Browser Access (or Bookmark)

3.2.1 It is possible to go directly to the Summer League section in the LTA Web Site using the following Browser Link;

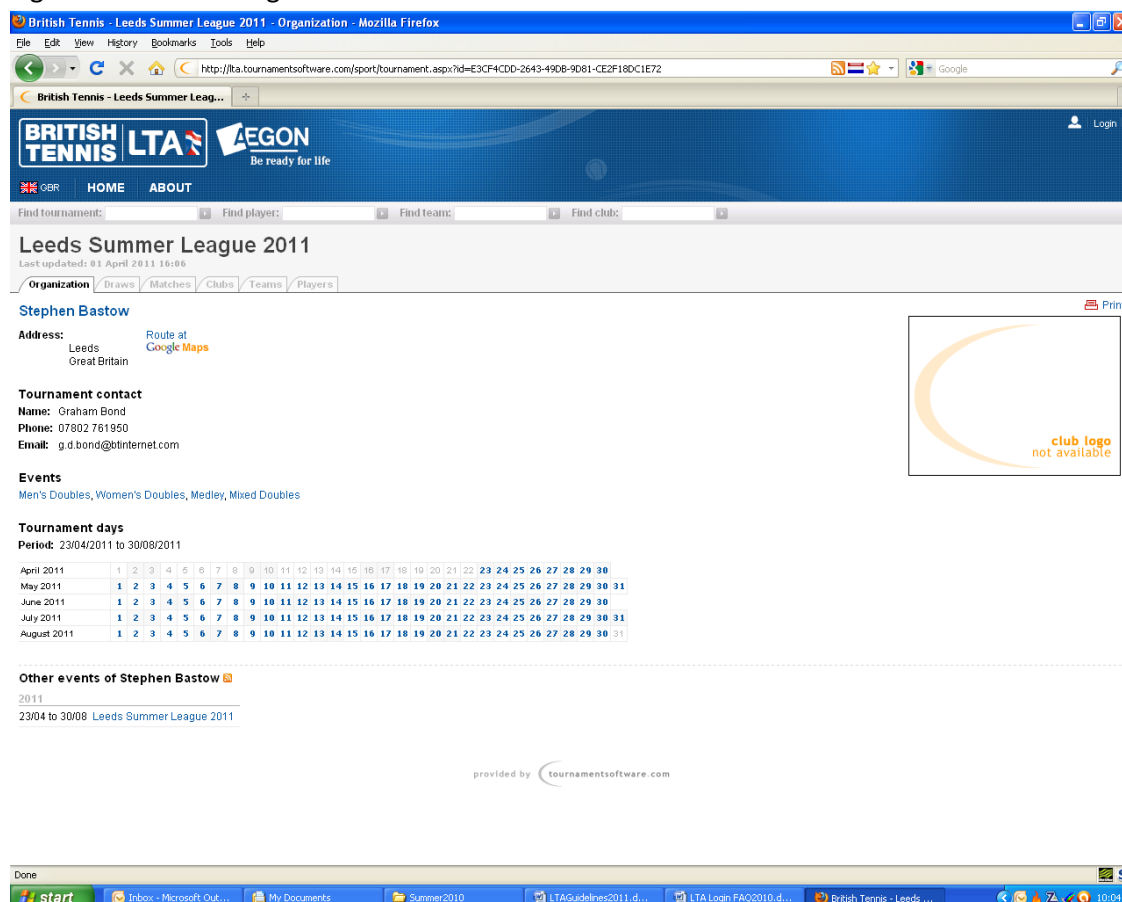
<http://lta.tournamentsoftware.com/sport/tournament.aspx?id=64626134-83AB-4FF9-AC8B-B3EE95B93C50>

(This will take you to the 2017 season, but other seasons can be accessed from the 'Other Events' section at the bottom of the page).

3.2.2 If you type this into your Browser search panel it will go straight to the Summer League page on the LTA system. (More convenient to cut and paste if you know how to do it).

3.2.3 For those familiar with Browser Bookmarks, if you have already 'Bookmarked' the page on your Browser, you can re-open the page at any time by selecting it from your list of Bookmarked pages.

