Tennis Tournament Planner (TTP)

Quick Start User Manual

**Further support is available online at
www.LTA.org.uk/TTP**

This guide is intended to assist new organisers who are using TTP for the
first time to run one day competition. A full user manual for TTP
can be found at www.LTA.org.uk/TTP.

Version: 2017.1
Last updated: 21st March 2017

Contents

Welcome

Tennis Tournament Planner (TTP) is a Windows based application written by a software development company Visual Reality and provided to the Lawn Tennis Association to aid Tournament Organisers across Great Britain to help administer tennis competitions. The same software is used by National Governing Bodies across the world as well as organisations like the ITF. Over the years, the programme has been extensively developed by the LTA and offers many enhanced features providing organisers of large and complex tournaments a great deal of additional functionality.

A new version of TTP is released at the start of the year and a series of updates are released throughout the year to improve the functionality. A list of updates can be found in the Version Update Log which is available at www.LTA.org.uk/TTP.

This publication is intended as a quick start guide and covers the basis features of TTP, allowing users to create and manage a tournament simply and easily using a limited subset of the features available.

The example featured in this guide uses a one day tournament, using four courts and two events using the following formats:

   (a) a round-robin draw.
   (b) a matchplay event
   (c) a 8 player compass draw

However, the program will cope with almost any competition, large or small and can handle all draw formats commonly used at LTA tournaments.

Getting Started

Obtaining your TTP Licence

In order to use TTP you will need a TTP licence and have the up to date version of the software installed on your computer. Both expire annually and licences are renewed in January each year although you can apply for a licence at any time throughout the year. To be eligible for a TTP licence you must have:

- A valid DBS (Disclosure and Barring Service) disclosure (formerly CRB) issued within the last 3 years.

- Completed a Data Protection Agreement Form. Please note you only need complete this once.

Having met these two requirements you can apply for a Tennis Tournament Planner (TTP) licence by going onto the LTA website www.LTA.org.uk/TTP and by completing the **Apply for a TTP licence** form.

Licences are processed within 5 working days provided the requirements are met. Your licence will be sent by email as an attachment. When it arrives, save it to your computer but do not open it.

Apply for a TTP licence

Please complete the form below to apply for a Tennis Tournament Planner (TTP) licence. Click send when you have completed the required information.

First name

Last name

Installing TTP

Once you have been emailed your TTP licence click on the link within the message to download the software.

Alternatively log onto the LTA website www.LTA.org.uk/TTP and select the **Download TTP** link as shown below:

Download TTP

The TTP software is continually being developed so it is important to check that you are using the latest version.

Latest version	Release date	Version number
Download TTP*	18/01/2016	2016.1

Further information on how to install the software can be found here.

LTA BRITISH TENNIS

Registering your licence with TTP
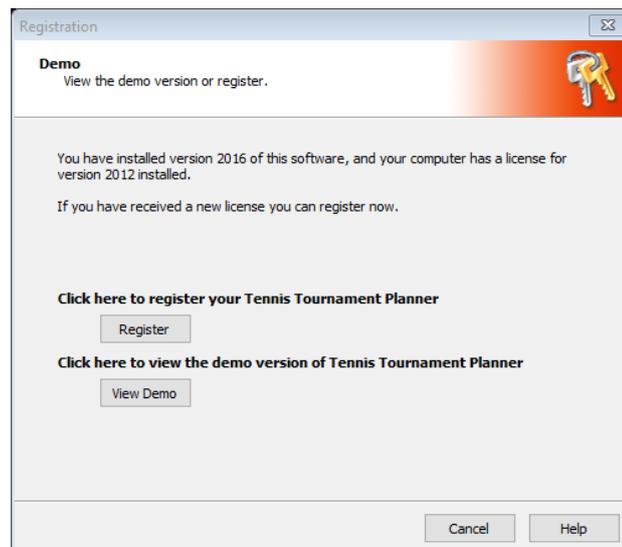
To register your licence:

Open the email which you received from your LTA Competition Support Team and **save the attachment** to your computer. We recommend saving this to your desktop although you can save it anywhere (provided you remember where you saved it).

Open TTP on your computer.

If you have a previously installed version of TTP on your computer an error message, similar to the following will appear showing the licence is not compatible with this version of TTP. Click **OK**.
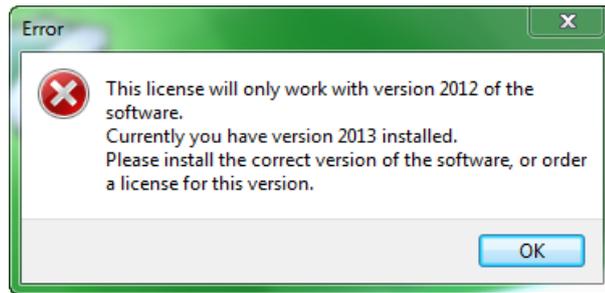
If this is the first time you are installing TTP or you have clicked **OK** to acknowledge the above error message, the registration screen will appear as shown below:

