

LTA Venue Main Contact (VMC)

- This is the person at your Club who is responsible for renewing and administering the Club's LTA affiliation.
- The VMC has the authority to grant or revoke general roles within your Club, i.e. Secretary, Treasurer, Welfare Officer.
- The VMC also has control over the granting or revoking of individuals to the OLP's Club Admin role. The LTA often refers to the Club Admin role as the 'County and District League Contact'.

The VMC can appoint or revoke the OLP Club Admin role as follows:

- Log into your *LTA Advantage* account via <https://www.lta.org.uk/register/>
- Click the profile icon at the top-right of the page.
- Select 'Venue Registration'.
- Choose your Club from the 'Choose Your Organisation' dropdown box.
- Under Registration Details, click View or Update Details.
- Scroll to Team, click on Venue Team.
- Choose either a listed individual or Add New contact
- Search for the individual.

NOTE: To be listed, the person you are trying to add to the OLP Club Admin role must already have an LTA Advantage account and be assigned to your Club.

For further info, please see:

[How to Register For An LTA Advantage account](#)

[Add Your Venue \(Your Club\) To Your Personal LTA Account](#)

- Select the individual, click Continue.
- Click inside the Role box and scroll down to, and select, 'County and District League Contact'.
- Click Confirm.
- After returning to the page containing the list of Venue Roles, ensure the relevant contact is displayed with the 'County and District League Contact' role alongside.
- Ensure you click Save and Continue for all your changes to take effect.