Updated September 2020

Welcome

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

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

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

Learning Outcomes

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

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

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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.

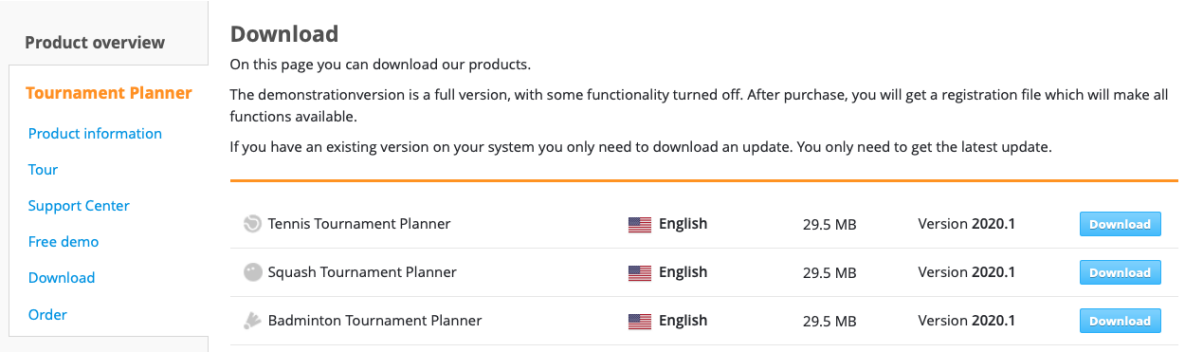
Obtaining your TP Licence – Pacific Oceania Nations

New Users – TP licences can be requested by emailing David Smith david@oceaniatennis.com

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

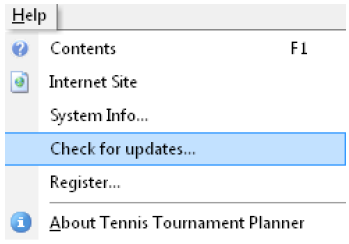
Installing TP – New Users

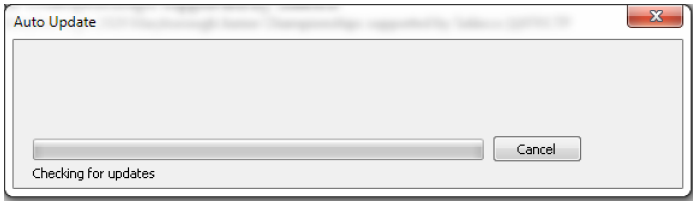
Once you have received your TP licence email, save the licence file to a folder. Then download the TP programme from https://www.tournamentsoftware.com/product/download.aspx?id=16&s=2 and follow the install instructions.



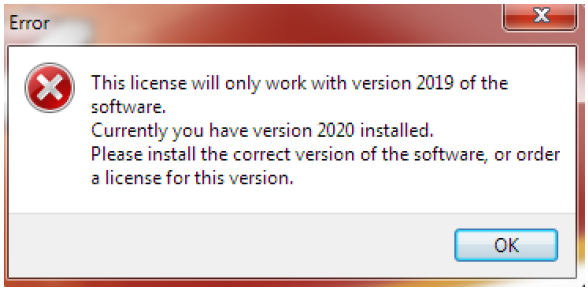
Updating TP – Current Users

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



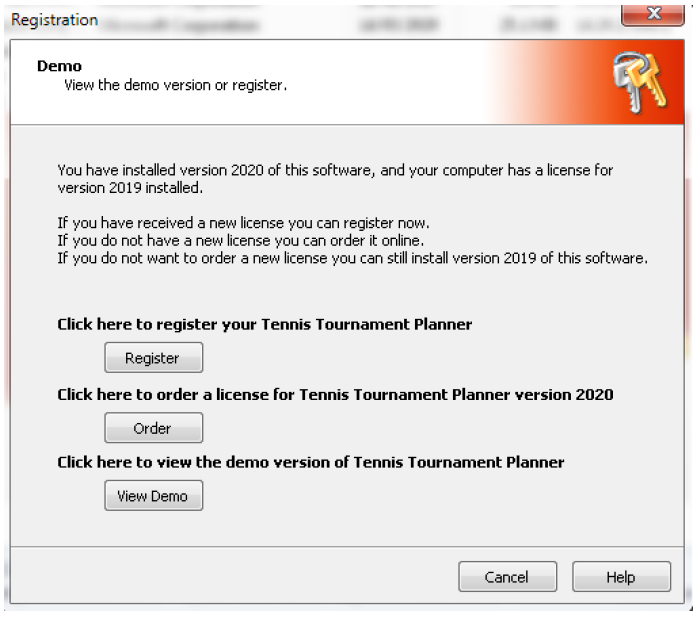


2. Once installed, an **Error** message will appear. Click **OK**:

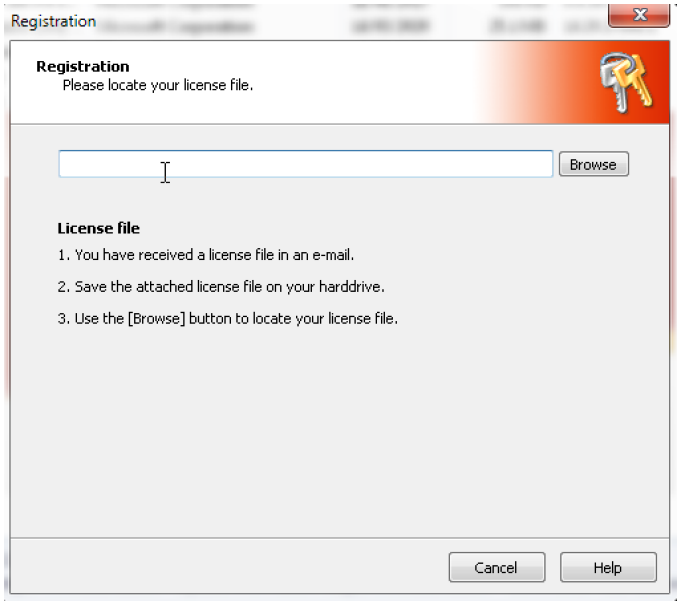


Registering TP

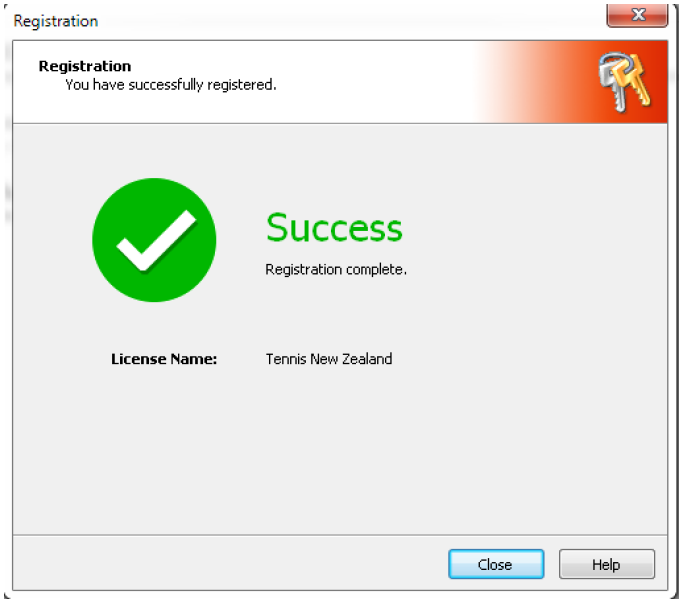
1. Once installed, a registration screen will appear.



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



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.



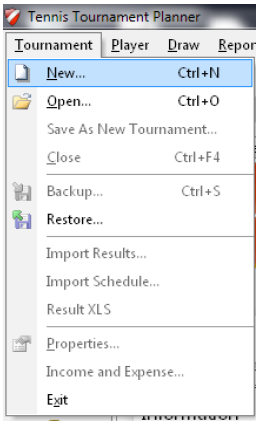
4. The software is now ready to be used for the calendar year.

