

Tournament User Guide 1

How to Set Up a Tournament



SportyHQ

Version Control

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1. Administrator Access

Firstly, you need to gain administrator access to the appropriate club or regional SportyHQ page for which you are running the competition. 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 main contact or Scottish Squash (info@scottishsquash.org).

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, you will notice a drop-down menu is available when you click on your club's name. Click **Club Admin** to access the administrator page for the club. To access the administrator page of regional SportyHQ pages, click on the region's name (see red box below).

The screenshot shows the SportyHQ dashboard. On the left-hand menu, the 'Highlands & Islands Squash' option is highlighted with a red box. The main dashboard area displays the Scottish Squash logo, membership ID 11329, and various tournament listings including 'Junior Excellence Programme - Training Day 1', 'Scottish National Championships 2018 & Senior Gold', and 'Scottish Junior National Championships'. On the right, there are sections for 'Recent Squash (Doubles) Results' and 'Recent Squash (Singles) Results', each showing a table of matches with dates, times, and scores. Below these is a 'Your Rankings(s)' table with columns for Name, Position, and Points. The bottom right corner features a 'Latest News from SportyHQ' section.

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

Club Administrator Page

The screenshot shows the SportyHQ Club Administrator interface. The left sidebar contains navigation links: Dashboard, My Profile, Rankings, Booking, Enter Result, Tournaments, Leagues, Facilities, Governing Bodies, and QUICK LINKS (HISA League, Scottish National League, West of Scotland Squash &..., West of Scotland Squash &..., Junior Inter-Regional Ten...). The main content area is titled 'Facility Administration' for 'Inverness Tennis and Squash Club'. It features a banner for 'Save £8,500 on your next car' from Motorpoint. Below the banner are three columns: Membership (Manage your user data, membership plans, online payments and communication under one roof. Search & Manage: Add New Member, Search Members, List All Members (128), Member Check-in. Communicate & Share: Send Mass Email, Announcements, Calendar of Events, Event Registration, Documents, Photo Gallery, Automated Birthday Greetings), Bookings (Drive more court reservations by allowing players to conveniently book from their browser or smartphone, 24/7. General: Go to Booking Calendar, Block Booking, TV Mode. Configuration: Assets & Courts, Global Booking Options, Booking Reservation Types, Reservation Rates, Membership Booking Policies. Reports: Court Booking Stats), and Performance (Run tournaments, leagues, events, rankings and more. Competition Formats: Box Leagues, Tournaments, Team Leagues, Solo Leagues, Ladders. Rankings and Match Results: Enter Match Result, Recent Results, Ranking Lists, Squash (Doubles) Rankings, Squash (Singles) Rankings).

Regional Administrator Page

The screenshot shows the SportyHQ Regional Administrator interface for the 'Highlands & Islands Squash Association'. The left sidebar is titled 'Administrator' and contains links for People (Players, Coaches, Officials, External Contacts), Management (Sub-organizations, Calendar of Events, Tournaments, Team Leagues, Solo Leagues, Facilities, Event Registration, Forms, Enter Result, Sponsors, Applications, Merge User Profile Duplicates, Merge Facility Duplicates, Event Sanctioning Setup, Personnel, Photo Gallery, Documents), and Communicate (News & Announcements). The main content area features a banner for 'walkme' with the text 'This is how Amazon, Pandora & Ebay Train Employees' and a 'Get Started Now' button. Below the banner is a table titled 'Top 20 Ranking, All Players'.

Rank	Nat.	Name	Club	Points	Confidence ?
1	GB	Alan Clyne	ITSC	2,890	8%
2	GB	Greg Lobban	ITSC	2,147	2%
3	GB	Alasdair Prott	ITSC	1,784	66%
4	GB	Garry McKay	ITSC	1,690	88%
5	GB	Ewan Hearn	ITSC	1,530	69%
6	GB	Mike Martin	ITSC	1,519	73%
7	GB	John Kynoch	ITSC	1,453	79%
8	GB	Alli McCorquodale	ITSC	1,404	43%
9	GB	★ Allan McKay	ITSC	1,383	84%
10	GB	Harry Barron	Nairn	1,374	21%
11	GB	Ian Prott	ITSC	1,322	77%
12	GB	Ross Henderson	ITSC	1,314	53%
13	GB	Iain Maltman	Elgin	1,309	66%

On the right side of the main content area, there are sections for 'Ranking Lists' (Adult, HISA Rankings) and 'Contact Info' (Address: Scotland, Website: Click Here, etc.). At the bottom right, there is a map of Scotland with a 'Sign in' button.

2. Creating a New Tournament

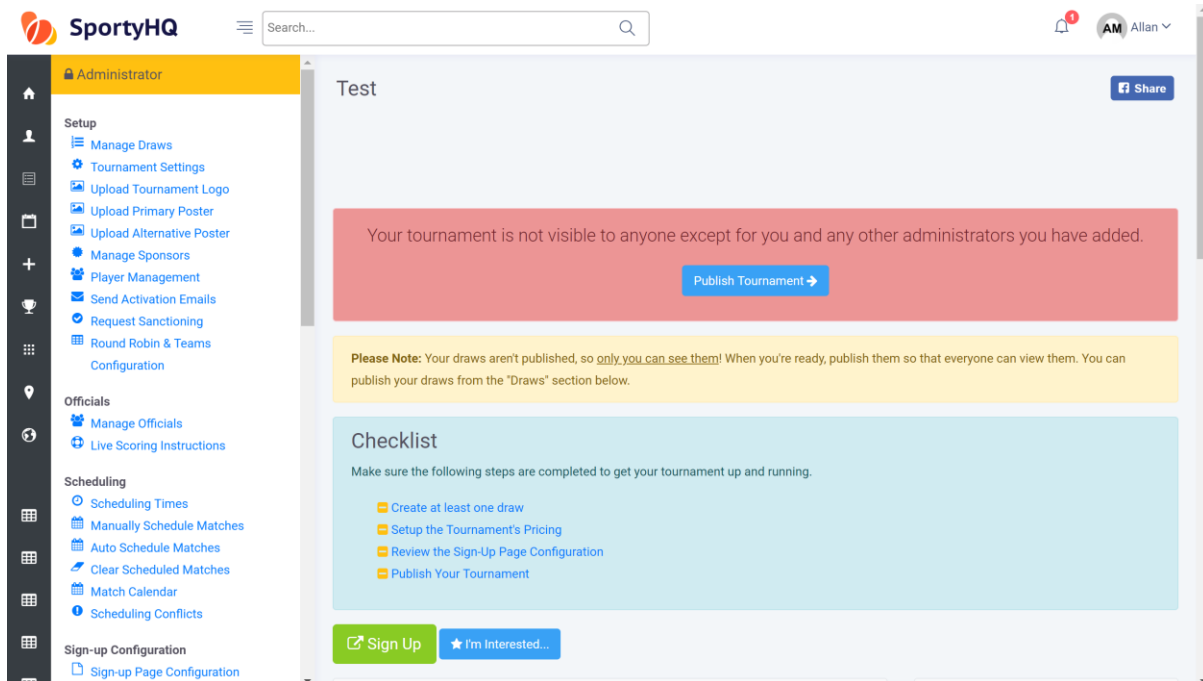
Video Support – [Tournament Set-Up](#)

From the club administrator page, go to **Performance Settings**. Click on **Tournaments** -> **Create Tournament**. From the regional administrator page, click on **Tournaments** -> **Create Tournament**.

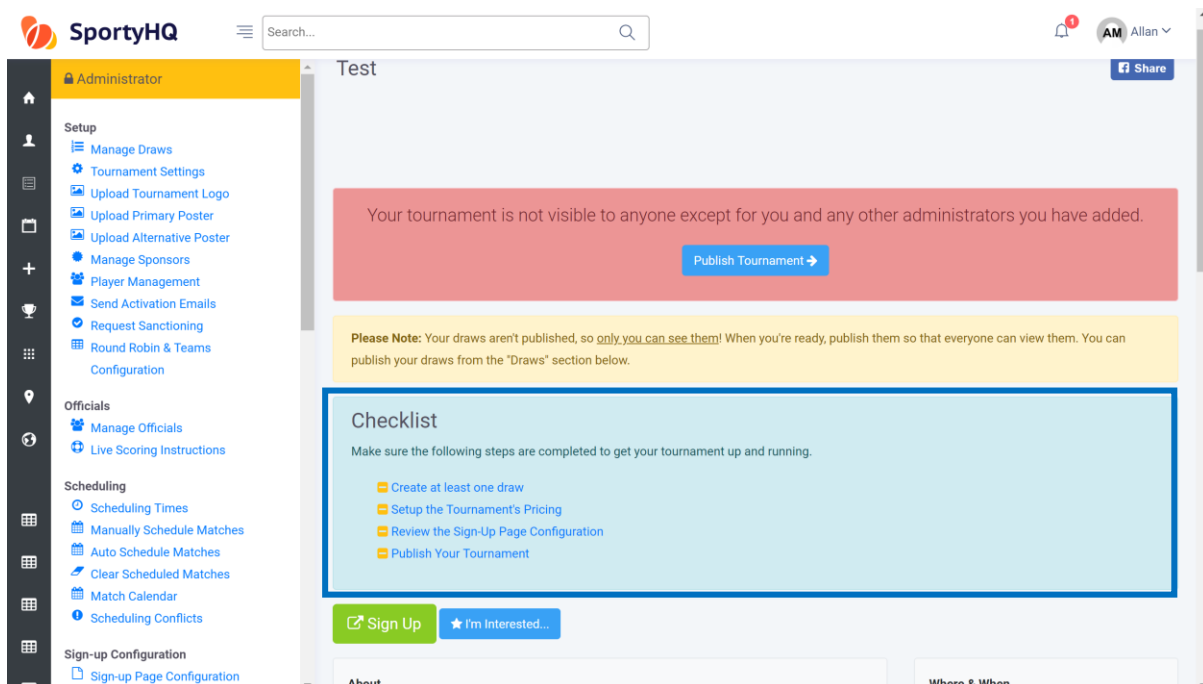
A new window will open that looks for the basic information about your tournament. Follow the steps within this page to input your basic tournament details. Below we have provided some further information around some of the key questions you will answer on this page.

