User Manual

Tournament & League Management

Zambia Tennis Association

Version 1.0 | February 2026

Table of Contents

1. Getting Started

Logging In

1. Go to zambiatennisassociation.com/login
2. Enter your email and password
3. Click Sign In

User Roles

Role	Access Level
Admin	Full access to all features
Staff	Same as Admin (except deleting tournaments/leagues)
Club Official	Register club for leagues, enter scores for own club's matches
Player	View tournaments, register, view rankings
Public (no login)	Browse tournaments, register players, view live scores

Navigation

After logging in as Admin/Staff, use the Admin Dashboard to access:

- Manage Tournaments - for tournament management
- Manage Leagues - for league management
- Manage Rankings - for player rankings

2. Tournament Management

2.1 Creating a Tournament

Path: Admin Dashboard > Manage Tournaments > Create Tournament

Step 1: Basic Information

Fill in the required tournament details:

Field	Description
Tournament Name	e.g. "2026 Lusaka Open"
Description	Brief tournament overview
Start / End Date	Tournament dates
Venue	e.g. "Olympic Youth Development Centre"
City / Province	Location details
Entry Deadline	Last date players can enter
Entry Fee	Amount in Kwacha (set 0 for free)

Tournament Level	Club, Regional, National, or International
Organizer	Defaults to "ZTA"
Contact Email / Phone	For enquiries

Step 2: Categories

Choose the tournament type (Junior, Senior, Madalas, or Mixed) and select categories:

- Junior: Boys/Girls U10, U12, U14, U16, U18
- Senior: Men's/Women's Singles, Doubles, Mixed Doubles
- Madalas: 35+, 45+, 55+, 65+ Singles & Doubles

For each category, choose a draw type (Single Elimination, Round Robin, Feed-in, or Mixer) and set maximum entries.

Step 3: Registration Settings

Setting	What it does
Allow Public Registration	Anyone can register without logging in
Allow Multiple Categories	Players can enter more than one category
Require Payment Upfront	Entry not accepted until paid

Step 4: Courts

Add the names of available courts (e.g. "Court 1", "Centre Court"). These are used for scheduling and live scoring.

2.2 Managing Entries

Path: Admin > Tournament > Entries tab

Entry Statuses

Status	Meaning
Pending Payment	Player registered but hasn't paid
Pending	Payment confirmed, awaiting admin approval
Accepted	Approved and included in draw
Rejected	Entry rejected (with reason)

Processing Entries

Select a category from the dropdown, then use the action buttons next to each entry:

- Confirm Payment - Mark as paid (moves to Pending Approval)
- Waive Payment - Remove payment requirement
- Waive Surcharge - Remove the 50% surcharge for non-ZPIN players
- Accept - Approve the entry for the draw
- Reject - Reject with a reason

Bulk Actions

Select multiple entries using checkboxes, then choose a bulk action: Bulk Approve, Bulk Confirm Payment, Bulk Waive Payment, or Bulk Waive Surcharge.

Seeding

- Manual seeding: Assign a seed number to individual accepted entries
- Auto-seed: Click "Auto Seed" to seed based on player rankings automatically

> **NOTE:** Only accepted entries can be seeded. Seed 1 is the highest-ranked player.

2.3 Generating Draws

Path: Admin > Tournament > Draws tab

Prerequisites: At least 4 accepted entries in the category. Seeding is recommended.

Single Elimination

Click "Generate Draw". The system automatically:

1. Calculates bracket size (8, 16, 32, or 64)
2. Places seeded players in ITF standard positions
3. Assigns BYEs to top seeds when entries don't fill the bracket
4. Advances BYE winners to Round 2
5. Names rounds automatically (Quarter Finals, Semi Finals, Final, etc.)

Round Robin

Players are distributed into groups (typically 3-6 per group). All-play-all matches are generated within each group.

Mixer (Madalas Social Doubles)

1. Assign A or B ratings to all players (A = stronger, B = developing)
2. Ensure roughly equal numbers of A and B rated players
3. Click "Generate Draw" - the circle rotation method creates rounds

Each round has courts with 2 pairs (4 players). A-rated players stay, B-rated players rotate each round.

> **WARNING:** Regenerating a draw will erase all existing results for that category.

2.4 Order of Play & Scheduling

Path: Admin > Tournament > Order of Play tab

Adding Courts

Type a court name (e.g. "Court 1") and click "Add Court". Repeat for all available courts.

Scheduling Matches

1. View the match list (filter: All, Unscheduled, or Scheduled)
2. For each match, assign a Court and set the Date and Time
3. Click "Save Schedule" to save all changes

> **TIP:** Click "Preview" to see the schedule in a print-friendly format organized by date and court.

2.5 Umpire Pool

Path: Admin > Tournament > Umpires tab

The umpire pool lets you pre-select which players will help umpire at the tournament. When starting a live match, only pool members appear in the Chair Umpire dropdown.

Adding Umpires

1. Type a player's name in the search box
2. Search results appear after 2+ characters
3. Click a player to add them to the pool
4. Click "Save" to persist changes

Removing Umpires

Click the X button next to an umpire's name, then click "Save".

