



RUNNING A TOURNAMENT USING PICKLEBALL BRACKETS

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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 \(manula.com\)](#)

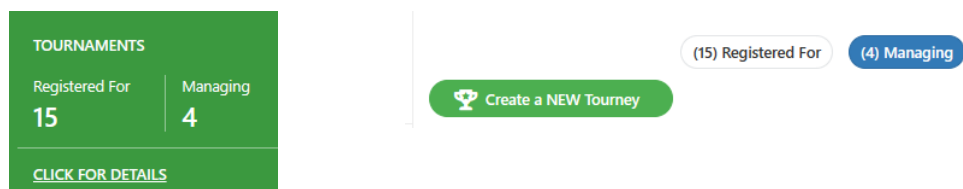
(Pickleball Brackets HELP sessions are also available – see Appx H of PAA guidelines – this is highly recommended for running your first tournament, and very helpful)

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

1. GETTING STARTED

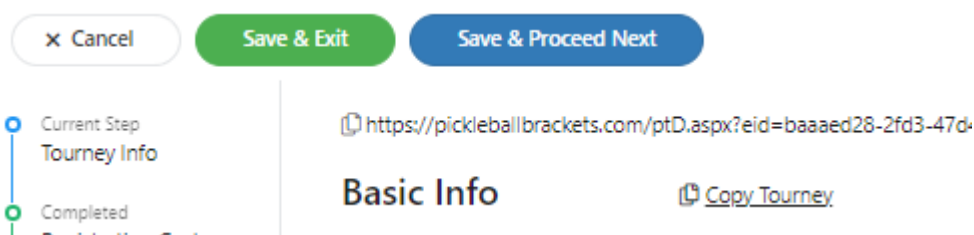
To get started in brackets you need to have access to the tournament. This permission needs to be granted by the tournament's Primary Admin, unless you create the tournament yourself.

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

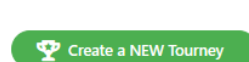
This can be a copy of previous tournament - From Edit Tourney – go to Copy Tourney – in this process you can change the ownership to the XYZ Pickleball Club (assuming XYZ club is already set up in pickleball brackets)



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.)

A user interface for selecting a skill rating. It features a label 'Skill' on the left. To its right are two adjacent dropdown menus. The first dropdown menu is open, showing the value '2.5' and a downward arrow. The second dropdown menu is closed and shows the text 'And Under' with a downward arrow.

Remember players can always **play up** to a higher rating group and **play down** in a younger age group

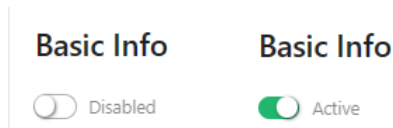
The 'export events' can be useful (output to Excel spreadsheet) as you can see all events together, and check for any where settings are inconsistent or look wrong.

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

A user interface for toggling an event's status. It consists of two side-by-side sections, each titled 'Basic Info'. The left section shows a toggle switch in the 'Disabled' position, represented by a grey circle on the left. The right section shows a toggle switch in the 'Active' position, represented by a green circle on the right.

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).

Northern Rivers Regional Doubles 2023

Tourney Details

Edit Registration

View Receipt

Be a Referee

Be a Volunteer

Tourney Dashboard

Edit Tourney

Events

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

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 the 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




The screenshot shows the 'ATTENDEES LIST' interface. At the top, there are three dropdown menus: 'Events' (set to '- All Events -'), 'Withdrawn' (set to 'Not Withdrawn'), and 'Nonregistered' (set to 'Not Nonregistered'). Below these are five more dropdown menus: 'Last Name OR Last Name, First Name' (with a 'Search Word' input field), 'Partner Registered' (set to 'All'), 'Partner Needed' (set to 'All'), 'With Balance' (set to 'They Owe \$'), and 'Waiting List' (set to 'All'). At the bottom, there are four buttons: 'Search' (blue), 'Reset' (light blue), 'Export Player w/ Events (Flat File)' (with a download icon), and 'Add New Attendee' (green). To the right of the 'Add New Attendee' button is another blue button labeled 'Update ALL Player Event Ratings'.

