



Te Tēnehi o Aotearoa



TOURNAMENT PLANNER QUICK START GUIDE

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. Run the tournament day and enter results

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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. Both expire annually and licences are renewed in January each year.

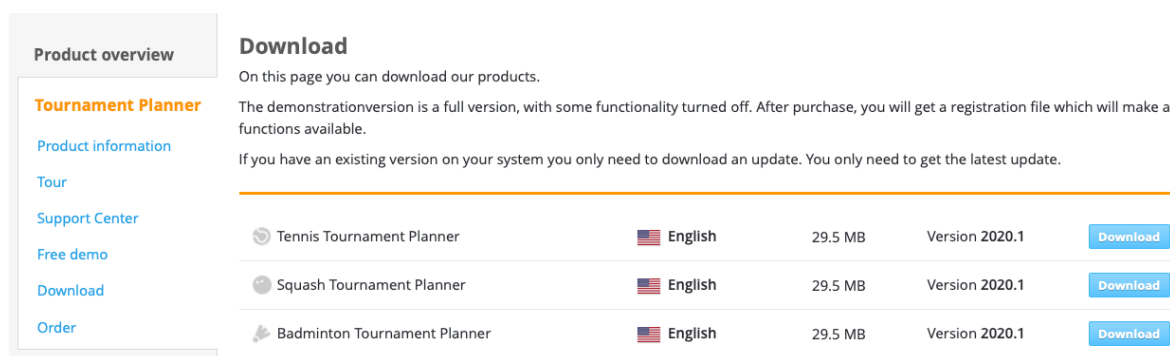
Obtaining your TP Licence

New Users – TP licences can be requested by emailing chris@tennis.kiwi

Current Users – new TP licences will be emailed in January each year

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.

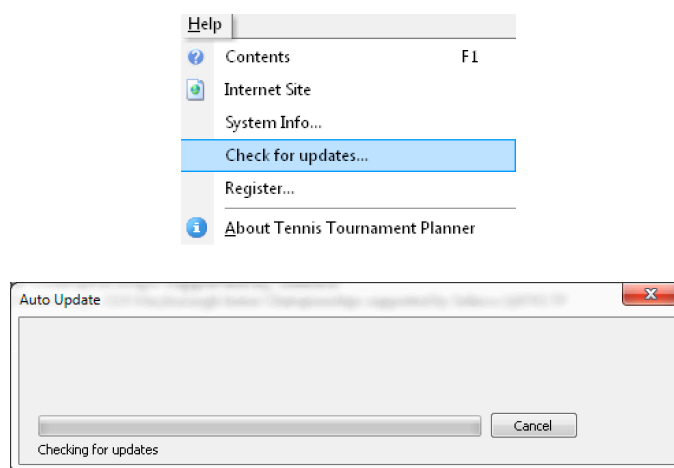


The screenshot shows a web page with a sidebar on the left containing navigation links: Product overview, Tournament Planner (highlighted), Product information, Tour, Support Center, Free demo, Download, and Order. The main content area is titled 'Download' and contains the following text: 'On this page you can download our products.', 'The demonstration version is a full version, with some functionality turned off. After purchase, you will get a registration file which will make all functions available.', and 'If you have an existing version on your system you only need to download an update. You only need to get the latest update.' Below this text is a table with three rows, each representing a different sport's tournament planner. Each row includes a download icon, the product name, a language flag (English), the file size (29.5 MB), the version (Version 2020.1), and a 'Download' button.

| 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 |

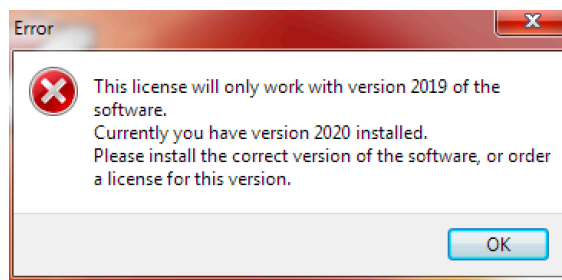
Updating TP – Current Users

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



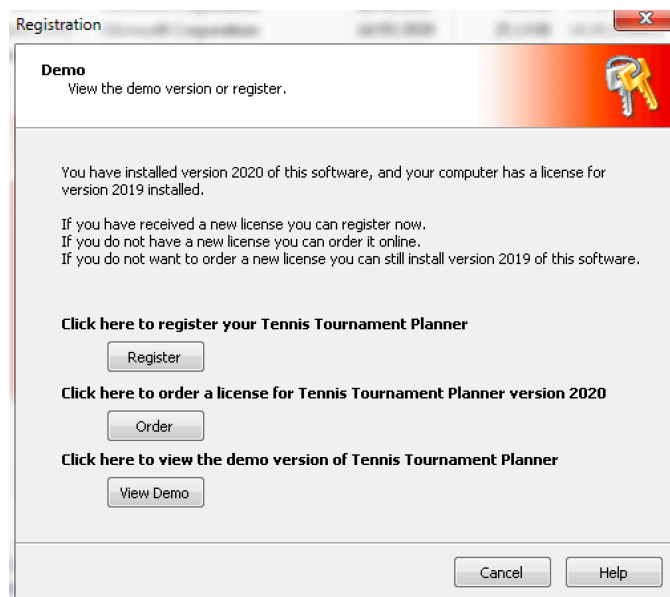
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2. Once installed, an **Error** message will appear. Click **OK**:

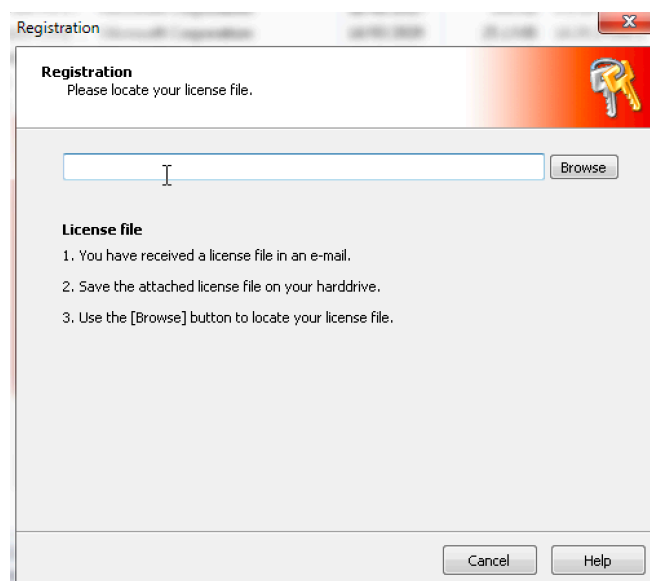


Registering TP

1. Once installed, a registration screen will appear.

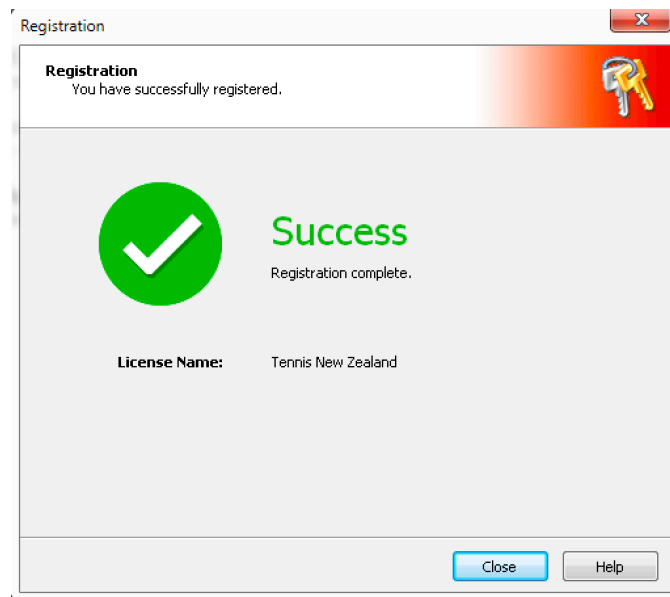


2. After clicking on the **Register** button, locate the licence file you stored on your computer by clicking **Browse**:



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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.

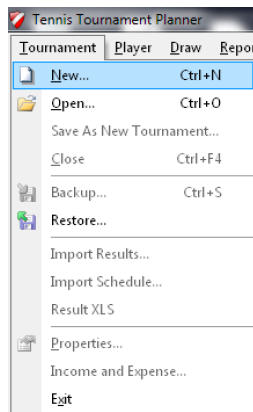
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2. Creating a Tournament

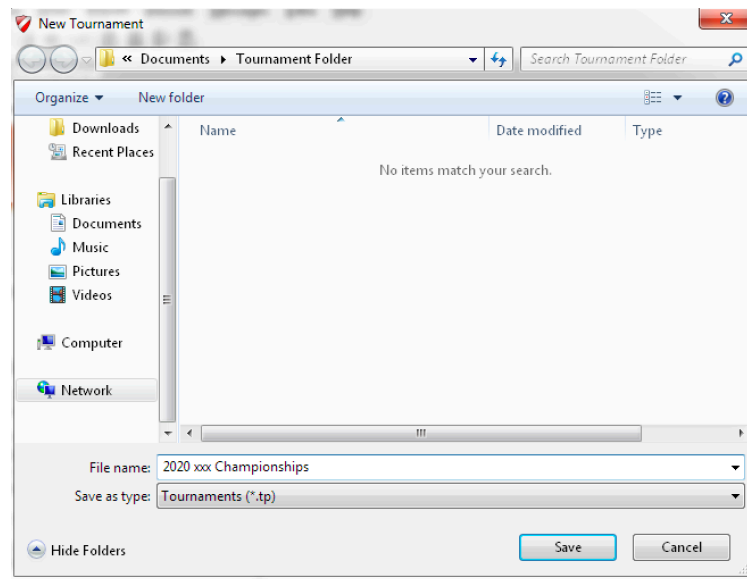
Each tournament uses its own TP file. Files will automatically save to the default folder, **Documents>Tournaments** as the name you choose. There are two methods for creating a tournament file: creating from scratch or creating from a previous file/template.