After clicking on the **Register** button you'll need to locate to the licence file you have stored on your computer by clicking **Browse**.
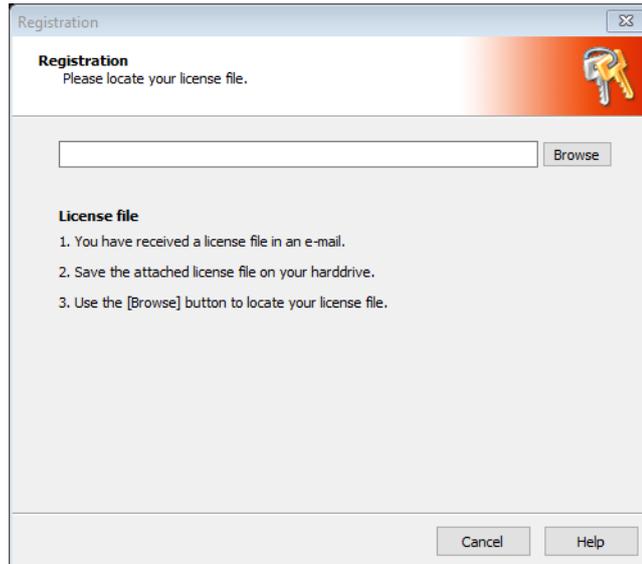
Navigate to the location where you stored your licence file (see step 1 above) and once found, select the license file and click the **OK** button or double click on the licence.

Once you have located the licence file the following window will appear. Click **OK**.
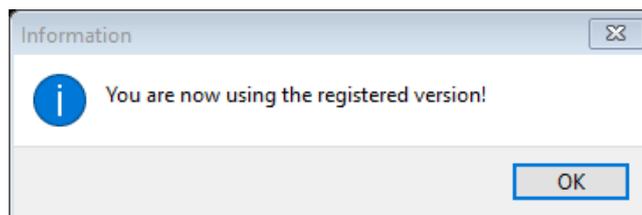
The software is now ready to be used for the calendar year.

Creating a tournament

Each tournament uses its own TTP file and in most cases you will create a new tournament file by connecting to the LTA. It is however possible to create a tournament without connecting to the LTA although in practice this would only be done for a tournament where results will not be submitted for ratings and rankings purposes (such as an internal club tournament). **Please seek further guidance from your regional team if you wish to submit results without connecting to the LTA.**

After opening TTP click on the icon shown below in the top left hand corner of the screen
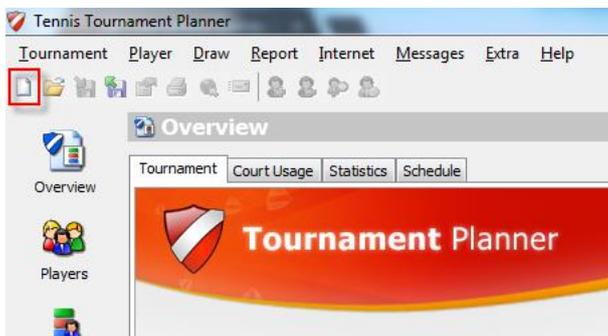
In most cases (where the competition has been created in Competition Creation) click **Yes** when asked *Do you wish to connect to the LTA?*
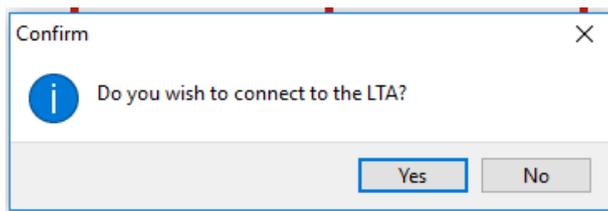

You will be asked to enter your LTA Online logon details. These are the same that you would log onto the LTA website with. You can reset your password at https://www.lta.org.uk/member/forgotten-password/.
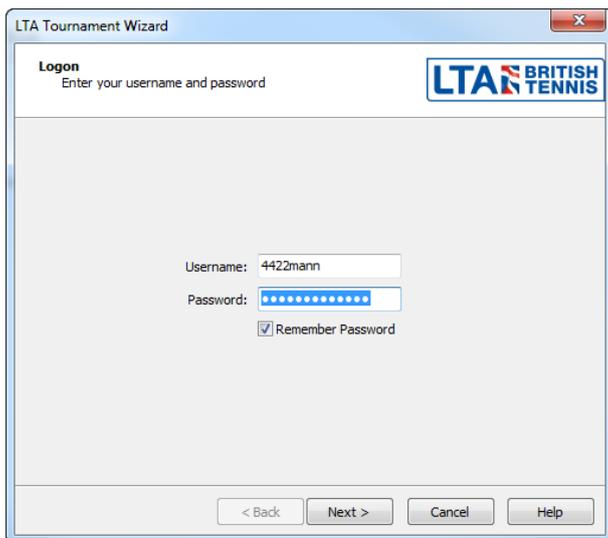
A list of all tournaments linked to your account will be displayed; find and select the competition you wish to create.

