

## **OXFORDSHIRE BABOLT SUMMER LEAGUE USING LEAGUE PLANNER – INFORMATION FOR CLUBS**

### **After the match:**

- Both captains must fully complete and sign the scorecard and retain their own copy.
- The winning captain to submit result online within 48 hours of the match.
- The losing captain to check the result online.

### **Login and Password:**

- Every club has a unique login/password which remains the same for all leagues and from year to year.
- Your Club main contact (usually the Match Secretary) has this information. If you cannot discover the log in/password please e mail [adultleagues@oxfordshirelta.co.uk](mailto:adultleagues@oxfordshirelta.co.uk) DO NOT change the password or you will bar access to others within your club.

### **Winning captain (and home captain when result is a draw) follow the steps below:**

1. Go to <https://lta.tournamentsoftware.com/member/login.aspx> Then click on Oxfordshire Babolat Summer League 2017
2. Type in your Login name and Password (case sensitive) and click 'Login'. If it asks you if you want it to remember your details confirm that you do. This makes using the database easier in the future as you will automatically be logged in.
3. Click on the 'My Matches' tab and then on the calendar, click on the date of your match.
4. Select 'All Matches'
5. Select 'Men's, Women's or Mixed Doubles' \*NB Events now grouped as Div 1-4 or Div 5+
6. Click on 'Modify' next to the relevant match
7. Click 'Enter rubber results' (not enter 'Match result' unless you received a walkover - see below).
8. When you go in to 'Enter Rubber Results' you see the name of both teams above blank rubbers which has a drop down of options
9. 'Copy team composition' Use this if you have searched for players previously. Same applies to opposition team
10. 'Add player' searches for player in LTA database. Recommend using first names
11. For players not found use 'Unknown male or female' player
12. Please do not confirm match as this is for the Losing captain to complete.

NB Results need to be added in the order of how the matches are displayed on website

### **Losing captain follow the steps below:**

Go to <http://lta.tournamentsoftware.com> Using the draws tab, find the match and check the result. If correct click CONFIRM. If you need to challenge the result email [adultleagues@oxfordshirelta.co.uk](mailto:adultleagues@oxfordshirelta.co.uk) within seven days of the result being submitted AND enter a comment on the record.

### **A demonstration video**

If you're having problems, the LTA has produced a short video showing how to enter results using League Planner.

<https://www.lta.org.uk/officiate--volunteer/officiate/competition-organiser-resources/lp/>

### **Re-arranging matches**

- All matches have been assigned a date and time. Men's and Women's matches have been split over two weekends. The third weekend is primarily for mixed matches.
  - A. It is recognised that clubs will need to re-arrange some fixtures, for example when there is a clash with an LTA tournament. However, changes should be kept to a minimum and they can only be made with the agreement of both clubs. No changes should be made after 16<sup>th</sup> March 2017 (i.e. a week after the Fixtures meeting) except due to a bad weather.
  - B. When you have agreed a new date and time with the opposition go to <http://lta.tournamentsoftware.com/member/login.aspx> Then click on 'Log In' in right hand top corner.
  - C. Click on the 'Matches' tab and then on the calendar, click on the date of your match.
  - D. Click on 'Modify' then 'Reschedule' next to the relevant match whose date you want to change.
  - E. Select the new date and time. It is good practice to ask it to show that the date has been changed so both teams can see that this is a changed date.
  - F. If you are the away team check that the 'new date' is that which you agreed. This can be done without the log in and password.
  - G. New dates MUST be entered on the system or YOU will be chased for a missing result and /or you will be unable to enter a result as result cannot be entered before the date stated for a match.

H. If it proves impossible to agree a new date, clubs should contact [adultleagues@oxfordshirelta.co.uk](mailto:adultleagues@oxfordshirelta.co.uk).

#### **FAQs:**

**My password doesn't work?** Make sure you have typed the password correctly using case sensitive letters/numbers. The logins begin with 'ltaoxf' (as in Lawn Tennis Association Oxfordshire)

**I need to add a player?** You will need to add ALL players for the first match (your own team and your opponents team) and for subsequent matches, if the player did not play in the previous match(es). Click on the Team name tab that appears above the player boxes and select 'Add player' Start typing the player's names, use first name or surname depending on which you are most confident is correct, the site is very exact about spelling.

You should find the player using no more than 4 letters which can appear anywhere within the name. As you type, options should appear including the player you are looking for, select that name. (The use of this system removes misspelt names, and duplication.). When you enter your second result for your team you can select "Copy Team Composition" for each team as this will find all players who have played in that team already.

Online Match Cards will show all rubbers as best of 3 sets. If your division is best of 2 sets just fill in the 2 sets played. League planner will calculate the results for you.

**What if the player does not appear in the list?** The most likely reason is that they have not registered that club as their place to play. If you look next to the club name you will see a small box and 'all clubs'. Tick the box and re enter the details, a first name is unlikely to be sufficient and common surnames may not be enough either. If you can identify the player, press add and then close.

Every adult member has to register a place to play to qualify for free British Tennis Membership (BTM) but not everyone remembers to change or add this if they move to another club or play for two.

Please ask your team to check that they are registered to your club or alternatively your Club Main Contact can do this. If someone has no BTM this can be obtained online at <https://www.lta.org.uk/Members/Join/> or call 0208 478 7000. It is possible for a club to sign up a group of members en bloc and this might be your best option.

Please note that new members will not appear in the drop down list for 24/36 hours after they have joined.

If you wish to complete entering the results without the player you can do so but YOU MUST make a comment giving the name of the missing person. Once you have entered the result only the League Administrator can add the player to the match. We do not want to have to contact you to ask who needs to be added.

**What happens if we are given a walkover?** Press 'enter match result' and select 'Not played, no players for .....'. Using this, the programme records the match as 8-0 not played and enables the organisers to spot matches where the walkover rule has to be applied.

**What if it rains?** Do not enter a result. Reschedule the match with the opposing team by using the reschedule match tab on the match record. Select the new date and time and add a comment that it has been rescheduled.

**How do I enter a result if a team has only one pair or match is unfinished?** Follow steps 1-6 of the winning captain process. In the space where a player hasn't turned up leave that space as 'select player'. In the 'winner' box put 'not played, no player for <team name>'. Do not enter any score. In the comments please state that a team turned up with only one pair. Also use this process if for any reason one team cannot play the second rubbers.