PB Manual

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Pickleball Brackets

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Table of Contents

1. Site Overview 12
1.1. Security 13
1.2. Program Access and Devices 14
1.2.1. For Players 15
1.2.2. For Club Managers 16
1.2.3. For Tournament Directors 17
1.2.4. For League Directors 18
1.3. FAQs and Quick Tips and Tricks 19
1.3.1. Player FAQs 20
1.3.2. Tournament Director FAQs 23
1.3.3. Tournament Director Tips and Tricks 26
1.3.4. Club Manager FAQs 29
1.3.5. League Manager FAQs 30
1.3.6. How to Practice on My Own Tournament or League 31

2. User Account 32
2.1. Welcome Page 33
2.2. Confirm Your Email Address 35
2.3. Email Verification 36
2.4. Sign Up Completion 37
2.5. Profile Details 39
2.5.1. Page 1 40
2.5.2. Page 2 43
2.5.3. Page 3 44
2.5.4. Page 4 45
2.6. Forgot Your Password? 48
2.6.1. Check Your Email 49
2.6.2. Password Reset Link 50
2.6.3. Reset Password 52
2.6.4. Password Reset Confirmation 55

3. Clubs 57
3.1. How to Sign Up With a Club 58
3.1.1. Club Details 59
3.1.2. Club Summary Data 62
3.1.3. Become a Member 66
3.1.4. Membership Fees 67
3.1.5. The Club Member Record 68
3.1.5.1. Club Member Profile 69
3.1.5.2. Enter Club Games 73
3.2. How to Create a Club 75

3.2.1. Editing Club Features 79
3.2.2. Club Management Menu 80
3.2.2.1. Edit Club 82
3.2.2.1.1. Basic Club Information 83
3.2.2.1.2. Logo and Files 87
3.2.2.1.3. Locations 90
3.2.2.1.4. Checkout Options 93
3.2.2.1.5. Sponsors 96
3.2.2.1.6. Managers 97
3.2.2.1.7. Member Fees 98
3.2.2.1.7.1. Fee Plan Details 102
3.2.2.2. The Member List 104
3.2.2.2.1. Club Rating Stats 105
3.2.2.3. Member Details 107
3.2.2.4. User Defined 111
3.2.2.5. Reports 113

4. Tournaments 114
4.1. How to Register for a Tournament 115
4.1.1. Tournament Listing 116
4.1.1.1. Tournament Menu 118
4.1.1.2. Tournament Page 119
4.1.2. Tournament Details 121
4.1.2.1. Event Details 123
4.1.2.2. Player Lists 127
4.1.2.2.1. Player List by Event 128
4.1.2.2.2. Player List with Events 130
4.1.2.2.3. Stats 131
4.1.2.3. Results 132
4.1.2.3.1. Double and Single Elimination Results 133
4.1.2.3.2. Round Robin Overview 134
4.1.2.3.3. Pool Results 135
4.1.2.3.4. Playoff Results 139
4.1.2.4. Start Times 140
4.1.3. Tournament Description 141
4.1.4. Tournament Summary and Location 142
4.1.5. Signing Up 143
4.1.5.1. Select Your Events 144
4.1.5.2. Select Your Partner 146
4.1.5.3. Find Your Partner 147
4.1.5.4. Manual Partner Entry 150
4.1.5.5. Continue Registration 152
4.1.5.6. Other Items 153

4.1.5.7. Checkout 156
4.1.5.8. Payment 159
4.1.5.9. Receipt 162
4.1.6. Changing a Registration 164
4.2. How to Create and Manage a Tournament 167
4.2.1. Creating a New Tournament 168
4.2.2. Linking Tournaments 169
4.2.3. Navigation 172
4.2.4. Tournament Settings 175
4.2.4.1. Tourney Info 176
4.2.4.2. Tourney Info Page 2 177
4.2.4.3. Tourney Info Page 3 181
4.2.4.4. Tourney Info Page 4 184
4.2.4.5. Tourney Info Page 5 186
4.2.4.6. Tourney Info Page 6 189
4.2.4.7. Tourney Info Page 7 190
4.2.4.8. Tourney Info Page 8 192
4.2.4.9. Tourney Info Page 9 193
4.2.4.10. Digital Score Card Format 195
4.2.4.11. Tracking Traffic to Your Site 198
4.2.4.12. Tourney Info Page 10 200
4.2.4.13. Tourney Info Page 11 201
4.2.4.14. Tourney Info Page 12 202
4.2.4.15. Tourney Info Page 13 203
4.2.4.16. Lottery Information 204
4.2.4.16.1. Lottery Algorithm Selection Options 206
4.2.4.17. Weather Alert 208
4.2.4.18. Health and Safety 209
4.2.4.19. Registration Cost 210
4.2.4.20. Checkout Options 212
4.2.4.20.1. Custom Receipt 213
4.2.4.20.2. Stripe 214
4.2.4.20.3. PayPal 215
4.2.4.20.4. PickleballBrackets Collection Service 216
4.2.4.20.5. Pay on Site 217
4.2.4.20.6. Pay Later 218
4.2.4.20.7. Auto Redirect 219
4.2.4.20.8. Custom 220
4.2.4.21. Logo & Files 222
4.2.4.21.1. Logo Upload 223
4.2.4.21.1.1. How to Add a Logo That is Too Large 225
4.2.4.21.1.2. How to Add a Logo That is Too Small 226

4.2.4.21.2. Flyer and Waiver Upload ... 227
4.2.4.22. Discount Codes ... 228
4.2.4.23. Manage Discount Codes ... 229
4.2.4.24. Sponsors ... 231
4.2.4.25. Sponsor Details ... 233
4.2.4.26. Feature Plans ... 236
4.2.4.27. Venues ... 237
4.2.4.27.1. Print Spooler Instructions ... 241
4.2.4.27.2. Installing the Print Spooler ... 242
4.2.4.27.3. Print Spooler Menu Options ... 245
4.2.4.27.4. Configuring the Print Spooler ... 246
4.2.4.27.5. Running the Print Spooler ... 248
4.2.4.28. Amenities ... 249
4.2.4.29. Managers ... 251
4.2.5. Event Settings ... 252
4.2.5.1. Event List ... 255
4.2.5.2. Event Info Page 1 ... 257
4.2.5.3. Event Info Page 2 ... 260
4.2.5.3.1. Single Elimination Special Options ... 262
4.2.5.4. Event Info Page 3 ... 263
4.2.5.5. Event Info Page 4 ... 265
4.2.5.6. Event Info Page 5 ... 267
4.2.5.7. Event Info Page 6 – Round Robin Score Format ... 269
4.2.5.8. Event Info Page 6 – Single Elimination Score Format ... 270
4.2.5.9. Event Info Page 6 – Double Elimination Score Format ... 271
4.2.5.10. Event Info Page 7 ... 272
4.2.5.11. Event Info Page 8 ... 273
4.2.5.12. Settings for Events that Require Qualifying ... 276
4.2.5.12.1. Qualifying Scenarios ... 277
4.2.5.12.2. Event Setup for Scenario 1 ... 278
4.2.6. Managing Age Group Splits ... 280
4.2.6.1. Adding the First Age Splits ... 282
4.2.6.2. Adding Additional Splits ... 285
4.2.6.3. Configuring Splits ... 287
4.2.6.4. Creating Splits When Teams are Already Registered ... 289
4.2.6.4.1. Adding Splits with Players ... 292
4.2.6.4.2. Manually Moving a Player or Team to a Different Age Split ... 296
4.2.6.5. Finalizing Split Settings ... 298
4.2.7. Special Tournament Formats ... 299
4.2.7.1. National Senior Games State Qualifying Tournaments ... 300
4.2.7.1.1. National Senior Games Regulations ... 301
4.2.7.1.2. Tournament Setup ... 302

4.2.7.1.3. Event Set Up 303
4.2.7.1.4. Adding Age Splits to the Event 305
4.2.7.1.5. Formatting Age Splits 310
4.2.7.1.6. Creating the Remaining Events 311
4.2.7.1.7. Generating Events 312
4.2.7.1.8. Merging Skill Levels 313
4.2.7.1.9. Adding Players or Teams After All of the Previous Steps are Completed 317
4.2.7.1.10. Final Results 318
4.2.8. Pre-Registrations 319
4.2.8.1. Inviting Players to Pre-Register 321
4.2.9. User Defined Fields 324
4.2.9.1. Adding Questions 326
4.2.9.2. Question 328
4.2.9.3. Question Details 330
4.2.9.4. How Players will Answer 332
4.2.9.5. Configuring Answers 334
4.2.9.5.1. Checkbox List Answers 335
4.2.9.5.2. Multiple Choice Answers 337
4.2.9.5.3. Drop Down Answers 338
4.2.9.6. Sanctioned, Approved and Ratings 339
4.2.10. Volunteers 343
4.2.10.1. Volunteer Areas 345
4.2.10.2. Add Volunteer Time Slots 348
4.2.10.3. Volunteer Time Slots 349
4.2.10.4. Add a Volunteer 352
4.2.10.5. Search for a Name 353
4.2.10.6. Add the Time and Area 354
4.2.11. Referees 357
4.2.11.1. Add Referee Time Slots 358
4.2.11.2. Add a Referee 359
4.2.11.3. Print All Ref Sheets 361
4.2.12. Managing Registrations 362
4.2.12.1. Attendee Menus 363
4.2.12.2. Attendee Screen 366
4.2.12.3. Maintaining the Attendee List – Adding a Player 367
4.2.12.3.1. Add a Player Who Already Has An Account 368
4.2.12.3.2. Creating a Player Account and Adding a Player 370
4.2.12.3.3. Adding the Player Events 372
4.2.12.3.4. Searching for a Partner 374
4.2.12.3.5. Adding a Partner Manually 378
4.2.12.3.6. Other Items 380
4.2.12.3.7. Checkout Screen 383

4.2.12.3.8. Payments 386
4.2.12.3.9. Receipts 387
4.2.12.4. Maintaining the Attendee List – Changing a Registration 390
4.2.12.5. Using the Simulator 393
4.2.12.5.1. Simulator Options – Round Robin 395
4.2.12.5.2. Simulator Updates 397
4.2.12.5.3. Simulator Options – Single Elimination 399
4.2.12.5.4. Simulator Options – Double Elimination 400
4.2.12.5.5. Viewing the Simulator 401
4.2.13. Preparing the Tournament to Run 402
4.2.13.1. Moving Players and Teams 403
4.2.13.2. Merging Events to Create Playing Brackets 405
4.2.13.3. Setting up and Managing Courts 409
4.2.13.3.1. Managing Venue Courts 410
4.2.13.3.1.1. Venue Courts 411
4.2.13.3.1.2. Unavailable Court Times 413
4.2.13.3.2. Managing Event Court Counts and Start Times 416
4.2.13.3.2.1. Managing Screen 417
4.2.13.3.2.2. Run the Simulator 419
4.2.13.3.3. Special Procedures for Preparing Qualifying Events 420
4.2.13.3.3.1. Preparing Scenario 1 Qualifying Events 421
4.2.13.4. Sending Custom Messages 424
4.2.13.5. Finalizing Start Times 425
4.2.13.5.1. Posting Start Times to the Event Listing 426
4.2.13.5.2. Posting Start Times on the Main Tournament Page 428
4.2.13.5.3. Sending Automated Start Time Emails and Texts 430
4.2.13.5.4. Start Times in a Custom Message 432
4.2.13.6. Verifying Events 433
4.2.13.6.1. Event Verification 435
4.2.13.6.1.1. One Step Verify 436
4.2.13.6.1.1.1. One Step Verify Select Event 437
4.2.13.6.1.1.2. One Step Verify Initiation 438
4.2.13.6.1.1.3. One Step Verify Completion 441
4.2.13.6.1.2. Options for Events in the Verify Queue 442
4.2.13.6.1.2.1. Texting Players 444
4.2.13.6.1.3. Verify Teams 446
4.2.13.6.1.4. Verify Pool Options 449
4.2.13.6.1.5. Verify Settings 450
4.2.13.6.1.5.1. Round Robin 451
4.2.13.6.1.5.2. Round Robin with Pools and a Single or Double Elimination Playoff. 454
4.2.13.6.1.5.3. Single Elimination 458
4.2.13.6.1.5.4. Double Elimination 459

4.2.13.6.1.6. Verify Seedings 461
4.2.13.6.1.6.1. Change Seedings 463
4.2.13.6.1.7. Verify First Round Matchups 466
4.2.13.6.1.7.1. Change First Round Matchups 467
4.2.13.6.1.8. Confirmation of Format 470
4.2.13.6.1.8.1. Confirm a Single Elimination Bracket 471
4.2.13.6.1.8.2. Confirm a Double Elimination Bracket 472
4.2.13.6.1.8.3. Confirm a Single Pool Round Robin Bracket 473
4.2.13.6.1.8.4. Confirm a Single Pool Round Robin Event with a Playoff 474
4.2.13.6.1.8.5. Confirm a Multi-Pool Round Robin Bracket 475
4.2.13.7. Final Event Preparation 476
4.2.13.7.1. Waiting Queue Options 477
4.2.13.8. Generating the Planner 479
4.2.14. Running the Tournament 482
4.2.14.1. Kiosk Pages 483
4.2.14.1.1. Scores and Standings 484
4.2.14.2. Player Check In 485
4.2.14.2.1. Welcome Desk Check In 486
4.2.14.2.2. Self Check In 491
4.2.14.3. Court Assignments 494
4.2.14.4. Court Assignments (On Deck) 495
4.2.14.5. Starting Events 496
4.2.14.5.1. Special Procedures for Running Qualifying Events 498
4.2.14.5.2. Printing Score Sheets 499
4.2.14.5.2.1. Individual Match Sheets 500
4.2.14.5.2.2. Printing Multiple Score Sheets 502
4.2.14.5.2.3. Next Available Match Score Sheets 504
4.2.14.5.2.4. Mark as Printed 505
4.2.14.6. Starting Matches and Entering Scores 506
4.2.14.6.1. Manual Search & Entry 508
4.2.14.6.2. Using a QR Code Reader 510
4.2.14.6.2.1. QR Code Reader Score Entry 511
4.2.14.6.2.2. QR Reader Court and Referee Assignment 512
4.2.14.6.3. Court Desk 514
4.2.14.7. Finalizing Scores and Completing an Event 516
4.2.14.7.1. Medal Assignments 518
4.2.14.7.1.1. Automatic Medal Assignments 519
4.2.14.7.1.2. No Medals 520
4.2.14.7.1.3. Designated Medals for Merged Events 521
4.2.14.7.1.4. Creating Separate Medal Playoff Rounds for Combined Events 525
4.2.14.7.2. Printing a Medal Report 527
4.2.14.7.3. Final Standings – Overall Description 528

4.2.14.7.4. Final Rankings for Round Robin Events with Pools and Playoffs 530
4.2.14.7.5. Making Changes to a Completed Tournament 531
4.2.14.8. On Time Visualization 532
4.2.15. Copying a Previous Tournament 534
4.2.16. The Messaging System 535
4.2.16.1. Message Page 1 538
4.2.16.2. Add a Campaign 539
4.2.16.3. Message Filters 540
4.2.16.4. Message Templates 544
4.2.16.4.1. The Template Header 548
4.2.16.4.2. Working With a System Generated Template 550
4.2.16.4.3. Editing the Template 553
4.2.16.4.3.1. Images 556
4.2.16.4.3.1.1. Image Upload 557
4.2.16.4.3.1.2. Image Editing 559
4.2.16.4.3.2. Hyperlinks 560
4.2.16.4.3.3. Documents 562

5. Leagues 564
5.1. How to Sign Up With a League 565
5.2. Opt In 567
5.2.1. Regular Ladder League 568
5.2.2. Flex League 571
5.3. How to Create and Manage a League 573
5.3.1. Creating a New League 574
5.3.2. League Structure 575
5.3.3. Setting Up the League 576
5.3.3.1. Basic Info Page 1 577
5.3.3.2. Basic Info Page 2 580
5.3.3.3. Basic Info Page 3 582
5.3.3.4. Basic Info Page 4 584
5.3.3.5. Basic Info Page 5 588
5.3.3.6. Basic Info Page 6 590
5.3.3.7. League Checkout Options 591
5.3.3.8. League Discount Codes 594
5.3.3.9. League Sponsors 597
5.3.3.10. League Managers 602
5.3.3.11. The League Menu 603
5.3.4. League Sessions 605
5.3.4.1. Adding New League Sessions 606
5.3.4.1.1. Session Page 1 607
5.3.4.1.2. Session Page 2 609
5.3.4.1.3. Session Page 3 611

5.3.4.1.4. Session Page 4 612
5.3.4.1.5. Session Page 5 614
5.3.4.1.5.1. Traditional Leagues 615
5.3.4.1.5.2. Ladder Leagues 617
5.3.4.1.5.2.1. Percentage of Points (POP) 619
5.3.4.1.5.2.1.1. Two Round POP 620
5.3.4.1.5.2.1.2. Group Bonus Points 621
5.3.4.1.5.2.1.3. Columns to Show 622
5.3.4.1.5.2.1.4. POP League Penalties 623
5.3.4.1.5.2.2. Club Rating Ranking Type 624
5.3.4.1.5.2.2.1. Score and Groups Size Defaults 625
5.3.4.1.5.2.3. Up Down 629
5.3.4.1.5.2.4. Custom 631
5.3.4.1.5.2.4.1. Two Round Custom League 633
5.3.4.1.5.2.4.2. Custom League Group Bonus Points 634
5.3.4.1.5.2.4.3. Custom Columns to Show 635
5.3.4.1.5.2.4.4. Custom League Penalties 637
5.3.4.1.6. Session Page 6 638
5.3.4.1.7. Session Page 7 639
5.3.4.1.8. Session Page 8 640
5.3.4.1.9. Adding Game Days to a Session 642
5.3.4.1.9.1. Creating Multiple Game Days 643
5.3.4.1.9.2. Creating a Single League Game Day 646
5.3.4.1.10. All Session Menu Options 647
5.3.4.2. Two Player Team Ladder Leagues 649
5.3.4.3. Running the League Session 650
5.3.4.3.1. Adding Players 651
5.3.4.3.1.1. Online Registration 652
5.3.4.3.1.2. League Manager Entry 653
5.3.4.3.1.2.1. Adding a Player 655
5.3.4.3.2. The Game Day 660
5.3.4.3.2.1. Regular Ladder League Game Day 661
5.3.4.3.2.1.1. RSVPs 663
5.3.4.3.2.1.1.1. Auto Checkout Option 667
5.3.4.3.2.1.2. Groups 668
5.3.4.3.2.1.3. Starting Matches 672
5.3.4.3.2.1.4. Entering Game Day Scores 675
5.3.4.3.2.1.5. Completing the Game Day 678
5.3.4.3.2.1.6. Adjustments to Scores 680
5.3.4.3.2.2. Flex League Game Day 684
5.3.4.3.2.2.1. RSVPs 685
5.3.4.3.2.2.2. Groups 686

5.3.4.3.2.2.3. Matches 687
5.3.4.3.2.2.4. Completing the Game Day 688
5.3.4.3.2.3. Traditional League Game Day 689
5.3.5. Managing an Existing League 692
5.3.5.1. Deleting or Hiding a League Player or Adjusting Rankings 693

6. Players 695
6.1. Finding a Player 696
6.2. List of Found Players 697
6.2.1. Player Rating Profile 698
6.2.2. Game Results 700
6.2.3. Rating Graph and Tournament Details 703

1. Site Overview

PickleballBrackets.com is a fully customizable, web-based program designed for the easy and efficient administration of pickleball tournaments, clubs and leagues, large and small. It provides all the management features necessary for the creation, maintenance and operation of all of your pickleball functions, backed by a robust security protocol.

1.1. Security

GENERAL SECURITY

PickleballBrackets.com runs completely on an SSL certificate to ensure all data being transferred from and to its application is secure.

All Account Holders

1. Pickleball Brackets LLC does not sell any information gathered on the site.
2. Login is **ONLY** done using 2 stage authentication to prevent automated hacking.
3. Passwords are stored as a **ONE WAY** encrypted hash using a one-time randomly generated value, thus preventing password theft by an unauthorized user or hack. This complies to federal law.
4. **NO** password is ever sent as plain text to a person's email account. This would violate federal law.
5. A forgot password email option is given and a verification is sent to the email address with a link to change the password. The only person that gets this option is the person who owns the email account.
6. No player's contact or private information is ever displayed on the site.

Organization Managers and Tournament and League Directors

1. Each manager can have their own security profile.
2. Each profile allows that manager to do and see certain things in the administration area.

1.2. Program Access and Devices

Pickleball Brackets works on all devices (phone, tablet, desktop/laptop), operating systems, and browsers.

1.2.1. For Players

Players may choose one of the following devices to use PickleballBrackets.com

1. A computer with internet access.
2. A tablet with internet access.
3. A mobile smart phone.

> For best results, assure that your device is running the latest version of it's operating system and that your browser is up to date.

Player functions include:

1. Setting up and maintaining an account
2. Registering for a Tournament
3. Viewing tournament sign ups, results, event details and statistics
4. Viewing ratings for any player
5. Sending messages to tournament directors or players looking for partners.
6. Signing up as a referee or volunteer for a tournament
7. Purchasing tournament items or services not included in the registration fee
8. Joining a Club
9. Registering for a League
10. Entering League scores
11. Viewing League sign ups, rankings, event details and statistics

Optional: PickleballBrackets.com will send tournament and league related text messages to any mobile phone number specified by a player in their account profile.

1.2.2. For Club Managers

Club Managers may choose one of the following devices to maintain their clubs on PickleballBrackets.com

1. A computer with internet access.
2. A Windows tablet/convertible laptop with internet access.
3. A smart phone with internet access.

Minimum resources for managing a club.

1. Reliable internet access.
2. One computer, tablet or smart phone.

Recommended resources

1. Reliable internet access.
2. One computer, tablet or smart phone.
3. One printer for printing reports.

For best results, assure that your devices are running the latest versions of their operating systems and that your browsers are up to date.

1.2.3. For Tournament Directors

Tournament Directors and administrators may choose one of the following devices to maintain their events on PickleballBrackets.com

1. A computer with internet access.
2. A Windows convertible laptop with internet access.

> ! Mobile phone and tablet access for administration is not supported at this time.

Minimum resources for running a tournament.

1. Reliable internet access.
2. One computer for score sheet printout and score input.
3. One computer or large tablet for player check in.
4. One printer.

Recommended resources

1. Reliable internet access.
2. One computer and printer for score sheet printout and score input.
3. Extra computers for score input for large tournaments (500+ players) or multiple locations.
4. QR code readers for rapid score input.
5. One computer and printer for administration, reports and score input.
6. One or more computers or large tablets for player check in.
7. Internet connected monitors for display of results (each requiring a tablet or laptop computer and supporting kiosk software).
8. Internet connected monitors for display of upcoming matches for single and double elimination events (each requiring a tablet or laptop computer).

> ✻ For best results, assure that your devices are running the latest versions of their operating systems and that your browsers are up to date.

1.2.4. For League Directors

League Directors and administrators may choose one of the following devices to maintain their events on PickleballBrackets.com

1. A computer with internet access.
2. A Windows tablet/convertible laptop with internet access.
3. A smart phone with internet access

Minimum resources for running a league.

1. Reliable internet access.
2. One computer, tablet or smart phone for player check in and score input.

Recommended resources

1. Reliable internet access.
2. One computer, tablet or smart phone for player check in and score input.
3. One printer for score sheet printing.

For best results, assure that your devices are running the latest versions of their operating systems and that your browsers are up to date.

1.3. FAQs and Quick Tips and Tricks

FAQs and Quick Tips and Tricks

1. Player FAQs
2. Tournament Director FAQs
3. Tournament Director Tips and Tricks
4. Club Manager FAQs
5. League Manager FAQs
6. How to Practice on My Own Tournament or League

1.3.1. Player FAQs

Account Setup

1. **A tournament director set up an account for me and I can't log in. What do I do now?**

- If the tournament director used your email address to set up the account, you should use that email address to attempt a log in. Click the **Forgot Password** link on the log in page to create a a password for your account and then log in. Click HERE for directions.
- If the tournament director created a temporary password for you to register and pay for a tournament, ask the tournament director to edit your registration record and change the email address to your correct email address. Then follow the directions above to use the forgot password link to create a password. Click HERE for directions.

Account Changes

1. **How do I change my player profile?**

- You can change your player profile to update any item including your email address. Log in to your account. From the drop down menu under your name, select My Profile. On a computer that will be on the upper right of the screen. On a phone, you will find it by clicking on the menu button next to your name at the top and then on your name at the bottom. Be sure to save any changes.

> ! Do not create a new account if your have a new email address! Just change the email address in your existing profile.

Searching for a Tournament

1. **I'm trying to search for a tournament in a specific state but there are no states on the drop down menu.**

- A country must be selected before you select a state. After a country is selected, all the states and provinces in that country will appear on the state drop down menu. Click HERE for directions.

> ! All search parameters are saved and will be in effect until you change them, even if you close your browser or log out. If you want to switch back to a global search for all tournaments, be sure to reset all search parameters.

Searching for a Player or Player Rating

1. **I'm looking for a player who I know has a history of playing in tournaments, but I can't find him/her.**

- Be sure that you have spelled the name correctly. You can search by either first or last name. Instead of the full name, you can type in the first 2 or more characters of the name and the search will bring up every match.
- Only players with a PickleballBrackets.com account will be found with the player search function.

2. **I found the player who I was searching for but he/she does not have a tournament rating or the rating is not the same as their association rating (UTPR, Pickleball Canada, etc.)**

- Tournament ratings are only calculated for tournaments using PickleballBrackets.com. Players who have not played in a PickleballBrackets.com tournament will only have a self rating.
- Individual associations have their own procedures for calculating ratings. Although they may use the data from PickleballBrackets.com, their calculation algorithm may be different, thus resulting in a different rating.

Tournaments

1. **I registered for a tournament and so did my partner. Even though we selected each other, we did not get matched up for our event. What happened?**

- This usually occurs when a player registers with one email address but is then picked as a partner by someone using a different email address to find them. If the partner is not found and they enter the partner information manually, with the wrong email address, the team won't be matched up. Contact each other to be sure you are each using the correct email addresses to get matched up. The player who used the wrong email address to search should log in and edit their registration to start a new partner search with the correct address. To prevent this from happening, use a name to search instead of an email address but be sure to spell the name correctly. Click HERE for directions.

2. **I registered for a tournament and paid via PayPal, but my registration does not show on the list of players and events. What should I do?**

- If you received a PayPal receipt **and** a PickleballBrackets.com receipt for your registration, you should wait 15 minutes or so to see if your registration appears. If not, use the Contact Tourney button on the main tournament webpage to get in touch with the tournament director.
- If you did not receive either or both of the receipts, use the Contact Tourney button on the main tournament webpage to get in touch with the tournament director.

3. **I received an email saying that I had been moved to the waiting list for an event, even though the event still shows a number of open slots. Why did that happen?**

- Tournament directors can specify a time period for partners to register to guarantee a team's spot in an event. If a player registers but their partner does not sign up within that time period, the player will be automatically moved to the waiting list. Once the partner registers, the team will be moved back in **if there are still spots available in the event**.

4. **How do I withdraw from a tournament or change my registration?**

- For detailed directions, click HERE

5. **I am a member of a club and have played in club leagues and tournaments but my club ratings are not being calculated for all of my games. Why not?**

- Club ratings are only calculated for games where all of the players are club members AND the club manager has turned the club rating feature on. Club ratings are calculated for coed matches if that option is selected by the club manager. There is a fee charged for clubs to calculate ratings so you should check with your club manager to determine if the club has opted in to that fee.

1.3.2. Tournament Director FAQs

What fees are charged for setting up and running a tournament?

Click Here for Current Fee Schedule

1. **Tournament Setup Fee** – Payable within 5 days of the initial creation of the tournament.

2. **Player Fee** – Billed when the tournament is completed and locked, or is cancelled by the tournament director. Tournaments are locked and ratings are calculated 5 days after the last event is completed. If events are not completed, the tournament will be locked automatically two weeks after the last completed event.

> ! The player fee applies to every registered player including withdrawn players and waiting list players.

Player Registration Problems

1. **A player contacted me because they registered for my tournament using PayPal but they are not shown on the player list. How do I fix that?**

On rare occasions PayPal does not send the transaction back to PickleballBrackets.com confirming a payment. Thus, the registration is not completed. If this happens and you are certain they paid, use the following steps to add the player manually.

- Check your PayPal account or request a copy of the player's PayPal receipt to verify payment.
- Contact the player to get all of the details of their registration, including events, partners and any user defined fields.
- From the attendee screen, add the player manually to the tournament.
- On the checkout screen, select Other as the payment method.
- Confirm the payment amount. Enter the date, and, in the payment memo section, record that it was a PayPal payment and the PayPal transaction code if available.
- Once the checkout is completed, the player will receive a copy of the registration receipt.

Running the Tournament

1. **I've already verified my events and I need to add a player or team. How is that done?**

- Verified events are placed in the waiting queue to be started. Go to the LIVE CONSOLE, select the event from the waiting queue and select Start Over from the event drop down menu. This will "un-verify" the event and allow you to enter an additional team from the attendee page. Once the team is entered, you will need to re-verify the event.

2. **I've already verified my events and I need to delete, or swap out a player or team. How is that done?**

- Verified events are placed in the waiting queue to be started. Go to the LIVE CONSOLE, select the event from the waiting queue and use the event drop down menu on the left to make your changes. Complete directions can be found HERE.

3. **I've already verified my events and I need to change the format. How is that done?**

- Verified events are placed in the waiting queue to be started. Go to the LIVE CONSOLE, select the event from the waiting queue and select Start Over from the event drop down menu. This will start the verification process over from the beginning and you may make any needed changes to the event format. Complete directions can be found HERE.

4. **When you merge events and then want to play a medal playoff separately for each of the merged events this is how do you do it?**

- This is more of a manual process at the end but this is how everyone does it when they want to split a bracket into multiple medal playoff brackets.

To start, make sure you do this after registration is closed. Then click the main menu and go to Edit Tourney.
Change "Max Events Per Reg." = "Unlimited"
Change "Register Same 'Player Group' & 'Format' Combo" = "Yes"
This will allow you to complete the next steps without issues. Keep in mind that registration is closed so this won't impact anything in a negative way.
Also, for now change "Notifications" = "Off" (TURN THIS BACK ON AFTER YOU ARE DONE WITH THE ENTIRE PROCESS) we don't want people getting emails of these changes while you are doing them. It would cause confusion.

Create a single elimination medal bracket for 4.0 and another for 3.5 (or whatever skill/age brackets you want to split out into their own medal playoff). When you create the events select "Custom Title" = "Yes" and put the words "Medal Round" into the title. Set the total players in that bracket to unlimited.

If you are basing the players in the medal round by their original skill then register all the 4.0 players into the 4.0 medal bracket and the 3.5 into the 3.5 medal bracket.

If you are basing the players in the medal round by their standing alone, no matter the original bracket OR skill, then register ALL players into BOTH 4.0 and 3.5 medal round events.

DO NOT verify these 2 events. But leave all the players in the events themselves until AFTER the round robin play is over.

Go back to Edit Tourney and change "Notifications" = "On"

After all games are played from the Round Robin you follow steps to complete the event. Click the red button to complete (should show on the screen) and medal based on the entire bracket. When you finish this process the event will move to the completed tab in the live console. Go to the completed tab. Click the Options button on the left of the event and select No Medals Awarded. This will change the “Gold, Silver, Bronze” to “First, Second, Third”

Now, you will want to click on the bracket title itself. This will take you to the event results. Make sure you click Event Overview if you are not on that page already. This is the page that should just show stats for each pool on one screen.

Here you will see the standings for each pool. This is the info you’ll need to create the medal round brackets. Copy the info you need for each of the medal round brackets. The top X players for 4.0 and the top X players for 3.5
NOTE: Final Standing page will give you the overall standings of the entire bracket with the two pools combined.

Go to the live console and click the Verify tab. Verify the 3.5 and you’ll see a red trash can on the left of all the teams. Clicking that removes the team from the bracket. Click that for all players NOT playing in that medal round.
Follow the steps to verify the event. When you get to the step for seeding you’ll want to seed the players based on the RR standing.

Do the same thing for each Medal Round bracket in the live console.

5. **The score sheet has a place for the court number for the game but it is blank. Can the computer print the court assignment on the score sheet?**
   The system cannot assign courts before the score sheets are printed out. For Round Robin events on designated courts, events are assigned to a group of courts, not individual courts and score sheets are often printed out in advance.For any event that is printing score sheets on a next available basis, the courts are assigned after the sheets are printed out.
   The line on the score sheet that says “Courts” is always filled in by hand by the person assigning the court.

6. How long after a tournament is completed do TDs have to make changes to results?
   Tournaments are automatically locked 5 days after the date of the final event. Until that time, Tournament Directors may update scores and/or modify results from the Live Console.

1.3.3. Tournament Director Tips and Tricks

Tournament Description

1. Include a detailed description of the event formats. Round robin, double elimination, single elimination, etc.
2. Mention the scoring format for each of the event formats.
3. **Always include a statement about the ability of the tournament director to modify event formats as needed depending on registrations.**
4. Include a detailed description of eligibility for the tournament. If this tournament is only for club residents, certain age groups or certain skill levels, say that in the description.
5. If there are skill level restrictions for any bracket, that should be mentioned. For example, if a 4.5 bracket requires both or only one of the players to be rated at that level, that should be included in the description.
6. Mention the types of skill level ratings that are considered for registration. Self rating, PickleballBrackets.com rating, UTPR, Pickleball Canada or any other.
7. If there is a time limit for partner registration, say that in the description.
8. Describe the fee schedule including any early registration discounts or surcharges for out of state players.
9. Mention any facility rules or important features.
10. Mention any special housing or hotel discounts or accommodations.
11. Include a description of the payment options and a detailed refund policy.
12. If refunds are available, conform the final refund date to the final registration date to encourage players who are thinking of withdrawing to do so before you start final tournament preparation.
13. If there are multiple requests for the same information from registrants, add the answer to the tournament description.

> ✻ A detailed tournament description is vital for assuring the consistent application of registration procedures and for limiting the number of questions directed to the tournament organizers.

Tracking Registrations

1. Check registrations frequently during the sign up period. This allows for the timely administration of the following tasks:
    a. Communicating with players who don’t have partners. This can be done individually or with a global message using the messaging function.
    b. Modifying bracket maximums based on enrollments and waiting list numbers.
    c. Running “what if” scenarios using the Snapshot Planner to plan potential schedules.

2. Run the Snapshot Planner as registrations come in to manage event counts and the waiting lists. Here are some Snapshot Planner Tips.
    a. Keep two windows open when running the planner, one to change parameters and the second

to view results. When you save new parameters, switch to the view window and refresh the page.

b. Start with one event and build on that for the rest of the daily schedule. It is usually best to start with the largest event, especially if that event will need all of the available courts for the first round.
c. Select the remaining events based on court availability. For example, if you have four courts still available during the first daily time slot after scheduling your first event, schedule an event that will use all four of those courts. Save the change and view the results.
d. Continue with all events until the day is full.
e. The Snapshot Planner will default to only the teams that have both players registered. Change the team numbers as needed to reflect your projections for final registration counts.
f. Any changes you make will be saved for the next time you run the planner.

Merging Events

1. Always include a statement in your tournament description that events may be merged or split based on registration numbers.
2. Be sure to state, in the description, whether medals will be awarded based on standings in the merged event or the original event.
3. Wait until registration has closed before merging events.
4. Turn off notifications to players while merging events. Click HERE for a description of the process for merging events.

Splitting Events

1. Always include a statement in your tournament description that events may be merged or split based on registration numbers.
2. Events may be split during registration if there is no registration limit for a bracket and it is filling up quickly.
3. Splitting events requires the creation of a new event and the manual transfer of players based on the criteria of the new event.
4. Players will receive notification of the new event as soon as you switch them if you leave notifications turned on.

Timing for Tournament Preparation

1. Close registration early enough to allow time for finalizing registrations. These finalization tasks might include:
    a. Follow up with players without partners
    b. Collecting outstanding payments
    c. Running the snapshot planner.
    d. Adding players from the waiting list if results of the planner show more available time slots.
    e. Finalizing the schedule and notifying players of all start times.

The timing for closing registration can vary depending mainly on the size of the tournament. Larger tournaments with many brackets and the potential for many waiting list teams and/or players without partners usually close registration earlier than smaller tournaments.

1.3.4. Club Manager FAQs

What fees are charged for setting up and running a club?

Clubs are set up at no charge to the Club manager. Club members may be added at no charge. All fees are charged for the Tournaments, Leagues and Ratings associated with the club.

Click Here for Current Fee Schedule

> ! All Leagues are run under the auspices of a Club. Click Here for League Fees.

Club Ratings

1. **I have members in my club who have played in club leagues and tournaments but club ratings are not being calculated for all of their games. Why not?**
   Club ratings are only calculated for games where all of the players are club members AND the club manager has turned the club rating feature on. Club ratings are calculated for coed matches if that option is selected by the club manager. There is a fee charged for clubs to calculate ratings.

1.3.5. League Manager FAQs

Fees

[Click Here for Current Fee Schedule]

1. **League Setup Fee** – Free
2. **Player Fee** – billed to the Club every month, not to the league or session.

> ! The Club is not charged for players who register for a League. Fees accrue only for matches played.

Club Ratings

3. **I have members in my club who have played in club leagues and tournaments but club ratings are not being calculated for all of their games. Why not?**
   Club ratings are only calculated for games where all of the players are club members AND the club manager has turned the club rating feature on. Club ratings are calculated for coed matches if that option is selected by the club manager. There is a fee charged for clubs to calculate ratings.

1.3.6. How to Practice on My Own Tournament or League

The Training Database

Once a tournament or league is set up, the director will have access to **a copy** of it through the training database. By logging in to the training database, a director may practice the processes and steps needed to run the tournament or league using that copy with current actual data.

> ! **ANY CHANGES MADE TO THE TRAINING DATABASE ARE ONLY TEMPORARY AND ARE SUBJECT TO BE OVERWRITTEN WITH ACTUAL DATA EACH EVENING AFTER MIDNIGHT EASTERN TIME.**

Things to know about the training database:

1. You will need to log in separately when you load the database. Your regular login does not carry over.
2. The training database holds an exact copy of your tournament or league. COPIES ARE GENERATED PERIODICALLY, AT LEAST ONCE A WEEK, OFTEN NIGHTLY.
3. Do not assume that any changes you make will be carried over to the following day.
4. All player messaging and text features are turned off in the training database.
5. You may make changes to the schedules, events, formats, attendees, scores, etc.as needed and they will not impact the actual league or tournament.

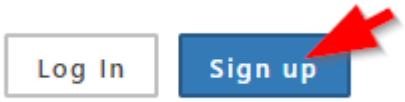
Best uses for the training database.

1. Testing bracket configurations including age splits.
2. Practicing verification.
3. Practicing score input.
4. Practicing how to make last minute changes to running events or leagues.
5. Practicing use of the tournament Court Desk.
6. Testing the effect of different league setup options.
7. Testing the game day management process for leagues.

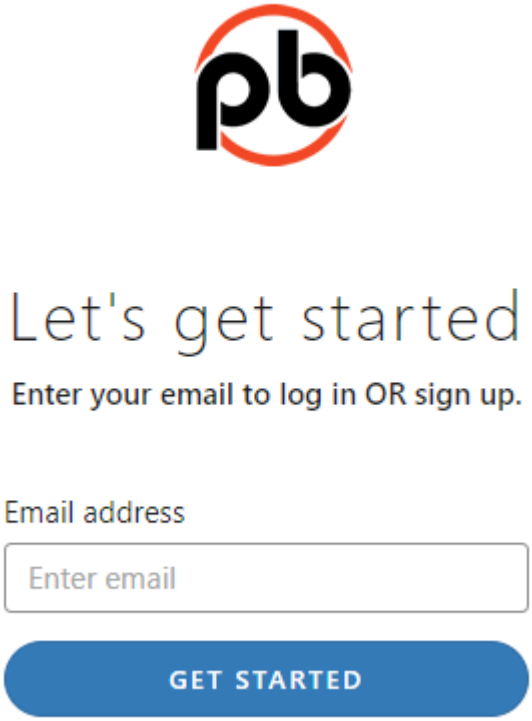
> ! **CLICK HERE TO ACKNOWLEDGE YOUR UNDERSTANDING OF ALL OF THE ABOVE AND LOG IN TO THE TRAINING DATABASE.**

2. User Account

Creating an Account – Every player, manager, volunteer and tournament or league director must have their own unique user account. Create your account with the following steps.



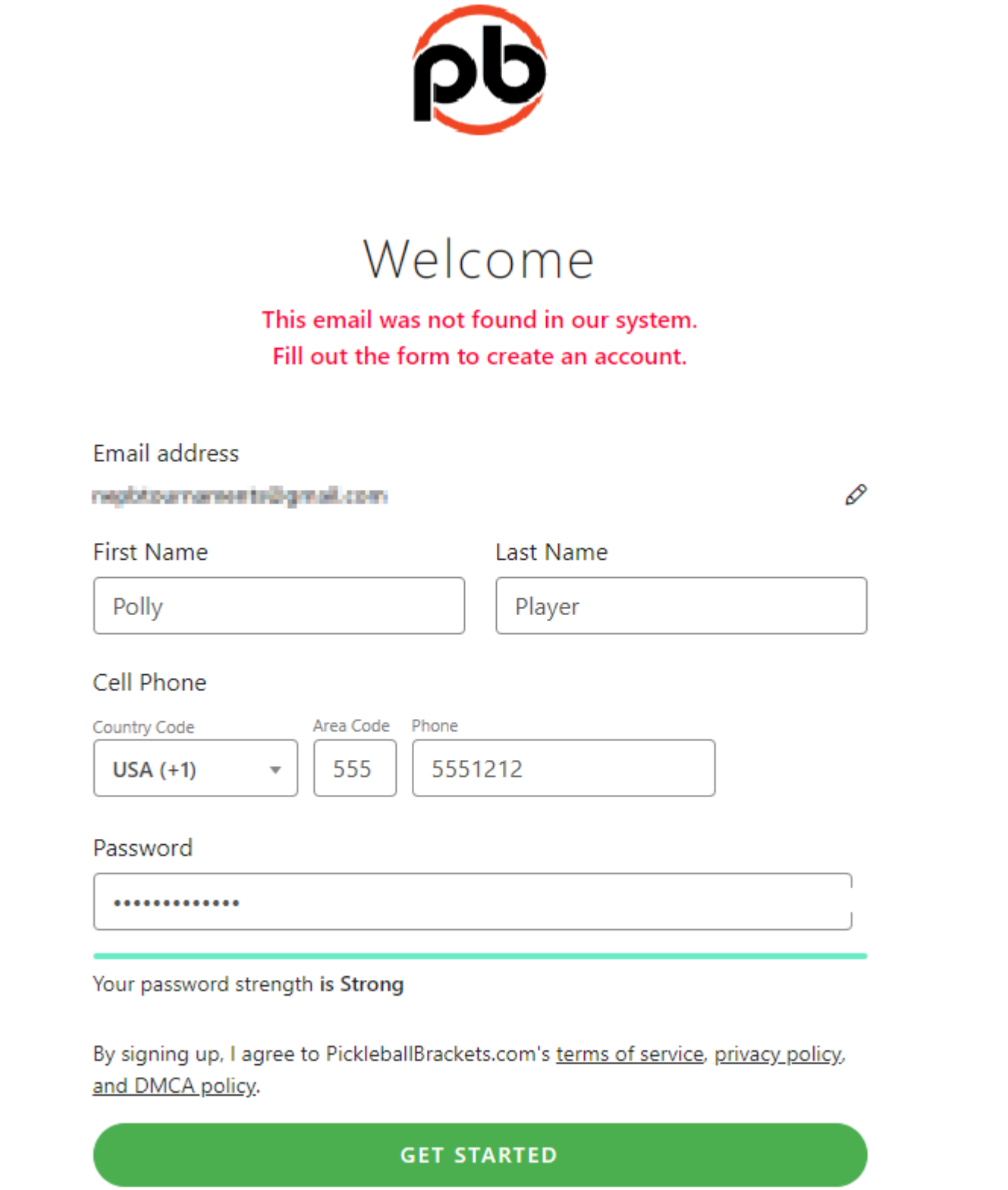
1. Click on the blue **Sign Up** button on the top right of the screen.



2. Enter your email address and click on **Get Started**.

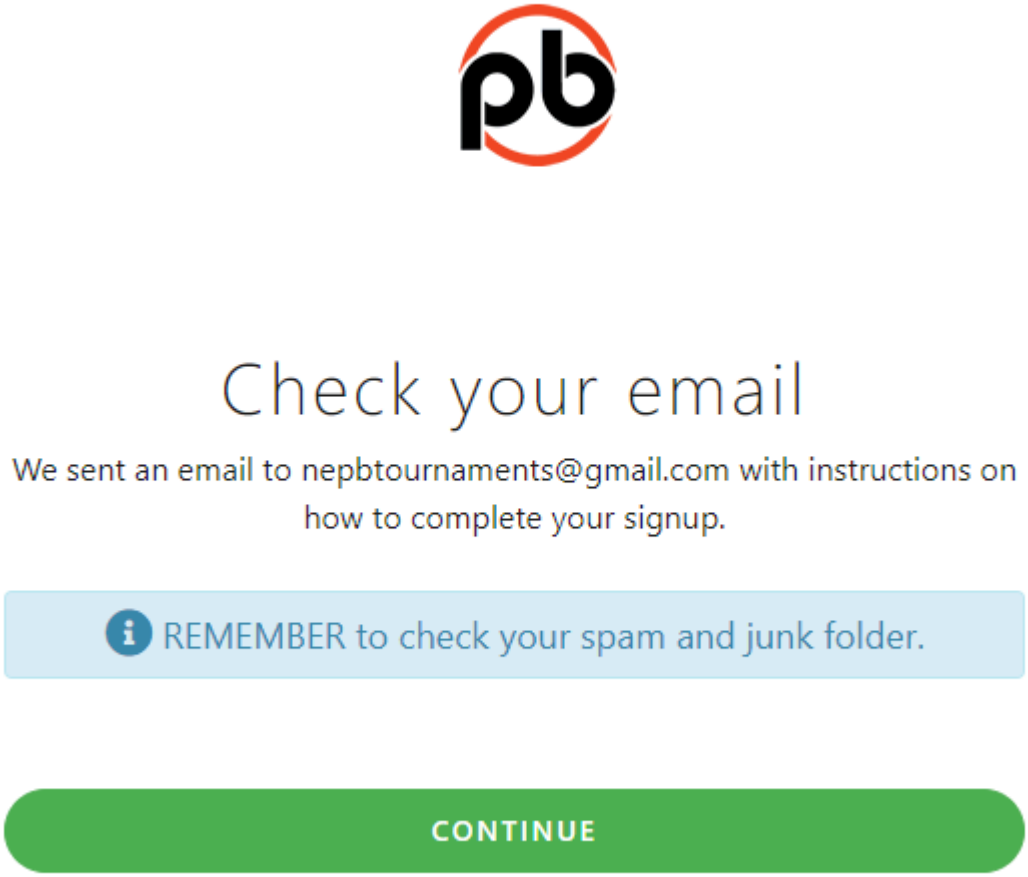
2.1. Welcome Page

Complete the form and click on the Get Started button.



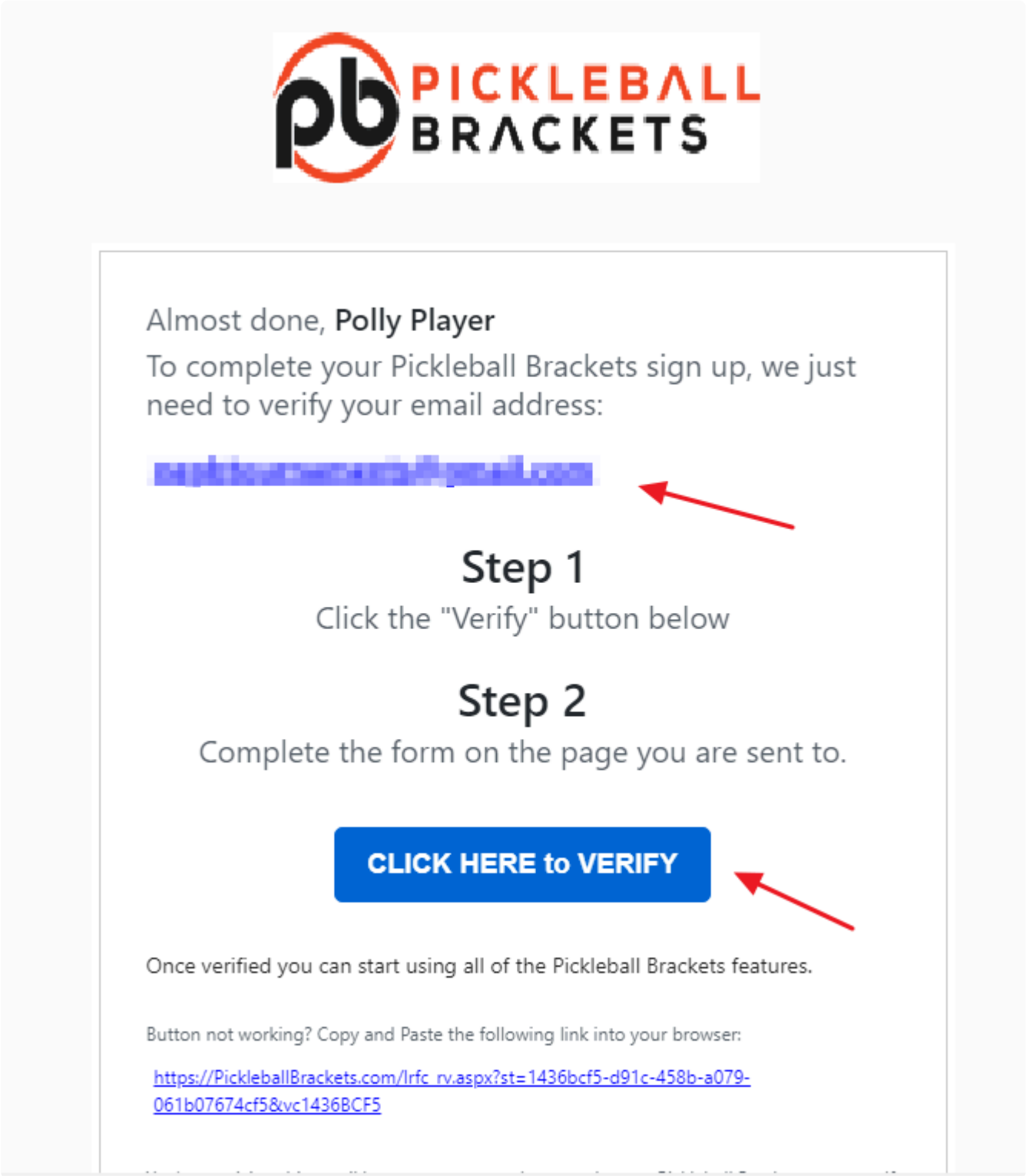
2.2. Confirm Your Email Address

Check your email for the account verification message from PickleballBrackets.com



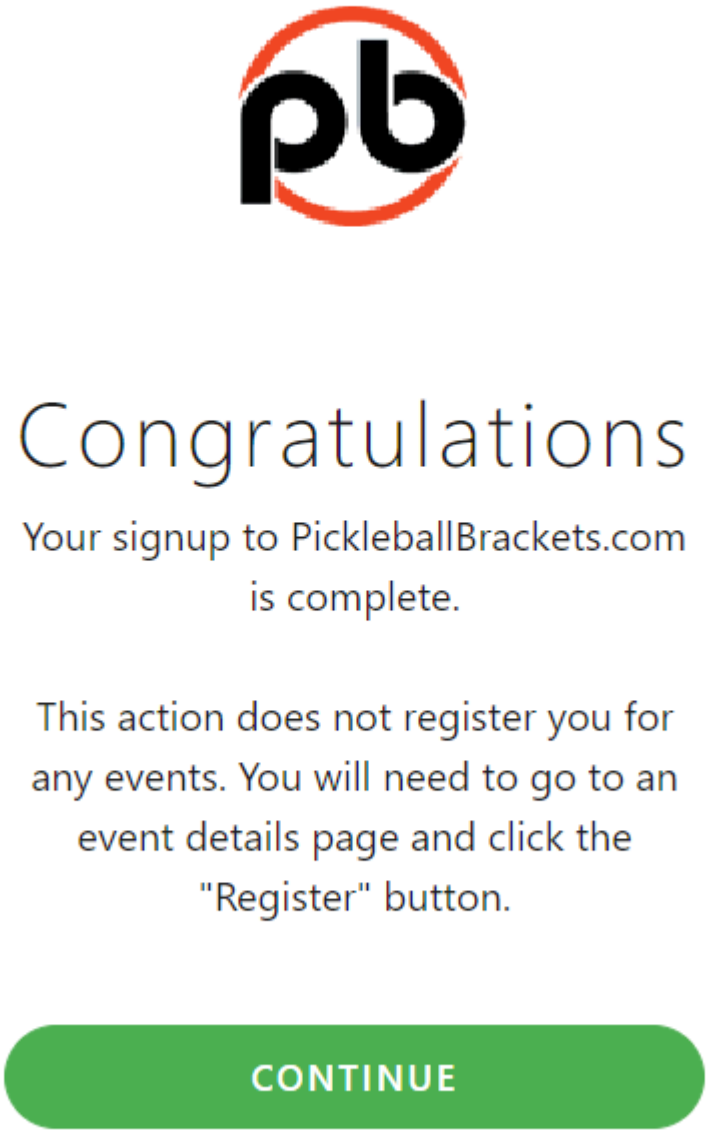
2.3. Email Verification

Click on the blue button to verify your email address.

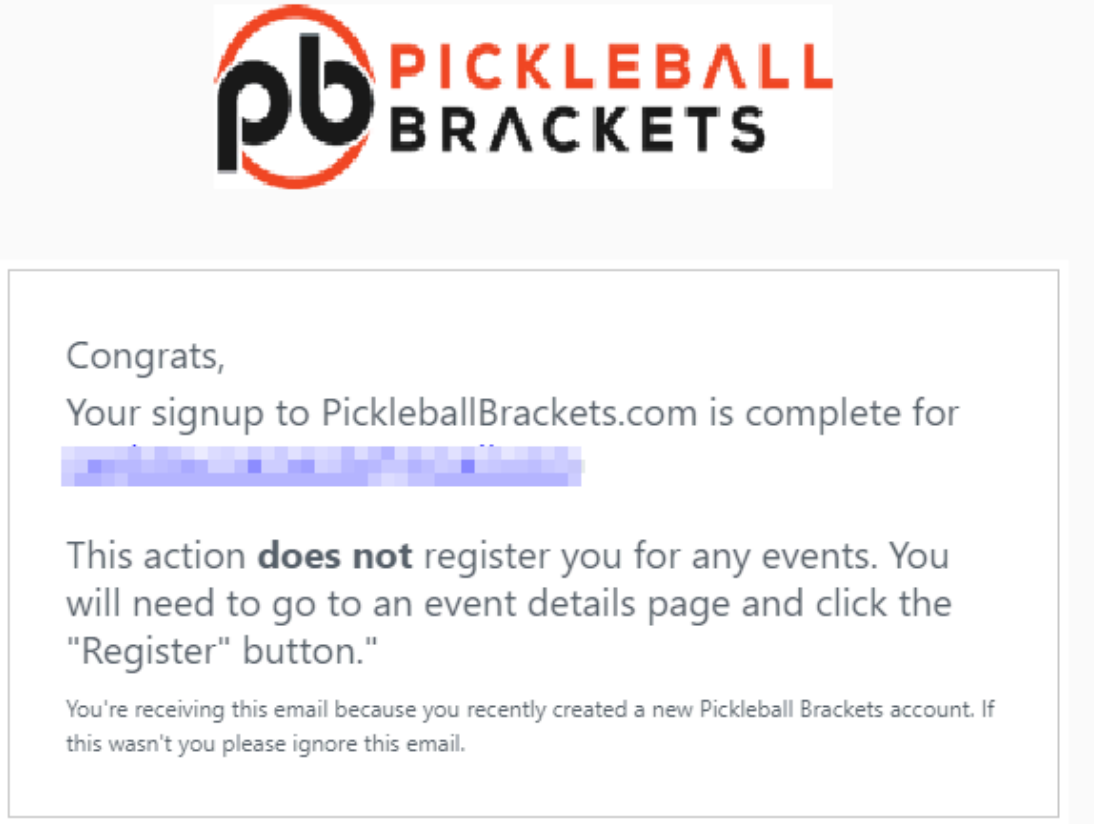


2.4. Sign Up Completion

Click on the Continue button to be directed to the page for completing your account setup.



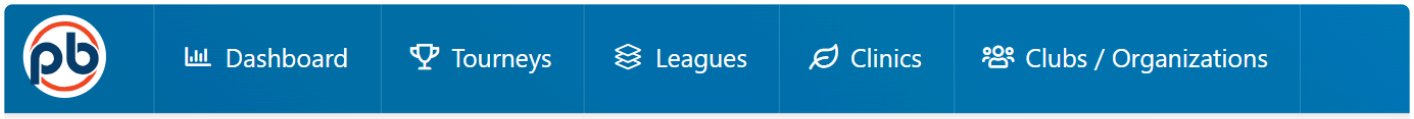
An account confirmation will also be sent to your email address.



2.5. Profile Details

The next few pages of this manual step through the process of completing a full player profile.

2.5.1. Page 1



Cancel | Save Profile | Password

1. Basic Info

Level of Player Amateur

EMAIL ADDRESS
nepbtournaments@gmail.com

FIRST NAME
Polly

LAST NAME
Player

SUFFIX
--

NICKNAME

PHONE NUMBER

COUNTRY
USA (+1)

AREA
555

PHONE
5551212

Receive in game text messages?
- (•) YES, I want texts
- ( ) NO, I do not want texts

Pickleball Brackets Promation Emails?
- (•) YES
- ( ) NO

Pickleball Brackets Partner Emails?
- (•) YES
- ( ) NO

Gender
- (•) Female
- ( ) Male

Handed
- ( ) Left
- (•) Right

HEIGHT

FEET
--

INCHES
0

BIRTH DATE

MONTH
Jul

DAY
17

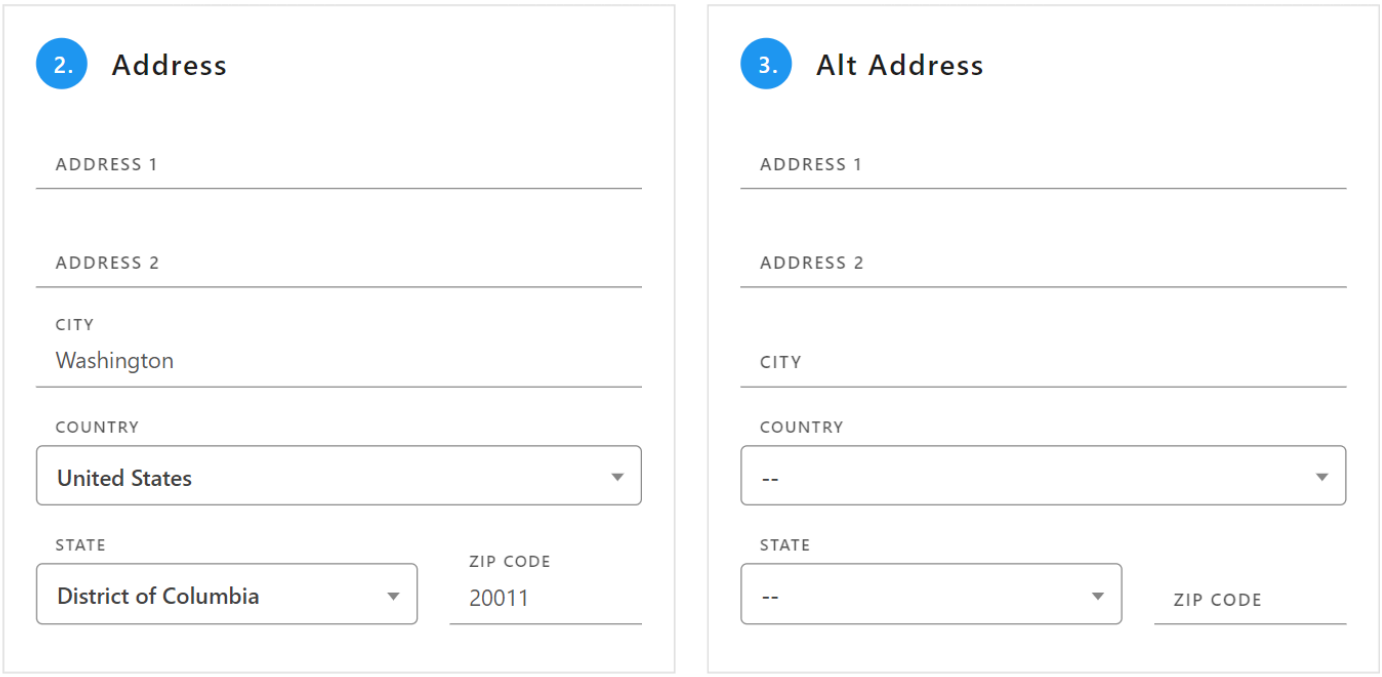
YEAR
1949

1. **Basic Profile** – First and Last Name, email address and date of birth are required. Other data is optional.

✻ **Text Messages** – If the cell phone information is complete, you may opt to receive in-game text messages. These messages report the score of every match for verification. They are also used to notify players of schedules, court assignements and for event messages from directors.

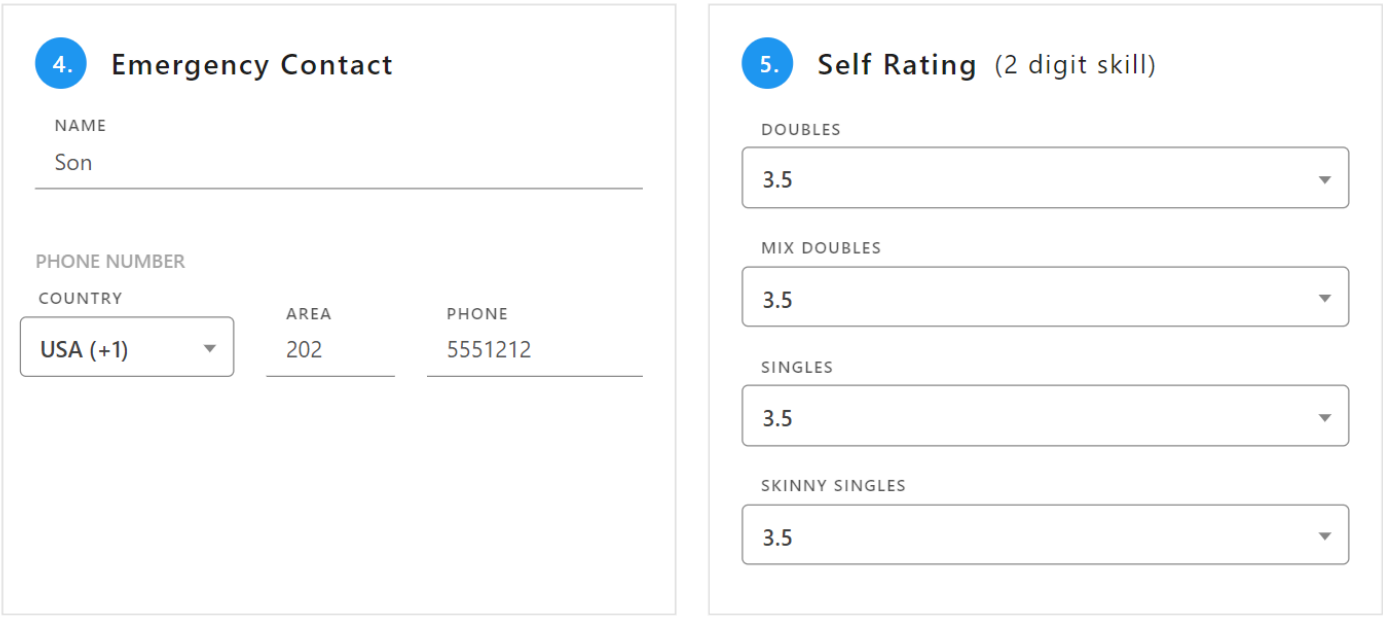
✻ **Show Age, City and/or State to Public** Select No if you do not wish any of these to be shown on the public website. Directors will always be able to see these.

2.5.2. Page 2



Addresses are optional but some organizations or events may require full address information from all players. If you register for such a event and your address is not part of your player profile, you will be required to enter it at that time.

2.5.3. Page 3



Emergency Contact information can only be seen by tournament directors.

Skill Levels – Enter your skill level for each category. If you are a USAPA member or Pickleball Canada member, you should use your rated level. If not you may self rate.

Future ratings are automatically calculated starting with the first game you play in each category. You may change your self rating after that but it will not impact your calculated PickleballBrackets.com rating..

USAPA, Association of Ontario and Pickleball Canada numbers are needed for accurate rating updates to those organizations.

2.5.4. Page 4

6. Association Numbers

PICKLEBALLBRACKETS

3133A595-7D48-4EB6-9A30-AC8F218FEE21

Pickleball Brackets Stats

PBR Doubles: **3.75**

PBR Mixed: **3.75**

PBR Singles: **3.75**

PBR Skinny Singles: **3.75**

MYDUPR

DUPR Doubles:

DUPR Singles:

LIFE TIME PICKLEBALL

PICKLEBALL AUSTRALIA

ATPR Doubles:

ATPR Mixed:

ATPR Singles:

ATPR Skinny Singles:

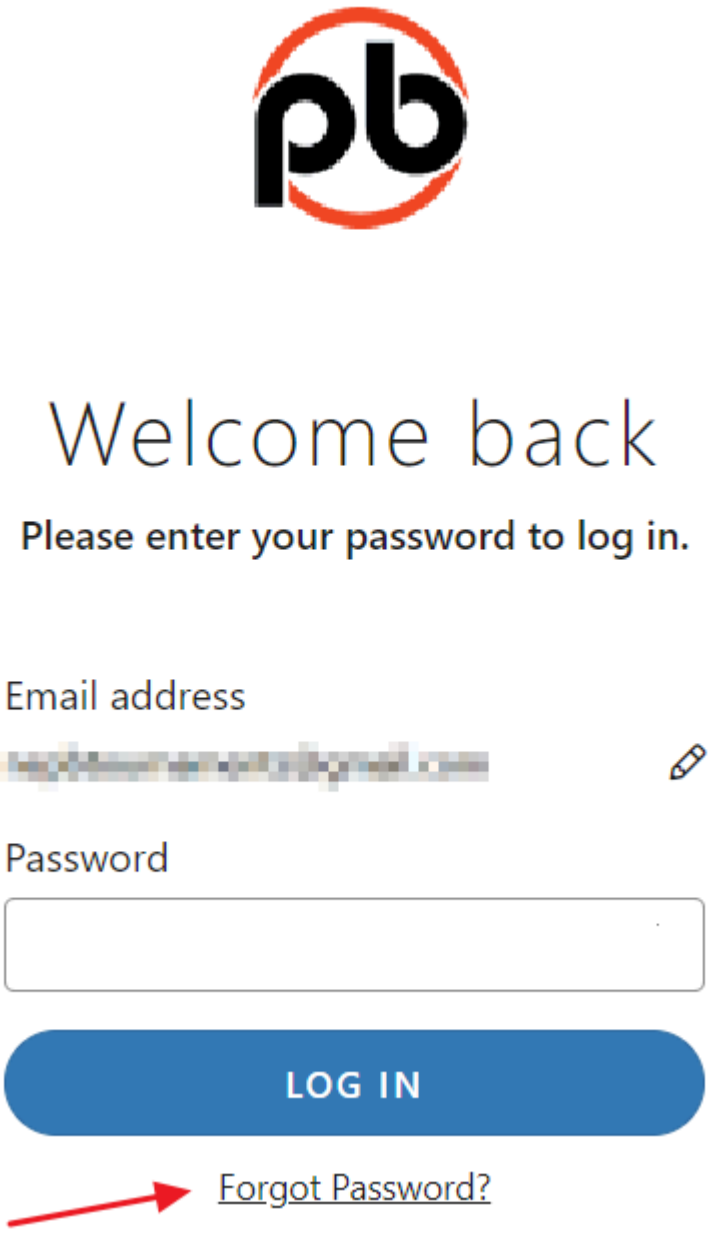
PICKLEBALL CANADA

Pickleball Canada Member Lookup

! List all relevant association numbers here. These are important for verifying memberships and skill levels for sanctioned and member only tournaments and/or leagues.

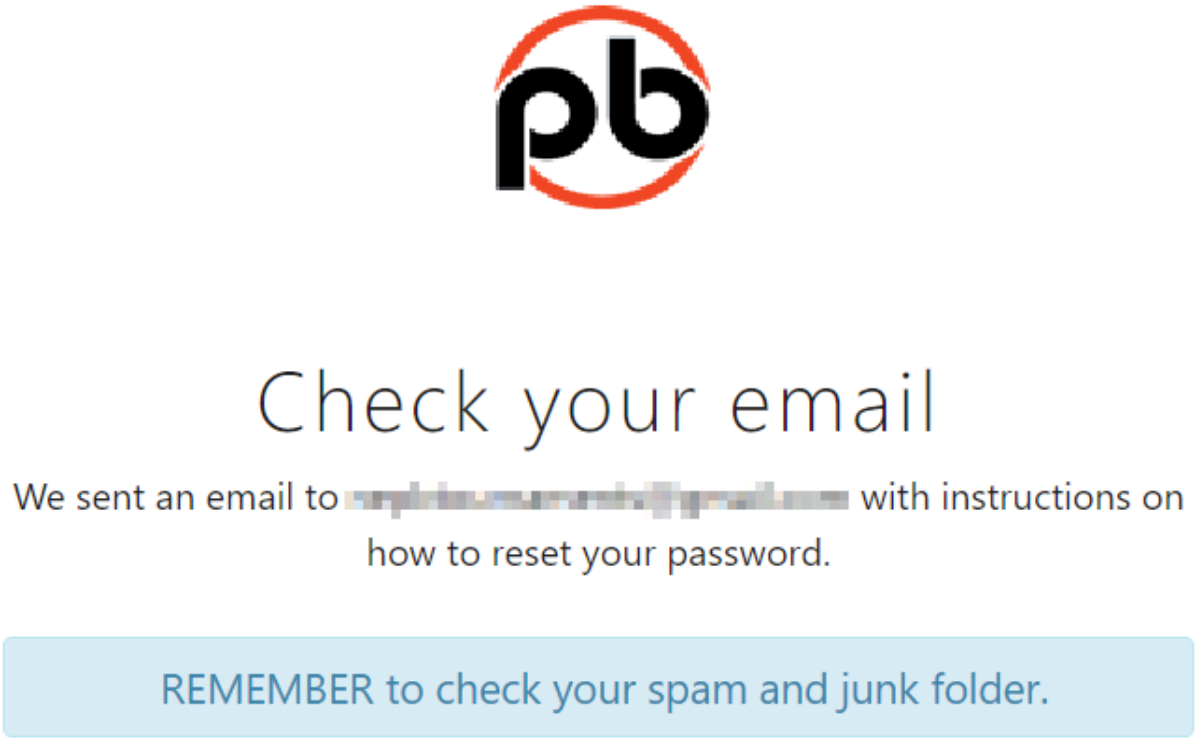
2.6. Forgot Your Password?

If you forget your password, you can easily create a new one from the login screen. Enter your email address and click on Forgot Password?



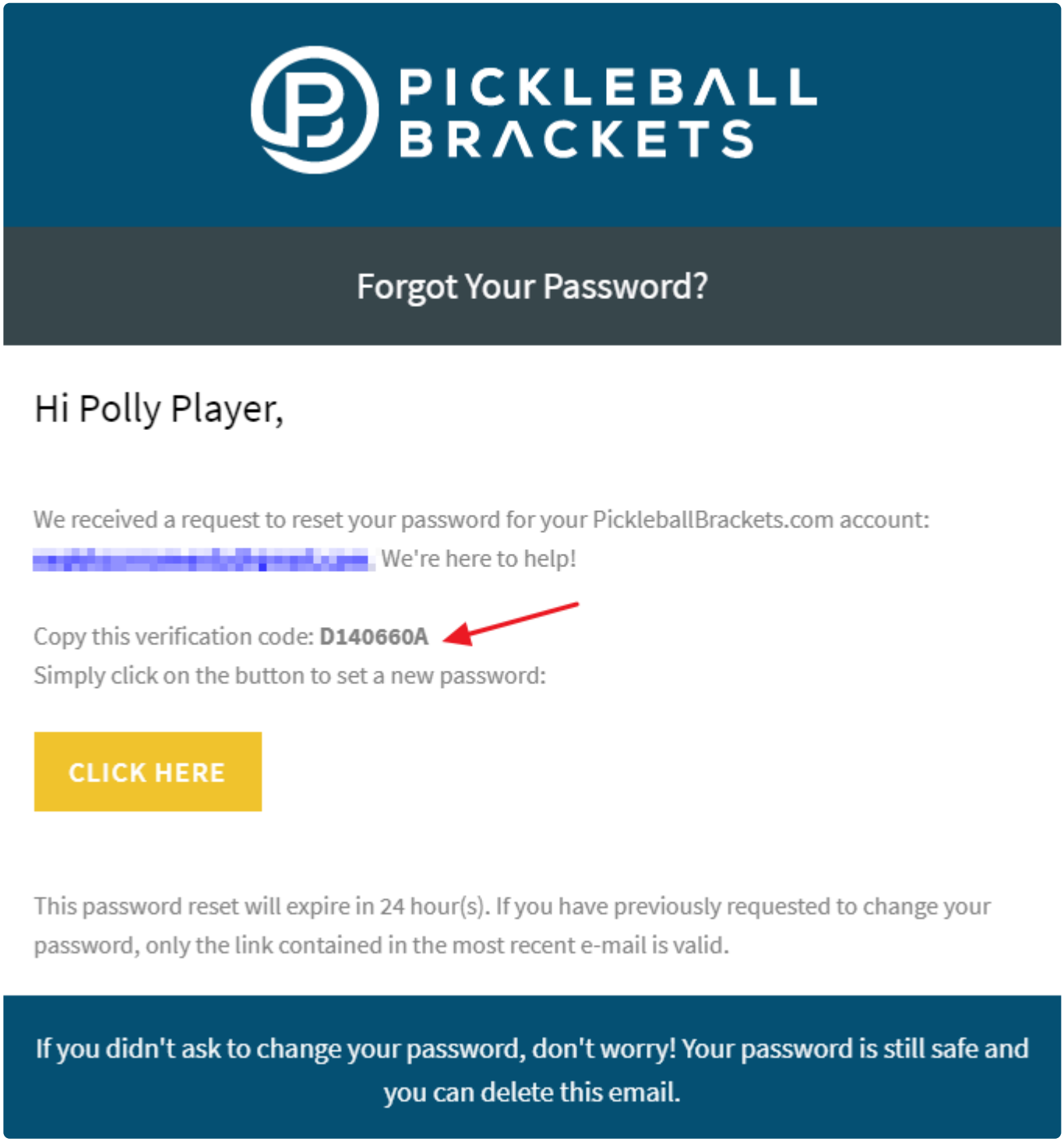
2.6.1. Check Your Email

A password reset link will be sent to your email account.



2.6.2. Password Reset Link

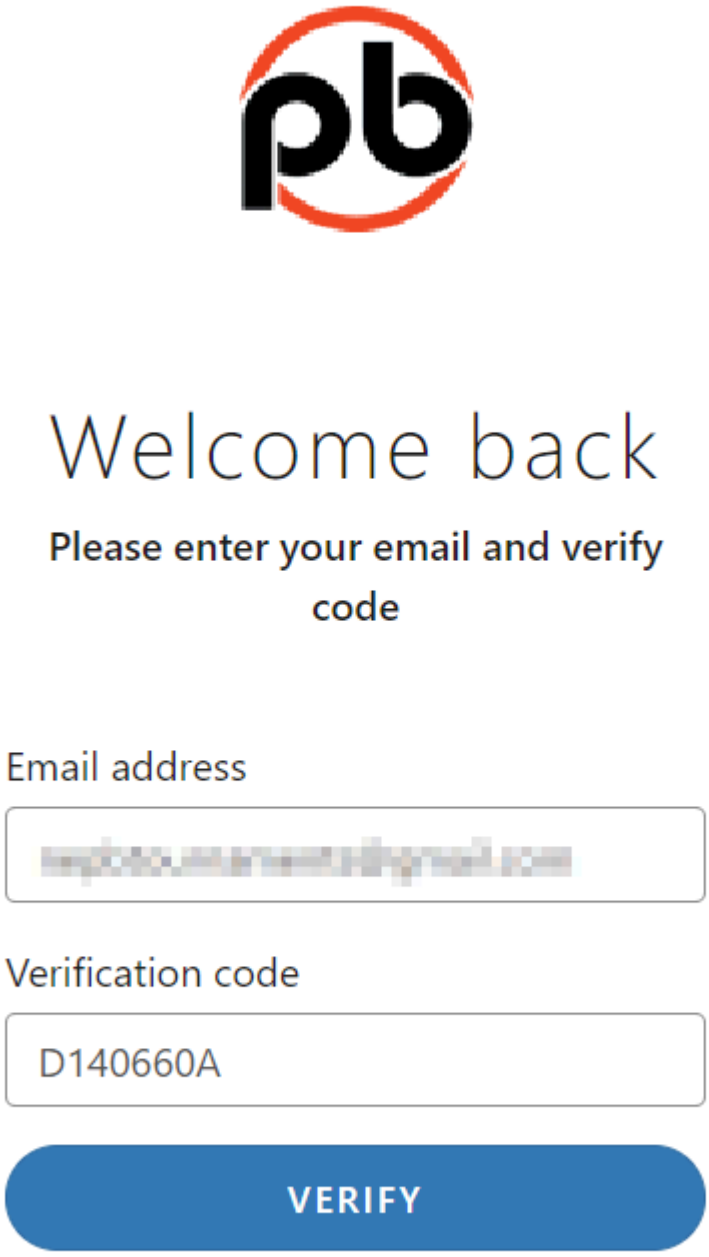
An email similar to this will be sent with instructions for resetting your password. Copy the verification code and click the CLICK HERE button.



To quickly copy the verification code, use your mouse to highlight it, and hold down the Ctrl

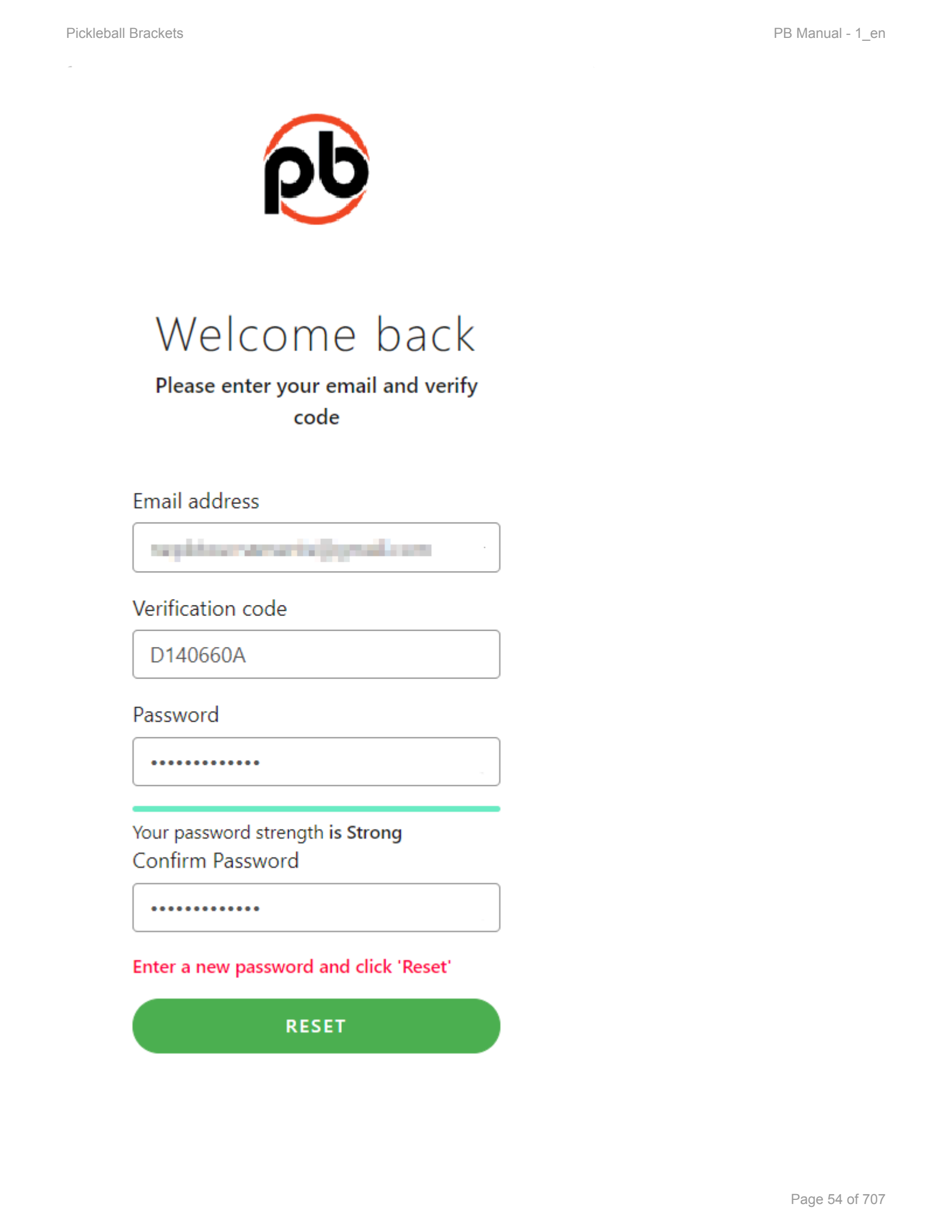
key while pressing the letter C. (Command + C on a Mac)

2.6.3. Reset Password

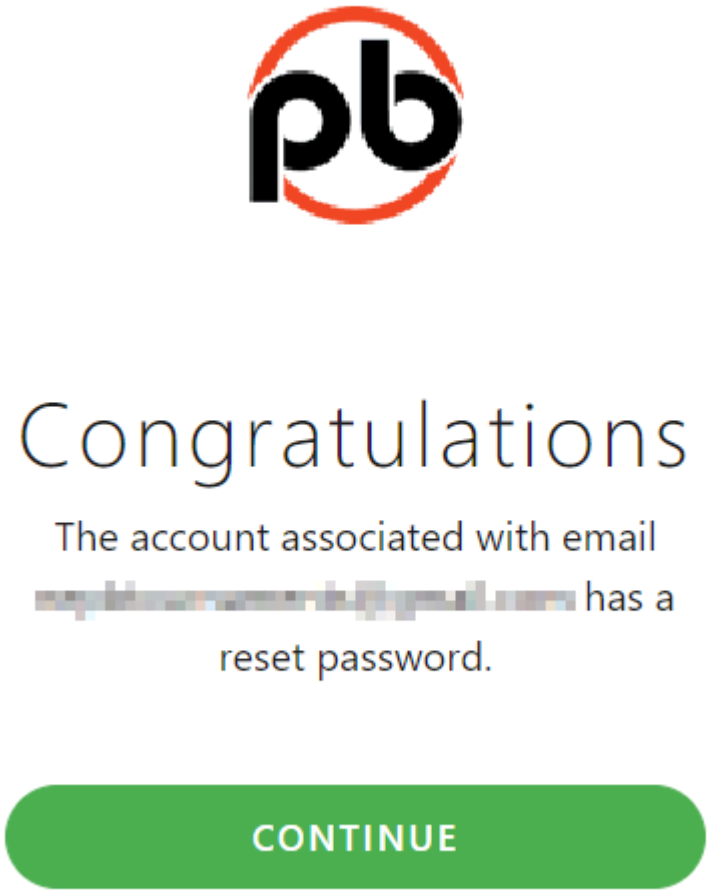


Paste (Ctrl + V) or type in the verification code and click on VERIFY. New fields

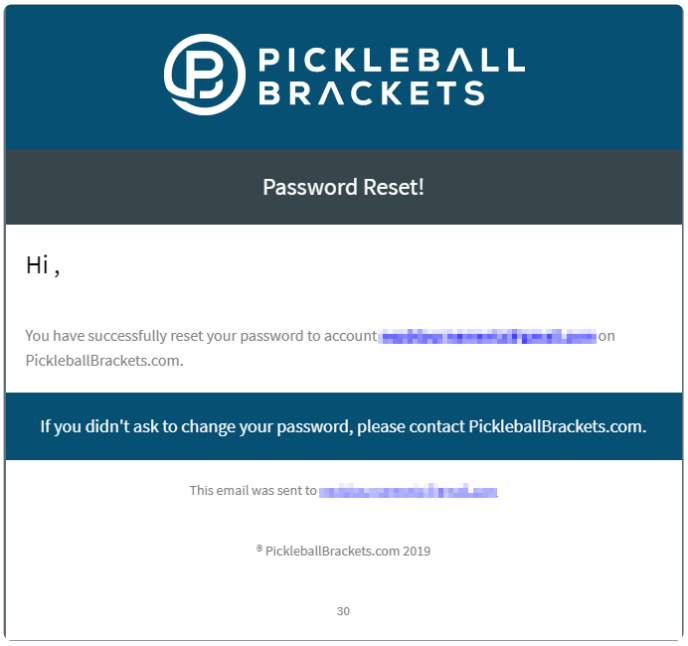
will appear for entering and confirming a new password. Type the new password in both fields and click the RESET button


Welcome back
Please enter your email and verify code
Email address
Verification code
D140660A
Password
Your password strength is Strong
Confirm Password
Enter a new password and click 'Reset'
RESET

2.6.4. Password Reset Confirmation

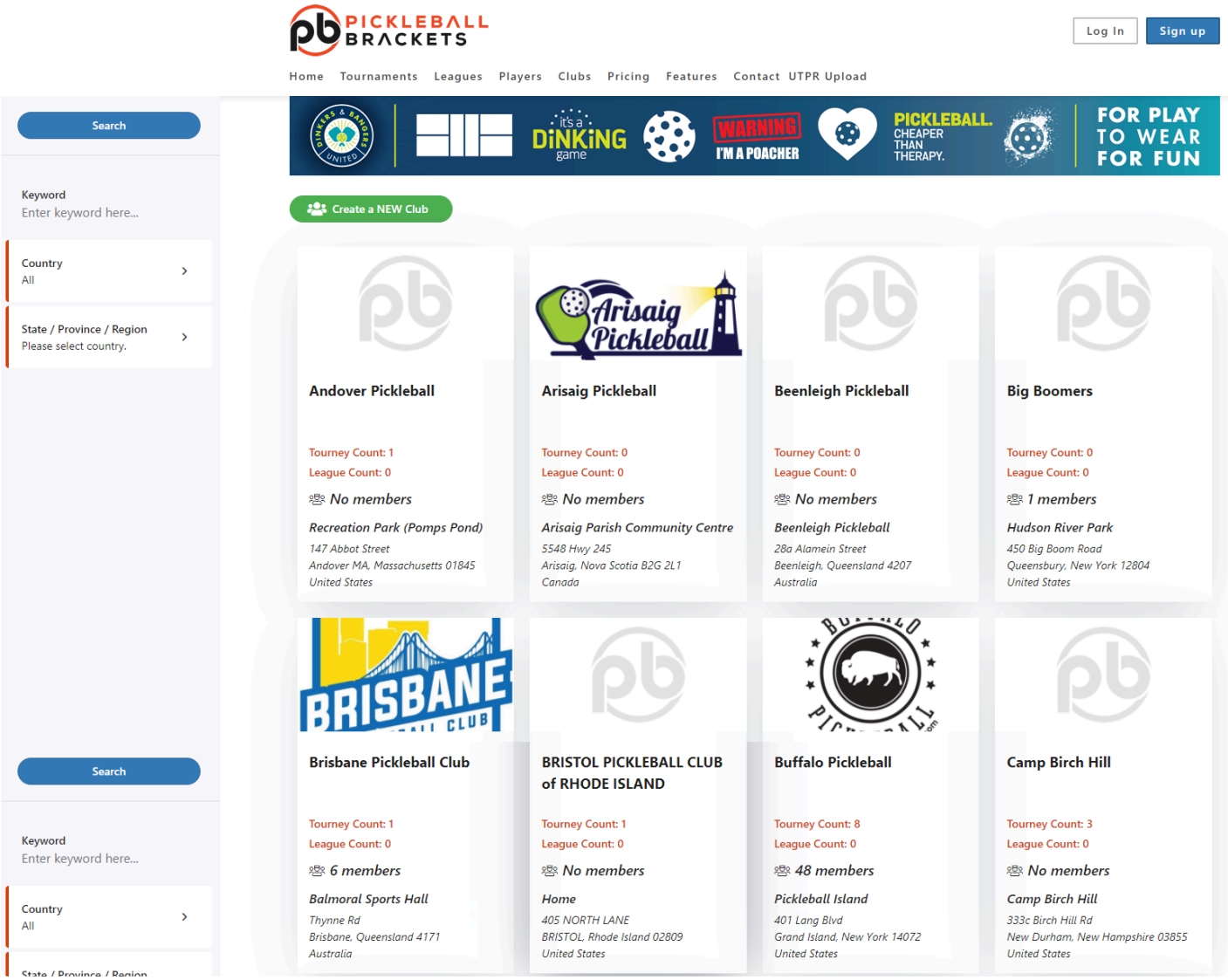


Your password will be reset and you will receive an email confirming the change. Press the CONTINUE button to return to the main tournament listing screen. From there you can log in with your new password.



3. Clubs

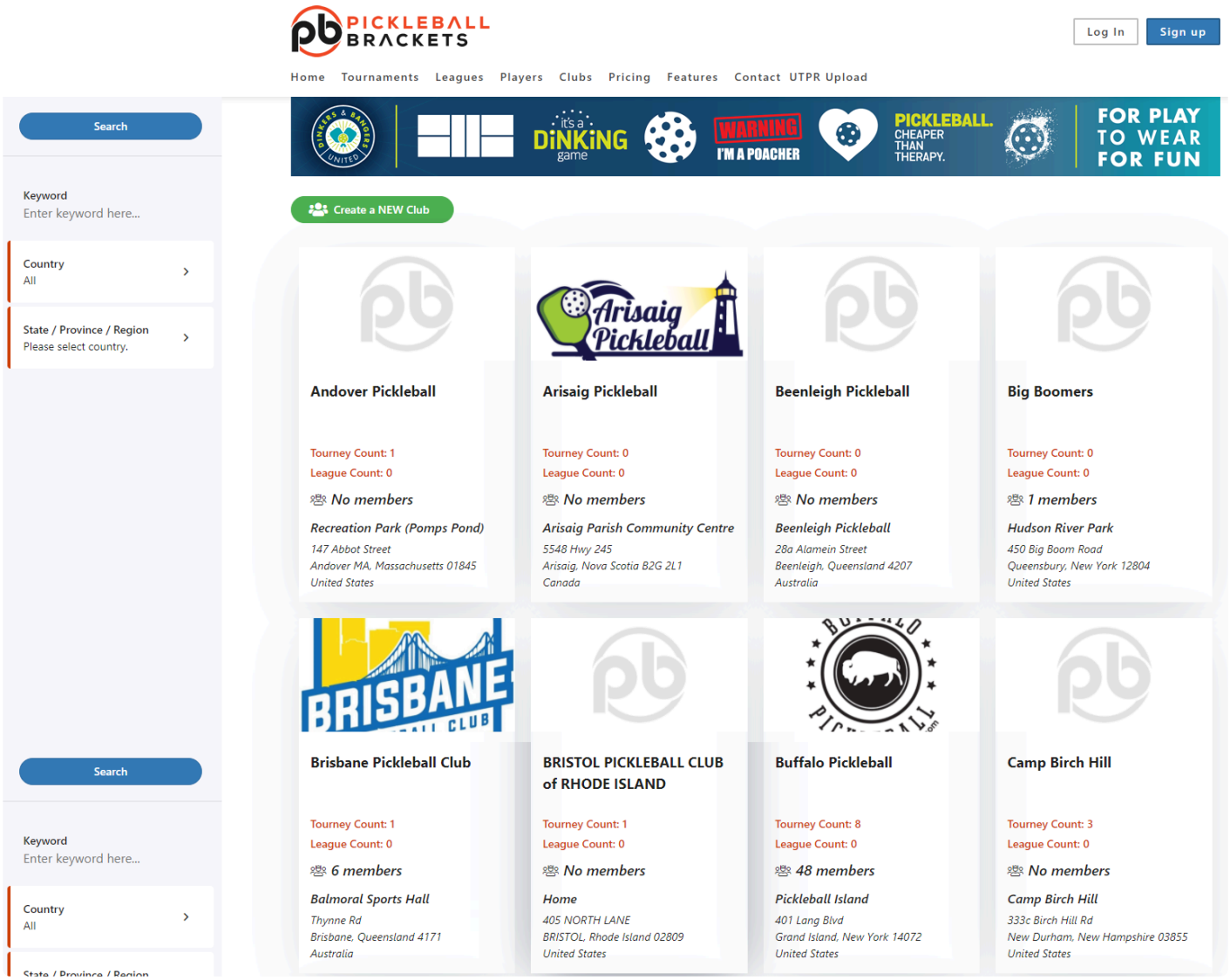
Selecting the Club link on the home page will show a list of all Pickleball Brackets.com Clubs. Start here to join or create a Club.



All Tournaments and Leagues operate under the auspices of a Club but many do not require Club membership to participate.

3.1. How to Sign Up With a Club

This is the main PickleballBrackets.com Club screen. You will see it when you click on the Clubs link at the top of the home screen. All club searches and signups are initiated from this screen. Clubs are listed alphabetically. Find a Club by scrolling down, or using the search box to locate a club by name or location. Click on the Club name to join.



3.1.1. Club Details

PICKLEBALL BRACKETS

Log In Sign up

Home Tournaments Leagues Players Clubs Pricing Features Contact UTPR Upload

Pickleball Island

Click here
Become a Member 1

Tourney Count: 12 2

League Count: 1 3

Club Timezone: Eastern

48 Members 4

Go to our Website 5

Contact Club 6 Club Stats 7 Share Club 8

9 Pickleball Island - 401 Lang Blvd Grand Island, New York 14072 United States

10 Description

Pickleball Island of Grand Island, NY is the largest dedicated indoor pickleball facility in all of New York State. Whether you are a first time player or a 5.0 Master preparing for your next competition, Pickleball Island is the place for everything pickleball.

11 Additional Information

We hope to bring a smile to those that come out and play at Pickleball Island. We have a pro shop to purchase your pickleball needs, demo paddles to try out before you buy them, our pickleball lounge for you to sit back and enjoy the view, and of course the courts we know you'll enjoy yourself at our oasis on Grand Island.

12 Location Information

Pickleball Island
401 Lang Blvd
New York 14072
United States
Surface Type: Tennis Court Surface
Play Area Type: Indoor Non-Air Conditioned
Net Type: Portable
Number of Courts: 7

Parking: No Fee

This is the main Club page.

1. Click HERE to become a member.
2. The number of PickleballBrackets.com tournament that have been run by this club.
3. The number of PickleballBrackets.com leagues that have been run by this club.
4. The current member count. Click the button to view a list.
5. If available, a link to the club website.
6. The contact button for getting in touch with the club manager.
7. Click HERE to view the club summary page.
8. Click this link to share the club page through Facebook.
9. The address of the club's main location.
10. The club description.
11. Additional club information.
12. Detailed location information. If the club has more than one location, all will be listed here.

3.1.2. Club Summary Data

Club Statistics

PICKLEBALL BRACKETS

Log In Sign up

Home Tournaments Leagues Players Clubs Pricing Features Contact UTPR Upload

Back to Club

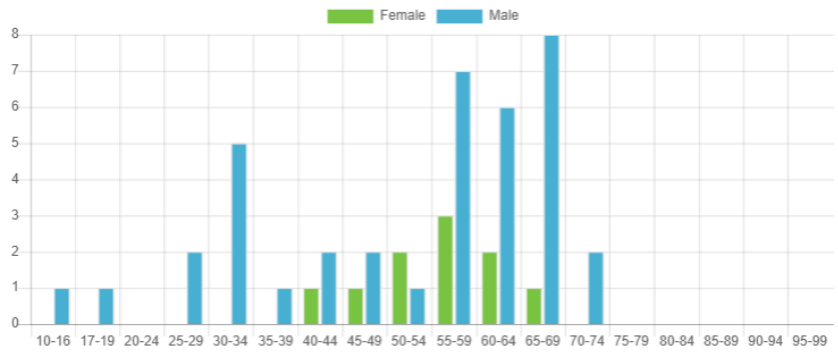
Pickleball Island

Members	League Count	League Games Played	Number Games Rated
48	1	136	130
Total approved members	Session Count 2	Total games played by all leagues	All games calculated for club ratings

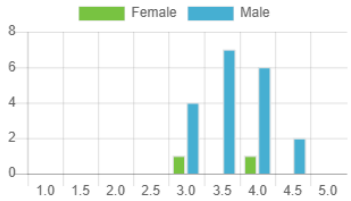
Registered Locations

FEMALE	MALE	Total
10	38	48
Registered Count	Registered Count	
20.83% Of Total	79.17% Of Total	

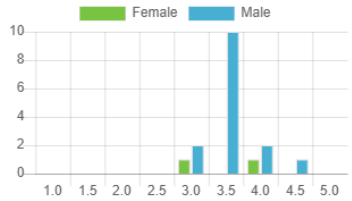
Age Breakdown



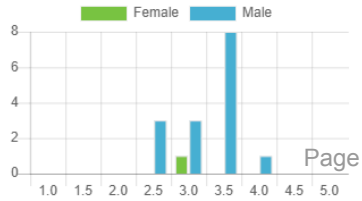
Doubles



Mix Doubles

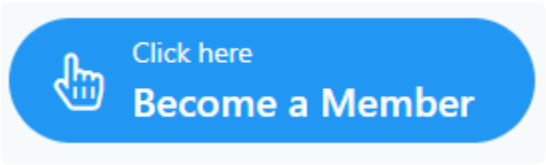


Singles



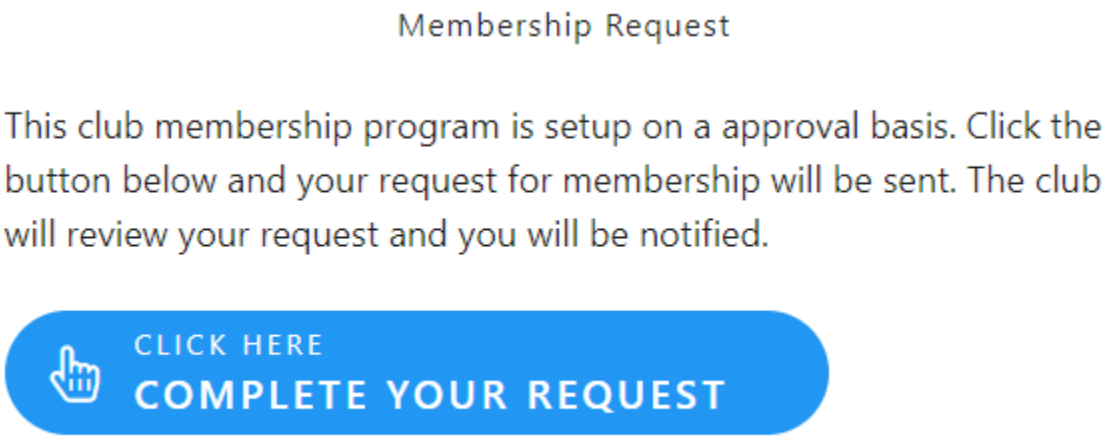
3.1.3. Become a Member

To join a Club, click on the “Become a Member” button on the main club page.



Clubs may be configured to allow anyone to join or to require membership approval by the club manager.

1. For Clubs without an approval process, you will receive a confirmation email after you join.
2. For Clubs requiring approval, you will see this:



Click the button to request membership. You will receive an email stating that your membership request is being reviewed and a second email when a decision has been made.

3.1.4. Membership Fees

If a club has a membership fee, players will be prompted to pay the fee when they join.

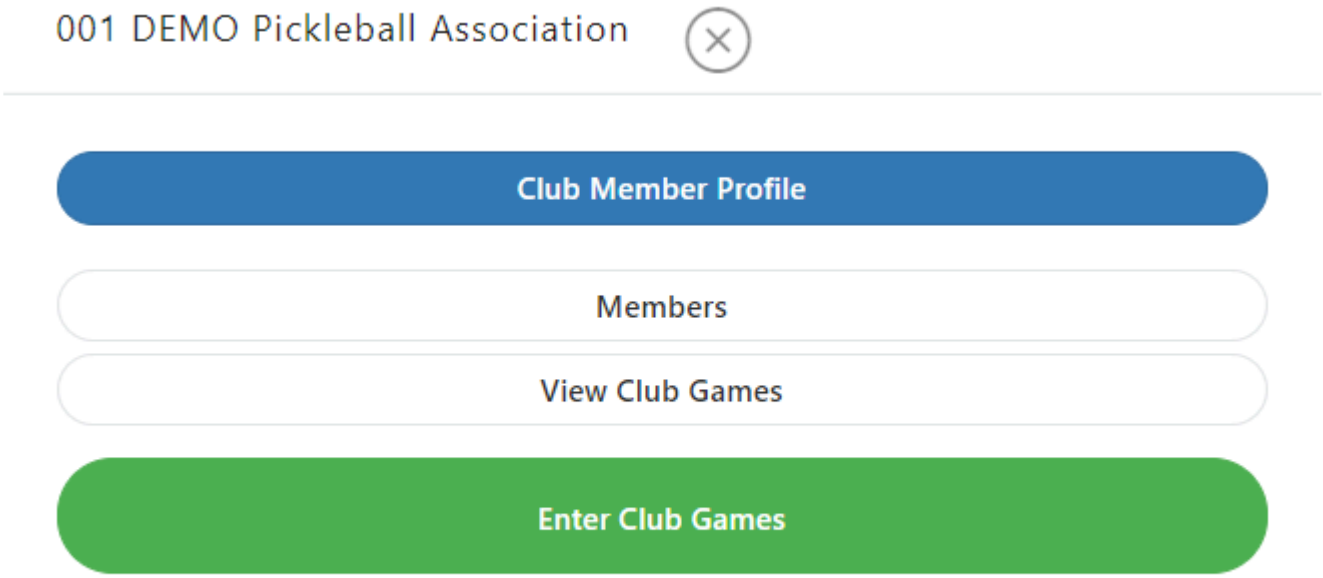
3.1.5. The Club Member Record

Each club member has a record. The basic data of the record derives from the player's PickleballBrackets.com player account. This includes player ratings.

Contact the club manager to request a rating change.

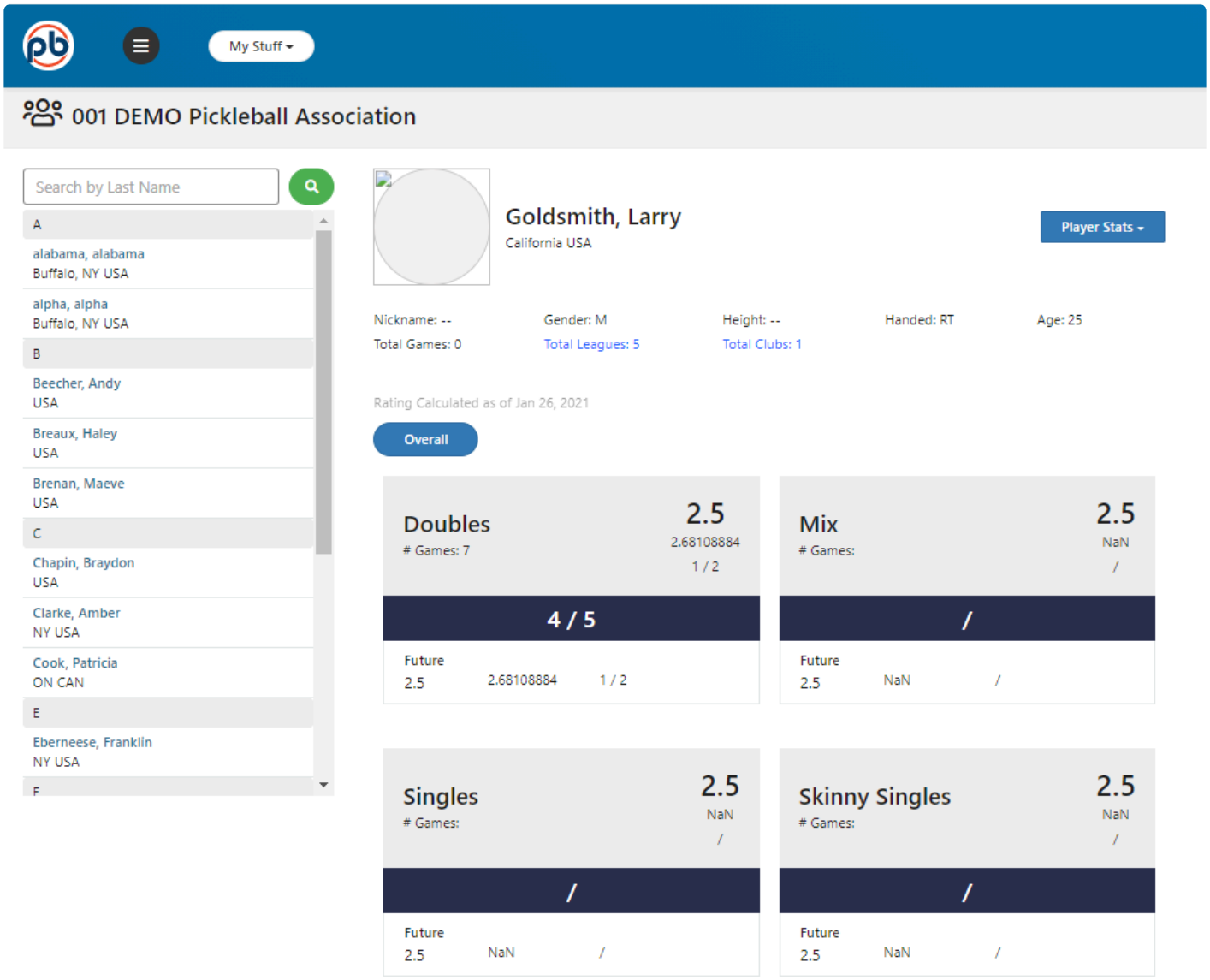
To view the club record.

1. Log in to your PickleballBrackets.com Account
2. From the drop down menu under your name on the top right of the screen, select "My Stuff"
3. Click on the Black "Organizations" Box
4. Click on your Club name, which will bring up this menu.



3.1.5.1. Club Member Profile

Select “Club Member Profile” to view basic member information including ratings.



The screen defaults to information for the currently logged in player but also allows a search, on the left side of the screen, for any other club member. Click on the Player Stats drop down menu to switch to “Game Results”. Details of every match played under the selected club will be displayed if available.

The first column of the list shows the source of the game record.

1. **Manual** – The game was entered manually by either the player or the club manager.

2. **Kiosk** – The club manager put out a tablet or computer during any playing session to allow members to enter game scores.
3. **Upload** – The club manager uploaded game information from a spreadsheet through the admin interface.
4. **League Games** – Games played as part of members only leagues.
5. **Tourney Games** – Games played as part of members only tournaments.

PICKLEBALL BRACKETS

Balance $90.00 Larry

Home Tournaments Leagues Players Clubs Pricing Features Contact UTPR Upload

001 DEMO Pickleball Association

123 Main St, Buffalo, New York 14224 USA

Click to Become a Member

ALL data is based on 001 DEMO Pickleball Association related games.

Search another player

Goldsmith, Larry

California USA

Player Stats

Nickname: -- Gender: M Height: -- Handed: RT Age: 25

Total Games: -- Total Leagues: -- Total Clubs: --

Pending

Date	Team 1	Scores	Team 2

No pending games

Overall

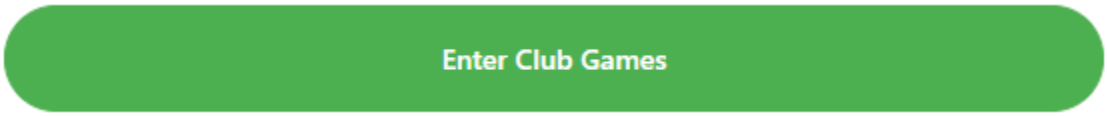
Processed

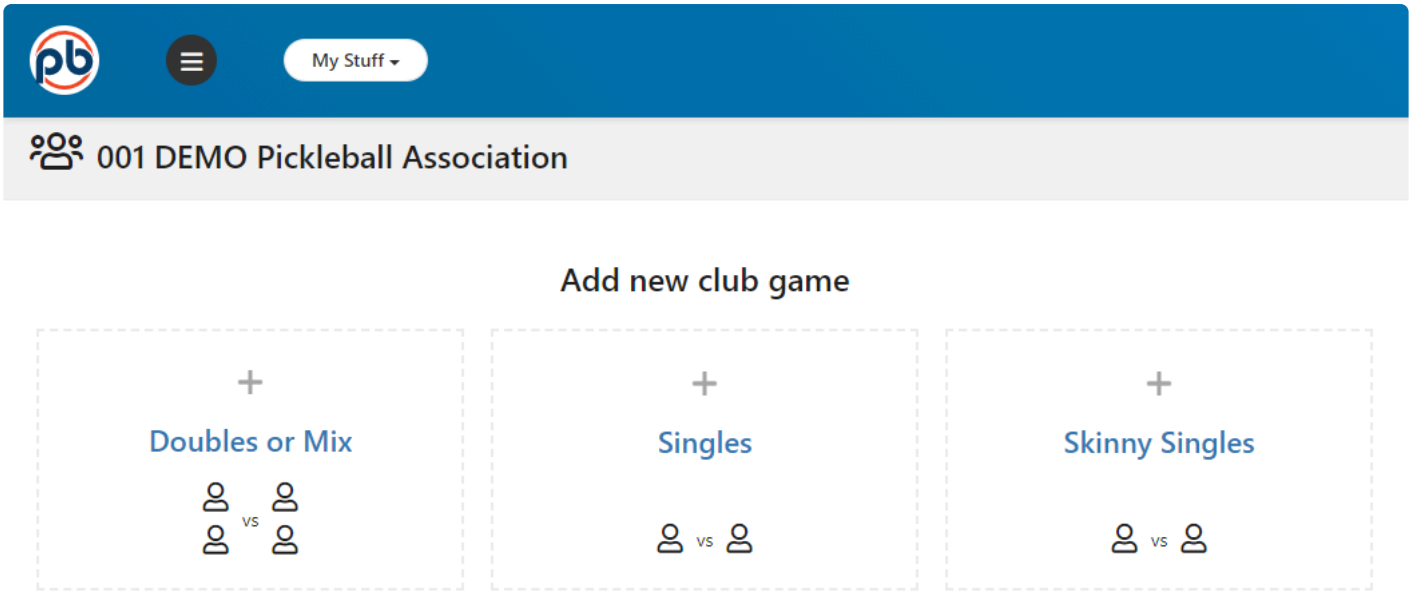
* max movement per game: 0.08

Date	Team 1			Score			Team 2		
Mar 08, 2020 Mens Doubles Upload Jason Santerre	Larry Goldsmith 2.75 -0.02473678 2.72526322	& 3.1	Francis Zharim 3.75 -0.02473678 3.72526322	P 6 A 9	1 : 1.8333	P 11 A 11	Madden Guidi 3.75 0.02473678 3.77473678	& 3.425	Ken Treadway II 3.25 0.02473678 3.27473678
Mar 08, 2020 Mens Doubles Upload Jason Santerre	Larry Goldsmith 2.72526322 -0.03340158 2.69186165	& 3.05995826	Francis Zharim 3.68153476 -0.02672126 3.6548135	P 8 A 9	1.375 : 1	P 11 A 11	Wyatt Leonard-barton 3.25 0.03340158 3.28340158	& 3.25	Franklin MacThortons 3.25 0.03340158 3.28340158
Mar 10, 2020 Coed Doubles Manual Kiosk	Larry Goldsmith 2.69186165 0.02291724 2.71477889	& 3.00621007	yellow yellow 3.59 0.02291724 3.61291724	P 11 A 11	1.8333 : 1	P 6 A 6	alpha alpha 3.25 -0.02864655 3.22135345	& 2.7625	alabama alabama 2.5 -0.02864655 2.47135345
Mar 10, 2020 Coed Doubles Manual Kiosk	Larry Goldsmith 2.71477889 0.01989385 2.73467273	& 3.02912731	yellow yellow 3.61291724 0.01989385 3.63281109	P 11 A 11	1.8333 : 1	P 6 A 6	alpha alpha 3.22135345 -0.02486731 3.19648614	& 2.73385345	alabama alabama 2.47135345 -0.02486731 2.44648614
Mar 10, 2020 Singles Manual Kiosk	Larry Goldsmith 2.75 0.08 2.83			P 0 A 11	1 : 11	P 11 A 5	yellow yellow 3.75 -0.08 3.67		
Mar 10, 2020 Singles Manual Kiosk	Larry Goldsmith 2.83 0.08 2.91			P 0 A 11	1 : 11	P 11 A 5	yellow yellow 3.67 -0.08 3.59		
Dec 18, 2020 Coed Doubles Manual Jason Santerre	Larry Goldsmith 2.73467273 -0.04936304 2.68530969	& 2.91378485	alpha alpha 3.24642163 -0.04936304 3.19705859	P 11 A 5	1 : 1.375	P 8 A 11	alabama alabama 2.49642163 0.04936304 2.54578468	& 2.73922502	Amy Thornton 3.1901456 0.04998789 3.2401335
Dec 18, 2020 Coed Doubles Manual Jason Santerre	Larry Goldsmith 2.68530969 -0.04384702 2.64146267	& 2.8644218	alpha alpha 3.19705859 -0.043292 3.15376659	P 15 A 9	1 : 1.25	P 12 A 15	alabama alabama 2.54578468 0.043292 2.58907667	& 2.78880677	Amy Thornton 3.2401335 0.04384702 3.28398052
Dec 18, 2020 Coed Doubles Manual Jason Santerre	Larry Goldsmith 2.64146267 0.03962617 2.68108884	& 2.82076904	alpha alpha 3.15376659 0.03962617 3.19339277	P 10 A 11	1.1 : 1	P 11 A 1	alabama alabama 2.58907667 -0.03962617 2.5494505	& 2.83229302	Amy Thornton 3.28398052 -0.0401342 3.24384632

3.1.5.2. Enter Club Games

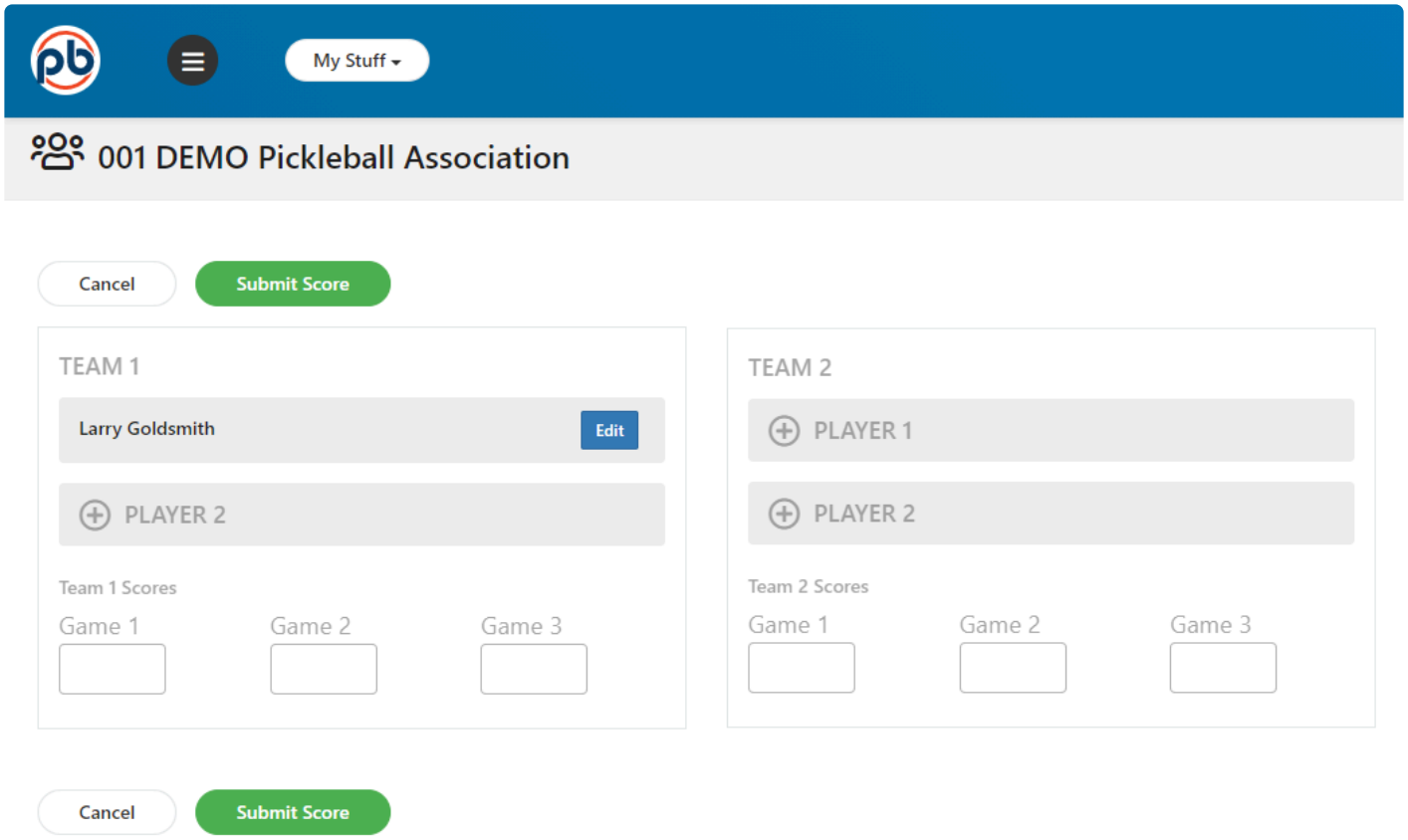
Managers may enter club games manually to count toward ratings. Club members may enter games manually only if the manager has configured the club to allow that feature. Manually entered scores will be calculated as part of player ratings.





Click on the game format to enter players and scores. Find a player by clicking the player button.

The player search will be restricted to other club members only.


My Stuff
001 DEMO Pickleball Association
Cancel
Submit Score
TEAM 1
Larry Goldsmith
Edit
PLAYER 2
Team 1 Scores
Game 1
Game 2
Game 3
TEAM 2
PLAYER 1
PLAYER 2
Team 2 Scores
Game 1
Game 2
Game 3
Cancel
Submit Score

3.2. How to Create a Club

Pickleball organizations, clubs, tournament organizers and league directors can request that a club be created on PickleballBrackets.com. Click on the Clubs link at the top of the page and then the “Create a New Club” button.

Complete and send the Club Request Form. You will receive an email confirmation when your club is approved.

New Club

Complete the form below.

In Pickleball Brackets clubs are categorizes as a type of **organization**. Organization types can be an Association, Club, Company, Facility, Government Department, or Not For Profit.

All club managers **MUST** have a Pickleball Brackets account. Don't have one? Click here to sign up.

These are created upon request. Once they're created all tournaments, leagues, members, club ratings, and clinics **CAN BE** associated through that club.

These should be created by the club organizer or manager.

Email

First name

Last name

Cell Phone

Club Title

Select a Type

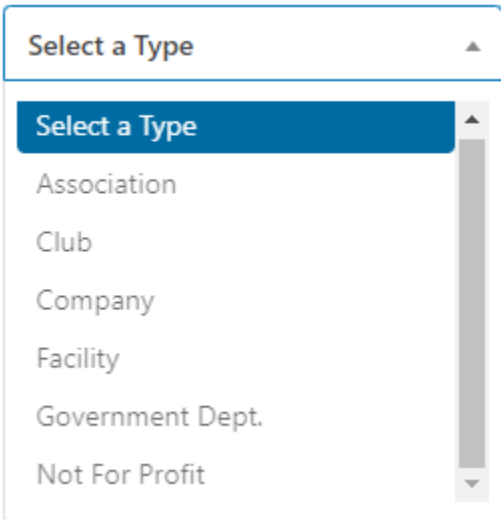
Comments

I'm not a robot

reCAPTCHA
Privacy - Terms

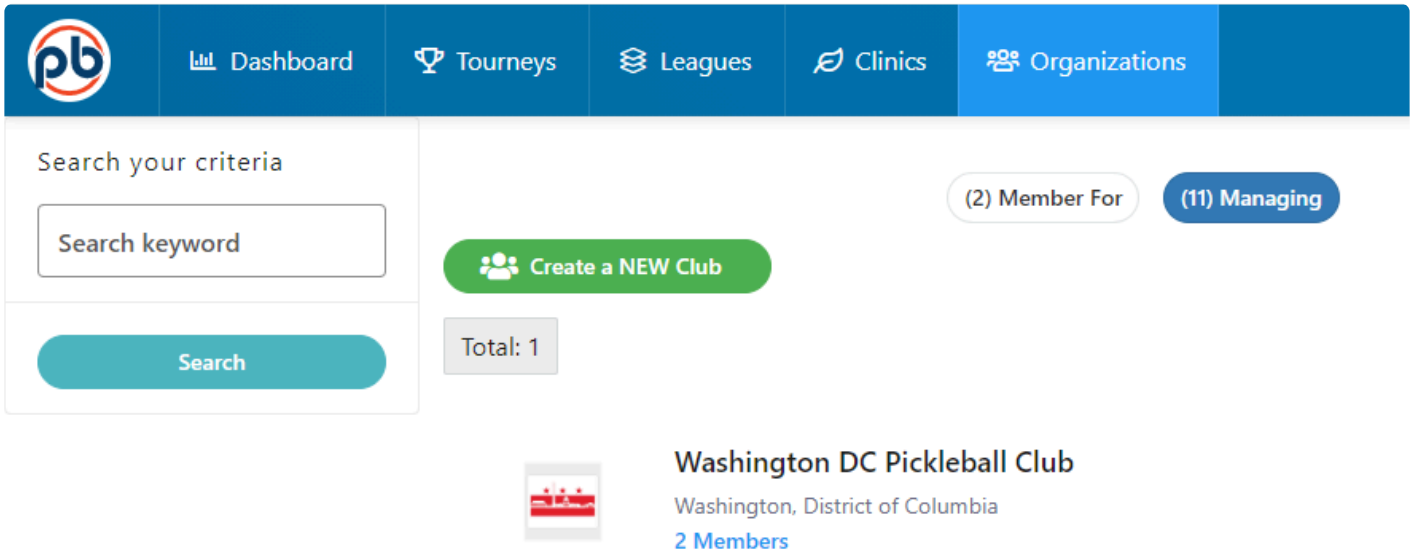
SEND REQUEST

The available types of clubs are shown on the drop down menu below. Select one of the options.



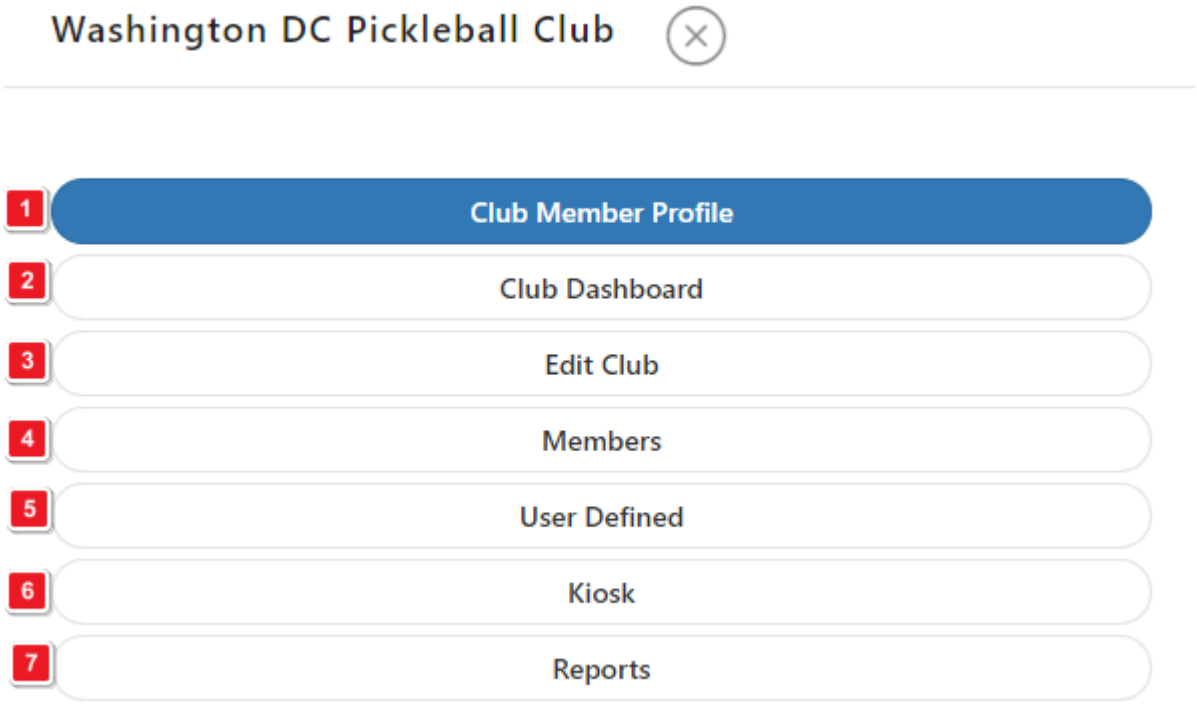
3.2.1. Editing Club Features

Once a club is approved, it will appear on your list of Organizations. Click My Stuff under your login name on the top right of the PickleballBrackets.com home screen. Click on the Black Organizations Box and then the Managing Button. You will see a list of all the clubs you are managing.



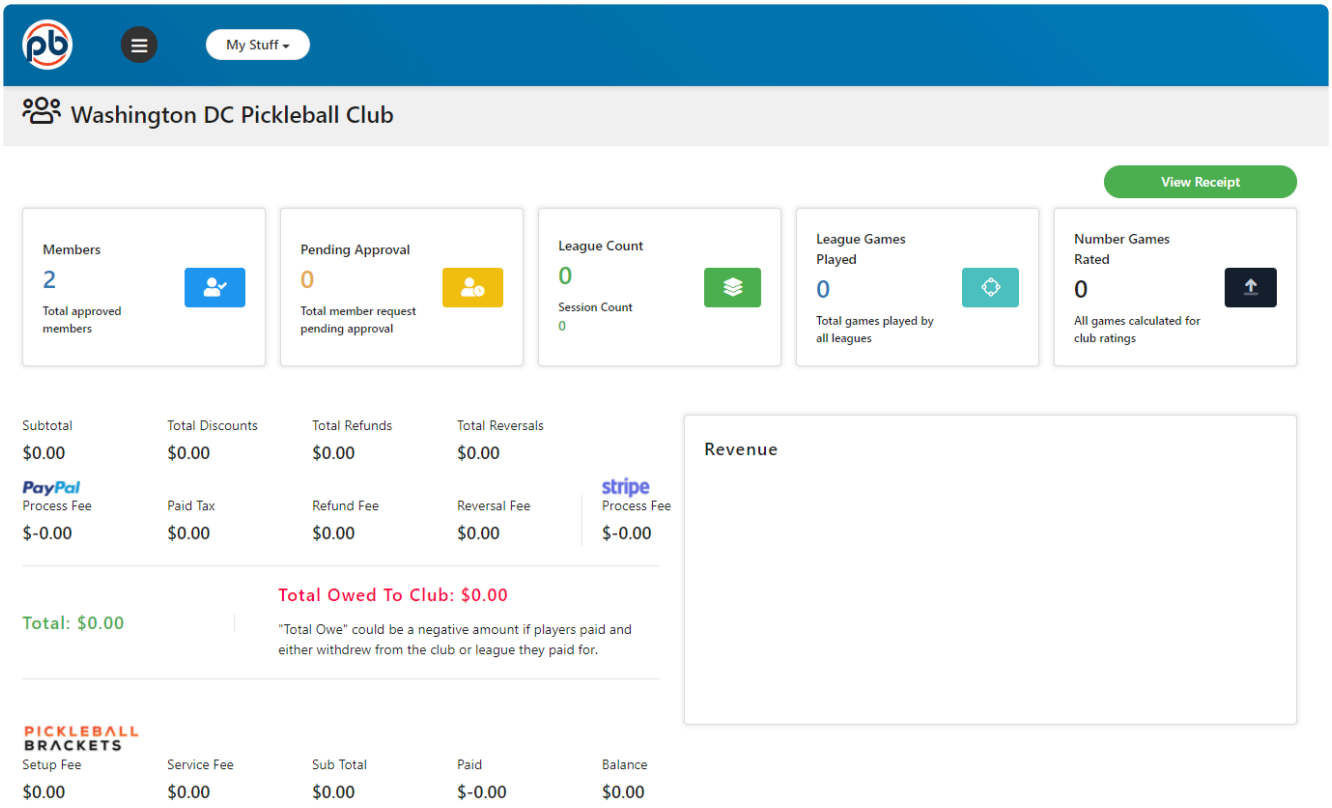
3.2.2. Club Management Menu

Click on the Club to bring up the Managing Menu



Options:

1. View or edit your own Club Member Profile. Click HERE for details.
2. View the Club Dashboard – A summary page snapshot of the current club status.



3. Edit the Club Features
4. View the Current Member List
5. View and create user defined fields to be added to member registrations.
6. Kiosk
7. Club Reports

The following pages will cover each menu item.

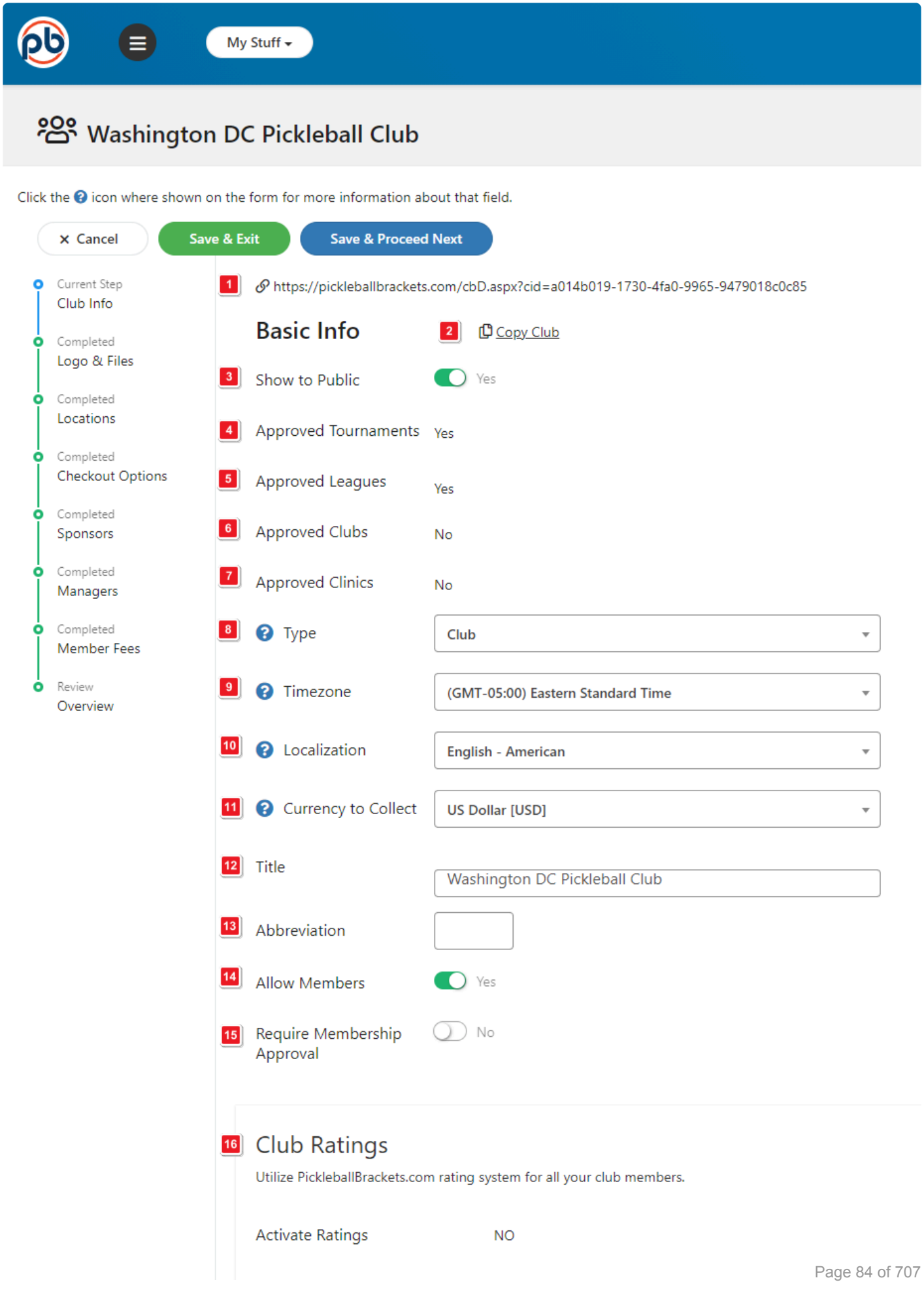
3.2.2.1. Edit Club

Clubs can be configured in may different ways according to the needs of the club manager. The simplest configuration is a free club that allows the creation of tournaments. More complicated configurations allow the collection of membership dues, league fees and payments for all types of club purchases such as t-shirts, hats, paddles, etc.

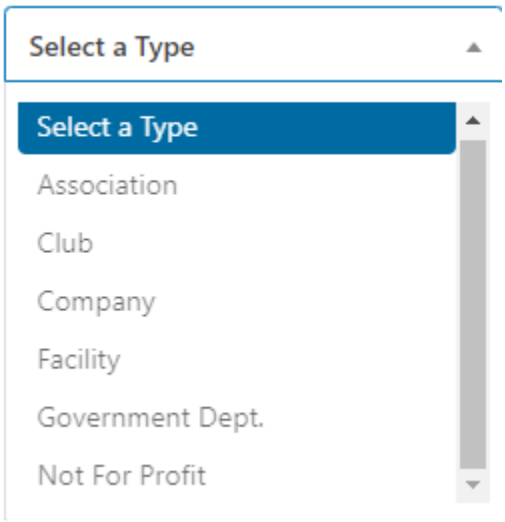
3.2.2.1.1. Basic Club Information

The following screens show each of the sections for the basic configuration of a Club.

Tournament directors will find that these steps are similar to the basic tournament configuration steps.


My Stuff
Washington DC Pickleball Club
Click the icon where shown on the form for more information about that field.
Cancel
Save & Exit
Save & Proceed Next
Current Step
Club Info
Completed
Logo & Files
Completed
Locations
Completed
Checkout Options
Completed
Sponsors
Completed
Managers
Completed
Member Fees
Review
Overview
1
https://pickleballbrackets.com/cbD.aspx?cid=a014b019-1730-4fa0-9965-9479018c0c85
Basic Info
2
Copy Club
3
Show to Public
Yes
4
Approved Tournaments
Yes
5
Approved Leagues
Yes
6
Approved Clubs
No
7
Approved Clinics
No
8
Type
Club
9
Timezone
(GMT-05:00) Eastern Standard Time
10
Localization
English - American
11
Currency to Collect
US Dollar [USD]
12
Title
Washington DC Pickleball Club
13
Abbreviation
14
Allow Members
Yes
15
Require Membership Approval
No
16
Club Ratings
Utilize PickleballBrackets.com rating system for all your club members.
Activate Ratings
NO

1. **Direct Club Link** – click to copy. This link may be sent to players or used by the Club Manager to review the setup options prior to making the club public.
2. **Copy Club** – Use this to set up a new club under your existing organization. All of the basic features will be copied. Existing information can then be changed as needed.
3. **Show to Public** – Select Yes if you wish to list your club on the PickleballBrackets.com public website.
4. **Approved Tournaments** – Configured by PickleballBrackets.com at the time the club is created. Contact PickleballBrackets.com to change this.
5. **Approved Leagues** – Configured by PickleballBrackets.com at the time the club is created. Contact PickleballBrackets.com to change this.
6. **Approved Clubs** -Configured by PickleballBrackets.com at the time the club is created. Contact PickleballBrackets.com to change this.
7. **Approved Clinics** – Configured by PickleballBrackets.com at the time the club is created. Contact PickleballBrackets.com to change this.
8. **Type** – Select the type of Organization from the drop down menu.



9. **Timezone** – Select the Club timezone. It will be show to players on the club information screen.
10. **Localization** – Formatting throughout the site where this club is displayed will show information based on the local standards of the selected value.

    For example:

    - – - – - English – American will show Dates “Month Day Year”

    - – - – - French will show Dates “Day Month Year”

    NOTE: All text representing the club will be displayed as it’s typed. Selected Localization DOES NOT change ANY text entered by the tournament.

    - – - All PickleballBrackets.com text throughout the site will be translated to the language of the viewer. (PickleballBrackets.com DOES NOT translate the text entered by the tournament.)

11. **Currency to Collect** – What currency are you using to collect payments?

    PickleballBrackets.com will send PayPal or Stripe this currency code so all payments will be exchanged properly.

    Currency formatting throughout the site where this club is displayed will be based on the selected value.

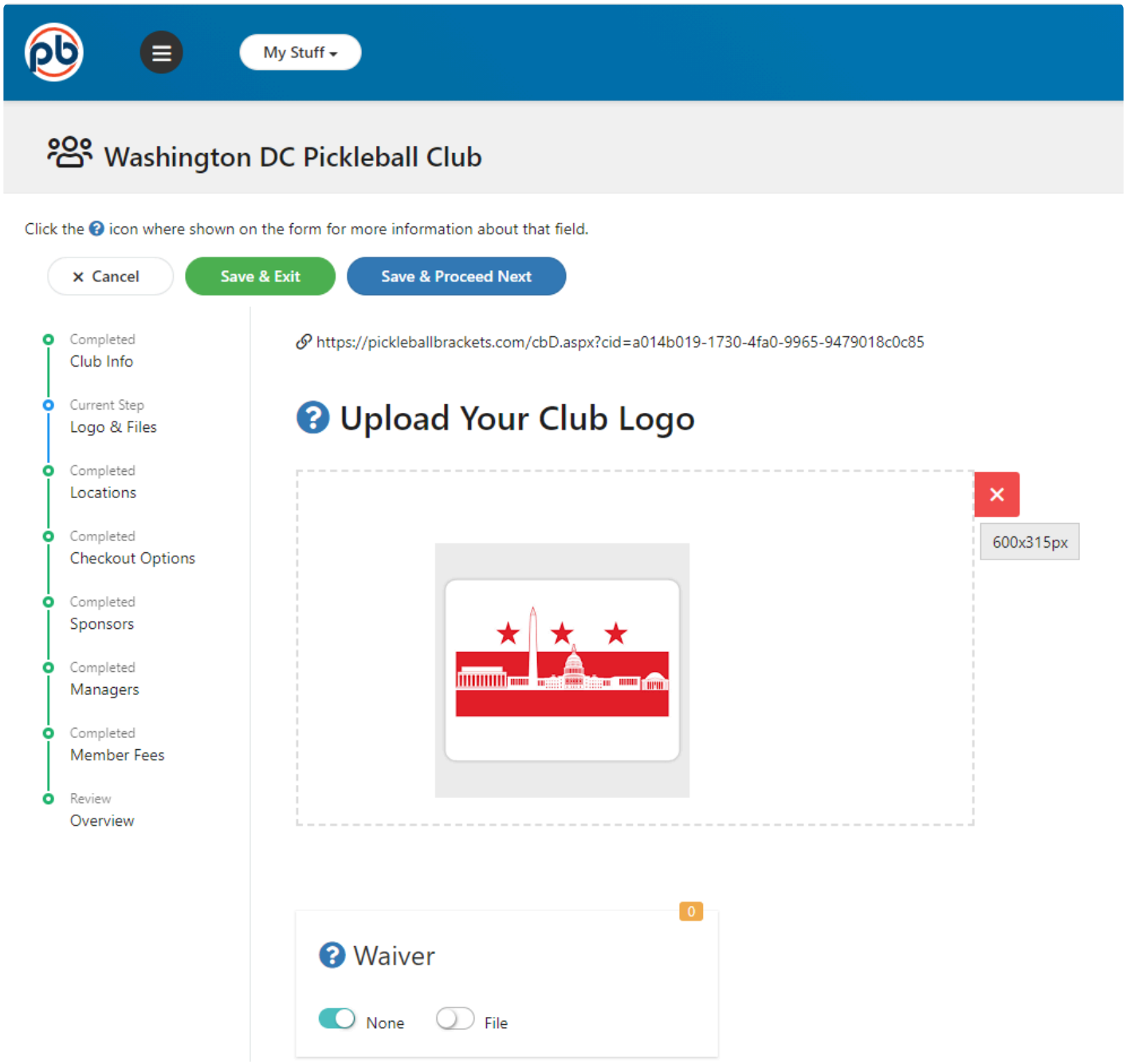
    For example:

    - – - – - US Dollar [USD] will show “$1,111.00”

    - – - – - Euro [EUR] will show “1 111,00 €”

12. **Title** – Enter the title of your club.
13. **Abbreviation** – An abbreviation or nickname for your club.
14. **Allow Members** – This controls whether or not member can join your club.
15. **Require Membership Approval** – Select No to automatically allow anyone to join the club. Select Yes to require that memberships be approved by the club manager.
16. **Club Ratings** – Clubs have the option of tracking ratings within the club using the PickleballBrackets.com rating system. This is an extra cost option. Contact PickleballBrackets.com if you are interested in using this feature.

3.2.2.1.2. Logo and Files



If the Club has a logo you can upload it here.

> File types accepted are: ‘png’, ‘jpg’, and ‘jpeg’.
> The uploaded logo must meet the minimum size of:
> Width: 600 pixels.
> Height: 315 pixels.
> The image **MUST** completely fill the specified area.
> **NOTE:** This is **NOT** an editing software. This upload tool simply allows you to upload and resize your logo to fit our constraints. You may need to use an image editing software prior to uploading to get your

> desired results. These sections of the manual explain how to use image editing software to change the size of a logo:

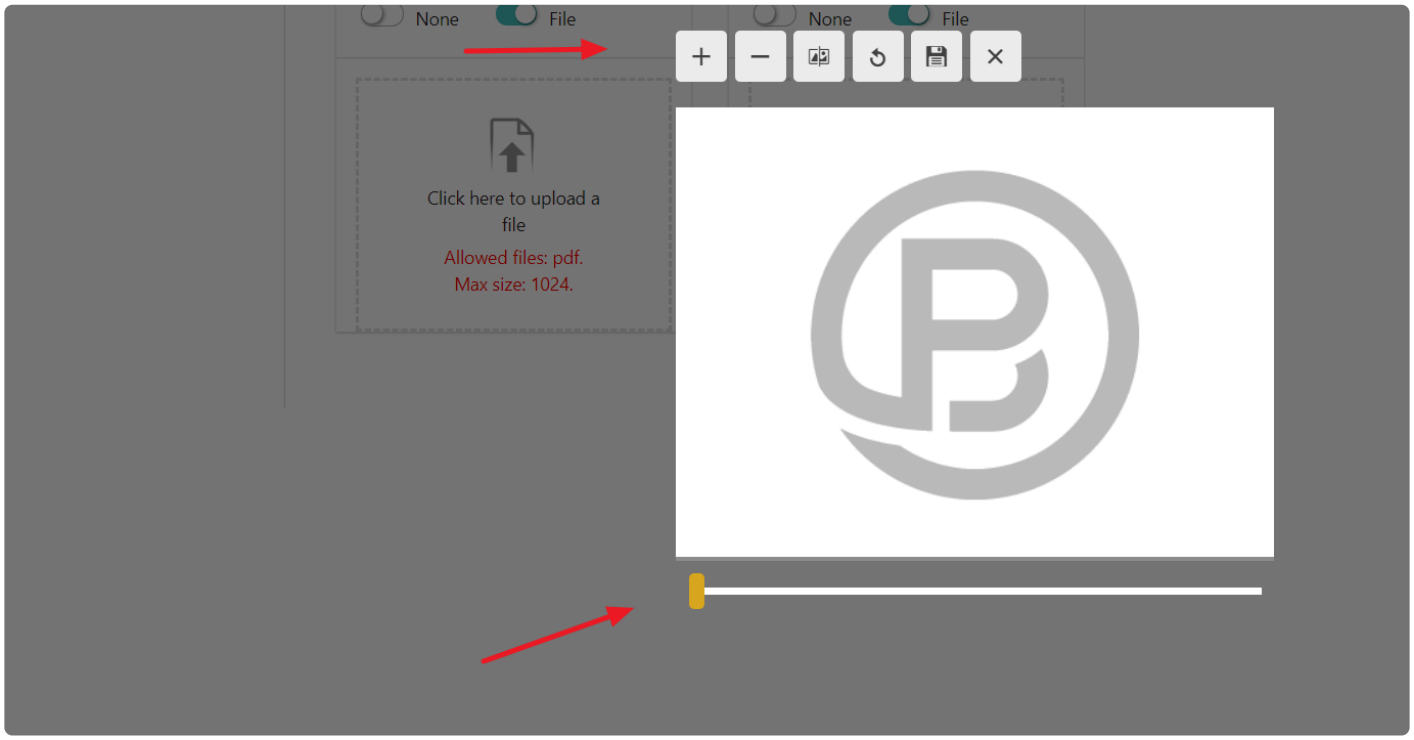
How to Add a Logo That is Too Large

How to Add a Logo That is Too Small

- Click on the Logo Upload box.
- Either double click on your image or click on your image and select open.

> Your image should not be too much larger than the minimum size. You will be able to crop it to fit but images that are too large may overlap the logo space even after cropping.

Once you upload your image you will see the cropping tool.



Buttons across the top allow you to:

- Zoom In
- Zoom Out
- Auto Resize
- Reset back to the Original Size
- Save the Image
- Cancel the Upload

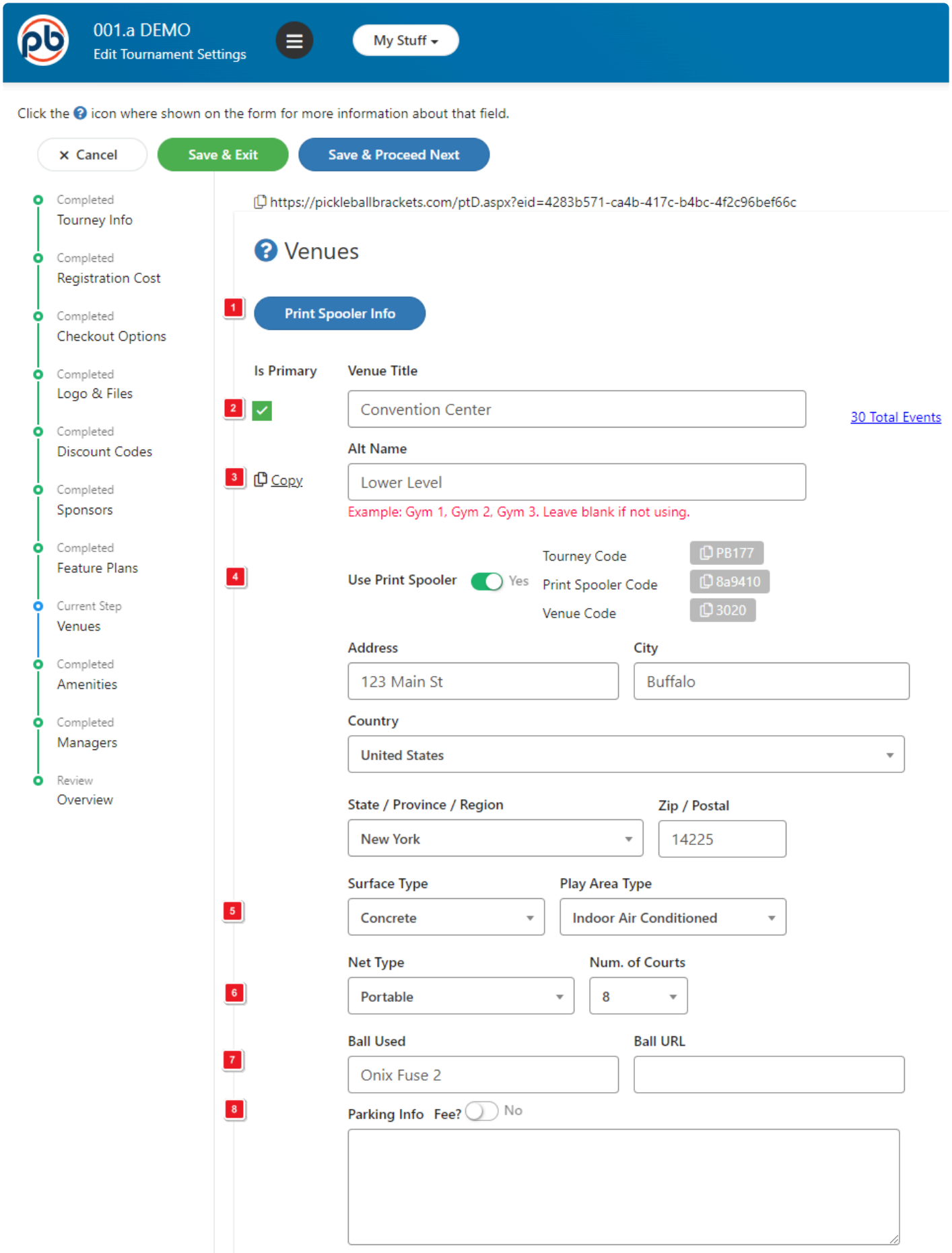
The slide bar below the image may also be used to zoom in and out.

If the club has a waiver, you may upload it here. Files MUST be in pdf format.

- If you add a waiver, all players will be required to agree to the waiver in order to join the club.

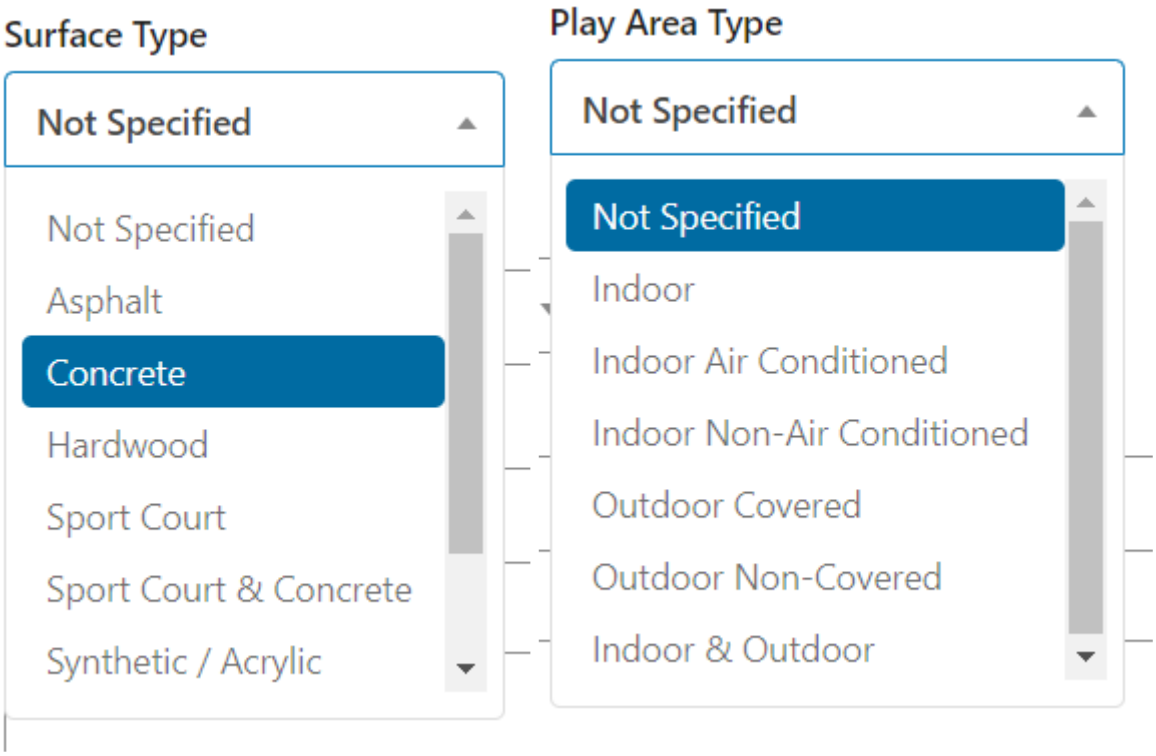
The small orange number in the top right corner of the waiver upload box, shows the number of times that players have viewed the document.

3.2.2.1.3. Locations


001.a DEMO
Edit Tournament Settings
My Stuff
Click the icon where shown on the form for more information about that field.
Cancel
Save & Exit
Save & Proceed Next
Completed Tourney Info
Completed Registration Cost
Completed Checkout Options
Completed Logo & Files
Completed Discount Codes
Completed Sponsors
Completed Feature Plans
Current Step Venues
Completed Amenities
Completed Managers
Review Overview
https://pickleballbrackets.com/ptD.aspx?eid=4283b571-ca4b-417c-b4bc-4f2c96bef66c
Venues
1
Print Spooler Info
Is Primary
Venue Title
2
Convention Center
30 Total Events
Alt Name
3
Copy
Lower Level
Example: Gym 1, Gym 2, Gym 3. Leave blank if not using.
4
Use Print Spooler
Yes
Tourney Code
PB177
Print Spooler Code
8a9410
Venue Code
3020
Address
123 Main St
City
Buffalo
Country
United States
State / Province / Region
New York
Zip / Postal
14225
Surface Type
Concrete
5
Play Area Type
Indoor Air Conditioned
Net Type
Portable
6
Num. of Courts
8
Ball Used
7
Onix Fuse 2
Ball URL
8
Parking Info
Fee?
No

Each physical location used by the club should be created here. These locations will be used when creating leagues and tournaments.

1. **Venue Title –** The venue should have a formal name that will display on the club website and will help identify the venue for potential players. It can also have an informal or alternate name.
2. **Is Primary – Check** for Yes. The primary location will be used for the map on the details screen and anytime the address is displayed on behalf of the club.
3. **Copy –** Click here to make a copy of this location. If you are adding additional locations, you will be able to modify the copy.
4. **Surface and Play Area –** These options tell players what the playing conditions of the tournament and facility are.



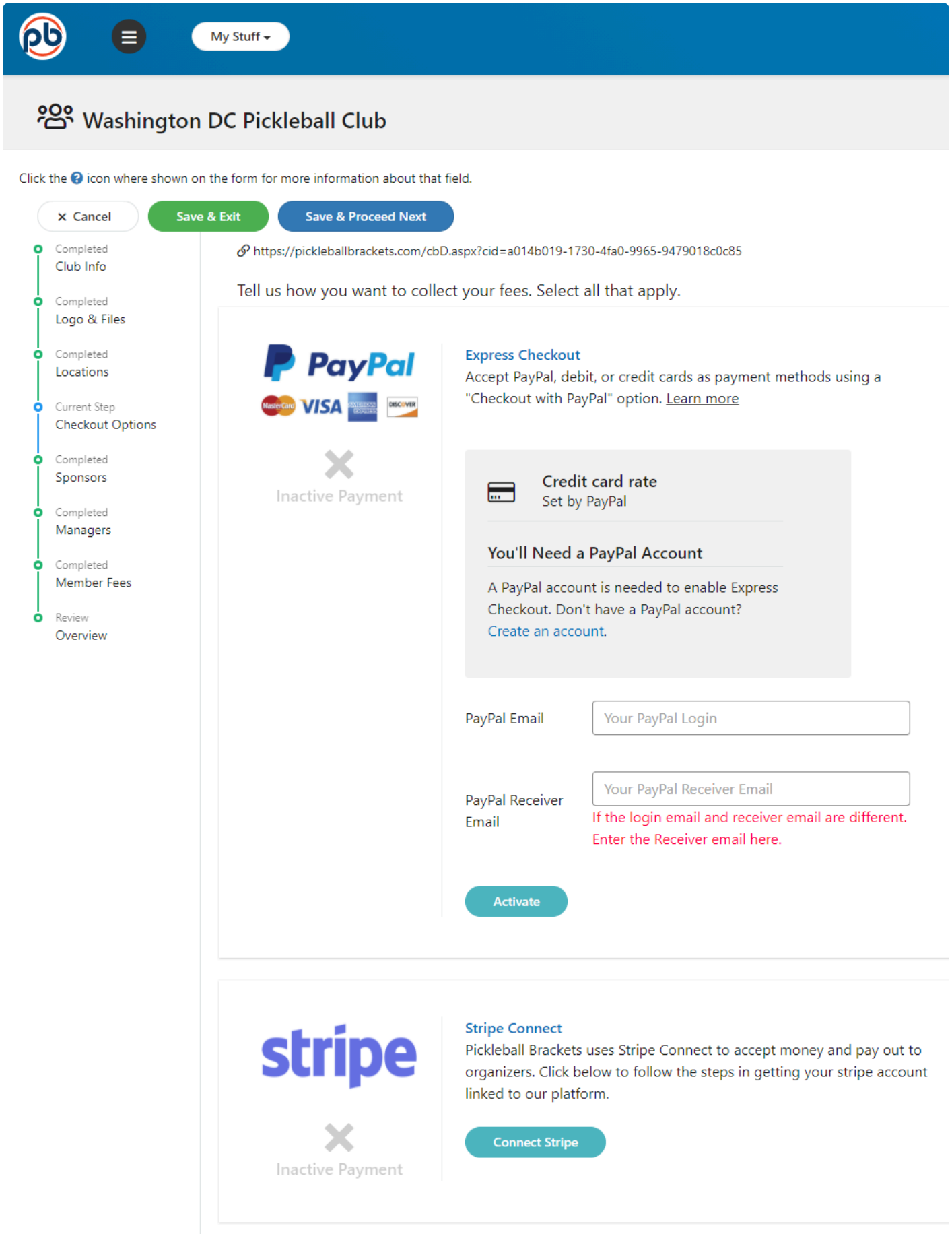
5. **Ball –** List the ball used at that location here. You may also include a link for players to visit the official ball website.
6. **Parking Info-** Select Yes or No for a parking fee and use the box for detailed descriptions of the parking area and its location relative to the playing venues.
7. **Add New –** Use this button to add a new location. (you may also use the copy link above for the same purpose.)

> ! The venues listed here are for player information. TD's must assign the exact number of courts they will be using for scheduling the tournament from the Manage Location Courts option on the management menu.

3.2.2.1.4. Checkout Options

Choose Checkout Options

The club can set up Stripe or PayPal accounts to accept online registration fees and payment for other club items. Also, leagues and tournaments run under the auspices of the club will be able to specify that as one of the tournament Checkout Options. If more than one Checkout Option is specified, players will be able to select their preferred payment method.


My Stuff
Washington DC Pickleball Club
Click the icon where shown on the form for more information about that field.
Cancel
Save & Exit
Save & Proceed Next
Completed
Club Info
Completed
Logo & Files
Completed
Locations
Current Step
Checkout Options
Completed
Sponsors
Completed
Managers
Completed
Member Fees
Review
Overview
https://pickleballbrackets.com/cbD.aspx?cid=a014b019-1730-4fa0-9965-9479018c0c85
Tell us how you want to collect your fees. Select all that apply.
PayPal
Inactive Payment
Express Checkout
Accept PayPal, debit, or credit cards as payment methods using a "Checkout with PayPal" option. Learn more
Credit card rate
Set by PayPal
You'll Need a PayPal Account
A PayPal account is needed to enable Express Checkout. Don't have a PayPal account?
Create an account.
PayPal Email
Your PayPal Login
PayPal Receiver Email
Your PayPal Receiver Email
If the login email and receiver email are different. Enter the Receiver email here.
Activate
stripe
Inactive Payment
Stripe Connect
Pickleball Brackets uses Stripe Connect to accept money and pay out to organizers. Click below to follow the steps in getting your stripe account linked to our platform.
Connect Stripe

Connect PayPal as your checkout option by entering the email address of your PayPal account and click on the Activate PayPal button.

These are the steps to connect Stripe.

- You must be logged in to your stripe account on the same computer.
- Log in to your PickleballBrackets.com account as a manager, edit your club and navigate to this page.
- Click on the Activate Stripe button. You'll then be asked to verify the connection and it will automatically connect and confirm.

✻ If any leagues or tournaments are setup for your club, edit them, select the newly connected payment process as the online payment option for that event and delete any others that you may no longer need. Future leagues and tournaments will show the new account as an option.

! Stripe or PayPal accounts **must** be connected to a bank account.

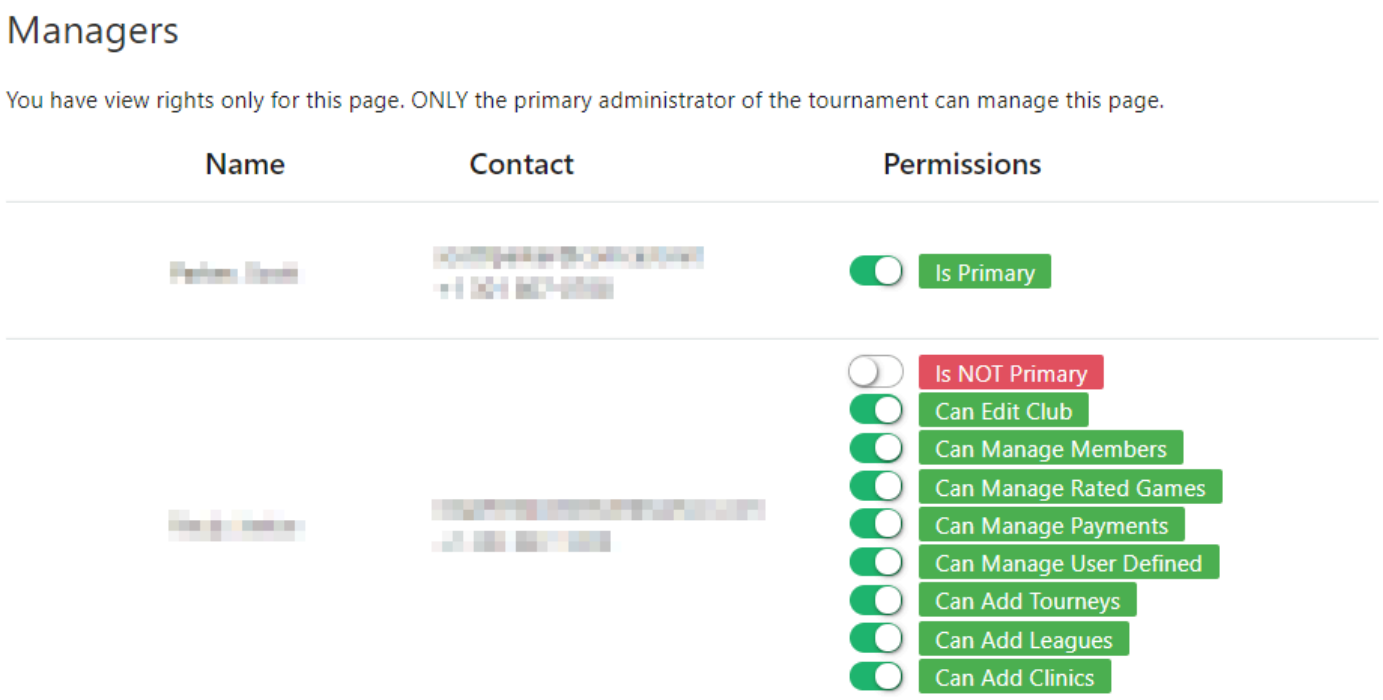
3.2.2.1.5. Sponsors

Sponsors may be added to a club here. Click on the links below for complete directions.

- **Adding Sponsors**
- **Sponsor Details**:

3.2.2.1.6. Managers

Club Managers and their rights can be created here. The Primary Manager will also be able to add managers from this screen.



! If you add a manager and/or change privileges for that manager, you must click on the “Save” button next to their name before saving the manager list.

3.2.2.1.7. Member Fees

Managers may create multiple types of fee plans as shown here. Fee plans may be added or edited as needed.

https://pickleballbrackets.com/cbD.aspx?cid=d5aa36b3-1b73-4480-9df3-965182cd7a07

Add New Fee Plan

Ann-2

Total Members Using: 1

Custom
October, 1 September 30

Fee: $0.00

Is Prorated: Yes

Is Recurring: Yes

Annual

Total Members Using: 0

Custom
January, 1 November 30

Fee: $500.00

Is Prorated: Yes

Is Recurring: Yes

Lifetime

Total Members Using: 0

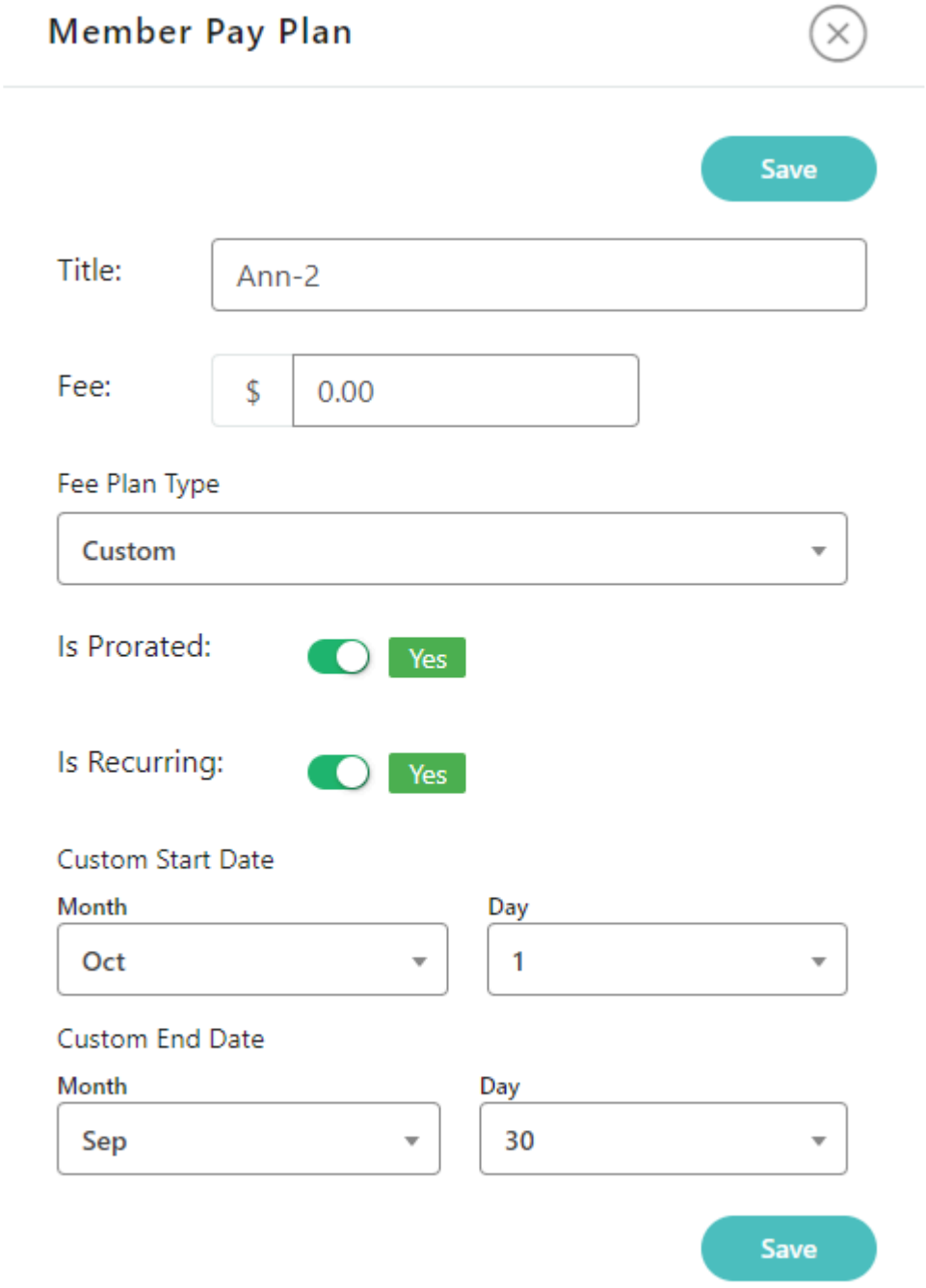
Lifetime

Fee: $350.00

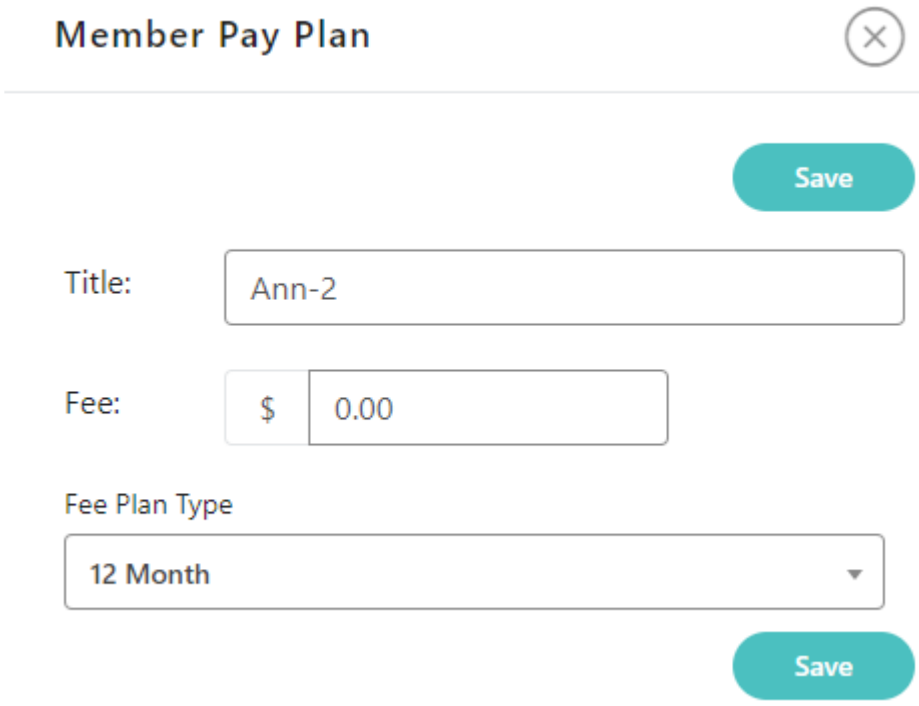
Seasonal

3.2.2.1.7.1. Fee Plan Details

Creating or editing a fee plan will bring up this screen. Custom fee plans have multiple parameters that my be changed by Club Managers.

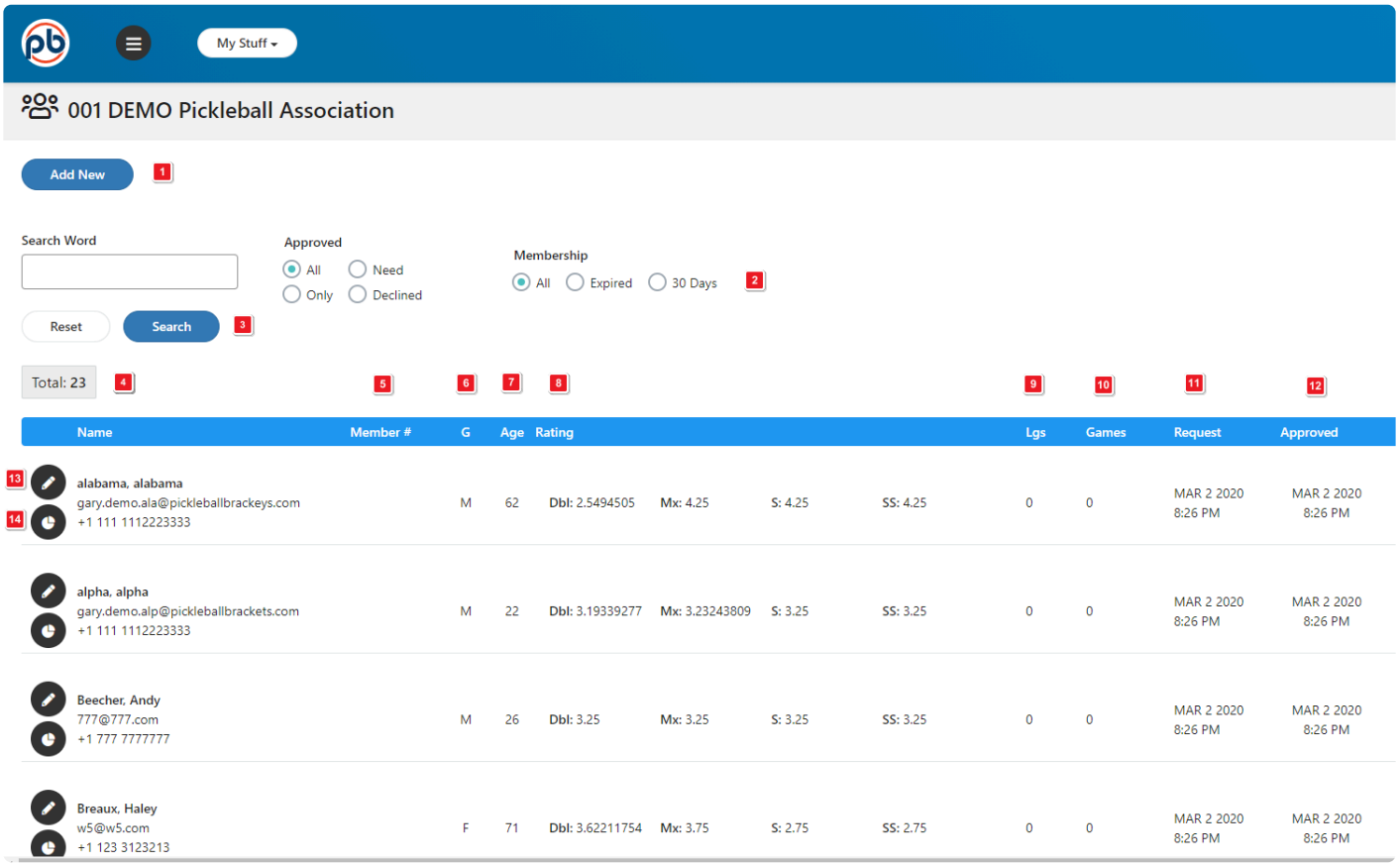


Fixed fee plans only require an amount and duration.



3.2.2.2. The Member List

The Club manager may view and edit member information from this screen.



1. **Click here to add a new club member**. Members must have a PickleballBrackets.com account.
2. **Use these options to filter your list if you don't want to see all members.**
3. **Click here to search after applying any filter criteria**
4. **The total number of club members.**
5. **Their member number if one has been assigned.**
6. **Gender**
7. **Age**
8. **Club Ratings.** Ratings can be drawn from the player's self rating, the PickleballBrackets.com tournament rating or their calculated Club rating based on league and tournament participation.
9. **Leagues** – The number of club leagues played in.
10. **Games** – The total number of club games that have been rated.
11. **Requested** – The date that the player requested membership.
12. **Approved** – The date that their membership was approved.
13. **The edit button** – Allows the Club manager to edit a player record
14. **The stats button** – Allows the Club manager to view the entire club rating history for the player.

3.2.2.2.1. Club Rating Stats

This page shows every matched played and the rating changes that occurred after each match.

1. **This is the predicted score and odds of winning for the higher rated team**.
2. **This is the actual score of the match**.
3. **The rating change resulting from this match**. The top number is the start rating. The bottom number is the end rating. The number in the middle column between the two players is the team average. If the team is predicted to win, the number is green. If they are predicted to lose, the number is red.

Bellaire Ladies Ladder League

Calculated On: Jan 14, 2023

Jan 13, 2023 Doubles League Game	Tonia Zuber 2.9448798 -0.0335835 2.9112963	&	Leah Muslow 3 -0.04683892 2.95316108	P 10 A 10	1:1.1	P 11 A 12	Debbie Monsour 3.29035378 0.03606597 3.32641975	&	Betsy Snow 2.84217843 0.0346608 2.87683923
Jan 13, 2023 Doubles League Game	Tonia Zuber 2.9112963 -0.04355342 2.86774288	&	Debbie Monsour 3.32641975 -0.04666437 3.27975537	P 11 A 5	1.375:1	P 8 A 11	Leah Muslow 2.95316108 0.05489926 3.00806034	&	Betsy Snow 2.87683923 0.0449564 2.92179563

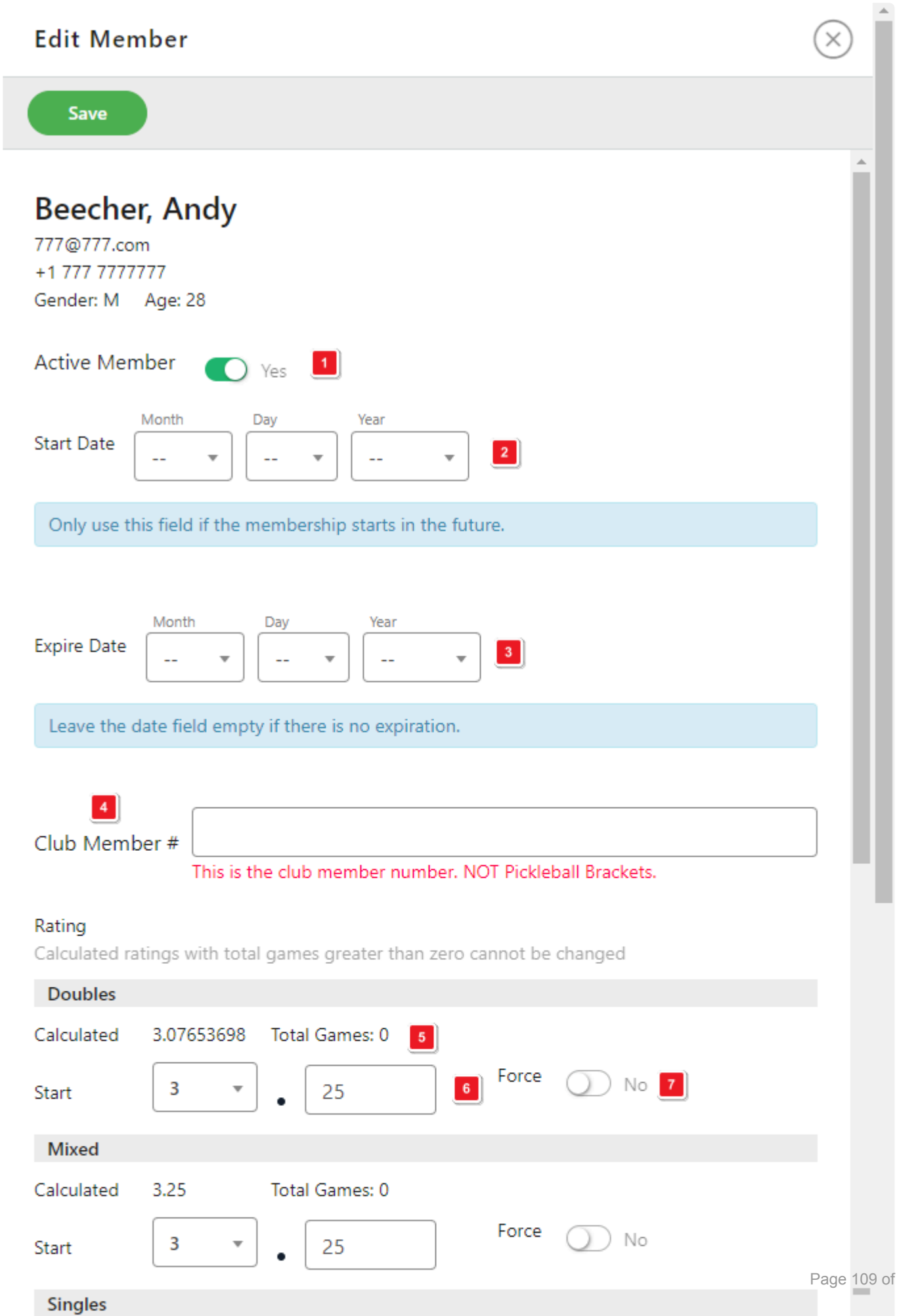
Bellaire Ladder League 3.5+

Calculated On: Jan 19, 2023

Jan 17, 2023 Doubles League Game	Tonia Zuber 2.86774288 0.02714181 2.89488469	&	Kecia Vekovius 3.33609936 0.02855624 3.3646556	P 11 A 11	1.375 : 1	P 8 A 2	Betsy Snow 2.92179563 -0.02805928 2.89373635	&	Preston Lowder 2.85670574 -0.02981776 2.82688797
Jan 17, 2023 Doubles League Game	Tonia Zuber 2.89488469 -0.01723968 2.87764501	&	Betsy Snow 2.84870914 -0.01767859 2.83103055	P 6 A 4	1 : 1.8333	P 11 A 11	Matthew Brown 3.1144853 0.01797121 3.1324565	&	Kecia Vekovius 3.31876485 0.01804436 3.33680921
Jan 17, 2023 Doubles League Game	Tonia Zuber 2.87764501 -0.03154342 2.8461016	&	Matthew Brown 3.1324565 -0.0328876 3.09956891	P 10 A 2	1:1.1	P 11 A 11	Preston Lowder 2.87469083 0.03450061 2.90919144	&	Kecia Vekovius 3.33680921 0.03302201 3.36983123
Jan 17, 2023 Doubles League Game	Tonia Zuber 2.8461016 0.0381281 2.88422969	&	Preston Lowder 2.90919144 0.04166856 2.95086001	P 10 A 11	1:1.1	P 11 A 6	Betsy Snow 2.83103055 -0.03921747 2.79181308	&	Matthew Brown 3.09956891 -0.03976216 3.05980675
Jan 17, 2023 Doubles League Game	Tonia Zuber 2.88422969 -0.02000616 2.86422353	&	Betsy Snow 2.79181308 -0.02058023 2.77123285	P 6 A 2	1 : 1.8333	P 11 A 11	Preston Lowder 2.95086001 0.02181447 2.97267447	&	Kecia Vekovius 3.36983123 0.02106818 3.39089941
Jan 17, 2023 Doubles League Game	Tonia Zuber 2.86422353 -0.02916585 2.83505768	&	Matthew Brown 3.00780949 -0.03025852 2.97755097	P 10 A 9	1 : 1.1	P 11 A 11	Kecia Vekovius 3.33854354 0.03046865 3.36901219	&	Betsy Snow 2.82244119 0.02983826 2.85227945
Jan 17, 2023 Doubles League Game	Tonia Zuber 2.83505768 -0.03601274 2.79904494	&	Kecia Vekovius 3.36901219 -0.03757851 3.33143368	P 11 A 7	1.1:1	P 10 A 11	Matthew Brown 2.97755097 0.03742194 3.01497291	&	Preston Lowder 3.02696679 0.03935305 3.06631984
Jan 17, 2023 Doubles League Game	Tonia Zuber 2.79904494 -0.03342515 2.76561979	&	Preston Lowder 3.06631984 -0.03649034 3.0298295	P 10 A 5	1 : 1.1	P 11 A 11	Matthew Brown 3.01497291 0.0347388 3.04971171	&	Betsy Snow 2.85227945 0.03439823 2.88667767

3.2.2.3. Member Details

Editing a member record will bring up this screen.


Edit Member
Save
Beecher, Andy
777@777.com
+1 777 7777777
Gender: M Age: 28
Active Member
Yes
1
Start Date
Month
Day
Year
--
2
Only use this field if the membership starts in the future.
Expire Date
3
Leave the date field empty if there is no expiration.
4
Club Member #
This is the club member number. NOT Pickleball Brackets.
Rating
Calculated ratings with total games greater than zero cannot be changed
Doubles
Calculated 3.07653698 Total Games: 0
5
Start
3
25
6
Force
No
7
Mixed
Calculated 3.25 Total Games: 0
Start
3
25
Force
No
Singles

1. **The Active Button**. Turn this off for inactive members.
2. **Membership Start Date.**
3. **Membership End Date.**
4. **The Club Member Number for this Person if one has been assigned.**
5. **Calculated Rating for this player.** – This may be their self rating or a PickleballBrackets.com Tournament Rating. If total games is 0, the Club Manager may adjust the club rating using the fields below.
6. **Start Rating** – The Club manager can use this to assign a different start rating for club matches than the calculated rating shown above. This will be effective only if the total games played is 0.
7. **Force** – This can be used by the Club Manager to force the system to use the rating entered above as a start rating **only if the club ratings are completely recalculated.**

> ! Contact PickleballBrackets.com to request any re-calculation of club ratings. **Be aware that forcing a new start rating for any player will impact the ratings of every other player in the club.**

3.2.2.4. User Defined

Club Managers have the ability to create a variety of different types of user defined fields. These fields can be used for tasks such as:

1. Collecting T-shirt sizes and/or payments.
2. Collecting payments for extra items associated with the club.
3. Allowing players to enter any information required by the club that is not on the registration form
4. Collecting donations
5. Adding items or services such as clinics that members may register for.

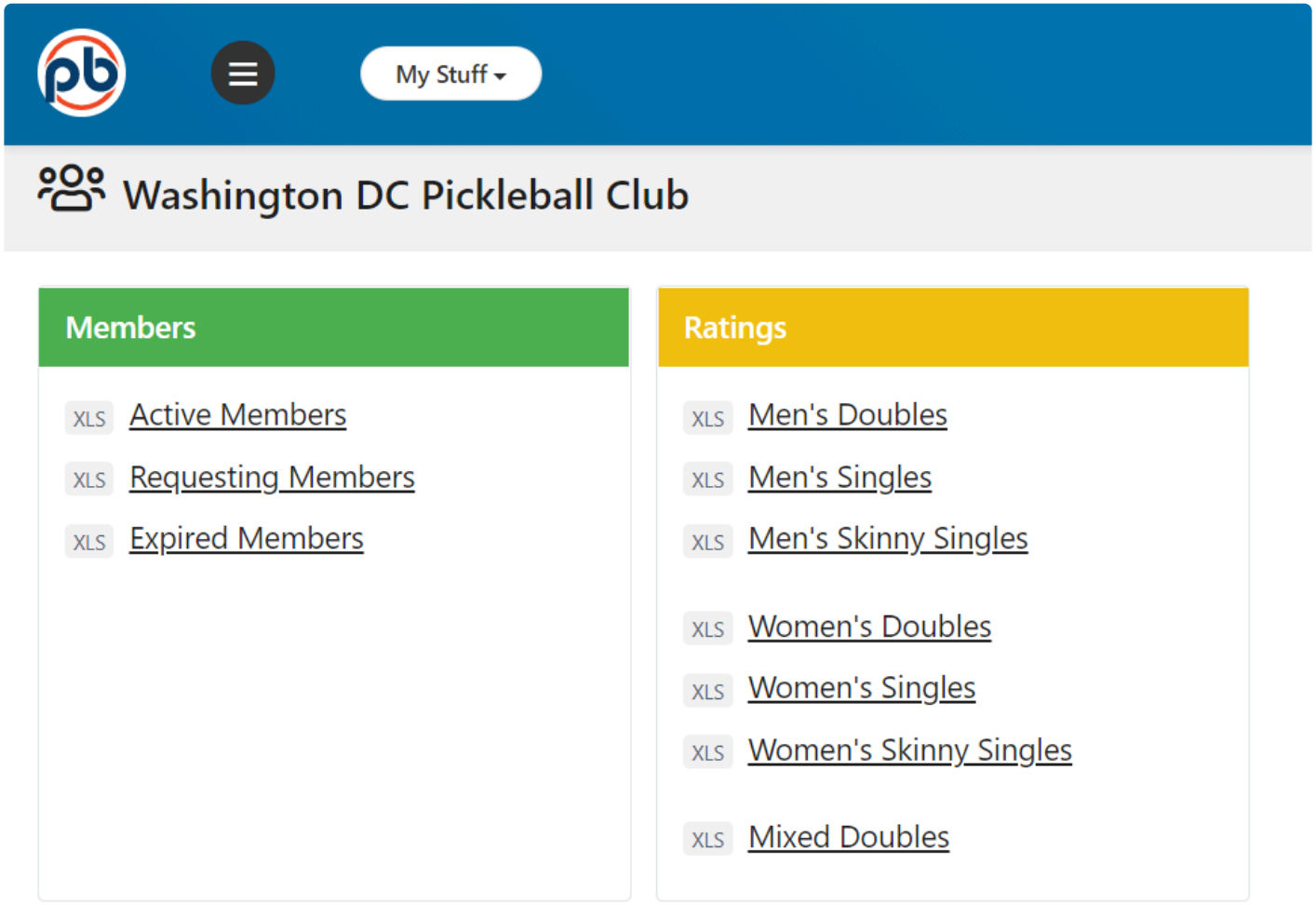
> User Defined Fields are a powerful way to add your own required or optional items to each registration, thus making the process an all-inclusive one that can completely manage all club details and finances.

The process for creating User Defined Fields is the same as the one used for tournament registration setup. Click HERE for complete directions.