2. Creating a Tournament

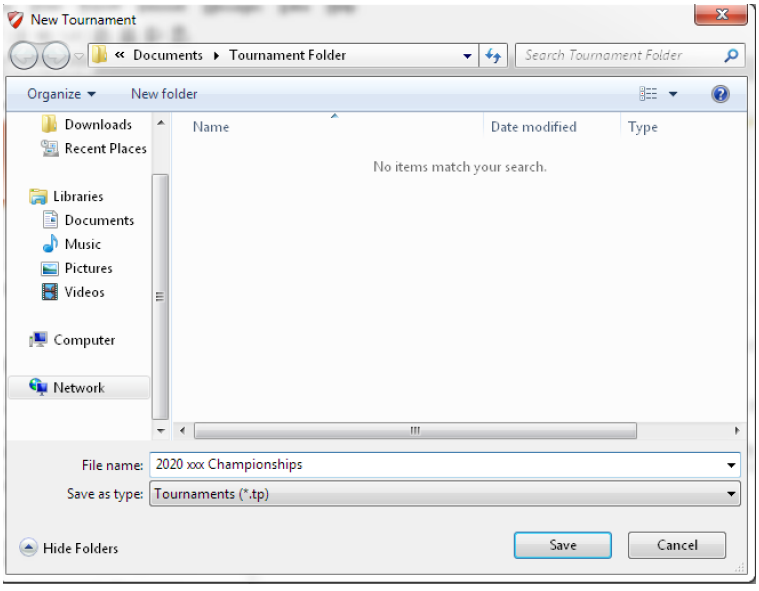
Each tournament uses its own TP file. Files will automatically save to the default folder, **Documents>Tournaments** as the name you choose. There are two methods for creating a tournament file: creating from scratch or creating from a previous file/template.

Starting a tournament from scratch

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

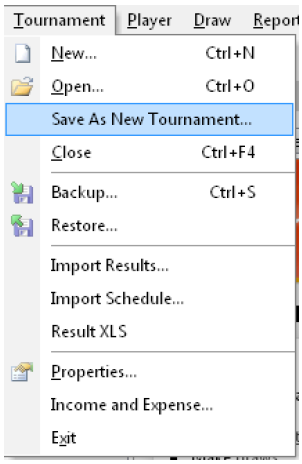


2. Give the new tournament a filename (e.g. 2020 xxx Championships).
   NOTE: give the file a clear name to ensure different tournament files can be distinguished from each other.

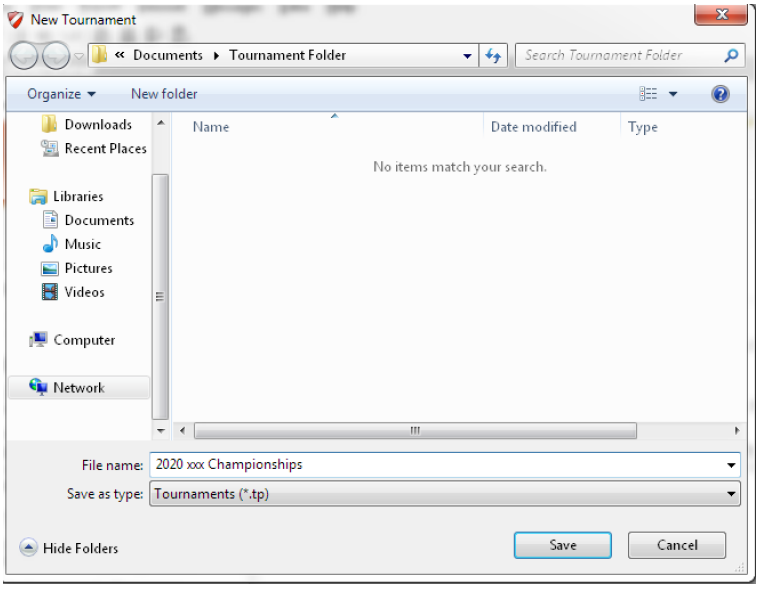


Creating from a template/previous event file

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

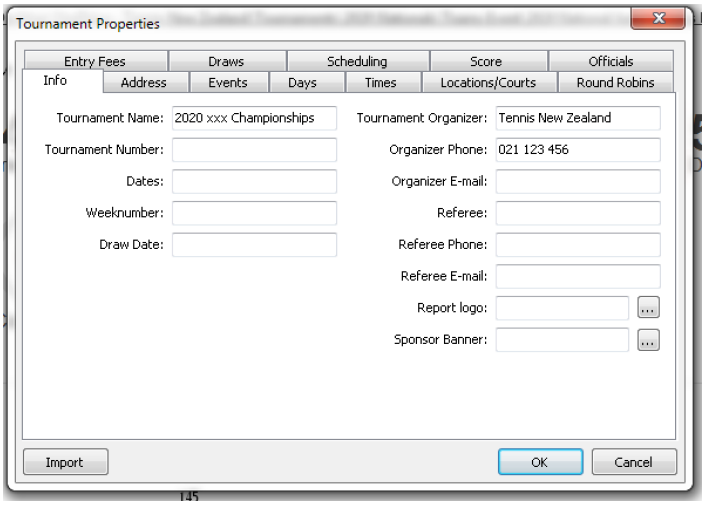


2. Give the new tournament a filename (e.g. 2020 xxx Championships).
   NOTE: give the file a clear name to ensure different tournament files can be distinguished from each other.

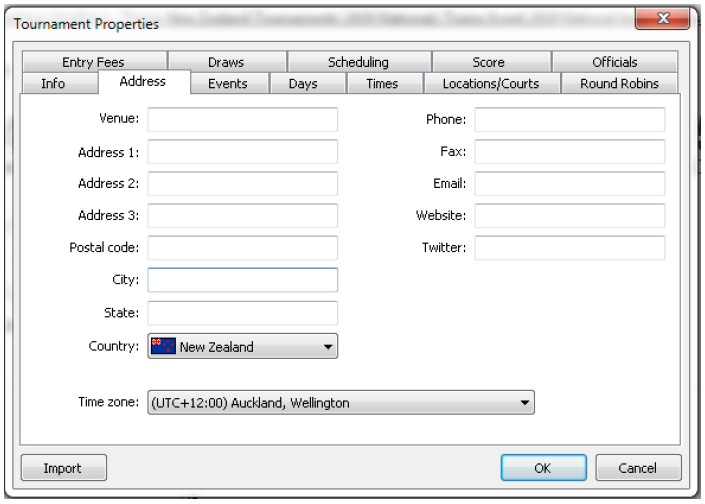


Tournament Properties

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



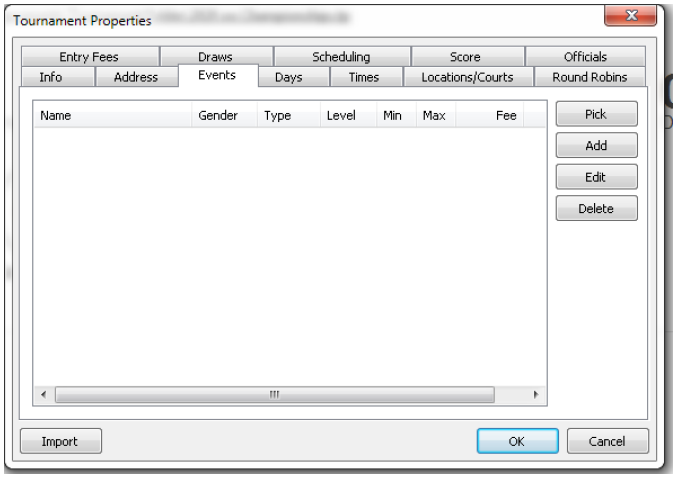
2. The **Info** and **Address** tabs should be completed with as much information as possible. City and Country are compulsory fields.



Creating Events

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

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



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

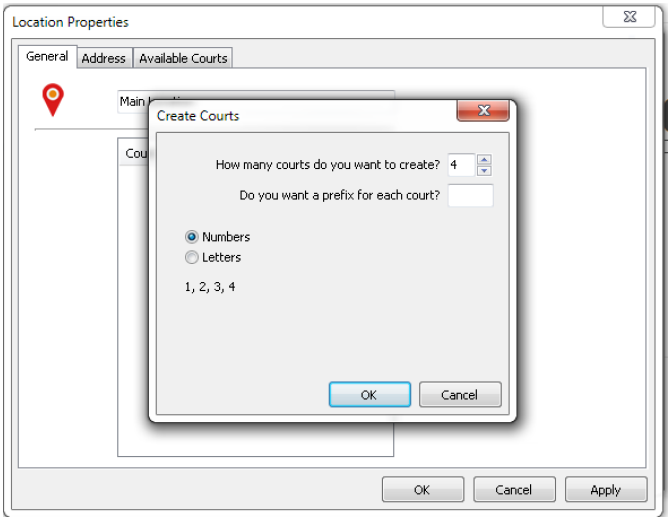
Create and add Dates/Times

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

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

Create match courts

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

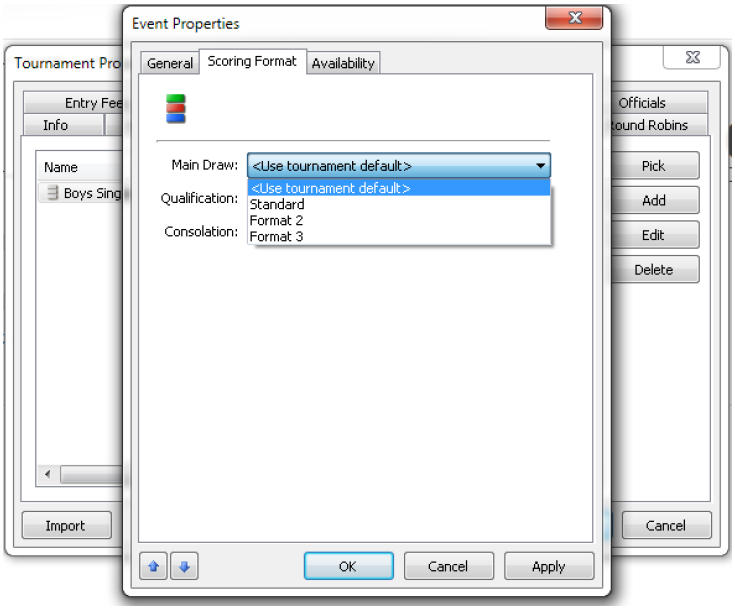


Create different scoring formats

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.

