Dealing with Entries, Draws and Seeding Players

a. **Entry Acceptance**
   - Players can be issued a status within an event i.e. qualifying, main draw, reserve etc. Roster Definition:
     - ➤ Main Draw
     - ➤ Qualifying
     - ➤ Lucky Losers
     - ➤ Reserve
     - ➤ Exclude
   - Players may be moved or copied from one tab to another. Make sure players are included on the correct tab before a draw is made.
   - To move players from one roster tab to another e.g. qualifying to main draw:
     - ➤ In Roster, click the event.
     - ➤ Find the player on the entries tab and right click on the player.
     - ➤ Slide your cursor over to Move to and select the appropriate roster tab (player status) for the player.
     - ➤ Left click and the player will be moved into the selected tab.
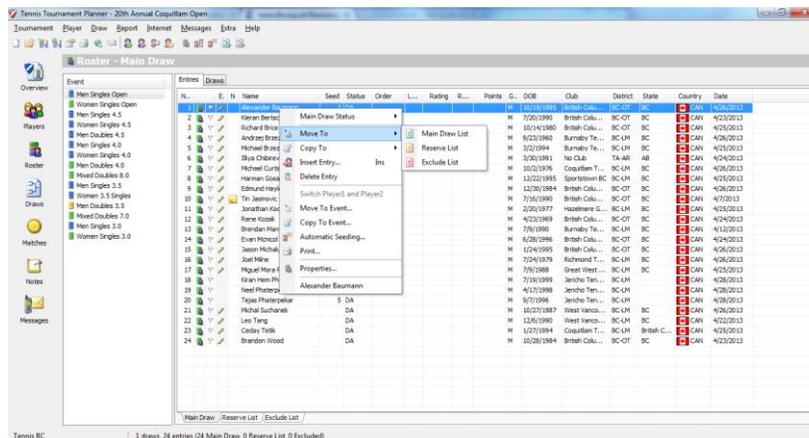
   - Players can withdraw online before the entry is closed or before tournament withdrawal deadline. Sync your entries after the entry is closed to ensure your entries are accurate.

b. **Player Seeding**

Before making a draw, the entry list must be seeded.

- Manual Seeding
  - ➢ At Roster section, double click the player's name of an event to open the Entry Properties of this player.
  - ➢ Enter the number of the seed to the player on the first box.
  - ➢ You can run through your list in the roster of this event by using the blue arrow at the left of the Entry Properties.
- Automatic seeding
  - ➢ At Roster section, choose Entries tab of the relevant event.
  - ➢ On the entries list, right click anywhere on the grid and choose Automatic Seeding.
  - ➢ An Automatic Seeding box will appear which allows you to choose the number of seeds relevant for the event.
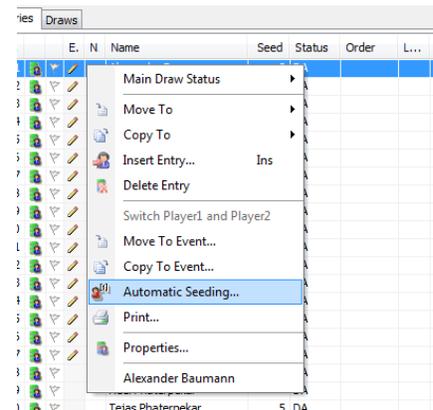
  - ➢ Seeding is then based on a player's rating and then ranking. Tournament Committee should manually review any players of equal rating and ranking to ensure correct seeding.
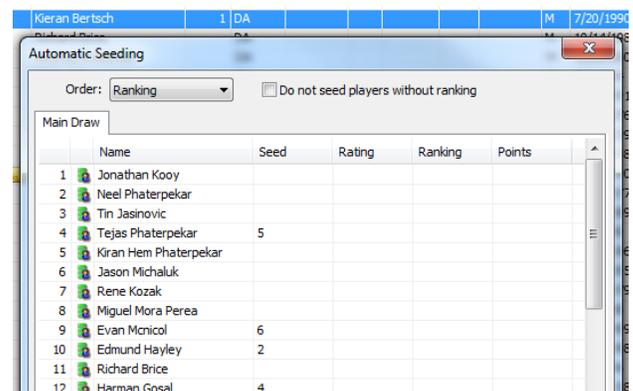
c. **Adding a New Draw**

