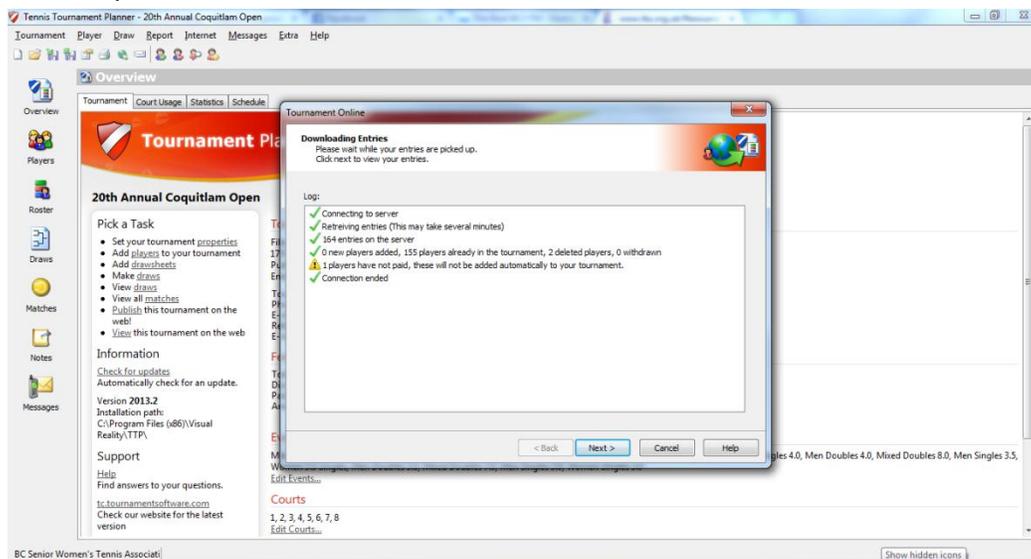


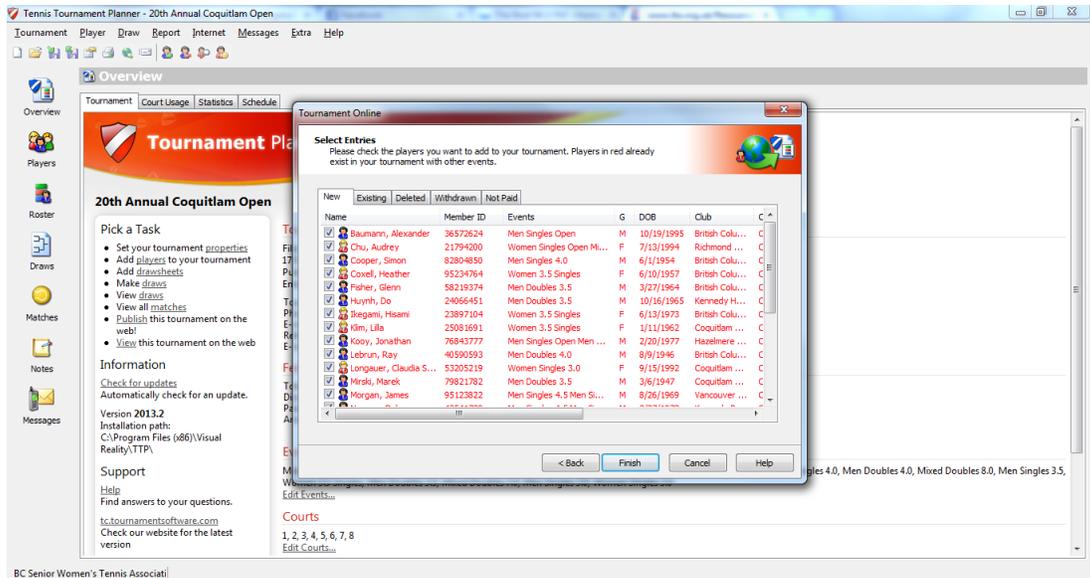
## Retrieving Entries and Validating Players

### 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.



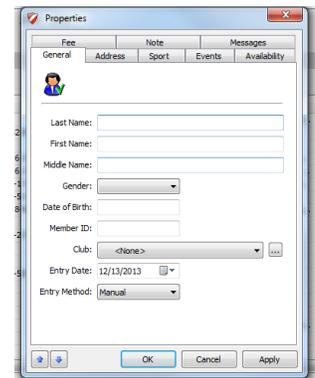
- Click Next to view your entrants report  
Unpaid tab only shows when you accept online payment. You can add unpaid players to your tournament by checking the players under this tab. Click Finish and close to exit downloading.

**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.



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.

