



# 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 <a href="https://www.tournamentsoftware.com/product/article.aspx?s=2&id=E0524F9C-E95F-4A82-93C9-316BB47FA6C6">https://www.tournamentsoftware.com/product/article.aspx?s=2&id=E0524F9C-E95F-4A82-93C9-316BB47FA6C6</a>

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

### 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.

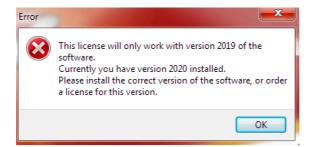
Product overview	<b>Download</b> On this page you can download our products.				
Tournament Planner Product information Tour	The demonstrationversion is a full version, with s functions available. If you have an existing version on your system yo	-			
Support Center Free demo	lonis Tournament Planner	English	29.5 MB	Version 2020.1	Download
Download	Squash Tournament Planner	English	29.5 MB	Version 2020.1	Download
Order	掺 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...** 

	<u>H</u> el		
	0	Contents F1	
	۲	Internet Site	
		System Info	
		Check for updates	
		Register	
	3	About Tennis Tournament Planner	
Auto Update		the second second second	×
			Cancel
Checking for updates			

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



#### **Registering TP**

1. Once installed, a registration screen will appear.

Registration	00101000	8.00 a.m.	×
<b>Demo</b> View the demo version or register.		P	
You have installed version 2020 of this so version 2019 installed.	oftware, and your com	puter has a license for	
If you have received a new license you c If you do not have a new license you can If you do not want to order a new license	order it online.	rsion 2019 of this software.	
Click here to register your Tennis T Register	ournament Planner	r	
Click here to order a license for Ten	nis Tournament Pla	anner version 2020	
Order			
Click here to view the demo versior	n of Tennis Tournan	nent Planner	
View Demo			
		Cancel Help	

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

gistration	001012000	0.00	×
Registration Please locate your license file.			R
I			Browse
License file			
<ol> <li>You have received a license file in ar</li> <li>Save the attached license file on you</li> </ol>			
3. Use the [Browse] button to locate y			
	ſ	Cancel	Help

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.

Registration Registration You have successfully regist	ered.		×
	Success		
	Registration complete.		
License Name:	Tennis New Zealand		
		Close	Help

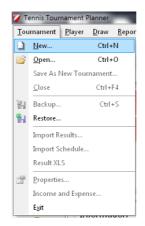
4. The software is now ready to be used for the calendar year.

## 2. Creating a Tournament

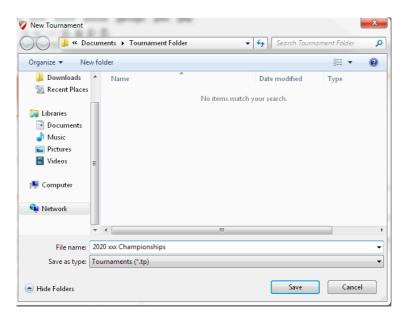
Each tournament uses its own TP file. Files will automatically save to the default folder, **Documents>Tournaments** as the name you choose. There are two methods for creating a tournament file: creating from scratch or creating from a previous file/template.

#### Starting a tournament from scratch

1. Select Tournament>New from the main menu.

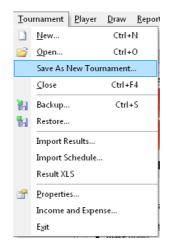


2. Give the new tournament a filename (e.g. xxx Championships 2021). NOTE: give the file a clear name to ensure different tournament files can be distinguished from each other.



#### 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.

Vew Tournament	1.5				x
	ocuments 🕨 Tournament Folder	<b>▼</b> 47	Search Tournan	nent Folder	م
Organize 👻 Ne	w folder				0
퉬 Downloads	▲ Name	Da	te modified	Туре	
📃 Recent Places					
		No items match your	search.		
ز Libraries					
Documents					
👌 Music					
Pictures					
🛃 Videos	Ξ				
🐏 Computer 🗣 Network					
	▼	III			Þ
File name:	2020 xxx Championships				•
Save as type:	Tournaments (*.tp)				-
) Hide Folders			Save	Cancel	

#### **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:

Entr	y Fees	Draws	S	Scheduling S		re	Officials
Info Address		Events	Days	Times	Locations	s/Courts	Round Robins
Tourn	ament Name: 2	2020 xxx Champ	pionships	Tournamer	nt Organizer:	Tennis Ne	w Zealand
Tournan	nent Number:			Orga	nizer Phone:	021 123 4	56
	Dates:			Orga	anizer E-mail:		
1	Weeknumber:				Referee:		
	Draw Date:			Ref	eree Phone:		
				Re	feree E-mail:		
					Report logo:		
				Spor	nsor Banner:		

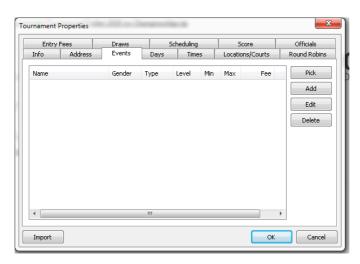
2. The **Info** and **Address** tabs should be completed with as much information as possible. <u>City</u> and <u>Country</u> are compulsory fields.

