RUNNING A TOURNAMENT

Set up a knockout cup, a singles championship or a doubles night, from choosing who's playing to recording a walkover.

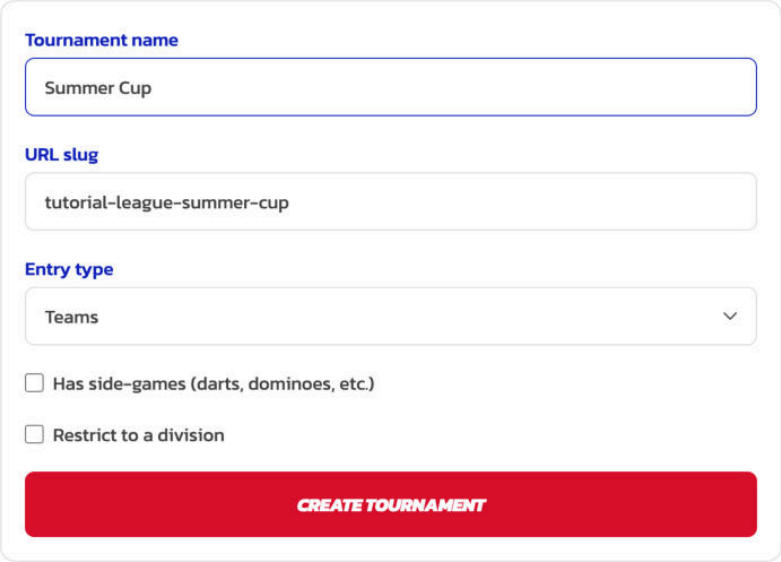
WHAT A TOURNAMENT IS

Tournaments sit alongside your league: a knockout cup, a singles championship, a doubles night. They use the same players, but they run on their own bracket and **don't touch your league table**. Results show on player profiles and in the tournament's own bracket.

Everything is under **Tournaments** on your admin home page. The screenshots in this guide use a six-team cup called Summer Cup.

SETTING ONE UP

Tap **New tournament** and fill in the form.



- **Tournament name** – what players will see, for example Summer Cup.
- **URL slug** – the web address. It's filled in from the name.
- **Entry type** – **Teams** (whole teams play each other, with lineups, like a league match), **Singles** (one player against another) or **Doubles** (pairs, and partners can come from different teams).
- **Has side-games** – tick this if the night includes darts, dominoes and the like.
- **Restrict to a division** – tick it and choose a division if only that division's teams or players can enter.

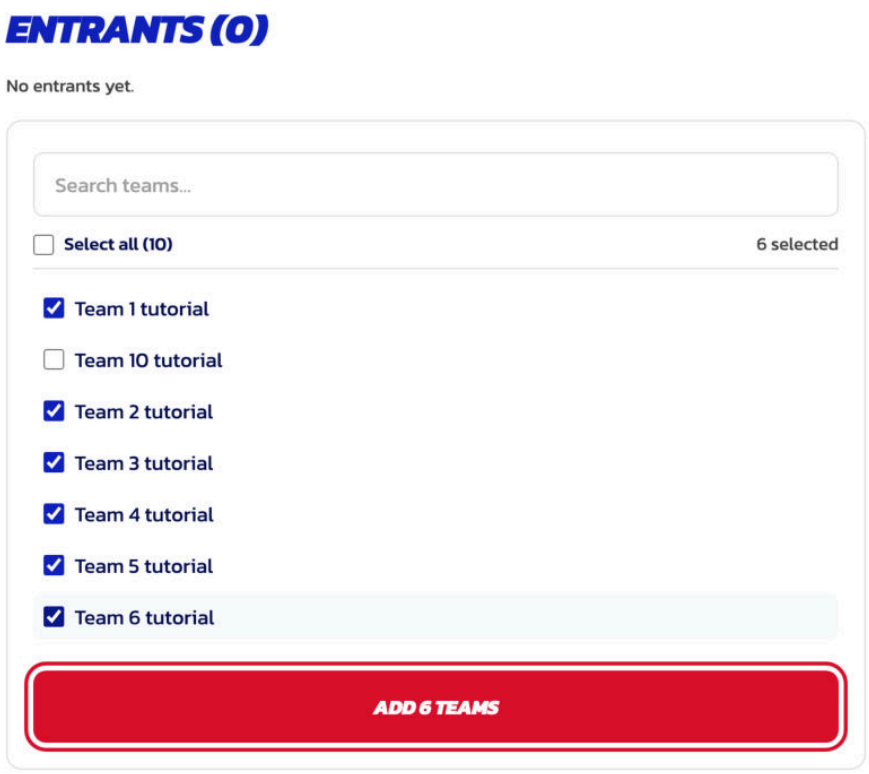
Entry type is the one to get right, because it decides who the competitors are and it

isn't something to change your mind about later. Then tap **Create tournament**.

