

Chapter 10 – Computer Operations

1. **General.** This edition provides common forms used in tournaments. There are many computer programs that have been developed by USATT and individuals throughout the country.
2. **Other Computer Programs.** Many people have developed their own programs for various portions of tournament operations. Tournament directors are free to develop their own programs or use those developed by others. The only restrictions are that the results comply with the correct draw procedures as outlined in this Tournament Guide and the results are reported in the formats specified in Chapter 13.
3. **Computer Files on Disk.** The remainder of this chapter pertains to Microsoft Excel and Word files provided on the CD provided with this edition of the Tournament Guide.
 - 4a. Files are created in Excel or Word to permit use by most computers.
 - 4b. As with all software, you should copy the files to another disk and make no changes to the files on the disk. That way, if you make an error you will still have the original files.
4. **USATT Forms.** This file contains:
 - 5a. USATT Membership receipts conforming to forms printed by USATT.
 - 5b. Tournament Sanction Request. A 2 page form you can fill out on the computer.
 - 5c. Tournament Report. The form contains current fees and formulas to calculate expenses. The fees and formulas can be changed to conform to changes in fees.
 - 5d. A sample registration (entry) list. This file contains formulas for computing fees. You will need to adjust the formulas to conform to your fee schedule.
5. **Elimination Drawsheets.** This file contains:
 - 6a. Single elimination forms for 8, 16 and 32 players.
 - 6b. Double elimination forms for 4, 8 and 16 players.
6. **RR Drawsheets.** All forms are designed so you only need to record scores in the upper side for all matches. Formulas transpose the results to the lower side This file contains:
 - 7a. The match sequences shown in the file RR Formats (1) are for when one player advances from each group. If two players are to advance, use the file RR Formats (2).
 - 7b. Round robin forms for 4 players with match sequence shown below based on names in the draw sheet. Group 1 contains an example of how to fill out the form.

Group 1		A	B	
AAAAAAAAAAAAA			W 8 7	
			-9 -10	8
BBBBBBBBBBBBBB	L -8 -7			
	9 10 -8			
CCCCCCCCCCC				

If the number in the bottom right corner is a positive number the top left cell will record a W, otherwise it will record an L. If there is a default, you will need to record a W or L depending on who won. You will also need to check if any score is zero. As written, the file does not display zeros. **NOTE:** This makes it extremely important that you copy this and all other files before working on them.

- 7.c. Round robin forms 2 groups of 4 players with cross-over semi-finals on one sheet. The elimination draw sheet can be copied to other sheets.
 - 7.d. Round robin forms for 4 players x 4 groups on one sheet.
 - 7.e. Round robin forms for 5 players with match sequence shown below based on names in the draw sheet. Group 1 contains an example of how to fill out the form.
 - 7.f. Round robin forms for 5 players x 4 groups on one sheet.
 - 7.g. Round robin forms for 6 and for 8 players with match sequence shown below, based on names in the draw sheet.
 - 7.h. Round robin forms for 10 and for 12 players with match sequence shown below without reference to names on the draw sheet.
 - 7.i. For match sequence on 4, 5, 6, and 8 player RR forms without names on the draw sheet, refer to Chapter 7.
- 7. Match Cards.** This file contains:
- 8a. Match cards, 4 match cards per page. Put club or tournament name on the top left match card. That information will be placed on each match card.
 - 8b. Match card (full page) for best of 5 games match. Delete 2nd row for singles.
 - 8c. Match card (full page) for best of 7 games match. Delete 2nd row for singles.
- 8. Team Match Sheets.** This file contains:
- 9a. Team match sheet for 2 player teams (Davis Cup format).
 - 9b. Team match sheet for 3 player teams with 5, 7 and 9 match formats.
 - 9c. Table control sheet (for use with any tournament format).
- 9. Liability Waiver.** This MS Word file must be completed by each player in a tournament.