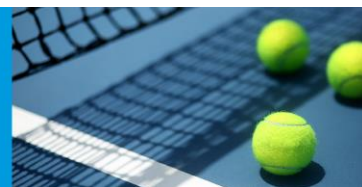


EVENT PROCESS CHECKLIST



Event Process Checklist

Action	Timeline Prior to Event Start	Club
Event Entries Open online	Min. 6 weeks	<p>Club can elect to open entries earlier online. Please Check:</p> <ul style="list-style-type: none"> - Review factsheet & contact TV with any changes. Any changes to the draw sizes and entry fees need to be made before entries open. - Contact referee - Review entry closing date, format & fees - Special entry requirements (check setting how many events/age groups a player can enter)
Event Entries Open	Min 6 Weeks – 10 days	<ul style="list-style-type: none"> - Regularly pull in entries and republish the file - Update the message box with important information when necessary
Closing Date for Entries	10 Days	<ul style="list-style-type: none"> - Entries will automatically close
Singles Acceptance Lists Released	8-9 Days	<ul style="list-style-type: none"> - Send the TP Back Up file to TV for singles acceptance lists to be completed - TV will send back to club and referee – no further entries - TD to send email to all entered players
Withdrawal Deadline	7 Days	<ul style="list-style-type: none"> - Check for online withdrawals by doing an entry pull - If withdrawals have occurred update the acceptance list - Refund players who have withdrawn - Partner up any confirmed doubles partner requests
Updated Acceptance List Released	7 Days	<ul style="list-style-type: none"> - TD to publish updated acceptance list.
TP file sent back to MA	6 Days	<ul style="list-style-type: none"> - TD to send TP file to TV within 24 hours after withdrawal deadline - TV will complete seedings and doubles pairings
TP file sent back to TD	5 Days	<ul style="list-style-type: none"> - TD to publish updated file with seedings and doubles pairings
Draws and scheduling	4 Days	<ul style="list-style-type: none"> - TD to create draws with day 1 schedule and send file to referee (before publishing)
Referee approval of draws and schedule	3-4 Days	
Qualifying Draw Released (If required)	3-4 Days	<ul style="list-style-type: none"> - TD to publish the draws at least 3 days before Event starts. - Any changes to the draw need to be confirmed by the referee (withdrawals replacement procedures)
Main Draw Released (If there is no Qualifying)	3-4 Days	<ul style="list-style-type: none"> - Any changes to the draw need to be confirmed by the referee (withdrawals replacement procedures)
Main Draw Released (If there is Qualifying)	1-3 Days before start of main draw	<ul style="list-style-type: none"> - Any changes to the draw need to be confirmed by the referee (withdrawals replacement procedures)