

# LTA COMPETITION MANAGEMENT SYSTEM

## TENNIS TOURNAMENT PLANNER (TTP) QUICK-START USER MANUAL

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**TENNIS**  
FOR BRITAIN

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## INTRODUCTION

Tennis Tournament Planner (TTP) is a Windows based application written by a software development company “Visual Reality” and provided to the Lawn Tennis Association to aid Tournament Organisers across Great Britain to help administer tennis competitions. The same software is used by National Governing Bodies across the world as well as organisations like the ITF.

We hope this user guide will provide guidance to new tournament organisers and refresh existing organisers in setting up and managing their competitions.

The Competition Support Team has highlighted tips and important information throughout the guide and we hope you find it useful.

A new version of TTP is released at the start of the year and a series of updates are released throughout the year to improve the functionality. A list of updates can be found in the Version Update Log which is available at [www.LTA.org.uk/TTP](http://www.LTA.org.uk/TTP).

This publication is intended as a quick-start guide for one-day events and covers the basic features of TTP, allowing users to create and manage a tournament simply and easily using a limited subset of the features available. The program will however cope with almost any competition, large or small and can handle all draw formats commonly used at LTA tournaments.



## GETTING STARTED

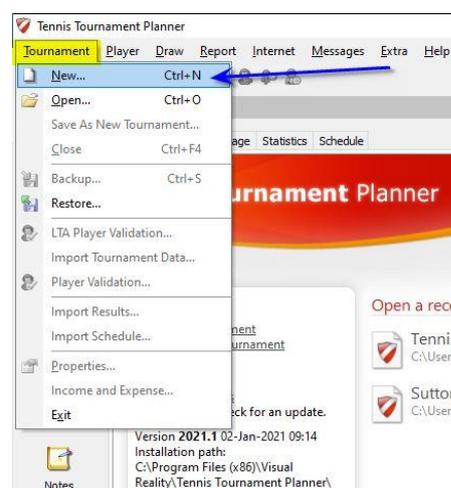
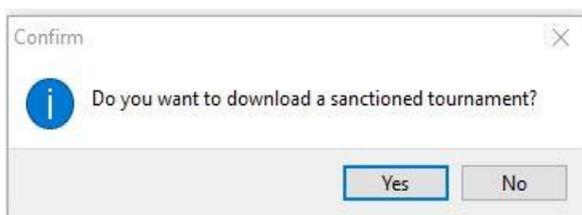
### Obtaining your TTP Licence and Installing TTP

Please refer to our TTP installation guide at the following link.

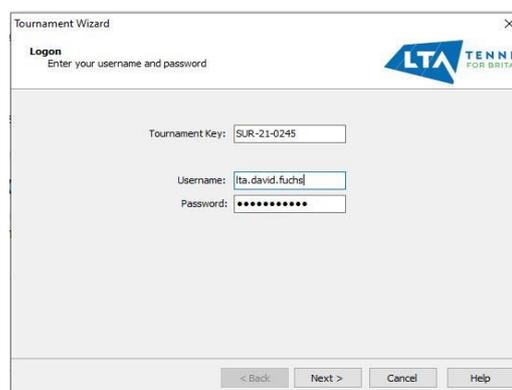
<https://www.lta.org.uk/globalassets/competitions/rules-and-regulations/ttp-installation-guide-2021.pdf>

## SETTING UP A TOURNAMENT

1. A separate file needs to be created for each competition. To create a new file, click on the word **Tournament** in the top menu or hold down the **Control** key on your keyboard and press “N” (Ctrl+N)
2. You will be prompted to save your tournament file to your computer and may choose what you wish to name the file.
3. You will then be asked the following:



4. For LTA sanctioned competitions, you should click “**Yes**” and you will be prompted to enter the tournament key (code) and your LTA username and password:
5. If you are not sure of the tournament key you may look this up by logging onto the Competition Management System (CMS) at [competitions.lta.org.uk](http://competitions.lta.org.uk).
6. Your username and password is the same one used to access your Competition Organiser profile on the LTA website/CMS. You can reset your password at <https://www.lta.org.uk/member/forgotten-password/>.
7. After you have done this you will be taken to the tournament properties area.



## TOURNAMENT PROPERTIES

The basic tournament information is held within the **Tournament Properties** area which is split into 12 separate areas each of which has its own tab. For tournaments created by downloading a sanctioned tournament from the LTA, some of this information will already be populated for you.

### Tournament Info

This area contains the basic tournament information including the tournament name and contact details. When the tournament is published, some of this information will appear on <http://competitions.lta.org.uk>

You may also set a **Report Logo/Sponsor Banner** which will appear on draws and reports.

### Address

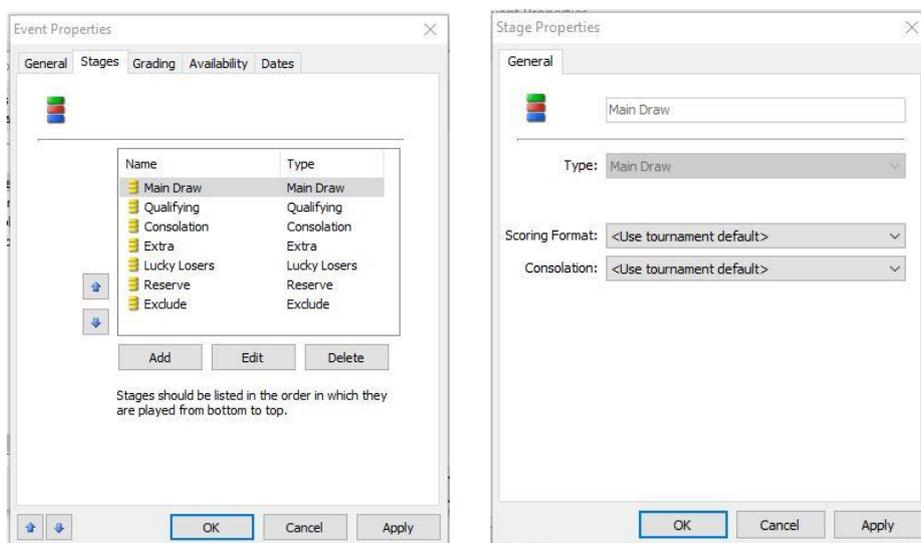
You may enter and/or update the tournament address details on this tab. This information will be populated from the LTA database for competitions created by downloading a sanctioned tournament.

### Events

This area may be used to create, amend or delete events and to define event information such as entry fee, draw stage information and event dates:

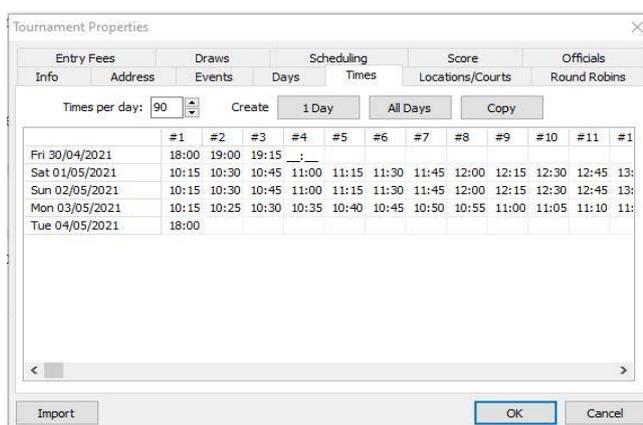
Name	Gender	Type	Level	Min	Max	Fee	Pick
Mens Singles	Men	Singles				£23.00	Lin
Womens Singles	Women	Singles				£23.00	Lin
Mens Doubles	Men	Doubles				£11.50	Lin
Mixed Doubles	Mixed	Doubles				£8.00	Lin
MS 45+	Men	Singles		45		£23.00	Lin

For competitions created by downloading a sanctioned tournament, most event information will not be editable. You should however set the **Scoring Format** for each event and draw stage, as shown below:



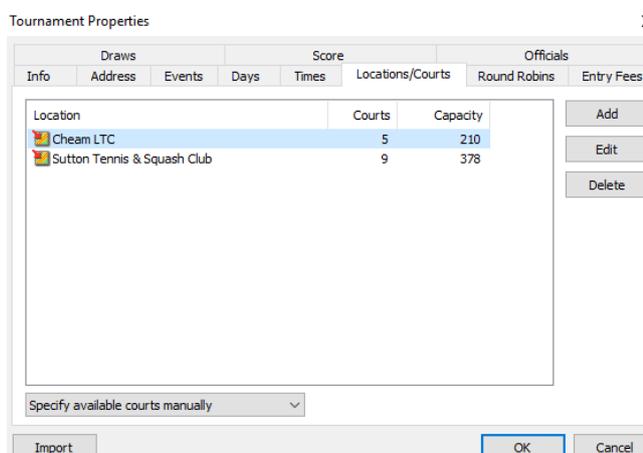
## Times

This area is used to set up time slots for match scheduling purposes. You may set up as many times as you wish and these may be different for each tournament date. By default, TTP allows up to 10 different time slots per day although this may be increased as needed by changing the value of the **Times per day** field:

