

## LTA COMPETITION MANAGEMENT SYSTEM TOURNAMENT AVAILABILITY – CONFIRMING APPLICATIONS QUICK START GUIDE

1. Access the LTA Competition Management System at <u>competitions.lta.org.uk</u> and select the Log In option on the top right hand corner.



2. Access your Organiser Portal.



3. All applications that have been approved by the LTA will show under the Current Applications view.

Click on the Apply for button to complete the application.

Grade 6 M 15/05/2020 to Application unti	atchplay Competitions 290927021 1311122020 23:59:59	<b>+</b> (248d)						
Current applications								
Showing 1 to 16 of 16 entries						χ.		
WK	Name	State -	Date	Туре	Venue	Entries		
2020 36	North County Tour - Thongsbridge Tennis Club - 5-9-2020 YOR-20-0011	Copied	05/09/2020 to 05/09/2020	One day tournament	Thongsbridge Tennis Club (HOLMFIRTH, HD9 7RY)	- APPLY FOR	×	
2020 37	North County Tour - Thongsbridge Tennis Club - 12-9- 2020 YOR-20-0011	Copied	12/09/2020 to 12/09/2020	One day tournament	Thongsbridge Tennis Club (HOLMFIRTH, HD9 7RY)	- APPLY FOR	×	
2020 38	North County Tour - Thongsbridge Tennis Club - 19-9- 2020 YOR-20-0012	Copied	19/09/2020 to 19/09/2020	One day tournament	Thongsbridge Tennis Club (HOLMFIRTH, HD9 7RY)	- APPLY FOR	×	
2020 38	North County Tour - Thongsbridge Tennis Club - 20-9- 2020 YOR-20-0012	Copied	20/09/2020 to 20/09/2020	One day tournament	Thongsbridge Tennis Club (HOLMFIRTH, HD9 7RY)	- APPLY FOR	×	

- 4. Most fields are not editable on the form. Please fill out the relevant information in the following fields:
  - Default entry fee (Per person in case of doubles)
  - Sponsor information (where relevant, including the competition provider name)
  - Tournament Referee
- 5. Click Next on the Events view
- 6. Click Save at the end of the Form



7. To reject an application select the red cross on the right hand side of the relevant row.

Grade 6 M 15/05/2020 to Application unti	atchplay Competitions 2003/2021 131/12/2020 23:59:59	<b>+</b> (248d)							
Current applications									
Showing 1 to 16 of 16 entries								×	
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2020 37	North County Tour - Thongsbridge Tennis Club - 12-9- 2020 YOR-20-001	Copied	t	12/09/2020 to 12/09/2020	One day tournament	Thongsbridge Tennis Club (HOLMFIRTH, HD9 7RY)	-	APPLY FOR	×
2020 38	North County Tour - Thongsbridge Tennis Club - 19-9- 2020 YOR-20-0012	Copied	t	19/09/2020 to 19/09/2020	One day tournament	Thongsbridge Tennis Club (HOLMFIRTH, HD9 7RY)	-	APPLY FOR	×

