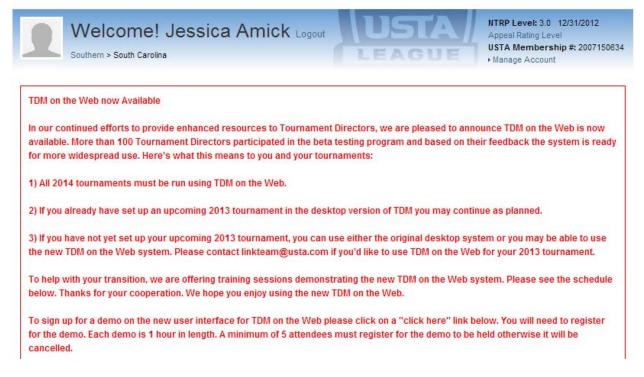
TDM On the Web Intro

This document serves as a step-by-step tutorial for TDM on the Web, highlighting where functions are found and what new features can be found.

You will use your Tournament Director/Referee USTA number to login to TennisLink through this portal (http://tennislink.usta.com/tournaments/Login.aspx).

Upon a successful login, this is what you should see:

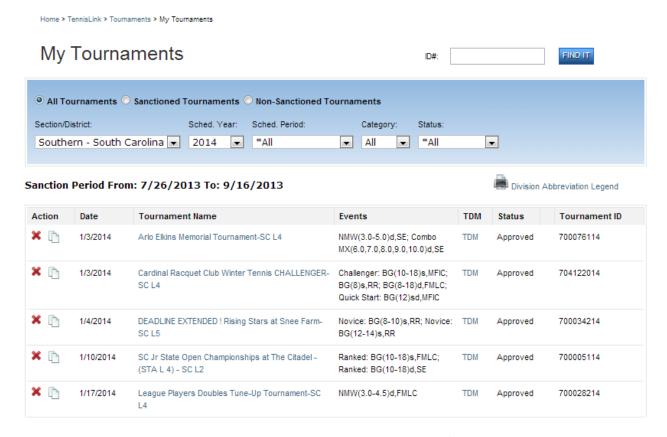


As you scroll down, you'll see the following:



To access your tournaments, you will click on the "My Tournaments" link under the "Administration" box above. When you click on that link, you'll see the sanction forms for all of the tournaments under that particular USTA number

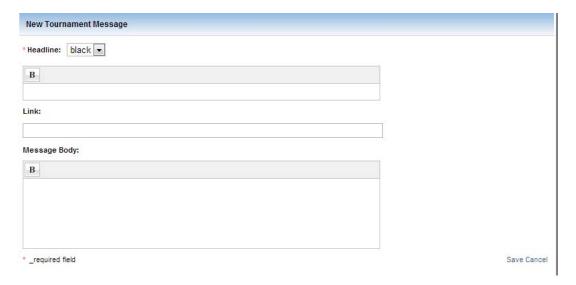
(Tournament Director, Referee, Organization). There is a new "TDM" column, and that is where you'll access the online version of the data management program for each tournament.



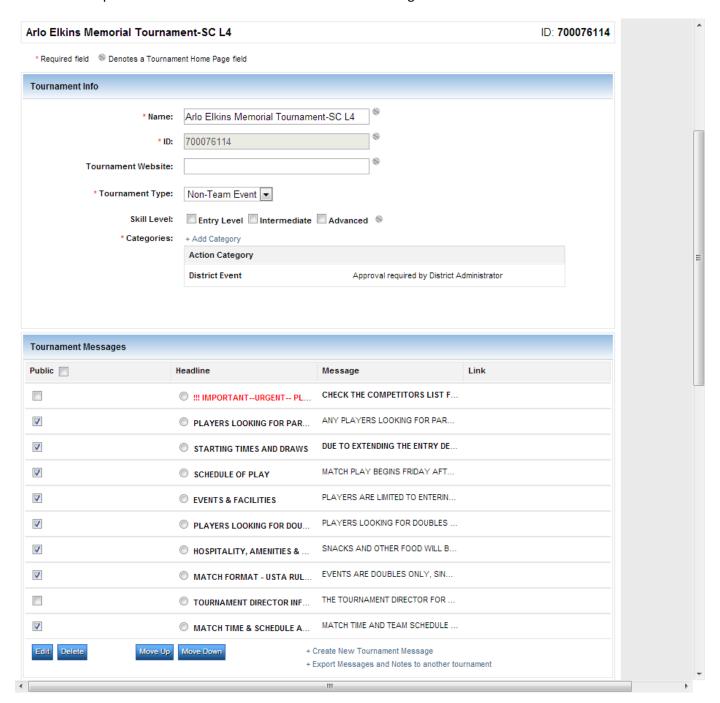
<u>PLEASE NOTE:</u> You will now update your tournament messages in the sanction form. To do this, you will click on the tournament name, then select the General Info tab on the Sanction Form.