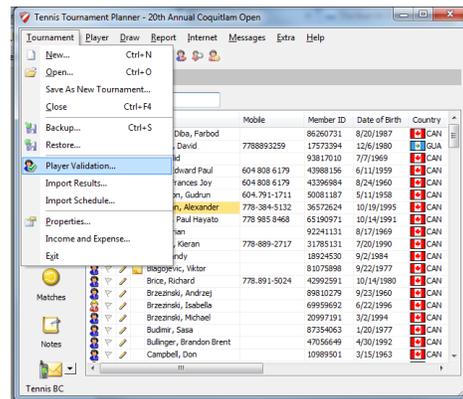
Mobile	Member ID	Date of Birth	Country	Events	S. D.	Fee	Due Date	Club
	86360731	8/20/1987	CAN	Men Singles 4.0, Men Doub...		\$54.00	4/22/2013	British Columbia N...
	17572394	12/6/1980	GLA	Men Singles 3.0		\$30.00	4/15/2013	Burnaby Tennis Club
	93817010	7/7/1969	CAN	Men Singles 4.0		\$30.00	4/8/2013	British Columbia N...
	43988156	6/11/1959	CAN	Mixed Doubles 8.0, Men Si...		\$54.00	4/26/2013	Maple Ridge Tennis...
	43969884	8/24/1960	CAN	Women Singles 4.0, Mixed ...		\$54.00	4/26/2013	Maple Ridge Tennis...
	50081187	5/11/1958	CAN	Women Singles 4.0, Wome...		\$60.00	4/25/2013	Chilliwack Tennis S...
	36572624	10/19/1995	CAN	Men Singles Open		\$30.00	4/26/2013	British Columbia N...
	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	4/29/2013	Vancouver Tennis ...
	11785131	7/20/1990	CAN	Men Singles Open		\$30.00	4/23/2013	British Columbia N...
	18924530	9/2/1984	CAN	Men Singles 4.5		\$30.00	4/25/2013	Stanley Park Tennis...
	81078988	9/22/1977	CAN	Men Singles 3.0		\$30.00	4/8/2013	Coquitlam Tennis ...
	42992591	10/14/1980	CAN	Men Singles Open		\$30.00	4/25/2013	British Columbia N...
	89810279	9/23/1960	CAN	Men Singles Open		\$30.00	4/26/2013	Burnaby Tennis Club
	69959662	6/22/1996	CAN	Women Singles Open		\$30.00	4/25/2013	Burnaby Tennis Club
	20997191	3/2/1994	CAN	Men Singles Open		\$30.00	4/25/2013	Burnaby Tennis Club
	87354663	1/20/1977	CAN	Men Singles 3.5, Men Doub...		\$54.00	4/25/2013	Stanley Park Tennis...
	47056649	4/30/1992	CAN	Men Doubles 3.5		\$24.00	4/10/2013	Port Coquitlam Te...
	10989501	3/15/1963	CAN	Men Singles 4.0		\$30.00	4/22/2013	Burnaby Tennis Club
	27821110	2/26/1961	CAN	Men Singles 4.0		\$30.00	4/15/2013	Burnaby Tennis Club
	84259726	6/8/1992	CAN	Men Singles 4.0, Men Doub...		\$54.00	4/26/2013	British Columbia N...
	47811415	3/30/1991	CAN	Men Singles Open		\$30.00	4/24/2013	No Club
	36794015	11/20/1971	CAN	Men Singles 3.0		\$30.00	4/21/2013	British Columbia N...
	25089913	2/19/2000	CAN	Women Singles Open, Mixe...		\$54.00	4/25/2013	Richmond Tennis C...
	78925941	12/29/1988	CAN	Men Singles 3.5		\$30.00	4/21/2013	Burnaby Tennis Club
	31785778	12/8/1968	CAN	Men Doubles 4.5		\$24.00	4/23/2013	Burnaby Tennis Club
	604-230-2229	6/30/1958	CAN	Men Singles 3.5, Men Doub...		\$54.00	4/19/2013	Langley Tennis World
	82804850	6/1/1954	CAN	Men Singles 4.0		\$30.00	4/26/2013	British Columbia N...
	95234764	6/10/1957	CAN	Women 3.5 Singles		\$30.00	4/23/2013	British Columbia N...
	83545465	10/2/1976	CAN	Men Singles Open, Men Sin...		\$60.00	4/26/2013	Coquitlam Tennis ...
	77853598	2/6/1978	CAN	Women 3.5 Singles		\$30.00	4/6/2013	British Columbia N...
	57508941	10/12/1969	CAN	Men Singles 4.0		\$30.00	4/24/2013	Burnaby Tennis Club

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

### c. Player Validation

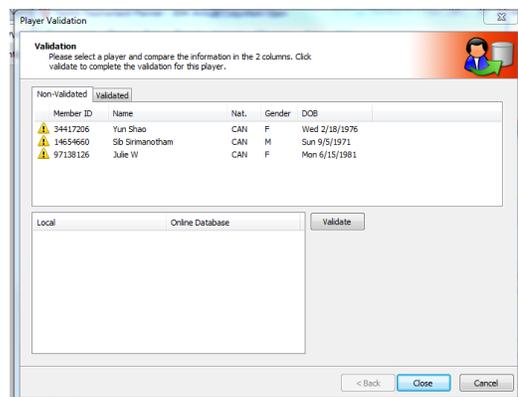
Before making any draws it is essential to check that entered players data is correct and their ratings and rankings are up to date. This can be done automatically by using Player Validation Function.

- 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.



- 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.

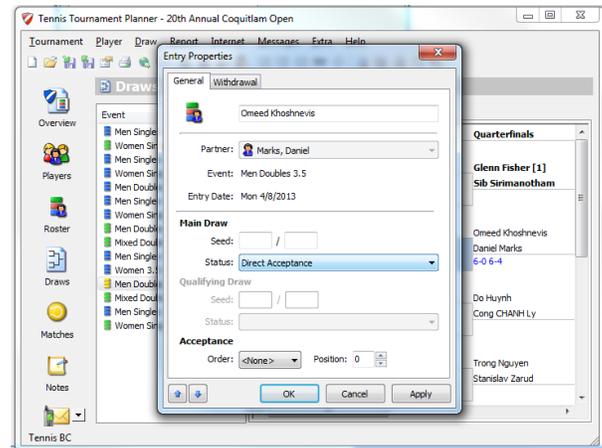
Click Close to exit.



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.



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.