

BRACKET OPERATIONS

Basic Skills

Drawing the bracket:

- Create and populate groups
- Create seeded groups
- Build and create team-based groups (blind draw, pairs, triples, quads)

Making changes before play begins:

- Add a player to a group (Singles Only)
- Redraw the groups and discard original

Managing live Group Play:

- Assign group boards
- Publish board calls
- Print a backup or save as PDF
- Accept "Toast" results & Auto-Pilot
- Manually enter or override results and scores
- Set up a tie-breaker match on a tablet
- Close out a completed event

Ranking & Advancing Players to next stage:

- Edit and approve group rankings
- Manage tie-breakers
- Select & export ranked players to a mapped/seeded KO or RR
- Select & export players to a random/custom built KO or RR
- Manually select any players to export
- Manually build a bracket if needed for custom mapping/seeding

Click the   icons to access help information inside the bracket program.

-*- PRO TIPS -*-

Open **DCTV** on a tablet or browser tab to monitor the event:

- Match status, results and scores
- Group / Board assignments



Turn auto-pilot on for the entire event to have results update automatically until all groups are completed

Edit individual match scores to correct errors and update rankings. **Turn off auto-pilot when editing scores.**

Use the "**Overview**" page progress bar to monitor completion % for all groups and individual groups

Note: A tablet's board # can be changed instead of reassigning a board in the bracket.

Remember to close the event when all match results are recorded, this triggers the group ranking mode to open in the Master Roster.

In the Master Roster, you can undo event status using the links in the header. For example, click "Select Players" to return to the ability to change the player export list.

"**Publish Board Calls**" will send notifications to players and match lists to tablets. Use this to control when this information is released.



EMERGENCY INSTRUCTIONS

A match is not appearing on the tablet

- **Solution:** Troubleshoot tablet first to rule out wifi issue
- Create match manually as a last resort (*refer to Tablet Management Guide SOS Help for instructions*)

An incorrect score has been reported

- **Solution:** Click on score boxes of affected match to enter correct scores.

I need to re-draw the groups

- **Solution:** Use “Re-Draw Event”

I need to add or remove a player or team after the draw is saved

- **Solution:** use the “Add Player” link (Singles only) to add a player BEFORE any matches are played in the group.
- Changes can't be made to team events (pairs, triples, quads) after groups are created. Use “Re-draw event” tool to enable adding/removing players
- Players/teams can't be removed after matches are underway, but you can manually enter “0-0” for a withdrawn player's match scores.

Tips for Editing Match Scores:

If a match score is incorrect, you can edit the legs won score in the Results tab to ensure accurate rankings

- Turn off Auto-Pilot when editing scores
- Wait for the tablet to report the incorrect score and accept/dismiss toast BEFORE making edits
- Match scores should update on DCTV and the Master Roster Tool within seconds of editing



What's in the TOOLS menu?

- **Add Boards** - Create more boards to be available for match assignments
- **Assign boards to groups** - manage group board assignments
- **Add player to group** - add a player
- **Switch player** - change a player in a group
- **Change event visibility** - turn public group play results on or off on DCTV (*this also happens automatically when event is marked complete*)
- **Re-draw group play** - return event back to state just before drawing the groups (*player list will remain intact and can be edited*)