



Instructions for an organizer

BEACHTENNIS.IO - sports platform

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1. Apply for a role

Link: <https://beachtennis.io/apply>

The first and the only step that user must complete in order to be assigned with organizer role is to apply for a role. User needs to go to the link, fill in all the information, click "Submit button" and that's it, role assigned.

Immediately after submitting the form, user will be logged off from the account. The user will need to log in back and after that changes will be applied and the role assigned.

2. Add a tournament

Once user completed first step, he will be able to add tournaments. "Add -> Tournament" button can be found on top navigation.

Fill in all tournament details, submit and that's it, tournament added.

- If organizer wants to assign additional user to manage a tournament (referee), he can select a user with a referee role and then this user will have also rights to manage the tournament.
- If tournament doesn't belong to any of BEACHTENNIS.io tours and licence is required - check box "Ask for a Licence number", enter licence name and select if it is required or not
- If organizer want to receive entries only from registered users - check box "Only registered users can enter the tournament"
- If organizer want to receive online payment - check box "Receive online payments" and add external link to your payment system
- If organizer want to close registration and don't accept new entries - check box "Close (disable) registration for the tournament"

3. Manage tournament

On tournament page in header organizer can see "Manage" button. Clicking on it will show up modal with buttons for tournament management.

- Update details - update tournament details which organizer has inserted on add tournament page
- Add entry - if organizer knows that pair will take part in the tournament, he can add entry for themselves
- Upload document - organizer can upload pdf/doc/excel/png files up to 2MB
- Add match to OOP - add match to dynamic order of play
- Add results - after tournament completed organizer can submit tournament results (place - pair). It's necessary for tournaments managed by BEACHTENNIS.io for rankings system. Points will count automatically based on tournament results submitted by tournament organizer
- Player emails - organizer can easily access tournament participants emails and send them information
- Players details (excel) - organizer can download automatically generated excel file with all information about players

4. Manage entries

Once new entry is submitted to the tournament, organizer and referee will receive email notification. Every new entry will go initially to "Requests" section and will be available only for tournament organizer and referee. Next to entry organizer can see "Settings" icon. Clicking on it will show up modal with all information about the entry. In this modal organizer can check status of entry (if both have confirmed it), submission time and who has submitted it. In this modal organizer can move entry to entry/acceptance list, update entry, copy entry, delete entry, withdraw entry and download automatically generated entry form.

If there are multiple requests and organizer wants to confirm all at once, then he simply needs to click "Confirm all" button, which can be found next to a category select box.

Once entry is confirmed it goes to entry list and is visible to everyone.

Once entry deadline expires organizer have to move entry to acceptance list. To do so organizer needs to click "Settings" icon next to entry and click on "Move to Acceptance list" button.

New modal will show up, where organizer have to insert player rankings, select priority and submit changes.

- Priority A - both players have rankings
- Priority B - one player have rankings and one doesn't
- Priority C - both players doesn't have rankings
- Priority LE - entry submitted after entry deadline
- Priority WC - pair is assigned with Wild Card
- Priority ALT - pair have to be in alternative, but in Acceptance list is displayed wrong priority

If tournament belongs to the tour that is managed by BEACHTENNIS.io than rankings and priority will be automatically selected and organizer will need just to click button Submit.

Organizer can download automatically generated Entry/Acceptance list (in excel format). To do so organizer have to click "Download" button that can be found next to a category select box.

Withdrawn entries can be found in Withdrawals section.

5. Manage matches (Dynamic Order of Play)

Tournament organizer/referee can submit matches to dynamic order of play. To add match organizer have to go "Order of Play" section and click "Add match" button". Fill all required details and submit form.

- If time type is "followed by" then time indicated in previous step must be later than time of previous match.
- If organizer wants to add multiple matches then before clicking "Submit" button must be checked box "ADD ANOTHER MATCH AFTER THIS ONE". Then after clicking "Submit" button form won't be closed but only reset
- If organizer wants to send email notification to players - match participants, organizer must to check box "SEND EMAIL NOTIFICATIONS TO PLAYERS"
- To add match to betting, organizer must have bookmaker role. To get the role, he has to contact BEACHTENNIS.io administration (info@beachtennis.io)
- If organizer has bookmaker role, he can add match to betting. Check box "ADD MATCH TO BETTING" and indicate pair odds (format: 1.5 / 2.35).

Next to each match organizer can see "Settings" icon. Clicking it will show up modal with match details, where organizer can update them.

When match is finished, organizer/referee inserts the score and selects the winner. Once the score is added and the winner is selected, the match will be display in

Order of Play as finished, displaying the score. Match will also appear in player profiles.

6. Organizer profile

In organizer profile is displayed information about him and his tournaments list (past and upcoming tournaments). Tournaments can be searched by title and filtered by tour.

Organizer can update his details in user account "Organizer details" section.