SportyHQ User Guides

**Tournament User Guide 1** 

How to Set Up a Tournament



Version Control

Version No.	Date Amended	Amended By	Reason
1.0	01.01.2018		
2.0	09.07.2018	Allan McKay	Update
3.0	13.09.2018	Allan McKay	Update
4.0	19.08.2019	Competitions Advisory Group	Update
5.0	09.06.2022	Development Advisory Group	Update

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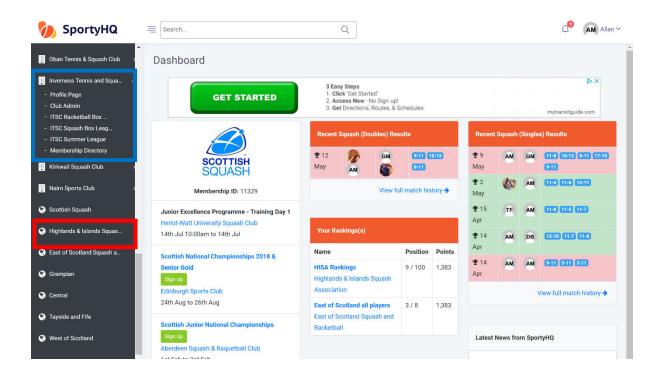
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## 1. Administrator Access

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.

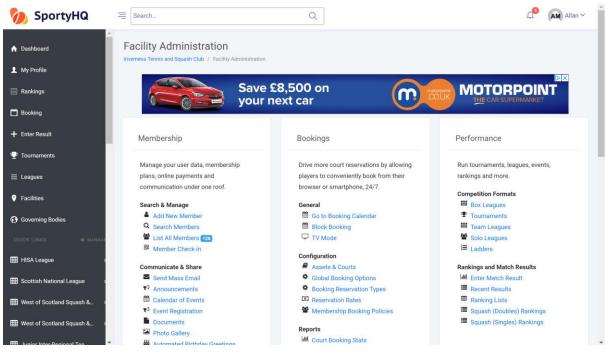
To be given administrator rights to a certain page, you should speak with your club main contact or Scottish Squash (info@scottishsquash.org).

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 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**



### **Regional Administrator Page**

👂 SportyHQ 🛛 🗏	Search				Q			
Administrator	Î	High	lands	& Islands Squasl	n Associa	tion		
People Players Coaches Officials		5		This is	s how <b>Amaz</b> <b>y</b> Train Emp	on, Panc	Get Started Now >	
External Contacts Management	- 1	Top 20	) Ranking	I, All Players				Ranking Lists
Sub-organizations		Rank	Nat.	Name	Club	Points	Confidence 🕜	• Adult
Calendar of Events		1	×	Alan Clyne	ITSC	2,890	8%	Adult     Q HISA Rankings
🏥 Team Leagues		2	×	Greg Lobban	ITSC	2,147	2%	
<ul> <li>Solo Leagues</li> <li>Facilities</li> </ul>		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%	
<ul> <li>Enter Result</li> <li>Sponsors</li> </ul>		6	-	Mike Martin	ITSC	1,519	73%	Addre Scotland
Applications		7	-	John Kynoch	ITSC	1,453	79%	ss: Websi Click Here
Merge User Profile Duplicate	s	8	-	Ali McCorquodale	ITSC	1,404	43%	te:
<ul> <li>Merge Facility Duplicates</li> <li>Event Sanctioning Setup</li> </ul>		9	*	* Allan McKay	ITSC	1,383	84%	
Personnel		10	*	Harry Barron	Nairn	1,374	31%	Scotland 🚽 g Sign in
Photo Gallery		11	~	ian Prott	ITSC	1,322	77%	View larger map
Documents		12	-	Ross Henderson	ITSC	1,322		-
Communicate			-			1.2	53%	
Mews & Announcements	-	13		lain Maltman	Elgin	1,309	66%	

### 2. Creating a New Tournament

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

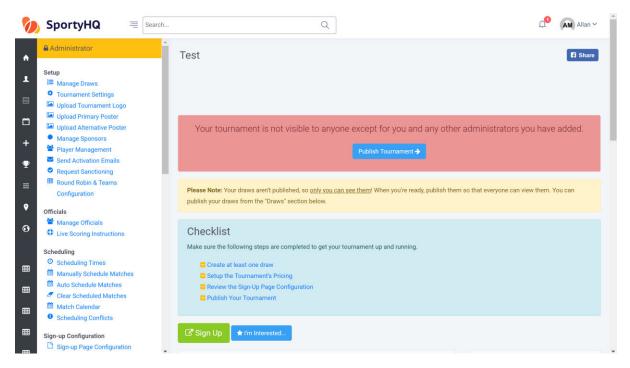
From the club administrator page, go to **Performance Settings.** Click on **Tournaments -> Create Tournament**. From the regional administrator page, click on **Tournaments -> Create Tournament**.

