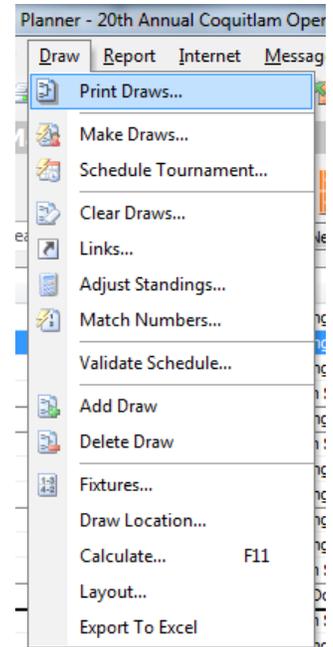
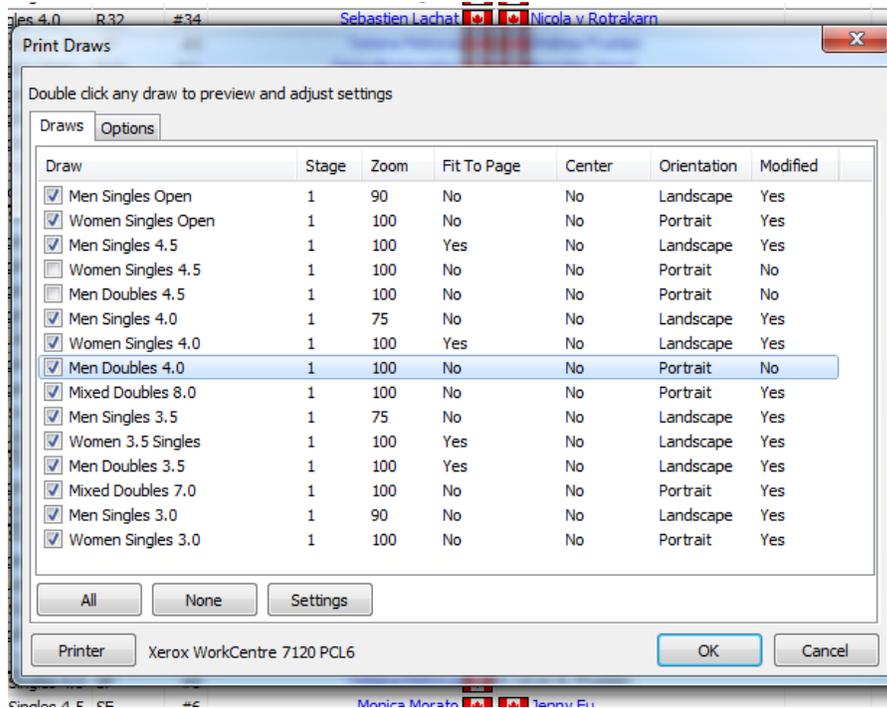


Printing a document for your tournament

- Draws
 1. Click Draw on the top horizontal tool bar and click Print Draw from the list of tasks.

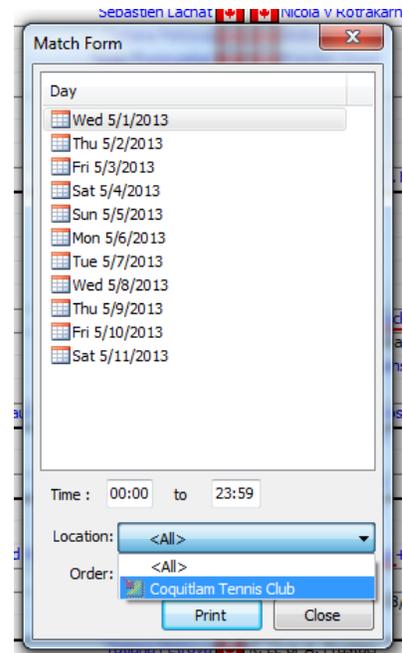
Or click Report and slide your cursor to Draws and click Print Draws from the list of tasks.
Print Draw box will open.



