# A NIGHT AT A GLANCE

The Organiser's steps, in order. Black boxes are the big moments.

**DAYS BEFORE**

**1. CREATE THE NIGHT**
Organiser → **Create a new night** (or copy last week's) → **CREATE**.

**TIP**
Copying last week's night with its players saves typing.

**2. CHECK THE SETTINGS**
**Setup**: competition setup, courts, rounds, court names, Pairing slider, Mixed pairs → **SAVE SETTINGS**.

**UNSURE?**
Set Rounds, middle of the slider, Mixed pairs on.

**3. ENTER PLAYERS**
**Players**: **ENTER CLUB PLAYERS**, and/or share the **Signup link**.

**OPTIONAL**
Players can also just turn up and check in.

**30 MIN BEFORE**
at the club

**4. CHECK-IN**
**Players** → **SHOW FULL SCREEN** QR code. Players scan, tap their name, **Check in**. Mark anyone without a phone **Here** yourself.

**WALK-INS**
Add a player → **Add and mark here**. Clear no-shows with **Remove the ... who haven't arrived**.

**5 MIN BEFORE**

**5. DRAW AND PUBLISH**
**Draw** → **DRAW ROUNDS** → check the preview (swap or **Draw again** if needed) → **PUBLISH ROUNDS**.

**BIG SCREEN**
Live → **Big screen** → Full screen on the clubhouse TV.

**EVERY ROUND · LIVE TAB**

**PLAYERS ON COURT**

**6. START THE ROUND**
**START ROUND N**. Phones show it as current; score entry opens.

**FORGOT?**
Players can't enter scores until you start the round.

**ABOUT 15 MIN**

**7. PLAY, THEN CALL TIME**
As many games as possible. When time's up, the game in progress is finished.

**INJURY?**
Enter the score they reached; treat the player as leaving.

**8. FINISH THE ROUND**
**FINISH ROUND N**. Players enter their scores on their phones.

**TOO EARLY?**
Small **Reopen round N** link.

**5 MIN BREAK**

**9. IN THE BREAK**
Check "scores ... of ... in"; chase courts marked **Waiting**. Deal with any alerts (the number on the Live tab).

**LATE ARRIVAL**
→ Go to the draw → **Redraw from round N** → Publish.

**SOMEONE LEAVES**
× on Players, then on Draw swap them with someone sitting out (or redraw).

↻ **back to step 6 for the next round**

▼ after the last round

**END**

**10. FINISH THE NIGHT**
Finishing the last round finishes the night. Check every score is in (**All scores**), then open **Rankings** and announce the winners.

**PRIZES BY GROUP**
Filter the rankings by Men, Women or level.

**AFTERWARDS**

**11. TIDY UP**
Fix any names or levels in **Manage club players**. Every few months: **Privacy and old data** → **TIDY NOW**.

**NEXT WEEK**
Create a new night as a copy of this one.