ClubSpark COMPETITIONS

1. Login to the ClubSpark Competitions App using your LTA username and password.

   To be able to login to the App you must be assigned Results Manager rights for your venue. You can apply on the LTA website at www.LTA.org.uk/ClubSparkCompetitions. Applications will be reviewed within 5 working days.
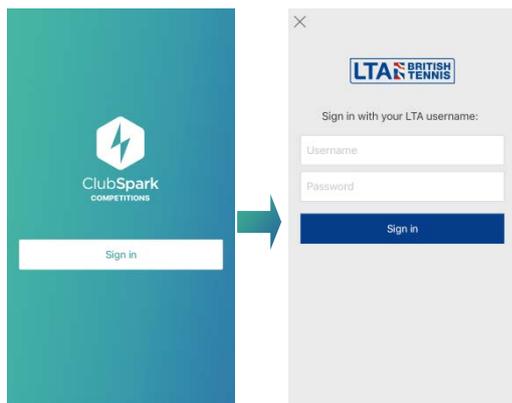
2. Create a new competition (at the bottom of the screen) or select an existing competition from the Competitions view.

   When creating a competition you must state:

   - Name
   - Start Date
   - End Date
   - Venue

   Once finished click **Done**.
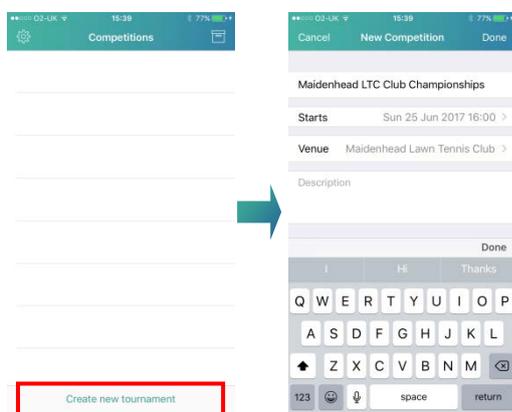
   To delete or archive a tournament - In the list view, swipe over the tournament from the right and these options will appear.

3. Click into the Competition and you will see any existing events you can also create a new event at the bottom of the screen.

   When creating a new event you will need to fill in the following information:

   - Event Name
   - Type of draw (Round Robin, Elimination, Elimination with consolation, Matchplay, Compass or Results Manager)
   - Match Type (Singles or Doubles)
   - Gender
   - Ball Colour
   - Category (Internal Matches, External Matches, Road to Wimbledon, University, Ungraded)
   - Timed Tennis
   - Start Date
   - End Date

   Once finished click **Done**.
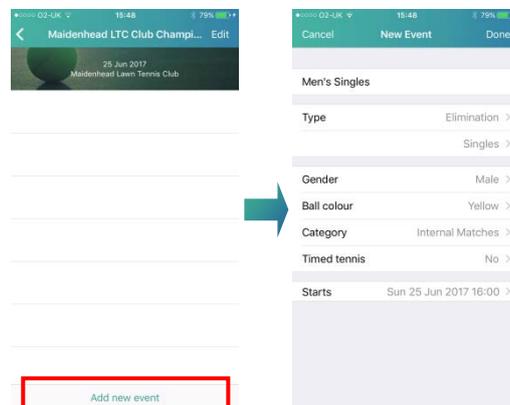
   These options are essential is submitting the results to the LTA for ratings purposes. Please review them before proceeding to ensure they are correct.

LTA BRITISH TENNIS

4. Click into the event.

Select **Add Players** and choose where you wish to add the players from:
- Previous Tournament
- Venue Members
- LTA Lookup
- Create a new player
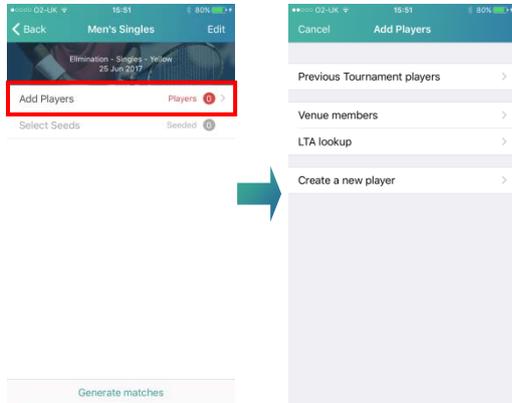
The **Previous Tournament players** search looks at previous tournaments recorded on the app on this particular device, players in competitions recorded on other devices will not show. The **Venue Members** and **LTA Lookup** refers back to the LTA database. It's best to start searching for the player's name. Once you have found the player, tap their name and a tick will appear. Once you have selected all the players you require click **Done** and a list of all players selected will appear.
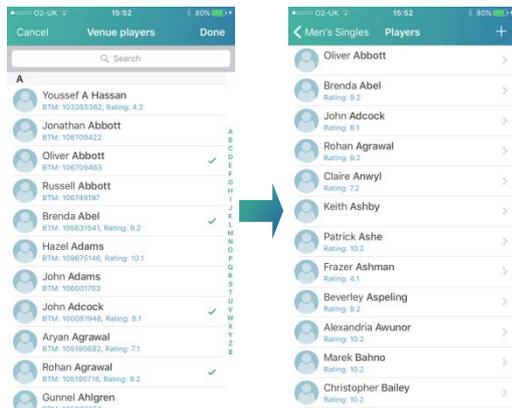
5. For doubles events only you will need to pair players together. Click **Assign Partners** and from the list of players select the players one by one you wish to pair. Once paired the teams will sit under the pairings heading.
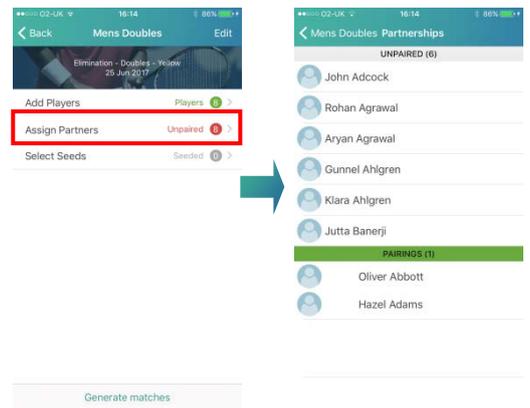
6. Select the number of seeds by either dragging the green arrow down or use the **+** sign at the top to add the number of positions you wish to have seeded. Then drag the players by the three short horizontal lines (highlighted below) to move the players up and down, in and out of seeded positions.
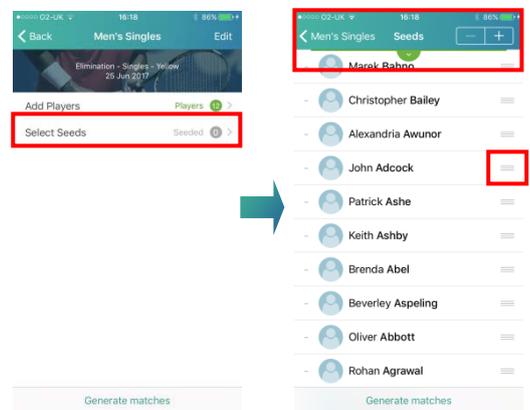
7. Once you have Added Players, Assigned Partners & Selected Seeds click **Generate matches** to prepare your draw.