Kiosk

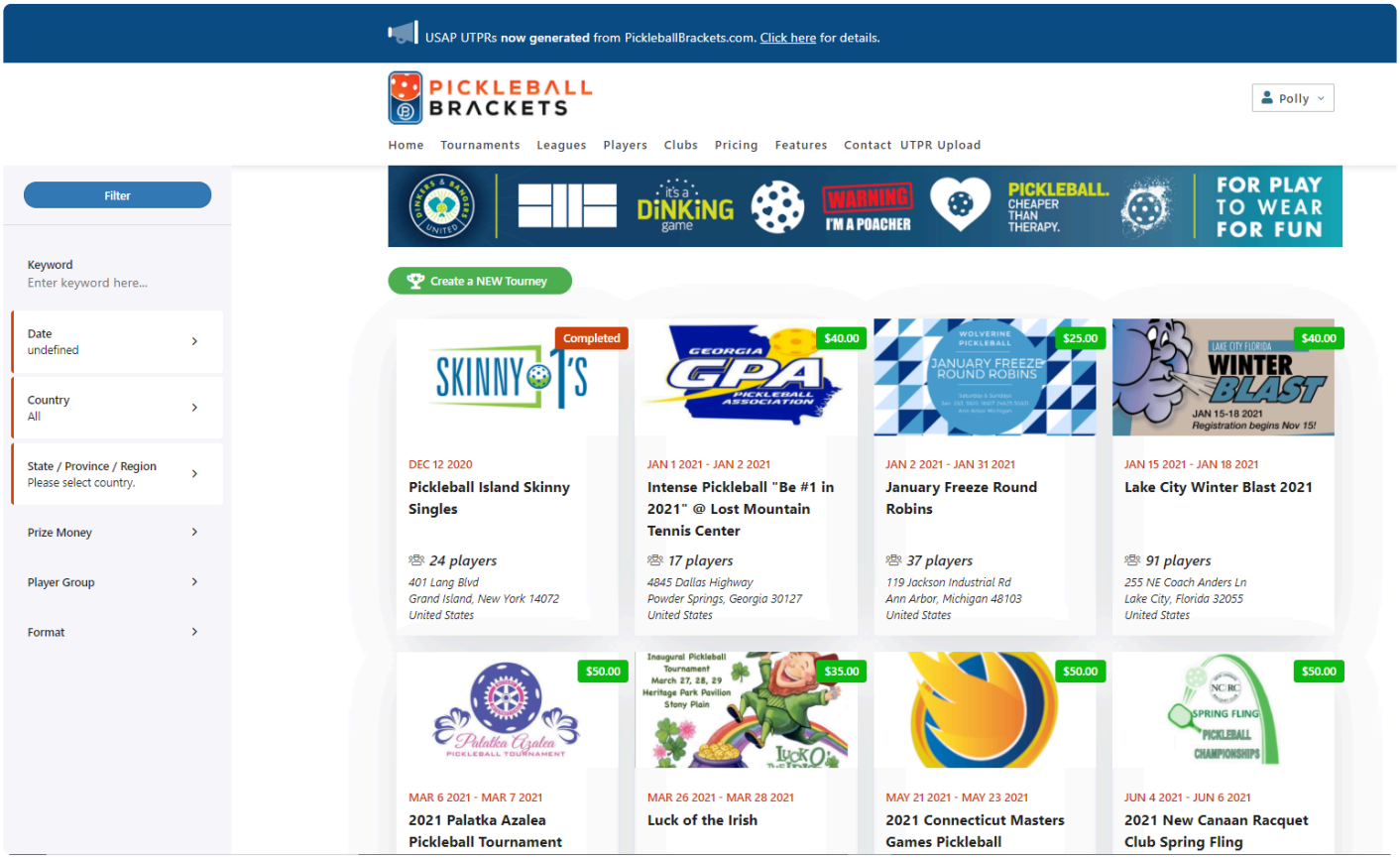
3.2.2.5. Reports

There are a variety of reports built in to the Club Management system. Each is generated as a spreadsheet file and downloaded to the local computer.



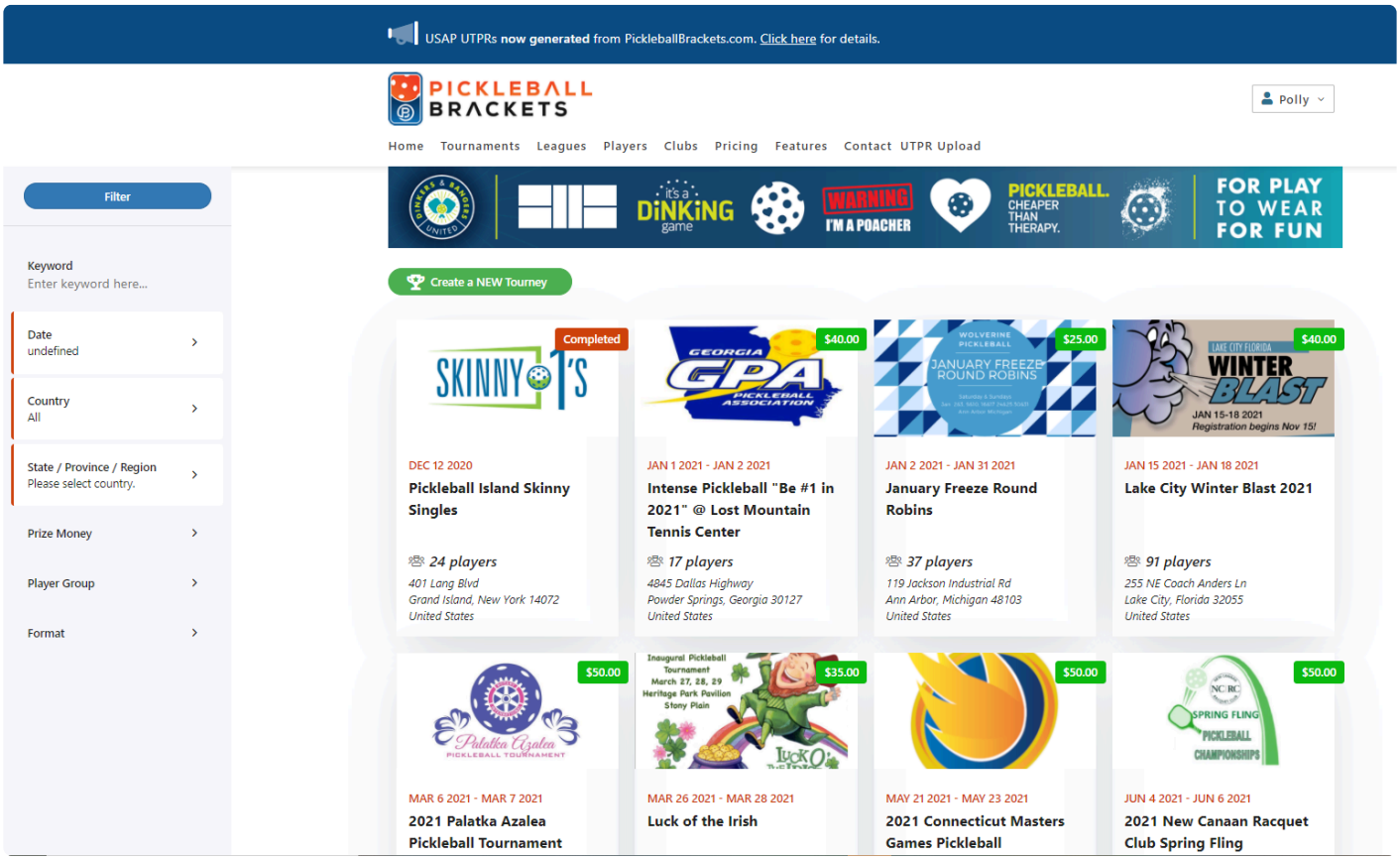
4. Tournaments

Selecting the Tournament link on the home page will show a list of current and future events. Start here to register for a tournament.

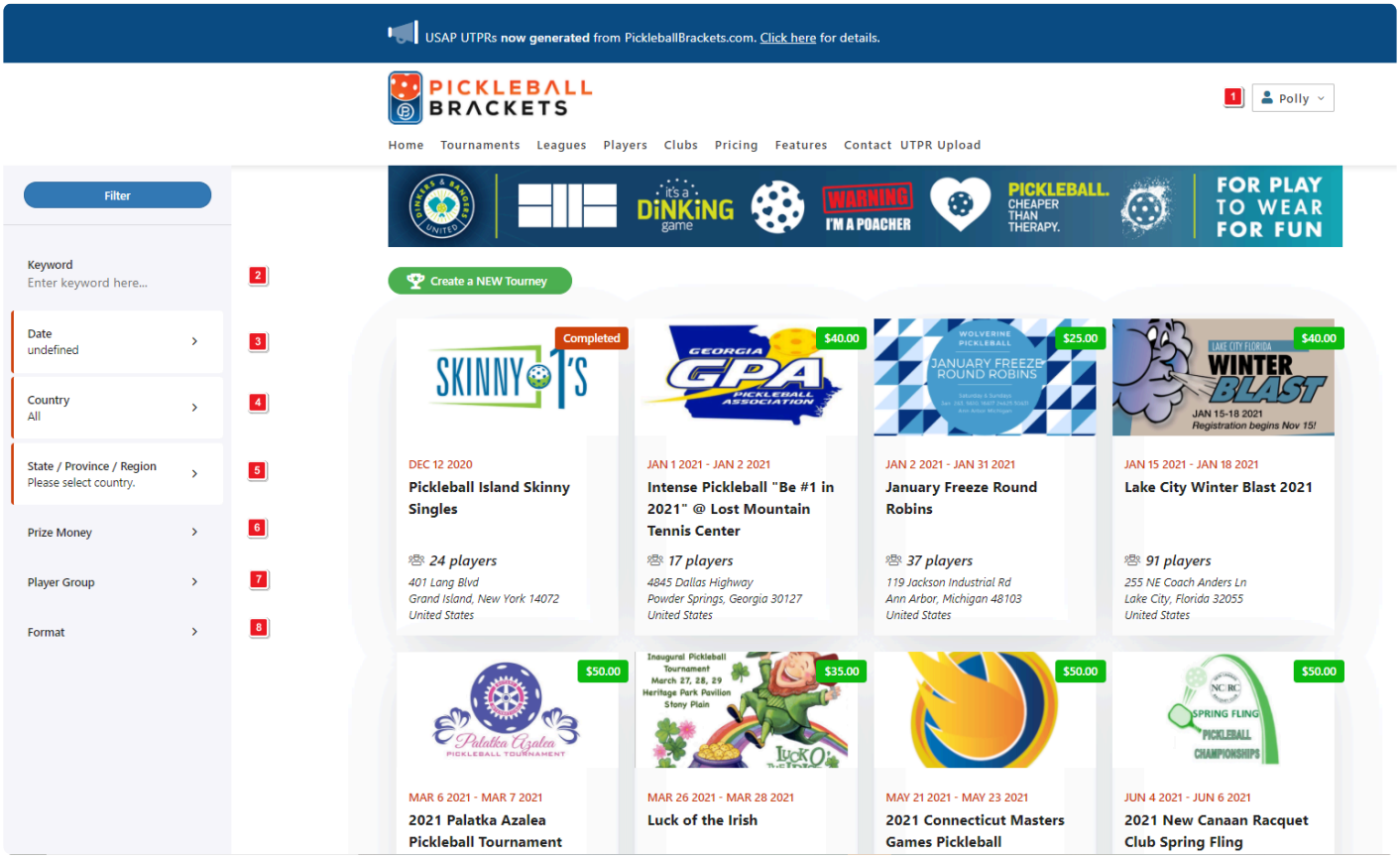


4.1. How to Register for a Tournament

This is the main PickleballBrackets.com tournament screen. You will see it when you go to the website. All tournament searches and registrations are initiated from this screen.



4.1.1. Tournament Listing



Login – If you are logged in to your account, your name will show here. If not, use the **Log In** or **Sign Up** buttons.

> ! If you do not already have a player account, see the User Account section of this manual for detailed instructions for creating one.

> ✱ The Search Box will appear automatically on your computer screen if your browser is set to 100% magnification or less. On a phone, or computer screen set to a magnification higher than 100%, click on the Search Button below to reveal the Search Box.

Search By:

1. **Keyword** – Use this to search for a tournament by name or part of a name. For example, a keyword

search on the word **Winter** will show all tournaments with that word in the title.

2. **Date** – The default display shows recently completed and future tournaments. To view past tournaments, use this drop down menu to change the selection to **Past Events**.
3. **Country** – Use this to search for a tournament in a specific country.
4. **State/Province/Region** Use this to limit your search to a specific State, Province or Region. You must select the Country first.
5. **Prize Money** – You can limit your search to only tournaments that offer prize money.
6. **Player Group** – Use this to search for tournaments that offer events for specific gender groups.
7. **Format** – Narrow down your format search here.

✻ Be sure to click the search button when you finish your selections.

! All search parameters are saved and will be in effect until you change them, even if you close your browser or log out. If you want to switch back to a global search for all tournaments, be sure to reset all search parameters.

4.1.1.1. Tournament Menu

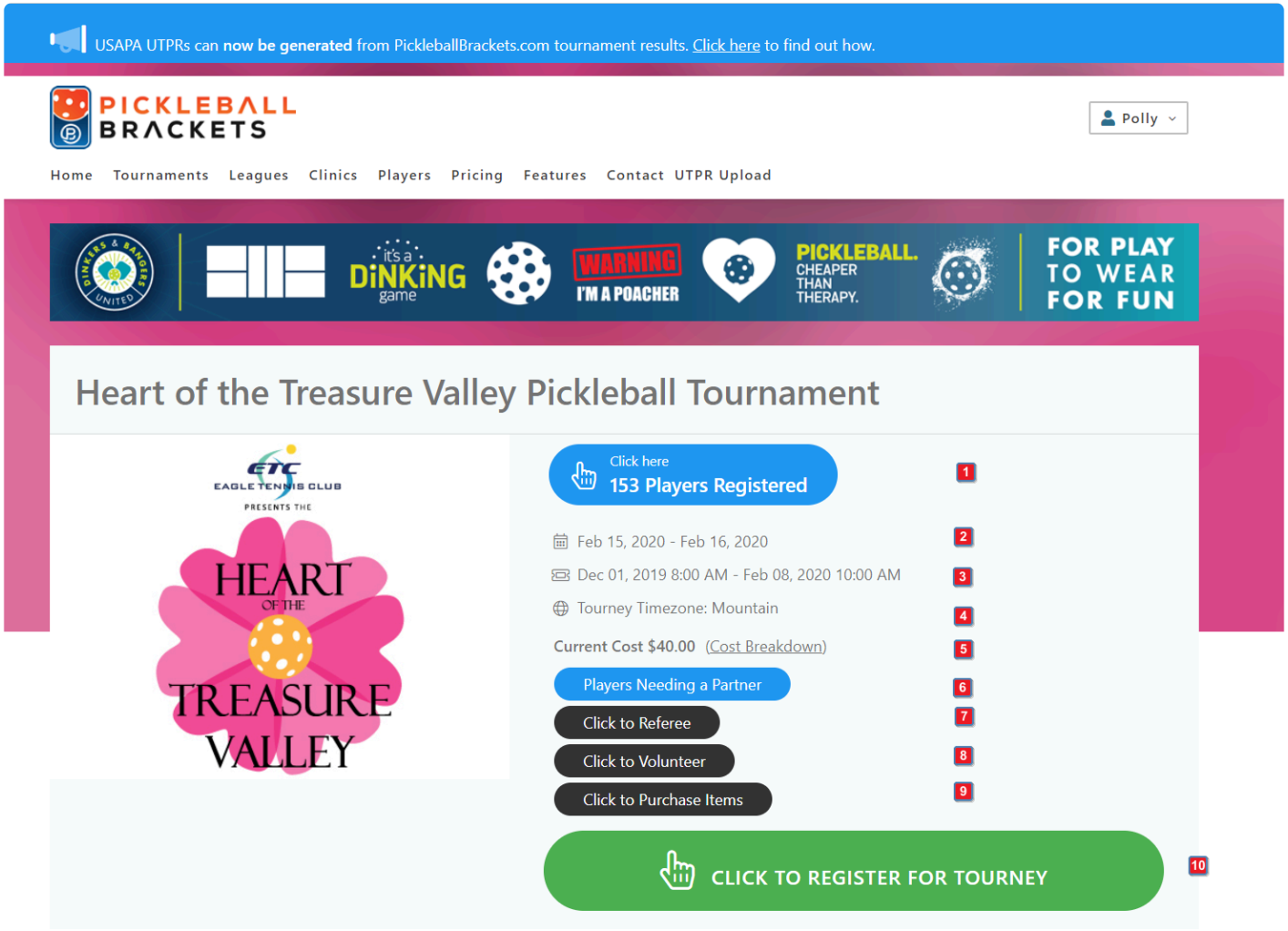
Once you find your tournament, click on it to access the tournament Menu.

1. **Details and Registrations** – Shows all of the tournament details and includes a link to register or to change a registration.
2. **Events** – Shows a complete listing of all events in the tournament.
3. **Event Player List** – Used to view a list of players who are currently registered in any event.

> If a tournament is in progress, the Event Player List menu option will be replaced by Find a Player. This allows you to look up players by name and view their individual results.

4. **Need a Partner** – Used to view a list of players who are currently in need of a partner for any event.
5. **Stats** – Registration stats and graphs for the tournament.
6. **Contact Tourney** – A contact form to be used to get in touch with the Tournament Director.

4.1.1.2. Tournament Page



The Tournament Details Page.

1. **Count of Registered Players** – Click here for a full list of players by event. From that page you may also view an alphabetical list of all players and a list of players with events. If event draws have been created or the tournament is in progress, links to the tournament draws will show.
2. **Tournament Dates** – The dates the tournament will run.
3. **Registration Dates** – The open registration dates.
4. **Time Zone** – This is the time zone for the tournament.

> ! All dates and start times run off of the tournament time zone.

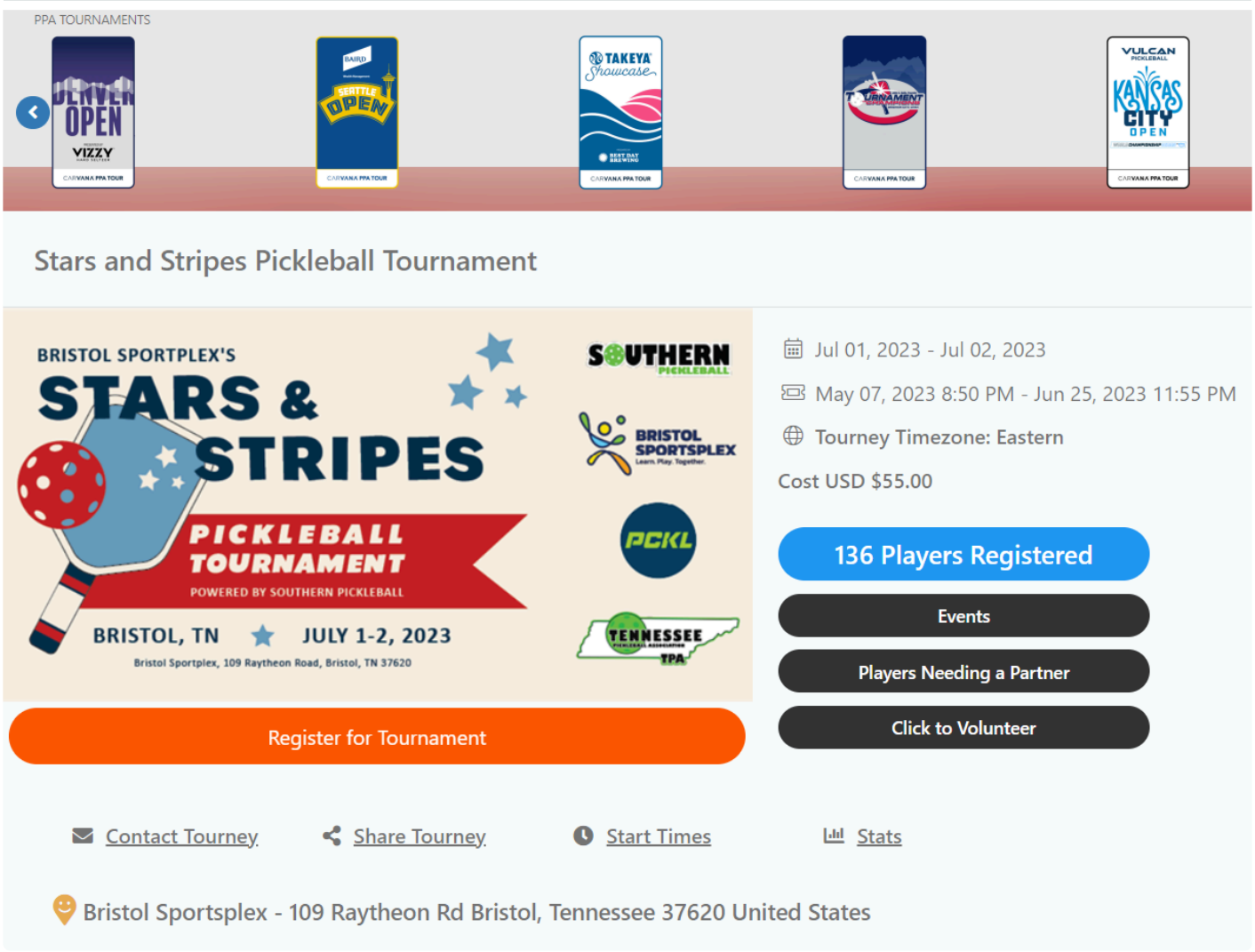
5. **Cost** – This is the registration cost for the tournament. If the tournament has staggered its registration cost by date, clicking on the **Cost Breakdown** link will show the dates and amounts.
6. **Players Needing Partners** – Click here to see a list of registered players who need partners. Each one will have a contact button next to their name. Use that to get in touch.

7. **Referee** – If the tournament needs referees, click here to sign up.
8. **Volunteer** – If the tournament needs volunteers, click here to sign up.
9. **Purchase Items** – If the tournament is selling items such as t-shirts, or clinic registrations in addition to the regular competition, click here to purchase.

> Non-players may sign up as Referees, Volunteers or to Purchase Items.

10. **Register** – Click here to Register. If you are not already logged in to your account, you will be brought to the login screen before you can register.

4.1.2. Tournament Details



For more information, click on these items..

1. **Players Registered** – Shows a complete list of all players currently registered in any event.

> Please note that Tournament Directors have the ability to hide this list.

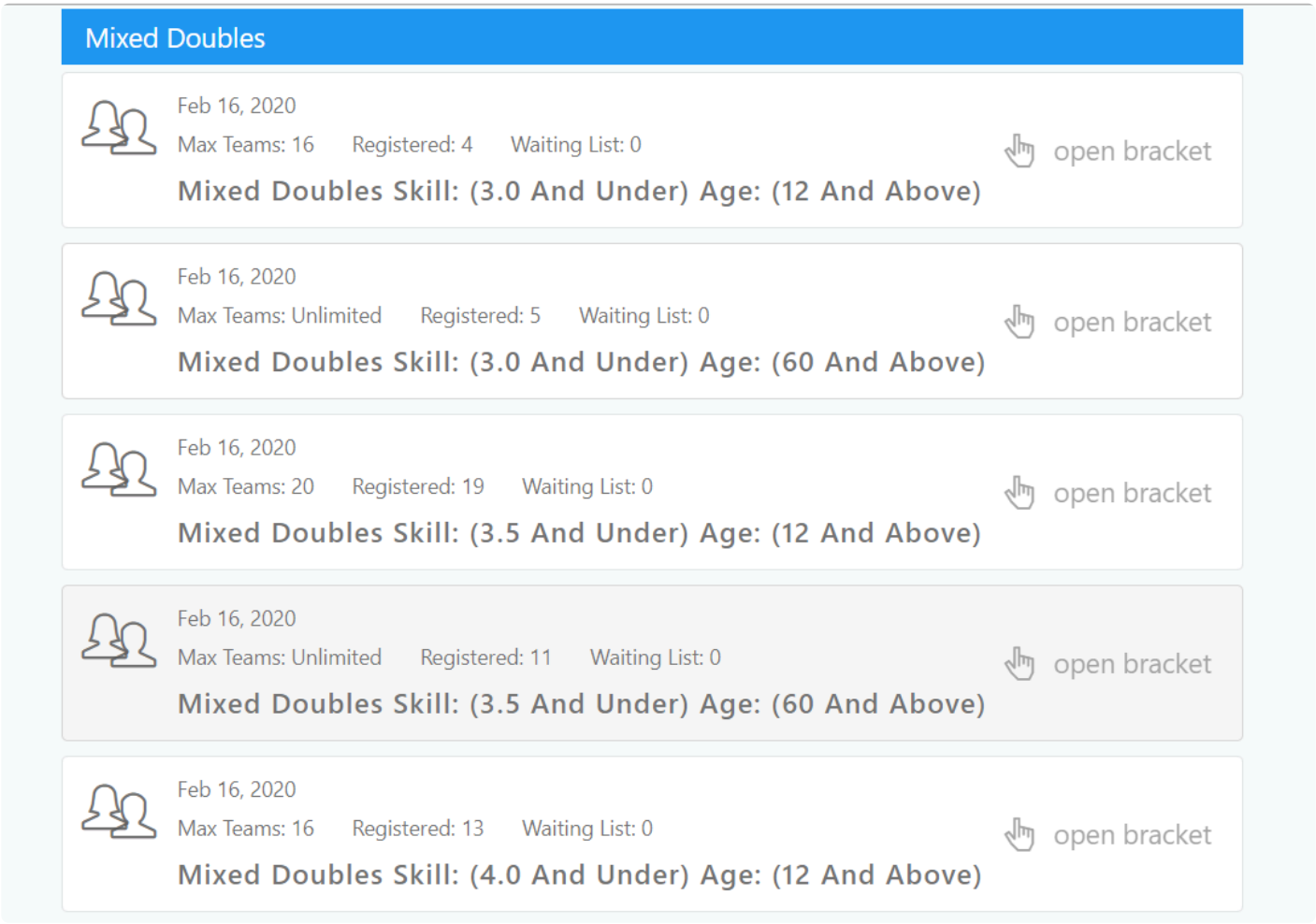
2. **Events** – Click for event details.
3. **Players Needing Partners** – See a list of all players who need partners in any event.
4. **Click to Volunteer** – If the tournament is seeking volunteers or referees or is selling items, separate menu links will show here.
5. **Results** – Click for results during and after the tournament.
6. **Contact Tourney** – Click here to send a message to the tournament director.
7. **Share Tourney** – Share a tournament link on your Facebook page.
8. **Start Times** – Once posted by the tournament director, click here to view start times for all events.

9. **Stats** – See all of the tournament registration statistics here.
10. **Download Flyer** – If the tournament posted a flyer on the website, a Download Flyer link will show.

> If registration is open, a Register for Tournament button will show. If the tournament is in progress or has been completed, a Draws and Results button will show. Other menu links could include View Games on Court or View Game Queue.

4.1.2.1. Event Details

This list shows every event in the tournament.



Click on an event to see its details.

Mixed Doubles Skill: (Any) Age: (65 And Above)

Basic Info

Date (PST): Aug 15, 2022

This tournament includes 1 Events.
If your registration exceeds this number you *may be charged* an additional $10.00 at checkout for this event..

Max Teams: 5

Registered: 1

Waiting List: 0

Bracket Format: Round-Robin

Player Group: Mixed **Format:** Doubles

Skill: Any

Age: 65 And Above

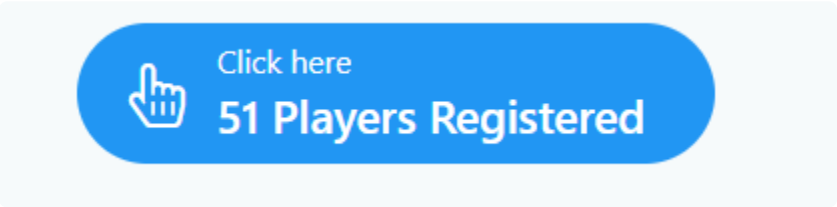
Younger players can signup: No

Player age as of: Dec 31, 2020

Add'l Round-Robin Info

What decides winner Hierarchy Factors:

4.1.2.2. Player Lists



Click this button on the tournament detal page to view the registered player list. If a player is looking for a partner, there will be a contact button next to their name.

On every player list, clicking on a player name will bring up their rating details and tournament history.

4.1.2.2.1. Player List by Event

! Select the Show Players button under the event to display the complete list for each event.

USAPA UTPRs can **now be generated** from PickleballBrackets.com tournament results. Click here to find out how.

PICKLEBALL BRACKETS

Log In Sign up

Home Tournaments Leagues Clinics Players Pricing Features Contact UTPR Upload

Back to Tourney

Player List Players w/ Events

001 DEMO

Jul 21, 2018 - Dec 21, 2022

Miller Tennis Center
Williamsville, New York
United States

Filter events

All Events

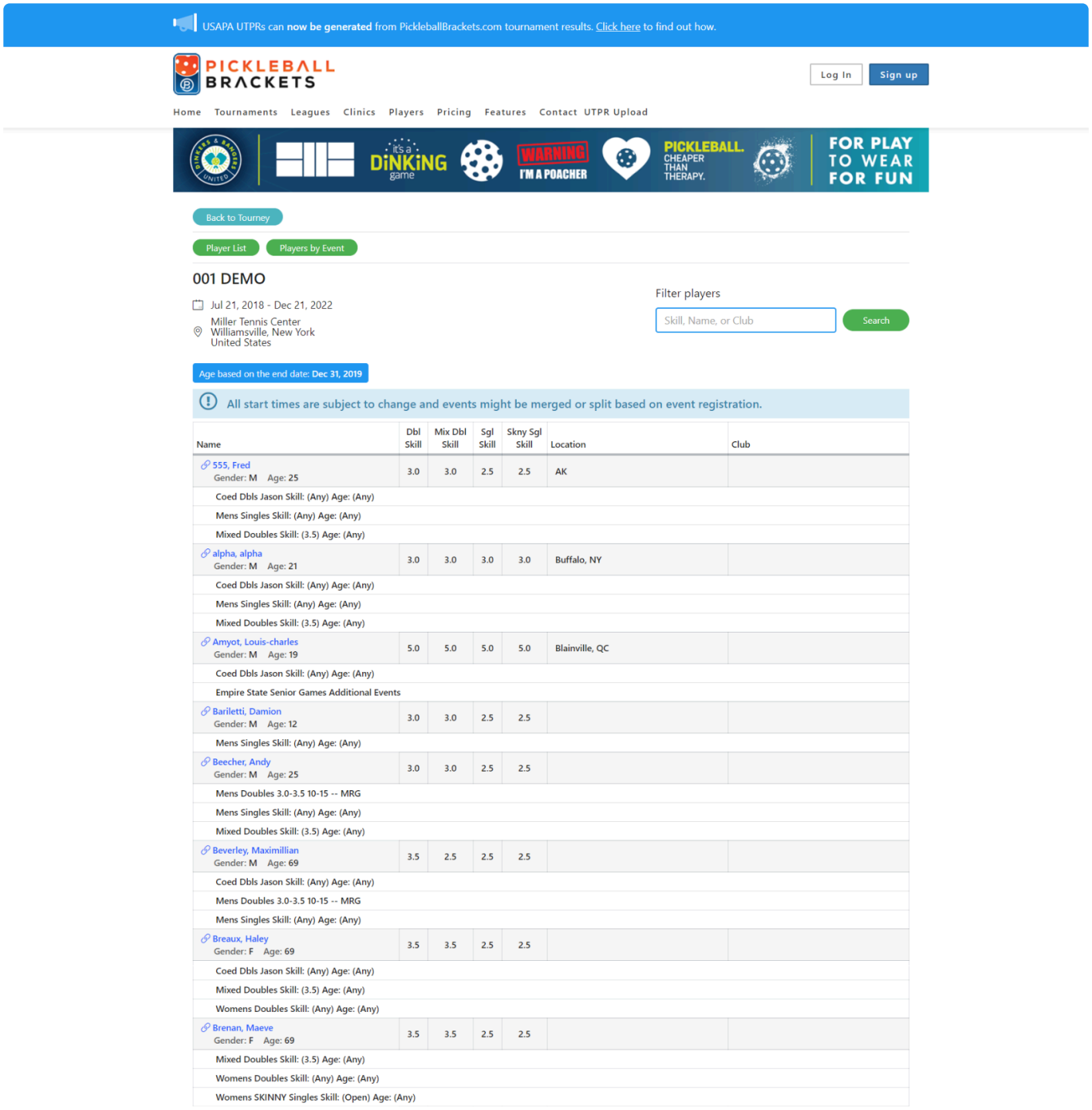
Last Name Search

Age based on the end date: **Dec 31, 2019**

All start times are subject to change and events might be merged or split based on event registration.

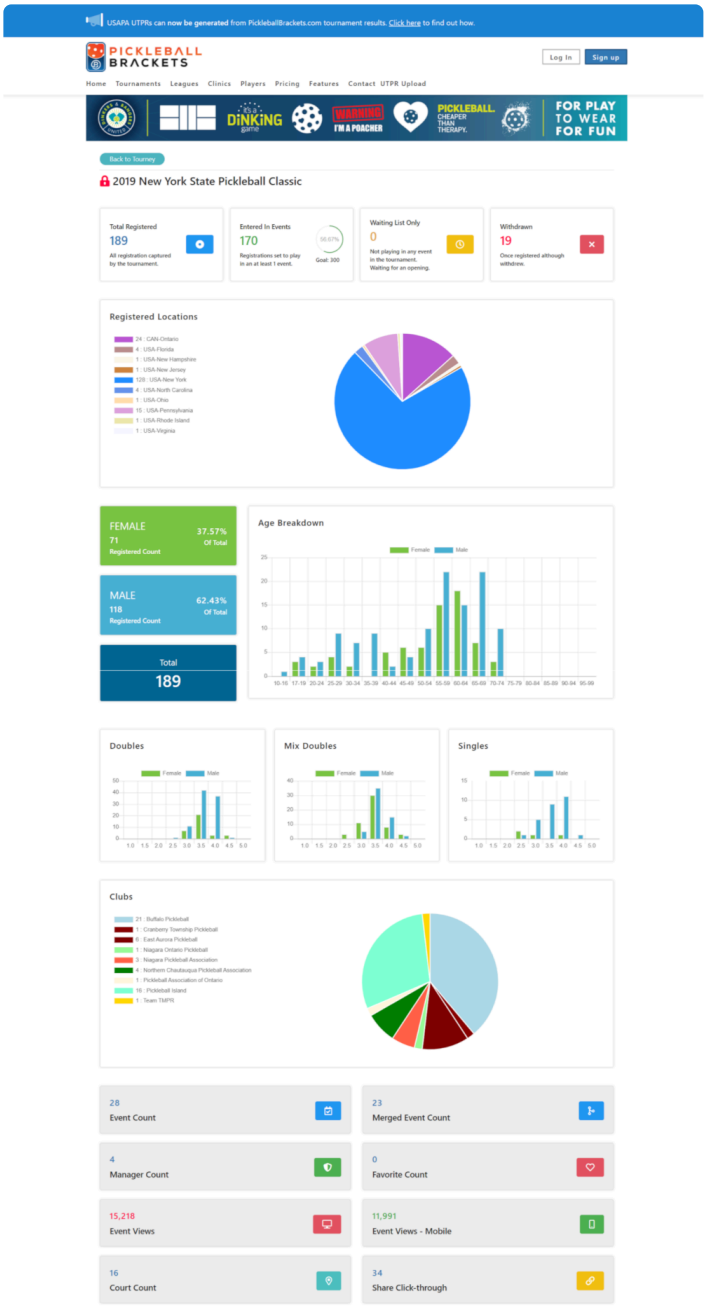
Player One						Player Two					
Skill	Name	G	Age	Location	Club	Skill	Name	G	Age	Location	Club
Mens Doubles											
Dec 08, 2020											
Mens Doubles 3.0-3.5 10-15 -- MRG											
Central Buffalo Convention Center West 153 Franklin St, Buffalo, New York 14202 Max Teams: 10 Registered: 9 Waiting List: 1											
3.5	Beverley, Maximillian	M	69			3.5	Cerbone, Jamarion	M	69		
3.0	Goldsmith, Larry	M	24	CA	Buffalo Pickleball	3.5	Zharim, Francis	M	41		Great Tennis Club
3.5	Gonet Jr, Alexzander	M	69		Waiting List		Need a Partner - Click to Contact				
3.5	Guidi, Madden	M	70		Buffalo Pickleball	3.0	Treadway II, Ken	M	29		
3.5	Hampe, Gustavo	M	69		Buffalo Pickleball	3.5	Lazar, Enzo	M	69		
3.0	Hochberg Sr, Will	M	35			3.0	Glants Jr, Slade	M	31		
3.0	Isaacs, Carter	M	25			3.0	Dubois, Jarrett	M	25		
3.0	Kain, Zac	M	25			3.0	Beecher, Andy	M	25		
3.0	Leonard-barton, Wyatt	M	25			3.0	MacThortonson III, Franklin	M	25	Buffalo, NY	
3.5	Orsua, Wade	M	69			3.5	Irion Jr, Kamari	M	69		
Dec 06, 2017											
Mens Doubles Rank: (3.0 Only) - - - - -											
Miller Tennis Center 5959 Sheridan Dr, Williamsville, New York 14221 Max Teams: Unlimited Registered: 0 Waiting List: 0											
No players registered.											
Mens Singles											
Aug 21, 2019 Morning											
Mens Singles II Skill: (1.0 And Above) Age: (Any)											
Miller Tennis Center 5959 Sheridan Dr, Williamsville, New York 14221 Max Players: 10 Registered: 0 Waiting List: 0											
No players registered.											
Aug 22, 2019 Morning											
Mens Singles Skill: (Any) Age: (Any)											
Miller Tennis Center 5959 Sheridan Dr, Williamsville, New York 14221 Max Players: 10 Registered: 0 Waiting List: 0											
No players registered.											
Oct 30, 2019											
Mens Singles Skill: (Any) Age: (Any)											
Central Buffalo Convention Center West 153 Franklin St, Buffalo, New York 14202 Max Players: Unlimited Registered: 7 Waiting List: 0											
2.5	555, Fred	M	25	AK							
3.0	alpha, alpha	M	21	Buffalo, NY							
2.5	Bariletti, Damion	M	12								
2.5	Beecher, Andy	M	25								
2.5	Beverley, Maximillian	M	69								
2.5	Cerbone, Jamarion	M	69								
2.5	Danieli, Aidan	M	12								

4.1.2.2.2. Player List with Events



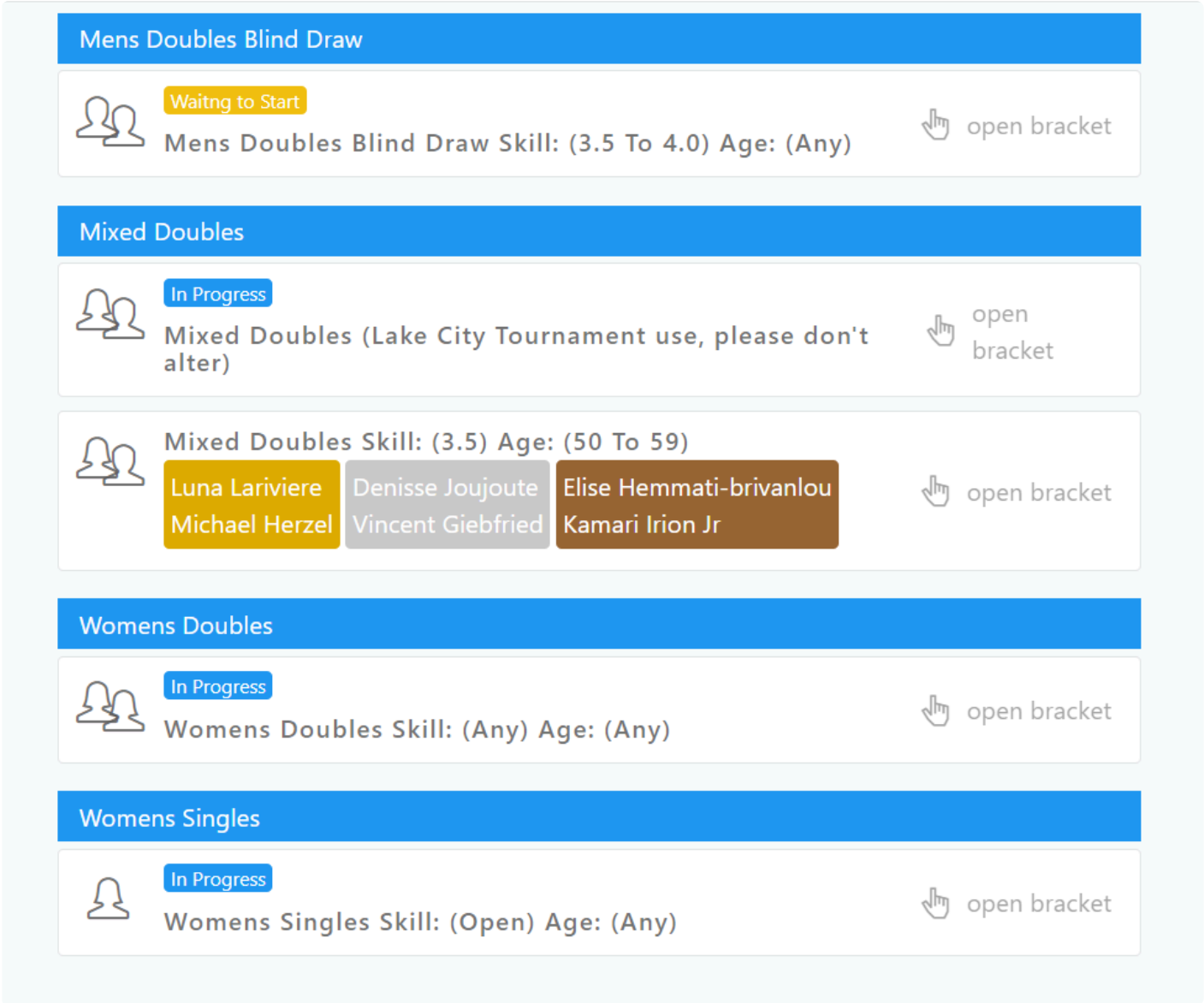
Name	Dbl Skill	Mix Dbl Skill	Sgl Skill	Skny Sgl Skill	Location	Club
555, Fred Gender: M Age: 25	3.0	3.0	2.5	2.5	AK	
Coed Dbls Jason Skill: (Any) Age: (Any)						
Mens Singles Skill: (Any) Age: (Any)						
Mixed Doubles Skill: (3.5) Age: (Any)						
alpha, alpha Gender: M Age: 21	3.0	3.0	3.0	3.0	Buffalo, NY	
Coed Dbls Jason Skill: (Any) Age: (Any)						
Mens Singles Skill: (Any) Age: (Any)						
Mixed Doubles Skill: (3.5) Age: (Any)						
Amyot, Louis-charles Gender: M Age: 19	5.0	5.0	5.0	5.0	Blainville, QC	
Coed Dbls Jason Skill: (Any) Age: (Any)						
Empire State Senior Games Additional Events						
Bariletti, Damion Gender: M Age: 12	3.0	3.0	2.5	2.5		
Mens Singles Skill: (Any) Age: (Any)						
Beecher, Andy Gender: M Age: 25	3.0	3.0	2.5	2.5		
Mens Doubles 3.0-3.5 10-15 -- MRG						
Mens Singles Skill: (Any) Age: (Any)						
Mixed Doubles Skill: (3.5) Age: (Any)						
Beverley, Maximillian Gender: M Age: 69	3.5	2.5	2.5	2.5		
Coed Dbls Jason Skill: (Any) Age: (Any)						
Mens Doubles 3.0-3.5 10-15 -- MRG						
Mens Singles Skill: (Any) Age: (Any)						
Breaux, Haley Gender: F Age: 69	3.5	3.5	2.5	2.5		
Coed Dbls Jason Skill: (Any) Age: (Any)						
Mixed Doubles Skill: (3.5) Age: (Any)						
Womens Doubles Skill: (Any) Age: (Any)						
Brenan, Maeve Gender: F Age: 69	3.5	3.5	2.5	2.5		
Mixed Doubles Skill: (3.5) Age: (Any)						
Womens Doubles Skill: (Any) Age: (Any)						
Womens SKINNY Singles Skill: (Open) Age: (Any)						

4.1.2.2.3. Stats



View a summary of tournament data here.

4.1.2.3. Results



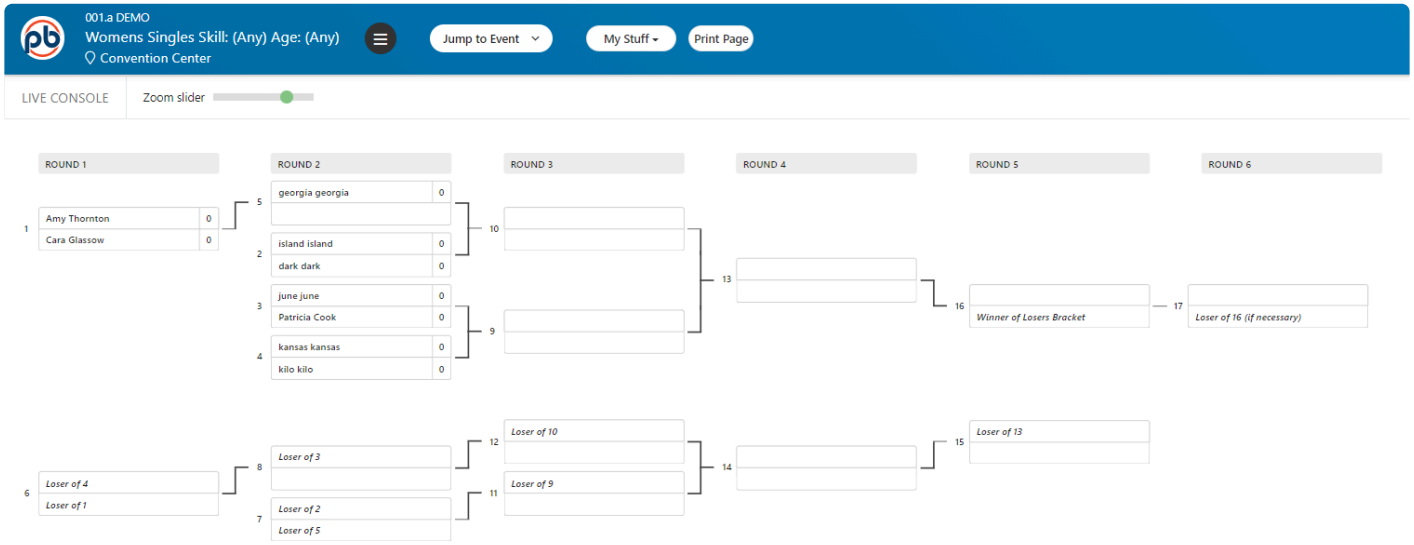
Click on the results icon to view the tournament progress.

1. Events that are scheduled but have not begun will say **Waiting to Start**.
2. Events that have started but are not yet completed will say **In Progress**.
3. Completed events will show the medal winning teams.

Click on any event to bring up match results.

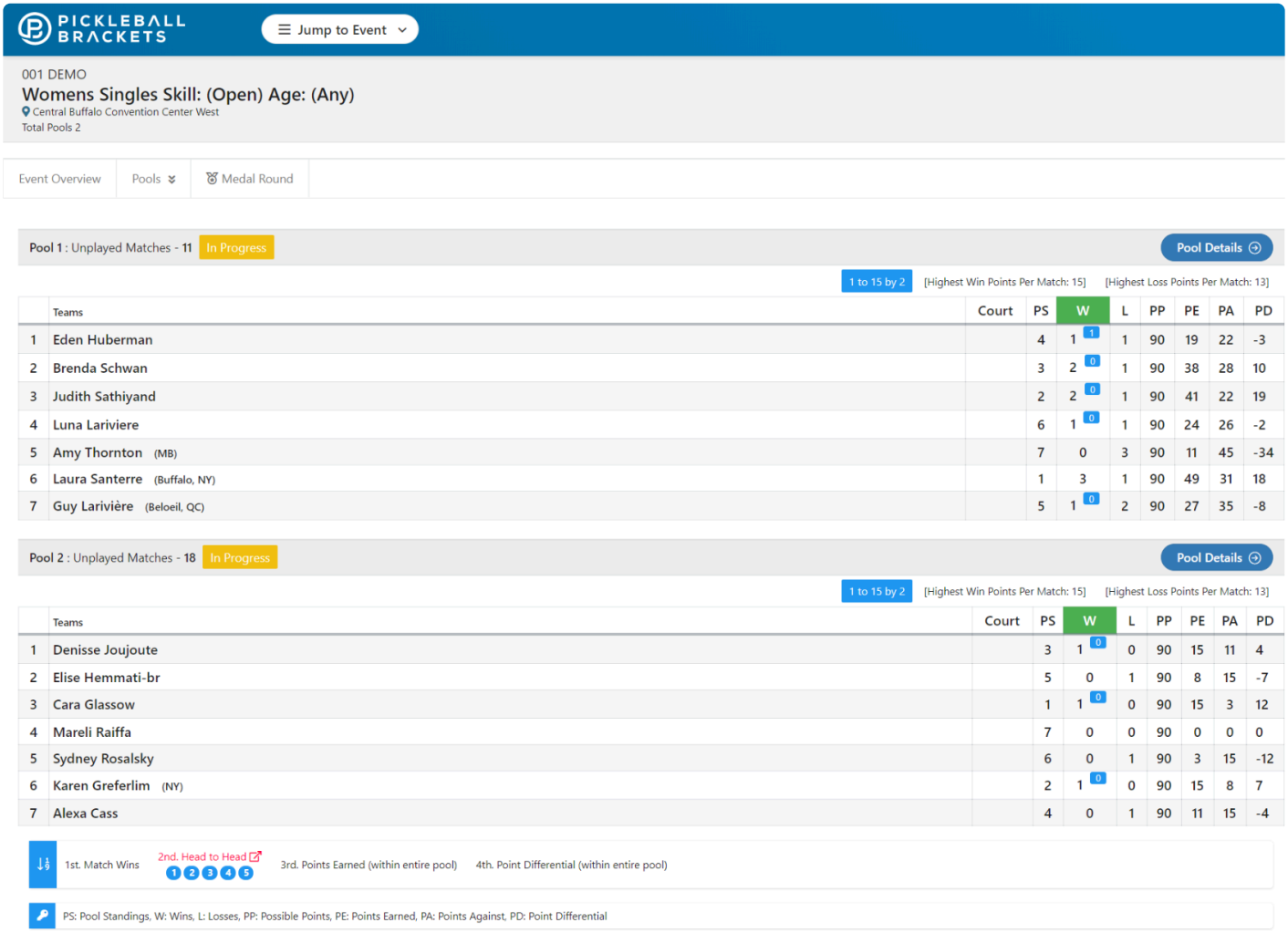
4.1.2.3.1. Double and Single Elimination Results

For double and single elimination events, the entire bracket will show with scores for each completed match.



4.1.2.3.2. Round Robin Overview

For Round Robin events, an event overview page will show. If there is only one pool, you may scroll down to see match results. For multi-pool events and those with playoff rounds, use the *Pools* and *Medal Round* links at the top of the page to view individual match scores.



4.1.2.3.3. Pool Results

Scroll down to view the scores for each match.

001 DEMO

Womens Singles Skill: (Open) Age: (Any)

Central Buffalo Convention Center West
Originated with Pool Play : Total Pools 2

Event Overview | Pools | Medal Round

Pool 2 : 7 Player Round Robin : Unplayed Matches - 18 In Progress — Go back to Pool Play

1 to 15 by 2 [Highest Win Points Per Match: 15] [Highest Loss Points Per Match: 13]

	Teams	Court	PS	W	L	PP	PE	PA	PD
1	Denisse Joujoute		3	1 (0)	0	90	15	11	4
2	Elise Hemmati-br		5	0	1	90	8	15	-7
3	Cara Glassow		1	1 (0)	0	90	15	3	12
4	Mareli Raiffa		7	0	0	90	0	0	0
5	Sydney Rosalsky		6	0	1	90	3	15	-12
6	Karen Greferlim (NY)		2	1 (0)	0	90	15	8	7
7	Alexa Cass		4	0	1	90	11	15	-4

1st. Match Wins | 2nd. Head to Head (1 2 3 4 5) | 3rd. Points Earned (within entire pool) | 4th. Point Differential (within entire pool)

PS: Pool Standings, W: Wins, L: Losses, PP: Possible Points, PE: Points Earned, PA: Points Against, PD: Point Differential

Round 1

1	Denisse Joujoute	15
	Alexa Cass	11
2	Cara Glassow	15
	Sydney Rosalsky	3
3	Karen Greferlim	15
	Elise Hemmati-br	8
	Mareli Raiffa	Bye

Round 2

4	Alexa Cass	0
	Sydney Rosalsky	0
5	Cara Glassow	0
	Karen Greferlim	0
6	Mareli Raiffa	0
	Elise Hemmati-br	0
	Denisse Joujoute	Bye

Round 3

7	Sydney Rosalsky	0
	Karen Greferlim	0
8	Denisse Joujoute	0
	Elise Hemmati-br	0
9	Cara Glassow	0
	Mareli Raiffa	0
	Alexa Cass	Bye

Round 4

10	Karen Greferlim	0
	Alexa Cass	0
11	Sydney Rosalsky	0
	Mareli Raiffa	0
12	Denisse Joujoute	0
	Cara Glassow	0
	Elise Hemmati-br	Bye

Round 5

13	Elise Hemmati-br	0
	Alexa Cass	0
14	Mareli Raiffa	0
	Karen Greferlim	0
15	Sydney Rosalsky	0
	Denisse Joujoute	0
	Cara Glassow	Bye

Round 6

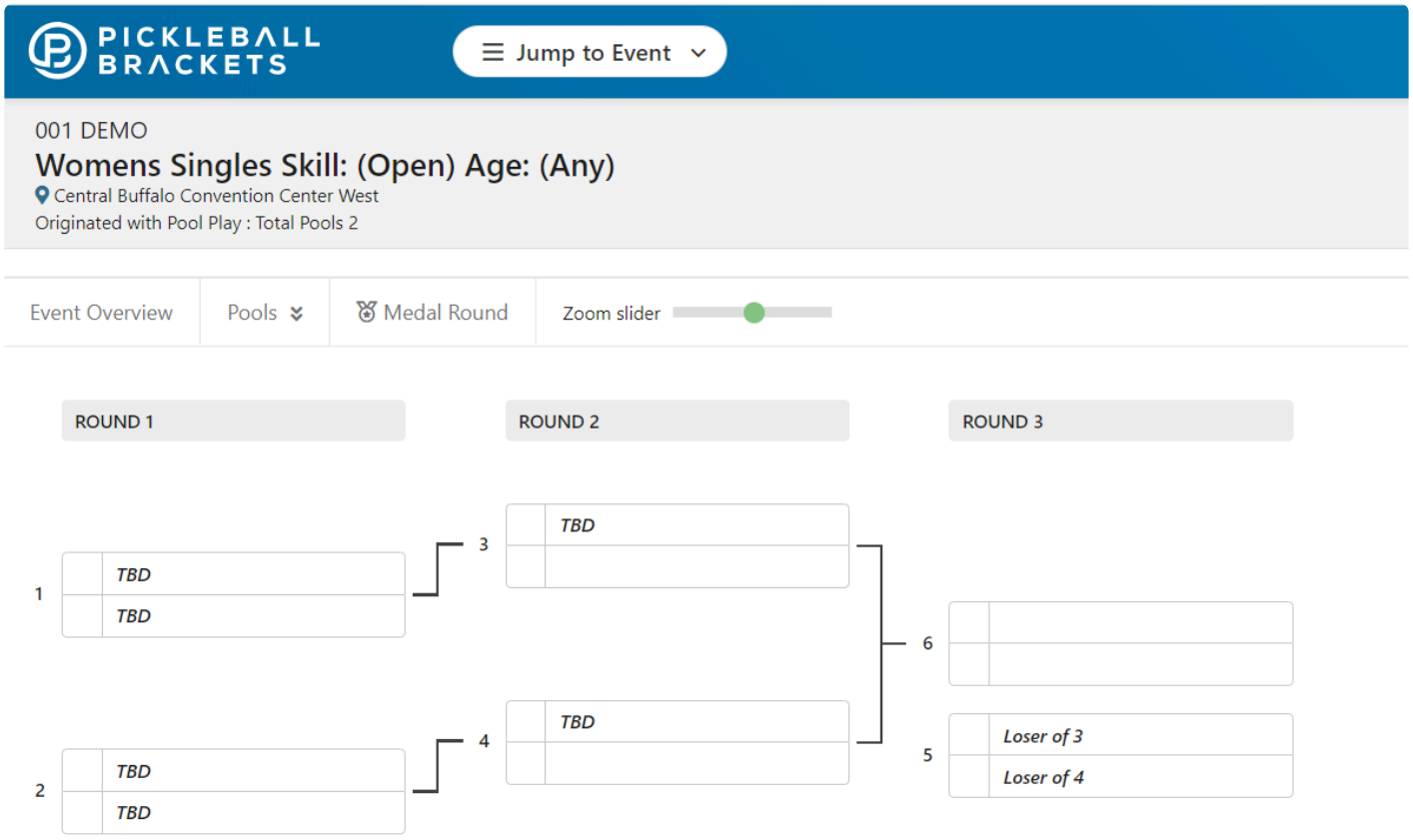
16	Alexa Cass	0
	Mareli Raiffa	0
17	Elise Hemmati-br	0
	Cara Glassow	0
18	Karen Greferlim	0
	Denisse Joujoute	0
	Sydney Rosalsky	Bye

Round 7

19	Alexa Cass	0
	Cara Glassow	0
20	Mareli Raiffa	0
	Denisse Joujoute	0
21	Elise Hemmati-br	0
	Sydney Rosalsky	0
	Karen Greferlim	Bye

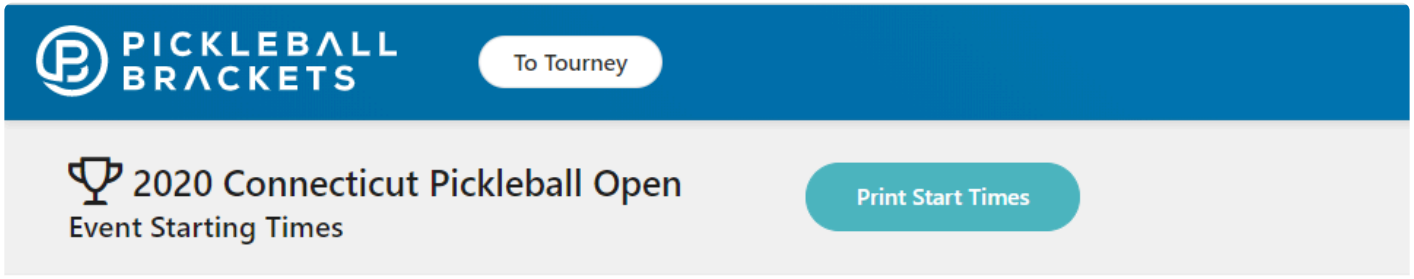
4.1.2.3.4. Playoff Results

Playoff results will display a bracket similar to this depending on the number of teams advancing from each pool.



4.1.2.4. Start Times

Tournament directors will usually post event start times approximately one week prior to the tournament. Depending on how the start times were generated, there may also be an estimated end time displayed.



* = Times are estimated and subject to change.

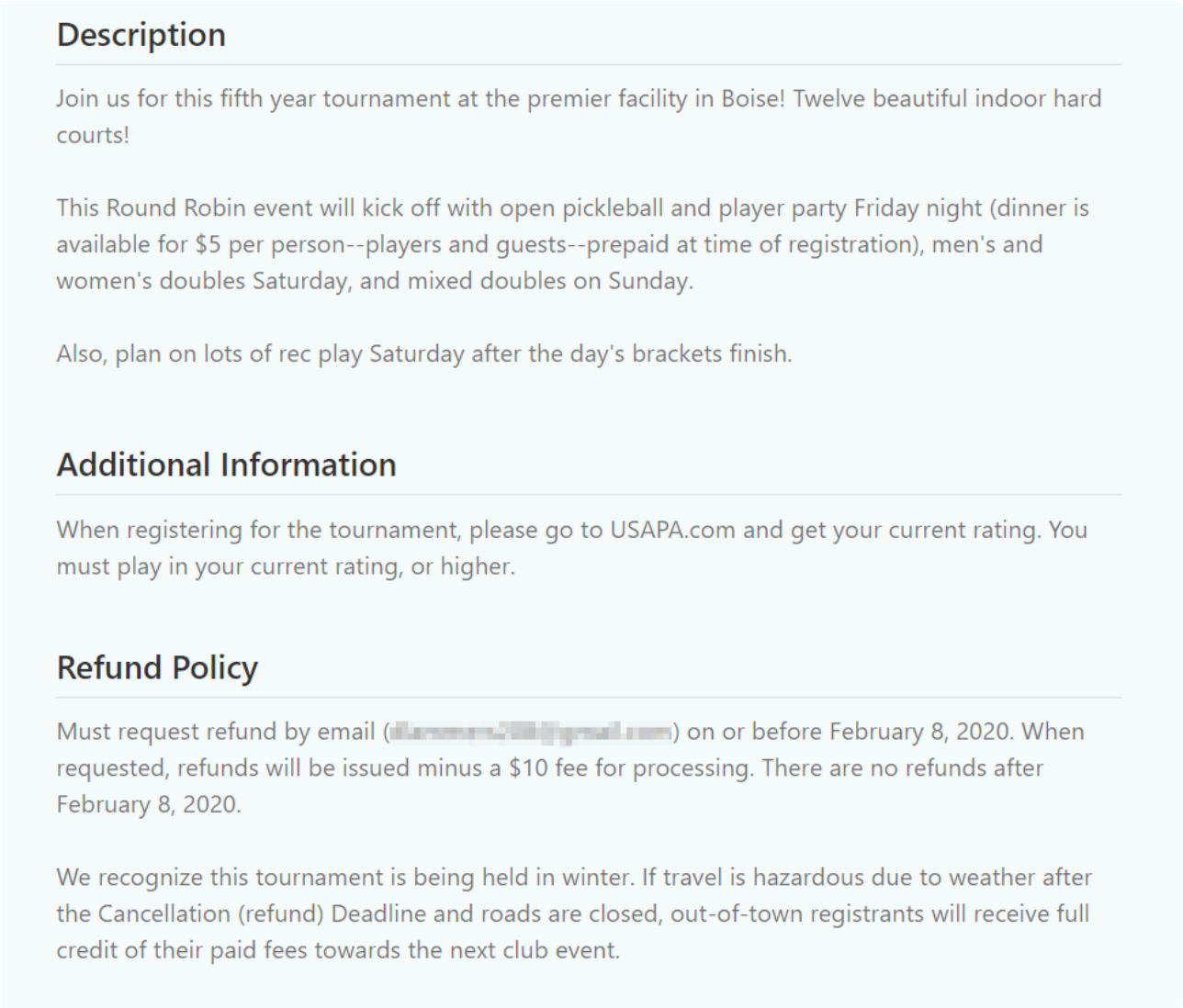
Check in at least 30 minutes prior to the event start time.

Fri 1/3/2020

Start Time	Est. End Time	Event
9:00 AM	TBD	Mens Skinny Singles Skill: (3.0 To 3.5) Age: (60 And Under)
9:00 AM	TBD	Mens Skinny Singles Skill: (3.0 To 3.5) Age: (61 To 65)
9:00 AM	TBD	Mens Skinny Singles Skill: (3.0 To 3.5) Age: (66 And Above)
9:00 AM	TBD	Mens Skinny Singles Skill: (4.0) Age: (51 And Under)
9:00 AM	TBD	Mens Skinny Singles Skill: (4.0) Age: (52 And Above)
9:00 AM	TBD	Mens Skinny Singles Skill: (4.5 And Above) Age: (Any)
9:00 AM	TBD	Womens Skinny Singles Skill: (3.0) Age: (Any)
9:00 AM	TBD	Womens Skinny Singles Skill: (3.5) Age: (Any)
9:00 AM	TBD	Womens Skinny Singles Skill: (4.0) Age: (Any)
1:30 PM	TBD	Mens Singles Skill: (3.0) Age: (Any)

4.1.3. Tournament Description

Scroll down the tournament page to see a complete description of the event.



Description

Join us for this fifth year tournament at the premier facility in Boise! Twelve beautiful indoor hard courts!

This Round Robin event will kick off with open pickleball and player party Friday night (dinner is available for $5 per person--players and guests--prepaid at time of registration), men's and women's doubles Saturday, and mixed doubles on Sunday.

Also, plan on lots of rec play Saturday after the day's brackets finish.

Additional Information

When registering for the tournament, please go to USAPA.com and get your current rating. You must play in your current rating, or higher.

Refund Policy

Must request refund by email ([redacted]) on or before February 8, 2020. When requested, refunds will be issued minus a $10 fee for processing. There are no refunds after February 8, 2020.

We recognize this tournament is being held in winter. If travel is hazardous due to weather after the Cancellation (refund) Deadline and roads are closed, out-of-town registrants will receive full credit of their paid fees towards the next club event.

4.1.4. Tournament Summary and Location

Continue scrolling to see the tournament location and a summary of the event information.

Location Information

Eagle Tennis Club
1650 East Riverside Drive
Idaho 83616
United States
Surface Type: Asphalt
Play Area Type: Indoor
Net Type: Portable
Ball Used: Yellow Dura 40
Number of Courts: 12

Parking: No Fee

Ample parking to the north, east, and south of the building. Please do not park in the dirt or gravel area.

Details

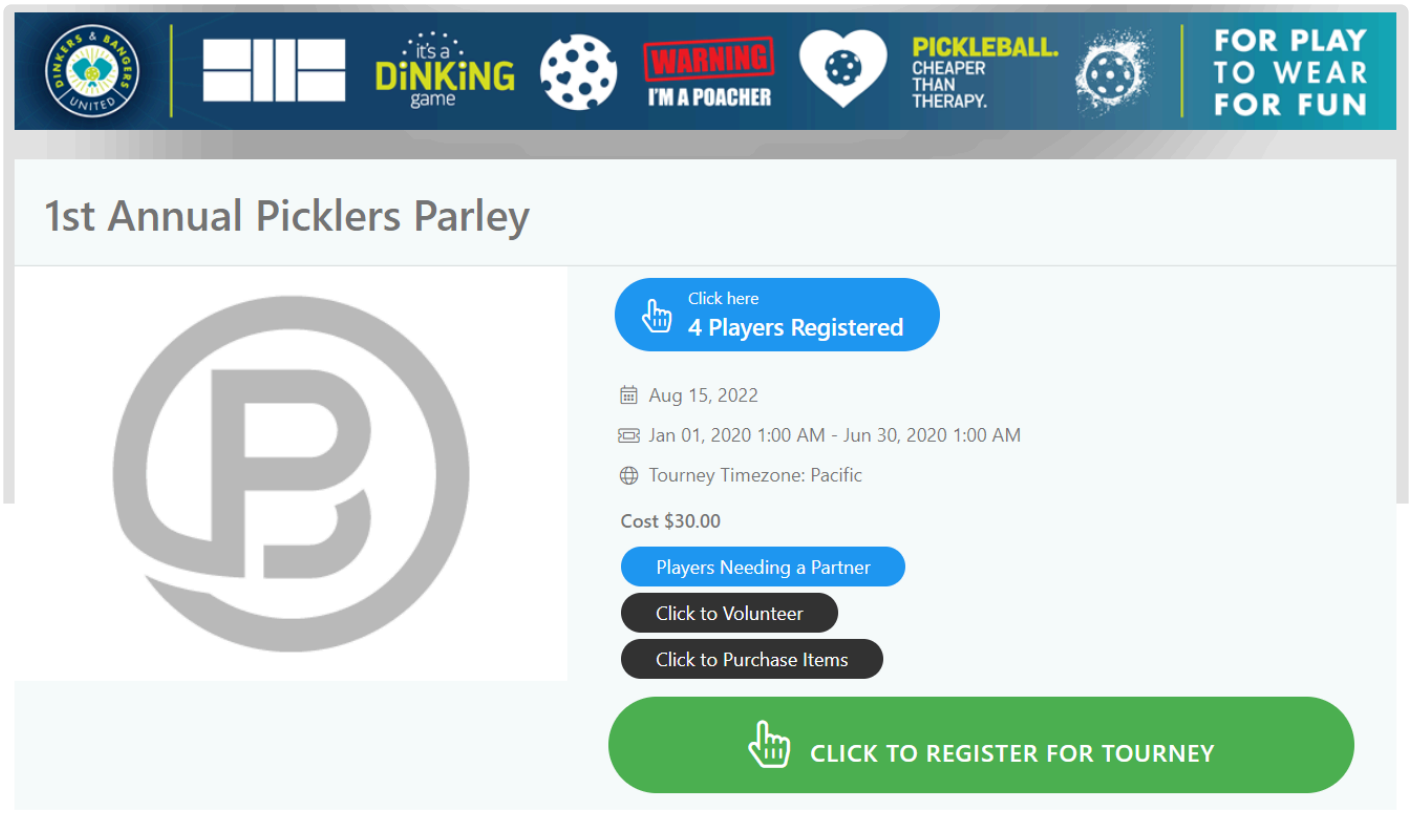
Officiated Type	→ Medal Matches	**Max Events Per Registration**	→ Unlimited
Cost Includes	→ 1 Events	**Guaranteed Games Per Event**	→ 4
Is Sanctioned	→ No	**Allow Pets**	→ No
Membership Required	→ USAPA	**Allow Food**	→ No
		Allow Dish to Pass	→ No
Allow Grill	→ No		

Parking

Ample parking to the north, east, and south of the building. Please do not park in the dirt or gravel area.

4.1.5. Signing Up

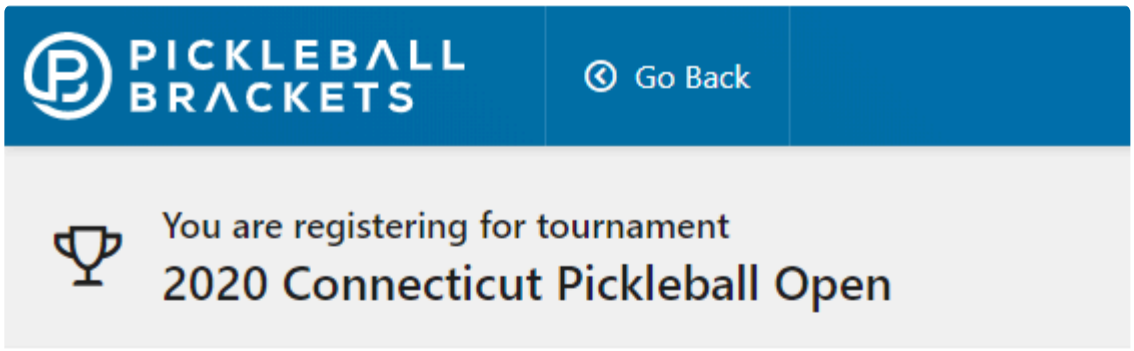
When you find your tournament, start the sign up process with the *Click to Register for Tourney* button.



4.1.5.1. Select Your Events

Click on the checkbox next to the events you are signing up for. If you have already been selected as a partner by another player, the player's name will appear along with the event list. Click on the green *Next* button to continue.

Only events you are eligible to enter, based on age or skill level criteria set by the tournament directo, will be shown here.



Select Your Event(s) and Click Next

× Cancel Next ›

Doubles Skill: 3.5
Mix Skill: 3.5
Singles Skill: 3.5

Max of 4 events can be selected.

Mixed Doubles

Yes
Jan 05, 2020
Mixed Doubles Skill: (3.5) Age: (Any)
Round-Robin, Mixed, Skill: 3.5, Age: Any

No
Jan 05, 2020
Mixed Doubles Skill: (4.0) Age: (Any)
Round-Robin, Mixed, Skill: 4.0, Age: Any

No
Jan 05, 2020
Mixed Doubles Skill: (4.5 And Above) Age: (Any)
Round-Robin, Mixed, Skill: 4.5 And Above, Age: Any

Womens Doubles

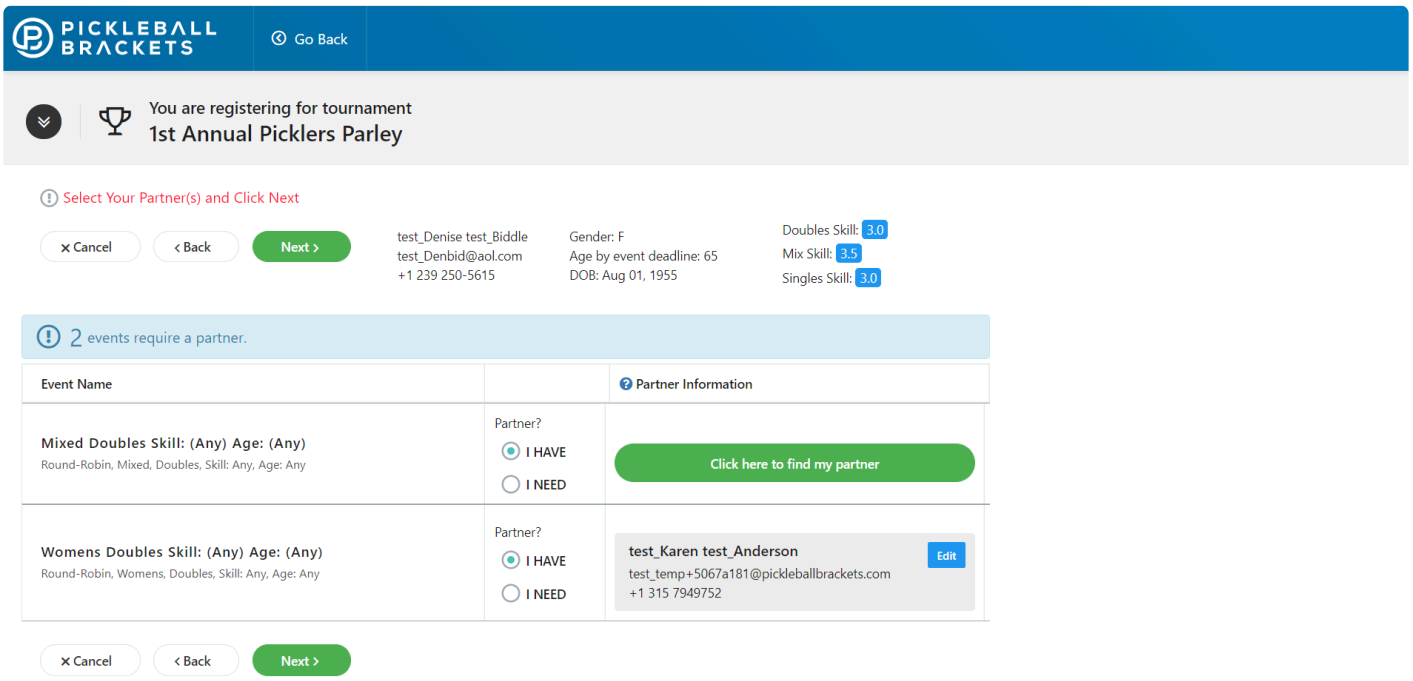
Yes
Jan 04, 2020
Womens Doubles Skill: (3.5) Age: (Any)
Round-Robin, Womens, Skill: 3.5, Age: Any

4.1.5.2. Select Your Partner

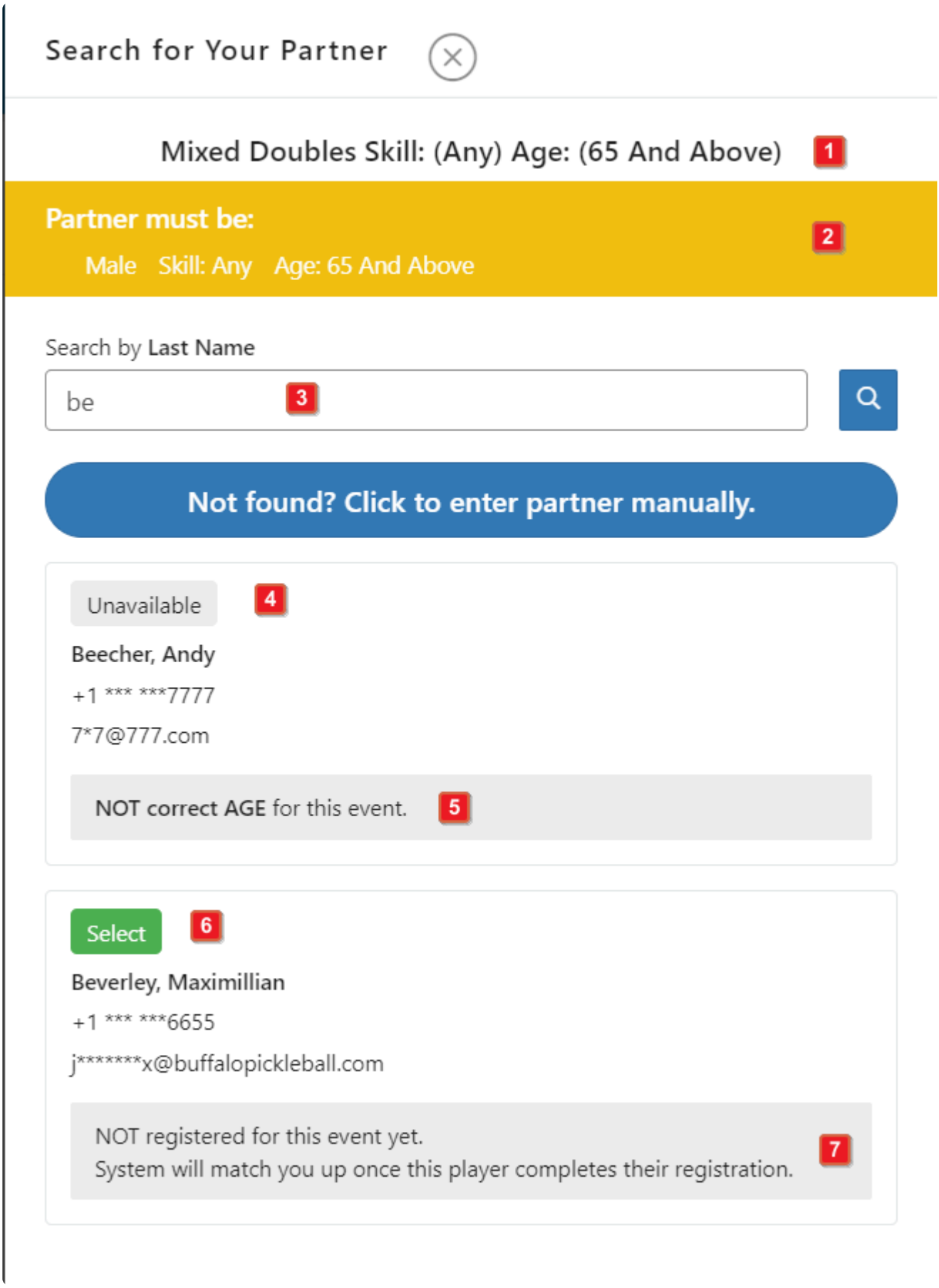
The next step is to select a partner. If you have already been selected by another player, their name will appear here. You may change or edit that selection.

To register without a partner, select *I NEED*. This will create a contact button next to your name on the player list so potential partners may get in touch with you.

If you have a partner, select *I HAVE* and click on the green button to find your partner.



4.1.5.3. Find Your Partner


Search for Your Partner
Mixed Doubles Skill: (Any) Age: (65 And Above)
1
Partner must be:
Male Skill: Any Age: 65 And Above
2
Search by Last Name
be
3
Not found? Click to enter partner manually.
Unavailable
4
Beecher, Andy
+1 *** ***7777
7*7@777.com
NOT correct AGE for this event.
5
Select
6
Beverley, Maximillian
+1 *** ***6655
j*******x@buffalopickleball.com
NOT registered for this event yet.
System will match you up once this player completes their registration.
7

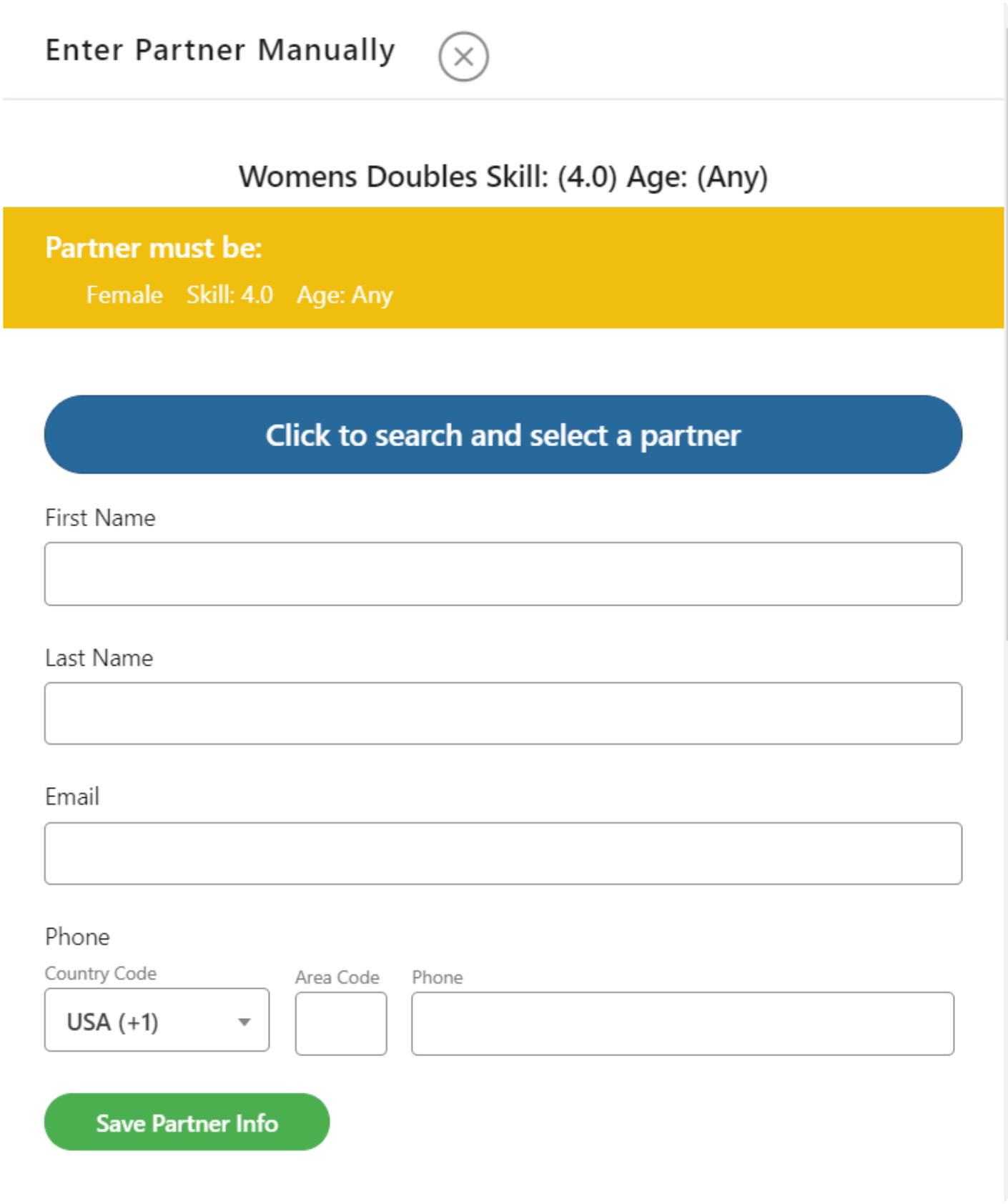
1. **Event Name** – You are searching for your partner for this event.
2. **Event Criteria** – The search will only allow you to select players who satisfy this criteria.
3. **Search** – You can search by as few as two characters of the player's last name.
4. **Unavailable** – This player is found but not available for selection.
5. **Reason** – Shows why the player is not available
6. **Select Button** – This will appear next to the name of every found player who is an eligible partner.
7. **Status** – Shows the status of this player. Either already registered for this event or not.

If your partner is not found, click the blue button to enter them manually.

4.1.5.4. Manual Partner Entry

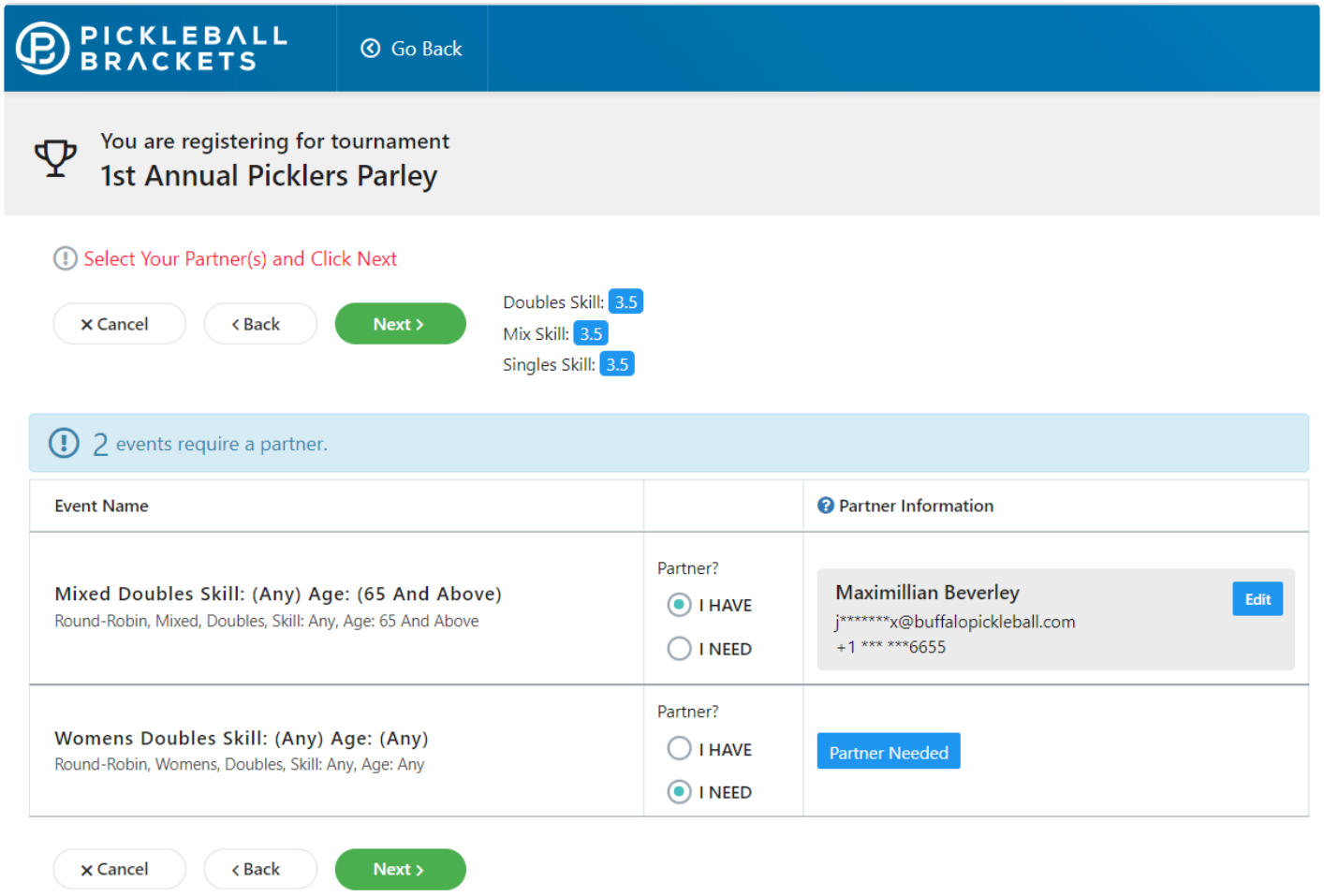
Complete this form to enter your partner information manually and click the green *Save Partner Info* button. Once your registration is complete, your partner will receive an invitation to register.

> ! Your invited partner must satisfy all event criteria in order to complete their sign up with you.


Enter Partner Manually
Womens Doubles Skill: (4.0) Age: (Any)
Partner must be:
Female Skill: 4.0 Age: Any
Click to search and select a partner
First Name
Last Name
Email
Phone
Country Code
USA (+1)
Area Code
Phone
Save Partner Info

4.1.5.5. Continue Registration

Once you are satisfied with your partner selections, click the green *Next* button.



4.1.5.6. Other Items

If this tournament has additional items or questions for players, they will display on this page. Select your choices and click on the green *Next* button.

Some items may be optional but others may require an answer or selection.

PICKLEBALL BRACKETS | Go Back

You are registering for tournament
1st Annual Picklers Parley

Answer the questions below and Click Next

× Cancel | ‹ Back | Next ›

test_Denise test_Biddle
test_Denbid@aol.com
+1 239 250-5615

Gender: F
Age by event deadline: 65
DOB: Aug 01, 1955

1. Dinner Selection for Player Banquet

○ Roast Beef	$30.00
○ Chicken	$30.00
○ Fish	$30.00
○ Vegetarian	$20.00

2. Do you plan to attend the player breakfast on Saturday Morning?

- ○ Yes
- ○ No

3. Select your t-shirt size:

Select One

× Cancel | ‹ Back | Next ›

4.1.5.7. Checkout

The checkout screen will show a detailed breakdown of all charges and will require acceptance of all tournament waivers.

1. **Cancel or Go Back** – Select to either review or restart your registration.
2. **Your Cart** – This is a breakdown of charges for this registration.
3. **Apply Discount** – If you have a discount code, enter it here.
4. **Waiver** – Accept the PickleballBrackets.com waiver. If the tournament has additional waivers, they will also be listed here.

> ! You must accept all tournament waivers to continue.

Click ***Go to Checkout*** to make your payment.

PICKLEBALL BRACKETS | Go Back

You are registering for tournament
1st Annual Picklers Parley

Review this Payment Summary and Accept the Waiver(s).

1 × Cancel ‹ Back

test_Denise test_Biddle
test_Denbid@aol.com
+1 239 250-5615

2 **Your cart:**

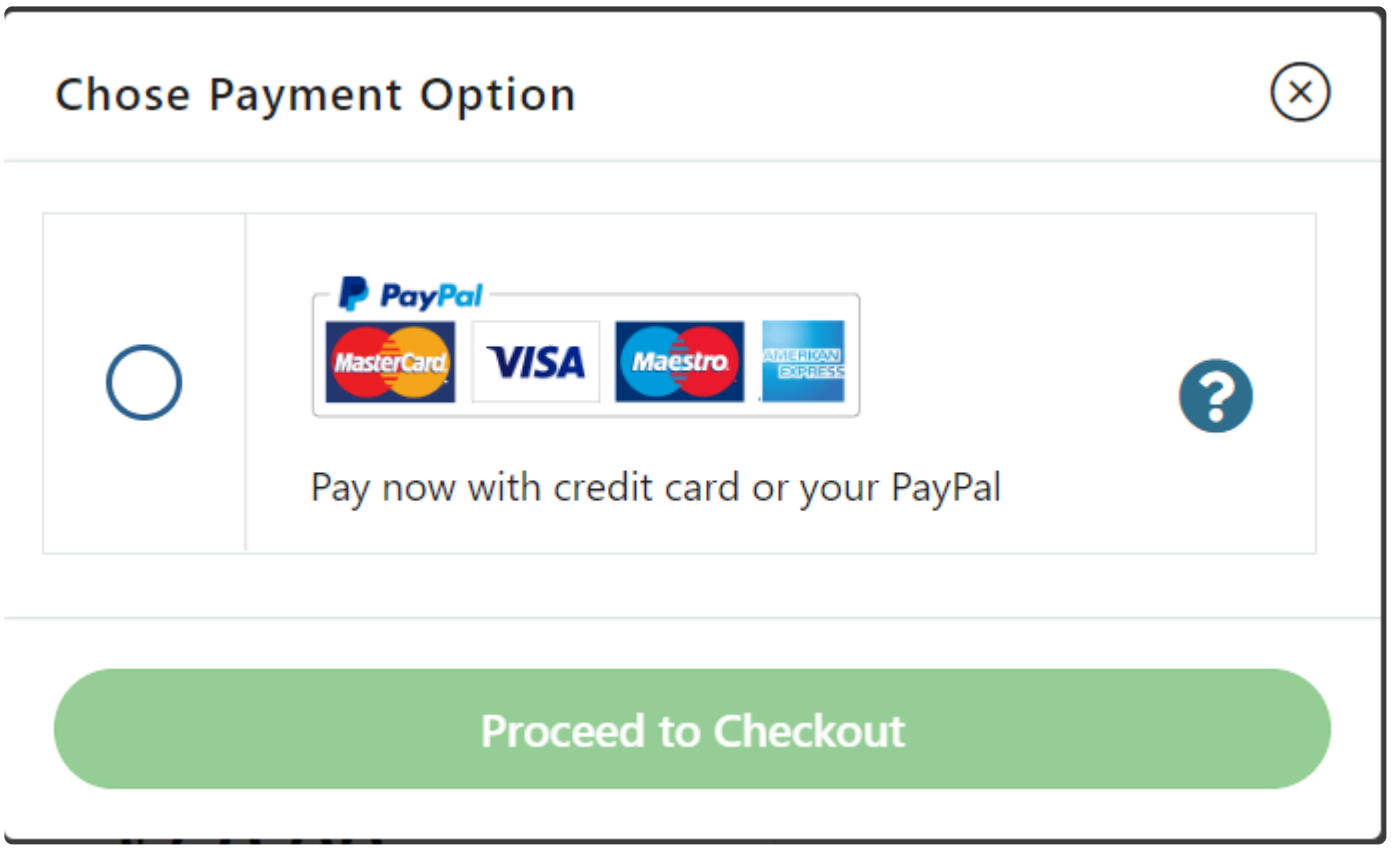
Description	Qty	Price	Total
1st Annual Picklers Parley Tourney registration			$30.00
Dec 04, 2019 3:11 PM **Mixed Doubles Skill: (Any) Age: (65 And Above)** Event signup : Additional fee			$10.00
Dec 04, 2019 3:11 PM **Womens Doubles Skill: (Any) Age: (Any)** Event signup - Included In Tourney Registration			$0.00
Dec 04, 2019 3:11 PM **Womens Singles Skill: (Any) Age: (Any)** Event signup : Additional fee			$10.00
ADDITIONAL ITEMS			
Dec 04, 2019 3:20 PM **Select your t-shirt size:** Answer: Small	1	$0.00	$0.00
Dec 04, 2019 3:20 PM **Dinner Selection for Player Banquet** Answer: Chicken	1	$30.00	$30.00

3 Enter Code Apply Discount

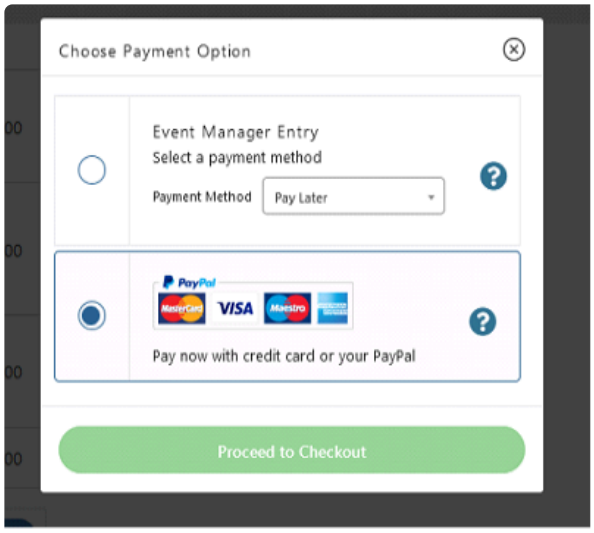
Subtotal $80.00

4.1.5.8. Payment

This is the registration payment page for the tournament. If the tournament has specified more than one payment option, such as online payment, pay by check or pay onsite, all will be shown here. Select your payment type and click *Proceed to Checkout*.



If online payments are being collected through PayPal, you may have to modify your own default PayPal settings if you wish to pay via Credit Card. If you don't see a Pay by Credit Card option on the PayPal screen, see the following directions for changing your settings.

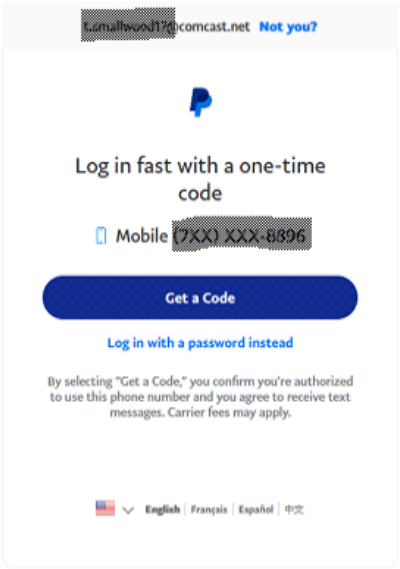


When you click on checkout you will be directed to this screen and should check the bottom selection.

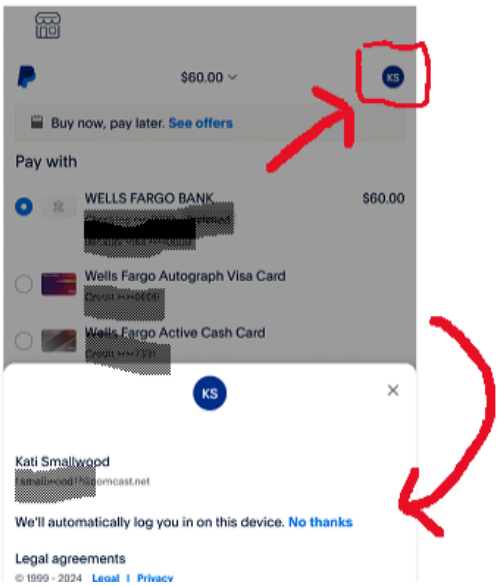
You can either pay with your PayPal account or with credit card.

If you have your PayPal password saved on your computer it will auto log you in to PayPal.

If you don't want to use PayPal, or have closed your PayPal account and have not changed this auto process on your computer, you will need to follow these next steps.



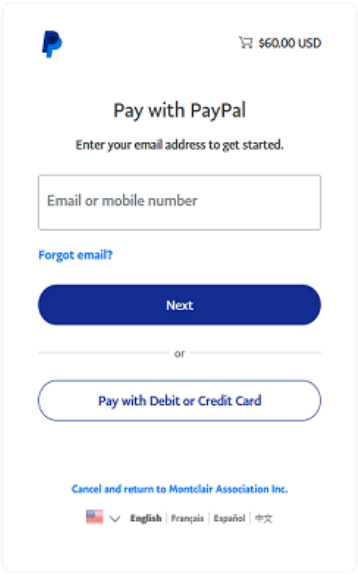
If this is the screen that comes up next, choose the "Not you?" in blue at the top and it will direct you to the screen where you can enter your credit card as seen at the bottom of the document.



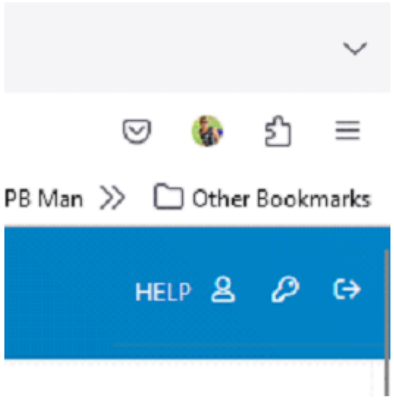
If this is the screen that comes up next:

You will click on the profile button in top right that has your initials in it to open the box at the bottom of this screen.

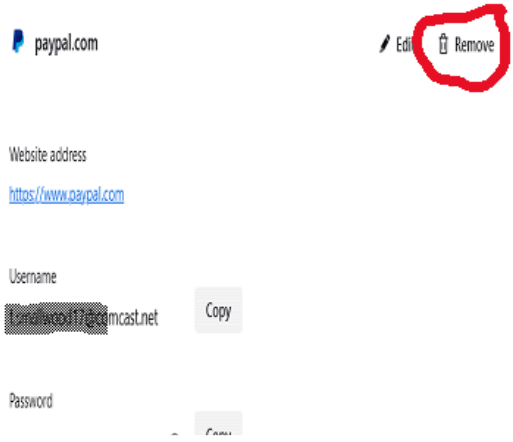
Click on Log Out and that will take you to the screen in the next picture where you can enter your credit card information.



This is the screen you want to be able to enter credit card information instead of using your PayPal account.



IF you want to change this permanently so you can always use your credit card, select the three lines in top right corner of your browser.



Choose “Password” from the list that pops up after you click on the three lines.

Scroll down the list to find PayPal, choose it, and when this screen pops up choose remove. Then you will always be directed to the screen where you enter your credit card as it will not recognize your current or previous PayPal account.

4.1.5.9. Receipt

A copy of the receipt will display on the screen and will also be automatically emailed to you.

For Mail In payments, you will be emailed a form to send with your payment.

PICKLEBALL BRACKETS Go Back

You are registering for tournament
1st Annual Picklers Parley

Edit Registration

Print Email Receipt

Congratulations You're Done!

Event Receipt

Polly Player
[redacted]
+1 555 555-1212

Invoice ID: PB-55073
Date: Jan 13, 2020 4:21 AM

Note: If there is a Remaining Balance on this registration invoice it MUST BE PAID in full prior to starting your event.

Date	Description	Qty	Price	Total
Jan 13, 2020 4:21 AM	1st Annual Picklers Parley Tourney registration			$30.00
Jan 13, 2020 4:21 AM	Mixed Doubles Skill: (Any) Age: (65 And Above) Event signup : Additional fee			$0.00
Jan 13, 2020 4:21 AM	Womens Doubles Skill: (Any) Age: (Any) Event signup : Additional fee			$10.00
ADDITIONAL ITEMS				
Jan 13, 2020 4:21 AM	Dinner Selection for Player Banquet Roast Beef	1	$30.00	$30.00
Jan 13, 2020 4:21 AM	Do you plan to attend the player breakfast on Saturday Morning? No	1		$0.00
Jan 13, 2020 4:21 AM	Select your t-shirt size: None	1		$0.00
			Subtotal	$70.00
			Remaining Balance	$70.00

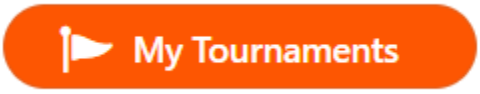
Print Email Receipt

Edit Registration

4.1.6. Changing a Registration

While online registration for a tournament is open, players may log in to their PickleballBrackets.com account to change their registration or withdraw from the tournament.

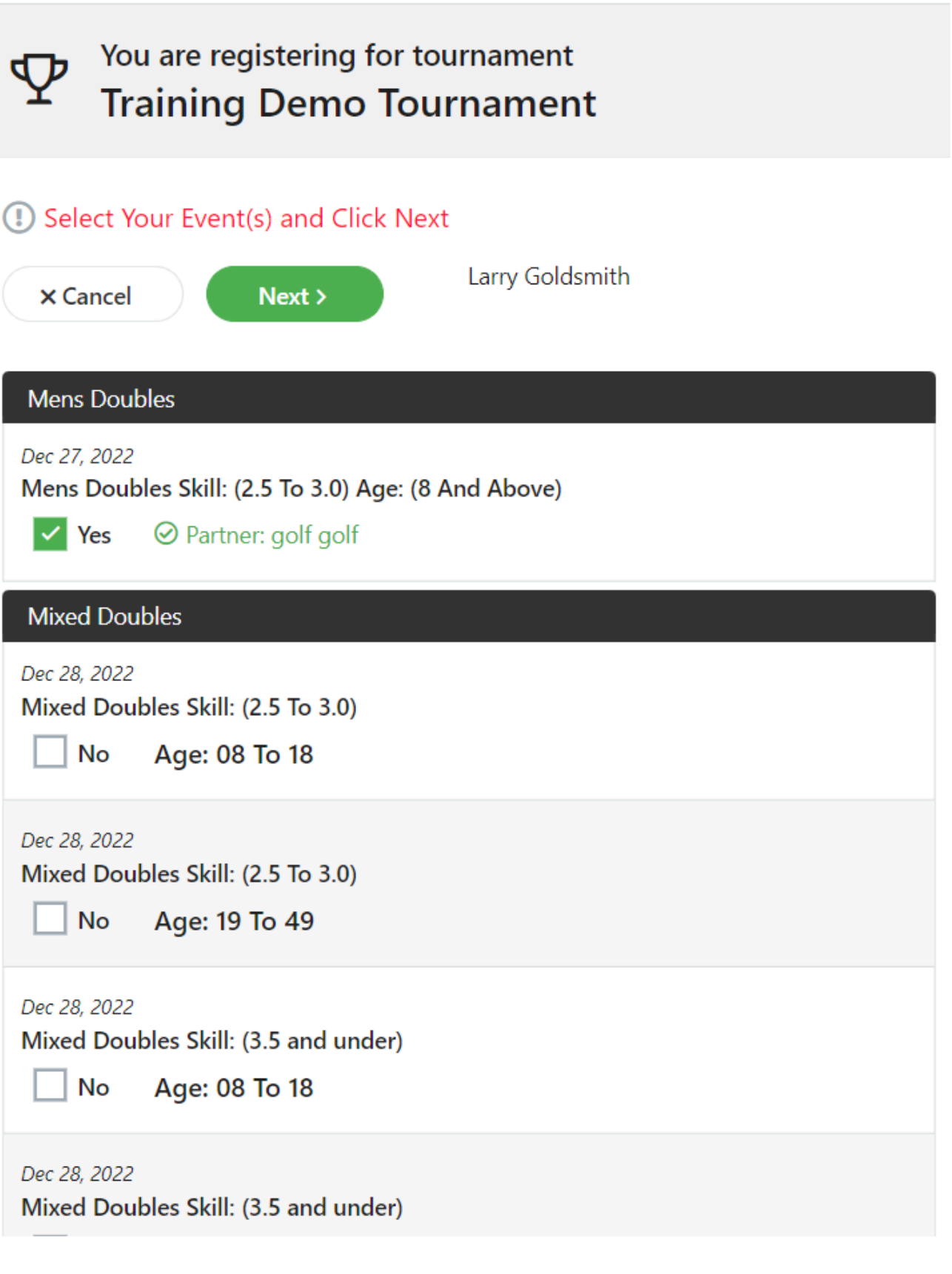
Log in to your account and click on the My Tournaments button which will bring up a list of your tournaments. Click on the tournament name.



Select Details and Registration from the Menu

1. **To Withdraw from the Tournament** – Click on the Red button and confirm your withdrawal.

2. **To Change your Registration** – Select your new events and **DESELECT ANY EVENTS** you no longer wish to play in. **Click on the Next button to go through all of the following registration steps to the end.** If an additional fee is due, you will have to pay the fee to confirm the change.



! Changes are not confirmed until you see the Congratulations! message at the end. If the tournament director has notifications turned on, you will receive an email confirmation of the

change.

4.2. How to Create and Manage a Tournament

This section of the manual will cover all of the step needed to:

1. Set Up a Tournament
2. Set Up Events
3. Manage Registrations
4. Communicate with Players
5. Run the Tournament

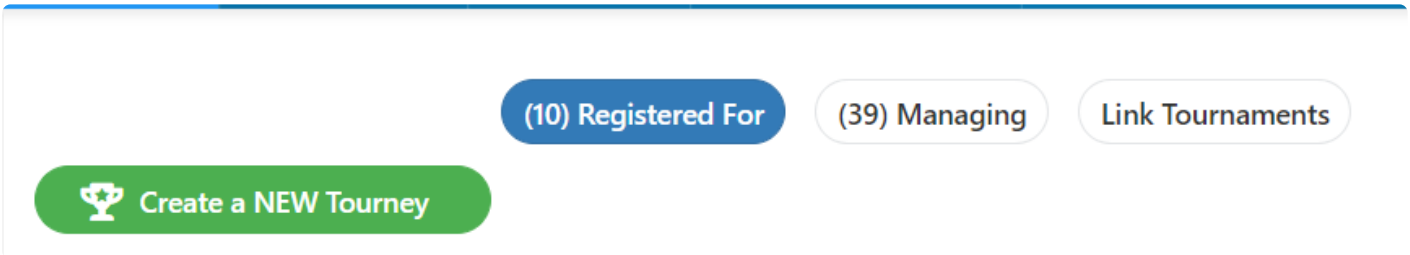
4.2.1. Creating a New Tournament

New tournaments can be:

1. Added by an authorized manager of an organization
2. Copied from a previous tournament by an authorized Primary Tournament Director

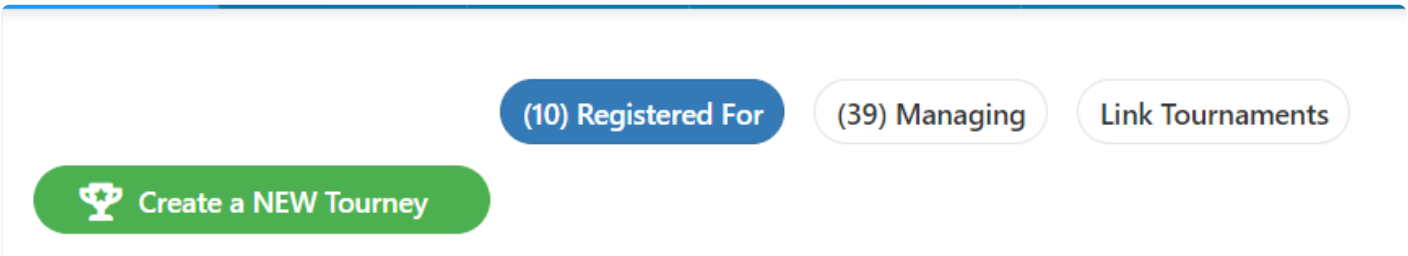
Create a new tournament by:

- Logging in to your account
- Clicking on your name in the upper right of the screen
- Selecting My Stuff
- Clicking on Tournaments
- Clicking on the Create a NEW Tourney button

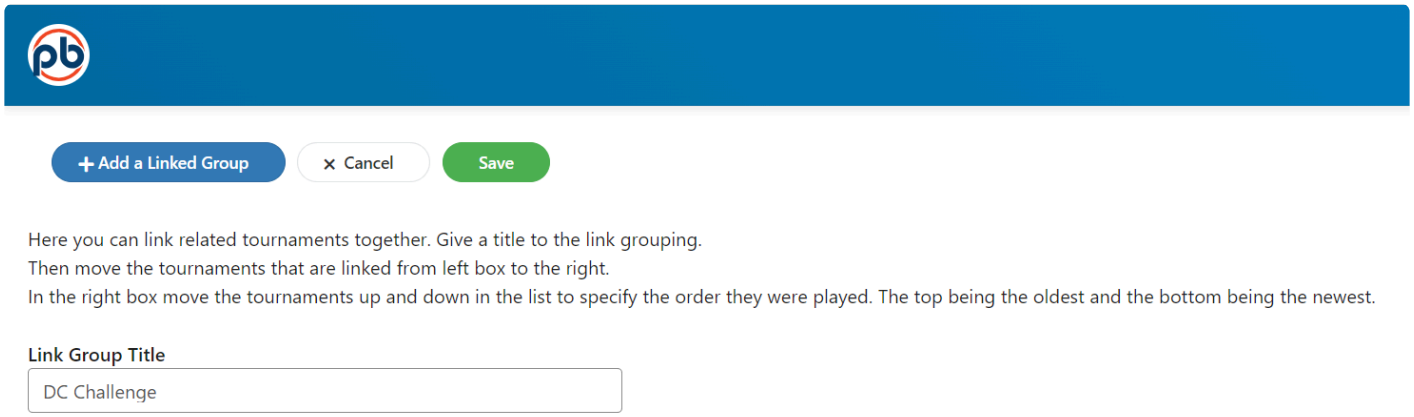


4.2.2. Linking Tournaments

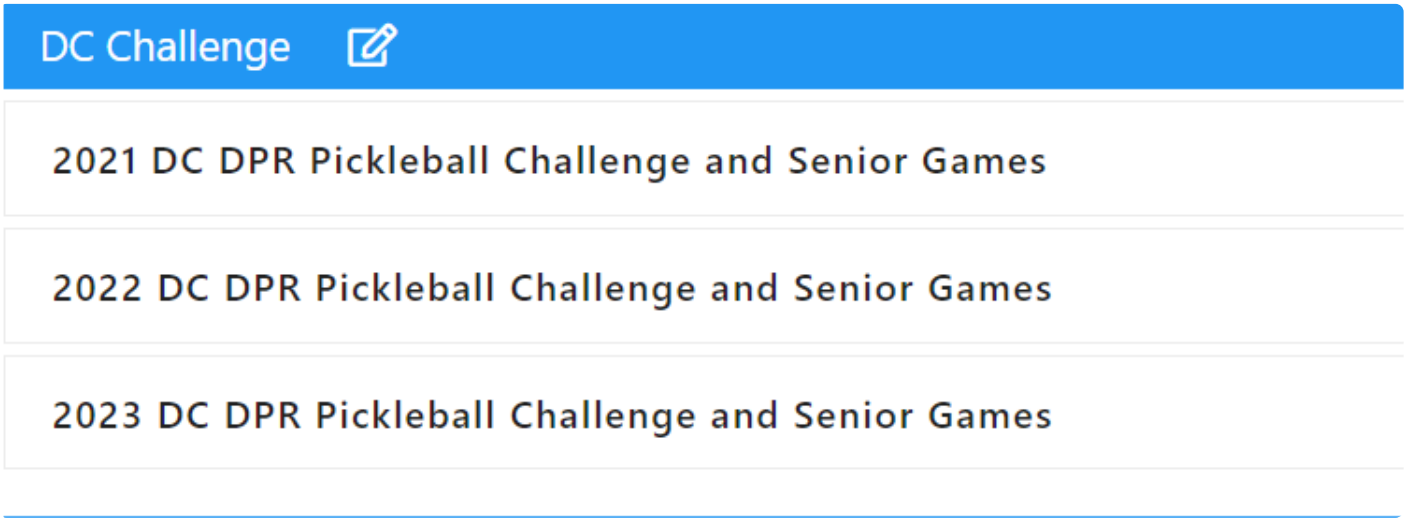
Tournament Directors have the ability to create a linked list of tournaments. The linked tournaments will display at the bottom of the Tournament Detail page. Linked tournaments are often annual events that are run by the same club or organization every year.



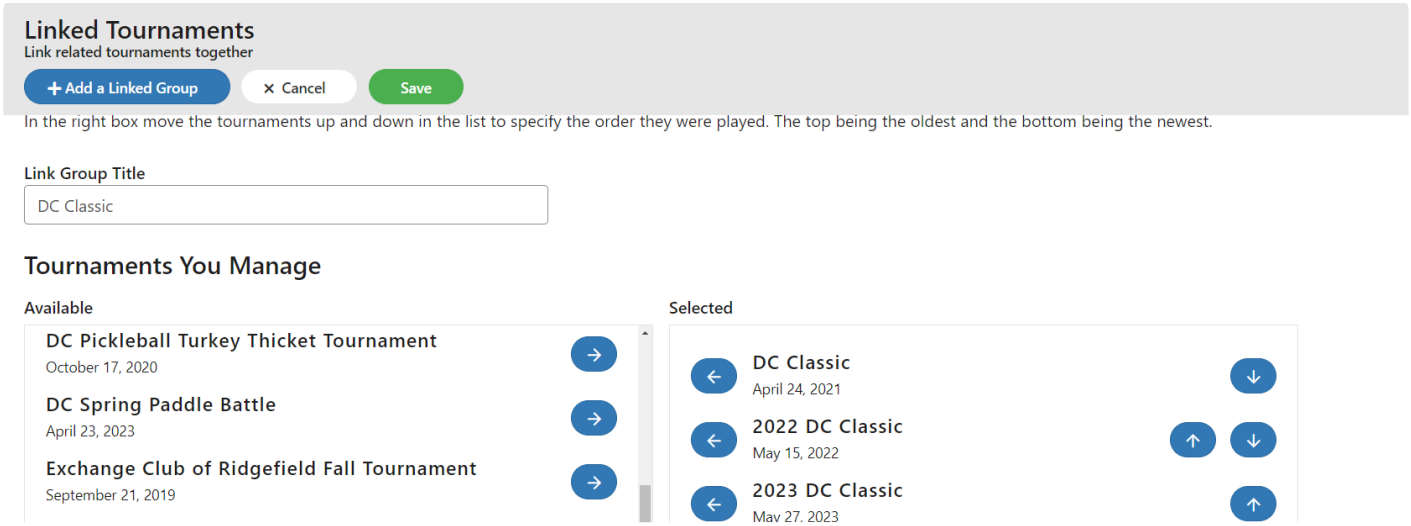
Click on the Link Tournament button. If no linked groups have been created or a new one is needed, create a group.



If the linked group already exists, scroll down to it and click on the name of the group to edit the list of tournaments.



Select a tournament to add from the list on the left. It will be added in the to the linked group in the last position on the right side of the screen. Use the arrows to move tournaments up or down on your list. Save the list when done.



Tournaments must be created before they can be linked and the manager of the tournament must be listed as a manager of **all** of the linked tournaments.

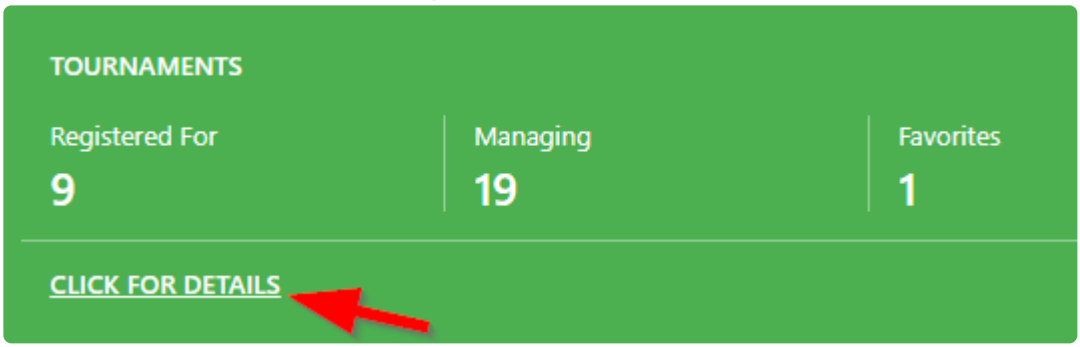
4.2.3. Navigation

Once a tournament is created, it will appear on the list of tournaments you manage. These are the steps to access that list and start setting up the tournament:

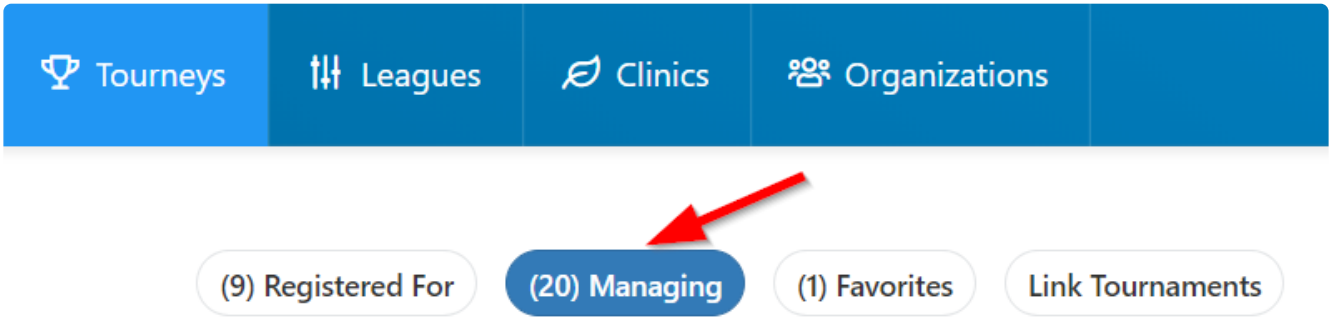
1. Log in to your Pickleballbrackets.com account.

1. On the top right of the screen, hover over your name and then click on **My Stuff**.

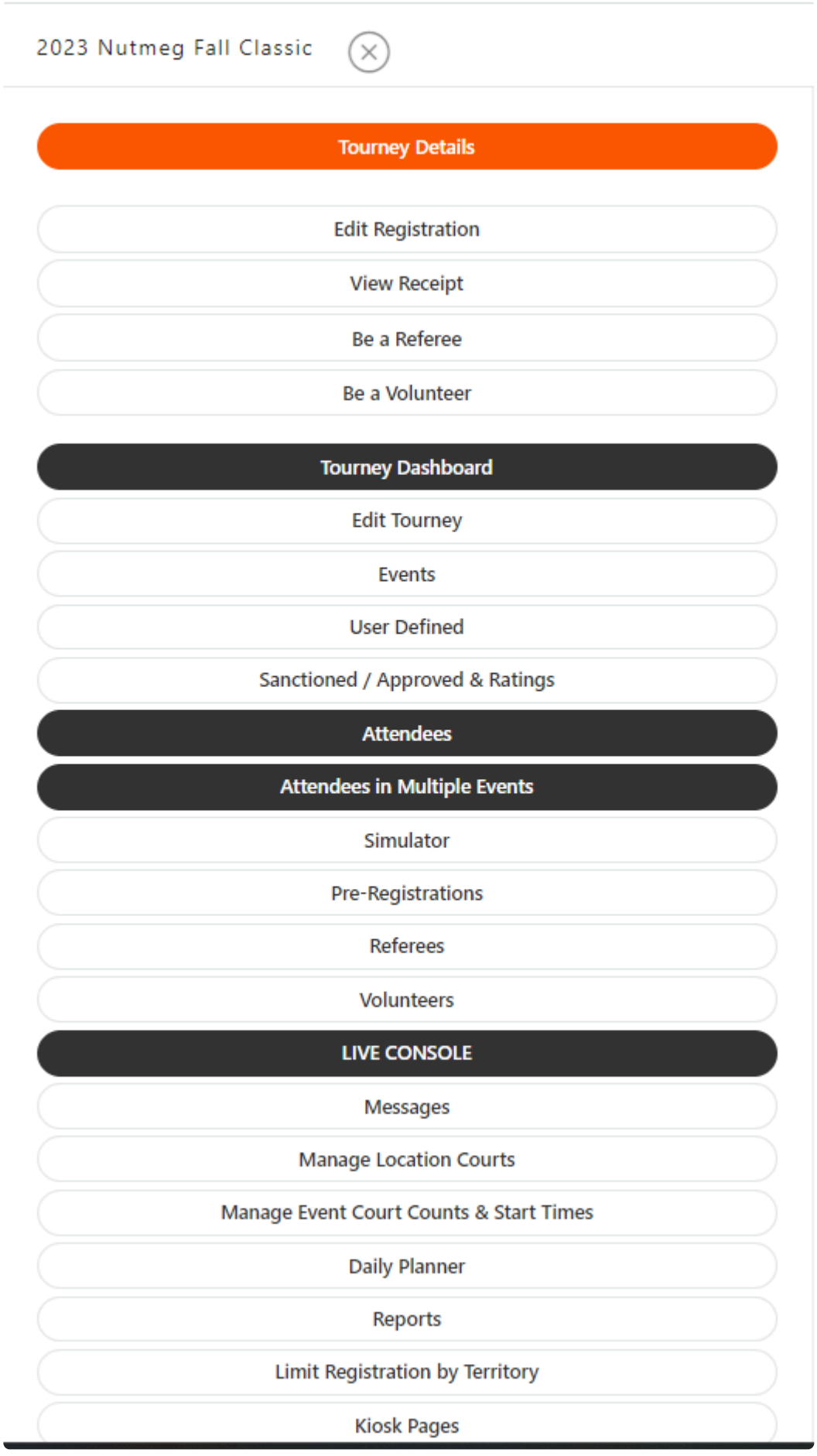
1. Click on **Click for Details** in the green tournament box.



1. Click on **Managing** at the top of the screen.



1. Scroll down to the tournament you would like to edit and select it to access the Management Menu.


2023 Nutmeg Fall Classic
Tourney Details
Edit Registration
View Receipt
Be a Referee
Be a Volunteer
Tourney Dashboard
Edit Tourney
Events
User Defined
Sanctioned / Approved & Ratings
Attendees
Attendees in Multiple Events
Simulator
Pre-Registrations
Referees
Volunteers
LIVE CONSOLE
Messages
Manage Location Courts
Manage Event Court Counts & Start Times
Daily Planner
Reports
Limit Registration by Territory
Kiosk Pages

If you are registered for the tournament or plan to register for the tournament, select Tourney Details or any of the other registration options that show under the Orange Tourney Details button to manage your own registration.

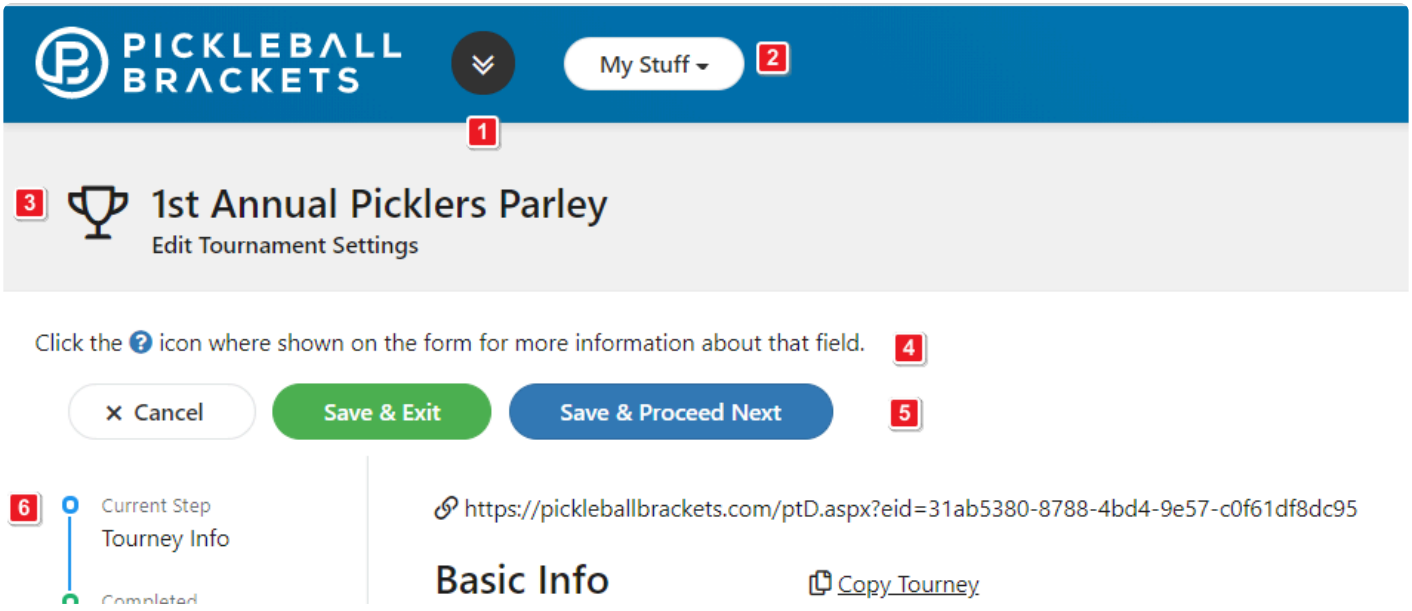
2. Select **Edit Tourney** from the slide in menu to manage the tournament..

4.2.4. Tournament Settings

Each tournament has multiple settings that control the registration options. These range from simply listing a tournament on the PickleballBrackets.com website, to a complete online registration and management process for large tournaments with multiple locations. The following steps outline the entire tournament setup process:

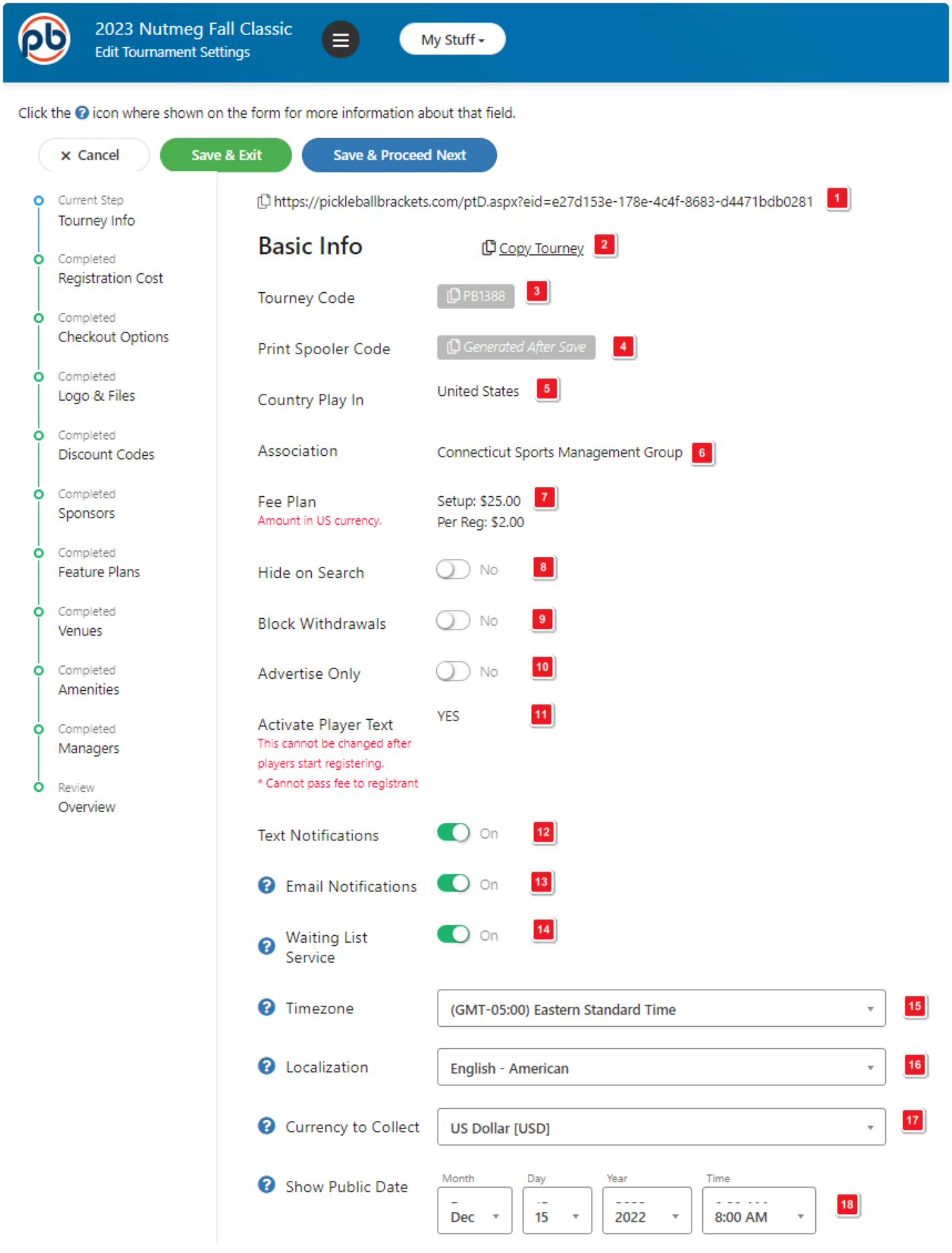
- Tourney Info
- Registration Cost
- Checkout Options
- Logo & Files
- Discount Codes
- Sponsors
- Feature Plans
- Locations

4.2.4.1. Tourney Info



1. **The Main Menu** – Click for all tournament setup and management options.
2. **My Stuff** – Links to all of your tournaments, leagues, clinics and organizations.
3. **Current Tournament Name**
4. **Field Level Help Notice**
5. **Save Options** – These options are in effect for the Basic Info section only. This same prompt will appear at the top of every editing screen.
6. **Editing Steps** – The current step is highlighted in blue.

4.2.4.2. Tourney Info Page 2


2023 Nutmeg Fall Classic
Edit Tournament Settings
My Stuff
Click the icon where shown on the form for more information about that field.
Cancel
Save & Exit
Save & Proceed Next
Current Step
Tourney Info
Completed
Registration Cost
Completed
Checkout Options
Completed
Logo & Files
Completed
Discount Codes
Completed
Sponsors
Completed
Feature Plans
Completed
Venues
Completed
Amenities
Completed
Managers
Review
Overview
https://pickleballbrackets.com/ptD.aspx?eid=e27d153e-178e-4c4f-8683-d4471bdb0281
1
Basic Info
Copy Tourney
2
Tourney Code
PB1388
3
Print Spooler Code
Generated After Save
4
Country Play In
United States
5
Association
Connecticut Sports Management Group
6
Fee Plan
Amount in US currency.
Setup: $25.00
Per Reg: $2.00
7
Hide on Search
No
8
Block Withdrawals
No
9
Advertise Only
No
10
Activate Player Text
This cannot be changed after players start registering.
* Cannot pass fee to registrant
YES
11
Text Notifications
On
12
Email Notifications
On
13
Waiting List Service
On
14
Timezone
(GMT-05:00) Eastern Standard Time
15
Localization
English - American
16
Currency to Collect
US Dollar [USD]
17
Show Public Date
Month
Day
Year
Time
Dec
15
2022
8:00 AM
18

1. **Tournament Link for Sharing –** Click to copy the tournament link. You may use this in your browser to view the current appearance of the listing as you are working with it, or to share with other tournament workers and committee members.
2. **Copy Tournament Button –** Click to make a copy of the tournament. Copied tournaments can be used as templates for creating a new tournament.
3. **Tourney Code –** Used by the Print Spooler to Identify your tournament.
4. **Print Spooler Code –** Used to activate the Print Spooler.
5. **Country Played in –** Enter the country where the tournament will take place. This may be different than the physical location of the sponsoring club.
6. **Club or Organization Name –** This shows the name of the overall tournament organization or club.
7. **Fee Plan –** This shows fee plan in effect for this tournament.
8. **Hide on Search** – Turn this on to prevent the tournament from showing up on a search.
9. **Block Withdrawals –** Turn this on to prevent players from withdrawing from the tournament while online registration is enabled.
10. **Advertise Only? –** Switch this button to Yes if you only wish to list the tournament on the PickleballBrackets.com website for advertising purposes. The number of following setup options will then be limited to only those needed for the listing. **The current advertise only fee is $500.**
11. **Activate Player Text –** Turn this on to authorize the extra fee for text messaging.
12. **Text Notifications –** Turn this on or off depending on whether or not you want players to receive the text messages that you authorized.
13. **Email Notifications –** Notifications are normally sent to players, with copies to tournament administrators, each time a registration is changed. This button will turn off or on all notification for this tournament. A good time to turn off notification is during the merging process of events so emails are not going out each time a player is moved.
14. **Waiting List Service –** This action impacts ALL events. This is an automated service that moves players from and to the waiting list based on their registration and the settings for the specific event. Select “On” to have the service automatically scan registrations and move them from and to the waiting list. Select “Off” to turn this service off. NOTE: The waiting list service for individual events may be turned off from the event setup screen.
15. **Time Zone –** Select the time zone of the tournament venue.
16. **Localization –** Formatting throughout the site where this tournament is displayed will show information based on the local standards of the selected value.

    For example:
    - – - – - English – American will show Dates “Month Day Year”
    - – - – - French will show Dates “Day Month Year”
    NOTE: All text representing the tournament will be displayed as it’s typed. Selected Localization DOES NOT change ANY text entered by the tournament.
    - – - – - All PickleballBrackets.com text throughout the site will be translated to the language of the viewer. (PickleballBrackets.com DOES NOT translate the text entered by the tournament.)

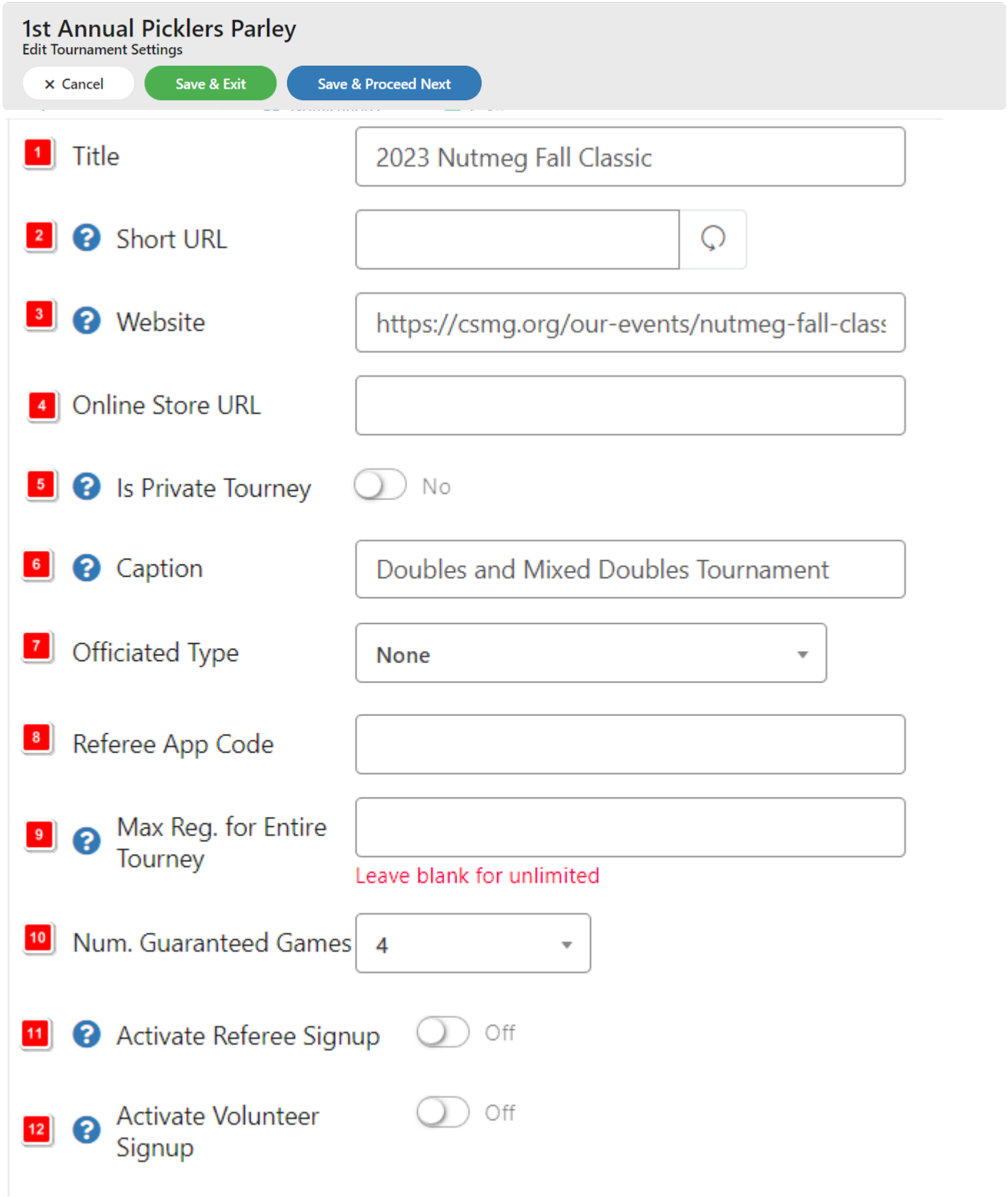
17. **Currency to Collect –** What type of currency are you collecting payment in. PickleballBrackets.com will send PayPal or Stripe this currency code so all payments will be exchanged properly.The formatting of currency throughout the site where this tournament is displayed

will show based on your selection.

For example:
- – - – - US Dollar [USD] will show “$1,111.00”
- – - – - Euro [EUR] will show “1 111,00 €”

18. **Show Public Date –** This is the date this tournament starts to show to the public on the PickleballBrackets.com website. NOTE: This is NOT the registration start date. This ONLY shows the tournament. The registration start date is set further below on this page.

4.2.4.3. Tourney Info Page 3



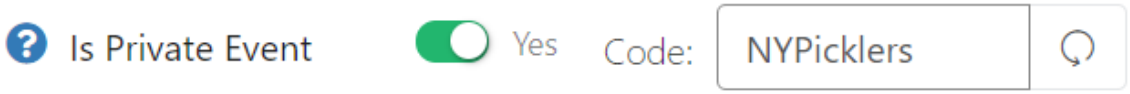
1. **Title –** Enter the title of your tournament here. If this is an annual event, consider incorporating the

year in the title. Or a description such as First Annual.

> Annual and recurring tournaments may be linked, allowing players to easily find results from the previous years. Link your tournaments on the main My Tourneys page.

2. **Short URL –** Allow people to remember the URL easily by creating a short URL. You may enter a name of your own or click on the refresh button to generate a random name. Something like PickleballBrackets.com?Demo5 is easier for people to remember than PickleballBrackets.com?eid=4D8EBFD9-AF25-4199-B5BB-6C0DD09FF7AM

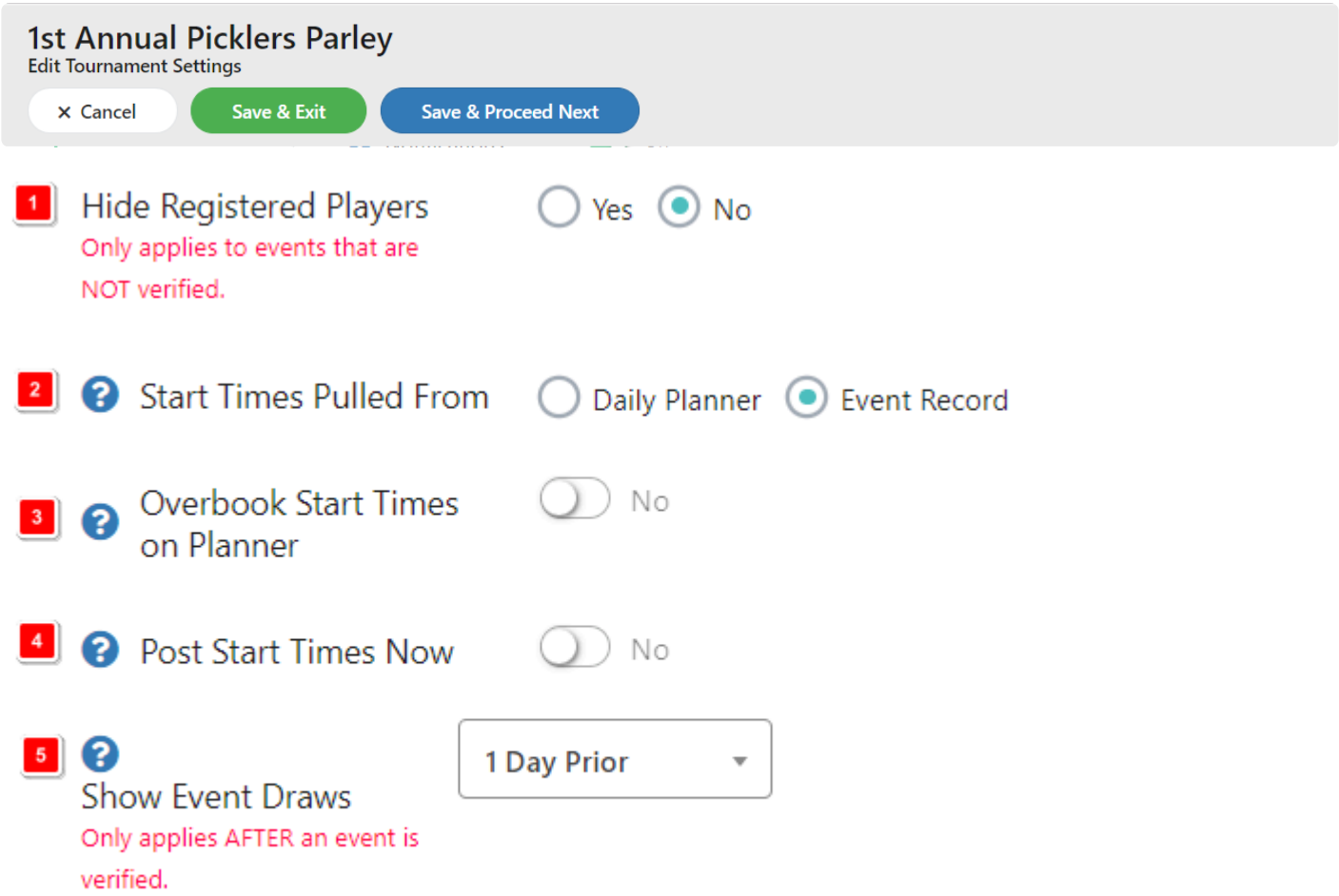
3. **Website –** If the organization or tournament has its own webpage it could be entered here. This is the full URL (including http://).
4. **Online Store URL –** If the organization or tournament has its own Online Store it could be entered here. This is the full URL (including http://).
5. **Is Private Event? –** Set this to Yes if you want only a specific club or group of people to play in this tournament.
   Enter or generate a code that players will enter prior to registration to access this tournament.



   NOTE: A code is required for private tournaments to keep others from registering. You can enter a simple code manually such as “pickleball” or create a complex one by clicking the refresh button next to the textbox.
6. **Caption –** This will show on certain areas of our website when your tournament is listed.
7. **Officiated Type –** Select from the drop down menu. Choices are All, None, Medal Matches, Gold Medal Matches and Unique per Event. Your choice will show on the general information page.
8. **Referee App Code –** If the tournament is using the Pickleball.com Referee App, enter the app code here.
9. **Max Reg. for Entire Tourney –** This is the maximum number of players that can play in the entire tournament. Even if there are spots open in the events to fill with players the system will NOT allow NEW players to register after this number is reached.
   Leave this blank if you don’t want to use this feature. Maximum settings can be set for each event on the event record..
10. **Num. Guaranteed Games –** Select a number from the drop down menu. This is the minimum number of games that a player can expect to play in each tournament event.
11. **Activate Referee Signup –** Turn this feature on to allow people the option to sign-up as a referee. A button will show on the details screen of tournament.
12. **Activate Volunteer Signup –** Turn this feature on to allow people the option to sign-up as a volunteer. A button will show on the details screen of tournament.
    p(banner tip). Tournament directors must set up a referee and/or volunteer schedule in order to use

this feature. Use the Main Menu to create those schedules.

4.2.4.4. Tourney Info Page 4

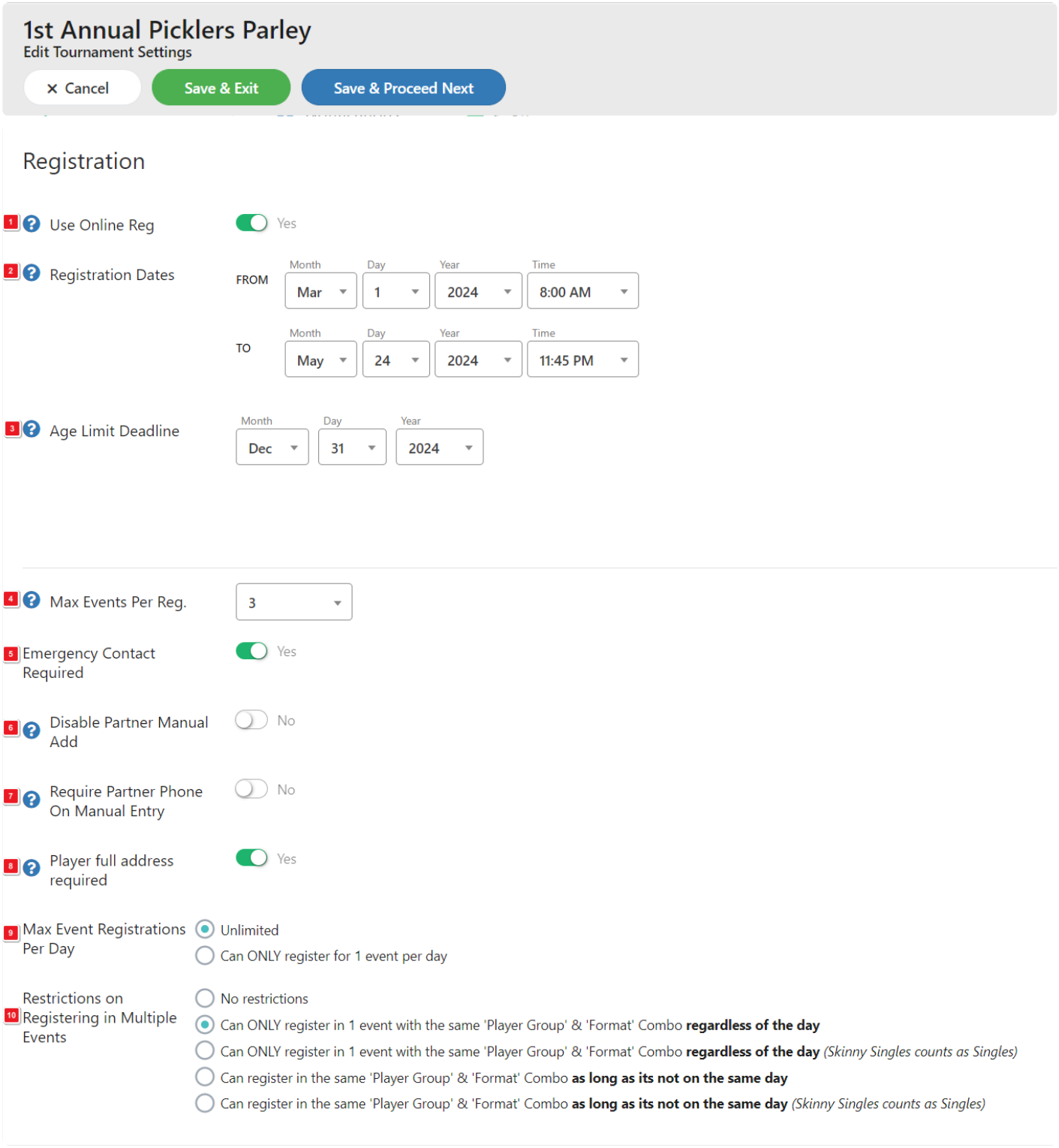


1. **Hide Registered Players –** Set this to Yes if you wish to hide the list of registered players on the public website.
2. **Start Times Pulled From –** During registration estimated start times will be pulled from each event record.This switch allows you to specify if, once you are ready to post official start times, where to pull those start times from.
   Daily Planner – Is a scheduling tool that calculated the entire tournament and displays it in a planner format where you can see how long a bracket may take. The times from this planner will be displayed on a separate page for players to view.
   Event Record – Pulls all start times directly from the event details page itself and displays them on a page for people to view.
3. **Overbook Start Times on Planner –** This tells the Simulator and Daily Planner to allow overbooking of start times beyond the number of available courts. Overbooking will force the Simulator to start an event at a certain time even if it there are no extra courts available. This will extend the projected time range for the event(s) being displaced. It will also cause the Wait Count and ToDo count to increase. This feature is designed for events that are scheduled with Next Available Court Assignments.
4. **Post Start Times Now –**.This displays start times immediately if this value is set to 'Yes'. Only set

this to Yes if you are ready to display start times.

5. **Show Event Draws –** Use the drop down menu to select when you want the event draws to be shown on the public website. Draws can only be show for events that have been verified.

4.2.4.5. Tourney Info Page 5



1. **Use Online Reg –** If you wish to use the online registration process then select ‘Yes’ here.
2. **Registration Dates –** These are the dates you are accepting registrations for the tournament. If you have chosen to display the tournament information on the website before registration opens, registration will not be allowed until the start date is met.

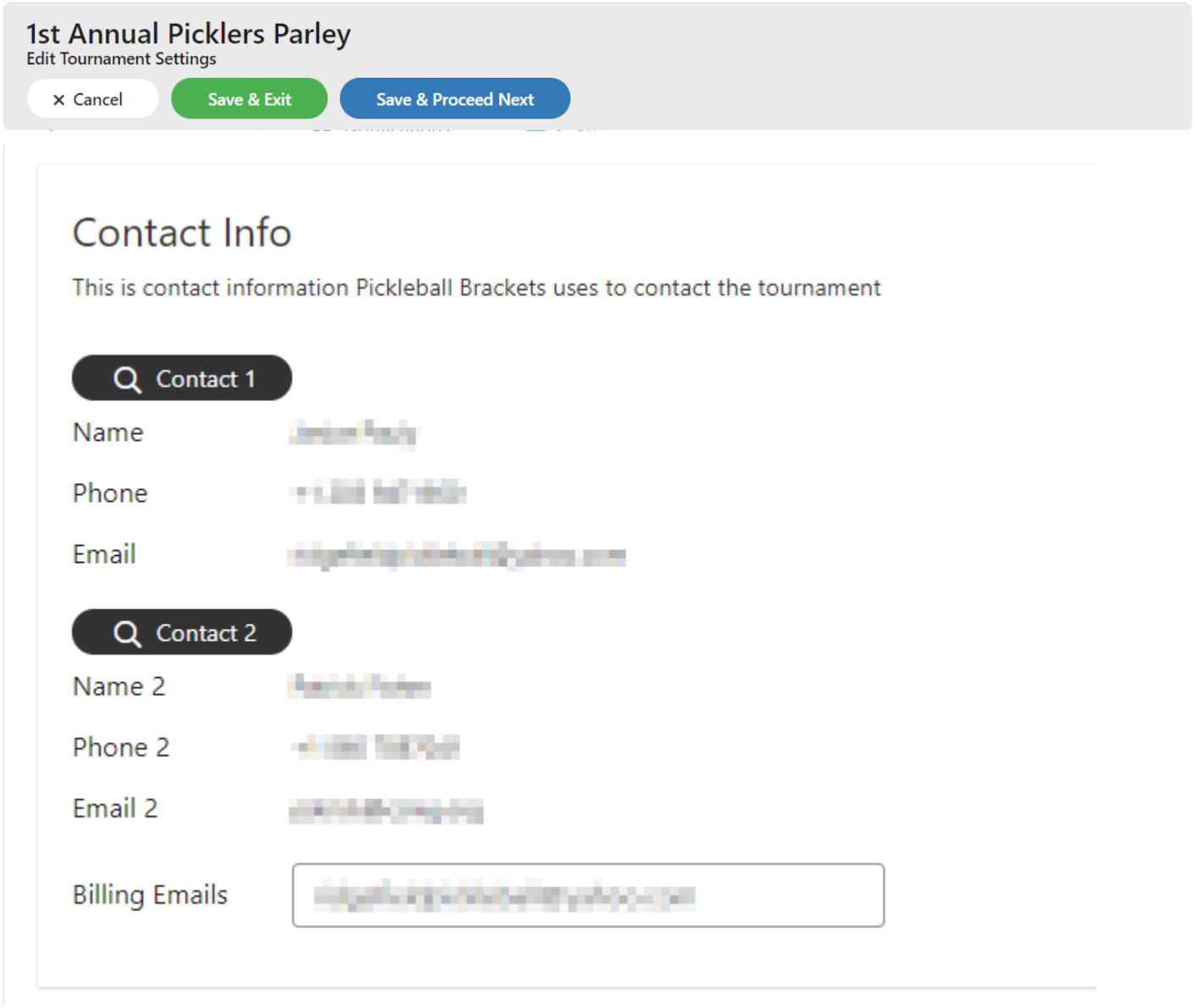
3. **Age Limit Deadline –** This is the date used to calculate ages for the tournament. Usually set as the last day of the year the event takes place. ex: A player who turns 50 by 12/31/2019 can play in the 50-59 age bracket if the tournament takes place at any time during 2019.
4. **Max Events per Reg –** This is the limit on how many events a player can signup for over the length of the entire tournament.
5. **Emergency Contact Required –** Set this to Yes to require every player to list an emergency contact individual and phone number.
6. **Disable Partner Manual Add –** If this is set to No, players may manually enter the contact information for their partner if the partner does not already have a Pickleball Brackets player account. Set this to Yes to prevent that and require that a partner have an account in order to be selected.
7. **Require Partner Phone on Manual Entry –** If a player has to enter their partners information manually during registration because their partner does not have a Pickleball Brackets player account, does the tournament require the player enter the partners phone? If “No” is selected the partner phone will not display as a field for the player if they manually enter their partners information. They will only be required to enter the player name and email address.
8. **Player Full Address Required –** Set this to Yes to require every player to list their full mailing address.
9. **Max Event Registrations Per Day’ –** You can use this to limit players to only 1 event per day of the tournament.
10. **Restrictions on Registering for Multiple Events –** Use these options to control the number of similar types of events you wish to allow players to sign up for.

- No Restrictions – Players may register for events without regard for the type of event or format. The number of events they can select will be restricted to the tournament and daily sign up limits. For Example: a player would be able to sign up for both Men’s Doubles 4.0 and Men’s Doubles 4.5, even if they are both on the same day.
- Can ONLY Register in one event with the same ‘Player Group’ & ‘Format Combo’ **regardless of the day**. For Example: a player would be **not** able to sign up for both Men’s Doubles 4.0 and Men’s Doubles 4.5, even if they are on different days. However, since Singles and Skinny singles are different formats, players could sign up for both.
- Can ONLY Register in one event with the same ‘Player Group’ & ‘Format Combo’ **regardless of the day**. (*Skinny Singles Counts as Singles*) For Example: a player would be **not** able to sign up for both Men’s Doubles 4.0 and Men’s Doubles 4.5, even if they are both on different days. They would also not be able to sign up for both Singles and Skinny Singles.
- Can Register in one event with the same ‘Player Group’ & ‘Format Combo’ **as long as its not on the same day**. For Example: a player would be able to sign up for both Men’s Doubles 4.0 and Men’s Doubles 4.5, as long as they are on different days. However, since Singles and Skinny singles are different formats, players could sign up for both on the same day. They would not be able to sign up for more than one bracket of each on the same day.
- Can ONLY Register in one event with the same ‘Player Group’ & ‘Format Combo’ **regardless of the day**. (*Skinny Singles Counts as Singles*) For Example: a player would be able to sign up for both Men’s Doubles 4.0 and Men’s Doubles 4.5, as long as they are on different days. However, they would not be able to sign up for both Singles and Skinny singles on the same day. They would be able to sign up for two different brackets of Singles or Skinny singles on different days or Singles on

one day plus Skinny singles on another day.

If you wish to override these restrictions for CERTAIN EVENTS ONLY you can specify that on the event setup screen.

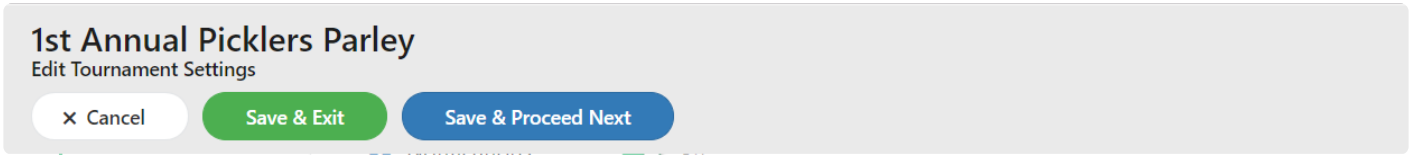
4.2.4.6. Tourney Info Page 6



Contact information is pulled directly from the Organization record. This information is NOT shown anywhere on the tournament website. It is used by PickleballBrackets.com to contact the tournament directors. There is a separate, editable field for billing emails that are sent to the tournament by PickleballBrackets.com.

You can change either the Contact 1 or Contact 2 email address by clicking on that black button and searching for a new contact.

4.2.4.7. Tourney Info Page 7



Contact Form Emails

Different emails sent from the contact form based on the "Reason for Contact" selected by the user.

Registration	bsklarich@gmail.com
Request Partner Change	
My Website Account	bsklarich@gmail.com
Refunds	bsklarich@gmail.com
Other	bsklarich@gmail.com

Contact Form Display Info

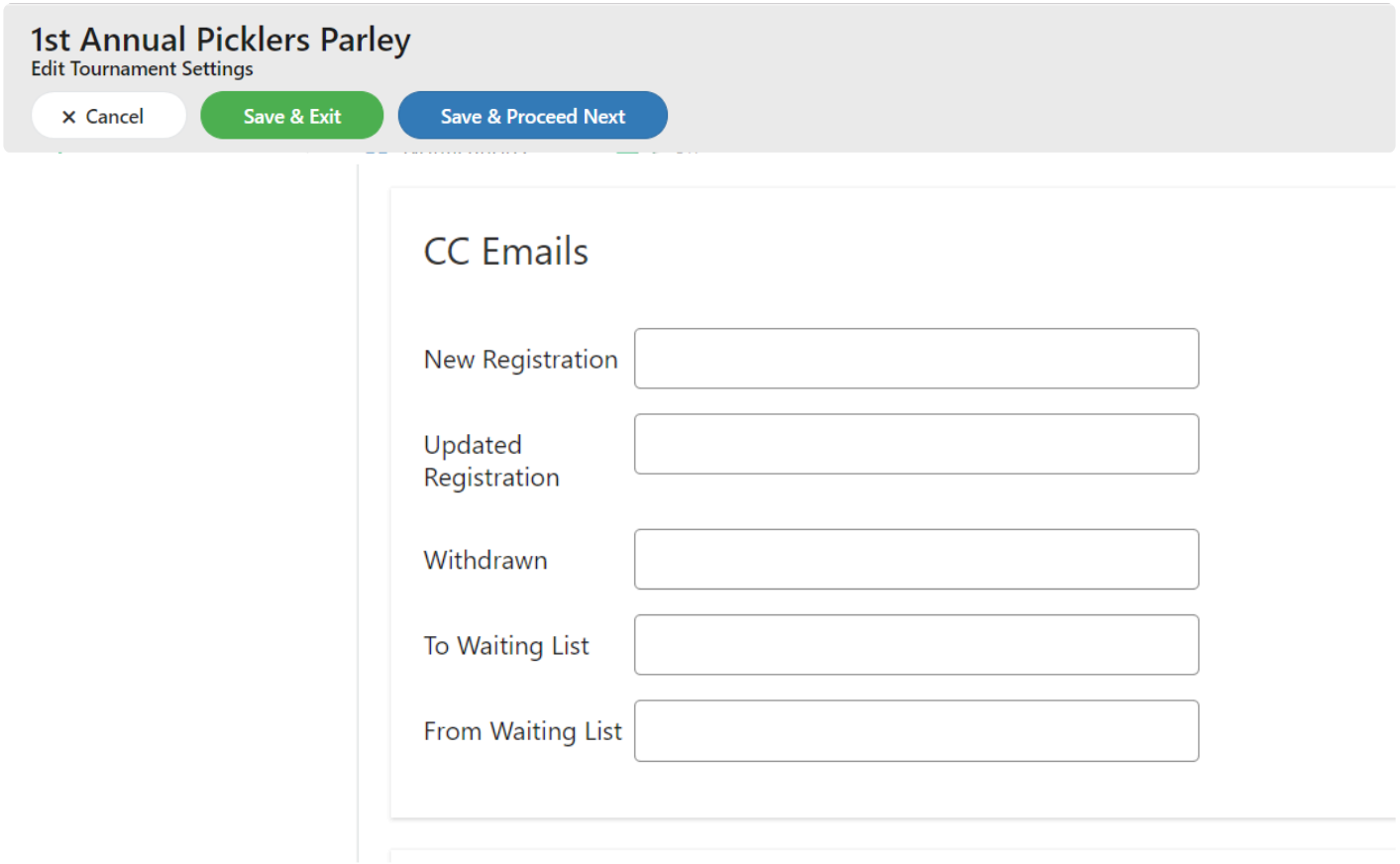
This information displays to the public.

Full Name	Leave blank to NOT display
Email	Leave blank to NOT display
Phone	Leave blank to NOT display

PickleballBrackets.com generates emails from players who use the Contact Tourney link on the website. Depending on their reason for initiating the contact, you may have the inquiries directed to different email addresses.

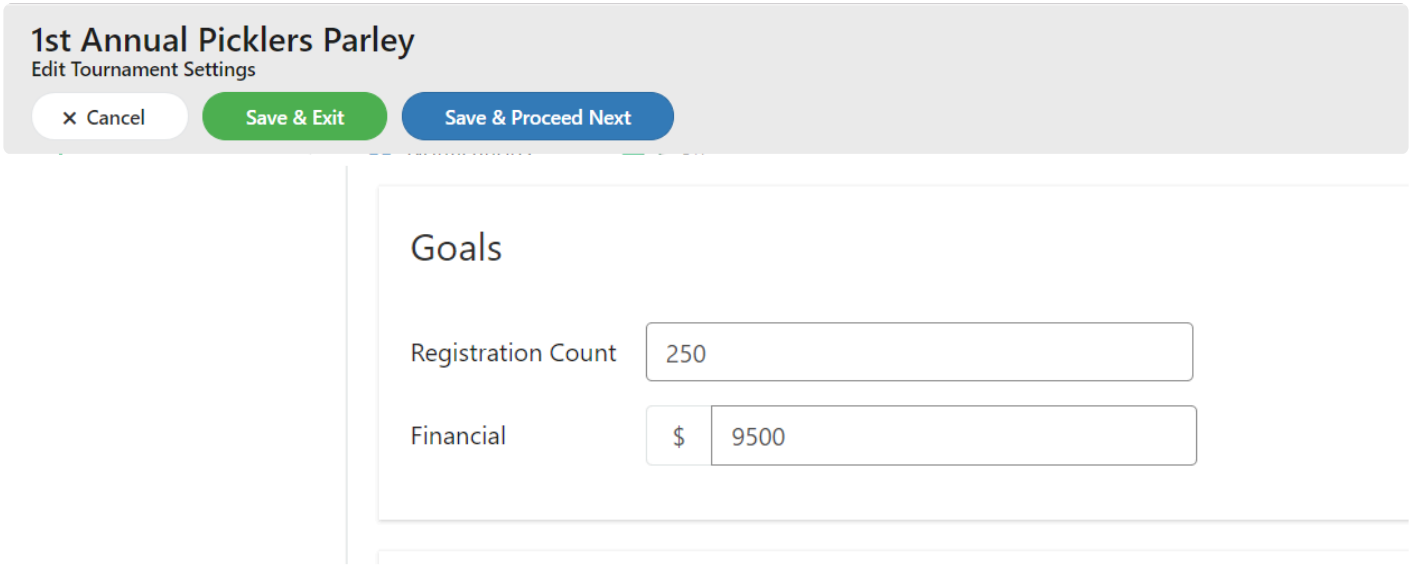
Contact Form Display Info – Fill in this section only if you wish to have the information displayed on the screen when the Contact Tourney link is selected.

4.2.4.8. Tourney Info Page 8

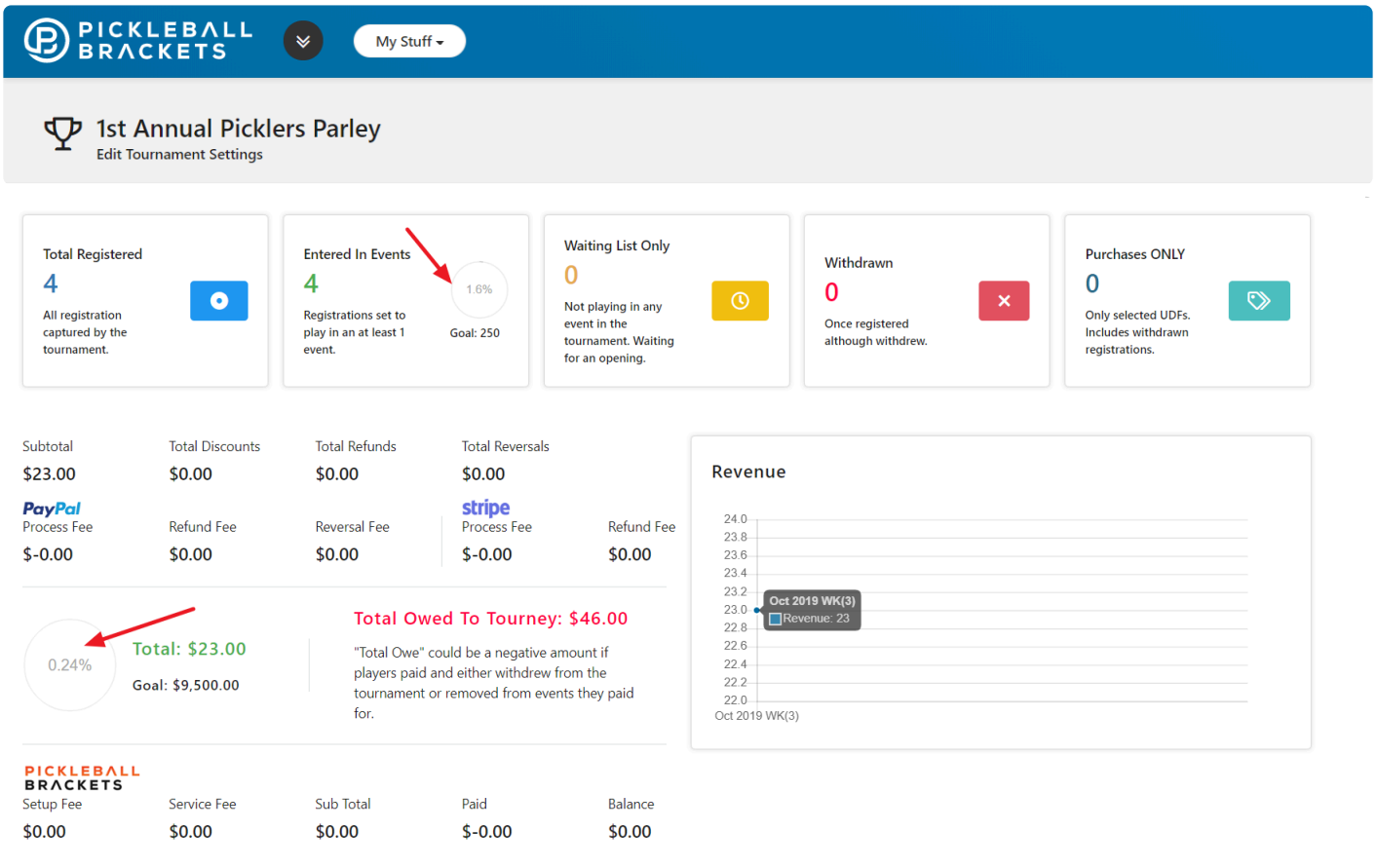


Emails to players are automatically generated each time they make a change to their registration. On this page, you may specify who will automatically receive a copy of the emails. It is a recommended practice for tournament directors, or their designee, to receive a copy of each email sent to any player.

4.2.4.9. Tourney Info Page 9



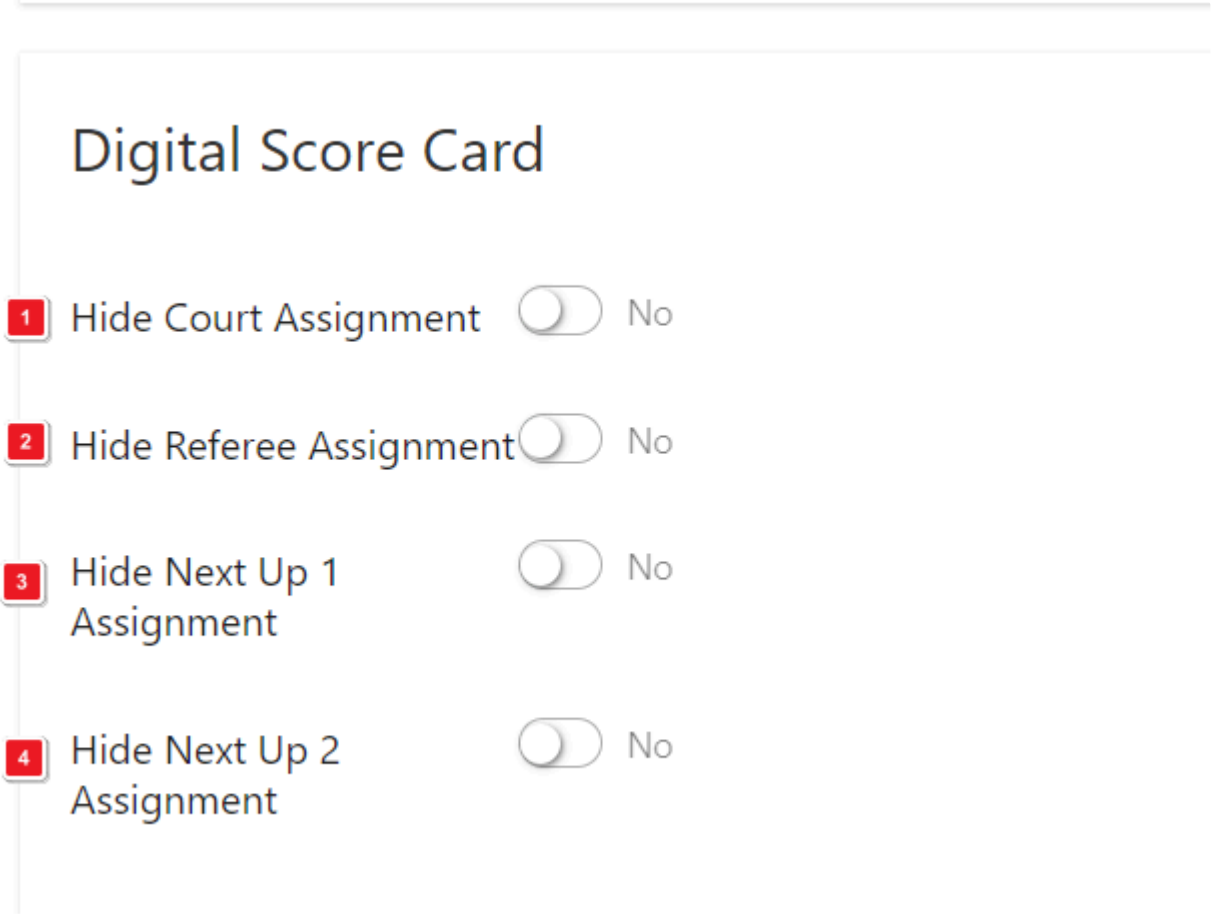
Registration and Revenue goals are optional fields. If values are entered here, the tournament dashboard pictured below will show progress toward the goal on a percentage basis as registrations come in.



A version of the dashboard, minus financial data, is displayed on the public website for players to view.

4.2.4.10. Digital Score Card Format

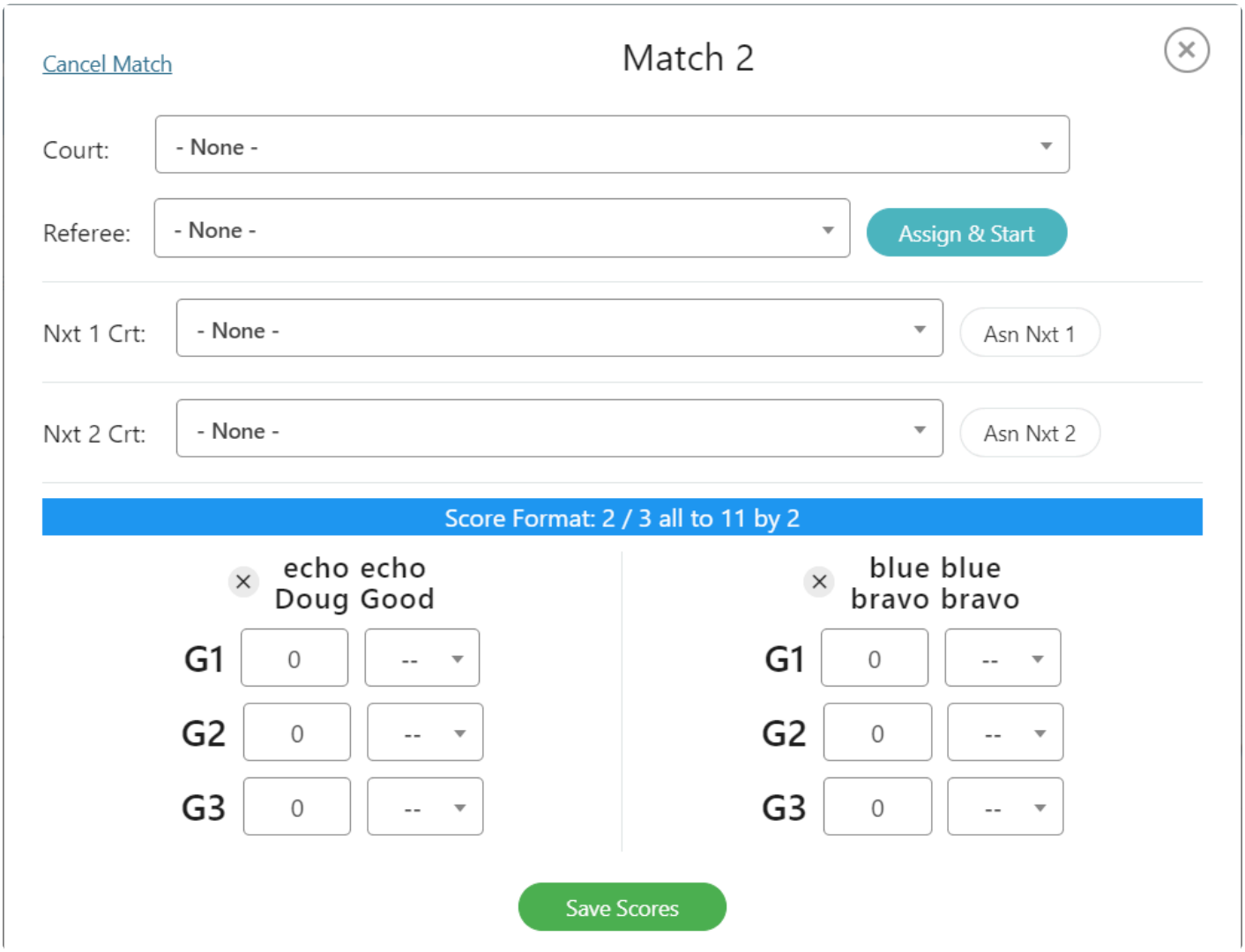
All scores are recorded using the Digital Score Card. Tournament Directors can show or hide fields on the Digital Score Card depending on their format and management needs. The default format is to show all fields and allow input into all fields. For ease and speed of input, fields that are not used by the tournament can be hidden.



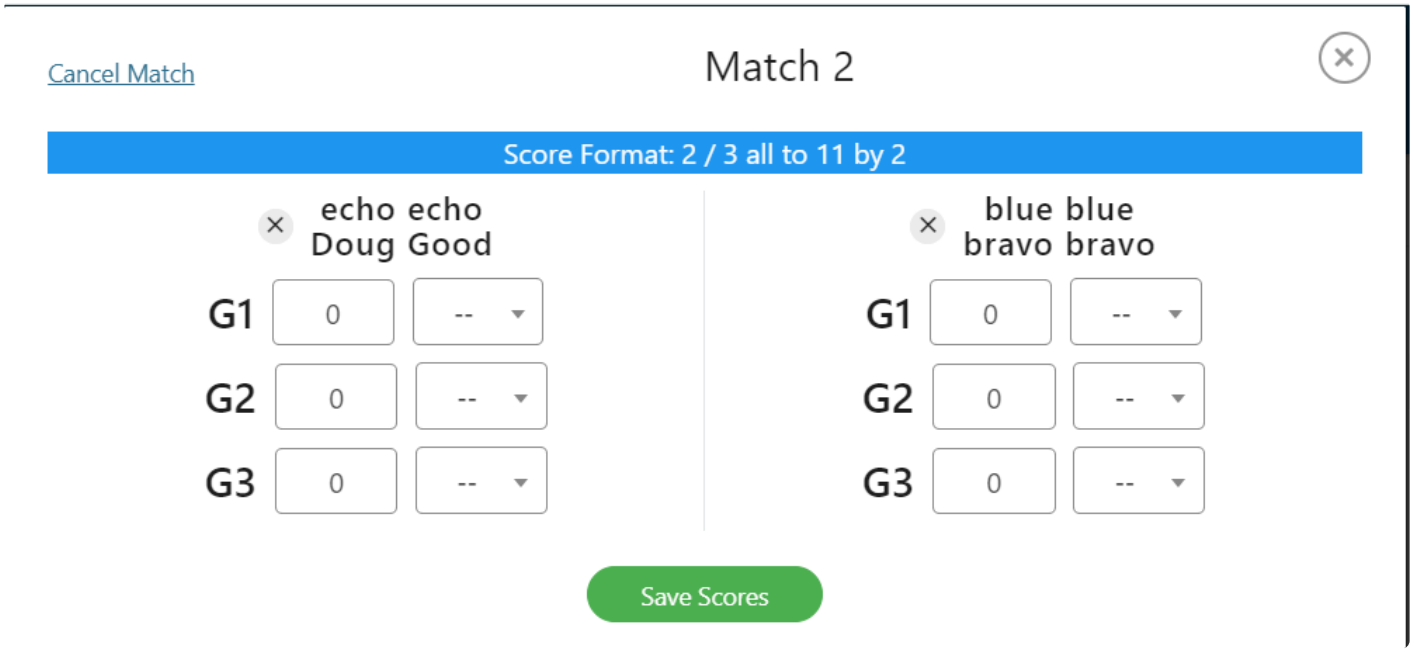
1. **Hide Court Assignment** – Hide this if the tournament is using designated courts and not assigning individual matches to specific court.
2. **Hide Referee Assignment** – Hide this if the tournament is not using referees or is not required to record referee assignments.
3. **Hide Next Up 1 Assignment** – Hide this if the tournament does not need to assign “On Deck” teams to a specific court.
4. **Hide Next Up 2 Assignment** – Hide this if the tournament does not need to assign “Double On Deck”

teams to a specific court.

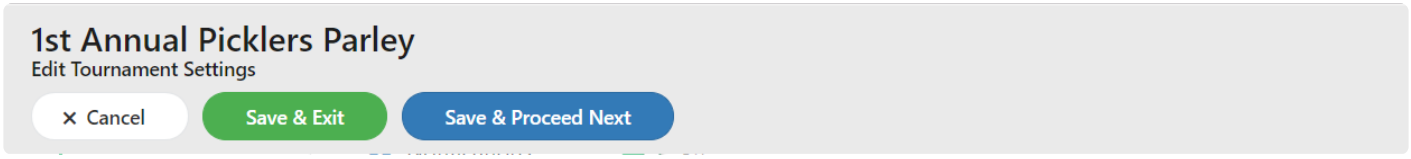
Sample Digital Score Card with All Fields.



Sample Digital Score Card with Only Score Input Fields.



4.2.4.11. Tracking Traffic to Your Site



Facebook Pixel

Pixel ID

Details Page No

One track variable = 'PageView'

Registration Start No

Two track vaiables 'PageView' and 'Start Registration'

Registration Complete No

Two track vaiables 'PageView' and 'Registration'

Google Tag Manager

Google ID

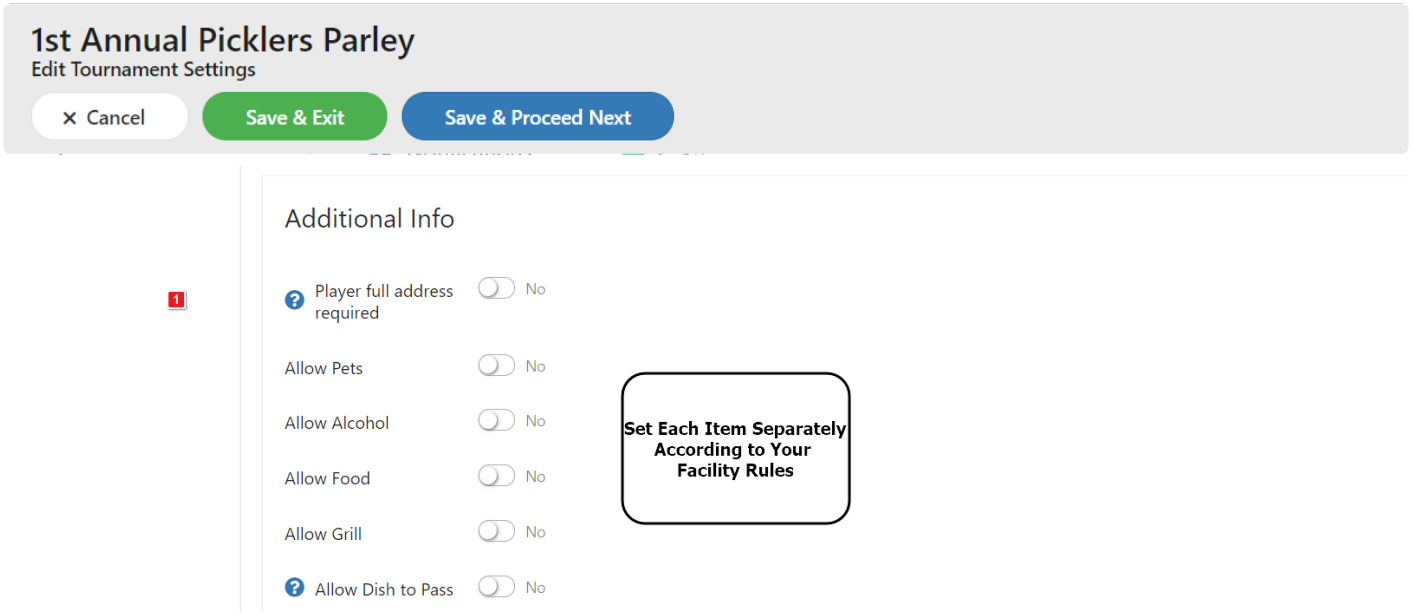
Details Page No

Registration Start No

Registration Complete No

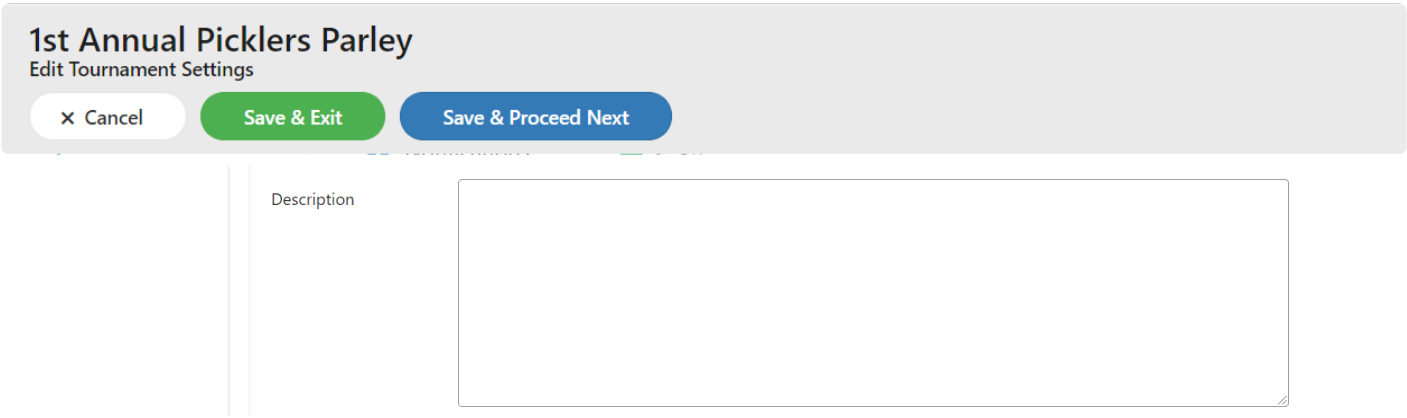
If you have enabled Google or Facebook tracking, you may enter that information here to receive detailed statistics about traffic to your registration website. Refer to Google or Facebook for setup information for either of those features.

4.2.4.12. Tourney Info Page 10



Turn these options on or off depending on the rules of the facility.

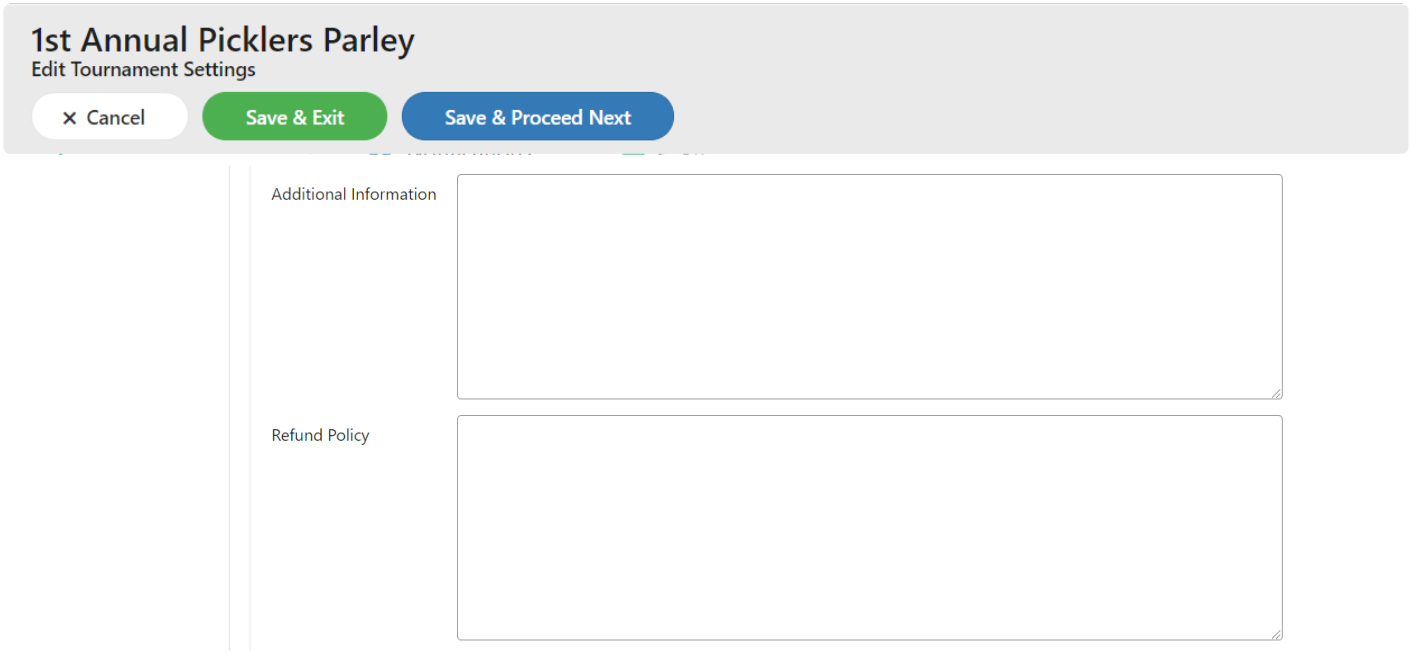
4.2.4.13. Tourney Info Page 11



This is where you describe your tournament. Whatever you type here will be displayed on the registration website. You may include as many details as you like. The box will expand as you type to handle descriptions of any length.