- At Roster, highlight the relevant event and pick the Draw tab.
- At Draw of the horizontal tool bar, click Add Draw to open the Add Draw Wizard, or click the Add Draw icon.
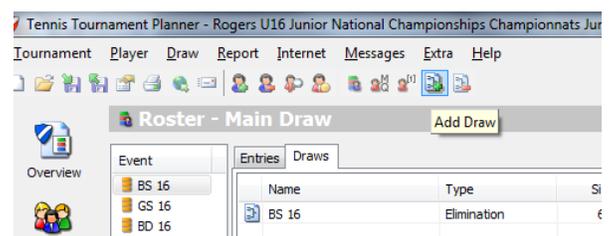
- Select the type of draw from the drop down menu of the Draw Arrange box for the event. A description of the draw with a graphic representation will be shown. Select the appropriate draw type and click Next.
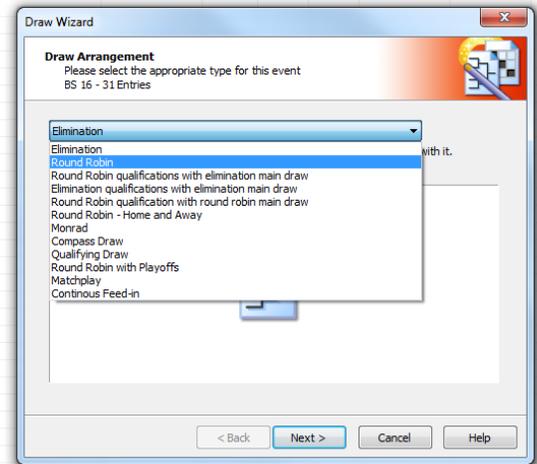
- Complete the setting of your draw and click Next.
  - ➢ Size: depending on the entries. Options from 2-512
  - ➢ Name: Edit the name of your draw if it is different from the name of the event. You can add Main Draw or Qualifying to distinguish a different draw type in the same event.
  - ➢ Playoff: Choose from the options of None, Top 4, and Top 8
  - ➢ Stage: Correct stage will give you the option of links to other draws of the same event. It is vital you have the correct stage number for calculation of ranking points.
  - ➢ Qualification: If you are creating a qualifying draw in addition to the main draw, check this box.

- A consolation box will appear, with option for creating a consolation draw.

  Choose your preferred consolation draw type and click Next.

- The next screen allows you choose the field you want to display in your draw. Click Next.

- In the next screen, check the details of your draw. You can click Back to go back to the previous screen to make changes of your draw. By clicking Finish, your draw is added.
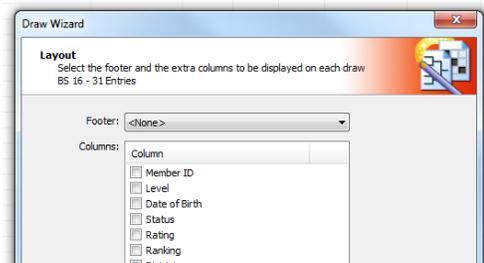
d. Altering Draws

Draws can be altered in 2 ways.

- You can delete the entire draw content by selecting Draw and then choosing Clear Draws or clicking the icon Delete Draw from the tool bar.
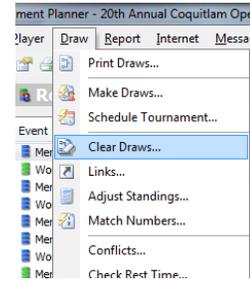
- You can edit your draw after the draw is added. At Roster, choose Draw tab. Double click the name of the draw to open the draw properties. You can make changes to your added draw from here.
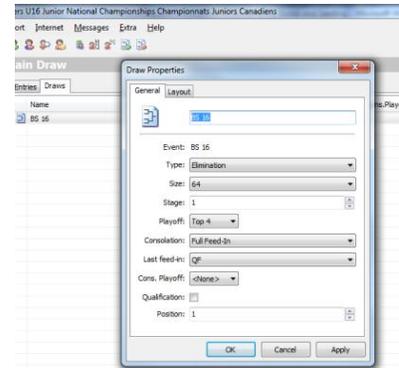
e. Entering players into a draw

- Automatic Draws

  TP can automatically create new draws, placing seeded players in their correct position and randomly placing the remaining players, provided that a draw contains no players.

