SIGN IN CONSOLATION – NEEDING TO MAKE A NEW EVENT

Sign in Consolation – Needing to make a New Event

USE THIS GUIDE WHEN SIGN IN NUMBERS ARE MORE THAN 50% THE DRAW SIZE. E.G. 20 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. Create a new event in TP
   Properties > Events > Add > Name Event – e.g. Boy's 12/u Qualifying Consolation, Boy's 12/u Main Draw Consolation > Select gender > **Tick Sep Seeding box if doing Qualifying Consolation > Fee remains $0
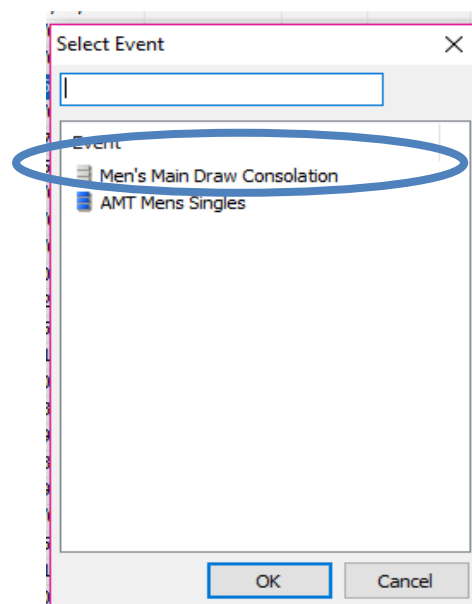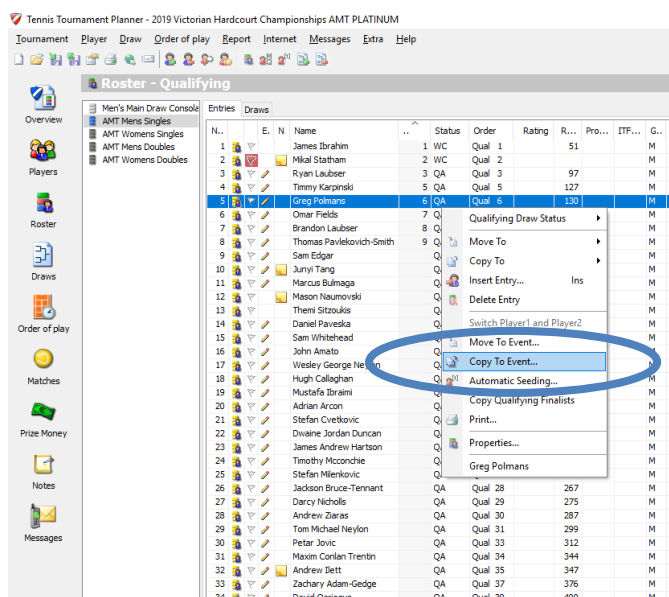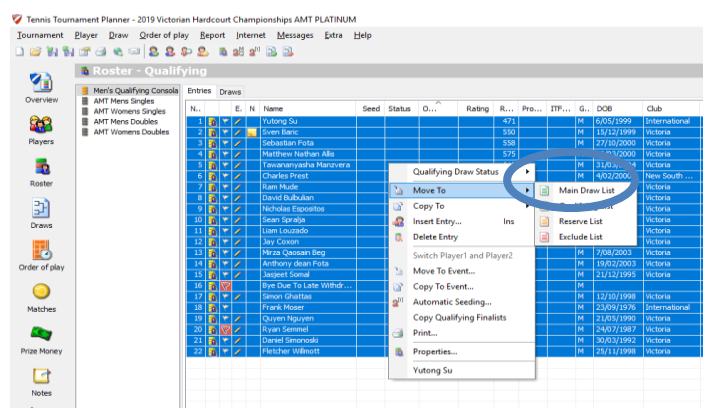
The new event will show up on the **Roster**

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 event > select the new event from the list