- **Ranked Event:** if your tournament is a Scottish Squash sanctioned tournament, you should tick **Yes** for this 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 National Championships under 19s category, you must be aged 18 or younger. To activate this setting, you must put the date when the entrant must still be under the age by. 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 competitions, the closing date is normally set as two weeks before the start of the competition. This gives plenty time to confirm the seeds, draws, schedule, and any other arrangements.

Once you have completed this page, click **Submit**.



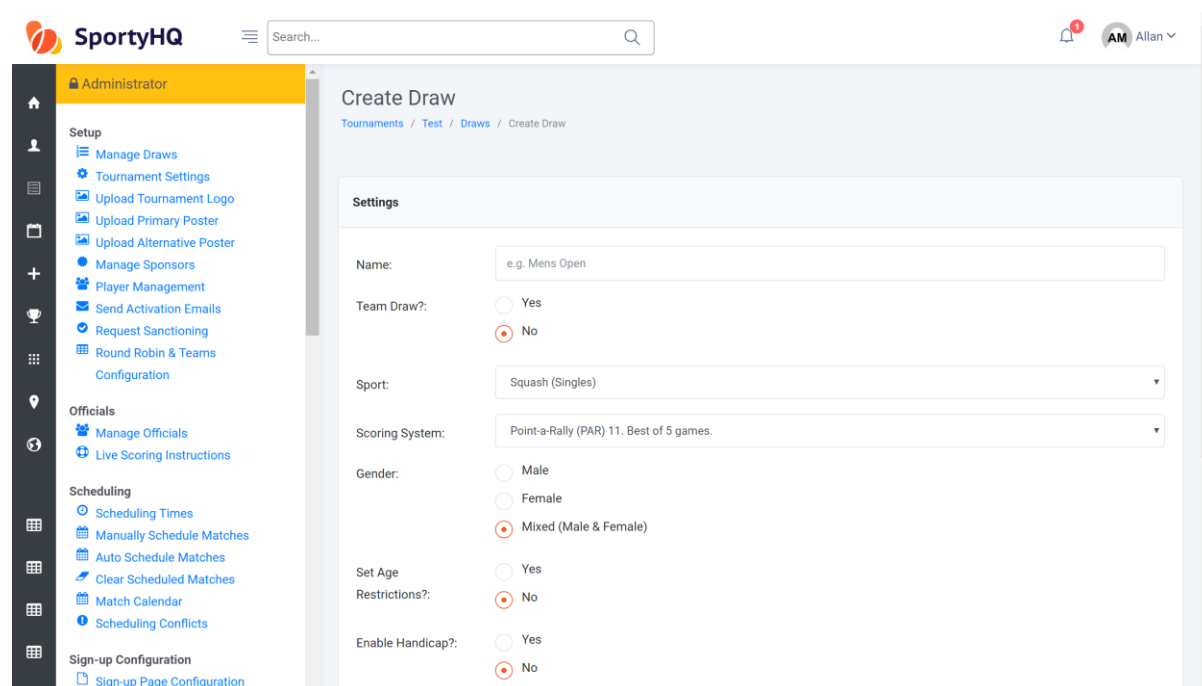
The above window will now open; this is your tournament home page. Please note that at this stage nothing is live and no one can see the tournament. This will be the case all the way through until you click **Publish Tournament**.



Scroll down on the tournament home page and you will notice the **Checklist** (see blue box above). This list will help you fully set up your tournament; make sure all of these stages are completed before publishing. As you complete each stage, you will notice SportyHQ automatically puts a line through it, to show it has been completed.

You are now ready to begin the checklist. Firstly, click on **Create at least one draw -> Create Draw**. The below window will open.

Video Support – [Tournament Draws](#)



The screenshot displays the SportyHQ 'Create Draw' page. The left sidebar is labeled 'Administrator' and contains a 'Setup' section with options like 'Manage Draws', 'Tournament Settings', and 'Upload Tournament Logo'. The main content area is titled 'Create Draw' and shows the 'Settings' section. The settings include:

- Name: e.g. Mens Open
- Team Draw?: ☐ Yes, ☒ No
- Sport: Squash (Singles)
- Scoring System: Point-a-Rally (PAR) 11, Best of 5 games.
- Gender: ☐ Male, ☐ Female, ☒ Mixed (Male & Female)
- Set Age: ☐ Yes, ☒ No
- Restrictions?: ☒ No
- Enable Handicap?: ☐ Yes, ☒ No

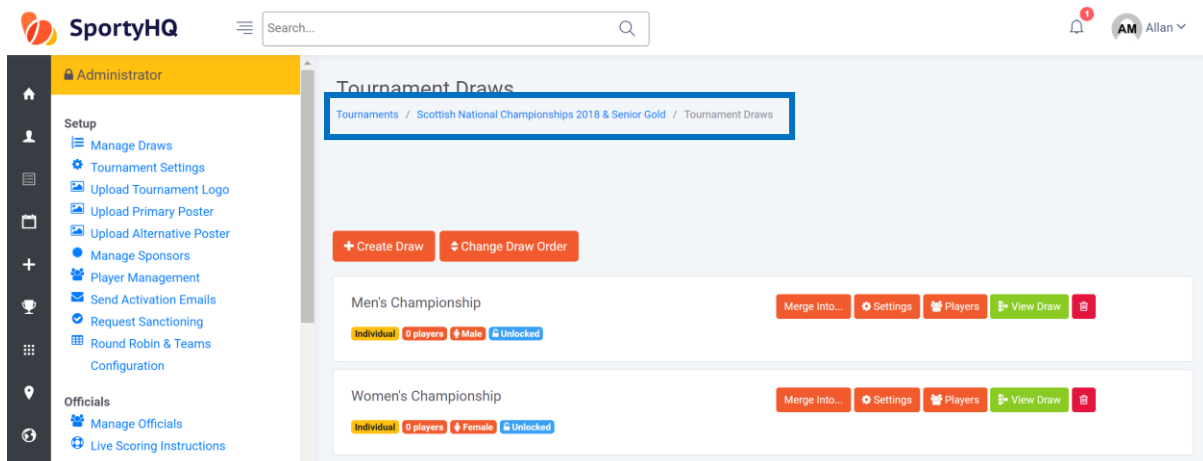
Complete the stages of this page to set up a draw. Below are some tips to help you through some of the details of this process.

- 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 entries—it is recommended that you create one draw called 'All Entries', as this will allow everyone to enter in one place.
- For competitions that have multiple draws—for example Junior (Boys and Girls under 11/13/15/17/19) and Masters tournaments—you can use the text box at the bottom of the page to add these in efficiently all at once (see blue box below).
- Please note that once you have used this function, you will need to go into each draw later and change their settings individually.