Starting a tournament from scratch

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



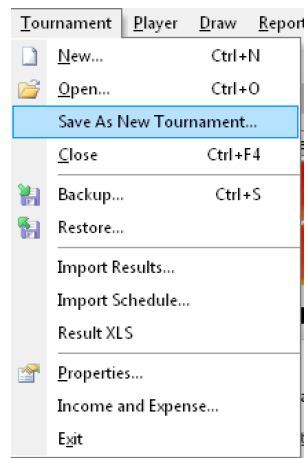
2. Give the new tournament a filename (e.g. xxx Championships 2021).
NOTE: give the file a clear name to ensure different tournament files can be distinguished from each other.



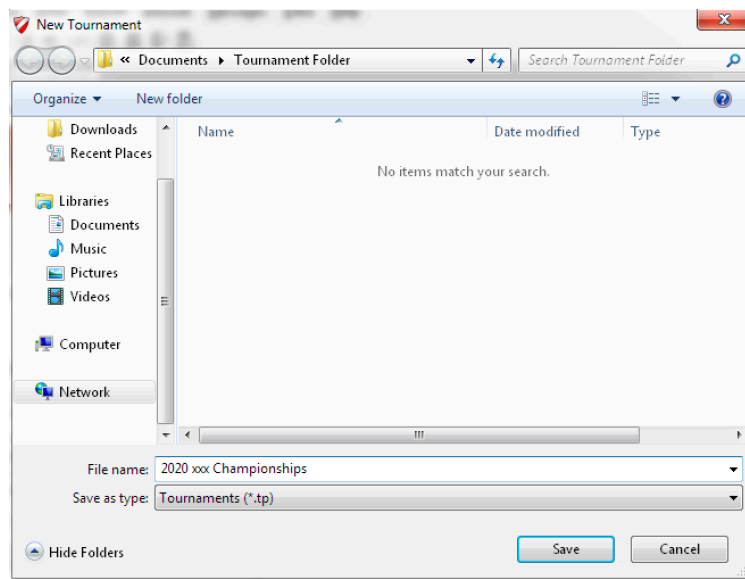
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Creating from a template/previous event file

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. 2020 xxx Championships).
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 several input fields: 'Tournament Name' (filled with '2020 xxx Championships'), 'Tournament Organizer' (filled with 'Tennis New Zealand'), 'Tournament Number', 'Organizer Phone' (filled with '021 123 456'), 'Dates', 'Organizer E-mail', 'Weeknumber', 'Referee', 'Draw Date', 'Referee Phone', 'Referee E-mail', 'Report logo' (with a browse button), and 'Sponsor Banner' (with a browse button). 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.

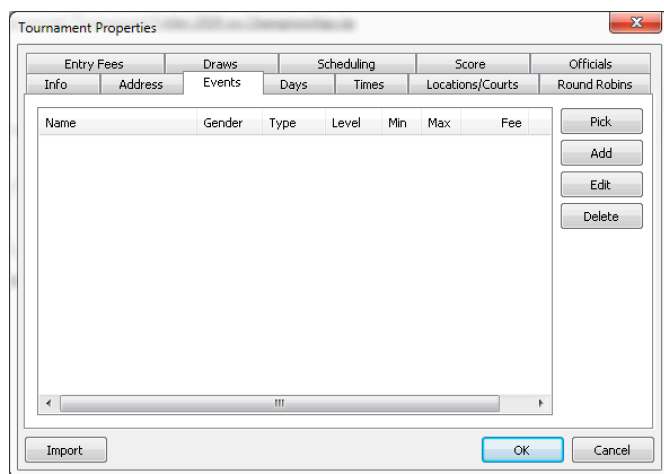
The screenshot shows the 'Tournament Properties' dialog box with the 'Address' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Entry Fees', 'Draws', 'Scheduling', 'Score', and 'Officials'. Under the 'Address' tab, there are several input fields: 'Venue', 'Phone', 'Address 1', 'Fax', 'Address 2', 'Email', 'Address 3', 'Website', 'Postal code', 'Twitter', 'City', 'State', 'Country' (a dropdown menu showing 'New Zealand'), and 'Time zone' (a 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

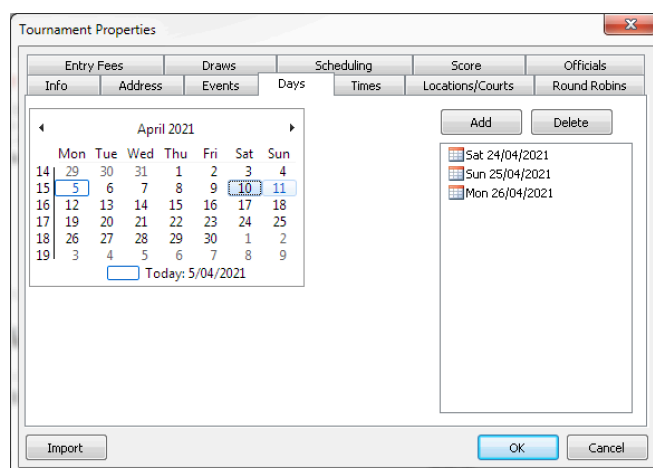


NOTE: to manage payments using TP, enter the **Fee** in each event

Add Tournament Dates

The **Days** tab indicates the dates of the competition.

1. Click on any date and select **Add** to add it to the list.
NOTE: Tournament dates do not need to be consecutive.

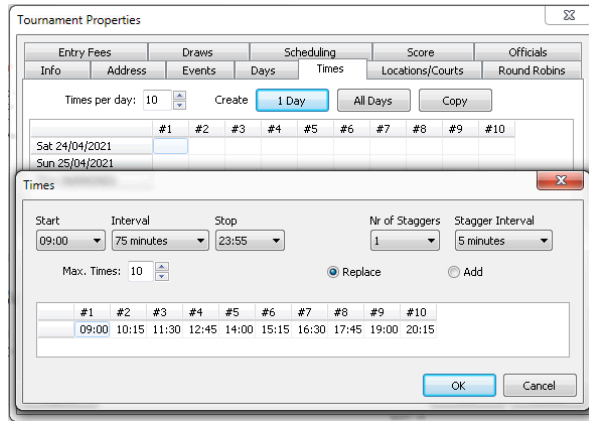


Add Match Times (preparation for scheduling)

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

1. To create, select **1 Day**.

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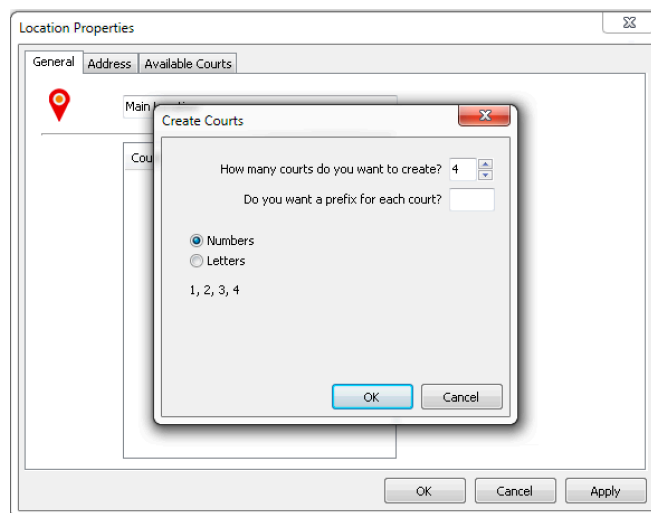


2. Use the drop-down menus to create the appropriate times

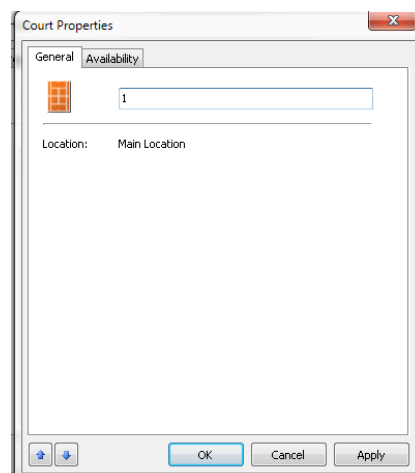
Create match courts

Use **Locations/Courts** to create the match courts.

1. Double-click on Main Location and select **Create** and increase the number accordingly.



2. To add additional courts, select **Add** and type the name/court number.



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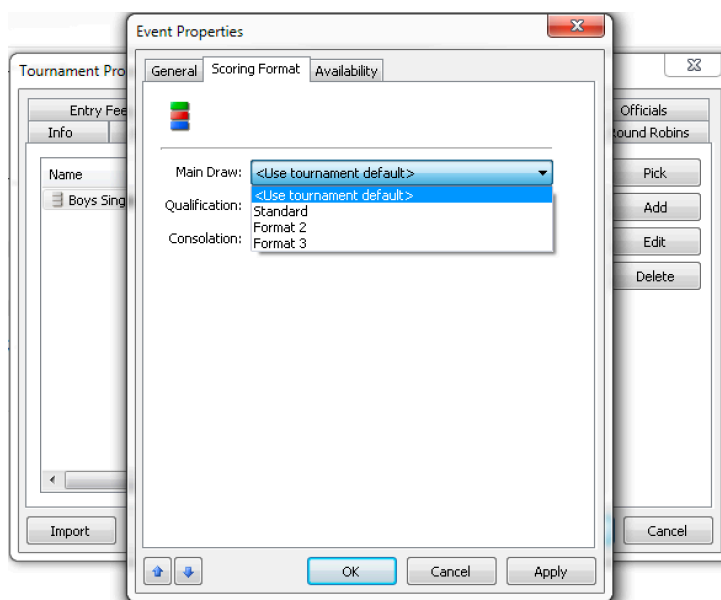
3. To rename courts, double-click each court and rename.