2. Double click the event to edit the setting. You can choose to print in portrait or landscape for all the draws. You need to go through all the draws one by one. There is no short cut.
3. Click Printer button at the left bottom to edit the printer setting.
4. Click OK to print. Click Cancel to exit.
5. You can choose which particular draw you want to print. Or simply click all to print all the draws.

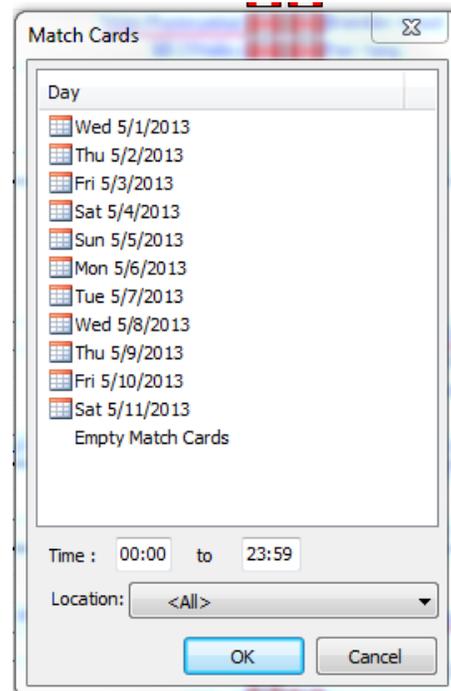
- Match Forms

1. Click Report and slide your cursor to Matches and click Match Forms. The Match Form box will open.
2. Click the match day which you want to print the Match Form.
3. Choose the location of the matches (if you are using multiple locations)
4. Click Print. This will give you a preview of the Match Forms.
5. Click Printer Set Up icon to edit the printer.
6. Click Print icon to print.

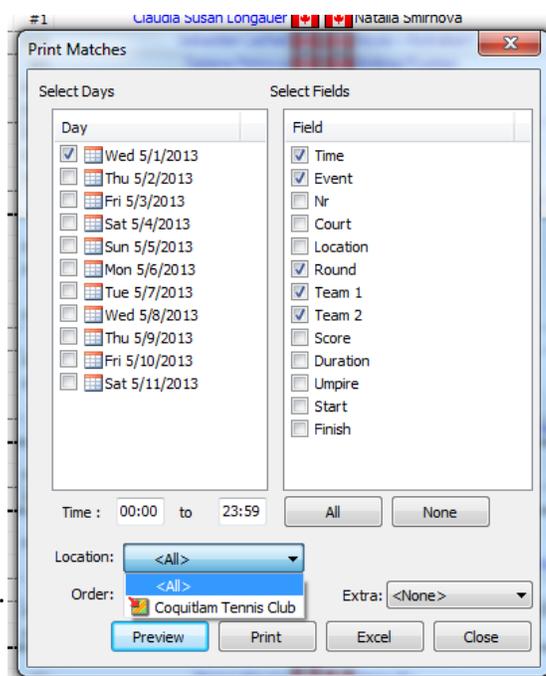


- Match Cards

1. Click Report and slide your cursor to Matches and click Match Cards. The Match Card box will open.
2. Click the match day you want to print the Match Card.
3. Choose the location of the matches.
4. Click Print. This will give you a preview of the Match Cards.
5. Click Printer Set Up icon to edit the printer.
6. Click Print icon to print.



- Match Schedule (Daily Schedule)
 1. Click Report and slide your cursor to Matches and click Matches.
The Print Match box will open.
 2. Check the day you want to print the Match Schedule.
 3. Choose the Field that you want to show in the schedule. We usually need Time, Event, Round, Team 1, and Team 2.
 5. If you are using multiple sites, you may want to change the location setting to give you the schedule of the specific site. Or choose All to print all the matches of the day.
 6. You may choose to export to excel, word, or HTML format.



Draw/Roster colour

	An event is added without any entries.
	Players are added in the roster.
	Draw is added to the event.
	Draw is made. Matches need to be scheduled.
	Event is in progress. Some matches are scheduled. Some matches are finished. Some matches still need to be scheduled.
	All matches are scheduled.
	All matches are completed.