

BRACKET OPERATION

Basic Skills

Drawing the bracket:

- Generate a random draw
- Generate a random draw with SEEDS
- Add or change players/teams right before the draw is created
- Manually build a custom bracket
- Print bracket backup or save as PDF

Changing players / redoing the draw:

- Add or change players/teams inside the bracket using "Switch Player" tool
- Redraw the bracket and discard original

Managing a live bracket:

- Set money rounds
- Assign / Unassign / Re-assign boards
- Publish board calls
- Accepting "Toast" results & Auto-Pilot
- Manually update results and scores
- Use "Undo" to correct match results
- Close out a completed event

Advanced Features:

- Mark boards active or inactive
- Switch between **bracket view** and **list view**
- Assign multiple matches to a board
- Use "**Board Auto Assignment**" tool

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

-*- PRO TIPS -*-

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

- Match status, results and scores
- Board assignments
- Money round payment list



Use **List View** to more easily manage match flow for large events. Use **Bracket View** to see progress of specific bracket sections and matchup path of players/teams.

Be very careful not to click/tap on players or teams to **avoid accidentally advancing a winner** by mistake.

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

Avoid unassigning and re-assigning boards more than once to prevent sending errant board assignment notifications and player confusion.

Use **Auto-Pilot** to quickly process a long queue of match results.

Hover your mouse cursor over a player or team to **display full names**. Helpful if announcing board assignments from the bracket program.

Mark unwanted boards inactive to prevent them from being accidentally assigned.

"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*)

The wrong player/team has been advanced as the winner

- **Solution:** Use "Undo Tool" to correct a match result error


I need to re-draw the bracket after I've saved it

- **Solution:** Use "Roll Back Event"

I need to add or change a player or team after the draw is saved -OR-

I need to replace a player or team with a BYE (*or vice versa*)

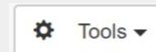
- **Solution:** use the "Switch Player" tool

Click the  icon to access SOS instructions inside the bracket program.

Using "UNDO" to fix errors

If you have mistakenly advanced the wrong player to the next round:

- Avoid stray mouse clicks when navigating
- Be very careful if using a touch-screen
- Click "Undo" button to turn it on (button will turn Red)
- With undo 'on' click on player's name to move them back to correct position
- If the player has a board assigned, you must remove board before you can use undo
- **Note:** when done, click "Undo" button again to turn it off (button will turn Green)



What's in the TOOLS menu?

- **Auto-Assign** - advanced feature for events using "multiple matches per board"
- **Add Boards** - Create more boards to be available for match assignments
- **Set boards active/inactive** - manage board availability
- **Player name display** - choose how names are displayed in singles event brackets
- **Search for player** - open a search box to highlight a player's position by name
- **Switch player** - change a player or team in the bracket (certain restrictions may apply)
- **Set money rounds** - mark money rounds by turning headers green with \$ symbol
- **Troubleshooting guide** - lists procedures for most common emergency situations
- **Re-draw bracket** - return event back to state just before drawing the bracket (*player list will remain intact and can be edited*)