

TP guide for Future Stars Tournaments

Preparation

- You are required to download the TP program from the tournament software website and register with a license to use the tournament planner.
- Your license is provided by Tennis BC. It will be sent as an attachment via email. Download and save it in your C drive. You cannot open the file.

Installing the TP program

- Download the program from the following website:
<http://tournamentsoftware.com/product/download.aspx?id=16&s=2>
- Follow the instruction to install the program.
- You will be prompt to register with a license to run the program.
- Browse where the license is saved and click your license file. Your TP is registered automatically.

A TP icon is created on your desktop. You can open the TP program like an Excel or Words program.

The TP file of your tournament is set up by Tennis BC. It will be sent to you via email after it is published. The tournament link is posted to Tennis BC website and will open for online registration 4 weeks prior to the tournament date.

TP will automatically open a Tournaments folder in your C drive. Save your TP file in this folder after you downloaded from your email. If no folder is created, create a folder named Tournaments in your Document Folder and save all TP files to this folder for easy reference.

Open the tournament file

- Double click the icon of your TP file in your document folder. The program and the TP file will be opened. Or,
- Open the TP program and click the Open icon to browse the location of your TP file from your document.
- If this is the TP file that you are recently working on, you will find the file under Open a Recent Tournament. Click the name of the tournament to open the file.

Save and send a tournament file via email

- TP will automatically be saved. You can simply close and exit your TP program after you finish working.
- Alternatively, you can save a backup copy of your TP for precautionary measures. You will need to open your backup copy by clicking Restore Tournament. (You cannot open backup files by using the Open Tournament feature.)

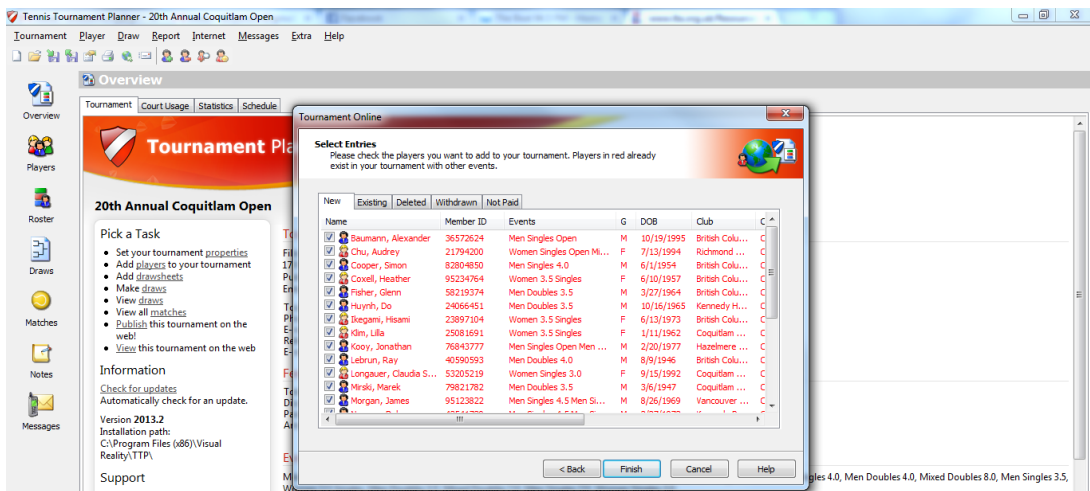
- You can send your TP file as an attachment in your email. Browse the location of your file folder. Upload to your email and send.

Publishing your tournament on the internet

- At the top horizontal tool bar, click Internet. Select Publish.
- You may post your message to the public by entering your text to the message box.
- Click Publish at the left bottom corner. There are 3 green checks to the task box when publish has finished.

Retrieving online entries from VR membership system – it must be done with Internet access

- At the top horizontal tool bar, click Internet. Select Entries. Click Next.
- Entries will be pulled down from VR (the tournament site) and loaded to your tournament file.
- There is a log box with a report of the entries when the task is done. Click Next.
- There are tabs on the report, depending on the status of the entries on the server. This may include: New, Existing, Deleted, Withdrawn, Not Paid under Select Entries window. Players in New tab are checked off and will go automatically to Roster. If you want to bring in players in other tabs, you will need to check the box against them.
- Click Finish. The entries are updated to your players list.
- Download is completed.