PART II

PLAYERS, ACCEPTANCE LISTS AND DRAWS

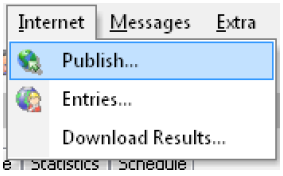
3. Players, Entry Lists and Acceptance Lists

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 a tournament database
- Adding players manually

Online player entry downloads

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



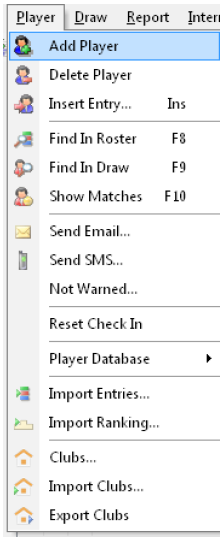
Ensure Online Entry drop-down menu is On. Set a Final entry date that is appropriate for your event.

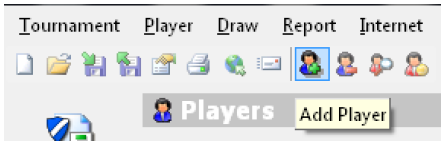
TIP: Ensure this date is allowing enough time for tournament preparation once entries have closed.

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

Adding players manually

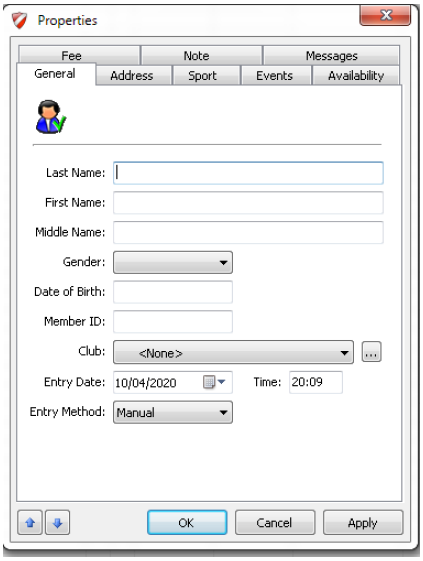
Entries can be added manually by selecting **Players>Add Player** from the top menu. There is an **Add Player** button in the quick-start menu also.

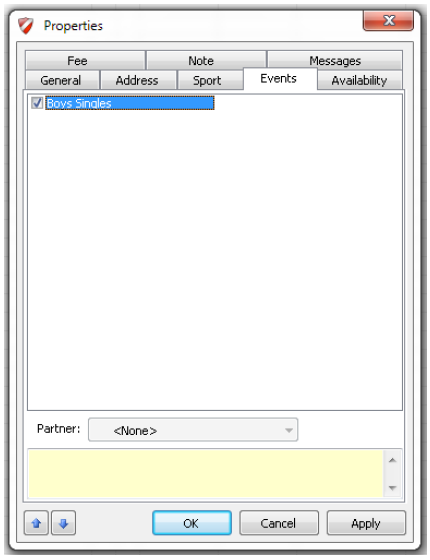




Enter the details for the new player. Mandatory fields are:

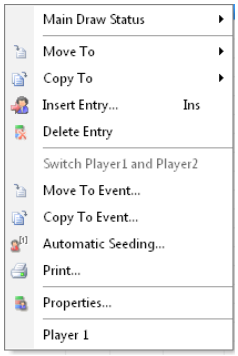
- **General** tab: first name, last name, gender and date of birth.
- **Events** tab: tick box against each event that the player has entered.





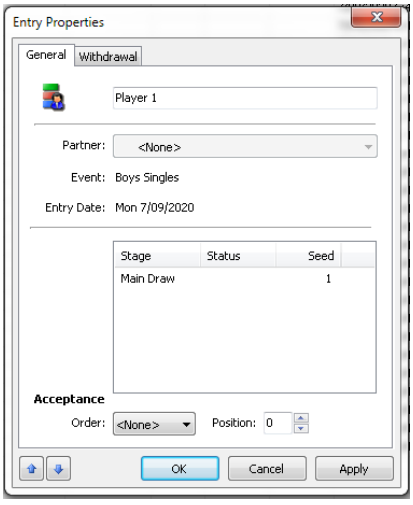
Entry Lists

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



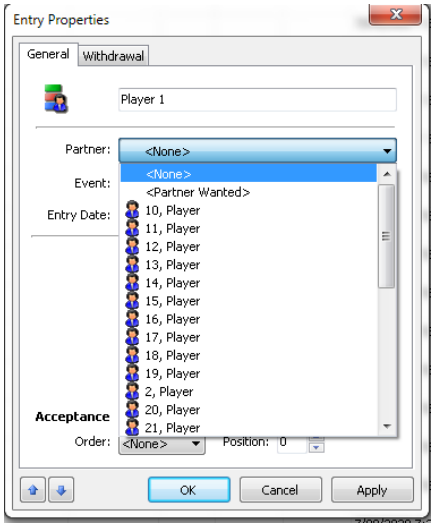
Entry Lists – Doubles Pairings

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.**

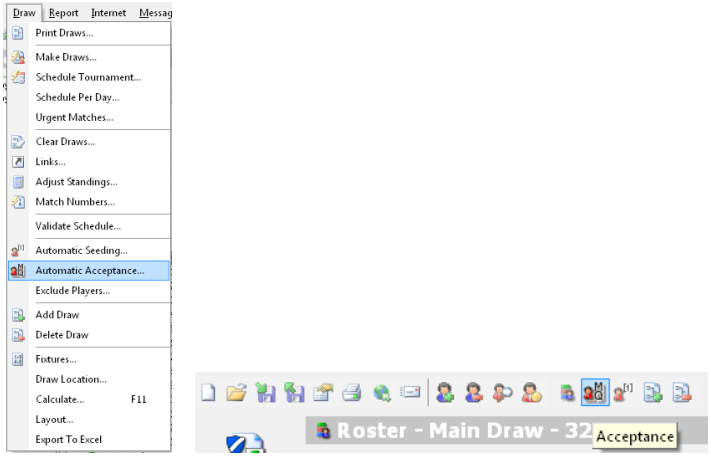


Acceptance Lists

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

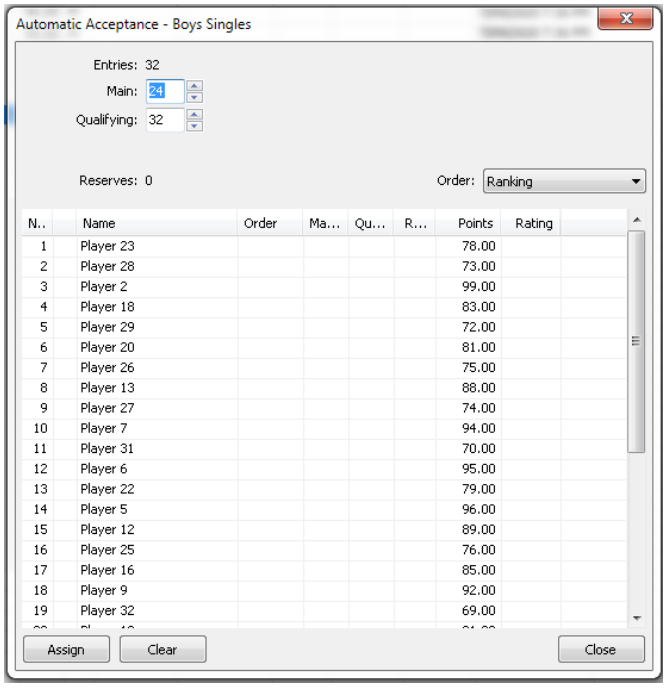
1. Select **Roster** from the left menu. Select the event to create the Acceptance List.

2. **Automatic Acceptance** can be found in the **Draw>Automatic Acceptance** from the top menu or in the quick-start menu.