胊 SportyHQ	E Search	Q	Allan ~
A Dashboard	Create Tournament		
L My Profile	Tournaments / Create Tournament		
Rankings			
Booking			
+ Enter Result	About		
$\Psi$ Tournaments	Name:	e.g. Club Championships	
III Leagues	About the Tournament:		
Facilities			
Governing Bodies			
QUICK LINKS 🗢 MANAGE			
III HISA League			
E Scottish National League			
₩ West of Scotland Squash & →	Ranked Event?:	Yes	
Ⅲ West of Scotland Squash & →		○ No	
Inniar Inter-Regional Tea		If your event is ranked and should have more than a 1x multiplier, please click here.	*

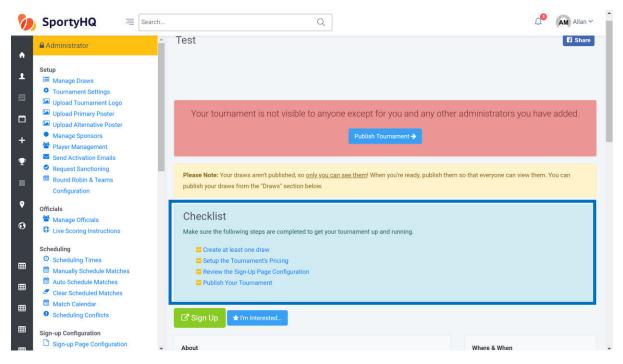
A new window will open that looks for the basic information about your tournament. Follow the steps within this page to input your basic tournament details. Below we have provided some further information around some of the key questions you will answer on this page.

- **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 <u>at</u> <u>this stage nothing is live</u> 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 – <u>Tournament Draws</u>

0	SportyHQ = Search		Q	Allan 🗸
•	<ul> <li>Administrator</li> <li>Setup</li> <li>I≡ Manage Draws</li> <li>Tournament Settings</li> </ul>	Create Draw Tournaments / Test / Dra	ws: / Create Draw	
	Upload Tournament Logo Upload Primary Poster Upload Alternative Poster	Settings		
+	Manage Sponsors Player Management Player Advisor Emails	Name: Team Draw?:	e.g. Mens Open	
<b>₽</b>	<ul> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams</li> </ul>	Tour provin	<ul> <li>No</li> </ul>	
۰	Configuration Officials	Sport:	Squash (Singles)	•
•	<ul> <li>Manage Officials</li> <li>Live Scoring Instructions</li> </ul>	Scoring System: Gender:	Point-a-Rally (PAR) 11. Best of 5 games. Male	
⊞	Scheduling O Scheduling Times Manually Schedule Matches		Female     Mixed (Male & Female)	
▦	<ul> <li>Auto Schedule Matches</li> <li>Clear Scheduled Matches</li> <li>Match Calendar</li> </ul>	Set Age Restrictions?:	<ul><li>Yes</li><li>No</li></ul>	
▦	Scheduling Conflicts Sign-up Configuration     Sign-up Page Configuration	Enable Handicap?:	<ul><li>Yes</li><li>● No</li></ul>	

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.

0	SportyHQ = Search		Q	Allan 🗸
	Administrator	Scoring System:	Point-a-Rally (PAR) 11. Best of 5 games.	*
▲ ■ + ♥	Setup I≡ Manage Draws Tournament Settings I Upload Tournament Logo I Upload Atternative Poster Upload Atternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning	Gender: Set Age Restrictions?: Enable Handicap?:	Male Female Mixed (Male & Female) Yes Yes No No	
	<ul> <li>Round Robin &amp; Teams Configuration</li> <li>Officials</li> <li>Manage Officials</li> <li>Live Scoring Instructions</li> </ul>	Do you want to create a	ny other draws just like this? Just enter the draw name(s) <b>(one per line)</b> below. e.g. Women's A Women's B Mixed Open	
	Scheduling Scheduling Times Manually Schedule Matches Auto Schedule Matches Clear Scheduled Matches Match Calendar Scheduling Conflicts		etc. Submit	
⊞	Sign-up Configuration	2018 © SportyHQ, LLC. All rig	hts reserved. Privacy Policy. Terms of Service	f y

