

## Please read

This guide helps first time users get up and running with TournamentSR. It describes the basic steps needed to run a scholastic wrestling tournament. Such tournaments have fixed weight classes, teams associated with schools, and wrestlers that are all within a few grades of each other (e.g. middle school, Jr. High, or High school). Rosters are usually submitted by email.

See the **Quick start guide for Youth and Open tournaments** if you plan to run that kind of tournament. Youth and Open tournaments group wrestlers by similar age, weight, and possibly gender. Teams are usually wrestling clubs. Rosters are usually entered into an on-line registration system (e.g. Track Wrestling, Google Forms).

For detailed program installation and usage, consult the TournamentSR **Reference Manual**. If you want to exercise the program's features without creating your own tournament, see the tutorials on our help page:

<https://www.smartrunsys.com/TournamentSR/help.html>

Throughout this guide you read the left column (odd numbered pages). The right column (even numbered pages) contains extra information that can be reviewed whenever the narrative is not sufficient.

**Hint** Paragraphs marked **Hint** describe standards, features, and procedures that may not be obvious when using the program.

**Expert** Paragraphs marked **Expert** describe faster or unusual ways to accomplish common tasks. You are encouraged to learn and use the **Expert** features.



## Quick start guide

For scholastic wrestling tournaments  
Version 8.0.0

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## 1. Preparation

In order to start a new tournament, you will need the following information:

- List of weight classes (brackets) used during the tournament.
- The number of wrestlers in each bracket (e.g. 4, 8, 16).
- If single or double elimination brackets will be used.
- If non-standard double elimination brackets should be used (e.g. 32 wrestler w/ 5 match limit, 16 wrestler follow-the-leader).
- The number of placers that will be determined in each weight class (e.g. through 3<sup>rd</sup> and 4<sup>th</sup>, through 5<sup>th</sup> and 6<sup>th</sup>, etc.).
- If Round Robin brackets will be used when the number of wrestlers is small (e.g. between 3 and 6 contestants).
- If best 2 out of 3 matches will be contested when only 2 wrestlers are in a bracket. Normally, only 1 match is competed for 2 wrestler brackets.
- If "true 2nd" and/or "true 4th" matches will be contested.
- List of teams that attending the tournament.
- The minimum amount of rest that must be given to each wrestler between matches.
- The per-period match times used in championship and consolation round matches.

While the following information is not required to start, it is very helpful when configuring the tournament:

- Preliminary list of wrestlers expected to compete for each team. Electronic lists can be in the form of emails, spreadsheets, and word processing documents.
- Session schedule for the tournament. This should include start dates/times and the number of mats used for each session.
- Specific rules for moving unseeded contestants into the bracket. Many school districts and leagues have rules for how unseeded wrestlers are placed into the bracket.

**Hint** NFHS rules for high school boys tournaments use 14 weight classes from 106 lbs through 285 lbs. There are no national standards for High school girls, Jr. High, Middle, or Grade school weight classes.

**Hint** See "**Non-NFHS bracket configurations**" in the **Reference Manual** for how to configure Round Robin, Pool, Best 2 out of 3, and brackets that ensure each wrestler gets at most 5 matches.

**Hint** "True 2nd" and "True 4th" matches take place after the championship final. True 2<sup>nd</sup> is competed against the 2<sup>nd</sup> and 3<sup>rd</sup> place finishers if they haven't previously met. True 4<sup>th</sup> is competed between the 4<sup>th</sup> and 5<sup>th</sup> place finishers if they haven't previously met.

**Hint** NFHS rules specify a minimum rest of 45 minutes between matches. This is often used for Jr. High, Middle, and Grade school tournaments.

**Hint** NFHS rules require three 2 minute periods for championship matches (2,2,2), one 1 minute period and two 2 minute periods for consolation matches (1,2,2).

## 2. Equipment and software

There is a lot to do on the day of the tournament. You should therefore determine what equipment and software you need before then. This section helps you build the list of what equipment and software you plan to use.

### 2.1. Required equipment

At a minimum, you will need a computer that runs TournamentSR, and a printer.

The TournamentSR computer can handle all aspects of the tournament including weigh-ins, seeding, filling the brackets, printing bout cards, and entering in results. At a minimum, the printer will be used for posted brackets.

### 2.2. Suggested equipment

While it is rare, you should be prepared for equipment failures. The most likely failure is a printer jam that you cannot resolve. If you can, bring a spare printer that is known to work with the TournamentSR computer.

If you can bring a spare computer, ensure it works with any and all printers you plan to bring. Load the computer with TournamentSR and any of the support programs you plan to use.

TournamentSR allows wrestlers, coaches, and spectators to view brackets, team scores, and (optionally) called matches over Wifi. While most gymnasiums don't have Wifi, you can bring an inexpensive router.

With a Wifi network, you can use additional computers and free support programs to make running the tournament easier. The programs and documentation are at the following link:  
<https://www.smartrunsys.com/TournamentSR/try-buy.html>

**Hint** We strongly suggest using laptop computers at the tournament. The built-in battery ensures the computer keeps running if someone accidentally disconnects AC power.

**Hint** When using printed bout cards, you might want championship and consolation cards printed on different paper colors. This reminds the table workers of the different period times. To make printing easier, TournamentSR supports printers with multiple trays (Windows only) or using multiple printers (each loaded with different colored paper).

**Hint** If you bring a spare computer, it's best to also bring a USB flash drive. Regularly save the tournament to the flash drive so it can be loaded into the spare computer if the primary computer fails.

**Hint** Wifi routers are available on-line and at most office supply stores. They should cost between \$15 and \$35. There is no need to purchase a more expensive router. Feel free to email or call us for assistance in setting up a Wifi router.