4. If you are making a **qualifying consolation draw** the players may be listed on the Qualifying tab of the new event. Move the players acrross to the main draw tab of the new event.
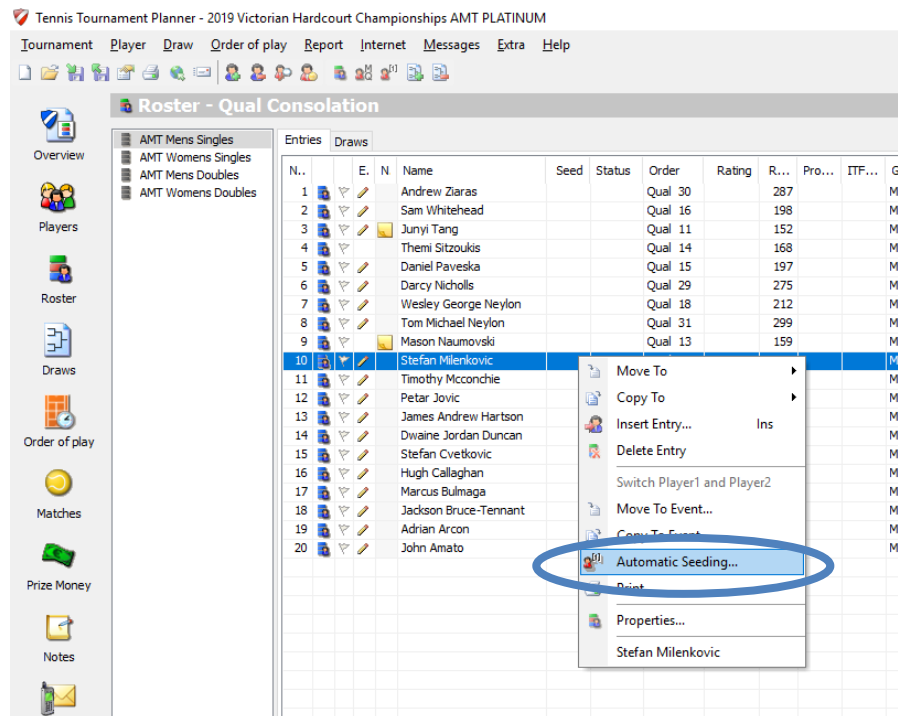