This is your main tournament description and will be displayed first and prominently on the website.

4.2.4.14. Tourney Info Page 12

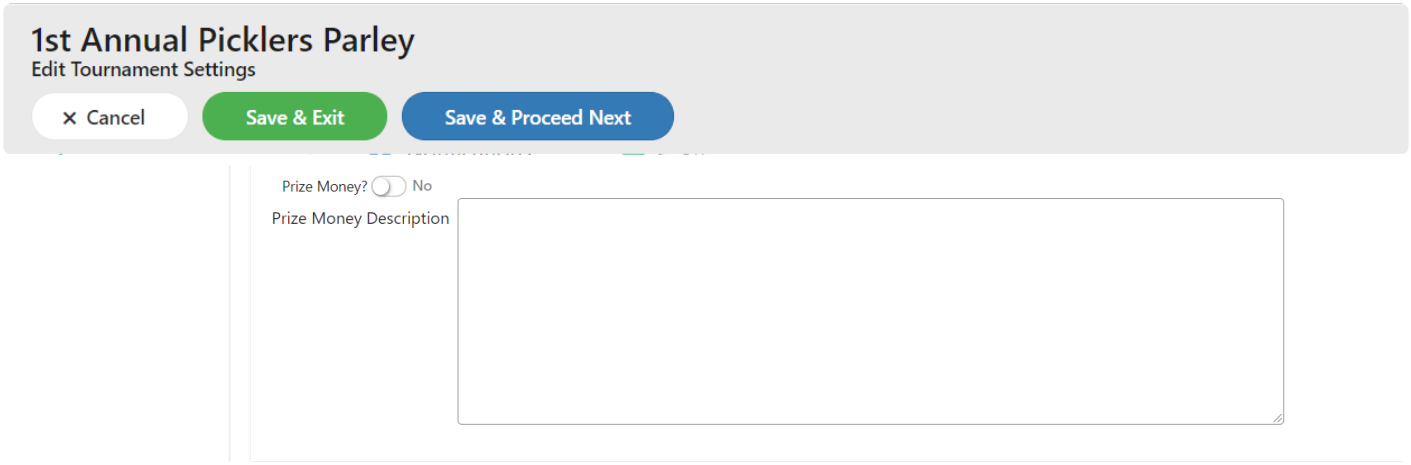


Use the Additional Information box for tournament details that you may need to separate from the general registration information.

Use the Refund Policy box for a detailed description of how the tournament will handle refunds and withdrawals.

PickleballBrackets.com recommends that every tournament publish a clear and explicit refund policy.

4.2.4.15. Tourney Info Page 13



If your tournament offers prize money, turn this option ON and enter a prize money description. The description will only show if the switch is ON.

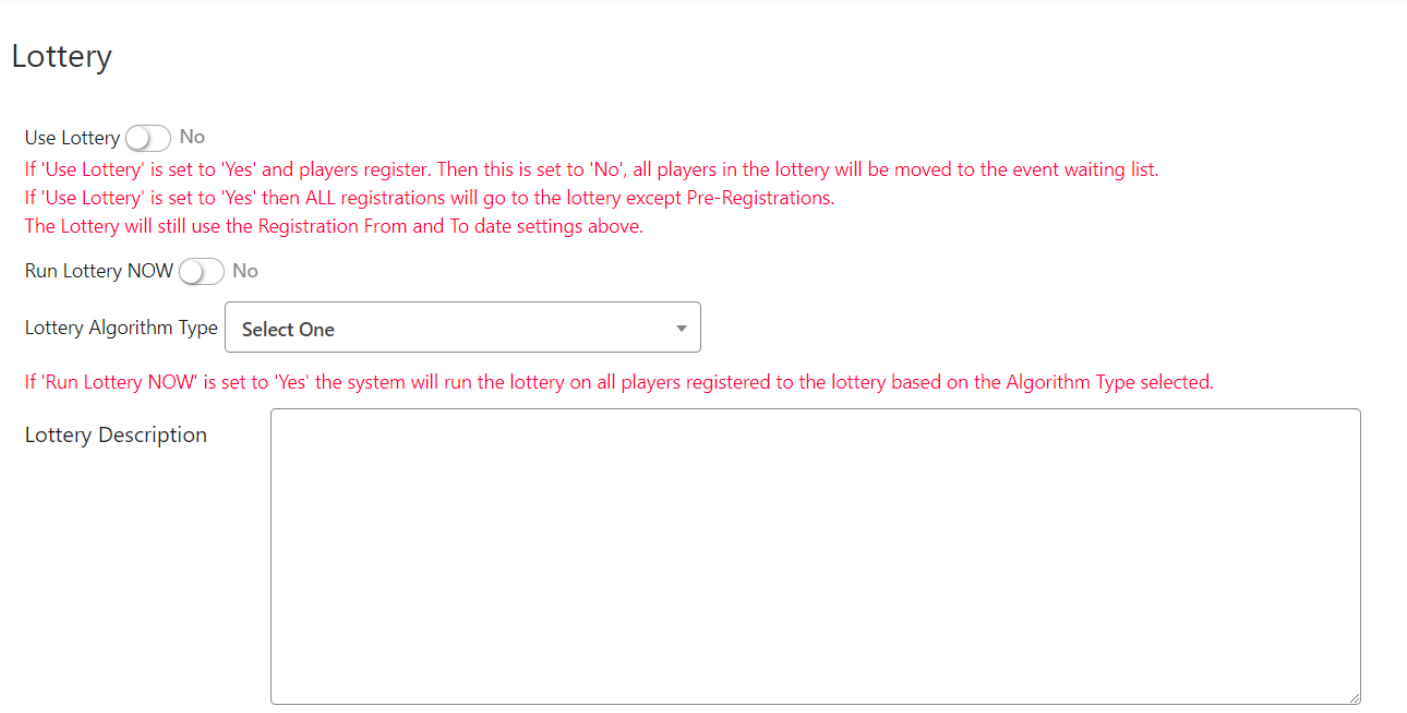
4.2.4.16. Lottery Information

If this tournament will use a lottery to select players, turn that option on and describe your lottery process.

If the lottery is turned on here, all players, except those who are pre-registered, will automatically be entered into the lottery.

Important Lottery Features:

1. Registration fees and user fees are NOT collected for lottery sign ups.
2. Once the lottery registration period ends, online sign ups will close and the TD must run the lottery.
3. If the lottery switch is set to NO *without* running the lottery, all lottery players will be moved to the waiting list.
4. Players selected from the lottery will receive a notice of the events they were selected for including a reminder to pay their registration fee.
5. Registration may then be re-opened for partners of selected players, any remaining spots in events and for the waiting lists.



! The next page outlines the specific details of how each algorithm selection will work with your tournament events.

> You may choose to show players or not by selecting either Yes or No to the “Hide Registered Players” option on this Edit Tournament Settings page.

Once the lottery sign up period ends, turn on the Run Lottery switch and save the page. The lottery will run according to the selected algorithm, placing players in their chosen events. Any remaining players will be moved to the waiting list for their chosen event.

4.2.4.16.1. Lottery Algorithm Selection Options

You must select the algorithm to use for your lottery. Here is a complete description of the options and how they will control the selection of players moved into the tournament when the Run Lottery switch is turned on.

Lottery Algorithm Type

ALL types comply to the specs of the tournament and the events

- **Totally Random**
  Grab random players and enter the events

- **Each player gets in, then random**
  Get as many individual players registered (to maximize registration income) and then we randomize all other remaining openings

- **Strength by skill and age**

If an event specifies **the skill and specifies the age** this is the order of selection.

1. Both players on the team with a rating in the specified skill and both have the correct age
2. Both players on the team have the rating in the specified skill and one has the correct age
3. One player on the team has the rating in the specified skill and that same player has the correct age, the other player is correct age and has .5 less than the specified “From Skill” on the event
4. Everyone else.

- If an event specifies **the skill and has any age** this is the order of selection.

1. Both players on the team with a rating in the specified skill
2. One player on the team with a rating in the specified skill and the other has .5 less than the specified “From Skill” on the event
3. Both players have .5 less than the specified “From Skill” on the event
4. Everyone else.

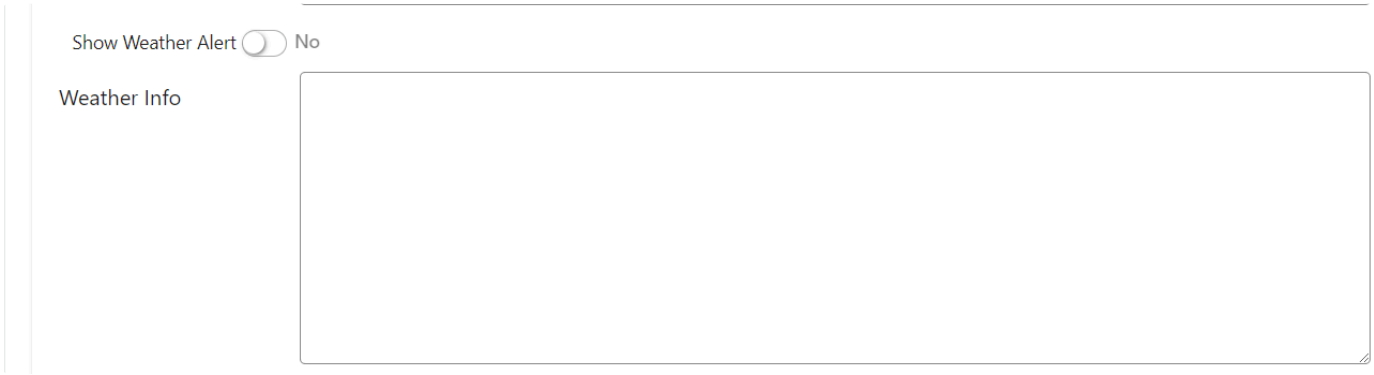
- If an event has **any skill and specifies the age** this is the order of selection.

1. Both players on the team within the specified age
2. One player on the team within the specified age and one player on the team within the next 5 year age span after the “To Age” on the event
3. Both players on the team within the next 5 year age span after the “To Age” on the event
4. Everyone else.

- If an event has **any skill and has any age**
  Random selection

4.2.4.17. Weather Alert

Use this feature to create a weather alert for the tournament. If a weather alert is turned on, it will display as soon as the tournament is select on the main tournament webpage.

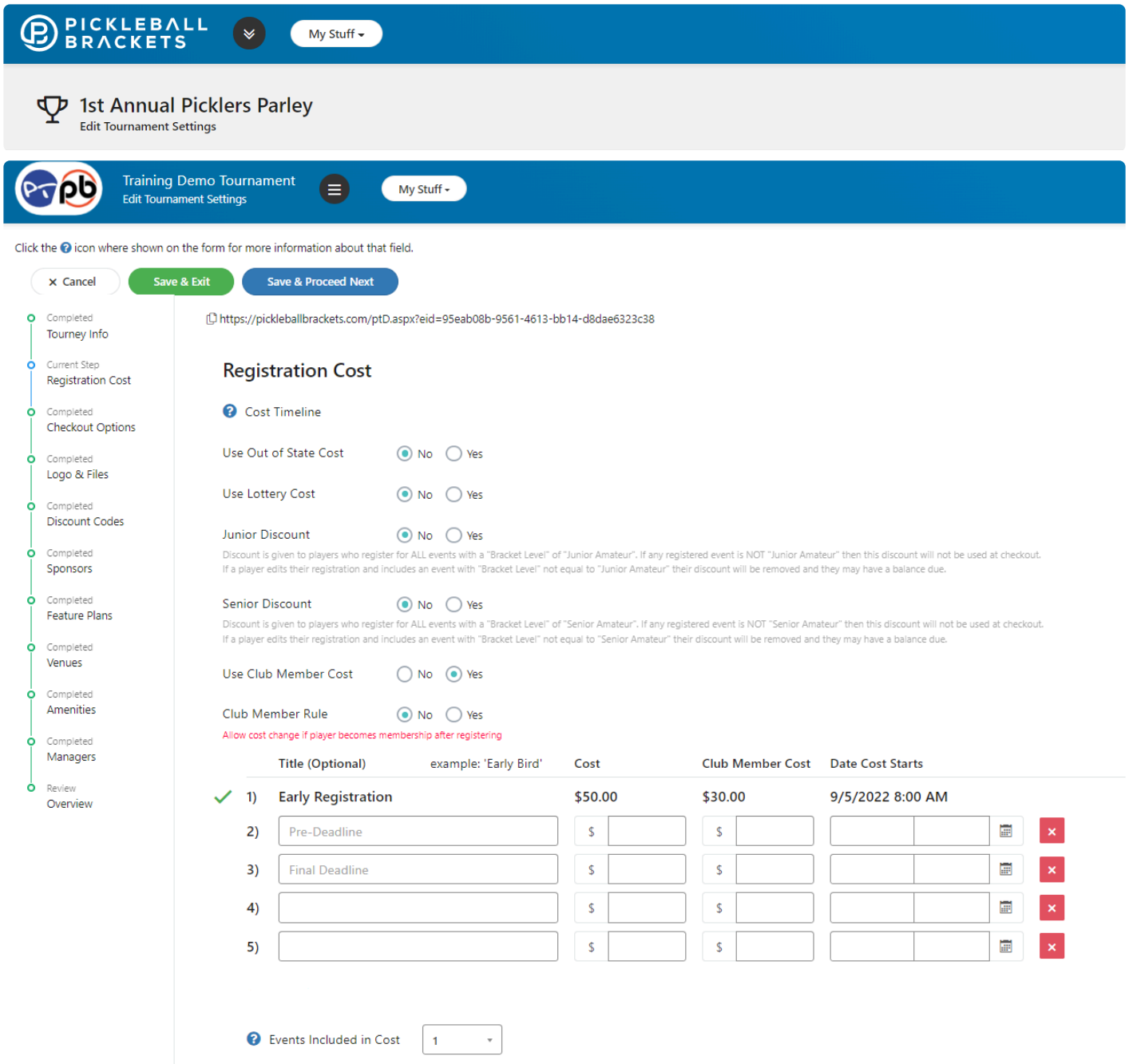


4.2.4.18. Health and Safety

Use this area to post any tournament specific health and/or safety information.

Health & Safety

4.2.4.19. Registration Cost



There are multiple options on this screen that can help set the cost parameters for your tournament.

1. **Cost Timeline** This is the entry fee for the tournament. You can enter up to 5 changes for the cost and set them up based on date ranges. After a date has passed that cost will be locked and cannot be changed.

2. **Turn on the Out of State Cost to create a column for that fee.** The In State Cost will be applied to players who reside in the same state as the tournament venue. All others will be charged the Out of

State Cost.

3. **Turn on the Junior Discount to create a column for that.** Junior Discounts are only applied to players who register exclusively for Junior Amateur events.

4. **Turn on the Senior Discount to create a column for that.** Senior Discounts are only applied to players who register exclusively for Senior Amateur events.

✻ Events can be designated as Junior Amateur or Senior Amateur in the event record. *Discounts do not apply to Pro events*.

5. **Turn on the Lottery Cost to create a column for that fee. and/or the Club Member Cost to create columns for those fees.** You can choose to count the Lottery Cost toward the registration fee or not. (effective soon)

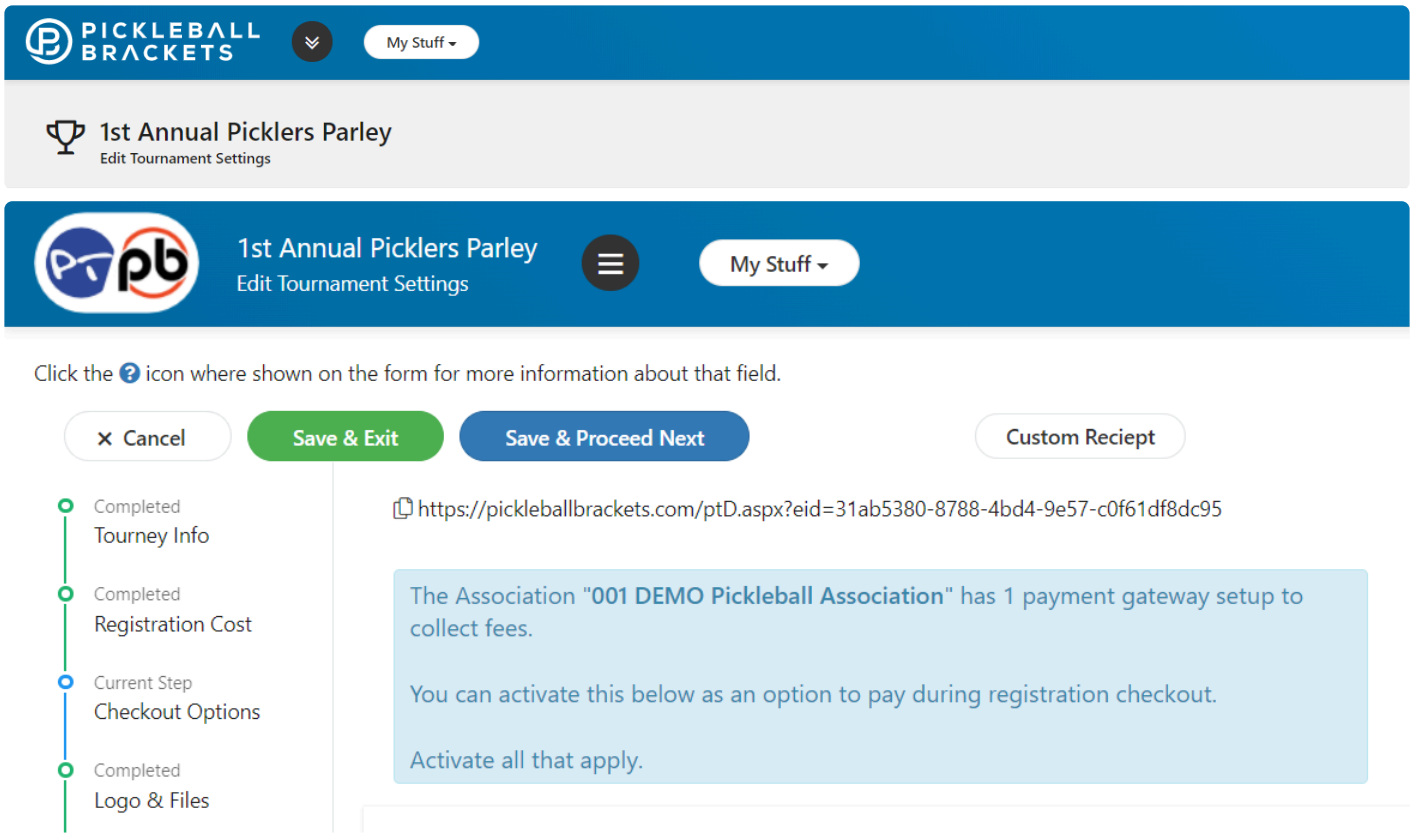
6. **Turn on the Club Member Cost to create a column columns for that fee.** Club member Costs will be applied to current club members registered in you PickleballBrackets.com club. The next question allows you to apply the club member cost to any player who becomes a club member after registering for the tournament.

7. **Events Included in Cost**
   Select the number of events that you wish to include with this tournament registration fee. If you will be charging extra for additional events, that fee will be set when you configure your events.

✻ Individual Event fees are set when you configure your events. Other fees, such as for t-shirts or insurance, are set using user defined fields. None of those should be included here.

! Payment Processing Fees for online registrations through PayPal or Stripe are **NOT** included.

4.2.4.20. Checkout Options



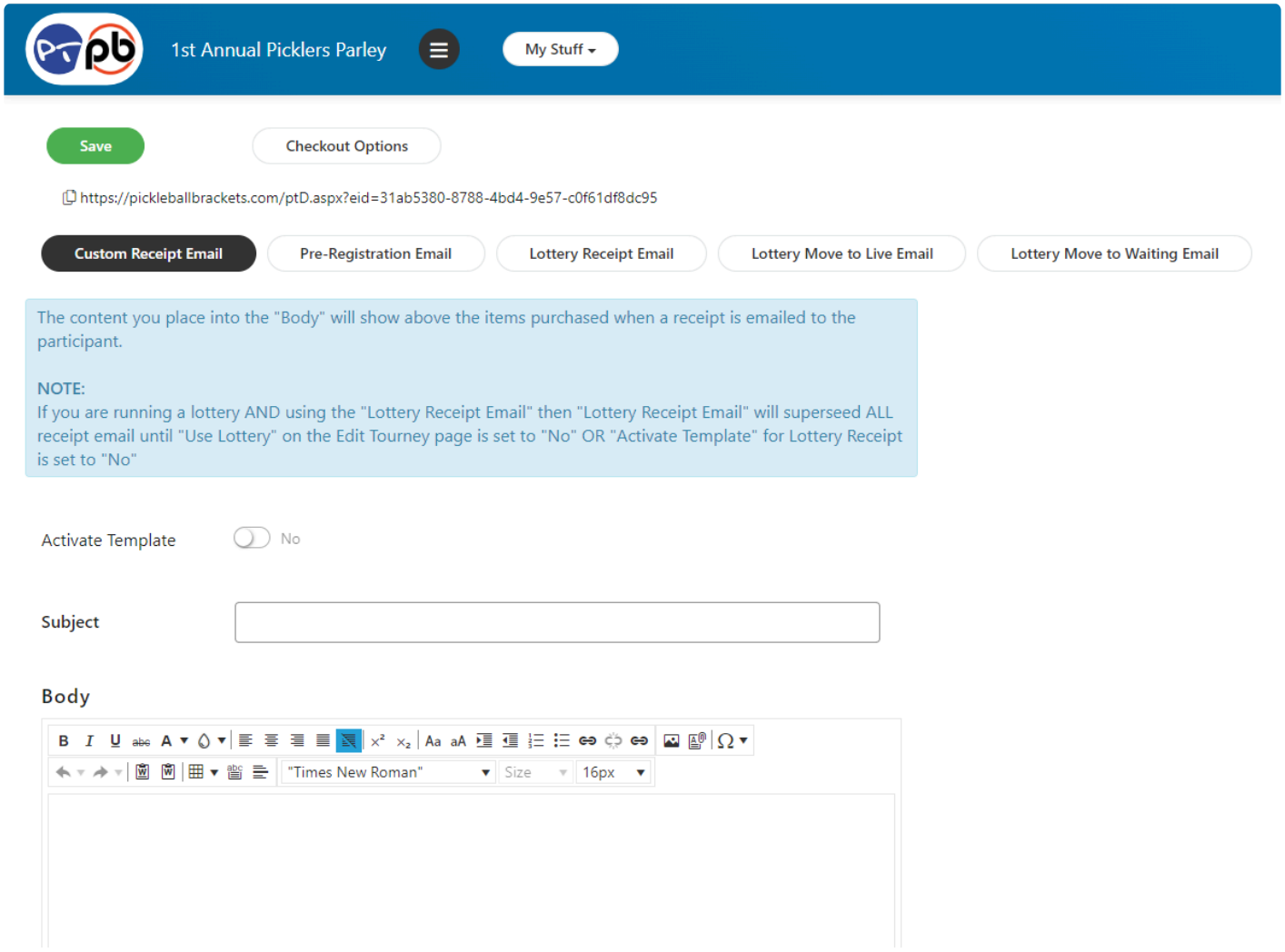
Choose Checkout Options

The organization or club can set up Stripe or PayPal accounts to accept online registration fees and payment for other tournament items. If they have done that, the tournament director or manager will be able to specify that as one of the tournament Checkout Options. If more than one Checkout Option is specified, players will be able to select their preferred payment method.

This page also allows the tournament director to create a custom receipt to be used in place of the standard receipt. Specialized Pre-Registration and Lottery receipts may also be created here. Click the Custom Receipt button for those options.

> ! The online payment option, Stripe or PayPal, **MUST** be set up in the club account before it can be used by any tournament being run by that club.

4.2.4.20.1. Custom Receipt

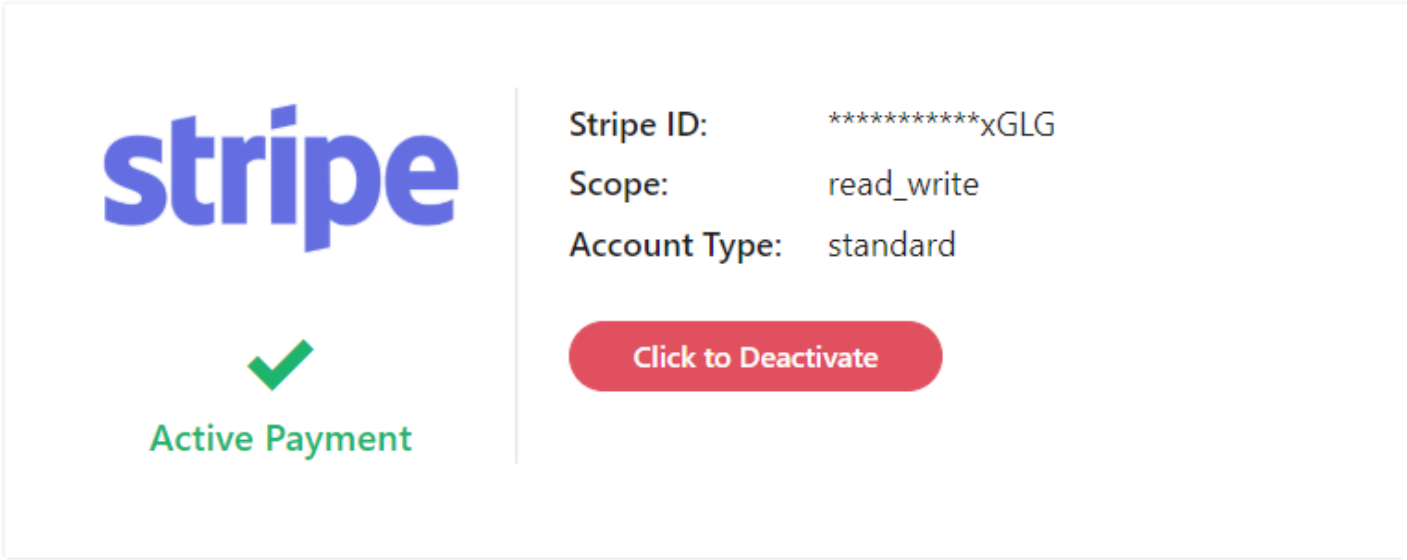


Choose the Type of Custom Receipt Being Created

Create your template and save it. The body of the receipt allows full formatting options similar to a word processing App.

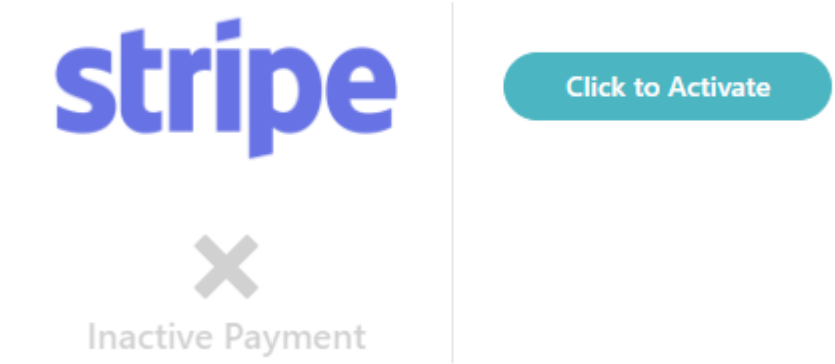
> Be sure to turn on the Activate Template switch to use the custom receipt.

4.2.4.20.2. Stripe



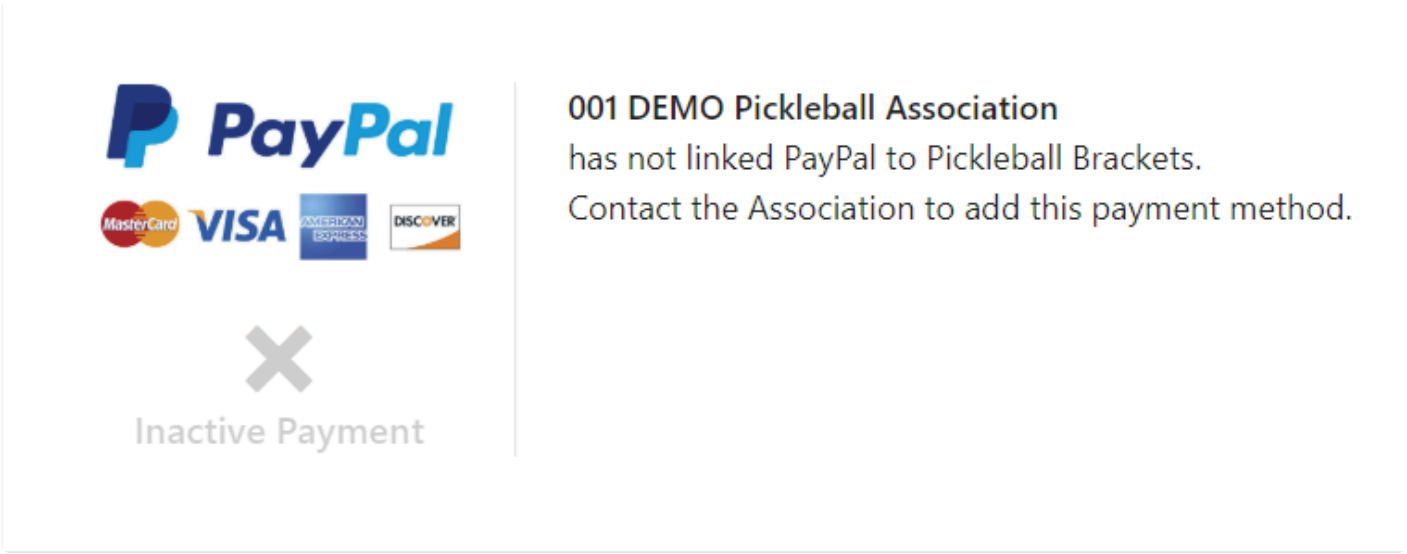
In this example, Stripe is an authorized online payment gateway and has been activated.

If the club has a connected Stripe account that is not active for this tournament, select the activate Stripe button to connect the account.



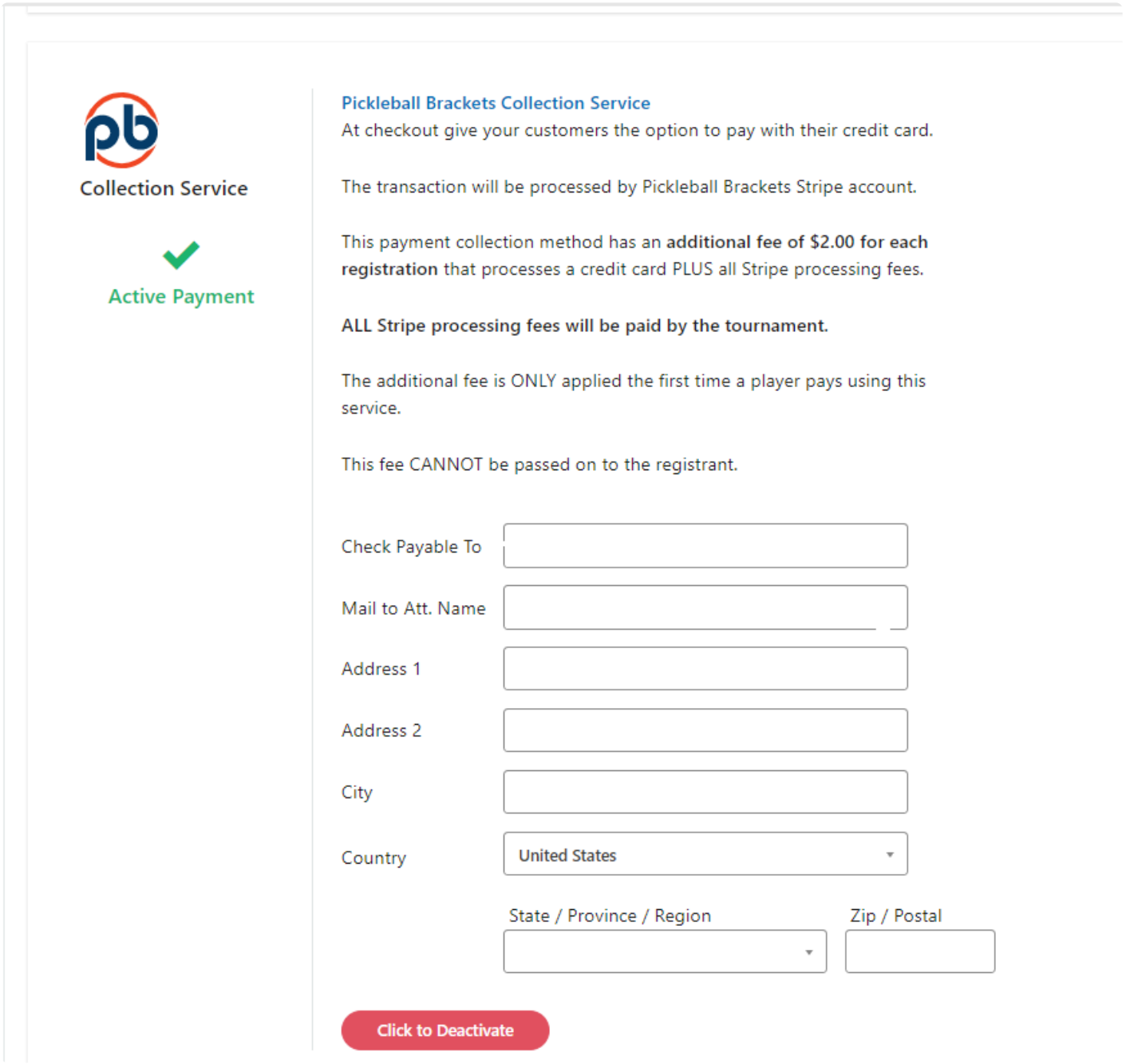
! Stripe accounts must be connected as a payment gateway in the Club record before they can be used for a tournament.

4.2.4.20.3. PayPal



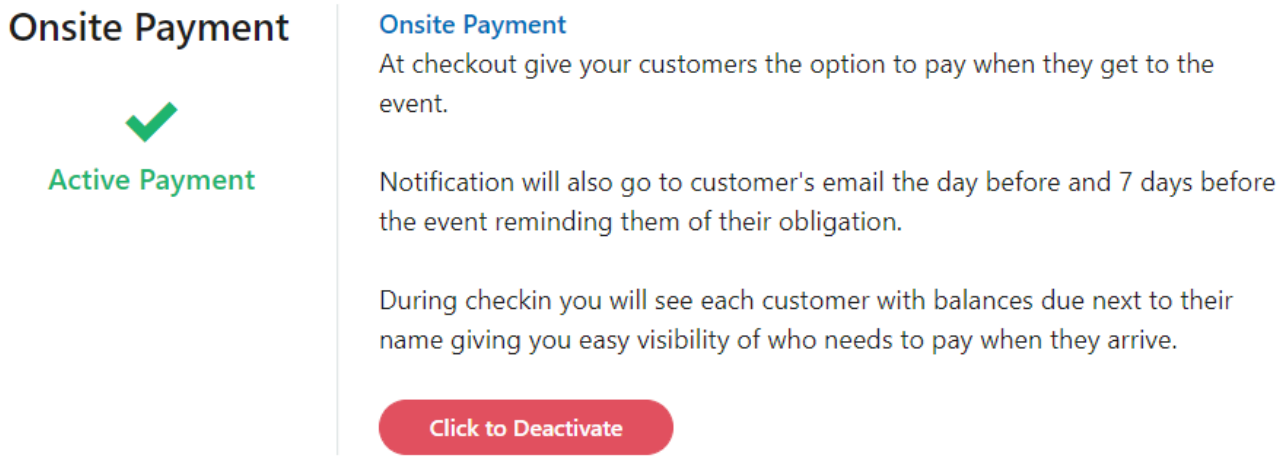
PayPal has not been authorized as an online payment gateway by the organization and, therefore, cannot be activated by the tournament director. **If the Club has a connected PayPal account, you would be able to activate it here.**

4.2.4.20.4. PickleballBrackets Collection Service



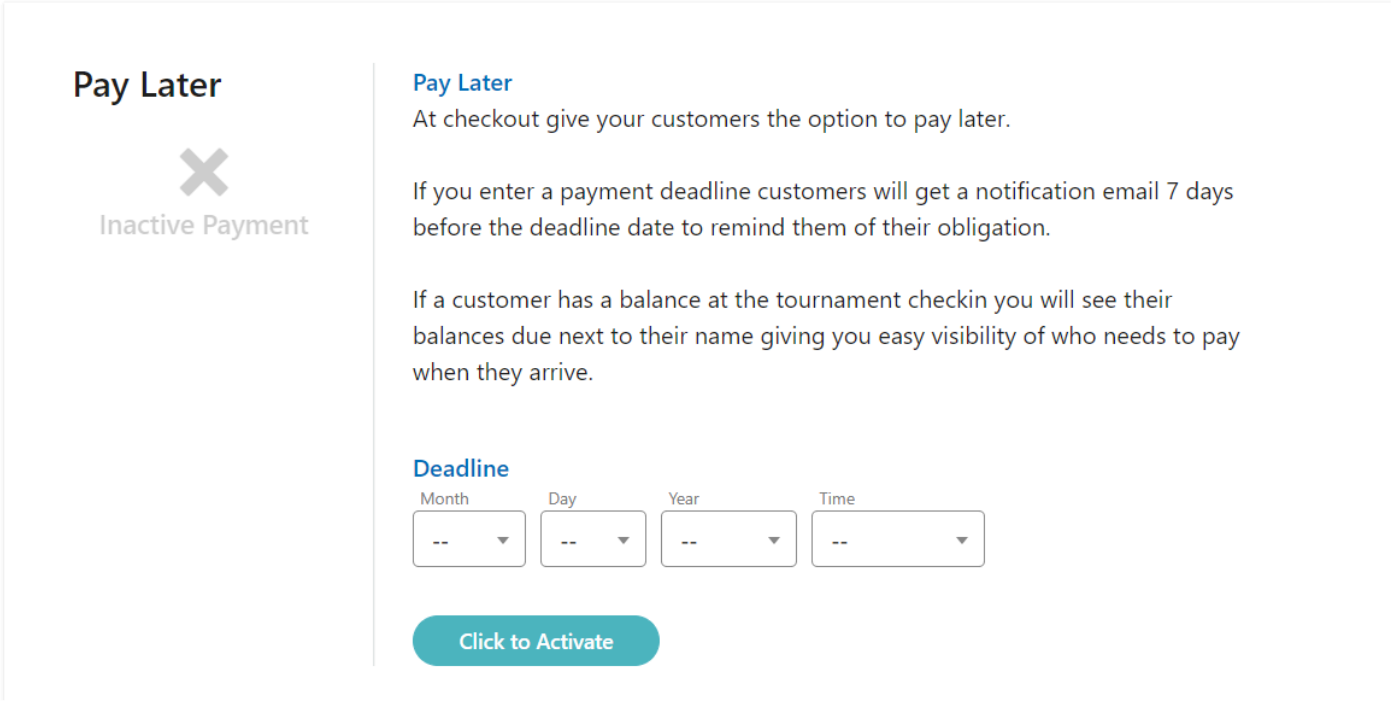
! The collection service is only available if no other online payment process has been selected for the tournament. If PayPal or Stripe are added as the payment processor, the collection service will be turned off.

4.2.4.20.5. Pay on Site

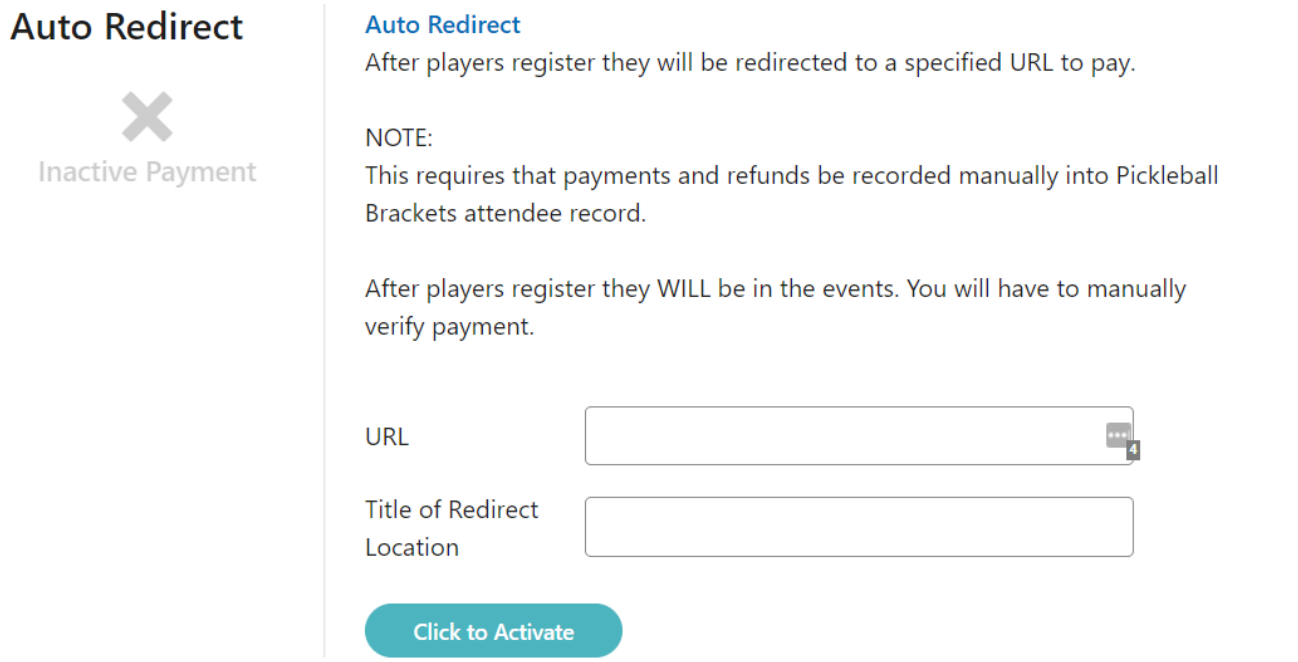


This option allows players to pay on site at the tournament. A reminder will be sent the day before the tournament starts.

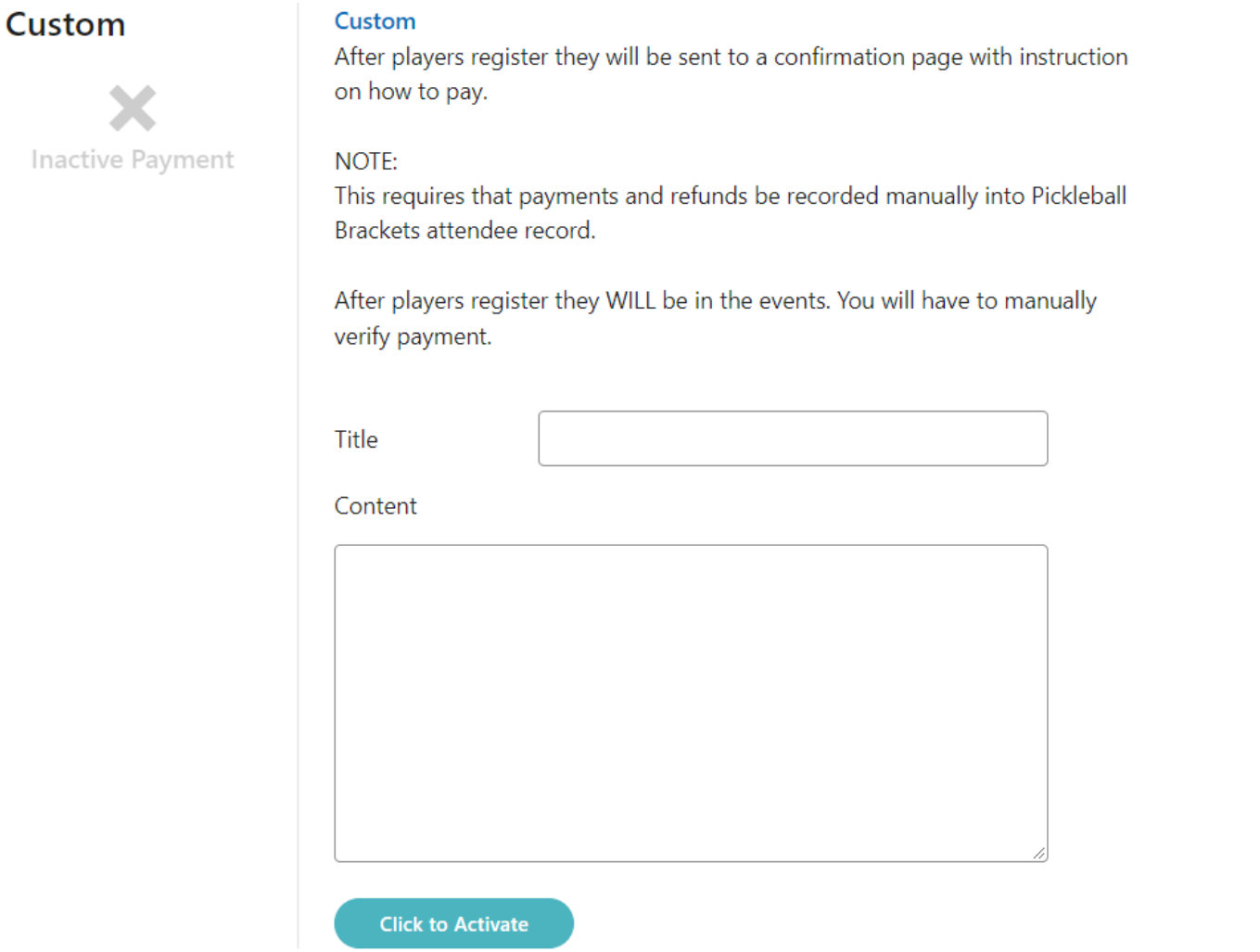
4.2.4.20.6. Pay Later



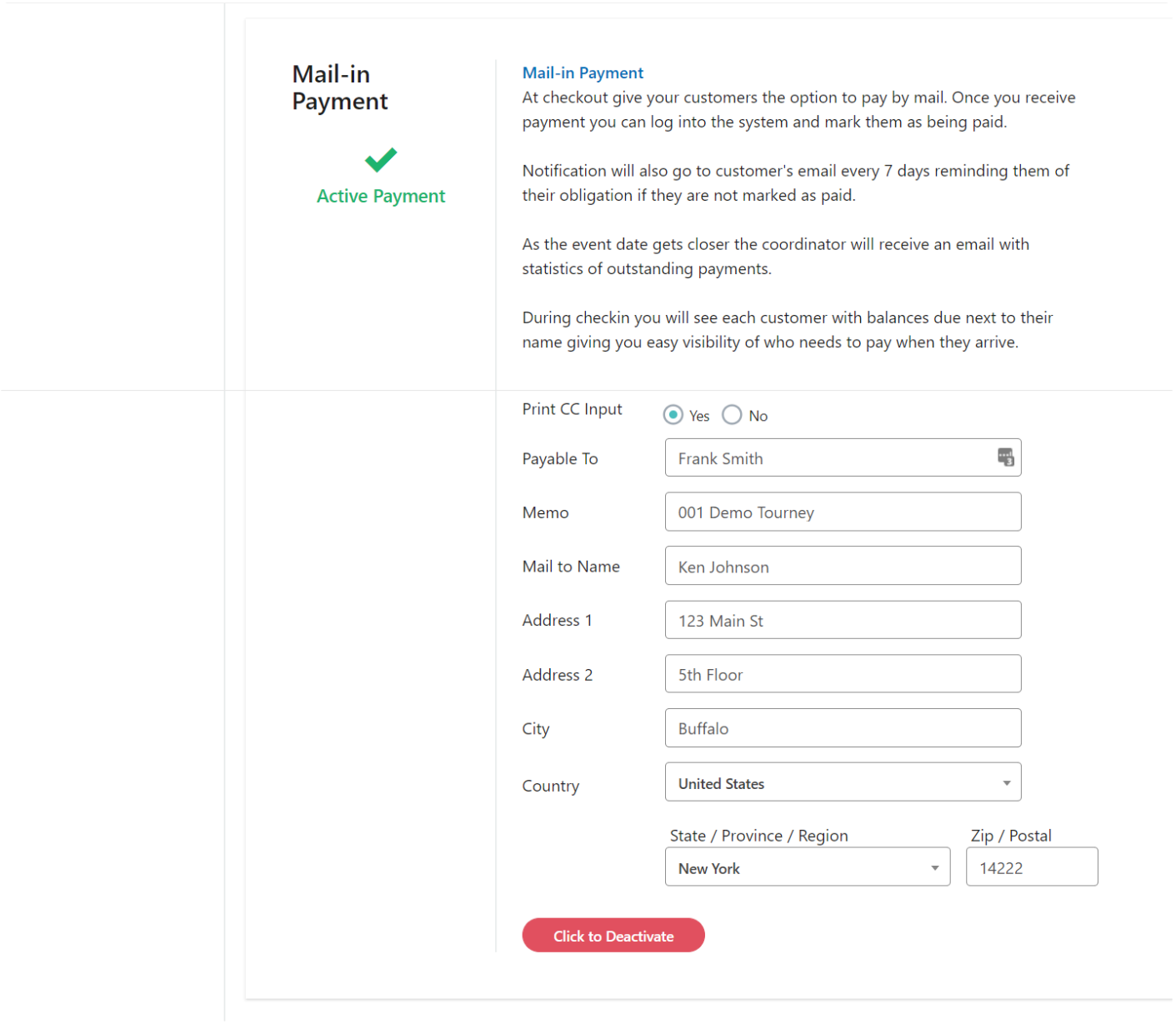
4.2.4.20.7. Auto Redirect



4.2.4.20.8. Custom

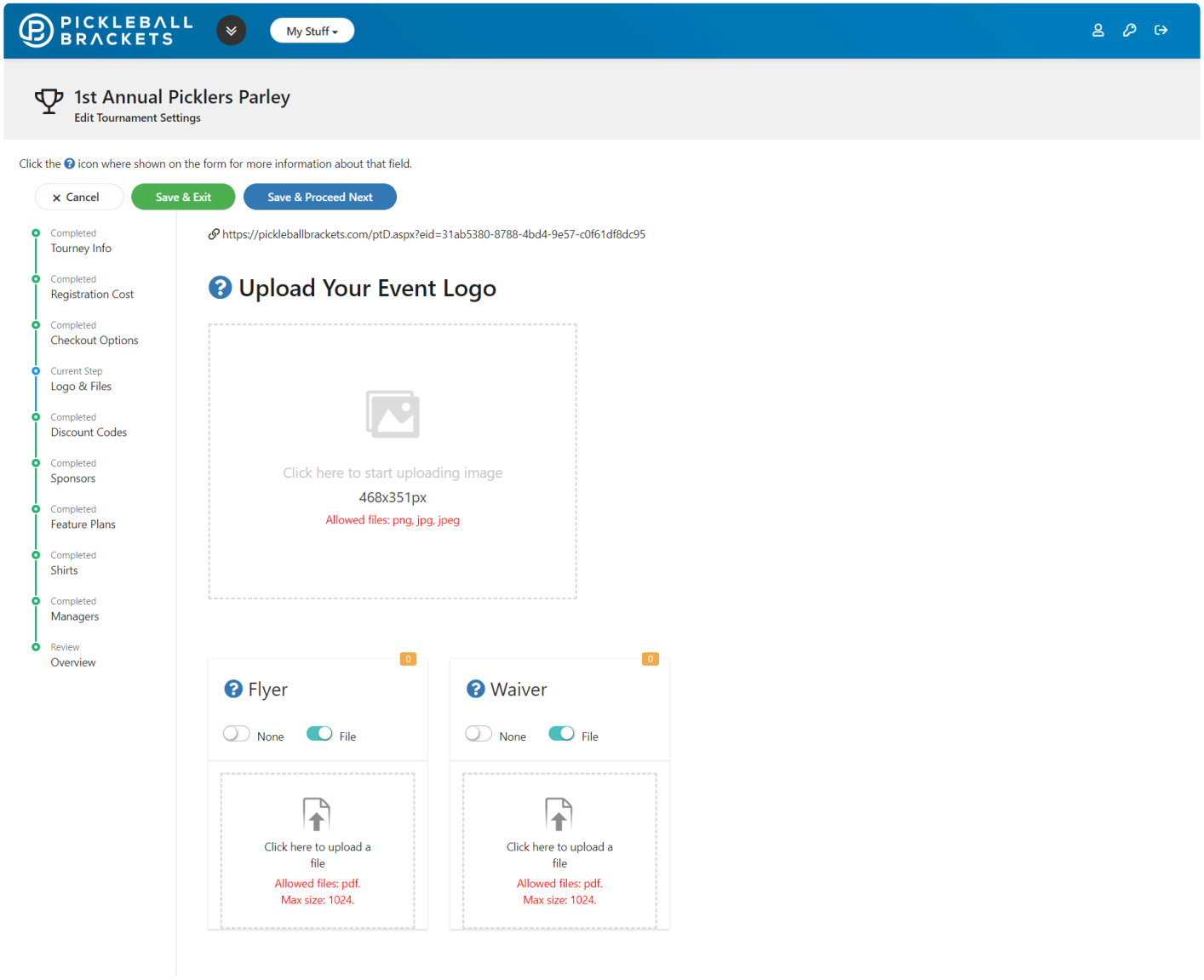


Mail-in Payment



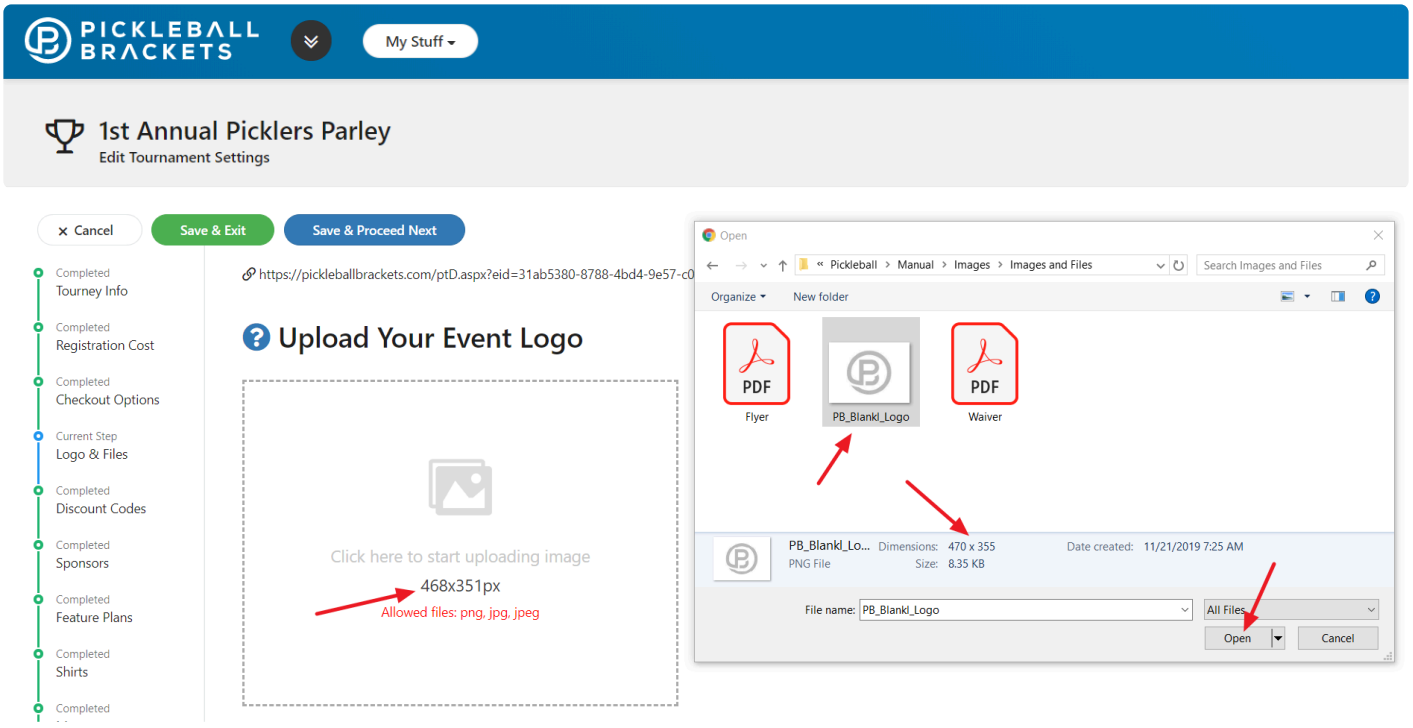
If a player selects the Mail-In Payment method, they will be emailed a bill at the completion of their checkout process. Set the **Print CC Input** button to Yes to include space on the bill for credit card information.

4.2.4.21. Logo & Files



On this page you may upload a tournament logo, add a flyer for download and add a Release of Liability Waiver.

4.2.4.21.1. Logo Upload



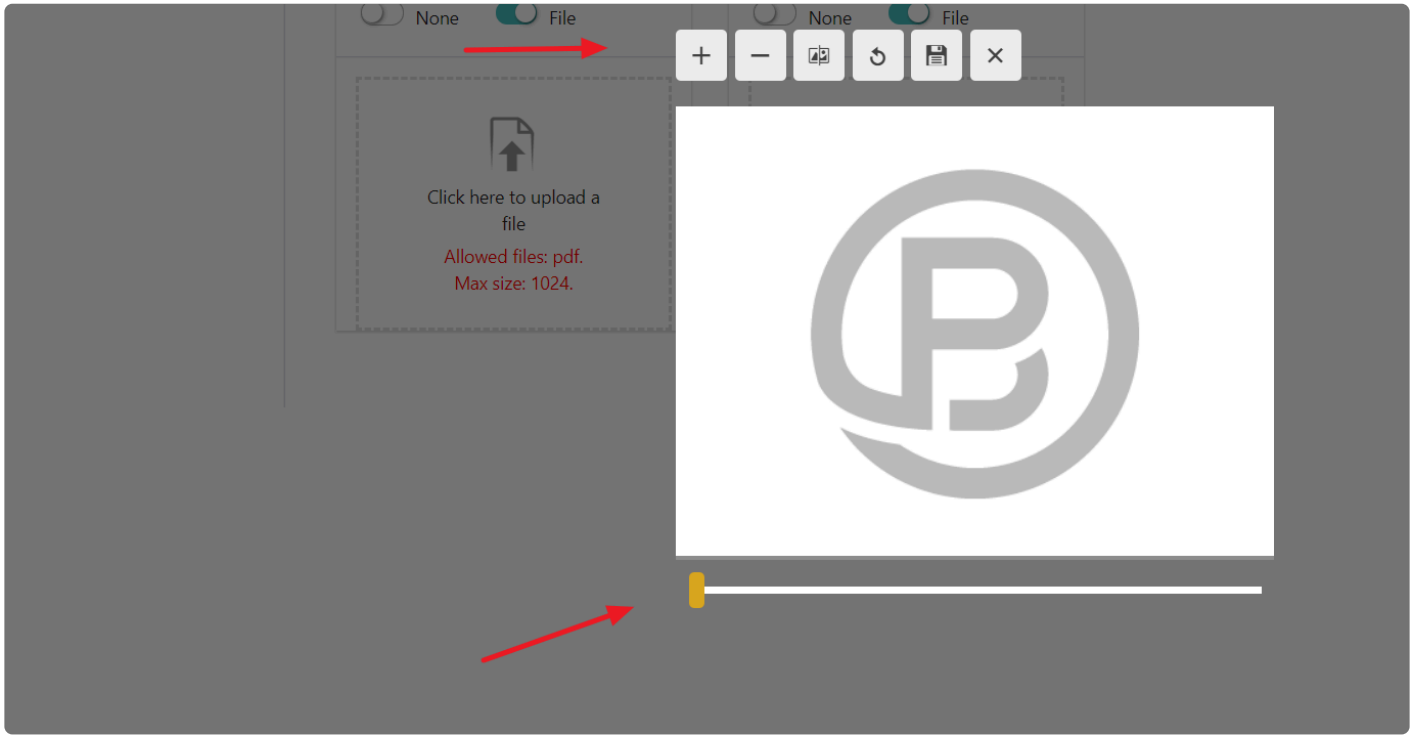
If the event has a logo you can upload it here.

File types accepted are: ‘png’, ‘jpg’, and ‘jpeg’.
The uploaded logo must meet the minimum size of:
Width: 600 pixels.
Height: 315 pixels.
The image **MUST** completely fill the specified area.
NOTE: This is **NOT** an editing software. This upload tool simply allows you to upload and resize your logo to fit our constraints. You may need to use an image editing software prior to uploading to get your desired results.

- Click on the Logo Upload box.
- Either double click on your image or click on your image and select open.

> Your image should not be too much larger than the minimum size. You will be able to crop it to fit but images that are too large may overlap the logo space even after cropping.

Once you upload your image you will see the cropping tool.



Buttons across the top allow you to:

- Zoom In
- Zoom Out
- Auto Resize
- Reset back to the Original Size
- Save the Image
- Cancel the Upload

The slide bar below the image may also be used to zoom in and out.

The following sections of the manual explain how to fit logos that are still too large or are too small.

4.2.4.21.1.1. How to Add a Logo That is Too Large

If your logo is still too large to fit and view correctly, even after you crop it and shrink it, you will have to edit the image before you upload it.

Use an image or photo editing software such a Photoshop or Microsoft Paint for this process. Any software that allows you to shrink an image, by pixels, to a smaller size and specify a canvas size will work.

1. **If your Image is both too wide and too tall.**

- Load the image into the software and shrink it down to the specified upload size.
- For Tournament, Club and League Logos, the size is 600×315 pixels.
- For Sponsors, the size is 458×351 pixels.
- Save the new image as a JPG or PNG file.
- Upload the new image which will fit exactly into the logo space.

2. **If your image is too tall.**

- Load the image into the software.
- Set the width of the image to 600 pixels for Tournaments, Leagues and Clubs or 458 pixels for Sponsor logos.
- Set the canvas size of the image to 600×315 pixels for Tournaments, Leagues and Clubs or 458×351 pixels for Sponsor logos.
- Center the image in the canvas.
- Save the new image as a JPG or PNG file.
- Upload the new image, which will fit exactly into the logo space.

3. **If your image is too wide.**

- Load the image into the software.
- Set the height of the image to 315 pixels for Tournaments, Leagues and Clubs or 458 pixels for Sponsor logos.
- Set the canvas size of the image to 600×315 pixels for Tournaments, Leagues and Clubs or 458×351 pixels for Sponsor logos.
- Center the image in the canvas.
- Save the new image as a JPG or PNG file.
- Upload the new image which will fit exactly into the logo space.

4.2.4.21.1.2. How to Add a Logo That is Too Small

If your logo is too small to fit you will have to edit the image before you upload it.

Use an image or photo editing software such a Photoshop or Microsoft Paint for this process. Any software that allows you to shrink an image, by pixels, to a smaller size and specify a canvas size will work. There are two methods for this.

1. **Increase the image size to fit the space.**

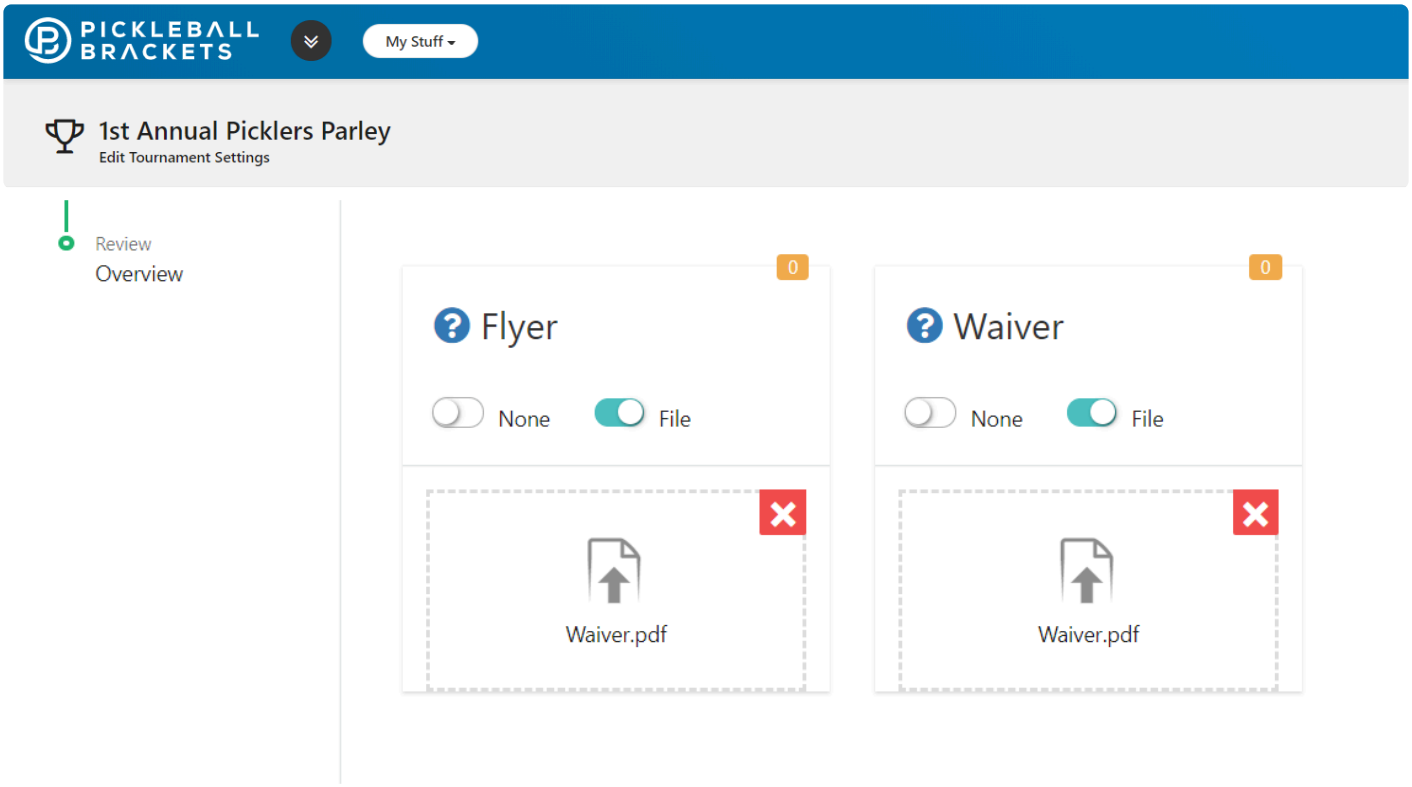
- Load the image into the software and increase it to the specified upload size.
- For Tournament, Club and League Logos, the size is 600×315 pixels.
- For Sponsors, the size is 458×351 pixels.
- Save the new image as a JPG or PNG file.
- Upload the new image which will fit exactly into the logo space.

> ! This process may distort the image since it can change the proportions and resolution.

2. **This is the preferred process to assure the highest resolution and least image distortion.**

- Load the image into the software.
- Set the canvas size of the image to 600×315 pixels for Tournaments, Leagues and Clubs or 458×351 pixels for Sponsor logos.
- Center the image in the canvas.
- Save the new image as a JPG or PNG file.
- Upload the new image, which will fit exactly into the logo space.

4.2.4.21.2. Flyer and Waiver Upload

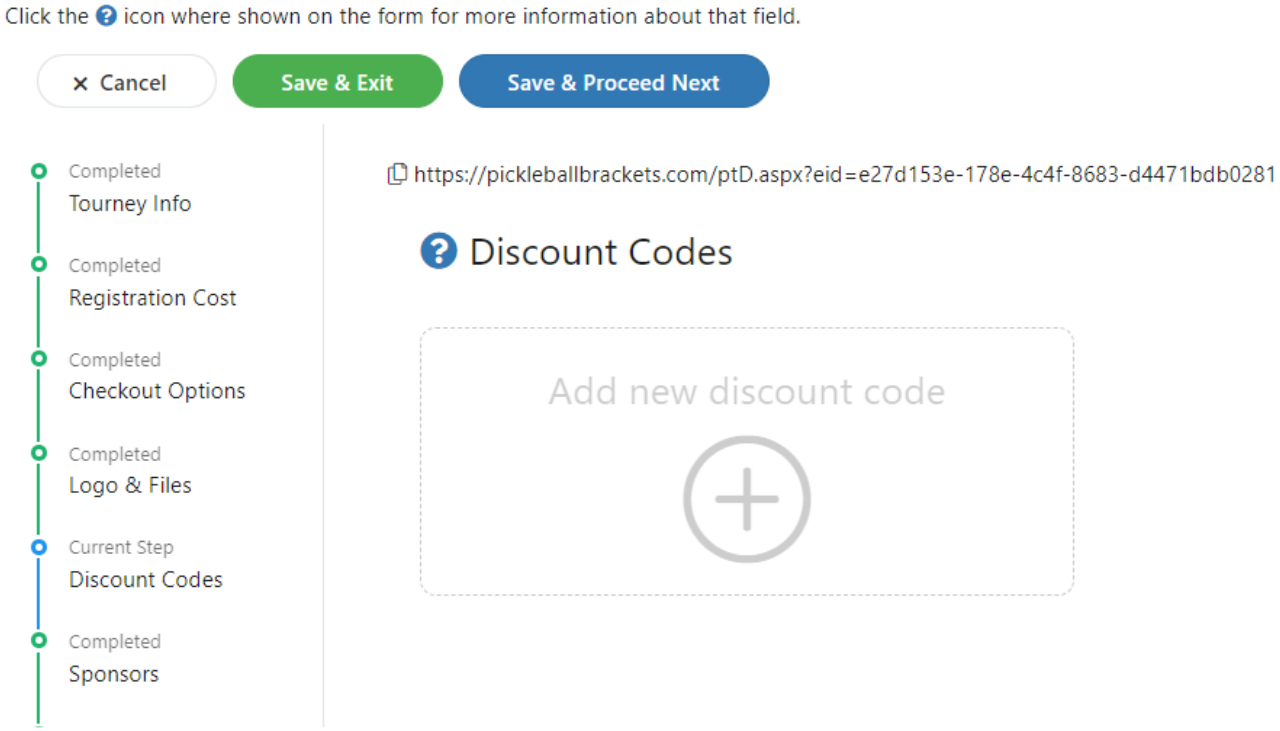


If the event has a flyer or waiver, you may upload them here. Files MUST be in pdf format.

- Flyers will be available on the main tournament page for players to view or download. Turn on the file switch and then click on the box to upload the flyer.
- If you add a waiver, all players will be required to agree to the waiver in order to register. Turn on the file switch and then click on the box to upload the waiver.

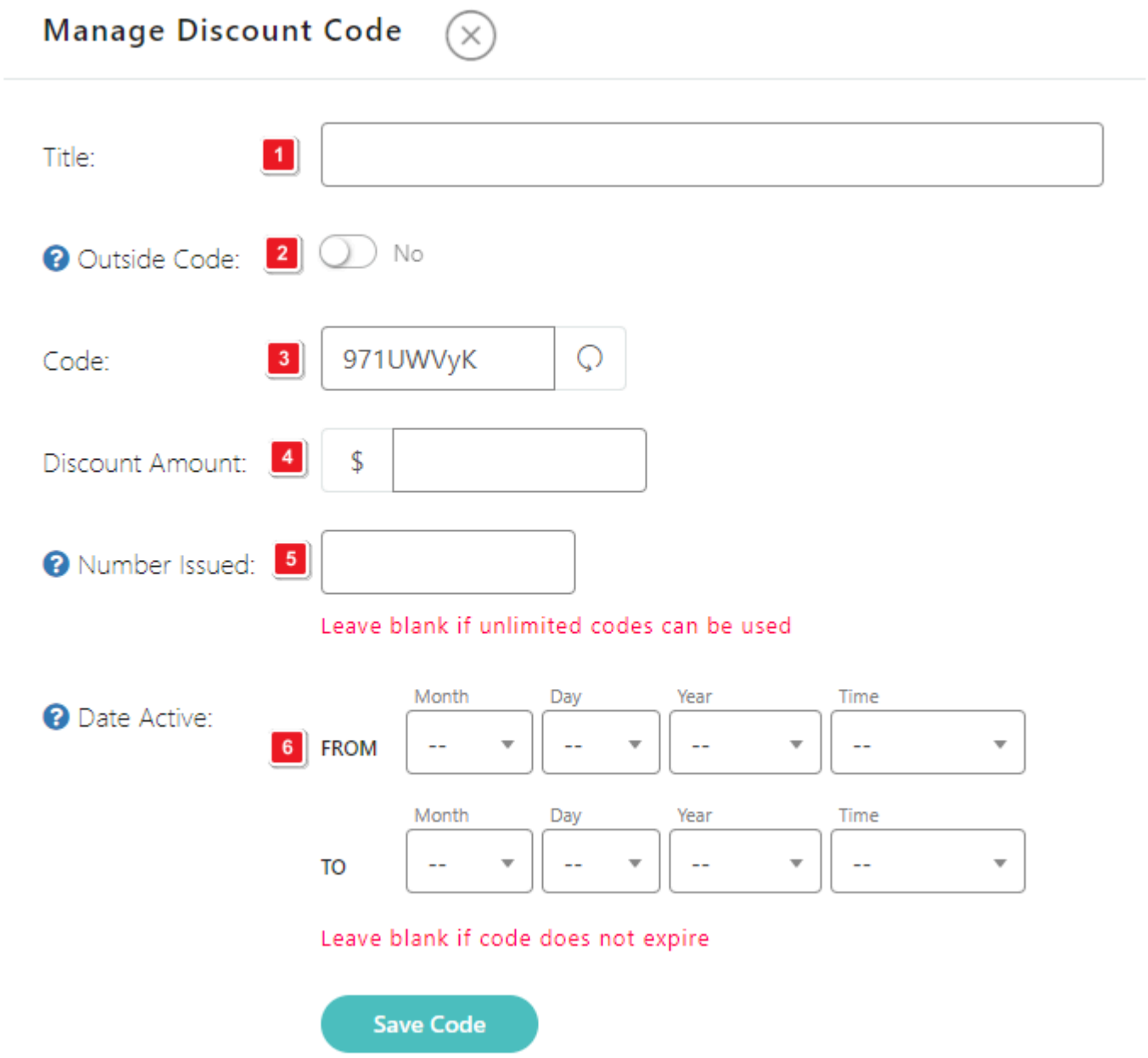
The small orange number in the top right corner of each upload box, shows the number of times that players have viewed the document.

4.2.4.22. Discount Codes



Click on the Plus Sign to Add a Discount Code

4.2.4.23. Manage Discount Codes



1. **Title**
   Give the code a title. That title will appear on the list of discount codes.

2. **Outside Code**
   Use this for outside organizations such as clubs. This field is for future use.

3. **Code**
   The system generates a random code that you can use. You may prefer to type in your own code that might be easier to remember.

4. **Discount Amount**
   The value of the discount as a positive number.

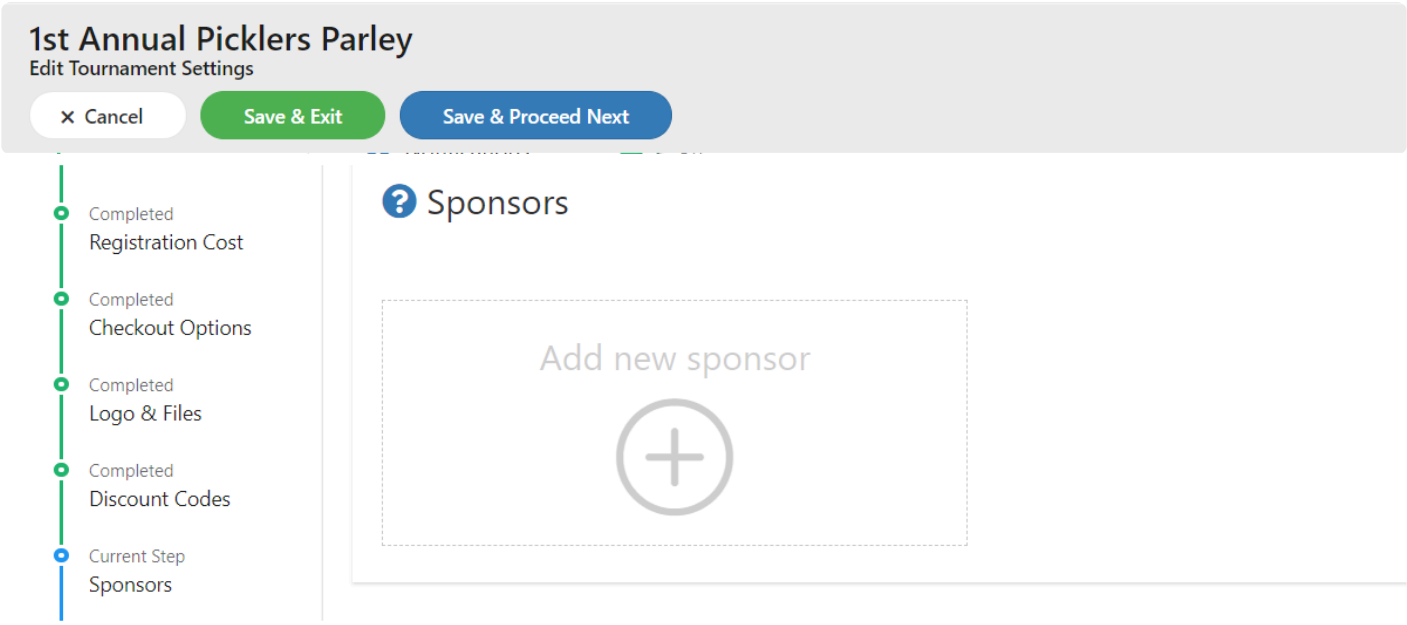
5. **Number Issued**
   Use this to limit the number of discounts available. This feature can be used to promote a tournament by offering discounts to only the first X number of players to register.

6. **Date Active**
   Use this to limit the date range that the code will be valid.

! Once you create a discount code, send it to your players. They can use it when they reach the registration checkout screen.

4.2.4.24. Sponsors

Sponsor information can be added here. Sponsor logos will appear at the bottom of the main tournament page and in all emails sent to players. Click on the + sign to add a sponsor.



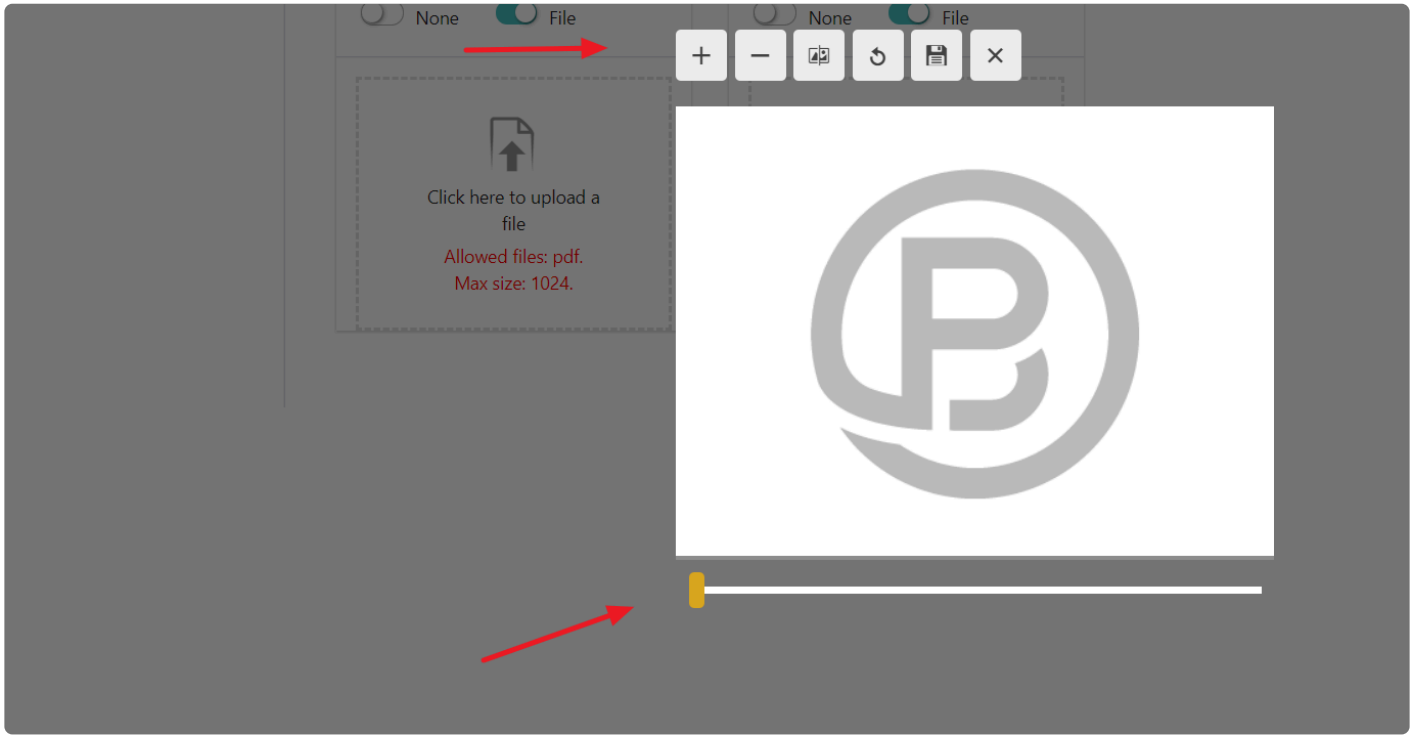
If the sponsor has a logo you can upload it here.

File types accepted are: ‘png’, ‘jpg’, and ‘jpeg’.
The uploaded logo must meet the minimum size of:
Width: 458 pixels.
Height: 351 pixels.
The image **MUST** completely fill the specified area.
NOTE: This is **NOT** an editing software. This upload tool simply allows you to upload and resize your logo to fit our constraints. You may need to use an image editing software prior to uploading to get your desired results.

- Click on the Logo Upload box.
- Either double click on your image or click on your image and select open.

Your image should not be too much larger than the minimum size. You will be able to crop it to fit but images that are too large may overlap the logo space even after cropping.

Once you upload your image you will see the cropping tool.



Buttons across the top allow you to:

- Zoom In
- Zoom Out
- Auto Resize
- Reset back to the Original Size
- Save the Image
- Cancel the Upload

The slide bar below the image may also be used to zoom in and out.

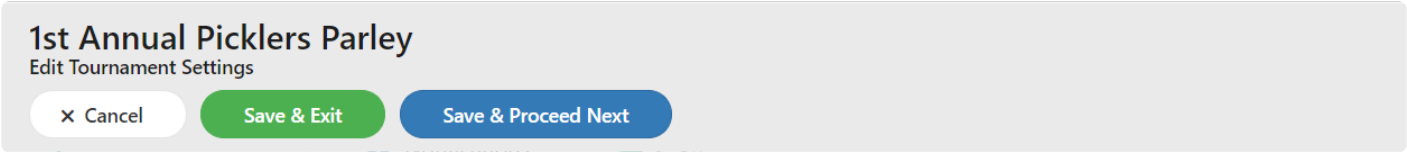
> ! Make sure to save the image using the Save icon after you add the logo or make any changes. Save the page when you are done.

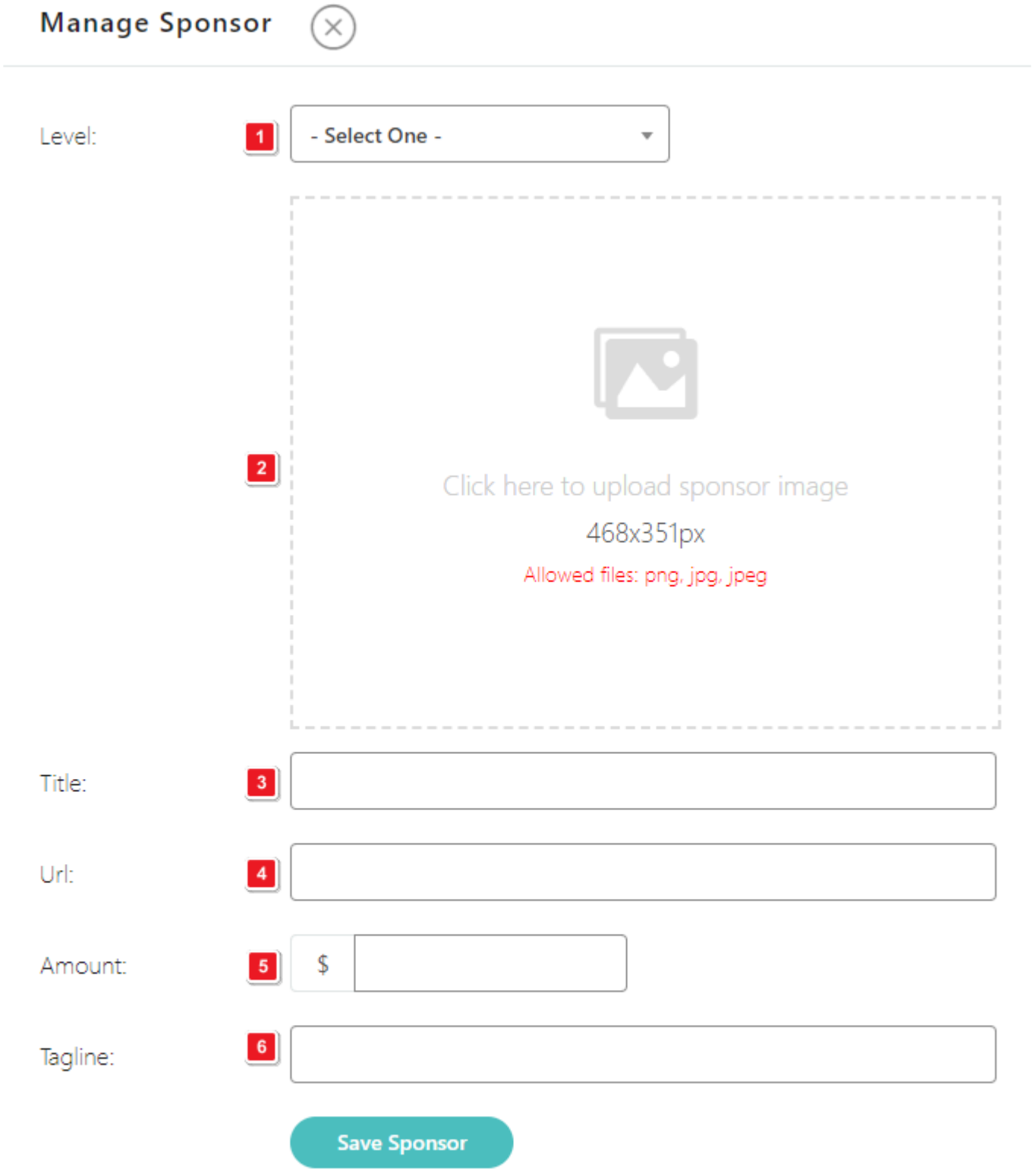
These sections of the manual explain how to use image editing software to change the size of a logo if it is too large or too small to fit.

How to Add a Logo That is Too Large

How to Add a Logo That is Too Small

4.2.4.25. Sponsor Details




Manage Sponsor
Level:
1
- Select One -
2
Click here to upload sponsor image
468x351px
Allowed files: png, jpg, jpeg
Title:
3
Url:
4
Amount:
5
$
Tagline:
6
Save Sponsor

1. **Sponsor Level**
   Select a sponsor level from the drop down menu. Available choices are Title, Platinum, Gold, Silver, Bronze, Tour, Platinum Paddle, Gold Paddle, Silver Paddle, Partner and No Level.

2. **Logo upload**
   Upload the sponsor logo here. The process is the same at that used for the tournament logo.

3. **Title**
   The name of the sponsor.

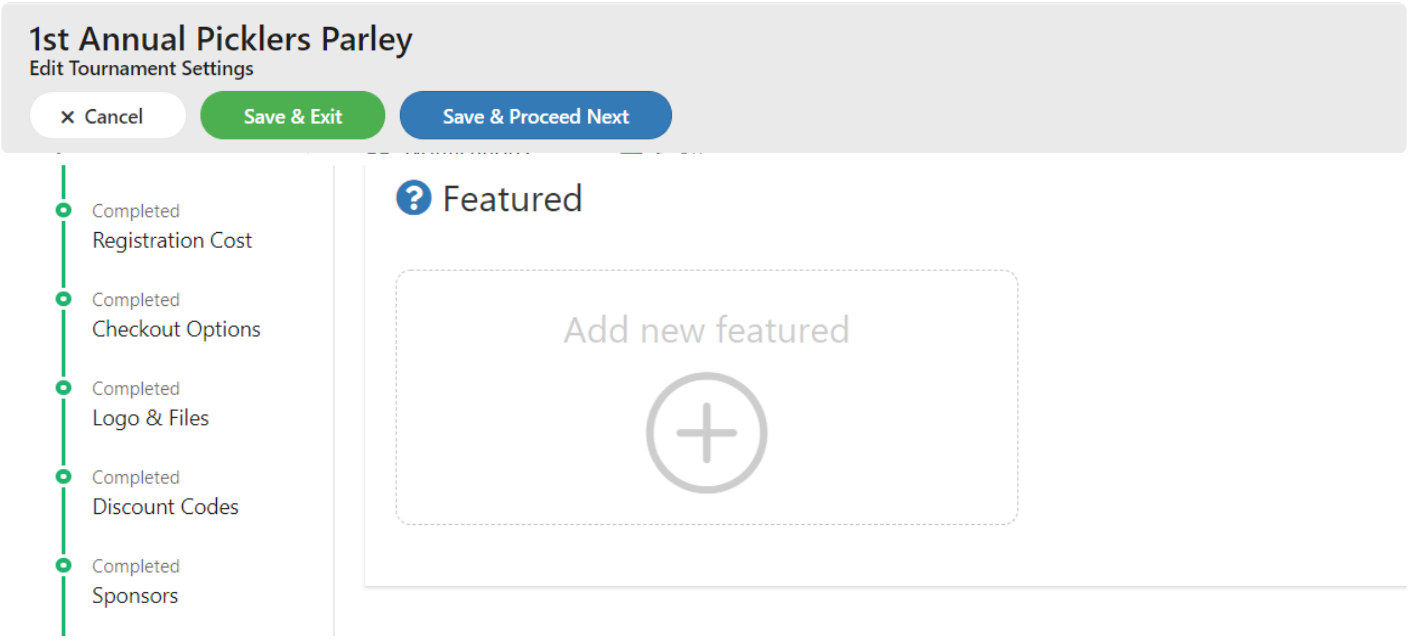
4. **URL**
   If the sponsor has a website, include the address here and players who click on the sponsor logo will be directed to their website.

5. **Amount**
   This is optional. It does not display on the tournament website.

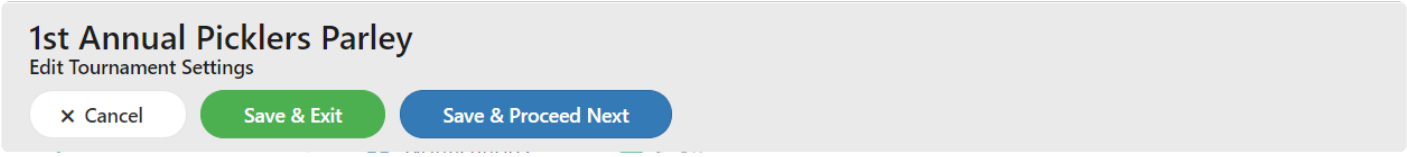
6. **Tagline**
   If the sponsor has an advertising slogan, include it here and it will display below the sponsor name.

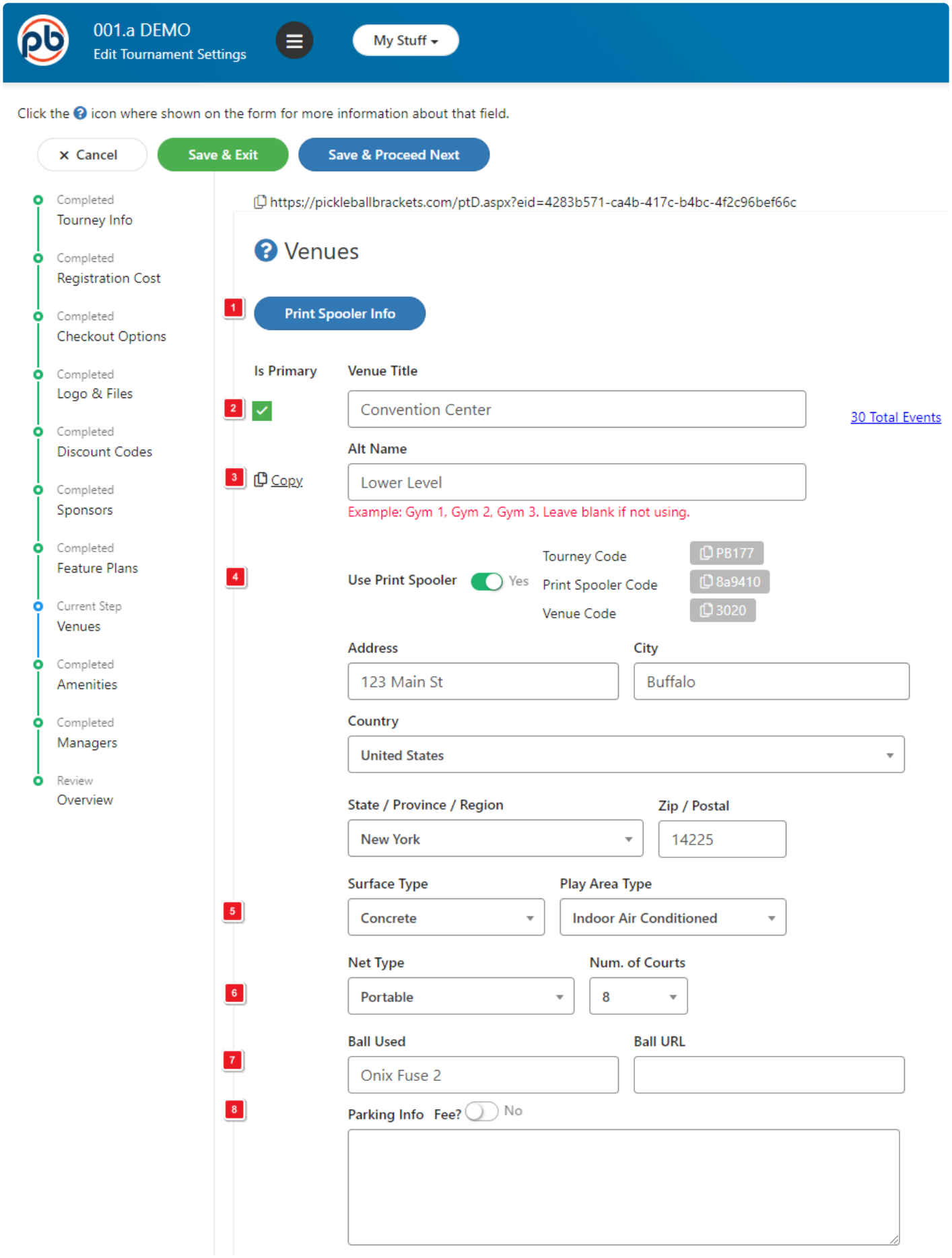
4.2.4.26. Feature Plans

This is for future use.



4.2.4.27. Venues



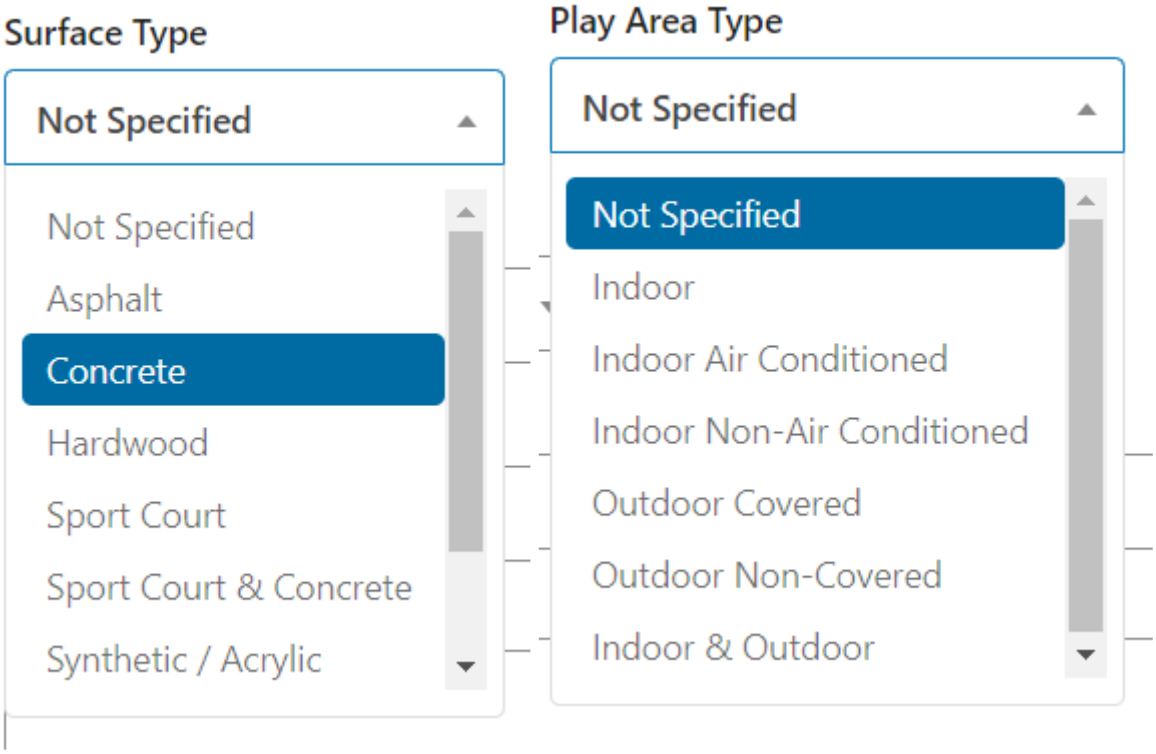

001.a DEMO
Edit Tournament Settings
My Stuff
Click the icon where shown on the form for more information about that field.
Cancel
Save & Exit
Save & Proceed Next
Completed Tourney Info
Completed Registration Cost
Completed Checkout Options
Completed Logo & Files
Completed Discount Codes
Completed Sponsors
Completed Feature Plans
Current Step Venues
Completed Amenities
Completed Managers
Review Overview
https://pickleballbrackets.com/ptD.aspx?eid=4283b571-ca4b-417c-b4bc-4f2c96bef66c
Venues
1
Print Spooler Info
Is Primary
Venue Title
2
Convention Center
30 Total Events
Alt Name
3
Copy
Lower Level
Example: Gym 1, Gym 2, Gym 3. Leave blank if not using.
4
Use Print Spooler
Yes
Tourney Code
PB177
Print Spooler Code
8a9410
Venue Code
3020
Address
123 Main St
City
Buffalo
Country
United States
State / Province / Region
New York
Zip / Postal
14225
Surface Type
Concrete
5
Play Area Type
Indoor Air Conditioned
Net Type
Portable
6
Num. of Courts
8
Ball Used
7
Onix Fuse 2
Ball URL
8
Parking Info
Fee?
No

Each physical location used by the tournament should be created here. These locations will be used when creating events, courts, and when generating the daily planner.

1. **Print Spooler Info –** Click here to download the print spooler and for complete instructions for use of the print spooler to direct all printing to one central printer.
2. **Venue Title –** The venue should have a formal name that will display on the tournament website and will help identify the venue for potential players. It can also have an informal or alternate name. Check Yes if this is the primary location for the tournament. The primary location will be used on the details screen and anytime the address is displayed on behalf of the tournament.
3. **Copy –** Click here to make a copy of this location. If you are adding additional locations, you will be able to modify the copy.
4. **Use Print Spooler –** Score sheets and tournament reports may be printed using the print spooler to a central printer or without using a print spooler to a printer that is directly connected to a local computer. Turn this switch on to use the print spooler. See the next page of this manual for print spooler installation and usage instructions.

> ! If the tournament is not using the print spooler, this switch **MUST** be turned off.

5. **Surface and Play Area –** These options tell players what the playing conditions of the tournament and facility are.

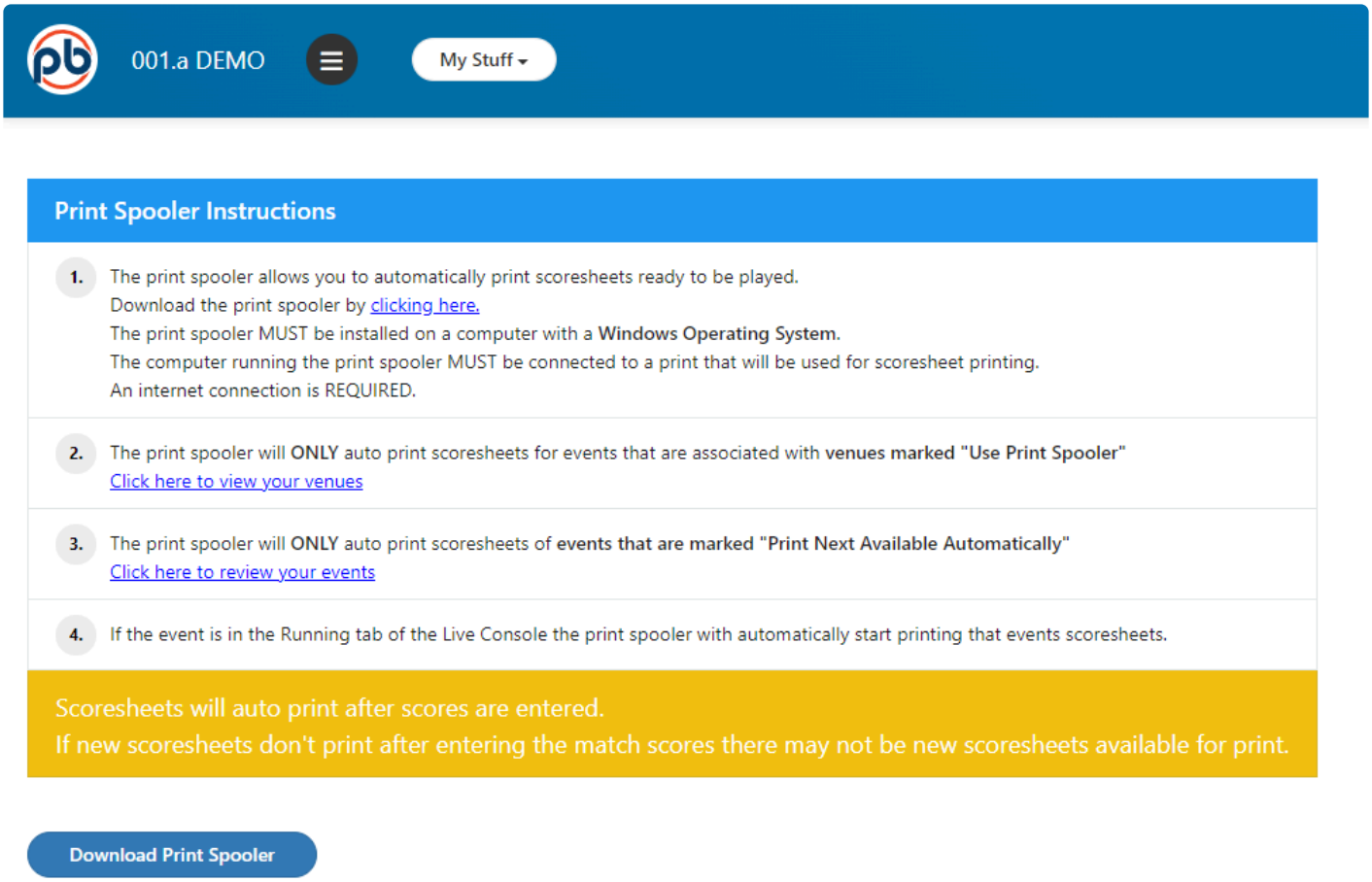


6. **Ball –** List the tournament ball here. You may also include a link for players to visit the official ball

website.

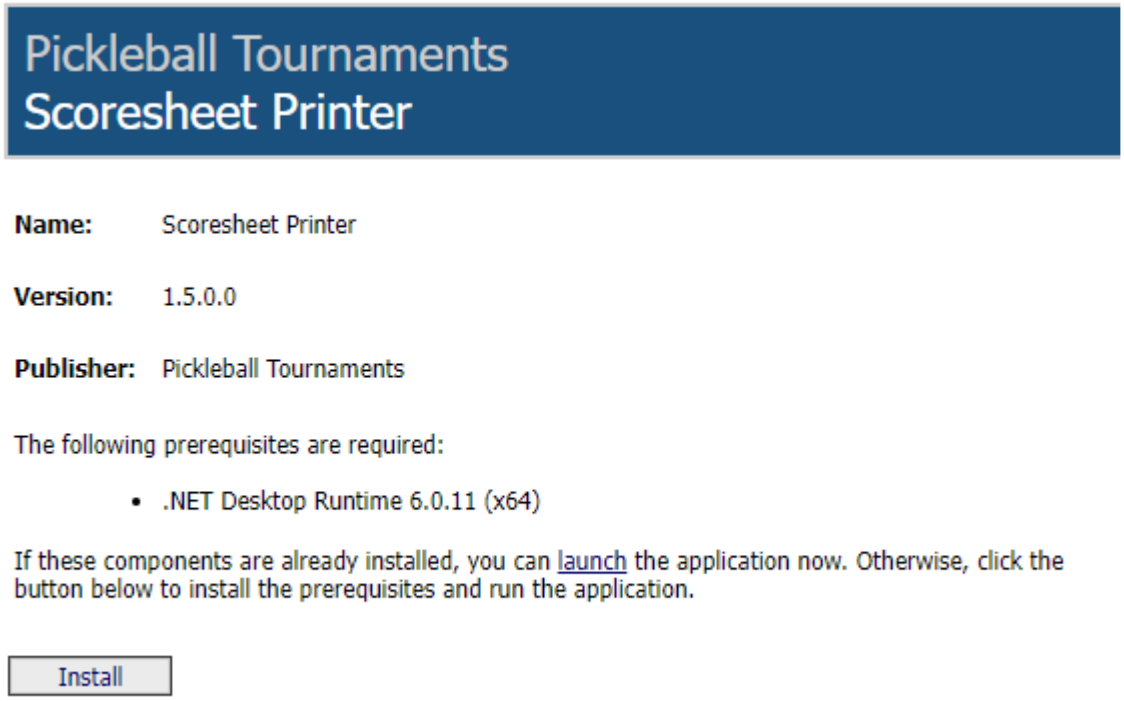
7. **Parking Info-** Select Yes or No for a parking fee and use the box for detailed descriptions of the parking area and its location relative to the playing venues.
8. **Add New –** Use this button to add a new location. (you may also use the copy link above for the same purpose.)

4.2.4.27.1. Print Spooler Instructions

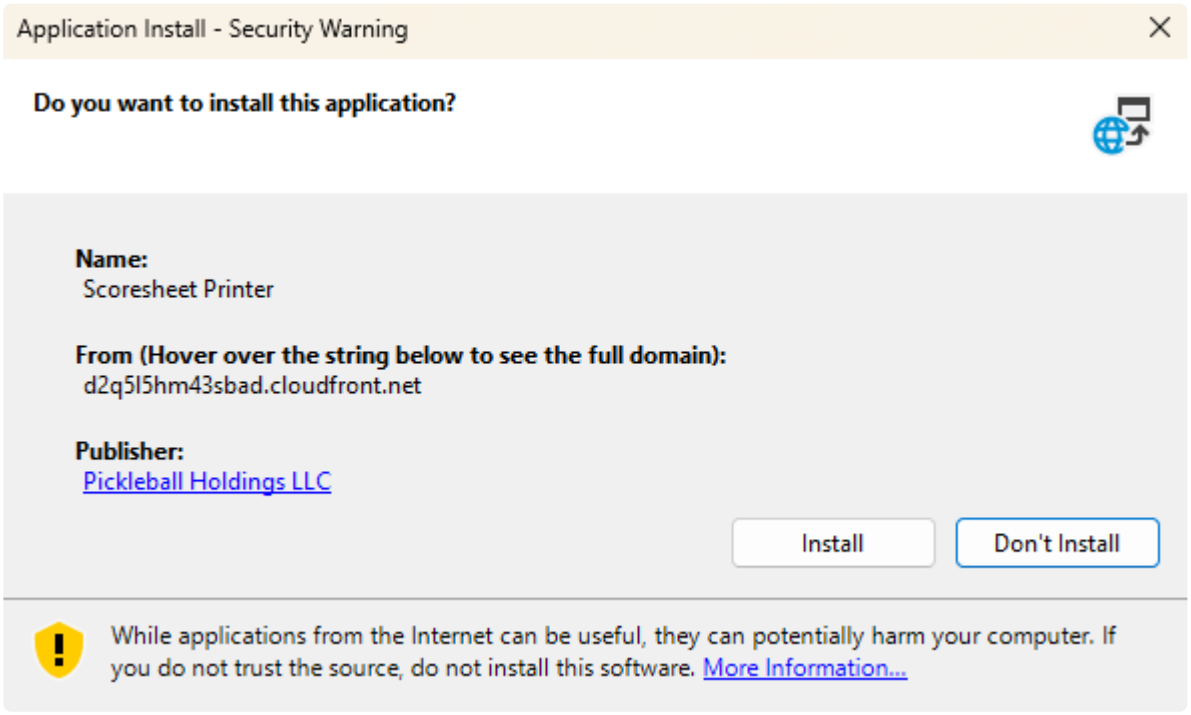


The Print Spooler Application has been implemented in the Pickleball Brackets software. If you have used the application in PIckleball Tournaments, please be advised you will need to install the new version of the application to be used in Pickleball Brackets. Click on the Download button to install the print spooler.

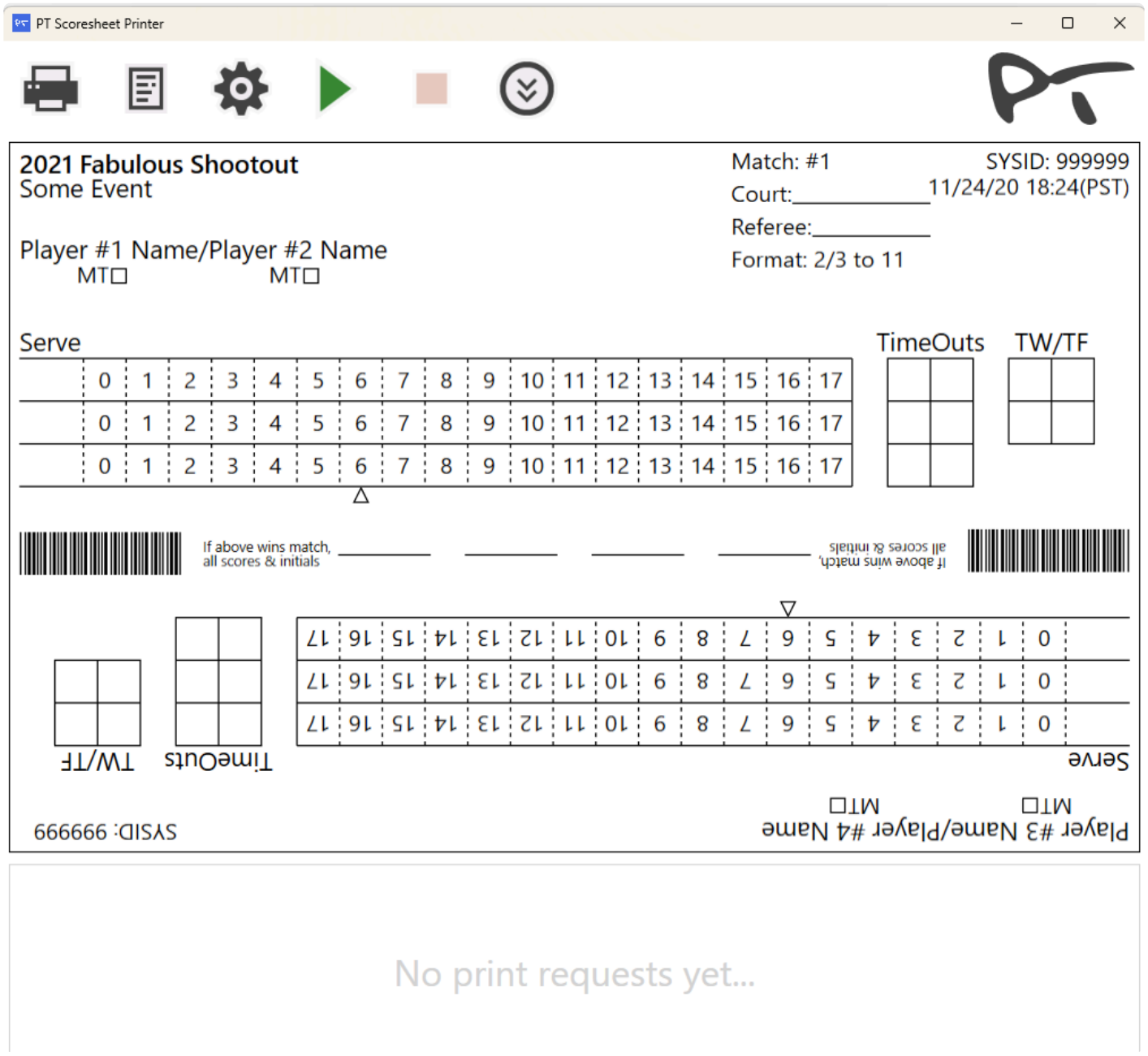
4.2.4.27.2. Installing the Print Spooler



Click the Install button to download the print spooler installation file. The installation file, setup.exe, will be downloaded, usually to the download folder on your computer. Navigate to that folder and double click on the name of the file. Once the process begins, you will see the following screen. Click on Install to continue.



When installation is complete, the program will automatically open and the following screen will appear.



! Installation of the print spooler only has to be done once on the computer. For each tournament, change the print spooler parameters using the directions on the following page.

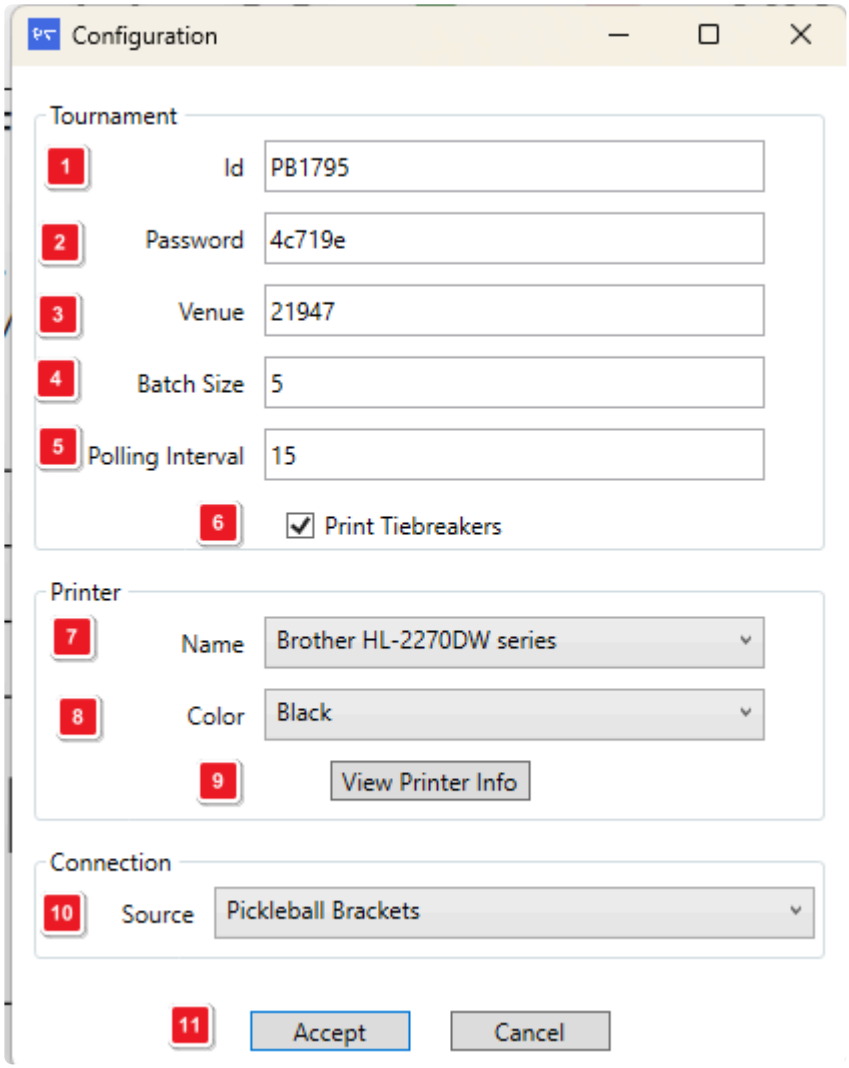
4.2.4.27.3. Print Spooler Menu Options

Print Spooler Menu Options.

1. Print the sample score sheet on the screen to test the spooler.
2. Modify the sample score sheet.
3. The print spooler settings. These must be modified for each tournament.
4. Start the spooler.
5. Stop the spooler
6. Hide the view of the score sheet.

4.2.4.27.4. Configuring the Print Spooler

The Print Spooler must be configured to match the parameters of the tournament. Click on the Settings menu option to configure the spooler.



Print spooler setup options.

1. **The Tournament ID** – this comes from the Venue on your Edit Tourney Menu
2. **The Password** – This is labeled as Print Spooler Code on the Venue.
3. **Venue** – The Venue Code
4. **Batch Size** – leave as 5
5. **Polling Interval** – The interval in seconds, that will be used to search for new score sheets. Default is 30. Recommended is 15.
6. **Print Tie Breakers** – leave on.
7. **Printer** – Select your printer that will be used to print score sheets. A USB connection from the computer to the printer is recommended.
8. **Ink Color**
9. **View Printer Information**.

10. **Connection Source** – Switch to PickleballBrackets.com if necessary.
11. **Accept and Save configuration changes**

✻ The printer selection will be in effect as long as the spooler is open. If you close the spooler, you will have to specify your printer again when you next run it.

! The default printer for each of the computers being used to enter scores, must match the printer that is being used by the spooler. Set these on the computers before using the spooler.

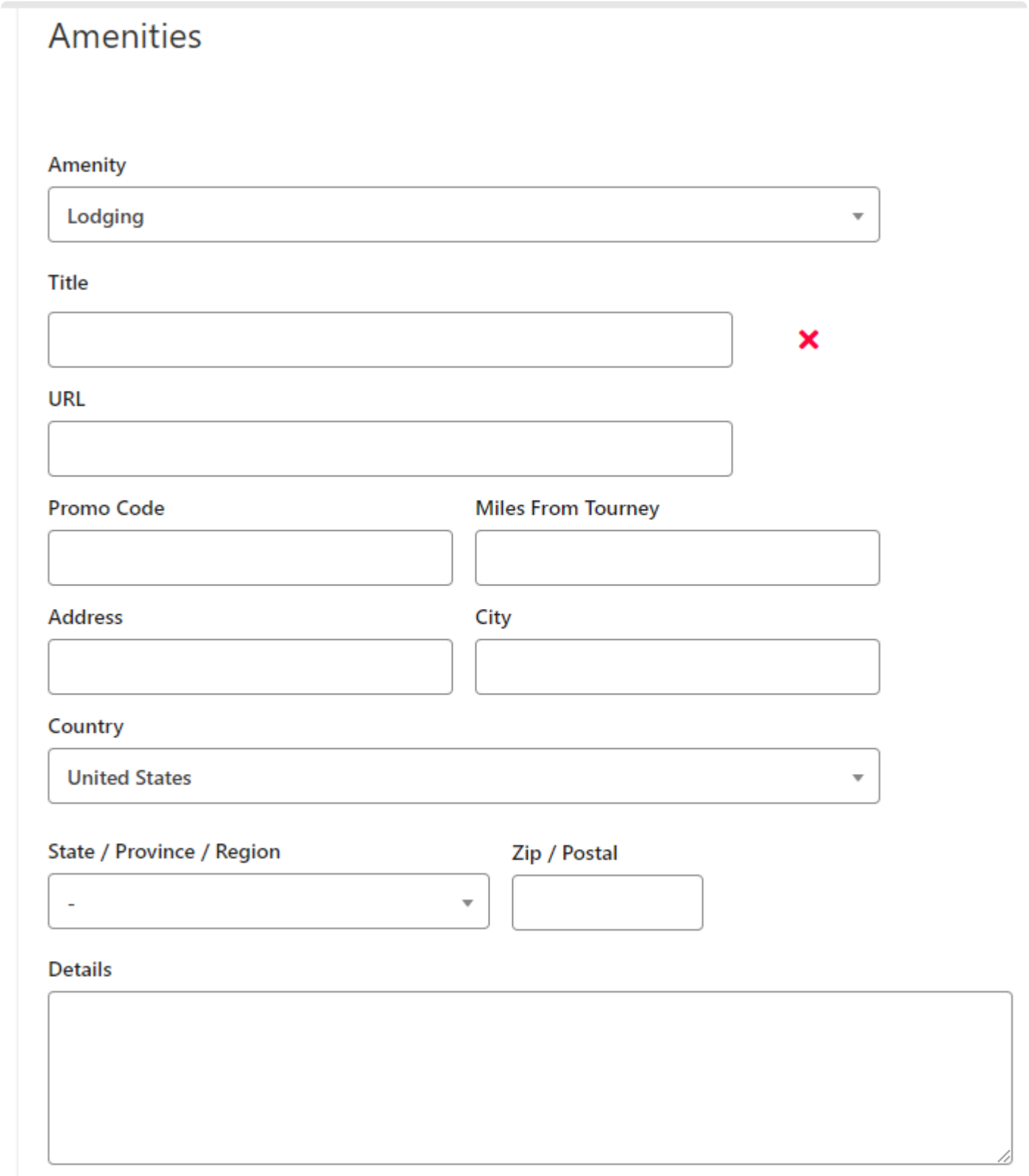
4.2.4.27.5. Running the Print Spooler

Click on the Start Button (4) to start the spooler. Click on the Stop Button (5) to stop the spooler.

While running, all next available score sheets, from any computer being used to manage the tournament will be sent to the printer. The printer will also print a confirmation sheet for every score that is input.

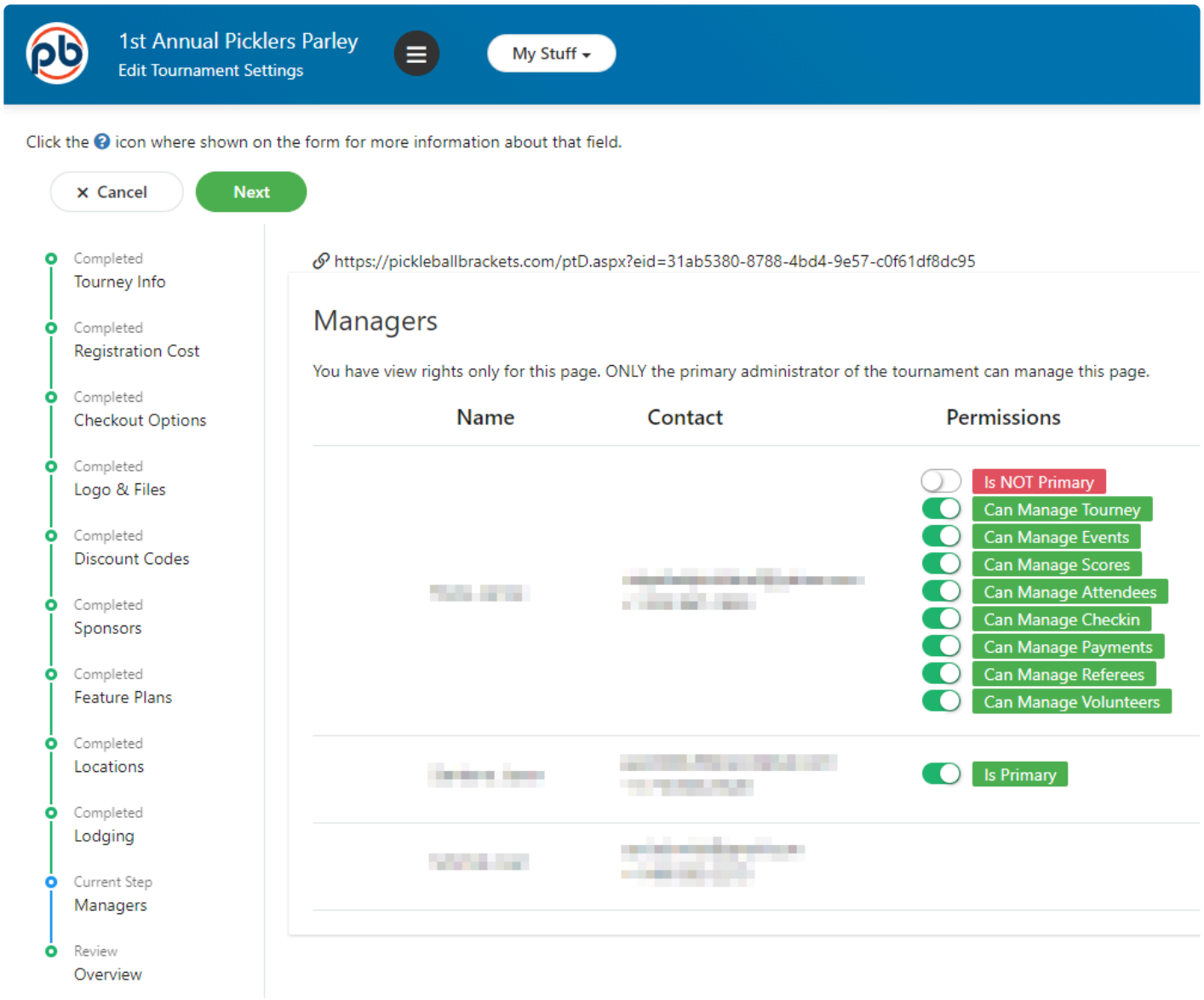
4.2.4.28. Amenities

Amenities include any special features associated with the tournament. Most often, hotels are listed as amenities but amenities may also include local supporting business or restaurants. Details of amenities will show at the bottom of the main tournament listing page.



4.2.4.29. Managers

Tournament Managers and their rights can be created here. The Primary Manager will also be able to add managers from this screen by selecting the Add New button.



! If you add a manager and/or change privileges for that manager, you must click on the “Save” button next to their name before saving the manager list.

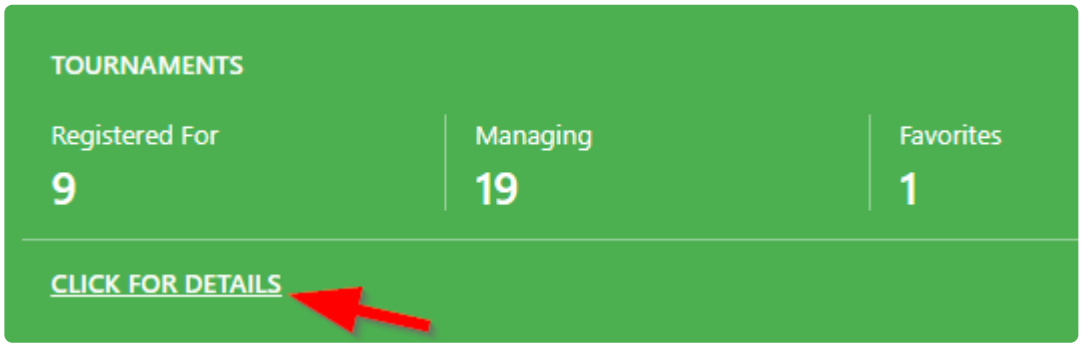
4.2.5. Event Settings

Each event has multiple settings that allow the tournament director to specify all of the variables associated with the event. These include factors such as format, age range, gender, dates, times and many others. This section will review all of the steps needed to set up an event in PickleballBrackets.com

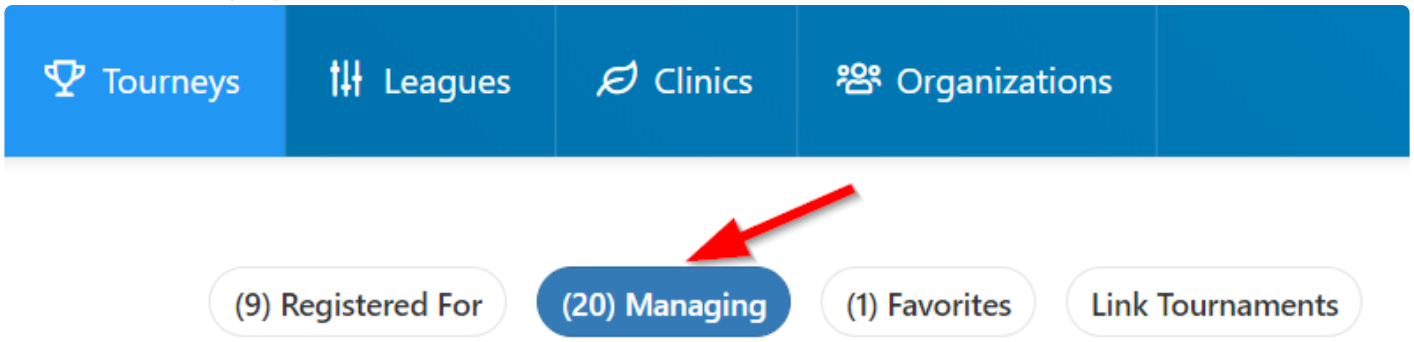
1. Log in to your Pickleballbrackets.com account.

2. On the top right of the screen, hover over your name and then click on **My Stuff**.

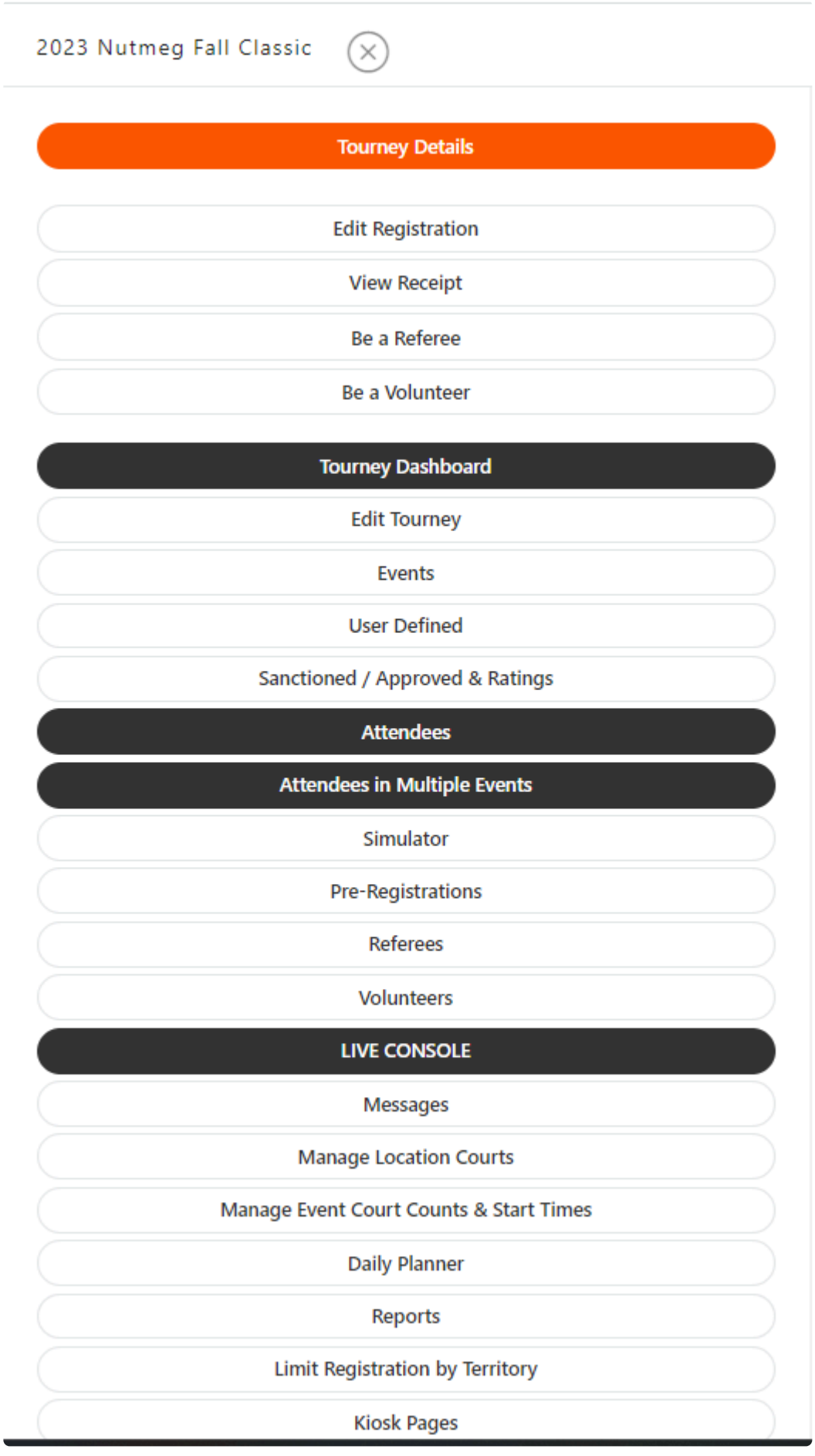
3. Click on **Click for Details** in the green tournament box.



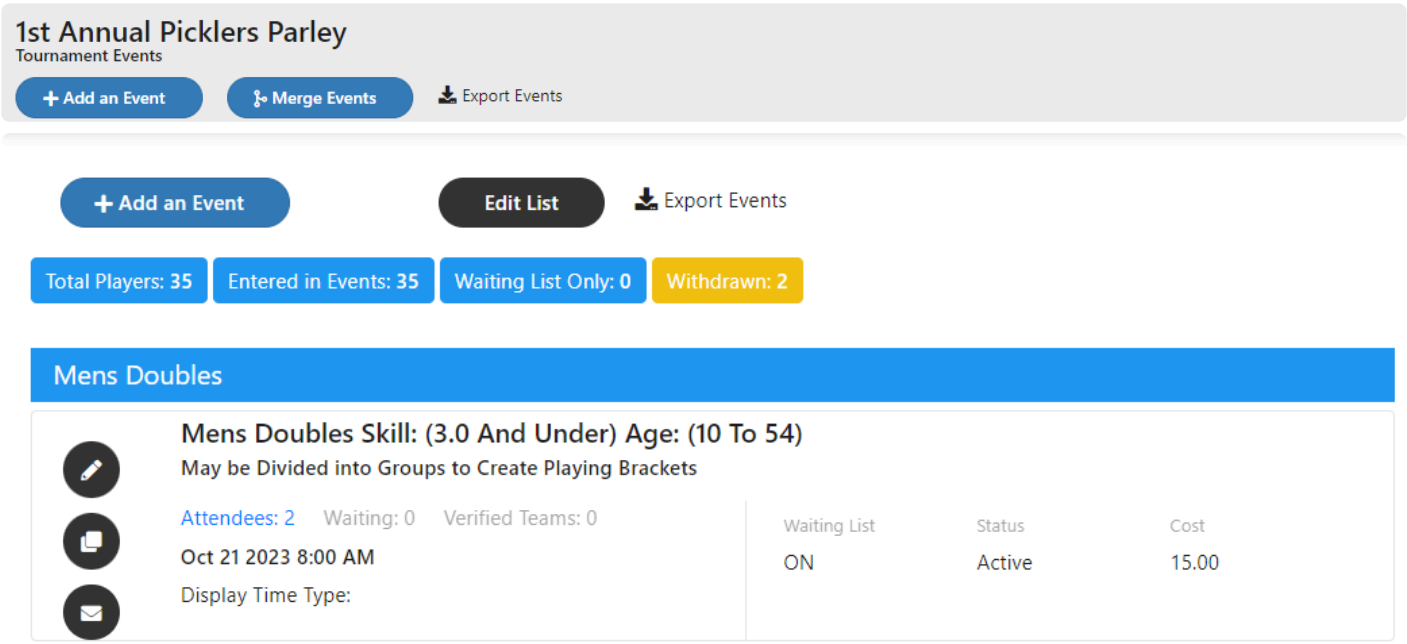
4. Click on **Managing** at the top of the screen.



5. Scroll down to the tournament you would like to edit and click on it.
6. Select **Events** from the menu


2023 Nutmeg Fall Classic
Tourney Details
Edit Registration
View Receipt
Be a Referee
Be a Volunteer
Tourney Dashboard
Edit Tourney
Events
User Defined
Sanctioned / Approved & Ratings
Attendees
Attendees in Multiple Events
Simulator
Pre-Registrations
Referees
Volunteers
LIVE CONSOLE
Messages
Manage Location Courts
Manage Event Court Counts & Start Times
Daily Planner
Reports
Limit Registration by Territory
Kiosk Pages

4.2.5.1. Event List



When a tournament is created, you will have to add at least one event. That event can then be copied and modified to create all of the other tournament events. As you change the first event on the list, pay special attention to factors that you will repeat for other events. These include such things a dates, bracket formats, waiting list options, time display format and costs. If you standardize these with the first event, you will have fewer edits to make on the later copies.

Select the Add An Event button to add your first event to the tournament. The following pages of this manual will describe how to configure all of the parameters for that event.

If events already exist for the tournament, you will see them listed here.

Events are copied or Edited from the Event List. The Pencil Icon is the edit button. The Copy Icon appears below. An Email Icon will allow you to select players in the event to be emailed individually.

Copy Event – Make an exact copy of this event. The event will be renamed with the word “Copy” attached at the end.Copy Event For Merge – Make an exact copy of this event for the purpose of using it to merge together two or more other events. Usually done after registration closes to combine events with low registrations.

> ! On the Event screen, click the edit list button at the top to see the complete editable list of events.

Some features can be edited from the Main event screen.

These include:

1. The date and time of the event
2. Waiting list status, On or Off
3. Active or Inactive Status (can only be changed for events with no players,)
4. A switch for deleting an event (can only be used for events with no players.)
5. How to display the time on the main player and event screens.
6. The maximum number of teams in an event. (For events with Age Splits, this is managed on the Age Splits screen.)
7. The maximum number of teams permitted on the waiting list. (For events with Age Splits, this is managed on the Age Splits screen.)

> * The process for setting up and managing Age Splits will be detailed in the following section of this manual.

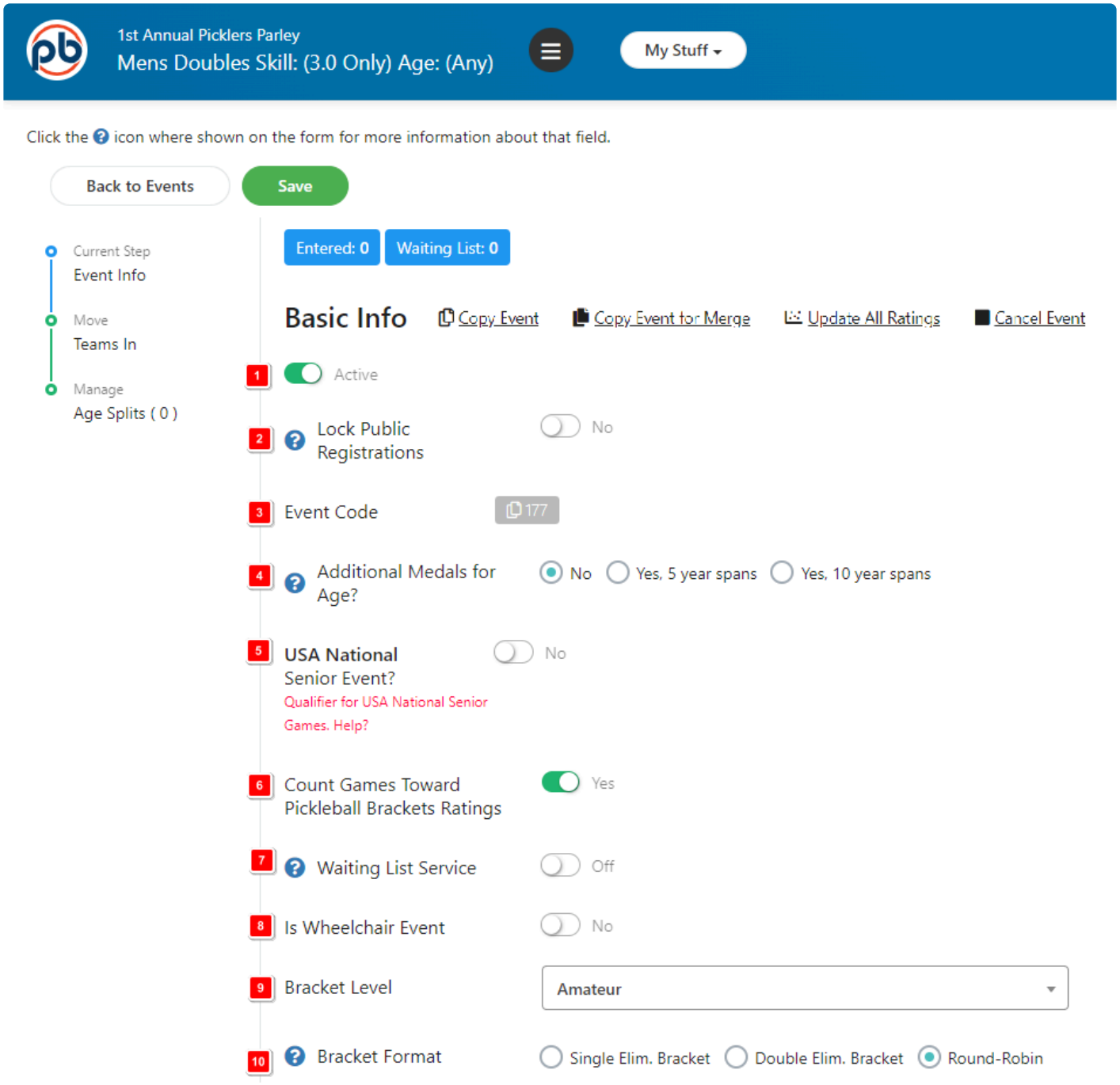
8. Whether or not to print the next score sheet automatically while the event is running. This should be turned off for round robin events where all of the score sheets are printed in advance.
9. The price for this event, if there is one.

> ! The event list is shown on the public website with the parameters set here and in the detailed event record. Parameters can be changed at any time by the tournament director.

These changes can be made to as many events as needed from this screen. Once all changes are made, click on the Green save button that will appear on the upper left side of the screen to save all of your changes.

> ! The dates of the events determine what shows as the date range for the tournament.

4.2.5.2. Event Info Page 1



Basic Info Actions

- **Copy Event** – this will make a copy of the event that can be modified as needed to create a similar event.
- **Copy Event for Merge** – this will make a copy of the event that can be used to merge multiple events together. Click Here for information about the merge process.
- **Update All Ratings** – this will update the ratings of every player registered for this event with their current rating in this event ONLY. The update will use the default rating specified by the tournament.

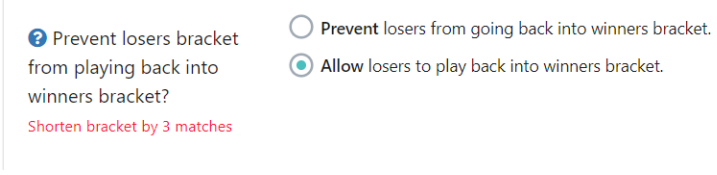
e.g. PickleballBrackets, UTPR, WPR, etc. **THIS CANNOT BE REVERSED**.

- **Cancel Event** – Use this to cancel an event with registered players.

> ! All players in a cancelled event will be removed. The ability to cancel an event allows Tournament Directors to easily delete an event that may no longer be planned for the tournament. Use this feature with caution for situations such as weather problems where the event will not be re-scheduled.

1. **Active –** Active events will show on the public website and will be eligible for registration. Disabled events do not show.
2. **Lock Public Registrations –** To manually prevent more registrations you can select 'Yes' and the system will not let new players register for this event.
   This setting DOES NOT prevent managers from registering players for this event. They will have the ability to do so no matter what this setting is.
3. **Event Code** – Used to direct score sheets for this event to the print spooler.
4. **Additional Medals for Age** – This will automatically assign addition medals by five or ten year breakdown to this event.
5. **National Senior Games Event** – Turn this on for any National Senior Games qualifying event. Click the Help link below this button for details about National Senior Games Qualifying Tournaments.
6. **Count Games Toward Ratings –** Approximately one week after the tournament, new ratings for participants are calculated based on the results of their matches. To prevent matches from this tournament from being including in player ratings, select 'No'.
7. **Waiting List Service –** This action is ONLY for this event. This is an automated service that moves players from and to the waiting list based on their registration and the settings for the event. Select "On" to have the service automatically scan registrations and move them from and to the waiting list. Select "Off" to turn this service off.
8. **Is Wheelchair Event?** – On or off. This will work with the Simulator to schedule this event only on courts that are wheelchair accessible and playable.
9. **Bracket Level** – Select the appropriate category for this bracket. If Junior or Senior Discounts have been set, eligibility for those discounts are determined by the Bracket Level set here. *Be aware that the software use fee for Pro events is higher than for amateur events.*
10. **Bracket Format –**

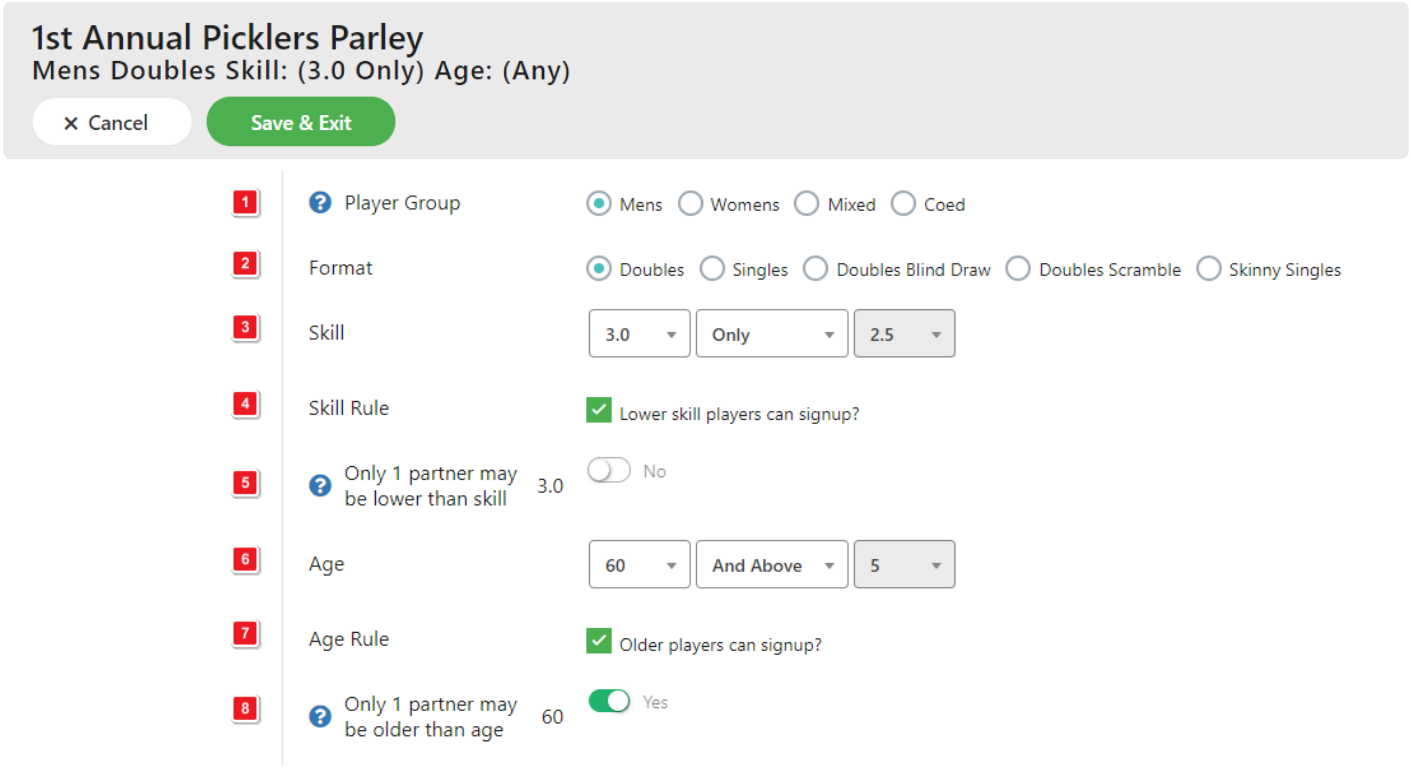
- **Single Elim. Bracket –** The winner of each match advances to the next round in that bracket, and the loser is eliminated. Seeding can be done randomly or manually.
- **Double Elim. Bracket –** The winner of each match advances to the next round in that bracket, and the loser moves to the losers bracket. Losing a match in the losers bracket eliminates a team from the competition. Seeding can be done randomly or manually. Selecting Double Elimination brings up the following screen:



Select **Prevent** if you want to stop the losers bracket from playing back up into the winners bracket. If selection is Prevent, the losers bracket players can ONLY win bronze at best. If selection is Prevent, the players in the gold/silver medal match in the winners bracket do NOT get a second gold/silver round. The loser of this round gets the silver. This selection reduces the event by 3 matches

- **Round-Robin –** Round robin brackets list matches played by round and are formats in which each competitor plays against everyone in their division. Seeding can be done randomly or better skilled competitors can be match up against the weaker ones in the first round. The deciding factors for determining the winner can be number of matches won, head to head, total points earned, or point differential. Some events give a bonus to the winning team of each match won. In the event a tie occurs, various methods can be configured to calculate tie breakers. (see Event Info Page 5 for information about how to configure the priority of your factors)

4.2.5.3. Event Info Page 2



1. **Player Group –**

   Mens – Men Only
   Womens -Women Only
   Mixed – One Male Only & One Female Only
   Coed – Any Combination of Gender Can Play. NOTE: Players will enter into this bracket with their Doubles Rank NOT their Mix Doubles Rank.

2. **Format –** Choices are Doubles, Singles and Doubles Blind Draw

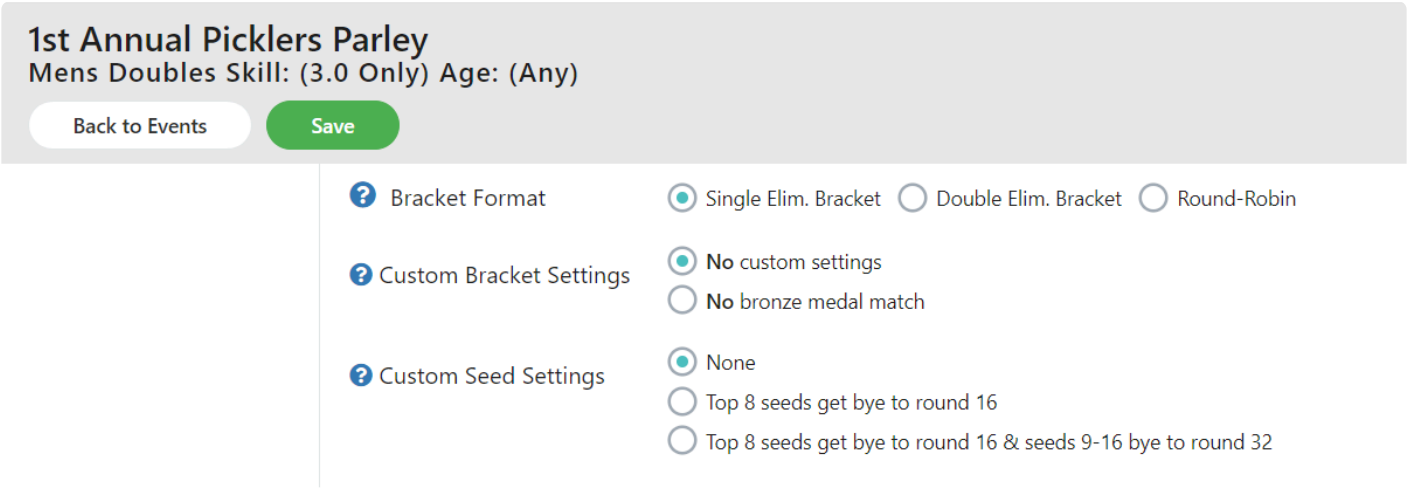
> ! For a blind draw event, the system creates the matchups when the event is verified. If it is a Men's, Women's or Coed event, you must have an even number of players or one will be left out of the matchups. On the first verification screen, you will see the matchups that were created. You can select the Randomize button to create new matchups or move individual players to match them up with others on the list. For a mixed double blind draw, you must have an even number of men and women.

3. **Skill –** Use the drop down options to select the skill level for this event. You can specify **any level**, **a single level** or a **range** including less than and more than.
4. **Skill Rule –** If you specify a skill level, do you want lower skilled players to be able to register for this

event? If so, check this box.

5. **Only One Partner May be Lower Than Skill –** You will see this if you allow lower skilled players to sign up. If you would like only one of the two partners to be lower than the selected skill then choose **‘Yes’**. Example: If you create a 4.0 Mens Doubles 50 and Under bracket but want to allow lower skilled players to sign up, you can specify that only 1 of those players can be lower than 4.0 by selecting **‘Yes’**.
6. **Age –** Use the drop down options to select the age for this event. You can specify **any age**, **a single age** or a **range** including less than and more than.
7. **Age Rule –** If you specify an age or age range, do you want older players to be able to register for this event? If so, check this box..
8. **Only One Partner May be Older Than –** You will see this if you allow older players to sign up. If you would like only one of the two partners to be over the selected age then choose **‘Yes’**. Example: If you create a 3.0 Mens Doubles 50 and Under bracket but want to allow for older players to sign up. You can specify that only 1 of those players can be over 50. The other one has to be 50 or under.

4.2.5.3.1. Single Elimination Special Options

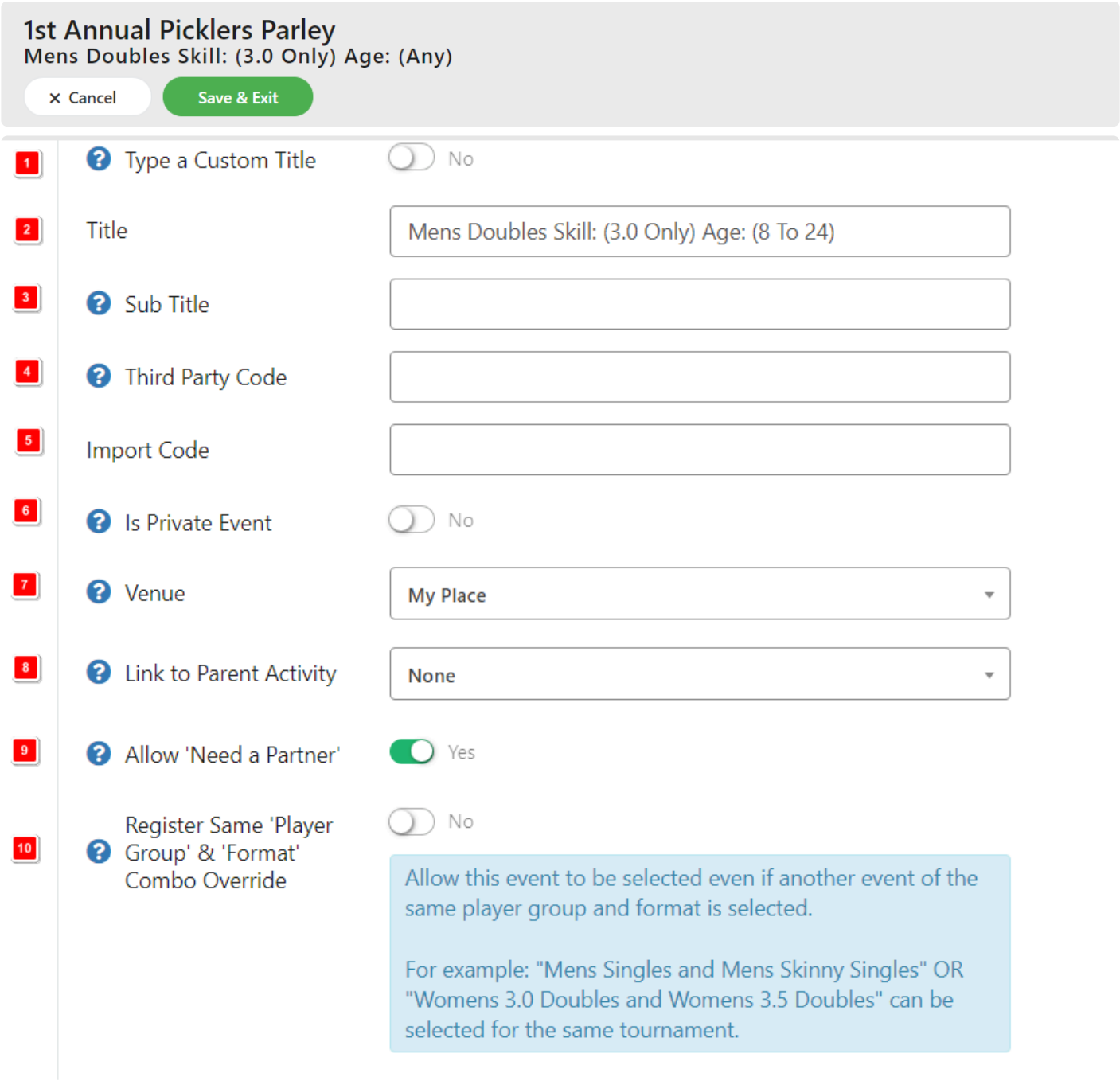


Selecting a single elimination format allows the TD to specify other options for the event.

1. The event can exclude a Bronze medal match completely.
2. A custom seeding configuration can be set to give automatic bye's to the top 8 or 16 teams.

- Top 8 teams get a bye to the Round of 16 – this benefits the top seeds by delaying their entry into the bracket and also benefits the lower seeded players by not having them face the top seeds in the first round.
- For large brackets, you can also give a bye to seeds 9 through 16, delaying their entry until the Round of 32 where they will be matched up against either each other or surviving teams from the earlier rounds, before facing the top seeds in the Round of 16.

4.2.5.4. Event Info Page 3



1. **Type a Custom Title –** The system can auto generate a title for this event. (Note that the title shown here is different from the title on the page heading because the age range of the bracket was changed while editing. The new title will be saved when your edits are confirmed.) If you would rather type your own custom title you can select ‘Yes’ for this option.

> ! If you type in your own title but leave this as **No**, your title will not be saved.

2. **Title** – Type your title here or leave the generated title in place
3. **Subtitle** – Use this to add additional information about the event. Subtitles are displayed on the public event and player lists.
4. **Third Party Code –** Use this field if you need to give your event a specific code. This value is not used in PickleballBrackets.com although may help relate to another system.

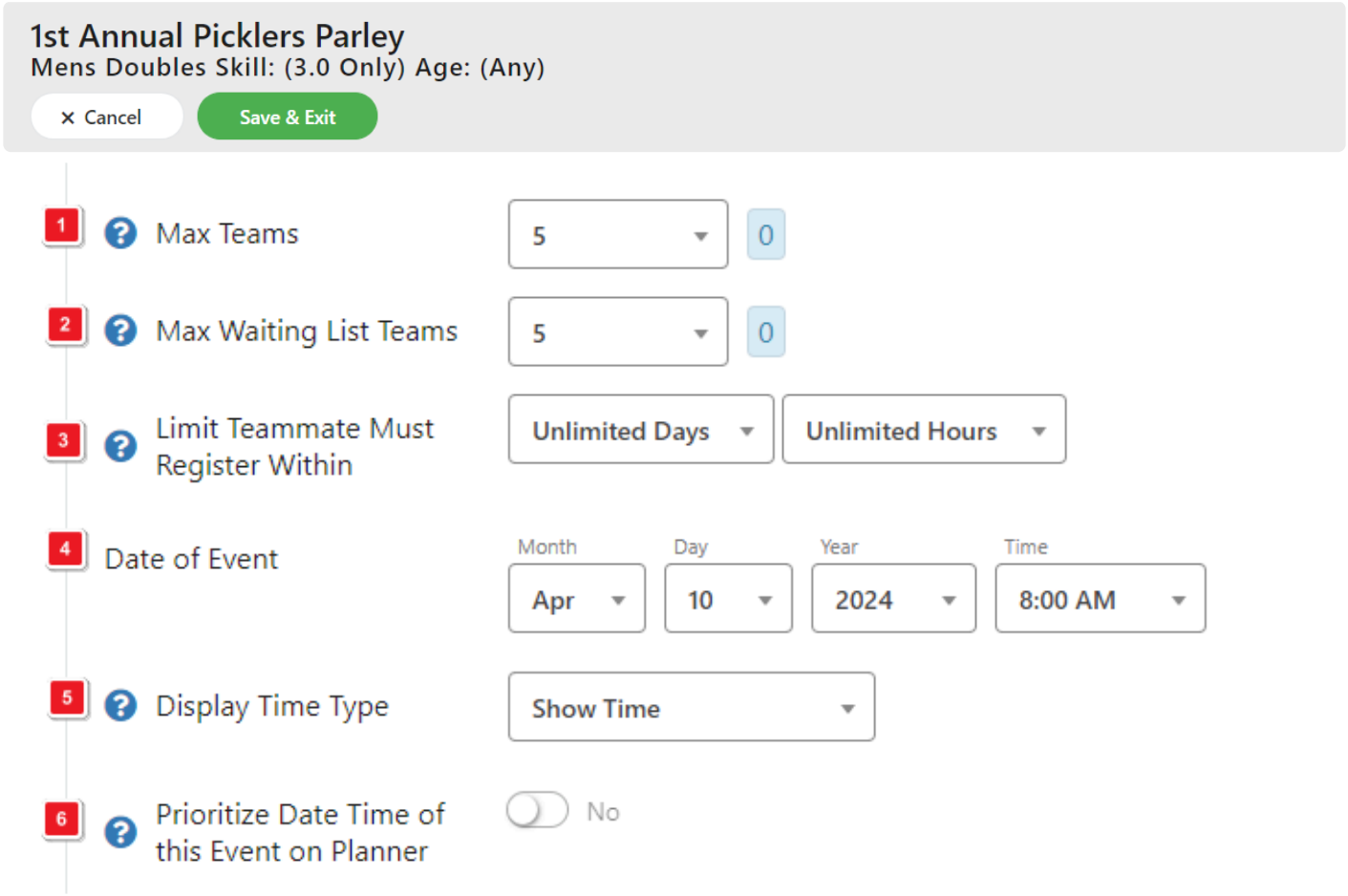
> ✻ National Senior Games State Qualifying Tournaments use this field to create the Senior Games Qualifying Report. See the section of this manual explaining how to set up a National Senior Games Qualifying event.

5. **Import Code** – Not used by the system.
6. **Is Private Event?** – You can designate any event within a tournament as a private event. That will restrict registration to players who have the private code.
7. **Venue –** This is the physical location where this event will be played. In most cased this is the same location as the primary tournament location although bigger tournaments may have multiple locations. Use the drop down menu to change the location of this event.
8. **Link to Parent Activity** – If the roster of players for this event will be determined by the results of a previous event, select the previous event here. An example of this would be the need to create more than one single elimination playoff where the players come from a previous round robin event. The previous round robin event is the Parent Event.
9. **Allow 'Need a Partner –** Select this option if you allow player to register with a status of "Need a Partner". Players who need a partner will be shown on the main Player by Event listing with a Contact button next to their name so that other players without partners may get in touch with them.
10. **Register Same 'Player Group' & 'Format' Combo Override –** It will apply only to this event. For example: If this event is Men's Skinny Singles and you want players to also be able to register for Men's Singles, switch this to **Yes**.

> ✻ This overrides the tournament setting of: Can a Player Register for Multiple Events with the Same 'Player Group' & 'Format' Combo in One Registration.

> ! Be sure to consider this when scheduling your events. PickleballBrackets.com cannot prevent players from registering for two different types of events at the same time!

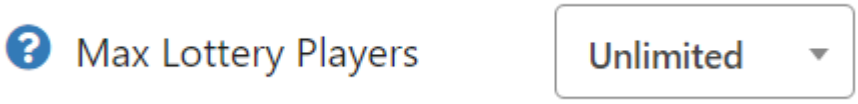
4.2.5.5. Event Info Page 4



1. **Max Teams –** This is the maximum able to register for this event. If this is a doubles event this would be the Max Teams. If this is a singles event this would be the Max Players. Players attempting to register after the event is full will be given the option to sign up on the waiting list. Waiting list registration does not incur a fee. Registration fees are imposed when a player gets into the event from the waiting list. If you select Unlimited from the drop down menu, there will be no restriction on the number of teams allowed to register for this event and the Waiting List Automated Service will not run unless you set a time limit for partner registration.
2. **Max Waiting List Teams –** This is the maximum number able to register directly to the waiting list OR be moved to the waiting list from the Waiting List Automated Service. If this is a doubles event this would be the Max Teams. If this is a singles event this would be the Max Players. If you have the Waiting List Service turned on, the service will continue to move players to the waiting list until the maximum is reached. Select Unlimited on the drop down menu if you don't need to control the size of this list.

When **Max Waiting List** is set to '0' the waiting list service will not run on this event and **Limit Teammate Must Register Within** cannot be used because there is no waiting list to put the players on.

If the tournament is set up to use a lottery, there will be an extra field to specify the maximum number of lottery registrations permitted for the event.



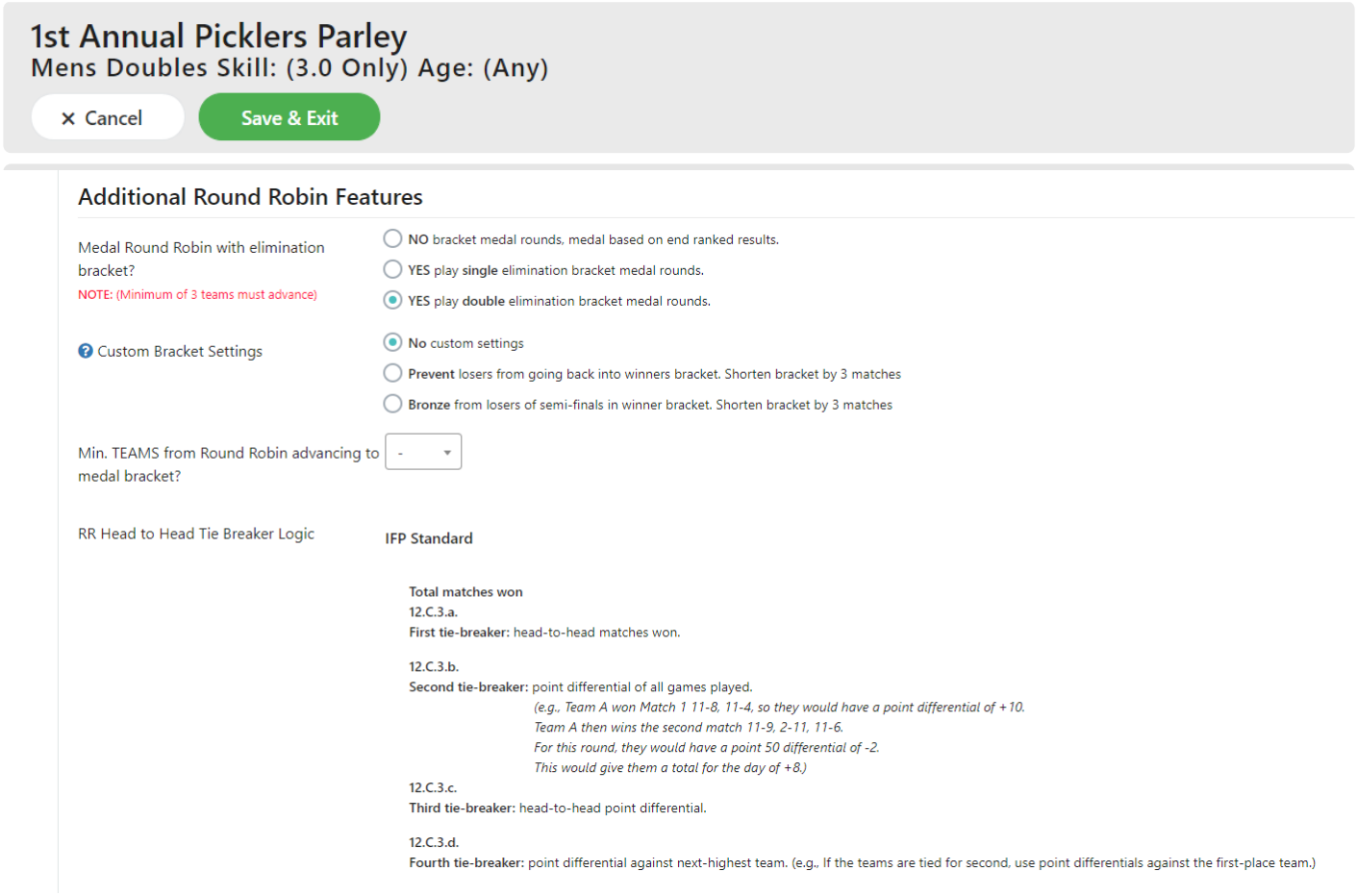
> ! The next section of this manual will explain how to set age group splits within an event. If splits are set, both Max Teams and Max Waiting list Teams are configured within the age split.

3. **Limit Teammate Must Register Within –** If this is a doubles format you can choose to force the second teammate to register within a specific timeframe of the first player. If a teammate does not register within the specified time limit then the first player will be placed on a waiting list automatically. Emails will go out to both players when this happens. Once the second teammate registers they will be moved off the waiting list **ONLY** if there is still room in the event.

> ! For teams to be moved from the waiting list into an event when an opening occurs, **Both Players** on the team must be signed up. If a player on the waiting list does not have a partner, or if they have named a partner who is not signed up, they will not be moved into the event. For doubles and mixed doubles, position on the list is based on the sign up date of the **First** partner to register.

4. **Date of Event –** This is the date and start time for this event. The date is used to calculate the date range for the tournament and is shown on the event detail screen and Player by Event listing.
5. **Display Time Type –** There are multiple choices here. You can choose to show the selected time, show the generic time of day, or not show either. If you select “None” then only the date will show on PickleballBrackets.com.
6. **Prioritize Date/Time of this Event on Planner** – Turn this on to force the simulator and planner to prioritize this event over any others scheduled at the same date/time.

4.2.5.6. Event Info Page 5



Medal Round Robin with Elimination Bracket – Single or double elimination playoffs may be added to any round robin event.

- No – Choose this award medals based on the final standings of Round Robin play.
- Yes – Play Single elimination medal round.
- Yes – Play Double elimination medal round. – Double elimination playoffs have options that can shorten the medal round playoffs.

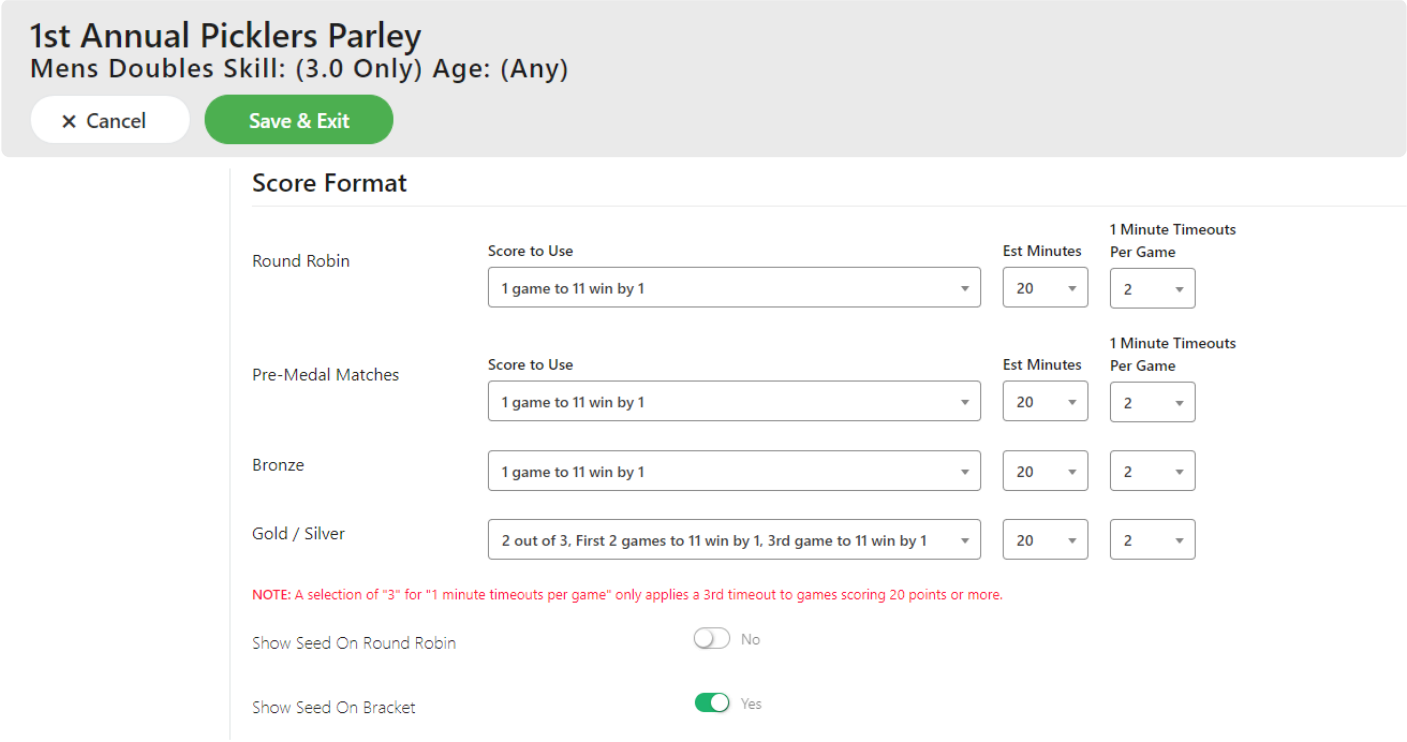
Prevent losers bracket from going back up to winners bracket – Select this option if you want to stop the losers bracket from playing back up into the winners bracket.If selected the losers bracket players can ONLY win bronze at best.If selected the players in the gold/silver medal match in the winners bracket does NOT get a second gold/silver round. The loser of this round gets the silver. This selection reduces the event by 3 matches

Bronze from losers of semi-finals in winner bracket – Select this option if you want the bronze match to be created from the losers of the semi-finals in the winners bracket. This selection reduces the event by 4 matches

RR Head to Head Tie Breaker Logic – Description of the IFP Round Robin Tie Breaker Logic

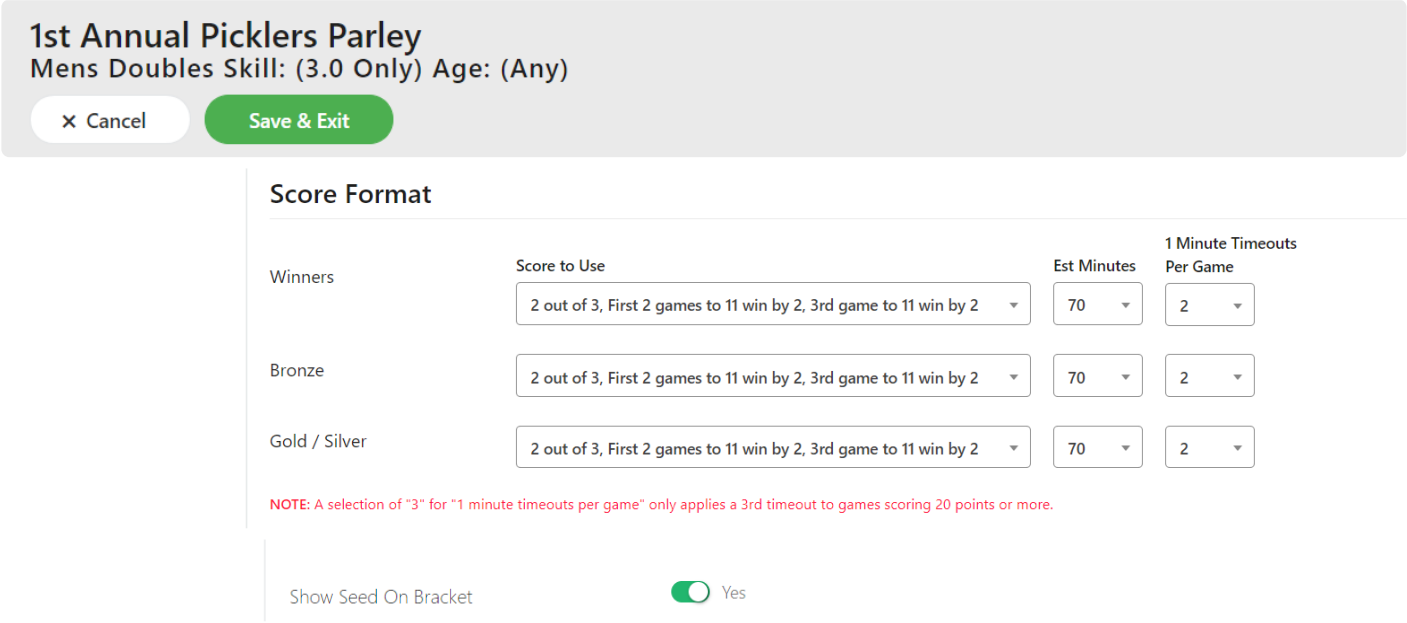
Head to Head ties are broken by using the tie breaker logic specified above before moving on to the next step.

4.2.5.7. Event Info Page 6 – Round Robin Score Format



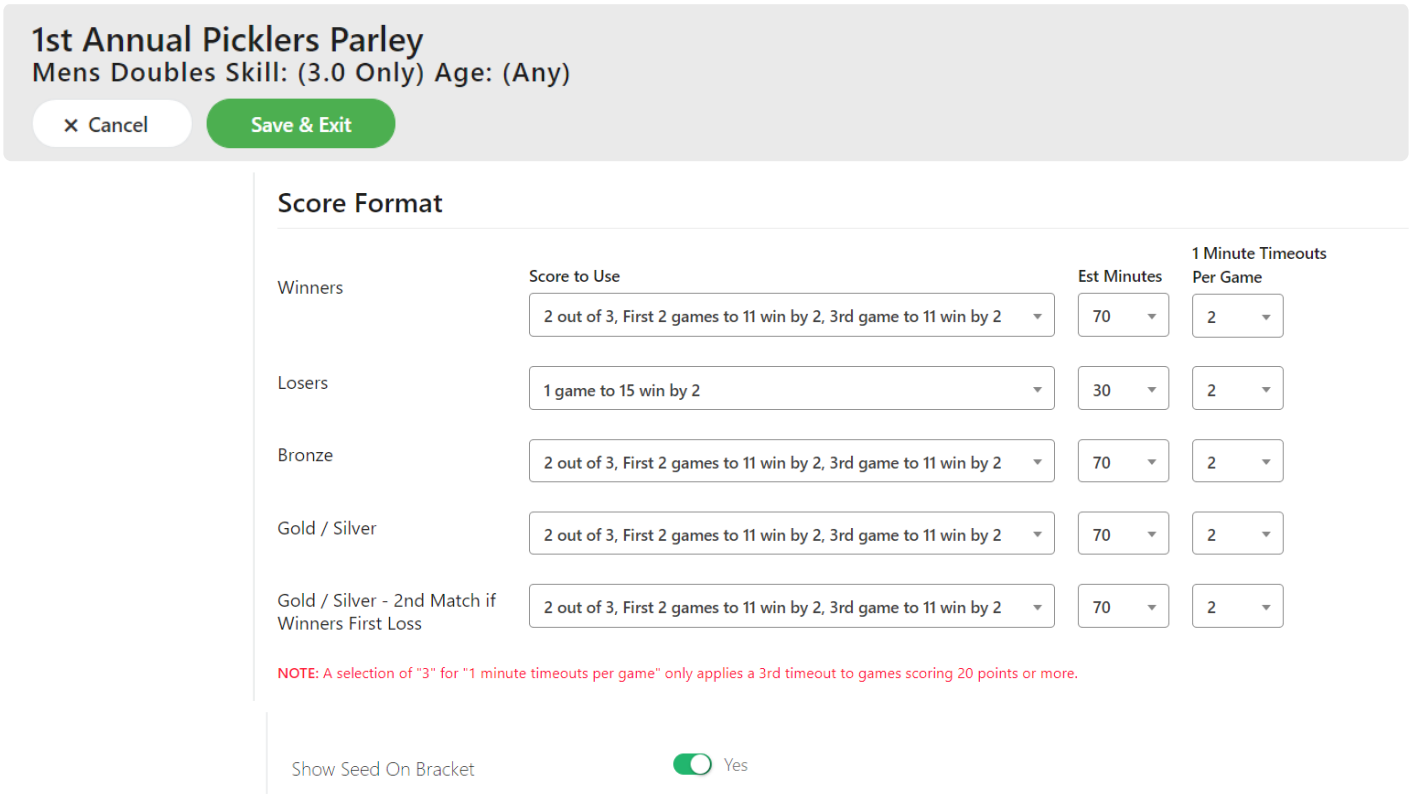
1. **Round Robin –** If this is a straight Round Robin event or if it has multiple Round Robin pools that lead to a playoff, select the score format to be used, the estimated time per match and the number of time outs allowed per match. The score format and time outs will be printed on the score sheets. The format will govern how scores are entered and how rankings are calculated and the time per match will be used to generate the daily schedule.
2. **Pre-Medal Matches –** If you have a medal round scheduled after the main Round Robin event, these are playoff matches that will lead up to the medal matches. If you have more than four teams in a playoff round, there will be pre-medal matches.
3. **Bronze –** The Bronze medal (consolation) match.
4. **Gold/Silver –** The Gold/Silver medal match.
5. **Show Seed on Round Robin –** Select **Yes** if you want the players to see how they were seeded for the Round Robin matches.
6. **Show Seed on Bracket –** Select **Yes** if you want the players to see how they were seeded for the playoff round.

4.2.5.8. Event Info Page 6 – Single Elimination Score Format



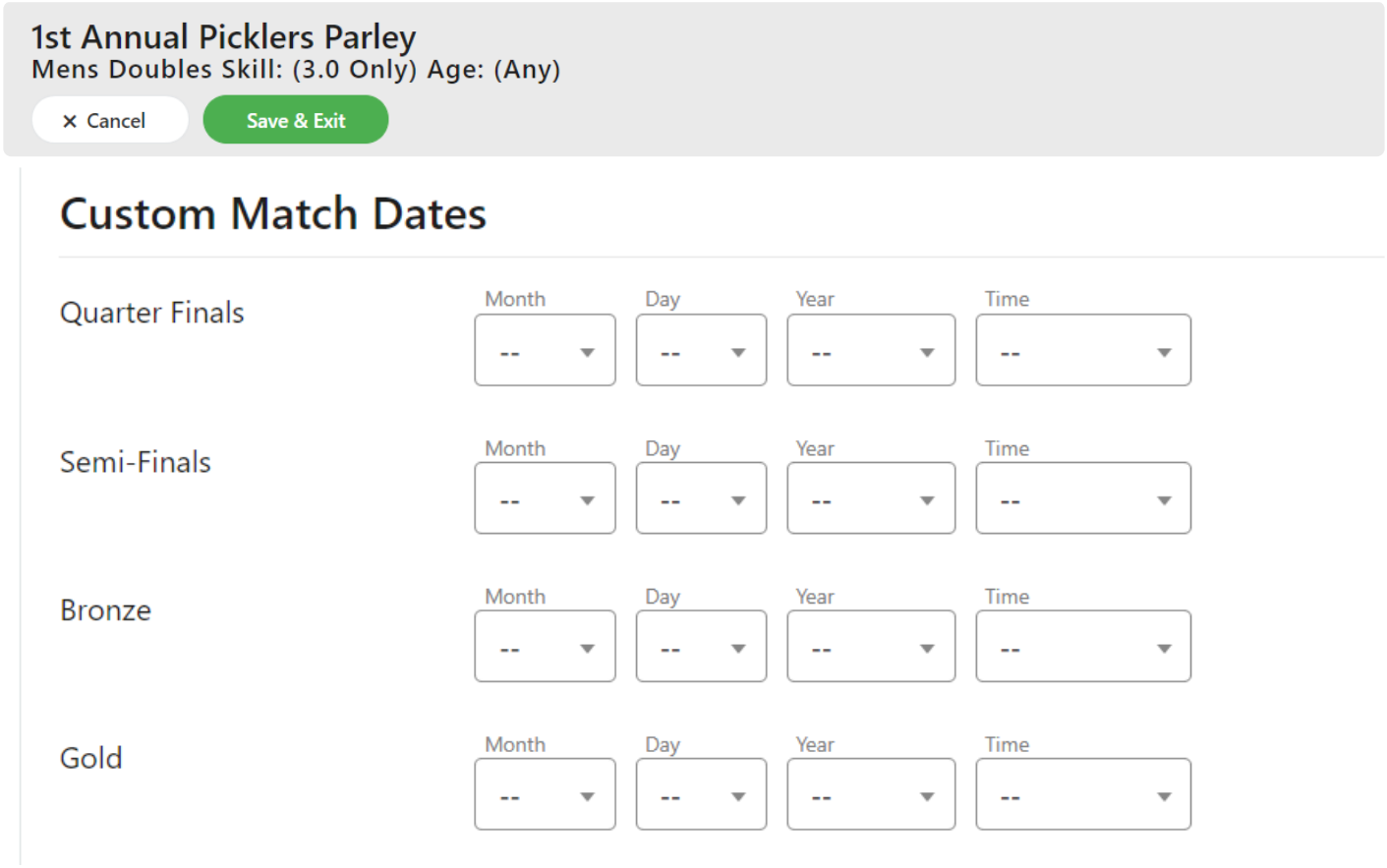
1. **Winners-** These are matches that will lead up to the medal matches.
2. **Bronze –** The Bronze medal match.
3. **Gold/Silver –** The Gold/Silver medal match.
4. **Show Seed on Bracket –** Select **Yes** if you want the players to see how they were seeded.

4.2.5.9. Event Info Page 6 – Double Elimination Score Format



1. **Winners-** These are all matches in the Winners (upper) bracket.
2. **Losers-** These are all matches in the Losers (lower) bracket.
3. **Bronze –** The Bronze medal match.
4. **Gold/Silver –** The Gold/Silver medal match.
5. **Gold/Silver – Second Match if Winners First Loss** – This only applies if you selected “Allow losers to play back into the winners bracket” when you set up your Double Elimination format.
6. **Show Seed on Bracket –** Select **Yes** if you want the players to see how they were seeded.

4.2.5.10. Event Info Page 7

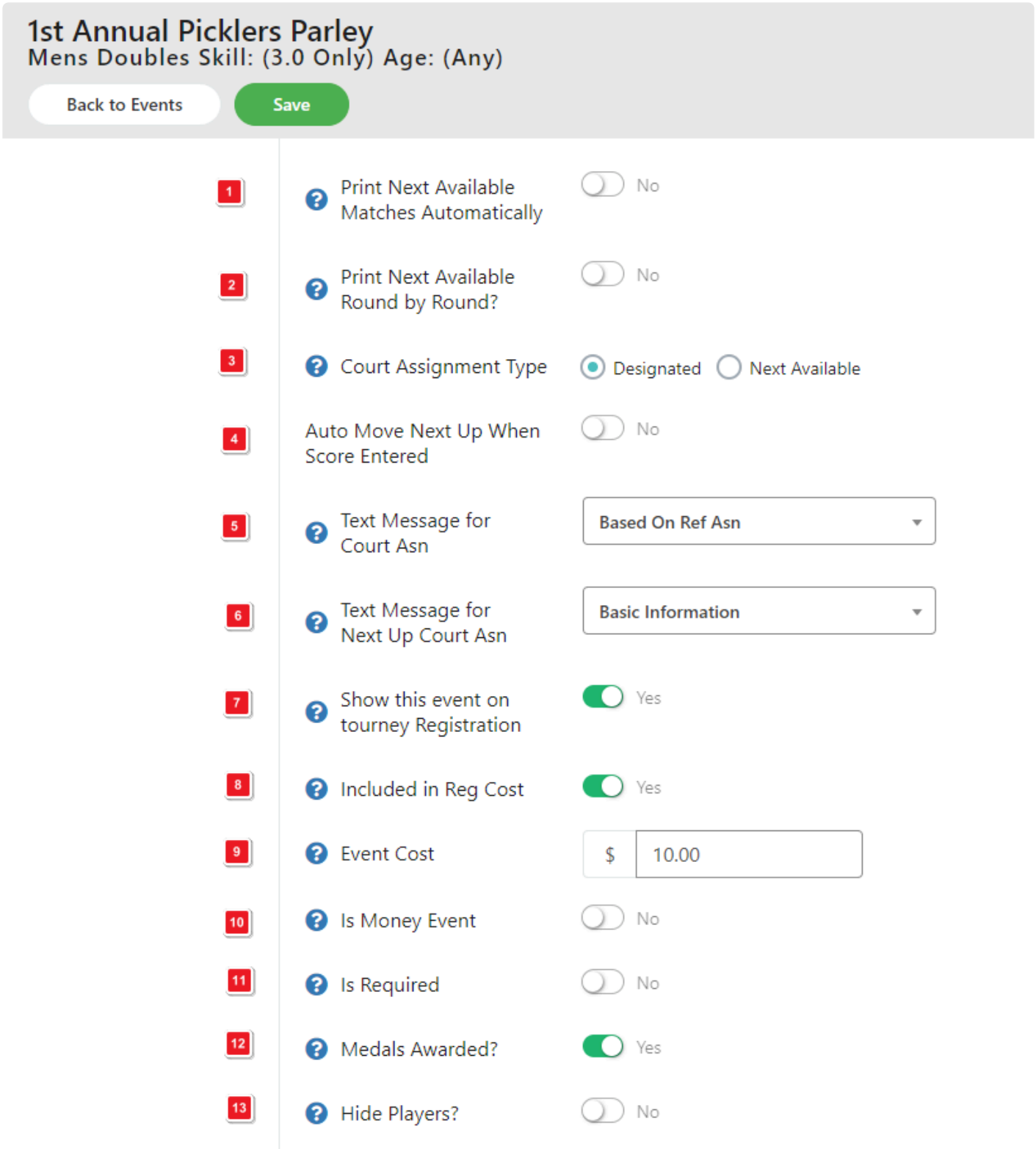


Custom Match Dates

For single and double elimination events and for Round Robin events with a single or double elimination playoff, there is an ability to schedule the final four rounds of play on a different day from the preliminary games..Enter your choice of date and time here.