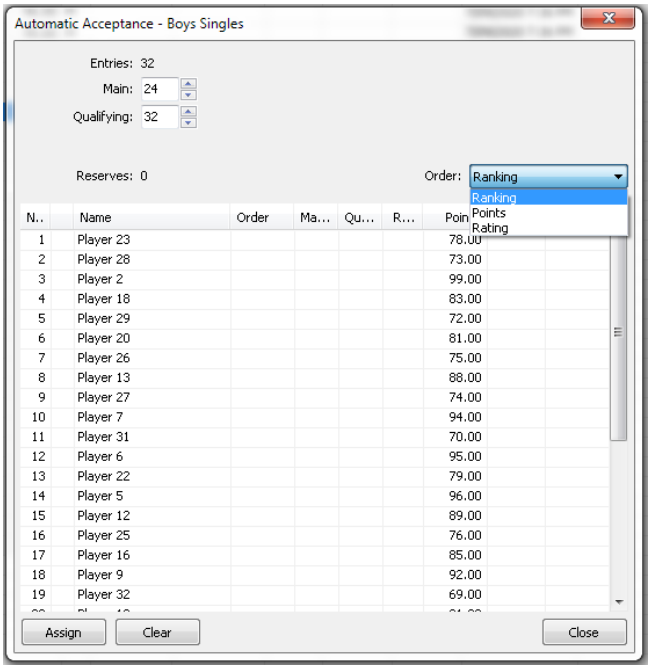


3. An Automatic Acceptance Wizard will launch to create the Acceptance List.

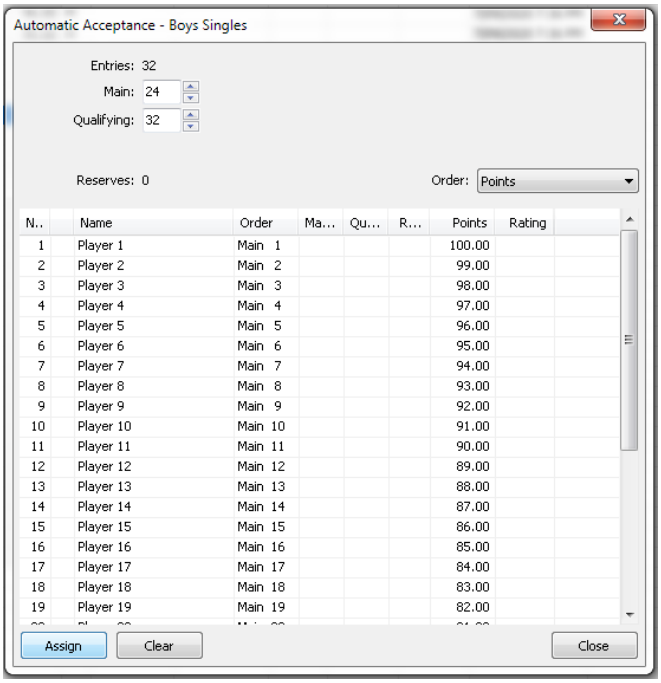
4. Enter the number of Main Draw and Qualifying Draw Acceptances.



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



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



7. 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 tournament database points, and automatically create the draws. This may not be applicable if you do not have a player database in your nation / region.

Adding Rankings/Ratings/Points Manually

To manually add player Ranking/Ratings/Points to Tournament Planner, retrieve the information from World Tennis Number/ITF Ranking List etc.

1. Select **Players** from the left menu. Locate the player with the missing information. Double-click to open the player properties.

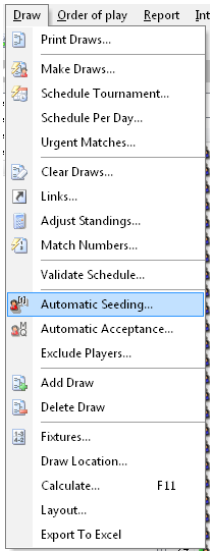
2. Select the **Sport** tab and update the Ranking S/D and Points S/D (include both Singles and Doubles)

Seeding Players Automatically

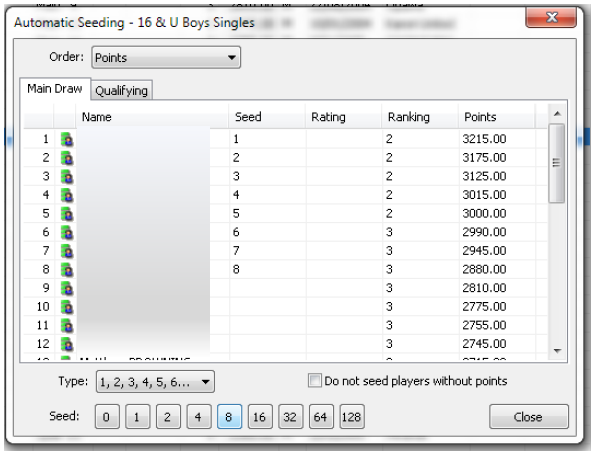
Tournament Planner can seed players automatically based on the listed Points.

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**.



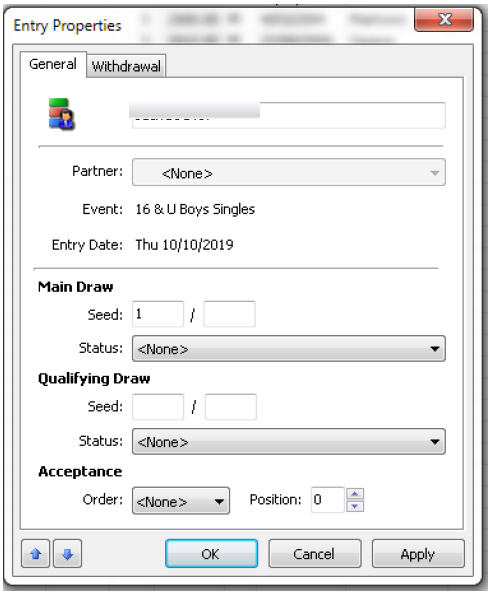
4. Repeat steps 1-3 for each event requiring seeding

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



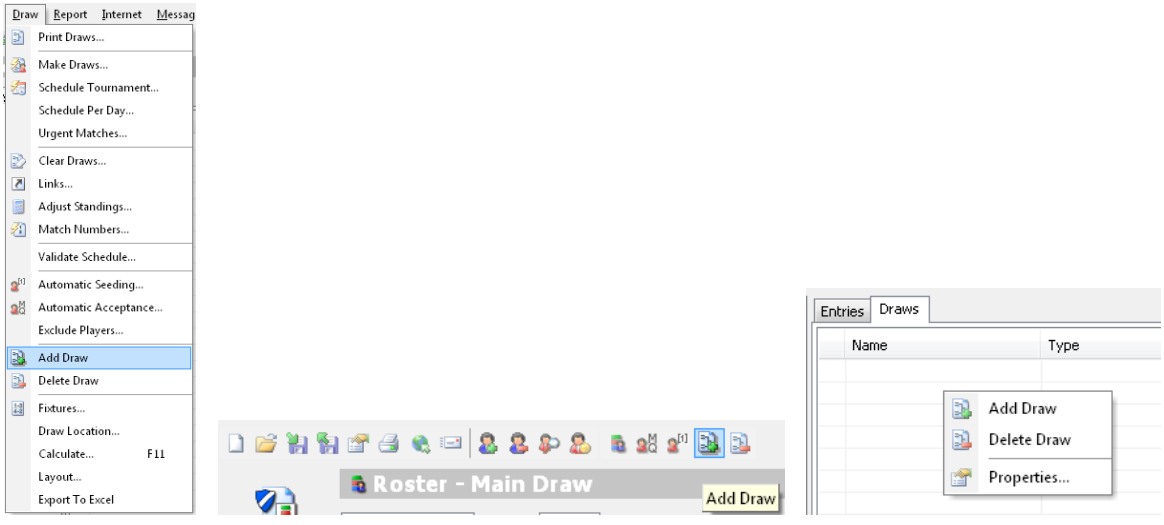
3. Repeat steps 1-2 for each player requiring seeding.

