

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

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Courts Per Time Slot

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

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🚮 Info	Locations/Courts			
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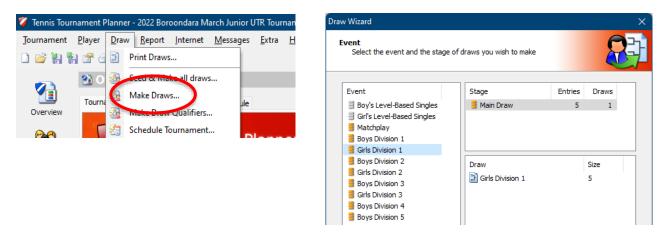


- Select "Available Courts" tab
- Input how many courts for each time slot (Use the Garman Table for reference)
- Click "Copy" and the courts per time slot will copy for each day.
- Press OK
- Repeat for other venues (if you have more than 1)

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Making Draws

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

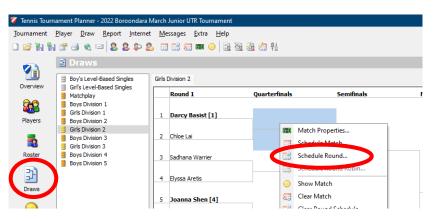






Schedule by Round

- 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

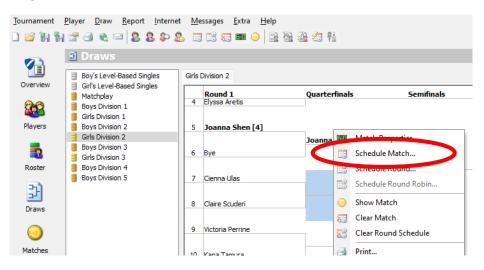
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Schedule Matches Individually

- 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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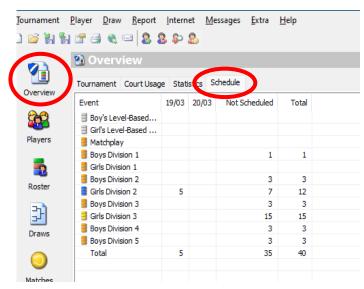




Check Schedule Overview

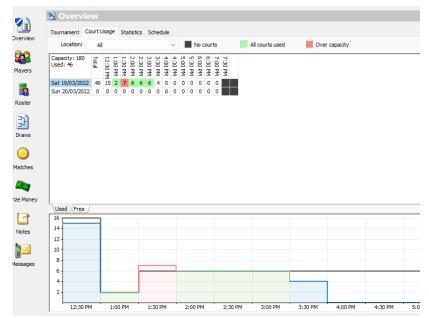
In tournaments overview you can check how many matches you have scheduled each day and how many you are yet to schedule.

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



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







Check all Scheduled Matches

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

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