



Te Tēnehi o Aotearoa



TOURNAMENT PLANNER QUICK START GUIDE

Club Championships

Updated February 2021

Welcome

Tennis Tournament Planner (TP) is a Windows based application written by a software company Visual Reality and provided to Tennis New Zealand for Tournament Organisers to help administer tennis competitions. The same software is used by National Governing Bodies across the world as well as the ITF for their World Tennis Tour. The programme has been extensively developed and offers many enhanced features providing organisers of large and complex tournaments a great deal of additional functionality.

A new version of TP is released at the start of each year, with updates released throughout the year to improve the functionality. A list of updates can be found in the Version Update Log which is available at <https://www.tournamentsoftware.com/product/article.aspx?s=2&id=E0524F9C-E95F-4A82-93C9-316BB47FA6C6>

This document is intended as a quick start guide and covers the basic features of TP, allowing users to create and manage a tournament simply and easily using a limited subset of features available.

Learning Outcomes

At the completion of this document, Tournament Organisers should be able to:

1. Create a new TP file for a tournament
2. Update all tournament details
3. Insert, download and create players within the file
4. Do seedings and create appropriate draws
5. Schedule matches
6. Enter results

Questions

Any specific questions regarding a Tournament Planner file or tournament, please contact any of the following:

Tennis NZ Club Support Manager – Ali Telford – ali@tennis.kiwi
Tennis NZ Tournament and Events Manager – Blake Taylor – blake@tennis.kiwi
Tennis Auckland – Simon Crozier – simon@teninsauckland.co.nz
Tennis Waikato-Bays – Kerry Boxell – admin@waikatotennis.org.nz
Tennis Central – Flo Perret – flo@tenniscentral.co.nz

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PART I

INSTALLATION AND CREATING A TOURNAMENT

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1. Programme Installation

In order to use TP, you will need a TP licence file and have the up-to-date version of the software installed on your computer. A free Club Championships licence is available for all affiliated clubs. Please email blake@tennis.kiwi for a copy of the licence.

NOTE: This licence can only be used for Club Championships. For other tournament types, a club/association licence is required

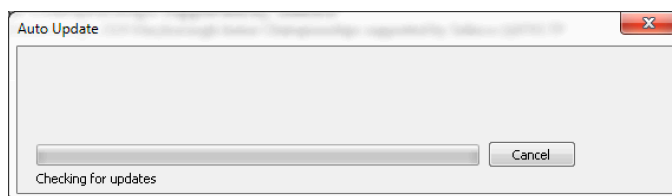
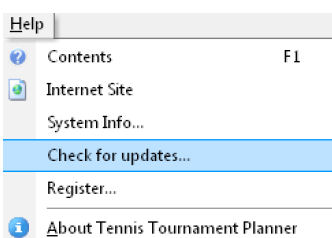
Installing TP – New Users

Once you have received your TP licence email, save the licence file to a folder. Then download the TP programme from <https://www.tournamentsoftware.com/product/download.aspx?id=16&s=2> and follow the install instructions.

Product	Language	Size	Version	Action
Tennis Tournament Planner	English	29.5 MB	Version 2020.1	Download
Squash Tournament Planner	English	29.5 MB	Version 2020.1	Download
Badminton Tournament Planner	English	29.5 MB	Version 2020.1	Download

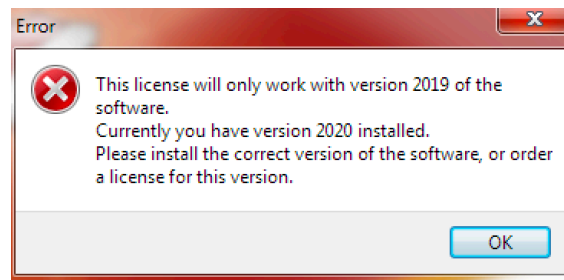
Updating TP – Current Users

1. Open TP on your computer. Navigate to **Help** menu and select **Check for updates...**



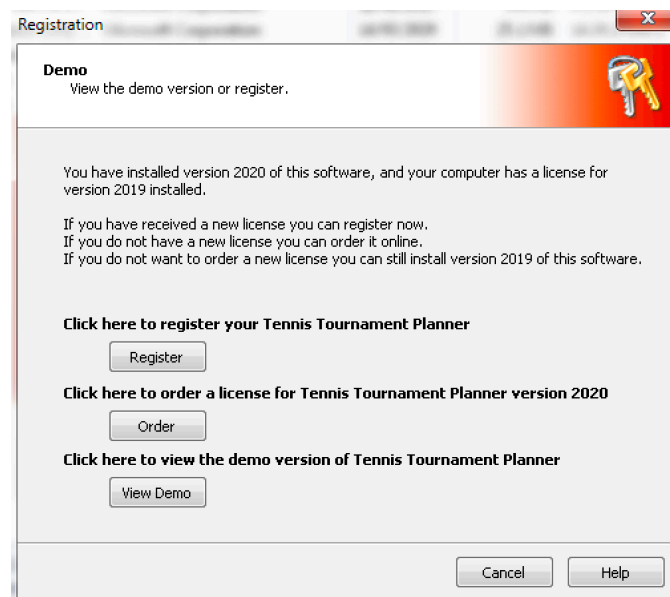
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2. Once installed, an **Error** message will appear. Click **OK**:

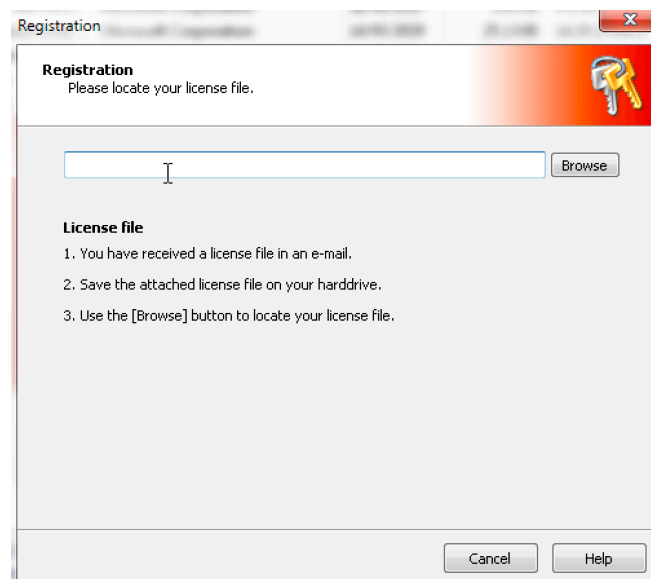


Registering TP

1. Once installed, a registration screen will appear.

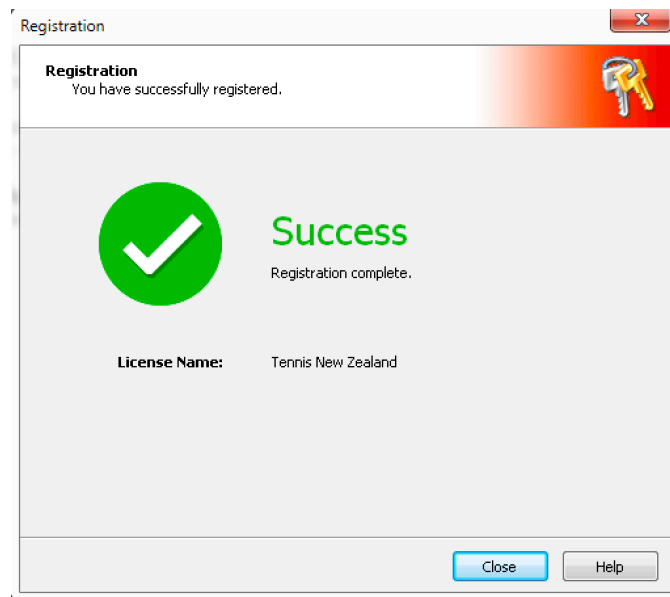


2. After clicking on the **Register** button, locate the licence file you stored on your computer by clicking **Browse**:



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3. Navigate to the location where the licence file was saved, select the licence file and click the **OK** button or double click on the licence.



