

## Processing the Rankings

Adult , Junior, and Senior rankings are updated every Tuesday, Wednesday, and Thursdays. Below is the process to ensure the tournaments are entered into the weekly rankings.

- Each Province must email [tournaments@tenniscanada.com](mailto:tournaments@tenniscanada.com) to notify TC if there are any tournaments to be entered each week, by the Monday or Wednesday before the rankings run at 1pm Eastern. If a tournament is not received by the Wednesday deadline, it will then go into next Tuesday ranking run.
  - Provinces need to send the [tc.tournamentsoftware.com](http://tc.tournamentsoftware.com) link so that TC Rankings Admin has the access to the tournament files.
  - TC Rankings Admin must confirm receiving the tournaments that the province sent for ranking and to let them know which day they will be going into the rankings run.
  - TC rankings Admin should check and make sure that the tournament type is set correctly.
    - In tournament planner Tournament Properties->Info Tab->Tournament Type It has become very important that
      - You set the tournament type properly and
        - Here are the settings:
          - National: Don't use it. It is for national events.
          - Provincial: Use it for all PTA Sanctioned events.
          - Regional: This is mostly for Quebec's regional events.
          - Community: For non-sanctioned Community events
          - Club: For non Sanctioned Club Events
          - Recreational: For non-sanctioned Recreational events
- TC Rankings Admin then goes to [tc.tournamentsoftware.com](http://tc.tournamentsoftware.com) ( you will need TC Admin rights to update the rankings) to do the following:
  - Once logged in, under your profile admin select the "Canada National Rankings" that you would like to update (i.e. junior, adult, senior)
  - On the login page that appears, enter the same login information as your member profile

### To add a tournament to the ranking run:

1. Click on the *tournaments* tab under the main heading
2. Click add tournament
3. Search the name of the tournament in the *find tournament* space, remember to make sure that the *from date* is set to before the tournament began
4. Once you find the tournament, click on the green plus sign next to the tournament and hit ok, this event should be added to the list under the *tournaments* tab.
5. Click on the *tournaments* tab and find the tournament from the list below. The "Control+f" function can be useful for finding your tournament here.
6. Click on the lightning bolt next to the tournament name, this will process the rank points

- Things to check:
  - i. That the players have been validated (i.e. that the points are being associated to the correct player profile). Any unvalidated players will show up during the process as “Player Name” has no member ID.
    1. If a player is unvalidated. Go to the tournament file and click “Tournament” then “Player Validation.”
    2. If the player cannot be found by the system, look up their profile on [tc.tournamentsoftware.com](http://tc.tournamentsoftware.com) and insert the correct ID in the tournament file, then go to “Player Validation” again.
    3. After all players are validated, re-publish the tournament and follow the processing steps again.
  - ii. That the points are correct based on age category and draw size, which can be verified at [www.rogersrankings.com](http://www.rogersrankings.com)
    1. If incorrect, these can be changed in the tournament file by clicking on “properties” then the “Events” tab. Then double click on each event and click the “Grading” tab. Insert the correct winner points there.
- If you are still experiencing these errors you can contact the province directly
- If you would like to delete the tournament from the rankings list click on the x next to the tournament name

Once all the tournaments for that update have been processed:

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1. Click on the *rankings* tab under the main heading
2. Click add publication
3. Fill out the following fields:

*Publication Week:* Set to the current week (i.e. week 9)

*Start Week:* From the previous year, move one week forward (i.e. week 10)

*End Week:* Should also be the current week (i.e. week 9)

4. Click Save
5. Back on the main rankings page, click on the lightning bolt next to the week to process the ranking
6. Once processed click on the globe symbol next to the week to make the event available to the public (you may want to use the preview option before doing this)
  - To hide a publication from the website, click on the globe again
  - Do not worry if the publication is not immediately available, it can take a few minutes to update.

After this process is completed the rankings should update online at [www.rogersrankings.com](http://www.rogersrankings.com) within

5-10 minutes.

A new publication will have to be created each Tuesday. The Thursday update can be completed by reprocessing the same weeks update a second time.

To do this: Remove the rank update from the public view. Click the lightning bolt to reprocess and make public again.

\*\*If tournaments are altered in any way/reprocessed after that week's rankings have run (i.e. change in player id, points, etc.) each week from the tournament date until the current week will have to be reprocessed.

### **After the Above is Done (On Thursday Ranking Run only)**

The below needs to be done to ensure rankings are correct to ensure seedings are correct for any upcoming adult tournaments.

Go to : <http://rogersrankings.ca/TCStatsAdmin/#/> and follow instructions on the page to complete steps 1 through 4.