

TOURNAMENT PLANNER GUIDES

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EVENT DIRECTOR CHECKLIST

Pre-Event

Once Event Has Been Approved

- Tennis Victoria will send you a TP Back Up of your event
- Check the details in the TP File incl. contact details, venue addresses, draw sizes (match to your match plan), how many events players can enter, enter 1 age group only, etc.
- Add a message that will be published on the event homepage.
- Publish the TP file under your TP licence.
- Check all details on the event factsheet. Send through any updates to Tennis Victoria. Please note that any updates to draw sizes and dates of draws starting needs to be done before entries open.
- Create a budget for event, include court hire, official's costs, trophies, balls etc.

2 Months Before Event

- Check your online entries and republish the file.
- Send EORF through to Sof Megs with officiating requirements.
- Update the message on event homepage (if required)
- Order Trophies and Balls (depending upon the lead times with your suppliers)
- Confirm Court Bookings including secondary venues (if required)
- Contact referee once selections have been made
- Send out email to previous event players letting them know entries are open. Ensure you blind copy (BCC) the email addresses.
- Respond to any enquiries

1 Month Before Event

- Continue checking for online entries, download and publish.
- Closer to the entry deadline check more frequently.
- Check venue (nets, fencing etc.) and make repairs where required
- Ensure you have singles sticks
- Ensure you have on court player seating
- Respond to any enquiries

10 Days Before Event

- After entries close send the TP File to Tennis Victoria for singles acceptance lists
- Publish acceptance lists once file has been returned from TV
- Confirm secondary venues (if required)
- Pair any confirmed doubles partnerships. Both players need to confirm the pairing online or via email. And note in homepage re Doubles requirements.
- Process any withdrawals – ensure you check for online withdrawals.
- Send a welcome email to players with key information i.e., venue location/s, scoring formats, match-play information (sign in or compulsory), amenities available at venue/s – canteen, stringing, key staff and contact details.

6 days Before Event

- Withdrawal Deadline is 7 days before the event
- Update the acceptance lists if there have been any withdrawals
- Send file to TV for seedings and finalising of doubles pairs
- Publish file once received from TV
- After publishing, work on the draws and schedule
- Send the draws and schedule to Referee for approval

3-4 days Before Event

- Publish draws and schedule AFTER the referee has approved them.
- Make updates where required if players have withdrawn.
- Any seeds that withdraw after draws have been published you will need to do seed changes – see Rules and Regulations for further information.
- Process refunds for players who have withdrawn.
- Organise gear for secondary venues (if required)
- Check PA system at venue/s

1 Day Before Event

- Ensure Walkie Talkies are charged
- Set up Event Desk with printer, walkie chargers, sign in sheets (if needed), run sheets etc

Day 1 of Event

- Check email for any withdrawals (Process and contact opponents when necessary)
- Print and Display Draws
- Put single sticks and chairs on courts
- Put out events behaviour A-Frame sign (if you have one)
- Ensure courts are clear of debris
- Test PA system
- Prepare practice balls
- Prepare match balls
- Set out walkie talkies
- Find players for doubles events (if you have a player requiring pairing)
- Ensure “Auto Upload Results” is checked for publishing scores
- Update homepage when required e.g., delays

Each Day of Event

- Check email for any withdrawals (Process and contact opponents when necessary)
- Update homepage when required e.g., delays
- Print and Display Draws
- Put single sticks and chairs on courts
- Ensure courts are clear of debris
- Put out events behaviour A-Frame sign (if you have one)
- Test PA system
- Prepare practice balls
- Prepare match balls
- Set out walkie talkies

Final Day of Event

- Prepare for presentations, prizemoney if necessary
- Send out end of event email wrap

Post Event

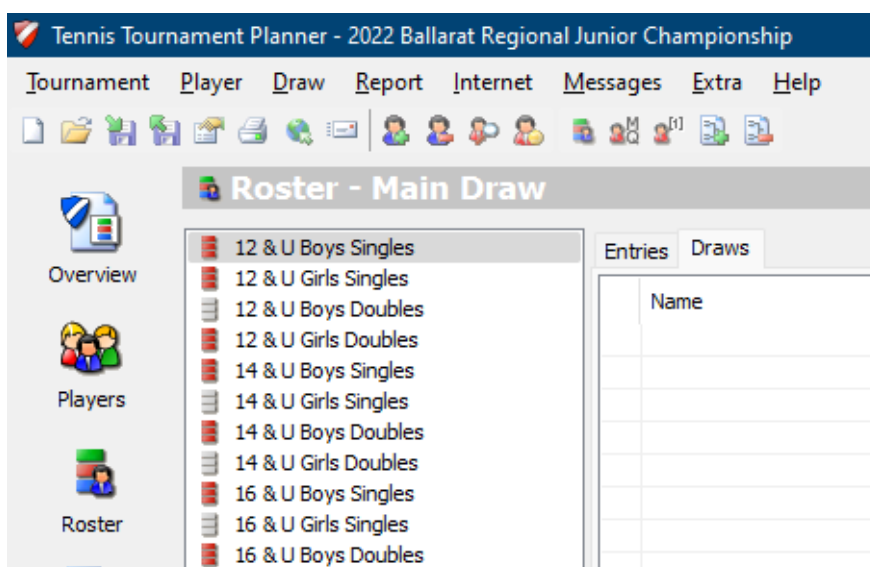
- Publish final TP File with code violations inputted by referee
- Process any refunds
- Submit TD report within 3 days
- Process prizemoney payment when necessary

EVENT PROCESS CHECKLIST

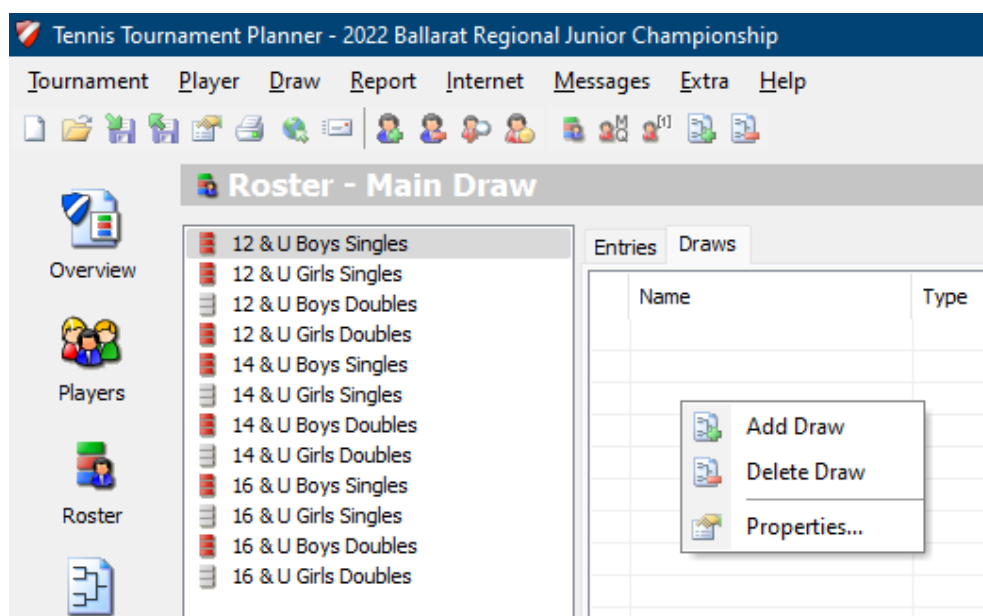
Action	Timeline Prior to Event Start	Club
Event Entries Open online	Min. 6 weeks	Club can elect to open entries earlier online. Please Check: Review factsheet & contact TV with any changes. Any changes to the draw sizes and entry fees need to be made before entries open. Contact referee Review entry closing date, format & fees Special entry requirements (check setting how many events/age groups a player can enter)
Event Entries Open	Min 6 Weeks – 10 days	Regularly pull in entries and republish the file Update the message box with important information when necessary
Closing Date for Entries	10 Days	Entries will automatically close
Singles Acceptance Lists Released	8-9 Days	Send the TP Back Up file to TV for singles acceptance lists to be completed TV will send back to club and referee – no further entries TD to send email to all entered players
Withdrawal Deadline	7 Days	Check for online withdrawals by doing an entry pull If withdrawals have occurred update the acceptance list Refund players who have withdrawn Partner up any confirmed doubles partner requests
Updated Acceptance List Released	7 Days	TD to publish updated acceptance list.
TP file sent back to MA	6 Days	TD to send TP file to <u>TV</u> within 24 hours after withdrawal deadline TV will complete seedings and doubles pairings
TP file sent back to TD	5 Days	TD to publish updated file with seedings and doubles pairings
Draws and scheduling	4 Days	TD to create draws with day 1 schedule and send file to referee (before publishing)
Referee approval of draws and schedule	3-4 Days	
Qualifying Draw Released (If required)	3-4 Days	TD to publish the draws at least 3 days before Event starts. Any changes to the draw need to be confirmed by the referee (withdrawals replacement procedures)
Main Draw Released (If there is no Qualifying)	3-4 Days	Any changes to the draw need to be confirmed by the referee (withdrawals replacement procedures)
Main Draw Released (If there is Qualifying)	1-3 Days before start of main draw	Any changes to the draw need to be confirmed by the referee (withdrawals replacement procedures)

ADDING DRAWS TO TP

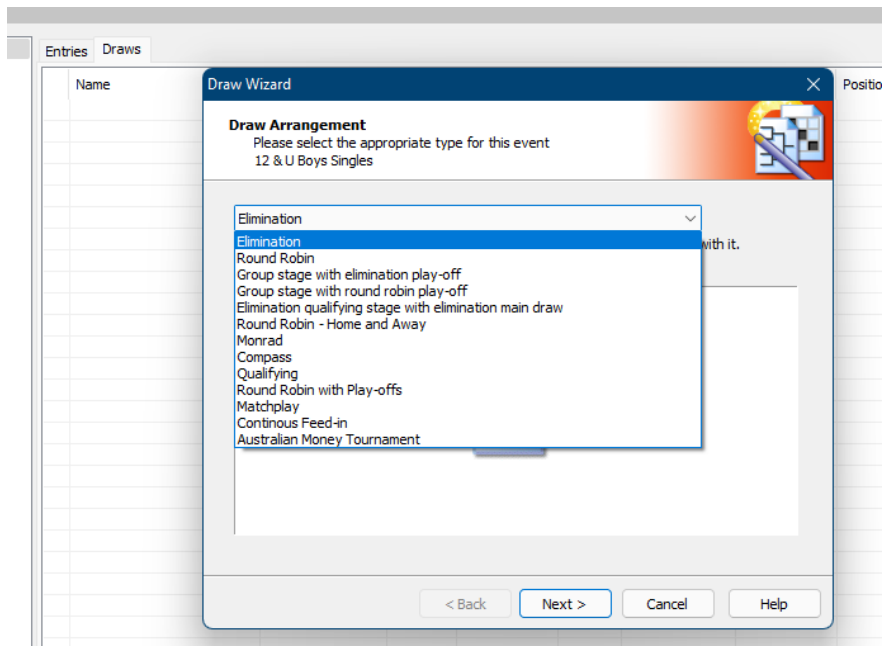
1. Click on Roster then the draws tab



2. Right Click in the white space à Add Draw

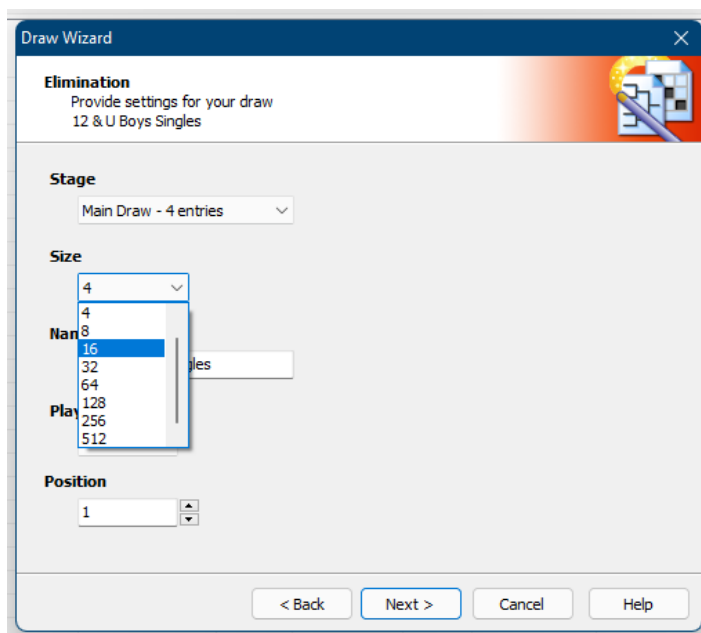


3. Select type of draw from drop down menu. Elimination go to step #4, Round Robin go to Step #8, Round Robin with elimination play-off go to step #12

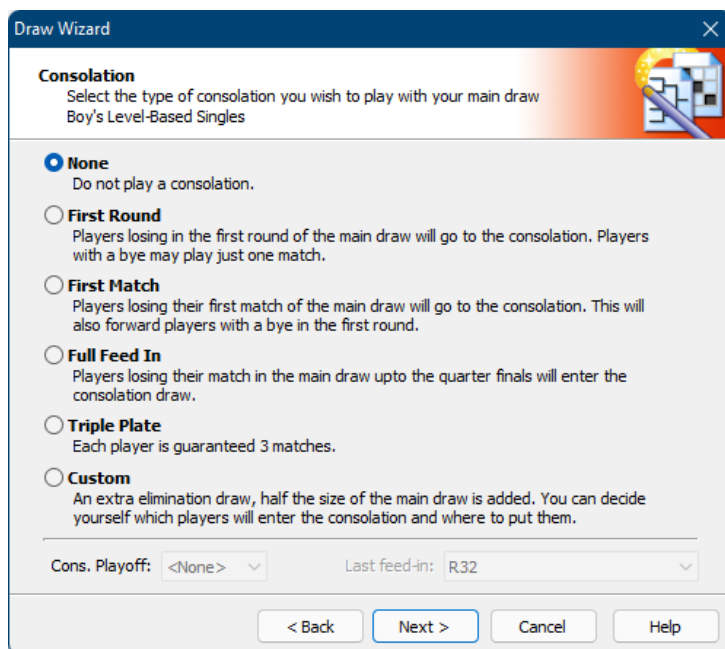


Elimination

4. Select "Elimination" and click Next à Select size of main draw from drop down box "Size" à click Next

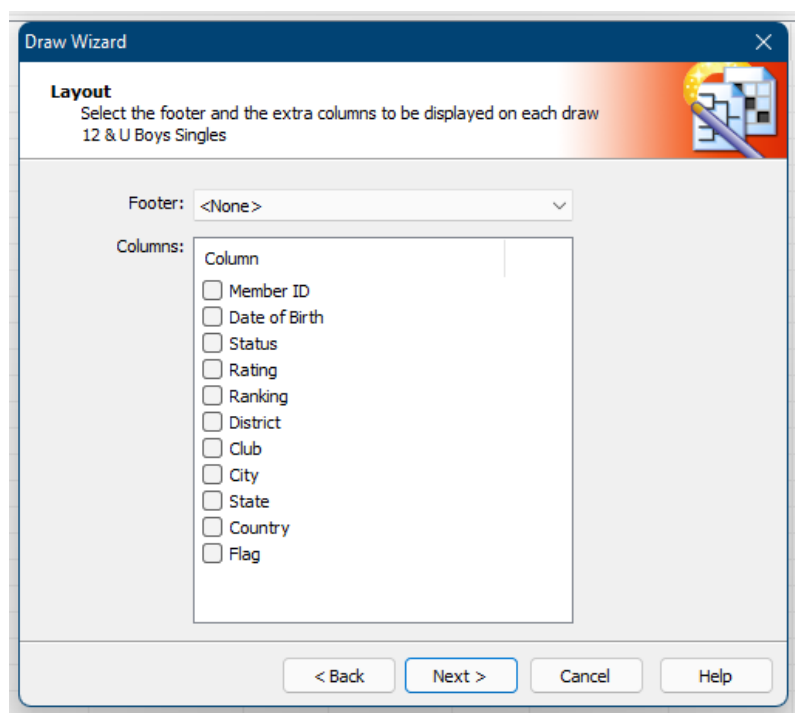


5. Select "None" for Consolation à Click Next



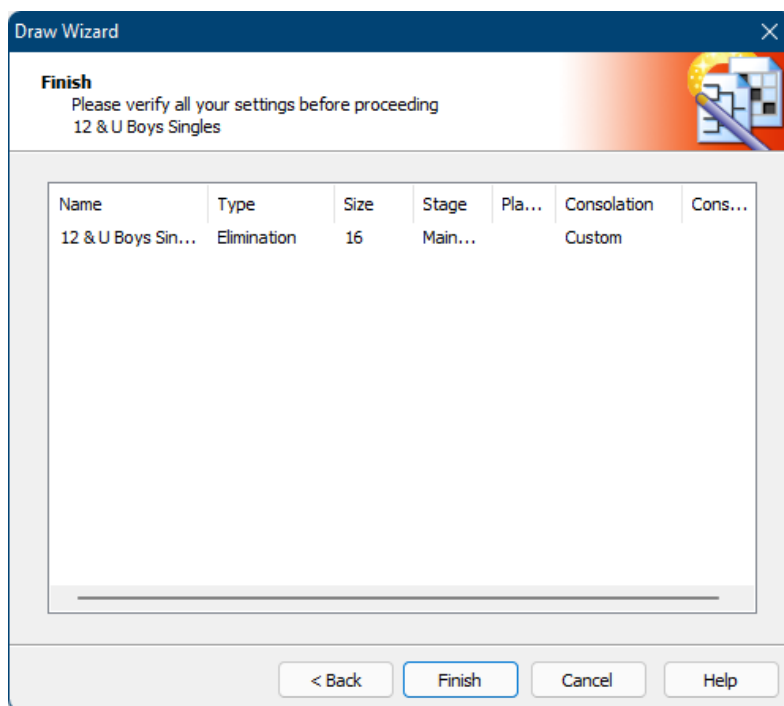
The screenshot shows the 'Draw Wizard' window with the 'Consolation' tab selected. The title bar reads 'Draw Wizard'. The main heading is 'Consolation' with the subtitle 'Select the type of consolation you wish to play with your main draw' and 'Boy's Level-Based Singles'. There are five radio button options: 'None' (selected), 'First Round', 'First Match', 'Full Feed In', and 'Triple Plate'. Below these is a 'Custom' option. At the bottom, there are two dropdown menus: 'Cons. Playoff:' set to '<None>' and 'Last feed-in:' set to 'R32'. Navigation buttons '< Back', 'Next >', 'Cancel', and 'Help' are at the bottom.

6. Tick boxes of what you want to show on the draw. You can select as many as you want or none à Click Next



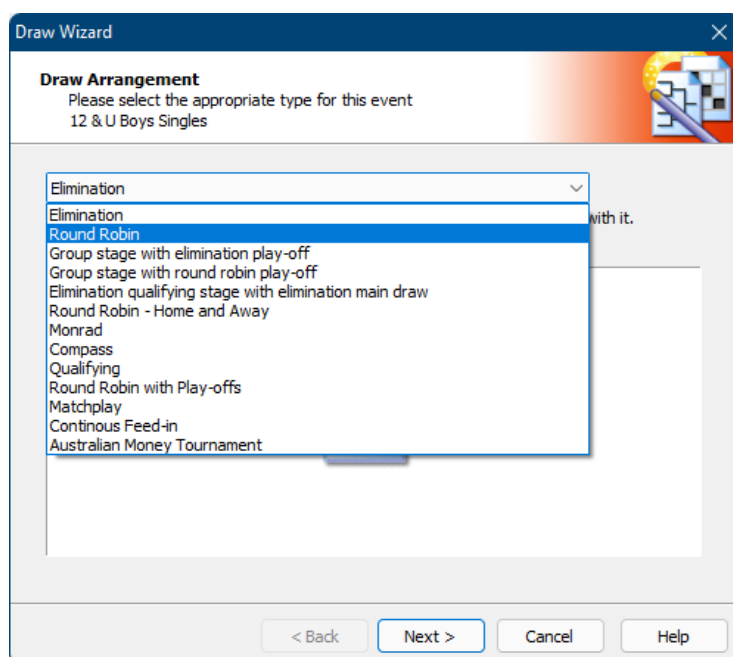
The screenshot shows the 'Draw Wizard' window with the 'Layout' tab selected. The title bar reads 'Draw Wizard'. The main heading is 'Layout' with the subtitle 'Select the footer and the extra columns to be displayed on each draw' and '12 & U Boys Singles'. There is a 'Footer:' dropdown menu set to '<None>'. Below it is a 'Columns:' section with a list of checkboxes: Member ID, Date of Birth, Status, Rating, Ranking, District, Club, City, State, Country, and Flag. Navigation buttons '< Back', 'Next >', 'Cancel', and 'Help' are at the bottom.