4. The software is now ready to be used for the calendar year.

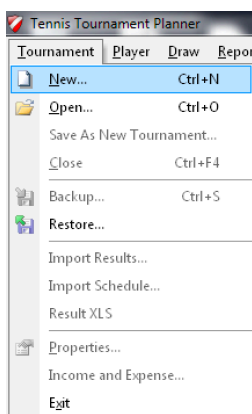
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2. Creating a Tournament

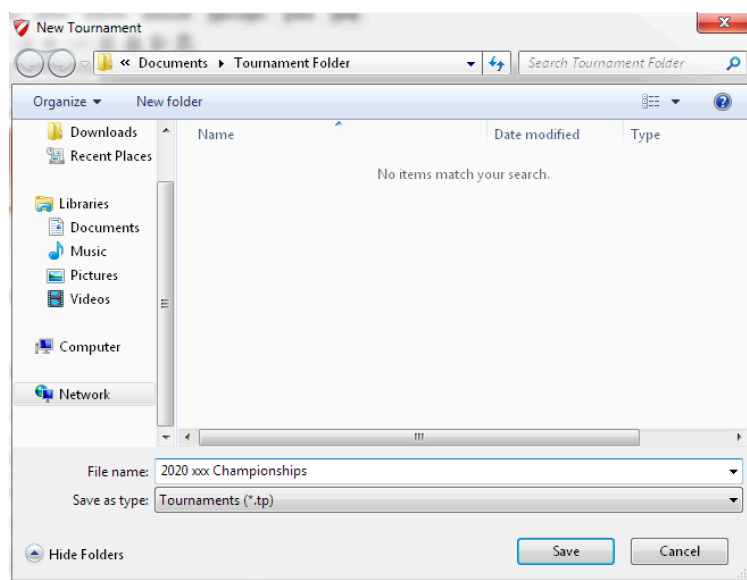
Each tournament uses its own TP file. Files will automatically save to the default folder, **Documents>Tournaments** as the name you choose. There are two methods for creating a tournament file: creating from scratch or creating from a previous file/template.

Starting a tournament from scratch

1. Select **Tournament>New** from the main menu.



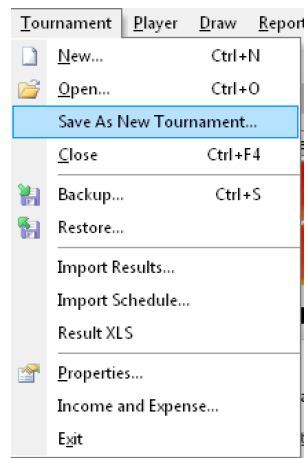
2. Give the new tournament a filename (e.g. xxx Club Championships 2021).
NOTE: give the file a clear name to ensure different tournament files can be distinguished from each other.



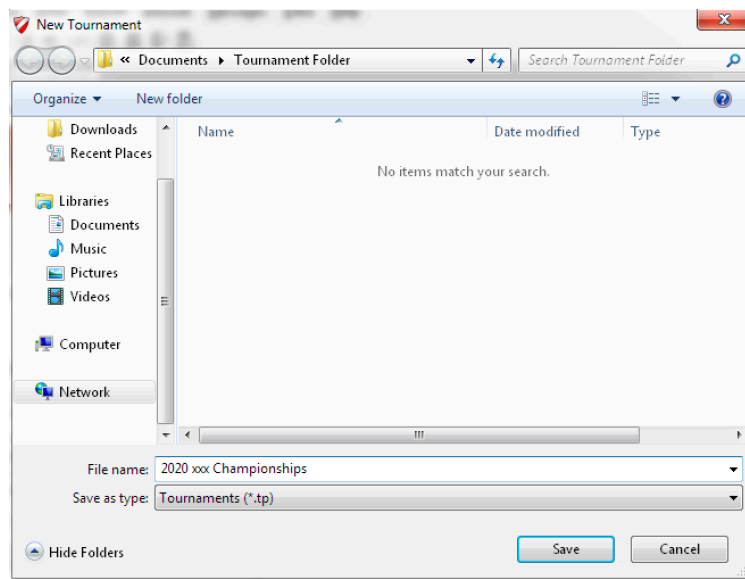
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Creating from a template/previous event file

1. Select **Tournament>Open** and locate the file you wish to create from. Once open, select **Tournament>Save as new tournament**.



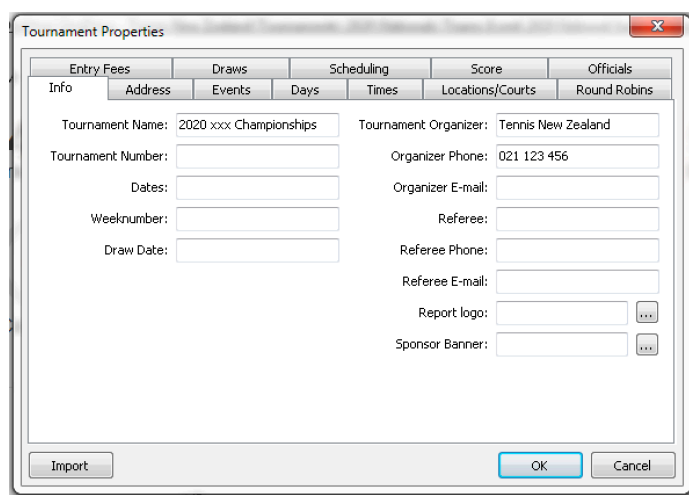
2. Give the new tournament a filename (e.g. xxx Club Championships 2021).
NOTE: give the file a clear name to ensure different tournament files can be distinguished from each other.



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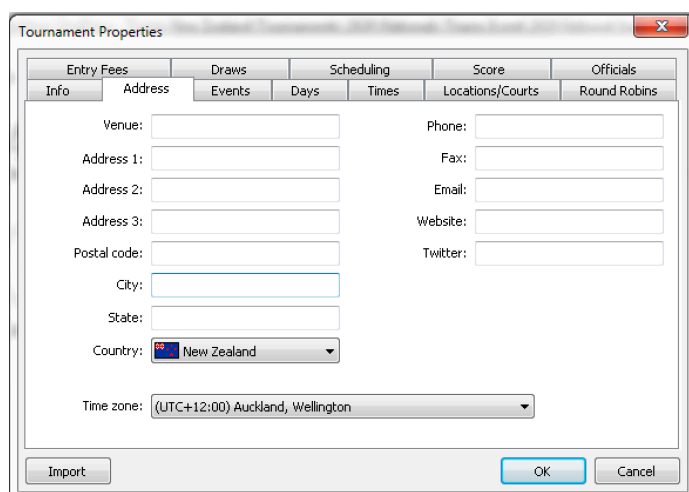
Tournament Properties

1. Once the file has been created, enter basic information relating to the tournament. This **Tournament Properties** menu is split into 12 tabs:



The screenshot shows the 'Tournament Properties' dialog box with the 'Info' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Entry Fees', 'Draws', 'Scheduling', 'Score', and 'Officials'. Under the 'Info' tab, there are sub-tabs for 'Address', 'Events', 'Days', 'Times', 'Locations/Courts', and 'Round Robins'. The main area contains several text input fields: 'Tournament Name' (filled with '2020 xxx Championships'), 'Tournament Number', 'Dates', 'Weeknumber', and 'Draw Date' on the left; and 'Tournament Organizer' (filled with 'Tennis New Zealand'), 'Organizer Phone' (filled with '021 123 456'), 'Organizer E-mail', 'Referee', 'Referee Phone', 'Referee E-mail', 'Report logo' (with a browse button), and 'Sponsor Banner' (with a browse button) on the right. At the bottom are 'Import', 'OK', and 'Cancel' buttons.

2. The **Info** and **Address** tabs should be completed with as much information as possible. City and Country are compulsory fields.



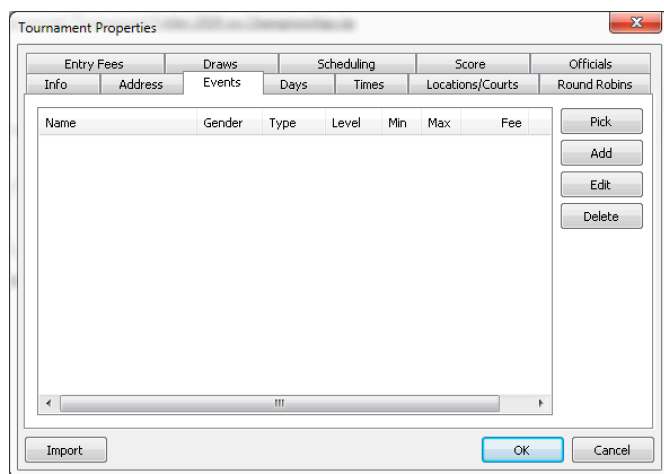
The screenshot shows the 'Tournament Properties' dialog box with the 'Address' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Entry Fees', 'Draws', 'Scheduling', 'Score', and 'Officials'. Under the 'Address' tab, there are sub-tabs for 'Events', 'Days', 'Times', 'Locations/Courts', and 'Round Robins'. The main area contains several text input fields: 'Venue', 'Address 1', 'Address 2', 'Address 3', 'Postal code', 'City', 'State', and 'Country' (a dropdown menu showing 'New Zealand') on the left; and 'Phone', 'Fax', 'Email', 'Website', and 'Twitter' on the right. At the bottom, there is a 'Time zone' dropdown menu showing '(UTC+12:00) Auckland, Wellington'. At the bottom are 'Import', 'OK', and 'Cancel' buttons.

