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MATCH SECRETARIES

Welcome to the **Winter 2024-25** season.

Everything is now ready for you to arrange your matches with your opposing match secretaries. The documents you need for this can be found on the ADLTA website (adlta.co.uk) on the page 'Fixture Set Up'.

It is your responsibility to enter your HOME fixtures on the LTA Results website. We will tell you once the LTA results website is available to enter your fixture dates. We will set up your fixtures with a dummy date of 6th September ready for you to update with the agreed fixture date for your home matches. Please enter the dates on the LTA results website by **Friday 6th September**, subject to the system being available.

As you will know, we migrated over to the Online League Planner during the Summer season and access to the new system is via your own LTA Member Login rather than the old club admin login (eg ltantb001). Below is a link to video instructions for the Online League Planner for use by club admins (match secretaries) and team captains.

[LTA Competition Support \(vimeo.com\)](https://www.vimeo.com)

If you have any problems with Online League Planner, please contact LTA support:-

leaguesupport@lta.org.uk

It is your responsibility to nominate players for all your teams except the lowest; **four** players per team. You can do this via the ADLTA website. If you don't then we take the players who played in the first match of the team in question as the nominated players.

Please ensure that your team captains are aware of the league rules and guidelines which can be found at adlta.co.uk

Thank you.

LEAGUE SECRETARIES

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