7. Confirm the draw settings are correct and Click Finish

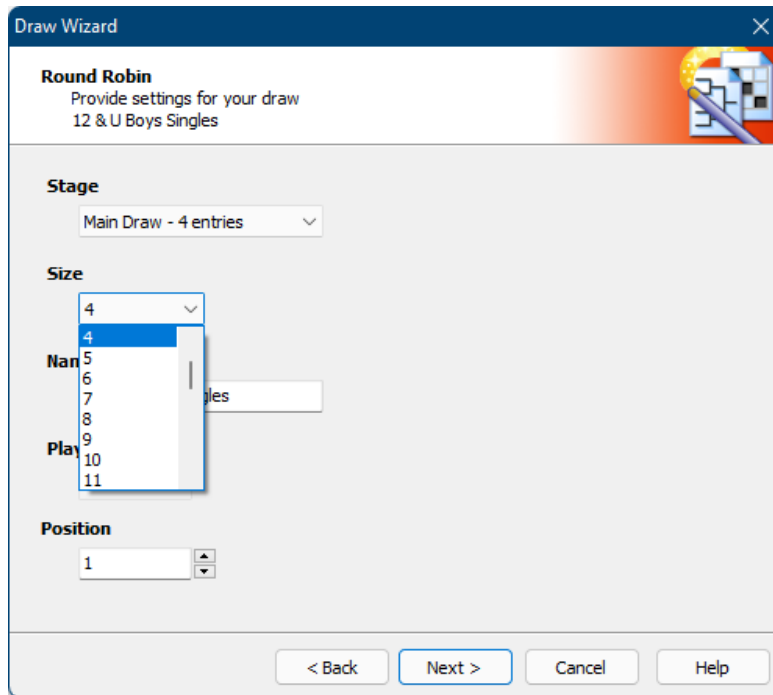


Round Robin

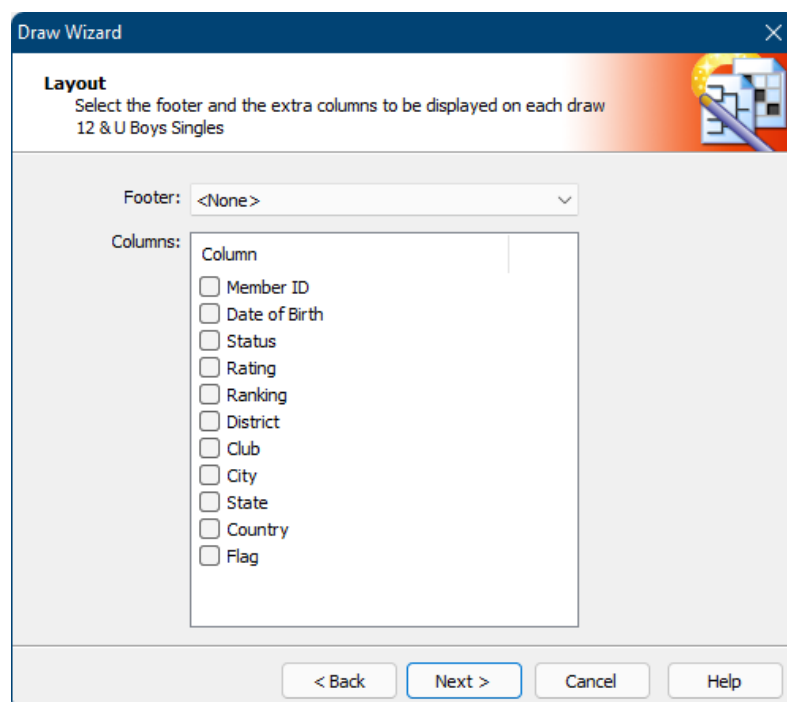
8. Select Round Robin from the drop-down list à Click Next



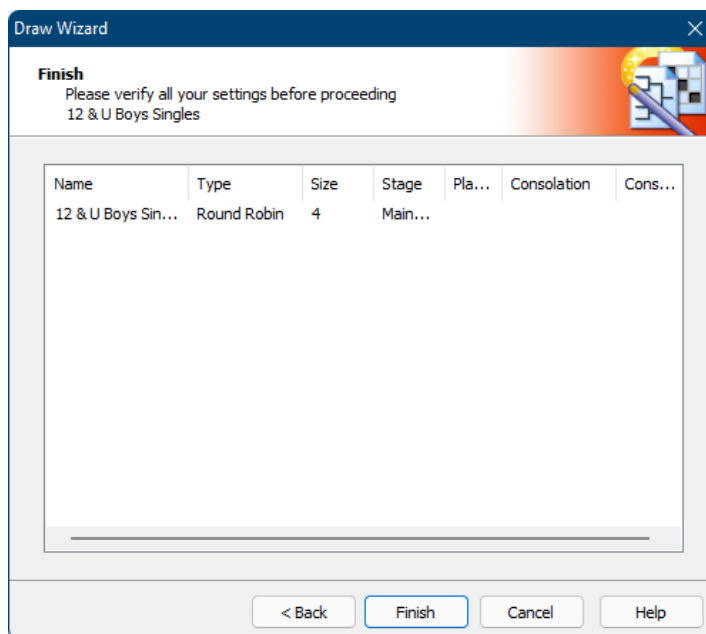
9. Select size of Main Draw from the drop-down box and Click Next



10. Tick boxes of what you want to show on the draw. You can select as many as you want or none à Click Next

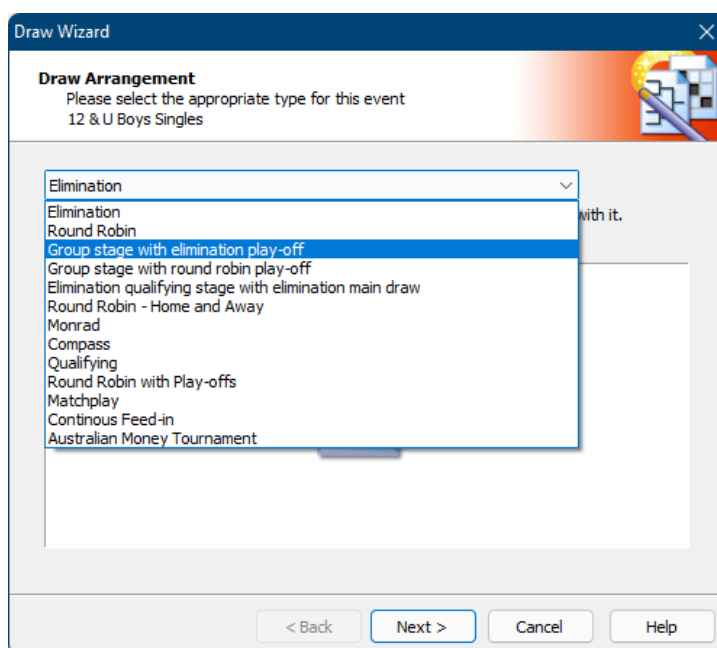


11. Confirm the draw settings are correct à Click Finish

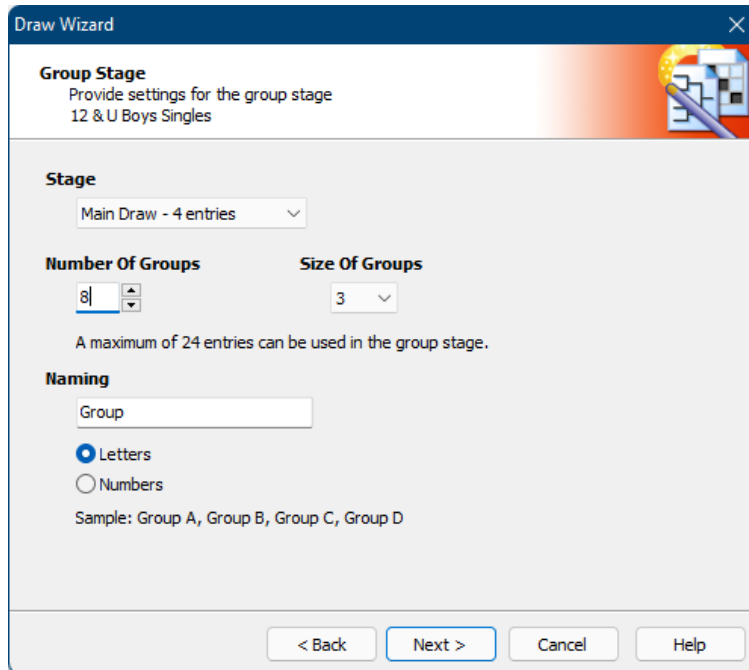


Group stage with elimination play-off

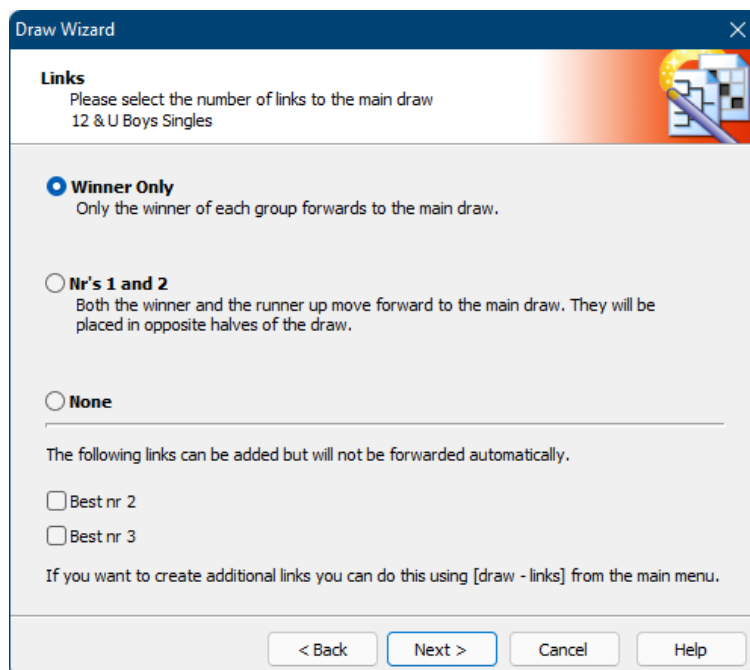
12. Select "Group stage with elimination play-off" from the drop-down box à Click Next



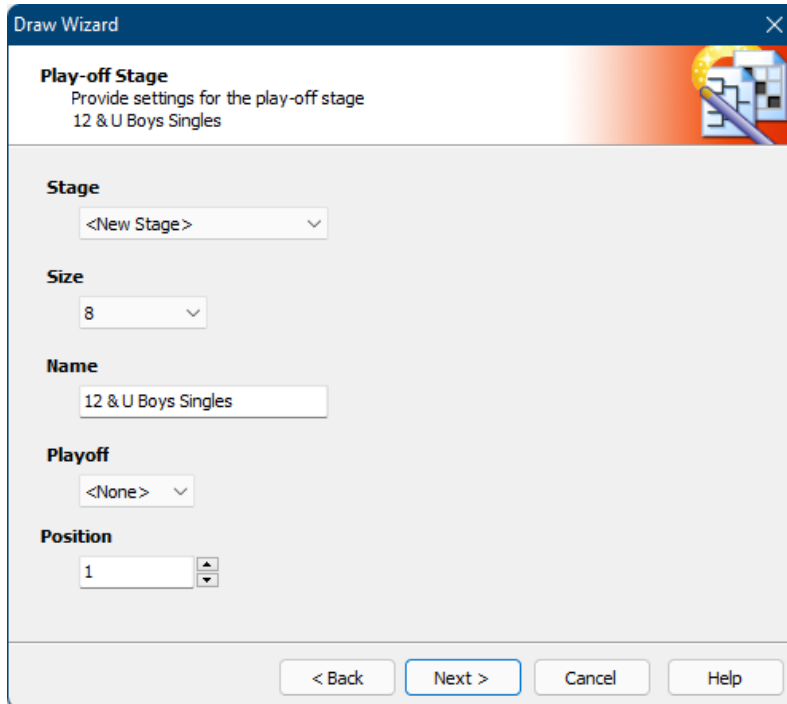
13. Select Number of Groups (How many pools), Size of the Groups (how many in each pool) and naming of Groups à Click Next



14. Select who you want to feed through to the elimination main draw – Winner of each group or top 2 from each group à Click Next



15. Select size of Main Draw (Play-off Stage) – should automatically default depending upon how many pools you have and who you are feeding through to the elimination draw (winner or top 2 from each pool) à Click Next



Draw Wizard

Play-off Stage
Provide settings for the play-off stage
12 & U Boys Singles

Stage
<New Stage>

Size
8

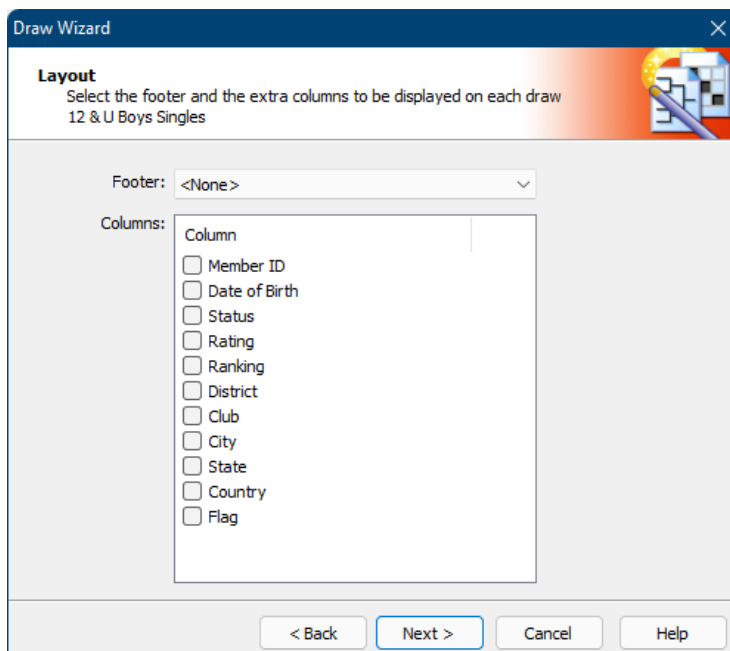
Name
12 & U Boys Singles

Playoff
<None>

Position
1

< Back Next > Cancel Help

16. Tick boxes of what you want to show on the draw. You can select as many as you want or none à Click Next



Draw Wizard

Layout
Select the footer and the extra columns to be displayed on each draw
12 & U Boys Singles

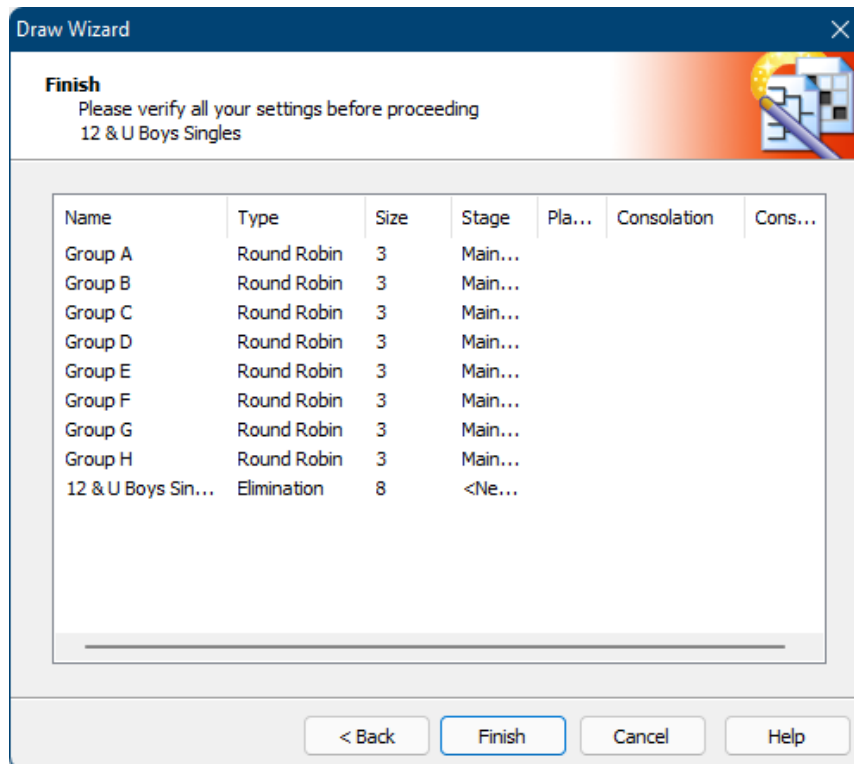
Footer: <None>

Columns:

- Member ID
- Date of Birth
- Status
- Rating
- Ranking
- District
- Club
- City
- State
- Country
- Flag

< Back Next > Cancel Help

17. Confirm the draw settings are correct à Click Finish



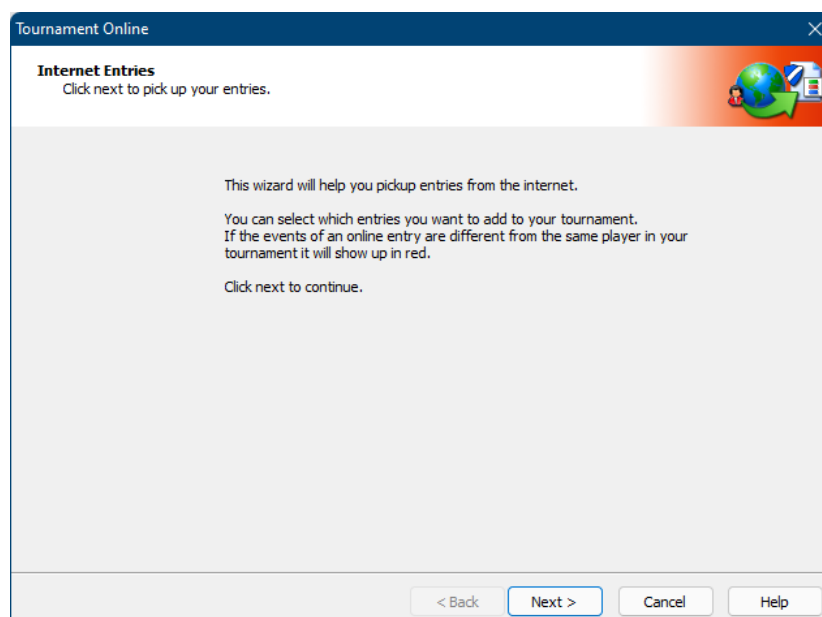
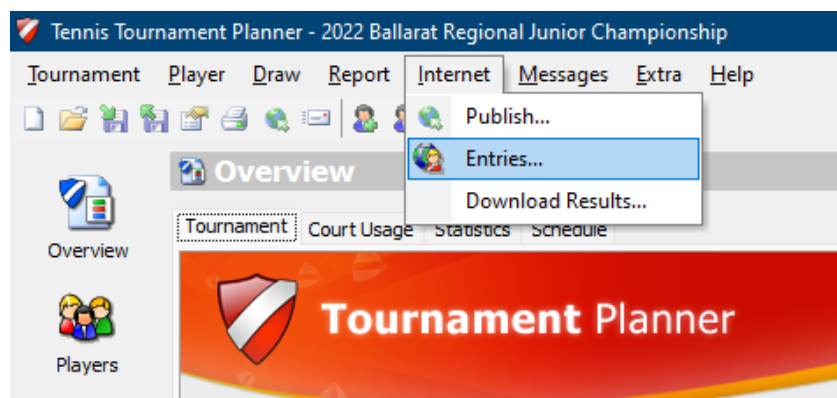
In 2024 all TP files will be set up with the withdrawal deadline being 7 days prior to the first day of the event. This will enable players to withdraw online.

