

How to Create an ITF Tournament Management Account and Invite Users

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1

Navigate to your email inbox where you will have received an email invite from the International Tennis Federation (ITF) to confirm your details as part of the registration process.

2

After confirming your details you need to select to receive a verification code. If this does not appear in your email inbox, please also check your junk/deleted items folders. Input the code where indicated onscreen.

Verify your email address

Thanks for verifying your naexample@mailinator.com account!

Your code is: 621314

Sincerely,
International Tennis Federation

3 Read and click the "I accept the terms & conditions" field and select NEXT

lacus vel augue tempor tincidunt. Quisque ut justo gravid ultricies consequat imperdiet. Sed sit amet fringilla libero
Alquam id ullamcorper purus. In tincidunt, dui sed condit maximus lectus. Pellentesque iaculis eleifend diam nec porttitor viverra eros vitae mi imperdiet feugiat ut a mauris. Aliquam

I accept the terms & conditions

NEXT

4 Read and click the "I accept the privacy policy" field then select "CREATE ITF TOURNAMENT MANAGEMENT ACCOUNT"

blandit. Proin ut ex urna. Aliquam vitae feugiat velit. Integer semper nunc mi, nec felis. Curabitur maximus turpis eget mollis sollicitudin.

Donec sagittis arcu vel massa tristique bibendum. Proin fringilla massa nunc. Moris ipsum gravida. Duis lacinia blandit nisl eget congue. Nulla facilisi. Nunc blandit, la condimentum nulla laoreet, eget sodales risus malesuada. Pellentesque semper e suscipit eget nulla et, hendrerit finibus turpis. Nulla suscipit nisi nec turpis accumsan aliquam nunc. Nunc non ex laoreet, rhoncus massa sed, dapibus ipsum.

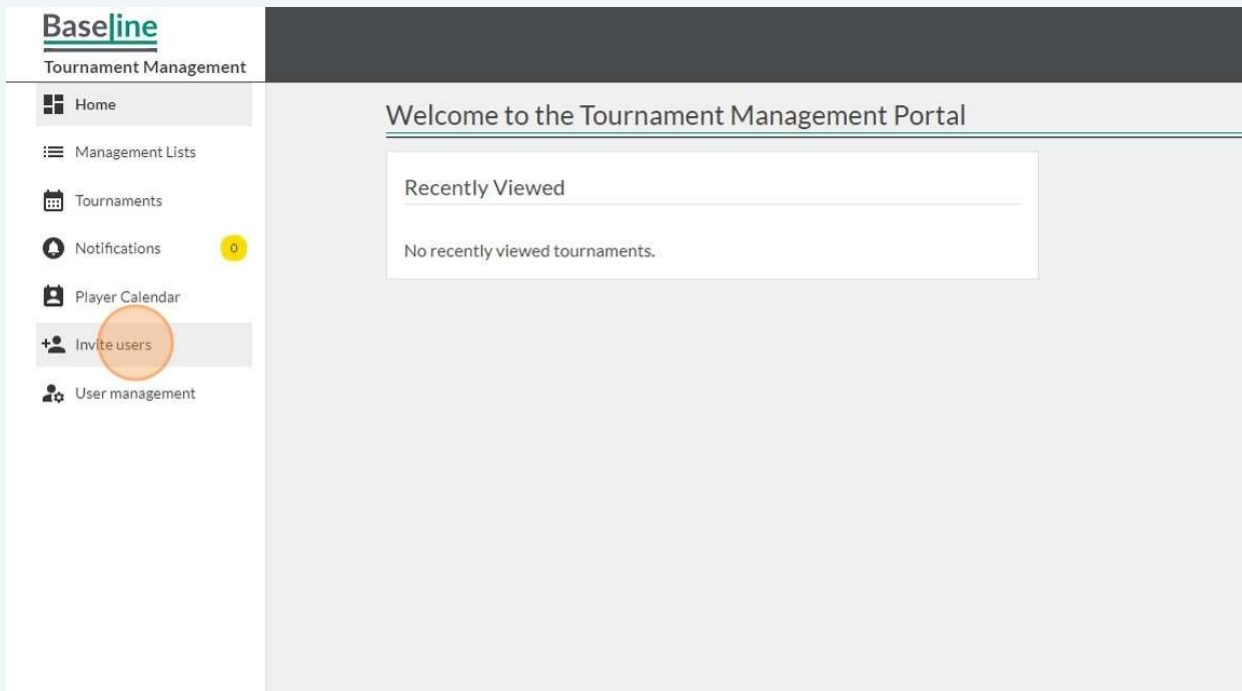
Aliquam nibh augue, consequat sollicitudin aliquam in, dapibus vitae sem. Nulla e ornare ligula sed vulputate. Sed tortor mi, finibus quis mi nec, porttitor tempor ligula ornare. In condimentum tristique eros, ac convallis urna ultricies id. Phasellus vestibulum consetetur quis dui congue, faucibus consequat nulla. Quisque consetetur diam ligula non suscipit.

I accept the privacy policy

CREATE ITF TOURNAMENT MANAGEMENT ACCOUNT

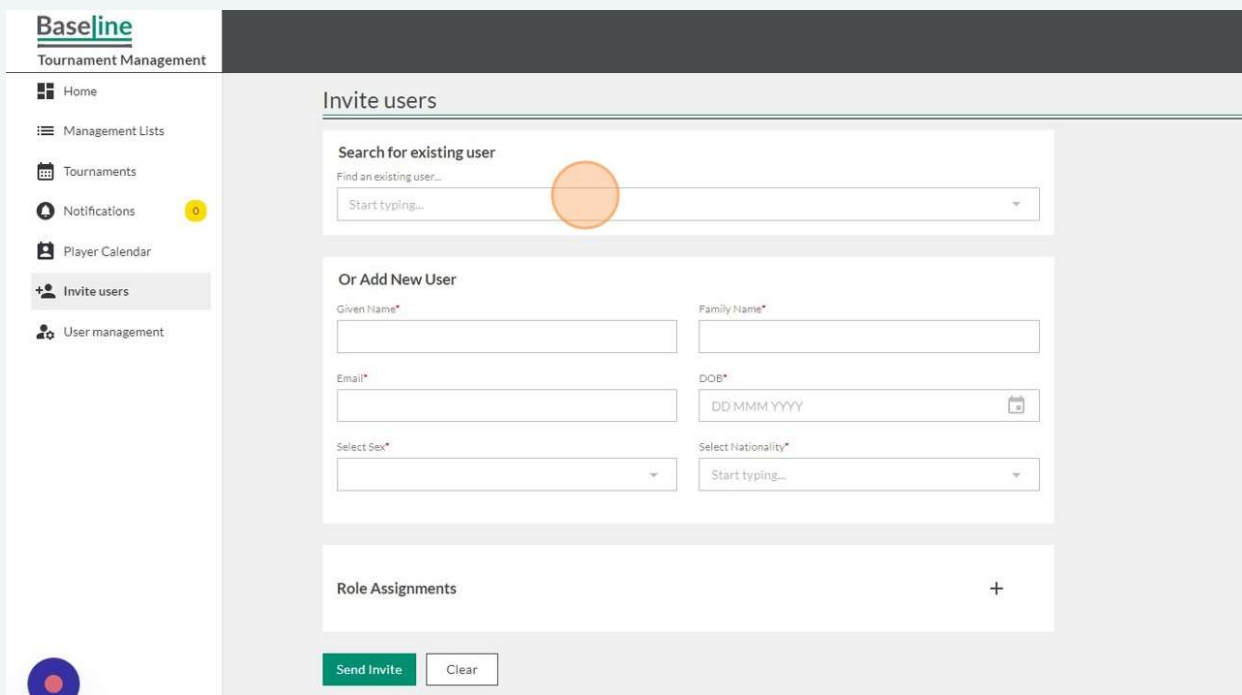
5

You are now registered as a National Association user. If you wish to invite any colleagues to have access as National Association and/or Tournament Directors, click "Invite users"



6

Search to see if the intended user has already registered. If they are not listed, enter the details for the new user, select appropriate Role Assignments and then click "Send Invite". They will then receive an email invitation and need to follow onscreen prompts.

