How to record match results online

Subject: **Online Results Process**

Steps of the online results process are detailed below. Results will be submitted by team captains online, allowing your players to see up to date league tables, match results and their own player statistics at the touch of a button!

At the match:
- Both captains to complete a scorecard each (on site) and retain their own copy. Ensure both scorecards are signed by each captain. A downloadable scorecard can be found at
  [League and Cup Competition - Tennis West of Scotland (tenniswos.co.uk)](#)
- The **winning team captain** to submit result online within 24 **hours** of the match by visiting this league website:
- [LTA - Tennis for Britain - Glasgow Property Letting West of Scotland Summer Season 2024 - Organization](#) The **losing team captain** to check the result online.

Your login details are:

  Club name: This information will be issued to team captains by email
  Login name: ltasco**xxxxx**
  Password: **xxxxxxxxxxx**

The login/password is unique to your club and is distributed only to trusted club officials. Please <u>do not</u> change the password.

Winning team captain follow the steps below:
1. Go to league website –
2. [LTA - Tennis for Britain - Glasgow Property Letting West of Scotland Summer Season 2024 - Organization](#) Scroll down to **'Admin login'**
3. Type in your club Login name and Password and click **'Login'**
4. Select the competition from **'Categories'** e.g. Men's Summer Doubles
5. Select the **'Draw'** e.g. Men's Division 7D
6. Click on **'Modify'** next to the relevant match.
7. Click **'Enter rubber results'**
8. Read the instructions in the box carefully and enter the players and the results. Once you are happy with the results click **'Save'.**
9. **'Add comment'** if you have selected an 'unknown player'. Name the player and the player's Advantage Membership number if known.
10. Now click on the draw name to see your position in the table.

Losing team captain follow the steps below:
1. Go to website – follow the above steps, find the match and check the result has been entered correctly.
2. If you need to challenge the result email the League Organiser within 7 days of the result being submitted.

FAQs:

Q: **My password doesn't work?**
A: 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). Never change your club's password.

Q: **How do I re-schedule a match date?**
A: The winning team may need to re-schedule the match date in order to enter the result. To do this:

1. Follow steps 1-7 of the winning team captain's process
2. Click 'reschedule match' tab
3. Enter the actual date the match was played
4. Click 'save' and now follow steps 8-10 on the winning team captain process (above) to enter the result.

Q: One of my players does not appear on my club's player list.
A: Check that the player is an LTA Advantage Member. Your player can join, free of charge, at www.lta.org.uk/advantage and link his/her membership is linked to your club. If the player is already a member, ask them to check that your club is linked as a venue on his/her profile.   A link to how to manage a player's affiliation venue can be found at [League and Cup Competition - Tennis West of Scotland (tenniswos.co.uk)](http://tenniswos.co.uk)

Q: **Where do I post the scorecard?**
A: You no longer need to post the scorecard. Please keep it as a record of the result.

Q: **I don't have a computer?**
A: Results must be submitted by the winning team captain within 24 hours of a match being completed. You or another trusted member can submit from work, home, or public computer.

Q: **Can I phone in my results?**
A: No, results will not be taken over the phone. This is to ensure no mistakes are made and to allow draws to be updated immediately.

If you have read the above information and you are still having a problem, please contact the League Organiser.