

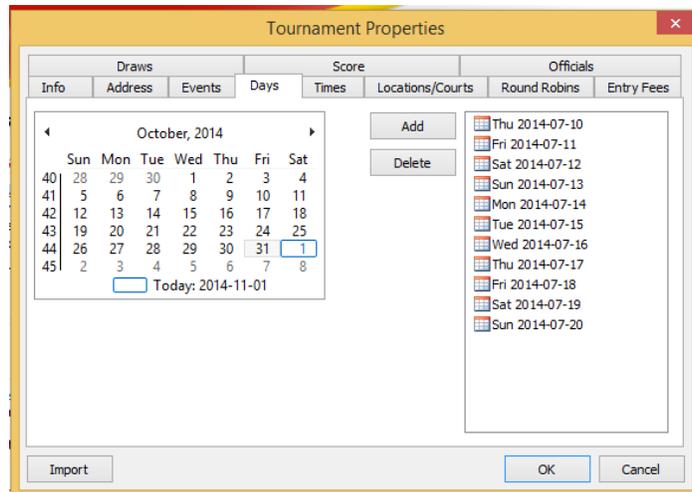
Scheduling Your Tournament

Preparation:

At Overview, under first bullet of Pick a Task at Tournament tab, click on properties to open the Tournament Properties window.

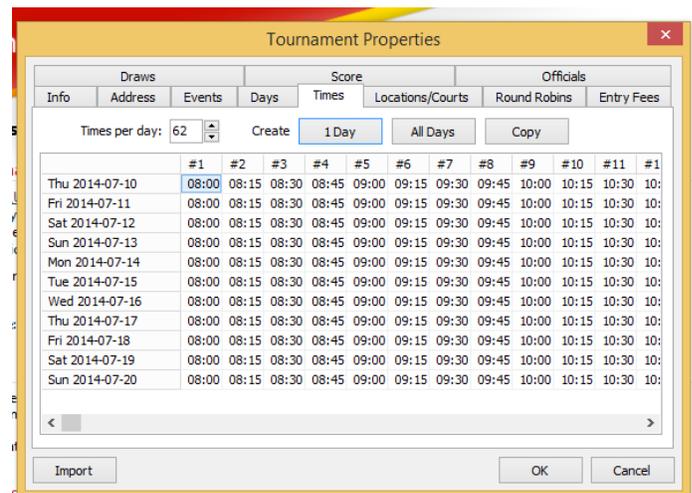
1. Days

- To add a day, click the arrows to Change the month and year, then select the day from the calendar. Click “add” to save your choice.
 - Delete a day by selecting the day in the right hand part of the screen and clicking “delete”.
- *Days can only be deleted as long as there are no matches scheduled for that day.

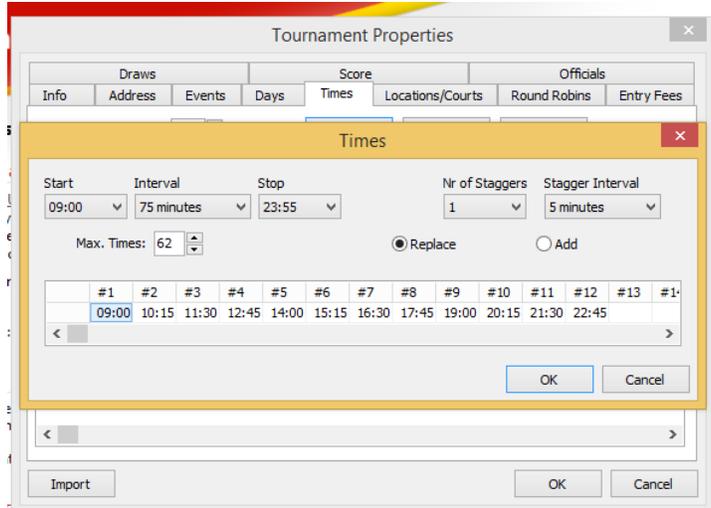


2. Times

- Select the number of playing times per day using the up and down arrows in “Times per day”.
- Use the Create functions to enter times and intervals for your tournament. The 1 day option allows you to create the times and intervals for individual days and the All days option will set the times and intervals for every day of the tournament. Copy allows you to copy times that have been set for one day to all days.
- You can also use the Import button to import times you have set up in another TP file. Browse your folders and click open to import times.