Entry	/ Fees	Draws	Scheduling S		Score	Officials
Info Address		Events	Days	Times	Locations/Courts	Round Robin
	Venue:				Phone:	
A	ddress 1:				Fax:	
A	ddress 2:				Email:	
A	ddress 3:			,	Website:	
Pos	tal code:				Twitter:	
	City:					
	State:					
	Country: 🅎	New Zealand	•			
Ti	me zone: (UTC	+12:00) Auckla	nd, Wellingtor	ı	•	

#### **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, doubleclick each event and rename
- Select Add to create an event from scratch

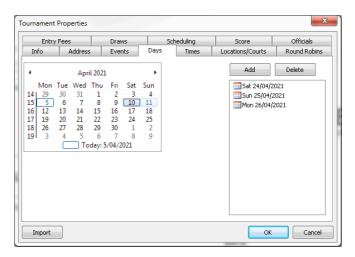


NOTE: to manage payments using TP, enter the Fee in each event

#### Add Tournament Dates

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

 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**.

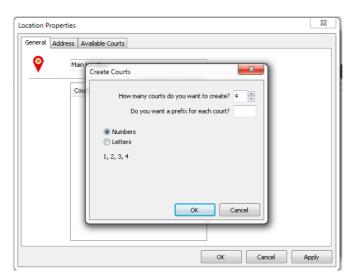
Entry	Fees	(	Draws		S	:hedulin	g		Score			Officials
Info	Address	E	Events	C	Days	Tin	nes	Loca	tions/Co	ourts	Ro	und Robins
Time	es per day:	10 🌲	c	ireate	1 D	ay	All	Days		Сору		
		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	
Sat 24/04	/2021											
Sun 25/04	1/2021	-	_	_			_	_	_	_	_	_
09:00	Interva 75 min . Times: 10			top 23:55	•	(	Repli	1	taggers 👻	_	iger Inti inutes Id	erval T
09:00 Max	<ul> <li>75 min</li> <li>. Times: 10</li> </ul>	utes	•	23:55	•			ace	•	5 m	inutes	erval T
Max	<ul> <li>75 min</li> <li>. Times: 10</li> <li>#1 #2</li> </ul>	utes	▼ : #4	#5	▼ #6 15:15	#7	#8	1 ace #9	<b>*</b> #10	5 m	inutes	erval T

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 <u>Main Location</u> and select **Create** and increase the number accordingly.



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

Court Propertie	25
General Ava	ailability
	1
Location:	Main Location
<b>a</b>	OK Cancel Apply

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

	Event Properties	×
Tournament Pro	General Scoring Format Availability	X
Entry Fee Info		Officials Lound Robins
Name	Main Draw: <ul> <li>Use tournament default&gt;</li> </ul>	Pick
🗏 Boys Sing	Qualification: Standard	Add
	Consolation: Format 3	Edit
		Delete
•		
Import		Cancel
	OK Cancel Apply	

#### Round-Robin, Entry Fees, Draws and Officials tabs

The remaining tabs are not normally necessary for most competitions.



## PART II PLAYERS, ACCEPTANCE LISTS AND DRAWS

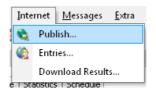
## 3. Players, Entry Lists and Acceptance Lists

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 <u>Online Entry</u> drop-down menu is <u>On</u>. Set a <u>Final entry date</u> 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.** 

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**.

Fields Please sele	ct 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:	-		
		·	

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

mport To Player Database Fields Please select the fields to link to	
Level Singles: Level1  Level Doubles: Level2	
Rating Singles:	
< Back Next >	Cancel Help

5. 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.

Import To Player Database		X
Importing Please wait while the	players are imported	
Status: 33443 playe	ers added, 0 players updated.	
	< Back Finish	Cancel Help

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.

Men									Add to tournament:
Women	Name	Member ID	DOB	Club	L1	L2	Ente	Add ->	Name
b From:	🔓 Thompson Hart, Sylvie	MCAT53H	23/10/2008	Allenton	12	12	No		Thompson Hart, Syl
-	Adders, Thomas	NHBBT2A		Browns Bay	7	6	No	<- Remov	
b To:	Aao, Tim	NLMTTA		Mairtown			No		
Players with e-mail	🖀 Aarrett, Kyle	WRMISKA	10/08/2001	Masterton	12	12	No		
Players without e-mail	🖁 Abad, Matthew	AKHWM1A	12/05/2005	Howick	12	12	No		
Players without e-mail	🔜 🧟 Abadie, Alex	OTMRAA	11/02/1959	Mornington	8	9	No		
Players with mobile	🔓 Abadie, Maria	OTMRM1A		Mornington	10	10	No		
Players without mobile	🔏 Abarca, Diego	TNZZDA		TN club un	10	10	No		
	🖁 Abarico, Edmund	CBOWE1A	5/02/1973	Opawa	9	9	No		
Not Entered	a Abayarathna, Dineth	HVMTD1A		Muritai	12	12	No		
	🖀 Abbenes, Derek	AKHWDA		Howick	9	9	No		
	🔏 Abbenes, Jacob	AKHWJA	14/09/2002	Howick	11	11	No		
	🔏 Abbenes, Kees	AKHWK2A	10/08/2006	Howick	10	11	No		
	🍰 Abbenes, Michaela	AKHWMA	22/10/2004	Howick	10	11	No		
529 Plavers	O Abbat Ren	CRCMRRA	16/05/2003	Cachmore	10	10	No	*	

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.