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Creating Events

Use the **Events** tab to create the event categories/age groups that will be competed in.

- Select **Pick** to choose from a list of events. To rename these events, double-click each event and rename
- Select **Add** to create an event from scratch



NOTE: to manage payments using TP, enter the **Fee** in each event

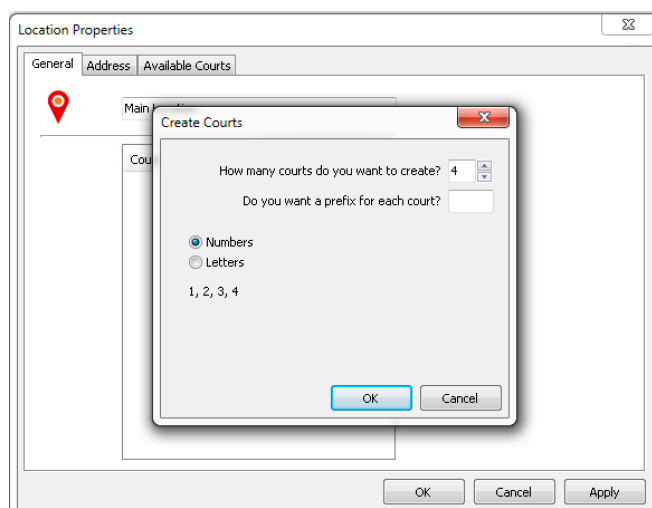
Create and add Dates/Times

The **Days** tab indicates the dates of the competition. Double-click on any date to add it to the list. Tournament dates do not need to be consecutive.

The **Times** tab allows you to specify match time slots. These times will be allocated to matches at a later stage.

Create match courts

Use **Locations/Courts** to create the match courts. Double-click on Main Location and select **Create** and increase the number accordingly. To rename these courts, double-click each court and rename.



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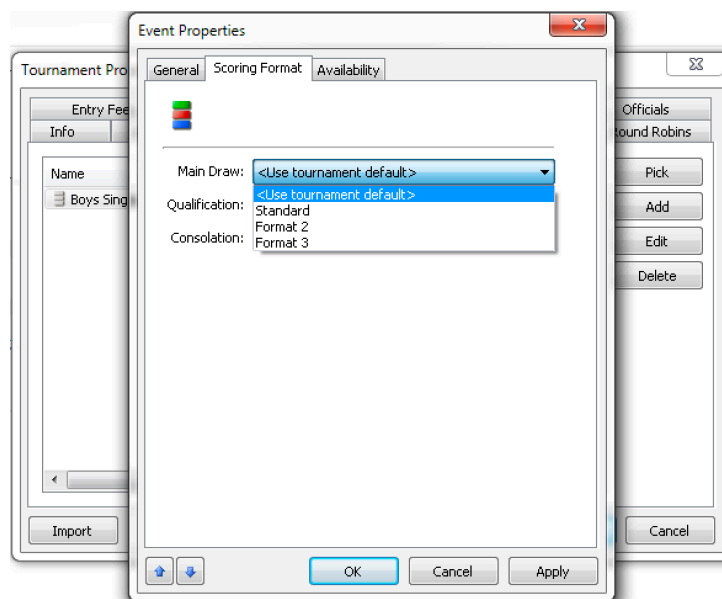
Create different scoring formats

Use the **Scores** tab to modify scoring formats for each event. The default scoring format is best-of-three sets with a tiebreak at 6-6 games.

- Modify the default: double-click **Standard (Default)** and modify the settings
- Add multiple scoring formats: click **Add** and modify the settings

To allocate different scoring formats to various events, select the **Events** tab, double-click an event, select the **Scoring** tab, and choosing the correct format from the drop-down menu.

NOTE: please see Tennis NZ Tournament Rules and Regulations for accepted scoring formats



Round-Robin, Entry Fees, Draws and Officials tabs

The remaining tabs are not normally necessary for most competitions.

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PART II

PLAYERS, ACCEPTANCE LISTS AND DRAWS

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3. Players, Entry Lists and Acceptance Lists

Once the basic tournament properties are setup, TP can maintain a record of players entering the competition. Players can be added to the file through three methods:

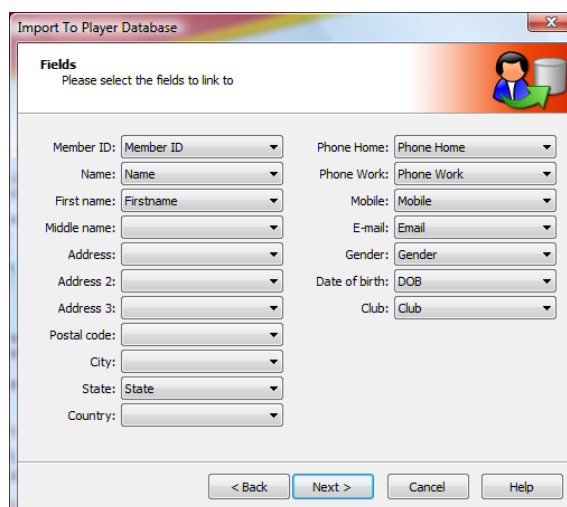
- Import players from MatchHub tournament database
- Adding players manually
- Online player entry downloads (after setting up online entry) – see appendix 1

Import players from MatchHub tournament database

To import club players from the MatchHub tournament database, contact Tennis New Zealand for a club specific list.

Once the club specific database is downloaded, open TP.

1. In TP, open the Tournament, select **Player>Player Database>Clear Player Database**.
2. Select **Player>Player Database>Import to Player Database**. Select **Browse**, locate the excel file and select **Next**. Ensure the wizard looks exactly as below, then select **Next**.

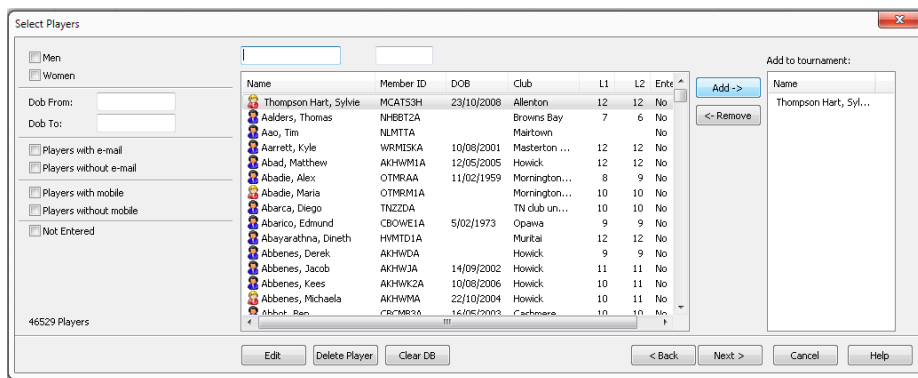


3. No changes need to be made on this screen, select **Next**.
4. The import list may take a few minutes to load and is displayed for visual verification. Select **Next**, and then **Yes** to confirm proceeding. This step may take a few minutes.

After the database has been uploaded, players can be imported into the file. From the menu, select **Player>Player Database>Pickup from player database** or hit F3 on the keyboard.

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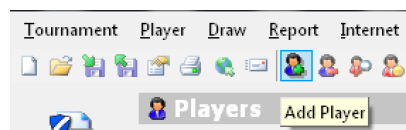
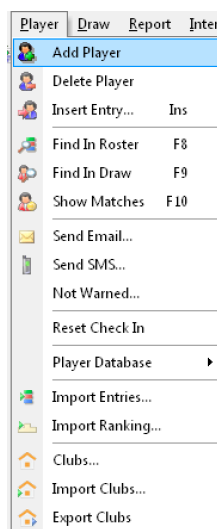
Select the players that are entering the tournament from the list, and select **Add**.



TIP: When adding players, select all the players entering one event, complete the wizard, then do the process again for each event.