## 2.1. Use P.A. to call matches to mats

Most often, wrestlers or table runners take printed bout cards to the mats. In this case it's best to use a public address system to announce which wrestlers will be at which mats. The free AnnouncerSR support program should also be used.

If you have someone to run the P.A. system, have them use a separate computer running AnnouncerSR. If the TournamentSR computer user will also handle the P.A. duties, AnnouncerSR can be run on the same computer as TournamentSR.

## 2.2. Running a “paperless” tournament

If you can get an additional computer for each mat, you don't have to print bout cards on paper. The MatchScorerSR program presents an electronic bout card to its user. The bout card is filled out on the display. When the match ends, the results are sent electronically back to the TournamentSR computer.

In order to use MatchScorerSR, you must have a working network (wired or Wifi). The TournamentSR computer will need a PDF printer driver installed. You must use AnnouncerSR and you will need a computer at each mat.

## 2.3. Having runners enter results

If you cannot get enough computers to run a “paperless” tournament, you can still get help entering results. This is very helpful if the tournament has more than 4 mats.

The free TableWorkerSR program can be run on one or more separate computers. TableWorkerSR is simple enough for runners to successfully enter results before bringing the complete bout cards to the TournamentSR computer. The TournamentSR operator only has to verify the results – not enter them.

In order to use TableWorkerSR, you must have a working network (wired or Wifi) and use AnnouncerSR.

**Hint** If you have an area where wrestlers warm up or stage before being called to a mat, you can set up a display so they can see how soon they will be called to a mat. Use a computer with a large display and have it run AnnouncerSR. This computer can run unattended as the display automatically updates when matches are called and results are entered.

**Hint** If you use MatchScorerSR, make sure to read the “Best practices when using MatchScorerSR” in that program's User Guide. It recommends how best to ensure the tournament runs smoothly.

**Expert** If you can connect an external monitor to the MatchScorerSR laptop, the pair replaces a standard clock/scoreboard. The monitor faces the mat. We suggest also using a separate USB numeric pad keyboard for clock control.

**Hint** See the TournamentSR help page for loading a PDF printer driver onto your computer. Windows computers should use PrimoPDF, Mac computers should use PDFWriter. The help page is at the following link:  
<https://www.smartrunsys.com/TournamentSR/help.html>

### 3. Initial information entry

After launching TournamentSR your first task is to enter the information you collected in section 1. This involves creating the weight classes (brackets), adding the teams, and (if available) entering the wrestler names.

#### 3.1. Create the weight classes

Use the "File"/"New..." menu and then click the [Create from scratch] button. If you aren't using the NFHS Boys weight classes, change the "Use: ... weights" selection. If none of the preset options match your needs, choose "Custom" and change "Bracket count:" to the number of weight classes you require. You'll set the bracket names later.

If you want all championship finals matches to be run together, set "Bracket size:" to the largest number of wrestlers expected in a weight class (e.g. 8 or 16). If you are expecting some brackets to have just a few wrestlers and want those wrestlers to go home as early as possible, set "Bracket size:" to "Minimum" and update "Use Round Robin:" as appropriate. "Use best 2 out of 3 for two contestant brackets" should be unchecked unless your tournament requires this.

Update "Scoring places:" to list the appropriate number of placing positions for each weight class. If you need true 2<sup>nd</sup> and true 4<sup>th</sup> matches, change the "Additional placing matches:" option.

After confirming all settings are correct, click the [Create the tournament] button.

At this point you should review and modify the weight classes you created above. Click the [Bracket list] button or use the "View"/"Bracket list" menu. A bracket list window will appear in the upper right section of the screen.

**Hint** If one of the pre-defined weight sets is close to what you need, choose it. You can always add, remove, and change bracket names to meet your needs via the [Bracket list] window.

**Hint** While all brackets are initially created with the same size, structure, scoring places, and true placing matches, you can later change the settings on a per-weight class basis. You can also add or remove weight classes.

**Hint** The "Scoring based on:" selection determines scoring rules and the appearance of printed bout cards. Use "Scholastic wrestling" for most tournaments. Choose "College wrestling" only when NCAA rules are needed.

**Hint** Selecting "Minimum" for the "Size:" field causes the bracket to be just large enough to allow all wrestlers in the weight class to participate.

**Expert** Any window that appears in the upper or lower right section of the screen can be moved and resized as needed. Multiple windows can be open at the same time.

**Hint** More information on creating and editing weight classes can be found in the "Bracket list window" section of the [Reference Manual](#).

**Hint** If you intend to divide wrestlers in each weight class into pools, create one bracket for each weight class. Dividing the wrestlers into pools is handled after all wrestlers have weighed in. Refer to the "Round Robin with Pool finals" section of the [Reference Manual](#) for details.

The bracket list window allows you to add, remove, and change weight classes used in the tournament.

#### To change a weight class:

Highlight one of the weight classes in the list at the center of the window. This copies all of the information for that weight class to the controls at the top. Change any of these controls as you see fit. After making the changes, click the [**Change**] button to record your modifications.

#### To delete a weight class:

Highlight one of the weight classes in the list at the center of the window. Click the [**Remove**] button to delete the weight class from the list. You will be asked to confirm the deletion.

#### To add a weight class:

Click the [**Clear**] button to empty all the controls at the top of the window. This will also deselect any weight class that is highlighted in the list. Fill in the “Name:”, “Size:”, “Use Round Robin:”, “Scoring places:”, and “Minimum Rest:” entries with the appropriate information. Click the [**Add**] button to add the new weight class to the list.