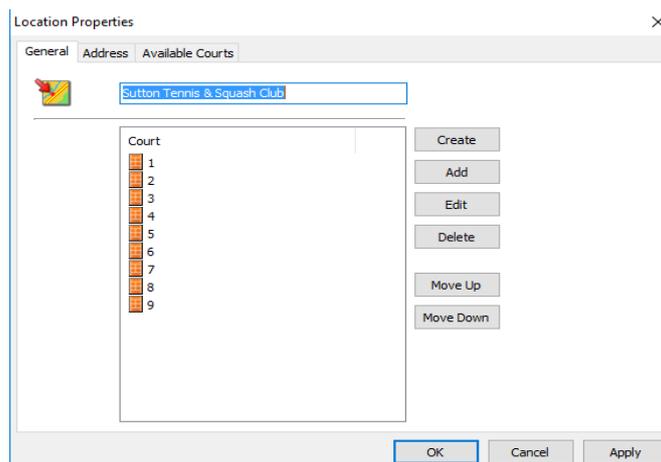


## Locations

This area should be used to record each tournament venue and also to specify individual court details:



For each venue you can create, amend or delete courts:



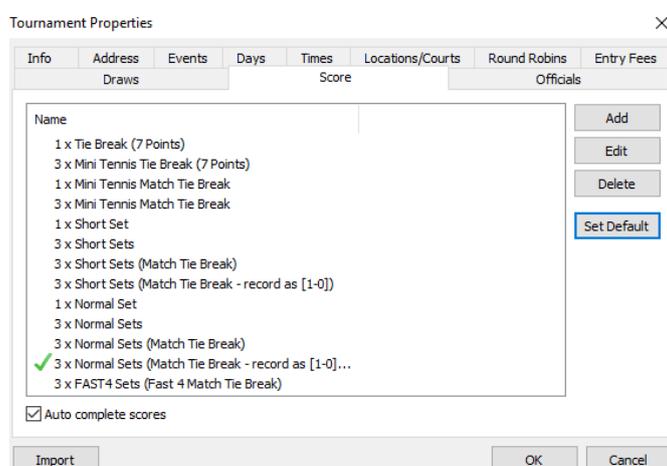
Within each location you may also specify how many matches should be scheduled in each time slot. Click on **Available Courts** to see a grid where you will be able to specify this.

## Score

This area allows you to set a default scoring format. This will apply to all stages of all events, unless another format has been specifically selected within the **Events** area.

It should not normally be necessary to add, delete or edit score formats.

Tick **Auto complete scores** to enable you to only have to enter the loser's score when recording results:



## Other Tabs

For most one-day competitions it should not normally be necessary to complete or change the data in the **Round-Robins, Entry Fees, Draws, Score** or **Officials** tabs.

### IMPORTANT

In order to schedule matches you must set up tournament days, times, locations and available courts.

## PLAYERS AND ENTRIES

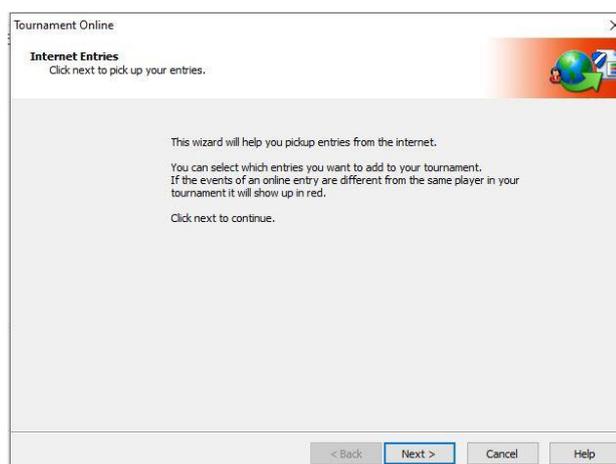
There are two ways of processing entries to your tournament. If you have enabled online entries for your tournament then entries can be downloaded from the LTA website/CMS periodically. You may also add entries to your TTP file manually or via the CMS.

### Downloading entries from the CMS

To download entries from the LTA CMS, choose **Internet** from the top menu of TTP and then click on **Entries**.

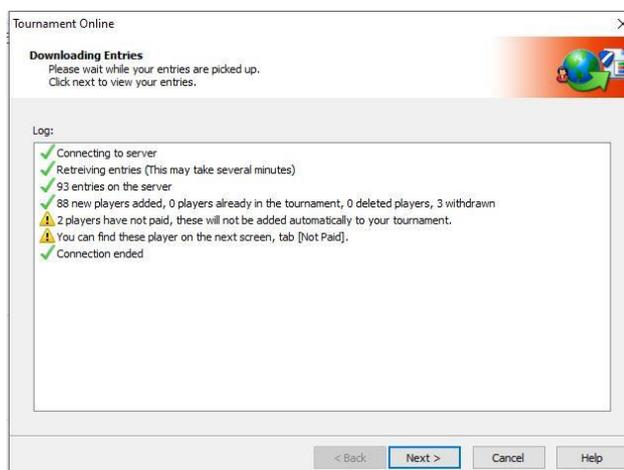


When you see this message click on **Next**.

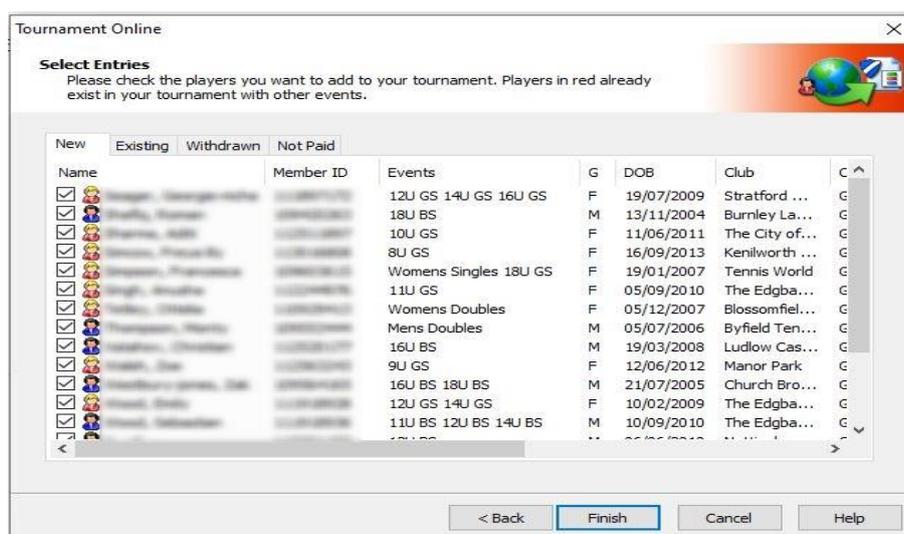


You will see a progress screen showing information similar to this.

Click on **Next** to continue.



You will see a screen with up to four tabs, similar to the following:



Players included on each tab are as follows:

**New** – Players that have entered one or more events since entries were last downloaded.

**Existing** – Players/entries that have been imported into the TTP file previously.

**Withdrawn** – Players who have cancelled/withdrawn their applications

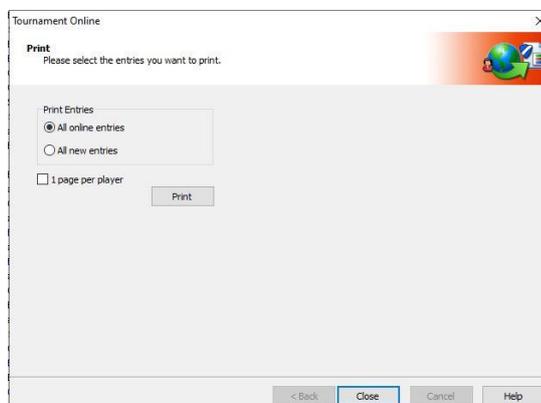
**Not Paid** – Players who did not complete the payment process (please note that such players will not be imported into the TTP file automatically and should be disregarded)

**Deleted** – Players who have been previously deleted from the TTP file

NB: Not all tabs will necessarily be shown. E.g. the “Existing” tab will not appear the first time you download entries from the CMS.

Checkboxes will be shown against players’ names on each tab. It should not normally be necessary to change any of these checkboxes.

After clicking on Finish, you will have the option of printing entries, if you wish to do so.



After clicking on **Close** you will be able to see the players who have entered the tournament on the **Players** area. You will also be able to see a list of individual entries within the **Roster** area as shown to the right.

