



*Visual Reality*

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# Welcome to the Tournament Planner Help

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*Visual Reality*

## **Introduction**

Since 1992 Visual Reality is developing software for the sport industry. These products are based on the experience of many users, giving you plenty of optimized functionality. The Tournament Planner is used by many organizations around the world and assists you with the organization of your tournament.

In this manual you will be guided through all the windows of the Tournament Planner. Every window is shown and described in detail. The example tournament, that was used for making this manual, is called the Demo tournament and is present at every installation of the Tournament Planner.

Good luck with organizing your tournament!

## **Important Information**

Check the [www.tournamentsoftware.com](http://www.tournamentsoftware.com) website often! You can download updates and keep in touch with the latest developments.

### **If you are not familiar with Windows.**

Being able to work with the Tournament Planner, some knowledge of the use of Microsoft Windows is required. When working with the Tournament Planner, you will order windows regularly, make choices from popup-menu's etc.

The Tournament Planner makes use of the Office standard. If you are experienced in working with products of Microsoft Office like Word, Excel or Outlook, you are able to work with the Tournament Planner right away. If you have no experience at all with Windows, then it is advised to ask a handy neighbor or friend to help you get to know the world called Windows.

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*Visual Reality*

# Installation

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The installation of the Tournament Planner is very easy. You can run a new installation or you can update an existing installation.

## System Requirements

For the use of the Tournament Planner, you need a PC with at least Windows Vista. The Tournament Planner works with all Intel Pentium processors, but like all the other programs the faster the better. The Tournament Planner is working fine using Vista, Windows 7, Windows 8 and Windows 10. An Internet connection is needed downloading updates, publishing, and online entry on the [www.tournamentsoftware.com](http://www.tournamentsoftware.com) website.

### Required software:

Windows Vista/Windows 7/Windows 8/Windows 10

### Minimum hardware:

- 1-gigahertz (GHz) processor
- 1 GB main memory
- 500 MB free hard disk space


## New installation

For a new installation you need the Tournament Planner installation file and a license file. The license file is e-mailed to you separately and the installation file can be downloaded from [Tournamentsoftware.com](http://Tournamentsoftware.com).

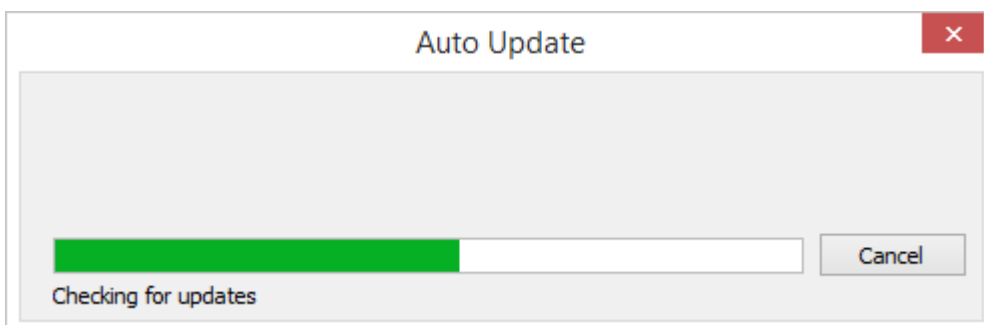
If you double click the installation file, the installation will be started. Follow the instructions on the screen to install the Tournament Planner. It is recommended to install the Tournament Planner in the standard folder. You might have to restart the system after the new installation.

## Updating an existing installation using Auto-Update

The auto-update function allows you to check for updates of the Tournament Planner. If any updates are available they can be automatically downloaded and installed for you. Select Auto-Update in the tournament overview or choose **Help -> Check for updates** in the main menu.

 **Attention:** You must have an internet connection to use the auto-update feature.

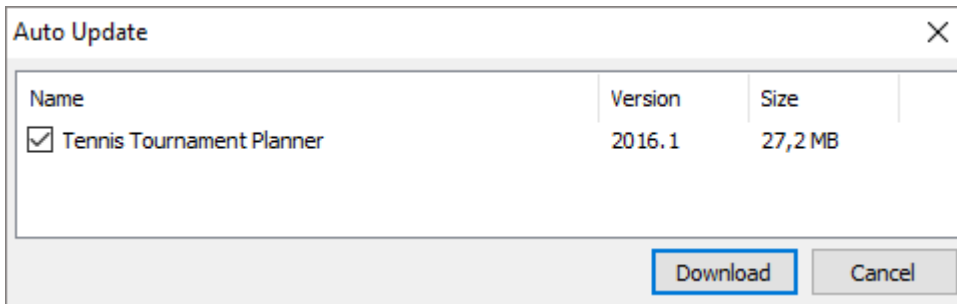
The Tournament Planner will now contact the website to check for any available updates.



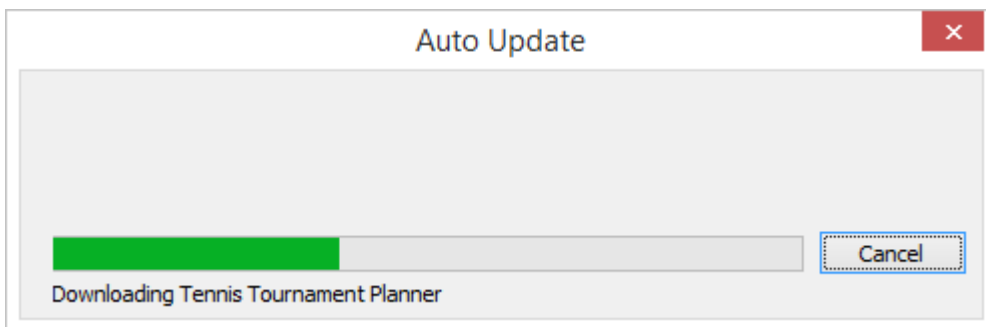
When updates are available they will be presented in a list showing you the version number and the size of the



update. If you want to get the update, place a checkmark and click **Download**.



The Tournament Planner will now download the update. Depending on the speed of your internet connection this may take some time.



When the update is finished downloading the installation will be started. Follow the instruction on your screen in order to complete the update. Your existing tournaments will be automatically converted to the new version.

**Attention:** You cannot open the updated tournaments in older versions of the Tournament Planner. Please make sure all the machines are updated.

## Updating an existing installation manually

If you already have an older version of the Tournament Planner installed, you can update the Tournament Planner to the new version. You can update your installation by installing the full version of the Tournament Planner found on the internet ([www.tournamentsoftware.com](http://www.tournamentsoftware.com)).

**Attention:** You can only run an update if you already have a license!

If you double click the installation file, the installation will be started. Follow the instructions on the screen to install the Tournament Planner. It is recommended to install the Tournament Planner in the standard folder. You have to restart the system after the new installation.

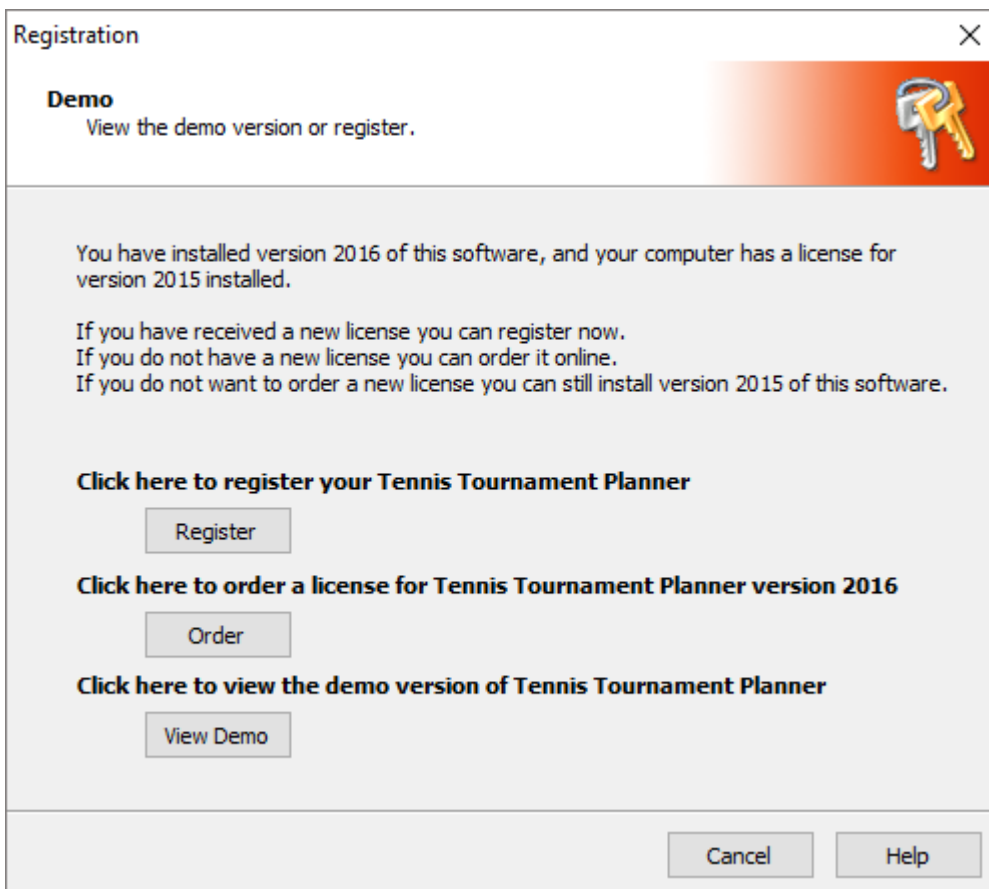
**Attention:** You cannot use an older version of the Tournament Planner for reading the tournaments made by a later version!

## Windows Updates

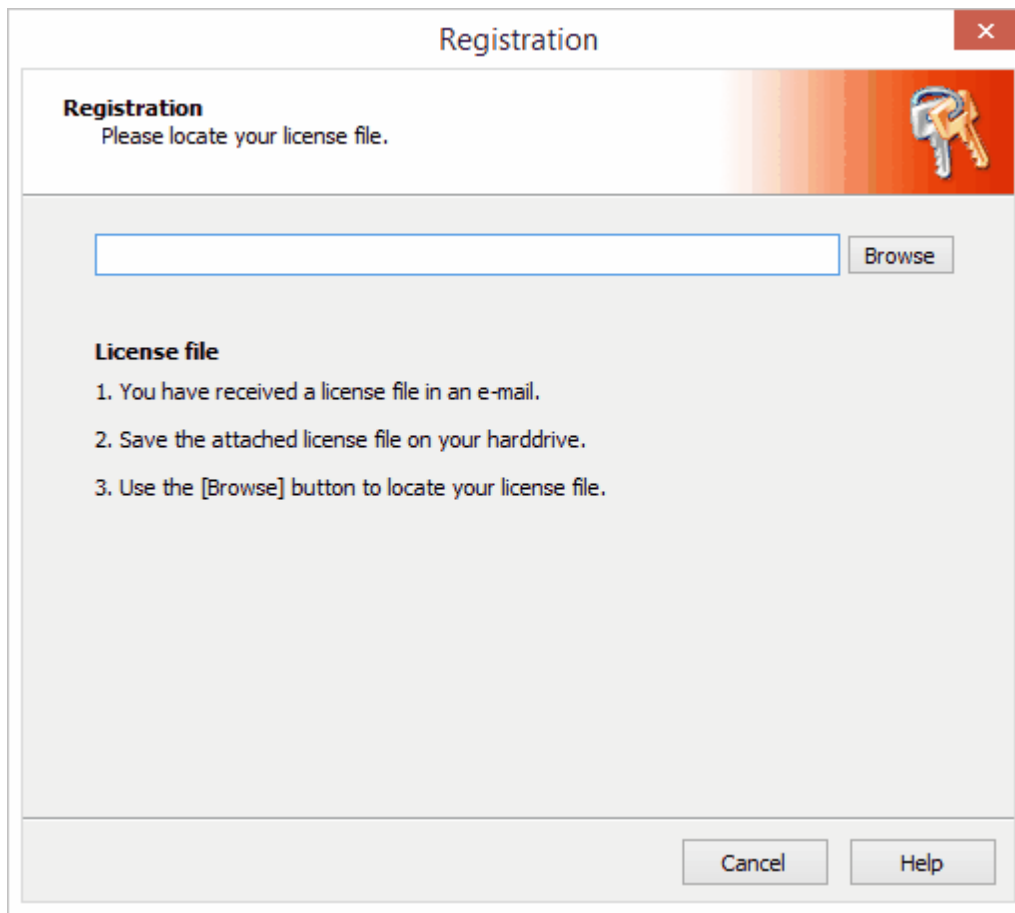
Tournament Planner uses the latest technology. Some older versions of Windows do not have these technologies. You can update your windows by installing the appropriate updates. In the online FAQ you can find more information on how to update your Windows.

## Register

If you get a message, while starting the Tournament Planner, explaining that it is a demo-version, it means that the Tournament Planner is not registered yet.



If you click on register, the Tournament Planner will ask you to select a license file. This file is sent to you by e-mail and has the name of your organization (for example TC Demo.license).



# Getting started with the Tournament Planner

---

The Tournament Planner is very easy to use. The interface is easy and feels right, even to the inexperienced Windows user. Important functions are accessible from the outlook bar and the shortcut keys are always visible in the status bar.

Just in case you need help, you can find the help function under the F1 key as is the case in other Windows programs.

You can start the Tournament Planner from the Start Menu or via the shortcut on the desktop. **Start -> Programs -> Visual Reality -> Tournament planner.**


## Creating a new tournament

Select **Tournament -> New** from the main menu. Give the new tournament a filename. After the tournament file is saved the tournament properties are shown. All tournaments are created in the **Default Tournament Folder**, so you can easily find them. You can set the **Default Tournament Folder** in the program **Options** on the **General** tab.

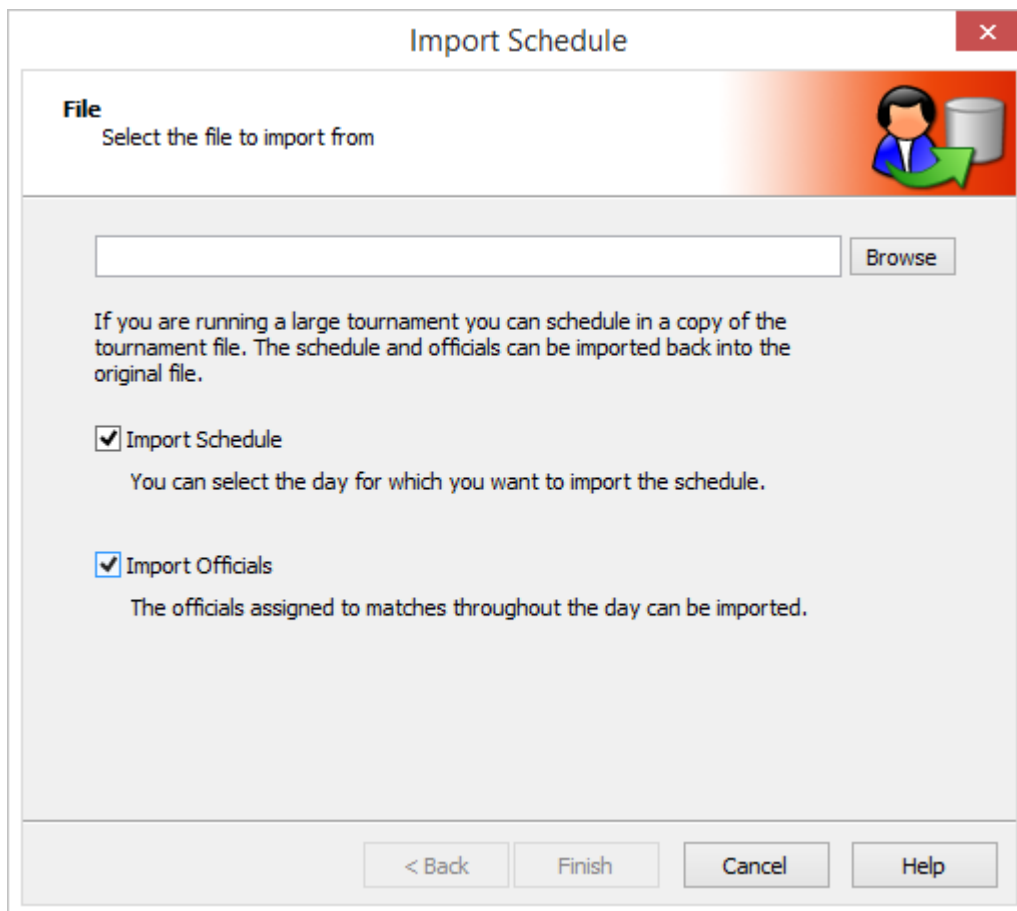
Now you can enter a tournament name, which will be printed on all documents and used on the Internet. Because tournaments can be on the Internet for more than one year it is wise to add a year extension to your tournament name like 'Championships 2015'.

## Opening a tournament

Select **Tournament -> Open** from the main menu. You can now select a tournament file; all tournament files have the **.tp** extension. The **Demo.tp** file is an example tournament. Select a tournament and click **Open**.

 **Tip:** Before you start working with the demo tournament, it is recommended to make a backup of this tournament. In this case you can always go back to the old situation.

## Import Schedule



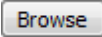
**File**  
Select the file to import from

If you are running a large tournament you can schedule in a copy of the tournament file. The schedule and officials can be imported back into the original file.

☒ Import Schedule  
You can select the day for which you want to import the schedule.

☒ Import Officials  
The officials assigned to matches throughout the day can be imported.

< Back   Finish   Cancel   Help

If you are running a large tournament you can prepare the schedule in a copy of the tournament file. To do this you have to create a backup of the tournament and restore this backup on a second laptop. In the backup tournament you can prepare the new schedule. When you are done you can import the new schedule in the original tournament file by going in the main menu to **Tournament -> Import Schedule**. Click on  and select the tournament file you want to import. It is also possible to import the officials assigned to matches. This can be done throughout the day.

## Making a backup of a tournament

A backup is a compressed tournament file. Storing or emailing backups is more efficient than using uncompressed tournament files.

Select **Tournament -> Backup** from the main menu. This will start the backup wizard. On the first page you will see information of the **Tournament** you are creating a backup of.


**Backup Wizard**


**File**  
Select the filename for the backup

**Current Tournament**  
Tournament: Demo Tournament  
Filename: C:\Users\robbert.VISUALLOCAL\Documents\Toernooien\Demo Toernooi.tp

**Backup**  
Filename: C:\Users\robbert.VISUALLOCAL\Documents\Tournaments\Backup

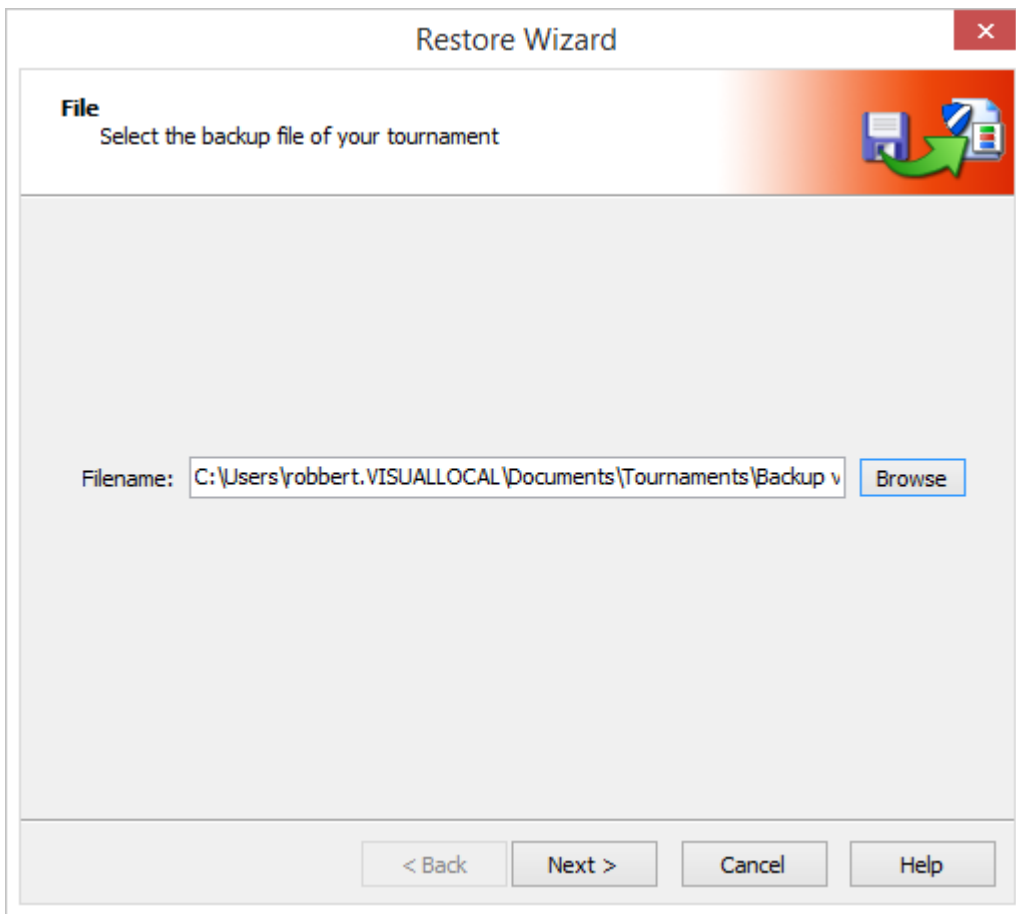
< Back **Finish** Cancel Help


You can select the filename of your backup. To do this click the  button. Click **Finish** to create your backup. When you need a copy of your tournament on another computer you can simply use the **Restore Wizard** to achieve this.

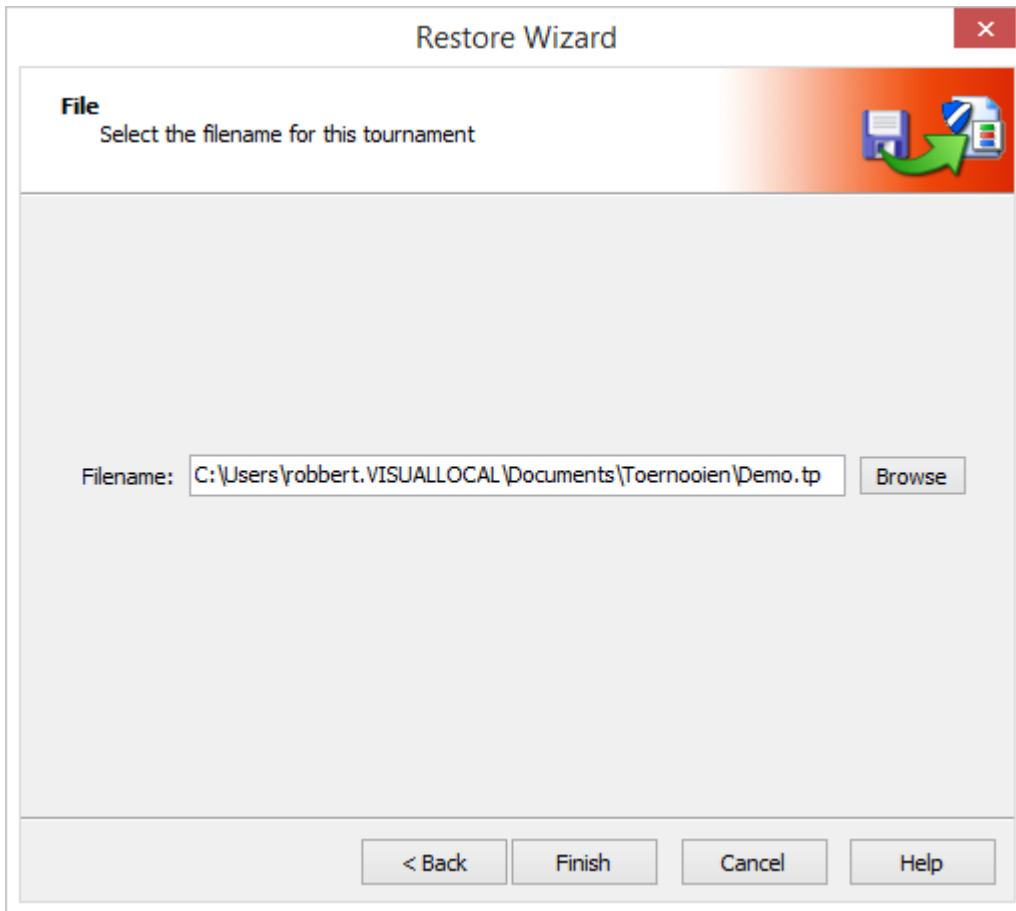
 **Tip:** Give the backup a clear name, so you can find it easily (for example: Backup of Demo Tournament.tpbbackup)

## Restoring a tournament backup

Select **Tournament -> Restore** from the main menu. This will start the **Restore Wizard**.



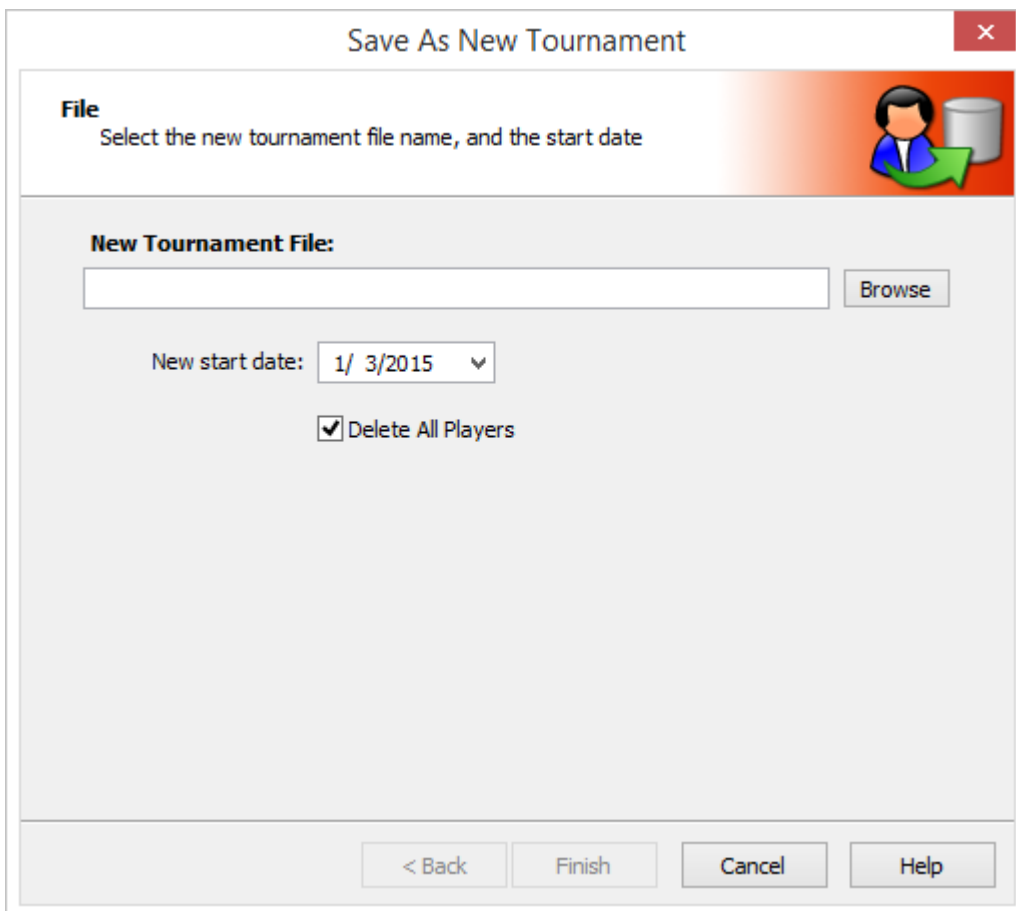
On the first page you can select the backup file using the  button. Click **Next** to continue.



On the second screen you can select the location and filename of your tournament. You can enter a new filename or overwrite an existing tournament. Click **Finish** to restore the tournament from your backup file. If a tournament exists with the same filename you will be asked if you want to replace the file.



## Save As New Tournament



The dialog box is titled "Save As New Tournament" and has a red close button in the top right corner. Below the title bar is a header area with a red gradient background. On the left, it says "File" and "Select the new tournament file name, and the start date". On the right, there is an icon of a person in a blue suit with a green arrow pointing to a database cylinder. The main area is light gray and contains the following elements:


- New Tournament File:** A text input field followed by a "Browse" button.
- New start date:** A dropdown menu showing "1/ 3/2015".
- ☒ **Delete All Players**

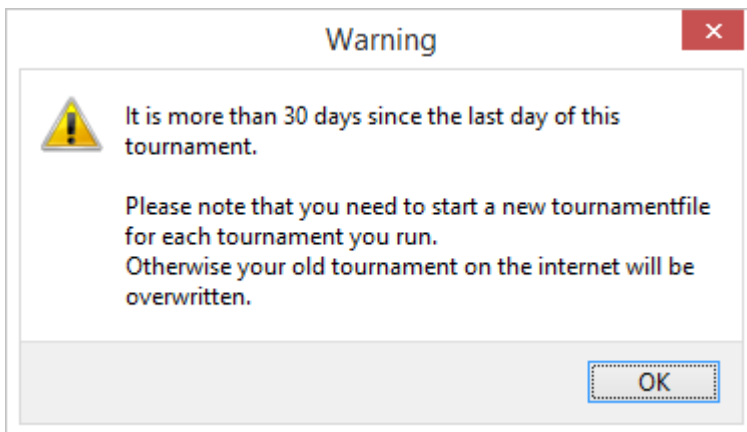
At the bottom, there are four buttons: "< Back", "Finish", "Cancel", and "Help".

It is possible to save your tournament as a new tournament. This new tournament can be published on the internet as a new tournament and doesn't overwrite the old tournament.

## Tournament properties

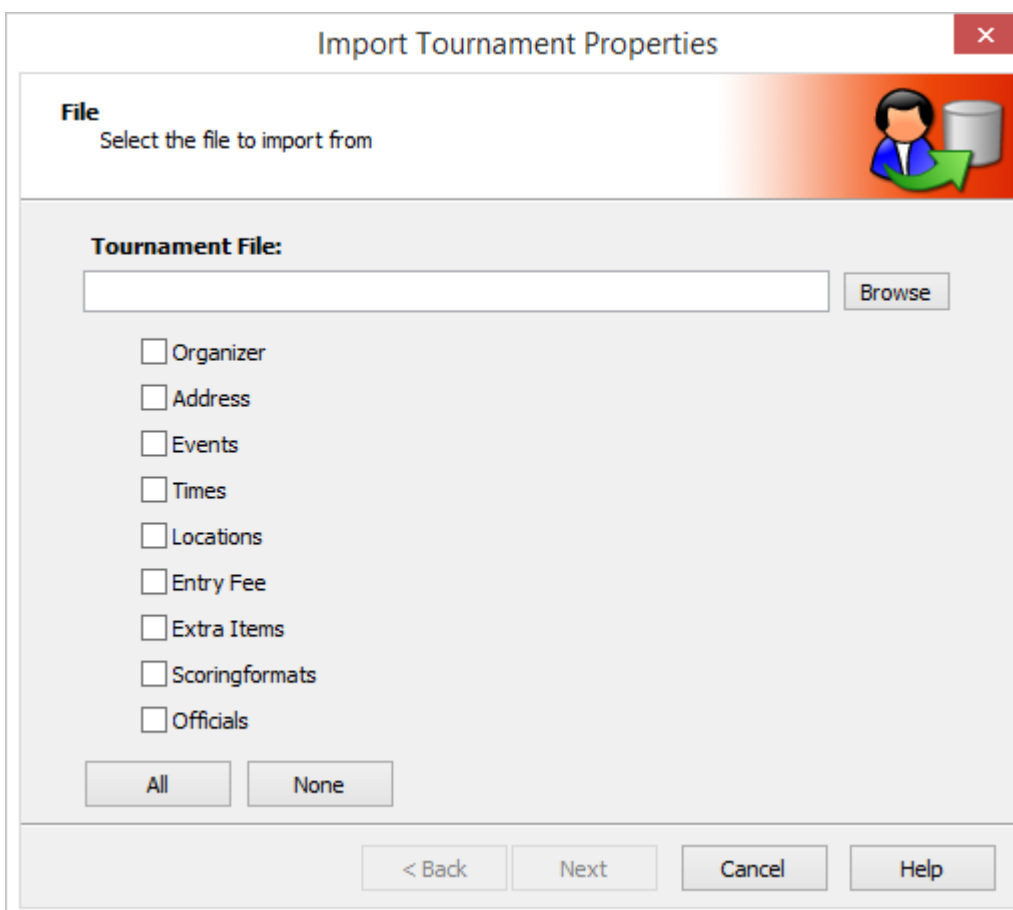
Select **Tournament -> Properties** from the main menu.

 **Attention:** If you open the tournament properties of a more than 30 day old tournament the tournament planner will give you the following warning:



For each tournament you organize you need to start a new tournament file. Do not change an old tournament into a new tournament. If you use a tournament file of an old tournament and publish the tournament to the Internet, the old tournament will be overwritten.

## Import Tournament Properties



With **Import Tournament Properties** you are able to import the settings of an older Tournament. You got the following options:

- **Organizer**  
The organizer fields will be imported.
- **Address**  
The entire address tab will be imported.
- **Events**  
You can check one or more events you want to import.
- **Times**  
The times will be imported only when the amount of days are the same as the older Tournament.  
📌 **Attention:** You cannot import any times when you did not create any dates yet.
- **Locations**  
You can check the locations you want to import.
- **Entry Fee**  
The calculation, type and currency will be imported.
- **Extra Items**  
You can check the Extra Items one by one so you will keep an overview.
- **Scoringformats**  
You can import the scoringformats when you use your own scoringformat.
- **Officials**  
You can check one or more officials to be imported.

Click on **Next** to follow the rest of the instructions on screen to finish the import.

## Info tab

**Tournament Properties**

Info	Draws	Score	Officials
Address	Events	Days	Times
Locations/Courts	Round Robins	Entry Fees	
Tournament Name: Demo Tournament	Tournament Organizer:		
Tournament Number:	Organizer Phone:		
Dates:	Organizer E-mail:		
Weeknumber:	Referee:		
Draw Date:	Referee E-mail:		
Tournament Type: Club Tournament	Category (Youth):		
	Report logo: ...		
	Sponsor Banner: ...		

Import OK Cancel

You can enter information about the tournament.

- **Tournament Name**  
You can change the name of the tournament. Watch out: this name will be used on all printed documents and will also be used if you publish your tournament on the Internet. Because tournaments can be on the Internet for more than one year it is wise to add a year extension to your tournament name like 'Championships 2015'.
- **Tournament Number**  
You can enter the national tournament number, if your tournament has one.
- **Dates, Week number, Draw Date and Location**  
This data is used on printed documents.

- **Tournament Organizer, Organizer Phone, Organizer E-mail:**  
This data is displayed on the Internet under **Contact** if you publish your tournament.
- **Referee and Referee e-mail:**  
You can enter the name of the referee and his e-mail address.
- **Category (Youth)**  
This is printed on the draw sheets.
- **Report Logo**  
You can select a picture which will be showed on printed draws and various other reports. You can show your club logo or the logo of your sponsor..

## Address tab

You can enter information about the location of the tournament.

- **Venue**  
The name of the location where the league will be held.
- **Address, PostalCode, City, State and Country**  
If you fill in the address of the venue, the address and a link to google maps is placed on the tournament page.
- **Time zone**  
The time zone of the tournament's location.
- **Phone, Fax, Email and Website**  
You can enter the contact information and the website.
- **Twitter**  
Enter a username or hashtag to show the twitter feed on your tournament page.

## Events tab

**Tournament Properties**

Info Address **Events** Days Times Locations/Courts Round Robins Entry Fees

Name	Gender	Type	Level	Min	Max	Fee
MS	Men	Singles				€ 25,00
MD	Men	Doubles				€ 25,00
WD	Women	Doubles				€ 20,00
WS	Women	Singles				€ 20,00

Pick Add Edit Delete

Import OK Cancel

You can add, edit or delete the events of the tournament. Deleting events is only possible if there are no entries or draw sheets for the event. Click **Pick** to select the events for your tournament from a pick list.

×
Events

Name	Gender	Type	Level	Min	Max	
<input type="checkbox"/> MS	Men	Singles				
<input type="checkbox"/> WS	Women	Singles				
<input type="checkbox"/> MD	Men	Doubles				
<input type="checkbox"/> WD	Women	Doubles				
<input type="checkbox"/> XD	Mixed	Doubles				
<input type="checkbox"/> MS1	Men	Singles	1			
<input type="checkbox"/> WS1	Women	Singles	1			
<input type="checkbox"/> MD1	Men	Doubles	1			
<input type="checkbox"/> WD1	Women	Doubles	1			
<input type="checkbox"/> XD1	Mixed	Doubles	1			
<input type="checkbox"/> MS2	Men	Singles	2			
<input type="checkbox"/> WS2	Women	Singles	2			
<input type="checkbox"/> MD2	Men	Doubles	2			
<input type="checkbox"/> WD2	Women	Doubles	2			
<input type="checkbox"/> XD2	Mixed	Doubles	2			
<input type="checkbox"/> MS3	Men	Singles	3			
<input type="checkbox"/> WS3	Women	Singles	3			

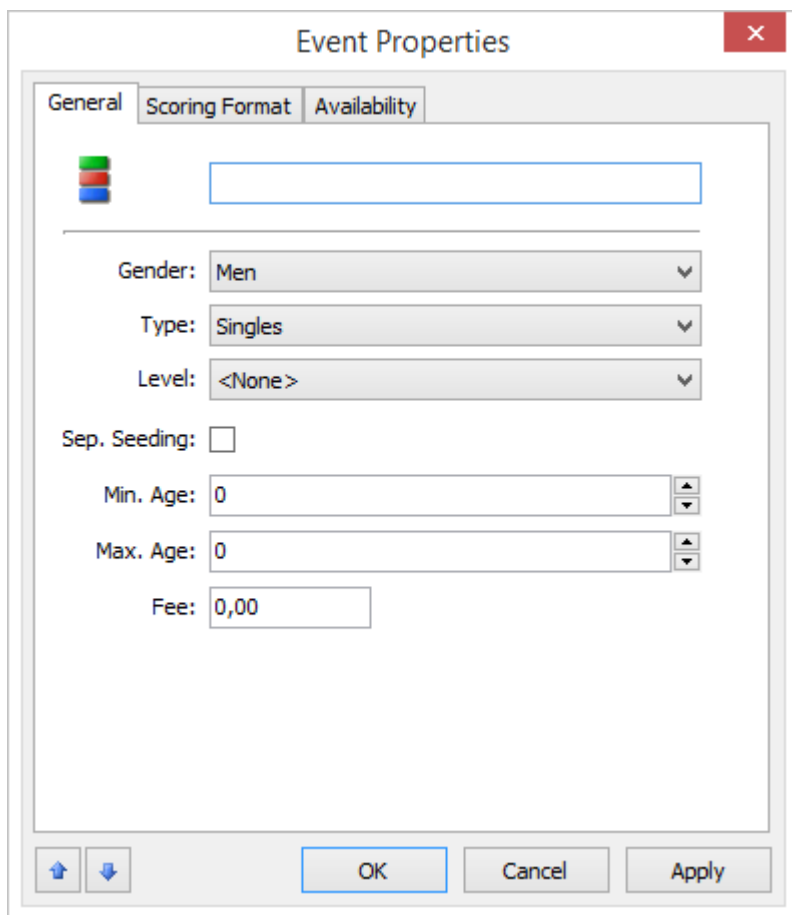
Fee: 

OK
Cancel

Check the events for your tournament. You can enter a Fee for the events, if any. Click **OK** to add the selected events to the tournament.

To import events from a previous tournament use the **Import** button.

Click **Add** to manually add an event to your tournament. If you click on **Add** or **Edit** the Event Properties are shown:



The image shows a software dialog box titled "Event Properties" with a red close button in the top right corner. It has three tabs: "General" (selected), "Scoring Format", and "Availability". In the "General" tab, there is a small icon box with three colored squares (green, red, blue) next to a text input field. Below this are three dropdown menus: "Gender:" with "Men" selected, "Type:" with "Singles" selected, and "Level:" with "<None>" selected. There is a checkbox for "Sep. Seeding:" which is unchecked. Below the checkbox are two numeric input fields: "Min. Age:" with "0" and "Max. Age:" with "0", each with up and down arrow buttons. At the bottom of the input fields is a "Fee:" field with "0,00". At the very bottom of the dialog are four buttons: a blue up arrow, a blue down arrow, an "OK" button, a "Cancel" button, and an "Apply" button.

For every event you can enter a name and change the set up:

- **Gender**  
You can select: Men, Women, Mixed, Boys and Girls.
- **Type**  
You can select: Single or Doubles.
- **Level**  
You can fill in the level of the event.
- **Sep. Seeding**  
If you want to have separate seedings in your main draw and qualification draws check this box. When entering seedings on the **entry properties** you can have different seedings for your qualification and main draw.
- **Min. Age**  
The minimum age that is required for participating in this event.
- **Max. Age**  
The maximum age that is required for participating in this event.
- **Fee**  
The required fee for this event. This amount is used only when you have selected the option **Sum of event fees** in the **Tournament Properties**.
- **Scoring Format**  
For every event you can choose the scoring format. If the tournament default scoring format is not adequate you can create a new one with appropriate settings on the **Score** tab.

During the tournament you will see the icon in front of the event name have different colors. These colors give you an instant indication of the current status of the event.

- **Gray**  
This event has no entries.
- **Red**  
This event has entries but no draws.
- **Orange**  
This event has at least 1 draw, but no players are in there.
- **Yellow**  
This event has at least 1 draw but no matches have been scheduled.

- **Green**  
All matches have been scheduled.
- **Blue**  
Some matches have been scheduled.
- **Black**  
This event is finished, all results have been entered.

## Days tab

**Tournament Properties**

Draws      Score      Officials

Info   Address   Events   **Days**   Times   Locations/Courts   Round Robins   Entry Fees

July 2014

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	29	30	1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31	1	2
32	3	4	5	6	7	8	9

Today: 7/8/2014

Block previous week until: 1/ 2/2015

Add  
Delete

- Sat 1/3/2015
- Sun 1/4/2015
- Sat 1/10/2015
- Sun 1/11/2015

Import      OK      Cancel

You can add and delete Days from the tournament. Days can only be deleted if there are no matches planned for that day.



## Times tab

**Tournament Properties**

Draws | Score | Officials

Info | Address | Events | Days | **Times** | Locations/Courts | Round Robins | Entry Fees

Times per day: 6   Create

	#1	#2	#3	#4	#5	#6
Sat 1/3/2015	09:00	10:15	11:30	12:45	14:00	15:15
Sun 1/4/2015	09:00	10:15	11:30	12:45	14:00	15:15
Sat 1/10/2015	09:00	10:15	11:30	12:45	14:00	15:15
Sun 1/11/2015	09:00	10:15	11:30	12:45	14:00	15:15

You can now set up the time slots. Firstly select the number of **Times per day**. Secondly fill in the times manually or create them automatically by clicking one of the following buttons:

Click on the button **1 Day** to create the times for the selected day.  
Click on the button **All Days** to create the times for all days.

**Times**

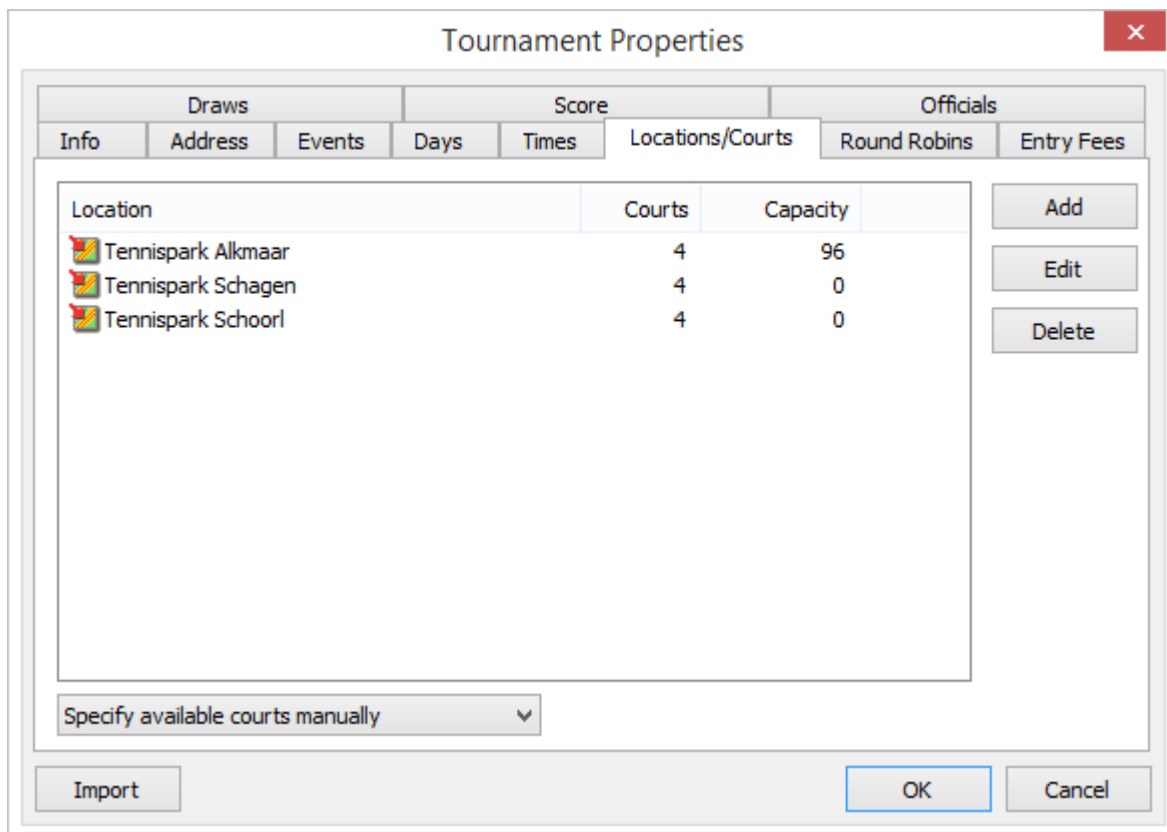
Start: 09:00 Interval: 75 minutes Stop: 23:55 Nr of Stagers: 1 Stagger Interval: 5 minutes

Max. Times: 6   ☒ Replace ☐ Add




#1	#2	#3	#4	#5	#6
09:00	10:15	11:30	12:45	14:00	15:15

Select a start time and an interval and press OK.

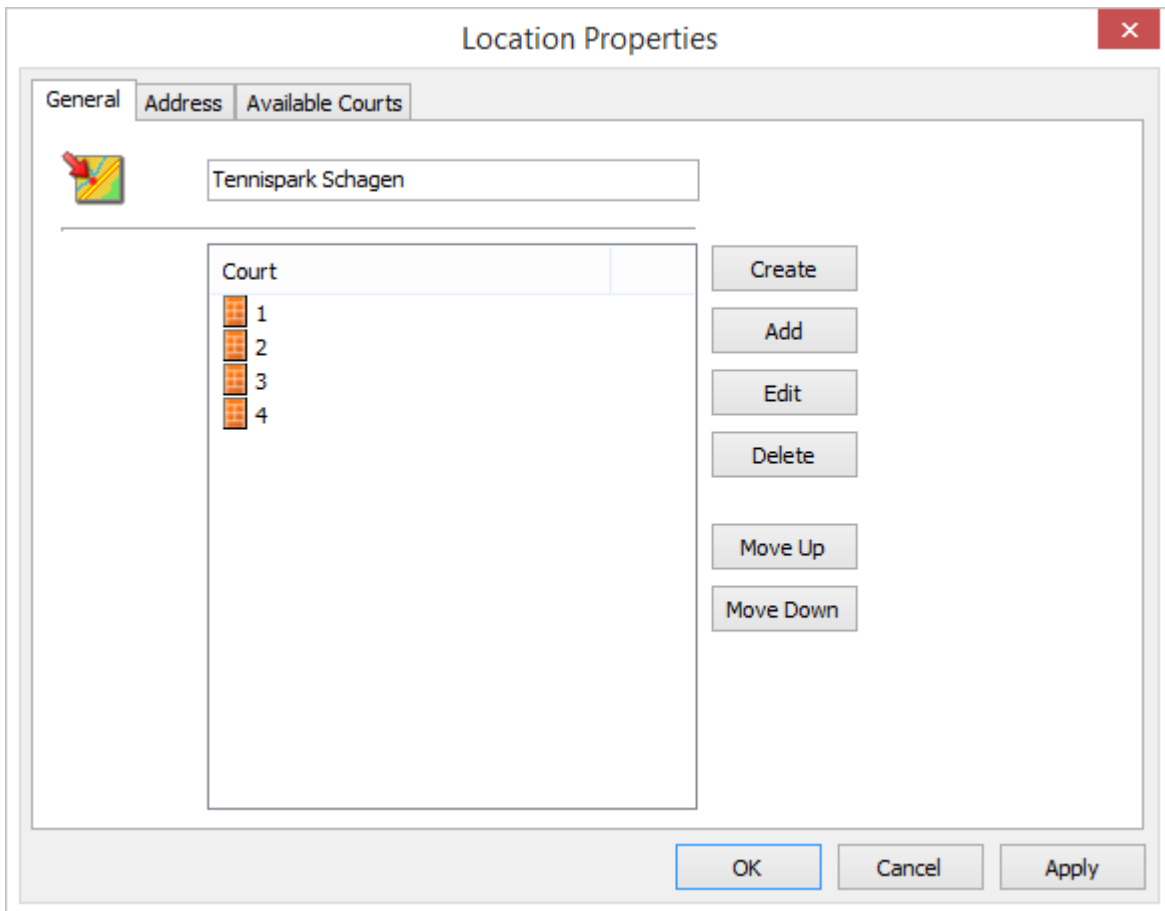
## Locations/Courts tab



The screenshot shows the 'Tournament Properties' dialog box with the 'Locations/Courts' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a tabbed interface with the following tabs: 'Info', 'Address', 'Events', 'Days', 'Times', 'Locations/Courts' (selected), 'Round Robins', and 'Entry Fees'. The 'Locations/Courts' tab contains a table with three columns: 'Location', 'Courts', and 'Capacity'. There are three rows of data, each with a small icon to the left of the location name. To the right of the table are three buttons: 'Add', 'Edit', and 'Delete'. Below the table is a dropdown menu with the text 'Specify available courts manually'. At the bottom of the dialog are three buttons: 'Import', 'OK', and 'Cancel'.

Location	Courts	Capacity
 Tennispark Alkmaar	4	96
 Tennispark Schagen	4	0
 Tennispark Schoorl	4	0

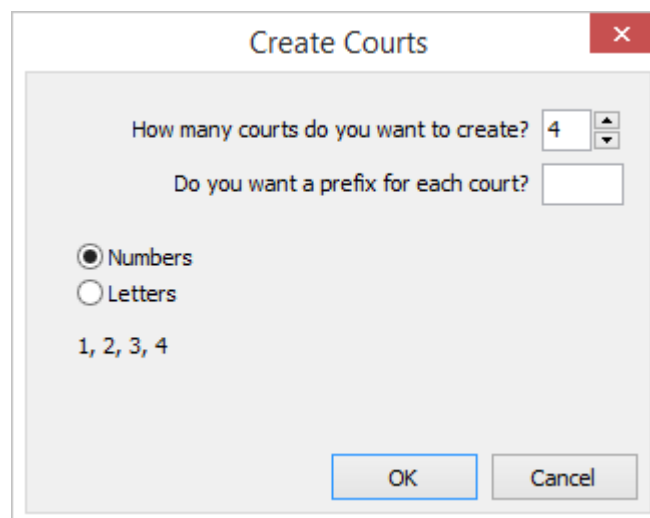
On the **Location/Courts** tab you can define all the locations available. With the **Add** or **Edit** button the location properties will open. On the **General** tab you can give the location a name and add the available courts.