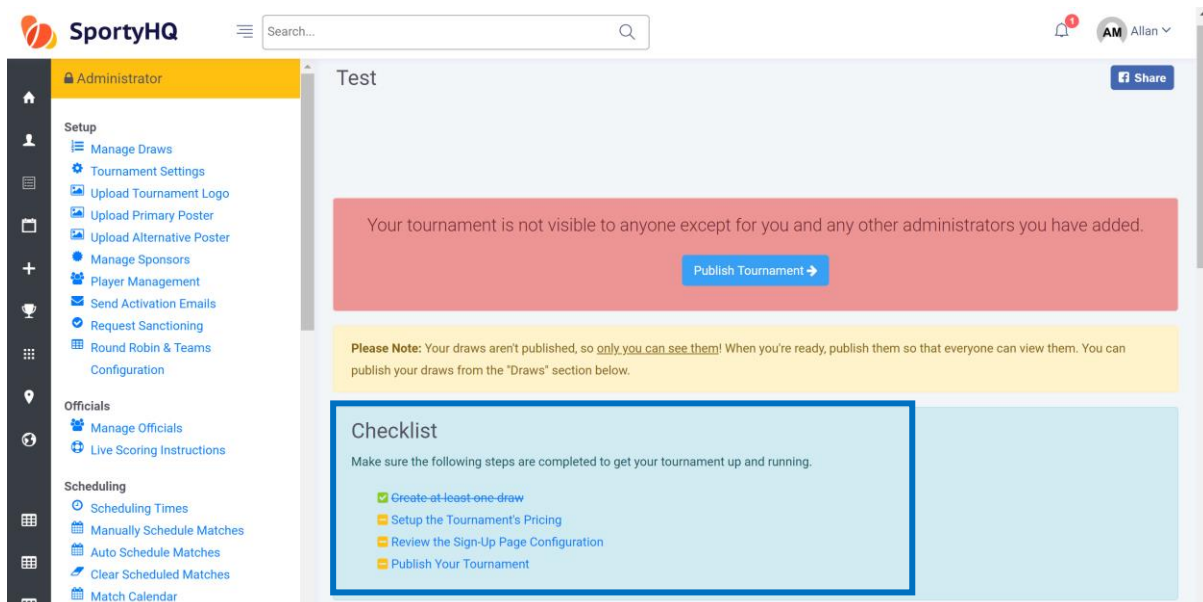
Once this page is completed, click **Submit**.

Your window will then look like the above with the different draws you created. Remember, if you used the box to create multiple draws, you will need to click on the relevant **Settings** to make changes to each individual draw. This might be necessary to change genders or age restrictions, for example.

To get back to the home page of the tournament, click on **[Name of Your Tournament]** at the top menu (see blue box below).

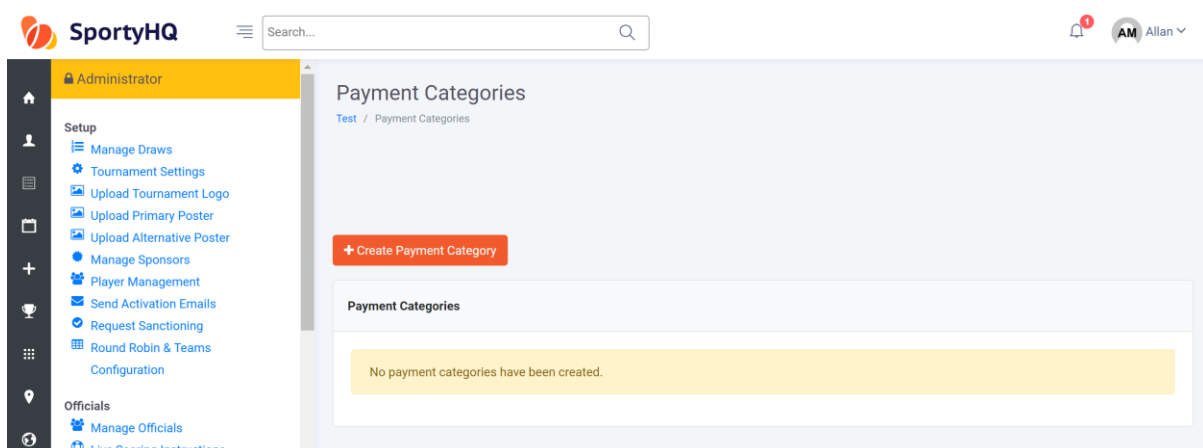


A line will now be placed through **Create at least one draw** on the checklist on the administrator page (see blue box below).



The next stage is to set up the payment for your tournament. From the checklist, click on **Setup the Tournament's Pricing**.

Video Support – [Tournament Pricing & Set-Up](#)



The above window will open; click on **Create Payment Category** and input the required information. Below are some tips to help you through some of the details of this process.

- You can set up different prices for different entrants. For example, you may wish to set up separate price categories for juniors and seniors. If the cost is the same for all, we recommend you create one price category titled 'All Entries'.
- You may wish to offer different prices for entrants participating in multiple events, which can be done on this page. You also have the option to offer an 'Early Bird' sign up rate.
- Guidelines on Scottish Squash's entry fees are available in the [Regulations for Sanctioned Competitions](#) document.

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

The screenshot shows the 'Payment Categories' page in the SportyHQ interface. On the left is a dark sidebar with navigation links. The main area has a light blue header with a search bar and user profile. Below the header, there's a breadcrumb 'Test / Payment Categories' and a red '+ Create Payment Category' button. A table titled 'Payment Categories' contains one entry: 'All entries' with 'N/A' for Early Bird Rates and '1 Event CAD20' for Regular Rates. A red 'Edit' button is next to the entry.

Name	Early Bird Rates	Regular Rates
All entries	N/A	1 Event CAD20

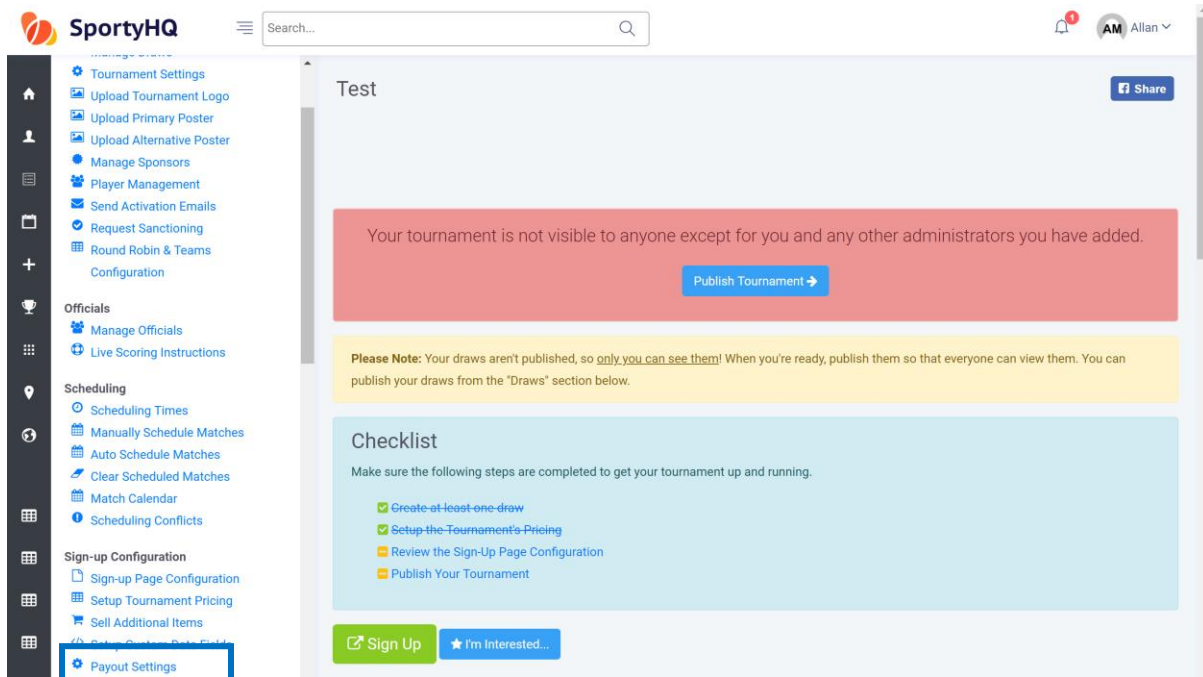
If players can enter two or more categories, you should ensure you enter the cost for entering more than one category. To enter this information, you should click on **Edit** (see red box above) and add the further details.

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

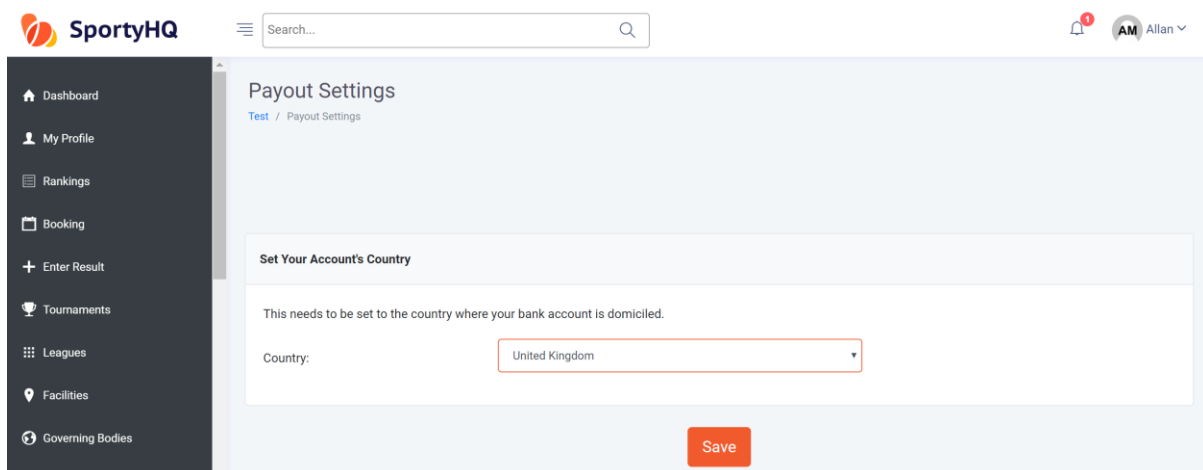
You will then notice that **Setup the Tournament Pricing** is also scored off the home page checklist.