### 3.2. *Save your work*

Save the information you have entered via the “File”/“Save as...” menu. Use a very descriptive file name as it appears as the title of most printouts and web pages created by the program.

### 3.3. *Create the teams*

Adding and changing teams is very similar to reviewing and changing weight classes. Click the [**Team list**] button or use the “View”/“Team list” menu. A team list window will appear in the upper right section of the screen.

**Hint** The title of the bracket (e.g. 106, 138) is specified by the “Name:” field of the bracket list window. The “Size:” field specifies the maximum number of wrestlers in the weight class. Select “Minimum” when a Round Robin bracket is needed.

**Hint** “Scoring places:” specifies the positions that will be included in the team score. If the description indicates a tie for some position (e.g. “tie for 3<sup>rd</sup>”), the match to determine a single winner for that place is not competed (e.g. the 3<sup>rd</sup>/4<sup>th</sup> place match is not competed).

**Hint** The “Don’t award per match bonus points” and “Don’t award advancement points” boxes are most often left unchecked. These can be set for all brackets via the “File”/“Team scoring preferences...” menu presented later in this document.

**Hint** On some keyboards, the <enter> key is labeled <return>. Whenever this guide uses <enter>, press <return>.

**Expert** Because entering information requires a lot of typing, use the <tab> and <shift><tab> key sequences to move to the next and previous fields (respectively).

**Expert** Typing the first character of an entry in a drop down list automatically selects the entry that starts with that character. For example, typing <1> (the number one) when the “Size:” drop down list is highlighted, automatically selects the entry “16” (which begins with a 1).

**Hint** Most of the entry windows have an [**Add**]/[**Change**] button and a [**Clear**] button. The button is titled [**Add**] whenever you are in the process of adding a new wrestler, bracket, or team. The button title is [**Change**] when you are modifying an existing wrestler, bracket, or team. If the button title is [**Change**] and you want to add a new entry, click the [**Clear**] button.

**Hint** Always make sure to save your information (“File”/“Save” menu) before exiting the program. TournamentSR will remind you to save whenever you try to exit and the tournament data has changed.

**To add a team:**

Click the [Clear] button to empty all the controls at the top of the window. This will also deselect any team that is highlighted in the list. Populate the "Team:" field with the team's name. Press the <tab> key to advance to the "Abbreviation:" field. This automatically generates a 4 character abbreviation. Keep or replace the abbreviation as needed and then press <enter> or click the [Add] button.

**To change or remove a team:**

Changing or removing a team is similar to changing/removing a weight class. You begin by selecting an existing team in the list. Click the [Remove] button to delete the team from the list. Update the "Team:" and/or "Abbreviation:" fields before clicking the [Change] button to record your modifications.

**3.4. Enter the wrestler names**

Before entering the wrestler names, you should consider how they appear on ladders and lists. TournamentSR can force all names to upper case (e.g. "TOM JONES"), force the first letter of each word to upper case (e.g. "Tom Jones"), or use the name exactly as typed.

We recommend you choose one of the forced methods (first letter of each word or all upper case). To update this setting, use the "File"/"Ladder/Misc. preferences" menu and change the "Use new contestant names:" entry.

Many school districts require the wrestler age or grade information to appear on ladders and lists. TournamentSR considers this "Auxiliary Information." See the **Hint** on the right side of this page for details.

There are two ways to enter the wrestler names into the tournament: manual entry and import by team. If a coach supplies the wrestler names in some electronic form (email, word processing document, or spreadsheet), you should use import by team.

**Hint** For almost all tournaments, the "Initial score:" field should be left blank. Leaving it blank is the same as specifying 0 initial team points.

**Hint** Prior to clicking [Change], you can click the [Revert] button to reset all of the controls to the original information.

**Hint** More information on creating and editing teams can be found in the "Team list window" section of the Reference Manual.

**Hint** The program enforces upper case letters only when the wrestler is first added to the tournament. You are free to change the name as you see fit once it has been added.

**Hint** You can add **Auxiliary Information** to wrestler names such as age or grade. Auxiliary information appears on lists and prefixes the wrestler name in the first round of the ladder. After entering in the wrestler's name, append the vertical bar character (|) and then the auxiliary information. The vertical bar character is typed using <Shift><\>. For example, if your school district requires the wrestler grade and you are adding "Tom Jones" in 11<sup>th</sup> grade, the "Name:" entry should read: "Tom Jones|11".



Manual entry should only be used when a roster is not available in electronic form or fails to import successfully.

### **Automatic Import of wrestler names by team**

The steps needed to import wrestler names by team are detailed in the **Reference Manual** (“**Importing contestant names**” section). Please consult that document for instructions.

### **Manual entry of wrestler names by team**

If you are manually entering the wrestlers, we suggest you enter them by team. Click the [**Contestants by team**] button or use the “**View**”/”**Contestants by**”/”**team**” menu. This brings up the contestants by team window.

#### **To add a wrestler:**

Click the [**Clear**] button to empty all the controls at the top of the window. This will also deselect any wrestler that is highlighted in the list. Select the “**Team:**”, fill in the wrestler’s “**Name:**”, select the “**Seed:**” and the “**Bracket:**”.

Use the <tab> key to move from one field to the next. The “**Abbreviation:**” field will be automatically populated. Change it as you see fit. Press the <enter> key or click the [**Add**] button to add the wrestler to the list. Notice that the “**Bracket:**” field automatically advances to the next weight class whenever you add a new wrestler.

#### **To change a wrestler:**

Select the “**Team:**” for the wrestler you want to change. Highlight the wrestler’s name in the list at the center of the window. This will populate all of the controls at the top with the wrestler’s information. Change the controls as you see fit, then press the <enter> key or click the [**Change**] button to record your modifications.

