SIGN IN CONSOLATION

Sign In Consolation

USE THIS GUIDE WHEN SIGN IN NUMBERS ARE 50% LESS THAN THE DRAW SIZE. E.G. 14 PLAYERS SIGN IN FROM A 32 DRAW

1. Print off the Consolation Sign In Roster for players to sign in. **Report > Entry Lists > Consolation Sign In/ Qualifying Consolation Sign In > Select Event >**

2. Ensure that your qualifying and main draws are setup for the "Custom" consolation format. To check this, go to **Roster > Draws > Consolation Tab.**
    If it not "Custom" > **Double Click the draw > Update Consolation to Custom > OK**
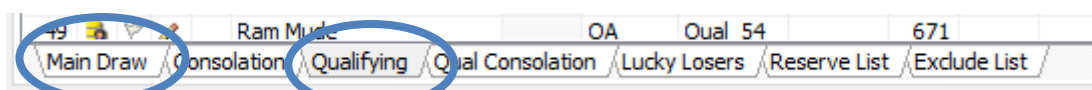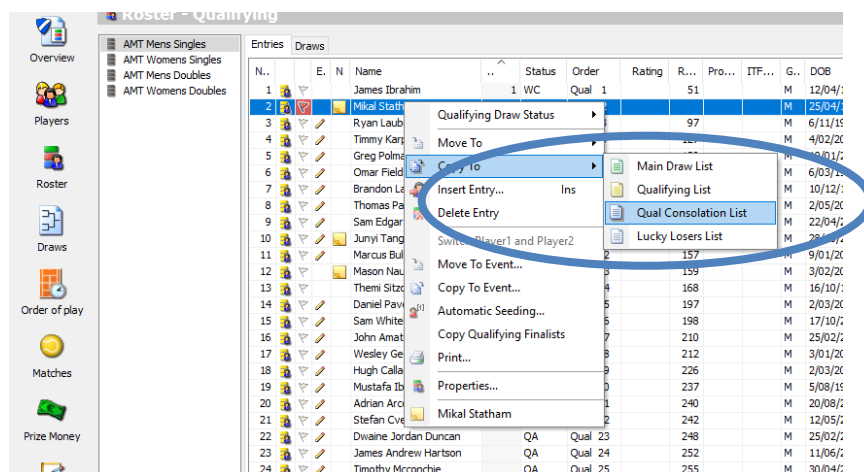
3. After you have closed sign-in for the consolation event move the relevant players to the consolation tabs that have been created in the roster screen. **Click players name > right click > copy to > Consolation or Qualifying Consolation (depending upon which consolation event you are doing)**
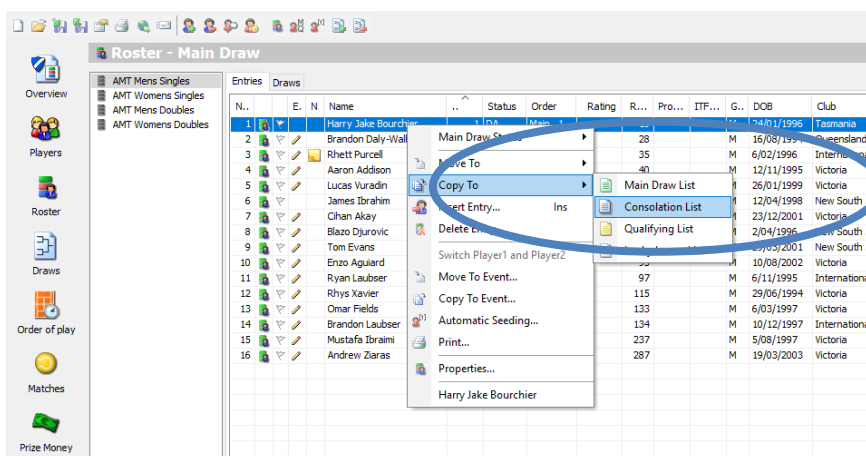
Where possible Tennis Victoria encourages you to copy players across as you go so you don't have to copy a large number of players after consolation closes when people ar epestering you for the draw.
Select Main Draw or Qualifying dpending upon which event you did.

