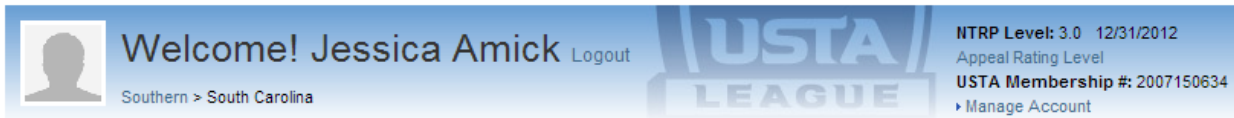


TDM On the Web Intro

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:



Welcome! Jessica Amick [Logout](#)

Southern > South Carolina

USTA LEAGUE

NTRP Level: 3.0 12/31/2012
Appeal Rating Level
USTA Membership #: 2007150634
[Manage Account](#)

TDM on the Web now Available

In our continued efforts to provide enhanced resources to Tournament Directors, we are pleased to announce TDM on the Web is now available. More than 100 Tournament Directors participated in the beta testing program and based on their feedback the system is ready for more widespread use. Here's what this means to you and your tournaments:

- 1) All 2014 tournaments must be run using TDM on the Web.
- 2) If you already have set up an upcoming 2013 tournament in the desktop version of TDM you may continue as planned.
- 3) If you have not yet set up your upcoming 2013 tournament, you can use either the original desktop system or you may be able to use the new TDM on the Web system. Please contact linkteam@usta.com if you'd like to use TDM on the Web for your 2013 tournament.

To help with your transition, we are offering training sessions demonstrating the new TDM on the Web system. Please see the schedule below. Thanks for your cooperation. We hope you enjoy using the new TDM on the Web.

To sign up for a demo on the new user interface for TDM on the Web please click on a "click here" link below. You will need to register for the demo. Each demo is 1 hour in length. A minimum of 5 attendees must register for the demo to be held otherwise it will be cancelled.

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



Find a Tournament

Enter Zip Code, Tournament ID# or Tournament Name

Select an Option ▾

[Tournaments Advanced Search](#)

My Rankings

You are not ranked on any ranking list.

Find a Ranking

Enter USTA Membership # or player name

[Rankings Advanced Search](#)

Shortcuts

- Currently Registering Online
- Currently Registering In Progress
- Just Completed
- All Upcoming
- National Adult Tournaments
- National Junior Tournaments
- US Open National Playoffs

My Quick Links

- [Edit Registration](#)
- [Self Rate](#)
- [Help](#)
- [Tournament Data Manager](#)
- [USTA National Winter Championships](#)

Chat Unavailable

Administration

- [My Tournaments](#)
- [New Sanction Form](#)
- [Suspended Players](#)
- [Sanction Period](#)
- [Non-Sanction Period](#)
- [Schedule Export](#)
- [Reports](#)

Upcoming Tournaments in My Area:

Start Date	Tournament Name/ID#	Divisions	Registration Open
01/04/2014	DEADLINE EXTENDED ! Rising Stars at Snee Farm-SC L5 700024214	Novice: BG(8-10)s,RR; Novice: BG(12-14)s,RR	12/01/2013-01/02/2014

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.

Home > TennisLink > Tournaments > My Tournaments

My Tournaments

ID#:

All Tournaments Sanctioned Tournaments Non-Sanctioned Tournaments

Section/District: Sched. Year: Sched. Period: Category: Status:

Sanction Period From: 7/26/2013 To: 9/16/2013

[Division Abbreviation Legend](#)

Action	Date	Tournament Name	Events	TDM	Status	Tournament ID
	1/3/2014	Arlo Elkins Memorial Tournament-SC L4	NMW(3.0-5.0)d,SE; Combo MX(6.0,7.0,8.0,9.0,10.0)d,SE	TDM	Approved	700076114
	1/3/2014	Cardinal Racquet Club Winter Tennis CHALLENGER-SC L4	Challenger: BG(10-18)s,MFIC; BG(8)s,RR; BG(8-18)d,FMLC; Quick Start: BG(12)sd,MFIC	TDM	Approved	704122014
	1/4/2014	DEADLINE EXTENDED ! Rising Stars at Snee Farm-SC L5	Novice: BG(8-10)s,RR; Novice: BG(12-14)s,RR	TDM	Approved	700034214
	1/10/2014	SC Jr State Open Championships at The Citadel - (STA L 4) - SC L2	Ranked: BG(10-18)s,FMLC; Ranked: BG(10-18)d,SE	TDM	Approved	700005114
	1/17/2014	League Players Doubles Tune-Up Tournament-SC L4	NMW(3.0-4.5)d,FMLC	TDM	Approved	700028214

PLEASE NOTE: 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.

