Table of Contents

Step 1: Events 2

Edit Event 3

Draw Information: 4

Scheduling Information 6

Main Draw Properties 7

Splitting Events: 9

Adding Avoidances: 10

Step 2: Sites and Courts 10

Step 3: Schedule Planning 14

Capacity Planning 15

Event Planning 15

Event Planning Detail 16

Planning Summary 16

Planned Court Hours 17

Step 4: Scheduling 18

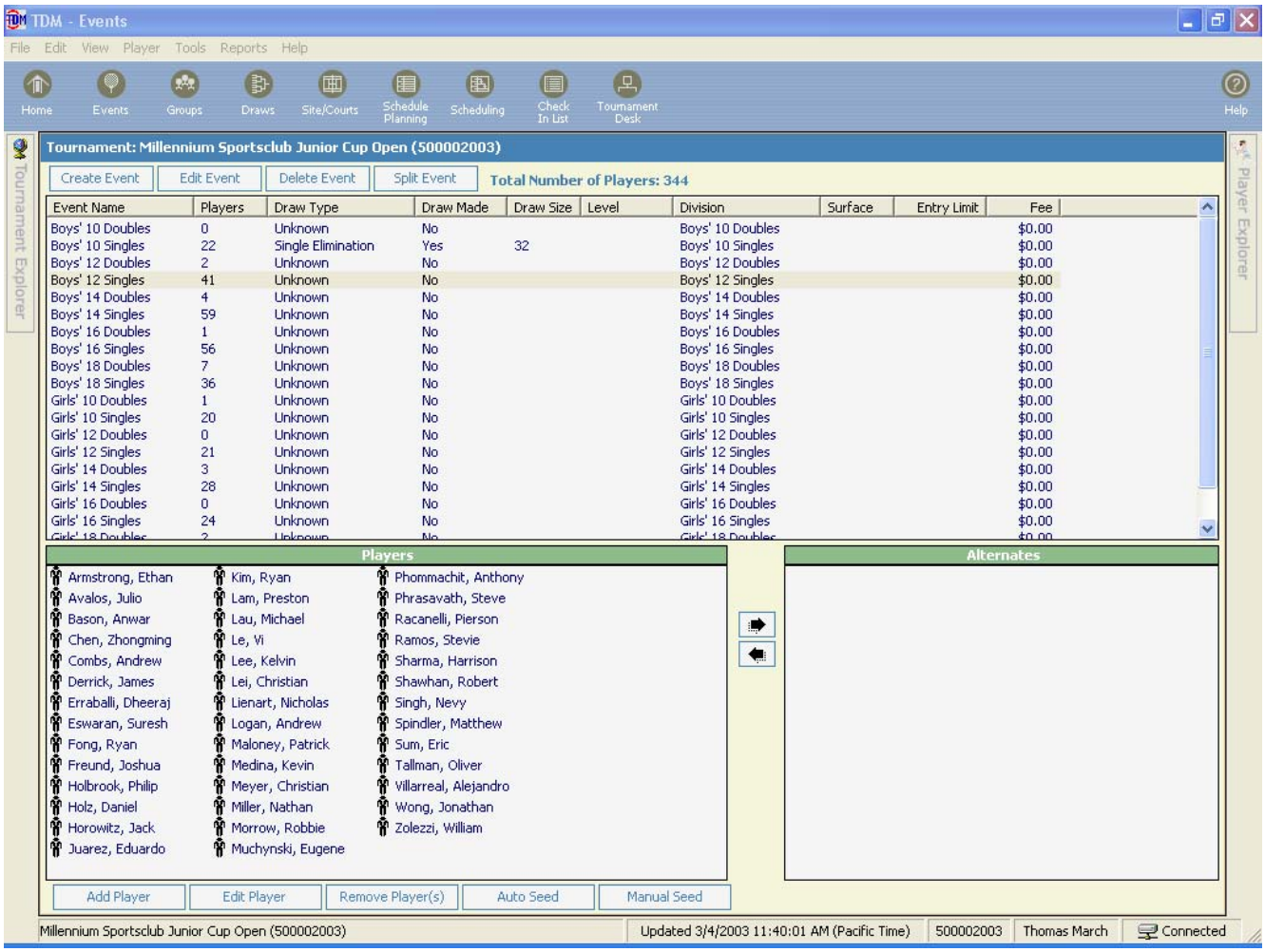
Step 5: Manual Scheduling 23

TOURNAMENT DATA MANAGER

Scheduling Manual

This document contains the complete instructions for using the scheduling modules in Tournament Data Manager. It includes all of the necessary pieces needed to complete manual scheduling and auto scheduling.

Step 1: Events



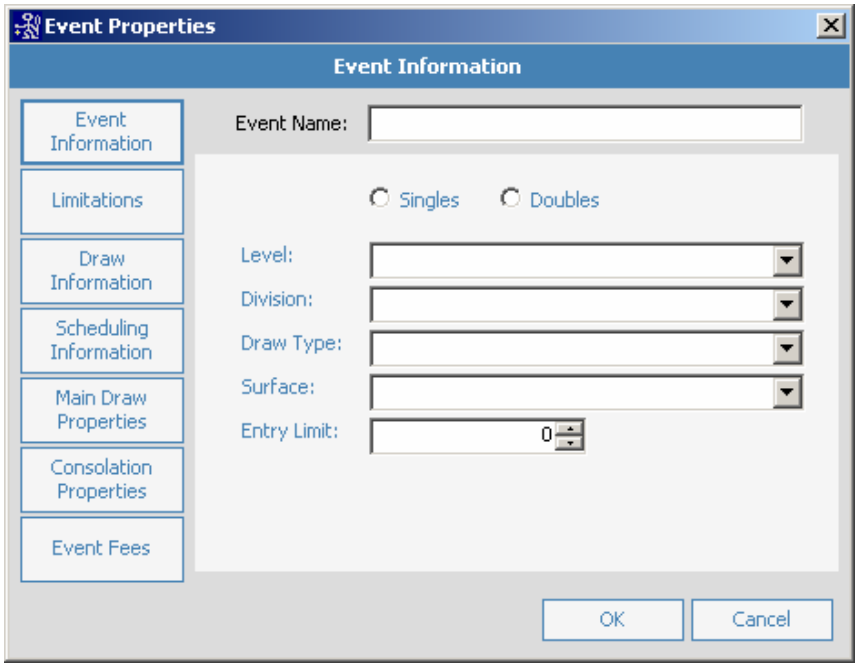
In order to begin the scheduling process, there are important components of Events that need to be defined.

The **Events Icon** lists the Events and the properties of those events.
It also lists the players associated with each event. If there are any **alternates** for this tournament, they will show in the alternates' box at the lower right corner of the events screen.

Since this is a Windows based application, most Windows features are available. If the **sort order** of the events is not correct, you can click on the column heading to sort in another order. This feature works throughout TDM.

Edit Event

To **edit an event**, you can double-click on the event name or you can highlight the event name and then click on **Edit Event.** The Event properties box will open.
If this is a sanctioned tournament and was downloaded from the Online Sanction form, the Event Information properties have pre-filled with the same information as the Online Sanction form.
One of the most important things to indicate under edit event is the **draw type**. The system cannot make a draw until a draw type is defined.



The **Event Name** at the top of the Event Properties box can be edited to reflect your specific tournament such as Boys 18 singles Gold.
The **Level** drop-down has the following options:

Ranked	Novice
Unranked	Senior
Championships	Super Senior
Super Champs	Grand Prix
Challenger 1	Masters
Challenger 2	Satellite
Challenger 3	State

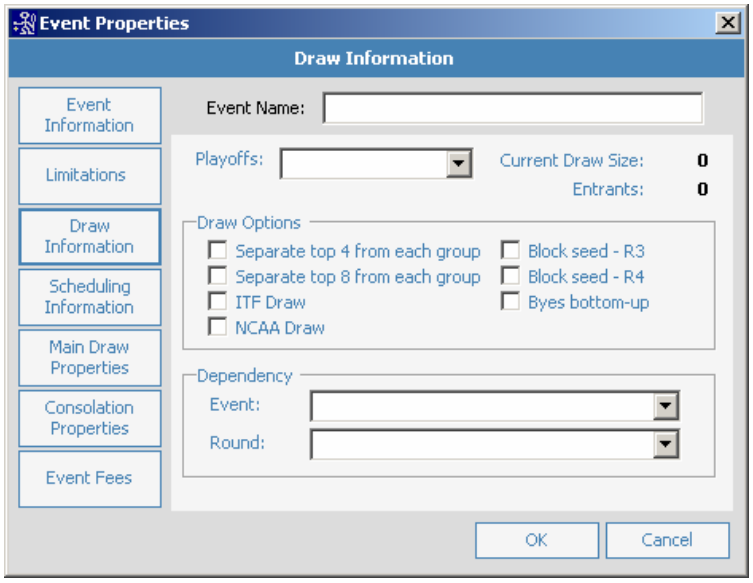
The **Division** drop down contains all divisions such as Junior, Adult, Family, NTRP and Custom. A division MUST be defined for each event.

The **Draw type** contains the following options: A draw type MUST be defined in order to make a draw for this event.