The draw will be created and you will see a preview draw. Provided you are happy, click **Play**.
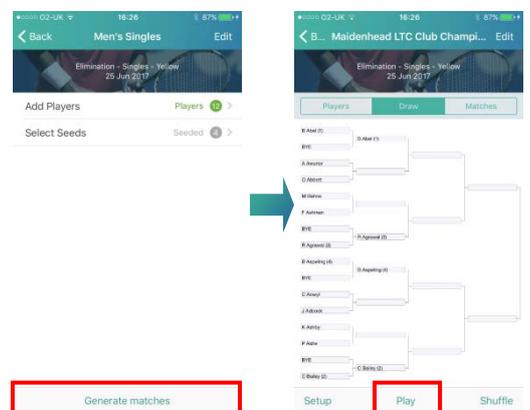
8. You can record the results using either the **Draw** or **Matches** tab. In the draw, click where you would expect the winners to appear once the match has been completed and the result entry view will appear.
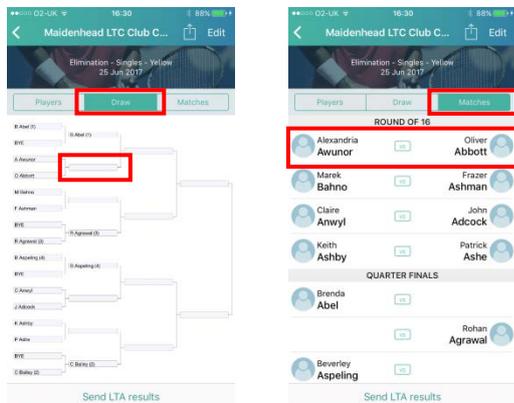
9. Enter the score using the buttons at the bottom for example if Player B beat Player A 6-3 you would enter `3` `6`.

If however Player B won 11-9 you would need to enter `9` `--` `1` `1`.

You can also enter more than one set for example `6` `3` `6` `2` if it was 6-3 6-2.

Once happy with the completed score and the green dot has appeared by the winners click **Done** and the match result will appear in the draw sheet.

10. Draws can be shared via email, social media channels or printed by clicking the **Share icon** and selecting which application you would like to share the draw on.
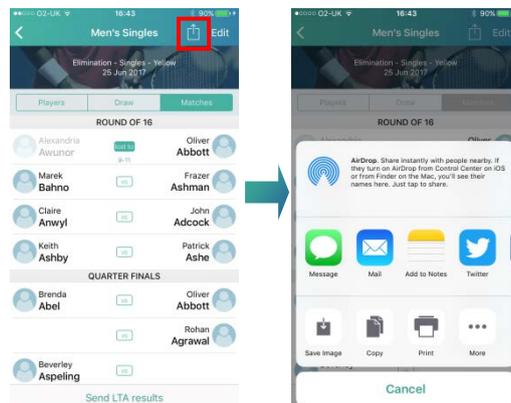
11. Once the event is completed the results can be sent to the LTA for rating purposes by clicking on **Send LTA Results**, reviewing the settings and pressing **Send**. The process of sending the results may take a minute to complete and the App will confirm the results have been loaded successfully.
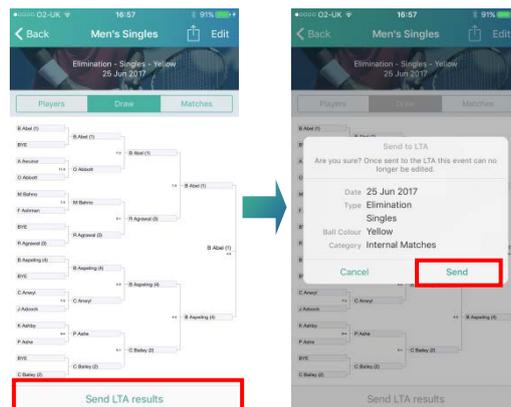
Please remember, submitting false results for rating purposes is a serious offence.
Users are expected to uphold the highest standards of integrity; any transgressions will be taken seriously and be referred to the LTA Disciplinary Panel.