SportyHQ User Guides

Tournament User Guide 1

How to set-up a Tournament



Version Control

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TABLE OF CONTENTS

How to set-up a Tournament

Administrator Access	.3
Creating a New Tournament	.5
Sanctioning Your Tournament	.14
Adding the Extra Detail	.15
Creating Draws	.17
Creating the Schedule	.22
	Administrator Access Creating a New Tournament Sanctioning Your Tournament Adding the Extra Detail Creating Draws Creating the Schedule

1. Administrator Access

Firstly, you need to gain administrator access to the appropriate club or regional SportyHQ page that you are running the competition for. For example, the West of Scotland Masters should be run through the West of Scotland Squash SportyHQ site whereas, a Junior Gold competition hosted by Aberdeen Squash & Racketball Club (ASRC) should be run through the ASRC SportyHQ page.

To be given administrator rights to a certain page you should speak with your club or regional main contact or Scottish Squash (<u>info@scottishsquash.org</u>).

Once you have gained administrator access and are logged into SportyHQ you will notice it lists your clubs and/or regions down the left-hand menu. If you have administrator rights to your club when you click on the club you will notice a drop down menu expands and shows a **Club Admin** button (see blue box below). Click **Club Admin** to access the administrator page for the club. To access the administrator page of regional SportyHQ pages click on the regions name (see red box below).



The layout of a club administrator page and regional administrator page are slightly different (see pictures below). However, the steps for setting up a tournament are very similar.

Club administrator page



Regional administrator page

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•	Administrator	High	lands	& Islands Squas	sh Associa	tion		
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۳	Management	Top 20) Ranking	ı, All Players				Ranking Lists
ł	Sub-organizations	Rank	Nat.	Name	Club	Points	Confidence 🝞	. Adult
2	Tournaments	1	×	Alan Clyne	ITSC	2,890	8%	Q HISA Rankings
	📥 Team Leagues	2	×	Greg Lobban	ITSC	2,147	2%	
	Solo Leagues	3	×	Alasdair Prott	ITSC	1,784	66%	
	♥ Event Registration	4	-	Garry McKay	ITSC	1,690	88%	Contact Info
	Forms	5	×	Ewan Hearns	ITSC	1,530	69%	
	Sponsors	6	-	Mike Martin	ITSC	1,519	73%	Addre Scotland
	Applications	7	-	John Kynoch	ITSC	1,453	79%	ss: Websi Click Here
	Merge User Profile Duplicates	8	-	Ali McCorquodale	ITSC	1,404	43%	te:
	 Event Sanctioning Setup 	9	*	\star Allan McKay	ITSC	1,383	84%	
	Personnel	10	×	Harry Barron	Nairn	1,374	31%	Scotland \star 8 Sign in
	Photo Gallery Documents	11		ian Prott	ITSC	1,322	77%	View larger map
		12	-	Ross Henderson	ITSC	1,314	53%	
,	News & Announcements	13	-	lain Maltman	Elgin	1,309	66%	

2. Creating a New Tournament

Video Support – <u>Tournament Set-Up</u>

From the club administrator page go to the **Performance settings.** Click on **Tournaments -> Create Tournament** and from the regional administrator page click on **Tournaments -> Create Tournament**.

狗 SportyHQ	Esearch	Q	Д ^O AM Allan ∽
Dashboard	Create Tournament		
L My Profile	Tournaments / Greate Fournament		
🗐 Rankings			
🗖 Booking			
+ Enter Result	About		
Ψ Tournaments	Name:	e.g. Club Championships	
III Leagues	About the Tournament:		
Facilities			
Governing Bodies			
QUICK LINKS O MANAGE			
III HISA League >			
Scottish National League			
₩ West of Scotland Squash & >	Ranked Event?:	 Yes 	
West of Scotland Squash &		No If your event is ranked and should have more than a 1x multiplier, please click here.	

This will open a new window that looks for the basic information about your tournament. Follow the steps within this page to input the basic tournament information. If your tournament is a Scottish Squash sanctioned tournament you should tick **Yes** for the '**Ranked Event?'** question.

'Age Limit Cutoff Date' – this links to tournaments where your age depends what event you can enter. For example, to enter the Scottish Junior Nationals under 19 event you must be aged 18 or younger. To activate this setting, you would put the date when you must still be under the age by. For example, squash tournaments normally state that you must be under the age on the last day of the event.

'Sign Up Preference' – If your tournament is a Scottish Squash sanctioned tournament you should tick **Use SportyHQ (Recommended)** box here.