Adding Tournament Messages

To add a message, you will click on +Create New Tournament Message, and a box will pop up as shown below. As you add messages, you have the option to move them up or down (ie: registration info after the entries close), and you can also choose which messages to make public or to hide (ie: rain delay info that you may no longer need). Be sure to click "Save Sanction Form" after updating your tournament messages.



Below is an example of the General Tab with the Tournament Messages created.



Other features that remain on the Online Sanction Form are:

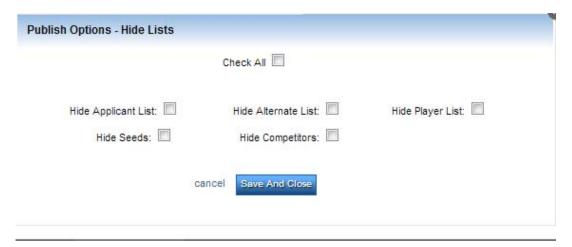
Home > TennisLink > Tournaments > My Tournaments > Sanction Form

Sanction Form This Tournament: Batch Entry Entrant processing Reports Admin Reports Publish Options Save Sanction Form TDM Help

-Batch Entry

Home > TennisLink > Tournaments > Sanction Form > Batch Entry	r Tonnis CHALLENCED SC	1.4
Cardinal Racquet Club Winter Dates: January 3-5, 2014	Tournament #: 704122014	Location: Anderson, SC
Entries closed Tuesday Dec, 31 2013 11:59 PM (Eastern Time) Choose Event: Choose Event	Player USTA number:	Continue

-Publish Options-seeds, competitors



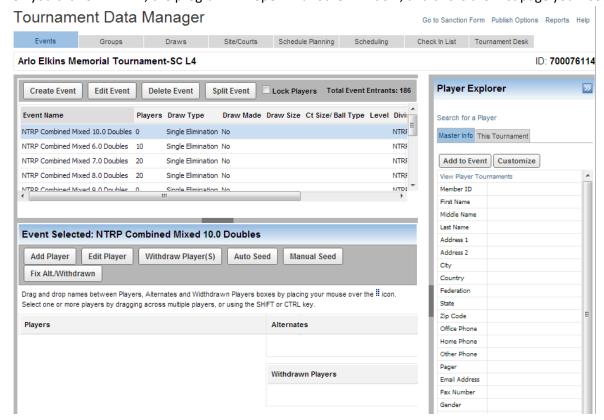
-Reports—including Alphabetic Entry Report (for t-shirt sizes)

Generate Report

Home > TennisLink > Tournaments > This Tournament > Reports

Report Name: Alphabetic Entrant Report Organization: Southern - South Carolina Start Date: 01/02/2014 End Date: 01/02/2014 Tournament ID: 704122014

