



LEEDS TENNIS LEAGUE

USING THE LTA WEB SYSTEM – 2011

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

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1. Background

Further to the recent 2011 AGM decision when all clubs present agreed to move onto the LTA based system for managing tennis leagues, the Leeds League have arranged to move onto the simple and automated service provided by the LTA for managing the Summer Tennis Leagues and for allowing clubs to update scores on-line.

This provides a number of benefits;

- 1) It gives clubs a quick, easy mechanism for recording match results.
- 2) It removes the need for scorecards to be printed and posted, thus saving clubs and the league wasteful overhead expenses.
- 3) It eases the burden on League Co-ordinators in the administration of the league, which will make the role less onerous as they are all volunteers.
- 4) Clubs, captains and players will be able to continuously view the up-to-date state of each league as results are entered, rather than waiting for the intermittent updates that co-ordinators were able to post in the past.
- 5) It will allow the League to avoid the expense of having to replace an internal web-based mechanism that was previously in use but which has recently proved to be unreliable.

The LTA system was in use during last Summer for the Junior Leagues and the successfully re-started Singles League. It was also used during the 'off-season' on the Winter League. In each case the system has proved to be of benefit.

We now need your help in setting up the system and in using the on-line results facility to record match results for the Summer Leagues.

This guide has been produced to help Team Captains through the process of accessing the system and in using it to update match 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 provide a printed copy of the appropriate League Scorecard.
- 2.2 This can be accessed from the Leeds League web-site for each particular league.
- 2.3 Both captains to 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).
- 2.4 The **winning team captain** should aim to submit result online within **48 hours** of the match by following the instructions below.
- 2.5 The **losing team captain** to 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.
- 2.6 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);

www.leadstennis.org

- 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, Men's 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.

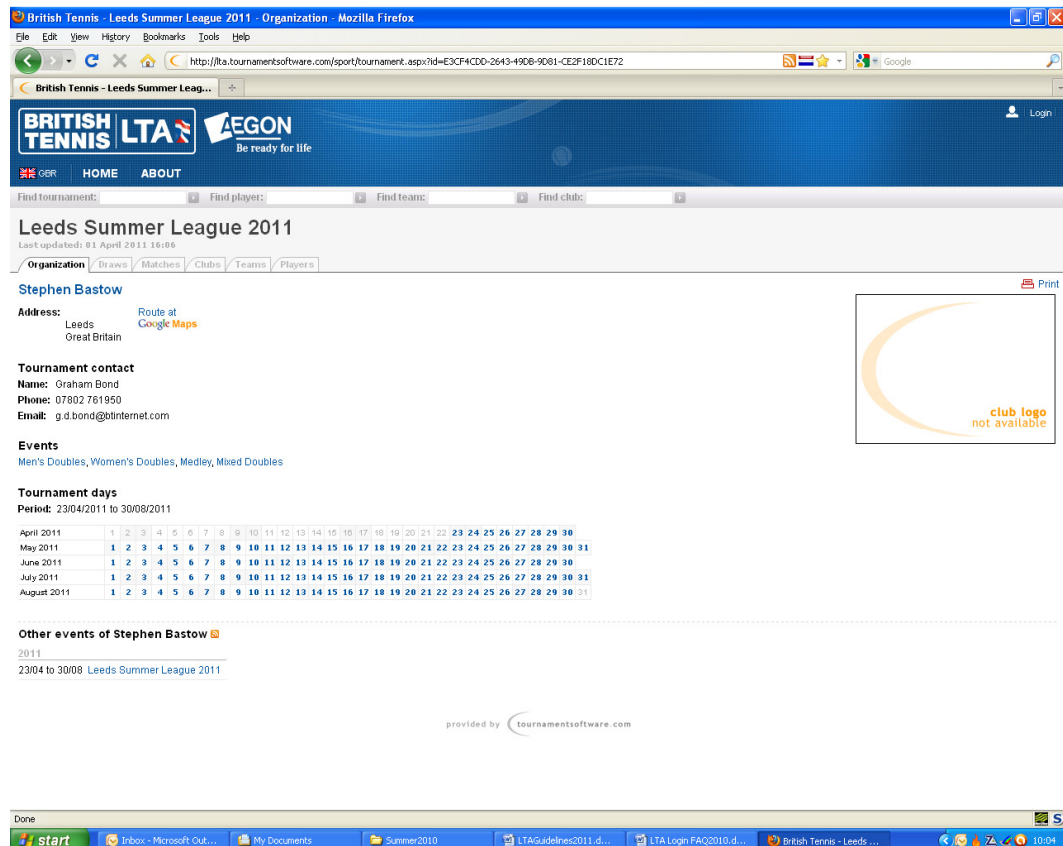
3.2 By Direct Browser Access (or Bookmark)

- 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=E3CF4CDD-2643-49DB-9D81-CE2F18DC1E72>

- 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 2011

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 – Winning 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 first appear on the screen on the date of the match.