Fig 1 – LTA 'Home' Page



### **3.3 Logging Onto the LTA Web System**

3.3.1 When the LTA web page for the has been displayed it will have the following title;

#### **Leeds Summer League YYYY**

3.3.2 On the top right of the screen is a small Text Link called 'LOGIN'. Select this piece of text.

3.3.3 This displays a 'Logon Screen ' with two boxes to fill in;

Login Name	Enter into this field your Club Logon (which will have been provided to Leeds League Club Contacts prior to the season starting) – this is normally in the format 'ItaYORnnn' or 'ItaNONnnn'.
Password	Enter into this field your Club Password, which will also have been supplied previously with the Logon, taking care to enter in lower or upper case appropriately as the entry is 'case sensitive'

3.3.4 Once these fields have been entered, select the 'LOGIN' button.

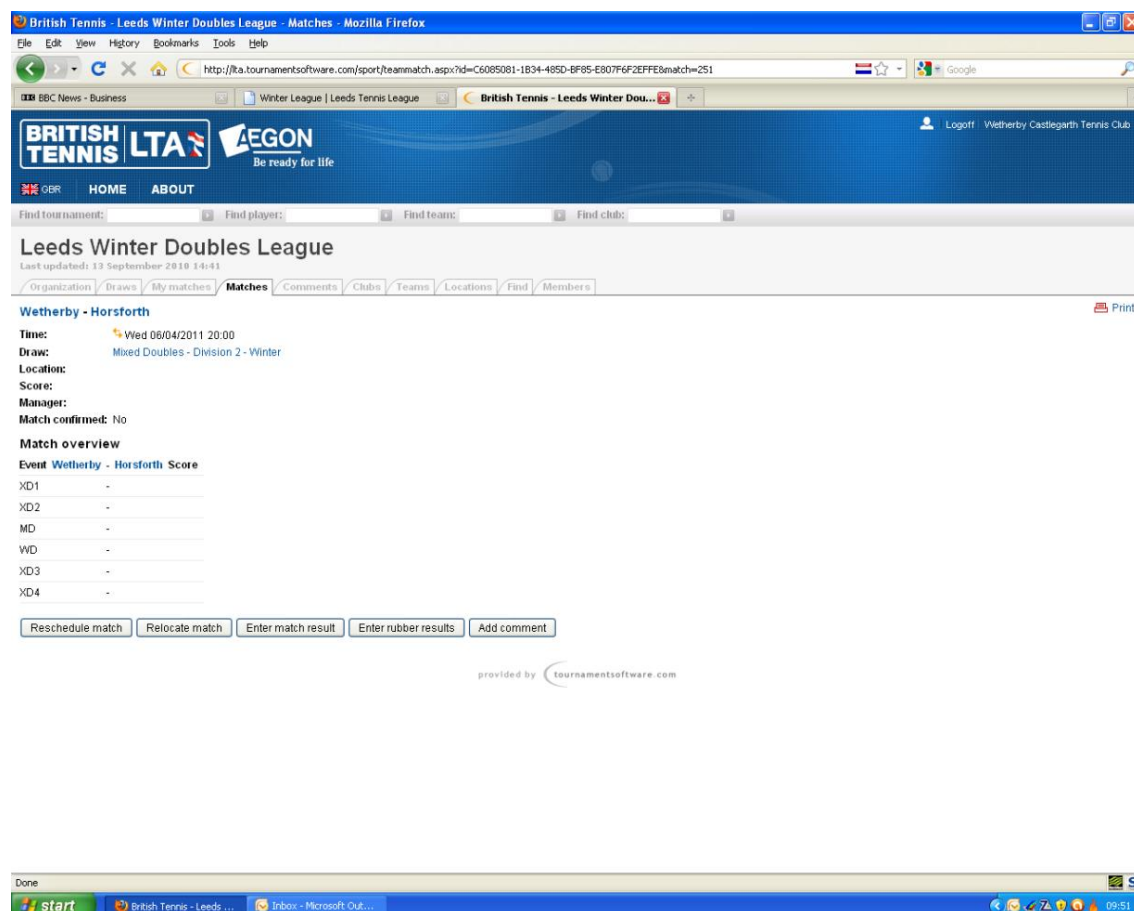
3.3.5 When the login has been accepted the system will return you to the original LTA web page, but your club name will now appear at the top right of the screen where the Login text was originally displayed. This will now have changed to 'Logoff' which you can use at any time to exit from the system.