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.

1. Modify the default: double-click **Standard (Default)** and modify the settings
2. Add multiple scoring formats: click **Add** and modify the settings
3. To allocate different scoring formats to various events, select the **Events** tab, double-click an event, double-click the **Stages** tab, select the **Scoring** tab, and choose the correct format from the drop-down menu

NOTE: 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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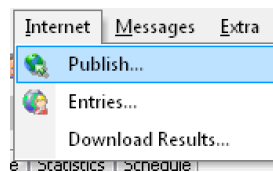
3. Players, Entry Lists and Acceptance Lists

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:

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

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.

Import players from MatchHub tournament database

To import players from the MatchHub tournament database, first the current tournament database file needs to be downloaded.

1. Log into MatchHub and click **Menu>Downloads & Links**. Click **Download Players for TP as at XXX**. When prompted, select **Save**.

Once the current tournament database is downloaded, open TP.

2. In TP, open a Tournament, select **Player>Player Database>Clear Player Database**.

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3. 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**.

Import To Player Database

Fields
Please select the fields to link to

Member ID: Member ID Phone Home: Phone Home
Name: Name Phone Work: Phone Work
First name: Firstname Mobile: Mobile
Middle name: E-mail: Email
Address: Gender: Gender
Address 2: Date of birth: DOB
Address 3: Club: Club
Postal code:
City:
State: State
Country:

< Back Next > Cancel Help

4. Ensure the wizard looks exactly as below, then select **Next**.

Import To Player Database

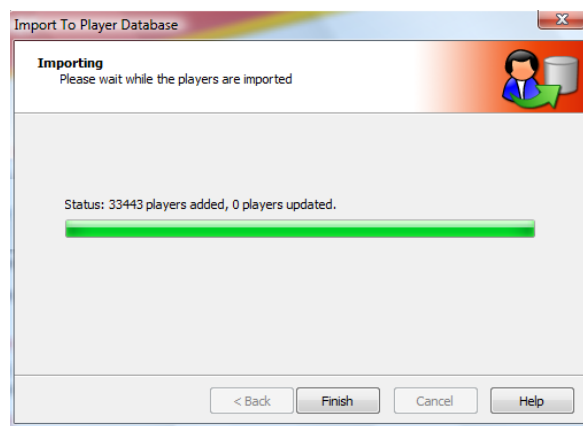
Fields
Please select the fields to link to

Level Singles: Level1
Level Doubles: Level2
Rating Singles:
Rating Doubles:

< Back Next > Cancel Help

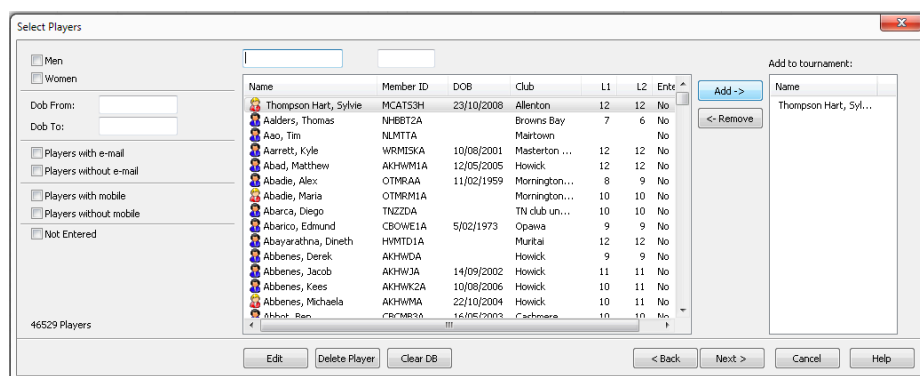
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- The import list may take a few minutes to load and is displayed for visual verification. Select **Next**, and then **Yes** to confirm proceeding. This step may take a few minutes.



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.

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

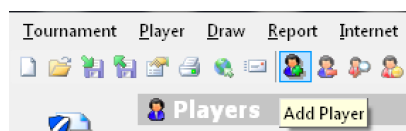
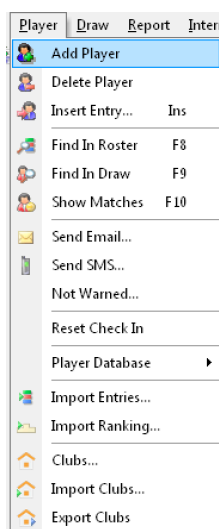


TIP: When adding players, select all the players entering one event, complete the wizard, then do the process again for each event.

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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.

Properties

Fee Note Messages

General Address Sport Events Availability

Last Name:

First Name:

Middle Name:

Gender:

Date of Birth:

Member ID:

Club:

Entry Date: 10/04/2020 Time: 20:09

Entry Method:

OK Cancel Apply

Properties

Fee Note Messages

General Address Sport Events Availability

Boys Singles

Partner:

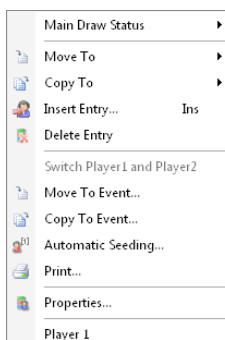
OK Cancel Apply

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

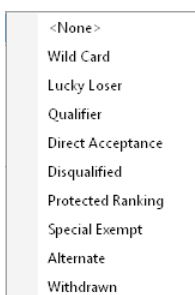
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Entry Lists

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:

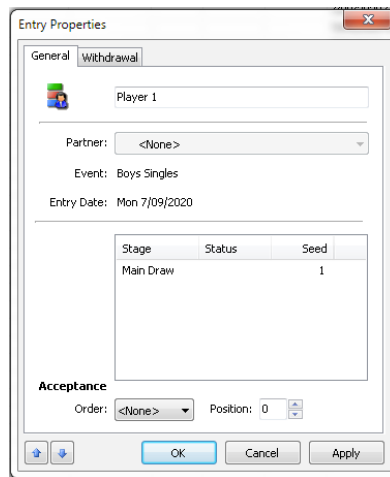


- Status – referring to the Acceptance List, select the players appropriate status



- 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
- 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

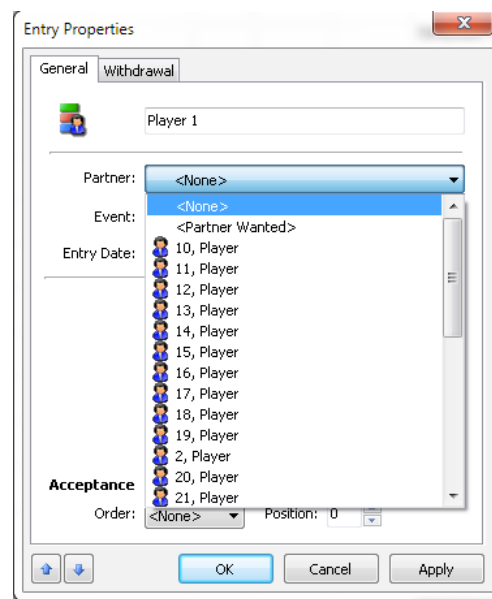
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Entry Lists – Doubles Pairings

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**.

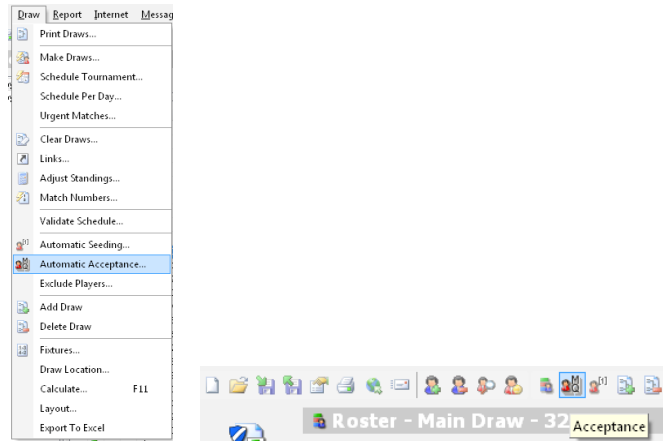


Acceptance Lists

Acceptance Lists are used to separate players into Main Draw, Qualifying and Reserve Lists.

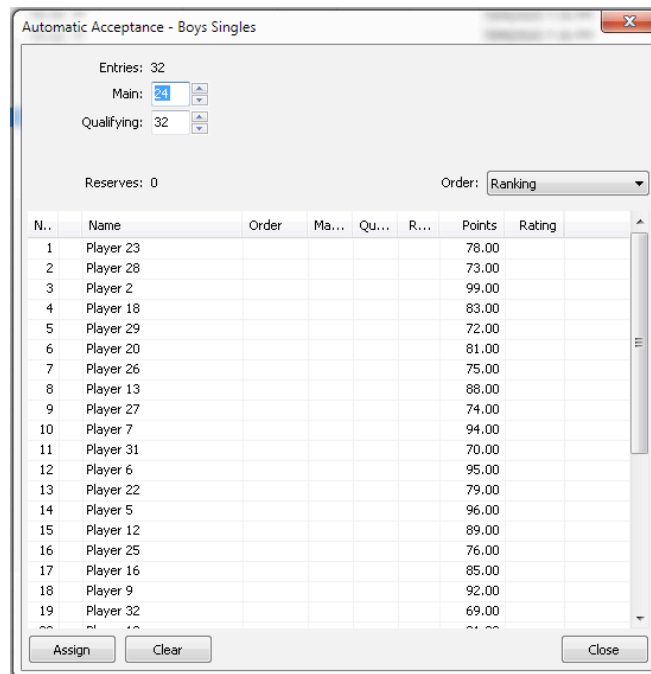
1. Select **Roster** from the left menu. Select the event to create the Acceptance List.
2. **Automatic Acceptance** can be found in the **Draw>Automatic Acceptance** from the top menu or in the quick-start menu.