These dates will be carried over to both the simulator and daily planner.

4.2.5.11. Event Info Page 8



1. **Print Next Available Matches Automatically –** This feature will automatically print the next available matches for an event after match scores are entered. This should be turned on if you did not print all of the score sheets for this event in advance or for double or single elimination events where you are

assigning games to the next available court.

2. **Print Next Available Round by Round –** This feature controls the order of score sheet printout for round robin events. If it is set to “Yes”, score sheets will print out in round order. If it is set to “No”, score sheets will print out depending on the availability of players.
3. **Court Assignment Type –** Select “Designated” to tell the simulator that you want to restrict events to a certain number of courts. Use “Next Available” to all the computer to create a schedule based on court availability.
4. **Auto Move Next Up When Score is Entered –** If the tournament is using the “Next Up” feature for the waiting queue and court assignments, turn this on to automatically move the Next Up team onto the court once the previous match score is entered.
5. **Text Message for Court Assignment-** Use this drop down menu to select the default location for text message instructions for players.
   Choices are:

   - Based On Ref Asn: Based on the match being assigned to a referee or a not.
   - To Court Always: Every court assignment text will send them to the assigned court.
   - To Score Table Always: Every court assignment text will send them to the score table.

6. **Text Message for Next Up Court Assignment-** Use this drop down menu to select the default location for text message instructions for players.
   Choices are:

   - Basic Information: This is a text just informing them they will be next up on a specific court with no action needed.
   - To Court Always: Text telling them they are the next match on a court and to GO TO the court NOW.
   - To Score Table Always: Text telling them they are the next match on a court and to GO TO the score table NOW.

7. **Show this Event on Tourney Registration –** This feature might be set to **‘No’** if this is an extra event after the tournament or it’s a private event at the tournament.
   An example would be having players pay an additional $5 at the tournament to participate in a 50/50 skins bracket after all other brackets were played on that day.
8. **Include in Reg. Cost –** If you set up your tournament so that a specific number of events are included in the tournament registration cost, is this event one of them?
9. **Event Cost –** If a player registers for more events than what are included in the tournament registration cost, what is the additional cost for this event? **– OR –**
   If this event is not included in the events covered by the tournament registration cost, what is the additional cost for this event?
10. **Is Money Event –** Check **Yes** if this event will pay out money to the players.
11. **Is Required –** If this event is required, then during player registration they will automatically be entered into this event without the need to select it. You should select this option if your tournament only has one event.
12. **Medals Awarded –** This feature is usually set after the event is already been played. Display numbers for 1st, 2nd, and 3rd rather than Gold, Silver, and Bronze.
    You may use this feature if you don’t finish an event and wish to manually award medals.

13. **Hide Players? –** This feature will hide all the players **in this event** from the public. NOTE: This does NOT hide the totals for the bracket registration. It ONLY hides the player list.

4.2.5.12. Settings for Events that Require Qualifying

Single elimination events can be set up as qualifiers for a Main Draw, Consolation or both. If it is a single elimination event, the Main Draw can be set up as a qualifier for a Bonus event for losers from the early rounds of the Main Draw. Main Draw, Consolation and Bonus events that are not qualifiers can be round robin, single or double elimination. These related events have special setup options. The following sections of this manual will explain how to set them up. Preparing and running those events will be covered Here in the section of the manual that explains how to prepare and run the tournament.

4.2.5.12.1. Qualifying Scenarios

There are two main qualifying scenarios that will determine how to set up your events.

1. **Scenario 1: (The Standard PPA and APP Pro Format) The Tournament Director has decided on a core of players or teams that will play in the Main Draw. There are additional spots in that event that will be filled by players from a qualifying event.**

- **For Example:** The Main Draw has 24 Pro Teams who have guaranteed spots in the event. There are eight more spots available. All teams will register for the Main Draw. When registration closes, the tournament director will leave the guaranteed teams in the event and move all remaining teams to the Qualifying Event. The Qualifying Event is played until there are eight teams remaining. They advance to the Main Draw that already has 24 teams. Optionally, the remaining teams may be moved to a Consolation event.

2. **Scenario 2: All teams must qualify for the Main Draw by playing in the qualifying event. This Scenario is Not Yet Implemented**

- **For Example:** The Main Draw has 32 slots. The Qualifying Event has 64 slots. All teams register for the Qualifying Event. That event is played until there are 32 teams remaining. Those teams advance to the Main Draw. Optionally, the remaining teams may be moved to a Consolation event.

Reminder: All events that qualify for another event must be set up as Single Elimination.

4.2.5.12.2. Event Setup for Scenario 1

The Main Draw is the event that players register for. A designated number of players will be moved from this event to the qualifying event after registration closes.

Set up the Main Draw event as follows:

1. Set it up the way you want them to play out, Round Robin, Single or Double Elimination, can loser bracket play back to winners bracket and so on.
2. If the Main Draw will be a qualifying event for a Bonus event, it must be set up as Single Elimination.
3. Link to Parent Event – None
4. Include in Registration Cost – Yes or No, up to the Tournament Director
5. Event Cost – Set this to whatever you want to charge for this event.
6. Lock Public Registrations – NO

The Qualifier is the event that some players from the Main Draw will be moved to after registration closes. A designated number of players from this event will qualify for the Main Draw. Optionally, a designated number of non-qualifying players may also move to another event (Consolation or Points Draw).

Set up the Qualifier event as follows:

1. Set it up as a Single Elimination
2. Link to Parent Event – Main Draw
3. Include in Registration Cost – NO
4. Event Cost – $0
5. Lock Public Registrations – YES

Set up the Consolation event as follows:

1. Set it up the way you want them to play out, Round Robin, Single or Double Elimination, can loser bracket play back to winners bracket and so on.
2. Link to Parent Event – Main Draw
3. Include in Registration Cost – No
4. Event Cost – $0
5. Lock Public Registrations – YES

After the Main Draw and Consolation events are set up, Edit the Qualifier event.

1. Set **Is Qualifier** to Yes
2. From the **Winner to** drop down menu, select the event the winners go to (usually the Main Draw) and

the criteria for teams that will move.

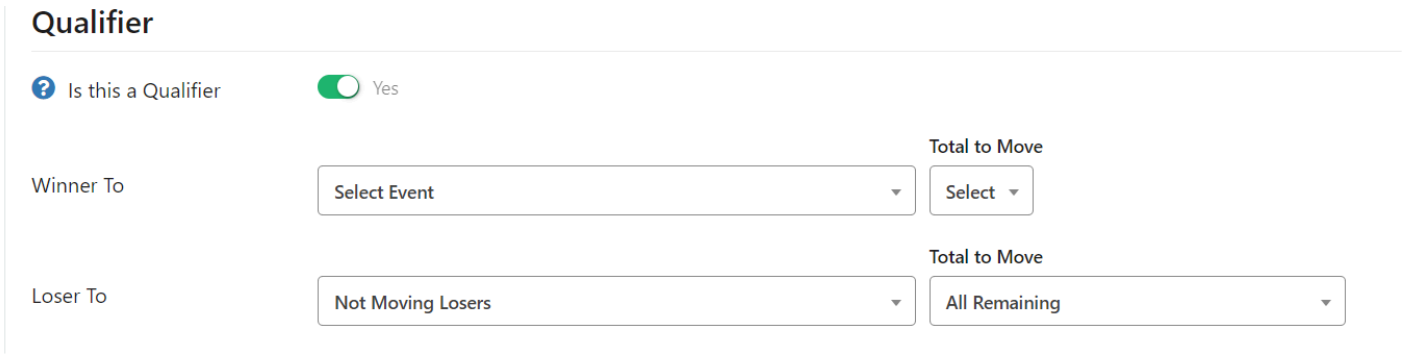
3. From the **Loser to** drop down menu, select the event the losers go to (usually the Consolation) and the criteria for teams that will move.

If there is a Bonus Draw event for a specified number of losers from the Main Draw, set it up as follows:

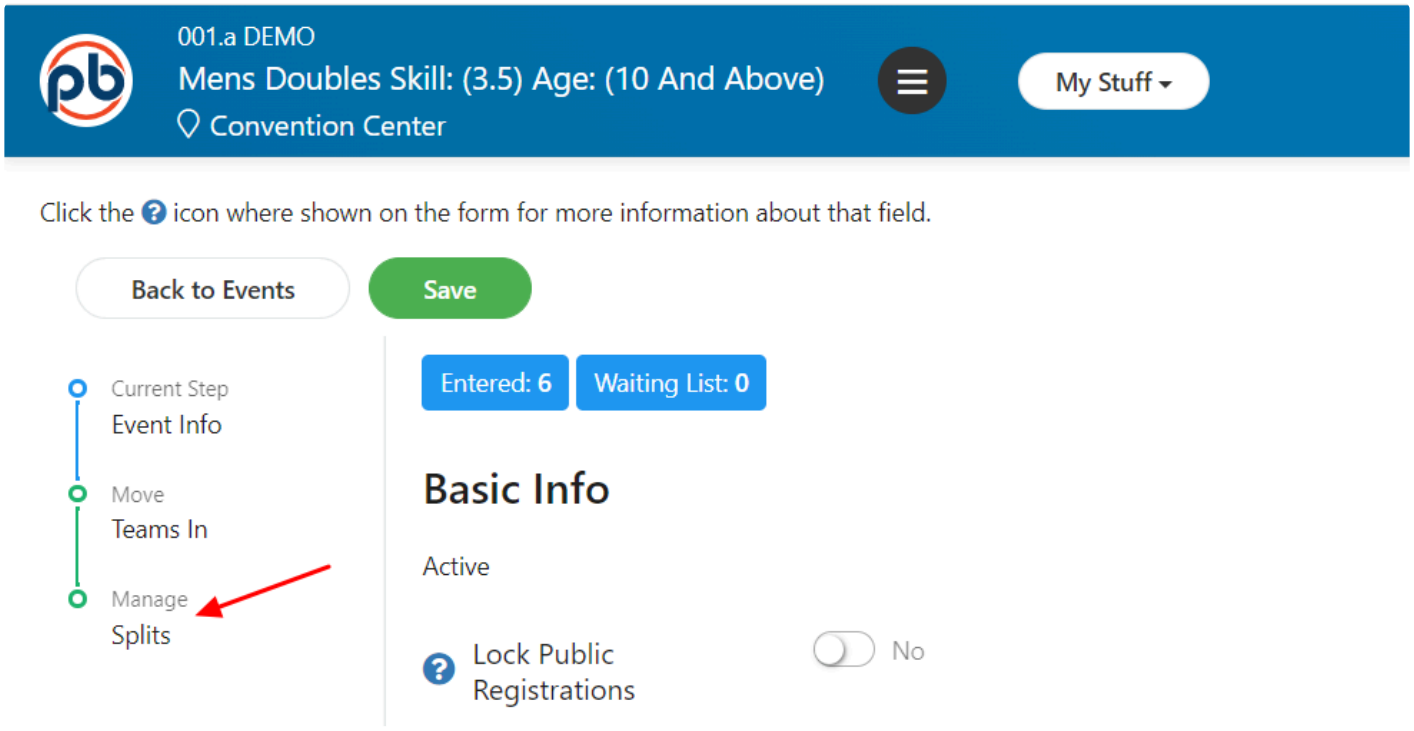
1. Set it up the way you want them to play out, Round Robin, Single or Double Elimination, can loser bracket play back to winners bracket and so on.
2. Link to Parent Event – Main Draw
3. Include in Registration Cost – No
4. Event Cost – $0
5. Lock Public Registrations – YES

After the Qualifier, Consolation and Bonus events are set up, Edit the Main Draw event **if you have a Bonus event for the losers**

1. Set **Is Qualifier** to Yes
2. From the **Loser to** drop down menu, select the event the losers go (usually the bonus draw) and the criteria for teams that will move.



4.2.6. Managing Age Group Splits



Once a skill level event has been created, it can easily be split into age groups using the Manage Splits option on the event sidebar menu. This is a powerful feature that allows Tournament Directors to create and modify age brackets before, during and after the registration period. When age splits are created either before or during the registration period, players will register into those age groups. Age splits are also used by the Planner Snapshot to create a potential schedule based on the expected number of players in each age group.

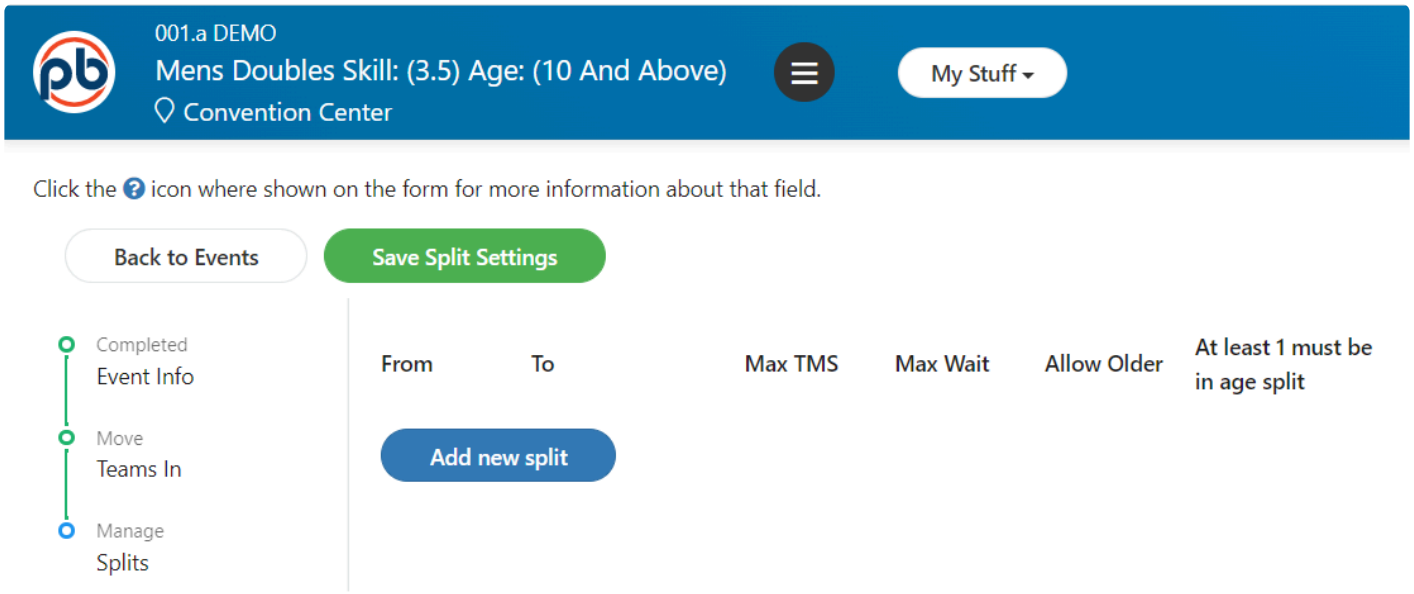
1. **Before Registration Opens** – Age group splits can be created so that players can register by age within a specific skill level.
2. **During Registration** – Age groups can be expanded or shrunk to modify the size of the bracket. Players will automatically be moved to the appropriate age group.
3. **After Registration Closes** – Age groups can be created from any skill level event in order to split one event into multiple skill level/age group events or combine or combine age groups into one event.

! If age splits are created **after** players have registered, either turn the waiting list service off for the tournament or set maximums for each age split **if you want to keep players on the waiting list in the new age group**. If maximums are not set and the waiting list service is on, eligible waiting list teams will be moved in as soon as you save the settings.

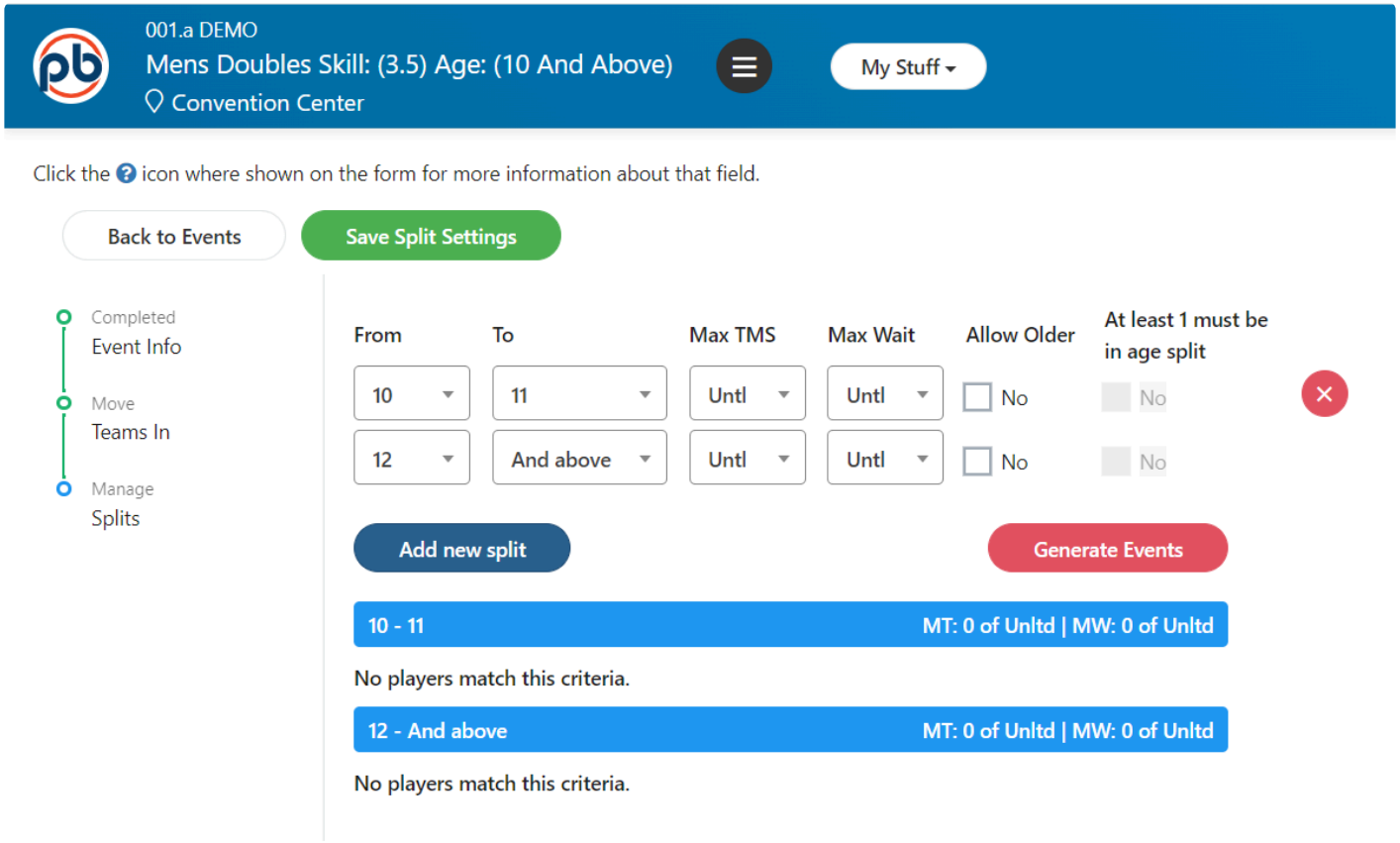
4. **Before Registration Opens** – Using the Age group split functionality, Tournament Directors can create separate skill level/age group events. **Once created, these events cannot be modified using the manage splits function.**

4.2.6.1. Adding the First Age Splits

Selecting the Manage Splits option will bring you to this screen. Click on Add New Split.



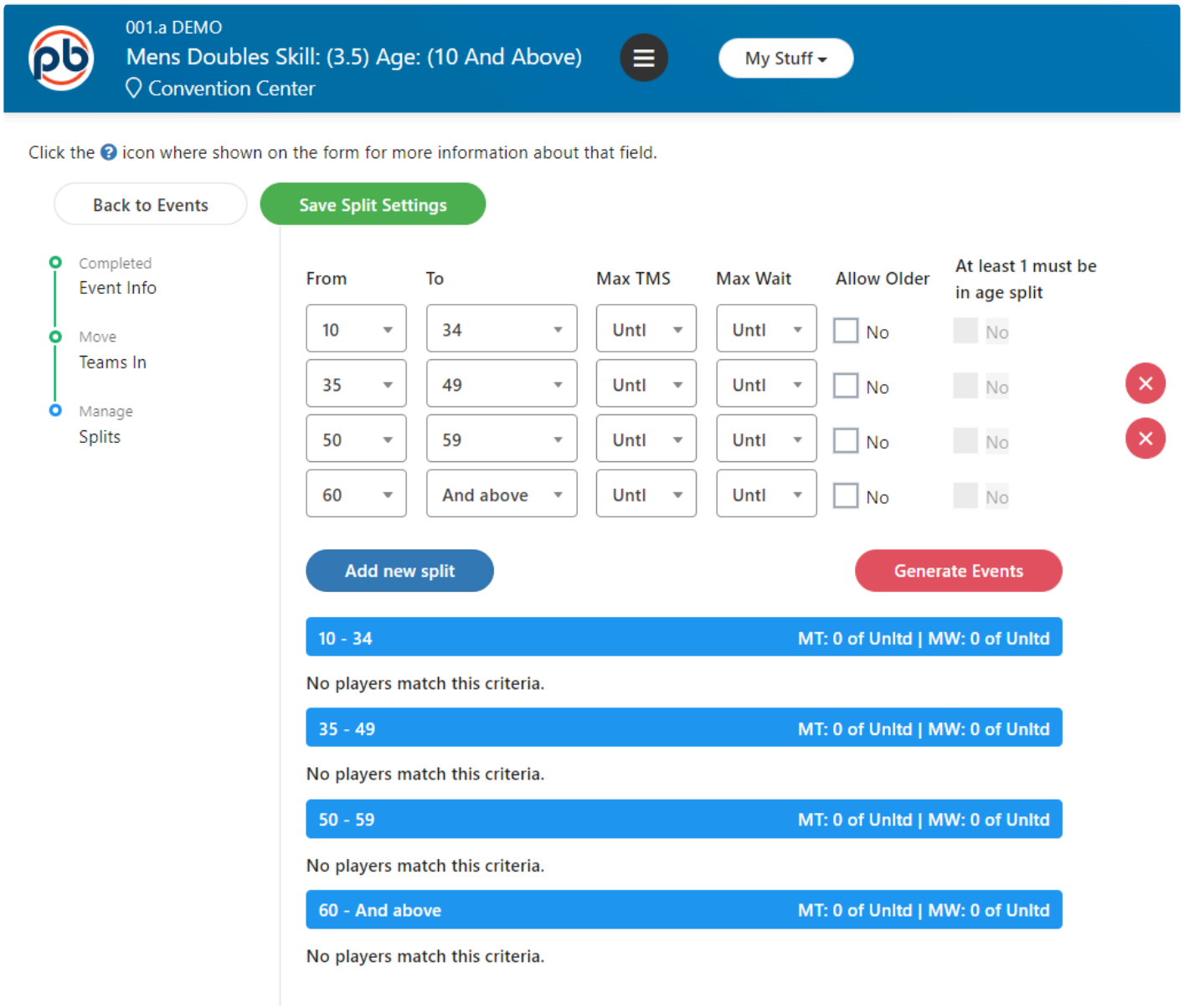
The system will add two splits to the event. The first will be a one year split starting with the minimum age for the event and the second will be all ages above that. From that point on, age ranges may be modified and more splits can be added.



If the tournament is set up to use a lottery, there will be an extra column allowing the TD to set a maximum number of lottery registrations for each age split.

! Save the created split using the Green “Save Splits” button. **Do Not** click on the Red “Generate Events” button until you are ready to create permanent events from the splits.

4.2.6.2. Adding Additional Splits



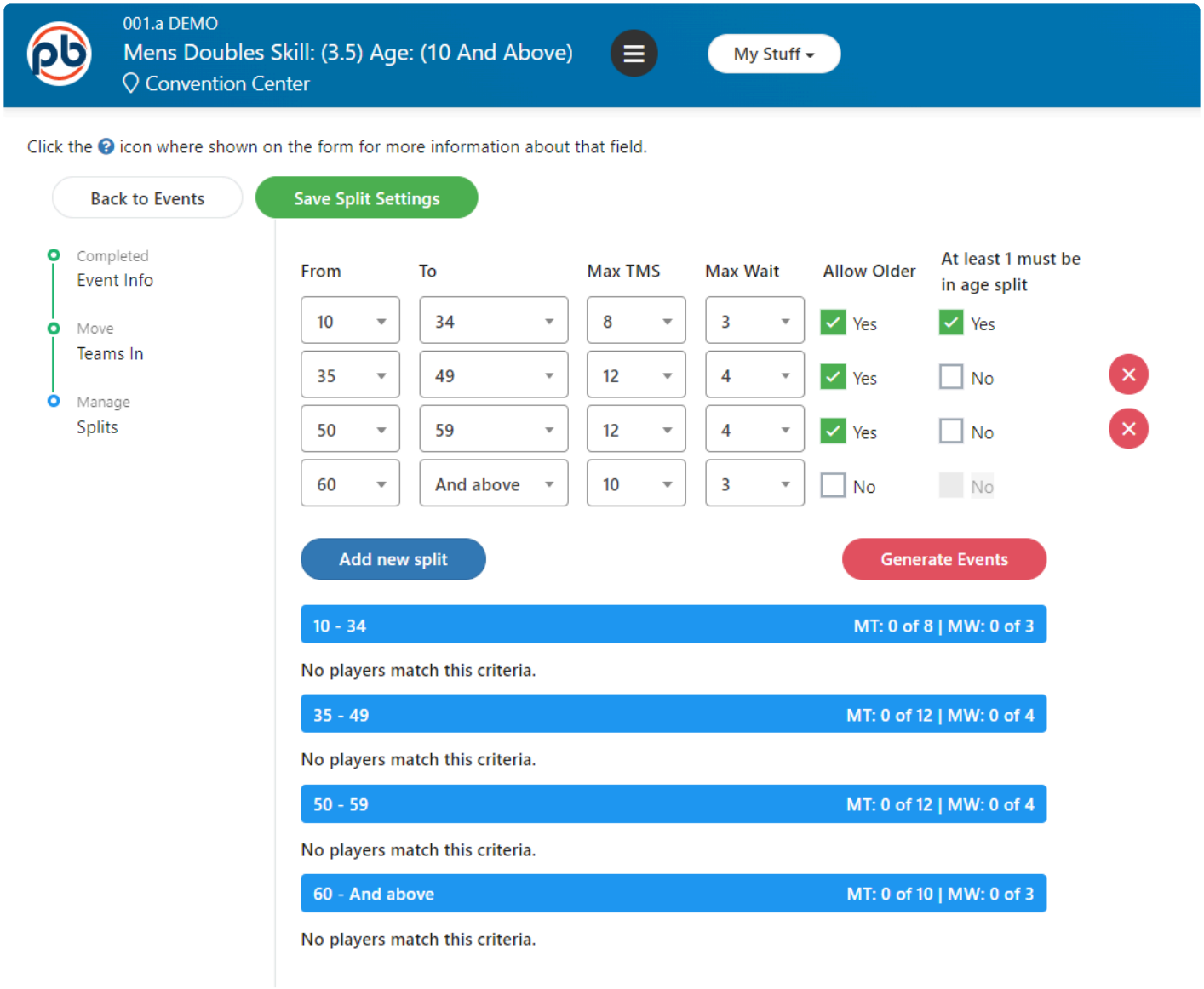
Changing the maximum age for the first split will automatically adjust the age range for the next one. Changing “And above” for the second split to an actual age, will automatically add a third split. From there, “And above” may be adjusted to an actual age to add as many splits as are needed for the event. Changing the age range for any split after that will automatically adjust the ages of the splits above and below that one. If you expand the age range of any split to encompass the entire previous or following split, the unneeded split will be automatically deleted.

! Save the created splits using the Green “Save Splits” button.**Do Not** click on the Red “Generate Events” button until you are ready to create permanent events from the splits.

4.2.6.3. Configuring Splits

The general configuration of splits will conform to the parameters that were set for the event. However, the tournament director may add other limitations to each of the age groups to control the registration process.

1. Max TMS – the maximum number of teams allowed in that age group.
2. Max Wait – the maximum number of teams allowed on the waiting list.
3. Allow Older – Check this to allow older players to play down into the age group.
4. At least 1 must be in age split – Check this to require that at least one of the partners fit into the age range. If it is not checked, teams of any age will be permitted to register as long as the Allow Older option is checked.



> ! Save the created splits and the configuration using the Green “Save Splits” button. **Do Not** click on the Red “Generate Events” button until you are ready to create permanent events from the splits.

4.2.6.4. Creating Splits When Teams are Already Registered

If an event was set up as a skill level event with no age group splits, the Tournament Director may use the manage splits function at any time, either during or after the registration period, to split the event into age groups. If this is done during registration, all future players/teams will register for their age group within the event.

Select Manage Splits from the event and add one split. The first one year age group will be created and players will be placed into the remaining age group.

Back to Events | Save Split Settings

- Completed: Event Info
- Move: Teams In
- Manage: Splits

Below is a list of all splits with teams that match the criteria for that split.

Add, edit, or delete splits to move teams.

From	To	Max TMS	Max Wait	Allow Older	At least 1 must be in age split
10	11	Until	Until	No	No
12	And above	Until	Until	No	No

Add new split | Generate Events

10 - 11 — MT: 0 of Unltd | MW: 0 of Unltd

No players match this criteria.

12 - And above — MT: 8 of Unltd | MW: 0 of Unltd

Move to:		Original group
-	[73] [4.25] august, august [73] [3.75] white, white Team rating: 3.925	60 And Above (S) Any
-	[71] [3.75] Cass, Alexa [71] [3.75] Toscano, Mason Team rating: 3.75	-1 Only (S) 3.5 Only
-	[52] [3.25] Cranshaw, Maddox [71] [3.75] Dylan, Nancy Team rating: 3.425	-1 Only (S) 3.5 Only
-	[71] [3.25] Termin, Ginger [61] [3.75] Reich Sr, Kason Team rating: 3.425	-1 Only (S) Any
-	[31] [3.25] Treadway II, Ken [71] [3.75] Breaux, Haley Team rating: 3.425	-1 Only (S) 3.5 Only
-	[44] [3.25] Greferlim, Karen [27] [3.25] Dubois, Jarrett Team rating: 3.25	-1 Only (S) 3.5 Only
-	[37] [3.25] Hochberg Sr, Will [59] [3.25] Cook, Patricia Team rating: 3.25	-1 Only (S) 3.5 Only
-	[71] [2.75] Raiffa, Mareli [71] [3.75] Gonet Jr, Alexzander Team rating: 3.1	-1 Only (S) 3.5 Only

4.2.6.4.1. Adding Splits with Players

Add and configure the additional age splits and players will be automatically placed correctly.

001.a DEMO

Mixed Doubles Skill: (3.5 And Under) Age: (10 And Above)

Back to Events | Save Split Settings

Manage Splits

From	To	Max TMS	Max Wait	Allow Older	At least 1 must be in age split
10	39	Until	Until	Yes	Yes
40	64	Until	Until	Yes	Yes
65	And above	Until	Until	No	No

Add new split | Generate Events

10 - 39 — MT: 3 of Unltd | MW: 0 of Unltd

Move to: -

[31] [3.25] Treadway II, Ken
[71] [3.75] Breaux, Haley
Team rating: 3.425

Original group
-1 Only
(S) 3.5 Only

Move to: -

[44] [3.25] Greferlim, Karen
[27] [3.25] Dubois, Jarrett
Team rating: 3.25

Original group
-1 Only
(S) 3.5 Only

Move to: -

[37] [3.25] Hochberg Sr, Will
[59] [3.25] Cook, Patricia
Team rating: 3.25

Original group
-1 Only
(S) 3.5 Only

40 - 64 — MT: 2 of Unltd | MW: 0 of Unltd

Move to: -

[52] [3.25] Cranshaw, Maddox
[71] [3.75] Dylan, Nancy
Team rating: 3.425

Original group
-1 Only
(S) 3.5 Only

Move to: -

[71] [3.25] Termin, Ginger
[61] [3.75] Reich Sr, Kason
Team rating: 3.425

Original group
-1 Only
(S) Any

65 - And above — MT: 3 of Unltd | MW: 0 of Unltd

Move to: -

[73] [4.25] august, august
[73] [3.75] white, white
Team rating: 3.925

Original group
60 And Above
(S) Any

Move to: -

[71] [3.75] Cass, Alexa
[71] [3.75] Toscano, Mason
Team rating: 3.75

Original group
-1 Only
(S) 3.5 Only

Move to: -

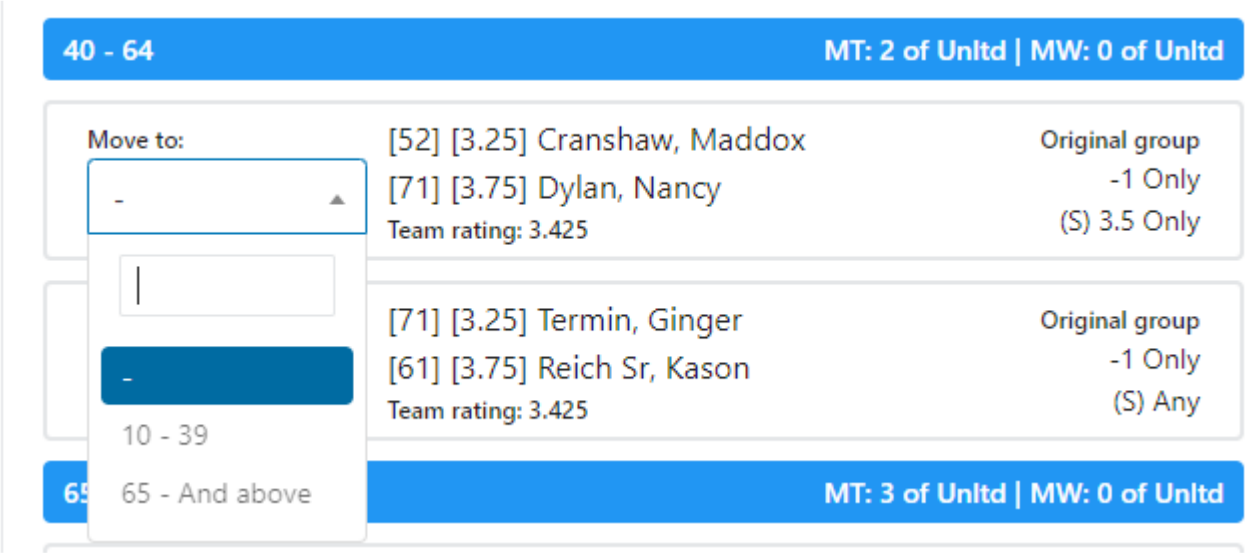
[71] [2.75] Raiffa, Mareli
[71] [3.75] Gonet Jr, Alexzander
Team rating: 3.1

Original group
-1 Only
(S) 3.5 Only

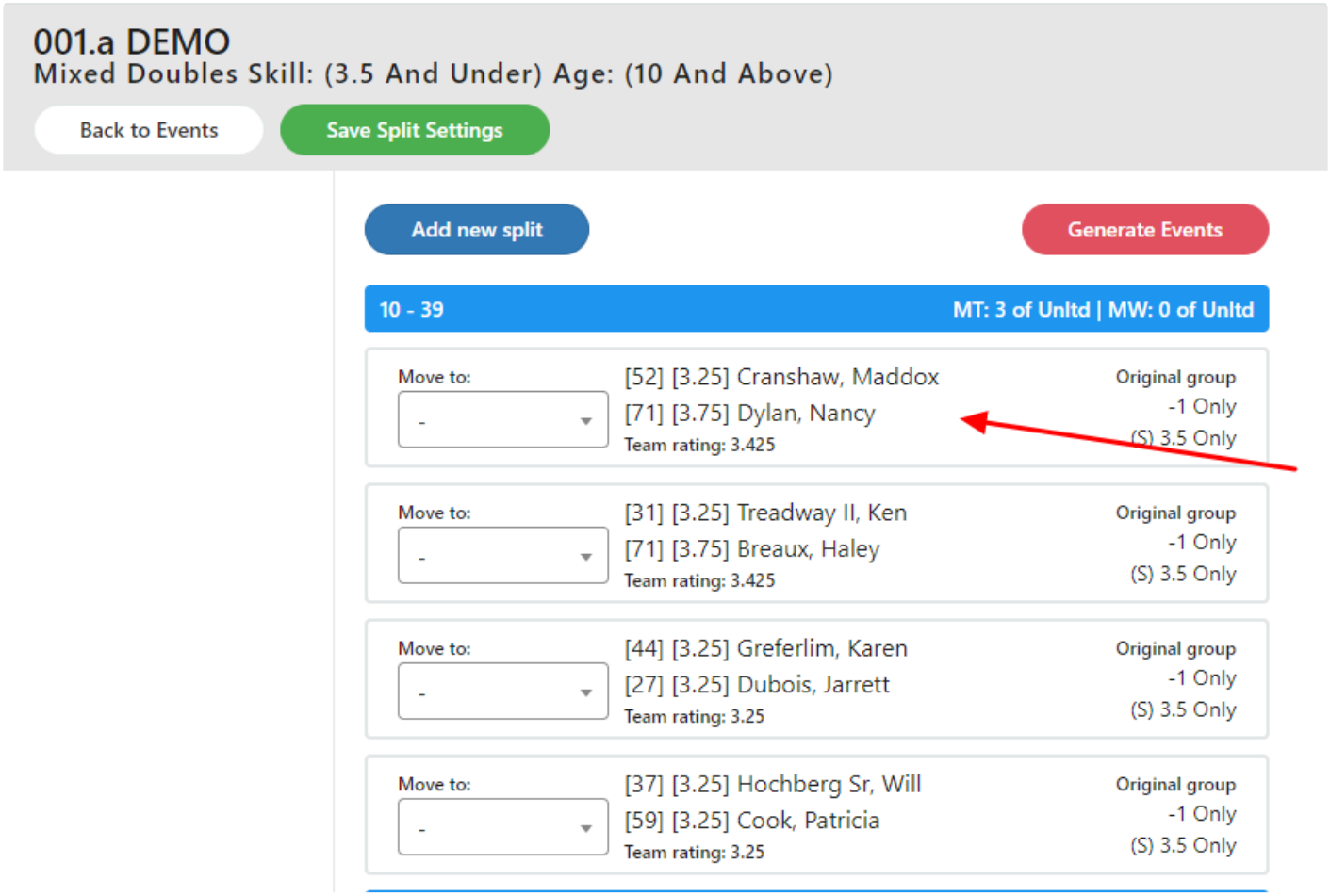
> ! Save the created splits and the configuration using the Green “Save Splits” button. **Do Not** click on the Red “Generate Events” button until you are ready to create permanent events from the splits.

4.2.6.4.2. Manually Moving a Player or Team to a Different Age Split

In some cases, Tournament Directors might want to move a team or player up or down to a different age split. To do that from the splits menu, click on the “Move Player To” menu next to the team name and select the age group to move to.



The team will be moved to the new age group.

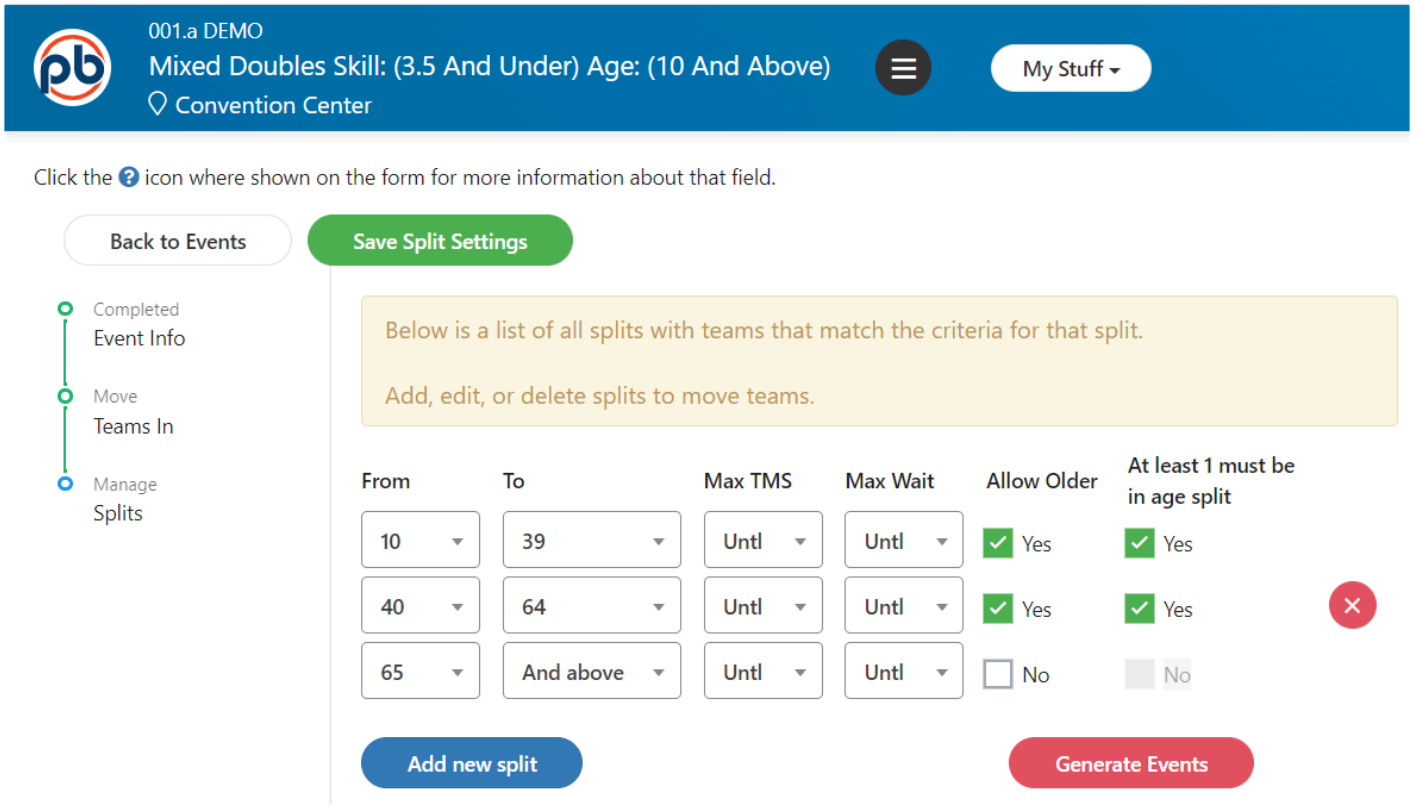


! Save the created splits and the configuration using the Green “Save Splits” button. **Do Not** click on the Red “Generate Events” button until you are ready to create permanent events from the splits.

4.2.6.5. Finalizing Split Settings

Split settings must be saved but are not permanent and can be modified by the Tournament Director at any time. Once the Tournament Director is satisfied with the split settings, the actual tournament events can be generated. This is usually done at either of the following times:

1. When the events are set up for the tournament. This allows the Tournament Director to quickly create empty Skill Level/Age Group events. **Once events are generated, the age groups cannot be modified using the manage splits function.**
2. When registration closes and the Tournament Director wants to finalize the age splits. This must be done prior to verifying the tournament brackets.



Click on the Red Generate Events button to finalize the age splits.

Run the simulator schedule after generating age splits.

4.2.7. Special Tournament Formats

Certain Organizations have regulations about how the tournament should be structured and how results should be reported. These include national sanctioning bodies and other national or regional organizations. This section of the manual will cover the procedures for setting up tournaments that conform to their specifications.

4.2.7.1. National Senior Games State Qualifying Tournaments

The National Senior Games are held every other year in summer or fall of the odd numbered years. State qualifying takes place in the previous even numbered year. States are permitted to format their tournaments as they wish and state qualifiers can be single or double elimination or round robin events. However, the National Senior Games requires states to report results in a specific format and to limit qualifying from their tournaments in certain ways. The following pages will cover the best methods for setting up state qualifying tournaments that conform to the National standards.

4.2.7.1.1. National Senior Games Regulations

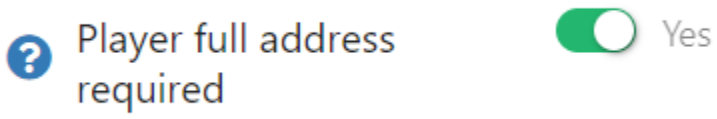
A full listing of the National Senior Games Regulations governing Pickleball can be found on their website here: National Senior Games

These are the specific parts of the regulations that govern the setup of a qualifying tournament.

1. Age Groups – Qualifying is by five year age groups starting at age 50. Age is calculated based on the last day of the **qualifying year**.
2. Skill Levels – Skill levels for the National Tournament are Division I, 4.5 and above, Division II, 4.0, Division III, 3.5 and Division IV, 3.0 and below. Directors of state qualifying tournaments are free to configure the divisions as they wish to conform to the needs of their player population. However, at the national tournament, all qualifiers will play in the National Tournament division that covers their skill level at the time of the tournament.
3. Players must play at the skill level of the higher rated player and the age of the younger player. **A team of two older players may not play down into a younger age bracket.**
4. The top four teams in each skill level/5 year age group in every event will qualify for the National Senior Games.
5. There are four qualifying spots reserved for home state teams if they do not finish in the top four spots.

4.2.7.1.2. Tournament Setup

When you set up the tournament, make sure that the Require Full Address switch is turned on:

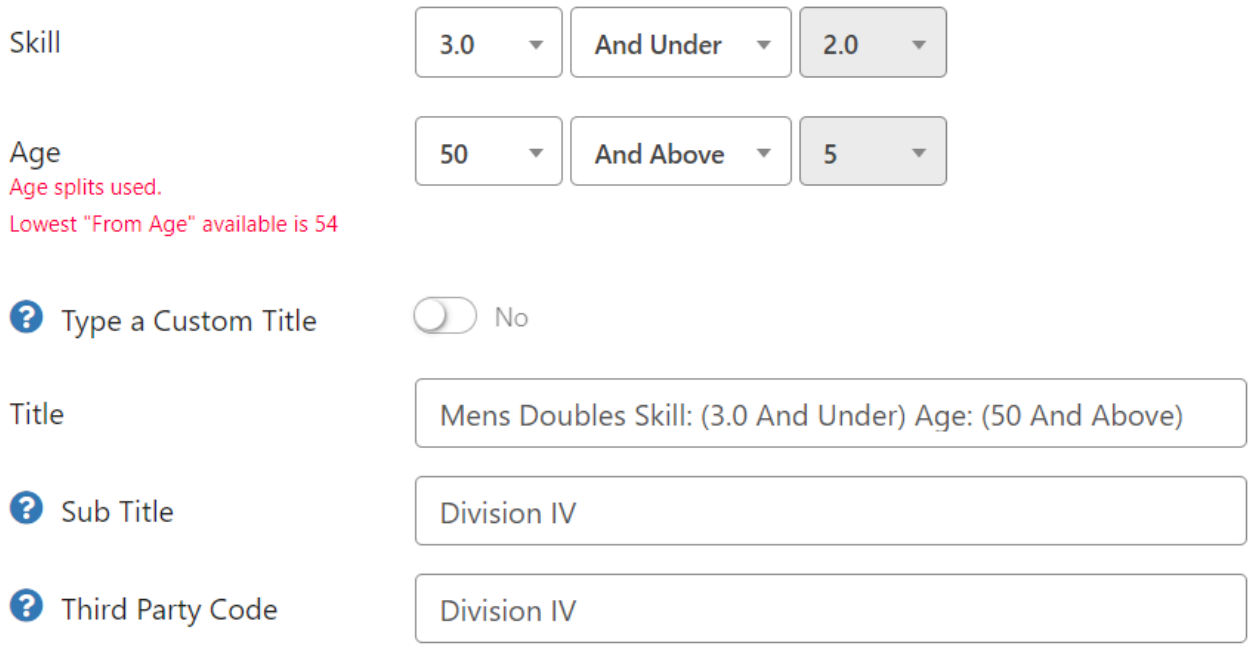


At the conclusion of the tournament, PickleballBrackets.com will create a results report that can be sent to the National Senior Games Association. They require the full mailing address of every player.

4.2.7.1.3. Event Set Up

National Senior Games qualifying events should be set up as Skill Level events. Age groups will be set within the skill level.

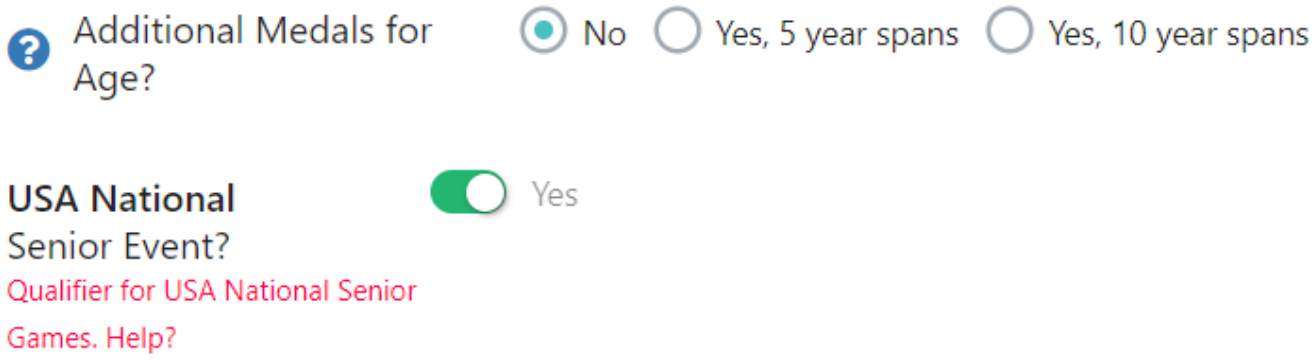
1. Create an event as a skill level event with an age range of 50 and above. It can be any event in the tournament such as Men's, Women's or Mixed Doubles or Singles.
2. Complete all of the setup information that you need to describe the event, it's format, dates, scoring, officiated status, partner registration deadline, etc.
3. **Do not enter Max teams or Max waiting list teams. Those will be entered separately for each age split.**
4. Enter the skill level and age information as shown here:



- Skill Level is required.
- The Title will be generated automatically.
- The Subtitle is not required but helps to further describe the event for registering players.
- The Third Party Code is required and must be in the format shown. The word "Division" followed by a space the Roman Numerals I, II, III or IV. This should correspond to the skill level of the event.

The Tournament Director can limit registration to only the designated skill level if they like rather than the skill level and "under". That is a local decision and is not mandated by the National Senior Games Association.

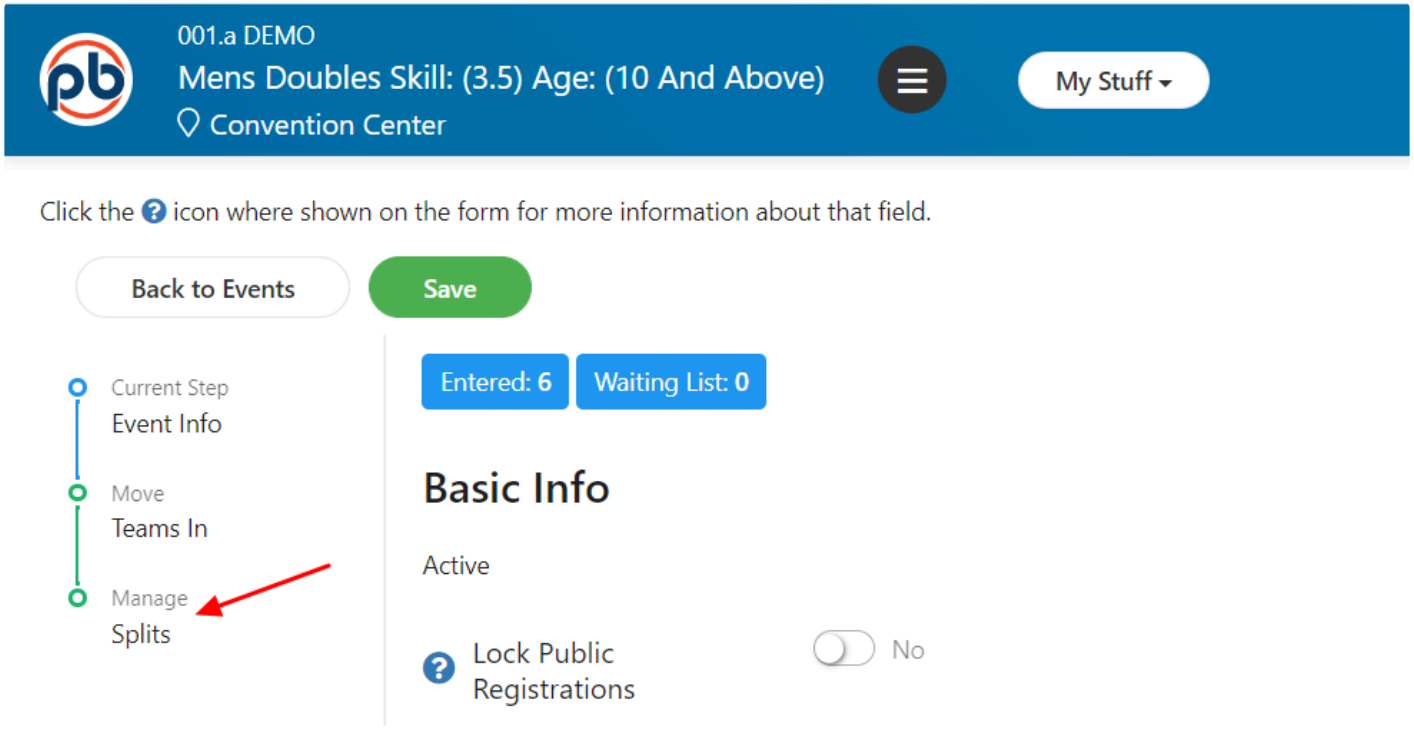
At the top of the Event setup screen, make sure that the USA Senior Games buttons is turned on. Turn the Additional Medals buttons off.



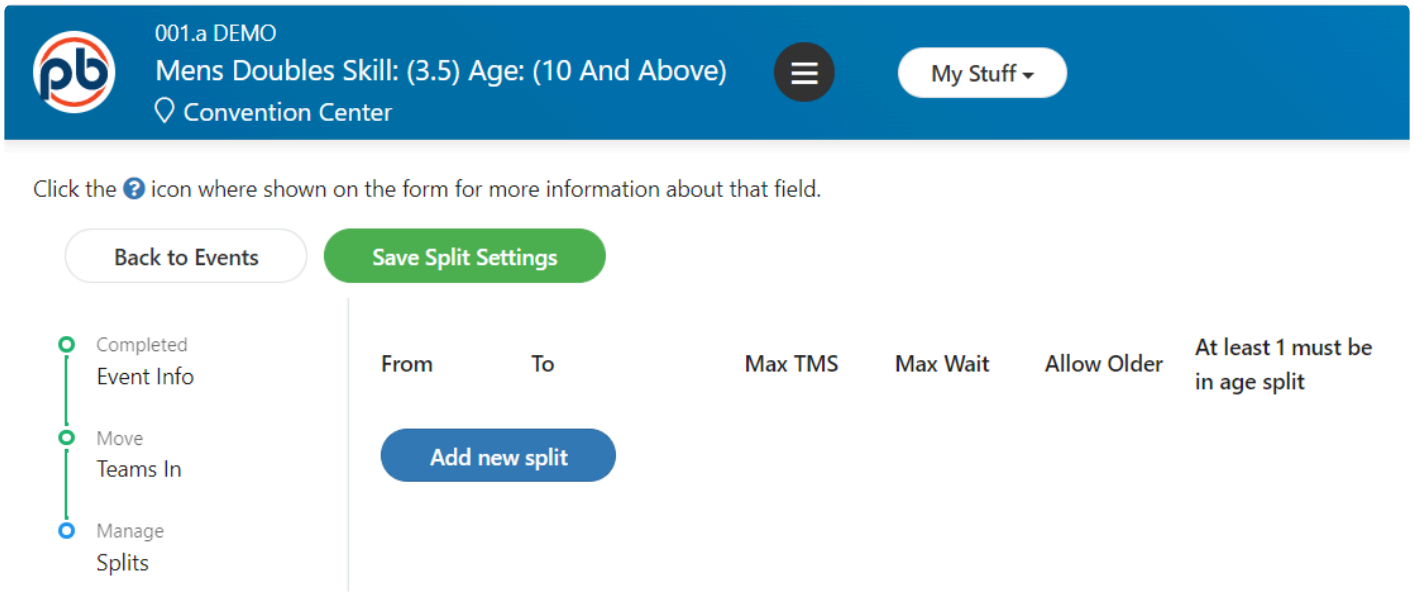
Save the event when you are done.

4.2.7.1.4. Adding Age Splits to the Event

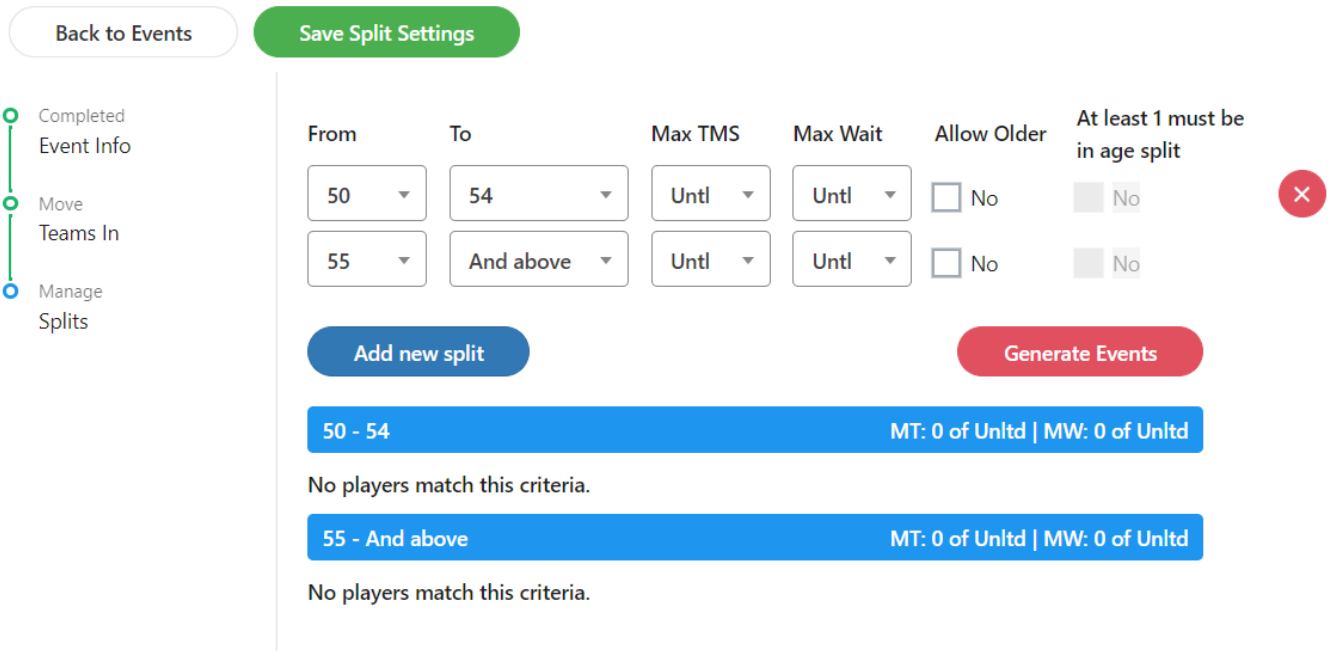
Age splits are added within the event after it is set up. Select Manage Splits on the left side of the screen.



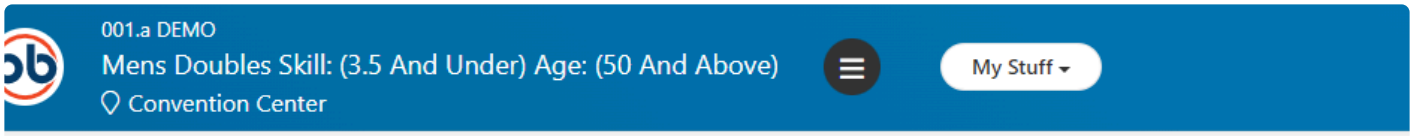
Click on Add New Split



The first split should be Age 50-54.


Back to Events
Save Split Settings
Completed
Event Info
Move
Teams In
Manage
Splits
From
To
Max TMS
Max Wait
Allow Older
At least 1 must be in age split
50
54
Untl
Untl
No
No
55
And above
Untl
Untl
No
No
Add new split
Generate Events
50 - 54
MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.
55 - And above
MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

Change “And above” for the second split to 55-59 to automatically add a third split. From there, “And above” may be adjusted to to add as many 5 year age splits as are needed for the event. Age splits for the National Senior Games qualify range from 50 to 100.



ick the ? icon where shown on the form for more information about that field.

Back to Events | Save Split Settings

- Completed: Event Info
- Move: Teams In
- Manage: Splits

From	To	Max TMS	Max Wait	Allow Older	At least 1 must be in age split
50	54	Until	Until	No	No
55	59	Until	Until	No	No
60	64	Until	Until	No	No
65	69	Until	Until	No	No
70	74	Until	Until	No	No
75	79	Until	Until	No	No
80	84	Until	Until	No	No
85	89	Until	Until	No	No
90	94	Until	Until	No	No
95	And above	Until	Until	No	No

Add new split | Generate Events

50 - 54 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

55 - 59 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

60 - 64 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

65 - 69 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

70 - 74 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

75 - 79 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

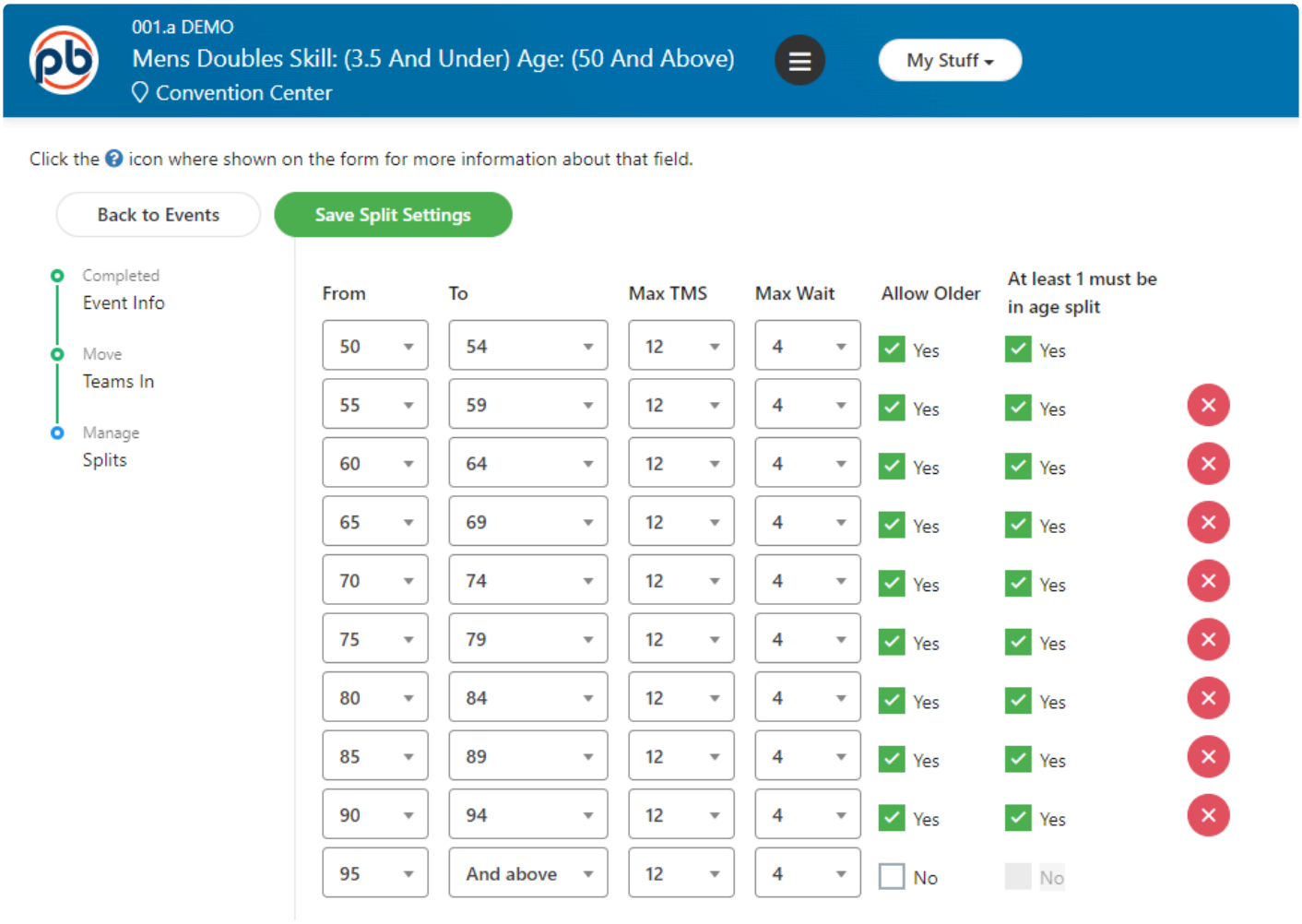
80 - 84 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

85 - 89 MT: 0 of Unltd | MW: 0 of Unltd
No players match this criteria.

! Save the created splits using the Green “Save Splits” button.**Do Not** click on the Red “Generate Events” button.

4.2.7.1.5. Formatting Age Splits

Once the splits are created, you can limit the size of the bracket, the eligibility and the waiting list.



1. Select the Maximum Number of Teams for the Age Bracket.
2. Select the Maximum Number of Teams for the Age Bracket Waiting List
3. Click on the “Allow Older” box to turn it on.
4. Click on the “At least 1 must be in age split” box to turn it on.
5. Click on “Save Splits” again.

> ! The National Senior Games does not allow a team to play down in age unless one of the players is in that age group.

> ! Do **NOT** click on the Red Generate Events button.

4.2.7.1.6. Creating the Remaining Events

After creating one event, with all of the age splits already listed as part of that event, copy that event to create your remaining events.

When you copy an event, remember to change these settings:

1. Change the type from disabled to active.
2. Change the skill level.
3. Change the player group.
4. Change the format.
5. Change the date.
6. Change the title of the event.
7. Change the Division.

Save the changes.

> ! Do **NOT** click on the Red Generate Events button.

4.2.7.1.7. Generating Events

Once all age splits are set, the next step is to generate your events. The events may be generated before registration opens or after registration closes.
Either option will allow players to sign up in the correct age/ skill event for the tournament.

For each event:

1. Edit the event.
2. Select Manage Splits from the menu on the left.
3. Click on the Red Generate Events button.
4. Generate events for all age splits.

> ! You may not manipulate split settings once events are generated. When registration closes, you will be able to combine age groups and skill level groups to create playing brackets.

4.2.7.1.8. Merging Skill Levels

For small brackets, you may need to take the next step of merging skill levels together. This will create a merged bracket for playing purposes. Senior Games qualifying and medals will still be awarded based on the original Division/ Age group that the player signed up for.

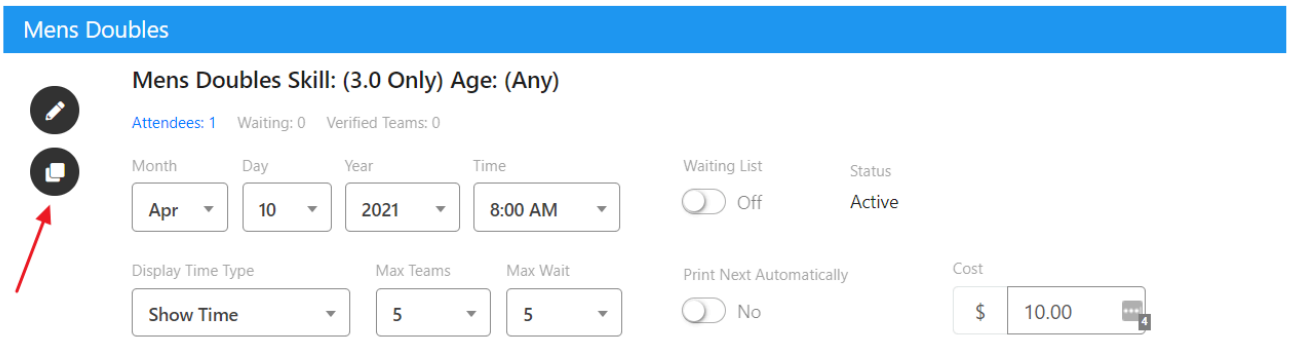
> ! Do NOT move players from one event to another. Merge the brackets to combine players.

Merging Events – Merging events will combine all players from two or more events into a new one. The old events will no longer display on the public site.

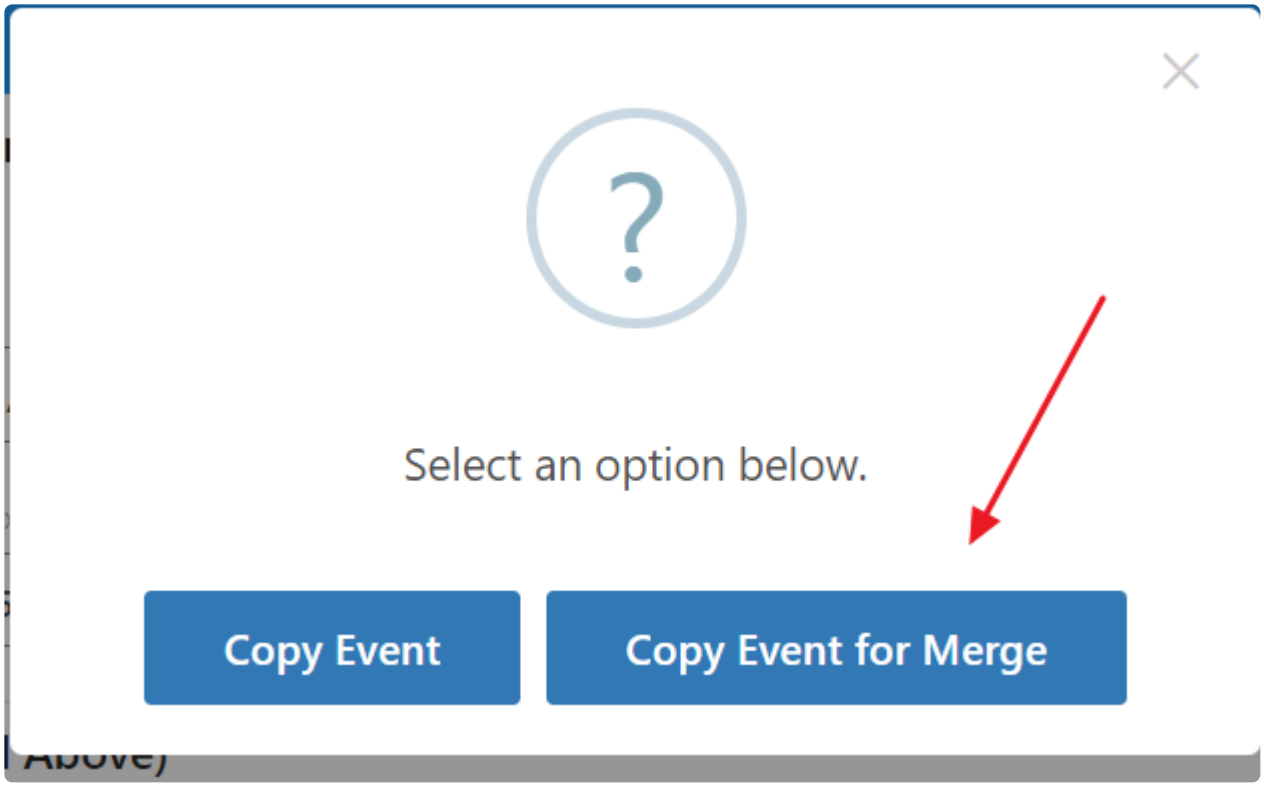
> ! Merging events should take place after registration closes. If a player or team registers for a merged event, and you later unmerge that event for any reason, they will be left in the merged event and will have to be moved manually. The merging process keeps track of the original event to facilitate the awarding of multiple sets of medals.

To Merge Events:

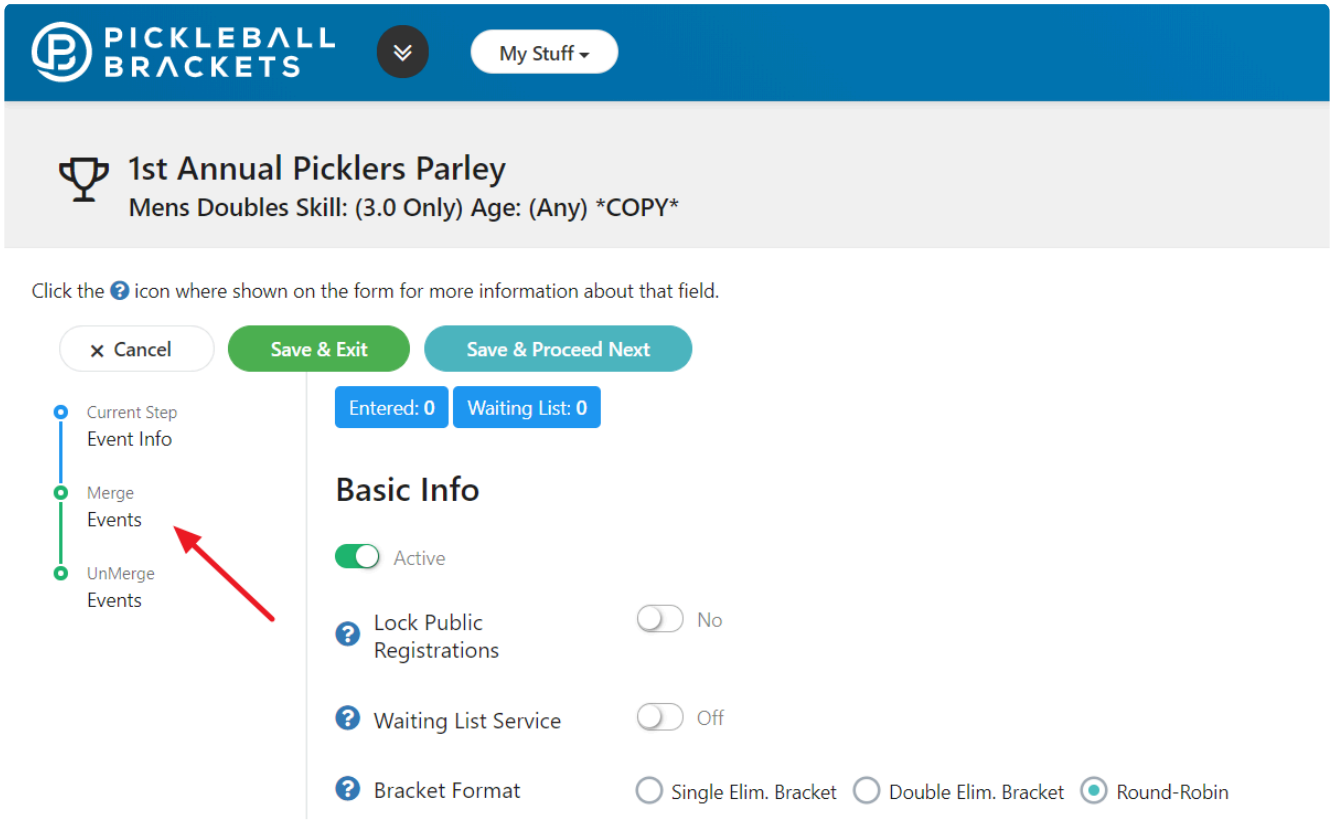
- Scroll down to one of the events to be merged and click on the copy icon.



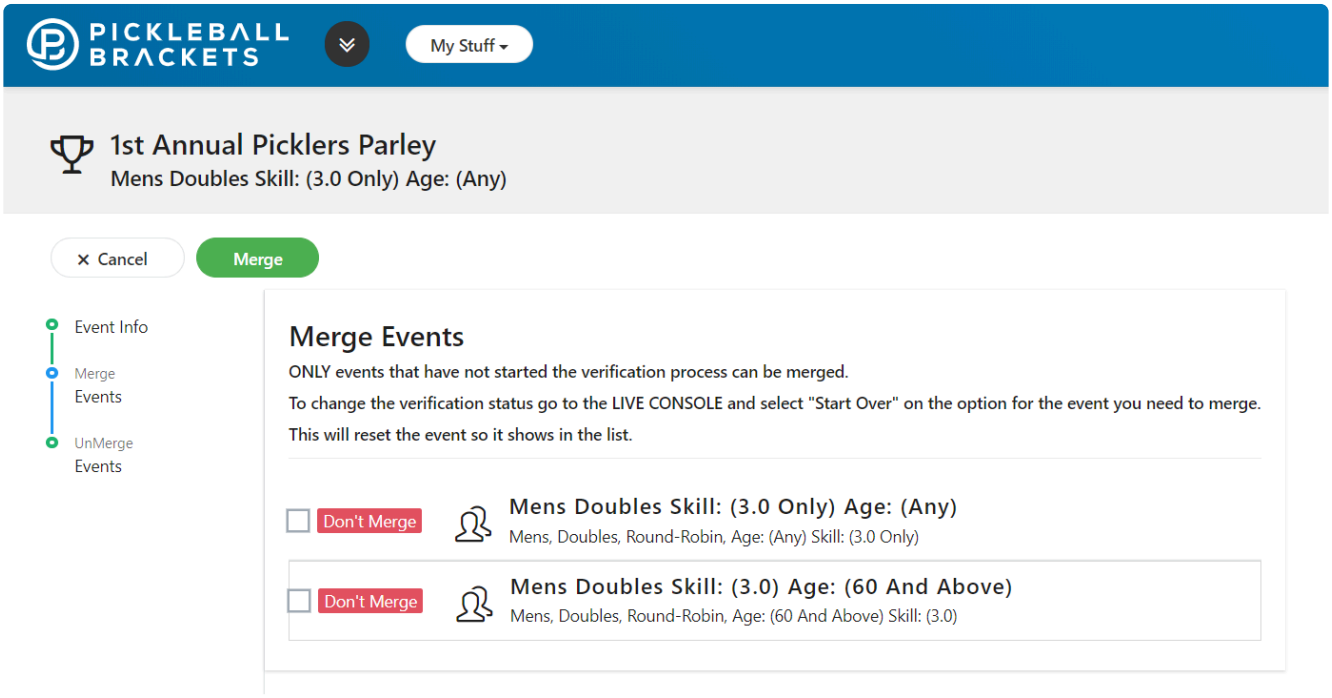
- Select *Copy Event for Merge*



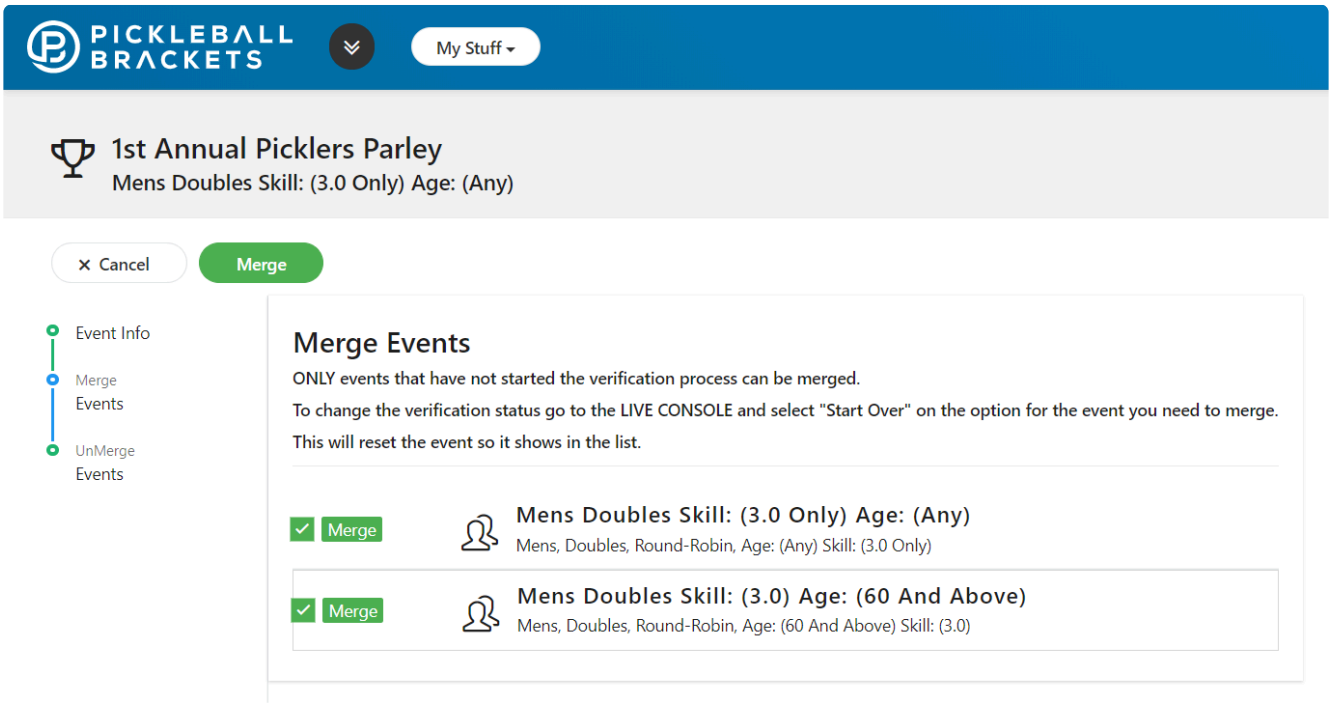
This will create a new event with the same configuration as the copied event with some extra options on the sidebar menu.



- Edit the parameters of the new event to reflect those needed for the merged group of players.
- Select **Save and Proceed Next**
  This will bring up a screen with a list of potential events to merge based on your parameters.



- Click on the **Don't Merge** checkbox of the events you want to combine. That will change them to **Merge**. Click on the green **Merge** button.



- The new event will show on your list of events with a Green link symbol. The original events will be hidden from the event list and will be automatically switched to inactive status.

Turn on the Hiding switch at the top of the event list to view the hidden events.

Events may be unmerged by editing the newly merged event and selecting the **Unmerge Events** option on the left side menu bar.

4.2.7.1.9. Adding Players or Teams After All of the Previous Steps are Completed

There may be situations where you need to add players after you have finalized all of your events. These are the steps to complete that process.

1. If the event is a merged event, edit the event and unmerge it using the unmerge option on the left side of the screen.
2. Add the new player to the correct event by editing their registration on the attendee screen.
3. Merge the events again.
4. If the event is not a merged event, add the new player to the correct event by editing their registration on the attendee screen.

> ! Do NOT move players into events using the move players in option on the menu.

4.2.7.1.10. Final Results

Medals – When completed, medals for each event will automatically be calculated. If the event is a single 5 year skill/age group, no further steps are needed. If the event was a merged event, created by merging either different age groups or skill levels, medals can be awarded for each of the original brackets using the procedure for Assigning Additional Medals. Click Here for complete instructions.

NSGA Senior Games Report – When the tournament is locked, a report of qualifiers may be printed from the reports menu for doubles, mixed doubles and singles. The report is an Excel spreadsheet in the format required by the National Senior Games. Download the reports to send to the National Senior Games office.

! Review each report before forwarding. There may be players listed without a Division if they were manually entered after events were generated and merged. The tournament director may edit the spreadsheet to add any missing data.

4.2.8. Pre-Registrations

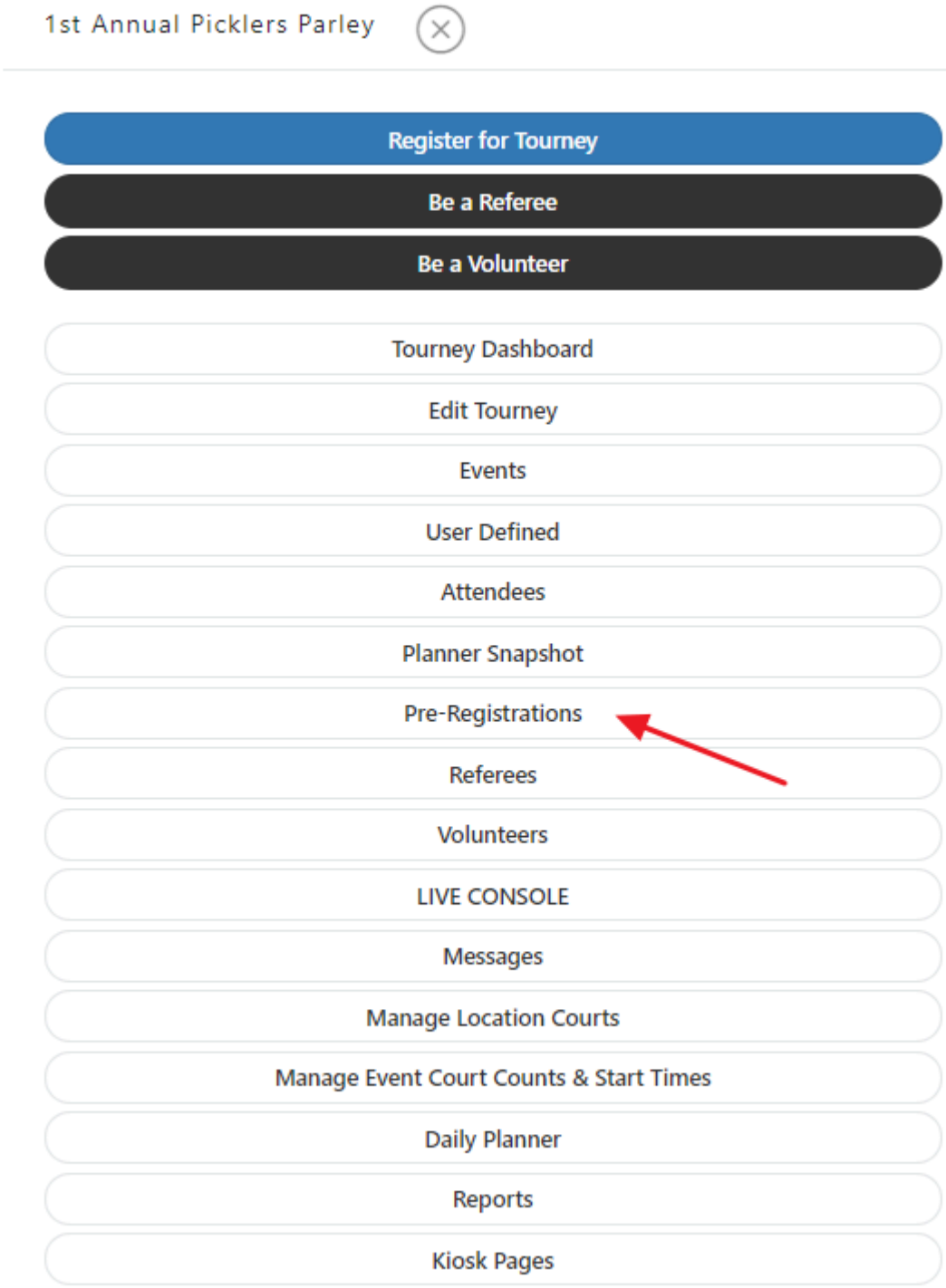
Tournament directors can allow selected individuals to pre-register for the tournament before general registration opens.

Players who you might want to grant a pre-registration privilege could include;

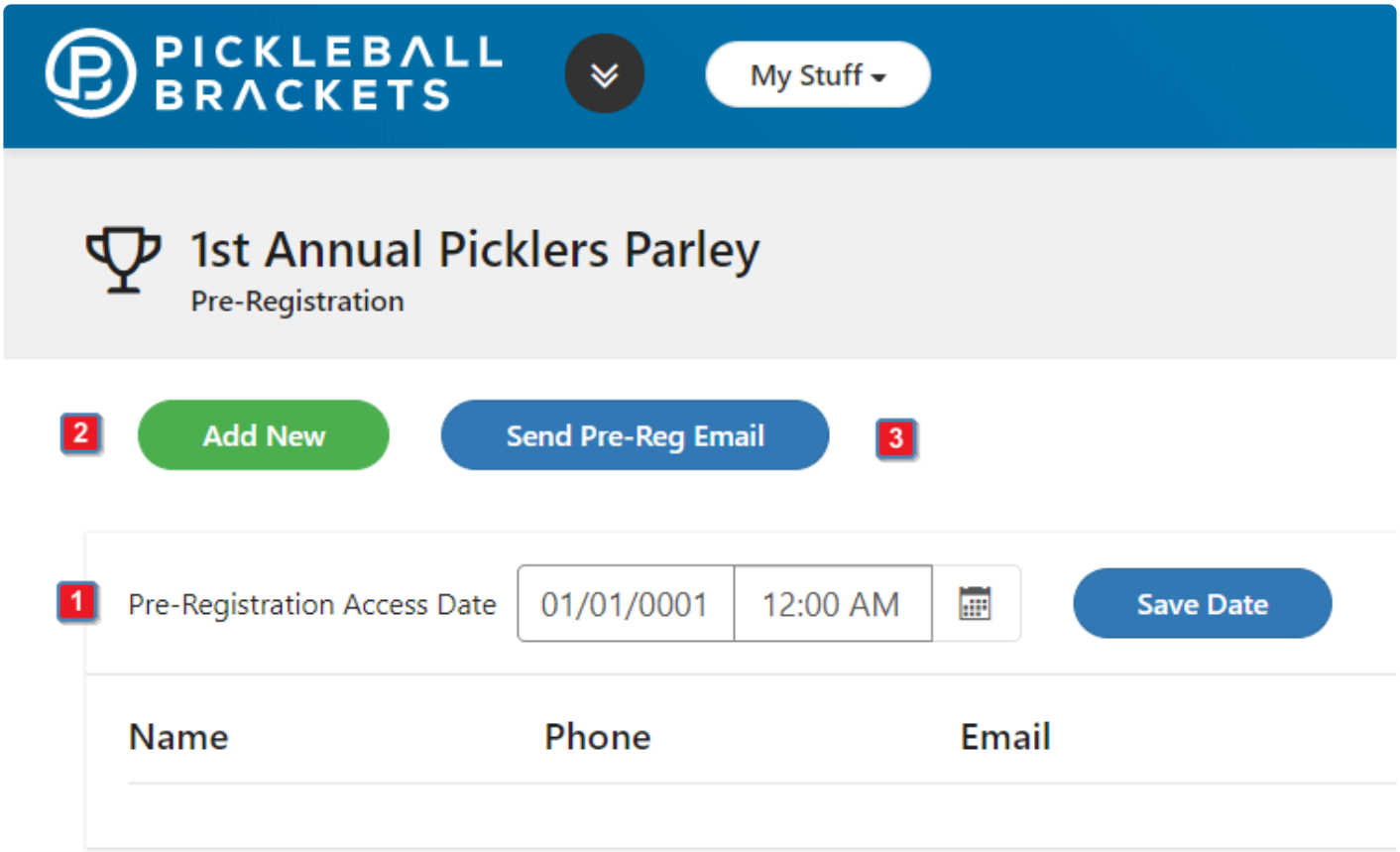
1. Members of your club
2. Tournament volunteers
3. Special invited guests such as pros, clinic presenters or vendors
4. Medal winners from a prior tournament

Select **Pre-Registrations** from the Main Menu to invite players to pre-register.

> Pre-registered players will not show up on the tournament player list until general registration opens.

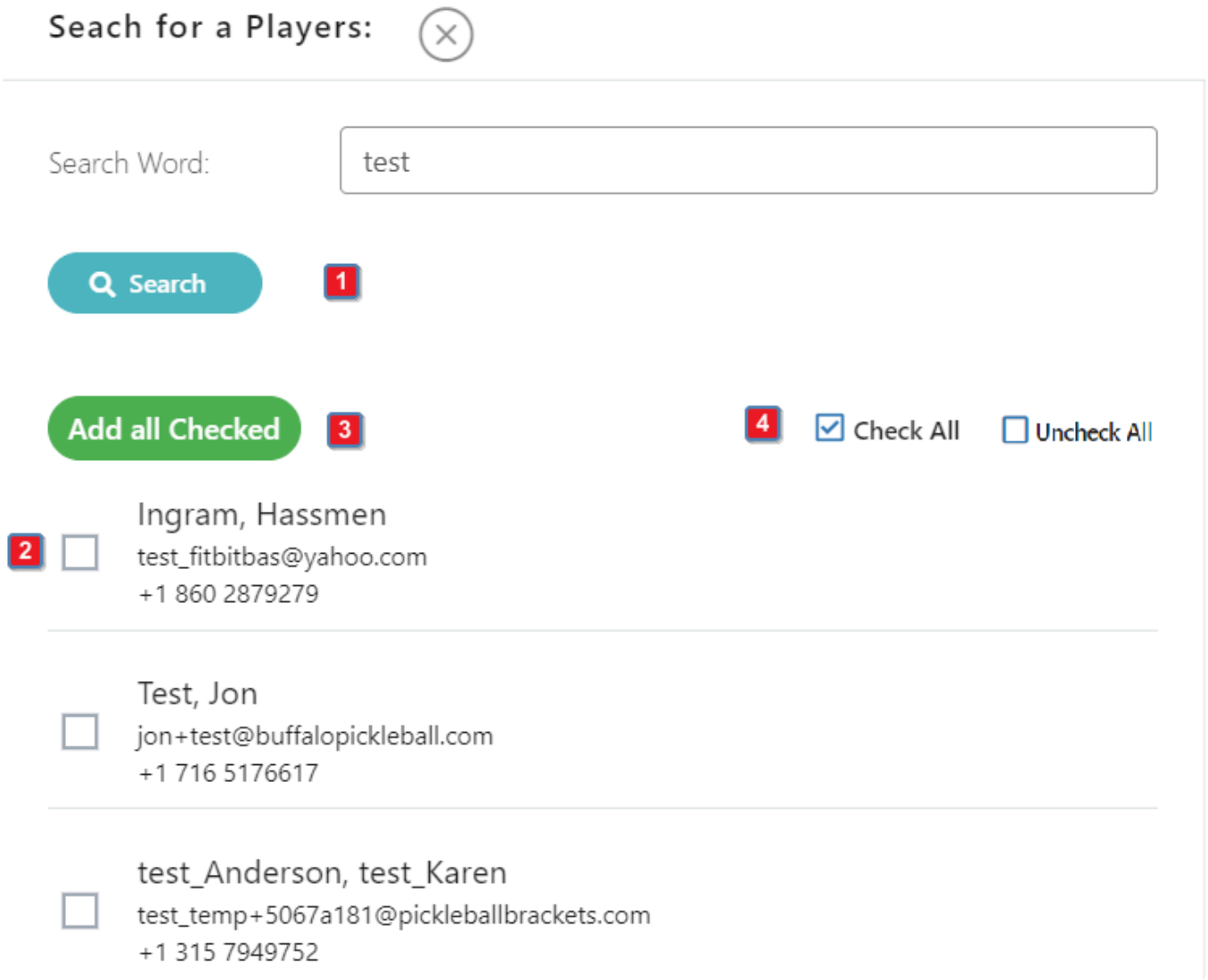

1st Annual Picklers Parley
Register for Tourney
Be a Referee
Be a Volunteer
Tourney Dashboard
Edit Tourney
Events
User Defined
Attendees
Planner Snapshot
Pre-Registrations
Referees
Volunteers
LIVE CONSOLE
Messages
Manage Location Courts
Manage Event Court Counts & Start Times
Daily Planner
Reports
Kiosk Pages

4.2.8.1. Inviting Players to Pre-Register



1. Select your **Pre-Registration Access Date** and press **Save** – This is the date that you want your pre-registered players to be able to register.
2. Select **Add New** to add players to your list.

That will bring up the player search screen.



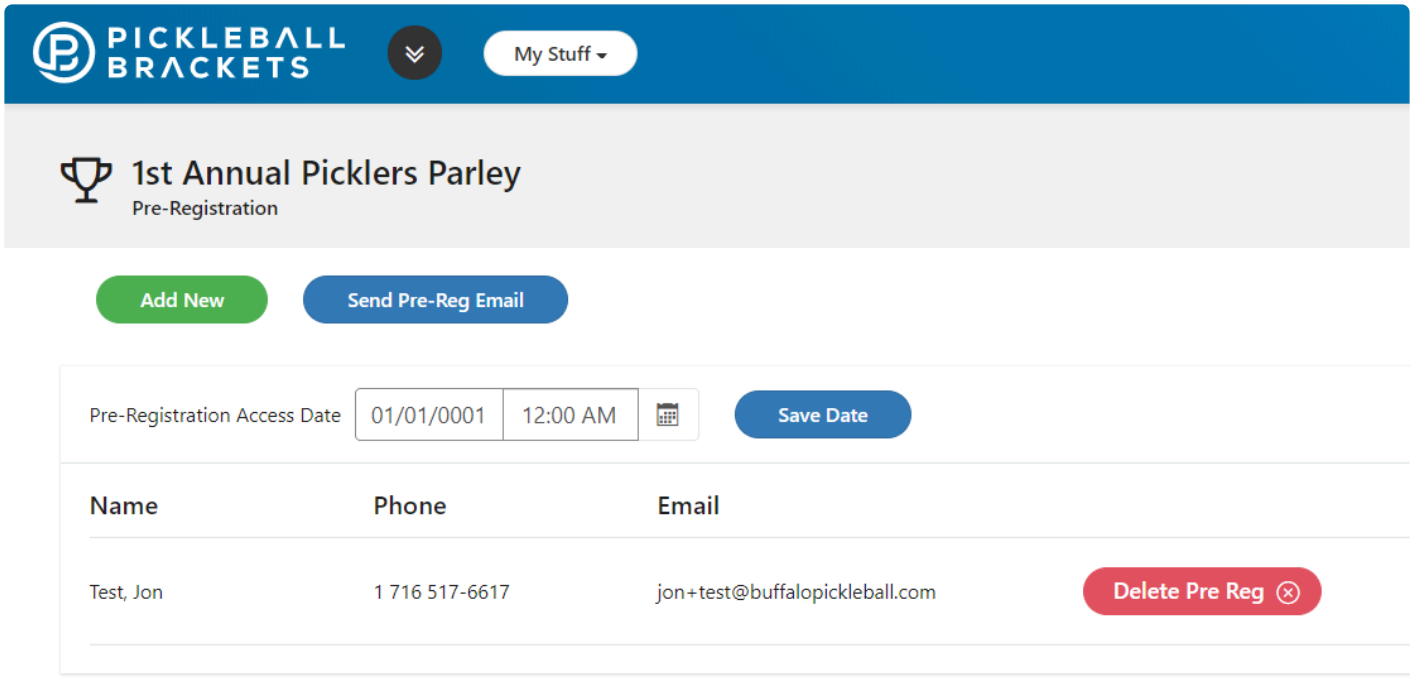
- Enter the name of the player your are searching for and press the **Search** button.

> Players who you wish to invite, must have an account on Pickleballbrackets.com to show up on the list.

- Check the players you wish to invite.
- You can **Check All** or **Uncheck All**.
- Click **Add All Checked** and the players will be added to your list.
- You will then see a screen with the names of the players you have selected for pre-registration. You may delete any if necessary.

- When you are ready to sent your invitations, select **Send Pre-Reg Email**. Players will receive an email with a link to pre-register.

If you wish to allow a discounted or free registration for any of the invited players, you should email a discount code to them separately.



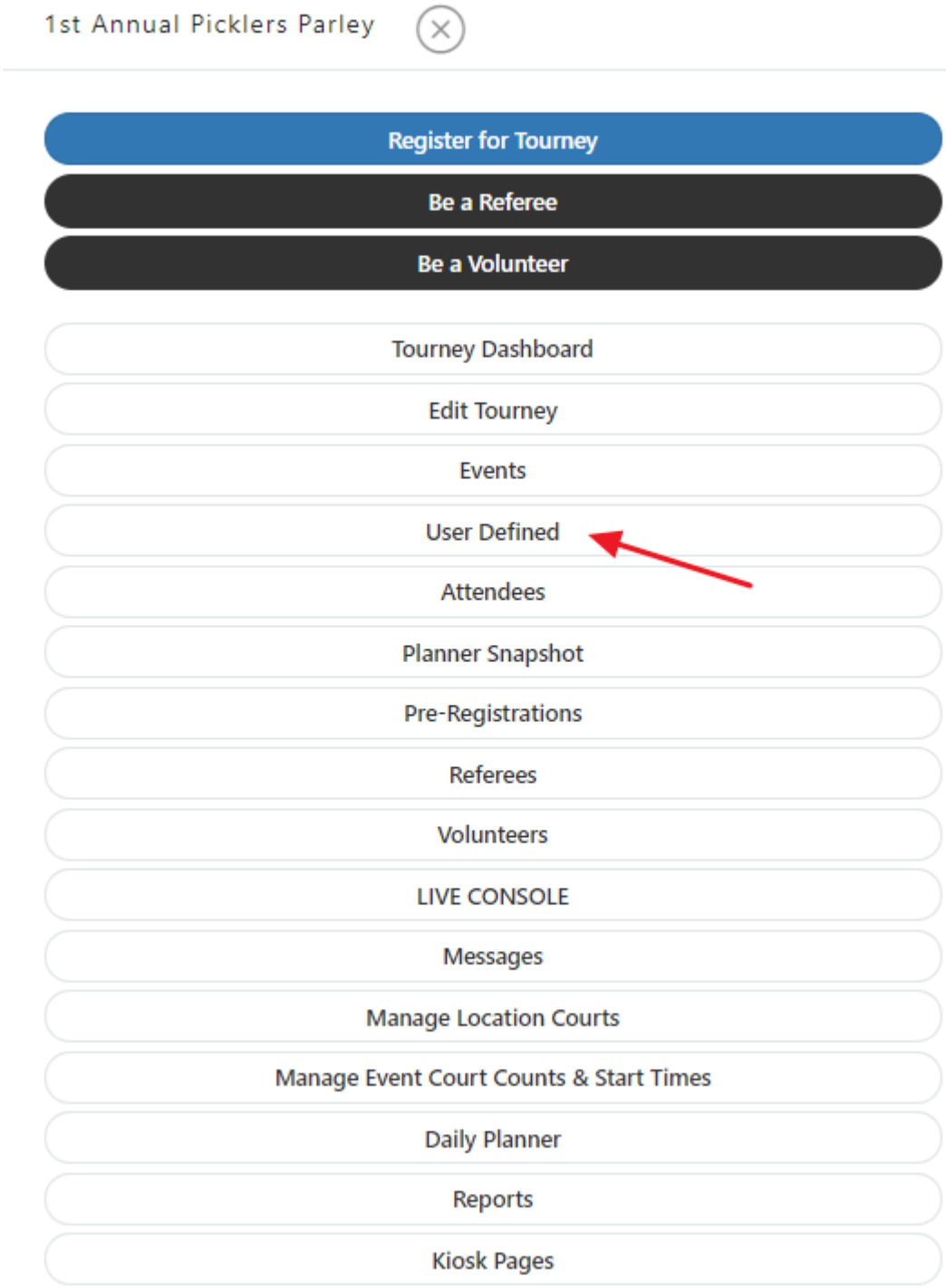
4.2.9. User Defined Fields

Tournament Directors have the ability to create a variety of different types of user defined fields. These fields can be used for tasks such as:

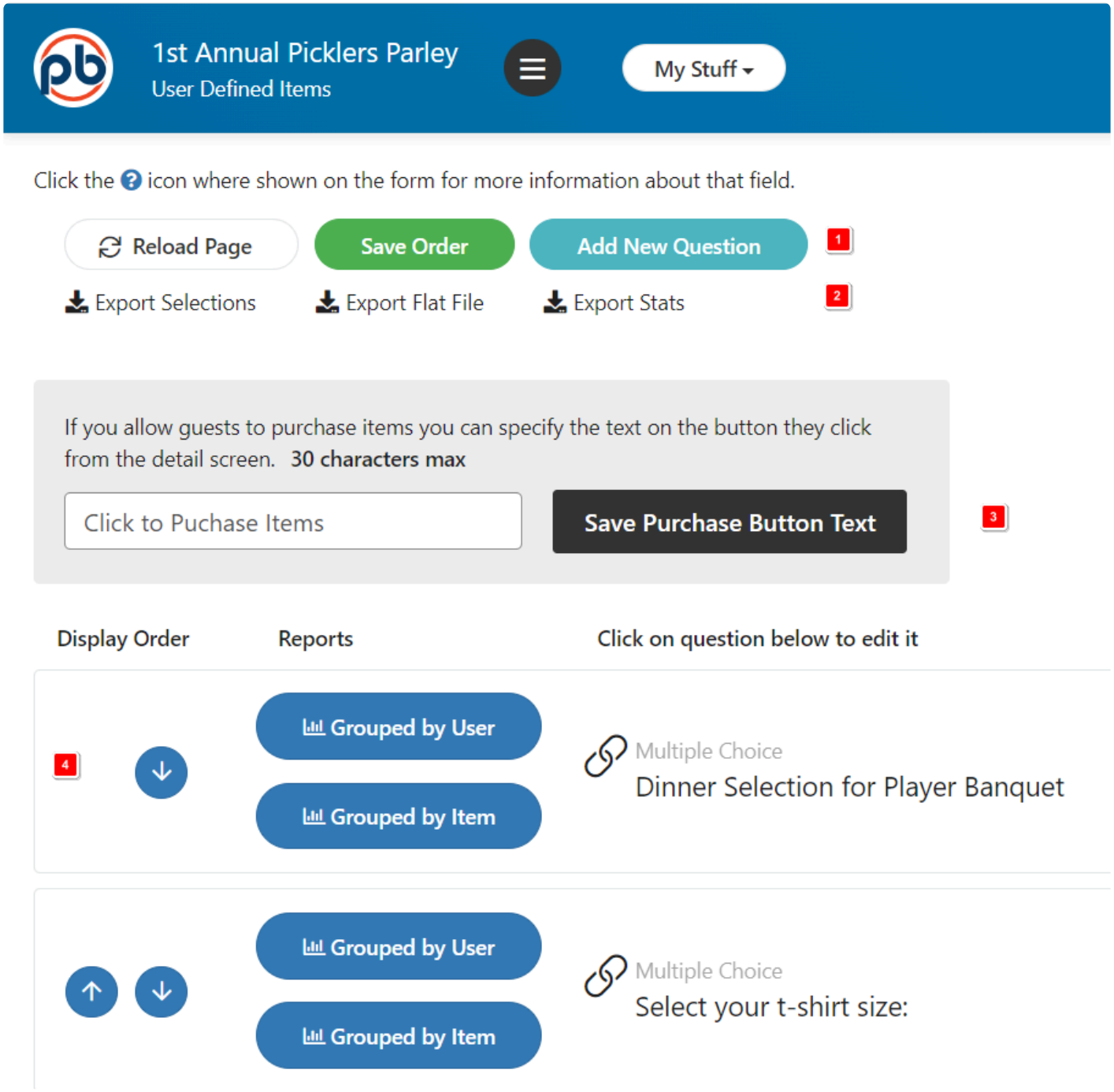
1. Collecting T-shirt sizes
2. Collecting payments for extra items associated with the tournament such as lunches.
3. Allowing players to enter any information required by the tournament that is not on the registration form
4. Collecting donations
5. Adding items or services such as clinics that both players and non-players may register for.

> User Defined Fields are a powerful way to add your own required or optional items to each registration, thus making the process an all-inclusive one that can completely manage all tournament details and finances.

The following pages show a complete rundown of **User Defined Field** options and setup procedures.


1st Annual Picklers Parley
Register for Tourney
Be a Referee
Be a Volunteer
Tourney Dashboard
Edit Tourney
Events
User Defined
Attendees
Planner Snapshot
Pre-Registrations
Referees
Volunteers
LIVE CONSOLE
Messages
Manage Location Courts
Manage Event Court Counts & Start Times
Daily Planner
Reports
Kiosk Pages

4.2.9.1. Adding Questions



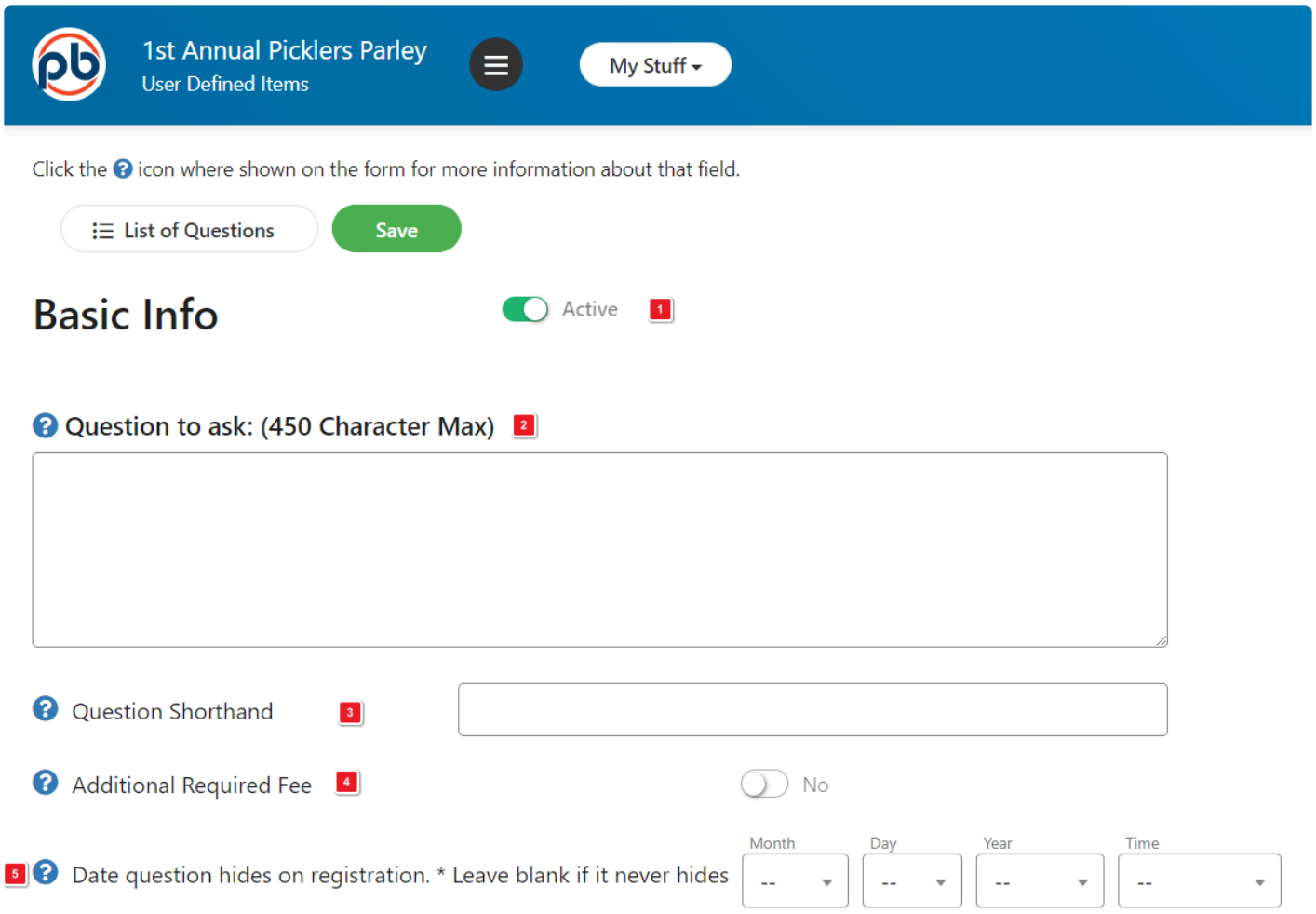
This screen will appear when you select User Defined. If you have already created User Defined questions they will appear on the list and you can click on the question to make changes. From here, you have the following options:

1. Add and Save new questions.
2. Export the current responses to either a spreadsheet or a summary pdf file.

These exports can also be generated from the main Reports Menu for the tournament.

3. Change the default text message on a purchase button for guest purchases.
4. Change the order of questions and/or how they are grouped on reports..

4.2.9.2. Question

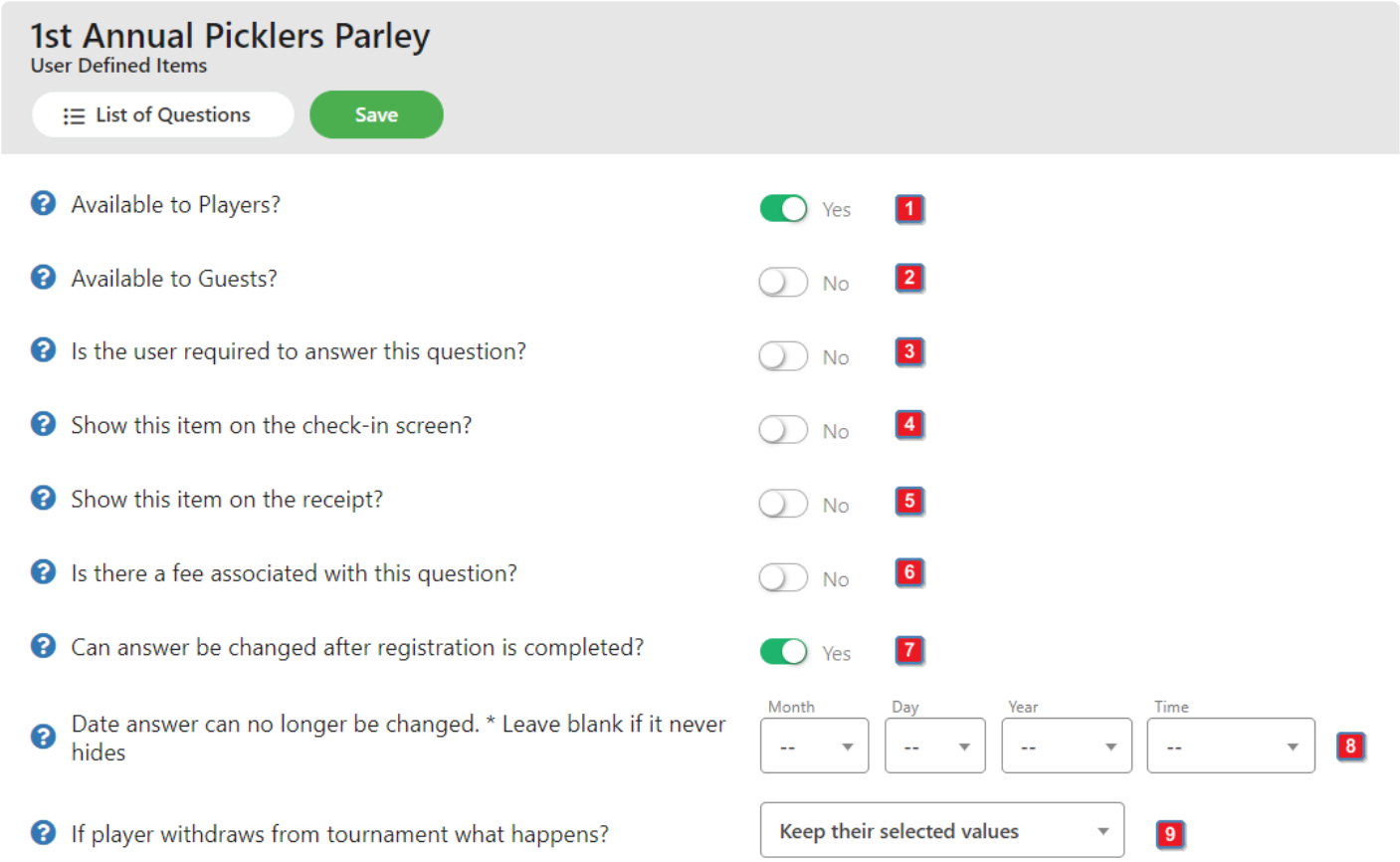


1. **Active –** Do you want this question to appear on the registration? Switch to **Inactive** to turn it off.
2. **Question to Ask –** This is where you type your question details. It can be as simple as T-shirt size or as complicated as a full description of a dinner menu that players can select when registering. Whatever you type here will show on the registration screen and on player receipts.
3. **Question Shorthand –** Shortened version of the description to be used as a column heading for reports.
4. **Additional Required Fee** – Use this for any MANDATORY fee that every player has to pay in addition to any registration fees. This might include such items as a referee fee or parking fee.

> ! If this item or questions is optional and has a fee attached, or if the fee depends on the configuration of the item selected, such as t-shirt size or menu selection, DO NOT SELECT THIS. Those fees are configured during the question and answer setup process for the item.

5. **Date Question Hides on Registration –** This is the date when you no longer will allow players to answer the question. You can use this for items that must be ordered in advance such as t-shirts or meals. Players registering after that date would not have the ability to select that item.

4.2.9.3. Question Details



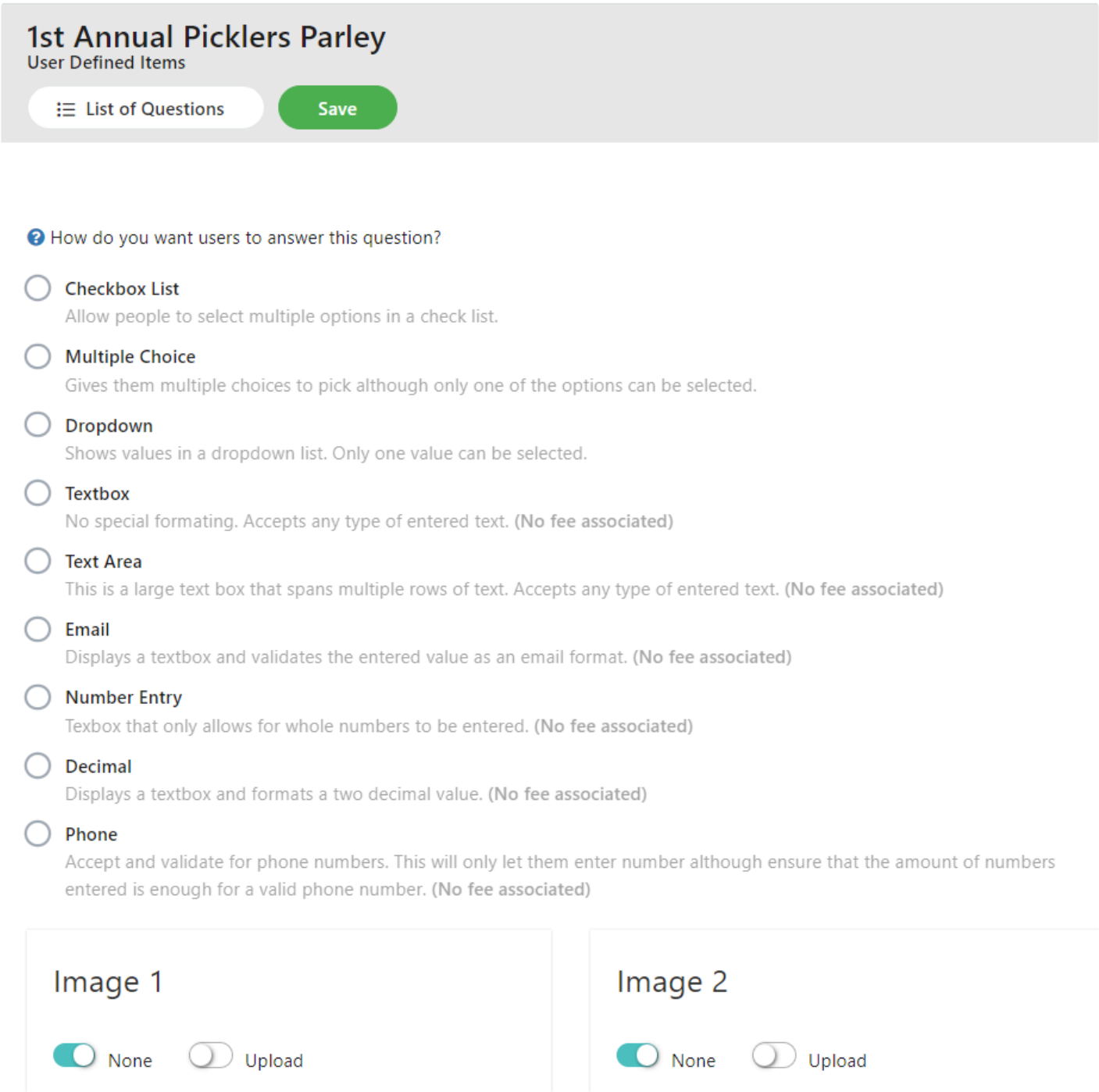
1. **Available to Players –** Do you want the players to answer this question?
2. **Available to Guests –** Do you want guests to answer this question?

> Anything that you make available to guests will generate a “Purchase Items” button on the main tournament page that can be used by non-players to select User Defined items or options.

3. **Is the user required to answer this question? –** Can the user leave this question unanswered or is it required.
4. **Show this item on the check-in screen –** Sometimes you give certain items to the registered person during check-in. If this question represents one of those items then select “Yes” here. You can also select Yes if you just want to confirm selection of a particular item, such as a lunch order, with the player when they check in.
5. **Show this item on the receipt –** Answers that can be selected (not typed into a text field) can be shown on the receipt if you desire. **ALL** answers with a monetary value associated to them will show on the receipt.

6. **Is there a fee associated with the question –** Will you be charging a fee for the selected answer?
7. **Can the answer be changed after registration is completed? –** After a person completes the form **AND** completes checkout, can they come back at a later time and change their answer to this question?
8. **Date the answer can not longer be changed –** If you allow answers to be changed on this question you can specify a date they can no longer change the answer.
9. **If the player withdraws from the tournament, what happens? –** If a player withdraws from the tournament do you want to leave all the related answers to this question or remove it.This is important because some questions have fees associated to them and ordering merchandise may be impacted.

4.2.9.4. How Players will Answer

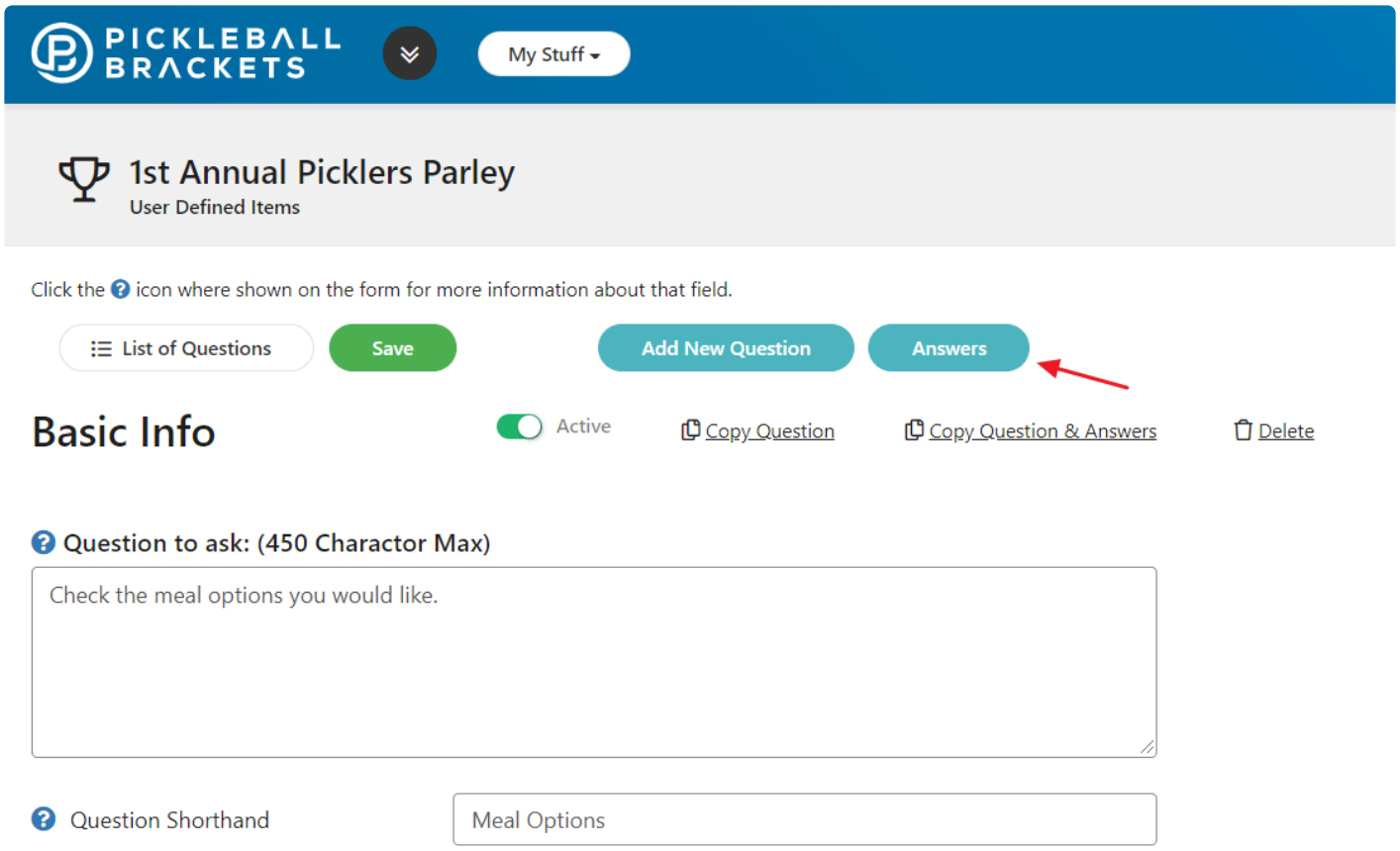


IMPORTANT: The more you allow questions to be answered with free form text entered by the user the more chance for error.
If you want a specific answer then make sure you pick a response type that requires them to select an answer and not type one in.

Images

You may upload images of the item here if you'd like. This is often used for T-shirt images.

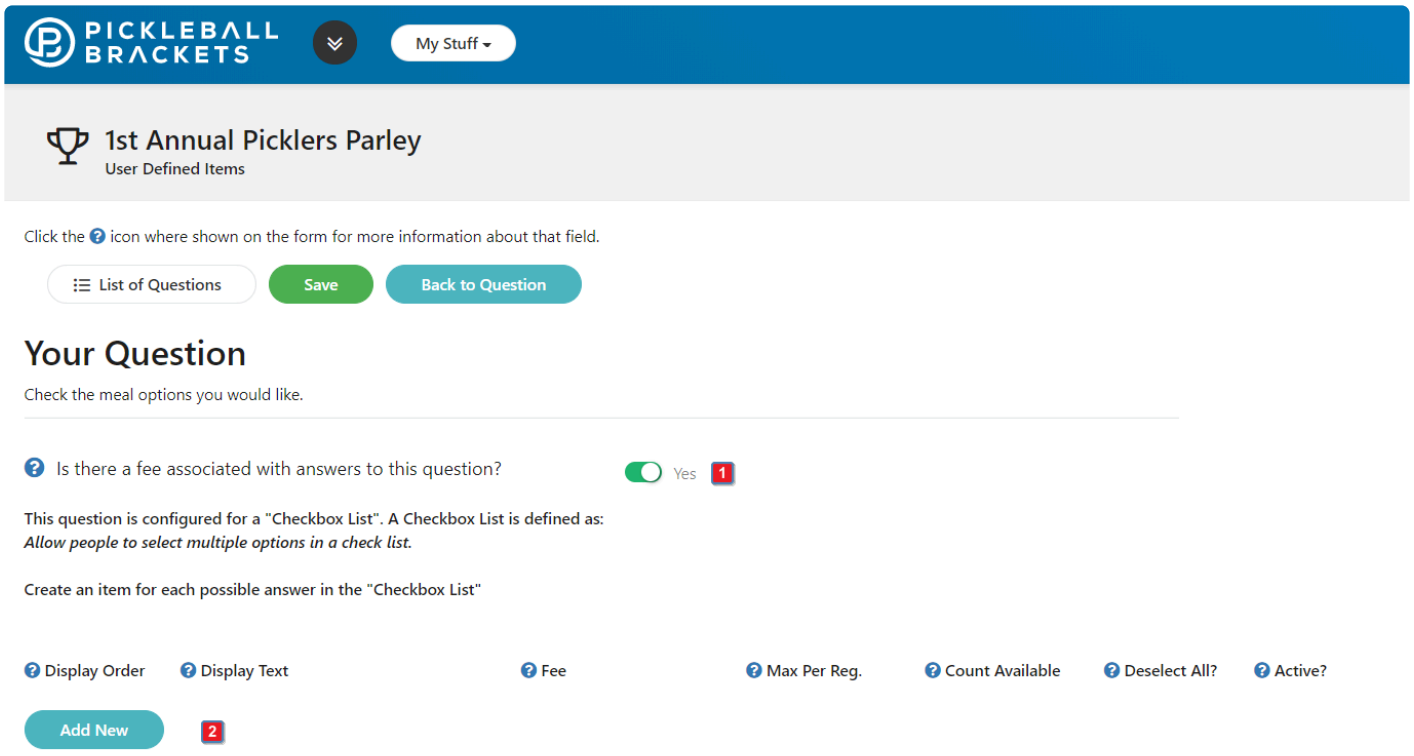
4.2.9.5. Configuring Answers



For Checklist Boxes, Multiple Choice and Drop Down response types, you must specify the possible answers to the question. In that case you will see this screen with a blue **Answers** button. Click on it to enter your list of acceptable responses to the question.

For some user defined fields, you should be sure to include a “None” or 0 selection if you are requiring a response. For example, you might want to require a response to the T-shirt size question but allow players to select “None” if they do not want a t-shirt.

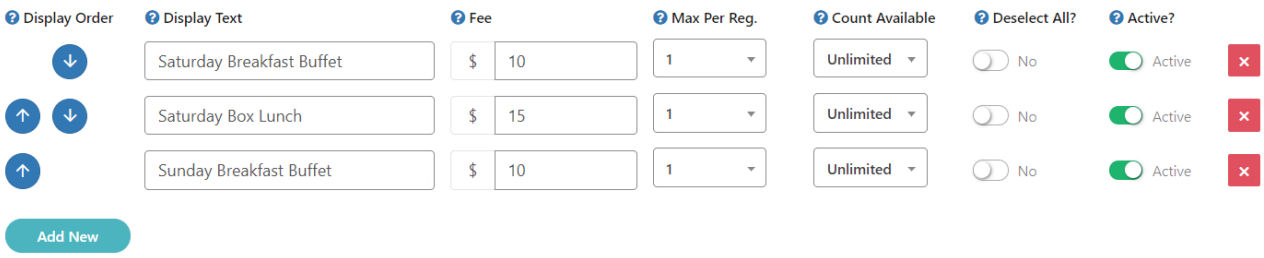
4.2.9.5.1. Checkbox List Answers



1. **Fee –** Will you be charging a fee for the selected answer? Select Yes or No.
2. **Add New –** Click here to add an answer.

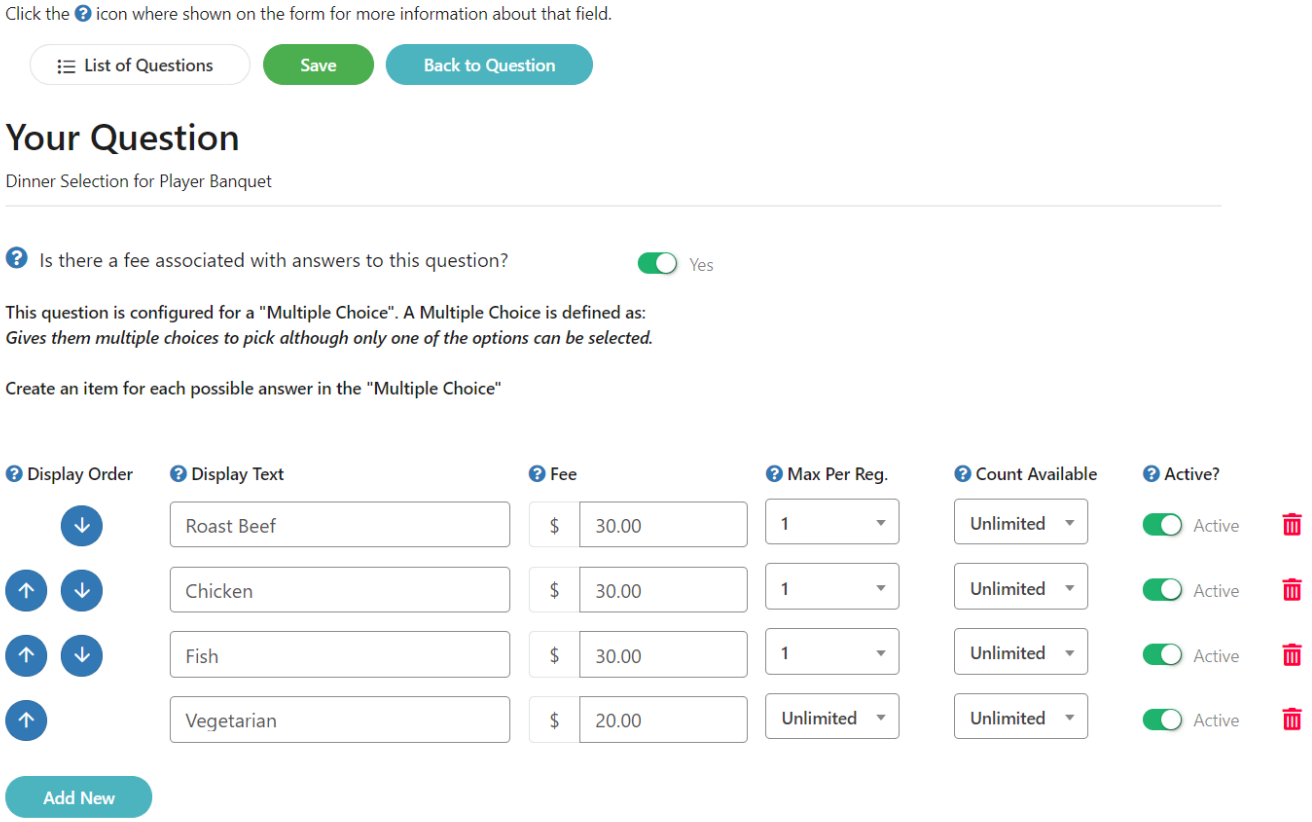
You will then see these options:

- **Display Text –** What is the text that displays for this answer
- **Fee –** If there is a fee then specify it here. This fee WILL be added to their registration during checkout
- **Max Per. Reg.** – If this questions allow the user to select a number of items then you can specify the max amount they can select. For example: People can buy a hat during checkout. You can limit them to 5 hats during this checkout. No option to select a quantity will be displayed if 1 is set for 'Max Per Reg.'
- **Count Available –** What is the total number of items available for this question? For example: If you only have 100 hats available to sell then you would select 100 here. Then the system will no longer show this question after all 100 have been selected.
- **Deselect All –** Select 'Yes' if you are using a checkbox list **AND** this options indicates the registrant desires no other item in the list. This will deselect **ALL** other options for this question except this item.
- **Active –** This will hide or unhide the answer from registered users.



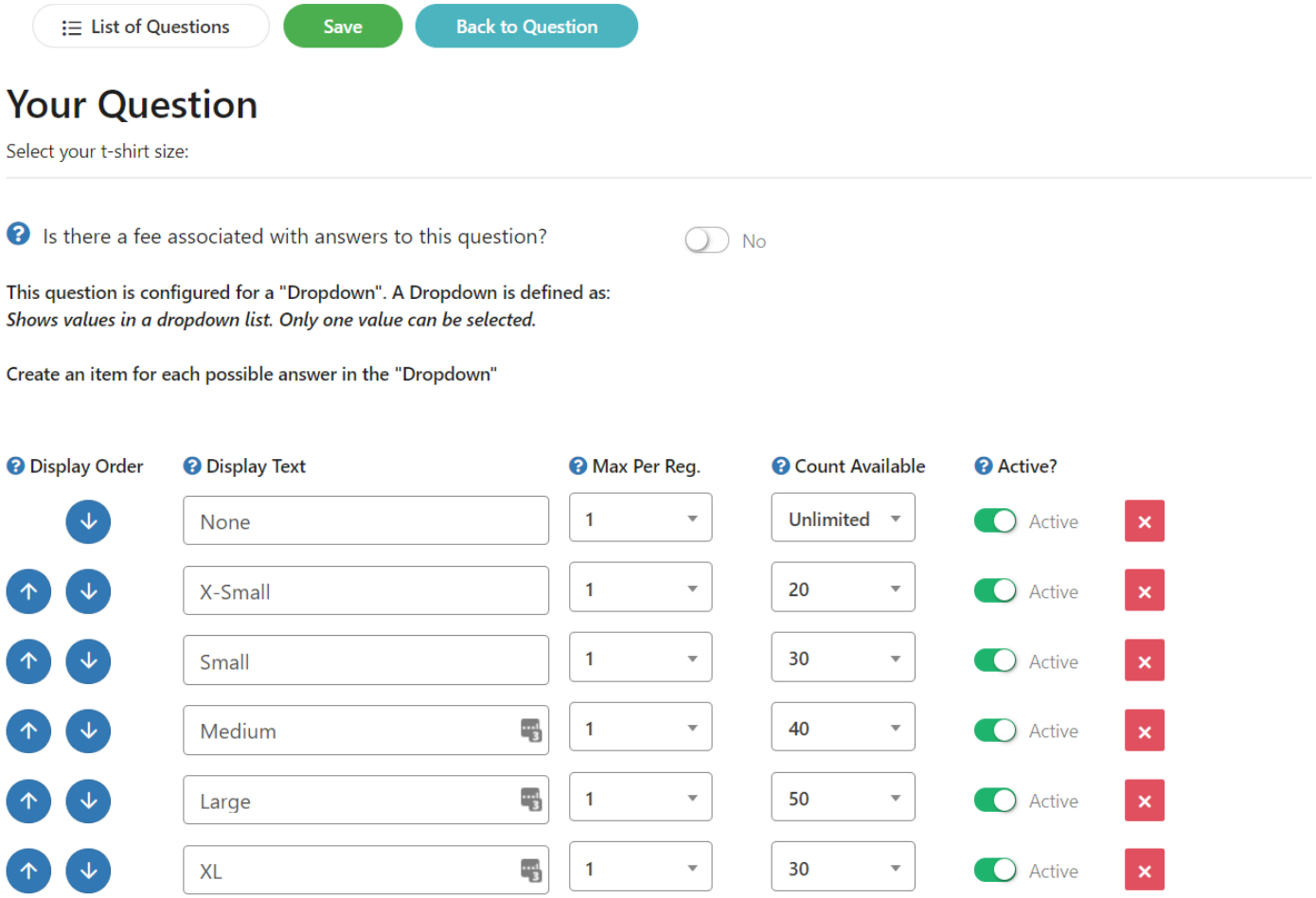
Once you have added all of your answers, your list will look similar to this. You may change the order of the answers by using the blue Up and Down Arrows. Click the green **Save** button at the top to save your set of answers.

4.2.9.5.2. Multiple Choice Answers



Create your list of possible answers and any fee associated with them. All will be shown but the user will be able to select only one.

4.2.9.5.3. Drop Down Answers

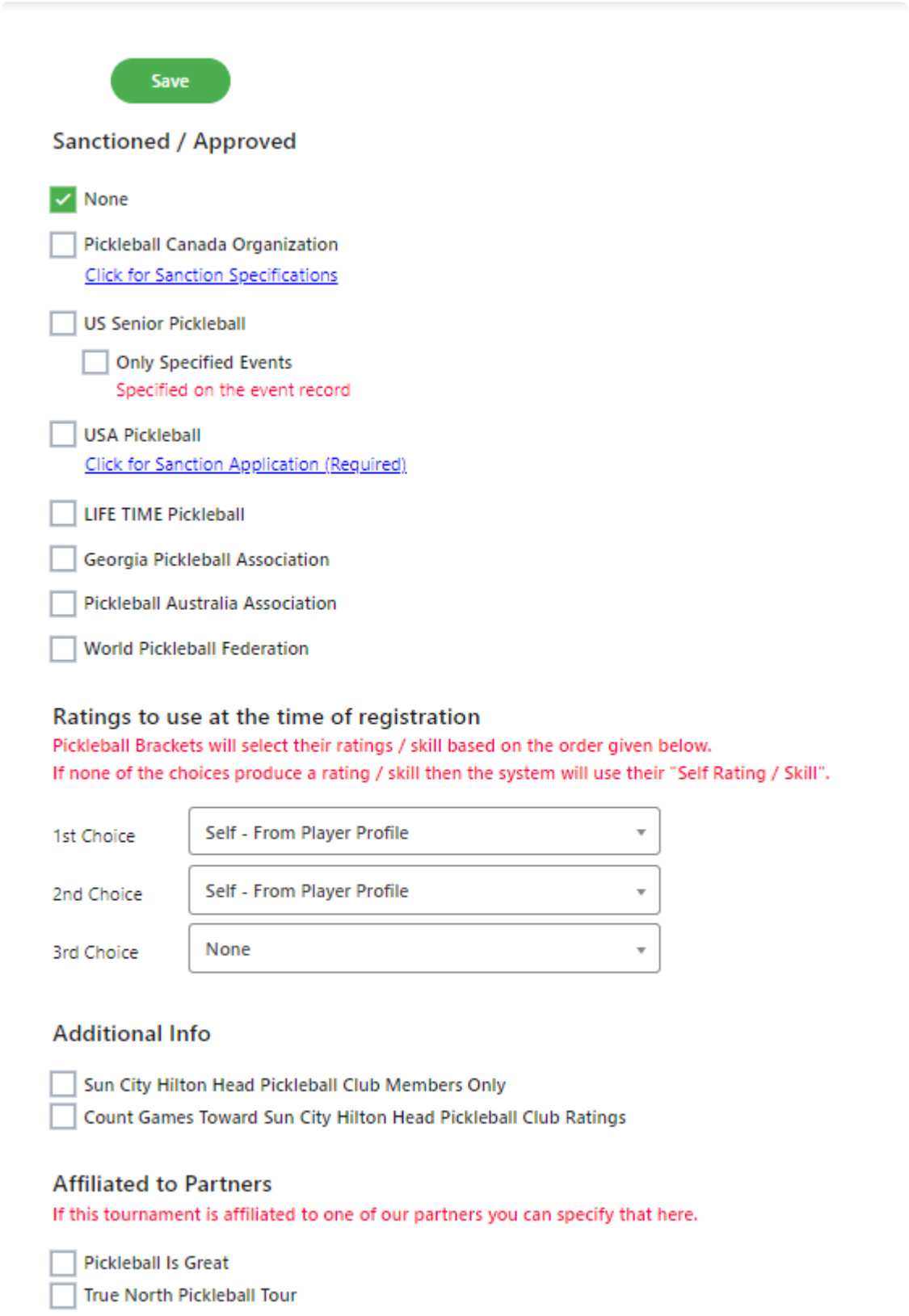


Drop Down Menu Answers are configured the same way as Multiple Choice Answers.

In this case, there is no fee associated with the question.

4.2.9.6. Sanctioned, Approved and Ratings

Select this option to request sanctioning, specify the priority for rating choices and to limit registrations to club members only.



Each Sanctioning Organization has it’s own requirements and application

process. Select the organization and Save the page. Once the page is saved, click on the Pending button to request sanctioned. Once the organization approved your application, the pending designation will change to Approved.

Some organizations will automatically attach the appropriate pending or approved logo to your tournament listing.

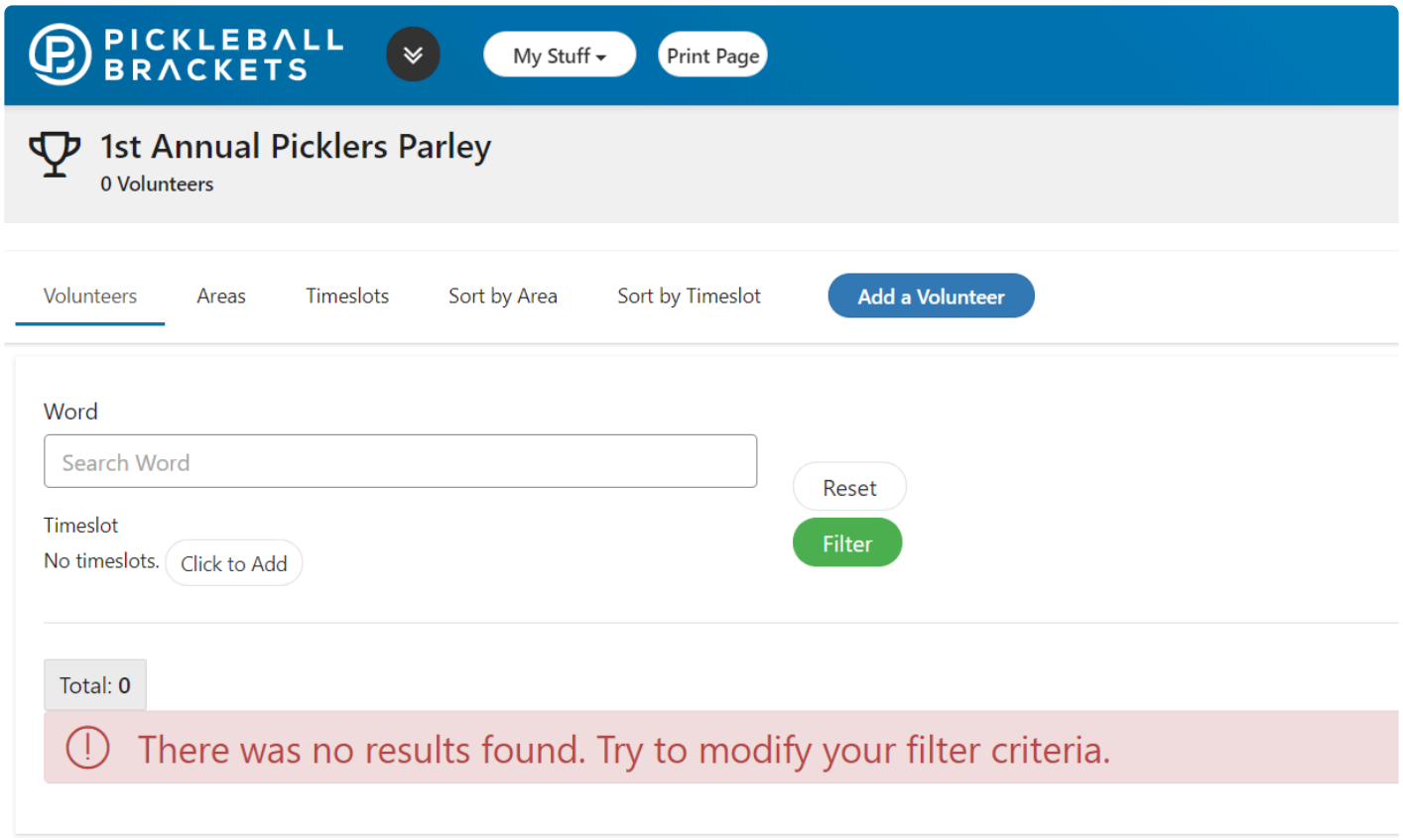
You may also select the priority order you wish to use to check player ratings. If none of the selected options produce a rating, then the self rating will be used. If the primary selection is the PickleballBrackets.com tournament rating, an additional option will show allowing you to choose if you'd like to use the Senior Rating for players 50 and over instead of the overall rating.

The Senior Rating will only be used for bracket placement if the following criteria are met:

1. The player is 50 years of age or over
2. The bracket they are playing in is designated as Senior Amateur or Senior Pro.

For USA Pickleball Sanctioned tournaments, the UTPR is automatically selected as the first rating option.

4.2.10. Volunteers



Tournament Directors can add volunteers directly and can also add a volunteer button to the main screen to solicit help for all types of tasks. Click the Volunteer selection on the tournament management menu to get to this screen. The tournament director may create either or both an area of volunteer need and a time slot for sign up.

The volunteer list can be sorted by date and time or by area/task. If no time slots or areas are created, volunteers will be able to sign up on a general list.

There are two volunteer reports available to the Tournament Director from the reports menu. Both are created in spreadsheet format and can be edited and sorted as needed.

1. **Volunteer Stats** – Shows the number of volunteers for each area/task.
2. **Volunteer Signups** – Lists the Names, times, areas and contact information for every volunteer.

Potential volunteers must have a PickleballBrackets.com player account. If you manually add a volunteer who does not have an account, the system will create an account for that

person.

4.2.10.1. Volunteer Areas

Click Areas to view this screen. It shows all preset areas included with the PickleballBrackets.com template. You may add your own or delete any as needed.

Areas must be specified before time slots can be created..

PICKLEBALL BRACKETS My Stuff Print Page

1st Annual Picklers Parley

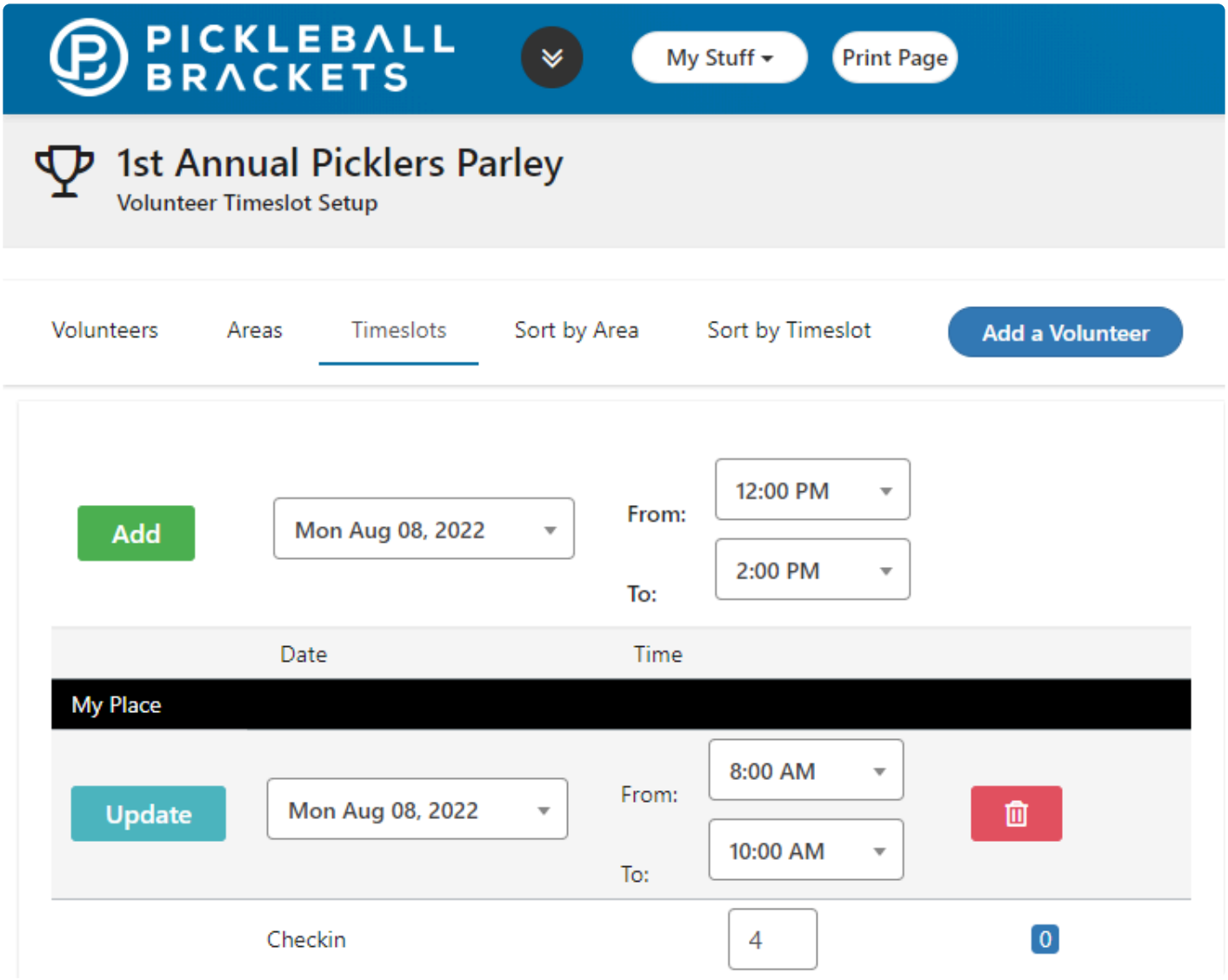
Volunteer Areas

Volunteers Areas Timeslots Sort by Area Sort by Timeslot Add a Volunteer

Add

	Title	Description	
Update	Checkin	Check people into the event, hand out any necessary items as needed.	
Update	Court Maintenance	Repair courts, measure and ensure net height is correct, and cleanup areas as needed.	
Update	Court Monitor	Watch the courts to ensure players who are playing should be there. Answer questions from players, look	
Update	Court Setup	Help with setting up all news, dividers, and taping lines as needed.	
Update	Court Takedown	Help take down courts as the event is coming to an end and after it has completed.	
Update	Food & Drink	Researching, scheduleing, setting up, and taking down the foor and drinks provided at the event.	
Update	General Helper	An overall helper wherever needed.	
Update	Medal Podium	Coordinate with the score table to get medals, make sure correct people have medals, and take photos.	
Update	Parking	Direct traffic and parking for the event. Monitor activity in the parking lot to ensure a save environment.	
Update	Score Table	Enter scores as the come in, distribute new matches to players, and give	

4.2.10.2. Add Volunteer Time Slots

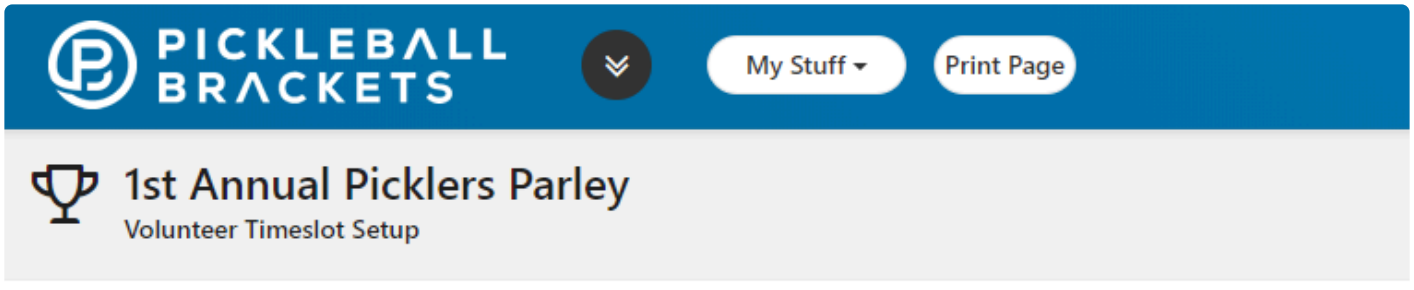


Select a date and time range and press the Add button. This will created a new time slot. Once the time slot is created, scroll down to it to specify the number of volunteers needed in each category. Click on the Update button when done.

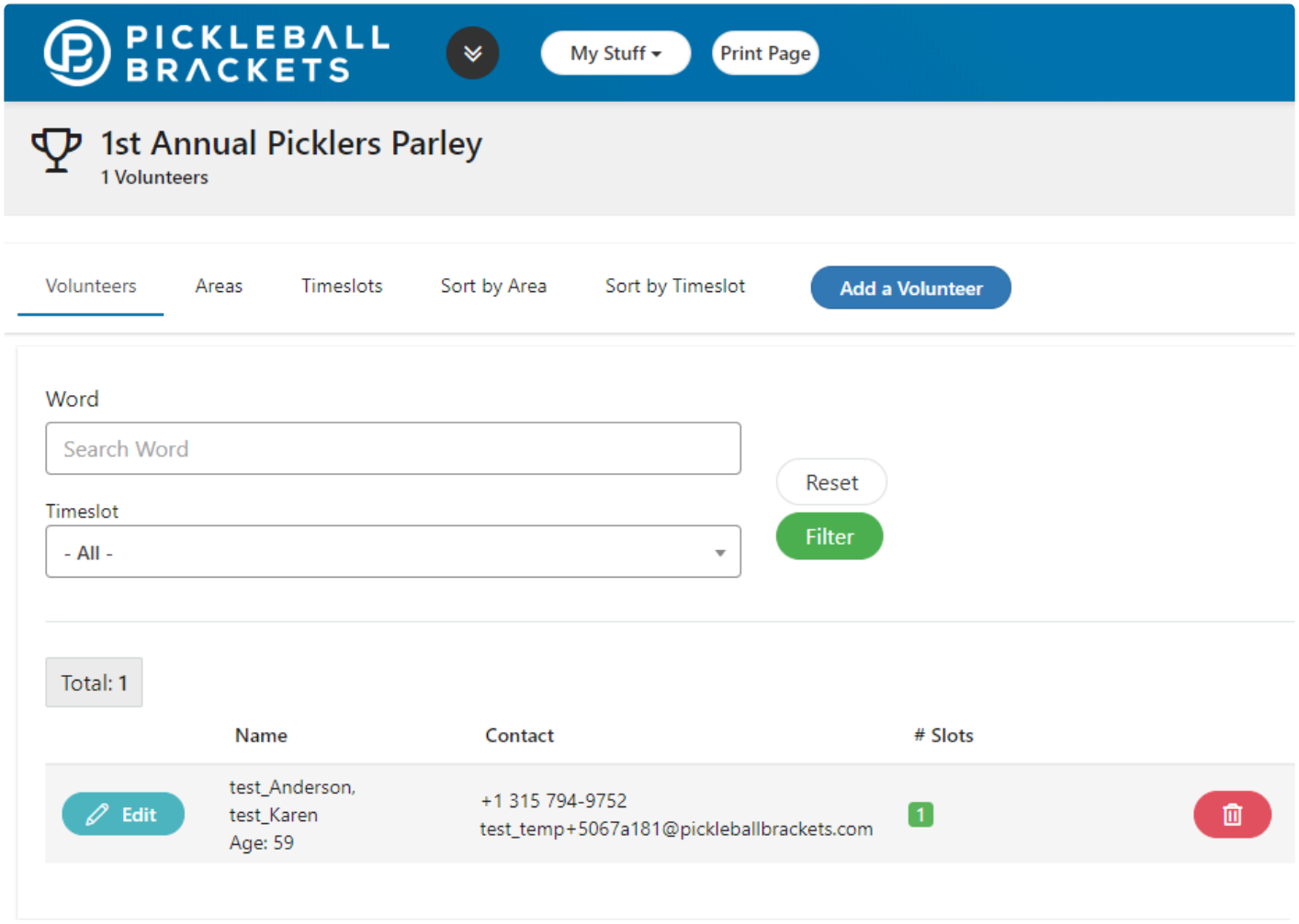
If the tournament is being held in more than one location, you will have to select the location first.

4.2.10.3. Volunteer Time Slots

A complete list of Volunteer Timeslots will look similar to this. It shows the day first, each time slot within the day and each area within the time slot.


PICKLEBALL BRACKETS
My Stuff
Print Page
1st Annual Picklers Parley
Volunteer Timeslot Setup
Volunteers
Areas
Timeslots
Sort by Area
Sort by Timeslot
Add a Volunteer
Add
- Select One -
From:
- Select -
To:
- Select -
Date
Time
My Place
Update
Mon Aug 08, 2022
From:
8:00 AM
To:
10:00 AM
Checkin 4 0
Court Monitor 0 0
General Helper 0 0
Medal Podium 0 0
Score Table 0 0
Update
Mon Aug 08, 2022
From:
10:00 AM
To:
12:00 PM
Checkin 0 0
Court Monitor 0 0
General Helper 0 0
Medal Podium 0 0

4.2.10.4. Add a Volunteer

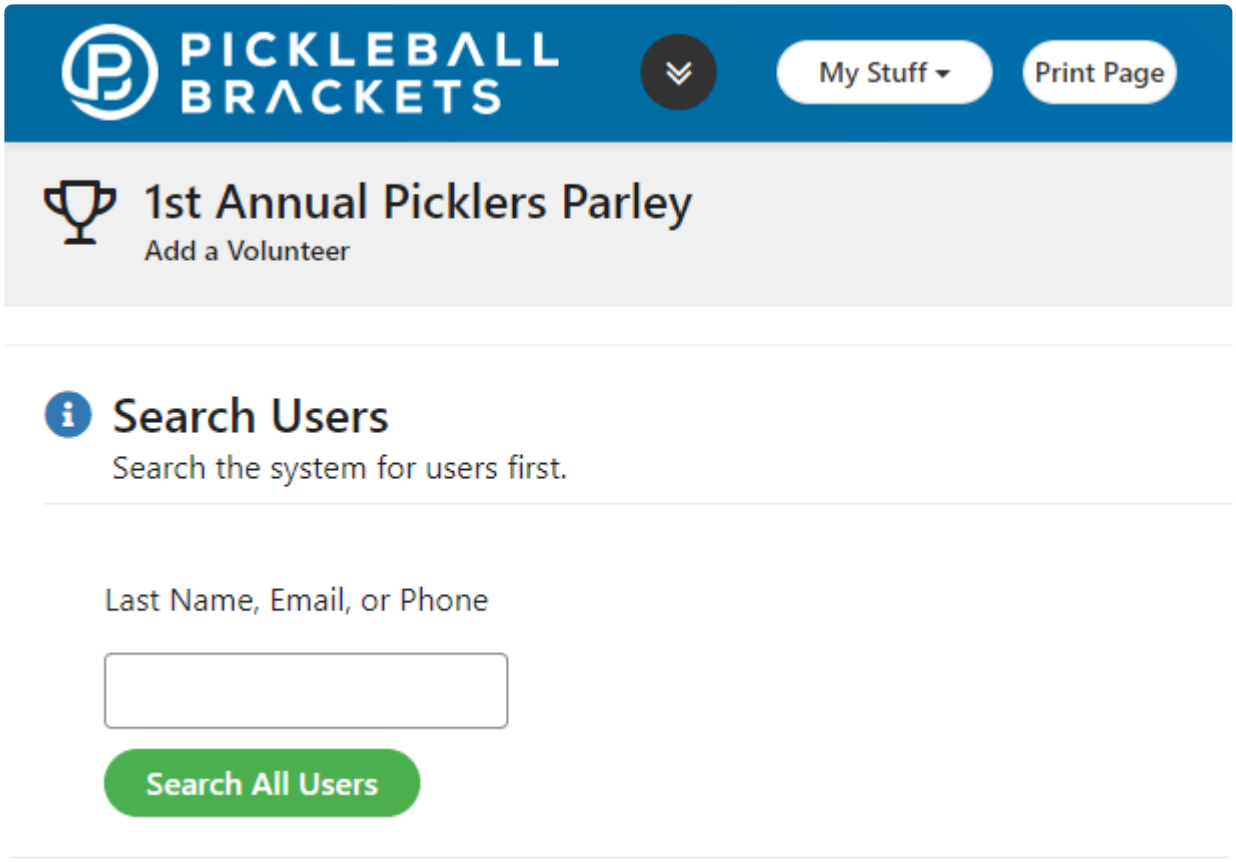


Tournament Directors may use the Add a Volunteer button to add someone to the schedule.

Individuals may add themselves from the main tournament screen if the Activate Volunteer button is turned on in Tournament Settings.

4.2.10.5. Search for a Name

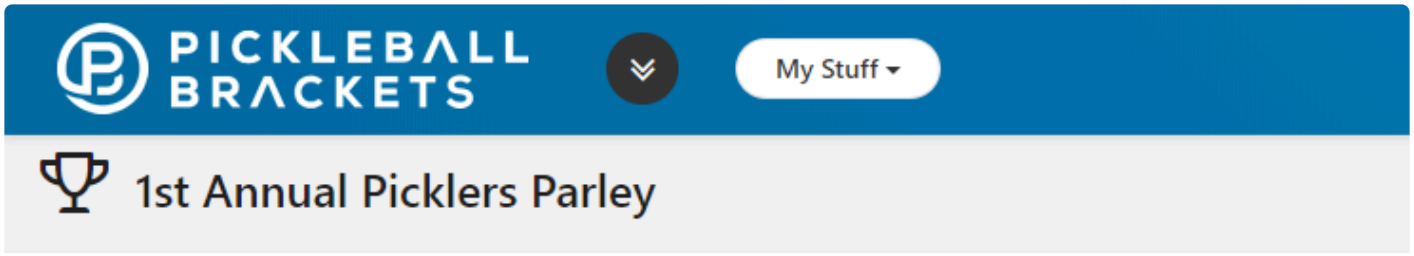
Enter the name, email address or phone number of the potential volunteer and press the search button.



If the person is found, you may select him/her from the list of players. If not, use the Add a Volunteer button to add them.

4.2.10.6. Add the Time and Area

Once a volunteer is added, use the edit button next to their name to assign dates and tasks to that person. Be sure to save changes when done.

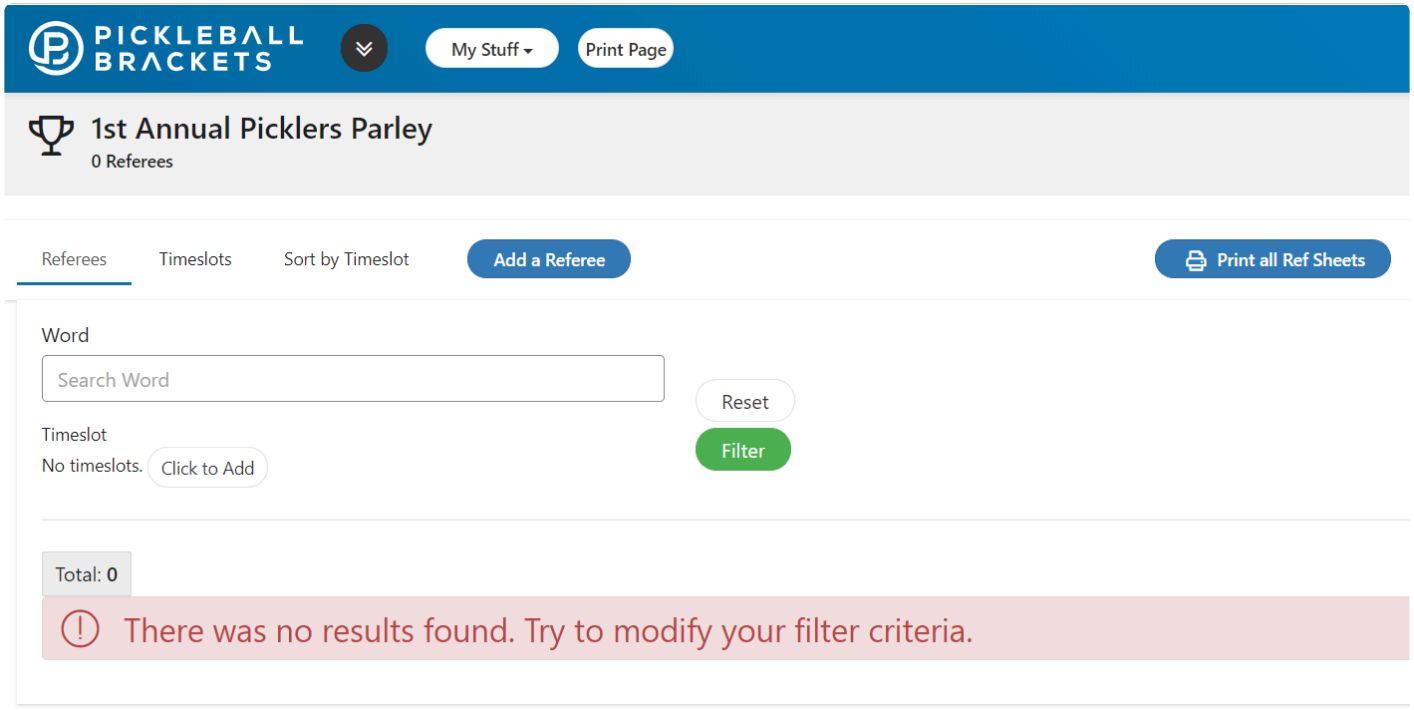


Save ✕ Cancel

test_Baribeau, test_Ron
+1 613 3623058
test_temp+2055c5ff@pickleballbrackets.com

Date	Time	Taken	Needed
My Place			
Mon Aug 08, 2022	From: 8:00 AM To: 10:00 AM		
○	None		
◉	Checkin	1	4
Mon Aug 08, 2022	From: 10:00 AM To: 12:00 PM		
◉	None		
Mon Aug 08, 2022	From: 12:00 PM To: 2:00 PM		
◉	None		
Tue Aug 09, 2022	From: 8:00 AM To: 10:00 AM		
◉	None		

4.2.11. Referees



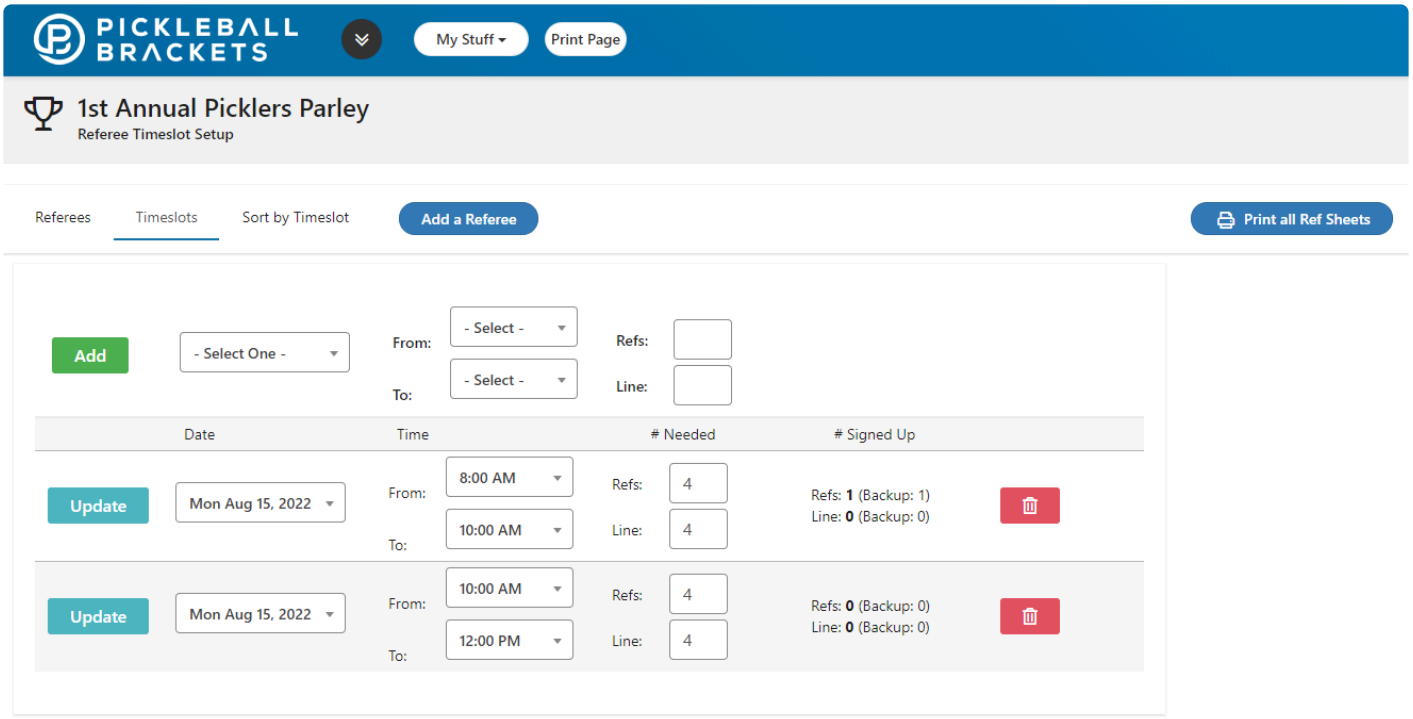
Tournament Directors can add referees directly and can also add a referee button to the main screens. Click the Referee selection on the tournament management menu to get to this screen. The tournament director can create a referee time slots for sign up. If no time slots are created, referees can sign up on a general list.

The referee list can be sorted by date and time or by area/task.

There are two referee reports available to the Tournament Director from the reports menu. Both are created in spreadsheet format and can be edited and sorted as needed.

1. **Referee Stats** – Shows the number of referees, line judges and backup referee for each time slot.
2. **Referee Signups** – Lists the Names, times, areas and contact information for every referee, backup referee and line judge.

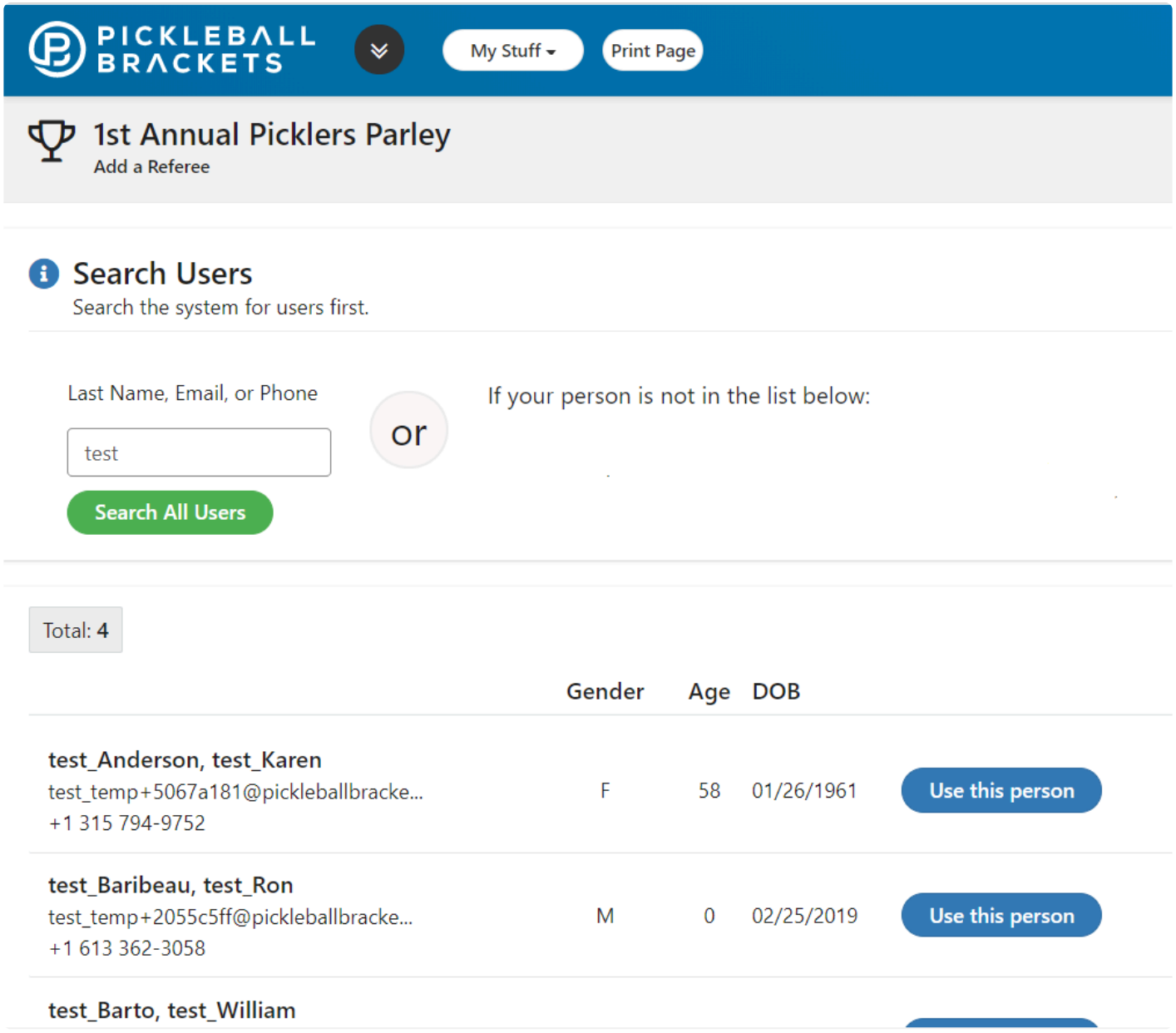
4.2.11.1. Add Referee Time Slots

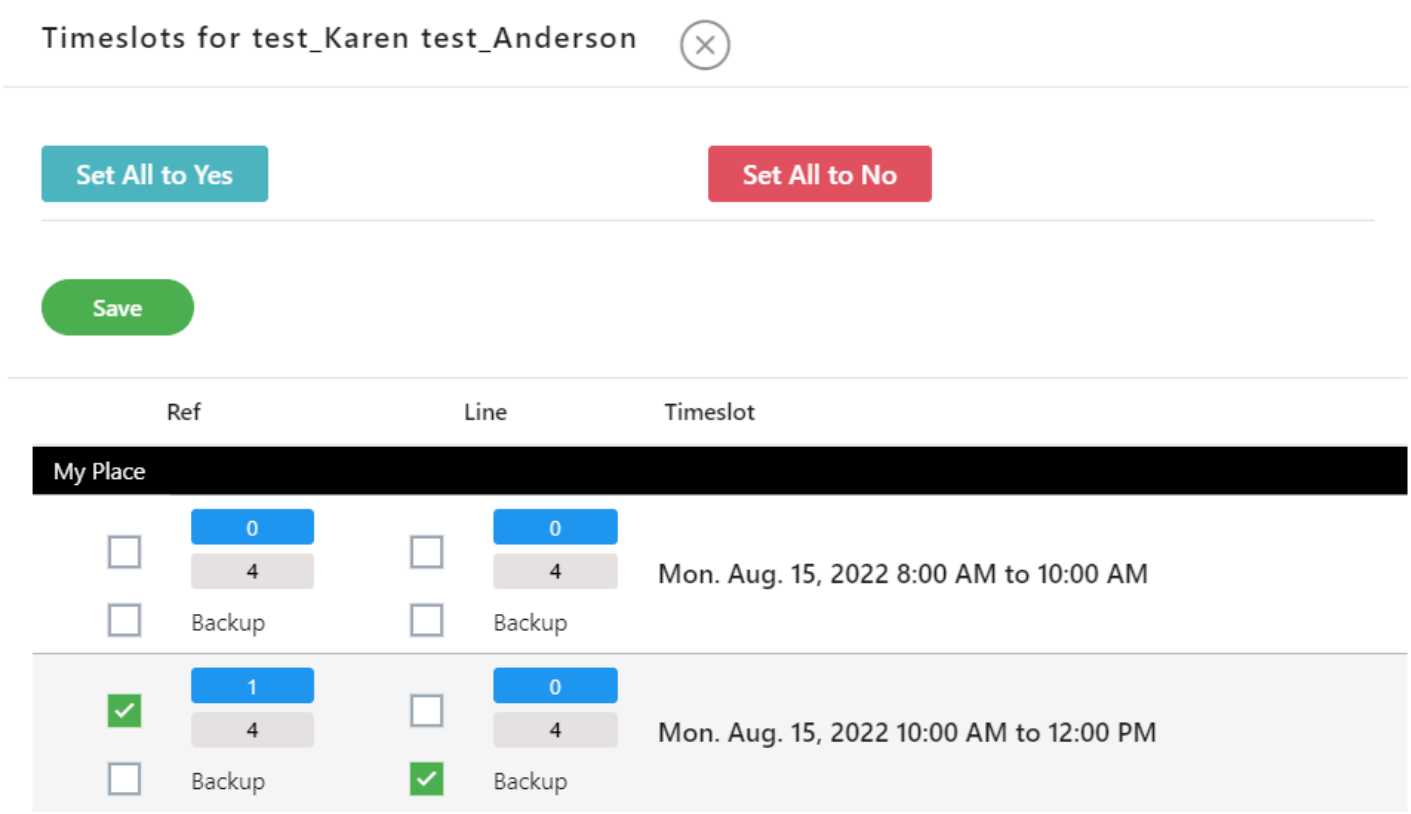


Select a date and time range and press the Add button. This will created a new time slot. Once the time slot is created, scroll down to it to specify the number of referees, and line judges needed. Click on the Update button when done.

If the tournament is being held in more than one location, you will have to select the location first.

4.2.11.2. Add a Referee

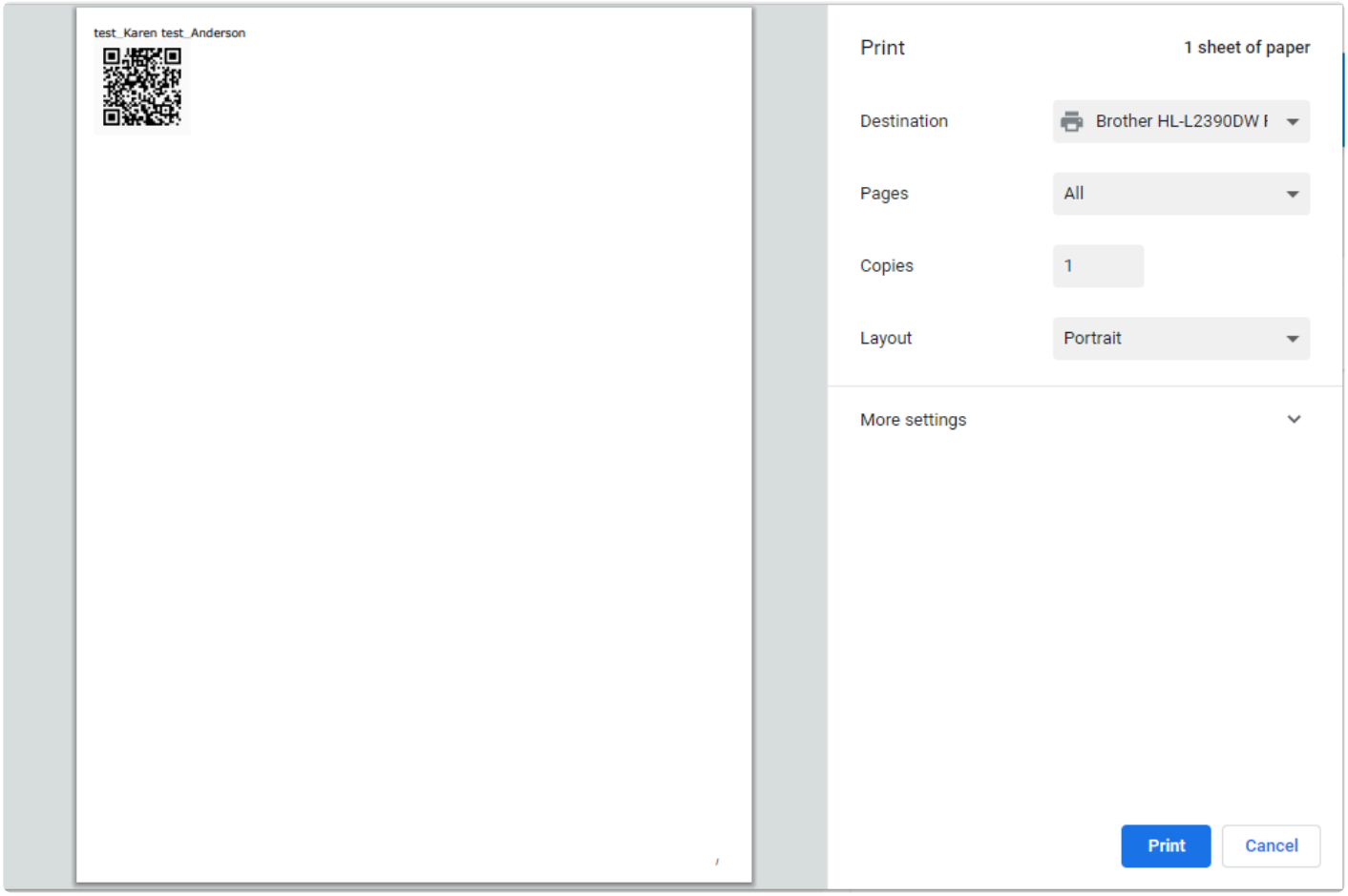




Tournament Directors may use the Add a Referee button to add someone to the schedule. Referees may be designated as primary or backup.

Individuals may add themselves from the main tournament screen if the Activate Referee button is turned on in Tournament Settings.

4.2.11.3. Print All Ref Sheets



Each referee that is added to the tournament will have a unique QR code that can be printed. The QR code allows the referee coordinator to use a scanner to quickly assign referees to each match.

4.2.12. Managing Registrations

Managing Your Tournament Registrations

Once your tournament registration period has opened, you will have to manage the registrations. The amount of registration management required will depend upon the registration options you selected.

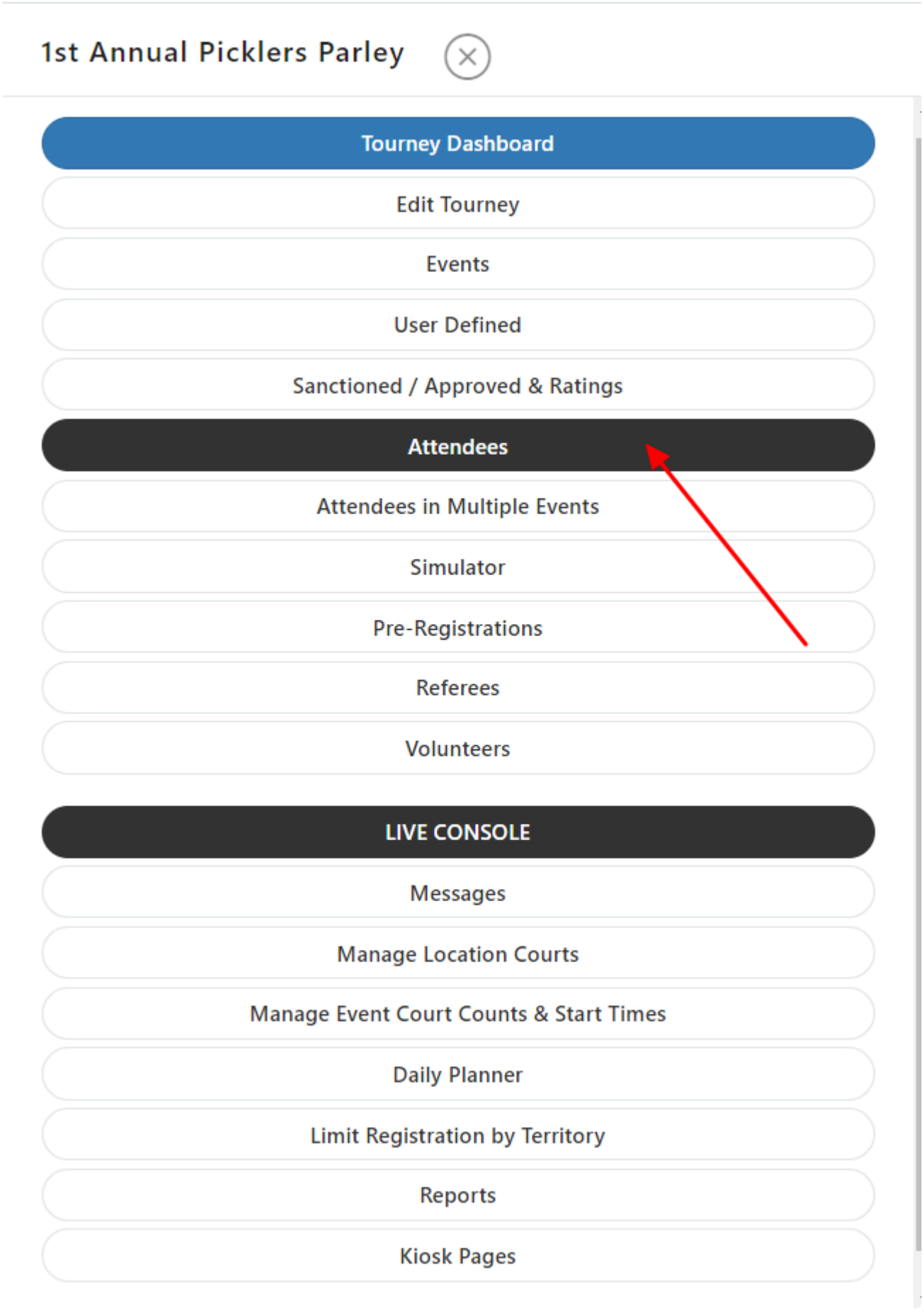
1. **No Online Registration –** With this option, all registrations and payments are through the mail or some other physical method. The tournament director will have to enter all information for every player and all payments.
2. **Online Registration Without Online Payment Processing –** With this option, players are able to register online but either send their payment or bring it on the day of the tournament. The tournament director will have to enter payments as they are received.
3. **Online Registration and Payments Without Automatic Waiting List Management –** With this option, players are able to register and pay online. The tournament director will have to manually move players and teams to and from the waiting list based on event openings.
4. **Online Registrations and Payments With Automatic Waiting List Management –** With this option, the program manages all registrations and waiting lists.

For all Registration Options, Tournament Directors have complete control and can add, edit or delete any player registration or guest payment.