## 4. Entering Match Results – HOME Team Captain

- 4.1 Login to the LTA web site as described in section 3.
- 4.2 Select the 'My Matches' Tab to display a list of club matches.
- 4.3 Find the fixture on the list presented for which you wish to enter a result. (If a match isn't visible, try changing the Match Filter field to 'ALL MATCHES'.)
- 4.4 When the correct match has been identified on the list, Select the 'MODIFY' text on the right hand column.
- 4.5 This will display a screen summarising a match result. Make sure that the match details displayed at the top are correct and then select the 'ENTER RUBBER RESULTS' Button at the bottom of the screen. Don't use the 'Enter Match Result' button as the match result will be calculated automatically when Rubber results are fully entered.

**NB – Please note that the 'ENTER RUBBER RESULTS' option will only appear on the screen on or after the date of the match.**

Fig 2 – LTA Match Screen





4.6 This displays a screen in which the full match Rubber results can be entered. There are three stages to completing this screen;

Entering the Result

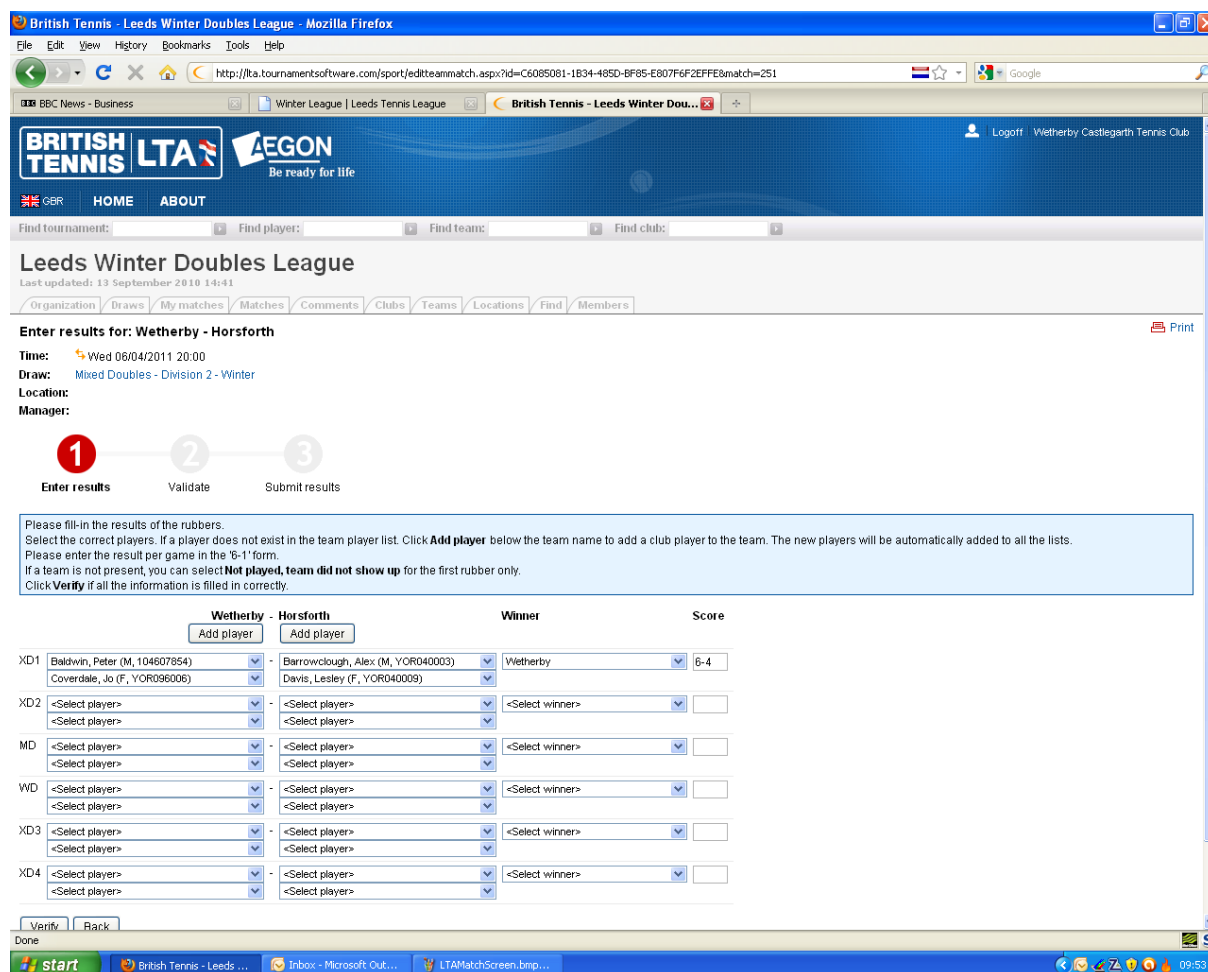
Validating the Entry

Submitting the Result

Only after the results are Submitted in stage three will the league tables be updated.