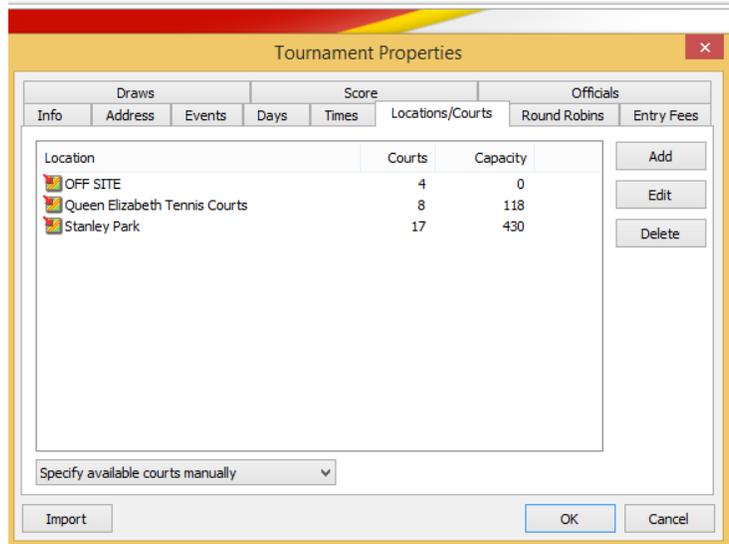


- Click 1 day (or All days) to open the Times window.
- Choose the Start time.
- At Interval, select the interval of every match you want to put on court.
- At Stop, select the time to finish your last match.
- Check Replace to change the default format.
- Click Ok to save the changes.



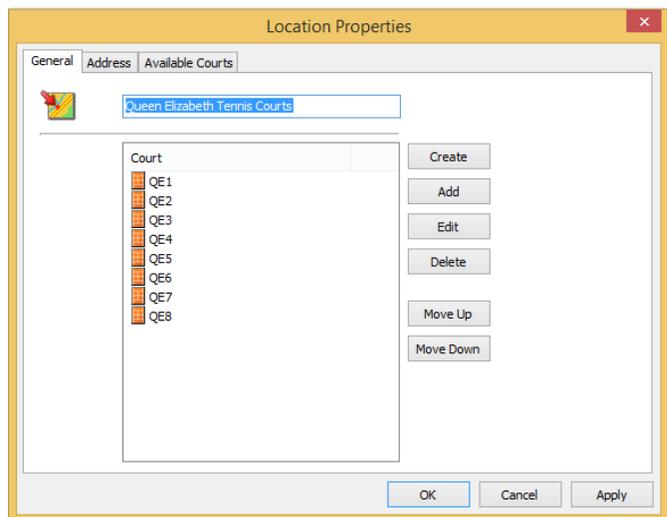
3. Locations/Courts

- Use the “Add” button on the right hand side to add new locations. A default location (Main location) is always present.
- “Specify available courts manually” allows you to input the number of courts you want for that particular day and time.
- You can edit locations by clicking “Edit” button (or double click the Selected location) to open Location Properties.



