

## **Step 2 Tutorial: Creating a Schedule of Games to be Played:**

**Please print this Tutorial NOW** and read from the printed copy. It will be much easier to learn.

Open or download the Excel file: “Master Files of All Games to Be Played” on your computer. The file lists every game to be played based on the amount of players in the flight.

Each list of games shows which players play each other throughout the tournament. Each player is indicated as a specific letter and number. For instance, if you have 3 flights of 7 players each, then one player would be assigned A1, another A2, another A3, etc, up to A8. The next flight would be B1 through B8 and the last flight would be C1 through C8. These assignments are given during the player’s meeting when you have “the draw”.

For example, if you are having flights of 3 players, the first list of all games to be played has only 3 total matches. That is all the matches there are in one flight of 3 players. If you have 5 groups (flights) of 3 players each, then you would have a grand total of 15 total matches to be played (3 matches per flight). The normal format used is “Flight A”, “Flight B”, “Flight C”, etc. The list shows the matches to be played for all flights, such as “A1 vs. A3”. This means that the player who is designated as being player “A1” plays the player who is “A3”. The same games need to be played for “Flight B”, “Flight C”, etc. So the list means that “A1 vs. A3” is also “B1 vs. B3” and “C1 vs. C3”, etc. This is assuming, of course, that every flight has the same number of players.

If you had one flight with 3 players and two flights with 4 players, then you might designate Flight A as having 3 players, Flight B as having 4 players and Flight C as having 4 players. You would use the list of matches for “Flights with 3 players” for Flight A. You would then use the list of matches for “Flights with 4 players” for Flights B and C.

You will copy whichever lists you will need for the Tournament. If you are having 4 Flights of 8 players, then copy the matches from “Flights of 8 Players” for flights A through D. These will be pasted into one of the blank schedules.

Close the open windows and go back to the original page.

Click the link “Blank Schedules”. These are blank one day schedules for use in Tournaments. The first 2 have 3 days worth of schedules. If you have 2 billiard tables, then you would click “2 Tables”. Let’s open or download “2 Tables” as an example.

This schedule shows a full 3 days’ worth of possible matches starting at 10:00am with the last match starting at 8:30pm. This is assuming that all matches will average one hour and that you have 12 hours for each day of the Tournament. If your matches will last a different amount of time, then feel free to change the times listed. Notice that the first round of matches is scheduled at 10:00am but the 2nd round is scheduled for 10:45am and the 3<sup>rd</sup> round for 11:30am. Then, afterwards, every round is scheduled exactly 1 hour

apart. This is because it is possible for one of the matches in the first round to finish early. If the next round of players are ready to play by 10:45am, you can put the next match from the schedule on the available table right away so you don't waste any time. In this manner, the last round of the day might actually start at around 9:00pm instead of the scheduled 8:30pm, but it should be finished by 10:00pm, exactly 12 hours for the whole day as scheduled. This is assuming that you put the next available match on the first open table throughout the tournament, which is the customary way to do it. It is not mandatory to use the "first open table" method, but you will definitely need much more time if you don't.

When you have all the games that you wish to copy, you will then paste the list of games to be played into an area outside the blank schedule where there is enough room not to overwrite the blank schedule. From there, when creating the schedule, you will CUT and paste (not copy) each game or games into the blank schedule.

You will notice next to each Time listed that there are 2 empty boxes. This is where you would enter the first 2 matches to be played in the Tournament. Notice that the maximum number of matches that can be played every day is 24 matches (2 tables and 12 hours to play). This means that the maximum number of matches for 3 days would be 72 matches (24 matches per day x 3 days).

### Let's Create an Actual Schedule:

We are going to create an actual schedule and I am going to make it a little bit complicated. If you are able to understand this process, then you will have absolutely no problems in the future and most of your schedules will be even easier.