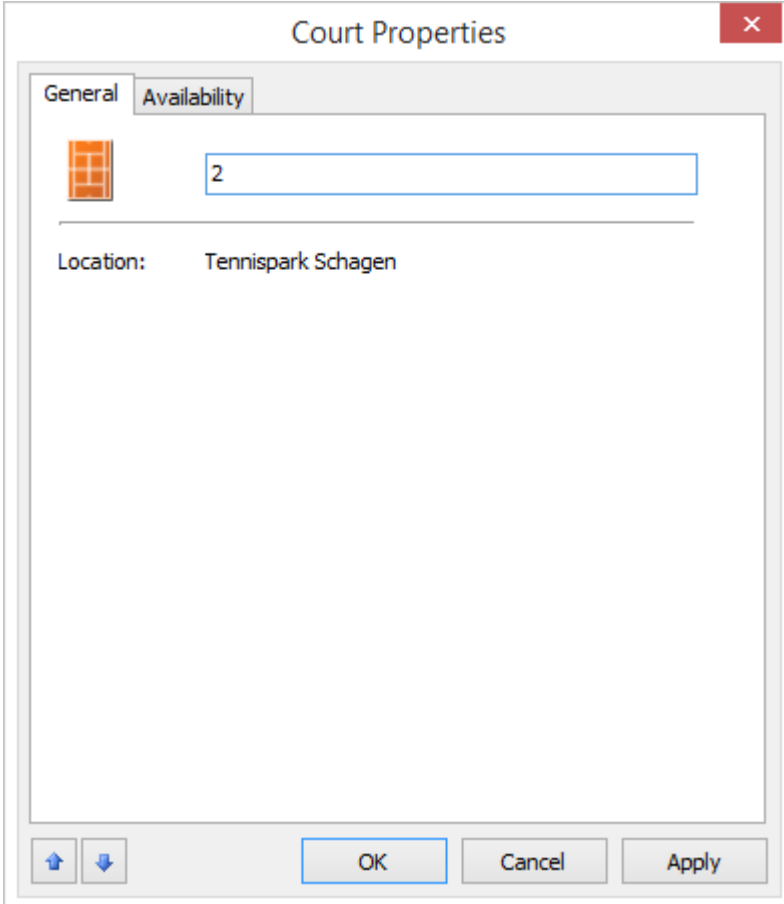
With the **Move Up** and **Move Down** buttons you can change the order of the courts.

### Create Courts

You can click **Create** to define all the courts available. Select how many courts you want to create and if you want to give the courts a prefix.



With the **Add** or **Edit** button the court properties will open. On the **General** tab you can give the court a name.



The screenshot shows a 'Court Properties' dialog box with a red close button in the top right corner. It has two tabs: 'General' (selected) and 'Availability'. In the 'General' tab, there is a small orange icon of a tennis court to the left of a text input field containing the number '2'. Below this, the 'Location:' label is followed by the text 'Tennispark Schagen'. At the bottom of the dialog, there are four buttons: a blue arrow pointing up, a blue arrow pointing down, an 'OK' button, a 'Cancel' button, and an 'Apply' button.

On the **Availability** tab you can fill in when the court is available. This will only have effect when **calculate from availability per court** is set on the **Location/Courts** tab

In the matrix you can fill in the availability of the court. Click with the mouse on the matrix to activate it. Now, you can move the cursor with the cursor keys. The availability can be blocked by using the **space bar** (the red blocks) and you can make the court available with the **Delete** button. With the **Copy from** button you can copy the availability from other courts.

**Court Properties** ✕



General **Availability**

15 30 **60** ■ Not available Copy from

	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00
Sat 1/3/2015																
Sun 1/4/2015																
Sat 1/10/2015																
Sun 1/11/2015																

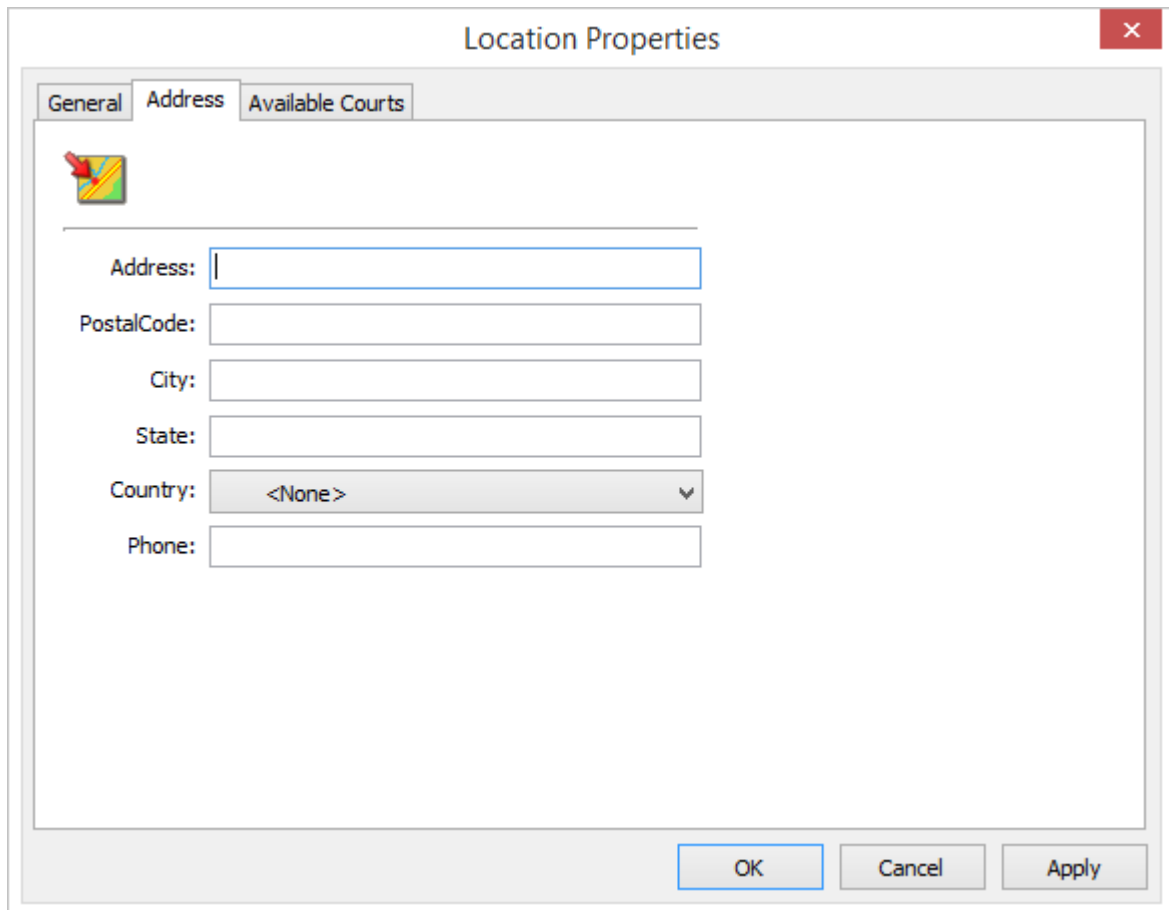
<  >

↑ ↓
OK
Cancel
Apply

-  **Tip:** You can use the left mouse button to select multiple blocks at the same time.
-  **Tip:** Select a date to change the availability for a whole day at once.

With the buttons above the matrix you can adjust the size of the time blocks. You can set it to 15, 30 or 60 minutes. The Tournament Planner always stores the availability in 15 minute blocks so there is no information lost if you switch between 15 and 60 minutes. This also makes it possible to have half or quarter filled blocks in the 60 minutes mode.

On **Address** tab you can fill in the location address:



The image shows a 'Location Properties' dialog box with three tabs: 'General', 'Address', and 'Available Courts'. The 'Address' tab is selected. It contains a map icon with a red arrow, and several input fields: 'Address:', 'PostalCode:', 'City:', 'State:', 'Country:' (a dropdown menu showing '<None>'), and 'Phone:'. At the bottom right are 'OK', 'Cancel', and 'Apply' buttons.

If you select **Specify available courts manually** on the **Location/Court** tab you can set the number of available courts on the **Available Courts** tab:

Location Properties

General

Address

Available Courts

	09:00	10:15	11:30	12:45	14:00	15:15
Sat 1/3/2015						
Sun 1/4/2015						
Sat 1/10/2015						
Sun 1/11/2015						

Available courts: 4

This Day

All Days

Copy

OK

Cancel

Apply

Using the button **This Day**, you can fill in the available courts for the selected day.  
 Using the button **All Days**, you can fill in the available courts for all days.  
 Using the **Copy** button you can copy the available courts of the selected day to the other days.

## Round Robins tab

The standings are calculated by rules. These rules may differ for certain tournaments, sports or countries. You can select two types of scoring. You can set the scoring to **Points per Match**, **Points per Set** or **Points per Game**.

- **Points per Match**

You can define how many points a win, loss or draw will get.

- **Points per Set**

You can define how many points a player get for a set won with one, two or more then three game(s) difference.

You can also define this for a draw and the player that lost the set.

- **Points per Game**

For every game won you get one point.



The rules for the **Standings Calculation** can be enabled and disabled and the order can be changed. The current setup is the most used one.

## Entry Fees Tab

**Tournament Properties**

Draws Score Officials

Info Address Events Days Times Locations/Courts Round Robins Entry Fees

Calculation

☒ Based on entry

☐ Based on participation

Type: Sum Of Event Fees

Currency: Other

Extra Items

Name	Fee
T-Shirt	€15.00

Add Edit Delete Move Up Move Down


Import OK Cancel

You can select which events are used for the calculation:

- **Based on entry**  
All the events the players have registered for are used for the calculation. This setting is useful when your tournament is still accepting entries.
- **Based on participation**  
Only the events where players are actually in a draw are used for the calculation. This setting is useful after you have made your draws.

You can select in which way the fee for each player is calculated.

- **Sum of Event Fees**  
The total entry fee of a player is the sum of the entry fee of the events the player has entered. You can enter an event fee in the **Event Properties**.
- **Number of Events**  
You can fill in what the costs are for the first, second and third event. For instance it's possible to make the entree fee for the first event higher because there is a T-shirt present included. You can then make the second event cheaper.  
The entry fee is calculated from the number of events the players has entered. The costs can be indicated on this screen.

 **Attention:** When the calculation is **Based on participation** the entry fee of a player can be 0 as long as he is not in a draw of the event.  
Besides the entry fee, you can also register other ordered items with each player. Click **Add** to open the properties for an new item.

The screenshot shows a window titled "Extra Item Properties" with a close button in the top right corner. Inside the window, there is a tab labeled "General". Below the tab, there is a text input field containing "T-Shirt" with a pencil icon to its left. Below this, there is a "Type:" label followed by a dropdown menu showing "Yes/No". Below the dropdown, there is a "Fee:" label followed by a text input field containing "15.00". Below the fee field, there is a "Mandatory:" label followed by a checked checkbox. At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

You can name up the article and their price. At type you can choose what will be displayed on the tournament entry page on [tournamentsoftware.com](http://tournamentsoftware.com).

**Number:**

The player can set the amount of items by picking a number from a list.

**Text:**

The player can fill in a text.


**Yes/No:**

The player can choose if he wants the item.

**Mandatory:**

If you tick mandatory the extra item must be purchased to be able to enter the tournament.

For the players, who are not using [tournamentsoftware.com](http://tournamentsoftware.com) to enter a tournament, the extra items can be filled in on the player properties. The costs will be added to the fee.

 **Attention:** Do not use the Extra items for events

## Draws Tab

**Tournament Properties**

Info | Address | Events | Days | Times | Locations/Courts | Round Robins | Entry Fees

Draws | Score | Officials

☐ Show match numbers in draws

☐ Show duration in draws

☒ Show seeds in bold font

☒ Show bye numbers

☐ Show court in draws

☐ Show location in draws

☒ Show partners alphabetically

☐ Check Official Neutrality

☒ Show order of play grid

☒ Show round numbers in round robins

☐ Balance home and away in round robins

30 minutes break after match

Mixed Doubles Order

☐ Unchanged

☐ Women First

☒ Men First

Check-In: Per Match

Import OK Cancel

You can select some general settings for your draws on this tab.

- **Show match numbers in draws**  
This option allows you to show the match numbers in the draws.
- **Show duration in draws**  
This will show the duration of the matches after the result.
- **Show round numbers in round robins**  
When scheduling round robins it is always hard to determine the optimal playing schedule. Tournament Planner can come up with such a schedule for you. For example: a size 10 round robin can always be played in 9 rounds, but it can be difficult to figure this out yourself.
- **Show seeds in bold font**  
This option allows you to show seeds player in **bold** font.
- **Show bye numbers**  
This option allows you to show the bye numbering in the draws.
- **Show order of play grid**  
The order of play is an alternative way of scheduling matches. Rather than scheduling on a specific time, matches are scheduled using the 'followed-by' system. When this option is ticked you will get an extra screen on the main window where you can see a grid of all the courts and drag matches on there.
- **Show location in draws**  
When this option is ticked the location of the scheduled matches is displayed in the draws.
- **Check-In**  
You can set if the players have to check in per match or per day.
- **Balance home and away in round robins**  
The home and away matches are evenly divided.
- **Minutes break after match**  
When a match has ended a watch will appear behind the names of the players displaying the remaining rest time.
- **Mixed doubles order**  
If you always want to see the mixed doubles in the same order you can make your selection here. When 2 partners are linked the order is automatically corrected for you.

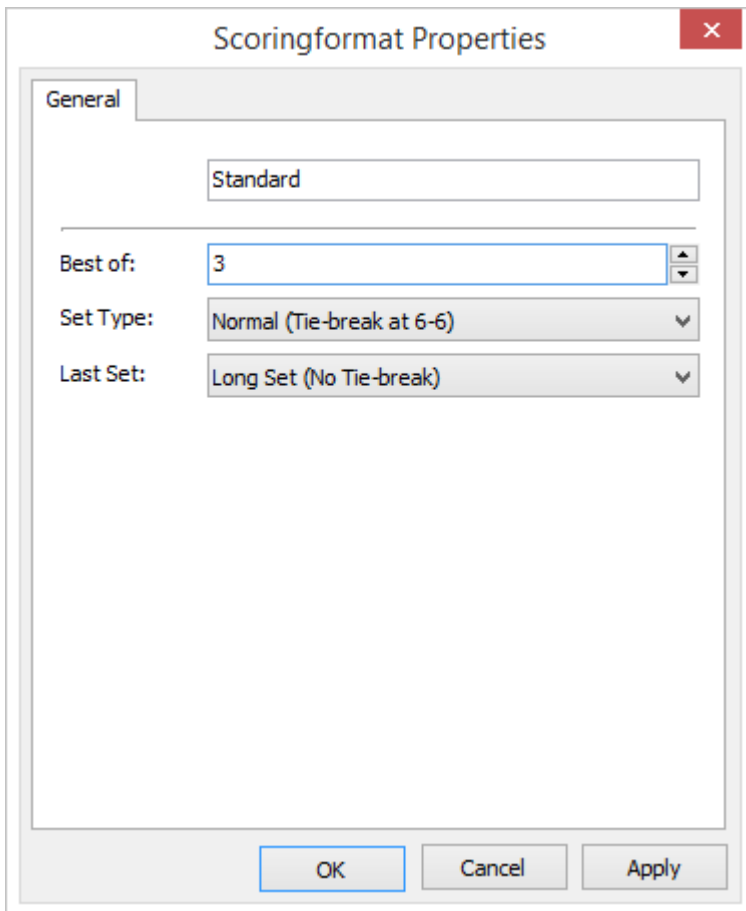
## Score Tab

The screenshot shows the 'Tournament Properties' dialog box with the 'Score' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a tabbed interface with tabs for 'Info', 'Address', 'Events', 'Days', 'Times', 'Locations/Courts', 'Round Robins', and 'Entry Fees'. The 'Score' tab is active, showing a list of scoring formats. The list has a header 'Name' and contains one entry: 'Standard (Default)' with a green checkmark to its left. To the right of the list are four buttons: 'Add', 'Edit', 'Delete', and 'Set Default'. Below the list is a checkbox labeled 'Auto complete scores' which is checked. At the bottom of the dialog are three buttons: 'Import', 'OK', and 'Cancel'.

Name
✓ Standard (Default)

☒ Auto complete scores

On the **Score** tab you can edit the default scoring format or create a new one. Check the auto complete box to automatically complete the scores when typing. This will help you in more than 90% of the scores. You can change the score to be filled in for the opponent. In less than 10% you will need to adjust the score of the opponent. Click on **Add** or **Edit** to open the **Score Format** properties.



The image shows a 'Scoringformat Properties' dialog box with a 'General' tab. It contains a text field for the name 'Standard', a 'Best of' spinner set to '3', a 'Set Type' dropdown set to 'Normal (Tie-break at 6-6)', and a 'Last Set' dropdown set to 'Long Set (No Tie-break)'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Property	Value
Name	Standard
Best of	3
Set Type	Normal (Tie-break at 6-6)
Last Set	Long Set (No Tie-break)

On the **General** tab you can give the Scoringformat a name, set the **Best of**, **Set Type** and **Last Set**.


## Officials

Name	Country	State
Official 1	NED	
Official 2	SCO	

With the **Add** or **Edit** button the official properties will open. Here you can fill in the names, nationality and the function of the umpire.

Official Properties

General



Last Name:

First Name:

State:

Country:

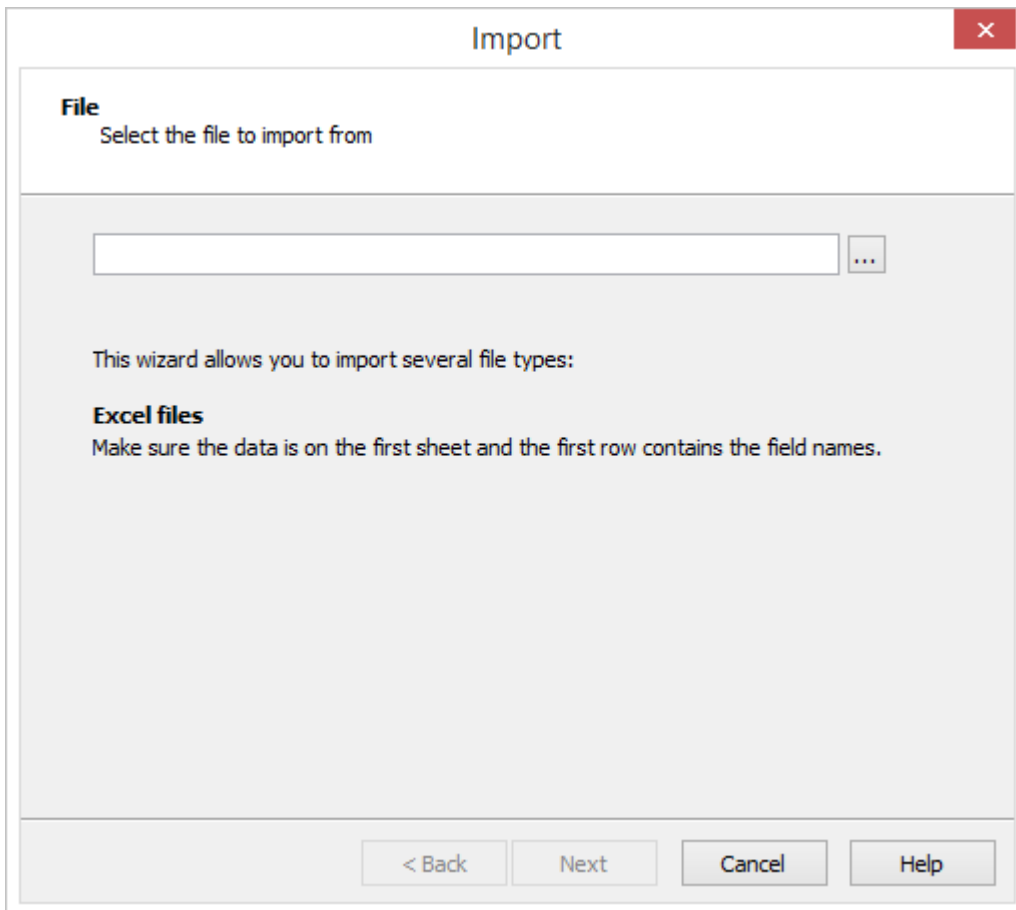
Start Date:

End Date:

Function:

OK Cancel Apply

With the **Import** button you can import officials from an excel or Dbase file:



## Income and expense

Select **Tournament -> Income and Expense** from the main menu. You can keep track of all your tournaments income and expenses. On the **Income** tab you can fill in all your income. Click **Add** to add an extra line. Specify a description and an amount. Double click a line to change the description or the amount. Click **Delete** to delete the selected line.

On the **Expenditure** tab you can do the same for all your tournaments expenses.



Income and Expenditure

Income

Expenditure

Title	Amount
Lottery	€1,500.00
Main Sponsor	€3,500.00

Add

Delete

Total: €5,000.00

Print

Close

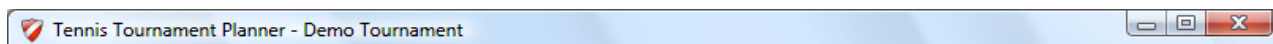
Click **Print** to print a report of your income and expenses.

## Deleting a tournament

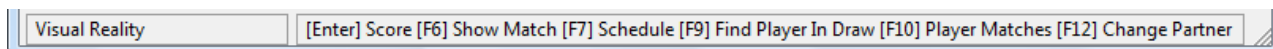
A tournament is saved in a tournament file. Deleting the tournament is as simple as deleting the tournament file. All tournament files have the **.tp** extension.

## Working with the Tournament Planner

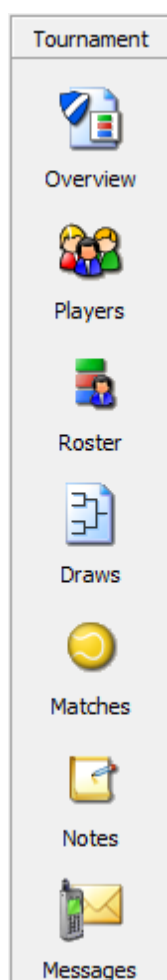
After you have created your tournament, you can really start working with the Tournament Planner. You can now enter players, make rosters, draws and plan matches. With the Tournament Planner you can work with more than one tournament. The name of the currently opened tournament is displayed in the title bar of the Tournament Planner; in this case it is the tournament 'Demo Tournament'.



The relevant shortcuts are always displayed in the status bar on the bottom of the Tournament Planner next to your registration. By using these shortcuts you can directly execute an action without using the mouse.



The Tournament Planner has different views for the tasks of managing a tournament. A different view can be selected by clicking on the buttons on the Outlook bar on the left.



On the **Overview** view you can find all sorts of information about the current tournament.

On the **Players** view all the data of the players of the tournament are being kept. Here you can enter personal data, select events and fill in the availability of the player.

On the **Roster** view you can classify the players and create the draw sheets.

On the **Draws** view you can view all the draw sheets, make draws and plan matches.

On the **Matches** view you can see an overview of all the matches.

On the **Notes** view you can view, create and edit notes.

On the **Messages** view you can see all your messages. You can create messages on several places in the Tournament Planner

Below you will find an explanation of the different views you get by using the buttons on the Outlook bar.

## Overview

By clicking the **Overview** button on the left, you will enter the **Overview** view where you can find all sorts of information of the current tournament.

## Tournament tab

Tennis Tournament Planner - Demo Tournament

Tournament Player Draw Report Internet Messages Extra Help

Overview

Tournament Court Usage Statistics Schedule

### Demo Tournament

**Pick a Task**

- Set your tournament [properties](#)
- Add [players](#) to your tournament
- Add [drawsheets](#)
- Make [draws](#)
- View [draws](#)
- View all [matches](#)
- [Publish](#) this tournament on the web!

**Information**

[Check for updates](#)  
Automatically check for an update.

Version **2016.1** 01-jan-2016 08:31  
Installation path:  
C:\Program Files (x86)\Visual Reality\TTP 2016.1 EN\

**Support**

[Help](#)  
Find answers to your questions.

[www.tournamentsoftware.com](http://www.tournamentsoftware.com)  
Check our website for the latest version

Suggestions for additional features are welcome!

### Tournament

File: C:\Users\robbert\Documents\Toernooien\Demo Tournament EN  
Date: 16 - 22 mrt 2015  
Published: di 2-9-2014 16:40

**22** Players

**31** Entries

**24** Matches

**4** Courts

**7** Days

**79%** Scheduled

**4%** Completed

### Fees

Total Fee	€ 480,00
Discount	€ 0,00

In the **Information** group you will find the Tournament Planner version and the installation path. With the **Check for updates** you can automatically check for updates. In the **Support** group you can open the help or visit the website.


If you have not opened a tournament then **Pick a Task** will enable you to open a tournament or you can create a new one.

If you have opened a tournament then you can pick one of the following tasks:

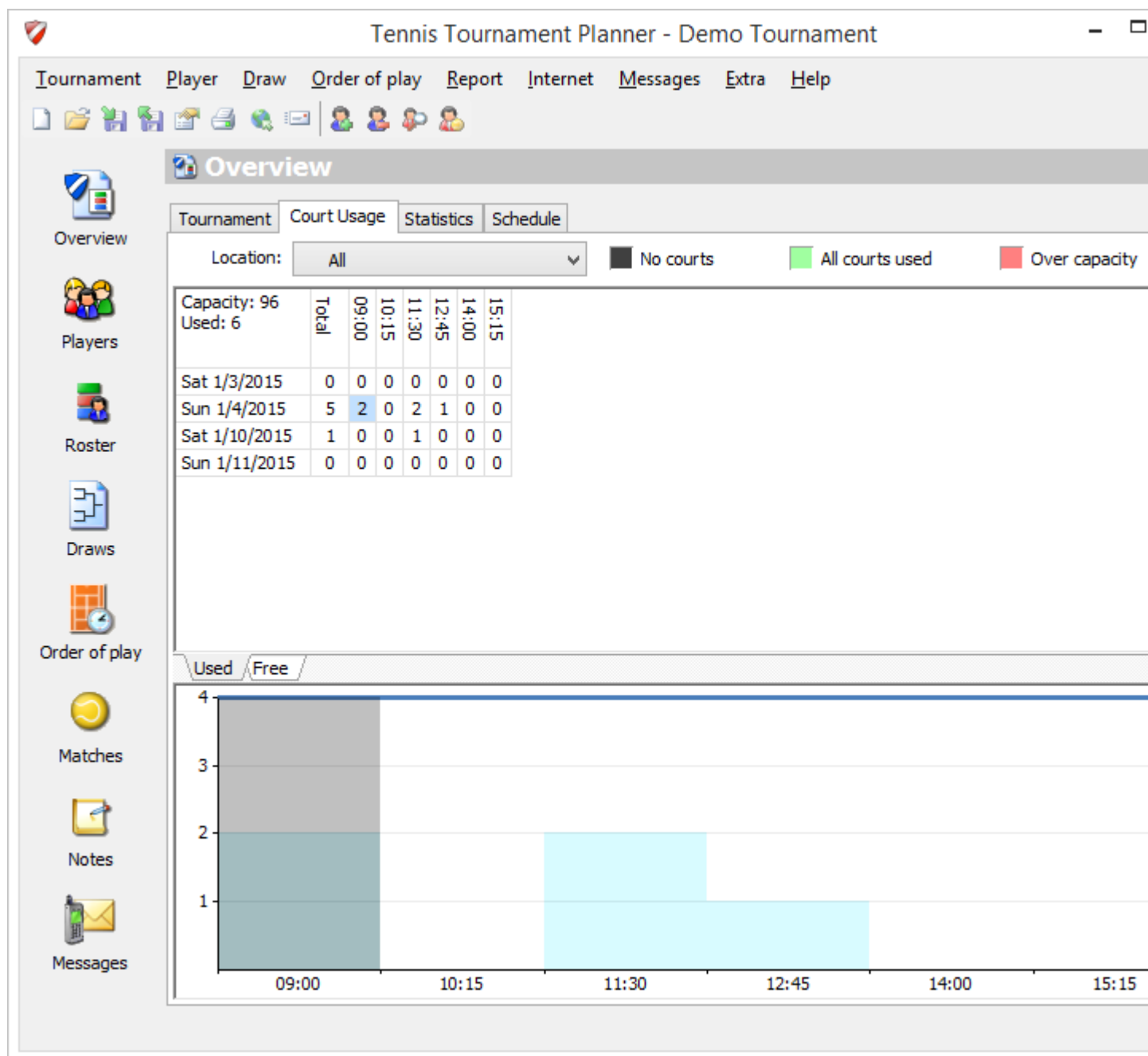
- Set your tournament **properties**
- Add **players** to your tournament
- Add **draw sheets**
- Make **draws**
- View **draws**
- View all **matches**
- **Publish** this tournament on the web!

The tournament tab gives you an overview of the structure of the tournament. You can find information about:

- **Tournament**  
The location of the tournament file and the tournament director.
- **Fees**  
The total amount of entry fees and the ordered items
- **Events**  
Here you can find the created events. If you want to change these events click **Edit Events**.
- **Days**  
Here you can find all the created days. If you want to change these days click **Edit Days**.
- **Courts**  
Here you can find all the courts, available or not. If you want to change these courts click **Edit Courts**.
- **Birthdays**  
Here you can find all players of with their birthday today, so you can congratulate them.
- **Information**  
Here you can find information about the number of players and the number of entries.

 **Tip:** By clicking on the tournament file the location of the tournament will open in the explorer.

## Court Usage tab



The **Court Usage** tab gives you an overview of the number of available courts during the day. The button **Used** shows the number of planned matches per time and the **Free** Button shows you the number of available courts on every time. After the day you will also see the daily total.

The following colors are used:

- **Black**  
This time has no courts available for scheduling
- **Green**  
All courts on this time have been used
- **Red**  
There have been planned to many matches for the amount of available courts

You can set the number of courts per time slot in the **Tournament Properties**.

With the location filter you can see the capacity for each location separately

[illegible]

The **Statistics** tab gives you an overview per event and a total of the following data:

- The number of entries.
- The number of not entered players.
- The number of entered players.
- The number of matches.
- The number of matches yet to plan.
- The number of played matches.
- The number of walkovers
- The number of played sets
- The number of played games
- The number of minutes
- The average number of minutes



## Schedule tab


[illegible]

The **Schedule** tab gives you an overview per event per day how many matches have been scheduled.

## Players

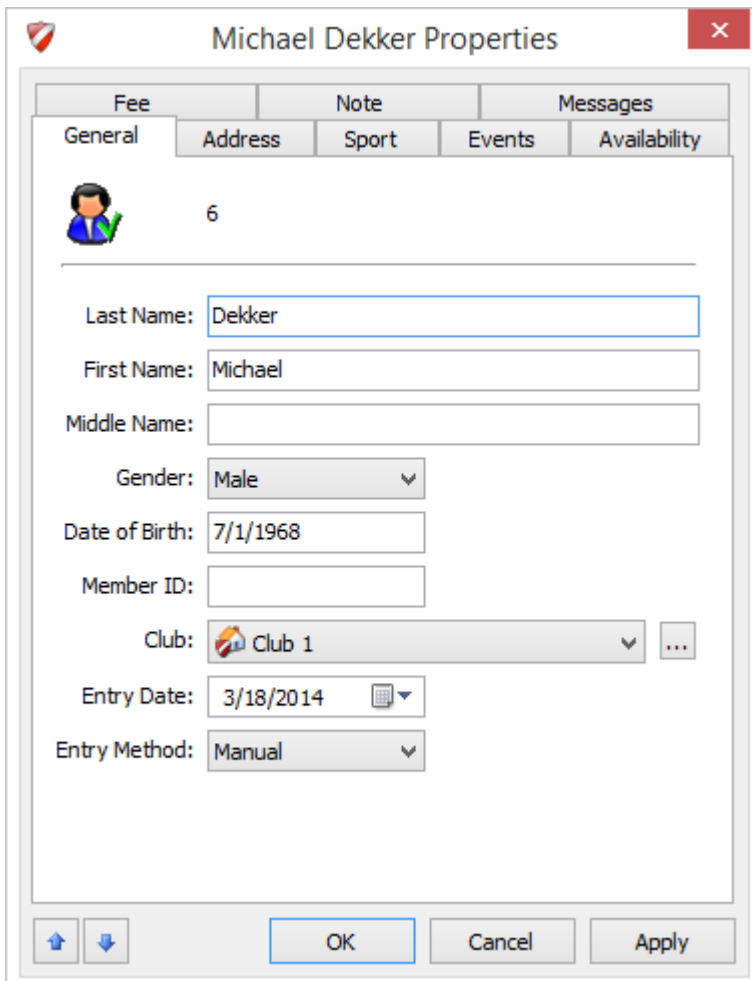
By clicking left the **Players** button you will enter the **Players** view where you can edit all the data of the players of the tournament. Here you can enter personal data, select events and fill in the availability of the players.

Click the button **Add Player** to add a new player to this tournament. You can delete a player by clicking **Delete Player**.


 **Tip:** If you are using **Online Entry**, all the data will be automatically filled in when you pick up your online

entries.

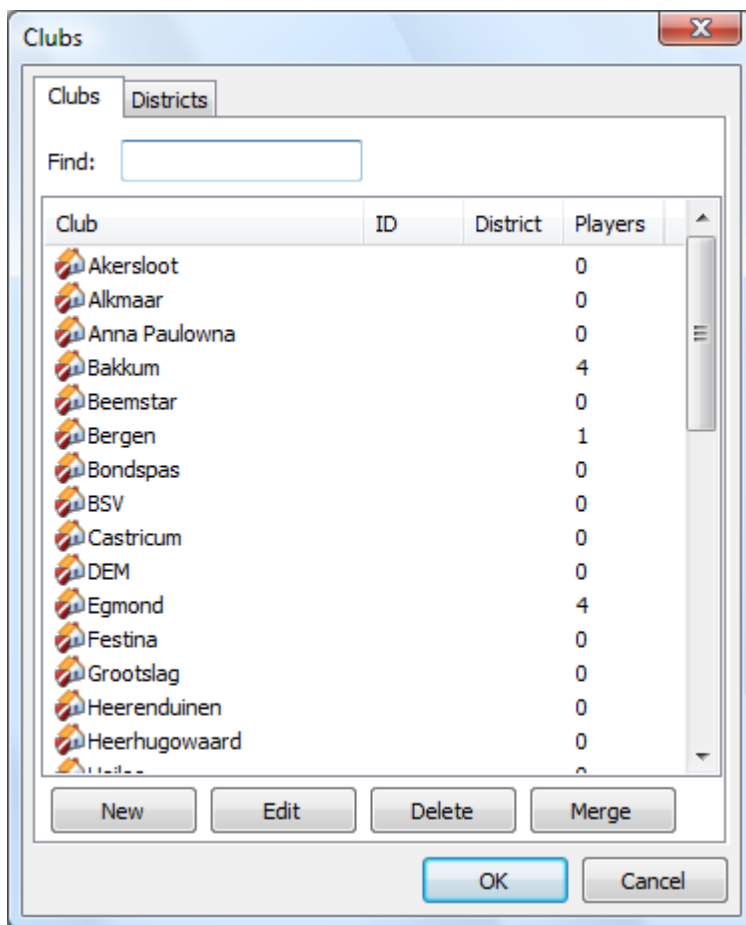
## General tab

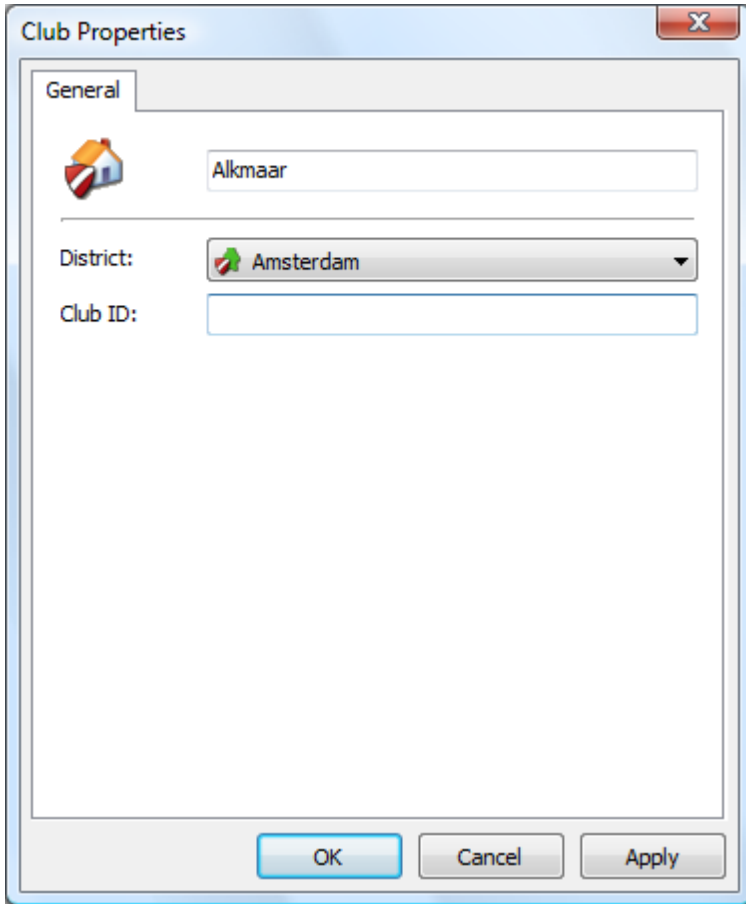


The screenshot shows a window titled "Michael Dekker Properties" with a red close button in the top right corner. The window has a tabbed interface with the following tabs: Fee, Note, Messages, General (selected), Address, Sport, Events, and Availability. The General tab contains a player icon and the number "6". Below this, there are several input fields and dropdown menus: Last Name (Dekker), First Name (Michael), Middle Name (empty), Gender (Male), Date of Birth (7/1/1968), Member ID (empty), Club (Club 1 with a dropdown arrow and a button with three dots), Entry Date (3/18/2014 with a calendar icon and a dropdown arrow), and Entry Method (Manual with a dropdown arrow). At the bottom of the window are four buttons: an up/down arrow button, an OK button, a Cancel button, and an Apply button.

On the **General** tab you can enter the most important data of the player. You can select the club from the pick list. If a particular club is not listed, you can click the  button and add it. The memo field allows you to make notes for a player.

## Adding a club



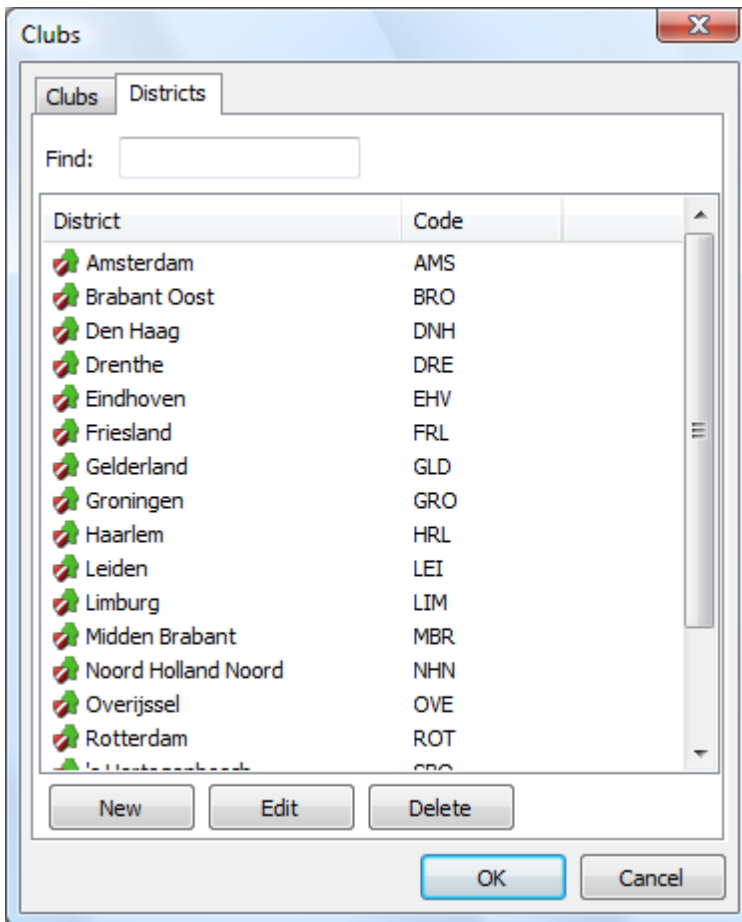


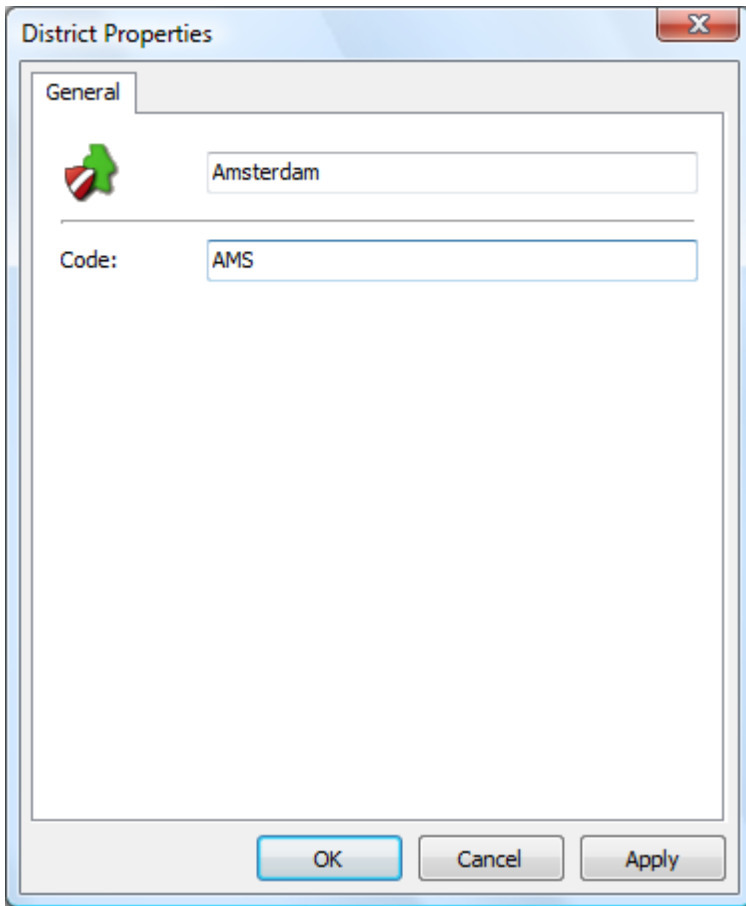
The image shows a 'Club Properties' dialog box with a blue title bar and a close button (X). The 'General' tab is selected. Inside the dialog, there is a small house icon next to a text field containing 'Alkmaar'. Below this, there is a label 'District:' followed by a dropdown menu showing 'Amsterdam' with a green tree icon. Underneath is a label 'Club ID:' followed by an empty text field. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

If you want to search for a club you can type in the first letters of the name of the club in the Find field. Click on **New** if you want to add a new club. On the **Club Properties** dialog you can enter a club name and club ID and select a district. If you want to delete a club, select this club and click **Delete**. It can happen that one certain club is added in the list with two different names. In that case, you can merge these clubs. Select the club with the correct name and click on the **Merge** button. Now select the club where the players have to be replaced and click **OK**. All players are now replaced and the old club is deleted.

## Districts

Do you want to add or delete districts? Then click on **Districts** tab. You will get a list with all the current districts.



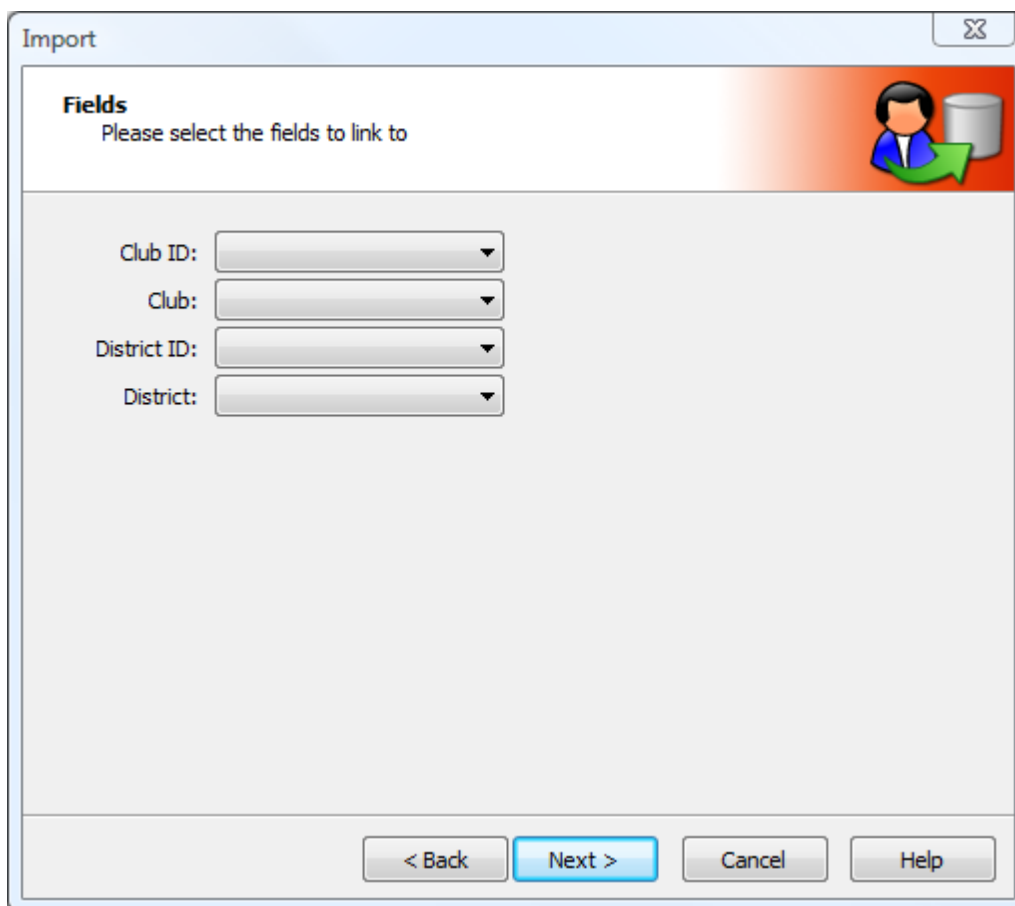


A district can be added by clicking **New** and a selected district can be deleted by clicking **Delete**. On the **Districts Properties** dialog you can enter a name and a code. The code is used on reports.

## Import Clubs

Select **Player -> Import Clubs** from the main menu.

Click on **Browse** to select the Dbase or Excel file you want to import. Click **Next** to link the fields.



Now you can link the fields of your import file to the fields of the Tournament Planner. The Tournament Planner will try to create a link automatically using the fieldnames.

Fieldname:	Is linked to:
Club ID	Club ID
Club	Club
District ID	District Code
District	District

You can link the missing fields by hand. If not all data are present in your Dbase file, then they won't either appear in the member file of the Tournament Planner. Click on **Next** to continue. The result is shown. Now you can check if the right data is filled in the right fields. You can go back to make changes if necessary. Click on **Next** to import the clubs in to the tournament.

## Export Clubs

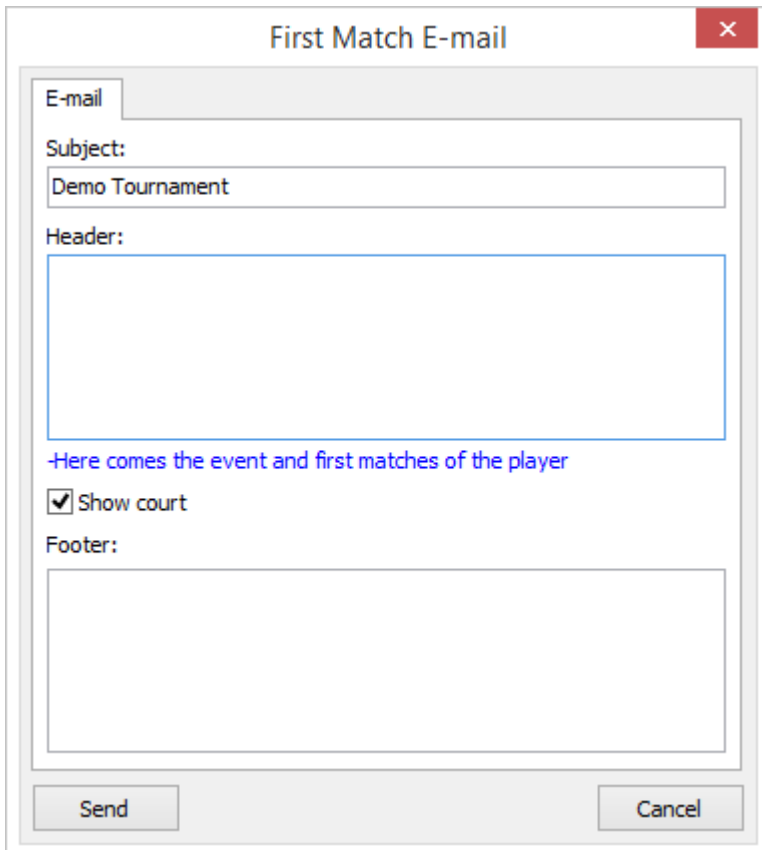
You can export the clubs in the tournament to an Excel file. Select **Player -> Export Clubs** from the main menu and specify the filename.

## Contacting players

It is important that you can contact players quickly and easily. The Tournament Planner offers a couple of possibilities.

### Email

If you know the email address of a player, then you can also send an email message. Click on the button **Mail Players** or select from the main menu **Player -> Send Players Email**. In that case you will get the next window:



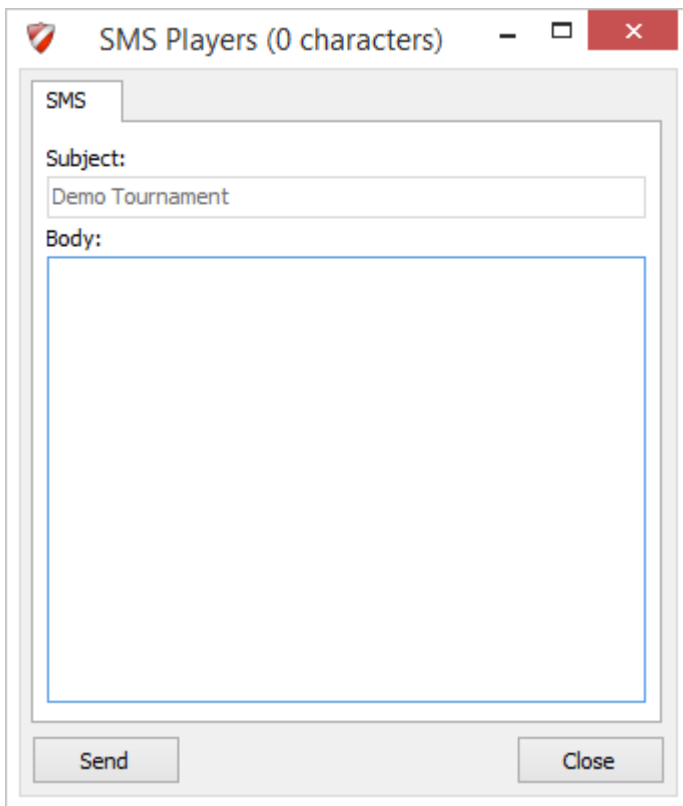
On the **Email** tab you can create your message. You can enter a **Subject**. By default the **Subject** has the tournament name filled in, but of course this can be changed. In the field **Body** you can type the message. On the **Players** tab you can select the players to whom you want to send this email. You can select all players by clicking **All**, clicking **None** will deselect all players.

If you are ready you can click **Send** to actually create the message. All messages will be saved in the messages view ready to be sent. In order to send e-mail messages you must specify your e-mail settings in the program settings.



## SMS

If you know the mobile number of a player, then you can also send a SMS message. Click on the button **SMS Player** or select from the main menu **Player -> Send players SMS** and it will open the message window:



The screenshot shows a window titled "SMS Players (0 characters)". Inside the window, there is a tab labeled "SMS". Below the tab, there is a "Subject:" label followed by a text input field containing "Demo Tournament". Below the subject field, there is a "Body:" label followed by a large, empty text area for composing the message. At the bottom of the window, there are two buttons: "Send" and "Close".

