

# Create Gameschedule



Click on Planning phase and the Create match schedule:

Start by choosing NEW CLASS<sup>1</sup> or CHANGE CLASS<sup>2</sup> if you already made this step before:

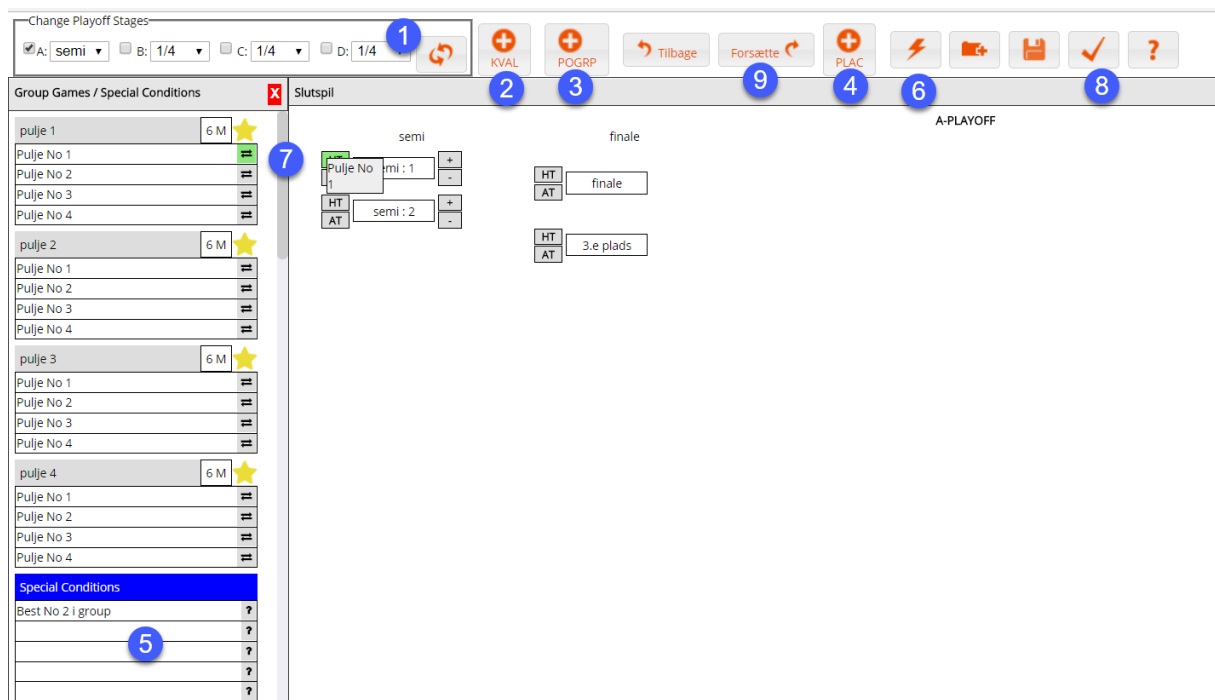
Choose a class to work with

Set up how to calculate standings / fixtures

Activate if standings and fixtures are to be shown or not

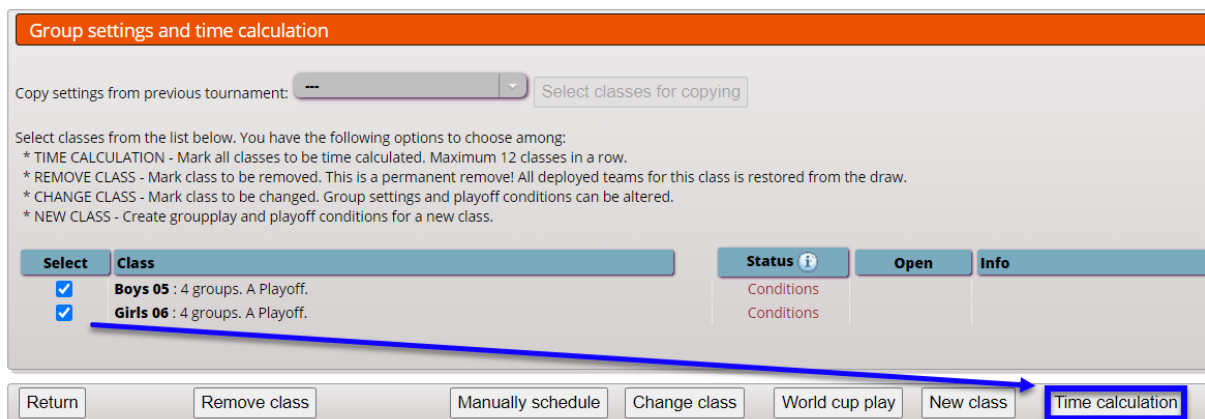
Set up how many groups and how many teams in each group.