Please note - you will only be able to create a tournament using this method if you are the named primary organiser and the event appears within the **Competition Organiser** area of your LTA Online account. If this is not the case then please contact your LTA regional office for advice.
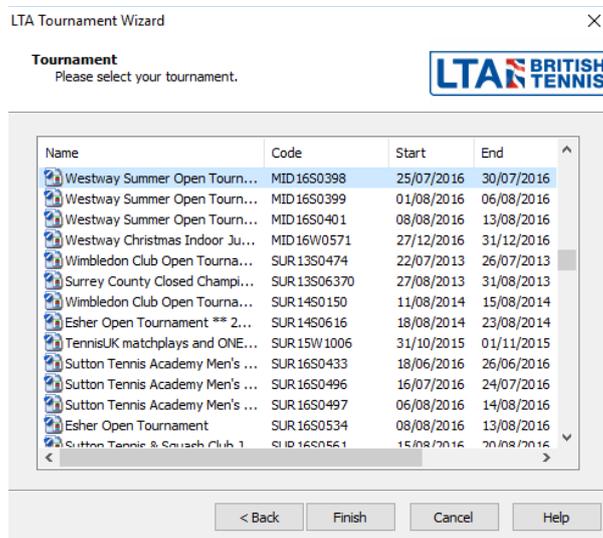
You will then be asked to save your tournament and will be prompted for a filename. This can be anything which uniquely identifies your tournament.

For example: the LTA tournament code + the LTA ratings period and a brief description

e.g. SUR16W2945 2016W NTC Girls Matchplay
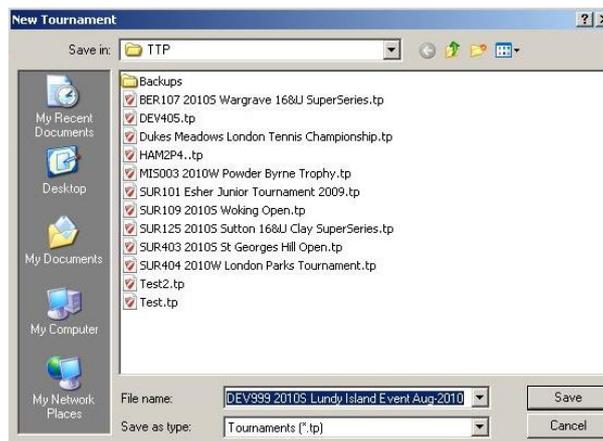
Tournament Properties

Once the file has been created, you will then be asked to enter basic information relating to your tournament. This **Tournament Properties** area is split up into 11 separate tabs:

The **Info** and **Address** tabs should be completed with as much information as possible. Most of these fields are self-explanatory.

Use the **Events** tab to create the event categories/age groups that you intend to run in your competitions. Do remember that an event category can have two or more draws. The majority of event categories are pre-loaded into TTP and can be selected by using the **Pick** option.If you have 'Connected to the LTA' the events will be there already and to add other events will need to be done in Competition Organiser area of the LTA website.

The **Days** tab allows you to tell TTP which date (or dates) you intend to run your competitions. Simply double click on any date to add it to the list. Tournament dates do not necessarily need to be consecutive.

The **Times** tab allows you to specify match time slots. These can be allocated to matches at a later stage. Example: If you were intending to start a tournament at 9:00am then the **Times** tab may look something like this:
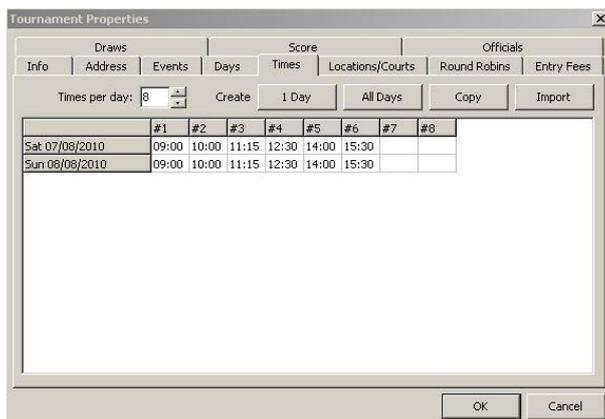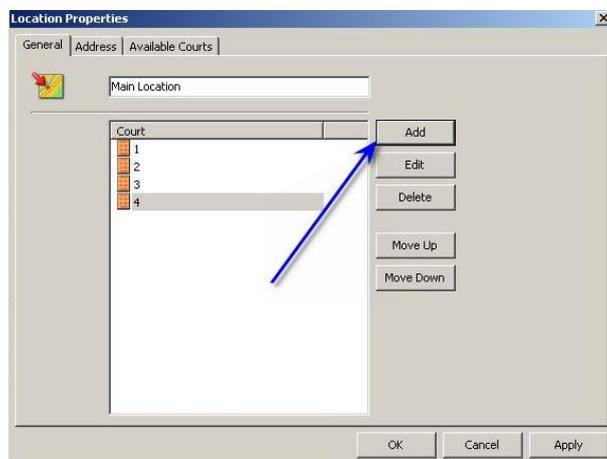
Use the **Locations/Courts** tab to tell TTP about the courts you are using. When scheduling matches this will help ensure that you do not schedule too many matches based on the courts you have available.

