

# SCHEDULING AN EVENT



## Scheduling an Event

### Adding Time Slots

- Open Tournament Properties on the Overview Page
- Click "Times" Tab
- Increase times per day if needed
- 30 min time slots are recommended to match Garman Table

Tournament Properties

Times

Times per day: 16 Create 1 Day All Days Copy

	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
Sat 19/03/2022	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
Sun 20/03/2022	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00

Import OK Cancel

### Courts Per Time Slot

- Click "Locations/Courts" Tab and double-click on applicable Location (Venue)

Tournament Properties

Locations/Courts

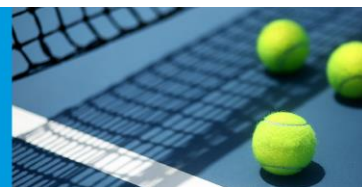
Location	Courts	Capacity
Boroondara TC	22	180

Add Edit Delete

Specify available courts manually

Import OK Cancel

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- Select "Available Courts" tab
- Input how many courts for each time slot (Use the Garman Table for reference)
- Click "Copy" and the courts per time slot will copy for each day.
- Press OK
- Repeat for other venues (if you have more than 1)

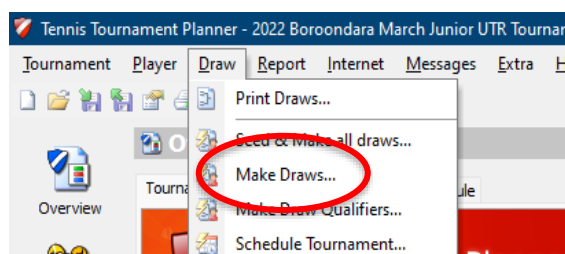
	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
Sat 19/03/2022	16	2	6	6	6	6	6	6	6	6	6	6
Sun 20/03/2022	16	2	6	6	6	6	6	6	6	6	6	6

Available courts: 22    This Day    All Days    Copy

OK    Cancel    Apply

## Making Draws

- Click "Draw" on the Menu Bar -> "Make Draws..."
- Select which draw you wish to create and then click through the steps



