tennis TOUCH

tennisTOUCH WEB - INPUTTING ORDER OF PLAY

Inputting order of play using tennisTOUCH Tournament Software

Version: 01
Date: 26-05-2014

Content

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1) Inputting order fo play

1. Open an internet browser (recommendation: Google Chrome)

2. Go to www.tennistouch.net

3. In the menu click on "myTOUCH account".

4. Type your username and password and click "Sign in".
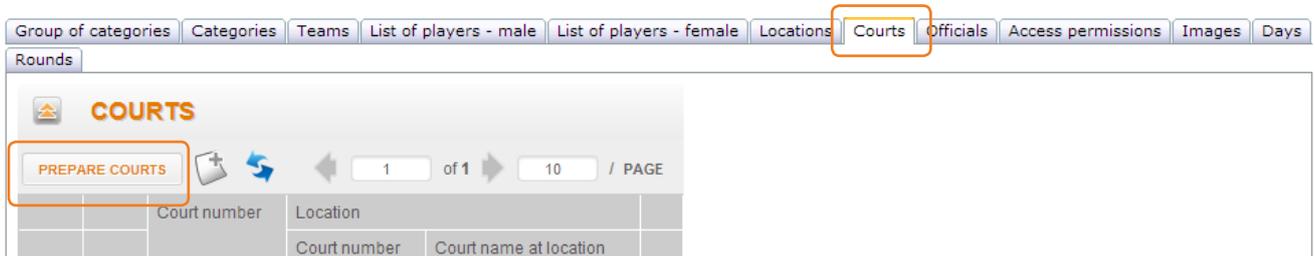
5. In the menu click on "Tournaments".

6. Choose data owner.

7. Click on the name of the tournament.

8. Check if the court numbers have been entered. If not, enter the court numbers.

9. Click on "Courts" then click on "Prepare courts". Now you have opened number of courts that you have entered before.

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10. If you wish to enter additional court info (name of the court, club…) click on in front of the court that you wish to enter additional info.

11. After entering the data, click on "Save". Click on "Cancel' if you wish to discard what you have done.

BEAR IN MIND: Saved data can be erased by clicking on .

12. Click on "Location" if you wish to enter the location of the tournament.

13. Click on .

14. Click on to add location. Repeat for each location.

15. Enter the desired info and click on "Save" to save data or on "Cancel" to discard changes.

BEAR IN MIND: If the competition is played on different locations, you can join the names of locations that you entered to the courts. Click on "Courts", click on 📝 in front of the court that you wish to add location to. Click on "Location" and choose the location. Click "Save". Repeat for each court that you wish to add location to.

16. Click on "Days". You must set the tournament dates. Otherwise you will not be able to set order of play.

17. Click on 📄 .

18. Click on 📝 in front of the day that you are doing order of play.

19. Enter ordinal number of order of play into "Schedule ID" field (not obligatory).
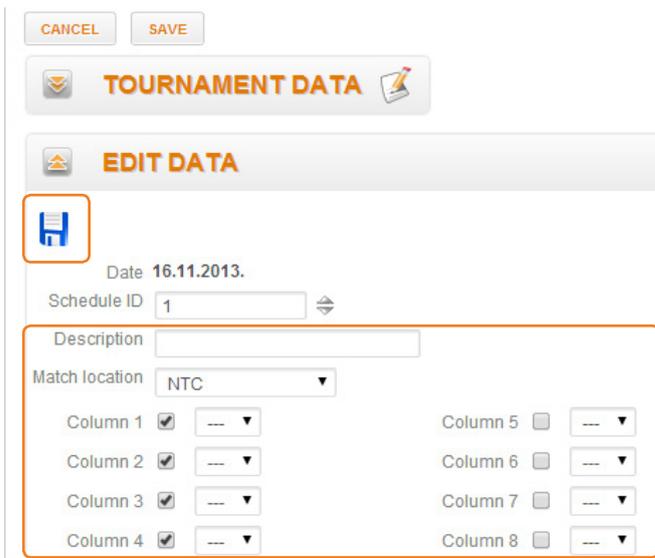
20. Enter the name of the order of play (not obligatory).

21. Choose location of the tournament by clicking on "Location".

22. Unmark the columns that you do not need (column represents court). Do not forget to press 💾 Save icon to save your data.

23. If you are inputting time of match in the first box (**always use hr:min format, for example, 10:00**) this will be transfered to other matches in the same row automatically, meaning that all the matches in one row start at the same time. You can always change individual match starting time.

24. Numbers 1,2,3,4… represent courts in that column (inside the first field of each match you can change the court number or add court from different location or name).

25. In the last field of each match you choose match that will be played at that time at that court.

26. After you have entered all matches for the day, click on "Save" to save or "Cancel" to discard all the changes.

27. By clicking on the date you can check the schedule for that day.

| Group of categories | Categories | Teams | List of players - male | List of players - female | Locations | Courts | Officials | Access permissions | Images | Days |
| Rounds |

TOURNAMENT DAYS

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	Date	Dan
✏ 🗑	16.11.2013.	Saturday
✏ 🗑	17.11.2013.	Sunday
✏ 🗑	18.11.2013.	Monday

28. You can print out order of play by clicking on "Download PDF".

Liga (2014)
MEN Teams MD

ORDER OF PLAY 3.5.2014 (Download PDF)

| Datum turnira 3-10 5 2014 | Organizator | Mjesto | ID turnira | Rang turnira | Vrhovni sudac |

	COURT Centralni teren: Stella Maris	COURT Grand stand: Umag	COURT C3	COURT C4
0. START AT 9:00	COURT Centralni teren: Stella Maris START AT - 9:00 Teams MD, Group 1 **California** VS **Colorado**	COURT Grand stand: Umag START AT - 9:00 Teams MD, Group 1 **Colorado** VS **Florida**	COURT C3 START AT - 9:00 Teams MD, Group 2 **Nebraska** VS **Vermont**	COURT C4 START AT - 9:00 Teams MD, Group 1 **Florida** VS **Hawaii**
1. NOT BEFORE 10:30	COURT NOT BEFORE - 10:30 Teams MD, Group 1 **California** VS **Hawaii**	COURT NOT BEFORE - 10:30 Teams MD, Group 2 **New York** VS **Vermont**	COURT NOT BEFORE - 10:30 Teams MD, Group 1 **Hawaii** VS **Colorado**	COURT NOT BEFORE - 10:30 Teams MD, Group 1 **California** VS **Florida**