

# **FIR Simplified Guide to Tournament Software (TS) / Tournament Planner (TP) For Tournament Organisers**

## TP / TS General

TP is used by tournament organisers to set up, organise and run their tournaments. It is the ONLY way organisers can set up the different classes (e.g. Mens A, Seniors +45, Juniors u21), make and schedule the draws, capture match results and much more.

TS website ([fir.tournamentsoftware.com](http://fir.tournamentsoftware.com)) has pages for each tournament, and is (mainly) used by players to register for the tournament and follow results. The players have no access to TP.

Players do not register directly into TP, but use the TS website tournament page to register. They cannot see their registration until it has been first processed by TP.

Players cannot directly see anything in TP, but only what has been published out of TP to the TS website.

TP is an offline system, each tournament being installed on a primary tournament PC, and needs to be regularly synchronised with TS for players to see an up-to-date list of player entries, any changes to the draws, match results etc.

To avoid any changes or updates getting lost, only the Tournament Organiser should normally make any changes to the tp tournament file and publish it to the internet, so it appears on the TS website. The only exception is when FIR takes over to make the Olympic draws, or to post-process the results for ranking. Others assisting with the tournament organisation e.g. the FIR Delegate or FIR TS Officer<sup>1</sup>, have TP installed on their own PC and can see a snapshot of the tournament when the organiser emails them the tp tournament file. They will only make changes to the tournament TP file themselves under extreme circumstances. The tournament file is kept on the computer's hard drive, e.g. typically:

C:\Users\Graham\Documents\Tournaments\4 IWT Czech Open 2017.tp

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<sup>1</sup> Currently [graham.king@racketlon.net](mailto:graham.king@racketlon.net)

## Installation<sup>2</sup>:

Install TP on ONE COMPUTER ONLY and use only that computer throughout<sup>3</sup>.

If you have already installed TP, and it is older than version Build 2017.2.6325.39809 (see using TP menu "Help/About Squash Tournament Planner"), then download it again, and reinstall it again, else it will not be able to process the new ranking system. It is **not** always enough just to select the "Check for Updates" option on the TP Overview page.

1. Save your tournament license file sent by to you by FIR to your hard disk or a memory stick (you cannot open this file yourself)
2. Download the TP software (and the TP manual), choose Squash (not tennis, or any other sport), and select English language (difficulties have been experienced exchanging files between different language versions):  
<http://www.tournamentsoftware.com/product/download.aspx?id=16&s=2>
3. When you have finished downloading you can start the installation file. Install the software by following the instructions on the screen.
4. After installation, start the Tournament Planner.  
You can choose between 'View demo' and 'Register'. Select 'Register'
5. You will now be asked for the location of the license file.  
Select the file you have just saved to your hard disk or memory stick  
You will see a notification that you are now using the registered version of the software
6. The person who installs the license on his computer automatically has all admin rights to work with it
7. You can also watch the online instruction video

Please be aware that once the Tournament in TS is handed over to you, as this is an Offline Version, you need to permanently publish (once a day if possible, once the tournament has been opened for registration, and preferably after every match result or other change, once the tournament has started).

TS web-site offers some help and instruction:

<http://www.tournamentsoftware.com/product/faggroups.aspx?s=2>

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<sup>2</sup> Same process for FIR representatives (e.g. Delegates) using FIR Licence, which gives access to all tournaments. FIR Representatives should **never** publish to internet, except in cases of extreme criticality (e.g. TP file accidentally deleted by organiser)

<sup>3</sup> You can only transfer TP between computers by exporting the TP file, de-installing on the old PC, reinstalling on the second computer, and then importing the TP file

## Tournament Creation & Setup:

Copy the new tournament file given to you by FIR to the standard TP directory. You have one file per tournament – they cannot be “re-used”. Most of the default information is set up as needed before FIR sends you the TP file.