Single Elimination	Unknown
Round Robin	Compass Draw
Full Feed-in Consolation (through QF)	Team Competition
First Round Losers Consolation	Team (60/60)
First Match Losers Consolation	Team (80/80)
Curtis Consolation	Full Feed-in Consolation (through SF)

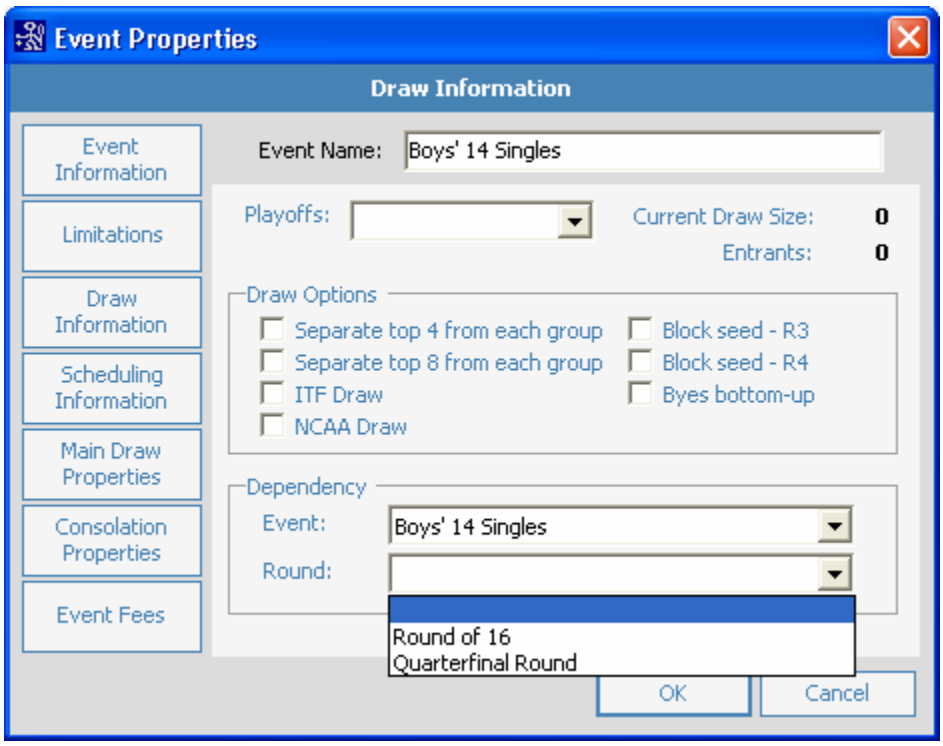
The **Surface and Draw limits** can also be indicated here.

Draw Information:



The **Draw information** screen lets you indicate all the options that will be taken into consideration when making the draw:

- The **Playoff** options include None, Top 4 and Top 8.
  - **Top 4** is used for a Third Place Playoff - the losing semi-finalists in the main draw play-off for Third and Fourth Place in the tournament.
  - **Top 8** is used for Seventh Place Playoff – the losing semi-finalists in the consolation play-off for Seventh and Eighth place in the tournament.
- The **Separate top 4** and **Separate top 8** allow you to specify the top players in a particular group. These players are then separated into different quarters of the draw. For instance, if you choose Separate top 4, you would then go to groups and create the groups that will allow you to separate the players, such as by Section. From this group, you would click on the player name and then number the player by rank.
- The **ITF** and **NCAA** are draws specific to these two organizations.
- The '**Byes Bottom up'** feature first assigns byes to the seeded players in descending order. The remaining byes are placed at the extremes, the top and the bottom. The first bye goes on the first available odd-numbered line above the bottom line; the second on the first available even numbered line below the top line, etc. Once the seeded players and the byes have been assigned, the rest of the draw is filled in with the remaining players being placed on the unoccupied lines in random order.



TDM has the ability to create consolation rounds for those players that lose in a particular round of the Main Draw. This event is considered a **Dependent Draw**.

To create this type of consolation round:

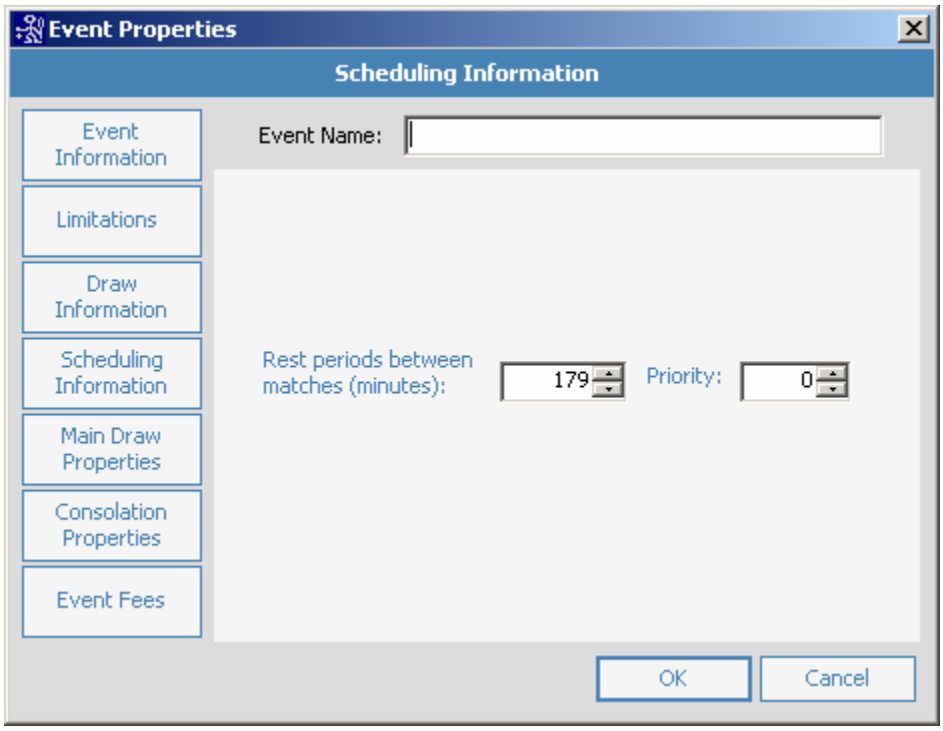
1. Be sure that the draw is made for the Main Event.
2. Click on Create New event
3. Choose the division, (Example: Boys 14 singles) on the Events properties screen
4. On the Draw properties, make it dependent on the Main Event – Boy's 14 Singles
5. Select the main draw round from which the players that lose will feed into this new consolation.
6. The name of the event must be filled in and must be different than the name of the main event that this consolation is dependent on.
7. The draw type of the dependent event will always be single elimination.

Block Seed R-3 and Block Seed R-4 refer to the practice of taking the seeded players and advancing them several rounds into the tournament.

- **Block seed R-3** places the selected players directly into the Third round. This can vary depending on the size of the draw. For instance, in a draw of 64, it would put the block-seeded players feeding into the round of 16.
- **Block seed R-4** places the selected players directly into the Fourth round. Again, this can vary depending on the size of the draw.

Scheduling Information

Scheduling Information: This component is crucial for auto scheduling. However, for most tournaments the defaults that are set up work just fine.

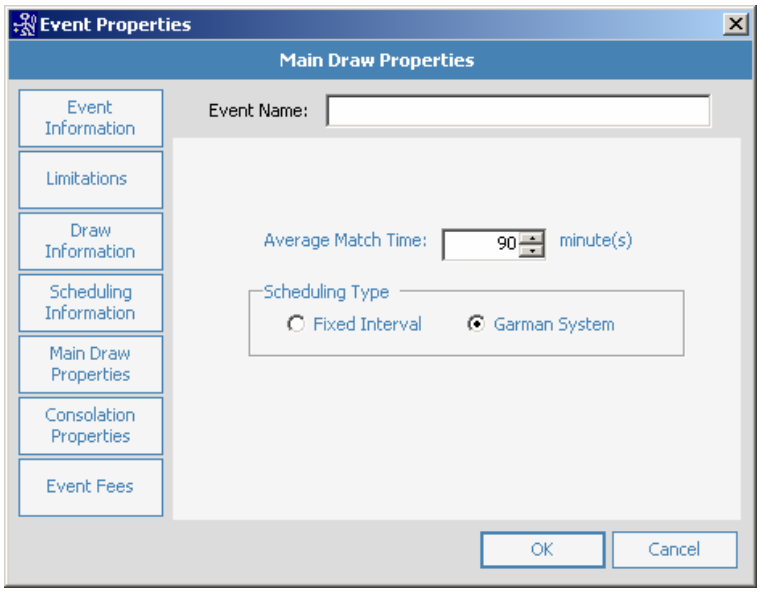


The **Scheduling Information** screen indicates the minimum **Rest period**. The rest period is the time between the start of the first match and the time of the second match. This is the sum of the actual match time and the rest time. It defaults to 3 hours or 179 minutes of rest.

This Rest Period indicates that the system, when using the auto-scheduling feature, will allow 3 hours from the start of one match to the start of the next match for an individual player.

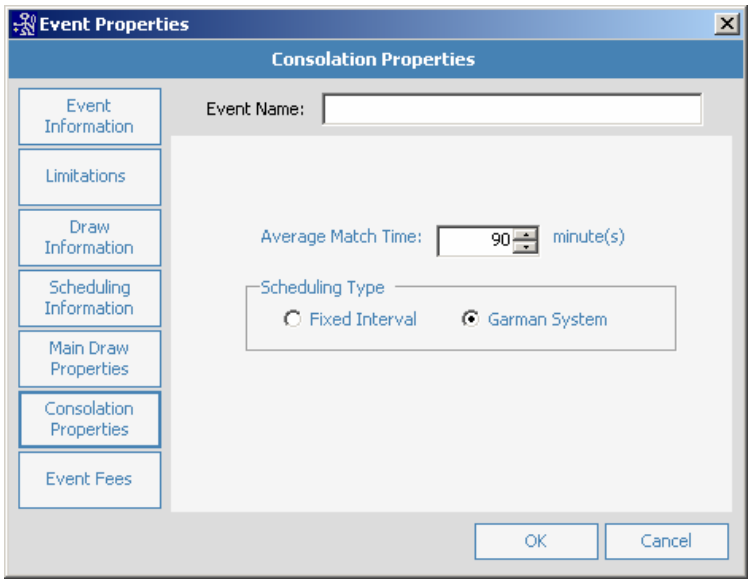
179 Minutes is typically the rest period used for Best 2 out of 3 sets. If you are using a different scoring format, you can adjust the time accordingly.

Average match time for Main Draw and Consolation Properties:



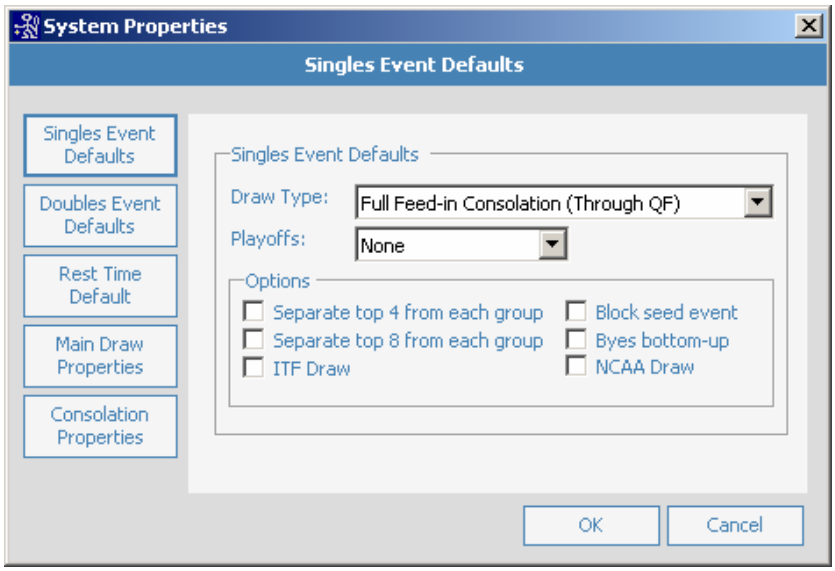
Main Draw Properties

The **Main Draw Properties** screen can be used for Fixed Interval scheduling or Garman System Scheduling.
The system defaults to 1 Hour - 30 Minute match time (average) using the **Garman System** of scheduling.
To use **Fixed Interval** scheduling, simply change the selection to Fixed Interval.