PLEASE COMPLETE THIS DAILY AFTER ENTRIES HAVE CLOSED AND YOU HAVE PUBLISHED ACCEPTANCE LISTS

How to check for online withdrawals:

COMPLETE AN ENTRY PULL

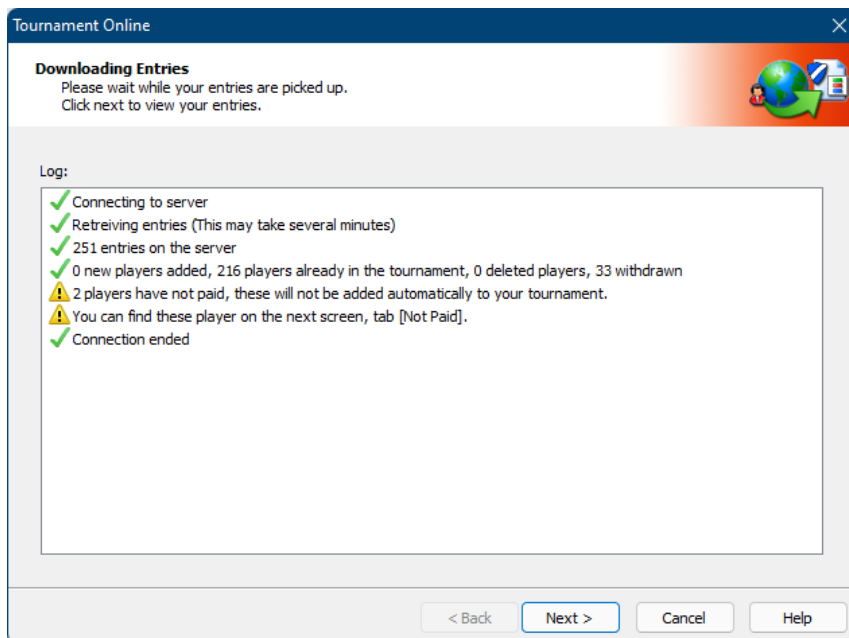
Open TP File → Internet → Entries → Next



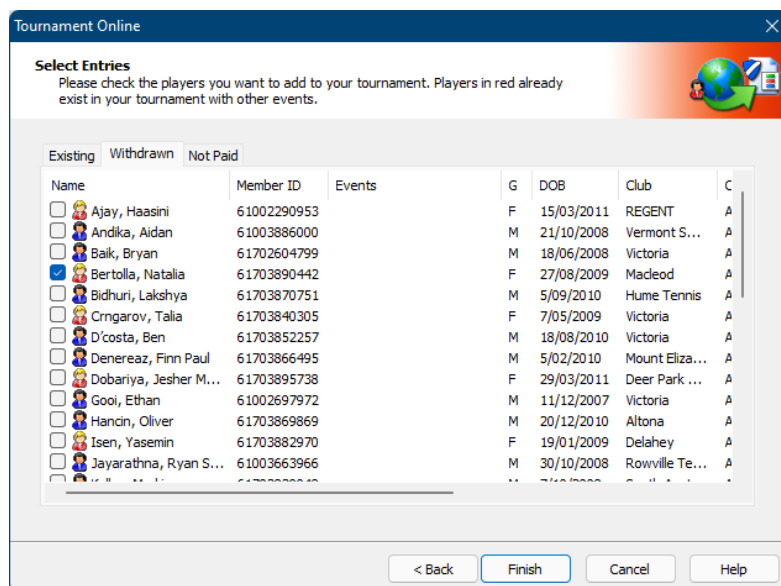
The system will do a check to see if any players have withdrawn online.

[Checking Online Withdraws](#)

The 4th line will show if there have been any withdrawals.
After connection ended click next.



Select the withdrawn tab.
Any new withdrawals - their tick box will automatically be ticked.
If a player's box is unticked, then they have already been withdrawn in a previous entry pull.
Click finish.



Players will be withdrawn from the events they have entered.
Their events entered will be blank and the due will be negative (-)
You will need to process a refund for players through stripe.

Players

Find:

Name	Phone	Member ID	Date of Birth	Country	Events	State	Fee	Due
Bertolla, Natalia				AUS				-\$40.00
Ajay, Haasini				AUS				
Alexandropoulos, Anne				AUS	14 & U Girls Singles	VIC	\$40.00	

Update Acceptance Lists

Go to roster on the left hand side

Update acceptance lists – this may be moving someone from qualifying list to main draw list or from the reserve list to qualifying list or main draw list

Roster - Main Draw

12 & U Boys Singles
 12 & U Girls Singles
 14 & U Boys Singles
 14 & U Girls Singles
 Week 1 Boy's Match Play
 Week 1 Girl's Match Play
 Week 2 Boy's Match Play
 Week 2 Girl's Match Play

N	E	N	Name	Seed	Status	O...	Rating
1			Pauline Ma	1	DA	Main 1	5.5063
2			Lola Grigor	2	DA	Main 3	5.3326
3			Coco Philp	3	DA	Main 4	5.2908
4			Vaishnavi Xiao	4	DA	Main 5	5.0246
5			Aria Dodson		DA	Main 6	4.9931
6			Eleni Makantasis		DA	Main 7	4.9253
7			Aria Henare		DA	Main 8	4.7340
8			Isabella Kamran		DA	Main 9	4.5795
9			Sabrina Gaudi		DA	Main 10	4.7290
10			Serena Lee		DA	Main 11	4.5329
11			Musemma Cilek		DA	Main 12	4.5716
12			Alisha Singh Kamran		DA	Main 13	4.5549
13			Trusha Jani		DA	Main 14	4.5209
14			Amelia Nadarajah		DA	Main 15	4.1983
15			Victoria Shi		Q	Main 16	4.1423
16			Lily Khonsavang		Q	Main 17	4.0069

Main Draw - 16 / Qualifying - 16 / Reserve - 23 / Exclude - 0

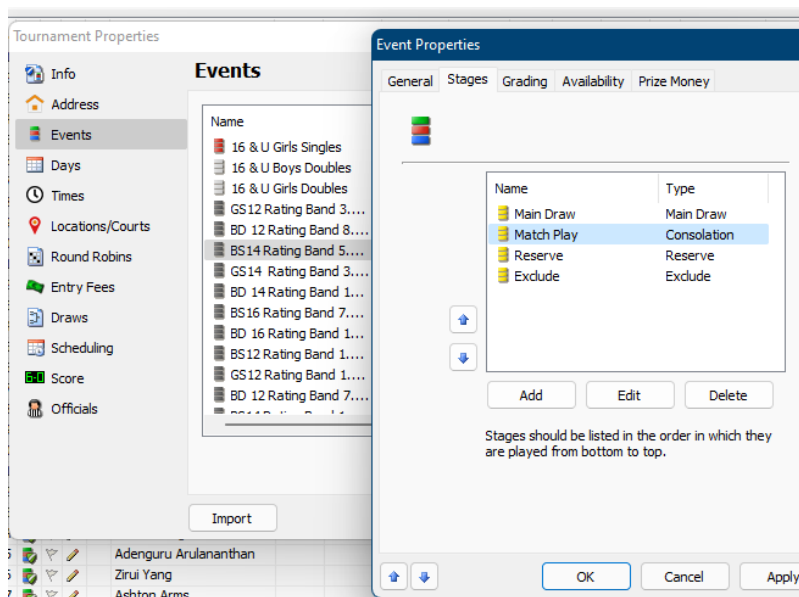
DURING YOUR EVENT (MATCH PLAY)

Check Match Play Stages are in the TP File

Properties > Events > Double Click Event > Stages Tab

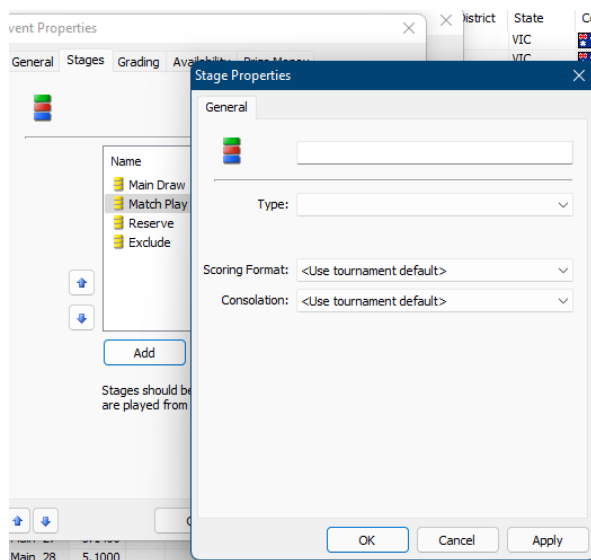
If Match Play or Qualifying Match Play Stages are not listed click add

Adding the stages will create rosters for match play.



If you need to add a stage

Add > Enter Name > Select Type (Consolation = Main Draw Match Play, Q-Consolation = Qualifying Match Play)



During your event (Match Play)

Copy players from the Main Draw/Qualifying Roster to the Main Draw Match Play/Qualifying Match Play Roster.

To Copy a Player

Right Click Player Name > Copy To > Select Main Draw Match Play/Qualifying Match Play
Use the CTRL key to select multiple players.

3		Alex Savelli	3	Main 3	6,6800	M	24/02/2008
4		Alexander Watts	4	Main 4	6,6400	M	13/09/2007
5		Easeo Kim				M	26/12/2009
6		Ryan Nield				M	23/09/2007
7		Nicholas Brown				M	20/07/2007
8		Kanta Nishimoto				M	02/2007
9		Luke Corcoran				M	05/2007
10		Maz Dowker				M	15/02/2010
11		Haydon Fa				M	11/03/2010
12		Noah Dergham				M	20/11/2008
13		Hayato Sata				M	6/06/2010
14		Bryn Baik				M	13/01/2011
15		Darcy Stephenson				M	20/07/2010
16		Kyman Enwright				M	20/02/2010
17		Hugo Johnston				M	10/05/2007
18		Hridaan Jamwal				M	27/12/2008
19		Joel Thomas				M	23/10/2008
20		Ashton Coster				M	2/11/2009
21		Divine Manzvera				M	25/01/2010
22		Anidhya Sirohi				M	4/05/2008
23		Luca Magro		Main 23	5,4000	M	12/11/2009
24		Demetri Kogas		Main 24	5,3400	M	15/09/2008
25		Adenguru Arulananthan		Main 25	5,2300	M	5/03/2008

Adding a Draw for Match Play

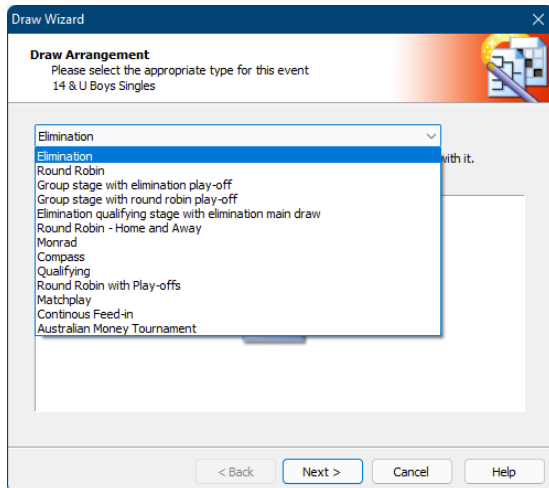
Select the event under roster > Draws Tab > Right Click Add Draw...

Entries			Draws		
Name	Type	Size			
14 & U Boys Singles	Elimination	16			
Qualification	Qualifying Draw	16 > 2			

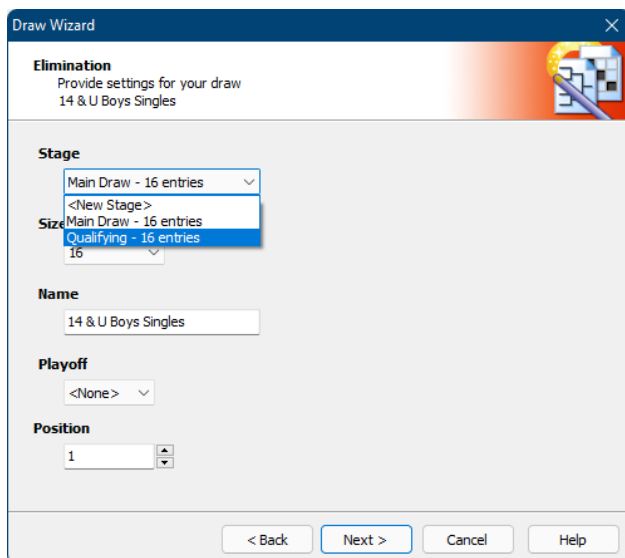
	Add Draw
	Delete Draw
	Properties...

During your event (Match Play)

Select Elimination from the drop-down box > Next...



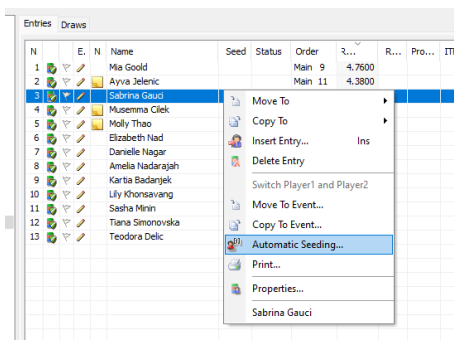
Stage > select Main Draw/Qualifying > Check Draw Size > Update Draw Name to MD Match Play or Qualifying Match Play > Next >



During your event (Match Play)

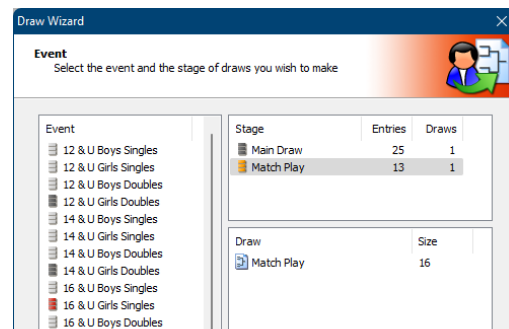
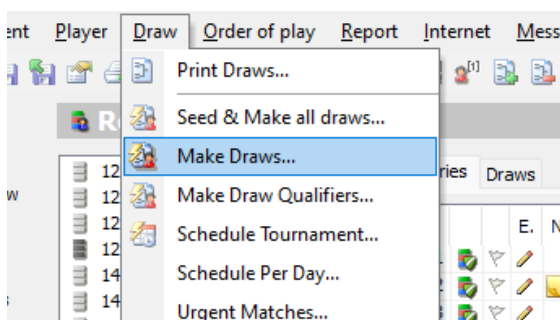
Creating draws for Match Play Seeding the players

Roster > Entries Tab > Right Click > Automatic Seeding > Select "Rating" from Order Drop Down > Select Number of Seeds required > Close

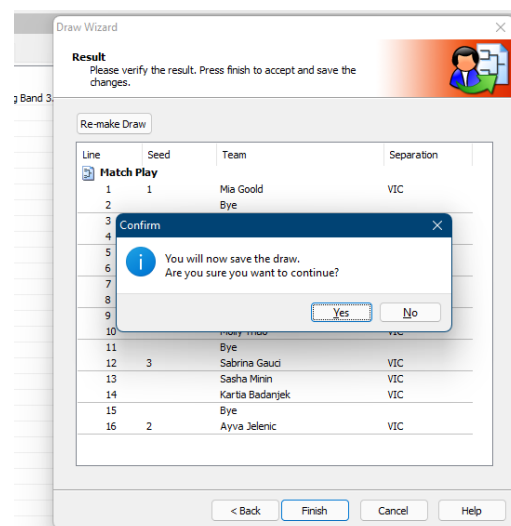
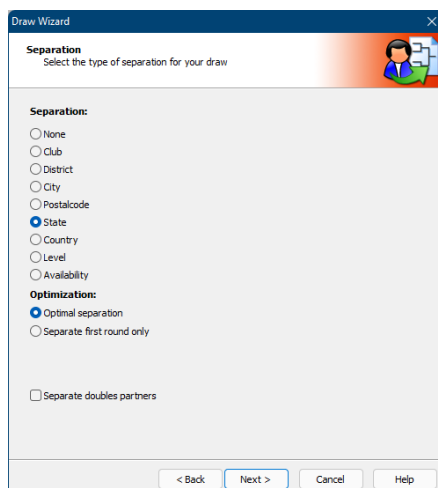


Creating the Draw

Draw (Across the top) > Make Draws > Select Event and Stage Match Play



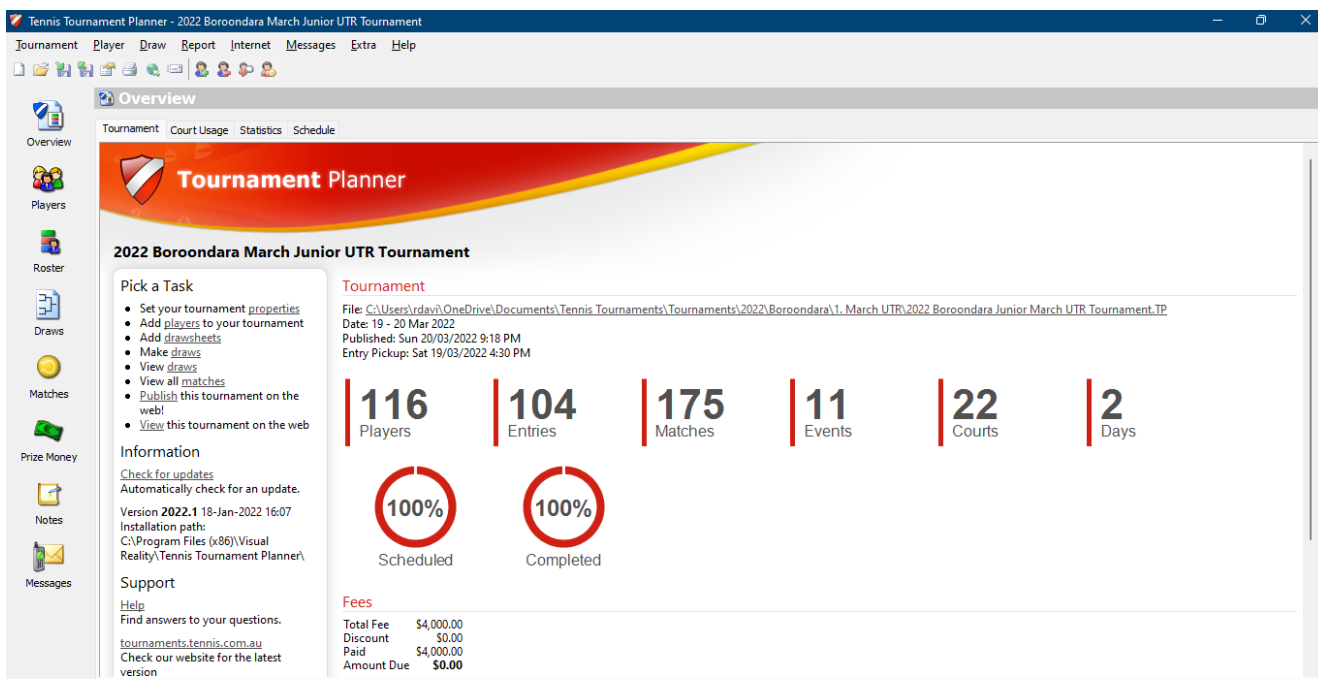
Select Separation (if required) > Next > Check the draw (seeds in the correct spot) > Next > Finish > Yes (want to save the draw)



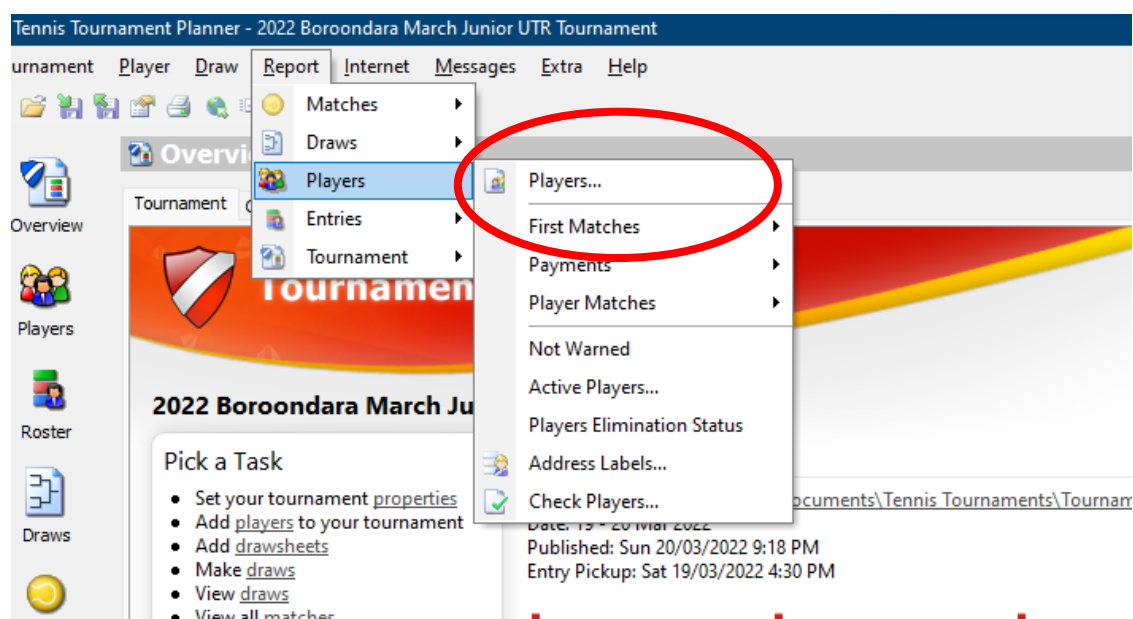
During your event (Match Play)