1. Under “Tournament/Properties”, enter all the tournament information e.g.
  - a. Info: as much as you can  
Enter FIR Delegate name in field “Referee:”  
Enter FIR Delegates email address under “Referee E-mail:”
  - b. Address: as much as you can, but certainly your own tournament web-site URL
  - c. Classes (known as “Events” to TP): The TP default template should come with all possible events, to ensure that the names, min & max ages, levels etc. are according to the FIR Tournament Regulations.

Ensure all the classes for your tournament are included and no more. Delete any unwanted classes by:

Click on “event” (e.g. “Juniors u13 Doubles”) and click “Delete”

Unfortunately TP does not handle the event order as required. The workaround solution is to set all age-category events to level “E”, so they are placed below the open events. Do this as below, if not already in the TP template given you by FIR: Double-click on the event (e.g. “Juniors u13”) and select Level: to “E”, then “OK”.

Add fee per event (please note TP cannot yet handle reduced entry fees for a second singles, or a second doubles category; this must be done manually at the desk). Do this by:

Double-click on the event (e.g. “Men A – Elite Doubles”) and enter fee per player into the field “Fee”

- d. Location/Courts: check Location, and modify CC, C1, C2 etc, (select “General” tab, “Add” Court) and their availability as required.
2. Internet “Publish” after you have set:
    - a. Use tab “Online Entry” to check the maximum number of entries a player may enter
    - b. Use tab “Regulations” tab to publish additional text and tournament information
    - c. Use tab “Payments” if you want to use a currency other than the default EUR

## Tournament Entries:

On a regular basis (once a day in the final month, if possible):

1. Check for entries on fir.tournamentsoftware.com
2. Download entries into your TP:
  - a. Internet/Entries
  - b. Check all OK
3. Update TS with TP "Internet/Publish" function

Periodically, select "Tournament/Player Validation" to correct any differences between official FIR player database in TS and your TP entries (e.g. wrong nationality, wrong player id, different version of player name etc)

## Making Draws:

Olympic draws are made either by you using the FIR Facebook livestream, or by FIR Rankings Officer<sup>4</sup>. The tournament preparations need to be completed as below, before emailing the tp file to him, the FIR World Tour Officer<sup>5</sup> and the FIR TS Officer. Maintain close contact to FIR WTO throughout.

Do **NOT** publish the tp file to internet until all draws have been finalised with FIR, and FIR has given approval to do so. There are different FIR regulations which come into force once the draws have been published, making the handling of withdrawals and alternate players more difficult if published prematurely. Most of this work will be done in TP using the "Roster" window.

1. Check all player entries complete. Players cannot register themselves after closure of registrations. The tournament organiser must add any missing or late registrations by phone, email etc himself
2. Check no players still looking for partner in doubles draws. If so, pair them off with each other (always ask their permission first), or move them to the waiting list (select Roster pane, select event, right-click on the player, and select "move to reserve list")
3. Validate all players in TP ("Tournament/Player Validation" & click "All Players"). Double-check all players with an ID > 16000, and particularly those with special characters in their names (e.g. Ā, ř, á, é, ä etc), else their ranking / seeding could be invalidated. All players must have a valid id
4. Import rankings:
  - a. Select menu item "Player/Import Ranking..."
  - b. Select "Internet Download"
  - c. Select Files. Click "Next"
  - d. Select "Reset", "FIR Ranking" and Publication Date for beginning of month in which your entry window closed
5. Ask FIR WTO for Elite draw cut-offs to ensure 16-, 24-, 32-draws etc
6. Define all seedings:
  - a. Select draw in "Roster" pane
  - b. Sort by ranking (click on "Ranking" column header)

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<sup>4</sup> Currently Poku Salo under poku.salo@racketlon.net