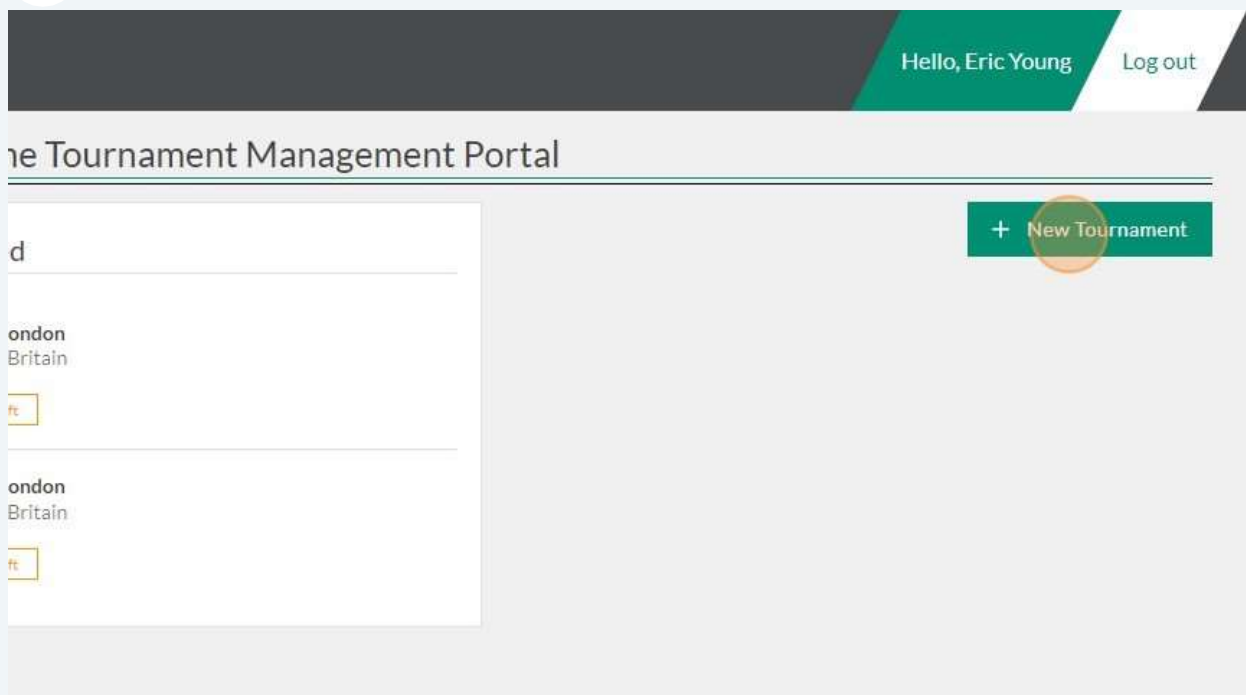


Create a new ITF World Tennis Masters Tour tournament

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1 Navigate to <https://baseline.itftennis.com/>

2 In the 'Home' page, click on '+ New Tournament'



or select the Tournaments menu and then select



3 Click and select the Tour

Create a Tournament
Get started with the essential information

Tour*

- Beach
- Junior
- Pro Men
- Masters
- Wheelchair
- Pro Women

City*

17 Nov 2023

4 Click and select the Tournament Category

Create a Tournament
Get started with the essential information

Tour*

Pro Men

Category*

- ITF World Tennis Tour
- Start typing...

Grade

City*

Start/End Date

25 Oct 2023 → 26 Oct 2023

Save Close

5 Click and select the Tournament Grade

A screenshot of a web form showing a dropdown menu for 'Category'. The menu is open, displaying a list of options. The options are: Grade 5, Grade A, MT100, MT1000, MT200, MT400, MT700, and Non-Ranked Tournament. The dropdown is positioned over a form with other fields visible on the left, including a dropdown with a downward arrow, another dropdown with a downward arrow, and a field with an arrow and the number '1'.

6 Click and select your Country

A screenshot of a web form showing a dropdown menu for 'Select Country'. The menu is open, displaying a list of countries. The countries listed are: Afghanistan, Albania, Algeria, American Samoa, Andorra, Anguilla, Anla, and Antigua & Barbuda. The dropdown is positioned over a form with a search input field containing the text 'Start typing...'. A green vertical bar is visible on the left side of the form.


