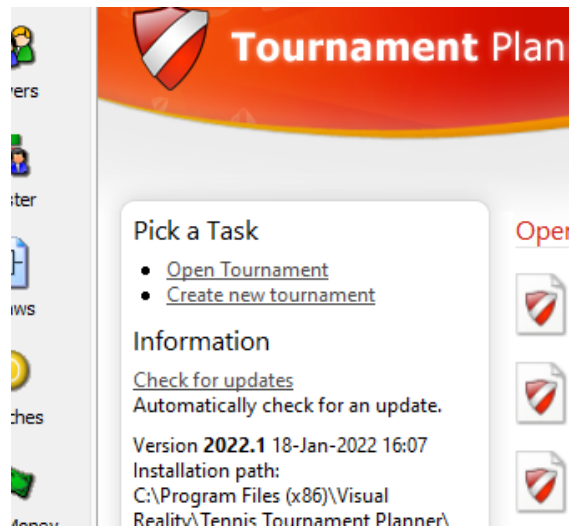
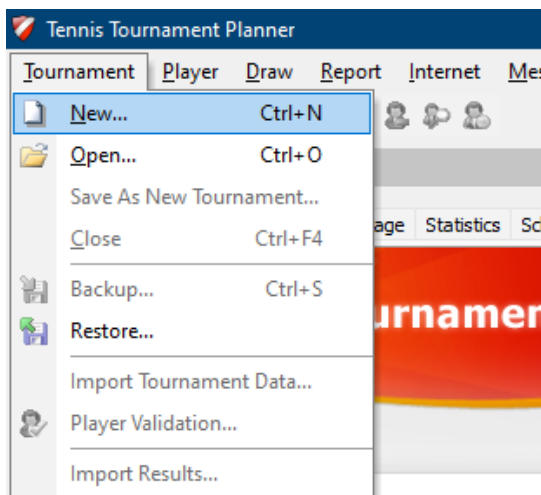


CREATING A NEW EVENT

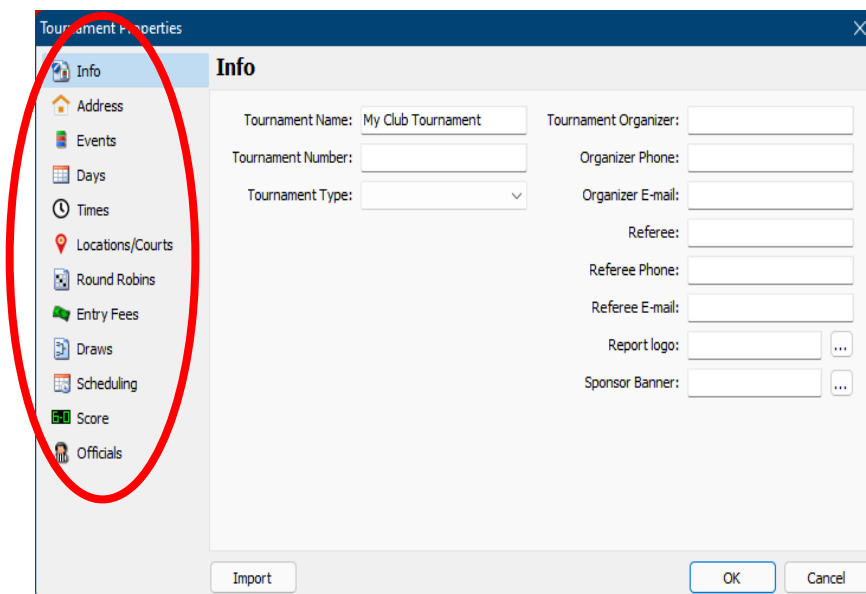


Creating a New Event

1. Open TP and select Tournament → New, or "Create New Tournament" on the Overview screen



2. Name and Save Event to computer
3. Fill in the info on the tabs:
Tabs to fill in: Info, Address, Events, Days, Times, Location/Courts



CREATING A NEW EVENT



4. Internet → Publish → Payments Tab → Link Stripe

Tournament Online

General Online Entry Online Results Events Regulations Availability Payments

Online Payments Method: Stripe

Online Payments: Required

Currency: AUD

Stripe Account Name:

Stripe Account ID:

Check Status

Link Stripe

To activate online payments your tournament must be published already, then click on the [Link Stripe] button. Once completed you can click the [Check Status] button.
Please note Stripe payments will incur a 3% fee deduction from the entry fee inputted into the Event Properties.

Publish Close

5. Set entry opening and closing dates. Along with how many events they can enter

Tournament Online

General Online Entry Online Results Events Regulations Availability Payments

Online Entry:

☒ Member ID required

☒ Show extra items on entry form

☒ Show remarks

☐ Doubles partner required

☒ Enter only 1 age group

Start entry date: 4/05/2022 Time: 00:00

Final entry date: 4/05/2022 Time: 23:59

Withdrawal date: 4/05/2022 Time: 23:59

Max total events per player: 2

Max doubles per player: 2

Max singles per player: 2

Max mixed per player: 2

Publish Close

CREATING A NEW EVENT



6. Add a message for the blue box on Event homepage and publish

The screenshot shows the 'Tournament Online' software window. The title bar reads 'Tournament Online'. The interface has a red header bar with a globe icon and the 'tournament software' logo. Below the header is a tabbed menu with 'General', 'Online Entry', 'Online Results', 'Events', 'Regulations', 'Availability', and 'Payments'. The 'General' tab is active. It contains a 'Show scheduled matches:' dropdown menu set to 'All'. Below this are four checkboxes: 'Show Flags', 'Show Rating', 'Show Club', and 'Show Ranking'. There is also a checkbox for 'Hide players before tournament'. A 'Message:' label is followed by a large text area for input. Below the text area is a table with two columns: 'Task' and 'Status'. At the bottom of the form is an 'Auto Upload Results' checkbox. The window has 'Publish' and 'Close' buttons at the bottom.

Task	Status
------	--------