The example below shows one rubber entry completed – it should be noted that this is a fictional result.

Fig 3 – LTA Rubber Results Entry Screen



4.7 Enter each match rubber in turn using the (MD – Mens Doubles, XD – Mixed Doubles, WD – Ladies Doubles) lines;

- i. Select the home team players from the drop down lists in the first column.
- ii. Select the away team players from the drop down lists in the second column.

- iii. If a player is not listed already, you can add a new player for the team/club at this stage using the 'ADD PLAYER' button – this is described in more detail in sect 5.
- iv. When both team's players have been selected, use the drop down list under the Winner column to define which team won the rubber. If it was tied at one set all, select the 'TIE' option.
- v. Finally, enter the set scores in the box(es) under the Score column. (Home Team score first, eg 4-6 if rubber lost by home team - Tie Break details are not entered, score recorded as 7-6 to winning team.)
- vi. Repeat this for all the Rubbers played.
- vii. Any un-played rubbers should still be entered, but under the Winner column, they can be defined as un-played ('Not played, No Players').

4.8 When all the Rubbers have been entered, Select the 'Check Form' Button so that the system can check the validity of the scores entered.

4.9 If errors are flagged up in red, use the 'MODIFY' button to go back and correct any mistakes before repeating the 'Check Form' process.

**NB. If a set is incomplete because of light or bad weather (eg 4-2), do not enter it as only completed sets count towards the results. Enter the result of the first set as normal, but in the Winner field select 'Not Played, No Players'. The system will ignore this rubber in the scoring, but the team winning the sole set completed should be credited with a point. If this is the case e-mail your league co-ordinator and he/she will arrange to correct the match score on the system.**

4.10 Once all Errors are clear, use the 'SAVE' button to Submit the result into the system.

4.11 At this point the match scores will show on the 'MY MATCHES' list and the League Tables will be updated.

4.12 To view the League Table, Select the 'DRAWS' tab, then Select the league type under the 'EVENTS' list (Mens, Mixed etc), then Select the Division that you are interested in under the 'DRAWS' list. This will display the current, updated league table.

4.13 If a match is NOT PLAYED for any reason other than due to bad weather or dangerous conditions after the end of April deadline for fixture agreement, the opposition Team Captain should e-mail/contact the League Co-Ordinator and claim a WALKOVER. In this event the Team Captain should NOT ENTER the result but let the League Co-Ordinator input the match result (where a penalty point will be allocated against the team failing to fulfil the fixture).

## 5. Creating Players - Adding to Teams

5.1 At the start of the season, player details with valid BTM numbers recorded against Clubs in last year's system will be re-created on the new version. These players should not need to be re-created manually and will be linked to their original Club.

They will not automatically be added to teams however. This must be done through the Add Player function described below. Once a player has been added to a team squad, that player will automatically be made available for future matches via the drop down options described in sect 4.7.

5.2 If a new player turns out for a team/club in mid-season, they can be added to the system at the same time that results are being recorded, as below.

5.3 When entering a match result as in sect 4 above, Select the 'ADD PLAYER' button under the club name for which the player plays.

5.4 This creates a new, smaller window (see below) in the middle of the screen which lists all players currently recorded for that club.