SAVE and continue to Graphical conditions.

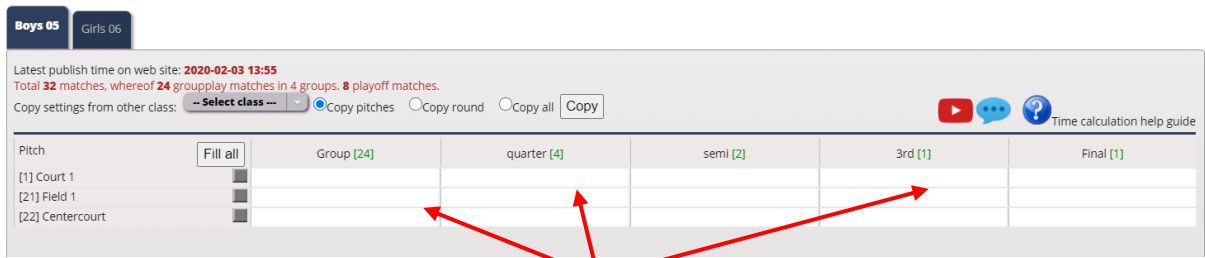


- 1 Choose what type of Play Off to use
- 2 Activate Qualification games if needed
- 3 Activate Play Off groups here if you want that
- 4 I you need Placing games it's here you activate that
- 5 Do you need special conditions for example "Best nr 2" use this option
- 6 The Flash helps you setup a Play Off by default
- 7 All terms and conditions can be created manually by using drag and drop
- 8 Validate all terms
- 9 Continue to the next step

### Time calculation:



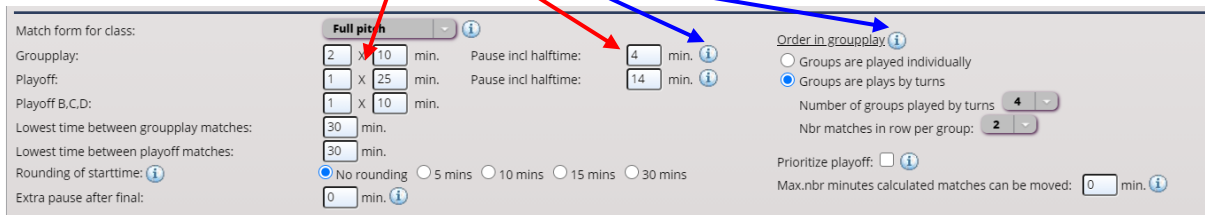
Choose classes that are to play in the same court/fields on the same dates and times.



Click on the pitches to use in each stage, don't forget to click play off as well

Set up what gametimes, pauses and other

TIPS! Click on Information icon for more help



Set up dates and timeframes incl possibility to split up groupstage, playoff and other

In this case groupstage is played between 09.00-18.00 the first day and playoff starts 09.00 and ends 14.00 the second day.

Starting round	End round	Date	Starttime	Endtime	Nbr matches	Locked?	not used
Group 1	Group 4	09/10/2019	09:00	18:00			
quarter	Final	09/10/2019	09:00	14:00			
(not selected)	(not selected)						
(not selected)	(not selected)						
(not selected)	(not selected)						
(not selected)	(not selected)						
(not selected)	(not selected)						
(not selected)	(not selected)						
(not selected)	(not selected)						
(not selected)	(not selected)						

If more classes are to play the same date do the same settings for them (different tabs)



Once every setting is completed Click Calculate and ProCup creates a suggested gameschedule. You get information if ProCup deploy all games immediately! If you are satisfied, click on Calculate at the bottom and continue.

Approve the game program You can print the matches and get it out in excel

If you want to fine-tune the match placement, you can do so in the activity calendar:

**2: Group settings and time calculation**

You can define conditions for groupplay and playoffs. In the time plan, you can select pitches, start and finish times etc.

Time calculation creates a full schedule that can then be printed or fine tuned in the activity calendar.