	<u>P</u> lay	rer	<u>D</u> raw	<u>R</u> eport	Inter		
i	8	Ac	ld Player				
	8	De	lete Play	er			
	-2	In	sert Entry	In	s		
	<u>,</u> 22	Fir	nd In Ros	ter F	8		
	\$	Fir	nd In Drav	w F	9		
	8	Sh	ow Matc	hes F1	.0		
		Se	nd Email				
		Se	nd SMS				
		Ne	ot Warne	d			
		Re	set Chec	k In			
		Pla	ayer Data	base	×		
	1	Im	port Entr	ies			
	<u>}</u>	Im	port Ran	king			
	$\hat{\mathbf{r}}$	CI	ubs				
	£	Im	port Clu	bs			
	ኈ	Ex	port Club	is			
<u>T</u> ournamen	t I	<u>P</u> lay	ver <u>D</u> i	raw <u>R</u>	eport	Intern	et
🗅 💕 🕌	<b>E</b>		3	<b>)</b> 🖂	8	8 🗣	2
		8	Play	ers	Add	Player	

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.

	Note		Messages	Fee	Note	Me	ssages
General	Address Sport	Events	Availability	General	Address Sport		Availabi
				Boys Single	S		
<u>()</u>							
Last Nam	e:						
First Nam	e:						
Middle Nam	e:						
Gende	er:						
Date of Birt							
Member I	D:						
ch	b: <none></none>		•				
	e: 10/04/2020	Time: 20:	:09				
Entry Dat	e: 10/04/2020 💷 🗸						
Entry Dat							
Entry Dat				Partner:	<none></none>	Ŧ	
Entry Dat				Partner:	<none></none>	T	
Entry Dat				Partner:	<none></none>	•	

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:

- Main Draw Status ۲ 🚡 Move To Þ 😭 Сору То • Insert Entry... Ins 🕵 🛛 Delete Entry Switch Player1 and Player2 Move To Event... Copy To Event... 9<sup>[1]</sup> Automatic Seeding... 📑 Print... 🙇 Properties... Plaver 1
- Status referring to the Acceptance List, select the players appropriate status
  - <None> Wild Card Lucky Loser Qualifier Direct Acceptance Disqualified Protected Ranking Special Exempt Alternate Withdrawn
- 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

Entry Propertie	s
General Wit	ndrawal
5	Player 1
Partne	r: <none> ~</none>
Ever	t: Boys Singles
Entry Dat	e: Mon 7/09/2020
	Stage Status Seed
	Main Draw 1
Acceptance Orde	
•	OK Cancel Apply

#### 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.**

Entry Properties		x
General Withdr	rawal	
5	Player 1	
Partner:	<none></none>	-
Event:	<none> <partner wanted=""></partner></none>	-
Entry Date:	10, Player	
	8 12, Player 8 13, Player 8 14, Player	
	8 15, Player 8 16, Player 8 17, Player	
	8 18, Player 8 19, Player 8 2, Player	
Acceptance Order:	20, Player 21, Player <none> ▼ Position: 0 등</none>	-
•	OK Cancel Appl	y

#### 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.

Drav	w Report Internet Messag															
	Print Draws															
	Make Draws															
23	Schedule Tournament															
q	Schedule Per Day															
	Urgent Matches															
≥	Clear Draws															
2	Links															
	Adjust Standings															
2	Match Numbers															
	Validate Schedule															
<b>2</b> <sup>[1]</sup>	Automatic Seeding															
<b>2</b> 8	Automatic Acceptance															
	Exclude Players															
	Add Draw															
3	Delete Draw															
1.3	Fixtures															
	Draw Location		<b>.</b> .	-					~	-	~				-	-
	Calculate F11	2			<u>e</u>			 8	8	Þ	2	2	38	<b>2</b> [1]	2	3
	Layout				-	D a	a ka	<b>B</b> 41 ->		Dec			1.01	-	_	1
	Export To Excel		2			RΟ	SLE	Ma		en	aw		A	ccep	tance	2

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

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

	Entries: 32 Main: 24							
	Qualifying: 32							
	Reserves: 0					Order: R	anking	
N	Name	Order	Ma	Qu	R	Points	Rating	
1	Player 23					78.00		
2	Player 28					73.00		
3	Player 2					99.00		
4	Player 18					83.00		
5	Player 29					72.00		
6	Player 20					81.00		
7	Player 26					75.00		
8	Player 13					88.00		
9	Player 27					74.00		
10	Player 7					94.00		
11	Player 31					70.00		
12	Player 6					95.00		
13	Player 22					79.00		
14	Player 5					96.00		
15	Player 12					89.00		
16	Player 25					76.00		
17	Player 16					85.00		
18	Player 9					92.00		
19	Player 32					69.00		
~~	DI 10							

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

	Entries: 32 Main: 24							
	Qualifying: 32							
	Reserves: 0					Order:	Ranking	
N	Name	Order	Ma	Qu	R	Poin	Points Rating	
1	Player 23					78.0	kating U	T
2	Player 28					73.0	0	1
3	Player 2					99.0	0	1
4	Player 18					83.0	0	1
5	Player 29					72.0	0	1
6	Player 20					81.0	0	1
7	Player 26					75.0	0	1
8	Player 13					88.0	0	1
9	Player 27					74.0	0	1
10	Player 7					94.0	0	1
11	Player 31					70.0	0	L
12	Player 6					95.0	0	
13	Player 22					79.0	0	
14	Player 5					96.0	0	
15	Player 12					89.0	0	
16	Player 25					76.0	0	
17	Player 16					85.0	0	
18	Player 9					92.0	0	
19	Player 32					69.0	0	
						~ ~ ~	~	

