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

Courts Per Time Slot

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

Scheduling an Event
April 2023

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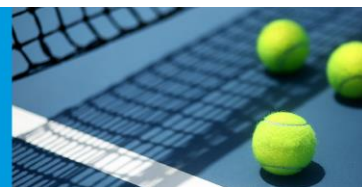
- Select "Available Courts" tab
- Input how many courts for each time slot (Use the Garman Table for reference)
- Click "Copy" and the courts per time slot will copy for each day.
- Press OK
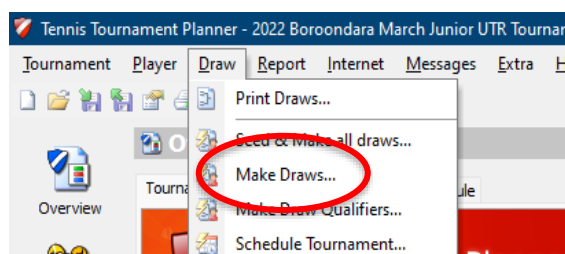- Repeat for other venues (if you have more than 1)

Making Draws

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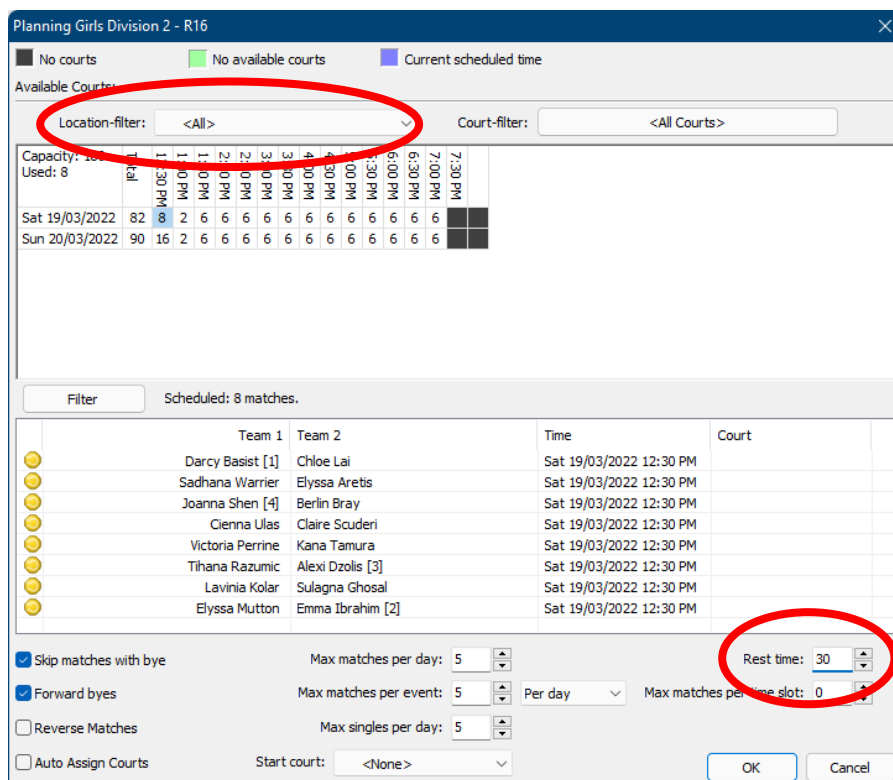
Schedule by Round

- On the "Draws" tab of TP, select which draw you want to schedule
- Right Click round to be scheduled and select "Schedule Round…"
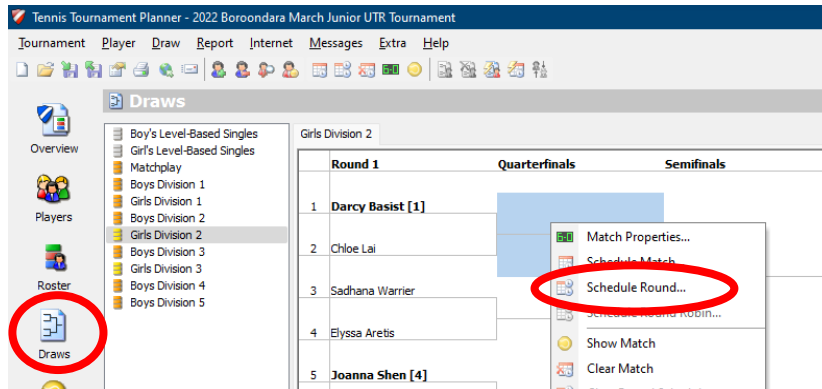
- Change Rest time to minimum desired time between each player's scheduled matches (This only needs to be done once)
- Select Location (Venue) if using multiple venues and time slot on correct day.
- If using just one venue select time slot on correct day.
- Software will automatically fill the time slots in accordance with courts availability.
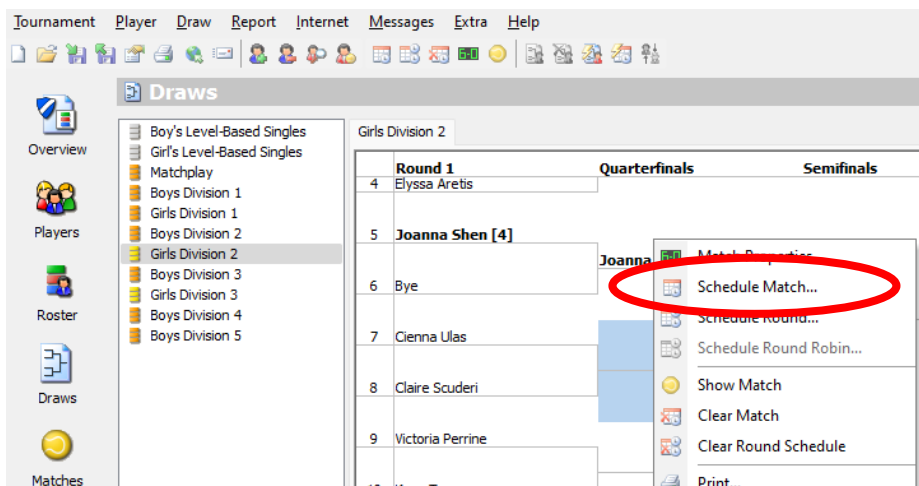- Press Ok
- Repeat for further rounds/ events / venues

