

## Welcome

Tennis Tournament Planner (TP) is a Windows based application written by a software company Visual Reality and provided to Oceania Tennis Federation member nations for Tournament Organisers. The same software is used by National Governing Bodies across the world.

On the calls next Tuesday 18<sup>th</sup> August, and Tuesday 8<sup>th</sup> September, we will go through 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 these calls, Tournament Organisers should be able to:

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

## 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.

### TP Licence

New and Current Users – attached to this email, I have included a TP Licence for 2020.

### 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 the link below and follow the install instructions.

### [DOWNLOAD TOURNAMENT PLANNER HERE](#)

Product overview

**Tournament Planner**

Product information

Tour

Support Center

Free demo

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#### Download

On this page you can download our products.

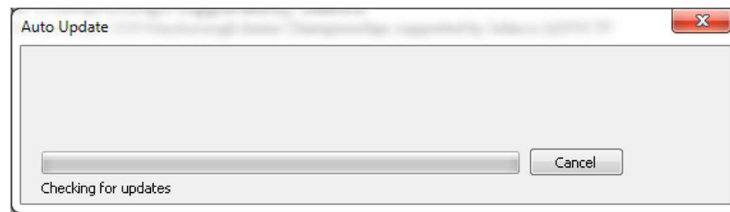
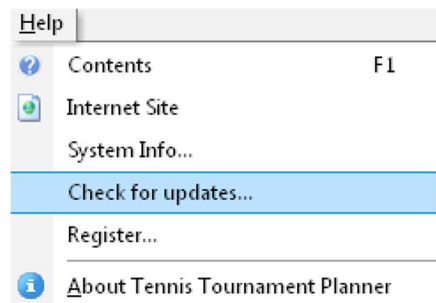
The demonstration version is a full version, with some functionality turned off. After purchase, you will get a registration file which will make all functions available.

If you have an existing version on your system you only need to download an update. You only need to get the latest update.

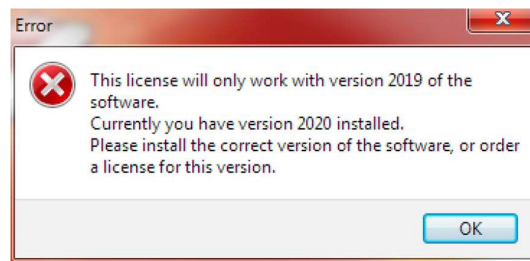
 Tennis Tournament Planner	 English	29.5 MB	Version 2020.1	<a href="#">Download</a>
 Squash Tournament Planner	 English	29.5 MB	Version 2020.1	<a href="#">Download</a>
 Badminton Tournament Planner	 English	29.5 MB	Version 2020.1	<a href="#">Download</a>

### Updating TP – Current Users

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

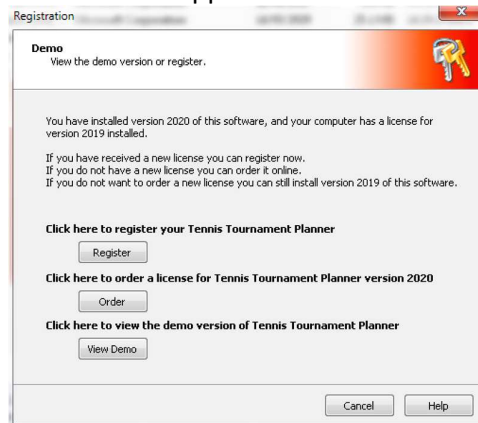


Once installed, an **Error** message will appear. Click **OK**:

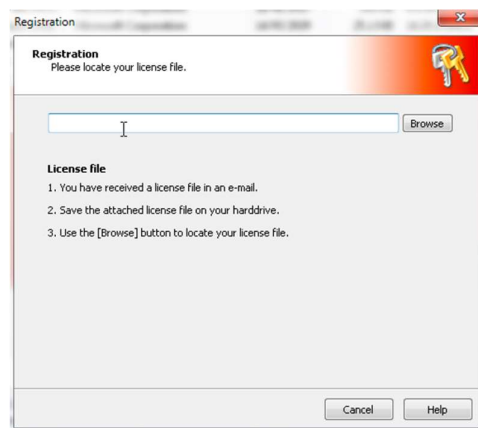


## Registering TP

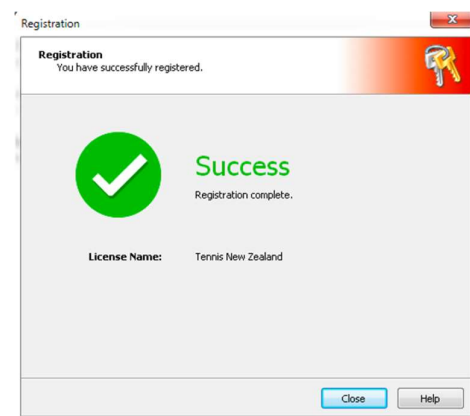
Once installed, a registration screen will appear.