  ➢ Select the Draw icon. Click on the Draw tab and choose Make Draws.
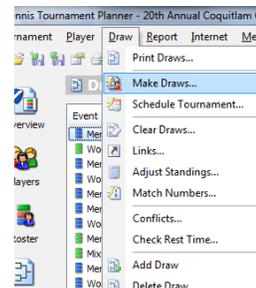
  ➢ A Draw Wizard will appear. Select the relevant event, Stage (if applicable to your event), and then Draw you wish to create the draw for and click Next.
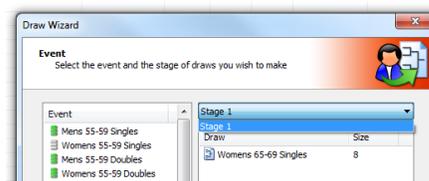
  ➢ A list of all the entries will be shown and by default all will be selected.
  Individuals can be unchecked if necessary.

  Once all selections have been made, click Next.
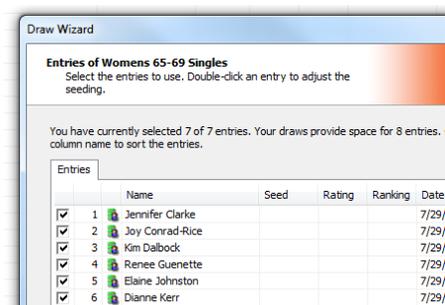
➢ Separation box will appear and provides a variety of separation options.

(No separation should be added for sanctioned tournaments.)
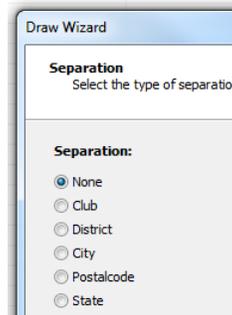
➢ A draw will be created.

Review and then click Finish.

A Confirm box will appear asking if you wish to save the draw.
Click Yes to confirm and exit the Draw Wizard.
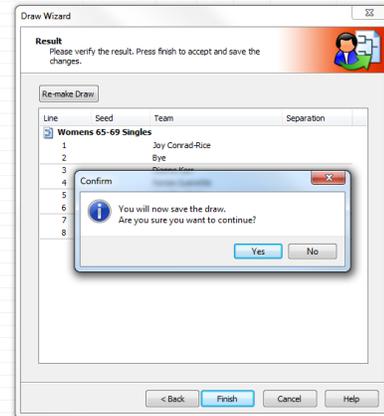
- Manual Placement
  ➢ Select the Draw section and choose the relevant event.
  ➢ Pick the relevant draw tab (if more than one draw is added to the event).
    A blank draw which you have added will be displayed.
  ➢ Double click on the line which you wish to insert a player.
  ➢ Select Entry box will appear with all the players entered in that event listed.
  ➢ Pick the relevant player and click Ok.
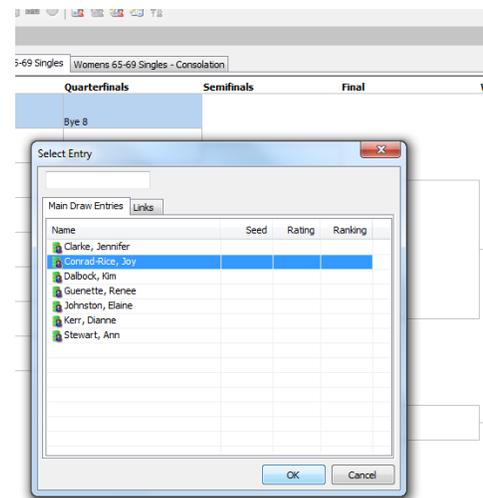
This option is helpful if you wish to add qualifiers at a later date.

A player cannot appear more than once in a draw with the same stage number.