Firstly, double click on **Main Location** and create **courts** as shown in the example below (this assumes that you are using four courts numbered 1, 2, 3 and 4):

Click on the **Available Courts** tab allows you to specify how many courts you have at each time slot.

For the majority of smaller competitions it is not normally necessary to complete the **Round-Robins**, **Entry Fees**, **Draws**, **Score** or **Officials** tabs.

Players and entries

Once you have set up your basic tournament properties, you can then use TTP to maintain a record of players entering your competition.

Syncing Entries from LTA Online

For competitions using LTA Online Entry and having connected to the LTA, select **Internet** from the top menu of TTP and then click on **Sync Entries**.

Enter your LTA username and password. This is the same username and password you would use to log into the LTA website. Make sure that the **Submit status by event** checkbox is **NOT** ticked.

Click on **Next** to start the synchronisation process. This can take several minutes depending on the number of entries in your tournament. When you see the following box, click on **Finish**:
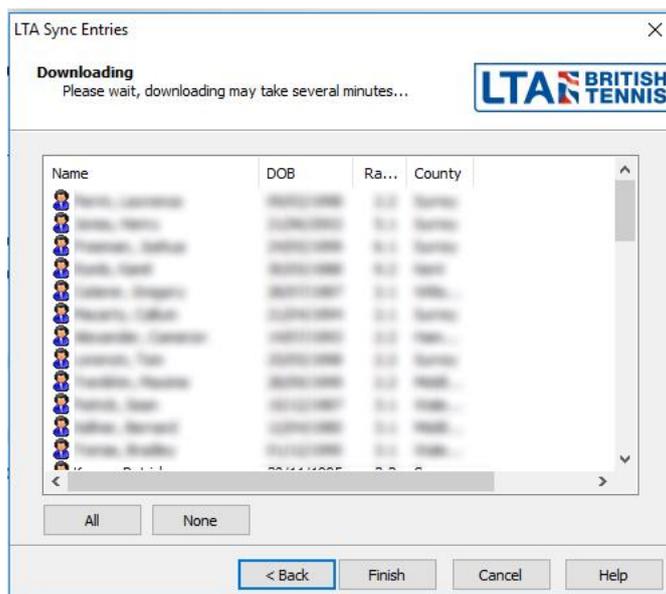

A progress bar will be displayed and once the process has completed you will be able to see the players who have entered the tournament on the **Players** area .You will also be able to see a list of individual entries within the **Roster** area as shown to the right.

Adding entries manually

Entries may also be added to your TTP file manually by selecting **Players** from the top menu and clicking on **Add Player**.

You may also click on the **Add Player** button underneath the top menu as shown below:
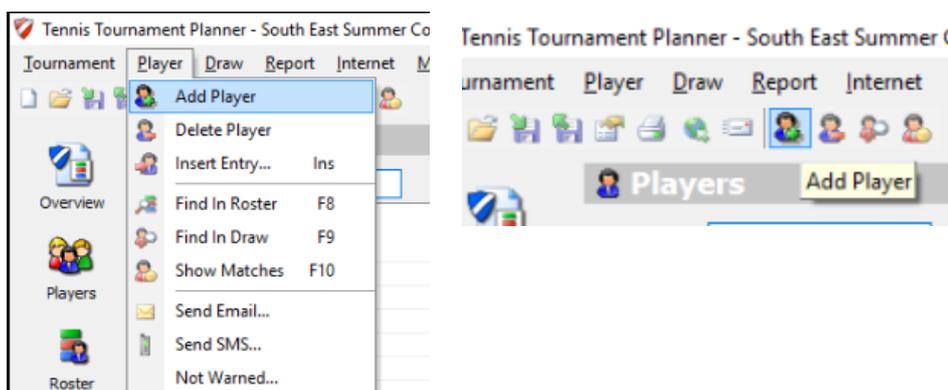
It is important to check that any players added manually to events are eligible to play. Although TTP will warn you if you attempt to put a player of the incorrect gender into an event it will not check age eligibility.

The only mandatory information is as follows:

1. On the **General** tab: First name, last name, gender, date of birth and member ID.
2. On the **Events** tab - the tick box against each of the events that the player has entered.
3. It is then possible to automatically validate each player's rating and ranking by connecting to the LTA's database.
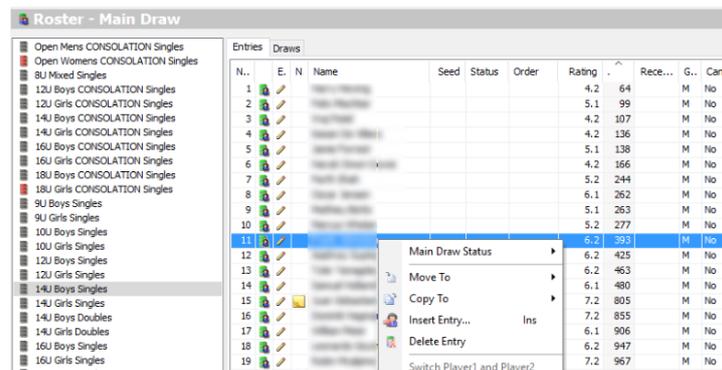
LTA Player Validation

It is important to validate all players in your tournament before preparing your acceptance lists **and** before making any draws. Validation ensures that the details for all players in your tournament are up to date, particularly player ratings and rankings.