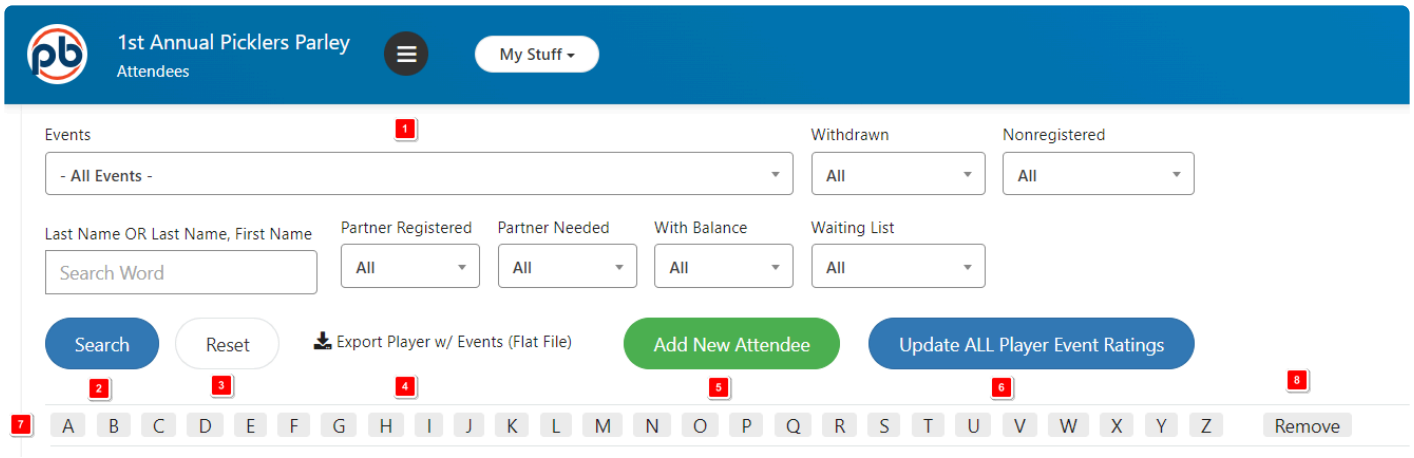
If you have allowed multiple payment options for your tournament, you will have to maintain payments that are not made online.

4.2.12.1. Attendee Menus

Select Attendees from the slide in menu.


1st Annual Picklers Parley
Tourney Dashboard
Edit Tourney
Events
User Defined
Sanctioned / Approved & Ratings
Attendees
Attendees in Multiple Events
Simulator
Pre-Registrations
Referees
Volunteers
LIVE CONSOLE
Messages
Manage Location Courts
Manage Event Court Counts & Start Times
Daily Planner
Limit Registration by Territory
Reports
Kiosk Pages

4.2.12.2. Attendee Screen



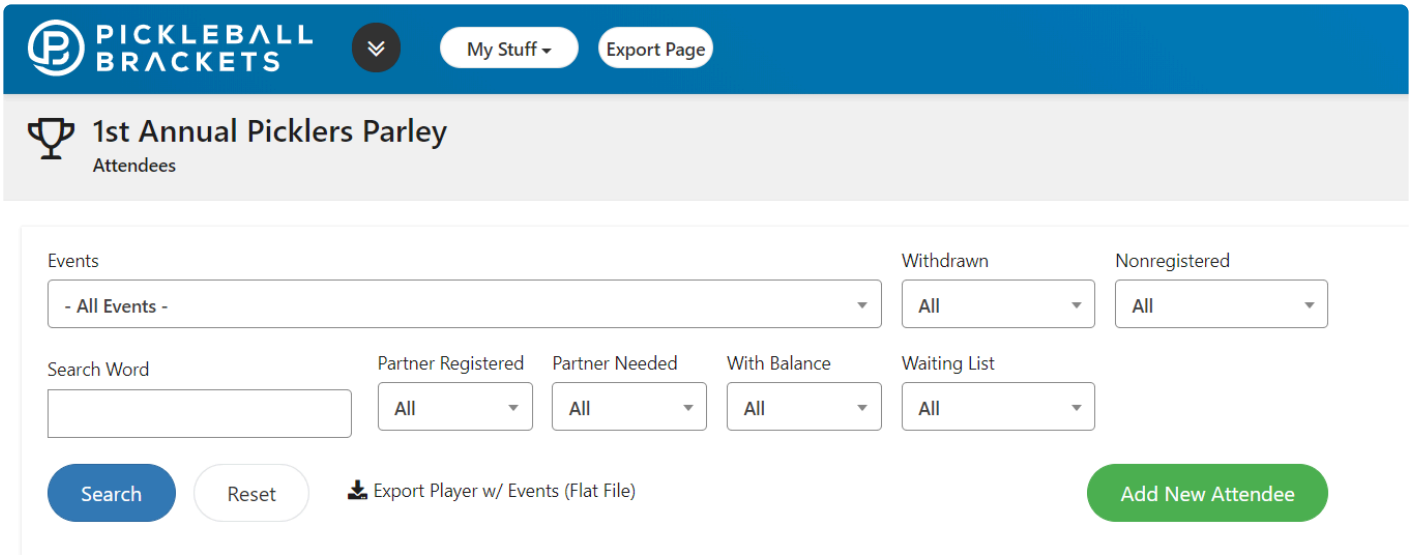
From this page, tournament directors may view, add and edit attendee records. This top portion of the screen includes options for locating and adding new players. A complete list of registered and withdrawn players follows.

1. **Filtering Options –** Use these options to narrow down your list to certain events, registration and payment categories. You may search for a specific player by entering the player name in the search box.
2. **Search –** Click here to initiate the search.
3. **Reset –** Click here to reset the search parameters.
4. **Export the List –** Click here to export the current list to an Excel file.
5. **Add a New Attendee –** Click here to add a new player.
6. **Update All Player Event Ratings –** Click here to update all current player ratings for all events to their current rating. This option will use the rating priority set by the tournament director under the Sanctioned, Approved and Ratings menu option.

> ! USE WITH CAUTION – This option cannot be reversed and may result in players registered in events that they no longer qualify for. It does not move players in or out of events. Depending on the total enrollment numbers, and the sanctioning level of the tournament, this process may take up to a half hour.

7. **Quick Search –** Click on a letter to narrow your search to players whose last name starts with that letter.
8. **Remove** – Click here to remove the current last name letter.

4.2.12.3. Maintaining the Attendee List – Adding a Player



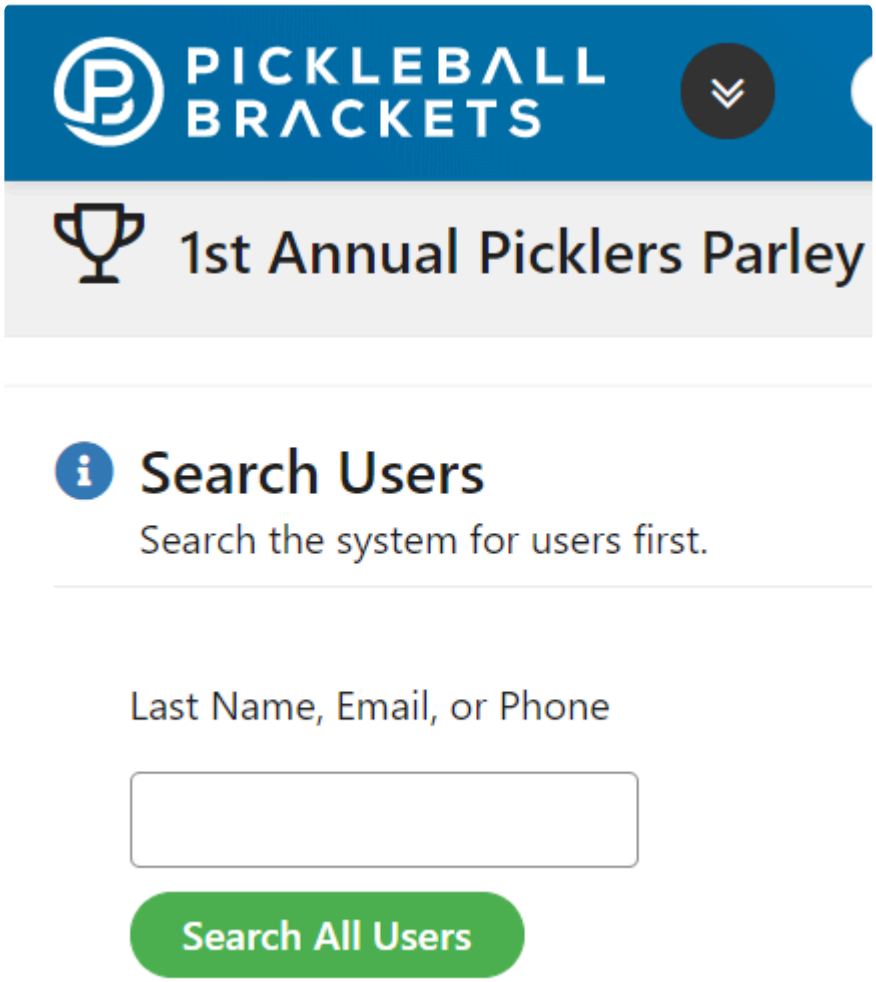
These are the situations where Tournament Directors would have to add players.

1. There is no online registration. All players would then have to be added by the Tournament Director from mail in or externally submitted registration forms.
2. If online registration is enabled, there are often player who do not have the ability or the access necessary to register on their own. Tournament Directors can add those players and their credit card information.
3. Before registration opens or after it closes online, Tournament Directors have the ability to add players.

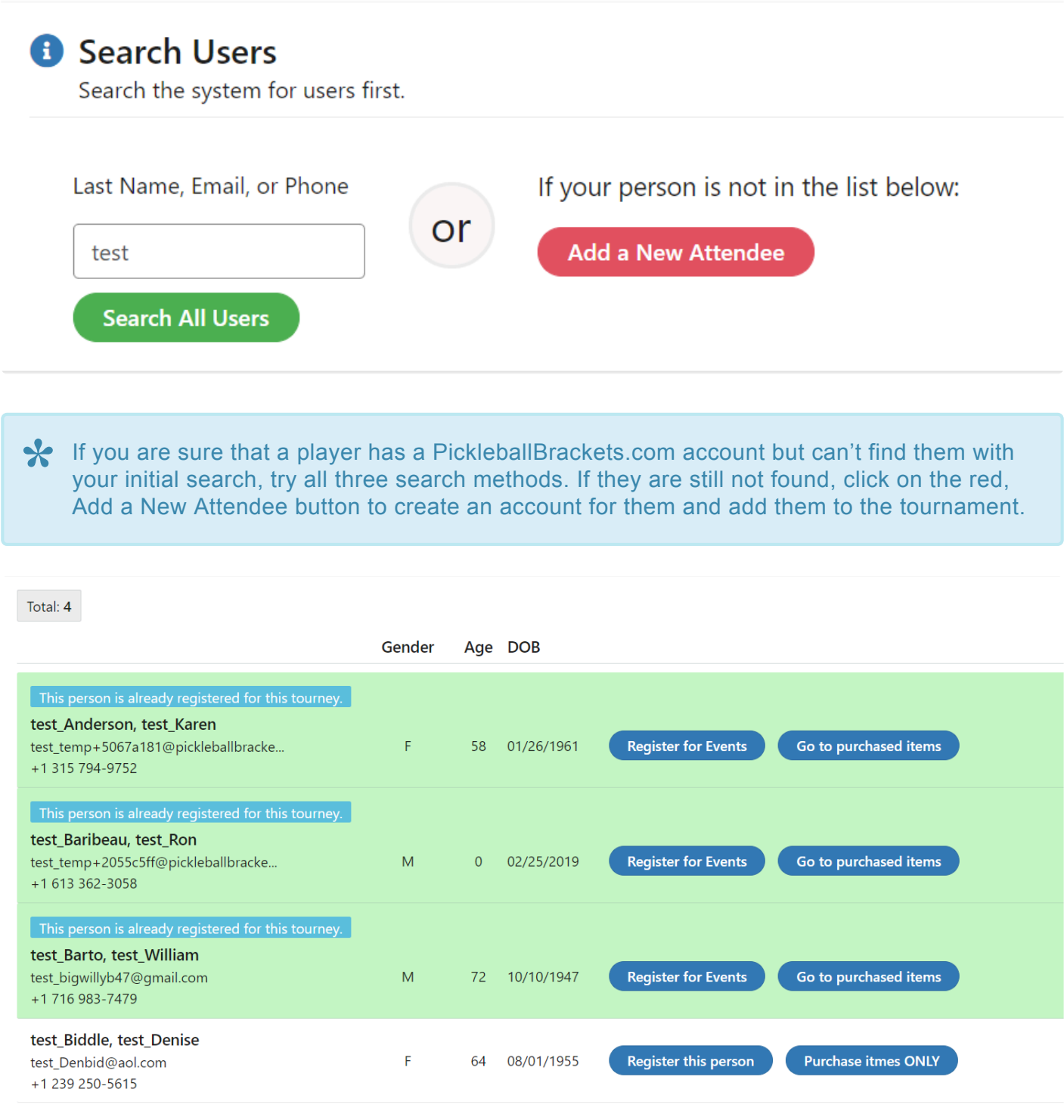
> Be sure to have all personal information for a player handy before attempting to add them to your tournament.

Click the green **Add New Attendee** button to add a player to the tournament.

4.2.12.3.1. Add a Player Who Already Has An Account



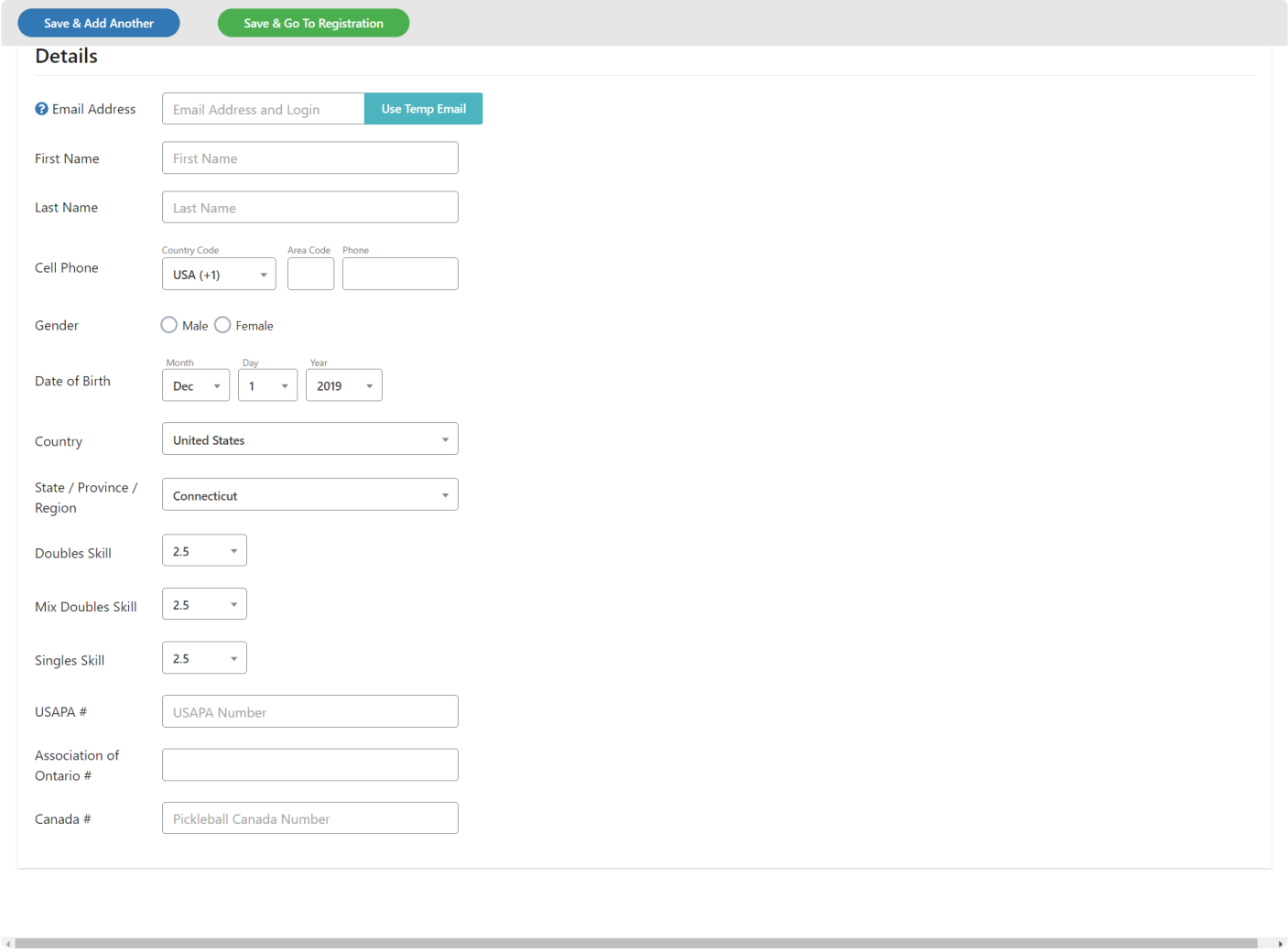
Many players have already created accounts with PickleballBrackets.com. The first step for entering a new player into your tournament is to search for an existing account. You may search by Last Name, Email Address or Phone Number. A last name or phone number search may return a list of players. An email search will only return the name of one player.



If the player you are trying to enter into the tournament is already registered, their registration will be highlighted in green and you will be able to edit their registration if necessary.

Non registered players will not be highlighted. Click on the **Register This Person** button to sign them up.

4.2.12.3.2. Creating a Player Account and Adding a Player



1. **Email Address –** A unique email address is required for every player.
2. **First Name –** Enter the player first name.
3. **Last Name –** Enter the player last name.
4. **Cell Phone –** Enter the player's cell phone number.
5. **Gender –** Select the player's gender.
6. **Date of Birth –** Select the player's date of birth.
7. **Country –** Select the player's country of residence.

If your tournament requires a full address, you will have to enter that information here.

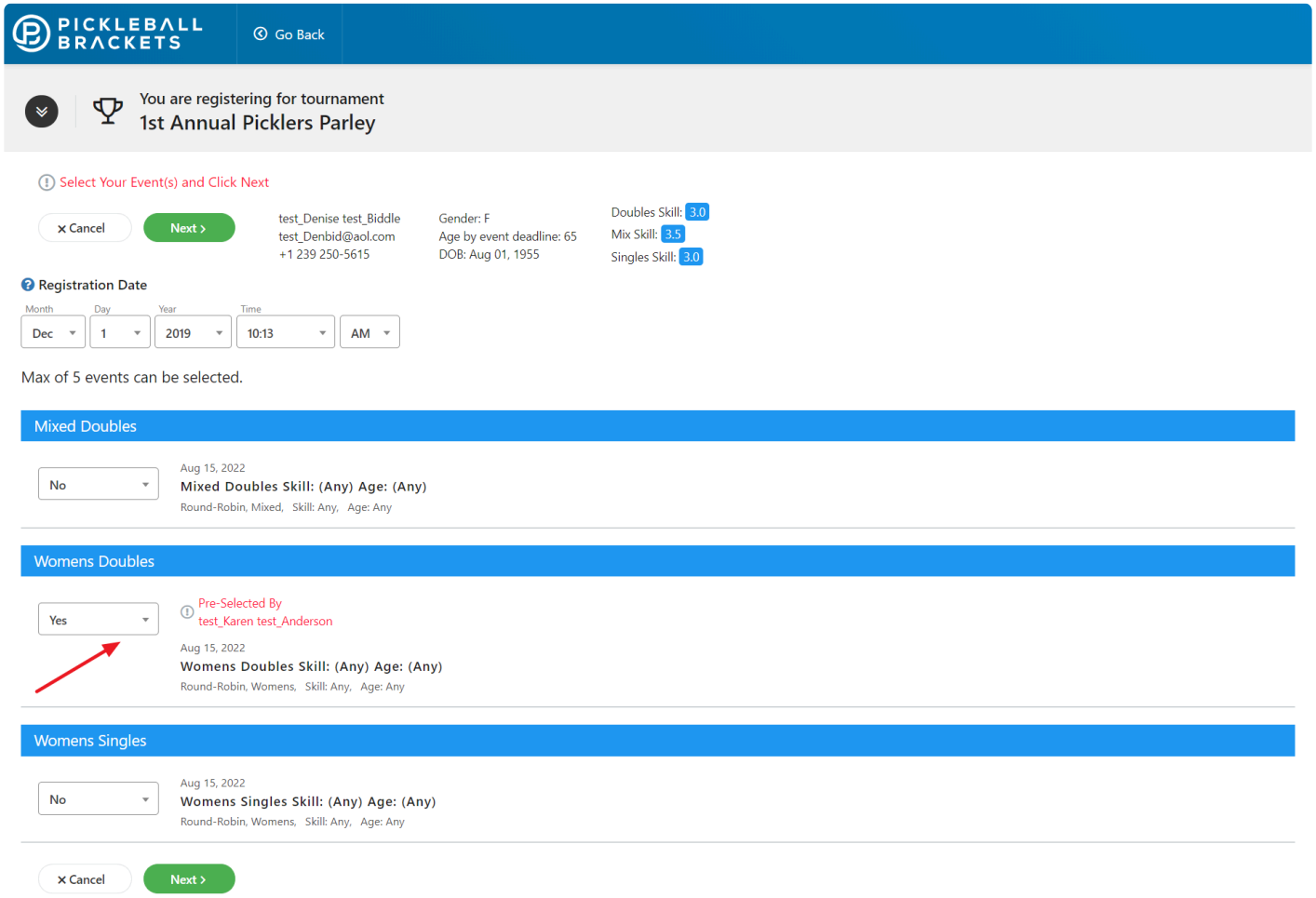
8. **State/Province/Region –** Select the player's State, Province or Region. The drop down menu will only show valid choices for the selected country.
9. **Skill Levels –** It is important to enter accurate skill levels for each category. The initial skill level will

be used for event placement validation and as a starting point for future rating calculations.

10. **Association Memberships –** If a player is a member of any of these organizations, enter their member number here.

> ! If the tournament will be sending results to the USAPA for the update of UTPR ratings, an accurate USAPA member number is required.

4.2.12.3.3. Adding the Player Events



Event selection is the next step in the process of adding a player to the tournament.

The screen displays the basic information about the player, including skill levels and playing age, at the top.

The registration date is automatically generated when attendees register themselves. When a tournament director enters a registration they can select a registration date. By default the current date is selected. This feature is available for times when a paper registration is submitted and entered afterward and you wish to record the actual date that the registration was sent.

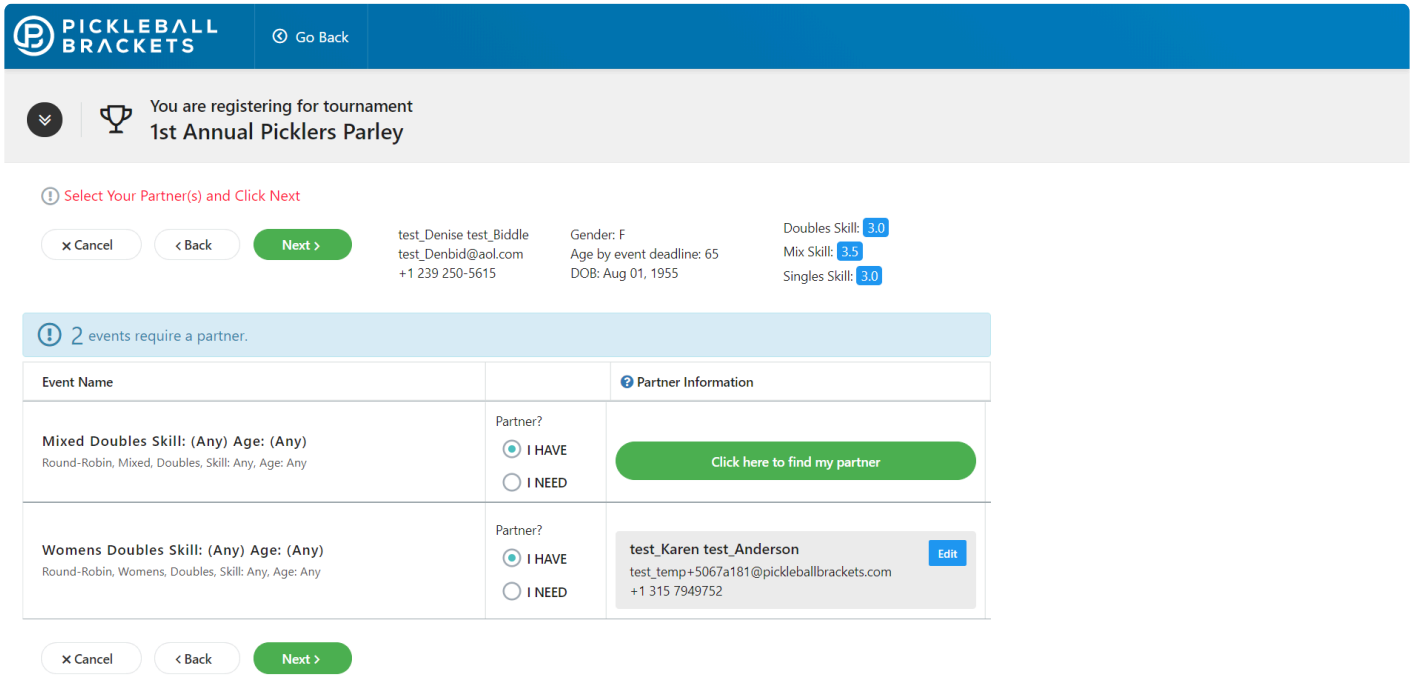
Only the events that this player is eligible for will display on the screen. Select events by using the drop down menu to switch from No to Yes for the events the player is entering. If an event is full, that fact will be shown and the Tournament Director will be able to put the player on the waiting list.

Tournament Directors may override the maximum limits for an event and place the player directly in to a full event.

If a player has been selected as a partner by someone else, the partner name will show and the default on the selection menu for that event will be **Yes** instead of **No**.

Choose the events for this player and hit the green **Next** button to continue.

4.2.12.3.4. Searching for a Partner



If a partner is needed for any event, this screen will come up after you choose the player events.

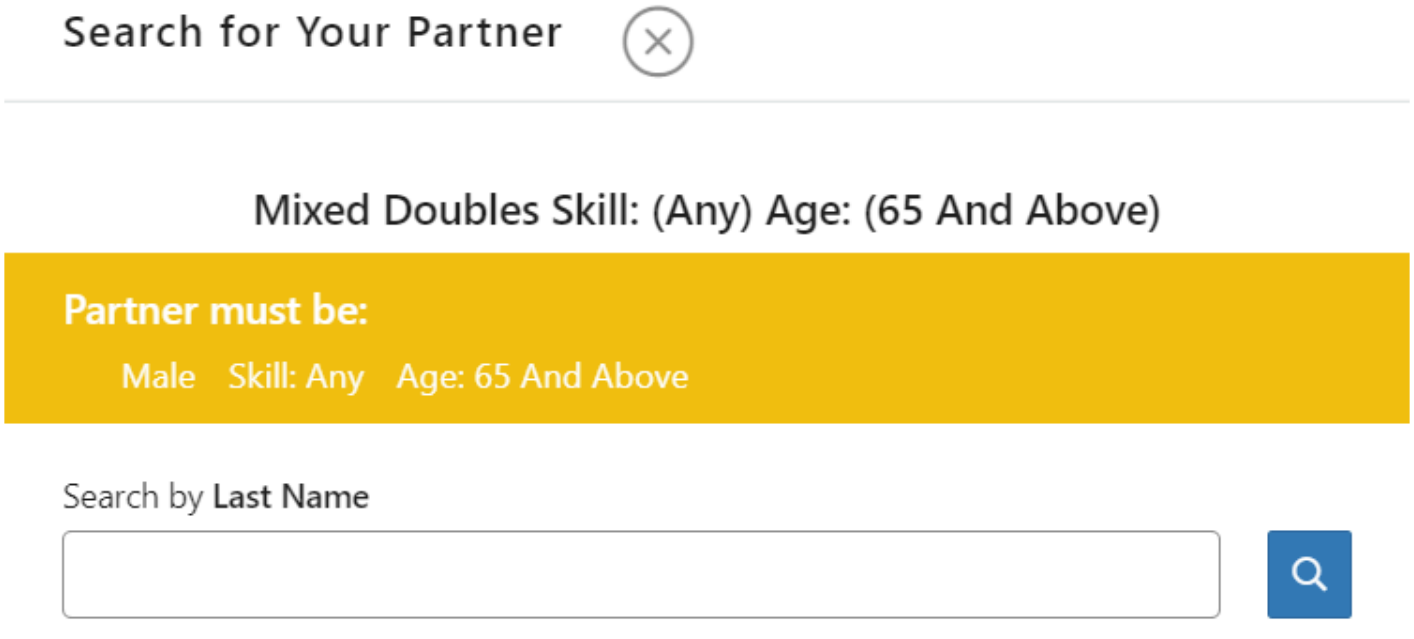
In this case, a partner is needed for two of the events. For Women's Doubles, a partner was pre-selected, so her information is shown and a partner search is not required. Click the blue **Edit** button to change that partner.

> A contact button will displayed on the tournament event player list next to the name of anyone who needs a partner.

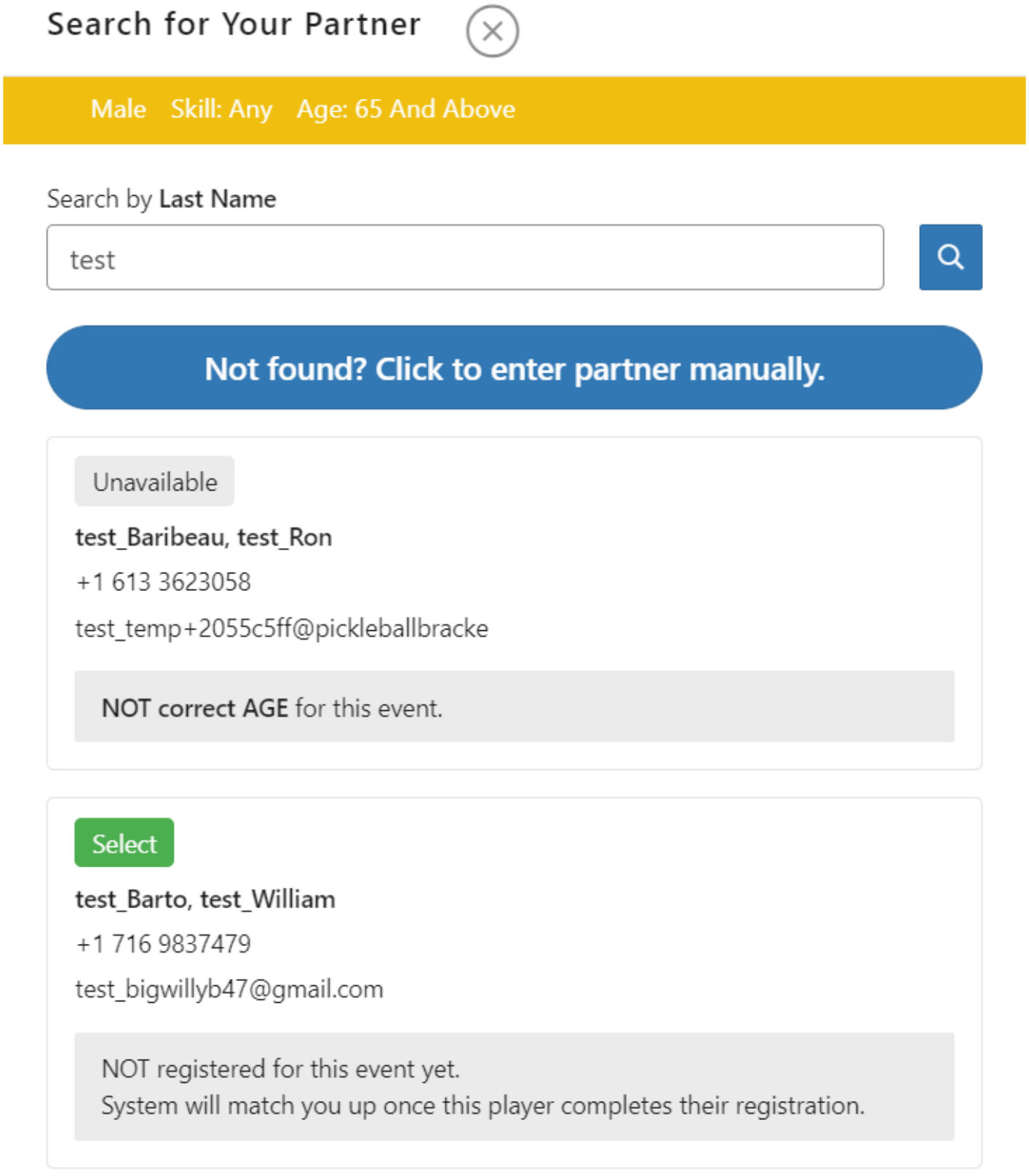
For other events that require a partner, check **I HAVE** if the player has named a partner or **I NEED** if the player is registering without a named partner. Click the green button to find the named partner. Why search first? If the person already exists in our system, the player selection process is faster if you look for them first. If the player is not already in the system, you will be able to enter them manually.

This box will appear to allow you to search for the partner.

Notice that it lists the gender, skill level and age qualifications needed for a match. Type the partner last name and click the blue search icon.


Search for Your Partner
Mixed Doubles Skill: (Any) Age: (65 And Above)
Partner must be:
Male Skill: Any Age: 65 And Above
Search by Last Name

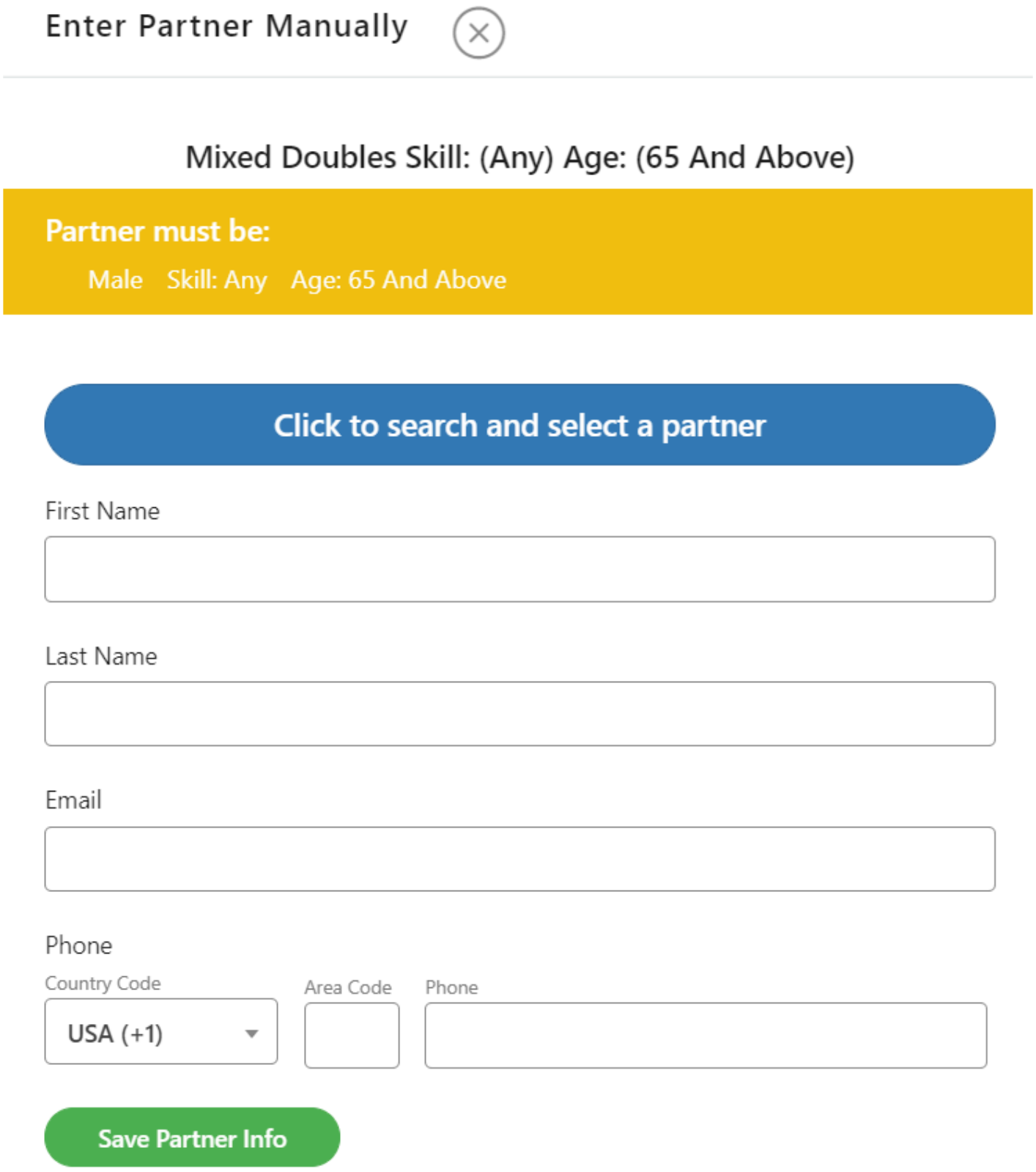
The search results will then be shown.



Any individual with the same last name as the search name will be shown. Players who are not eligible to be partnered up will show with an “Unavailable” notice above their name and the reason why they are unavailable below their name. Players who are eligible will have a “Select” button above their name.

✻ If the player you are searching for does not show, check your spelling and try entering only the first few letters of the players last name. You can search with as few as two letters.

4.2.12.3.5. Adding a Partner Manually



If the partner is not found, you can add the partner manually.

Click the blue **Enter Partner Manually** button to get this screen. Type the player's first name, last name and email address. If the tournament requires it, you will also have to include the player's phone number.

> ! This does not enter the partner into the tournament or add them to the PickleballBrackets.com database of players. It only names a partner. The partner's email address will be used to contact them and let them know that they have been selected. Whether a partner is matched up as part of a search or entered manually, they still have to register on their own for the tournament.

4.2.12.3.6. Other Items

PICKLEBALL BRACKETS Go Back

You are registering for tournament
1st Annual Picklers Parley

Answer the questions below and Click Next

× Cancel ‹ Back Next ›

test_Denise test_Biddle
test_Denbid@aol.com
+1 239 250-5615

Gender: F
Age by event deadline: 65
DOB: Aug 01, 1955

1. Dinner Selection for Player Banquet

○	Roast Beef	$30.00
○	Chicken	$30.00
○	Fish	$30.00
○	Vegetarian	$20.00

2. Do you plan to attend the player breakfast on Saturday Morning?

- ○ Yes
- ○ No

3. Select your t-shirt size:

Select One

× Cancel ‹ Back Next ›

If this tournament has other items that players may select, you will see them here. Some items may be optional and some may be required. Select the items for this player and click the **Next** button.

> ! When adding or editing a player registration, you must hit the next button on each page to advance. Changes are not saved until the registration options are confirmed and the receipt is printed.

4.2.12.3.7. Checkout Screen

PICKLEBALL BRACKETS | Go Back

You are registering for tournament
1st Annual Picklers Parley

Review this Payment Summary and Accept the Waiver(s).

1 × Cancel ‹ Back

test_Denise test_Biddle
test_Denbid@aol.com
+1 239 250-5615

2 **Your cart:**

Description	Qty	Price	Total
1st Annual Picklers Parley Tourney registration			$30.00
Dec 04, 2019 3:11 PM **Mixed Doubles Skill: (Any) Age: (65 And Above)** Event signup : Additional fee			$10.00
Dec 04, 2019 3:11 PM **Womens Doubles Skill: (Any) Age: (Any)** Event signup - Included In Tourney Registration			$0.00
Dec 04, 2019 3:11 PM **Womens Singles Skill: (Any) Age: (Any)** Event signup : Additional fee			$10.00
ADDITIONAL ITEMS			
Dec 04, 2019 3:20 PM **Select your t-shirt size:** Answer: Small	1	$0.00	$0.00
Dec 04, 2019 3:20 PM **Dinner Selection for Player Banquet** Answer: Chicken	1	$30.00	$30.00

3 Enter Code Apply Discount

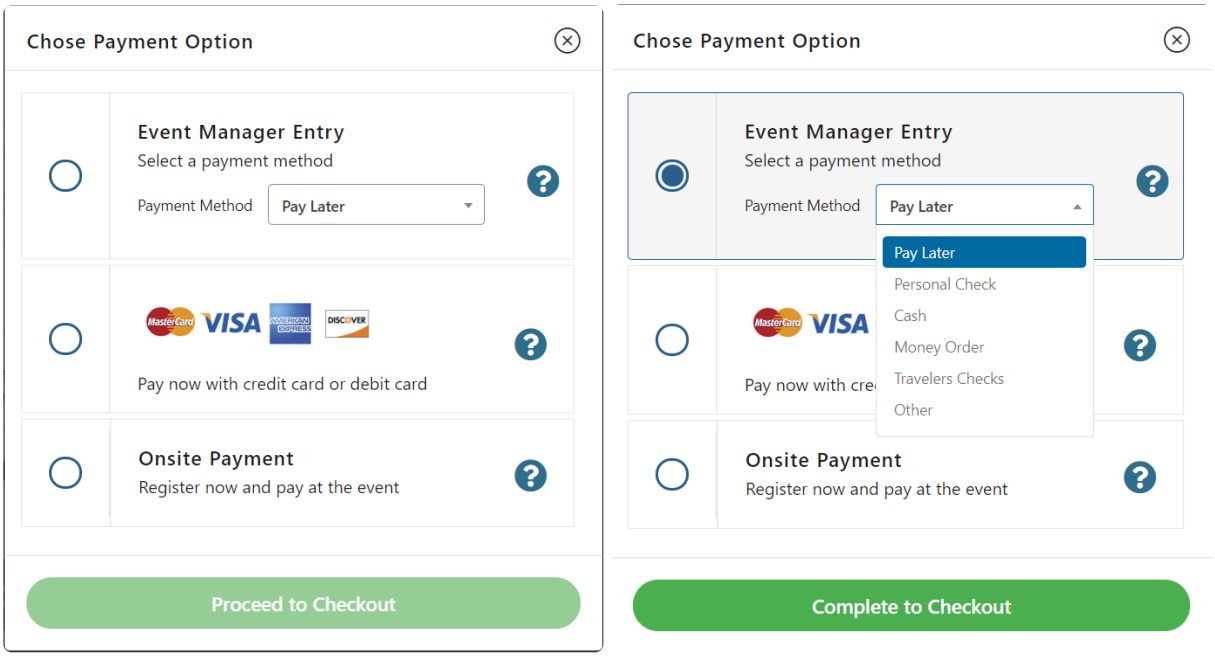
Subtotal $80.00

This is a summary of events, other items and payments for this registration.

1. **Cancel or Back** – Allows you to make changes or cancel this registration completely.
2. **Your Cart** – Shows a detailed description of all of the items and their associated costs. This tournament had a $30 entry fee that included one event. Additional events were $10 each. The cart shows that information.
3. **Discount Code** – If this player is eligible for a discount, enter the code here and click **Apply Discount**. That will re-calculate the subtotal and add a line for any remaining balance.
4. **Waiver(s)** – The waiver box must be checked to proceed. If the tournament has its own waiver, there will be a box for that. Each waiver has a **Click to View** link.

Click the **Go to Checkout** button to proceed to the Payment Page.

4.2.12.3.8. Payments



The image on the left shows the general payment options available. It includes a drop down box of special options available only to Tournament Directors as well as the payment options available to players who register on their own.

1. **Event Manager Entry** – These include all of the options on the drop down menu on the right.
2. **Credit/Debit Card** – Select this if you have all of the credit card information or are registering someone over the phone.
3. **Onsite Payment** – This will allow the player to pay at the event. The amount owed will show on the screen when they check in for the tournament.
4. **Mail In Payment** – Not active for this tournament. This would print a bill to be returned with a check to the tournament director.

Select the payment option and click the **Complete to Payment** button.

4.2.12.3.9. Receipts

PICKLEBALL BRACKETS | Go Back

This registration is locked
1st Annual Picklers Parley

Print Email Receipt **Make Payment**

Congratulations You're Done!

Event Receipt

test_Denise test_Biddle
test_Denbid@aol.com
+1 239 250-5615

Invoice ID: PB-44080
Date: Dec 04, 2019 1:16 PM

Note: If there is a Remaining Balance on this registration invoice it MUST BE PAID in full prior to starting your event.

Date	Description	Qty	Price	Total
Dec 04, 2019 1:16 PM	1st Annual Picklers Parley Tourney registration			$30.00
Dec 04, 2019 1:16 PM	Mixed Doubles Skill: (Any) Age: (65 And Above) Event signup : Additional fee			$10.00
Dec 04, 2019 1:16 PM	Womens Doubles Skill: (Any) Age: (Any) Event signup : Additional fee			$0.00
Dec 04, 2019 1:16 PM	Womens Singles Skill: (Any) Age: (Any) Event signup : Additional fee			$10.00
ADDITIONAL ITEMS				
Dec 04, 2019 1:16 PM	Dinner Selection for Player Banquet Chicken	1	$30.00	$30.00
Dec 04, 2019 1:16 PM	Do you plan to attend the player breakfast on Saturday Morning? Yes	1		$0.00
Dec 04, 2019 1:16 PM	Select your t-shirt size: Small	1		$0.00
			Subtotal	$80.00
			Remaining Balance	$80.00

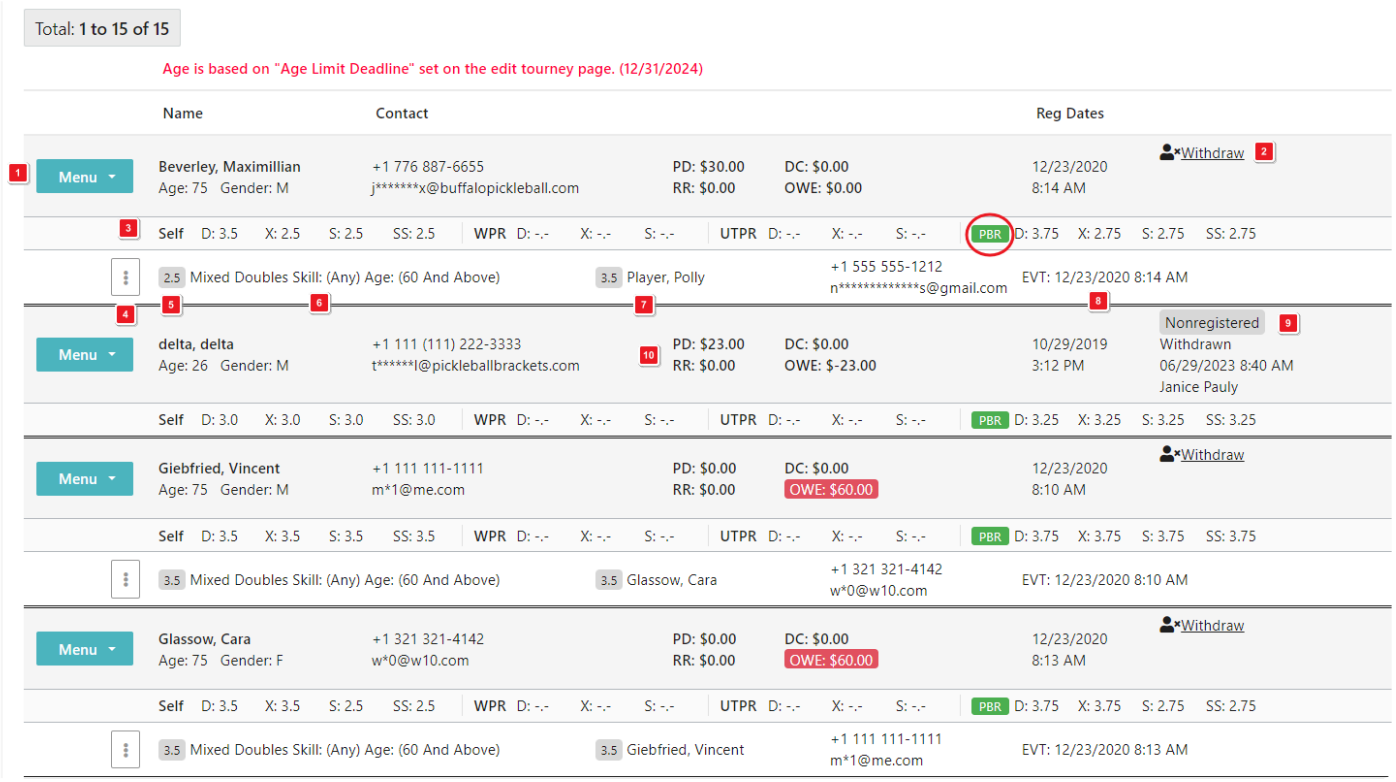
Print Email Receipt **Make Payment**

When you are done, the receipt will print.

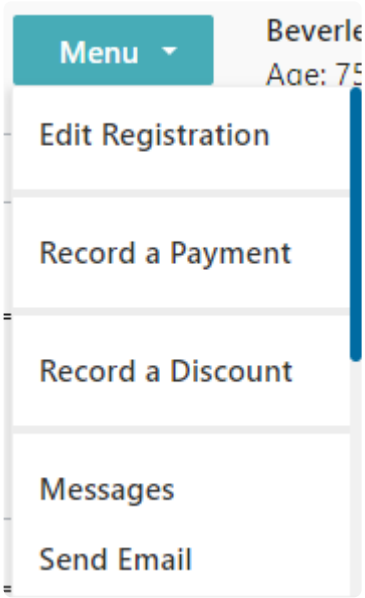
This receipt shows a balance due because the Pay Later option was chosen.

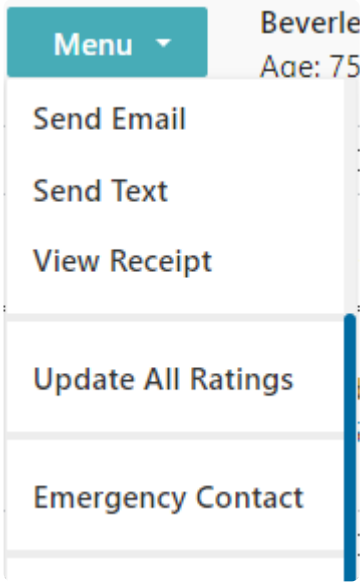
A copy of the receipt is automatically sent to the player. If partners were chosen, they will receive notice that the player has registered and selected them.

4.2.12.4. Maintaining the Attendee List – Changing a Registration



1. **Attendee Menu –** This is a scroll down menu that shows all of the options for maintaining player registrations. (shown as two images) Use the blue vertical scroll bar to move up and down the menu.





Edit a player registration to add or change their events or partners. To change an event, select the new event and delete the old event if necessary. To change a partner, click on the “Edit” button when you get to the partner selection page.

Attendee Menu Options:

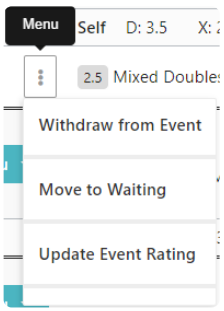
- **Edit Registration** – Change any part of the registration record for this player.

> ✻ If you **Edit a Registration**, be sure to continue to the end of the process to save your changes. Changes are not made until the printed receipt shows on the screen.

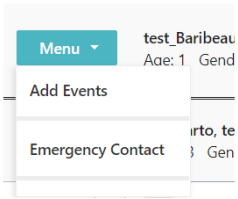
- **Payment History** – View the payment history for this player.
- **Record Payment/Refund/Discount** – Will show any of these options depending on the payment status of the player.
- **Messages** – Show a list of all message that have been sent to the player.
- *Send Email*- Send an individual email to this player.
- **Send Text** – Send an individual text message to this player. (only available if text messaging is turned on for the tournament.
- **Give Refund (Stripe Only Option)**
- **View Receipt** – View the most current receipt for this player.
- **Update All Ratings** – Will update all of the ratings for this player for all of the events that the player is currently registered for. The rating used is based on the tournament setup option.
- **Emergency Contact** – View the emergency contact information for this player.

> ! If registration fees were collected through PayPal, the refund is issued through the PayPal account and will be automatically recorded here. If registration fees were collected through Stripe, refunds are issued here using the “Give Refund” option. Selecting “Record Refund”, allows you to record a refund that was issued outside of the program. This does not actually issue a refund to the player.

2. **Withdraw –** Click here to withdraw a player from the tournament.
3. **Ratings** – This shows the current ratings for this player. Self, WPR (World Pickleball Rating) and PBR (PickleballBrackets Rating) are always shown. Ratings of other sanctioning bodies are shown based on the tournament sanction status and settings. The current selected default rating selection is highlighted in green.
4. **Player Event Menu –** The menu shows the options for updating this event for this player.



- Withdraw From Event – Will withdraw the player from this event only. If this is the only event the player is registered for, they will also be withdrawn from the tournament.
- Move to/from Waiting – Will move the player onto or off of the waiting list for this event.
- Update Event Rating – Will update all of the ratings for this player for this event **only**. The rating used is based on the tournament setup option.



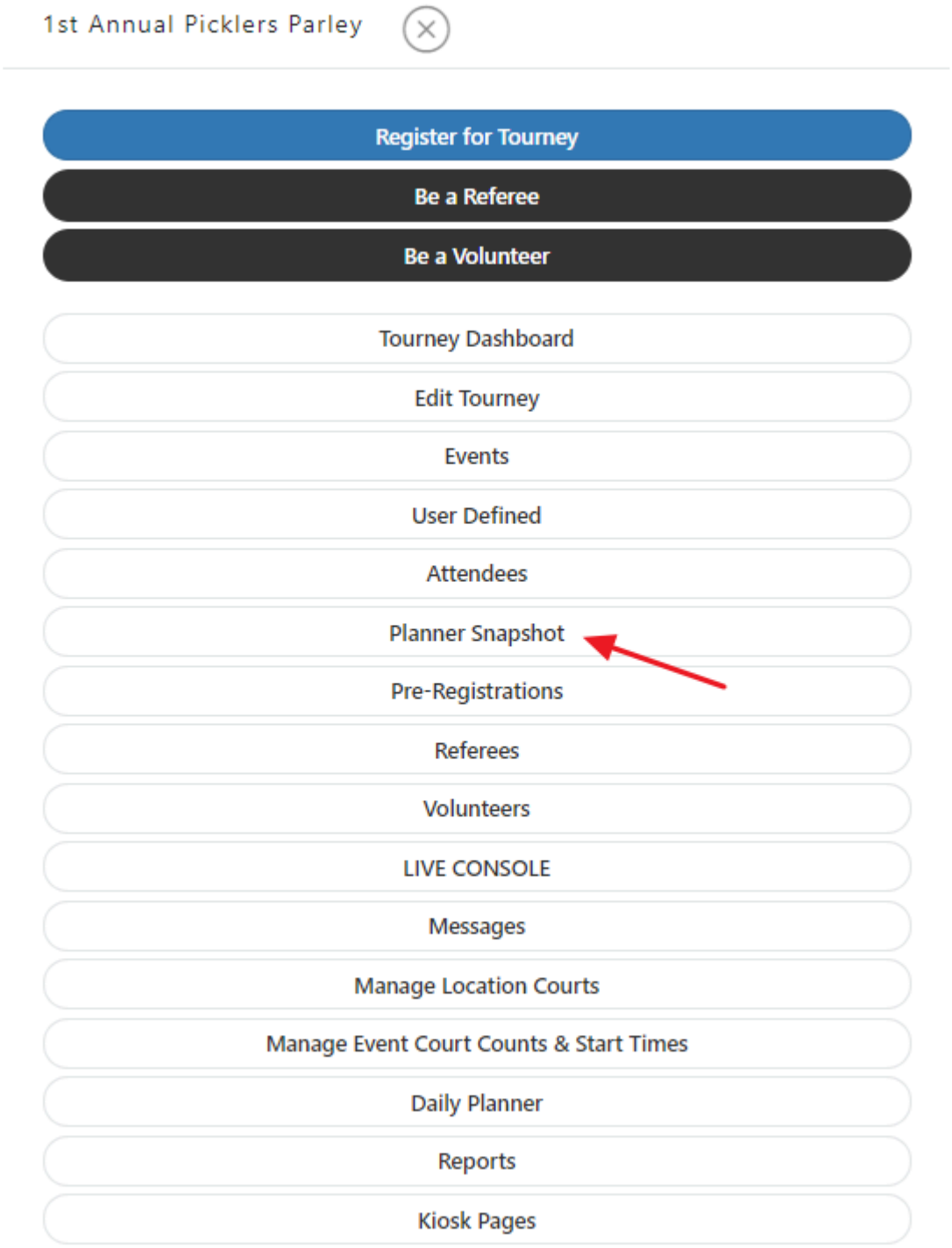
- Withdrawn Player Menu – This menu shows the event options for a withdrawn player.
- Add Events
- Emergency Contact

5. **The Rating for this Player in This Event**
6. **The Name of the Event**
7. **The Partner and their Rating in This Event**
8. **The Date that the Player Registered for this Event** – If the player is currently on a waiting list, the waiting list date will also show.
9. **Withdrawn Info** – This shows the date and time that the player withdrew and the name of the person who withdrew them (either one of the tournament directors or the player themself) If the player has user defined selections that were not deleted upon withdrawal, the word “Nonregistered” will appear with a gray background.
10. **Current Payment Status** – PD – Amount Paid, DC – Discount, RR – Refund, Owe – Amount Owed (Shown in red if a payment is due. Will be shown as a negative number if a refund is due.)

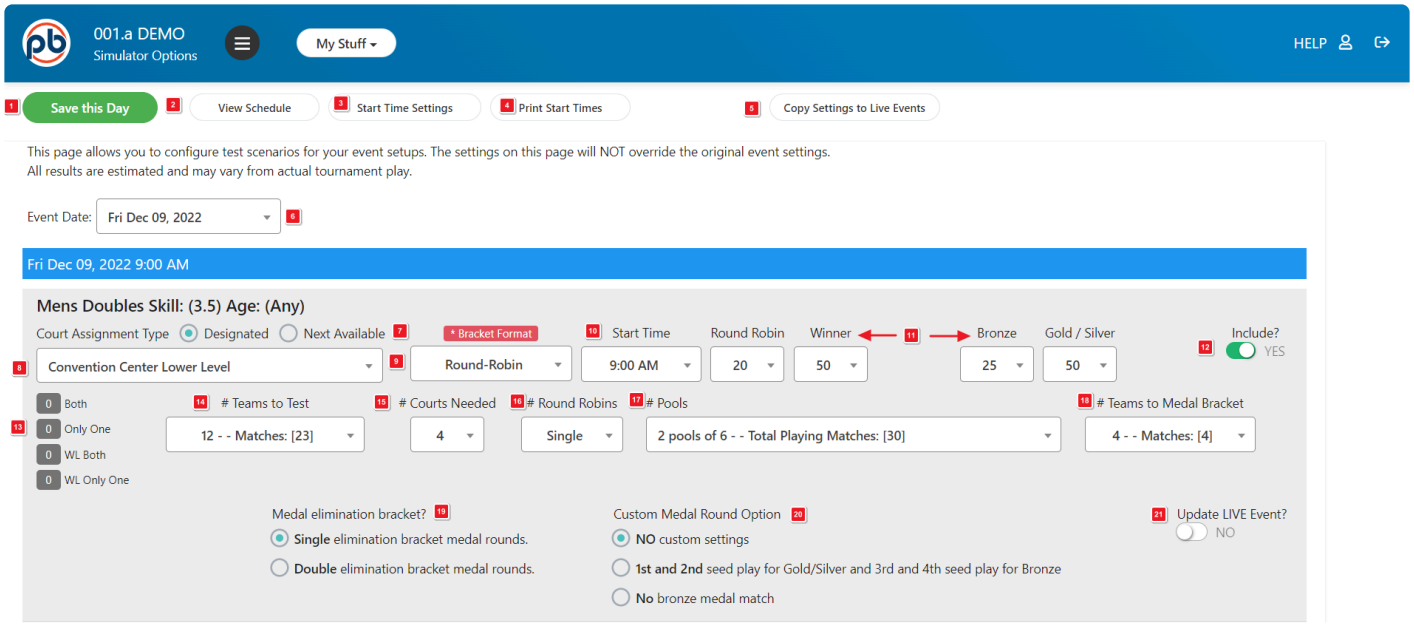
> ! Refunds are shown for all players who withdraw from the tournament or from an event that has a fee. The decision to issue a refund is always based on the individual tournament policies.

4.2.12.5. Using the Simulator

The Simulator allows tournament directors to plan the daily schedule and to estimate maximum capacity for each event based on court availability. It can be run at any time during registration and will give an accurate visual display of court utilization for both the actual number of registered players and teams as well as future projections.



4.2.12.5.1. Simulator Options – Round Robin



Simulator Options and How they Work – Round Robin

1. **Save this Day** – This button is used to save your changes.
2. **View Schedule** – View the generated planner with this button. To open the planner in a new window, hold the Ctrl key down while clicking the button.
3. **Start Time Settings** – Actual start times calculated by the Simulator may differ from the times shown on this screen due to time and court number restrictions. Click here to update the Simulator and Event listing with the calculated times. (the next section of the manual explains the update process)

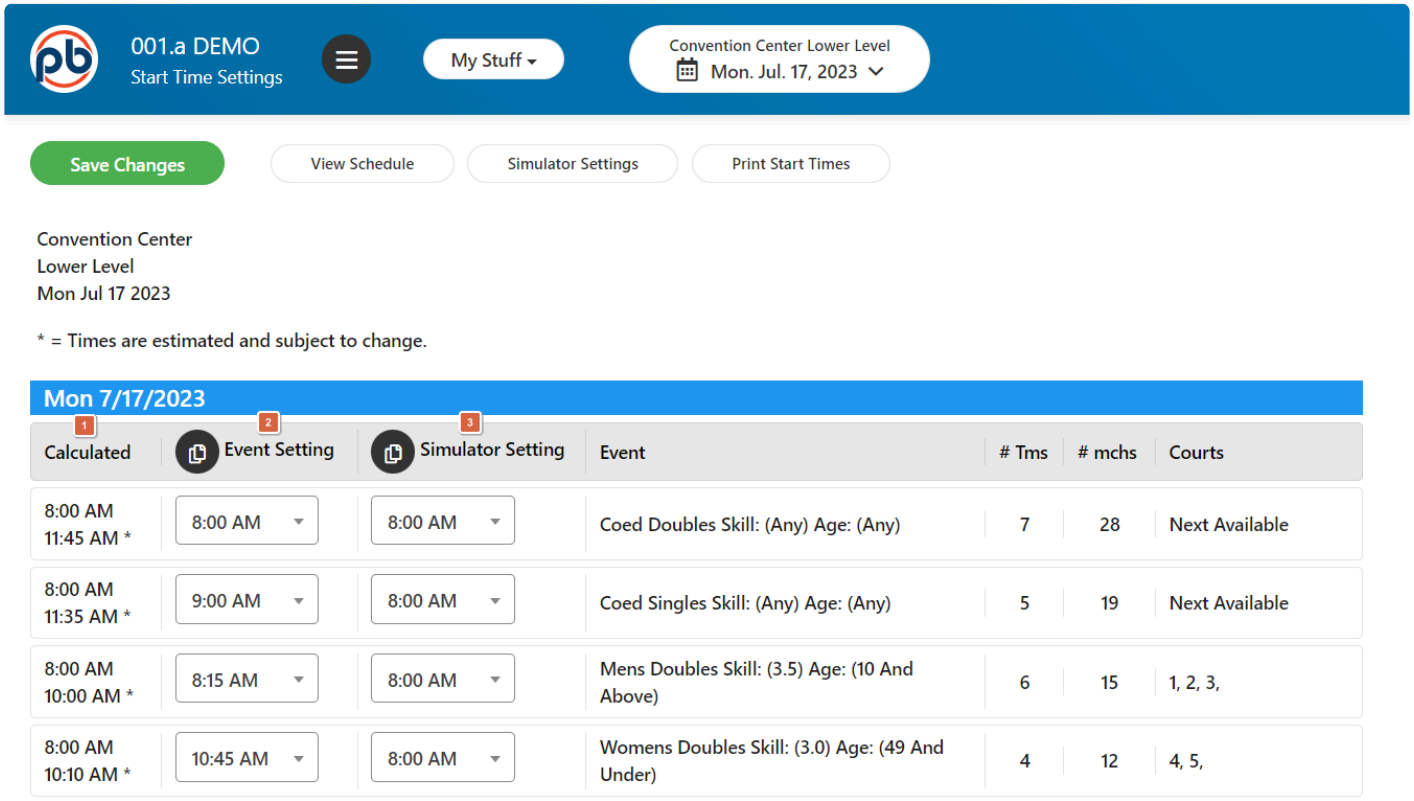
> ! Simulator settings, including all start times, are used to verify events and to create the final Daily Planner schedule. Do not skip this step unless you are sure that your calculated schedule matches your planned Simulator schedule.

4. **Print Start Times** – Print a copy of the start times as shown on the simulator schedule.
5. **Copy Settings to Live Events** – Click here to save your planner settings to the event record. This will save the time, maximum number of players, court type and number and playoff format (if any). **Settings will only be saved for events that have been saved with the Update Live Event switch turned on. (No. 21 below)**
6. **Event Date** – If your tournament runs on multiple days, select the date for the snapshot planner here. Each day must be planned separately.
7. **Location** – If your tournament is being held in multiple locations, select the location for the snapshot planner here. Each location must be planned separately.
8. **Court Assignment Type** – The program can assign the next available court as the event progresses or the tournament director can assign blocks of courts to specific events. Your choice here will determine how the program will calculate the schedule.

9. **Bracket Format** – You can specify Round Robin, Single Elimination or Double Elimination. Some of the options shown will change for different formats. This screen shows Round Robin options. Single Elimination and Double Elimination will be shown on the following pages.
10. **Start Time** – What time do you anticipate starting this event? You can leave the same morning start time for all events and the planner will schedule them starting with the largest event. Or you can designate a start time and the planner will start the event at that time or at the next available open time.
11. **Estimated Time for Each Match** – This is critical for successful planning. Use a reasonable estimate based on the scoring format, size of the facility (players may need more time to get on court in a large facility), and whether or not matches have referees. Don't forget to build in time for warm up and time outs.
12. **Include?** – Select Yes to include the event when you run the planner. Select No to exclude that event.
13. **Registered Teams** – This shows the actual number of teams currently registered for the event. Both – in a doubles or mixed doubles event, the number of teams where both players are fully registered. Only One – the number of teams with only one registered player. WL Both – Waiting list teams with both players registered. WL Only One – Waiting list teams with only one registered player.
14. **Teams to Test** – You can use the actual number of teams listed above or increase or decrease the number to test the scheduling impact of the number of teams combined with the format you have chosen. This is a powerful tool for estimating event capacity based on the number of courts and maximum time available for the tournament.
15. **Number of Courts Needed** – For a round robin event, this is the number of courts needed for each round of play. Ideally you would want enough courts for no more than one bye per round. You can specify fewer courts here and the planner will use only that number to schedule the event. **For Next Available scheduling, this number will default to 1 since the Simulator controls how courts are assigned.**
16. **Rounds** – For smaller brackets, you may want the teams to play each other more than once. Select the number of rounds here.
17. **Number of Playing Pools** – Large round robin events can be split into playing pools.
18. **Teams to Medal Round** – If you want the top teams to advance to a playoff round following round robin play, you can specify the number of teams to advance here. A minimum of three teams is required. If there is more than one pool, this number is the total number of players to advance from all pools.
19. **Medal Elimination Bracket Type** – Your elimination bracket can be configured as either single or double elimination.
20. **Custom Medal Round Option** – Choices will depend on the number of teams advancing from each pool and the type of medal round being played.
21. **Update Live Event** – Set this to Yes to automatically update the event parameters for this event based on these saved planner settings when you click on the Copy Settings to Live Events button (No. 3 Above)

The Simulator can be run at any time. It's results are not visible to the public.

4.2.12.5.2. Simulator Updates



This page allows the Tournament director to automatically update either the Event record or the Simulator or both with the actual times that were calculated by the simulator.

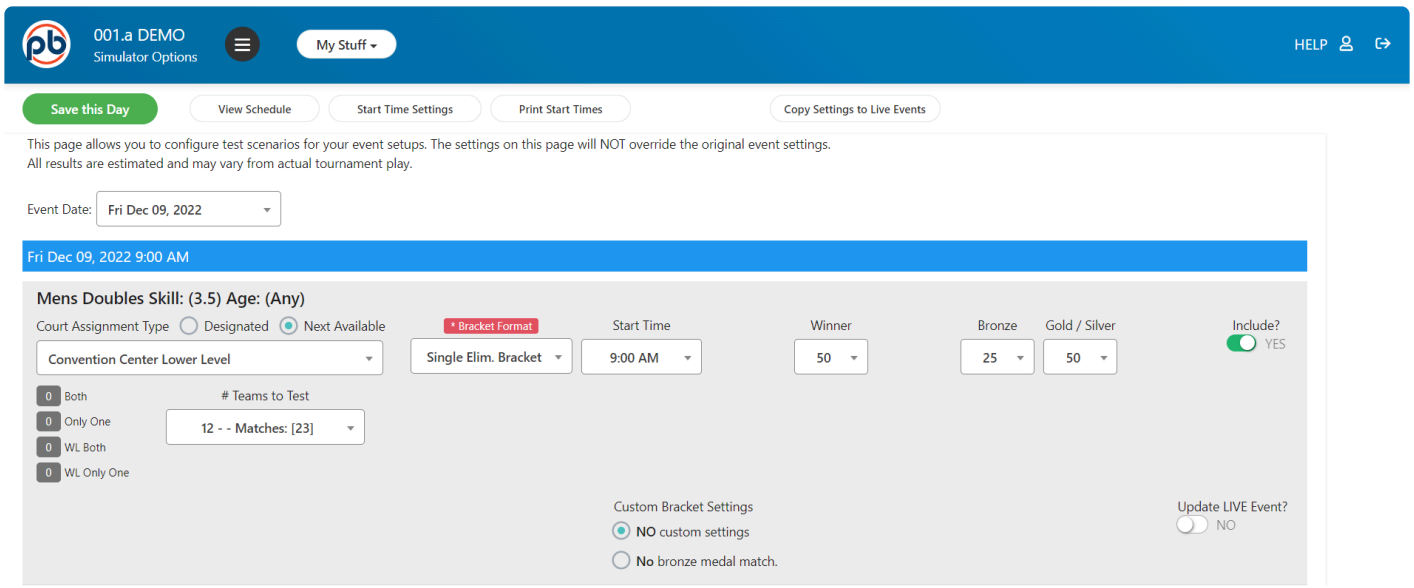
> ! Simulator calculated times may not match the times that were used to plan the schedule. This can happen if there are not enough courts or time slots available to start events at the planned time. In those cases, the simulator will move the start time to a later time.

1. This column shows the start time that the Simulator calculated for each event.
2. This column shows the start time that is currently listed on the event record. Click on the copy icon here to transfer the all of the calculated times to the event records.
3. This column shows the start times from the Simulator. Click on the copy icon here to transfer all of the calculated times to the Simulator. This will allow the TD to update the event record later with all of the correct parameters from the Simulator, including the calculated start times.

> ! The event record is used to verify events, create draws and produce the final daily planner. To speed up this process and assure accuracy, event records should always be updated from the calculated Simulator schedule as the final step in the scheduling process. (See numbers 3 and 20 on the previous page).

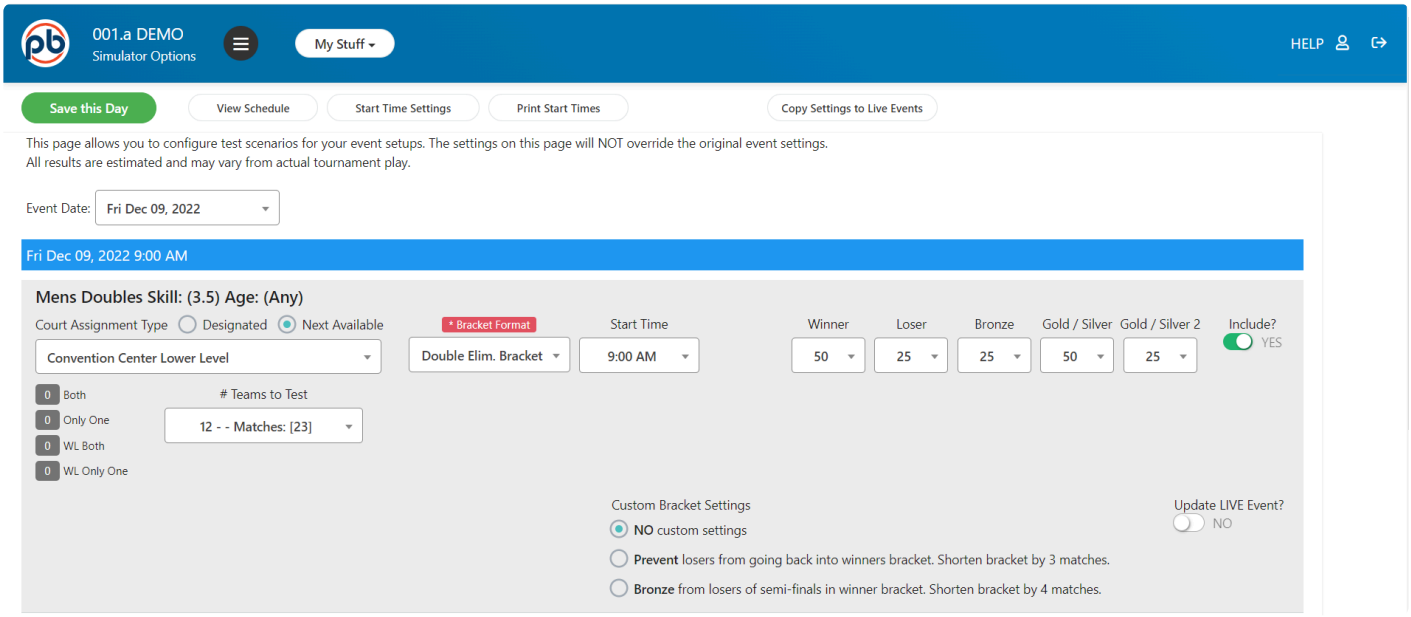
Be sure to save this page when done.

4.2.12.5.3. Simulator Options – Single Elimination



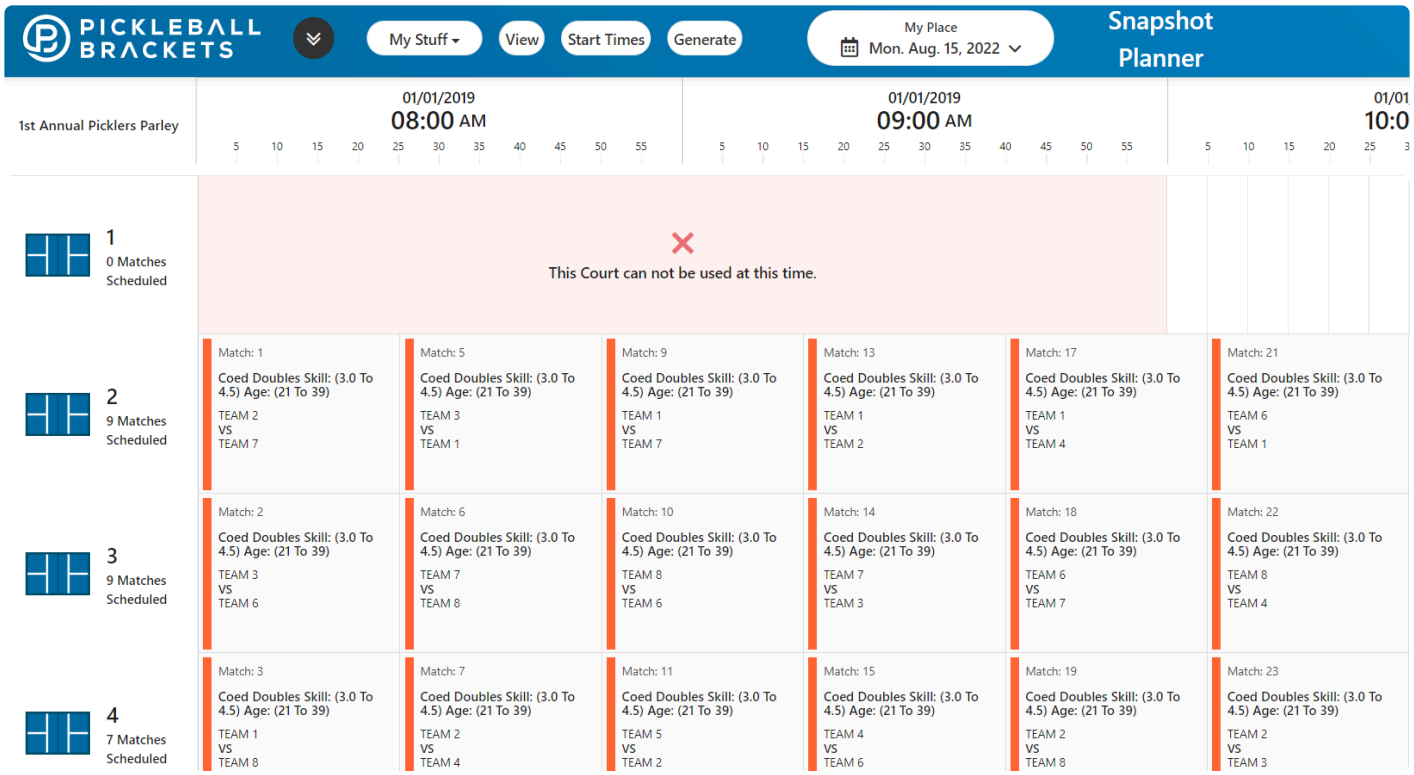
Single Elimination events have fewer options than round robin events. You can specify different time estimates for regular games (Winner) and medal matches, if you are planning a different game format for the medal matches. Ideally, you should plan for enough courts to play all of the first round games at the same time.

4.2.12.5.4. Simulator Options – Double Elimination



Double Elimination adds a choice of formats. If you do not allow losers to play back into the winners bracket, the event will be shortened by three matches and the best the winner of the losers bracket can get is a Bronze medal. Another option is to award the Bronze medal from the winners bracket, shortening the bracket by 4 matches.

4.2.12.5.5. Viewing the Simulator



When you click on the View Schedule button after you save all of your options, this is what you will see. It is a graphic representation of the day showing each of the matches that are scheduled. Notice that, in this case, court 1 is blocked out since it was specified as “not available” from 8:00 AM to 10:00 AM.

When you are satisfied with your schedule, you may choose to update that day’s event records to reflect the actual start times and format parameters shown by the planner.

> If you are testing multiple scheduling scenarios, you can have one browser window open for setting up your schedule parameters and a second window open for view them. If you do that, you do not need to click on the **View Schedule** button each time you save the day. Simply switch from the planning window to the viewing window and reload the page to see the latest version of the schedule.

4.2.13. Preparing the Tournament to Run

After Registration Closes

Once registration closes, there are usually multiple steps needed to prepare the tournament to run. The next section of this manual outlines those steps.

4.2.13.1. Moving Players and Teams

Moving Players and Teams

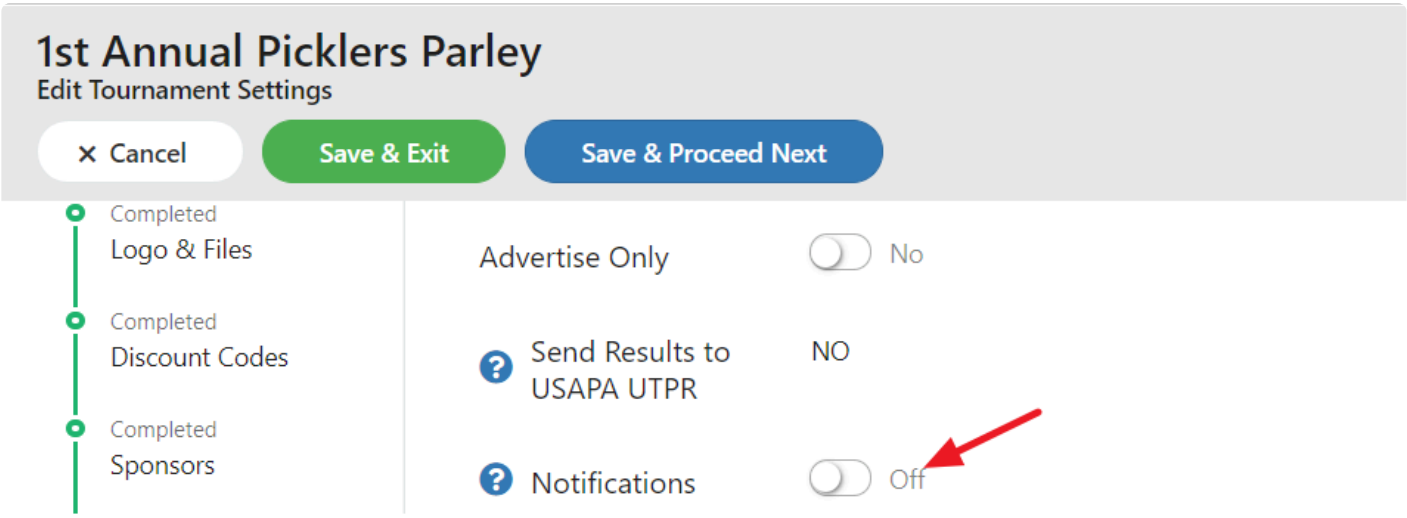
> ! If an event has age group split settings, those settings should be used to manage the size of playing brackets as long as the events have not been generated. DO NOT MOVE PLAYERS OR MERGE TEAMS for events that have age group split settings.

There are often events that have to be either combined or split in order to create appropriately sized playing brackets. There are two methods for combining brackets.

- Moving Players
- Merging Events

> ! If you plan to award medals based on the event that the players originally registered for, you should Merge Brackets. If medals will be awarded based on the results of the newly combined event, you may use either method.

> ✻ If you choose to move players, be sure to turn off notifications for the tournament before any moves if you don't want players to be immediately notified about changes.



Moving Players – To move players, first create the event you want to move them to if it does not already exist. Once the event is created, you may use the Move Players In option on the Event Setup Screen to select the players to move. Click Here for directions.

Once all players have been moved, be sure to turn notifications back on. Click Here for directions.

4.2.13.2. Merging Events to Create Playing Brackets

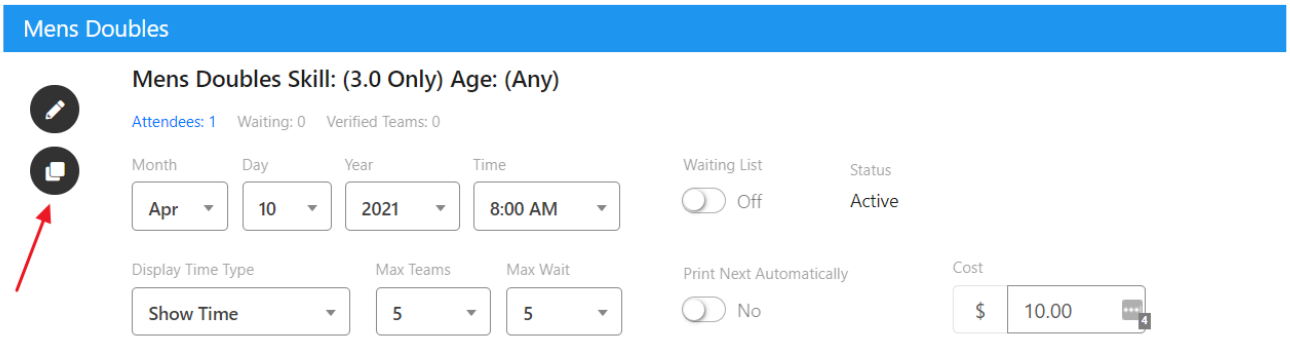
Merging Events – Merging events will move all players from two or more events into a new one. The old events will be hidden on your event list and will no longer display on the public site. This option can be used to merge any event with any other similar event (mixed doubles, men's or women' singles or doubles) **Use this to merge different skill levels into one playing bracket.**

> ! Merging events should take place after registration closes. If an event was set up with age splits for registration, the events must be generated from the age spits before they can be merged.

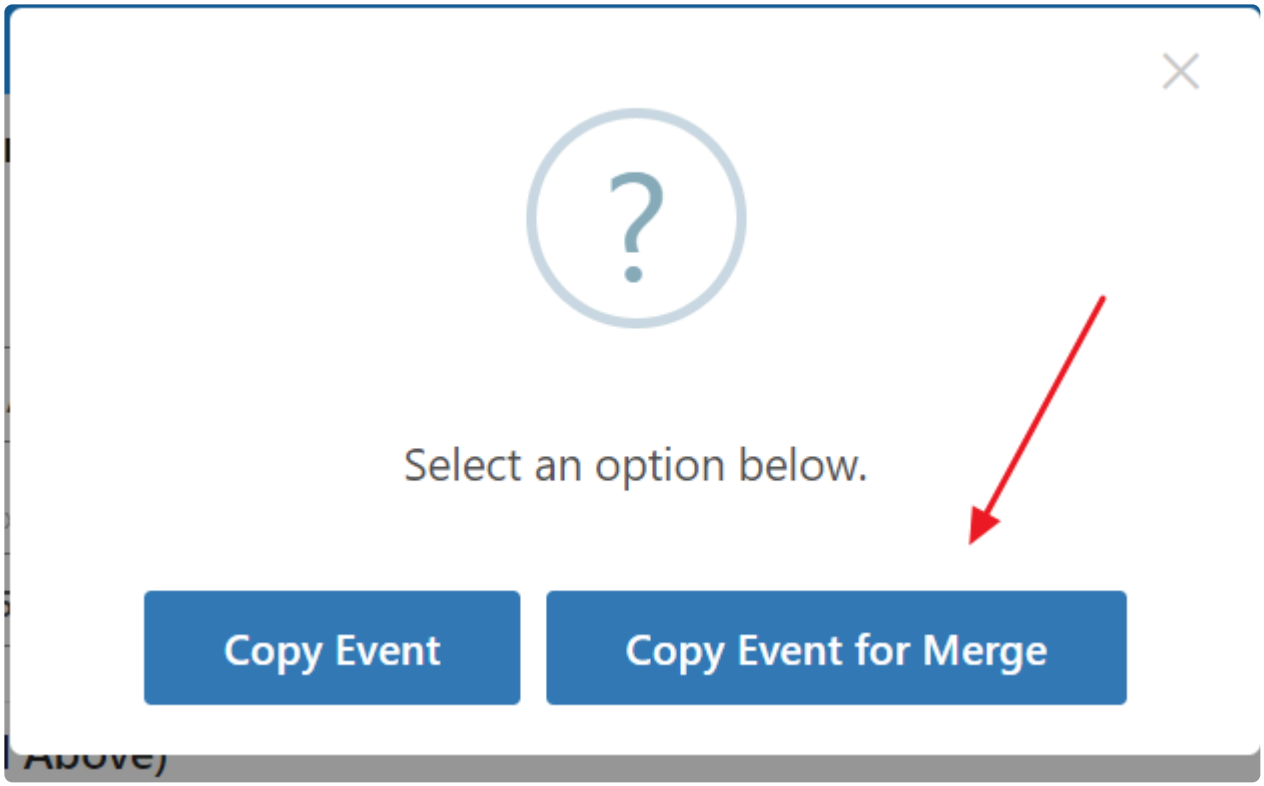
> ! If you add a team to a merged event, the system will not be able to identify any original event for that team. If you later unmerge that event for any reason, they will be left in the merged event and will have to be moved manually. The merging process keeps track of the original event to facilitate the awarding of multiple sets of medals. Additional medals cannot be awarded for any team that was added to a merged event.

To Merge Events:

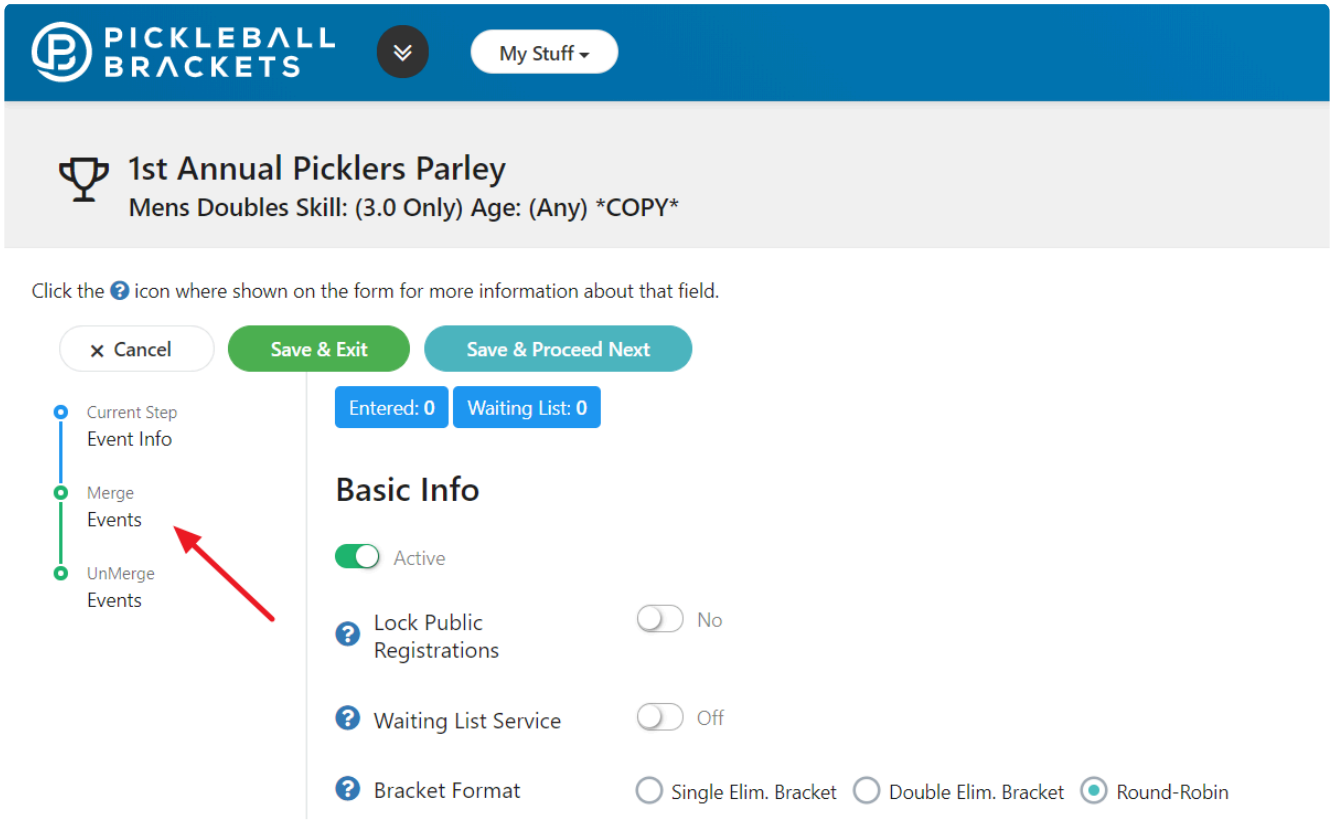
- Scroll down to one of the events to be merged and click on the copy icon.



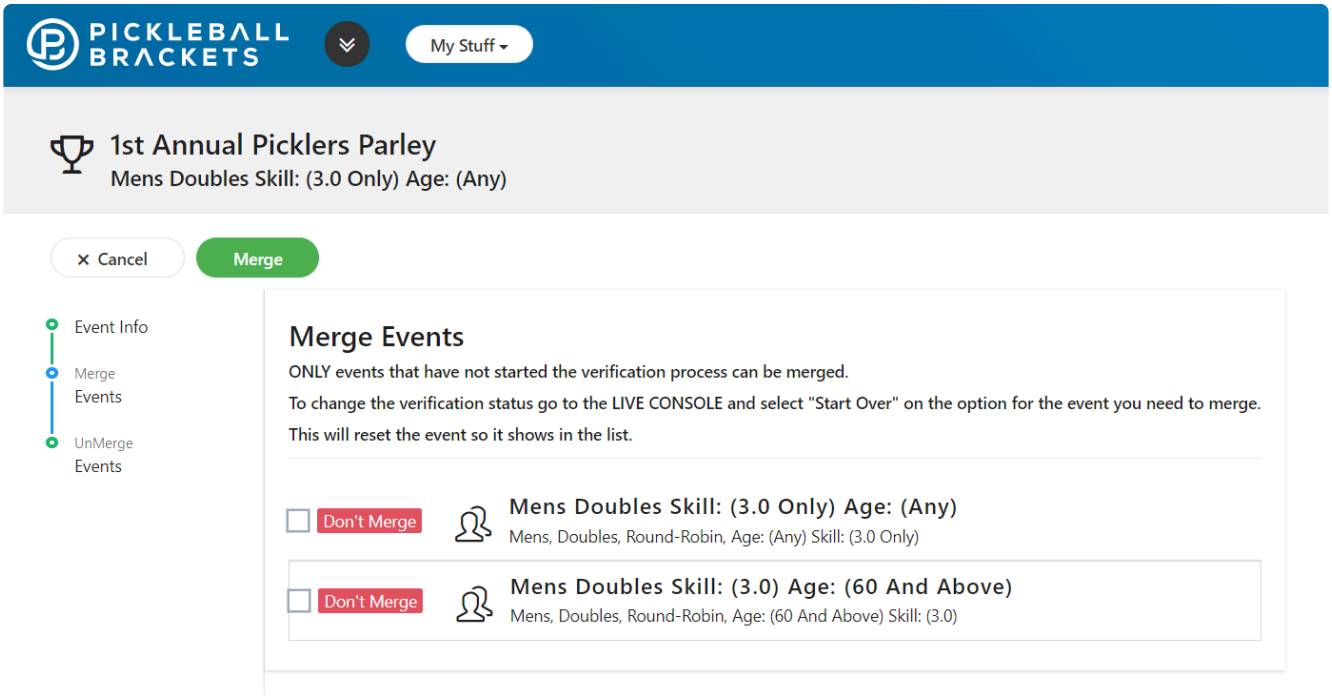
- Select *Copy Event for Merge*



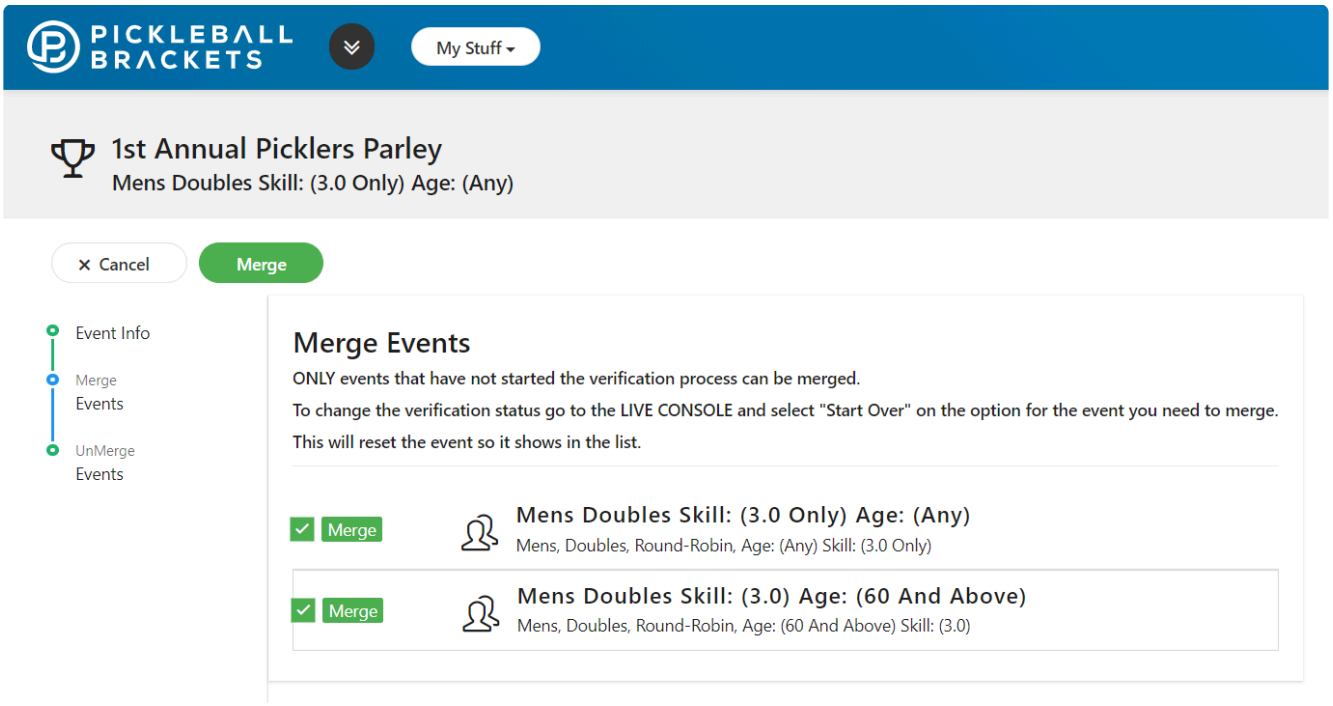
This will create a new event with the same configuration as the copied event with some extra options on the sidebar menu.



- Edit the parameters of the new event to reflect those needed for the merged group of players.
- Select **Save and Proceed Next**
  This will bring up a screen with a list of potential events to merge based on your parameters.



- Click on the **Don't Merge** checkbox of the events you want to combine. That will change them to **Merge**. Click on the green **Merge** button.



- The new event will show on your list of events with a Green link symbol. The original events will be hidden from the event list and will be automatically switched to inactive status.

! Medals may be assigned separately for events in a merged bracket **OR** separate playoffs may be created for each of the merged events. Click HERE for a description of how each option works.

✱ Turn on the Hiding switch at the top of the event list to view the hidden events.

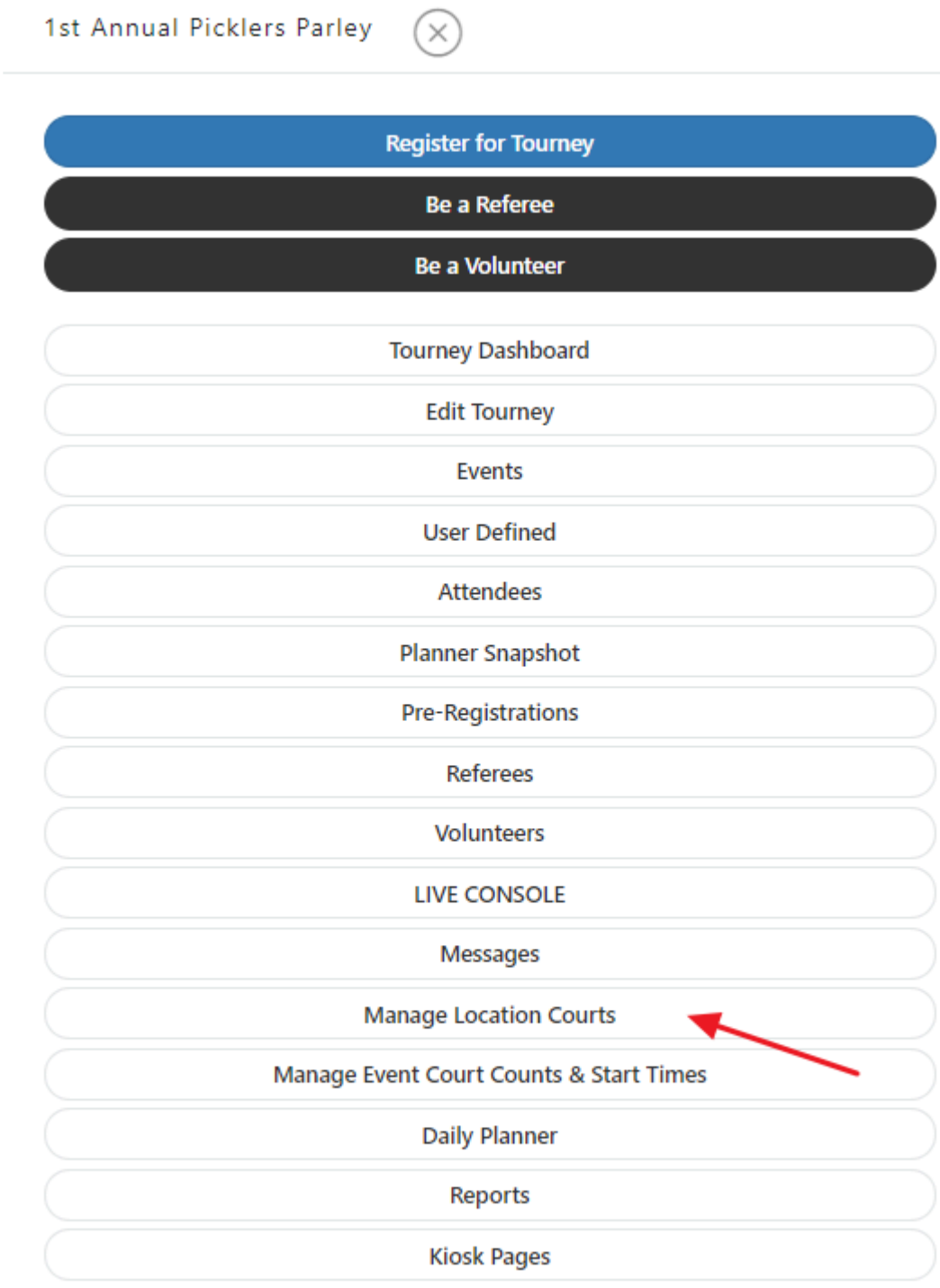
✱ Events may be unmerged by editing the newly merged event and selecting the **Unmerge Events** option on the left side menu bar.

4.2.13.3. Setting up and Managing Courts

In order to use the Simulator to or the Court Day Planner, you must first configure your courts. There are three court configuration steps.

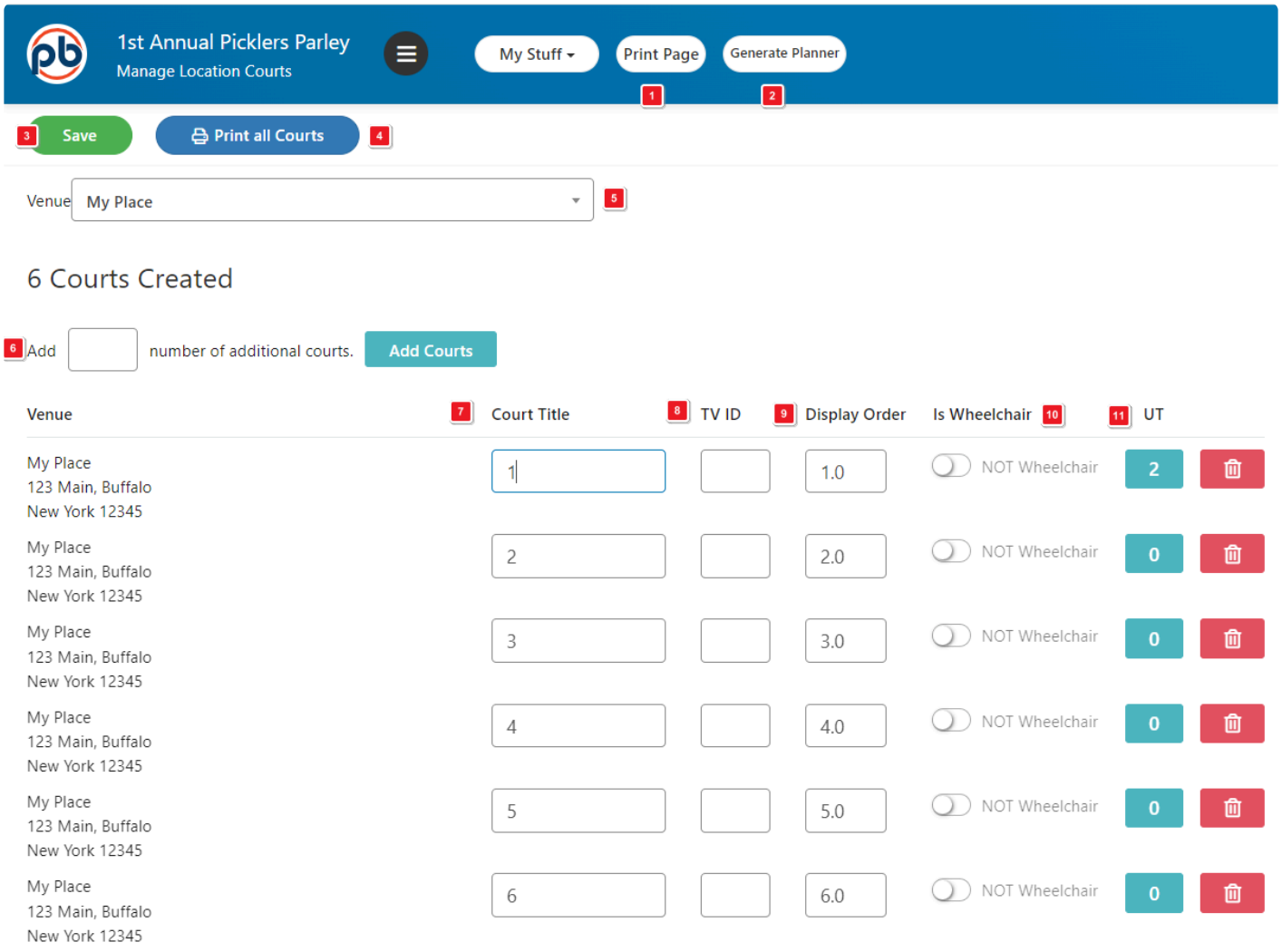
1. **Managing the Location Courts** – Used to create the courts for each tournament location. Each court is assigned a unique QR code. Use the Print All Courts button to print those codes which may be used during the tournament to automatically assign matches.
2. **Managing Event Court Counts and Start Times** – Used to assign the number of courts needed for an event and the start time.
3. **Assigning Events to a Location and Courts** – Used to place events on specific courts.

4.2.13.3.1. Managing Venue Courts



Select this option to manage your courts..

4.2.13.3.1.1. Venue Courts



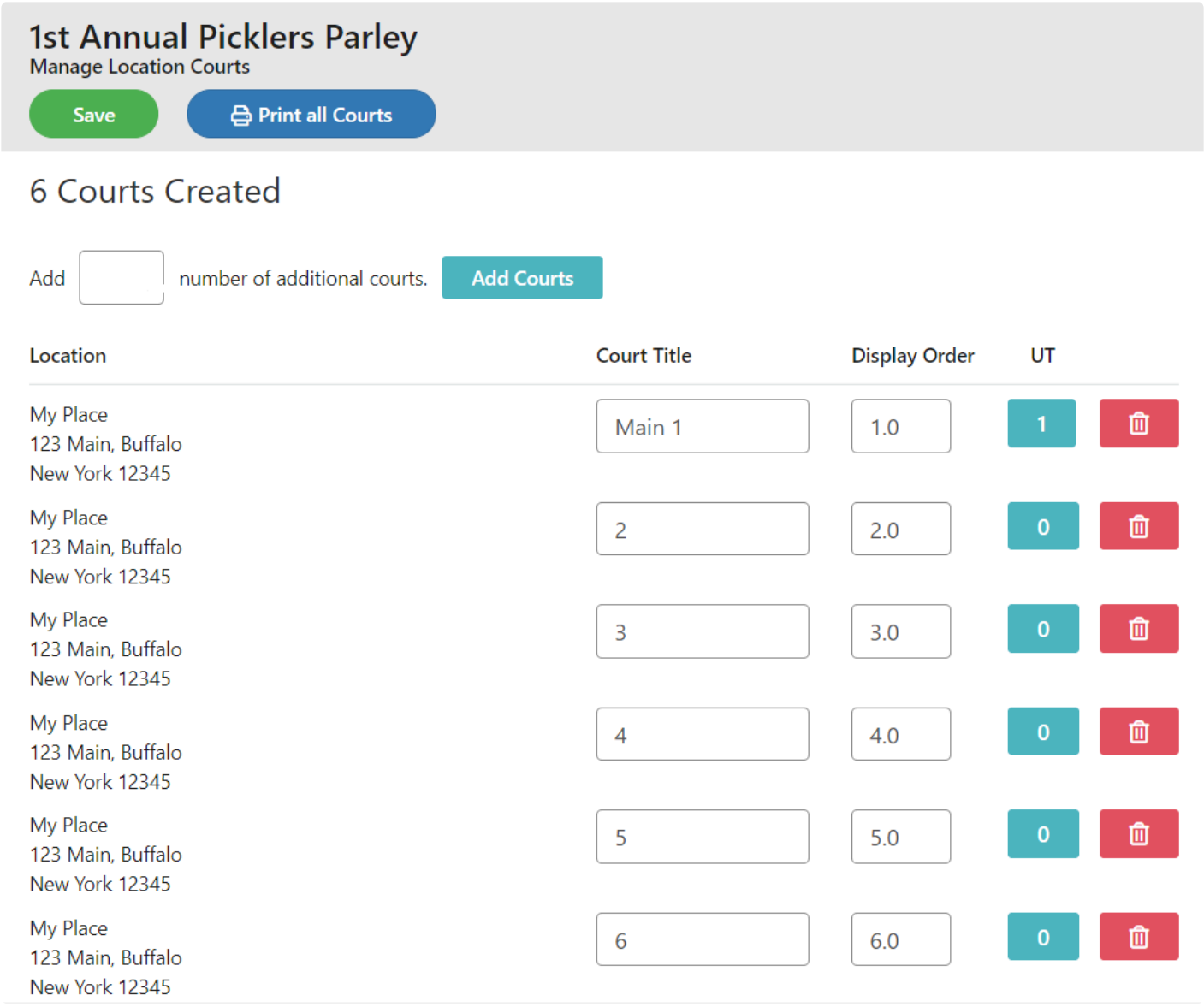
Use this page to add the correct number of courts for each of your venues and to manage all parameters associated with those courts.

1. **Print Page** – Prints a PDF image of the entire page.
2. **Generate Planner** – Used to create the final schedule AFTER ALL EVENTS HAVE BEEN VERIFIED.
3. **Save** – Save the current court listing
4. **Print All Courts** – Prints QR codes for each court that can be used to assign matches to courts using a QR scanner
5. **Venue** – The name of the current venue that courts are being added to. Each venue used by the tournament will have it's own list of courts.
6. **Add Courts** – Add a specified number of courts to this venu.
7. **Court Title** – Give each court a custom title if necessary.
8. **TV Id** – Is this court designated for TV coverage? If so, what is the TV ID

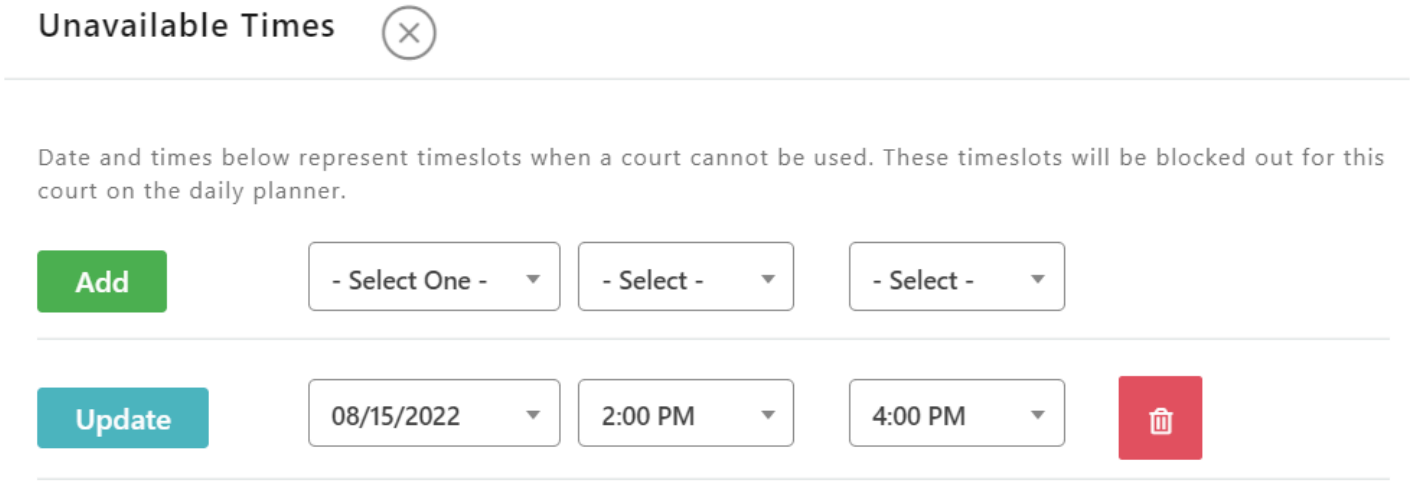
9. **Display Order** – Change the default display order of the courts
10. **Is Wheelchair?** – Is this court wheelchair accessible.
11. **Unavailable Times** – Unavailable days and times for the court. Click on the UT button for each court to manage unavailable times. See the next page in this manual for details of that process.

Use the Trash Can Icon to delete any court from the list.

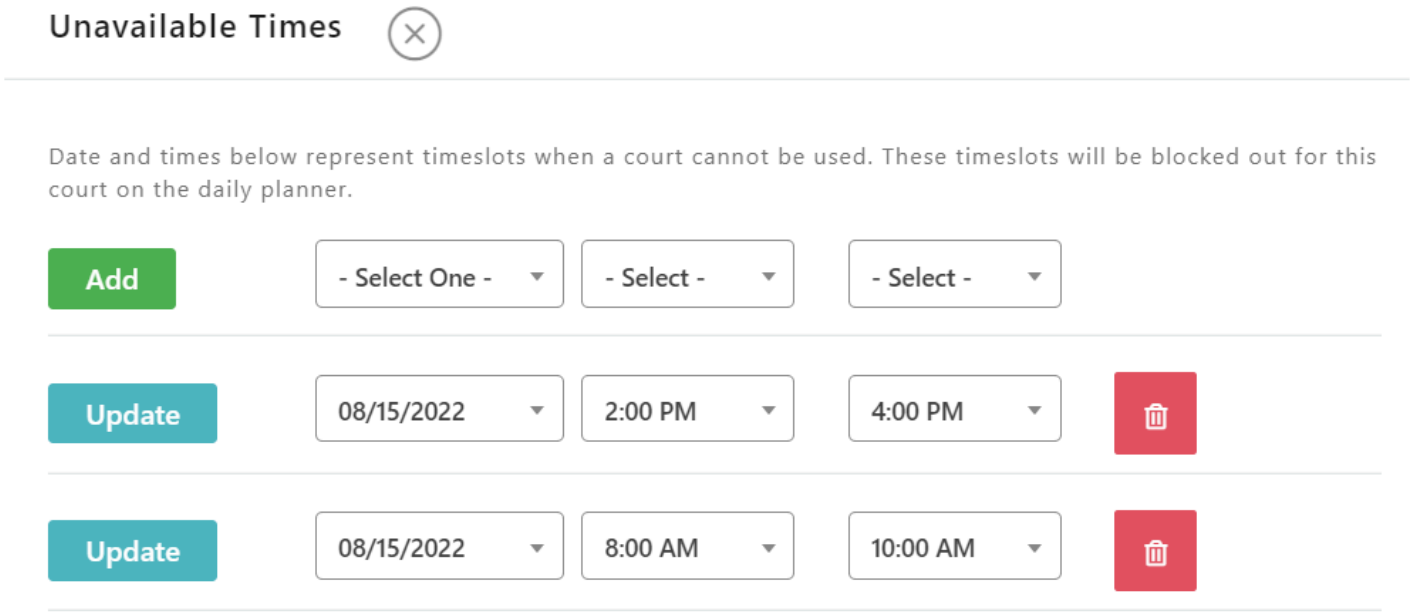
4.2.13.3.1.2. Unavailable Court Times



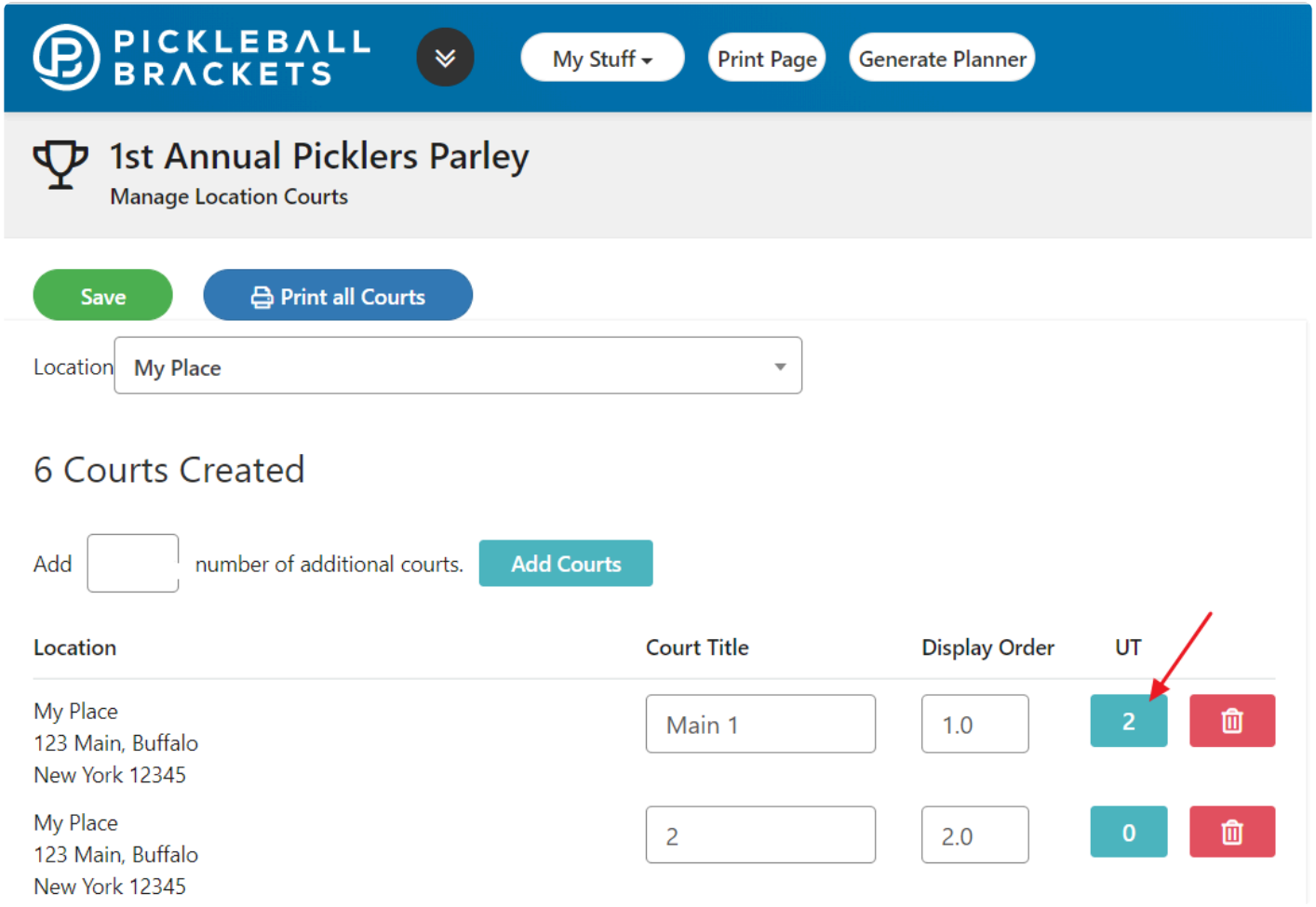
To designate unavailable times, click on the blue UT button next to the court name. That will bring up the following screen.



You will see the option to update or delete an existing time or add a new time. To add a new time, use the drop down menus to select the date, start time and end time and then click on the green **Add** button. When you are finished adding new times, click on the **X** in the top left corner of the screen to close the window.



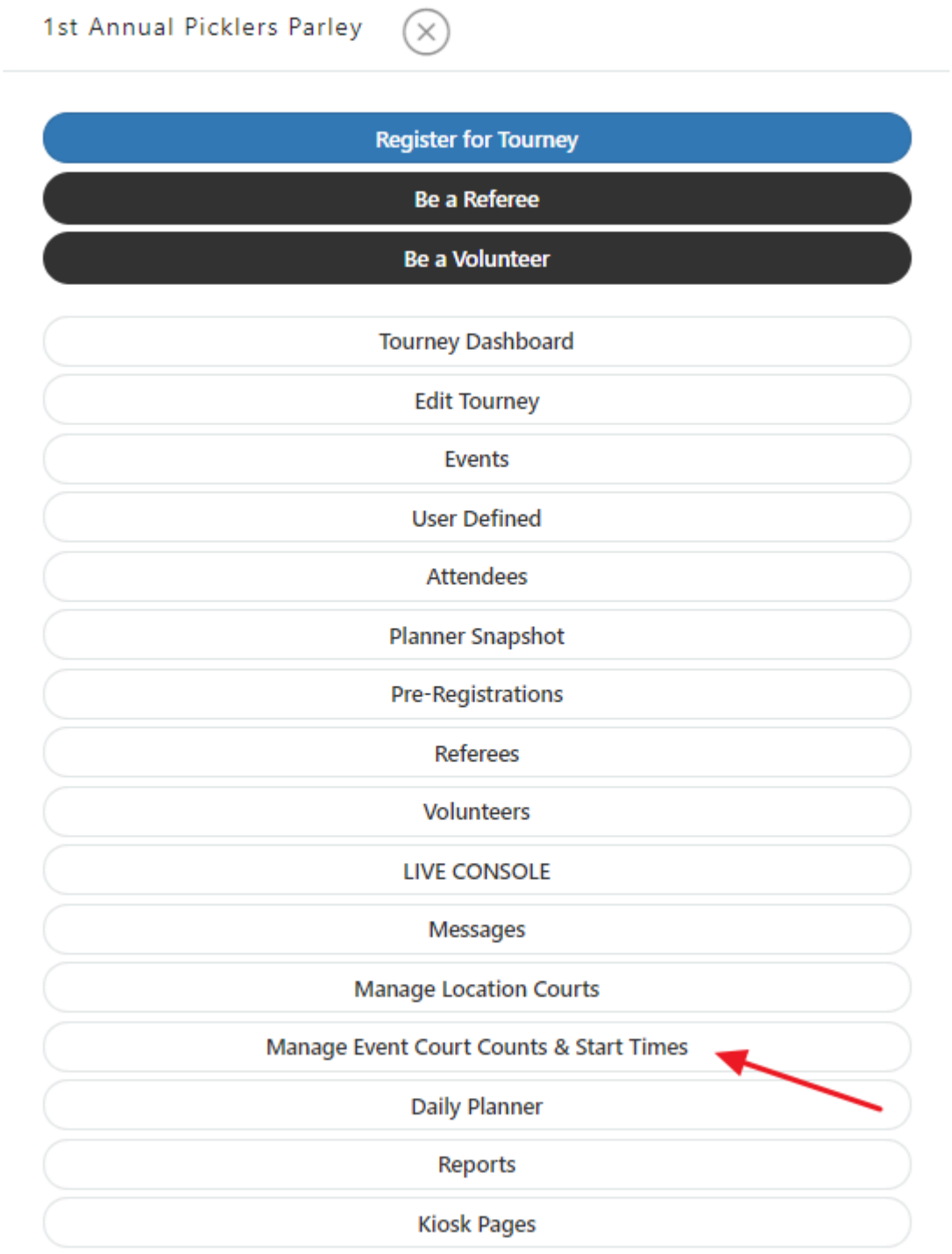
When you return to the previous screen, you will see that the additional time is now reflected in the UT box for that court.



Be sure to update the Unavailable times for every court before running the Simulator or Day Planner.

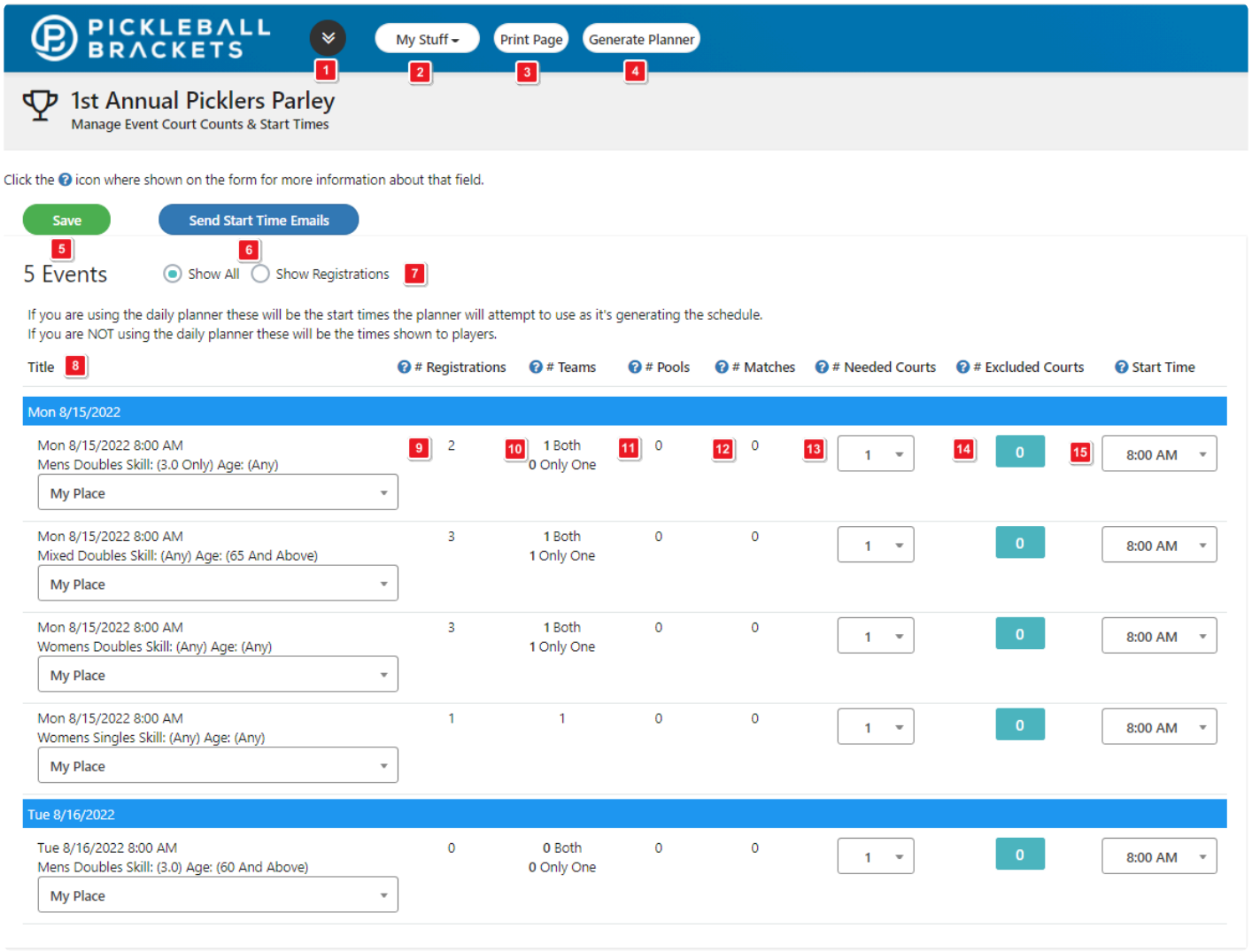
Use the Trash Can icon to delete any court from the Unavailable Time list.

4.2.13.3.2. Managing Event Court Counts and Start Times



This option allows you to specify the number of courts you need for each event and the start time and to exclude certain courts if necessary.

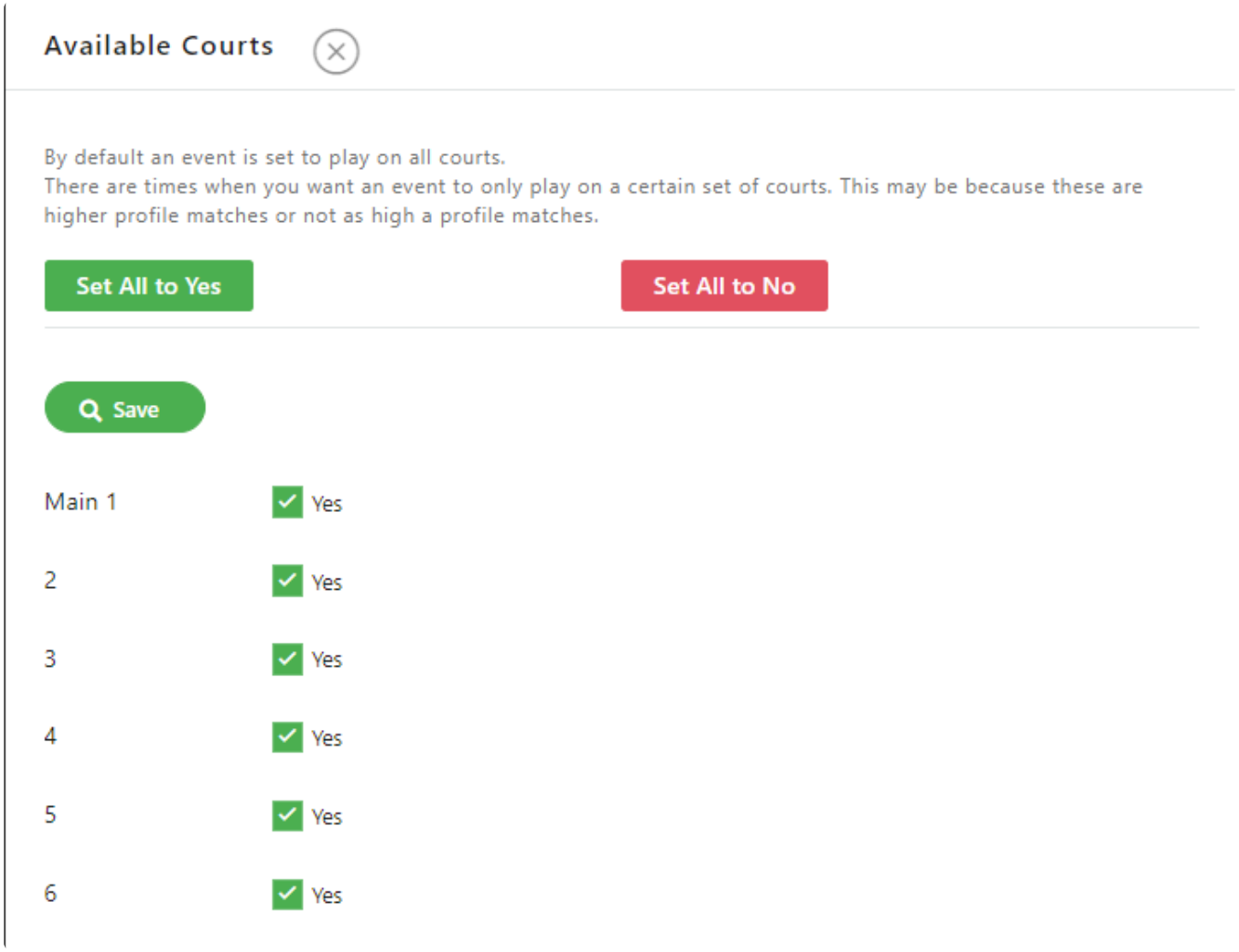
4.2.13.3.2.1. Managing Screen



This screen includes multiple options for managing your courts.

1. **The Tournament Menu** – Use this to move between different tournament management functions.
2. **Your Management Menu** – This allows you to switch between managing tournaments, leagues, clinics and organizations.
3. **Print Page** – Click here to print the current page..
4. **Generate Planner** – Use this to generate a complete schedule for each day of your tournament after you verify each event.
5. **Save** – Save all changes.
6. **Send Start Time Emails** – Click here to send start time emails and text to all players once the final schedule is created.
7. **Events to Show** – Select to show all events or only those events with registrations.
8. **Location Title** – Location titles are set up on the main tournament setup screen. If there is more than one location for this tournament, use the drop down menu to switch.
9. **Registrations** – The number of players registered for the event.

10. **Teams** – The number of full and partial teams registered for the event.
11. **Pools** – For Round Robin events, the number of pools that have been created for the event.
12. **Matches** – The total number of matches. This is calculated when events are verified.
13. **Needed Courts** -Use this drop down menu to select the number of courts you wish to allocate to this event.
14. **Excluded Courts** – The default is to specify all courts for each event. Use this button to exclude certain courts from this event.



15. **Start Time** – This is the specified start time for the event taken from the event record. You may change it here.

4.2.13.3.2.2. Run the Simulator

The simulator should be run prior to posting start times and sending start time emails. Be sure to update all events and copy all parameters from the Simulator to the event record.

Click Here for Simulator directions.

4.2.13.3.3. Special Procedures for Preparing Qualifying Events

The next pages of this manual will explain how to prepare the Main Draw, Qualifying event, Consolation event and Bonus Draw to run. There are two sets of directions, one for Scenario 1 and a second for Scenario 2.

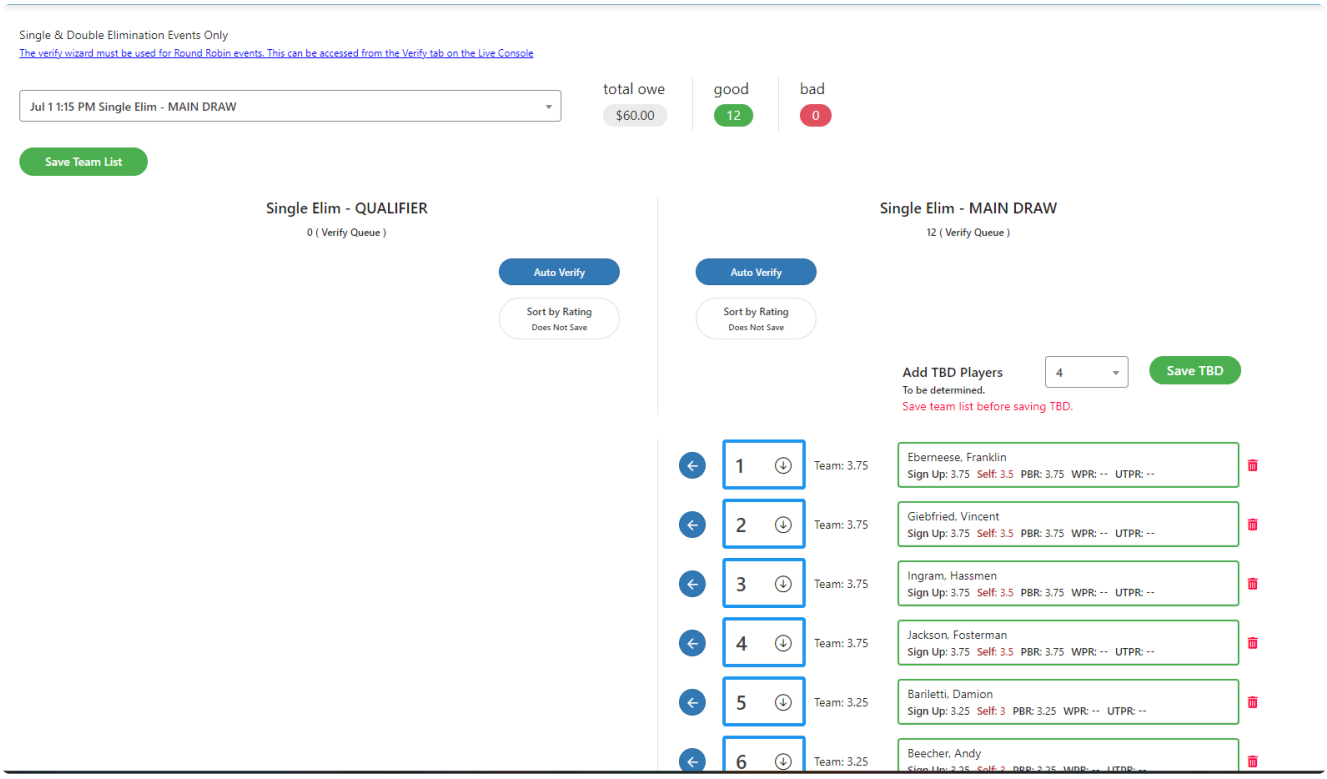
Click Here for a description of the two scenarios.

4.2.13.3.3.1. Preparing Scenario 1 Qualifying Events

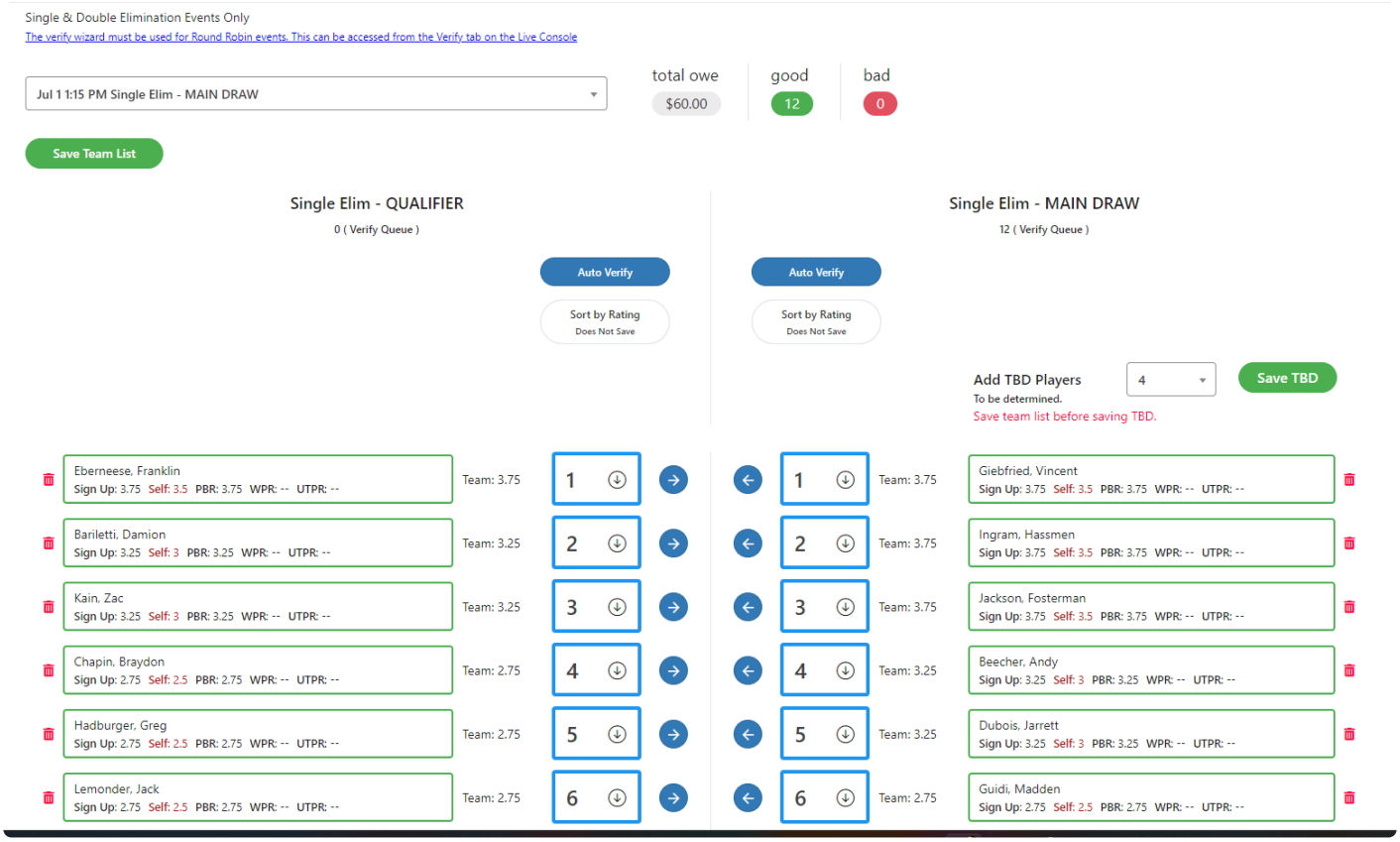
Select Live Console from the Tournament Management Menu.

> NOTE: Events without teams will not show on the live console although they will show in the One Step Verify page (the next step in this process). So when you start the process there are no teams in the Qualifier, Consolation, or Bonus Draw events. That means they don't show in the live console. But when you go to the One Step Verify page they will show in the select box at the top.

1. Click One Step Verify
2. Select the Qualifier Event
3. Two events should show, the Qualifier event on the left, with no teams, and the Main Draw on the right.



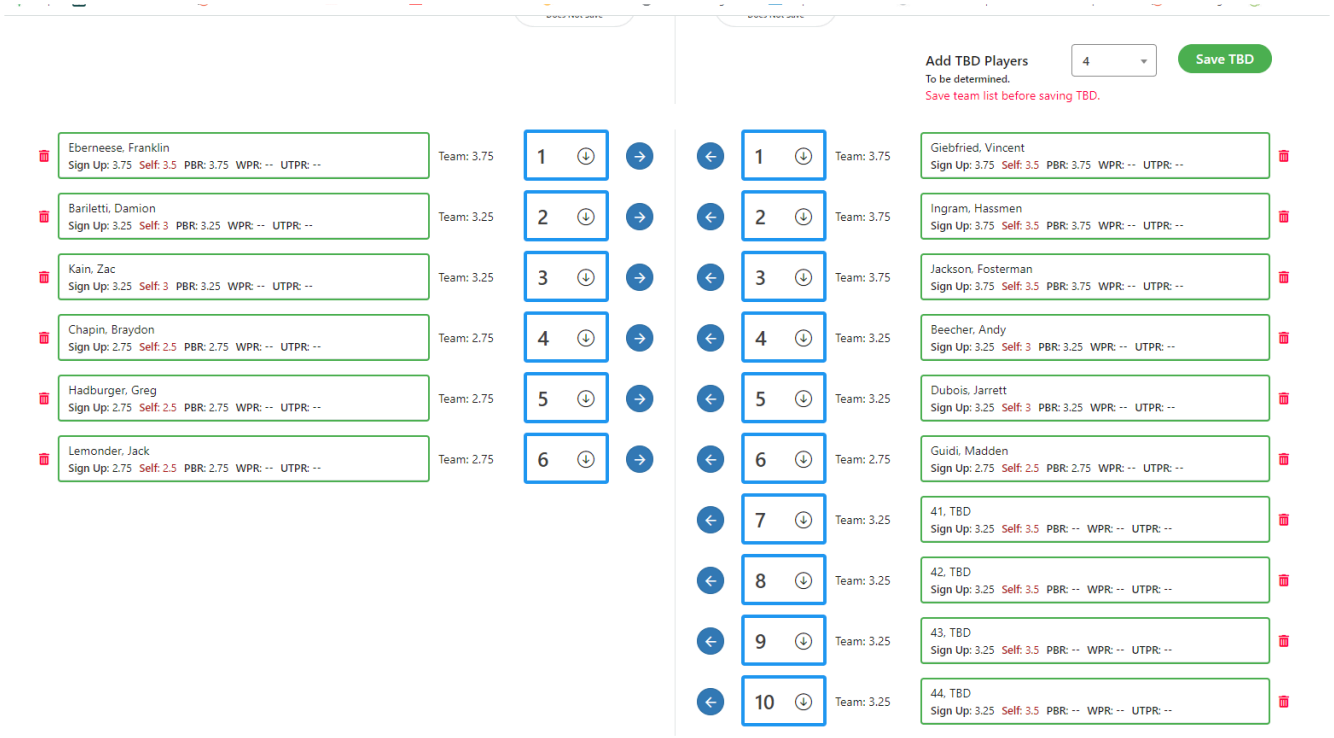
4. Move all needed teams from the Main Draw to the Qualifier side by clicking the arrows. **(this is required for the process to work)**
5. Click the green Save Team Lists button at the top.



6. When the page loads, above the main draw list, click the TBD select box and add the number of TBDs you need to the Main Draw. TBD teams are placeholders. Adding them here allows the TD to verify the event and generate a planner with the correct number of teams for the bracket.
7. Sort the 2 lists the way you want the teams to be seeded.

> NOTE: Teams will automatically be sorted by their team rating (unless this tournament is being run by an association that has a point system and that point system is integrated into our platform by Pickleball Inc)

8. Click the green Save Team Lists button. The two events now have the correct number of teams and are ready to be verified.



9. Verify the events using the normal verifying process or by clicking the Auto Verify button to initiate the One Step Verify process.
10. Although not required, you can select the Consolation (Points Draw) from the select box at the top and add the number of TBDs you'll use for this bracket. You can do the same for the Bonus Draw. This will allow you to run the daily planner. **Events must be verified to be included in the daily planner.**

> ! **TBDs are not required for Main Draw, Consolation (Points Draw), or Bonus Draw events.** Pickleball Brackets will automatically place the correct teams into these events based on the settings and automatically verify the events.TBDs are usually created for these events only so the correct bracket sizes can be used for the Daily Planner and so the public can see the brackets with TBDs in them.

Click Here for Directions for Running Qualifying Events.

4.2.13.4. Sending Custom Messages

PickleballBrackets.com has a built in, fully customizable, messaging system that allows Tournament Directors to create messages that can be sent to players based on their registration status and/or their event selection.

Click Here for complete Messaging System directions.

4.2.13.5. Finalizing Start Times

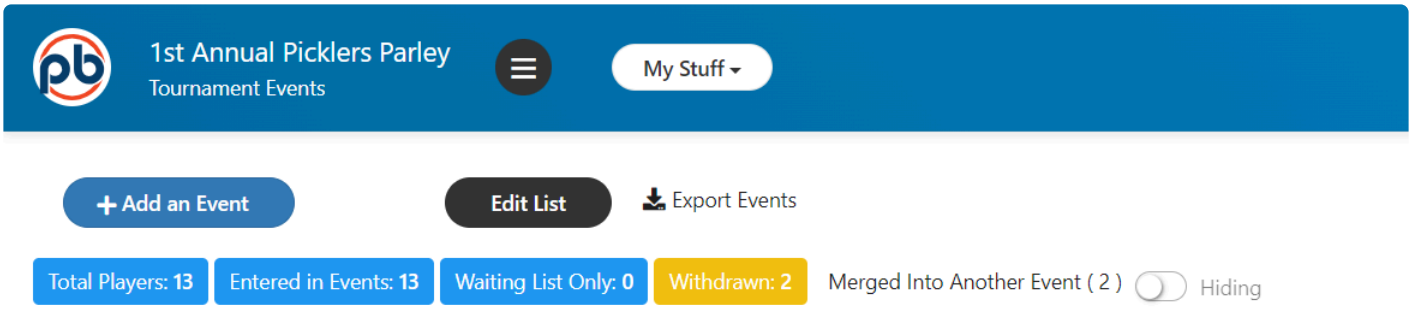
Finalizing Start Times

Most large tournaments and many small tournaments do not finalize the start times for events until all registrations are in and final event rosters are complete. PickleballBrackets.com provides multiple methods for communicating the final schedule to players. These include:

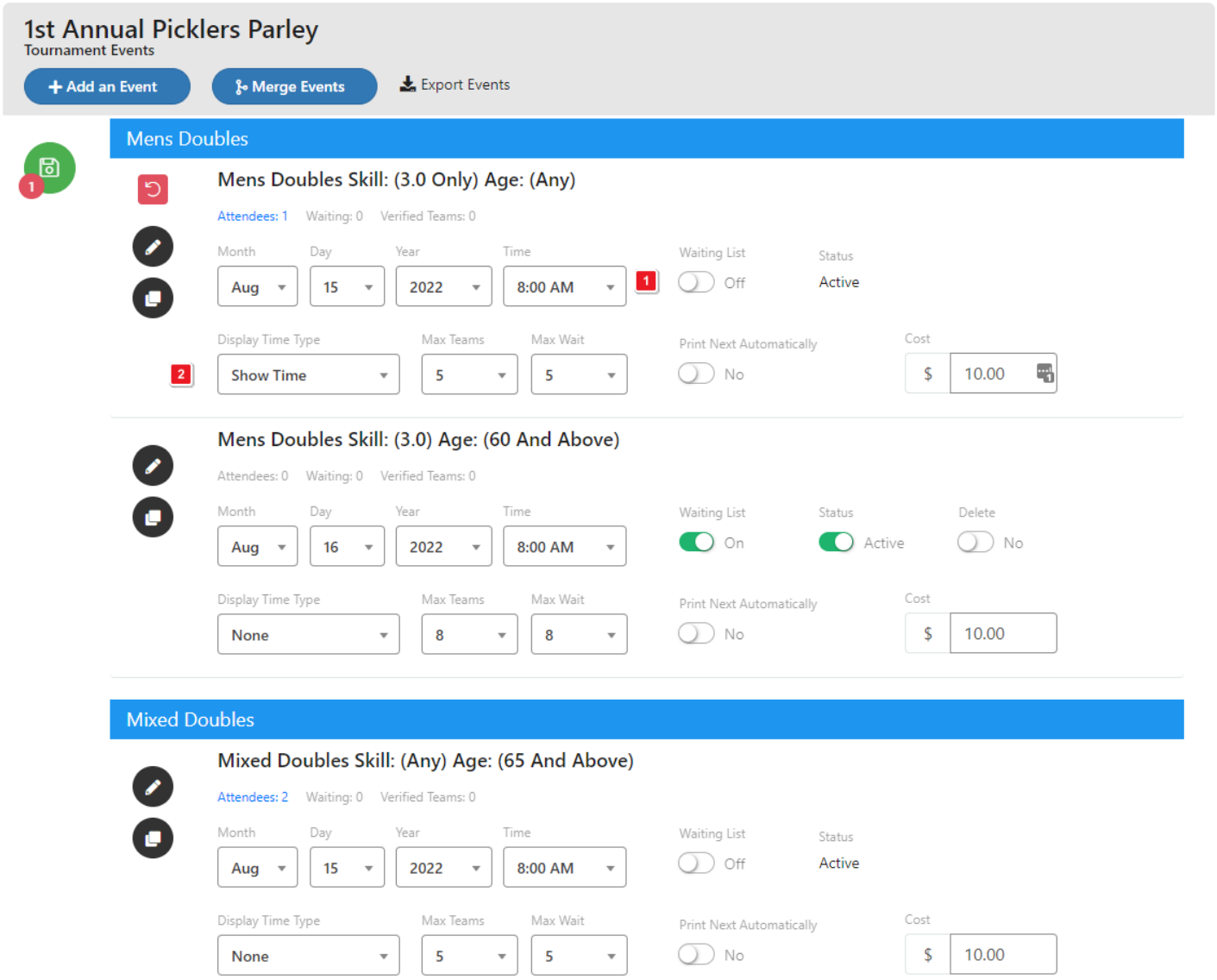
- Posting actual start times to the online tournament event listing.
- Posting the start times on the main tournament page
- Sending automated start time emails and texts to all players
- Sending custom messages, including any tournament information you wish to communicate to all players.

The next few sections of this manual will detail each of these processes.

4.2.13.5.1. Posting Start Times to the Event Listing



Click on the black Edit List button

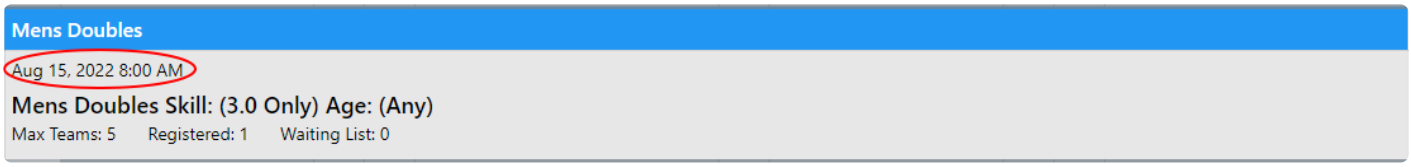


To show the start time on the Player by Event Listing on the tournament web site, you need to edit these two items in the event record.

1. **The Time of the Event** – Make sure that it shows the actual time you plan to start.
2. **The Display Time Type** – Use the drop down menu to change this to Show Time.

> As you change each event, a Cancel Change button will appear and the Green Save Button will update with the number of events you have edited. Click on the Green button when done to save all of your changes.

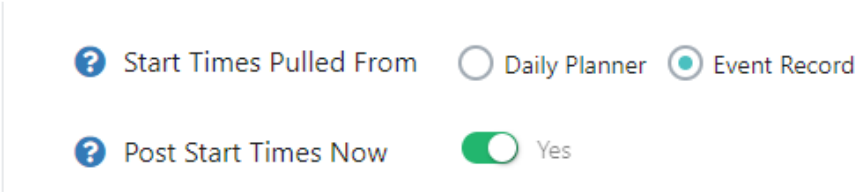
The event header will now show the actual start time:



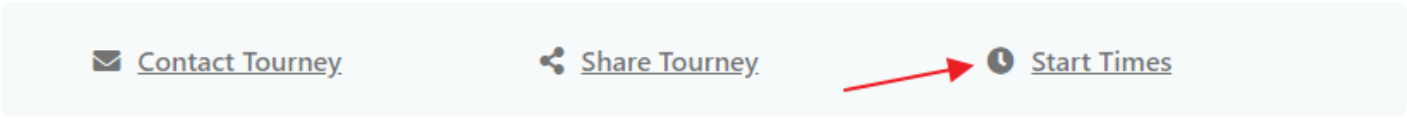
4.2.13.5.2. Posting Start Times on the Main Tournament Page

To post start times on the main tournament page, you need to edit the time of the event in the event record. See the previous page in this document for directions.

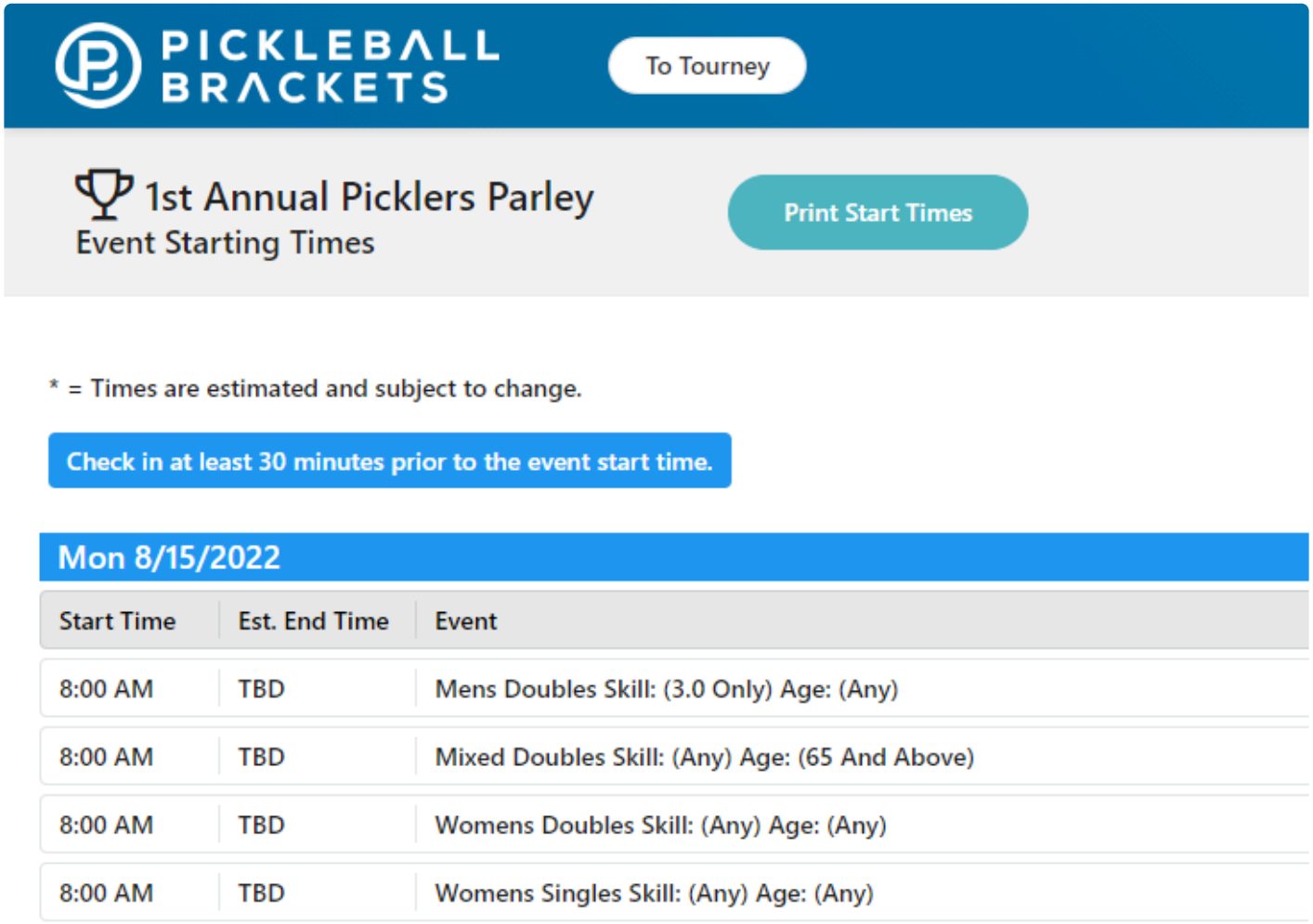
Once all of the times are changed, edit the Tournament Settings page to be sure that start times are being pulled from the Event Record, turn on the Post Start Times Now button and then save your changes.



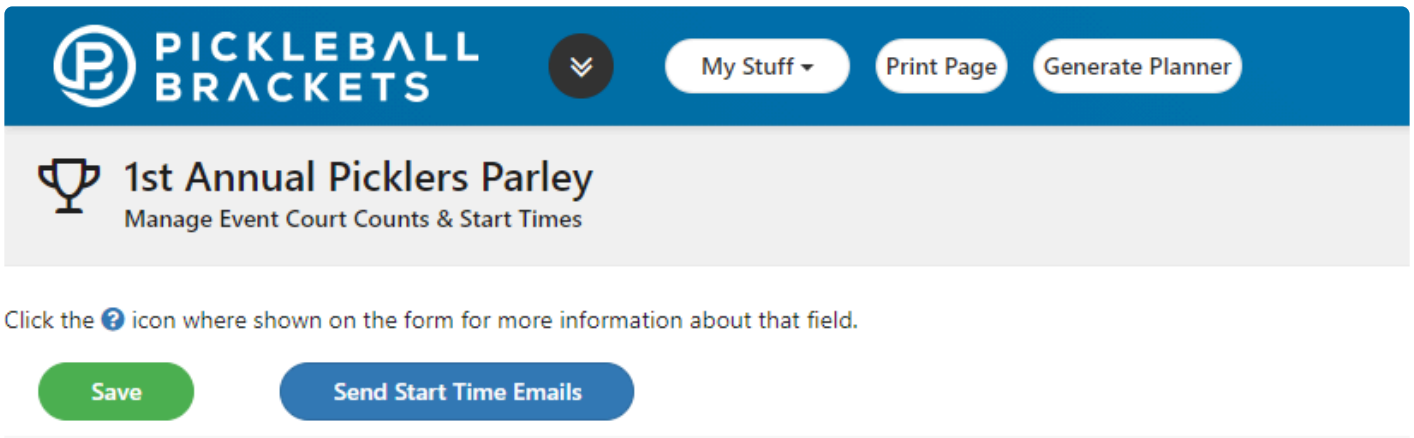
Start times may also be pulled from the Daily Planner. Complete directions for generating the Daily Planner will be covered later in this manual.



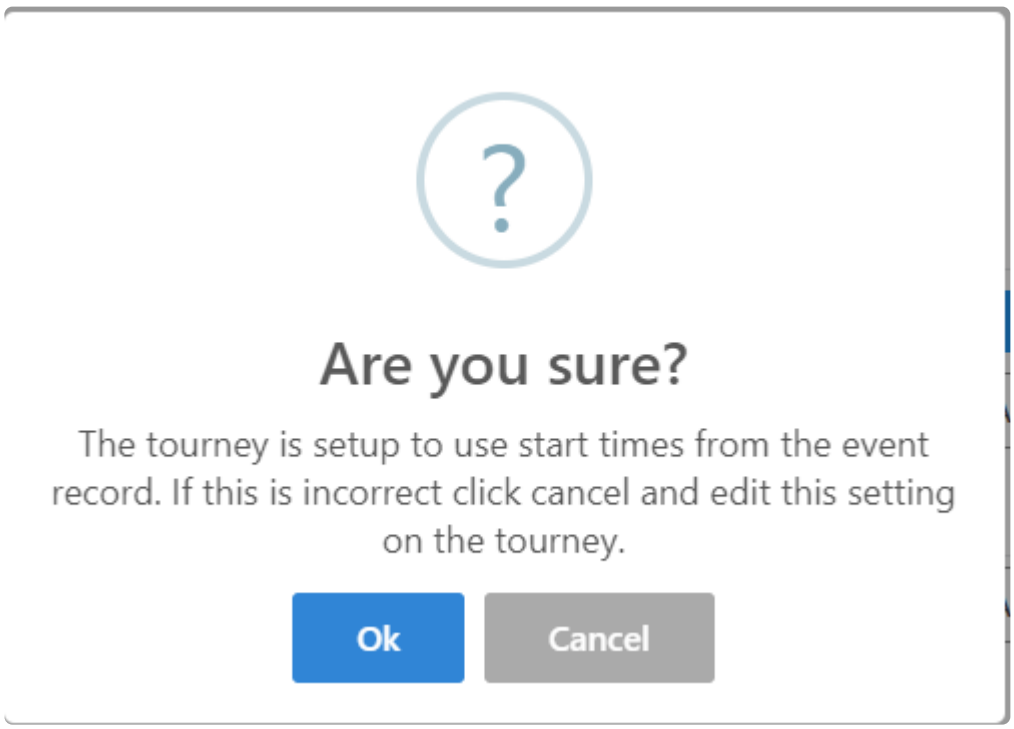
Start times may now be viewed by selecting the Start Times Icon on the main tournament page.



4.2.13.5.3. Sending Automated Start Time Emails and Texts



Once the start times for events are finalized, you can have the system send global emails and text notifications to players. All players will receive an email. Players who opted in to text messages when setting up their profile will also receive a text. This is done from the Manage Event Court Counts and Start Times Screen. Click on the Send Start Time emails button. That will bring up the following screen:



This tournament is set to pull start times from the event record. Click OK to confirm that source and send

the notifications.

> Start times may also be pulled from the Daily Planner if all events have been verified. Complete directions for generating the Daily Planner will be covered later in this manual.

4.2.13.5.4. Start Times in a Custom Message

The Messaging System can be used to alert players about event start times if desired.

Click Here for complete Messaging System directions.

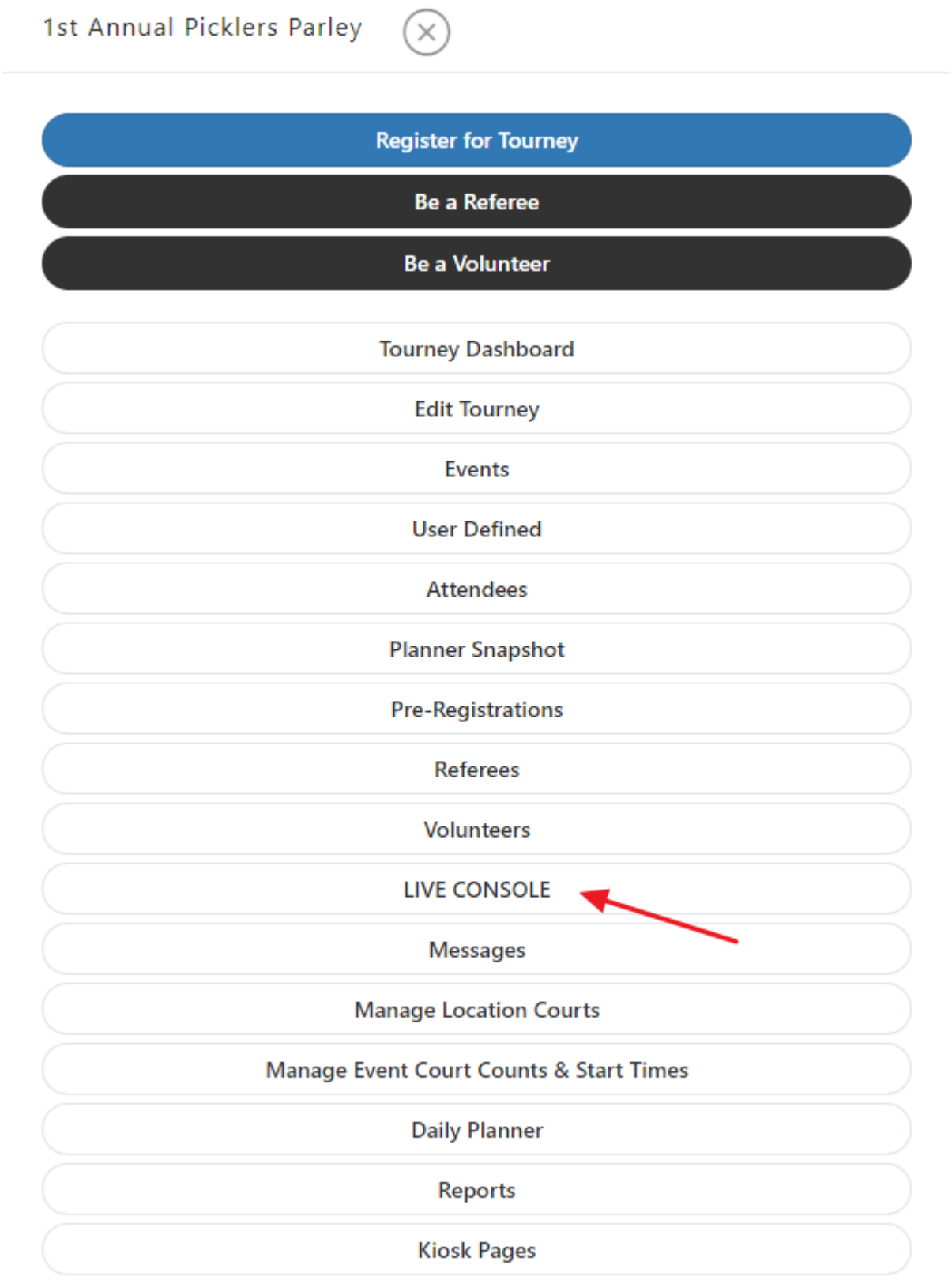
4.2.13.6. Verifying Events

Once registration is finalized, all events need to be verified before the tournament can be run. Event verification will complete the following tasks:

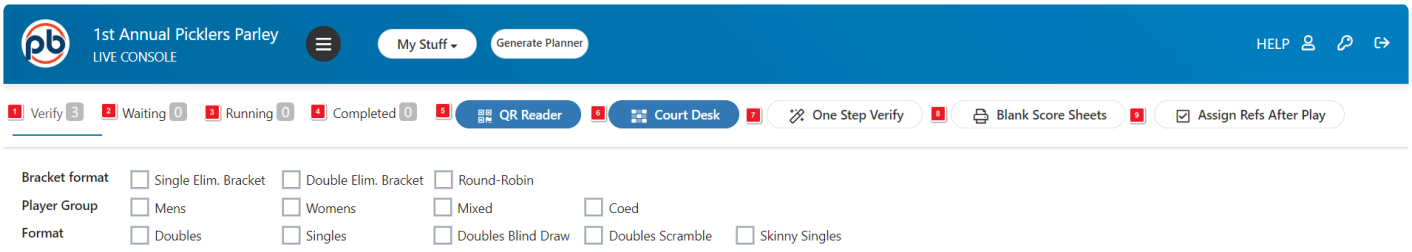
1. Finalize the teams in each event.
2. Seed the teams.
3. Establish the playing format for the event including all of its parameters.
4. Publish the complete playing bracket matchups online for public viewing. Brackets can be viewed by clicking the **Draws and Results** option on the tournament details menu.

> ! Players must be logged in to their PickleballBrackets.com account in order to view results.

Access the Verify Events option from the tournament slide in menu by selecting Live Console.



4.2.13.6.1. Event Verification



1. **Verify** – All events that have not been verified are located in the Verify Queue. When you select the Live Console Option from the menu, it defaults to the Verify Queue.
2. **Waiting** – This Queue shows all events that have been verified but not yet started. Click on Waiting to go to the Waiting Queue
3. **Running** – This Queue shows all events that are currently running. Click on Running to go to the Running Queue
4. **Completed** – This Queue shows all completed events. Click on Completed to go to the Completed Queue.
5. **QR Reader** – Opens a separate window to use for using the QR reader to scan score sheets to assign courts and refs and input scores.
6. **Court Desk** – This opens the Court Desk which provides a single location for managing courts and score input.
7. **One Step Verify** – This is a short cut method for verifying single and double elimination events ONLY.
8. **Blank Score Sheets** – Click here to print blank score sheets in any format.
9. **Assign Refs After Play** – This option allows a tournament director to assign refs to matches that have already been completed.

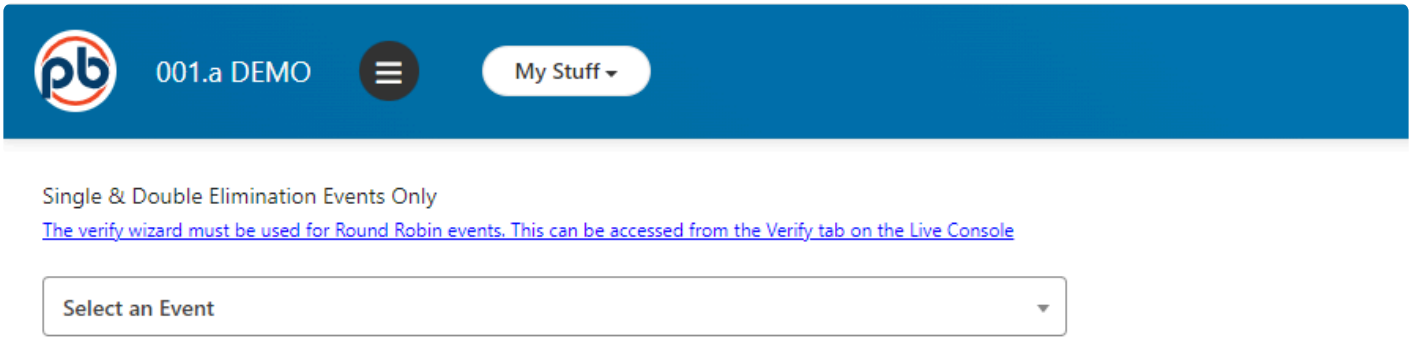
All Live Console options that are shown on this page will be fully explained under the Running the Tournament section of this manual.

4.2.13.6.1.1. One Step Verify

One Step Verify is an option for single and double elimination events ONLY.

> ! Parameters for One Step Verify are based on the Event settings. **Assure they are accurate before proceeding!**

4.2.13.6.1.1.1. One Step Verify Select Event

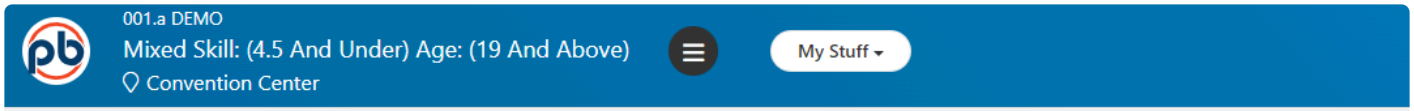


One Step Verify Event Selection

On the Live Console Screen, Click on the One Step Verify Button and select the event to be verified from the drop down menu.

Reminder: Only Single and Double Elimination events are eligible for One Step Verification.

4.2.13.6.1.1.2. One Step Verify Initiation



Single & Double Elimination Events Only

The verify wizard must be used for Round Robin events. This can be accessed from the Verify tab on the Live Console

Jun 20 8:00 AM Mixed Skill: (4.5 And Under) Age: (19 And Above)

total owe	good	bad
$855.00	9	0

1

Save Team List 5

Mixed Skill: (4.5 And Under) Age: (19 And Above)

9 (Verify Queue)

6 Auto Verify

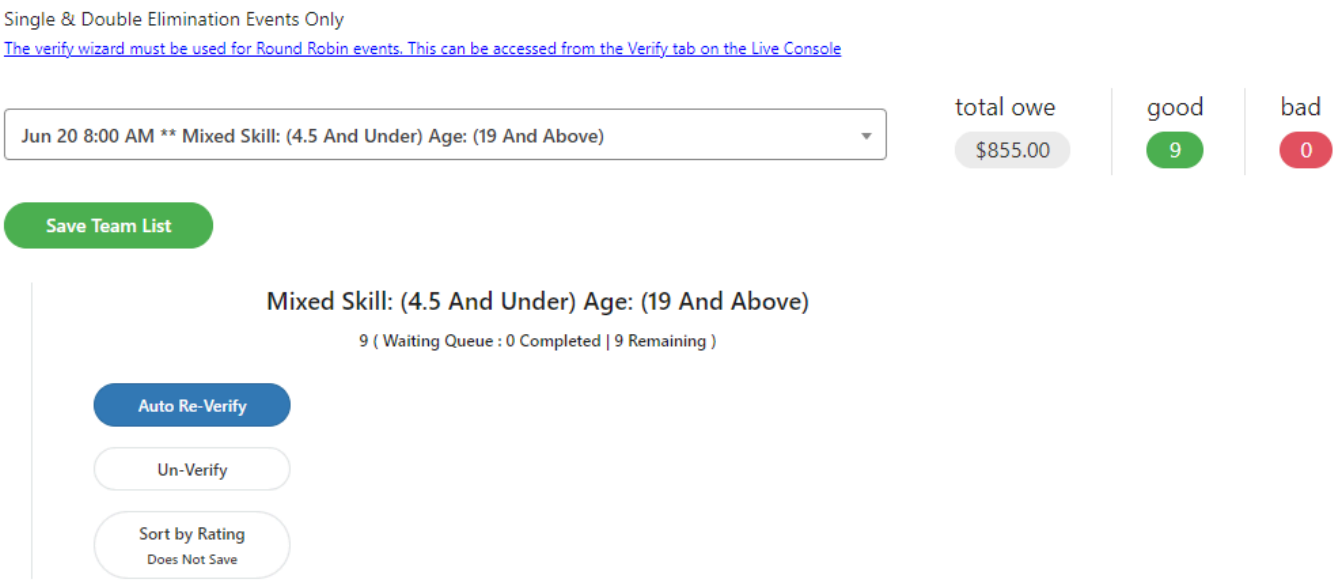
4 Sort by Rating
Does Not Save

1	Team: 3.925	Breaux, Haley Sign Up: 3.75 Self: 3.5 PBR: 3.75 WPR: -- UTPR: -- alabama, alabama Sign Up: 4.25 Self: 4 PBR: 4.25 WPR: -- UTPR: --
2	Team: 3.75	Dylan, Nancy Sign Up: 3.75 Self: 3.5 PBR: 3.75 WPR: -- UTPR: -- dodge, dodge Sign Up: 3.75 Self: 3.5 PBR: 3.75 WPR: -- UTPR: --
3	Team: 3.6	georgia, georgia Sign Up: 4.25 Self: 4 PBR: 4.25 WPR: -- UTPR: -- echo, echo Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: --
4	Team: 3.6	island, island Sign Up: 4.25 Self: 4 PBR: 4.25 WPR: -- UTPR: -- golf, golf Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: --
5	Team: 3.6	july, july Sign Up: 4.25 Self: 4 PBR: 4.25 WPR: -- UTPR: -- Beecher, Andy Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: --
6	Team: 3.425	Brenan, Maeve Sign Up: 3.75 Self: 3.5 PBR: 3.75 WPR: -- UTPR: -- blue, blue Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: --
7	Team: 3.425	Cass, Alexa Sign Up: 3.75 Self: 3.5 PBR: 3.75 WPR: -- UTPR: -- charlie, charlie Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: --
8	Team: 3.25	Clarke, Amber Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: -- bravo, bravo Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: --
9	Team: 3.25	dark, dark Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: -- delta, delta Sign Up: 3.25 Self: 3 PBR: 3.25 WPR: -- UTPR: --

One Step Verify Initiation Step – These are listed in order of execution. They do not appear physically on the screen in this order.

1. **Team Overview Statistics**.
2. **Team Removal** – Click on the Trash Can icon to remove a team from the event.
3. **Move a Team** – Click on the arrow to manually change the seeding order for this event.
4. **Sort by Rating** – Use this button to reset the seeding order back to the default team ratings.
5. **Save Team LIst** – Use this button to save all changes.
6. **Auto Verify** – Use this button to initiate Auto Verification.

4.2.13.6.1.1.3. One Step Verify Completion

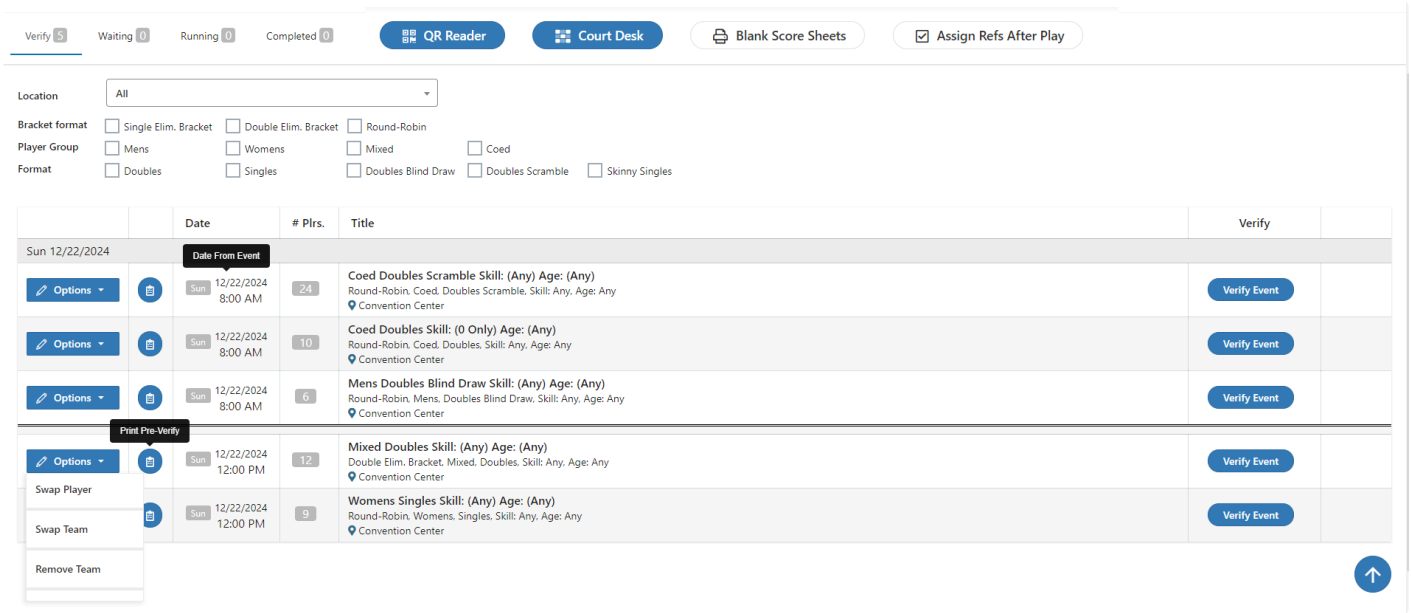


One Step Verify Completion

Options on this page allow changes to the previous One Step Verification procedures.

> Events that are verified using this process will appear in the waiting queue on the live console.

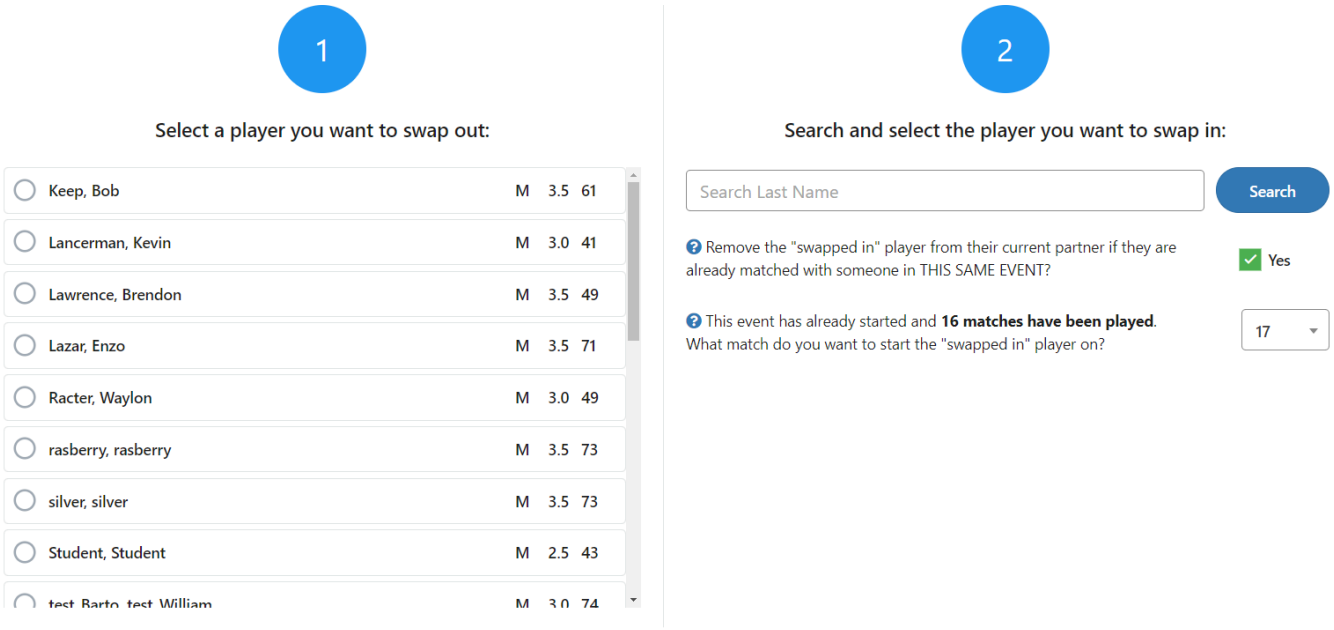
4.2.13.6.1.2. Options for Events in the Verify Queue



1. From the Options menu on the left you may:

- **Swap a Player** – the player to be swapped in must have a pickleballbrackets.com account.
- **Remove a Team** – This can be done here or during the first step of the verification process. Removed teams will be removed from the event on the attendee list. If players on the team are only registered for that one event, they will be withdrawn from the tournament.
- **Text Players** – If texting is turned on for the tournament, select this option to send texts to players in the event.

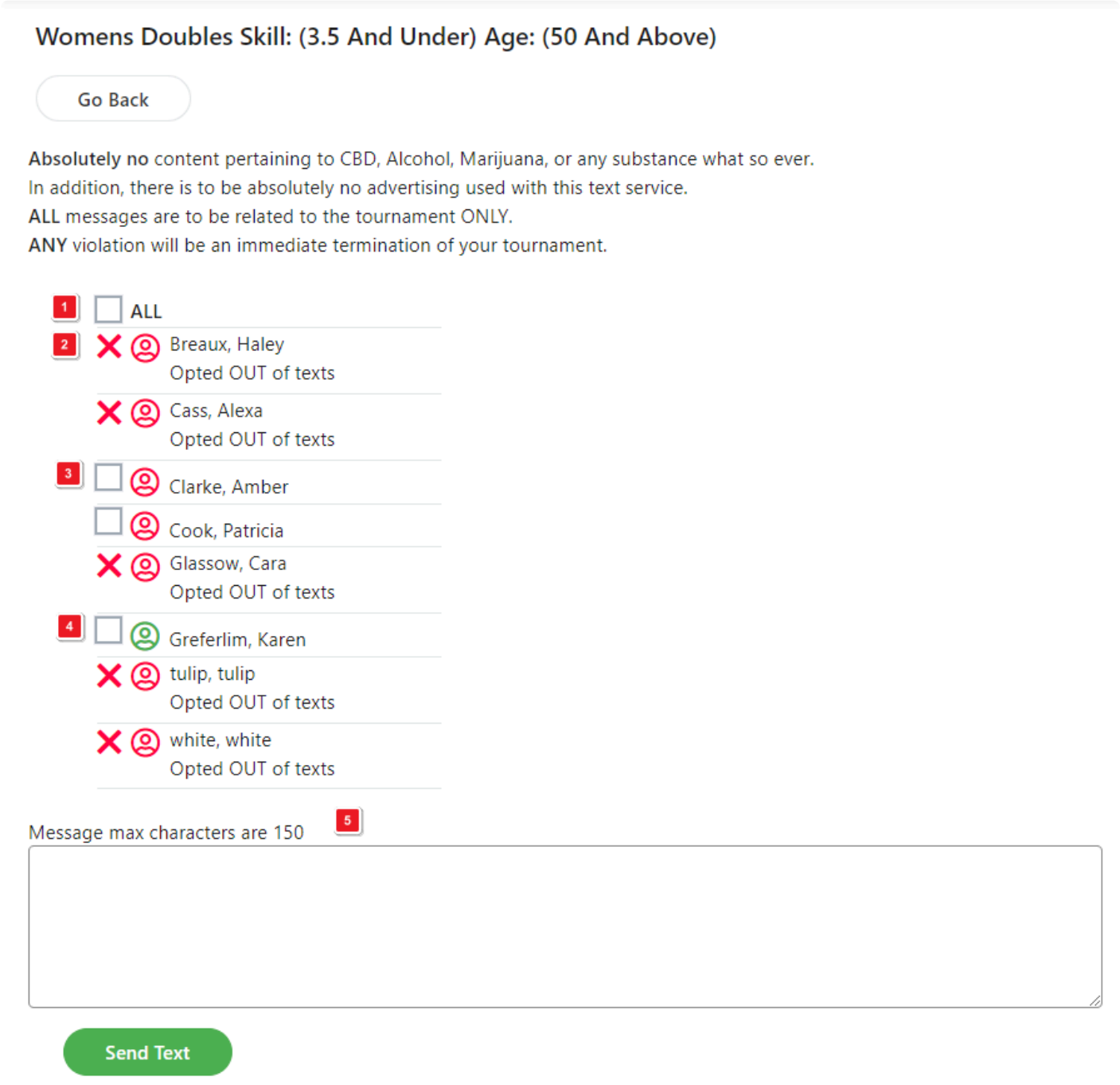
Swapping a player from this page **DOES NOT** apply any validation to the players gender, skill, age, number of events registered for, or any other validation that is standard on the registration process.



2. From the Documents icon, you may print a list of all of the players by team.

4.2.13.6.1.2.1. Texting Players

If Texting is turned on, tournament directors have the ability to text players from the Live Console. Selecting the “Text Players” option on the menu will bring up the following screen.

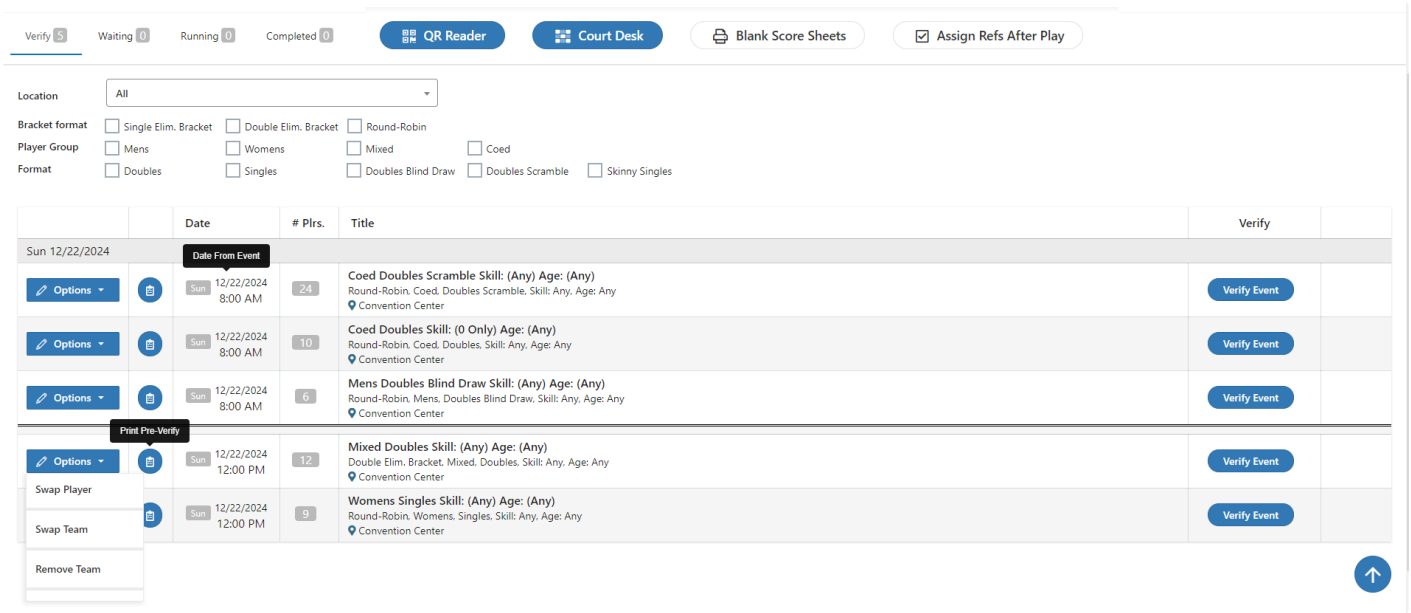


1. Click in this box to select all players. Or click the box next to the player’s name to select individual players.
2. A large red X indicates that the player has opted out of text messages.