Payout

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).

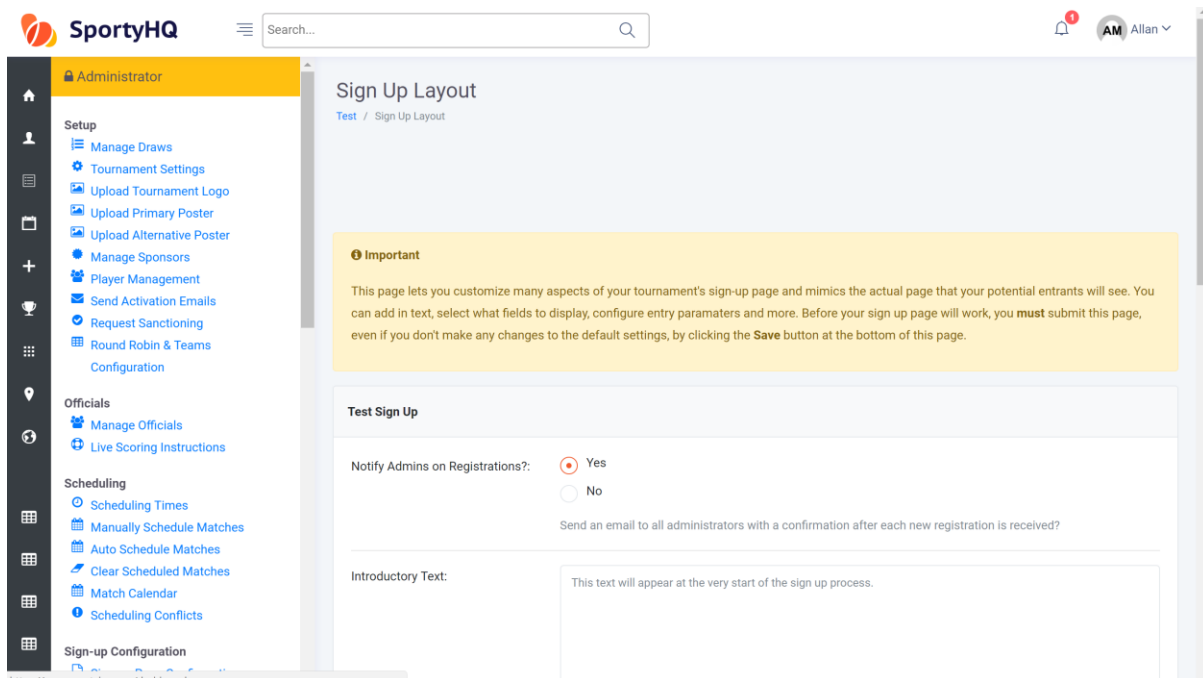


The following window will open.



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

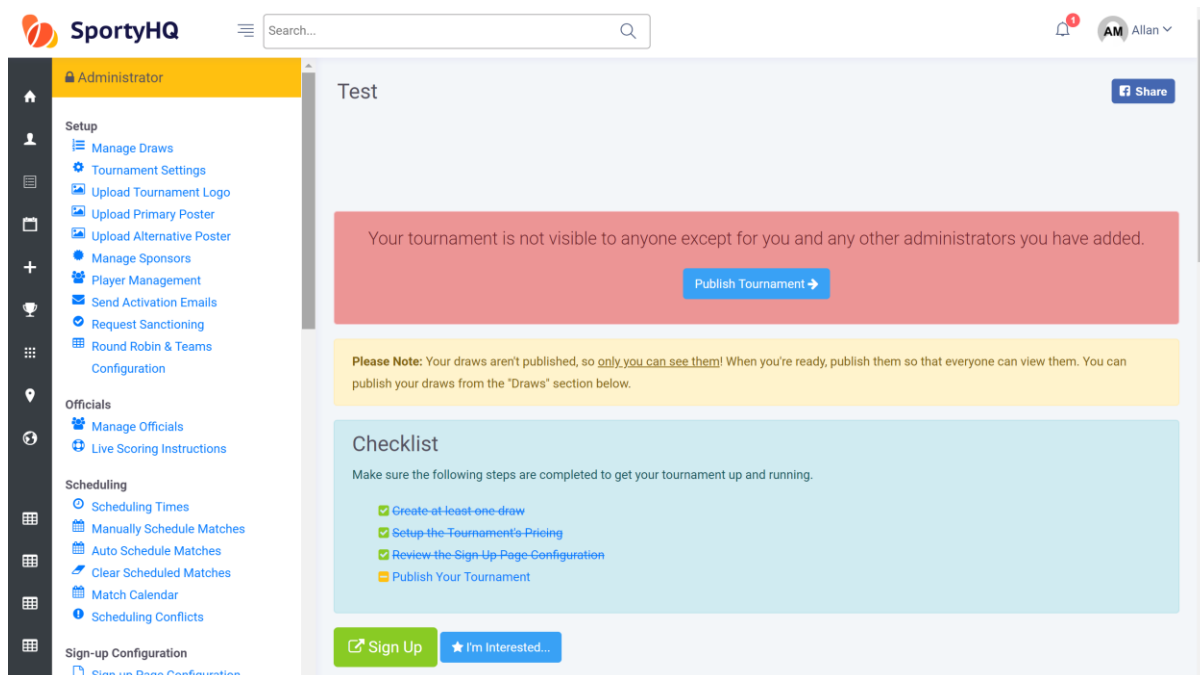
The final checklist item is **Review the Sign-Up Page Configuration**. Click on this to bring up the below window.



Here you can add in any other information you want players to see as they sign-up for your tournament. Below is some further information to help you through the details of this process.

- In this section you should select the currency for your tournament.
- There is an option on this page to restrict your entries 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 here. Players will have to tick a 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 [here](#).

When you have completed this page, click **Save**.



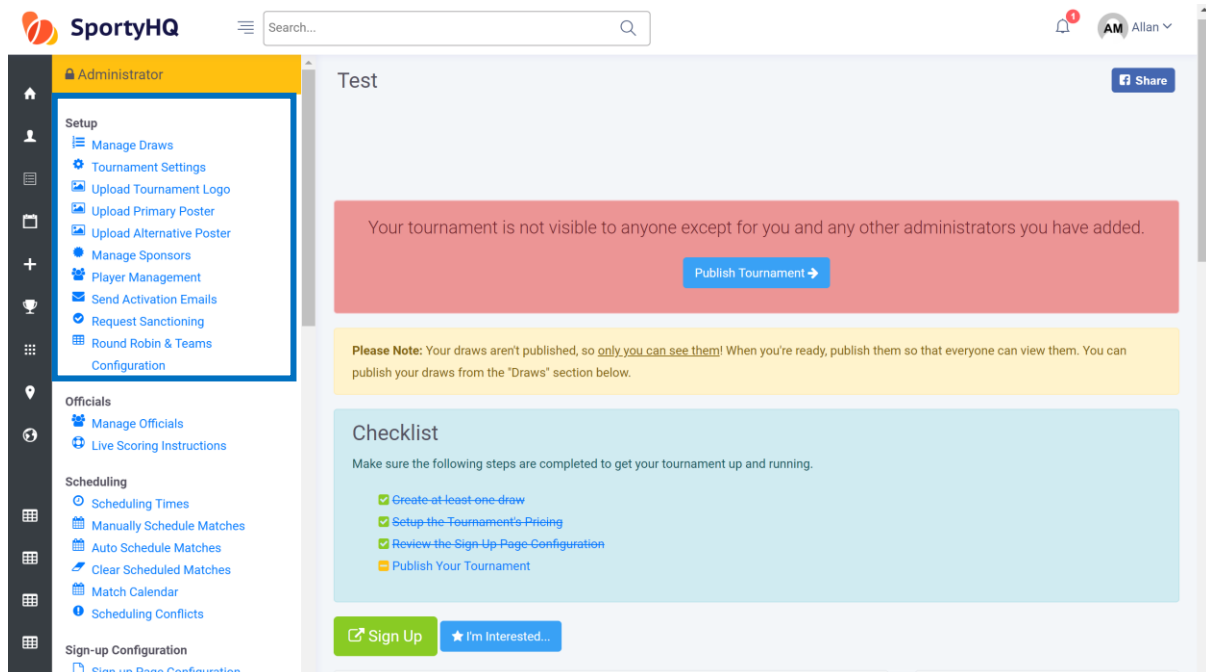
You will be taken back to the tournament administrator page; **Review the Sign-Up Page Configuration** will be scored off (see above).

