

### Tournament User Guide 2

### How to Run Your Tournament Using SportyHQ



# SportyHQ

#### Version Control

Version No.	Date Amended	Amended By	Reason
1.0	14.09.2018		
2.0	20.08.2019	Competitions Advisory Group	Update
3.0	13.06.2022	Development Advisory Group	Update

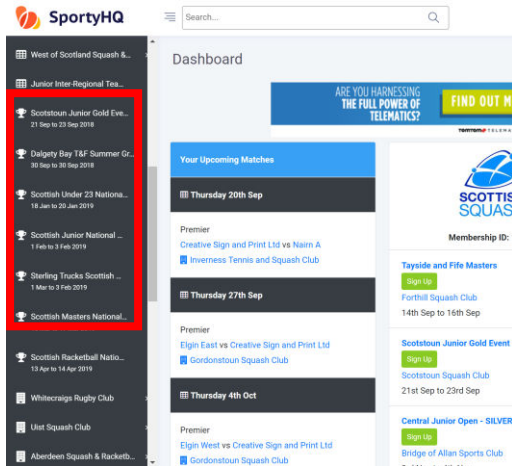
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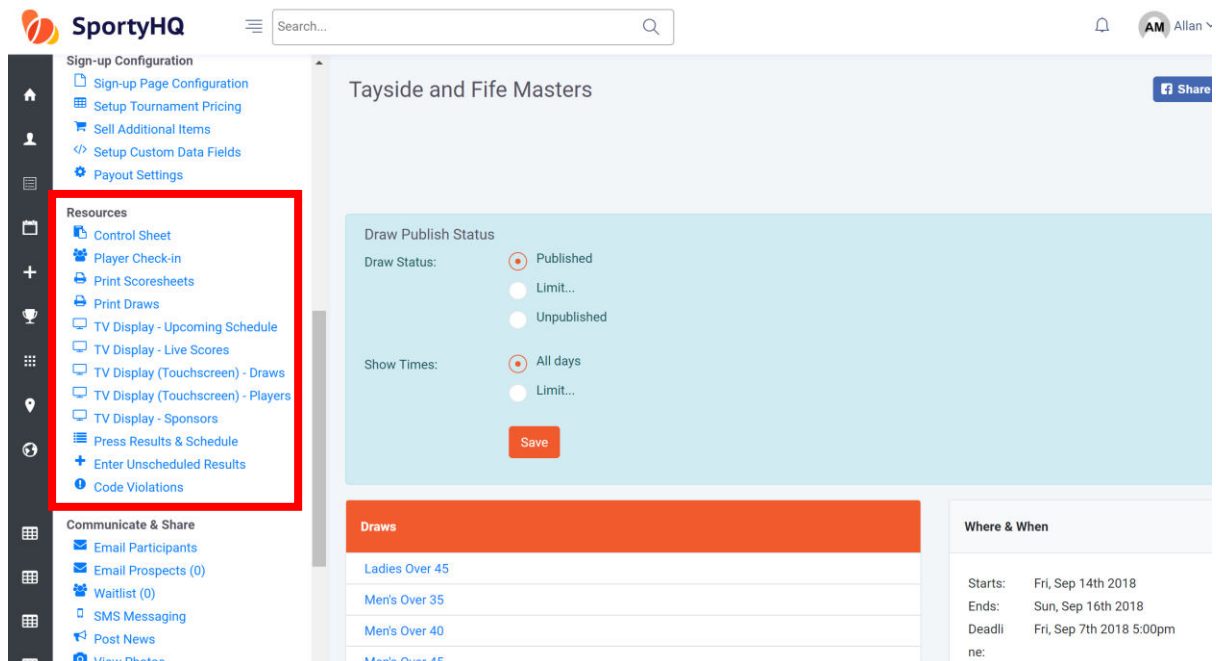
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## 1. How to Use SportyHQ to Run Your Tournament