<sup>5</sup> Currently kirsten.kaptein@racketlon.net

- c. Right-click on player at top of list (e.g. Jesper Ratzer) and select "automatic seedings...". In the pop-up window, use order = "Ranking" and click the correct number of seeds in the box at the bottom (e.g. 2, 4 or 8)
  - d. Alternatively, double-click on player at top of list (e.g. Jesper Ratzer) and set "Main Draw/Seed = 1". Repeat for other seeds. NB 25% of draw size (e.g. draw size = 32 for 25 entries) are seeded
7. Adjust tournament entries for each event manually by moving up the best ranked players of the lower event e.g. from Mens B to Mens A by right-clicking on the player's name and selecting "Move to Event..."), or moving down the lowest-ranked players of the higher event (e.g. from Mens A to Mens B) until the correct draw-size has been reached. The "upper" draws must always be completely full e.g. Mens A has 16 players, Mens B has 24 players, Mens C has 29 players
  - a. To add new event entries, double-click on player in "Players" pane and select his "Events" by ticking or unticking boxes as appropriate
  - b. To move players between events, select "Roster" pane, select event, right-click on player and select "move to event..."
8. Email tp file to FIR WTO and the FIR TS Officer to prepare for making the Olympic (Elite) draws. Tell them your preferred wild cards (normally, a player from the host nation who is considered good enough to play in an Olympic draw, but has too few ranking points to qualify for it automatically)
9. FIR will adjust the wild-card players with you and once finalised, make the Olympic draws and email the new tp file back to you again. FIR also has a list of "Special Exception" players, whose ranking would dictate they should play in an Olympic draw, but whose playing standard is not high enough to merit this
10. Add all other non-Olympic draws
  - a. Click on event (e.g. Seniors 45+) in "Roster" on left hand pane
  - b. Select "Draw/Add Draw" menu item
  - c. Choose "Monrad". Click "Next"
  - d. Confirm Size and ignore "Stage" and do not tick "Qualification". Click "Next"
  - e. Select Layout "Footer" = "Seeding", and tick "Member ID", "Ranking" and "Flag". Click "Next"
  - f. Click "Finish"
  - g. Select menu item "Draw/Make Draws..."
  - h. Select draw (e.g. Seniors 45+"). Click "Next"
  - i. Check entries, Click "Next"
  - j. Select "Separation" = "Country" and "Optimization" = "Separate first round only"
  - k. Select "Use group seeding (3/4, 5/8 etc)" to ensure randomisation of 3/4 seeding, 5/6/7/8 seeding etc and click "Next"
  - l. In "Result" verify and click "Finish"
  - m. Click on "Draws" in left hand pane to check
- 11. Add complex, linked individual draws**  
 Draws with qualifiers (e.g. round robins), or separate playoffs (also eg round robins) for lower positions are much more complicated, and better avoided if possible. If, however, they are needed:
  - a. Click on event (e.g. Seniors 45+) in "Roster" on left hand pane
  - b. Select "Draw/Add Draw" menu item
  - c. Choose "Monrad", click "Qualifier" box, click "Next"
  - d. FIR will assist with the next steps as needed

Email tp file to FIR TS Officer when done

## Making Time-Schedule:

This is easily the most difficult and time-consuming single job for the organiser, other than actually running the tournament over the weekend.

TP is not able to do everything automatically. It does, however, offer some help to make the process a bit easier. You might find it easier to schedule matches using an Excel and transfer to TP afterwards. Some experienced TS/TP users enter directly into TP itself.

The list below offers only a few tips – the hard work is up to you...

Ensure all Draws, Rankings and Seedings are completed before you begin.