Publish Your Tournament

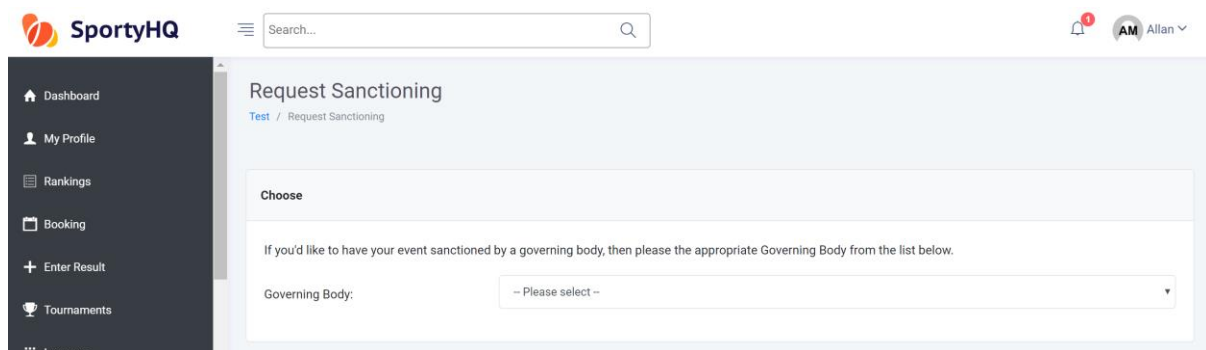
The last thing to do is publish your tournament. To do this click on **Publish Tournament**. You will receive a notification that SportyHQ are reviewing your event; once this has been done, you will receive an e-mail notifying you of publication. Please note this may take a couple of hours. At this stage, 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 to request sanctioning via SportyHQ. This can be done from the main tournament administrator page under the 'Setup' column on the left-hand administrator panel (see blue box below).



Click on **Request Sanctioning**; the below page will open.



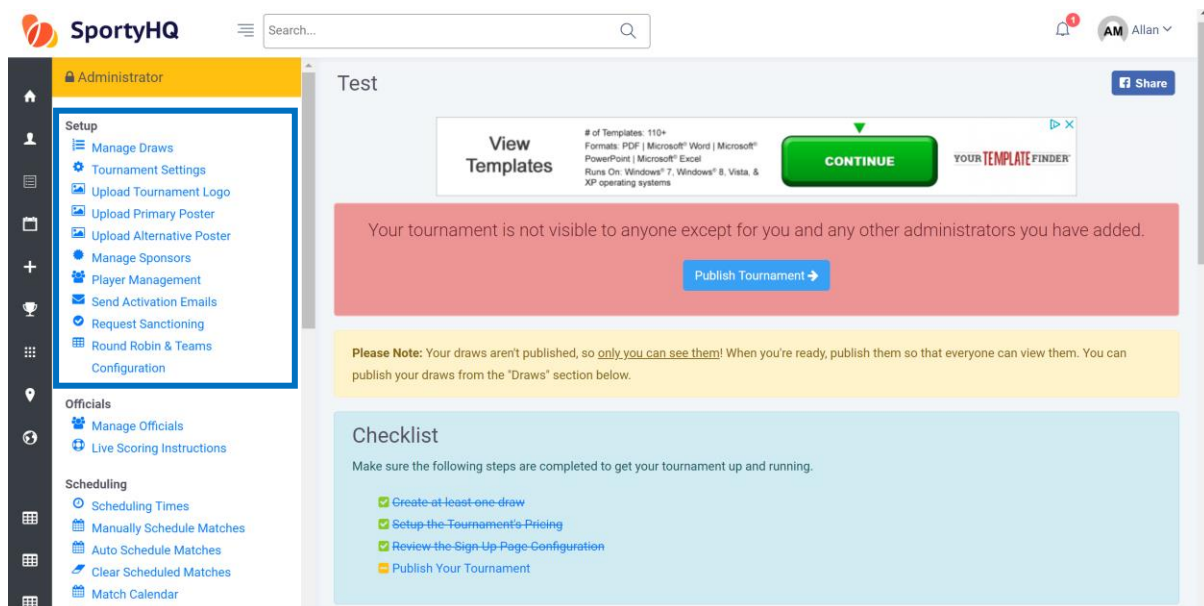
Click the drop-down box and select **Scottish Squash** as the governing body. Next, tick the box relative to the level of your tournament (Bronze, Silver, Gold, etc.). Finally, tick the box to accept the terms and conditions and click **Submit Sanctioning Request**. The sanction request will be sent to Scottish Squash for approval. Following approval, it will automatically change the ranking multiplier to the appropriate standard for your event.

4. Adding the Extra Detail

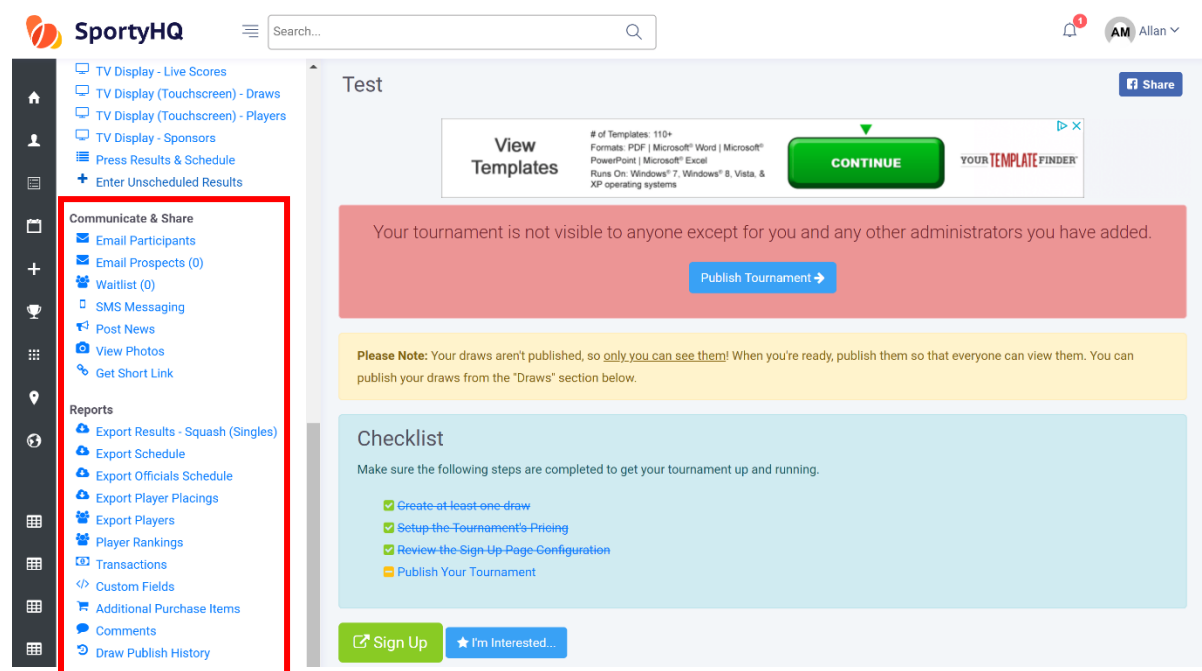
You can add in various other aspects to your page to make it look more user-friendly. The majority of these are done under the **Setup** column.

You can add the following:

- A club or region logo by clicking **Tournament Logo**.
- A tournament poster by clicking **Tournament Poster**.
- Add sponsorship information by clicking **Manage Sponsor**. You can also add sponsor's 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 required.



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 those that have registered for your tournament.

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

Please note that players may leave comments when submitting their entry into the tournament. Tournament administrators will not receive e-mail notifications for comments that have been left, so it is recommended that you 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).

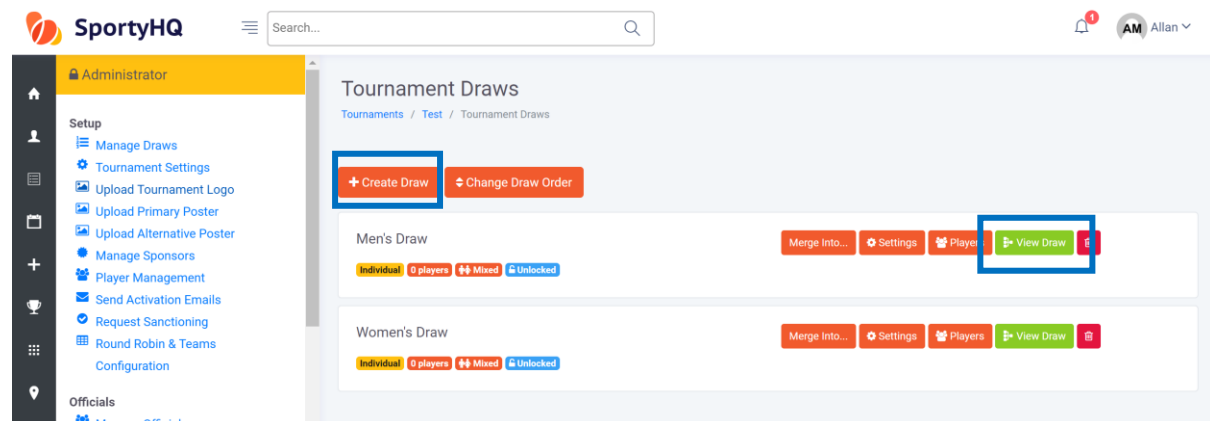
5. Creating Draws

Video Support – [Tournament Draws](#)