NOTE: After players registered the tournament, the entries are stored in the server. It won't show up in the players list on the website. You will need to retrieve the entries from the server to bring to your TP file. And then Publish to update the information on the website.

Entries and Acceptance

To move players to reserve/exclude list

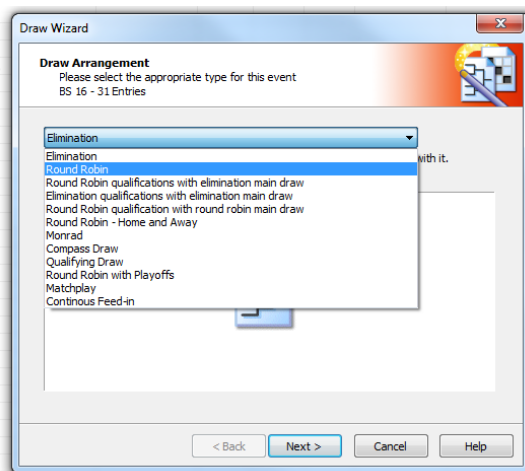
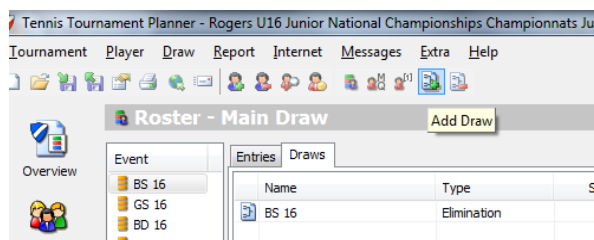
- At Roster, put the cursor to the line of the player.
- Right click to bring a list of tasks
- Move the cursor to the second task – Move to
- Choose Reserve/Exclude list. The player will be moved out of the Main draw list
- You will be able to find these players at the Reserve or Exclude tab at the bottom in Roster.
- Same way to move players back to the Main Draw.

Adding a New Draw

- At Roster, highlight the relevant event.
- At Draw of the horizontal tool bar, click Add Draw to open the Add Draw Wizard, or click the Add Draw icon.
- Select Compass Draw of Round Robin from the drop down menu in the Draw Arrangement window and click Next.

To give minimum 3 matches to each player, Round Robin of 4 players or Compass Draw of 8 players should be used.

- To set up the draw:
 - Size: 4 for round robin and 8 for compass draw.
 - Name: Edit the name of your draw. Add an alphabet if you have multiple round robin draws in this event.
- The Layout window let you have to choice of the fields you want to display in the draw of this event.
- Verify all the setting of your draw. You can click Back to go back to the previous box to make changes of your draw. By clicking Finish, your draw is added.
- You can edit your draw after your draw is added. Go to Roster. Under the Draw tab beside Entries, double click the name of the draw to open the draw properties. You can make changes to your draw from there.
- Do the same if you want to create more round robin or Compass draws. Give a name to each draw so as to distinguish one draw from another e.g Add Group A to the first U9 draw and add Group B to the second U9 draw that you created.



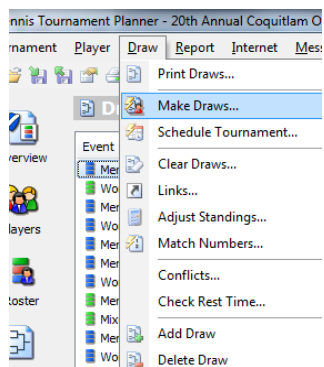
Grouping players in the draw

Players of the like strength should be grouped in the same draw to ensure competition. No seeds should be given in each draw.