'Registration Deadline' – For Scottish Squash events the closing date is normally set as 2 weeks before the start of the competition. This gives plenty time to confirm arrangements, seeds, draws and schedule.

Once you have completed this page click Submit.



Once you have clicked **Submit** it will create your tournament page and the above window will open. Please note that at this stage nothing is live and no one can see the tournament. This will be the case all the way through until you **Publish Your Tournament**.



Scroll down on the tournament page and you will notice the box **Checklist** (see blue box above). This will help you fully set up your tournament and your tournament should not be published until these stages are all complete. You will notice as you complete a stage SportyHQ automatically puts a line through it to show it has been completed.

Firstly, click on Create at least one draw -> Create Draw

Video Support – <u>Tournament Draws</u>

			Q	∆ ⁰	AM Allan ~	
* 1	Administrator	Create Draw Tournaments / Test / Dra	ws / Create Draw			
	Tournament Settings Upload Tournament Logo Upload Primary Poster Upload Primary Poster	Settings				
+	Alternative Poster Manage Sponsors Player Management	Name:	e.g. Mens Open			
₽	 Send Activation Emails Request Sanctioning Round Robin & Teams 	Team Draw?:	resNo			
Ŷ	Configuration Officials	Sport:	Squash (Singles)		•	
Θ	 Manage Officials Live Scoring Instructions 	Scoring System: Gender:	Point-a-Rally (PAR) 11. Best of 5 games. Male		•	
⊞	Scheduling Scheduling Times Manually Schedule Matcher		Female Kixed (Male & Female)			
▦	Auto Schedule Matches Clear Schedule Matches	Set Age	Yes			
⊞ 	 Match Calendar Scheduling Conflicts 	Enable Handicap?:	• No Yes			
	Sign-up Configuration		• No			

A new window will open to allow you to create your draws. Complete the stages of the page to set up a draw.

For competitions that have multiple draws, for example, junior tournaments (Boys and Girls under 11/13/15/17/19) and Masters tournaments you can use the box at the bottom to add them in quicker (see blue box below).

If you are unsure how your draws are going to be split in your competition, for example, for mixed graded events where draws may be split after the closing date depending on who enters, it is recommended that you create one draw called 'All Entries' as this will allow everyone to enter into one place.

Please note once you have created them you will need to go into each individual draw and change the settings for each one.

1	SportyHQ = Search		۹. ۵	AM Allan ~
	Administrator	Scoring System:	Point-a-Rally (PAR) 11. Best of 5 games.	•
"	Setup	Gender:	Male	
1	I Manage Draws		C remaie	
	 Tournament Settings Hoload Tournament Long 		Mixed (Male & Female)	
	Upload Primary Poster	Set Age	⊖ Yes	
	Upload Alternative Poster	Restrictions?:	No	
+	 Manage Sponsors Player Management 	Enable Handicap?:	Ves Ves	
Ţ	 Send Activation Emails Request Sanctioning 		• No	
	Round Robin & Teams Configuration	Do you want to create	any other draws just like this? Just enter the draw name(s) (one per line) below.	
۲	Officials		e.g. Women's A	
	Manage Officials		Women's B	
U	Live Scoring Instructions		Mixed Open	
	Scheduling		etc.	
	O Scheduling Times			
▦	Manually Schedule Matches			
⊞	Auto Schedule Matches Clear Scheduled Matches			
-	Match Calendar		Submit	
	Scheduling Conflicts			
⊞	Sign-up Configuration	2018 © SportyHQ, LLC. All ri	ights reserved. Privacy Policy Terms of Service	f
_	Sign-up Page Configuration		• The second state of a state of the second	

Once this page is completed click **Submit.**

Ø	SportyHQ = Search	٩ 🗋	AM Allan ~
 ▲ ■ + Ψ … ♀ ↔ 	Administrator	Tournament Draws Tournament / Test / Tournament Draws	1
	Scheduling Times Manually Schedule Matches Auto Schedule Matches Clear Scheduled Matches Match Calendar Scheduling Conflicts		
https://w	Sign-up Configuration	2018 © SportyHQ, LLC. All rights reserved. Privacy Policy Terms of Service Ibd8dab21c125_	f

Your window will then look like the above with the different draws you created. If you used the box to create multiple draws remember you will need to go in and change the settings of each individual draw. (For example, you may need to change whether it is a male or female draw or the age of player the draw can accept).

To get back to the home page of the tournament click on **The Name of the Competition at the top menu.** See blue box below.

