TDM On the Web Intro

This document serves as a step-by-step tutorial for TDM on the Web, highlighting where functions are found and what new features can be found.

You will use your Tournament Director/Referee USTA number to login to TennisLink through this portal (http://tennislink.usta.com/tournaments/Login.aspx) .

Upon a successful login, this is what you should see:

As you scroll down, you'll see the following:

To access your tournaments, you will click on the "My Tournaments" link under the "Administration" box above. When you click on that link, you'll see the sanction forms for all of the tournaments under that particular USTA number

(Tournament Director, Referee, Organization). There is a new "TDM" column, and that is where you'll access the online version of the data management program for each tournament.

PLEASE NOTE: You will now update your tournament messages in the sanction form. To do this, you will click on the tournament name, then select the General Info tab on the Sanction Form.

Adding Tournament Messages

To add a message, you will click on +Create New Tournament Message, and a box will pop up as shown below. As you add messages, you have the option to move them up or down (ie: registration info after the entries close), and you can also choose which messages to make public or to hide (ie: rain delay info that you may no longer need). Be sure to click "Save Sanction Form" after updating your tournament messages.

Below is an example of the General Tab with the Tournament Messages created.

Arlo Elkins Memorial Tournament-SC L4   ID: **700076114**

* Required field   Denotes a Tournament Home Page field

Tournament Info

* Name:	Arlo Elkins Memorial Tournament-SC L4	
* ID:	700076114	
Tournament Website:		
* Tournament Type:	Non-Team Event ▾	
Skill Level:	☐ Entry Level ☐ Intermediate ☐ Advanced	
* Categories:	+ Add Category	

Action	Category
District Event	Approval required by District Administrator

Tournament Messages

Public ☐	Headline	Message	Link
☐	○ !!! IMPORTANT--URGENT-- PL...	CHECK THE COMPETITORS LIST F...	
☑	○ PLAYERS LOOKING FOR PAR...	ANY PLAYERS LOOKING FOR PAR...	
☑	○ STARTING TIMES AND DRAWS	DUE TO EXTENDING THE ENTRY DE...	
☑	○ SCHEDULE OF PLAY	MATCH PLAY BEGINS FRIDAY AFT...	
☑	○ EVENTS & FACILITIES	PLAYERS ARE LIMITED TO ENTERIN...	
☑	○ PLAYERS LOOKING FOR DOU...	PLAYERS LOOKING FOR DOUBLES ...	
☑	○ HOSPITALITY, AMENITIES & ...	SNACKS AND OTHER FOOD WILL B...	
☑	○ MATCH FORMAT - USTA RUL...	EVENTS ARE DOUBLES ONLY, SIN...	
☐	○ TOURNAMENT DIRECTOR INF...	THE TOURNAMENT DIRECTOR FOR ...	
☑	○ MATCH TIME & SCHEDULE A...	MATCH TIME AND TEAM SCHEDULE ...	

Edit **Delete**   **Move Up** **Move Down**   + Create New Tournament Message
+ Export Messages and Notes to another tournament

Other features that remain on the Online Sanction Form are:

Sanction Form

This Tournament: Batch Entry Entrant processing Reports Admin Reports Publish Options Save Sanction Form TDM Help

-Batch Entry

Cardinal Racquet Club Winter Tennis CHALLENGER- SC L4

Dates: January 3-5, 2014   **Tournament #:** 704122014   **Location:** Anderson, SC

Entries closed Tuesday Dec, 31 2013 11:59 PM (Eastern Time)

Choose Event: Choose Event [▼]   Player USTA number: [＿＿＿＿＿＿]   [Continue]

-Publish Options-seeds, competitors

Publish Options - Hide Lists

Check All ☐

Hide Applicant List: ☐   Hide Alternate List: ☐   Hide Player List: ☐

Hide Seeds: ☐   Hide Competitors: ☐

cancel   [Save And Close]

-Reports—including Alphabetic Entry Report (for t-shirt sizes)

Reports

ℹ️ Please specify report parameters.

Report Name: Alphabetic Entrant Report [▼]

Organization: Southern - South Carolina [▼]

Start Date: 01/02/2014 📅

End Date: 01/02/2014 📅

Tournament ID: 704122014

[Generate Report]

When you click on "TDM", the program will open in another window, and this is the first page you'll see:

This setup is similar to the desktop version of TDM—Events, Groups, Draws, Sites/Courts, Scheduling, Check-In List, and Tournament Desk, along with your player explorer to the right. You are still able to customize the Player Explorer to only show the fields you want to see (ie: events entered, phone number, fee owed, online t-shirt size)

Events Tab

-To move players, you click on the ⠿ icon and drag them to where they need to be (another division, or to withdraw).

-Be sure that when you "drop" the player that your destination is highlighted in yellow or the change will not take place.

-If you need to change the draw type for an event, you still click on "Edit Event".

-After all of your players are set in their divisions, be sure to Lock Players to ensure that they stay put.

-To assign doubles partners, click on a players' name, then click "Edit Player" and a box will pop up and allow you to indicate the doubles partner

Groups Tab

You can create draw groups in the same way to prevent folks from the same zip code from meeting in the first round by choosing "Generate Groups". You can also create Family or Doubles Partners groups as well to prevent these players from meeting in the first round, but these are best done manually.

Draws Tab

This section has the same feel as the Desktop TDM version. You are still able to show/hide the draws and rounds using the "Display Options" button. Below gives a feel of what each draw page will look like.

There is a great new feature in the addition of the "Schedule Multiple Matches" function, displayed below. This can only be done on the draw you're currently viewing, but will make scheduling multiple matches at the same time easier.

Sites/Courts Tab

You are able to search and create sites for your scheduling purposes on this page.

Check-In List

You may use this tab to check-in your players. This process will be much simpler with the online TDM as you can have multiple sites/locations checking people in.

Tournament Desk

There are two views on this tab: Tournament Desk and Score Entry.

Desk allows you to see matches scheduled for that day/site as seen below.

The Score Entry tab allows you to see matches in chronological order for each site an enter those scores. In order for the scores to be posted to the web, you must hit the "Save" button at the upper right corner.