[Create match schedule](#)

**3: Activity Calendar**

The calendar shows all matched and start times in graphical format. You can easily adjust the matches in the calendar. For example, move the game to a different time or a different pitch.

You can print the calendar via [Print Central \(Admin\)](#) or here: [CLICK](#)

[Activity Calendar](#)

In it you can manually drag and move matches (drag-and-drop)

When you are done, click save and then cancel

The next step will be to validate the game program

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**4: Link to tournament for your webpage**

Have you your own homepage for the cup or club?  
Do you want to link to ProCups registration form?  
Do you want to link to proCup with English as the default language?

This menu item gives link alternatives to all combinations.

[Link to tournament for your webpage](#)

**5: Full validation**

This runs step by step and includes

- \*Control of unique match number.
- \* Control of Pitch allocations.
- \* Control of match and referee.

It is **extremely important** this control is executed when you have made any changes.

**!** Matches are changed! Full validation required!

[Validation](#)

This is done in three steps:

1 create unique match numbers

**STEP 1 2 3**

Create unique match number for entire tournament

All match numbers are unique and do not need to be recreated.

Enter the starting value for match numbers and click on 'Create unique match no':

You can also choose if the number series should be grouped by age. Different series are treated by age. For example, if you choose the 100 series, the first age group to start with match number 101, the second age group with number 201, age groups are that will in the table shown below.

First match number starts with match number:

Grouping by age group:  no grouping (initial value is used)  100s of series per class  1000s of series per class  100 series sorted by field  1000 series sorted by field

Class	Info
Boys 05	2019-10-09, 4 groups, 24+8 matches. 1/1 pitch 2 X 10
Girls 06	2019-10-09, 4 groups, 24+8 matches. 1/1 pitch 2 X 10

[Return](#) [Create unique match number](#) [Next Step](#)

2 check plan name, plan name

**STEP 1 2 3**

Check references to the pitches

all pitch references are correct.

During cup days it is normal to mark the different pitches with direction signs. Eg Pitch 1 is called 'kier' during the cup. Pitch 2 is 'volvo'. Moreover, if two simultaneous matches are played on pitch 1, these may be labeled as 'kier 1' respectively 'kier 2'.

In the fields below you can specify the reference pitches/fields that will apply during the tournament days. If you do not fill in the reference pitch, the pitch name will automatically be used. If the pitches are located at geographically different sites, you can add text under 'Any arena'

number of mat	Pitch id	Pitchname	Part of pitch	Pitch reference	possible Arena
22	1	Court 1	All	Ardius Field	
23	21	Field 1	All	Field 1	
19	22	Centercourt	All	Centercourt	

[Return](#) [Update pitch](#) [Previous step](#) [Next step](#)

Here you can change the name of the fields if, for example, they have sponsors who want their name on a plan. Click on update pitch.

### 3 Validate the matches so that no matches collide or other problems occur

Full validation of the tournament

## STEP 1 2 3

Class	Info	Minimum time in minutes - Group / Playoff
Boys 05	2019-10-09, 4 groups. 24+8 matches. 1/1 pitch 2 X 10	30 / 15
Girls 06	2019-10-09, 4 groups. 24+8 matches. 1/1 pitch 2 X 10	30 / 15

Full validation checks all the matches, groups and classes for the tournament. Correct minutes below as needed

You can choose from three levels of detailed information.

- All information** Show all completed controls. Note that this list can become very large
- between** show summaries and discrepancies.
- Deviations only** show only serious errors or discrepancies that should be corrected.

**Minimum time between team matches is automatically retrieved from the settings from the time calculation - see above.**

Level of detail of the information:  All  between  Deviations only

Sts	Class	Mnbr	Info	Info
	Boys 05		*** Total 48 matches verified.	
	Boys 05		*** Total 16 playoff conditions verified.	
	Boys 05		*** Total 32 matches per pitch checked	
	Boys 05		*** No warnings or erros found	
	Girls 06		*** Total 48 matches verified.	
	Girls 06		*** Total 16 playoff conditions verified.	
	Girls 06		*** Total 32 matches per pitch checked	
	Girls 06		*** No warnings or erros found	

READY

Before you publish the game program, you must place team names in groups.

2: Group settings and time calculation

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[Create match schedule](#)

3: Activity Calendar

The calender shows all matched and start times in graphical format. You can easily adjust the matches in the calendar. For example, move the game to a different time or a different pitch.