Ø		A	AM Allan ~
 ▲ ■ ■ + Ψ … ♀ € 	Administrator Admini	Tournament Draws Tournament Draws Tournament / Scottish National Championships 2018 & Senior Gold / Tournament Draws Create Draw Change Draw Order Men's Championship Merge into Settings Players Prover Draw Merge into Settings Players Prover Draw Merge into Settings Players Players P	

A line will then be placed through **Create at least one draw** in the checklist on the administrator page (see blue box below).

0	SportyHQ = Search	Q		AM Allan 🗠
 ▲ ■ □ + Ψ ■ 	 Administrator Setup Manage Draws Tournament Settings Upload Tournament Logo Upload Alternative Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning Round Robin & Teams 	Test Your tournament is not visible to anyour Please Note: Your draws aren't published, so only your o	one except for you and any other adm Publish Tournament →	inistrators you have added.
 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ <	Configuration Officials Manage Officials Live Scoring Instructions Scheduling Scheduling Times Auto Schedule Matches Auto Schedule Matches Match Calendar Match Calendar	publish your draws from the "Draws" section below. Checklist Make sure the following steps are completed to get you Greate-at-least-one-draw Setup the Tournament's Pricing Review the Sign-Up Page Configuration Publish Your Tournament	ur tournament up and running.	

You then need to set up the payment for your tournament. In the checklist box click on **Setup the Tournaments Pricing -> Create Payment Category.**

Video Support – <u>Tournament Pricing & Set-Up</u>

		h Q	Allan 🗸
♠ ₽	 Administrator Setup i≡ Manage Draws Tournament Settings 	Payment Categories	
□ +	Upload Tournament Logo Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management	+ Create Payment Category	
₽ 	 Send Activation Emails Request Sanctioning Round Robin & Teams 	Payment Categories	
• •	Configuration Officials Manage Officials Uve Scoring Instructions	No payment categories have been created.	

The above window will open and you should complete the information required. You can set up different prices for different people. For example, you may wish to set up more than one price category if you want your event to cost a different amount for juniors and adults. If the cost is the same for all we recommend you call the name of the price category 'All Entries'.

There are also options for an 'Early Bird' sign up rate or different costs if you enter multiple events.

Guidelines on Scottish Squash's entry fees are available in the <u>Scottish Squash Sanctioned</u> <u>Event Guidelines</u> document.

Allan 🗸 SportyHQ E Search... Q Pavment Categories 🔒 Dashboard Test / Payment Categories 1 My Profile 🔲 Rankings ent Logo 🛗 Booking tive Poste + Enter Result on Emails Payment Categories Tournaments tioning III Leagues Name Early Bird Rates Regular Rates 🖋 Edit 🔒 • Facilities All entries N/A 1 Event CAD20 Governing Bodies Instructions

Once completed click **Submit**.

If players can enter two or more categories you should ensure you enter the cost for entering more than one category. To enter this information, you should click on **Edit** in the red box above and add the further details.

Your different payment categories are then shown in this window. Click on the **Name of your tournament** again in the top menu (see blue box above) to take you back to the home page.

You will then notice that Set the Tournament Pricing is also scored off the checklist.

To allow the entry fees to be paid out on completion of the tournament you need to input the payout settings. To do this click on **Payout Settings** under the Sign-up Configuration column (see blue box below).



The following window will open.

胊 SportyHQ	≡ Search Q	AM Allan Y
🔒 Dashboard	Payout Settings	
L My Profile	resi / rajuur deriniya	
Rankings		
🗂 Booking		
+ Enter Result	Set Your Account's Country	
𝕎 Tournaments	This needs to be set to the country where your bank account is domiciled.	
III Leagues	Country: United Kingdom	
Facilities		
Governing Bodies	Save	

You need to either select 'United Kingdon' from the drop down menu. Click **Save**. You will then need to select the bank account if the details have been entered previously or input the details by following the on screen instructions. Once this has been done click on **Save** at the bottom of the page. You will then be taken back to the tournament administrator panel.

Click on Review the Sign-Up Page Configuration.