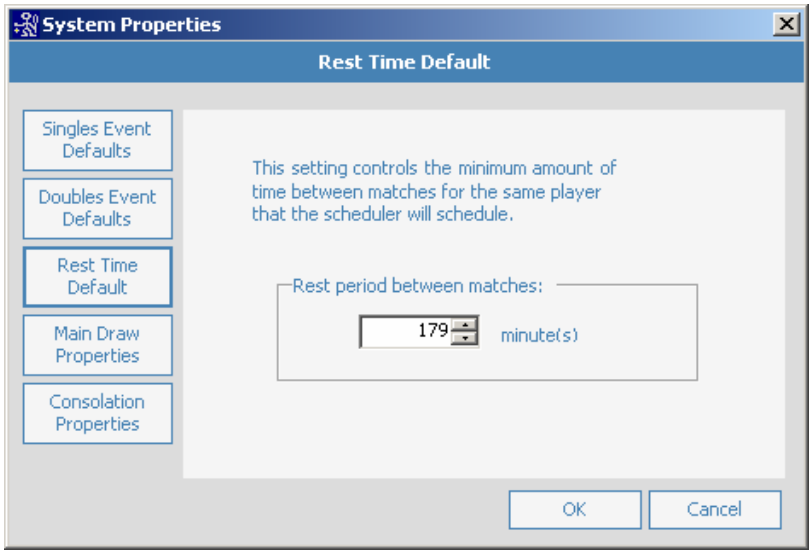


The **Consolation Properties** Screen is used to indicate the Average Match time and Scheduling type for the consolation rounds and looks exactly like the Main Draw properties screen.
If the consolation round is using a short scoring format, the average match time should be adjusted.

The **System property defaults** can be edited to reflect the preferences of the tournament director. The defaults will be applied to every tournament when it is added to TDM.

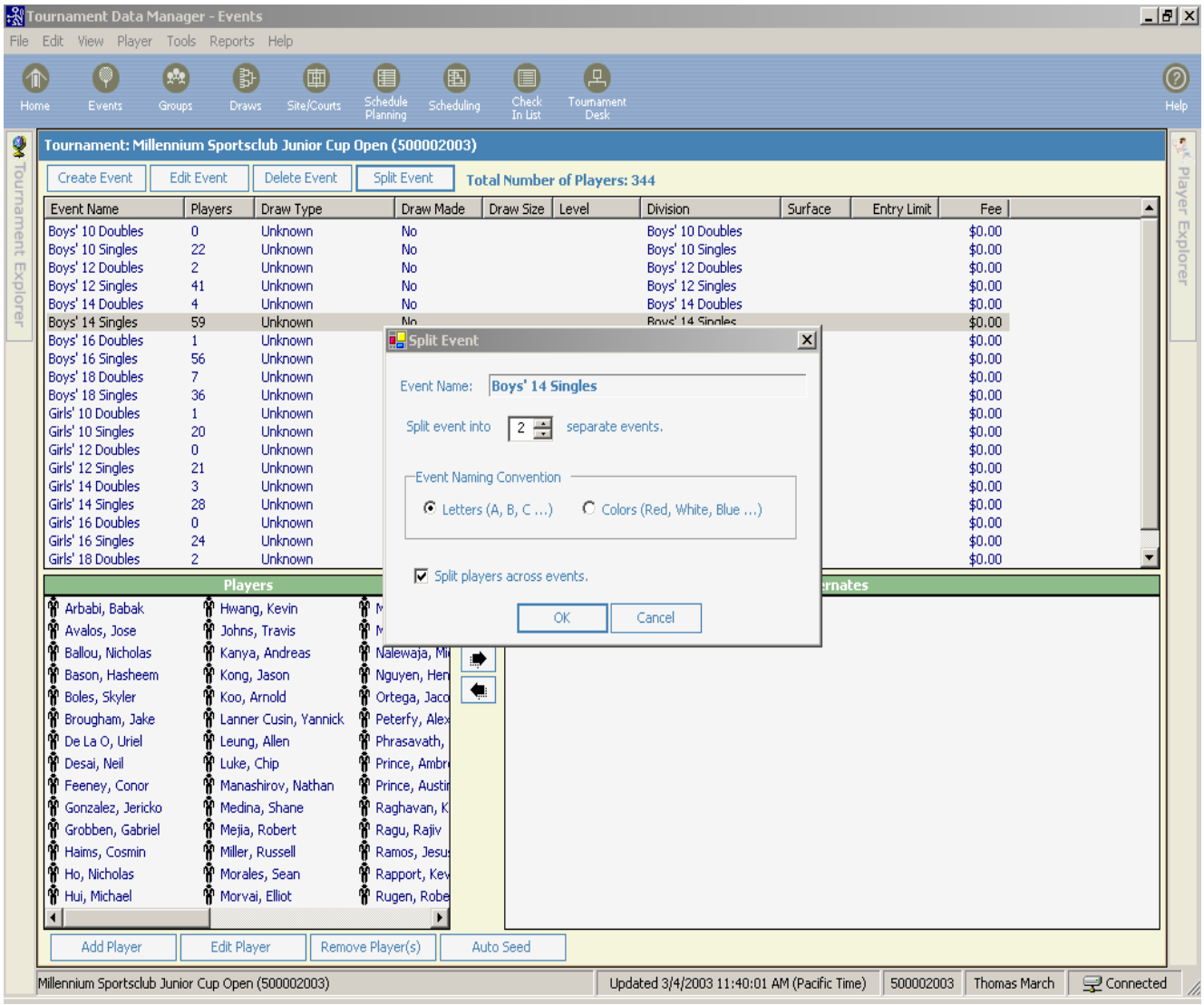


To edit these defaults, simply click on **Tools** Then **System Properties**
The **Event Defaults** for all tournaments can be indicated here.
You can indicate defaults for all singles events and defaults for all doubles events.
The draw type must be specified for each event in order for the system to generate the draw. This too can be defined in the system properties as a default.



The defaults for Minimum rest time can be indicated on the **Rest Time Default** Screen.
The defaults for the Main Draw properties are indicated here.
The same defaults can be shown for the Consolation draw properties.

Splitting Events:

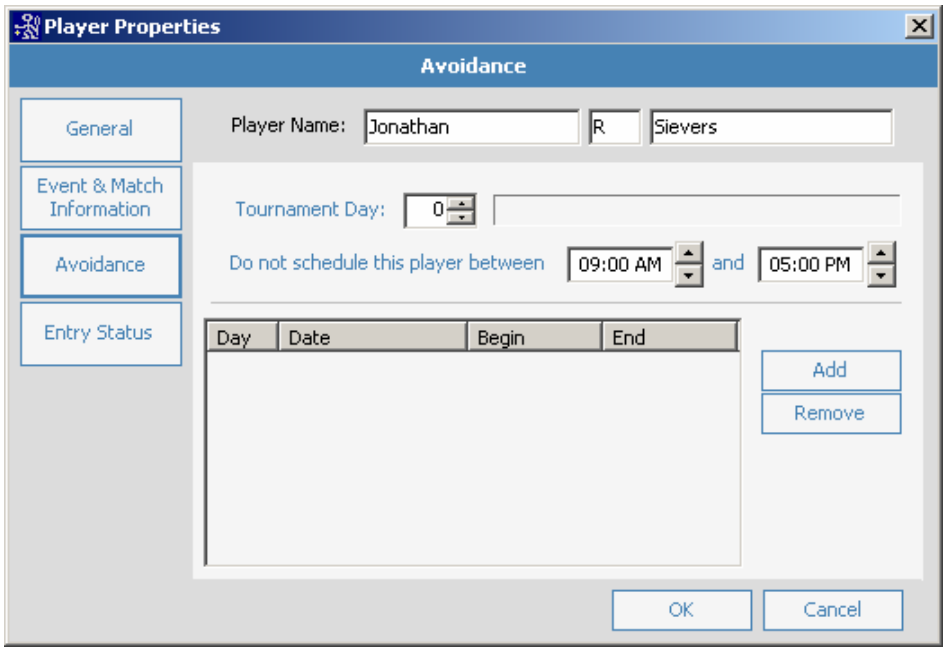


A feature in TDM is the ability to **Split Events**. From the events screen, click on the event and then Split Event.

- You can indicate how many events to split this particular group.
- You can indicate the **Event Naming convention** as either Letters or Colors. These names can also be changed once the process of splitting the events is complete.
- The option that is checked, **Split players across events**, is the default. With this checked, the system will not only create separate events the same as the initial event, but will split the players across each of these events, as evenly as possible. If you manually want to move the players, you would simply uncheck this box and then you will have the option to drag and drop them to the correct event.

Adding Avoidances:

When using auto scheduling, TDM will take all avoidances into consideration when scheduling the match times.



If you allow **Avoidances**, you can indicate them here.
You can indicate the day of the avoidance, edit the time and then click on Add.
This will prevent the system from scheduling this player during that time.