QUALIFYING CONSOLATION:
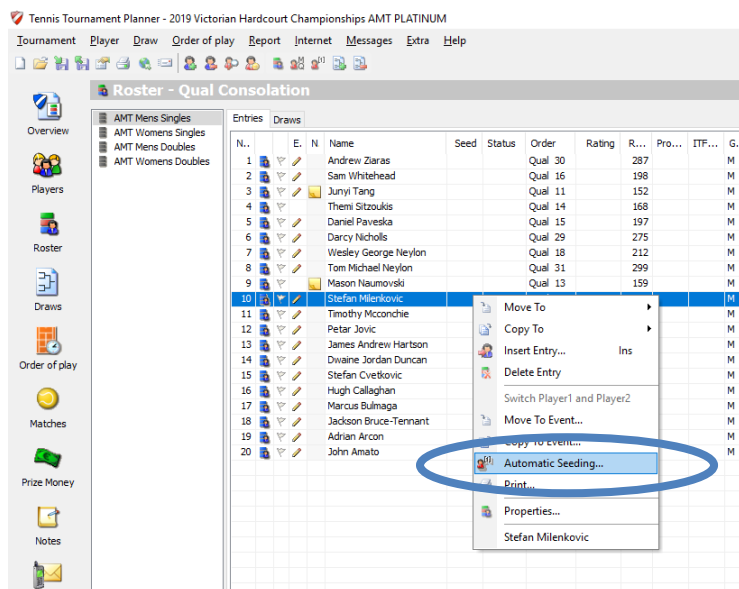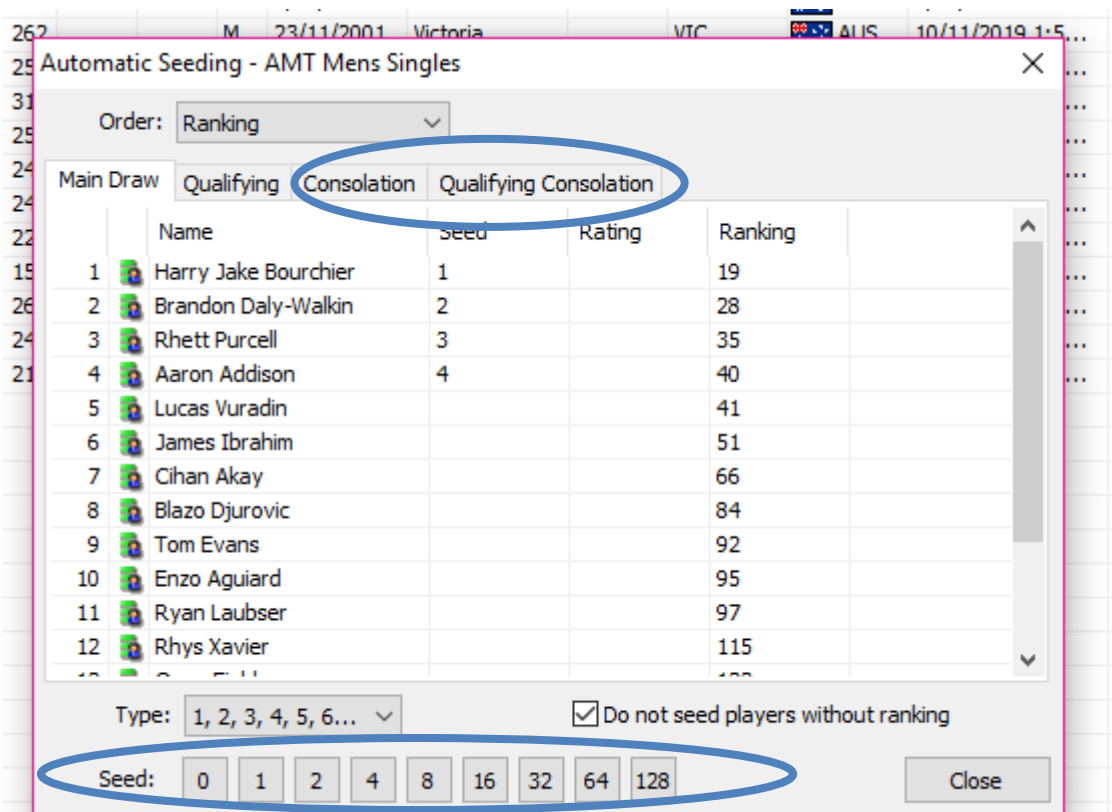