Fig 2 – LTA Match Screen

The screenshot shows a web browser window displaying the LTA Match Screen. The page title is "British Tennis - Leeds Winter Doubles League - Matches - Mozilla Firefox". The URL is "http://lta.tournamentssoftware.com/sport/teamsmatch.aspx?id=C6085081-1B34-485D-BF65-E807F6F2FFFE&match=251". The page features the LTA logo and the slogan "Be ready for life". The main heading is "Leeds Winter Doubles League" with a sub-heading "Wetherby - Horforth". The match details are as follows:

- Time: Wed 06/04/2011 20:00
- Draw: Mixed Doubles - Division 2 - Winter
- Location:
- Score:
- Manager:
- Match confirmed: No

The "Match overview" section shows a table with columns for "Event", "Wetherby", "Horforth", and "Score". The table is currently empty.

At the bottom of the screen, there are several buttons: "Reschedule match", "Relocate match", "Enter match result", "Enter rubber results", and "Add comment".

The page is provided by tournamentssoftware.com.

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

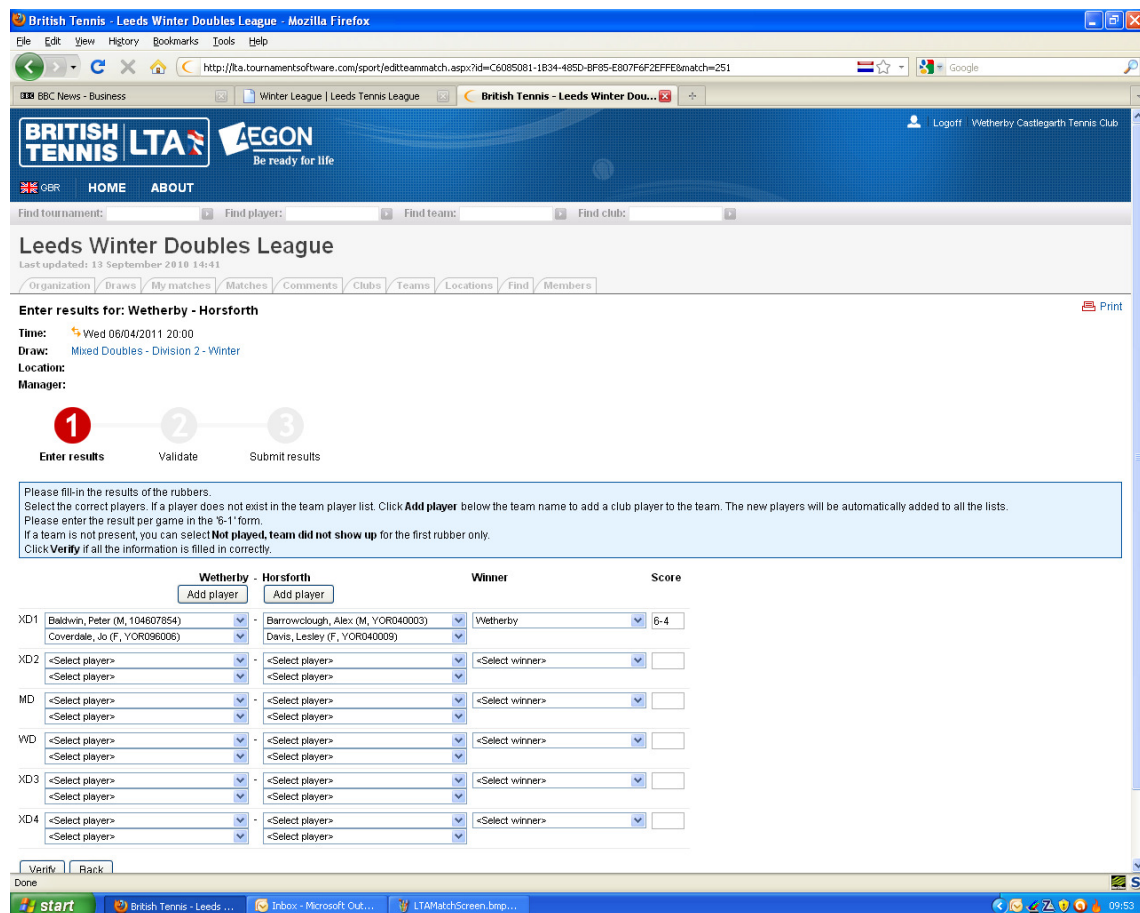
Validating the Entry

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. Where Medley results include a single 'tied' set, please also refer to the additional instructions in App B;

- 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.

4.8 When all the Rubbers have been entered, Select the 'VERIFY' 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 'VERIFY' process.

NB. **If a set is incomplete because of light or bad weather**, (eg 5-2) it can still be entered as in 4.7, but it may be flagged up as an invalid entry when you go through the 'Verify' process. There is an override option ***'I acknowledge that the score is not correct but the match is played this way'*** which can be ticked to force the system to accept the result. A triangular yellow warning symbol will be shown against the result to show that an unusual score has been accepted. League Co-ordinators will monitor these on a regular basis.

