Quick Tourney

Racquetball Tournament Scheduling Software

User's Guide

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Table of Contents

Welcome to QuickTourney 3
Installing QuickTourney 3
Registering 3
Preview of Organization 4
Creating a Configuration 5
  Setting Up Segments 6
  Setting Up Courts 6
Creating a New Tourney 7
  Setting up a Tournament Folder 7
  Entering Tournament Properties 7
  Saving the Tournament 9
Entering Data into the Tournament 9
  Entering Divisions 9
    Hand Entry of Divisions 10
    Importing Divisions 11
  Entering Players 12
    Hand Entry of Players 12
    Importing Players 13
  A Few Notes About Entering Players and Division Swapping 14
Setting up Brackets 16
Scheduling Matches 17
  Highlighting 20
  Checking For Conflicts After Scheduling Is Complete 27
  A Few Notes About Scheduling 28
Setting the Match Format 28
  Printing the Tournament 29
  Exporting Data 31
  Enabling the Log 31
Running the Tournament 32
  Court Manager 33
  Task Manager 36
  Other Features 39
    Handing Out Courts Early 39
    Moving Matches to Different Courts 40
    Rescheduling a Match 41
    Changing Scores of an Already Played Game 42
    Player Look-up 43
    Forfeits 44
    Substitutions 45
Appendix 46
  Using the Database Feature 46
  Example Tournament 48

Welcome to QuickTourney

QuickTourney is a racquetball tournament scheduling program designed for racquetball enthusiasts. Its goal is to take the long hours and cumbersome paperwork out of running a typical racquetball tournament. It accomplishes this by assisting in draw setup, providing easy tools for scheduling, creating professional looking draws, and managing courts during tournament play.

Before attempting to run a tournament with QuickTourney, it is highly recommended you read through this guide and become familiar with the software's capabilities. Then practice using the software by running through a mock tournament of your own. In this way you can become familiar with the tool so when changes arise during actual tournament play you know how best to handle them.

Please, enjoy the software and as always have a fun safe tournament!

Installing QuickTourney

To install QuickTourney follow the instructions below.

1. Unzip the *QuickTourney.zip* into a folder of your choice.
2. Double click *QuickTourney.msi* file and follow the directions.

Registering

QuickTourney is provided in demo form, free of charge. If you choose to use the software to run your next tournament you will need to register it with justEware. Registering is a simple process. Go to the *About screen* and fill in your name and e-mail address. Then click on *List Available Devices*. Select a networking device from the list. Click the *Generate License Request Form* button and the software will produce a file needed when registering the product. Go to www.justEware.com and follow the instructions on the QuickTourney register page. In a short time a key will be e-mailed back to your e-mail address. Copy and paste this key into the key field on the *About screen,* hit *Unlock* and the software will be registered.

Preview of Organization

After installing QuickTourney there will be a new folder in your *My Documents* directory labeled *My QT Tournaments*. This is where all the data for your tournaments should reside. Below is a diagram of the directory structure for QuickTourney data files.

When creating a new tournament, create a new folder in *My QT Tournaments* to house all the data for the new tournament. This will contain the main data file for the tournament called the tourney file (*.trn) as well as any other files important to the event.

There are three other folders in *My QT Tournaments* which hold other types of data. The *Configs* folder, which is used to hold configuration files. The *Database* folder which houses a database file (*.tdb) and picture files (*.jpg) associated with the database. A *Templates* directory which contains Excel files demonstrating the required format for importing data into QuickTourney.

Creating a Configuration

Creating a configuration is a pre-requisite to setting up a tournament in QuickTourney. A configuration lays out the courts and time structure for a given venue. It defines which days the tournament will occur, how much time will be allotted for each segment, and how many courts will be used. Once the configuration is created it is saved to a file so it can be used for other tournaments or the same tournament next year. Below is an example of a configuration file for a particular tournament.

The dialog box is divided into two sections: Segments and Courts. Segments are a particular span of time divided into equal slots. A tournament might have three segments; Friday Night, Saturday Morning, Saturday Afternoon. Courts are the courts that will be used for play during the tournament. In this example there are four courts: A, B, C and D.

Setting Up Segments

To set up a segment follow these simple steps…

1. In the segments section enter name of the segment into the *Name* field.
2. Select the starting day for that segment from the drop down list.
3. Enter the starting time to define when games will begin.
4. Enter the ending day for that particular segment.
5. Enter the ending time to define when games will end.
6. Enter the repeat time, or the amount of time to allocate for game play.
7. Hit the *Update* button.

Segments defined in the particular configuration will show up in the list box.

Setting Up Courts

To set up courts follow these simple steps…

1. In the court section of the dialog enter the name of the first court. This might be "1" or "A" or whatever uniquely identifies that particular court.
2. Click the *Update* button.

Courts defined in the particular configuration will show up in the list box.

Click the *Save To File* button to save the configuration to a file. Save the configuration in *Configs* directory located under */MyDocuments/My QT Tournaments/Configs*

Once a configuration has been created, it is time to setup a tournament.

Creating a New Tourney

This is the usual starting point when creating a new tournament. However, if you have never created a tournament before you need to first create a configuration file that defines the venue of the tournament (see Creating a Configuration for more details).

Setting up a Tournament Folder

Tourney's are the main structure used by QuickTourney to save all data for a given tournament. You should create a new *Tourney* every time you start a new tournament. Before creating a new *Tourney*, create a directory in your *My QT Tournaments* folder (located in your *My Documents* folder) with a name describing the new tournament (i.e. Iowa Games 2007). The folder created will house all the data for the newly created tournament.