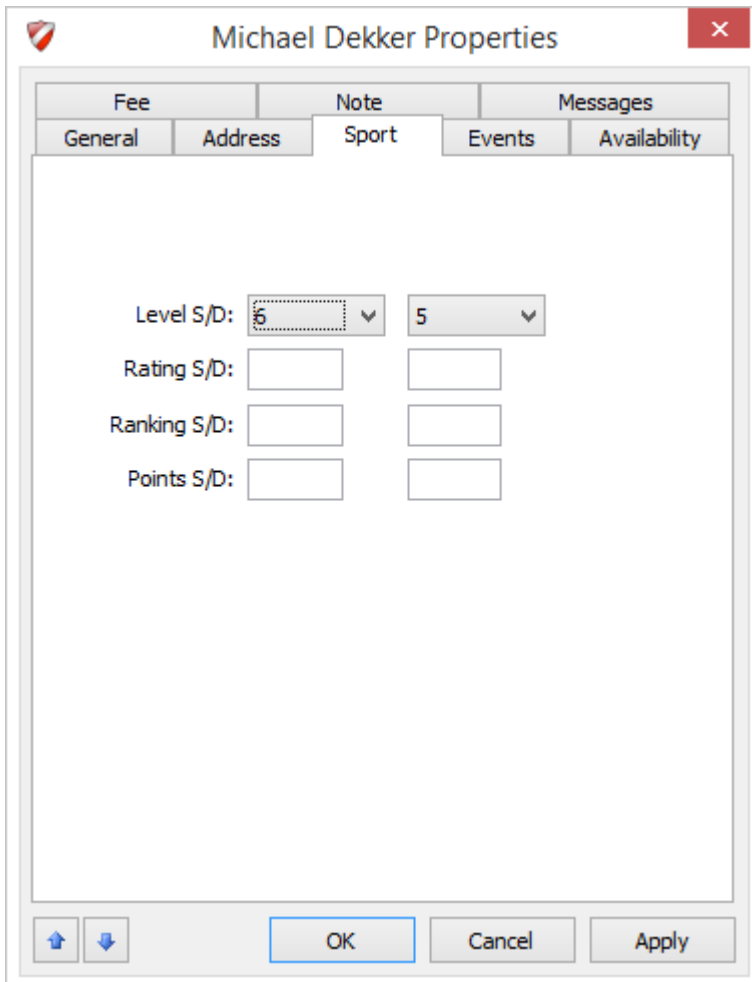
In the **Body** field you can fill in the SMS message with a maximum of 160 characters. If you are ready you can click **Send** to actually create the message. All messages will be saved in the messages view ready to be sent.

## Address tab

The screenshot shows a software window titled "Michael Dekker Properties" with a red close button in the top right corner. The window has a tabbed interface with the following tabs: "Fee", "Note", "Messages", "General", "Address", "Sport", "Events", and "Availability". The "Address" tab is currently selected. Inside the "Address" tab, there are several input fields: "Address:" with the value "Demo address", "PostalCode:" with the value "1234AB", "City:" with the value "Alkmaar", "State:" with the value "Noord-Holland", "Country:" with a dropdown menu showing the Netherlands flag and the text "Netherlands", "Phone Home:", "Phone Office:", "Mobile:", and "Email:". At the bottom of the window, there are four buttons: "OK" (highlighted with a dashed blue border), "Cancel", "Apply", and two small navigation buttons (up and down arrows).

On the **Address** tab, you can fill in the contact information of the player. If you fill in a mobile number it's possible to sent the player a SMS. If you fill in an email address it's possible to sent the player an email.

## Sport tab



The image shows a software window titled "Michael Dekker Properties" with a red close button in the top right corner. The window has a tabbed interface with five tabs: "General", "Address", "Sport", "Events", and "Availability". The "Sport" tab is currently selected. Inside the "Sport" tab, there are four rows of input fields, each with a label on the left and two input boxes on the right. The first row is "Level S/D:" with a dropdown menu showing "5" and a second dropdown menu showing "5". The second row is "Rating S/D:" with two empty text boxes. The third row is "Ranking S/D:" with two empty text boxes. The fourth row is "Points S/D:" with two empty text boxes. At the bottom of the window, there are four buttons: a blue "Up" arrow button, a blue "Down" arrow button, an "OK" button, a "Cancel" button, and an "Apply" button.

Fee	Note	Messages
General	Address	Sport
Events		
Availability		

Level S/D:

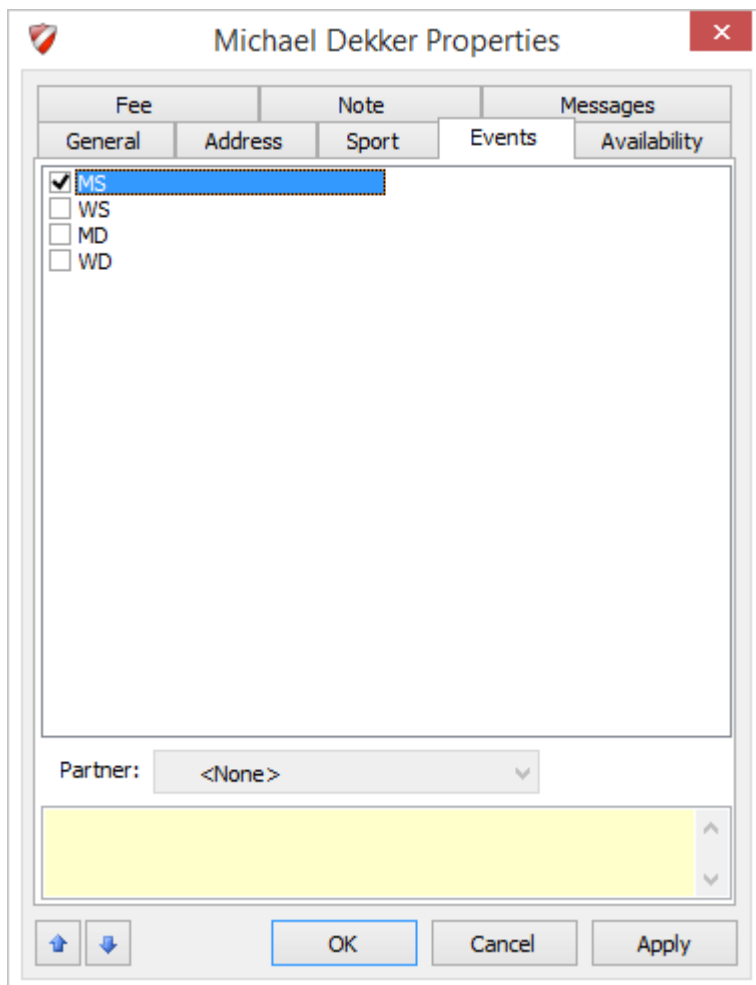
Rating S/D:

Ranking S/D:

Points S/D:


On the **Sport** tab you can specify the level, rating and rankings of the player. The rankings can also be imported using the menu option **player, Import ranking**.

## Events tab



The image shows a software window titled "Michael Dekker Properties" with a red close button in the top right corner. The window has several tabs: "Fee", "Note", "Messages", "General", "Address", "Sport", "Events", and "Availability". The "Events" tab is currently selected. Inside the "Events" tab, there is a list of events with checkboxes: "MS" (checked), "WS", "MD", and "WD". Below the list, there is a "Partner:" label followed by a dropdown menu showing "<None>". At the bottom of the window, there are four buttons: an up arrow, a down arrow, "OK", "Cancel", and "Apply".

On the **Events/Availability** tab you can select the events where the player wants to participate in. If it concerns a doubles event you can directly select the partner on the bottom. Make sure the right event is selected before choosing the partner. If player A is selected as a partner for player B, then player B will automatically be selected as a partner for player A. You can also select **Partner Wanted** as a partner. This reminds you the player is still looking for a partner.

 **Tip:** You can also select the partner on the **Roster** tab.

## Availability tab

Michael Dekker Properties

Fee: 15 30 **60**

Note: ■ Not available ■ Partner not available

Partner: <None>

	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Sat 1/3/2015															
Sun 1/4/2015															
Sat 1/10/2015															
Sun 1/11/2015															

☐ Plays tournament in previous week

OK Cancel Apply

In the matrix you can fill in the availability of the player. Click with the mouse on the matrix to activate it. Now, you can move the cursor with the cursor keys. The availability can be blocked by using the **space bar** (the red blocks) and you can delete them with the **Delete** button.

**Tip:** You can use the left mouse button to select multiple blocks at the same time.

**Tip:** Select a day-name to change the availability for a whole day at once.

**Tip:** After selecting a block you can also change the availability with the right mouse button.

With the buttons above the matrix can adjust the size of the time blocks. You can set it to 15, 30 or 60 minutes. The Tournament Planner always stores the availability in 15 minute blocks so there is no information lost if you switch between 15 and 60 minutes. This also makes it possible to have half or quarter filled blocks in the 60 minutes mode. When a player has scheduled matches they will show up here by showing you an icon of a ball or shuttle.

In the case of a double event the availability of the partner is displayed in pink. When a player has more than one partner, you can use the **Partner** drop down menu to switch between them.

## Fee tab

Michael Dekker Properties

General Address Sport Events Availability

Fee Note Messages

Extra Items

Name	Value	Fee
T-Shirt		

Extra Items: €0.00  
Entry Fee: €25.00  
Total Fee: €25.00  
Discount: 0.00

Payments

Date	Type	Amount
------	------	--------

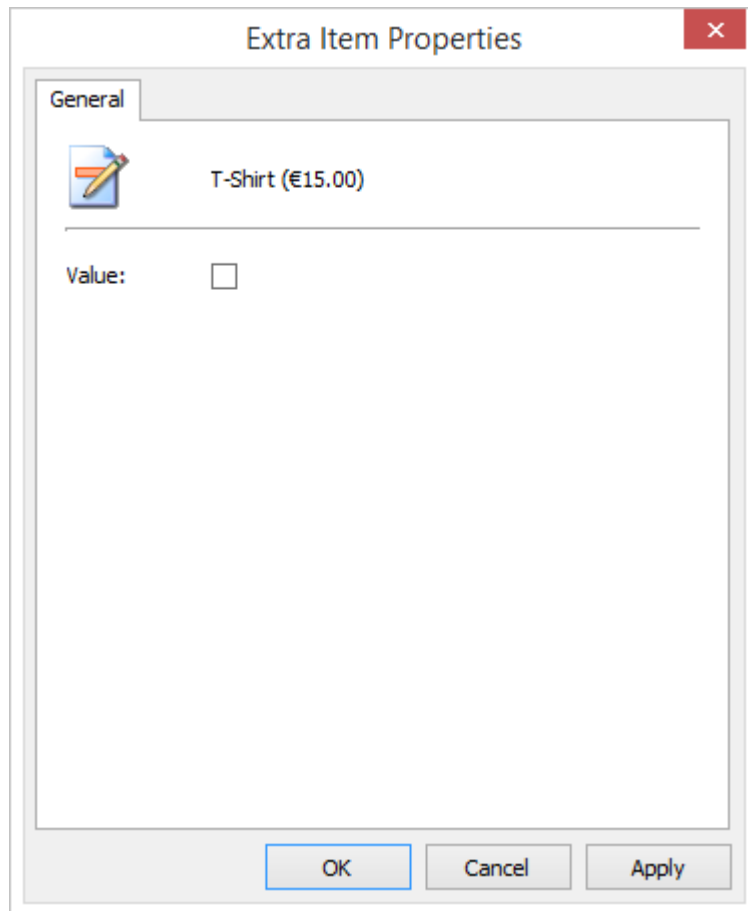
Add Delete Paid: €0.00

Receipt Balance Due: €25.00

OK Cancel Apply

During the tournament you can see on the **Fee** tab how much the player has payed and how much he still has to pay. In the **Tournament Properties** on the **Entry Fees** you can specify if the calculation of the fee is based on entry or participation.

You can place and specify the number of any ordered item. In this example we can select if the player wants to buy a T-shirt.  
To add the T-shirt double click it:



Extra Item Properties

General

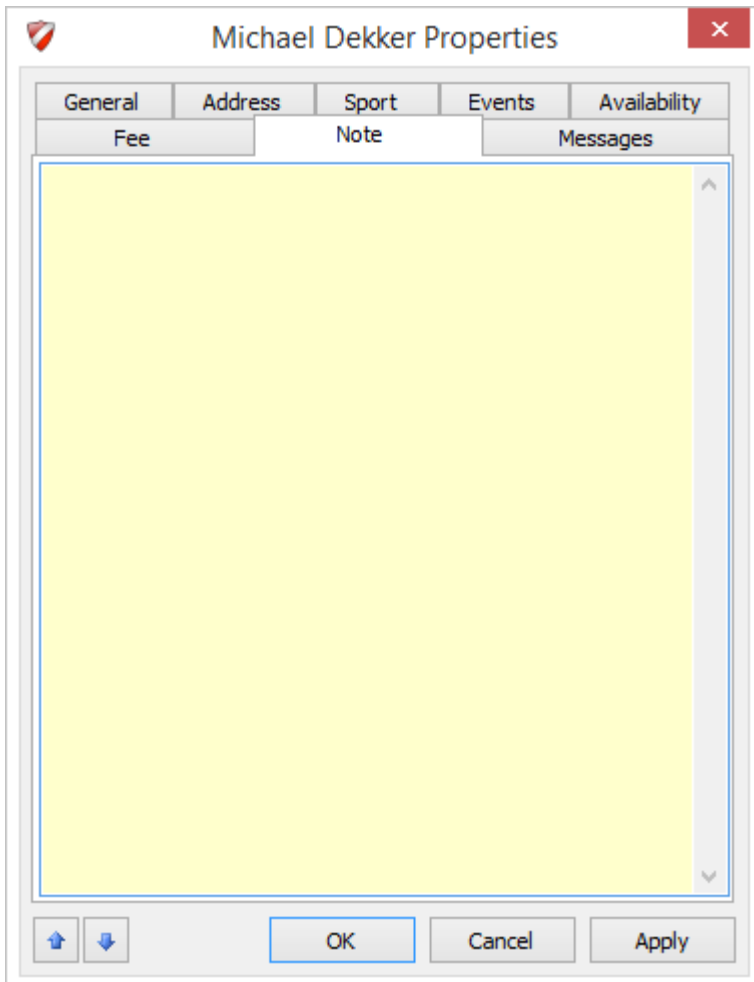
T-Shirt (€15.00)

Value: ☐

OK Cancel Apply

You can change the extra items in the **Tournament Properties** on the **Entry Fees** tab.  
You can enter the paid amount here or on the **Match Properties** on the **Payments** tab.

## Note tab

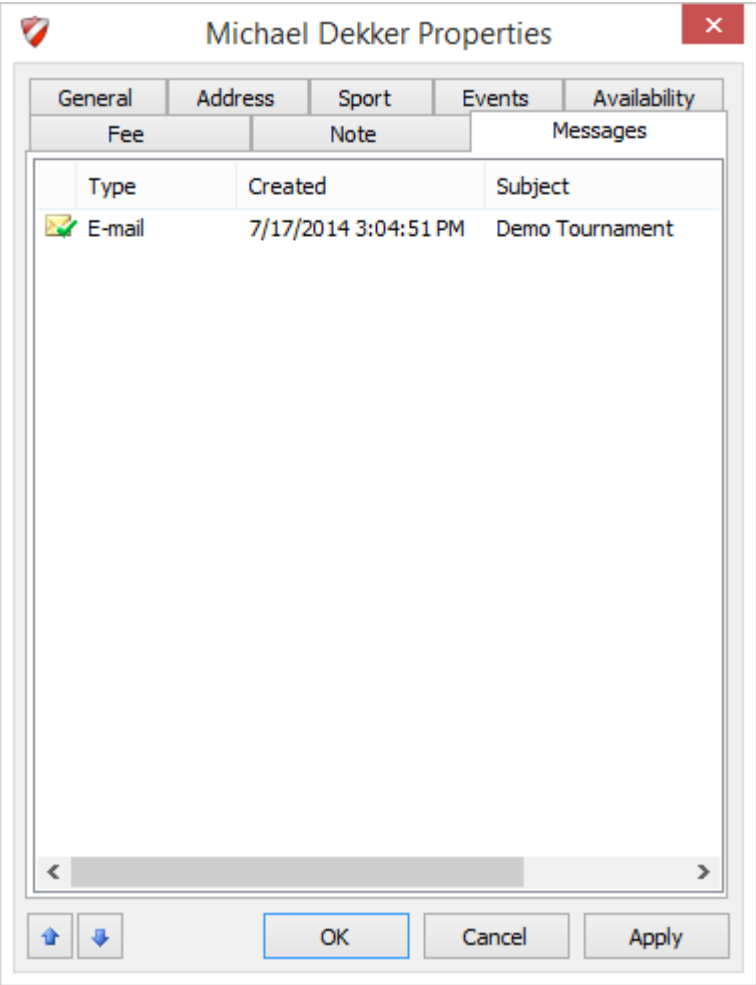


The screenshot shows a dialog box titled "Michael Dekker Properties" with a red close button in the top right corner. The dialog has a tabbed interface with the following tabs: "General", "Address", "Sport", "Events", "Availability", "Fee", "Note", and "Messages". The "Note" tab is currently selected and active, displaying a large, empty yellow text area for entering notes. At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and two small navigation buttons (up and down arrows) on the left.

On the **Note** tab you can enter some notes about this player.



Messages tab



On the **Messages** tab you can see all the messages addressed to this player.

### Matches of player

At any time you can press **F10** to show the matches of a player. If you press **F10** you can select a player.

Select Player

Player Member ID

- Abdul, Mohd Zak
- Adriyanti, Fird
- Ahsa, Muhammad
- Ai, Goto
- Anand, Chet
- Bae, Youn Joo
- Baed, Seung
- Baekl, Shinda
- Dekker, Michael
- Dirksen, Johan
- Jansen, Henk
- Mee, Lu
- Smith, Jonathan
- Veldhof, Sebastiaan
- Van, D...

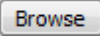
OK Cancel

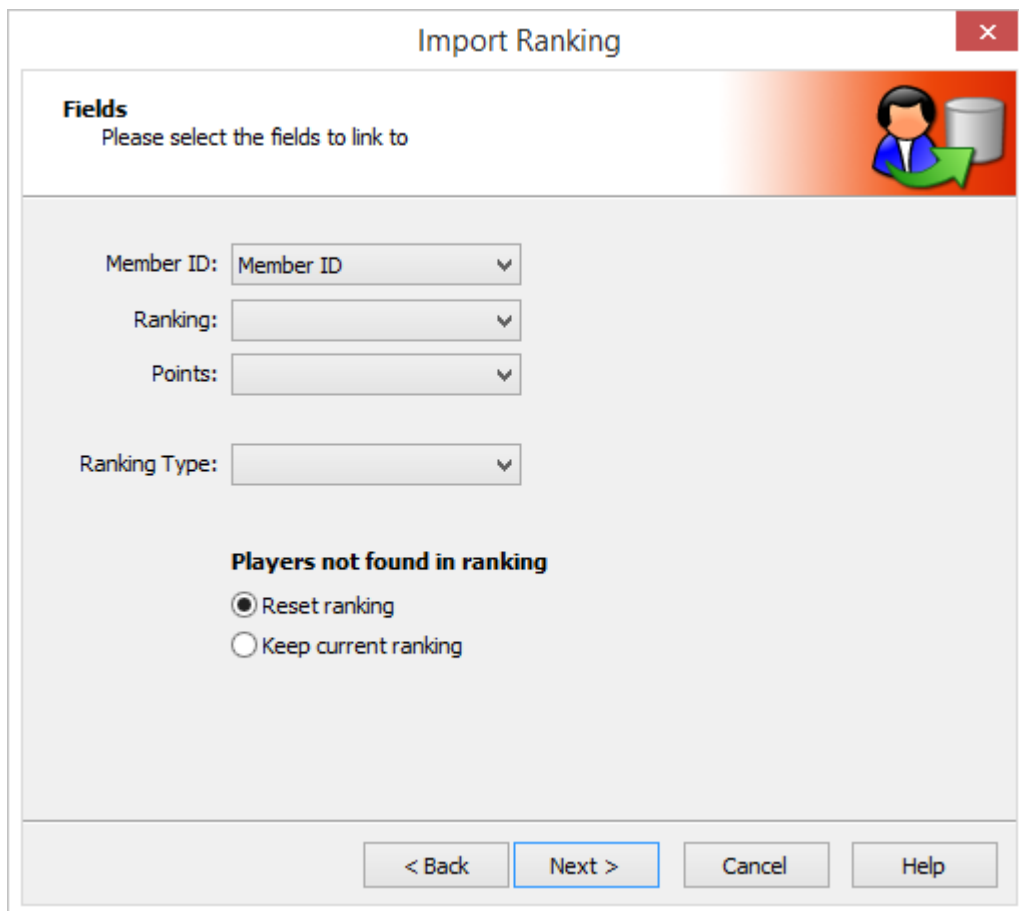
Select the player and click **OK** or press **Enter**. Now you will get an overview of the planned matches of the player.

[illegible]

You can print the matches, lookup the match in the draw sheet or enter results.

## Import Ranking

You can import ranking data from a Dbase file (\*.dbf) or an Excel file (\*.xls) so the players ranking information is updated. Select **Player -> Import Ranking** from the main menu, click the  button to select a Dbase or Excel file.



The 'Import Ranking' dialog box has a title bar with a close button. Below the title bar is a header area with the word 'Fields' and a sub-header 'Please select the fields to link to'. To the right of the header is an icon of a person with a database cylinder and a green arrow. The main area contains four dropdown menus: 'Member ID:' (set to 'Member ID'), 'Ranking:', 'Points:', and 'Ranking Type:'. Below these is a section titled 'Players not found in ranking' with two radio buttons: 'Reset ranking' (selected) and 'Keep current ranking'. At the bottom are four buttons: '< Back', 'Next >' (highlighted with a blue border), 'Cancel', and 'Help'.

Click **Next** to link the fields. Now you can link the fields of your import file to the fields of the Tournament Planner.

The **Ranking Type** indicates the type of ranking you want to import. Finally you can select what happens to the ranking data of a player who is not found in the import file.

- **Reset ranking**  
Clear the existing ranking.
- **Keep current ranking**  
The existing ranking will be kept.

## Selecting Players

With several actions in the Tournament Planner you have the options to select players, for example when sending e-mails. This screen allows to make selections based on different criteria.

On the left side you see a list of all the players in your tournament. You can select manually by checking the players yourself. Click **All** to select all players. Click **None** to de-select all players. Click **OK** when you are done selecting players.

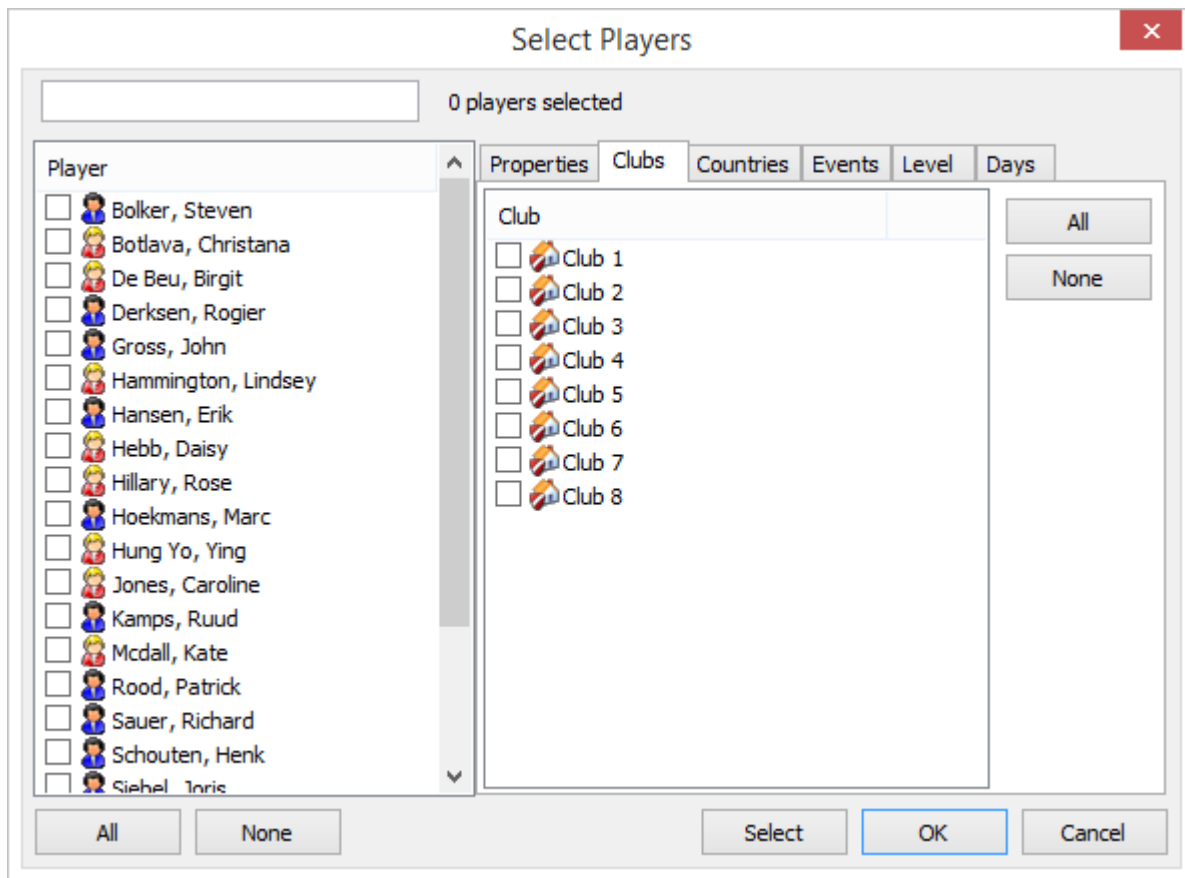
## Properties tab

The screenshot shows a 'Select Players' dialog box with a 'Properties' tab selected. The dialog has a title bar with a close button (X). Below the title bar, there is a search bar and a status indicator '0 players selected'. The main area is divided into two panes. The left pane, titled 'Player', contains a list of 18 players, each with a checkbox and a small icon. The right pane, titled 'Properties', contains several checkboxes and two text input fields for age range. At the bottom, there are four buttons: 'All', 'None', 'Select', and 'OK' (highlighted with a blue border), and a 'Cancel' button.

Player	Properties
<input type="checkbox"/> Bolker, Steven	<input type="checkbox"/> Men
<input type="checkbox"/> Botlava, Christana	<input type="checkbox"/> Women
<input type="checkbox"/> De Beu, Birgit	Age From: <input type="text"/>
<input type="checkbox"/> Derksen, Rogier	Age To: <input type="text"/>
<input type="checkbox"/> Gross, John	<input type="checkbox"/> Players with e-mail
<input type="checkbox"/> Hammington, Lindsey	<input type="checkbox"/> Players without e-mail
<input type="checkbox"/> Hansen, Erik	<input type="checkbox"/> Players with mobile
<input type="checkbox"/> Hebb, Daisy	<input type="checkbox"/> Players without mobile
<input type="checkbox"/> Hillary, Rose	<input type="checkbox"/> Manual entries
<input type="checkbox"/> Hoekmans, Marc	<input type="checkbox"/> Internet entries
<input type="checkbox"/> Hung Yo, Ying	<input type="checkbox"/> Paid
<input type="checkbox"/> Jones, Caroline	<input type="checkbox"/> Not paid
<input type="checkbox"/> Kamps, Ruud	
<input type="checkbox"/> Mcdall, Kate	
<input type="checkbox"/> Rood, Patrick	
<input type="checkbox"/> Sauer, Richard	
<input type="checkbox"/> Schouten, Henk	
<input type="checkbox"/> Siebel, Iris	

On this tab you can select the properties a player must have to be selected. You can select all men, all women, or players of a certain age range. Click **Select** to add all players to the selection who match one of the selected properties. You can make a selection on players with or without e-mail, manual or Internet Entries and players who have paid or not paid.

## Clubs tab



On the clubs tab you can select clubs. All members of the selected clubs will be added to your selection when you click **Select**.

## Countries



On the clubs tab you can select clubs. All members of the selected clubs will be added to your selection when you click **Select**.

## Events tab

The screenshot shows a 'Select Players' dialog box with a red close button in the top right corner. The title bar reads 'Select Players'. Below the title bar, there is a search bar and a status indicator '0 players selected'. The dialog has several tabs: 'Properties', 'Clubs', 'Countries', 'Events' (which is selected), 'Level', and 'Days'. On the left, under the 'Player' heading, is a list of 18 players, each with a checkbox and a small icon. The players are: Bolker, Steven; Botlava, Christana; De Beu, Birgit; Derksen, Rogier; Gross, John; Hammington, Lindsey; Hansen, Erik; Hebb, Daisy; Hillary, Rose; Hoekmans, Marc; Hung Yo, Ying; Jones, Caroline; Kamps, Ruud; Mcdall, Kate; Rood, Patrick; Sauer, Richard; Schouten, Henk; and Siebel, Iris. On the right, under the 'Event' heading, is a list of four events, each with a checkbox and a small icon: MS - Main Draw (green), WS - Main Draw (red), MD - Main Draw (yellow), and WD - Main Draw (red). To the right of the event list are two buttons: 'All' and 'None'. Below the event list is a checkbox labeled 'Only without partner'. At the bottom of the dialog are four buttons: 'All', 'None', 'Select', and 'Cancel'.

0 players selected

Player

- ☐ Bolker, Steven
- ☐ Botlava, Christana
- ☐ De Beu, Birgit
- ☐ Derksen, Rogier
- ☐ Gross, John
- ☐ Hammington, Lindsey
- ☐ Hansen, Erik
- ☐ Hebb, Daisy
- ☐ Hillary, Rose
- ☐ Hoekmans, Marc
- ☐ Hung Yo, Ying
- ☐ Jones, Caroline
- ☐ Kamps, Ruud
- ☐ Mcdall, Kate
- ☐ Rood, Patrick
- ☐ Sauer, Richard
- ☐ Schouten, Henk
- ☐ Siebel, Iris

Event

- ☐ MS - Main Draw
- ☐ WS - Main Draw
- ☐ MD - Main Draw
- ☐ WD - Main Draw

☐ Only without partner

All None Select OK Cancel

On the events tab you can select all players entered for the selected events. Click **Select** to add the players of the selected events.

When **Only without partner** is selected, only the players without a partner will be selected.

## Level tab

The screenshot shows a 'Select Players' dialog box with a red close button in the top right corner. At the top, it says '0 players selected'. Below this is a list of players on the left and two columns of level selection options on the right. The 'Level' tab is active, showing 'Single' and 'Double' categories. Each category has a '<None>' option and checkboxes for levels 1 through 9. At the bottom, there are 'All' and 'None' buttons for each category, and a 'Select' button to add the chosen players to the selection.

Player	Single	Double
<input type="checkbox"/> Bolker, Steven	<input type="checkbox"/> <None>	<input type="checkbox"/> <None>
<input type="checkbox"/> Botlava, Christana	<input type="checkbox"/> 1	<input type="checkbox"/> 1
<input type="checkbox"/> De Beu, Birgit	<input type="checkbox"/> 2	<input type="checkbox"/> 2
<input type="checkbox"/> Derksen, Rogier	<input type="checkbox"/> 3	<input type="checkbox"/> 3
<input type="checkbox"/> Gross, John	<input type="checkbox"/> 4	<input type="checkbox"/> 4
<input type="checkbox"/> Hammington, Lindsey	<input type="checkbox"/> 5	<input type="checkbox"/> 5
<input type="checkbox"/> Hansen, Erik	<input type="checkbox"/> 6	<input type="checkbox"/> 6
<input type="checkbox"/> Hebb, Daisy	<input type="checkbox"/> 7	<input type="checkbox"/> 7
<input type="checkbox"/> Hillary, Rose	<input type="checkbox"/> 8	<input type="checkbox"/> 8
<input type="checkbox"/> Hoekmans, Marc	<input type="checkbox"/> 9	<input type="checkbox"/> 9
<input type="checkbox"/> Hung Yo, Ying		
<input type="checkbox"/> Jones, Caroline		
<input type="checkbox"/> Kamps, Ruud		
<input type="checkbox"/> Mcdall, Kate		
<input type="checkbox"/> Rood, Patrick		
<input type="checkbox"/> Sauer, Richard		
<input type="checkbox"/> Schouten, Henk		
<input type="checkbox"/> Siebel, Iris		

On the level tab you can select all players of a certain player level. Click **Select** to add those players to your selection



## Days Tab

The screenshot shows a 'Select Players' dialog box with a 'Days' tab selected. The dialog has a title bar with a close button. Below the title bar, there is a search bar and a status indicator '0 players selected'. The main area is divided into two panes. The left pane, titled 'Player', contains a list of 20 players with checkboxes next to their names and small player icons. The right pane, titled 'Day', contains a list of dates from Monday 16/03/2015 to Sunday 22/03/2015, each with a checkbox. Below the date list are two checkboxes: 'Warned' and 'Not Warned - not played'. At the bottom of the dialog are four buttons: 'All', 'None', 'Select', and 'OK' (highlighted with a blue border), and a 'Cancel' button.

Player	Day
<input type="checkbox"/> Bolker, Steven	<input type="checkbox"/> Mon 16/03/2015
<input type="checkbox"/> Botlava, Christana	<input type="checkbox"/> Tue 17/03/2015
<input type="checkbox"/> De Beu, Birgit	<input type="checkbox"/> Wed 18/03/2015
<input type="checkbox"/> Derksen, Rogier	<input type="checkbox"/> Thu 19/03/2015
<input type="checkbox"/> Gross, John	<input type="checkbox"/> Fri 20/03/2015
<input type="checkbox"/> Hammington, Lindsey	<input type="checkbox"/> Sat 21/03/2015
<input type="checkbox"/> Hansen, Erik	<input type="checkbox"/> Sun 22/03/2015
<input type="checkbox"/> Hebb, Daisy	
<input type="checkbox"/> Hillary, Rose	
<input type="checkbox"/> Hoekmans, Marc	
<input type="checkbox"/> Hung Yo, Ying	
<input type="checkbox"/> Jones, Caroline	
<input type="checkbox"/> Kamps, Ruud	
<input type="checkbox"/> Mcdall, Kate	
<input type="checkbox"/> Rood, Patrick	
<input type="checkbox"/> Sauer, Richard	
<input type="checkbox"/> Schouten, Henk	
<input type="checkbox"/> Siebel, Iris	

On the days tab you can select all players who have to play a match on the specified date. Click **Select** to add the players of the selected days.

## Player Database


The **Player Database** makes it possible to manage player data from multiple tournaments.

### Copy to player database

Select **Player -> Player Database -> Copy to player database** from the main menu. All players of the current tournament are now copied to player database. You can now pickup players from the player database for another tournament. This way you don't have to fill in all data of the players again, but only select the events and the availability. Players without a member id are not stored in the player database. If a player already exists in the player database the old data will be replaced.

## Pickup from player database

You can easily pickup players stored in the player database for a new tournament. Select **Player -> Player Database -> Pickup from player database** from the main menu or press **F3**.
















☐ Men  
☐ Women

Dob From:   
Dob To:

☐ Players with e-mail  
☐ Players without e-mail

☐ Players with mobile  
☐ Players without mobile

Name	Member ID	DOB	Club	L1	L2
 Bolker, Steven	143340	1/8/1983	Bakkum	3	3
 Derksen, Rogier	280799	7/7/1973	Egmond	3	3
 Gross, John	2148231	1/15/1969	Bergen	3	3
 Hansen, Erik	289228	2/22/1972	Limmen	3	3
 Hoekmans, Marc	275725	6/24/1960	Egmond	3	3
 Kamps, Ruud	738623	10/13/1971	Bakkum	3	3
 Rood, Patrick	274270	9/10/1974	Egmond	3	3
 Sauer, Richard	281456	7/27/1941	Vennewater	3	3
 Schouten, Henk	266340	3/7/1962	Zeswielen	3	3
 Siebel, Joris	692940	9/7/1952	LTVZ	3	3
 Velden, Dik van de	1562434	8/6/1976	Bakkum	3	3
 Voort, Diederik van der	696554	8/27/1971	Hogedijk	4	4
 Vries, Michel de	280611	1/22/1974	Egmond	3	3


13 Players

Select the players that you want to add to the current tournament. In the fields on top of the screen you can fill in the name or the member id of the player you are looking for. Double click the player or click on **Add**.








If all players you want to add are listed on the left you can click **Next**.



Select Players



Please select the events for these entries

Event	
<input type="checkbox"/>  HE	
<input type="checkbox"/>  DE	
<input type="checkbox"/>  DE Qualification	
<input type="checkbox"/>  HD	
<input type="checkbox"/>  HD Qualification	
<input type="checkbox"/>  DD	
<input type="checkbox"/>  DD Qualification	

13 Players

You can select an event for the players if you like. Click **Finish** to add the selected players to your tournament. Check if personal data like the address or level hasn't changed.

If you click on **Delete Player** the player will be removed from the player database. By clicking **Clear Player Database**, all the players are removed from the player database.


### Import to player database

You can also import data from your member administration. Export all the data of your member administration program to an Excel (\*.xls) file. After that, these files can be imported in to the player database. Select **Player -> Player Database -> Import to player database** from the main menu.

**Import To Player Database** ✕

---

**File**  
Select the file to import from

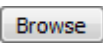


Browse

This wizard allows you to import several file types:

**Excel files**  
Make sure the data is on the first sheet and the first row contains the field names.

< Back Next > Cancel Help


Click on the  button to select the Excel file you want to import. Click **Next** to link the fields.

Import To Player Database

×

Fields

Please select the fields to link to



Member ID:

▼

Name:

▼

First name:

▼

Middle name:

▼

Address:

▼

Address 2:

▼

Address 3:

▼

Postal code:

▼

City:

▼

State:

▼

Country:

▼

Phone Home:

▼

Phone Work:

▼

Mobile:

▼

E-mail:

▼

Gender:

▼

Date of birth:

▼

Club:

▼

< Back

Next >

Cancel

Help


Now you can link the fields of your import file to the fields of the Tournament Planner. The Tournament Planner will try to create a link automatically using the fieldnames. You can link the missing fields by hand. If not all data is present in your Excel file, then they won't either appear in the member file of the Tournament Planner. Click on **Next** to continue.











X

## Import To Player Database

**Result**


Verify the result before finally importing it into the playerdatabase



	Name	First Name	Middl...	Address	Postal ...	Cit
<input checked="" type="checkbox"/>	 Hansen	Erik		...	1606AJ	
<input checked="" type="checkbox"/>	 Sauer	Richard		...	1825KB	
<input checked="" type="checkbox"/>	 Kamps	Ruud		...	1816GG	
<input checked="" type="checkbox"/>	 Hoekmans	Marc		...	1602DD	
<input checked="" type="checkbox"/>	 Siebel	Joris		...	1503JS	
<input checked="" type="checkbox"/>	 Velden	Dik	van de	...	1901ML	
<input checked="" type="checkbox"/>	 Schouten	Henk		...	1823BR	
<input checked="" type="checkbox"/>	 Rood	Patrick		...	1932BT	
<input checked="" type="checkbox"/>	 Voort	Diederik	van der	...	1934BH	
<input checked="" type="checkbox"/>	 Bolker	Steven		...	1901VE	

< Back
Next >
Cancel
Help

The result is shown. Now you can check if the right data is filled in the right fields. You can go back to make changes if necessary. Click on **Next** to import the players in to the player database.

 **Attention:** Players without a member id will not be stored in the player database. If a player already exists in the player database the old data is replaced.

### Export player database

You can also export the player database to an Excel file (.xls). You can import this file in your member administration or it can be used for a mail merge by MS-Word. Select **Player -> Player Database -> Export player database** from the main menu.

## Send e-mails to players in Player Database

You can send players an e-mail from the Player Database.  
Go to **Player** -> **Player Database** -> **Email Player Dase**.

☐ Men

☐ Women

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Dob From:

Dob To:

Name	Member ID	DOB	Email
Adams, John	1001	1980-01-01	john.adams@example.com
Adams, John	1002	1980-01-01	john.adams@example.com
Adams, John	1003	1980-01-01	john.adams@example.com
Adams, John	1004	1980-01-01	john.adams@example.com
Adams, John	1005	1980-01-01	john.adams@example.com
Adams, John	1006	1980-01-01	john.adams@example.com
Adams, John	1007	1980-01-01	john.adams@example.com
Adams, John	1008	1980-01-01	john.adams@example.com
Adams, John	1009	1980-01-01	john.adams@example.com
Adams, John	1010	1980-01-01	john.adams@example.com
Adams, John	1011	1980-01-01	john.adams@example.com
Adams, John	1012	1980-01-01	john.adams@example.com
Adams, John	1013	1980-01-01	john.adams@example.com
Adams, John	1014	1980-01-01	john.adams@example.com
Adams, John	1015	1980-01-01	john.adams@example.com
Adams, John	1016	1980-01-01	john.adams@example.com
Adams, John	1017	1980-01-01	john.adams@example.com
Adams, John	1018	1980-01-01	john.adams@example.com
Adams, John	1019	1980-01-01	john.adams@example.com
Adams, John	1020	1980-01-01	john.adams@example.com
Adams, John	1021	1980-01-01	john.adams@example.com
Adams, John	1022	1980-01-01	john.adams@example.com
Adams, John	1023	1980-01-01	john.adams@example.com
Adams, John	1024	1980-01-01	john.adams@example.com
Adams, John	1025	1980-01-01	john.adams@example.com
Adams, John	1026	1980-01-01	john.adams@example.com
Adams, John	1027	1980-01-01	john.adams@example.com
Adams, John	1028	1980-01-01	john.adams@example.com
Adams, John	1029	1980-01-01	john.adams@example.com
Adams, John	1030	1980-01-01	john.adams@example.com
Adams, John	1031	1980-01-01	john.adams@example.com
Adams, John	1032	1980-01-01	john.adams@example.com
Adams, John	1033	1980-01-01	john.adams@example.com
Adams, John	1034	1980-01-01	john.adams@example.com
Adams, John	1035	1980-01-01	john.adams@example.com

35 players selected

< Back

Next >

Cancel

You can filter on **Men, Woman, Dob From** and **Dob To**.  
Click **Next >** to enter your e-mail message.  
Players who don't have an e-mail address won't be in the list.

## Import Entries

You can also use a Dbase file (\*.dbf) to import players directly into your tournament without using the player database. Select **Player -> Import Entries** from the main menu. The Import Entries function works similar to importing into the player database.

Import Entries

Events

Please select the events for these entries

Event

☐ MS  
☐ MS Qualification  
☐ WS  
☐ WS Qualification  
☐ MD  
☐ MD Qualification  
☐ WD  
☐ WD Qualification

☐ Link partners in odd and even rows

< Back

Finish

Cancel

Help

After selecting the players you can also select in which events the selected player will be entered. Therefore you want to have separate Dbase files for each of your tournaments events. If a player already exists in your tournament, only the selected event will be added.

## Roster

By clicking the **Roster** button in the Outlook bar you will enter in the **Roster** view. On the left you can select an event. On the right you will get an overview of the players participating in the event. You can also create draw sheets per event. You can find an explanation of the event colors at tournament properties, **Events** tab.



## Entries tab

Tennis Tournament Planner - Demo Tournament

Tournament Player Draw Report Internet Messages Extra Help

Roster - Main Draw

Overview  
Players  
Roster  
Draws  
Matches  
Notes  
Messages

MS  
WS  
MD  
WD

Entries Draws

N..	E.	Name	Seed	Status	Order	L...	Rating	R...	Po
1		Christana Botlava				3			
2		Birgit De Beu				3			
3		Lindsey Hammington				4			
4		Daisy Hebb				4			
5		Rose Hillary				4			
6		Ying Hung Yo				3			
7		Caroline Jones				4			
8		Kate Mcdall				4			
9		Kim de Vries				4			
10		Shi-Tang Wang				3			

Main Draw / Qualifying / Lucky Losers / Reserve List / Exclude List

Visual Reality 0 draws, 10 entries (10 Main Draw, 0 Qualifying, 0 Lucky Losers List, 0 Reserve List, 0 Excluded)

On the **Entries** tab you find a list with all the players participating in the event. All the relevant information to do the seeding and make the draws is listed.

Click any column name to sort the list. If you double click an entry, or if you select the **Properties** by right clicking the entry, you can change some of these properties.

### Double Event

In a double event both players have to fill in there partner.

The entries can be subdivided in different groups:

### Main Draw tab

By default all entries will be listed in the **Main Draw**.

### Reserve List tab

The reserve players can be moved to the **Reserve List**.

### Exclude List tab

The players you exclude by hand can be moved to the **Exclude List**.

When the **Separate seeding** option is selected in the properties of an event you will get two extra tabs.



### Qualifying tab

Players who are not automatically seeded for the main draw can still qualify by participating in the qualification draw.

### Lucky Losers tab

When a player in the main draw does not show or is injured a **lucky loser** from the qualify draw will advance through to the main draw.

You can easily recognize the type of entry by the colors used:

- Green Standard
- Yellow Direct Acceptance
- Grey Reserve
- Red Excluded

### Entry properties

If you double click an entry, or if you select the **Properties** by right clicking the entry, you can change some of these properties.

A screenshot of the 'Entry Properties' dialog box. It has two tabs: 'General' (selected) and 'Withdrawal'. The 'General' tab contains the following fields: a player icon and name 'Michael Dekker', a 'Partner' dropdown menu set to '<None>', 'Event: MS', 'Entry Date: Tue 3/18/2014', a 'Main Draw' section with 'Seed' input fields and a 'Status' dropdown set to '<None>', a 'Qualifying Draw' section with 'Seed' input fields and a 'Status' dropdown, and an 'Acceptance' section with 'Order' dropdown set to '<None>' and 'Position' set to '0'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons, along with up/down arrow buttons.

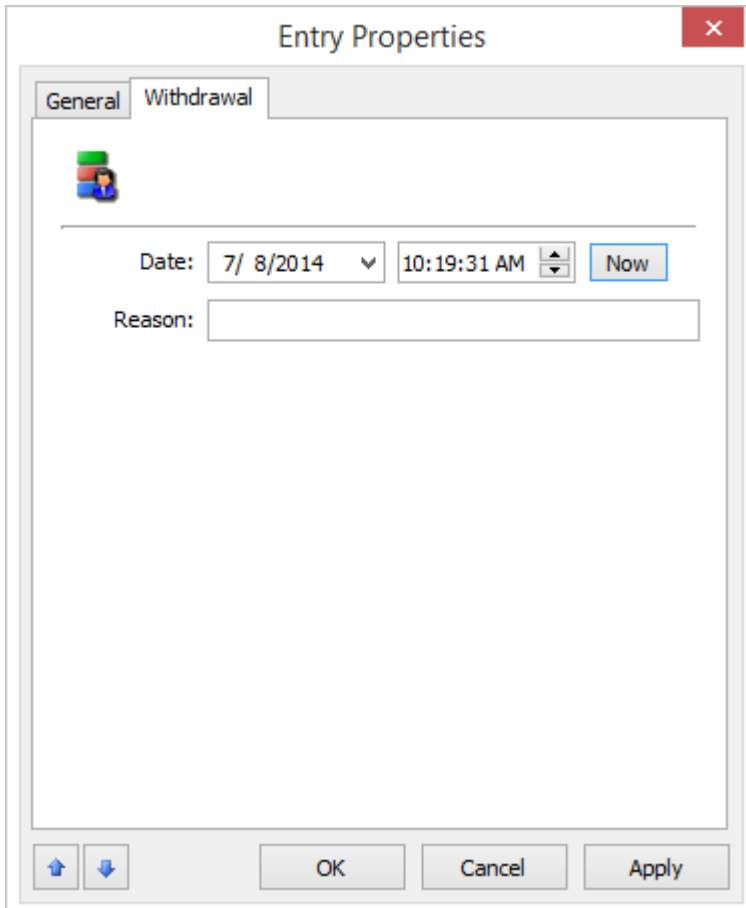
You can give the entry a **Seed**, for example 1, 3/4 or 5/8. You can also adjust the **Status** (Wildcard, Lucky Loser or Qualifier). You can have separate seedings for the main draw and the qualification. When making the draw the right one is automatically used. In the tab **Events** of the **Tournament Properties** you can select for

each event separately if you want to use the **Separate Seeding**.

With a doubles match you can assign a partner. If you select player A as the partner for player B, then player B will automatically be selected as the partner for player A. You can also select **Partner Wanted** as a partner. This reminds you the player is still searching for a partner. A player with a **Partner Wanted** or **No Partner** can not be entered in a draw.

Under **Acceptance** you can fill in the acceptance position for **Main**, **Qualifying** and **reserve**.

On the **Withdrawal** tab you can fill in the reason and the time of withdrawn:



The screenshot shows a dialog box titled "Entry Properties" with a red close button in the top right corner. It has two tabs: "General" and "Withdrawal". The "Withdrawal" tab is active. Inside the dialog, there is a small icon of a person. Below the icon, there is a "Date:" label followed by a date picker showing "7/ 8/2014" and a time picker showing "10:19:31 AM". To the right of the time picker is a blue button labeled "Now". Below the date and time fields is a "Reason:" label followed by a text input field. At the bottom of the dialog, there are four buttons: a blue up arrow, a blue down arrow, "OK", "Cancel", and "Apply".

## Automatic Seeding

Click on the **Automatic Seeding** button in the toolbar .

Automatic Seeding

Order: Rating

☐ Do not seed players without rating

Main Draw

	Name	Seed	Rating	Ranking	Points	
1	Henk Jansen					
2	Jonathan Smith					
3	Michael Dekker					
4	Jan Jansen					
5	Kevin de Wit					
6	Lu Mee					
7	Muhammad Ahsa					
8	Mohd Zak Abdul					
9	Sebastiaan Veldhof					
10	Dave de Vries					
11	Chet Anand					
12	Shinda Baekl					

Seed:

0

1

2

4

8

16

32

64

128

Close

You can sort the entries on rating or ranking. Use one of the buttons 2, 4, 8, 16, 32 to seed that number of entries. Click on **0** to remove all seeds.

## Draws tab

The screenshot shows the 'Tennis Tournament Planner - Demo Tournament' application. The 'Draws' tab is selected in the 'Roster - Main Draw' section. The left sidebar contains icons for Overview, Players, Roster, Draws, Order of play, Matches, Notes, and Messages. The main area displays a table with columns: Name, Type, Size, Stage, Playoff, and Consolation. The table contains three entries: Group A (Round Robin, Size 4, Stage 1), Group B (Round Robin, Size 4, Stage 1), and MS (Round Robin, Size 5, Stage 2). The status bar at the bottom indicates '3 draws, 12 entries (12 Main Draw, 0 Reserve List, 0 Excluded)'.