Step 2: Sites and Courts

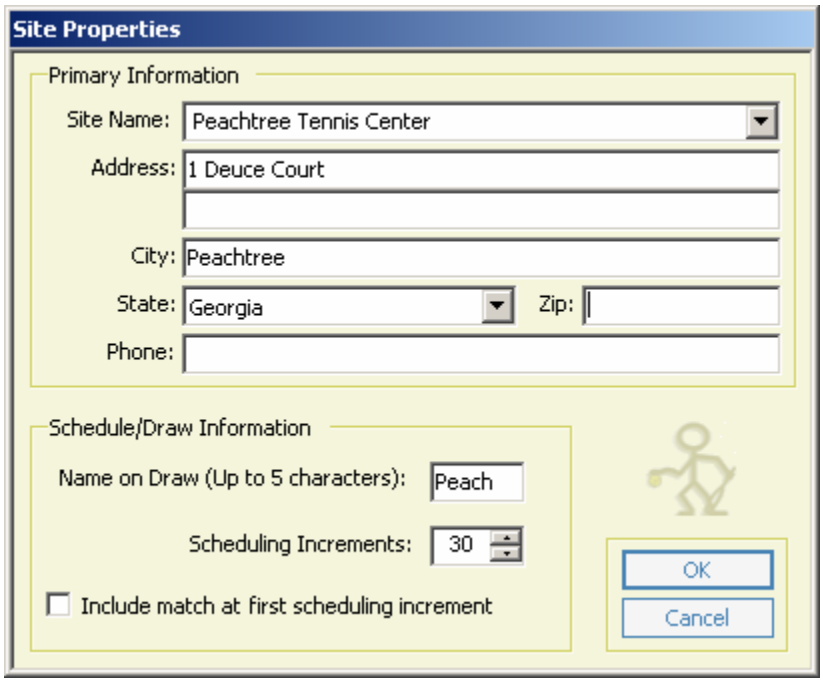
In the **Site/Courts** area of TDM, you can indicate what facilities will be used in your tournament.

In addition, this area will allow you to specify the number of courts available for each site.

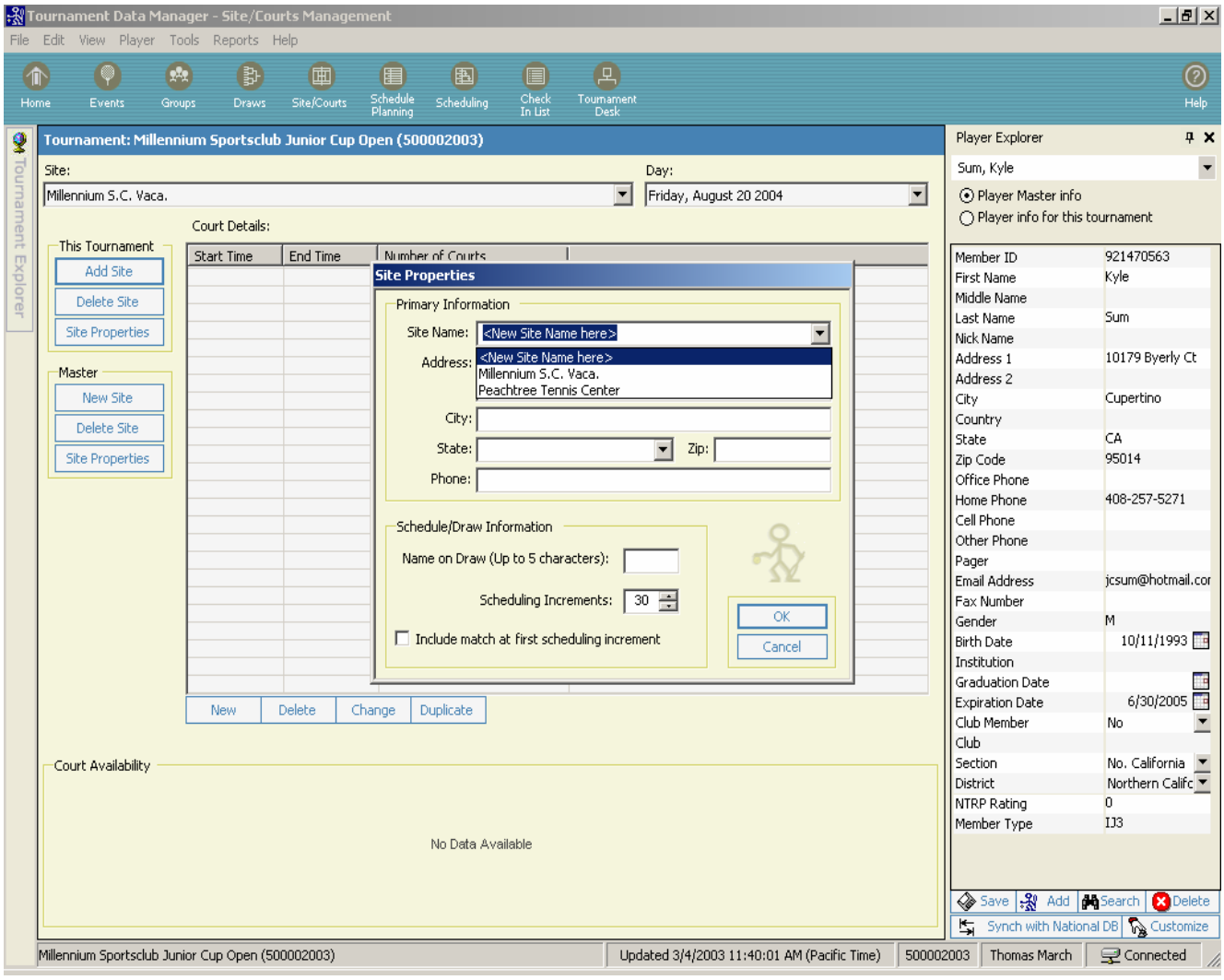
There are 2 different databases in the Site/courts area. The **tournament database** is the sites for this individual tournament.

The **master database** can be used to store information for all the sites that you continually use.

When you **add a site** to your master list, this site will be available to you each time you are in TDM. This will save time in adding sites to a particular tournament.
You only have to add the information once and then you can add it to as many tournaments as necessary. From the Master Site, click on 'Add Site' to access the Master site entry area.

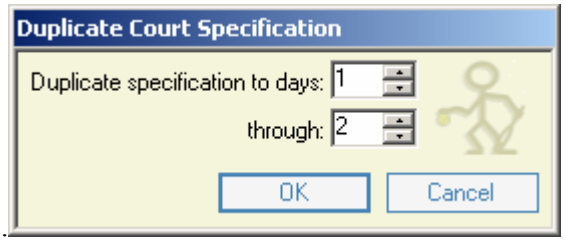


Now that the site is added to our Master database, you can add this site to your current tournament by clicking on **Add Site** from **This Tournament.**



You can only choose a site that has been created in the Master database. This prevents duplicates that can cause data problems later.
The recently added site, Peachtree Tennis Center, will be available in the drop down box to select.
All the information that you entered in the Master file will now show for this site.
The site now shows in the Site drop down at the top. You will now be able to indicate the number of courts available for play at this facility.

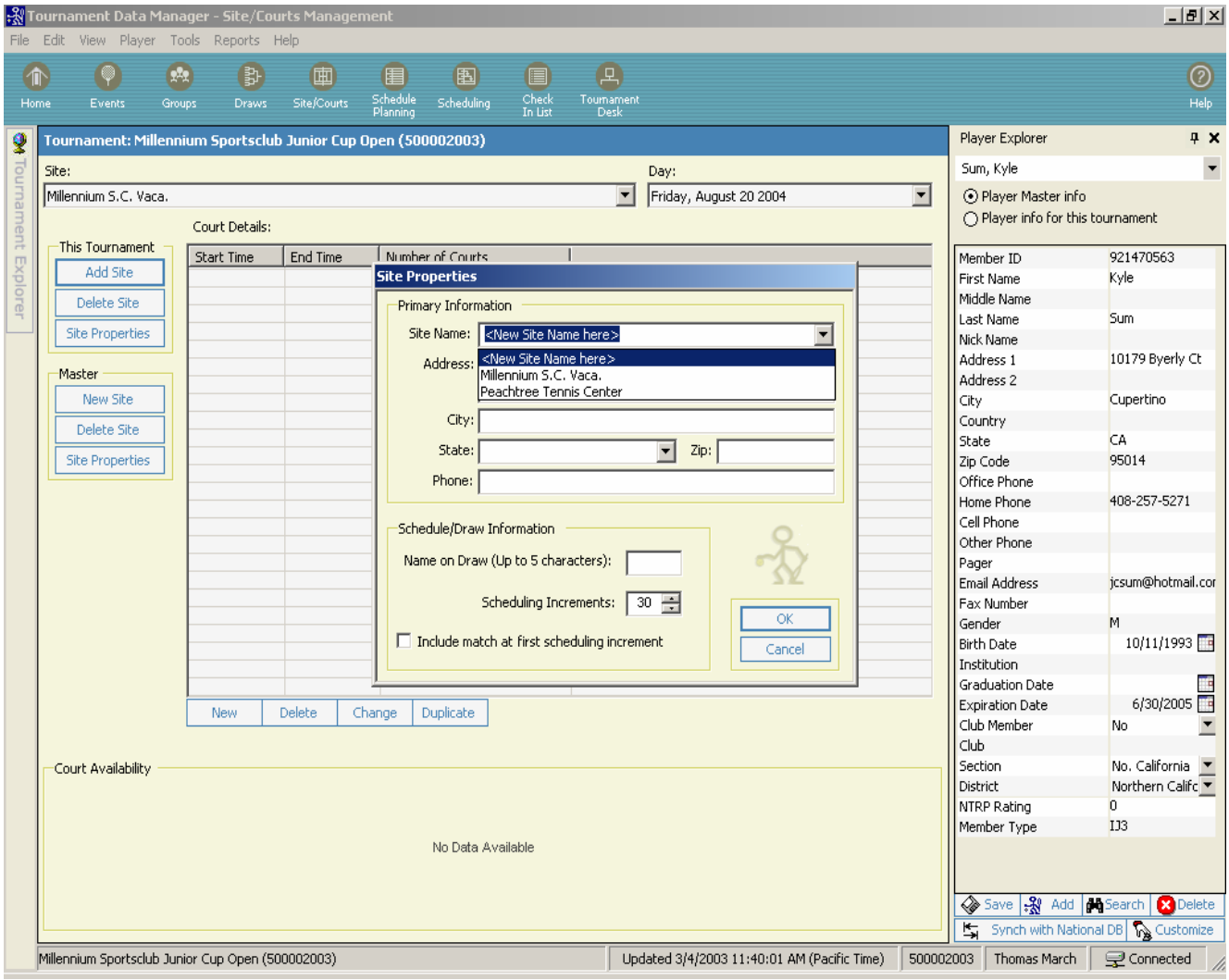
To indicate the **number of courts** available for a specific tournament facility, choose the facility from the drop down of sites and then NEW at the bottom.
The **Court Specification** window opens and you can indicate a time range and the number of courts available. Once the time and courts are indicated, click on OK to save this information.
The court availability graph will then show at the bottom on the screen.
To indicate additional court availability at the same site, click on NEW at the bottom. TDM will default to the time that was last shown. The additional time and courts can now be added.