Entering Tournament Properties

After opening QuickTourney select *File* → *New* to create a new tournament. A dialog box will pop up like the one shown below.

The dialog box defines certain settings for a given tourney. These include:

1. The name of the tourney.
2. The configuration file to use for the tourney. Use the *Browse* button to select the file. (See Creating a Configuration for more info on configurations)
3. The database file used to pull player data from previous tournaments (optional). Use the *Browse* button to select the file.
4. The graphics file used to display graphics on draw sheets (optional). Use the *Browse* button to select the file.
5. Whether or not a 7 man draw plays for 3rd place. (Default is off)
6. Whether or not the log feature is enabled. (Default is off)
7. *Special Fees* used when entering player data. (Optional)
8. *Check Box Labels* used when checking in people at the tournament desk. (Optional)

Once the properties are selected, click *OK* to close the dialog. The main screen will be brought back showing the courts as defined in the configuration file. Below is an example of what it might look like.

Saving the Tournament

To save the settings just created, select *File → Save As*. Use a name that describes the tournament and save it in the tournament folder created earlier.

At this point a blank tournament has been created and is now ready to have data entered into it.

Entering Data into the Tournament

There are two main pieces of data that need to be entered: The divisions that make up the tournament and the players who will be participating.

Entering Divisions

Divisions can be entered into QuickTourney in one of two ways. They can be hand entered a division at a time, or they can be imported from an Excel spreadsheet. First we will discuss entering the divisions by hand.

Hand Entry of Divisions

Select *Edit → Add/Edit Division* to enter a division into the *Tourney*. The following dialog box will appear similar to the one below.

The dialog provides a method to set up each division in the tournament. It defines:

1. The name of the division.
2. A code for the division. (Used to describe the division in shorthand 3 to 4 letters)
3. The first event price for the division. (This is the price the player will be charged if selected as their first event.)

4. The second event price for the division. (This is the price the player will be charged if selected as their second event.)

5. Whether it is a singles or doubles event.

6. The default type of match that division will use. (See "Setting Match Format" for more details)

7. Whether this division will use a triple elimination bracket.

After the data for a division is entered click the *Update* button and the division will be listed in the list box to the right. The list box will also show the type of bracket that will be used--Draw (DRW), Pool (POL), Round Robin (RND), or Triple Elimination (SPC), and it will show the number of players currently signed up for that division. After entering all the divisions, click *Done* and the dialog box will close. Save the *Tourney* by selecting *File → Save*.

Importing Divisions

Another method of entering divisions is to import them from an Excel file. This is done by selecting *File → Import → Divisions*. This will bring up a browse dialog asking for the file to import. The file needs to be in a certain format. It should follow the structure of the *QTDivImportFileTemplate.xls* found in the */MyDocuments/My QT Tournaments/Templates* directory. The file structure is shown below…

QTDivImportFileTemplate.xls

	A	B	C	D	E	F	G
1	Division Name	Division Code	Division Type (D/S)	Default Match Type	First Event Price	Second Event Price	
2	Men's Open Singles	MOS	S	T3_5_11	$25.00	$15.00	
3	Men's A Doubles	MAD	D	T2_15_11	$25.00	$15.00	
4							
5							
6							
7							
8							

Sheet1 / Sheet2 / Sheet3

Note: The event prices should be formatted as currency, so when they are exported to a CSV file they are represented as $25.00.

When finished creating the division import file in Excel, save it as a CSV "*.csv" file (comma delimited format). This is the file type QuickTourney accepts when importing.

In QuickTourney select *File → Import → Divisions* and select the file just created. If everything goes OK there will not be any errors during import. If there are errors, there is most likely a problem with the import file. Close the *Tourney*, but do not save it. Fix the import file and try again.

Once the file has been imported error free, save it by selecting *File → Save*. Save the import file as well for next year's tournament.

Entering Players

Players can be entered into QuickTourney in one of two ways. They can be hand entered a player at a time, or they can be imported from an Excel spreadsheet. We will first discuss entering the players by hand.

Hand Entry of Players

To enter players by hand select *Edit → Add/Edit Player*. This will present a dialog box similar to the one below.

This dialog box provides a method to define each player in the tournament. It defines:

1. Players individual data (i.e. first name, last name, home town, home phone, work phone, shirt size, email).

2. Notes. This is miscellaneous information, like special requests for starting times.

3. Events. Select the first and second events from a drop down list. If the event is a doubles event then a drop down list of players will show up beside it.

4. Partners. All players will be listed in a drop down list so it is easy to select the player's partner. The partner will need to have already been entered into the tournament to be selected. If he or she has not been entered then just select *NONE*. Then either make a note of who their partner is in the notes section, or proceed to add their partner as a player. When you go to select their partner's partner the first player will show up in the list and the two will be linked.

5. Payment method. Select the payment method used for entry. Enter the amount paid in the amount paid field. There are two buttons labeled *Fee 1* and *Fee 2* that can add to the players overall entry price (+ for additional entry fee, - for discount entry fee). The values for these fees are set up in the tournament properties dialog described in "Entering Tournament Properties".

6. Photo. If a database of players is set up you can attach an image to the player. (For more info see the "Using the Database Feature")

The *Amount Owes* is calculated after pressing the calculate button. It uses the formula (*First Event Price* + *Second Event Price* + *Fees* – *Amount Paid*) to calculate the *Amount Owes*.

Click the *Update* button and the player will be added to the list box labeled *All Players*.

The list box labeled *Players By Division* lists the players in the division that is selected in the drop down box.

If you want to change data on a player just select the player in the list box and change the data. If you want to save those changes, click the *Update* button otherwise the data will not be saved.