ADDING ENTRANTS

Once it's created, add who's playing. Entries are gathered however you normally do it, whether that's a sheet behind the bar or a WhatsApp group. There's no sign-up in the app. You add the names once you know them.

For a **team** or **singles** tournament you tick the teams or players from a list. You can search it, or tap **Select all**. The button at the bottom shows how many you've picked.



Tap **Add 6 teams** and they join the Entrants list. Use **Remove** beside a name if you've added someone by mistake.

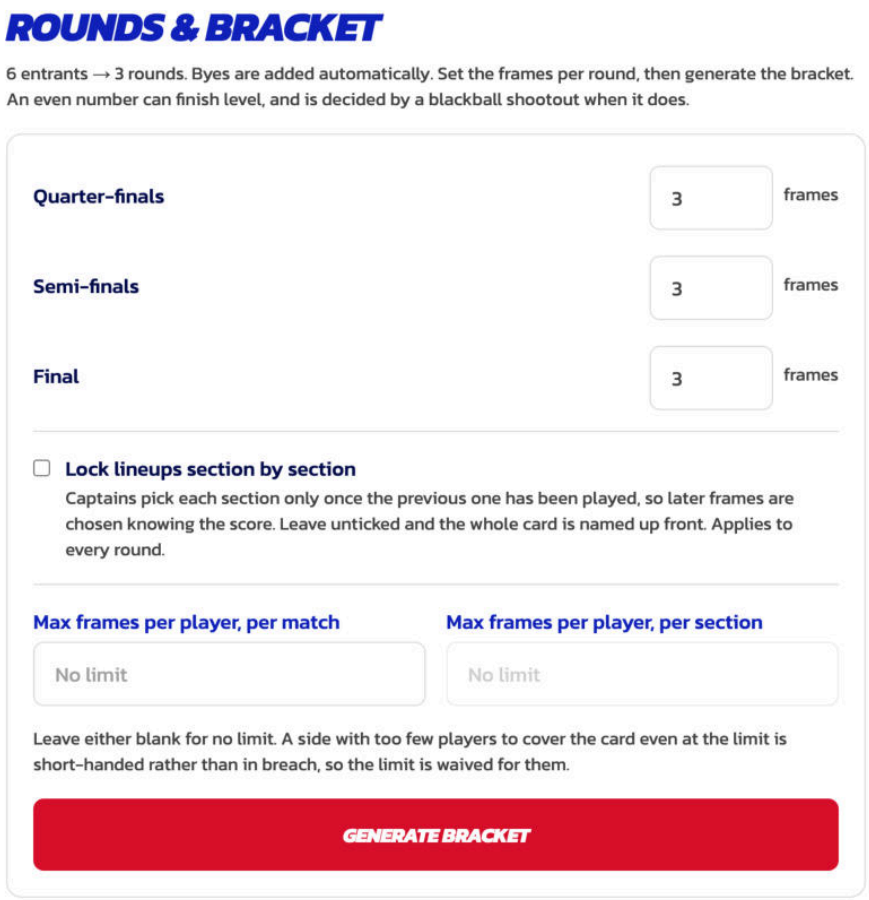


For a **doubles** tournament, you pick two players and tap **Add pair**, so you can pair people up however you like.

Take your time here. Get everyone in **before** you generate the bracket, because the bracket is built from the entrants you have at that moment.

GENERATING THE BRACKET

When your entrants are in, the **Rounds & bracket** section tells you how many rounds you'll have. Here, six entrants make three rounds. Set how many **frames each round is played over**. You can make later rounds longer, for example a first round over 3 frames and a final over 7.