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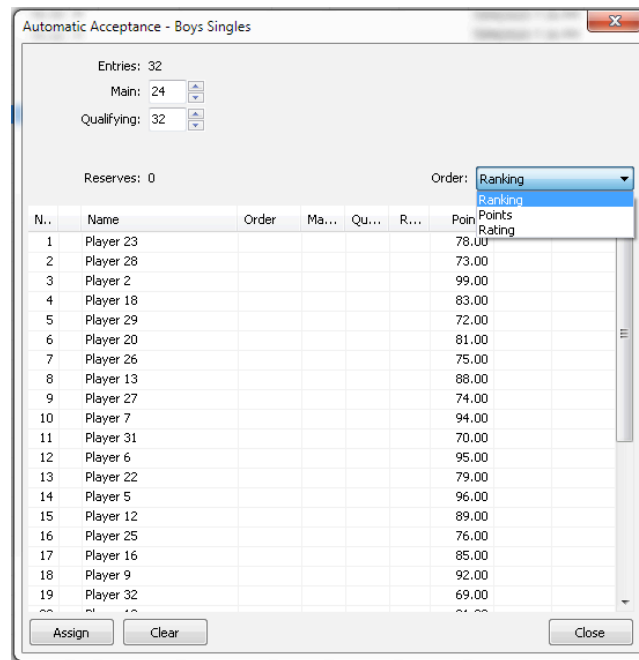
An Automatic Acceptance Wizard will launch to create the Acceptance List.

3. Enter the number of Main Draw and Qualifying Draw Acceptances.

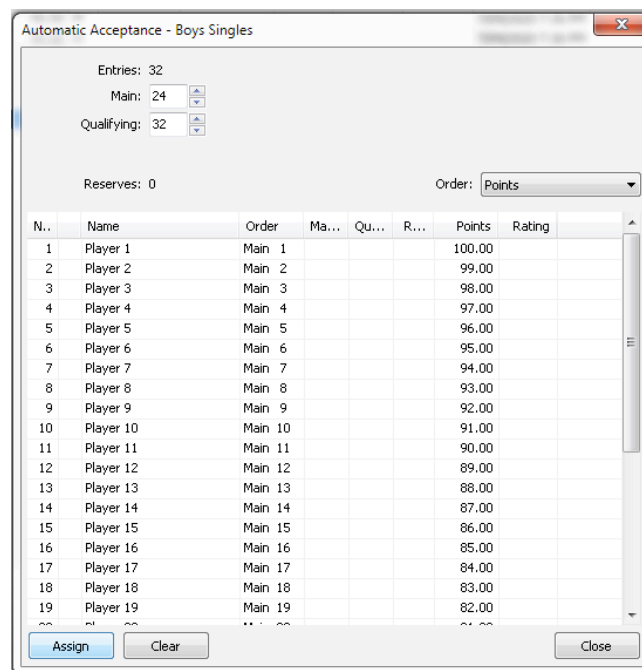


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- Select the correct **Order** from the drop-down menu (Ranking, Rating or Points) for the event.



- Select **Assign**. This will allocate the Acceptance List Order to all players (Main, Qualifying or Reserve).



- To confirm the Acceptance List, select **Close**.

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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, first the current rankings file needs to be downloaded.

1. Log into MatchHub and click **Menu>Downloads & Links**. Click **Download Rankings for TP as at XXX**. When prompted, select **Save**.

Once the current rankings file is downloaded, open TP.

2. 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



The screenshot shows the 'Import Ranking' dialog box for Singles Rankings. The title bar reads 'Import Ranking'. Below the title bar, there is a section titled 'Fields' with the instruction 'Please select the fields to link to'. The fields are: Member ID (Member ID), Ranking (Ranking Singles), Points (Ranking Singles), and Ranking Type (Ranking Single). Below these fields, there is a section titled 'Players not found in ranking' with two radio buttons: 'Reset ranking' (selected) and 'Keep current ranking'. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

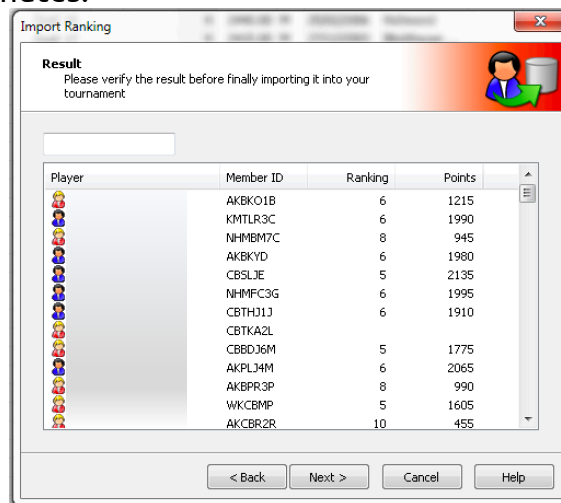
Doubles Rankings



The screenshot shows the 'Import Ranking' dialog box for Doubles Rankings. The title bar reads 'Import Ranking'. Below the title bar, there is a section titled 'Fields' with the instruction 'Please select the fields to link to'. The fields are: Member ID (Member ID), Ranking (Ranking Doubles), Points (Points Doubles), and Ranking Type (Ranking Double). Below these fields, there is a section titled 'Players not found in ranking' with two radio buttons: 'Reset ranking' (selected) and 'Keep current ranking'. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and '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.

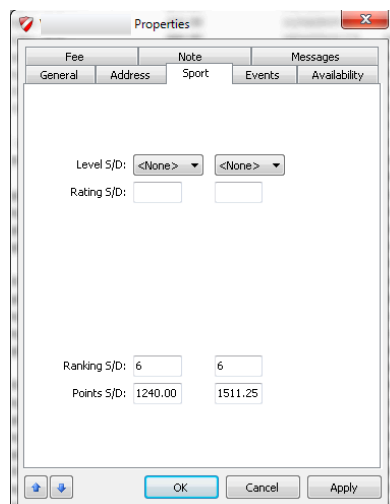
Adding MatchHub Points Manually

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)

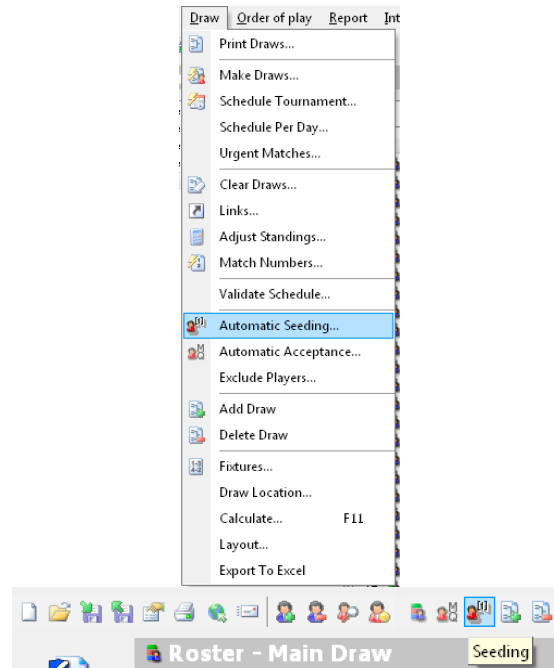


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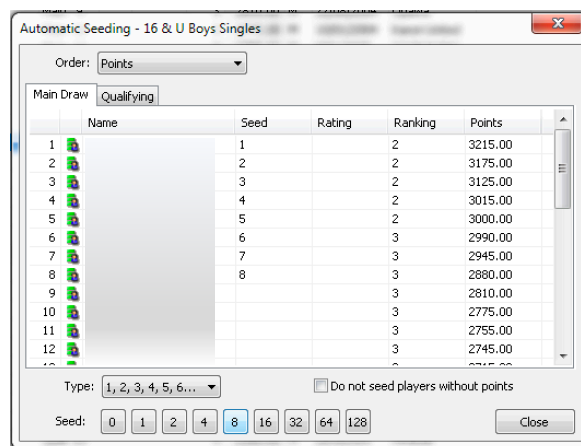
Seeding Players Automatically

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**.



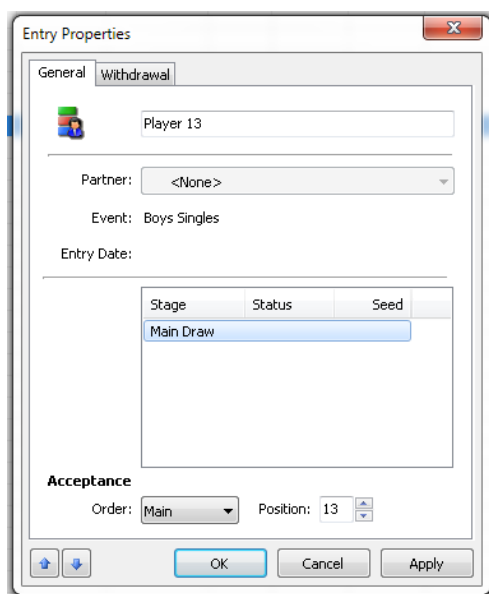
4. Repeat steps 1-3 for each event requiring seeding

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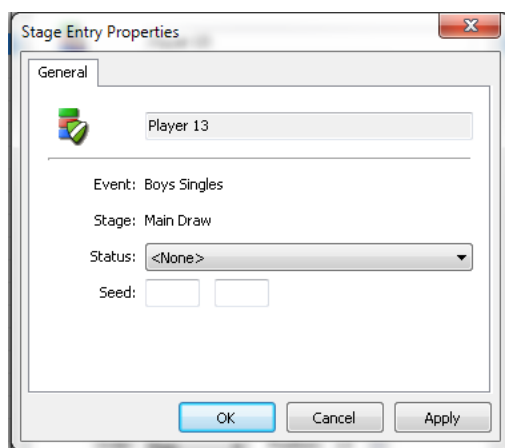
Seeding Players Manually

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**.