To run the player validation process, click on **Tournament** from the top menu and then select **LTA Player Validation**. It is important to check that all players have a green tick next to their name. If a player appears with a red cross next to their names this means that that their surname, date of birth, gender or British Tennis Membership number does not match the information held by the LTA.

Preparing and publishing acceptance lists

As soon as your tournament entry deadline has passed you should finalise and publish your acceptance lists. Do remember to Sync entries before you prepare your acceptance lists. All entries for each event within your tournament will show within the **Roster** section.

To sort players by rating or ranking, click on the appropriate column heading. You can move players from one tab to another by right-clicking on the player's name selecting **Move To** and then selecting the tab to which you wish to move the player to:
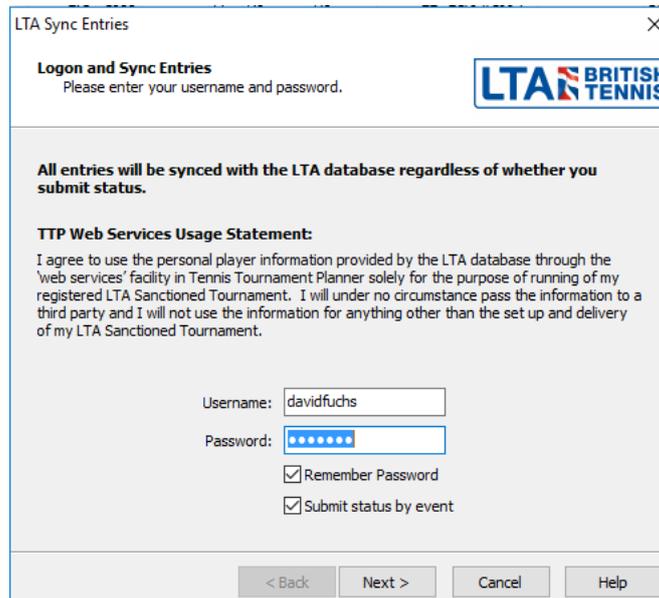

You may select multiple players by holding down the **Ctrl** key on your keyboard and then clicking on individual player names. Holding down the **Control** key and then pressing **A** (Ctrl+A) will select all players.
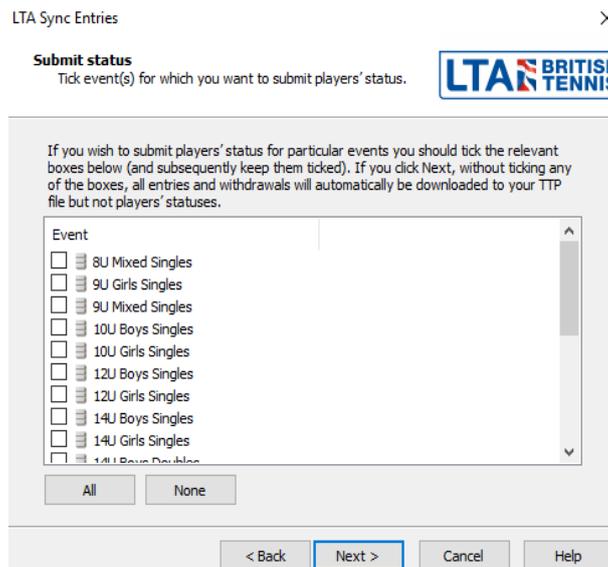
Publishing acceptance and reserve lists

Once you have finalised your acceptance and reserve lists you should publish these online so that players can check their status. This is done by following the same procedure as downloading entries you should tick the **Submit status by event** checkbox as shown below.


You may choose only to publish acceptance lists for selected events or for all events by ticking the events from the pick list.

Click on **Next** and this will start syncing the file but may take several minutes depending on the size of your tournament.