By default, the **Roster** area contains the following seven tabs:

- Main Draw
- Qualifying
- Consolation
- Extra
- Lucky Losers
- Reserve
- Exclude

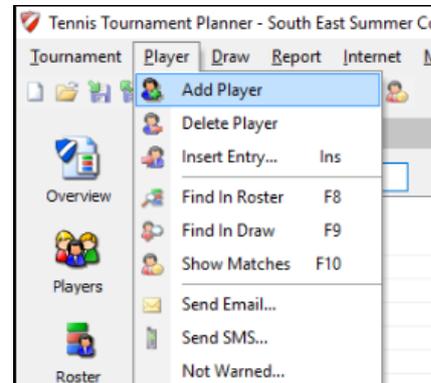
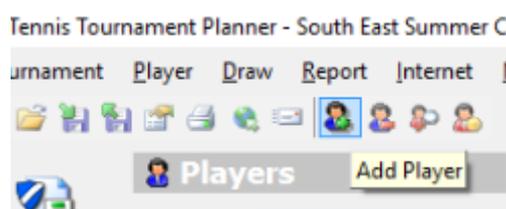
Players who have entered an event will appear on the **Main Draw** tab by default. Players who have entered an event but have cancelled via the CMS will NOT appear on any of the rosters, but will still appear on the **Players** area.

Please note that this is a change from previous versions of TTP where such players were shown on the **Exclude** roster.

## Manual Entries

Entries may also be added to your TTP file manually by selecting **Players** from the top menu and clicking on **Add Player**.

You may also click on the **Add Player** button underneath the top menu as shown below:



It is important to check that any players added manually to events are eligible to play. Although TTP will warn you if you attempt to put a player of the incorrect gender into an event it will not check age eligibility.

Players may also be added manually via the CMS.

### IMPORTANT

**Downloading entries from the CMS** is an **IMPORT** process only. It will not update the CMS with any changes you have made to the TTP file, such as adding manual entries. It is therefore recommended that any manual entries processed prior to the tournament being published are added via the CMS

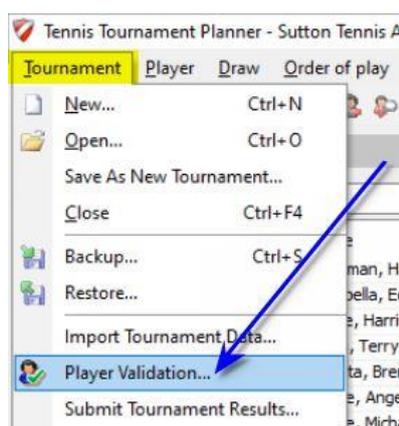
## PLAYER VALIDATION AND IMPORTING RANKINGS/RECENT FORM

It is important to validate all players in your tournament before preparing your acceptance lists **and** before making any draws. Validation ensures that the details for all players in your tournament are up to date, particularly player ratings, rankings and recent form (for 8U, 9U and 10U players).

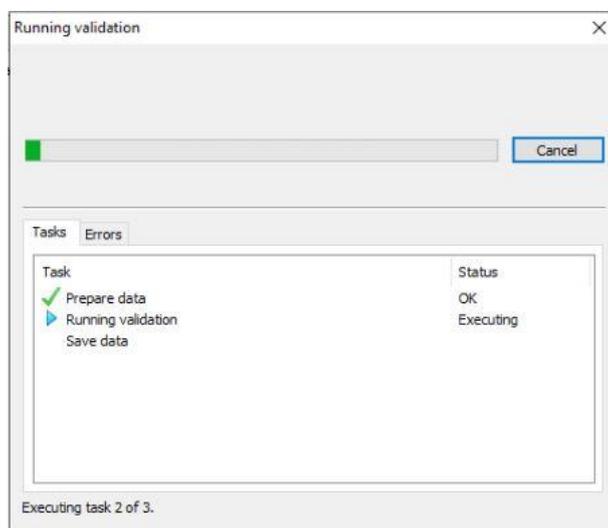
The process comprises multiple stages:

### Player Validation

To run the player validation process, click on **Tournament** from the top menu and then select **Player Validation**.



The validation process may take a little while to complete, especially if you have many players in your TTP file.



If there are any validation errors then this will be shown on the summary page as per the example below:



You will need to update the records of the highlighted players before proceeding further. If you cannot resolve the issue yourself then please contact the [Customer Support Team](#) for assistance.

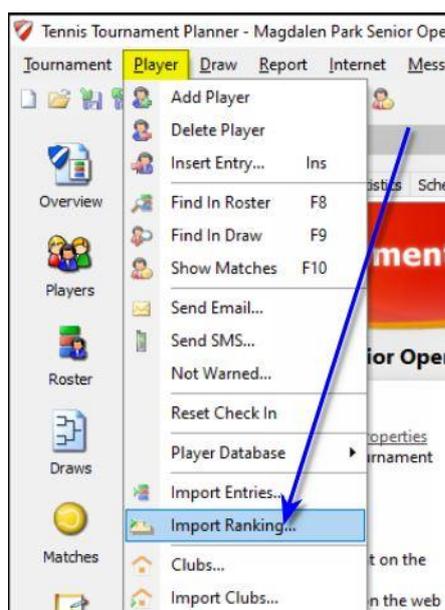
### IMPORTANT

Player Validation will update ALL players in your TTP file. It is not possible to validate one or more players individually (this is a change from previous versions of TTP).

### Import Rankings/Recent Form

In addition to running the Player Validation routine, you should also import player rankings (and recent form for 8U, 9U and 10U events) before preparing your acceptance lists **and** before making any draws.

From the top menu, choose **Player** and click on **Import Rankings**.



Click on **Next** to accept the default selection (Internet Download).

You will then be asked to choose one of the following:

- LTA Combined Rankings
- LTA British Tour Leaderboard
- LTA Recent Form
- LTA Seniors Ranking

If you need to import both rankings and LTA recent form then you will need to run this routine a second time.

Under the **Publication Date** option, the most recent run date will be displayed. You can change this if you wish to.

Depending on the number of players in your TTP file, it may take a little while to download the data. A progress indicator will be displayed:

Click on Close once the data has been imported.

Repeat the process if you need to download another set of data. E.g. Recent Form.

### IMPORTANT

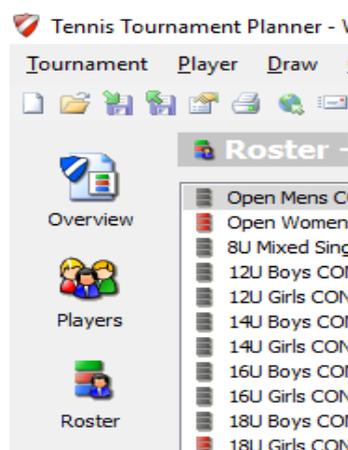
It is not possible to import rankings or recent form for an individual player (this is a change from previous versions of TTP). However, if you add additional players to your TTP file then you can import rankings (or recent form) for the entire TTP. In this case you should select the publication date accordingly.

## ACCEPTANCE LISTS

As soon as your tournament entry deadline has passed you should finalise and publish your acceptance lists. Do remember to **Download Entries** before you prepare your acceptance lists. All entries for each event within your tournament will show within the **Roster** section. It is important **NOT** to **Publish** your tournament at this stage otherwise you will automatically accept all players into the main draw.

The **Roster** area contains the following five tabs:

- Main Draw
- Qualifying
- Consolation
- Extra
- Lucky Losers
- Reserve
- Exclude



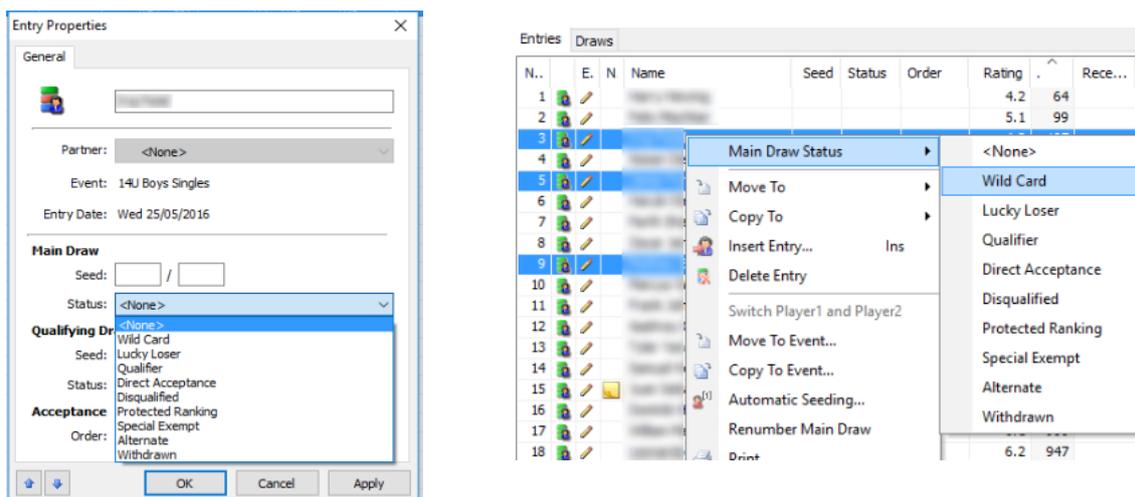
To sort players by rating or ranking, click on the appropriate column heading. You can move players from one tab to another by right-clicking on the player's name selecting **Move To** and then selecting the tab to which you wish to move the player to:

N.	E.	N	Name	Seed	Status	Order	Rating	Rece...	G.	Can
1							4.2	64	M	No
2							5.1	99	M	No
3							4.2	107	M	No
4							4.2	136	M	No
5							5.1	138	M	No
6							4.2	166	M	No
7							5.2	244	M	No
8							6.1	262	M	No
9							5.1	263	M	No
10							5.2	277	M	No
11							6.2	393	M	No
12							6.2	425	M	No
13							6.2	463	M	No
14							6.1	480	M	No
15							7.2	805	M	No
16							7.2	855	M	No
17							6.1	906	M	No
18							6.2	947	M	No
19							7.2	967	M	No

You may select multiple players by holding down the **Ctrl** key on your keyboard and then clicking on individual player names. Holding down the **Control** key and then pressing **A** (Ctrl+A) will select all players.

