

Tournament – organiser manual

How to announce a tournament on MojeLiga.eu, prepare the player list and run it from the first round to the final standings

This manual is for tournament organisers. It walks you through announcing a tournament, registrations, preparing the player list, drawing rounds, entering results and finishing the tournament.

The screenshots come from sample tournaments with made-up players. Button and field names are shown in **bold**.

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A tournament in brief

1. You announce the tournament and make it public.
2. Players register until the registration deadline.
3. Before the start you import the registered players into the player list, choose the format and draw the first round.
4. Results are entered – by you, or by the players themselves through a personal link. When a round is complete you draw the next.
5. After the last round you finish the tournament; the final standings stay publicly available.

A tournament moves through the statuses **Planned**, **In progress** and **Finished** (or **Cancelled**).

1. Signing in and the tournament list

1. On the home page click **Tournament**. The **Tournaments** page opens.
2. Click the sign-in button at the top right, enter your email and password, and tick the option to sign in as administrator.
3. After signing in you see three lists: **My tournaments**, **Planned tournaments** and **Finished tournaments**.

The screenshot shows the MojeLiga.eu website interface. On the left is a dark sidebar with navigation links: Home, Tournaments (active), Help, and Questions & Answers. The top right of the page shows language selectors (CZ, EN), the user name 'Karel Dvořák (admin)', and a 'Log out' button. The main content area is titled 'Tournaments' and includes a 'Create a new tournament' button. It is divided into three sections: 'My tournaments' (3 items), 'Planned tournaments' (2 items), and 'Finished tournaments' (1 item). Each section contains a table with the following columns: DATE, TOURNAMENT TYPE, TOURNAMENT NAME, CITY / COUNTRY, REGISTER BY, MAX, and REGISTEI.

DATE	TOURNAMENT TYPE	TOURNAMENT NAME	CITY / COUNTRY	REGISTER BY	MAX	REGISTEI
11 Oct 2026 11:00	Singles open	Brněnský švýcar	Brno, Česko	09 Oct 2026 11:00	8	
01 Nov 2026 09:00	Singles open	Podzimní open Brno 2026	Brno, Česko	30 Oct 2026 20:00	16	
02 Aug 2026 12:00	Mixed doubles	Letní turnaj čtyřher 2026	Olomouc, Česko	31 Jul 2026 12:00	8	

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Figure 1 – Tournament list as the organiser sees it

My tournaments lists the tournaments you organise – planned and running ones first, finished ones below. Each row has action icons:

- **eye** – opens the tournament detail,
- **share** – copies or shares the link to the tournament,
- **document** – opens the tournament launch page, or the progress page of a running tournament,

- **pencil** – edits the tournament (planned tournaments only),
- **bin** – deletes the tournament (after confirmation, in any state).

Important: A deleted tournament disappears from all lists, but its data stays stored. Only the application administrator can restore it or remove it for good – write to them with **Contact support** on the home page.

Every list has its own filters: the funnel icon in a column header filters by date, type, name or city. Click a column name to sort.

2. Announcing a new tournament

1. On the **Tournaments** page click **Create a new tournament**.
2. Fill in the form using the table below.
3. Click **Save tournament**.

Create a new tournament

Fill in the basic information and create a new tournament for players.

Tournament date and time

25-Oct-2026 09:00

Registration deadline

21-Oct-2026 20:00

Tournament type *

Singles open

Tournament name *

Jarní open Brno 2027

Country *

Select a country

City *

Start typing a city name

© GeoNames (CC BY 4.0) · ČÚZK / RÚIAN

Exact address *

Sportovní hala Vodova, Vodova 108, Brno

Maximum players

16

Entry fee (CZK)

Tournament visibility

Public tournament

A private tournament is visible only to its administrators.

Tournament administrators

Administrator email

Add administrator

Add administrators by email. The user must already be registered.

karel.dvorak@example.com

Propositions

Normal

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↻

Write or paste the tournament propositions here

Image for propositions

Choose File

No file chosen

Only image files are allowed. The uploaded image is inserted directly into the propositions.

