

Captain's guide to online results submission

Results should be submitted by the winning team within 3 days after which the losing team should confirm the results within 5 days. Drawn matches should be submitted by the home team. The winning team should advise the losing team if there is likely to be a delay to the submission of results.

If a match is conceded, do not attempt to record a result, but both teams should email the relevant league secretary – see list at bottom of this document.

Below is a step by step guide to assist you further in setting match dates initially (to be done by home teams) and submitting match results (by the winning team up to 3 days after match):-

1. Access the LTA Tournament Software website via <http://lta.tournamentsoftware.com>. Please note that this is different to the main LTA website.
2. **Login** (top right hand corner), then use the **Admin Login** at the bottom of the screen returned to enter ONLY the special club login and password supplied. NB It is very important not to attempt to change the password. Also, do not attempt to use your BTM username and password – it will not work!
3. Click on the **League** tab on the left hand side and, if not already appearing under the search box, enter 'Dunlop Notts LTA' in the search box and select the relevant league from those returned.
4. Click on the **Draws** tab and then select the division you require.
5. Click **Modify** next to the match you wish to schedule or submit results for.
NB it may be necessary to click on the **All matches...** link at the end of the list if you cannot find the match.
6. **To set the date of the match**, click on **Reschedule Match** (bottom left). Select the date and time from the drop down lists and click **Save**.
7. **To enter results**, click the **Enter rubber results** button to be taken to the Match Result screen.
8. You are now ready to complete the match card, by selecting the **players' names** from the drop down lists for both teams, selecting the winning team name (or 'tie') and then enter the score with the home team score first. For example, if the away team won the rubber, the score could be 3-9 (in winter) or 0-6 0-6 (in summer).
9. If a player cannot be found in the club list, you will need to add the player as follows:
 - a) Click on the Team Name and select **Add Player**
 - b) Start typing the **forename** or **surname** of the team member and a matching list of members at the club will be returned. Click on the relevant player and then click the **Add** button.
 - c) If you are not able to locate a player on the club list (remember that some players may use different forms of their forename eg Thomas for Tom etc), tick the **All clubs** box in the Add Player window which will search across the whole national database once you re-enter the players name. This may take a while as there will be many records to search. Rather than search on a popular surname such as Smith – type in the full name. If it is still not possible to locate the player, select **Unknown Player (male or female)**.
10. The **Check Form** screen allows you to check your entry; if you have made mistakes they will show in red.
11. The **Clear Fields** option allows you to remove all rubber entries and start again.
12. Once you are happy with the scores, click **Save**. Only the League Administrator has the ability to go back in and modify a result once it has been submitted.
13. If you need to send a comment to the League Administrator, click on the **Add Comment** button and type your message. Use this facility to give the name of **any unknown players** (in **both** teams) and remember to state **who they played with**.

How to confirm the results – by the losing team 3 to 5 days after the match:-

14. Follow steps 1 -5 above.
15. Check the results and if correctly submitted, select **Confirm Results**.
16. If you do not agree with the results displayed, send full details to the relevant league secretary (see list below).

FAQ's:-

My password doesn't work? Make sure you have typed the password correctly using case sensitive letters/ numbers. Please note the logins all begin with 'lta' (as in Lawn Tennis Association). Probably easiest to copy and paste it!

I will be away for some of the matches? Results must be submitted by the winning team within 3 days of the match. You can pass on the results submission to another member of the team or of the club.

What do we do if a match is conceded? Do not attempt to submit the result yourself. **Both** teams to send full details to the relevant League Secretary (see list below).

What happens if a match is not completed due to injury? If a player withdraws partway through a match due to injury, their remaining scores should be completed in favour of the opposing team. Include an explanatory comment as in step 13 above

What happens if a team arrives with fewer pairs than required? Select 'unknown player' for the missing players and complete the unplayed matches in favour of the opposing team, 12-0 in winter and 16-0 in summer triall format matches and 6-0 6-0 and 6-0 as appropriate for the short format matches. Include an explanatory comment as in step 13 above. NB If the incomplete team is still showing as having won or drawn the match, please contact the relevant League Secretary who will adjust the scores in favour of the full team.

Who submits results when the match is drawn? The home team submits the results and the away team confirms.

How can non-captains see the results? There is no login required to view the results, only to submit them. To view the leagues and results, go to <http://lta.tournamentsoftware.com> and search for 'Dunlop Notts LTA' to select the results from the required season, format and year.

How will the starring system be regulated? Team captains need to be aware that it will be easier now for the clubs and league secretaries to monitor who is playing in which division via this new system and how many times they have played and for which club.

League Secretaries contact details		
Please contact the relevant league secretary with any issues or to report conceded matches		
Summer Ladies	Sue Pannell	pannell sue@btinternet.com
Summer Men	Adam Middleton	apmiddleton82@hotmail.co.uk
Summer Mixed	Heather Ankers	heather.ankers@ntlworld.com
Short Format Ladies	Linda Boston	linda2004@btinternet.com
Short Format Men	Adam Middleton	apmiddleton82@hotmail.co.uk
Short Format Mixed	Christine Middleton	cmiddleton11@hotmail.co.uk
Winter Ladies	Jane Hall	janehall151@btinternet.com
Winter Men	David Carter	dmccarter1@btinternet.com
Winter Mixed	Heather Ankers	heather.ankers@ntlworld.com