4.10 Once all Errors are clear, use the 'CONFIRM' 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.

5. Creating Players – Adding to Teams

5.1 At the start of the season, clubs were asked to provide lists of likely players that would be competing in the Summer Leagues. These have been added to the ones already recorded from last year's Winter League and should therefore already be loaded onto the system.

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.

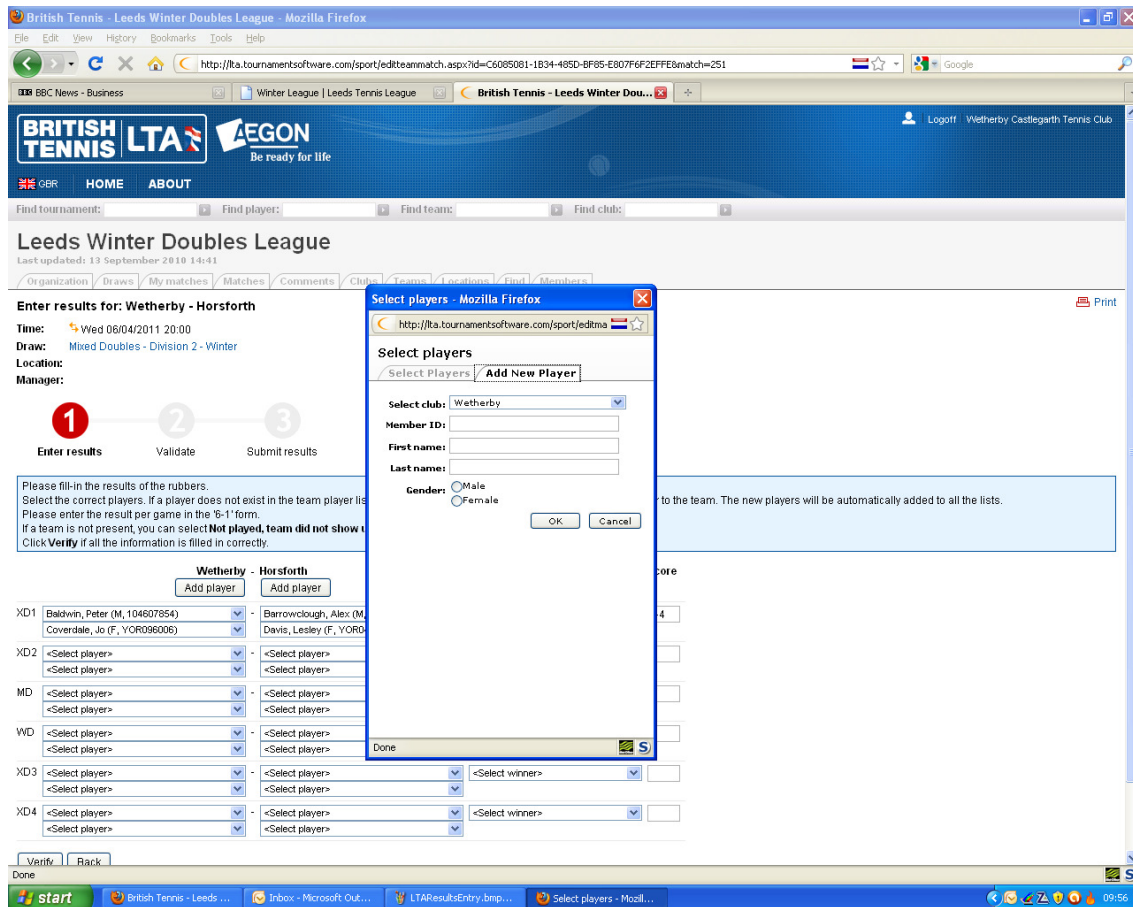
5.3 When entering a match result as in sect 4 above, Select the 'ADD PLAYER' button under the club name for which the player plays.

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.

5.5 If the player is already on the list of players for the club, select that player and select 'SAVE'. This will add the player to the drop down lists of players available for that team in the Rubber Results entry screen, used in section 4.7.

5.6 If the player doesn't appear on the list of names, 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 'Member Id' 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/. 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 – Losing Team Captain

- 6.1 This is done by the losing team captain after the results have been entered by the winning team. Please aim to do this by seven days after the match.
- 6.2 Find the match on the system in exactly the same way 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.

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. 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.

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.

App B – Special Instructions for Medley Results Entry

The Medley is the only League which currently allows individual tied set results (eg 8-8).

This is not handled well by the current version of the LTA software which expects all sets to have a winning team.

This means that where Medley results include a tied set, the Winning Team Captain will be asked to enter the Rubber results fully as in sect 4.7, but where a tied set is to be entered, at stage 'iv' enter the home side as the winning team because entering a 'tie' will not be an option. Then complete the results entry as defined in the rest of section 4.7.

This will affect the calculated score which will have allocated a 'win' to the home team, but this will be corrected by the League Co-ordinator later.

The Winning Team Captain should use the 'COMMENTS' tab to record details of the tied sets, and what the correct score should be. Please then e-mail the League Co-ordinator (Janet Pritchard - pritchardsleeds@btinternet.com) with details of the match so that the league table can be corrected.