

tennisTOUCH WEB - SCORES AND ORDER OF PLAY

Manual for inputting the scores and order of play with tennisTOUCH Tournament Software

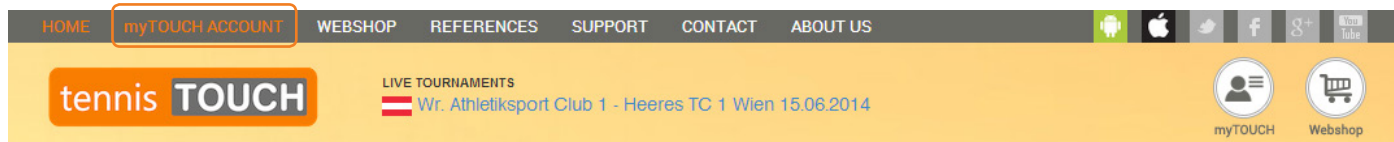
Content

1) Inputting scores3
2) Inputting order of play7
3) Troubleshooting8

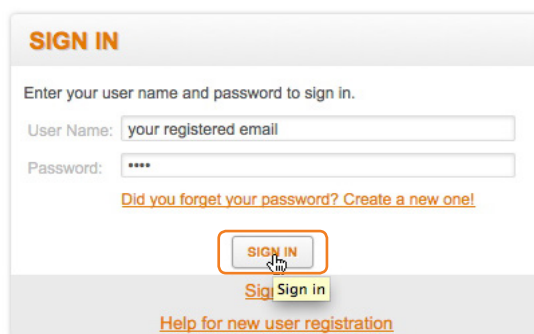
1) Inputting scores

BEAR IN MIND: You need tennisTOUCH account if you wish to input scores through web browser.

1. Open www.tennistouch.net
2. Choose “myTOUCH Account”.



3. Input User name and Password.
4. Press “Sign In”.





















5. Choose “Tournaments”.



6. Select Data Owner of desired tournament. **SELECT DATA OWNER**

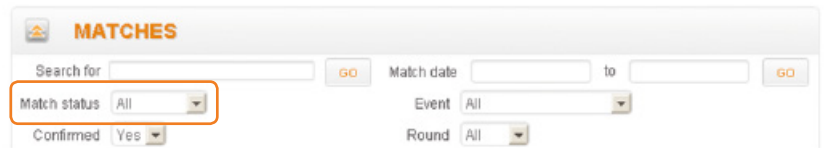
7. . Press scoreboard icon  (on the right side next to tournament name).

		Nebraska - Vermont (2014)	PRIVATE 	USA		OUTDOOR						
		3.5 - 10.05.2014	1F5947AD	IN PROGRESS								
		Nebraska - New York (2014)	PRIVATE 	USA		OUTDOOR						
		3.5 - 10.05.2014	89C40719	IN PROGRESS								

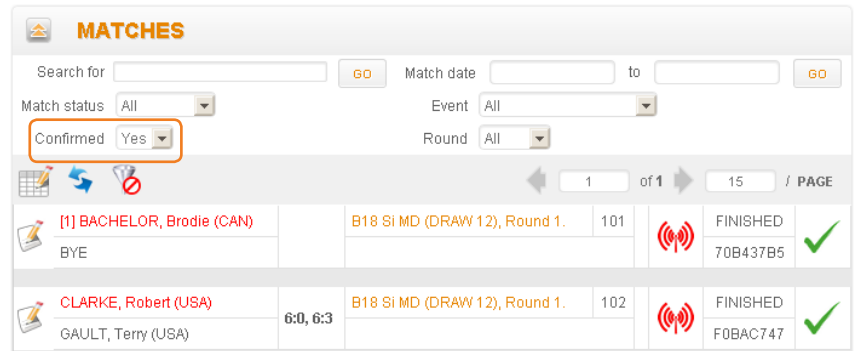
8. Here you will find all the matches of a given tournament. Find the one you wish to edit. There are a few ways to do this:







- a) In “Search for” field input a player’s name or surname. Press “Go”. You will get a list of matches with that player.

b) Search by status - Press “Match Status” and select among: *In progress*, *Prepared for Tracking* or *Finished*.