Adding players manually

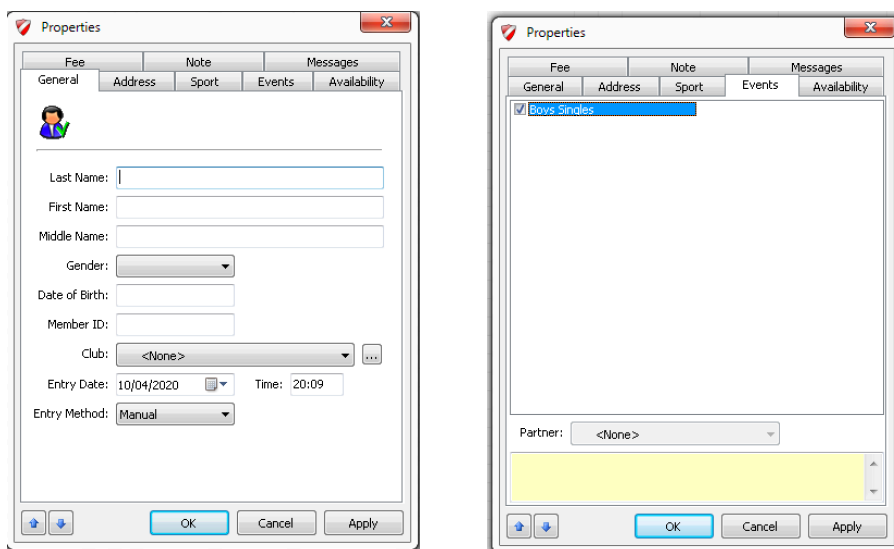
Entries can be added manually by selecting **Players>Add Player** from the top menu. There is an **Add Player** button in the quick-start menu also.



Enter the details for the new player. Mandatory fields are:

- **General** tab: first name, last name, gender, date of birth and Member ID (MatchHub code).
- **Events** tab: tick box against each event that the player has entered.

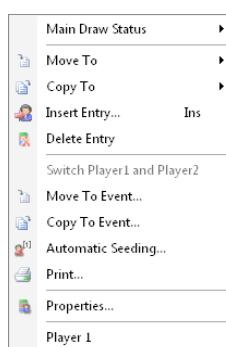
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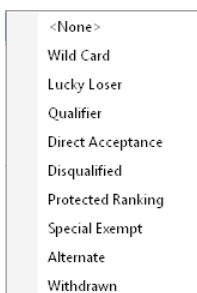
Note: adding players to TP do not add them to the database. This will be completed by Tennis NZ periodically.

Entry Lists

Entry Lists for each event can be found in the **Roster** from the left menu. All Entry List actions can be completed from the **Roster** screen. Right-click on a player for the following actions:



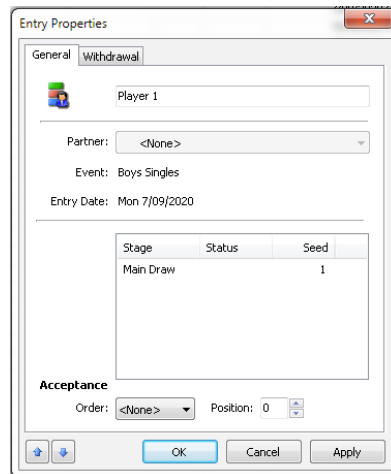
- Status – referring to the Acceptance List, select the players appropriate status



- Move to – move the player to a different stage within the event (Main Draw, Qualifying, Consolation etc.)
- Copy to – copy the player to a different stage within the event (Main Draw, Qualifying, Consolation etc.)
- Insert Entry – add a new player to the Roster from the Player Database

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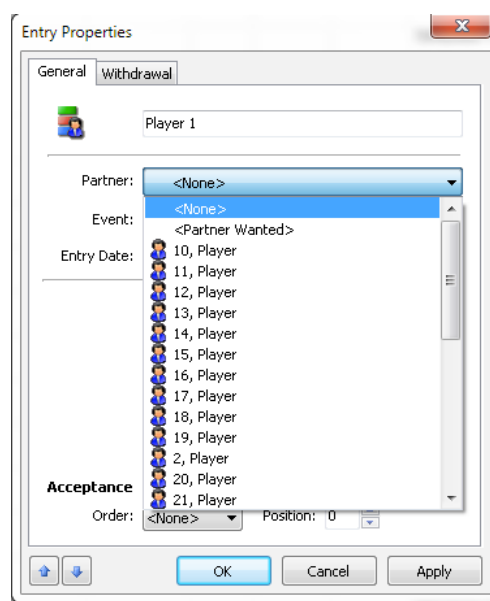
- Delete Entry – remove the player from this event
- Move to Event – move the player to a different Event
- Copy to Event – copy the player to a different Event
- Automatic Seeding – automatically seed players on the currently selected list. (See **Seeding Players Automatically** for details)
- Print – print the **Entry List**
- Properties – **Entry Properties** for selected player



Entry Lists – Doubles Pairings

Doubles Pairings are manually created from the **Roster** menu.

1. Select **Roster** from the left menu. Select the event to create Doubles Pairings.
2. To create a Doubles Pairing, either double-click or right-click on a player and choose **Properties**.
3. From the **Partner** drop-down, select the appropriate player. Select **OK**.



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4. Seeding and Making the Draws

With all players entered in events, TP can easily seed players based on MatchHub points, and automatically create the draws.

Importing MatchHub Points

To import player points from the MatchHub database, the player database file can be used.

1. Select **Player > Import Ranking**. Select **Next**, then **Browse**, locate the excel file and select **Next**. Ensure the wizard looks exactly as below, then select **Next**:

Singles Rankings

Fields
Please select the fields to link to

Member ID: Member ID

Ranking: Ranking Singles

Points: Ranking Singles

Ranking Type: Ranking Single

Players not found in ranking

Reset ranking

Keep current ranking

< Back Next > Cancel Help

Doubles Rankings

Fields
Please select the fields to link to

Member ID: Member ID

Ranking: Ranking Doubles

Points: Points Doubles

Ranking Type: Ranking Double

Players not found in ranking

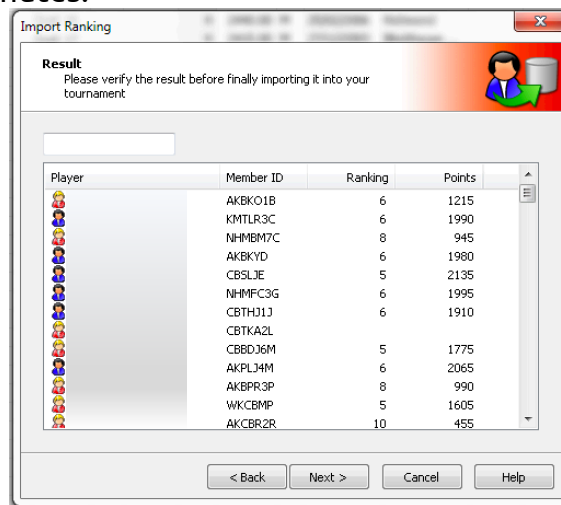
Reset ranking

Keep current ranking

< Back Next > Cancel Help

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- The import list may take a few minutes to load and is displayed for visual verification. Check that all players have a Ranking (between 1-12) and Points (between 10-4000). Select **Next**, and then **Yes** to confirm proceeding. This step may take a few minutes.



NOTE: when Ranking/Points have not imported, look-up manually on MatchHub. Adding Ranking/Points manually steps below.

Adding MatchHub Points Manually

To manually add player Ranking/Points to Tournament Planner, retrieve the information from MatchHub.

- On the Grading List, search for the player. Record the MatchHub code, Grade and Ranking Points (include both Singles and Doubles).

Open Tournament Planner.