#### **To remove a wrestler:**

Select the “**Team:**” for the wrestler you want to remove. Highlight the wrestler’s name in the list and click the [**Remove**] button. This deletes the wrestler from the list.

**Hint** If the wrestlers are advancing from a previous tournament, you may be able to import both the team and wrestler names. Consult the “**Importing placers from a previous tournament**” section of the **Reference manual**.

**Expert** Use this window whenever you need to replace a wrestler, change the requested seed, or change his/her weight class.

**Hint** The preliminary list of wrestlers will often include *requested* seeds (e.g. coach thinks wrestler Sam Smith should be seeded 2<sup>nd</sup>). When adding wrestlers to the tournament you are setting this *requested* seed value. The *actual* seeding position is determined later (during the seeding meeting).

**Hint** The “**Previous tournament or seeding comment:**” field is often left blank. The information entered here only is shown on the seeding window. Tournament directors can use this field to enter the wrestler’s record (e.g. “7-2”), some notable accomplishment (e.g. “3<sup>rd</sup> last year”), or team status (e.g. “JV”).

**Hint** More information on manually creating and editing wrestlers can be found in the “**Contestants by team window**” section of the **Reference Manual**.

### 3.5. Send rosters to the coaches

After entering in all the wrestler names, you should send rosters to the coaches. They can use this to verify spelling, and identify changes to their rosters prior to the seeding meeting. To send rosters in PDF form, see **Expert** on the right. You can send HTML rosters following the instructions below.

Select the “**File**”/”**Export contestant list in HTML by**”/ “**Team**” menu. The resulting file can be emailed to all the coaches. They can view the file in their browser (e.g. Chrome, Safari).

### 3.6. Set the tournament rules

Each tournament follows a set of rules for how team scores are computed and how unseeded wrestlers are moved into and out of the brackets. TournamentSR supports many rule combinations.

If your tournament uses team scoring, you specify the rules via the “**File**”/”**Team scoring preferences**” menu.

#### Team scoring rules

The default rules are appropriate for most tournaments. You will often leave these controls alone.

If you allow more than one wrestler from a team in a weight class and only want one of the wrestlers to contribute to team scoring, check the box titled “**Only one contestant per team, per bracket scores**”.

TournamentSR automatically selects the wrestler that has contributed the highest number of points during the tournament.

Most states require pin points be awarded for matches that have wrestlers from the same team. If your state is not one of these, make sure “**Award maximum bonus to the winner of a same team match**” is not checked.

**Expert** Windows 10 includes a “printer” that creates PDF files: “Microsoft Print to PDF”. Anything available from the “**Print**” menu can be sent to this printer to create a PDF file. If you have a Mac or an older version of Windows, the TournamentSR website includes directions for installing such a driver: PrimoPDF for Windows, PDFWriter for Mac. Once the driver is installed, you can use “**Print**”/”**Contestants list by**”/”**teams...**” to generate PDF rosters. Such files can then be emailed to the coaches instead of the HTML file.

**Hint** Some middle and junior high school tournaments don’t award per match bonus points (e.g. 2 points for a pin) and/or don’t award advancement points (2 points for winning a championship round match, 1 point for a consolation round match). Check the boxes titled “**Don’t award per match bonus points**” and/or “**Don’t award advancement points**” for such tournaments.

**Hint** If you check the box titled “**Only one contestant per team, per bracket scores**”, only the highest scoring wrestler within a bracket scores for his/her team. This is the preferred mechanism for limiting a team to one scorer per bracket. If you append “**-NS**” to the wrestler’s last name (**not recommended**) he/she **never** contributes to the team score.

**Hint** If your tournament intermixes elimination ladder and Round Robin brackets, set “**Round Robin advancement points**” to “**Adaptive**”.

**Hint** A full description of each control used to set the team scoring rules can be found in the “**Team scoring preferences...**” section of the **Reference Manual**.

### Rules for placing unseeded wrestlers

Unlike most programs, TournamentSR supports a variety of options for moving unseeded wrestlers into and out of the initial round matches list. The controls are available via the **"File"/"Ladder/Misc. preferences"** menu.

The area titled **"Seeding mode preferences"** sets these options.

Very often your brackets will not be full. This results in one or more BYE matches in the first round. The **"Unseeded placement mode:"** control determines gets these first round BYE matches. Use **"Random to the highest open seeding positions"** if the highest seeded wrestlers should always get the byes. Select **"Random with top half seeding positions assigned first"** if you want everyone to have an equal chance of getting a bye in the first round.

If multiple wrestlers from a given team are allowed to compete in a weight class, many tournaments avoid pitting them against each other in early rounds. The **"Same team contestants:"** control determines how this is done. Most tournaments use either **"Are not allowed to be in the same half of the ladder"** or **"Are not allowed to be in the same quarter of the ladder"**.

### Other rules

There are a variety of other options in the window displayed via the **"File"/"Ladder/Misc. preferences"** menu. If you plan to run the consolation finals (e.g. 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup>) at the same time as the championship finals, check the box titled **"Run consolation and championship finals in the same round"**.

If your tournament uses fixed size brackets with little chance of adding/removing wrestlers after the tournament starts, set the **"Match numbers use:"** control to **"numbers only - best for mat side scoreboards"**. For all other tournaments, set the control to **"letters and numbers - best for emergency bracket repair"**. This setting allows bracket sizes to change after the tournament starts.

**Expert** You should review the **Reference Manual** for how to set **"When adding a seed:"** and **"When scratching a seed:"**. The default settings are OK until the first day of the tournament. Some tournaments require these controls to change on that day.

