

Add a Team Member

- Team Captains and Result Users can add players to teams at the time a specific match card is submitted to the OLP.
- Club Administrators can add players to teams before the season starts or during the season.

Procedure for Club Admins:

- Login to your personal LTA account via <https://competitions.lta.org.uk>
- Select the Club Administrator icon on the left of the screen – you will now see your club page with your entry in the Staffs League.
- Click on the Staffordshire Inter-Club Tennis League (“Staffs League”) link and you will see your club’s summary page with the number of teams and players etc.
- Click on ‘Teams’ on the left-hand menu. You will now see a list of your teams.
- Select the team for the new player and click on the ‘Actions’ box.
- Select ‘Edit players’.
- At the top add the new player.
- The player MUST be a fully paid *bona fide* member of the club they are playing for and they must be registered with the LTA and have a personal *LTA Advantage* account and number.
- The player must affiliate themselves to their club in their account (i.e. they must have the club they are playing for as their venue on their *LTA Advantage* account).
- The player will appear and can be added to the team if they fulfil the above requirements.
- Please see [Add your venue to your personal LTA account](#).