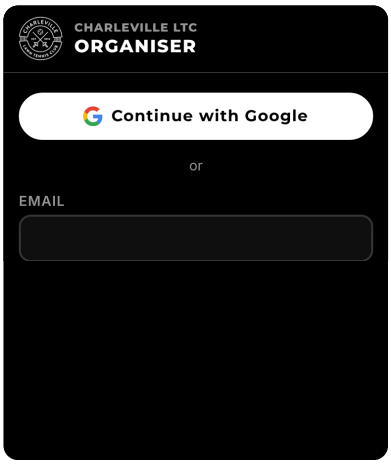
QUICK-START: SET UP AND RUN A NIGHT

Organiser's Manual · Charleville LTC · **american-tennis-doubles.vercel.app**

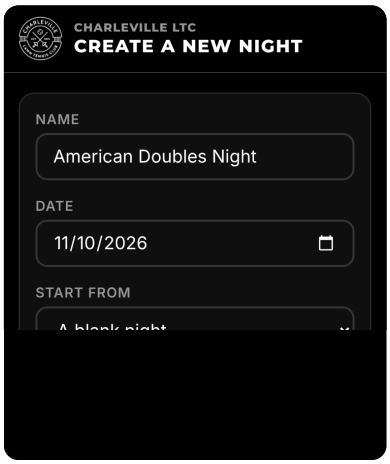
1 SIGN IN

Front page → **Organiser** (at the bottom) → **Continue with Google**, an email link, or the club passcode.



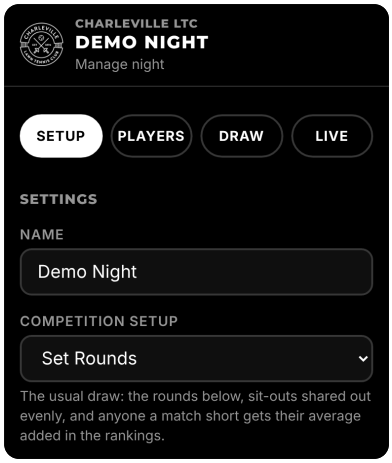
2 CREATE THE NIGHT

Create a new night → name, date → blank or a copy of last week → **CREATE**.



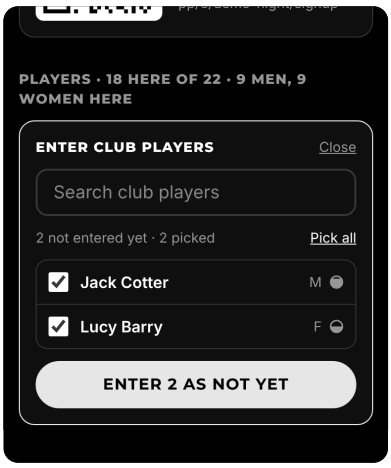
3 SETUP TAB

Check courts, rounds and pairing → **SAVE SETTINGS**.



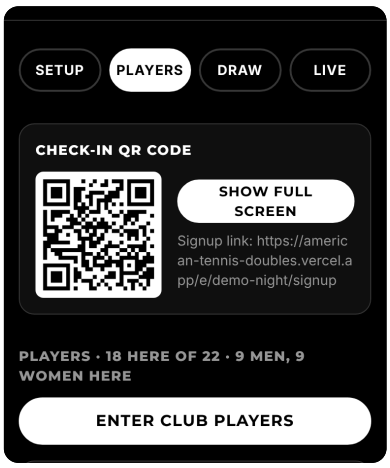
4 PLAYERS TAB

ENTER CLUB PLAYERS, or share the sign-up link. Add others with **Add a player**.



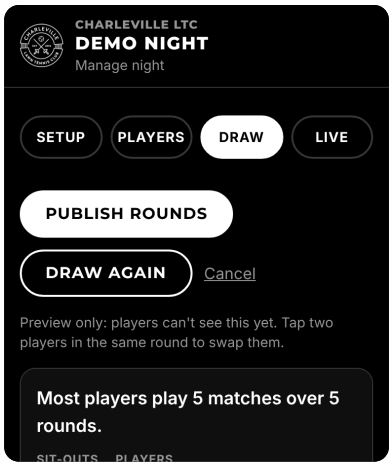
5 CHECK-IN

On the night: Players tab → **SHOW FULL SCREEN**. Players scan the QR code and check in.



