

Creating your AR Tournament TP File – A guide for Tournament Director’s

Tennis Australia have previously created your Australian Ranking Tournament Planner files, however, we would like to involve you a little more in this process and have therefore provided you with the below instructions so you can create your own TP file for your upcoming tournament(s).

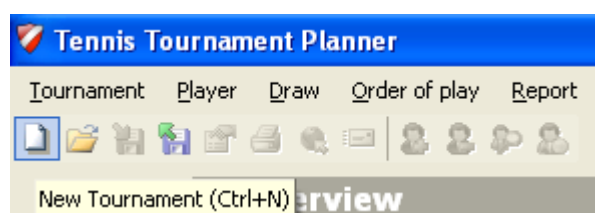
PLEASE NOTE – You must follow the below instructions to ensure the TP file you create links correctly with the www.tennis.com.au online tournament calendar.

If you have not already downloaded the new version 2018.4 of Tournament Planner, please do so now via the link below. We recommend uninstalling your old version of Tournament Planner before going through the download process.

<https://www.tournamentsoftware.com/download.aspx?id=2376922E-0117-4923-91CD-D2D8C240C2E3>

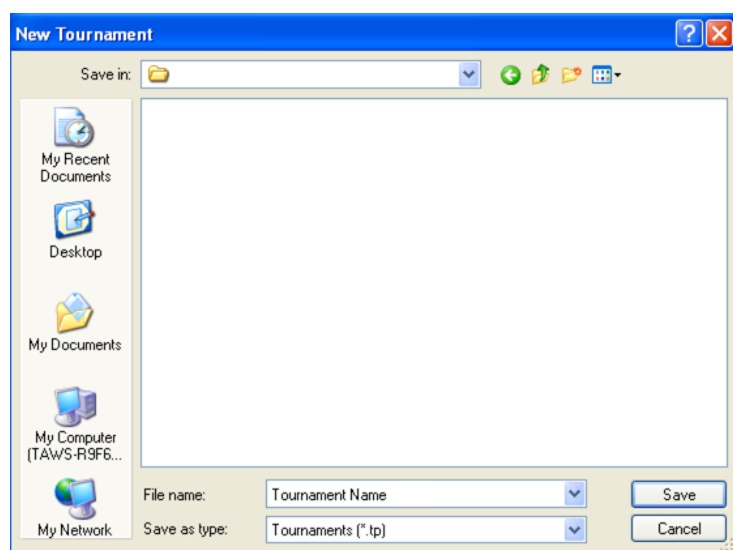
STEP 1

Open Tournament Planner and click on the **New Tournament** icon in the top left-hand corner.



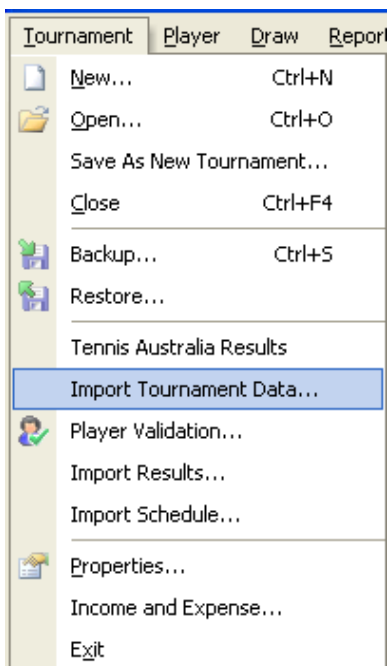
STEP 2

Type your **tournament name** exactly as it appears in the *Google Doc*, remembering to have 2019 at the beginning of the tournament into the file name section below.