Like we previously discussed, we have 72 maximum matches at 1 hour per match. Click on: "Formats based on Number of Matches". Scroll through the file until you find the formats listed for 72 maximum matches.

There are 3 possible formats.

Let's choose "20 Players: 1 flight of 6 and 2 flights of 7: Top 2 to Finals".

We will need a list of matches to be played for a flight of 6 and two lists for a flight of 7. Close the open file. From "Master Files of All Games to be Played", copy all Flight A games from "Flights of 6 players". Paste it into an area on the blank schedule so as not to overwrite the blank schedule. Next, copy all the games for Flights B and C from "Flights of 7 Players" and paste them as we did previously. Altogether, there are 3 flights in the preliminaries. "Top 2 to Finals" means that the top 2 players from each flight will advance to the finals. The finals, therefore, will have 6 players. So, we also need a schedule of matches for the finals. Copy all the games for Flight D from "Flights of 6 players" and paste them again as before.

We now have to place all the matches for the Flights A, B and C into the schedule first and then we will place the matches for Flight D (Finals) into the schedule last.

If you look at the list of matches for flight A, you will notice that the top line of matches has 3 matches listed (the first round of matches for Flight A).

They are:

A1 vs. A6

A2 vs. A5

A3 vs. A4

This represents 1 round for Flight A. If you count the number of rounds for flight A by looking at the list of matches, you will notice that there are 5 rounds in total for flight A.

In flight B, there are a total of 7 rounds to play. So, you must take this into consideration when you create the actual schedule for the Tournament. The first 3 games for flight B are listed as follows:

B1 vs. B7

B2 vs. B6

B3 vs. B5

In flight C, there are also a total of 7 rounds to play. The first 3 games for flight C are as follows:

C1 vs. C7

C2 vs. C6

C3 vs. C5

Since there are 7 rounds for flights B and C and 5 rounds for flight A, the easiest thing to do is to start the schedule with the first round of games from Flight B and then the first round of games for Flight C. Then you would enter the first round of games from Flight A. The normal method of creating the schedule is to take one round from the first flight, then one round from the second flight, then one round from the third flight, etc, thus creating a balanced and easy to follow schedule. Since the B and C flights have 2 extra rounds of play, we need to skip the "A Flight" rounds twice.

Let's actually start creating the schedule now: I want you to CUT (not copy) the first 2 matches from Flight B ("B1 vs. B7" and "B2 vs. B6") and then paste them into the first 2 boxes of the blank schedule, next to where it says "10:00am". Underneath, in the first box next to where it says "10:45am", I want you to CUT and paste the final match from Flight B ("B3 vs. B5"). Notice that we need to do this in the proper order and not randomly.

Next I want you to cut the first round of games from “Flight C” and paste them into the next available boxes.

Now you can cut and paste the first round from “Flight A” in the next available boxes on our schedule. Your schedule should now show the first 4 ½ rounds of play for the tournament (9 matches). The next available game should be the last match scheduled for 1:30pm.

Now cut and paste from “Flight B”. Then from Flight C.

Now continue in this fashion until you finish completing the entire first day, entering the next 3 matches for Flight A, then Flight B, then Flight C again.

You should be ending the day with the 3<sup>rd</sup> round of games for Flight C.

Day One is now completed. Normally, you would continue in the same fashion and start Day Two with the next games for Flight A, but remember we still have to skip one more round for Flight A. So let’s start Day Two with the next games for Flight B. Once you are done with that, you will now be able to enter the rest of the matches in proper order: The next round of Flight C, then Flight A, then Flight B, then Flight C, and so on. Finish entering the rest of the games of the schedule. Do not enter the games for the Finals (Flight D) yet. For Day Two, you should have the 6<sup>th</sup> round of Flight C as the last matches of the day, with just one more round for each flight remaining.

Start off Day Three with the final matches for Flight A, then Flight B and finally, Flight C. Your last match entered should be at 1:30pm in the first box.