New Tournament Message

* **Headline:**

B

Link:

Message Body:

B

* _required field

Save Cancel

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

Arlo Elkins Memorial Tournament-SC L4

ID: 700076114

* Required field ⚙ Denotes a Tournament Home Page field

Tournament Info

* Name: ⚙

* ID: ⚙

Tournament Website:

* Tournament Type: ⚙

Skill Level: Entry Level Intermediate Advanced ⚙

* Categories: [+ Add Category](#)

Action Category	
District Event	Approval required by District Administrator

Tournament Messages

Public <input type="checkbox"/>	Headline	Message	Link
<input type="checkbox"/>	!!! IMPORTANT--URGENT-- PL...	CHECK THE COMPETITORS LIST F...	
<input checked="" type="checkbox"/>	PLAYERS LOOKING FOR PAR...	ANY PLAYERS LOOKING FOR PAR...	
<input checked="" type="checkbox"/>	STARTING TIMES AND DRAWS	DUE TO EXTENDING THE ENTRY DE...	
<input checked="" type="checkbox"/>	SCHEDULE OF PLAY	MATCH PLAY BEGINS FRIDAY AFT...	
<input checked="" type="checkbox"/>	EVENTS & FACILITIES	PLAYERS ARE LIMITED TO ENTERIN...	
<input checked="" type="checkbox"/>	PLAYERS LOOKING FOR DOU...	PLAYERS LOOKING FOR DOUBLES ...	
<input checked="" type="checkbox"/>	HOSPITALITY, AMENITIES & ...	SNACKS AND OTHER FOOD WILL B...	
<input checked="" type="checkbox"/>	MATCH FORMAT - USTA RUL...	EVENTS ARE DOUBLES ONLY, SIN...	
<input type="checkbox"/>	TOURNAMENT DIRECTOR INF...	THE TOURNAMENT DIRECTOR FOR ...	
<input checked="" type="checkbox"/>	MATCH TIME & SCHEDULE A...	MATCH TIME AND TEAM SCHEDULE ...	

[Edit](#) [Delete](#)

[Move Up](#)

[Move Down](#)

[+ Create New Tournament Message](#)

[+ Export Messages and Notes to another tournament](#)

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](#)

Cardinal Racquet Club Winter Tennis CHALLENGER- SC L4

Dates: January 3-5, 2014 **Tournament #:** 704122014 **Location:** Anderson, SC
Entries closed Tuesday Dec, 31 2013 11:59 PM (Eastern Time)

Choose Event: Player USTA number:

-Publish Options-seeds, competitors

Publish Options - Hide Lists

Check All

Hide Applicant List: Hide Alternate List: Hide Player List:
Hide Seeds: Hide Competitors:

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

[Home](#) > [TennisLink](#) > [Tournaments](#) > [This Tournament](#) > [Reports](#)

Reports



Please specify report parameters.

Report Name:

Organization:

Start Date:

End Date:

Tournament ID:

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

Tournament Data Manager

Go to Sanction Form Publish Options Reports Help

Events Groups Draws Sites/Courts Schedule Planning Scheduling Check In List Tournament Desk

Arlo Elkins Memorial Tournament-SC L4 ID: 700076114

Create Event Edit Event Delete Event Split Event Lock Players Total Event Entrants: 186

Event Name	Players	Draw Type	Draw Made	Draw Size	Ct Size/ Ball Type	Level	Divi
NTRP Combined Mixed 10.0 Doubles	0	Single Elimination	No			NTRP	
NTRP Combined Mixed 6.0 Doubles	10	Single Elimination	No			NTRP	
NTRP Combined Mixed 7.0 Doubles	20	Single Elimination	No			NTRP	
NTRP Combined Mixed 8.0 Doubles	20	Single Elimination	No			NTRP	
NTRP Combined Mixed 9.0 Doubles	0	Single Elimination	No			NTRP	

Event Selected: NTRP Combined Mixed 10.0 Doubles

Add Player Edit Player Withdraw Player(S) Auto Seed Manual Seed

Fix Alt./Withdrawn

Drag and drop names between Players, Alternates and Withdrawn Players boxes by placing your mouse over the icon. Select one or more players by dragging across multiple players, or using the SHIFT or CTRL key.