### Allocating Wild Cards and setting acceptance statuses

You can indicate a player's status in an event by right clicking on a player's name and choosing **Main Draw Status** (or **Qualifying Draw Status** if you are in the Qualifying roster tab) and then selecting one of the statuses as shown to the right. You may also do this for an individual player by double clicking on their name as shown below:



You may select multiple players by holding down the **Ctrl** key on your keyboard and then clicking on individual player names. Holding down the **Control** key and then pressing **A** (Ctrl+A) will select all players.

Player statuses will show when printing draw sheets (if the **status** option is chosen when setting the **draw layout**). Wild cards will also show on the acceptance lists on the LTA website (once you have **Published** your tournament).

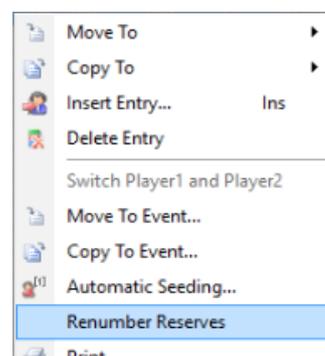
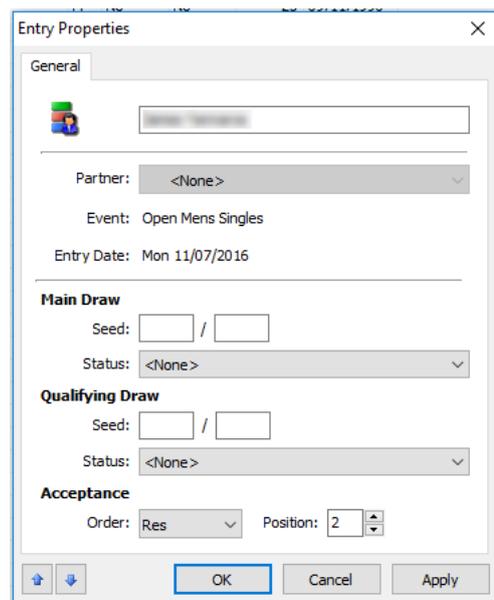
## Numbering and Re-Numbering Reserves

If a tournament is oversubscribed then all players who do not qualify should be moved to the reserve tab and allocated a reserve number. This can be done as follows:

- Double click on each player individually to open the **Entry Properties** box
- Within the **Acceptance Order** field, change this to **Res**
- In the **Position** field, enter the player's reserve number

If you wish to re-number the reserve list then you can do this automatically without having to amend each player individually.

Simply right-click on ANY player name in the reserves tab and click on **Renumber Reserves**.



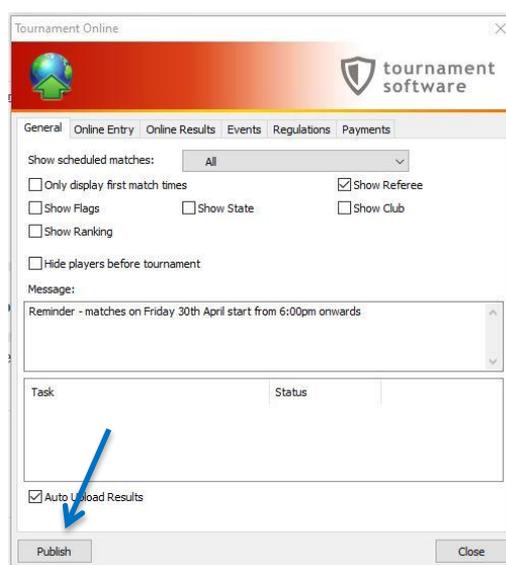
## Publishing Acceptance and Reserve Lists

Once you have finalised your acceptance and reserve lists, you should publish these so that players can check their status online. This is done by choosing **Internet** from the top menu and then clicking on **Publish**.



You may also include an informational message which players will see when they look at the tournament online.

Click on the **Publish** button to upload your tournament data online.

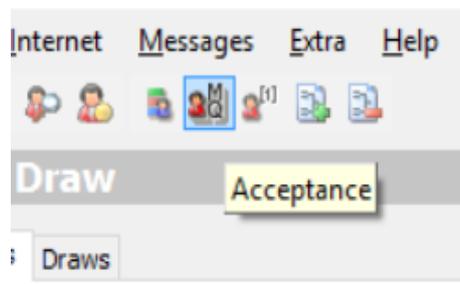


### TIP

To ensure that the acceptance and reserve lists on the LTA website/CMS are up to date you should **Download Entries** regularly and **Publish** each time there are changes (e.g. if players withdraw, players are moved from the reserve list to the main draw (or qualifying tab), new players are added or the reserve list is renumbered).

## Automatic Acceptance

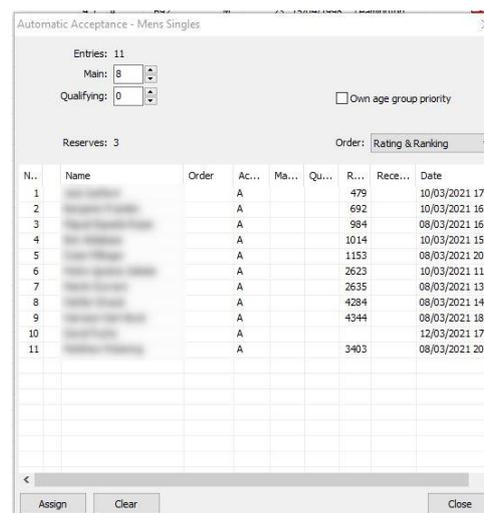
TTP includes a useful feature which allows you to automate the acceptance process and assign players to the main draw tab, qualifying tab (if applicable) and reserve tab, based on a predetermined acceptance method. To select this feature, click on the icon shown to the right.



You can choose how many players should be included on the main draw, qualifying and reserve tabs and select one of the following acceptance methods:

- Ranking
- Rating & Ranking
- Recent Form
- Entry date & Time

Clicking on **Assign** will move all players to the correct tabs and automatically number any players on the reserve list.



### TIP

Within the **Main Draw** and **Qualifying** rosters, you can create entries by pressing the Insert button on your keyboard which will display a list of players. Selecting a player will enter them into the event.

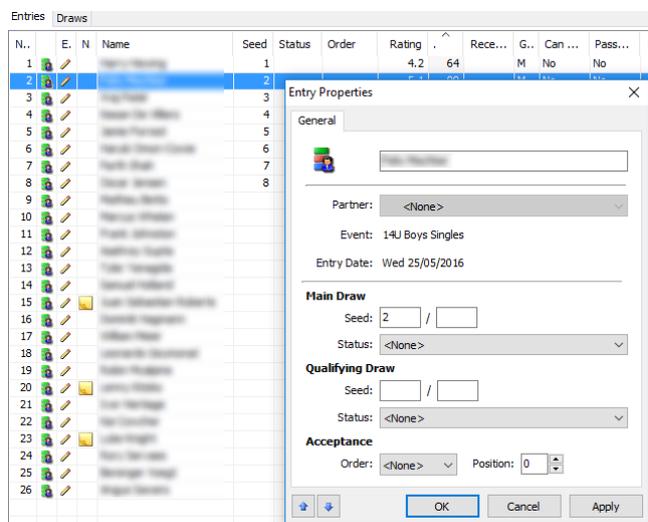
## SEEDING

Seeds may be allocated automatically or manually within the main draw (or qualifying) tab of the **Roster**.

### Manual Seeding

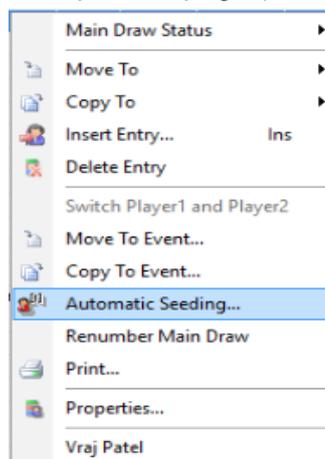
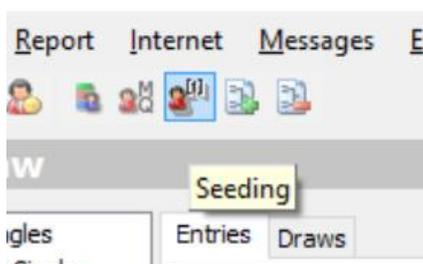
You may manually allocate a seed number by double clicking the player within the roster and allocating a seed number as shown in the example on the right.

