

# 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 >**

Print Sign In Lists

**Report**  
☐ SIGN-IN  
☐ Main Draw Roster  
☐ Qualifying Roster  
☐ Lucky Losers  
☐ Reserve List  
☐ Exclude Roster  
☒ **CONSOLATION SIGN-IN**  
☐ QUALIFYING CONSOLATION ...

**Event**  
☒ **AMT Mens Singles**  
☐ AMT Womens Singles  
☐ AMT Mens Doubles  
☐ AMT Womens Doubles

Nr. of sign-in pages: 1  
 Sign-in Order: Acceptance Ord  
 Deadline: 20/03/2020 6:00:00 PM  
 Place: Supervisor's Office  
 Free Text:  
 Show: <None>

Preview Print Excel Close

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**

Consolation									
Entries	Draws								
Name	Type	Size	Stage	Playoff	Consolation	Cons.Playoff	Qualification	Position	
Qualification	Qualifying Draw	64 > 4	1		Custom		Yes	1	
Singles Main Draw	Elimination	16	2		Custom		No	1	

Draw Properties

General Layout

Qualification

Event: AMT Mens Singles

Type: Qualifying Draw

Size: 64 > 4

Stage: 1

Playoff: <None>

**Consolation: Custom**

Cons. Playoff: <None>

Qualification: ☒

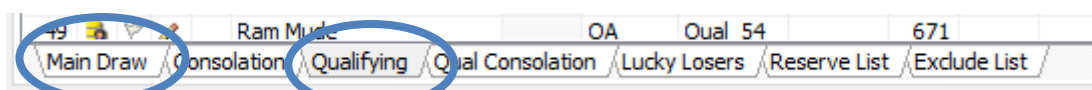
Position: 1

OK Cancel Apply

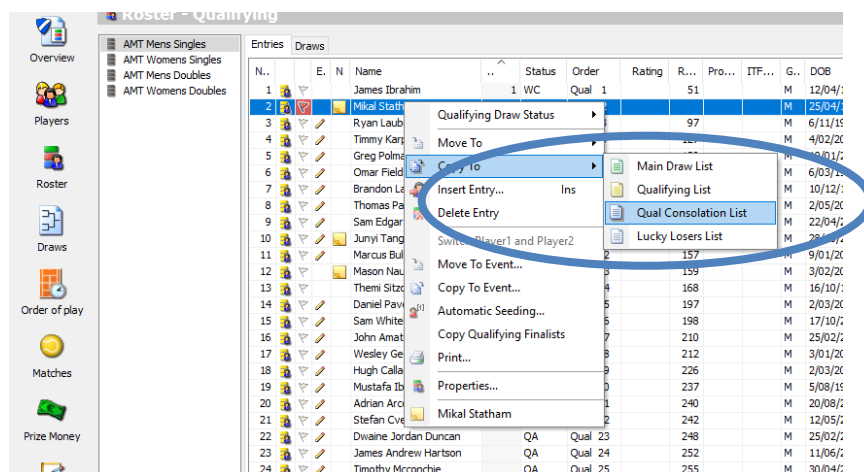


- After you have closed sign-in for the consolation event move the relevant players to the consolation tabs that have been created in the roster screen. **Click players name > right click > copy to > Consolation or Qualifying Consolation (depending upon which consolation event you are doing)**

