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 <u>www.LTA.org.uk/TTP</u>.



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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 <u>www.LTA.org.uk/TTP</u>.

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 <u>www.LTA.org.uk/TTP</u> 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 <u>www.LTA.org.uk/TTP</u> 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.



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:

Registration	23
Demo View the demo version or register.	R
You have installed version 2016 of this software, and your computer has a license version 2012 installed.	e for
If you have received a new license you can register now.	
Click here to register your Tennis Tournament Planner	
Cancel	Help



After clicking on the **Register** button you'll need to locate to the licence file you have stored on your computer by clicking **Browse**.

Registration	8
Registration Please locate your license file.	R
	Browse
License file	
1. You have received a license file in an e-mail.	
2. Save the attached license file on your harddrive.	
3. Use the [Browse] button to locate your license file.	
	Cancel Help

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.

Informa	tion	EX
0	You are now using the registered version!	
		ОК

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?*

Confirm		×
1	Do you wish to connect to the LTA?	
	Yes No	

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/.

LTA Tournament Wizard	x
Logon Enter your username and password	
Username: 442 Password: VR	2mann emember Password
< Back	Next > Cancel Help



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.

Please select your tournament.		LT	A S帮	N
			1	
Name	Code	Start	End	^
🚯 Westway Summer Open Tourn	MID 16S0398	25/07/2016	30/07/2016	
🚹 Westway Summer Open Tourn	MID 16S0399	01/08/2016	06/08/2016	
🚹 Westway Summer Open Tourn	MID 16S0401	08/08/2016	13/08/2016	
🚹 Westway Christmas Indoor Ju	MID16W0571	27/12/2016	31/12/2016	
🚹 Wimbledon Club Open Tourna	SUR 13S0474	22/07/2013	26/07/2013	
🚹 Surrey County Closed Champi	SUR 13S06370	27/08/2013	31/08/2013	
🚹 Wimbledon Club Open Tourna	SUR 14S0 150	11/08/2014	15/08/2014	
🚹 Esher Open Tournament ** 2	SUR 14S06 16	18/08/2014	23/08/2014	
TennisUK matchplays and ONE	SUR 15W 1006	31/10/2015	01/11/2015	
🚹 Sutton Tennis Academy Men's	SUR 16S0433	18/06/2016	26/06/2016	
1 Sutton Tennis Academy Men's	SUR 16S0496	16/07/2016	24/07/2016	
🚹 Sutton Tennis Academy Men's	SUR 16S0497	06/08/2016	14/08/2016	
🚹 Esher Open Tournament	SUR 16S0534	08/08/2016	13/08/2016	
🐼 Sutton Tennic & Sousch Club 1 🔹	CLID 1650561	15/08/2016	20/08/2016 ≥	~
				-

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:

Draws		Draws Score				re Officials				
info	Address	Events	Days	Times	Locations/Courts	Round Robins	Entry Fees			
Tour	nament Name:	Lundy Isl	and Event	Aug-20:	Tournament Organizer	ri 🚺				
Tourna	ament Number:				Organizer Phone	e: [
	Dates:				Organizer E-mai	l: [
	Weeknumber:				Referee	e: [
	Draw Date:				Referee E-mai	1: [
Tou	rnament Type:	LTA Tour	nament	•						
					Report logo	o: [

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:

urnar	ment Propertie	5									
	Draws		1		Sc	ore		1		Officials	
Info	Address	Events	D	ays	Times	Lo	cations	/Courts	s	Round Robins	Entry Fees
	Times per day:	3	G	reate	1 Da	зу	All	Days		Сору	Import
-		#1	#2	#3	#4	#5	#6	#7	#8		
5at 07	7/08/2010	09:00	10:00	11:15	12:30	14:00	15:30				
Sun O	8/08/2010	09:00	10:00	11:15	12:30	14:00	15:30		1		
í.											



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):

Court	1	Add	
2 3 4		Edit	
		Move Up	
		Move Down	

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.