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

Ø	SportyHQ = Search	(	2	Д <mark>1</mark>	Allan ~
<ul> <li>▲</li> <li>■</li> <li>■</li> <li>+</li> <li>●</li> <li>●</li> <li>●</li> <li>●</li> </ul>	Administrator	Tournament Draws         Tournaments / Test / Tournament Draws            Change Draw Order         Men's Draw         Intervidual Optoyers + Mixee © Understand         Women's Draw         Intervidual Optoyers + Mixee © Understand         Intervidual Optoyers + Mixee © Understand	Merge Into O Settings 😭 Players 🕞 View D Merge Into O Settings 😭 Players 🕞 View D		
	Scheduling Scheduling Times Manually Schedule Matches Auto Schedule Matches Clear Scheduled Matches Match Calendar Scheduling Conflicts Sign-up Configuration	2018 & Control (0, 110, 411 in bits around a Deirora Deline T			
https://w	ww.sportvha.com/tournament/draw/4946?e=4d57d2ec930	2018 © SportyHQ, LLC. All rights reserved. Privacy Policy T bd8dab21cf25	erms of Service		f

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).

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<ul> <li>▲</li> <li>■</li> <li>●</li> <li>+</li> <li>●</li> <li>●</li> <li>●</li> </ul>	<ul> <li>Administrator</li> <li>Setup         I≡ Manage Draws         <ul> <li>Tournament Settings</li> <li>Upload Tournament Logo</li> <li>Upload Tournament Logo</li> <li>Upload Alternative Poster</li> <li>Manage Sponsors</li> <li>Player Management</li> <li>Send Activation Emails</li> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams Configuration</li> </ul> </li> <li>Officials</li> <li>Manage Officials</li> </ul>	Tournament Draws         Tournaments / Scottish National Championships 2018 & Senior Gold / Tournament Draws         + Create Draw          • Change Draw Order         Men's Championship       Merge Into          • Settings          • View Draw          ©          Women's Championship       Merge Into          • Settings          • View Draw          ©          Women's Championship       Merge Into          • Settings          • View Draw          ©          Iwarein's Championship       Merge Into          • Settings          • View Draw          ©	
Ø	D Live Scoring Instructions		

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

0	SportyHQ = Search	Q	🖓 🖬 Allan 🗸
<ul> <li>▲</li> <li>■</li> <li>+</li> </ul>	Administrator  Setup  Image Draws  Tournament Settings  Doload Tournament Logo  Doload Primary Poster  Doload Alternative Poster  Manage Sponsors	Test Your tournament is not visible to anyone except for you and any oth Publish Tournament	ft share
♥  •	<ul> <li>Player Management</li> <li>Send Activation Emails</li> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams Configuration</li> </ul>	Please Note: Your draws aren't published, so <u>only you can see them</u> ! When you're ready, publish th publish your draws from the 'Draws' section below.	nem so that everyone can view them. You can
•	Officials Manage Officials Uve Scoring Instructions	Checklist Make sure the following steps are completed to get your tournament up and running.	
	Scheduling O Scheduling Times C Annually Schedule Matches C Clear Schedule Matches C Clear Scheduled Matches C Match Calendar	Greate at least one draw     Setup the Tournament's Pricing     Review the Sign-Up Page Configuration     Publish Your Tournament	

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

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

		h Q	AM Allan Y
♠ ₽	<ul> <li>Administrator</li> <li>Setup</li> <li>         ■ Manage Draws         ■ Tournament Settings         ■ Upload Tournament Logo     </li> </ul>	Payment Categories Test / Payment Categories	
10 +	<ul> <li>Upload Primary Poster</li> <li>Upload Alternative Poster</li> <li>Manage Sponsors</li> <li>Player Management</li> <li>Send Activation Emails</li> </ul>	+ Create Payment Category Payment Categories	
	<ul> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams</li> <li>Configuration</li> </ul>	No payment categories have been created.	
ø	Officials Manage Officials Live Scoring Instructions		

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 <u>Regulations for</u> <u>Sanctioned Competitions</u> document.

Once this page is completed, click Submit.

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A Dashboard	Î	Pavment Categorie	es		
My Profile	vs				
🗐 Rankings	Settings nament Logo				
🛱 Booking	ary Poster native Poster	+ Create Payment Category			
+ Enter Result	jement	I occure i dyment outegoly			
♥ Tournaments	on Emails ationing	Payment Categories			
III Leagues	& Teams	Name	Early Bird Rates	Regular Rates	_
Facilities		All entries	N/A	1 Event CAD20	lit 🛛 🖥
Governing Bodies	ials Instructions			GAUZU	

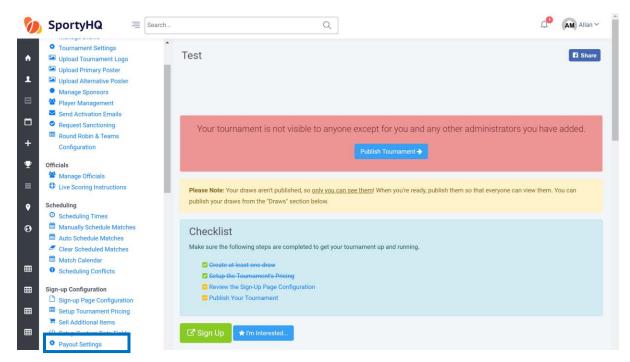
If players can enter two or more categories, you should ensure you enter the cost for entering more than one category. To enter this information, you should click on **Edit** (see red box above) and add the further details.