GUIDE TO E-MAILING PLAYERS

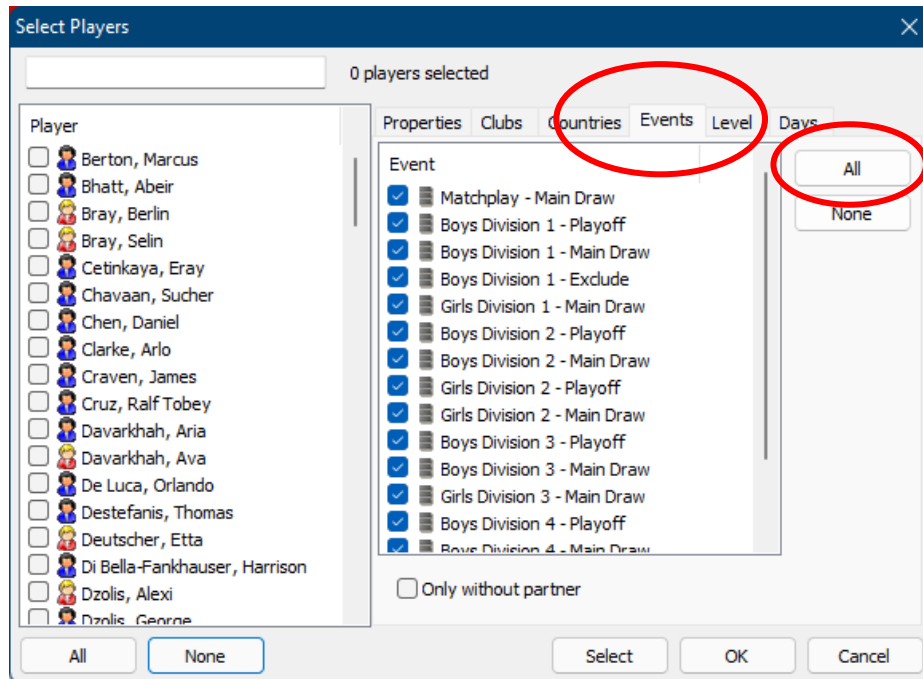
1. Open Tournament on Tournament Planner



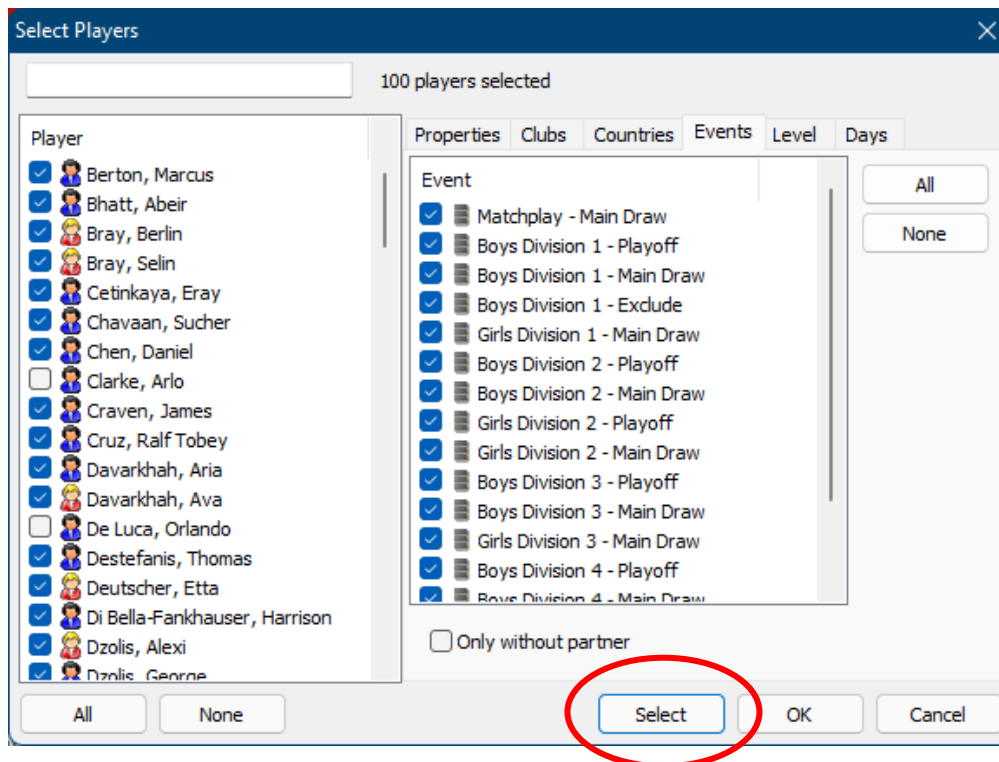
2. Click Report → Players → Players



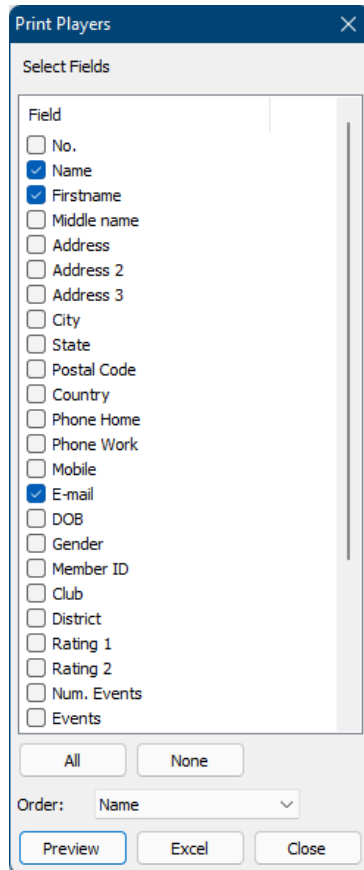
3. Select the events tab and click "ALL" on the right-hand side. Uncheck any "Exclude" events.



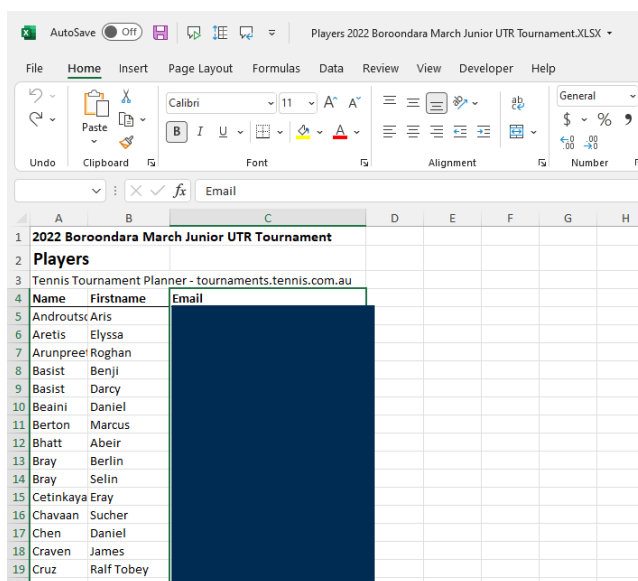
- Click on the "Select" button on the bottom to select all players in the selected events and click "OK"



- From the "Print Players" pop-up, ensure Name, Firstname and email are selected and click the "Excel" button



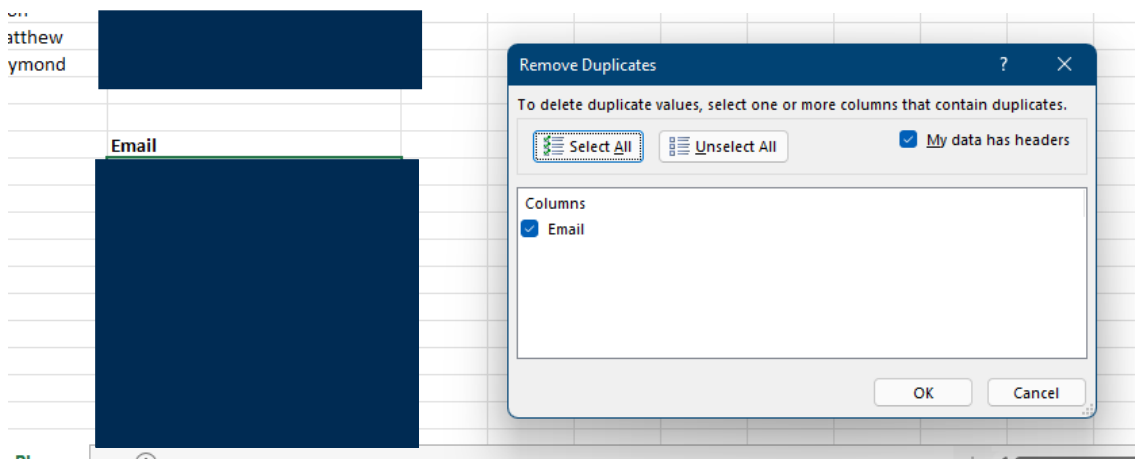
6. Save the file
7. Open the document from where you saved it
8. Select the email heading and all the email addresses down the column



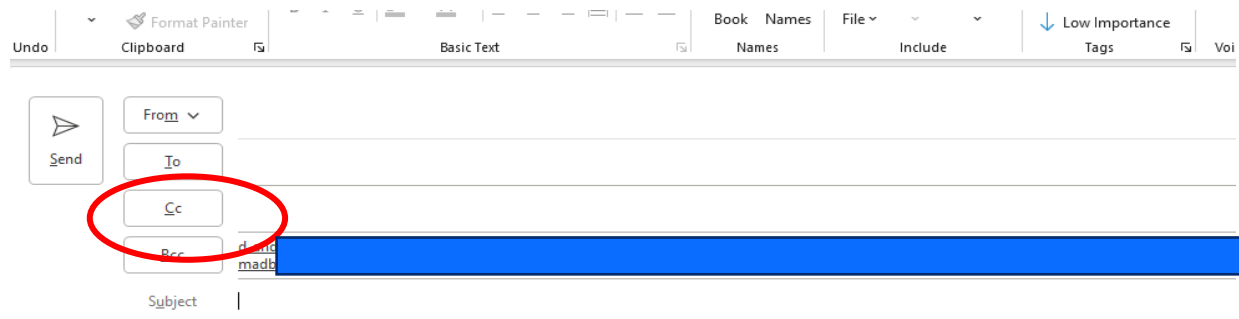
9. Copy and paste the selection below the list

3	Whitehea	Piper							
3	Xu	Richard							
0	Xu	Zeyi							
1	Yan	Zach							
2	Yu	Leon							
3	Zandona	Matthew							
4	Zhao	Raymond							
5									
6									
7			Email						
8									
9									
0									
1									
2									
3									

- With the pasted list AND Email heading selected Click the Data tab > Remove Duplicates, or use the keyboard shortcut Alt>A>M



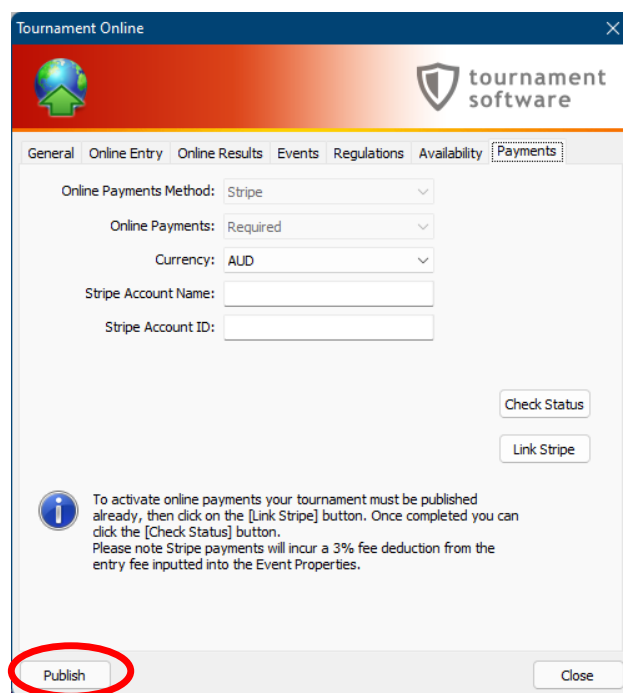
- Select OK to ensure the list does not contain duplicates
- Copy these email addresses and paste into BCC in your email program. Recommended you do approximately 100 emails in each email.



LINKING TOURNAMENT PLANNER WITH STRIPE

1. In Tournament Planner, after you create your Event file / restore your TP Backup and ensure event details are correct such as events, and entry fee, go to Internet > Publish to bring up the below screen

Don't fill out your Stripe Account Name or Stripe Account Details. Click Publish in the bottom left-hand corner.



Tournament Online

General Online Entry Online Results Events Regulations Availability Payments

Online Payments Method: Stripe

Online Payments: Required

Currency: AUD

Stripe Account Name:

Stripe Account ID:

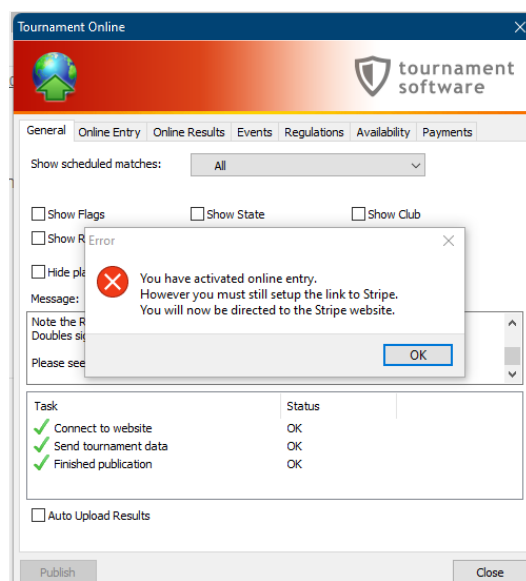
Check Status

Link Stripe

i To activate online payments your tournament must be published already, then click on the [Link Stripe] button. Once completed you can click the [Check Status] button. Please note Stripe payments will incur a 3% fee deduction from the entry fee inputted into the Event Properties.

Publish Close

2. Once you have published you will get three green ticks and a pop-up error message. Click OK and it will prompt you to link your event with Stripe.



Tournament Online

General Online Entry Online Results Events Regulations Availability Payments

Show scheduled matches: All

Show Flags Show State Show Club

Show R Error

Hide pl

Message: **✘** You have activated online entry. However you must still setup the link to Stripe. You will now be directed to the Stripe website.

Note the R
Doubles si
Please see

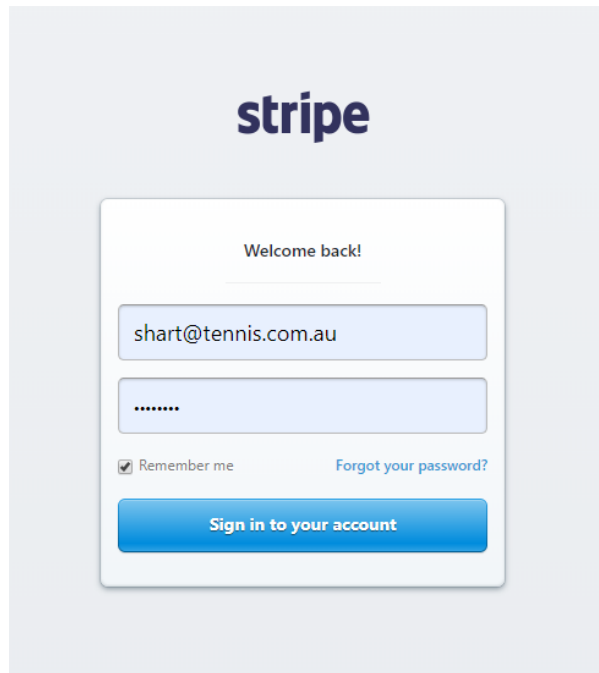
OK

Task	Status
✓ Connect to website	OK
✓ Send tournament data	OK
✓ Finished publication	OK

Auto Upload Results

Publish Close

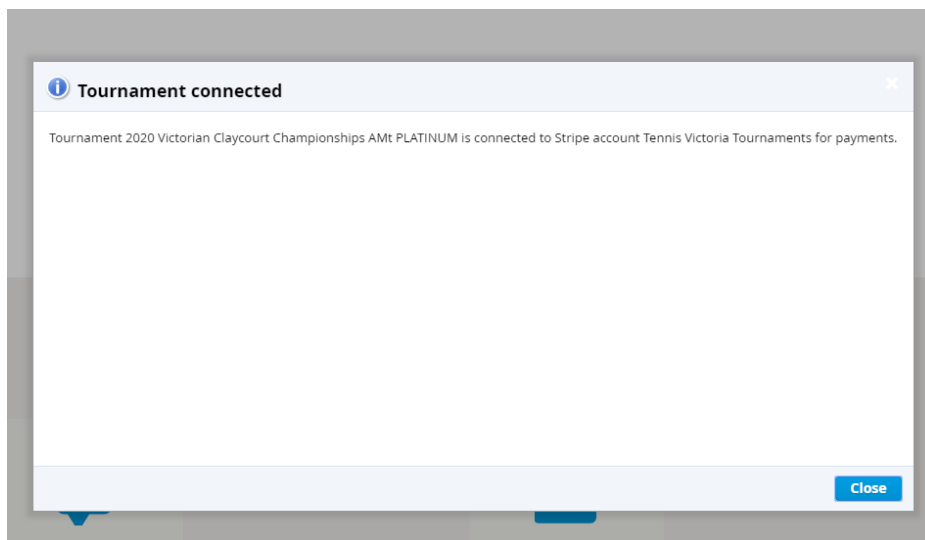
3. If you aren't logged in to Stripe, a web browser will open and ask you to log into your Account



4. After logging in, you will get a pop-up in your web browser that your event is connected to your Stripe account.

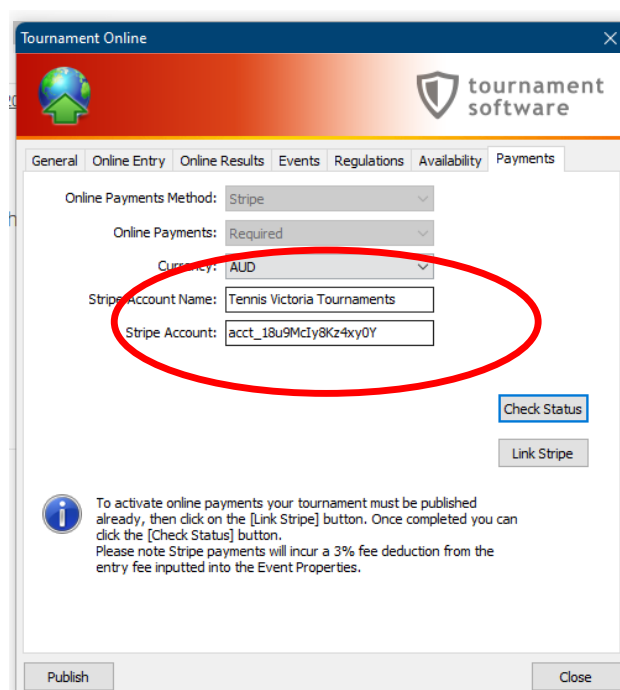
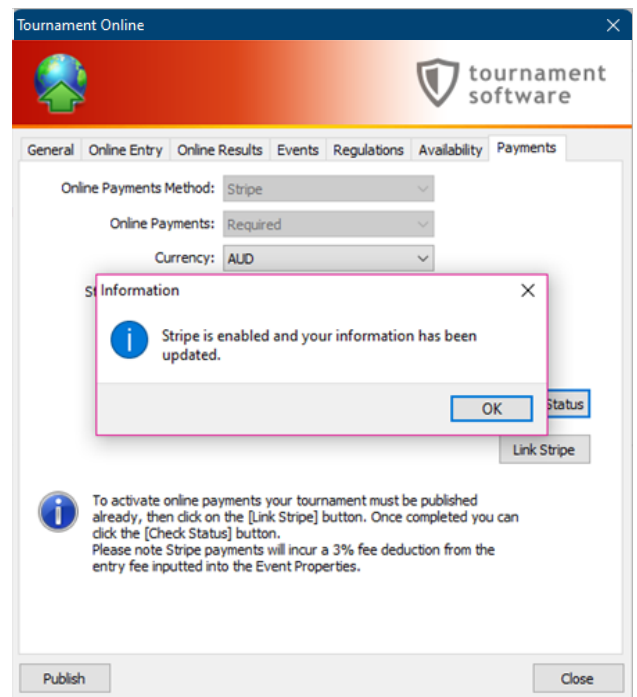
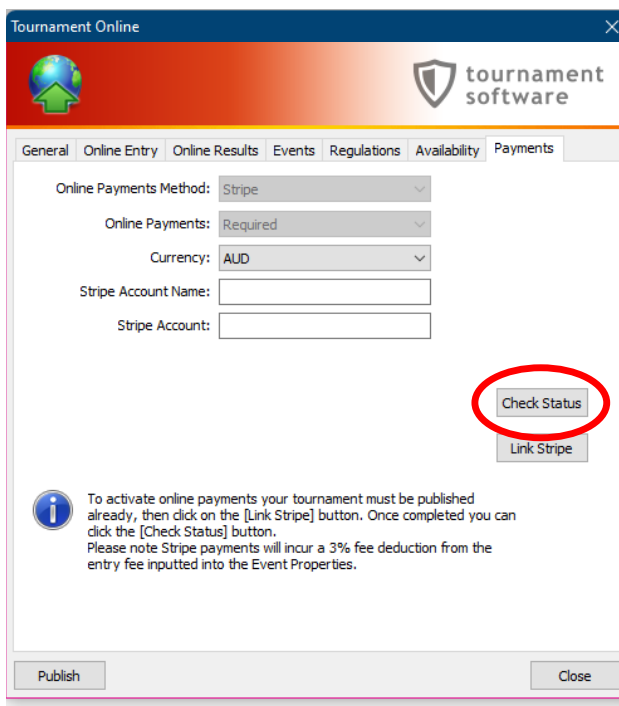
Click close and you can close the webpage