To copy this information for multiple days, simply click on **DUPLICATE** at the bottom. You can indicate the same court specs for all days. This process is repeated for each facility.

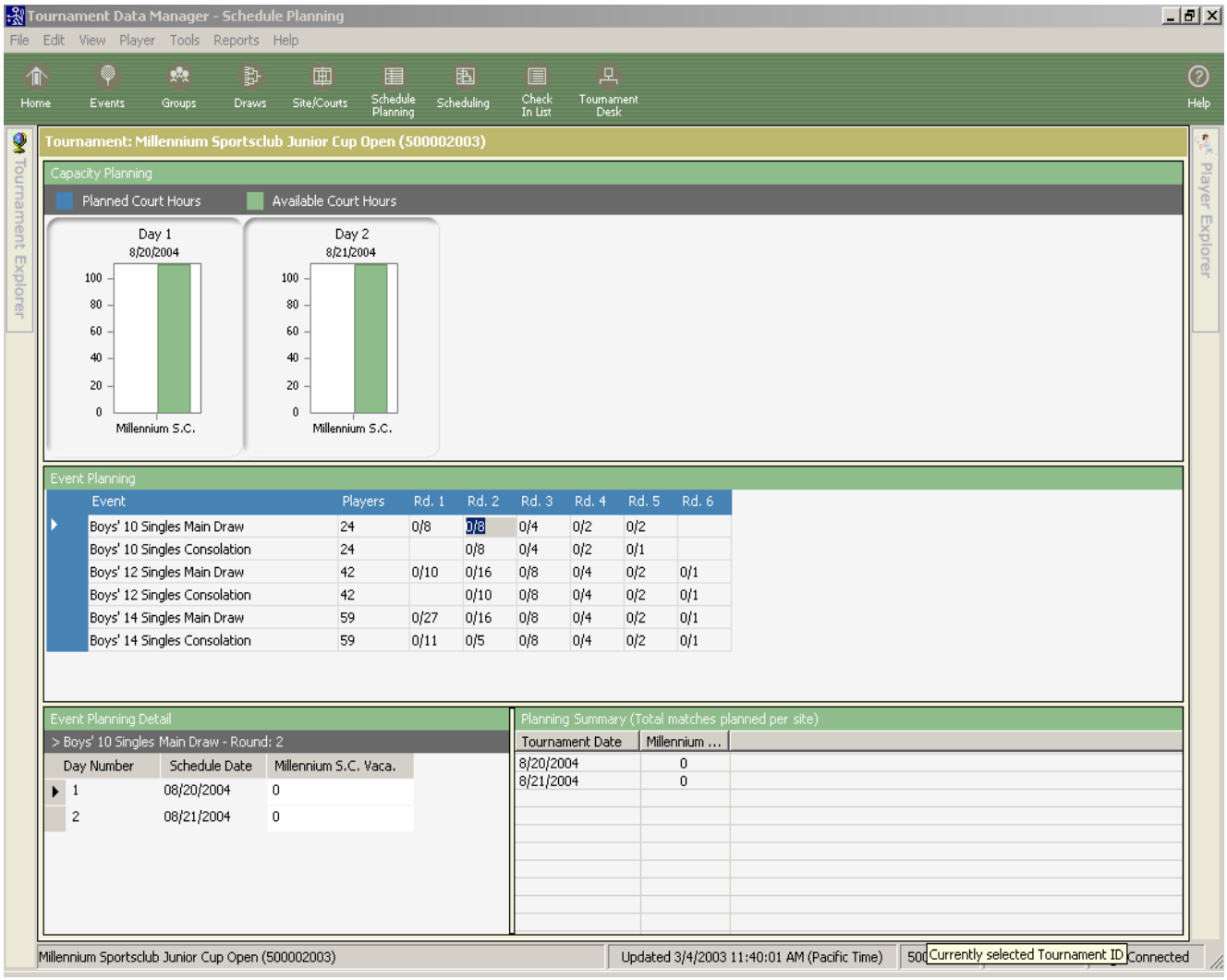
In addition, on the Site Properties screen, there is a way to indicate the site where a match is to be played on the draw sheet, by assigning each site a name to be displayed on the draw. Choose any unique indicator, up to 5 characters, for each site being used for this tournament.

Also define the Schedule Increments on the Site Properties screen for each site if using more than one. Accepting the default is the norm. If you choose to include a match at the first scheduling increment, put a check in the box shown below.



Step 3: Schedule Planning

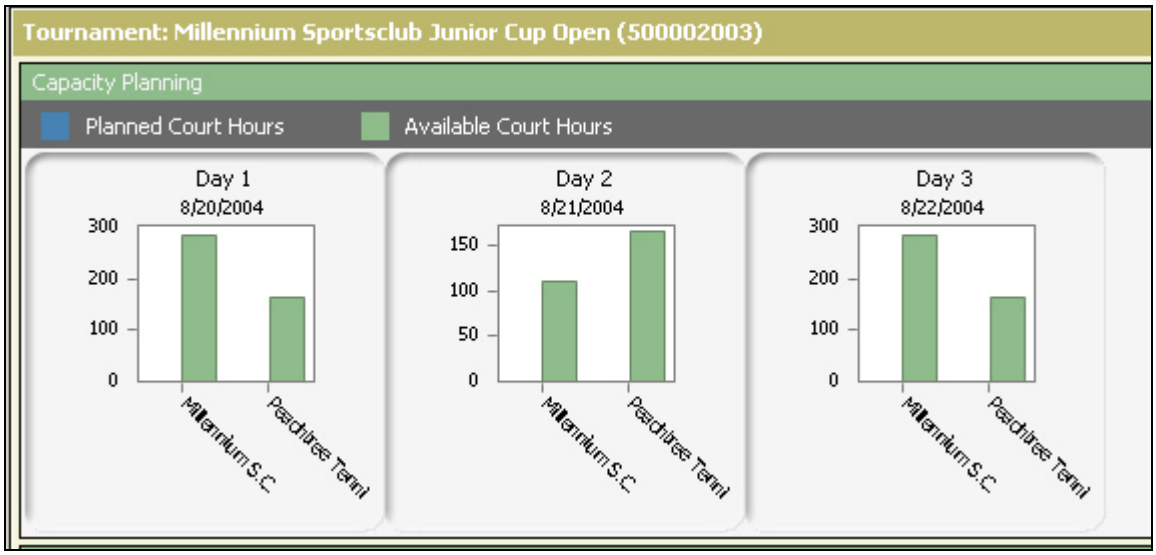
Schedule Planning is comprised of 4 screens:
Capacity Planning
Event Planning
Event Planning Detail
Planning Summary



Capacity Planning

Capacity Planning contains graphs that show the available court hours as previously detailed under Sites/Courts

As events are planned at each facility, the **Planned Court Hours** indicator will increase, showing the court hours needed for those events.



Event Planning

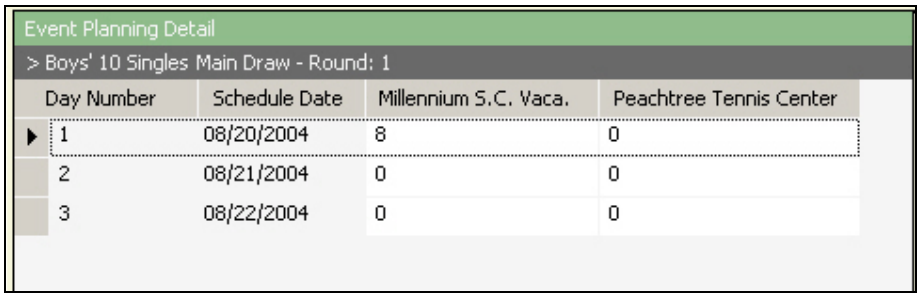
The **Event Planning** screen shows the number of entrants for each division as well as the number of matches for each round. It is necessary for the draws to have been made in order for the events to be listed with the corresponding number of matches and rounds to be scheduled.

Event Planning

Event	Players	Rd. 1	Rd. 2	Rd. 3	Rd. 4	Rd. 5	Rd. 6
Boys' 10 Singles Main Draw	24	0/8	0/8	0/4	0/2	0/2	
Boys' 10 Singles Consolation	24		0/8	0/4	0/2	0/1	
Boys' 12 Singles Main Draw	42	0/10	0/16	0/8	0/4	0/2	0/1
Boys' 12 Singles Consolation	42		0/10	0/8	0/4	0/2	0/1
Boys' 14 Singles Main Draw	59	0/27	0/16	0/8	0/4	0/2	0/1
Boys' 14 Singles Consolation	59	0/11	0/5	0/8	0/4	0/2	0/1
Boys' 16 Singles Main Draw	55	0/23	0/16	0/8	0/4	0/2	0/2
Boys' 16 Singles Consolation	55	0/7	0/9	0/8	0/4	0/2	0/1

Event Planning Detail

The **Event Planning Detail** screen is where you will indicate the facility where each round will be played.



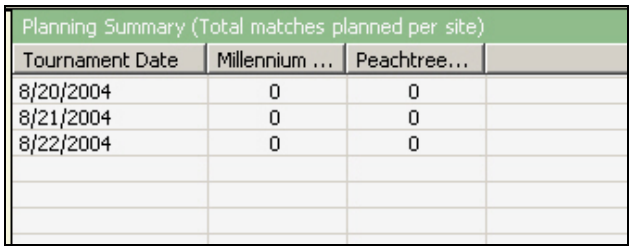
Event Planning Detail

> Boys' 10 Singles Main Draw - Round: 1

Day Number	Schedule Date	Millennium S.C. Vaca.	Peachtree Tennis Center
1	08/20/2004	8	0
2	08/21/2004	0	0
3	08/22/2004	0	0

Planning Summary

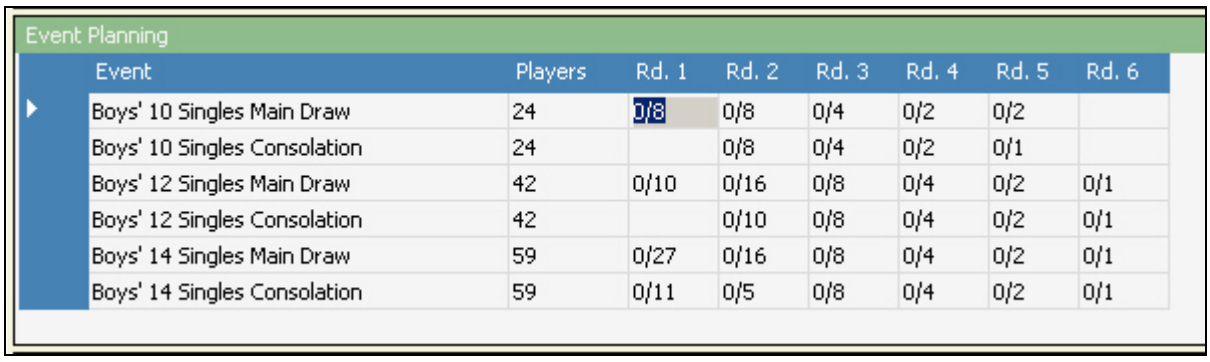
The **Planning Summary** is a quick way to view the number of matches on a given day at each facility.