7 Enter the City

ment

essential information

Grade* M25

City* |

→ 26 Oct 2023 

Close

8 Click to enter the Tournament dates

Pro Men

Category* ITF World Tennis Tour

Grade* M25

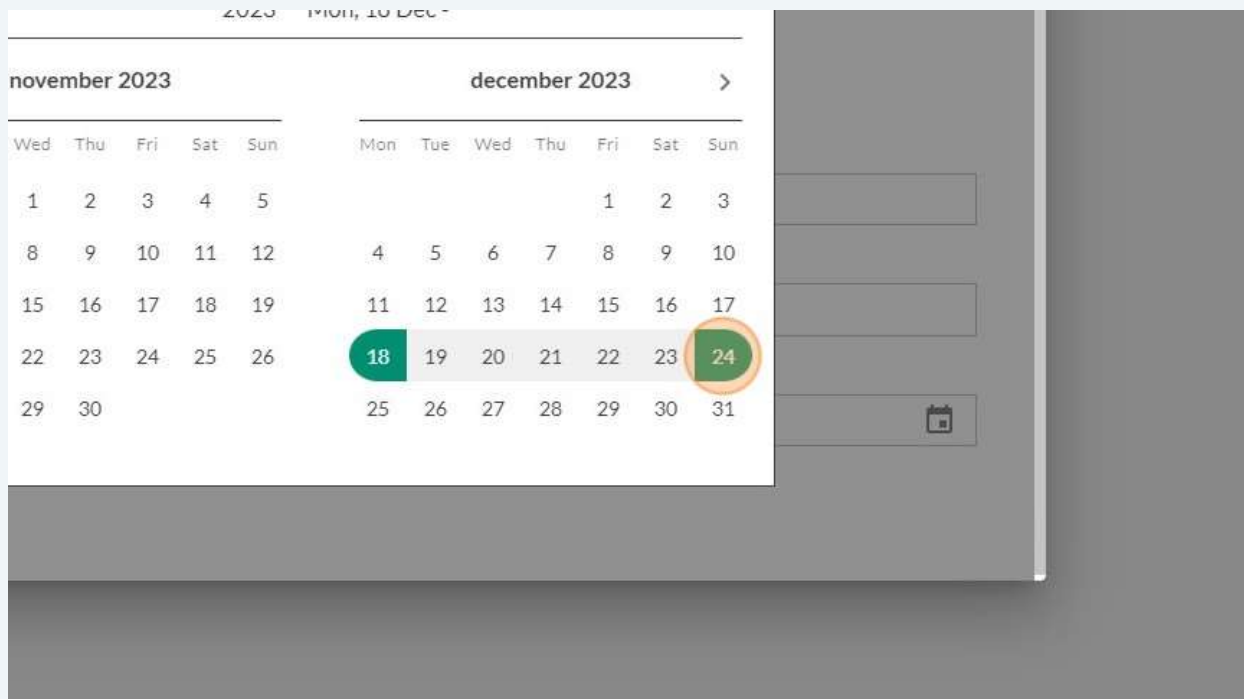
Select Country* Great Britain

City* London

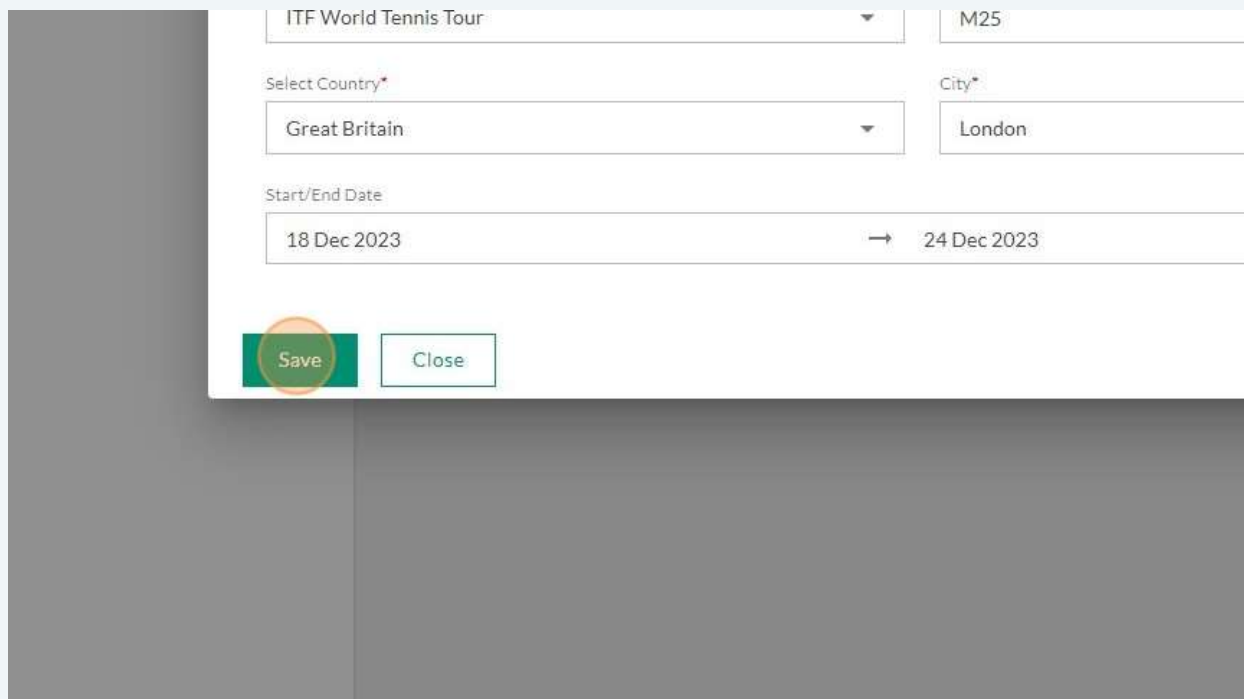
Start/End Date

25 Oct 2023 → 26 Oct 2023

9 All tournaments must be entered with a start-end date



10 Click "Save"

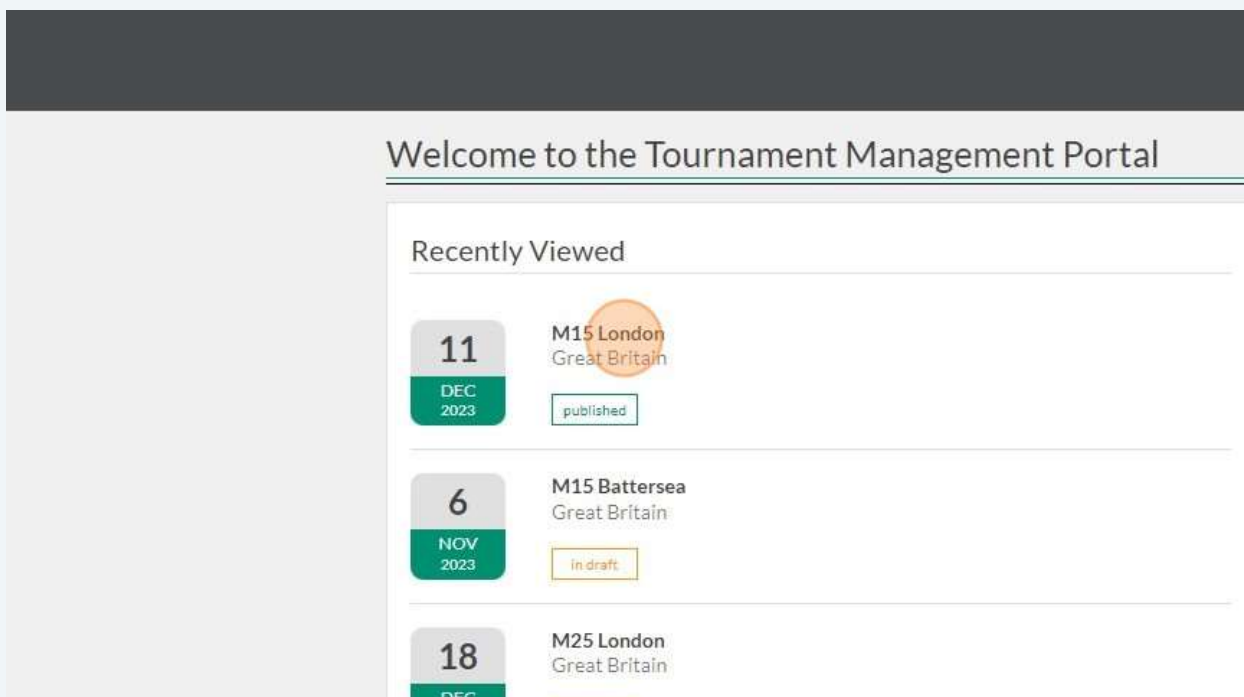


Fact sheet data entry

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1 You can add fact sheet information from 3 different tabs

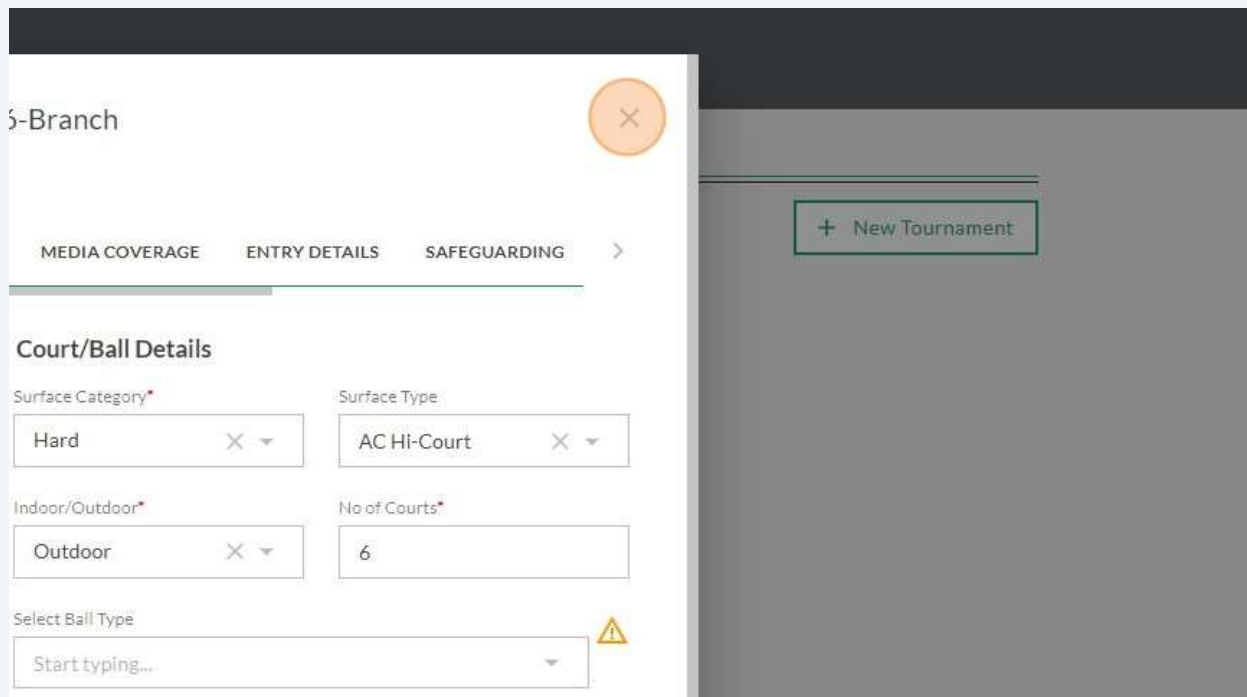
2 Option 1: From the Home tab, in 'Recently Viewed'



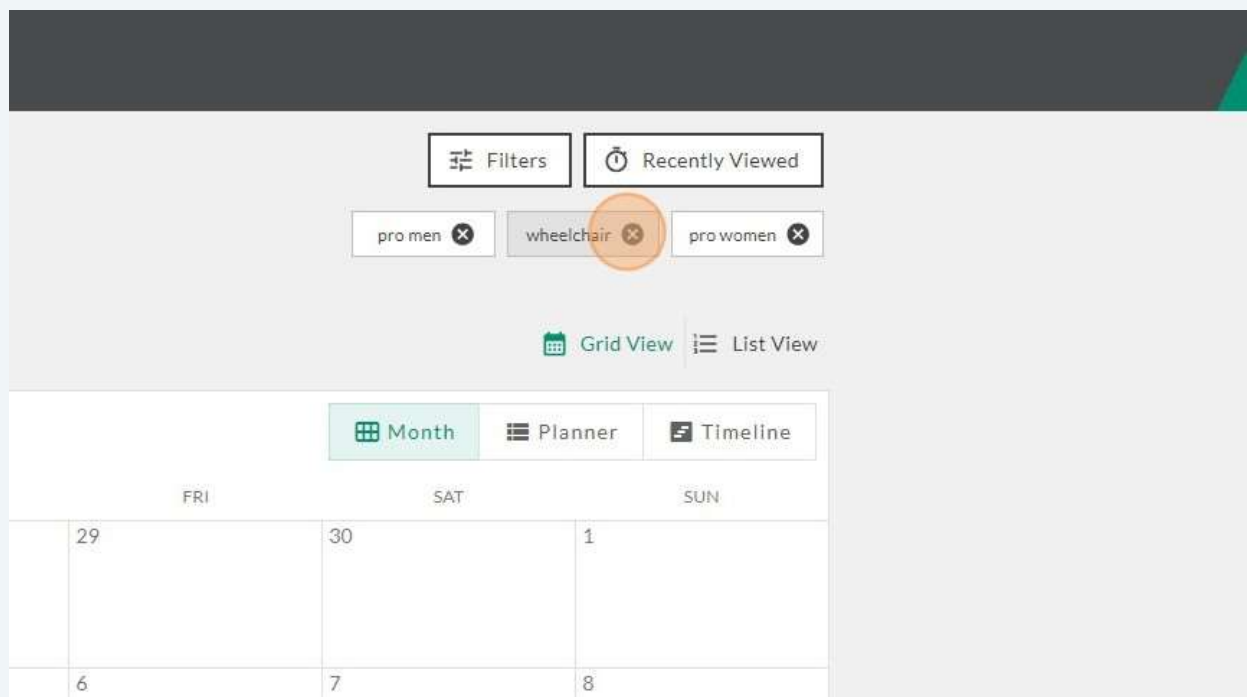
The screenshot shows the 'Welcome to the Tournament Management Portal' header. Below it is a 'Recently Viewed' section with three entries:

Date	Tournament Name	Location	Status
11 DEC 2023	M15 London	Great Britain	published
6 NOV 2023	M15 Battersea	Great Britain	in draft
18 DEC	M25 London	Great Britain	

3 The Tournament will pop-up



4 Option 2: In the Tournaments tab, you can remove the Tours you do not need



5 Click on the Tournament

4	5	6	7
11	12	13	14
M15 London In Draft Great Britain			
18	19	20	21
M25 London In Draft Great Britain			
25	26	27	28

6 Option 3: In the Notifications tab

Baseline
Tournament Management

- Home
- Management Lists
- Tournaments
- Notifications** 0
- Player Calendar
- Invite users
- User management

Manage **Tournament**

GENERAL

Main De

Tour*
Pro Mer

Name*
M15 Lo

Promotiona

7

Find the notification corresponding to this tournament and click on it

The screenshot shows a 'Notifications' page with three tabs: 'Unread', 'Read', and 'All'. The 'All' tab is selected. Below the tabs, it says 'All notifications'. A notification card is visible with the following details:

- Application Review**
- Approved
- The tournament application for "M15 London" has been approved.
- Created: 25 Oct 2023 2:11 PM
- Viewed: 25 Oct 2023 2:11 PM

An orange circle highlights the 'Viewed' timestamp.

8

The Tournament will pop-up

The screenshot shows a tournament configuration page with several sections:

- Court/Ball Details**
 - Surface Category*: Hard
 - Surface Type: AC Hi-Court
 - Indoor/Outdoor*: Outdoor
 - No of Courts*: 6
 - Select Ball Type: Start typing... (with a warning icon)
- Sanction Fee**
 - Amount: \$750.00
- WTT Tournament Checks**

On the left side, there are several input fields, including one with a date '17 Dec 2023' and a calendar icon.

9 Enter the ball type

Hard X ▾ AC Hi-Court X ▾

Indoor/Outdoor* Outdoor X ▾ No. of Courts* 6

Select Ball Type

- Wilson us open ex X ▾
- Wilson US Open Extra Duty (2 ball) (THA) (Type 2)**
- Wilson US Open Extra Duty (CHN) (Type 2)
- Wilson US Open Extra Duty (THA) (Type 2)
- Wilson US Open Extra Duty CTS (THA) (Type 2)
- Wilson US Open Extra Duty Deca (THA) (Type 2)
- Wilson US Open Extra Duty High Visibility Felt (CHN) (Type 2)
- Wilson US Open Extra Duty High Visibility Felt (THA) (Type 2)

17 Dec 2023

Grade* M1C

10 Click "Save"

15000.00

Prize Money Paid In* GBP

Prize Money Note* Cash

Resident Tax Deduction Info* 15%

Non-Resident Tax Deduction Info* 15%

Save Submit For Review Close

11 Click the relevant option

Cascade tournament updates

You have changed the following fields. Do you also want to update t
Ball Type

YES NO CANCEL

Hospitality

Prize Money (US\$)
15000.00

Prize Money Paid In*
GBP

Prize Money Note*

12 Click on 'Contact' and see if you need to update/add information

Manage Tournament Information: M-ITF-GBR-2023-016-Branch

Tournament Status: PUBLISHED NA Approved Application Status: In Progress

< GENERAL CONTACT SITE OFFICIALS HOTEL/TRAVEL MEDIA COVERAGE

Main Details

Tour*
Pro Men

Name*
M15 London

Promotional Name of Tournament

Court/Ball Detail

Surface Category*
Hard

Indoor/Outdoor*
Outdoor

Select Ball Type
Wilson US Open E

- 13 Click on 'Site' and see if you need to update/add information

Notifications

Unread Read All

All notifications

Manage Tournament Information: M-ITF-GBR-2023-016-Branch

Tournament Status: PUBLISHED NA Approved Application Status: In Progress

GENERAL CONTACT **SITE** OFFICIALS HOTEL/TRAVEL MEDIA COVERAGE EN

Contact Organisation Name*
The Lawn Tennis Association X

Contact Name*
Louis A.

To enter NA details start typing and select the matching option below the field, otherwise you can enter any other organisation name in this field

Address Line 1*
10 High Road

Telephone*
+44 7 101 071010

- 14 Click on 'Officials' and see if you need to update/add information

Unread Read All

All notifications

Manage Tournament Information: M-ITF-GBR-2023-016-Branch

Tournament Status: PUBLISHED NA Approved Application Status: In Progress

GENERAL CONTACT SITE **OFFICIALS** HOTEL/TRAVEL MEDIA COVERAGE ENTRY DETAILS

Tournament Venue
London Tennis Club

Address Line 1*
11 High Road

Address Line 2
Address Line 3

If the referee is not known, please select "Admin, Test 1", as shown below:

ITF Supervisor Details

Name*

 X ▾

Mobile Number*

Email

15 Click on 'Hotel/Travel' – IF HOTEL IS NOT YET KNOW, PLEASE DO NOT FILL IN

Application Review
Approved
The tournament application for "M15 London" has been approved.
Created Viewed

Manage Tournament Information: M-ITF-GBR-2023-016-Branch

Tournament Status: PUBLISHED NA Approved Application Status: In Progress

< GENERAL CONTACT SITE OFFICIALS **HOTEL/TRAVEL** MEDIA COVERAGE ENTRY DETAILS SAFEGUARD >

Tournament Director Details

Name*
John M

Mobile Number*
+44 7 121 121212

16 Click 'Edit'

M-ITF-GBR-2023-016-Branch

Application Status: In Progress

TRAVEL MEDIA COVERAGE ENTRY DETAILS SAFEGUARDING SERVICE & >

EDIT DELETE

ADD HOTEL

17 Select the Hotel rating

Hotel Name*

London Bed & Breakfast

Rating

Please select...

1 Star

2 Star

3 Star

4 Star

5 Star

Address line 3

18 Enter the hotel address

London Bed & Breakfast

Rating

3 Star

Address Details

Address line 1

Address line 2

Address line 3

City

State

19 Select the Country

ails

ormation

Country

- Gambia
- Ghana
- Gibraltar
- Gilbert Islands
- Great Britain
- Greece
- Greenland
- Grenada
- Guadeloupe

Double room rate

20 Enter the Contact Details

Code

Country

Great Britain

ct Details

e

121 111111

Email

ing Information

om rate

Double room rate


21 Enter the Room rates

+44 7 121 111111

test@test.com

Website

Booking Information

Single room rate 

Double room rate

Triple room rate

Booking Deadline


DD MMM YYYY


Breakfast included


Tax included

Travel and Additional Information

22 Select the Booking Deadline

Double room rate 


Booking Deadline 



ation

december 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



23 Tick or leave unticked the hotel included and tax included boxes

Booking Information

Single room rate ⚠ Doul
75 GBP

Triple room rate Book
 0:

Breakfast included

Travel and Additional Information

Distance to venue

24 Enter the Distance to venue

Breakfast included Tax include

Travel and Additional Information

Distance to venue
5km ⦿

Transport from hotel to site

25 Enter the Transport from hotel to site information and then Click "Save"

Distance to venue

5km

Transport from hotel to site

Additional info

26 Enter the Airport Transfers information

Nearest Airport*

London Heathrow - 15km

Airport Transfers

Nearest Train Station

27 Enter the Train Station Transfers information (if applicable)



Nearest Train Station

Train Station Transfers

Travel From Previous Week

28 Enter the Visa Contact (if applicable)



Travel From Previous Week

Visa Invitation Contact

John Test

Visa Information

29 Enter the Visa information (if applicable)

Visa Invitation Contact

John Test, johntest@test.com

Visa Information

Visit testvisa.com
Send your passport information to John Test |

Public Health/Travel Restrictions

30 Enter the Public Health/Travel Restrictions information (if applicable)

Visa Information

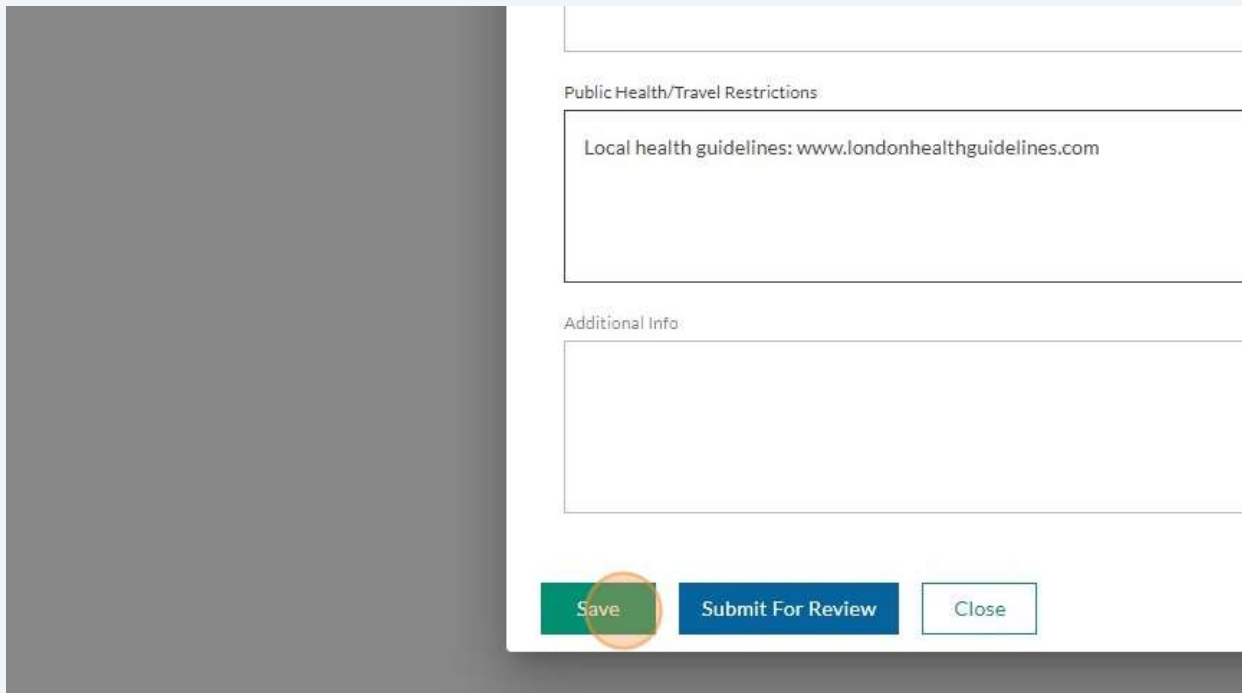
Visit testvisa.com
Send your passport information to John Test at least 3 weeks before the tournament