Go back to you TP File



5. In TP click Check Status

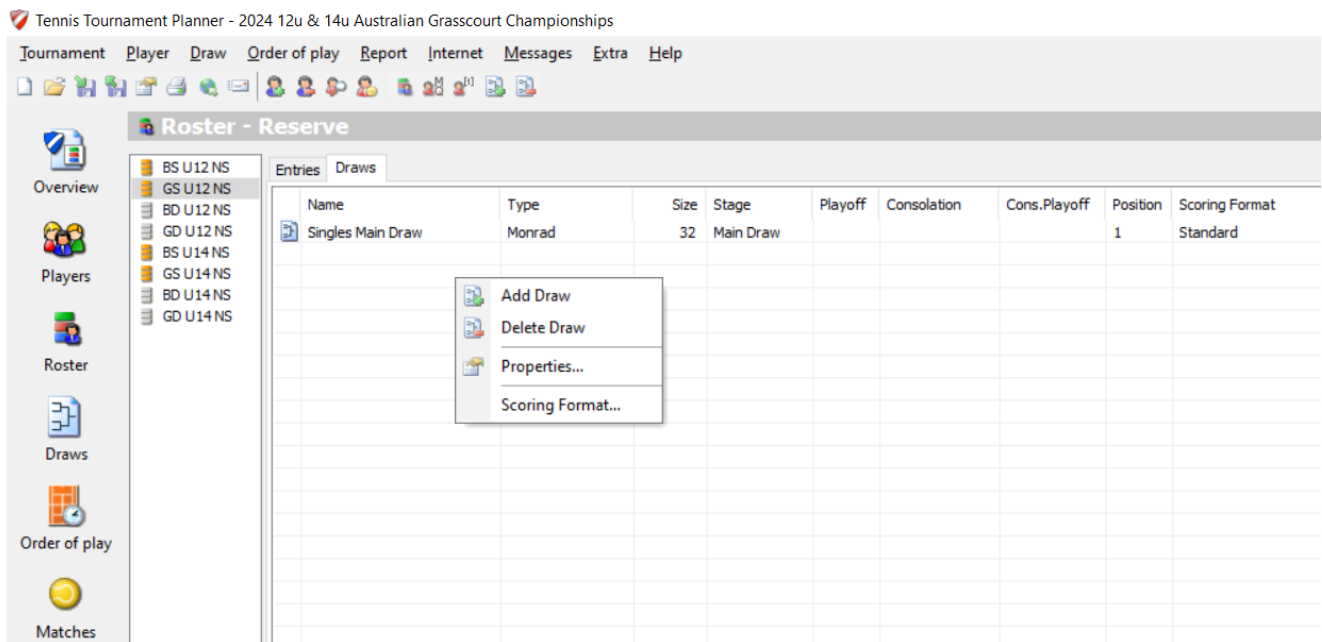
- It will then check that your Stripe account is linked correctly.
- Your account information will automatically be added to your TP File



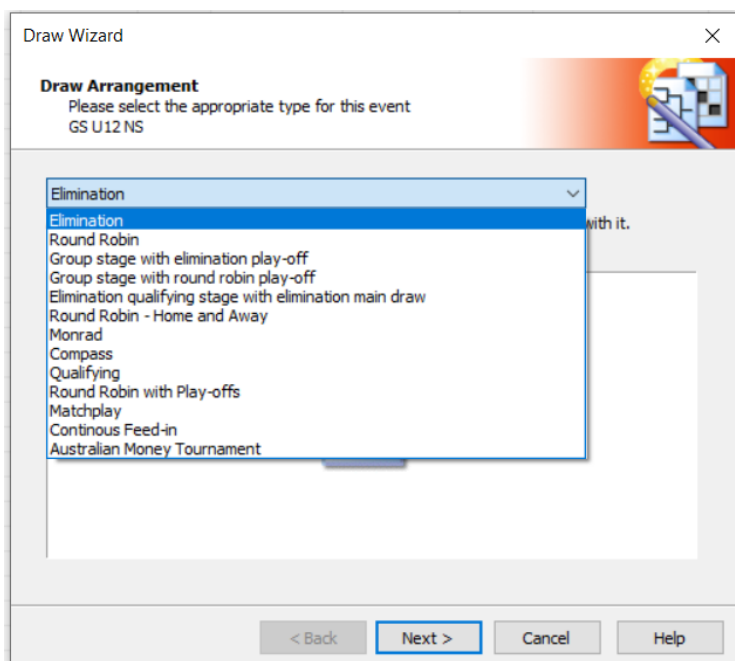
MAKING DRAWS IN TOURNAMENT PLANNER

System Generated Random Draws

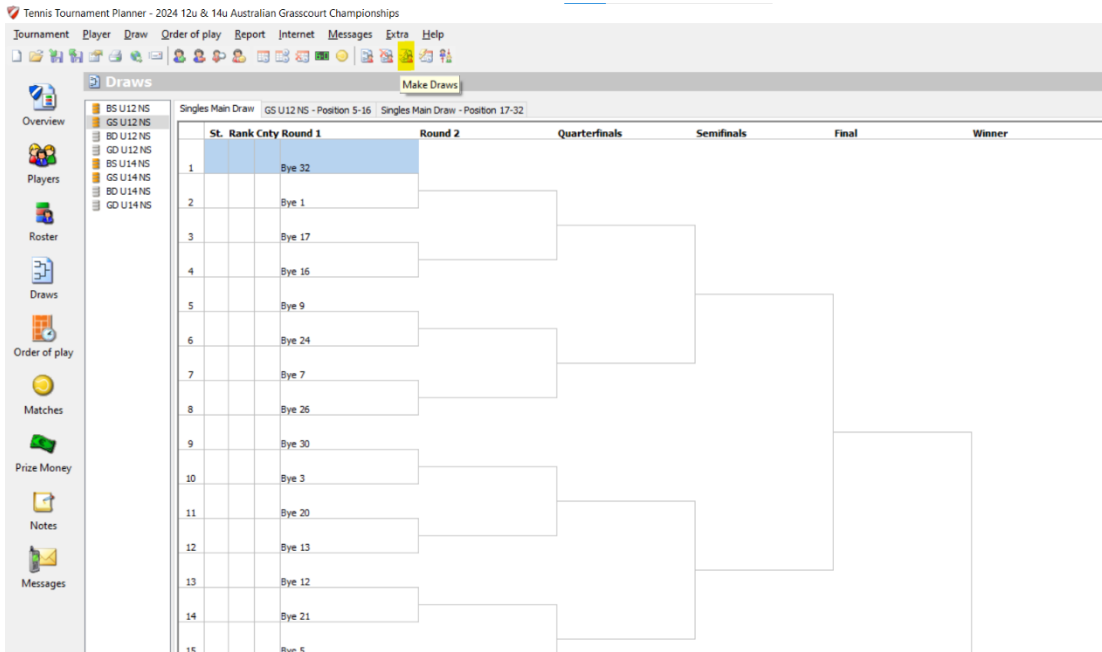
1. In the 'Roster' tab find the event you are adding a draw to and click 'Draws' → 'Add Draw'



2. Select the type of draw you are using → Click Next and follow the prompts.



- On the left-hand side click 'Draws' (make sure the event you are doing is highlighted), then press on the 'Make Draws' icon at the top right of the screen. (Highlighted in yellow)



Tennis Tournament Planner - 2024 12u & 14u Australian Grasscourt Championships

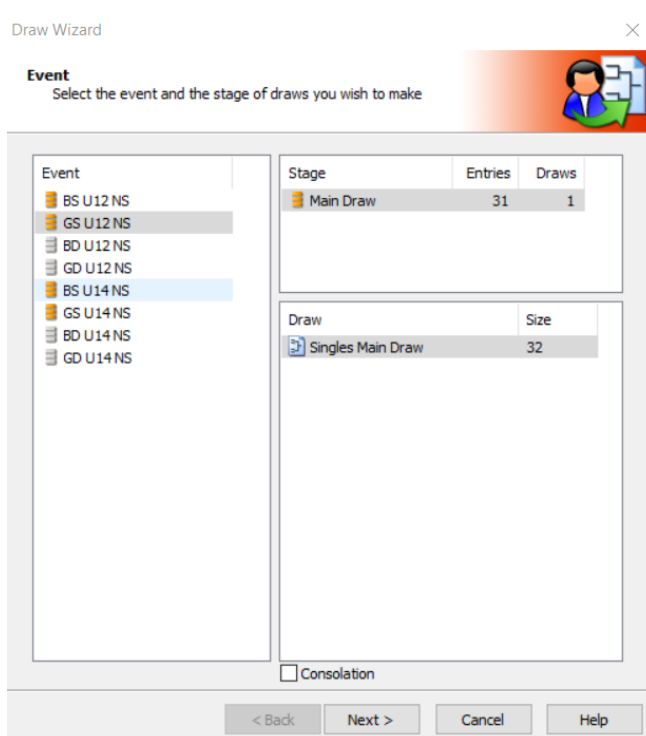
Tournament Player Draw Order of play Report Internet Messages Extra Help

Draws Make Draws

Singles Main Draw GS U12 NS - Position 5-16 Singles Main Draw - Position 17-32

St.	Rank	Cnty	Round 1	Round 2	Quarterfinals	Semifinals	Final	Winner
1			Bye 32					
2			Bye 1					
3			Bye 17					
4			Bye 16					
5			Bye 9					
6			Bye 24					
7			Bye 7					
8			Bye 26					
9			Bye 30					
10			Bye 3					
11			Bye 20					
12			Bye 13					
13			Bye 12					
14			Bye 21					
15			Bye 5					

- Select the event and the stage of draws → next.



Draw Wizard

Event
Select the event and the stage of draws you wish to make

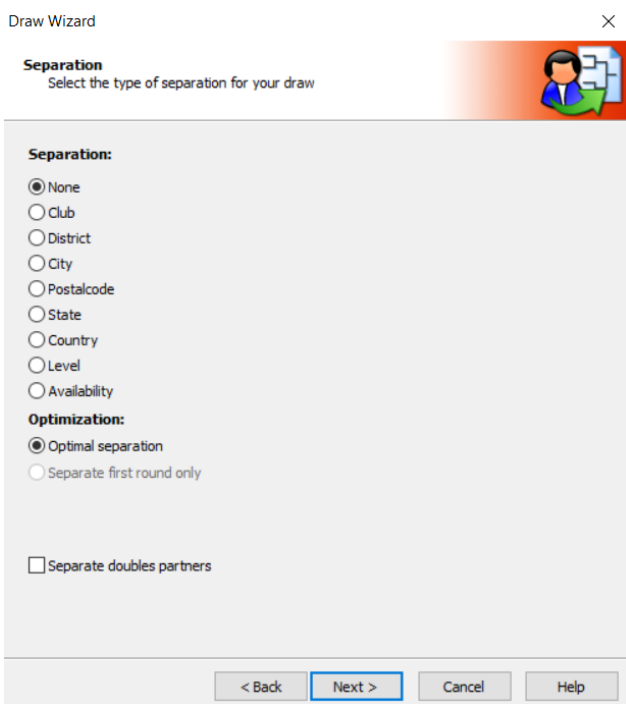
Event	Stage	Entries	Draws
BS U12 NS	Main Draw	31	1

Draw	Size
Singles Main Draw	32

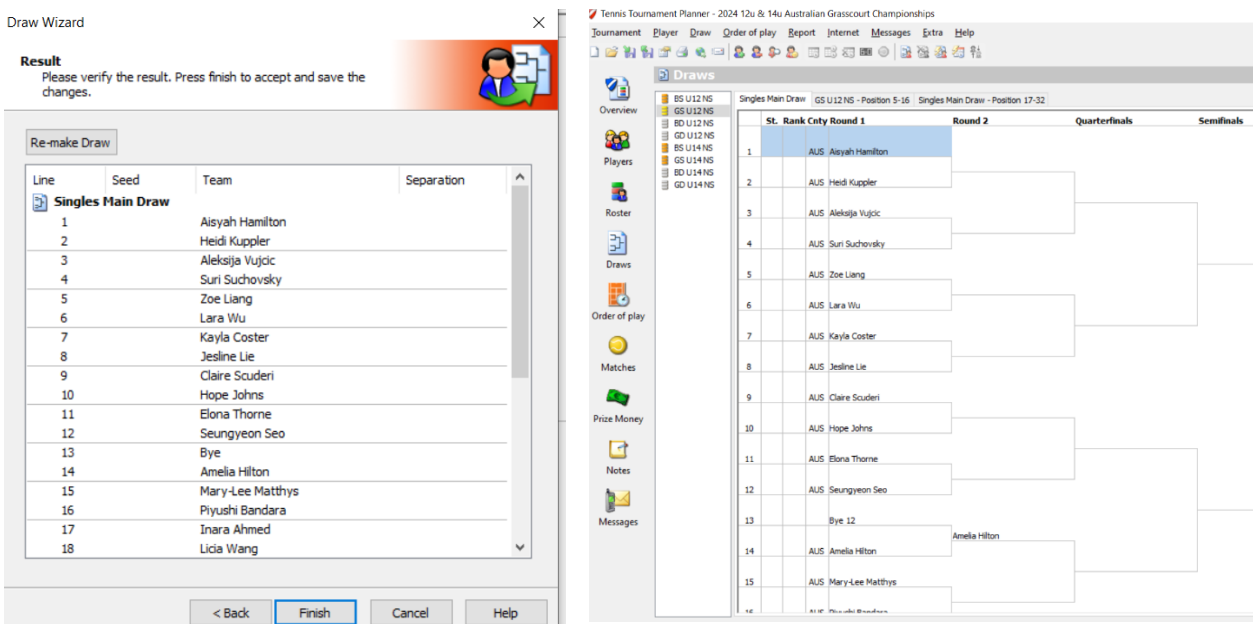
Consolation

< Back Next > Cancel Help

5. Select if you want Draw Separation

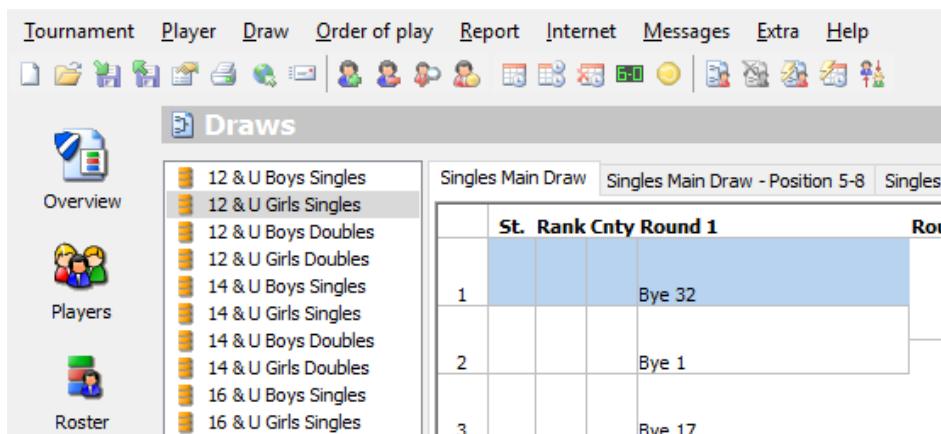


6. Seeds will be placed on their specific lines and everyone else will be randomly placed.



MANUALLY PLACE PLAYERS IN SPECIFIC DRAWERS AND LINES (AUSTRALIAN COMPETITIVE PLAY EVENTS CANNOT USE THIS METHOD)

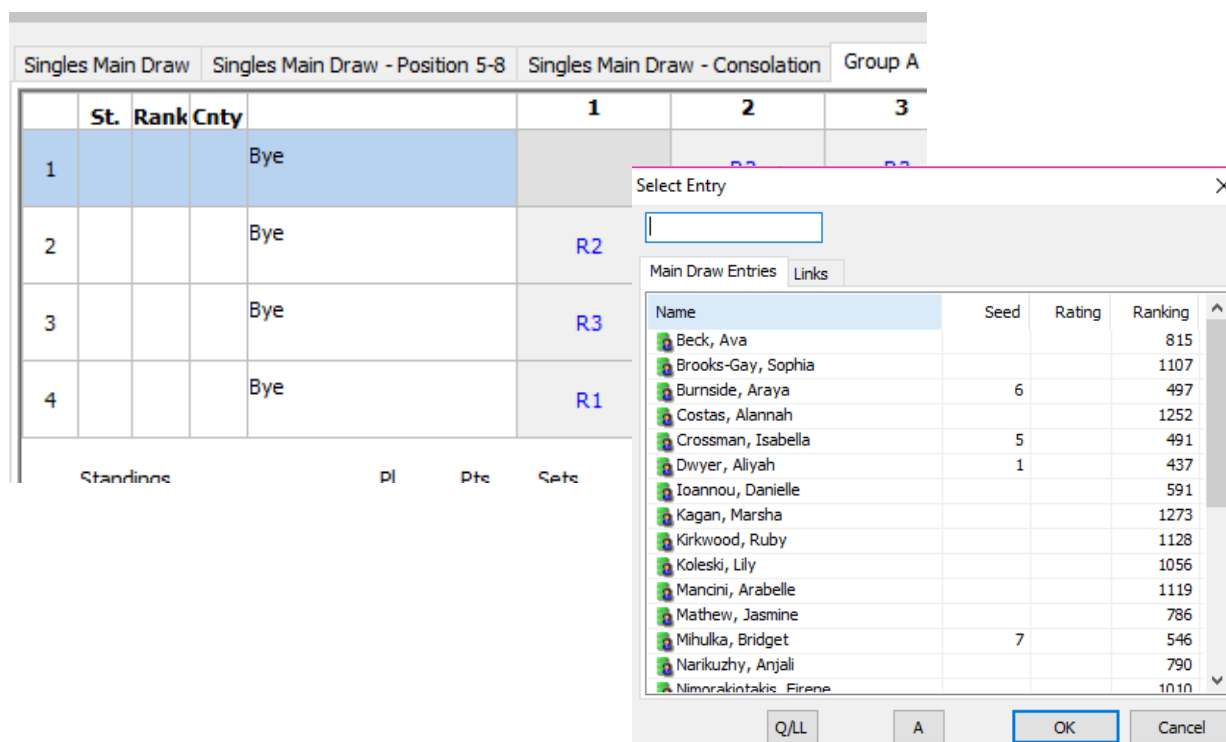
1. Click Draw on the left-hand side menu.



The screenshot shows the 'Draws' menu with various tournament categories. The 'Singles Main Draw' table is visible, showing a list of lines with 'Bye' entries.

	St.	Rank	Cnty	Round 1	Rot
1				Bye 32	
2				Bye 1	
3				Bye 17	

2. Double-click on the line you want to enter a player and select player you want to put on that line and click Ok.



The screenshot shows the 'Singles Main Draw' table with a 'Select Entry' dialog box open. The dialog box displays a list of players with their names, seeds, ratings, and rankings.

