

2007 Tournament Director's Workshop

TDM Topics

Installation and Updates

- New CD's: Available from USTA Southern contact petterson@sta.usta.com or pick one up at workshop.
- Login: The first time you login to TDM, you must use your club or personal USTA # as your login and also as the password. The system will then ask you to change your password. Please remember to write the new password down. There is no way to look this up for you if it is misplaced, the system will have to reset your password by contacting linkteam@usta.com.
- Download from the Internet: www.usta.com/tdm
- Updates: Automatically prompted when you login to TDM, you can check your version by going to the Help Menu and to About TDM. After checking the date of your version you can be sure this is the most recent version by clicking on Update TDM under that same menu. Make sure your version date matches the most recent update available. If it does not, click update now.

On-Line Sanction

- **Cover:** Please be sure to keep the work and cell numbers for Mary Hatfield. She is available whenever you need help to assist. If you have been struggling with TDM for more than 5 minutes please call her, she would rather answer your question that fix a problem after it has been done incorrectly.
- **Getting to the online sanction form:**
<http://southern.tournaments.usta.com/tournaments/Schedule/Search.aspx>
 1. Click on Administration Link>Login at the bottom right of your screen
 2. Put in your login (USTA#) and password, your tournaments should come up in the administrative part of TennisLink.
 3. Click on the tournament you'd like to work on, if you'd like to copy your current tournament for the next year you can do so on this screen. The program will automatically move the dates to the next year.
- You can move from tab to tab in the On-Line Sanction form by clicking on the tabs on the top of the page, you can also click directly on each heading or click the arrows at the bottom of each page.

Tab 1: Organization

- This information is pulled directly from the national database of organizational members. If any information is not correct, contact memberservices@usta.com to have it changed. The same is true with the number of courts. (this is the number of courts at your facility, not all courts that are being used for the tournament)
- Take a look at the little houses to the right of each blank space. When there is a house present it means that information will appear on your homepage.

Tab 2: Contacts

- This information is pulled directly from the national membership database. If any information is not correct, contact memberservices@usta.com to have it changed.
- Please note: ALL tournaments sanctioned in the Southern Section are required (FAC) to have a certified referee present during the entirety of the tournament. In order to put in your referee, you must have their USTA # and the system will pull all other necessary information. Your district and the section will be checking that you have a certified referee in place, so make sure it is done!

Tab 3: Tournament Dates

- The asterisks beside blanks mean they must be completed in order to submit your sanction form. In order to change the date your entries close, you must contact your district or section administrator to receive approval.
- Most tournaments use 11:59 PM because 12:00 can be confusing to players.
- A date when draws will be posted must be in for your players to know when they can view draws and match times.

Tab 4: Entry Info

- Under entry limits, maximum singles or doubles is the total number of events a player may enter. It is not the number in the draw; this should be a small number like 1 or 2. The number should never be 32 or 64.
- Fees are different based on each district, if you have any questions about how to set up fee tables or what fees are acceptable contact your district or section administrator.
- Online registration is required if you are a Southern Level 1-3 Tournament. You can also accept mail/phone entry but be sure to enter them through batch entry, which we will get into later.
- If you are only offering online registration, you may want to put 'online registration only in the blank with 'make checks payable to.'
- Your bank information must be complete and correct in order to submit your sanction form. A deposit will be made 1 time 3-5 business days after entries close. It is possible to have a check mailed to your facility, but it will arrive 2 weeks after entries close. If you bank information changes, you must e-mail linkteam@usta.com to have it updated; otherwise your deposit will not go through.
- Under entry type and player selection type, for the majority of tournaments this will be 'Open' and 'No Selection Process.' (ask if anyone uses a selection process) We will get into selection processes later in the workshop.

Tab 5: Events

- The events tab is where you select all of your events by clicking on the three little dots. There are a few rules that must be followed. Consolation type **MUST BE ADVERTISED**. You cannot change your consolation type after it has been approved. It is against the rules in Friend at Court. Also, if you are going to limit your draws, set that up now.
- During explanation of surface type, you must start and finish a division on the same surface (even if both parties agree). The only acceptable time to change surfaces is due to inclement weather.

Tab 6: General

- Be sure that the name of your tournament is grammatically correct. This is the name that will be used for publication and on your website.
- It is not necessary to use the notes section on this page. We will go over how to create headlines a bit later. (show examples) Some of your district administrators will put notes in here for you. Do not remove this information.
- Action Category – This determines who is going to ultimately approve your tournament. 98% of the tournaments in each district will choose **District Event**. Some of the other choices are confusing. The Level 1-10 are national levels, when you submit your tournament as one of these it goes directly to National and can easily be lost. If you choose Section Event it will go to Mary Hatfield at the Southern office. She must then go in to each tournament and change it back to **District Event**. If you have questions about this please contact your state office before you make a selection.