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



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.



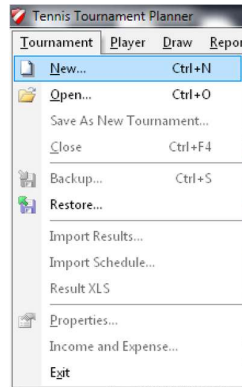
The software is now ready to be used for the calendar year.

## Creating a tournament

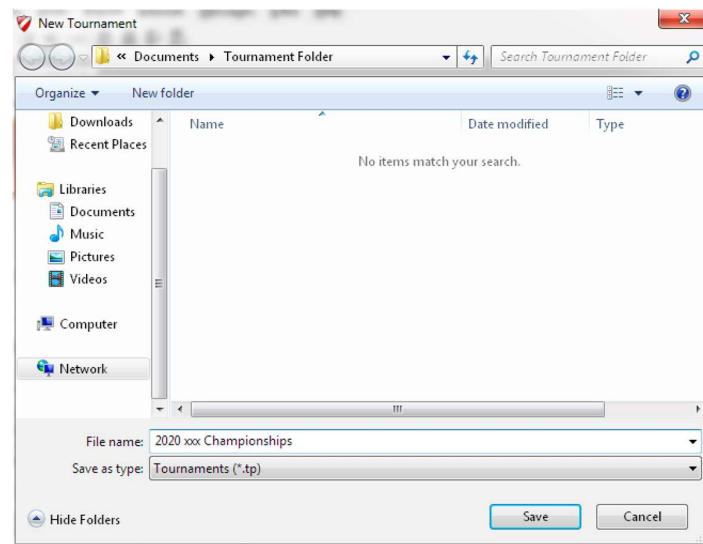
Each tournament uses its own TP file. Files will automatically save to the default folder, **Documents>Tournaments** as the name you choose. There are two methods for creating a tournament file: creating from scratch or creating from a previous file/template.

### Starting a tournament from scratch

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



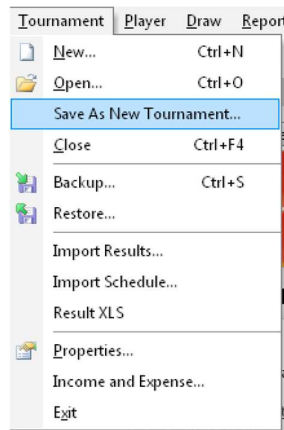
Give the new tournament a filename (e.g. 2020 xxx Championships).



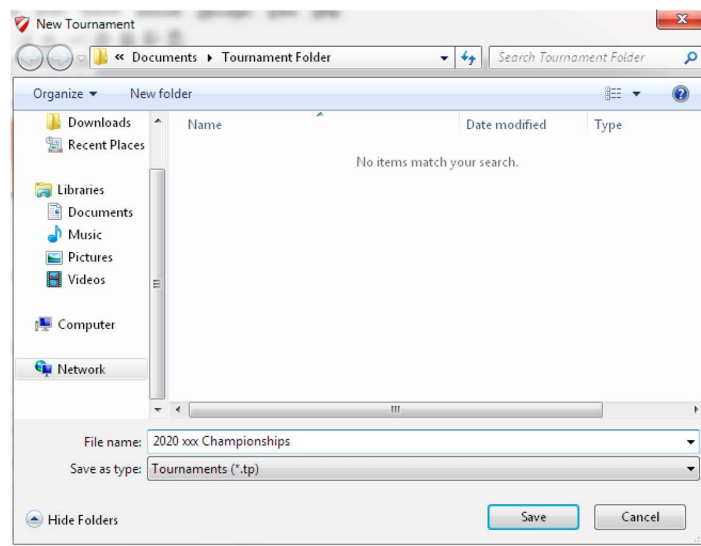
TIP: give the file a clear name to ensure different tournament files can be distinguished from each other.

### Creating from a template/previous event file

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



Give the new tournament a filename (e.g. 2020 xxx Championships).



TIP: give the file a clear name to ensure different tournament files can be distinguished from each other.

## Tournament Properties

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

The 'Tournament Properties' dialog box is shown with the 'Info' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with the following tabs: Entry Fees, Draws, Scheduling, Score, Officials, Info (selected), Address, Events, Days, Times, Locations/Courts, and Round Robins. The 'Info' tab contains the following fields:

Tournament Name:	2020 xxx Championships	Tournament Organizer:	Tennis New Zealand
Tournament Number:		Organizer Phone:	021 123 456
Dates:		Organizer E-mail:	
Weeknumber:		Referee:	
Draw Date:		Referee Phone:	
		Referee E-mail:	
		Report logo:	<input type="button" value="xxx"/>
		Sponsor Banner:	<input type="button" value="xxx"/>

At the bottom of the dialog are three buttons: Import, OK, and Cancel.