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

	Entries: 32 Main: 24 Qualifying: 32							
	Reserves: 0					Order:	Points	
N	Name	Order	Ma	Qu	R	Poin	ts Rating	
1	Player 1	Main 1				100.	00	
2	Player 2	Main 2				99.	00	
3	Player 3	Main 3				98.	00	
4	Player 4	Main 4				97.	00	
5	Player 5	Main 5				96.	00	
6	Player 6	Main 6				95.	00	
7	Player 7	Main 7				94.	00	
8	Player 8	Main 8				93.	00	
9	Player 9	Main 9				92.	00	
10	Player 10	Main 10				91.	00	
11	Player 11	Main 11				90.	00	_
12	Player 12	Main 12				89.	00	
13	Player 13	Main 13				88.	00	
14	Player 14	Main 14				87.	00	
15	Player 15	Main 15				86.	00	
16	Player 16	Main 16				85.	00	
17	Player 17	Main 17				84.	00	
18	Player 18	Main 18				83.	00	
19	Player 19	Main 19				82.	00	

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

## 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**:

Sir	ngles Rankings
Import Ranking	
Fields Please select the fields to lir	ik to
Member ID: Ranking: Points:	Member ID   Ranking Singles  Ranking Singles
Ranking Type:	Ranking Single
	Players not found in ranking
	◉ Reset ranking ◯ Keep current ranking
[	< Back Next > Cancel Help

#### **Doubles Rankings**

Import Ranking	<b>X</b>
Fields Please select the fields to lir	nk to
Member ID:	Member ID
Ranking:	Ranking Doubles 🔹
Points:	Points Doubles
Ranking Type:	Ranking Double 🔻
	Players not found in ranking
	Reset ranking
	C Keep current ranking
	< Back Next > Cancel Help

 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.

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

Open Tournament Planner.

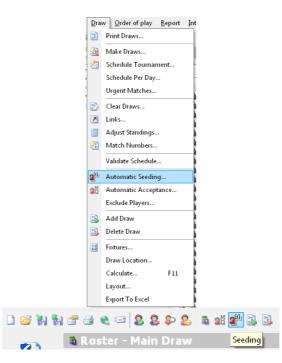
- 2. Select **Players** from the left menu. Locate the player with the missing information. Double-click to open the player properties.
- 3. On the **General** tab, update the Member ID to the correct MatchHub Code
- 4. Select the **Sport** tab and update the Ranking S/D and Points S/D (include both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

21	Properties		×
Fee	Note		Messages
General Addi	ress Sport	Events	Availability
Level S/D: Rating S/D:	<none></none>	<none> •</none>	
Ranking S/D: Points S/D:	6 1240.00	6 1511.25	
•	ОК	Cancel	Apply

#### **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**.

Order:	Points	-				
Main Draw	Qualifying					
N	ame	Seed	Rating	Ranking	Points	-
1 🙇		1		2	3215.00	
2 🙇		2		2	3175.00	E
3 🙇		3		2	3125.00	
4 🙇		4		2	3015.00	
5 🧕		5		2	3000.00	
6 🙇		6		3	2990.00	
7 🙇		7		3	2945.00	
8 🙇		8		3	2880.00	
9 🙇				3	2810.00	
10 🙇				3	2775.00	
11 🙇				3	2755.00	
12 🙇				3	2745.00	-
Type:	1, 2, 3, 4, 5, 6.		🔲 Do not :	seed players wi	thout points	

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.

Entry Properties				×
General Withd	rawal			
	Player 13			
Partner:	<none></none>			~
Event:	Boys Singles			
Entry Date:				
	Stage	Status	Seed	
	Main Draw			
Acceptance		_		
Order:	Main 🔻	Position: 1	3	
	ОК	Cano	el /	Apply

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

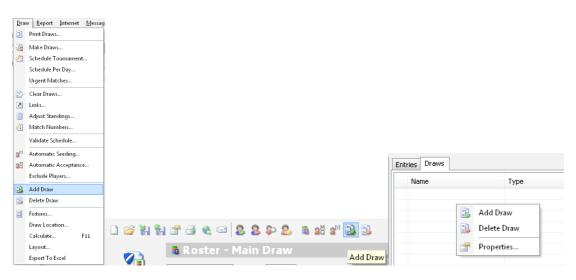
Stage Entry F	Properties
General	
5	Player 13
Eve	ent: Boys Singles
Sta	age: Main Draw
Stal	tus: <none></none>
Se	ed:
	OK Cancel Apply

4. <u>Repeat</u> 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.
- 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).

aw Wizard		×
Draw Arrangement Please select the approp Boys Singles - 0 Entries	priate type for this event	
Elimination		<b>•</b>
Elimination Round Robin		with it.
Round Robin qualifications Elimination qualifications wi Round Robin qualification v Round Robin - Home and A Morrad Compass Draw Qualifying Draw Round Robin with Playoffs Matchplay Continous Feed-in	th elimination main draw vith round robin main draw	
	< Back Next >	Cancel Help

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.