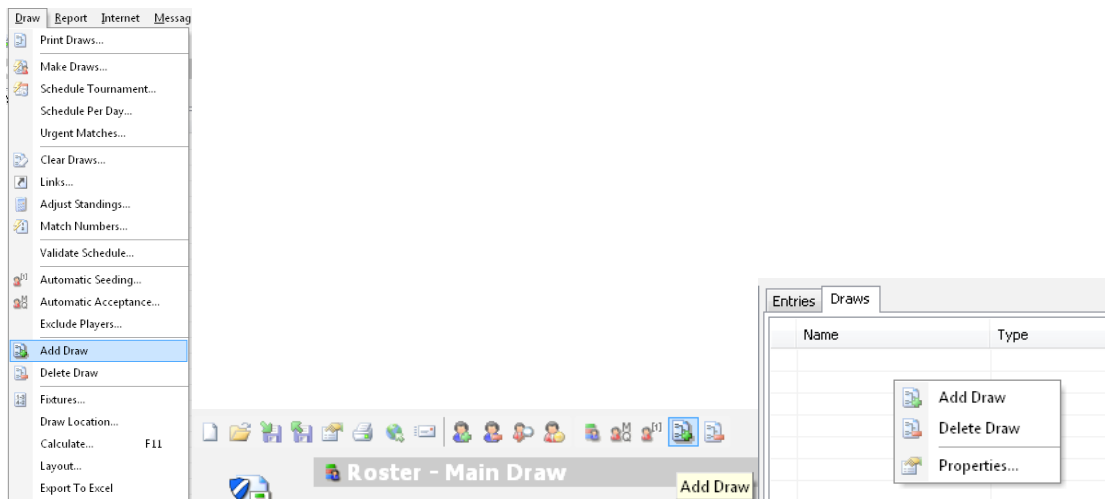
4. Repeat steps 1-2 for each player requiring seeding.

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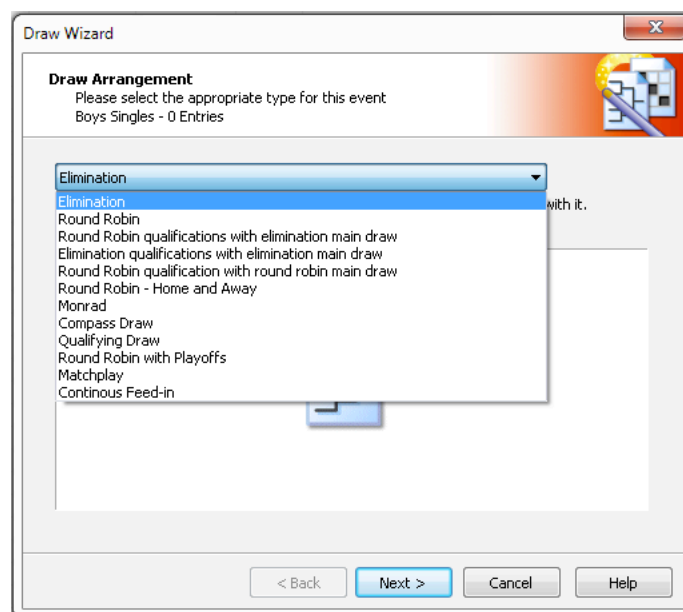
Adding Draws

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).

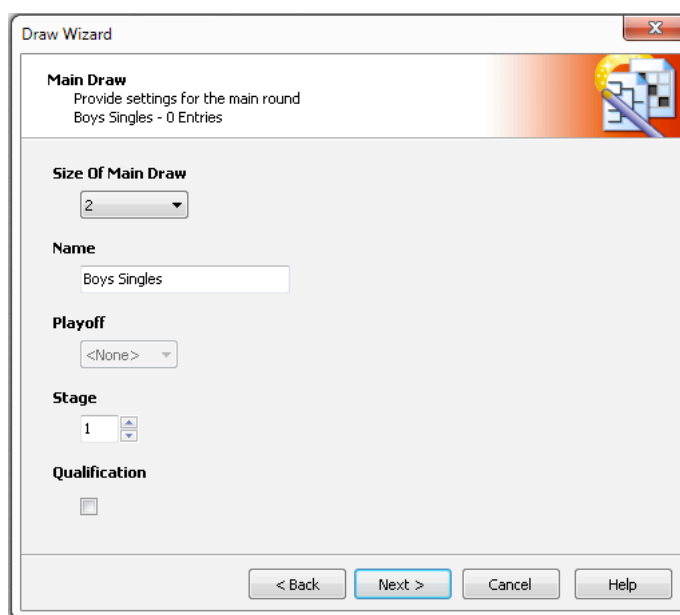


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Tournament Planner supports the draw types:

- 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.



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”

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NOTE: When creating multiple draws within an event it is very important that each draw is given a unique name

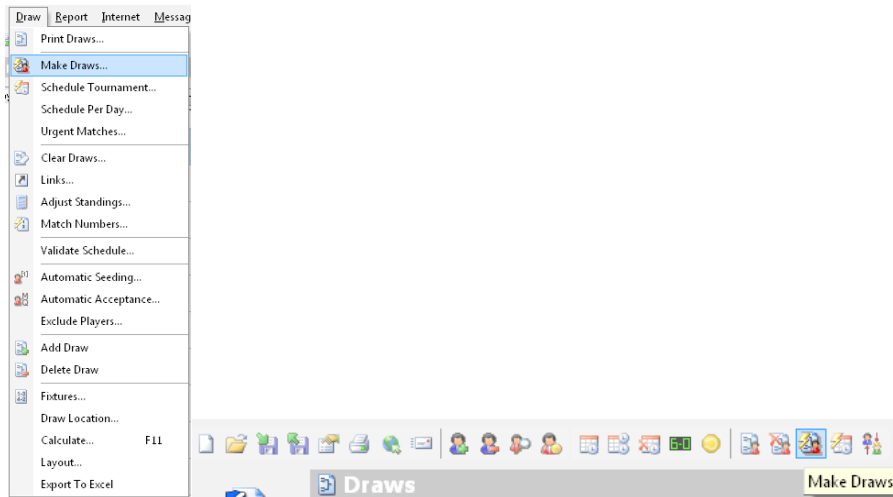
- Playoff – this option applies to “Elimination” draws only and can create matches for 3rd/4th and/or 5-8th Playoff matches
- Stage – set this field as follows:
 - 1 = Qualifying
 - 2 = Main Draw
- Qualification – select this if the draw is a Qualifying draw

Making Draws Automatically

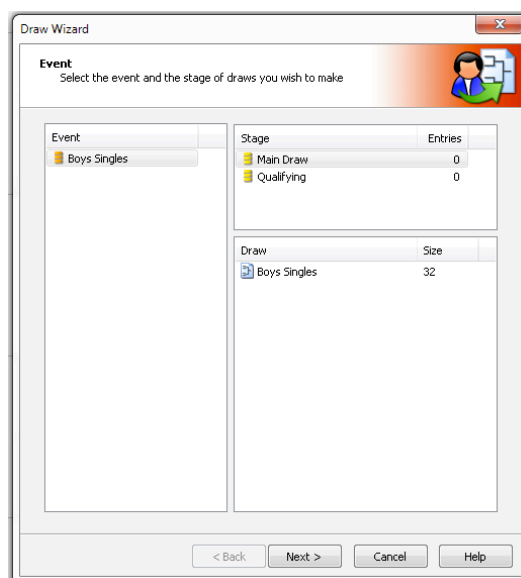
Tournament Planner will create draws that can be filled with players automatically, and that will progress as match results are recorded.