**Event**  
Select the event and the stage of draws you wish to make

Event	Stage	Entries	Draws
Girls Division 1	Main Draw	5	1

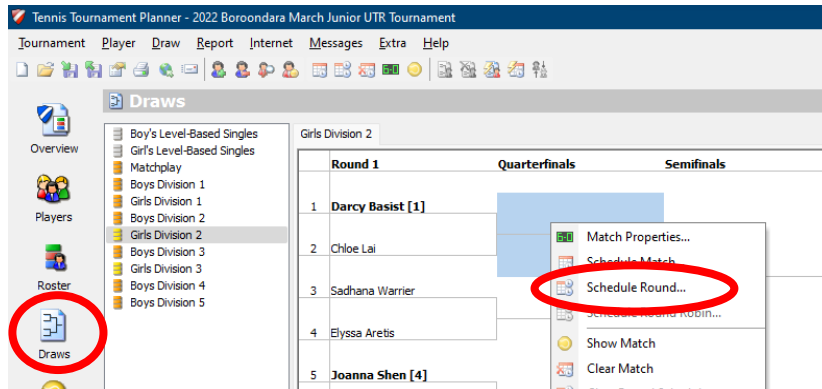
Draw	Size
Girls Division 1	5

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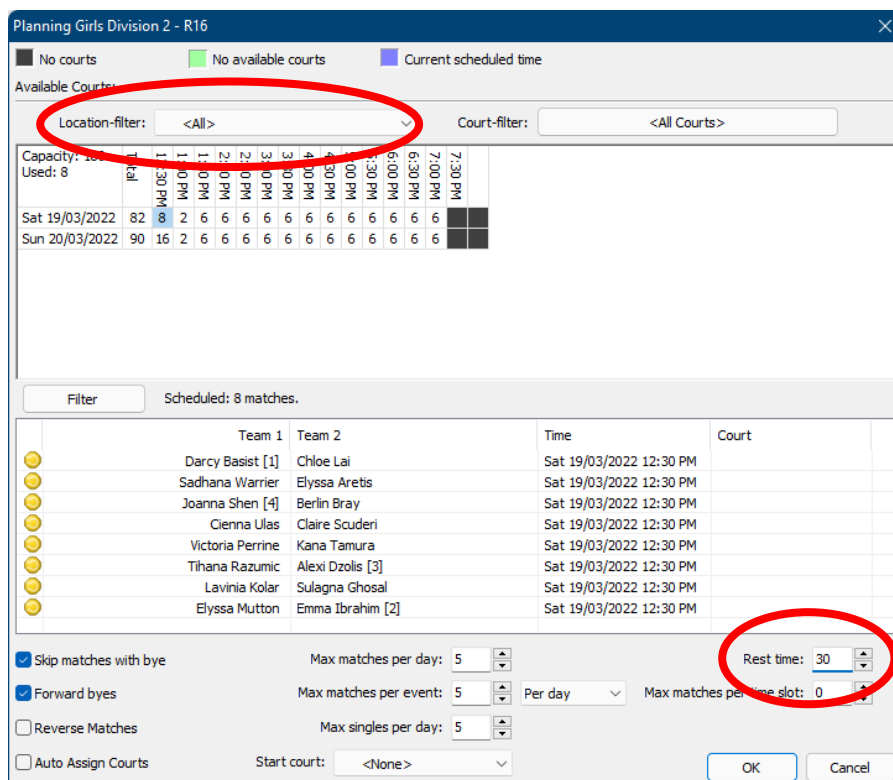


## Schedule by Round

- On the "Draws" tab of TP, select which draw you want to schedule
- Right Click round to be scheduled and select "Schedule Round..."



- Change Rest time to minimum desired time between each player's scheduled matches (This only needs to be done once)
- Select Location (Venue) if using multiple venues and time slot on correct day.
- If using just one venue select time slot on correct day.
- Software will automatically fill the time slots in accordance with courts availability.
- Press Ok
- Repeat for further rounds/ events / venues