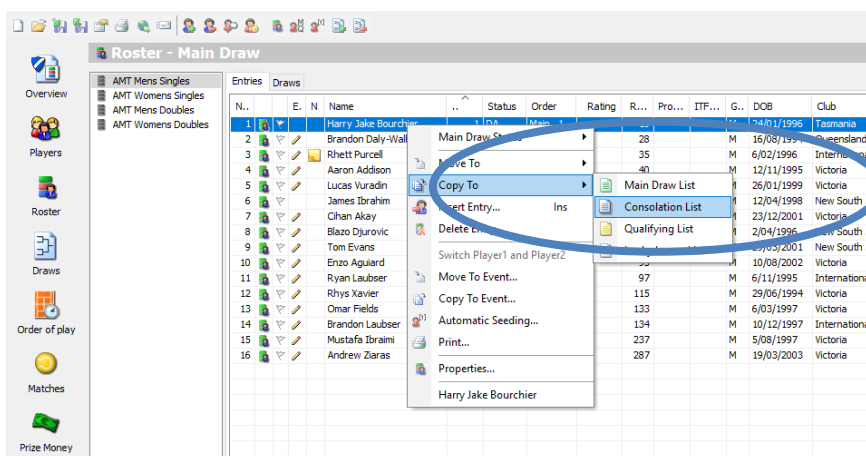
Where possible Tennis Victoria encourages you to copy players across as you go so you don't have to copy a large number of players after consolation closes when people are pestering you for the draw. Select Main Draw or Qualifying depending upon which event you did.



### QUALIFYING CONSOLATION:



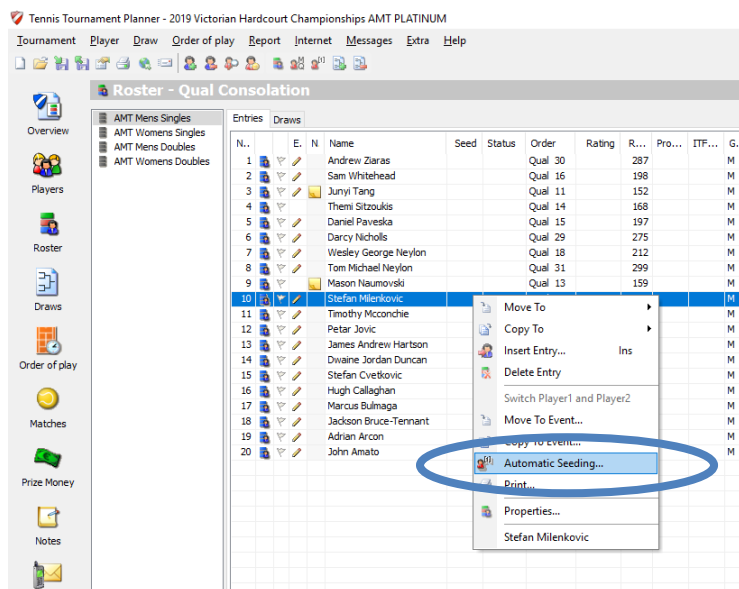
### MAIN DRAW CONSOLATION:



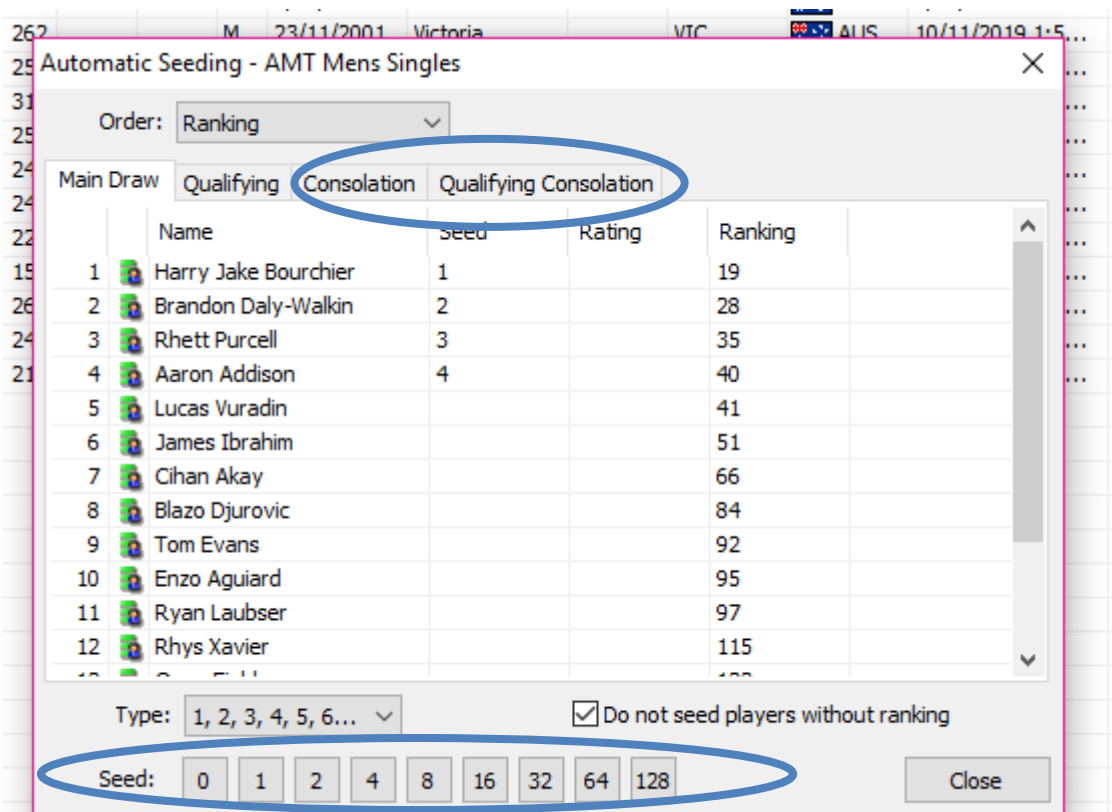


#### 4. Seeding the consolation draw

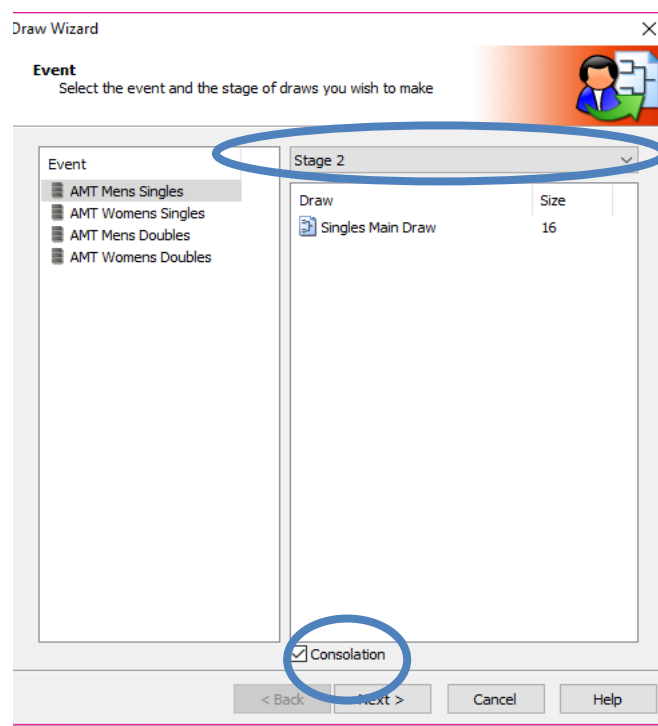
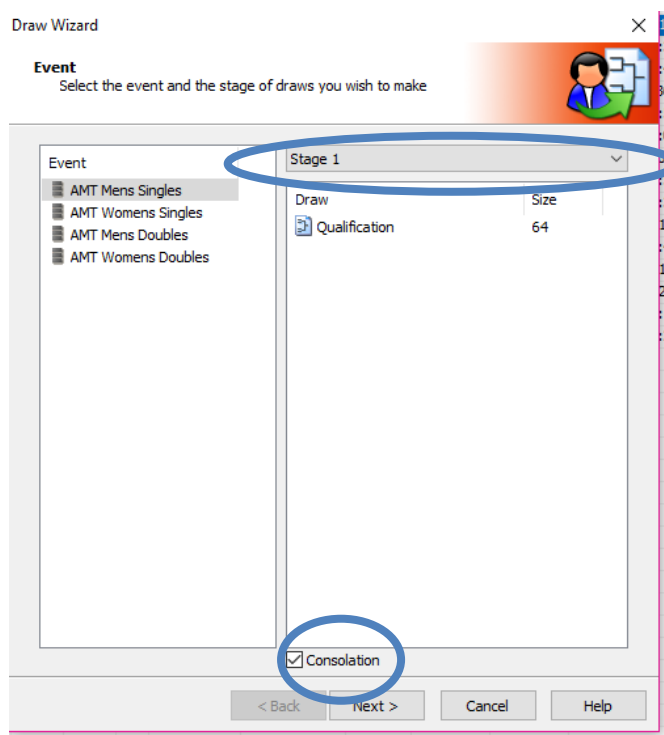
Whilst in the consolation or qualifying consolation roster, click on the **Automatic seeding button** along the top menu or **right click "Automatic Seeding"**