Logon and Sync Entries	÷ .		[ITA	S BRITIS
Please enter your user	name and	password.	l		
All entries will be synce	ed with th	e LTA database rega	ardless	of whethe	er you
submit status.					
TTP Web Services Usag	e Staten	nent:			
Lagree to use the personal	l plaver inf	ormation provided by th	h AT Lee	latabaco thr	ough the
agree to use the personal	i piayer ini	ormation provided by a	LIA U		oughtute
web services facility in Len	nnis i ourna	ament Planner solely for	the bur	DOSE OT LUDI	ning of my
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registered LTA Sanctioned third party and I will not us	Tournamer Tournamer e the infor	ament Planner solely for nt. I will under no circur mation for anything oth	instance er than	pass the inf the set up a	ning of my formation to a and delivery
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web services radiuty in ter registered ITA Sanctioned' third party and I will not us of my LTA Sanctioned Toun U	nnis tourna Tournamer e the infori nament. Jsername: Password:	Ament Planner solely for I. I will under no circum mation for anything oth davidfuchs Remember Passwor Schedit status have be	rd por mstance er than	pose of run pass the inf the set up a	ning of my formation to a and delivery
web services radiuty in ter registered ITA Sanctioned' third party and I will not us of my LTA Sanctioned Tour U	nnis Tourna Tournamer e the infori nament. Jsername: Password:	Ament Planner solely for I. I will under no circur mation for anything oth davidfuchs Remember Passwor Submit status by ev	rde pur nstance ler than	pose of run pass the inf the set up a	ning of my formation to a and delivery
web services radiuty in I er registered ITA Sanctioned third party and I will not us of my LTA Sanctioned Toun U	Inis Tourna Tournamer e the infori nament. Jsername: Password:	Ament Planner solely for I. I will under no circum mation for anything oth davidfuchs Remember Passwor Submit status by ex	rd pur nstance ler than	pose of run pass the inf the set up a	ning of my formation to a and delivery
web services radiuty in I er registered ITA Sanctioned' third party and I will not us of my LTA Sanctioned Toun U	nns i ourna Tournamer e the inform nament. Jsername: Password:	Ament Planner solely for I. I will under no circum mation for anything oth davidfuchs Remember Passwor Submit status by ev	rd vent	pose of run pass the inf the set up a	ning of my formation to a and delivery



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**:

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Name	DOB	Ra	County	 ^
8	000000000000000000000000000000000000000	1.11	Server.	
*				
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	-		_	
No.	to deal rates		in the second se	
8			-	
2	10,000,000		Sec.	
8	100,000,000		reads.	
2	101111	1.00	-	
	100000	1.00	man	
8	10.000		·	
Au			-	> ×
·				 /

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.

LTA Sync Entries	×
Logon and Sync Entries Please enter your username and	a password.
All entries will be synced with the submit status.	he LTA database regardless of whether you
TTP Web Services Usage State	ment:
I agree to use facility in Tennis Tourn registered LTA Sanctioned Tourname third party and I will not use the info of my LTA Sanctioned Tournament.	information provide by the LTA database information in ament Planner solely for the purpose of running of my ent. I will under no circumstance pass the information to a rmation for anything other than the set up and delivery
Username:	: davidfuchs
Password:	
	Remember Password
	Submit status by event
	(Back Next) Count Link

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

LTA Sync Entries	×
Submit status Tick event(s) for which you want to submit players' status.	
If you wish to submit players' status for particular events you should tick boxes below (and subsequently keep them ticked). If you dick Next, with of the boxes, all entries and withdrawals will automatically be downloaded file but not players' statuses.	the relevant out ticking any I to your TTP
Event	^
□ ∃ 8U Mixed Singles □ ∃ 9U Girls Singles	
U I U Mixed Singles	
□ ∃ 10U Boys Singles	
I I 20 Boys Singles	
🔲 🗏 12U Girls Singles	
14U Boys Singles	
14U Girls Singles	~
All None	
< Back Next > Cancel	Help

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.

ownloading Please wait, down	loading may take several n	ninutes		
Name	DOB	Ra	County	^
8	09/02/1998	2.2	Surrey	
8	21/06/2002	5.1	Surrey	
8	24/05/1999	6.1	Surrey	
8	30/05/1988	9.2	Kent	
8	28/07/1987	2.1	Wilts	
8	21/04/1994	2.1	Surrey	
2	14/07/1993	2.2	Ham	
2	25/05/1998	2.2	Surrey	
2	28/09/1999	2.2	Middl	
2	15/12/1987	3.1	Wale	
2	12/04/1980	3.1	Middl	
2	01/12/1990	3.1	Wale	
A second			-	¥
<				>
All	None			