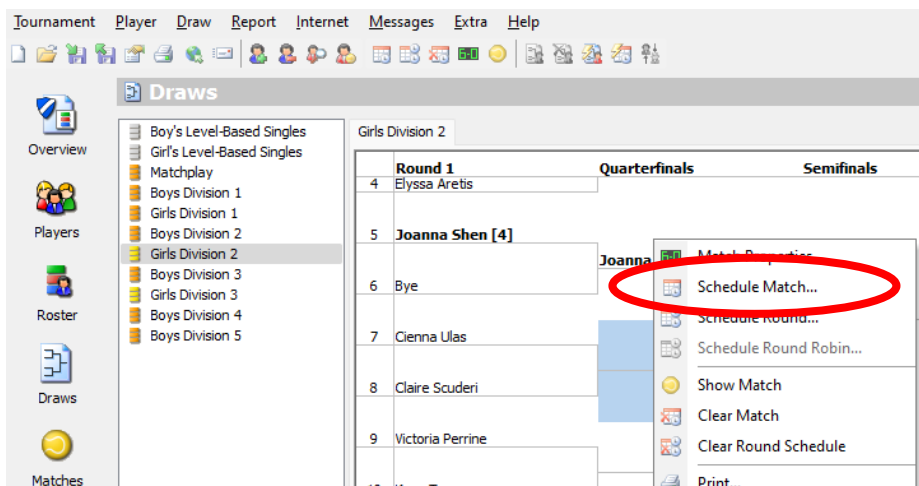


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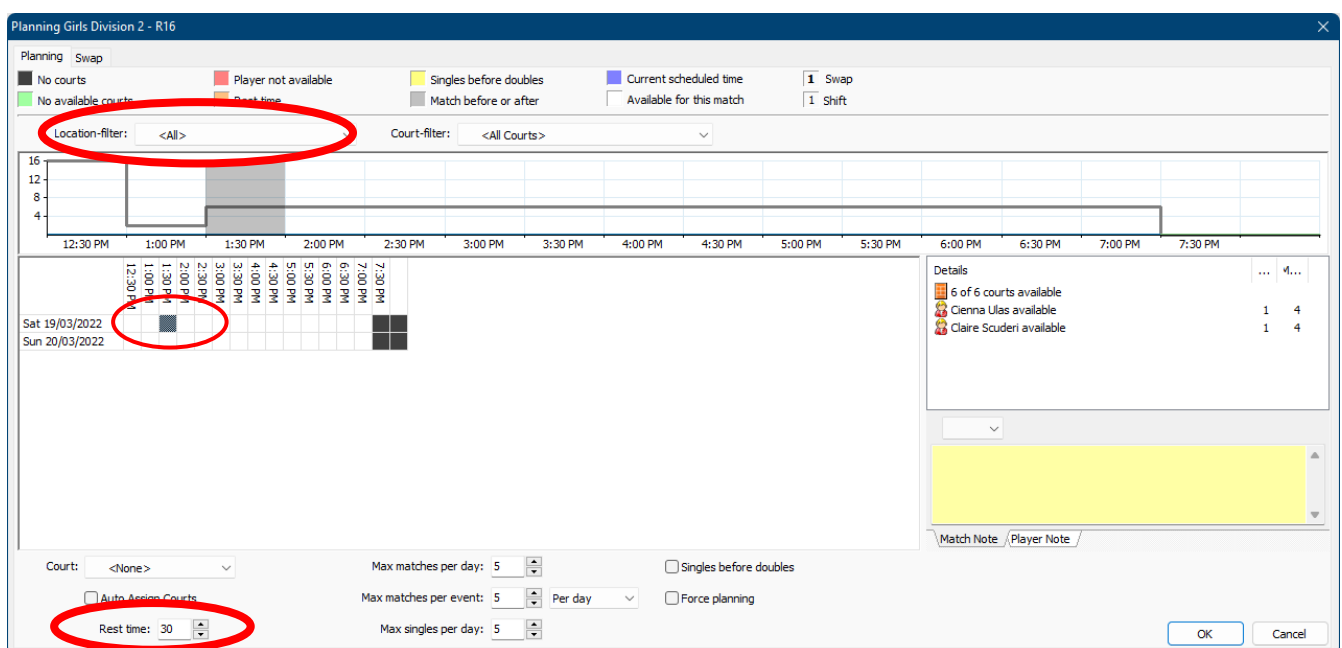


## Schedule Matches Individually

- Select which draw you want to schedule
- Right Click "Schedule Match..."



- Change Rest time to minimum desired time between each player's scheduled matches (This only needs to be done once)
- Select Location (venue) if using multiple venues
- Select time slot on correct day.
- Software will automatically fill the time slots in accordance with courts availability.
- Press Ok
- Repeat for all necessary matches



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## Check Schedule Overview

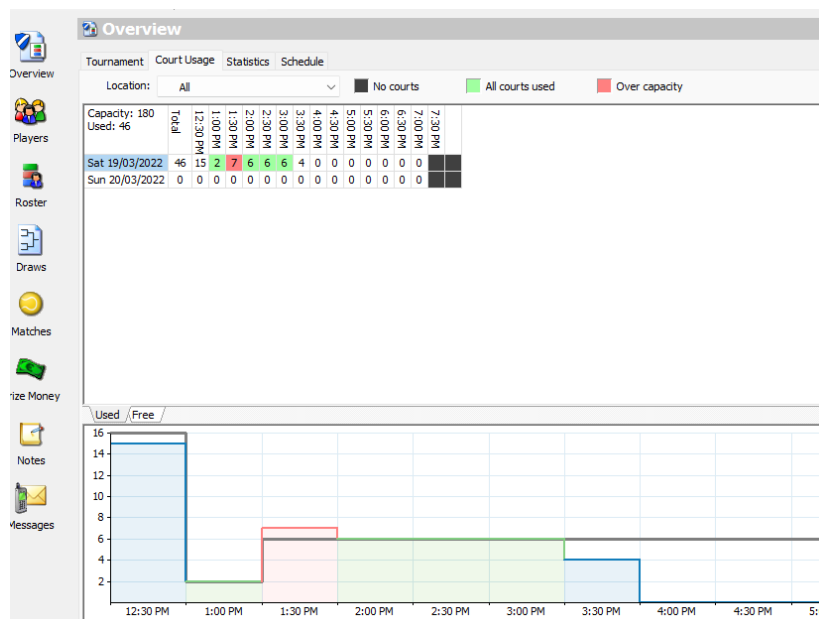
In tournaments overview you can check how many matches you have scheduled each day and how many you are yet to schedule.