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

The screenshot shows a dropdown menu for a player named 'Doncaster, Naomi'. The menu is open, showing options: 'Menu' (with a dropdown arrow), 'Edit Registration', 'Payment History', and 'Give Refund'. To the right of the menu, the player's details are visible: 'Doncaster, Naomi', 'Age: 58', 'Gender: F', 'D: 3.0', 'X: 3.0', and 'Mixed Doubles'. At the bottom of the dropdown menu, there is a 'Next >' button.

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 2.5  Bligh, Bernie
While the registration is open the screen will show like this with the entry fee displaying	
When closed (or full) the screen will show like this	

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 be 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 \(manula.com\)](#)

The screenshot shows the 'Simulator Options' page for a demo event '001.a DEMO'. The interface includes a top navigation bar with a 'pb' logo, event name, and a 'My Stuff' dropdown. Below the navigation bar are several tabs: 'Save this Day', 'View Schedule', 'Start Time Settings', 'Print Start Times', and 'Copy Settings to Live Events'. A message states: 'This page allows you to configure test scenarios for your event setups. The settings on this page will NOT override the original event settings. All results are estimated and may vary from actual tournament play.' The 'Event Date' is set to 'Fri Dec 09, 2022'. The selected time slot is 'Fri Dec 09, 2022 9:00 AM'. The main configuration area is titled 'Mens Doubles Skill: (3.5) Age: (Any)'. It includes a 'Court Assignment Type' dropdown set to 'Designated', a 'Bracket Format' dropdown set to 'Round-Robin', a 'Start Time' dropdown set to '9:00 AM', a 'Round Robin' dropdown set to '20', a 'Winner' dropdown set to '50', a 'Bronze' dropdown set to '25', and a 'Gold / Silver' dropdown set to '50'. There are also checkboxes for 'Include?' (YES) and 'Update LIVE Event?' (NO). The 'Medal elimination bracket?' section has radio buttons for 'Single elimination bracket medal rounds.' (selected) and 'Double elimination bracket medal rounds.'. The 'Custom Medal Round Option' section has radio buttons for 'NO custom settings' (selected), '1st and 2nd seed play for Gold/Silver and 3rd and 4th seed play for Bronze', and 'No bronze medal match'. The bottom section shows various settings for 'Both', 'Only One', 'WL Both', and 'WL Only One' teams, including '# Teams to Test', '# Courts Needed', '# Round Robins', '# Pools', and '# Teams to Medal Bracket'.



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

Sun 11/26/2023			
Calculated	 Event Setting	 Simulator Setting	Event
8:30 AM 11:05 AM *	<div>8:30 AM ▾</div>	<div>8:30 AM ▾</div>	Mixed and a

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

Manage Location Courts

Manage Event Court Counts & Start Times

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)	<div>Update LIVE Event? <input checked="" type="checkbox"/> YES</div>
Then Copy Settings to Live Events	<div>Copy Settings to Live Events</div>
This action puts the events into the LIVE CONSOLE with all events sitting in the Verified Queue	
<div><div>QR Reader</div><div>Court Desk</div><div>Blank Scc</div></div> <div><div>Verify 22</div><div>Waiting 0</div><div>Running 0</div><div>Completed 0</div></div>	

Go to section [LIVE CONSOLE](#) 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:

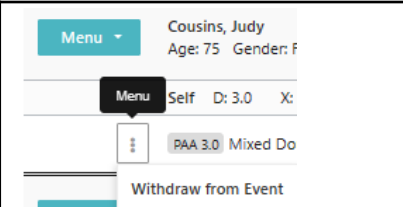
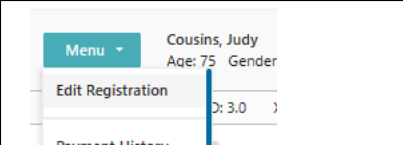
- Matching up partners where needed
- Cancel events
- Merge events – need to consider how many games you’ve guaranteed to players
- Moving teams into different events (can adjust the age range of event if necessary)
- Collecting any outstanding payments
- Run the simulator ([see section above](#) – this 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!)