Importing Players

To import the players from an Excel file select *File → Import → Players*. This will bring up a browse dialog asking for the file to import. The import file needs to be in a certain format. It should follow the structure of the *QTPlayerImportFileTemplate.xls* in the */MyDocuments/My QT Tournaments/Templates* directory. This file structure is shown below…

QTNamesImportFileTemplate.xls

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Last Name	First Name	1st Event	1st Partner	2nd Event	2nd Partner	Shirt Size	Home Town/Club	Phone Home	Phone Work	E-mail	Other Fees	Amount Paid	Pay Method	Notes/Conflicts
2	White	Michael	MAS		MAD	Bryan Crosser	XL	Oakmoor	555-555-5555	444-444-4444	mwxxx@hotmail.com	$25.00	$55.00	Cash	Can't play after 7:00pm on Friday.
3															

Sheet1 / Sheet2 / Sheet3

Notes:

1. The *Other Fees* and *Amount Paid* fields should be formatted as currency, so when they are exported into a CSV file they are represented as $25.00.

2. The pay method should be listed as *Cash, Check, Credit*, or *None*.

3. The events should use the codes defined when setting up the divisions. Leave blank if there is no entry.

When finished creating the player import file in Excel, save it as a CSV "*.csv" file (comma delimited format). This is the file type QuickTourney expects when importing. In QuickTourney select *File → Import → Players* and select the file just created. If everything goes well, the file will import error free. If errors are present then there is a problem with the import file. Close the tourney, but do not save it. Fix the import file and try again.

Once the file imports with no errors, save the *Tourney* by selecting *File → Save*.

A Few Notes About Entering Players and Division Swapping

QuickTourney will not allow linking a player and partner together unless they are both signed up for the same division.

A lot of times it becomes necessary to combine or split divisions. You can re-name divisions by going to the *Add/Edit Divisions* dialog and simply changing the name. This change will update all players having the old division and replace it with the new one.

Selecting *Edit → Move Players* brings up a tool which allows for the easy movement of players from one division to another. Below is a screen shot.

To use this tool, simply select the two divisions, then the player to move, and click the arrow buttons between the lists. This will allow you to move a player from one division to another.

The combine buttons below the lists, combine two uncompleted teams into one for a given doubles division. Simply multi-select (ctrl + select) the two half teams and click combine and the two will combine to a single team.

The further along the tournament is regarding setup, the more work it becomes to move players around. For instance, if players have been placed in brackets for a particular division and then a player needs to be removed from that division the bracket will need to be re-set up. QuickTourney attempts to do this automatically, however one should verify what it has done is acceptable.

If matches have been scheduled, and players switch from one division to another or are removed, brackets again need to be re-set up, and matches re-scheduled. QuickTourney attempts to do this automatically, but one should verify what it has done is acceptable.

In the ideal world, we should wait until all players have been entered before setting up brackets and scheduling matches, but that never usually happens. QuickTourney allows for this flexibility.

However, once games have begun in a particular division, movement of players is not allowed. You can substitute a player, but you cannot add or subtract players from the division.

Setting up Brackets

After all players have been entered and the divisions loaded, the next step is to set up the brackets. QuickTourney creates brackets based on the number of participants in each division. If there are 3 to 5 people in a division then it uses a round robin format. If there are 6 people in a division then it uses a pool play format. If there are 7 to 32 in a division then it uses a double elimination draw format.

Loading the brackets is easy. Simply select the division you want to set up by selecting *Setup → Brackets → Division Code*. Then a window will be presented similar to the one below.

To place players into the bracket simply click on the players name in the placement list box, then click in the bracket. Players can be placed in the 1-8 seed boxes listed on the right, or they can be directly placed in the bracket. For round robin and pool play style brackets players can only be placed in the seed boxes.

To remove a player from the bracket, just click on their name and the player will go back to the placement list box.

When setting up brackets it is undesirable to place players from the same area playing each other first round. To view where the players are from, simply press the F10 key, this will exchange the players names for their home towns.

When setting up the brackets it is also undesirable to have players play their doubles partners first round. By pressing the F9 key, the player's names will be exchanged with their partners.

Once all brackets are setup it is time to schedule the matches.

Scheduling Matches

Click on *Setup* → *Timesheet* and the scheduling form will pop up. This form is divided into three separate panes. The largest pane contains all the timeslots for the tournament. Below is a snapshot of what it might look like.