Name	Type	Size	Stage	Playoff	Consolation
Group A	Round Robin	4	1		
Group B	Round Robin	4	1		
MS	Round Robin	5	2		

On the **Draws** tab you can view the draw sheets per event. The following properties are shown:

- Name
- Type
- Size
- Group
- Consolation
- Playoff (yes/no)
- Qualification (yes/no)

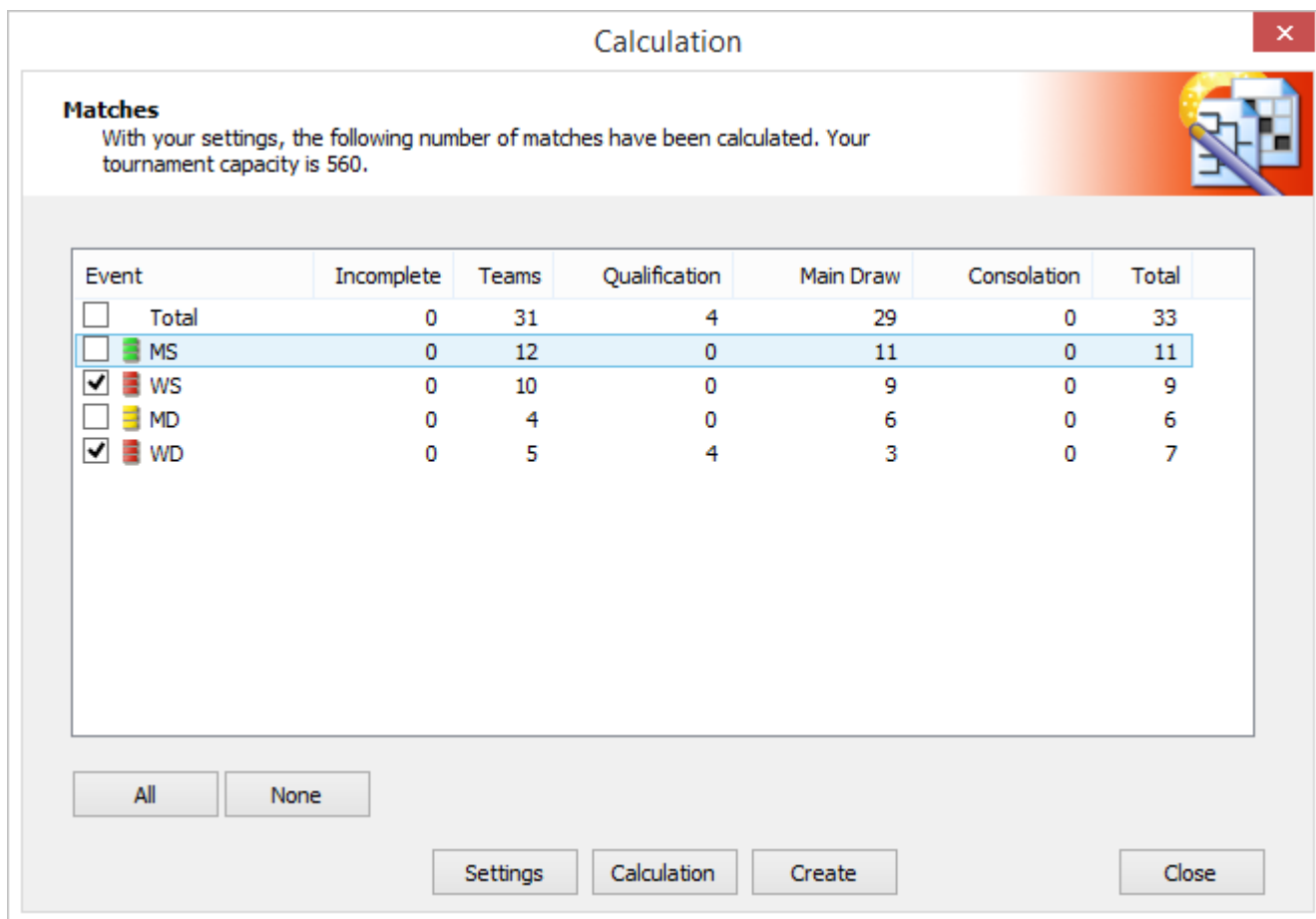
If you click **Add Draw**, the **Draw Wizard** is started. Click **Delete Draw** to delete a draw.

## Calculation

During the entry period of your tournament it is possible to calculate the total number of matches based on the number of entries. Select **Draw -> Calculation...** to show the calculation screen.

Calculation - Calculation

You will see a list of all the events and the number of matches in the qualification and the main draw. These calculations are based on a number of settings which you can adjust yourself. Click on **Settings** to show the calculation settings.



The screenshot shows a window titled "Calculation" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Matches" with a text box stating: "With your settings, the following number of matches have been calculated. Your tournament capacity is 560." To the right of this text is a small icon of a calendar and a pencil. Below this is a table with the following columns: Event, Incomplete, Teams, Qualification, Main Draw, Consolation, and Total. The table contains the following data:

Event	Incomplete	Teams	Qualification	Main Draw	Consolation	Total
<input type="checkbox"/> Total	0	31	4	29	0	33
<input type="checkbox"/> MS	0	12	0	11	0	11
<input checked="" type="checkbox"/> WS	0	10	0	9	0	9
<input type="checkbox"/> MD	0	4	0	6	0	6
<input checked="" type="checkbox"/> WD	0	5	4	3	0	7

Below the table, there are two buttons: "All" and "None". At the bottom of the window, there are four buttons: "Settings", "Calculation", "Create", and "Close".

When your entry is closed and you are happy with the settings you can make the draws for all your events at once. Check all the events which you want to create the draws for and click **Create**. Within seconds your draws are created and you are ready to do the seeding and make the draws.


If you want to have different draws for specific events uncheck these events before you create the draws. You can still add draw to this event by using the **Draw Wizard** from the main menu.

×

## Calculation

**Settings**

Please select the appropriate settings for your events. Double-click an item to change the settings.



Entries	Type	Size	Consolation	Playoff	Qualification	Num.	Size
2-4	Round Robin	4			<None>	0	0
5-6	Elimination	4			Round Robin	2	3
7-8	Elimination	8			<None>	0	0
9-16	Elimination	16			<None>	0	0
17-32	Elimination	32			<None>	0	0
33-64	Elimination	64			<None>	0	0
65-128	Elimination	128			<None>	0	0
129-256	Elimination	256			<None>	0	0

Properties

Settings

Calculation


Create

Close

For various numbers of entries you can set the type of draw. Double click a setting to change the draws.

Calculation Properties

General



2-4

Qualification

Type: <None>

Size: 0

Count: 0

Main Draw

Type: Round Robin

Size: 4

Playoff: <None>

Consolation: <None>

Cons. Playoff: <None>

OK

Cancel

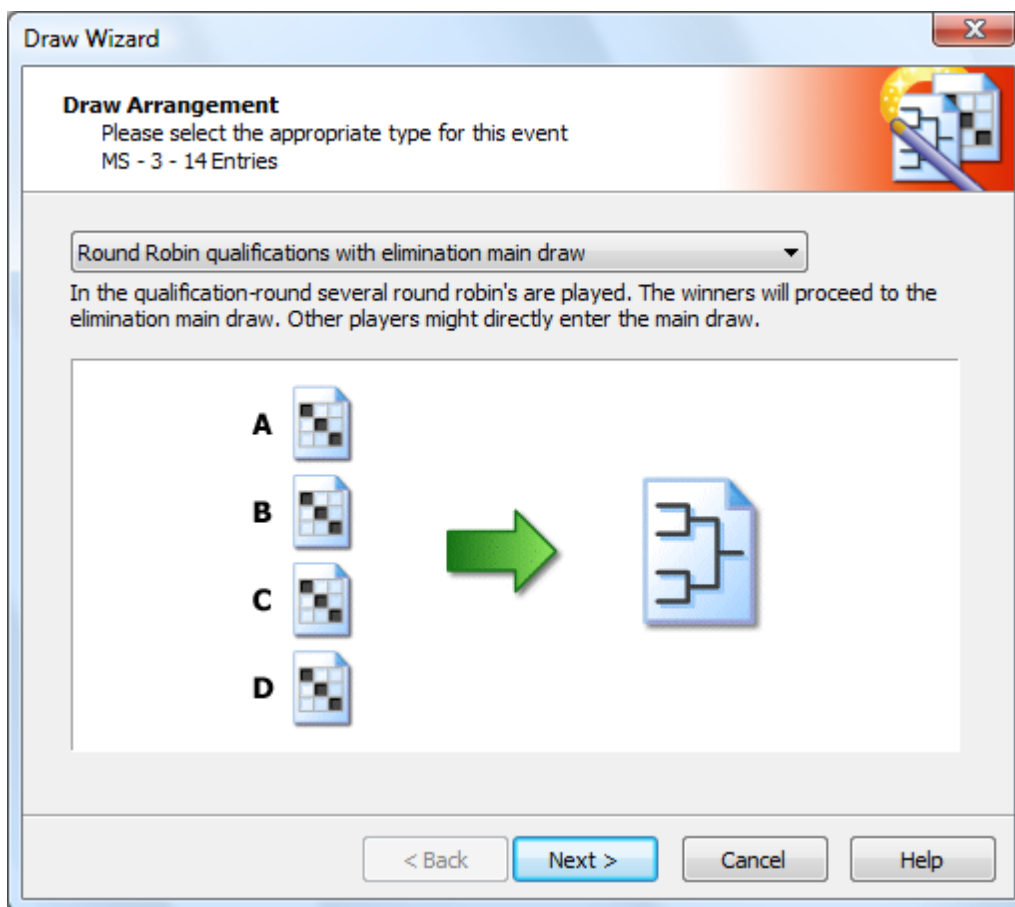
Apply

On this screen you can select the type of main draw and the type of qualification draw. Click **OK** to confirm the changes. Now click on **Calculation** to show the adjusted number of matches.



## Draw Wizard

Draw Wizard - Draw Arrangement



First you can select the arrangement of the draws. You can select:

- **Elimination**



An elimination draw is a knock-out system. You can have a consolation draw and a playoff with it.

- **Round Robin**



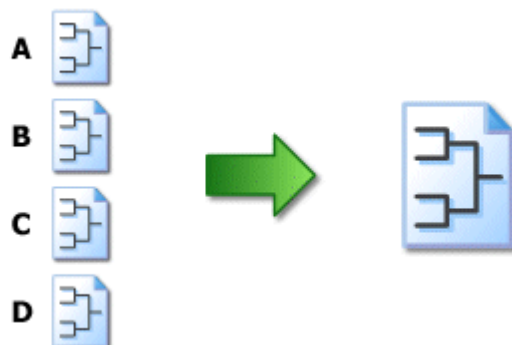
In a round robin every player plays once against every other player.

- **Round Robin qualifications with elimination main draw**



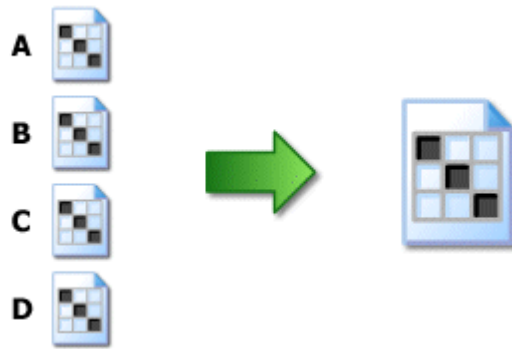
In the qualification round several round robins are played. The winners will proceed to the elimination main draw. Other players might directly enter the main draw. The round robins and the elimination main draw are linked automatically.

- **Elimination qualifications with elimination main draw**



In the qualification round several small eliminations are played. The winners will proceed to the elimination main draw. Other players might directly enter the main draw. You can have a consolation draw and a playoff with it.

- **Round Robin qualification with round robin main draw**



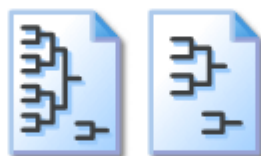
In the qualification round several round robins are played. The winners will proceed to the round robin main draw. Other players might directly enter the main draw. The qualification round robins and the round robin main draw are linked automatically.

- **Round Robin – Full**



In a full round robin every player plays twice against every other player. Home and away.

- **Slugout**



A progressive draw is an elimination draw with built-in consolation. Losers of the first round move to the bottom half.

- **Compass Draw**



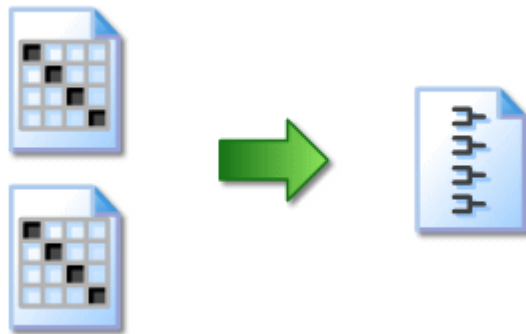
In a compass draw every player plays at least 3 matches.

- **Qualifying Draw**



A qualifying draw is an elimination draw which ends after a number of rounds. The players reaching the final round will be the qualifiers for the draw in the next stage. This draw is similar to creating several small elimination draws..

- **Round Robin with playoffs**



2 Round Robins with a size of 4 are played after that the playoffs are played for the places 1-8

- **Matchplay**



Matchplay

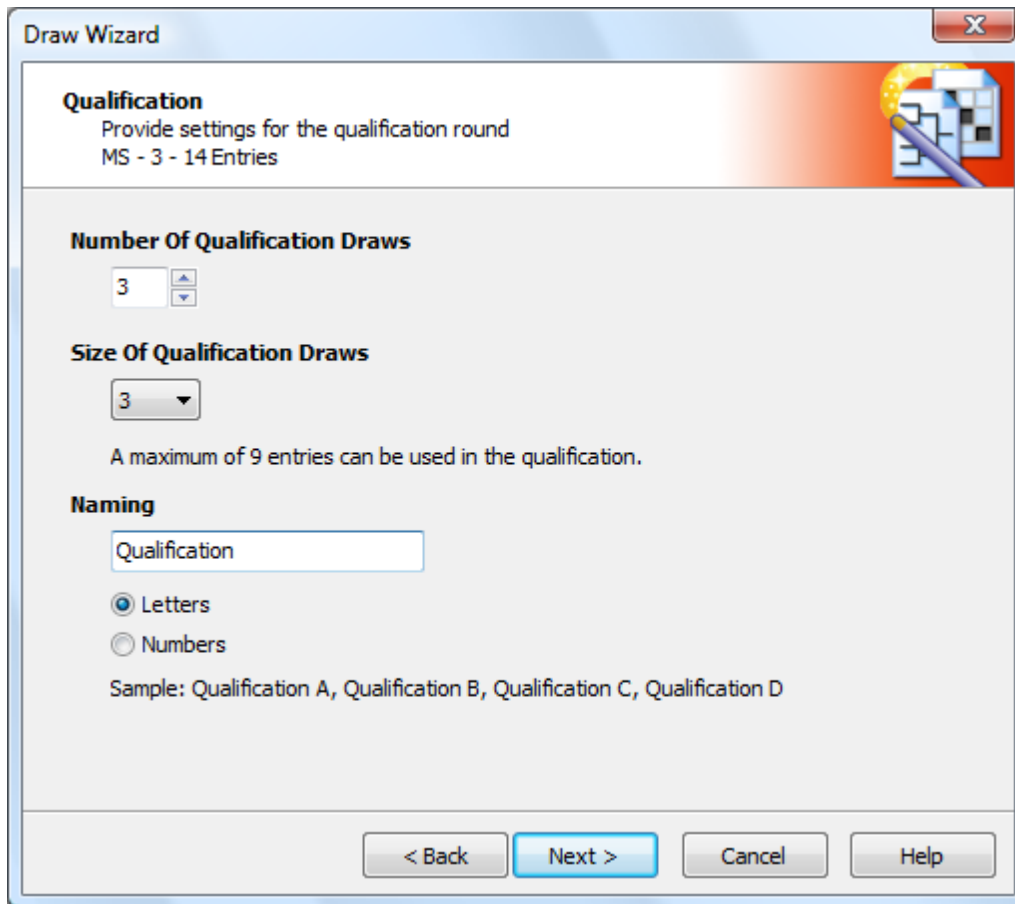
- **Continous Feed-in**



After you have selected the arrangement of the draws you can click **Next** to go to Qualification, Main draw or the Layout page.

## Draw Wizard - Qualification

You can now provide the settings for the qualification round. You can enter the number and the size of the qualification draws. You can enter the naming of the draws in the **Naming** field.



The image shows a software dialog box titled "Draw Wizard". It has a standard Windows-style title bar with a close button (X) in the top right corner. The main content area is divided into sections. The first section, "Qualification", has a subtitle "Provide settings for the qualification round" and a text field containing "MS - 3 - 14 Entries". To the right of this section is a small icon of a calendar with a pencil. The second section, "Number Of Qualification Draws", features a numeric input field with the value "3" and up/down arrow buttons. The third section, "Size Of Qualification Draws", has a dropdown menu currently showing "3". Below this dropdown is a note: "A maximum of 9 entries can be used in the qualification." The fourth section, "Naming", contains a text input field with the word "Qualification". Below the field are two radio buttons: "Letters" (which is selected) and "Numbers". At the bottom of the "Naming" section is a sample text: "Sample: Qualification A, Qualification B, Qualification C, Qualification D". At the very bottom of the dialog box are four buttons: "< Back", "Next >" (highlighted in blue), "Cancel", and "Help".

**Draw Wizard**

**Qualification**  
Provide settings for the qualification round  
MS - 3 - 14 Entries

**Number Of Qualification Draws**  
3

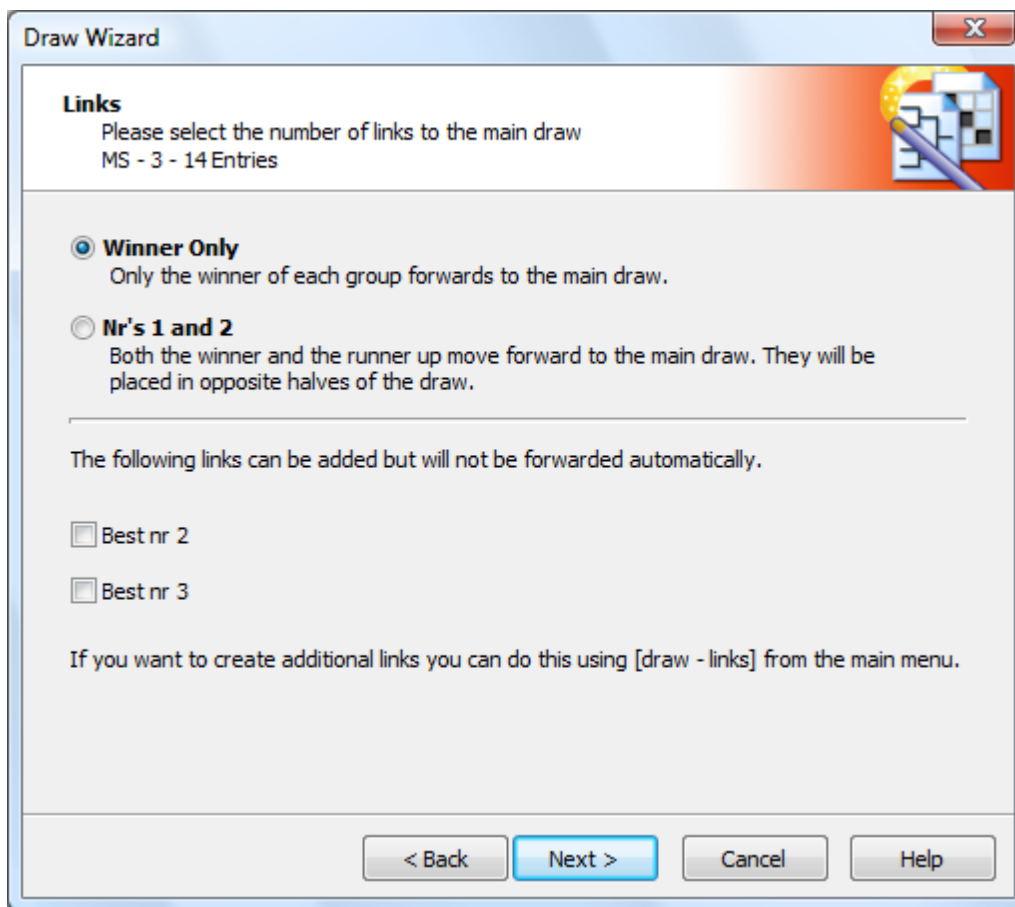
**Size Of Qualification Draws**  
3  
A maximum of 9 entries can be used in the qualification.

**Naming**  
Qualification  
☒ Letters  
☐ Numbers  
Sample: Qualification A, Qualification B, Qualification C, Qualification D

< Back   Next >   Cancel   Help

By clicking **Next** you will enter the Main Draw Page.

When your **draw arrangement** is **Round Robin qualifications with elimination main draw**, then you will also be given a choice whether only the winner or also the runner up will be forwarded to the main draw.



The screenshot shows a Windows-style dialog box titled "Draw Wizard". The main content area has a red header bar with the title "Links" and a sub-header "Please select the number of links to the main draw". Below this, it says "MS - 3 - 14 Entries". There are two radio button options: "Winner Only" (selected) and "Nr's 1 and 2". Below these is a horizontal line and the text "The following links can be added but will not be forwarded automatically." followed by two unchecked checkboxes: "Best nr 2" and "Best nr 3". At the bottom, there is a paragraph of text: "If you want to create additional links you can do this using [draw - links] from the main menu." and four buttons: "< Back", "Next >", "Cancel", and "Help".

**Draw Wizard**

**Links**  
Please select the number of links to the main draw  
MS - 3 - 14 Entries

☒ **Winner Only**  
Only the winner of each group forwards to the main draw.

☐ **Nr's 1 and 2**  
Both the winner and the runner up move forward to the main draw. They will be placed in opposite halves of the draw.

---

The following links can be added but will not be forwarded automatically.

☐ Best nr 2

☐ Best nr 3

If you want to create additional links you can do this using [draw - links] from the main menu.

< Back   Next >   Cancel   Help

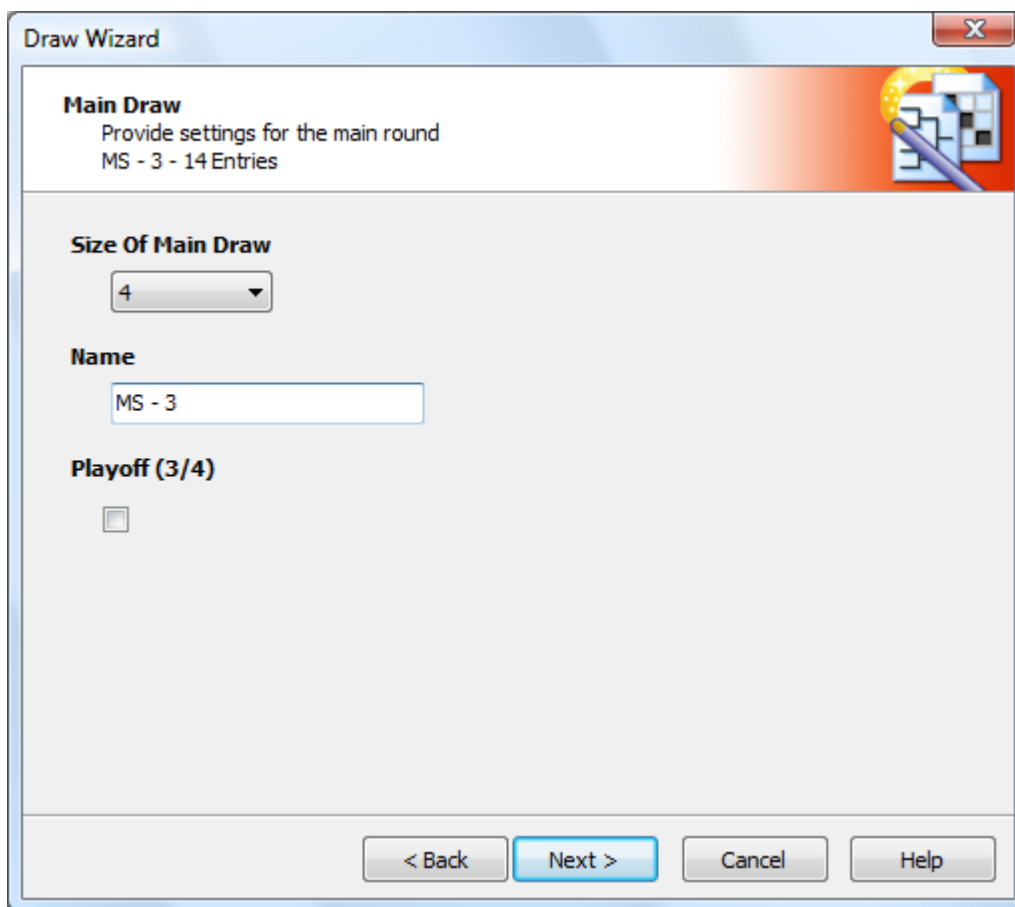
In some cases you may have an odd number of round robins, qualifying for an elimination draw. In this case you may choose to have the **Best nr. 2** and **Best nr. 3** continue as well in order to fill up the elimination draw. They will be linked to the elimination draw but will not advance automatically.

If necessary you can go in the main menu **Draw -> Links** to add extra links.

Click **Next** to continue to the next screen.

## Draw Wizard - Main Draw

You can now provide the settings for the main Draw. You can enter the size of the main draw keeping the number of qualification draws in mind. If you have three qualification draws you need at least an elimination draw of size four or an Round Robin of size three.



You can enter a **name** for the draw. Default the name is set to the name of the event. You can select **playoff** if you want to play for a third and fourth place.

If you have selected a single draw in the Draw Arrangement page you can check **Qualification** if this is a qualification draw and enter a **group** number otherwise the Tournament Planner will set this automatically.

### Groups and qualification rounds explained

If you are playing qualification rounds with a main draw you must use the group number and qualification indicator. For all qualification draws check the qualification indicator and enter the same group number. If you do this then for every elimination draw the winner is and for every round robin every entry is available as a link in the main draw. For example, if you create four round robins of size three check qualification on all the draws and give them the same group number. Then create an elimination draw of size four with another group number. Now you plan this draw in advance, without knowing the winners of the qualification draws. If you have more than one qualification rounds use the same group number per round. This makes it possible to play four round robins of size five, then two round robins of size four and have an elimination main draw of size two. For more information about creating links between draws study the part about **Links**.

Click **Next** to continue. If there is a consolation possible you will go to the Consolation page else you will go to the layout page.



## Draw Wizard - Consolation

If you have select an elimination draw a consolation is possible. Select the type of consolation.



**Draw Wizard**

**Consolation**  
Select the type of consolation you wish to play with your main draw  
MS - 3 - 14 Entries

☒ **None**  
Do not play a consolation.

☐ **First Round**  
Players losing in the first round of the main draw will go to the consolation. Players with a bye may play just one match.

☐ **First Match**  
Players losing their first match of the main draw will go to the consolation. This will also forward players with a bye in the first round.

☐ **Full Feed In**  
Players losing their match in the main draw upto the quarter finals will enter the consolation draw.


☐ **Triple Plate**  
Each player is guaranteed 3 matches.

☐ **Custom**  
An extra elimination draw, half the size of the main draw is added. You can decide yourself which players will enter the consolation and where to put them.

☐ Consolation Playoff

< Back   Next >   Cancel   Help

Select one of the following types of consolation:

- **None**  
Do not play a consolation.
- **First Round**  
Players losing in the first round of the main draw will go to the consolation. Players with a bye may play just one match.
- **First Match**  
Players losing their first match of the main draw will go to the consolation. This will also forward players with a bye in the first round.
- **Full Feed In**  
Players losing their match in the main draw up to the quarter finals will go to the consolation.
- **Triple Plate**  
This consolation adds 3 extra eliminations to your draw and will guarantee each players at least 3 matches before they are out of the tournament. Losers of their first match in the main draw move to the plate. Losers of the second match in the main draw move to the special plate. Finally losers of the first match in the plate move to the consolation plate.
- **Custom**  
An extra elimination draw half the size of the main draw is added. You can decide yourself which players will enter the consolation and where to put the  
 **Please note:** The links in this draw are not made until players are actually in the draw as this type requires a different set of links for each number of players.

**Next** will take you to the Layout Page.

## Draw Wizard - Layout

Select the **header** and the extra **columns** to be displayed on the draws.



The image shows a Windows-style dialog box titled "Draw Wizard". The main area has a red header bar with the title "Layout" and the instruction "Select the header and the extra columns to be displayed on each draw". Below this, it says "MS - 3 - 14 Entries". There is a small icon of a calendar and a pencil in the top right corner of the main area. The "Header:" label is followed by a dropdown menu showing "Standard". The "Columns:" label is followed by a list box with a "Column" header. The list contains the following items with checkboxes: ☒ Member ID, ☒ Level, ☐ Date of Birth, ☐ Status, ☐ Rating, ☐ Ranking, ☐ District, ☐ Club, ☐ State, ☐ Country, and ☐ Flag. At the bottom of the dialog are four buttons: "< Back", "Next >" (highlighted in blue), "Cancel", and "Help".

Draw Wizard

**Layout**  
Select the header and the extra columns to be displayed on each draw  
MS - 3 - 14 Entries

Header: Standard

Columns:

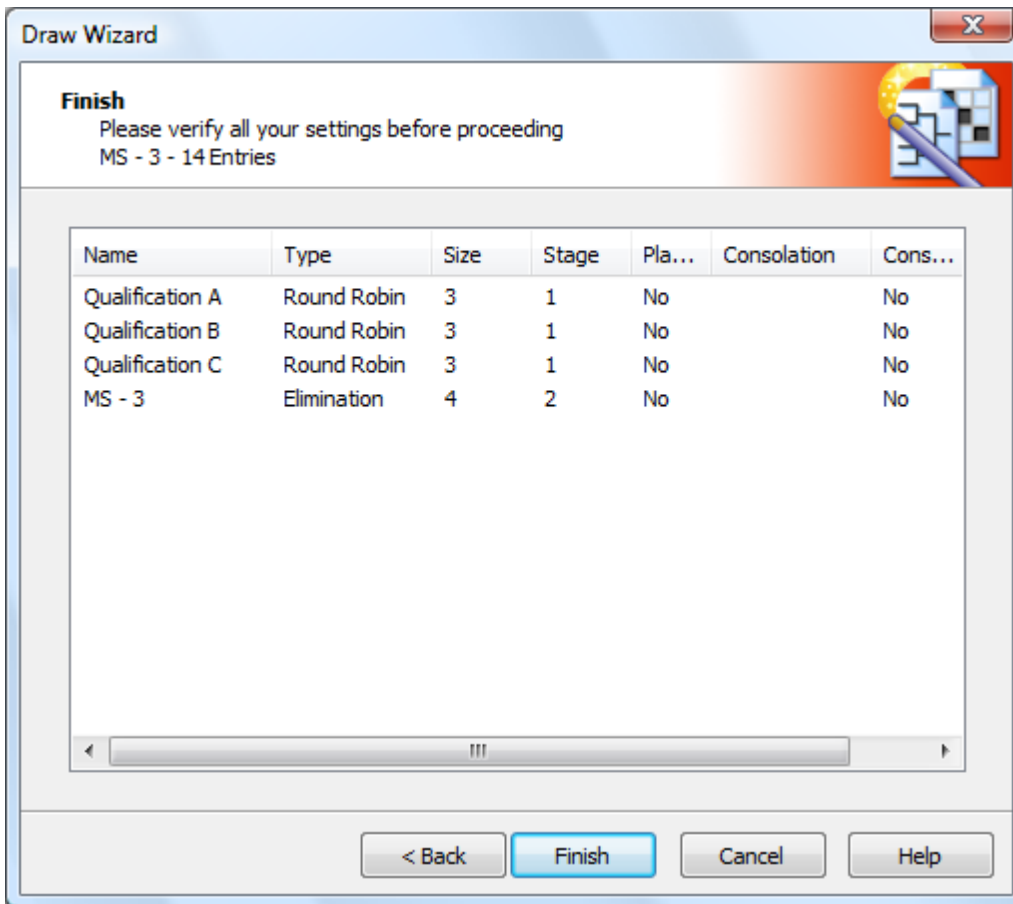
Column
<input checked="" type="checkbox"/> Member ID
<input checked="" type="checkbox"/> Level
<input type="checkbox"/> Date of Birth
<input type="checkbox"/> Status
<input type="checkbox"/> Rating
<input type="checkbox"/> Ranking
<input type="checkbox"/> District
<input type="checkbox"/> Club
<input type="checkbox"/> State
<input type="checkbox"/> Country
<input type="checkbox"/> Flag

< Back   Next >   Cancel   Help

Click **Next** to go to the Finish page.

## Draw Wizard - Finish

On the finish page you will get an overview of the draws and their settings. Verify the settings before you proceed.



Click on **Finish** to create the draws and make the links.

## Draw properties


Double click a draw or right click a draw and select **Properties** to change the properties.

' checkbox, and a 'Position: 1' spinner. At the bottom are 'OK', 'Cancel', and 'Apply' buttons." data-bbox="94 144 563 550"/>

You can change the name, the **Type** (Elimination, Round Robin) and the **Size** of the draw. You can also select a **Consolation** and indicate if you want a **playoff**. Tick **Qualification** to make it a qualification draw. With qualification draws it is important that the stage number is lower than the main draw.

If you want to create draws manually with a qualification then you need to create different draws with different positions.


The elimination will be **Position 1** and the knock-out round will be **Position 2**. After creating you can double click on a "Bye" inside the knock-out round and select **Links**.

 **Attention:** If you change the type or the size of a draw all the matches and links are deleted!

On the **Layout** tab you can select the header and the extra columns to be displayed on the draws.

Draw Properties

General Layout



Footer: <None>

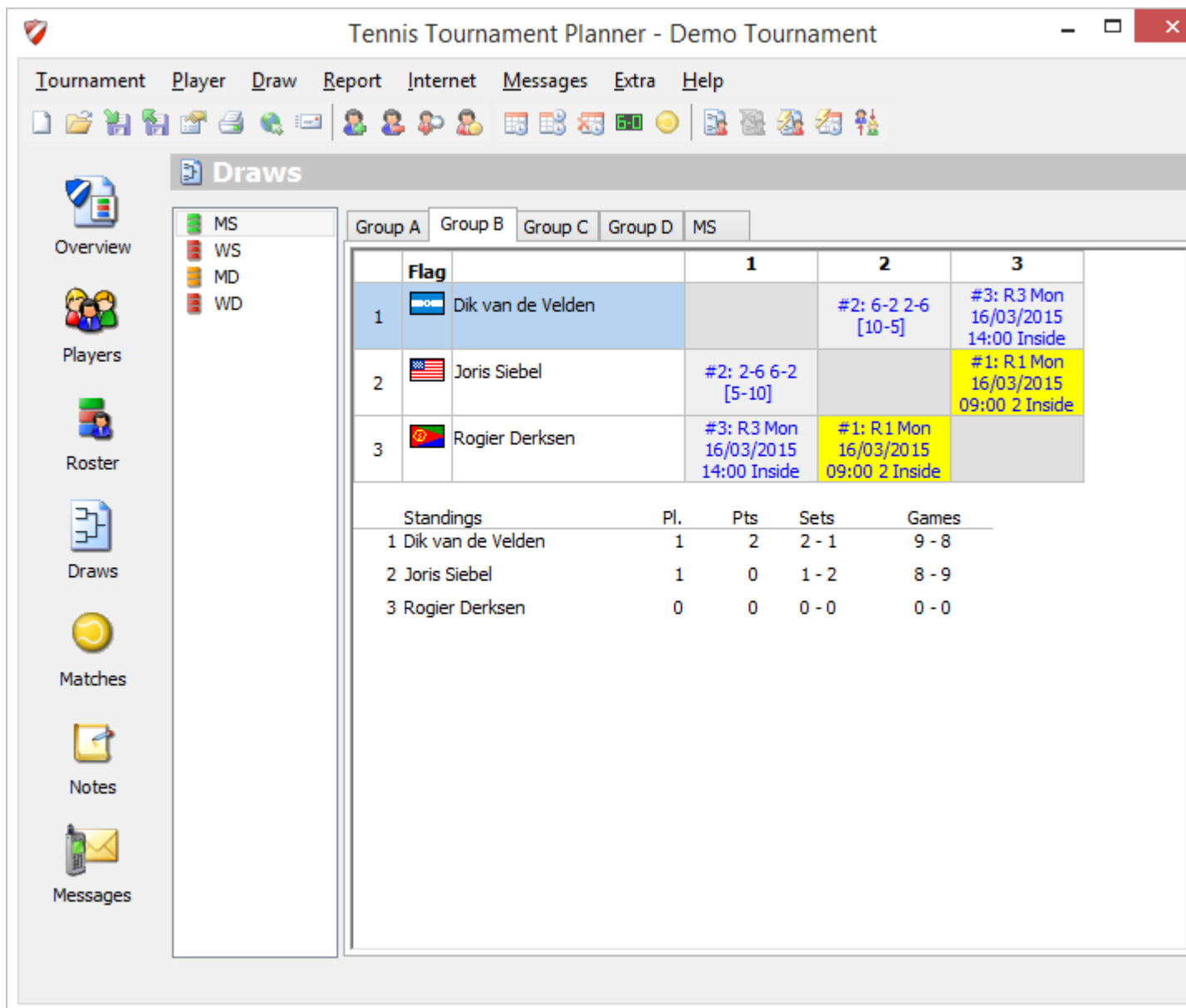
Columns:

Column
<input type="checkbox"/> Member ID
<input type="checkbox"/> Level
<input type="checkbox"/> Date of Birth
<input type="checkbox"/> Status
<input type="checkbox"/> Rating
<input type="checkbox"/> Ranking
<input type="checkbox"/> District
<input type="checkbox"/> Club
<input type="checkbox"/> City
<input type="checkbox"/> State
<input type="checkbox"/> Country
<input type="checkbox"/> Flag




OK Cancel Apply

## Draws

By clicking the **Draws** button in the Outlook bar you will enter in the **Draws** view. In this view you can view draw sheet, make draws and plan matches.




The screenshot shows the 'Tennis Tournament Planner - Demo Tournament' application. The 'Draws' tab is selected in the top menu. On the left, there is a sidebar with icons for Overview, Players, Roster, Draws, Matches, Notes, and Messages. The main area displays a list of players on the left and a detailed draw sheet on the right. The draw sheet is organized into columns for Group A, Group B, Group C, Group D, and MS. The 'Group B' tab is active, showing a list of players and their match results. Below the draw sheet, there is a 'Standings' table.

Flag	1	2	3
1  Dik van de Velden		#2: 6-2 2-6 [10-5]	#3: R3 Mon 16/03/2015 14:00 Inside
2  Joris Siebel	#2: 2-6 6-2 [5-10]		#1: R1 Mon 16/03/2015 09:00 2 Inside
3  Rogier Derksen	#3: R3 Mon 16/03/2015 14:00 Inside	#1: R1 Mon 16/03/2015 09:00 2 Inside	

Standings	Pl.	Pts	Sets	Games
1 Dik van de Velden	1	2	2 - 1	9 - 8
2 Joris Siebel	1	0	1 - 2	8 - 9
3 Rogier Derksen	0	0	0 - 0	0 - 0

On the left you can see all events. By clicking on an event the draws will appear on the right, each with their own tab. Every tab has the name of the draw sheet. Click on a draw to activate it. Now you can move the cursor with the cursor keys. You can find an explanation of the event colors at tournament properties, **Events** tab.

 **Tip:** Press **F9** to search for a player in the draw sheets.

## Automatic Draw

If you want draw automatically click on **Make Draws**. The **Draw Wizard** is started.

## Automatic Draw Wizard - Event

If you want draw automatically click on **Draw -> Make Draws**. The **Draw Wizard** is started. You will now get a list with all the events on the left. If you click an event and select a group you can view the corresponding draw sheets.



Event	Stage 1
MS	Draw
WS	Size
MD	Group A
WD	3
	Group B
	3
	Group C
	3
	Group D
	3

Select the event and group you want to draw and click **Next**.


## Automatic Draw Wizard - Entries

You will now get a list with all the entries of the event. You can **Sort** the list on **Name**, **Ranking** and **rating**.

Draw Wizard













Entries of HE

Select the entries to use. Double-click an entry to adjust the seeding.



You have currently selected 8 of 12 entries. Your draws provide space for 8 entries. Click a column name to sort the entries.

Entries

		Name	Seed	Rating	Ranking	Date
<input checked="" type="checkbox"/>	1	 Mohd Zak Abdul				3/28/2014
<input type="checkbox"/>	2	 Muhammad Ahsa				3/28/2014
<input checked="" type="checkbox"/>	3	 Chet Anand				3/28/2014
<input type="checkbox"/>	4	 Shinda Baekl				3/28/2014
<input checked="" type="checkbox"/>	5	 Michael Dekker				3/18/2014
<input checked="" type="checkbox"/>	6	 Henk Jansen				4/9/2014
<input type="checkbox"/>	7	 Jan Jansen				3/18/2014
<input checked="" type="checkbox"/>	8	 Lu Mee				3/7/2013
<input checked="" type="checkbox"/>	9	 Jonathan Smith				3/7/2013
<input type="checkbox"/>	10	 Sebastiaan Veldhof				3/7/2013
<input checked="" type="checkbox"/>	11	 Dave de Vries				3/18/2014
<input checked="" type="checkbox"/>	12	 Kevin de Wit				3/18/2014

All

None

< Back

Next >

Cancel

Help

If you uncheck an entry it will not participate in the draw. If there are too many entries for the drawsheet, all will participate in the draw but some will not be drawn in. Click on **Next** to continue.



## Automatic Draw Wizard - Separation

On the separation page you can select the type of separation for the draw.



**Draw Wizard**

**Separation**  
Select the type of separation for your draw

**Separation:**

- ☐ None
- ☐ Club
- ☐ District
- ☐ City
- ☐ Postalcode
- ☐ State
- ☒ Country
- ☐ Level
- ☐ Availability

**Optimization:**

- ☒ Optimal separation
- ☐ Separate first round only

<None>

☐ Separate doubles partners

< Back   Next >   Cancel   Help

You can select:

- None (Random)
- Club
- District
- City
- State
- Country
- Level
- Availability

On the bottom you can set the desired level of separation:

- **Optimal separation**  
4 players of the same club will be in 4 different quarters.
- **Separate first round only**  
Players from the same group will not play each other in the first round.

Check **Separate top 2 from each group** to make sure the 2 highest ranked players from each group are in different halves of the draw.

**Separate doubles partners:**

Double partners will not play each other in the first round of a single event.

Click on **Next** to go to the Result page.

**Automatic Draw Wizard - Result**

On the Result page you can view the result of the draw and re-make the draw if needed.



The image shows a software window titled "Draw Wizard" with a close button (X) in the top right corner. The window has a red header bar with the word "Result" and a message: "Please verify the result. Press finish to accept and save the changes." To the right of the message is an icon of a person with a green arrow pointing to a document. Below the header bar is a button labeled "Re-make Draw". The main area of the window contains a table with four columns: "Line", "Seed", "Team", and "Separation". The table is divided into two sections: "Group A" and "Group B".

Line	Seed	Team	Separation
<b>Group A</b>			
1		Mohd Zak Abdul	Afghanistan
2		Jonathan Smith	Netherlands
3		Kevin de Wit	Netherlands
4		Chet Anand	Serbia
<b>Group B</b>			
1		Henk Jansen	Belgium
2		Lu Mee	France
3		Michael Dekker	Netherlands
4		Dave de Vries	Netherlands

At the bottom of the window are four buttons: "< Back", "Finish", "Cancel", and "Help".

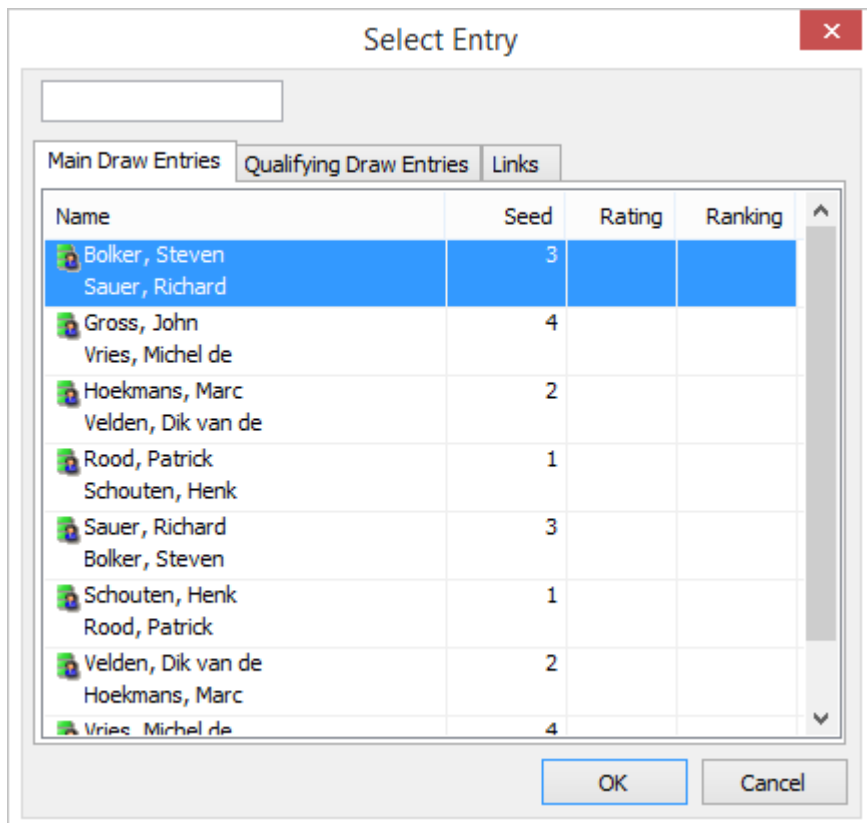
Click on **Re-make Draw** to draw again. Click on **Next** to accept the draw and save the changes.

**Attention: If you make the draws automatically:**

- The automatic draw will remove the previous and manual draws.
- If you re-make a draw the draw will not be the same.

## Manual Draw

You can also make a manual draw. Select with the mouse or with the cursor keys an empty position in the first round, and click the button **Select Entry** or press **Enter**. You will get a list with entries that aren't in the draw yet. Select an entry from the list and press **OK** to place the entry in the draw.



Name	Seed	Rating	Ranking
Bolker, Steven Sauer, Richard	3		
Gross, John Vries, Michel de	4		
Hoekmans, Marc Velden, Dik van de	2		
Rood, Patrick Schouten, Henk	1		
Sauer, Richard Bolker, Steven	3		
Schouten, Henk Rood, Patrick	1		
Velden, Dik van de Hoekmans, Marc	2		
Vries, Michel de	4		

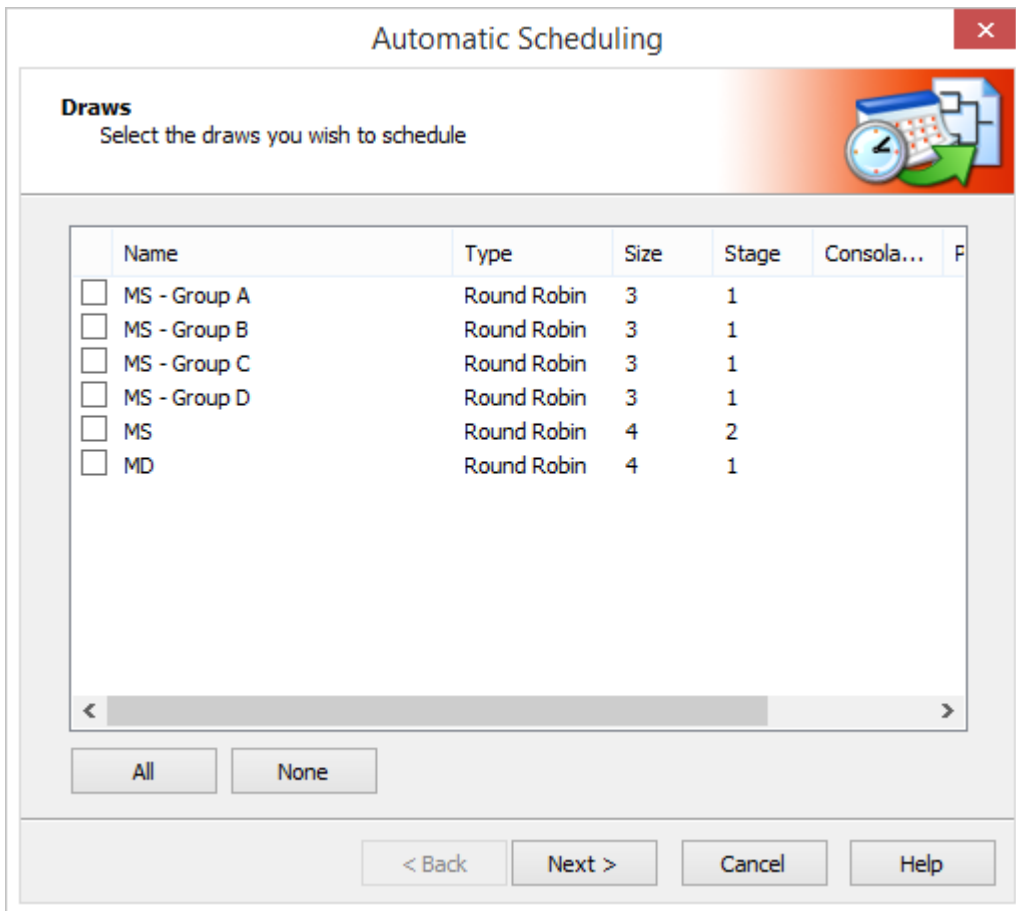
Click **delete** to remove the selected entry from the draw.

## Automatic Scheduling

If you click on **Draw -> Schedule Tournament** the **Automatic Scheduling Wizard** is started.

## Automatic Scheduling - Draws

If you click on **Schedule Tournament** the **Automatic Scheduling Wizard** is started. You will get an overview with all the draws in the tournament.



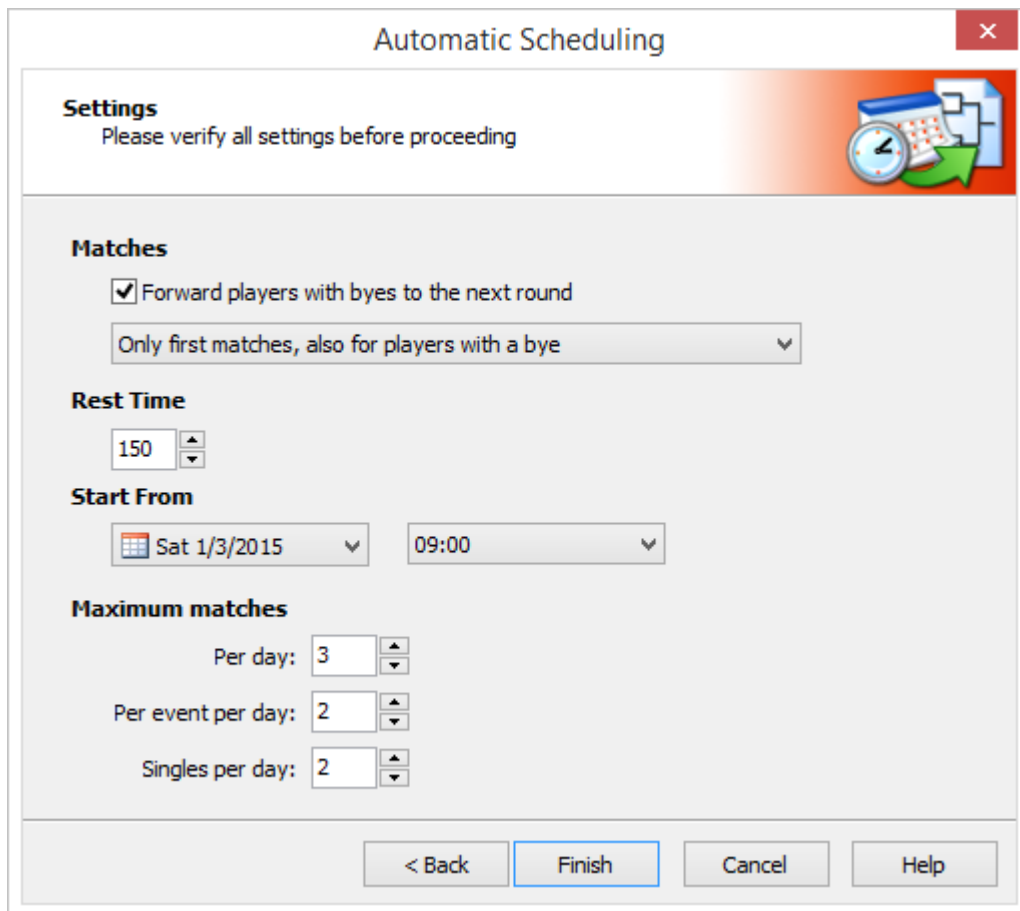
The screenshot shows the 'Automatic Scheduling' window with a 'Draws' section. It contains a table of draws to be scheduled, with columns for Name, Type, Size, Stage, and Console. There are checkboxes for each draw. Below the table are 'All' and 'None' buttons. At the bottom are '< Back', 'Next >', 'Cancel', and 'Help' buttons. A decorative graphic of a clock and cards is in the top right corner of the window.

	Name	Type	Size	Stage	Console...	F
<input type="checkbox"/>	MS - Group A	Round Robin	3	1		
<input type="checkbox"/>	MS - Group B	Round Robin	3	1		
<input type="checkbox"/>	MS - Group C	Round Robin	3	1		
<input type="checkbox"/>	MS - Group D	Round Robin	3	1		
<input type="checkbox"/>	MS	Round Robin	4	2		
<input type="checkbox"/>	MD	Round Robin	4	1		

Select the draws you want to schedule automatically. Click on **All** to select all draws, click **None** to de-select all draws. Click **Next** to go to the Settings page where you can set up the scheduling.

## Automatic Scheduling - Settings

On the **Settings** page you can set up the scheduling.