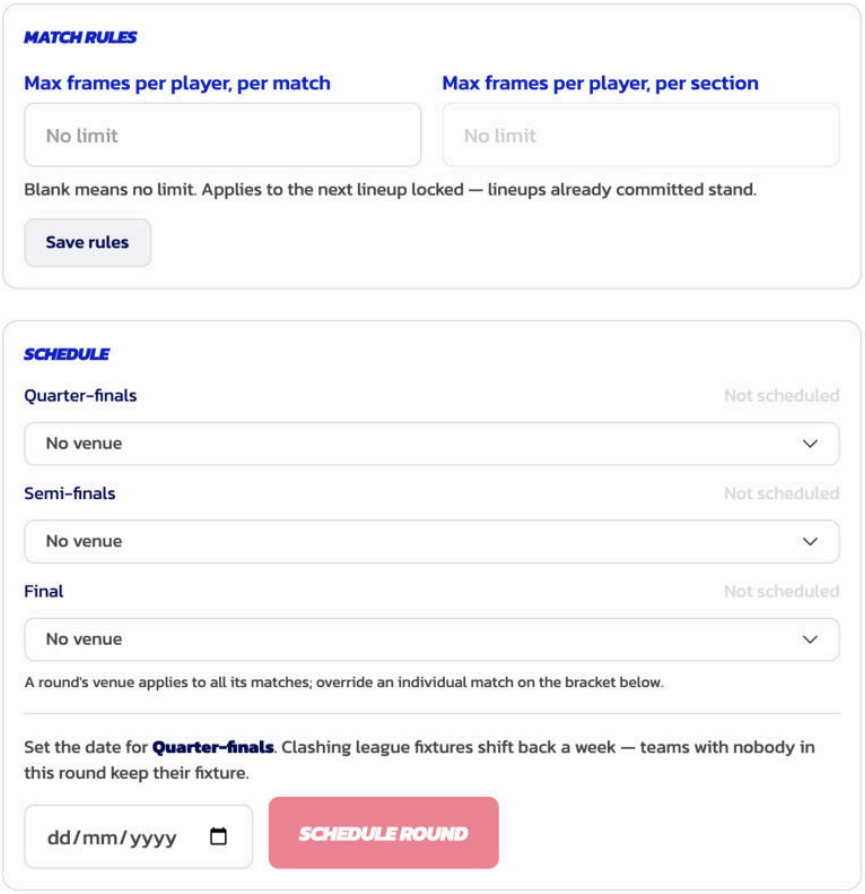


- **Byes are handled for you.** If you haven't got a neat 4, 8 or 16 entrants, the odd ones out get a free pass to the next round automatically. You don't need to pad the numbers.
- **Even frame counts.** A match over an even number of frames can finish level. When that happens it's decided by a blackball shootout, and the app handles it. If you'd rather never have that, use odd numbers.
- **Optional extras.** As in the league, you can lock lineups section by section, and cap how many frames one player can play per match or per section. Leave a limit blank for no limit.

When you're happy, tap **Generate bracket**. The tournament moves to **In progress**.

RUNNING THE ROUNDS

Once the bracket exists, the page changes to show your match rules, your schedule and the bracket itself.

