

## LTA ORGANISER PORTAL TOURNAMENT AVAILABILITY SUBMISSIONS QUICK START GUIDE

1. Login to the Competition Management System using your username and password on the top right hand corner of the page.



## Login

Username	
Password 0	
	٥
Login	
Forgot password?	
Forgot username?	
If you are a LTA Member, or you have a Co a Username and Password.	oach Code or Official Numb
Create a login	

2. Select the Competition Organiser tab on the left hand side to get access to your Organiser Portal.



3. Select the Tournament Availability tab.

Tournament Applications Tournament Available	lability	
2020W One Day Availability Period (Test) 0109/2020 to 31/03/2021	,	

 To open an availability submission, click on the + symbol for the relevant Availability Period.



5. First you will need to provide information about the venue and who the organiser will be.

1 General Information	2 Availability
CANCEL	$\mathbf{i}$
General Information	`
Organiser	Q. Organiser
Venue	Q. Location

Click Next.





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9. On the second page you will provide your availability for each date. Select the dates from the calendar view on the left hand side. Days highlighted in light blue are available for selection.

Octo	ber 2	2020				
мо	TU	WE	ΤН	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	2	24	25
26	27	28	29	30	31	

10. Having selected a date a list of available events will show. Select the events you wish to apply for and the box will be highlighted in blue.

Grade 4  5 categories		
8U - 4	BS	GS
9U - 4	BS	GS
10U - 4	BS	GS
11U - 4	BS	GS
12U - 4	BS	GS

BS stands for boys singles GD stands for girls doubles S stands for any gender singles

Once finished click Next.



11. You will then be asked to review the Terms & Conditions. To agree to these, click on the 'No' option on the bottom of the screen that will turn the box green and you will be able to Save and submit the application.

I agree to the Terms & Conditions * YES 🔵
Last saved on 12/05/2020 15:47:08 +00:00 SAVE

6. Once you have click save you will receive confirmation that your availability submission has been successfully saved.



7. The application can be found under the Current Availability section of the Tournament Availability Tab.

Jubility submission until 14/05/2020	(3d)	
Current availability submissions	_	
Name		Status
Name National Tennis Centre		Status Dinft
Name National Tennis Centre Bisham Abbey National Sports Centre		Status Dieft Dieft

8. You can edit an availability submission at any time during the availability period. Click on the name of the venue that you wish to update your availability for to return to the submitted application.

Current availability submissions
N
National Tennis Centre
Bisham Abbey National Sports Centre
Maidenhead Lawn Tennis Club