		1	2	5	6	7	8	10	11	12	13
Fri 5:00PM	0		#1E20 MOS	#1F11 MAS	#1C5 MST	#1F9 MAS	#2B7 XABD	#1G8 MBS	#1G10 MBS	#1H9 MCS	#1H8 MCS
Fri 5:45PM	0	#1E19 MOS	#1E21 MOS	#1F8 MAS	#1C8 MST	#1U4 SD	#1G11 MBS	#1G9 MBS	#1B5 SB	#1B6 SB	
Fri 6:30PM	0	#1E17 MOS	#1E16 MOS	#1E23 MOS		#1C4 MST	#1A5 SO	#1D8 GM	#2B8 XABD	#1H12 MCS	#1H10 MCS
Fri 7:15PM	0	#1E12 MOS	#1E10 MOS	#1E18 MOS	#1A6 SO	#1C9 MST		#1X11 MBCD		#1R7 WBCS	#1H11 MCS
Fri 8:00PM	0			#1E22 MOS	#1F10 MAS	#1Q8 WAS	#1X8 MBCD		#1X10 MBCD		#1X9 MBCD
Fri 8:45PM	0	#1E15 MOS	#1E11 MOS		#1E8 MOS		#1U3 SD	#1J7 MDS	#1J5 MDS	#1J4 MDS	#1J6 MDS
Fri 9:30PM	0	#1E14 MOS	#1E13 MOS	#1E9 MOS		#1F12 MAS	#1V8 MAD	#1Y5 WOD	#1Y6 WOD	#1Q7 WAS	#1X12 MBCD
Fri 10:15PM	0	#1S6 MOD	#1S5 MOD	#1S4 MOD	#1S8 MOD	#1V9 MAD	#2A8 XOD		#1R8 WBCS		
Fri 11:00PM	0										
Fri 11:45PM	0										
Sat 8:30AM	0										
Sat 9:15AM	0	#1E40 MOS	#1E44 MOS	#1E42 MOS	#1E46 MOS	#1D4 GM	#1V7 MAD	#1G5 MBS	#1G4 MBS	#1H4 MCS	#1H7 MCS
Sat 10:00AM	0	#1E41 MOS	#1E45 MOS	#1E43 MOS	#1E39 MOS	#1D7 GM		#1G6 MBS	#1K6 JRS	#1H6 MCS	#1X5 MBCD
Sat 10:45AM	0	#1S7 MOD	#1S35 MOD	#1D5 GM	#1T6 MD				#1B4 SB	#1G7 MBS	#1H5 MCS
Sat 11:30AM	0			#2A7 XOD	#1V4 MAD	#1V5 MAD	#1X36 MBCD	#1K4 JRS	#1K5 JRS	#1X6 MBCD	#1X7 MBCD
Sat 12:15PM	0	#1E35 MOS	#1E36 MOS	#1E38 MOS		#1D6 GM		#1Y4 WOD	#1M2 MBPW	#1X4 MBCD	
Sat 1:00PM	0	#1S2 MOD	#1S3 MOD	#1C6 MST	#1C7 MST	#2A6 XOD	#1K7 JRS	#1N6 TB	#1P6 MBMAJ	#1P5 MBMAJ	#1R6 WBCS
Sat 1:45PM	0	#1S33 MOD	#1S34 MOD		#2A5 XOD		#1B3 SB	#1K8 JRS	#1Z5 MBMID	#1Z6 MBMID	#1G35 MBS
Sat 2:30PM	0		#1E37 MOS	#1X35 MBCD	#1V6 MAD	#1V36 MAD	#1V35 MAD	#1T5 MD	#1N7 TB	#1N8 TB	#1J3 MDS
Sat 3:15PM	0	#1E60 MOS	#1E59 MOS	#1E58 MOS	#1E57 MOS	#1D35 GM	#1G38 MBS	#1J2 MDS	#1Q3 WAS	#1G36 MBS	#1G37 MBS
Sat 4:00PM	0	#1E4 MOS		#1A4 SO		#1R5 WBCS			#1Z4 MBMID	#1Z3 MBMID	#1K3 JRS
Sat 4:45PM	0	#1E7 MOS	#1E5 MOS	#1C36 MST	#1C35 MST	#1Y7 WOD	#1Q6 WAS	#1J33 MDS	#1P3 MBMAJ	#1P4 MBMAJ	#1J34 MDS
Sat 5:30PM	0		#1E6 MOS	#1A3 SO	#1X38 MBCD		#1X37 MBCD		#1N5 TB	#1M3 MBPW	
Sat 6:15PM	0	#1E55 MOS	#1E56 MOS	#1T4 MD	#1U5 SD				#1Y8 WOD	#2B5 XABD	#1H37 MCS
Sat 7:00PM	0	#1S1 MOD	#1S32 MOD	#1D2 GM	#1D3 GM	#1D33 GM	#1D34 GM		#1N3 TB	#1N4 TB	#2B6 XABD
Sat 7:45PM	0	#1E33 MOS	#1E34 MOS	#2A4 XOD			#1C3 MST	#1C33 MST	#1Q4 WAS		#1H35 MCS
Sat 8:30PM	0	#2A3 XOD	#1U6 SD		#1X34 MBCD	#1C2 MST	#1R3 WBCS	#1X33 MBCD		#1X2 MBCD	#1X3 MBCD

Along the top are the court labels. Down the left side are the time slots. Each box represents a court at a specific time during the tournament. This is where matches are placed to be scheduled. Matches already placed will change colors depending on what is selected in the other panes of the window. The highlighting will show where potential conflicts are, where other matches for a

particular division are, or matches where other players are. If a match has a blue font color that means it is a consolation (loser bracket's) match.

The rightmost pane contains the matches that need to be scheduled. Below is snapshot of what it might look like.

1. Overall Scheduling Stats
2. Division Being Scheduled
3. Matches in Division
4. Parking Lot
5. Detailed Scheduling Stats

It contains five sections. They are as follows:

1. Overall Scheduling Stats. This section tells states the total number of matches in the tournament, the total number of matches left to be scheduled, and the total percentage scheduled.

2. Division Being Scheduled. This is a drop down list that contains all the divisions in the tournament. Select the division of interest and a list of un-scheduled matches will show up in the list box.

3. Matches in Division. This is a list of the matches for the division selected.

4. Parking Lot. This is a scratch area where matches can be temporarily moved to while moving other matches around.

5. Detailed Scheduling Stats. This section provides stats on each division. It includes: the number of rounds scheduled, the number of matches, and the percentage you have scheduled. A round is subset of games for a division. For instance there are three rounds in an eight person draw--Quarter Finals, Semi-Finals, and Finals.

The *Log Changes* check box turns on logging. This is a feature that tracks changes when matches need to be moved around after the tournament has begun. Its state is defaulted to the same state the *Log Changes* check box is under the *Tournament Properties* dialog. Both should be unchecked until the tournament begins.