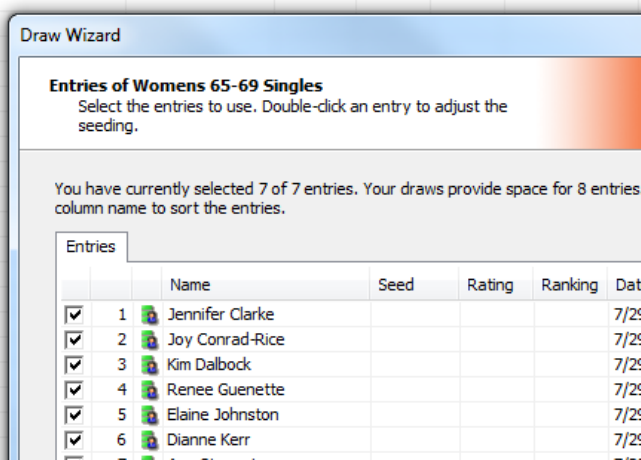
Making a Draw

Automatic draw:

- At Draw of the horizontal tool bar, click Make Draws to open the Make Draw Wizard.
- Select the event and click Next.

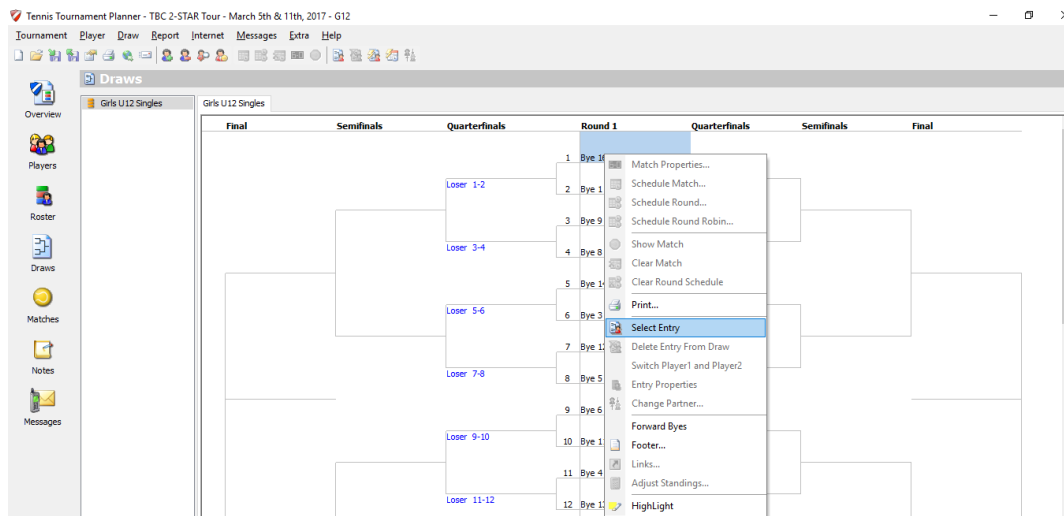


- A list of all the entries will be shown. All players are selected by default.
- Uncheck players if you wish to take away Players from the draw and click Next.
- Separation box provides a variety of separation options. Click Next.
- A draw is made. Review and click Finish. A confirmation box will pop out asking if you wish to save the draw. Click Yes. Your draw is made.



Manual draw:

- Click Draw icon at the horizontal menu bar to open the blank draw.
- Put the cursor to any line and right click to open a task list. Choose Select Entry.