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

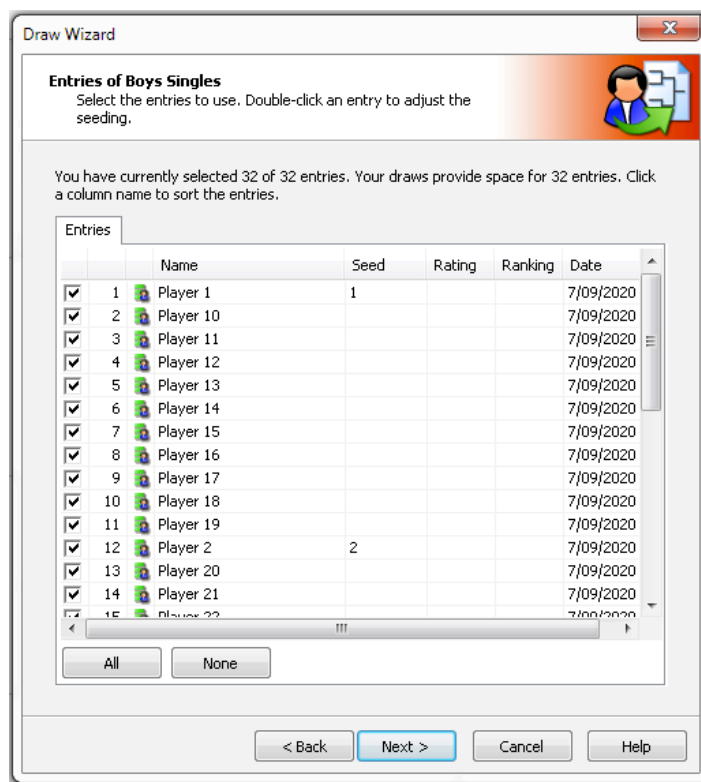


2. A Draw Wizard will launch. Select the appropriate Stage. Select **Next**.

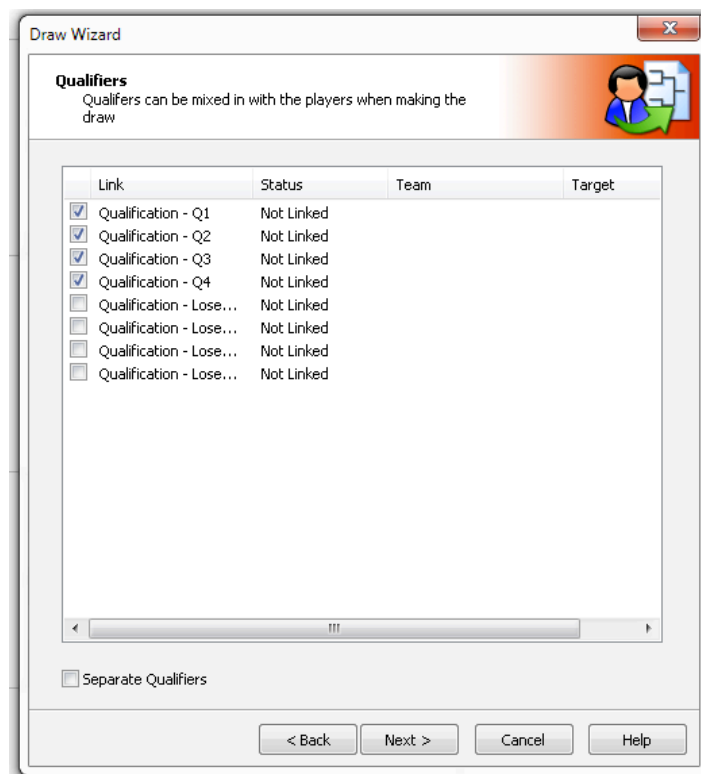


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3. Ensure all players are selected. Select **Next**.
NOTE: You can ensure all players are selected by looking at the wording: "You have currently selected 32 of 32 entries."



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



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

Draw Wizard

Separation
Select the type of separation for your draw

Separation:

- None
- Club
- District
- City
- Postcode
- State
- Country
- Level
- Availability

Optimization:

- Optimal separation
- Separate first round only

<None> Ranking

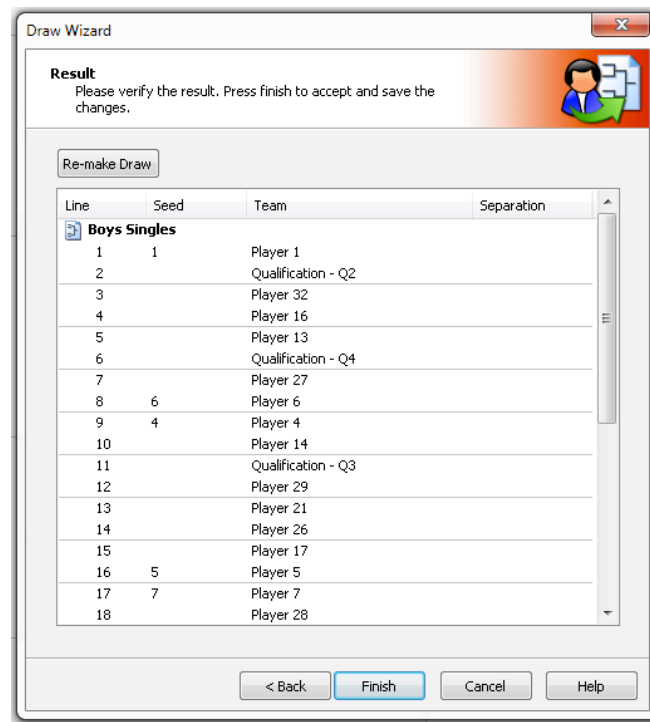
Separate doubles partners

< Back Next > Cancel Help

- 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**

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6. A preview of the draw. Select **Re-make Draw** to process a new draw, including all the previously selected options. Select **Finish**.



Making Draws Manually

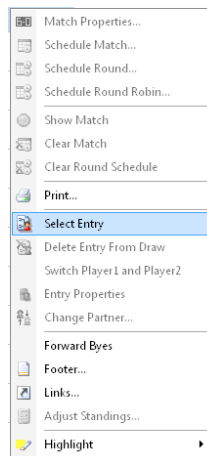
Tournament Planner allows the creation draws manually.

1. Select **Draws** from the left menu. Select the event to create the draw.

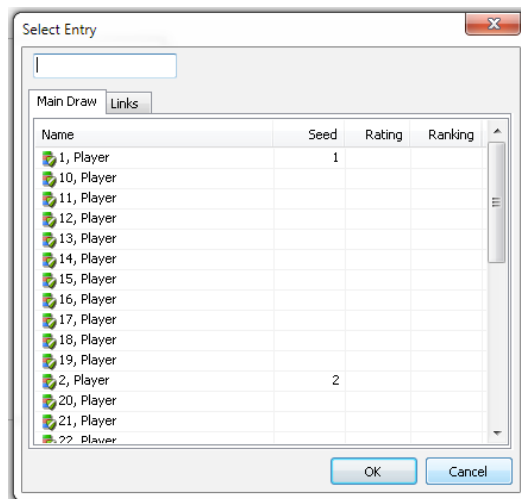


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2. To select the player to fill a draw position, either double-click on the line, or right-click on the line and choose **Select Entry**.



3. Select the player from the list and select **OK**.



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4. The player will now be added to the selected draw position.



5. Continue steps 2-4 until all draw positions are filled.

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PART III

SCHEDULING AND MATCH DAY

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5. Scheduling the Draws

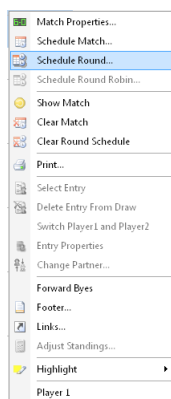
Once all draws are created, all matches can be scheduled. This can be achieved through simple scheduling (scheduled for a particular day only) or a more in-depth scheduling known as Garman Scheduling (specific/estimated times on a day) or an Order of Play grid (used at ITF, WTA and ATP events).

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

Simple Scheduling – Day only

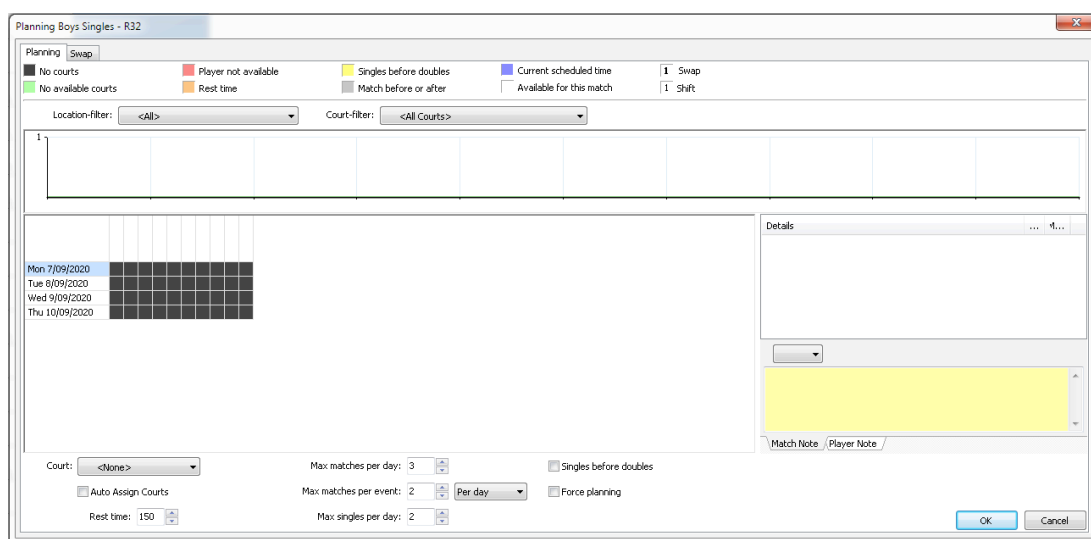
Used for smaller events, this method only schedules the day (no times).

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**.