St.	Rank	Cnty	1	2	3
1			Bye		
2			Bye	R2	
3			Bye	R3	
4			Bye	R1	

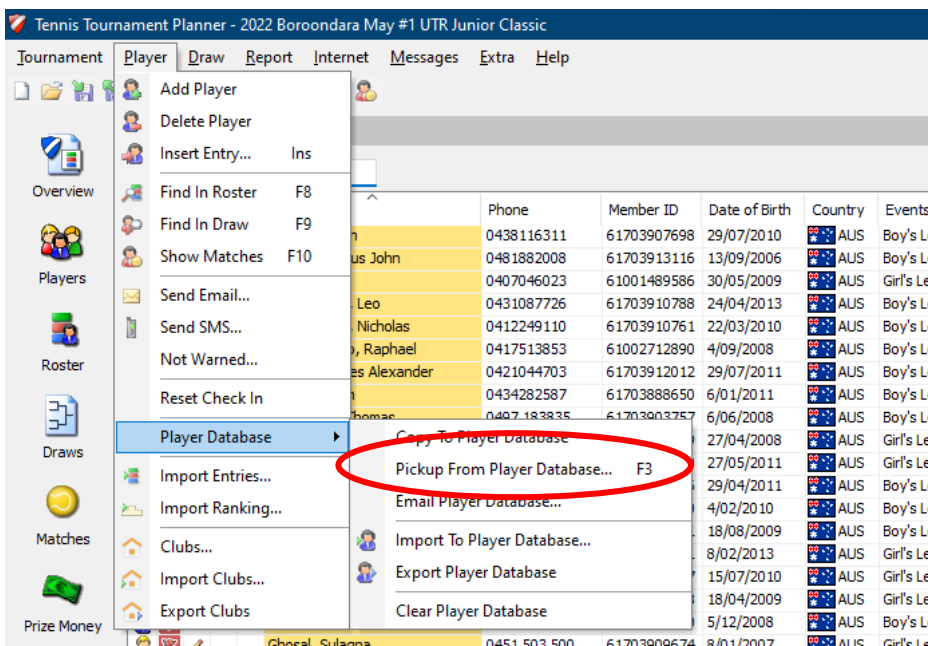
Name	Seed	Rating	Ranking
Beck, Ava			815
Brooks-Gay, Sophia			1107
Burnside, Araya	6		497
Costas, Alannah			1252
Crossman, Isabella	5		491
Dwyer, Aliyah	1		437
Ioannou, Danielle			591
Kagan, Marsha			1273
Kirkwood, Ruby			1128
Koleski, Lily			1056
Mancini, Arabelle			1119
Mathew, Jasmine			786
Mihulka, Bridget	7		546
Narikuzhy, Anjali			790
Nimrakintakis, Firene			1010

3. You can change between draws (For Round Robin) by clicking the draw tabs across the top

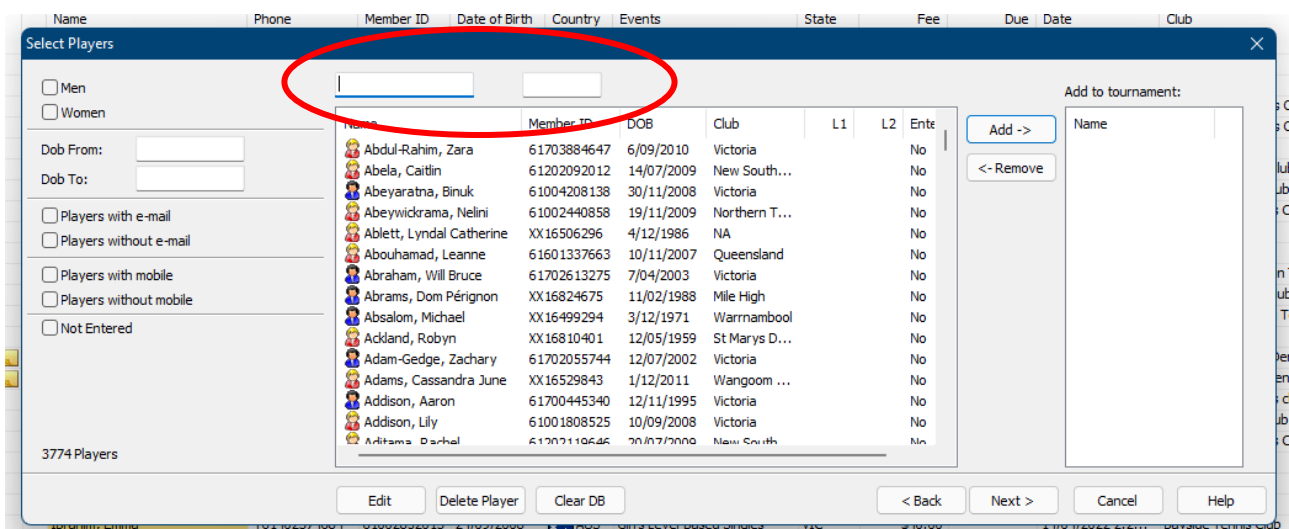
Boys Div 2 Finals		Group A	Group B	Group C	Group D
				1	2
1	Yishan Feng			R2	R3
2	Caleb Tiong	R2		R1	R3
3	Saheb Waraich	R3	R1		R2
4	Ralf Tobey Cruz	R1	R3	R2	
Standings		Pl.	Pts	Sets	Games
1	Yishan Feng	0	0	0 - 0	0 - 0
1	Caleb Tiong	0	0	0 - 0	0 - 0

PICKING UP FROM PLAYER DATABASE

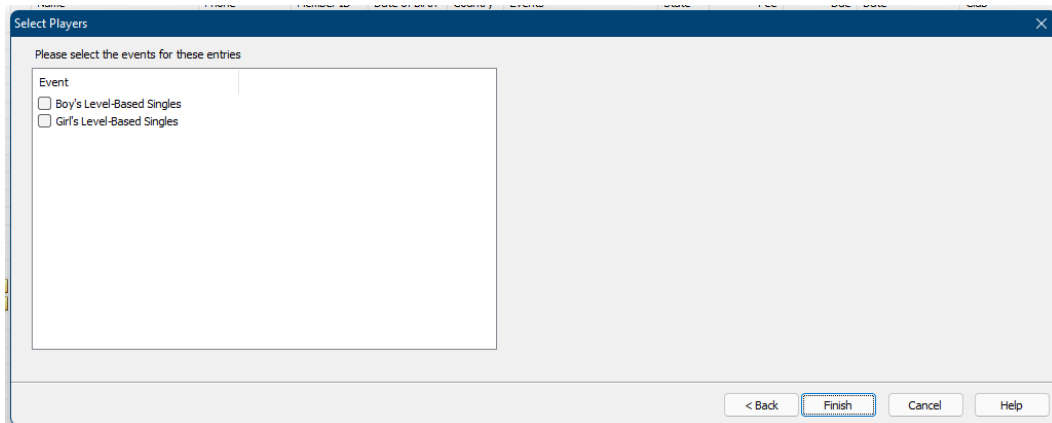
You can easily pickup players stored in the player database for a new tournament.
 Select Player -> Player Database -> Pickup From Player Database from the main menu or press [F3]



Search Players Name à Select Player à Add à Select Events à Finish
 You can also search by Member ID



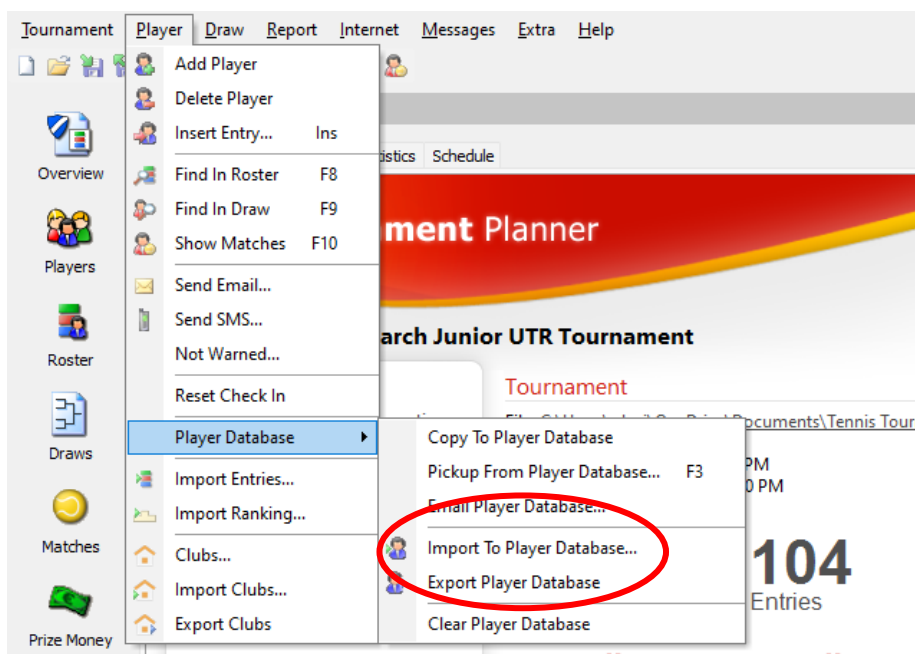
You can select an event for the players if you like. Click [Finish] to add the selected players to your tournament (and add the selected event(s)). Check if personal data like contact details have changed.



Importing to Database

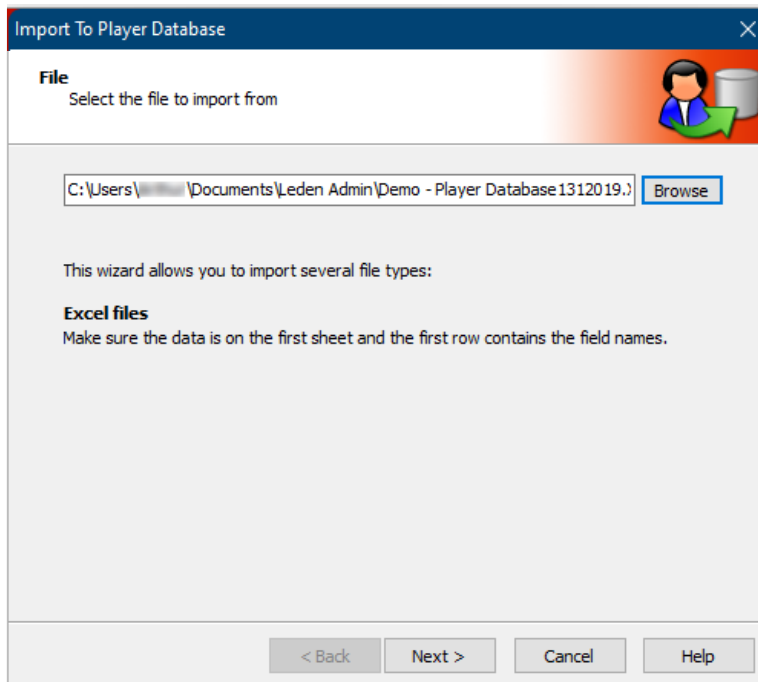
You can also import data from your member administration. Export all the data of your member administration program to an Excel file. After that, these files can be imported into the player database.

1. Select Player → Player Database → Import to Player Database from the main menu.



Picking up from Player Database

2. Click on the [Browse] button to select the Excel file you want to import. Click Next to link the fields.



Import To Player Database

File
Select the file to import from

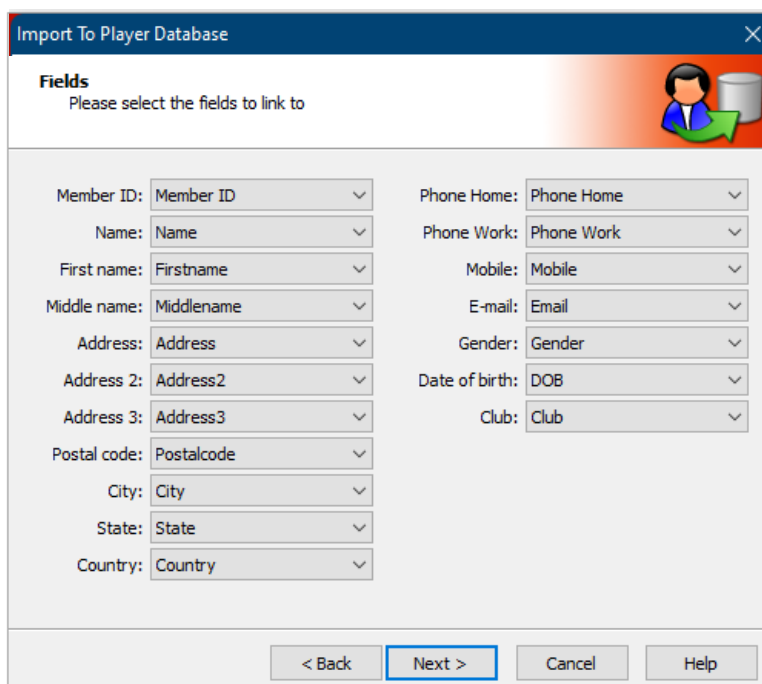
C:\Users\... \Documents\Leden Admin\Demo - Player Database1312019.1)

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

3. Now you can link the fields of your import file to the fields of Tournament Planner. Tournament Planner will try to create a link automatically using the field names (first row of the file). You can link the missing fields by hand. If all data is not present in your Excel file, then this won't appear in the player database of the Tournament Planner. Click on **Next** to continue.



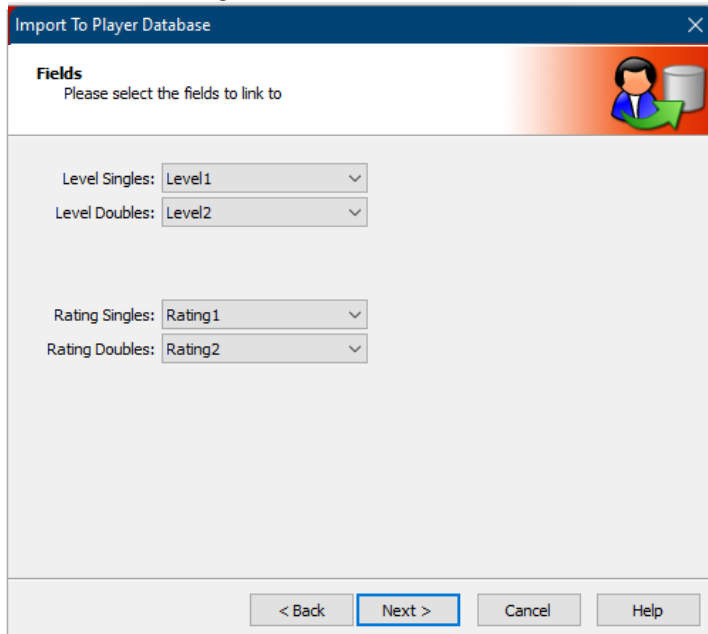
Import To Player Database

Fields
Please select the fields to link to

Member ID: <input type="text" value="Member ID"/>	Phone Home: <input type="text" value="Phone Home"/>
Name: <input type="text" value="Name"/>	Phone Work: <input type="text" value="Phone Work"/>
First name: <input type="text" value="Firstname"/>	Mobile: <input type="text" value="Mobile"/>
Middle name: <input type="text" value="Middlename"/>	E-mail: <input type="text" value="Email"/>
Address: <input type="text" value="Address"/>	Gender: <input type="text" value="Gender"/>
Address 2: <input type="text" value="Address2"/>	Date of birth: <input type="text" value="DOB"/>
Address 3: <input type="text" value="Address3"/>	Club: <input type="text" value="Club"/>
Postal code: <input type="text" value="Postalcode"/>	
City: <input type="text" value="City"/>	
State: <input type="text" value="State"/>	
Country: <input type="text" value="Country"/>	

< Back **Next >** Cancel Help

4. If the level and rating are available these can be added in the Player Database. Click **[Next]** to continue



Import To Player Database

Fields
Please select the fields to link to

Level Singles: Level1

Level Doubles: Level2

Rating Singles: Rating1

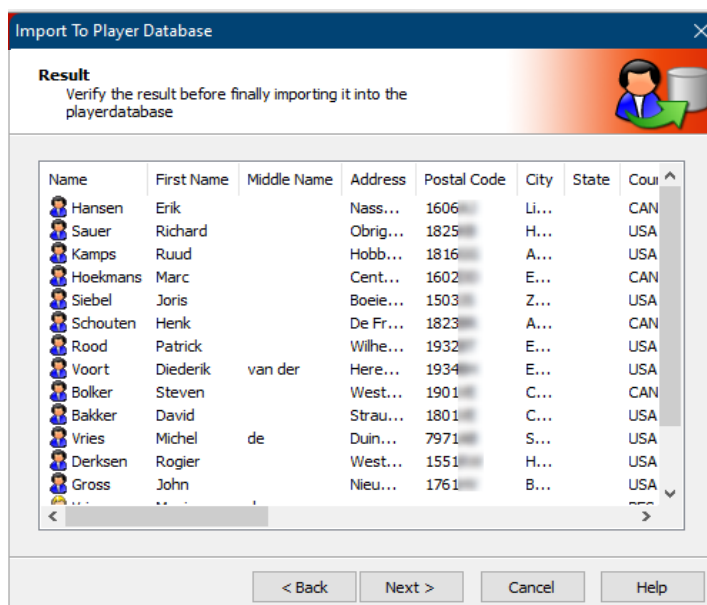
Rating Doubles: Rating2

< Back **Next >** Cancel Help

5. 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 into the player database.

Note:

- 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.



Import To Player Database

Result
Verify the result before finally importing it into the playerdatabase

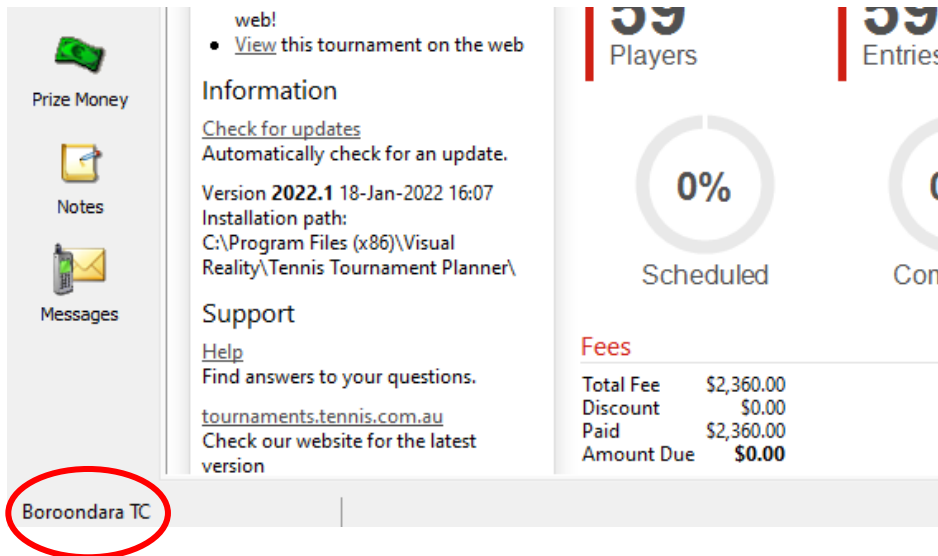
Name	First Name	Middle Name	Address	Postal Code	City	State	Cou
Hansen	Erik		Nass...	1606	Li...		CAN
Sauer	Richard		Obrig...	1825	H...		USA
Kamps	Ruud		Hobb...	1816	A...		USA
Hoekmans	Marc		Cent...	1602	E...		CAN
Siebel	Joris		Boeie...	1503	Z...		USA
Schouten	Henk		De Fr...	1823	A...		CAN
Rood	Patrick		Wilhe...	1932	E...		USA
Voort	Diederik	van der	Here...	1934	E...		USA
Bolker	Steven		West...	1901	C...		CAN
Bakker	David		Strau...	1801	C...		USA
Vries	Michel	de	Duin...	7971	S...		USA
Derksen	Rogier		West...	1551	H...		USA
Gross	John		Nieu...	1761	B...		USA

< Back **Next >** Cancel Help

If needed, add players from database to tournament

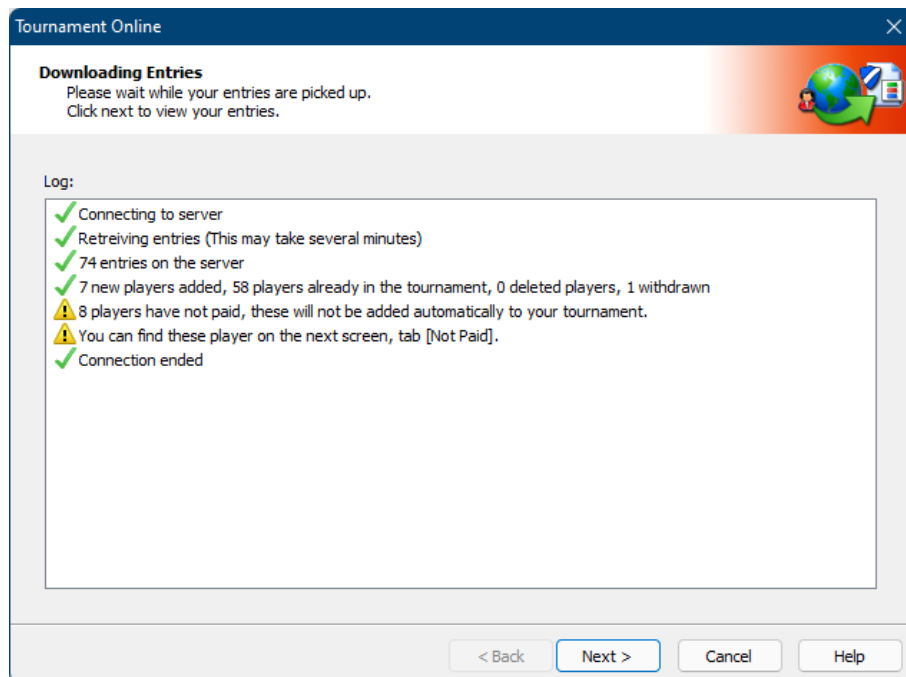
PUBLISHING ENTRIES ONLINE

Open Tournament Planner and your event and ensure that it is registered in the bottom left-hand corner with your club license.