6 DRAW AND PUBLISH

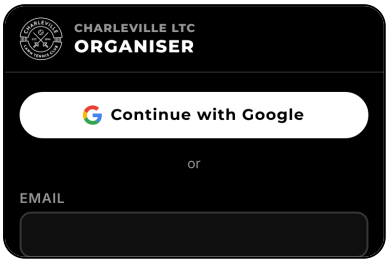
Draw tab → **DRAW ROUNDS** → check → **PUBLISH ROUNDS**.



THEN EACH ROUND (LIVE TAB) — Start round → Play about 15 min → Call time → Finish round → Break: chase scores ↻

Words in **BLACK** or **OUTLINED** buttons are exactly what the app shows. **Boxes** are tabs. Screenshots use a made-up "Demo Night".

1. SIGNING IN



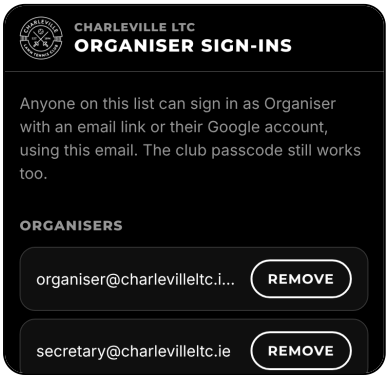
The Organiser sign-in

1. Open the club's page. Tap **Organiser** at the bottom.
2. Choose one:
   - **CONTINUE WITH GOOGLE**
   - Type your email → **EMAIL ME A SIGN-IN LINK** → open the email on the same device and tap the link (check spam).
   - **Use the club passcode instead** (backup).

> **SIGNED OUT WHEN YOU CLOSE THE TAB**
> For safety, closing the browser tab signs you out. Sign in again next time. To sign out yourself: **Setup** tab → **SIGN OUT**.

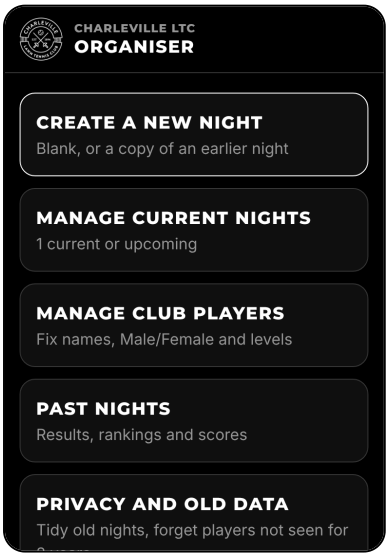
> **"THAT EMAIL ISN'T AN ORGANISER YET"**
> Your email must be on the Organiser list first (below).

Who can sign in: Organiser sign-ins



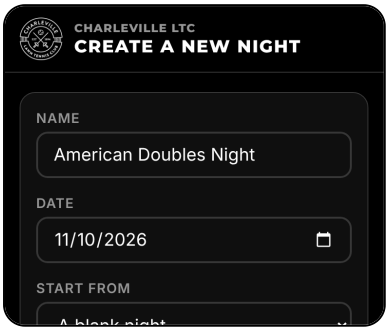
- Menu → **Organiser sign-ins**.
- Type an email → **ADD**. For Google sign-in, use their Gmail or Google address.
- **REMOVE** takes someone off.
- The club passcode always works too. Change it under **Passcode and sign out**.

2. THE ORGANISER MENU



Run tonight	Only on the day of a night. Straight in.
Create a new night	Blank, or a copy of an earlier night.
Manage current nights	Nights to come or in play.
Manage club players	Fix names, Male/Female, levels.
Past nights	Results.
Club settings	Name, crest, help.
Privacy and old data	Tidy old data (chapter 12).
Organiser sign-ins	Who can sign in.
Passcode and sign out	Change passcode, sign out.