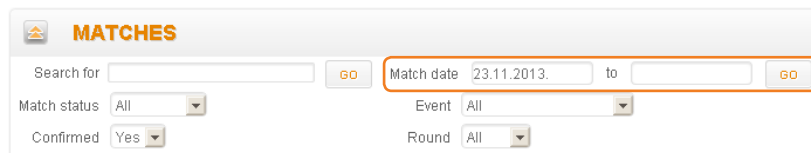


c) Under “Confirmed” select “Yes” to search only through confirmed matches.

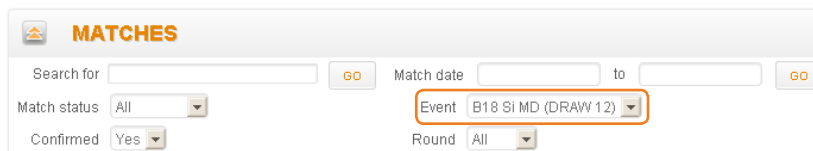


	[1] BACHELOR, Brodie (CAN) BYE		B18 Si MD (DRAW 12), Round 1.	101		FINISHED 70B437B5	
	CLARKE, Robert (USA) GAULT, Terry (USA)	6:0, 6:3	B18 Si MD (DRAW 12), Round 1.	102		FINISHED F0BAC747	

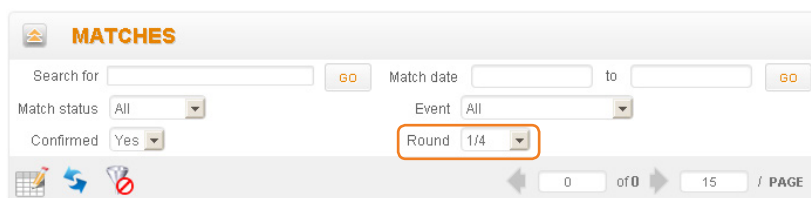
d) If you search by date, input correct match date and press “Go”.



e) “Event” narrows the search to only one draw event (for example, B16 Si MD).



f) Searching by “Round” gives you options for different rounds of tournament - finals, semifinals, or quarterfinal - 1/4.



BEAR IN MIND: All search options that you change will stay changed. Clear them to reset options for new searches.

9. Find desired match and press Edit icon  (left of player’s name).

	CLARKE, Robert (USA) GAULT, Terry (USA)	6:0, 6:3	B18 Si MD (DRAW 12), Round 1.	102		FINISHED F0BAC747	
---	--	----------	-------------------------------	-----	---	----------------------	---

10. Scores, status, order of play of a match are edited under this tab. Results can be inputted when ever - during the match or after it finishes.

10.1. Entering final score:

a) Mark a player that won (circle under "Winner").

Winner	Serve	Points	1.	2.	3.
<input checked="" type="radio"/>	<input type="radio"/>	GLADISHOV, Sergei (RUS)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="radio"/>	HARM, Michael (USA)	<input type="text"/>	<input type="text"/>	<input type="text"/>

b) Input exact score. Games are inputted into yellow fields. Tie-break score is inputted in the white box on the right of games (losers score of tie break).

GLADISHOV, Sergei (RUS)	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
HARM, Michael (USA)	

c) Tick "Confirmed" upon official verification.

B18 Si MD (DRAW 12)		Round	1.	104
Court	<input type="text"/>	Official person or device	<input type="text"/>	<input type="text"/>
Match date	<input type="text"/>	Confirmed	<input checked="" type="checkbox"/>	
Schedule position	<input type="text"/>	Retired	<input type="text"/>	
Match start status	<input type="text"/>			
Match time	<input type="text"/>			

d) After inputting score, marking the winner and verification, press "Save". Cancel will leave the data unchanged. Pressing the blue disc will save and let you stay in the same window.

e) Match is now finished.