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.

胊 SportyHQ	$\equiv$ Search Q	Allan ∽
A Dashboard	Payout Settings	
▲ My Profile	Test / Payout Settings	
🗐 Rankings		
🗂 Booking		
+ Enter Result	Set Your Account's Country	
🖤 Tournaments	This needs to be set to the country where your bank account is domiciled.	
III Leagues	Country: United Kingdom 🔻	
Facilities		
Governing Bodies	Save	

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.

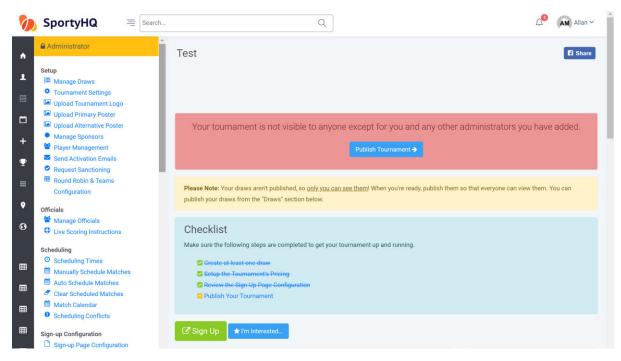
The final checklist item is **Review the Sign-Up Page Configuration**. Click on this to bring up the below window.

	SportyHQ = Search		Q	]	Q <sup>●</sup> AM Allan ~
<ul> <li>▲</li> <li>■</li> </ul>	Administrator	Sign Up Layout Test / Sign Up Layout			
+ •	Manage Sponsors     Manage Sponsors     Player Management     Send Activation Emails     Request Sanctioning     Round Robin & Teams     Configuration	can add in text, select what fields to	o display, configure	urnament's sign-up page and mimics the actual page that your potential entry paramaters and more. Before your sign up page will work, you <b>mus</b> ings, by clicking the <b>Save</b> button at the bottom of this page.	
• 0	Officials Manage Officials	Test Sign Up			
■	Live Scoring Instructions     Scheduling     O Scheduling Times     Manually Schedule Matches     Auto Schedule Matches	Notify Admins on Registrations?:	Yes     No Send an email to	all administrators with a confirmation after each new registration is receiv	ed?
	<ul> <li>Clear Scheduled Matches</li> <li>Match Calendar</li> <li>Scheduling Conflicts</li> </ul>	Introductory Text:	This text will a	ppear at the very start of the sign up process.	
	Sign-up Configuration				

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 <u>here</u>.

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).

Ø	SportyHQ = Search	Q Q Allan V
٨	Administrator	Test fi Share
⊥ □ + ¥	Setup Manage Draws Cournament Settings Upload Tournament Logo Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning Round Robin & Teams Configuration	Your tournament is not visible to anyone except for you and any other administrators you have added. 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. You can publish your draws from the "Draws" section below.
<ul> <li><b>♀</b></li> <li><b>⊕</b></li> <li><b>⊕</b></li></ul>	officials <sup>*</sup> Manage Officials <sup>•</sup> Live Scoring Instructions <sup>•</sup> Scheduling <sup>•</sup> Scheduling Times <sup>•</sup> Manually Schedule Matches <sup>•</sup> Auto Schedule Matches <sup>•</sup> Clear Scheduled Matches <sup>•</sup> Match Calendar	Checklist Make sure the following steps are completed to get your tournament up and running. Create at least one draw Cetup the Tournament's Pricing Review the Sign Up Page Configuration Publish Your Tournament
	Scheduling Conflicts Sign-up Configuration Sign-up Page Configuration	Sign Up

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

狗 SportyHQ	E Search	Q	↓ Allan ∨
🔒 Dashboard	Request Sanctioni	ng	
L My Profile	Test / Request Sanctioning		
🗐 Rankings	Choose		
🗂 Booking			
+ Enter Result	If you'd like to have your ever	nt sanctioned by a governing body, then please the appropriate Governing Body from the list b	pelow.
	Governing Body:	- Please select	•

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

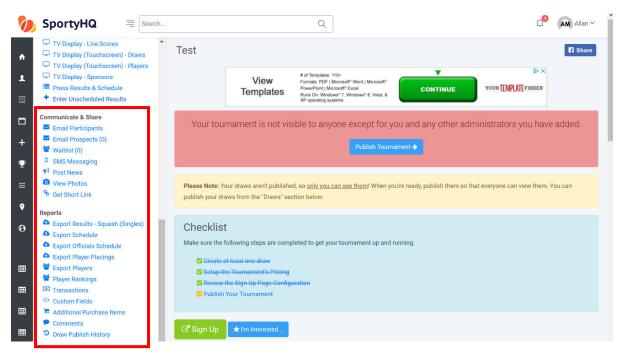
You can add in various other aspects to your page to make it look more user-friendly. The majority of these are done under the **Setup** column.