Go to: **Internet > Entries.**

Click **Next** and Tournament Planner will begin to download the online entries





The next window will provide you with options;








1. The first tab will include all new entries (you can download them all or uncheck any you wish to not include)
2. Existing entries will be shown in the second tab
3. Any online withdrawals will be shown in the third tab
4. Any entries made but not paid will be shown in the last tab (you can choose whether you would like to accept or not accept these)

✕
Tournament Online

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
Withdrawn
Not Paid

Name	Member ID	Events	G	DOB	Club	Co..
<input checked="" type="checkbox"/>  Ahuja, Prnav	61003220290	Boy's Level-Based Singles	M	24/04/2007	MCC Glen I...	AUS
<input checked="" type="checkbox"/>  Dhindsa, Gavy	61703891570	Boy's Level-Based Singles	M	27/04/2014	Hume	AUS
<input checked="" type="checkbox"/>  Dogra, Aditiya	61703885880	Boy's Level-Based Singles	M	14/06/2011	Dandenong	AUS
<input checked="" type="checkbox"/>  Kallon, Sia Margret	61703910746	Girl's Level-Based Singles	F	21/11/2007	Delahey	AUS
<input checked="" type="checkbox"/>  Papaioannou, Eva	61703907868	Girl's Level-Based Singles	F	2/07/2007	Green gully...	AUS
<input checked="" type="checkbox"/>  Shen, Joanna	61703864069	Girl's Level-Based Singles	F	24/08/2010	Canterbur...	AUS
<input checked="" type="checkbox"/>  Thakur, Aditya	61703867009	Boy's Level-Based Singles	M	21/10/2010	Greythorn ...	AUS

< Back
Finish
Cancel
Help

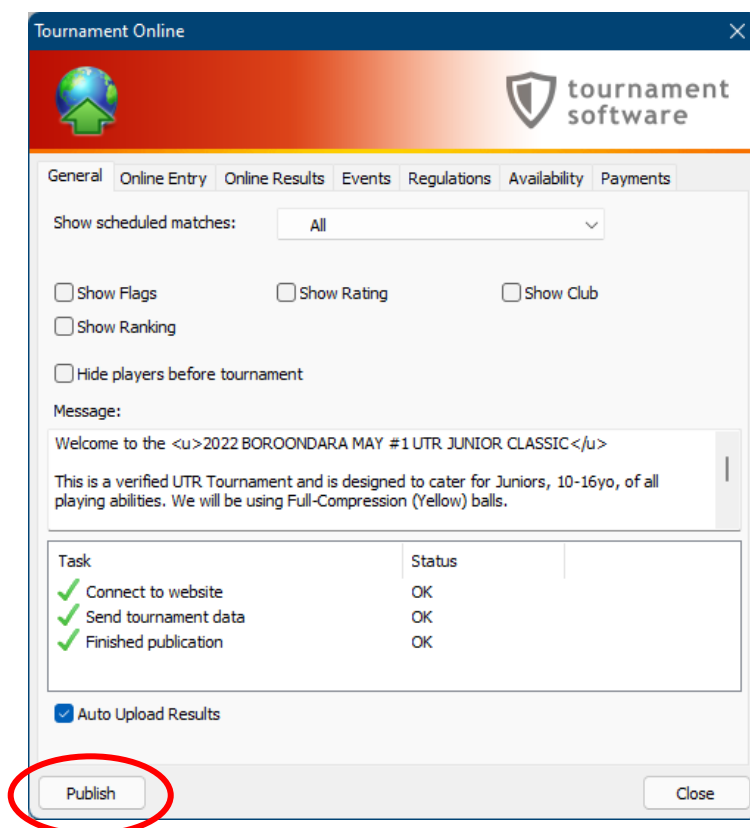
Press **Finish** and all will be added to your Tournament Planner file.

The next step is to publish all entries online.

Go to; **Internet > Publish**



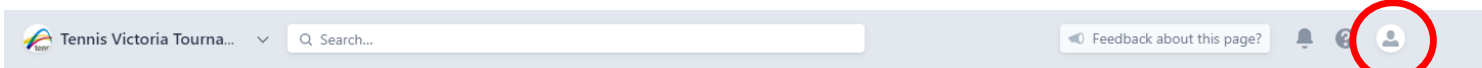
As you have already published your event, all details should be filled in. Press **Publish** again and it should update all the players online in the appropriate events.



RECEIVE STRIPE EMAILS

Setting up Stripe Emails

1. Log into STRIPE
2. Click the Profile button on the top right-hand corner, then select “Profile”



3. Scroll down to Communication preferences > Click on “Update your communication preferences here”
4. Select the tick box for Successful Payments or other required Emails then click save

[Profile >](#)

Communication preferences

Your communication preferences will only apply to [redacted] [Apply to all accounts.](#)

[Payments](#) [Payouts](#) [Connected accounts](#) [General](#) [Balances](#) [API alerts and actions](#) [Product updates](#)

Payments

	Email	SMS	Mobile push
<input type="checkbox"/> Disputes Receive a notification if a payment is disputed by a customer and for dispute resolutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fraudulent payments Receive a notification if Radar detects a fraudulent payment on your account.	<input type="checkbox"/>		
<input type="checkbox"/> Invoice mispayments Receive a notification if a customer sends an incorrect amount to pay their invoice.	<input type="checkbox"/>		
<input type="checkbox"/> Payment reviews Receive a notification if a payment is marked as being an elevated risk by Stripe or a custom rule.	<input type="checkbox"/>		
<input type="checkbox"/> Successful payments Receive a notification for every successful payment.	<input type="checkbox"/>		

REGISTERING TOURNAMENT PLANNER SOFTWARE

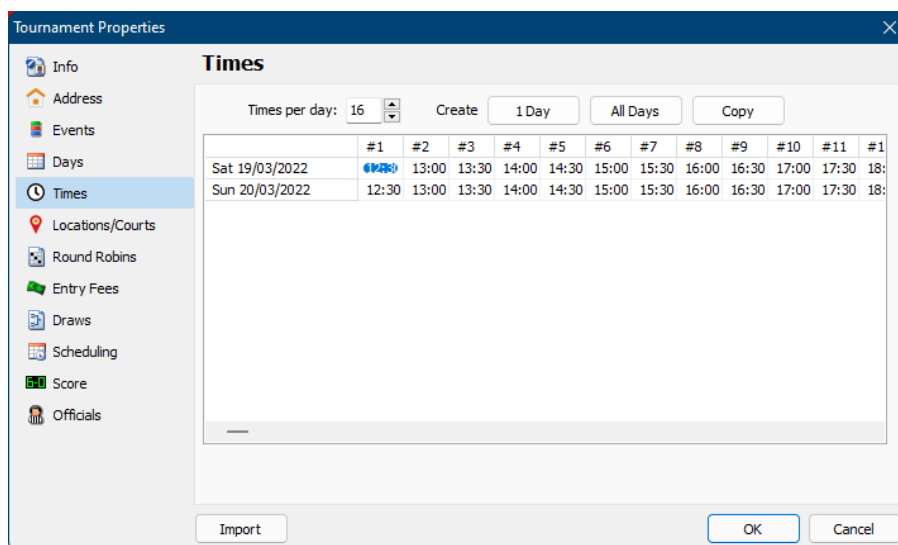
Please use these steps to install and register TOURNAMENT PLANNER:

1. Save the TP license file to your computer (please note you cannot open this file directly).
2. You can download the software from the Tournament Software website: Tournamentsoftware.com - [Download](#)
3. Once the download has finished, you can start the installation.
4. Install the software by following the instructions on your screen.
5. After installation, start Tournament Planner.
6. You can choose between 'View demo' and 'Register'. Select 'Register' to register the software.
7. You will now be asked for the location of the license file saved in the first step.
8. You will see a notification that you are now using the registered version of the software

SCHEDULING AN EVENT

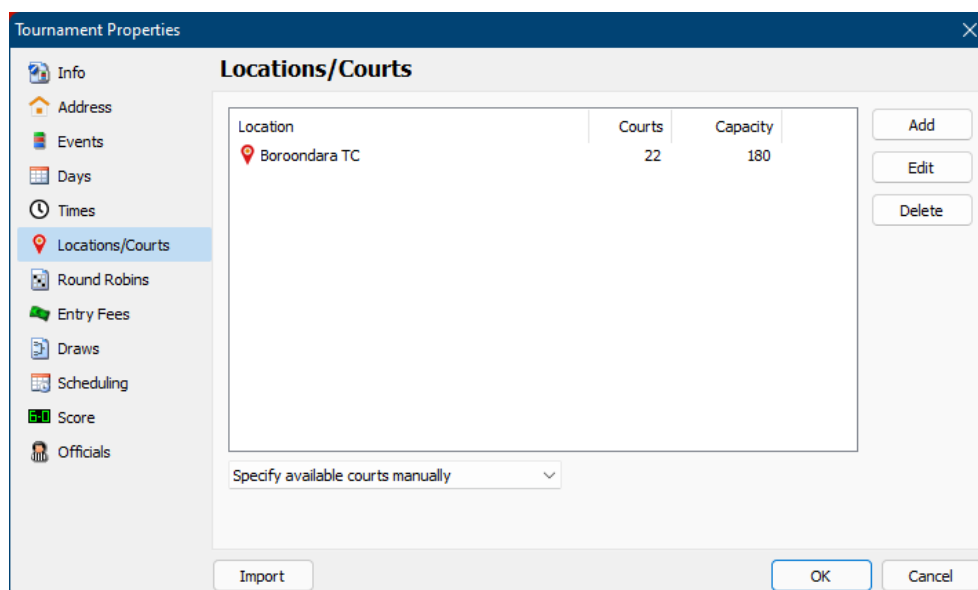
Adding Time Slots

- Open Tournament Properties on the Overview Page
- Click “Times” Tab
- Increase times per day if needed.
- 30 min time slots are recommended to match Garman Table

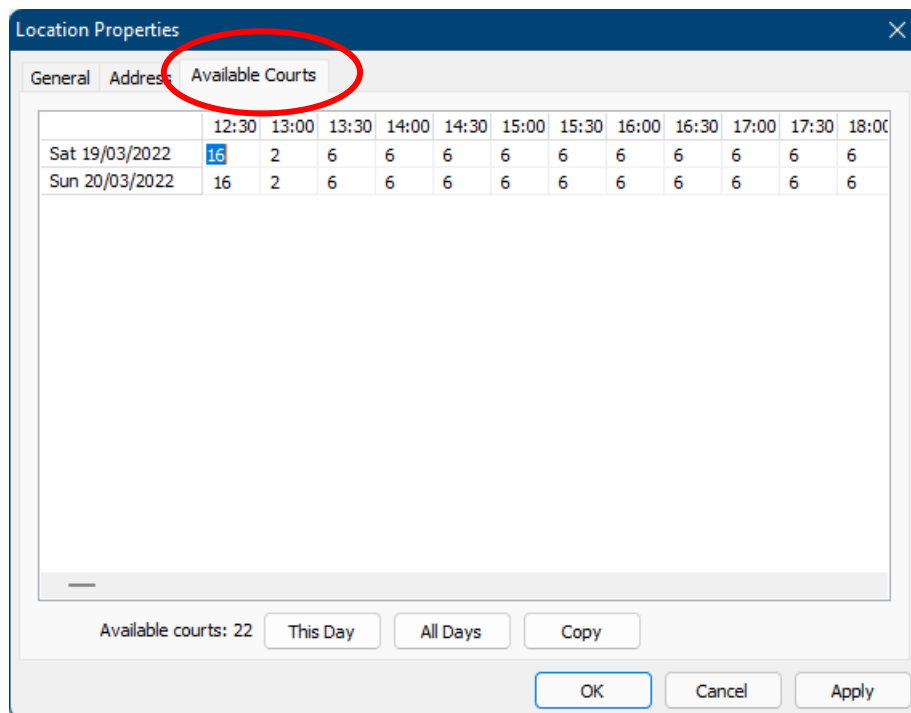


Courts Per Time Slot

Click “Locations/Courts” Tab and double-click on applicable Location (Venue)



- Select “Available Courts” tab
- Input how many courts for each time slot (Use the Garman Table for reference)
- Click “Copy” and the courts per time slot will copy for each day.
- Press OK
- Repeat for other venues (if you have more than 1)



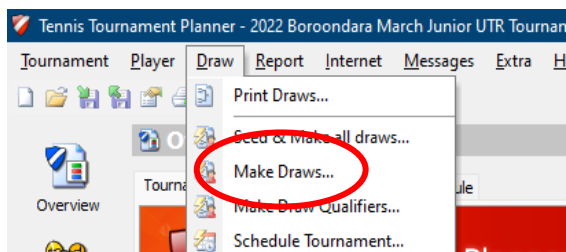
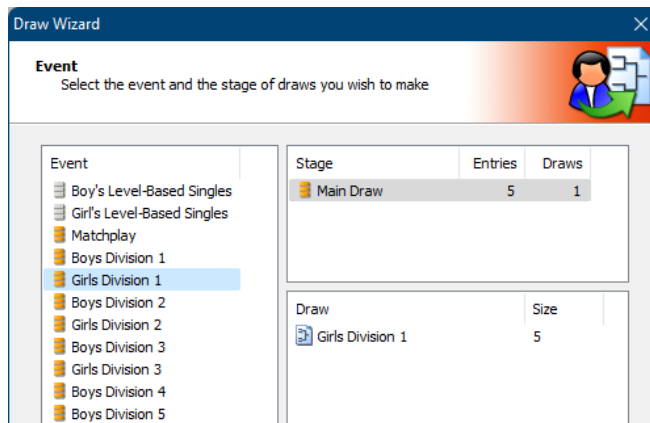
	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
Sat 19/03/2022	16	2	6	6	6	6	6	6	6	6	6	6
Sun 20/03/2022	16	2	6	6	6	6	6	6	6	6	6	6

Available courts: 22 This Day All Days Copy

OK Cancel Apply

MAKING DRAWS

- Click “Draw” on the Menu Bar -> “Make Draws...”
- Select which draw you wish to create and then click through the steps

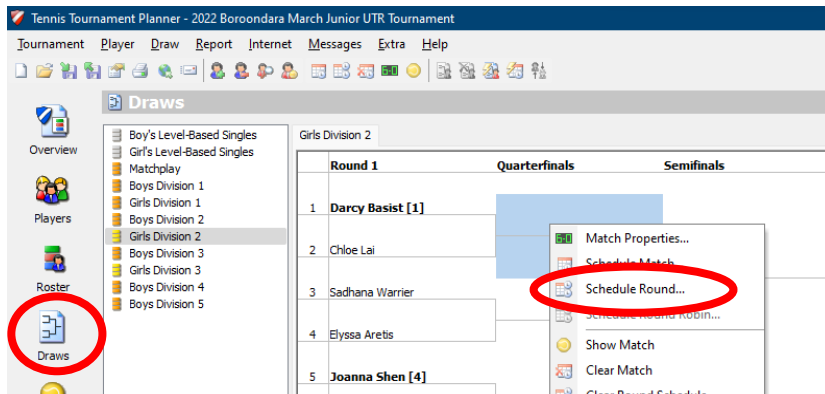



Event	Stage	Entries	Draws
Girls Division 1	Main Draw	5	1

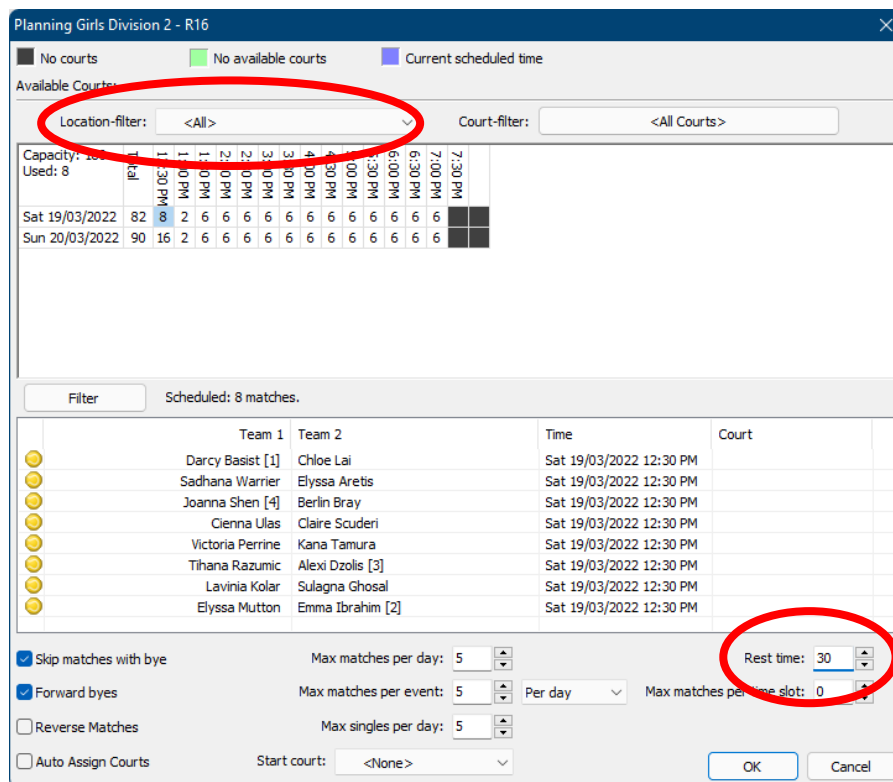
Draw	Size
Girls Division 1	5

SCHEDULE BY ROUND

- On the “Draws” tab of TP, select which draw you want to schedule
- Right Click round to be scheduled and select “Schedule Round...”