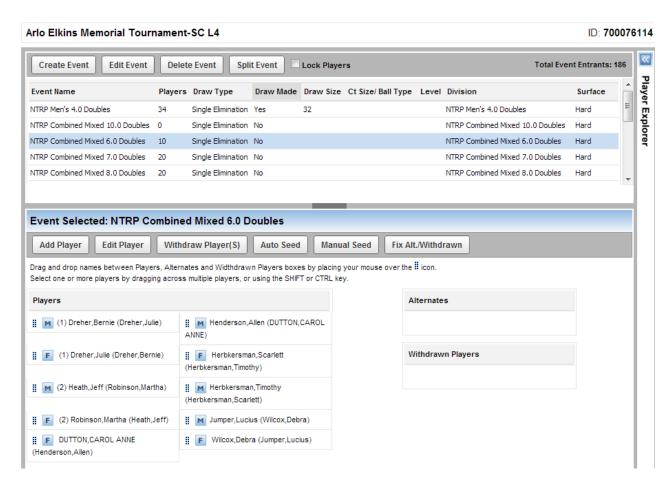
When you click on "TDM", the program will open in another window, and this is the first page you'll see:



This setup is similar to the desktop version of TDM—Events, Groups, Draws, Sites/Courts, Scheduling, Check-In List, and Tournament Desk, along with your player explorer to the right. You are still able to customize the Player Explorer to only show the fields you want to see (ie: events entered, phone number, fee owed, online t-shirt size)

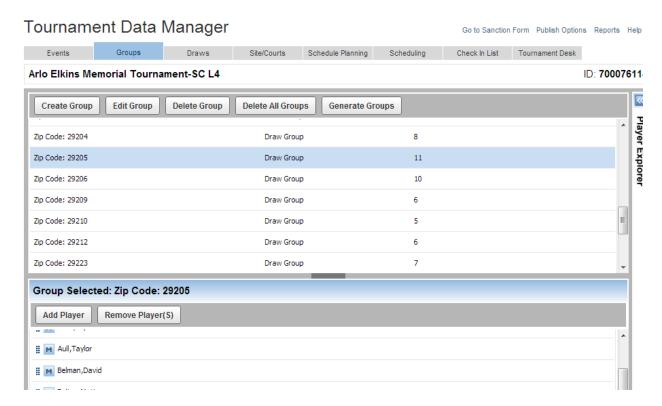
Events Tab

- -To move players, you click on the iicon and drag them to where they need to be (another division, or to withdraw).
- -Be sure that when you "drop" the player that your destination is highlighted in yellow or the change will not take place.
- -If you need to change the draw type for an event, you still click on "Edit Event".
- -After all of your players are set in their divisions, be sure to Lock Players to ensure that they stay put.
- -To assign doubles partners, click on a players' name, then click "Edit Player" and a box will pop up and allow you to indicate the doubles partner



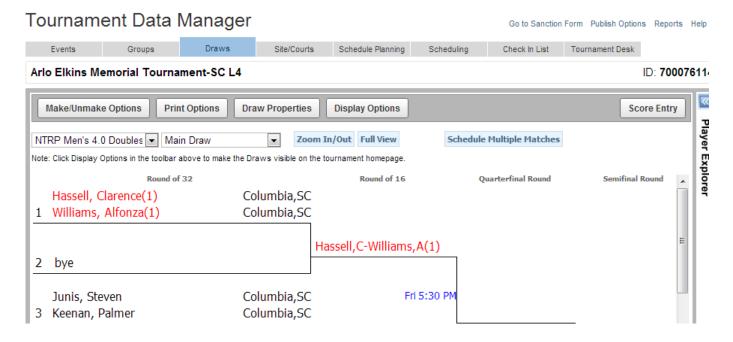
Groups Tab

You can create draw groups in the same way to prevent folks from the same zip code from meeting in the first round by choosing "Generate Groups". You can also create Family or Doubles Partners groups as well to prevent these players from meeting in the first round, but these are best done manually.

