Further to the information below, we are following up with IPIN and Tournament Planner information that is relevant to you as Beach Tennis Referees.

* Tournament Planner (TP)\* use will be mandatory at all ITF Beach Tennis Tournaments from January 2020. TP is a useful tool that will help to create draws and orders of play as well as many other functions.
* Results should be submitted to the ITF via a Tournament Planner back-up document. Results can also be published directly to the ITF website.
* At the Freeze Deadline (4 days before the Monday of the tournament week), entry lists and all relevant information will be sent to the Referee along with TP download information. The entry lists can then be imported into TP and you will be able to begin preparation for the tournament.
* Up until the Freeze Deadline, Tournament Organisers/ Referees will no longer be the named entry authority as all entries will be done via IPIN, managed by the ITF.

**\*Tournament Planner**

In order to help you become more familiar with Tournament Planner, the ITF has created a Beach Tennis TP video guide which outlines how to use the programme from tournament creation to scheduling to inputting results. The guide is split up into 4 parts as detailed below and includes direct links to each part which are located in the Officiating Portal. You will need to log into your account to view the videos:

**Part 1**: A brief overview of Tournament Planner and its uses.

<https://officiating-education.itftennis.com/Resources/Details/11245>

**Part 2**: How to set up a tournament, create events within a tournament, add players to rosters, and set up a draw.

<https://officiating-education.itftennis.com/Resources/Details/11246>

**Part 3**: How to schedule matches and create an order of play.

<https://officiating-education.itftennis.com/Resources/Details/11247>

**Part 4**: How to add match results into TP and submit results to ITF server.

<https://officiating-education.itftennis.com/Resources/Details/11248>

We would encourage you to contact all known players in your contact list to advise them to be prepared to sign up to IPIN. This is in the interest of player entries, organisational matters and referee work during ITF Beach Tennis tournaments.