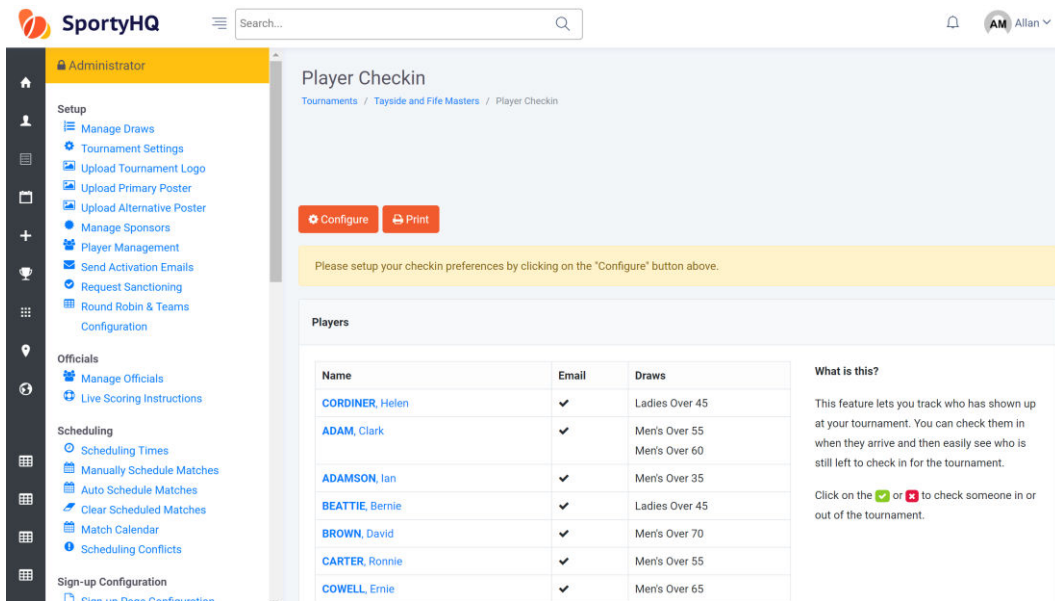
Login to SportyHQ and select the event you are running from the column on the left-hand side navigation bar. If you are an administrator for this event, it should appear automatically.



The event page will open in the below format, with the secondary navigation menu appearing down the left-hand side. This menu provides organisers with all the necessary administrative settings for organising and running an event. The main section required to run your competition on the event days is the **Resources** section (see red box below).

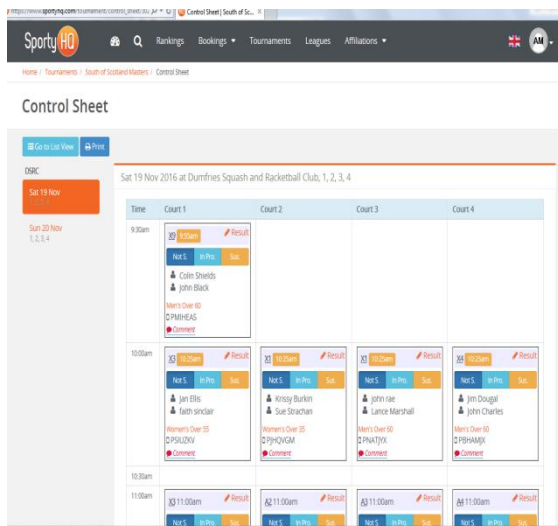


Within this section you have a **Player Check-in** function, which you can use to sign players in. There is also an option to print this list off.

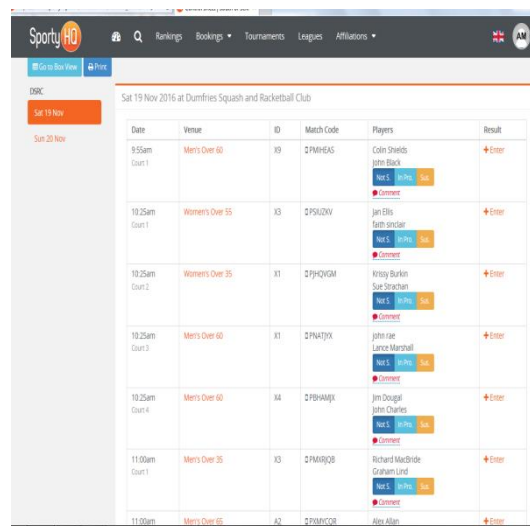


Once your event has started and you wish to enter results, you need to select the **Control Sheet**; this can also be found under the **Tournament Resources** column. The control sheet can be viewed in two formats, as seen below.

### Format 1: shows matches listed under individual courts



### Format 2: shows matches listed by scheduled time



Changing between the court list and time list can be done by clicking on the blue button **Go to Box View** or **Go to List View**, depending on the current setting. The system will default to box view.

To enter a result, click on **Result** or **Enter** under the result column. The below window will open where the result can be entered. When you have input the result details, click **Save**.

The screenshot shows a web application window titled "Enter Tournament Result". At the top, there is a dropdown menu set to "Regular Result". Below this is a table for player performance:

Players	PAS 9	1	2	3	4	5	POINTS	GAMES
Colin Shields								
John Black (LIN)								