Planning Summary (Total matches planned per site)

Tournament Date	Millennium ...	Peachtree...
8/20/2004	0	0
8/21/2004	0	0
8/22/2004	0	0

The first step is to **highlight the round** that you want to plan for scheduling under the event planning. Once you have highlighted the cell, move your cursor to the Event Planning Detail screen where you will enter how many of the selected matches you want to play at each facility on a particular day. Select the next round to be planned by clicking on it.



Event Planning

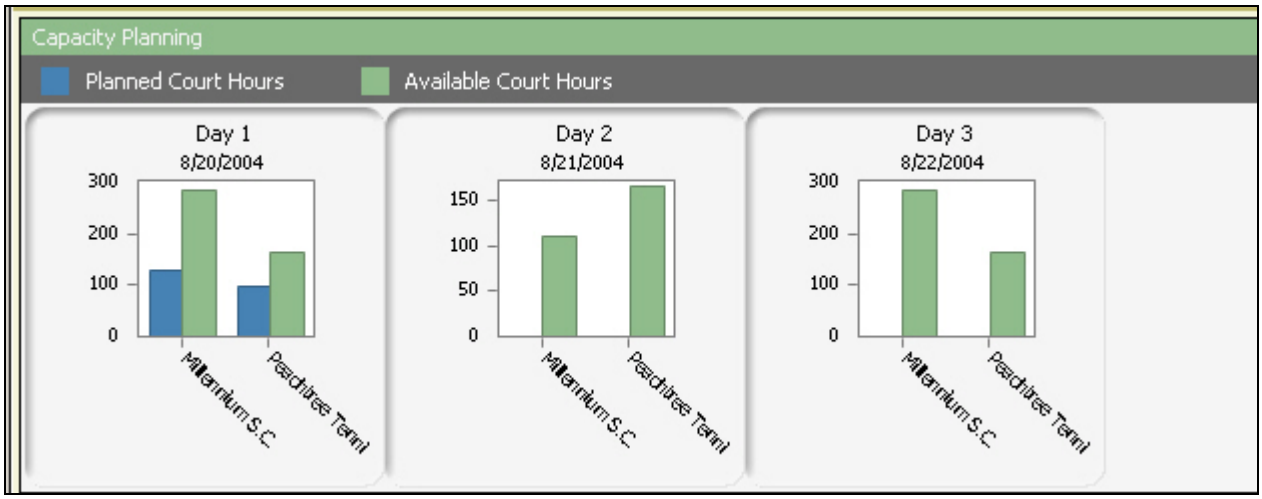
Event	Players	Rd. 1	Rd. 2	Rd. 3	Rd. 4	Rd. 5	Rd. 6
Boys' 10 Singles Main Draw	24	0/8	0/8	0/4	0/2	0/2	
Boys' 10 Singles Consolation	24		0/8	0/4	0/2	0/1	
Boys' 12 Singles Main Draw	42	0/10	0/16	0/8	0/4	0/2	0/1
Boys' 12 Singles Consolation	42		0/10	0/8	0/4	0/2	0/1
Boys' 14 Singles Main Draw	59	0/27	0/16	0/8	0/4	0/2	0/1
Boys' 14 Singles Consolation	59	0/11	0/5	0/8	0/4	0/2	0/1

TDM will allow you to **split the round** at two different sites.

** For a local tournament that was not downloaded from the Online Sanction form, the divisions may not have been specified. Be sure to include a division name for all events. Otherwise, under the event planning screen, there will not be any events listed. To fix this problem, should it arise, go back to Events, then edit event and choose the most appropriate one. If none of the divisions fit your criteria, use the Open divisions for best results.

Planned Court Hours

The **Planned Court Hours** bar graphs are now visible and show the court hours that have been used.

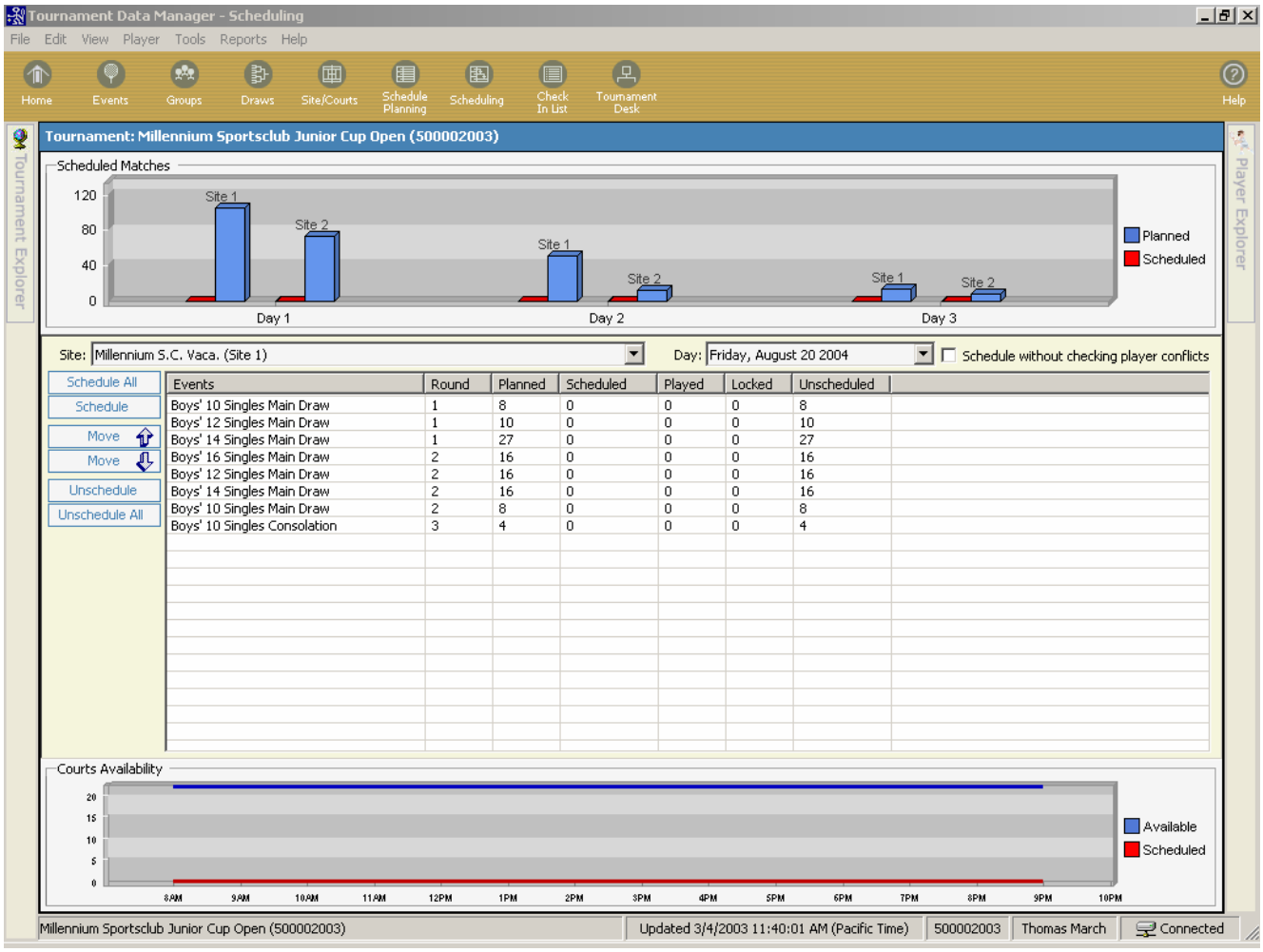


You can continue planning the event locations in this way until all rounds have been indicated.

By monitoring the Planned Court Hours graphs, you will know how many more rounds you can schedule at a particular facility for a given day.

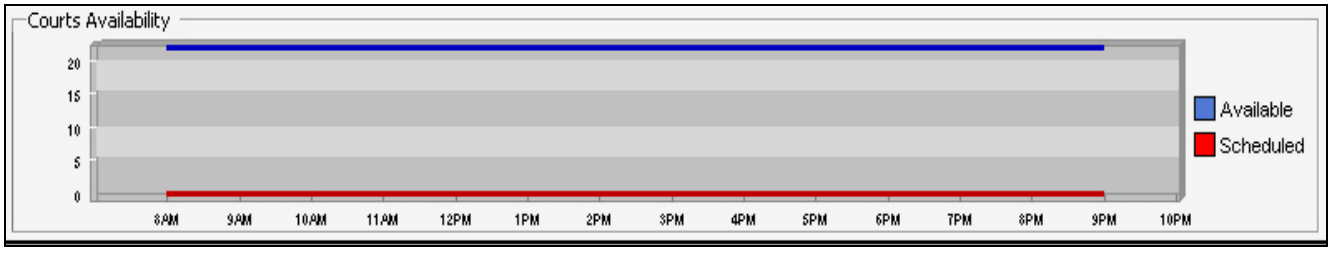
The bar graphs now indicate two days of planning.