The image shows a software window titled "Automatic Scheduling" with a close button (X) in the top right corner. Inside the window, there is a "Settings" section with the instruction "Please verify all settings before proceeding". To the right of this text is an icon of a calendar, a clock, and a green arrow. Below the instruction, there are several settings sections: "Matches" with a checked checkbox "Forward players with byes to the next round" and a dropdown menu set to "Only first matches, also for players with a bye"; "Rest Time" with a spinner box set to "150"; "Start From" with a date dropdown set to "Sat 1/3/2015" and a time dropdown set to "09:00"; and "Maximum matches" with three spinner boxes: "Per day:" set to "3", "Per event per day:" set to "2", and "Singles per day:" set to "2". At the bottom of the window are four buttons: "< Back", "Finish" (highlighted with a blue border), "Cancel", and "Help".

If you want to **Forward players with byes to the next round** you can check it. You can also indicate which matches should be scheduled:

- Only first matches, also for players with a bye
- Only matches where both players are known
- All matches

The time between matches can be set up separately for elimination draws and round robins at **Rest Periods**. At **Start From** the day and time can be selected where to start automatic planning from. You can also enter the **Maximum matches per player** per day, per event per day and singles per day.

 **Tip:** At an open tournament it is advised to set up **Rest Periods** for round robins higher. This way a round robin won't be finished already in the first weekend. You can also use the maximum matches per event to accomplish this.

Click on **Next** to start the automatic planning.

## Scheduling per round

This scheduling method allows you to schedule your draws per round. Select your draw and right-click on a match in a round. Select **Schedule Round** from the menu.

Planning MS - Group A -

No courts

No available courts

Current scheduled time

Available Courts:

Location-filter: Inside (4 courts)

Court-filter: <All Courts>

Capacity: 280 Used: 11	Total	9:00 AM	10:15 AM	11:30 AM	12:45 PM	2:00 PM	3:15 PM	4:30 PM	5:45 PM	7:00 PM	8:15 PM
Mon 3/16/2015	29	0	4	1	4	0	4	4	4	4	4
Tue 3/17/2015	40	4	4	4	4	4	4	4	4	4	4
Wed 3/18/2015	40	4	4	4	4	4	4	4	4	4	4
Thu 3/19/2015	40	4	4	4	4	4	4	4	4	4	4
Fri 3/20/2015	40	4	4	4	4	4	4	4	4	4	4
Sat 3/21/2015	40	4	4	4	4	4	4	4	4	4	4
Sun 3/22/2015	40	4	4	4	4	4	4	4	4	4	4

Scheduled: 0 matches.

	Team 1	Team 2	Time	Court
🏆	Steven Bolker [1/5]	Patrick Rood	(Mon 3/16/2015 11:30 ...	
🏆	Dik van de Velden	Joris Siebel	(Mon 3/16/2015 11:30 ...	
🏆	Ruud Kamps	Erik Hansen	(Mon 3/16/2015 11:30 ...	
🏆	Marc Hoekmans	Richard Sauer	(Mon 3/16/2015 11:30 ...	

☒ Skip matches with bye
 Max matches per day: 3

☒ Forward byes
 Max matches per event per day: 2

☐ Reverse Matches
 Max singles per day: 2

☐ Auto Assign Courts
 Start court: <None>

Rest time: 150

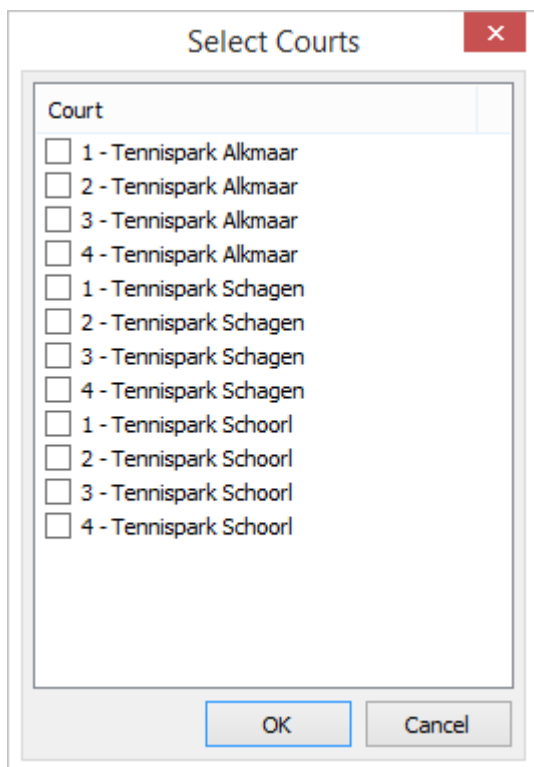
Max matches per time slot: 0

OK

Cancel

You will see all the matches in this round with the proposed playing times. On the top half you can see your court usage. Click on any time in the court usage to re-schedule the matches in this round. The used timeslots for this round are marked in purple. The Tournament Planner will schedule matches after each other using the settings on the bottom of the screen. Below the timeslots you can see how many matches will be scheduled.


Use the **Court-filter** or **Location-filter** to schedule your matches.



The following options are available:

- **Skip matches with bye**  
If a match has 1 or 2 byes it will not be scheduled.
- **Forward Byes**  
When a match has 1 bye, the other player will be forwarded to the next round.
- **Assign Courts**  
Scheduled matches will automatically assigned to a free court.
- **Max matches per time slot**  
This settings is the maximum number of matches in this round to be scheduled at the same time. When you set this to 0 there will be no maximum. This setting is very useful if you want to schedule half of the courts for the Men's Single and the other half for the Women's Single.
- **Rest Periods**  
This is the number of time slots skipped before a player can play another match.
- **Max matches per day**  
This setting is the maximum number of matches for each player per day. When the maximum is reached, the match will be scheduled on the next day.
- **Max matches per event per day**  
This setting is the maximum number of matches per event for each player. When the maximum is reached, the match will be scheduled on the next day.
- **Max singles per day**  
This setting is the maximum number of single matches for each player. When the maximum is reached, the match will be scheduled on the next day.

It is possible to schedule matches on a day without specifying a time. You may want to determine the exact time on a later moment. Click on a date in the court usage to schedule on a day.

 **Attention:** scheduling on a day does not check player or court availability and other matches. This will be done when specifying a time.

Click **OK** to confirm the scheduling of the matches on the screen.

 **Attention:** matches that are scheduled before you go to round scheduling will not be affected.

# Manual Scheduling

You can also schedule matches by hand. Select a match from the match list or a draw and press **F7**. You will get the planning window.

Planning HE - Group A - F

No courts
 Player not available
 Singles before doubles
 Current scheduled

No available courts
 Rest time
 Match before or after
 Available for this

Location-filter: Tennispark Alkmaar (4 courts) ▼

Court-filter: <All Courts> ▼

	09:00	10:15	11:30	12:45	14:00	15:15
Sat 1/3/2015						
Sun 1/4/2015						
Sat 1/10/2015						
Sun 1/11/2015						

Court: 1 ▼  
☒ Auto Assign Courts  
 Rest time: 60

Max matches per day: 3  
 Max matches per event per day: 2  
 Max singles per day: 2

☐ Singles before  
☐ Force planning

The cursor is automatically placed on the current planning and otherwise on the first available time. Use the cursor keys to select another day and time. The matrix uses for indication several color blocks:

	09:00	10:15	11:30	12:45	14:00	15:15
Sat 1/3/2015						
Sun 1/4/2015						
Sat 1/10/2015						
Sun 1/11/2015						

- Grey



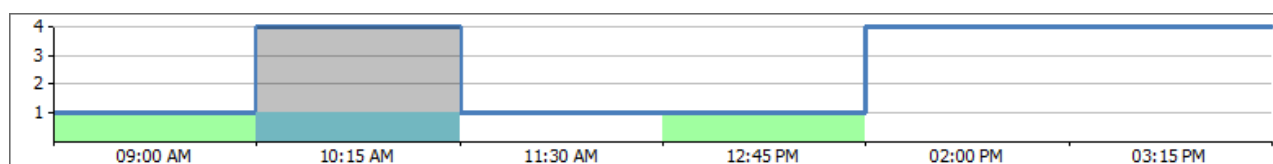
These times are blocked because this is a match prior or following the current planned match.

- **Red**  
These times are blocked because one or more players are not available.
- **Black**  
These times are blocked because there are no courts available for scheduling.
- **Green**  
These times are blocked because all courts are in use.
- **Orange**  
These times are blocked because one or more player are in their rest periods.
- **Light blue**  
This block shows the current planned day and time of the match. It is possible to move this match to another time.

The white color indicates the available times for this match, the cursor itself has got a gray shaded color. Use the cursor keys to move the cursor. When you click **Force Planning**, then you can schedule the match without taking player or court availability into account.

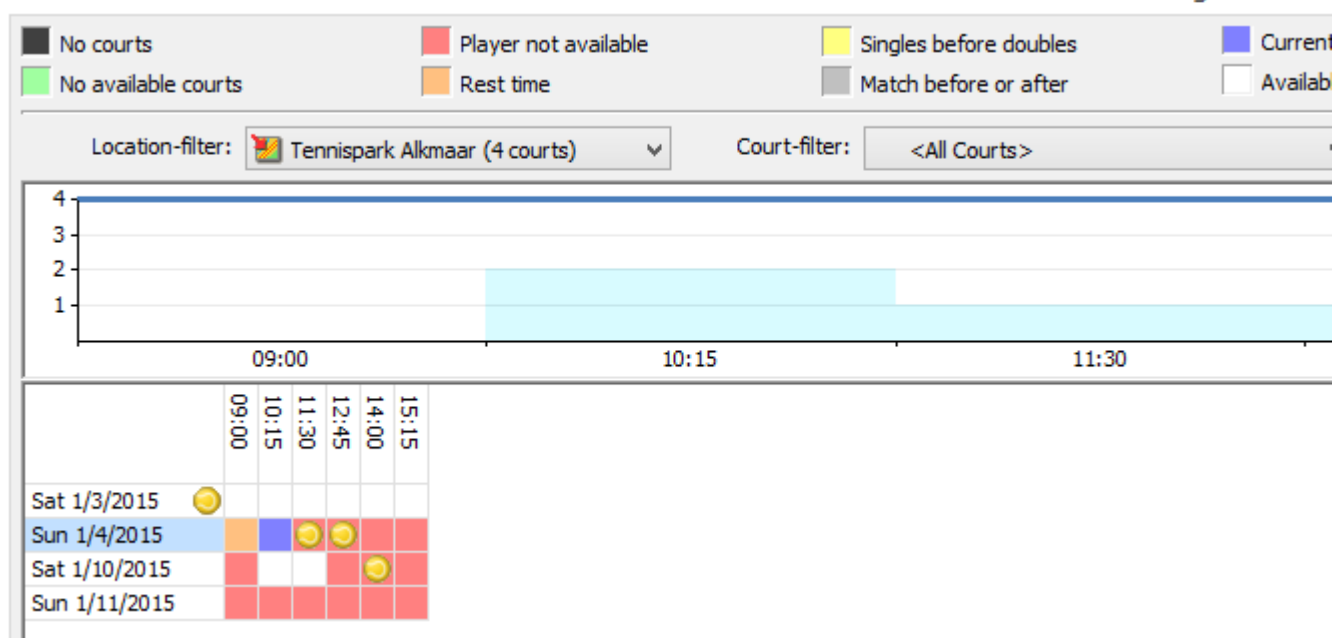
You can schedule a match on a day without specifying a time by clicking on a date. You can specify a time later by re-scheduling the match.

### Court capacity graphic



The Court capacity graphic is an extra aid for planning your tournament. It gives you the ability to see in a glance what the court capacity is and how many courts are used during the day. The blue line indicates the total court capacity. When there are matches planned this is indicated with a blue block. When the court capacity is reached a green block is displayed and when there are more matches planned then there are courts available a red block is displayed.

By clicking on the tournament days you get a overall image how the day is scheduled:




### Filters

The graphic shows all courts of the tournament. With the **location-filter** you can display the court capacity of

one location. For instance: when a tournament is held on two locations and we select the filter location A, then the court capacity graphic will only display the courts assigned in the tournament properties to this location. All matches will now automatically be planned on the courts present on location A.

With the **court-filter** you can display the time planning for a specific court. This option gives you a overall image when the court is taken and when it's free. This is ideal for the tournament director to plan a exciting match on the best suitable court, like a center court.

By selecting **Auto Assign Court** the match will automatically be scheduled on a free court available with the selected filter.

 **Attention:** scheduling on a day does not check player or court availability and other matches. This will be done when specifying a time.

The following options are available:

- **Rest Periods**  
This is the number of time slots skipped before a player can play another match.
- **Max matches per day**  
This setting is the maximum number of matches for each player per day. When the maximum is reached, the match will be scheduled on the next day.
- **Max matches per event per day**  
This setting is the maximum number of matches per event for each player. When the maximum is reached, the match will be scheduled on the next day.
- **Max singles per day**  
This setting is the maximum number of single matches for each player. When the maximum is reached, the match will be scheduled on the next day.

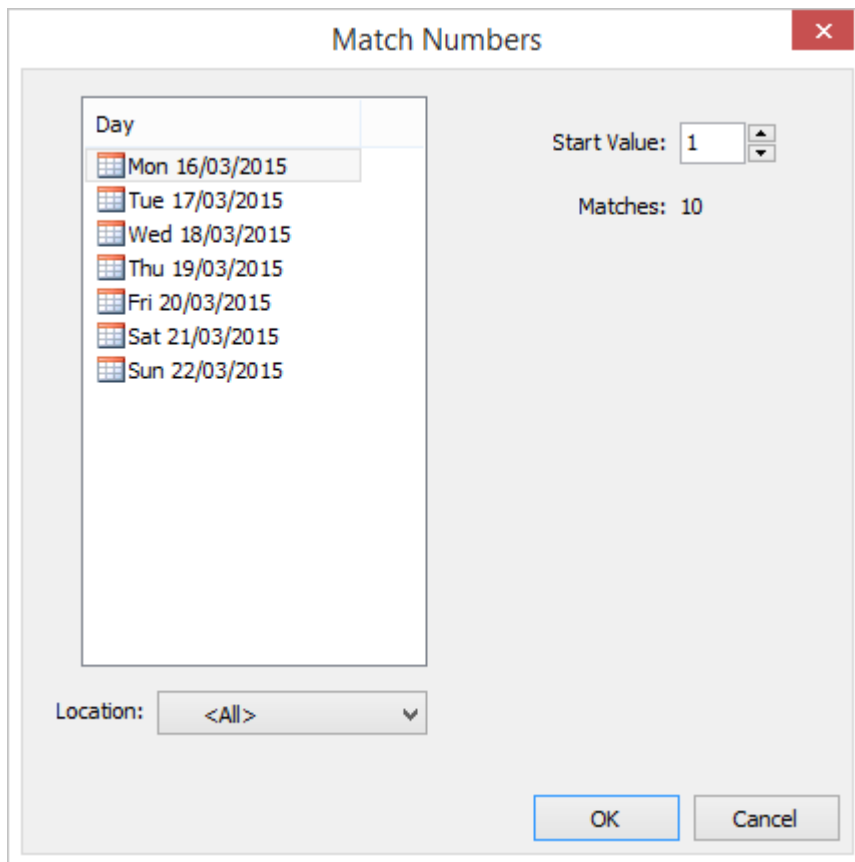
On the right of the planning window you see the details window. This window gives you the opportunity to see if a player is available for the match. You can see very easily who is and who is not available, because the players who are not available are indicated in red. In the right column you can see the number of events players are still in.

If there is a picture shown of a memo it means this player has a memo. Click on the player to make the memo visible at the bottom. You can show the match memo by clicking on the tab Match Note. You can check **Highlight** to indicate this match should be highlighted in the draw and match listings.

In the right column you can see the number of events the player is still active in. This is usefull information when determining the priority of the match. Click **OK** to schedule the match. If you press **delete** you can un-schedule a match.

## Match Numbers

It is possible to create your own list of Match Numbers. Select from the main menu **Draw -> Match Numbers**.

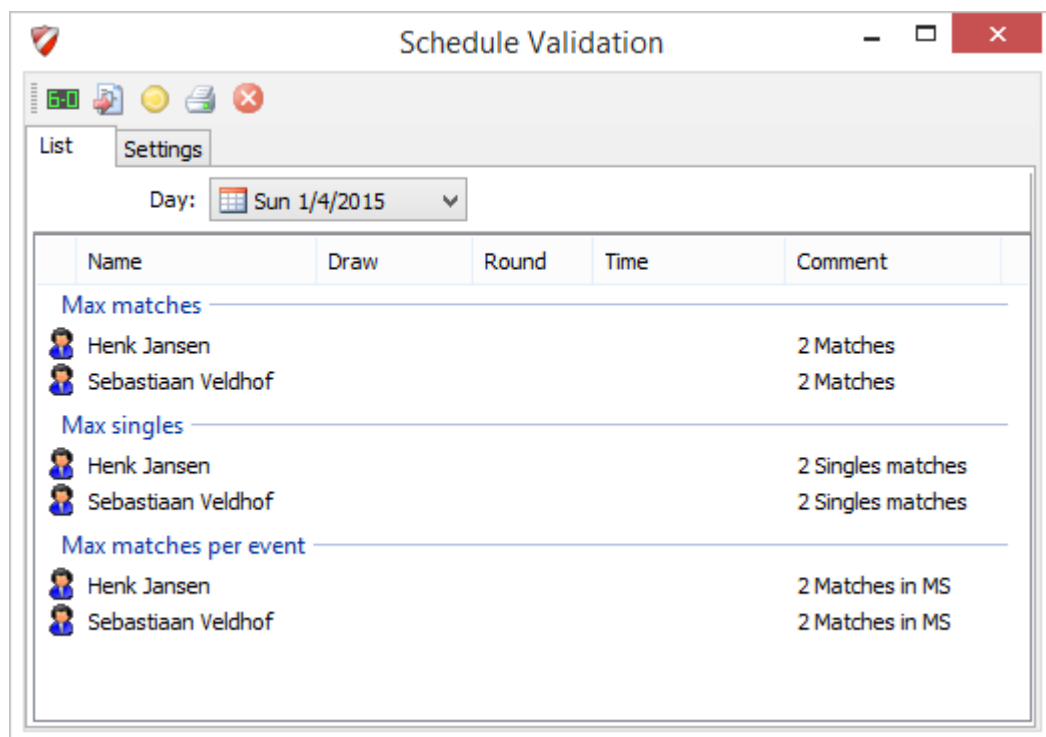


The 'Match Numbers' dialog box is shown. It has a title bar with a close button (X). The main area is divided into two sections. On the left, there is a list box labeled 'Day' containing the following dates: Mon 16/03/2015, Tue 17/03/2015, Wed 18/03/2015, Thu 19/03/2015, Fri 20/03/2015, Sat 21/03/2015, and Sun 22/03/2015. Below this list is a 'Location:' label followed by a dropdown menu currently showing '<All>'. On the right side, there is a 'Start Value:' label followed by a text box containing '1' and a small up/down arrow control. Below that is a 'Matches:' label followed by the text '10'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

You can create for each day separately the list of match numbers. Select the **Day** and **Location** on the left and set the **Start Value** on the right. Click **OK** to confirm.

## Validate schedule

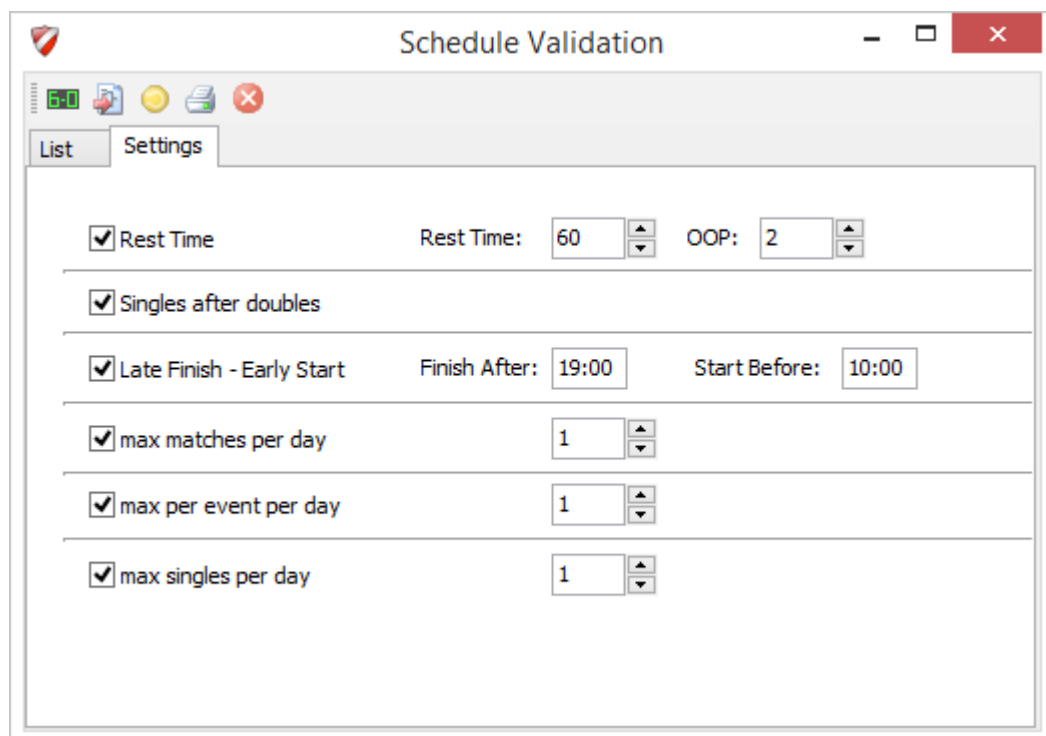
Navigate to **Draw** -> **Validate schedule** to check if players has exceeded the max matches per day or event, max singles or rest time.



The screenshot shows the 'Schedule Validation' window with the 'List' tab selected. The 'Day' is set to 'Sun 1/4/2015'. The table below lists players and their match counts across different categories.

Name	Draw	Round	Time	Comment
<b>Max matches</b>				
Henk Jansen				2 Matches
Sebastiaan Veldhof				2 Matches
<b>Max singles</b>				
Henk Jansen				2 Singles matches
Sebastiaan Veldhof				2 Singles matches
<b>Max matches per event</b>				
Henk Jansen				2 Matches in MS
Sebastiaan Veldhof				2 Matches in MS

By using the Settings option you can edit your wishes.



The screenshot shows the 'Schedule Validation' window with the 'Settings' tab selected. The settings are as follows:

- ☒ Rest Time: Rest Time: 60, OOP: 2
- ☒ Singles after doubles
- ☒ Late Finish - Early Start: Finish After: 19:00, Start Before: 10:00
- ☒ max matches per day: 1
- ☒ max per event per day: 1
- ☒ max singles per day: 1

## Urgent Matches

Go to **Draw -> Urgent Matches** to open the Urgent Matches list.

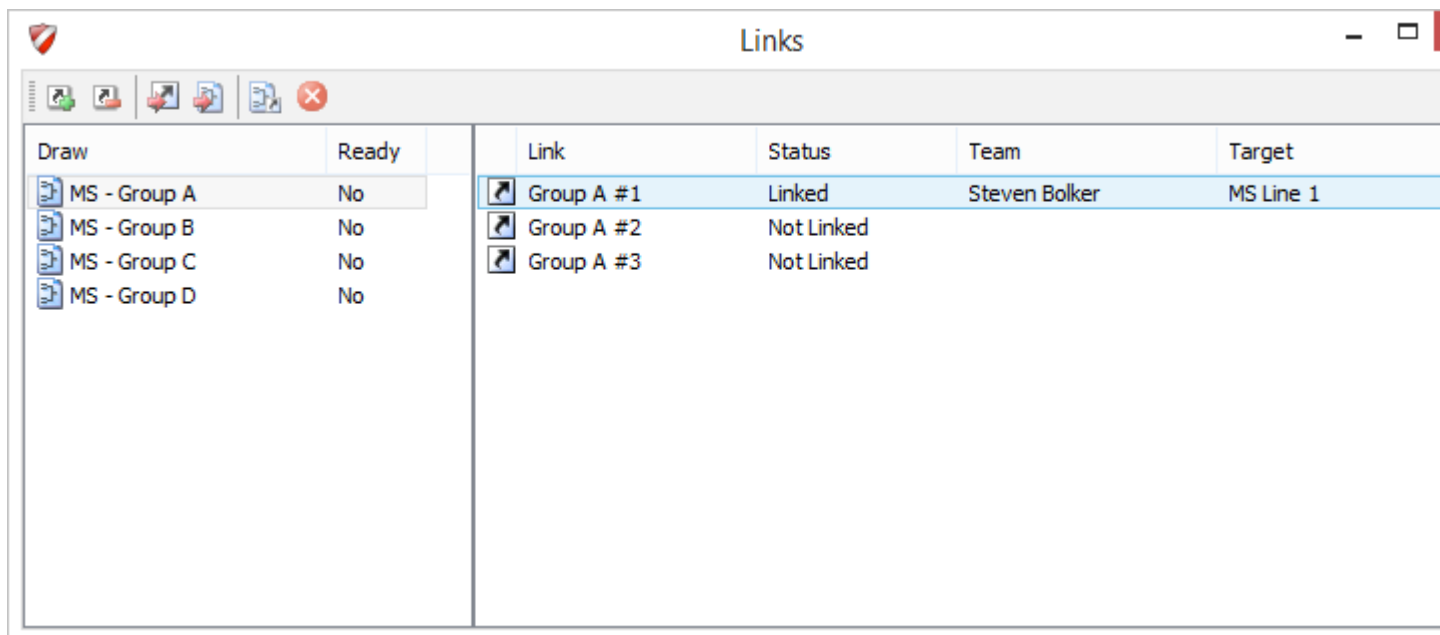
[illegible]

The Urgent Matches list is based on the availability and number of matches from a player. Players with more events or bigger draws will be on top. These matches can be scheduled first.

 **Note!** The matches with players will show up only!

## Links

Select **Draw -> Links** from the main menu. You will now get an overview of all available and created links.



Draw	Ready	Link	Status	Team	Target
MS - Group A	No	Group A #1	Linked	Steven Bolker	MS Line 1
MS - Group B	No	Group A #2	Not Linked		
MS - Group C	No	Group A #3	Not Linked		
MS - Group D	No				

On the left you can select the draw sheet, on the right all the links are displayed concerning the selected draw sheet. Every **link** will show its position from the qualification draw, the **status** and the forwarded **team**. The ready state next to the draw name will indicate if the qualification draw is played.

The status can be:

- **Forwarded**  
There is a link and the team is forwarded.
- **Linked**  
The link is created.
- **Not Linked**  
There is no link for this position.

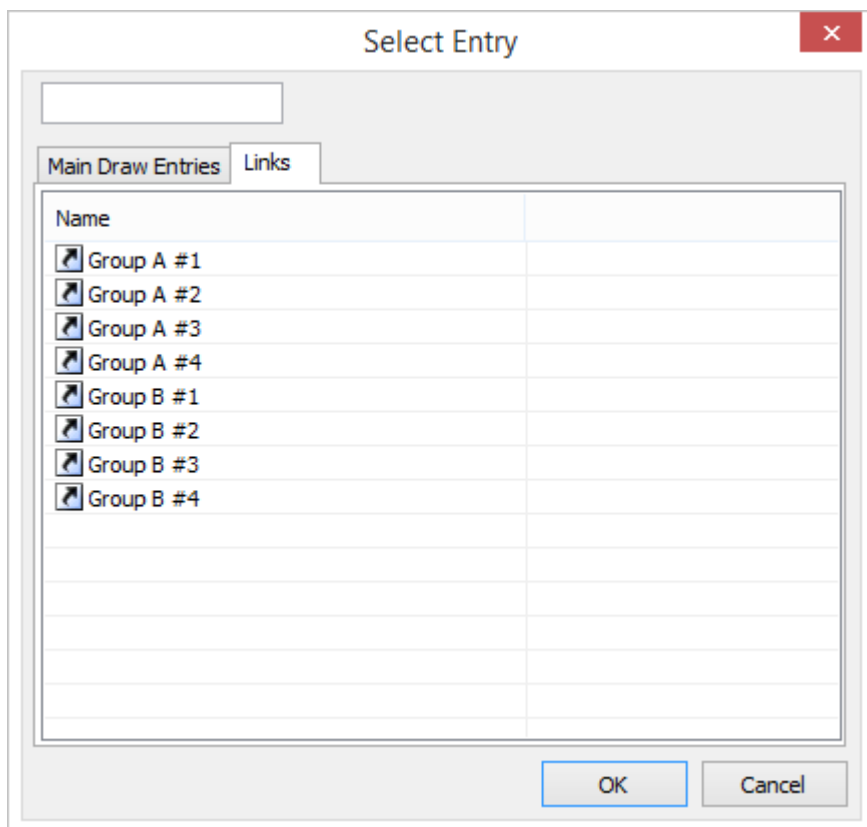
If a link is created and the qualification draw is played, then it is possible to advance the player to the main draw by clicking **Forward**. If you right click a link and select **Show Link Source** the qualification draw is opened. If you select **Show Link Target** the Target draw where the link is linked to is opened.

You can add you own links as well (manual links) with the button **Add Link**. These manual links can have any name you want. The main purpose is to show the source of a player in the next stage of the draws, for example 'Best No. 2'. Manual links will never be forwarded automatically. After the source draw is finished you need to replace the link in the target draw with the correct player. You can delete a manual link using the button **Delete Link**.

## Create Links

If there are qualification draws in this event, you can link these draws with the main draw. In case of an elimination draw the winner is available and in case of a round robin every position is available as a link for main draw.

To make a link select with the mouse or with the cursor keys an empty position in the first round of the main draw, and click the button **Select Entry** or press **Enter**. Now select the **Links** tab. You will get a list with available winners and/or round robin positions that aren't in the draw yet.



Select a link from the list and press **OK** to place the link in the draw. Click **delete** to remove the selected link from the draw.

## Draw Standings

The draw standings are automatically calculated according to the rules defined in the tournament properties. However it can be possible more than one players end get the same ranking in a round robin. You can then manually adjust the standings yourself. Select **Draw -> Adjust Standings** from the main menu.

Adjust Standings									
Draw			Ready	Team					
1	2	MS - Group A	No	Steven Bolker	MR	Rnk	Pl.	Pts	Sets
1	2	MS - Group B	No	Patrick Rood	1	1	0	0	G...
1	2	MS - Group C	No	John Gross	2	1	0	0	
1	2	MS - Group D	No		3	1	0	0	
1	2	MS	No						
1	2	MD	No						

To change a round robin to manual calculation click on **manual**. You will now see a numbered ranking in the standings. To change the ranking order click on a player and use the buttons **up** and **down** to change the players ranking. When you decide to move back to the calculated ranking click on **calculate**.



## Clear Draws

If desired you can clear whole draws in one time. To do this, select **Draw -> Clear draws** from the main menu. You will now get this window.

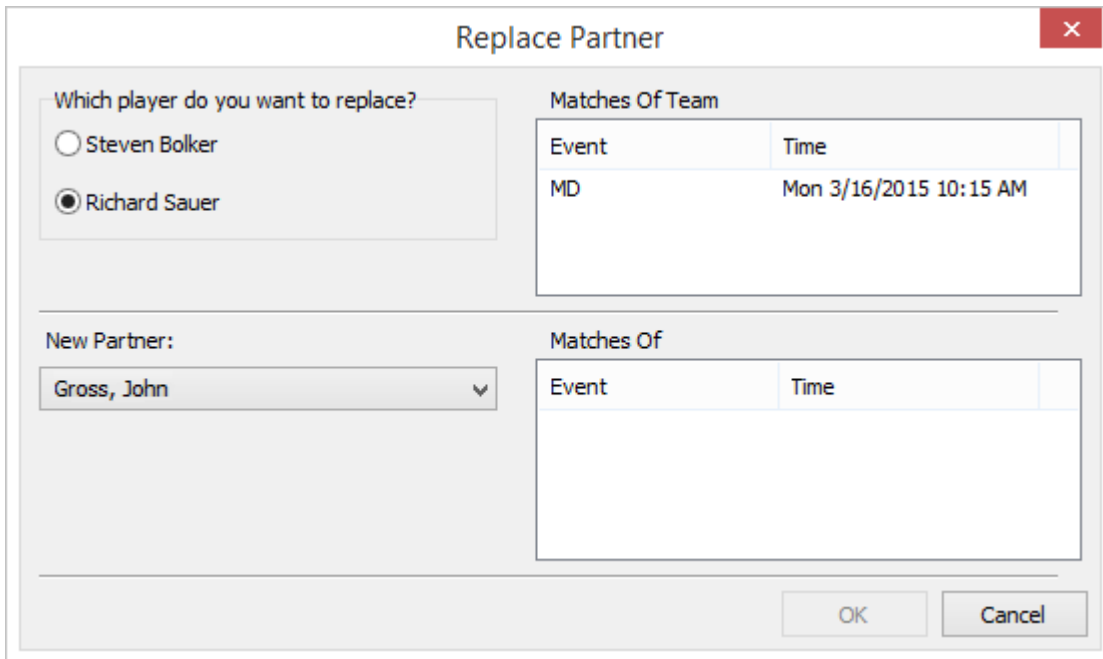
Draw	Type	Size	Consolation	Playoff
<input checked="" type="checkbox"/> MS - Group A	Round Robin	3	No	
<input checked="" type="checkbox"/> MS - Group B	Round Robin	3	No	
<input checked="" type="checkbox"/> MS - Group C	Round Robin	3	No	
<input checked="" type="checkbox"/> MS - Group D	Round Robin	3	No	
<input checked="" type="checkbox"/> MS	Round Robin	4	No	
<input checked="" type="checkbox"/> MD	Round Robin	4	No	

☒ Times ☒ Results ☐ Players ☐ Officials

You can select the draws you want to clear. Click on **All** to select all draws, click **None** to de-select all draws. If you just want to clear the scheduling, select **Times**. If you just want to clear the results and/or players you can select **Results** and/or **Players**. Click **OK** to clear the selected draws. The draws will not be removed, only cleared.

## Change partner

If you want to change the partner for an entry after you have already have scheduled the matches then select the entry and click by using the right mouse button -> **Change partner**.



The dialog box is titled "Replace Partner" and has a close button (X) in the top right corner. It is divided into two main sections. The top section is titled "Which player do you want to replace?" and contains two radio buttons: "Steven Bolker" (unselected) and "Richard Sauer" (selected). To the right of this section is a table titled "Matches Of Team". The table has two columns: "Event" and "Time". It contains one row with "MD" in the "Event" column and "Mon 3/16/2015 10:15 AM" in the "Time" column. The bottom section is titled "New Partner:" and contains a dropdown menu with "Gross, John" selected. To the right of this section is a table titled "Matches Of". The table has two columns: "Event" and "Time", and it is currently empty. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

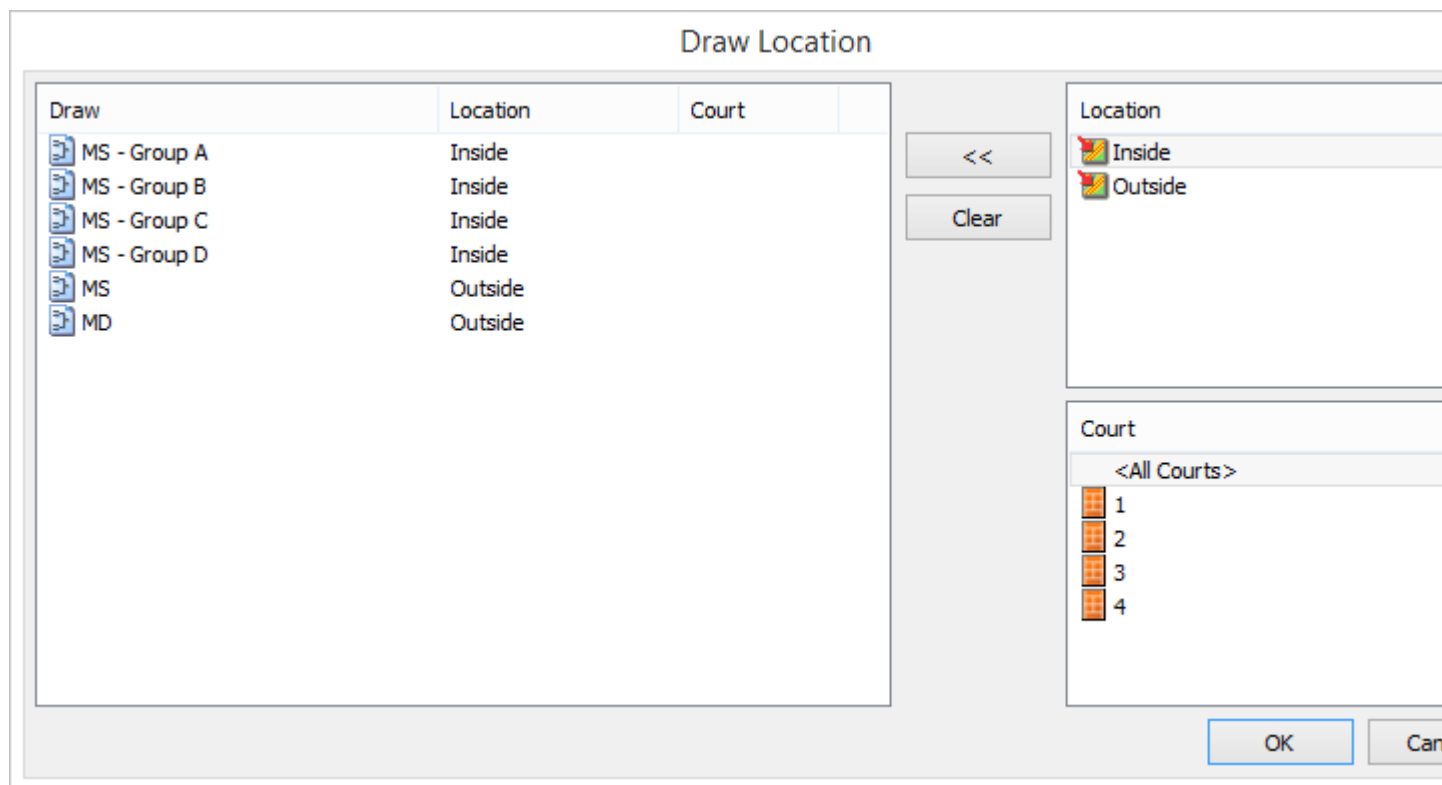
Event	Time
MD	Mon 3/16/2015 10:15 AM

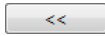
Event	Time
-------	------

You can now change one of the partners. The new partner will be replaced in all matches that were already planned. On the left top you can select which of the two players needs to be replaced. Then select a new partner. Make sure the new partner is entered for the event. If there is already a match planned for this new partner on a time the team is also playing, then you will get a message. You cannot plan the new players until the conflicting match is removed from that point of time. Click **OK** to replace the partner.

## Draw Location

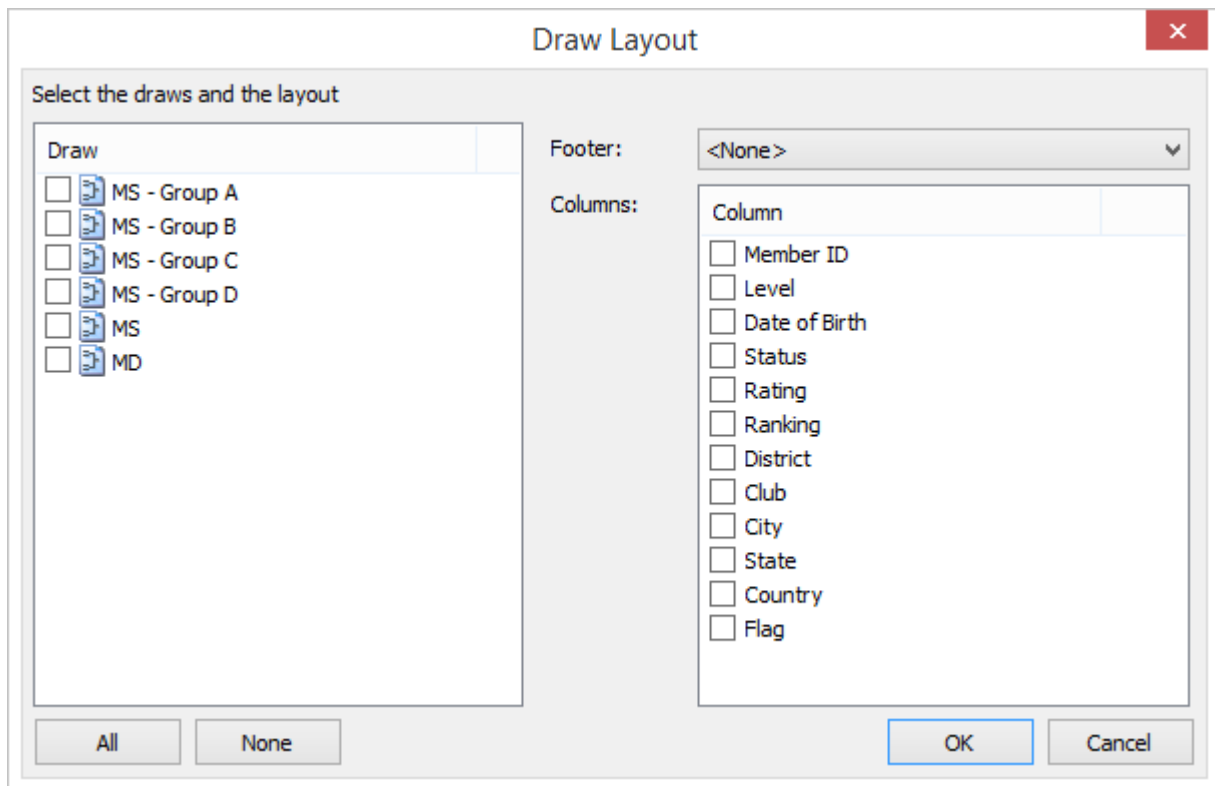
When a tournament is held on several locations it's possible to link a draw to a location. Select from the main menu **Draw -> Draw Location**.



On the left you can select a draw and on the right the location. Press on  to link them to each other. When you schedule the draw all matches will be automatically planned on the linked location. It's always possible to make changes and schedule matches manually on a different location. If you want that the draw is played on a specific court you can also link the draw to a specific court.

## Draw Layout

You can change the layout for multiple draws at the same time. Select **Draw -> Layout...** from the main menu.



Check the draws you want to change on the left. Click on **All** to select all draws, click **None** to de-select all draws. Select a draw header and check the desired column. Click **OK** to update the draws with the new layout.

## Matches

By clicking the **Matches** button in the left menubar you will enter in the **Matches** view.

The screenshot shows the 'Tennis Tournament Planner - Demo Tournament' application. The top menu bar includes 'Tournament', 'Player', 'Draw', 'Order of play', 'Report', 'Internet', 'Messages', 'Extra', and 'Help'. Below the menu is a toolbar with various icons. The left sidebar contains icons for 'Overview', 'Players', 'Roster', 'Draws', 'Order of play', 'Matches', 'Notes', and 'Messages'. The main area is titled 'Matches - Scheduled' and displays a table of matches. Above the table are 12 small calendar icons numbered 1 to 12. The table has columns for 'Time', 'Draw', 'Round', 'Nr', 'Team 1', and 'Team 2'. The matches are listed in chronological order. At the bottom of the table are three tabs: 'Scheduled', 'Not Scheduled', and 'Finished'. Below the table is a status bar with the text 'ALTV Daisy' and a series of keyboard shortcuts: '[Enter] Score [F6] Show Draw [F9] Find Player In Draw [F10] Player Matches'.

	Time	Draw	Round	Nr	Team 1	Team 2
☉	Sat 1/3/2015 10:15	HE - Group B	RR 1	#2	Henk Jansen	Dave de Vries
☉	Sat 1/3/2015 #1	HE - Group A	RR 1	#1	Jonathan Smith	Kevin de Wit
☉	Sat 1/3/2015 #1	HE - Group A	RR 1	#2	Mohd Zak Abdul	Chen Jia
☉	Sun 1/4/2015 10:15	HE - Group A	RR 3	#5	Mohd Zak Abdul	Kevin de Wit
☉	Sun 1/4/2015 10:15	HE - Group A	RR 3	#6	Jonathan Smith	Chen Jia
☉	Sun 1/4/2015 11:30	HE - Group A	RR 2	#3	Mohd Zak Abdul	Jonathan Smith
☉	Sun 1/4/2015 12:45	HE - Group A	RR 2	#4	Kevin de Wit	Chen Jia
☉	Sat 1/10/2015 09:00	HE	R 16	#2	Henk Jansen	Shin Ji
☉	Sat 1/10/2015 12:45	HE	R 16	#4	Lu Mee	Jan
☉	Sat 1/10/2015 14:00	HE	QF	#11	Kevin de Wit	Chen Jia
☉	Sun 1/11/2015 10:15	HE	QF	#9	Michael Dekker	H. Jansen
☉	Sun 1/11/2015 11:30	HE	QF	#10	Dave de Vries	L. Mee

An overview is displayed of all the matches. You can change the view to **Scheduled**, **Not Scheduled** or **Finished** matches by clicking the tabs on the bottom. The matches are ordered by the scheduled times, displaying the first match to play on top. If a match has a note attached you can view it by placing your mouse-cursor over the note-icon.

The players can be displayed in different ways depending on their status:

- **Blue**  
As a standard all players are displayed in blue. This means that the player hasn't checked in and isn't warned yet.
- **Green**  
If a player is displayed in green, it means the player hasn't checked in but is yet warned.
- **Black**  
If a player is displayed in black then he or she is present.
- **Red underline**

You can tell by the red underline that a player hasn't paid the fee yet.

- **Red text**

The player is currently on court.

- **Memo Icon**


A sign of a memo means the match has a memo. You can right click the match and select **Match Properties**. On the **Note tab** you can read the memo.


- **Watch**


When a match has ended a watch will appear behind the names of the players displaying the remaining rest time. When there is no watch visible the rest time has ended.

Highlighted matches are displayed in bright yellow to attract your attention.

To search for a match of a certain player you can use the search field. Filling in the name will highlight all the matches of the player in green. With the location filter it is possible to only display the matches for a specific location.

 **Tip:** Press **F9** to search for a player in the draws.

 **Tip:** If you want to view the player in the player view right click on a match and select the player.

 **Tip:** Press **F6** to find the selected match in the draw sheets.

By double clicking on the match, pressing **enter** or clicking the **Match Properties** you can enter the result of the match or change the status of a player. The match properties dialog is opened.

## Score tab

At **Court** you can select the court where the match should be played. If the match is finished you can enter the result. Use the cursor keys to navigate through the score field. In the **Tournament Properties** you can select if the score should be auto completed. If so, it helps you to enter scores quickly. Just enter the score of the losing team and the tournament planner will automatically complete the rest. If you want to enter the score 15-7 15-1, just simply enter 7 and 1.



Match Information
✕

Score

Check in

Warned

Payments

Note

Messages

Draw: HE - Group A

Round: RR3

Nr: #5

---

Time: Sun 1/4/2015 10:15

---

Score:

Mohd Zak Abdul				
Kevin de Wit				
Tie-break				

Status: 

▼

Winner: **F4** ☒ Unknown  
           **F5** ☐ Mohd Zak Abdul  
           **F6** ☐ Kevin de Wit  
           **F7** ☐ Tie

---

Court: 

1 - Tennispark Alkmaar ▼

Duration: 

0

▲

▼

Umpire: 

<None> ▼

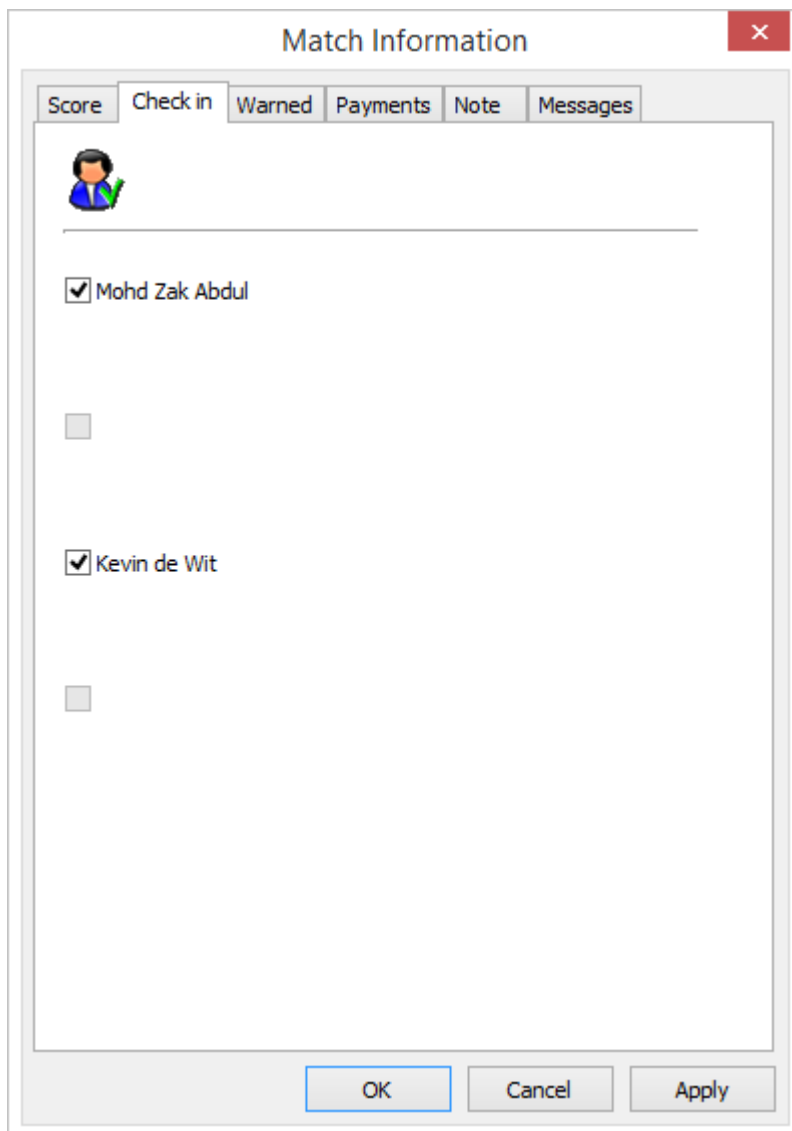
OK

Cancel

Apply

The winner is selected automatically during your input of the score. With the **Function-keys** you can select a winner yourself. If necessary you can add an indication for **walkover**, **retired**, **disqualification** or a **No Match**. At **Duration** the match duration can be filled in. At **Umpire** you can select the umpire for this match.

## Check in tab



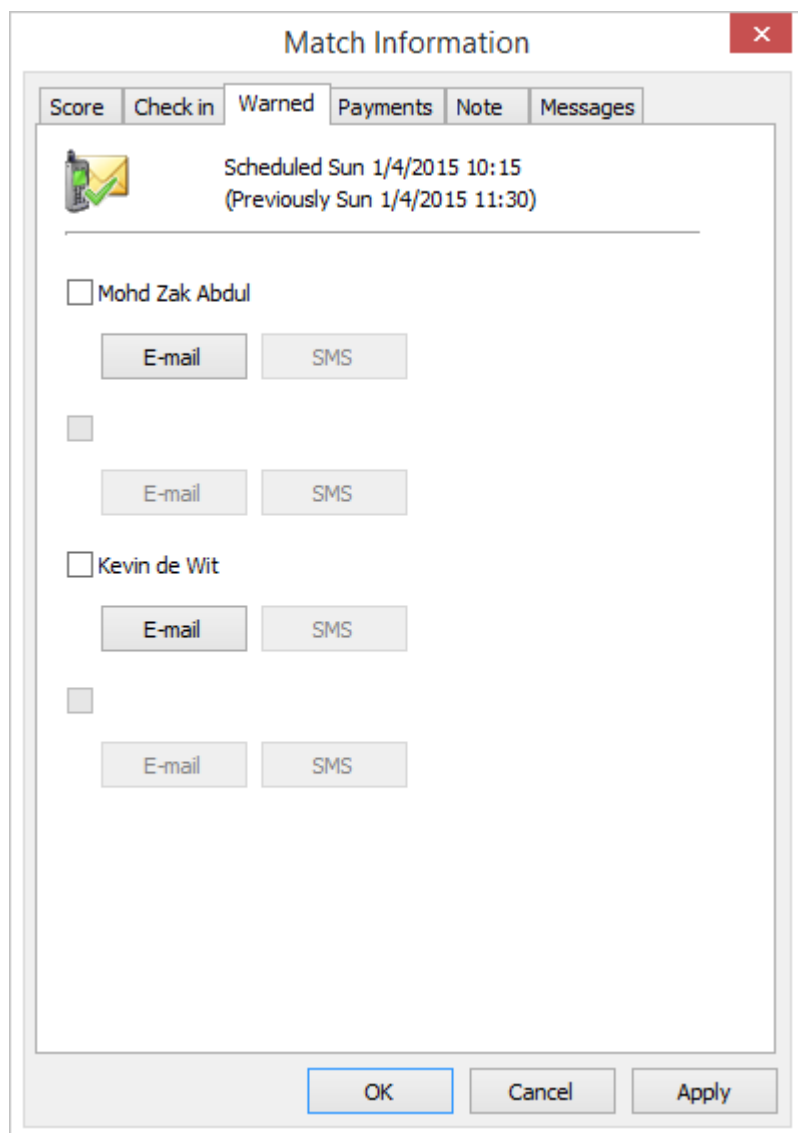
The image shows a 'Match Information' dialog box with a red close button in the top right corner. It features a tabbed interface with the following tabs: 'Score', 'Check in' (which is the active tab), 'Warned', 'Payments', 'Note', and 'Messages'. In the 'Check in' tab, there is a small icon of a person with a green checkmark. Below this icon, there is a list of players with checkboxes next to their names. The first player, 'Mohd Zak Abdul', has a checked checkbox. The second player has an unchecked checkbox. The third player, 'Kevin de Wit', has a checked checkbox. The fourth player has an unchecked checkbox. At the bottom of the dialog box, there are three buttons: 'OK', 'Cancel', and 'Apply'.