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.

0	SportyHQ = Search	Q	Allan V
•	Administrator	Test	Share
<b>⊥</b>	Setup I≡ Manage Draws ✿ Tournament Settings I Upload Tournament Logo	View Templates <sup>d</sup> of Templates: 110 <sup>4</sup> Formats: PDF   Microsoft <sup>®</sup> Word   Microsoft <sup>®</sup> PowePort   Microsoft <sup>®</sup> Ecial Rura DD: Window <sup>®</sup> 7, Window <sup>®</sup> 8, Vista, 8 XP openating systems	
⊡ + ₽	Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning	Your tournament is not visible to anyone except for you and any other administrators you hat Publish Tournament →	ive added.
•	■ Round Robin & Teams Configuration	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 the publish your draws from the "Draws" section below.	n. You can
•	Officials Manage Officials Uve Scoring Instructions	Checklist Make sure the following steps are completed to get your tournament up and running.	
	Scheduling         Scheduling Times         Manually Schedule Matches         Auto Schedule Matches         Clear Scheduled Matches         Match Calendar	Create at least one draw C Setup the Tournament's Pricing 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 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 – <u>Tournament Draws</u>

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.

	SportyHQ = Search.		1 AM Allan ~
<ul> <li>▲</li> <li>■</li> <li>+</li> <li>Ψ</li> </ul>	Administrator Setup i= Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails Request Sanctioning	Tournament Draws         Tournaments / Test / Tournament Draws         + Create Draw	r
 ♥	Round Robin & Teams     Configuration  Officials  Manage Officials	Wormen's Draw Merge Into O Settings Players 🗜 View Draw	£

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.

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A Dashboard			Vien's Draw					
L My Profile			ournaments / Test / Men's I	Jraw ▼ 7 Mens Draw				
Rankings	,							
🛱 Booking	r							
+ Enter Result		1.	Administrator					
$\Psi$ Tournaments			Format:	- Please select a draw form	nat			•
III Leagues			Minimum Draw Size:	No minimum size				-
Facilities				Update				
Governing Bodies								
QUICK LINKS © MANAGE			Options: 🌣 Draw Setting	s 嶜 Players 🔒 Print (must	lock draw)			
III HISA League	les		O Unseeded player positi	ons have been randomly ger	nerated. We try to keep play	ers separated that belong to the	e same region or club. T	o re-generate
E Scottish National League	3		the random positions, cli	sk here.				

- 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.

SportyHQ = Search		Q Allan
Administrator	Administrator	
Setup E Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster Upload Alternative Poster Manage Sponsors Player Management Send Activation Emails	This means that eac so that players won'	v is unlocked th time you visit this page, it will be refreshed with the latest draw information. Once you are happy with it, you can lock it t 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 t all of the players have been finalized for the draw.
<ul> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams</li> <li>Configuration</li> </ul>	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 Clear Scheduled Matches	Options: Options:	Update
<ul> <li>Match Calendar</li> <li>Scheduling Conflicts</li> <li>Sign-up Confluention</li> </ul>	• Unseeded player pos the random positions, c	itions have been randomly generated. We try to keep players separated that belong to the same region or club. To re-generate lick here.

# The following page will open.

SportyHQ 🔤 Search		Q	Allan ~
Administrator	View Templates	# of Templates: 110+ Formats: PDF [Microsoft® Word   Microsoft® PowerPoint [Microsoft® Excel Runs On: Windows*7, Windows® 8, Vista, 8 XP operating systems	TARTED YOUR TEMPLATE FINDER
Setup	Import Players 🛨 Go to Draw		
<ul> <li>Tournament Settings</li> <li>Upload Tournament Logo</li> </ul>	Add New Player to Draw		
Upload Primary Poster Upload Alternative Poster			
<ul> <li>Manage Sponsors</li> <li>Player Management</li> </ul>	Players		
<ul> <li>Send Activation Emails</li> <li>Request Sanctioning</li> </ul>	Direct Acceptance: 4		
Round Robin & Teams Configuration	†↓ Seed †↓ Player	↑↓ Points ↑↓ Age ↑↓	
Officials	Confirmed	600 27	Group 1 Group 2 Move to 🛱 Remove Player
<ul> <li>Manage Officials</li> <li>Live Scoring Instructions</li> </ul>	RC	500	Group 1 Group 2 Move to 🗊 Remove Player
Scheduling O Scheduling Times		1690 29	Group 1 Group 2 Move to 🔒 Remove Player
Manually Schedule Matches     Auto Schedule Matches		and, XS Tennis and Squash Club	
<ul> <li>Clear Scheduled Matches</li> <li>Match Calendar</li> <li>Scheduling Conflicts</li> </ul>		ttor, South Lanarkshire, XS Tennis and Squash Club	Group 1 Group 2 Move to 😰 Remove Player
Sign-up Configuration	Confirmed		