3. CREATE A NIGHT

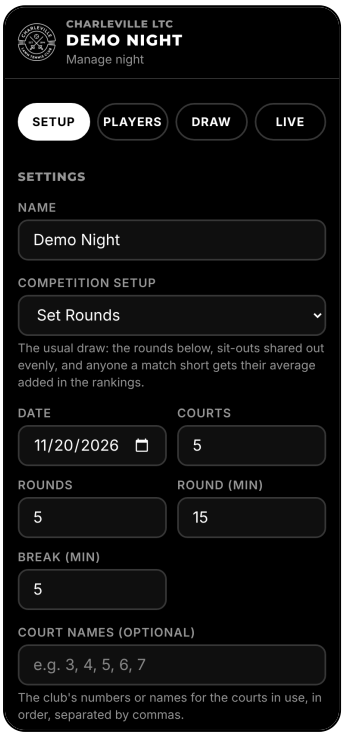


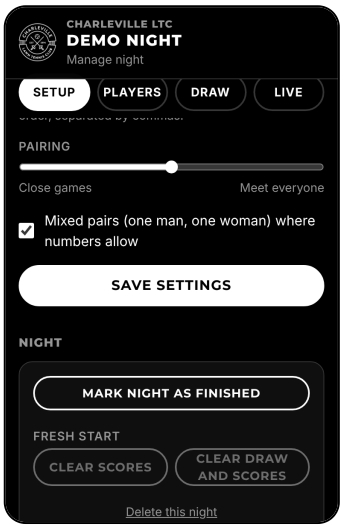
1. **Create a new night**.
2. Name and date.
3. **Start from**: blank, or *Copy of* ... last week. Tick *Copy the players too* to bring them in as Not yet.
4. **CREATE**. You land on **Manage night**.

Manage night has four tabs, in the order you use them:

Setup → **Players** → **Draw** → **Live**

4. SETUP TAB





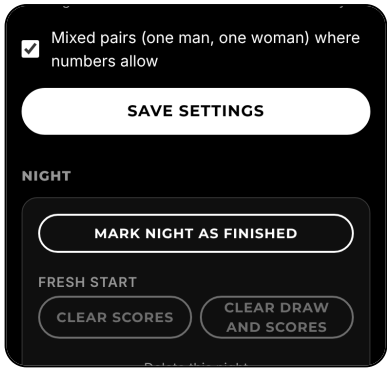
Competition setup	**Set Rounds** (usual). **Equal matches** adds extra rounds so all play the same number.
Courts	4 players per court.
Rounds	5 is typical (about 1 h 40 min).
Round / Break (min)	Information only. No timer.
Court names	e.g. **3, 4, 5, 6, 7**
Pairing	Close games ↔ Meet everyone. Middle for most nights.
Mixed pairs	On for mixed nights.

SAVE

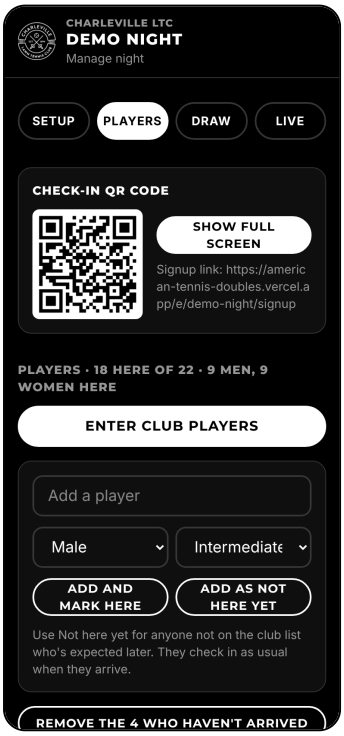
Tap **SAVE SETTINGS**. "Settings not saved" shows until you do. Settings take effect when you **draw**: change them after the draw, then redraw.

Lower on the Setup tab

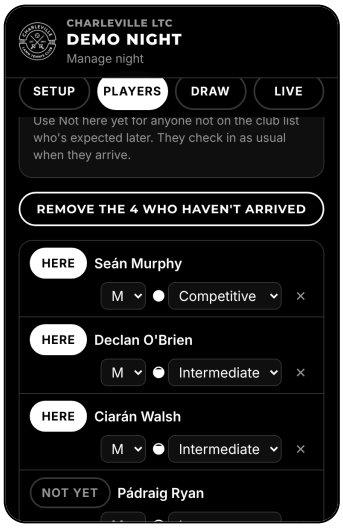
Mark night as finished	Closes check-in. Happens by itself after the last round. **Reopen night** undoes it.
Clear scores	Keeps the draw. Handy after a practice.
Clear draw and scores	Keeps the players.
Delete this night	Type DELETE. If it was a mistake, the app's Admin can bring it back within 14 days.
Sign out	Signs you out on this device.



