

# Tournament Home Page Check List

## I. Tournament Details

### A. Important Dates/times (include date/time stamp in title of report)

- Seeds available - contact for questions prior to draw
- Draw available
- Alternate list available
- Match times available
- Tournament/match check in requirements
- General start/finish times for play
- Inclement weather procedures

### B. Structure

- Ranking category (ITF Grade Level)
- Seeding method (USTA or ITF)
- Playoff format
- Consolation format/sign-up details
- Doubles sign-up/partner needed
- Type of ball to be used
- Tie break format (7 pt or 10 pt; rotation - Coman or every six points)
- Prize Money
- Awards
- Format/Schedule changes due to extreme weather conditions

### C. Court Information (Especially for alternate sites or if different from the sanctioned Org. membership information in the OLS)

#### 1. Sites

- Physical address/phone
- Surface
- Locker room facilities
- URL/link to Google Map
- Parking
- Lights
- Dress code
- Payment policies (charge account required, credit or cash only, etc)

#### 2. Practice Courts

- Reservation procedure
- Cost

### D. Sponsors

- Link to their website only; NO LOGO

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## II. Hospitality

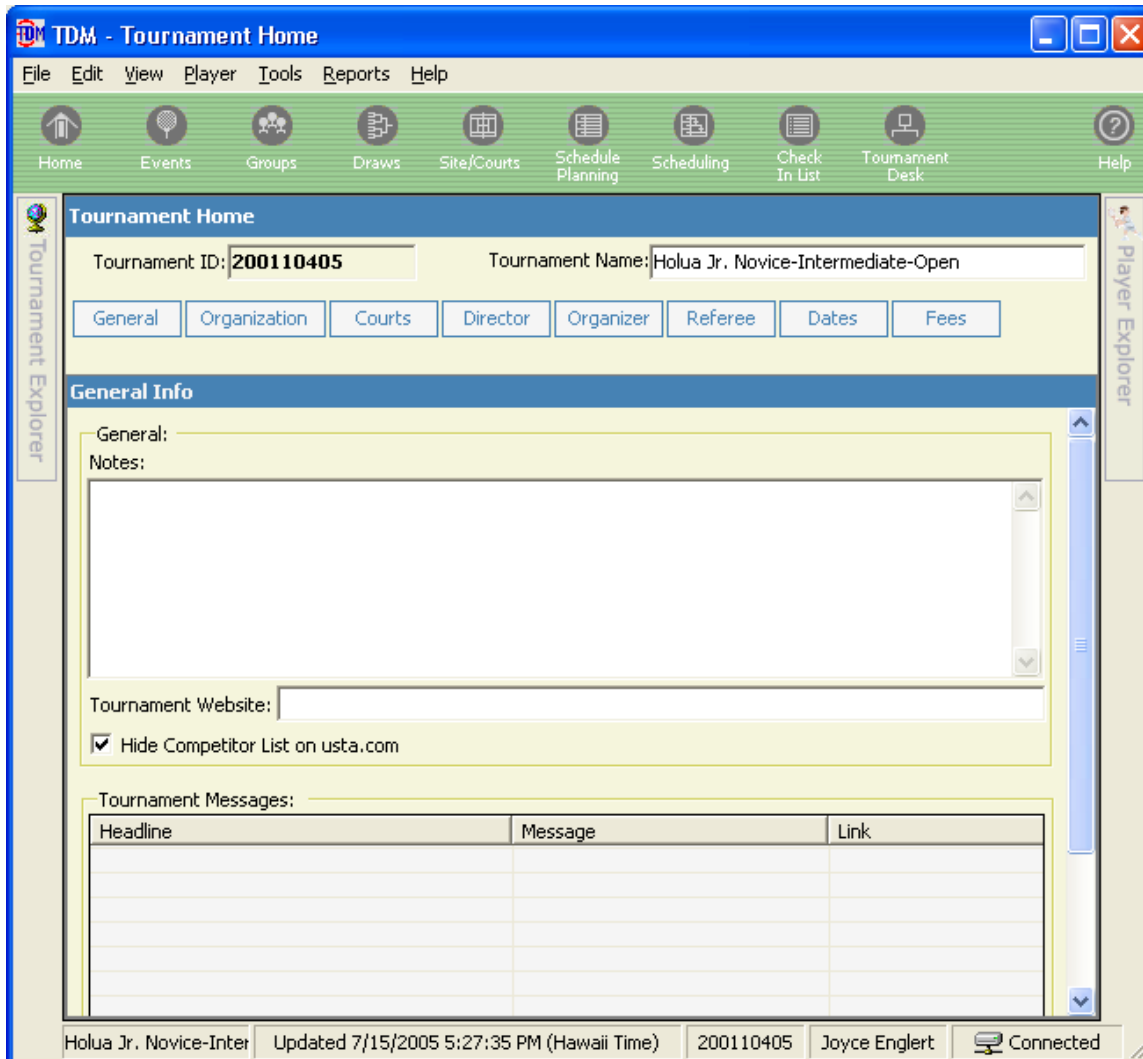
- A. **Local transportation availability**
  - Airport, trains, other public transportation
- B. **Hotel Information**
  - Reservation deadline for group rate
  - Physical address/phone/URL
  - Rate (room description)
  - Amenities - breakfast included, fitness center, etc
- C. **Local housing contact**
  - Listed
- D. **Social events**
  - Listed
- E. **Food/drink provided during tournament**
  - Listed
- F. **Details on trainer**
  - Listed

## III. Post Event

- A. **Thank you's to players/sponsors**
  - Completed
- B. **Photos**
  - Uploaded
- C. **Recap**

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To Add Notes in TDM go to the tournament home page and click on the general tab:



To bring attention to your notes add color.

We suggest adding red to your **Headline** by adding the following coding:

```
<p><font face="arial" color="#ff0000" size="3">
```

For example: In TDM General Notes in the Headline field add `<p><font face="arial" color="#ff0000" size="3"> Hotel`

When uploaded it will appear as **Hotel**

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