

Virtual Tournament Desk

First Round Matches

Best Practices for Onboarding

Recommended Protocol Timeline: For 8 AM Match Start Times

7:25 AM- Turn OFF messaging in *Court Assignments* and lock and load all 8 AM Matches by clicking the blue “call match” button beside each player's name... assign two players to each court (for singles).

7:30 AM- Megaphone Message #1- In court assignments click the “back” button and then click the “megaphone” button in the top right corner to send an educational REMINDER message to all players. Copy and paste and send the following message: **All Players check-In 30 min before your match through MATCH TENNIS APP**

7:40 AM- Megaphone Message #2- Players...**When you receive your court assignment text CLICK THE BLUE LINK to confirm as you walk to your court!**

7:50 AM- Megaphone Message #3- **Both players REPORT SCORES through MATCH TENNIS APP BEFORE leaving your court. Thank You!**

7:55 AM- On the court assignments page **toggle the messages button to “ON”**, and then beside each player's name click the text button to send court assignment text to each player for EVERY court.