5. PLAYERS TAB



QR code, sign-up link, add a player



Tonight's list

Before the night

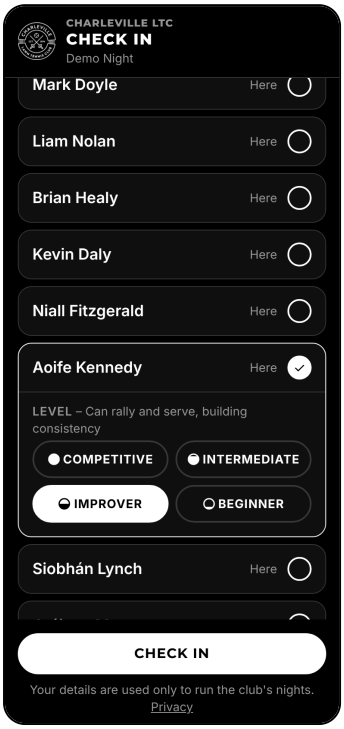
- **ENTER CLUB PLAYERS** → tick names (or **Pick all**) → **ENTER … AS NOT YET**.
- Or share the **Signup link** (under the QR) in WhatsApp or email.
- Someone not on the club list? **Add a player**: name, M/F, level, then **ADD AND MARK HERE** (arrived) or **ADD AS NOT HERE YET** (expected later).

Each row

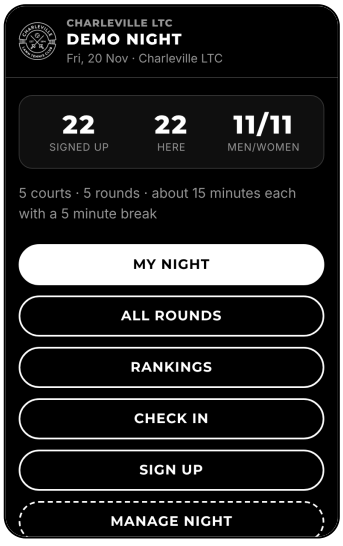
Here / **Not yet**	Tap to switch.
M / F, level	Change if wrong.
×	Remove from tonight.

> **ONE LEVEL EVERYWHERE**
> Change a level here (or on the club list, or a player at check-in) and it changes on the club list and every night not yet finished. Past nights keep the old level.

6. ON THE NIGHT: CHECK-IN



What players see after scanning

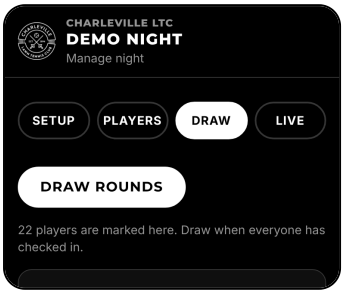


The night's page on a player's phone

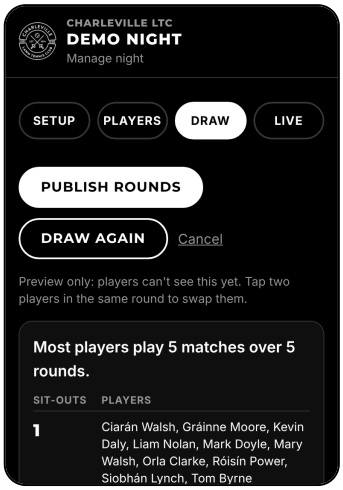
1. Be ready 20–30 min before play.
2. **Players** → **SHOW FULL SCREEN**. Hold up your phone, or put it on the big screen.
3. Players scan, tap their name, check their level, tap **CHECK IN**. They turn **Here** on your list.
4. No phone? Tap their row to **Here** yourself.
5. Everyone in? **REMOVE THE … WHO HAVEN'T ARRIVED** clears no-shows.