1. Email tp file to FIR WTO before you begin
2. Make your own TP backup file
3. Print all the draws onto paper. Write the times onto the draws as you schedule them in TP as below. This gives you clearer overview, and also serves as a last-chance backup, in case of disaster
4. Schedule each match individually in TP by going to Draws, selecting the event, right-clicking on the match, and selecting "Schedule match"
5. Schedule MDA & WDA first:
  - a. All first round matches and all winners matches on CC using 20-minute per match
  - b. Losers matches can be scheduled on other courts using 15-minute rhythm
  - c. Try to complete Friday if possible. If not, only schedule finals on Saturday
6. Schedule XDA on CC. Aim to complete Friday
7. Schedule MA & WA Singles, at most 2 per day, and finals being last 2 events of the tournament
8. Schedule all other classes. Examine the draws to find which events have the most players which are participating in 2 singles draws (often Men's B and Seniors 45+), and schedule these first, round by round (i.e. round 1 of Mens B, then round 1 of Seniors 45+, then round 2 of Mens B etc)

## During Tournament:

Print draws and post on wall regularly (after each round):

- Report/Draws/Print Draws...

Print Match result sheets:

- Report/Match/Match signs for a whole day of result sheets
- In "Matches" pane, Right-click on desired match and select "Match Sign" for individual sheets

When entering results of "w/o" or "ret." be sure to tick check-box "Forward Loser"

To prepare list of winners for prize-giving ceremony:

- Report/tournament/Winners...

## After Tournament:

Check all match results have been entered (e.g. click on "Matches" tab on left hand side, to ensure all scheduled matches played)

Check final positions and whether all results with positions e.g. 11/12 or 21/22 were played, or should have been. In particular, check if these were w/o or ret. Results with "Forward Loser" (possibly also of previous match):

- Report/Tournament/Final Positions

Publish one last time to internet.

Make a backup of the .tp file.

Email .tp file to FIR TS Officer

# Tournament Template Defaults

FIR distributes the tournament files with the correct defaults as far as possible. They should only be changed with caution. The important points are listed below:

1. "Tournament/Properties"
  - a. Set the "Min Age" only for **all** Seniors events (including doubles) to 40 / 45 / 50 / 55 / 60 / 65 / 70  
Set the "Max Age" only for **all** Juniors events (including doubles) to 21 / 16 / 13  
Set the "Level" for **all other** events:
    - "A" for "A" open events
    - "B" for "B" open events
    - "C" for "C" open events
    - "D" for "D" open events
    - "E" for all else (to ensure age-category events are published below open events)**Any other entry will invalidate the results from contributing to the rankings**
  - b. Location/Courts: CC, C1, C2 availability set to 15 minute intervals from 08:00 to 22:00
  - c. Round Robins:
    - i. Scoring = "Points Per Match"
    - ii. Match won = 2 points, Match draw = 1, Match lost = 0 (draw only possible in extreme circumstances involving referee decision)
    - iii. Rules (under review):
      1. Do not use results of retired players
      2. Match points
      3. Relative Match-Points
      4. Relative Point Difference
  - d. Entry Fees:
    - i. Calculation = Based on entry
    - ii. Type = Sum of Event Fees
    - iii. Currency = EUR (typically)
    - iv. Extra Items = blank
  - e. Draws: tick boxes:
    - i. Show match numbers in draws
    - ii. Show seeds in bold font
    - iii. Show bye numbers
    - iv. Show court in draws
    - v. Show round numbers in round robins
  - f. Draws (again):
    - i. Check-in Per Match
    - ii. Mixed Doubles Order: Women First
    - iii. 0 minutes break after match (else there will be issues at the beginning trying to schedule matches for the end rounds)
    - iv. Do not check "show partners alphabetically" (as the first person named needs to start squash first)
2. Internet "Publish":
  - a. Show Flags
  - b. Online entry "On" and "Entry with account mandatory"
  - c. Tick "Member ID required"
  - d. Set entry dates, withdrawal dates etc



- e. Block players from setting their availability (making the job of the Tournament Director much more difficult) via "Availability" tab. Double click on each day and de-select "Player can set availability" check-box
- f. Payments: online Payments Method = "None", Online Payments = "Optional" (TS cannot yet handle FIR entry fee regulations, Currency="EUR")
- g. Use "Regulations" tab to publish additional text and tournament information