Players	Alternates

Withdrawn Players

Player Explorer

Search for a Player

Master Info This Tournament

Add to Event Customize

View Player Tournaments

Member ID	
First Name	
Middle Name	
Last Name	
Address 1	
Address 2	
City	
Country	
Federation	
State	
Zip Code	
Office Phone	
Home Phone	
Other Phone	
Pager	
Email Address	
Fax Number	
Gender	

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 icon 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






Lock Players
 Total Event Entrants: 188

Event Name	Players	Draw Type	Draw Made	Draw Size	Ct Size/ Ball Type	Level	Division	Surface
NTRP Men's 4.0 Doubles	34	Single Elimination	Yes	32			NTRP Men's 4.0 Doubles	Hard
NTRP Combined Mixed 10.0 Doubles	0	Single Elimination	No				NTRP Combined Mixed 10.0 Doubles	Hard
NTRP Combined Mixed 6.0 Doubles	10	Single Elimination	No				NTRP Combined Mixed 6.0 Doubles	Hard
NTRP Combined Mixed 7.0 Doubles	20	Single Elimination	No				NTRP Combined Mixed 7.0 Doubles	Hard
NTRP Combined Mixed 8.0 Doubles	20	Single Elimination	No				NTRP Combined Mixed 8.0 Doubles	Hard

Event Selected: NTRP Combined Mixed 6.0 Doubles






Drag and drop names between Players, Alternates and Withdrawn Players boxes by placing your mouse over the  icon. Select one or more players by dragging across multiple players, or using the SHIFT or CTRL key.

Players

-  **M** (1) Dreher, Bernie (Dreher, Julie)
-  **F** (1) Dreher, Julie (Dreher, Bernie)
-  **M** (2) Heath, Jeff (Robinson, Martha)
-  **F** (2) Robinson, Martha (Heath, Jeff)
-  **F** DUTTON, CAROL ANNE (Henderson, Allen)

Alternates

Withdrawn Players

-  **M** Henderson, Allen (DUTTON, CAROL ANNE)
-  **F** Herbkerman, Scarlett (Herbkerman, Timothy)
-  **M** Herbkerman, Timothy (Herbkerman, Scarlett)
-  **M** Jumper, Lucius (Wilcox, Debra)
-  **F** Wilcox, Debra (Jumper, Lucius)

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.



Tournament Data Manager

[Go to Sanction Form](#) [Publish Options](#) [Reports](#) [Help](#)

Arlo Elkins Memorial Tournament-SC L4
ID: 70007611

Zip Code	Draw Group	Count
Zip Code: 29204	Draw Group	8
Zip Code: 29205	Draw Group	11
Zip Code: 29206	Draw Group	10
Zip Code: 29209	Draw Group	6
Zip Code: 29210	Draw Group	5
Zip Code: 29212	Draw Group	6
Zip Code: 29223	Draw Group	7

Group Selected: Zip Code: 29205

-  **M** Aull, Taylor
-  **M** Belman, David

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.

Tournament Data Manager

[Go to Sanction Form](#) [Publish Options](#) [Reports](#) [Help](#)

Events Groups **Draws** Site/Courts Schedule Planning Scheduling Check In List Tournament Desk

Arlo Elkins Memorial Tournament-SC L4 ID: 70007611

Make/Unmake Options Print Options Draw Properties Display Options Score Entry

NTRP Men's 4.0 Doubles Main Draw Zoom In/Out Full View Schedule Multiple Matches

Note: Click Display Options in the toolbar above to make the Draws visible on the tournament homepage.

Round of 32 Round of 16 Quarterfinal Round Semifinal Round

1 Hassell, Clarence(1) Columbia,SC
Williams, Alfonza(1) Columbia,SC

2 bye Hassell,C-Williams,A(1)

3 Junis, Steven Columbia,SC
Keenan, Palmer Columbia,SC

Fri 5:30 PM

Player Explorer

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.