Adding Draws

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

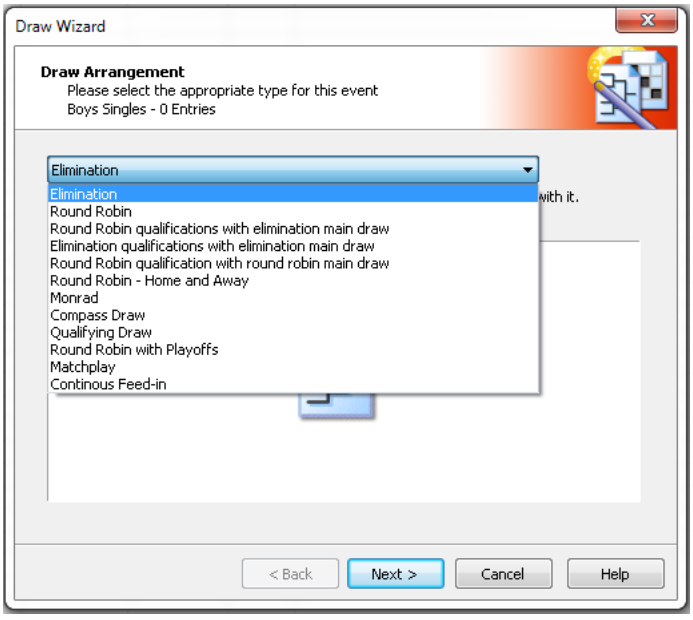
1. Select **Roster** from the left menu. Select the event to create a draw.

2. **Add Draw** can be found in the **Draw>Add Draw** from the top menu, in the quick-start menu or by selecting the **Draws** tab>right-click and select **Add Draw**.



3. A Draw Wizard will launch to select the appropriate draw for the event. Select **Next**.

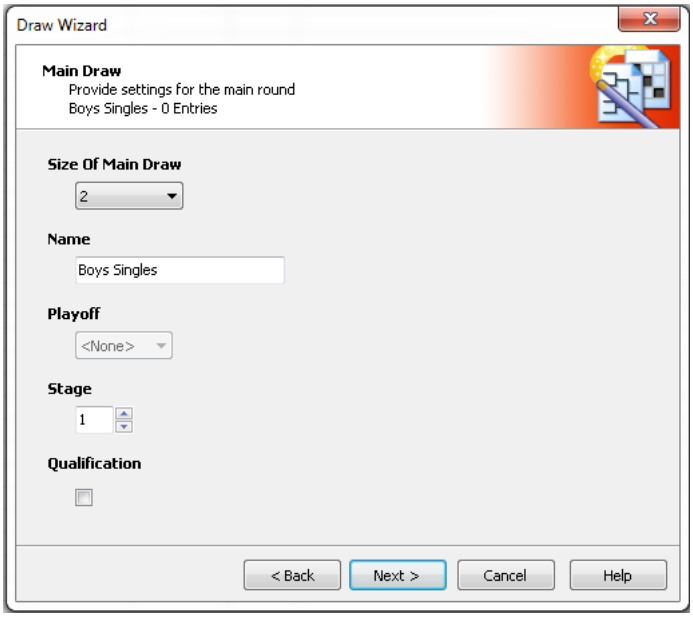
NOTE: Two or more draws can be linked together within the same event (i.e. a Qualifying Draw that links to a Main Draw).



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.



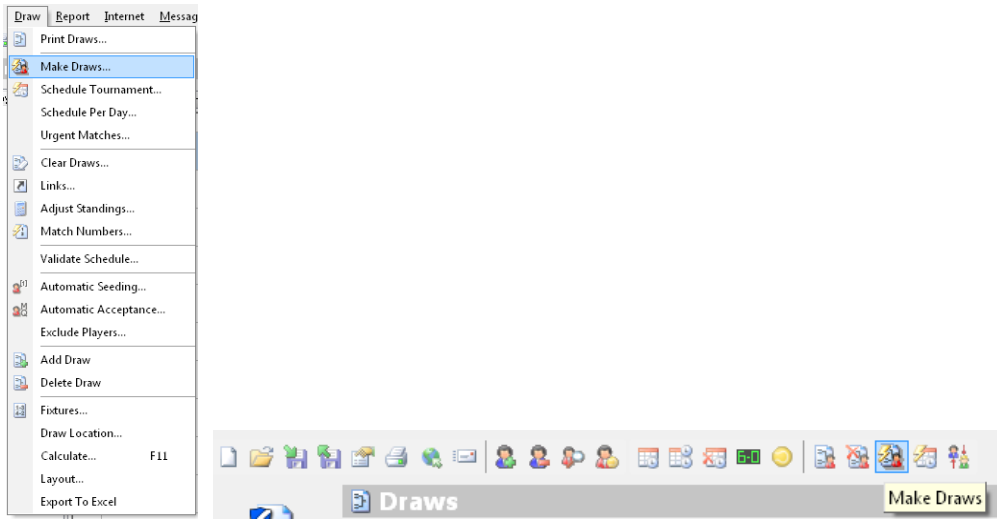
Settings:

- 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”
  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

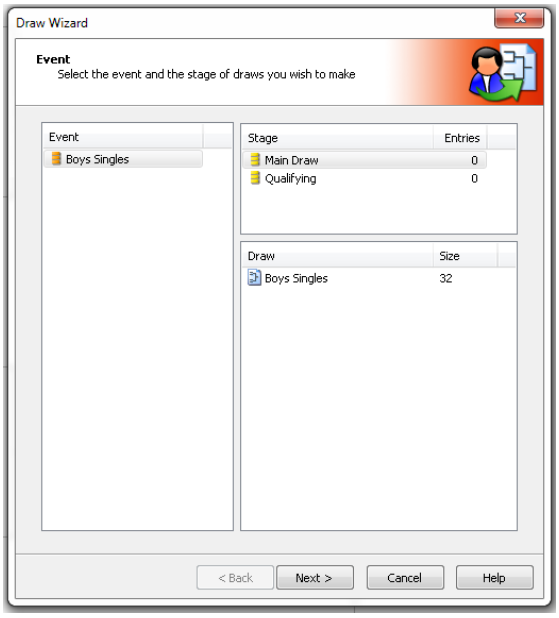
Making Draws Automatically

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

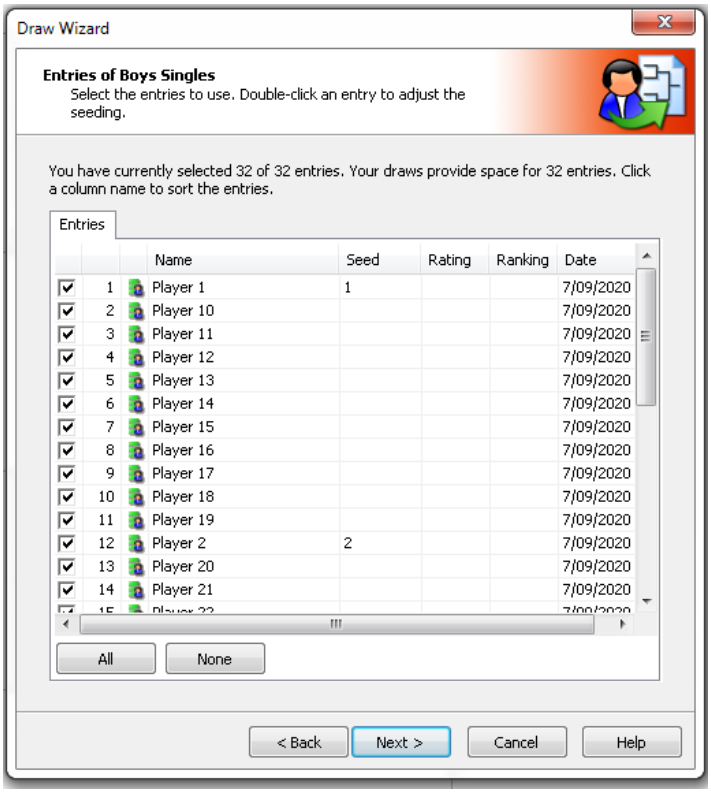
1. **Make Draws** can be found in the **Draw>Make Draw** from the top menu or in the quick-start menu.
   NOTE: The quick-start menu option is only available in the **Draws** screen from the left menu



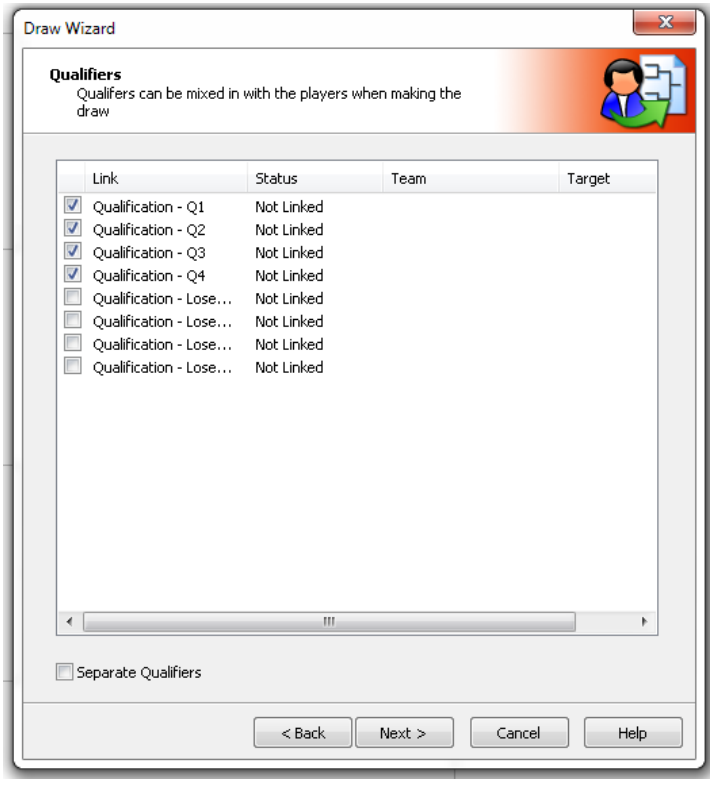
2. A Draw Wizard will launch. Select the appropriate Stage. Select **Next**.