Step 4: Scheduling

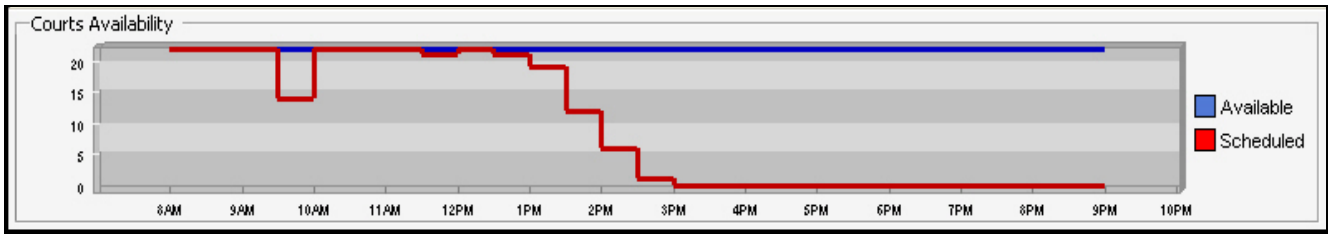


The **Scheduling** screen is where the actual scheduling of the events takes place.

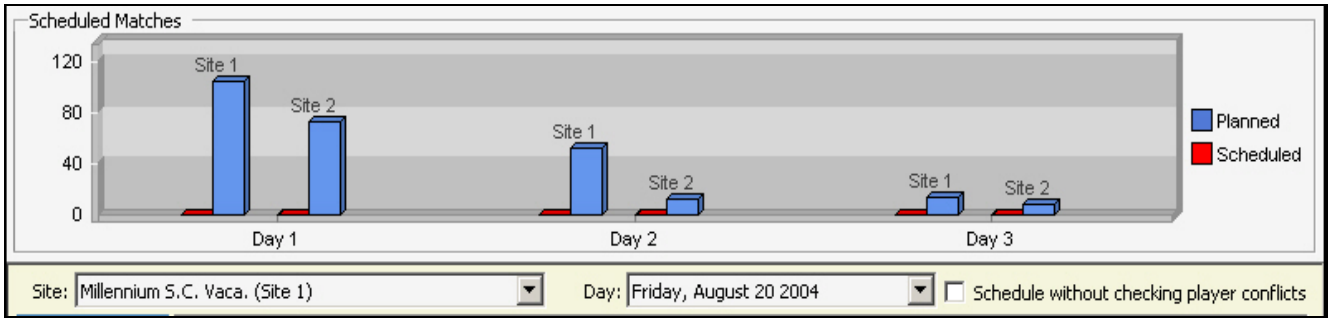
The top graph shows the matches that are scheduled at each Site for each Day of the tournament. The blue bar shows the **Planned matches** and the Red indicates the **Scheduled matches**. These two bars should be equal once all matches have been scheduled.
The **Courts Availability Graph** shows in a blue line the number of courts that are open for play (as indicated in Sites/Courts) at a particular facility as selected from the drop-down box on a specific day.

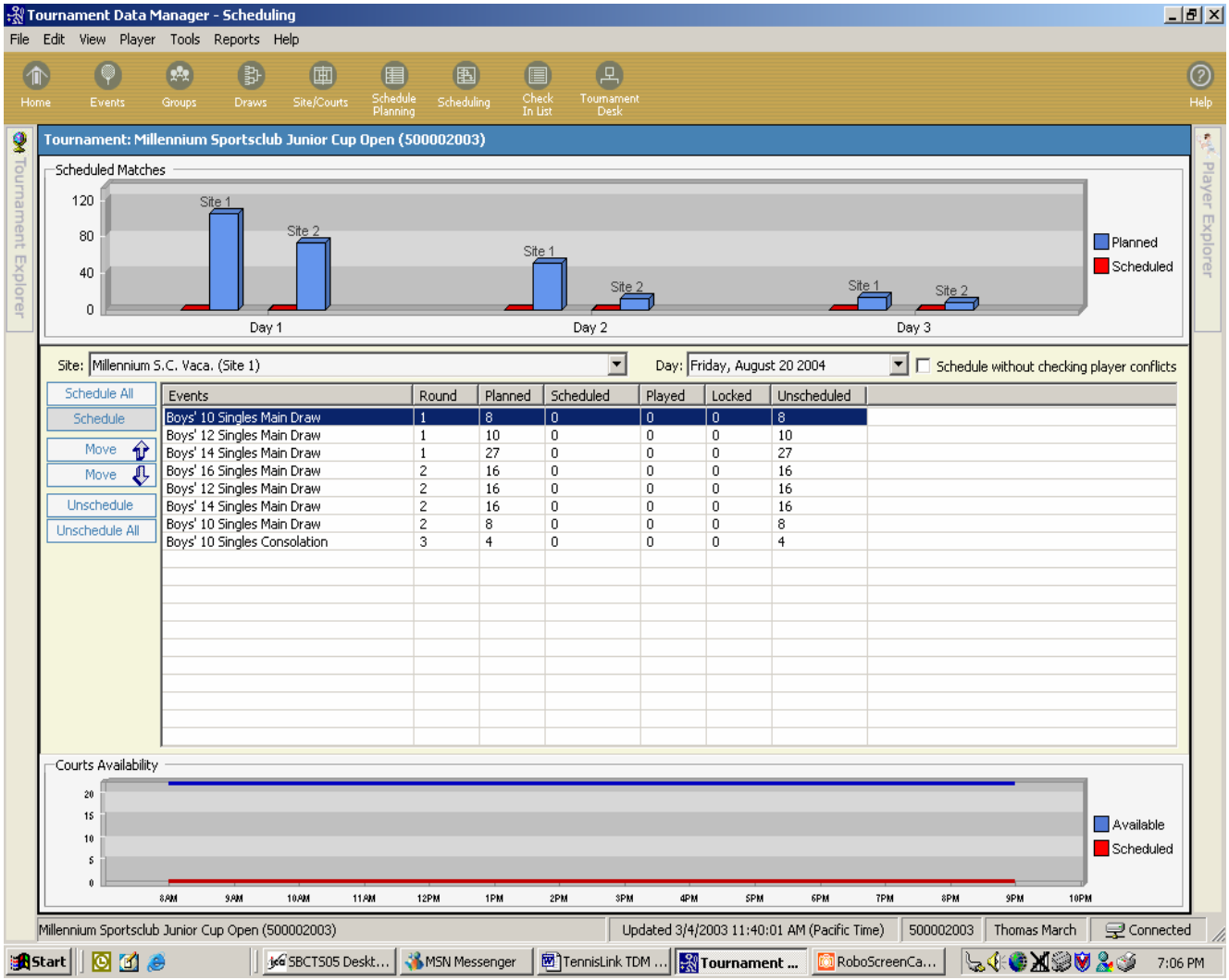


As you schedule the matches, the red graph will indicate how many of these courts have been used.

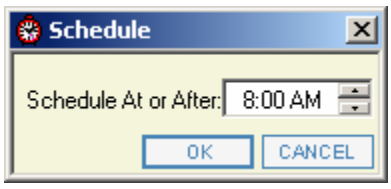


You must indicate the site and day that you want to schedule. You have the option to 'Schedule All'.





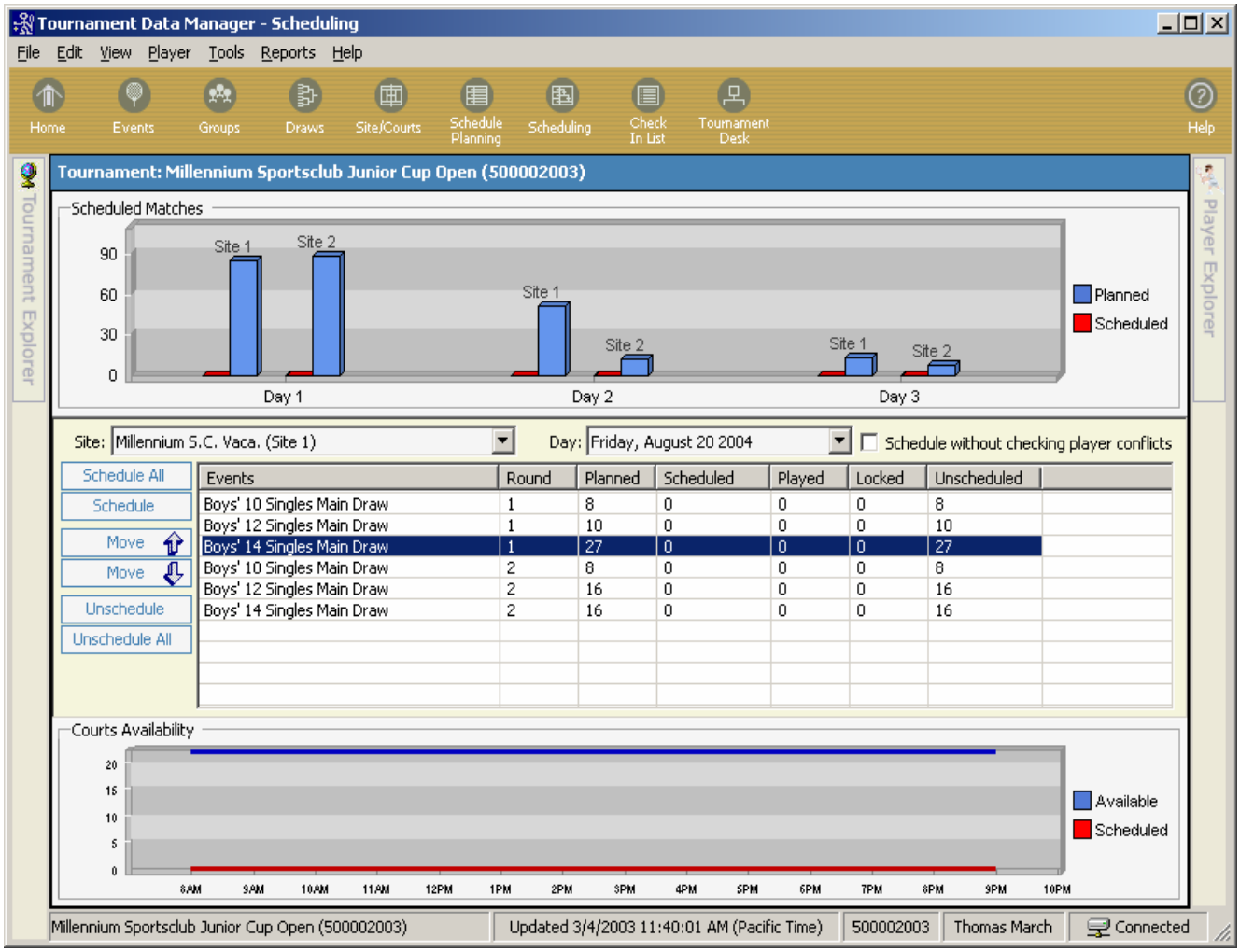
To **schedule a single event** at this facility, highlight the event and click on SCHEDULE.