**Expert** Detailed descriptions of each control in the **Seeding mode preferences** area are provided in the **"Seeding mode preferences"** section of the **Reference Manual**.

**Hint** You can view the ladder for any bracket at any time. For brackets with 16 wrestlers or less, most computer displays are large enough for the entire ladder to appear. For 32 and 64 wrestler brackets, check **"Ladder windows have scroll bars"**. The resulting ladder windows will include scroll bars so you can view the entire bracket.

**Hint** If there isn't a minimum rest period between matches, check the box titled **"Don't enter match end times"**. This saves you time when entering match results during the tournament.

### 3.1. **Configuring sessions**

If the tournament is scheduled over more than one day, has specific round start times, or requires numbers to start at 1 for each mat, you must enter the session information via the **“File”/“Session configuration”** menu.

Step-by-step instructions for configuring the sessions are provided in the **“Session configuration”** section of the [Reference Manual](#).

**Hint** TournamentSR requires each bout to have a *unique* match number. The program also supports “location specific sequence numbers” which start at 1 for the first match at each mat and increment by 1 for each subsequent match at each mat. In order to use location specific sequence numbers, you must check **“Use location specific sequence numbers”** in the window displayed via the **“File”/“Ladder/Misc. preferences”** menu. You must also configure all sessions to automatically assign locations (mats) for all brackets. Assigning locations for each session is done by clicking the **[Locations...]** button, and setting the location numbers (e.g. 1 through 4). Set **“Assign locations:”** to **“by associating each bracket with a location”**.

## 4. Seeding meeting

Some time before the tournament, the coaches get together and have a seeding meeting. Sometimes this is quick and informal; other times it is very formal and can take a few hours.

During the meeting, you will be asked to perform the following:

- 1) Add, change, and remove wrestlers from a weight class.
- 2) Move wrestlers from one weight class to another.
- 3) Rearranging the existing seeds.
- 4) Populate the bracket with the unseeded wrestlers.
- 5) Create pigtail matches if needed.

### 4.1. Add/Change/Remove wrestlers

The easiest way to handle 1) is via the contestants by bracket window. Click the “**Contestants by bracket**” button or use the “**View**”/”**Contestants by**”/”**bracket**” menu.

#### To add a wrestler:

Click the [Clear] button to empty all the controls at the top of the window. Select the appropriate “**Bracket:**” then fill in the new “**Name:**”, “**Seed:**”, and “**Team:**”. Press the <enter> key or click the [Add] button to add the wrestler to the bracket.

#### To change a wrestler:

Select the “**Bracket:**” with the wrestler you want to change. Highlight the wrestler’s name in the list and then change the controls as you see fit. Press <enter> or click [Change] to record your modifications.

#### To remove a wrestler:

Select the “**Bracket:**” associated with the wrestler you want to remove. Highlight the wrestler’s name in the list and click the [Remove] button. This deletes the wrestler from the bracket.

**Expert** There are three different windows used to handle the five required operations. These are presented in sections 4.1, 4.2, and 4.3 of this guide. Keep one of each window displayed throughout the meeting.

**Hint** The most common operation handled by this window is to update wrestlers with no requested seed so that they have seeds. Use the instructions titled “To change a wrestler” and update the “**Seed:**” field.

**Expert** When the contestant name list has the “focus” (e.g. the up and down arrow keys highlight the next wrestler up and down in the list), you can change his/her seed by holding down the <ctrl> key while pressing the desired digit key (e.g. <3> key for the #3 seed). This avoids having to use the mouse when changing seeds.

**Hint** If a wrestler is being replaced by another for the same team, change his/her name, seed, and abbreviation. This is faster than removing the existing wrestler and adding a new one.

**Hint** More information on the wrestlers by bracket window can be found in the “**Contestants by bracket window**” section of the TournamentSR Reference Manual.

## 4.2. *Wrestler changes weight class*

The easiest way to handle 2) is to use the contestants by team window. Click the “**Contestants by team**” button or use the “**View**”/”**Contestants by**”/”**team**” menu.

Select the appropriate “**Team:**”, highlight the wrestler in the list, and then update the “**Bracket:**” field. Click the [**Change**] button to record your modification.

## 4.3. *Rearranging existing seeds*

Item 3) is handled via the seeding window. Click the [**Seeding**] button, or use the “**View**”/”**Seeding**” menu. Set the “**Bracket:**” control to the weight class you need to work on.

Wrestlers with requested seed values always appear in the initial round matches list. The easiest way to rearrange seeds is to use the [**Promote**] and [**Demote**] buttons. Highlight the wrestler’s name and click the appropriate button. The wrestler will be moved up (promote) or down (demote) one seed position each time the button is clicked.

## 4.4. *Populate the brackets*

Item 4) is handled via the seeding window. If you have just followed section 4.3, you already have such a window displayed. If not, click the [**Seeding**] button, or use the “**View**”/”**Seeding**” menu. Set the “**Bracket:**” control to the weight class you need to work on.

To move all unseeded wrestlers into the initial round matches list, highlight any wrestler’s name on the left side of the Seeding window or check the left box titled “**Randomly pick a contestant**”. Click the [**Move All ->**] button and the initial round matches list is populated with as many unseeded wrestlers as possible.

**Expert** You can move a wrestler from one bracket to another by dragging his/her name from one Seeding window to another. Bring up two such windows via the [**Seeding**] button, or via the “**View**”/”**Seeding**” menu. Set one window to the wrestler’s existing bracket and the other to the desired bracket. Drag the wrestler from the existing bracket window to the desired bracket window.

**Hint** The initial round matches list on the seeding window uses a **bold** font for seeded wrestlers and a normal font for unseeded wrestlers.