A list of all the players will appear once the sync has collated all the information. Click **Finish** to complete the information.
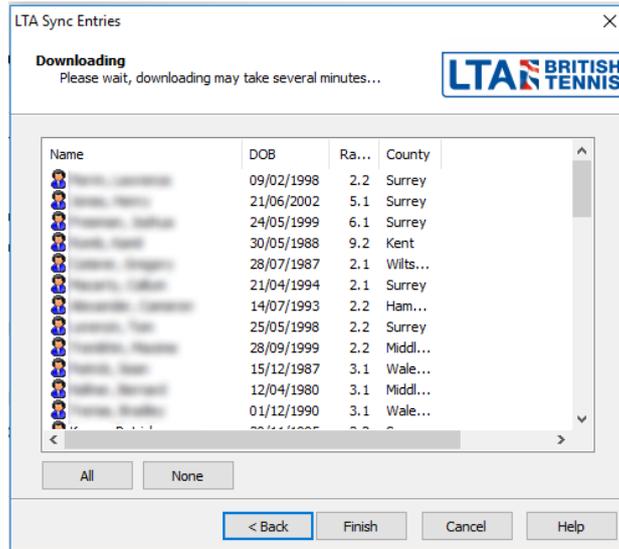
Seeding and Making the Draws

To seed players in your draw click on the Roster icon on the Seeds are allocated from in the Roster left hand vertical menu which will show each a list of entries in each event. You may manually allocate a seed number by double clicking the player within the roster and allocating a seed number as shown in the example on the right.

Making the Draw (Automatically)

Once you have entered all your players and seeded the entries you can create your draws. From the **Roster** click on the **Draws** tab to create a draw for the selected event and then click on the **Add Draw** icon


You will be asked to select type of draw (e.g. round-robin, compass, matchplay etc) and a number of other questions relating to the size and layout of the draw. It's important to get the draw stage correct and should be set as follows:

- 1 = Main Draw
- 2 = Qualifying Draw
- 3 = Pre-Qualifying Draw
- 90 = Consolation (where set up as a separate draw)
- 99 = Ratings only draws (i.e. where results will only count for ratings purposes)

Please ensure your draw stages are correct as this can affect the number of ranking points a player receives. If you are in doubt, please contact your local Regional Team or Competition Support.

Once you have created draws in one or more of your events, these will visible when you click the **Draws** icon, on the left-hand vertical menu.

To make the draw automatically, from the top menu select **Draws** and click on **Make Draws**.
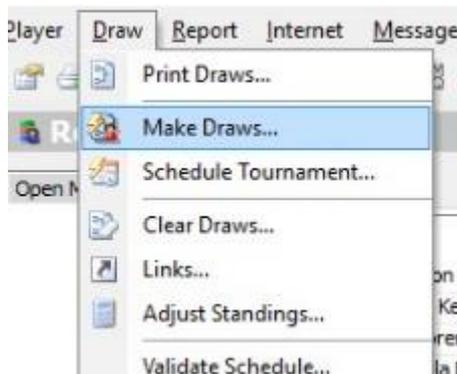

You will be asked to select the event and the draw stage and then shown a list of entries. Select the players you wish to include and click Next.