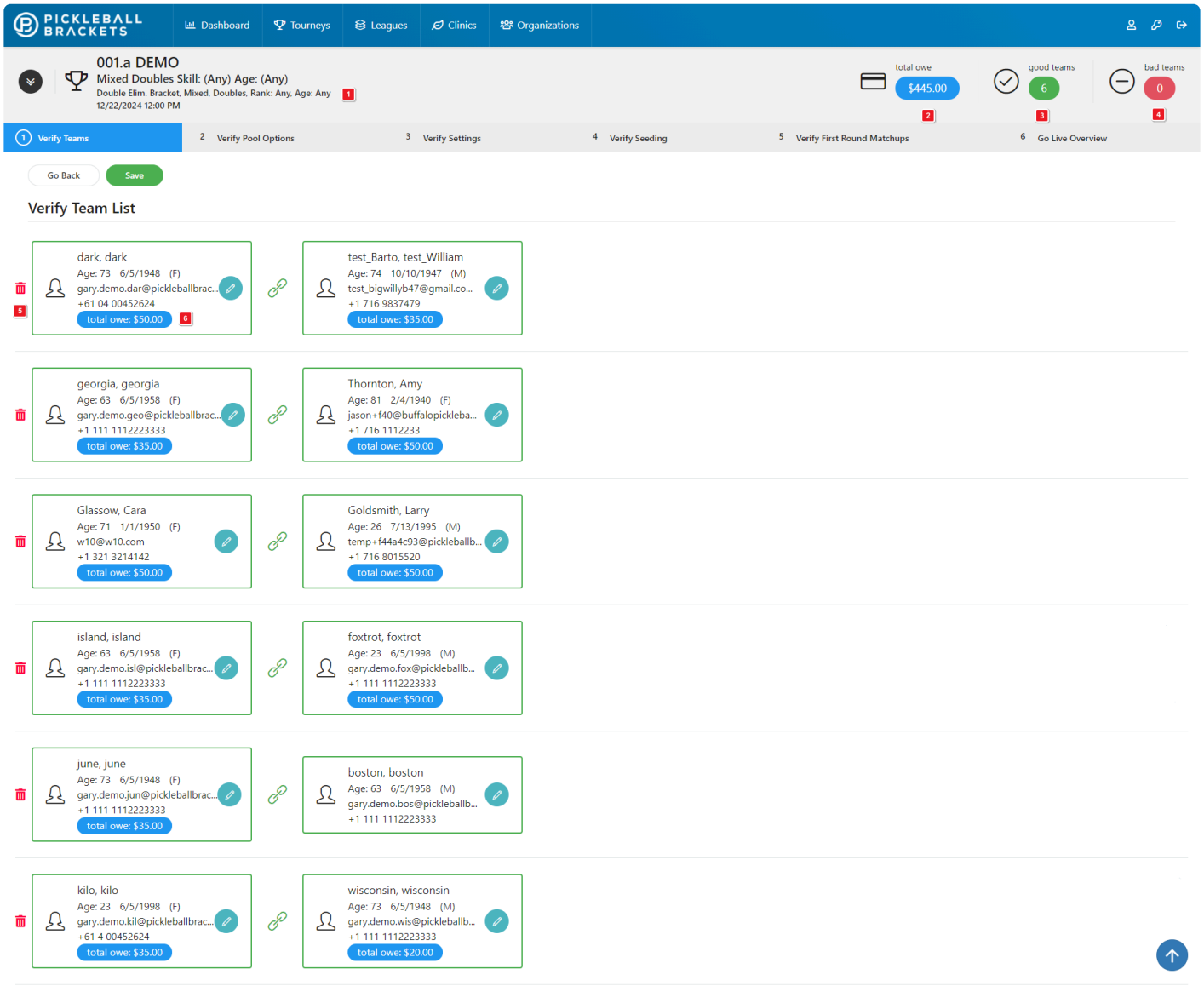
3. A red face icon indicates that the player has not yet checked in.
4. A green face icon indicates that the player has checked in.
5. Type your message in this box and click on the Send Text button.

> ! Take note of the content warnings listed at the top of the screen.

4.2.13.6.1.3. Verify Teams



Click the blue Verify Event button on the right to start the Verification process.

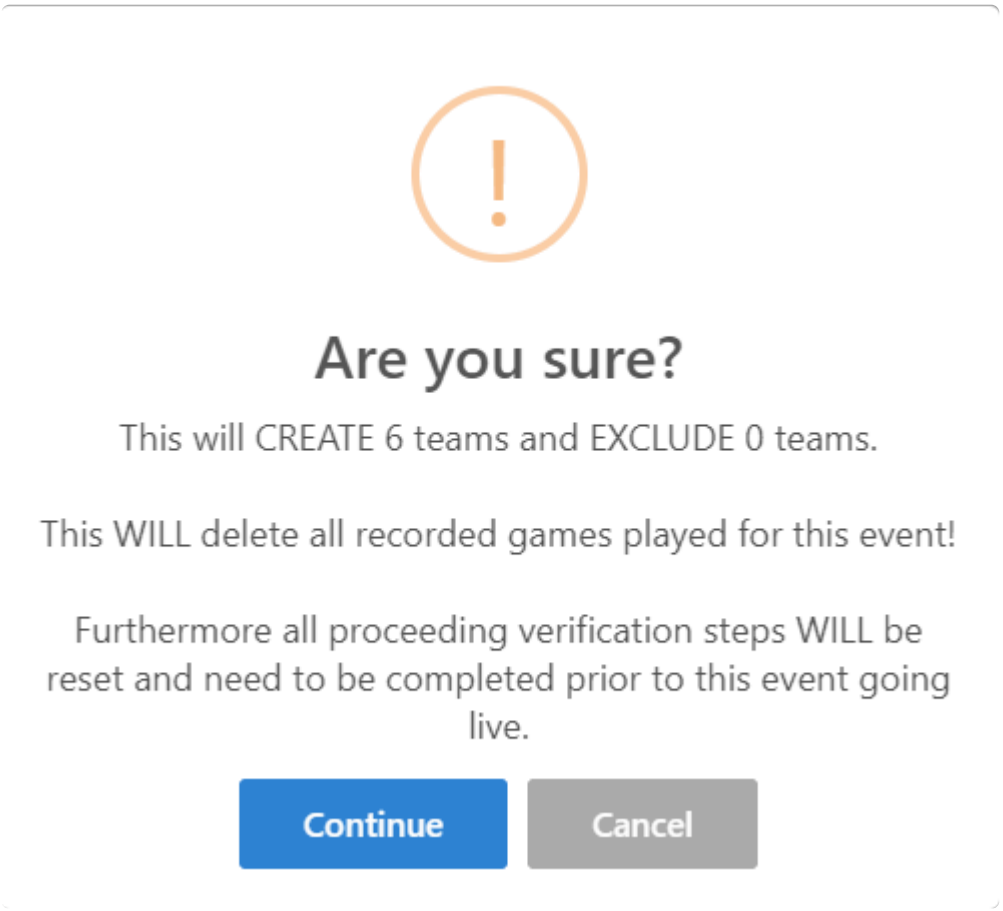


This page allows the tournament director to verify the teams that will play in the event. It also includes information about the event that would be helpful in deciding which teams to verify.

1. This displays the name of the event and the default format that was selected during event setup. The format may be changed during a when verifying the event settings during step three of this process.
2. This shows the registration fees, if any, that are still due for this event.
3. This shows the number of complete teams that are currently registered.
4. This shows the number of incomplete teams that are currently registered. Incomplete teams will **not** be included in the event.
5. This shows the team member names. Incomplete teams, if any, show only one name and are highlighted in red. The trash can icon next to the team name allows the tournament director to delete a team from this page without returning to their original registration record.

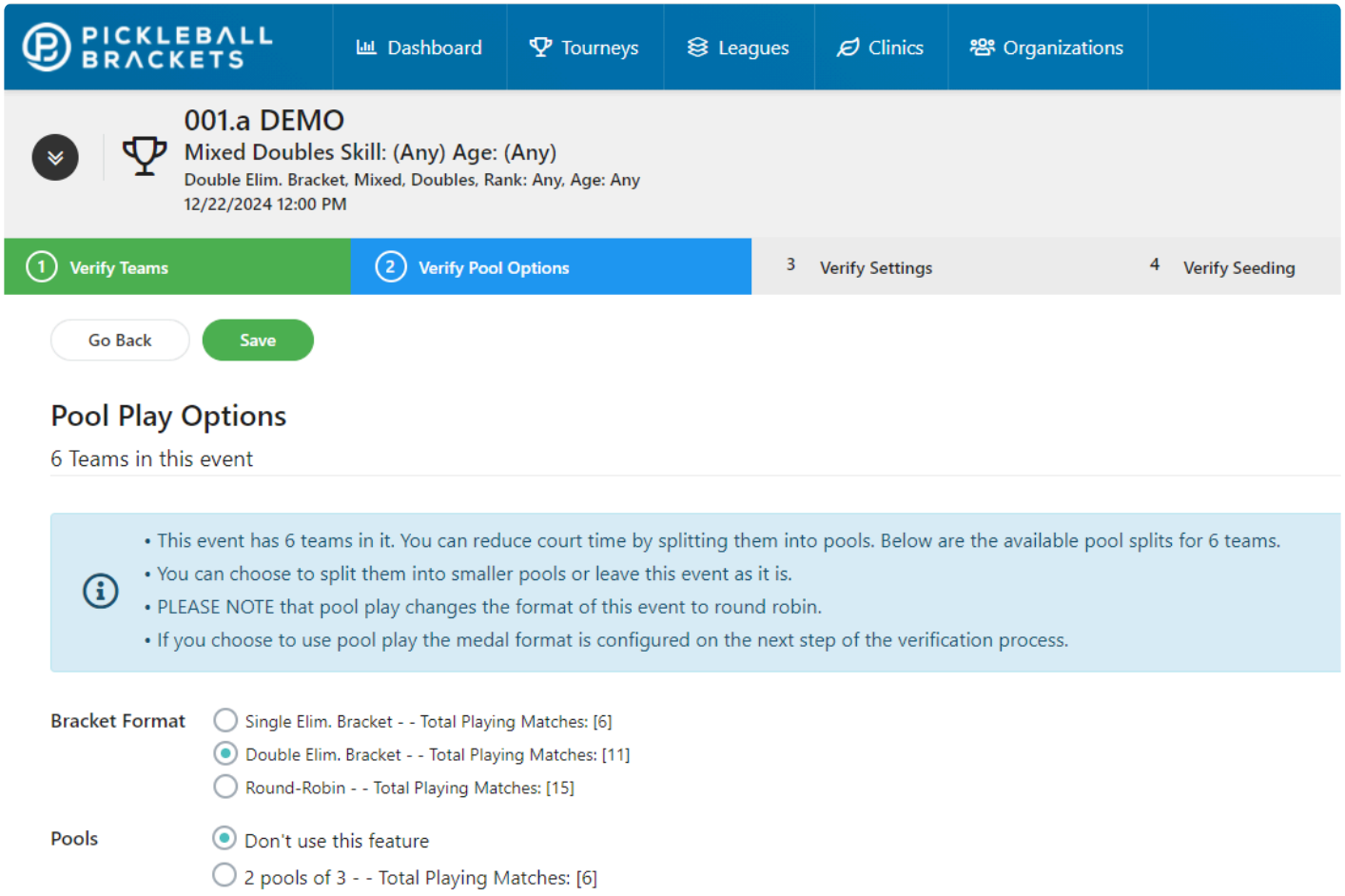
6. This shows any registration fee due to the tournament by a particular player

Click the Save button to confirm all changes and the following screen will appear.



The screen will appear after each step in the verification process, allowing the tournament director to cancel changes and start over if necessary.

4.2.13.6.1.4. Verify Pool Options

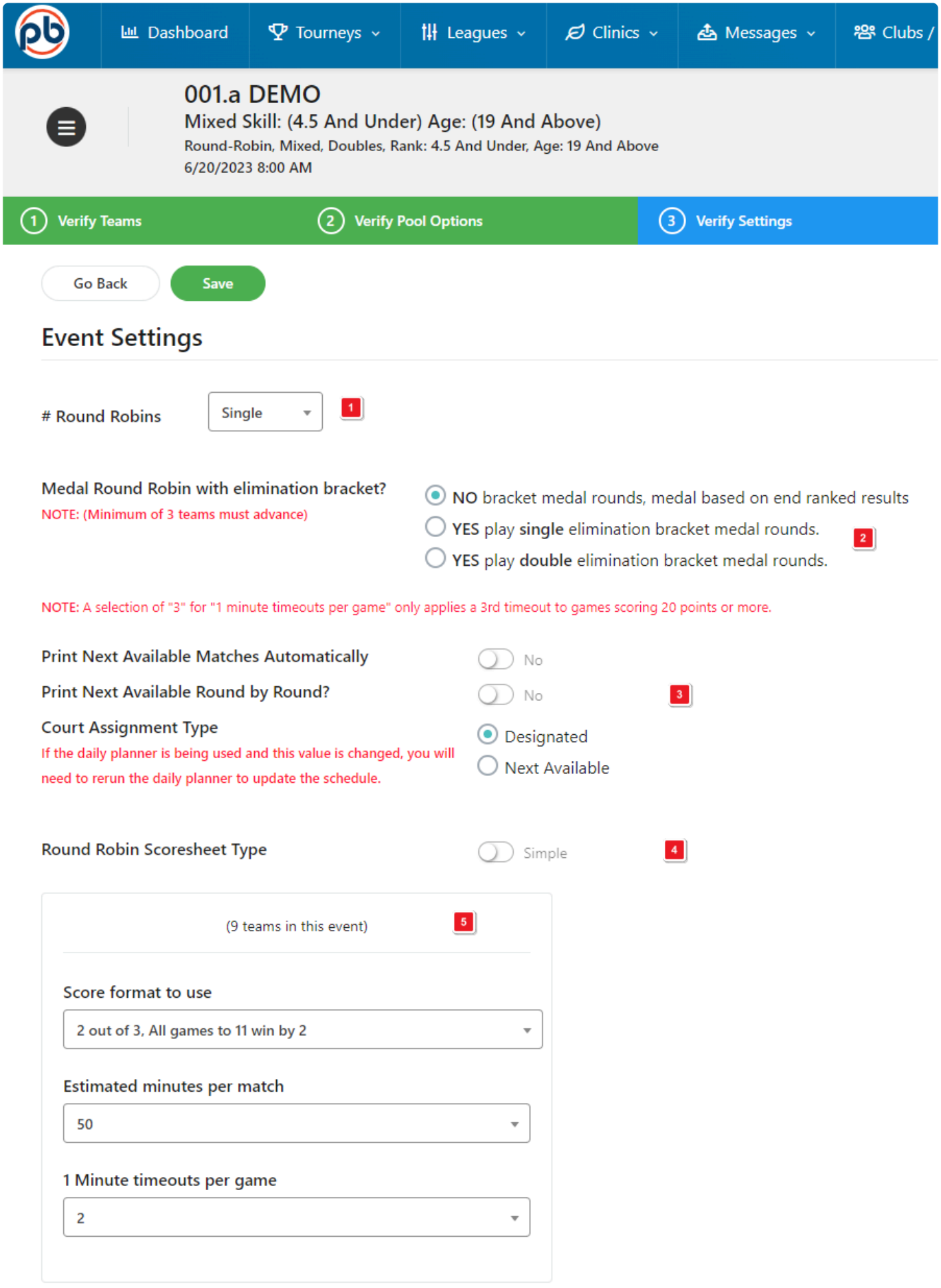


No matter how the event was originally configured, the Tournament Director can use this page to make any desired changes.

4.2.13.6.1.5. Verify Settings

The next four pages will show details of the possible settings for the chosen event.

4.2.13.6.1.5.1. Round Robin


Dashboard
Tourneys
Leagues
Clinics
Messages
Clubs /
001.a DEMO
Mixed Skill: (4.5 And Under) Age: (19 And Above)
Round-Robin, Mixed, Doubles, Rank: 4.5 And Under, Age: 19 And Above
6/20/2023 8:00 AM
1 Verify Teams
2 Verify Pool Options
3 Verify Settings
Go Back
Save
Event Settings
Round Robins
Single
1
Medal Round Robin with elimination bracket?
NOTE: (Minimum of 3 teams must advance)
NO bracket medal rounds, medal based on end ranked results
YES play single elimination bracket medal rounds.
YES play double elimination bracket medal rounds.
2
NOTE: A selection of "3" for "1 minute timeouts per game" only applies a 3rd timeout to games scoring 20 points or more.
Print Next Available Matches Automatically
No
Print Next Available Round by Round?
No
3
Court Assignment Type
If the daily planner is being used and this value is changed, you will need to rerun the daily planner to update the schedule.
Designated
Next Available
Round Robin Scoresheet Type
Simple
4
(9 teams in this event)
5
Score format to use
2 out of 3, All games to 11 win by 2
Estimated minutes per match
50
1 Minute timeouts per game
2

A straight round robin event is configured so that every player or team will play every other player.

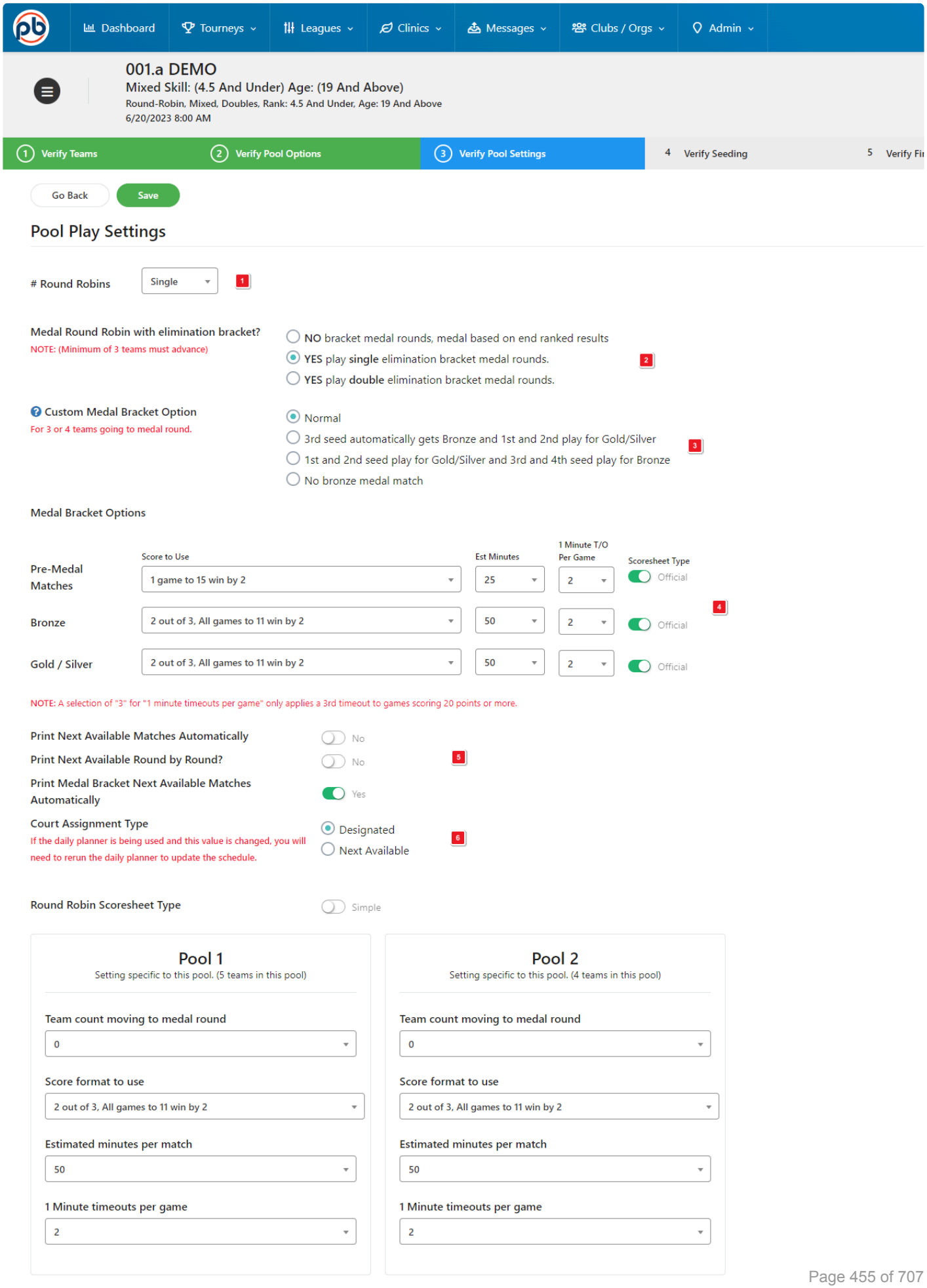
1. **Number of Rounds** – The default for this is 1. For small groups, you may want to set up the event so that each player or team plays the others more than once. You can change that here.
2. **Medal Round Robin with Elimination Bracket** – Select NO to play a straight round robin event with no elimination bracket.
3. **Score Sheet Printing a Court Assignment Type**

- Print Next Available Matches Automatically – Select YES to force the computer to print the score sheets automatically as they become available. Select NO if you will be printing all of the score sheets in advance.
- Print Next Available Matches Round by Round – If you are printing score sheets automatically, do you want them printer in order, round by round? Or do you want to allow printing of any available match in any round?
- Court Assignment Type – This setting controls how the daily planner assigns courts for this event once verification is completed. Designated courts will use the settings from your settings under **Manage Event Court Counts and Start Times** on the tournament management menu. Next Available will allow the Daily Planner to create the court schedule.

Court Assignment Type settings should be the same as your simulator settings in order to duplicate that schedule.

4. **Round Robin Score Sheet Type** – A simple score sheet will print the names of the teams will spaces to enter final scores and player initials. Games with referees should use an official score sheet which conforms to the IFP format.
5. **Round Robin Game Parameters** – Use this section to specify the playing format for your matches.

4.2.13.6.1.5.2. Round Robin with Pools and a Single or Double Elimination Playoff


Dashboard
Tourneys
Leagues
Clinics
Messages
Clubs / Orgs
Admin
001.a DEMO
Mixed Skill: (4.5 And Under) Age: (19 And Above)
Round-Robin, Mixed, Doubles, Rank: 4.5 And Under, Age: 19 And Above
6/20/2023 8:00 AM
1 Verify Teams
2 Verify Pool Options
3 Verify Pool Settings
4 Verify Seeding
5 Verify Fi
Go Back
Save
Pool Play Settings
Round Robins
Single
1
Medal Round Robin with elimination bracket?
NOTE: (Minimum of 3 teams must advance)
NO bracket medal rounds, medal based on end ranked results
YES play single elimination bracket medal rounds.
2
YES play double elimination bracket medal rounds.
Custom Medal Bracket Option
For 3 or 4 teams going to medal round.
Normal
3rd seed automatically gets Bronze and 1st and 2nd play for Gold/Silver
3
1st and 2nd seed play for Gold/Silver and 3rd and 4th seed play for Bronze
No bronze medal match
Medal Bracket Options
Score to Use
Est Minutes
1 Minute T/O Per Game
Scoresheet Type
Pre-Medal Matches
1 game to 15 win by 2
25
2
Official
Bronze
2 out of 3, All games to 11 win by 2
50
2
Official
4
Gold / Silver
2 out of 3, All games to 11 win by 2
50
2
Official
NOTE: A selection of "3" for "1 minute timeouts per game" only applies a 3rd timeout to games scoring 20 points or more.
Print Next Available Matches Automatically
No
Print Next Available Round by Round?
No
5
Print Medal Bracket Next Available Matches Automatically
Yes
Court Assignment Type
If the daily planner is being used and this value is changed, you will need to rerun the daily planner to update the schedule.
Designated
Next Available
6
Round Robin Scoresheet Type
Simple
Pool 1
Setting specific to this pool. (5 teams in this pool)
Team count moving to medal round
0
Score format to use
2 out of 3, All games to 11 win by 2
Estimated minutes per match
50
1 Minute timeouts per game
2
Pool 2
Setting specific to this pool. (4 teams in this pool)
Team count moving to medal round
0
Score format to use
2 out of 3, All games to 11 win by 2
Estimated minutes per match
50
1 Minute timeouts per game
2

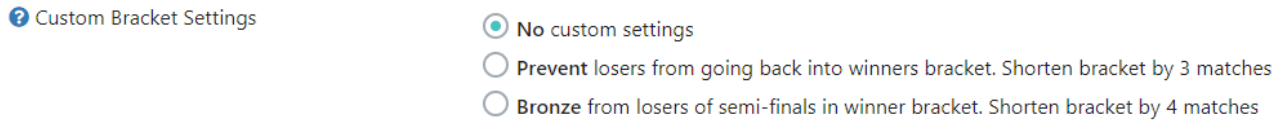
A round robin event with pools is configured by splitting the players or teams into two or more pools or playing groups. Every player or team will play every other one in their pool. A designated number of the top players or teams in each pool will move on to a playoff event. In this case, the playoff is configured as single elimination.

1. **Number of Rounds** – The default for this is 1. For small groups, you may want to set up the event so that each player or team plays the others more than once. You can change that here.
2. **Medal Round Robin with Elimination Bracket**

- **Single Elimination** – Select **Yes**, play single elimination bracket medal rounds to automatically advance the top players or teams in each pool to a playoff. You must advance at least three to a playoff round
- **Custom Medal Round Options** – If you choose a single elimination playoff option, there are four choices available.
  - Normal – First place vs. fourth place and second place vs. third place in the first round. Winners play for gold and silver, losers play for bronze. Two rounds of two matches.
  - Third seed automatically gets bronze and first and second play for gold/silver. One round of one match
  - First and second play for gold/silver and third and forth play for bronze. One round of two matches.
  - No Bronze Medal match.

> Option two is possible if you advance only three teams to the playoff round. This would only be feasible with three pools and would mean that the first place winner in one of the pools would automatically be assigned to third place overall based strictly on pool play results.

3. **Double Elimination**



- **No Custom Settings** – The winner of the losers bracket will play the winner of the winners bracket for Gold.
- **Prevent** – The winner of the losers bracket will automatically receive a bronze medal.
- **Bronze from Loser of Semi-Finals in the Winners Bracket**

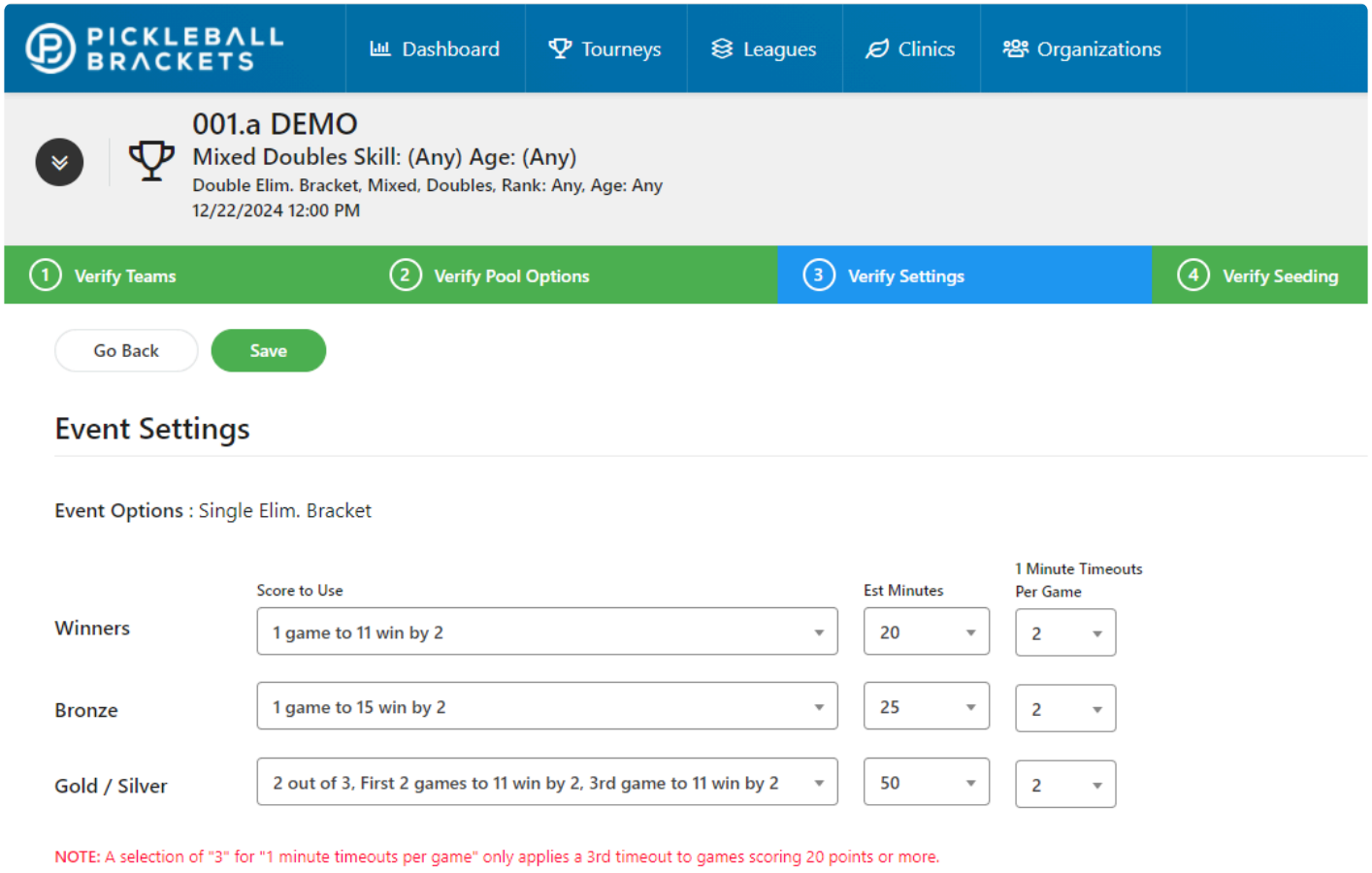
4. **Medal Round Options** – Use the drop down menus here to specify the scoring rules for the single elimination medal round. The scoring rules control the verification of all scores entered during the event and the format of the printed score sheets. Select Official or Simple score sheets for the medal round here.
5. **Options for Printing Score Sheet.**

- **Print Next Available Matches Automatically** – Select YES to force the computer to print the score sheets automatically as they become available. Select NO if you will be printing all of the score sheets in advance.
- **Print Next Available Matches Round by Round** – If you are printing score sheets automatically, do you want them printer in order, round by round? Or do you want to allow printing of any available match in any round?
- **Print Medal Bracket Next Available Matches Automatically** – will print medal match score sheets automatically starting with the second round. **First round medal match score sheets must be printed manually.**

6. **Court Assignment Type** – This setting controls how the daily planner assigns courts for this event once verification is completed. Designated courts will use the settings from your settings under **Manage Event Court Counts and Start Times** on the tournament management menu. Next Available will allow the Daily Planner to create the court schedule.
7. **Event Scoring Rules** – Use these options to set the score sheet type and scoring rules for pool play and the number of players or teams from each pool that will advance to the playoff round. The scoring rules control the verification of all scores entered during the event and the format of the printed score sheets. The estimated minutes per match will be used to generate the daily time schedule.

It is possible to have different configurations for pools of different sizes. This is helpful when one pool is smaller than another and you wish to allow longer matches for that group.

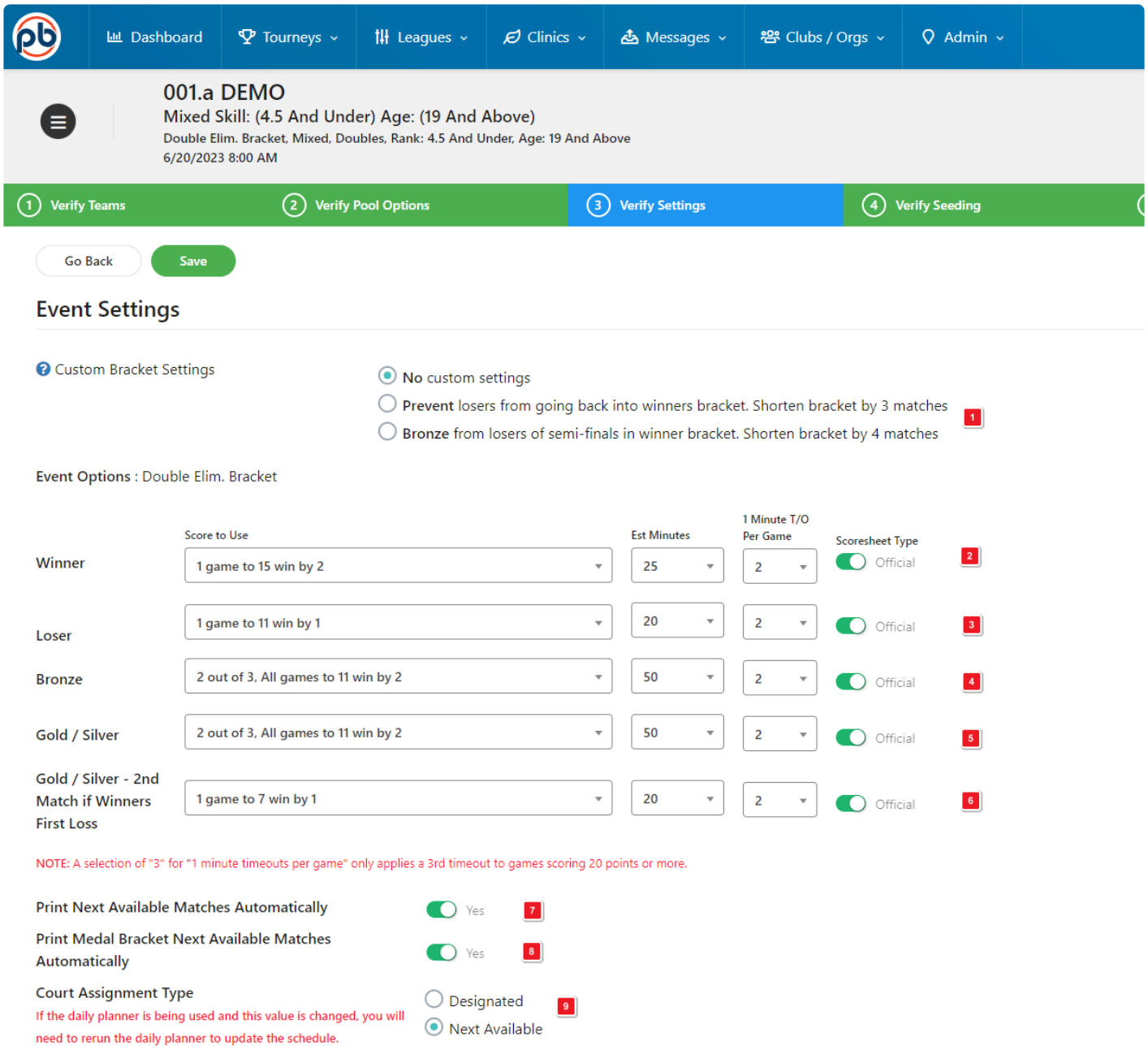
4.2.13.6.1.5.3. Single Elimination



Event Settings – Use these options to set the scoring rules for the event. The scoring rules control the verification of all scores entered during the event and the format of the printed score sheets.

1. **Winners** – The parameters for all matches played in the winners bracket.
2. **Bronze** – The parameters for the Bronze medal match.
3. **Gold/Silver** – The parameters for the Gold/Silver match.

4.2.13.6.1.5.4. Double Elimination



Event Settings – Use these options to set the scoring rules for the event. The scoring rules control the verification of all scores entered during the event and the format of the printed score sheets.

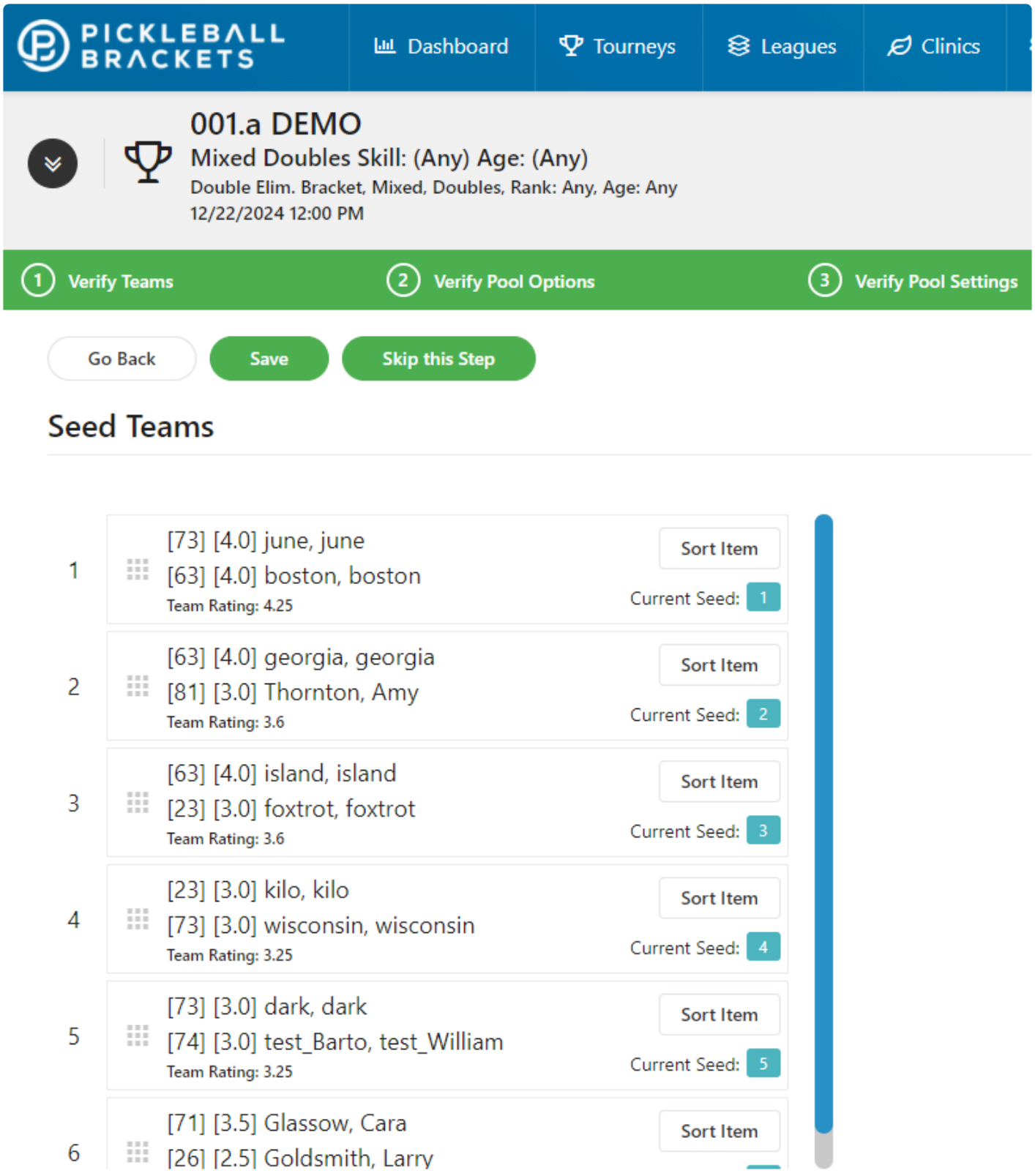
1. **Custom Bracket Settings**

- No Custom Settings.
- Prevent Losers from going back into the winners bracket. The best that a losers bracket team can do is 3rd place.

- Bronze from loser of the semi-finals in the winners bracket.

2. **Winners** – The parameters for all matches played in the winners bracket.
3. **Losers** – The parameters for all matches played in the losers bracket.
4. **Bronze** – The parameters for the Bronze medal match.
5. **Gold/Silver** – The parameters for the Gold/Silver match.
6. **Gold/Silver second match if Winners first loss** – The parameters for that match. This can only occur if the winner of the losers bracket can go back up to play for silver or gold.
7. **Print Next Available Matches Automatically** – Do you want the computer to print score sheets automatically based on which teams are available to play?
8. **Not Applicable to Double Elimination**
9. **Court Assignment Type** -This setting controls how the daily planner assigns courts for this event once verification is completed. Designated courts will use the settings from your settings under **Manage Event Court Counts and Start Times** on the tournament management menu. Next Available will allow the Daily Planner to create the court schedule.

4.2.13.6.1.6. Verify Seedings



The next step in the verification process is to confirm seedings. PickleballBrackets.com automatically creates seeding based on the combined team or, for singles and skinny singles, the individual player rating. When setting up the event, Tournament Directors choose the priority of which rating to use.. Players have doubles, mixed doubles, singles and skinny singles ratings. Seedings are based on the rating that corresponds with the event.

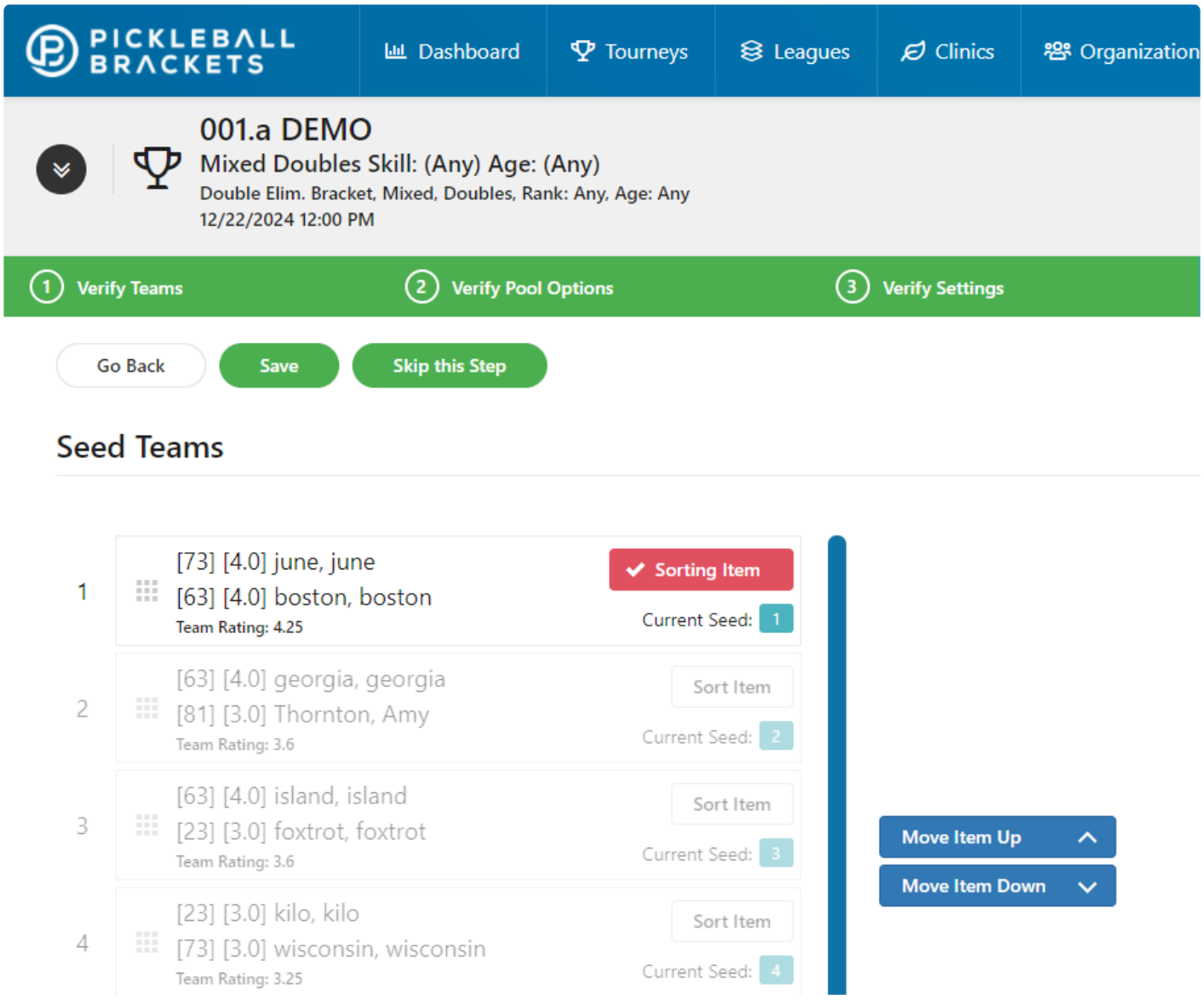
1. **The PickleballBrackets.com rating** – This is a calculated rating derived from the results of all tournament matches listed on PickleballBrackets.com that a player has participated in.
2. **World Pickleball rating** – This is a calculated rating based on tournaments listed on PickleballTournaments.com
3. **Self-Rating** – All seedings will be based on the player's self rating. Tournament ratings are ignored.

✻ If the tournament is sanctioned by any organization, the rating priority will always use that sanctioning body's rating as the primary rating on the priority list. For example, USA Pickleball sanctioned events will use the UTPR before looking at a self rating.

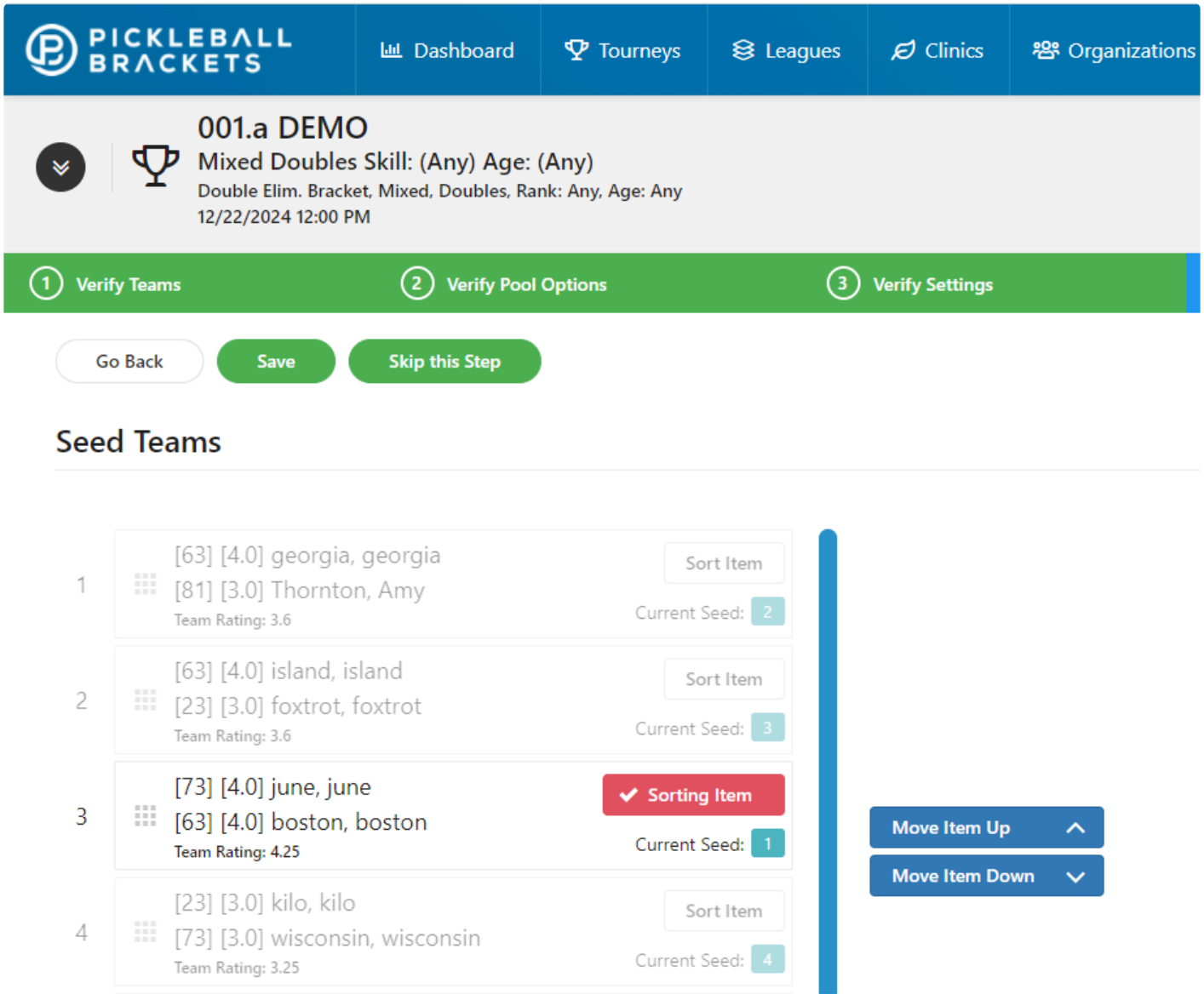
! Tournament Directors have complete control over changes to event seedings.

4.2.13.6.1.6.1. Change Seedings

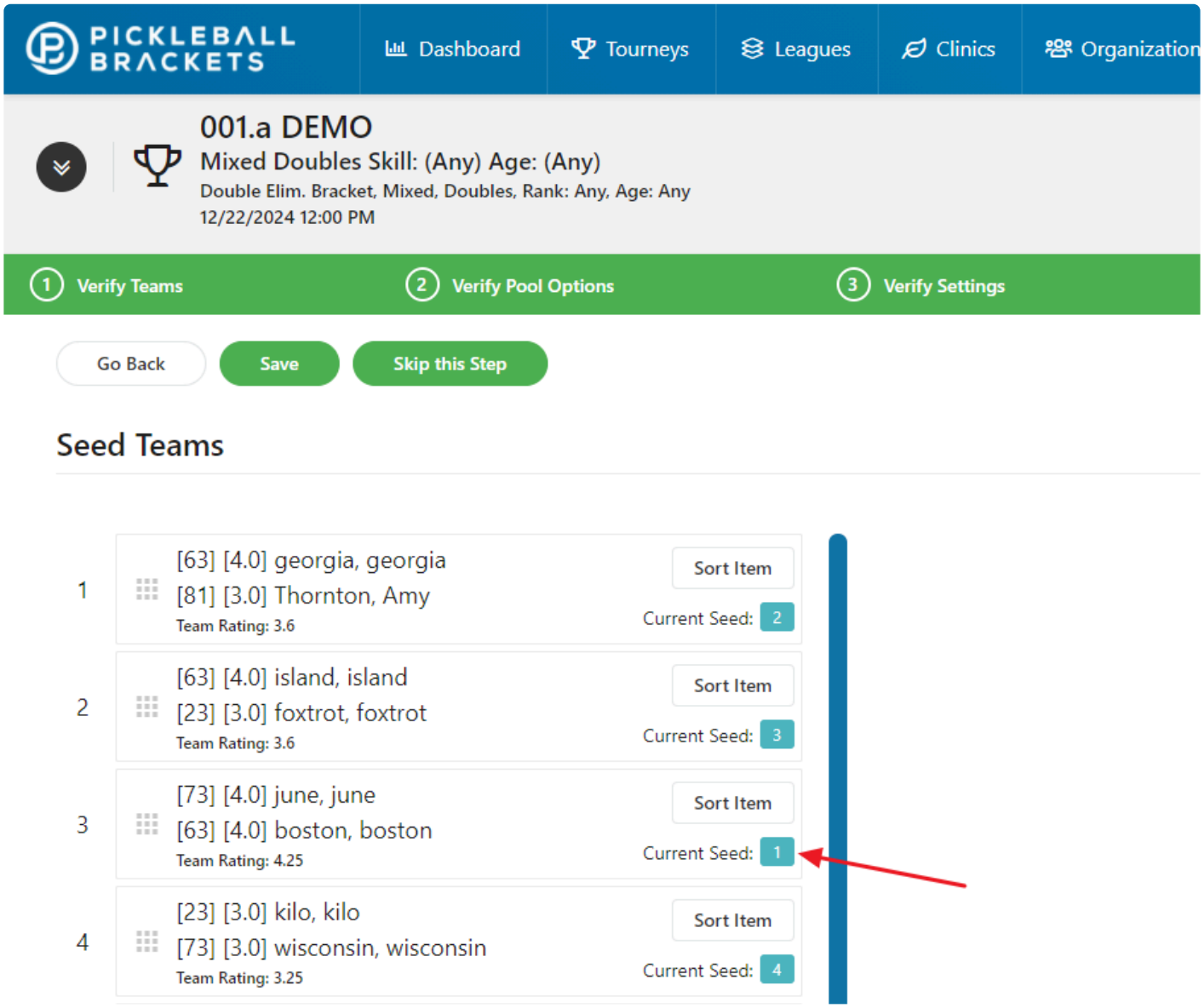
To change seedings, click on the Sort Item button. It will change color and read Sorting Item. Use the Blue Up and Down Arrow Buttons on the right to move the team.



Click on the Sorting Item button again when the team is correctly placed.



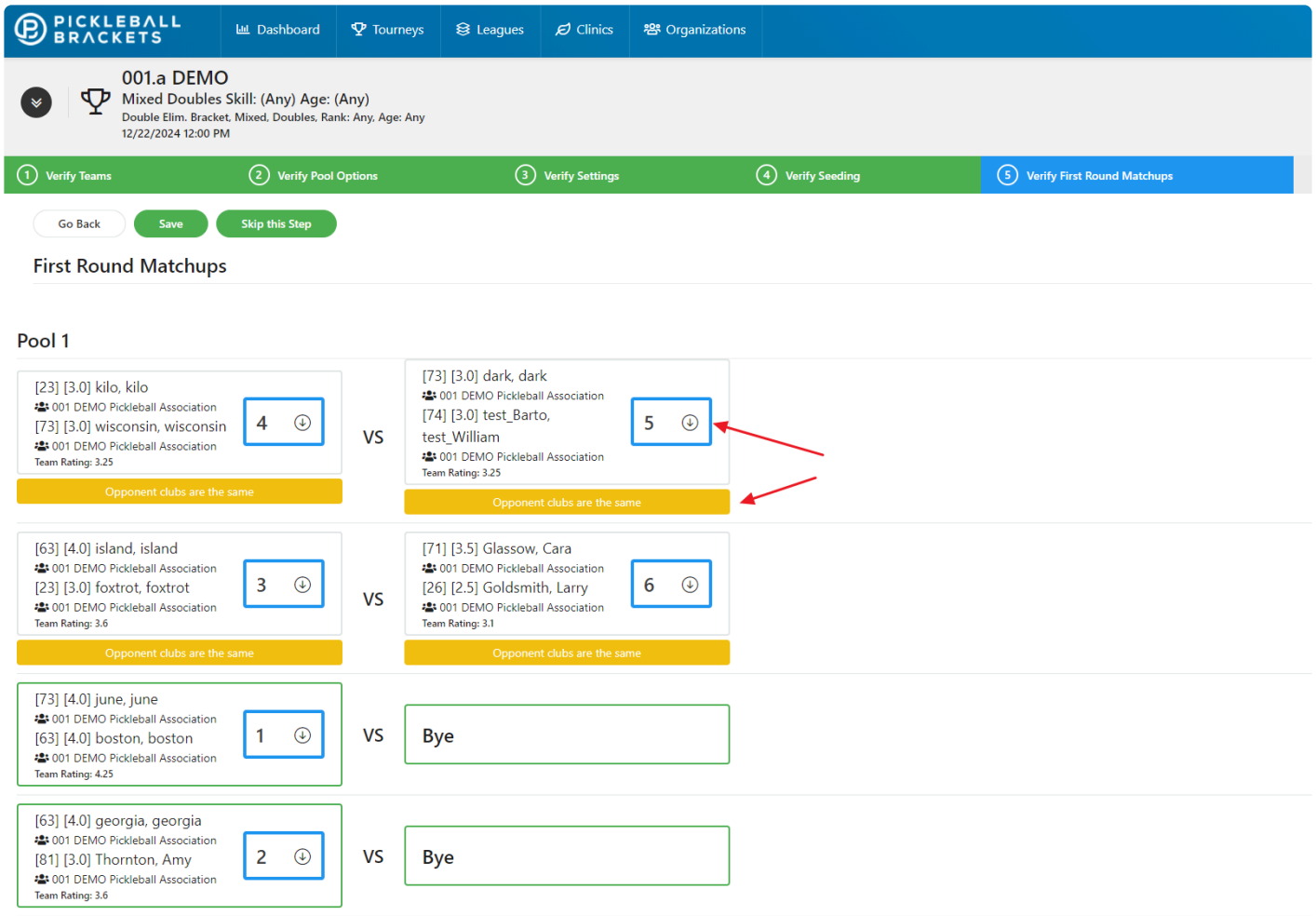
The team will be in their new position but the original seed, shown by the red arrow, will still show. Press the green Save button to save your changes. The team will then be locked in the new position and the new seed number will show.



You can also drag and drop the team into the new position on the seeding list.

> ! Click the Save button to confirm any changes before skipping to the next step.

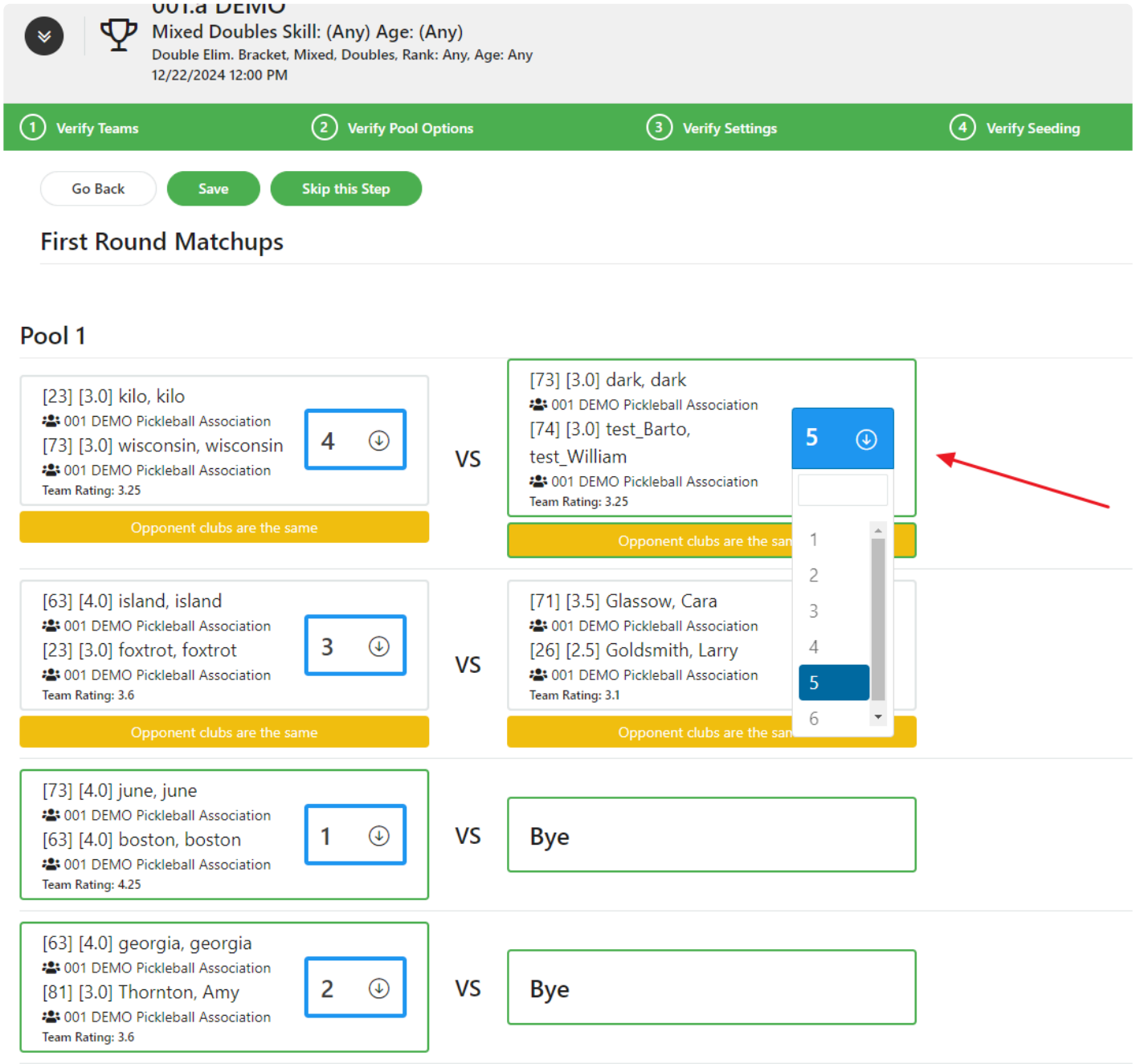
4.2.13.6.1.7. Verify First Round Matchups



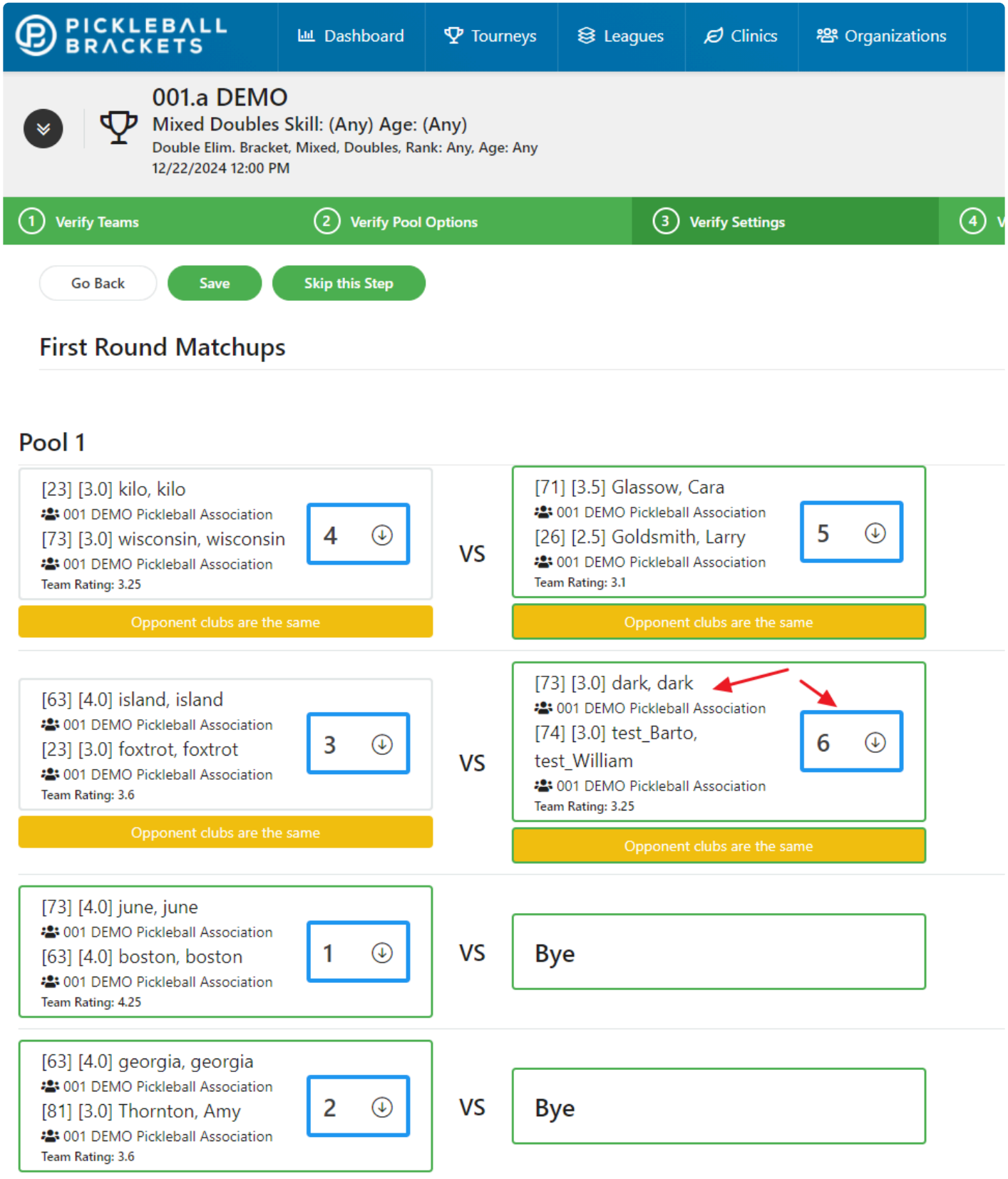
The next step in the verification process is to confirm first round matchups. PickleballBrackets.com automatically creates first round matchups based on the seedings confirmed in the previous step. All successive matchups flow from the first round. There may be times when a Tournament Director might want to modify the first round matchups. For example, in a large tournament, you many wish to separate players from the same club in the first round. The first round matchup screen shows the player club name to assist with that adjustment. To change first round matchups, you need to change the seed for the team. Click the seed number for the team you would like to change.

4.2.13.6.1.7.1. Change First Round Matchups

To change first round matchups, click on the seed number for one of the teams you would like to change. From the drop down menu, select the seed number of the team in the position to which you would like to move them.



The borders around both teams will briefly flash in red and the switch will be made.



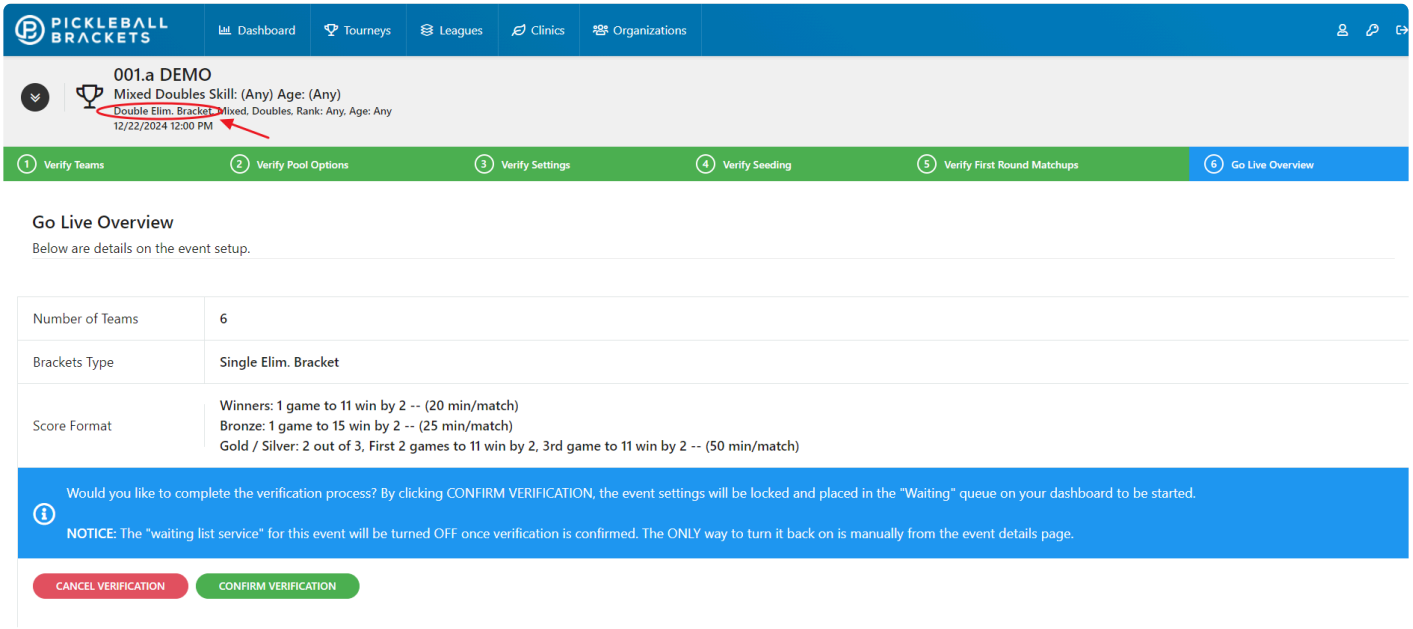
For round robin events with multiple pools, this process can be used to swap teams between pools.

Press the green **Save** button to save your changes.

4.2.13.6.1.8. Confirmation of Format

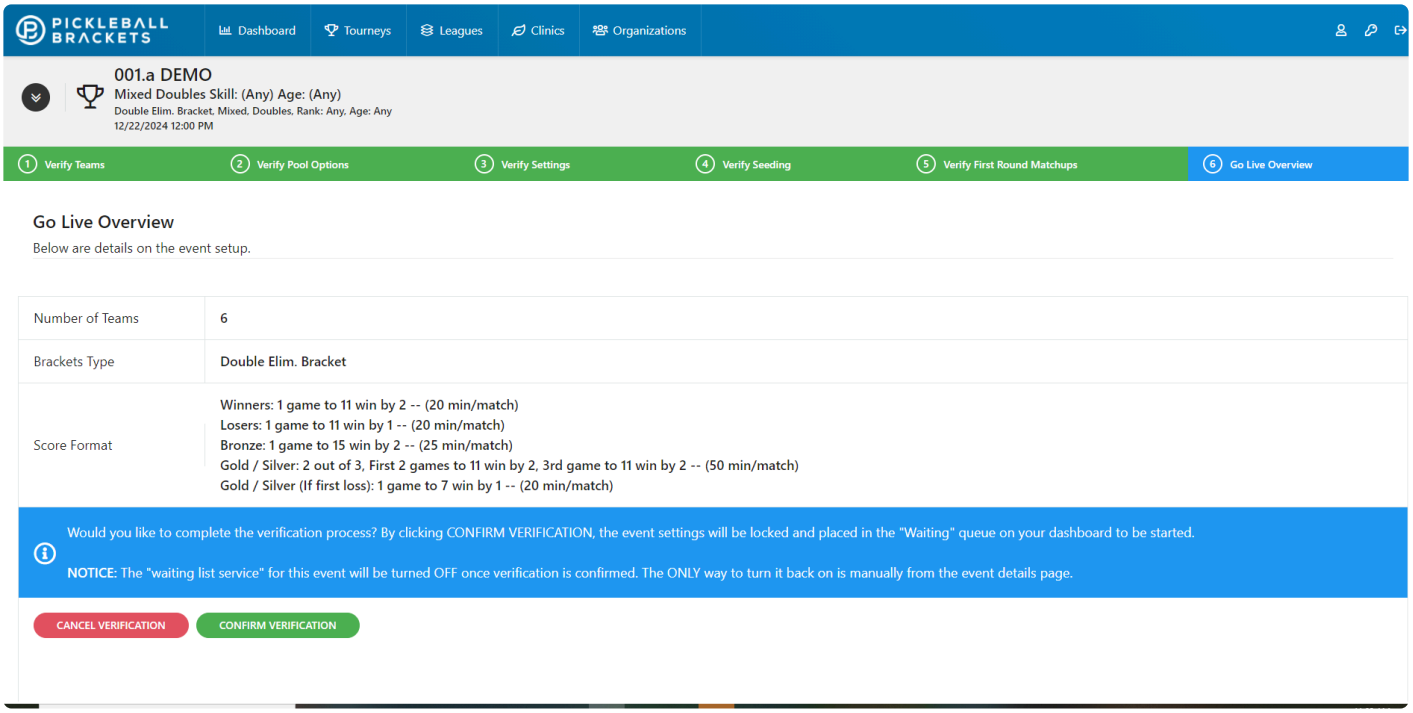
The final step in the verification process is to confirm your selections. The next few screens show how the selections are presented depending on how you formatted your event.

4.2.13.6.1.8.1. Confirm a Single Elimination Bracket

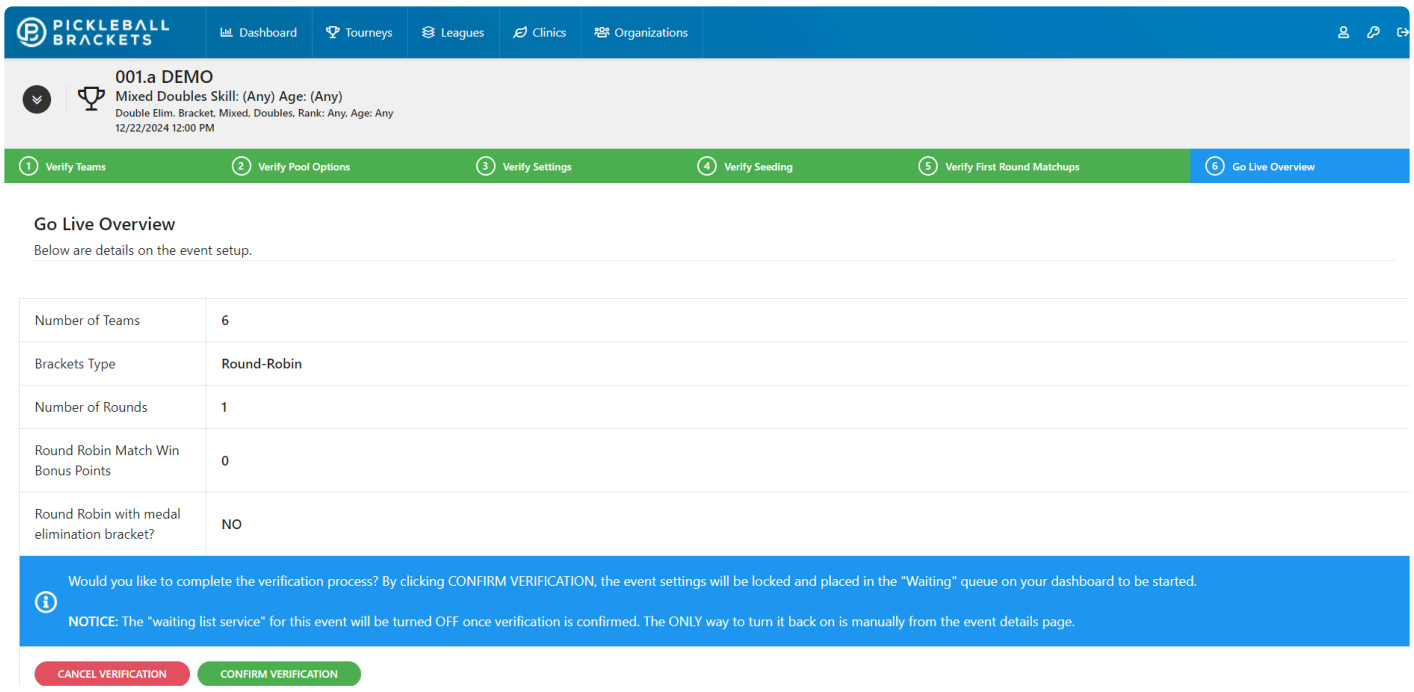


Until you complete the verification process, the original format you chose when you set up the event will be shown on the header (indicated by the red arrow).

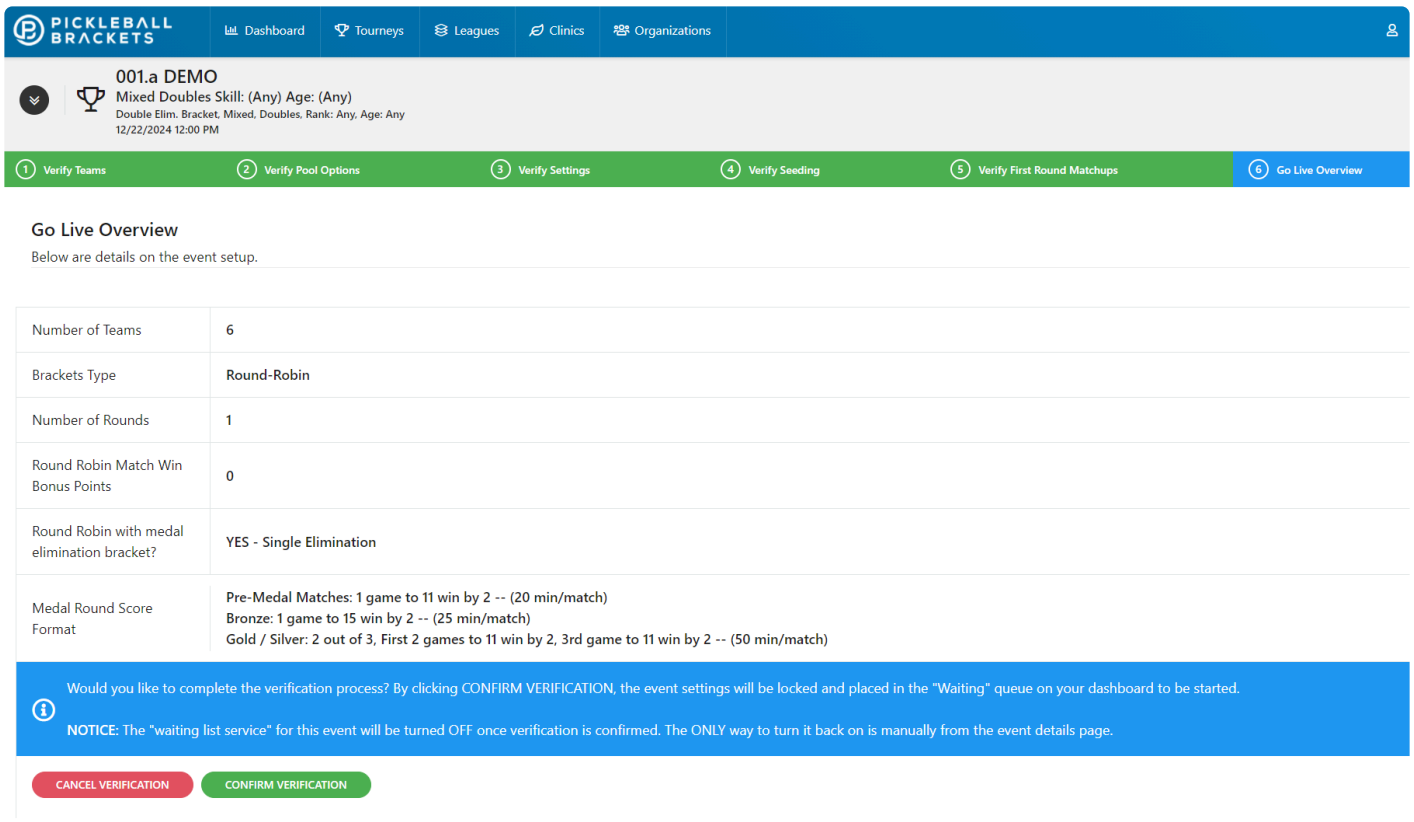
4.2.13.6.1.8.2. Confirm a Double Elimination Bracket



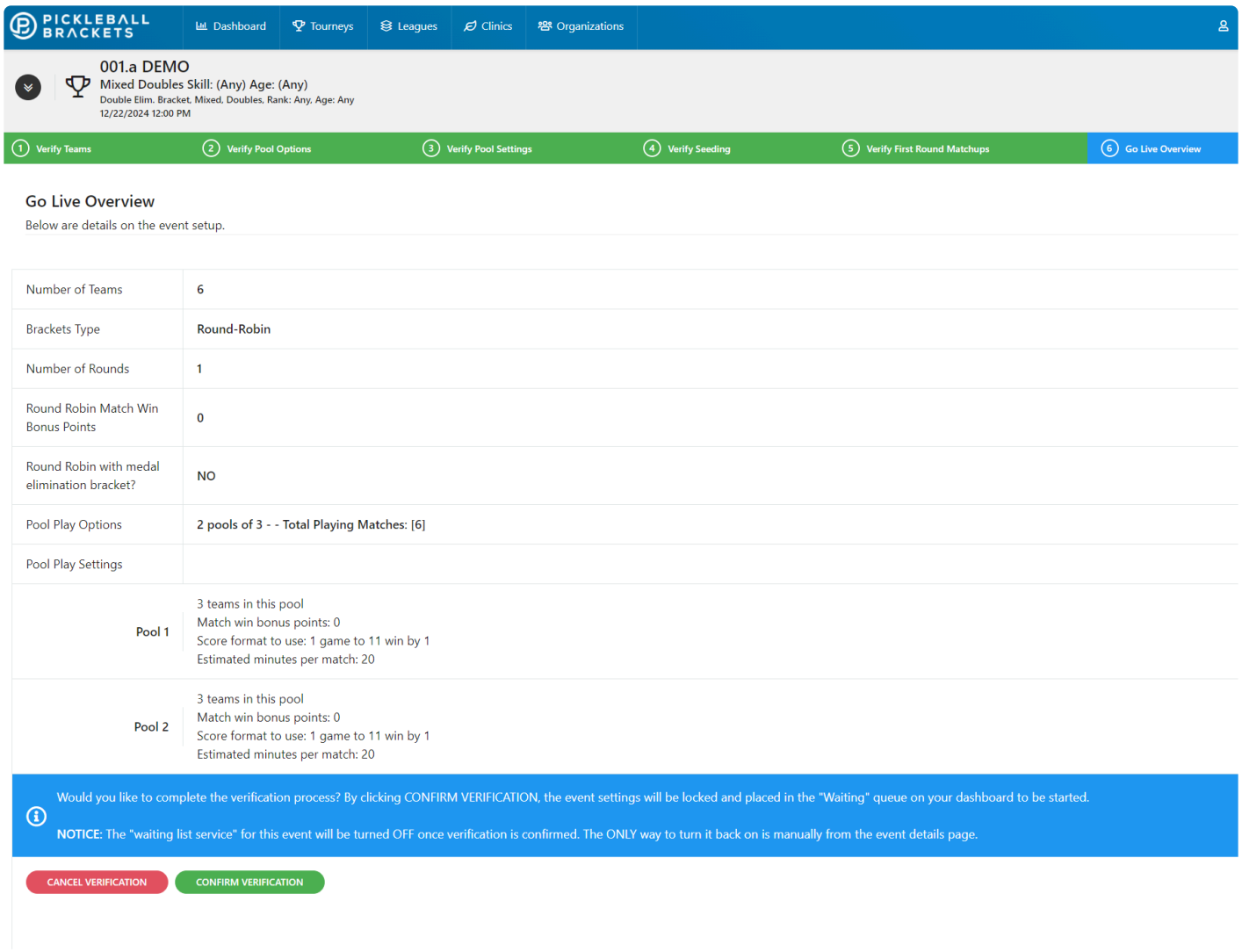
4.2.13.6.1.8.3. Confirm a Single Pool Round Robin Bracket



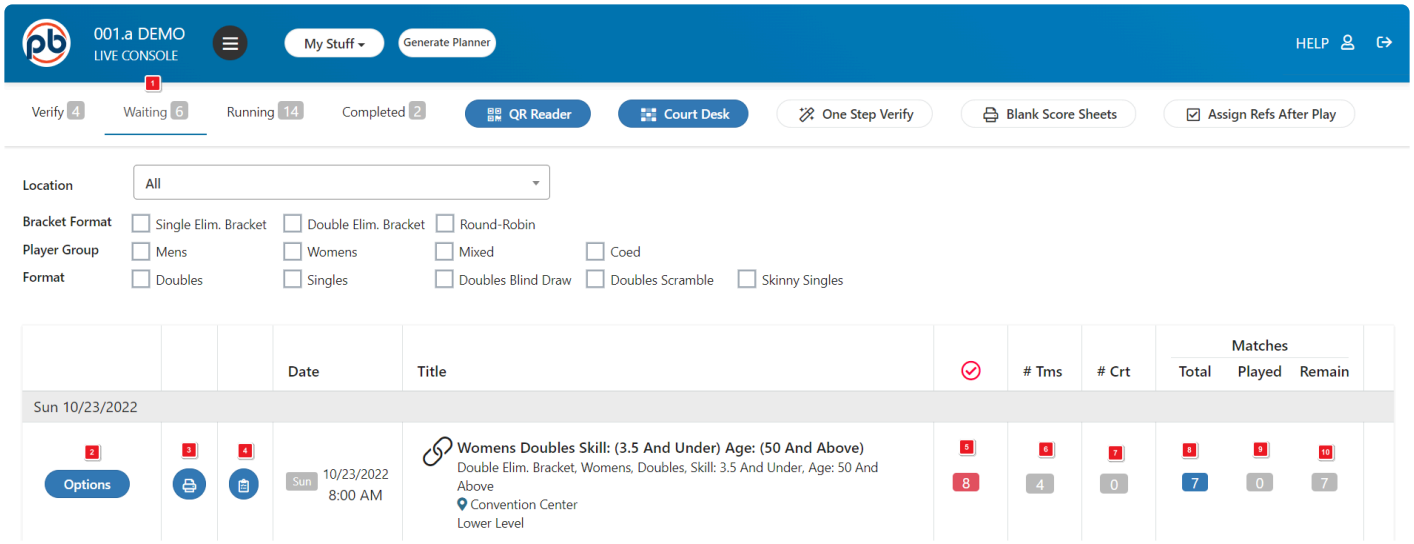
4.2.13.6.1.8.4. Confirm a Single Pool Round Robin Event with a Playoff



4.2.13.6.1.8.5. Confirm a Multi-Pool Round Robin Bracket



4.2.13.7. Final Event Preparation



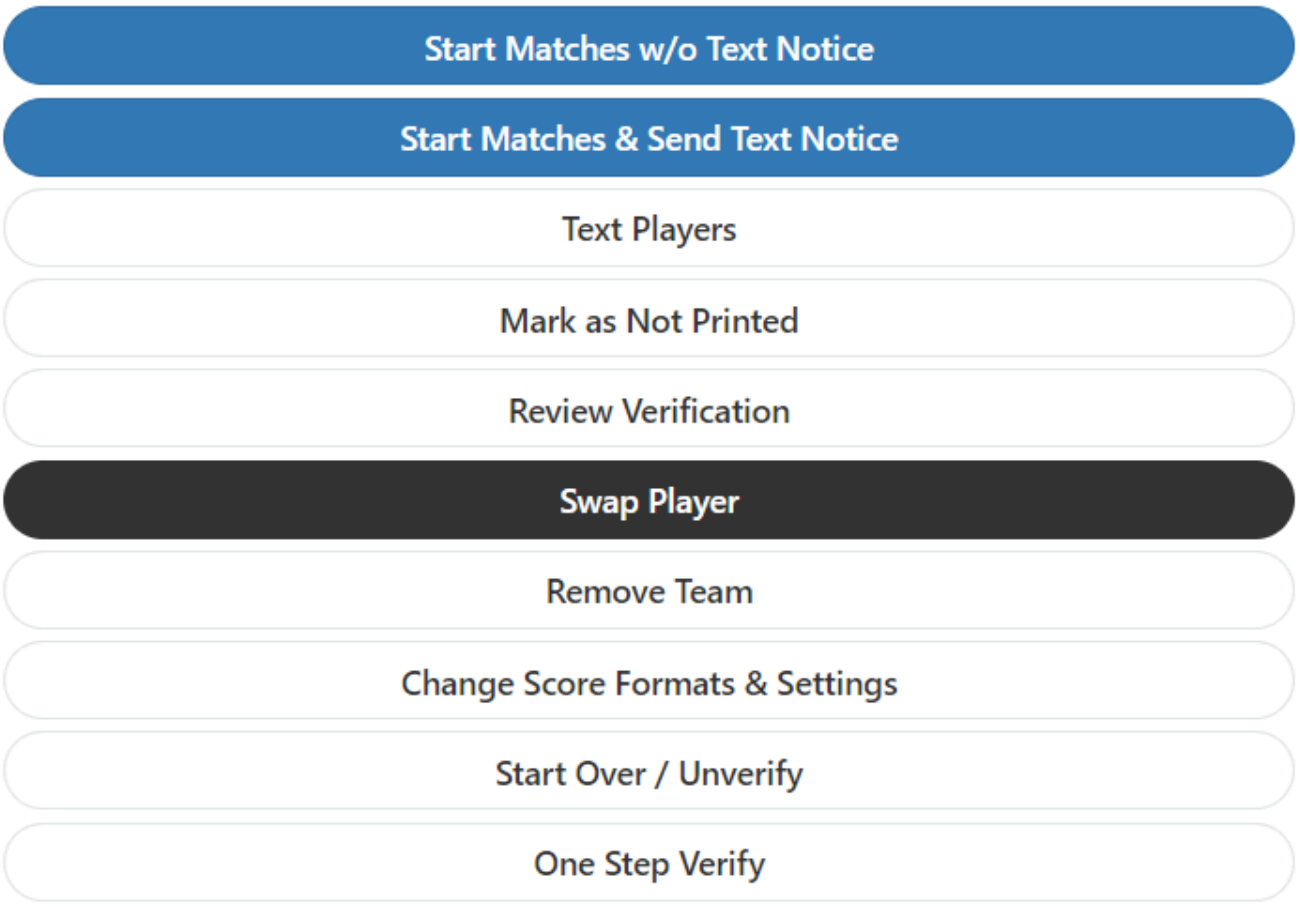
Once verification of an event is completed, it will be moved from the verify queue to the waiting queue. Click on Waiting at the top of the Live Console screen to move to the Waiting queue.

1. The Event Queues for the Tournament – Click to select the Waiting Queue
2. The Menu for Waiting Queue events – Click to show all of the options available before starting events. These options will be fully explained on the next page.
3. Print Score Sheets – This option allows the tournament director to print score sheets for the entire event. For round robin events, team names will appear on all of the score sheets. For double or single elimination events, the names will appear on the first round matches only.

> Single or double elimination events can be configured to automatically print score sheets for the next available court once play begins.

4. Print Roll Call – Prints a list of all players in the event by team.
5. Not Checked In – The number of players who have not yet checked in for the event.
6. Teams – The number of teams in the event.
7. Crt # – Number of courts allocated to this event if using designated/assigned courts.
8. Matches – The total number of matches in this event.
9. Matches Played- The total number of matches that have been played.
10. Matches Remaining – The total number of matches remaining..

4.2.13.7.1. Waiting Queue Options



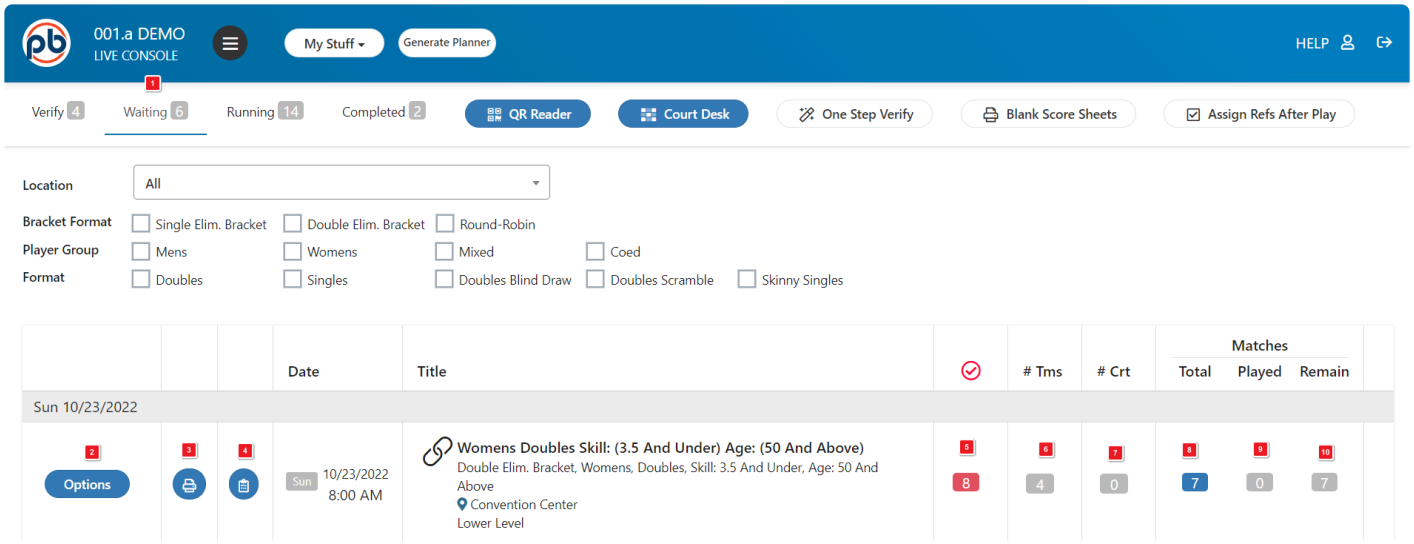
Before starting an event, the following options are available.

- Start Matches w/o Text Notice- Moves the event from the Waiting Queue to the Running Queue without sending a text message to players.
- Start Matches and Send Text Notice- Moves the event from the Waiting Queue to the Running Queue and notify players via text message..
- Text Players – Brings up a screen to send a custom text notice to all or selected players in the event.
- Mark as Not Printed – If score sheets have been printed for this event, and you wish to change to Next Available as your printing method, you must mark all score sheets as not printed.
- Review Verification – Allows the Tournament Director to view the final verification parameters and either confirm them or start over.
- Swap Player – Brings up the Swap Player screen allowing the tournament director to swap any player for any other player in the Pickleballbrackets.com database.
- Remove Team – Allows the Tournament Director to remove a team from the event. This restarts the

verification process.

- Change Score Formats and Settings – Allows the Tournament Director to change settings for this event without re-verifying.
- Start Over/Unverify – Restart the verification process.
- One Step Verify – Re-verify the event in one step using all existing parameters. (Only available for single and double elimination events.)

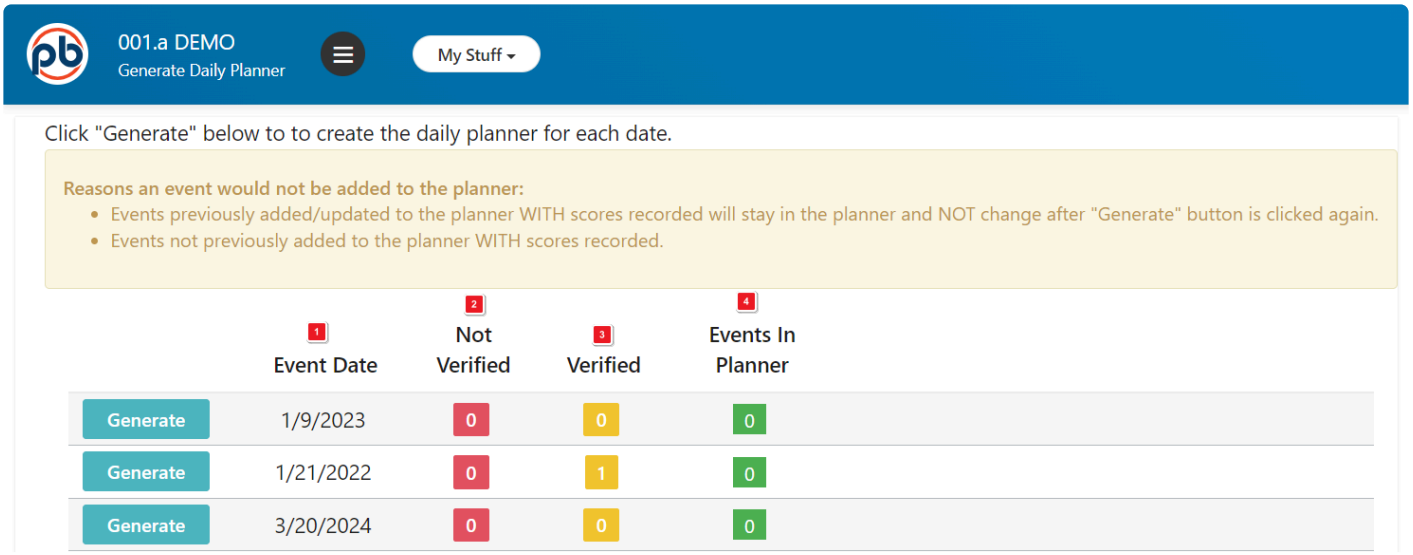
4.2.13.8. Generating the Planner



Once events are verified you can generate a detailed planner for the tournament. It uses the parameters of each verified event as well as any court usage restrictions that may have been specified. The planner is similar to the snapshot planner used to create your schedule with two important differences.

1. It will list the matches in every event, including team names, rather than just match numbers. For round robin events, it will show all team names. For single or double elimination, it will show first round team names.
2. It has an on-time tracking function that gives a visual display of how well the tournament is progressing compared to the projected schedule.
3. A visual display of on deck teams and all teams that are available to play is only available if the planner has been generated.

Click the Generate Planner button at the top of the screen shown above to start the process.



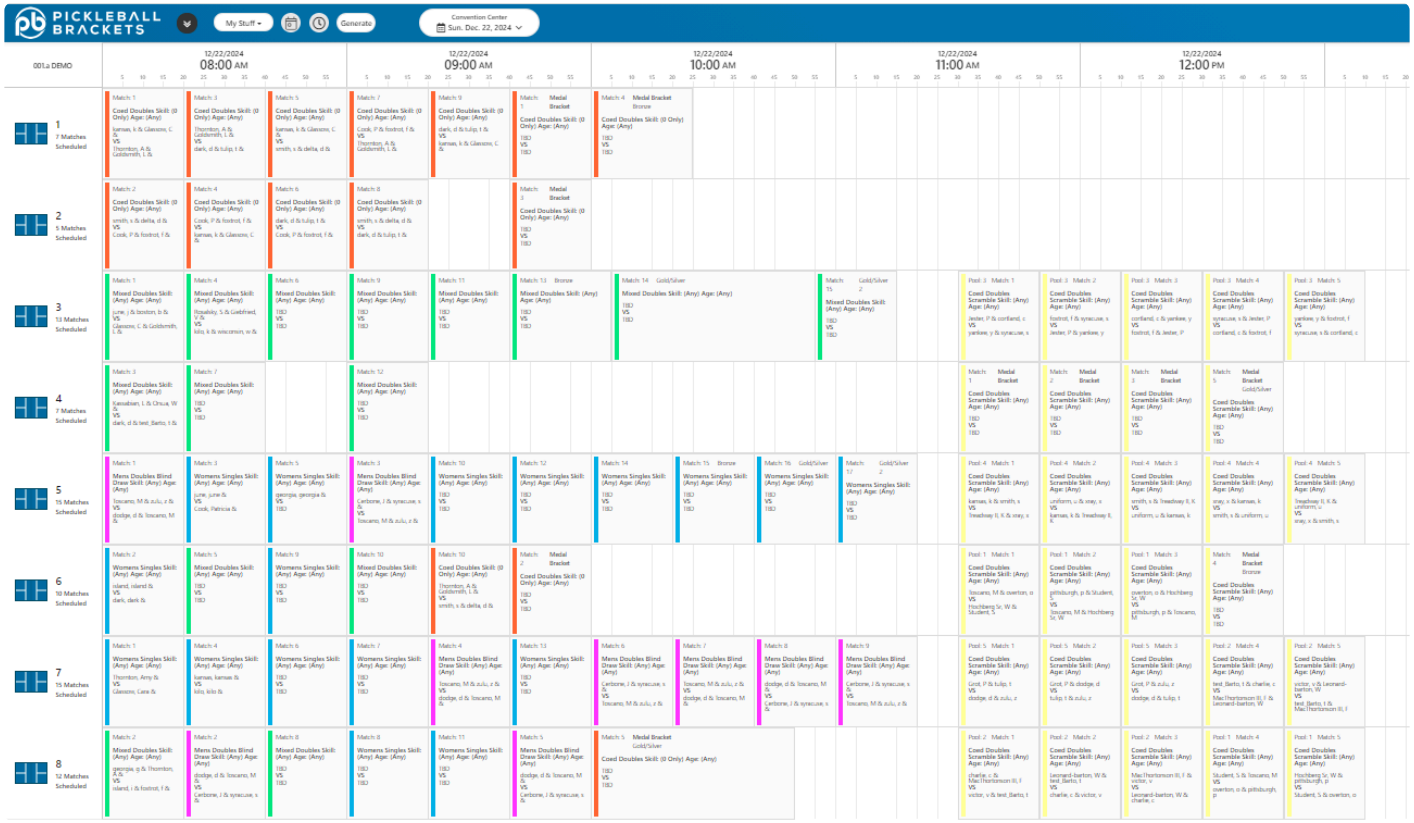
1. **The Date** – The planner list will show each date of the tournament on a separate line.
2. **Not Verified** – The count of events on that day that have not yet been verified.
3. **Verified** – The count of events on that day that have been verified.
4. **Events in Planner** – The count of events that have already been added to the planner.

Click on the Generate button next to your selected date.

> ✻ The planner can be generated at any time and will include all verified events. Newly verified events will be added to the planner each time it is generated. Events that are already running and have scores recorded will not be changed.

The planner can be viewed and regenerated at any time by selecting **Daily Planner** from the management menu.

> ! Unless specific courts have been reserved for specific events, the planner assigns matches to any available court. Actual court assignments for the tournament are made at the time matches are played by the Tournament Director. Court assignment procedures are covered in the Running the Tournament section of this guide.

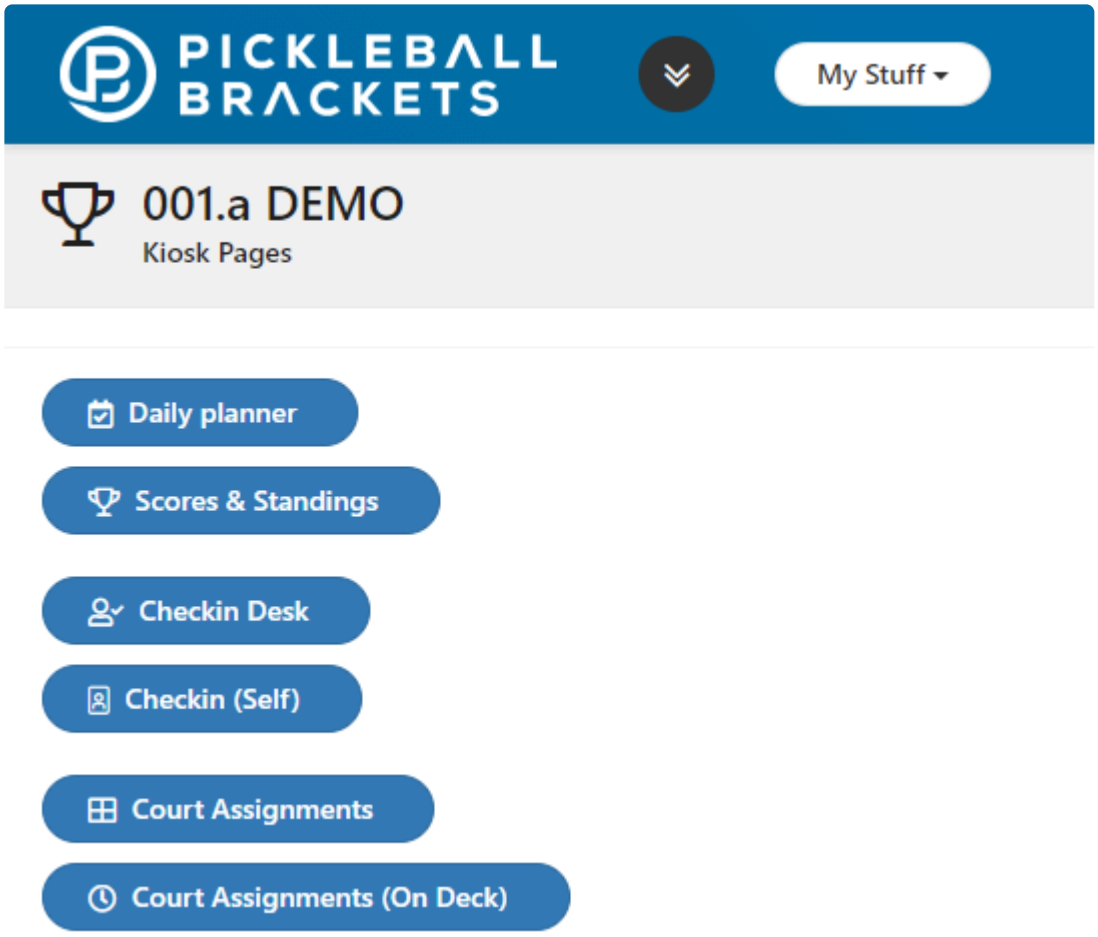

PICKLEBALL BRACKETS
My Stuff
Generate
Convention Center
Sun, Dec. 22, 2024
001a DEMO
12/22/2024 08:00 AM
12/22/2024 09:00 AM
12/22/2024 10:00 AM
12/22/2024 11:00 AM
12/22/2024 12:00 PM
1 7 Matches Scheduled
2 5 Matches Scheduled
3 13 Matches Scheduled
4 7 Matches Scheduled
5 15 Matches Scheduled
6 10 Matches Scheduled
7 15 Matches Scheduled
8 12 Matches Scheduled

4.2.14. Running the Tournament

This section of the user guide details every step to be taken on the day of the tournament to insure a successful event.

4.2.14.1. Kiosk Pages

Kiosk Pages are tournament information pages and utilities that can be set up to be displayed independent of the tournament director login.



1. **Scores and Standings** – A public display of event details. Set this up on a monitor or tablet that players may use to search all events.
2. **Check in Desk** – Used by tournament staff to check players in for each event.
3. **Self Check In** – Can be set up to allow players to check themselves in. This is helpful for tournaments with no formal check in desk or for players who are being checked in for a second tournament event.
4. **Court Assignments** – Show current court assignments.

> Only matches with a specific court assignment will show. Round robin matches that have been assigned to a group of courts for their entire event will not show here.

5. **Court Assignments (On Deck)** – This will show the teams who are on deck. Again, round robin matches are excluded from this list if they are assigned to a specific group of couts.

4.2.14.1.1. Scores and Standings

This page displays results of all events for this tournament. Click HERE to view sample display formats for different types of events. Events are updated with live scores and the screen is refreshed every 10 seconds.

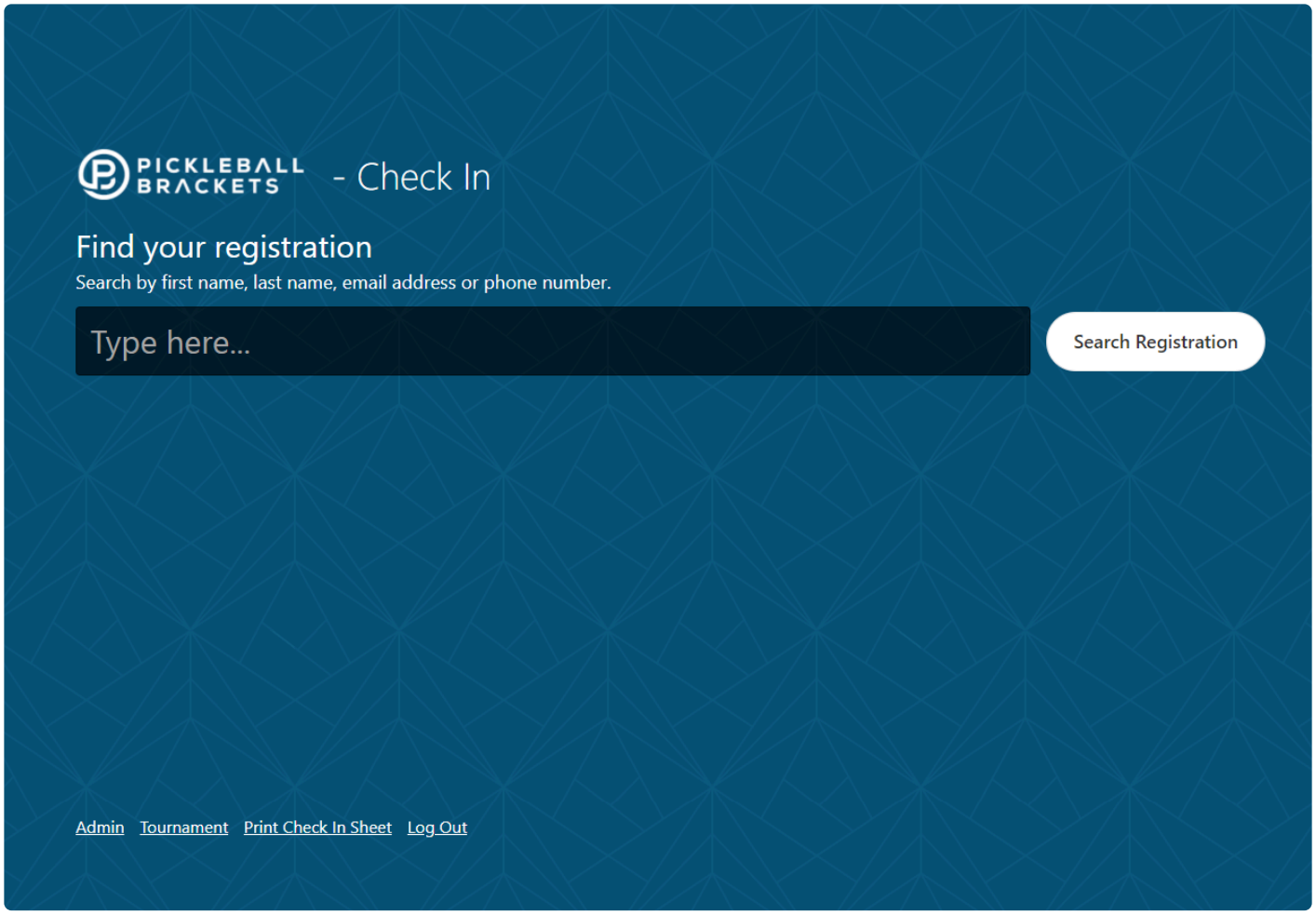
4.2.14.2. Player Check In

There are two options for player check in for a tournament.

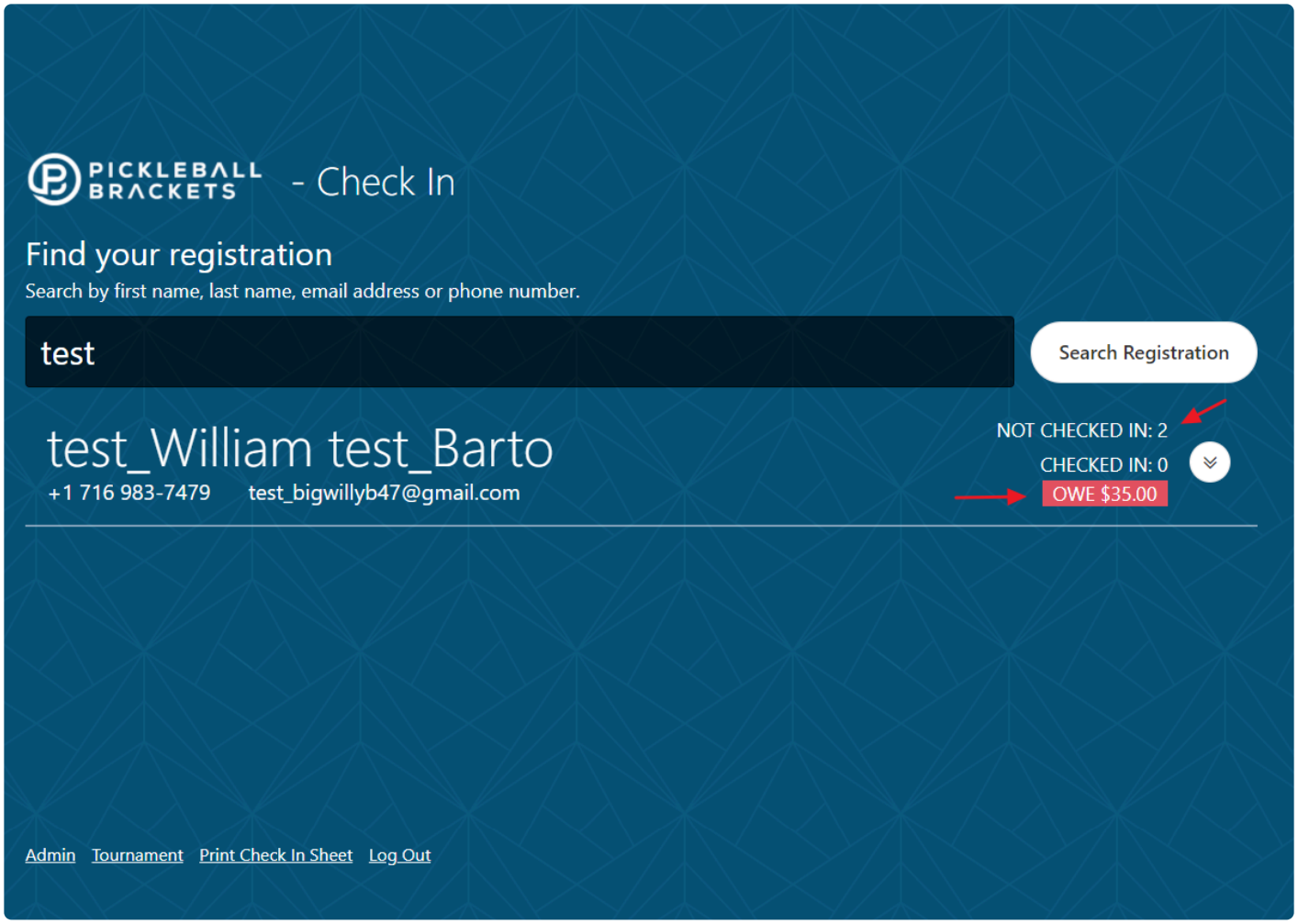
- **Welcome Desk Check In** – Use this for tournament staff members to check players in. This option is important when attendance for every player needs to be verified and/or items such as t-shirts or meal tickets have to be distributed.
- **Self Check in** – Use this for players to check themselves in for an event.

4.2.14.2.1. Welcome Desk Check In

Click on Welcome Desk Check In, and then the Check In button, to bring up this screen.

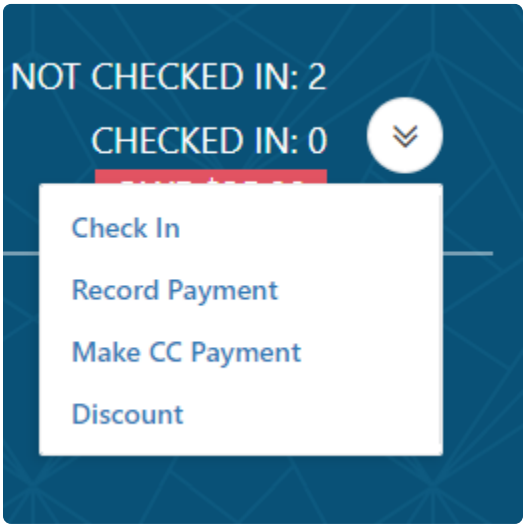


Type the player’s first or last name, email address or phone number and click the Search Registration button to bring up this screen.



- If there is more than one player with the same last name, you will see all of them.
- The screen shows the number of events, indicated by the first arrow, that the player is registered for.
- It also shows if there is a balance due for the registration fee.

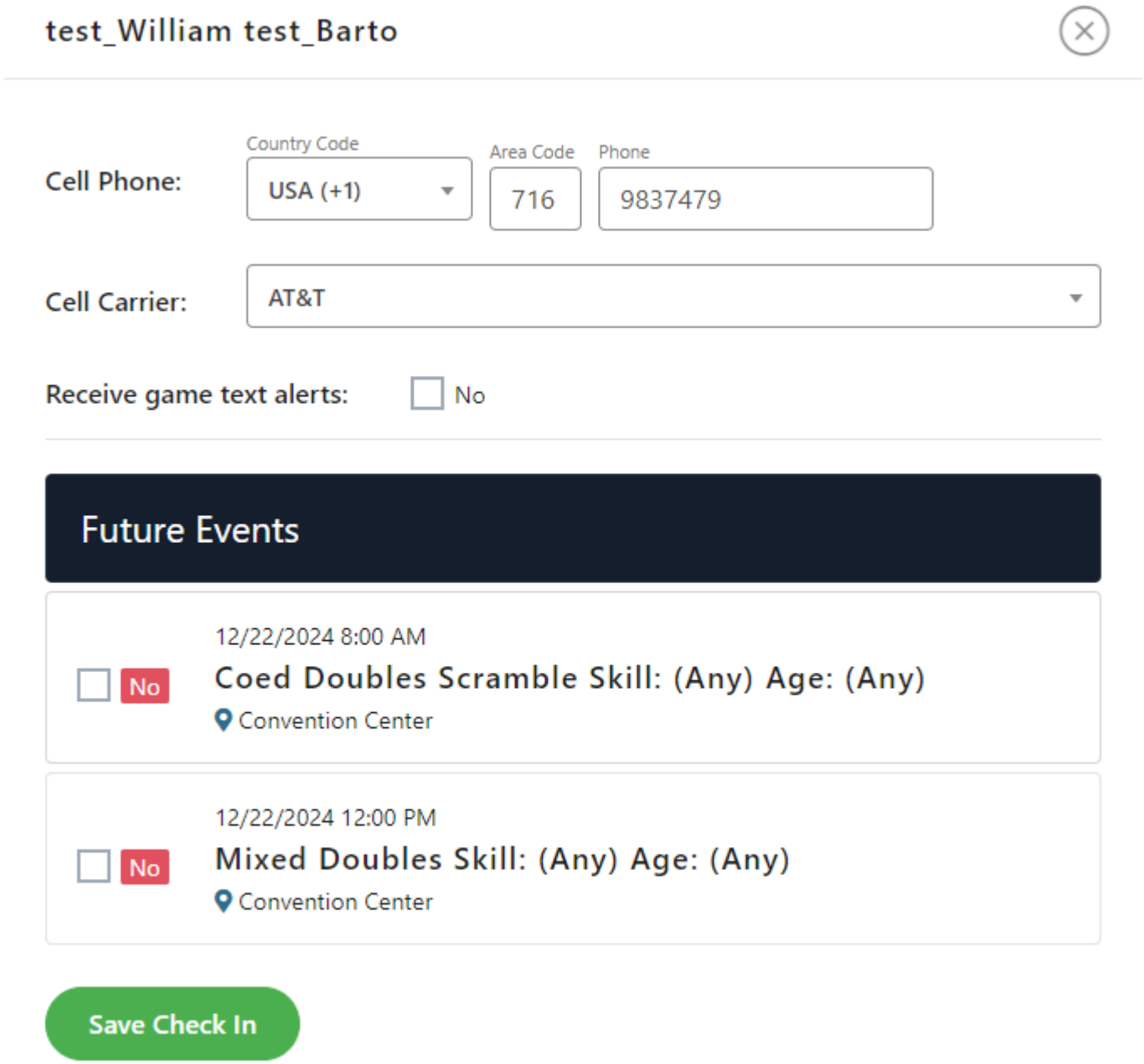
Click on the menu button for the player to show the check in options.



From here you may:

1. Continue to **Check the Player In**.
2. **Record a Payment** – This can be used for an onsite cash or credit card payment.
3. **Make a CC Payment** – This will bring up the credit card payment screen to allow the check in staff to collect credit card information.
4. **Discount** – This will allow the check in staff to apply a discount to the registration. Discount codes must have been previously created by the Tournament Director.

Click Check in to bring up this screen.



From Here You May:

1. Verify or enter a Cell Phone number.
2. Verify or Enter the Cell Phone carrier.
3. Confirm if the player would like to receive in game text messages of results and/or announcements.
4. Check in for an event.

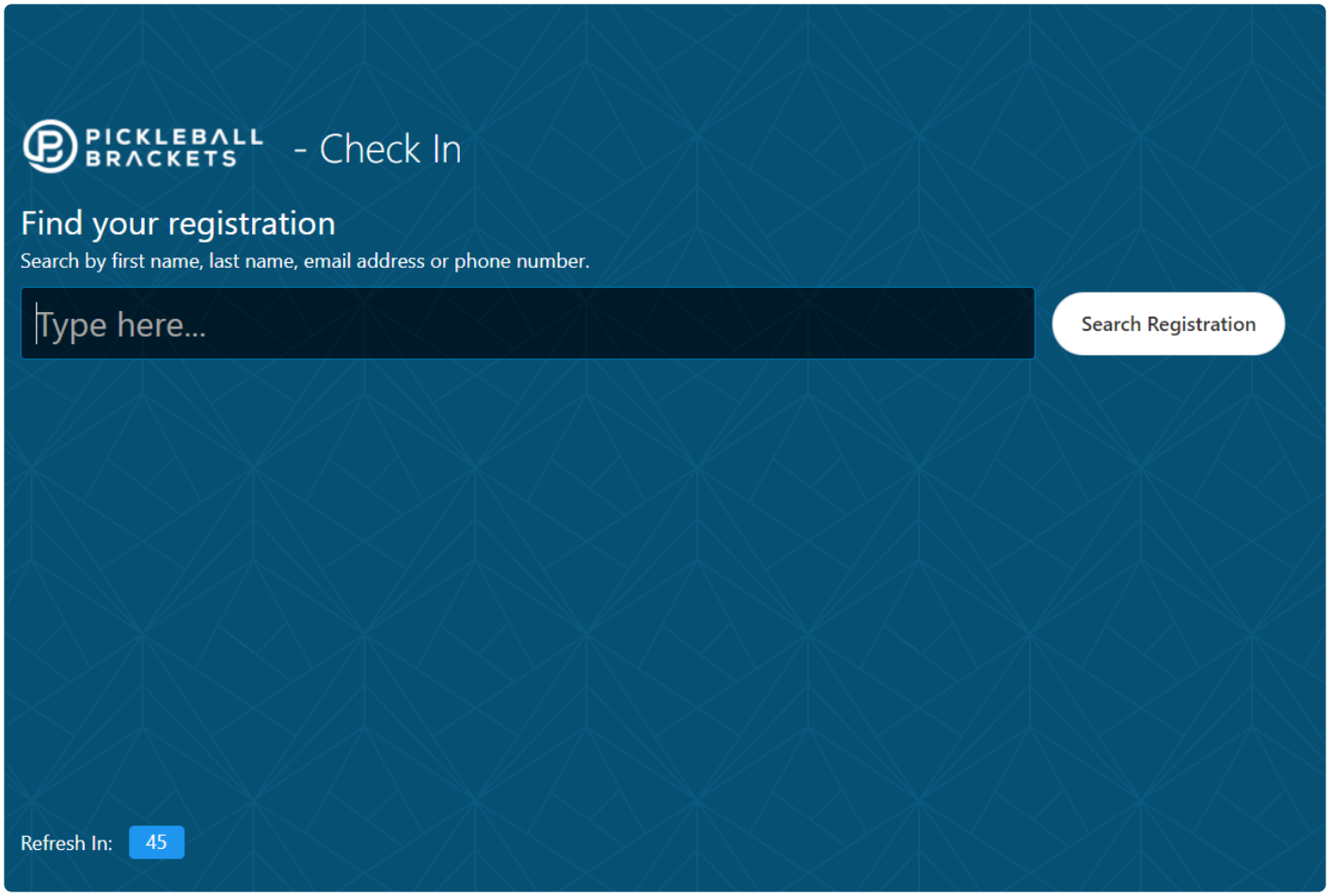
Players may be checked in for all tournament events or only the current event.

5. If there are any check in items such as t-shirts or meal tickets to be distributed, this screen will display a verification option for pickup.

> ! Be sure to click on the green Save Check In button to complete the player check in.

4.2.14.2.2. Self Check In

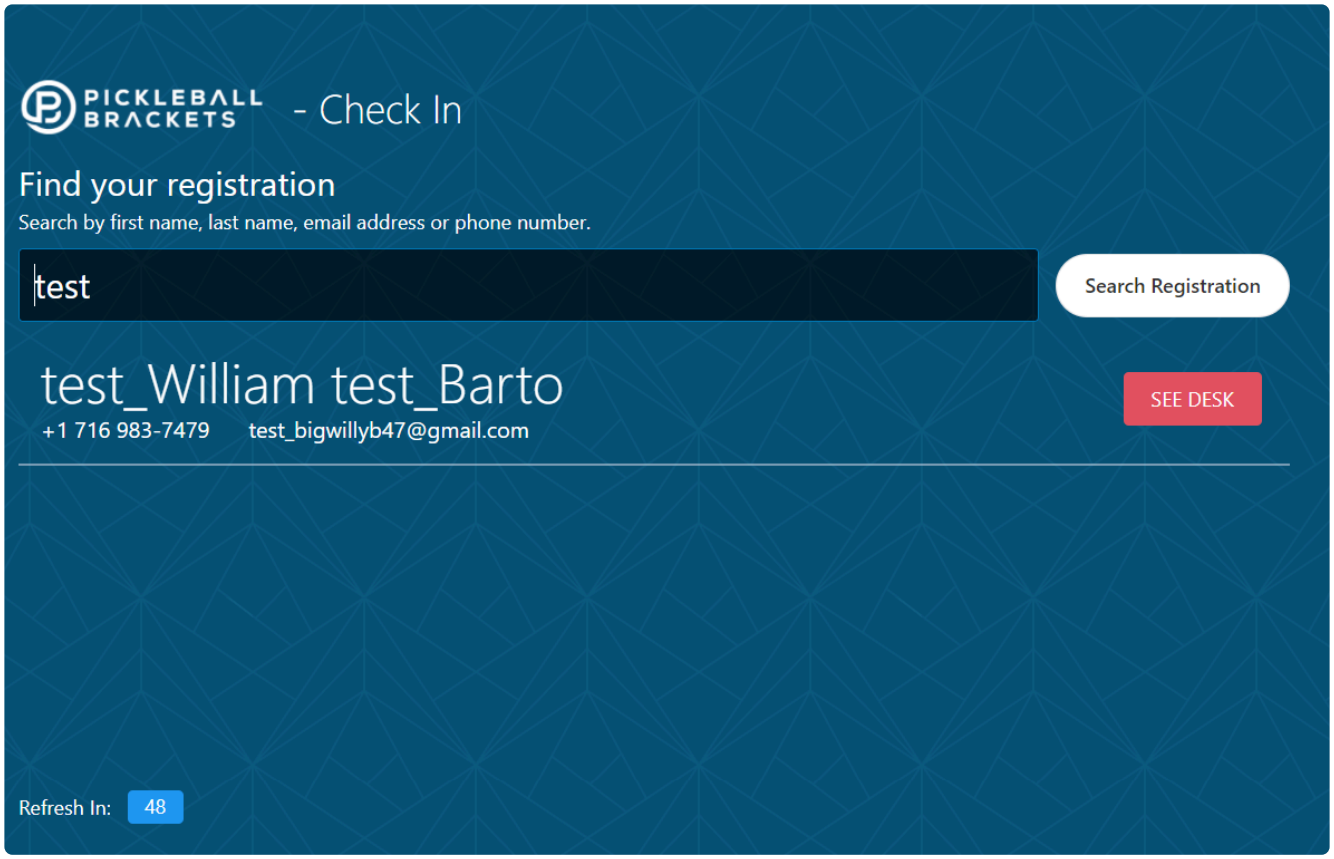
Click on Self Check In, and then the Check In button, to bring up this screen.



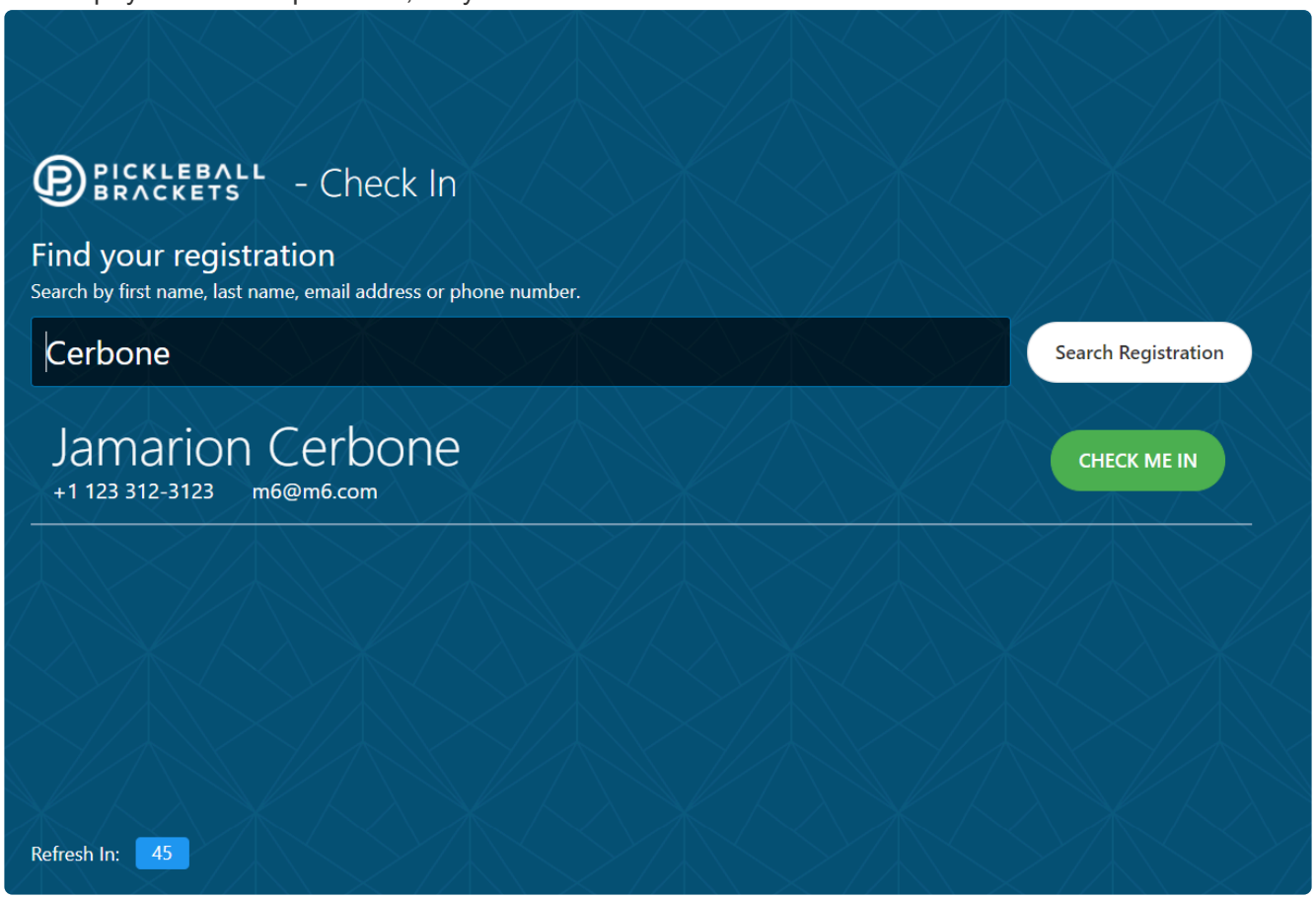
> ! Self Check In checks a player in for **all of their events** and cannot be used in combination with the regular check in desk. If a player is already checked in for some events through the check in desk, they will not be able to check in for additional events using the Self Check In.

Once the player types in their name and clicks on the Search Registration button, they will see one of the two following screens.

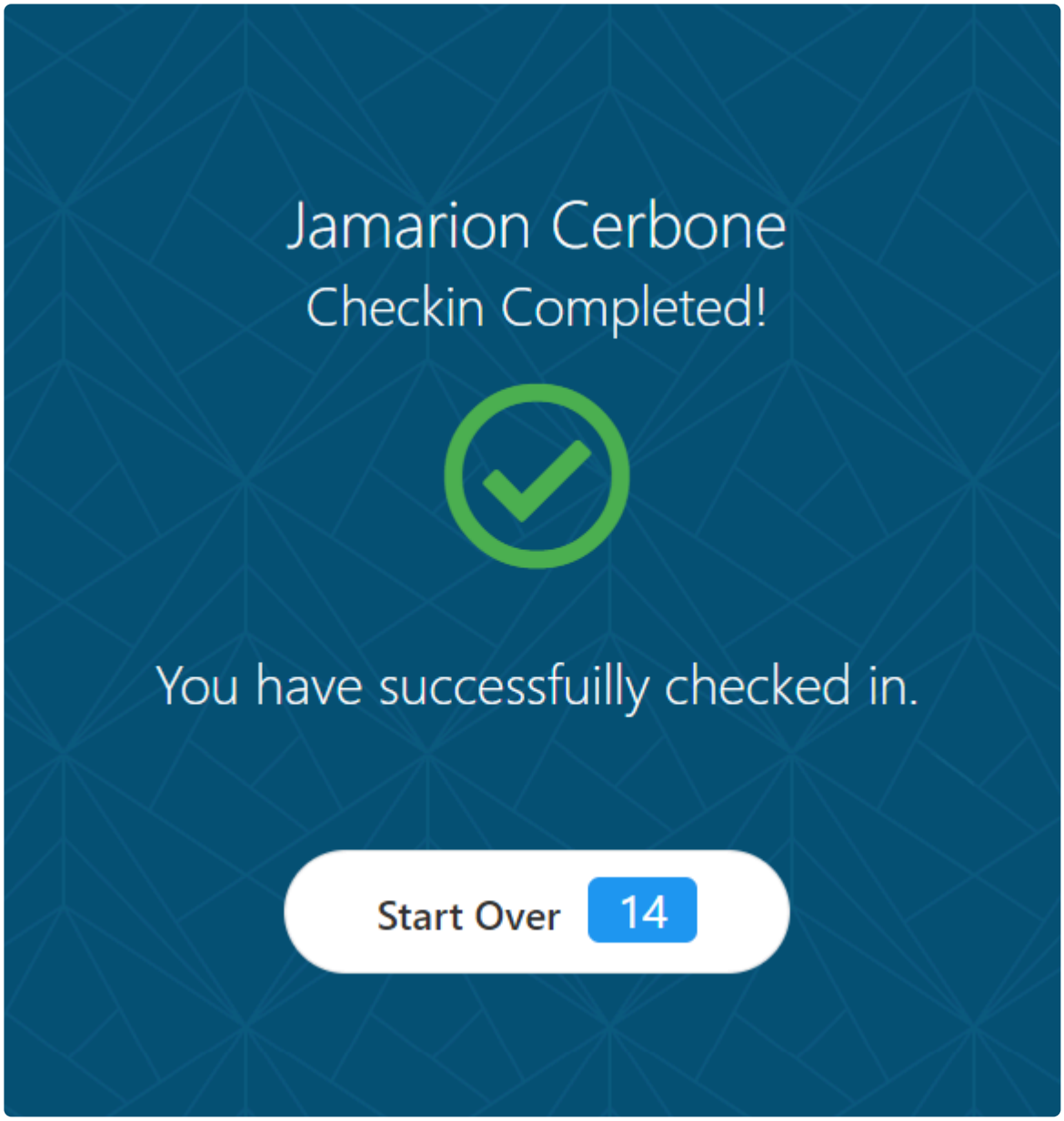
1. If they owe any money for registration, they will be directed to the Tournament desk.



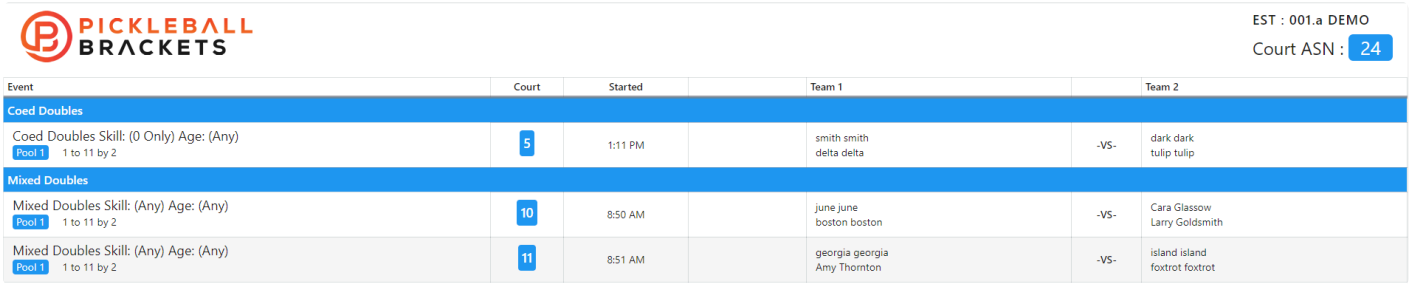
2. If their payments are up to date, they will see this screen.



3. Click the Check Me In button to confirm.



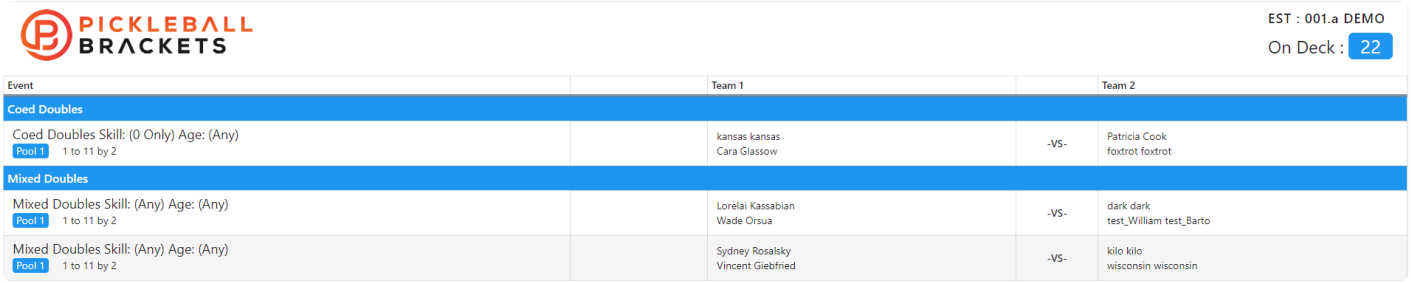
4.2.14.3. Court Assignments



This screen, which can be projected on a large monitor, shows the matches that are currently assigned to courts and are in progress. The screen will refresh every 35 seconds. Note the following:

- Match courts must have been assigned either manually or automatically via a QR code.
- Round Robin matches that have been manually assigned to a group of courts for the duration of the event, will not show on this screen.

4.2.14.4. Court Assignments (On Deck)

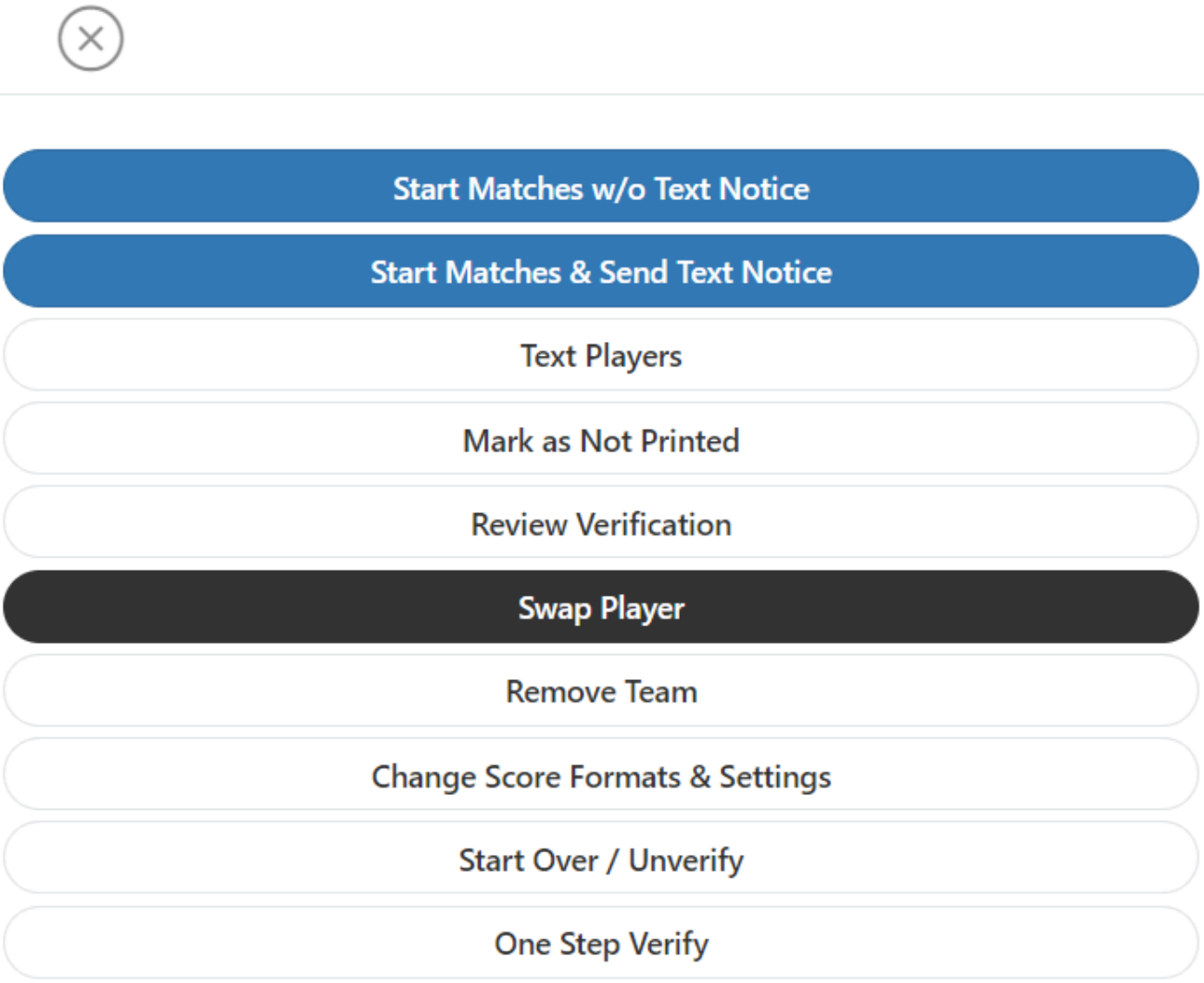


This screen, which can be projected on a large monitor, shows the matches that are ready to be played but are waiting for a court assignment. The screen will refresh every 35 seconds. Note the following:

- Round Robin matches that have been manually assigned to a group of courts for the duration of the event, will not show on this screen.
- On Deck matches are only displayed for score sheets have been printed.

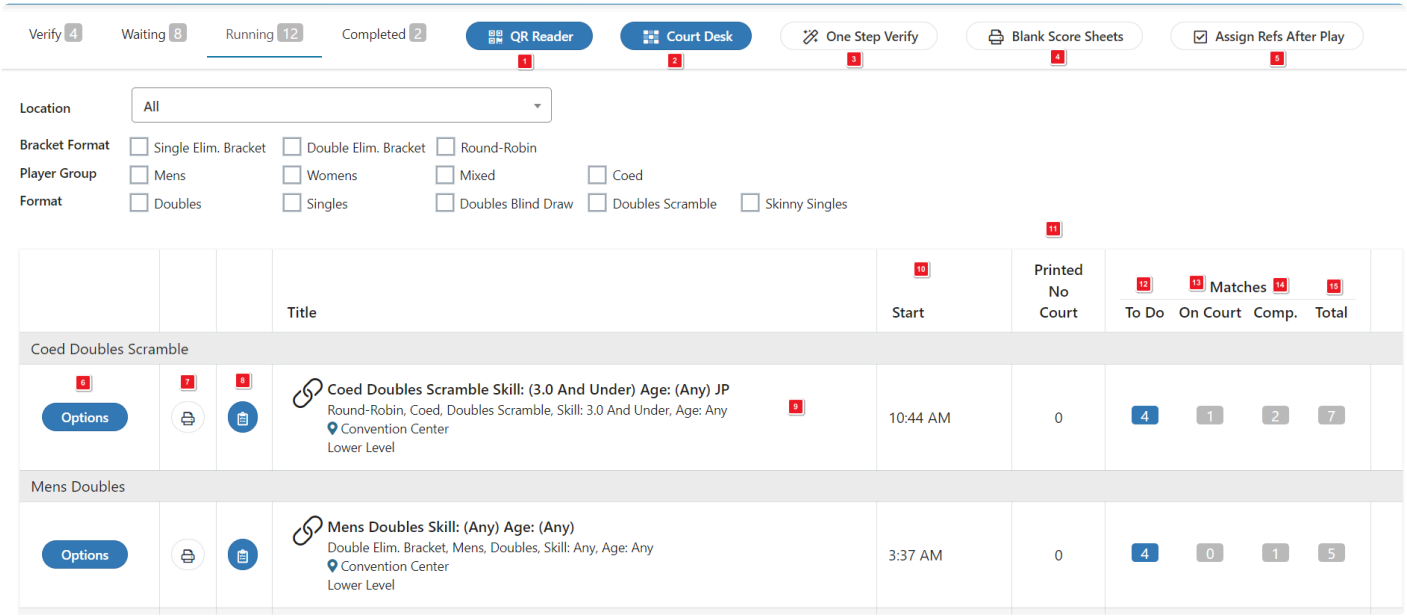
4.2.14.5. Starting Events

Start matches by clicking on the Waiting button on the Live Console and then selecting Start Matches (either with or without a text message) from the event menu.



! The planner schedule can be used as a guide for deciding when to start an event. It does **NOT** automatically start any events. Tournament Directors must do that themselves.

Select the Running button on the Live Console to view all running events.



1. [QR Reader] – Will activate the QR reader for score input and court and referee assignment.
2. **Court Desk** -
3. **One Step Verify** – Not applicable for running events but may be activated here for events in the Waiting Queue.
4. **Assign Refs After Play** – Allows the assignment of refs to matches that have already been played.
5. **Blank Score Sheets** – Will print blank score sheets in any scoring configuration.
6. **Running Event Menu Options** -
7. **Print Score Sheets** – Use this to reprint score sheets for the entire event. Individual score sheets for specific games may be printed by clicking on the Event Name and Link option 9 below.
8. **Print Roll Call** – Print a list of teams in the event.
9. **Event Name and Link** – Click here to enter scores, print score sheets or view the detailed progress of the event.
10. **Start** – The time that the event started.
11. **Printed No Court** – The number of score sheets that have been printer but are not assigned to a court.
12. **To Do** – The number of matches remaining in the event that have not been played.
13. **On Court** – The number of pending matches that already have a court assignment.
14. **Comp**. – The number of completed matches.
15. **Total** – All matches for this event.

4.2.14.5.1. Special Procedures for Running Qualifying Events

When you complete a qualifying event, teams may be moved to another event based on the event settings for that event.

The process is the same for both Qualifying Scenario One and Qualifying Scenario Two.

1. When the qualifier is over, click the big red button and the Main Draw and Consolation Events (Points Draw) will be populated. These will be in the Waiting Queue on the Live Console.
2. Start and run these events.
3. When you finish the matches in the Main Draw that are needed for the Bonus draw (if you have set one up) the system will automatically populate the Bonus Draw and it will be in the waiting queue.

> NOTE: there is no big red button for the process of populating the Bonus Draw. It is automatic.

4. The system will automatically enter the correct number of team to the Points or Bonus Draw brackets. You do not have to go back and change the default or planned number of teams for these brackets.

Deleting Teams and Swapping Players from events using Qualifier setup

1. If you've already created the brackets, or the Consolation (Points), Main, or Bonus draws were already populated and you wanted to remove a team you can do so by going to the live console, clicking One Step Verify, select the bracket from the select box, click the trashcan next to the team. This WILL auto re-verify the bracket.
2. If you need to swap a player you can do so anytime. Before, during, or after the bracket has started.

4.2.14.5.2. Printing Score Sheets

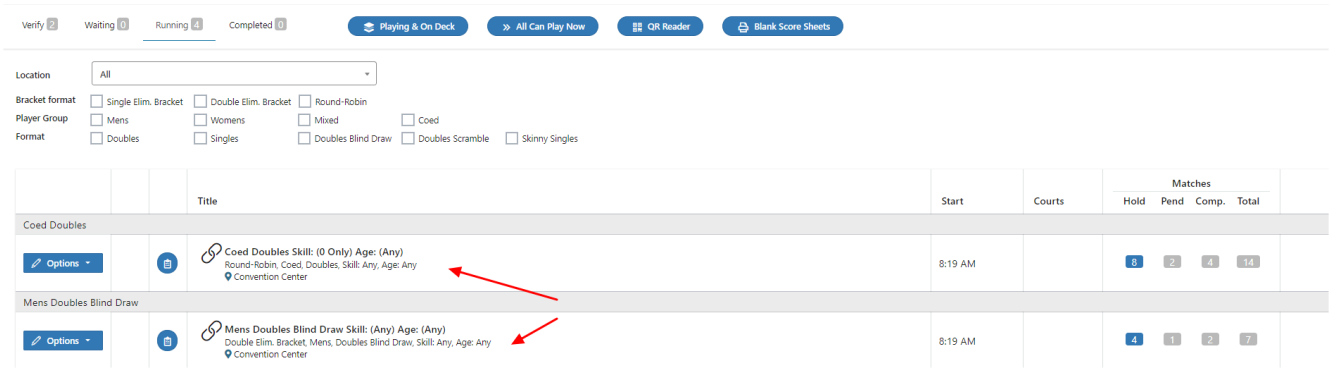
Match score sheets may be printed by three different methods:

1. Individually by Match
2. By event for all Matches
3. Automatically for the Next Available Match

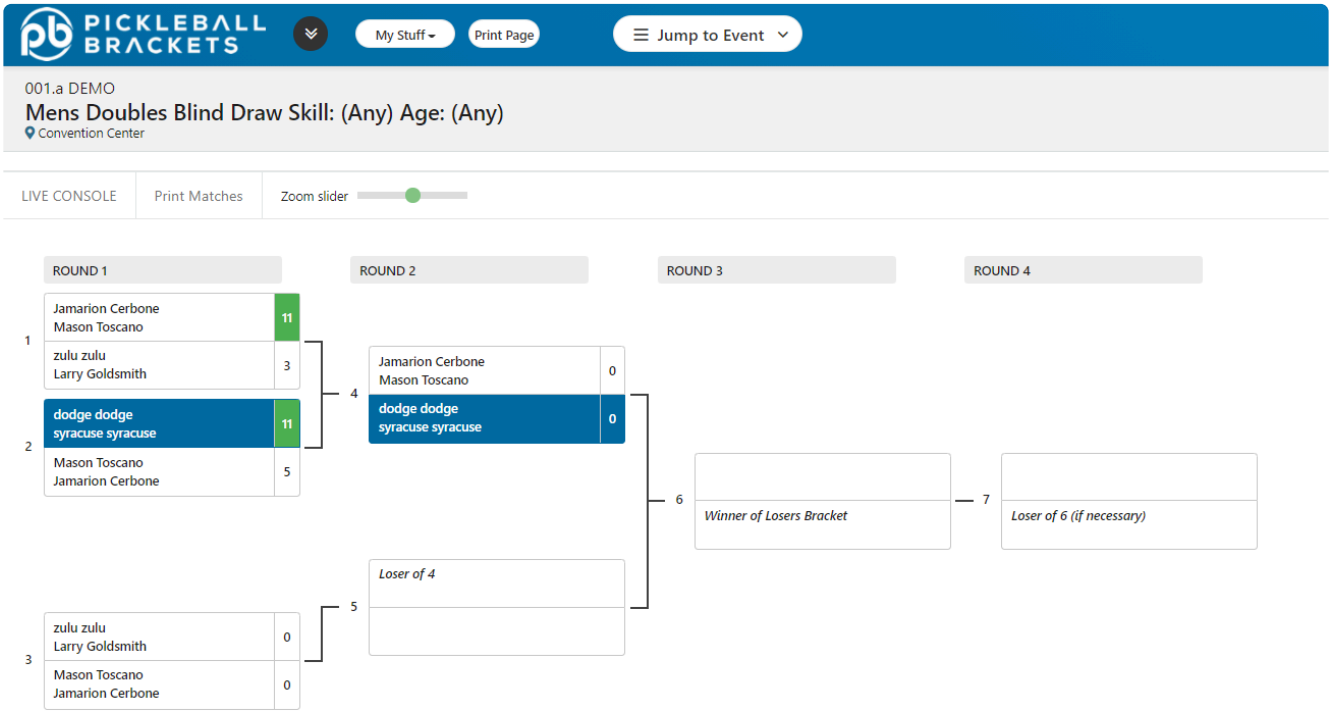
4.2.14.5.2.1. Individual Match Sheets

To Print Individual Match Sheets

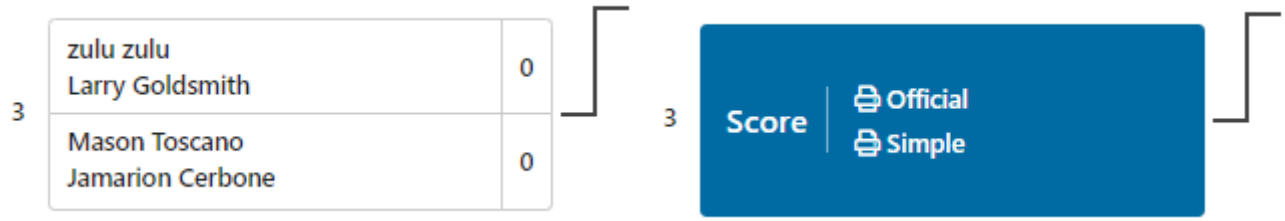
1. **Select the Event from the Live Console running queue by clicking on the name of the event.**



2. **Single or Double Elimination**

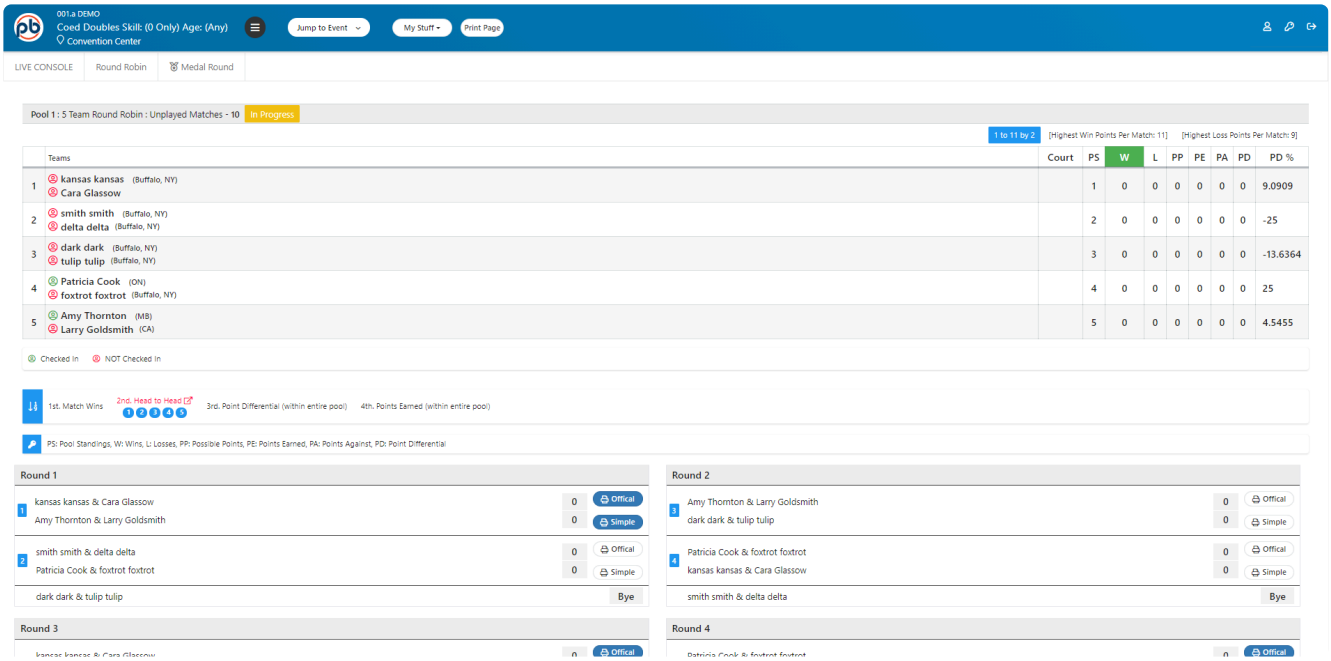


Each match on this screen is selectable. Click on the match to get to the score sheet print option and choose the type of score sheet to print.



> This process is also used for manual score input for Single or Double Elimination events.

3. **Round Robin**



Scroll down to the match you wish to print and click on either the Official or Simple button to print the score sheet.

> Matches that have already had score sheets printed will display with a clear background. They may still be re-printed.

4.2.14.5.2.2. Printing Multiple Score Sheets

Prior to an event, you may print all of the score sheets or score sheets for the start of events designated as “Next Available”. From the waiting queue, click on

Print Score Sheets icon.

Available choices for score sheet printing are:

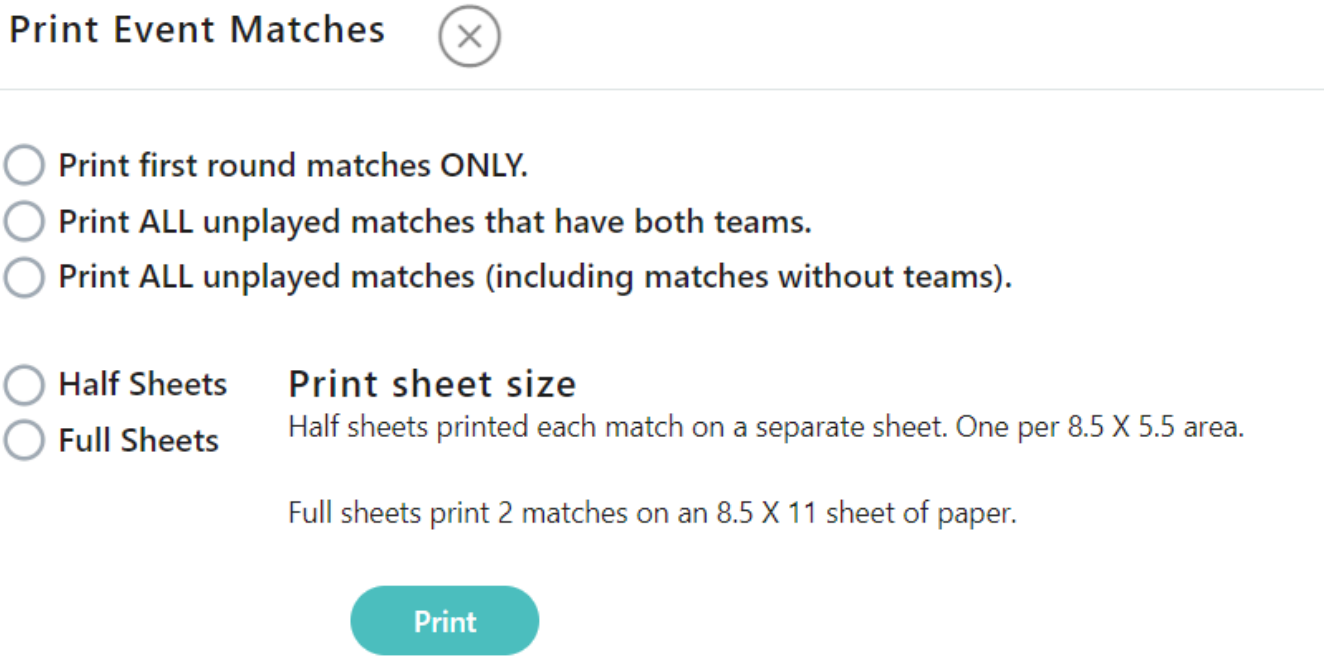
1. **Print first round matches ONLY** – choose this for round robin events that are being assigned using the “Next Available” printing option.
2. **Print ALL unplayed matches that have both teams** – For a round robin event, this will print all score sheets except those for any playoff rounds. For a single or double elimination event, this will print score sheets for all matches that have named teams.

Use this for all single and double elimination events.

If you print the these score sheets from the waiting queue for any event that is designated to print “Next Available”, be sure to mark them as printed to prevent them from being reprinted when the event starts.

3. **Print ALL unplayed matches (including matches without teams)**. – For round robin events, playoff matches will be printed without names. For double or single elimination events, names will only be printed for already assigned matches.
4. **Print Sheet Size** – The half sheet option will print one score sheet per page. The full sheet option will print two score sheets on a page.

The type of score sheet, either official or simple, is specified when the event is verified.


Print Event Matches
Print first round matches ONLY.
Print ALL unplayed matches that have both teams.
Print ALL unplayed matches (including matches without teams).
Half Sheets
Full Sheets
Print sheet size
Half sheets printed each match on a separate sheet. One per 8.5 X 5.5 area.
Full sheets print 2 matches on an 8.5 X 11 sheet of paper.
Print

4.2.14.5.2.3. Next Available Match Score Sheets

Events can be configured to print score sheets for the next available match automatically. In that case, when scores are entered, a pop up will appear for printing a score sheet if a match is available to be played. If the tournament is using the print spooler, the score sheets will be sent directly to the printer.

Available choices for score sheet printing are:

1. **Print first round matches ONLY** – choose this to print the initial score sheets for round robin events that are being assigned using the “Next Available” printing option.
2. **Print ALL unplayed matches that have both teams** – choose this to print the initial score sheets for a single or double elimination event. This will print score sheets for all matches that have named teams.

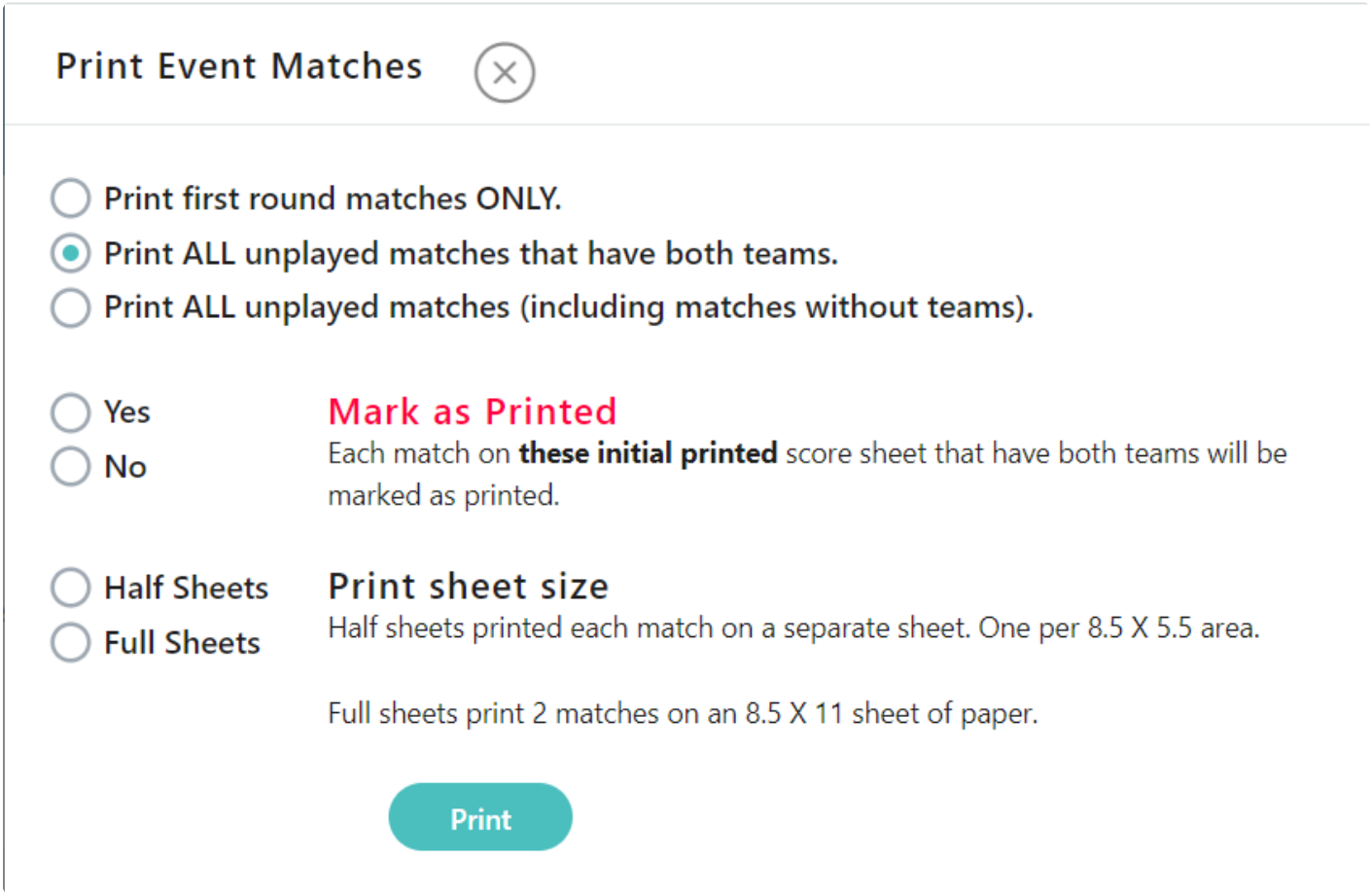
> The option to Print Next Available Matches Automatically is set during the verification process.

.

4.2.14.5.2.4. Mark as Printed

If you choose to print only some of the score sheets, you have the option of marking them as printed. Choose “Yes” to assure that any you print here are not reprinted when the system takes over printing using the “Next Available” option. Choosing this option will place the matches in the match waiting for a court queue.

If you are using the print spooler, the system will print the next available score sheets automatically once the event starts. If the initial score sheets have already been printed and marked as printed, they will not be reprinted. The system will take over printing after the first scores are entered. If the initial scores sheets have **not** been printed, they will immediately be sent to the print spooler when the event is started.

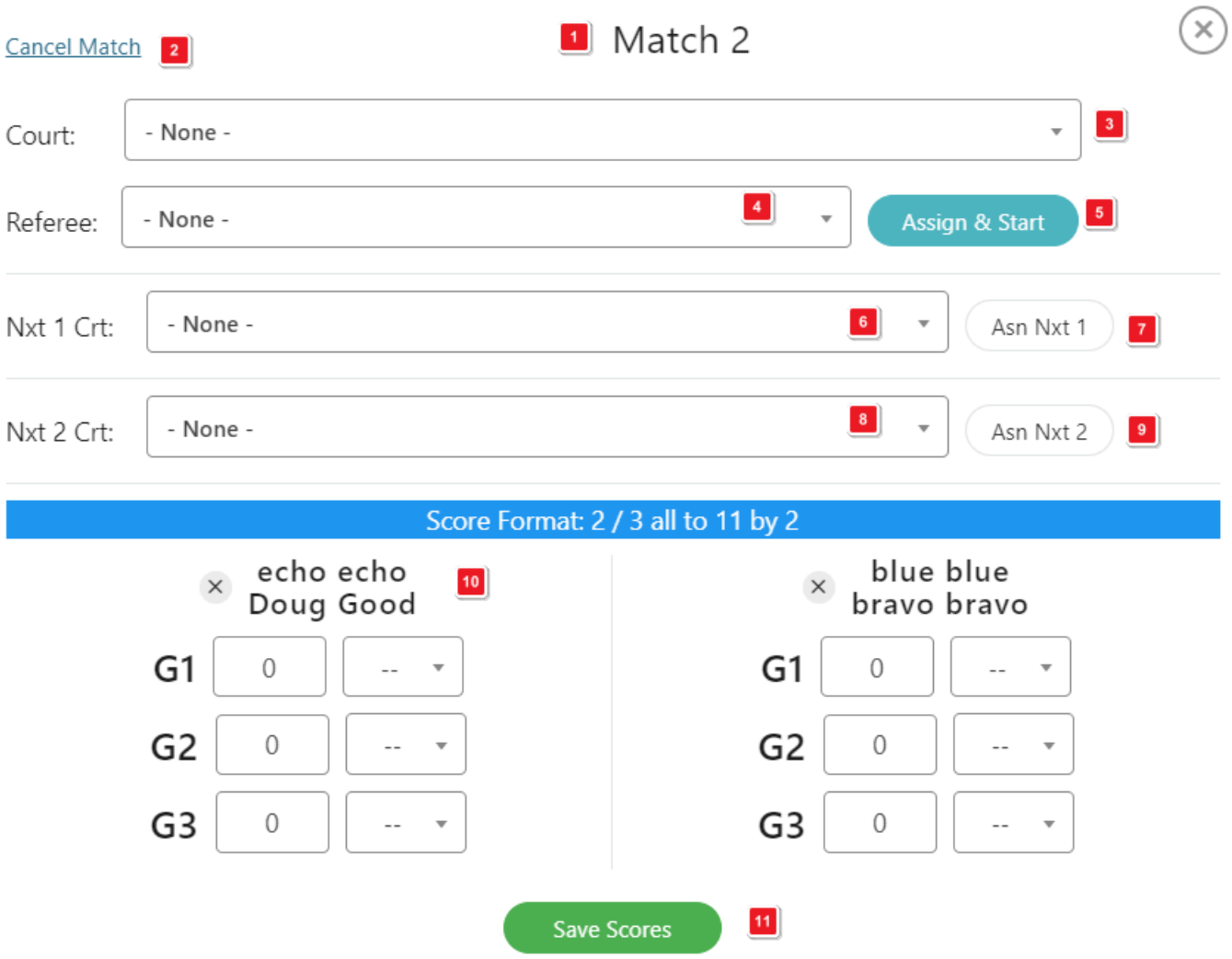


4.2.14.6. Starting Matches and Entering Scores

There are three different methods for locating a match to enter scores.

1. Manual Search & Entry
2. QR Code Search & Entry
3. Court Desk Search & Entry

Each uses this score entry screen.



1. **Match number for this event**.
2. **Cancel Match** – Use this to cancel a match completely. Cancelled matches are not included in the final standings.
3. **Court Assignment** – Allows the user to assign this match to any court.
4. **Nxt. 1 Crt**. – Allows the user to assign and match in the Game Waiting as the next up (on deck) for any court. Select the court here.

5. **Assn. Nxt 1**. – Select the game here.
6. **Nxt. 2 Crt**. – Allows the user to assign and match in the Game Waiting as the second next up (double on deck) for any court. Select the court here.
7. **Assn. Nxt 2**. – Select the game here.

✻ The score sheet can be formatted to either display or not display the court assignment options. Those settings can be found under “Edit Tourney” on the Management Menu.

8. **Referee** – Allows the user to assign a referee to the match.
9. **Assign and Start** – Click this to confirm all assignments and start the match. Starting a match allows it to be displayed on the Court Assignments kiosk display.

✻ If a court is assigned, players will receive a text message letting them know which court to go to. If a referee is assigned, the referee will also receive a text.

10. **Score Format** – Controls the acceptable entry of scores for this match.

! Matches saved with scores that do not conform to the designated score format, display in yellow on the event results screen but will still count. This allows the TD to adjust formats for a match in progress without reconfiguring the entire event.

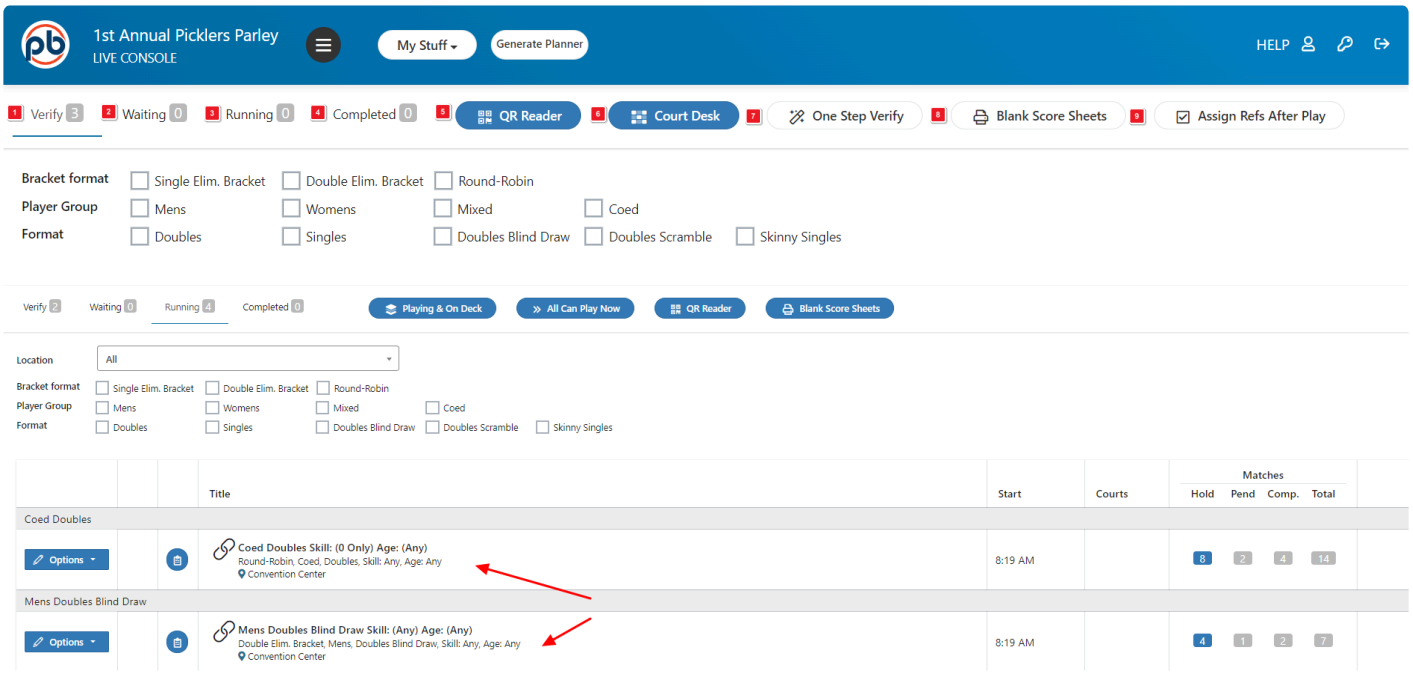
11. **Team or Player Score** – G1 refers to the first game. If the match is configured for more than one game, there will be spaces to enter all scores, ie. G1, G2, G3
12. **Forfeit** – Click here if the team has forfeited. Score will automatically be entered for forfeited matches.
13. **Winning Team** – The system will automatically select the winning team based on the scores that have been entered. Change that, if necessary, by clicking on the X under the name of the winning team.

! Matches saved without designating the winning team are shown in red on the event results screen and are not recorded. Edit the match record to record the winning team.

14. **Click the green Save the Scores button.**

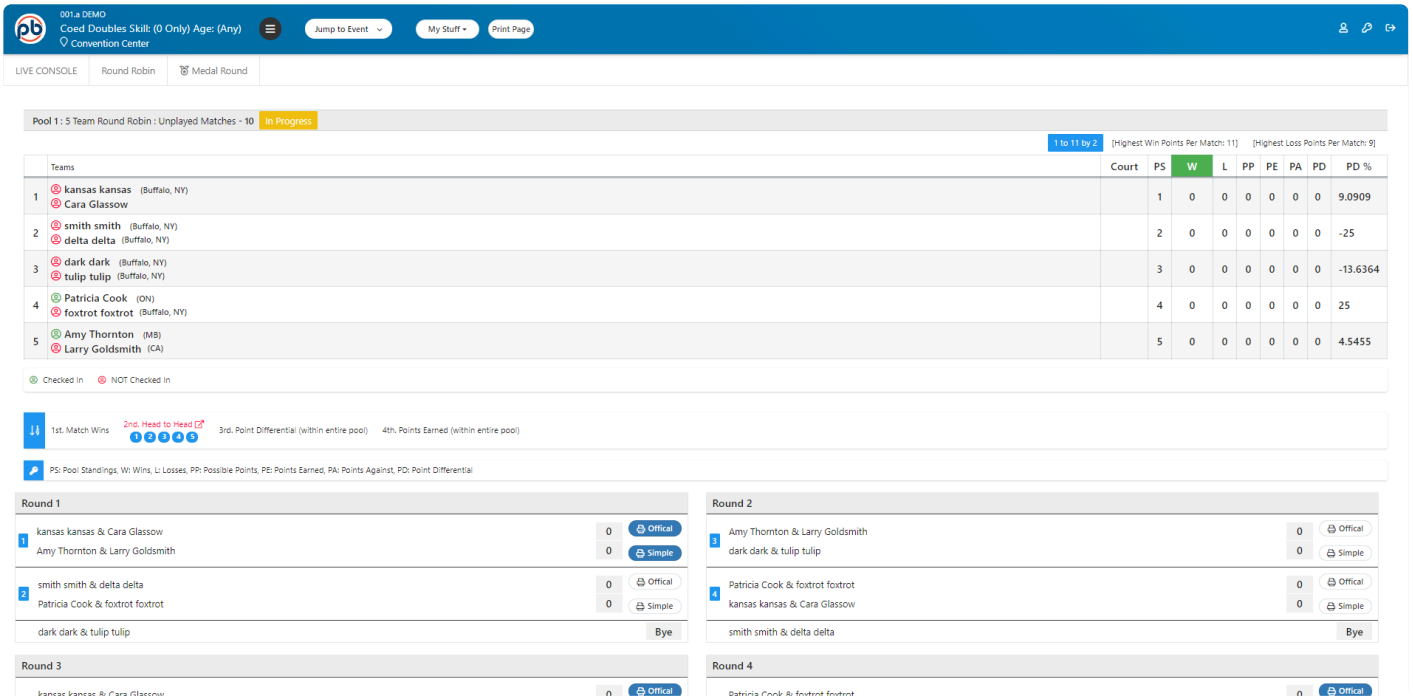
4.2.14.6.1. Manual Search & Entry

Scores may be entered for any event from the live console running screen.

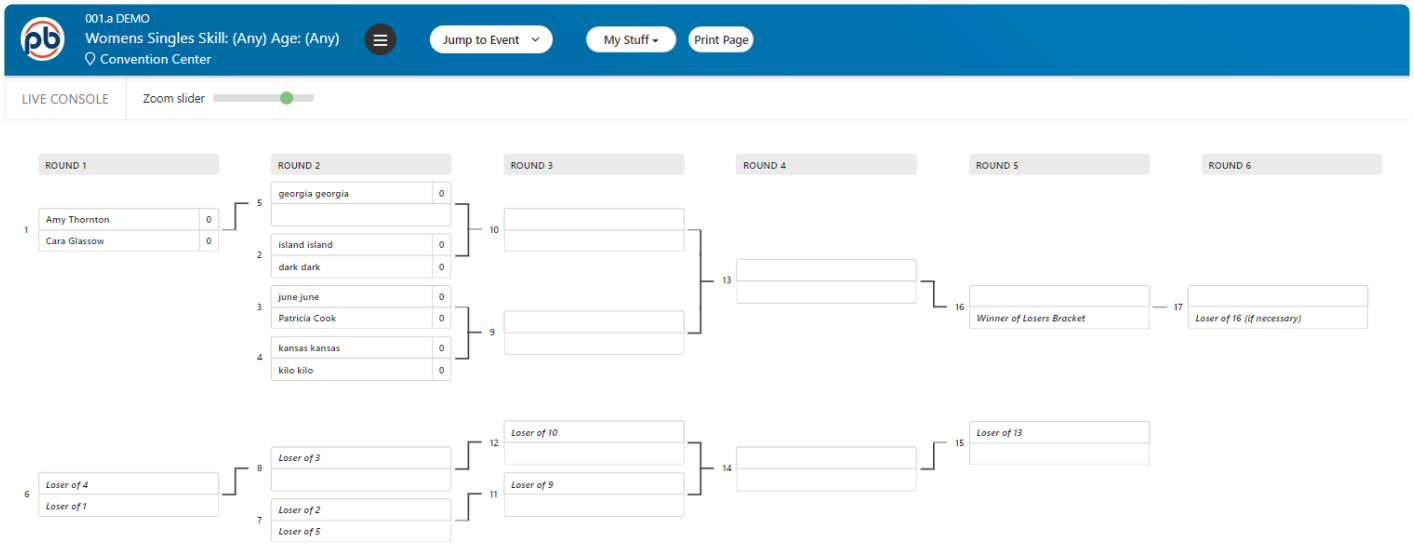


Click on the name of the event.

- **Round Robin Events:**



- **Single or Double Elimination Events:**



Scroll down and click on the match to enter scores.

4.2.14.6.2. Using a QR Code Reader

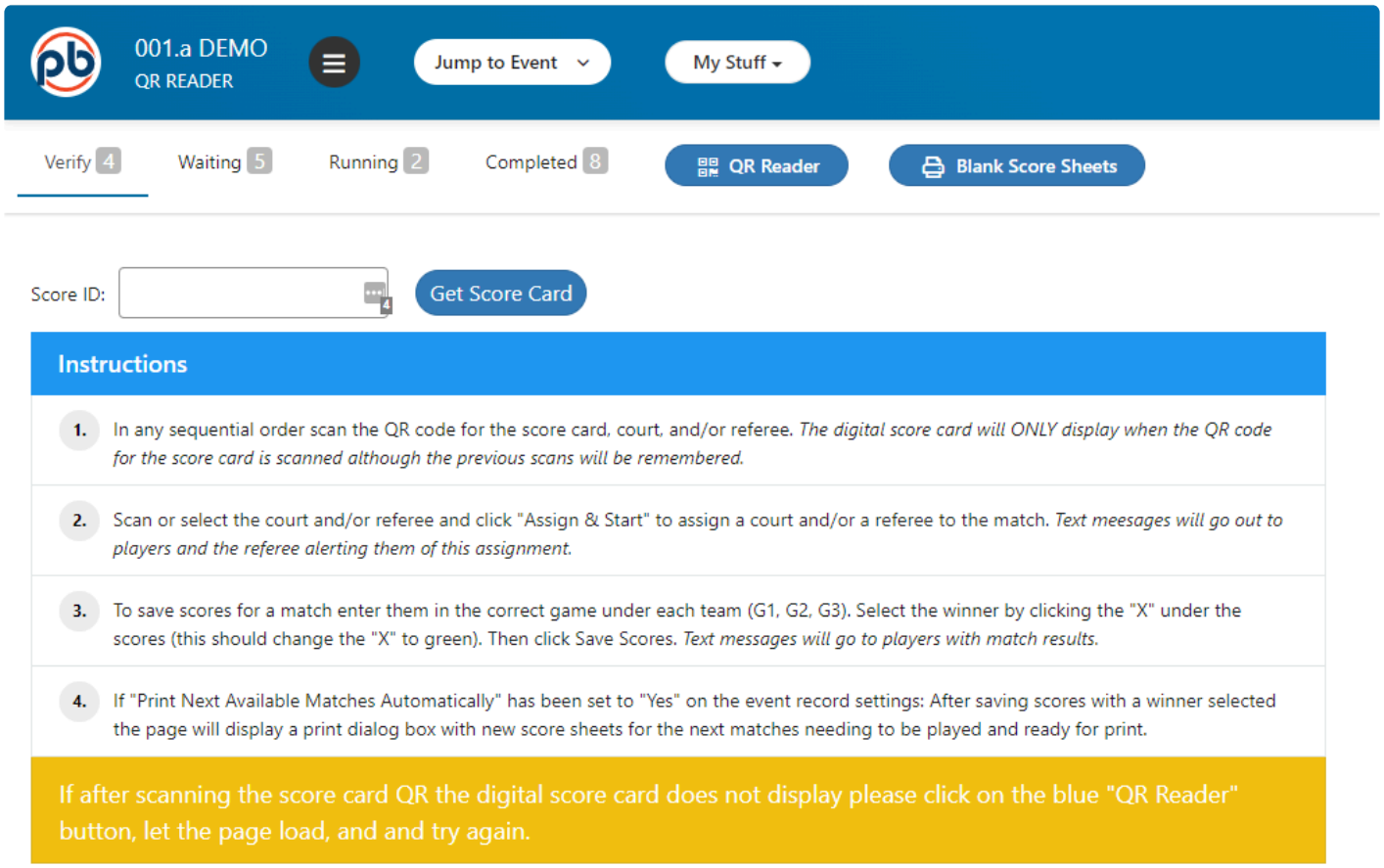
A QR Code is a recommended device for the management of large tournaments. It enables the following capabilities.

1. A quick search for matches for score entry.
2. An automated method for assigning the next available court and an available referee.

Click on the QR Reader button on the Live Console Screen.

4.2.14.6.2.1. QR Code Reader Score Entry

With the QR Code reader screen displayed, scan the QR code on the completed match score sheet. The score entry form for that match will appear. Enter the score and save it.



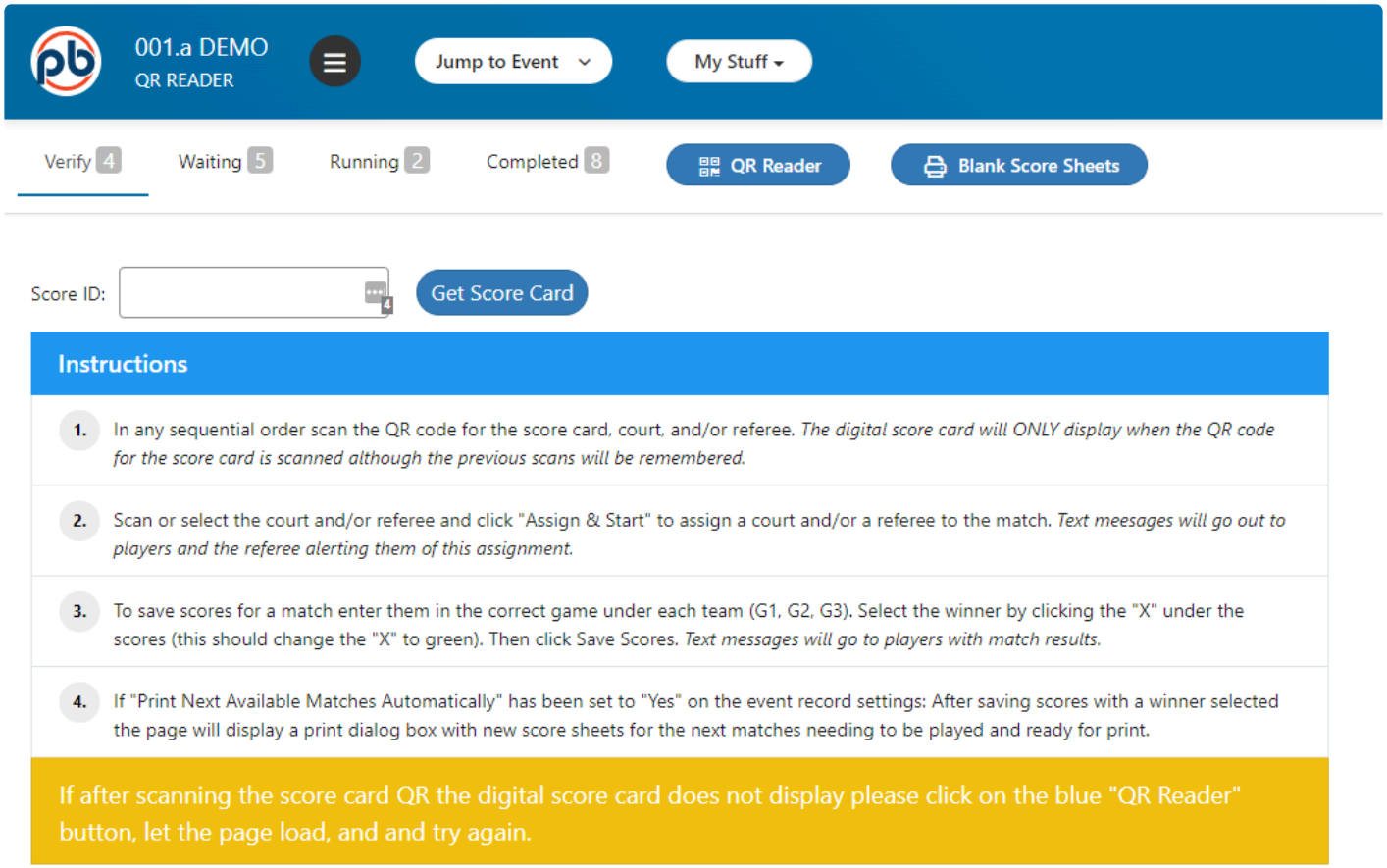
If the referee was not listed when the court was assigned, you can assign the referee when the score is entered.

If the score is not saved, you will have to click on the blue QR Reader button before scanning the next score sheet.

You may also manually enter the game Score ID number on this screen if you don’t have a QR Reader

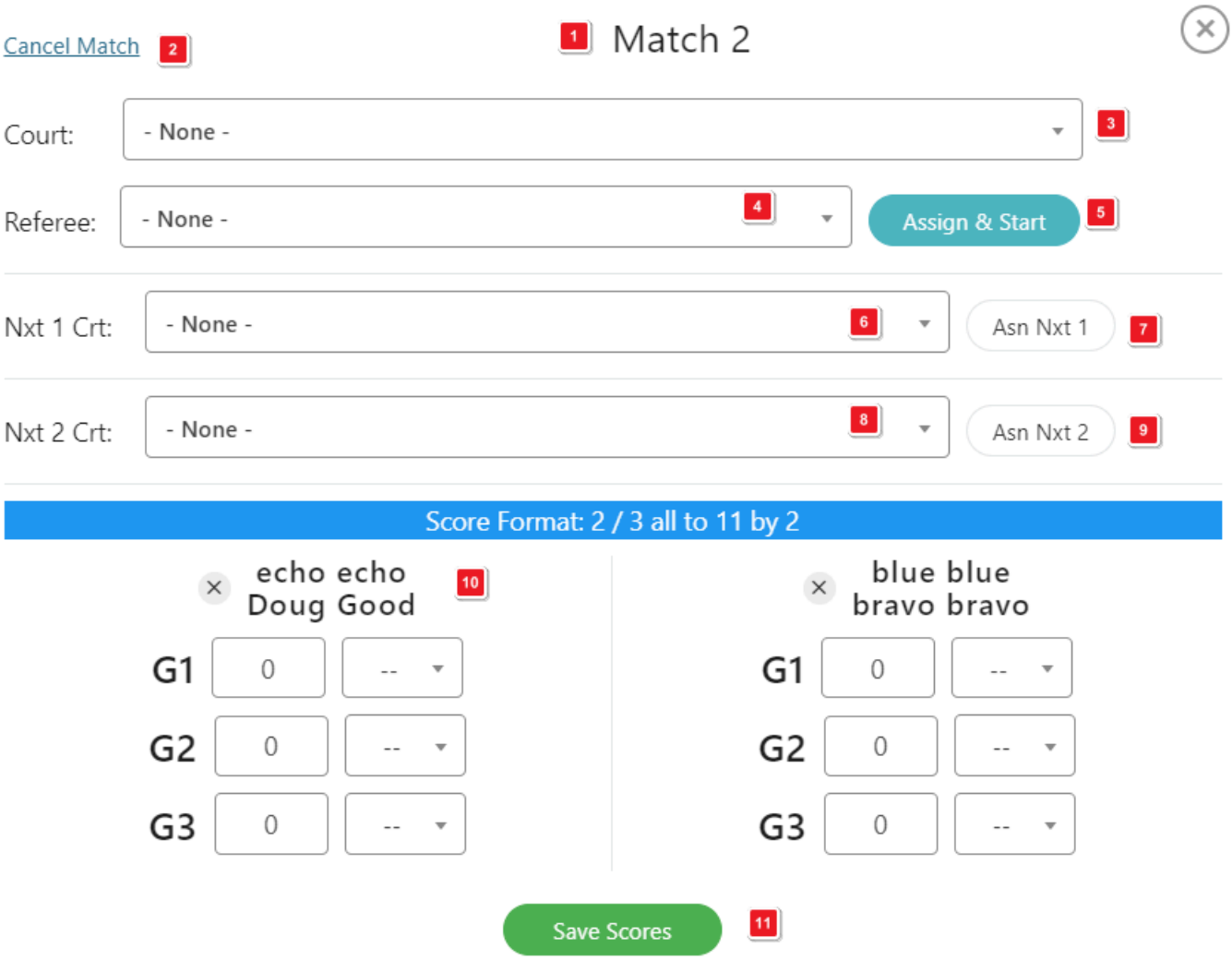
4.2.14.6.2.2. QR Reader Court and Referee Assignment

The QR code reader may be used to assign courts and referees for tournaments using the “Next Available Court” method for assigning courts.



