Retrieving Entries and Validating Players

- a. Retrieving online entries from Tennis Canada VR membership website:
 - If you have set up to accept entries online, players are able to enter your tournament and specific events via the Tennis Canada VR website.
 - Once your tournament is open for online entries and players start to enter, you will need to download the entries. This must be done with internet connection.
 - At the top horizontal tool bar, click Internet. Select Entries. Click Next.



- Entries will be downloaded from VR and loaded to your tournament planner. A report of online entries will be shown in the Downloading Entries log box. Click Next to view your entries.
- The Next screen will show you all the entries you have received up to today's date.

🦁 Tennis Tourr	ament Planner - 20th Annual Coquitlam Open	n	
Tournament	Player Draw Report Internet Message	es Extra Help	
0 🖂 🖬 🗞			
	Overview		
	Tournament Court Usage Statistics Schedule	le	
Overview		Tournament Online	
2-0	Tourse and I	Die Salect Entries	
480		Please check the players you want to add to your tournament. Players in red already	
Players		exist in your tournament with other events.	
-			
	20th Annual Coquitlam Open	New Existing Deleted Withdrawn Not Paid	
Roster		Name Member ID Events G DOB Club C	
21	Pick a Task	V & Baumann, Alexander 36572524 Men Singles Open M 10/19/1995 British Colu C	
5	Set your tournament properties	Fil Chu, Audrey 21794200 Women Singles Open Mi F 7/13/1994 Richmond C	
Draws	Add <u>players</u> to your tournament Add drawsheets	1/ Z Cooper, Simon 82804850 Men Singles 4.0 M 6/1/1954 British Colu C	
	Make draws	For Coxel, Heather 95234764 Women 3.5 Singles F 6/10/1957 British Colu C	
	View draws	Martin Sandar	E
<u> </u>	View all <u>matches</u>	W at Huym, Do 2406451 Men Dolbes 3.5 M 10/16/1965 Kennedy H C	
Matches	 <u>Publish</u> this tournament on the 	F- 0 2 a kegemi, msam 2309/104 Women 3,5 singles r 0/12/19/3 British Colu C	
-	web!	Re a Milly Lina 23001991 Women 3.5 singles r 1/11/1992 Couldmin C	
1	<u>view</u> this tournament on the web	E Novy, Jonatian 700-5777 Metalanges operheter M 2/20/1377 haddeneter C	
Natas	Information	Fei Califa Nay	
Notes	Check for undater	Reinfacture (1990) State (1990)	
1	Automatically check for an update.	Morgan, James 95123822 Men Singles 4.5 Men Si M 8/26/1969 Vancouver C	
<u>H</u>	Vertice 2012 2		
Messages	Installation path:		
	C:\Program Files (x86)\Visual		
	Reality\TTP\		
	Support	A Sack Finish Cancel Help Inter 40, March Doubles 40, Mixed Doubles 80, M	len Singles 3.5
	Support		en singles sis,
	Help Find answers to your questions.	Edit Events	
	to tournamentroftware com	Courts	
	Check our website for the latest	12245670	
	version	La Carrow (Construction)	
	[]		
BC Senior Won	nen's Tennis Associati		

• Click Next to view your entrants report

Unpaid tab only shows when you accept online payment. You can add unpaid players to your tournament by checking the players under this tab. Click Finish and close to exit downloading.

b. Entries can also be manually added to TP and synchronized back to VR membership system.

- Add an individual player
 Click Add Player icon at the top of the short cut bar. Player properties box will appear
 - General
 - Address
 - > Sport
 - Events
 - Availability
 - > Fee
 - > Note
 - Messages

Enter Last Name, First Name, Gender and Member ID

as a minimum data required in order to allow player validation.

Fee	_	Note	_	Messages
General	Address	Sport	Events	Availability
Θ.				
<u> </u>				
Last Name:				
First Name:				
Middle Name:				
Gender:		•		
Date of Birth:				
Member ID:				
Club:	<non< td=""><td>e></td><td></td><td>•</td></non<>	e>		•
Entry Date:	12/13/201	3 🔍 🗸		
ntry Method:	Manual	•		

Click Event tab to select the relevant event(s) for this player. Please make sure that a player is eligible for each event. Check with Tennis BC if in doubt.

• Import entries from an excel file or from a previous tournament.