## 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
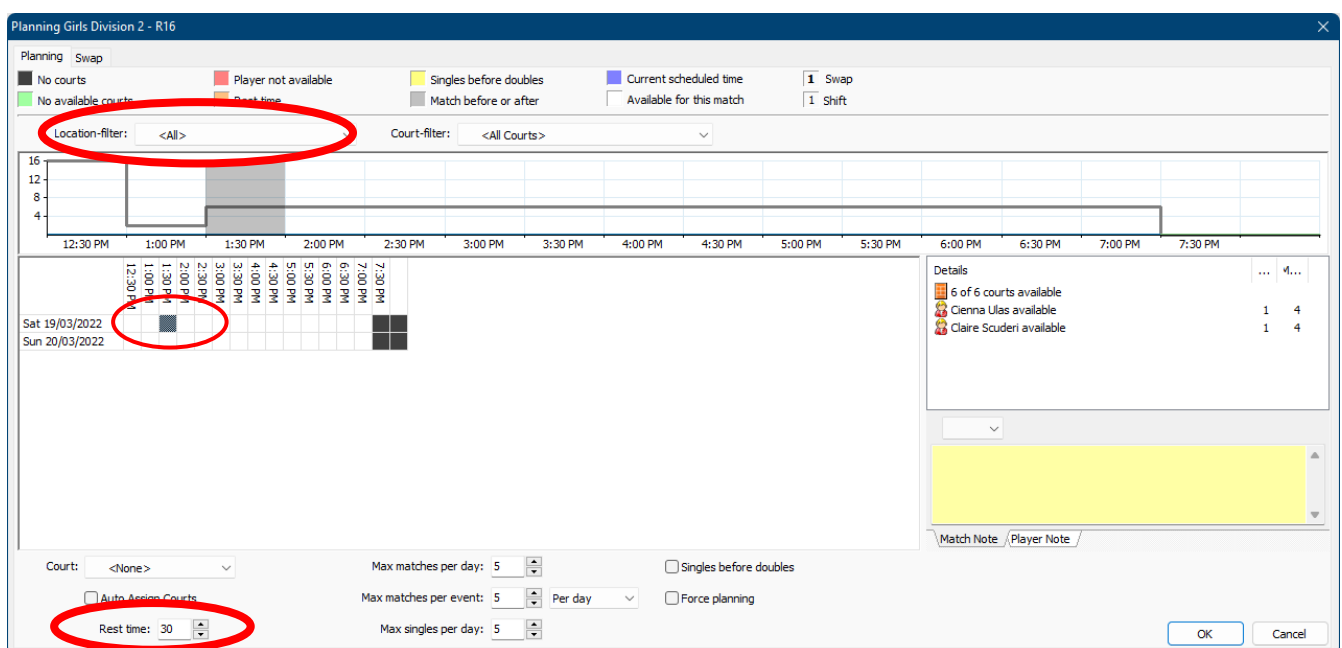
SCHEDULING AN EVENT
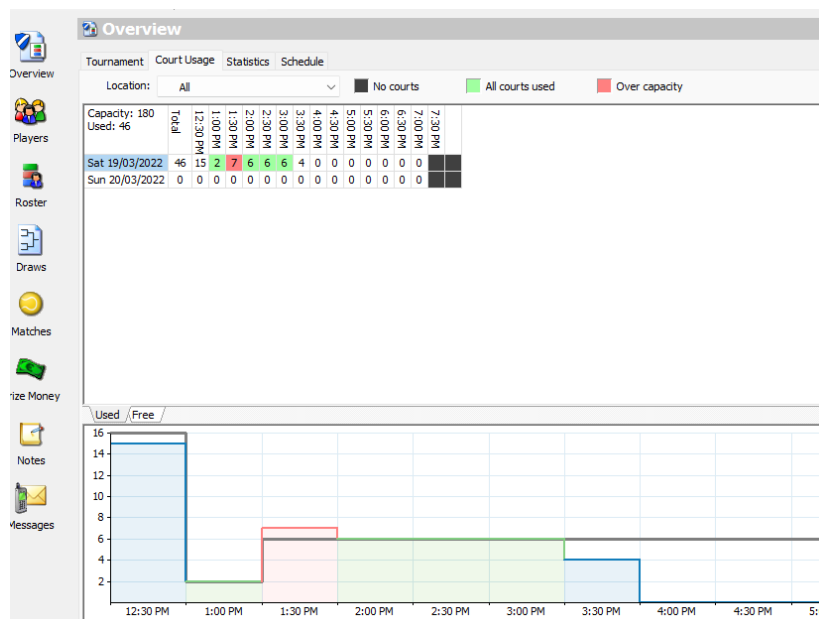
Check Schedule Overview

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

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

Scheduling an Event
April 2023

SCHEDULING AN EVENT

Check all Scheduled Matches

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