10.2. Entering scores during the match:

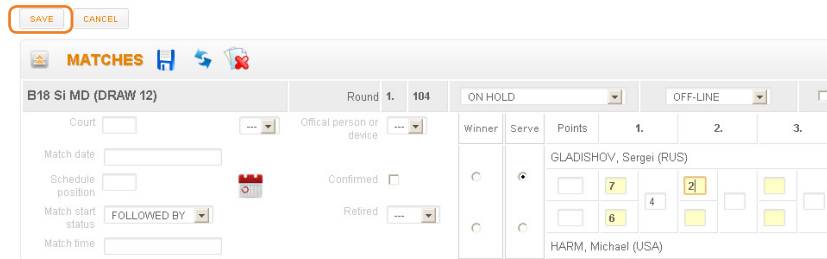
a) Choose who serves by marking the circle of a player as in picture:

Serve	Points	1.	2.	3.
<input checked="" type="radio"/>	GLADISHOV, Sergei (RUS)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	HARM, Michael (USA)	<input type="text"/>	<input type="text"/>	<input type="text"/>

b) Input games of a match in progress.

Winner	Serve	Points	1.	2.	3.
<input type="radio"/>	<input checked="" type="radio"/>	GLADISHOV, Sergei (RUS)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	<input type="radio"/>	HARM, Michael (USA)	<input type="text"/>	<input type="text"/>	<input type="text"/>

c) After you input current score, press Save - Score will be visible online as if tracked by Live Tracker.



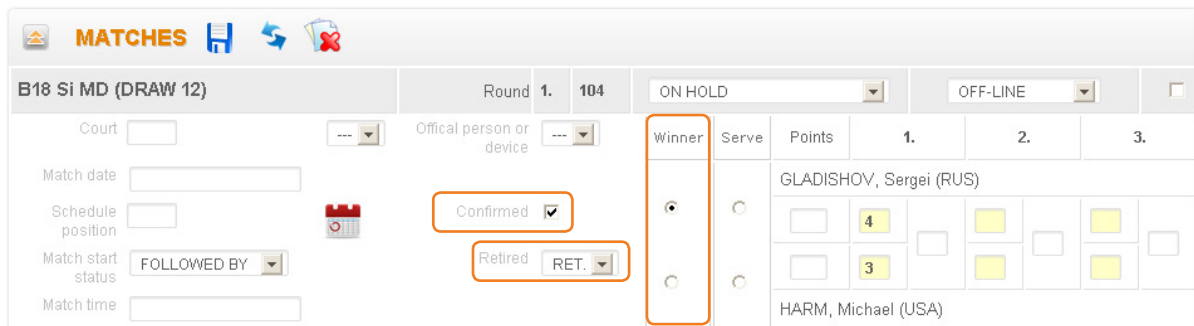
The screenshot shows a match management form for 'B18 Si MD (DRAW 12)'. The match is in Round 1, Set 104. The score is 7-2 in the first set and 6-4 in the second set. The player 'GLADISHOV, Sergei (RUS)' is serving. The match status is 'OFF-LINE'. There are 'SAVE' and 'CANCEL' buttons at the top left.

d) To change score, re-enter this match tab and change the score, save again to change it online.

10.3. Walk Out or Retired match

a) Choose "Retired" and pick W. O. or RET.

b) Choose the winner.



The screenshot shows the match management form with 'Confirmed' checked and 'Retired' selected in the dropdown. The 'Winner' field is highlighted with an orange box. The match status is 'OFF-LINE'.

c) Verify match - tick "Confirmed".

d) Press "SAVE".

BEAR IN MIND: If you wish to have the match visible online, set the match status to PUBLIC. Default status is OFF-LINE. In the upper right corner, press arrow next to off-line and change. After you changed anything on this tab, always press SAVE to keep changes.



The screenshot shows the match management form with the 'OFF-LINE' status highlighted in the dropdown menu in the upper right corner.

2) Inputting order of play

Order of play is inputted next to score input tab (see Chapter Inputting Scores).

Choose desired match, and input the following:

1. Court: number of Court of a match. Court

2. Match date: date of match. Match date

3. Schedule position: input number - order of match on a given court, after the last match that has known time.

Schedule position

4. Match start status: choose - followed by, after, not before, start at, suitable rest.

Match start status

5. Match time: hour the match starts. Match time

6. Press "SAVE" after input, or cancel to quit.

3) Troubleshooting

PROBLEM: You found a match on tracker, got it, but cannot find it on your device?

SOLUTION: In order to get match again you have to unlock it through web tournament software. Finding a match has been explained under Inputting Scores chapter, points 7 and 8. Once you found your locked match, right of the players' names there is a lock sign. Press it and you will unlock the match, making it available for tracker again.