Enter the player's seed number in the first box. If, however you are using "block seeding" then you should complete both boxes (e.g. if you have four players of the same standard and you wish to show them all as seeds 5/8).



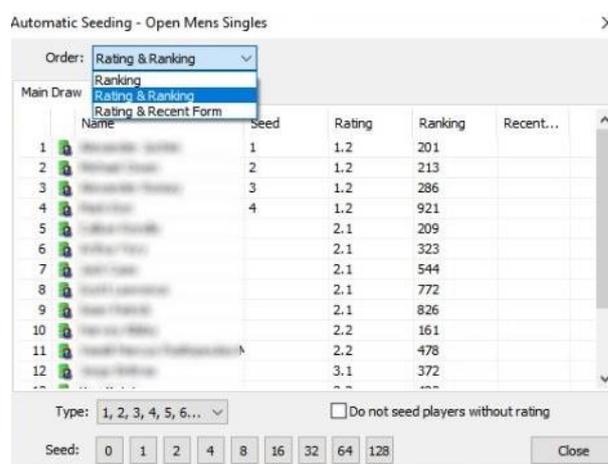
### Automatic Seeding

You may choose **Automatic Seeding** by right-clicking on any player within the roster (as shown on the right) or choosing the **Automatic Seeding Icon** from the top of the page (as shown below).



Choose the following options:

- Order:
  - Ranking
  - Rating & Ranking
  - Recent Form
- Type – normal seeding or block seeding
- Number of seeds



You can choose whether or not to seed players without a rating.

Please note that your seeds will be assigned as soon as you select an option from the **Order** field.

### IMPORTANT

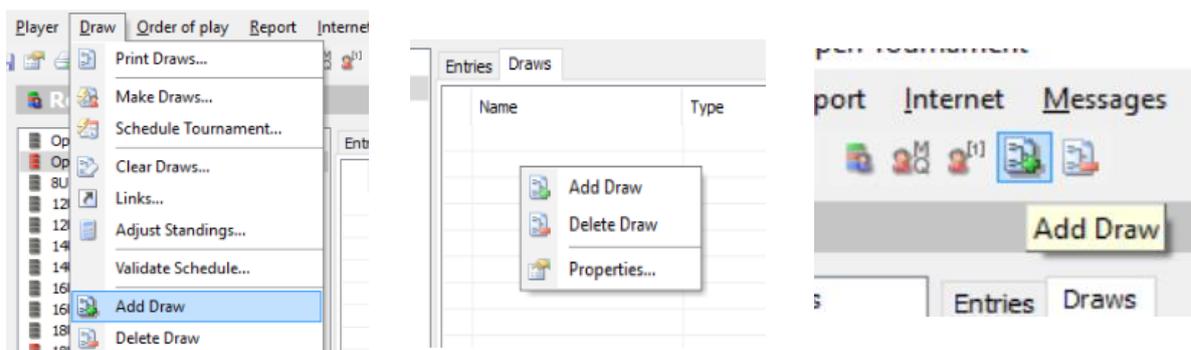
If you choose the wrong seeding method (order) then you must remove all seed numbers before carrying out the process again. You can clear seed numbers by choosing "0" as the number of seeds, closing the page and starting again.

## DRAWS

### Creating Draws

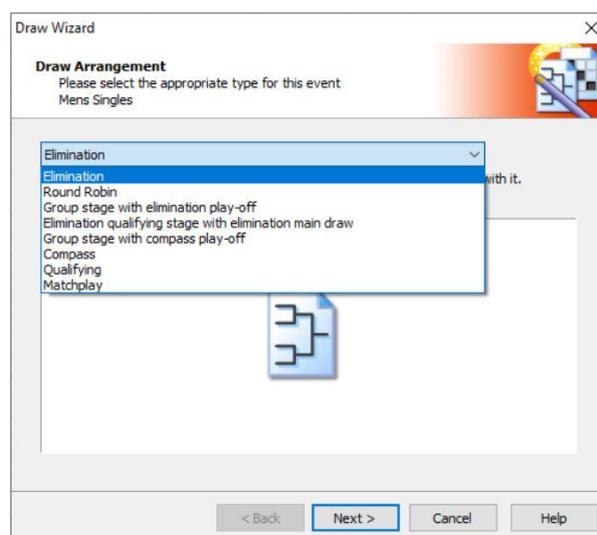
There are three ways to create a draw within an event:

- Within the **Roster** click on the **Draw** tab at the top of the page, right click a blank area of the screen and click on **Add Draw**
- From the top menu choose **Draw** and select **Add Draw**
- Click on the **Add Draw** icon underneath the main top menu



You will be asked to choose which type of draw you wish to create (draw arrangement). TTP supports the following draw types:

- Elimination
- Round robin
- Group stage with elimination playoff
- Elimination qualifying stage with elimination main draw
- Group stage with compass play-off
- Compass
- Qualifying
- Matchplay



You may also link two or more draws within the same event (e.g. to create one or more qualifying draws leading to a main draw).

The following linking options can be created by TTP automatically:

- Group stage with elimination playoff
- Elimination qualifying stage with elimination main draw
- Group stage with compass play-off

## Draw Properties

Draw properties differ according to the type of draw you choose and not all options apply to every draw format. You should choose the properties according to the requirements of your event.

## Stage

It is very important to ensure that the Stage field is set correctly. Otherwise, results from your tournament will not be processed properly.

Do not accept the default option of New Stage. Change this to one of the following:

- Main Draw
- Qualifying
- Consolation
- Extra (ratings matches only)

It is possible to create additional draw stages in the **Tournament Properties | Events** area although this will not be necessary for the vast majority of LTA competitions.

## Size

Choose the size of the draw appropriate to you event:

- For elimination draws this will be a power of 2 (i.e. 2, 4, 8, 16, 32 etc)
- Round robin draws may contain up to 32 players
- Compass draw may be set up for a maximum of 8, 16 or 32 players
- Qualifying draws sizes may vary from 4 to 128 players producing 2 to 64 qualifiers)
- Matchplay draws may contain up to 32 players in increments of 4 players

### IMPORTANT

If you change the format or size of a draw then in most cases all data contained in the previous draw will be deleted. You should take a backup copy of your TTP file before attempting to change a draw if you are unsure.

## Name

This would normally be “Main Draw” or “Qualifying”. For multiple qualifying events TTP offers you the option of numbering (1,2,3,4 etc.) or lettering (A, B, C, D etc.) individual groups automatically. You may also give multiple qualifying groups names if you wish (Blue Qualifying Group, Pink Qualifying Group etc.).

## Playoff

This option applies to “Elimination” draws only and should be ticked if your wish to have a 3<sup>rd</sup>/4<sup>th</sup> playoff.

## Consolation Draws

When creating an elimination draw you have the option to create an associated consolation draw which may be one of the following types:

- None – if you do not wish to include a consolation draw
- First round
- First match
- Custom

The options are explained as shown to the right.

You may also choose whether or not you wish to include a 3<sup>rd</sup>/4<sup>th</sup> consolation playoff.

## Draw Layout

You will then be asked what information you wish to include on your draw sheet. You may choose these according to your individual preferences.

### TIP

Make sure that the “Status” checkbox is ticked if your draw includes any wild cards.

We also recommend showing the “Status” field in a main draw which includes any qualifiers or lucky losers.

## MAKING DRAWS AND ENTERING PLAYERS INTO DRAWS

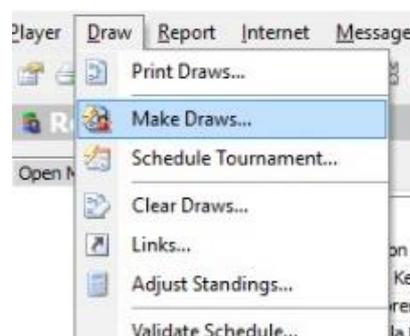
Before making draws make sure that you have carried out the following steps:

- All players have been included on the correct roster
- You have run the **Player Validation**, **Import Rankings** and (for 8U, 9U or 10U events) – the **Import Recent Form** routines
- You have seeded players (where applicable)

### Automatic Draws

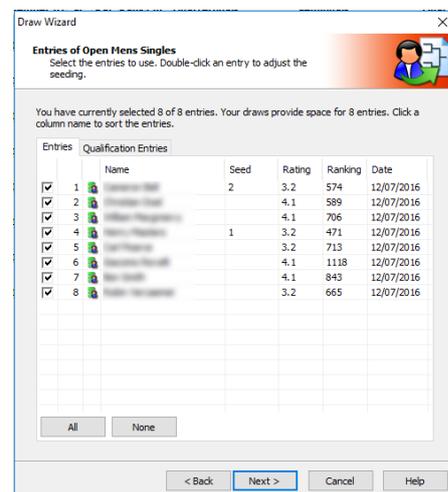
Provided the above prerequisites have been met then you may carry out draws automatically. This will place all seeded players in their correct positions and randomly draw all remaining players into the remaining positions.