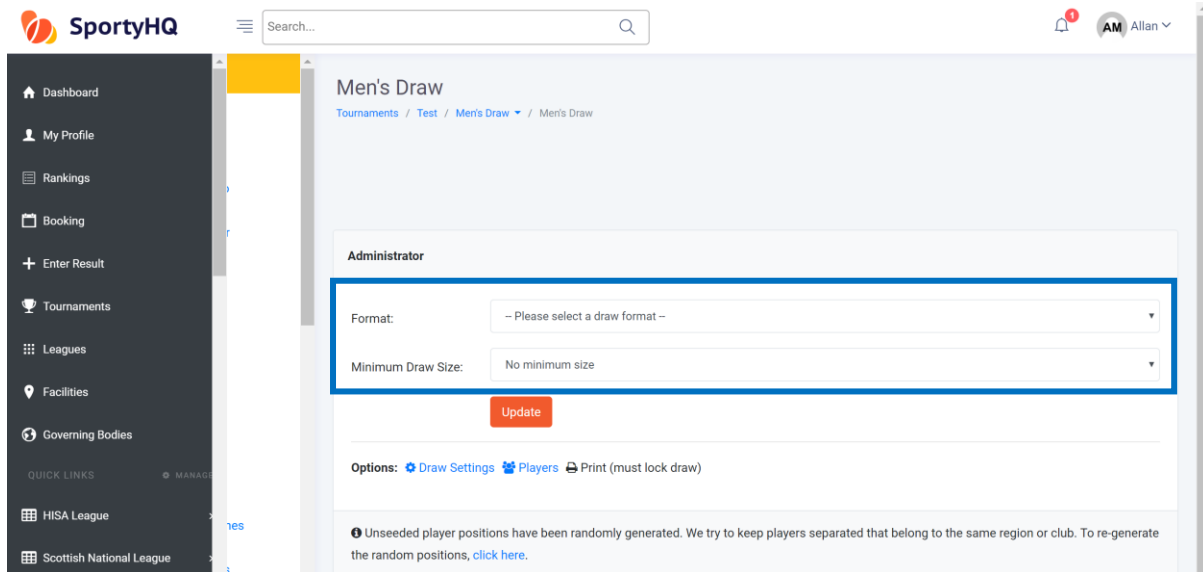
Following the closing date—or after collecting all the entries for your competition—you will be required to create draws for the competition. SportyHQ offers several different draw formats to choose from.

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 for all entries.

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.



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 where you can select different draw formats and sizes. Click on the drop-down box titled **Please select a draw format** (see blue box below). This will list all the different draw formats that are compatible on SportyHQ. Below you will find some further information on different draw formats.

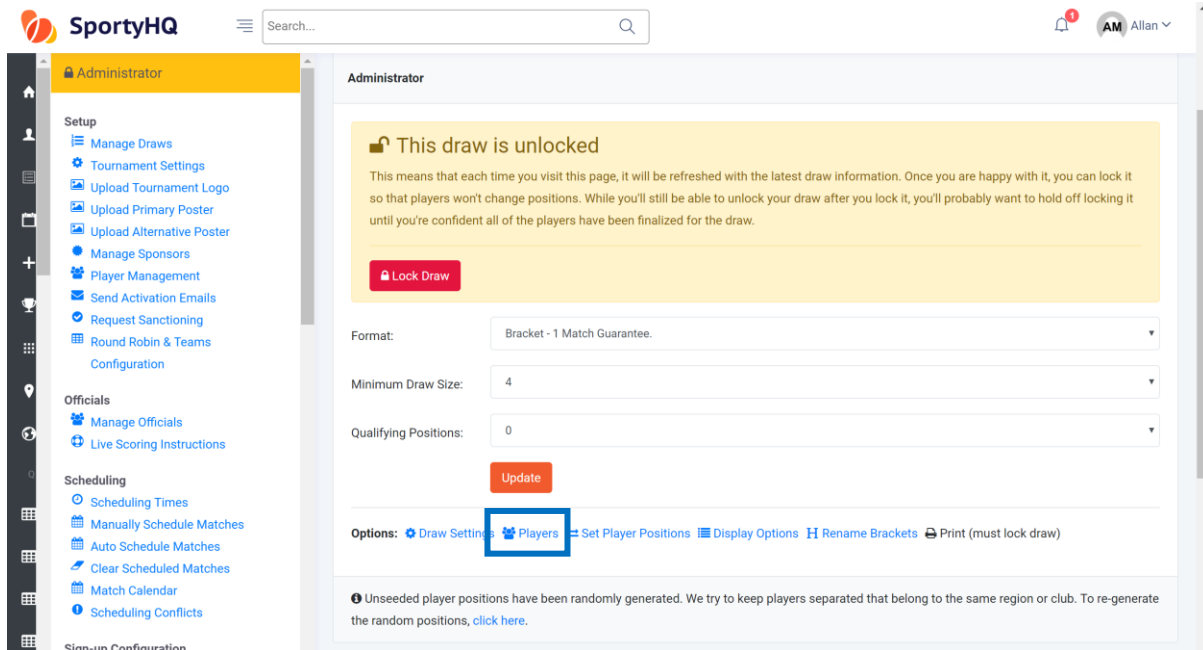


- **Bracket – 2 Match Guarantee – Standard:** this is a standard knockout draw with a plate competition. These are normally used for Squash in Scotland Masters Competitions.
- **Bracket – MONRAD Format:** this is a draw where every player plays through to a final finishing position. These draws are common 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:** in 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.

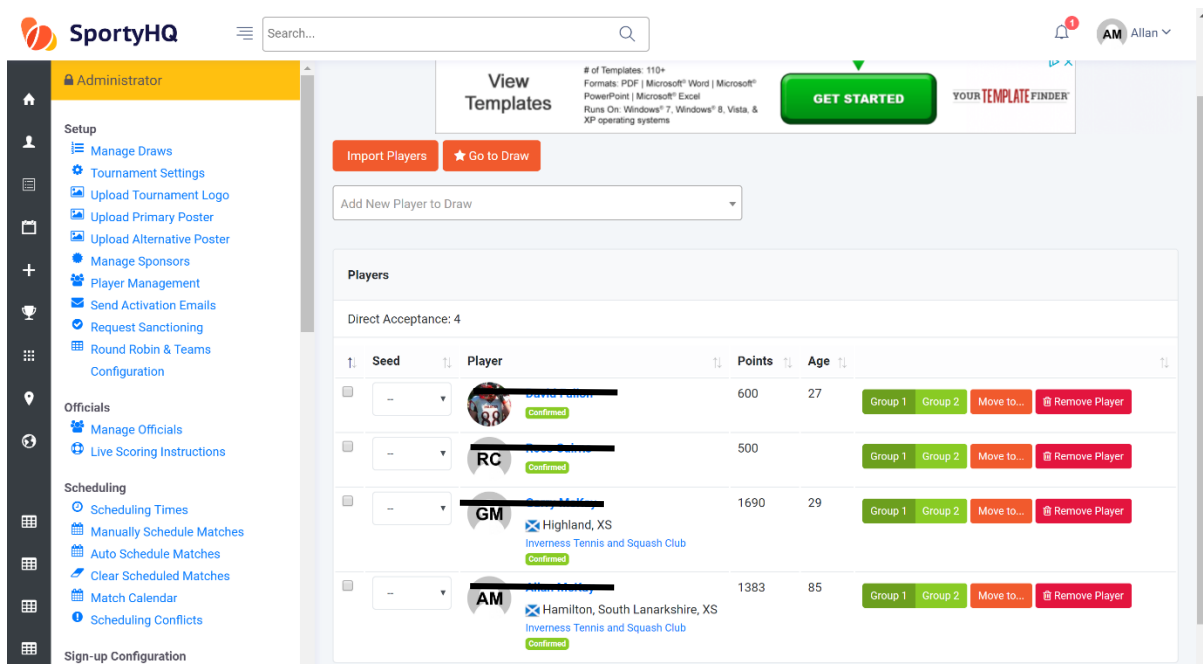
For Squash in Scotland Masters Circuit competitions, the following draw structures should be used:

- 5 players or less: single round robin
- 6 players: two round robins; semi-finals; final
- 7 players or more: knockout.

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.



The following page will open.



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 perform a number of other actions to finalise everything before making the draw:

- You can 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 open a new window with a drop-down menu of where to move the player to.

Once you have selected your seeded players, click on **Go to Draw**.

The below page will open showing the draw you have generated.

Administrator

Setup

- Manage Draws
- Tournament Settings
- Upload Tournament Logo
- Upload Primary Poster
- Upload Alternative Poster
- Manage Sponsors
- Player Management
- Send Activation Emails
- Request Sanctioning
- Round Robin & Teams Configuration

Officials

- Manage Officials
- Live Scoring Instructions

Scheduling

- Scheduling Times
- Manually Schedule Matches
- Auto Schedule Matches
- Clear Scheduled Matches
- Match Calendar

Minimum Draw Size: 4

Qualifying Positions: 0

Update

Options: Draw Settings Players Set Player Positions Display Options Rename Brackets Print (must lock draw)

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](#).