Draw Wizard				×
Main Draw Provide settings for the m Boys Singles - 0 Entries	ain round			
Size Of Main Draw				
Name Boys Singles				
Playoff				
Stage				
Qualification				
	< Back	Next >	Cancel	Help

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)
  - o 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

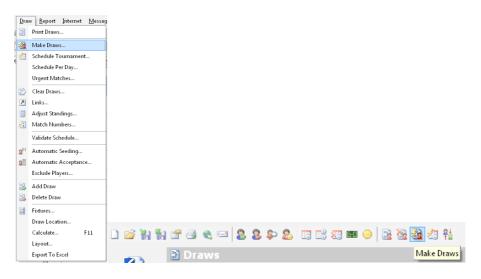
- Playoff this option applies to "Elimination" draws only and can create matches for 3<sup>rd</sup>/4<sup>th</sup> and/or 5-8<sup>th</sup> Playoff matches
- Stage set this field as follows:
  - 0 1 = Qualifying
  - o 2 = Main Draw
- Qualification select this if the draw is a Qualifying draw

#### **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**.

vent Select the event and the	stage of draws you wish to make	
Event	Stage	Entries
📒 Boys Singles	Main Draw	0
	Draw	Size
	Boys Singles	32

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."

Se		Boys Singles ne entries to use. Double	-click an entry to a	adjust the		<u>i</u>	Ş
		urrently selected 32 of 32 ime to sort the entries.	2 entries. Your dra	aws provide :	space for 3	2 entries. Cl	ick
Entr	ries	Name	Seed	Rating	Ranking	Date	
•	1	A Player 1	1			7/09/2020	Π
•	2	Player 10				7/09/2020	
7	3	Rever 11				7/09/2020	
7	4	Player 12				7/09/2020	1.00
<b>v</b>	5	Rever 13				7/09/2020	
•	6	a Player 14				7/09/2020	
7	7	a Player 15				7/09/2020	
•	8	a Player 16				7/09/2020	
~	9	a Player 17				7/09/2020	
~	10	a Player 18				7/09/2020	
~	11	a Player 19				7/09/2020	
~	12	a Player 2	2			7/09/2020	
~	13	a Player 20				7/09/2020	
~	14	🙇 Player 21				7/09/2020	
	10	Discov 22				7/00/2020	
· [							
	All	None					

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

Qualifiers Qualifers can be mixed ir draw	n with the players w	vhen making the		
Link	Status	Team	Tan	get
Qualification - Q1     Qualification - Q2     Qualification - Q3     Qualification - Q4     Qualification - Lose     Qualification - Lose     Qualification - Lose     Qualification - Lose	Not Linked Not Linked			
•	III			۱.
C Separate Qualifiers				

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

aw Wizard				×
Separation Select the type of separatio	n for your dr	aw		
Separation:				
None				
🔘 Club				
District				
🔘 City				
Postalcode				
🔘 State				
Country				
🔘 Level				
Availability				
Optimization:				
Optimal separation				
💿 Separate first round only				
<none></none>	Ŧ	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

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

raw Wizard Result Please v changes Re-make D		Press finish to accept and save the	
Line	Seed	Team Separation	
🛐 Boys	Singles		
1	1	Player 1	
2		Qualification - Q2	
3		Player 32	
4		Player 16	=
5		Player 13	
6		Qualification - Q4	
7		Player 27	
8	6	Player 6	
9	4	Player 4	
10		Player 14	
11		Qualification - Q3	
12		Player 29	
13		Player 21	
14		Player 26	
15		Player 17	
16	5	Player 5	
17	7	Player 7	
18		Player 28	~
		< Back Finish Cancel	Help

#### Making Draws Manually

Tournament Planner allows the creation draws manually.

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

Re	ound 1	Quarterfinals	Semifinals	Final	Winner
By	/e 16				
2 By	ve 1				
з Ву	/e 9				
4 By	/e 8				
5 By	ve 14				
6 By	/e 3				
7 By	/e 12				
8 Ву	/e 5				
9 Ву	/e 6				
10 By	ve 11				
11 By	ve 4				
12 By	ve 13				
13 By	/e 7				
14 By	ve 10				
15 By	/e 2				
16 By	ve 15				

- 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**.
  - Match Properties.. Schedule Match... Schedule Round... Schedule Round Robin.. Show Match 🔝 🛛 Clear Match Clear Round Schedule 📑 Print... 📑 Select Entry Delete Entry From Draw Switch Player1 and Player2 Entry Properties 욝. Change Partner.. Forward Byes Footer... 🛃 Links... 📓 Adjust Standings... 🍠 Highlight ٠
- 3. Select the player from the list and select **OK**.

Main Draw Links				
Name	Seed	Rating	Ranking	1
🔂 1, Player	1			
🕏 10, Player				
🖏 11, Player				=
🖏 12, Player				
🕏 13, Player				
🕏 14, Player				
👩 15, Player				
🗞 16, Player				
🕏 17, Player				
🕏 18, Player				
🖏 19, Player				
🕏 2, Player	2			
🕏 20, Player				
💑 21, Player				
22 Player				4

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



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



## PART III SCHEDULING AND MATCH DAY

## 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.

Planning Boys Singles - R32								×
Planning Swap No courts No available courts	Player not available Rest time	Singles before doubles Match before or after	Current si Available		1 Swap 1 Shift			
Location-filter: <all></all>	•	Court-filter: <all courts=""></all>		•				
Mon 7/09/2020 Tue 8/09/2020 Wed 9/09/2020 Thu 10/09/2020						Details		4
						Match Note (Player No	te /	
Court: <none></none>		Max matches per day: 3		Singles before doubles				
Auto Assign Courts			Per day 🔻	Force planning				
Rest time: 150 🌻		Max singles per day: 2						OK Cancel