Ø	SportyHQ = Search		Q	△ ⁰ (AM Allan ~
 ▲ ■ 	Administrator	Sign Up Layout Test / Sign Up Layout			
+ ¶	Manage Sponsors Player Management Send Activation Emails Request Sanctioning Round Robin & Teams Configuration	• Important This page lets you customize many can add in text, select what fields to even if you don't make any changes	aspects of your tour display, configure er to the default setting	nament's sign-up page and mimics the actual page that your potential entrants wil ntry paramaters and more. Before your sign up page will work, you must submit thi gs, by clicking the Save button at the bottom of this page.	l see. You is page,
•	Officials Manage Officials	Test Sign Up			
■	Live sconing instructions Scheduling Scheduling Times Manually Schedule Matches Mathematical Auto Schedule Matches	Notify Admins on Registrations?:	Yes No Send an email to a	all administrators with a confirmation after each new registration is received?	
	 A Clear Scheduled Matches Match Calendar Scheduling Conflicts 	Introductory Text:	This text will app	ear at the very start of the sign up process.	
https://w	Sign-up Configuration				_

The above window will open. Here you can add in any other information you want players to see as they sign-up for your tournament. This is the section that you should also select the proper currency for your tournament. There are also other options here to restrict your entry to a certain number.

There is also an option to allow for players to show their availability, if you want to build your tournament around this. If you would rather set the match times of your tournament and give the players no option, then this should be set to 'No'.

You can also add in any terms and conditions of the tournament in here. Players will have to tick the box to agree to these before completing their sign up. Standard terms and conditions can be obtained by Scottish Squash through our website by clicking <u>here</u>.

Click Save.



It will then take you back to the tournament administrator page and **Review the Sign-Up Page Configuration** will be scored off.

The last thing to do is Publish Your Tournament. To do this click on **Publish Your Tournament.** You will get a notification that SportyHQ are looking over your event and once it has been published you will receive an e-mail notification. Please note this may take a couple of hours. At this stage, your tournament will be live for everyone to see and enter.

3. Sanctioning Your Tournament

If your tournament is a Scottish Squash sanctioned tournament it is important you request sanctioning. This can be done from the main tournament administrator page under the 'Setup' column on the left hand administrator panel (see blue box below).

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Adm	ninistrator	Ĵ	Test		Share
	anage Draws ournament Settings oload Tournament Logo oload Alternative Poster alge Sponsors ayer Management end Activation Emails equest Sanctioning		Your tournament is not visible to anyo	one except for you and any other administrators you Publish Tournament →	have added.
	onfiguration		Please Note: Your draws aren't published, so <u>only you c</u> publish your draws from the "Draws" section below.	an see them! When you're ready, publish them so that everyone can view	them. You can
Official Official Official Official Official Official Official Official	ls anage Officials ve Scoring Instructions		Checklist	ir teuroament up and suppling	
Schedu O Sc Ma	uling cheduling Times anually Schedule Matches		Greate at least one draw Greate at least one draw Getup the Tournament's Pricing Review the Sign Up Page Configuration	n contraine in ge alla futtiling.	
	ear Scheduled Matches atch Calendar		Publish Your Tournament		
	p Configuration gn-up Page Configuration		C [™] Sign Up ★ I'm Interested		

To request sanctioning click on Request Sanctioning.

狗 SportyHQ	Earch	Q	Д ⁰ (AM) Allan ∨
🔒 Dashboard	Request Sanctioning		
👤 My Profile	Test / Request Sanctioning		
🗐 Rankings	Choose		
🗖 Booking			
+ Enter Result	If you'd like to have your event sar	nctioned by a governing body, then please the appropriate Governing Body from the list b	elow.
Tournaments	Governing Body:	- Please select -	•

The above page will load. Click the dropdown box and select **Scottish Squash.** Tick the box depending at what level your tournament has been sanctioned. Click the tick box to accept the terms and conditions and click **Submit Sanctioning Request.** The sanction request will be sent to Scottish Squash for approval. Following approval, it will automatically change the ranking multiplier to the appropriate standard for that event.

4. Adding the Extra Detail

You can add in various other aspects to your page to make it look more user friendly. The majority of these are done under the **Setup** column.

You can add the following:

- A club or region logo by clicking **Tournament Logo.**
- A tournament poster by clicking **Tournament Poster.**
- Add sponsors information by clicking **Manage Sponsor.** You can also add sponsors logos which will be printed out on all tournament material.
- By clicking on **Player Management**, you can manage all your entries through the process and make any changes you need to.