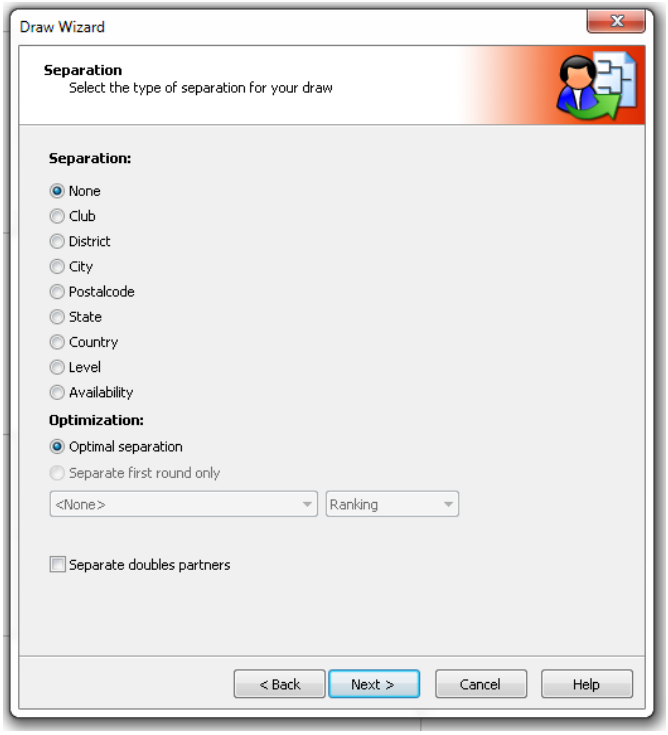
3. Ensure all players are selected. Select **Next**.
   NOTE: You can ensure all players are selected by looking at the wording: "You have currently selected 32 of 32 entries."



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

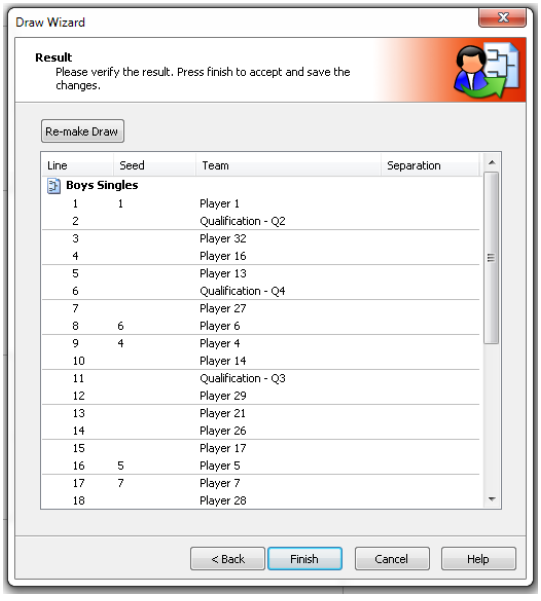


5. Choose the appropriate separations for this event. Select **Next**.



- 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**.

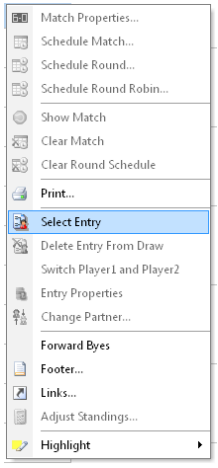


Making Draws Manually

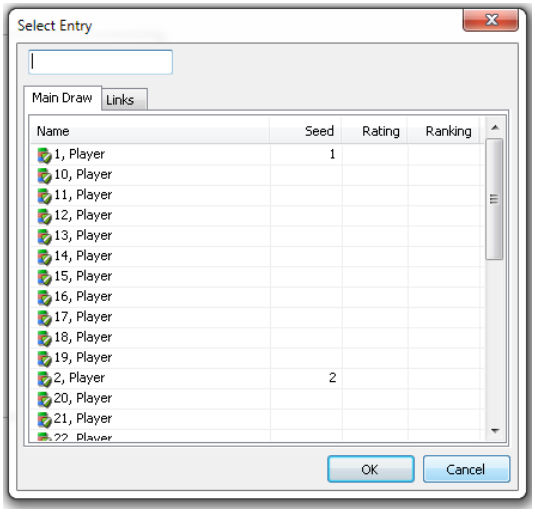
Tournament Planner allows the creation draws manually.

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

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**.



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).

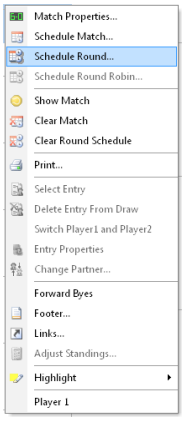
Both schedule options populate the **Matches** screen from the left menu and allow for simple result collection.

Simple Scheduling – Day only

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

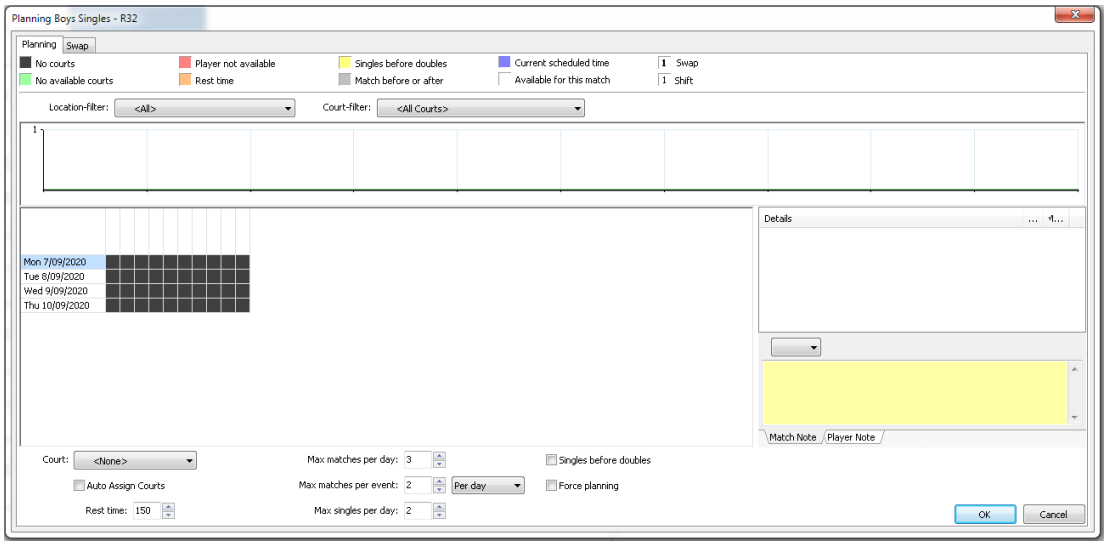
1. Select **Draws** from the left menu. Select the event and the draw to be scheduled.

2. Right-click on the match or round and select **Schedule Match** for the specific match, or **Schedule Round** for the complete round.