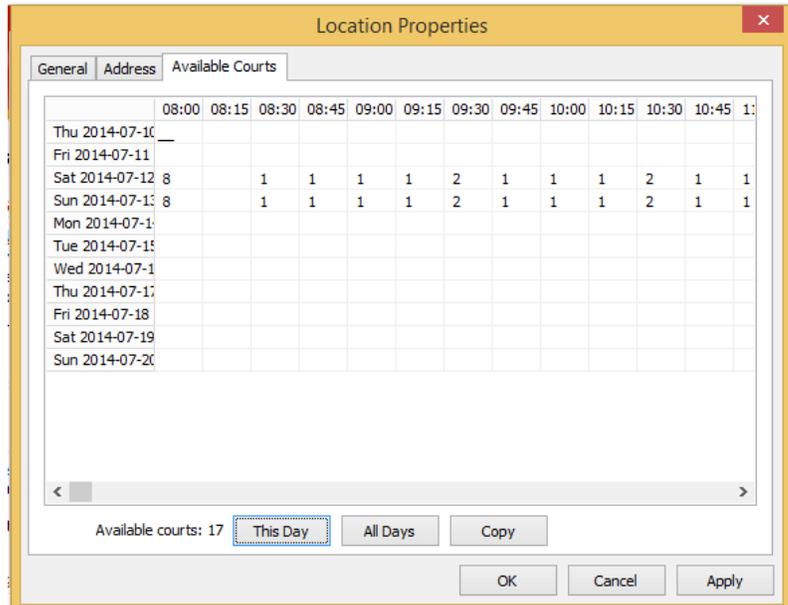
At General tab,

- Use “Create” button to add multiple Courts.
- Use “Add” button to create individual Courts.
- Use “Edit” button to make required Changes and the “Delete” button to remove the court.
- The “Move Up” and “Move Down” button will re-order the courts and locations for you.
- At Address tab, you can add the address of your location.



- At Available Courts, input the number of courts available at a specific time.
- *You must have days and times set up before completing this tab.

- Click “This Day” or “All Days” to apply the courts you created to the times set up for the tournament.
- For Fixed Interval Scheduling, input the total number of courts on the time according to the match time interval.
- For Garman System Scheduling, input the number of courts according to the Garman table.



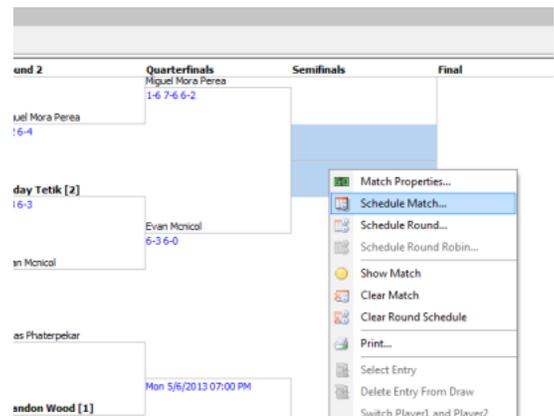
Schedule Matches:

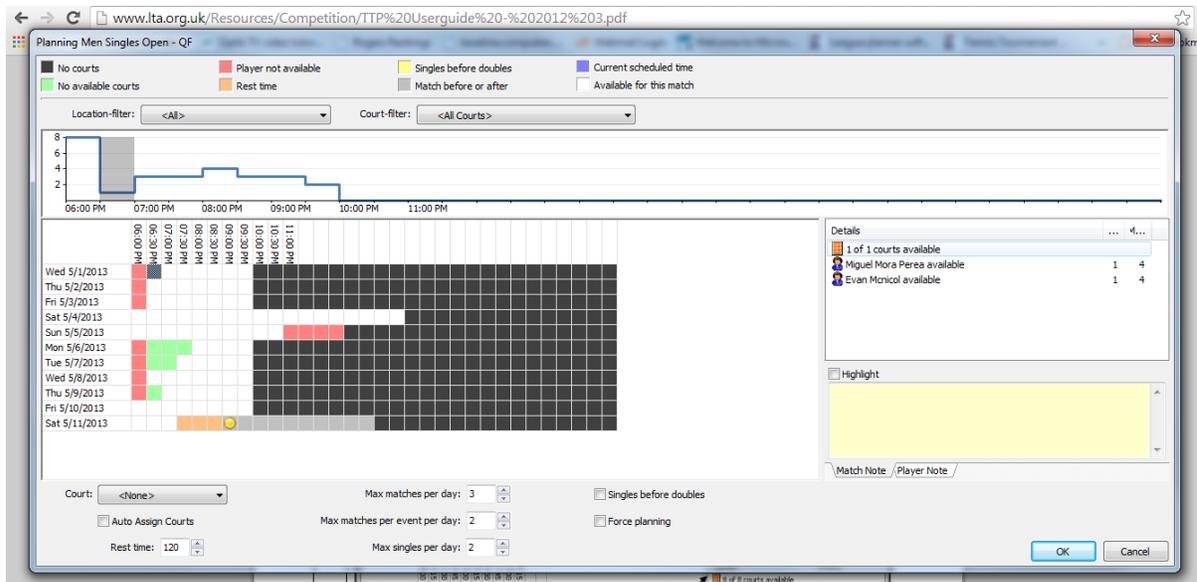
Matches may be scheduled in the following ways:

1. Individual match
2. By round within an event
3. By entire event or tournament

1. Individual Match

- Within a draw, right click on the match you wish to schedule and select Schedule Match.
- A grid showing all available dates and time slots will appear.

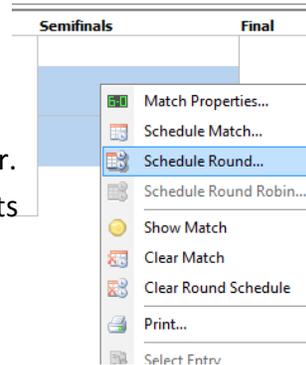


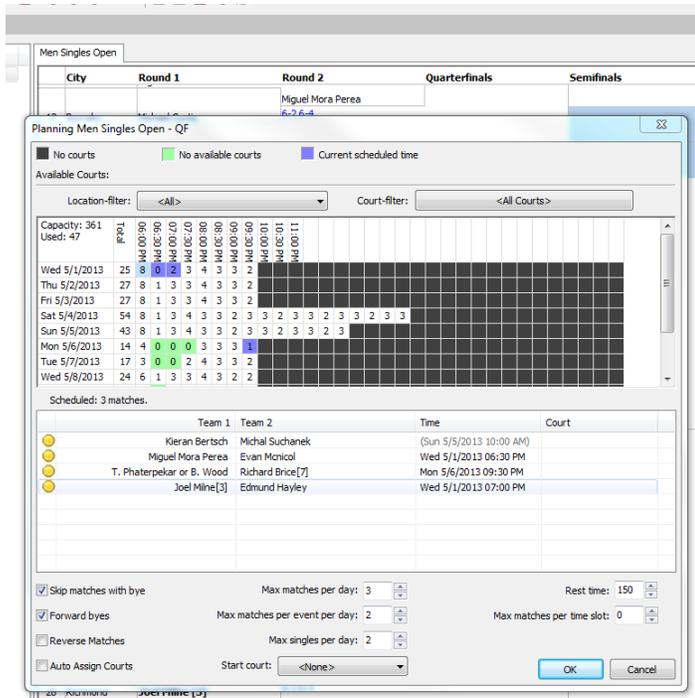


- By default TP will offer the next suitable/available time slot or you can select an alternative slot.
- Details box shows court and player availability. This section will show reasons why a particular time slot may not be selected. However it is possible to over-ride by using the Force Planning check box.
- It is possible to schedule a match for a specific day without scheduling a time by clicking on the day.
- If your tournament uses multiple locations it is also possible to assign a court and/or venue to a particular match by using the Location-filter and Court-filter.

2. By Round within an Event

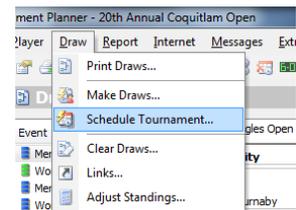
- Within a draw, right click any match within the round and select Schedule Round.
- A grid showing all available dates and time slots will appear.
- By default TP will offer the next suitable/available time slots
- or alternative slots may be selected.





1. By Entire Event or Tournament

- It is possible to schedule a whole event or an entire tournament.
- To do this, select Draw from the tool bar and choose Schedule Tournament.
- An Automatic Scheduling box will appear.
- Choose the specific event you want to schedule or check all events to schedule the entire tournament.



Please review the scheduling carefully once completed to ensure the times provided meet your tournament requirement.