- Select **Players** from the left menu. Locate the player with the missing information. Double-click to open the player properties.
- On the **General** tab, update the Member ID to the correct MatchHub Code
- Select the **Sport** tab and update the Ranking S/D and Points S/D (include both Singles and Doubles)

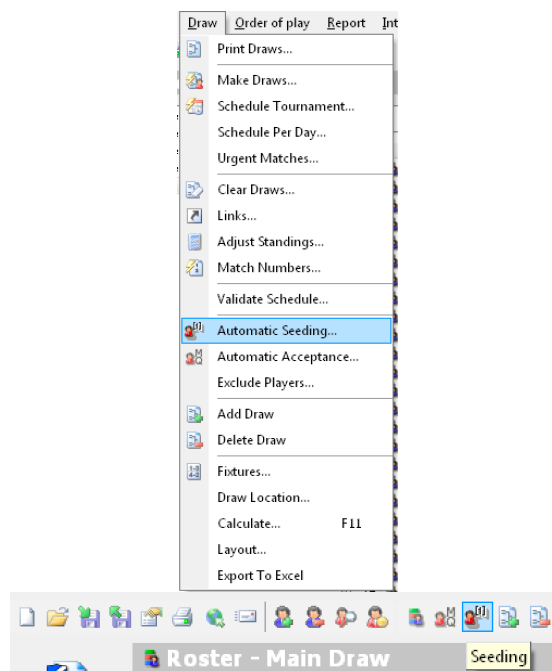
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Seeding Players Automatically

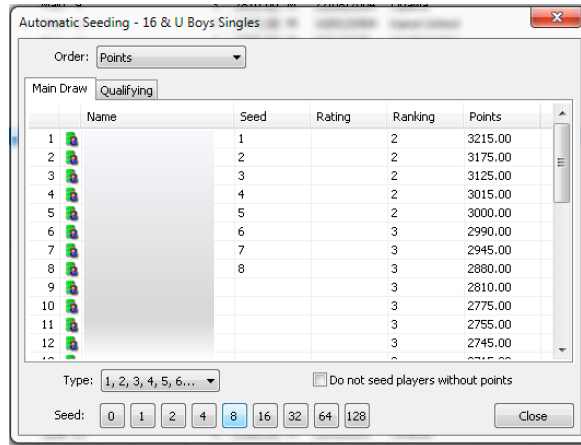
Tournament Planner can seed players automatically based on MatchHub Points.

1. Select **Roster** from the left menu. Select the event to create seeding.
2. **Automatic Seeding** can be found in the **Draw>Automatic Seeding** from the top menu. There is a **Seeding** button in the quick-start menu also.



3. From the **Order** dropdown, select **Points**. At the bottom next to **Seed**, select the appropriate number of seeds (check the Tournament Regulations for the correct number of seeds for the draw size), then select **Close**.

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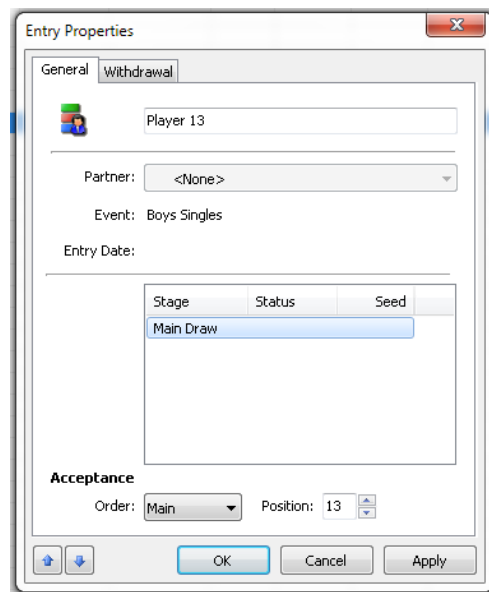


4. Repeat steps 1-3 for each event requiring seeding

Seeding Players Manually

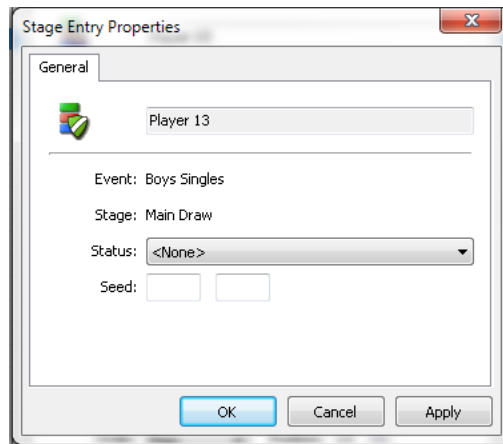
Tournament Planner allows players to be seeded manually.

1. Select **Roster** from the left menu. Select the event to create seeding.
2. Double-click the player to be seeded. Double-click the stage that the player is to be seeded.



3. Add the seed number in the first box next to **Seed**. Select **Ok**.

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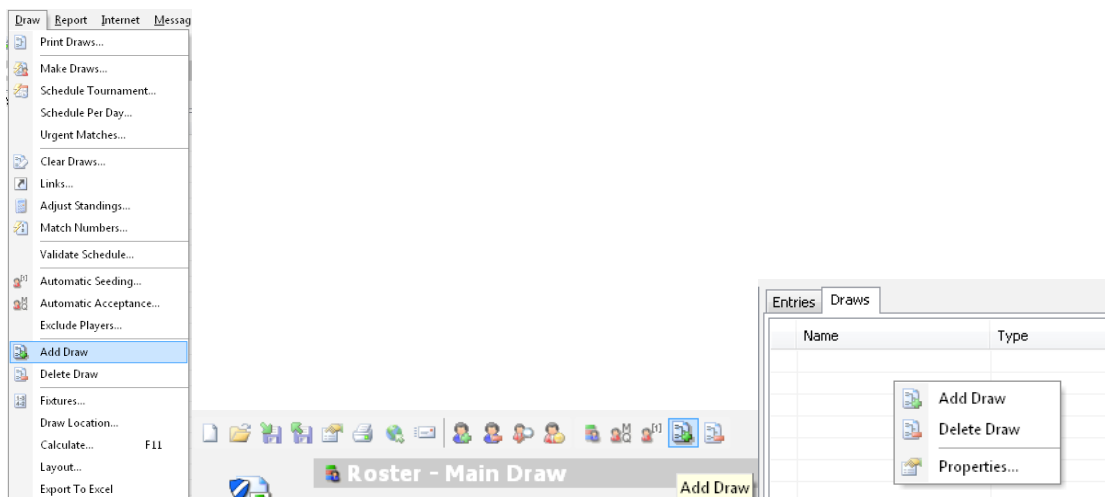


4. Repeat steps 1-2 for each player requiring seeding.

Adding Draws

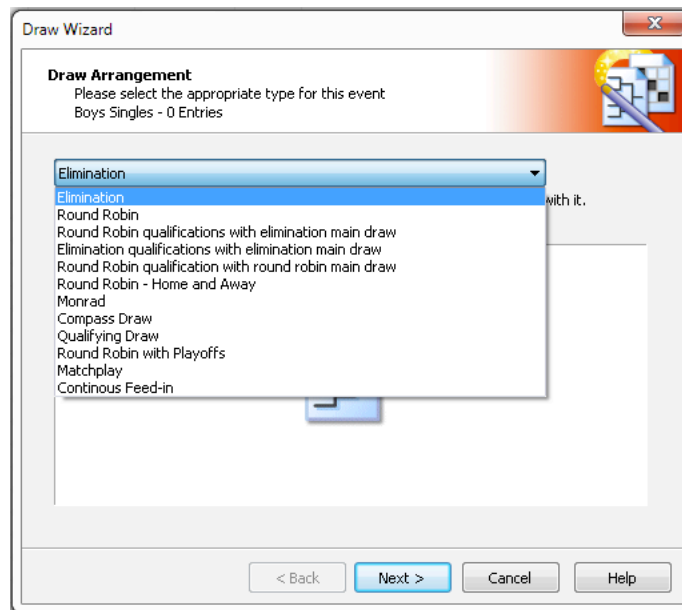
Tournament Planner can create the appropriate/desired draws, and can vary in each event.

1. Select **Roster** from the left menu. Select the event to create a draw.
2. **Add Draw** can be found in the **Draw>Add Draw** from the top menu, in the quick-start menu or by selecting the **Draws** tab>right-click and select **Add Draw**.



3. A Draw Wizard will launch to select the appropriate draw for the event. Select **Next**.
NOTE: Two or more draws can be linked together within the same event (i.e. a Qualifying Draw that links to a Main Draw).