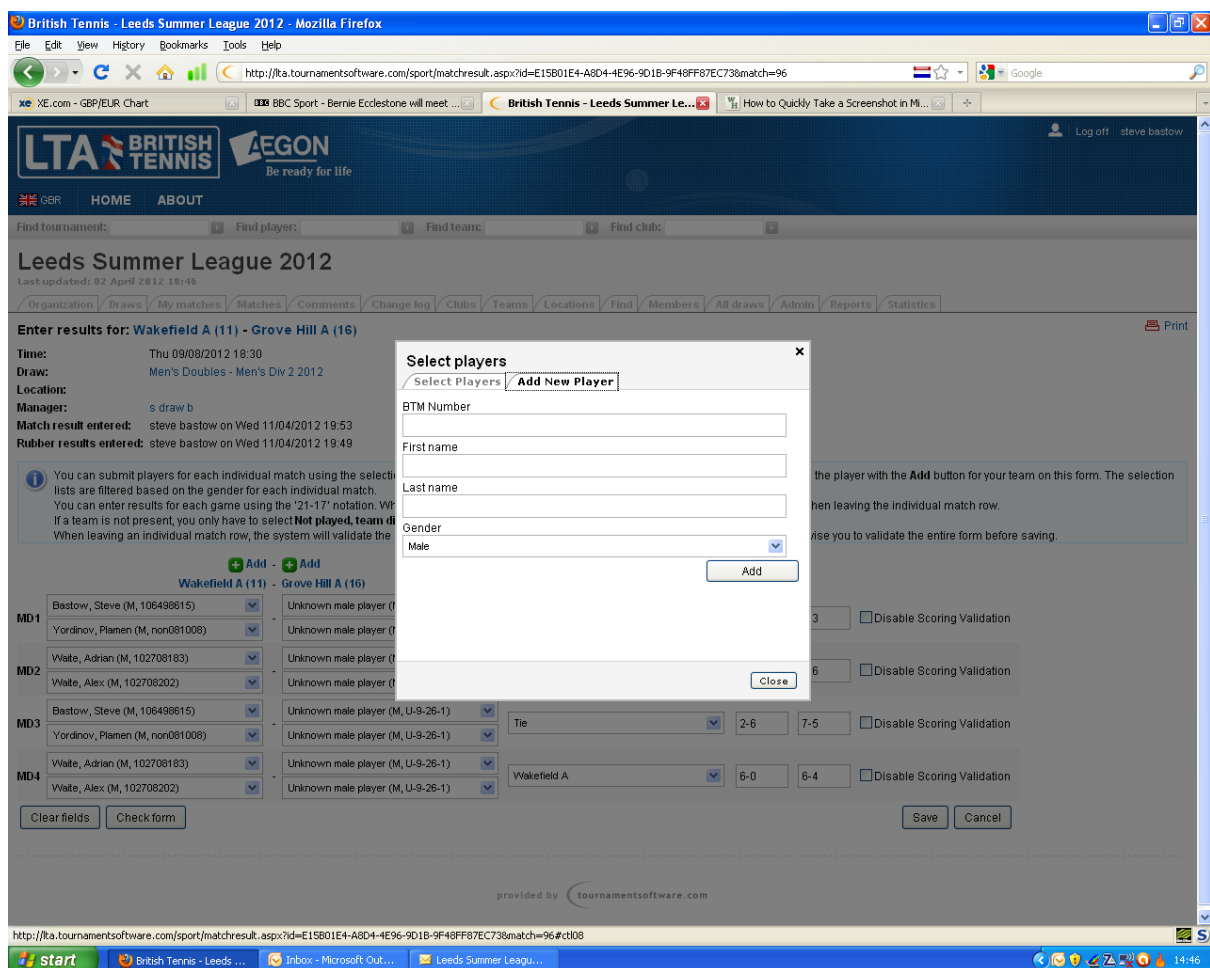
The screenshot shows the 'British Tennis - Leeds Summer League 2012' website. The main content area is titled 'Enter results for: Wakefield A (11) - Grove Hill A (16)'. It includes fields for Time, Draw, Location, Manager, and Match result entered. A 'Select players' dialog box is open, showing a list of 'Current team members' for Wakefield. The list includes: Bastow, Steve (M, 106498615), Waite, Alex (M, 102708202), Waite, Adrian (M, 102708183), Yordinov, Plamen (M, non081008), Unknown female player (F, U-18-56-2), and Unknown male player (M, U-18-56-1). The dialog box has 'Select Players' and 'Add New Player' buttons at the top, and 'Close' at the bottom. The background form shows match results for MD1, MD2, MD3, and MD4, with player names in dropdown menus and scores entered in the adjacent fields.

5.5 Enter the player's surname in the Find Player box. If this player is already recorded for that club, the system will display the player details. Then use the 'Add' button to add the player to the team squad in the drop down lists of players available for that team in the Rubber Results entry screen, used in section 4.7.