Selecting a division in the drop down list will bring up a list of matches that need to be scheduled for that particular division. Select one of the matches in the list and the timesheet will be highlighted accordingly.

The bottom pane contains data about the particular match selected as well as selections for different types of highlighting in the timesheet. Below is a snapshot of how it might look.

It contains three sections:

1. Match data. This contains the players, or a list of possible players for the match selected. *Player A* contains a highlighted list of all the possible players that could be on the topside of this match. *Player B* is the same,

but for the bottom side. By default all possible players for the match are highlighted, however QuickTourney allows for scenarios to be played out. If a particular person is more likely to win/lose they can be individually selected and the highlighting in the time sheet will adjust accordingly. *Notes* on any of the players will appear in the conflicts section as well as the player's *Home Town*.

2. Players. This contains a list of all the players in the tournament. Select one or more players in this list box and highlighting will occur in the timesheet showing where all the scheduled matches for that particular player are.

3. Divisions. This contains a list of all the divisions in the tournament. Select one or more divisions in this list box and highlighting will occur in the timesheet showing where all the scheduled matches for that particular division are.

4. Highlight. This contains a key to the various highlighting colors. It also has a button which when clicked will perform an overall conflict check. This can be used to verify there are no conflicts after a change occurs when matches were previously all scheduled.

Highlighting

There are many colors of highlighting. The following describes what they stand for when selecting a match to schedule.

Matches highlighted in Red define **same division matches** currently scheduled which **contain** a possible player in the match being scheduled.

Matches highlighted in Light Red define **same division matches** currently scheduled which **may contain** a possible player in the match being scheduled.

Matches highlighted in Blue define **other division matches** currently scheduled which **contain** a possible player in the match being scheduled.

Matches highlighted in Light Blue define **other division matches** currently scheduled which **may contain** a possible player in the match being scheduled.

Matches highlighted in Purple define the first division matches **containing** the player selected.

Matches highlighted in Light Purple define the first division matches that **may contain** the player selected.

Matches highlighted in Green define the second division matches **containing** the player selected.

Matches highlighted in Light Green define the second division matches that **may contain** the player selected.

Matches highlighted in Yellow define **Final** matches for the division selected.

Matches highlighted in Gold define **Semi-Final** matches for the division selected.

Matches highlighted in Tan define **Quarter-Final** matches for the division selected.

Matches highlighted in Brown define **Prelim** matches for the division selected.

Matches highlighted in Orange define **Possible Conflicts** that are present.

To demonstrate highlighting, below are examples of three divisions in a tournament.

Men's A Singles
Kevin Black
Fri 6:45PM CT C #1A7
Mark Wahls
Not Scheduled #1A3
Andy Garfunkel
Fri 6:00PM CT A #1A4
Matt Donner
Sat 9:30AM CT A #1A1
Tom Croy
Fri 6:00PM CT B #1A5
Tom Hankshire
Fri 8:15PM CT A #1A2
Brad Pots
Fri 6:00PM CT C #1A6
Sean Conner
> Loser of 1A3
Sat 9:30AM CT C #1A47
> Loser of 1A2

Men's 45 Singles
George Clancy
Fri 6:45PM CT B #1B6
Bill Murrs
Sean Conner
Fri 6:45PM CT A #1B5
Tom Hankshire
Sean Conner
Sat 8:45AM CT B #1B4
Bill Murrs
George Clancy
Sat 8:45AM CT A #1B3
Tom Hankshire
Tom Hankshire
Sat 10:15AM CT B #1B2
Bill Murrs
George Clancy
Sat 10:15AM CT A #1B1
Sean Conner
Quarter-Finals
Semi-Finals
Finals

To schedule match #1A3 in Men's A Singles, select Men's A Singles in the drop down list on the right hand side of the Timesheet. Below is a snapshot of what would be displayed.

For match #1A3 the possible players for the top half of the match (Player A) are Kevin Black and Mark Wahls. The possible players for the bottom of the match (Player B) are Andy Garfunkel and Matt Donner.

Highlighted in red are the matches that Kevin Black, Mark Wahls, Andy Garfunkel, and Matt Donner are currently scheduled in for Men's A Singles. Highlighted in Blue are the matches those same players are currently scheduled in for their other divisions.

Highlighted in light red are the matches those players could possibly be in for their first division (Men's A Singles). Highlighted in light blue are the matches those players could be in for their other divisions.

Slots that are grayed out show where you cannot place a match because the previous or next matches are located there. For example match #1A3 cannot be placed before FRI 6:45PM because the matches it depends on are scheduled at that time. It also cannot be scheduled on or after Sat 9:30AM because the matches that depend on it are scheduled at that time.

<u>In order to ensure no conflicts, place the selected match on a line where there is no highlighting.</u>

To play out scenarios, select the players who might be in a match to reduce the number of potential conflicts. Simply selectively highlight the list of players in the

Player A list box or *Player B* list box. To selectively highlight press the *CTRL* button while clicking on the players to be selected.

QuickTourney allows placement of a match in any unscheduled slot whether there is a conflict or not. This allows complete freedom for the user during scheduling.

To place the match, simply click in the location where the match should go. The match will be removed from the list box on the right and be placed in the timesheet. If a change is required, right click the match in the timesheet and it will move back to the list to be scheduled.

There is a parking lot area where matches can be moved temporarily, to keep them from being put back into the *To Be Scheduled List*. The buttons surrounding the parking lot direct where the selected match should go. To move the match to the parking lot, simply click on the match in the timesheet and press the right arrow button next to the parking lot. If you change your mind you can press the *Up* button to move it back into the *To Be Scheduled List*.