Player Name	Checked In
Mohd Zak Abdul	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
Kevin de Wit	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

You can indicate if the players have checked in. In case of a double event all players can be checked in separately.



## Warned tab



The image shows a 'Match Information' dialog box with a red close button in the top right corner. It has several tabs: 'Score', 'Check in', 'Warned' (which is selected), 'Payments', 'Note', and 'Messages'. The 'Warned' tab contains a header section with a mobile phone icon and a green checkmark, followed by the text 'Scheduled Sun 1/4/2015 10:15' and '(Previously Sun 1/4/2015 11:30)'. Below this, there are four player entries. Each entry consists of a checkbox, a player name, and two buttons labeled 'E-mail' and 'SMS'. The first player is 'Mohd Zak Abdul', the second is an empty checkbox, the third is 'Kevin de Wit', and the fourth is another empty checkbox. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

You can indicate the players as warned. In case of a double event all players can be marked as warned separately. If the player's phone number is known, you can click on the telephone button to dial the number.

Use the **E-mail** or **SMS** button to automatically create a message for the player.

## Payments tab

Match Information

Score


Check in

Warned

Payments

Note

Messages



Mohd Zak Abdul

€50.00

Receipt

Discount:

Balance Due: €50.00

Pay

Receipt

Discount:

Balance Due:

Pay

Kevin de Wit

€25.00

Receipt

Discount:

Balance Due: €25.00

Pay

Receipt

Discount:

Balance Due:


Pay

OK

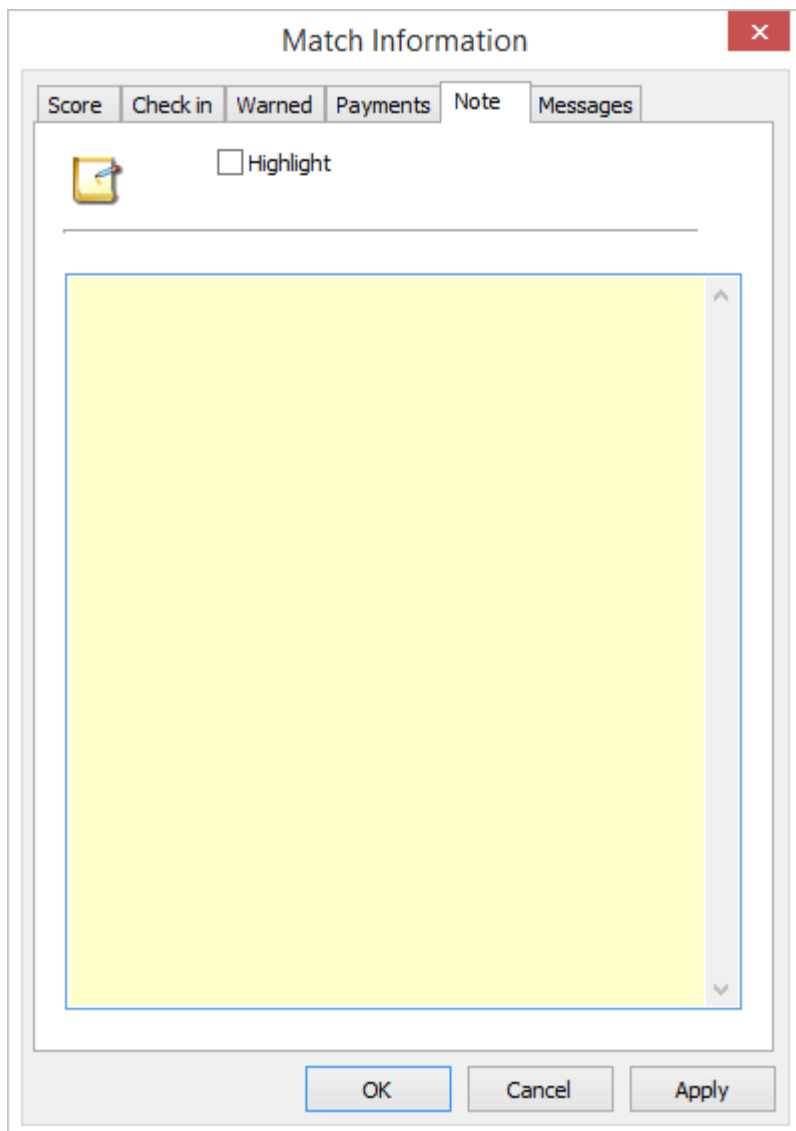
Cancel

Apply

You can check the players that have paid the fee. In case of a double event all players can be checked separately. At **paid** you can enter the amount paid at **discount** the discount the player received. If you click Pay the amount to pay is filled in **paid**. If you click **Receipt** a receipt for each player can be printed.

 **Tip:** You can also print the receipt beforehand, but only after payment the players will get their receipt.

## Note tab

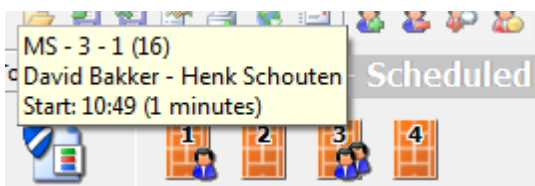



The screenshot shows a window titled "Match Information" with a red close button in the top right corner. Inside the window, there are several tabs: "Score", "Check in", "Warned", "Payments", "Note", and "Messages". The "Note" tab is currently selected. Below the tabs, there is a small icon of a notepad and a checkbox labeled "Highlight". Below this, there is a large, empty yellow rectangular area for writing notes. At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

On the **Note** tab you can edit the match note if needed and you can highlight the match to make it stand out on the draw or in the match list on your screen. This will indicate this match needs your attention.

## Assigning courts

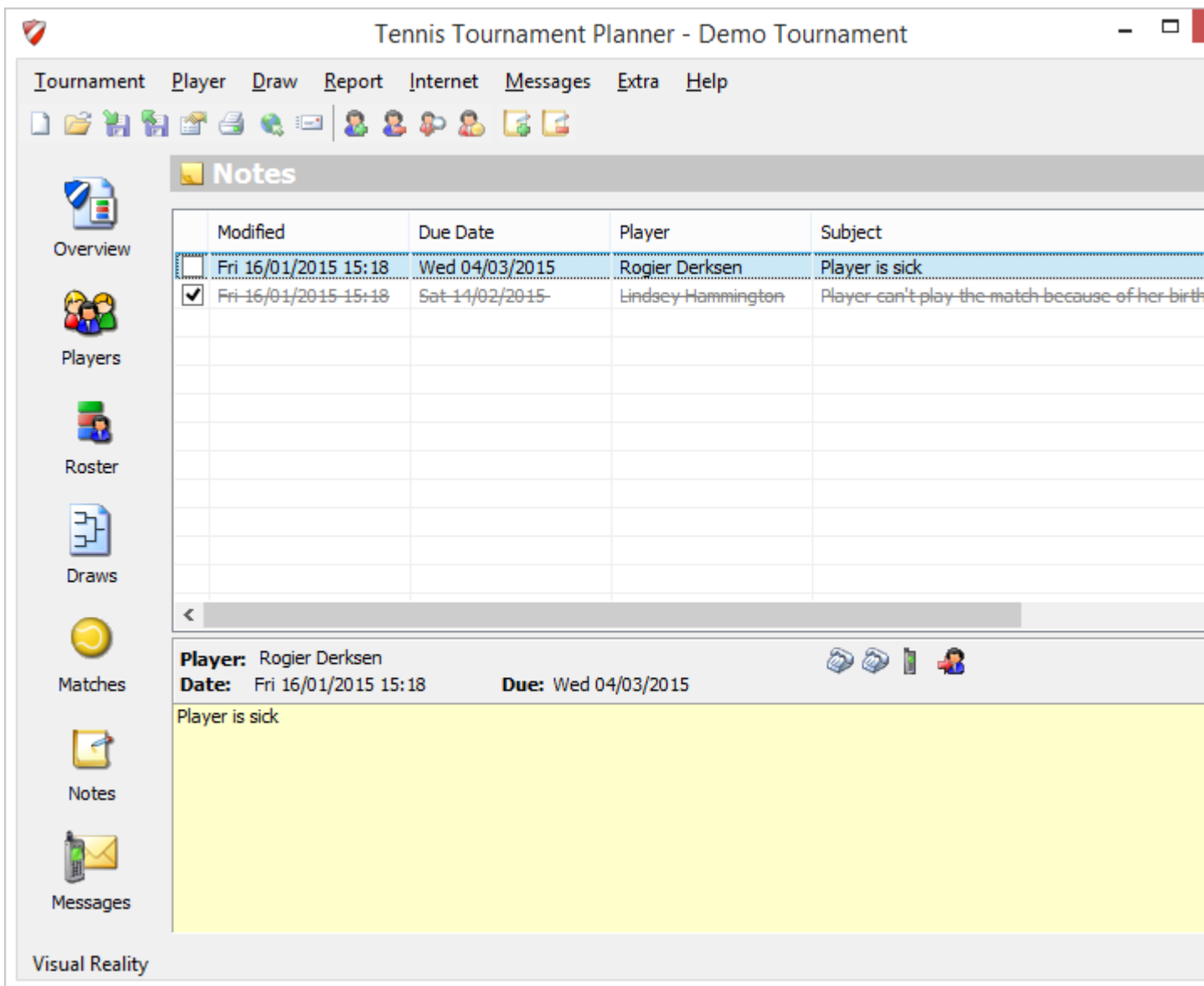
You can assign a match to a court. You can do this by clicking **Match to court** and then select a court. You can also drag and drop a match on a court using your mouse. If the match is finished and you have filled in the result, the court will automatically be freed. Also if you assign another match to a court, the assigned court of the prior match will be freed. You can also click on **Free court** and select the court in order to free it manually. Another way of freeing a court is to right click the court and select **Free Court**.



 **Tip:** Hover your mouse over a court to see who is playing there.

## Notities

By clicking on the **Notes** button on the navigation bar on the left you can switch to the **Notes** screen.



**Tennis Tournament Planner - Demo Tournament**

Tournament Player Draw Report Internet Messages Extra Help

**Notes**

	Modified	Due Date	Player	Subject
<input type="checkbox"/>	Fri 16/01/2015 15:18	Wed 04/03/2015	Rogier Derksen	Player is sick
<input checked="" type="checkbox"/>	Fri 16/01/2015 15:18	Sat 14/02/2015	Lindsey Hammington	Player can't play the match because of her birth

**Player:** Rogier Derksen  
**Date:** Fri 16/01/2015 15:18 **Due:** Wed 04/03/2015  
 Player is sick

You will see an overview of all your notes. Click **Add Note** to create a new note. You can edit your note in the yellow box. Click **Select Player** to assign a player to this memo. You can click **Clear Player** to remove the player.

The last modification date of the note is automatically saved when you edit a note. You can use the phone buttons to contact a player. Click on **Show Player** to show the details of the assigned player.

You can mark your note as done by placing a check in the box in the list. The font will be changed to strikethrough. Click on **Delete Note** to delete the selected note.

## Order of Play

By clicking the **Order of play** button in the Outlook bar you will enter the **Order of play** view.  
Please note this option is only visible if you have selected this in the tournament properties, draws tab.

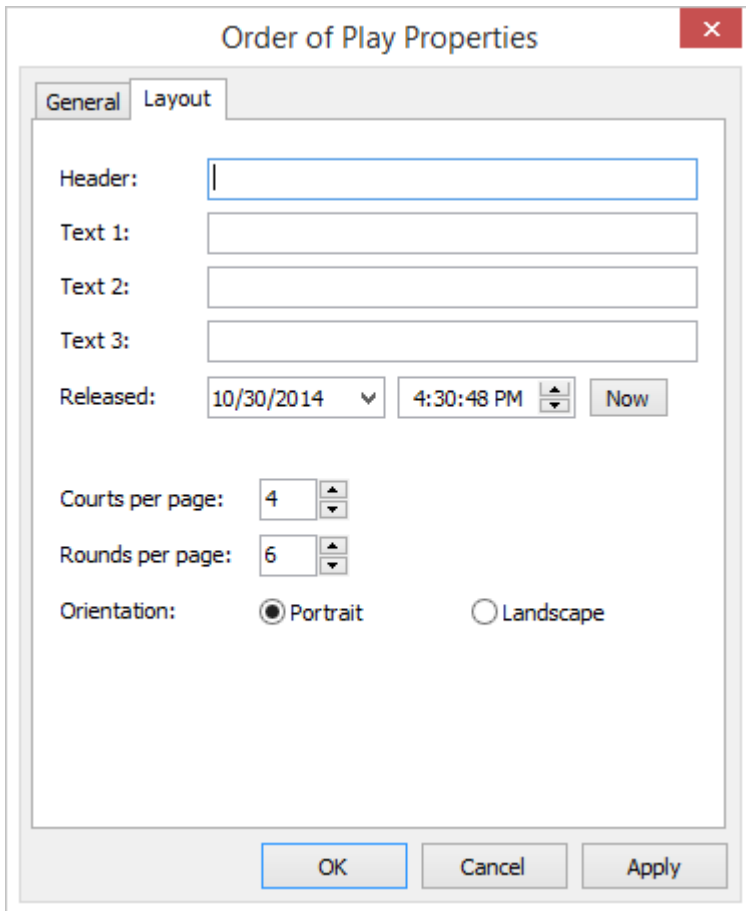
The screenshot shows the 'Tennis Tournament Planner - Demo Tournament' application. The 'Order of play' tab is selected in the top menu bar. On the left, a vertical toolbar contains icons for Overview, Players, Roster, Draws, Order of play (highlighted), Matches, Notes, and Messages. The main area displays the 'Order of play' configuration. At the top, 'Draw: HE - Group A' and 'Round: RR1' are selected, with an 'Auto Fill' button. Below this, a table lists players for Team 1 and Team 2. Team 1 includes Jonathan Smith (NED) and Mohd Zak Abdul (AFG). Team 2 includes Kevin de Wit (NED) and Chet Anand (SRB). A status bar indicates 'Total matches: 2, Not scheduled: 0'. Below this, a 'Show Match List' checkbox is checked, and a 'Location' dropdown is set to 'All'. A date navigation bar shows 'Sat 1/3/2015' as the selected date, with other dates 'Sun 1/4/2015', 'Sat 1/10/2015', and 'Sun 1/11/2015' available. The main grid shows a match scheduled for Saturday, 1/3/2015, at 10:00. The match is between Jonathan Smith (NED) and Kevin de Wit (NED) for Team 1, and Mohd Zak Abdul (AFG) and Chet Anand (SRB) for Team 2. The match is labeled 'HE RR1'. The bottom status bar shows 'ALTV Daisy' and '24 cells, 2 matches, 2 not finished'.

The order of play is an alternative way of scheduling your matches using the follow-by system. On the top-half of the screen you can select the draw and the round you want to schedule, which will show you all the matches in that round. Simply drag a match from the list onto the grid to schedule it. You can move matches to other courts or rounds by dragging them from one cell to the other. To remove a match, select it and press the delete key.

Cells can be colored when a player has multiple matches on the same day.  
Green: One of the players has another match with plenty of space in between.  
Yellow: One of the players has another match in a consecutive round.  
Red: One of the players has another match in the same round.

You can change the properties of the order of play by selecting **Order of play->Properties** from the menu.  
You can change a specific cell by selecting **Order of play->Cell properties** from the menu.

## Order of Play Properties



Order of Play Properties

General Layout

Header:

Text 1:

Text 2:

Text 3:

Released: 10/30/2014 4:30:48 PM Now

Courts per page: 4

Rounds per page: 6

Orientation: ☒ Portrait ☐ Landscape

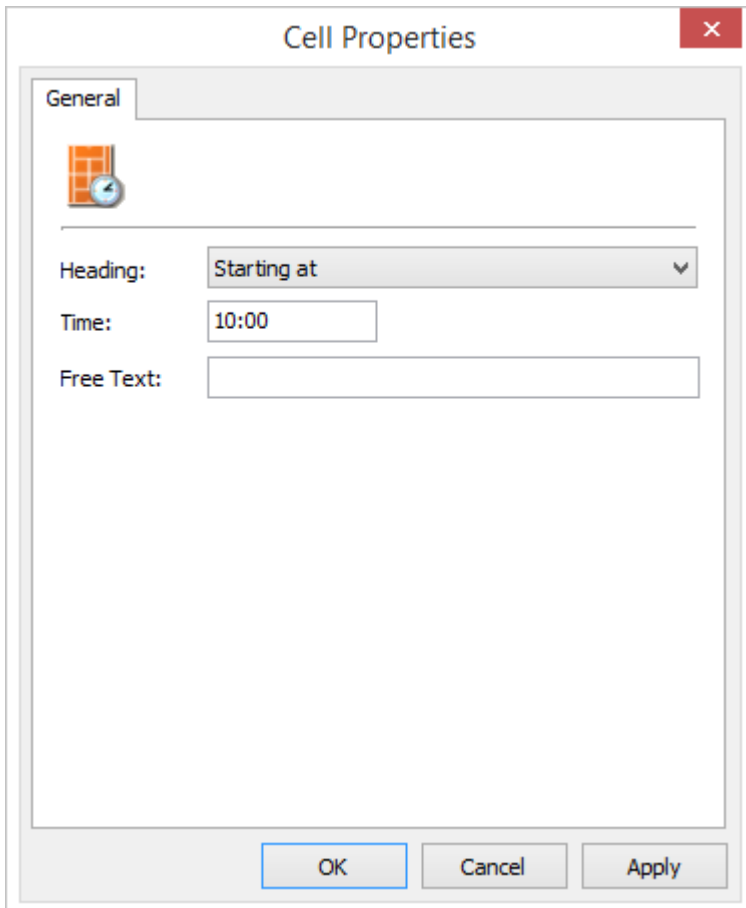
OK Cancel Apply

At **Courts** you can select the courts to be used for this day. At **rounds** you can select the number of rounds to be played.

The **Header** is optional and when specified it will print bold on top of the order of play. At **Text 1,2 and 3** you can place some remarks for the players. These will be printed in the footer of the page.

**Released** allows you to specify the release date of the order of play..

## Order of Play Cell Properties



The image shows a 'Cell Properties' dialog box with a 'General' tab. It features a small icon of a calendar and a clock. Below this, there are three input fields: 'Heading' with a dropdown menu showing 'Starting at', 'Time' with a text box containing '10:00', and 'Free Text' with an empty text box. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Apply'.

At **Heading** you can set the celltype, for example 'Starting at' or 'followed by'. Where needed you can specify the time as well.

At **free text** you can place a remark in the cell.

## Messages

By clicking on the **Messages** button on the navigation bar on the left you can switch to the **Messages** screen.

Tennis Tournament Planner - Demo Tournament

Tournament Player Draw Order of play Report Internet Messages Extra Help

Overview  
Players  
Roster  
Draws  
Order of play  
Matches  
Notes  
Messages

**Messages**

Type	Status	Player	Created	Sent	Subject
E-mail	Sent per e-mail	Dave de Vries	8/25/2014 8:51:27 AM	8/25/2014 9:15:22 AM	Demo To
E-mail	Sent per e-mail	Youn Joo Bae	8/25/2014 9:43:13 AM	8/25/2014 9:43:21 AM	Demo To
E-mail	Sent per e-mail	Goto Ai	8/25/2014 9:48:10 AM	8/25/2014 9:48:17 AM	Demo To
E-mail	Sent per e-mail	Henk Jansen	8/25/2014 9:52:12 AM	8/25/2014 9:52:35 AM	Demo To
E-mail	Confirmed	Michael Dekker	7/17/2014 3:04:51 PM	7/17/2014 3:05:04 PM	Demo To

**To:** robbert@toernooi.nl  
**Subject:** Demo Tournament

**Demo Tournament**

**First matches of Michael Dekker**

Event	Time	Location
MS	Sat 1/3/2015 10:15	(Court: 1, Tennis

ALT V Daisy | 5 message(s), 0 not sent

You will see an overview of all your messages. Messages can be created on several places in the Tournament Planner:

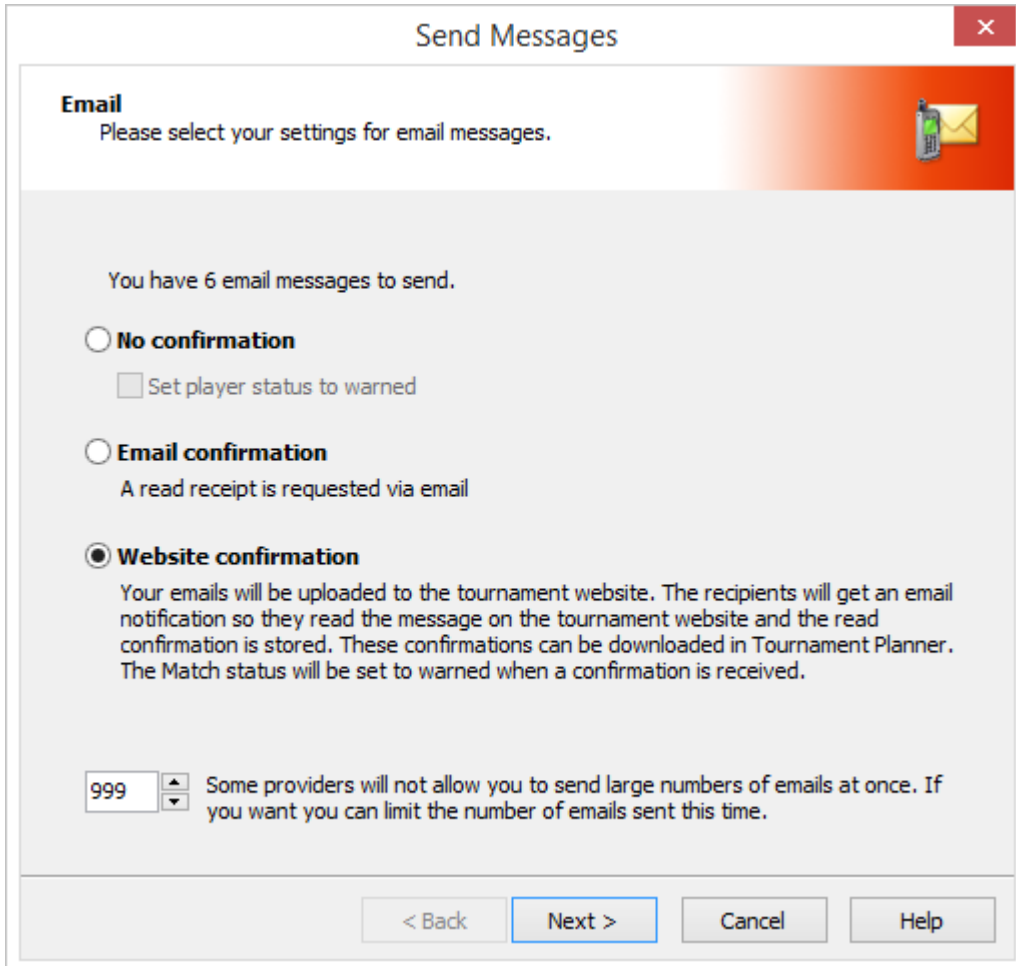
- On the player screen use the  button to create an SMS message or  to create an E-mail message.
- In the player menu you can select **Player -> Send E-mail** or **Player-> Send SMS**.
- You can send your first matches using **Report -> First Matches -> E-mail** or **Report -> First Matches -> SMS**.
- You can send specific information about a match using the **Warned** tab on the match properties.
- You can send all the player matches in an e-mail message using **Report -> Player Matches -> E-mail**.

After a message has been created it will be listed in the **Messages** screen. You can see when a message has been created and if it has been sent already. Select a message to view the content on the bottom of the



screen. Select one or more messages and select **Delete** in the right-mouse menu to delete the messages. You can also delete messages using **Messages -> Delete** from the main menu.

## Send Messages

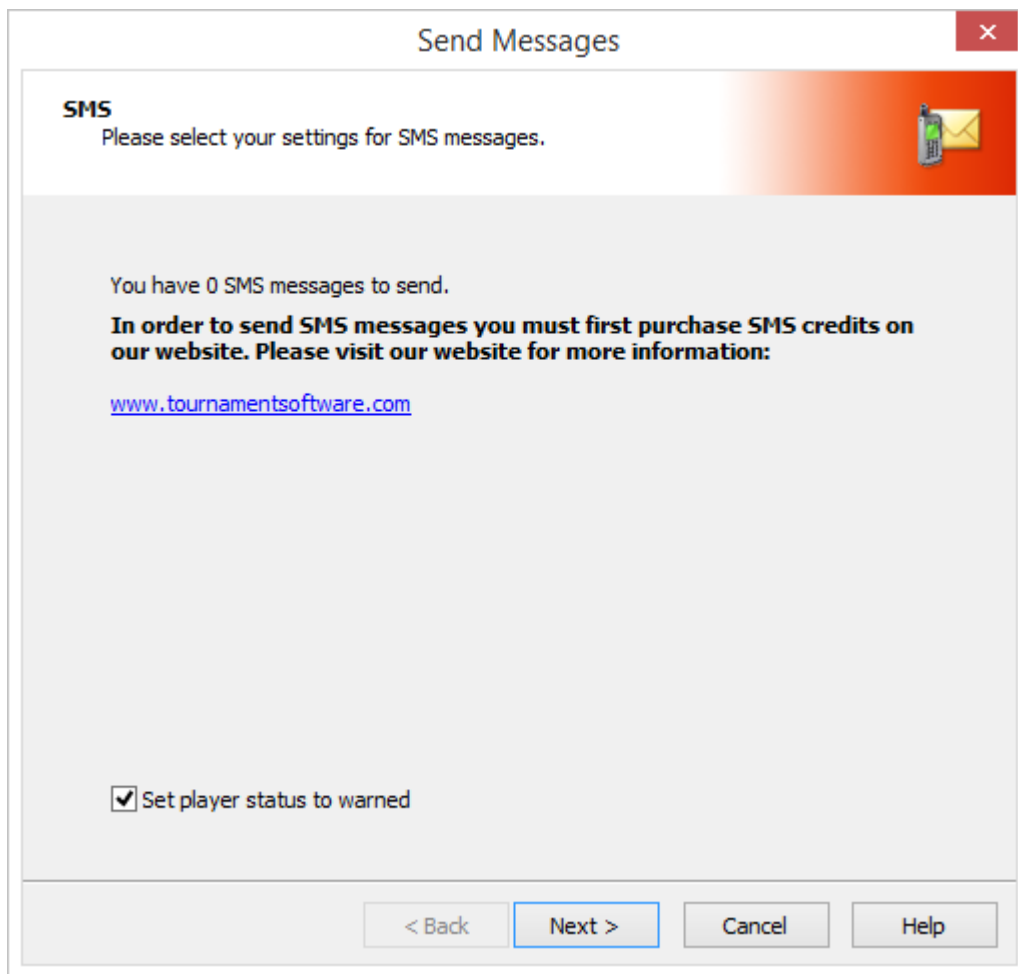


Select **Messages -> Send All** from the main menu. In order to send messages you must have specified your e-mail settings in the program options. If you did not do so before you will get a warning, and you will be directed to the options screen where you can enter the correct information.


When sending e-mail messages you have 3 options:

- **No Confirmation**  
All e-mails will be sent without a confirmation. You can select to mark the players as warned for their matches.
- **E-mail confirmation**  
The e-mails will be sent with a read-receipt request. You will get this confirmation in an e-mail sent to the e-mail address you have specified in the program options. When you receive a confirmation you must set the warned status for a player yourself in the match properties. Depending on the settings on the computer of the recipient he may not see the request to send a confirmation.
- **Website confirmation**  
A link will be added to the e-mail with an text requesting to recipient to click the link in order to send a confirmation to the tournament director. When the link is clicked the recipient will see a page on the tournament website. These confirmations can be downloaded directly into the Tournament Planner, and the match-status for the players will be set to 'warned' automatically.

Select the correct setting and click **Next**.



After sending your e-mail messages you will see the screen where you can send you SMS messages. You can select if you want to set the match-status to warned when the messages are sent. Click **Next** to continue. After sending all your messages you will see an overview.

 **Attention:** To be able to sent SMS message you need to buy SMS credits in advance. You can order it on our website.

## Pickup Confirmations

If you have sent your messages using an internet confirmation, you can pickup those confirmations by selecting **Messages -> Pickup Confirmations** from the main menu.

The confirmations will be picked up directly and the message-status will be set to Confirmed. If the message contained match information, the match-status of the player will be set to warned.

# The Tournament Planner and the Internet

---

The Tournament Planner makes it possible to publish your tournament on the Internet very easily. With only one click on a button your tournament is online. You don't even need further knowledge of the Internet or HTML. An Internet connection is all you need.

Players can look up match information and can see their results online. It is even possible to view statistics per player. The website is available in more than one language, so international players can view their results as well.

The Internet is also a great tool for the tournament management; because it is possible have an online entry! These entries can be downloaded in the Tournament Planner by only one click on a button. This means no more typing!

## Publishing your tournament

To publish your tournament online select **Internet -> Publish** from the main menu.

If you are ready filling in the data you can publish your tournament. First make sure you have a connection with the Internet and then click **Publish** this can take a few minutes. Your tournament is now published on the website. You can see the progress in the log window on the **General** tab.

If there are changes in your tournament or new results are entered you can simply press **Publish** again and the tournament on the website is made up-to-date.

You can easily create a link from your own homepage or website to your tournament on our website. First you have to search your tournament on the website with the help of one of the search options. You can now use the Internet address from the address bar of the Internet Browser as a link. This link will look like:  
<http://www.tournamentsoftware.com/sport/tournament.asp?id=xxxx> where xxxx is the unique code for your tournament. This code will not change when publishing again.

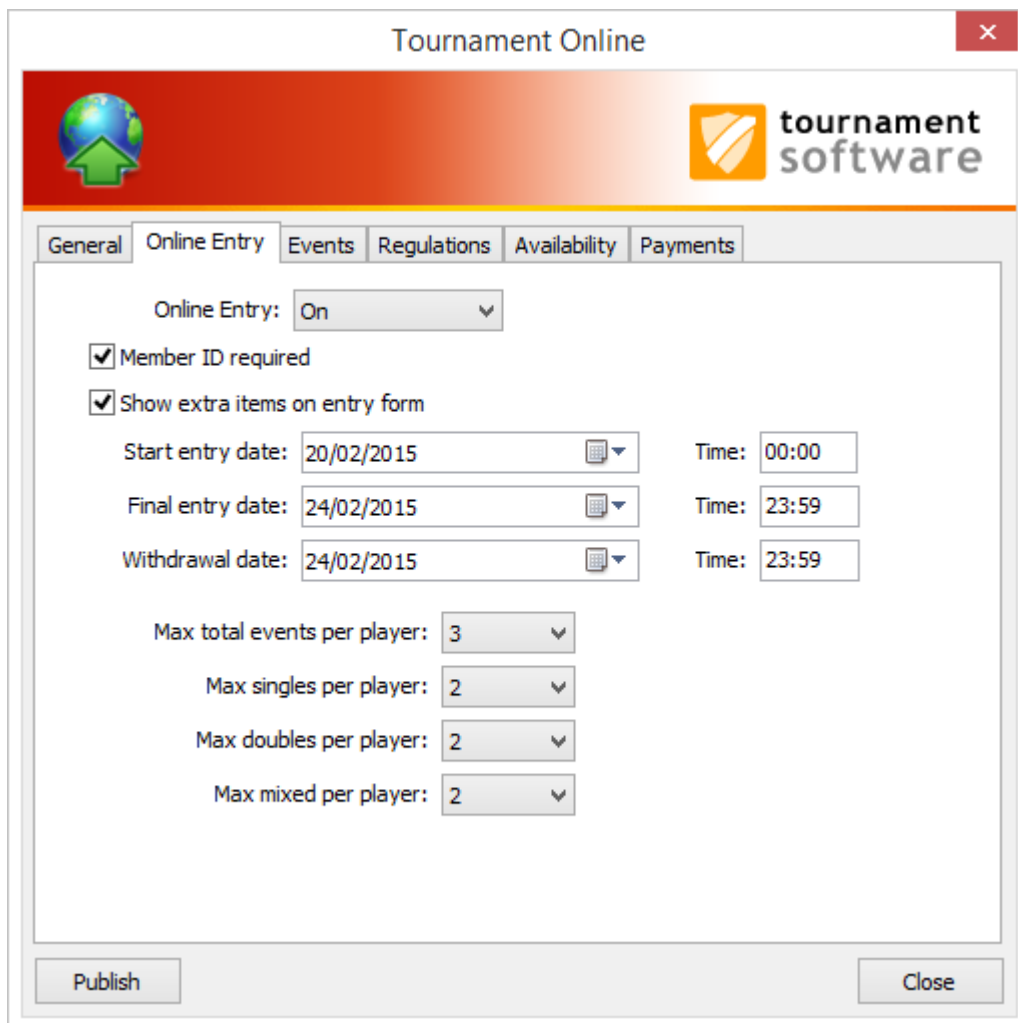
## General tab

The screenshot shows the 'Tournament Online' software window. The title bar reads 'Tournament Online' with a close button. The window has a red header bar with a globe icon and the 'tournament software' logo. Below the header is a tabbed interface with tabs for 'General', 'Online Entry', 'Events', 'Regulations', 'Availability', and 'Payments'. The 'General' tab is active. It contains a 'Show scheduled matches:' label followed by a calendar icon and a dropdown menu showing 'Until Sun 22/03/2015'. Below this are three checkboxes: 'Show Flags' (checked), 'Show State' (unchecked), and 'Show Club' (unchecked). A 'Message:' label is above a large text area with a vertical scrollbar. At the bottom is a table with two columns: 'Task' and 'Status'. The table is currently empty. At the very bottom are 'Publish' and 'Close' buttons.

Task	Status
------	--------

Use the field **Show scheduled matches** to select which scheduled matches you want to show on the internet. If you run an international tournament you can check the option **Show flags**. The national flag of the player will be displayed online. If you also want to display the state and club you can tick **Show State** and **Show Club**. To inform players and spectators with the latest news, you can use the **Message** window. The message will be published online on the first tab of the tournament.

## Online Entry tab



Tournament Online

Online Entry

Online Entry: On

☒ Member ID required

☒ Show extra items on entry form

Start entry date: 20/02/2015 Time: 00:00

Final entry date: 24/02/2015 Time: 23:59

Withdrawal date: 24/02/2015 Time: 23:59

Max total events per player: 3

Max singles per player: 2

Max doubles per player: 2

Max mixed per player: 2

Publish Close

If you want to enable online entry you can tick **Enable online entry**. Enter a **Final Entry Date** after the current date. If this date is on or before the current date online entry is disabled on the website. If you tick **Member ID required**, players cannot enter online without specifying their member ID. If you tick **Entry with account mandatory**, only the players with an account can enter the tournament.

Check **Show extra items on entry form** to make the extra items visible for players entering online. You can set the extra items on the tournament properties screen. This could be a banquet or a T-shirt. In the field **Max total events per player** you can set up the maximum number of events a player is allowed to enter. You can also do this for single, double and mixed events.

## Events tab

Tournament Online

 **tournament software**

General Online Entry **Events** Regulations Availability Payments

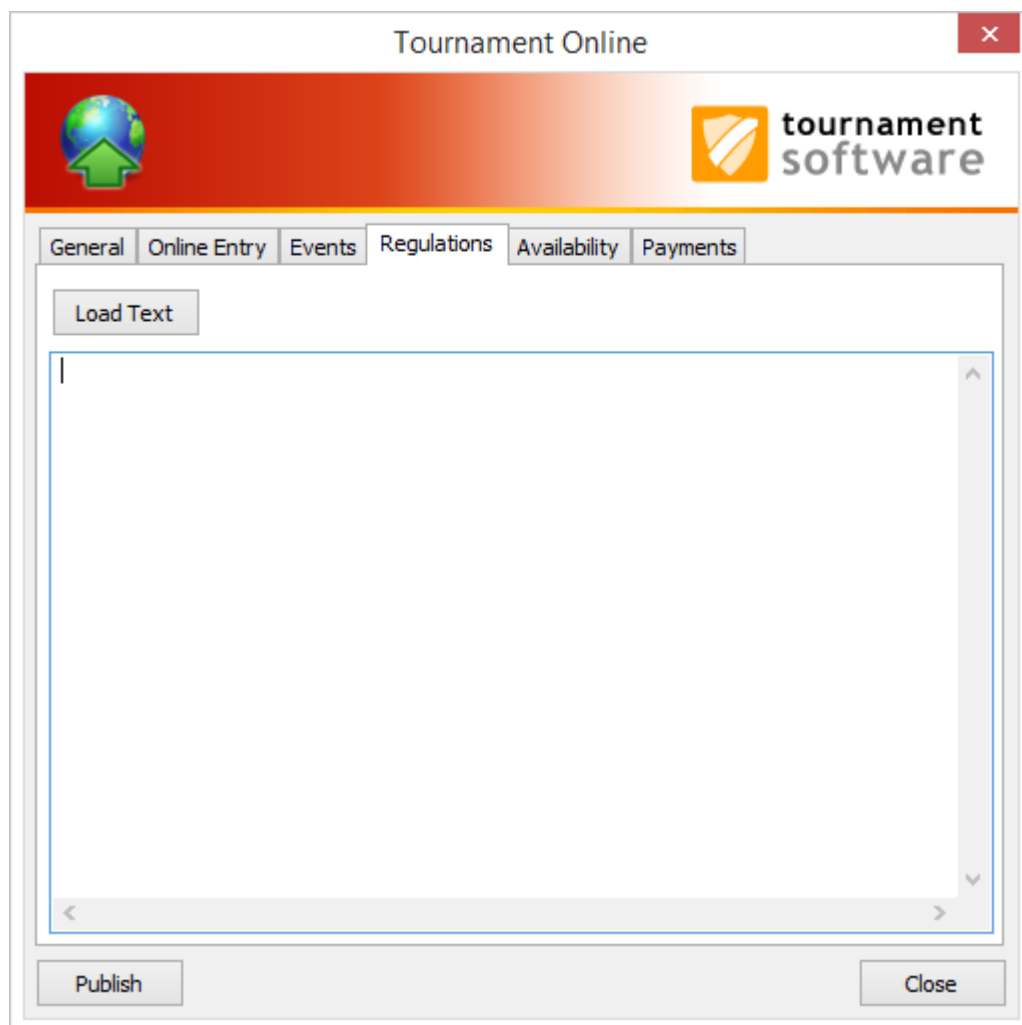
Please check the events players may enter online.

Event
<input checked="" type="checkbox"/>  MS
<input checked="" type="checkbox"/>  WS
<input checked="" type="checkbox"/>  MD
<input checked="" type="checkbox"/>  WD

Publish Close

On the **Events** tab you can select which events can be entered online. Default all events are ticked. If a certain event is full you can untick the box and publish your tournament again.



## Regulations tab



If you wish to publish the rules of your tournament you can enter or copy/paste them on the **Regulations** tab. You can do this from a word processor or load them by clicking the button **Load text**. If a player wants to register he or she has to accept the rules first.








## Availability tab

Tournament Online

  tournament software

General Online Entry Events Regulations **Availability** Payments

Double click any day to change the settings.

Day	Availability	Start	End
 Mon 16/03/2015	Yes	12:00	22:00
 Tue 17/03/2015	Yes	12:00	22:00
 Wed 18/03/2015	Yes	12:00	22:00
 Thu 19/03/2015	Yes	12:00	22:00
 Fri 20/03/2015	Yes	12:00	22:00
 Sat 21/03/2015	No		
 Sun 22/03/2015	No		

Max days not available: All

Publish Close


On the **Availability** tab you can set the days the players are allowed to enter their availability online. At **Max days not available** you can set how many days a player can be unavailable.

Double click a day to change the settings:



Day Properties

General

 Sat 1/10/2015

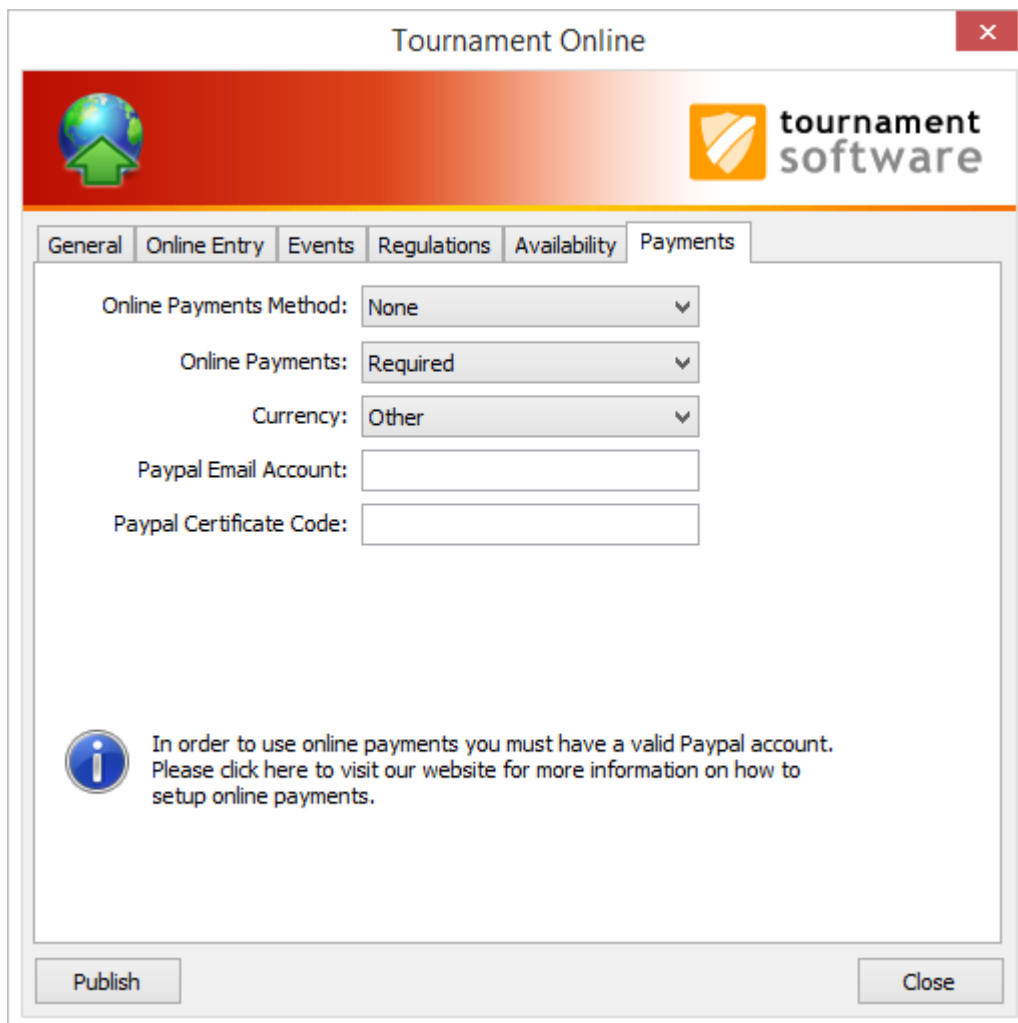
☒ Player can specify availability

Start: 07:00

End: 00:00

OK Cancel Apply

## Payments tab



The screenshot shows the 'Tournament Online' application window. The 'Payments' tab is selected, displaying configuration options for online payments. The interface includes a header with a globe icon and the 'tournament software' logo. Below the header is a tabbed menu with 'General', 'Online Entry', 'Events', 'Regulations', 'Availability', and 'Payments'. The 'Payments' tab contains the following fields:

- Online Payments Method:
- Online Payments:
- Currency:
- Paypal Email Account:
- Paypal Certificate Code:

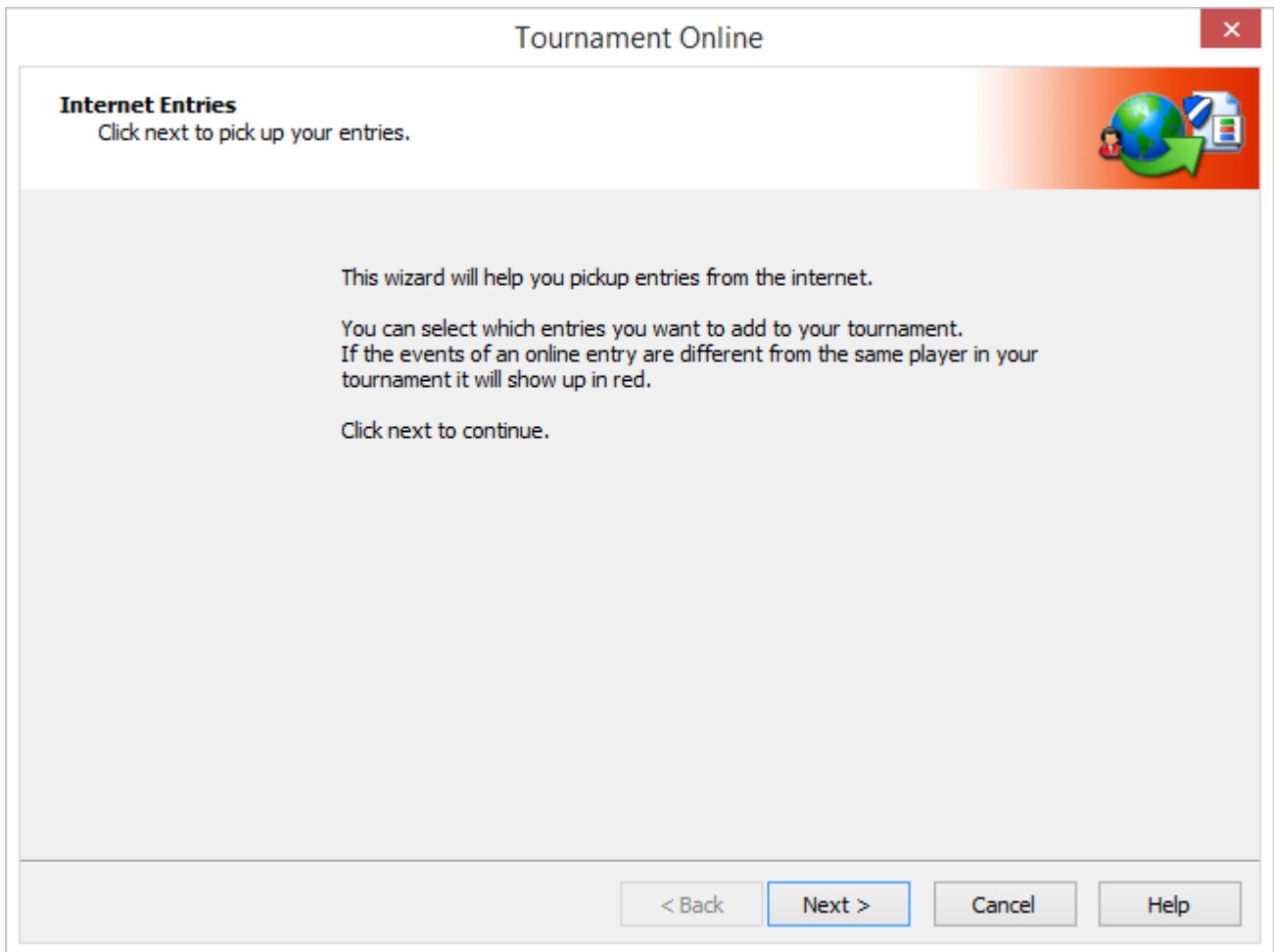
Below these fields is an information icon and a message: "In order to use online payments you must have a valid Paypal account. Please click here to visit our website for more information on how to setup online payments." At the bottom of the window are 'Publish' and 'Close' buttons.

On the **Online Payments** tab you can select if you want to activate online payment with paypal for your online entries.

For more information about how to setup your paypal account, please visit the online tutorial:  
[How do I setup online payment with paypal for online entries](#)

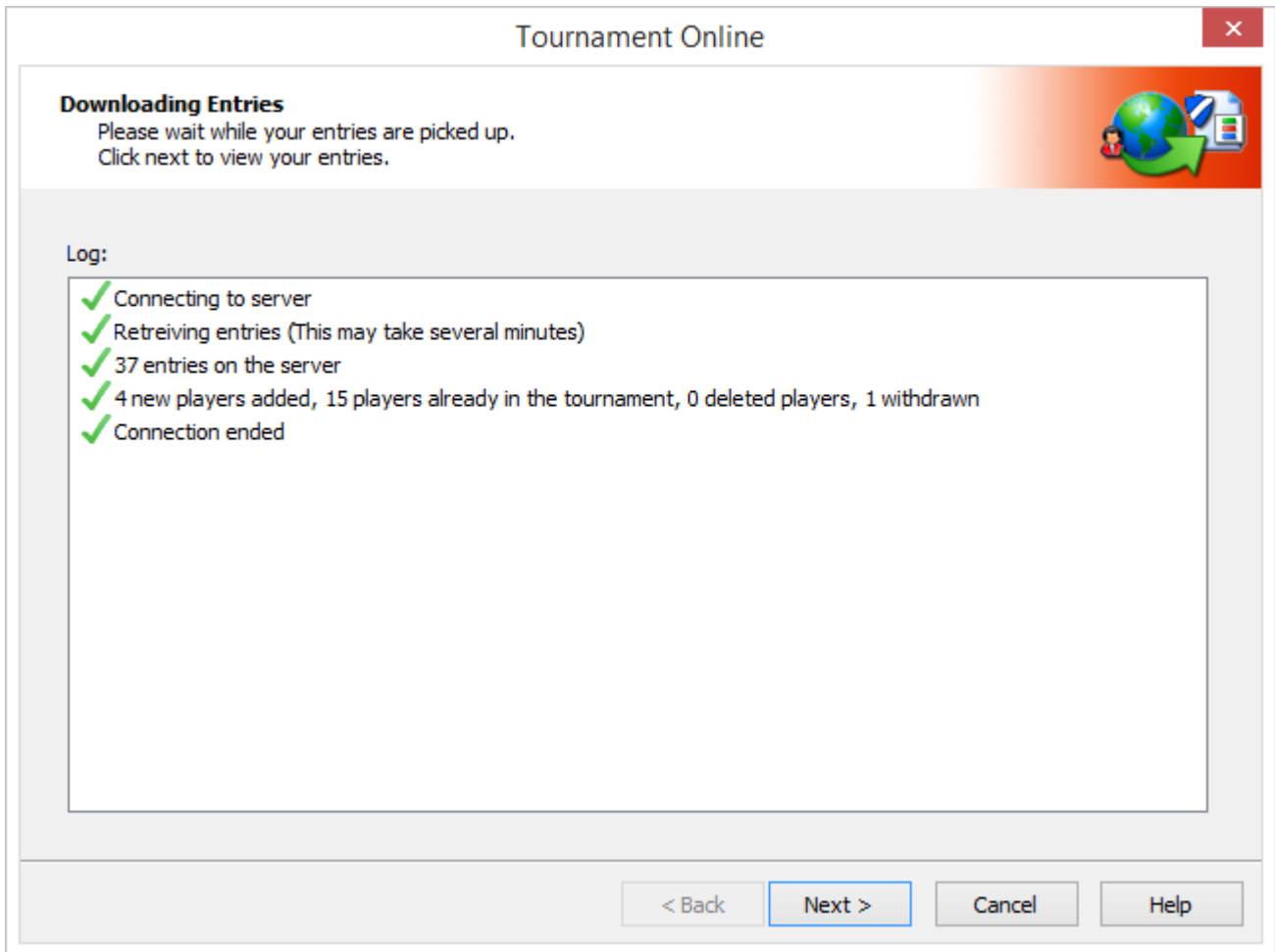
## Online Entry

If you have filled in a **Final Entry Date** after the current date it is possible to register online. If you want to check if there are online entries available for your tournament then select **Internet->Entries...**



If you click **Next**, the Tournament Planner will check if there are online entries available on the web server.