Draw Schedule & Results Player List

Bracket 1

A1

A2

A3

A4

At this stage, you are still able to make changes. For example, you may need to change the positions of 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 |

Quarter-Finals: 1v8 | 2v7 | 3v6 | 4v5 |

Semi-Finals: 1v4 | 2v3 |

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

Home / Tournaments / West Squash Open 2017 / A Grade / Change Player Positions

Change Player Positions

First Half

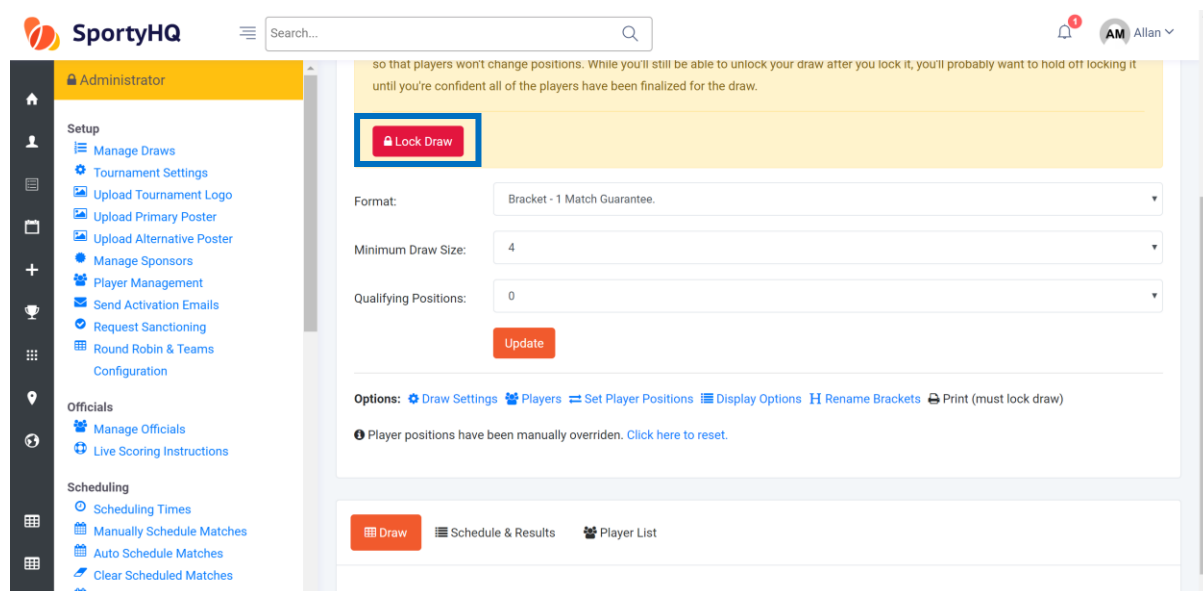
1	[Player Name]
2	BYE (1)
3	BYE (2)
4	[Player Name]
5	[Player Name]
6	BYE (3)
7	BYE (4)
8	[Player Name]

Second Half

9	[Player Name]
10	BYE (5)
11	BYE (6)
12	[Player Name]
13	BYE (7)
14	BYE (8)
15	BYE (9)
16	[Player Name]

On this page, you can move the seeds around accordingly. Once they are placed in the correct position, click **Save** and you will be taken back to the Draws page; your changes are now in place.

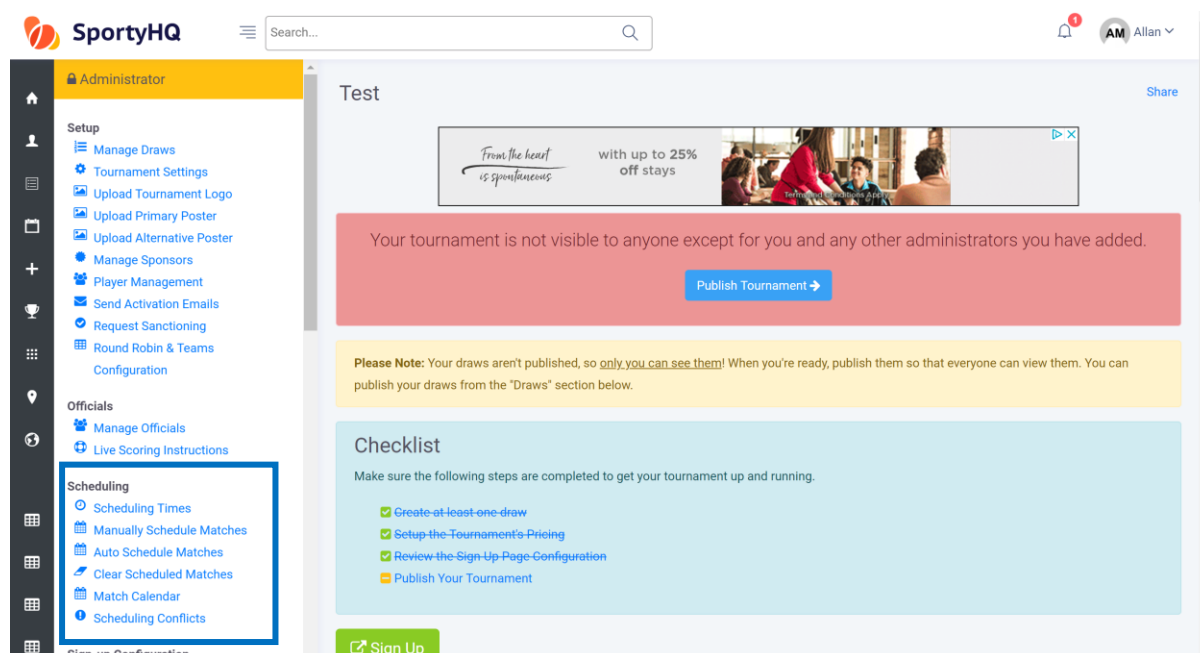
After this, your draw is most likely complete. Before moving on to any other draws or scheduling the draws, it is important to lock the draw. To do this, simply click on the red button labelled **Lock Draw**.



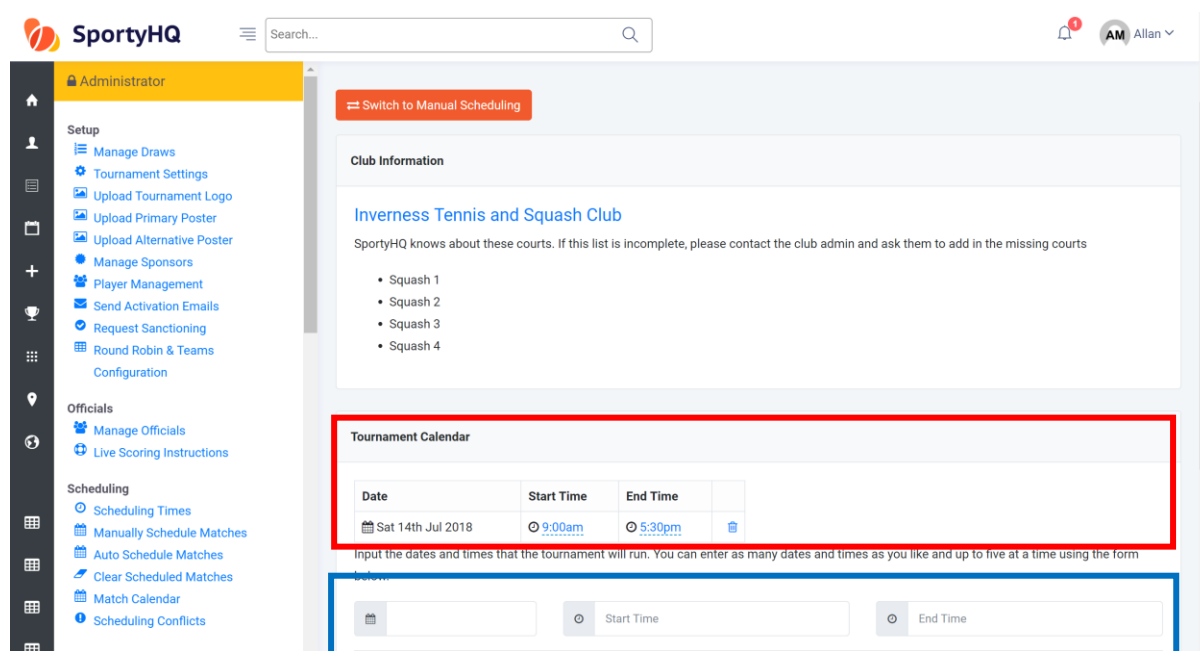
This draw is now complete and ready to be scheduled. If you have further draws to make, the above process should be followed for each. Remember, each draw should be locked individually before moving on to the schedule. Please note you will not be able to schedule any matches if you have not locked your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

6. Creating the Schedule

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



Firstly, you need to input the scheduling times of the event. These are the times that you want the competition to start and finish. Please note that 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 accordingly to make your schedule work. To set the times, click on **Scheduling Times**; the following window will open.