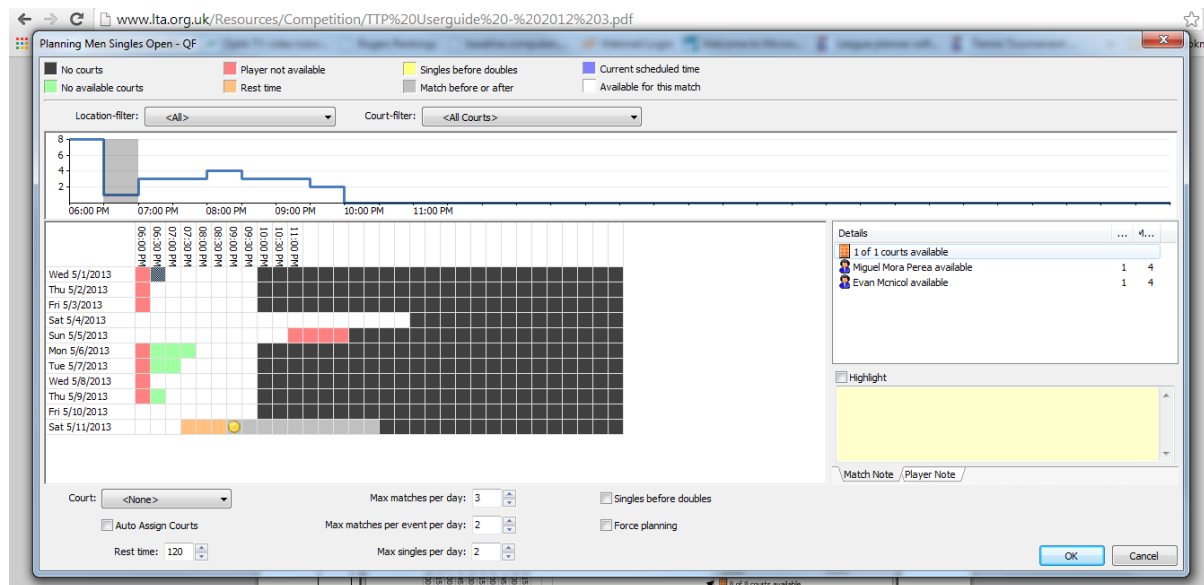


- Choose the player and the player will be assigned to this line.
- Do the same to fill up draw with the entries.

Scheduling matches

Tennis BC will set up Courts availability to your TP if your court time is submitted. This is essential for scheduling matches.

- Matches may be scheduled by match or by round within an event or by entire event or tournament.
- Schedule matches.
 1. In a draw, right click on a match you wish to schedule to open a list of tasks.
 2. Select Schedule Match or Schedule Round.
A Planning box of the event will open.

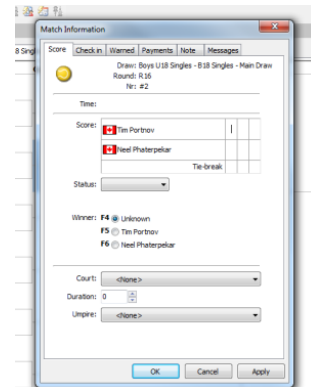


3. The grid is colour coded:
 - White – available match time
 - Black – court is not set up with availability.
 - Green – available match time is taken by another match.
 - Pink – One of the players in the match is unavailable for the match time.
 - Orange – one of the players in the match is under rest period.
 - Grey – recommended match schedule.The optimal match time suggested by TP is shown in grey. You can click another time of your preference by clicking the boxes of white of the grid.
4. The report of available courts and players' availability of the time slot you choose will be displayed in the Details box at the right of the grid. You will see the reasons if this is not a feasible match time.
5. It is however possible to over-ride by using the Force planning check box.
6. Click OK to agree with the schedule to exit the grid.

Inputting scores

Auto complete scores is set up to allow you record the score by entering the game score to the loser.

- In a Draw, double click the match to open Match Information.
- Enter the games of the loser in each set. The winner will be automatically checked if the score is entered correctly.
- You may also enter scores at Matches on the left side bar.
At Matches, double click the match to open Match Information.



Entering scores for an unfinished match

In a timed match, when matches are not played out, record the scores
When time is called.

- Player who leads the game wins the game.
- When the game points are tied, the points are ignored.

To decide the winner to move to the next match in a Compass Draw

- When only one set is finished and 2nd set is not, player who wins the first set is considered as the winner of the match regardless the win/loss games in a match. (e.g. 5-4, 1-3)
- When the score is a tie of games in a set (e.g. 3-3), score will be recorded as it is.
- When the score is 1-1 set, the winner is the player with total games win over loss. (e.g. 2-4, 4-1)
- When the score is 1-1 set and the total games are tied, play one point to decide but this point will be added to the score and will not count for Leader Board point. (1-4, 4-1)

Note: Make sure the correct winner is checked so that players can be moved to the next draw.

Default, Walkover, Retirement

Default – penalty for lateness, improper attire, COM etc. Player is allowed to play the next available match if default is due to lateness or improper attire.

Walkover – withdrawal from the match due to legitimate reason. Players are allowed to play the next available match.

Retirement – warm up has started and match has not completed due to injury, sickness, or any legitimate reason. Players are allowed to play the next available match.

(Check the box Forward Loser so that player can be moved to the next draw.)