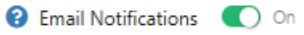
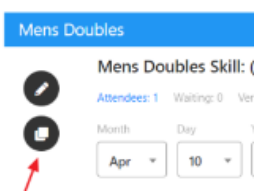
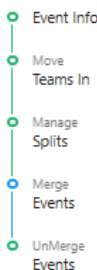
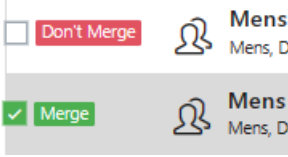
MOVE TEAMS to a different event - from the attendees list filter for the relevant players

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 \(manula.com\)](#))

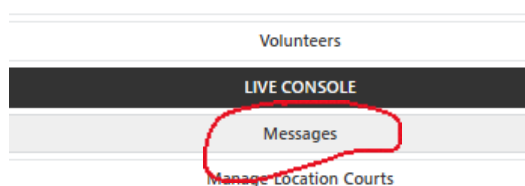
Can be done by age groups (merge ratings) or by rating (merge age groups)

Turn off notifications whilst merging – Edit Tourney Info		
Select one of the events to merge Select Copy event – then Copy event for merge		
Edit the parameters (e.g change of age / ratings) and adjust title Save		
Select Events from Left hand menu The potential Events which are eligible to be merged given above parameters will display – select those want to merge 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 \(manula.com\)](#)

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).

A screenshot showing a user interface element. On the left is a dropdown menu with the text 'All Non-Withdrawn Registrations' and a downward arrow. To its right is a green button with the text 'Add a Campaign' in white.

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

A screenshot of a form for creating an email campaign. At the top, there are two tabs: 'Filters' and 'Email Templates'. The form contains four fields: 'Campaign Title' with the value 'Welcome to NRRD', 'Reply To Email' with the value 'balston.1958@gmail.com', 'From Name' with the value 'Brian Alston', and 'Type' with a dropdown menu showing 'All Non-Withdrawn Registrations'.

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 \(manula.com\)](#)
- 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

Display Time Type

Show Time



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

? Post Start Times Now

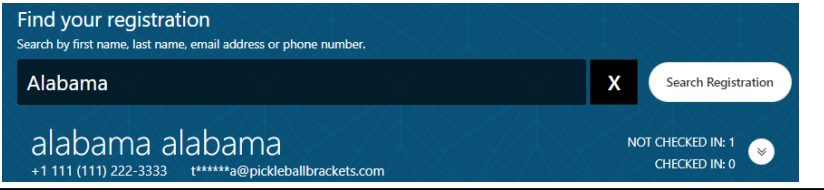
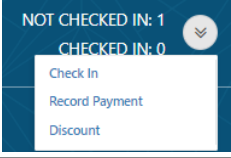


This step displays the all the start times on the front page of the tournament in pb

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) Ballina 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

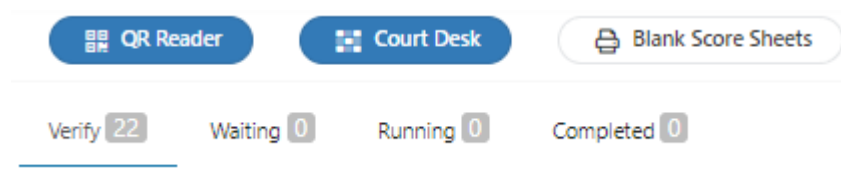
7. FIRST DAY of the tournament

<p>To arrive players – go to Kiosk Pages – Check In desk – search for player</p>	
<p>Select Check in Confirm which events SAVE</p>	
<p>Events will be in the Waiting Queue in the Live Console and Scoresheets and roll calls printed (see Live Console section for more detail)</p>	
<p>To START Events- in Live Console click on Waiting button and select Start Matches (see Live Console section for more detail)</p>	

8. LIVE CONSOLE

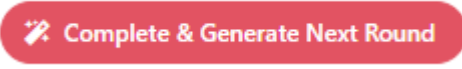
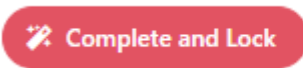

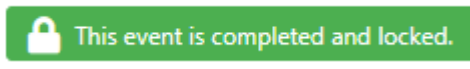


This is where you'll spend all the time during the tournament event.