Multi Match Properties

Please Select Rounds: Round of 16

Please select matches:

Match Id	Players Name	vs	Players Name	Scheduling Status
<input type="checkbox"/> 1001	Hassell,C-Williams,A(1)	VS	Junis,S-Keenan,P	READY TO BE SCHEDULED
<input type="checkbox"/> 1002	Aull,T-Rowe,N	VS	Hunter,S-Lovaas,P	READY TO BE SCHEDULED
<input type="checkbox"/> 1003	Curtis,A-Gilham,T(3)	VS	Toohy,C-Vick,J	READY TO BE SCHEDULED

Match Schedule

Site: Carolina Tennis Center

Day of Tournament: 1 Friday, January 3 2014

Match Time: 5:30 PM

cancel Schedule

Sites/Courts Tab

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

Arlo Elkins Memorial Tournament-SC L4 ID: 700076114

Search Sites

Create Site

This Tournament

Delete Site

Site Properties

Site: University of South Carolina Date: Friday, January 03 2014

New Delete Change Duplicate

Start Time	End Time	Number of Courts
5:30 PM	9:00 PM	4

Player Explorer

Court Availability

Time	Courts Available
5 PM	0
6 PM	4
7 PM	4
8 PM	4
9 PM	0
10 PM	0
11 PM	0

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.

Arlo Elkins Memorial Tournament-SC L4 ID: 700076114

Check Out

- M Allen, Bryan
- F Anderson, Deborah
- M Anderson, Jeffrey
- M Anderson, Stephen
- M Aull, Taylor
- M Bachman, Dwight
- F Barnes, Amy

Check In

- F Amick, Alicia

Player Explorer

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.

Arlo Elkins Memorial Tournament-SC L4 ID: 700076114

Site: Day: Player Explorer

Matches in Progress

Time	Player(s)	Opponent(s)	Event	Round
05:30 PM	L.Berresford - J.Hardin	M.McCall - A.Salmonson(3)	NTRP Men's 3.5 Doubles	F
05:30 PM	C.Toohy - J.Vick	S.Bidwell - C.Eaker(2)	NTRP Men's 4.0 Doubles	F
05:30 PM	A.McCall - M.Taylor	T.Pearson - N.Wright	NTRP Women's 3.0 Doubles	F
05:30 PM	S.Cope - L.Dahlquist	P.Edwards - T.Williams	NTRP Women's 3.5 Doubles	F
07:00 PM	T.Tracy - P.Windham	E.Jackson - B.Lim	NTRP Men's 4.5 Doubles	F
07:00 PM	S.Herbkersman - T.Herbkersman	J.Heath - M.Robinson(2)	NTRP Combined Mixed 6.0 Doubles	F
07:00 PM	A.Huggins - T.Massey	M.McCall - A.McCall	NTRP Combined Mixed 7.0 Doubles	S
08:00 PM	R.Cherry - J.Rodgers(1)	L.Talbert - K.Thompson	NTRP Combined Mixed 8.0 Doubles	S
08:00 PM	L.Dahlquist - J.May	C.Tiller - S.Wolfson(2)	NTRP Combined Mixed 8.0 Doubles	S

The Score Entry tab allows you to see matches in chronological order for each site and 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.

Arlo Elkins Memorial Tournament-SC L4 ID: 700076

Site: Day:

Time	Match	Event	Round	Winner	Score Entry	Default Code	Displayed Score
5:30 PM	Berresford L - Hardin J vs. McCall M - Salmonson A	NTRP Men's 3.5 Doubles	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5:30 PM	Toohy C - Vick J vs. Bidwell S - Eaker C	NTRP Men's 4.0 Doubles	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5:30 PM	McCall A - Taylor M vs. Pearson T - Wright N	NTRP Women's 3.0 Doubles	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5:30 PM	Cope S - Dahlquist L vs. Edwards P - Williams T	NTRP Women's 3.5 Doubles	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7:00 PM	Tracy T - Windham P vs. Jackson E - Lim B	NTRP Men's 4.5 Doubles	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7:00 PM	Herbkersman S - Herbkersman T vs. Heath J - Robinson M	NTRP Combined Mixed 6.0 Doubles	F	<input type="text"/>	<input type="text"/>	<input type="text"/>	