EDITING TOURNAMENT FACT SHEETS ON YOUR TOURNAMENT WEBSITE

When your tournament has been successful in its online application for an Australian Rankings tournament, Tennis Australia will create your Tournament Planner (TP) file and publish it to create your tournament website on http://tournaments.tennis.com.au

A new feature that was added last year was the online tournament fact sheet which uses information that was completed in the online tournament application to list various details about the event.

Details that are listed on the fact sheet are the following:

- Tournament Tile
- Dates – Specifically for main draw and qualifying events
- Club Address Details
- Contact Details – Phone, Fax, Email and Website
- Number of Courts
- Court Surface
- Entry Fees
- Points Level
- Travel / Accommodation Information
- Information Meetings / Functions and Activity details
- Any other additional information

The more information you list on the fact sheet for your tournament, the easier it will be for participants and support teams to prepare for your tournament accordingly.

And because information listed on the fact sheet is public and people are becoming more aware to look at them when entering tournaments, it is vital that you review your fact sheet and update it accordingly prior to the online entries opening.

To update the fact sheet, follow these simple steps.

STEP 1
You should receive an automated email from Tournament Software. The email address they use is noreply@tournamentsoftware.com

You should have received it in your inbox, although it is possible it could have been delivered to your junk mail folder, so please ensure you check it.

Open the email. It will look like the one below.

This is an automated email message, replies are ignored.

Account information for All Tournaments – Tennis Australia

Dear TATO82049,

This email contains your account information for 2013 Optus 14s National Claycourt Championships at tournaments.tennis.com.au

If you forgot your password, you can apply for a new password at the login page (Retrieve password)
With the following credentials:

Login: tatato82049
Emailaddress: tournaments@tennis.com.au

Role: Tournament organizer
Best regards,

All Tournaments – Tennis Australia
tournaments.tennis.com.au

provided by tournament software

Click on the "retrieve password" link within the email. It will take you to the following screen on the Tournaments website.

Australian Open | Australian Open Shop | About Us

| 🏠 | Play Tennis | Tournaments | Competitions | Players | News | Photos | Video | Coaches | States | Clubs |

Francis Soyer | Log off | Tournaments | Rankings | 🖨 Print

Tournaments

Lost password?

We can send a new password to the email address you have supplied at the signup. If you cannot retrieve your email address you will have to signup again.
Lost your login name? Click here if you want to retrieve your login name.

Login name: [_____]
Email: [_____]

Send password

Type in the login name and email address that was sent in the email from Tournament Software and click the "Send password" button.

After clicking the button, you should see a screen confirming that the password has been sent.

STEP 2

Check your email again for a second email from Tournament Software giving you the username and password. See the screenshot below for an example of what will be sent.

STEP 3
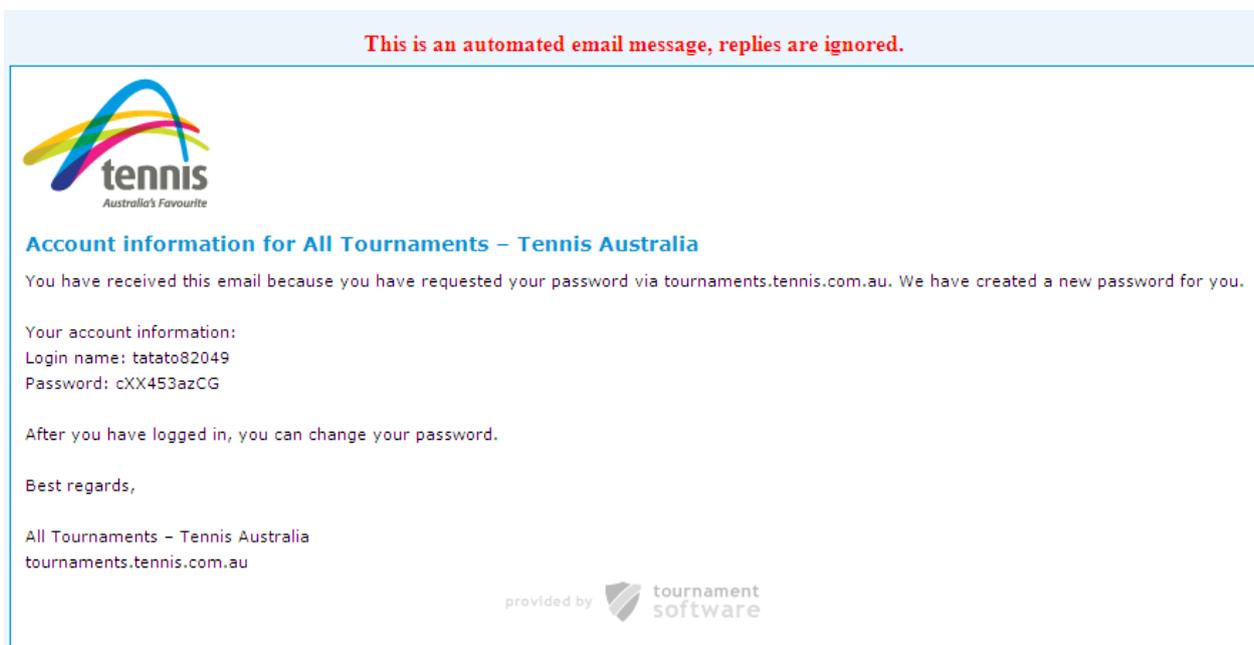
Go to http://tournaments.tennis.com.au and click the "login" link on the right hand side of the website. After you have done this, you will see the screen below.