Now let’s look at the “Flight D-Finals” list of games. Since you only have 2 tables and each “round” of the Finals consists of 3 matches, you must play “first open table” again, just like the preliminaries. Since the total amount of matches for the finals is 15 (5 rounds of 3 matches each), you have barely enough room to enter these games in your schedule. Enter the first game of the finals in the next open box at 1:30pm.

Enter all the matches of the Finals into the schedule (in order). Next, I want you to section off each “round” which means every 3 matches. Format the cells so that each set of 3 matches is sectioned off visibly. This way you will know where each “round” is supposed to be.

The first matches of the finals will be “D1 vs. D6” and “D2 vs. D5”. As soon as one of those matches is finished, put the next match on the open table (D3 vs. D4). As soon as one of those matches is finished, see if you can put the next match from the schedule onto the open table. If not, try the very next one. You should be able to do this if you only go one or two matches ahead of the schedule. If the last match within a round is already on the table, then it is okay to go into the next round. But if the next match on the schedule is

still within the current round that is playing, you must wait until you can put that match onto a table before you can jump ahead to the next round. BE CAREFUL not to jump ahead into a future “round” of games, that is why I want you to section off each round. Stay within the rounds which you have sectioned off. Otherwise, you can mess up the schedule and find yourself not being able to get players onto the table. One of the tables may end up not being played on for substantial amounts of time, wasting valuable time. Don’t jump ahead more than one or two matches unless all the matches from the previous round are already on the table.

You now know how to make a schedule, and a complicated one at that. If you have had only 4 players in the finals, it would be a lot easier since you only have 2 tables. Every player would play each round and you would not start the next round until both matches were finished. You would end up playing the finals by “rounds” instead of “first open table”.

If the number of players in each flight were equal, then making the schedule is a breeze. Just enter the first round of games for Flight A, then the first round of games for Flight B, and continue with that pattern. If you have 2 tables, I suggest only having 4 players in the finals. If you have 3 tables, then try to only have 6 players in the finals. With 4 tables, try to only have 8 players in the finals at most. It makes life a lot easier.

#### Flight Lists:

If you download the flight lists, you can copy and paste them just to the right of your schedule. If you are able to complete the whole schedule (see next step) before the tournament starts, then the flight lists (and all the names of the players throughout the schedule) will automatically be completed for you.

In the example we have been using, from the Flight Lists, copy and paste only the first 6 slots for Flight A and paste them to the right of the schedule. Then copy the first 7 slots for Flight B and C and then the first 6 slots for Flight D (Finals).

#### Completing the Schedule:

If you already know the designation of each player (A1, B6, C7, etc) and assuming that your schedule is ready to go and it is how you want it, you will need to type in the names of the players into the right cells (A1, A2, etc.) in the upper left corner of the schedule. I suggest using the player’s first initial, a period and then the last name. It is OK if the name extends slightly farther than the size of the box. Note: If you type the players’ names ahead of time into another area of the schedule before entering the names into the correct cells, do NOT cut and paste the names into the right cells. It will not work. However, you CAN copy and paste, just don’t cut and paste. Once the names are entered in the right cells, the schedule is ready and the flight lists are ready. You can now print out schedules for the players and you can also print out the flight lists which you should

have placed to the right of the schedule. To print out a schedule or a flight list, highlight the area you wish to print out, then go to “File”, “Print Area”, and select “Set Print Area”. Then go to “File”, and select “Print Preview” to see how it will look when printed. If it is not how you want it, you can click on “Setup” within the Print Preview, and adjust the size. If necessary, use “Landscape” view instead of Portrait. You can also change the font of the players’ names by highlighting the schedule or flight list and selecting a different size font.

If you are NOT able to complete the whole schedule ahead of time, then print out a copy of the schedule as is, and use it manually at the tournament. When the next match says “A1 vs. A6”, look at your list of players and their assigned positions from “the draw”, and put those two players on the table.

You are now finished.