Save tournament

Back

Figure 2 – New tournament form

Field	Example	Description
Tournament date and time *	31 Oct 2026 9:00	When the tournament starts. Shown in the list and in the detail.
Registration deadline *	29 Oct 2026 20:00	Until when players can register. Must be before the start. Leave yourself a day or two to prepare the player list.
Tournament type *	Singles open	Category: men's, women's or open singles; men's, women's, mixed or open doubles. Players filter by type.

Field	Example	Description
Tournament name *	Podzimní open Brno 2026	A short, clear name – the main heading in the list and in the detail.
Country and city *	Czechia, Brno	Pick the city from the suggestions shown while typing. Players search tournaments by city.
Exact address *	Sportovní hala Vodova, Vodova 108, Brno	Hall name, street and number so players can find the venue.
Maximum players *	16	Capacity. Registration closes by itself once it is reached.
Entry fee	250	Amount paid at the venue. Leave empty for a free tournament.
Visibility	Public	A public tournament is visible to everyone, signed in or not. A private one is visible only to its organisers – useful while preparing.
Tournament administrators	helper@club.example	Emails of other people who may manage the tournament. Enter an address and add it; the user must have an account.
Propositions	—	Formatted description: format, scoring, schedule, shuttles, contact, prizes. An image can be inserted too.

Tip: Fill in the propositions before you make the tournament public. Players read them when deciding whether to register.

Important: A planned tournament that has not been started by its date is marked as cancelled by the application on the following day.

3. Tournament detail and registrations

Open the detail by clicking a row or the eye icon. At the top is the overview (status, date, type, registration deadline, place, capacity), followed by **Registered players**, **Photos** and **Propositions**.

MojeLiga.eu

Home

Tournaments

Help

Questions & Answers

CZ

EN

Karel Dvořák (admin) Log out

Podzimní open Brno 2026

Contact the organiser

Registered 9 of 16

Start tournament

Back to tournaments

STATUS

Planned

TOURNAMENT DATE AND TIME

01 Nov 2026 09:00

TOURNAMENT TYPE

Singles open

REGISTRATION DEADLINE

30 Oct 2026 20:00

CITY / COUNTRY

Brno, Česko

EXACT ADDRESS

Sportovní hala Vodova, Vodova 108, Brno

MAXIMUM PLAYERS

16

CURRENT REGISTERED PLAYERS

9

Registered players

Player name

Karel Dvořák

Register for tournament

Player name	Email	Phone	Time	Actions
Jana Novotná	jana.novotna@example.com	601 111 002	11 Oct 2026 14:33	Delete
Petr Svoboda	petr.svoboda@example.com	601 111 003	11 Oct 2026 14:33	Delete
Lucie Procházková	lucie.prochazkova@example.com	601 111 004	11 Oct 2026 14:33	Delete
Tomáš Černý	tomas.cerny@example.com	601 111 005	11 Oct 2026 14:33	Delete

Figure 3 – Detail of a planned tournament with the registered players

- For every registered player you see the name, email, phone and time of registration.
- **Delete** on a row cancels the registration – for example when a player withdraws.
- The line **Registered X of Y** shows how many places are taken.
- **Start tournament** at the top right takes you to preparing the player list.
- The share icon next to the name copies a link you can send to players.

Players can write to you with **Contact the organiser** – the message is emailed to all organisers of the tournament. **Tournament chat** at the bottom right is for shared conversation.

4. Preparing the player list and the format

Open the **Tournament launch** page with **Start tournament** in the detail, or with the document icon in the list. Opening the page does not start anything yet.

Tournament launch

Tournament launch

Set the final player list for tournament "Podzimní open Brno 2026" and choose the tournament format.

STATUS

Planned

TOURNAMENT NAME

Podzimní open Brno 2026

TOURNAMENT TYPE

Singles open

TOURNAMENT FORMAT

Swiss system

CAPACITY

Registered 0 of 16

Draw

Back to tournaments

Tournament format

Tournament format

Swiss system

Format settings

Number of sets played

2

Number of balls

21

Must win by 2

No

Points for a won set without a catch point

3

Catch point

☒

Catch point ball count

15

Points with a catch point

2

Points for a catch point

1

Final player list

The player list is empty so far.

