# RUNNING A TOURNAMENT USING PICKLEBALL BRACKETS

CONTENTS

## INTRODUCTION

This document focuses solely on the Pickleball Brackets side of running a tournament.

Go to here to login to brackets: [Pickleball Brackets Software, Tournament, League, Club, Ratings](#)

Pickleball brackets manual: [Site Overview - PB Manual - 1 (manula.com)](#)

(Pickleball Brackets HELP sessions are also available – see Appx H of PAA guidelines – this is highly recommended for running your first tournament, and very helpful)

See **PAA Tournament Guidelines** document for other considerations in running a tournament, including requirements for referees, venue, volunteers etc.

## 1. GETTING STARTED

To get started in brackets you need to have access to the tournament. This permission needs to be granted by the tournament's Primary Admin, unless you create the tournament yourself.

To see your tournaments in brackets go to 'My Stuff' (under your name on top right of screen) and then you'll see Green box with Tournaments – Registered and Managing) Click on the green box then the managing button to see list of your tournaments.
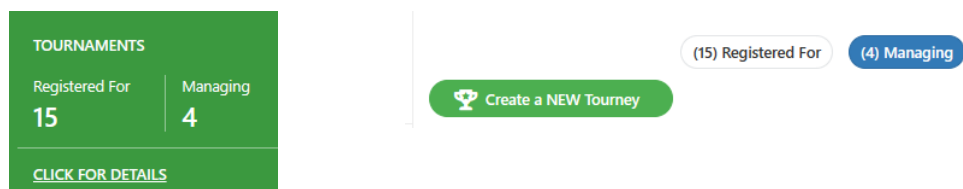


## 2. SETTING up a new tournament

This can be a copy of previous tournament - From Edit Tourney – go to Copy Tourney – in this process you can change the ownership to the XYZ Pickleball Club (assuming XYZ club is already set up in pickleball brackets)
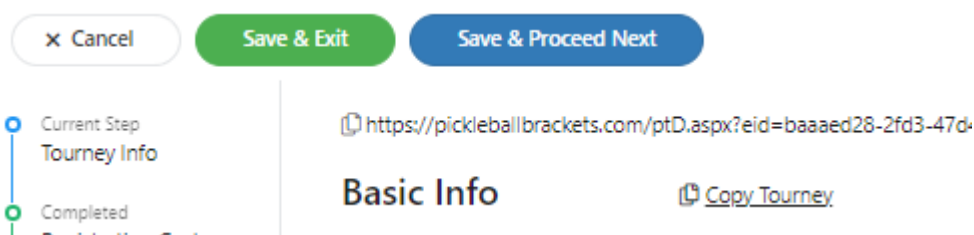


Select the Club and Country



Once club is created add the Stripe or Paypal account to receive registration payments

Or create a new tournament from scratch.
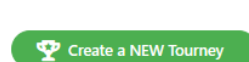


**EVENTS**:  Create (or modify existing) events.

Often you can create a few events and then make copies (e.g create women's over 50 rating under 3.0, then copy this to 2 new versions for equivalent event for mens and mixed) Take special care with setting up the appropriate ratings, e.g. for an event we want to make available to anyone rated under 3.0 needs to be set up in brackets as **2.5 and under** as those with a brackets rating of 2.5 might in

reality be rated anywhere up to 2.999. (When in doubt ask someone else to check these before publishing.)



Remember players can always **play up** to a higher rating group and **play down** in a younger age group
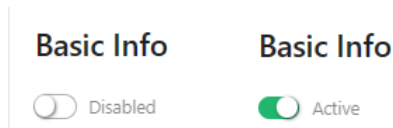
The 'export events' can be useful (output to Excel spreadsheet) as you can see all events together, and check for any where settings are inconsistent or look wrong.

Select the relevant option for bracket format and scoring format

**DATES**: Check dates for registration open / close and when open to public. 'Show public date' – needs to be before (or same) as date registration opens – check the timezone is correct! (There wasn't Aus Eastern Daylight saving time GMT +11 – this timezone was under Bougainville)

Once the tournament is visible check that all events are showing (are any disabled?)

If disabled go into event and change from Disabled to Active

Most of the set up and registration work in brackets is done through **Edit Tourney** option which then has multiple options (see list on right below).



