User Notes – Tournament Planner

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1 Tournament Properties

1. Set up basic properties for Tournament i.e. Name, Location, Dates, Events etc NOTE – in Draws make sure the third box (show seeds in bold font) and the fifth box (show court in Draws) are ticked.

2 Setting up Events

1. At this stage just name the event – at a later stage you will set up the type of draw (swiss system, knockout with plate etc)

3 Setting up Locations, Courts, Days, and Times

1. Set up the Location and number of courts in each location (Important if you are using Mt Pleasant as well as Fitzwilliam)
2. Set up and name the number of courts (for Fitz this is usually ‘Ct1’ to ‘Ct5’ – leaving ‘Ct6’ for members)
3. Set up the Times by clicking on ‘Create 1 Day’, giving a starting time, Interval (usually 40 or 45 mins), and a stop time (time of last match on that day)

4 Player Details

1. Entries can be downloaded from Web by going into ‘Internet’ and ‘Entries’ This will send an email to the players that their entry has been downloaded by the Organiser. Remember to go into ‘Internet’ and ‘Publish’ after you have processed these and any manual entries so that all players are visible on the WEB.
2. Entering players manually the important info at this stage is the Event they are entering – seeding is entered later when doing the draws

5 Draws

1. The first action is to ‘Add a Draw’ for the first Event. Here you will define the Draw Type (Elimination, Round Robin – usually 4 players or less, Monrad – Swiss system).
2. Next you will define the size of the Main Draw e.g. 8, 16, or 32. For an Elimination draw you will need to define the ‘Consolation’ or ‘Plate’ set up. This is usually ‘First Round Losers’ or ‘First Match Losers’ to allow those who get a Bye in the first round but lose their first match still to go into the ‘Plate’.
3. Next you will be asked for the ‘Layout’ i.e. what you want printed on the Draw Sheet. I would normally just tick ‘Ranking’
4. You now need to set up the players in the draw and this is done by ‘Make Draws’. You will select an Event and the system will list all the players entered in that Event. You now add the Ranking to each player and this determines who plays who in the draw.
5. Next you are asked for ‘Separation’. I have just taken the default of ‘None’ here. Then you are shown the draw which you can examine and click ‘Finish’ if you are happy. Otherwise you can go back and amend the rankings if necessary.
6. You repeat these actions for each of the Events.

6 Scheduling the games

1. I suggest you make out a manual schedule for all the matches – the code I use is to give the ranking to define the match e.g. “Mens A 1/8” is the match in the Mens A Grade between the 1st and the 8th Ranked players (see example in Section 8)
2. When you have all the courts and times worked out in a manual schedule you will then need to go into the Draw for each Event and Right Click on the line to the right of the match and select ‘Schedule the Match’. You can now enter the day, the time, and in the bottom left hand corner you can select the Court. You can do this in stages – e.g. just do First Round Matches and Publish so that players can see the time of their first match on the Web.

7 During the Tournament

1. Print Outs – there are various Print Outs that will help you in organising the Tournament
2. Under ‘Reports’, ‘Matches’, ‘Court Schedule’ you can select a date and a time and the system will print off on a Court basis the matches to be played. Do this for the Fri night and when the results are known and the manual schedule input, you can run this printout for Sat a.m. and at lunch time on Sat you can run it for Sat pm etc
3. Under ‘Reports’, Matches’, ‘Score Sheets’ you can select the day and time and the system will print out a Score Sheet for each match to be played which can be given to the Referees.
4. Entering results – this can be done by double clicking on the line to the right of the match and entering the scores for each game. Note – In ‘Tournament Properties’, ‘Scoring’ you can define if the matches are up to 9 or 11 and that will help with the scoring because if you enter a score for a player of less than 11 (or 9), the system will automatically enter 11 (or 9) for the opponent’s score.
5. At any stage you can go to ‘Internet’, and ‘Publish’ which will put the latest results up on the Web.

8 Example of Manual Court Scheduling

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Saturday Courts | | |  |  |  |  |
|  | Court 2 | Court 3 | Court 4 | Court 5 | Court 6 | Glass Back |
| 10:00 | MO45 1/8 | MO45 4/5 | MO50 1/8 | MO50 4/5 | MO55 1/4 |  |
| 10:45 | MO45 2/7 | MO45 3/6 | MO50 2/7 | MO50 3/6 | MO55 2/3 |  |
| 11:30 | MO45 9/16 | MO45 12/13 | MO50 9/16 | MO50 12/13 | MO55 5/8 |  |
| 12:15 | MO45 10/15 | MO45 11/14 | MO50 10/15 | MO50 11/14 | MO55 6/7 |  |
| 13:00 | LO40 1/4 | LO40 2/3 | LO40 5/8 | LO40 6/7 | MO65 1/4 |  |
| 13:45 | LO50 1/4 | LO50 2/3 | LO50 5/8 | LO50 6/7 | MO65 2/3 |  |
| 14:30 | MO60 1/4 | MO60 2/3 | MO60 5/8 | MO60 6/7 | MO65 5/8 |  |
| 15:15 | MO45 1/4 | MO45 5/8 | MO50 1/4 | MO50 5/8 | MO65 6/7 |  |
| 16:00 | MO45 2/3 | MO45 6/7 | MO50 2/3 | MO50 6/7 | MO70 R2/1 |  |
| 16:45 | MO45 9/12 | MO45 13/16 | MO50 9/12 | MO50 13/16 | MO70 R2/2 |  |
| 17:30 | MO45 10/11 | MO45 14/15 | MO50 10/11 | MO50 14/15 | MO70 R2/3 |  |
| 18:15 | LO55 1/4 | LO55 2/3 | LO55 5/8 | LO55 6/7 |  |  |
| 19:00 |  |  |  |  |  |  |