



After the flyer is available

Name of the tournament _____

Address _____

Contact Phone/email for tournament host _____

Date of the tournament _____ Location Code _____

Section _____ Rounds _____ Time Control _____ USCF ____

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Computer Folder

- __ Create a new folder within the WinTD Data folder for your tournament files.
- __ Populate the new folder with the most recent team and player files .PTL and .PPL
- __ Put a copy of the tournament flyer file in the new folder.

Setup the Tournament and Sections in WinTD

__ Open WinTD

Check to see if you have the correct USCF Supplement in WinTD Data

- __ File > USCF directory
- __ Update the USCF Supplement and Golden Database from USCF Member Services.

Create the new tournament:

- __ File > New Tournament
- __ Make sure the tie break order is: Modified Median, Solkoff, Cumulative, and Opponents Cumulative.
- __ Check USCF Team Tie Breaks

- __ Set up each section and section import tag.

Update The Master File

- __ Open the Master File.
- __ Open the team list.
- __ Click on the Master List Window.
- __ Compare current WinTD to USChess MSA
- __ Master > Update from USCF supplement.
- __ Pick a few players and compare the WinTD data to the USCF MSA Published rating.

- __ Save the Master file, Save the Team File, and Save the tournament.

Player	USCF ID	WinTD	MSA
Schneider	13488287		
Veech	13666104		



File Box

Examine the contents of the file box and replenish as necessary.

- Sales signage
- Chess signage
- Registration signage
- Pairings and Standings signage
- Upcoming Tournament Flyers to hand out
- Registration Forms as needed for above sections
- Registration Instructions
- Print out any emails – requested bye’s etc.
- Announcements script
- Sales record form
- Sales receipt book
- Pens, marker, staples, post-its in the top section of the box.
- Setup the invoice form
- Print the Labels for the Medals**
- Colored paper as needed for each section
- Envelopes
- Print out 5 copies of the flyer. One master copy and 4 info copies.
- Place the info copies in the file box for later use at the tournament.

Labels for Medals			
Sect.	Start	End	Extra

Duffel Bag

Examine the contents of the Duffel Bag and replenish as necessary.

- Board Numbers
- Highlighters, Pencils
- Stapler
- USCF Rule Book
- Clock Batteries
- Extra Plastic Bags
- BlueMasking Tape
- Small First-Aid Kit
- Screw Driver and Needle Nose Pliers
- Charge up the Camera, Walkie-Talkies, Cell phone

Items usually packed separately

- Trophies and/or Medals
- Program booklets.
- TD Vests
- Hand Sanitizer, Paper Towels, Tissues

Sales Tote

- Sets and Boards _____
- Clocks _____
- Tote Bags _____
- Demo Boards _____
- T-Shirts _____
- Odd’s and Ends _____



Sets and Boards

Estimate the number of Sets and Boards required for the tournament.

Deliver sets and boards to the school for early set-up as needed.

Number of Sets & Boards needed _____

Delivery Address _____

Delivery Date and Time _____

Name of person receiving the Sets and Boards _____

After Online Registration has closed

Copy the player information from the registration page and paste it into Excel.

Build an import file

Set the row height to 15

Delete any unneeded rows – including duplicate players, headers, footers, etc.

Create a Tag field.

Create a Team field based on the school listed & **Add new teams in WinTD**

Create a Name field based on the name fields = last, first.

Change the Grade field header to Gr.

Change the USCF IF Header to ID.

Create a Bye Field based on any bye emails you have received.

Delete unnecessary columns.

The final fields required are:

TAG, TEAM, NAME, Gr, ID, and BYE

Save the excel file.

Populate the Tournament Sections in WinTD

Open WinTD

Open The Master File from the correct directory.

Open the team list.

Open the tournament.

Highlight all Sections.

Section > Import Players.

Select the correct type of file (.xls) and open the file.

Select the Tag and Bye fields, and complete the import.

Save the Master file, Save the Team File, and Save the tournament.



Match the Tournament players with the Master File

- Highlight all sections.
- Section > List Players Combined Sections (This produces a “List of Players”)
- Players > Coordinate with Master File

- The players in the “List of Players” that match the Master File will disappear.

Correct any inconsistencies between the “List of Players” and the Master File.

Inspect each player in the “List of Players” and compare them to the Master List. Where you find a near match, make a change to one of the lists to make them an exact match.

Example:

One common problem is the name contained in the USCF supplement does not match the name on the “List of Players”. An example is Nic Bohn. He registered for the tournament as “Nic Bohn” but he used “Nicholas K F Bohn” when he purchased his USCF membership. We will change his name in the “List of Players” to match his USCF supplement name.

After the corrections are made:

Players > Coordinate with Master File. The “List of Players” should now contain only new players that have no match in the Master File.

Close the “List of Players”

Update the “List of Players”

- Section > List Players Combined Sections (This produces a “List of Players”)
- Players > Update from Master File.
- Players > Update from USCF Supplement.

This will update the “List of Players” with the information contained in the master file. USCF ID, USCF Rating and Local Rating will be updated.

Pick a few players and compare the “List of Players” data to the USCF MSA Published Rating. The RATING found when double clicking a player in the “List of Players” must match exactly with the MSA website “PUBLISHED” Rating,

USCF Rating Control Group

USCF Supplement #		
ID#	Name	Rating

- Check for the correct Bye’s based on your emails.
- Save the Master file, Save the Team File, and Save the tournament.
- All USCF section players MUST have VALID ID or mark them OUT



Color Code the Sections

We usually pick a different color of paper for each section. This helps the players find the correct pairings/ standings.

Section _____ Color _____

Section _____ Color _____

Section _____ Color _____

Section _____ Color _____

Section _____ Color _____

Print the Check-In sheets

__ Click on one section - Then click the toolbar “Player List” button.

__ Print 3 copies of the player list on the correct color paper.

__ Overprint all sheets with the “Check-in message”

Print the Alpha Master List

__ Click on ALL sections - Then click Section > List Players Combined Sections.

__ Print 4 copies of the player list on white paper.

__ Overprint all sheets with the “Alpha Master List message”

Save the Master file, Save the Team File, and Save the tournament.

__ Close WinTD

Make a USB drive back-up

__ Copy the full WinTD Data Folder and copy the full Estima Folder to the backup.

Pack-up the Laptop

__ Include an extension cord

Pack-up the printer.

__ Include additional ink or toner

Plan To Arrive On-Time

Print the map from the tournament schedule page. Study the map and directions.

Determine your approximate travel time. _____

Your ETA _____

Departure Time _____

Tournament Day Wake up Time _____