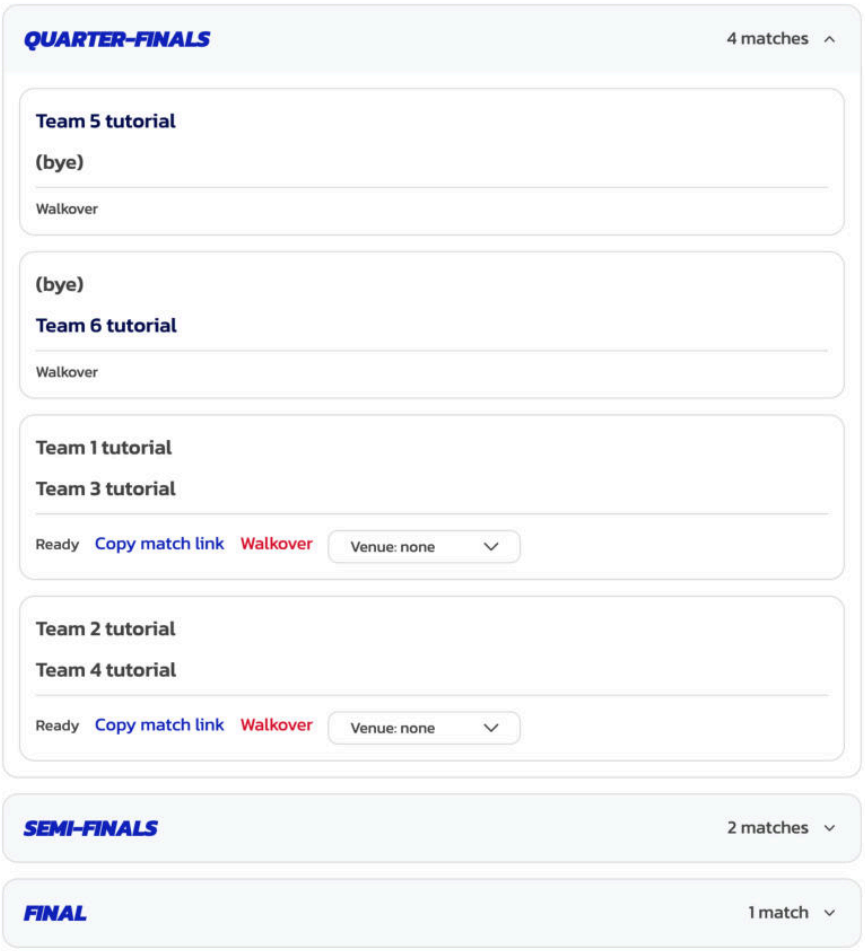


- **Match rules** – limits on how many frames one player can play, per match and per section. Save them and they apply to the next lineup that's locked. Lineups already committed stand.
- **Venue** – choose a venue for a round and it applies to every match in that round. You can override an individual match on the bracket below. (If the dropdown only says "No venue", add venues to your league first.)
- **Schedule round** – pick a date and tap **Schedule round** and players can see when they're playing. **Clashing league fixtures shift back a week**, though teams with nobody in the round keep their fixture. If a league fixture still clashes, move it from

the match itself and give a reason.

The next round unlocks once the current round is finished. That's deliberate: you can't schedule a semi-final before you know who's in it. Winners move on automatically as results come in.

Below that is the bracket, with a section for each round. Byes are marked, and each real match shows when it's ready.



Each match has its own tools:

- **Copy match link** – a link straight to that match's page.
- **Venue** – set where this match is played.
- **Walkover** – award the match without it being played (below).
- **Reopen** – appears on a completed match, if a result needs another look.

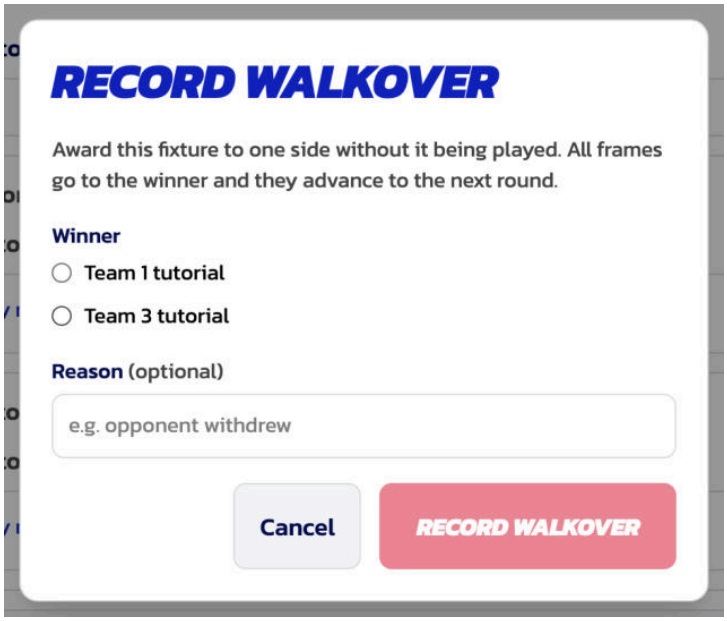
When the final is won, the tournament shows its winner.

ON THE NIGHT

Tournament matches work much like league matches. In a team tournament, the two captains pick their lineups. Singles and doubles are recorded by you or the players involved, depending on how your league is set up.