Public Health/Travel Restrictions

|

Additional Info

31 Click "Save"



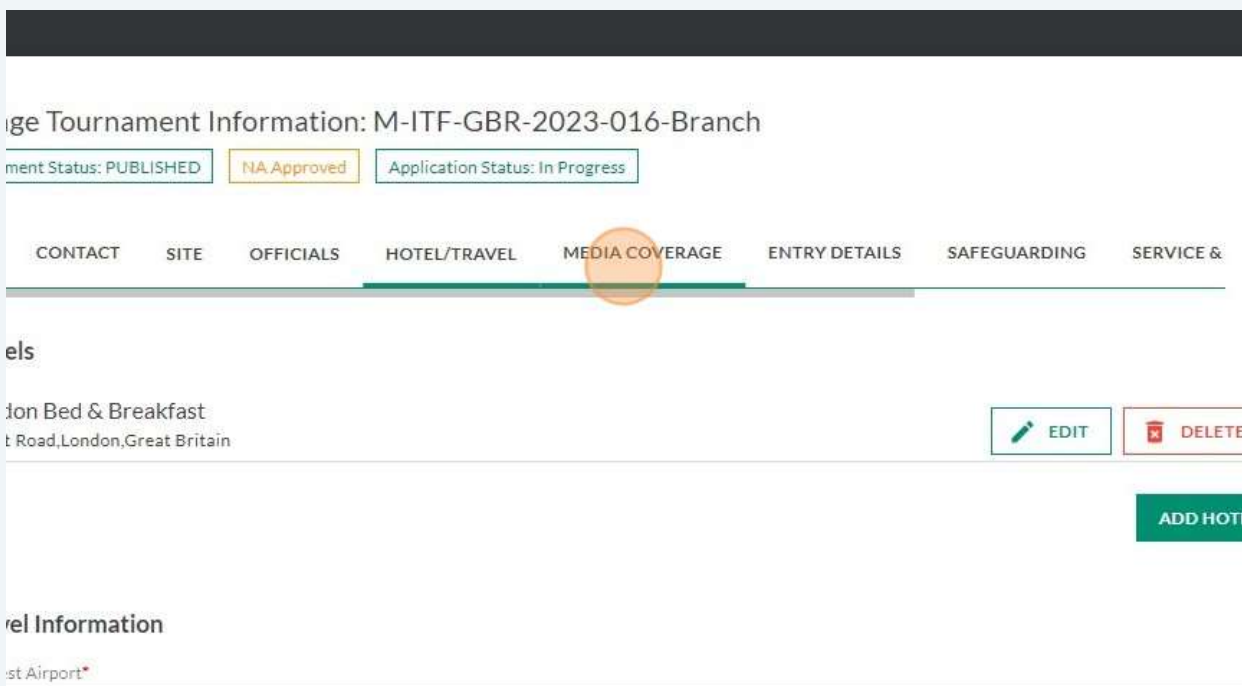
Public Health/Travel Restrictions

Local health guidelines: www.londonhealthguidelines.com

Additional Info

Save Submit For Review Close

32 Click on 'Media Coverage' (not applicable to MASTERS TOUR)



Tournament Information: M-ITF-GBR-2023-016-Branch

Document Status: PUBLISHED NA Approved Application Status: In Progress

CONTACT SITE OFFICIALS HOTEL/TRAVEL **MEDIA COVERAGE** ENTRY DETAILS SAFEGUARDING SERVICE &

els

London Bed & Breakfast
100 Road, London, Great Britain

EDIT DELETE

ADD HOT

Additional Information

London Gatwick Airport*

33 Enter the Contact name and Email (not applicable to MASTERS TOUR)

OFFICIALS HOTEL/TRAVEL **MEDIA COVERAGE** ENTRY DETAILS SAFEGUARDING SERVICE & ADDITIONAL I >

Name Media Contact Email

Required for factsheet

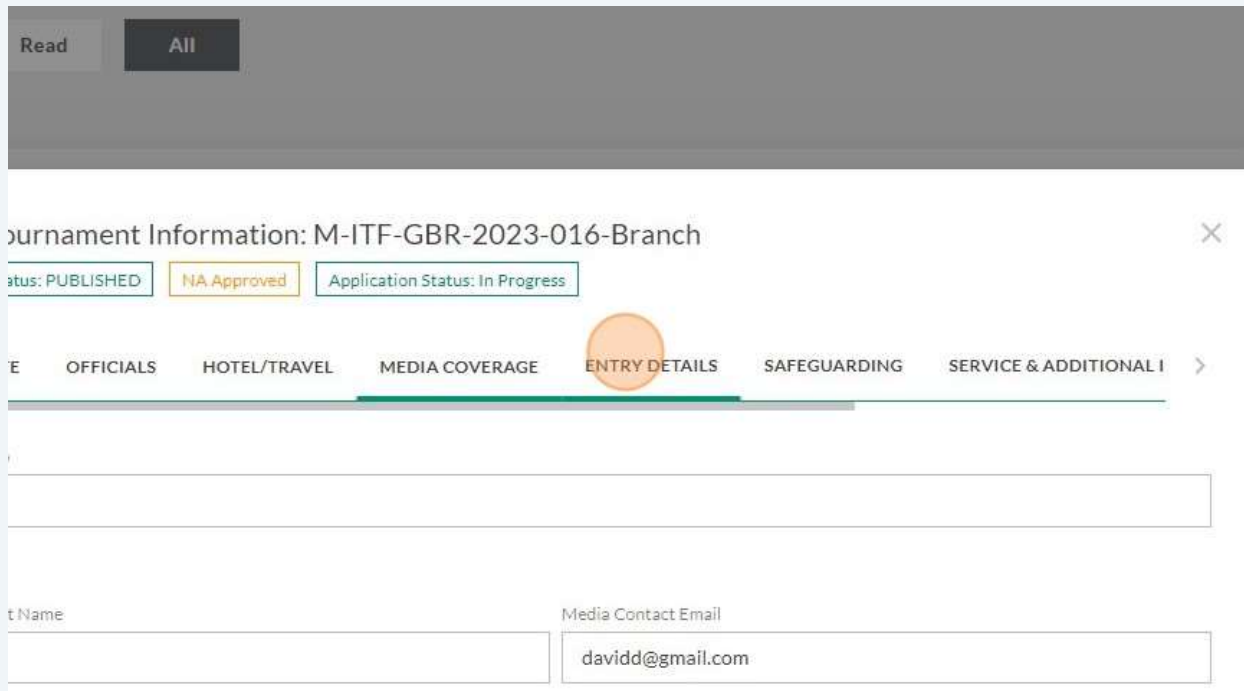
Page
Details

34 Click "Save"

Web Coverage / Live Steaming Available

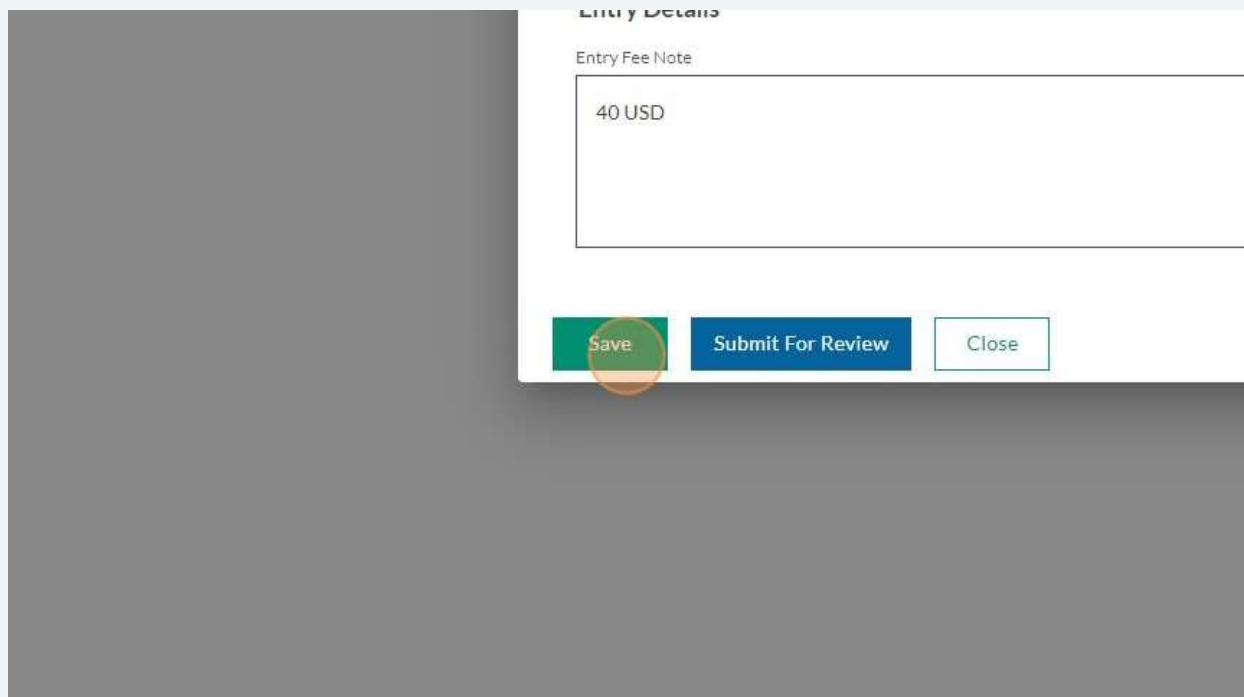
Web Coverage Details

35 Click on 'Entry Details'



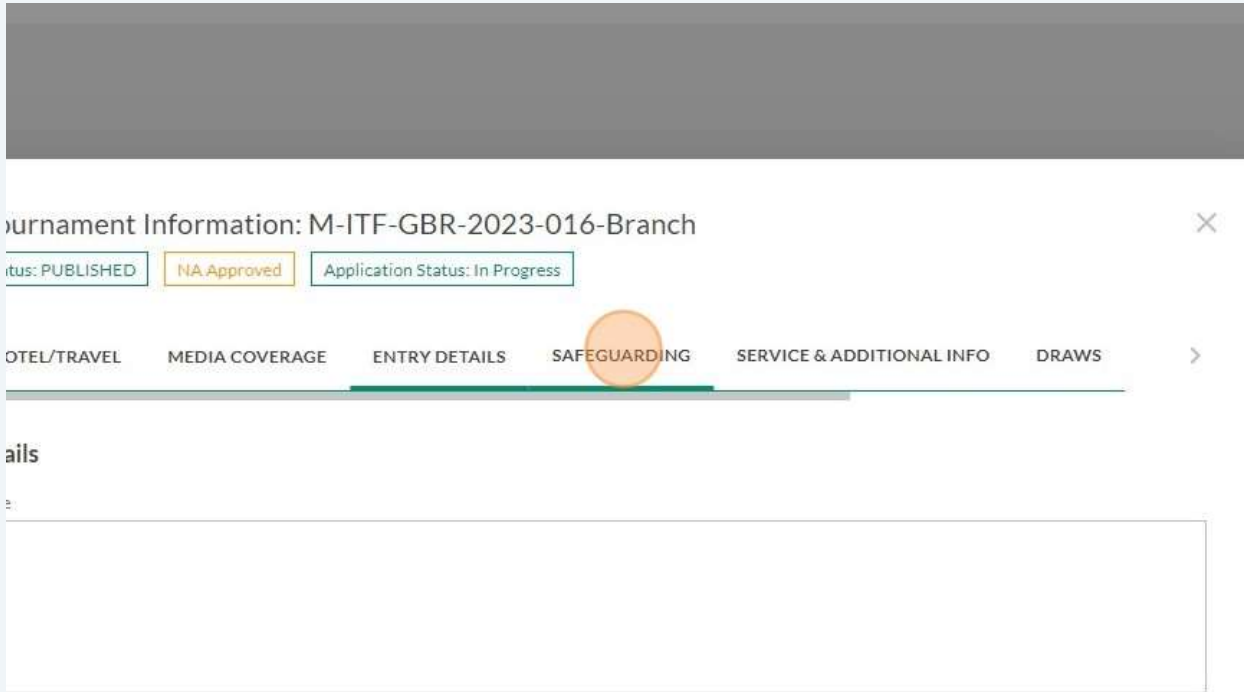
The screenshot shows a web interface for tournament management. At the top, there are tabs for 'Read' and 'All'. Below this is a header for 'Tournament Information: M-ITF-GBR-2023-016-Branch' with a close button. Underneath, there are three status boxes: 'Status: PUBLISHED', 'NA Approved', and 'Application Status: In Progress'. A horizontal menu contains several options: 'OFFICIALS', 'HOTEL/TRAVEL', 'MEDIA COVERAGE', 'ENTRY DETAILS', 'SAFEGUARDING', and 'SERVICE & ADDITIONAL I'. The 'ENTRY DETAILS' option is highlighted with an orange circle. Below the menu are several input fields, including 't Name' and 'Media Contact Email' (containing 'davidd@gmail.com').