> **NOTE:** If the pool is empty, the Chair Umpire dropdown will show all registered players as a fallback.

2.6 Live Scoring

Path: Admin > Tournament > Results tab

Live scoring allows point-by-point match tracking with real-time updates on the public scoreboard.

Starting a Live Match (Admin)

1. Find the match in the draw and click "Live Score"
2. Configure match settings:

Setting	Options
Best of	3 sets or 5 sets
Short sets	First to 4 games (for U10 categories)
Deciding set	Super Tiebreak (first to 10) or Full Set
No-Ad scoring	Sudden death at deuce
Court	Select from tournament courts
Chair Umpire	Select from umpire pool

3. Click "Start Match"

The assigned umpire will see the match on their Umpire Dashboard and can begin scoring from their device. See Section 6 for the full umpire workflow.

2.7 Results & Finalization

Path: Admin > Tournament > Results tab

Manual Result Entry

For matches not scored live:

1. Find the match and click "Enter Score"
2. Select the Winner

3. Enter the Score (e.g. "6-4 6-3" or "6-7(5) 6-4 10-8")

4. Click "Save" - the winner automatically advances to the next round

Finalizing Results

Once all matches in a category are completed:

1. Click "Finalize Results" and confirm

2. The system locks all results and computes final standings

3. Champion, Runner-up, and Semi-finalists are determined

> **WARNING:** Finalization cannot be undone. Make sure all results are correct before finalizing.

2.8 Finance

Path: Admin > Tournament > Finance tab

Budget Planning

Create budget line items before the tournament:

1. Click "Add Budget Line"

2. Select type: Income or Expense

3. Choose a category, enter description and budgeted amount

4. Click Save

Income categories: Entry Fees, Sponsorship, Food Sales, Merchandise, Other

Expense categories: Venue, Balls, Trophies, Umpires, Transport, Meals, Accommodation, Printing, Medical, Equipment, Marketing, Administration, Other

Recording Expenses

During or after the tournament, click "Add Expense" and fill in: category, description, amount, date, paid to, payment method, and receipt reference.

Recording Additional Income

For income beyond entry fees (e.g. sponsorships), click "Add Income" and fill in the details.

Financial Summary

Metric	Description
Budgeted Income	Total planned income
Budgeted Expenses	Total planned expenses
Projected Profit	Budgeted income minus budgeted expenses
Actual Income	Entry fees collected + manual income
Actual Expenses	All recorded expenses
Actual Profit	Actual income minus actual expenses

Export Reports

- Download Budget PDF - budget plan document
- Download Finance Report PDF - full income/expense report with variance analysis

3. League Management

3.1 Creating a League

Path: Admin Dashboard > Manage Leagues > Create League

Field	Description
Name	e.g. "2026 Northern Region Men's League"
Season / Year	e.g. "2026"
Region	Northern or Southern
Gender	Men or Women
Start / End Date	League season dates
Status	Upcoming, Active, Completed, or Cancelled
Teams	Select clubs to include

Match Format

Format	Structure
2 Singles + 1 Doubles (2s1d)	Standard: 3 rubbers per tie
3 Singles + 2 Doubles (3s2d)	Extended: 5 rubbers per tie
4 Singles + 1 Doubles (4s1d)	Full singles: 5 rubbers per tie

Advanced Settings

Setting	Options
Best of	3 sets or 5 sets
Match tiebreak	10-point tiebreak in deciding set (yes/no)
No-Ad scoring	Sudden death at deuce (yes/no)
Points for Win / Draw / Loss	Default: 3 / 1 / 0
Number of rounds	Round-robin count

3.2 Club Registration & Approval

How Clubs Register

1. A Club Official logs in and goes to the Leagues page
2. They see a banner for upcoming leagues
3. They click "Register Club" for the relevant league
4. Registration is submitted for admin approval

Approving Registrations (Admin)

1. Go to Admin > Leagues and click "View Registrations"
2. For each registration, click Approve or Reject

Approving a registration automatically adds the club to the league's team list.

3.3 Generating Fixtures

Path: Admin > Leagues > Select League > Generate Ties

1. Click "Generate Ties"
2. The system creates a round-robin schedule where every team plays every other team
3. Fixtures are assigned dates from the ZTA Calendar (if "League Match Day" events exist) or at weekly intervals
4. For coordinated scheduling, fixtures mirror the opposite-gender league in the same region

TIP: Add "League Match Day" events to the ZTA Calendar before generating ties for accurate scheduling.

3.4 Entering Match Scores

Scores can be entered by Admins, Staff, or the Club Official of either team in the tie.

Step 1: Assign Players

1. Go to Leagues > select the league > Fixtures tab
2. Find the tie and click "Enter Scores"
3. For each rubber, select home and away players from the team rosters
4. For doubles rubbers, select two players per side

Step 2: Enter Scores

1. Enter games won for each set (e.g. Home 6, Away 4)
2. For 7-6 sets, enter the tiebreak score
3. For deciding-set tiebreaks, enter the match tiebreak score (first to 10)
4. The system validates scores and determines the rubber winner automatically
5. Click "Save" after each rubber

When all rubbers are scored, the tie is automatically marked as Completed.