## Pickup tab



You can check the progress in the log window. This way you can download up to 500 entries in only one minute, without any typing! If the download is finished, all the online entries will be displayed in a list.

## Entries tab

×

### Select Entries

Please check the players you want to add to your tournament. Players in red already exist in your tournament with other events.

New

Existing

Deleted

Withdrawn

Name	Member ID	Events	G	DOB	Club	Co..
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	L.T.V. Vomer	NED
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	TV De Hoef	NED
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	TOZ	NED
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	De Witte S...	NED
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	lrc de brug	NED
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	OLTC OSS	NED
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	T.V. De Br...	NED
<input checked="" type="checkbox"/> [icon] [Name]	[ID]	[Events]	[G]	[DOB]	LTC Rackets	NED

<>

< Back

Finish

Cancel

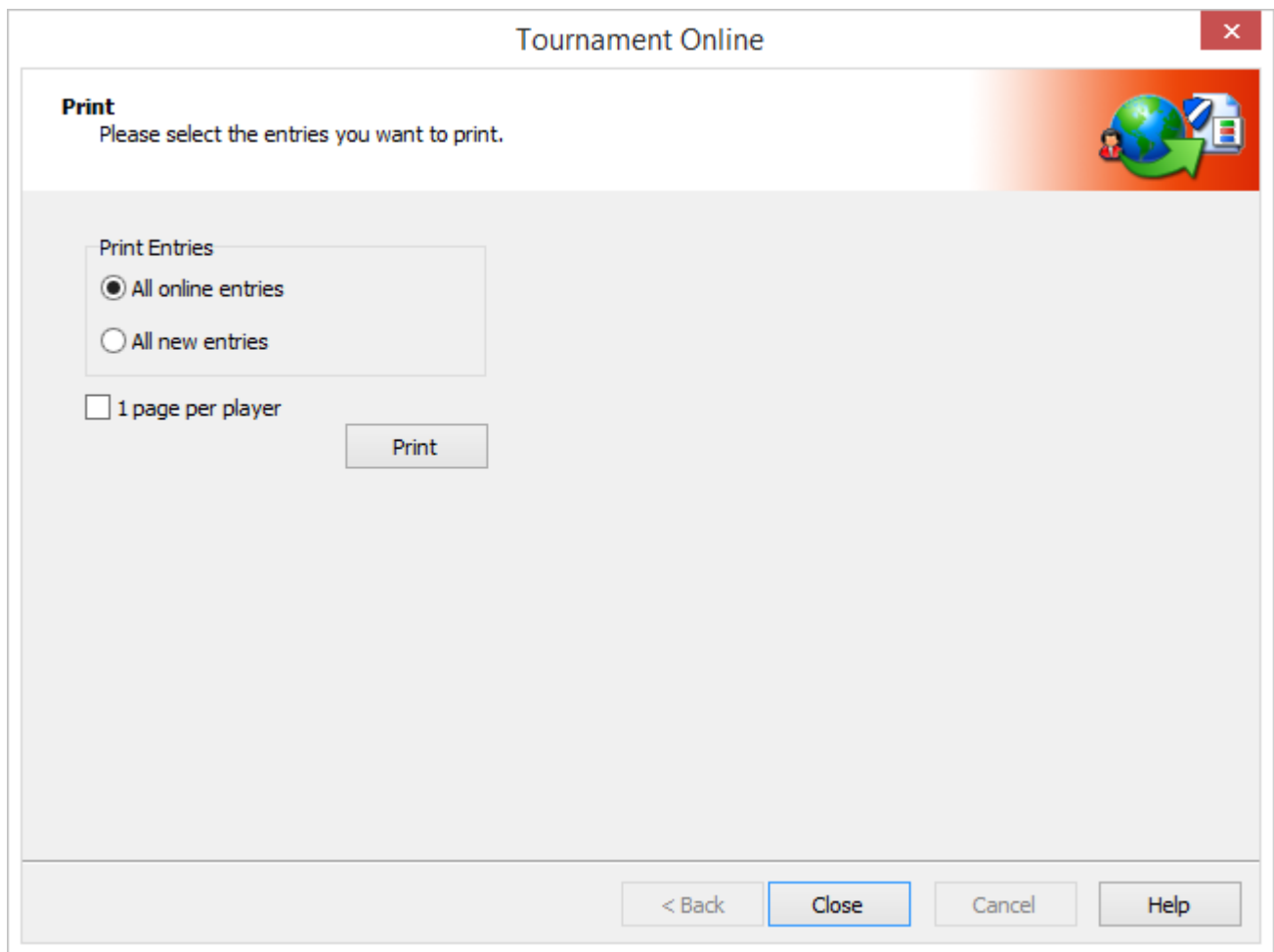
Help

All the entries are displayed in a list. The entries are separated under three tabs: **New**, **Existing**, **Deleted** and **Withdrawn**.

If a player is already in your tournament but the online events differ from the events in your tournament then the player will be indicated in red. You can decide yourself if you want to add this player.

Click **Finish** to continue importing the players.

## Print tab



The screenshot shows a window titled "Tournament Online" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there is a "Print" section with the instruction "Please select the entries you want to print." Below this, there are two radio buttons under the heading "Print Entries": "All online entries" (which is selected) and "All new entries". There is also a checkbox labeled "1 page per player" which is currently unchecked. A "Print" button is located to the right of these options. At the bottom of the window, there are four buttons: "< Back", "Close" (highlighted with a blue border), "Cancel", and "Help". In the top right corner of the window's content area, there is a small graphic showing a globe with a green arrow pointing to a document icon.

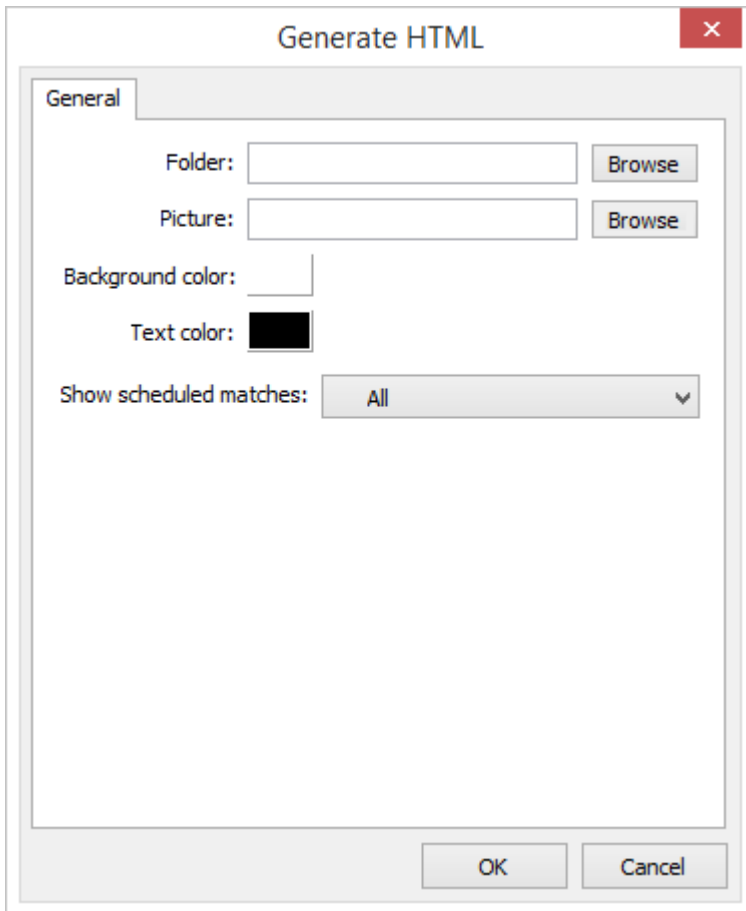
Finally you have the option to print entry forms. You can print:


- **All online entries**  
Print all the downloaded entries.
- **Selection only**  
Print only the new entries.

Place a check in **1 page per player** to print only 1 player on each page. Click **Print** to start the printing.

## Generate HTML

If you choose not to make use of our website it is possible to generate HTML pages with the Tournament Planner. You will have to upload the pages to your homepage or website yourself. This requires some knowledge of the Internet and the use of an FTP program. Select **Internet->Generate HTML** from the main menu to generate the HTML pages.



At **Background color** you can select a background color for the HTML pages. If you rather have an illustration as a background you can select this one at **Picture**. Click on  to select a picture. The text color can be select at **Text color**.

The following pages are generated:

- An overview of all matches per day.
- An overview of all draws.

In this case it is not possible to select players in draws and have statistics per player. This is only possible on our website because all the pages are generated on the fly.

## Reporting

With the Tournament Planner you can print all sorts of documents and overviews. In this chapter they are described one by one. Many reports start in a preview mode so you can see what you are about to print.

Print Preview

### Demo Tournament

*Matches of Monday 3/16/2015*

Date	City, Country	Website
16 - 22 Mar 2015	Alkmaar, NED	

Time	Event	Nr	Court	Location	Round	Team 1	Team 2	Score
Dur.	Umpire	Start	Finish					
9:00 AM	MS - Group A	#1	1	Inside	RR1	Patrick Rood[6]	John Gross[8]	
9:00 AM	MS - Group B	#1	2	Inside	RR1	Joris Siebel[10]	Roger Derksen[3]	
9:00 AM	MS - Group C	#1	3	Inside	RR1	Erik Hansen[11]	Henk Schouten[4]	
9:00 AM	MS - Group D	#1	4	Inside	RR1	Richard Sauer[2]	Michel de Vries[5]	
10:15 AM	MD	#3		Outside	RR2	John Gross+Michel de Vries[4]	Steven Bokken+Richard Sauer[3]	
11:30 AM	MS - Group A	#2		Inside	RR2	Steven Bokken[1]	Patrick Rood[6]	
11:30 AM	MS - Group B	#2		Inside	RR2	Dik van de Velden[9]	Joris Siebel[10]	6-2 2-6 [10-5]
11:30 AM	MS - Group C	#2		Inside	RR2	Ruud Kamps[12]	Erik Hansen[11]	
11:30 AM	MS - Group D	#2		Inside	RR2	Marc Hoekmans[7]	Richard Sauer[2]	
2:00 PM	MS - Group A	#3		Inside	RR3	Steven Bokken[1]	John Gross[8]	
2:00 PM	MS - Group B	#3		Inside	RR3	Dik van de Velden[9]	Roger Derksen[3]	
2:00 PM	MS - Group C	#3		Inside	RR3	Ruud Kamps[12]	Henk Schouten[4]	
2:00 PM	MS - Group D	#3		Inside	RR3	Marc Hoekmans[7]	Michel de Vries[5]	

Page 1
3/5/2015 2:12:31 PM

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Tennis Tournament Planner

0 %
Page 1 of 1

In the **Print Preview** you can print, zoom in and out, or select another printer. Some reports can also be exported to Excel, Word, HTML or CSV. The export will not work on all reports. Several reports also have the option to select players before you print the report. You can find the explanation for the player selection at [Working with the Tournament Planner -> Selecting Players](#).



# Matches

## Print matches

You can print an overview of the matches for each day. In case of played matches the winner and the result are printed bold. Select **Report -> Matches -> Matches** from the main menu to print the matches.

**Print Matches**

**Select Days**

Day
<input type="checkbox"/> Sat 1/3/2015
<input type="checkbox"/> Sun 1/4/2015
<input type="checkbox"/> Sat 1/10/2015
<input type="checkbox"/> Sun 1/11/2015

**Select Fields**

Field
<input checked="" type="checkbox"/> Time
<input checked="" type="checkbox"/> Event
<input checked="" type="checkbox"/> Nr
<input checked="" type="checkbox"/> Court
<input checked="" type="checkbox"/> Location
<input checked="" type="checkbox"/> Round
<input checked="" type="checkbox"/> Team 1
<input checked="" type="checkbox"/> Team 2
<input checked="" type="checkbox"/> Score
<input checked="" type="checkbox"/> Duration
<input checked="" type="checkbox"/> Umpire
<input checked="" type="checkbox"/> Start
<input checked="" type="checkbox"/> Finish

Time : 00:00 to 23:59    All    None

Location: <All>

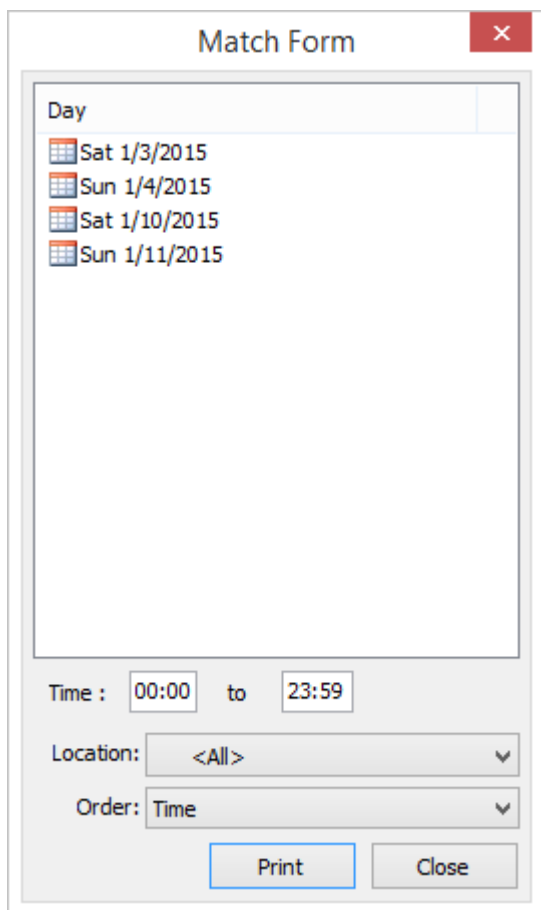
Order: Time    Extra: <None>

Preview    Print    Excel    Close

Select the day you want to print the matches of. You can check the fields you want to print. Click **All** to check all fields and click **None** to uncheck all. If you want to print the matches for a specific location you can use the **Location** filter. At **Extra** you can select what additional information you want to show with each player. At **Order** you can set the order of the printed list. Click on **Preview** to view the result, **Excel** will export the selected information directly and **Close** closes the window.

## Print match forms

You can print the match forms for a certain day, location and time. You can use this overview if you want to keep the computer with the Tournament Planner and the match forms separated. You can then fill in all scores on the match form and enter them in the Tournament Planner on a later point of time. Select **Report->Matches->Match forms** from the main menu.



The image shows a 'Match Form' dialog box with a title bar containing a close button (X). Inside the dialog, there is a list box labeled 'Day' containing four items, each preceded by a calendar icon: 'Sat 1/3/2015', 'Sun 1/4/2015', 'Sat 1/10/2015', and 'Sun 1/11/2015'. Below the list box, there are three input fields: 'Time : 00:00 to 23:59', 'Location: <All>' with a dropdown arrow, and 'Order: Time' with a dropdown arrow. At the bottom of the dialog are two buttons: 'Print' and 'Close'.

You can select the day and a time period. Click **OK** to print the overview.

## Match Cards

You can print match cards of all the matches of a certain day, time and location. You can give these match cards to the playing teams. The results can be filled in on these cards and later entered in the Tournament Planner. Select **Report -> Matches -> Match Cards** from the main menu.

Match Cards

Day

Sat 1/3/2015

Sun 1/4/2015

Sat 1/10/2015

Sun 1/11/2015

Empty Match Cards

Time : 00:00 to 23:59

Location: <All>

OK

Cancel

## Court Schedule

You can print a matrix of all the matches per day. This will give you an instant insight in the usage of each court. Select **Report -> Matches -> Court Schedule** from the main menu.

Court Schedule

Day

☐ Sat 1/3/2015

☐ Sun 1/4/2015

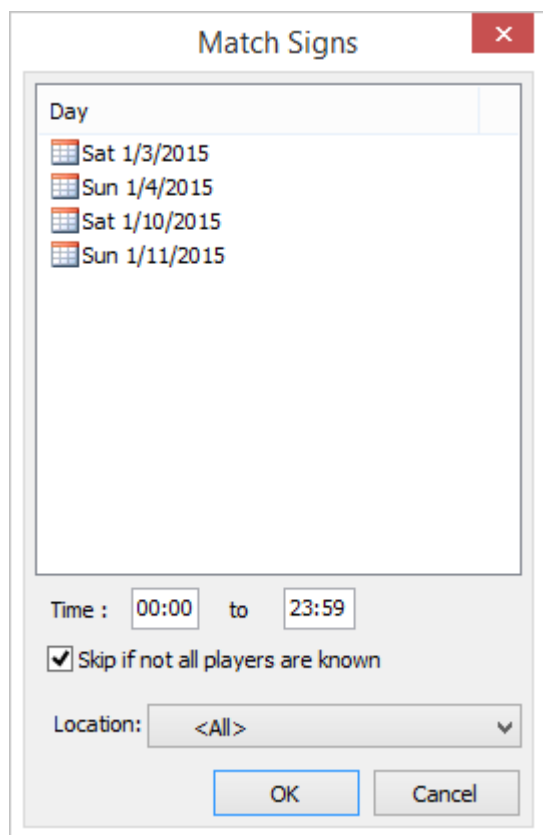
☐ Sat 1/10/2015

☐ Sun 1/11/2015

OK Cancel

## Match Signs

You can print an overview of Match Signs. Select **Report -> Matches -> Match Signs** from the main menu.



The image shows a software dialog box titled "Match Signs" with a red close button in the top right corner. Inside the dialog, there is a list box labeled "Day" containing four entries, each preceded by a small calendar icon: "Sat 1/3/2015", "Sun 1/4/2015", "Sat 1/10/2015", and "Sun 1/11/2015". Below the list box, there is a "Time" field with two input boxes: "00:00" and "23:59", separated by the word "to". Underneath the time field is a checked checkbox labeled "Skip if not all players are known". Below the checkbox is a "Location" label followed by a dropdown menu currently showing "<All>". At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Export Press Results

You can print an overview of the Press Results. Select **Report -> Matches -> Export Press Results** from the main menu.

Press Results

Day

Sat 1/3/2015

Sun 1/4/2015

Sat 1/10/2015

Sun 1/11/2015

Names: Full name

Extra: Country

OK

Cancel

## Print Match Notes

To print all the match notes select **Report -> Matches -> Match Notes** from the main menu.

## Alphabetical List

To print the Alphabetical List select **Report -> Matches -> Alphabetical List** from the main menu.

Alphabetical List

Day

Sat 1/3/2015

Sun 1/4/2015

Sat 1/10/2015

Sun 1/11/2015

Location: <All>

☒ Show Location

Header:

Released: 7/ 8/2014 10:26:54 AM Now

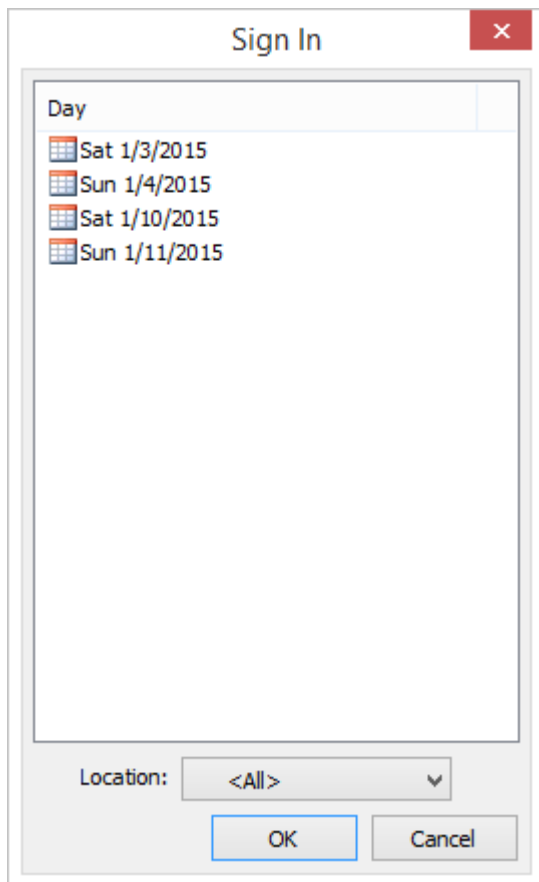
Show: All players on selected day

Print

Close

## Sign In

Select **Report -> Matches -> Sign In**. You can select a day. All the players who have a match on the selected day will be printed together with a space for them to sign.



The image shows a 'Sign In' dialog box with a title bar containing a close button. Inside, there is a list box labeled 'Day' containing four items, each with a calendar icon: 'Sat 1/3/2015', 'Sun 1/4/2015', 'Sat 1/10/2015', and 'Sun 1/11/2015'. Below the list box is a 'Location:' label followed by a dropdown menu showing '<All>'. At the bottom are 'OK' and 'Cancel' buttons.

Day
Sat 1/3/2015
Sun 1/4/2015
Sat 1/10/2015
Sun 1/11/2015

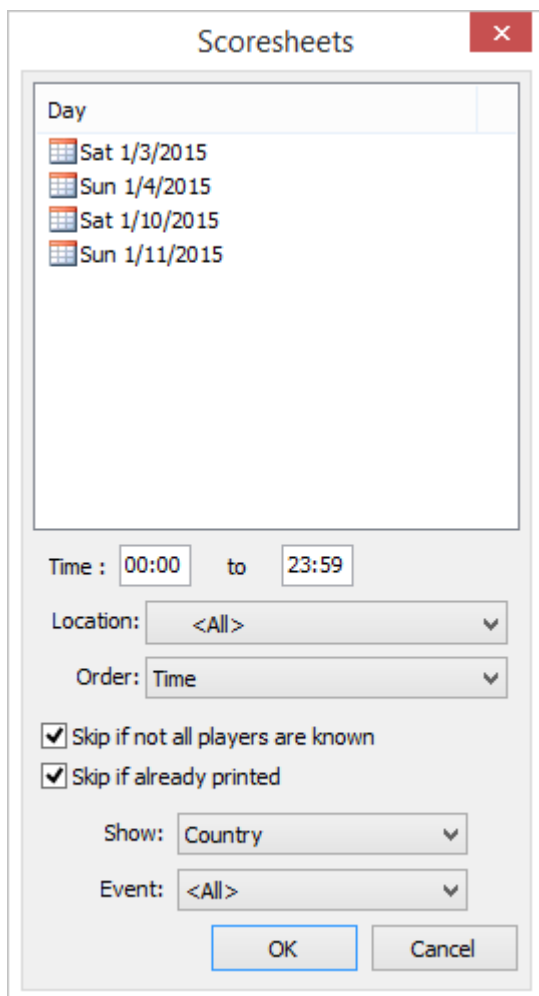
Location: <All>

OK Cancel



## Scoresheets

You can print score sheets of all the matches per day and per location. Select **Report -> Matches -> Scoresheets** from the main menu.



The screenshot shows a dialog box titled "Scoresheets" with a close button (X) in the top right corner. Inside the dialog, there is a list box labeled "Day" containing four entries, each with a calendar icon and a date: "Sat 1/3/2015", "Sun 1/4/2015", "Sat 1/10/2015", and "Sun 1/11/2015". Below the list box, there are several controls: a "Time" field with "00:00" and "23:59" separated by "to"; a "Location:" dropdown menu set to "<All>"; an "Order:" dropdown menu set to "Time"; two checked checkboxes labeled "Skip if not all players are known" and "Skip if already printed"; a "Show:" dropdown menu set to "Country"; and an "Event:" dropdown menu set to "<All>". At the bottom of the dialog are "OK" and "Cancel" buttons.

## Blank Scoresheet

Prints a blank score sheet. Select **Report -> Matches -> Blank Scoresheet** from the main menu.

# Draws

## Print draws

To print the draws select **Report -> Print Draws** from the main menu.

Print Draws

Double click any draw to preview and adjust settings

DrawsOptions

Draw	Stage	Zoom	Fit To Page	Center	Orientation	Modified
<input checked="" type="checkbox"/> MS - Group A	1	100	No	No	Portrait	Yes
<input checked="" type="checkbox"/> MS - Group B	1	100	No	No	Portrait	Yes
<input checked="" type="checkbox"/> MS	2	100	No	No	Portrait	Yes
<input checked="" type="checkbox"/> WS	1	100	No	No	Portrait	Yes
<input type="checkbox"/> MD	1	100	No	No	Portrait	No
<input type="checkbox"/> WD	1	100	No	No	Portrait	No

AllNoneSettings

PrinterPrimoPDFOKCancel

Check the draws you want to print. Click **All** to check all the draws, click **None** to remove all the checks. At **Printer** you can select a printer. Place a check in **Print Color** to use the same colors as your screen. You can uncheck the box **Show Scheduled Matches** to hide the scheduled times in your draws when printing.

You can set up the print setting per draw. Select the draw and click **Settings**. On the settings tab you can specify the general print settings.

Print Draws

Double click any draw to preview and adjust settings

Draws Options

Show scheduled matches: All

☒ Print color

☒ Print draws in same stage together

**Elimination draws**

☒ **Print scaled**  
Use this option to print the draws exactly as they appear on your screen. You can set the scaling of each draw.

☐ **Print in sections**  
Check this option to print the draws in sections of 8, 16, 32 or 64.

Max lines per page for singles: 64

Max lines per page for doubles: 32

Printer PrimoPDF OK Cancel

You can select if you want to **show the scheduled matches** in the draw when printing. You can also select to show until a specified day of the tournament.


Place a check in **Print Color** to use the same colors as your screen.

You can print draws of the same event and group on a single page if it fits. Check **Print draws in the same group together** to enable this feature. This makes it possible to print an elimination draw and the playoff on a single page or print a couple of qualification round robins on one page.

When printing elimination draws you have 2 options:

- **Print scaled:** This option will print the draws exactly as they appear on your screen. You can specify setting for each draw.
- **Print in sections:** Each elimination draw will be printed in neat sections of 8, 16, 32 or 64 lines per page.

## Page Setup



Page Setup

☐ Center To Page
 ☐ Fit To Page
 100 %
 
 Orientation: Portrait

OK

Demo Tournament

MS - Group B

Tue 7/8/2014 15:28

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Member ID	L	St	Flag	1	2	3	4
1	8		Mehdi Zak Abdul		R2	R3	R1
2	7		Chet Anand	R2		R1	R3
3	7		Kevin de Wit	R3	R1		R2
4	8		Michael Dekker	R1	R3	R2	

Standings	PL	PA	Sets	Games
1 Mehdi Zak Abdul	0	0	0-0	0-0
1 Chet Anand	0	0	0-0	0-0
1 Kevin de Wit	0	0	0-0	0-0
1 Michael Dekker	0	0	0-0	0-0

You can print draws centered, fit to page, portrait or landscape. You can also select a custom zoom and print draws on multiple pages.

## Draw List

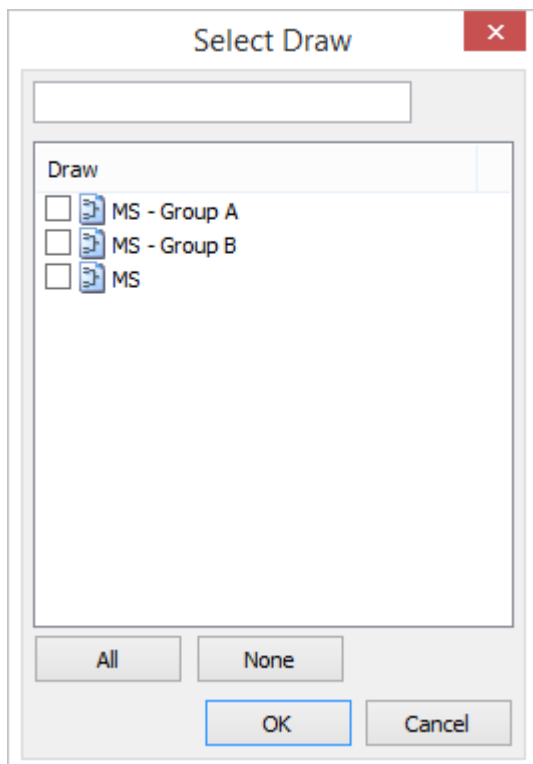
You can print a list of all the draws in the tournament. Select **Report -> Draw List** from the main menu.

## Draw Standings

When you don't want to print the full draws but just the standings of the round robins select **Report -> Draw Standings**.

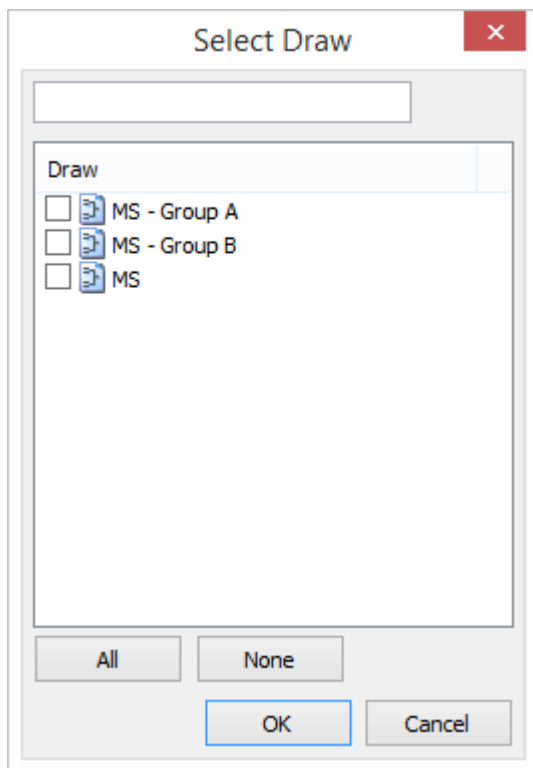
## Round Robin Form

You can print a Round Robin Form. Select **Report -> Draws -> Round Robin Form** from the main menu.



## Round Robin Overview

You can print a Round Robin Overview. Select **Report -> Draws -> Round Robin Overview** from the main menu.



# Players

## Players

You can print a list of all players that participate. Select **Report -> Players -> Players** from the main menu.

Select Players

0 players selected

Player

☐ Abdul, Mohd Zak

☐ Adriyanti, Fird

☐ Ahsa, Muhammad

☐ Ai, Goto

☐ Anand, Chet

☐ Bae, Youn Joo

☐ Baed, Seung

☐ Baek, Shinda

☐ Dekker, Michael

☐ Dirksen, Johan

☐ Jansen, Henk

☐ Mee, Lu

☐ Smith, Jonathan

☐ Veldhof, Sebastiaan

☐ Vries, Dave de

☐ Wit, Kevin de

Properties

Clubs

Countries

Events

Level

Days

☐ Men

☐ Women

Age From:

Age To:

☐ Players with e-mail

☐ Players without e-mail

☐ Players with mobile

☐ Players without mobile

☐ Manual entries

☐ Internet entries

☐ Paid

☐ Not paid

All

None

Select

OK

Cancel

**Print Players**

Select Fields

Field

- ☐ No.
- ☒ Name
- ☒ Firstname
- ☐ Middle name
- ☐ Address
- ☐ Address 2
- ☐ Address 3
- ☐ Postal Code
- ☐ City
- ☐ State
- ☐ Country
- ☐ Phone Home
- ☐ Phone Work
- ☐ Mobile
- ☐ E-mail
- ☐ DOB
- ☐ Gender
- ☐ Member ID
- ☐ Club
- ☐ District
- ☐ SL
- ☐ DL
- ☐ Rating 1
- ☐ Rating 2

All None

Order: Name

Preview Excel Close

You can check the fields you want to print. Click **All** to check all fields and click **None** to uncheck all. At **Order** you can set the order of the printed list. Click on **Preview** to view the result, **Excel** will export the selected information directly and **Close** closes the window.

## First matches

If you are printing the first matches or exporting them to Dbase, you will get the message: '**Would you like to set the player status as warned for their first matches?**' This means you don't have to indicate per player that he or she is warned. In this case the players get the warned color in the **Matches** view. This color is default set to green.

### Labels

You can print the first matches on labels. For every player two labels are printed:

- Label 1: The name of the player and his/her address
- Label 2: The name of the player with an overview of the first matches per event

Select **Report -> First matches -> Labels** from the main menu.



**Select Players**

0 players selected

Player

- ☐ Abdul, Mohd Zak
- ☐ Adriyanti, Fird
- ☐ Ahsa, Muhammad
- ☐ Ai, Goto
- ☐ Anand, Chet
- ☐ Bae, Youn Joo
- ☐ Baed, Seung
- ☐ Baek, Shinda
- ☐ Dekker, Michael
- ☐ Dirksen, Johan
- ☐ Jansen, Henk
- ☐ Mee, Lu
- ☐ Smith, Jonathan
- ☐ Veldhof, Sebastiaan
- ☐ Vries, Dave de
- ☐ Wit, Kevin de

Properties

Clubs Countries Events Level Days

☐ Men  
☐ Women

Age From:   
Age To:

☐ Players with e-mail  
☐ Players without e-mail

☐ Players with mobile  
☐ Players without mobile

☐ Manual entries  
☐ Internet entries

☐ Paid  
☐ Not paid

All None Select OK Cancel

**First Match Labels**

Labels

Name: Avery Laser L7162

Details... New...

Sort

☒ Name  
☐ PostalCode

OK Cancel

The Tournament Planner offers you a couple of standardized sizes of labels. You can view the properties of these labels by clicking **Details**, or you can add your own labels by clicking **New**. **Sort** by gives you the opportunity to set the order of the labels to Name or Postal code.

### List

You can print an overview of all first matches per event per player. Select **Report -> First matches -> List** from the main menu.

### Excel file (mail merge)

You can create a mail merge file of the first matches in Excel (\*.xls) format. With an Excel file you can create your own print out with the first matches. You can do this with the help of MS Word or another word processor. Select **Report -> First matches -> Excel file (mail merge)** from the main menu.


### Email

You can send the first matches to the players by email. Select **Report -> First matches -> Email**

You can enter a **Subject**. Default the **Subject** has the tournament name filled in, but of course this can be changed. The message is divided in to three parts, a header, the first matches of the player and a footer. You can enter the header and footer, the Tournament Planner generates the first matches automatically. If you are ready click **Send** to send the message.

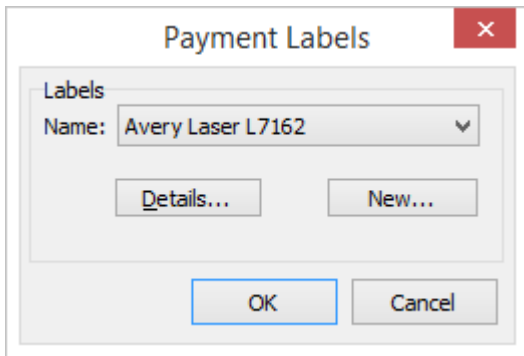
## Payments

You can print an overview of all players that haven't paid the fee yet.

 **Attention:** Players who do not have to pay will not appear in the list. If no fee is filled in for an event, the players don't have to pay and therefore will not appear in the list. You can change the fee in the **Tournament Properties**.

### Labels

For all players that haven't paid yet you can print a label. The name of the player, the amount of money that still has to be paid and the registered events are printed. Select **Report -> Players -> Payments -> Labels** from the main menu.



The Tournament Planner offers you a couple of standardized sizes of labels. You can view the properties of these labels by clicking **Details**, or you can add your own labels by clicking **New**.

### List

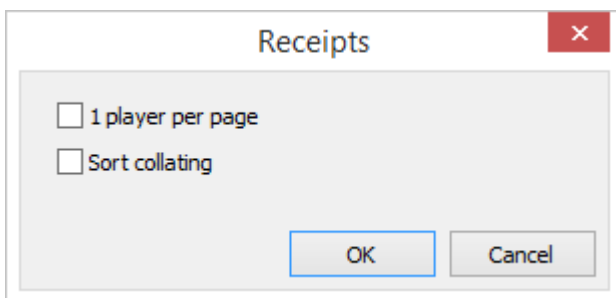
You can print a list of all players that haven't paid yet. The personal data, the amount of money that still has to be paid and the registered events are printed. Select **Report -> Payments -> List** from the main menu.

### Payment Details

You can print a detailed list of all the payments. Select **Report --> Players --> Payment Details**

### Receipts

You can also print a receipt for every player. Select **Report -> Players --> Payments -> Receipts** from the main menu.



You can now check the players you want to print a receipt for. Click **All** on to check all players and click **None** to remove all the checks. If you check **1 player per page** you will get a separate page per player.

## Player matches

You can print an overview of all planned matches per player. Select **Report -> Players -> Player matches** from the main menu.

Select Players

0 players selected

Player

- ☐ Abdul, Mohd Zak
- ☐ Adriyanti, Fird
- ☐ Ahsa, Muhammad
- ☐ Ai, Goto
- ☐ Anand, Chet
- ☐ Bae, Youn Joo
- ☐ Baed, Seung
- ☐ Baeld, Shinda
- ☐ Dekker, Michael
- ☐ Dirksen, Johan
- ☐ Jansen, Henk
- ☐ Mee, Lu
- ☐ Smith, Jonathan
- ☐ Veldhof, Sebastiaan
- ☐ Vries, Dave de
- ☐ Wit, Kevin de

Properties

Clubs Countries Events Level Days

☐ Men

☐ Women

Age From:

Age To:

☐ Players with e-mail

☐ Players without e-mail

☐ Players with mobile

☐ Players without mobile

☐ Manual entries

☐ Internet entries

☐ Paid

☐ Not paid

All None Select OK Cancel

Player Matches

☒ 1 page per player

☐ Set player status to warned

☒ Skip players without matches

☒ Include address header

OK Cancel

After selecting the players you have the following options:

- **1 page per player**  
Each player is printed on a separate page.
- **Set player status to warned**  
The players will be automatically be marked as warned.
- **Skip players without matches**  
Do not print players who have no scheduled matches.
- **Include address header**  
Print complete letters, ready for the mail.

You can create a mail merge file of the players matches in Excel (\*.xls) format. With an Excel file you can

create your own print out with the matches. You can do this with the help of MS Word or another word processor. Select **Report -> Player Matches -> Excel file (mail merge)** from the main menu.

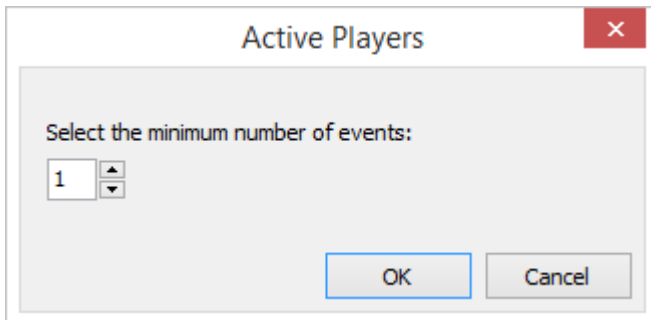
You can send the matches to the players by email. Select **Report -> Player Matches -> Email**.

## Not Warned

This will show you a list of players who still need to be warned for their matches. On this list the phone numbers will also be printed.

## Active Players

This report will show you all player that are still playing in your tournament. You can select the minimum numbers of events for a player to show them on the list.



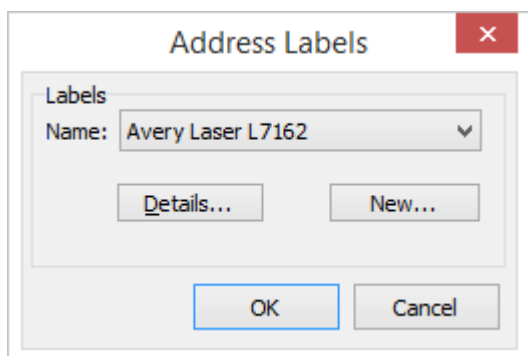
A screenshot of a software dialog box titled "Active Players" with a red close button in the top right corner. The dialog box has a light gray background. Inside, the text "Select the minimum number of events:" is displayed above a small input field containing the number "1". To the right of the input field are up and down arrow buttons. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

## Player Elimination Status

You can print the Player Elimination Status. Select **Report -> Players -> Players Elimination Status** from the main menu.

## Address Labels

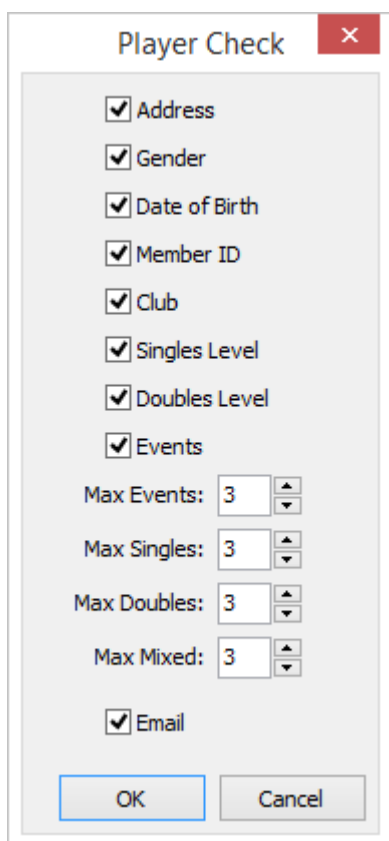
You can print the addresses of players on labels. Select from the main menu **Report -> Address Labels**.



The Tournament Planner offers you a couple of standardized sizes of labels. You can view the properties of these labels by clicking **Details**, or you can add your own labels by clicking **New**.

## Check players

The Tournament Planner gives you the opportunity to check the data of the players. Select **Report -> Check Players** from the main menu.



You can select the options you want to be checked:

- **Address**  
It is checked if the address is filled in.
- **Gender**

- It is checked if the gender is filled in.
- **Date of Birth**  
It is checked if the date of birth is filled in.
- **Member ID**  
It is checked if the member number is filled in and if it is valid.
- **Club**  
It is checked if the club is filled in.
- **Singles level**  
It is checked if the singles level is filled in.
- **Doubles level**  
It is checked if the doubles level is filled in.
- **Events**  
It is checked if there are players that are not participating in an event, if there are men that are participating in a ladies event or visa versa. Or if there are two men or two ladies that are scheduled for an mix doubles event or if there are incomplete teams. If needed there is a check for age and level.
- **Max Events**  
In the field **Max Events** you can set up the maximum number of events a player is allowed to participate
- **Max Singles**  
In the field **Max Singles** you can set up the maximum number of Single events a player is allowed to participate
- **Max Doubles**  
In the field **Max Doubles** you can set up the maximum number of double events a player is allowed to participate
- **Max Mixed**  
In the field **Max Mixed** you can set up the maximum number of mixed events a player is allowed to participate
- **Email**  
It is checked if the email address is filled in.

# Entries

## Entries

You can print an overview of all players that are participating in an event. For every checked event you get a list. Select **Report -> Entries** from the main menu.

Event	Entries
<input type="checkbox"/> MS - Main Draw	12
<input type="checkbox"/> WS - Main Draw	3
<input type="checkbox"/> MD - Main Draw	2
<input type="checkbox"/> WD - Main Draw	3

Field
<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> Gender
<input checked="" type="checkbox"/> DOB
<input checked="" type="checkbox"/> Level
<input checked="" type="checkbox"/> Rating
<input checked="" type="checkbox"/> Ranking
<input checked="" type="checkbox"/> Points
<input checked="" type="checkbox"/> Member ID
<input checked="" type="checkbox"/> Club
<input checked="" type="checkbox"/> District
<input checked="" type="checkbox"/> State
<input checked="" type="checkbox"/> Country
<input checked="" type="checkbox"/> Date
<input checked="" type="checkbox"/> Phone Home
<input checked="" type="checkbox"/> Phone Work
<input checked="" type="checkbox"/> Mobile
<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Seed
<input checked="" type="checkbox"/> Status
<input checked="" type="checkbox"/> Order
<input checked="" type="checkbox"/> Note

Order: Name ▼

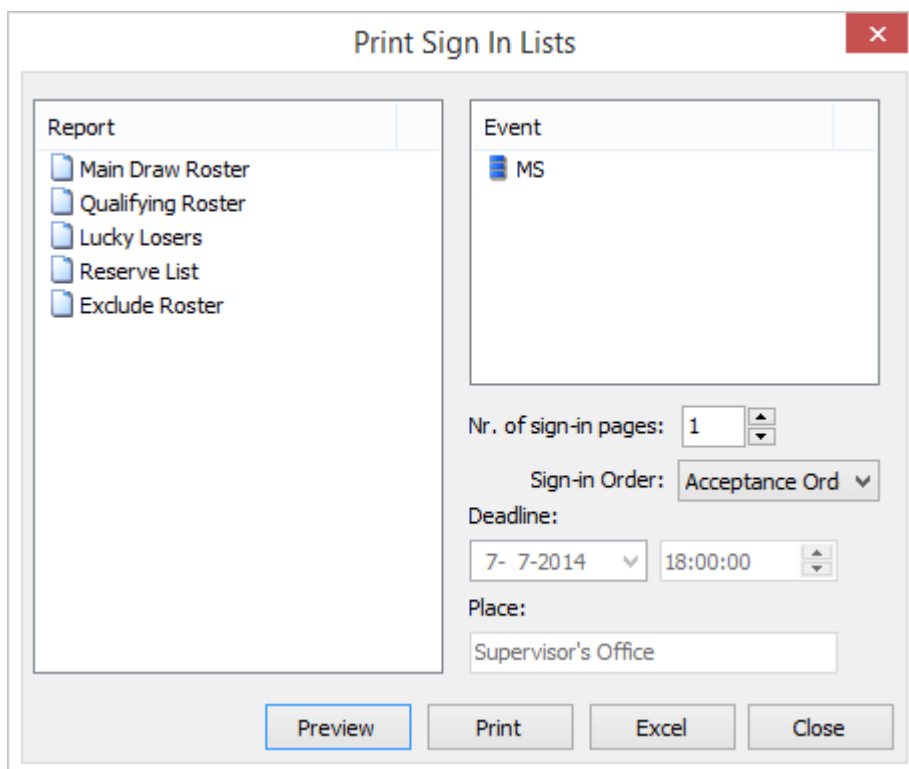
Preview Print Excel Close

Now you can check the events you want to print. Click **All** to check all events and click **None** to remove all the checks. At **Order** you can set up the order of the lists. The lists can be sorted by Name, Level, Club or member ID. Click on **Preview** to view the results, click **Print** to print the results, **Excel** will export the selected information directly.



## Entry Lists

You can print an overview of the sign-in lists, **Report -> Entries -> Entry List**.



The screenshot shows a dialog box titled "Print Sign In Lists" with a red close button in the top right corner. The dialog is divided into two main sections: "Report" on the left and "Event" on the right. The "Report" section contains a list of report types: "Main Draw Roster", "Qualifying Roster", "Lucky Losers", "Reserve List", and "Exclude Roster". The "Event" section contains a list with one item: "MS". Below these sections are several input fields: "Nr. of sign-in pages:" with a value of "1", "Sign-in Order:" with a dropdown menu set to "Acceptance Ord", "Deadline:" with a date field set to "7- 7-2014" and a time field set to "18:00:00", and "Place:" with a text field containing "Supervisor's Office". At the bottom of the dialog are four buttons: "Preview", "Print", "Excel", and "Close".

## Entry Cards

To print the entry cards select **Report -> Entries -> Entry Cards**.

## Partner Wanted

To show the list of players looking for a partner select **Report -> Partner Wanted**.

## Seeding List

To show the list of seeds for each event select **Report -> Seeding List**.

# Tournament

## Tournament Overview

The tournament overview shows per event the number of entries split in scheduled and not scheduled. This overview also shows the number of matches, the number of played matches and the number of matches that still have to be scheduled. Also you will see the number of sets, games, minutes and average minutes. Select from **Report -> Tournament Overview** the main menu.

## Notes

To print all the notes select **Report -> Tournament -> Notes** from the main menu.

## Duration Statistics

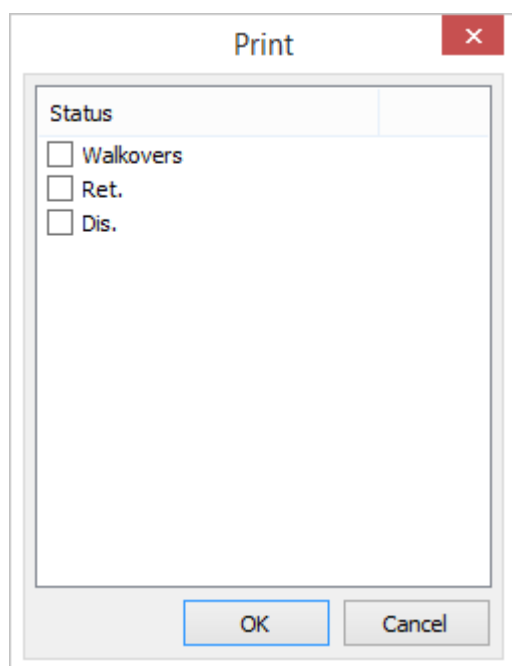
When entering the match results you can also enter the match duration. The time statistics report will produce an overview of durations per event and per round. Select **Report -> Tournament -> Time Statistics** from the main menu.

## Official Statistics

To print all the Official Statistics select **Report -> Tournament -> Official Statistics** from the main menu.

## Match Status

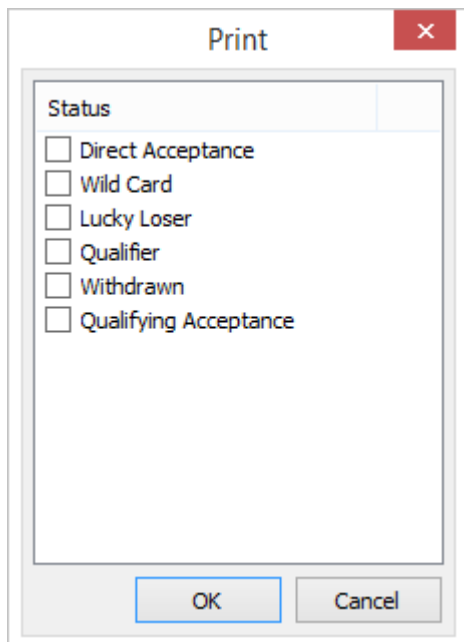
You can print a list of all the walkovers, retirements and disqualifications. Select **Report -> Tournament -> Match Status** from the main menu.



You can select if you want to print the matches with walkover and/or retirement and/or disqualification.

## Entry Status

To print all the Entry Statuses select **Report -> Tournament -> Entry Status** from the main menu.

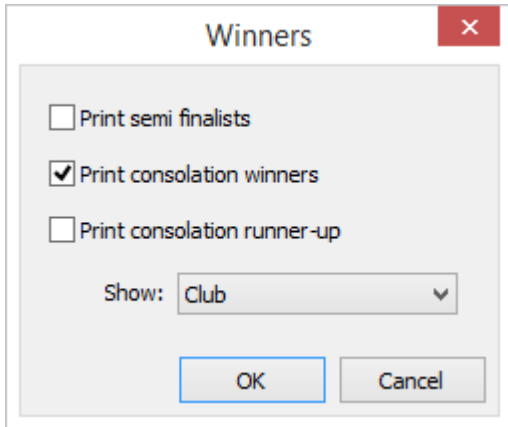


## Press overview

The press overview gives you a list of all the played matches per draw per event. You can use this list as a handout for the press or use it in the club magazine. Select **Report -> Press Overview** from the main menu.

## Winners

If you want to print an overview of the winners of every draw, then select **Report -> Winners** from the main menu. The events are displayed in reverse order, so the highest category is last in the list. You can use this list perfectly during the award ceremony.



You can select if you want to print other players besides the winner and runner up as well.

## Players per club

To print a list of the participating clubs and the number of players, you can select **Report -> Players per club** from the main menu. The clubs are displayed in alphabetical order.