4. Repeat for all matches to be scheduled.

#### Schedule Round

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

No courts No available	courts 📃 Curre	nt scheduled tin	ne			
Location-filter: <all></all>	•	Court-filter:		<all courts<="" th=""><th>;&gt;</th><th></th></all>	;>	
Capacity: 0 7 Used: 16 at						
Mon 7/09/2020 -16 -16						
Tue 8/09/2020 0						
Wed 9/09/2020 0						
Thu 10/09/2020 0						
Eller Scheduled: 0 mat	ches 15 matches could	d not be schee	duled with the c	current cet	tings	
	ches. 16 matches coul	d not be sche		current set		
Team 1	Team 2	d not be sche	Time		<b>tings.</b> Court	
Team 1	Team 2 Qualification - Q1	d not be sche	Time Mon 7/09/2020			
Team 1	Team 2 Qualification - Q1 Qualification - Q8	d not be sche	Time Mon 7/09/2020 Mon 7/09/2020			
Team 1	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7	d not be sche	Time Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020			
Team 1	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7 Player 7 [7]	d not be sche	Time Mon 7/09/2020 Mon 7/09/2020			
Team 1	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7 Player 7 [7] Player 13	d not be sche	Time Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020			
Team 1	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7 Player 7 [7] Player 13	d not be sche	Time Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020			
Team I Player 1 [1] Qualification - Q5 Qualification - Q5 Qualification - Q4 Player 3 [3] Qualification - Q2 Qualification - Q2	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7 Player 7 [7] Player 13 Player 11 Player 16	d not be sche	Time Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020			
Team 1 Player 1 [1] Player 2 Qualification - 04 Player 3 Qualification - 04 Player 3 Qualification - 02 Player 14 Qualification - 02 Player 14 Player 20 Player 14 Player 20 Player 20	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7 Player 7 [7] Player 13 Player 11 Player 16	d not be sche	Time Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020			
Team 1 Player 1 [1] Player 2 Qualification - Q4 Player 14 Qualification Player 5 [5] Player 5 [5]	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7 Player 7 [7] Player 13 Player 13 Player 16 Player 6 [6]		Time Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020			: 150 k
Team 1 Player 1 [1] Player 2 Qualification - 04 Player 3 Qualification - 04 Player 3 Qualification - 02 Player 14 Qualification - 02 Player 14 Player 20 Player 14 Player 20 Player 20	Team 2 Qualification - Q1 Qualification - Q8 Qualification - Q7 Player 7 [7] Player 13 Player 16 Player 6 [6] Qualification - 06	: 3 🔺	Time Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020 Mon 7/09/2020		Court	

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.

-	Available	Courts										
	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30
Mon 7/09/2020												
Tue 8/09/2020												
Wed 9/09/2020												
Thu 10/09/2020												
۲ 📃												4

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 (	Cou	irts	5							
		Tabl	e 1	Tabl	e 2	Tabl	e 3	Tabl	e 4	Tabl	e 5	Tabl	e 6	Tabl	e 7	Tabl	e 8
		1 hr 16	5 min	1 hr 23	3 min	1 hr 30	0 min	1 hr 3	7 min	1 hr 44	1 min	1 hr 5	1 min	1 hr 5	3 min	2 hr 0	5 min
		Matc	hes	Matc	hes	Matc	hes	Mato	hes	Matc	hes	Matc	hes	Mato	hes	Matc	hes
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	1	7
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 22
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

eneral Address	Available	Courts										
	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:3
Mon 7/09/2020	6	0	2	2	2	2	2	2	2	2	2	2
Tue 8/09/2020												
Wed 9/09/2020												
Thu 10/09/2020												
<												4

- 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.

60	Match Properties
	Schedule Match
3	Schedule Round
Ξ3	Schedule Round Robin
0	Show Match
83	Clear Match
83	Clear Round Schedule
3	Print
22	Select Entry
8	Delete Entry From Draw
	Switch Player1 and Player2
12	Entry Properties
	Change Partner
	Forward Byes
	Footer
2	Links
	Adjust Standings
2	Highlight •
	Player 1

#### Schedule Match

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

lanning Swap No courts No available courts		Player not ava Rest time	ilable		Singles bef Match befo	ore doubles ore or after		Current sci Available fi	heduled time or this match		1 Swap 1 Shift							
Location-filter:	<all></all>		•	Court	filter:	<all courts=""></all>			•						1			
4-											-							
8:00 AM 8:30 AM			10:00 AM			11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 P
8 9 8 9 8 9 8 9 8 9 8 9 8 9 8 9	0:30 AM	12:30 PM 12:30 PM 12:30 PM 11:30 AM	00 PM	200 PM	130 PM								Details	available				¶
Court: <none></none>	•	]		Max matc	hes per day:	3			Singles befor	e doubles			Match Note	Player No	te_/			

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.