**Expert** If you are using a video projector to display the computer’s screen, click the [**Font**] button on the seeding window and choose a larger font size. It allows everyone at the meeting to easily read the names on this window.

**Hint** The buttons that move unseeded wrestlers to/from the initial round matches list change direction based on the currently highlighted wrestler. If you highlight a wrestler in unplaced list on the left, the arrows point to the initial round matches list on the right (“->”). If you select a wrestler in the initial round matches list, the arrows will indicate movement to the left (“<-”). Checking the left “**Randomly pick a contestant**” box points the arrows to the right. Checking the right box points the arrows to the left.

**Expert** The seeding window supports “drag and drop” for moving wrestlers around in the initial round matches list as well as moving them in and out of that list. Consult the “**Detailed drag and drop behavior**” section of the [Reference Manual](#) for details on this feature.

**Hint** More information on the seeding window can be found in the “**Seeding window**” section of the [Reference Manual](#).

#### 4.5. *Creating pigtail matches*

If there are too many wrestlers for the bracket, names will remain in the list on the left side of the seeding window. At that point, you will need to either change the bracket size ([**Bracket list**] button, "**View**"/"**Bracket list**" menu), or create pigtail matches.

When creating pigtail matches, you need to have an empty spot in the initial round matches list for each pigtail match. If you need more empty spots, check the box on the right titled "**Randomly pick a contestant**" or click on an unseeded wrestler in the initial round matches list. Click [**<- Move One**] to open a position.

To create a pigtail match highlight a wrestler's name on the left side of the window or check the left box titled "**Randomly pick a contestant**". Click the [**Pigtail**] button. The pigtail creation window appears with a suggestion for the pigtail match. You are allowed to modify either wrestler or the initial round matches list position. Click [**Create pigtail**] to generate the match.

#### 4.6. *Checking the bracket*

Once the initial round matches list is fully populated, click the [**Check**] button. The program verifies none of the current seeding and same team avoidance rules have been violated. If problems are listed, you should fix them prior to moving to the next bracket. The process described above will be repeated for each weight class in the tournament.

**Hint** More information on creating pigtail matches can be found in "**Pigtail match creation**" under the "**Seeding window**" section of the [Reference Manual](#).

**Hint** The [**Balance**] button is usually disabled. It is enabled only if the ladder is *not* balanced. If this button is enabled, you can click it to force the bracket to a more balanced state. The NFHS rule book defines when a ladder is balanced.

#### 4.7. *Post meeting printouts*

Once all the brackets have been populated, the coaches will want two printouts: a complete set of brackets and the list of wrestlers for their team.

Use the “**Print**”/”**Print ladders**”/”**for display...**” menu for printing the brackets. Click the [**Champion only**] button and set the “**Number of copies:**” value prior to clicking the [**Print**] button.

Use the “**Print**”/”**Print Contestant list by**”/”**teams...**” menu for printing per-team wrestler lists. Check the “**One team per page**” box before clicking the [**Print**] button.

At this point, the team lineups are as close to the final list as possible. If the tournament requires entry badges, now is a good time to print them. Use the “**Print**”/”**Print badges...**” menu option to create the badges.

**Hint** Make sure you select the correct printer before clicking on the [**Print**] button. If you fail to select the correct printer, whatever you attempted to print will come out the next time the incorrect printer is connected to your computer.



## 5. Tournament day setup

The day of the tournament is usually very hectic. You will be asked to perform many tasks by the coaches and officials. You can configure TournamentSR to make these tasks as easy as possible.

### 5.1. Configure printing

Printing bout cards and brackets is your most common activity. The program supports automatic selection of printer, paper tray, paper size, and type. You specify these settings via the “Print”/“Configure printing...” menu.

In order for printing to work properly, make sure the “Printer to use:” control for each type of printout is correct.

Many tournaments use colored paper for consolation match bout cards. This helps the table workers quickly identify the different period timing (e.g. 2,2,2 for championship vs. 1,2,2 for consolation).

If you are using colored paper for consolation bout cards, make sure to select “Standard letter paper” for the “Paper to load:” setting under “Ladders for spectator review”, “Full ladders for programs”, and “Championship contest cards”. Select “Colored letter paper” for the “Paper to load:” setting under “Consolation contest cards”. The program will prompt you to change paper when needed.

### 5.2. Print weigh-in sheets

Weigh-ins are usually done on a per-team or per-bracket basis. If more than one scale is used, each team or weight class should appear on a separate sheet of paper.

To print weigh-in sheets on a per-team basis, use the “Print”/“Print contestants list by”/“teams...” menu. Make sure to check the “Include fill in area” and “One team per page” boxes before printing.

**Hint** TournamentSR automatically picks settings for each output based on the “Print”/“Configure printing...” window. Please review the “Common printing controls” and “Configure printing...” sections of the [Reference Manual](#).

**Hint** If you are running a “paperless” tournament with MatchScorerSR, make sure the “Printer to use:” for “Championship contest cards” and “Consolation contest cards” is set to the PDF printer driver. This allows cards to be “printed” (required) without using any paper. The generated PDF files can be later printed if the network fails – forcing you to revert to using printed bout cards.

**Hint** If this is your first tournament, check both the “Automatically print ladders for display” and “Automatically print contest cards” boxes. This allows the program to create these printouts as early as possible.

**Expert** Brackets with 32 wrestlers appear best on 11”x17” (tabloid style) paper. Use a printer capable of printing this size if available.

**Expert** You can use the “Print”/“Registration cards...” option to print weigh-in cards for each wrestler. Such cards are often used at tournaments instead of weigh-in sheets.