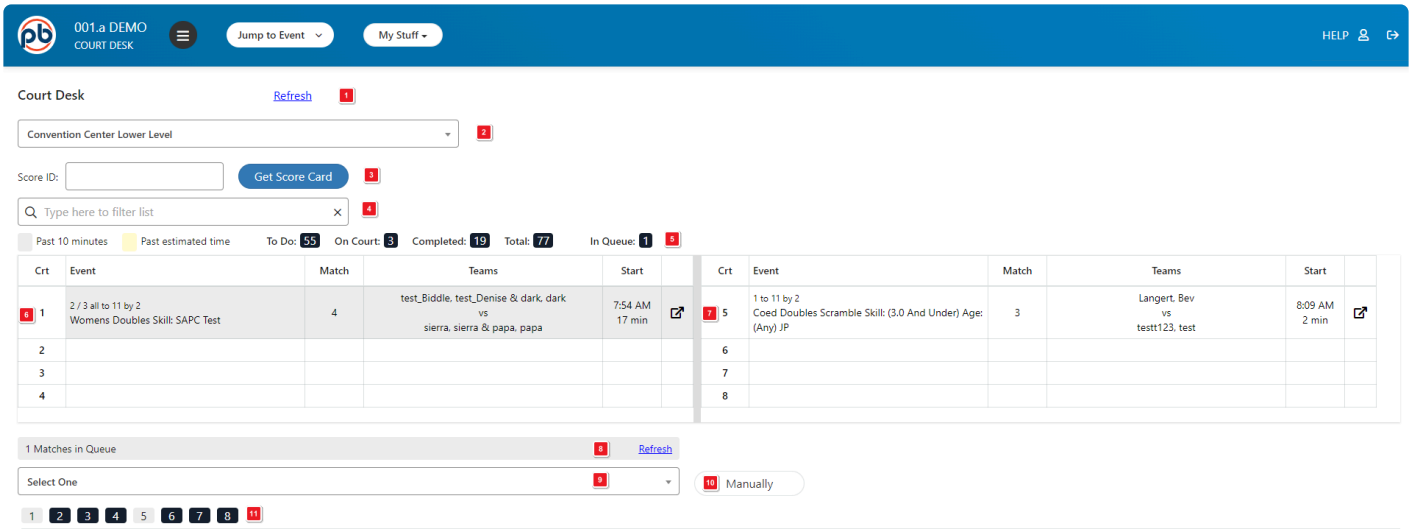
- With the QR Code reader screen displayed, scan the QR code on the blank score sheet for the next match. The score entry form for that match will appear.
- Scan the QR Code for the court you to which you want to assign the match. That court number will show at the top of the score input screen. Number 4 on the image below.
- Scan the QR Code for the referee you want to use. The referee name will show at the top of the score input screen. Number 5 on the image below.
- Click the Assign and Start button. Number 6 on the image below.

Referees may be assigned to a match **after** it completes. When the score is entered, assign the referee at the same time.


Cancel Match
2
1
Match 2
Court:
- None -
3
Referee:
- None -
4
Assign & Start
5
Nxt 1 Crt:
- None -
6
Asn Nxt 1
7
Nxt 2 Crt:
- None -
8
Asn Nxt 2
9
Score Format: 2 / 3 all to 11 by 2
echo echo
Doug Good
10
blue blue
bravo bravo
G1
G2
G3
0
--
Save Scores
11

4.2.14.6.3. Court Desk

The Court Desk may be used to manage running events that have score sheets printed and matches in the Game Queue.



1. **Refresh** – Click to show the most recent court desk matches.
2. **Venue** – Select the venue.
3. **Score ID** – May be used to manually retrieve a score card for any match.
4. **Filter List** – For large tournament, use this to narrow down the list of event names that are shown on the screen
5. **Court Assignment Key**

- Greyed out – More than 10 minutes on the court
- Yellow – On the court past the estimated match time.
- To Do – Number of matches remaining in the running queue
- On Court – Number of matches assigned to courts.
- Completed – Number of matches in the completed queue.
- Total – Total number of matches for the events in the running queue.
- In Queue – Matches in the Game Queue

6. **Match on Court** – Details include the time on court. (Greyed out to indicate more than 10 minutes.
7. **Match on Court** – Less than 10 minutes.
8. **Refresh** – Click to refresh the Game Queue
9. **Select** – Drop Down menu for selecting matches to assign to courts. Matches are listed in order of the time they entered the Game Queue
10. **Manually** – Used to assign a game to a court that is not currently in the Game Queue
11. **Court Numbers** – Select the Court Number after selecting the match in order to assign it to a court.

Once a game is assigned to a court, click on the game to enter a score. After the score is entered, the game will automatically be removed from the court and new

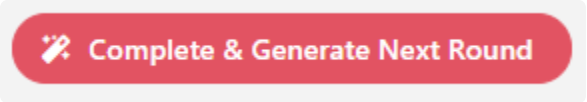
score sheets may print.

To remove a match from a court and put it back into the Game Queue, click on the game and use the Court drop down menu to select “Move Back to Queue” then click on the blue “Assign and Start” button.

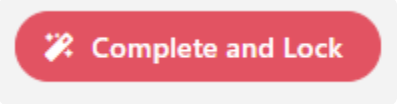
4.2.14.7. Finalizing Scores and Completing an Event

No matter which method is used for score input, when all of the matches are complete, scores and standings must be finalized to complete an event. The main event screen will appear with a red button at the top to complete the event.

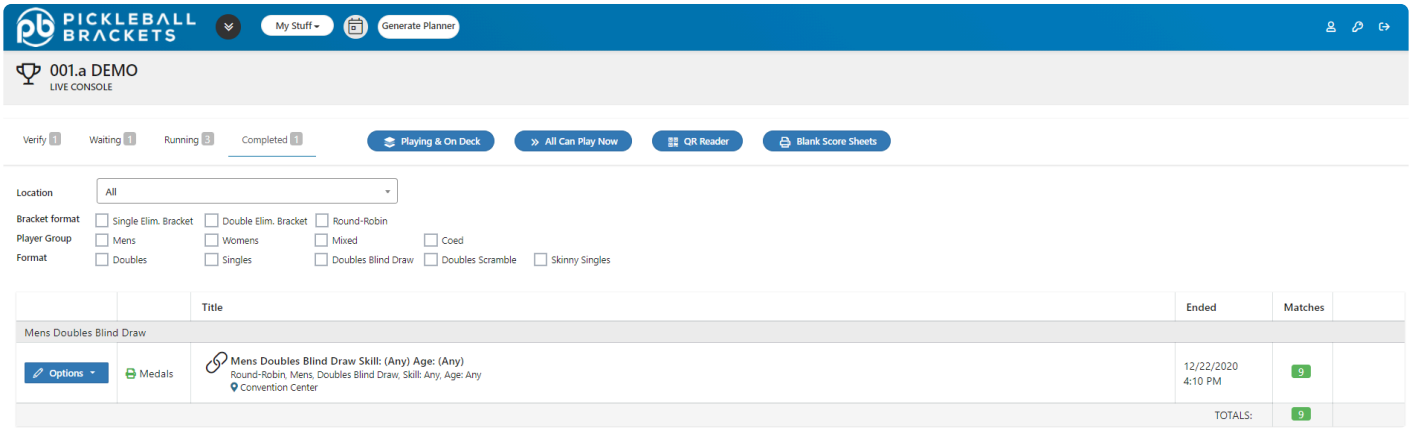
If this event has additional playoff rounds, the TD will be prompted to complete the preliminary round and generate score sheets for the the next round.



If this event is done, the TD will be prompted to complete and lock the event. Completed and locked events will display on the results screen of the main tournament page.

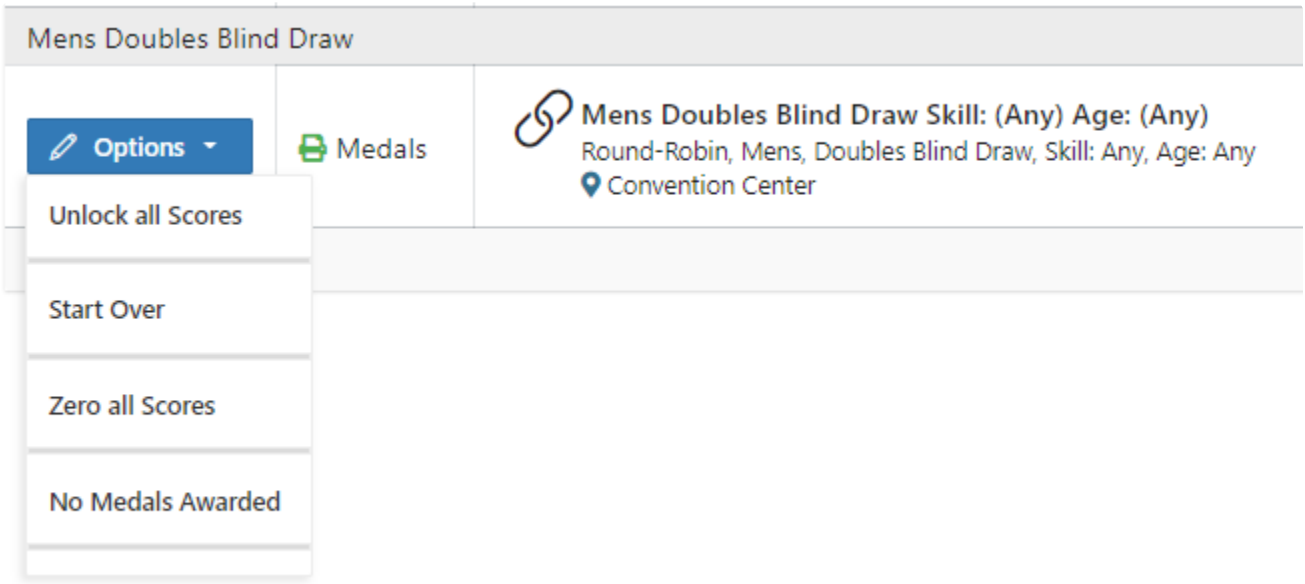


Completed events will be moved to the Completed queue. Click on the Completed tab to view those events.



> ! One week after the event ends, it will be permanently locked by PickleballBrackets.com and player ratings will be recalculated. TD's **MUST** make any score and/or medal updates before then.

Options for Completed Events – The completed events options menu has the following choices.



1. **Unlock all Scores** – This option will move the event back into the running queue and allow the Tournament Director to edit scores.
2. **Start Over** – This option will move the event back to the verify queue.
3. **Zero All Scores** – This option will move the event back into the running queue with all scores zeroed out.
4. **No Medals Awarded** – This option will delete the assignment of any medals for this event.

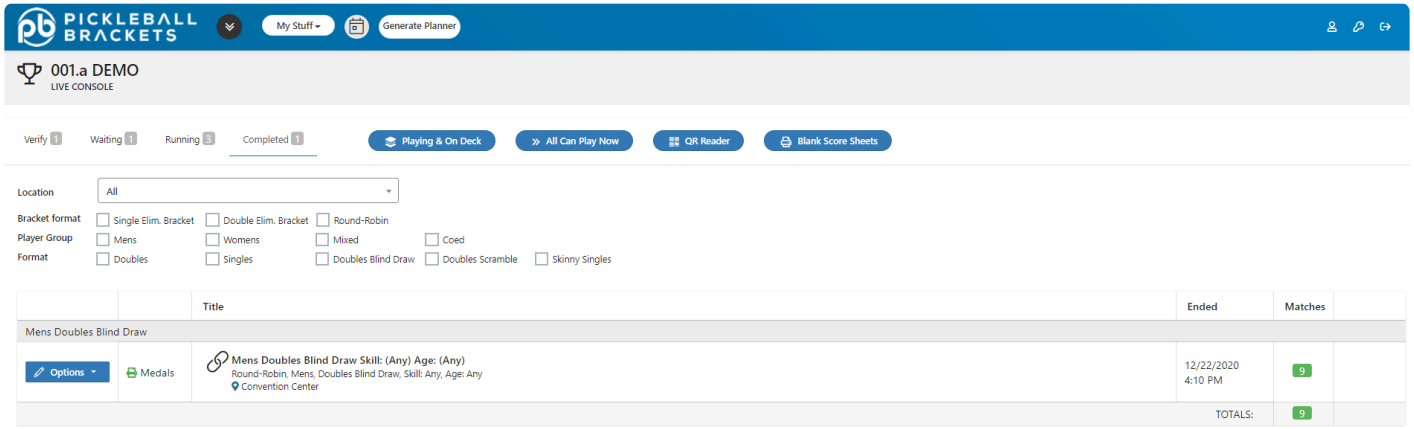
4.2.14.7.1. Medal Assignments

There are three options available for medal assignments depending upon how events are configured.

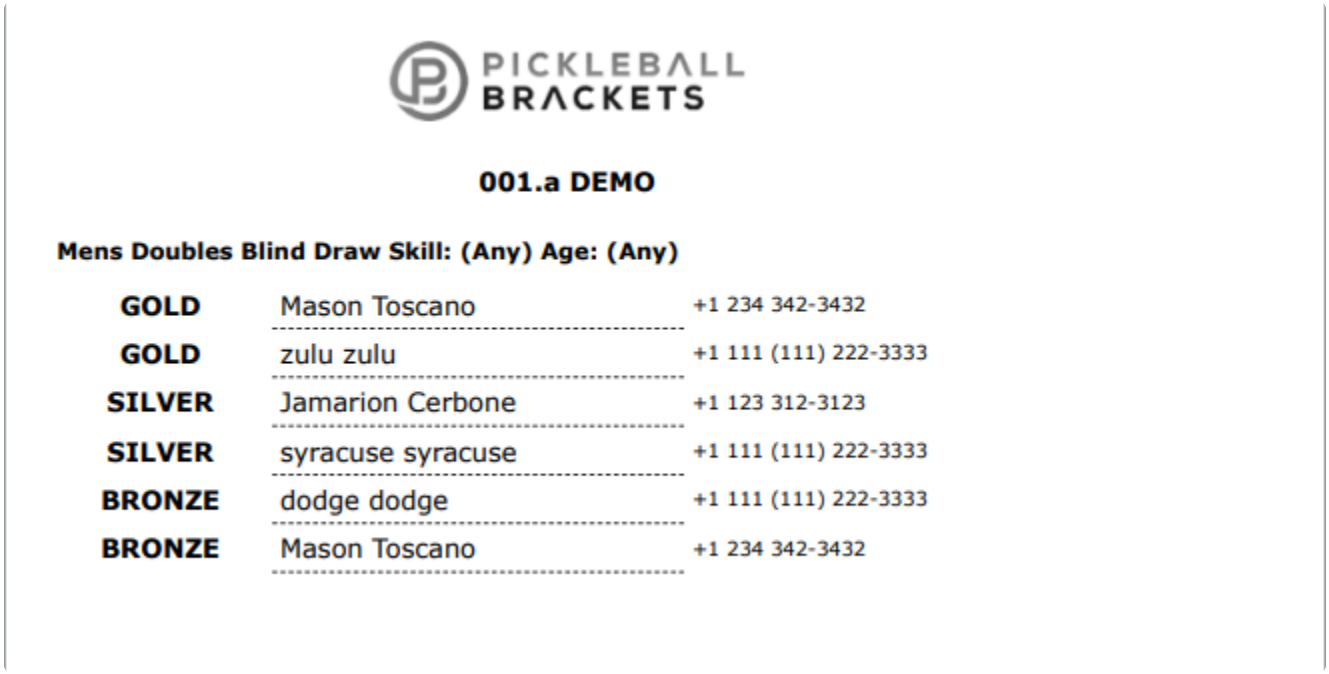
1. Automatic
2. No Medals
3. Designated Medals for Merged Events

4.2.14.7.1.1. Automatic Medal Assignments

Gold, Silver and Bronze Medals are automatically assigned for completed events and show on the results page for the tournament. To print a list of the medals, click the Print Medals button Medals on the completed event. If the 5 year or 10 year medal switch is turned on for the event, the system will also automatically award additional medals for age group winners within the event. Those winners will be listed at the bottom of the report.

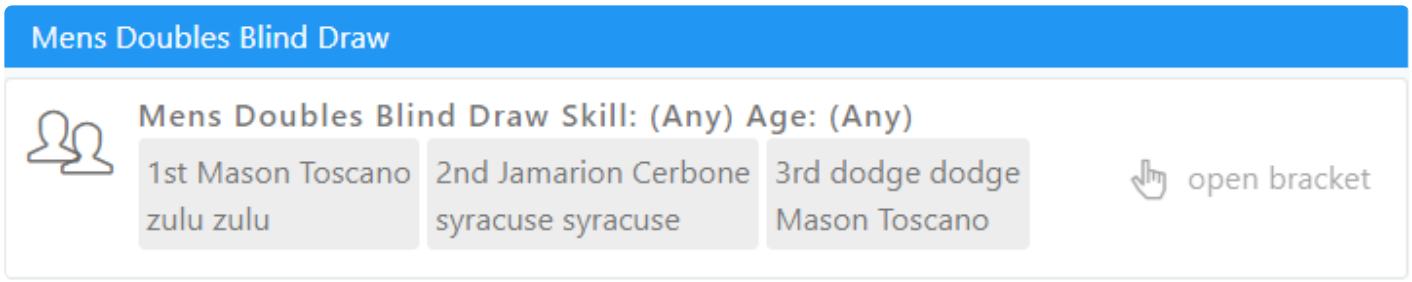


A medal report similar to this will display for printing.



4.2.14.7.1.2. No Medals

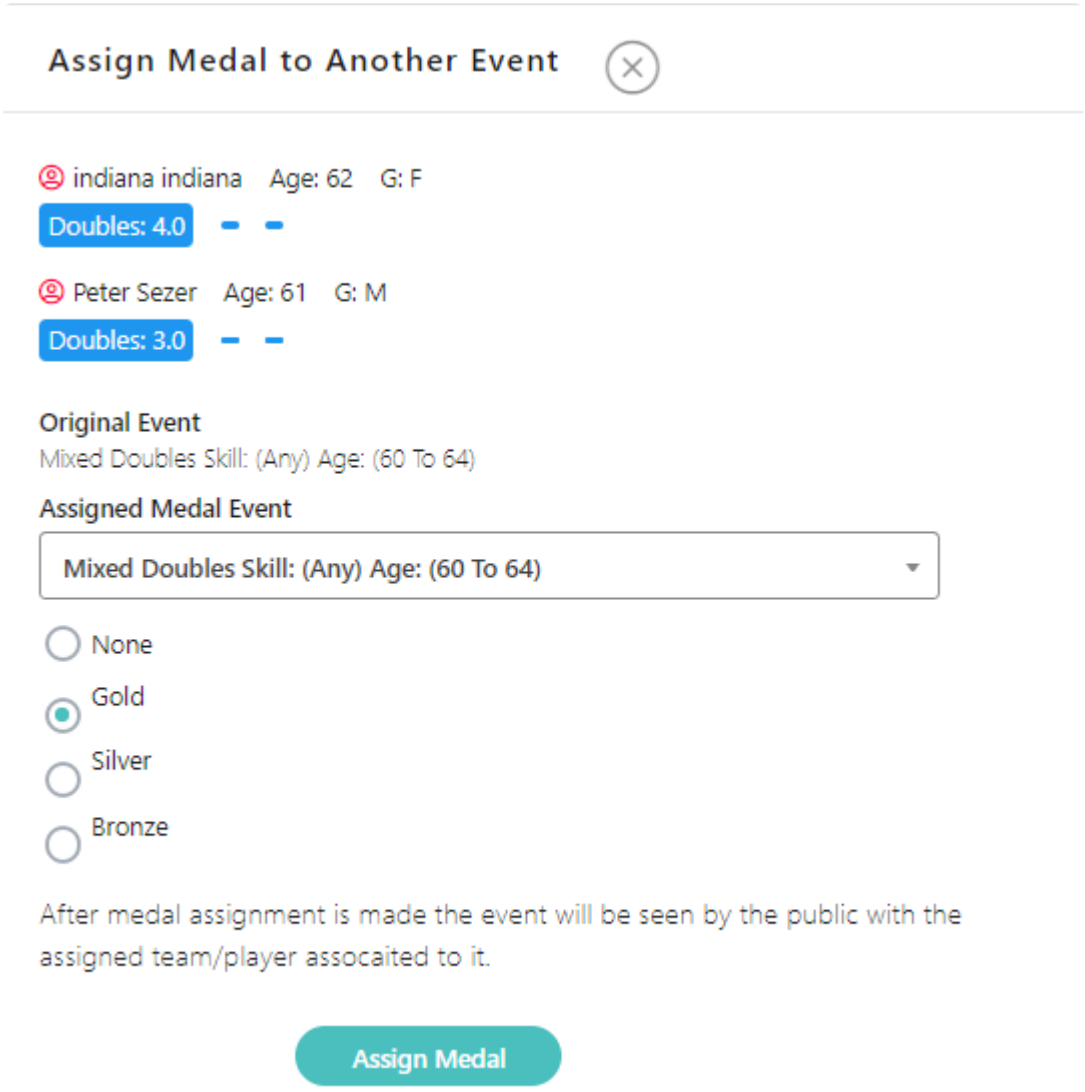
Select this option to display only 1st, 2nd and 3rd place on the results page for the tournament.



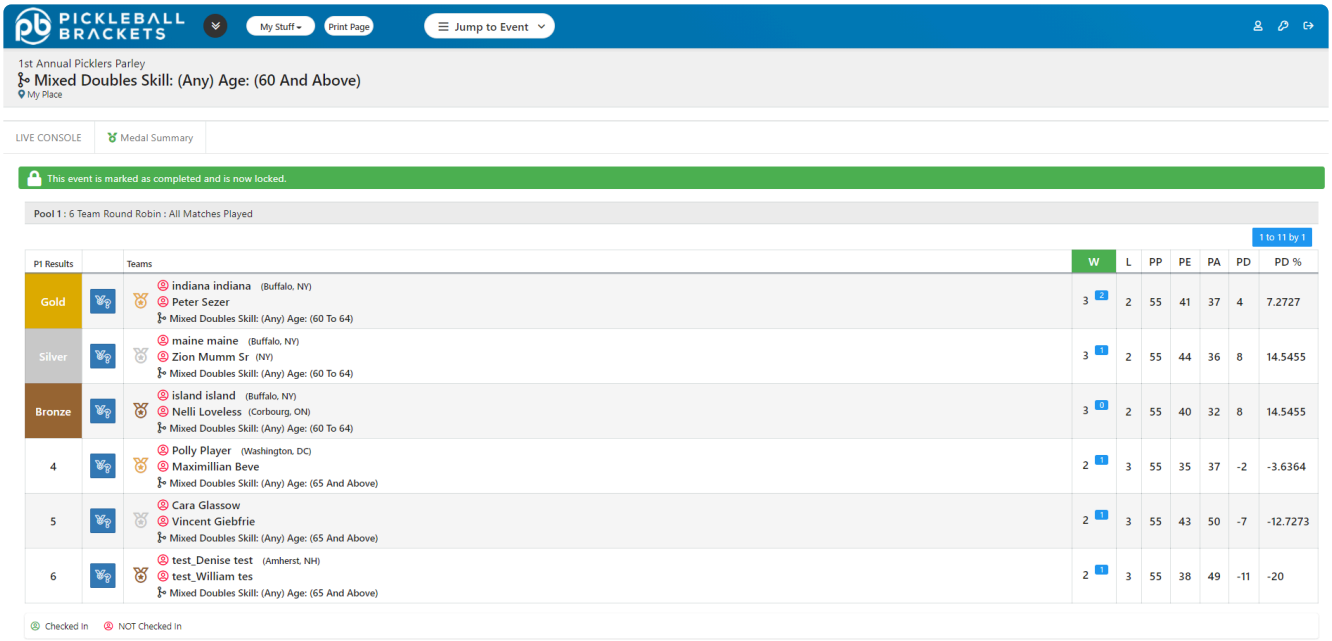
4.2.14.7.1.3. Designated Medals for Merged Events

For merged events you have the ability to assign medals based on the original events in addition to the medals that are automatically assigned for the overall event. This is useful in situations where you had to merge different age or skill level events in order to create a playing bracket but still need to award medals according to the original age or skill level breakdown.

1. **From the LIve Console completed queue, click on the event and then the Final Standing button at the top. Click on Manually Assign Additional Medal under the player or team name to bring up the medal selection menu.** The top portion of the screen shows the original event for the team. In the lower portion, select the original event from the drop down menu and then select the medal to be awarded and click the Assign Medal button.



2. **The event display with all medals assigned.** There is now a colored medal next to the team name representing their finish within the original event.



Pl Results	Teams	W	L	PP	PE	PA	PD	PD %
Gold	indiana indiana (Buffalo, NY) Peter Sezer Mixed Doubles Skill: (Any) Age: (60 To 64)	3 2	2	55	41	37	4	7.2727
Silver	maine maine (Buffalo, NY) Zion Mumm Sr (NY) Mixed Doubles Skill: (Any) Age: (60 To 64)	3 1	2	55	44	36	8	14.5455
Bronze	island island (Buffalo, NY) Nelli Loveless (Corbourg, ON) Mixed Doubles Skill: (Any) Age: (60 To 64)	3 0	2	55	40	32	8	14.5455
4	Polly Player (Washington, DC) Maximillian Beve Mixed Doubles Skill: (Any) Age: (65 And Above)	2 1	3	55	35	37	-2	-3.6364
5	Cara Glassow Vincent Giebfrie Mixed Doubles Skill: (Any) Age: (65 And Above)	2 1	3	55	43	50	-7	-12.7273
6	test_Denise test (Amherst, NH) test_William tes Mixed Doubles Skill: (Any) Age: (65 And Above)	2 1	3	55	38	49	-11	-20

3. **Both the Medal Report and the Results screen on the tournament page will show the overall medals and all assigned medals.**

PICKLEBALL BRACKETS

1st Annual Picklers Parley

Mixed Doubles Skill: (Any) Age: (60 And Above)

GOLD	indiana indiana	+1 111 (111) 222-3333
GOLD	Peter Sezer	+1 821 131-2312
SILVER	maine maine	+1 111 (111) 222-3333
SILVER	Zion Mumm Sr	+1 341 242-3421
BRONZE	island island	+1 111 (111) 222-3333
BRONZE	Nelli Loveless	+1 289 252-1115

ADDITIONAL MEDALS

Mixed Doubles Skill: (Any) Age: (60 To 64)

GOLD	indiana indiana	+1 111 (111) 222-3333
GOLD	Peter Sezer	+1 821 131-2312
SILVER	maine maine	+1 111 (111) 222-3333
SILVER	Zion Mumm Sr	+1 341 242-3421
BRONZE	island island	+1 111 (111) 222-3333
BRONZE	Nelli Loveless	+1 289 252-1115

Mixed Doubles Skill: (Any) Age: (65 And Above)

GOLD	Polly Player	+1 555 555-1212
GOLD	Maximillian Beverley	+1 776 887-6655
SILVER	Cara Glassow	+1 321 321-4142
SILVER	Vincent Giebfried	+1 111 111-1111
BRONZE	test_Denise test_Biddle	+1 239 250-5615
BRONZE	test_William test_Barto	+1 716 983-7479

Mixed Doubles

Mixed Doubles Skill: (Any) Age: (60 And Above)

indiana indiana Peter Sezer	maine maine Zion Mumm Sr	island island Nelli Loveless

open bracket

Medals for this event were assigned to players playing in a different event.

Mixed Doubles Skill: (Any) Age: (60 To 64)

indiana indiana Peter Sezer	maine maine Zion Mumm Sr	island island Nelli Loveless

open bracket

Medals for this event were assigned to players playing in a different event.

Mixed Doubles Skill: (Any) Age: (65 And Above)

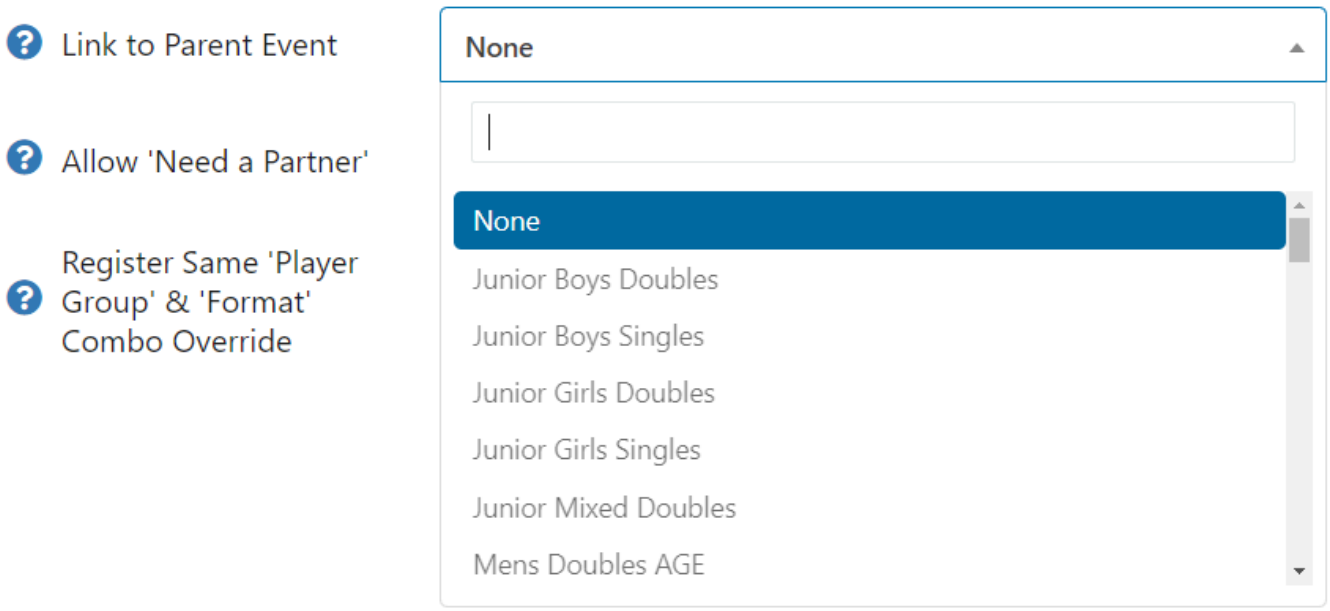
Polly Player Maximillian Beverley	Cara Glassow Vincent Giebfried	test_Denise test_Biddle test_William test_Barto

open bracket

4.2.14.7.1.4. Creating Separate Medal Playoff Rounds for Combined Events

Instead of awarding medals separately within a combined event, separate playoff events can be created to be played after the combined event is completed. Here are the steps for that.

1. When registration closes, merge the events and set the combined event to not award medals.
2. When that is done, create a separate medal event for each of the age/skill groups that were combined in that event. The medal event can be round robin, single or double elimination.
3. Turn on the Active button at the top.
4. Turn on the Custom title and name it as the medal round for that group.
5. Turn on the Register Same Player Group Override button.
6. Verify that the event cost is set to $0.
7. Select the Combined event from the event list under Link to Parent Event.



> ! This step is important to link the events with each other and to prevent the player from being charged an additional user fee for the playoff.

8. Turn off notifications and add all of the players from that skill age group to the medal round event.

> ! Be sure to add the players individually to the new medal round event from the attendee screen. DO NOT MOVE THEM IN.

> * Instead of creating a new event for each medal round, you can copy the original event. If you do that, BE SURE TO CHECK ALL OF THE ABOVE SETTINGS.

9. Turn off the Active button at the top for each of the playoff events so they do not show to the public.

Once the combined event is played, activate and verify the new medal events for each group making sure to delete any teams that may not have qualified for the medal round. Seed the players according to their finish in the combined event.

Run the medal events and award medals upon completion.

4.2.14.7.2. Printing a Medal Report

4.2.14.7.3. Final Standings – Overall Description

Final Standings

Double Elimination

1. Rank teams Gold, Silver, Bronze, 4th
2. Who got to the further round in the winner and loser brackets

- If a team got a first round bye AND lost the first match we do not count them as getting to “round 2” because we don’t want to show them as getting to round 2 from game play.

3. Number of match wins in the winner’s bracket
4. Number of match wins in the losers bracket
5. Match point differential percentage
6. All remaining ties will be marked as a tie for that standing

Single Elimination

1. Rank teams Gold, Silver, Bronze, 4th
2. Who got to the further round

- If a team got a first round bye AND lost the first match we do not count them as earning “round 2”

3. Number of match wins
4. Match point differential percentage
5. All remaining ties will be marked as a tie for that standing

Round Robin

1. If there is a playoff medal round AFTER the round robin play then rank all teams that made it to the playoff medal round first and then the teams that did not make the playoff medal round. See Double and Single Elimination above.
2. Match win percentage

- We use percentage because this could be a multi pool round robin. If pools are uneven then using a win percentage evens comparison and calculates correctly for even or uneven pools.

3. If there is only 1 pool for round robin play the next factor would be head to head record of the involved teams.

- If there are multiple pools then we do not calculate head to head on final standings because 3 teams

could be tied, 2 teams were in the same pool and one of the teams would get a head to head win but the 3rd team would not have any head to head wins or losses because their team was not in the pool the other 2 played in.

4. Point differential percentage

- We use percentage because this could be a multi pool round robin. If pools are uneven then using a point differential percentage evens the comparison and calculates correctly for even or uneven pools.

5. All remaining ties will be marked as a tie for that standing

A complete description of the ranking logic for Round Robin events with multiple pools and a playoff is on the next page.

Additional Medals

This is calculated based on the ORIGINAL age bracket a team signed for. If a team has 2 players aged 60-64 and purposely sign up for a bracket with age 50-54 they will not get listed for additional medals in 60-64.

Furthermore this is also calculated based on the ORIGINAL skill bracket a team signed for. If a team has 2 players with a skill of 3.5 and purposely sign up for a 4.0 bracket they will not get listed for additional medals in 3.5.

Stats are calculated the same as the above descriptions except they are based on 5 or 10 year age splits (depending on the tournament setting for this event)

Manual Medal Assignments

For Merged Events, Tournament Directors have the option of assigning medals manually upon completion of the event instead of using the automatic five and ten year assignments. In that case, turn off the five and ten year assignment of medals in the event record and use the procedure outlined in the user manual to Manually Assign additional medals.

4.2.14.7.4. Final Rankings for Round Robin Events with Pools and Playoffs

Final Rankings for Round Robin Events With Pools and a Playoff

h2. Round Robin to Medal Round

Each pool is ranking based on the following

1. Wins
2. Head to Head
3. Point Differential within entire bracket
4. Point DIfferential within just the head to head
5. Point DIfferential against the next highest team

Multiple Pools

1. After the internal pool ranking is completed we then take teams and rank them for the playoff medal round
2. Example:

- **If there are 3 pools of 5 and the top 3 teams from each pool are moving to the playoff medal round the teams would be ranked accordingly**

1. All the #1s will be ranked 1,2,3
2. All the #2s will be ranked 4,5,6
3. All the #3s will be ranked 7,8,9
4. All the #4s will be ranked 10,11,12
5. All the #5s will be ranked 13,14,15

- **Then to rank all the #1s, #2s and so on.**

1. Win %
   We use percentage because this could be a multi pool round robin. If pools are uneven then using a win percentage evens comparison and calculates correctly for even or uneven pools.
2. Point Differential %
   We use percentage because this could be a multi pool round robin. If pools are uneven then using a point differential percentage evens the comparison and calculates correctly for even or uneven pools.

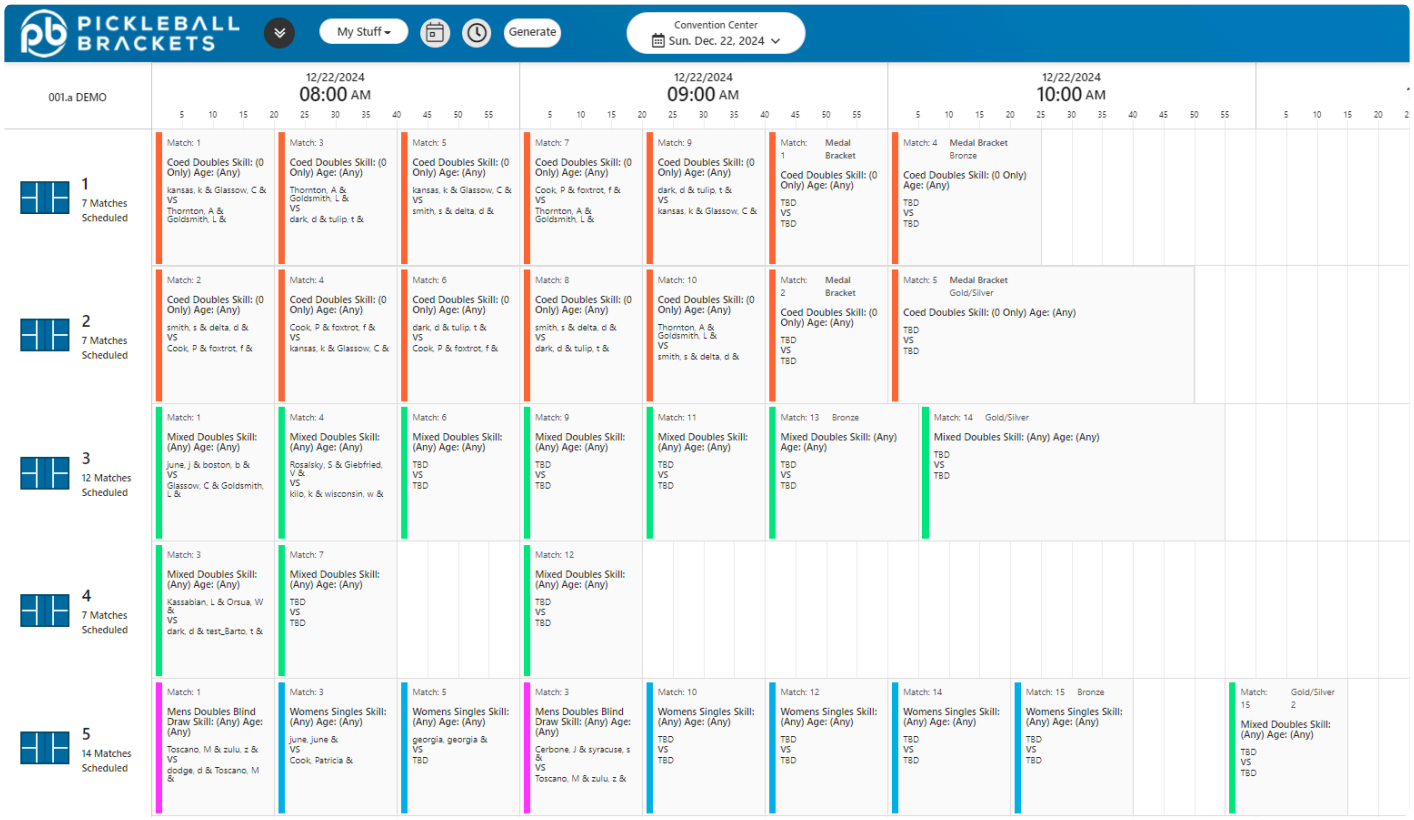
4.2.14.7.5. Making Changes to a Completed Tournament

Making Changes to a Completed Tournament

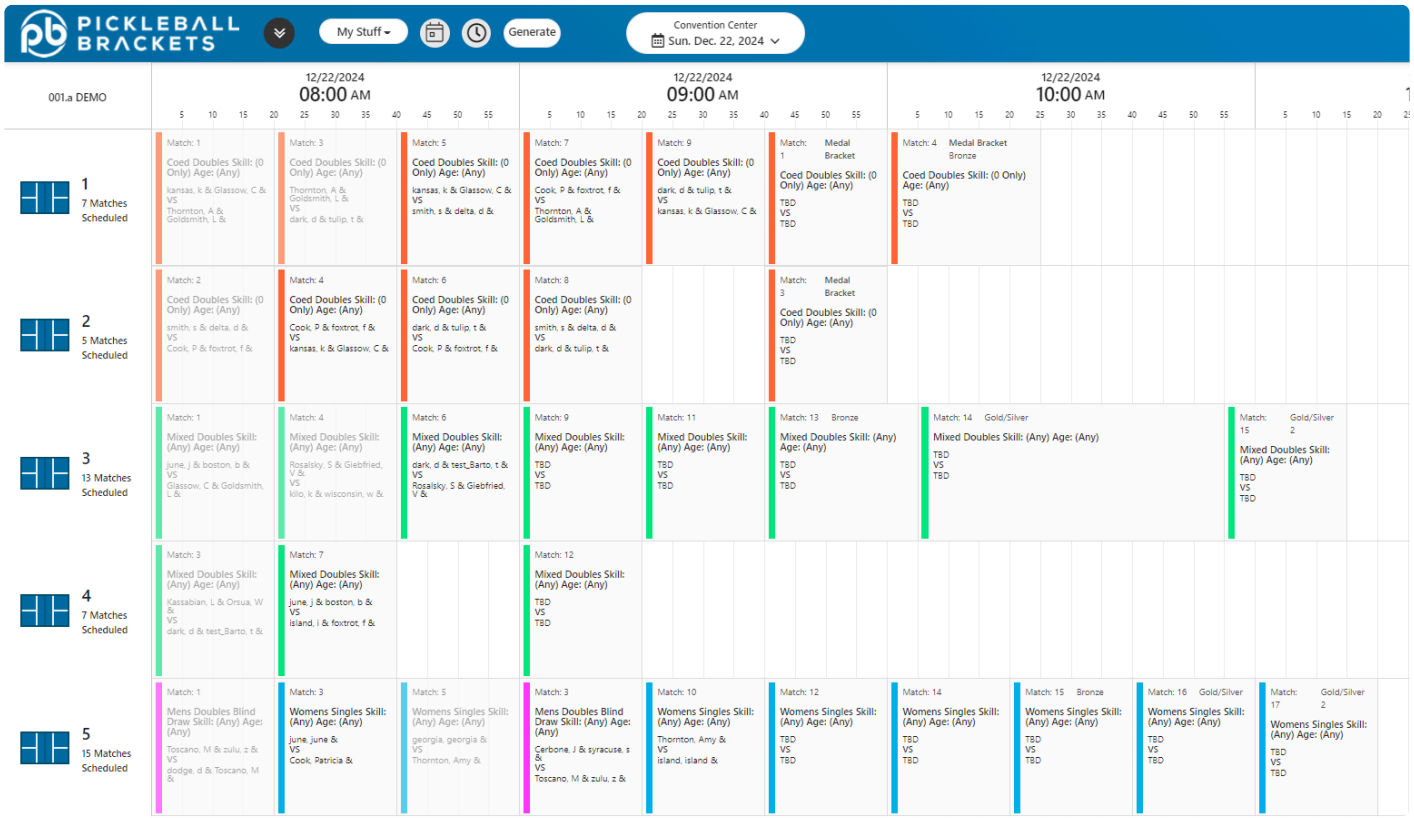
> ! Tournaments are automatically locked 5 days after the final event is completed or two weeks after the date of any event that was not completed. Up until that date, scores, brackets, awards and formats may be adjusted from the Live Console.

4.2.14.8. On Time Visualization

A useful tool for tournament directors is the ability to visualize, in real time, the progress of the tournament, compared to the planned schedule. This requires that the planner be generated for the tournament. The initial planner for each tournament day and location will show all matches planned for the day.



As scores are entered and the tournament progresses, the planner will mute the completed matches. This gives a visual representation of the tournament progress and enables a comparison between the planned schedule and the actual time of day.

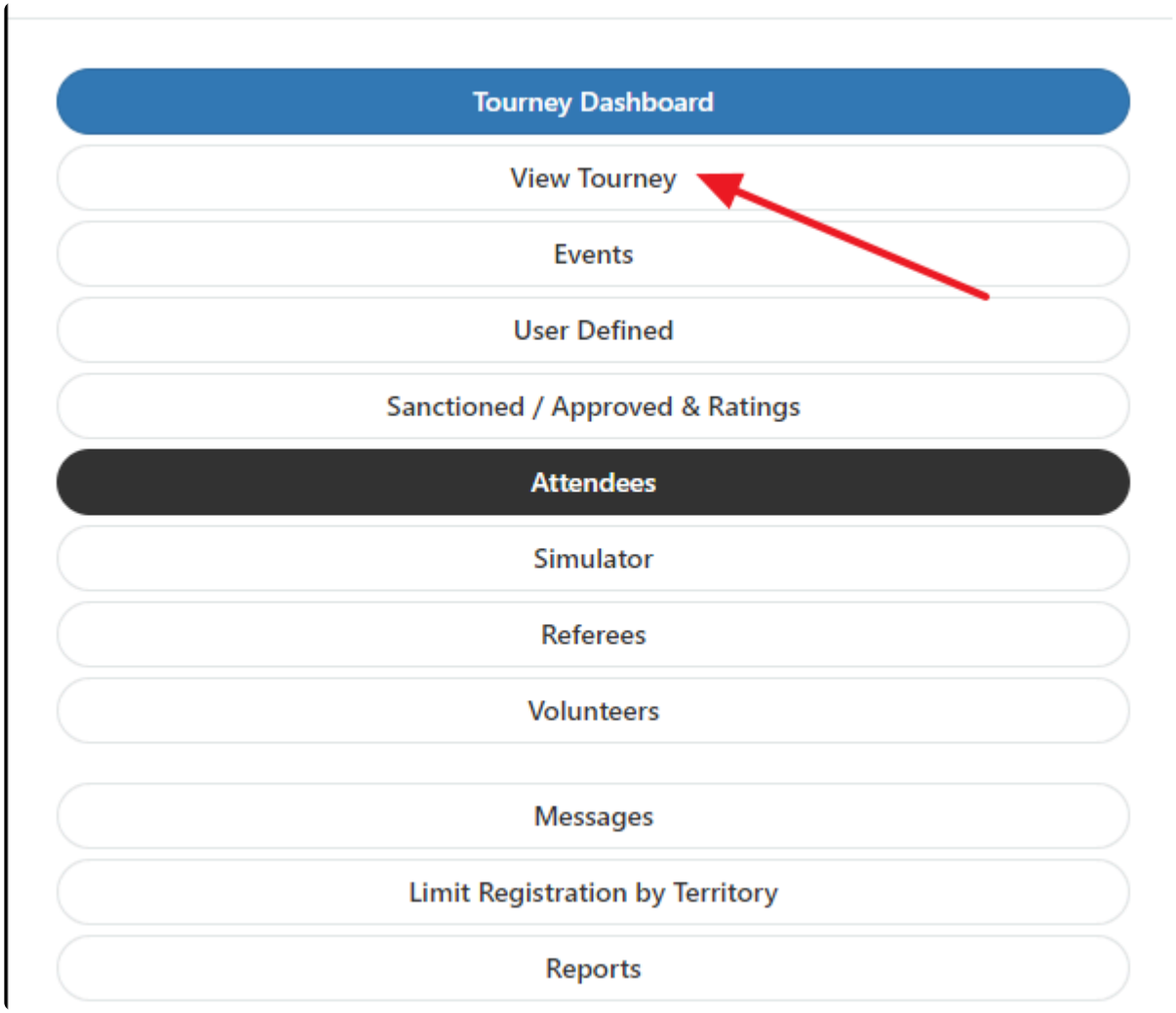


To efficiently use this tool, open a separate window for viewing the planner. Switch to that window and refresh the screen each time you wish to view the tournament progress.

4.2.15. Copying a Previous Tournament

Quickly Set Up a New Tournament by Copying a Completed Tournament

1. Log In to your PickleballBrackets.com account.
2. Select My Tournaments
3. Click on the Managing Button
4. Find the tournament you wish to copy and select it.
5. From the Dashboard, select the black menu button near the top of the screen.
6. On the menu, select View Tourney.



7. Near the top of the screen, next to the Basic Info heading, click on the Copy Tourney link.
8. Rename and save the copy.

Dates for the tournament and all events will be advanced by one year. Edit the new tournament to change all the details and add, delete or modify events.

> ! Once an event is copied, you have 5 days to pay the setup fee for the new tournament before it is deleted from the system.

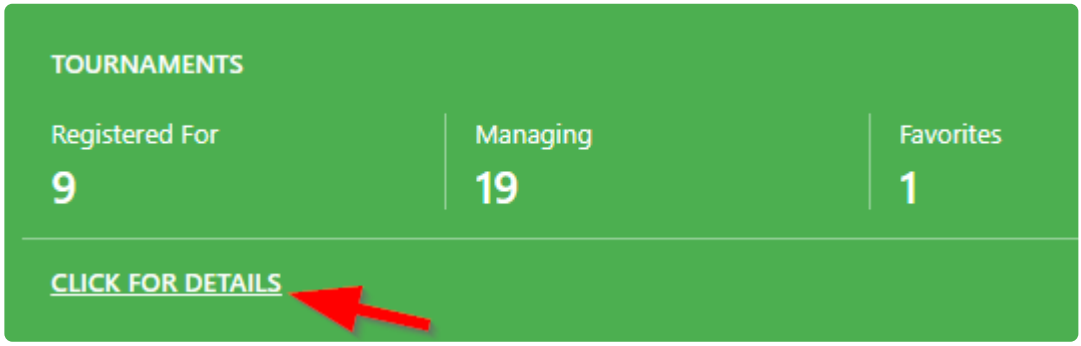
4.2.16. The Messaging System

PickleballBrackets.com has a built in, fully customizable, messaging system that allows Tournament Directors to create messages that can be sent to players based on their registration status and/or their event selection.

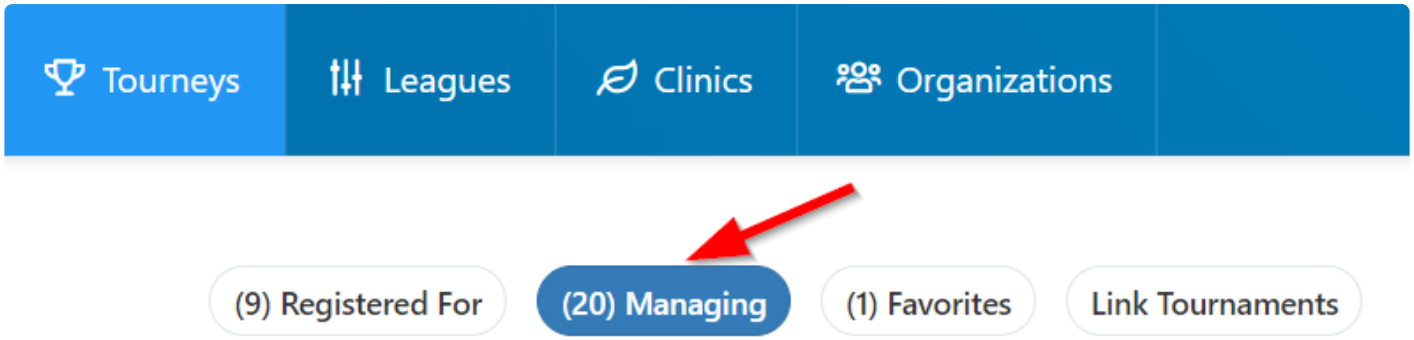
1. Log in to your Pickleballbrackets.com account.

2. On the top right of the screen, hover over your name and then click on **My Stuff**.

3. Click on **Click for Details** in the green tournament box.

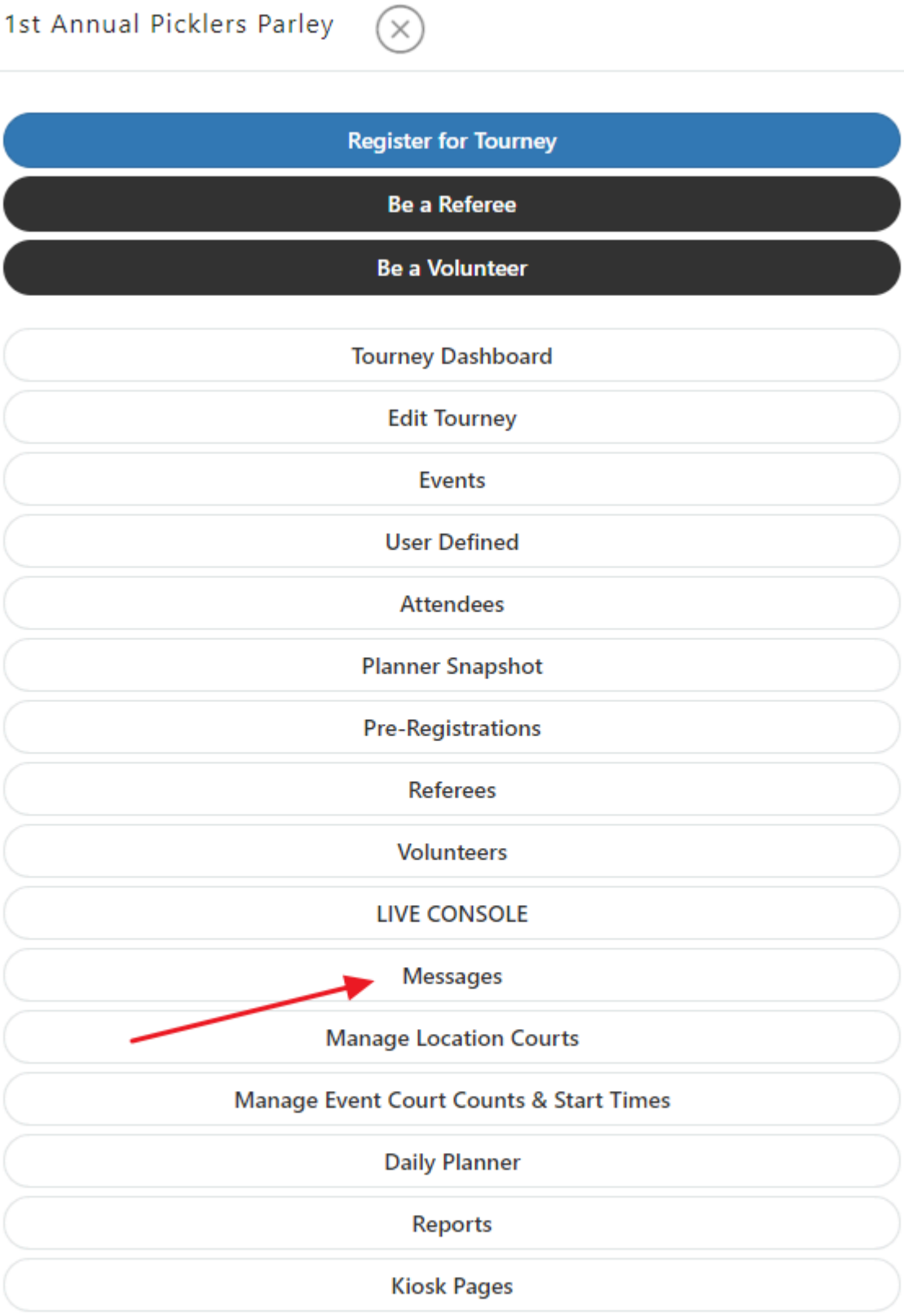


4. Click on **Managing** at the top of the screen.

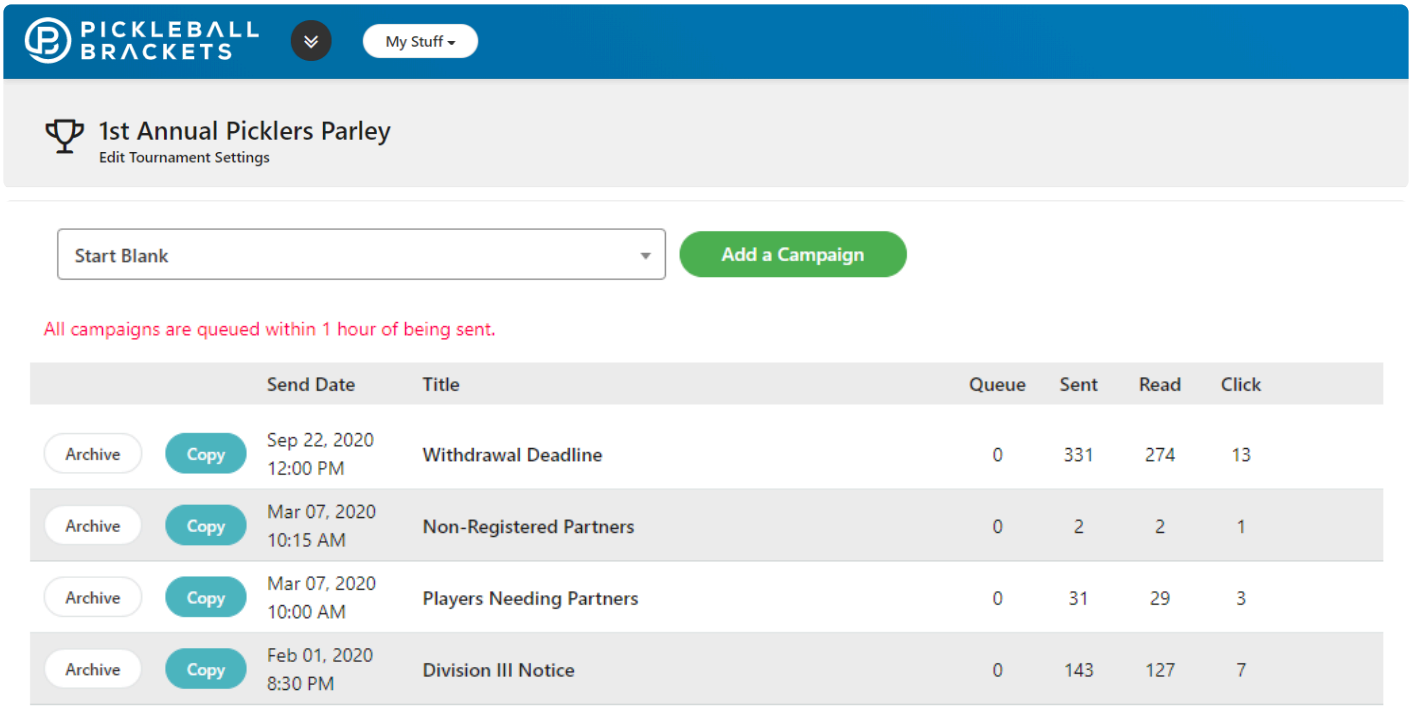


5. Scroll down to the tournament you would like to edit and click on it.

6. Select **Messages** from the menu


1st Annual Picklers Parley
Register for Tourney
Be a Referee
Be a Volunteer
Tourney Dashboard
Edit Tourney
Events
User Defined
Attendees
Planner Snapshot
Pre-Registrations
Referees
Volunteers
LIVE CONSOLE
Messages
Manage Location Courts
Manage Event Court Counts & Start Times
Daily Planner
Reports
Kiosk Pages

4.2.16.1. Message Page 1



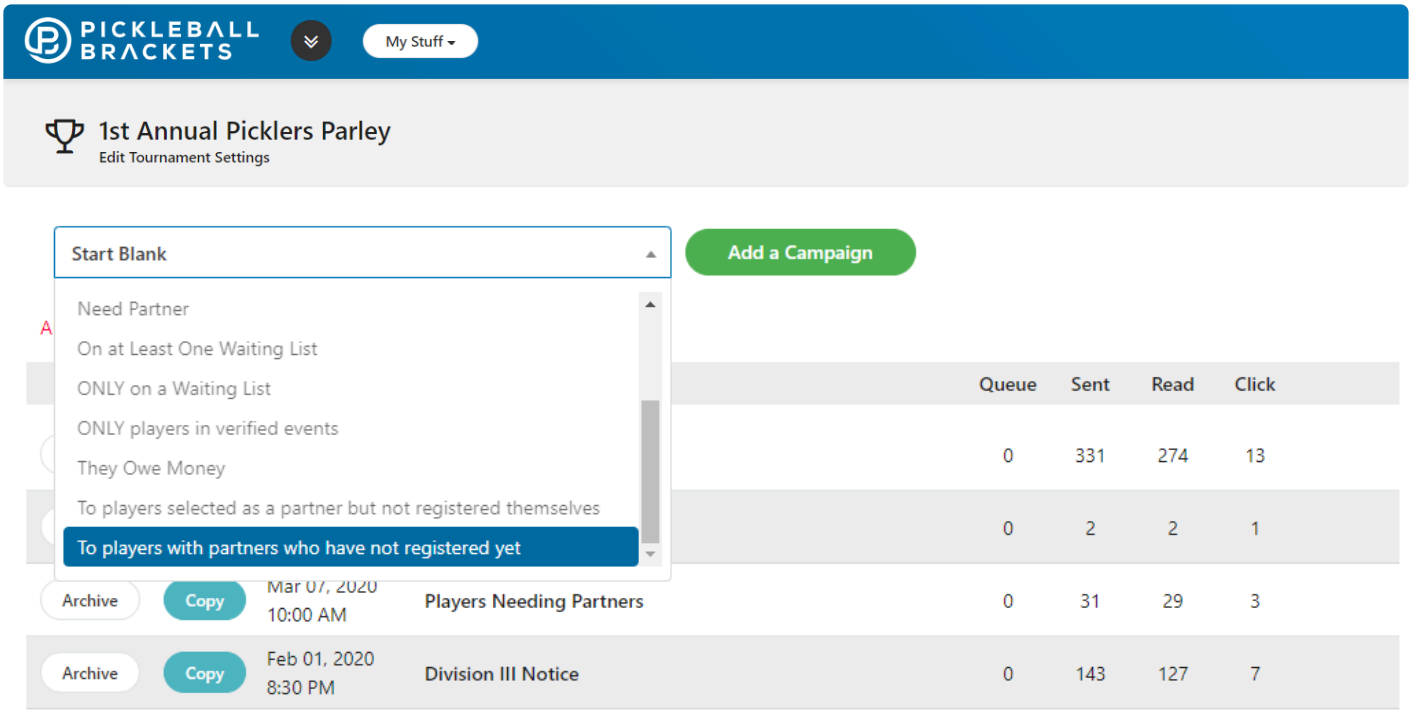
Main Message Screen

Global messages are referred to as Campaigns since they can be utilized for marketing as well as information purposes. From this page you may:

- Add a new Campaign
- Edit a Campaign that you are currently developing.
- Archive an old Campaign.
- Copy a completed Campaign to serve as a template for a new one.

To view a completed campaign, you must copy it first.

4.2.16.2. Add a Campaign



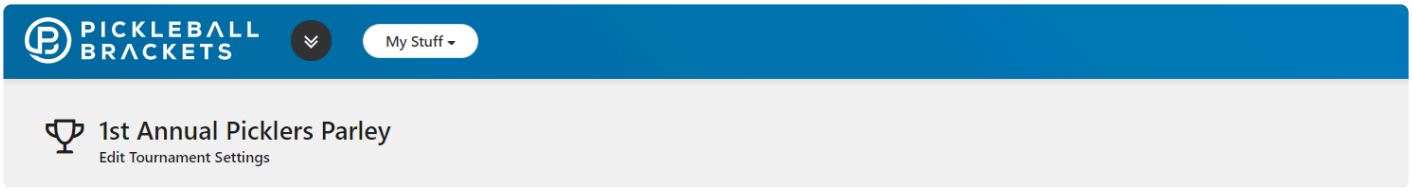
Add a Campaign

Two options are available if you choose to add a brand new Campaign.

- You may add a blank campaign and create all of the campaign parameters and format from scratch.
- You may select a campaign from the drop down menu. This will generate a campaign template featuring two items:
  - A default selection criteria that will direct the message to a specified category of players.
  - A sample message that may be modified as needed.

Whether you choose to start with a template or start blank, you may still change your selection criteria later.

4.2.16.3. Message Filters



URL https://pickleballbrackets.com/ptD.aspx?eid=a2fe34e3-9098-454c-b684-f2aa0d454914 2

Send Test 3

Ready to Send as Scheduled ○ No ○ Yes 4

Filters | Email Templates 5

Campaign Title 6

Reply To Email 7

From Name 8

Type All Non-Withdrawn Registrations 9

Date & Time to Send Month: Nov | Day: 23 | Year: 2020 | Time: 8:00 AM 10

Registration Date
Leave blank if not filtering
FROM Month: -- | Day: -- | Year: -- | Time: -- 11
TO Month: -- | Day: -- | Year: -- | Time: --

Gender ○ All ○ F ○ M 12

If checked, message will ONLY go to those events. If none are checked then ALL will be included. 13

Mens Doubles

☐ May 23, 2021 8:00 AM
Mens Doubles Skill: (3.0 And Under) Age: (30 To 39)
Attendees: 0 Waiting: 0 Verified Teams: 0

☐ May 23, 2021 8:00 AM
Mens Doubles Skill: (3.0 And Under) Age: (40 To 49)
Attendees: 2 Waiting: 0 Verified Teams: 0

Message Filters

1. **Get Recipient Count** – Click this button to see the number of players who will receive this message based on the current, active filter.
2. **URL** -Click to copy the tournament URL. Paste this into your browser to view the tournament on PickleballBrackets.com. This allows you to view all tournament information even if it is not currently active.
3. **Send Test** – Type an email address here and click the yellow button to send a test copy of the campaign message to anyone.
4. **Ready to Send as Schedule** – Switch this to Yes when you are ready to send your campaign message.

> Messages are prepared and queued one hour prior to the scheduled send time. You may edit the campaign up until that time. If your send time is within one hour of the time you save the message, queueing begins immediately. You cannot change messages that are already in the queue.

5. **Filters/Email Templates** – Use these buttons to select what to work on.

   Filters – This is the filter page. Filters control who will receive the message.

   Email Template – The format and message. Working with the email template will be covered in the next section of this manual.

6. **Campaign Title** – Give this campaign a title that has meaning for you. For example, a message about available lodging might be titled “Hotel Partners.”
7. **Reply to Email** – This is the email address that players may respond to.
8. **From Name** – The responsible person sending the email or authorizing it to be sent.
9. **Type** – There are a number of built in filters that can be selected here. Use the drop down menu to limit the Campaign to a selected group of players.
10. **Date and Time to Send** – Messages scheduled to send less than an hour from the current time, will be queued immediately.
11. **Registration Date** – Use a date range to limit the campaign to only those who registered before, after or between specific dates.
12. **Gender** – Use this if you wish to send the message only to Men or Women. The default is to send to all players.
13. **Select Events** – Check your event choices below if you wish to send your message only to players in specific events. If no events are check, the message will be sent to players in every event.

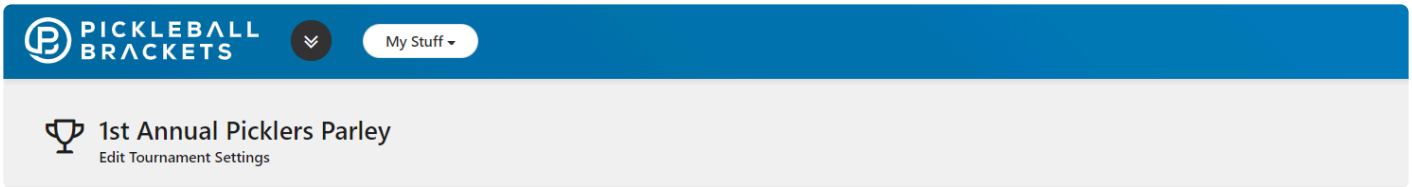
! Don’t forget to Save your changes!

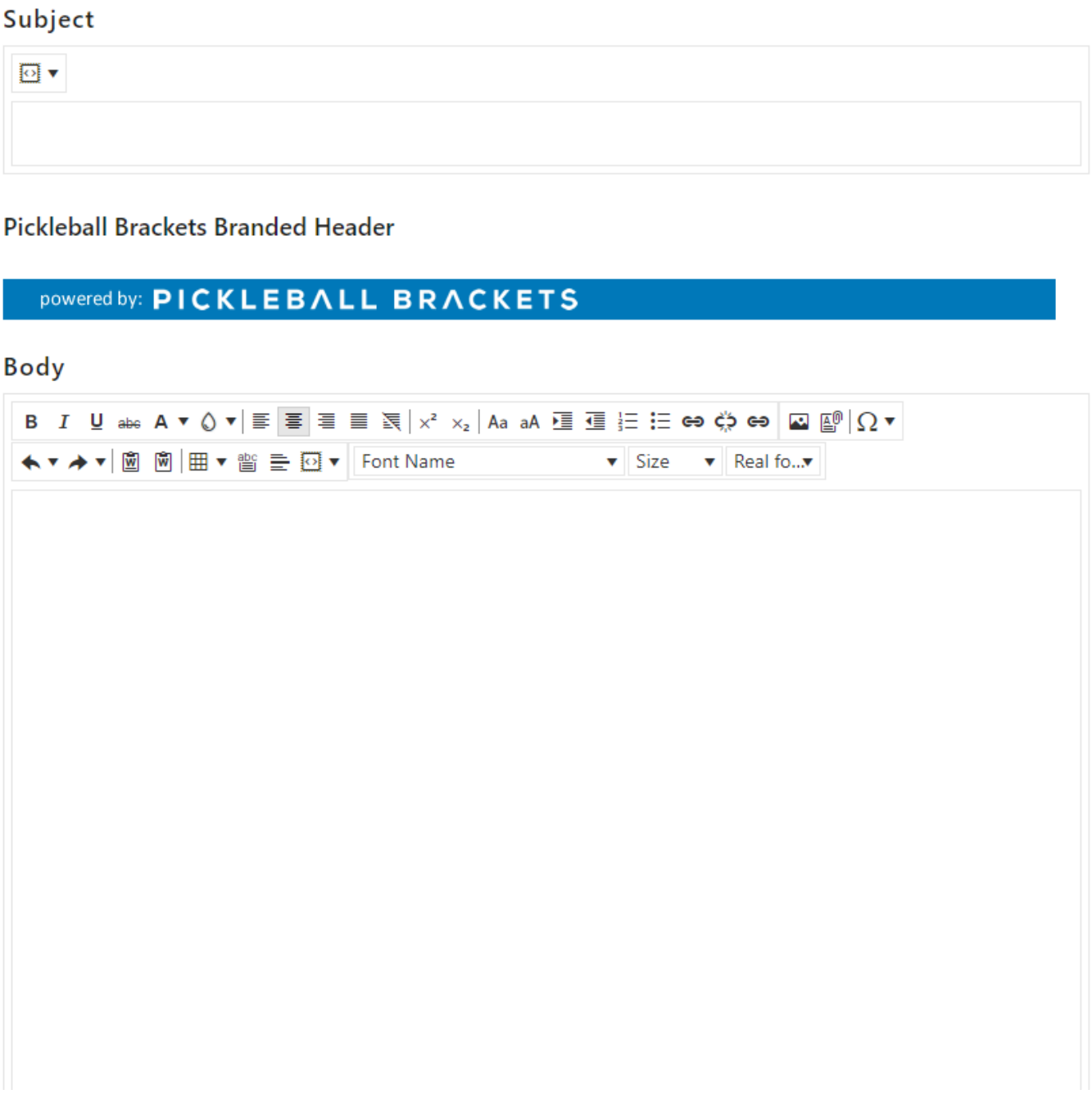
4.2.16.4. Message Templates

Message Filters

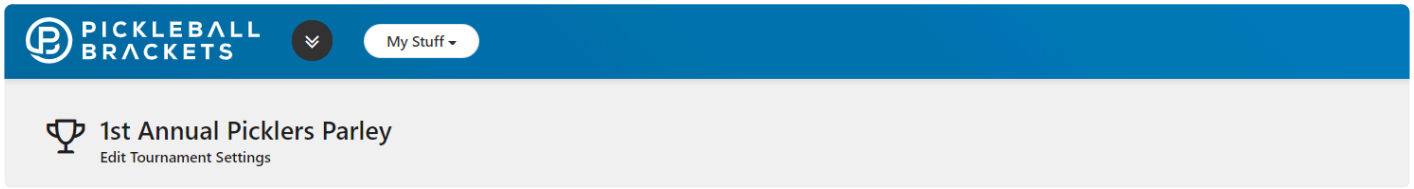
Your choice of Message Filter when you add your campaign will determine the template that the system will create for you to start with.

1. **Start Blank –** This choice creates a blank document that you will be able to format in a manner similar to any word processor.





2. **Any Other Choice –** This will start you off with a sample document that you can modify as needed. Each choice creates it's own sample. The sample shown here was generated by choosing "All Non-Withdrawn Registrations".



Subject

[Account].[Title]

Pickleball Brackets Branded Header

powered by: PICKLEBALL BRACKETS

Body

Font Name Size Real fo...

Your Logo Here

REPLACE THIS IMAGE

250 X 193

[Attendee].[FirstName] [Attendee].[LastName],

Thank you for registering for our tournament this year.

If you are making your plans to stay overnight, but don't know where to stay, we can help! Below are hotels we've worked with for special rates.

- Hotel 1
  123 Main St.
- Hotel 2
  123 Main St.
- Hotel 3
  123 Main St.
- Hotel 4
  123 Main St.

Click here and go to our details page.

You're registered for the following events

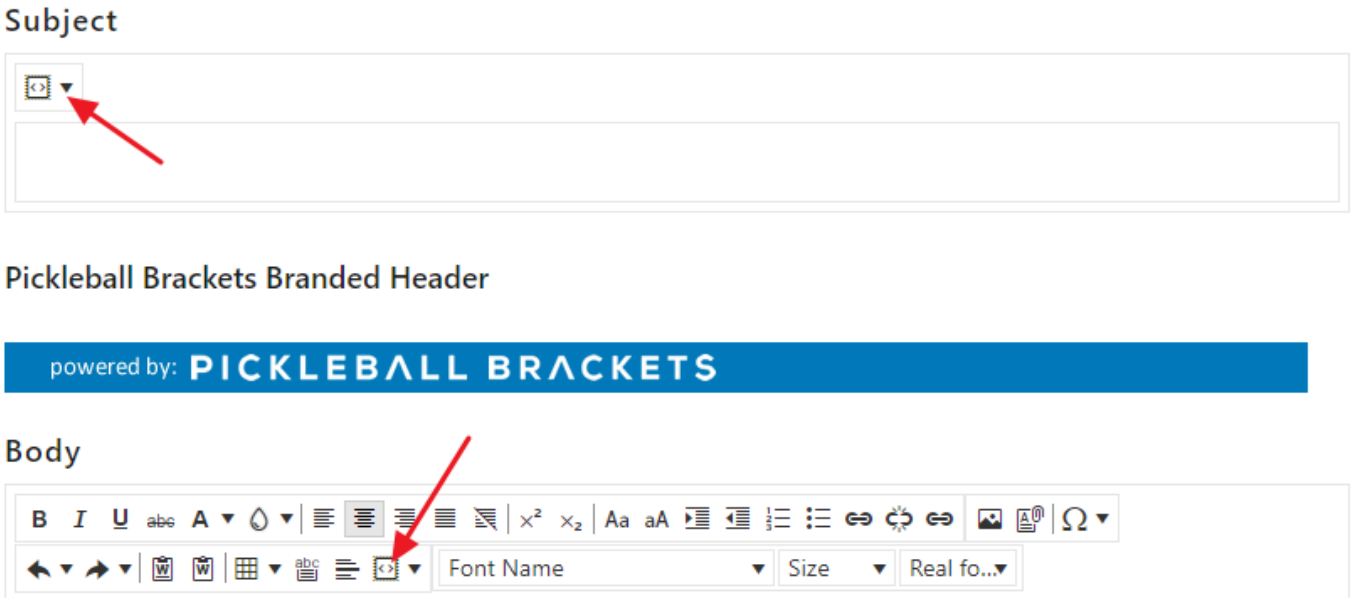
[Attendee].[NonWaitingListEvents]

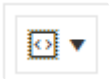
You're currently on the waiting list for the following events

[Attendee].[WaitingListEvents]

4.2.16.4.1. The Template Header

The Template Header is similar to what you would find with most word processors. It consists of a series of buttons that perform a variety of formatting tasks. Hover over any button for a description of its function.



This button, indicated by the arrows above,  **allows you to add "snippets", or specific information from your tournament and/or player records, in order to customize your message.**

Available snippets that can be included as part of the subject of the email are:

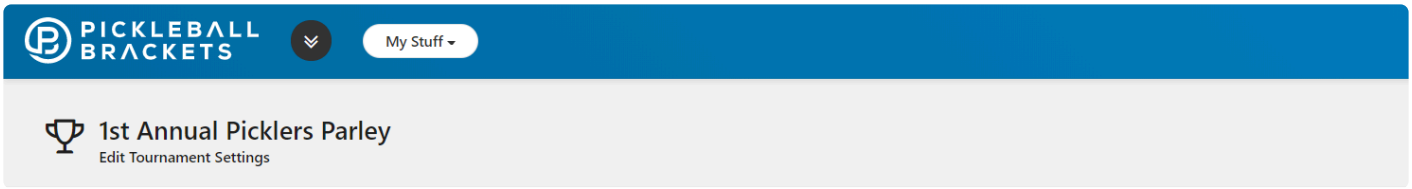
- Tournament Title
- Attendee Last Name
- Attendee First Name

Available snippets that can be included in the body of the email are:

- Tournament Title
- URL
- Logo
- Date Registration Open
- Date Registration Close
- Date First Event
- Date Last Event
- Date Age Based On
- Description

- Additional Info
- Refund Policy
- Location List
- Medal Results
- Sponsors
- All Start Times
- All Active Events
- Attendee FirstName
- Attendee LastName
- Attendee Non Waiting List Events
- Attendee Waiting List Events
- Attendee Start Times

4.2.16.4.2. Working With a System Generated Template



Subject

[Account].[Title]

Pickleball Brackets Branded Header

powered by: PICKLEBALL BRACKETS

Body

Font Name Size Real fo...

Your Logo Here

REPLACE THIS IMAGE

250 X 193

[Attendee].[FirstName] [Attendee].[LastName],

Thank you for registering for our tournament this year.

If you are making your plans to stay overnight, but don't know where to stay, we can help! Below are hotels we've worked with for special rates.

- Hotel 1
  123 Main St.
- Hotel 2
  123 Main St.
- Hotel 3
  123 Main St.
- Hotel 4
  123 Main St.

Click here and go to our details page.

You're registered for the following events

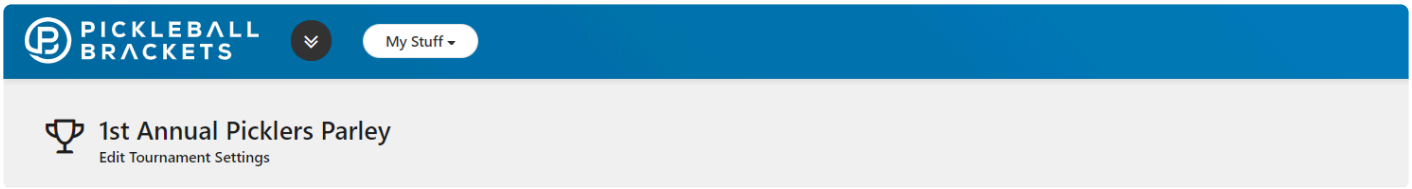
[Attendee].[NonWaitingListEvents]

You're currently on the waiting list for the following events

[Attendee].[WaitingListEvents]

This is the default system template that is generated when you select “All non-Withdrawn players” as your filter. Other filters generate different templates but they can all be easily edited.

4.2.16.4.3. Editing the Template



Subject

1

[Account].[Title]

Pickleball Brackets Branded Header

powered by: PICKLEBALL BRACKETS

Body

Font Name Size Real fo...

2

Your Logo Here

REPLACE THIS IMAGE

3

250 X 193

4

[Attendee].[FirstName] [Attendee].[LastName],

Thank you for registering for our tournament this year.

If you are making your plans to stay overnight, but don't know where to stay, we can help! Below are hotels we've worked with for special rates.

- Hotel 1
  123 Main St.
- Hotel 2
  123 Main St.
- Hotel 3
  123 Main St.
- Hotel 4
  123 Main St.

Click here and go to our details page. 5

6 You're registered for the following events

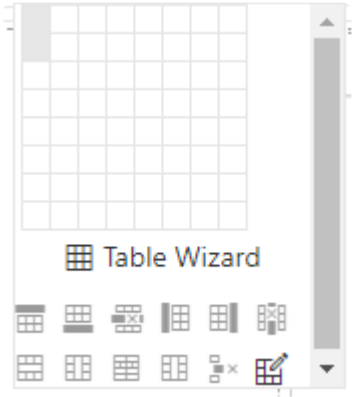
[Attendee].[NonWaitingListEvents]

You're currently on the waiting list for the following events

[Attendee].[WaitingListEvents]

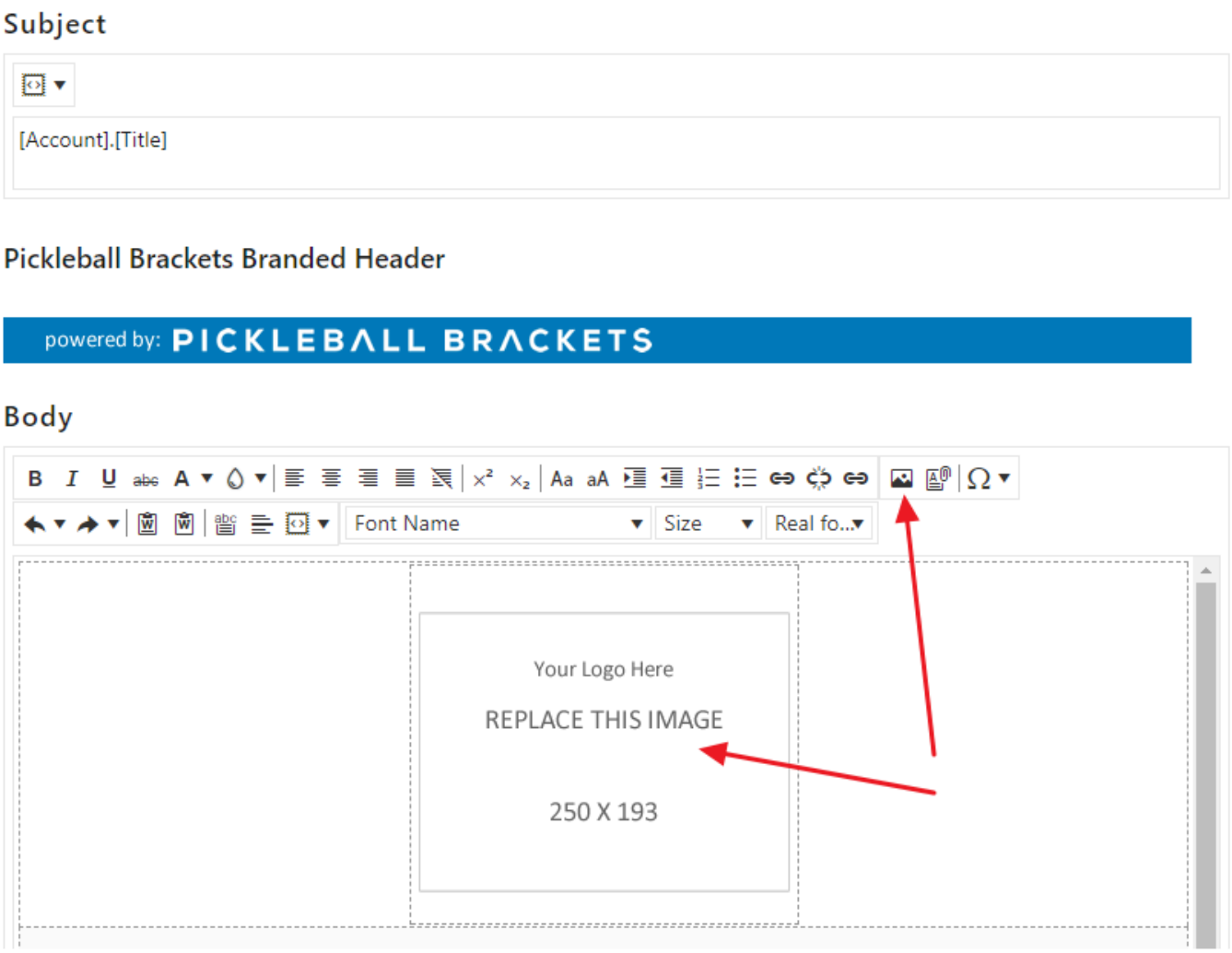
Template Features

1. **Subject** – The default subject for this template is the Account Title, which is the name of the tournament. You may remove that or add to it as you'd like. Click on the snippet selector to add any of the pre-defined subject snippets or type directly into the subject box to create your own subject.
2. **Column Format** – The body of the message is contained within a large column or box whose outline is defined by the dotted line borders. Click on the top corner of the box to move it or change its size. Columns are part of tables, in this case, a table with only one column. Clicking on the table button, ,will bring up the table wizard, allowing you complete editing ability for the table including all cells, rows and columns.



3. **Images** – Click here for complete directions for adding or replacing and image.
4. **Snippets** – Snippets are enclosed by brackets and can be added to any part of the message. Use the snippet selector button to add a snippet. Snippets can be formatted the same way as any other texts.
5. **Hyperlinks** – Click here for complete directions for adding or replacing hyperlinks.

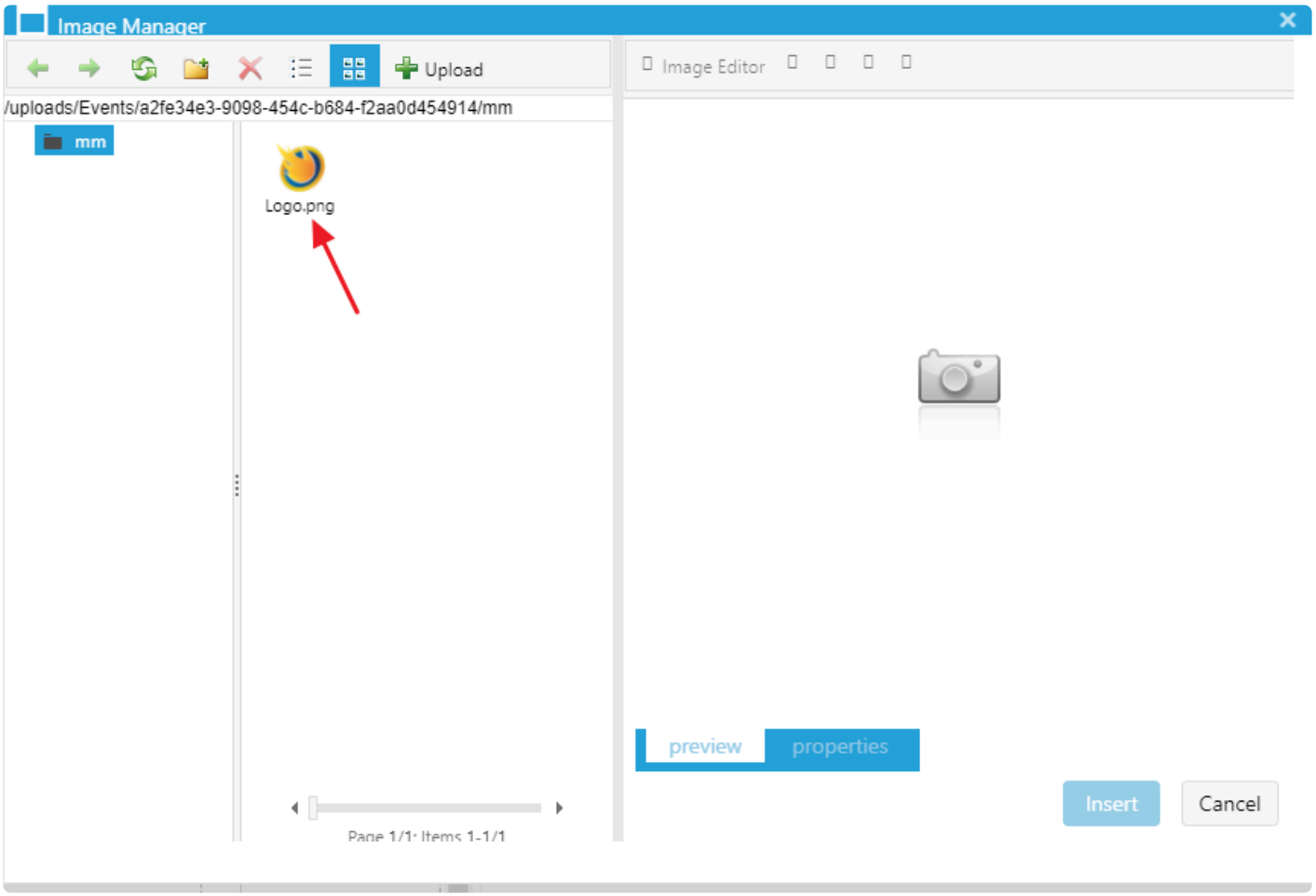
4.2.16.4.3.1. Images



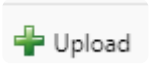
Images may be placed anywhere in a blank document or within a defined cell. The default message format contains a cell for an image. To place your tournament logo in the cell, click on the cell and then click on the image editing button.

The easiest way to control the placement of an image in a blank document is to create a cell to contain the image.

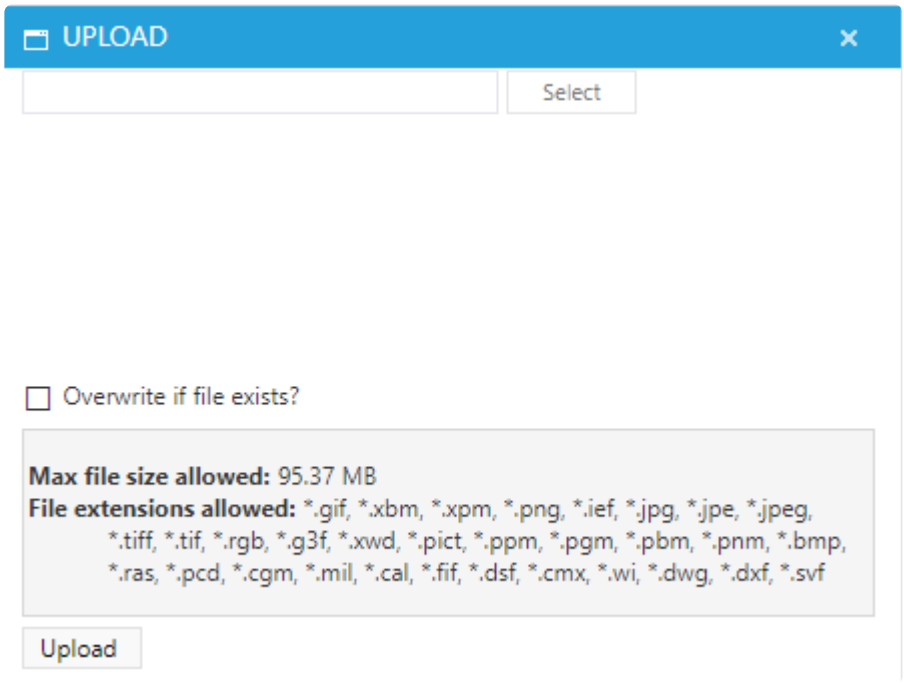
4.2.16.4.3.1.1. Image Upload



If you have previously uploaded any images for use in messages, they will appear in the middle column of this screen. To use one of those images, click on it and it will appear in the far right hand image editing column.

To upload a new image, click on the upload button: 

which will bring up this window:

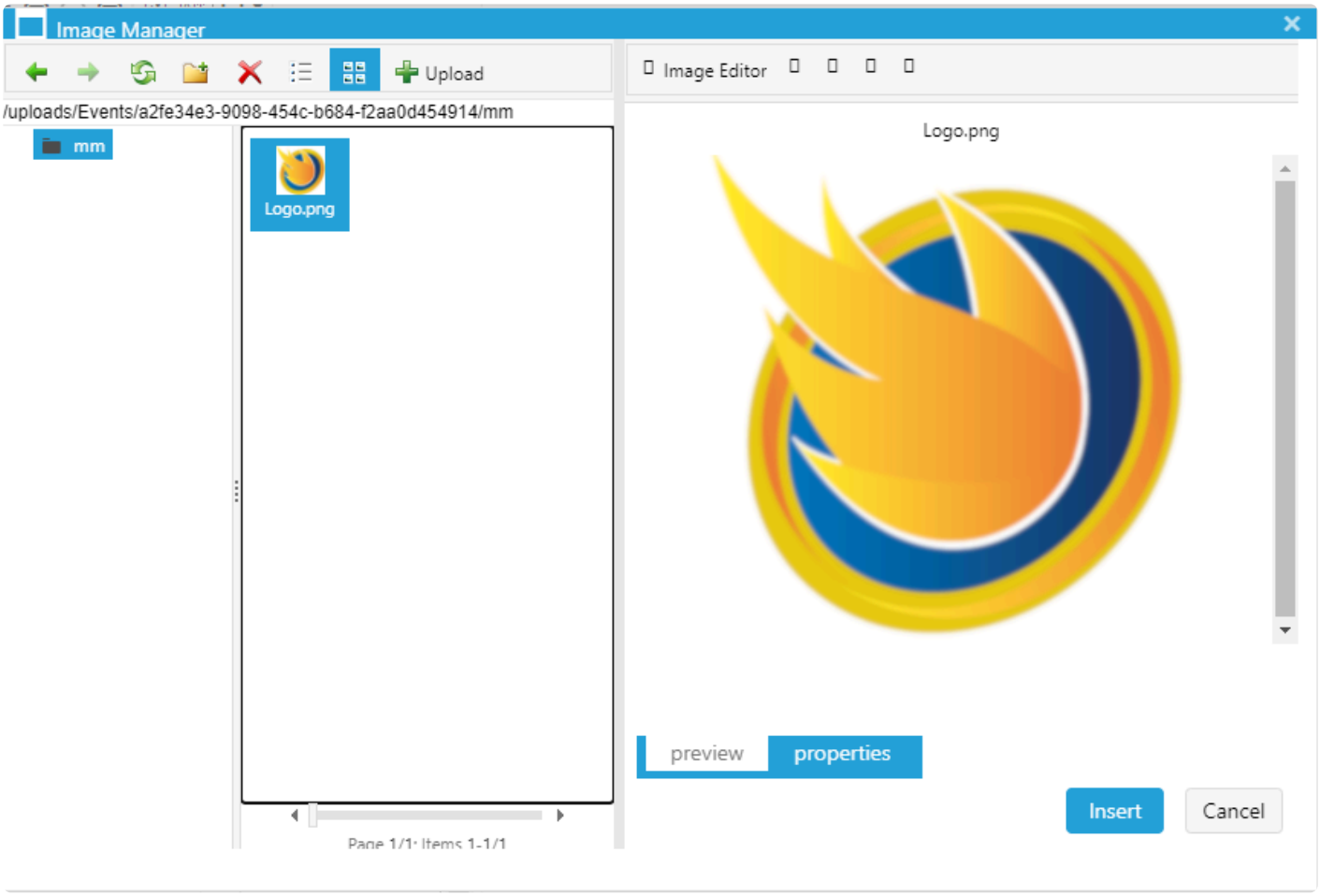


Click the Select Button to choose an image file from your computer to upload.

Uploaded images are limited to 95.37 MB

4.2.16.4.3.1.2. Image Editing

A preview of the image will appear.



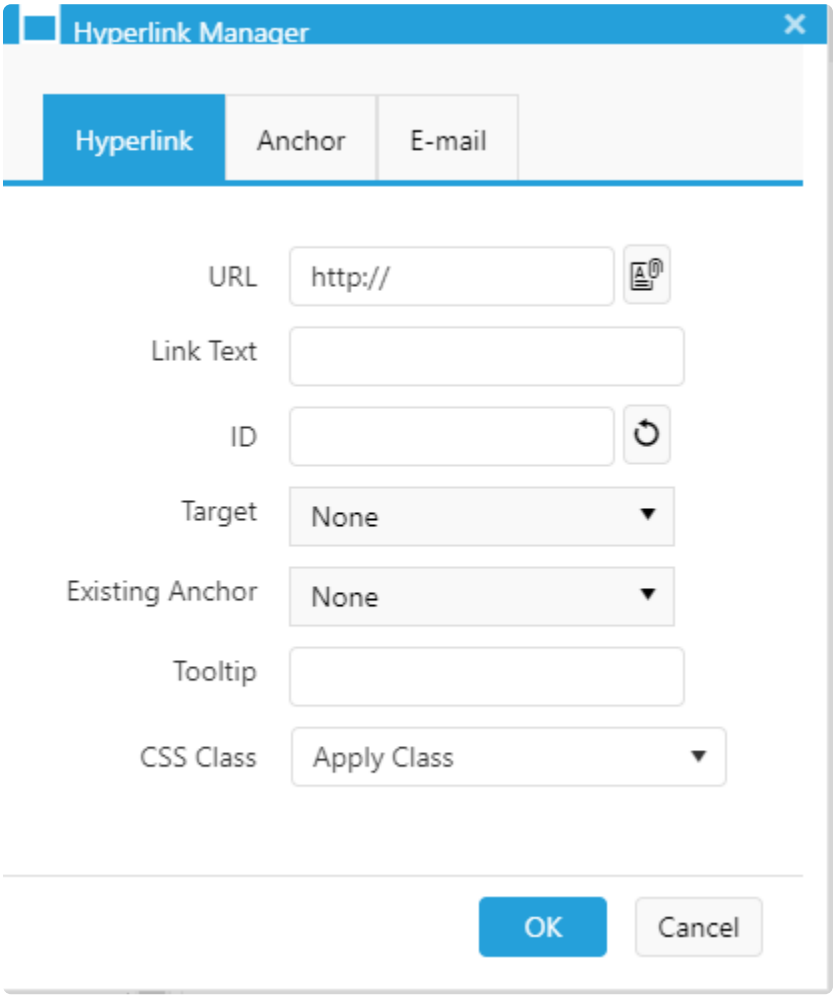
Click the Insert button to place the image in your message.

Once the image is placed in the message, you may stretch or shrink it to any size.

4.2.16.4.3.2. Hyperlinks

Click on this button to Add, Edit or Delete a Hyperlink:

This screen will appear.



Hyperlink

1. URL – Type or copy and paste the address of the destination webpage here. Note the document manager button: Click on it to create a hyperlink to an uploaded document instead of a webpage.

Click here for Document Manager directions.

2. Link Text – Type the specific text you wish to associate with the hyperlink.
3. ID
4. Target – Use the drop down menu to select a target. Typically a link will open in the same browser

window or a new browser window.
5. Existing Anchor
6. Tooltip
7. CSS Class

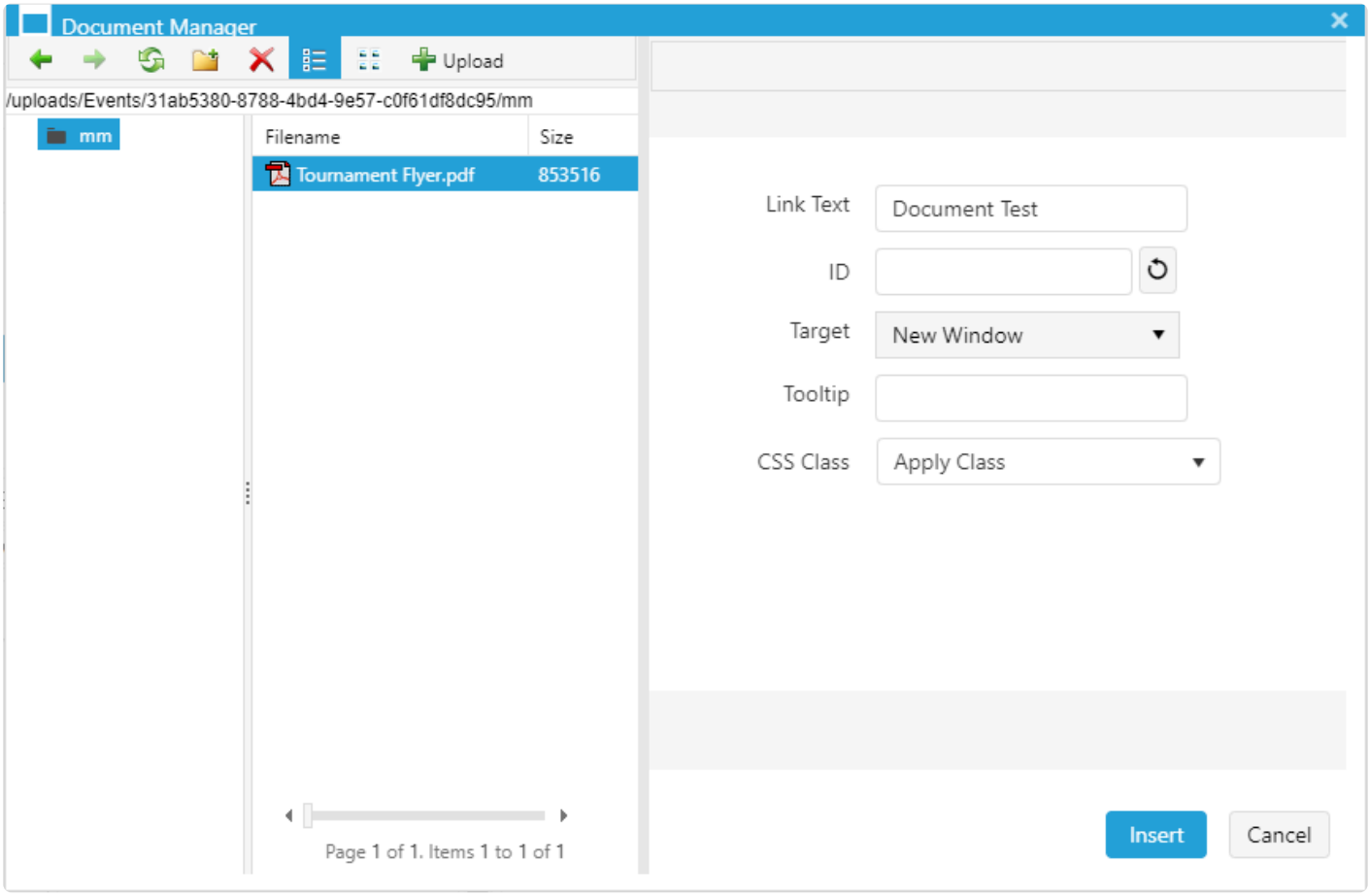
Anchor

Email

4.2.16.4.3.3. Documents

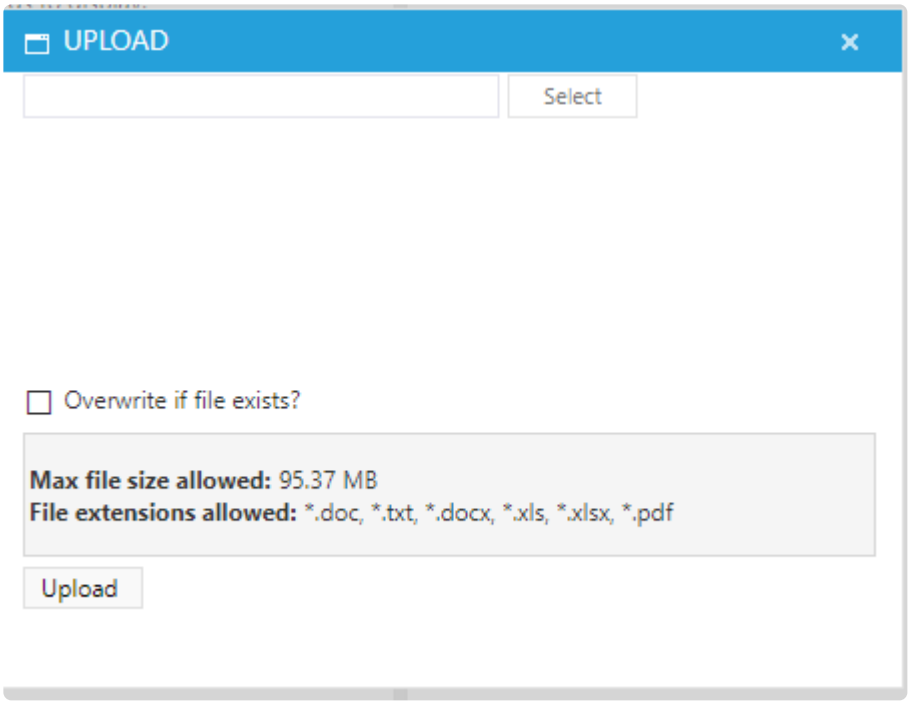
To add a document to your message, click on the Document button:

If you have previously uploaded any documents for use in messages, they will appear in the middle column of this screen. To use one of those documents, click on it and a link menu will appear in the far right hand column.



- In the **Link Text** field, type the description of the document that you wish to appear in your message.
- Use the drop down menu to change the **Target** to New Window.

To upload a new document, click on the upload button: Upload **which will bring up this window:**

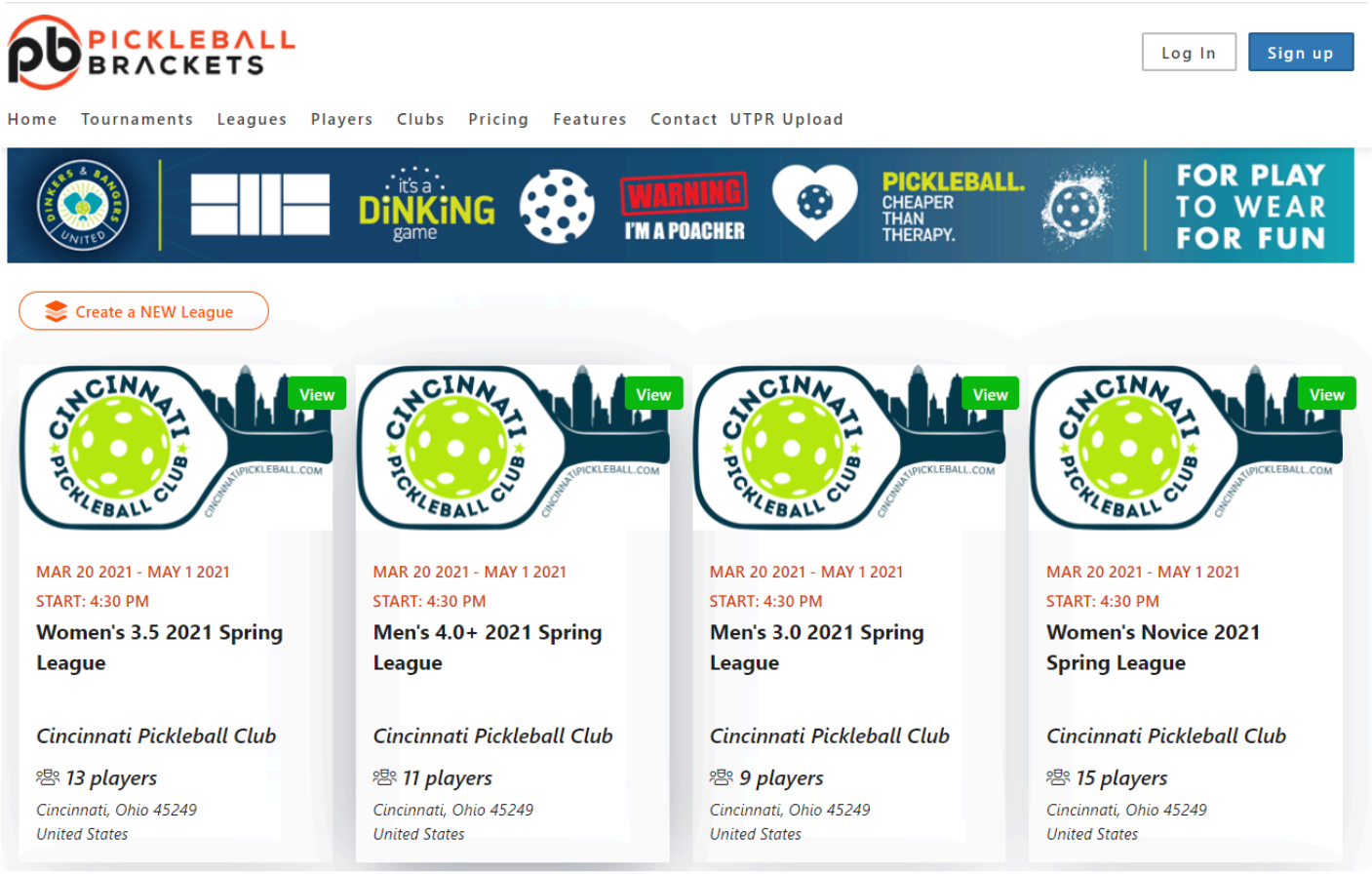


Click the Select Button to choose a document from your computer to upload.

Uploaded documents are limited to 95.37 MB

5. Leagues

Selecting the Leagues link on the home page will show a list of all Pickleball Brackets.com Leagues. Start here to join or create a League.



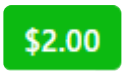
All Tournaments and Leagues operate under the auspices of a Club but many do not require Club membership to participate.

5.1. How to Sign Up With a League

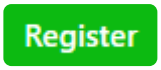
This is the main PickleballBrackets.com League screen. You will see it when you click on the Leagues link at the top of the home screen. All league searches and signups are initiated from this screen. Leagues are listed alphabetically. Find a League by scrolling down, or using the search box to locate a League by name or location.

Each League will have a Button that shows its registration status:

– The View button indicates that a league is active but not currently accepting registrations.



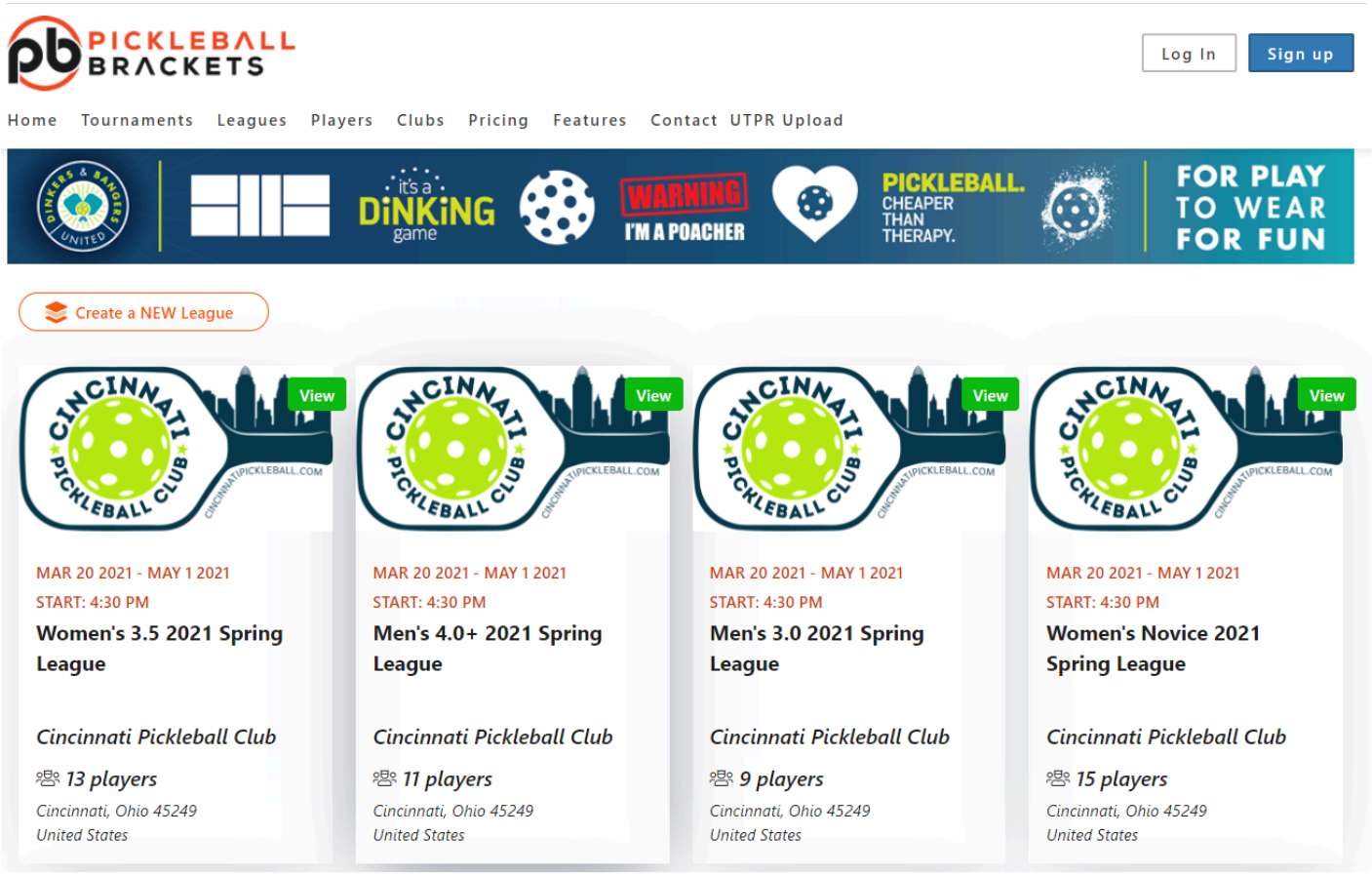
– The Price button indicates that a league is open for registration. The price may reflect a full session price or a daily price depending upon how the League is configured.



– The Register button indicates that there is no fee for this league but players must be a club member to join.

– The Completed button indicates that the league is over but the results are still visible to the public.

Click on the League name to join.



! Many Club Leagues do not allow online registration and require members to register through the club. Those leagues will show a “No Online Registration” message when they are selected.

5.2. Opt In

The Opt in process is used by players or the league manager to manage attendance for a specific game day.

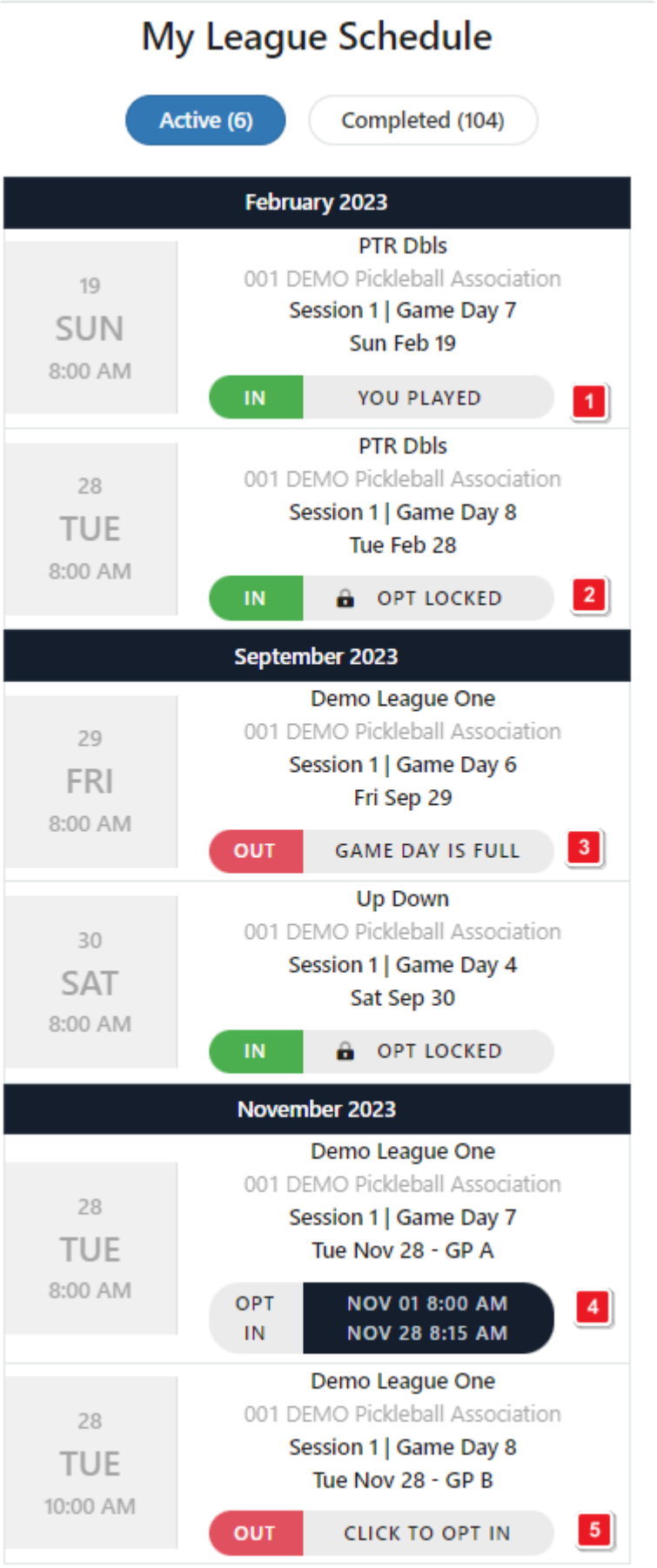
5.2.1. Regular Ladder League

When a regular ladder league session is set up, the league manager specifies the opt in date and time range for each game day.

About Opt Ins

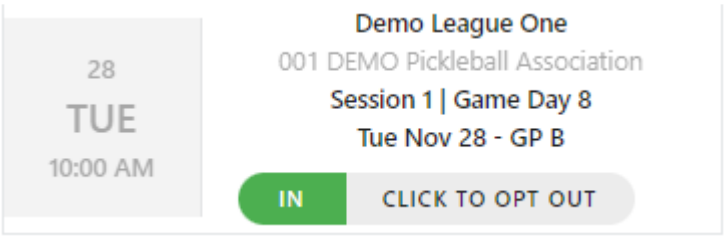
1. League managers set the maximum number of players who can opt in for a game day. They can also enable the waiting list. If opt ins are full for the day, players can go on the waiting list and will be automatically opted in if an opening comes up.
2. The opt in time period is established by a date range. League managers may allow players to opt in for all game days as soon as they sign up for a session or limit the opt in date range to just the week or only a few days prior to the game day.
3. League managers can also opt in players for the game day themselves, depending on who actually attends.
4. Players must be opted in to be included in a game day playing group.

Players can opt themselves in or out from their phones or their computer by logging in to their pickleballbrackets.com account, selecting Leagues, My League Schedule, the name of the league and the Game Day button.


My League Schedule
Active (6)
Completed (104)
February 2023
19
SUN
8:00 AM
PTR Dbls
001 DEMO Pickleball Association
Session 1 | Game Day 7
Sun Feb 19
IN
YOU PLAYED
1
28
TUE
8:00 AM
PTR Dbls
001 DEMO Pickleball Association
Session 1 | Game Day 8
Tue Feb 28
IN
OPT LOCKED
2
September 2023
29
FRI
8:00 AM
Demo League One
001 DEMO Pickleball Association
Session 1 | Game Day 6
Fri Sep 29
OUT
GAME DAY IS FULL
3
30
SAT
8:00 AM
Up Down
001 DEMO Pickleball Association
Session 1 | Game Day 4
Sat Sep 30
IN
OPT LOCKED
November 2023
28
TUE
8:00 AM
Demo League One
001 DEMO Pickleball Association
Session 1 | Game Day 7
Tue Nov 28 - GP A
OPT IN
NOV 01 8:00 AM
NOV 28 8:15 AM
4
28
TUE
10:00 AM
Demo League One
001 DEMO Pickleball Association
Session 1 | Game Day 8
Tue Nov 28 - GP B
OUT
CLICK TO OPT IN
5

1. Indicates a past game day that the player already participated in.
2. Indicates that opt in is locked and the player is in. Only a league manager can opt a player out after the game day opt in is locked.
3. Indicates that the game day is full and the player is out.
4. Indicates that the player is not in but the opt in period has not yet started.
5. Indicates that the player is out but may still opt in for the game day.

Click to Opt in and the display will turn green.



5.2.2. Flex League

When players join a flex league, they are automatically opted in to all game sessions. They can opt out by using the same opt out procedure as for a regular ladder league until the opt in deadline for the next game day.

✻ Flex league players receive automatic email reminders of the opt in/out status the week before their game session.

Flex League Match Play – Once the groups are set, players can opt themselves out for the week from any group of 5 or more players if they are unable to attend. The other players in the group may opt them out if they do not show up. This will re-configure the group and allow the matches to take place. Flex leagues also have the ability to add a generic sub in cases where there is a group of 4 and one of the players does not show up.

! This opt out process for flex leagues is designed to manage last minute changes within a playing group. It cannot re-configure the entire game day. **If a player opts out of the current game day, they cannot opt back in**.

To remove a player from a group of 5 or 6:

i. Log in to your PickleballBrackets.com account.
ii. Select Leagues at the top of the screen on a computer or from the Menu Button on a phone and click on the My League Schedule button.
iii. Click on the starting date of the week and select Groups.
iv. Find the person who is not playing and opt him or her out.
v. This will delete the player and create a new playing group.

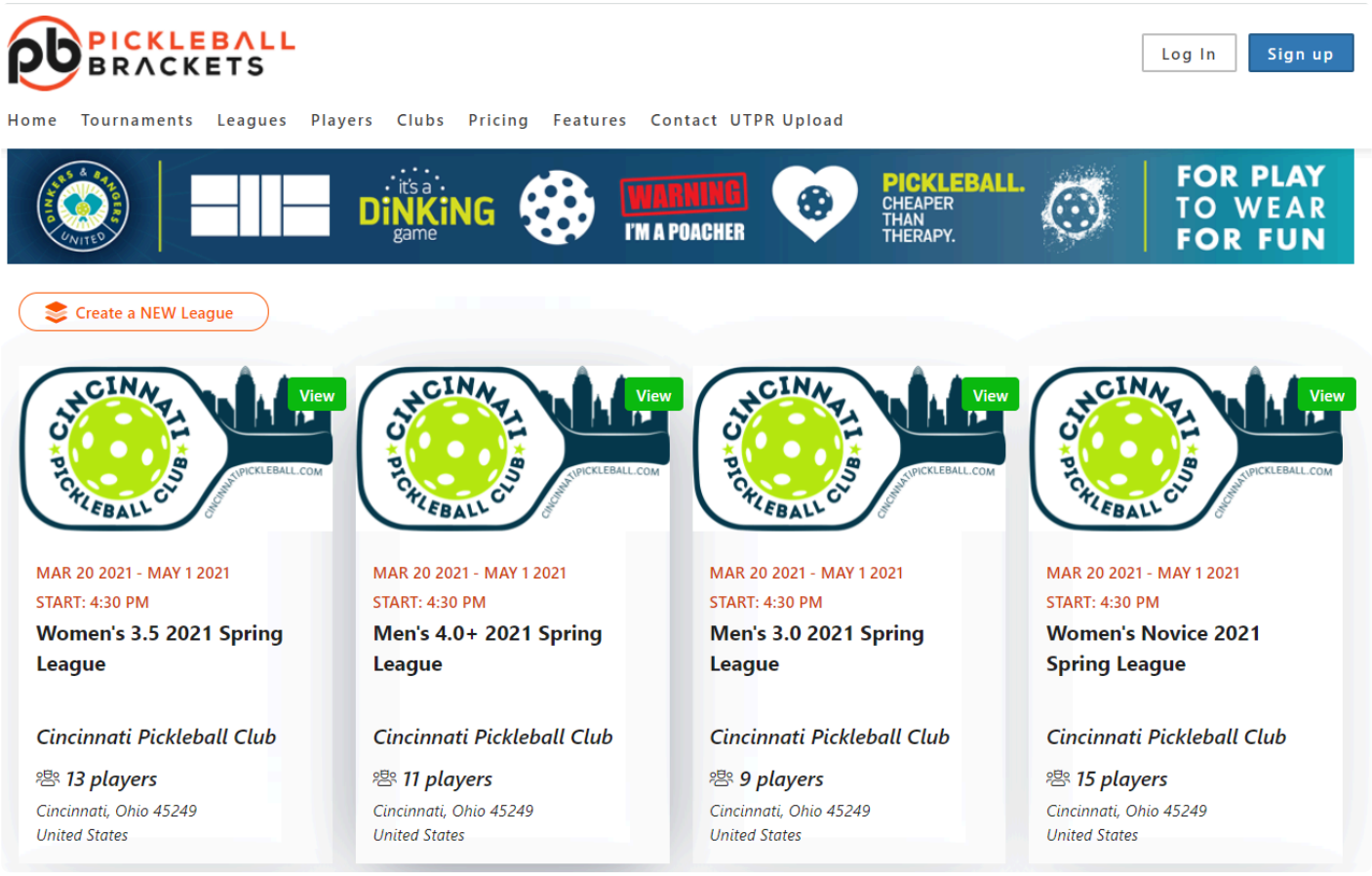
To Sub in a player to a group of 4 if one or more players does not show up:

i. Subs can be anyone. They don't have to be a player who is registered for the league.
ii. You must get your own sub. The league director cannot provide names of subs.
iii. Log in to your PickleballBrackets.com account.
iv. Select Leagues at the top of the screen on a computer or from the Menu Button on a phone and click on the My League Schedule button.
v. Click on the Go To Matches button.
vi. Click the Sub Player button for each game that you would like to sub a player. It will allow you to choose the player you are taking out of the game.
vii. Scores for subs do not count toward ladder standings.
viii. If a sub is not available and the group is unable to play, the matches will automatically be cancelled at

the end of the week.

5.3. How to Create and Manage a League

This is the main PickleballBrackets.com League screen. You will see it when you click on the Leagues link at the top of the home screen. All league searches and signups are initiated from this screen. Leagues are listed alphabetically.



This section of the manual will cover all of the step needed to:

1. Create a League
2. Manage Registrations
3. Communicate with Players
4. Run the League

5.3.1. Creating a New League

New leagues can be:

1. Added by an authorized manager of an organization
2. Copied from a previous league by an authorized Primary League Director

> ! If you do not have an established organization in PickleballBrackets.com, you can use the Contact Link at the top of the PickleballBrackets.com main page to request that an organization be set up for your.

Create a new league by:

- Logging in to your account
- Clicking on your name in the upper right of the screen
- Selecting My Stuff
- Clicking on League
- Clicking on the Create a NEW League button

5.3.2. League Structure

League Structure

Before creating a league it is important to understand the ongoing structure of the league system. Although a seasonal league can be set up as a one time event running for a fixed number of game days, most leagues are ongoing. They will often consist of continuing sessions such as fall, winter, spring, etc. Each season would be set up as a new session of the existing league and in the following fall, a new league would **not** be created but a new session of the existing league would be added.

The advantages of this league structure are:

1. Player standings can be easily preserved during the transition from one session to another
2. Using the online registration system, existing players can be given a special pre-registration time period for the new session.
3. If the league director is managing all registrations, existing players can be quickly added to the new session while maintaining their league ranking.

Using this structure, the league name should reflect the eligibility of players to join rather than the season of the league.

For example:

- A league that is open to all players in a club could be named **The District One Coed All Levels League**
- A similar men's league could be named **The District One Men's All Levels League**
- Restricting the league by skill level would require a name such as **The District One Men's 3.0-3.5 League**

! Each limitation on registration requires that a new league be created but easily allows the addition of new sessions to maintain the ongoing nature of the league.

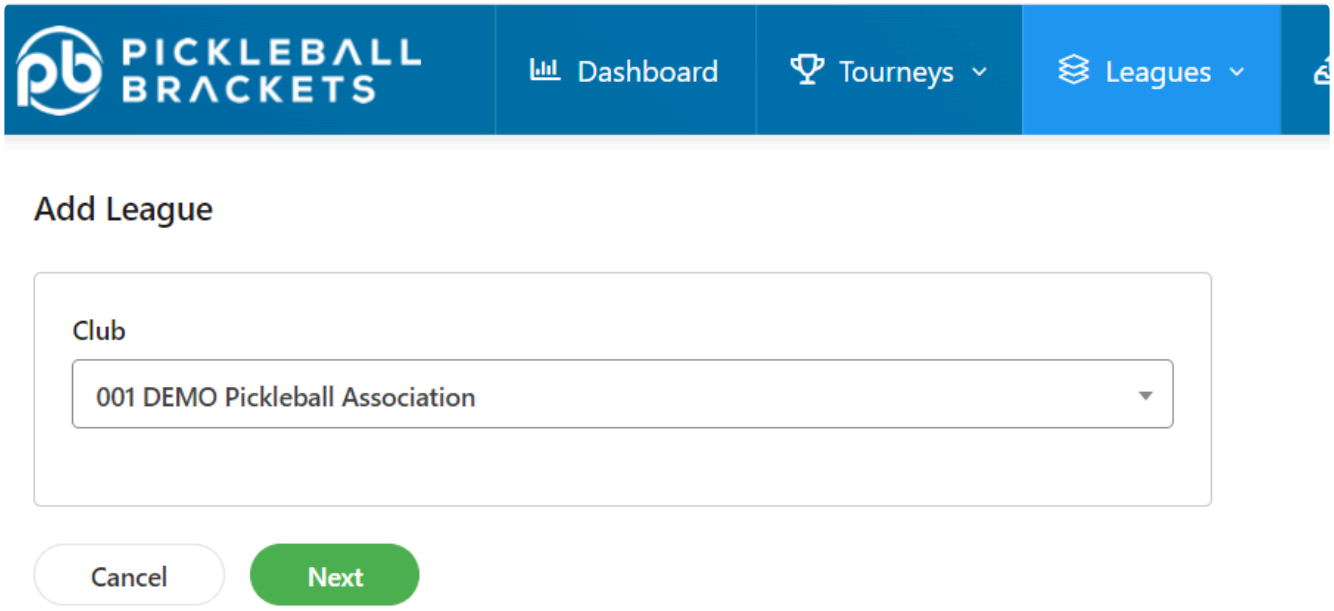
5.3.3. Setting Up the League

Follow these steps to create a new league.

You must be listed as a manager for your organization in order to create a league.

1. Log in to your PickleballBrackets.com account.
2. Click on the Leagues link at the top of the page.
3. Click on the Create New League button.

4. Select your club from the drop down menu and click on the Next button.

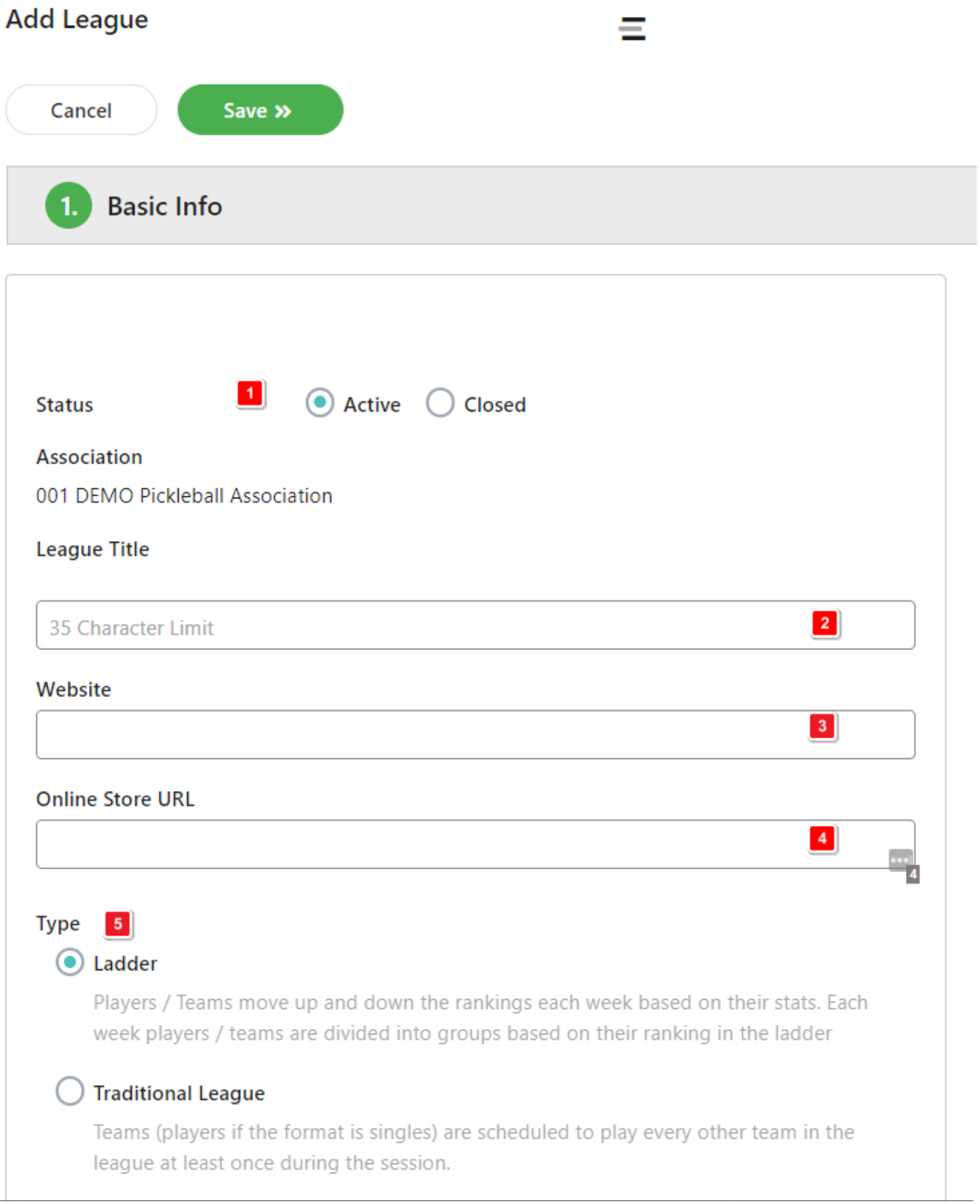


The directions on the following pages will guide you through the League setup process.

If your league already exists, you may manage it by selecting My Stuff from the drop down menu under your name.

5.3.3.1. Basic Info Page 1

The Basic Information section of the League Setup screen is where you create the overall structure of your league. Once the structure is created, you will be able to add each of the sessions. Each session can be customized to meet changing conditions and seasons.

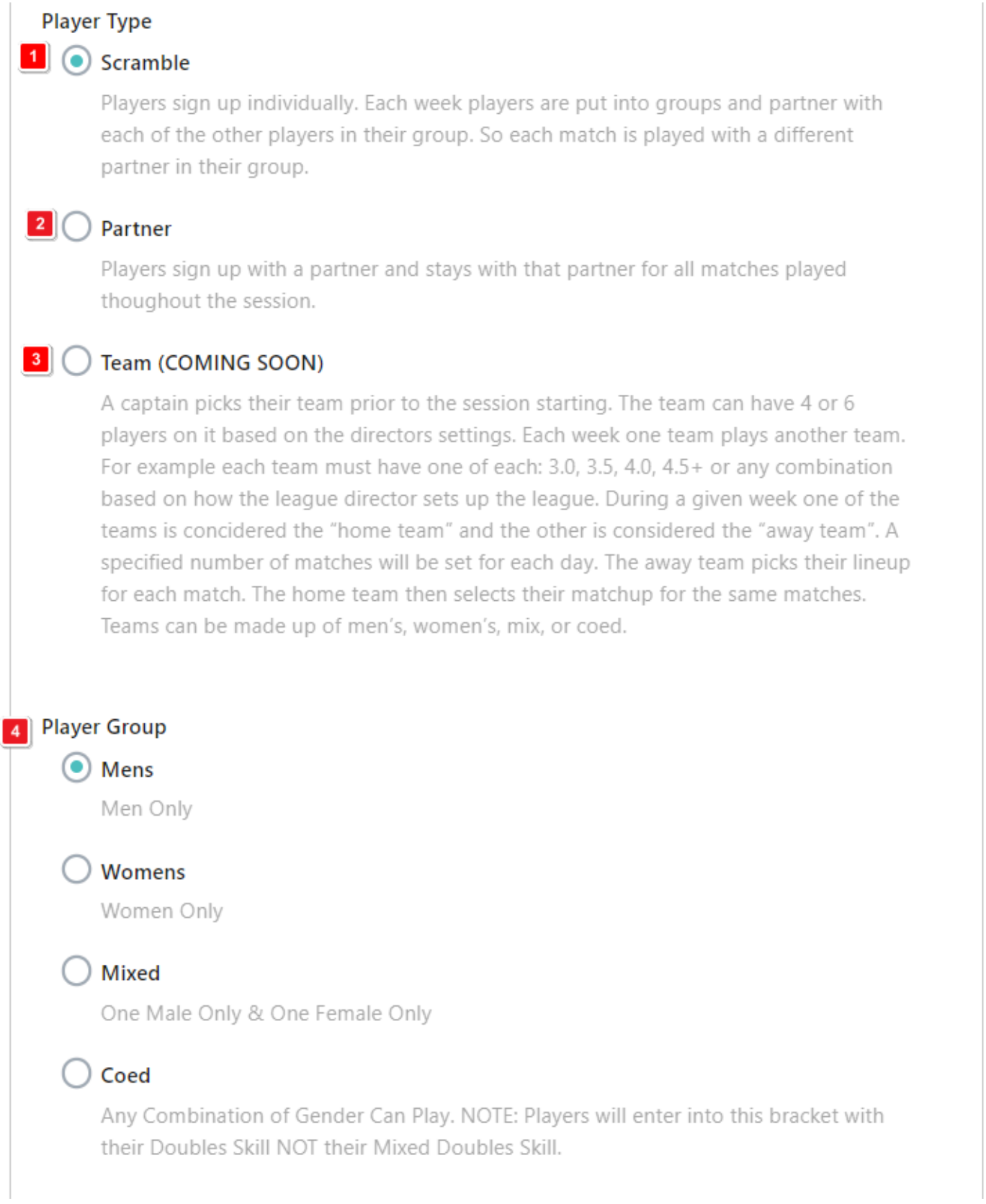


1. Status: The initial status of a new league should be active. Once league play is completed, you can change the status to closed.

2. League Title: Give your league a title. Remember that this is the overall league title, not a title that describes one session of the league.
3. Website URL: If your organization has a website, insert the URL here and a button will be created on the League page with a link to the site.
4. Online Store URL: If your organization has an online store, insert the URL here and a button will be created on the League page with a link to the site.
5. Type: Select the type of League you wish to run.

✻ Ladder leagues rank players by their results and change the playing groups each week. In a Traditional league, the teams (or players if it is a singles league) will play each of the other teams in the league once over a number of weeks. The number of matches played will depend on the number of teams signed up for the league.

5.3.3.2. Basic Info Page 2



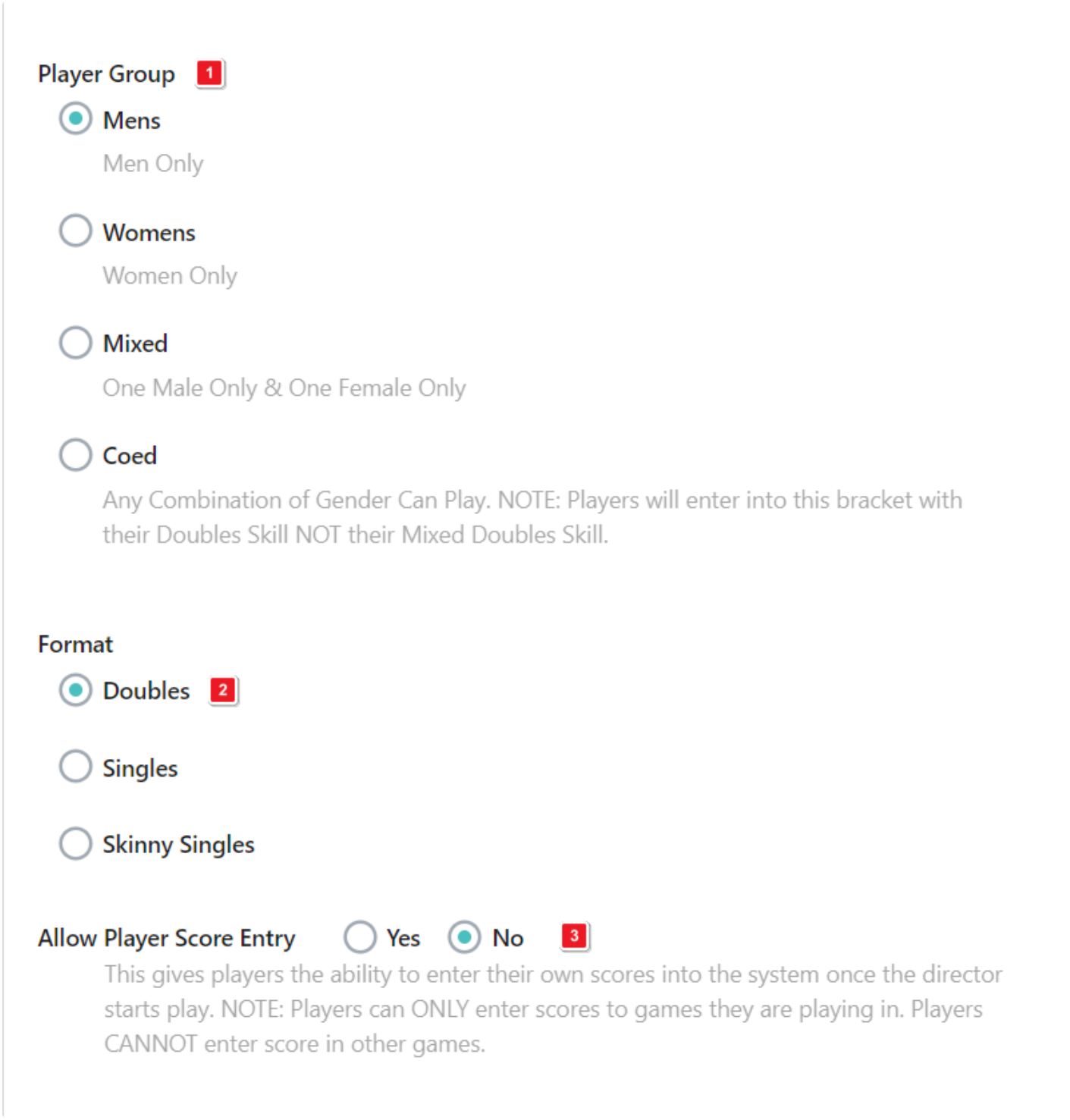
1. Scramble: Select this if you wish players to sign up individually. Groups and partners will be created

each game day based on the ladder positions of the players who opt in..

2. Partner: The operation of a partner league is similar to the scramble ladder league except that it is a team of two players that moves up and down the ladder together rather than individual players. They will always play together as a team and be ranked on the ladder as a team.
3. Team: This feature is in development.
4. Player Group: This is where you can limit the signup by gender group.

> ! Mixed only refers to Partner leagues. There is no current ability to create a mixed doubles scramble league.

5.3.3.3. Basic Info Page 3



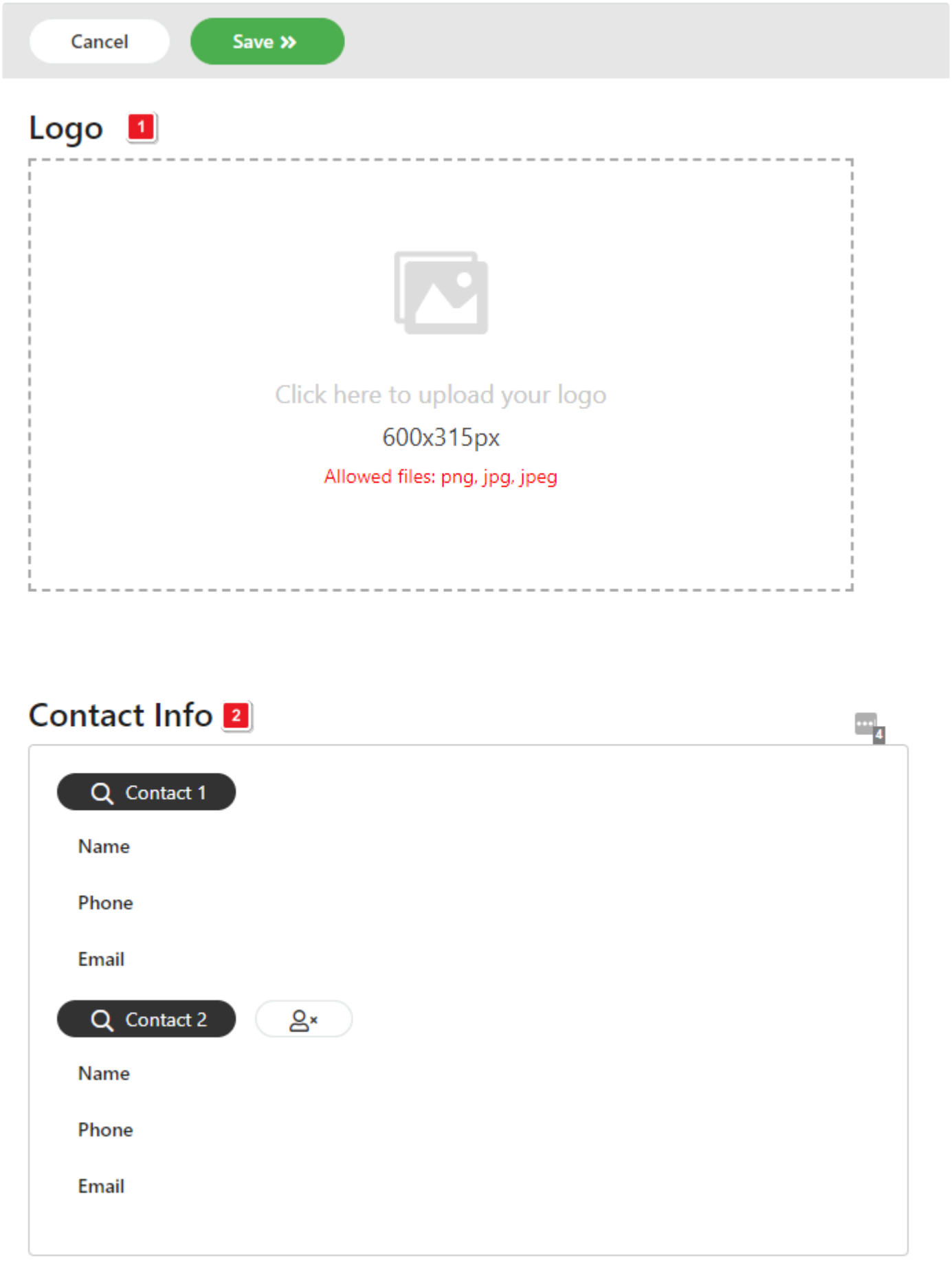
Additional league parameters.

1. Choose your player group here. The mixed option is only available for Team Leagues and Partner Leagues. If a doubles scramble league is open to both men and women, choose Coed.
2. Choose your league format here.

3. Players will be able to enter their own match scores if you select Yes here.

> Allowing players to enter their own scores can save time for the league manager. Players can do that from their phone and only one person from the playing group needs to enter the scores for each match.

5.3.3.4. Basic Info Page 4


Cancel
Save »
Logo
1
Click here to upload your logo
600x315px
Allowed files: png, jpg, jpeg
Contact Info
2
4
Contact 1
Name
Phone
Email
Contact 2
Name
Phone
Email

1. Click here to add your league logo. This can be the same as your club logo.

> File types accepted are: ‘png’, ‘jpg’, and ‘jpeg’.
> The uploaded logo must meet the minimum size of:
> Width: 600 pixels.
> Height: 315 pixels.
> The image **MUST** completely fill the specified area.
> **NOTE:** This is **NOT** an editing software. This upload tool simply allows you to upload and resize your logo to fit our constraints. You may need to use an image editing software prior to uploading to get your desired results. These sections of the manual explain how to use image editing software to change the size of a logo:

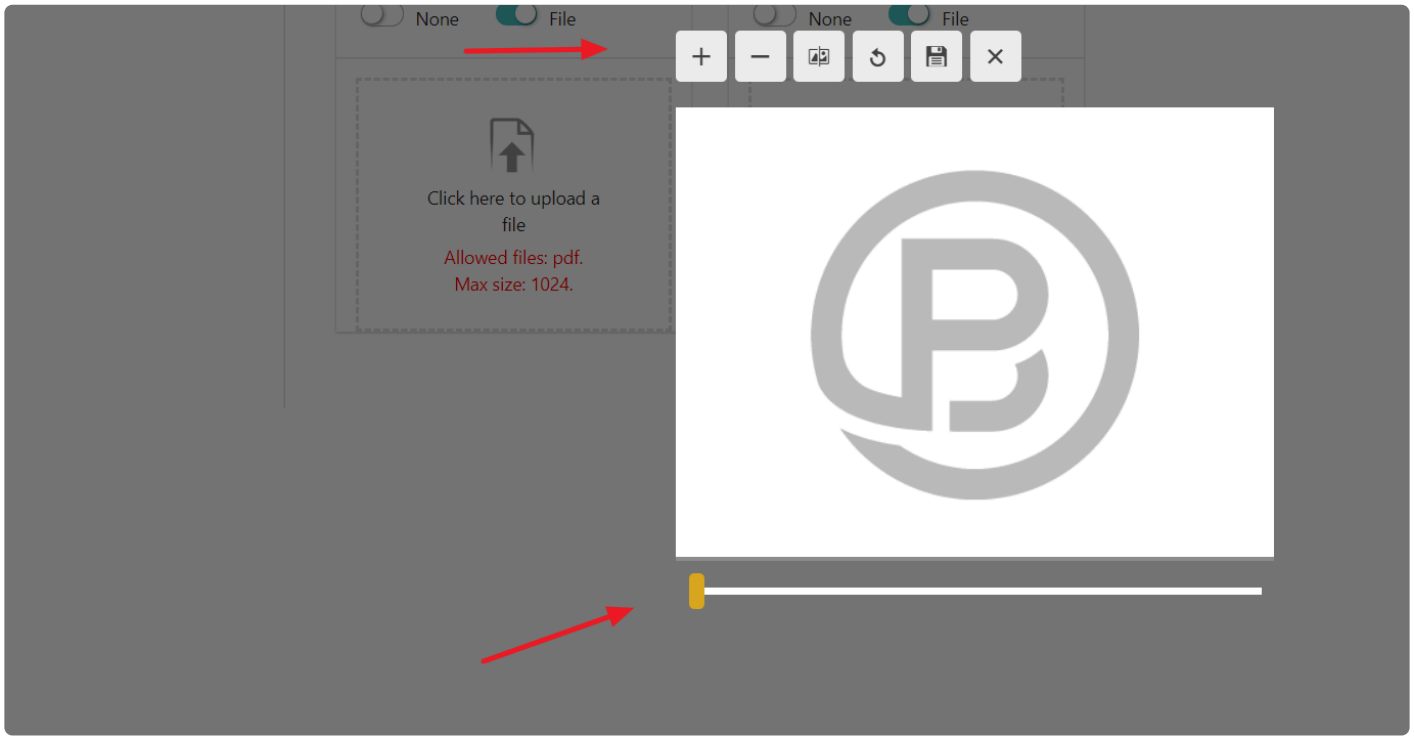
How to Add a Logo That is Too Large

How to Add a Logo That is Too Small

- Click on the Logo Upload box.
- Either double click on your image or click on your image and select open.

> Your image should not be too much larger than the minimum size. You will be able to crop it to fit but images that are too large may overlap the logo space even after cropping.

Once you upload your image you will see the cropping tool.



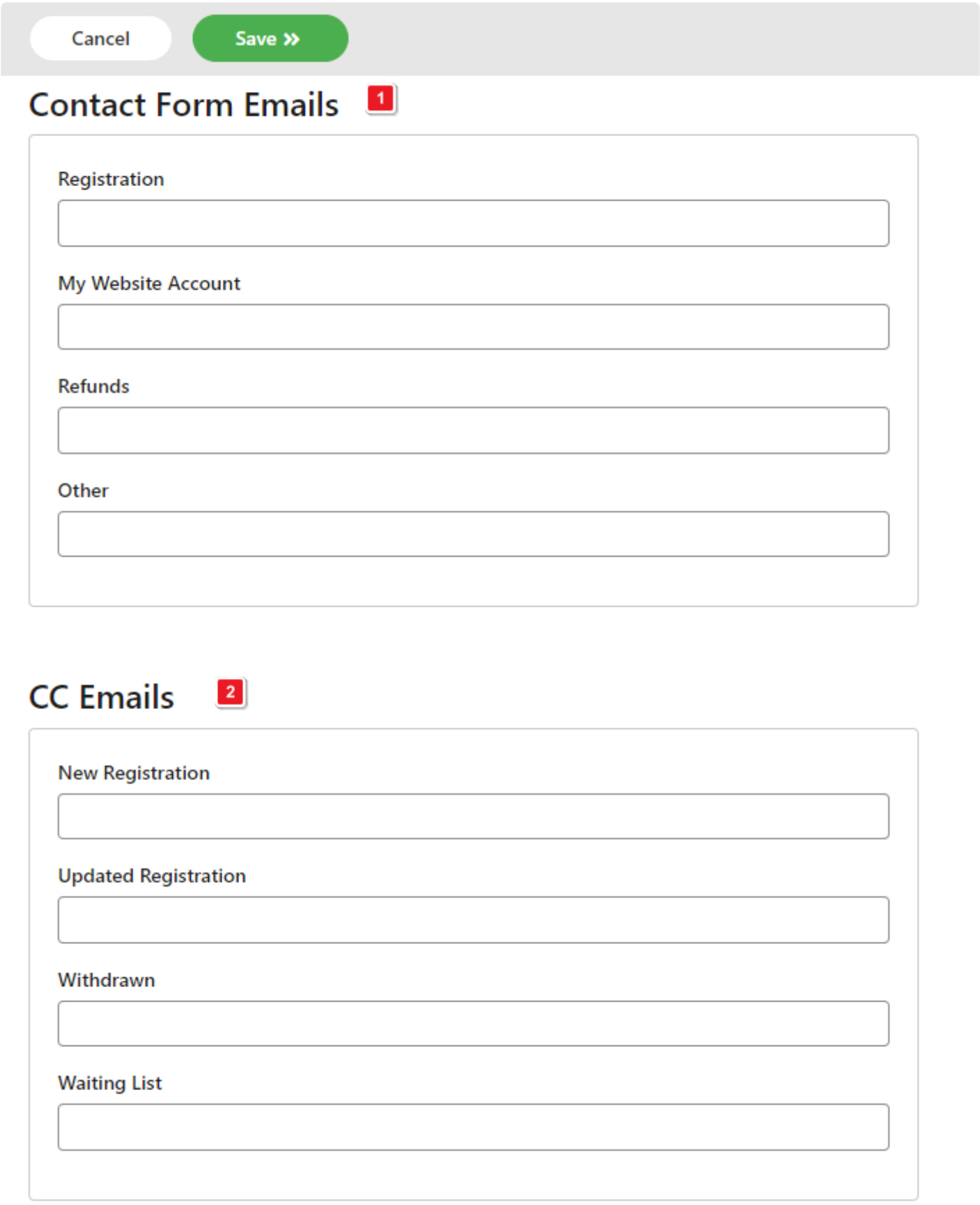
Buttons across the top allow you to:

- Zoom In
- Zoom Out
- Auto Resize
- Reset back to the Original Size
- Save the Image
- Cancel the Upload

The slide bar below the image may also be used to zoom in and out.

1. Click on the primary contact button and search for a primary contact. That person must have a player account. The same process can be used to add a second league contact person.

5.3.3.5. Basic Info Page 5

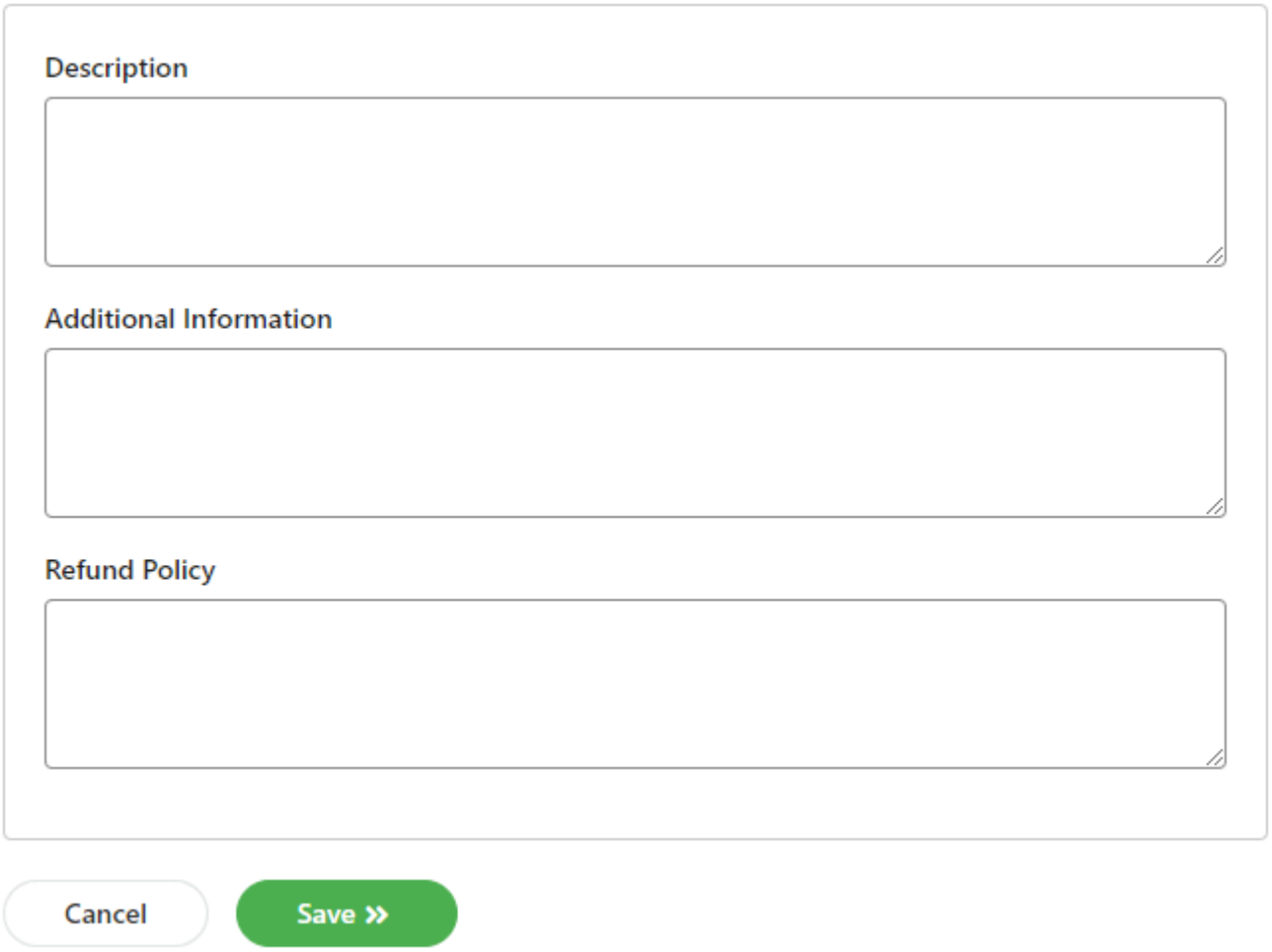


This section of the setup allows you to specify communication preferences.

1. These options will default to the Primary Contact email address unless you enter something different. For example, if another club official handles all finances, you might want that person to receive all refund requests.
2. These options allow you to receive copies of any emails that are automatically generated and sent to players. Unless you fill in each with an email address you **will not** receive and copies.

5.3.3.6. Basic Info Page 6

Use these text boxes to describe your league in detail. This information will be displayed on the main league page. Click on the green Save button to continue the setup process.



5.3.3.7. League Checkout Options

Choose Checkout Options

The organization or club can set up Stripe or PayPal accounts to accept online registration fees. If they have done that, the league director or manager will be able to specify that as one of the tournament Checkout Options. They also have the option of collecting mail in or onsite payments. If more than one Checkout Option is specified, players will be able to select their preferred payment method.

2. Checkout Options

The Association "**001 DEMO Pickleball Association**" has 1 payment gateway setup to collect fees.

You can activate this below as an option to pay during registration checkout.

The feature to collect payment via onsite or by mail can also be activated below.

Select all that apply.

PayPal

Inactive Payment

001 DEMO Pickleball Association
has not linked PayPal to Pickleball Brackets. Contact the Association to add this payment method.

stripe

Inactive Payment

Email Address
jason@pickleballbrackets.com

Stripe ID
**********6XDj

Scope
read_write

Account Type
standard

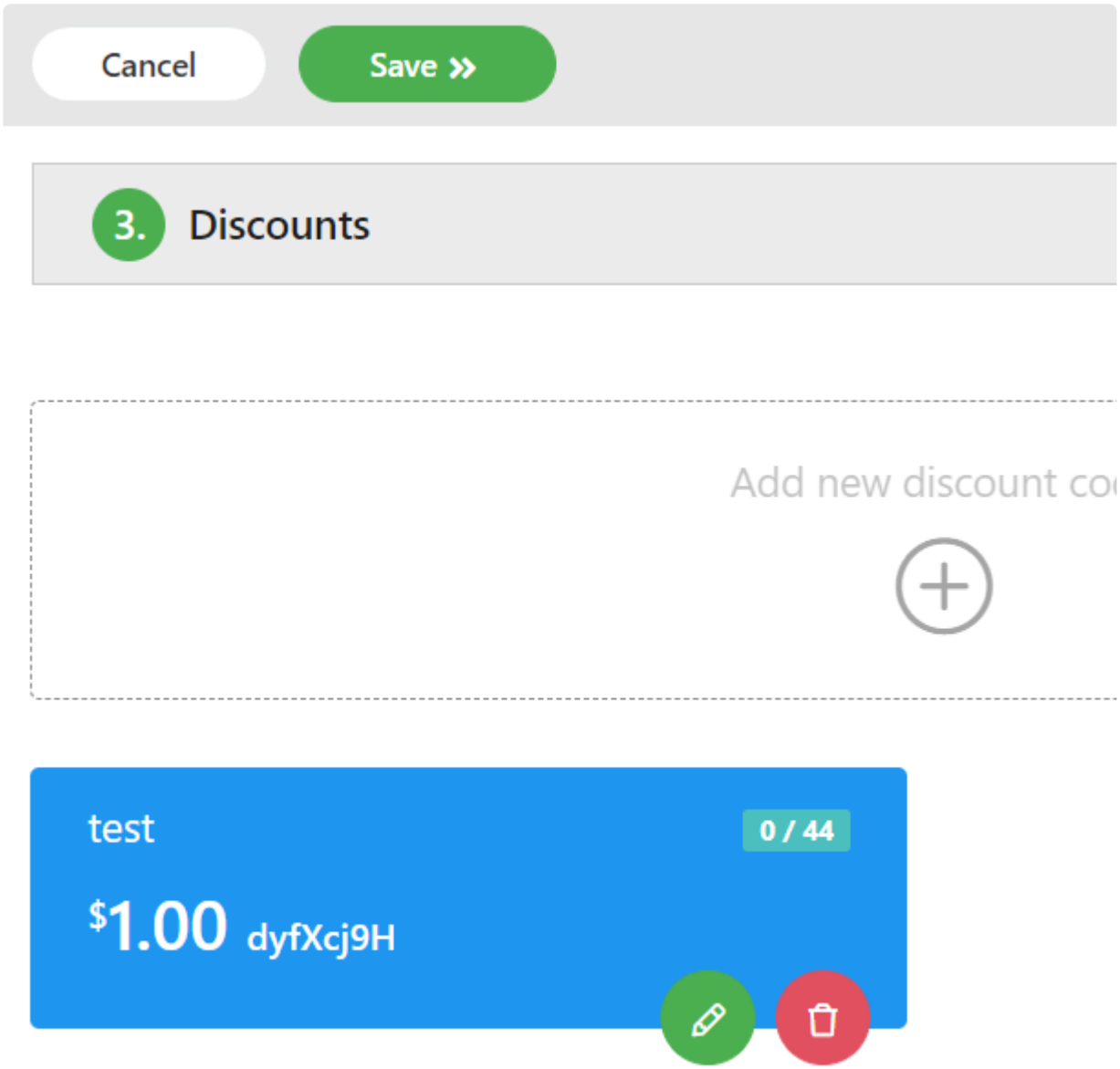
Click to Activate

Onsite Payment

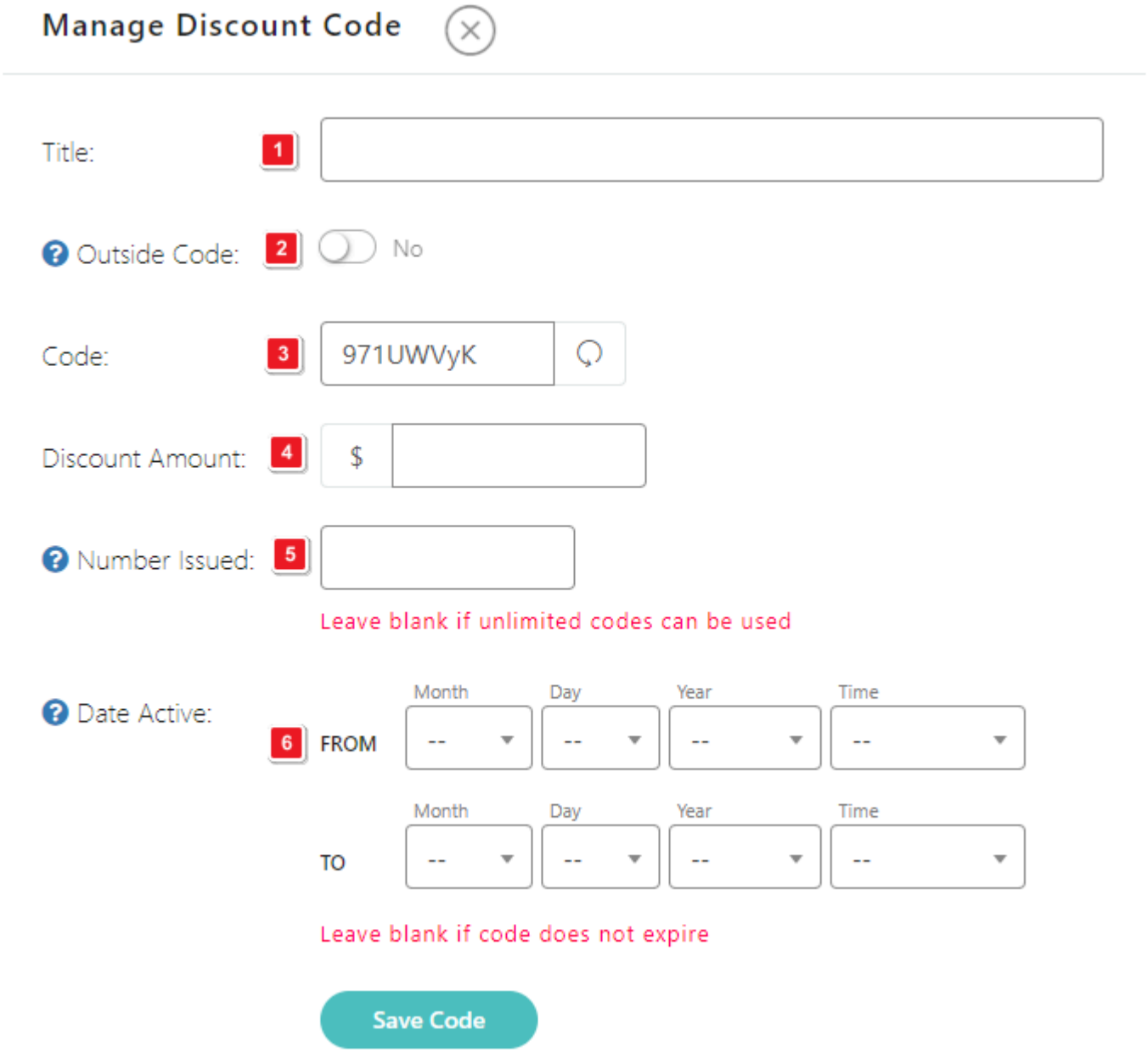
Onsite Payment
At checkout give your customers the option to pay when they get to the event.

5.3.3.8. League Discount Codes

League Managers may create discount codes to distribute. Each code is unique and can be limited in scope and duration. Click on the plus sign to add a discount code.



Complete this form to generate a code.



1. **Title**
   Give the code a title. That title will appear on the list of discount codes.

2. **Outside Code**
   Use this for outside organizations such as clubs. This field is for future use.

3. **Code**
   The system generates a random code that you can use. You may prefer to type in your own code that might be easier to remember.

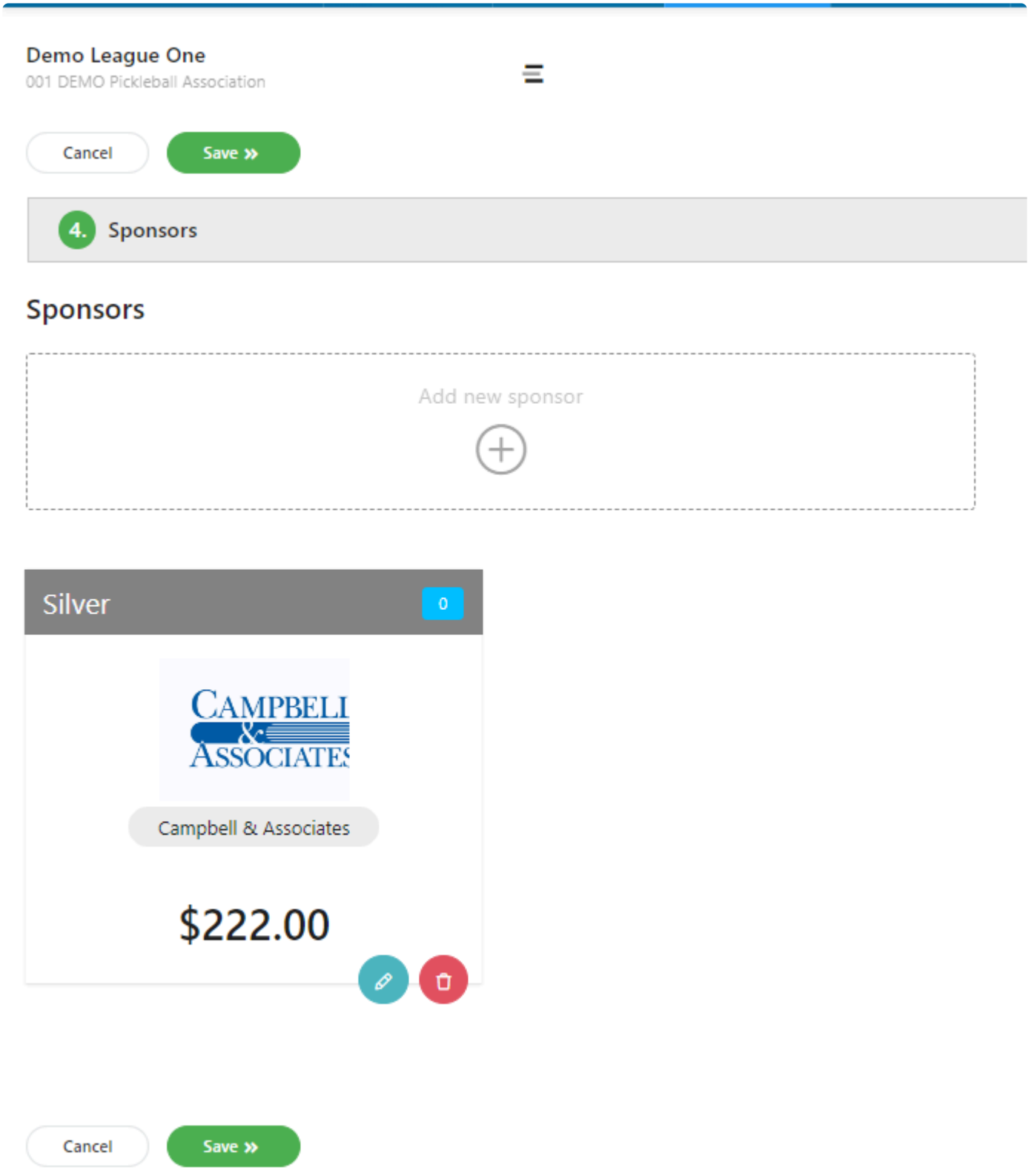
4. **Discount Amount**
   The value of the discount as a positive number.

5. **Number Issued**
   Use this to limit the number of discounts available. This feature can be used to promote a tournament by offering discounts to only the first X number of players to register.

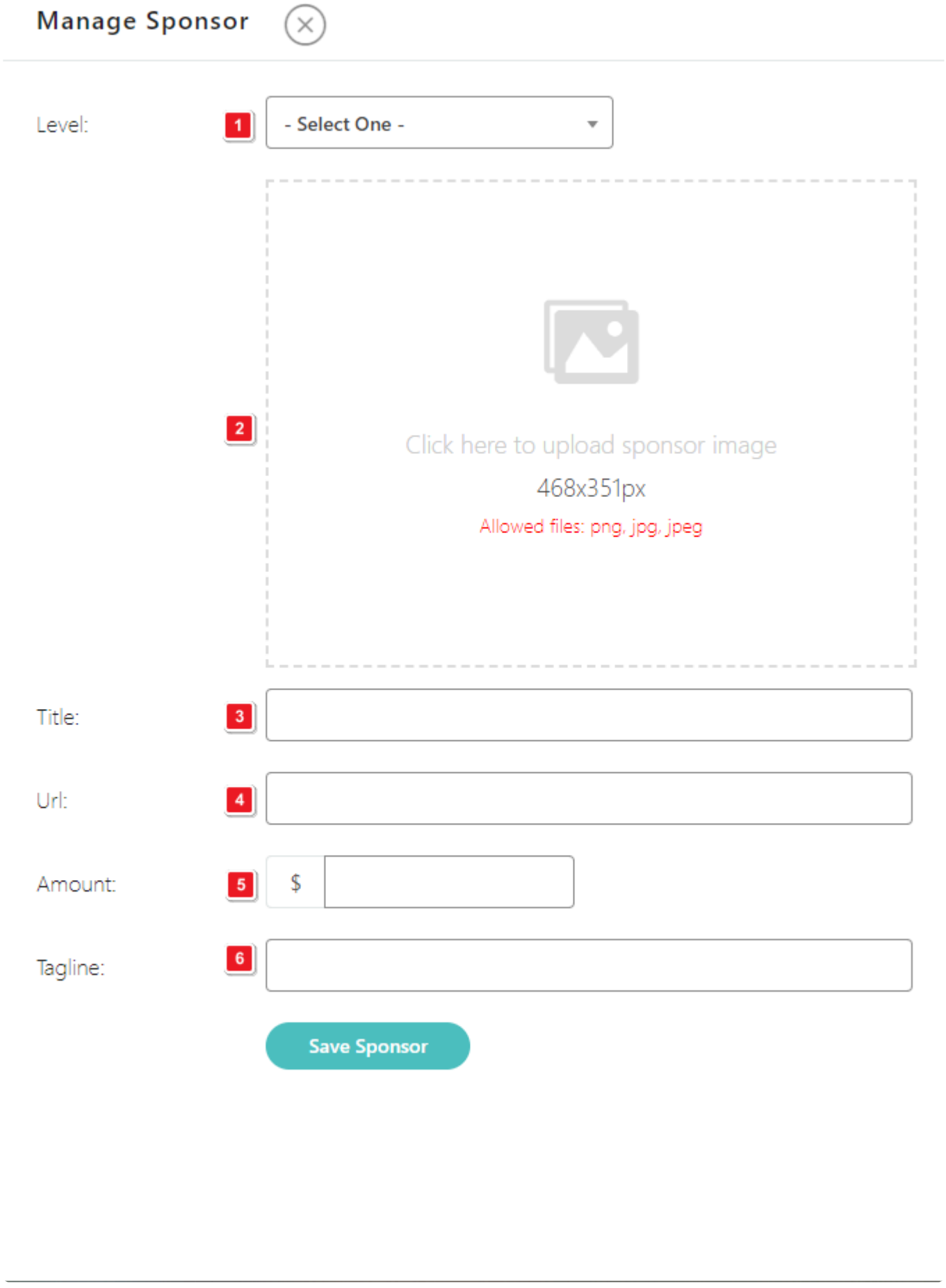
6. **Date Active**
   Use this to limit the date range that the code will be valid.

5.3.3.9. League Sponsors

If a league has sponsors, the league director can add the sponsor information and logo here. It will display at the bottom of the league webpage and will be included in all emails that are sent to players. If a URL is included, the logo will be clickable.



Upload a logo and complete the sponsor information.


Manage Sponsor
Level:
1
- Select One -
2
Click here to upload sponsor image
468x351px
Allowed files: png, jpg, jpeg
Title:
3
Url:
4
Amount:
5
$
Tagline:
6
Save Sponsor

1. **Sponsor Level**
   Select a sponsor level from the drop down menu. Available choices are Platinum, Gold, Silver, Bronze and Partner. Platinum sponsor logos are fixed at the bottom of the tournament page. All others rotate.

2. **Logo upload**
   Upload the sponsor logo here. The process is the same at that used for the league logo.

3. **Title**
   The name of the sponsor.

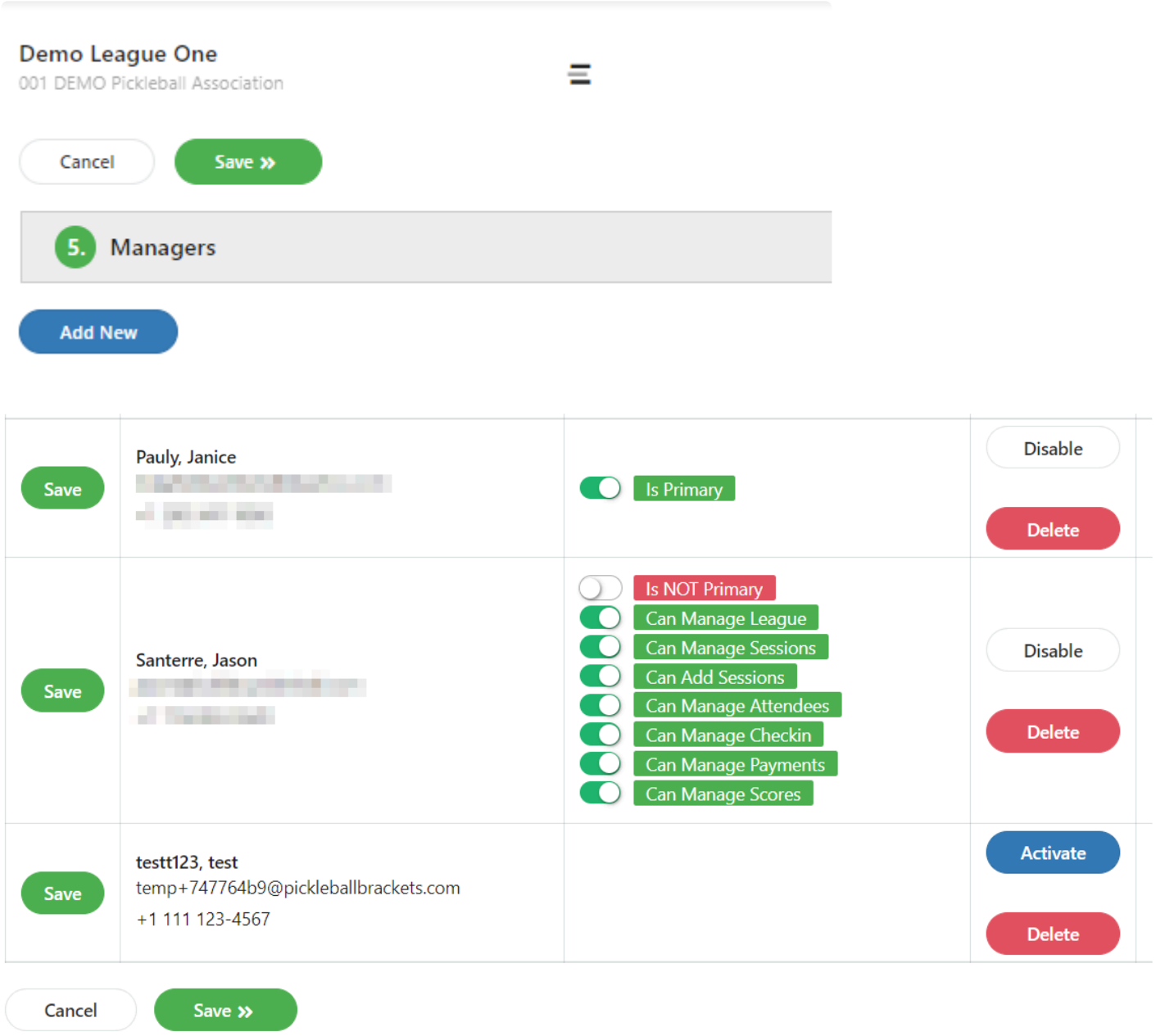
4. **URL**
   If the sponsor has a website, include the address here and players who click on the sponsor logo will be directed to their website.

5. **Amount**
   This is optional. It does not display on the tournament website.

6. **Tagline**
   If the sponsor has an advertising slogan, include it here and it will display below the sponsor name.

5.3.3.10. League Managers

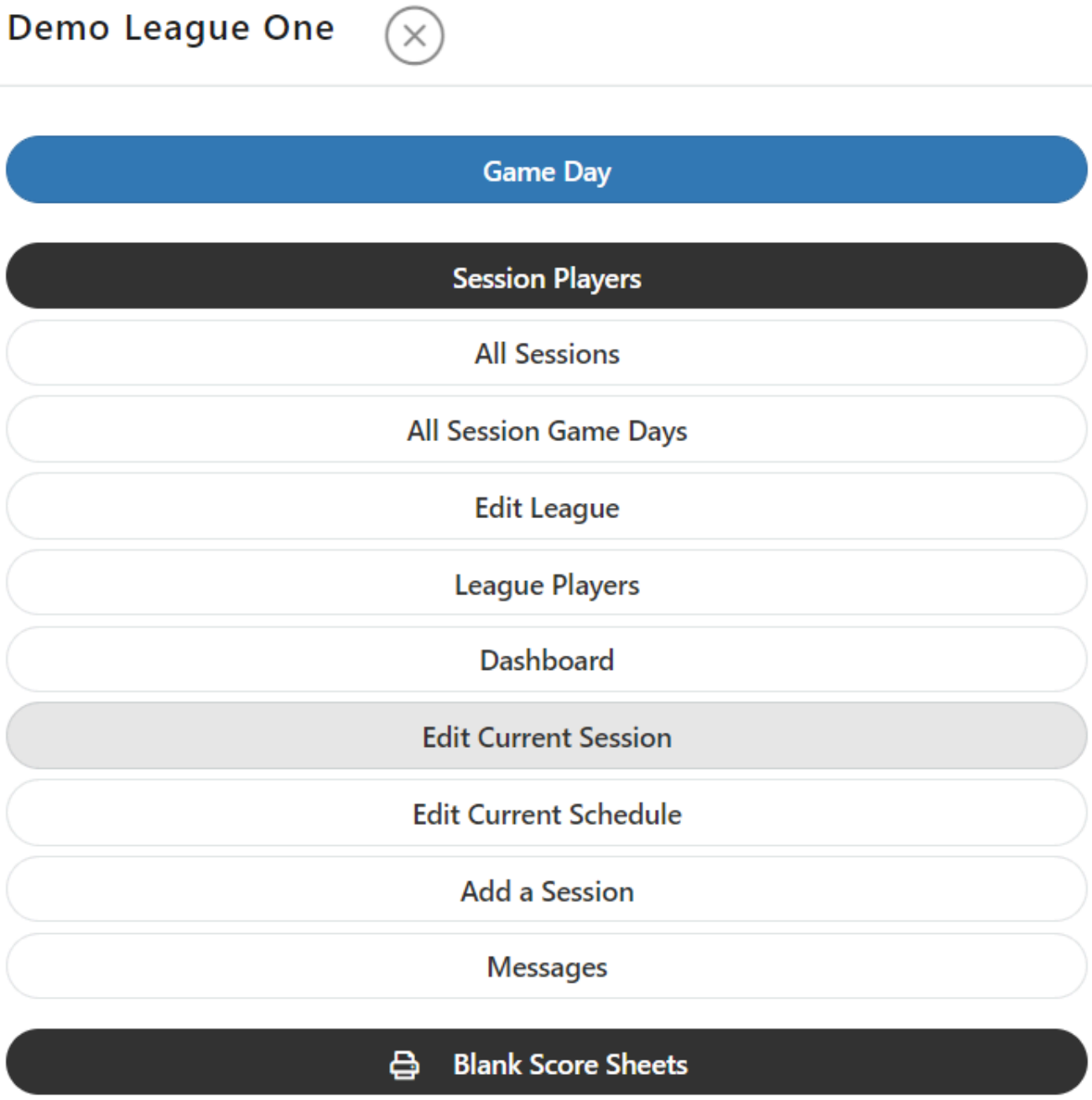
A league can have multiple managers but only one of them can be the primary manager. Only primary managers can add new managers.



! If you add a manager and/or change privileges for that manager, you must click on the “Save” button next to their name before saving the manager list.

5.3.3.11. The League Menu

Once your league is set up, you have a number of menu options to help maintain the league and communicate with players.



1. **Session Players** – A list of all the players registered in the current session as they are ranked on the ladder.
2. **All Sessions** – This will list all of the league sessions and allow the league manager to edit those sessions.
3. **All Session Game Days** – This will list the game days for the current league session and allow the

league manager opt players in or out, enter scores and manage play on the game day.

4. **Edit League** – This allows the league manager to view and edit the league setup parameters.
5. **League Players** – This shows a listing of all the current league players with their current payment history.
6. **Dashboard** – (coming soon)
7. **Edit Current Session** – Allows the league manager to modify details for the current league session.
8. **Edit Current Schedule** – Allows the league manager to edit the game day schedule for the current session.
9. **Add a Session** – Select this menu option to add a new session to the current league.
10. **Messages** – Select this option to send messages to the current session players.
11. **Blank Score Sheets** – Select this option to print blank score sheets in any scoring format.

5.3.4. League Sessions

Each League is made up of Sessions. Sessions are groups of game days that can run multiple weeks. Some sessions are only six to eight weeks long. Others run a year or more. The league manager determines the length of the session, often based on a billing period for the league or seasons of the year (fall, winter, spring and summer). Most of the specific parameters of a league are set up within the session. This includes such items as:

1. Age/Skill Limitation
2. Maximum Number of Teams/Players for the session
3. Maximum Number of Teams/Players for the game day
4. Count Games Toward Club Ratings
5. Use Flex Play
6. Signup / Payment Type
7. Allow non-club members to play OR restrict play to only club member.
8. New Player Starting Point
9. Registration Details
10. Registration Dates
11. Date for age calculation
12. Online registration ability: Y/N
13. Registration Fees
14. Ranking Type

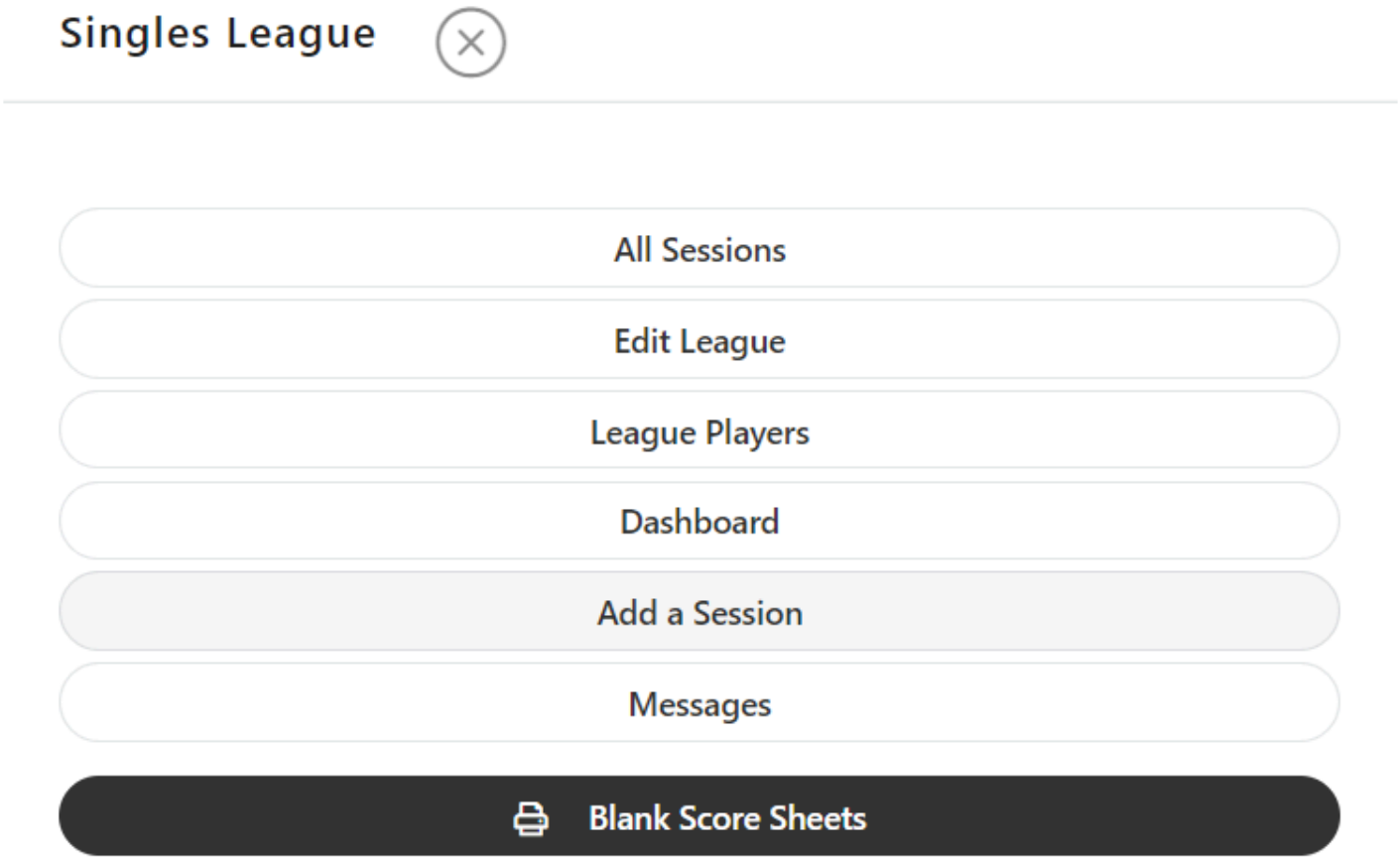
✻ Some parameters must be set at the beginning of the session. Others can be changed during the session according to the needs of the league.

