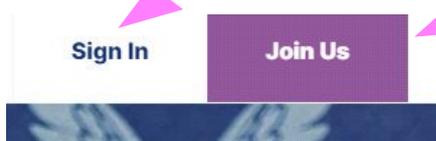# Instructions for downloading your club members' World Tennis Numbers
(correct at 7/3/2023)

Please note this is only possible if you have access to your club's LTA Registration - usually that will be designated club main contacts only. (You must have been set as a "web admin" in your club's LTAregistration.
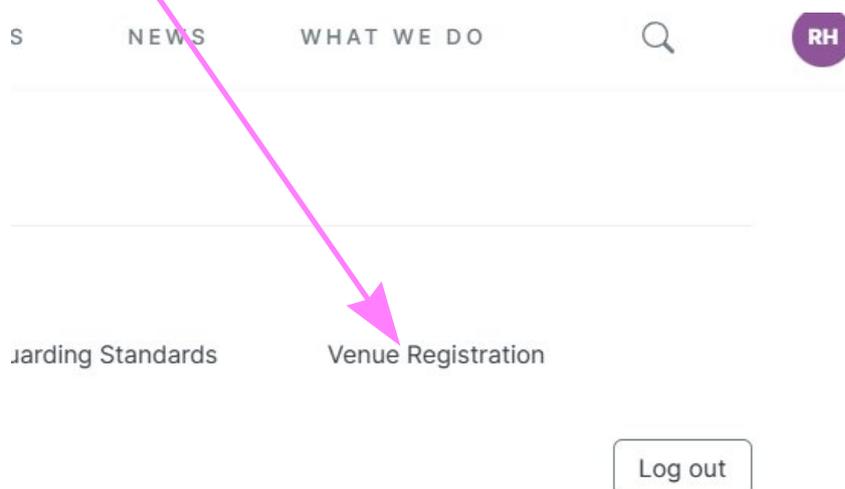
Go to the LTA website at www.lta.org.uk

If you are already an LTA member then **sign in**, otherwise click on the **Join Us** button and choose Advantage Play+ membership. There is no need to pay for this.

Then click on your initials at the top right of the page …

… and choose **Venue Registration** from the options that appear. (You will only have this option if you are able to access your club's LTA registration.)

Choose your **organisation** from the drop down list and click on **Continue**

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

Hillside Lawn Tennis Club ✕ ▾

Can't find your organisation?

✦ Add new organisation

Continue

Next, click on **View or update details** which will be under the Registration details heading

Registration details

If your details change

Don't worry - if you want to view or up

- Members
- Delivery address
- Team and more

You'll be able to view or update all thes below.

View or update details

Then click on **LTA Advantage members**

Venue

Playing facilities	Edit
Payment options	Edit
General facilities	Edit
Members & players	Edit
LTA Advantage members	Edit

Finally click on **Download LTA member list** and after a short (some times a bit longer!) delay you should see a download which will include all your club members who are LTA registered. You may find some people listed who are not club members as sometimes the LTA seem to have added some people incorrectly! It is possible to delete incorrect records from the same section of the registration - slightly lower down the page.

LTA Advantage member info

Below is the information the LTA holds about players attached to system.

Check your LTA Advantage members

If you have not reviewed this information recently:

- **View** list of all LTA Advantage members using button below
- **Invite club member(s)** to join LTA Advantage
- **Remove** members

↓ Download LTA member list