If the Find Player search doesn't pick up the player, they may not have been recorded as playing for the club, so you will need to select the 'Add New Player' tab and follow the procedure below .

5.6 To add a new player to the club, select the 'ADD NEW PLAYER' Tab at the top of the screen.

Fig 4 – LTA Add Player Screen



5.7 This then presents another screen to enter the player's details;

- a. The 'BTM Number' should normally be entered with the player's numeric LTA BTM number. To find a player's British Tennis Membership number use the player search function at [www.lta.org.uk/Search/PlayerSearch/](http://www.lta.org.uk/Search/PlayerSearch/). It is recommended that players should apply for BTM numbers wherever possible as this will allow them to track their results in the system better. If this is not known or doesn't exist however, players should be allocated a club code structured as follows;

First 6 Digits is the Club Id – ‘Yaannn’ (eg YOR096 for Wetherby, NON081 for Wakefield)

Final four digits is the next unique number within the club from 0001 to 9999.

A new Wetherby player might then be ‘YOR0960021’

Use the ‘SELECT PLAYERS’ TAB to see which ID’s have already been allocated at your club, then pick the next number in sequence.

- b. Add the player’s FIRST NAME, SECOND NAME and GENDER before selecting the ‘OK’ button to complete the addition of the new player to the system.

## **6. Confirming Match Results – AWAY Team Captain**

6.1 This is done by the away team captain after the detailed rubber results have been entered by the home team. Please aim to do this by seven days after the match. It represents the away team agreement that the Rubber Results are correct.

6.2 Find the match on the system in exactly the same was as for entering results (see sect 4).

6.3 Select the ‘MODIFY’ text next to the listed match.

6.4 Check Rubber and Match scores previously entered by Winning Captain.

6.5 If a discrepancy is found, contact and attempt to resolve with the opposing Captain. If this is not possible, use the ‘ADD COMMENT’ feature to record the nature of the dispute, and e-mail the League Co-ordinator with details of the match and the reason.

6.6 If the results are entered correctly, Select the ‘CONFIRM RESULTS’ button to show that both teams have approved the result.

6.7 When this has been completed, an orange ‘tick’ symbol will appear against the match result on the list of matches in the ‘MY MATCHES’ screen.

## **7. Changing Match Dates**

7.1 The procedure for changing match dates remains as for previous seasons – i.e. matches can only be re-arranged by captains involved agreeing together

- i. Either in April before the season starts;
- ii. Or only during the season due to inclement weather if a match does not get played or is stopped in its early stages.
- iii. Anything else as under the Summer League Rules is not permissible. Please refer to the Summer League Rules.

7.2 These rules can be viewed on the Leeds League Web Site;

<http://www.leedstennis.org.uk/rules-and-constitution>

7.3 In all cases where changes to dates are to be made, the League Co-ordinator must be informed within the rules guidelines. If accepted, the League Co-ordinator will amend the date on the system.

## **8. Viewing Team Fixtures/Results**

In order to see a list of a team's fixtures, follow this process;

8.1 Log onto the LTA web Site as previously described in Sect 3

8.2 Select the 'Teams' tab.

8.3 From the listed teams select the one that you want to see fixtures for which pulls up the Team summary page (contact details etc).

8.4 Select the 'Matches' tab to display a full list of fixtures (and results) for that team.

## 9. Queries

8.1 If your club was entered in this year's Winter League, that Team Captain will also have been using the system for a while now, so may be able to help resolve simple queries. Alternatively, other Summer League Team Captains from the same club may be able to resolve issues for you.

8.2 In the event of other difficulties arising please contact your League Co-ordinator who will resolve the issue for you. In some cases this may mean that they will need to contact the LTA, so please be patient until everything settles down.

## App A – Glossary of IT terms

SELECT	This involves using the PC Mouse or Laptop pad to manoeuvre the screen pointer Icon onto a 'Button' , 'Tab' or 'Text Link' , and 'opening' a new page by double left clicking, or by right clicking and then selecting 'Open' from the drop-down list of options.
ICON	A symbol on a web screen signifying some particular action.
BUTTON	An area on a web screen which will trigger a process or open a new screen if 'Selected'
TAB	Similar to 'Button', but 'Tabs' are normally placed together on the screen in a horizontal line.
TEXT LINK	These are pieces of text which, if 'selected' will normally open up a new web page. These bits of text are normally coloured Blue, but in the Leeds League web site they are coloured Orange.