

UNIVERSITY VENUE REGISTRATION PROCESS

1. CREATE YOUR PERSONAL LTA ACCOUNT

If you are new to registration or returning after a period without registration you will need a personal LTA Advantage account for you and anyone else who wishes to have administration access, prior to applying for LTA Venue Registration. If you have not already got an account, you can create one [here](#).

There are a number of membership categories, LTA Advantage FAN membership is all that is required and is FREE, you can view information on all options available [here](#).

The screenshot shows the LTA website header with navigation links: PLAY, COMPETE, FAN ZONE, ROLES & VENUES, NEWS, WHAT WE DO, a search icon, and buttons for Sign In and Join Us. Below the header are three membership cards:

- ADVANTAGE FAN** (Ages 18+): FREE. Benefits include extended summer tournament highlights, win signed player merchandise, and discounts with Castore, Dunlop, Superga and others. Eligibility: Adults who follow tennis or padel.
- ADVANTAGE FAN+** (Ages 18+): £20/Year. Benefits include priority for tickets to all LTA tournaments, extended summer tournament highlights, and the chance to buy Wimbledon tickets. Eligibility: Adults who follow tennis or padel.
- ADVANTAGE PLAY** (Everyone): FREE. Benefits include extended summer tournament highlights, track your match results with My Game technology, and discounts with Castore, Dunlop, Superga and others. Eligibility: Everyone who likes playing tennis or padel.

2. STARTING A NEW VENUE REGISTRATION

Return to [Venue Registration pages](#) of the LTA website and click 'register now.' You will be taken to first page of the LTA Venue Registration Portal.

The screenshot shows the 'Your organisation' page in the LTA Venue Registration Portal. It includes the LTA logo, a Help link, and a Logout button. The main content area has the heading 'Your organisation' and a paragraph explaining the dropdown list. Below this is a 'Choose your organisation' dropdown menu. At the bottom, there is a link to 'Add new organisation'.

Your organisation

The dropdown list below will show the organisations you are a Web Admin for on the LTA System. If you can not see the organisation you wish to register/view please click "Add new Organisation".

Choose your organisation

Can't find your organisation?

+ Add new organisation

Here you have a few options:

If you have previously registered a venue and have web admin rights to edit an origination, those organisations will appear in the drop-down list. Click the drop-down arrow and select the organisation you require to register.

If your Organisation has already an account but you don't have Admin Access this will need to be granted by a member of our [Customer Support Team](#) before you can proceed.

If you are registering for the first time then you will not have been assigned any web admin rights to any organisations in the LTA database, and therefore will need to choose the option to 'Add a new organisation'.

To add your organisation, simply click add new organisation and enter your university name. It is likely that this is already in the system, and you can simply pick up the existing organisation.

Add new organisation

Search the LTA database to add a new organisation. If you are looking to register a park site, please search for the local authority / multi park site operator.

Search results will be returned after three characters are entered

Organisation name



Cardiff University, CF10 3AT

Open University Tennis Club, MK7 6AA

University of Aberdeen, AB24 3DR

Southampton University Tennis Club, SO50 SPE

Aberdeen University Tennis Club, AB24 3DR

Queen Margaret University, EH21 6UU

University of Bedfordshire, LU1 3HZ

Add organisation

Once you have created/claimed your organisation click confirm and you will be taken to a series of qualifying questions to match you with a venue registration package.

QUALIFYING QUESTIONS

On completion you will be provided a package based on your answers, giving you more detail of the benefits in that package. If you choose to continue, you will move onto the next stage or you can repeat the qualifying question up to three times, before that package is locked in. The qualifying questions that are asked at the beginning of the venue registration are detailed below to help in determining your required package type.

There are two package that apply to a university:

- Education – a university tennis venue that is open to both students and members of your community.
- Education (Student Only) – only accessible by students at the University

ARE YOU REGISTERING AN
EDUCATIONAL ESTABLISHMENT?

YES

DO YOU OWN/RUN COURTS AND
MAKE THESE AVAILABLE TO NON-
STUDENTS OR MEMBERS OF THE
COMMUNITY?

YES

NO

IS THERE A COACHING
PROGRAMME OR COMPETITION
RUN AT YOUR VENUE?