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	Minimum Draw Size: 4
Setup I≡ Manage Draws ♥ Tournament Settings	Qualifying Positions: 0 •
<ul> <li>Upload Tournament Logo</li> <li>Upload Primary Poster</li> <li>Upload Alternative Poster</li> <li>Manage Sponsors</li> </ul>	Options: O Draw Settings 👹 Players 🛱 Set Player Positions 🗮 Display Options H Rename Brackets 🖨 Print (must lock draw)
<ul> <li>Player Management</li> <li>Send Activation Emails</li> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams</li> </ul>	• 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.
Configuration Officials	m Draw 🗏 Schedule & Results 🛛 😁 Player List
Live Scoring Instructions     Scheduling	Bracket 1
O Scheduling Times Manually Schedule Matches Auto Schedule Matches Clear Scheduled Matches	A1 (3) Surry mototr A3 A2 A2 A2
Clear Scheduled Matches	

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.

	ge Player Positions				
irst Ha	lf		Second	Half	
1	MEENTE WALLAGE, Conig	¥	9	BITT, Causan	•
2	BYE (1)	٣	10	BYE (5)	¥
3	BYE (2)	•	11	BYE (6)	×
4	+ISRSBURGH, Enriscopher	*	12	STEWART, Nory	•
5	Fornesten, Brendan	*	13	BYE (7)	¥
6	BYE (3)	٣	14	BYE (8)	•
7	BYE (4)	*	15	BYE (9)	¥
8	- HEIMPSELL, Buuglas	•	16	Ress, Mordin	•

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.

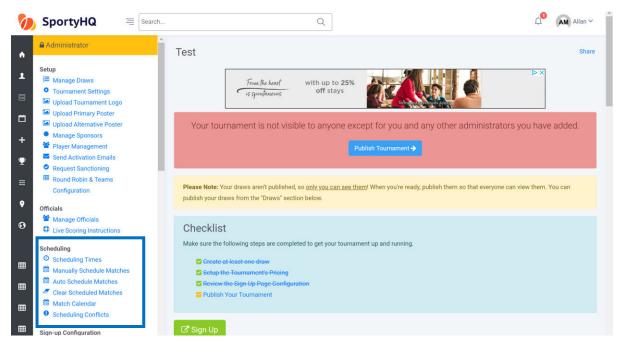
After this, your draw is most likely complete. Before moving on to any other draws or scheduling the draws, it is important to lock the draw. To do this, simply click on the red button labelled **Lock Draw.** 

0	SportyHQ = Searc	h	Q (M)	Allan 🗸
٨	Administrator		rt change positions. While you'll still be able to unlock your draw atter you lock it, you'll probably want to hold off locking it nt all of the players have been finalized for the draw.	1
L	Setup I≡ Manage Draws ✿ Tournament Settings	Lock Draw		
	Upload Tournament Logo Upload Primary Poster	Format:	Bracket - 1 Match Guarantee.	•
□ +	<ul> <li>Upload Alternative Poster</li> <li>Manage Sponsors</li> </ul>	Minimum Draw Size:	4	•
Ψ	<ul> <li>Player Management</li> <li>Send Activation Emails</li> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams</li> </ul>	Qualifying Positions:	0 Update	•
	Configuration			
♥ €3	Officials Manage Officials D Live Scoring Instructions		ings 📽 Players 🛱 Set Player Positions 🔚 Display Options Η Rename Brackets 🖨 Print (must lock draw) re been manually overriden. Click here to reset.	
■	Scheduling Scheduling Times Manually Schedule Matches Auto Schedule Matches Clear Scheduled Matches	III Draw	idule & Results 🛛 📽 Player List	
	Hoteb Colonder	Brookst 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. Remember, each draw should be locked individually before moving on to the schedule. Please note <u>you will not be able to schedule</u> <u>any matches if you have not locked your draws</u>.