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.

			see	ding	•					
ent Open Mens Singles	Stage 1 Stage 1	~	You ha	ave ci nam	urrei ne to	ntly selected 8 of 8 entri sort the entries.	es. Your draw	s provide sp	ace for 8 er	ntries. Click a
	Stage 2 Stage 3		Entri	es i	Qual	lification Entries				
		10				Name	Seed	Rating	Ranking	Date
				1		Concession (Section)	2	3.2	574	12/07/2016
			V	2	ī.	Design limit		4.1	589	12/07/2016
				3	ā	Officer Programme		4.1	706	12/07/2016
			v	4		Nervi Namero	1	3.2	471	12/07/2016
			v	5	2	Carl Press of		3.2	713	12/07/2016
			v	6		Income free off		4.1	1118	12/07/2016
			v	7	2	Rev locality		4.1	843	12/07/2016
			~	8	2	Later in carrier		3.2	665	12/07/2016
						News				

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:

Nember ID Rat. 1 2 3 4 5 6 1 2 3 4 5 6 41:R2 #11:R4 #14:R5 #3: 1 8 Under Giris 1 8 #4:R2 #10:R4 #13:R5 #2:R1 #9: #3: 3 8/9 #11:R4 #13:R5 #11:R1 #5:R2 #15: #3: #4:R2 #10:R4 #13:R5 #2:R1 #6:R3 #6: 3 8/9 #11:R4 #13:R5 #1:R1 #6:R3 #6: 4 8/9 #11:R4 #13:R5 #1:R1 #6:R3 #6: 5 8/9 Select Entry #10:R4 #13:R5 #1:R1 #6:R3 #6: 6 8/9 1 1 #10:R4 #10:R4 #10:R3 #6:R3 5 8/9 9/9 11:R4 #10:R4 #10:R4 #10:R3 #6:R3 #6:R3 6 8/9 9/9	Nember ID Rat. I 2 3 4 5 1 2 3 8/e #4:R2 #7:R3 #11:R4 #14:R5 1 8/e #4:R2 #10:R4 #13:R5 #2:R1 3 3 8/e #7:R3 #10:R4 #13:R5 #2:R1 40:R3 4 8/e #11:R4 #13:R5 #1:R1 #5:R2 40:R3 5 8/e Select Entry	6 #3: R1 #9: R3 #15: R5 #6: R2
12 & Under Girls 1 Bye #41R2 #71R3 #11R4 #141R5 #31 14 & Under Boy Bye #41R2 #10R4 #131R5 #21R1 #91 3 Bye #11R4 #131R5 #11R4 #131R5 #21R1 #51R2 #15R4 4 Bye #11R4 #131R5 #11R4 #131R5 #11R1 #51R2 #15R1 4 Bye #11R4 #131R5 #11R1 #51R2 #51R2 #51R2 #51R2 #51R2 #51R2 #51R3 #61R3 #61 5 Bye #11R4 #131R4 #131R5 #11R1 #61R3 #61 6 Bye #11R4 #131R4 #131R4 #11R4 #131R4 #13R3 #61R3 #61 5 Bye Main Draw Entries Qualifying Draw Entries Links #61R3 #61	1 Bye #4:R2 #7:R3 #11:R4 #14:R5 14 & Under Boy Bye #4:R2 #10:R4 #13:R5 #2:R1 3 Bye #7:R3 #10:R4 #13:R5 #2:R1 4 Bye #11:R4 #13:R5 #1:R1 #5:R2 4 Bye #11:R4 #13:R5 #1:R1 #0:R3 5 Bye #11:R4 #13:R5 #1:R1 #0:R3 6 Bye	#3: R1 #9: R3 #15: R5 #6: R2