	SportyHQ = Search	۹ ۵	AM Allan ~
٨	Administrator	Test	Share
1	Setup I≡ Manage Draws Tournament Settings I upload Tournament Logo	View Formats: PDF Microsoft [®] Word Microsoft [®] Templates PowePort Microsoft [®] Evel Nor On Windows [®] 8, Vista, 8, XP operating systems	
□ + •	Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning Request Sanctioning Request Sanctioning	Your tournament is not visible to anyone except for you and any other administrators you have Publish Tournament -> Please Note: Your draws aren't published, so <u>only you can see them!</u> When you're ready, publish them so that everyone can view them.	e added. You can
♥ €	Contiguration Officials Manage Officials Live Scoring Instructions	publish your draws from the "Draws" section below. Checklist Make sure the following stars are completed to get your tournament up and publics	
	Scheduling Image: Scheduling Times Image: Manually Schedule Matches Auto Schedule Matches Image: Clear Scheduled Matches Image: Match Calendar	C Greate at least one draw C Sectup the Tournament's Pricing C Review the Sign Up Page Configuration Publish Your Tournament	

The **Communicate and Share** area is also a section that may be useful during the set-up of your tournament.



Email Participants allows you to communicate with the people that have registered for your tournament.

Get Short Link provides you with a short link straight to your tournament page. This can be useful for sharing through e-mail and social media channels.

Please note that players may leave comments along with their entry into the tournament. Tournament admins will not receive e-mail notifications for comments that have been left. It is recommended that tournament organisers regularly check the comments section. This can be done by clicking on **Comments** under the Reports column on the administrator panel (see red box above).

5. Creating Draws

Video Support – <u>Tournament Draws</u>

Following the closing date or after collecting all your entries for your competition you will be required to put together draws for the competition. SportyHQ offers a number of different draw formats to select from.

To begin to create your draws click on **Manage Draws** on the administrator panel of the tournament page on SportyHQ. You may already have various draws there depending how you set-up your sign-up page or you may only have one draw tab where all entries went to.

If you need to add in further draw categories click on **Create Draw.** Fill in the details on the new page and click **Submit.** These draws will now appear with the rest.

	SportyHQ = Search	Q	∆ ¹	AM Allan ∽
 ▲ ▲ ■ + Ψ 	Administrator Setup I Manage Draws Tournament Settings Upload Tournament Logo Upload Aternative Poster Manage Sponsors Player Management Send Activation Emails Denouse Capacitoine	Fournament Draws Tournaments / Test / Tournament Draws + Create Draw • Change Draw Order Men's Draw • Settings • Playse • Jet View Draw • Merge Into • Settings • Playse • Jet View Draw • Osettings • Playse • Jet View • Playse • Jet View		
 ♥	Configuration	Women's Draw Merge Into O Settings Merge Into O Settings Merge Into		

Once you are ready to create the draw for a specific category click on the green **View Draw** button. This will open a new window and is where you get to select different draw formats and sizes. Click on the dropdown box titles **Please select a draw format.** This will list all the different draw formats that are compatible on SportyHQ. Please check the further information below on draw formats.

胊 SportyHQ	E Search	Q	Allan 🗸
A Dashboard	Î	Men's Draw	
👤 My Profile		Iuulianens / Test / Ivens Gav - / Mens Gav	
Rankings			
🛱 Booking	,		
+ Enter Result		Administrator	
Ψ Tournaments		Format: Please select a draw format	•
III Leagues		Minimum Draw Size: No minimum size	
Facilities		Update	
Governing Bodies			
QUICK LINKS Ø MANAGE		Options: 🌣 Draw Settings 🚰 Players 🖨 Print (must lock draw)	
III HISA League	les	Unseeded player positions have been randomly generated. We try to keep players separated that belong to the same region or clu	ıb. To re-generate
E Scottish National League	3	the random positions, click here.	

- 'Bracket 2 Match Guarantee Standard' This is a standard knockout draw with a plate competition. These are normally used in Scottish Squash Masters Competitions.
- 'Bracket MONRAD Format' This is a draw where every player plays through to a final finishing position. These draws will be common in Senior and Junior Gold sanctioned competitions as well as Silver and Bronze competitions if individual Tournament Organisers decide they are best fitted to their event.
- 'Swiss Draw' This draw players play in boxes and play through to a final finishing position. These draws are similar to the qualifying monrad draws used for all events at senior and junior level in previous seasons, however, they do not have the capability of providing the qualifying round at the beginning.

For Scottish Squash Masters Circuit competitions the following draw structures should be used:

- 5 players or less: 1 round robin
- 6 players 2 x round robin semi-finals final
- 7 players or more: knock-out

Once you are happy with your draw format it is important that you set the seeds in your draw. To do this click on the **Players** tab as shown in the picture below.