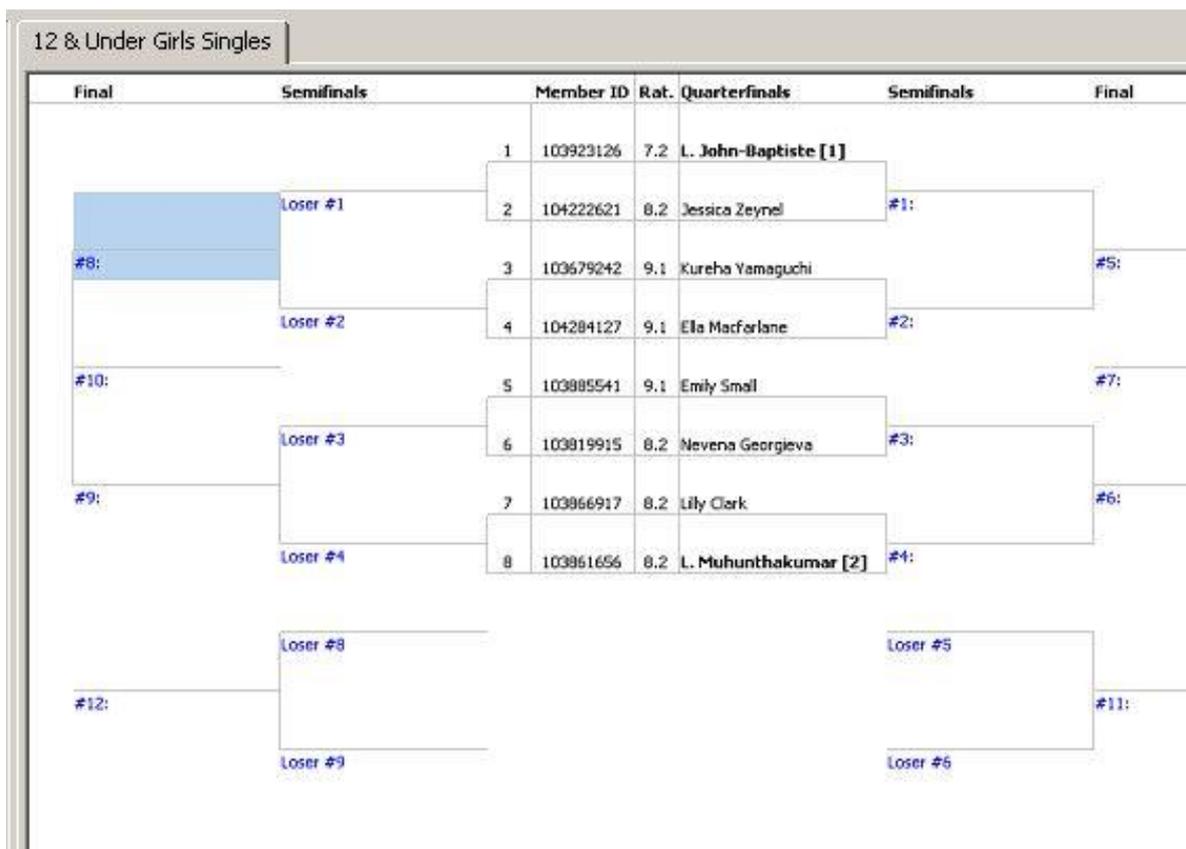Make sure that all players are selected and click on Next.
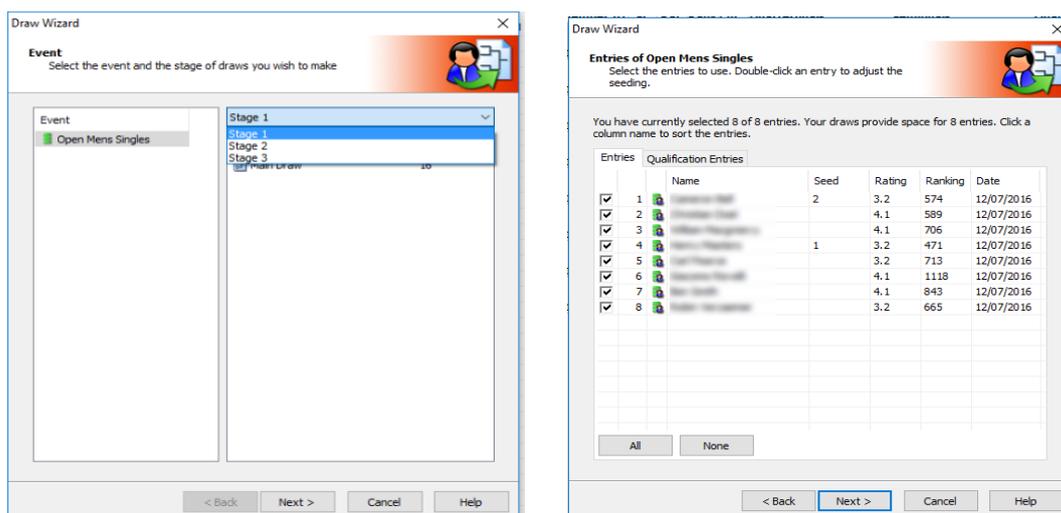
Making the Draw (manually)

To add players into a draw manually, click on the **Draws** icon, on the left-hand vertical menu and select the event for which you wish to make the draw. A blank draw sheet will appear on the right half of the screen. The following example shows a round robin draw with 6 players:
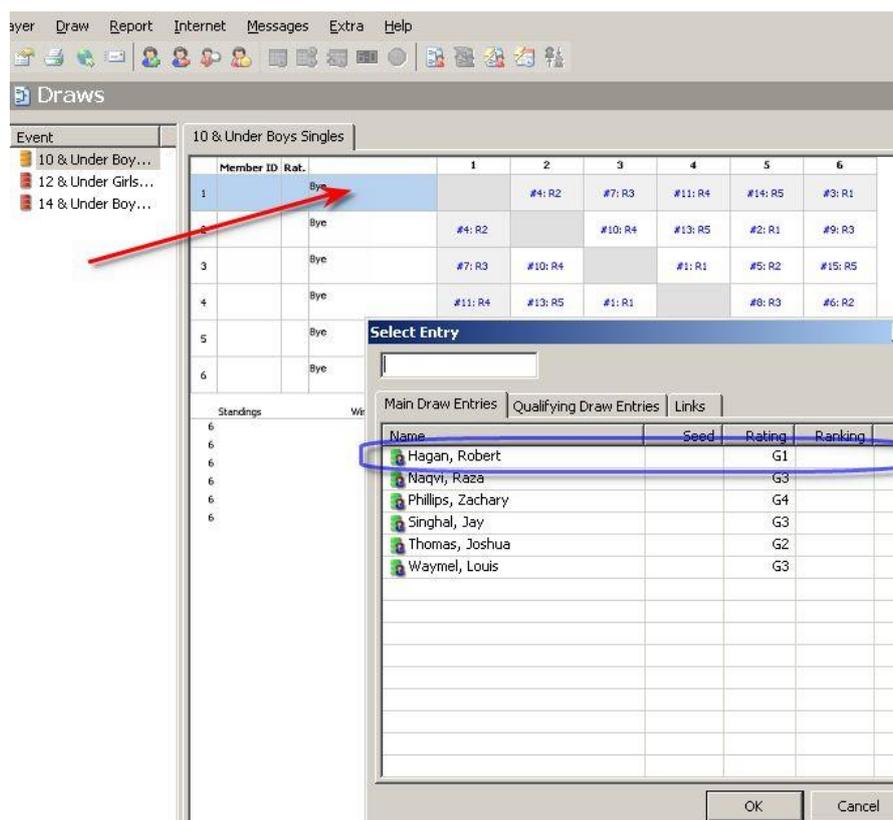
Double-clicking on any draw position (as indicated by the red arrow) will bring up a list of players who are entered into the event. Double clicking on a player name (as indicated in blue) will enter them into the selected position in the draw. To change a draw, please remember to delete the player from the draw first before trying to place them into another draw position (this can be done by right-clicking the player in the draw and selecting **Delete Entry From Draw**.