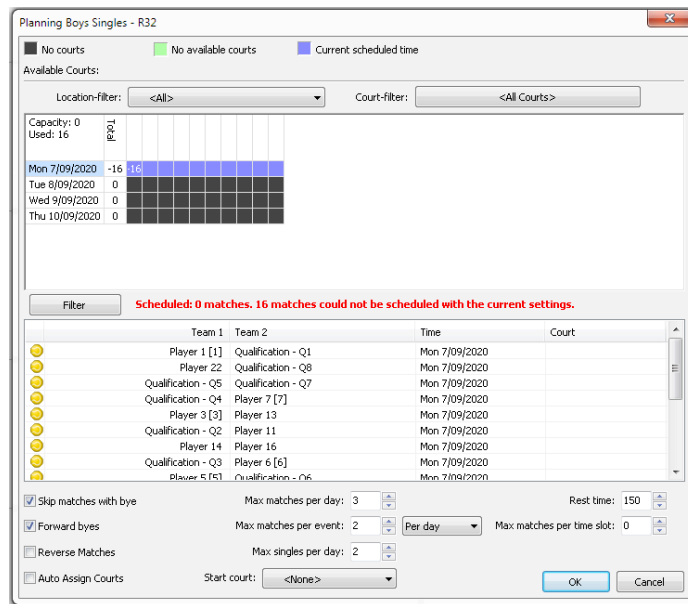


4. Repeat for all matches to be scheduled.

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Schedule Round

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



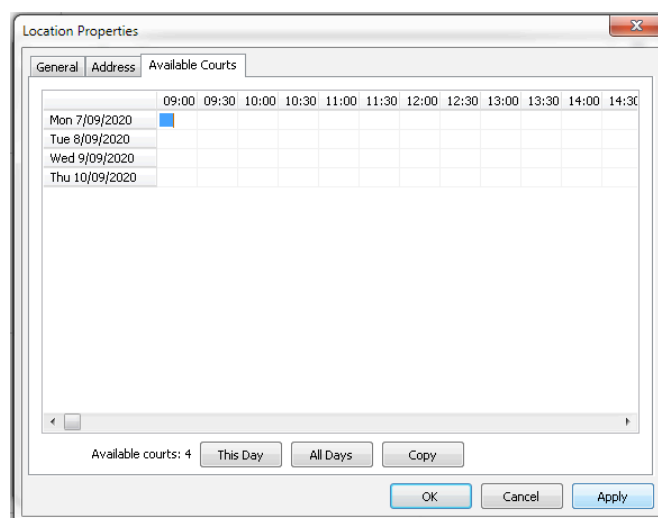
4. Repeat for all rounds to be scheduled.

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.

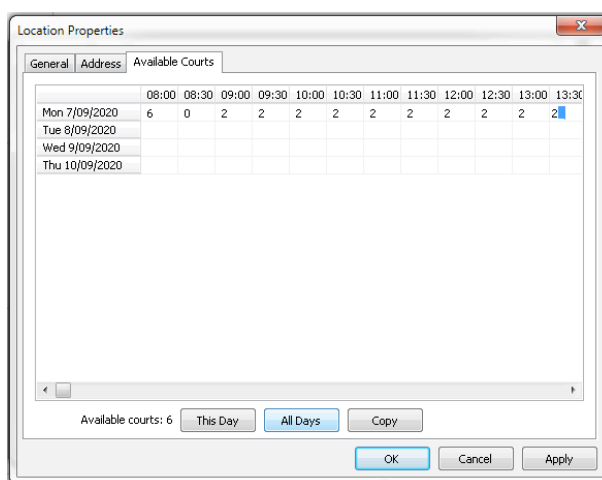
1. From the top menu, select **Tournament>Properties, Locations/Courts**, double-click on the venue, and select the **Available Courts** tab.



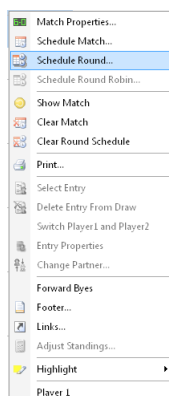
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- Using the Garman Scheduling Table applicable for the number of courts at the venue, type in the appropriate available courts across the matrix.

| 6 Courts | | | | | | | | | | | | | | | | | |
|----------|--------|-----------------------------------|-------|-----------------------------------|-------|-----------------------------------|-------|-----------------------------------|-------|-----------------------------------|-------|-----------------------------------|-------|-----------------------------------|-------|-----------------------------------|-------|
| Time | Period | 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 | |
| | | 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 |



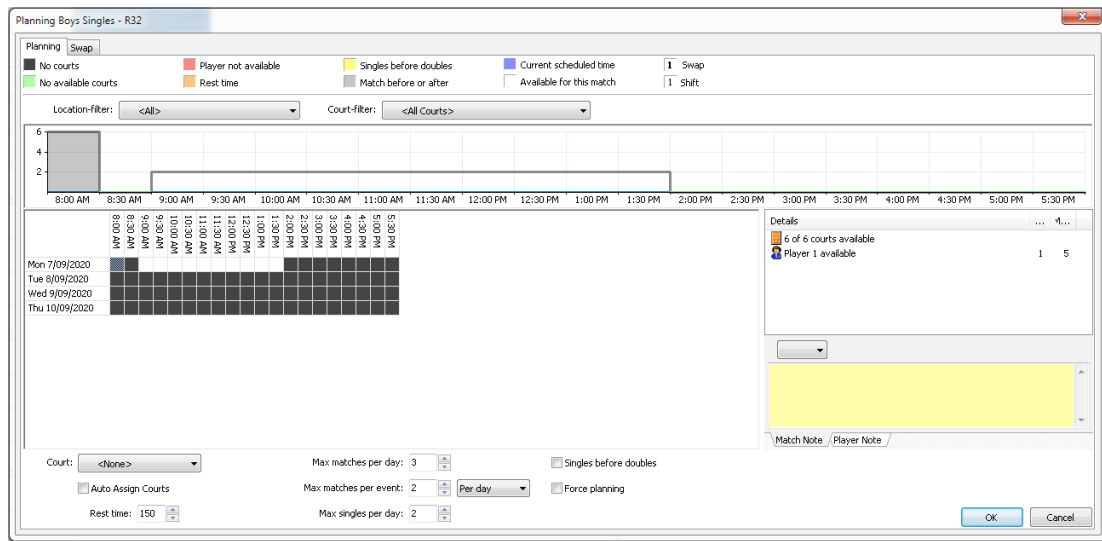
- Select **OK**. In the **Tournament Properties** select **OK**.
- Select **Draws** from the left menu. Select the event and the draw to be scheduled.
- Right-click on the match or round and select **Schedule Match** for the specific match, or **Schedule Round** for the complete round.



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Schedule Match

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

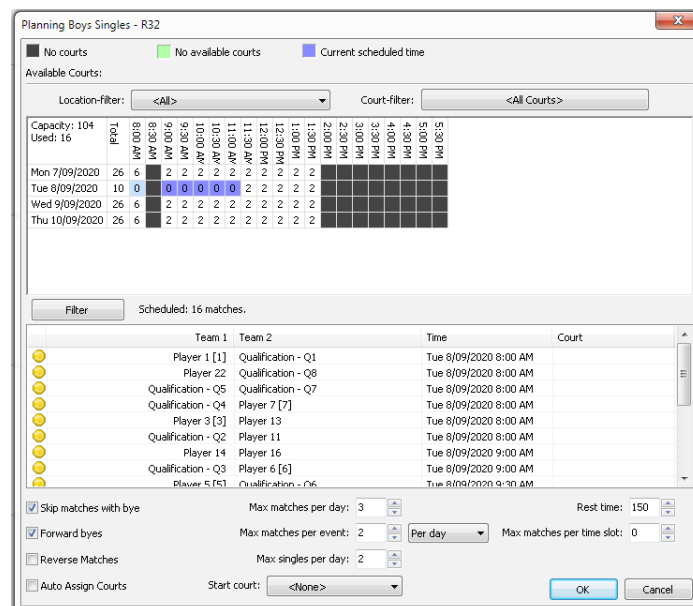


7. Repeat for all matches to be scheduled.

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.

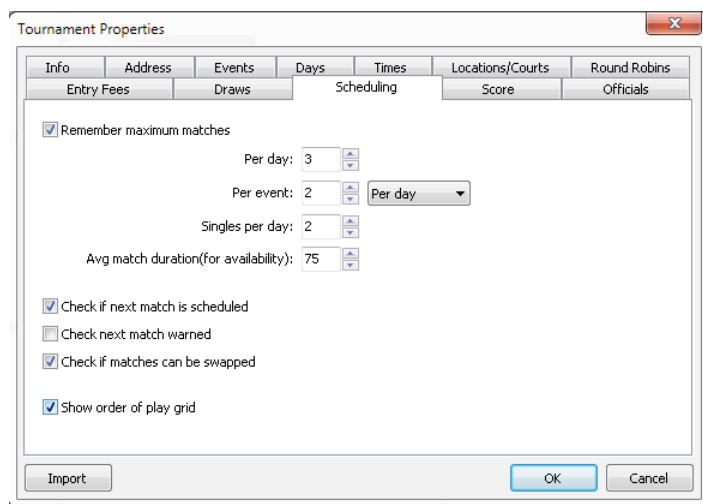
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Order of Play Grid

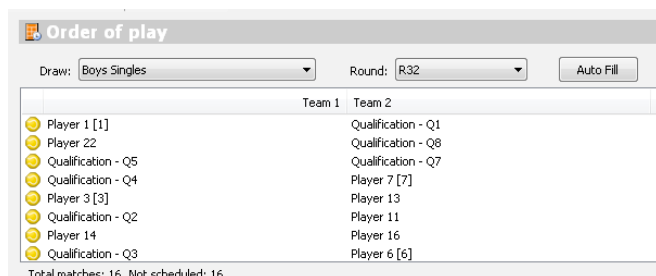
Used for ITF/WTA/ATP events, this method uses a grid, allocating matches to specific courts. Times are a guide only and often a “followed-by” schedule will be used.

The Order of Play grid needs to be activated before scheduling can be completed.

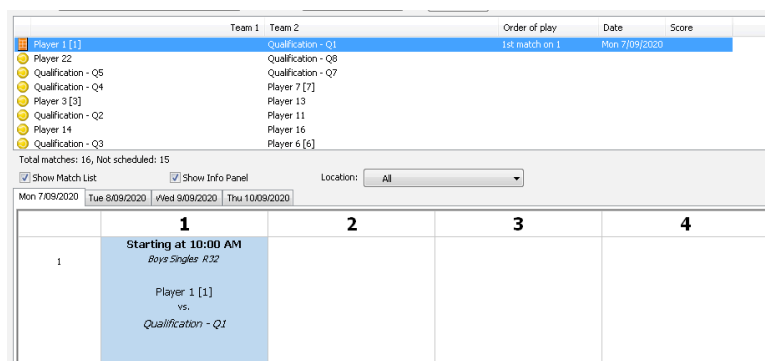
1. From the top menu, select **Tournament>Properties, Scheduling**, and check **Show order of play grid** tab. Select **OK**.