You will be allowed to indicate the start time for this individual division, such as Boys 10 Singles Main Draw.

You can indicate a time **to Schedule At or AFTER**.

Defining the order in which events are to be scheduled.

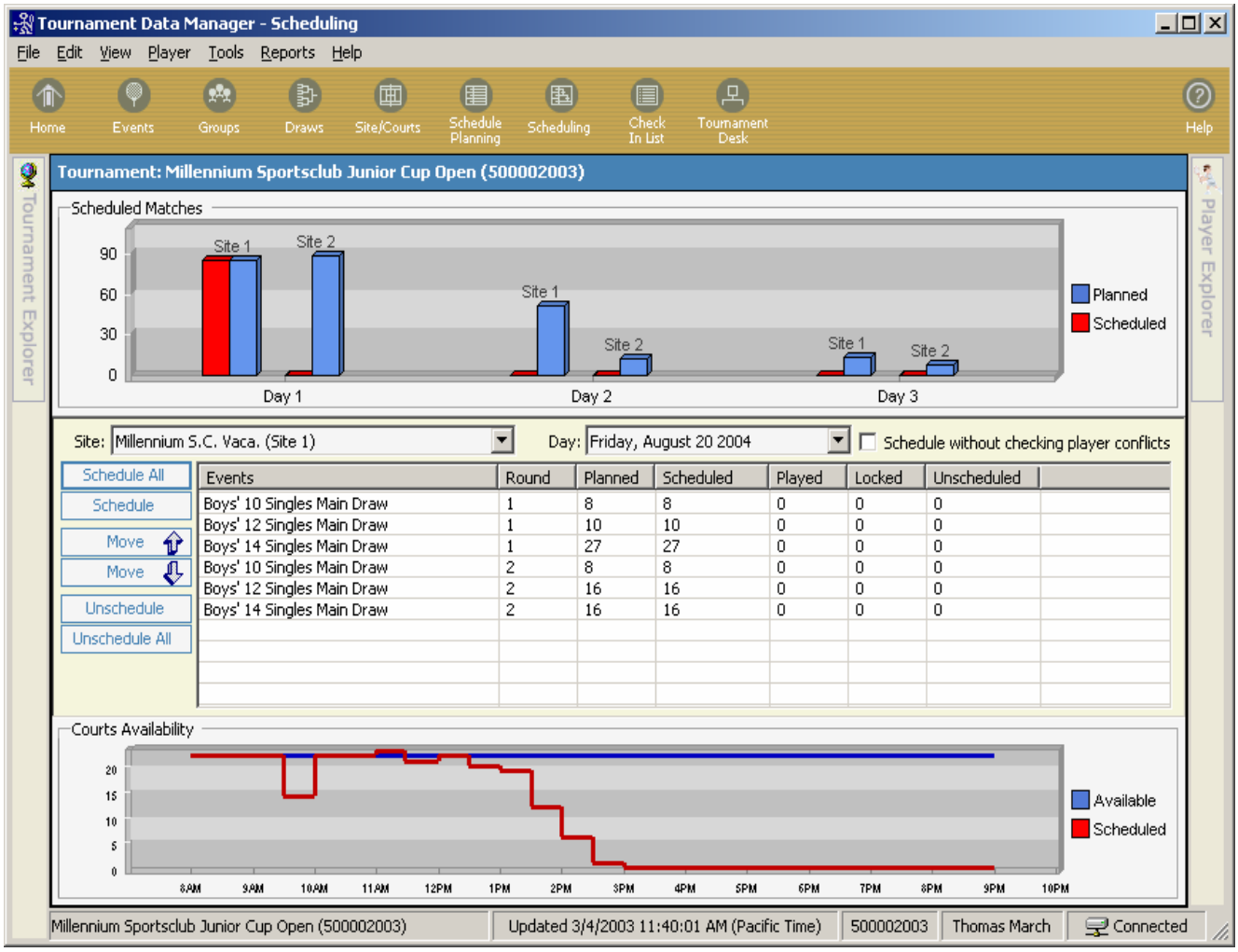


You can **move the events 'up' or 'down'**, so a particular event is scheduled ahead of another event. Be sure to put the events in a logical order. For instance, if your order for round 1 is Boys 10, Boys 12, then Boys 16 for a particular day, when you get to round two for the same day, keep this order. This allows the maximum usage of court time. When you change to a different day, you can start with a new order of play.

You can **Unschedule** a selected event or **Unschedule All** events.
Keep in mind that all these options are only for THIS site on THIS date.
Any matches that are marked as **locked** on the draw sheet under Match Schedule will not be unscheduled.

The system automatically creates a schedule with match times and we can then return to the draw to view the match times that are now displayed there.

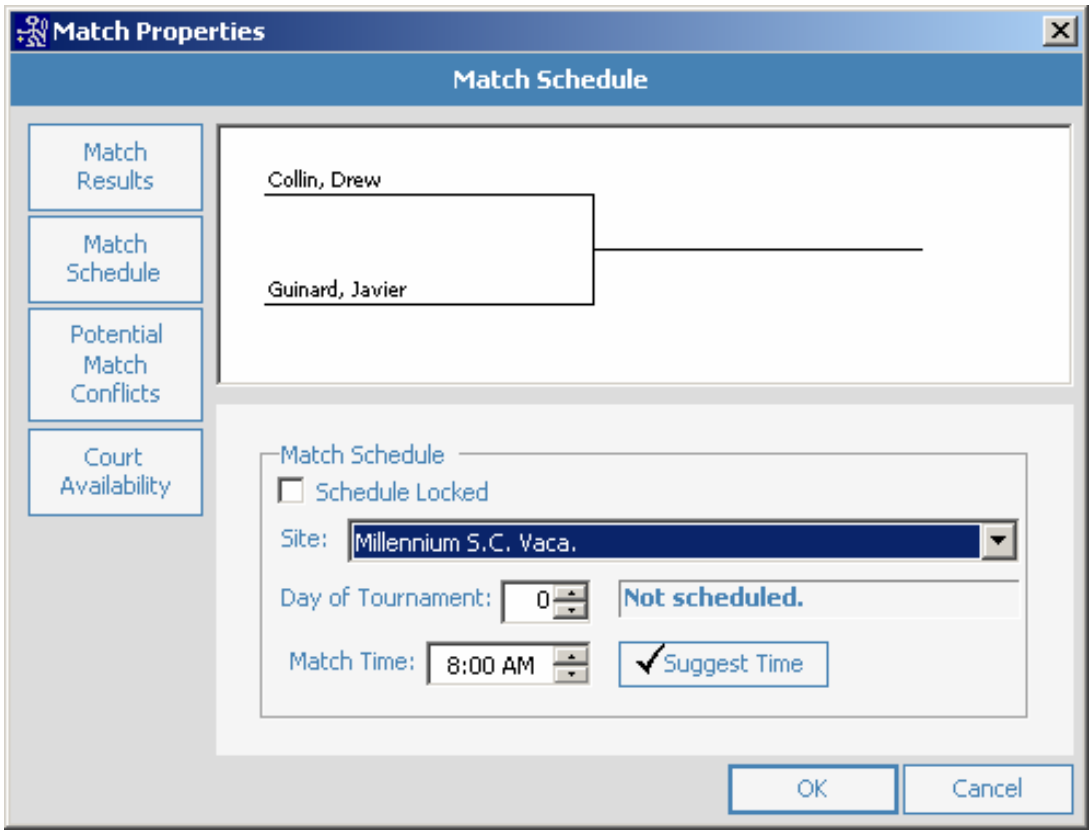
You can **Schedule ALL matches** at one time.
All rounds for this facility for Friday have been scheduled.



You can create reports that show schedule and match information.

Step 5: Manual Scheduling

You also have the ability to **manually schedule** or enter **match results** from the draw screen. To do either function, left click between the players' lines of the match that you need to edit.



The **Match properties** box will open. If the match has not been scheduled, it will default to **Match Schedule** as generally you will indicate the match time before you can enter the results. You can indicate the Location, Day of tournament (the date will automatically change to correspond) and the Match Time.
If you check the **Schedule Locked** box, this will prevent TDM from scheduling this individual match if you use the auto-schedule feature.
The **Suggest Time** feature will show you the first available court time on a particular day of the tournament at the selected site.
Once you have entered the Day, Site and time of the match, click OK and the information will show on the draw. Remember, you can select what information should show on the draw by going to draw properties.
To have TDM **default to a particular day and/or site, go to the Scheduling screen and change the drop downs on that screen to the day and/or site that you will be working on. When you need to change one or the other, return to Scheduling screen and change the information.

A

Alternates · 3
Avoidances · 10

B

Block Seed · 5
Byes Bottom up' · 5

C

Courts Available Graph · 18

D

Dependent Draw · 5
Division · 4
Draw type · 3, 4
Draws
    Manually Schedule · 23
    Schedule Locked · 23

E

Event
    Consolatio properties · 7
    Draw information · 4
    Edit event · 3
    Event defaults · 8
    Main draw properties · 7
    Rest time default · 8
    Scheduling information · 6
Event Naming convention · 9
Event Planning
    Capacity planning graphs · 15
    Event Planning Detail · 16
    Event Planning Screen · 15
    Planned Court Hours · 15
    Planning summary · 16
Events · 3
    Sort Order · 3
Events Icon · 3

F

Fixed Interval · 7

G

Garman System · 7

M

Match properties · 23
Match Results · 23
Match Schedule · 23

P

Playoff options · 4
Playoff Top 4 · 4
Playoff Top 8 · 4

R

Rest Period · 6

S

Schedule Planning · 14
    Planned Court Hours · 17
Scheduling · 18
    All matches · 22
    Hold day/site · 24
    Locked matches · 21
    Move events up or down · 21
    Single event · 20
    Start At or after time · 20
    Unschedule · 21
    Unschedule All · 21
Separate top 4 · 4
Separate top 8 · 4
Site/courts
    Add site to this tournament · 11
Site/Courts · 10
    Add site to master list · 10
    Add site to tournament database · 12
    Court times · 12
    Create new site · 12
    Master database · 10
    Number of courts · 12
    Tournament database · 10
Split Events · 9
Split players across events · 9
Suggest Time · 23
Surface and Draw limits · 4
System Properties · 8
System Property defaults · 7

T

Tools · 8