MAIN DRAW CONSOLATION:
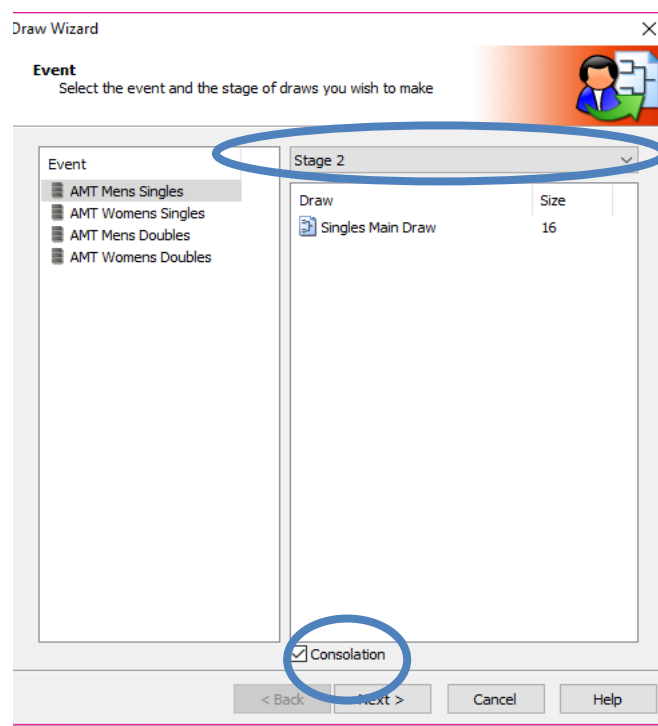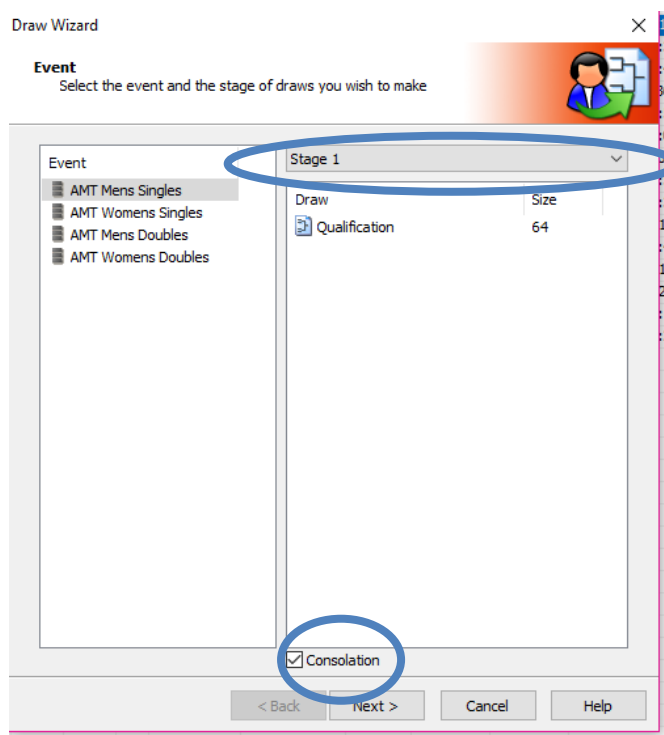
4. Seeding the consolation draw

Whilst in the consolation or qualifying consolation roster, click on the **Automatic seeding button** along the top menu or **right click "Automatic Seeding"**
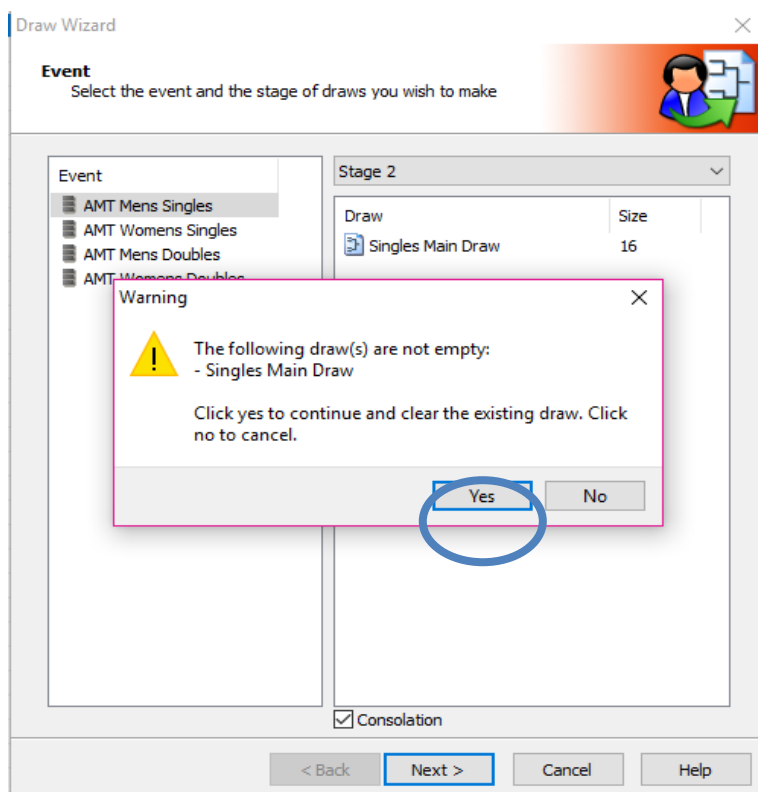

5. Select **Consoaltion or Qualifying Conslation Tab** and then **select number of seeds down the bottom**.

6. Make the consolation draw:
    Draws > Make Draws > Select Event > Select Stage – Stage 1 = Qualification and Stage 2 = Main Draw > Tick the consolation box down the bottom > Next

7. Click **Yes** on the Pop Up

8. Ensure that all the players you want to include for the consolation event have been selected.

If this is done, click "next" to move onto the next step.

9. Don't choose any separation rules for the consolation events. Select **"None"** and then click the **"Next"** button.

10. You will now see a preview of the draw below. Click **"Finish"** to save the draw.

11. You can view the draws by click on the **Draws button on the left-hand side menu** and then **selecting the relevant tab**.