Add to player list

Player name

Add to player list

Import enrolled players

Registered players

Player name	Email	Time
Jana Novotná	jana.novotna@example.com	11 Oct 2026 14:33
Petr Svoboda	petr.svoboda@example.com	11 Oct 2026 14:33
Lucie Procházková	lucie.prochazkova@example.com	11 Oct 2026 14:33
Tomáš Černý	tomas.cerny@example.com	11 Oct 2026 14:33
Eva Kučerová	eva.kuceroval@example.com	11 Oct 2026 14:33
Martin Veselý	martin.vesely@example.com	11 Oct 2026 14:33
Hana Horáková	hana.horakova@example.com	11 Oct 2026 14:33
Tereza Marková	tereza.markova@example.com	11 Oct 2026 14:33
David Pospíšil	david.pospisil@example.com	11 Oct 2026 14:33

Figure 4 – Tournament launch: format, player list and registered players

Player list

1. Click **Import enrolled players**. All registered players are copied to the **Final player list**.
2. To add someone who did not register, type their name in **Player name** and click **Add to player list**.
3. Check the names and the number of players. Remove anyone who did not turn up.

Tip: With an odd number of players in the Swiss system, one player gets a bye – an automatic win – in every round.

Tournament format

Under **Tournament format** choose the system:

- **Swiss system** – nobody is eliminated. In each round players with similar points meet, and everyone plays the same number of matches.
- **Table (round-robin)** – every player meets all the others.
- **Table + knockout** – a table first, then the best advance to a knockout bracket. You set how many players advance.
- **Knockout** – elimination; whoever loses is out.

The rest of this manual describes the Swiss system, which is the default. Its settings:

Swiss system setting	Description
Number of sets played	How many sets each match has. All of them are always played, whatever the running score.
Number of balls	How many points a set is played to (for example 21, or 15 or 11 for a faster tournament).
Must win by 2	With Yes , a two-point lead is needed to win a set. A field appears for the cap at which the set always ends.
Points for a won set without a catch point	Tournament points for a set won “cleanly”. The standings are calculated from these.
Catch point	Switches on the rule that a loser who reaches a set number of points in the set earns a point, and the winner gets correspondingly fewer.
Catch point ball count	How many points the loser must score to earn the catch point.
Points with a catch point	Points for the winner of a set in which the opponent reached the catch point.
Points for a catch point	Points for the loser who reached the catch point.

Important: The format and its settings can only be changed before the first draw. After that they are locked.

5. Drawing rounds and running the tournament

1. On the **Tournament launch** page click **Draw**. The application draws the first round and the status changes to **In progress**.
2. The page switches to **Tournament progress** with the matches of the current round.

Draw
Draw next round

Save all results in the active round before drawing the next round.

<

Round 2
 Round 2 of 2

>

1

2

Petr Svoboda vs Jakub Němec
Score: 2:0

Set	Petr Svoboda	Jakub Němec
1	21	16
2	21	16

Save

Jana Novotná vs Eva Kučerová
Score: -

Set	Jana Novotná	Eva Kučerová
1		
2		

Save

Hana Horáková vs Martin Veselý
Score: 0:2

Set	Hana Horáková	Martin Veselý
1	14	21
2	9	21

Save

Lucie Procházková vs Tomáš Černý
Score: 1:1

Set	Lucie Procházková	Tomáš Černý
1	21	19
2	18	21

Save

Figure 5 – Tournament progress: matches of the active round

Entering results

1. For a match, enter both players' points in every set.
2. Click **Save** under the match. The score in sets appears at the top right.
3. The standings below the matches are recalculated straight away.

Jana Novotná vs Eva Kučerová

Score: -

Set	Jana Novotná	Eva Kučerová
1		
2		

Save

Figure 6 – A match with its result entered

Further rounds

1. Wait until the results of all matches in the round are saved.
2. Click **Draw next round**. Players are paired by the current standings.
3. Switch between rounds with the numbered circles or the < and > arrows – this lets you check and correct earlier results.

Important: Draw next round only becomes active when no result is missing in the active round.