2. Select **Order of Play** from the left menu. Select the **Draw** and the **Round** at the top to display the list of matches to be scheduled.

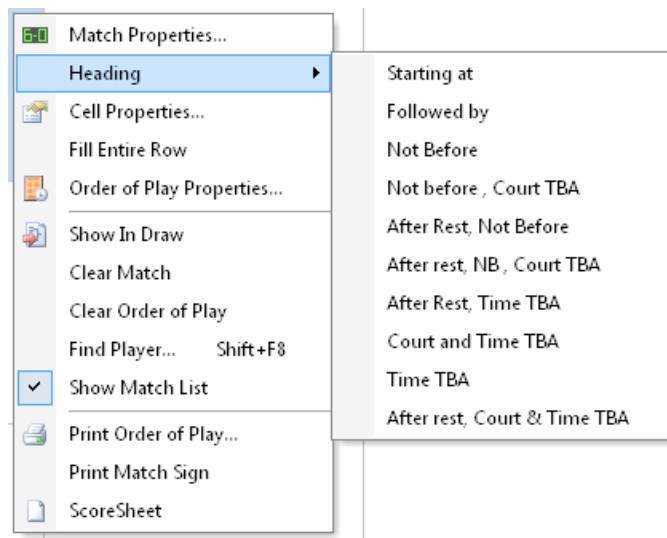


3. Select a match and drag it into the grid.
NOTE: Use the Auto Fill to allocate all matches from the selected **Round** into the grid



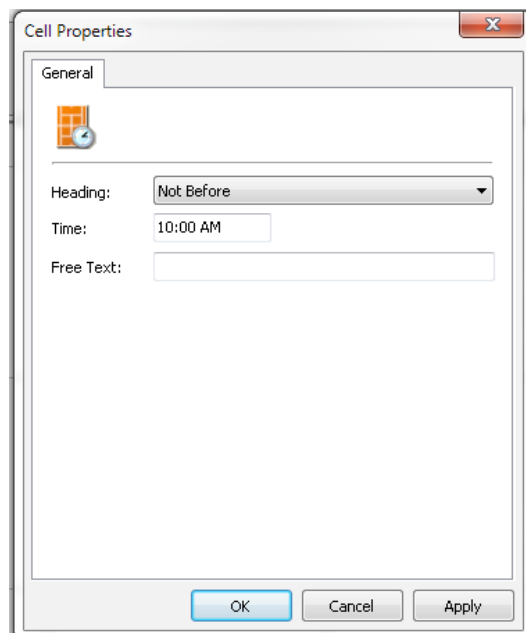
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4. To change the heading of the cell, right-click and select **Heading**.



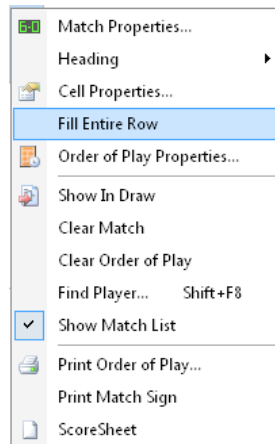
- **Starting at:** specify a time for the match to start
- **Followed by:** match commences at the completion of the previous match
- **Not Before:** an indicative match time for when the match will start
- **Court TBA:** allows for the option to change courts
- **Time TBA:** allows for the option to change time
- **After rest:** indicates a player may have an earlier match which will delay the next match

5. To change the wording of the cell, right-click and select **Cell Properties**.



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- After changing a **Heading** and/or the **Cell Properties**, to copy these settings to all matches on the same row, right-click and select **Fill Entire Row**.



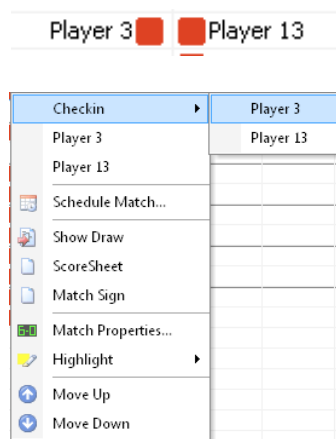
6. Match Management and Entering Results

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

Player Check-In

When players arrive to the Tournament Desk, the Tournament Director can record they have checked in.

- Select **Matches** from the left menu. Right-click on the player to be checked in.



- Once selected their square will change from Red to Green.



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- Once both players have checked in, the match will move to the top of the time slot.

Before both players have checked in

| Time | Draw | Round | Nr | Team 1 | Team 2 |
|-----------------------|--------------|-------|----|--------------------|--------------------|
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #1 | Player 1 | Qualification - Q1 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #2 | Player 22 | Qualification - Q8 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #3 | Qualification - Q5 | Qualification - Q7 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #4 | Qualification - Q4 | Player 7 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #5 | Player 3 | Player 13 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #6 | Qualification - Q2 | Player 11 |

After both players have checked in

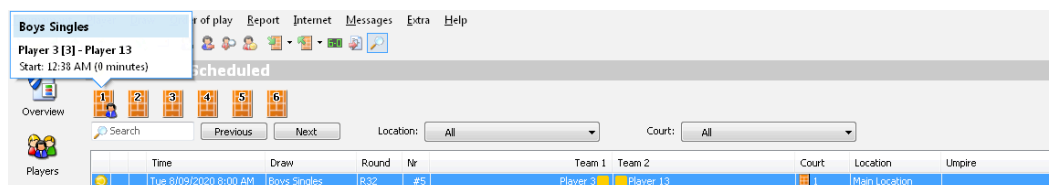
| Time | Draw | Round | Nr | Team 1 | Team 2 |
|-----------------------|--------------|-------|----|--------------------|--------------------|
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #5 | Player 3 | Player 13 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #1 | Player 1 | Qualification - Q1 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #2 | Player 22 | Qualification - Q8 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #3 | Qualification - Q5 | Qualification - Q7 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #4 | Qualification - Q4 | Player 7 |
| Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #6 | Qualification - Q2 | Player 11 |

Allocating and Tracking Match Courts

When matches commence, Tournament Planner can manage which courts are available for use, and track which matches are on each court.

- Select **Matches** from the left menu. Click and drag a match to the court at the top of the screen.

NOTE: both players' squares will turn yellow, their court number will be allocated in the list and the match timer will commence.



- Once the match is finished, right-click on the court across the top and select **Free Court**.

NOTE: this will stop the match timer.



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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.

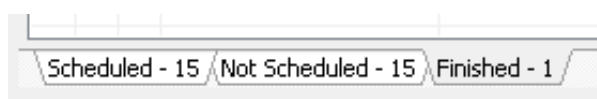
| Score: | | | |
|-----------|--|--|--|
| Player 3 | | | |
| Player 13 | | | |
| Tie-break | | | |

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

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

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



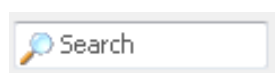
7. Interactions with Players, Parents and Coaches

Throughout match days, there can be a large volume of questions asked by players, parents and coaches.

Opponents Name

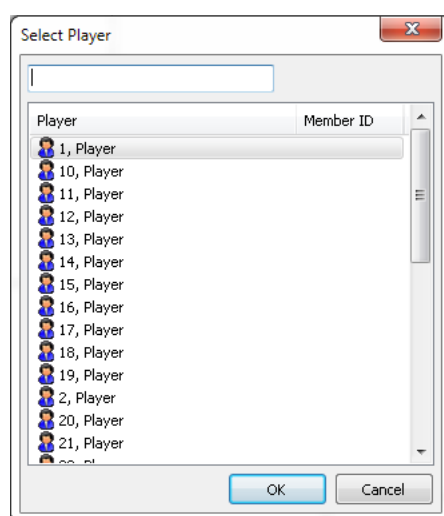
When players arrive to the Tournament Desk, some may request to know who they are playing. This information can be found two ways.

1. Select **Matches** from the left menu. Press **Ctrl + F** and type the players name using the search bar at the top-left.



2. From any screen, press **F9**. Type the players name in the pop-up window search bar, select the player and press **OK**.

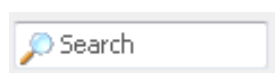
NOTE: if the player is in multiple draws, these will be listed for selection



Next Match Time

Players will often ask when their next match is scheduled. This information can be found three ways.

1. Select **Matches** from the left menu. Press **Ctrl + F** and type the players name using the search bar at the top-left.



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| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 5px;"> 123456 </div> <div style="display: flex; gap: 10px;"> <input type="text" value="player 14"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div> <div style="display: flex; gap: 20px;"> <div>Location: All</div> <div>Court: All</div> </div> </div> | | | | | | | | | | |
|---|-----------------------|--------------|-------|----|--------------------|--------------------|-------|---------------|--------|--|
| | Time | Draw | Round | Nr | Team 1 | Team 2 | Court | Location | Umpire | |
| 🟡 | Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #1 | Player 1 | Qualification - Q1 | | | | |
| 🟡 | Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #2 | Player 22 | Qualification - Q8 | | | | |
| 🟡 | Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #3 | Qualification - Q5 | Qualification - Q7 | | | | |
| 🟡 | Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #4 | Qualification - Q4 | Player 7 | | | | |
| 🟡 | Tue 8/09/2020 8:00 AM | Boys Singles | R32 | #6 | Qualification - Q2 | Player 11 | | | | |
| 🟡 | Tue 8/09/2020 9:00 AM | Boys Singles | R32 | #7 | Player 14 | Player 16 | 6 | Main Location | | |

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