Players can check in friends too: tap several names, then Check in.

7. DRAW TAB



Before the draw



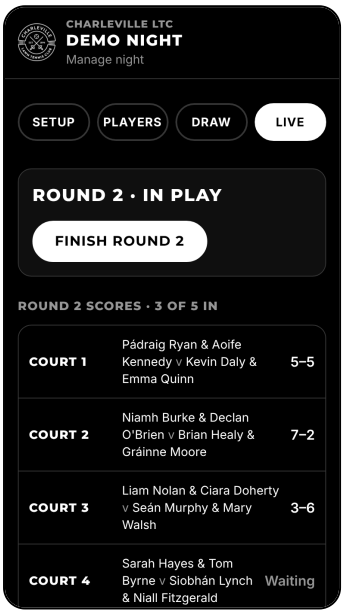
The preview, with counters

Draw about 5 minutes before play. Don't wait for latecomers.

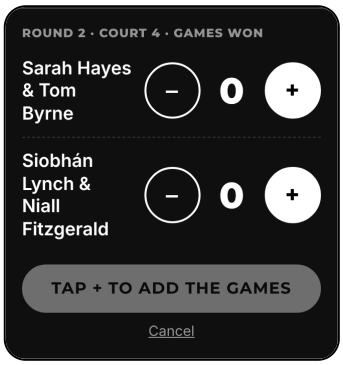
1. The box shows how many play and sit out each round.
2. **DRAW ROUNDS** → a **preview** only you can see.
3. Check the counters: **Repeated pairings** should be 0.
4. Not happy? **DRAW AGAIN**, or swap: tap one player, then another in the **same round**.
5. **PUBLISH ROUNDS**. Phones and big screen update.

Later the button reads **REDRAW FROM ROUND …**. Rounds already started never change.

8. LIVE TAB: RUNNING THE ROUNDS



Round in play, scores coming in



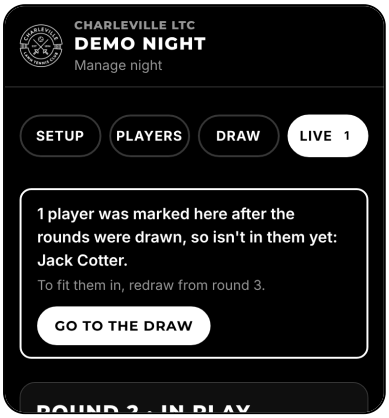
Tap a court to enter its score

1. Players walk on → **START ROUND 1**.
2. About 15 min: call time. Games in progress finish.
3. **FINISH ROUND 1**. It warns about missing scores; you can still finish.
4. Break (about 5 min): chase courts marked **Waiting**; deal with alerts.
5. Players walk on → **START ROUND 2**. Repeat.

> **TAP START**
> Players can't enter scores until the round is started.

Finished too soon? Small **Reopen round …** link. Below the courts: **Big screen**, **All rounds**, **All scores**, **Rankings**.

9. ALERTS AND CHANGES



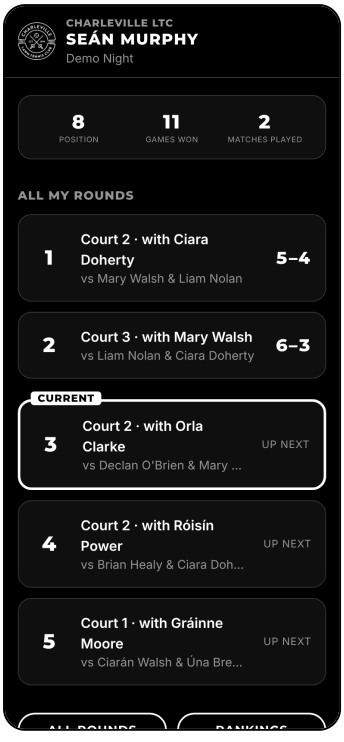
A number on the Live tab means something needs you

ALERT	WHAT TO DO
Late arrival "marked here after the rounds were drawn"	**GO TO THE DRAW** → **REDRAW FROM ROUND …** → **PUBLISH ROUNDS**.
Someone leaves	× on **Players**. Then on **Draw** tap them, then a name in that round's **Sitting out** line (each round). Or redraw.
Level changed "level has changed since the rounds were drawn"	**GO TO THE DRAW** and redraw to rebalance, or **KEEP THE DRAW**.
Entered twice	Tap **FIX …**.
Scores disagree	Ask the players, save the right score.