! The most significant benefit of a league with continuous sessions is the ability to maintain player rankings when moving from one session to the next.

5.3.4.1. Adding New League Sessions

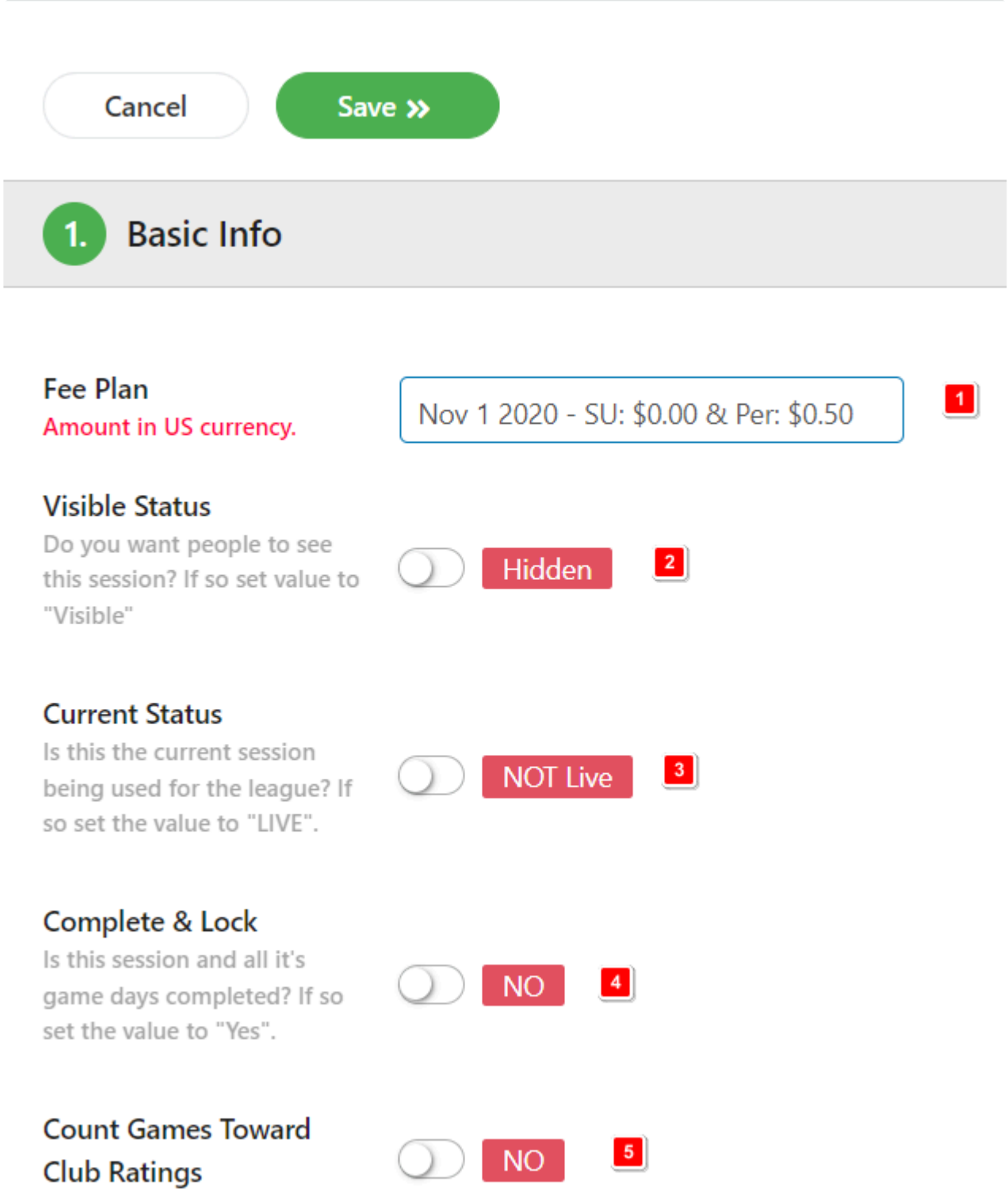
To add sessions to any league, log in to your pickleballbrackets.com account, click on My Leagues and select the league you are managing. The league menu will show on the right side of the screen. Select Add a Session.

League sessions are consecutive. Session 2 follows Session 1, etc. Do not create a new session for a different group of players. For that, you need to create a completely different League.



Follow the step by step process after that to set up all of your session parameters.

5.3.4.1.1. Session Page 1

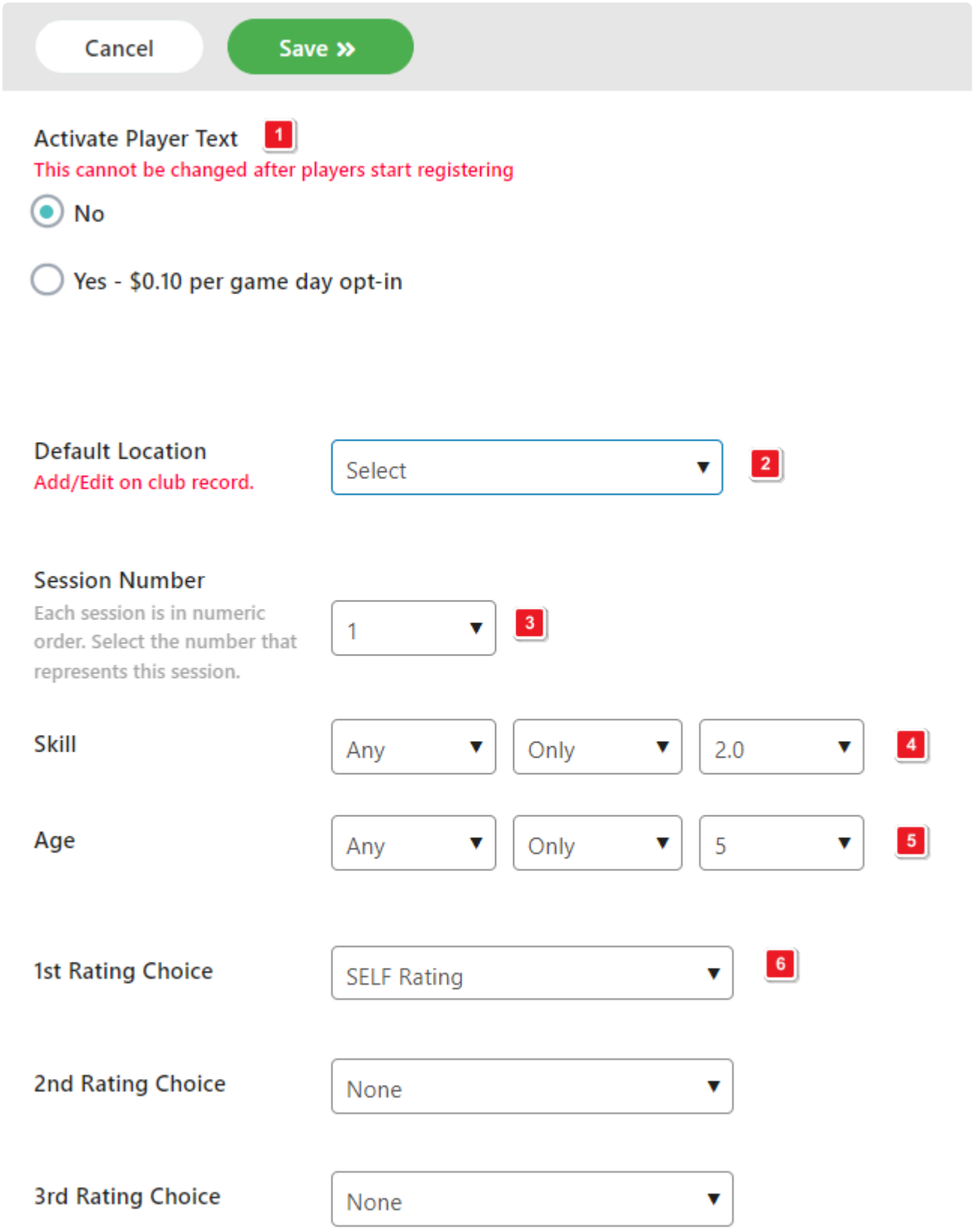


League Session setup will take you through a series of steps to configure the session.

1. **Fee Plan** – This is the current fee for a league in US Dollars.
2. **Visible Status** – Do you want this league to be shown on the public website? This works together with the **“Show Public Date”** that specifies **when** it will be shown.
3. **Current Status** – The league is not live until the league director turns this on. That should be done only when the setup is complete and registrations may start.
4. **Complete and Lock** – Turn this on to end the session.
5. **Count Games Toward Club Ratings** – If turned on, games played during this league will count toward club ratings for games where all players in a particular game are club members. If a league is using club ratings to rank players on a ladder, this must be turned on, otherwise it is optional.

There is an additional fee to calculate club ratings. Check the **Pricing** tab at the top of the PickleballBrackets.com homepage for the current fee.

5.3.4.1.2. Session Page 2

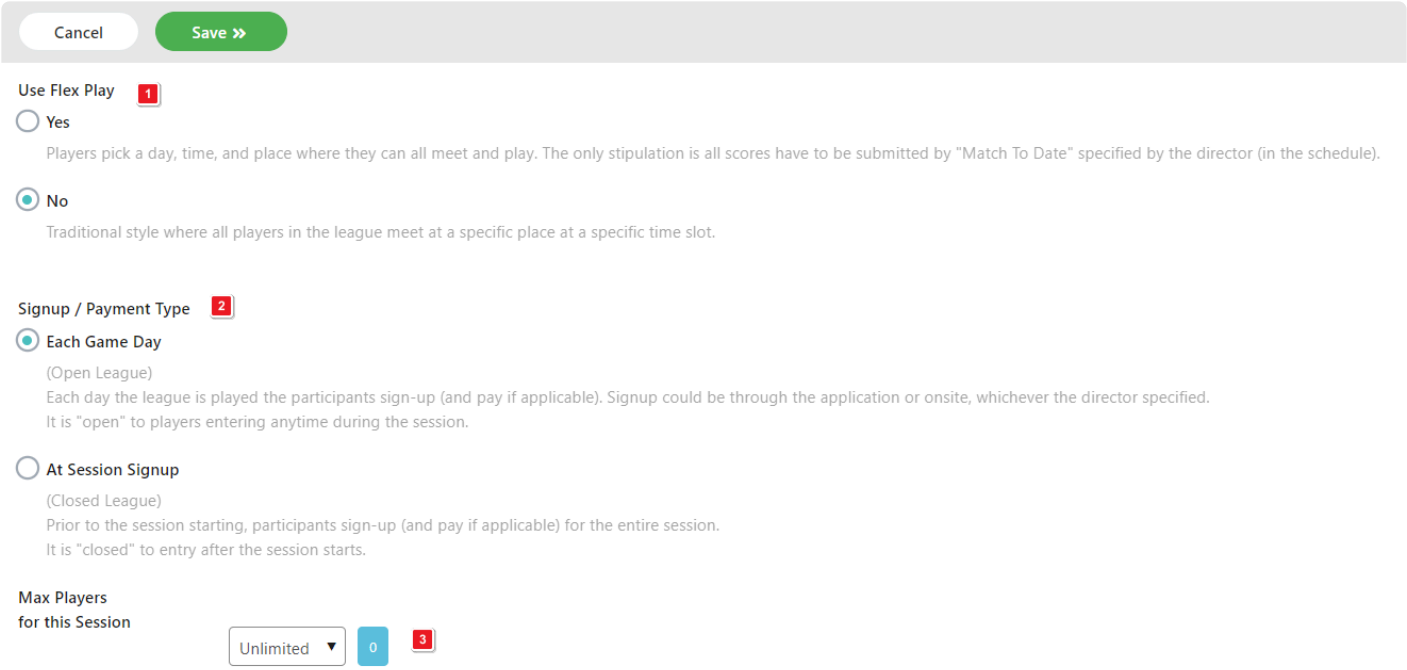


1. **Activate Player Text** – If text messages are active for a league, players will receive a message after

each game that shows the score that has been entered. League managers will also be able to send a general text message to all of the opted in players on a particular game day.

2. **Default Location** – Select the playing location for this session. Locations are listed in the Club record.
3. **Session Number** – Select the session number for this league. If this is not the first session of the league, the league director will be given an opportunity later in the setup process to import all of the players from the previous session.
4. **Skill Level** – This will restrict registration for the session to a particular skill level. Skill levels will be evaluated based on the rating choices specified in option 6, below.
5. **Age** – This will restrict registration for the session to a particular age group.
6. **Rating Choice** – This specifies the order of selection of the rating to be used for determining the eligibility for session sign up. The choices are PickleballBrackets.com Tournament Rating, Club Rating and Self Rating. These will be evaluated in order of selection. If a player does not have a Pickleballbrackets.com rating or a Club Rating, and either of those are selected as the first or second priority, the system will default to using their self rating.

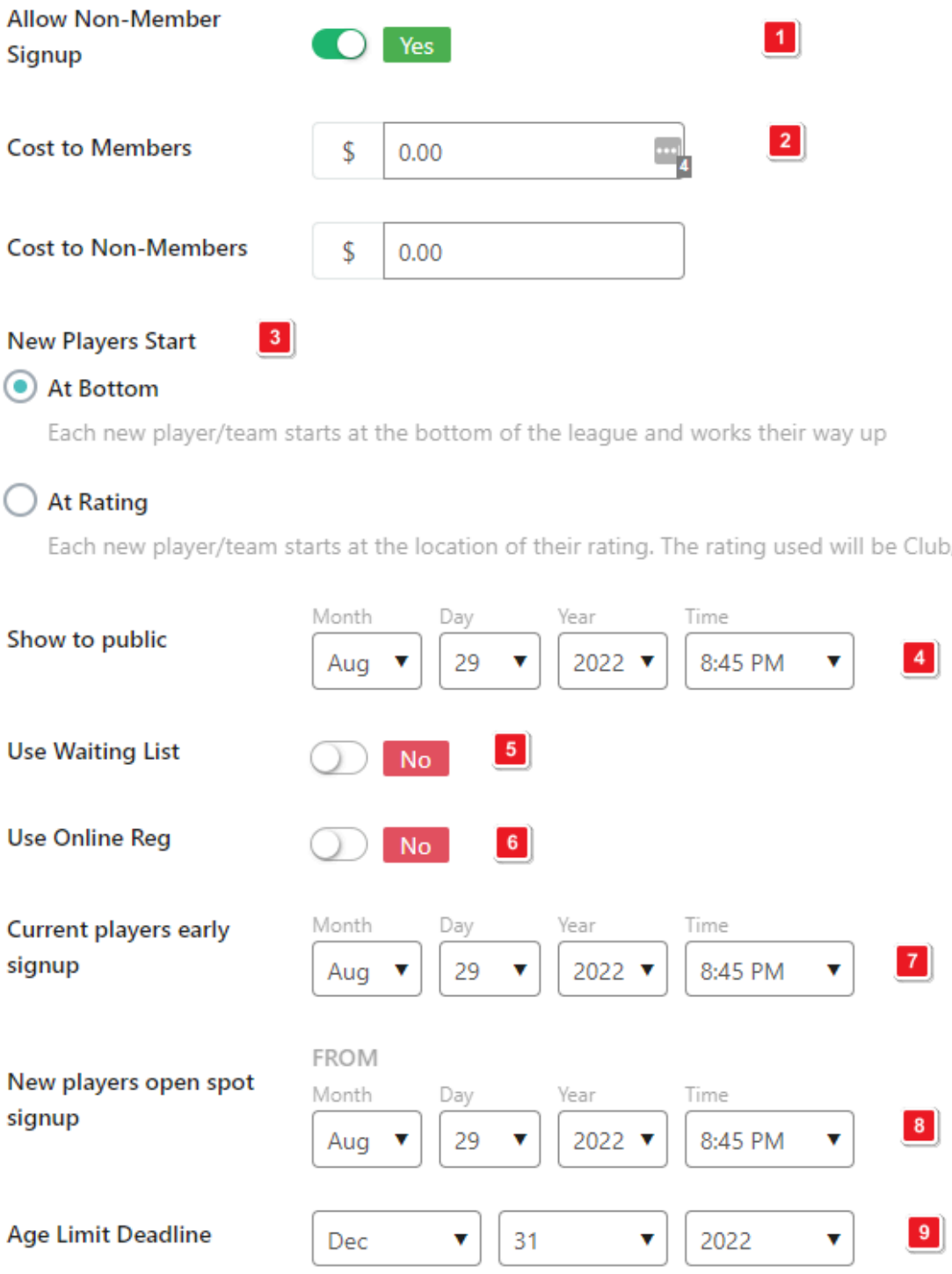
5.3.4.1.3. Session Page 3



1. **Use Flex Play** – With a Flex League, players will receive and email at the beginning of their current playing week that lists the members of their group. It is their responsibility to arrange play at any time or place of their choosing during that week. All scores **must** be entered, either by the players themselves, or by the league manager, prior to the deadline set for that week. Any matches with no scores will be automatically canceled.
2. **Sign Up / Payment Type** – Do players have to sign up for the entire session or can they pay for each game day individually? Flex Leagues require a Session sign up.
3. **Max Players for this Session** – This can be unlimited or restricted to only a certain number of players based on the number of courts available. Flex Leagues can usually be unlimited in size. The blue number shows the current count of registered players.

> A suggested max for a traditional league would be five or six times the number of courts available. If every session player opted in for a particular game day, there would then only be one or two byes for each game that day. Typically, not every player will opt in for every game day.

5.3.4.1.4. Session Page 4

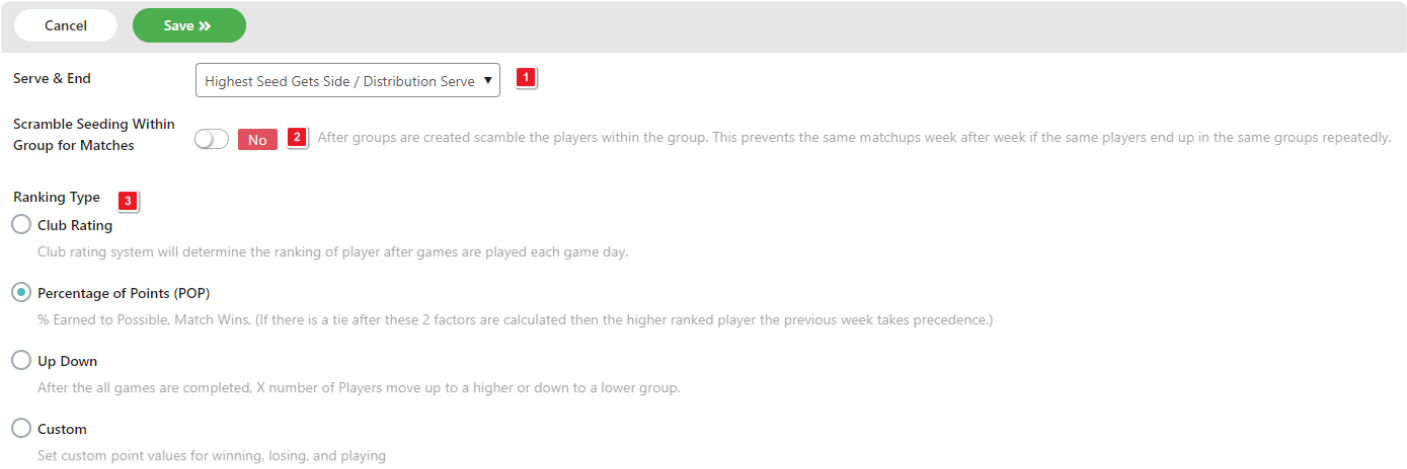


The settings on this page set all of the parameters for the online registration process.

> If the League Manager is entering players into the session, the age limit deadline will apply if the session is limited to a certain age range. League managers are not restricted to any registration deadlines.

1. **Allow Non-Member Sign-up** – Turn this off to restrict entry to only those players listed as members of your PickleballBrackets.com Club
2. **Cost** – Enter the session cost here. You can specify different costs for club members and non-members.
3. **New Players Start** – If you are adding new players to a session that already has players from a previous session or that has started but is still accepting registrations, where do you want them to be placed on the ladder?
4. **Show to Public** – When do you want this session to be shown on the public website? The session must be set to visible for it to show.
5. **Use Waiting List** – Each session has a maximum number of registered players and a maximum number of players who can opt in for a particular game day. If the maximum number for the game day is met some session players were not able to get in, do you want to establish a waiting list that will automatically opt players in if there is a dropout for that day?
6. **Use Online Registration** – Set this to Yes if you want players to register themselves. If the League manager will be registering players, and collecting registration fees outside of PickleballBrackets.com, set this to No.
7. **Current Players Early Signup Date** – Allows players from an earlier session to sign up before the general public. *This only applies to online registration.*
8. **New Players Open Spot Signup** – What is the date that new players will be able to start registering. *This only applies to online registration.*
9. **Age Limit Deadline** – If this session is only open to a certain age range, what date will be used to calculate the player's age?

5.3.4.1.5. Session Page 5



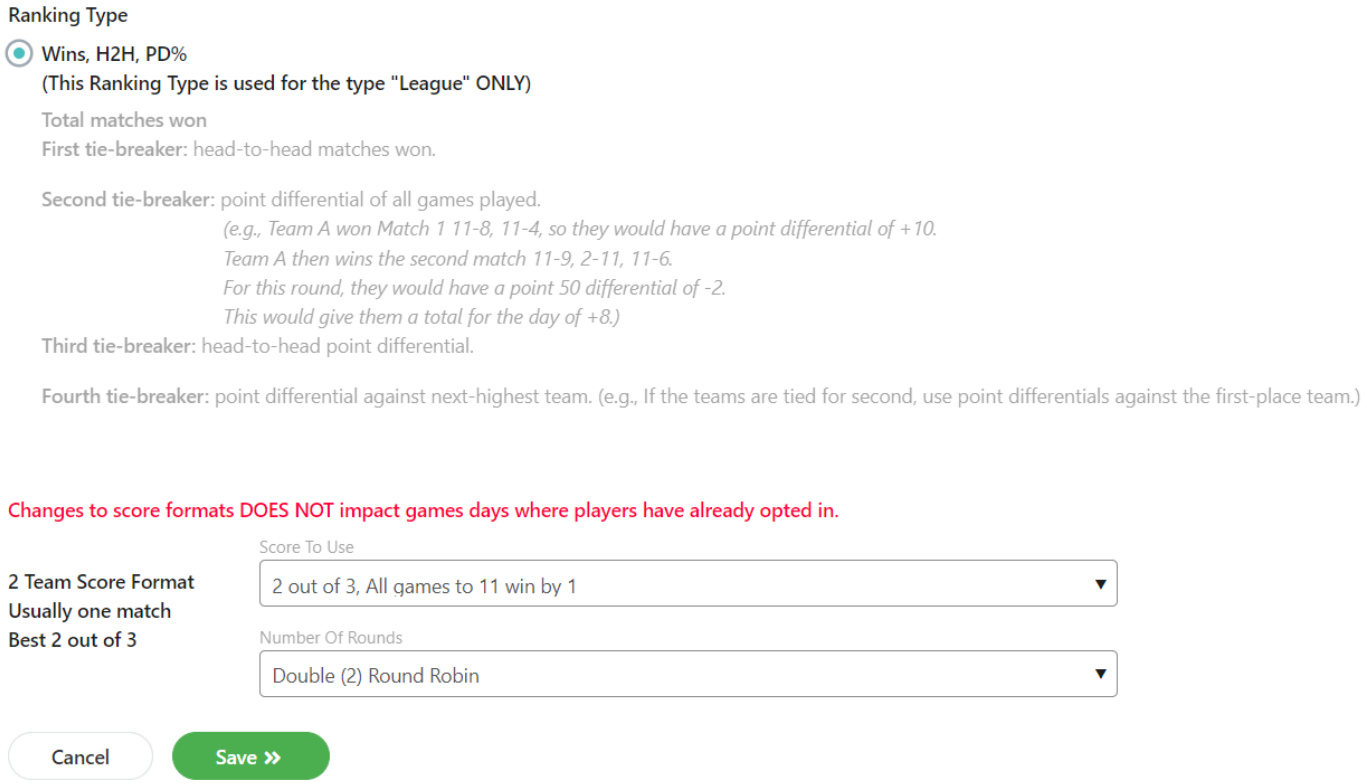
The following pages list the parameters that control the operation of the session including how players are matched up each game day, how they move up and down the ladder, the points played based on the number of players and the columns that are show on the main player page.

1. **Serve and End** – The system can designate the player who chooses serve and end for each game, giving it to the highest seed. Turn this off to allow players to choose.
2. **Scramble Seeding Within Group For Matches** – This instructs the system to use different seedings each week to vary the player matchups within a group. This will prevent the same players from being matched up together every week if they are in the same group. *This only applies to groups of 5 or more. If this is selected, the League Manager will not be able to manually move players from one group to another.*
3. **Ranking Type** – This determines how players can move up or down on the ladder. The following pages include detailed explanations of each choice.

5.3.4.1.5.1. Traditional Leagues

Traditional Leagues are those that take place over a set period of time. The format is round robin and each team or person, if it is a singles league, will play each other once over the time period. Setup options for a traditional league are restricted to those necessary for round robin events involving two teams or players.

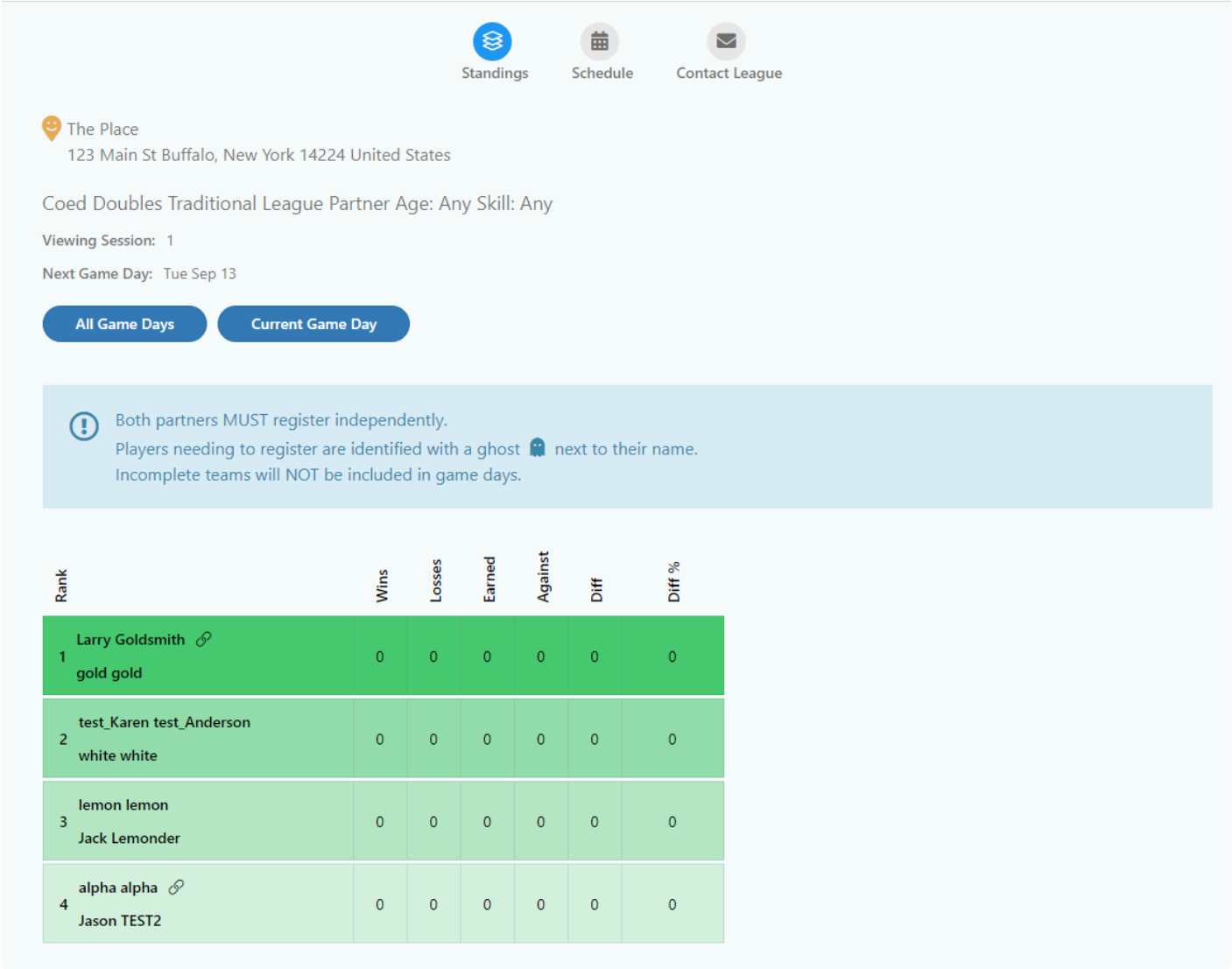
The Ranking Type follows current IFP guidelines and score formats are limited to only those that apply to two teams (or players for a singles league).



Things to Know:

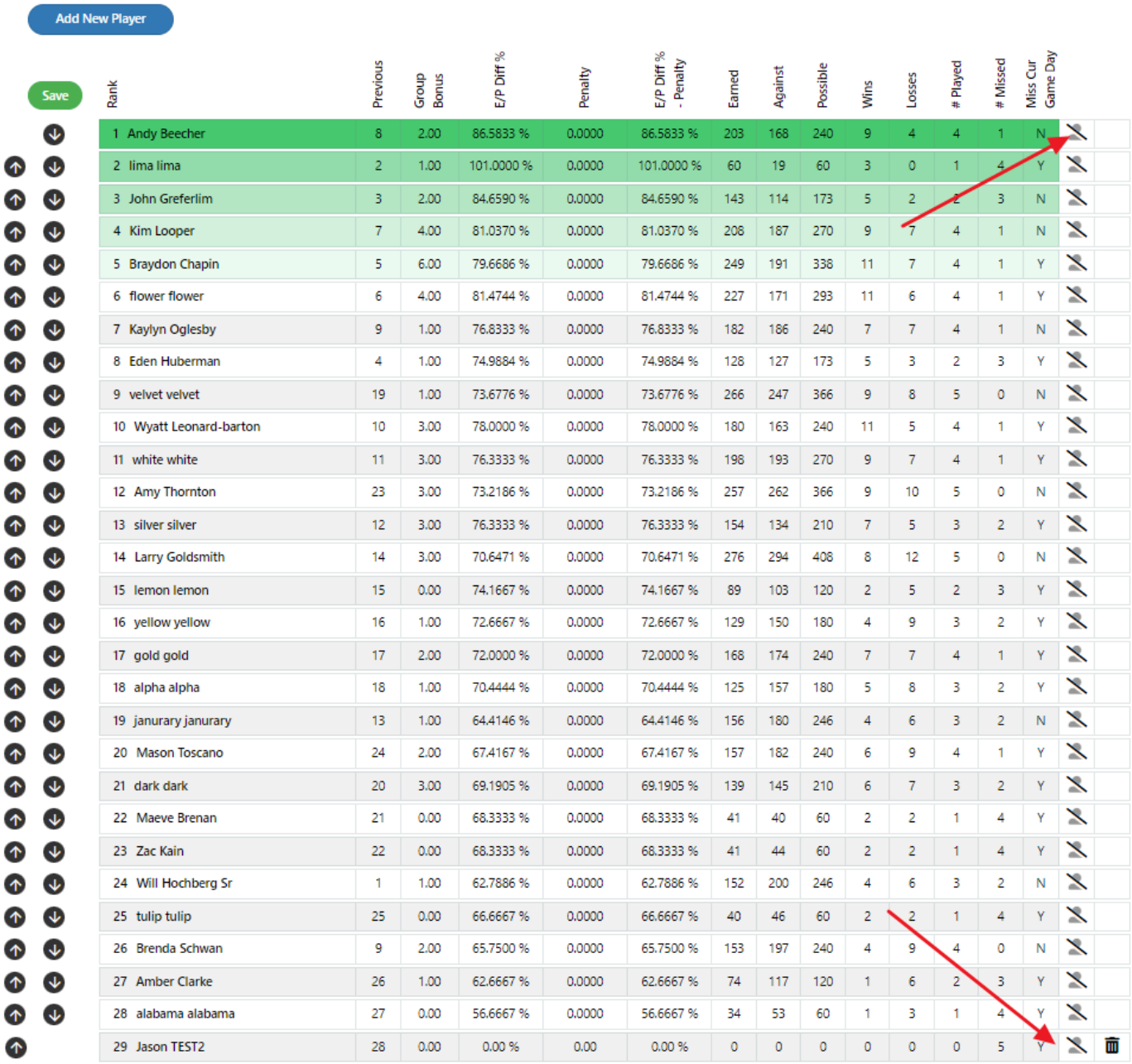
1. Since a traditional league is scheduled as a round robin, the league director should allow enough game days in the schedule for all registered teams to play each other once for a single round robin format. If there are not enough game days in the schedule, some teams will not be scheduled to play each other.
2. More than one game day can be scheduled for a week in order to assure that there are enough game days in the schedule for all teams to play each other.
3. Scores may be entered in any order and games do not have to be played on the actual date listed. This allows games to be played and scores entered at any time. Entered scores may be edited up to 24 hours after they are initially entered.

4. There is no opt in period for game days. All teams are scheduled to play. However, subs may be designated for missing players.
5. Traditional league standings are displayed in ladder format and are adjusted after every game that is played.



5.3.4.1.5.2. Ladder Leagues

Ladder Leagues are set up in a Scramble format where each individual player or team plays at least one round against the others in their game day playing group. There are four methods for ranking players on the ladder.



Rank	Previous	Group Bonus	E/P Diff %	Penalty	E/P Diff % - Penalty	Earned	Against	Possible	Wins	Losses	# Played	# Missed	Miss Cur Game Day
1 Andy Beecher	8	2.00	86.5833 %	0.0000	86.5833 %	203	168	240	9	4	4	1	N
2 lima lima	2	1.00	101.0000 %	0.0000	101.0000 %	60	19	60	3	0	1	4	Y
3 John Greferlim	3	2.00	84.6590 %	0.0000	84.6590 %	143	114	173	5	2	2	3	N
4 Kim Looper	7	4.00	81.0370 %	0.0000	81.0370 %	208	187	270	9	7	4	1	N
5 Braydon Chapin	5	6.00	79.6686 %	0.0000	79.6686 %	249	191	338	11	7	4	1	Y
6 flower flower	6	4.00	81.4744 %	0.0000	81.4744 %	227	171	293	11	6	4	1	Y
7 Kaylyn Oglesby	9	1.00	76.8333 %	0.0000	76.8333 %	182	186	240	7	7	4	1	N
8 Eden Huberman	4	1.00	74.9884 %	0.0000	74.9884 %	128	127	173	5	3	2	3	Y
9 velvet velvet	19	1.00	73.6776 %	0.0000	73.6776 %	266	247	366	9	8	5	0	N
10 Wyatt Leonard-barton	10	3.00	78.0000 %	0.0000	78.0000 %	180	163	240	11	5	4	1	Y
11 white white	11	3.00	76.3333 %	0.0000	76.3333 %	198	193	270	9	7	4	1	Y
12 Amy Thornton	23	3.00	73.2186 %	0.0000	73.2186 %	257	262	366	9	10	5	0	N
13 silver silver	12	3.00	76.3333 %	0.0000	76.3333 %	154	134	210	7	5	3	2	Y
14 Larry Goldsmith	14	3.00	70.6471 %	0.0000	70.6471 %	276	294	408	8	12	5	0	N
15 lemon lemon	15	0.00	74.1667 %	0.0000	74.1667 %	89	103	120	2	5	2	3	Y
16 yellow yellow	16	1.00	72.6667 %	0.0000	72.6667 %	129	150	180	4	9	3	2	Y
17 gold gold	17	2.00	72.0000 %	0.0000	72.0000 %	168	174	240	7	7	4	1	Y
18 alpha alpha	18	1.00	70.4444 %	0.0000	70.4444 %	125	157	180	5	8	3	2	Y
19 janurary janurary	13	1.00	64.4146 %	0.0000	64.4146 %	156	180	246	4	6	3	2	N
20 Mason Toscano	24	2.00	67.4167 %	0.0000	67.4167 %	157	182	240	6	9	4	1	Y
21 dark dark	20	3.00	69.1905 %	0.0000	69.1905 %	139	145	210	6	7	3	2	Y
22 Maeve Brenan	21	0.00	68.3333 %	0.0000	68.3333 %	41	40	60	2	2	1	4	Y
23 Zac Kain	22	0.00	68.3333 %	0.0000	68.3333 %	41	44	60	2	2	1	4	Y
24 Will Hochberg Sr	1	1.00	62.7886 %	0.0000	62.7886 %	152	200	246	4	6	3	2	N
25 tulip tulip	25	0.00	66.6667 %	0.0000	66.6667 %	40	46	60	2	2	1	4	Y
26 Brenda Schwan	9	2.00	65.7500 %	0.0000	65.7500 %	153	197	240	4	9	4	0	N
27 Amber Clarke	26	1.00	62.6667 %	0.0000	62.6667 %	74	117	120	1	6	2	3	Y
28 alabama alabama	27	0.00	56.6667 %	0.0000	56.6667 %	34	53	60	1	3	1	4	Y
29 Jason TEST2	28	0.00	0.00 %	0.00	0.00 %	0	0	0	0	0	0	5	Y

They are:

1. Percentage of Points (POP)
2. Club Rating

3. Up Down
4. Custom

> Parameters for each type are specified during the session setup. Managers may also manually move players up and down the ladder using the arrows next to their names if they wish to override the parameters.

5.3.4.1.5.2.1. Percentage of Points (POP)

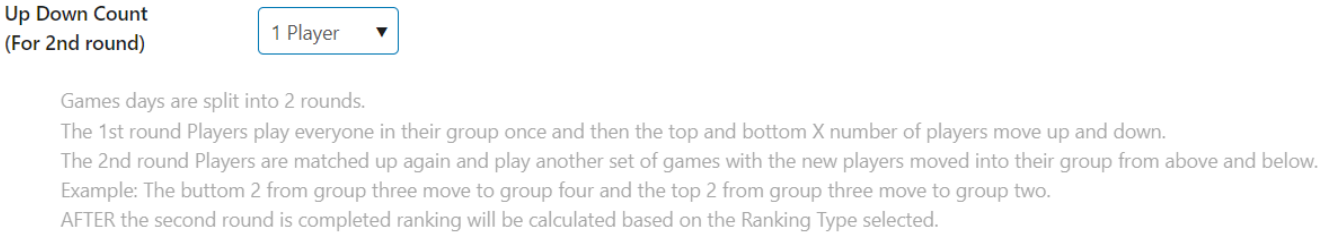
Percentage of Points (POP) Ranking Type

1. This is calculated as a percentage based on points earned divided by the total possible points
2. A tie is broken by Match Wins
3. If there is a tie after these 2 factors are calculated then the higher ranked player the previous week takes precedence.
4. Leagues can limit the up or down movement of a player each week by a fixed percentage of the size of the ladder.
5. If the league imposes a missed game penalty, then that penalty is imposed after the POP is calculated and that will determine the player rank one the ladder.

> ! If there are missed game penalties or up down limits for the league, be sure to show those columns on the ladder ranking display.

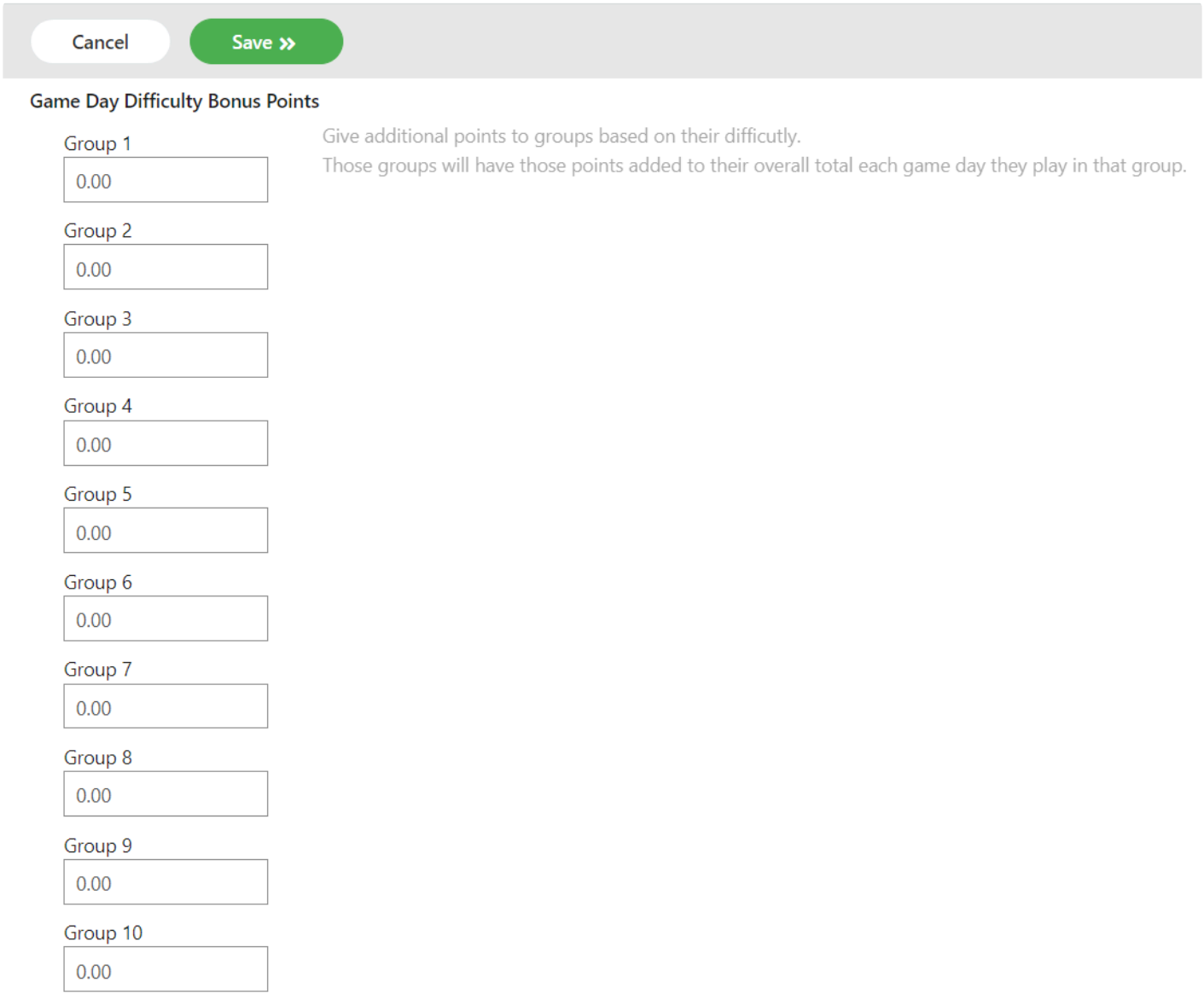
5.3.4.1.5.2.1.1. Two Round POP

If there are two rounds of play, the first round can be treated as an Up Down round where the League Director specifies the number of players in each group to move up or down.



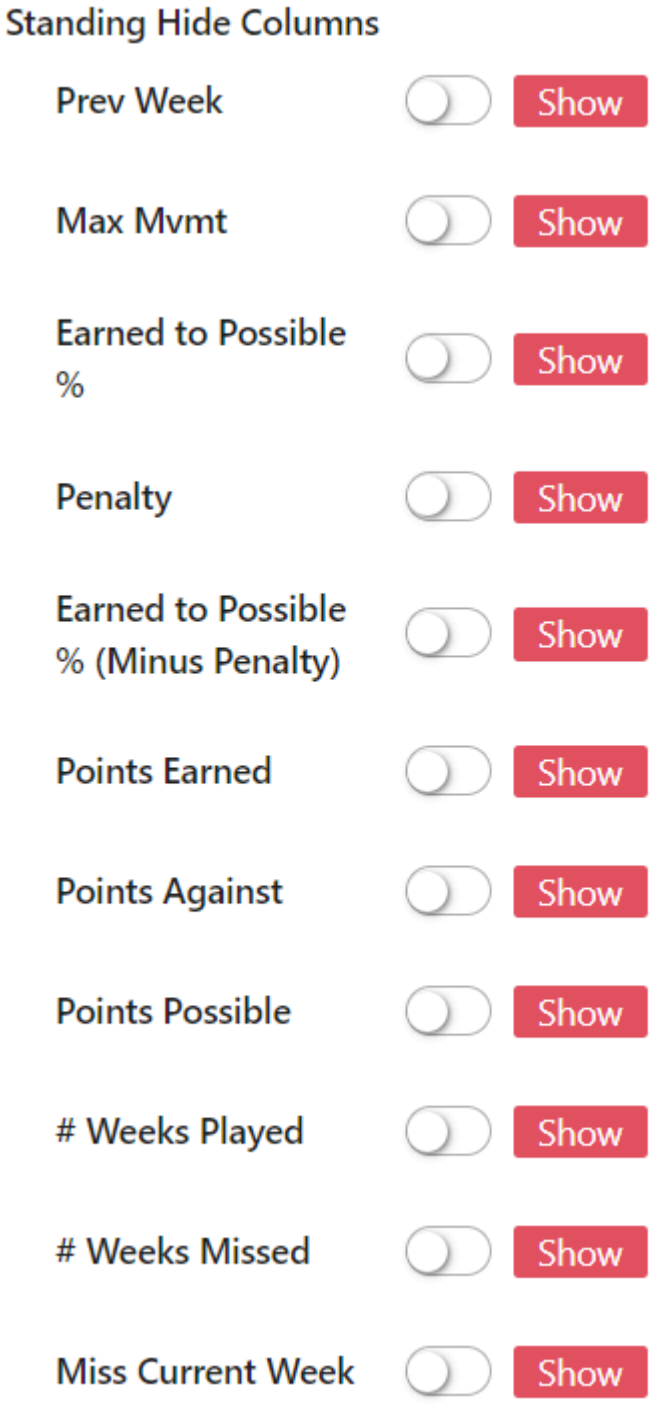
5.3.4.1.5.2.1.2. Group Bonus Points

The League Director can award bonus points to players in a group based on the difficulty of play. Those points are added to the POP score after all calculations take place. Points can be entered up to two decimal places.



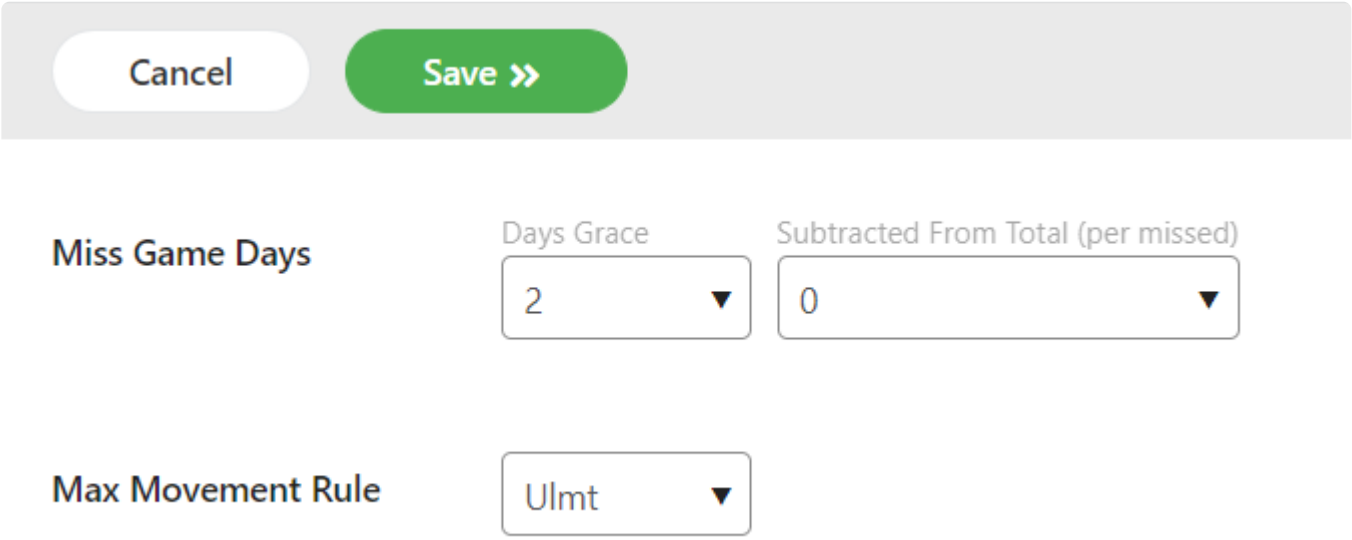
5.3.4.1.5.2.1.3. Columns to Show

For a POP league setup, be sure to show the relevant columns on the ladder page. If the league has penalties or up/down limits that affect the ladder rankings, be sure to show those columns.



5.3.4.1.5.2.1.4. POP League Penalties

The League director can specify penalties or restrict movement for each week for a POP league.



1. Apply penalties for missed game days by first selecting the grace period (how many consecutive days can be missed without a penalty) and then selecting the penalty to be applied for subsequent missed game days.
2. Limit movement up and down the ladder by percentage of the size of the ladder. This can be used prevent a new player who enters the league and wins every game on the first day from moving directly to the top with a score of 100%. It also prevents extreme movements down the ladder by players who have a particularly bad outing.

5.3.4.1.5.2.2. Club Rating Ranking Type

Club Ratings

The Pickleball Brackets rating system will calculate all club ratings of player in the league after games are played each day. Players will be ranked by their club ratings after their new rating is calculated.

1. This ranking type requires that players be listed as active club members.
2. There is an additional fee for the system to calculate club ratings. Click HERE to view fees.
3. Ratings are only calculated for games where all players are club members.
4. The club can specify how coed matches are treated. They will either be ignored or counted toward the players doubles club rating. This setting is contained in the Club record and can only be changed by the Club Manager.

5.3.4.1.5.2.2.1. Score and Groups Size Defaults

Groups are configured each Game Day based on the number of players who have opted in. The League must specify, in advance, the preferred group sizes and the default scoring format for each size group. Groups can be configured for up to 9 players for a single or double round.

Cancel Save »

1st Choice Group Size: 4

2nd Choice Group Size: 5

Changes to score formats DOES NOT impact games days where players have already opted in.

4 Player Score Format
3 games per player

Score To Use: 1 game to 21 win by 1

Number Of Rounds: Single (1) Round Robin

5 Player Score Format
4 games per player

Score To Use: 1 game to 15 win by 1

Number Of Rounds: Single (1) Round Robin

6 Player Score Format
6 games per player

Score To Use: 1 game to 10 win by 1

Number Of Rounds: Single (1) Round Robin

7 Player Score Format
5 games per player

Score To Use: 1 game to 11 win by 1

Number Of Rounds: Single (1) Round Robin

8 Player Score Format
7 games per player

Score To Use: 1 game to 11 win by 1

Number Of Rounds: Single (1) Round Robin

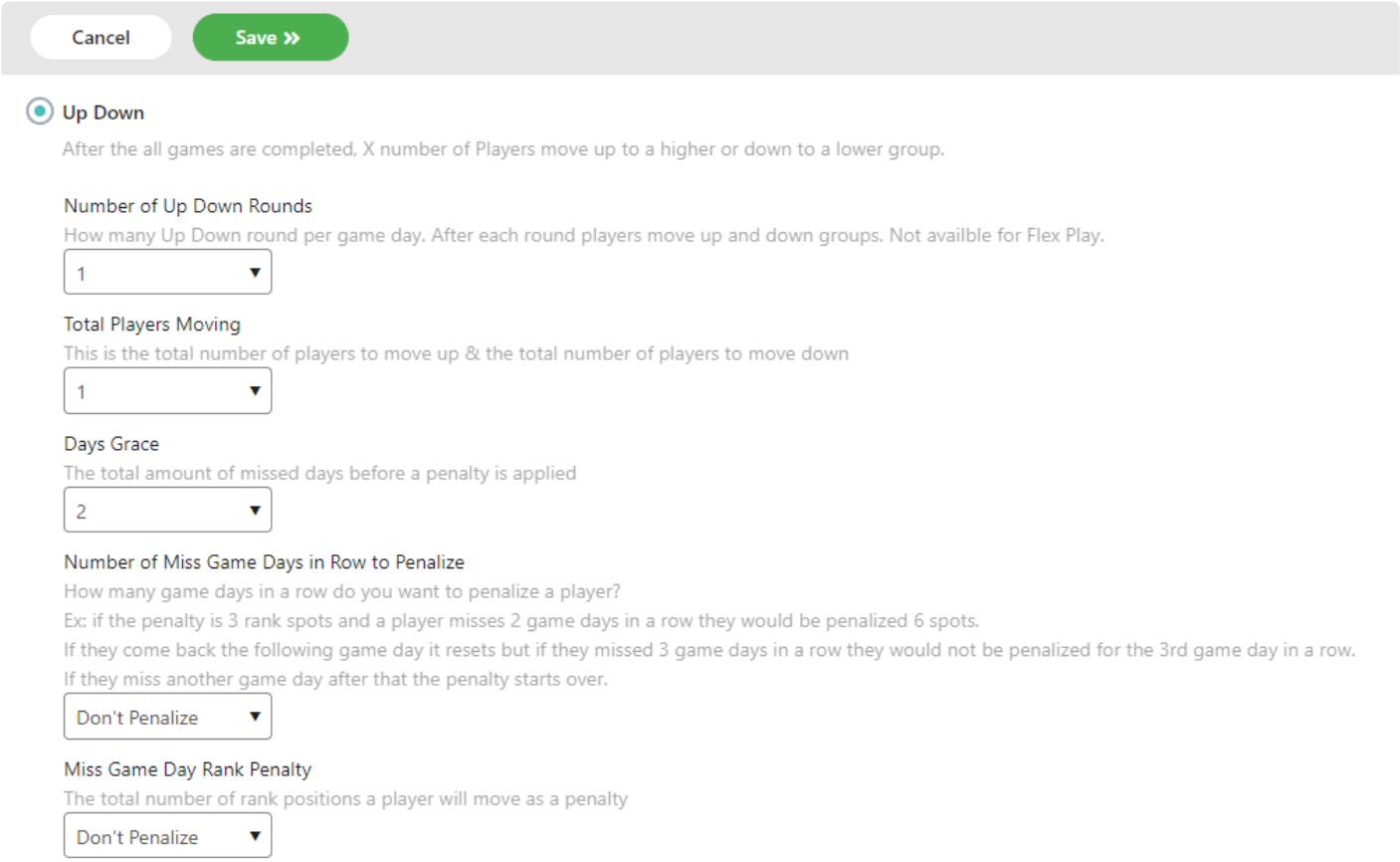
9 Player Score Format
8 games per player

Score To Use: 1 game to 11 win by 1

Number Of Rounds: Single (1) Round Robin

! Any changes to either the preferred group sizes or the scoring format must be made **before** the players opt in for the Game Day.

5.3.4.1.5.2.3. Up Down



Up Down (Also known as King of the Court)

1. **Director can choose the setting for 1 or 2 players/teams to move up and down.**
2. **Single or double round robin available**
    a. Single
        i. After all games are played top X number of players move up a group and the bottom X number of players move down. Players are reseeded based on their movement and ready for the next game day
    b. Double
        i. After all games are played top X number of players move up a group and the bottom X number of players move down. Players are reseeded based on their movement and the next round starts with players in new groups.
        ii. After all games are played top X number of players move up a group and the bottom X number of players move down.Players are reseeded based on their movement and ready for the next game day
3. **Factors that determine the movement up and down groups**
    a. Total game wins for that game day (or round if you are doing a double round robin format)
    b. First tie-breaker: head-to-head games won. Who beat who more times when opposite one another.
    c. Second tie-breaker: point differential percentage of all games played. (((Total Points Earned –

Total Points Against) / (Total Possible Points)) * 100)

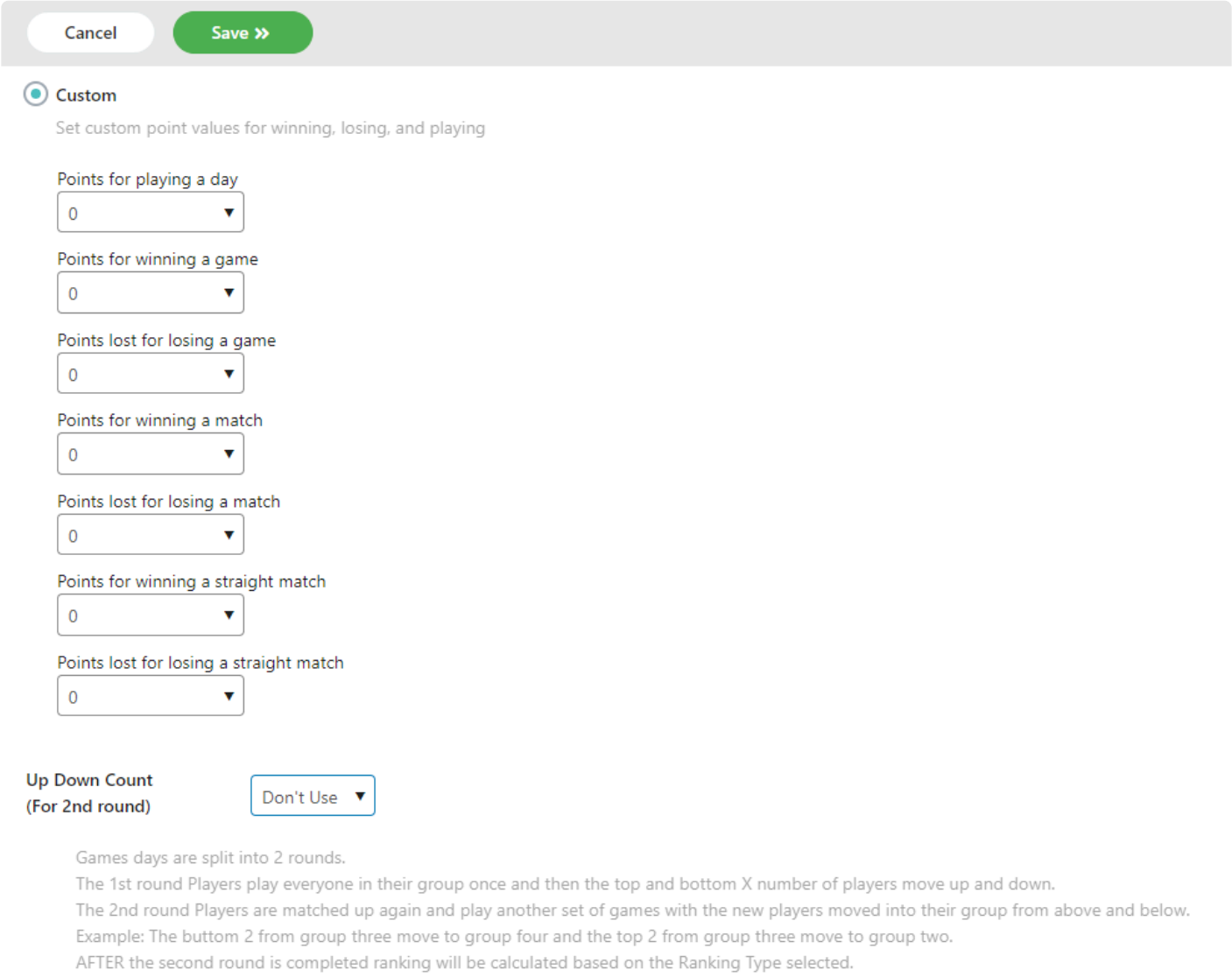
d. Third tie-breaker: the higher seed prior to starting gets the resulting higher seed

! Total Possible Points is based on the group they played in. Some groups may play 3 games and others may play 4 or 5 games. Their Possible Points would be higher than the person that played in a smaller group and had less possible points. The difference in group size is why we use “Point Differential Percentage” and not “Point Differential”

✻ This format also allows the League Director to impose penalties for missed game days.

5.3.4.1.5.2.4. Custom

Custom Leagues allow the League Director to award points based on performance each game day. Total points accumulated are then used to rank players on the ladder.



The League Director can specify points for the following factors:

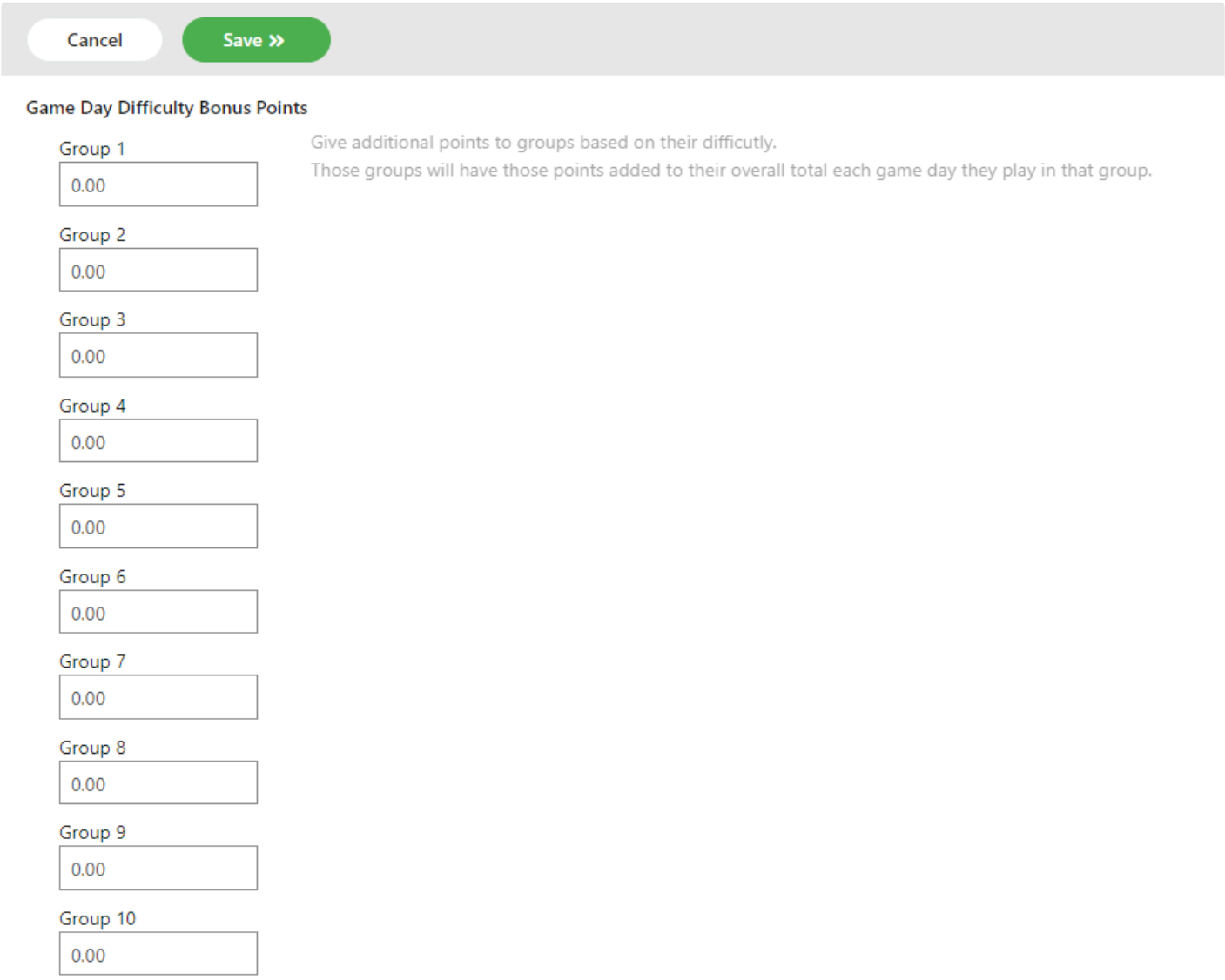
1. Points for playing a game
2. Points for winning a game
3. Points lost for losing a game
4. Points for winning a match
5. Points lost for losing a match
6. Points for winning a straight match
7. Points lost for losing a straight match

The system totals the points and players are ranked from highest points to lowest points.
If there is a tie after calculations, then the higher ranked player the previous week takes precedence.

> When moving players up or down for the next week, players who were absent may be bumped down a group.

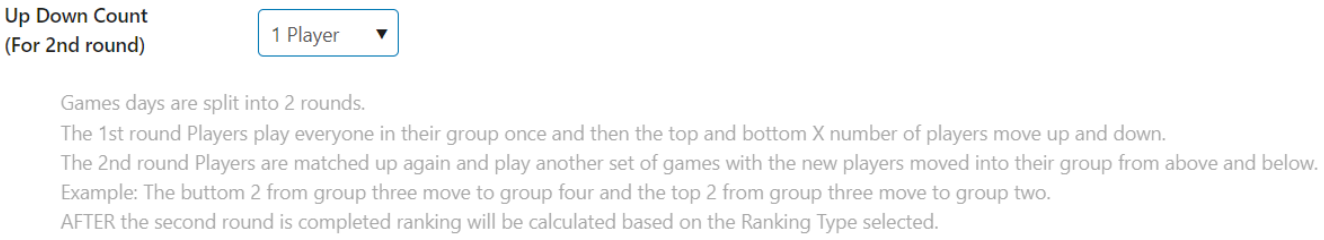
If there are two rounds of play, the first round can be treated as an Up Down round where the League Director specifies the number of players in each group to move up or down. Points are awarded for the second round.

The League Director may also choose to add extra difficulty points based on the rank of the player group.



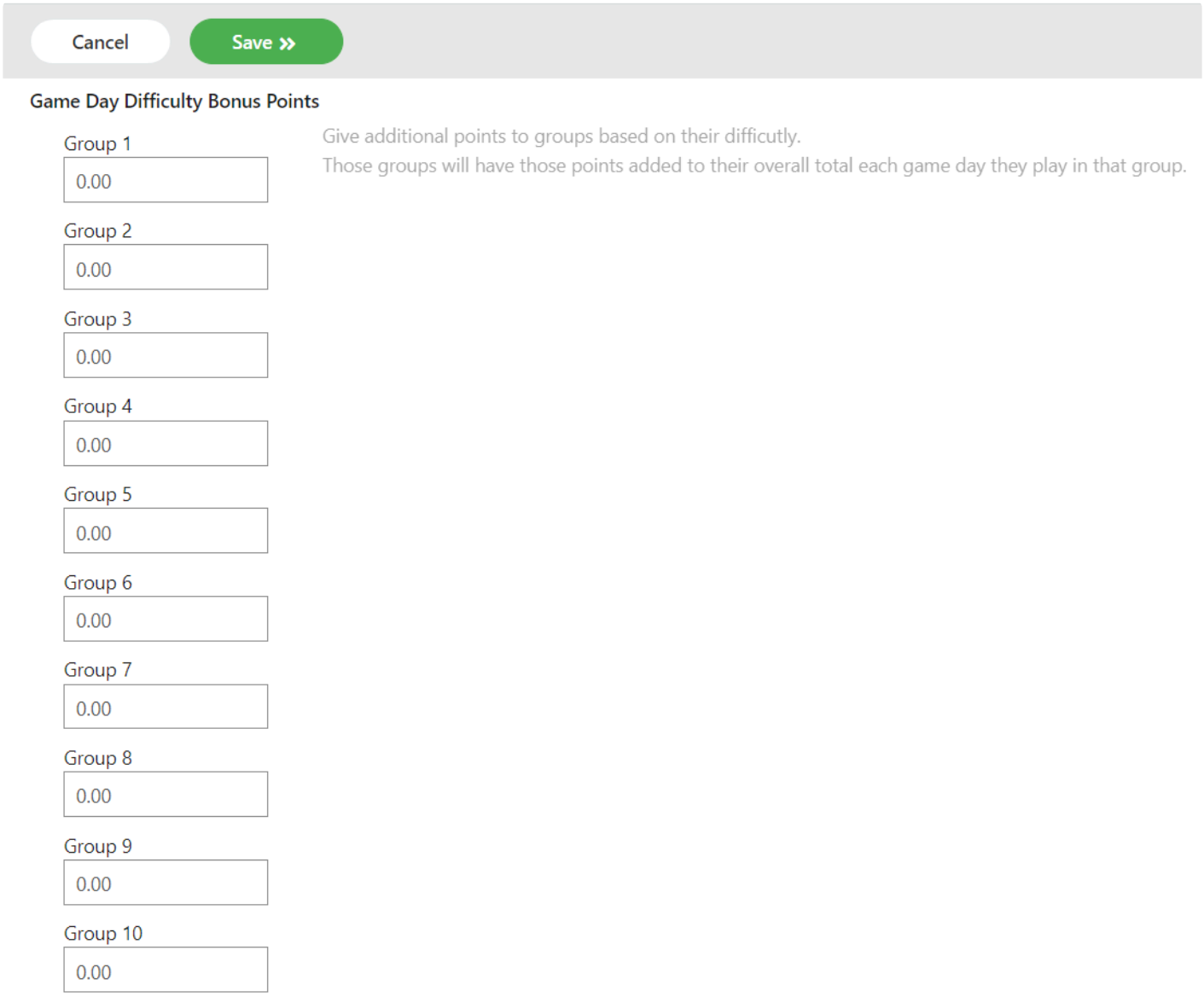
5.3.4.1.5.2.4.1. Two Round Custom League

If there are two rounds of play, the first round can be treated as an Up Down round where the League Director specifies the number of players in each group to move up or down.



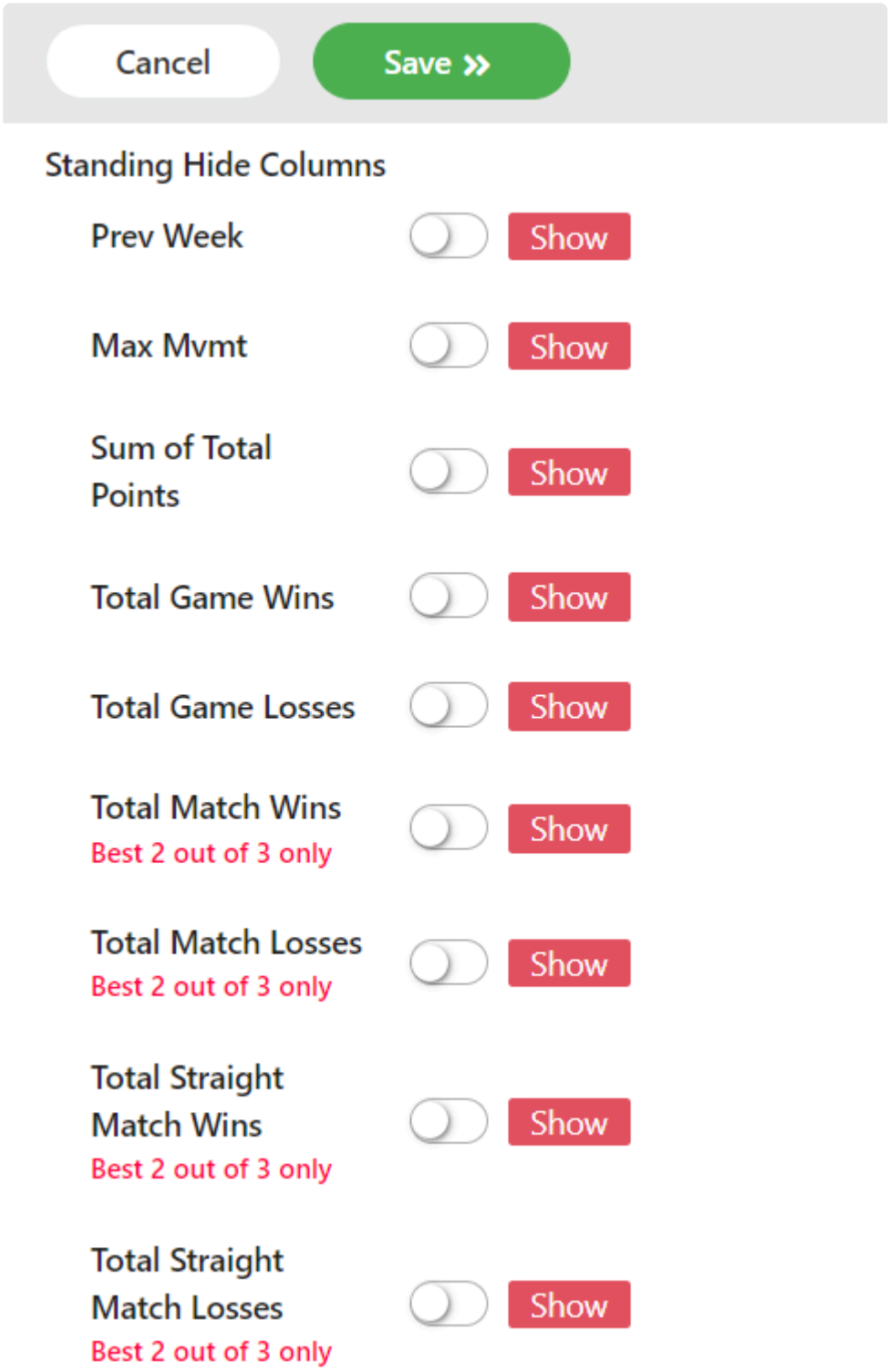
5.3.4.1.5.2.4.2. Custom League Group Bonus Points

The League Director can award bonus points to players in a group based on the difficulty of play. Those points are added to the Custom score after all calculations take place. Points can be entered up to two decimal places.



5.3.4.1.5.2.4.3. Custom Columns to Show

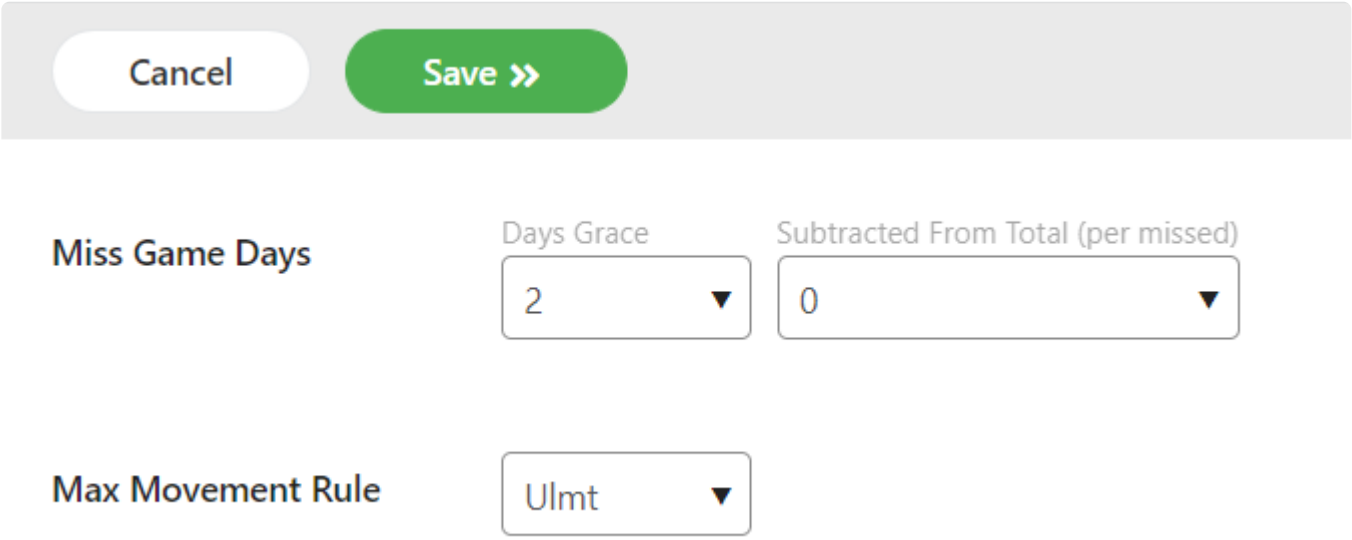
For a Custom league setup, be sure to show the relevant columns on the ladder page. If the league has penalties or up/down limits that affect the ladder rankings, be sure to show those columns.



! This is a partial list of columns that are available to show.

5.3.4.1.5.2.4.4. Custom League Penalties

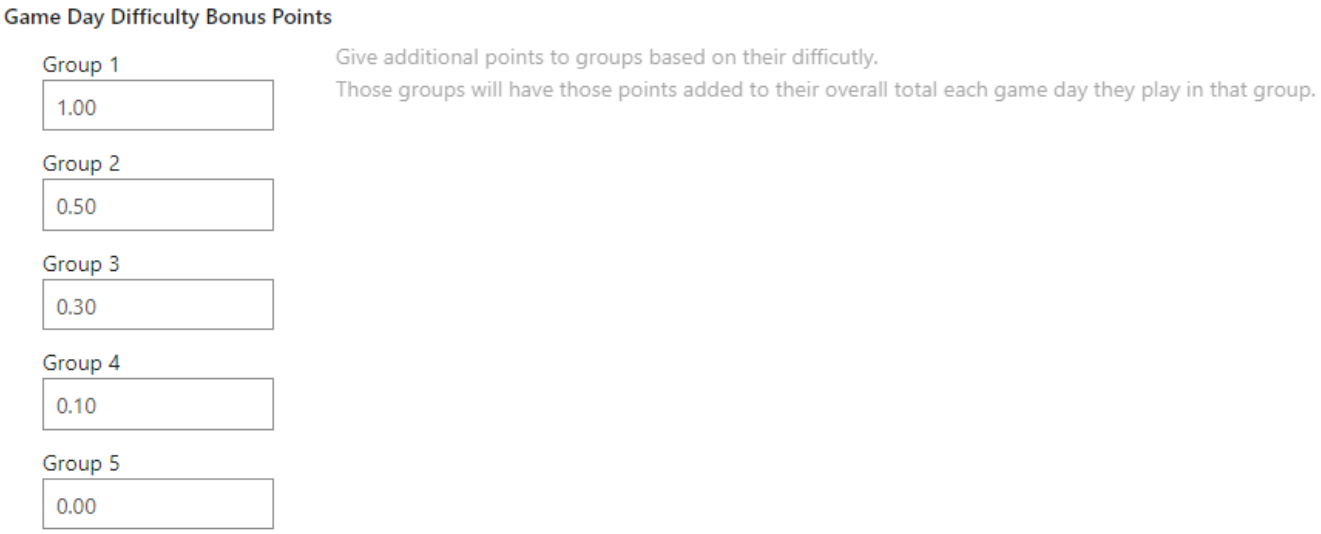
The League director can specify penalties or restrict movement for each week for a Custom league.



1. Apply penalties for missed game days by first selecting the grace period (how many consecutive days can be missed without a penalty) and then selecting the penalty to be applied for subsequent missed game days. That penalty will be subtracted from the total points.
2. Limit movement up and down the ladder by percentage of the size of the ladder. This can be used prevent drastic movements up and/or down the ladder.

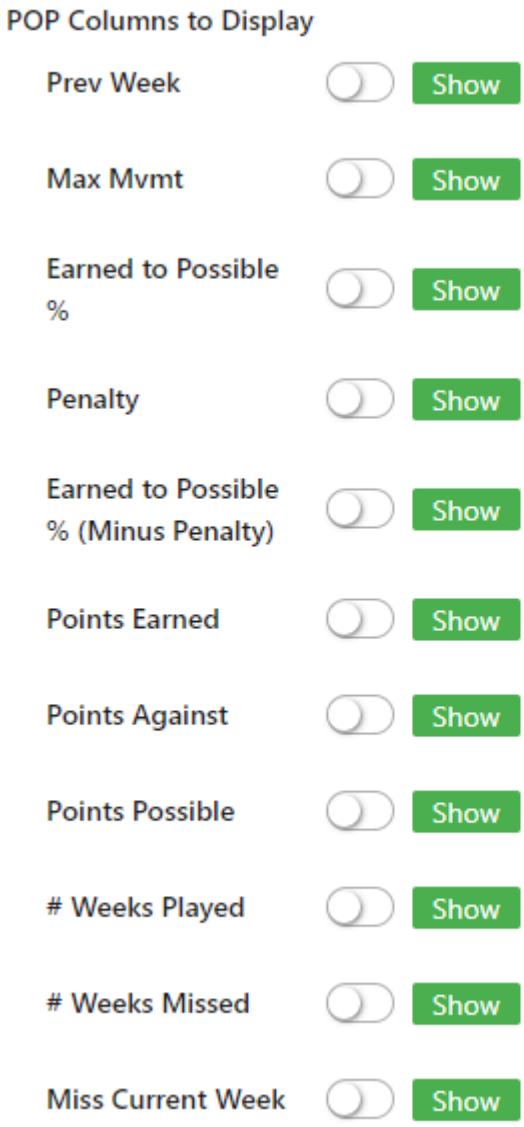
5.3.4.1.6. Session Page 6

Extra points may be awarded to players who play in specific groups using these options.



5.3.4.1.7. Session Page 7

Choose the columns you wish to display on the ranking page. Your choices will depend on how you have configured your session and what information players will need to see.



5.3.4.1.8. Session Page 8

You have the ability here to specify the first and second size group size that you prefer for the session and the game format for each possible group size. All of these choices will depend on the number of courts that you have available and the maximum number of opt ins you permit for each game day. The system will always use a format that includes every opted in player. It will first attempt to use your preferred group size settings.

! If you have only a limited number of courts, you should set your first preferred group size large enough to allow groups that will accommodate every opted in player on the courts that you have available. You should also set the maximum number of opted in players for each game day to a number that will fit on the available courts.

Miss Game Days

Days Grace: Ulmd

Subtracted From Total (per missed): 0

Max Movement Rule

Ulmt

1st Choice Group Size

9

2nd Choice Group Size

8

Changes to score formats DOES NOT impact games days where players have already opted in.

4 Player Score Format

3 games per player

Score To Use: 1 game to 20 win by 1

Number Of Rounds: Single (1) Round Robin

5 Player Score Format

4 games per player

Score To Use: 1 game to 15 win by 1

Number Of Rounds: Single (1) Round Robin

6 Player Score Format

6 games per player

Score To Use: 1 game to 10 win by 1

Number Of Rounds: Single (1) Round Robin

7 Player Score Format

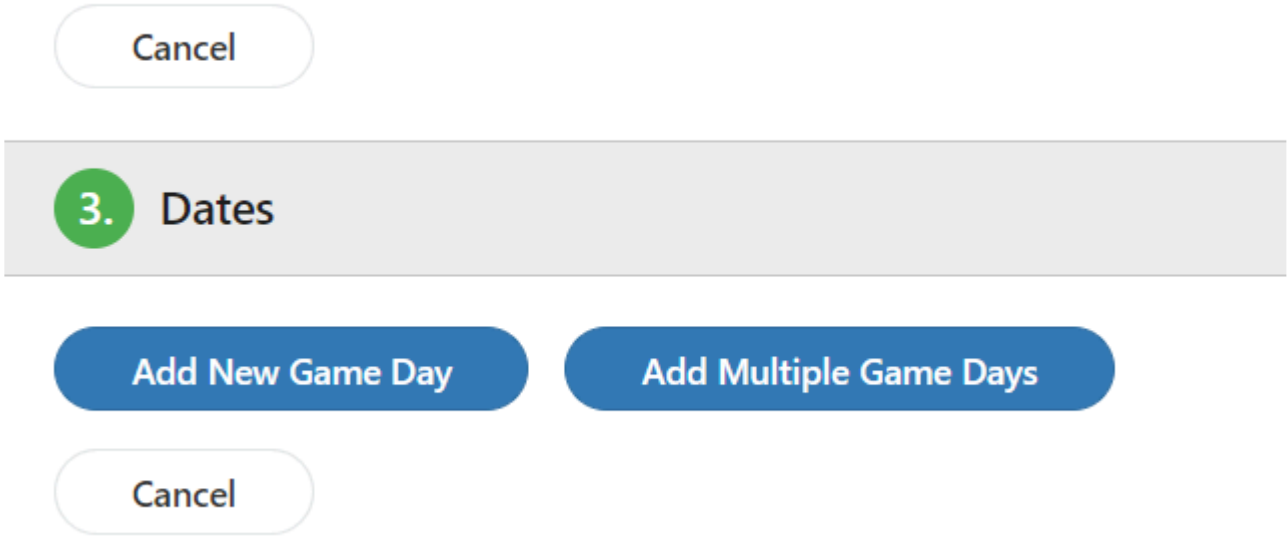
5 games per player

Score To Use: 1 game to 11 win by 1

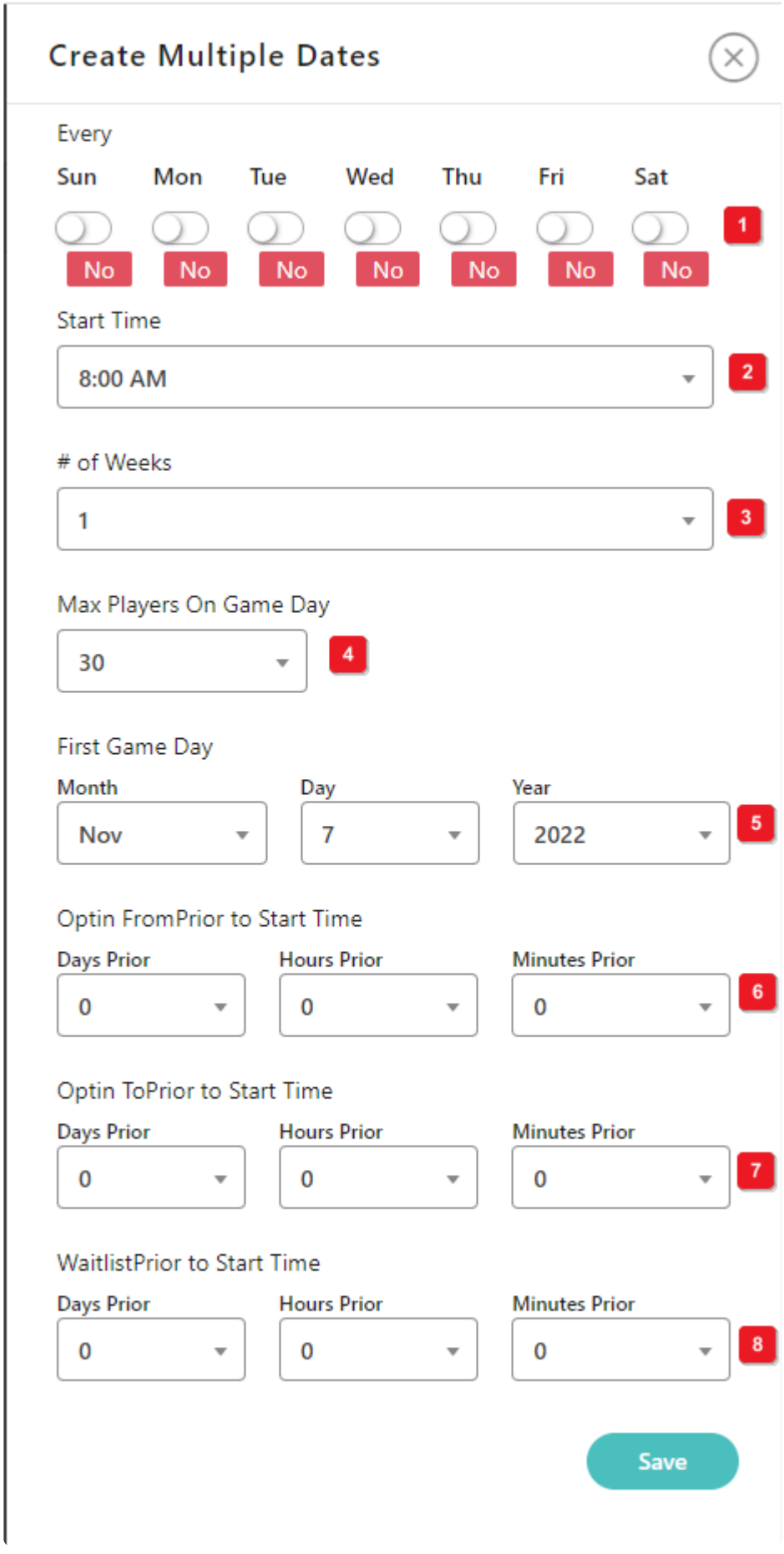
Number Of Rounds: Single (1) Round Robin

5.3.4.1.9. Adding Game Days to a Session

Once the session is configured, you can add your game days. Initially, most leagues will add multiple game days that will span the entire session. There is also an option to add individual game days.



5.3.4.1.9.1. Creating Multiple Game Days

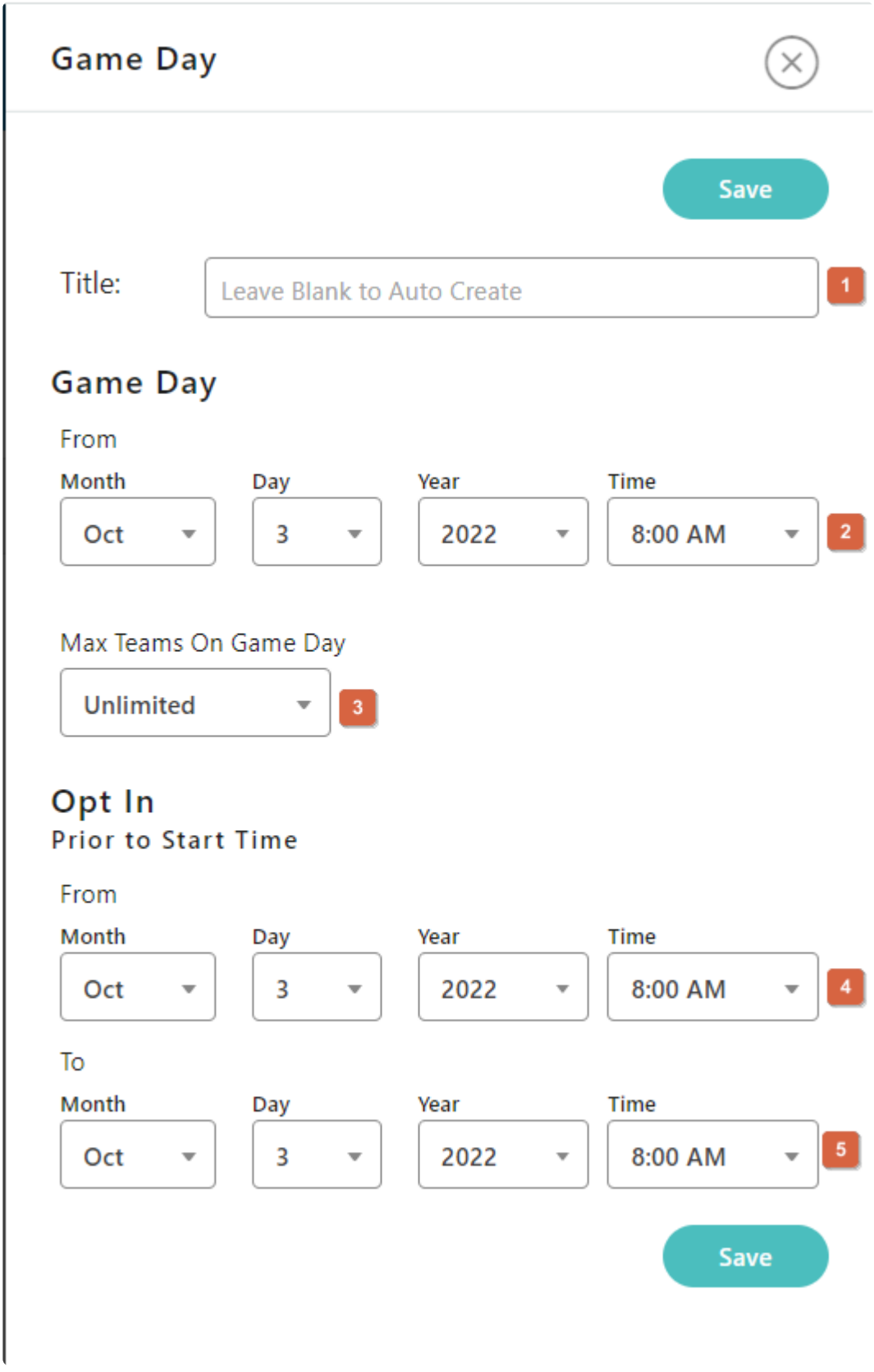

Create Multiple Dates
Every
Sun
Mon
Tue
Wed
Thu
Fri
Sat
No
No
No
No
No
No
No
1
Start Time
8:00 AM
2
# of Weeks
1
3
Max Players On Game Day
30
4
First Game Day
Month
Nov
Day
7
Year
2022
5
Optin FromPrior to Start Time
Days Prior
0
Hours Prior
0
Minutes Prior
0
6
Optin ToPrior to Start Time
Days Prior
0
Hours Prior
0
Minutes Prior
0
7
WaitlistPrior to Start Time
Days Prior
0
Hours Prior
0
Minutes Prior
0
8
Save

1. Select the day(s) of the week that the league will play.
2. Select the start time.
3. Select the number of weeks.
4. Select the maximum number of players allowed to opt in for a game day. This can be less than the maximum number of players in the league. If you wish to activate the waiting list option, turn that option on in your session settings, set this to the max number of players you can handle and **then** create the waiting list final automatic movement time period in Number 8 below.
5. Select the first game date.
6. Select the amount of time prior to each game day that players can begin to opt in. Players **must** opt themselves in if they want to play on any game day.
7. Select the end of the opt in time period.
8. Select the final time period that waiting list players can be automatically added to the game day. For example, if you want to assure that waiting list players have enough time to change any plans and arrive on time to play, you might want to set this time to at least a few hours prior to the start of each game day.

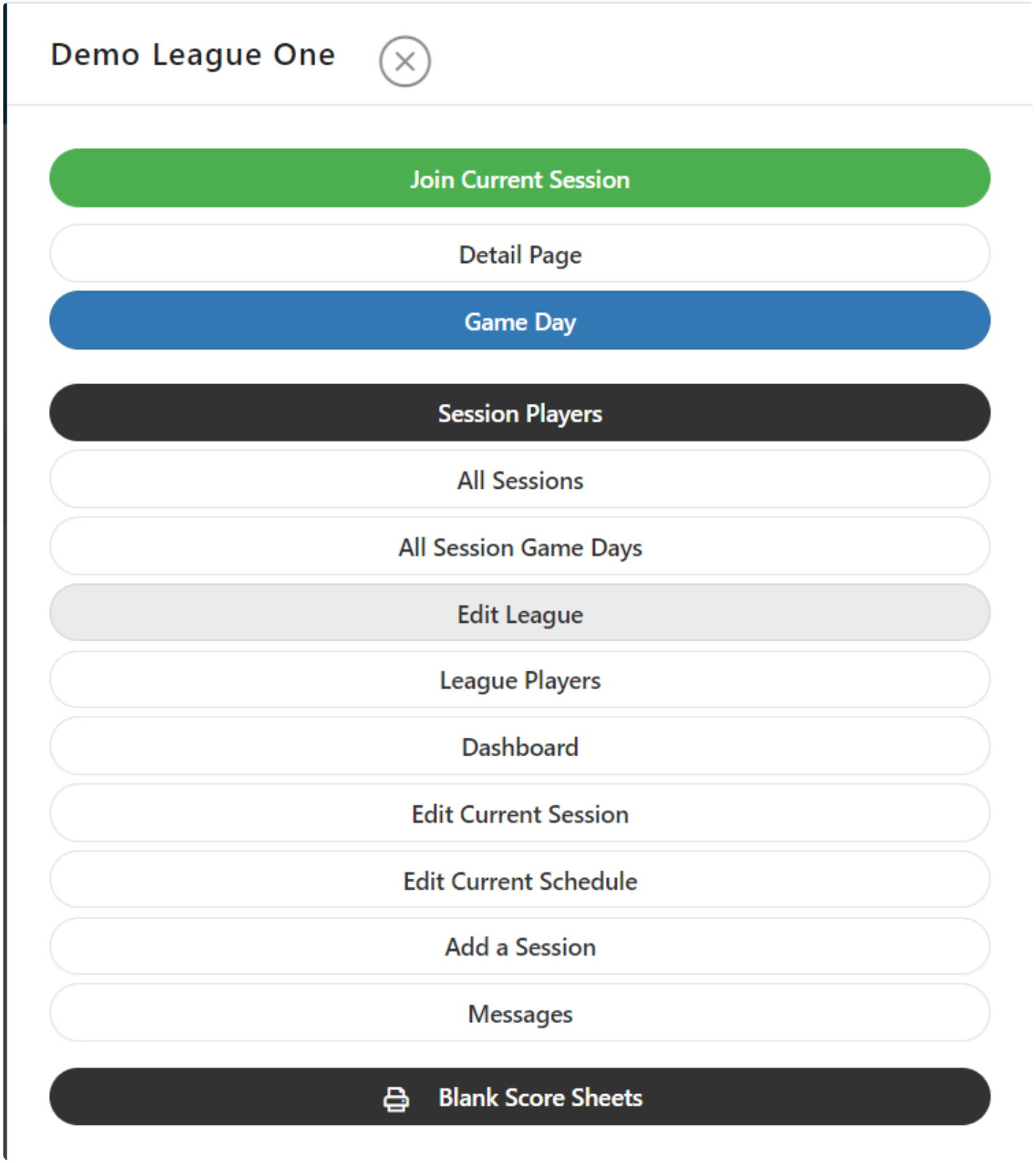
✻ Set the maximum number of opt in players to guarantee court space and time for your playing groups.

! Any session player who tries to opt in after the maximum is reached, will be prompted to sign up on the waiting list.

5.3.4.1.9.2. Creating a Single League Game Day



5.3.4.1.10. All Session Menu Options



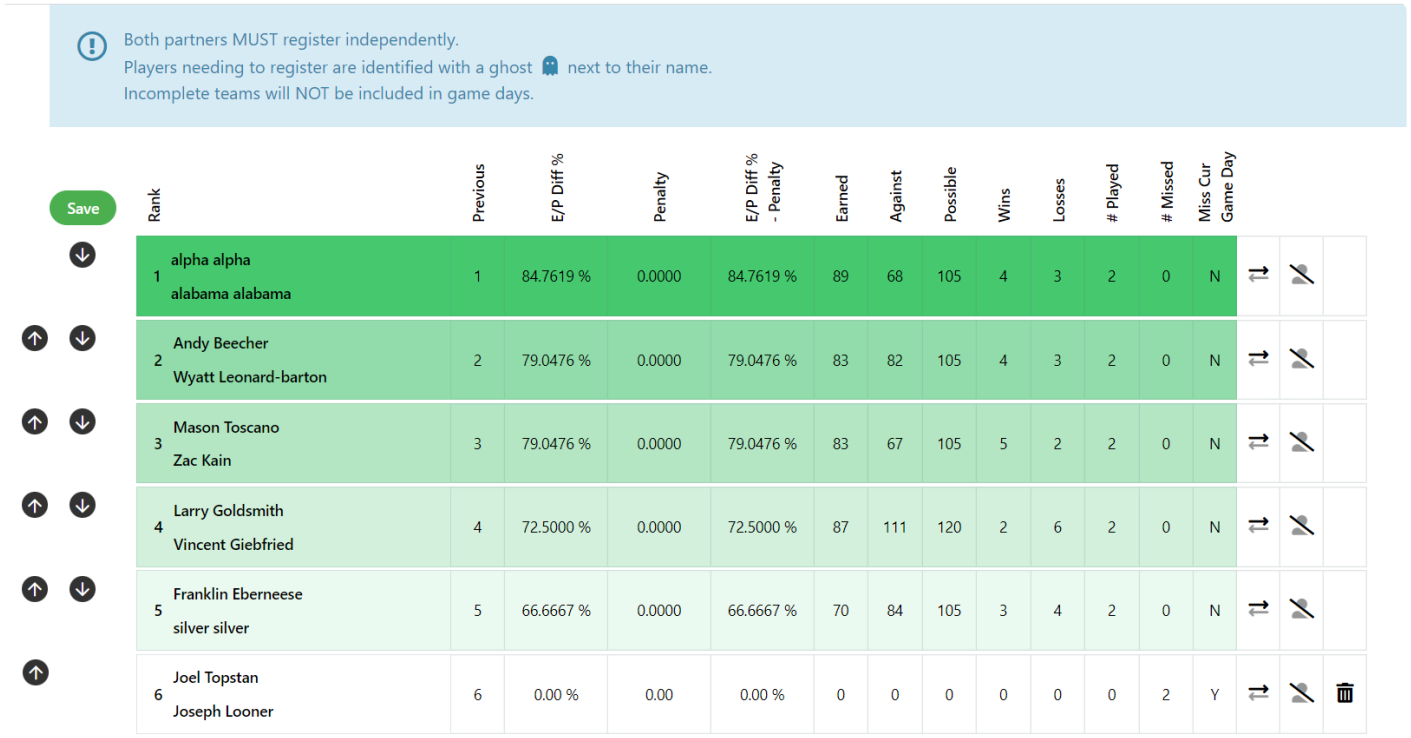
1. **Join Current Session** – Allows a player to join the current session.
2. **Detail Page** – Shows the league details as they are displayed on the public website.
3. **Game Day** – Allows a player to opt in or out for the current game day.

4. **Session Players** – A list of all the players registered in the current session as they are ranked on the ladder.
5. **All Sessions** – This will list all of the league sessions and allow the league manager to edit those sessions.
6. **All Session Game Days** – This will list the game days for the current league session and allow the league manager opt players in or out, enter scores and manage play on the game day.
7. **Edit League** – This allows the league manager to view and edit the league setup parameters.
8. **League Players** – This shows a listing of all the current league players with their current payment history.
9. **Dashboard** – (Coming Soon)
10. **Edit Current Session** – Allows the league manager to modify details for the current league session.
11. **Edit Current Schedule** – Allows the league manager to edit the game day schedule for the current session.
12. **Add a Session** – Select this menu option to add a new session to the current league.
13. **Messages** – Select this option to send messages to the current session players.
14. **Blank Score Sheets** – Select this option to print blank score sheets in any scoring format.

✻ Options 1 through 4 are available to session players on the league web page. Option 5 may be viewed by players. All other options are only available to the league manager.

5.3.4.2. Two Player Team Ladder Leagues

Ladder Leagues can be set up for two player teams. They can be coed, mixed or doubles. All of the setup options for single player ladder leagues can be applied to two player team leagues.



These additional restrictions apply:

1. The system will verify partner eligibility based on the composition of the team required, eg. coed, mixed or doubles.
2. Only one of the two partners must opt in for each game day.
3. If the ranking type is by Club Rating, positions on the ladder will be determined by the combined, weighted club ratings of the two players. Team ratings are calculated as a 65%/35% ratio favoring the weaker player.

5.3.4.3. Running the League Session

The next sections of this manual will describe how to run your league session and how the standings wil show to the public

5.3.4.3.1. Adding Players

Players can be added to a session by the league manager directly or through the online registration process.

5.3.4.3.1.1. Online Registration

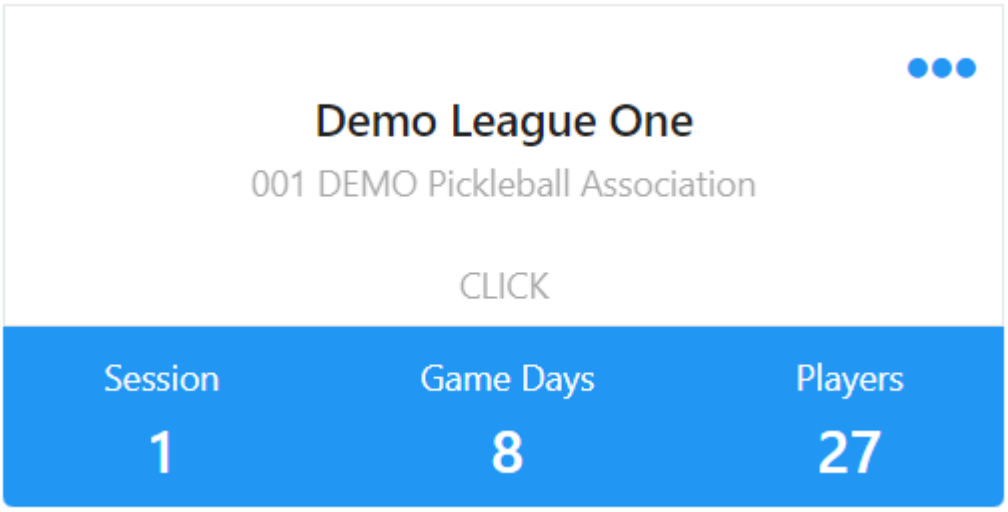
If the Session is configured to allow online registration, players may select the league from the main league listing and register themselves for the current session.

Eligibility for online registration is governed by the parameters established in the session settings. These include, registration date restrictions, player limits, club or non-club eligibility rules and session skill, age and gender restrictions.

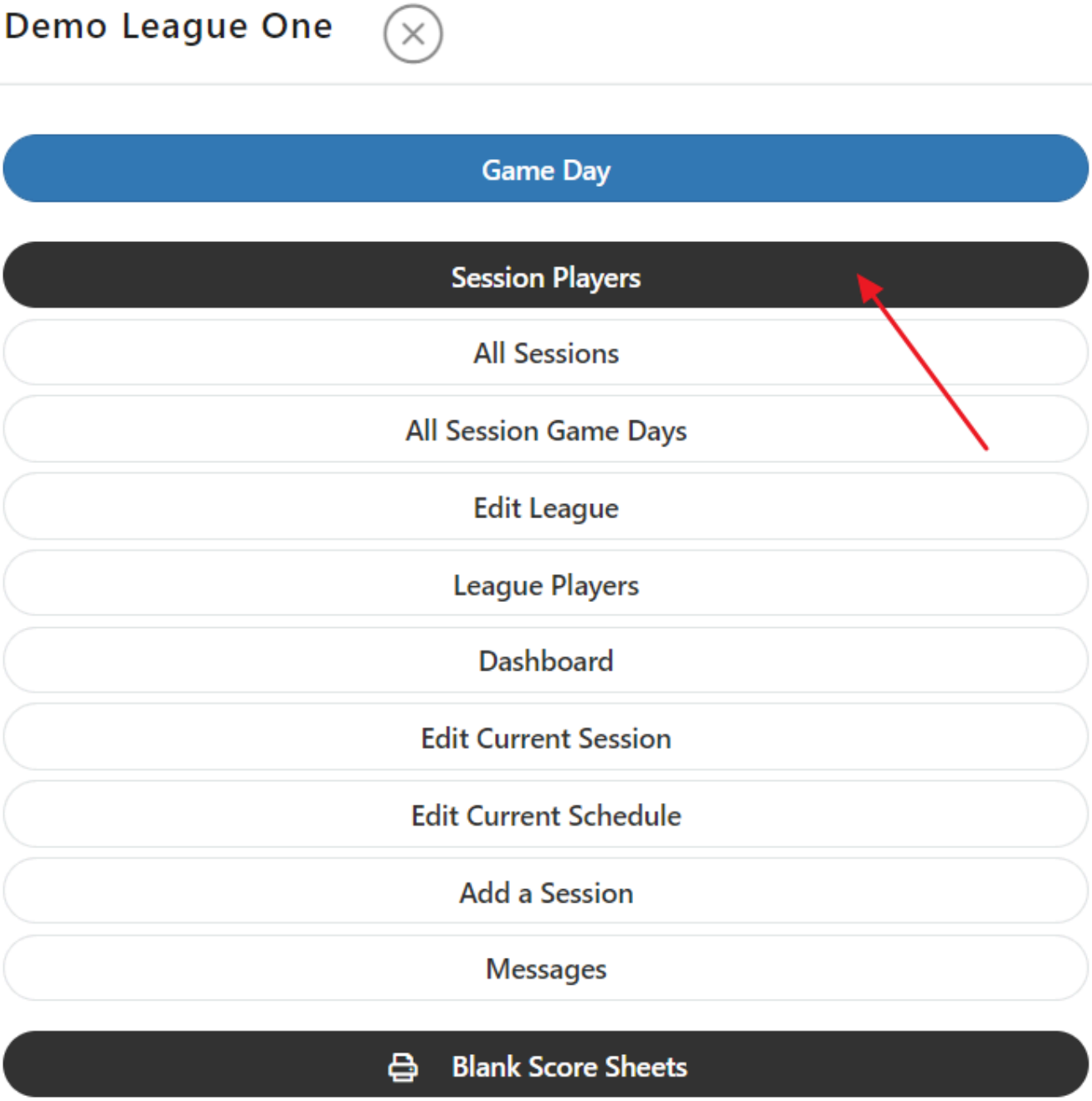
5.3.4.3.1.2. League Manager Entry

Players may be added to a session directly by the league manager. Anyone who is added to a session is automatically added to the league if they are not a current league member.

To add a player to a session, log in to your pickleballbrackets.com account, select My Stuff, Leagues and then managing. Click on the League you wish to add the new player to.

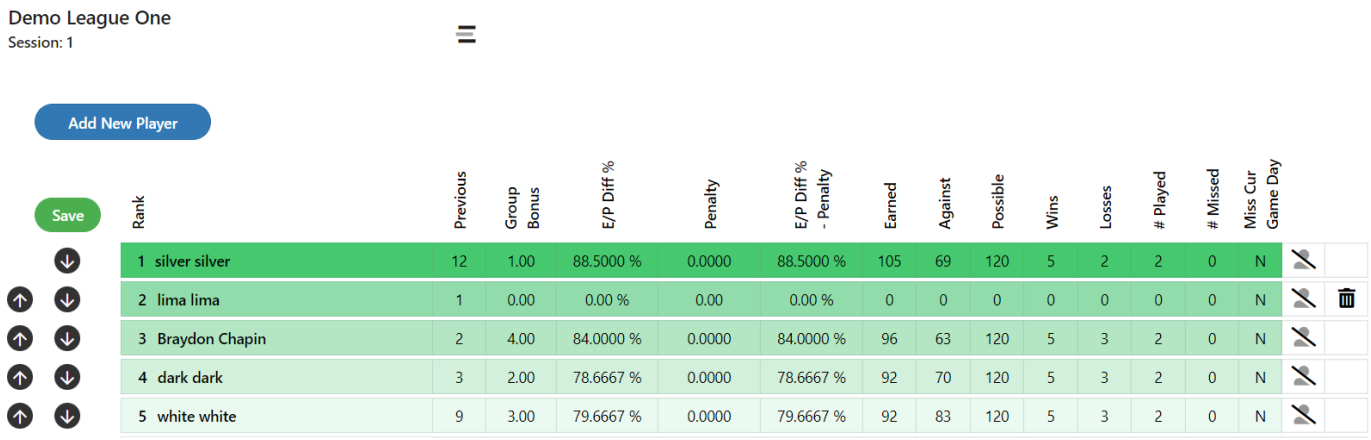


Click on the Session Players option on the League Menu.

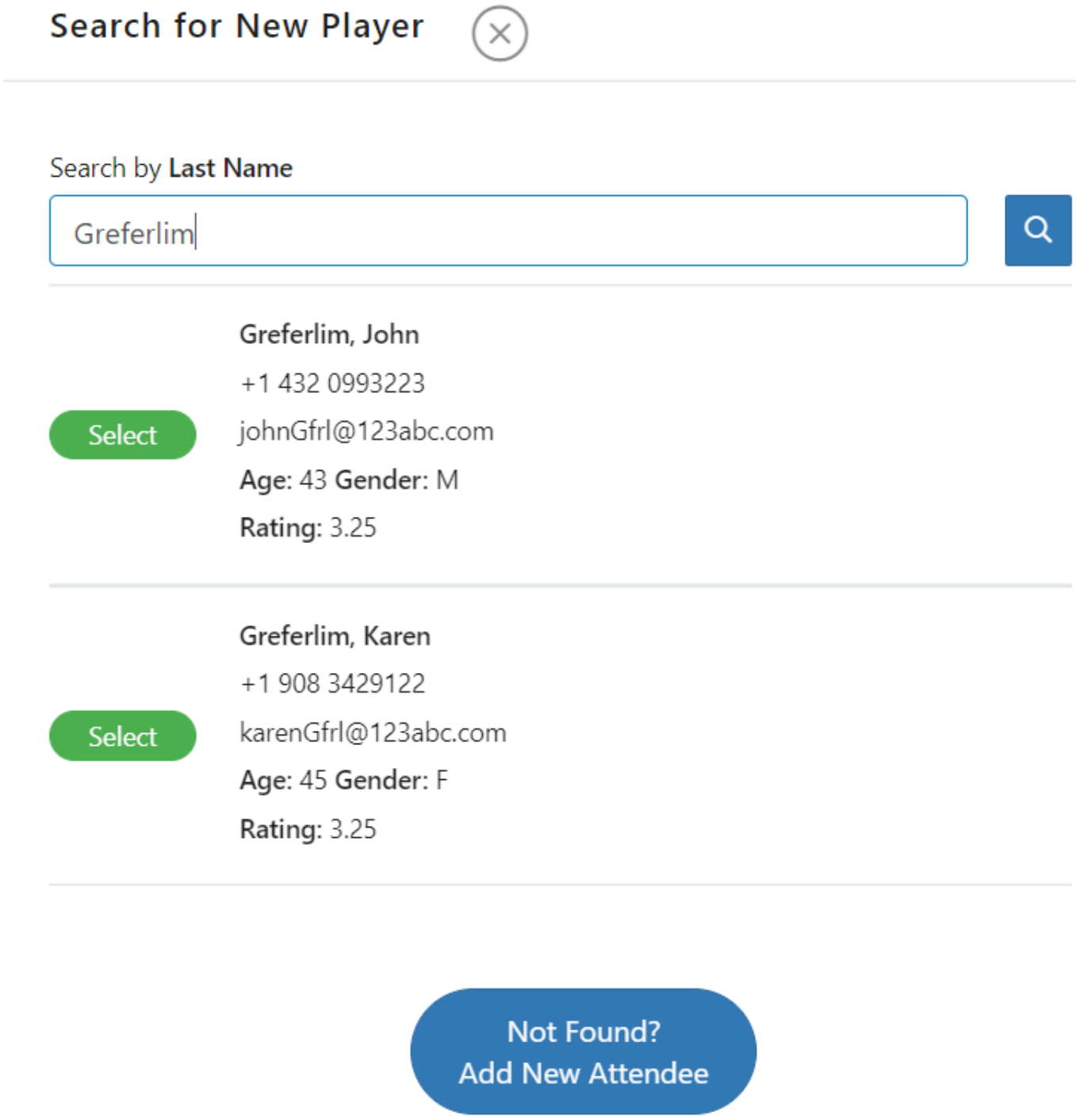

Demo League One
Game Day
Session Players
All Sessions
All Session Game Days
Edit League
League Players
Dashboard
Edit Current Session
Edit Current Schedule
Add a Session
Messages
Blank Score Sheets

5.3.4.3.1.2.1. Adding a Player

Click on the Add New Player Button



Search by last name for a player to add to the session.



1. If the player has an account on pickleballbrackets.com, their name will appear on the list and can be selected for the league session. As soon as they are selected, they will be added to the session, either at the end or at their rating, depending upon how the session was configured. If the player is not a current league member, they will be added to the league as well as the current session.
2. If the player does not have a pickleballbrackets.com account, the league manager can add them manually by clicking on the Not Found button. You will need all of the player profile information to add

them manually.

When possible, players should create their own accounts in advance to guarantee an accurate profile.

Manage Player

Demo League One

Session: 1

Save & Add Another | Save & Go To Session

Details

Email Address: Email Address and Login | Use Temp Email

First Name: First Name

Last Name: Last Name

Cell Phone: Country Code: USA (+1) | Area Code | Phone

Gender: Male / Female

Date of Birth: Month: Oct | Day: 5 | Year: 2022

Country: United States

State / Province / Region: New York

Doubles Skill: 2.0

Mix Doubles Skill: 2.0

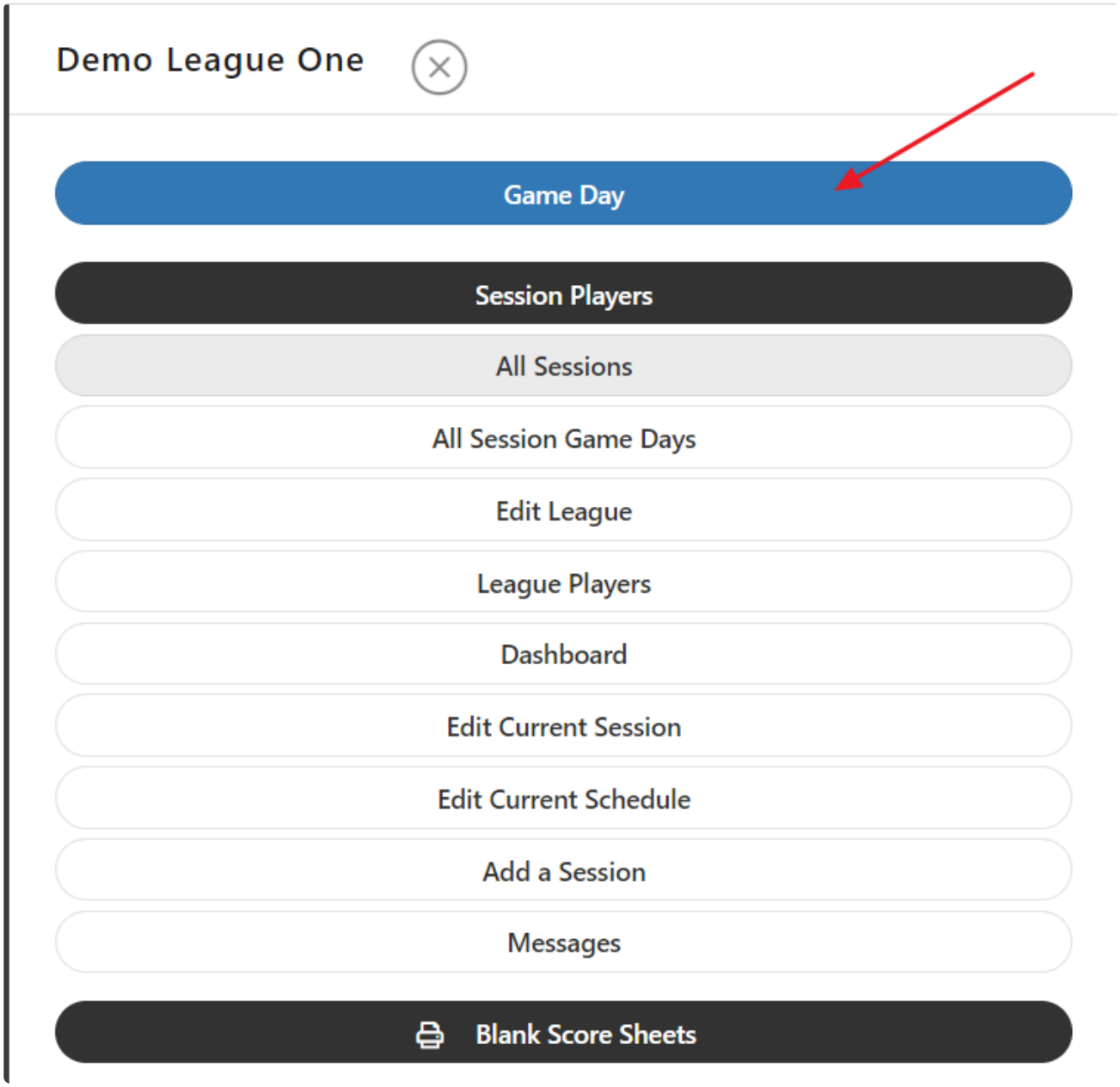
Singles Skill: 2.0

Skinny Singles Skill: 2.0

5.3.4.3.2. The Game Day

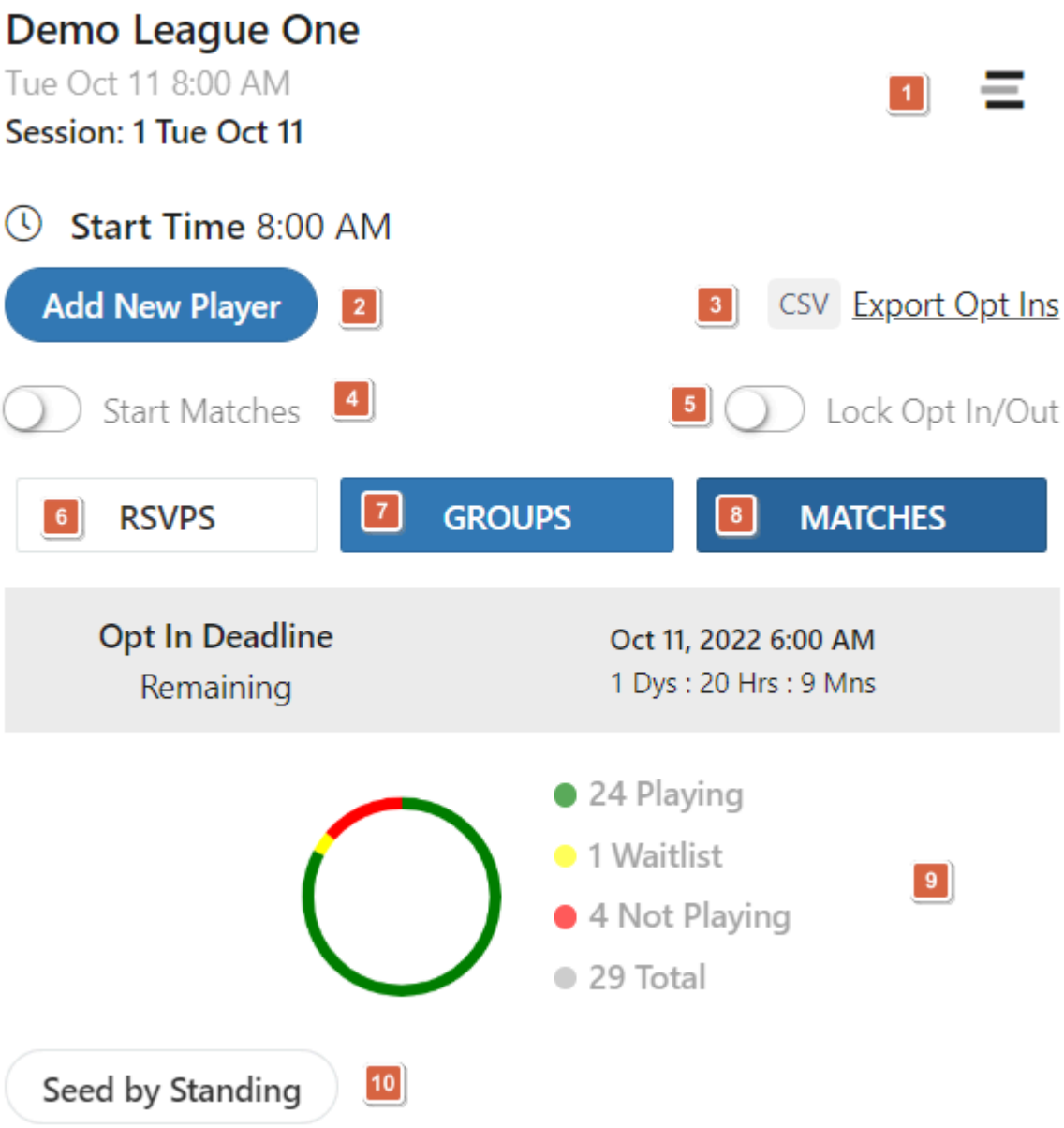
The Game Day – Once all of the players have opted in for the game day, the steps for playing the games will differ depending on the type of League.

1. Log in to your Pickleballbrackets.com account and select the league and session to manage.
2. Select Game Day from the session menu.



5.3.4.3.2.1. Regular Ladder League Game Day

Regular Ladder League – This will require that the League Director complete some preliminary steps to prepare the Game Day matches.



1. **The Session Menu Link**
2. **Add New Player** – The League manager can add a player from here.
3. **Export Opt Ins** – Will export a list of the opted in players to a CSV file.
4. **Start Matches** – This button will start the matches using the current game day configuration. Select this when all opt ins, opt outs and groups are finalized.
5. **Lock Opt In/Opt Outs** – Select this when opt ins and opt outs are completed to view and modify the

playing groups.

6. **RSVPs** – This shows the current status of RSVPs including any waiting list players.
7. **Groups** – This will show the groups once the opt ins are locked.
8. **Matches** – This will show the matches and allow score input once the matches are started.
9. **Summary of the Game Day opt ins/opt outs and waiting list.**
10. **Seed by Standing** – If the manager has rearranged the groups, this button will reseed all of the opted in players by their current league standing.

5.3.4.3.2.1.1. RSVPs

Manager verification of RSVPs – All league players will be listed here.

Opted in players are listed first in the order of their rank on the ladder. The League manager may opt any player out from this screen by clicking on the opt out button.

Start Matches Lock Opt In/Out

RSVPS GROUPS MATCHES

Opt In Deadline Oct 11, 2022 6:00 AM
Remaining 1 Dys : 20 Hrs : 9 Mns

24 Playing
1 Waitlist
4 Not Playing
29 Total

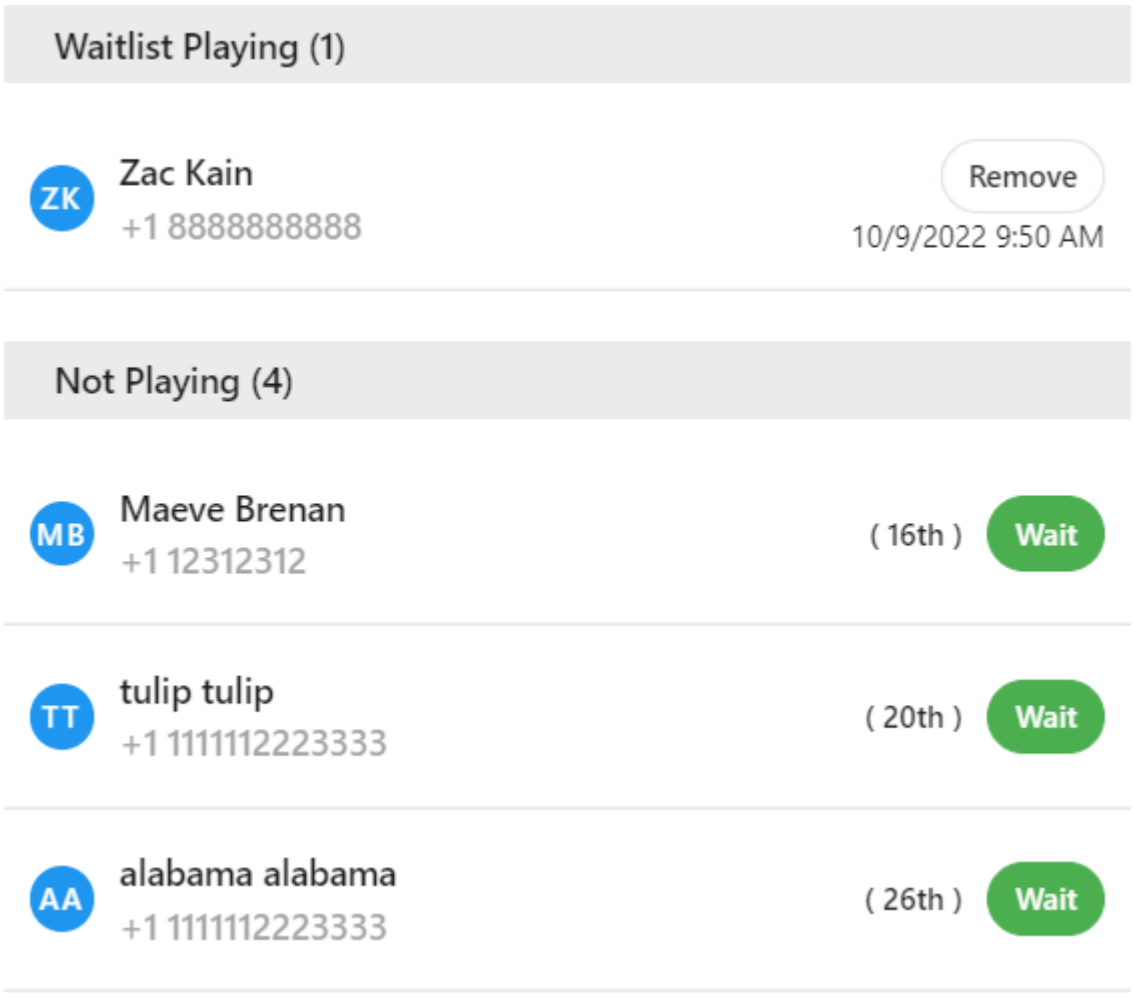
Seed by Standing

Playing (24)

silver silver +1 1111112223333	(1st)	Opt Out
lima lima +1 1111112223333	(2nd)	Opt Out
Braydon Chapin +1 1231231212	(3rd)	Opt Out
dark dark +61 0400452624	(4th)	Opt Out
white white +1 1111112223333	(5th)	Opt Out

The red button next to the player's name is to record attendance. Click on the button and it will turn green.

Waiting list players will show next on the list. If the waiting list transfer to live deadline has not been reached, opting a player out will automatically move the next waiting list player in. At the bottom of the list are the names of the players who did not opt in. The League manager will be able to opt them in only if there is still room in the current game day.



5.3.4.3.2.1.1.1. Auto Checkout Option

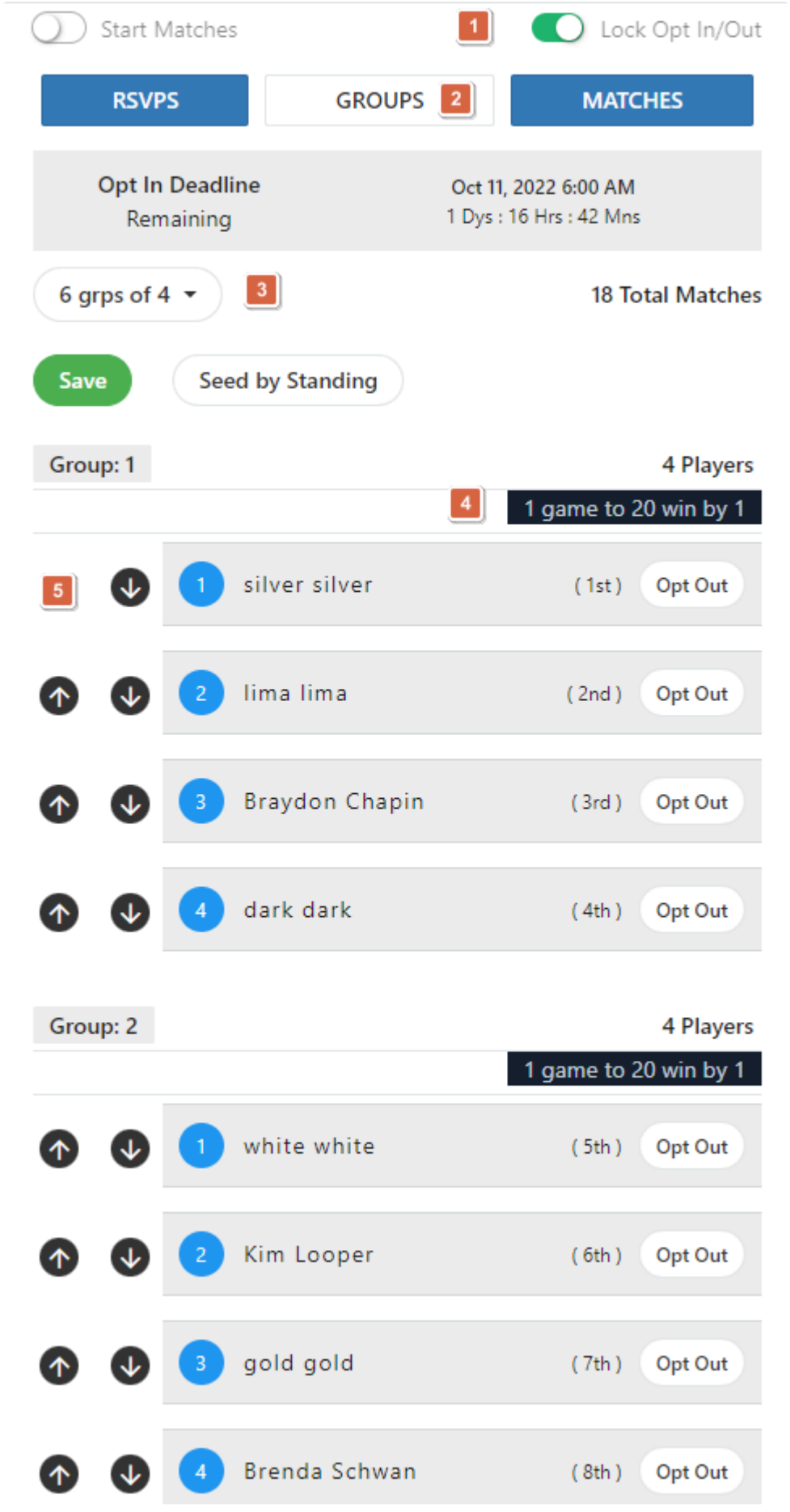
If the league is set up to require payments for each day of play, there will be an additional option for Auto Checkout on the screen.

Selecting this will automatically register the player for the game day and charge any fee associated with that game day to the player's account. The option is available to players if online registration and payment is turned on, and to the League Director who may be adding players to the session game day.

> ! If the league is collecting daily fees on site, using their own payment recording system, the game day fee in the session setup should be set to $0 to prevent the fee from charged to the player's PickleballBrackets.com account.

5.3.4.3.2.1.2. Groups

Manager Verification of Groups – This page allows the League Manager to manipulate the number and size of the groups and move players from one group to another.


Start Matches
1
Lock Opt In/Out
RSVPS
GROUPS 2
MATCHES
Opt In Deadline
Remaining
Oct 11, 2022 6:00 AM
1 Dys : 16 Hrs : 42 Mns
6 grps of 4
3
18 Total Matches
Save
Seed by Standing
Group: 1
4 Players
4
1 game to 20 win by 1
5
1 silver silver (1st) Opt Out
2 lima lima (2nd) Opt Out
3 Braydon Chapin (3rd) Opt Out
4 dark dark (4th) Opt Out
Group: 2
4 Players
1 game to 20 win by 1
1 white white (5th) Opt Out
2 Kim Looper (6th) Opt Out
3 gold gold (7th) Opt Out
4 Brenda Schwan (8th) Opt Out

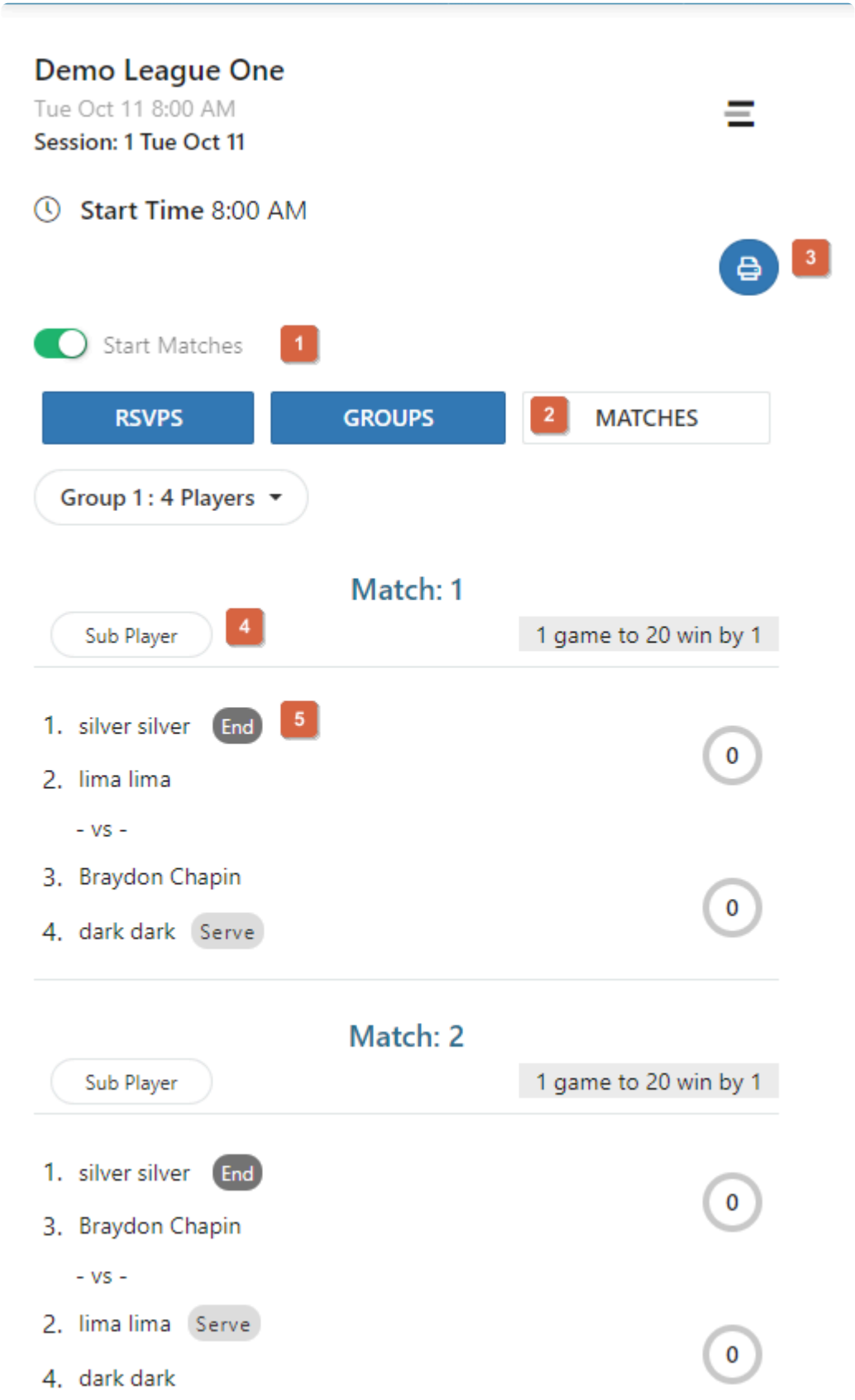
1. **Lock Opt Ins** – This will create the playing groups.
2. **Groups Tab** – Click here to see and edit the groups.
3. **Group Size Options** – The program will default to preferred group size established during the session setup. Other group sizes are available that the League Manager may choose from this drop down menu.
4. **Scoring Format** – This will depend on the size of the group and the scoring formats established during the session setup.
5. **Groups Adjustments** – Use the up or down arrows to move players to another group.

✻ Moving a player up or down on this page does not move their position on the ladder. It only changes the players with whom they will compete with on the current game day.

! If group adjustments are made, be sure to click on the Save button to confirm any changes.

5.3.4.3.2.1.3. Starting Matches

Manager finalization of matches to allow score input.



1. **Start Matches** – This will allow score input for the Game day.
2. **Matches Tab** – Click here to show the Game Day Matches
3. **Print Score Sheets** – Score sheets for all matches may be printed here.
4. **Sub Player** – A generic sub may be entered for any player in any match. Click on the Sub Player button for **each match** to bring up the player list. Select the player being subbed for.

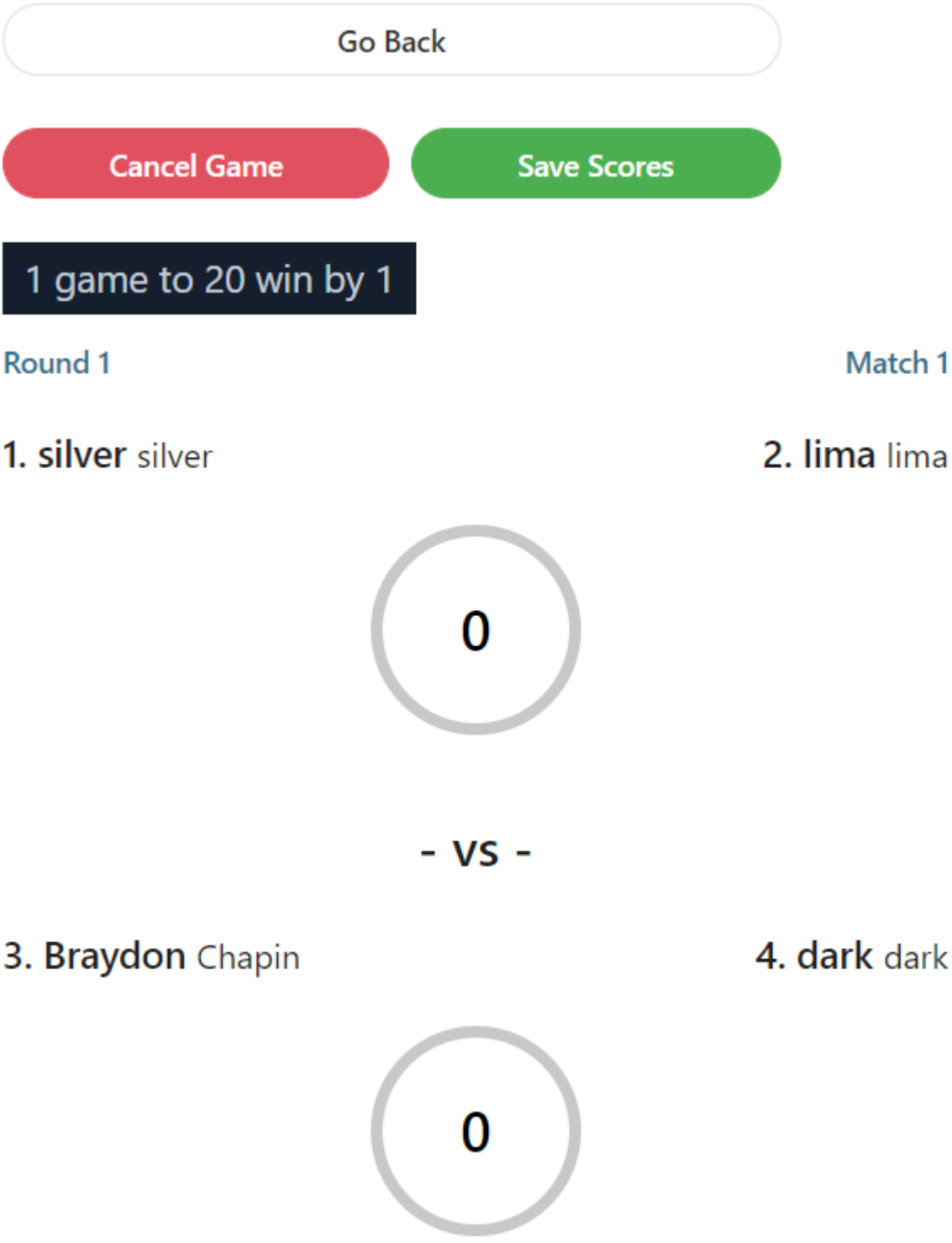
> ! You must sub the player in for each of the games they played. If the original player competed in a few games and then left, the sub should only be entered for the final games.

5. **Serve/End** – If the designate Serve/End option was turned on in the session settings, this will show to indicate which player has the serve or end for each match.

5.3.4.3.2.1.4. Entering Game Day Scores

Entering the Match Scores

Click on the Match to enter scores. From this screen, matches may also be canceled if necessary. Be sure to save the entry.



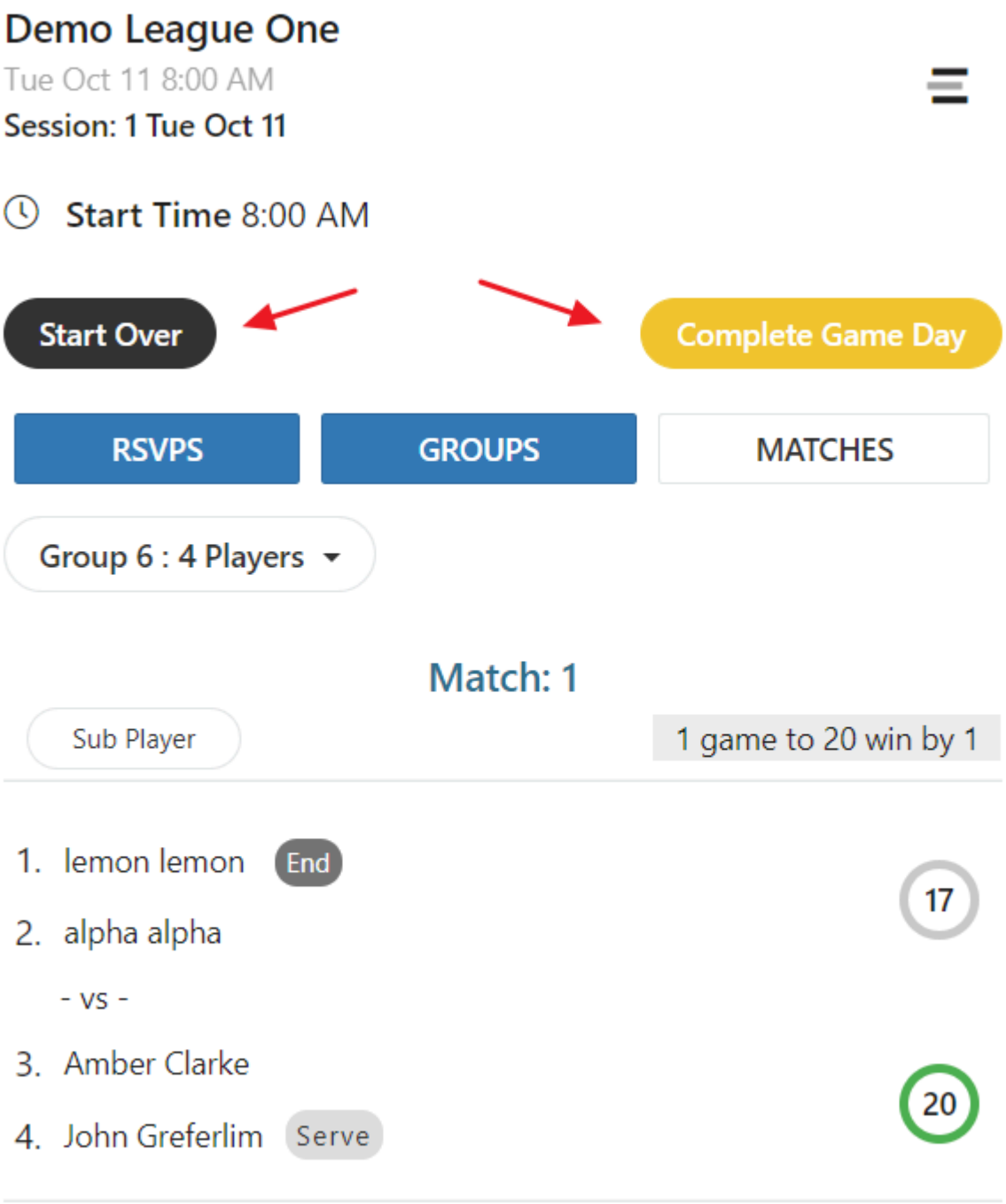
If the league allows players to enter their own scores, only one player in the group must record the scores. If texting is turned on, the other group players will receive a text message showing the score.

5.3.4.3.2.1.5. Completing the Game Day

Completing the Game Day

Once all of the scores are entered, the league manager must complete the game day. That will update the ladder standings. If the ladder standings are based on club ratings, the update will take place the following day since club ratings are calculated overnight. There is also a Start Over button that allows all of the game day scores to be zeroed out.

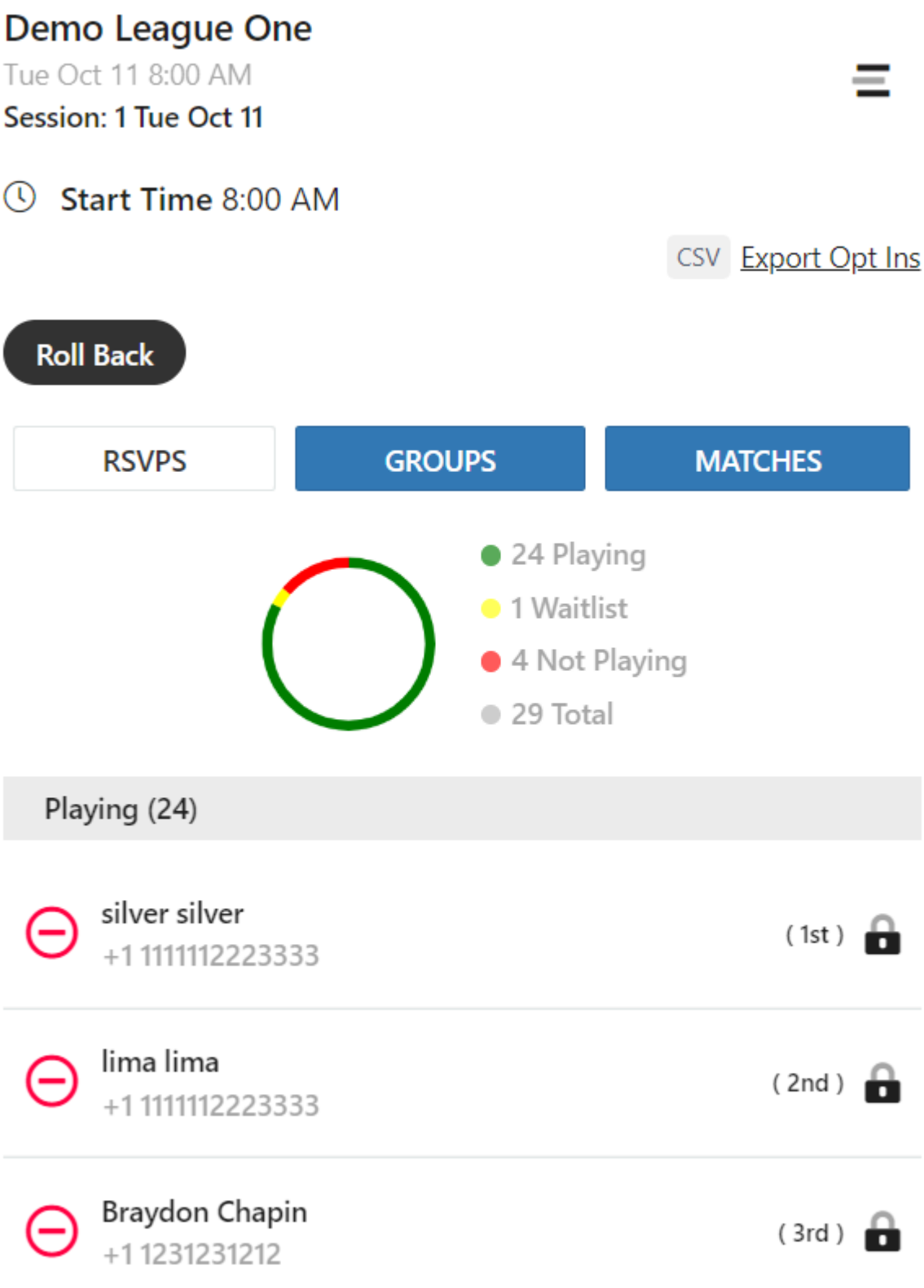
> ! Ranking calculations are redone starting with the first day of the session every time a Game Day is completed.


Demo League One
Tue Oct 11 8:00 AM
Session: 1 Tue Oct 11
Start Time 8:00 AM
Start Over
Complete Game Day
RSVPS
GROUPS
MATCHES
Group 6 : 4 Players
Match: 1
Sub Player
1 game to 20 win by 1
1. lemon lemon End
2. alpha alpha
17
- vs -
3. Amber Clarke
4. John Greferlim Serve
20

5.3.4.3.2.1.6. Adjustments to Scores

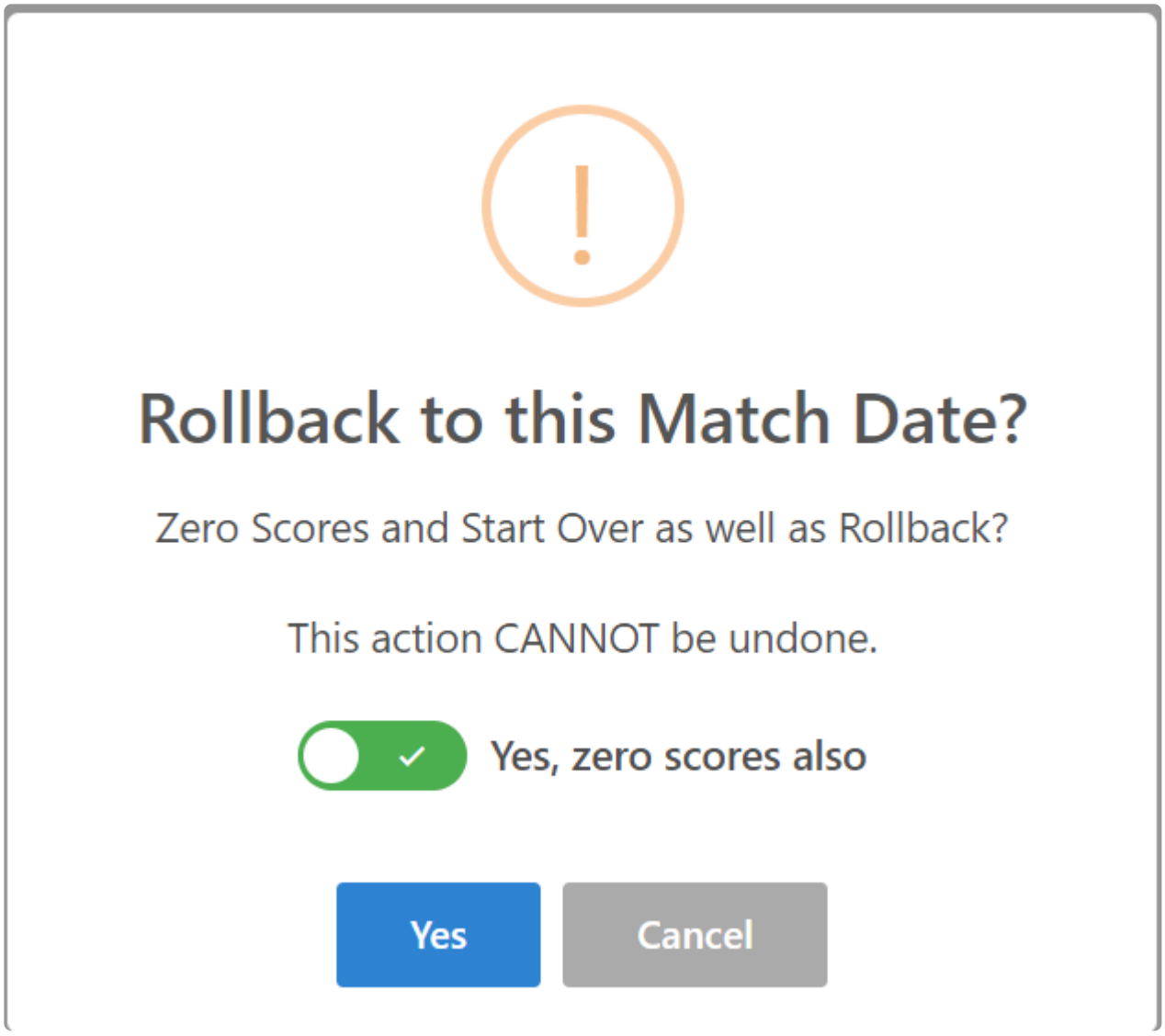
Adjustments to scores after the game day is completed.

Game day scores can be corrected at any time before the day is completed by selecting the game. After the game day is complete, the day has to be rolled back to make any score adjustments. Select the Roll Back button.



! When you roll back, you have the option of keeping the entered scores (if you only need to correct one score), or zeroing out all scores (if you need to start the game day over with a new group format). **There is no way to retrieve scores that have been zeroed out during**

a roll back.



Roll backs cannot be done for game days if the next game day has already been started.

5.3.4.3.2.2. Flex League Game Day

Game Days for a Flex League are managed by the players. They decide when and where to play after receiving an email listing the players in their group.

5.3.4.3.2.2.1. RSVPs

Players in a Flex League are automatically opted in to every game day when they join the league. They may opt out according to the schedule assigned by the League Director. The League Director may also opt players out from the RSVP screen up until the time that the group emails are sent out to the players.

5.3.4.3.2.2.2. Groups

Groups are assigned in the same manner as a regular ladder league. Players must make their own arrangements to play.

1. For a group of 5 or more, if a player does not show up, the remaining players may opt him/her out and the group will then be re-arranged and a new schedule of games will be created.
2. For a group of 4, if a player does not show up, the remaining players can recruit a sub to replace him/her. One of the players can select the sub button for each of the games that the person would have played. This allows the matches to be played. The sub gets no credit for any games.
3. If there are only 3 players available, the matches cannot be played and will automatically be canceled at the end of the week.

5.3.4.3.2.2.3. Matches

Enter scores for a Flex League in the same manner as for a regular ladder league.

Flex League games that have no scores are automatically canceled at the end of the week.

5.3.4.3.2.2.4. Completing the Game Day

Flex League Game Days complete automatically at the end of the week. The Ladder Rankings are then calculated and emails with groups for the following week are sent.

> ! Score corrections for a Flex League must be made before the end of the week. **There is no ability to Roll Back the scores for a completed flex league week.** Ranking calculations are redone starting with the first day of the session every time a week is completed.

5.3.4.3.2.3. Traditional League Game Day

Traditional League – Players have 24 hours following a game day to enter results. Once all of the game days are complete, the league manager can complete the session.

DBL RR Traditional

Wed Oct 26 8:00 AM

Session: 1 Wed Oct 26

Complete League

4 Teams

Players can edit scores up to 24 hours after finishing a match.

Match

Sub Player | 2 of 3 all games to 11 by 1

lemon lemon Jack Lemonder	11	6	11
- vs -			
Larry Goldsmith gold gold	6	11	3

Match

Sub Player | 2 of 3 all games to 11 by 1

alpha alpha Jason TEST2	4	6	0
- vs -			
test_Karen test_Anderson white white	11	11	0

5.3.5. Managing an Existing League

Once a League has been set up, it may be managed from the League Menu.

5.3.5.1. Deleting or Hiding a League Player or Adjusting Rankings

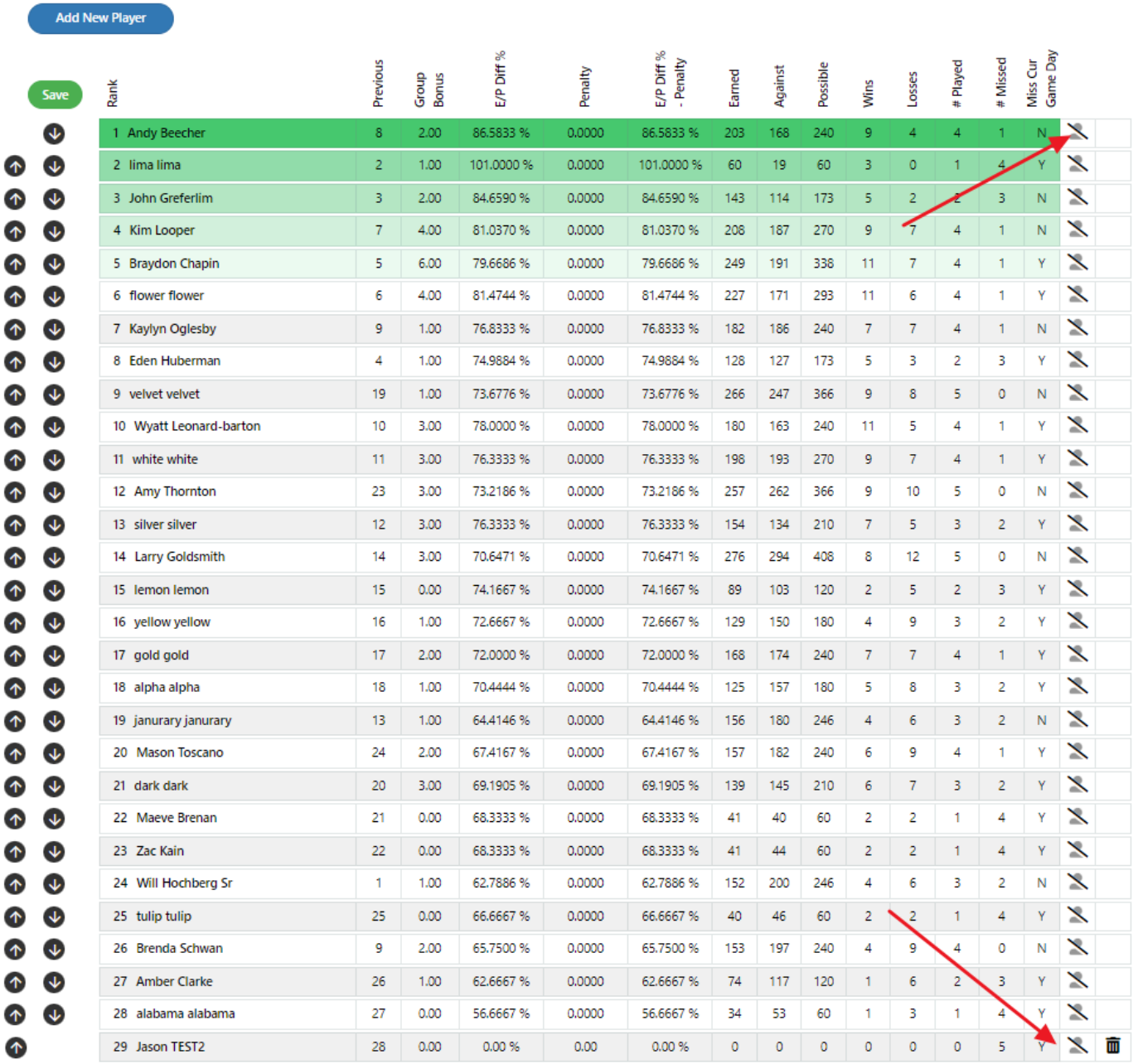
Players may be deleted or hidden from a session using either of the two following processes:

1. Players who joined but did not play any league games may be deleted from the Session Players List on the League Management Menu by clicking on the trash can at the end of the row next to their name.
2. Players who have played on at least one game day, can be hidden but not deleted. Click on the hide icon at the end of the row next to their name. Hidden players will appear at the bottom of the management list but not on the public list. They can be restored at any time by the manager.

Adjusting Rankings

1. Managers may adjust rankings for a league at any time by using the up and down arrows next to the player's name and then saving the new rankings.
2. This is particularly recommended prior to the start of a new league if players are known to you. That will minimize wide swings in the rankings during the first few weeks of the session.

! Adjusting rankings during a session does not override how players will be positioned on the ladder for subsequent games days of either a POP league or a league that is ranked by player ratings.

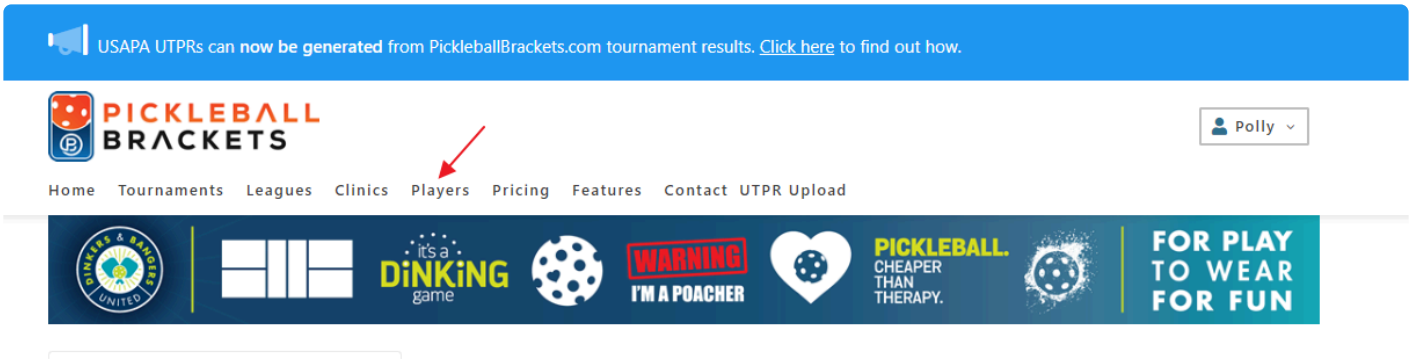


Rank	Previous	Group Bonus	E/P Diff %	Penalty	E/P Diff % - Penalty	Earned	Against	Possible	Wins	Losses	# Played	# Missed	Miss Cur Game Day
1 Andy Beecher	8	2.00	86.5833 %	0.0000	86.5833 %	203	168	240	9	4	4	1	N
2 lima lima	2	1.00	101.0000 %	0.0000	101.0000 %	60	19	60	3	0	1	4	Y
3 John Greferlim	3	2.00	84.6590 %	0.0000	84.6590 %	143	114	173	5	2	2	3	N
4 Kim Looper	7	4.00	81.0370 %	0.0000	81.0370 %	208	187	270	9	7	4	1	N
5 Braydon Chapin	5	6.00	79.6686 %	0.0000	79.6686 %	249	191	338	11	7	4	1	Y
6 flower flower	6	4.00	81.4744 %	0.0000	81.4744 %	227	171	293	11	6	4	1	Y
7 Kaylyn Oglesby	9	1.00	76.8333 %	0.0000	76.8333 %	182	186	240	7	7	4	1	N
8 Eden Huberman	4	1.00	74.9884 %	0.0000	74.9884 %	128	127	173	5	3	2	3	Y
9 velvet velvet	19	1.00	73.6776 %	0.0000	73.6776 %	266	247	366	9	8	5	0	N
10 Wyatt Leonard-barton	10	3.00	78.0000 %	0.0000	78.0000 %	180	163	240	11	5	4	1	Y
11 white white	11	3.00	76.3333 %	0.0000	76.3333 %	198	193	270	9	7	4	1	Y
12 Amy Thornton	23	3.00	73.2186 %	0.0000	73.2186 %	257	262	366	9	10	5	0	N
13 silver silver	12	3.00	76.3333 %	0.0000	76.3333 %	154	134	210	7	5	3	2	Y
14 Larry Goldsmith	14	3.00	70.6471 %	0.0000	70.6471 %	276	294	408	8	12	5	0	N
15 lemon lemon	15	0.00	74.1667 %	0.0000	74.1667 %	89	103	120	2	5	2	3	Y
16 yellow yellow	16	1.00	72.6667 %	0.0000	72.6667 %	129	150	180	4	9	3	2	Y
17 gold gold	17	2.00	72.0000 %	0.0000	72.0000 %	168	174	240	7	7	4	1	Y
18 alpha alpha	18	1.00	70.4444 %	0.0000	70.4444 %	125	157	180	5	8	3	2	Y
19 janurary janurary	13	1.00	64.4146 %	0.0000	64.4146 %	156	180	246	4	6	3	2	N
20 Mason Toscano	24	2.00	67.4167 %	0.0000	67.4167 %	157	182	240	6	9	4	1	Y
21 dark dark	20	3.00	69.1905 %	0.0000	69.1905 %	139	145	210	6	7	3	2	Y
22 Maeve Brenan	21	0.00	68.3333 %	0.0000	68.3333 %	41	40	60	2	2	1	4	Y
23 Zac Kain	22	0.00	68.3333 %	0.0000	68.3333 %	41	44	60	2	2	1	4	Y
24 Will Hochberg Sr	1	1.00	62.7886 %	0.0000	62.7886 %	152	200	246	4	6	3	2	N
25 tulip tulip	25	0.00	66.6667 %	0.0000	66.6667 %	40	46	60	2	2	1	4	Y
26 Brenda Schwan	9	2.00	65.7500 %	0.0000	65.7500 %	153	197	240	4	9	4	0	N
27 Amber Clarke	26	1.00	62.6667 %	0.0000	62.6667 %	74	117	120	1	6	2	3	Y
28 alabama alabama	27	0.00	56.6667 %	0.0000	56.6667 %	34	53	60	1	3	1	4	Y
29 Jason TEST2	28	0.00	0.00 %	0.00	0.00 %	0	0	0	0	0	0	5	Y

6. Players

The Players link at the top of the page allows anyone to look up any other player. Information includes their current PickleballBrackets.com rating, their self rating for events for which they have no playing history, a list of tournaments they have played in and their tournament and match rating history in both table and graphic format.

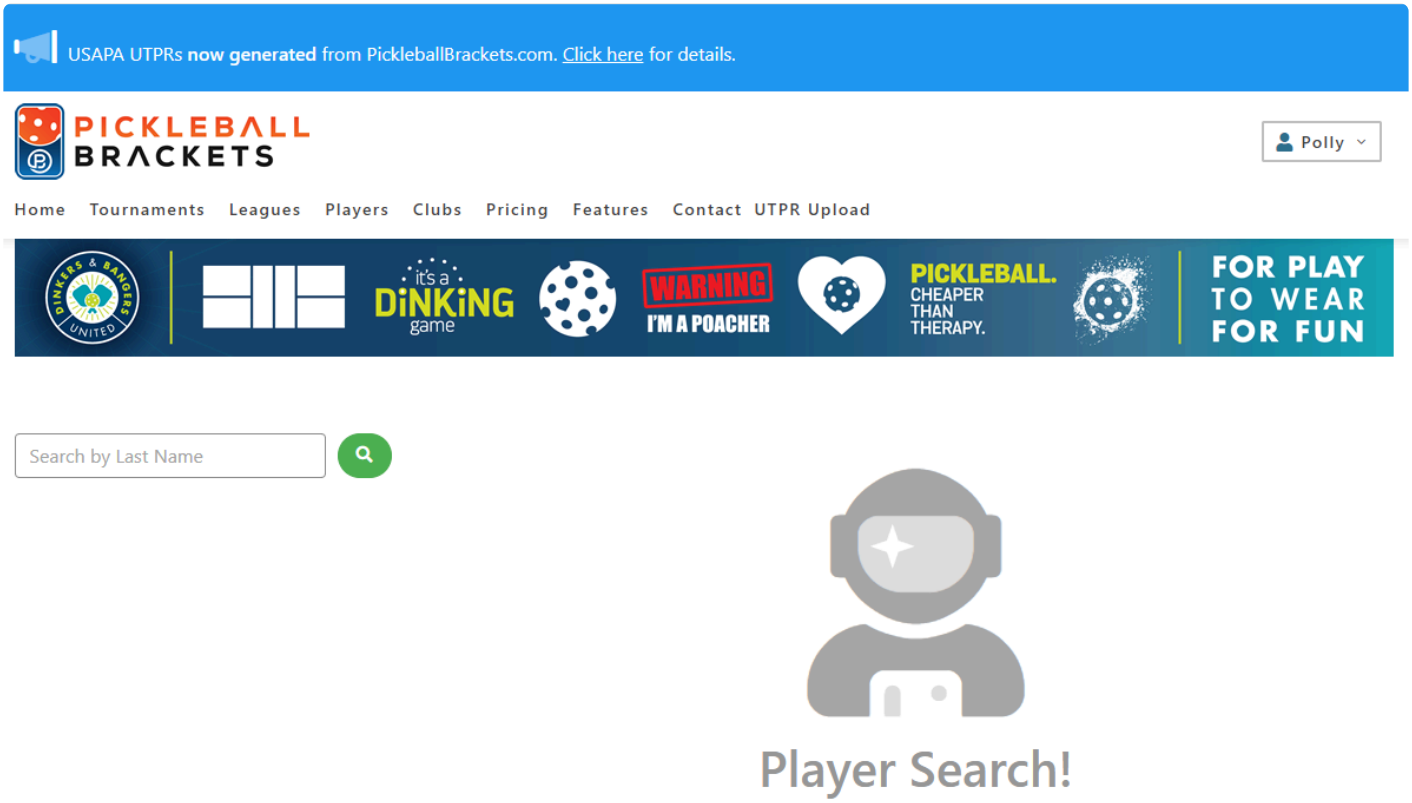
> This information is available to everyone. There are no memberships required to view ratings.



6.1. Finding a Player

Enter the player's last or first name and click the green Search button.

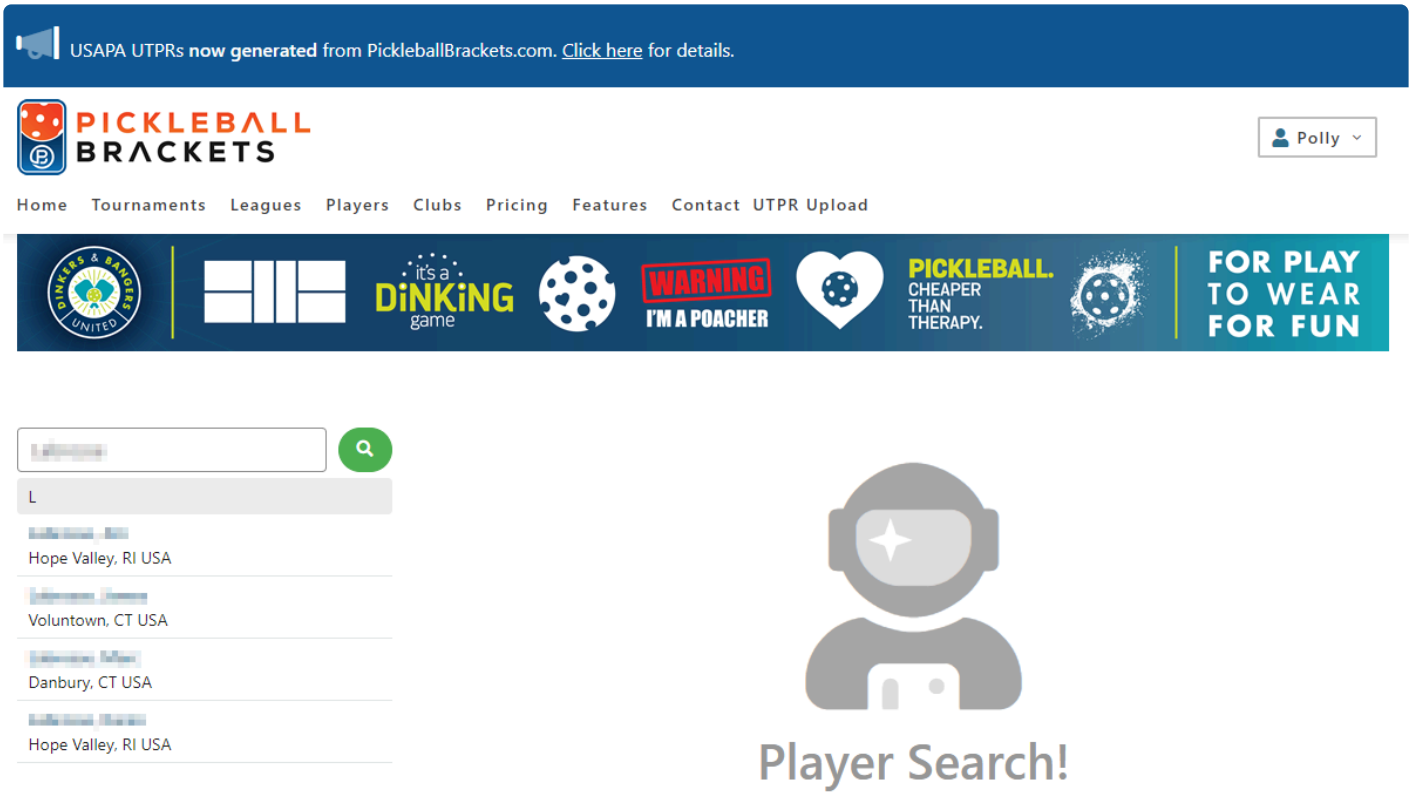
If you are unsure of the spelling of the name, use only the first few letters to show a list of all the matching player first or last names.



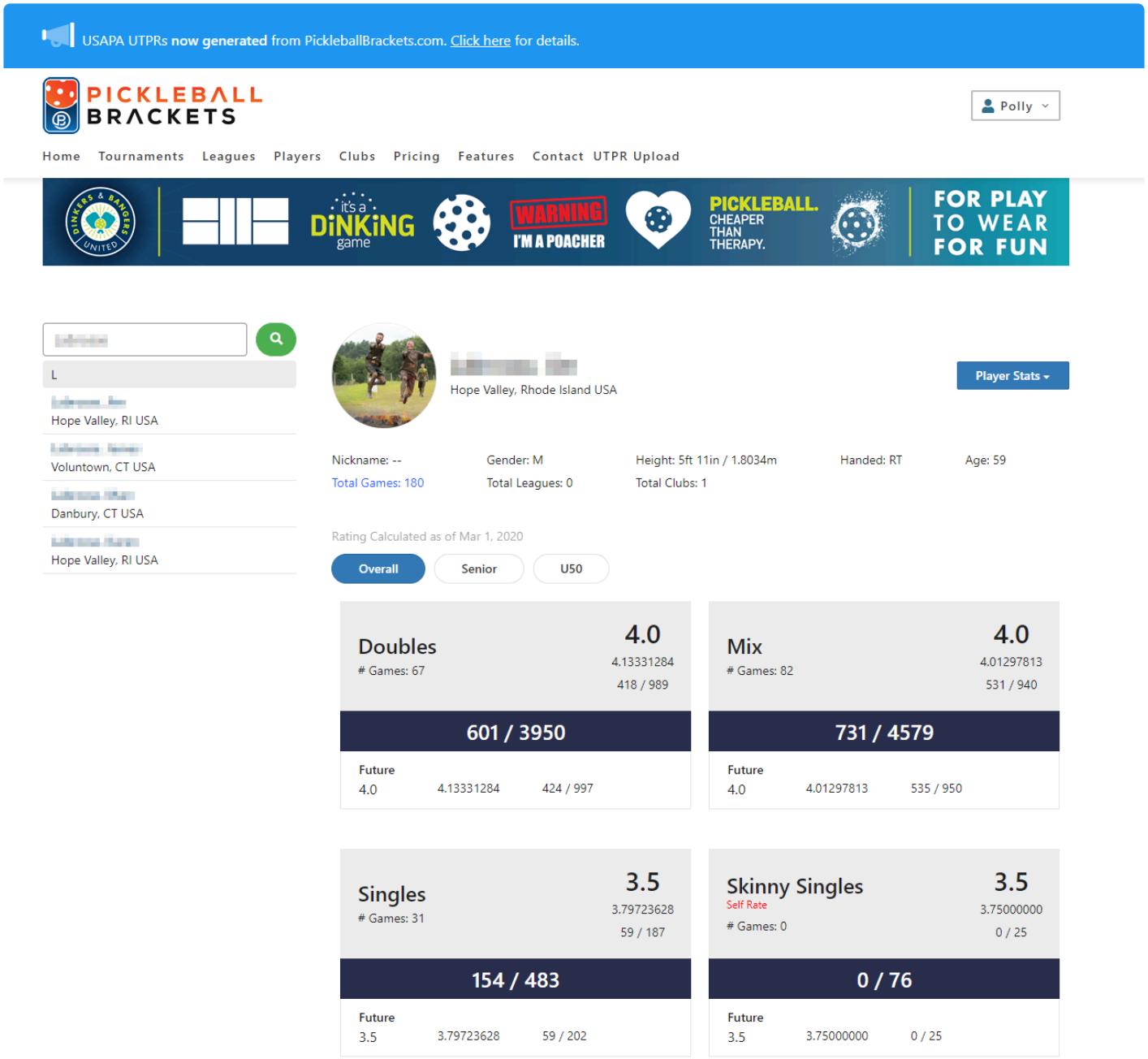
6.2. List of Found Players

If your search results return more than one player, a list similar to this will be shown. Click on the name of the player to select that person.

Names are blurred out on this and all following player screens. The information is real.



6.2.1. Player Rating Profile



Senior players, age 50 and over, will have ratings and skill levels in three different categories. Click each button separately to view the ratings. Younger players will only have an overall rating and skill level.

1. Senior Rating – This shows a rating and skill level for all matches played where every player was age 50+
2. U50 Rating – This shows a rating and skill level for this player for matches where at least one of the players was under 50 years old.

3. Overall Rating – This shows the overall calculated rating and skill level for every match played by this player.

> ! Since ratings are calculated relative to the ratings of the other players in the matches, it is possible to have a Senior rating that is lower than the U50 rating or the Overall rating.

1. Current Rating – The rating in dark black is the current rating for this player. It is updated on the first day of every odd month.
2. Future Rating – This rating is calculated every day. It will reflect results from any tournament played since the calculation of the most recent current rating. On the first day of the next odd month, the future rating will become the current rating.

> ! Sign up for any tournament that requires validation against PickleballBrackets.com ratings will use the current rating at the time of registration.

Rankings

1. Rankings listed under the current 8 digit rating are within the skill level.
2. Rankings listed in the black box are within the event (all players).
3. Future rankings are within the skill level.

Click on the blue Player Stats drop down menu for these additional options:

1. Game Results
2. Tournaments
3. Graph

6.2.2. Game Results

This page shows every matched played in each tournament and the rating changes that occurred after each match.

1. **This is the most recent tournament**. Use the drop down menu to change tournaments.
2. **This is the rating category being show**. Click on the button to switch between Overall, Senior and U50.
3. **Rating changes are capped at .08 per match**. They cannot increase or decrease by more than that amount. This is done to limit the impact of one poor or excellent result.
4. **This is the predicted score and odds of winning for the higher rated team**.
5. **This is the actual score of the match**.
6. **The magnified area shows the rating change resulting from this match**. The top number is the start rating. The bottom number is the end rating. The number in the middle column between the two players is the team average. If the team is predicted to win, the number is green. If they are predicted to lose, the number is red.

USAPA UTPRs **now generated** from PickleballBrackets.com. Click here for details.

PICKLEBALL BRACKETS

Polly

Home Tournaments Leagues Players Clubs Pricing Features Contact UTPR Upload

Search another player

Labrosse, Jim

Hope valley, Rhode Island USA

Player Stats

Nickname: -- Gender: M Height: 5ft 11in / 1.8034m Handed: RT Age: 59

Total Games: -- Total Leagues: -- Total Clubs: --

2020 Connecticut Pickleball Open 1

Overall Senior U50 2

Processed

* max movement per game: 0.08 3

Date	Team 1	Score	Team 2
2020 Connecticut Pickleball Open			
Jan 03, 2020 Singles	Reginald Bishop 3.96471677 0.03004279 4 5	P 11 A 11 — 1.375 : 1 — P 8 A 3	Jim Labrosse 3.82030796 -0.02734664 3.79296132
Jan 03, 2020 Singles 6	Jim Labrosse 3.79296132 0.04777041 3.84073173	P 6 A 11 — 1 : 1.8333 — P 11 A 6	Marc Lenes 4.04566373 -0.05248017 3.99318356
Jan 03, 2020 Singles	4.3095117 0.01156307 4.32107477	P 11 A 11 — 2.75 : 1 — P 4 A 3	Jim Labrosse 3.84073173 -0.0107922 3.82993953
Jan 03, 2020 Singles	Eugene Riggio 4.23794515 0.01296358 4.25090873	P 11 A 11 — 2.75 : 1 — P 4 A 5	Jim Labrosse 3.82993953 -0.01296358 3.81697595
Jan 03, 2020 Singles	Jim Labrosse 3.81697595 -0.00237158 3.81460437	P 0 A 2 — 1 : 11 — P 11 A 11	Steve Rogers 4.79558883 0.0026765 4.79826533
Jan 03, 2020 Singles	Jim Labrosse 3.81460437 -0.01736809 3.79723628	P 6 A 11 — 1 : 1.8333 — P 11 A 13	Kevin Zaleski 4.1328295 0.01862664 4.15145614
Jan 04, 2020 Mens Doubles	Larry Greenberg 4.25 0.0106441 4.2606441 & 4.25 David Halsey 4.25 0.0106441 4.2606441	P 15 A 15 — 3.75 : 1 — P 4 A 5	Jim Labrosse 4.17043229 -0.00638646 4.16404583 & 3.64631504 Kenneth Veltri 3.36409806 -0.00787663 3.35622142
Jan 04, 2020 Mens Doubles	Jim Labrosse 4.16404583 -0.02162788 4.14241796 & 3.63895997 Kenneth Veltri 3.35622142 -0.02667438 3.32954704	P 10 A 5 — 1 : 1.5 — P 15 A 15	John Wu 3.80306666 0.02667438 3.82974105 & 3.81599416 Bing Liu 3.84000237 0.02703485 3.86703722
Jan 04, 2020 Mens Doubles	Nicholas Polizzi 3.44765324 -0.03967438 3.40797886 & 3.64796179 Dominick Bassi 4.01996339 -0.03808741 3.98187598	P 15 A 13 — 1.0714 : 1 — P 14 A 15	Jim Labrosse 4.14241796 0.03173951 4.17415746 & 3.61405186 Kenneth Veltri 3.32954704 0.0386164 3.36816344
Jan 04, 2020 Mens Doubles	Jim Labrosse 4.17415746 -0.0100926 4.16406486 & 3.65026135 Kenneth Veltri 3.36816344 -0.01248746 3.35567598	P 4 A 8 — 1 : 3.75 — P 15 A 15	Keith Humphrey 4.15486886 0.01163215 4.16650101 & 4.12437359 Ira Sussman 4.10795305 0.01163215 4.11958521
Jan 04, 2020 Mens Doubles	Nicholas Polizzi 3.40797886 0.03909156 3.44707041 & 3.60884285 Dominick Bassi 3.98187598 0.03700667 4.01888266	P 14 A 15 — 1 : 1.0714 — P 15 A 6	Jim Labrosse 4.16406486 -0.03075202 4.13331284 & 3.63861209 Kenneth Veltri 3.35567598 -0.03752789 3.31814809
Jan 05, 2020 Mixed Doubles	Kathy Reidy 3.90322221 -0.04324685 3.85997536 & 4.10108073 Kevin Zaleski 4.46853226 -0.04146958 4.42706268	P 11 A 3 — 1.375 : 1 — P 8 A 11	Dawn Boornazian 4.07863728 0.03909989 4.11773717 & 3.96687695 Jim Labrosse 3.90669831 0.03376809 3.94046639

6.2.3. Rating Graph and Tournament Details

The rating graph shows a progression of ratings for all events over the span of all tournaments played. Below the graph is a table with links to the details for every tournament and match that this player participated in.

	Doubles			Mix Doubles			Singles			Skinny		
	Ratings	Skill	# Games	Ratings	Skill	# Games	Ratings	Skill	# Games	Ratings	Skill	# G
Dec 01, 2018 Pickle off the Pie Pickleball Tournament												
SENIOR	3.98175784	3.5	7	3.94755585	3.5	7	2.75	2.5	0	3.25	3.0	
U-50	3.79164845	3.5	1	3.89421165	3.5	3	2.75	2.5	0	3.25	3.0	
OVERALL	4.00273676	4.0	8	4.0038341	4.0	10	2.75	2.5	0	3.25	3.0	
Mar 16, 2019 Lob The Leprechaun Pickleball Tourney!												
SENIOR	3.98175784	3.5	0	3.82467787	3.5	4	2.75	2.5	0	3.25	3.0	
U-50	3.95018029	3.5	12	3.90027165	3.5	7	2.75	2.5	0	3.25	3.0	
OVERALL	4.12175446	4.0	12	3.8728101	3.5	11	2.75	2.5	0	3.25	3.0	
Jun 21, 2019 2019 Nutmeg State Games Pickleball Tournament												
SENIOR	3.93900969	3.5	2	3.71245698	3.5	8	2.75	2.5	0	3.25	3.0	
U-50	3.75348852	3.5	6	3.90027165	3.5	0	2.75	2.5	0	3.25	3.0	
OVERALL	3.88448944	3.5	8	3.76472954	3.5	8	2.75	2.5	0	3.25	3.0	
Oct 05, 2019 2019 Nutmeg Fall Classic												
SENIOR	3.82565903	3.5	4	3.67333971	3.5	6	2.75	2.5	0	3.25	3.0	
U-50	3.70398591	3.5	1	3.90027165	3.5	0	2.75	2.5	0	3.25	3.0	
OVERALL	3.76002522	3.5	5	3.72388734	3.5	6	2.75	2.5	0	3.25	3.0	

Moving Players or Teams Into an Event

This screen allows you to easily move groups of players or teams into an event. When you select “Move Teams In” from the event setup screen, you will see a list of every player or team that is eligible for the event based on the event criteria. This includes any waiting list teams for the current event and any others who may be currently registered or on the waiting list for other events. Select the players or teams to be moved and click on the green Save button.

Click the ? icon where shown on the form for more information about that field.

× Cancel Save

Completed
Event Info

Move
Teams In

Below is a list of all events with teams that match the criteria of this event.
ONLY teams NOT in a verified event will show.

Select ONLY teams you want to move into Mixed Doubles Skill: (3.0 To 3.5) Age: (Any)

Mixed Doubles Skill: (3.0) Age: (Any)

✓ All ✕ None

Leave
[52] [3.21496] Dellapietra, Cheryl
[53] [3.28182] Wenger, Ty
Team Rating: 3.23836

Leave
[59] [3.2] Lobisser, Richard
[55] [3.2] Lobisser, Kimberly
Team Rating: 3.2

Leave
[67] [3.02316] Wilson, Julie
[50] [3.02754] Mancino, Joseph
Team Rating: 3.02469

Leave
[61] [2.75] Barnes, Katharine
[61] [3.25] Diana, Birkin
Team Rating: 2.925

Leave
[64] [2.75] Moser, Deborah
[70] [3.25] Haley, Dwight
Team Rating: 2.925

Leave
[37] [3.19542] Rhoads, Rebecca
[57] [2.75] Corey, Jonathan
Team Rating: 2.9059

Leave
[59] [2.5] Machado, Vanessa
Need a Partner
Team Rating: 2.5

Leave
[69] [2.5] Miller, Charles
Need a Partner
Team Rating: 2.5

Mixed Doubles Skill: (4.0) Age: (Any)

✓ All ✕ None

Leave
[47] [3.83101] Masters, Nawab
[27] [3.92432] van Vloodorp Taylor, Kimberly
Team Rating: 3.86367

Leave
[68] [3.75] Martin, Suzanne
[56] [3.35443] Callanan, Jack
Team Rating: 3.49288

Leave
[59] [3.23737] Hare, Christina
Need a Partner