Once matches are in the timesheet, they can be moved to different slots by clicking on them and then clicking an open slot. The slot will turn aqua color defining it as the selected match. The match will then move when you click an open slot.

Swapping courts for a match (but keeping the same time) is performed with a drag operation. Click and hold on the match to move, and drag it to the court desired. Let go of the mouse button and match will move to the new location.

Without pressing any buttons, hover the mouse over a match in the timesheet and if players are defined for the match their names will appear in the *Player A* and *Player B* boxes.

Click in the open area of the bottom pane or the *Clear All Highlighting* button to unselect and clear all highlighting.

To highlight a particular player's matches, first clear all highlighting then select the player in the players list. The timesheet view shown below is an example of this.

Here matches highlighted in purple are George Clancy's first division matches. While the matches highlighted in green are his second division matches. The lighter colors are the matches that 'maybe' while the darker colors are the matches that are 'definite'.

To highlight all the matches for a particular division, select it in the list labeled divisions. Below is an example of this.

Here the highlighting is showing all the Men's A singles matches, quarter finals in tan, semi-finals in gold, and finals in yellow.

Checking For Conflicts After Scheduling Is Complete

After completing the scheduling of the tournament, it is sometimes nice to verify no conflicts were scheduled. This can be easily done by using the *Check For Conflicts* button located in the *Highlight* section of the window. Click the button and if any conflicts are present QuickTourney will highlight them in Orange. Below is an example.

Match #1B5 and #1A33 have the same player in them. To fix this issue just click on one of the matches and move it to an open spot where there is not conflict.

A Few Notes About Scheduling

Scheduling smaller slots (45min) and leaving open courts works better then scheduling larger slots (60min) with no open courts.

Create a configuration file with more time slots then you will use. It is not easy (nor recommended) to go back and add/change the slots once matches have been scheduled.

Setting the Match Format

Once all matches have been scheduled there are just a few things left to be set up. The first is the match format. QuickTourney provides 5 different match formats. They are listed below.

1. Two games to 15 with a tie-breaker to 11. (T2_15_11)
2. Three games to 11. (T3_11)
3. Three games to 15. (T3_15)
4. Best 3 out of 5 to 11. (T3_5_11)

5. Best 2 out of 3 to 11. (T2_3_11)

To have an entire division have all the same match format, select *Edit → Add/Edit Division* and choose the division to change. Then select the default match format by clicking the appropriate radio button. Click the *Update* button to make all matches for that division the format selected.

To have two types of formats for the same division (like consolation matches being best 2 out of 3 to 11) select *Setup → Brackets → Division*. When the bracket is displayed, right click on the match number to change. The following dialog box will appear.

Choose the format for that particular match then hit *OK*. Do this for all the matches in the division that need to be changed.

Once the match format is set for each division, printing can begin.

Printing the Tournament

QuickTourney prints brackets, timesheets, and score cards.

To print brackets, select *File → Print → Brackets*. The following dialog will be presented.

Select the division or divisions to print. Choose whether or not to include a graphic background. Click the *Print Divisions* button. A standard print dialog will come up asking to select the printer. Next a print preview dialog will pop up. If everything looks OK click the printer icon at the top of the window and the bracket or brackets will be sent to the printer.

The best way to get a poster size print is to print the brackets to Adobe Acrobat to create pdf's of the brackets. These files can then be taken to the copy store for direct printing on poster size paper.

Another method is to just print them to paper and have the copy store enlarge them. However the print quality after enlargement will not be as good as the pdf method.

To print the score cards. Select *File* → *Print* → *Scorecards*. The following dialog will appear.

Select or multiple select the time slots to print. It is best to just print out a couple of slots before the tournament begins. Then once play begins, continue to print a slot or two ahead of the current time. This way score cards are all filled out with the correct players and now intervention is required.

To print a paper copy of the timesheet, select *File → Print → Timesheet*. Then follow the same procedure as above.

Exporting Data

QuickTourney provides you with some simple commands to export data. They include:

File → Export → Names which exports all the players to a CSV file format for entry into Excel.

File→ Export → Names by Division which exports a text file containing a list of all the divisions and the players in each division.

File → Export → Starting Times which exports a text file containing the starting times (or all scheduled matches) for every player.

File → Export → Results which exports a text file containing a list of the 1st, 2nd, 3rd, and 1st Consolation winners for each division.

Enabling the Log

Once the draws have been printed, and the tournament is ready to go, select *Edit→Properties* and check the *Enable Log* feature. This turns on the recording

feature and logs any future changes made to the tournament so it is easy to update the printed draw sheets.

Running the Tournament

QuickTourney helps manage the tournament during tournament play. It does this by keeping track of what is happening on each court and making sure the posted draws are up to date. Below is a process showing the QuickTourney flow of a match.

There are a total of eleven steps in this process. Each match will go through all eleven steps sequentially. The number of courts will dictate how many of these processes will be running in parallel. Below is a list of the eleven steps.

1. In QuickTourney move the match to the *Now Playing* box.
2. Hand out the score card to the referee.
3. Referee records score during play.
4. Referee returns score card after play is completed.

5. In QuickTourney move the match to the *Completed* box.
6. In QuickTourney record the scores.
7. Print out the tasks necessary to update the draws.
8. Hand out those tasks to an assistant.
9. Assistant performs those tasks.
10. Assistant returns after tasks are completed.
11. In QuickTourney move tasks to the *Completed* box.

Quick Tourney has two tools to help with this process. They are the Court Manager and Task Manager. The first six steps are handled by the Court Manager while the last 5 are handled by the Task Manager.