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Tournament Planner supports the draw types:

- Elimination – a knock-out system with options for Consolation and/or Playoff draws
- Round Robin – each player plays against every other player
- Elimination qualifications with elimination main draw – a Qualifying draw that feeds into a Main Draw with options for Consolation and/or Playoff draws
- Compass – each player will compete in at least 3 matches. Multiple draws are created and linked together, where players move throughout the “compass” points depending on results
- Qualifying – an elimination draw which ends after a number of rounds. Players reaching the final round will qualify for the draw in the next stage. Use this to manually create a Qualifying draw.
- Round Robin with Playoffs – 2 Round Robins with a size of 4, with playoffs created for 1-8 Playoffs
- Matchplay – multiple small draws of 4 players that are completed after 2 rounds. Each player receives 2 matches

4. Choose the appropriate settings for the draw.

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Settings:

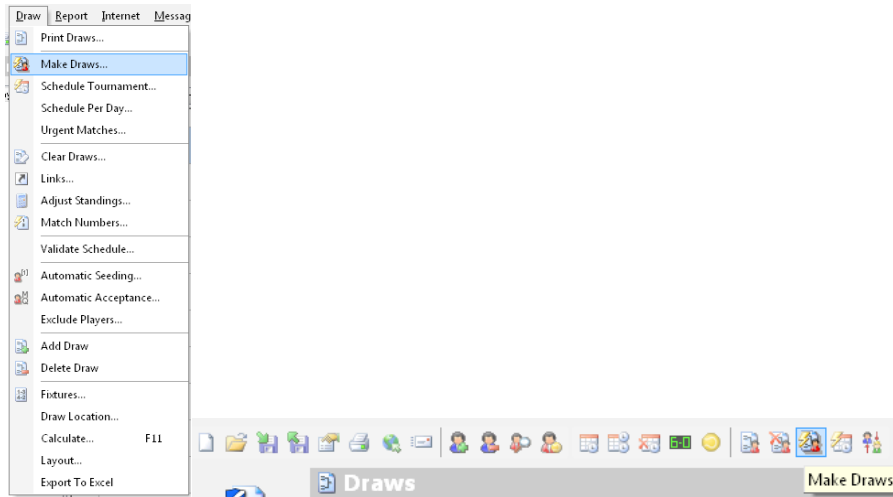
- Size – choose the size of draw appropriate to the event:
 - Elimination draws – created to the power of 2 (i.e. 2, 4, 8, 16, 32, 64 etc)
 - Round Robin draws – may contain up to 16 players
 - Compass draws – created with 8, 16, 32 or 64 players
 - Qualifying draws – may contain between 4 to 128 players producing 2 to 64 qualifiers
 - Matchplay draws – may contain up to 32 players in increments of 4 players
- Name – would normally be “Main Draw” or “Qualifying”
NOTE: When creating multiple draws within an event it is very important that each draw is given a unique name
- Playoff – this option applies to “Elimination” draws only and can create matches for 3rd/4th and/or 5-8th Playoff matches
- Stage – set this field as follows:
 - 1 = Qualifying
 - 2 = Main Draw
- Qualification – select this if the draw is a Qualifying draw

Making Draws Automatically

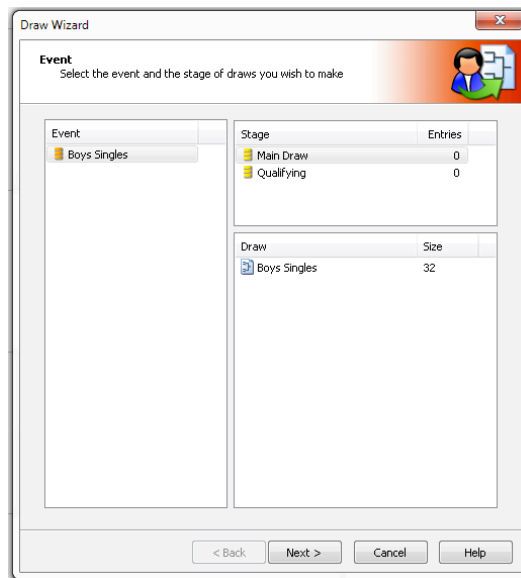
Tournament Planner will create draws that can be filled with players automatically, and that will progress as match results are recorded.

1. **Make Draws** can be found in the **Draw>Make Draw** from the top menu or in the quick-start menu.
NOTE: The quick-start menu option is only available in the **Draws** screen from the left menu

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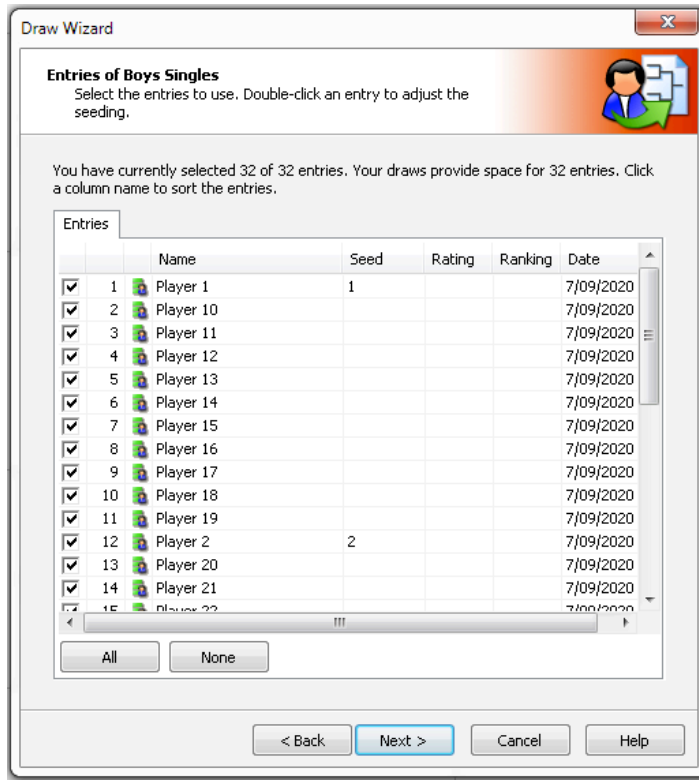


2. A Draw Wizard will launch. Select the appropriate Stage. Select **Next**.

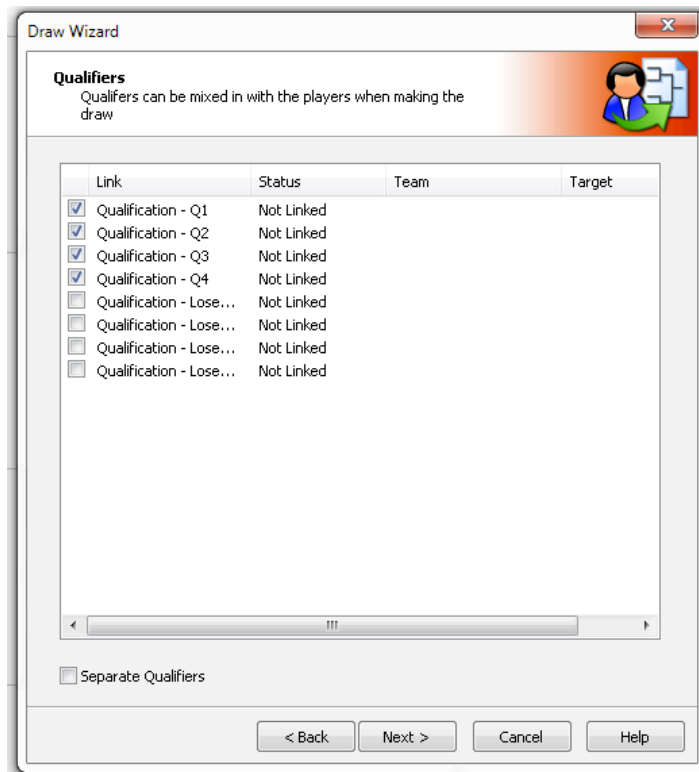


3. Ensure all players are selected. Select **Next**.
 NOTE: You can ensure all players are selected by looking at the wording: "You have currently selected 32 of 32 entries."

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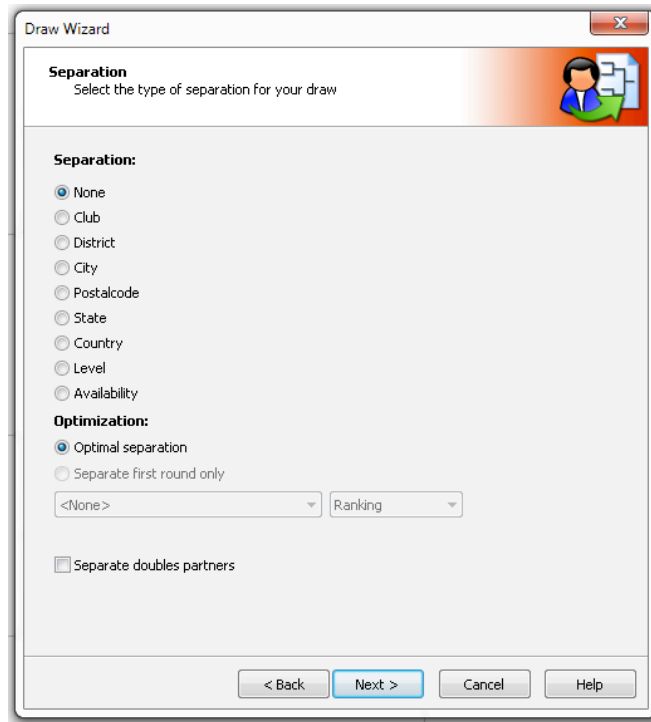


4. Where a Qualification draw is being used, select the Qualification Links. Select **Next**.



5. Choose the appropriate separations for this event. Select **Next**.

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- Separations are based off of the entry information for each player
- **Club, District, City, Postcode, State and Country** are case and word dependent and any variation will not result in accurate separation (i.e. Club: "Main Club" and "main club" are considered different clubs)
- **Optimal separation** considers the whole draw
- **Separate first round only** considers first round matches only
- **Separate doubles partners** works for pairs that are already together in **Roster**

6. A preview of the draw. Select **Finish**.



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PART III

SCHEDULING AND MATCH DAY

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5. Scheduling the Draws

Once all draws are created, all matches can be scheduled. This can be achieved through simple scheduling (scheduled for a particular day only) or a more in-depth scheduling known as Garman Scheduling (specific/estimated times on a day).