### 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.

Setu E	dministrator JP Manage Draws Tournament Settings Upload Tournament Logo Upload Primary Poster	Î		ling						
1  = 0 1 1 1 1 1 1 1 1 1 1 1 1 1	Manage Draws Tournament Settings Upload Tournament Logo									
-										
	Upload Alternative Poste	r i	Inverness Tennis an SportyHQ knows about the			ease contact t	e club admin and as	k them to add in the miss	sing courts	
*	Manage Sponsors Player Management Send Activation Emails		Squash 1     Squash 2	se ooarte, il tild lidt	is moon piece, pi		is one darini unu us		ang sourts	
2 📀	Request Sanctioning Round Robin & Teams		Squash 2     Squash 3     Squash 4							
	Configuration									
	Manage Officials Live Scoring Instructions		Tournament Calendar							
0	eduling Scheduling Times		Date	Start Time	End Time					
8	Manually Schedule Match	nes	🛗 Sat 14th Jul 2018	@ <u>9:00am</u>	@ <u>5:30pm</u>	<b>B</b>				
	Auto Schedule Matches Clear Scheduled Matches		Input the dates and times the	hat the tournament v	vill run. You can i	enter as many	dates and times as y	ou like and up to five at a	time using	the form
	Match Calendar Scheduling Conflicts		<b>m</b>	o s	tart Time		C	End Time		

SportyHQ Tournament User Guide 1 – Scottish Squash Limited

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.

0	SportyHQ	E Search		Q			<b>∆</b> <sup>9</sup>	AM Allan ~
<ul> <li>▲</li> <li>■</li> <li>■</li> </ul>	Administrator  Setup  Manage Draws  Tournament Settings  Upload Tournament Logo Upload Primary Poster  Definition		Tournament Scheduler Tournaments / Test / Tournament Schedu	ler				
+	<ul> <li>Upload Alternative Poster</li> <li>Manage Sponsors</li> <li>Player Management</li> </ul>		Tournament Information					
<b>₽</b> 	<ul> <li>Send Activation Emails</li> <li>Request Sanctioning</li> <li>Round Robin &amp; Teams</li> <li>Configuration</li> </ul>		Division	Number of Rounds	Number of Players 4 2	Number of Matches 3	Locked	
♥ છ	Officials Manage Officials Live Scoring Instructions		Total:  Drag 'n drop the draws above to ch at the top of the list.	ange the order in which	6 they get scheduled. We st	4 rongly encourage you to p	out the draws with the m	lost rounds
⊞	Scheduling O Scheduling Times Manually Schedule Match Auto Schedule Matches	nes	Schedule Matches					
▦	<ul> <li>Alto Schedule Matches</li> <li>Clear Scheduled Matches</li> <li>Match Calendar</li> <li>Scheduling Conflicts</li> </ul>	3	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. 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.