**Tourney Info** includes the text description that appears on the front page to players when rego opens. Add contact details for the main contact (tournament director?) plus emails – these can be different people for volunteers / referees etc.

**Registration cost:** typically one event is included in the main registration charge and then extra events each cost another (lesser) amount

**Checkout options** – link to the relevant Paypal / Stripe account

**Sponsors** – upload images of any sponsors you have, including Franklin (for balls in PAA sanctioned events)

**Venues** – add details of location of your venue(s) including address, number of courts, balls in use. Later on (as part of the event scheduling) you can specify which events are run at the different venues

**Managers** – add details of anyone who will be working on the tournament, including data entry OR player check-in on th**e** day. Only the Primary Admin can add new managers and assign new roles to the existing managers. Make sure you have a few people in there to do key roles such as Check-In players and Enter Scores.

## 3. REGISTRATION OPEN

Monitor entries – are some events filling up quickly and need to be have increased entries allowed? Where events have 0 entries you may consider cancelling before rego closes.

Respond to emails.

Players are reluctant to pick a partner from the 'Need a partner' list and will enter and add themselves to this list. These will get matched up later but if you know these people you can encourage them to pair up now!

Monitor the **TOURNEY DASHBOARD** – gives summary of financials (total income, refunds, Stripe Fees)

The **ATTENDEES LIST** gives options to see players in events, search by name, withdrawals etc. You can also search for players by name here and it will show contact details



From this list you can issue refunds – drop down on the person name (can also edit registration, email or send message from here)



Refunds are issued via Stripe account back to the credit card.

Can also see the players who owe money – these need to pay before any draws are done, so good idea to contact sooner rather than later. (Filter in above screen – under With Balance select They owe $)

| | |
|---|---|
| Partner not registered - Monitor those players who've not registered though they've been added as partner. Once registration is closed they can't get in – so much easier to do while still open! Once closed need to temporarily open rego (and maybe increase tourney cap) to enable them to register | 3.0 dow, michael<br>2.5 Bligh, Bernie |
| While the registration is open the screen will show like this with the entry fee displaying | Northern Ri AUD $60.00 Regional Doubles |
| When closed (or full) the screen will show like this | Northern Ri Registration Closed Regional Doubles |

## 4. USE THE SIMULATOR

The **SIMULATOR** can be used at any time (before registration closes) to see how the number of events / number of teams / number of courts will work out across the available days. Some parameters (e.g. max number of teams of RR formats) can be adjusted. Results of simulator are not visible to the public.

Each day and each venue need to done separately.

Select the relevant settings for 1 venue and 1 day.

Need to 'Save this day' to view the results of the planner- in View Schedule (CTRL and click View Schedule to open this in new window)

For detailed explanation of all the various options (screenshot below) see:

Simulator Options – Round Robin - PB Manual - 1 (manula.com)



A few tips:

- Start the day with largest events
- Court assignment type – typically we use Designated (to have control over which events go where)
- No of courts needed – ideally only one bye per round (though this may not be possible)
- Decide on format – how many pools, having semi finals or straight to medals, time for each match, which venue (if there are more than one), how many courts needed
- Remember how many games were guaranteed in registration – this may impact on pool choices
- (NSW Open had the following times for events: 20 mins for RR matches, 25 for semi final and 45 for medal matches, each of these were 5 minutes longer for Open events)

The simulator automatically calculates the number of matches based on pool(s) sizes. (A pool of 4= 6 matches, pool of 5 = 10 matches, pool of 6 = 15 matches and pool of 7 = 21 matches). Typically there

are 4 extra matches on top of these totals for semi finals (2) and medal playoffs (2). On the simulator plan you can count the total matches in the event as a check.

Check the **Start Times Settings** listing – these are set in both the Event setup and also added to the Simulator. The Simulator also calculates how long the event is likely to take (first column) given parameters entered



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).