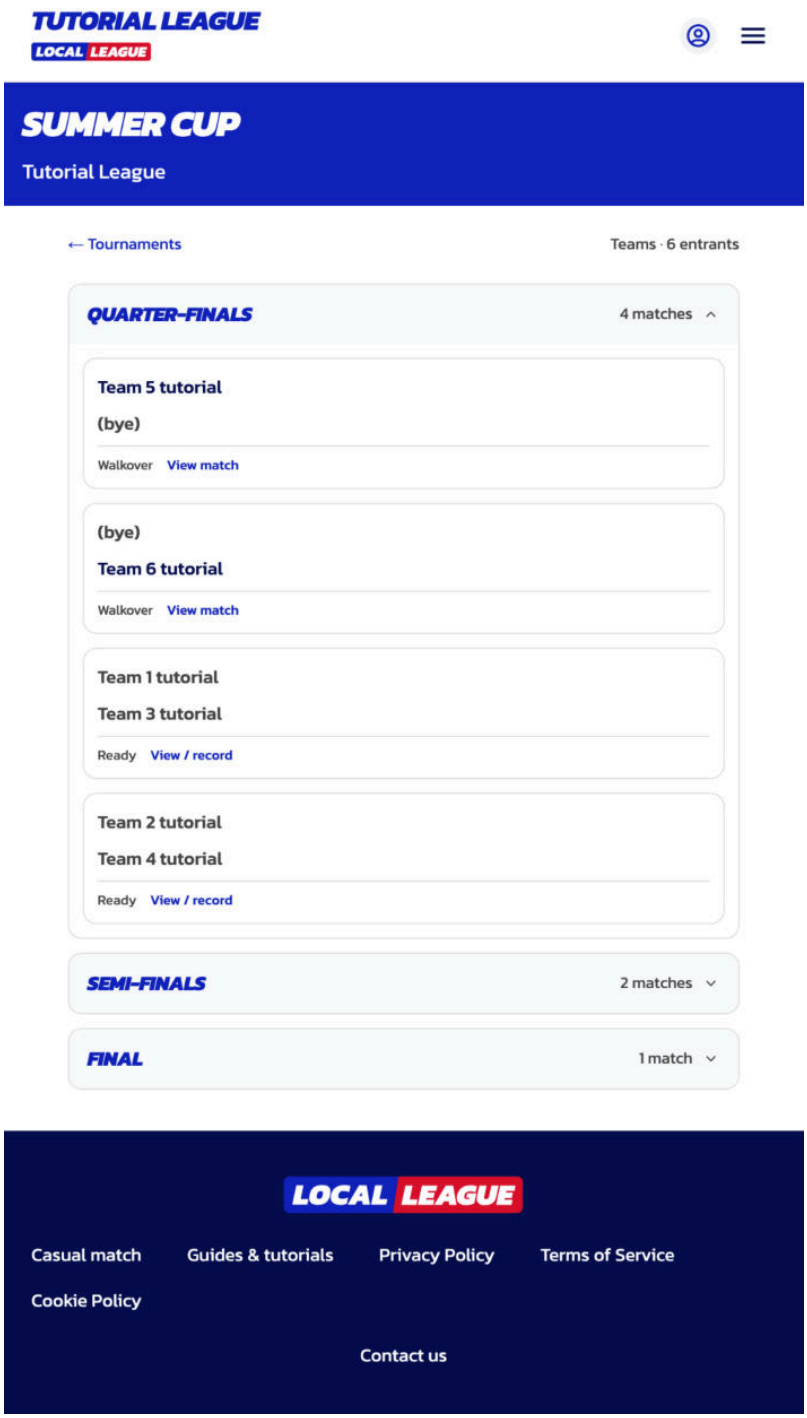
IF SOMEONE DOESN'T TURN UP

Tap **Walkover** on that match, choose the side that goes through, and add a reason if you like. All the frames go to the winner and they advance to the next round.



WHAT PLAYERS SEE

Tap **Public page** at the top of the tournament's admin page to see what everyone else sees: the bracket, round by round, with a link into each match.



THAT'S THE SET

That's the last of the league organiser guides. If you get stuck on anything, use the Contact us link at the bottom of any page and we'll help. Your team captains have their

own guides too, covering match nights and looking after their squads, and all of them are collected at **playlocalleague.com/resources**.