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

The section titled Tournament Calendar can be used to submit the dates and times you wish your event to start and finish. 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.

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.

Tournament Scheduler

Tournaments / Test / Tournament Scheduler

Tournament Information			
Division	Number of Rounds	Number of Players	Number of Matches
Men's Draw	2	4	3 Locked
Women's Draw	1	2	1 Locked
Total:		6	4

Drag 'n drop the draws above to change the order in which they get scheduled. We strongly encourage you to put the draws with the most rounds at the top of the list.

Schedule Matches

Which matches would you like to schedule?

0 match(es) selected

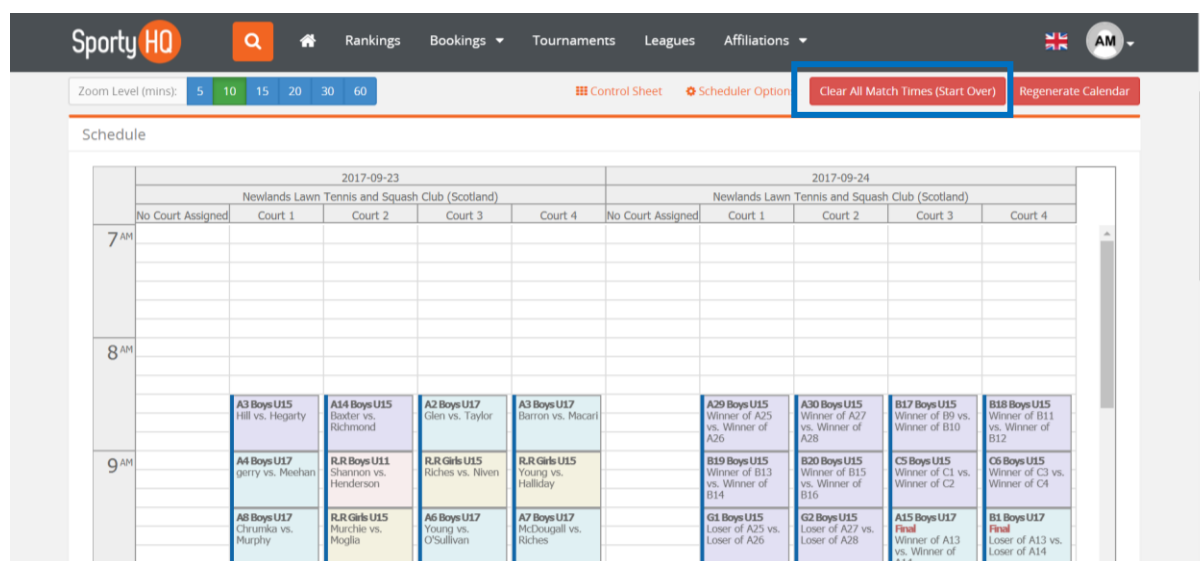
Draws: ☐ Men's Draw ☐ Women's Draw

[Toggle All](#)

Follow the on-screen instructions to auto schedule the matches in your event. Below are some tips to help you through the details of this process.

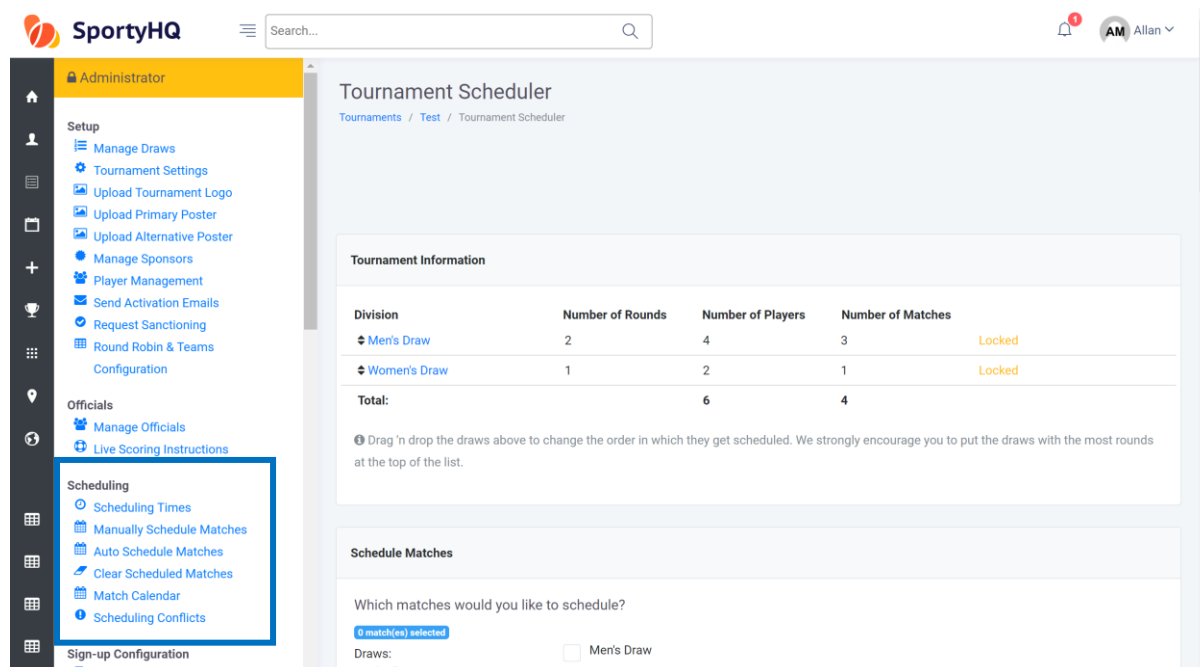
- We recommend scheduling one round at a time and making any small changes as you go. After you are satisfied with the details of the round, click **Schedule** at the bottom of the page. You can now follow the same instructions for the other rounds within your competition.
- On this scheduling page, you also have advanced options for rest periods and the allotted time for each match. These times may be different for juniors and seniors, for example.

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



On this page, it shows you all the matches scheduled. You can move any match around by clicking and dragging it to a new location. You may wish to do 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 in the blue box above.

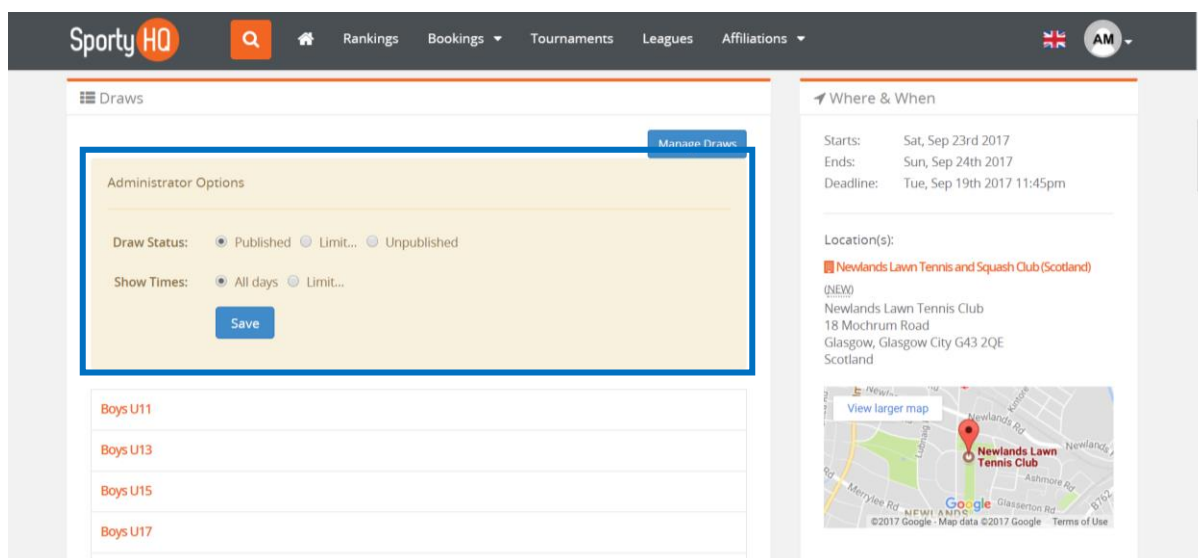


By clicking on **Scheduling Conflicts** under the scheduling column (shown above), you will open a page that highlights any conflicts in your schedule. This will take in to account players that are potentially playing two matches at the same time if they are in two or more draws. It will also highlight those players who are not receiving the specified rest period between their matches.

You also have an option to manually schedule any or all individual matches. To do this click on **Manually Schedule Matches** and follow the on-screen instructions.

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

To do this, scroll down on the main event page to the Draws section (see below).



Here you have options to publish your draws fully or limit the amount of public information. Once this is set, click **Save**. At this stage, your draws are live and can 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. Refer to page 16 for information on communicating with participants.