Court Manager

Court manager is the tool that helps keep track of what is happening on the courts. It provides a way to see at a glance which matches are currently playing and which matches are up next. Below is an example of what might be seen during a tournament.

The courts for the tournament are laid out across the screen. Matches waiting to be played are listed in the bottom section of the courts. Matches being played are listed in the *Now Playing* boxes for each court. Matches completed are listed in the upper section of the courts.

A tool bar is provided allowing easy access to commands. Let the mouse hover over the buttons to see their definitions.

The first six steps in the QuickTourney flow are managed by the Court Manager. They are as follows…

1. In QuickTourney move the match to the now playing box.
2. Hand out the score card to the referee.
3. Referee records score during play.
4. Referee returns score card after play is completed.
5. In QuickTourney move the match to the completed box.
6. In QuickTourney record the scores.

Court Manager helps manage these steps by keeping track of where each match is in the process. For example, in the snapshot above, Courts A, and B have matches currently being played, while court C is open and ready for its next match.

First obtain a ref for court C, give them a score card and move match #1A6 up to the *Now Playing* box. This is done by pressing the up button in the court. QuickTourney will ask for the name of the ref, then it will move the match up to the *Now Playing* box. Steps 1 and 2 are completed. Now wait until the match is completed (step 3).

This is a good time to catch up on other tasks like recording the scores of completed matches or handing out tasks to update the draws.

When the ref returns with the score card (step 4) move the match from the *Now Playing* box to the completed list (step 5) and hand out the next match for the open court (step 1 for that match).

When time allows, start to record the scores for the matches in the completed list. Do this by simply double clicking on the match number in the completed list boxes. Below is a snapshot…

Record the scores of the match (step 6) by copying over the scores from the card. QuickTourney automatically figures out the winner and advances them forward in the bracket, while the loser is either done with the tournament or placed in the consolation bracket.

Moving on to steps 7-11 require the use of the Task Manager.

Task Manager

Task Manager is a tool that helps keep track of tasks that need to be completed while running the tournament. These tasks include updating the posted draw sheets with match results and any schedule changes that may arise.

Let's take a look at the last 5 steps in the QuickTourney flow. They are…

7. Print out the tasks necessary to update the draws.
8. Hand out those tasks to an assistant.
9. Assistant performs those tasks.
10. Assistant returns after tasks are completed.
11. In QuickTourney move tasks to completed.

When finished entering the results of a match, a task appeared in the task list in the bottom of the screen that said "Update Draws: Men's A Singles #1A5 Completed." This task appeared because a match was just completed and the posted draws need to be updated. (If the task didn't appear, make sure *Enable Log* is checked in *Tournament Properties*) See below…

After a few tasks pile up, click the *Tasks* button and the following dialog will pop up.

Tasks have three bins they can reside in--the *To Do* bin, the *In Process* bin, or the *Completed* bin. The *To Do* bin is where all new tasks begin. When entering the results of a match, or making a schedule change the task will be created and placed in this bin. The *In Process* bin is for tasks that are currently being worked on. The *Completed* bin is where tasks are placed when there is nothing left to do on them.

Tasks come in three flavors, *Win/Lose*, *Schedule*, and *Other*. *Win/Lose* tasks are the results of matches entered. *Schedule* tasks are results of any rescheduling performed. *Other* are tasks that have been jotted down as reminders.

When enough tasks have accumulated print them off and have an assistant go and update the posted draws. To print the task do the following….

Move all the pertinent tasks from the *To Do* list to the *In Process* list. Use the arrow buttons between the two bins to move the selected tasks. The double arrow selects all the tasks and moves them. Use the show radio buttons to help select the tasks to move.

Once the tasks are in the *In process* list, click the *Print Tasks* button and a print dialog will appear asking which tasks to print. The default is the *In Process* tasks. Click OK and tasks will print. Below is an example of a typical task list print out.

This list can be used to go update the posted draws. Steps 7 and 8 are now completed of the QuickTourney process.

After the posted draws have been updated (step 9) and the assistant has brought back the list (step 10) move all the tasks from the *In Process* bin to the *Completed* bin (step 11). Click the *Delete from Completed* button to delete the selected tasks in the *Completed* bin.

This finishes the eleven steps of the QuickTourney process.

Before ending, there are a few more important features to discuss.

Other Features

Handing Out Courts Early

Let's say a ref wants to ref a particular game that is next in the queue, but it is not quite ready to go yet. With Court Manager you can hand out the score card early before the previous match is completed. This can be done by handing out the score card then clicking the up button for the specific court. The match moves to the "On Deck" box until the match in front of it is completed. In the snapshot below match #1B5 is an example of this on Court A. When match #1A4 is completed match #1B5 will automatically move up on its own.

The next feature addresses handling of a court which falls behind.

Moving Matches to Different Courts

Occasionally a court can fall behind and it is desired to move one of its matches to a court that is ahead of schedule to get it caught up. This can be done by using the move match feature. First notify the players of the court change, then click on the match, followed by the court. The snapshot above contains an example of what this looks like. The dark grey match in Court C will be moved to court B.

Once the two are selected, simply click the move match button (button with double ended yellow arrow) and QuickTourney will insert it in front of the match waiting in line. Note the match turns red to show this match was not originally

scheduled for this court. Make a note on the score card of the court change and hand it out like normal. The snapshot below shows the moved court.

