Guidance Note on How to Link Your CTT and VTTA Accounts (2023)

You need to give permission on both the CTT and VTTA websites to link your CTT and VTTA member accounts.

NB VTTA members with a Joint account, please see notes at the end.

If you have any queries, please do NOT contact CTT but email itmanager@vtta.org.uk

Step 1 CTT Account – Obtain Verification Code (PCs, laptops)

Login to your CTT account (at www.ctt.org.uk). From the Home page click on 'My Dashboard'. Then click on the far right tab 'VTTA'. Read the permission text and then tick the box and click Submit.

Make a note of the CTT Verification Code you are then given and your CTT number (shown top right of screen).

Step 1 – CTT Account - Smartphone Users

Login at www.ctt.org.uk and click on your name. Click on Settings and scroll down to below your PBs and click on the My Profile tab. "VTTA" appears in the dropdown as the last item on the list. Select that, and scroll down, and it will show your verification code if you are not linked (and your VTTA account number if you are linked already).

Step 2 VTTA Account – Link Accounts

Go to the VTTA website (www.vtta.org.uk) and login. From the Home Page click on your name (top right) and then My Profile. You will see the following text: ***Account Not Linked To CTT etc.***

You have already obtained your CTT Verification Code and your CTT number so you can just click on 'Link My Account Now'. Read the text and enter your CTT Code and ID and click 'Link'.

Step 3 VTTA Competitions

If you want to enter one or more of the VTTA's season long competitions, then click the 'Competitions' tab on the far right of the page. Tick those competitions for which you want to be included.

Important Note on Joint Accounts

Joint accounts have to be managed by the primary member. For those with a joint account please link your accounts as follows:

• Each joint member gets their CTT number and Verification Code from the CTT website as explained above

• The primary joint member (the owner of the email address and password) logs in at the VTTA website

• The primary joint member checks the profile viewed belongs to them personally, and then links their CTT account entering their CTT number and verification code

• The primary joint member then switches to view the profile of the secondary joint member

• The secondary joint member then links their CTT account entering their CTT number and verification code.

It is important to follow this procedure to ensure the CTT accounts and VTTA member records are linked correctly. Note secondary members cannot login and/or register at the VTTA site to link their CTT account; they must link through the primary members account as explained above.

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