Remember to Save Day when finished

**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.**

Setting up and managing courts – manage location courts (each given QR code), manage event counts and start times, place events on specific courts

Select **Manage Location Courts** from main tournament menu - to give each court a number and set times when some courts may not be available



Select **Manage Event Court Counts and Start times** from main tournament menu- this includes various options including number of teams, pools, no courts needed (* many are same as simulator options, no need to repeat here)

Use this option to **send start times emails** to players from the event record (see full instructions on page 12 below)

| | |
|---|---|
| Once everything in simulator looks fine save each event time back to the live events (this will be where the time is taken to send out in emails to players advising of start times) | Update LIVE Event? ⬤ YES |
| Then Copy Settings to Live Events | Copy Settings to Live Events |
| This action puts the events into the LIVE CONSOLE with all events sitting in the Verified Queue ⬛ QR Reader    ⬛ Court Desk    🖨 Blank Sco Verify 22    Waiting 0    Running 0    Completed 0 | |

Go to section <u>LIVE CONSOLE</u> to see next stages

## 5. AFTER REGISTRATION CLOSED

Notify PAA of final registration numbers and the free Franklin balls will be supplied.
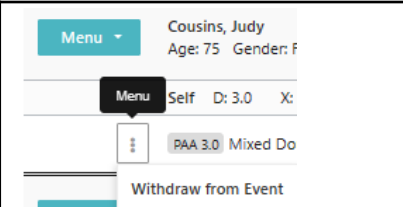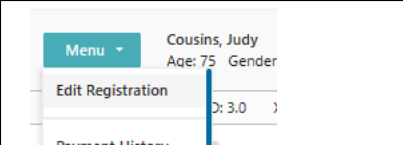
Finalise the registrations by:

a) Matching up partners where needed
b) Cancel events
c) Merge events – need to consider how many games you've guaranteed to players
d) Moving teams into different events (can adjust the age range of event if necessary)
e) Collecting any outstanding payments
f) Run the simulator (see section above – this can also be done before registration closes)

LAST STEP is to finalise the schedule and notify players of their start times

**MATCH UP PARTNERS** – from the attendees list find one of the partners and Edit Registration (as above). When you get the screen for the relevant event that says *I have partner / I need partner* change *I need* to *I have partner* and then search for the other player.

(This might not always work properly – might get an error saying one of the players is not valid for this event. Try to do the match the other way around, starting with the other partner, then it should work!)
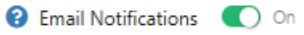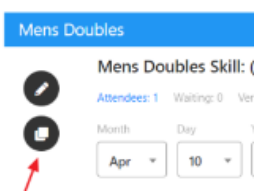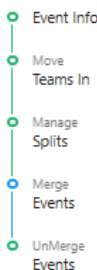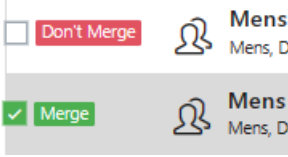
**MOVE TEAMS** to a different event - from the attendees list filter for the relevant players

| | |
|---|---|
| From the attendees list they need to withdraw from the current event |  |
| Then edit registration to add to new event |  |

**MERGE EVENTS**:

(See Merging Events to Create Playing Brackets - PB Manual - 1 (manula.com)

Can be done by age groups (merge ratings) or by rating (merge age groups)

| | |
|---|---|
| Turn off notifications whilst merging – Edit Tourney Info | |
| Select one of the events to merge<br>Select Copy event – then Copy event for merge | |
| Edit the parameters (e.g change of age / ratings ) and adjust title<br>Save | |
| Select Events from Left hand menu<br>The potential Events which are eligible to be merged given above parameters will display – select those want to merge<br>Click to change Don't Merge (in red) to Merge (in green) | |

## 6. SENDING EMAILS TO PLAYERS

For examples of email text see Appx E in PAA Tournament Guidelines document

From first tourney screen, go to - Messages
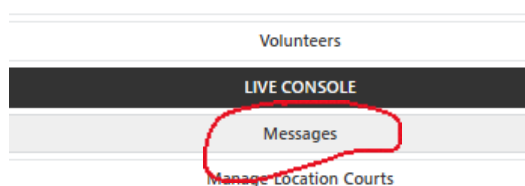


[Message Page 1 - PB Manual - 1 (manula.com)](manula.com)

You can select from pre-filled campaigns in drop down list (e.g. all registered players / need partner / on waiting list / owe money). Create campaign. The email will then go to all these players. or Add a Campaign – you can then select specific event(s) plus the criteria (need partner etc).



Fill out details such as  Campaign Title / Reply to email / Time to send



Select any particular events to send – or leave all unticked to send to ALL

Click on Email templates to format the email and automatically merge details such as <first name> and <last name> - this isn't needed for generic welcome email but will be needed for personalised ones.