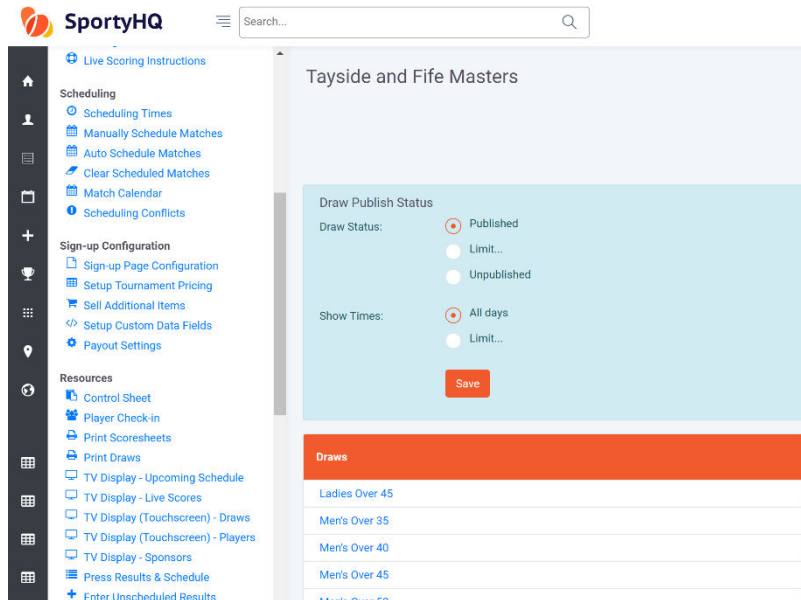
Below the table are several input fields:

- Location: Dumfries Squash and Racketball Club
- Match Date: 19 November, 2016
- Start Time: 9:55am
- Match Duration: [ ] minutes

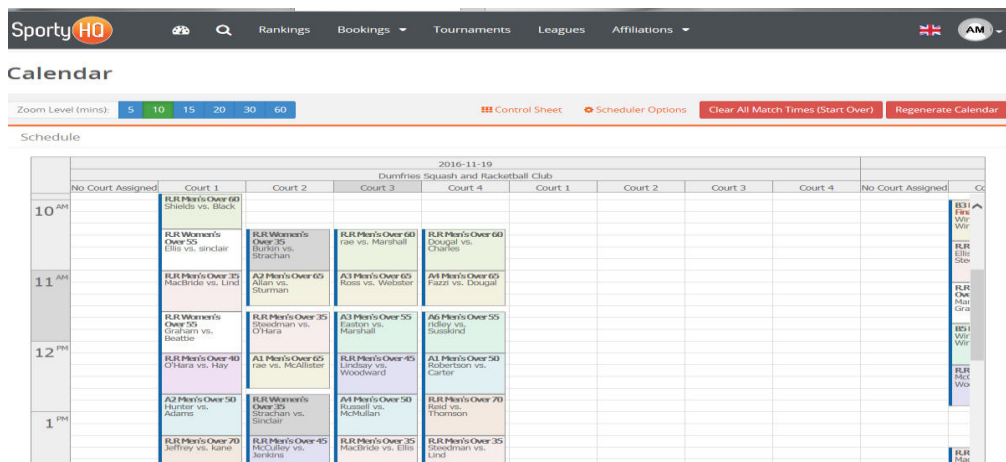
At the bottom right, there are "Cancel" and "Save" buttons.

## 2. Changing a Scheduled Match

As a Tournament Organiser, you have the ability to change match times or move matches around as and when required. All match times and the weekend schedule can be changed in the **Match Calendar** tab under the **Scheduling** section of the administrator panel.



When you click on **Match Calendar**, the following window will open.



By clicking and dragging on any of the matches, you can move them around to different times, between different courts and even to different days.

### 3. Printing Scoresheets

To print scoresheets, simply click on **Print Scoresheets** under the **Resources** section of the administrator panel. You can print off each specific scoresheet for all matches scheduled in your competition. When this function is used, the scoresheet will automatically populate the competing players, court number, scheduled match time and draw category.

In this section, you will also notice the option to **Print a Blank Scoresheet**. If you would like a scoresheet template with no names or other data included, you should use this option.

#### 4. Print Draws

Competition draws can be printed off at any point and will automatically be updating depending on the results you have entered via the **Control Panel**.



## 5. Displays

The SportyHQ platform is compatible with many display options when running your tournament. If you can connect your laptop to an additional monitor/screen, it can be really helpful in running your event smoothly. The following display options are available:

- **TV Display - Upcoming Schedule:**  
This lists upcoming matches and the court the match will take place on.
- **TV Display – Live Scores:**  
If referees are making use of the SportyHQ ‘ScoreSquash’ mobile application to referee individual matches, live scores can be displayed on monitors.
- **TV Display (Touchscreen) – Draws:**  
This saves the need for organisers to print out draws by displaying them on touchscreen monitors instead. Individuals can come and select draws, zoom in on specific rounds, and keep informed of any live updates.
- **TV Display (Touchscreen) – Players:**  
This displays a list of all players in the competition, broken down into different categories if applicable.
- **TV Display – Sponsors:**  
This displays all event sponsors that have been added to your SportyHQ tournament home page.