<u>Schedule Match</u>

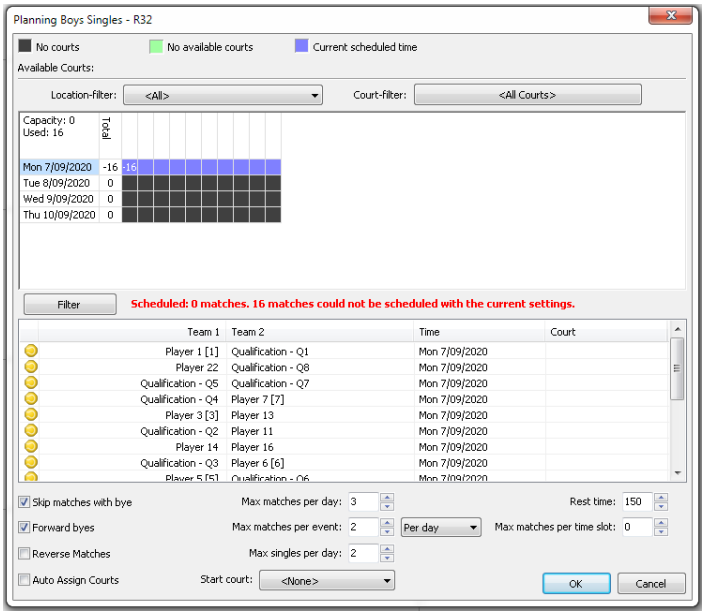
3. Select the day from the list of event days. Select **OK.**



4. Repeat for all matches to be scheduled.

Schedule Round

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



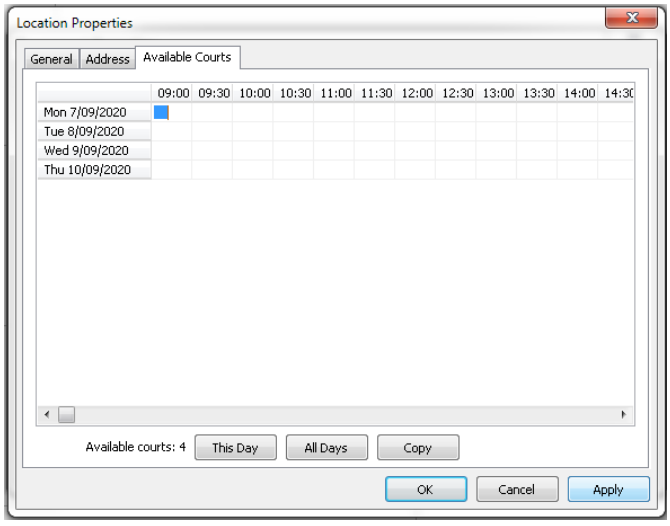
4. Repeat for all rounds to be scheduled.

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.

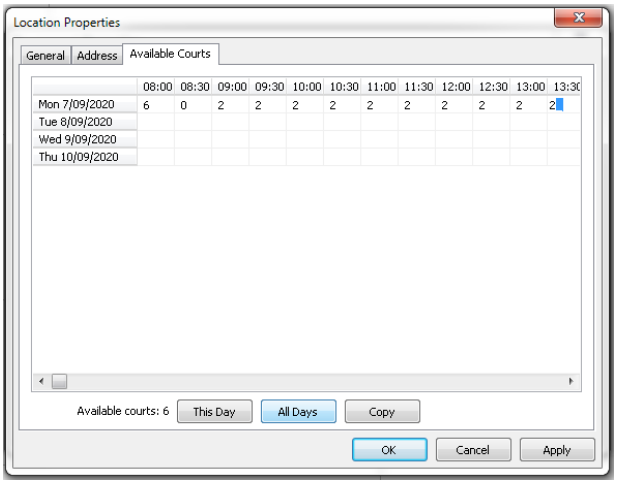
1. From the top menu, select **Tournament>Properties**, **Locations/Courts**, double-click on the venue, and select the **Available Courts** tab.



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

6 Courts

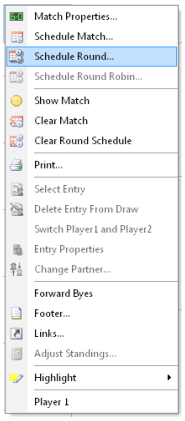
		Table 1 1 hr 16 min Matches		Table 2 1 hr 23 min Matches		Table 3 1 hr 30 min Matches		Table 4 1 hr 37 min Matches		Table 5 1 hr 44 min Matches		Table 6 1 hr 51 min Matches		Table 7 1 hr 58 min Matches		Table 8 2 hr 05 min Matches	
Time	Period	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total	Assign	Total
8:00 AM	0	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
8:30 AM	1	0	6	0	6	0	6	0	6	0	6	0	6	0	6	0	6
9:00 AM	2	2	8	2	8	2	8	2	8	2	8	2	8	2	8	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
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



3. Select **OK**. In the **Tournament Properties** select **OK.**

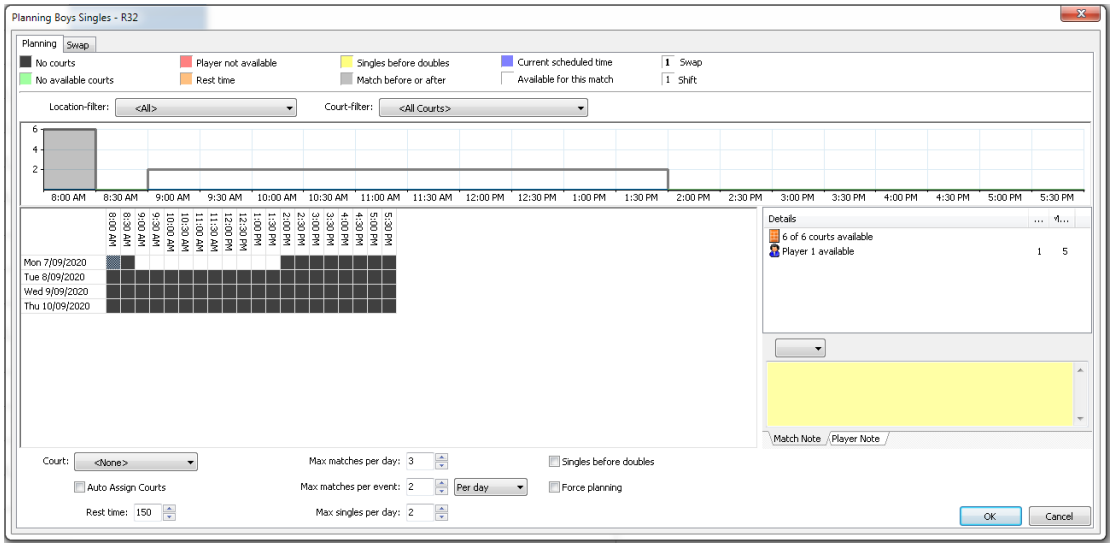
4. Select **Draws** from the left menu. Select the event and the draw to be scheduled.

5. Right-click on the match or round and select **Schedule Match** for the specific match, or **Schedule Round** for the complete round.



Schedule Match

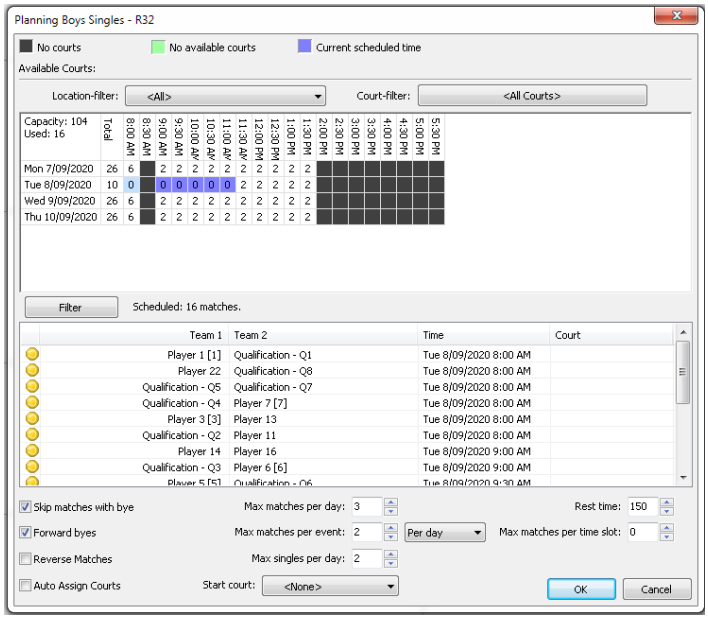
6. Select the day and the time from the matrix. Select **OK.**



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.

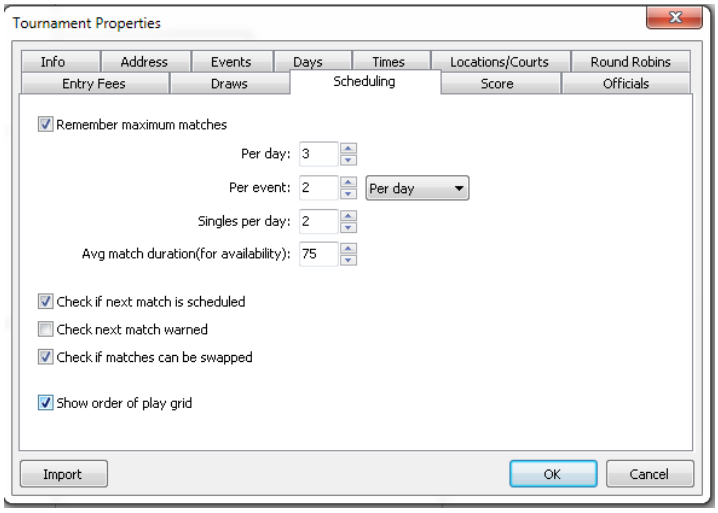
NOTE: use the **Rest time** setting to ensure players receive appropriate break between scheduled matches.