36 Enter the Entry Fee amount with the following information: **All players will be charged an ITF / IPIN Service Fee per tournament in addition to the tournament entry fee. The ITF / IPIN Service Fee shall be collected by each tournament alongside the Entry Fee. The fee shall be equivalent to 7 Dollars.**

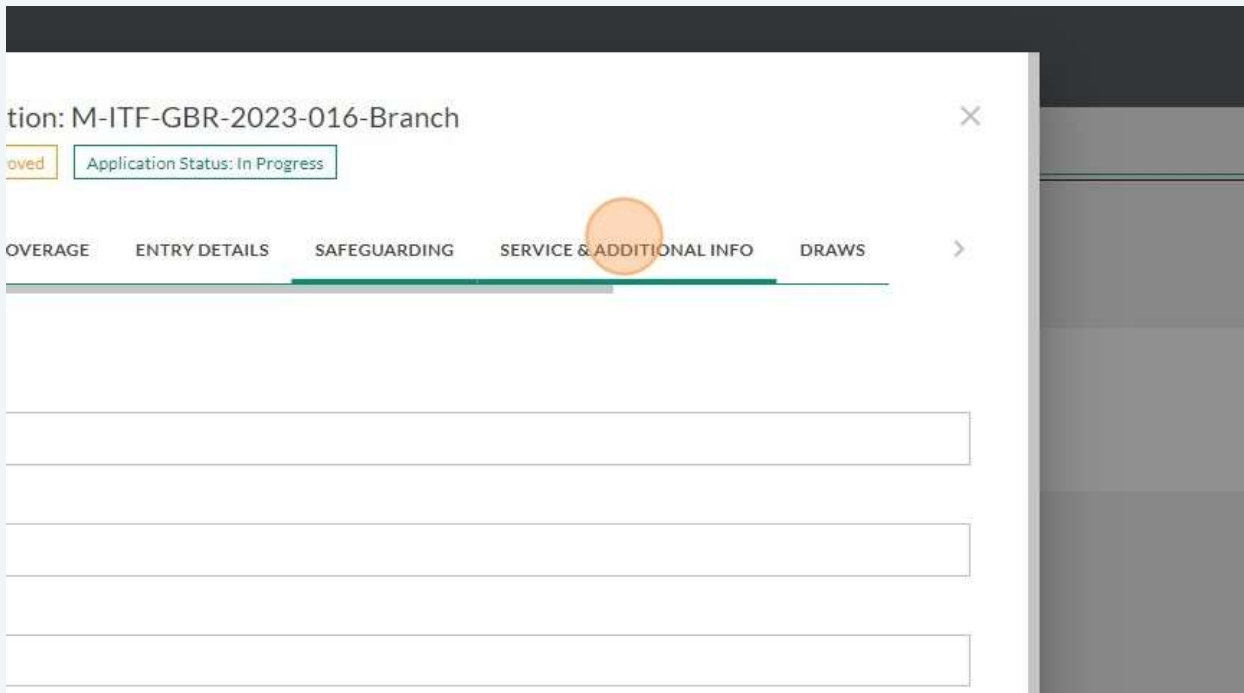


The screenshot shows a modal window titled 'Entry Details'. It contains a text area labeled 'Entry Fee Note' with the text '40 USD' entered. At the bottom of the modal, there are three buttons: 'Save' (highlighted with an orange circle), 'Submit For Review', and 'Close'.

37 Click on 'Safeguarding' and see if you need to update/add information **NOT APPLICABLE FOR MASTERS**



38 Click on 'Service & Additional Info'



39

Enter the Physio name and contact details (not applicable to MASTERS TOUR)

<input type="text"/>	
Hospitality Contact Tel. / Mobile	Hospitality Contact Email
<input type="text"/>	<input type="text"/>
Housing	
<input type="text"/>	
Sports Physio Name	
<input type="text"/>	
Doctor Name	
<input type="text"/>	
Doctor Tel. / Mobile	Doctor Email
<input type="text"/>	<input type="text"/>

40

If applicable, enter the doctor's name and contact details (not applicable to MASTERS TOUR)

<input type="text"/>		<input type="text"/>
Housing		
<input type="text"/>		
Sports Physio Name		
<input type="text" value="Alex W, alex.w@gmail.com"/>		
Doctor Name		
<input type="text"/>		
Doctor Tel. / Mobile	Doctor Email	
<input type="text"/>	<input type="text"/>	
Sponsorship Details		
Title Sponsor		
<input type="text"/>		