- Can upload document to send as attachment, see [Documents - PB Manual - 1 (manula.com)](manula.com)
- Need to schedule the time to send.
- Check the number of recipients who'll get email
- Can add email to Send Test – good idea!
- Save to send (at scheduled time)

**SEND OUT START TIMES FROM SIMULATOR**

1. Once schedule is set in simulator (you will do this for each day)
   Click on Update Live Events for each event using
   Be sure to Save the Day


2. In the Simulator for each day
   Click on Copy Settings to Live Events


3. Go to menu and then Events
   Click on Edit List
   For each event under Display Time Type:  Show Time
   Be sure to Save


4. Go to menu and Edit Tourney
   Scroll down to Post Start Times – turn toggle to ON
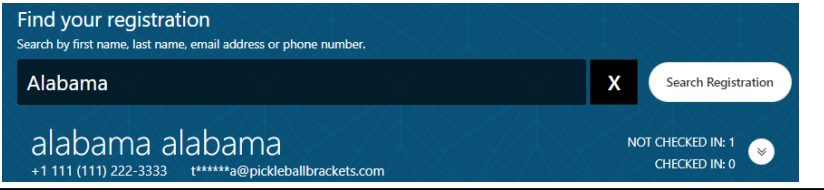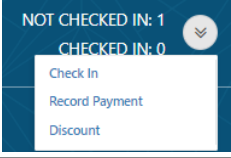   Be sure to Save and Proceed page

This step displays the all the start times on the front page of the tournament in pb

| Sat 11/25/2023 | | | | |
| --- | --- | --- | --- | --- |
| Start Time | Est. End Time | Event | # Tms | # Mch |
| 8:30 AM | TBD | Womens Doubles Skill: (3.0 to 3.49) Age: (60 and above) Balllina Indoor Sports Centre - main hall 63 Cherry Street, Ballina, New South Wales 2478 | TBD | TBD |


5. Go to menu and Manage Event Court Count & Start Times
   Click on Start Time Emails
   This will send a prewritten email:
   Showing players events, partners and events
   Stating to arrive 30 minutes before start time and with Venue information
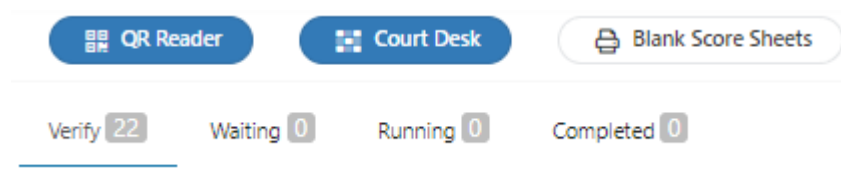
## 7. FIRST DAY of the tournament

| | |
|---|---|
| To arrive players – go to Kiosk Pages – Check In desk – search for player | **Find your registration**<br>Search by first name, last name, email address or phone number.<br>Alabama   X   Search Registration<br><br>alabama alabama    NOT CHECKED IN: 1<br>+1 111 (111) 222-3333   t******a@pickleballbrackets.com   CHECKED IN: 0 |
| Select Check in<br>Confirm which events<br>SAVE | NOT CHECKED IN: 1<br>CHECKED IN: 0<br>Check In<br>Record Payment<br>Discount |

Events will be in the **Waiting Queue** in the Live Console and Scoresheets and roll calls printed (see Live Console section for more detail)

To START Events- in Live Console click on **Waiting** button and select **Start Matches** (see Live Console section for more detail)
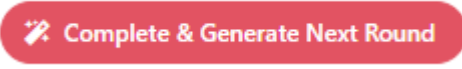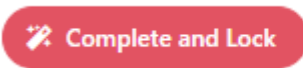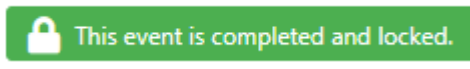
## 8. LIVE CONSOLE

This is where you'll spend all the time during the tournament event.

