Virtual Tournament Desk
By Match Tennis App
Virtual Tournament Desk- For OUR Safety!

**Prevention**- in an effort to help prevent the relapse of COVID-19 and to more effectively facilitate CDC guidelines and best practices, we will be using Match Tennis App’s **Virtual Tournament Desk** which will be facilitated through the players/parents/coaches mobile devices.

We will be using VTD at tournaments in lieu of a physical tournament desk, eliminating the most common scenarios where social gathering most often occurs during events. **Please review this document in its entirety so we can ensure greater safety for all** of us as we start back playing the great sport we love so much!

**Safety**- minimize risk to all including tournament participants, staff, and officials.
The VTD Will Used for the Following:

**Virtual Check-In: Mandatory...ALL** players must click the link on the Tennislink tournament page and complete the check-in form to provide the mobile contact phone numbers to be used with the Virtual Tournament Desk during the event.

**Match Check-In:** Players will check in for each match through Match Tennis App...Not Through The Physical Tournament Desk!

**Match Paging:** After a player has checked in for their match each player will receive a text message from the director to report to their assigned court when their match is called.

**Score Reporting:** After match is complete both players will open the previous received text from the director and click the “Email Score” button to report the match score BEFORE leaving the COURT!
PRE-TOURNAMENT VIRTUAL CHECK-IN AND SIGNING WAIVER
VIRTUAL CHECK-IN
Pre Tournament

1. Go to Tennislink tournament page
2. Click “more info” link
3. Complete check-in form and waiver
VIRTUAL CHECK-IN (Pre Tournament)

For your safety and ours, all tournament check-in forms and waivers MUST be completed and signed through Match Tennis App’s Virtual Check-In link published at the top of Tennislink.
HOW TO CHECK-IN FOR EACH MATCH USING MATCH TENNIS APP
MATCH SITE CHECK-IN
Used to check in before each match

1. Login to Match Tennis App
2. On the calendar find and click on the tournament you are playing
3. Click the red “Match Check-In” button
4. Click the blue check in button to view confirmation date and timestamp that will be sent to the Director

On calendar Click on the tournament you are playing...
MATCH SITE CHECK-IN continued...

Click Match Check-in button to check-in for your match
Click “check-In” button to check in for your match.
HOW YOUR MATCHES WILL BE CALLED AFTER YOU HAVE CHECKED IN
MATCH PAGING

Both players will receive a text message when their match is called containing the court number and a link to click to confirm receipt.
MATCH PAGING

Both players must click the blue link to verify they received the match page and are reporting to their assigned court to begin play.

You will receive a text message when your court is called for your match. Make sure to click the blue link to confirm you received and are headed to your court!

Jordan Smith  Please report to Court #10 for your match. Click this link to confirm: https://matchtennisapp.com/cfm.php?tk=281928z10zSHMz2b32
HOW TO REPORT YOUR SCORE AFTER EACH MATCH
After receiving your court assignment text click the blue link to confirm and you will see the “match confirmed” page with a form to complete to submit score after the match so you don’t have to go to the Desk!

Match Confirmed:

** IMPORTANT: IMMEDIATELY AFTER MATCH COMPLETION**
Return to this page and fill in the form below to Report Score to the Tournament Director.

In case of inclement weather delay, enter the games and points score and choose the server below:

<table>
<thead>
<tr>
<th>WIN/LOSS/DELAY:</th>
<th>Win</th>
<th>Loss</th>
<th>Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player Name</td>
<td>SET 1</td>
<td>TB</td>
<td>SET 2</td>
</tr>
<tr>
<td>Waters, Lindsay</td>
<td>6</td>
<td>6</td>
<td>TB</td>
</tr>
<tr>
<td>Opponent</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Submit Score
After the match, Click the “VIEW DRAW USTA” button to see next match times!
Technical Support

For questions about using the Virtual Tournament Desk please ask your tournament director or contact support@matchtennisapp.com for assistance.