41 If applicable, enter the First Day of Practice (not applicable to MASTERS TOUR)

hip Details

al Info

id

First Day of Practice



Message Fee

42 Enter the Stringing Fee (not applicable to MASTERS TOUR)

Sponsorship Details

Title Sponsor

Additional Info

Sign-in Method

First Day of Practice

Friday before the Mc

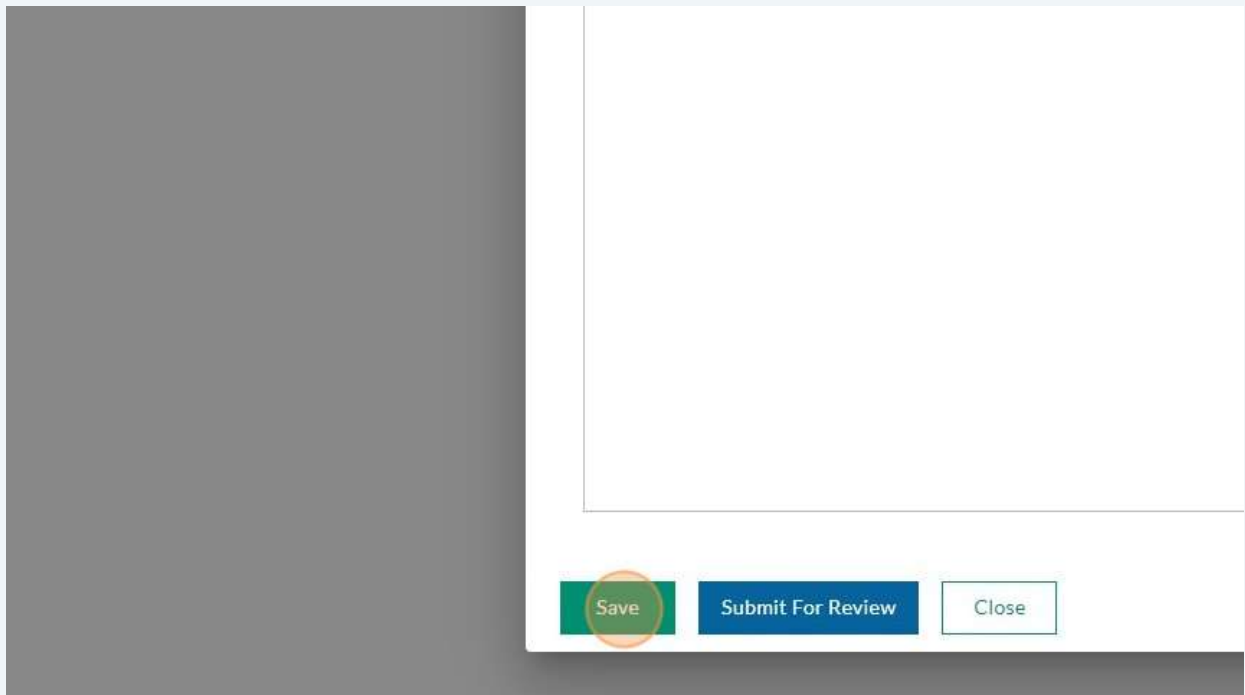
Stringing Fee



Message Fee

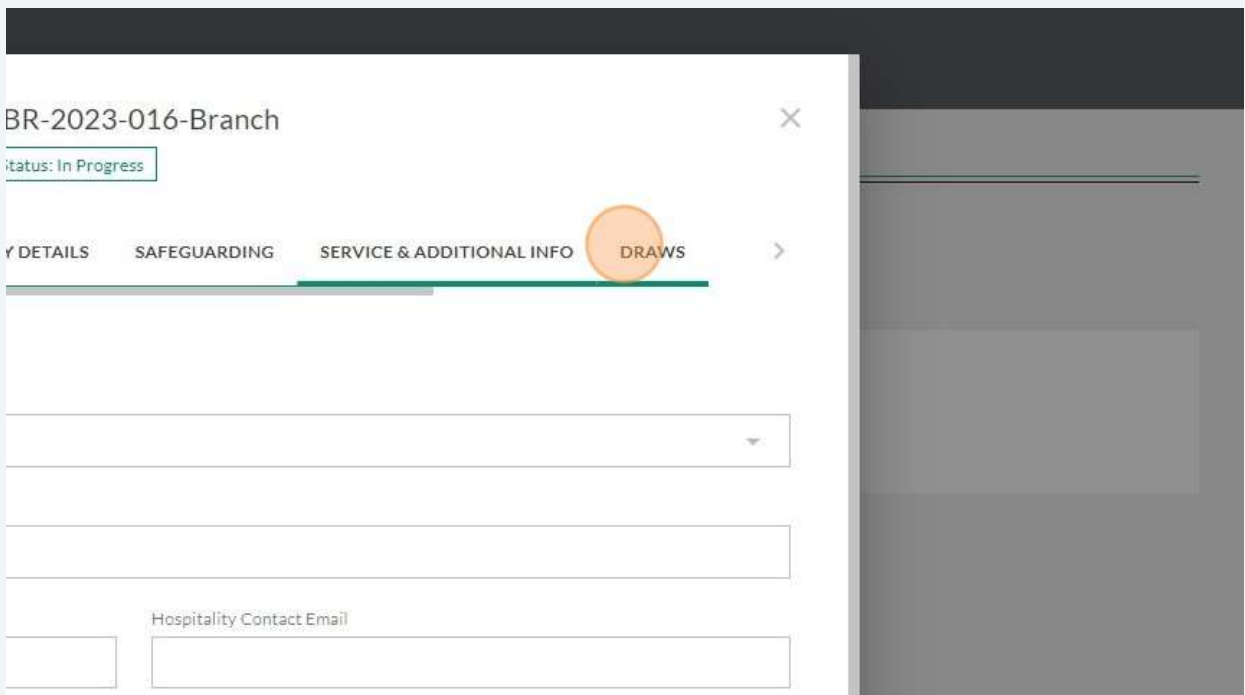
Social Events

43 Click "Save"



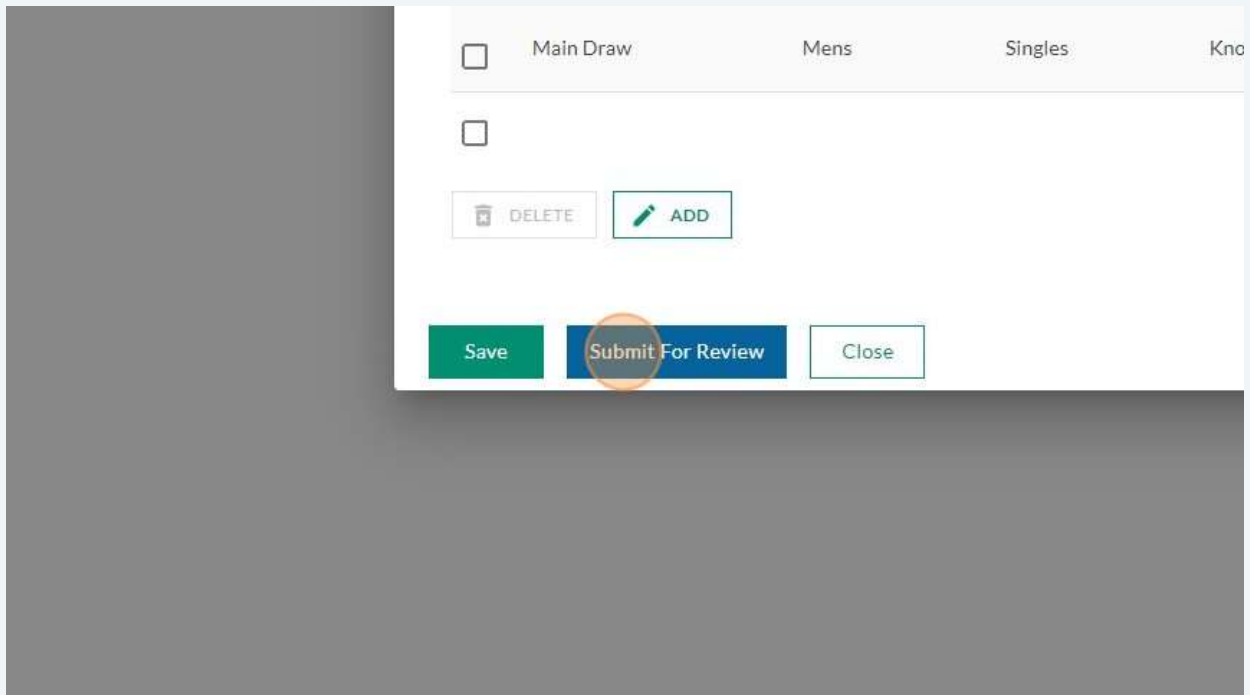
A screenshot of a web form interface. The form is mostly blank, with a dark grey sidebar on the left. At the bottom right, there are three buttons: a green 'Save' button with an orange circle around it, a blue 'Submit For Review' button, and a white 'Close' button with a grey border.

44 Click on 'Draws' and see if you need to update/add information

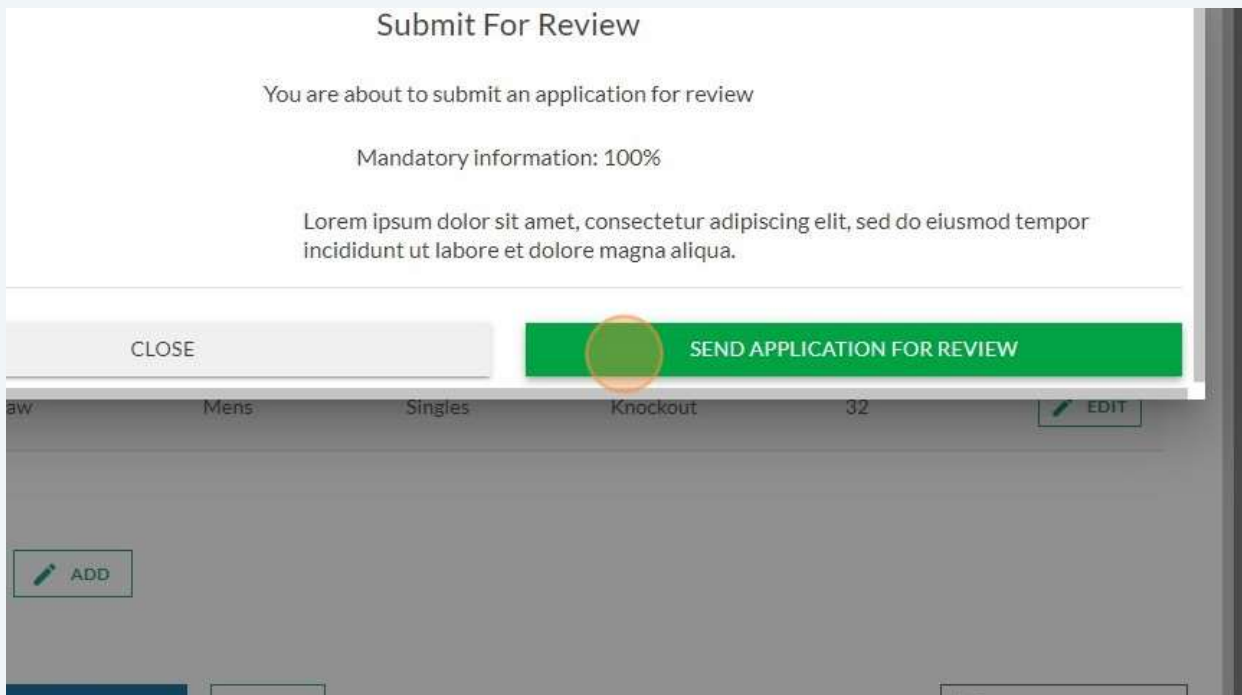


A screenshot of a web form interface for a record titled 'BR-2023-016-Branch'. The status is 'In Progress'. The form has four tabs: 'DETAILS', 'SAFEGUARDING', 'SERVICE & ADDITIONAL INFO', and 'DRAWS'. The 'DRAWS' tab is selected and highlighted with an orange circle. Below the tabs are several input fields, including a dropdown menu, two text boxes, and a 'Hospitality Contact Email' field with a small icon to its left. A close button (X) is in the top right corner of the form.

45 Click on 'Submit For Review' if you have entered all the required information



46 Click on 'Send Application For Review'



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Tournament Management System 2024

If any features are not working, i.e. when clicking on icons, or scroll-bars do not appear on screen, this could be a web browser issue. Please, where possible, use Chrome or Firefox as your default browser when using this system.

Quick Guides – return to list of contents

Below is a brief summary of the tabs within the tournament edit screens

Tab Header	Summary of data recorded
General	Tournament promotional name, dates, entry deadline type, surface, ball, match scoring
Contact	National Association/Federation address (automatically filled in)
Site	Address and contact details
Officials	Tournament director and ITF Supervisor (ADMIN , Test 1 (GBR))
Hotel/Travel	Hotel details, travel, VISA contact, restrictions
Media Coverage	N/A
Entry Details	Entry fee note: All players will be charged an ITF / IPIN Service Fee per tournament in addition to the tournament entry fee. The ITF / IPIN Service Fee shall be collected by each tournament alongside the Entry Fee. The fee shall be equivalent to 7 Dollars. Entry Comb *Tick closed tournament entry if necessary*
Service Additional Info	Social events & Additional info
Draws	Event draws, dates, sign-in times, draw sizes