At Player, click Import Entries. Browse your folder to locate the excel or tournament file to import to your existing tournament.

lent	Play	er Draw	Report Int	ernet M	<u>l</u> essages <u>E</u> xtra	<u>H</u> elp										
h 1	8	Add Play	er	8												
	2	Delete PI	ver													
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	-	111111111		bod		86260731	8/20/1987	e CAN	Men Singles 4.0, Men Doub			\$54.00		4/22/2013	British Columbia N	
	2	Show Ma	tches F10		7788893259	17573394	12/6/1980	GUA	Men Singles 3.0			\$30.00		4/15/2013	Burnaby Tennis Club	
	-	Sand Em	a			93817010	7/7/1969	CAN	Men Singles 4.0			\$30.00		4/8/2013	British Columbia N	
	-	Jend Em	211	1	604 808 6179	43988156	6/11/1959	• CAN	Mixed Doubles 8.0, Men Si			\$54.00		4/26/2013	Maple Ridge Tenni	
	1	Send SM	S	Y	604 808 6179	43396984	8/24/1960	CAN	Women Singles 4.0, Mixed			\$54.00		4/26/2013	Maple Ridge Tenni	
		Not War	ned	P .	604.791-1711	50081187	5/11/1958	CAN	Women Singles 4.0, Wome			\$60.00		4/25/2013	Chillwack Tennis S	
				der	778-384-5132	36572624	10/19/1995	• CAN	Men Singles Open			\$30.00		4/26/2013	British Columbia N	
		Reset Ch	eck In	ato	778 985 8468	65190971	10/14/1991	CAN	Men Doubles 4.0, Men Sing			\$54.00		4/25/2013	Burnaby Tennis Club	
				-		92241131	8/17/1969	CAN	Men Doubles 4.5			\$24.00	\$24.00	4/29/2013	Vancouver Tennis	
		Player Da	tabase	•	778-889-2717	31785131	7/20/1990	CAN	Men Singles Open			\$30.00		4/23/2013	British Columbia N	
		Income the Fu				18924530	9/2/1984	CAN	Men Singles 4.5			\$30.00		4/25/2013	Stanley Park Tenni	
		Importe	iures			81075898	9/22/1977	CAN	Men Singles 3.0			\$30.00		4/8/2013	Coquitiam Tennis	
	20.	Import R	anking		778.891-5024	42992591	10/14/1980	CAN	Men Singles Open			\$30.00		4/25/2013	British Columbia N	
				1		89810279	9/23/1960	CAN	Men Singles Open			\$30.00		4/26/2013	Burnaby Tennis Club	
Ĩ	\$	Import C	lubs	а		69959692	6/22/1996	CAN	Women Singles Open			\$30.00		4/25/2013	Burnaby Tennis Club	
	1	Export CI	ubs	4		20997191	3/2/1994	CAN	Men Singles Open			\$30.00		4/25/2013	Burnaby Tennis Club	
	125	1	buumir, basa			87354063	1/20/1977	CAN	Men Singles 3.5, Men Doub			\$54.00	\$54.00	4/25/2013	Stanley Park Tenni	
	8	81	Bullinger, Bran	don Brent		47056649	4/30/1992	CAN	Men Doubles 3.5			\$24.00		4/10/2013	Port Coquitiam Te	
	2	81	Campbell, Don			10989501	3/15/1963	CAN	Men Singles 4.0			\$30.00		4/22/2013	Burnaby Tennis Club	
	1 ž	81	Chang, Ivan			27821110	2/26/1961	+ CAN	Men Singles 4.0			\$30.00		4/15/2013	Burnaby Tennis Club	
	2	81	Chao, Jack			84259736	6/6/1992	CAN	Men Singles 4.0, Men Doub			\$54.00		4/26/2013	British Columbia N	
s	2	81	Chibirev, Iliya			47811145	3/30/1991	CAN	Men Singles Open			\$30.00		4/24/2013	No Club	
	2	81	Christie, Dan			36794015	11/20/1971	+ CAN	Men Singles 3.0			\$30.00		4/21/2013	British Columbia N	
	8	81	Chu, Audrey		250899513	21794200	7/13/1994	CAN	Women Singles Open, Mixe			\$54.00		4/25/2013	Richmond Tennis C	
	2	81	Chu, Calvin			78925541	12/29/1988	CAN	Men Singles 3.5			\$30.00		4/21/2013	Burnaby Tennis Club	
	1	71	Clark, Grant		778 227 0943	31785778	12/8/1968	CAN	Men Doubles 4.5			\$24.00		4/23/2013	Burnaby Tennis Club	
		81	Coombes, Dor	ald	604-230-2229	63619180	10/27/1958	• CAN	Men Singles 3.5, Men Doub			\$54.00		4/19/2013	Langley Tennis World	
	1	81	Cooper, Simon			82804850	6/1/1954	CAN	Men Singles 4.0			\$30.00		4/26/2013	British Columbia N	
	8	71	Coxell, Heathe	r	778.828-5166	95234764	6/10/1957	+ CAN	Women 3.5 Singles			\$30.00		4/23/2013	British Columbia N	
	Ĭ	81	Curtis, Michael			83543465	10/2/1976	+ CAN	Men Singles Open, Men Sin			\$60.00		4/26/2013	Coguitiam Tennis	
	2	21	Curtis, Rachae	4		77853598	2/6/1978	+ CAN	Women 3.5 Singles			\$30.00		4/6/2013	British Columbia N	
	8	21	Dano, Binh			57508941	10/12/1969	CAN	Men Singles 4.0			\$20.00		4/24/2013	Rumahu Tennis Club	

(Excel entry must be in 97-2003 Worksheet format)

c. Player Validation

Before making any draws it is essential to check that entered players data is correct and their ratings and rankings are up to date. This can be done automatically by using Player Validation Function.