SportyHQ = Search		Q AM Allan ~
Administrator	Administrator	
 Setup i= Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails 	This means that each so that players won't until you're confident	/ is unlocked t time you visit this page, it will be refreshed with the latest draw information. Once you are happy with it, you can lock it change positions. While you'll still be able to unlock your draw after you lock it, you'll probably want to hold off locking it all of the players have been finalized for the draw.
Request Sanctioning Round Robin & Teams Configuration	Format:	Bracket - 1 Match Guarantee.
Officials Manage Officials Live Scoring Instructions	Minimum Draw Size: Qualifying Positions:	4 · · · · · ·
Scheduling Scheduling Times Manually Schedule Matches Auto Schedule Matches	Options: Ø Draw Settin	Update ■ Set Player Positions III Display Options H Rename Brackets 🖨 Print (must lock draw)
Crear Scheduled Matches Match Calendar O Scheduling Conflicts Sign-up Configuration	• Unseeded player positions, cl	tions have been randomly generated. We try to keep players separated that belong to the same region or club. To re-generate ick here.

The following page should open.

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٨	Administrator			Viev Templa	w ates	# of Templates: 110+ Formats: PDF Microsoft® Word Mic PowerPoint Microsoft® Excel Runs On: Windows® 7, Windows® 8, XP operating systems	crosoft ^e Vista, &	GET ST	TARTED	YOUR TEMPLATE FI	NDER		
1	Setup Manage Draws Tournament Settings	Impo	ort Players	★ Go to Dra	w		_						
۵	 Upload Fournament Logo Upload Primary Poster Upload Alternative Poster 	Add N	lew Player to	Draw			*						
+ ¶	Manage sponsors Player Management Send Activation Emails	Play	ers	:e: 4									
	Request sanctioning Round Robin & Teams Configuration	11	Seed	1) Player			Points	Age 🌐					
♥ €9	Officials Manage Officials Live Scoring Instructions			` (@)	Confirmed		600 500	27	Group 1 Gro	up 2 Move to	聞 Remove	Player	
	Scheduling Scheduling Times Auto Schedule Matches Auto Schedule Matches			GM	Confirmed	May and, XS Tennis and Squash Club	1690	29	Group 1 Gro	up 2 Move to	回 Remove 館 Remove	Player	
	 Clear Scheduled Matches Match Calendar Scheduling Conflicts Sign-up Configuration 		-	AM	Hami	Iton, South Lanarkshire, XS Tennis and Squash Club	1383	85	Group 1 Gro	up 2 Move to	🗊 Remove	Player	

On this page, you can select the seed number for each player by clicking on the drop down box next to their name. You can also do a number of other actions to tidy up the event before making the draw:

- You can also add in any further players by typing their name in to the box titled **Add New Player to Draw.**
- You can remove players by clicking the red **Remove Player** button

- You can move players to other categories by clicking the blue **Move to...** button. This will then open a new window with a drop-down menu of where to move the player to.

Once you have selected your seeded players and you click on Go To Draw.

The page will then open showing your draw you have generated.

Administrator	Minimum Draw Size: 4
Setup I≡ Manage Draws IP Tournament Settings IP Upload Tournament Logo	Qualifying Positions: 0 •
 Upload Primary Poster Upload Alternative Poster Manage Sponsors 	Options: O Draw Settings 👹 Players 🎞 Set Player Positions 🔚 Display Options H Rename Brackets 🖨 Print (must lock draw)
 Player Management Send Activation Emails Request Sanctioning 	• Unseeded player positions have been randomly generated. We try to keep players separated that belong to the same region or club. To re-generate the random positions, click here.
Round Robin & Teams Configuration	⊞ Draw I≣ Schedule & Results 👹 Player List
Officials Manage Officials Live Scoring Instructions	Bracket 1
Scheduling Scheduling Times Manually Schedule Matches	A1 [1] Joint MacOl
 Auto Schedule Matches Clear Scheduled Matches Match Calendar 	

At this stage, you are still able to make changes. A change that may need to be made at this stage is the position of the seeds within the draw.

Scottish Squash sanctioned events normally run competitions with seeds playing each other at the following stages:

```
Last 16 – 1v16 | 2v15 | 3v14 | 4v13 | 5v12 | 6v11 | 7v10 | 8v9 |
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Quarter-finals – 1v8 | 2v7 | 3v6 | 4v5 |
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Semi-finals – 1v4 | 2v3 |
```

This can be changed by clicking on **Set Player Positions.** The following window will open.