6. Standings and player links

Below the matches is **Standings**: rank, points, the Buchholz tie-break (the sum of the opponents' points), matches and sets.

Standings						
#	Player name	Points	Buchholz	Matches	Sets	Player link
1	Petr Svoboda	12	12	2	4:0	Open Copy Send by email
2	Jakub Němec	6	15	2	2:2	Open Copy Send by email
3	Martin Veselý	6	12	2	2:2	Open Copy Send by email
4	Jana Novotná	6	3	1	2:0	Open Copy Send by email
5	Eva Kučerová	6	0	1	2:0	Open Copy Send by email
6	Lucie Procházková	3	9	2	1:3	Open Copy Send by email
7	Tomáš Černý	3	9	2	1:3	Open Copy Send by email
8	Hana Horáková	0	12	2	0:4	Open Copy Send by email

Figure 7 – Standings with the players' personal links

Every player has a personal link for entering their own match result without signing in. The **Player link** column has three buttons:

- **Open** – opens the player's page so you see what they see,
- **Copy** – copies the link to the clipboard, for example to send over WhatsApp,
- **Send by email** – sends the link to the player's email.

Tip: Send the links at the start of the tournament. A player's page refreshes by itself after the next round is drawn and shows the new match, so the same link works for the whole tournament.

7. Finishing the tournament

1. Check that all results of the last round are entered.
2. On the **Tournament progress** page click the red **Finish tournament** button.
3. The status changes to **Finished** and the tournament moves to **Finished tournaments**.

Letní turnaj čtyřher 2026

Contact the organiser

Registered 8 of 8

Back to tournaments

STATUS
Finished

TOURNAMENT DATE AND TIME
02 Aug 2026 12:00

TOURNAMENT TYPE
Mixed doubles

REGISTRATION DEADLINE
31 Jul 2026 12:00

CITY / COUNTRY
Olomouc, Česko

EXACT ADDRESS
Sportovní hala UP, U Sportovní haly 2,
Olomouc

MAXIMUM PLAYERS
8

CURRENT REGISTERED PLAYERS
8

Result

#	Player name	Points	Buchholz	Matches	Sets
1	Adam Fiala	18	18	3	6:0
2	Klára Hájková	15	15	3	5:1
3	Tereza Marková	12	30	3	4:2
4	Ondřej Král	9	21	3	3:3
5	Filip Růžička	6	33	3	2:4
6	Barbora Jelínková	6	27	3	2:4
7	Veronika Benešová	6	18	3	2:4
8	David Pospíšil	0	30	3	0:6

Photos

Show albums

A random selection of 10 photos from participant albums.

No photos have been uploaded for this tournament yet.

Only registered users who took part in the tournament can upload photos.

Choose Files

No file chosen

Propositions

Propozice turnaje

Systém: švýcarský systém, hraje se na 2 sety do 21 bodů.

Program: prezence 8:30–9:00, zahájení 9:15, vyhlášení výsledků kolem 16:00.

Míče: péřové, dodá pořadatel. **Startovné** se platí na místě v hotovosti.

Kontakt: Karel Dvořák, karel.dvorak@example.com

Figure 8 – A finished tournament with the final result

Important: Finishing cannot be undone. Results cannot be edited afterwards.

The final standings, propositions and photos stay available to everyone on the detail page.

8. Photos

The tournament detail has a **Photos** section. Registered users who took part in the tournament can upload pictures; each has their own album with a limited number of photos. The page shows a random selection, and **Show albums** expands the albums. As organiser you can delete unsuitable or duplicate photos.

9. Troubleshooting

What happens	What to check
The tournament cannot be saved	Are all fields marked with an asterisk filled in, and is the city picked from the suggestions? The registration deadline must be before the start.
The tournament is not on the home page	Is its visibility Public ? Is the visitor filtering by country or city?
A player cannot register	Registration works only for a planned tournament, before the deadline and while there is room. The player must be signed in to their account.
The first round cannot be drawn	The player list is empty – import the registered players or add them by hand.
The next round cannot be drawn	A result is missing in the active round.
The tournament is marked as cancelled	It was planned but not started by its date. Announce a new one with a valid date.