Once the 'Update Live Event' has been selected from the Events screen (in simulator) the Events show up in the LIVE CONSOLE – with events initially in the **VERIFY** queue, displaying in chronological order



There are 4 queues in the live console:

| 1 | **Verify** | 6 stages to verify events |
|---|---|---|
| | | 1. Finalizes the teams in each event (e.g. all players registered) |
| | | 2. Pool options confirms the playing formats (# teams, RR format etc) (here you can do adjustments e.g 1 x pool of 5, 1 x pool of 6 need to have different score formats for each pool) Also print options for scoresheets – as below  |
| | | 3. Event settings – score format, medal format, time for matches |
| | | 4. Verify seedings (can move teams up or down to change) |
| | | 5. Confirm / change first round match ups |
| | | 6. Summary of Event – Complete Verification |
| | | OPTIONS button – allows you to swap a player or remove a team |
| | | Once verified the brackets can be seen by public in **Draws and Results** in the tournament details (options under Edit Tourney to set timeframe to Show Event Draws e.g. When Verified / Day of event / 2 days prior) |
| | | Once verified the event moves to **Waiting** |
| | |  |
| 2 | **Waiting** | Events now have a chainlink icon by their name  |
| | | Can print score sheets and player event lists (e.g. day before event starts) Options for score sheets – 1st round only / all unplayed To START matches - OPTIONS button |
| Icons for printing scoresheets and roll calls | |  |

| | | |
|---|---|---|
| Which score sheets to print?<br>Also a size option – full or half size (select full size to get 2 to a page) | | ◯ Print first round matches ONLY.<br>◯ Print ALL unplayed matches that have both teams.<br>◯ Print ALL unplayed matches (including matches without teams). |
| 3 | **Running** | On day of event:<br>Use QR code reader to enter scores – click on blue QR Reader button (alternative is to enter the match code manually)<br>Can also enter FF / RET / WD here in the scores:<br>RETIRED        RET    enter actual score in game of retirement and 0 for any subsequent games<br>WITHDRAWN   WD    withdrawn from all events (e.g. no show), get 0 score<br>FORFEIT         FF     one match forfeit, enter as 11-0 (or 15-0)<br>(* refer to Rulebook section 12.F.6 or consult with Head Referee)<br>When all pool matches are completed brackets shows red button "Complete and Generate next round"<br><br>🪄 Complete & Generate Next Round<br><br>Click to go to verify medal round format, score format and teams - SAVE<br>Confirm First round matchups and Medal teams<br>Once the medal round scores are entered the teams are coloured  gold, silver and bronze and the event can be finalised and locked<br><br>🪄 Complete and Lock      🪄 Change Bracket Players or Scores<br><br>🔒 This event is completed and locked.<br><br>Should the medal round need to be restarted select the Change Bracket Players or Scores to clear scores and start again |
| 4 | **Completed** | Once events are in the **Completed** queue they can be re-opened if necessary, go to  OPTIONS – unlock all scores to re-enter any of the scores (events go back to Running Queue)<br>Select the **Print Medals** icon to print list of medal winners (for podium presenters) |
| | | LIVE CONSOLE    QR READER    Round Robin    🏆 Medal Round    Final Standings    🏅 Print Medals |

The Generate Planner icon  – gives counts of events in each queue for the day – generate planner gives view of matches by court (same as simulator did)

| | Event Date | Not Verified | Verified | Events In Planner |
|---|---|---|---|---|
| Generate | 11/25/2023 | 12 | 0 | 0 |
| Generate | 11/26/2023 | 10 | 0 | 0 |

## 9   CLOSING OFF after the tournament

Check all events have been completed – on the tourney site all the medal winners will be shown (colour coded).

After 6 days Pickleball Brackets locks tournament and issues the invoice so need to make sure any refunds are done before this time and any score adjustments have been made.

## 10  RANDOM OTHER INFO

A handheld QR scanner is useful to speed up data entry (and cut down errors) – we purchased this one from Ink Station for $80

[2D Bluetooth Wireless Barcode QR Code Scanner IS-5700DB (Yellow) - Ink Station](#)

In case of power / wifi issues print some blank score sheets ahead of time from the live console
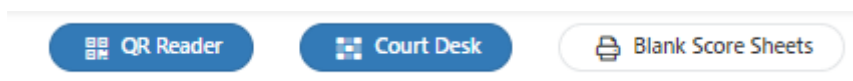


Reports – these are useful

- Attendees – export players with events (includes rating info, contact details and emergency contact details)
- Events – includes all events from original tourney set up (see columns BB & BC if merged or disabled)
- Medal Results report – to save record of all medal winners

After events have been verified you can still change players by 'Swap a Player' from the live console. Select the event – then the player to remove and search for the player to swap in.