*NB if you are only delivering a student
programme on your courts, be sure to
answer 'no' here. Otherwise the route
takes you into LTA safeguarding
requirements for a junior programme
on the courts.*

YES

EDUCATION (STUDENT AND EXTERNAL)

ARE YOU A SCHOOL/COLLEGE
LOOKING TO REGISTER TO
ACCESS LTA YOUTH SCHOOLS
CONTENT AND BENEFITS?

NO

EDUCATION (STUDENT ONLY)

You can then proceed to work through the sections below, completing each section and clicking 'Save and Continue' at the end of each block. Once a section is complete a green dot will signify its completion. Any red dots will mean this section is incomplete.

Overview

Use the Edit Links in any order to complete registration. When all the required information has been submitted a Submit button will appear at the bottom of this page to complete the process.

IL TEST 1

1

Basic details

Contact details

Edit

Delivery address

Edit

Policies

Edit

2

Venue

Playing facilities

Edit

Members & players

Edit

LTA Advantage members

Edit

3

Team

Venue team

Edit

Coaching team

Edit

Criminal records check

Edit

Coaching workforce declaration

Edit

4

Insurance

Insurance and Risk Assessment

Edit

3. BASIC DETAILS - CONTACT DETAILS – ADDING MAIN CONTACT

This is likely to be whoever is registering the venue (you) as you already have an LTA account, simply click add new contact and search for the contact by name, LTA number or coach code. You may also invite someone else to create an account should they require administration access.

Main contact

[+ Add new contact](#)

Add contact



How do you want to find this person?

- ☒ Name search
- ☐ LTA membership number
- ☐ Coach code
- ☐ I'd like to invite them

Please note that the contact will need to have an LTA Advantage account ([More about LTA personal accounts](#)) and be affiliated to your venue, which they can do in [their LTA Advantage Account Details](#)

Search results will be returned after three characters are entered

Full name



4. YOUR VENUE TEAM, WELFARE TEAM, COACHING TEAM

This is anyone you want to link with your venue and assign individuals a role.

Welfare officers

Should your university be open the non-students or members of the community you will be asked to provide the name of your Welfare Officer, who will be required to meet LTA Safeguarding Standards.

In the Education Student Only package this is not a requirement.

Please note that:

- The Welfare Officer should **NOT** be a coach at the venue.
- The Welfare Officer must have a satisfactory criminal record check.
- The Welfare Officer must have attended a minimum of an LTA Safeguarding & Protection in Tennis course (or equivalent) in the last three years.

To **add a new contact** which will look up against the LTA Database simply add new contact, search using the options available.

Welfare team

Close

Welfare team

Below you can manage your venue's **welfare team** contact(s).

You can:

- Add contacts
- Remove contacts
- Change details

Note

- The Welfare Officer should **not** be a coach at the venue
- The Welfare Officer **must** have a satisfactory criminal record check
- The Welfare Officer **must** have attended a minimum of an LTA Safeguarding & Protection in Tennis course (or equivalent) in the last three years
- You may declare a contact that does not have their criminal records check or safeguarding training registered on the LTA database.

Welfare team contact(s)

+ Add new contact

Save and continue

Add new contact

×

How do you want to find this person?

☒ Name search

☐ LTA membership number

☐ Coach code

☐ I'd like to invite them

Please note that the contact will need to have an LTA Advantage account ([More about LTA personal accounts](#)) and be affiliated to your venue, which they can do in [their LTA Advantage Account Details](#)

Search results will be returned after three characters are entered

Full name

+ Add person manually

As both Education packages are free of charge that is no payment process to complete. On completion of your application, simply accept the declaration, click submits and your registration will be confirmed.

You will be presented with a confirmation 'My Venue Page' Here you can update your information throughout the year by returning to you registration portal. You can also download LTA Venue Registration Logos, certificates and find information regarding eh full set of LTA benefits.

Confirmation

Thank you for registering.

- Your registration details are shown below
- Great news - all your benefits are now available

IL test 1	
MEMBER NUMBER	RENEWAL DATE
CHE714	01/10/2024

My Venue

You'll be able to:

- Download registration documents
- Update registration details
- View renewal date
- and more...

[Go to My Venue home page](#)

Downloads

You can download your registration documents here

LTA Registered Logos

↓ Download document

Registration certificates

↓ Download document