- On TP Overview select the "Schedule" Tab
- View schedule by day

Event	19/03	20/03	Not Scheduled	Total
Boys Level-Based...				
Girl's Level-Based ...				
Matchplay				
Boys Division 1			1	1
Girls Division 1				
Boys Division 2			3	3
Girls Division 2	5		7	12
Boys Division 3			3	3
Girls Division 3			15	15
Boys Division 4			3	3
Boys Division 5			3	3
<b>Total</b>	<b>5</b>		<b>35</b>	<b>40</b>

## Court Usage

- On TP Overview select the "Court Usage" Tab
- Look at the graph at the bottom and see how you are tracking for courts in each time slot
- Red = Over Scheduled, Green = Correct Amount, Blue = Courts Available
- If using multiple venues, you can filter by location



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## Check all Scheduled Matches

- Matches overview will show all your matches scheduled
- Filter by venue if needed

**Matches - Scheduled**

Overview | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 11 | 12h | 14 | 15 | 16 | 17 | 18 | 19 | NA | 20h | 23c | 5h | 4 | 13h

Search: [ ] Previous Next Location: All Court: All

	Time	Draw	Round	Nr	Team 1	Team 2	Court	Location
🏆	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#1	Darcy Basist	Chloe Lai		
🏆	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#2	Sadhana Warrior	Elyssa Aretis		
🏆	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#4	Cienna Ulas	Claire Scuderi		
🏆	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#5	Victoria Perrine	Kana Tamura		
🏆	Sat 19/03/2022 12:30 PM	Girls Division 2	R.16	#7	Lavinia Kolar	Sulagna Ghosal		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1	#1		Sayd Pandzo	Timothy Kouznetsov		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1	#2		Emmanouil Komminos	Darcy Stephenson		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1	#1		Hridaan Jamwal	Aarush Kulkarni		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 1 - Grc RR1	#2		George Matta	Richard Xu		
🏆	Sat 19/03/2022 12:30 PM	Girls Division 1 RR1	#2		Era Waraich	Etta Deutscher		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1	#1		Mitchell Hayes	Zac Ulas		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1	#2		Kanvar Singh	Eray Cetinkaya		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1	#1		Daniel Vu	Liam Parsons		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1	#2		Dejan Razumic	Sucher Chavaan		
🏆	Sat 19/03/2022 12:30 PM	Boys Division 2 - Grc RR1	#1		Aris Androutsopoulos	Lucas Ip		
🏆	Sat 19/03/2022 1:00 PM	Boys Division 2 - Grc RR1	#2		Raymond Zhao	Giovanni Petrini		
🏆	Sat 19/03/2022 1:00 PM	Boys Division 2 - Grc RR1	#1		Caleb Tiong	Saheb Waraich		
🏆	Sat 19/03/2022 1:30 PM	Boys Division 2 - Grc RR1	#2		Yishan Feng	Ralf Tobey Cruz		
🏆	Sat 19/03/2022 1:30 PM	Boys Division 3 - Grc RR1	#1		Miles Forster	Roghan Arunpreethi		