From the top menu select **Draws** and click on **Make Draws**.



You will be asked to select the event and the draw stage. Alternatively, you can choose to Seed & Make all Draws (see **Advanced TTP Functions** for an overview of this feature).

Once you have selected an event and stage you will see a list of entries. Make sure that all players are selected and click on **Next**.



### Draw Separation

When making draws you have the option of separating players in the draw as far as possible (e.g. to avoid two players from the same club, county, postcode etc. from being drawn together).

The options available are shown on the right.

For most types of competition, separation is optional. Please contact your CDP if in doubt.

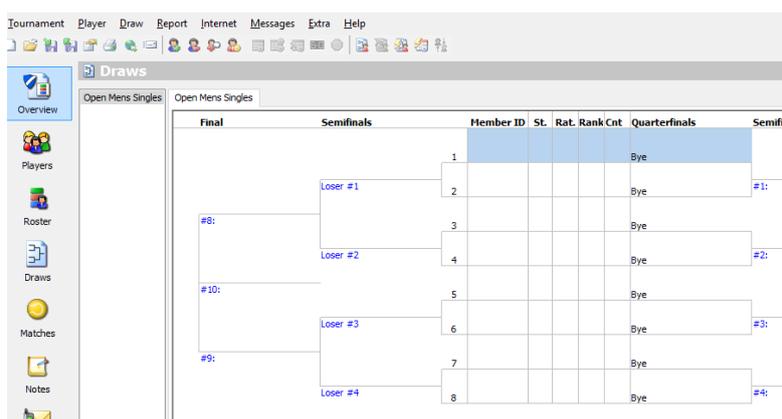
After clicking on **Next** you will see a screen similar to the one shown on the next page.

Click on **Finish** and click on **Yes** to confirm. The draw will now be saved.

Line	Seed	Team	Separation
1	1	[Team Name]	
2		[Team Name]	
3		[Team Name]	
4		[Team Name]	
5		[Team Name]	
6		[Team Name]	
7		[Team Name]	
8	2	[Team Name]	

## Manual Draws

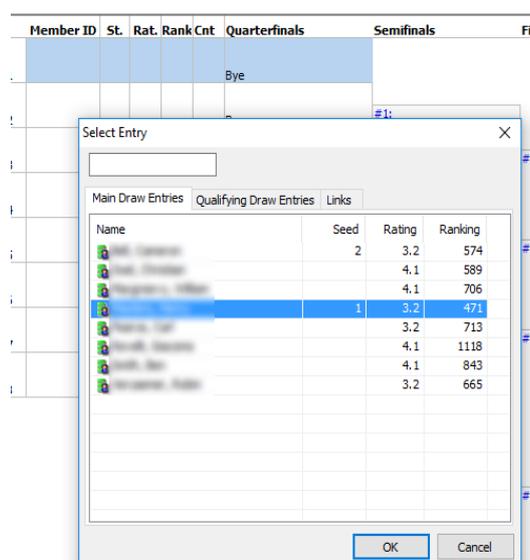
To enter one or more players in a draw manually, click on the **Draws** icon on the left-hand vertical menu and select the relevant event and draw.



An empty draw will show each draw position as a “bye”. To place a player in the draw, double-click the “bye” (or right-click and choose **Select Entry**) and choose the player whom you wish to include on the line you have chosen. See the example on the right.

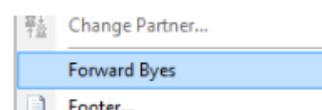
You may only choose players from the tab associated with the draw (e.g. Main Draw players will be listed if you have selected a main draw). If a player does not appear on the roster for the draw you are making then you may move or copy the player from another roster.

Please note that a player may not be placed more than once in a draw (within an event) with the same stage. E.g. if you have several round-robin qualifying draws then an individual player may only appear in one of these draws.



## Forwarding Byes

Players may only be placed within the first round of a draw. To forward players with a bye to the 2<sup>nd</sup> round then right click a blank part of the draw and choose **Forward Byes**. This can also be achieved by clicking on any match which contains just one player.

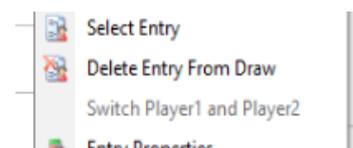


## Making Changes to Draws

Making changes to a draw follows the same principle as explained within the “*Manual Draws*” section with the following considerations:

- Clicking on any player name within a draw will open a list of players who have not been included in the draw. You can therefore select a player from this list to replace an existing player.

- To move a player from one draw position to another you need to remove the player from the draw first. This can be done by clicking on the player and pressing the **Delete** key on your keyboard or right-clicking on the player name in the draw and choosing **Delete Entry from Draw**.

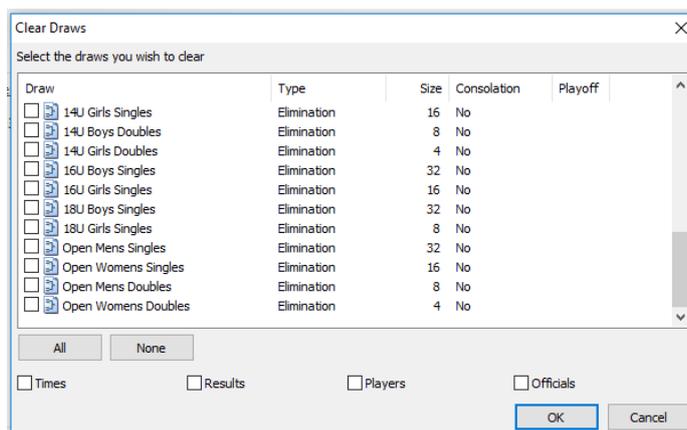


You should ensure that a player is included on the correct tab within the “Roster” before you include them in the draw.

## Clearing Draws

It is possible to clear all information from an existing draw by selecting **Draw** and **Clear Draws** from the top menu. A list of all draws in your tournament will be displayed as shown in the following example:

You have the option to select one or more draws and may clear times, results, players and officials.



## IMPORTANT

This is a powerful tool which should be used with caution. We recommend backing up your TTP file before clearing draws as there is no option to “undo” any draws you clear accidentally.

## SCHEDULING MATCHES

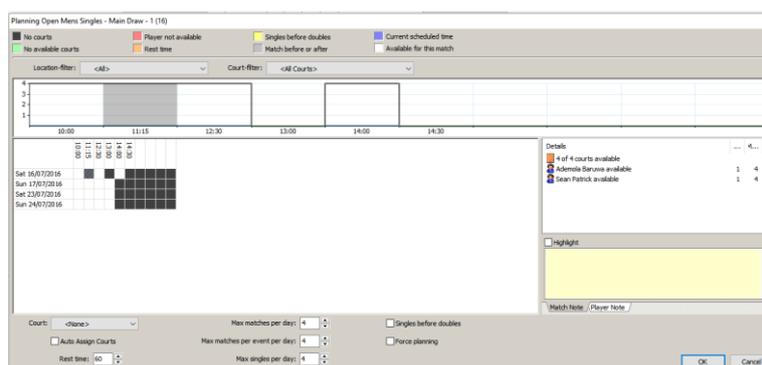
Before scheduling matches, you must have set-up dates, times, locations and courts within your TTP file. Please refer to the *Setting up a tournament* section of this guide for more information.

### Scheduling an Individual Match

To schedule an individual match, right click on the match number as shown to below and click on **Schedule Match**:

2	108032452	Q	5.1	1065	KEN	Andrea Garofalo	#1:
3	107049767		4.1	630	SUR	Ademola Baruwa	#9:
4	101352156		3.1	860	S.W	Sean Patrick	#2:
5	103096211		2.2	934	SUR	<b>Lawrence Perrin [4]</b>	
6	107562437	A	5.1	1474	SUR	Henry Jones	#3:
7	101332066		3.1	1113	ESP	Mark Mitchell	

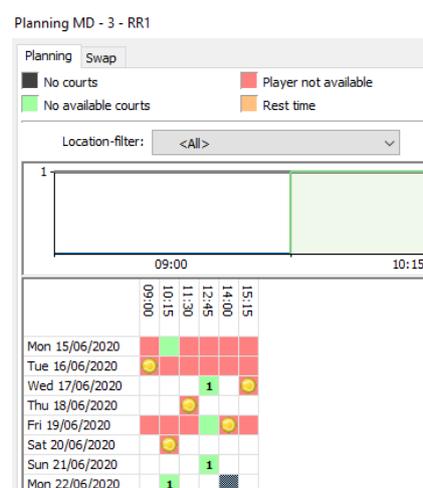
A grid will be displayed showing all available slots on all tournament dates. Simply click on the required date and time slot in one of the **white spaces** on the grid and then click on **OK**. It is possible to select a date only (i.e. without a time) if you wish to.