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st Ha	lf		Second	Half	
1	VHLEWTE WALLACE, Conig	¥	9	DITT, Sweet	*
2	BYE (1)	٣	10	BYE (5)	•
3	BYE (2)	*	11	BYE (6)	¥
4	HIERSBURGH, Emissephar	٣	12	STEWNRT, Rony	*
5	Tennesten, Brundun	٣	13	BYE (7)	٣
6	BYE (3)	٣	14	BYE (8)	*
7	BYE (4)	*	15	BYE (9)	¥
8		v	16	-Ress. Martin	•

On this page, you can move the seeds around accordingly. Once they are placed in the correct position click **Save** and it will take you back to the draws with the changes you made.

After this your draw is most likely complete. Before moving on to any other draws or scheduling the draws it is important you lock the draw. To lock the draw, you click on the red button called **Lock Draw**.

1	SportyHQ =	Search	Q]	Allan 🗸
♠ ↓ □ + ♥	Administrator Setup Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning	So that players wont until you're confident Lock Draw Format: Minimum Draw Size: Qualifying Positions:	change positions. While you'l all of the players have been f Bracket - 1 Match Guarante 4 0	s still be able to unlock your draw after you lock it, you'll probably want to hol inalized for the draw.	d ott locking it
	 Round Robin & Teams Configuration Officials Manage Officials Live Scoring Instructions Scheduling Scheduling Times Manually Schedule Matches Auto Schedule Matches 	Options: Oraw Settin Player positions have	ule & Results Yelayer L	Positions III Display Options H Rename Brackets A Print (must lock draw k here to reset.)
	Clear Scheduled Matches	Deschot 4			

This draw is now complete and ready to be scheduled. If you have further draws to make the above process should be followed for each one and each draw should be locked individually before moving on to the schedule. Please note you will not be able to schedule if you have not locked your draws.

6. Creating the Schedule

Once you have created your draws and they are locked it is time to build the schedule for the event. This is all done with the tools under the scheduling column on the administrator page or your tournament.



Firstly, you need to input the scheduling times of the event. This is the times that you want the competition to start and finish. Please note if you put the start and finish time far apart for a competition that has a light schedule it will spread the matches out to use the whole time available. This may need changed now and then to make your schedule work. To set the times click on **Scheduling Times**, the following window will open.

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 ▲ ■ + Ψ … 	Administrator Setup I Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster Upload Primary Poster Upload Alternative Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning Round Robin Reams Configuration		
♥ ତ	Officials Manage Officials Cive Scoring Instructions	Tournament Calendar	
	Scheduling Times Manually Schedule Matches Auto Schedule Matches Clear Scheduled Matches Match Calendar Scheduling Conflicts.	Date Start Time End Time) the form

SportyHQ Tournament User Guide 1 – Scottish Squash Limited

The first box called Club Information will list the courts available in the club that you have selected to run your event from. If this is wrong please contact your administrator for the club.

The section called Tournament Calendar is the section to submit the times you wish your event to start and finish and on the days you wish it to run. You complete this by filling in the area in the blue box above. Then scroll down to the bottom of the page and click **Add to Calendar.** Once the dates and times have been added they will then appear in the red box shown above.

Click back on the name of your event at the top menu to take you back to the administrator page of the event.

The next stage is to schedule each individual match in all of your draws. We recommend that you use the Auto Schedule Matches function to do this. Click on **Auto Schedule Matches** and the following window will open.

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* • •	Administrator Setup Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster Tournament Settings	Tournament Scheduler Tournaments / Test / Tournament Schedu	ler			
+	Upload Alternative Poster Manage Sponsors Player Management	Tournament Information				
$\mathbf{\Psi}$	Send Activation Emails	Division	Number of Rounds	Number of Players	Number of Matches	
	Request Sanctioning	♦ Men's Draw	2	4	3	Locked
	Configuration	Women's Draw	1	2	1	Locked
۲	Officials	Total:		6	4	
ø	 Manage Officials Live Scoring Instructions 	Drag 'n drop the draws above to ch at the top of the list.	hange the order in which t	they get scheduled. We str	ongly encourage you to p	but the draws with the most rounds
	Scheduling					
⊞	 Scheduling Times Manually Schedule Matches 					
⊞	 Auto Schedule Matches Clear Scheduled Matches 	Schedule Matches				
▦	 Match Calendar Scheduling Conflicts 	Which matches would you like to	o schedule?			
⊞	Sign-up Configuration	Draws: Toggle All	Men's Draw			

Follow the on-screen instructions to auto schedule the matches in your event. We recommend scheduling each round at a time and making any small changes you may wish to make. Once you have completed the page scroll to the bottom **Schedule**. If you are scheduling by round click back on **Auto Schedule Matches** on the administrator panel and follow the same instructions for the other rounds within the competition.