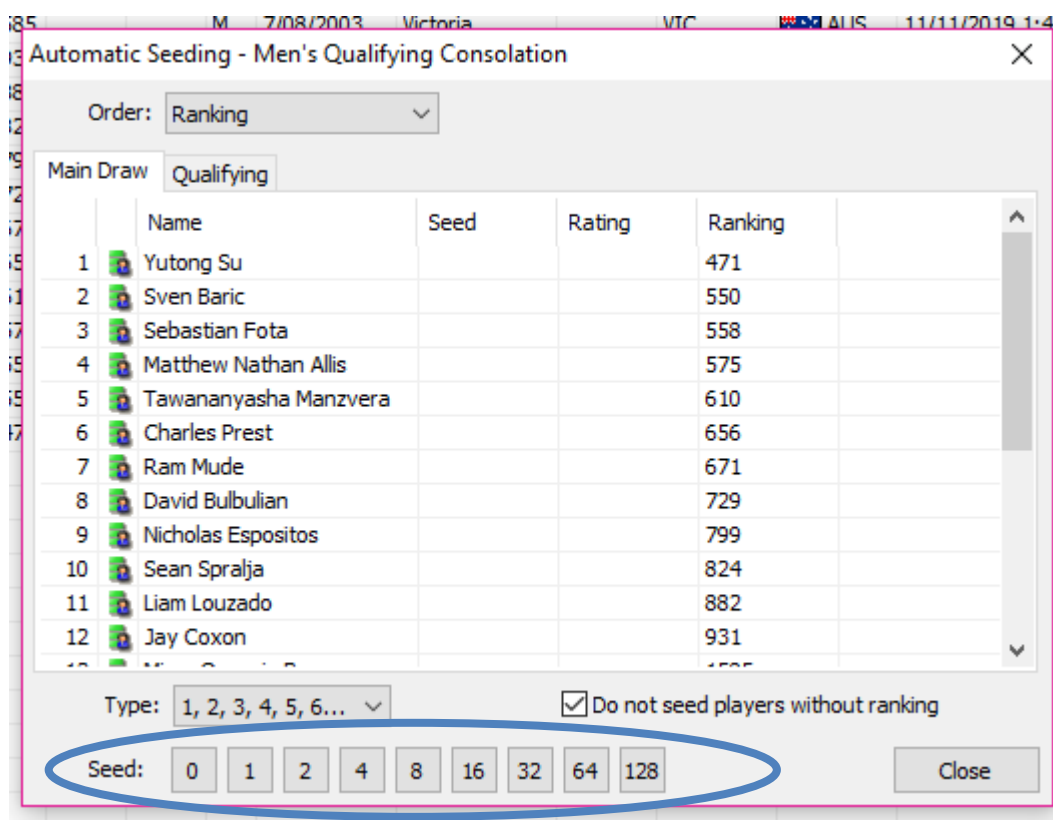**Sign in Consolation – Needing to make a New Event**
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5.   Seeding the consolation draw. Select the Consolation event in **Roster**.
     Click on the **Automatic seeding button** along the top menu or **right click "Automatic Seeding"**
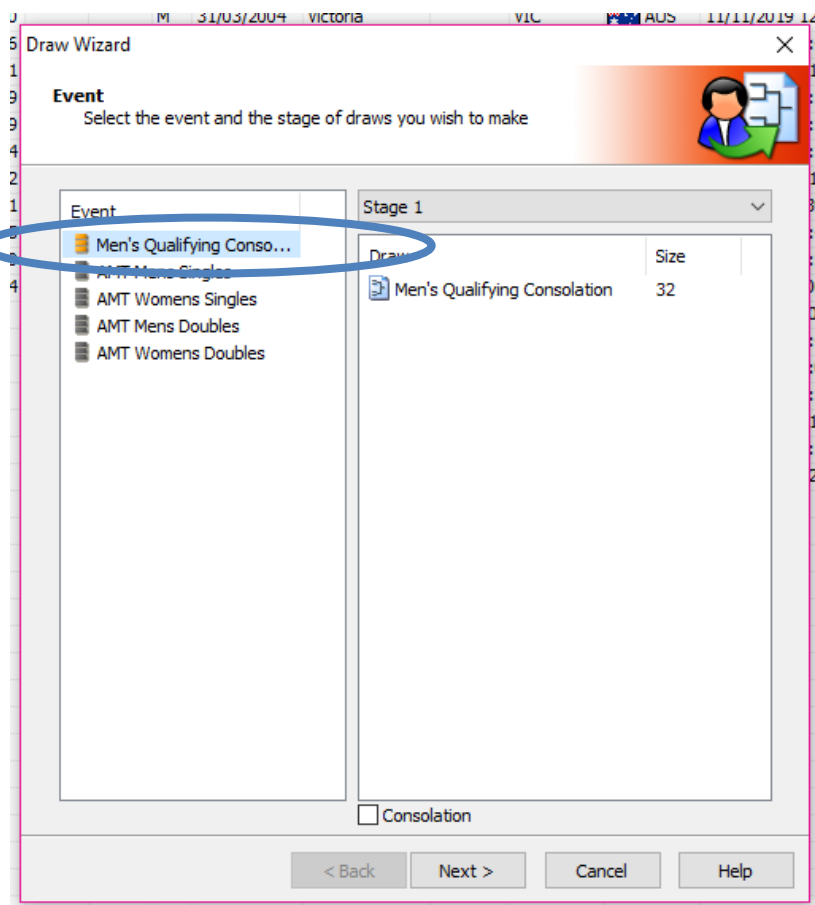

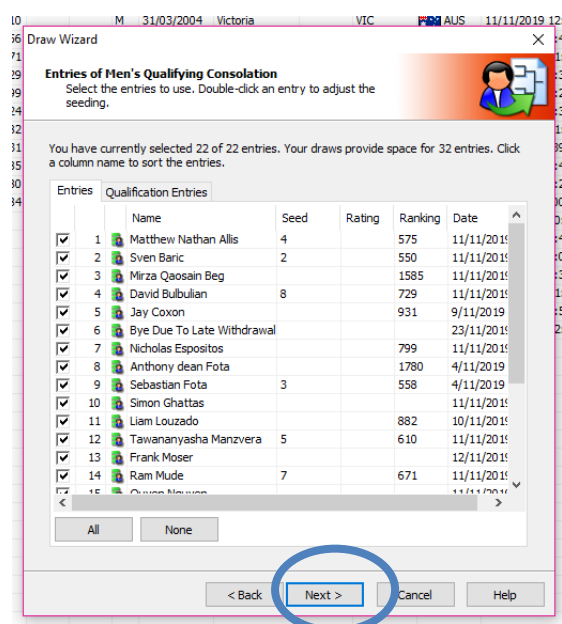6.   Select number of seeds down the bottom.

7. 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

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. Do not 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**.