This example shows an 8-player compass event where the draw has been fully made:

Final	Semifinals		Member ID	Rat.	Quarterfinals	Semifinals	Final
		1	103923126	7.2	L. John-Baptiste [1]		
	Loser #1	2	104222621	8.2	Jessica Zeynel	#1:	
#8:		3	103679242	9.1	Kureha Yamaguchi		#5:
	Loser #2	4	104284127	9.1	Ella Macfarlane	#2:	
#10:		5	103885541	9.1	Emily Small		#7:
	Loser #3	6	103819915	8.2	Nevena Georgieva	#3:	
#9:		7	103866917	8.2	Lily Clark		#6:
	Loser #4	8	103861656	8.2	L. Muhunthakumar [2]	#4:	
	Loser #8					Loser #5	
#12:							#11:
	Loser #9					Loser #6	

Scheduling matches

When you have made your draws, you can allocate match dates and times to each of your matches.

Within the left-hand vertical menu, click on **Draws** and select the event and draw in which you wish to schedule, right-click any match as indicated below:

From the dropdown menu, select **Schedule Match**. This will display a grid of each tournament DATE and all available TIME SLOTS based on the **Courts** and **Times** information you specified when you set up the tournament. It is possible to schedule a whole round of matches instead of specified times for individual matches if desired.

Once you have scheduled matches, these can be viewed by clicking on the **Matches** icon in the left-hand vertical menu:

Entering Results

Results can be entered in TTP by either double clicking on any match within a DRAW or double clicking on any match in the MATCHES list and the **Match Information** window will appear.

Enter the score in the blue box (TTP will try to auto-complete the score for you so please check that the score is showing as intended before you click on **OK**).

If the match ended as a result of a retirement, walkover or a default (disqualification), this must be recorded by selecting the appropriate value from the **Status** box (as per the red arrow).

The fields circled in green are optional but can be completed for statistical information if required.

Reports

A large number of reports are available within TTP. You can access these from the **Report** menu within TTP as shown here:

An overview of some of the more important reports is shown below.

1. Draw sheets. Draw sheets for all events should be displayed at your competition.
   Report → Draws → Print Draws

2. Sign-In Sheets. Players should be encouraged to sign-in at all official competitions as this is good practice for larger competitions where all players are required to sign-in.
   Report → Matches → Sign-In

3. An order of play should be on display, particularly at larger competitions. This report can also be used as a "results list" once all results have been recorded.
   Report → Matches → Matches

4. Having a player list to hand at your competition could be very useful, particularly if want to contact someone and you are not using TTP on site.
   Report → Players → Players

5. Printing entry lists is often useful when making decisions on suitable draw formats or monitoring who has applied for each event.
   Report → Entries → Entries

After your tournament

For competitions graded 7 or higher, results can be submitted to the LTA for ratings and/or rankings purposes dependant on the grade of competition.

To submit results data to the LTA, for competitions which have been connected to the LTA, click on **Tournament** from the top menu and select **LTA results**. You will be asked whether you have checked your draw stage numbers. Click on **Yes** to confirm. A screen will then appear with any warnings in the log. Click **upload** to submit the results.

If the competition has not been connected to the LTA the TTP file should be sent to your local LTA Regional office as soon as possible.

Finding out more and getting help.

This guide is a very basic overview of the main functions of TTP. If you would like to find out more about what TTP can do for you and how it can benefit your competitions further, then please contact your local LTA Regional Office or download the full version of the Tennis Tournament Planner (TTP) User Manual from www.LTA.org.uk/TTP.

Need further support?

If you need further support or assistance using TTP, please contact either your Regional Office or the British Tennis Services Team.

Region	Town	Telephone	Email
North	Bolton Leeds	01204 488 134 01405 768 888	north@lta.org.uk
Midlands	Loughborough Edgbaston	01509 226 722 01509 226 722	midlands@lta.org.uk
East	Cambridge High Wycombe	01223 210 111 01494 471 238	east@lta.org.uk
South East	Roehampton Bromley	0208 487 7204 01689 880 755	southeast@lta.org.uk
South West	Southampton Bristol	02380 738 550 01179 626 723	southwest@lta.org.uk
British Tennis Services Team	Roehampton	020 8487 7000	info@lta.org.uk