Walkovers

If a team cannot play, Admin clicks "Walkover" on the tie, selects which team forfeits, and enters a reason. All rubbers are awarded to the opposing team.

3.5 Standings

Path: Leagues > Select League > Standings tab

Standings update automatically after each completed tie.

Column	Meaning
P	Matches (ties) played
W	Ties won
D	Ties drawn

L	Ties lost
RF / RA	Rubbers for / against
Pts	League points

Tiebreaker Rules (ITF-Aligned)

When teams are level on points, tiebreakers are applied in this order:

1. Head-to-head record between tied teams
2. Rubber difference (rubbers for minus rubbers against)
3. Total rubbers for
4. Set difference
5. Total sets for
6. Game difference
7. Total games for

3.6 Playoffs

Path: Admin > Leagues > Generate Playoffs

Prerequisites: Both the Northern and Southern leagues for the same gender must have completed standings with at least 2 teams each.

1. Click "Generate Playoffs"
2. The system creates: Semi-Final 1 (Region 1 Winner vs Region 2 Runner-up), Semi-Final 2 (Region 2 Winner vs Region 1 Runner-up), and the Final
3. Scores are entered the same way as regular ties

The public can view the playoff bracket on the Leagues page under the Playoffs tab.

4. Rankings Management

Path: Public menu > Rankings

Rankings are organized into 18 categories:

Group	Categories
Senior	Men's Senior, Women's Senior
Junior Boys	U10, U12, U14, U16, U18
Junior Girls	U10, U12, U14, U16, U18
Doubles	Men's, Women's, Mixed
Madalas	Overall (35+), Ladies (35+)

Adding Rankings Manually

On the Rankings page, use the admin form at the top to enter Rank, Player Name, Club, and Total Points, then click "Add".

Importing Rankings from CSV

1. Click "Download Template" to get the CSV format
2. Fill in: Rank, Player Name, Club, Total Points, ZPIN (optional)
3. Upload the CSV file
4. Select the Category and enter the Ranking Period (e.g. "2026")
5. Preview the data and click "Import"

> **NOTE:** Madalas rankings update automatically when mixer tournament results are finalized.

5. Public Registration

Players or their parents/coaches can register for tournaments without logging in.

1. Go to the tournament page and click "Register Players"
2. Search for existing players by name or ZPIN, or click "Add New Player" and enter their details
3. Select an eligible category for each player (age eligibility is checked automatically)
4. Review the entry summary including fees (50% surcharge applies for players without a paid ZPIN)
5. Enter payer information: name, email, phone
6. Choose payment: "Pay Now" (card or mobile money) or "Pay Later" (payment link sent by email, expires in 72 hours)
7. Confirmation email is sent with registration details

6. Umpire Guide

Accessing Your Matches

1. Log in to the ZTA website
2. If you have assigned matches, a banner appears on the home page
3. Click "Go to Umpire Dashboard" or navigate to /umpire

Step 1: Select First Server

1. When you open an assigned match, you see "Who serves first?"
2. Tap the player who won the toss and chose to serve
3. The selected player is highlighted
4. Tap "Start Scoring" to proceed

Step 2: Award Points

The scoring screen shows a score display at the top and two large buttons (one for each player).

1. Tap the name of the player who won the point
2. The score updates automatically
3. Games, sets, and tiebreaks are all tracked by the system
4. The match ends automatically when a player wins the required sets

Match Controls

- Undo - Reverses the last point (can undo multiple times)
- Suspend Match - Pauses the match (rain delays, etc.)
- Resume Match - Continues a suspended match
- End Match - Ends early with a reason: Retirement, Walkover, or Default

> **TIP:** Your phone will vibrate slightly with each point tap for haptic feedback.

7. Live Scoreboard

For Spectators

Go to zambiatennisassociation.com/live-scores to see all matches currently in progress. Each match card shows:

- Tournament name and category
- Player names and seeds
- Current score (sets, games, points)
- Match status (Warmup, LIVE, Suspended, Final)
- Court assignment and match duration

Scores update in real-time - no need to refresh the page.

For Tournament Organizers

- Share the scoreboard link on social media during tournaments
- The scoreboard works on phones, tablets, and large screens
- Consider displaying it on a TV at the venue

8. Troubleshooting

Problem	Solution
Can't generate a draw	Ensure at least 4 entries are Accepted
Player not in search	Check they are registered with role "player"
Entry fee shows surcharge	Player has no paid ZPIN. Admin can waive surcharge
Umpire can't see match	Ensure correct umpire was selected from pool
Live scores not updating	Check internet connection (uses WebSocket)
Can't finalize results	All matches must be completed first
Standings not showing	At least one tie must be completed
Playoff generation fails	Both regional leagues need standings
CSV import errors	Ensure columns match template format
Payment link expired	Links expire in 72 hours. Admin can confirm manually

For technical support, contact the ZTA administration team at support@zambiatennisassociation.com.

Zambia Tennis Association