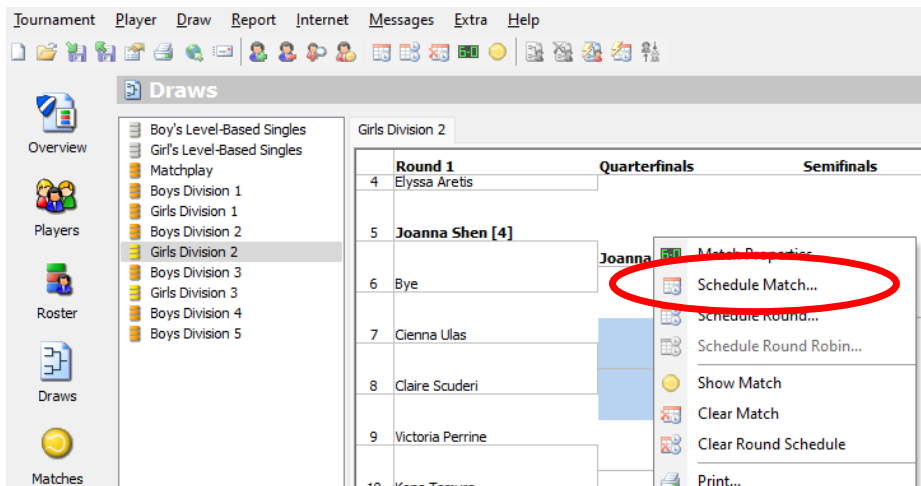


- Change Rest time to minimum desired time between each player’s scheduled matches (This only needs to be done once)
- Select Location (Venue) if using multiple venues and time slot on correct day.
- If using just one venue select time slot on correct day.
- Software will automatically fill the time slots in accordance with courts availability.
- Press Ok
- Repeat for further rounds/ events / venues

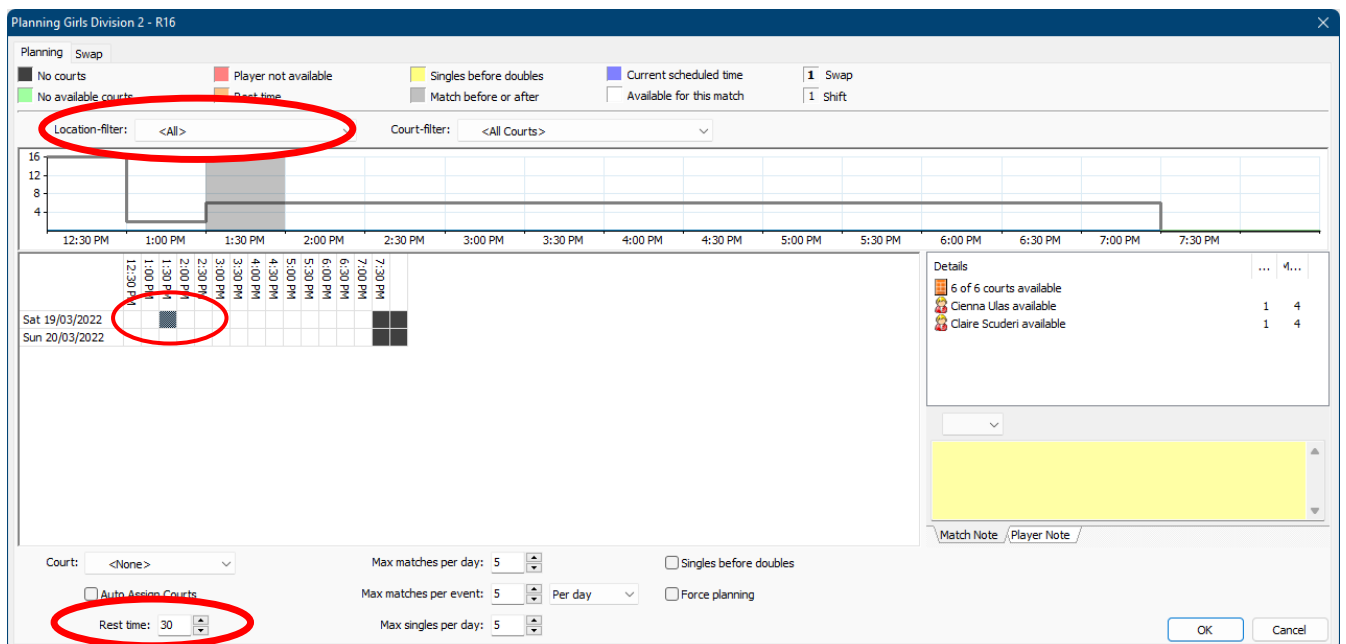


SCHEDULE MATCHES INDIVIDUALLY

- Select which draw you want to schedule
- Right Click “Schedule Match...”



- Change Rest time to minimum desired time between each player’s scheduled matches (This only needs to be done once)
- Select Location (venue) if using multiple venues
- Select time slot on correct day.
- Software will automatically fill the time slots in accordance with courts availability.
- Press Ok
- Repeat for all necessary matches

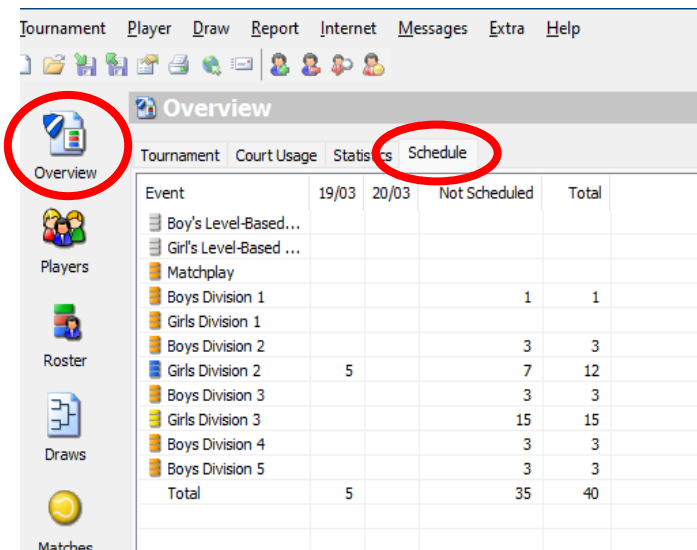


Check Schedule Overview

Scheduling an Event

In tournaments overview you can check how many matches you have scheduled each day and how many you are yet to schedule.

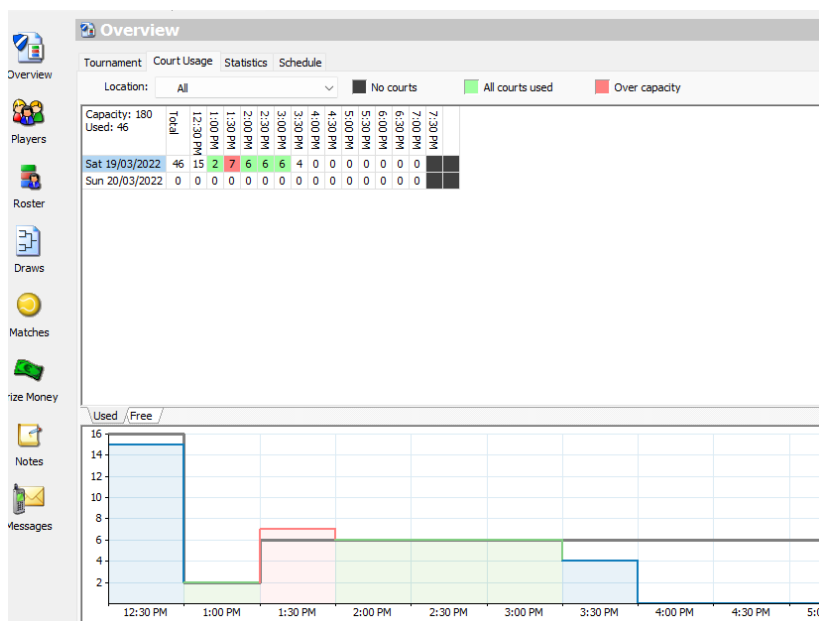
- On TP Overview select the “Schedule” Tab
- View schedule by day



Event	19/03	20/03	Not Scheduled	Total
Boy's Level-Based...				
Girl's Level-Based ...				
Matchplay				
Boys Division 1			1	1
Girls Division 1				
Boys Division 2			3	3
Girls Division 2	5		7	12
Boys Division 3			3	3
Girls Division 3			15	15
Boys Division 4			3	3
Boys Division 5			3	3
Total	5		35	40

Court Usage

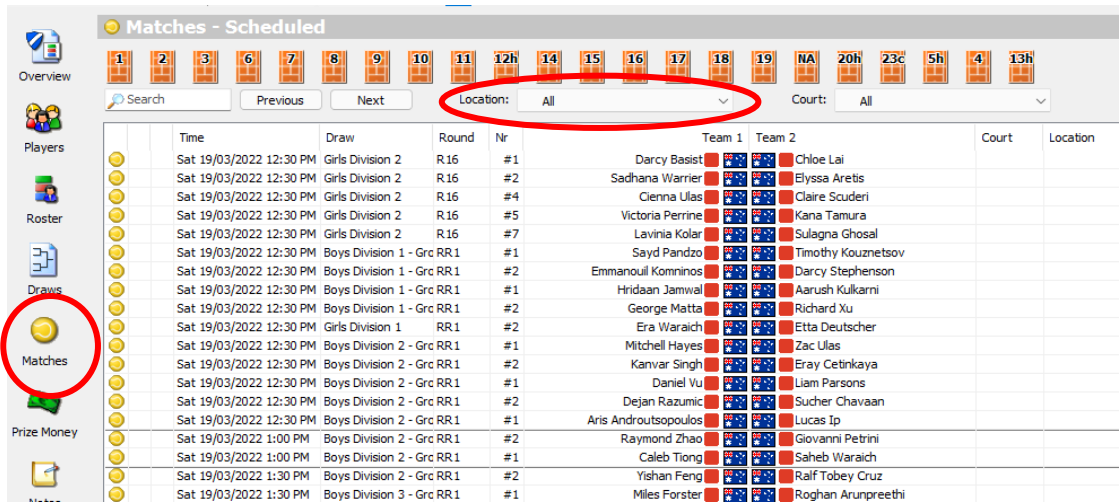
- On TP Overview select the “Court Usage” Tab
- Look at the graph at the bottom and see how you are tracking for courts in each time slot
- Red = Over Scheduled, Green = Correct Amount, Blue = Courts Available
- If using multiple venues, you can filter by location



Scheduling an Event

Check all Scheduled Matches

- Matches overview will show all your matches scheduled
- Filter by venue if needed



	Time	Draw	Round	Nr	Team 1	Team 2	Court	Location
	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#1	Darcy Basist	Chloe Lai		
	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#2	Sadhana Warrior	Elyssa Aretis		
	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#4	Cienna Ulas	Claire Scuderi		
	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#5	Victoria Perrine	Kana Tamura		
	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#7	Lavinia Kolar	Sulagna Ghosal		
	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1		#1	Sayd Pandzo	Timothy Kouznetsov		
	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1		#2	Emmanoul Komninos	Darcy Stephenson		
	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1		#1	Hridaan Jamwal	Aarush Kulkarni		
	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1		#2	George Matta	Richard Xu		
	Sat 19/03/2022 12:30 PM	Girls Division 1	RR1	#2	Era Waraich	Etta Deutscher		
	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1		#1	Mitchell Hayes	Zac Ulas		
	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1		#2	Kanvar Singh	Eray Cetinkaya		
	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1		#1	Daniel Vu	Liam Parsons		
	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1		#2	Dejan Razumic	Sucher Chavaan		
	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1		#1	Aris Androutsopoulos	Lucas Ip		
	Sat 19/03/2022 1:00 PM	Boys Division 2 - Grc RR1		#2	Raymond Zhao	Giovanni Petrini		
	Sat 19/03/2022 1:00 PM	Boys Division 2 - Grc RR1		#1	Caleb Tiong	Saheb Waraich		
	Sat 19/03/2022 1:30 PM	Boys Division 2 - Grc RR1		#2	Yishan Feng	Ralf Tobey Cruz		
	Sat 19/03/2022 1:30 PM	Boys Division 3 - Grc RR1		#1	Miles Forster	Roghan Arunpreethi		

OTHER IMPORTANT THINGS TO FACTOR IN

Scheduling an Event

MATCH LENGTHS

Best of three tie break sets

Average 90 minutes per match (Could be 100 minutes if played on clay due to watering and bagging)

Best of two sets

Average 75 minutes per match

Fast4 Match

Average 45 minutes per match

Short Set match

Average 55 minutes per match

MODIFYING THE SCHEDULE

- Required based on weather delays (rain or heat)
- If major changes are required, review the overall match plan before worrying about making changes in TP.
- Find a quiet place away from the event desk
- Plan to have a person responsible for coordinating the schedule and not have them undertake too many other tasks.
- Communicate on all channels (website, social media, email/SMS) a time when the revised schedule will be released and ensure it is delivered by then.

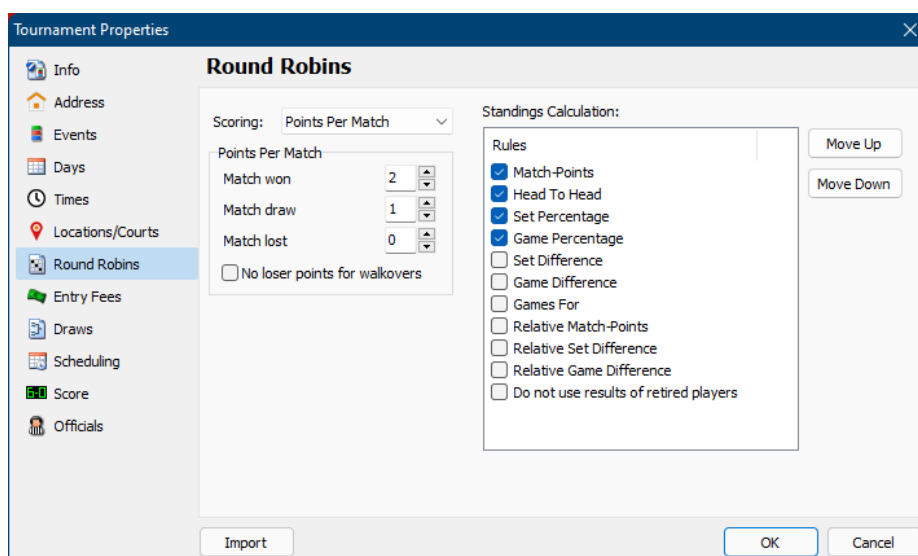
GENERAL

- Plan and schedule largest draws first
- Players generally prefer singles before doubles, but customer feedback is they are open to creativity here
- Consider the number of events you will allow a player to enter on your ability to create a friendly schedule – e.g., allowing players to enter 3 or 4 events will make scheduling an event difficult.
- Scheduling should ensure that all players are treated equally and receive adequate rest between matches
- Individual match times for each event should be posted at least one round ahead of play.
- Try to avoid, where possible, players having first and last matches on any day.

SETTING UP A ROUND ROBIN ON TOURNAMENT PLANNER

Tournament Properties

- Select the Round Robins tab. The following Rules should be ticked in the following order (rules can be moved up or down by clicking the buttons on the right-hand side):
 - ✓ Match-Points
 - ✓ Head-To-Head
 - ✓ Set Percentage
 - ✓ Game Percentage



Determining the Pool Winner – 2 athletes are tied

- The final standings of each group shall be determined by the first of the following methods that apply:
 - Greatest number of wins
 - Head-to-Head results if only two (2) athletes are tied.

Boys Division 3		Group A	Group B					
	Rat.			1	2	3	4	5
1	2.4800	A. Androutsopoulos [1]			6-3 6-3	6-3 6-3	6-1 6-1	6-0 6-1
2	1.7100	Bo Yu Zhu [4]	3-6 3-6			2-6 4-6	2-6 6-2 [7-10]	3-6 6-3 [11-9]
3	1.1900	Tristan Blackwell Sass	3-6 3-6	6-2 6-4			2-6 6-3 [13-11]	6-3 2-6 [2-10]
4	1.6300	Lucas Lee	1-6 1-6	6-2 2-6 [10-7]	6-2 3-6 [11-13]			0-6 2-6
5		Benji Trcek	0-6 1-6	6-3 3-6 [9-11]	3-6 6-2 [10-2]		6-0 6-2	

Standings	Pl.	Pts	Sets	Games
1 Aris Androutsopoulos	4	8	8 - 0	48 - 15
2 Benji Trcek	4	4	5 - 5	32 - 32
3 Tristan Blackwell Sass	4	4	5 - 5	35 - 37
4 Lucas Lee	4	2	3 - 7	22 - 41
5 Bo Yu Zhu	4	2	3 - 7	30 - 42

Here, Benji gets 2nd place due to his Head-to-Head win over

Determining the Pool Winner – 3 athletes are tied

3. The final standings of each group shall be determined by the first of the following methods that apply:
 - Greatest number of wins
 - Greatest number of matches played.
 1. If 3 athletes each have one win, an athlete that has played less than all three matches is automatically eliminated and the athlete advancing to the single elimination competition is the winner of the head-to-head match-up of the two athletes tied with 1-2 records, then
 2. Highest percentage of sets won (sets won against sets played); then
 3. Highest percentage of games won (games won against games played)

Boys Div 2 Finals		Group A	Group B	Group C	Group D
		1	2	3	4
1	Giovanni Petrini		2-6 6-4 [4-10]	4-6 6-2 [10-8]	6-3 1-6 [10-7]
2	Ralf Tobey Cruz	6-2 4-6 [10-4]		4-6 6-7(4)	1-6 6-4 [10-5]
3	Mitchell Hayes	6-4 2-6 [8-10]	6-4 7-6(4)		7-5 6-2
4	Aris Androutsopoulos	3-6 6-1 [7-10]	6-1 4-6 [5-10]	5-7 2-6	

Standings	Pl.	Pts	Sets	Games
1 Mitchell Hayes	3	4	5 - 2	34 - 28
2 Giovanni Petrini	3	4	5 - 4	27 - 28
3 Ralf Tobey Cruz	3	4	4 - 4	29 - 31
4 Aris Androutsopoulos	3	2	2 - 2	26 - 28

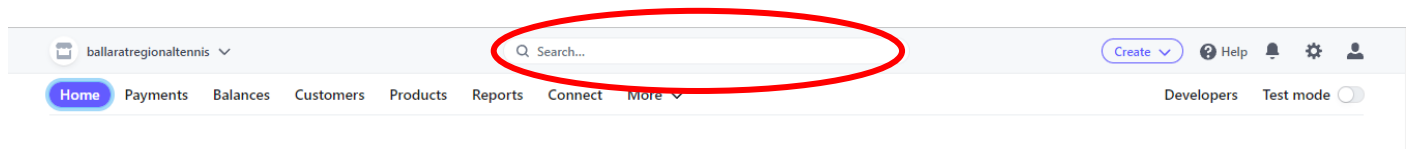
If 1,2 or 3 (above) produce one superior athlete (first place) or one inferior athlete (third place), and the two remaining athletes are tied, the tie between those two athletes shall be broken by the head-to-head result.

If ties still exist after the above procedures, the Tournament Committee shall make the final determination.

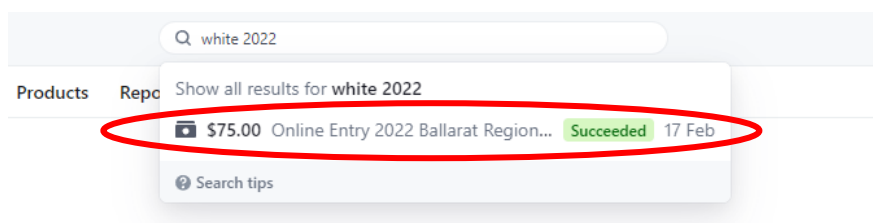
In applying the tie-breaking procedures, a conduct default or retirement shall count as a win or loss. However, games won or lost in matches with the defaulting or retiring athletes shall not be counted in the application of point 3 (percentage of games won) above.

STRIPE REFUNDS

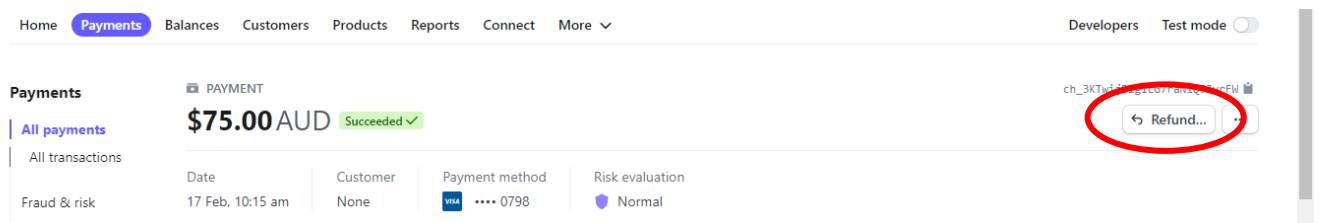
1. Log In to your Stripe Account
2. Search at the top by player's name and year if necessary



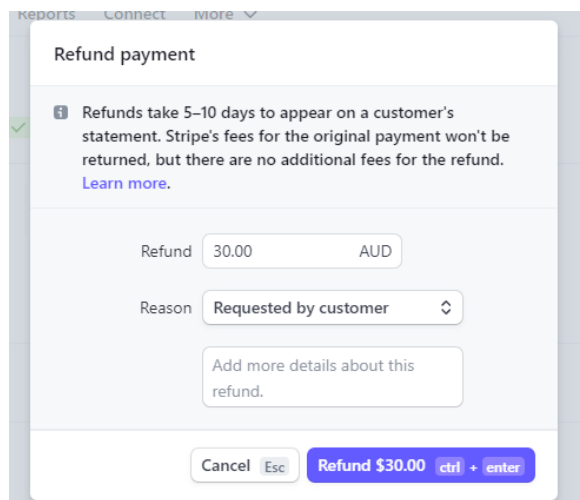
3. Select payment needing refund by clicking correct result



4. Ensure it's the correct player and event in "Payment Details" and click "Refund"



5. Input amount to be refunded, reason and other details if necessary and click "Refund".



A screenshot of the Stripe "Refund payment" form. The form includes a warning message: "Refunds take 5-10 days to appear on a customer's statement. Stripe's fees for the original payment won't be returned, but there are no additional fees for the refund. Learn more." Below the message, there are input fields for "Refund" (30.00 AUD) and "Reason" (Requested by customer). There is also a text area for "Add more details about this refund." At the bottom, there are "Cancel" and "Refund \$30.00" buttons.

****Refunds may take 5-10 days to appear on the customer's statement****