Schedule         2017-09-23         2017-09-24         Newlands Lawn Tennis and Squash Club (Scotland)       Newlands Lawn Tennis and Squash Club (Scotland)         No Court Assigned       Court 1       Court 2       Court 3         7 AM       Court 1       Court 2       Court 3       Court 4         8 AM       All BogetUS       Baster vs. Rohmond       All BogetUS       All BogetUS       All BogetUS         9 AM       Mitors of ADD       State vs. Rohmond Vs.       RacGistuIS       RacGistuIS       RacGistuIS       RacGistuIS       State vs. Visitions of Club       Sta	som Lev	el (mins): 5 1	0 15 20 .	30 60		III Co	ontrol Sheet 🔷 🔅	Scheduler Option	Clear All Ma	tch Times (Start O	ver) Regeneral	te Calendar
Newlands Lawn Tennis and Squash Club (Scotland)         Newlands Lawn Tennis and Squash 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 M	Schedu	lle										
No Court Assigned       Court 1       Court 2       Court 3       Court 4       No Court Assigned       Court 1       Court 2       Court 3       Court 4         7 AH				2017-09-23					2017-09-24			
7 AH     A3 Boys UIS     A14 Boys UIS     A14 Boys UIS     Barboys UIS       Hill vs. Hegaty     A14 Boys UIS     Barboys UIS     Barboys UIS       Hill vs. Hegaty     Barboys UIS     Barboys UIS       Hill vs. Hegaty     Barboys UIS       Barboys UIS     Barboys UIS       Winner of ASS     Winner of ASS       Winner of CIS     Barboys UIS       Winner of DIS     Winner of CIS       Winner of DIS     Winner of CIS       Winner of CIS       Winner of CIS <td></td> <td></td> <td>Newlands Lawn</td> <td>Tennis and Squas</td> <td>h Club (Scotland)</td> <td>~</td> <td></td> <td>Newlands Lawn</td> <td>Tennis and Squas</td> <td>h Club (Scotland)</td> <td></td> <td></td>			Newlands Lawn	Tennis and Squas	h Club (Scotland)	~		Newlands Lawn	Tennis and Squas	h Club (Scotland)		
8 AM     A14 Boys U15 Hill vs. Hegaty Hill vs. Hegaty     A14 Boys U15 Batter vs. Trylor Richmond     A28 Boys U17 Batter vs. Trylor Richmond     A38 Boys U15 Batter vs. Trylor Richmond     A28 Boys U15 Batter vs. Trylor Richmond     A28 Boys U15 Batter vs. Trylor Richmond     A28 Boys U15 Batter vs. Trylor Richmond     B17 Boys U15 Batter vs. Trylor Richmond     B18 Boys U15 Batter vs. Trylor Richmond     B17 Boys U15 Batter vs. Trylor Richmond     B18 Boys U15 Bits Source of B11 Vs. Winner of B13 Winner of B13 Winner of Clas Winner of Clas Winner of Clas Winner of Clas Winner of Clas Winner of Clas     Sboys U15 Winner of Clas Winner of Clas		No Court Assigned	Court 1	Court 2	Court 3	Court 4	No Court Assigned	Court 1	Court 2	Court 3	Court 4	
A3BoysUI5 Hill vs. Hegarty     A14 BoysU15 Baster vs. Richmond     A2 BoysU17 Glen vs. Trayfor     A3 BoysU17 Barron vs. Macari     A29 BoysU15 Winner of A22 Vs. Winner of A25 Vs. Winner of C1 Vs. Winn	7	4 										
Hill vs. Hegarty         Baster vs. Richmond         Glen vs. Tryfor Rhomod         Barron vs. Mozari         Winner of A25 vs. Winner of A26         Winner of A25 vs. Winner of A26         Winner of B11 vs. Winner of A26           9 /M         A4 Boye U17 gerry vs. Meehan gerry vs. Meehan gerry vs. Meehan gerry vs. Meehan         R.R Gelv U15 Riches vs. Niven Halldoy         R.R Gelv U15 Vs. Winner of B12 Vs. Winner of B13 Vs. Winner of C1 vs. Winner of C1 vs. Winner of C1 vs. Winner of C1 vs.	8	1										
9 " gerry vs. Meehan Shannon vs. Riches vs. Niven Hourg vs. Winner of B13 Winner of B13 Winner of C1 vs. Winner of C4 ws. Win			A3 Boys U15 Hill vs. Hegarty	Baxter vs.	A2 Boys U17 Glen vs. Taylor			Winner of A25 vs. Winner of	Winner of A27 vs. Winner of	Winner of B9 vs.	Winner of B11 vs. Winner of	
	9 AM	1	A4 Boys U17 gerry vs. Meehan	Shannon vs.		Young vs.		Winner of B13 vs. Winner of	Winner of B15 vs. Winner of	Winner of C1 vs.	Winner of C3 vs.	-

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.

0	SportyHQ = Search		Q			🔎 🛛 Allan 🗸
♠ ⊥ □	<ul> <li>Administrator</li> <li>Setup</li> <li>         ■ Manage Draws         ■ Tournament Settings         ■ Upload Tournament Logo         ■ Upload Primary Poster     </li> </ul>	Tournament Scheduler Tournaments / Test / Tournament Schedu				
+	<ul> <li>Upload Alternative Poster</li> <li>Manage Sponsors</li> <li>Player Management</li> </ul>	Tournament Information				
<ul><li><b>₽</b></li><li><b>□</b></li></ul>	Send Activation Emails Request Sanctioning Round Robin & Teams Configuration	Division Men's Draw   Women's Draw	Number of Rounds 2 1	Number of Players 4 2	Number of Matches 3 1	Locked
•	Officials Manage Officials Live Scoring Instructions Scheduling	Total: Drag 'n drop the draws above to cl at the top of the list.	hange the order in which	6 they get scheduled. We st	4 rongly encourage you to	put the draws with the most rounds
⊞ ⊞	Scheduling Times     Manually Schedule Matches     Auto Schedule Matches     Clear Scheduled Matches	Schedule Matches				
▦	Match Calendar Scheduling Conflicts Sign-up Configuration	Which matches would you like t Omatch(es) selected Draws: Togale All	o schedule?			

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.

Draws		◀ Where & When
Administrator C Draw Status: Show Times:	Options            • Published         • All days         • Limit         Save	Starts:       Sat, Sep 23rd 2017         Ends:       Sun, Sep 24th 2017         Deadline:       Tue, Sep 19th 2017 11:45pm         Location(s):       Interview of the second secon
Boys U11 Boys U13		View larger map

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.