To print weigh-in sheets on a per-bracket basis, use the “**Print**”/”**Print contestants list by**”/”**brackets...**” menu. Make sure to check “**Include fill in area**” and “**One bracket per page**” boxes before printing.

Give the weigh-in sheets to the referees. The completed weigh-in sheets will be returned to you. They will often include changes that must be entered into the program. Follow the next section for making the changes reported on these sheets.

### 5.3. ***Last minute changes***

Coaches often have last minute changes to their rosters. Such changes can also appear in the completed weigh-in sheets. You must make sure the brackets are updated accordingly.

Prior to making any changes, you should ensure the placement rules are appropriate for the day of the tournament. Use the “**File**”/”**Ladder/Misc. preferences...**” menu to ensure the rules are correct.

The changes you made at the seeding meeting are the same kinds of changes you make now. Follow the instructions from section 4 for making the appropriate changes.

After all the changes have been made, you should print an updated set of brackets and team roster for each coach. Use the “**Print**”/”**Print ladders**”/”**for display...**” menu (click the [**Champion only**] button before clicking [**Print**]) to create the brackets. Use the “**Print**”/”**Print contestants list by**”/”**teams...**” menu to print the rosters.

**Expert** You can use drag and drop to move wrestlers around on the seeding window ([**Seeding**] button).

**Hint** After making changes to a weight class, make sure it doesn't violate the same team avoidance and balanced bracket rules. Use the seeding window and click the [**Check**] button to verify the rules are being followed. If the [**Balance**] button is enabled, you can click it to re-balance the bracket.

**Hint** When handing out the final rosters and brackets, remind each coach that the sheets should be reviewed very carefully. Any errors will cause delays after the tournament starts and could cause extra matches to be run.

#### 5.4. Turn on live brackets and scores

If your computer is connected to a WiFi network, use the “**File**”/”**Start web server**” menu to turn on the server. You should then create and post the signs around the gymnasium informing every one of the network name and URL.

#### 5.5. Final printouts before starting

Once the coaches have agreed that the brackets and team lists are correct, you should print and post a set of brackets for the spectators. You may also need to create a set of brackets for inclusion in the tournament program.

Use the “**Print**”/”**Print ladders**”/”**for display...**” menu (click the [**Champion only**] button before the [**Print**] button) to generate the brackets for posting. Use the “**Print**”/”**Print ladders**”/”**for programs...**” menu to generate the brackets for the programs.

#### 5.6. Turn on Remote Services

If you will be using AnnouncerSR, MatchScorerSR, and/or TableWorkerSR, you must turn on Remote Services. Use the “**File**”/”**Remote services...**” menu to display the configuration window. Enter a password and click the [**Start services**] button. Once that is done, you can [**Close**] the configuration window and launch the other programs.

#### 5.7. Start the tournament

With everything ready to go, click on the [**Start the Tournament**] button. After confirming you want to do this, the program locks the size of each bracket and prevents adding and removing wrestlers \*.

**Expert** You may see an alert message after using “**File**”/”**Start web server**”. Click [**Allow access**] so TournamentSR can service other devices on the network.

**Hint** You can include a tournament logo (picture) as well as sponsor images and links on the web pages generated by TournamentSR. Use the “**File**”/”**Web logo and sponsors**” menu to configure these images.

**Hint** If you are using large (e.g. 32 wrestler) brackets, or have a small computer display, the names on ladders may be too small to read. Use the “**File**”/”**Ladder/Misc. preferences...**” menu and check “**Ladder windows have scroll bars**”. Subsequent ladder displays will use a fixed size font and include scroll bars.

**Expert** It is still possible to add/remove wrestlers *after* the tournament has started. See the section titled “**Using Emergency bracket repair**” in the [Reference Manual](#) for details.

## 6. Running the tournament

Once the tournament has started, your main task is to print bout cards, enter match results, and print updated brackets.

### 6.1. *Printing bout cards and brackets*

We recommend letting the program automatically print completed brackets and upcoming bout cards. Use the **“Print”/“Turn automatic printing on”** menu to turn on automatic printing. If you have just started the tournament, the first set of bout cards will begin printing within a few seconds.

If you don't want to use automatic printing, you must manually print brackets and bout cards. You print bout cards via the **“Print”/“Print contest cards...”** menu. This should be done immediately after starting the tournament and on a regular basis thereafter.

You can manually print brackets for posting via the **“Print”/“Print ladders”/“for display...”** menu.

### 6.2. *Entering in match results*

You always type in match results on the left side of the screen in the area labeled **“Enter match results”**. Any of the following mechanisms can be used to select the match for entering results:

- Select the weight class using the **“Bracket:”** drop down list, then select the match using the **“Match #:”** drop down list and press the **<enter>** key.
- Type the match number into the **“Enter Match #:”** area and press the **<enter>** key.
- Double click on the match number on any ladder display.

**Hint** You can control if automatic printing includes bout cards and brackets via the **“Print”/“Configure printing...”** menu.

**Expert** One or two bout cards can be printed on each sheet of paper. When one card per sheet is used, you have the option of including fill-out instructions on the bottom half of the sheet. Use the **“File”/“Contest card preferences...”** menu to set these options.

**Hint** If the minimum rest period has not been met for either wrestler, the earliest possible match start time appears at the top of the bout card. Table workers should be made aware of this so not to start the match before that time.

**Hint** When you use the **“Print”/“Print ladders”/“for display...”** menu, the program automatically selects which brackets need printing based on completed rounds and when they were last printed. While you are given the opportunity to override these selections (e.g. select only one bracket for printing), it is most often appropriate to just click the **[Print]** button.

You are required to specify the match winner (“**Winner:**”), the final score (“**Score:**”), and the date/time the match ended (“**Ended @:**”). After ensuring these are correct, click on the [**Change**] button.