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

The 'Tournament Properties' dialog box is shown with the 'Address' tab selected. The dialog has a title bar with a close button. Below the title bar is a tabbed interface with the following tabs: Entry Fees, Draws, Scheduling, Score, Officials, Info, Address (selected), Events, Days, Times, Locations/Courts, and Round Robins. The 'Address' tab contains the following fields:

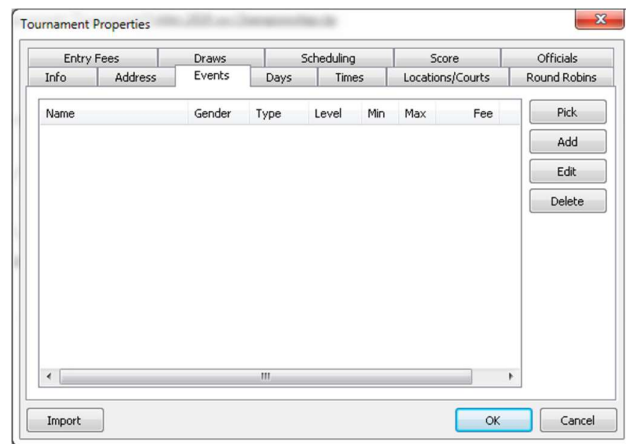
Venue:		Phone:	
Address 1:		Fax:	
Address 2:		Email:	
Address 3:		Website:	
Postal code:		Twitter:	
City:			
State:			
Country:	New Zealand		
Time zone:	(UTC+12:00) Auckland, Wellington		

At the bottom of the dialog are three buttons: Import, OK, and Cancel.

## 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



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

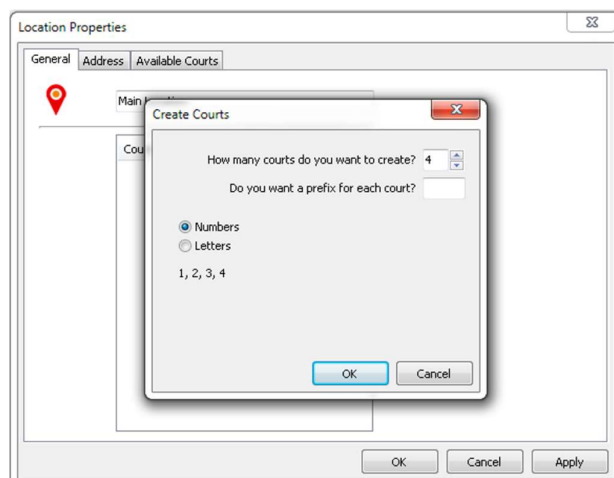
## Create and add Dates/Times

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

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

## Create match courts

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

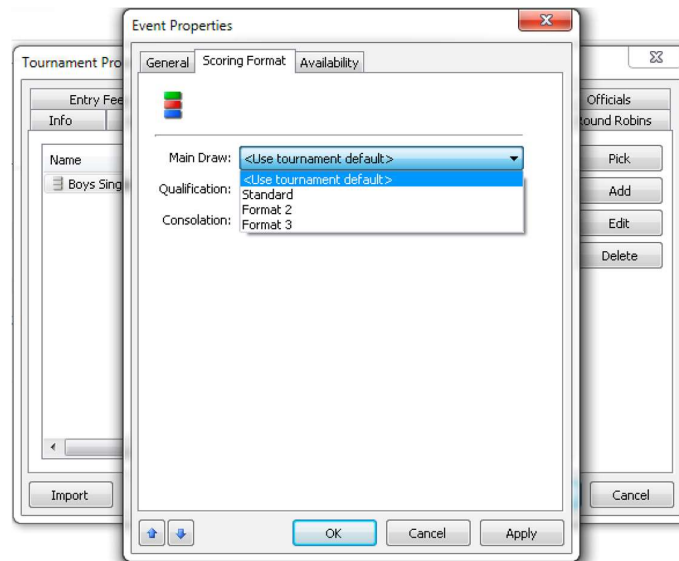


### Create different scoring formats

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

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

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



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

The remaining tabs are not normally necessary for most competitions.



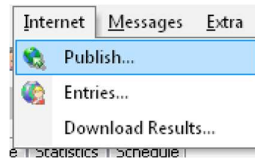
## Players and entries

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 a tournament database
- Adding players manually

### Online player entry downloads

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



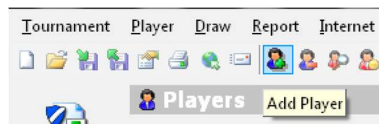
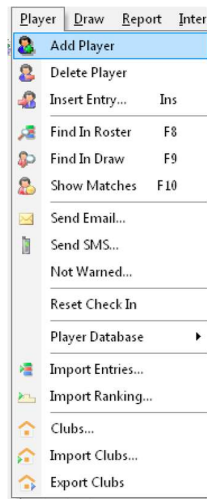
Ensure Online Entry drop-down menu is On. Set a Final entry date that is appropriate for your event.

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.

## 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 and date of birth
- **Events** tab: tick box against each event that the player has entered