No courts Available Courts:				Vo a	avail	able	COL	irts			C	lurre	ent s	ched	uled	l tim	e												
Location-f	iter:		<al></al>								•	]	(	Court	-filte	er:					<	All Cou	irts>	•					
Capacity: 104 Used: 16	Total	8:00 AM	9:00 AM	9:30 AM	10:00 AV	10:30 AV	11:00 AV	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM		5-30 PM											
Mon 7/09/2020	26	6	2				2 3	< ≤ 2 2		2	2																		
Tue 8/09/2020	10	0	0	_	_		0 3			2	2																		
Wed 9/09/2020	26	6	2	2	2	2	2 :	2 2		2	2			T		=	+												
Thu 10/09/2020	26	6	2	2	2	2	2	2 2	2	2	2			T.	1		t												
Filter		Sch	edule					eam :	2								Tir	ne					C	Tour	t				
Filter		Sch	edule					eam :	2								Tir	ne					C	Iou	t				
0		Sch		laye	Tea er 1	m 1 [1]	Te Q	ualifi	- catio								Tu	e 8,	09/2				C	Tour	t				
0			F	laye Pla	Tea er 1 ayer	m 1 [1] 22	Te Q Q	ualifi ualifi	- catio catio	n -	Q8						Tu Tu	e 8, e 8,	09/2	020	8:00	AM	C	Tour	t				
0			F	laye Pla catio	Tea er 1 ayer	m 1 [1] 22 Q5	Te Q Q Q	ualifi ualifi ualifi	- catio catio	on - on -	Q8						Tu Tu Tu	e 8, e 8, e 8,	09/2 09/2	:020 :020	8:00 8:00	AM AM	C	Cour	t				
0			F Jualifi	Playe Pla catio	Tea er 1 syer on -	m 1 [1] 22 Q5 Q4	Te Q Q Q Pl	ualifi ualifi ualifi ayer	- catio catio catio 7 [7	on - on -	Q8						Tu Tu Tu Tu	e 8, e 8, e 8, e 8,	09/2 09/2 09/2	020 020	8:00 8:00 8:00	AM AM AM	C	Iou	t				
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•		0	F Jualifi Jualifi F	Playe Pla catio catio Playe Pla	Tea er 1 ayer on - er 3 on - ayer	m 1 [1] 22 Q5 Q4 [3] Q2 14	Te Q Q PI PI PI PI	ualifi ualifi ualifi ayer ayer	catic catic catic 7 [7 13 11 16	)n - )n - ']	Q8						Tu Tu Tu Tu Tu Tu	e 8 e 8 e 8 e 8 e 8 e 8	09/2 09/2 09/2 09/2	2020 2020 2020 2020 2020 2020	8:00 8:00 8:00 8:00 8:00 9:00	AM AM AM AM AM	C	Iou	t				
		0	F Jualifi Jualifi Jualifi	Playe Pla catio catio Playe Pla catio	Tea er 1 ayer on - er 3 on - ayer on -	m 1 [1] 22 Q5 Q4 [3] Q2 14 Q3	Te Q Q PI PI PI PI	ualifi ualifi ayer ayer ayer ayer	catic catic catic 7 [7 13 11 16 6 [6	)n - )n - ']	Q8 Q7						Tu Tu Tu Tu Tu Tu Tu	e 8 e 8 e 8 e 8 e 8 e 8 e 8	09/2 09/2 09/2 09/2 09/2 09/2	2020 2020 2020 2020 2020 2020 2020	8:00 8:00 8:00 8:00 9:00 9:00	AM AM AM AM AM AM	c	Cour	t				
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	with b	0	F Jualifi Jualifi Jualifi	Playe Pla catio catio Playe Pla catio	Tea er 1 ayer on - er 3 on - ayer on -	m 1 [1] 22 Q5 Q4 [3] Q2 14 Q3	Te Q Q P P P P P P P	ualifi ualifi ayer ayer ayer ayer ayer Max	catic catic catic 7 [7 13 11 16 6 [6 catic	on - on - 1] i) che	Q8 Q7					P	Tu Tu Tu Tu Tu Tu Tu	e 8 e 8 e 8 e 8 e 8 e 8 e 8 e 8 e 8	09/2 09/2 09/2 09/2 09/2 09/2	2020 2020 2020 2020 2020 2020 2020	8:00 8:00 8:00 8:00 9:00 9:00 9:00	AM AM AM AM AM AM			Resi				

7. Repeat for all rounds to be scheduled.

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

#### **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**.

Info	Address	Events	Days	Times	Locations/Courts	Round Robin:
Entry	/ Fees	Draws	So	heduling	Score	Officials
🗸 Reme	mber maximum n	natches				
i i i i i i i i i			lay: 3	▲		
		Per eve	ent: 2	🗧 Per day	-	
		Singles per d	lay: 2	×		
A	vg match duratio	on(for availabili	ty): 75	▲ ▼		
🔽 Check	if next match is	scheduled				
Check	next match war	rned				
📝 Check	if matches can l	be swapped				
<b> S</b> how	order of play gri	id				

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.