Use this mechanism to change the winner or score of a match when incorrect information was previously entered.

### 6.3. Other activities

A coach might inform you that a wrestler appears in a bracket, but shouldn't be there (e.g. the wrestler failed to make weight). When that occurs, use the “**View**”/”**Emergency bracket repair**” menu. See “**Using Emergency bracket repair**” in the [Reference Manual](#) for details. Emergency bracket repair must also be used if coaches decide to change the seeding after the tournament starts.

Occasionally someone ask you to fix the spelling of a wrestler's name. This can be done using any of the following mechanisms:

- Double click the wrestler's name on any ladder display.
- Change the name via the “**Contestants by team**” button (“**View**”/”**Contestants by**”/”**team**” menu).
- Change the name via the “**Contestants by bracket**” button (“**View**”/”**Contestants by**”/”**bracket**” menu).

Officials occasionally deduct team points for rules violations. You enter such deductions via the [**Team score adjustments**] button or the “**View**”/”**Team score adjustments**” menu. Remember to make the “**Value:**” *negative* (e.g. “-1”) in order to *deduct* team points.

Sometimes a wrestler will leave the tournament before his/her last match takes place. Use the “**View**”/”**Withdrawn contestants...**” menu to automatically have a wrestler lose all remaining matches.

**Hint** The program recognizes a wide variety of abbreviations for pin, technical fall, major decision, etc. Consult the “**Match entry area**” section of the [Reference Manual](#) for a complete list of acceptable abbreviations.

**Hint** Use the <enter> key to move from one field on the results entry area to the next. When you get to the match end time field, the time digits are automatically selected. This allows for easy correction of just that portion of the time.

**Hint** The program brings up a message window each time the last match of a round is entered. This is a good time to print team scores. Use the “**Print**”/”**Print team scores...**” menu to print the team scores.

**Expert** If a bout card gets lost, use the “**Print**”/”**Print selected contest cards...**” menu to reprint the lost card. Use of the resulting window is explained in the “**Print selected contest cards...**” section of the [Reference Manual](#).

**Expert** If your printer jams or runs out of ink, use the “**Print**”/”**Reprint...**” menu to reprint some or all items recently printed. Use of the resulting window is explained in the “**Reprint...**” section of the [Reference Manual](#).

**Expert** If you have an Internet connection, you can regularly post your tournament ladders and team scores on the TournamentSR web site. The “**File**”/”**Upload tournament information...**” menu configures this feature. Use of the resulting window is explained in the “**Upload tournament information...**” section of the [Reference Manual](#).

#### 6.4. *Additional tournament days*

If your tournament runs over multiple days, make sure to save your data at the end of each day. Load the saved information at the start of the next day.

You will also need to reprint weigh-in sheets. Consult section 5.2 of this guide for printing the weight-in sheets.

#### 6.5. *Prior to the finals*

Some tournaments give a poster-sized ladder to the winner of each weight class. Often these brackets are filled in by hand over the course of the tournament. TournamentSR supports printing on pre-cut labels to populate such brackets. Consult the **“Creating labels for award brackets”** section of the [Reference Manual](#) for details on creating such labels.

Many announcers like to have biographical information about each finalist which they can read to the audience. TournamentSR can print fill-in sheets to hand out to each finalist. Use the **“Print”/“Print finalist bio sheets...”** menu for generating these pages.

#### 6.6. *During the finals*

Many tournaments give a completed ladder printout to the winner of each bracket. After entering in the winner, use either the **“Print”/“Print ladders”/“for display...”** menu or the **“Print”/“Print ladders”/“for programs...”** menu for printing the bracket. Select the appropriate bracket in the list before clicking the **[Print]** button.

If the announcer needs to know the final placers for a bracket, use the **“Print”/“Print placers...”** menu to get him/her that information.

**Hint** Whenever you load tournament data via the **“File”/“Open...”** menu, the program *disables* automatic printing, the web server feature, and remote services. Remember to turn them back on after loading the data.

**Expert** You can add an image to ladder printouts given to the winner of each bracket. Use the **“Print”/“Print ladders”** menu and click the **[Image...]** button. See the **“Adding images to ladder printouts”** section of the [Reference Manual](#) for details.

## 7. After the tournament is over

When the tournament is over, you may be asked to provide some final information.

The officials sometimes get paid based on the total number of matches they handled. Use the **“View”/“Total matches count”** menu to provide them this information.

Some tournaments hand out awards for the most outstanding wrestler, coach of the year, etc. While these awards don't affect the scoring or results in any way, they should still be recorded for later printing and data export. Use the **“View”/“Award information”** menu to enter the list of award names and winners.

Many people and organizations provide web sites for displaying tournament results. Such organizations will want your results for posting on their site. Use the **“File”/“Export results in HTML...”** menu to create a single file you can then email to them.

If the wrestlers from your tournament advance to another, the director of the next tournament will need your placers list. Use the **“File”/“Export placers in plain text...”** menu to generate a file you can send to that director.

**Expert** Whenever you have an Internet connection, you can upload your tournament results to the TournamentSR web site. Use the **“File”/“Upload tournament information...”** menu to upload the data. This is explained in the **“Upload tournament information...”** section of the **Reference Manual**.

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## 8. Running a smoother tournament

Since this is a quick start guide, many TournamentSR features haven't been presented. You are encouraged to review the **Reference Manual** to learn about the program's extensive capabilities.

Once you are comfortable using TournamentSR, you should investigate its support programs: **AnnouncerSR**, **MatchScorerSR**, and **TableWorkerSR**. These programs should be used with a WiFi router; Remote Services must be turned on.