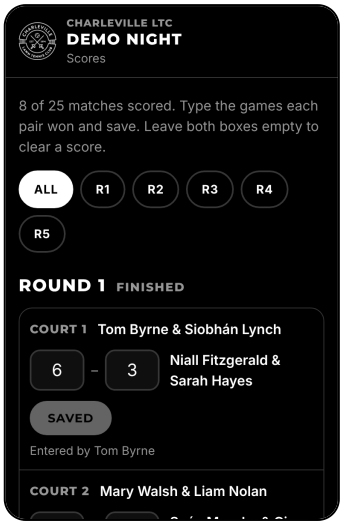
> **BEST TIME TO REDRAW**
> In the break, between Finish and Start. Players see "Your rounds were updated".

Swap two players by hand: **Draw** tab, any round not started, tap one player then another. **Injury mid-round:** enter the score they reached, then treat as leaving.

10. SCORES



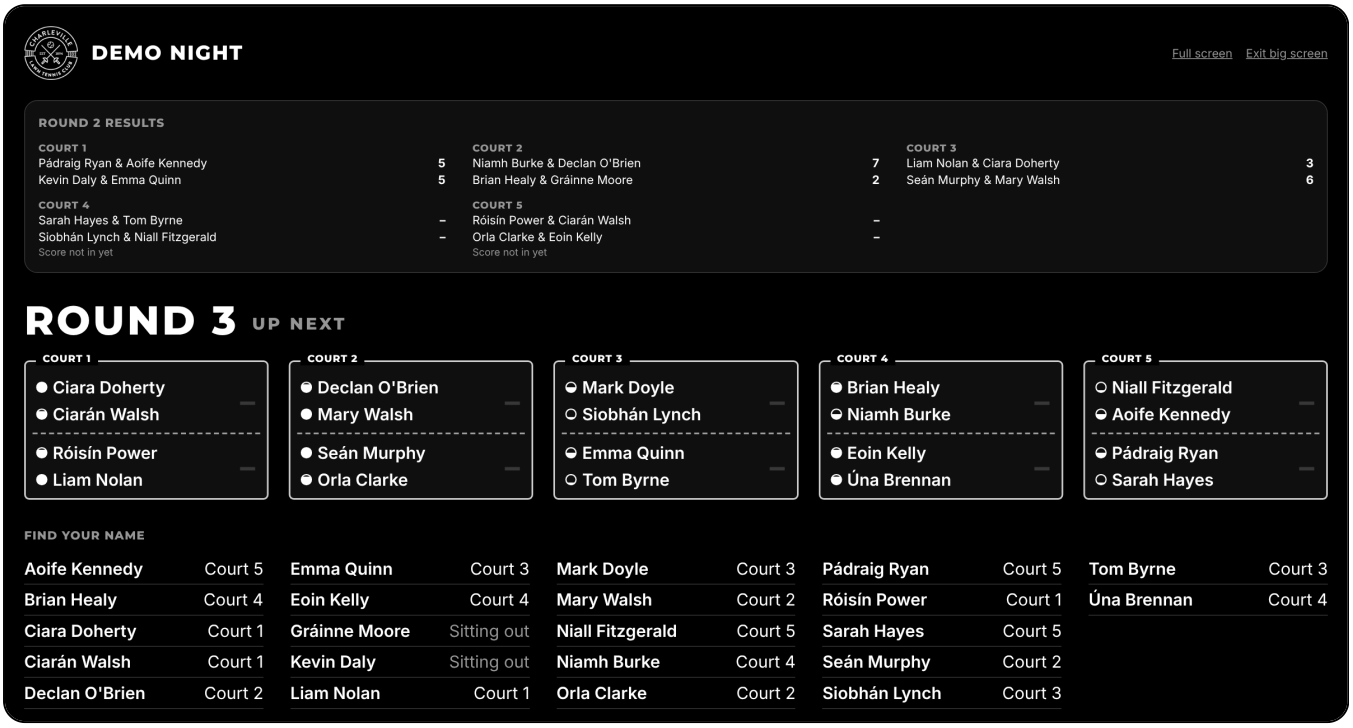
A player's My night



All scores: fix any score

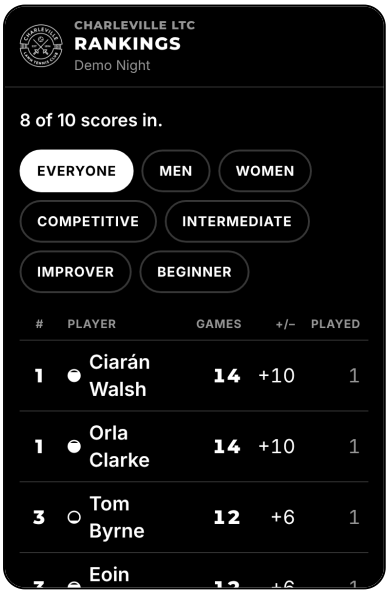
- Any one of the four enters **games won by each pair** (e.g. 5–3) on **My night**.
- The first score **locks** the court. Only the person who entered it, or you, can change it.
- You can change any score:
  - **Live tab**: tap a court, + / −, **SAVE SCORE**.
  - **All scores**: type both numbers, **SAVE**. Empty both to clear.
- Players get a reminder for any finished round with no score.

11. BIG SCREEN



On the clubhouse TV or laptop: open the night → **All rounds** → **BIG SCREEN** → **Full screen**. No sign-in needed and no buttons to press: it follows the night by itself, shows the last round's results in the break, and lists every name A–Z with their court.

12. END OF THE NIGHT



1. **FINISH ROUND …** on the last round. The night closes by itself.
2. Check every score is in: Rankings says "... of ... scores in" until then, and **Final rankings** after.
3. Announce winners. Filter by **Men**, **Women** or level for prizes.

Closed too soon? **Setup** → **REOPEN NIGHT**.

After the night

- **Next week:** Create a new night as a copy, with players.
- **Manage club players:** edit, merge duplicates (rename onto an existing name), remove, or **Erase everywhere** if someone asks.
- **Privacy and old data** → **TIDY NOW** every few months. Nights older than 12 months lose names; players not seen for 24 months are removed.