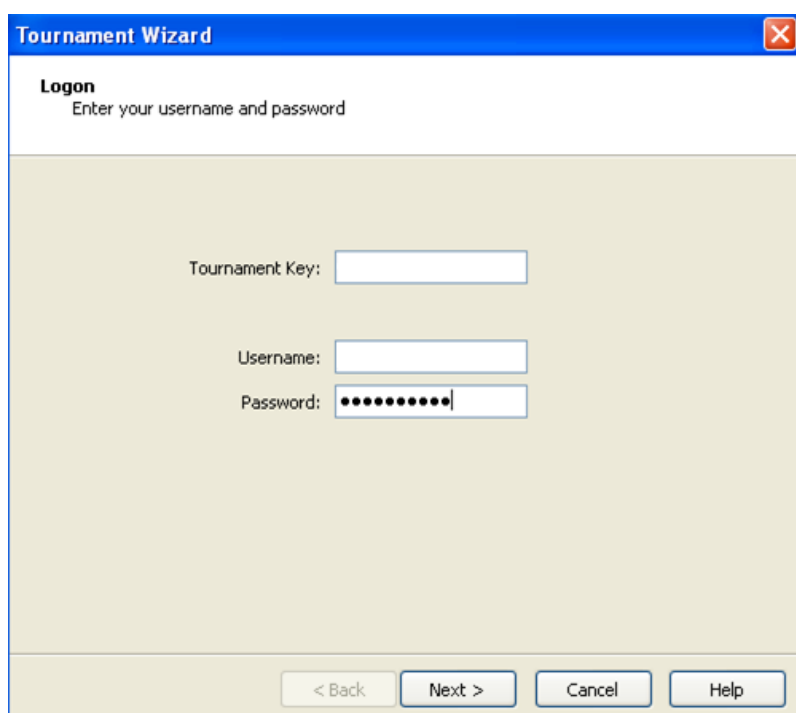
STEP 3

After cancelling out of the Tournament Properties screen which will open automatically, click on the **Tournament** menu along the top and scroll down and click on “**Import Tournament Data**”



STEP 4

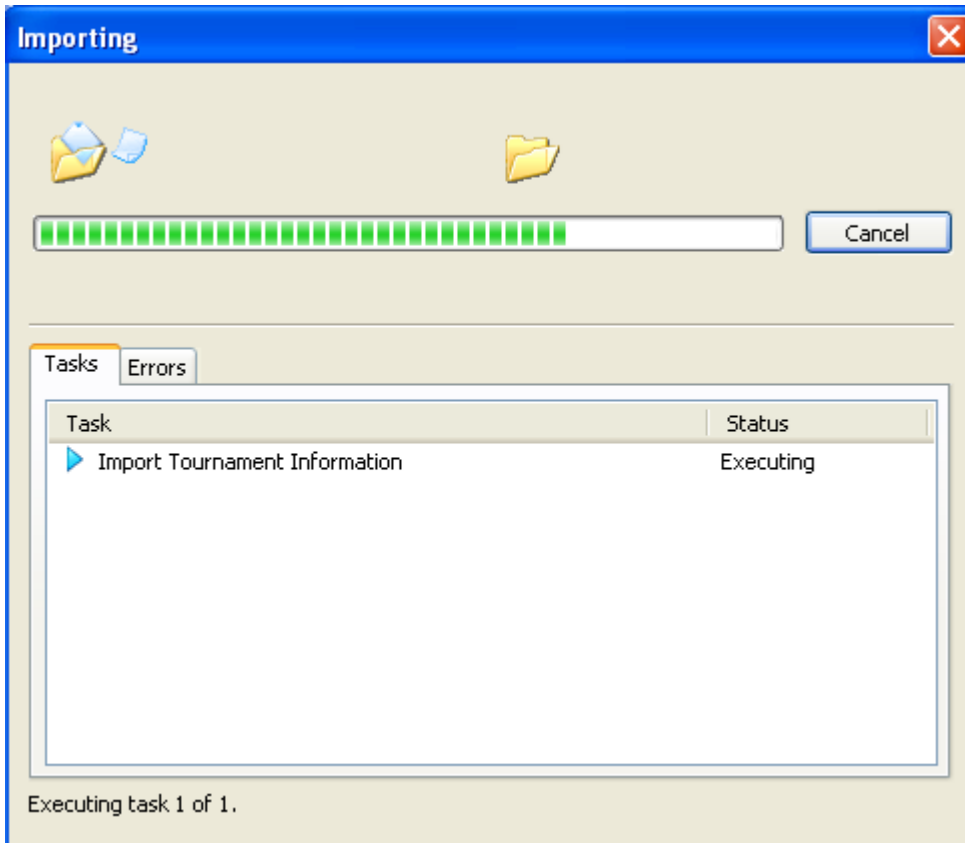
Now going back into the “**Import Tournament Data**” screen, use your MA Admin Account **username and password** along with the **Tournament Key** to download the file.



The image shows a 'Tournament Wizard' window with a 'Logon' section. The instructions are 'Enter your username and password'. There are three input fields: 'Tournament Key:', 'Username:', and 'Password:'. The 'Password:' field contains ten dots. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

STEP 6

Your tournament data will now be imported in a matter of seconds.



The tournament data that is imported into the TP file is from the online tournament application you completed during the sanctioning period.

You will need to update the below information before sending the TP file and the approval letter.

- Draw Position in the Event tab - Qualifying (1) before Main Draw (2)
- Adding Playoff matches as required (top 4 for silver and bronze) (top 8 for gold)
- Adjusting draw sizes and consolation types
- Adding scoring formats as required
- Adding the Category (12/14/16 etc.) and Grading (Gold, Silver etc.)
- Adding prize money for AMT events

STEP 7

Don't publish! Just save the file and get the tournament director to publish when you send out the approval letter

The deadline for 2019 TP files to be published is **5 October 2018**