Once you have scheduled your competition you can review the schedule by clicking on **Match Calendar**. The following window will open.

oom Level (mins):	5 10 15 20	30 60		III Co	ontrol Sheet 🔷 🔅	Scheduler Option	Clear All Mat	ch Times (Start Ov	er) Regenerate	e Calendar
Schedule										
		2017-09-23					2017-09-24			
	Newlands Lawn	Tennis and Squas	sh Club (Scotland)			Newlands Lawn	Tennis and Squas	Club (Scotland)		
No Court	Assigned Court 1	Court 2	Court 3	Court 4	No Court Assigned	Court 1	Court 2	Court 3	Court 4	
7 AM										
8 AM										
	A3 Boys U15 Hill vs. Hegarty	A14 Boys U15 Baxter vs. Richmond	A2 Boys U17 Glen vs. Taylor	A3 Boys U17 Barron vs. Macari		A29 Boys U15 Winner of A25	A30 Boys U15 Winner of A27 vs. Winner of	B17 Boys U15 Winner of B9 vs.	B18 Boys U15 Winner of B11	
		- ACTINICITY -				A26	A28	WITHEN OF DAO	B12	
9 AM	A4 Boys U17	R.R.Boys U11	R.R.Girls U15	R.R.Girls U15		B19 Boys U15	B20 Boys U15	CS Boys U15	C6 Boys U15	
	gerry vs. meenan	Henderson	Kiches vs. Niven	Halliday		vs. Winner of B14	vs. Winner of B16	Winner of C1 VS. Winner of C2	Winner of C4	

On this page, it shows you all the matches scheduled. You can move any matches around by clicking on one and dragging it to a new location. You may wish this to put finals on a specific court for example.

If you would like to clear the full schedule and start again, click on the red button **Clear All Match Times (Start Over)** shown above in the blue box.

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•	 Administrator Administrator Setup Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster 	Tournament Scheduler Tournaments / Test / Tournament Schedu	uler			
+	 Upload Alternative Poster Manage Sponsors Player Management 	Tournament Information				
₽ 	Send Activation Emails Request Sanctioning Round Robin & Teams	Division	Number of Rounds	Number of Players	Number of Matches	Locked
♥ €9	Configuration Officials Characteristics	Women's Draw Total: Drag 'n drop the draws above to c	1 hange the order in which	2 6 they get scheduled. We st	1 4 rongly encourage you to	Locked
⊞	Scheduling Scheduling Times Manually Schedule Matches	at the top of the list.				
⊞	Auto Schedule Matches Clear Scheduled Matches Clear Scheduled Matches	Schedule Matches				
■	Scheduling Conflicts Sign-up Configuration	Which matches would you like t Omatch(es) selected Draws:	to schedule? Men's Draw			

By clicking on **Scheduling Conflicts** under the scheduling column shown above it will open a page that highlights any conflicts in your schedule. This will take in to account players that are potentially playing 2 matches at the same time if they are in 2 or more draws. It will also highlight those players who are not getting the specified rest period against matches with you would have set further back in the process.

You also have an option to manually schedule matches. This will allow you to schedule each individual match of your tournament manually if you would prefer. To do this click on **Manually Schedule Matches** and follow the onscreen instructions.

At this stage, your draws and schedule for your event should now be complete and you are ready to publish the event for players and spectators to see.

То	do this	scroll	down	on the	main	event	page to	o the	Draws	section.	See b	elow.
10	ao tino	301011	000011	ontric	mann	CVCIIC	pube u		Diaws	Jeetion.	JCC D	CIO W.

Draws	✓ Where & When
	Manage Draws Starts: Sat, Sep 23rd 2017
Administrator Options	Deadline: Tue, Sep 19th 2017 11:45pm
Draw Status: Published Limit Unpublished	Location(s):
Show Times: All days Limit	Newlands Lawn Tennis and Squash Club (Scotland) (NEW)
Save	Newlands Lawn Tennis Club 18 Mochrum Road
	Glasgow, Glasgow City G43 2QE Scotland
Boys U11	View larger map
Boys U13	Newlands Lawn Newlands)
	Par Ashmole Rev

Here you have the options to publish your draws or limit the amount of information you would like to publish. Once this is set click **Save**. At this stage, your draws and able to be viewed by anyone.

You may wish to e-mail all registered players to make them aware that the draws for the event have been published. To do this refer to section 3. Adding the Extra Detail on page 14.