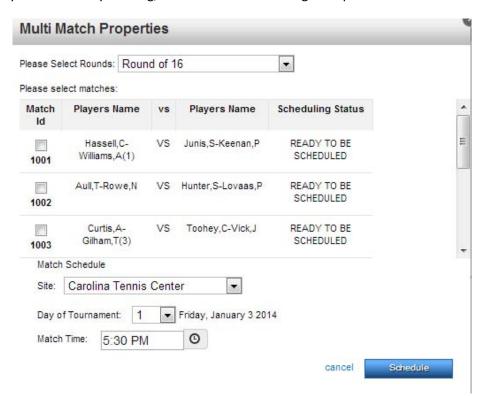


Draws Tab

This section has the same feel as the Desktop TDM version. You are still able to show/hide the draws and rounds using the "Display Options" button. Below gives a feel of what each draw page will look like.

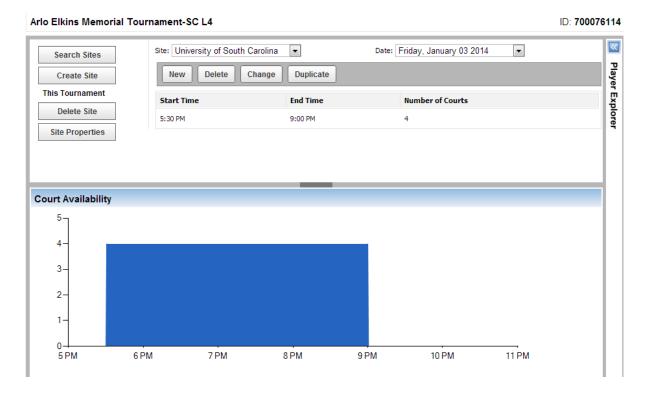


There is a great new feature in the addition of the "Schedule Multiple Matches" function, displayed below. This can only be done on the draw you're currently viewing, but will make scheduling multiple matches at the same time easier.



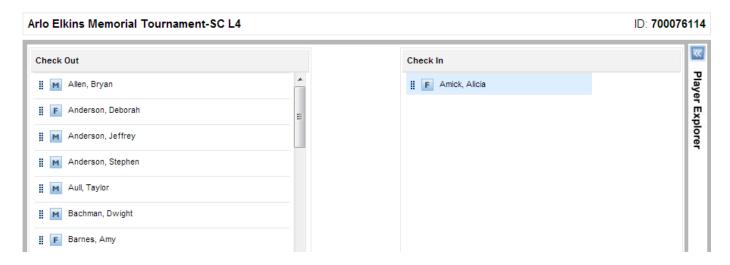
Sites/Courts Tab

You are able to search and create sites for your scheduling purposes on this page.



Check-In List

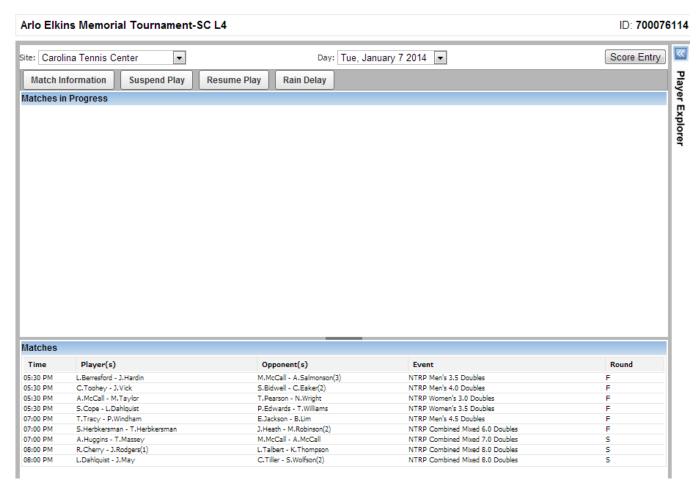
You may use this tab to check-in your players. This process will be much simpler with the online TDM as you can have multiple sites/locations checking people in.



Tournament Desk

There are two views on this tab: Tournament Desk and Score Entry.

Desk allows you to see matches scheduled for that day/site as seen below.



The Score Entry tab allows you to see matches in chronological order for each site an enter those scores. In order for the scores to be posted to the web, you must hit the "Save" button at the upper right corner.