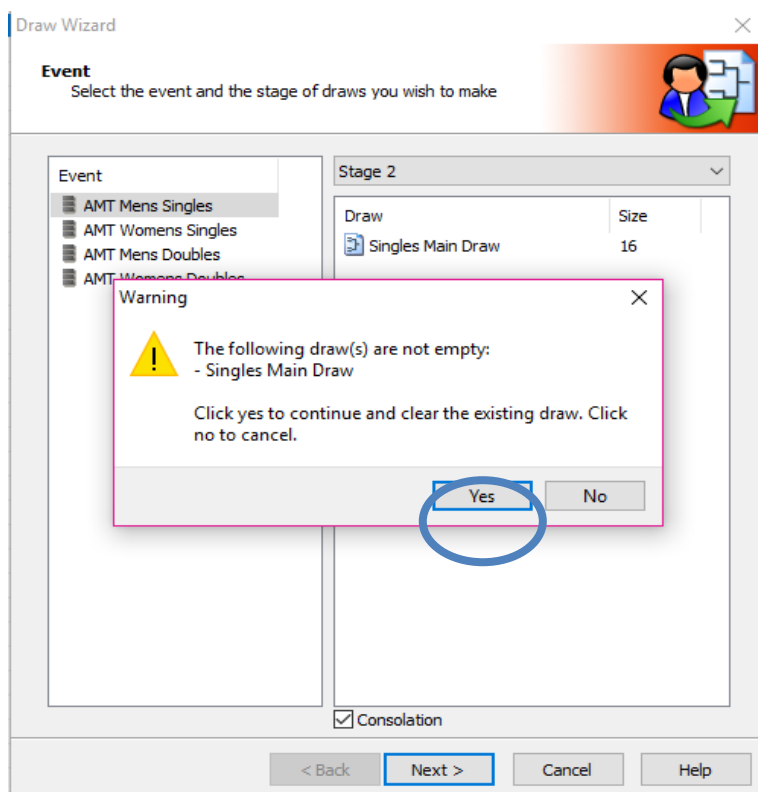
#### 5. Select **Consoaltion or Qualifying Conslation Tab** and then **select number of seeds down the bottom.**



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.

[illegible]

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

**Draw Wizard**

**Separation**  
Select the type of separation for your draw

**Separation:**

- ☒ None
- ☐ Club
- ☐ District
- ☐ City
- ☐ Postalcode
- ☐ State
- ☐ Country
- ☐ Level
- ☐ Availability

**Optimization:**

- ☒ Optimal separation
- ☐ Separate first round only

<None>      Ranking

☐ Separate doubles partners

< Back      **Next >**      Cancel      Help



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

Line	Seed	Team	Separation
<b>Singles Main Draw</b>			
1	1	Blazo Djurovic	
2		Bye	
3		Cihan Akay	
4		Bye	
5		Bye	
6		Tom Evans	
7		Bye	
8		Enzo Aguiard	

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