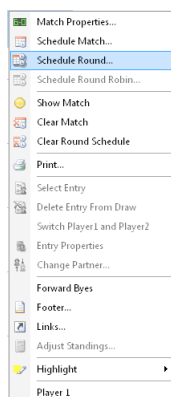
Both schedule options populate the **Matches** screen from the left menu and allow for simple result collection.

NOTE: For Garman Scheduling, see Appendix 2

Simple Scheduling – Day only

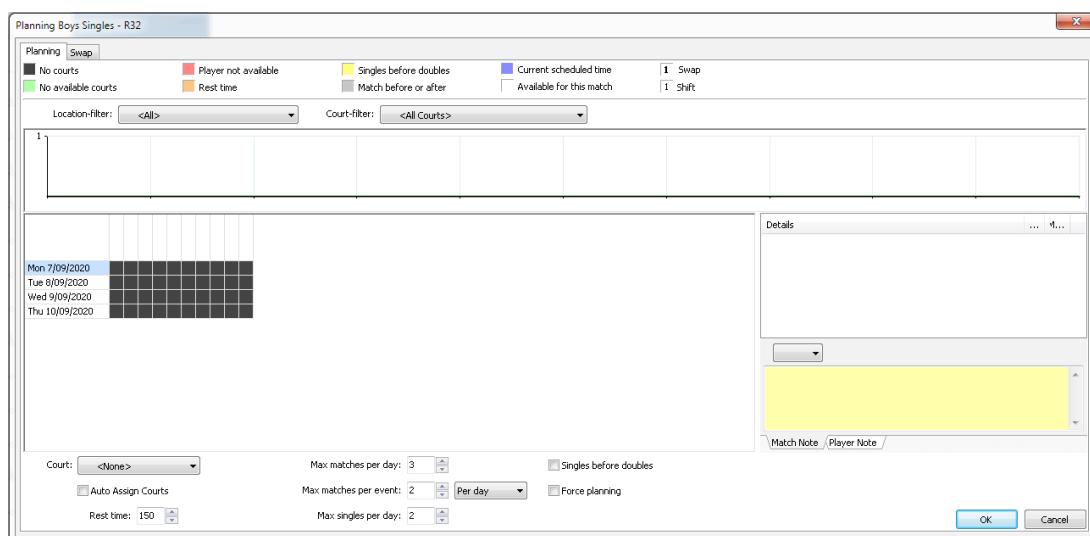
Used for smaller events, this method only schedules the day (no times).

1. Select **Draws** from the left menu. Select the event and the draw to be scheduled.
2. Right-click on the match or round and select **Schedule Match** for the specific match, or **Schedule Round** for the complete round.



Schedule Match

3. Select the day from the list of event days. Select **OK**.

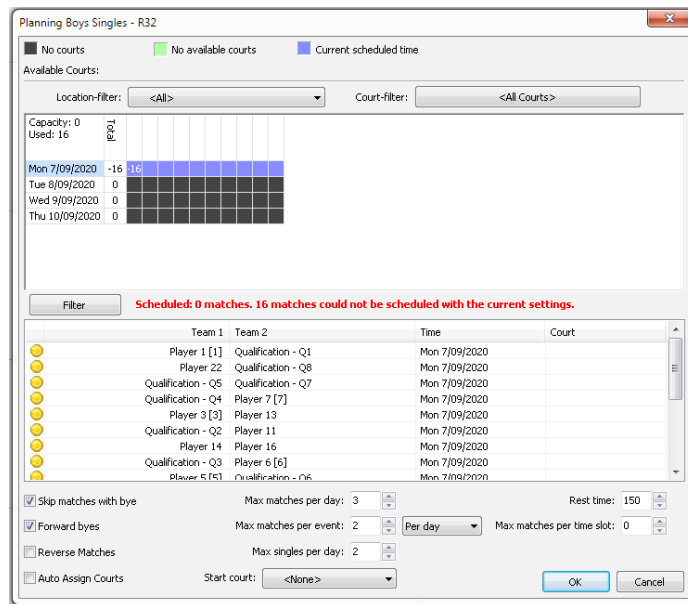


4. Repeat for all matches to be scheduled.

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Schedule Round

3. Select the day from the list of event days. Select **OK**.



4. Repeat for all rounds to be scheduled.

6. Entering Results

Once all matches are scheduled, Tournament Planner can manage each match day easily.

Entering Match Results

When matches finish, Tournament Planner can manage the result and forward players through the draws. It will record the match result in the draw, and move the match to the **Finished** tab on the **Matches** screen.

1. Select **Matches** from the left menu. Double-click on the match to record the score.

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Match Information

Score | Check in | Warned | Payments | Note | Messages

Draw: Boys Singles
Round: R32
Nr: #5

Time: Tue 8/09/2020 8:00 AM

Score:	Player 3			
	Player 13			
		Tie-break		

Status:

Winner: F4 Unknown
F5 Player 3 [3]
F6 Player 13

Court: 1 - Main Location

Duration: 4

Umpire: <None>

OK Cancel Apply

2. Type in the score, allocate any special **Status** if required (withdrawal, retirement etc.) and select the **Winner**. Click **OK**.
NOTE: enter the losers result and the winners result will auto-fill. This will also auto-select the winner

Match Information

Score | Check in | Warned | Payments | Note | Messages

Draw: Boys Singles
Round: R32
Nr: #5

Time: Tue 8/09/2020 8:00 AM

Score:	Player 3	6	6	
	Player 13	2	2	
		Tie-break		

Status:

Winner: F4 Unknown
F5 Player 3 [3]
F6 Player 13

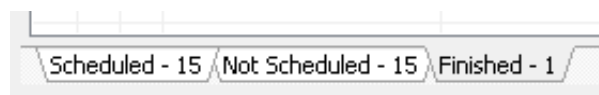
Court: 1 - Main Location

Duration: 4

Umpire: <None>

OK Cancel Apply

3. The match will now be moved from the **Scheduled** tab to the **Finished** tab

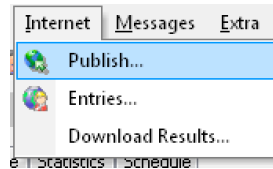


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Appendix 1

Online player entry downloads

To setup accepting online entries, select **Internet>Publish** and select the **Online Entry** tab.



Ensure Online Entry drop-down menu is On. Set a Final entry date that is appropriate for your event.

TIP: Ensure this date is allowing enough time for tournament preparation once entries have closed.

To automatically download entries, select **Internet>Entries** and follow the wizard. Entries will download into the file, in the entered events.

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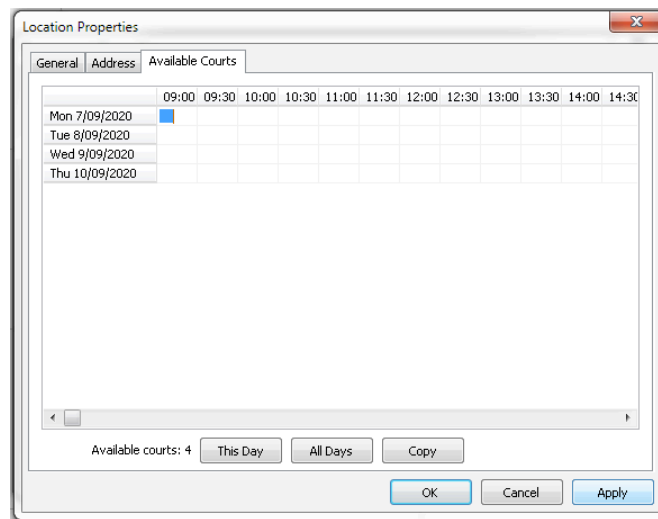
Appendix 2

Garman Scheduling – Times and day

Used for most events, this method uses the Garman Scheduling tables to create match times for each match.