It is under buy isye #4: R2 #10: R4 #13: R5 #2: R1 #9: 3 Bye #7: R3 #10: R4 #13: R5 #2: R1 #9: R3 #6: R3 #6: 4 Bye #11: R4 #13: R5 #1: R1 #6: R3 #6: 5 Bye #11: R4 #13: R5 #1: R1 #6: R3 #6: 6 Bye #11: R4 #13: R5 #1: R1 #6: R3 #6: 6 Bye Main Draw Entries Qualifying Draw Entries Links 6 Bye Image: Seed Rating Rani 6 6 6 Bye Image: Singhal, Jay G3 G3 G3 G3 6 Image: Singhal, Jay G3 G3 G3 G3 G3 1 Image: Singhal, Jay G3 G3 G3 G3 G3 G3 1 Image: Singhal, Jay G3 G3 G3 G3 G3 <t< td=""><td>14 8 Under buy Bye #19,2 #10,84 #13,85 #2;81 3 Bye #7,83 #10;84 #13,85 #2;81 4 Bye #13,85 #1;81 #5;82 5 Bye #13;85 #1;81 #0;83 6 Bye </td><td>#9: R3 #15: R5 #6: R2</td></t<>	14 8 Under buy Bye #19,2 #10,84 #13,85 #2;81 3 Bye #7,83 #10;84 #13,85 #2;81 4 Bye #13,85 #1;81 #5;82 5 Bye #13;85 #1;81 #0;83 6 Bye	#9: R3 #15: R5 #6: R2
3 Bye #7:R3 #10:R4 #1:R1 #5:R2 #15: #6:R3 4 Bye #11:R4 #13:R5 #1:R1 #0:R3 #6: #6:R3 5 Bye Select Entry	3 Byc #7:R3 #10:R4 #11:R1 #5:R2 4 Byc #11:R4 #13:R5 #11:R1 #6:R3 5 Byc Select Entry #11:R1 #6:R3 6 Byc Main Draw Entries Qualifying Draw Entries Links 6 Mame Seed Rating	#15: R5 #6: R2
4 Pyc #13:R4 #13:R5 #1:R1 #0:R3 #6: 5 Byc Select Entry Image: Comparison of the second seco	4 Byc #11: R4 #13: R5 #1: R1 #6: R3 5 Byc Select Entry	#6: R2
Searchaps Wr Select Entry 6 9ye Image: Constraint of the second se	s Bye Select Entry 6 Bye Image: Select Entry 5 Standings Main Draw Entries Qualifying Draw Entries 6 Name Seed Rating	
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6 6 6 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7	6 Name Seed Rating	
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6 G3 6 G4 6 G3 6 G4 6 G4 6 G4 6 G3 6 G3 6 G3 6 G4 6 G4	6 G1 G1	
6 G Philips, Zachary G3 6 G Philips, Jay G3 6 Thomas, Joshua G2 6 Waymel, Louis G3	6 G3 G3	
Waymel, Louis G3	6 G4	
Waymel, Louis G3	G3 G3	
	Waymal Louis C3	