You can print the calendar via [Print Central Admin](#)-or [here](#). [CLICK](#)

[Activity Calendar](#)

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[Validation](#)

6: Allocate/deploy teams after Draw

When the match schedule is confirmed it's time to place the teams in the group games.

This menu item should also be used when you replace one team with another.

**!** Alteration of match schedule has been done. You need to check deployment/draw of teams once again. **X**

[Allocate /deploy teams](#)

7: Publish match schedule, classes and teams

Make the grouping and schedule available on the web

This menu item can be executed any number of times and should be run when you make changes to the schedule or to the lottery.

[Publish Fixture](#)

8: publish news to visitors

Presentation of the latest news on your cup webpage is always popular and makes the cup page more active.

It can be for example, news about match schedules are *no published on the website*.

[publish news to visitors](#)

9: Printout Central - Admin

Print Central during the planning phase is a useful tool to analyze matches and playing times before publishing data to the web site. Eg. similar to the activity calendar - you can print a graphical presentation of the pitches.

Or create draw and match schedule that you can upload to the web site.

[Print Central - Admin](#)

Drag the team from the right side and drop into the left group where you want the team to be placed.

Allocate/deploy teams after Draw

here you have the possibility to deploy teams in the groups

Drag a team to the appropriate group and place in the list on the right - and release the team. You can also let the software do the deployment by clicking on the "Quick deployment". NOTE! Place the seeded teams first. [?](#)

Tips to replace with a new team [?](#)  
 Tips when a team has withdrawn its enrollment/application. [?](#)  
 Tips to correct an incorrect team name [?](#)

Select age group: Boys 05 : 2019-10-09, 4 groups. 24+8 matches. 1/1 pitch 2 X 10  Include teams from the waiting list:

Click on a team in the list below with the RIGHT mouse button.

team for deployment [18]	Group	Teamname	New Team name
(replace assigned team)	Group 1	Team 1-1	Team 1-1
(vacant)	Group 1	Team 1-2	Team 1-4
Team 1-2	Group 1	Team 1-3	Team 3-3
Team 1-3	Group 1	Team 1-4	
Team 2-1	Group 2	Team 2-1	
Team 2-2	Group 2	Team 2-2	
Team 2-3	Group 2	Team 2-3	
Team 2-4	Group 2	Team 2-4	
	Group 3	Team 3-1	

When you are done, click on update.

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**Allocate /deploy teams**

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This menu item can be executed any number of times and should be run when you make changes to the schedule or to the lottery.

⚠ teams are changed! New publishing required!

**Publish Fixture**

Now you can publish the game program on the website.

**Publish match schedule, classes and teams**

Last publish time on web: **2020-02-03 13:55**

Select classes to be published on web.  
Deployed referees will also be transferred to the web.

Select Class	Info
<input checked="" type="checkbox"/> <b>Boys 05</b> : 2019-10-09, 4 groups, 24+8 matches. 1/1 pitch 2 X 10	⚠ 13 teams are not deployed in the groups! <a href="#">CORRECT</a> <a href="#">RADERA KLASSEN PÅ WEBBEN:</a> <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Girls 06</b> : 2019-10-09, 4 groups, 24+8 matches. 1/1 pitch 2 X 10	⚠ 16 teams are not deployed in the groups! <a href="#">CORRECT</a> <a href="#">RADERA KLASSEN PÅ WEBBEN:</a> <input type="checkbox"/>

Limit export of matches: **No limitation - all matches**

Name for field, indoor court etc:

Inactive teams not part of the draw:  [i](#)

Test tournament:  [i](#)

TOM ALLA ANMÄLDA LAG PÅ WEBBEN FÖRST:

You have now published the game program on the website and then it looks like this:

FUNCTIONS

PRINTOUTS

PARTICIPATING CLUBS

FIXTURES

DOWNLOAD PROCUP APP:

### Group Settings » Boys 05

Boys: **Boys 05** Girls: **Girls 06**

Playoff

Group 1	Group 2
Team 1-1	Team 2-1
Team 1-4	Team 2-2
Team 3-3	Team 2-3
Team 1-4:2	Team 2-4
<a href="#" style="background-color: #003366; color: white; padding: 2px 10px; text-decoration: none;">SHOW GROUP &gt;&gt;</a>	<a href="#" style="background-color: #003366; color: white; padding: 2px 10px; text-decoration: none;">SHOW GROUP &gt;&gt;</a>

GOOD LUCK!