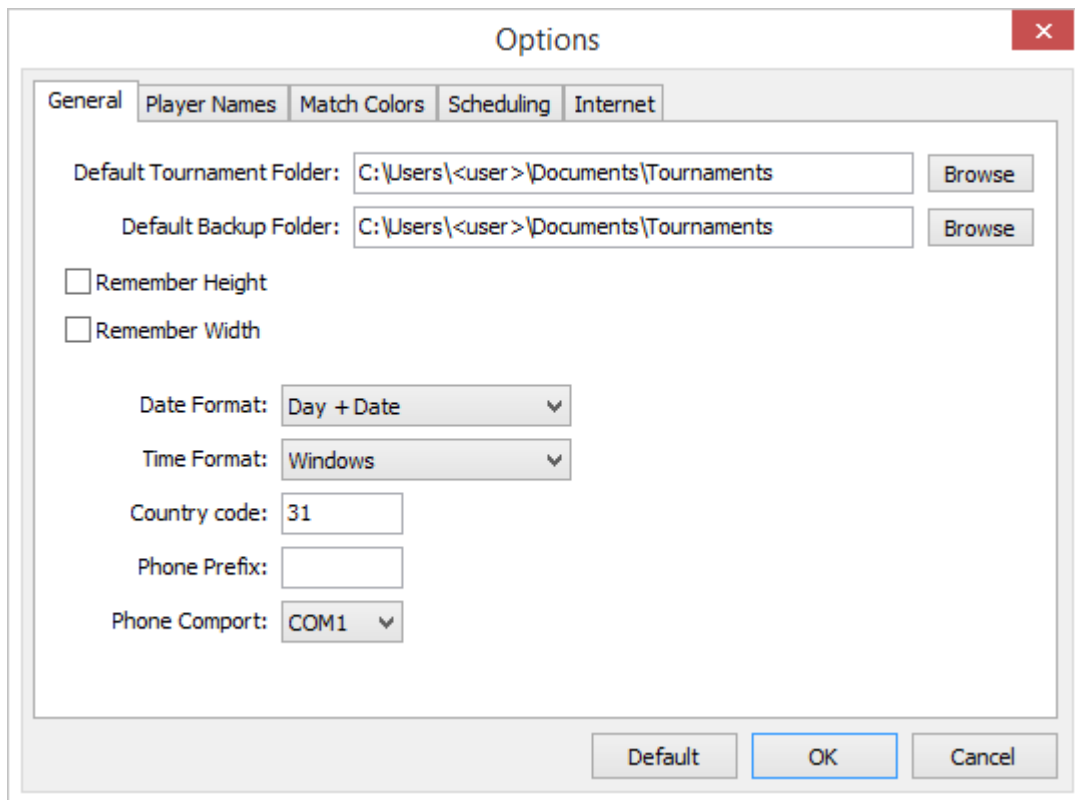
## Start and Finishing Times

Go to **Report -> Tournament -> Start and Finishing Times** to print a list of all starting and finishing times from the tournament.

# Program settings

To change the settings of the Tournament Planner you select **Extra -> Options** from the main menu. Now you can change the settings if you wish to restore the original settings click on **Default**.

## General tab

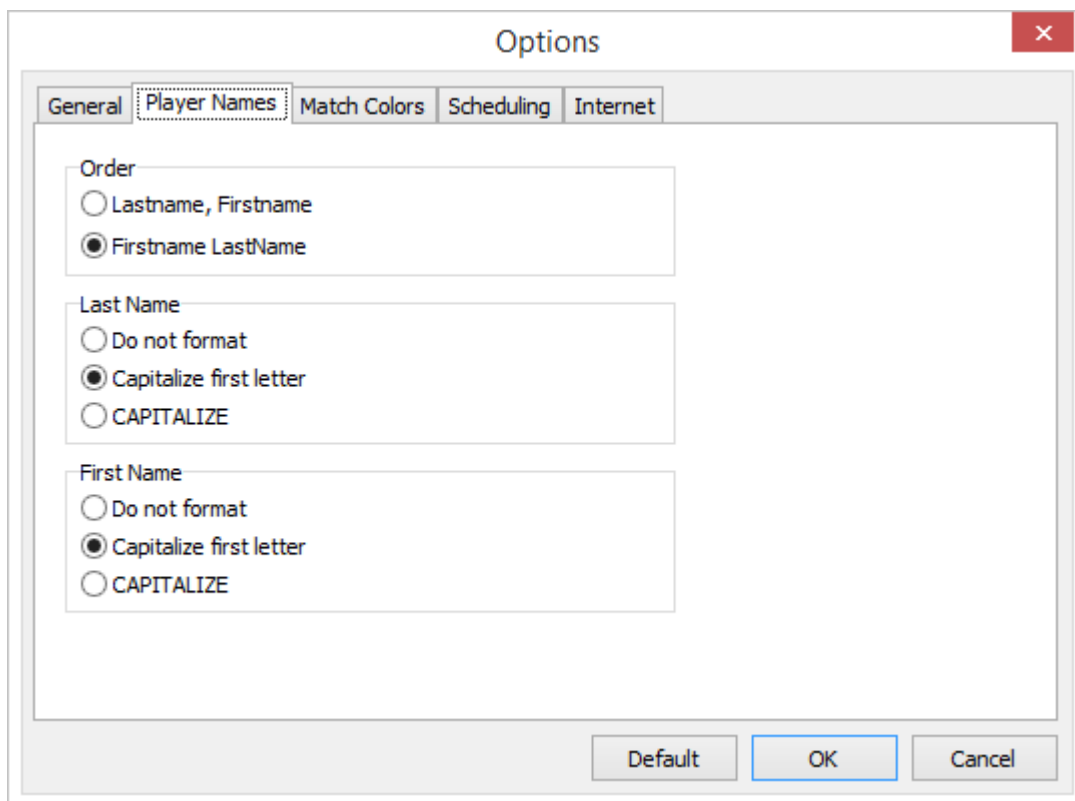


The screenshot shows the 'Options' dialog box with the 'General' tab selected. The 'Default Tournament Folder' and 'Default Backup Folder' are both set to 'C:\Users\<user>\Documents\Tournaments'. There are 'Browse' buttons next to these fields. Below these are checkboxes for 'Remember Height' and 'Remember Width'. Further down are dropdown menus for 'Date Format' (set to 'Day + Date'), 'Time Format' (set to 'Windows'), and 'Phone Comport' (set to 'COM1'). There are also text input fields for 'Country code' (containing '31') and 'Phone Prefix'. At the bottom of the dialog are three buttons: 'Default', 'OK', and 'Cancel'.

On the **General** tab you can set up the following options:

- **Default Tournament Folder**  
When you open a tournament or want to restore a backup this folder is shown first. This way you will not need to browse to the correct folder to keep all your tournaments together.
- **Default Back-up Folder**  
When you want to create a backup this folder is shown first.
- **Remember Width and Height**  
If these options are checked the window size of the Tournament Planner is saved. The next time the Tournament Planner is started the window size is set to the saved size. Otherwise the Tournament Planner is started with default sizes.
- **Date Format**  
You can set up the date format, there are three options: **Day+Date** (Wed 6-6-2015), only the **Date** (6-6-2015) or just the **Day** (Wed).
- **Time Format**  
You can set up the time format, there are three options: **Windows** (time configuration in windows), **14:30** or **02:30 pm**.
- **Country code**  
If you fill in the country code, you don't have to do this for every number separately.
- **Phone Prefix**  
If a prefix is needed for dialing phone numbers you can enter it here.
- **Phone Comport**  
You can set up the communication-port (COM-port) of your modem, needed to dial the players phone number.

## Player names tab



The screenshot shows a software window titled "Options" with a red close button in the top right corner. Inside the window, there are five tabs: "General", "Player Names", "Match Colors", "Scheduling", and "Internet". The "Player Names" tab is currently selected and highlighted. The content of this tab is organized into three sections, each with a title and a group of radio buttons:

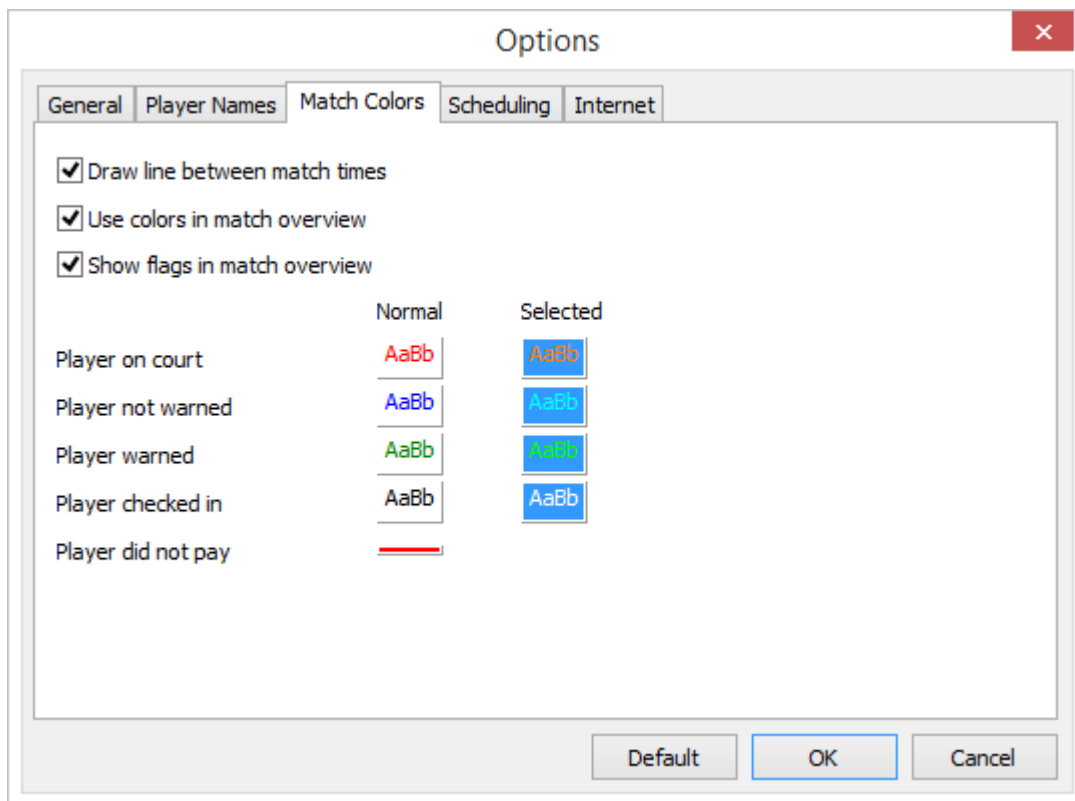
- Order**
  - ☐ Lastname, Firstname
  - ☒ Firstname LastName
- Last Name**
  - ☐ Do not format
  - ☒ Capitalize first letter
  - ☐ CAPITALIZE
- First Name**
  - ☐ Do not format
  - ☒ Capitalize first letter
  - ☐ CAPITALIZE

At the bottom of the dialog box, there are three buttons: "Default", "OK", and "Cancel". The "OK" button is highlighted with a blue border.

On the **Player Names** tab you can set the display format for the player names on draws and match lists.

## Match colors tab

On the **Match colors** tab you can set up the colors that are used for displaying the status of a player (warned, checked-in, paid, etc.) in the matches view.



The option **Draw line between matches** will clearly group matches together starting at the same time.

You can switch the country flags on the matches pane on and off using the option **Show flags in match overview**.

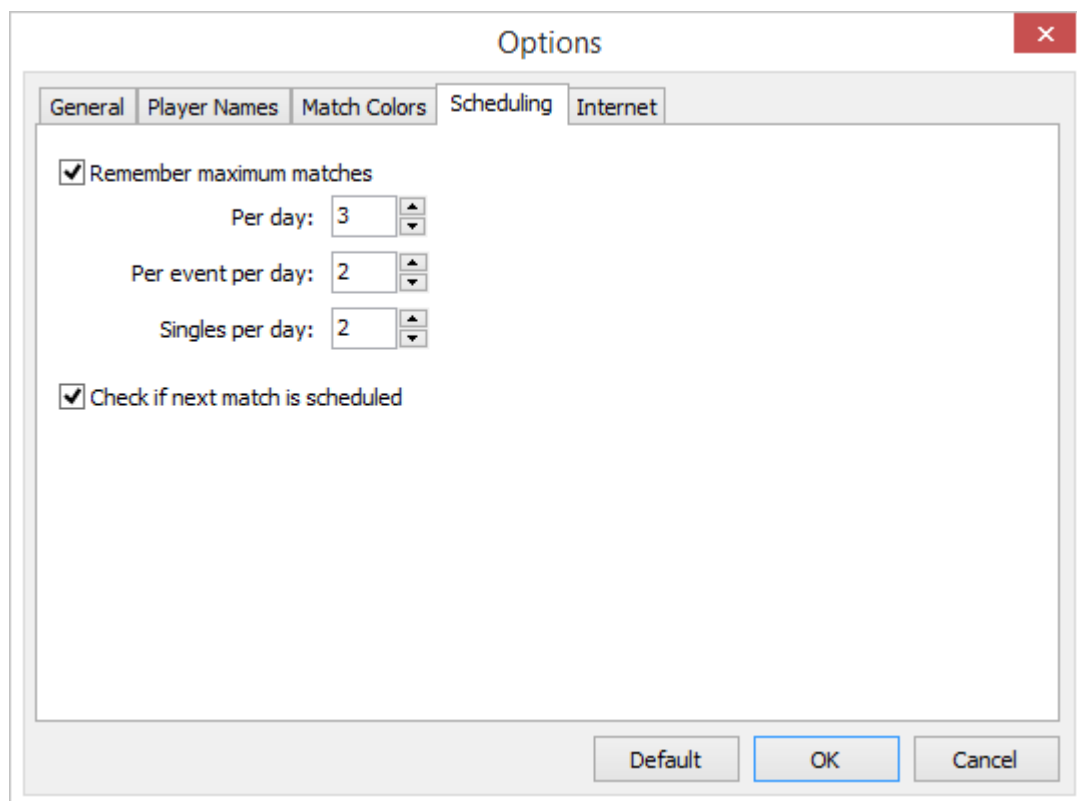
If you are not using the status colors of a player, you can turn off the option **Use colors in match overview**. You can set up colors for:

- Player not warned
- Player warned
- Player checked in
- Player did not pay

Per status you can set up the normal and the selected color.

## Scheduling tab

On the **Scheduling** tab you can set up **Remember rest-time** and **Remember maximum matches per day**.



The screenshot shows a dialog box titled "Options" with a red close button in the top right corner. The dialog has five tabs: "General", "Player Names", "Match Colors", "Scheduling", and "Internet". The "Scheduling" tab is currently selected. Inside the dialog, there are two checked checkboxes: "Remember maximum matches" and "Check if next match is scheduled". Below the first checkbox, there are three spinners: "Per day:" set to 3, "Per event per day:" set to 2, and "Singles per day:" set to 2. At the bottom of the dialog, there are three buttons: "Default", "OK", and "Cancel".

You can set up the default rest periods for elimination draws and for round robins separately. You can also enter the default number of maximum matches per day, per event per day and singles per day.



## Internet tab

When you need a proxy server to connect to the internet, you can specify the settings here. When you still have problems connecting to the internet, check for firewalls or virus scanners which may block the access..

The screenshot shows the 'Options' dialog box with the 'Internet' tab selected. The 'Proxy Server' section includes a checkbox for 'Use a proxy server' and input fields for 'Address' and 'Port'. The 'Email' section includes input fields for 'From email address', 'Outgoing mail (SMTP)', and 'Port', along with checkboxes for 'This server requires an encrypted connection (SSL)' and 'My server requires authentication'. A 'Help' button is located next to the SSL checkbox. At the bottom of the 'Email' section are input fields for 'Account Name' and 'Password'. The dialog concludes with 'Default', 'OK', and 'Cancel' buttons.

To use a proxy server check the box. Fill in the proxy **Address** and the **Port** number. These settings are used when publishing your tournament and when picking up entries.

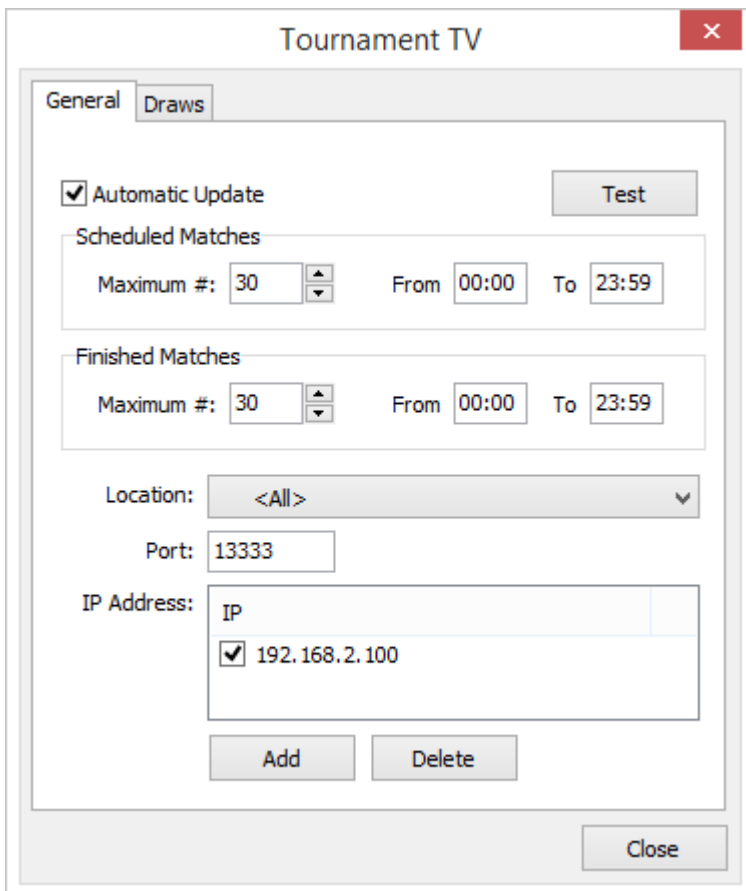
In order to send messages from the Tournament Planner you need to specify your e-mail settings.

Fill in your own e-mail address in **From e-mail address**. This address will be used as sender when creating e-mail messages. Specify your outgoing mail server in **Outgoing Mail (SMTP)**. You can copy these settings from the settings in the program you use to send e-mail. You can also find it in the manual of your internet provider.

In the new version it is also possible to use the SMTP from Hotmail, AOL or Gmail. Click on **Help** to open the online tutorial how to set it up.

If your outgoing mail server needs authentication you can specify your **account name** and **password**.

## Tournament TV



Tournament TV is an application similar to Powerpoint, which allows you to inform the players and the audience about upcoming matches, current matches and results. Besides the match information you can add your own text pages, photo's and sponsors. All the match information is automatically updates from the Tournament Planner

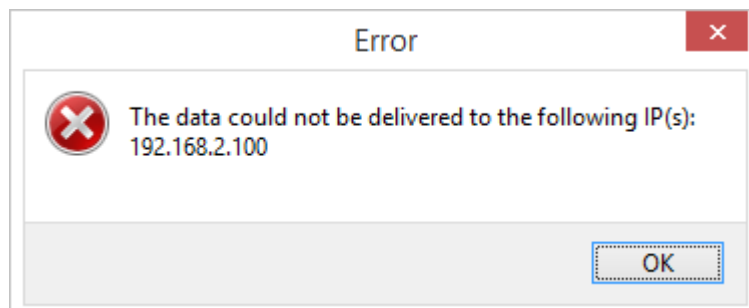
At **Scheduled Matches** and **Finished Matches** specify the number of matches.

At **Location** you can select the location you want to display on Tournament TV.

If necessary you can change the **Port** number. If you change the default port number you also have to do this in Tournament TV.

At **IP-adres** specify the network addresses of the computers running Tournament TV.

Click on **Test** to check if the Tournament TV computer can receive data from the Tournament Planner.

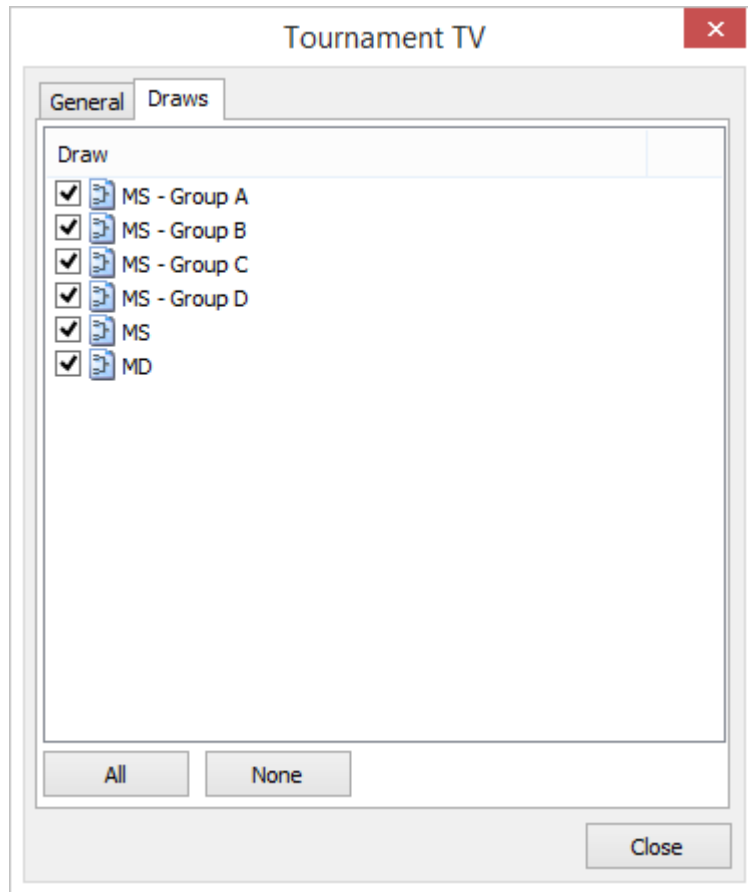


Above error message means that Tournament TV does not receive data:

1. It is possible that your firewall is blocking the connection. You can temporarily disable your firewall, or configure it that the Tournament Planner can send data over the network to the Tournament TV computer. The traffic is on port 13333 (default) over UDP protocol.
2. The first four numbers of the the version number must be the same of both products. You can check this in the main menu **Help -> About**.







































On the **Draws** tab you can tick the draws you want to display on Tournament TV.



# Appendix

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## The toolbar

	Ctrl-N	<b>New Tournament</b>	Create a new tournament.
	Ctrl-O	<b>Open Tournament</b>	Open an existing tournament.
	Ctrl-S	<b>Backup Tournament</b>	Backup the current tournament.
		<b>Restore Tournament</b>	Restore a backup.
		<b>Tournament Properties</b>	Open the tournament properties.
		<b>Print</b>	Print the current screen.
		<b>Add Player</b>	Add a new player.
		<b>Delete Player</b>	Delete the selected player.
	F9	<b>Find player in draw</b>	Locate a player in the draws.
	F10	<b>Matches of player</b>	Show all matches of a player.
		<b>Add Draw</b>	Add a draw sheet.
		<b>Delete Draw</b>	Delete the selected draw sheet.
		<b>Add Note</b>	Add a note.
		<b>Delete Note</b>	Delete the selected note.
		<b>Entry Properties</b>	Open the properties of the selected entry.
		<b>Automatic Seeding</b>	Open the automatic seeding dialog.
		<b>Make Draws</b>	Open the Draw Wizard.
	Enter	<b>Select Entry</b>	Select an entry and place in a draw manually.
		<b>Schedule Tournament</b>	Open the automatic Scheduling Wizard.
		<b>Schedule Round</b>	Schedule a round of an event.
	F7	<b>Schedule Match</b>	Schedule a match manually.
	Del	<b>Clear Match</b>	Remove the scheduling or remove entry from draw.
	Del	<b>Delete Entry</b>	Delete the selected entry.
	F6	<b>Show Match</b>	Locate the match in the matches view.
	Enter	<b>Match Properties</b>	Open the match properties.
		<b>Print Draws</b>	Print one or more draws.
		<b>Match to Court</b>	Assign the match to a court.
		<b>Free Court</b>	Free the court.
	F6	<b>Show Draw</b>	Locate the match in the draws.
	CTRL-F	<b>Find</b>	Find players in the match overview.
		<b>Publish Tournament</b>	Publish the tournament to the Internet.
		<b>Pickup Entries</b>	Pickup entries from the Internet.
		<b>Generate HTML</b>	Generate HTML pages for your homepage or website.
		<b>Send Messages</b>	Send all messages.
		<b>Options</b>	Open the Program Settings.
	F12	<b>Change Partner</b>	Change the partner of an entry in a doubles event.



# The main menu

## Tournament

New...  
Open...  
Close  
Backup  
Restore  
Properties...  
Income and Expense  
Exit



**Ctrl-N** Create a new tournament.



**Ctrl-O** Open an existing tournament.



Close the current tournament.



**Ctrl-S** Backup the current tournament.



Restore a backup.

Open the tournament properties.

The income and expense of the tournament.

Close the Tournament Planner.

## Player

Add Player  
Delete Player  
Find In  
  
Find In Draw  
Show Matches  
Send Email  
Send SMS  
Copy To Player Database  
Pickup From Player Database...  
Import to Player Database...  
Export Player Database  
Import Entries...  
Import Ranking...  
Import Clubs  
Export Clubs



Add a new player.



Delete the selected player.

**F8**

Locate a player in the roster.



**F9**

Locate a player in the draws.



**F10**

Show all matches of a player.

Sending an email to a selected player.

Sending an SMS to a selected player

Copy all the players to the player database.

Pickup players from the player database.

Import players in to the player database.

Export the player database.

Import players directly into the tournament.

Import ranking from an Excel file

Import clubs from an Excel file

Export clubs to an Excel file

**F3**

## Draw

Print Draws...  
Make Draws...  
Schedule Tournament...  
Clear Draws...  
Conflicts...  
Check Rest Time  
Links...  
Adjust Standings...  
Add Draw  
Delete Draw  
Draw Location  
Calculate...  
Layout...  
Export to Excel



Print one or more draws.



Open the Draw Wizard.



Open the automatic Scheduling Wizard.

Clear one of more draws.

An overview of conflicts in match planning.

An overview of the rest times.

View/edit the links between draws.



Adjust the round robin standings.



Add a draw sheet.



Delete the selected draw sheet.



Linking a draw to a location.

**F11**

Calculate the number of matches and create draws based on entries.

Change the layout of multiple draws.

Export the draws to Excel.

## Report

Matches  
Matches...  
Matches Per Location...  
Match Form...  
Match Cards...  
Court Schedule...



Print the matches per day.



















Print matches per location.







Print the match forms.

Print the match cards.

Print an overview of the courts with the



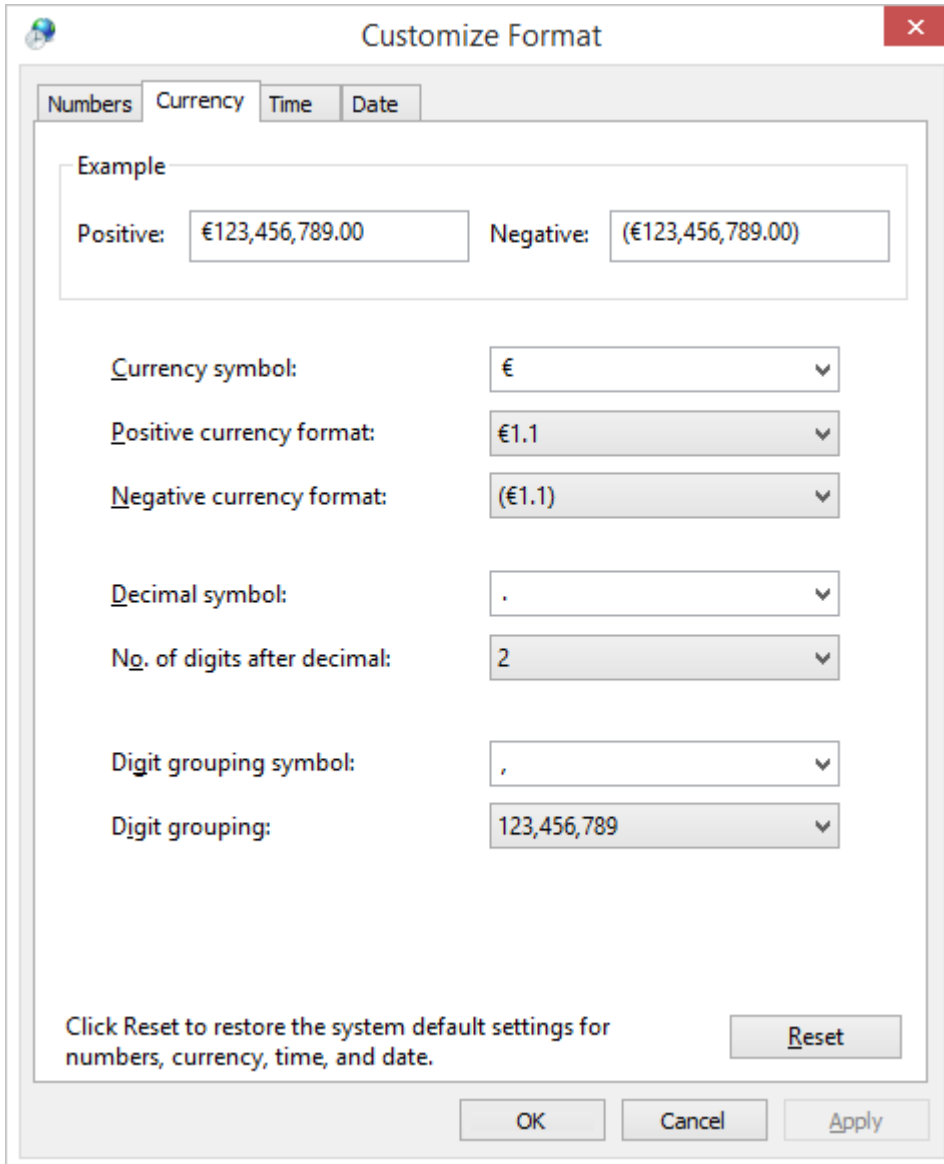
Export Press Results...		planned matches.
Match Notes		Export the press results for a selected day.
Sign In		Print the match notes.
ScoreSheets...		Print sign in sheet.
Blank Scoresheet...		Print score sheets.
		Print a blank score sheet.
First Matches		
Labels		Print the first matches on labels.
List		Print the first matches as a list.
Dbase File		Export the first matches to a Dbase file.
E-mail		Email the first matchers.
SMS		SMS the first matches
Player Matches		
Print		Print the matches for one or more players.
E-mail		E-mail the matches for one or more players.
Dbase File		Export the player matches to a Dbase file.
Not Warned		Print a list of the players with status not warned.
Active Players...		Print a list of the still active players.
Payments		
Labels		Print payments on labels.
List		Print payments as a list.
Receipts		Print receipts.
Address Labels		Print addresses on labels.
Players...		Print a player list.
Check Players...		Check the player data.
Entries...		Print the entries as a list per event.
Entry Cards...		Print the entry cards
Partner Wanted		Print a list of the players with a Partner Wanted status.
Seeding List		Print a list with de seeded players.
Match Notes		Print all match notes.
Notes		Print all notes.
Print Draws...		Print one or more draws.
Draw Standings...		Print all the draw standings.
Draw List		Print a list of the draws per event.
Court Schedule...		Print an overview of the courts with the planned matches.
Tournament Overview		Print a tournament overview.
Duration Statistics		Duration statistics of the played matches.
Walkovers		Print a list with the matches with a walkover.
Press Overview		Print a press overview.
Winners		Print a list of the winners.
Players Per Club		Print a list with the players per club.
<b>Internet</b>		
Publish...		Publish the tournament to the Internet.
Entries...		Download the online entries from the web server.
Generate HTML...		Generate HTML pages for your homepage or website.
<b>Messages</b>		
Send Players Email		Send email to one or more players.
Send Players SMS		Send SMS to one or more players.
Send All...		Send all messages
Pickup Confirmations		Pickup message confirmations

<b>Extra</b>	Delete			Delete selected messages.
	Led Display...			Configure the led display.
	Tournament TV			Configure Tournament TV.
<b>Help</b>	Options...			Configure the Program Settings.
	Contents		<b>F1</b>	Open the help system.
	Internet Site			Go to the product website.
	System Info...			Get the system info.
	Check for updates...			Start the auto update
	About Tournament Planner			About the Tournament Planner.



## The Tournament Planner and foreign currency

In the European Union everybody is using the Euro. No problem for the Tournament Planner! The Tournament Planner uses the currency selected in windows. In fact the Tournament Planner can be used with any currency. You can set the currency in the Control Panel. Select from the start menu **Settings -> Control Panel**. Then open the **Regional Options** and go to the **Currency** tab.



The screenshot shows the 'Customize Format' dialog box with the 'Currency' tab selected. The 'Example' section shows 'Positive: €123,456,789.00' and 'Negative: (€123,456,789.00)'. The settings are as follows:

Setting	Value
Currency symbol:	€
Positive currency format:	€1.1
Negative currency format:	(€1.1)
Decimal symbol:	.
No. of digits after decimal:	2
Digit grouping symbol:	,
Digit grouping:	123,456,789

At the bottom, there is a 'Reset' button and a note: 'Click Reset to restore the system default settings for numbers, currency, time, and date.' The 'OK', 'Cancel', and 'Apply' buttons are at the very bottom.

Now select your currency as **Currency symbol** and click **OK** to apply the settings. Your windows and Tournament Planner are now configured to use the new currency.

## Tutorials

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Here you can find tutorials for the Tournament Planner.

### Tournament on more then one location

When a tournament is held on several locations you can indicate this in the tournament properties. To do this go the **Courts** tab and fill in the locations.

The screenshot shows the 'Tournament Properties' dialog box with the 'Courts' tab selected. The dialog has a title bar with a close button (X). Below the title bar is a tabbed interface with tabs for 'Info', 'Events', 'Days', 'Times', 'Courts', 'Round Robins', 'Entry Fees', 'Draws', and 'Officials'. The 'Courts' tab is active, displaying two main sections: 'Courts' and 'Locations'. The 'Courts' section contains a table with columns 'Court' and 'Location', and a set of buttons: 'Add', 'Edit', 'Delete', 'Move Up', and 'Move Down'. The 'Locations' section contains a table with a column 'Location' and a set of buttons: 'Add', 'Edit', and 'Delete'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Courts	
Court	Location

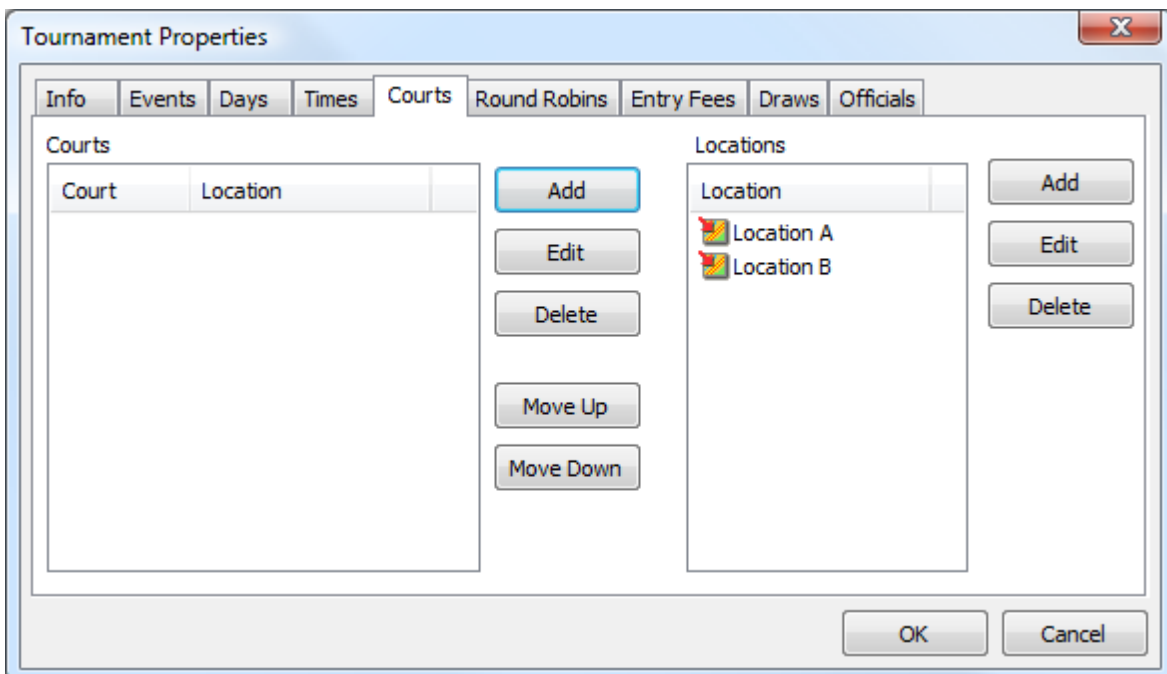
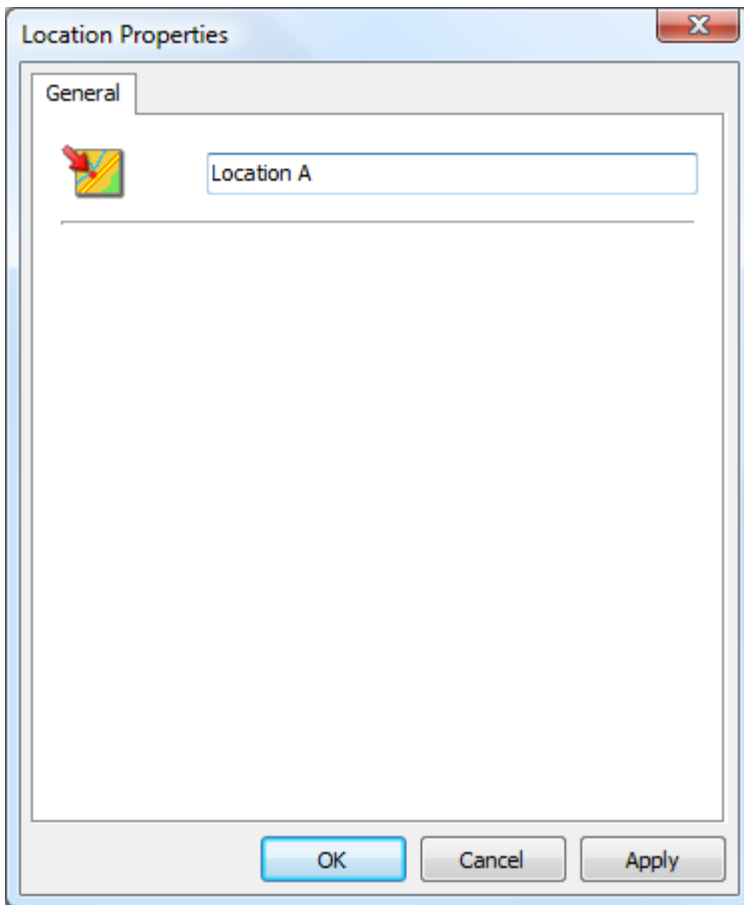
Buttons: Add, Edit, Delete, Move Up, Move Down

Locations	
Location	

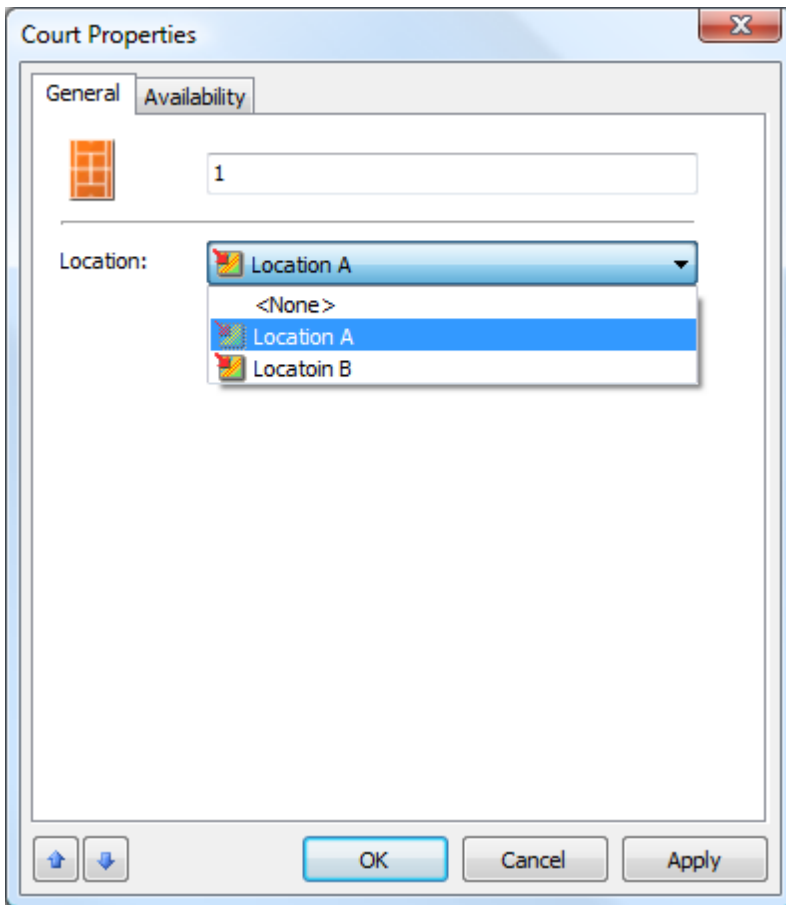
Buttons: Add, Edit, Delete

OK Cancel

In our example the tournament is held on location A and B. Click right in the location area on **Add** to fill in the locations.



When the locations have been added it's time to fill in the courts and link them to a location. In our example location A and B have both two courts. Click in the courts area on **Add** to fill in the courts. In the **General** tab you can give the court a name and link it to a location:



It can occur that a court is not available the entire day. In the tab **Availability** you can fill in for every court when it's available and when it's not. In our example the court isn't available between 12 PM and 3 PM because of maintenance. The hindrance will automatically taken along when scheduling the tournament.

**Court Properties**

General Availability

15 30 60 Not available Copy from

	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	08:00 PM	09:00 PM	10:00 PM	11:00 PM
wo 6-6-2007																
do 7-6-2007																
vr 8-6-2007																
za 9-6-2007																
zo 10-6-2007																
ma 11-6-2007																
di 12-6-2007																
wo 13-6-2007																

OK Cancel Apply

When all courts have been linked to a location you are ready in the **Courts** tab.

**Tournament Properties**

Info Events Days Times Courts Round Robins Entry Fees Draws Officials

**Courts**

Court	Location
1	Location A
2	Location A
3	Locatoin B
4	Locatoin B

Add Edit Delete Move Up Move Down

**Locations**

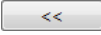
Location
Location A
Locatoin B

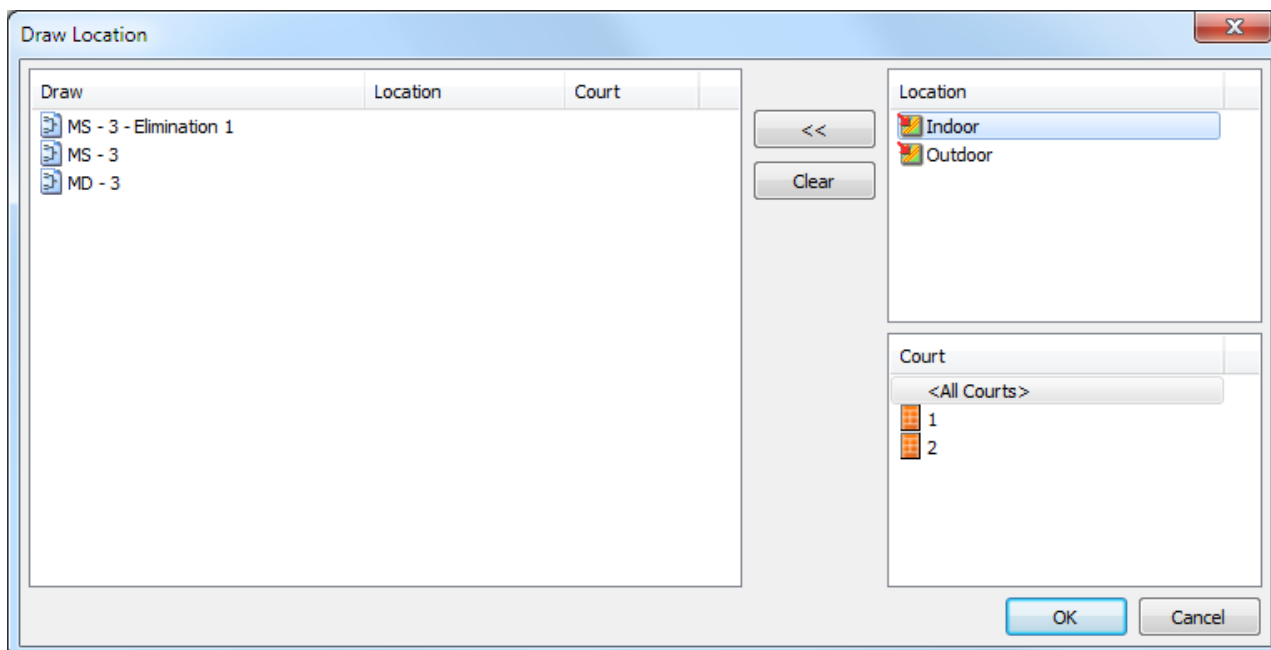
Add Edit Delete

OK Cancel

### Draw location

Select from the main menu **Draw -> Draw Location**. Here you can indicate on which location a draw is

played. You can select left the draw and select right the location. Press on  to link them to each other. If you now schedule the draw all matches will be automatically scheduled on the linked location. It's always possible to make changes and schedule matches manually on a different location.

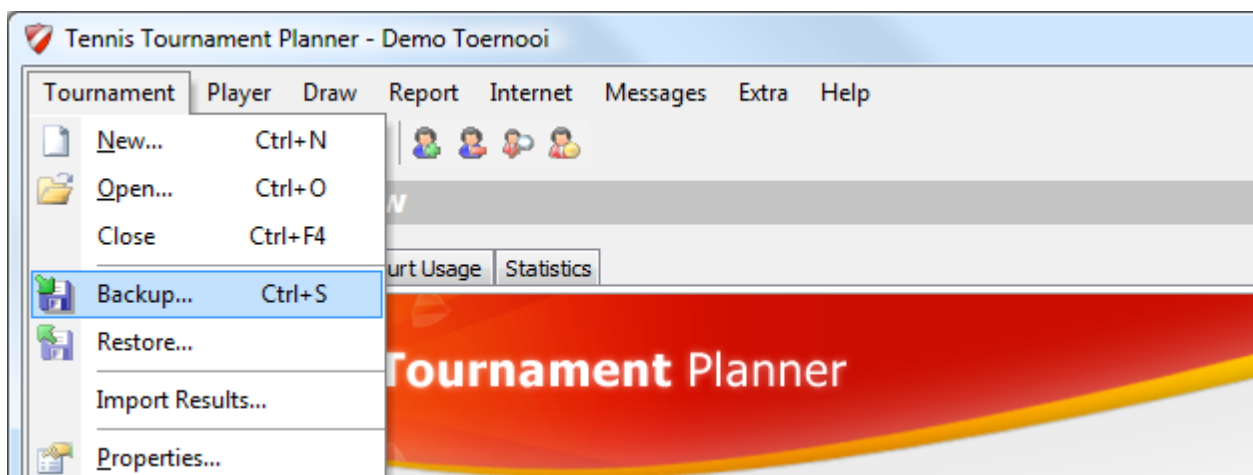


### Scheduling

You can now continue with scheduling like you normally do.

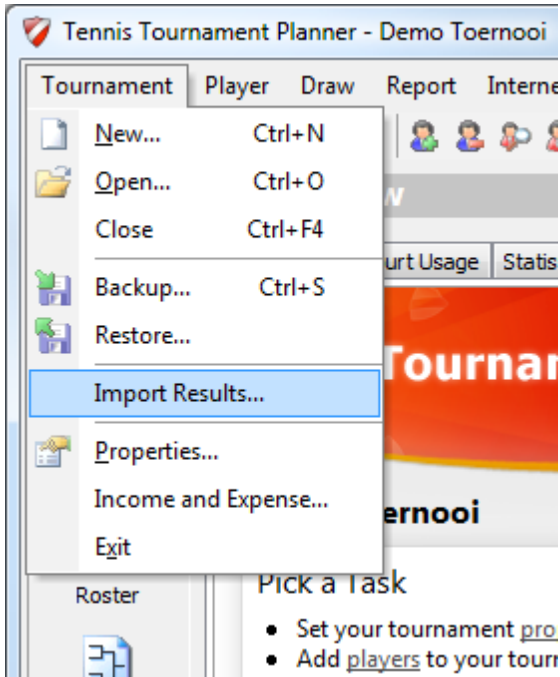
### In practice

When the tournament is set up you need to make a backup of the tournament for every location.

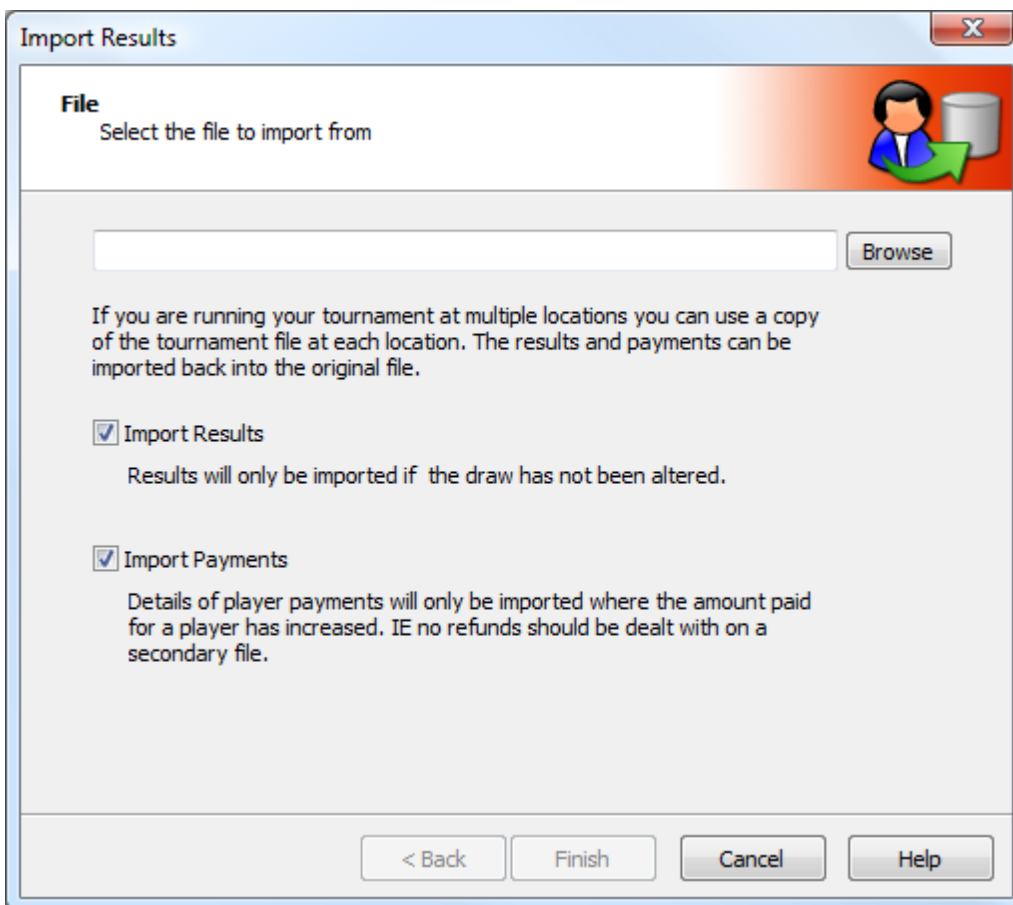


Every location works with a backup of the original tournament file and only processes the results for that location.

On an arranged moment the different locations email their tournament file with the processed results to the tournament director. The tournament director can now import the results into the original tournament file:



Browse to the emailed tournament file and click on finish. You need to repeat this action for every location.



When every location is imported into the original tournament file the tournament is up to date. For the second play round you need to repeat the above described actions starting with making a backup for every location.

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