If the time slot you wish to select is any other colour than this means that the match cannot be scheduled at that time for some reason. The colours at the top of the page show the reasons for this.

If you wish to schedule a match regardless then you can do this by clicking on the **Force Planning** box (and then clicking on **OK**).

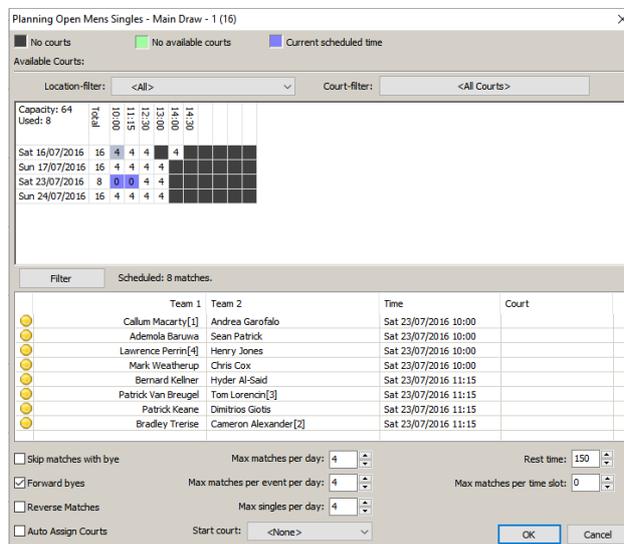
You can also change the values of the fields at the bottom of this page to set maximum number of matches per day, rest times and to allocate matches to specific courts.



## Scheduling a Round within an Event

You can schedule an entire round at a time by right-clicking any match and choosing **Schedule Round**. By default, TTP will start scheduling matches using the first available time slot. You can change this by choosing a time slot manually:

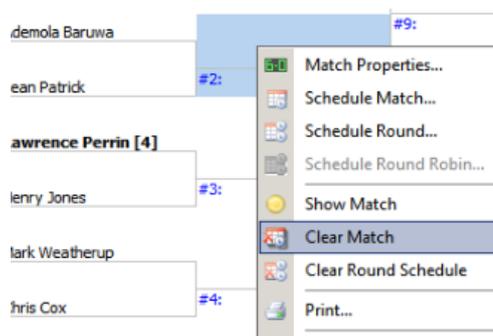
The intended times for each match in the round will be shown on the screen before you save your selections by clicking **OK**.



## Un-scheduling a Match or Round of a Draw

To remove the date and time from a match, right click on the match number in the draw and choose **Clear Match**. You may also choose **Clear Round** if you wish to remove dates and times for a complete round.

To clear the dates and times for an entire draw please refer to the *Clearing Draws* section within the *Making draws and entering players* section of this guide.



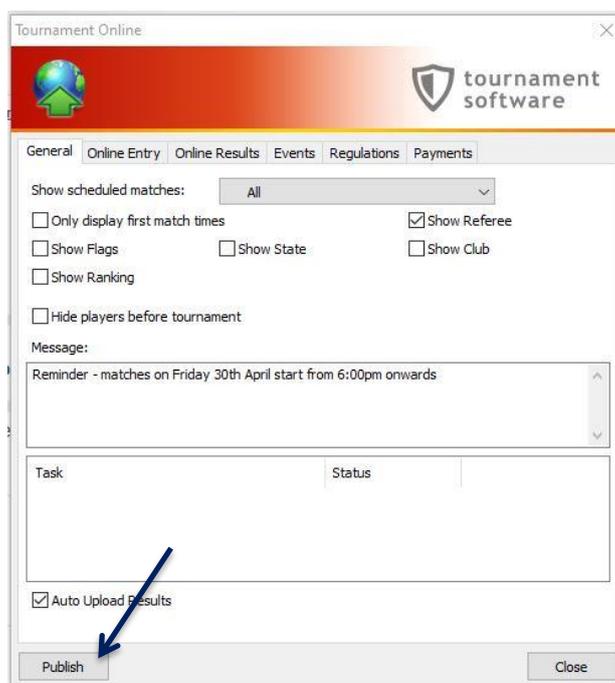
## PUBLISHING BEFORE AND DURING YOUR TOURNAMENT

Once you have set up your tournament and made draws, you should publish the details online. This is done by choosing **Internet** from the top menu and then clicking on **Publish**.



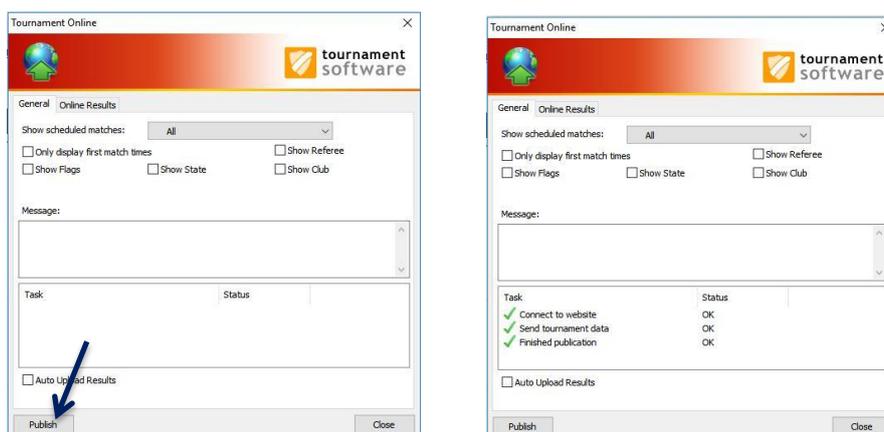
You may also include an information message which players will see when they look at the tournament online. This message can be changed as and when required.

Click on the **Publish** button to upload your tournament data online.



You may choose to display players' first match dates and times only (i.e. to hide draws and opponent details). You can also choose whether to display scheduled match times for specific days. You may also choose to show the referee's name, email address and telephone number on the Tournament Software website (provided this information has been entered within [Tournament Properties](#)).

After clicking on **Publish** the bottom panel of the screen will show the progress of the upload process (as shown in the right-hand illustration):



Each time you publish your tournament we recommend that you view the details to make sure that everything is as you intended. You can do this by clicking on **Overview** from the right-hand vertical menu and selecting **View this tournament on the web**.



Whilst your tournament is in progress you may choose to automatically upload your results to the CMS (provided you are connected to the internet). By ticking the **Auto Upload Results** checkbox, the draw sheets will be automatically updated online each time you enter a result within TTP. Please note that any changes you make to match dates and times will NOT be updated online automatically.

#### TIP

Using the “Auto Upload Results” function is recommended. If you choose not to use this then please consider publishing your TTP file online as often as you can, including during the day when the tournament is running. Players, parents and coaches like to see up-to-date information online.

## USING TTP AT A TOURNAMENT

### Matches Tab

The matches section of TTP contains all matches in the entire tournament separated into three tabs:

- Scheduled
- Not Scheduled
- Finished

Time	Draw	Round	Nr	Team 1	Team 2	Court
Sat 03/02/2018 16:45	Open Mens Singles - Main Draw	R1	#1	Harman, Connor	Wideman, Everett	
Sat 03/02/2018 16:45	Open Mens Singles - Main Draw	R1	#2	Dean, Dennis	Wideman, Everett	
Sat 03/02/2018 16:45	Open Mens Singles - Main Draw	R1	#3	Dean, Dennis	Harman, Connor	
Sat 03/02/2018 16:45	Open Mens Singles - Main Draw	R1	#4	Dean, Dennis	Wideman, Everett	
Sat 03/02/2018 17:00	Open Mens Singles - Main Draw	R1	#5	Dean, Dennis	Wideman, Everett	
Sat 03/02/2018 17:00	Open Mens Singles - Main Draw	R1	#6	Dean, Dennis	Wideman, Everett	
Sat 03/02/2018 17:00	Open Mens Singles - Main Draw	R1	#7	Dean, Dennis	Wideman, Everett	
Sat 03/02/2018 17:00	Open Mens Singles - Main Draw	R1	#8	Dean, Dennis	Wideman, Everett	
Sat 03/02/2018 19:00	Open Mens Singles - Main Draw	QF	#9	W. G. Gosses vs W. Gosses	L. Gosses vs L. Gosses	
Sat 03/02/2018 19:00	Open Mens Singles - Main Draw	QF	#10	L. Gosses vs L. Gosses	L. Gosses vs L. Gosses	
Sat 03/02/2018 19:00	Open Mens Singles - Main Draw	W-QF	#16	Loser #1 - Sat 03/02/2018 16:45	Loser #2 - Sat 03/02/2018 16:45	
Sat 03/02/2018 19:00	Open Mens Singles - Main Draw	W-QF	#17	Loser #3 - Sat 03/02/2018 16:45	Loser #4 - Sat 03/02/2018 16:45	
Sat 03/02/2018 19:15	Open Mens Singles - Main Draw	QF	#11	L. Gosses vs L. Gosses	L. Gosses vs L. Gosses	
Sat 03/02/2018 19:15	Open Mens Singles - Main Draw	QF	#12	L. Gosses vs L. Gosses	L. Gosses vs L. Gosses	
Sat 03/02/2018 19:15	Open Mens Singles - Main Draw	W-QF	#18	Loser #5 - Sat 03/02/2018 17:00	Loser #6 - Sat 03/02/2018 17:00	
Sat 03/02/2018 19:15	Open Mens Singles - Main Draw	W-QF	#19	Loser #7 - Sat 03/02/2018 17:00	Loser #8 - Sat 03/02/2018 17:00	
Sun 04/02/2018 17:00	Open Mens Singles - Main Draw	SF	#13	Winner #9 - Sat 03/02/2018 19:00	Winner #10 - Sat 03/02/2018 19:00	
Sun 04/02/2018 17:00	Open Mens Singles - Main Draw	SF	#14	Winner #11 - Sat 03/02/2018 19:15	Winner #12 - Sat 03/02/2018 19:15	