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	Ela Macfarlane	#2:	-i
#10:		s	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:	-
	Locar #9					Loser #5	
1.1.2							111
#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:

Round 3	Round 2		Member ID	Rat.	Round 1	Round 2	Round 3
		1	103808201	7.2	Oliver Williamson		/
	Loser #1	2	104469407	7.2	Maxime Trenikhin	#1:	
# 7:		3	103696629	8.1	Reece Lane		#5:
	Loser #2	4	103390847	8.1	Stefan Davis	#2:	
		5	103496665	8.2	Nathaniel Ballard		
	Loser #3	6	103642926	8.2	Jamie Clark	#3:	
#8:		7	103916237	8.2	Emmanuel Smith		#6:
	Loser #4	8	104894897	9.1	Baba Akinola	#4:	

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:

ρ	Previous	Next	Location:	All	•	
1	2 3 4					
	Time	Draw	Nr	Team 1	Team 2	T
	Sat 07/08/2010 09:00	12 & Under Girls Singles	#1	Lauryn John-Baptiste	Jessica Zeynel	
0	Sat 07/08/2010 09:00	12 & Under Girls Singles	#2	Kureha Yamaguchi	Ella Macfarlane	
0	Sat 07/08/2010 09:00	12 & Under Girls Singles	#3	Emily Small	Nevena Georgieva	
0	Sat 07/08/2010 09:00	12 & Under Girls Singles	#4	Lilly Clark	Luxmie Muhunthakumar	
0	Sat 07/08/2010 10:00	10 & Under Boys Singles	#1	Raza Nagvi	Jay Singhal	
0	Sat 07/08/2010 10:00	10 & Under Boys Singles	#2	Joshua Thomas	Louis Waymel	
Õ	Sat 07/08/2010 10:00	10 & Under Boys Singles	#3	Robert Hagan	Zachary Phillips	
Õ	Sat 07/08/2010 11:15	12 & Under Girls Singles	#5	L. John-Baptiste or J	K. Yamaguchi or E. Macfarlane	
lõ l	Sat 07/08/2010 11:15	12 & Under Girls Singles	#6	E. Small or N. Georgieva	L. Clark or L. Muhunthakumar	
õ	Sat 07/08/2010 11:15	12 & Under Girls Singles	#8	Loser #1 - Sat 07/08/	Loser #2 - Sat 07/08/2010 09:00	
ō	Sat 07/08/2010 11:15	12 & Under Girls Singles	#9	Loser #3 - Sat 07/08/	Loser #4 - Sat 07/08/2010 09:00	
	Sat 07/08/2010 12:30	10 & Under Boys Singles	#4	Robert Hagan	Joshua Thomas	
0	Sat 07/08/2010 12:30	10 & Under Boys Singles	#5	Raza Nagvi	Louis Waymel	
ŏ	Sat 07/08/2010 12:30	10 & Under Boys Singles	#6	Jay Singhal	Zachary Phillips	
ŏ	Sat 07/08/2010 15:30	10 & Under Boys Singles	#13	Joshua Thomas	Jay Singhal	
õ	Sat 07/08/2010 15:30	10 & Under Boys Singles	#14	Robert Hagan	Louis Waymel	
ŏ	Sat 07/08/2010 15:30	10 & Under Boys Singles	#15	Raza Nagvi	Zachary Phillips	
<u>ō</u>	Sun 08/08/2010 09:00	14 & Under Boys Singles	#1	Oliver Williamson	Maxime Trenikhin	
ō	Sun 08/08/2010 09:00	14 & Under Boys Singles	#2	Reece Lane	Stefan Davis	
i i	Sun 08/08/2010 09:00	14 & Under Boys Singles	#3	Nathaniel Ballard	Jamie Clark	
ŏ	Sun 08/08/2010 09:00	14 & Under Boys Singles	#4	Emmanuel Smith	Baba Akinola	
lõ.	Sun 08/08/2010 10:00	12 & Under Girls Singles	#10	Winner #8 - Sat 07/0	Winner #9 - Sat 07/08/2010 11:15	Ť
ŏ	Sun 08/08/2010 10:00	12 & Under Girls Singles	#11	Loser #5 - Sat 07/08/	Loser #6 - Sat 07/08/2010 11:15	
ŏ	Sun 08/08/2010 10:00	12 & Under Girls Singles	#12	Loser #8 - Sat 07/08/	Loser #9 - Sat 07/08/2010 11:15	
ŏ	Sun 08/08/2010 10:00	12 & Under Girls Singles	#7	Winner #5 - Sat 07/0	Winner #6 - Sat 07/08/2010 11:15	
10	Sun 08/08/2010 11:15	14 & Under Boys Singles	#5	O. Williamson or M. Tr	R. Lane or S. Davis	
ŏ	Sun 08/08/2010 11:15	14 & Under Boys Singles	#6	N. Ballard or J. Clark	E. Smith or B. Akinola	
lõ	Sup 08/08/2010 11:15	14 & Under Boys Singles	#7	Loser #1 - Sun 08/08	Loser #2 - Sun 08/08/2010 09:00	



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.

ore Checki	n Warned Payments Note	Violations Messages
0	Draw: 10 & Under Boys Sir Round: RR2 Nr: #5	igles
Time:	Sat 07/08/2010 12:30	
Score:	Raza Naqvi	1
	Louis Waymel	
	Tie	e-break
Status:	•	
Winner:	F4 🛈 Unknown	
Winner:	F4 ⓒ Unknown F5 ⓒ Raza Naqvi F6 ⓒ Louis Waymel F7 ⓒ Tie	
Winner: Court:	F4	
Winner: Court: Duration:	F4 ⓒ Unknown F5 ⓒ Raza Naqvi F5 ⓒ Louis Waymel F7 ⓒ Tie <none> 0 ÷</none>	Ţ
Winner: Court: Duration: Umpire:	F4 © Unknown F5 © Raza Naqvi F6 © Louis Waymel F7 © Tie <none> <none> <none></none></none></none>	•
Winner: Court: Duration: Umpire:	F4 © Unknown F5 © Raza Naqvi F6 © Louis Waymel F7 © Tie <none> 0 ÷</none>	.

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.

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