Use the login name and password that sent to you and type them into the relevant sections to login to the website. Click the "login" button after typing in the login name and password.

STEP 4

Find your tournament page on the http://tournaments.tennis.com.au website using the "Find Tournament" search filter.

Once you are at your tournament page, click on the "Fact Sheet" link on the left-hand side of the page. You will see your fact sheet, as it will look something like this.

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STEP 5

Click on the edit fact sheet button.

Edit Factsheet

STEP 6

You will now be presented with the below screen. There are five tabs across the top of the page:
- General Information
- Organization
- Venue
- Hotel information
- Additional information
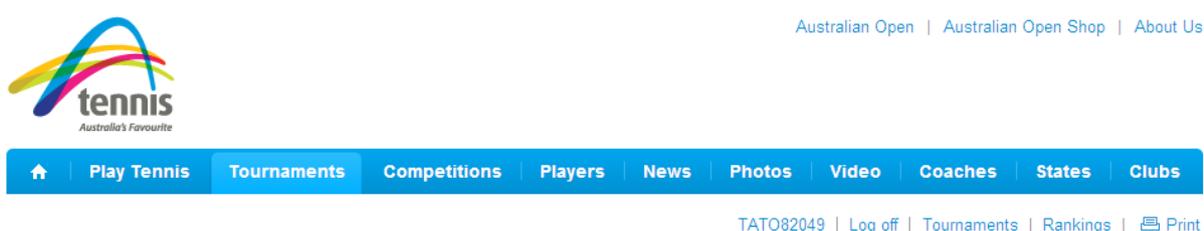
Tournaments

Overview	**2013 Optus 14s National Claycourt Championships**
Factsheet	Last updated: Tuesday, 12 February 2013 10:39 PM
Online entry	**Edit Factsheet**
Events	ⓘ The current public factsheet is the latest revision. You are starting a new revision.
Players	General information / Organization / Venue / Hotel information / Additional information
Regulations	General information

Tournament Title: 2013 Optus 14s National Claycourt Cha

Suburb: Ipswich ★

State: Queensland

Start date: 2 April 2013 ★

Organization

Club name: George Alder Tennis Centre

Tournament director: Francis Soyer ★

Each of the tabs has information on the fact sheet that you are able to edit. Scroll through each tab and once you have edited what you need to, click the "submit" button at the bottom of the page.

Submit

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STEP 7

Once you have submitted your changes, Tennis Australia will look through the changes that have been made and consult with your Member Association before approving the changes to the fact sheet. Until then, the changes you have made will not be shown live on the website.

When Tennis Australia has approved the changes to your fact sheet, you will get the following email notification.

QUESTIONS

If you have any questions regarding the online tournament fact sheets, please contact your Member Associations representative on the below contact details:

Tennis ACT
Phone: (02) 6160 7800
Email: LMarecek@Tennis.com.au

Tennis QLD
Phone: (07) 3120 7900
Email: mrichards@tennis.com.au

Tennis VIC
Phone: (03) 8420 8420
Email: areynolds@tennis.com.au

Tennis NSW
Phone: (02)9024 7600
Email: sharris@tennis.com.au

Tennis SA
Phone: (08) 7224 8100
Email: tallen@tennis.com.au

Tennis West
Phone: (08) 6462 8300
Email: lhughes@tennis.com.au

Tennis NT
Phone: (08) 8981 5609
Email: MPead@tennis.com.au

Tennis TAS
Phone: (03) 6108 8200
Email: tconstance@tennis.com.au