All matches which have been allocated either a match date or a date/time are shown on the **Scheduled** tab; matches which have not been scheduled appear on the **Not Scheduled** tab and all completed matches are shown on the **Finished** tab.

### Recording Results

As soon as the result is known then you may record this by double-clicking on the match which will open a screen similar to the one shown on the right.

You may select the winner and complete the score. You may also enter or change the court number, duration or umpire name here if you wish to.

If the match was a walkover or did not finish normally then make sure that the correct **Status** is chosen.

If you record a match as a retirement, walkover, disqualification (default) and the draw format includes a compulsory playoff you will be asked whether the loser's name should be forwarded to the playoff section of the draw:

Match Information

Note: Code Violations: Messages

Score: Check in: Warned: Payments:

Draw: Open Mens Singles - Main Draw  
Round: 1 (16)  
Nr: #4

Time: Sat 23/07/2016 10:00

Score: 6 7  
2 6  
Tie-break 4

Status: Ret.

Winner: F4  Unknown  
F5  Retirement  
F6  Disqualification

Court: 12 - Sutton Tennis Academy

Duration: 88

Umpire: <None>

OK Cancel Apply

Status: Ret.  Forward Loser

If you have set up **Auto complete scores** (see **Setting up a tournament – Score**), then you need only enter the loser's score in each set and the winner's score will be updated automatically.

Do remember to check that the correct winner's name is selected.

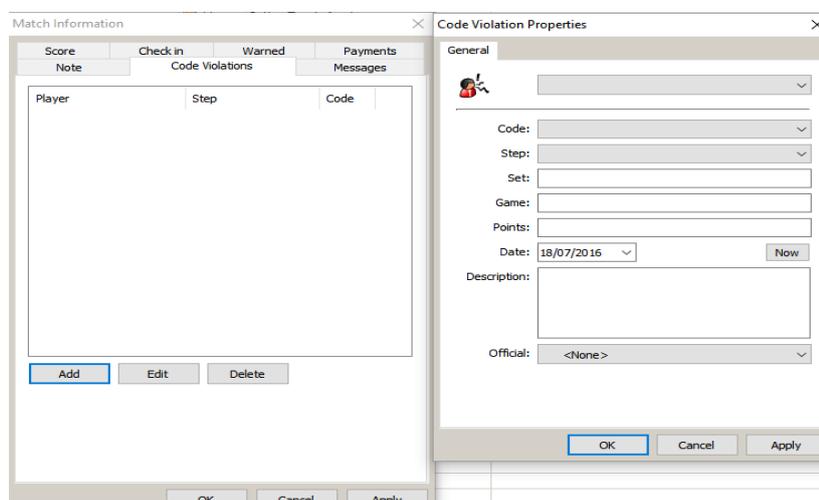
### TIP

You may also click on any match within a draw sheet to record a result.

## Recording Code Violations

If a player is given a code violation in a match then this should be recorded by double-clicking on the match and opening the **Code Violations** tab. After clicking Add you will be able to enter all the information relating to the offence.

You may also record code violations within the **Players** area of TTP by clicking on the **Offences** tab.

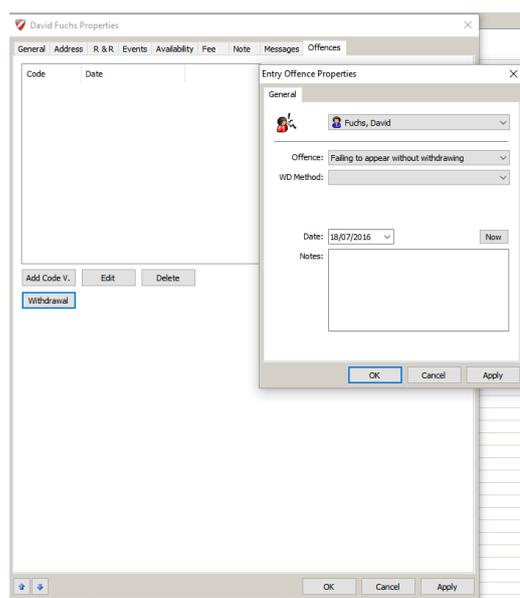


## Recording Withdrawals and Non-appearances

Withdrawals and non-appearances should be recorded within the "Players" area.

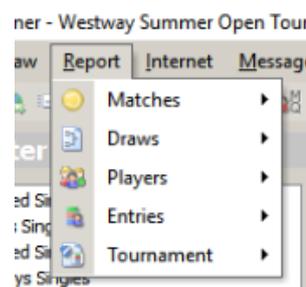
Click on the relevant player. After clicking on **Add** you should enter details on the offence including the type offence, withdrawal method, date and reason for withdraw (notes).

You may also record a code violation against a player in this area too.



## PRINTABLE REPORTS

An overview of some of the more important reports is shown below. These may be accessed by clicking on the Reports tab in the top menu:



### Matches

#### *Matches (Order of Play)*

This report allows you to print a list of matches for any particular day. You may choose which fields to include on the list and if you are running a tournament at more than one location you can choose to print by location. This report should be used to print an order of play and put on display each day at your tournament.

#### *Sign-In*

A sign in sheet should be printed each day for players to use when they arrive at the tournament. This report allows you to print sign-in sheets by location, if you are running your tournament at more than one site.

### Draws

#### *Draws*

You may print off one or more draws by running this report. There are a number of printing and scaling options and you can choose whether or not to show match dates and times on the draw sheets.

### Players

#### *Players*

You may produce a list of players using this report. There are many options to filter the list and to choose which fields to include on the report. A list including telephone numbers would be recommended if you wish to contact someone and you are not using TTP on-site.

#### *First Matches*

This report has several sub options and allows you print a list of each players' first match, print labels and/or to send details to players by email or SMS. This report is detailed more fully under the heading **Sending players emails and text messages (SMS) – Sending multiple messages.**

### Entries

#### *Entries*

Produces a list of entries. It is possible to select multiple events and choose which fields you wish to be included in the report.

#### *Code Violations*

Lists all code violations and withdrawals recorded for your tournament.

### *Players per Club*

If you wish to produce a report showing the number of players for each club then you may run this report.

## **AFTER THE TOURNAMENT**

Once you have completed your tournament the following tasks should be carried out before you submit your results.

1. If you have added any players to your TTP during the tournament you should run the Player Validation routine (see the **Player validation** section of this manual for more details)
2. Check draw stages for all events. (See **Draw properties** for more information). Check that you have recorded all results, withdrawals and code violations
3. Make sure that any refunds are processed for players who were unsuccessful or for reserves who were not called upon to play. This is done via the CMS.
4. Sync and submit entries for the final time (see **Downloading entries from the CMS**). This will update the entry fee fields for all players who have been refunded

Make sure you **publish** your results for the final time (see **Publishing your tournament**)

## USEFUL LINKS

Further support is available at the following links:

Further information on TTP and useful guides

<https://www.lta.org.uk/workforce-venues/officiate-tennis/competition-organiser-resources/ttp/>

LTA Help & FAQs Centre

[https://helpcentre.lta.org.uk/help/s/lta-help-centre?category=TTP\\_League\\_Planner](https://helpcentre.lta.org.uk/help/s/lta-help-centre?category=TTP_League_Planner)

CMS Organiser Support page

<https://www.lta.org.uk/cmssupport>

CMS Live Status Update page with up to date information on CMS development works and known bugs

<https://www.lta.org.uk/workforce-venues/officiate-tennis/competition-organiser-resources/competition-management-system/live-status-update/>

LTA Competition Regulations

<https://www.lta.org.uk/workforce-venues/officiate-tennis/competition-organiser-resources/rules-regulations/>

Organiser resources

<https://www.lta.org.uk/workforce-venues/officiate-tennis/competition-organiser-resources/organiser-and-official-resources/>