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	<p>6 stages to verify events</p> <ol style="list-style-type: none"> 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 <div> <div>Print Next Available Matches Automatically</div> <div><input type="checkbox"/> No</div> </div> <div> <div>Print Next Available Round by Round?</div> <div><input type="checkbox"/> No</div> </div> <div> <div>Print Medal Bracket Next Available Matches Automatically</div> <div><input checked="" type="checkbox"/> Yes</div> </div> <ol style="list-style-type: none"> 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 <p>OPTIONS button – allows you to swap a player or remove a team</p> <p>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)</p> <p>Once verified the event moves to Waiting</p>
<div> <div>1 Verify Teams</div> <div>2 Verify Pool Options</div> <div>3 Verify Settings</div> <div>4 Verify Seeding</div> <div>5 Verify First Round Matchups</div> <div>6 Go Live Overview</div> </div>		
2	Waiting	<p>Events now have a chainlink icon by their name</p> <div> <div>Womens Doubles Skill Round-Robin, Womens, Do</div> </div> <p>Can print score sheets and player event lists (e.g. day before event starts)</p> <p>Options for score sheets – 1st round only / all unplayed</p> <p>To START matches - OPTIONS button</p>
Icons for printing scoresheets and roll calls		<div> <div>Sun 12/31/2023</div> <div>Options</div> <div></div> <div></div> <div>Sun 12/31/2023 10:00 AM</div> <div> <div>Coed Round-Robin, Womens, Do</div> </div> </div>

Which score sheets to print? Also a size option – full or half size (select full size to get 2 to a page)		<input type="radio"/> Print first round matches ONLY. <input type="radio"/> Print ALL unplayed matches that have both teams. <input type="radio"/> Print ALL unplayed matches (including matches without teams).
3	Running	<p>On day of event: Use QR code reader to enter scores – click on blue QR Reader button (alternative is to enter the match code manually) Can also enter FF / RET / WD here in the scores: RETIRED RET enter actual score in game of retirement and 0 for any subsequent games WITHDRAWN WD withdrawn from all events (e.g. no show), get 0 score FORFEIT FF one match forfeit, enter as 11-0 (or 15-0) (* refer to Rulebook section 12.F.6 or consult with Head Referee) When all pool matches are completed brackets shows red button “Complete and Generate next round”</p> <div style="text-align: center;">  </div> <p>Click to go to verify medal round format, score format and teams - SAVE Confirm First round matchups and Medal teams Once the medal round scores are entered the teams are coloured gold, silver and bronze and the event can be finalised and locked</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> <div style="text-align: center; margin-top: 10px;">  </div> <p>Should the medal round need to be restarted select the Change Bracket Players or Scores to clear scores and start again</p>
4	Completed	<p>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) Select the Print Medals icon to print list of medal winners (for podium presenters)</p>
<div style="display: flex; justify-content: space-around; padding: 5px;"> LIVE CONSOLE QR READER Round Robin  Medal Round Final Standings  Print Medals </div>		

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).

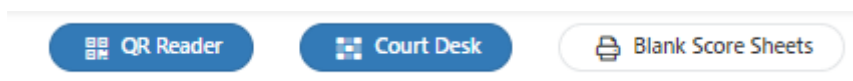
After 6 days Pickleball Brackets locks tournament and issues the invoice so need to make sure any refunds are done before this time and any score adjustments have been made.

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.

Two screenshots of a web interface for swapping players. Screenshot 1, labeled with a blue circle containing the number '1', shows the heading 'Select a player you want to swap out:' followed by a list of players. The first player is 'Carter, Linda' with details '0450155686 | d*****@icloud.com', 'F', '2.5', and '43'. The second player is 'Dennison, Shell'. Screenshot 2, labeled with a blue circle containing the number '2', shows the heading 'Search and select the player you want to swap in:' followed by a search bar containing the text 'Heterick' and a blue 'Search' button. Below the search bar is a warning icon and text: 'This WILL REMOVE remove the "swapped in" player from their current partner if they are already matched with someone in THIS SAME EVENT?'.