13. HOW THE MATCHING WORKS

The app draws one round at a time, tries many line-ups and keeps the fairest, using these rules:

⇄	⚥	✦	⚑	=
Sitting out shared equally	Mixed pairs where numbers allow	New partner every round	Fresh opponents	Close games: similar levels, even pairs

- Sit-outs go to whoever has sat out least, keeping men and women balanced.
- The **Pairing** slider trades "meet everyone" against "close games". At full Close games a Competitive player is very unlikely to partner a Beginner, at the cost of the odd repeat partner.
- Redrawing keeps played rounds and counts them, so no old partners come back.
- **Equal matches:** extra rounds at the end; some courts may be empty, some pairs same-gender, and a "fill-in" plays a match that doesn't count for them.

14. HOW THE RANKINGS WORK

Score	Total **games won** over the night.
Ties	Better **game difference** (won minus lost).
Set Rounds	Played fewer rounds? Your average per round is added for each missing one ("incl. … avg").
Equal matches	Plain total. Fill-in matches don't count.

15. PROBLEMS AND FIXES

PROBLEM	FIX
No "Enter score" button	Start the round. Or the player isn't checked in on that phone: tap Check in.
"It won't let me change the score"	Someone else entered it. You change it.
Player lost the page	App → tonight's night → My night. Or check in again.
Checked in as someone else	My night → **Choose a different player**.
Controls missing	You're signed out (tab closed). Sign in again.
Fewer than 4 here	Can't draw.
Too many for the courts	Add a court on Setup, or an extra round.
Same name twice	Add something, e.g. "Mary Walsh (senior)".
Practice left scores	Setup → **Clear scores**.
Night deleted, passcode lost	Email the Admin (Club settings → Help). Nights come back within 14 days.