Tab 7: Sanction Fees

- Only sanctioned tournaments can complete an online sanction form. You can pay your sanction fees online or by check, but a warning; beginning in 2007 they will only be paid online. If your facility does not have access to a credit card you will need to make arrangements for next year.
- Look at tournament status, there are three options this can be: incomplete, pending or approved. Once your tournament has been submitted it will be pending until approval is given by the correct sanctioning body.

- Hide Homepage: This feature can only be used by administrators. This feature will hide your tournament from everyone, it has only been used if there is a significant problem with your tournament and we cannot get in touch with you.

Reports & Report Administration

- **Check your entries and fees by using the reports section of the online sanction form. Event Entrants Report and Alphabetical Entrant Report can be very useful.**
- **Report Administration lets you publish text files to your home page such as medical release form, birth certificate requirements, etc. (show examples of how to publish these forms)**

Go over batch entry, tournament director's selection process, Friend at Court entry blank requirements and TDM website for tip of the month, etc. (handouts)

TDM

Downloading Tournaments

- Downloading Initially
 1. 'Download New Tournament' only available to administrators, facility tournaments will automatically show up and can be downloaded using the 'Download Tournament' button.
 2. All information from Online Sanction Form will be pulled down into TDM, you should never have to re-type or create new events.
- Downloading and Uploading
 1. Be sure to Lock Players once you have completed registration and will not add new players.
 2. It is common practice to upload results multiple times a day to keep players and fans at home posted on the tournament.
- Using multiple computers
 1. Be careful with multiple computers; do not overwrite results uploaded by other people.

Player Explorer

- Entering Players
- Updating Players
- Customize the lists
 1. You can customize both Master List and the Info for this Tournament list.
 2. Red exclamation points indicate that a player is invalid and his play nor his opponents play will count toward rankings. There are many explanations for this, but most can be avoided by using batch entry.
 3. In order to check if a player has renewed their membership you can use the 'sync with national database' button at the bottom right.

Home

- Review for correct information
- General: Use to produce headlines rather than notes
 1. Headlines work much better than notes because they are easier to read and manage. Please see HTML handout for ways to make your headlines even more eye catching.
 2. **Do Not Hide Competitors List!!!**

Events

- Do not create/Download
- Check for draw type

- Mark for ¾ playoff
- Adjust times for scheduling: difference between main draw matches and consolation matches.
- Auto Seeding
 1. Seeding is protecting the entire draw; it is not just protecting the top players. It is not a prediction of the outcome of the tournament, there is no black and white way to do seeding.
 2. Auto Seeding is a tool that is consistently abused by tournament directors. Mary Hatfield would like to rename this key 'Seeding Information.' This is not an easy way out of seeding. It is a tool to help tournament directors easily pull information to help with seeding. A recommendation is to auto seed players by a set of standings, either national, southern or district and then use the Tournament Seeding Report to look at their current standings. Any players that are close together, you'll want to look directly at player records for head-to-head match play. You'll also want to be sure a top national player, who doesn't have a district or section ranking has not entered your tournament.
 3. You can look for players that plan to play up in your tournament by going into event properties and changing the division to the lower age group and re-running auto-seed. DO NOT forget to change back to the original division; it will directly affect the player's rankings.
 4. It states in Friend at Court **that all available information should be used in tournament seeding**. Please do not think that auto seed is a one step process.
 5. Manual Seeding can also be a helpful tool, especially when numbering alternates.
 6. You should be working with your referee consistently throughout the draw making/seeding and scheduling processes.

Groups

- Auto Generate: stated in Friend at Court you must separate siblings by quarters, depending on your district or section requirements, their 'may' be other groups you need to create.
- Create You own

Draws

- Properties
 1. Make sure you go to draw properties and include all information you wish on your draw. (ex. City/State)
- Web Options
 1. Under web options you can choose to only show times through a certain round. This is a great feature if you're expecting weather and do not want to publish all match times right away.
- Entering scores
 1. There are a number of different ways to enter scores, under draws and under the tournament desk. You can use short scoring to make entry go quicker (demonstrate).

Site/Courts

- Master Lists
- Creating New
 1. The most important this is choosing a 5 character name to include on the draw. If there is nothing written in this blank it will not show what site matches are scheduled at on the draw.
- Tournament Lists
- Scheduling Info

Site Planning

- Event Planning
- Event Planning Detail
- Schedule Planning in Reports.

1. Reports to look at include the Match Schedule Info Report, the Future Match Info Report and the Match Cards.

Scheduling

- Schedule All Automatically
- Schedule one event at a time
 1. If you are not comfortable with automatic scheduling, you can schedule multiple matches on the draw by holding down the 'ctrl key' and clicking on the matches to be at the same time.
 2. Do not forget to be sure you are in compliance with the rest times and number of matches per day requirements in Friend at Court.

Check In Lists

Tournament Desks

- Entering Scores
- Checking in
- Delays

Reports

- Alternates by Event
- Match Schedule Info
- Players
- Etc: Show how you can export all reports to Word, HTML or CSV(no headlines).

Question & Answer Session