Order of Play Grid

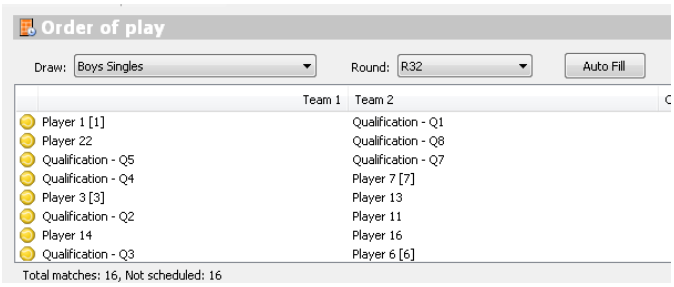
Used for ITF/WTA/ATP events, this method uses a grid, allocating matches to specific courts. Times are a guide only and often a "followed-by" schedule will be used.

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

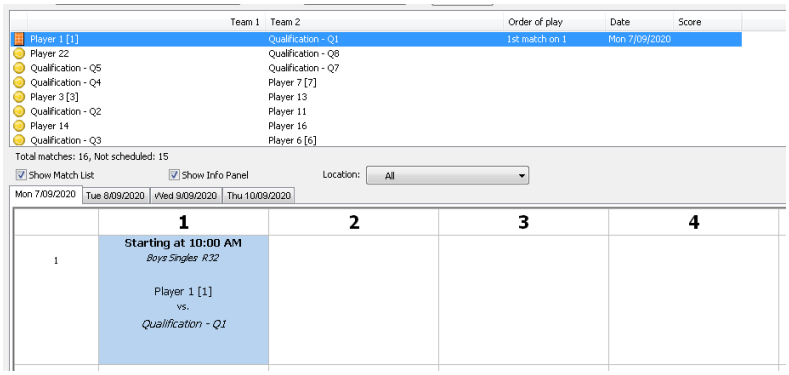
1. From the top menu, select **Tournament>Properties**, **Scheduling**, and check **Show order of play grid** tab. Select **OK.**



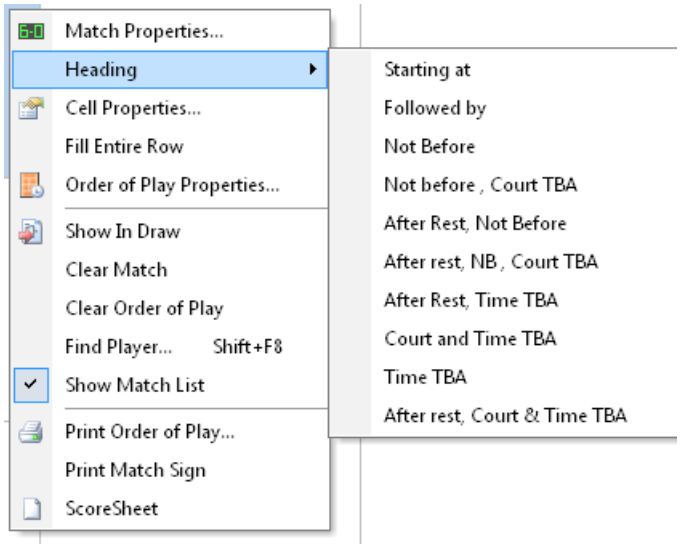
2. Select **Order of Play** from the left menu. Select the **Draw** and the **Round** at the top to display the list of matches to be scheduled.



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

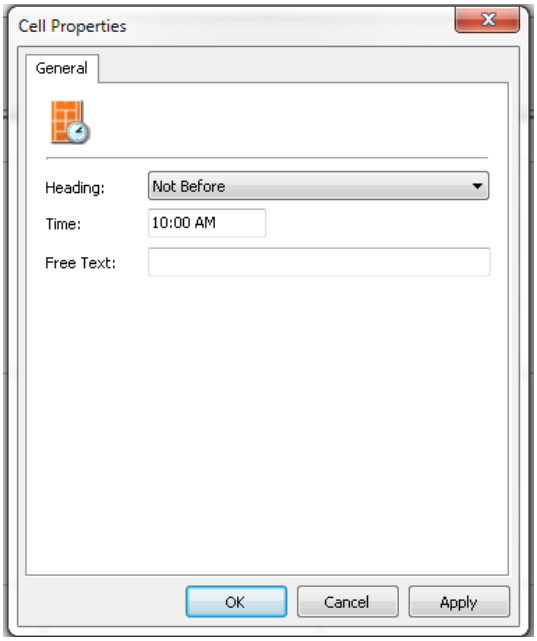


4. To change the heading of the cell, right-click and select **Heading.**

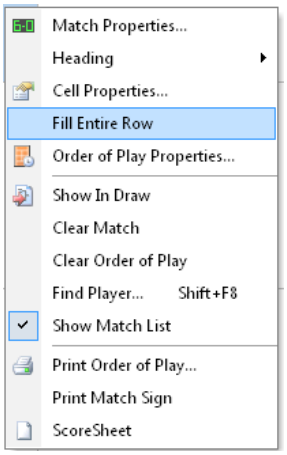


- **Starting at:** specify a time for the match to start
- **Followed by:** match commences at the completion of the previous match
- **Not Before:** an indicative match time for when the match will start
- **Court TBA:** allows for the option to change courts
- **Time TBA:** allows for the option to 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.**



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.**



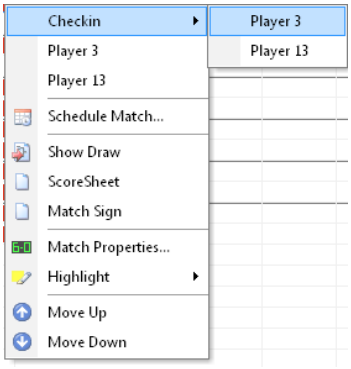
6. Match Management and Entering Results

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.



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 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

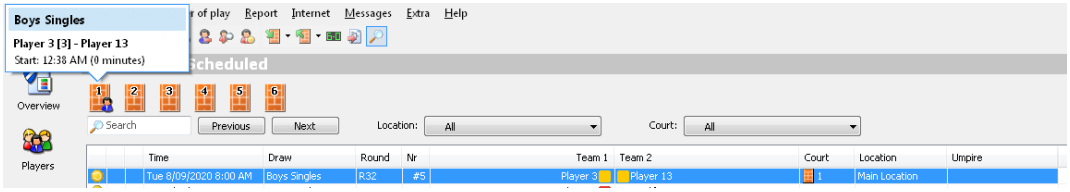
After both players have checked in

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 a Match Court

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.

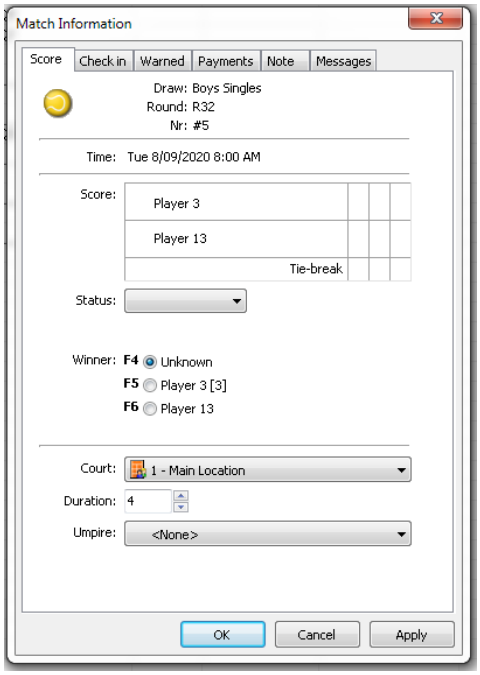
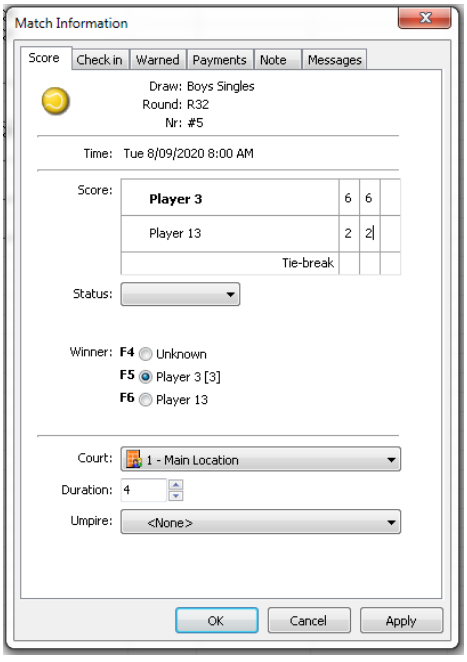


2. Once the match is finished, right-click on the court across the top and select **Free Court**.
   NOTE: this will stop the match timer.

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.



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