- Validation can also import player details from Tennis Canada VR data base if required.
- Click on Tournament and select Player Validation from the drop down menu.

💙 Ti	ennis Tourn	ament Planner - 20th	Annual Coquitlar	n Open	1.0			x
<u>I</u> ou	irnament <u>N</u> ew	<u>Player D</u> raw <u>R</u> epo Ctrl+N	ort Internet <u>N</u> 8 & 8	<u>A</u> essages <u>E</u> xtra	Help			
2	Open Save As Ne Close	Ctrl+O tw Tournament Ctrl+F4						
8	Backup	Ctrl+S	Díba, Farbod	Mobile	Member ID 86260731	Date of Birth 8/20/1987	Country CAN	* 11
8	Player Vali	dation	id idward Paul	604 808 6179	93817010 43988156	7/7/1969 6/11/1959	CAN CAN	
	Import Res Import Sch	ults nedule	rances Joy on, Gudrun n. Alexander	604 808 6179 604.791-1711 778-384-5132	43396984 50081187 36572624	8/24/1960 5/11/1958 10/19/1995	CAN CAN	
7	Properties.	 d Expense	Paul Hayato	778 985 8468	65190971 92241131	10/14/1991 8/17/1969	CAN CAN	
L	Egit	🔏 🖓 🥒 🔙 Blagoj	ndy evic, Viktor	778-009-2717	18924530 81075898	9/2/1984 9/22/1977	CAN CAN	
,	I atches	Brice, Price, Price, Price, Price, Brice, Brice, Brice, Brice, Brice,	Richard nski, Andrzej nski, Isabella	778.891-5024	42992591 89810279 69959692	10/14/1980 9/23/1960 6/22/1996	CAN CAN	
		8 ♥ / Brzezi 8 ♥ / Budimi	nski, Michael ir, Sasa		20997191 87354063	3/2/1994 1/20/1977	CAN	
	Notes	Cample	er, oranuon brent cell, Don		10989501	3/15/1963	CAN CAN	Ŧ
Ten	nis BC							

- Player Validation window will open. At this moment, no username/password is required. Click Next.
- Select a player and compare the information in the 2 columns. Click validate to complete the Validation for this player.

Click Close to exit.

Non-Validated y	alidated	nor and player			
Member ID	Name		Nat.	Gender	DOB
 34417206 14654660 97138126 	Yun Shao Sib Sirimanotha Julie W	n	CAN CAN CAN	F M F	Wed 2/18/1976 Sun 9/5/1971 Mon 6/15/1981
.ocal		Online Databas	e		Validate

- d. Pairing doubles partner
 - > At Roster, click the Doubles event.
 - Double click a player or highlight the player and click Entry Properties icon to open the Entry Properties Window.
 - Select the partner from the list for this player if the partner has also registered.

Use the blue arrows at the left bottom corner to run through the list.

Tournament	Player Draw	Report Intern	et Messages Extra Help	
		General Withd	rawal	
	Draws			
	Event	-	Omeed Khoshnevis	
Overview	Men Single			Quarterfinals
2-0	Women Sir	Partner:	🔒 Marks, Daniel 👻	
	Men Single	Europh	Mag Daubles 2 5	Glenn Fisher [1]
Players	Men Double	Evenu	Meri Doubles 3.5	Sib Sirimanotham
-	Men Single	Entry Date:	Mon 4/8/2013	
	Women Sin	Main Draw		
Roster	Mixed Double	Seed		Omeed Khoshnevis
21	Men Single			Daniel Marks
2	Women 3.	Status:	Direct Acceptance	0-0 0-4
Draws	Men Double	Qualifying D	raw	
	Mixed Dout	Seed:		Do Huynh
$\overline{}$	Women Sin	Status:		Cong Chann Ly
Matches		Acceptance		
		Order:	<none> Position: 0</none>	Trong Nguyen
				Stanislav Zarud
Notes		1	OK Cancel Apply	
1 - L				•

You can also pair up doubles partners by going to Player Properties. At the event tab, highlight the Doubles Event of the player. Select the partner from the list.