The Garman Scheduling table needs to be programmed into the Available Courts section before scheduling can be completed.

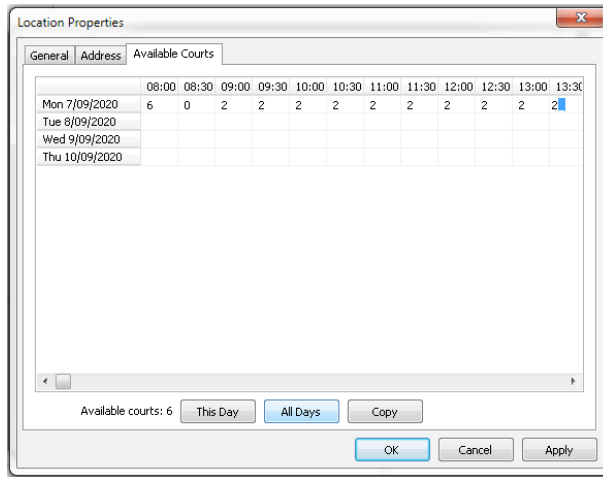
1. From the top menu, select **Tournament>Properties, Locations/Courts**, double-click on the venue, and select the **Available Courts** tab.



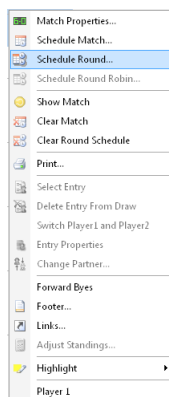
2. Using the Garman Scheduling Table applicable for the number of courts at the venue, type in the appropriate available courts across the matrix.

		6 Courts															
		Table 1 1 hr 16 min Matches		Table 2 1 hr 23 min Matches		Table 3 1 hr 30 min Matches		Table 4 1 hr 37 min Matches		Table 5 1 hr 44 min Matches		Table 6 1 hr 51 min Matches		Table 7 1 hr 58 min Matches		Table 8 2 hr 05 min Matches	
Time	Period	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total
8:00 AM	0	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
8:30 AM	1	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6
9:00 AM	2	2	8	2	8	2	8	2	8	2	8	2	8	2	8	2	8
9:30 AM	3	3	11	2	10	2	10	2	10	1	9	1	9	1	9	2	9
10:00 AM	4	2	13	3	13	2	12	2	12	2	11	2	11	2	11	1	10
10:30 AM	5	2	15	2	15	2	14	1	13	2	13	2	13	1	12	2	12
11:00 AM	6	3	18	2	17	2	16	2	15	2	15	1	14	2	14	1	13
11:30 AM	7	2	20	2	19	2	18	2	17	1	16	2	16	1	15	2	15
12:00 PM	8	3	23	2	21	2	20	2	19	2	18	1	17	2	17	1	16
12:30 PM	9	2	25	2	23	2	22	2	21	2	20	2	19	1	18	2	18
1:00 PM	10	2	27	3	26	2	24	2	23	2	22	2	21	2	20	1	19
1:30 PM	11	3	30	2	28	2	26	2	25	1	23	1	22	1	21	1	20
2:00 PM	12	2	32	2	30	2	28	1	26	2	25	2	24	2	23	2	22
2:30 PM	13	2	34	2	32	2	30	2	28	2	27	2	26	1	24	1	23
3:00 PM	14	3	37	2	34	2	32	2	30	2	29	1	27	2	26	2	25
3:30 PM	15	2	39	2	36	2	34	2	32	1	30	2	29	1	27	1	26
4:00 PM	16	2	41	3	39	2	36	2	34	2	32	1	30	2	29	2	28
4:30 PM	17	3	44	2	41	2	38	2	36	2	34	2	32	1	30	1	29
5:00 PM	18	2	46	2	43	2	40	2	38	1	35	2	34	2	32	2	31
5:30 PM	19	3	49	2	45	2	42	1	39	2	37	1	35	2	34	1	32
6:00 PM	20	2	51	2	47	2	44	2	41	2	39	2	37	1	35	1	33
6:30 PM	21	2	53	2	49	2	46	2	43	2	41	2	39	2	37	2	35
7:00 PM	22	3	56	3	52	2	48	2	45	1	42	1	40	1	38	1	36

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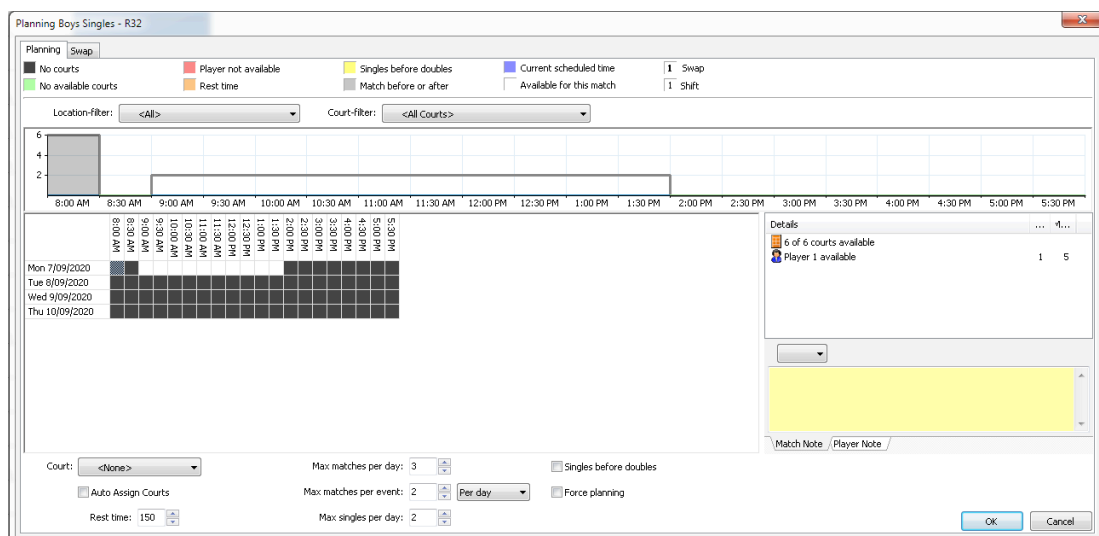


3. Select **OK**. In the **Tournament Properties** select **OK**.
4. Select **Draws** from the left menu. Select the event and the draw to be scheduled.
5. Right-click on the match or round and select **Schedule Match** for the specific match, or **Schedule Round** for the complete round.



Schedule Match

6. Select the day and the time from the matrix. Select **OK**.

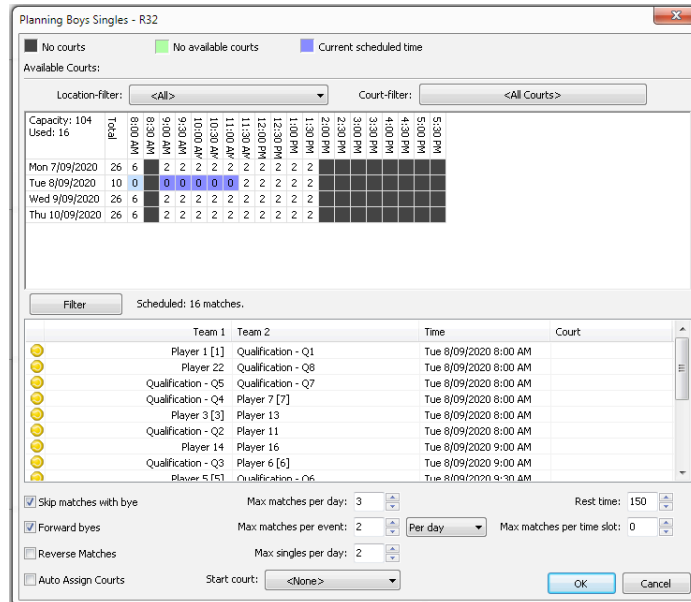


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7. Repeat for all matches to be scheduled.

Schedule Round

6. Select the day and the time to start the round from the matrix. Select **OK**.
NOTE: this wizard will schedule all matches in the selected round, starting from the time chosen.



7. Repeat for all rounds to be scheduled.

NOTE: use the **Rest time** setting to ensure players receive appropriate break between scheduled matches.

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