Rescheduling a Match

If a match needs to be re-schedule to a different time use the scheduler. First have the players come to the tournament desk and let both parties know their match is going to be re-schedule. Go to the scheduler and click on the match you want to re-schedule. QuickTourney will again highlight all the matches that could be potential conflicts. Find a place where there is not a conflict. Then click the slot, and the match will move to the new location. A task will appear in the task list (if the log has been enabled) stating the draws need to be updated with the schedule change.

Note: Matches that are in the *Now Playing* box, or *On Deck* box, or have moved using the *Move Match* feature will not be allowed to move in the scheduler.

The screen shot below shows an example of the highlighting for a match already scheduled that is just about to be moved.

Changing Scores of an Already Played Game

If scores need to be changed for a game that has already been played, go to the match in the bracket and double click on the match number. It will bring up the score card and you can fix any errors made. If the new score affects the match result the brackets will update accordingly. All results are located on the right hand side showing first place, second place, third place, and first consolation. The image below shows this.

Player Look-up

From the main window data can be looked up on any player by simply double clicking on their name in the player list on the right hand side of the screen.

A dialog will come up showing all the data entered for that player. It shows their next scheduled matches, as well as what their next possible matches may be depending on whether they win or loose. It shows the *Amount Due*, the *Amount Paid,* and allows entry of money the players give you at check-in. It contains miscellaneous check boxes which can be set up in the *Tournament Properties* dialog. It contains award pick up check boxes which are automatically filled in when a player places in a division. This allows for keeping track of awards handed out at the end of the tournament.

Forfeits

If a player forfeits during tournament play use the *Edit → Forfeit Player* to forfeit their matches. With this action, it is possible to forfeit them out of a division or out of the entire tournament. QuickTourney will handle un-scheduling the matches forfeited and advance the appropriate winners. This action will also mark the player as "having a forfeit" which will check mark the *Forfeit* check box on the player's score card, and put an asterisk by their name on printed scorecards. This allows for the identification of players that may be potential

forfeits for future matches. A task will be entered in the Task Manager stating the changes.

Substitutions

If a player wants to substitute for another player use the *Edit → Substitute Player* feature. This replaces the occurrence of one player with the name of another. If the player being adding is not currently in the tournament create them through the *Add/Edit Player* dialog. <u>However, do not add them to the division, let the substitute player command do it instead.</u> Note: If the player is already in two divisions, just add a new player with the same name, but suffix it with the number 2 (i.e. John Doe2). Then use the substitution feature.

Appendix

Using the Database Feature

QuickTourney can save the player data from a given tournament for use in next year's tournament. A database file needs to be created if it has not been done so already. Go to *File → New Database* and place it in a directory of your choice. It is recommended it be placed in the *Database* directory, under *My QT Tournaments*. If multiple database files will be used, then create folders inside the database directory to house each one.

After data has been entered for a tournament, use the *Export→ Players to Database* command to extract the data out of QuickTourney and place it into the database file. If a database file already exists the data exported will overwrite any old data in the original file and create any new data necessary.

Once a database file has been established there are a few more features that can be used when entering player data. The first is the ability to look up player data from previous tournaments. This is done by entering the first and last name of the player and then clicking the search button. It will search through the database file and look for the player and update any fields that it has data for. It will not overwrite any data already entered. If a picture of the player is on file it will display it.

To link a picture file to a player enter the data for the player, then click the *Browse* button next to the *Photo File in Database* field. Locate the picture then select it. If the picture is not located in the same folder as the database file it will ask if it can make a copy and place one there. Say yes, then make sure to click the update button, otherwise the data will not be saved.

Any new data entered (like the photo file) only resides in the tourney file. If data is to be used for the next tournament, the *Export → Players to Database* command must be executed after all data has been entered.

There is a command to look up the entire player list and update any data not present with data from the database. This is done using the *Search All Players* button. If the *Database Overrides Entry* is checked, then the data in the database has priority.

Example Tournament

Some example data was included with QuickTourney which allows you to experiment with the tool without having to enter in a lot of data. To get it up and running here are the steps that need to be followed.

1. Open QuickTourney.
2. Create a new tournament by selecting *File→New Tourney*
3. Enter a name for the tournament.
4. Browse and select the configuration file located at */My Documents/My QT Tournaments/Configs/Example Tournament.cfg*
5. Browse and select the database file located at */My Documents/My QT Tournaments/Database/Example Database/QTDatabaseExample.tdb*

6. Click *OK*, then select *File → Save As* and save the tournament in the folder */My Documents/My QT Tournaments/Example Tournament/* with a name of your choosing.
7. Select *File→Import Divisions* and browse to the file */My Documents/My QT Tournaments/Example Tournament/Example Tournament Div Import.csv*
8. A log window will pop up but should be blank while the division data is imported into QuickTourney.

9. Close the log window and choose *File→Save* to save the tournament.

10. Choose *Edit→Add Division* and the following divisions should now be present.

11. Click *Done*, then select *File → Import Names* and browse to the file */My Documents/My QT Tournaments/Example Tournament/Example Tournament Name Import.csv*

12. A *Logging* window will pop up, but should be blank while the player data is imported into QuickTourney.

13. Close the *Logging* window and choose *File→Save* to save the tournament.

14. Choose *Edit→Add/Edit Player* and the *Add Player* dialog will appear.

15. Click the *Search All Players Button*. Click *OK* when the message box appears. This will grab any missing data that wasn't imported and get it from the database (specifically the photo information).

16. Now select *Monroe, Demi* and her picture should appear. (Note: The example data base only has photos for Demi Monroe and Julia Berts.)

17. Close the *Add Player* window and choose *File→ Save*.

You now have a tournament with three divisions and fifteen players entered into it. Go ahead and experiment by setting up brackets and scheduling matches. Have Fun!!