Draw: Boys Singles	•	Round: R32	Fill
	Team 1	Team 2	
Player 1 [1]		Qualification - Q1	
Player 22		Qualification - Q8	
Qualification - Q5		Qualification - Q7	
Qualification - Q4		Player 7 [7]	
Player 3 [3]		Player 13	
Qualification - Q2		Player 11	
Player 14		Player 16	
Qualification - Q3		Player 6 [6]	

 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

	Team 1	Team 2	Order of play	Date Score	
Player 1 [1]		Qualification - Q1	1st match on 1	Mon 7/09/2020	
Player 22		Qualification - Q8			
Qualification - Q!	5	Qualification - Q7			
Qualification - Q	4	Player 7 [7]			
Player 3 [3]		Player 13			
Qualification - Qi	2	Player 11			
Player 14		Player 16			
Qualification - Q:	3	Player 6 [6]			
Fotal matches: 16, N	Not scheduled: 15				
Show Match List	Show Info Panel	Location: Al	<b>-</b>		
Mon 7/09/2020 Tu	e 8/09/2020 V/ed 9/09/2020 Thu 10/0	9/2020			
	1	2	3	4	
1	Starting at 10:00 AM Boys Singles R32 Player 1 [1]				
	VS,				

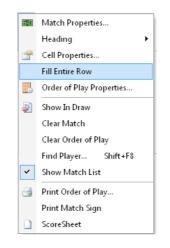
4. To change the heading of the cell, right-click and select **Heading.** 

6-0	Match Properties	
	Heading 🕨 🕨	Starting at
<b>P</b>	Cell Properties	Followed by
	Fill Entire Row	Not Before
	Order of Play Properties	Not before , Court TBA
2	Show In Draw	After Rest, Not Before
	Clear Match	After rest, NB , Court TBA
	Clear Order of Play	After Rest, Time TBA
	Find Player Shift+F8	Court and Time TBA
~	Show Match List	Time TBA
2	Print Order of Play	After rest, Court & Time TBA
	Print Match Sign	
	ScoreSheet	

- 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.**

Cell Properties		x
General		
Heading:	Not Before	•
Time:	10:00 AM	
Free Text:		
	OK Cancel	Apply

6. 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.

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

	Player 3 📕 📕	Player 13
	Checkin 🕨	Player 3
	Player 3	Player 13
	Player 13	
	Schedule Match	
	Show Draw	
	ScoreSheet	
	Match Sign	
6-0	Match Properties	
-2	Highlight •	
$\mathbf{O}$	Move Up	
0	Move Down	

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



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

	Before	both p	layers	have	chec	ked 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.

1. 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.

Boys Singles		<u>M</u> essages <u>E</u> xtra <u>H</u> elp			
Player 3 [3] - Player 13	🎗 💫 🤱 📲 - 🚳 - 📾	ž 🔎			
Start: 12:38 AM (0 minutes)	Scheduled				
Overview	4 5 6 Previous Next	Location: All	✓ Court: All	•	
Players	Draw	Round Nr	Team 1 Team 2	Court Loca	ation Umpire
Tue 8/0	9/2020 8:00 AM Boys Singles	R32 #5	Player 3 Player 13	🚺 1 Main	Location

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

NOTE: this will stop the match timer.

😔 Mato	hes -	Sche	dule	d
1 2	ree Court	4	5	6
	Tee Court	·		

#### **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.

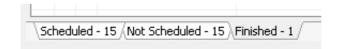
1. Select **Matches** from the left menu. Double-click on the match to record the score.

Match In	formatio	n				×
Score	Check in	Warned	Payments	Note	Messages	
0		Draw: Round: Nr:				
	Time:	Tue 8/09/2	020 8:00 AM			
	Score:	Player	3			
		Player	13			
				Tie	-break	
	Status:		•			
		F <b>4 ()</b> Unkn F <b>5 ()</b> Playe F <b>6 ()</b> Playe	r 3 [3]			
	Court:	<u> 1</u> - Mair	n Location			-
D	uration:	4				
	Umpire: (	<none< td=""><td>&gt;</td><td></td><td></td><td>•</td></none<>	>			•
			ОК	C	ancel	Apply

 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	Check i	in Warned Payments Note Messages	
0	)	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:	<b></b>	
	Winner:	F4 Unknown F5 © Player 3 [3] F6 © Player 13	
-	Court:	🔜 1 - Main Location 🔹	
0	Ouration:	4	
	Umpire:	<none></none>	
	•		

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

elect Player		×
Player	Member ID	
🔏 1, Player		
🔏 10, Player		
an 11, Player 🕄 🕈		Ξ
🔏 12, Player		
🔏 13, Player		
🔏 14, Player		
🔏 15, Player		
🔏 16, Player		
🔏 17, Player		
🔏 18, Player		
🔏 19, Player		
🔏 2, Player		
🔏 20, Player		
21, Player		-
	ОК Са	ncel

#### 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.



 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

Select Player		×
[		
Player	Member I	D 🔺
🔏 1, Player		
🔏 10, Player		
🔏 11, Player		E
🧟 12, Player		
🔏 13, Player		
🧏 14, Player		
🧟 15, Player		
🧏 16, Player		
🧟 17, Player		
angle States 18, Player		
🧟 19, Player		
🧕 2, Player		
ali 20, Player 🙎		
al, Player 21, Player		-
A 00 Pl		
	ОК	Cancel

3. From any screen, press **F10**. 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

🚽 🎟 🔊 🧿 😣									
Draw	Round	Team1	Team2	Time	Court	Location	Score		
Boys Singles	R32	Player 9	Player 15	Tue 8/09/2020 9:3					

#### Which Court is xx Playing

Players will often ask where another player is currently playing.

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

🔎 player 14	
/~ p.a/ cr z r	

1	2 3 4 5	6							
🔎 play	er 14 Previous	Next	Loca	ition:	All 🔻	Court: All		•	
	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	