

## League Planner & Online League Entry

Online League Entry (OLE) is a tool provided by the League Planner developers to allow clubs to enter their teams online. This saves a lot of time for league organisers. OLE is available on the league's webpage once the league has been published to [lta.tournamentsoftware.com](http://lta.tournamentsoftware.com).

### League Properties Setup

Once you received your League Confirmation email from LTA Competition Support you can start creating your League Planner file. Please make sure you **connect to the LTA** when setting up it up.

**TIP:** Prior to setting up your League Planner file, please ensure you have updated your version of the software. This is available at [www.LTA.org.uk/LeaguePlanner](http://www.LTA.org.uk/LeaguePlanner).

#### Info Tab

Complete the relevant information. The **name** and **tournament number** will be already populated. Please do not change these details.

#### Address Tab

Enter your County name in the **City** field and select Great Britain as the **Country**.

#### Events Tab

Since you will have **connected to the LTA** your events will appear. Click **Edit** to format your events. It is not possible to alter the name of your events. Please do not amend the **Event Code**.

Create the format of your event by adding the rubbers to be played at each fixture. E.g. if your event features 4 male doubles you would click MD four times.

Use the S (M/W) and D (M/W) for 8&U, 9&U & 10&U mixed player events.  
Click OK once completed. You will need to complete the above process for each event.

You need to ensure you have set the **Entry Fee** for all events.

#### Other Tabs

You will need to set up the following tabs:

- Days
- Time
- Locations/Courts
- Team Points
- Player Points
- Draws
- Score

Please consult the [League Planner Guide](#) for more information.

## Publishing & Setting up Online League Entry

To set up OLE for your league:

1. Select the **Internet** → **Publish**
2. Select the **Online Entry** tab and **tick the relevant boxes** and **add the dates/times** specific to your league.

The screenshot shows the 'Online Entry Options' tab with the following settings highlighted in red boxes:

- Enable Online Entry
- Entry with account mandatory
- Start entry date: 27/11/2013 (Time: 09:00)
- Final entry date: 04/02/2014 (Time: 09:00)
- Player Nomination
- Start entry date: 27/11/2013 (Time: 09:00)
- Final entry date: 27/11/2013 (Time: 12:00)

**TIP:** To ensure that teams can't nominate players the player nomination dates are in the past. We are aware that some teams will enter late which is why you should set your online closing date slightly later than the published date. This gives leeway to re-publish your file near the closing deadline.

3. Select the **Online Entry Options** tab. Please ensure the **Member ID required** is **not ticked** on this tab. This is a feature for individual competitions that does not apply to Team Tennis and clubs entering teams. Ensure the **Remarks** option is selected.
4. Select the **Events** tab and **tick** all events that are live for online entry. These are the events that teams will see when they come to enter your league.
5. Select the **Regulations** tab. Click **Load Text** and **locate** your regulations file before pressing **Open**.

**TIP:** We recommend you create an abbreviated version of your regulations for the OLE process, such as the example below:

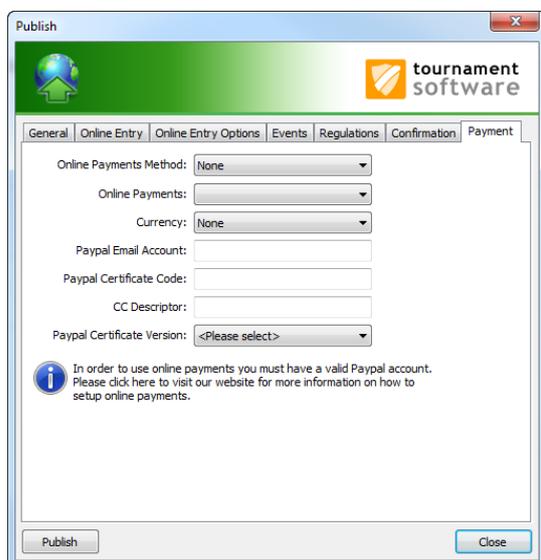
By submitting an entry into Aegon Team Tennis <county> 2014, I agree that:

- I have considered my roles and responsibilities as team captain and I am fully committed to organising the team pre, during and post-matches this season.
- I have assessed the commitment of my venue and players in regard to matches, court time, travel, work/exams and financial cost throughout the season. We are committed to compete.
- I have read the 2014 Rules and LTA Fair Play values and agree to ensure the team will abide by them. Aegon Team Tennis rules are available at [www.LTA.org.uk/Aegon-Team-Tennis](http://www.LTA.org.uk/Aegon-Team-Tennis)

6. Select the **Confirmation** tab. Please **add** the following sentence to the confirmation tab:

*Please review your clubs' entries on this page and click 'submit'. Payment must be made on the next screen for your entry to be accepted. Once payment has been made you will receive confirmation emails from Tournament Software (to confirm your team entry) and PayPal (to confirm payment). You will be contacted directly by the league organiser on or before <date you intend to contact the teams by>.*

7. Select the **Payment** tab.



Set the fields to the following:

Online Payments Method:	PayPal
Online Payments:	Optional
Currency:	GBP
PayPal Email Account:	<your PayPal email address>
PayPal Certificate Code:	<follow the <a href="#">FAQ</a> to obtain a your certificate code>
CC Descriptor:	<leave blank>
PayPal Certificate Version:	Until April 2025

**IMPORTANT:**

Please note there is a 27 Euro standard fee if you wish to take payments for online entries into your league. Additionally each payment made will incur a 3.4% + 20p PayPal admin fee.

8. Finally, click the **Publish** button at the bottom of the window.
9. We suggest you do some testing to understand the user process. Make sure the entry/final entry dates allow you to test and select publish. Now go to tournament software website and find your league. The league should be showing an online entry option (see below) and you can follow the 'how to' video on the League Planner webpage. Use a login/password of a club you know well to test the process. Don't forget to set the correct dates/times after testing.



## Communicating with Clubs

As the league opens for entry, it is recommended you send clubs their club's login details along with instructions to login. You may wish to use this email template:

*Dear <club name>*

*The entry period for <your league name> is now open and closes on <closing date>.*

*We are pleased to let you know that you can now submit entries for <your league name> online.*

*<Any details you wish to provide about your league>*

*Entry details and entry fees must be made through the online entry system at <link to your tournament on lta.tournamentsoftware.com>. A short 'How to Enter' video can also be found at [www.LTA.org.uk/LeaguePlanner](http://www.LTA.org.uk/LeaguePlanner).*

### *Login Details*

*Each venue has one login and password which are required to enter teams online. It is important that this login is only given to trusted team captains/venue people and that the password is not changed:*

*Venue Name: <club name>*

*Login Name: <login>*

*Password: <password>*

*The closing date for entries is <closing date>. If you have any questions please get do not hesitate to get in touch.*

*Kind regards*

*<League Organiser's Name>*