



ITF SENIORS TOUR APPLICATION - USER GUIDE

Application Stage (Part 1)

This form can be completed by the Tournament Director and/or National Association but will only be accepted by the ITF office once signed by the National Association.

The new Application Form is a combination of the existing application and factsheet forms into one document. It has been implemented in order to allow for a quicker automated upload process that will save time for the ITF and the National Association, simplifying the process for those Nations who host multiple tournaments, some of which take place in the same venue.

Please see below detailed explanation on using the Application Form for the ITF Seniors Tennis Tour.

Part 1 – Publishing the tournament on the ITF calendar

- **Complete the following tabs** (minimum requirement to proceed):
 1. **National Association tab** – all details to be completed.
 2. **Site tab** – all details to be completed.
 3. **Financial tab** – Previous years grade required. All other information can be completed in part 2
 4. **Technical 1 tab** – all details to be completed except event start/end dates and sign-in times if unknown.
 5. **Technical 2 tab** – all details to be completed.
 6. **Mandatory signature areas (Excel tab 1)**

After completing the above, the first stage of the application process will be complete and this will allow you to forward in the file to the ITF Office who will be in a position to publish your tournament to the ITF Seniors Calendar.

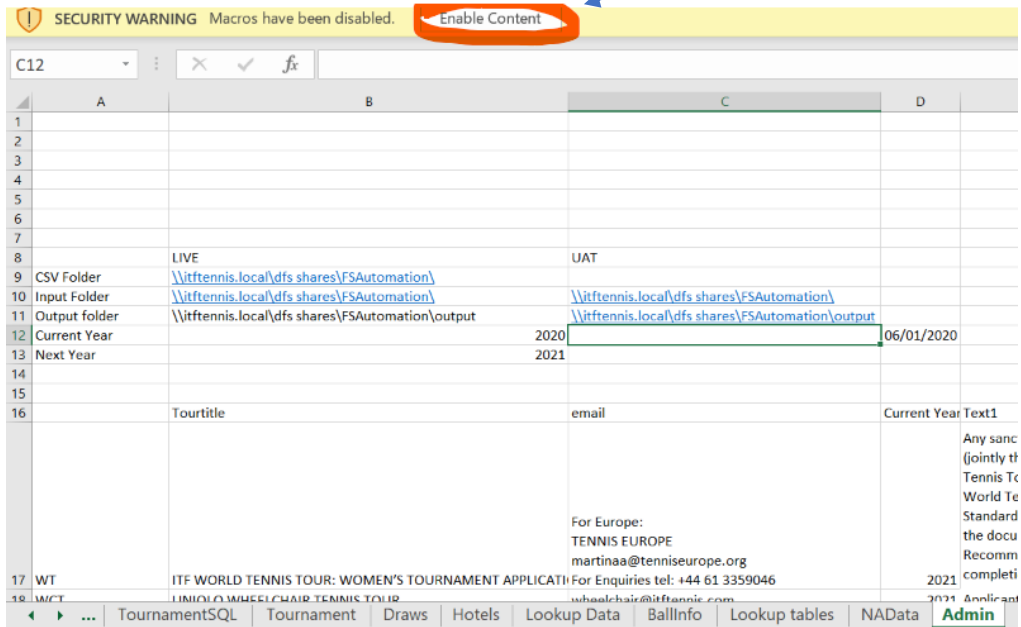
Getting Started:

- Please right-click on the excel attachment included in the email from the ITF Seniors Department.
- Select 'Save As'.
- Choose a location to save the file and name it according to the tournament name (Seniors-Grade-City-Nation i.e. Seniors-Seefeld-Austria). This file will be specific to this tournament application.
Please note that each time you create a new application the master file will need to be downloaded from the ITF Seniors email and saved with a unique tournament name.
- Open the excel file that you just saved to your computer (do not open the excel file directly from the ITF Seniors email).

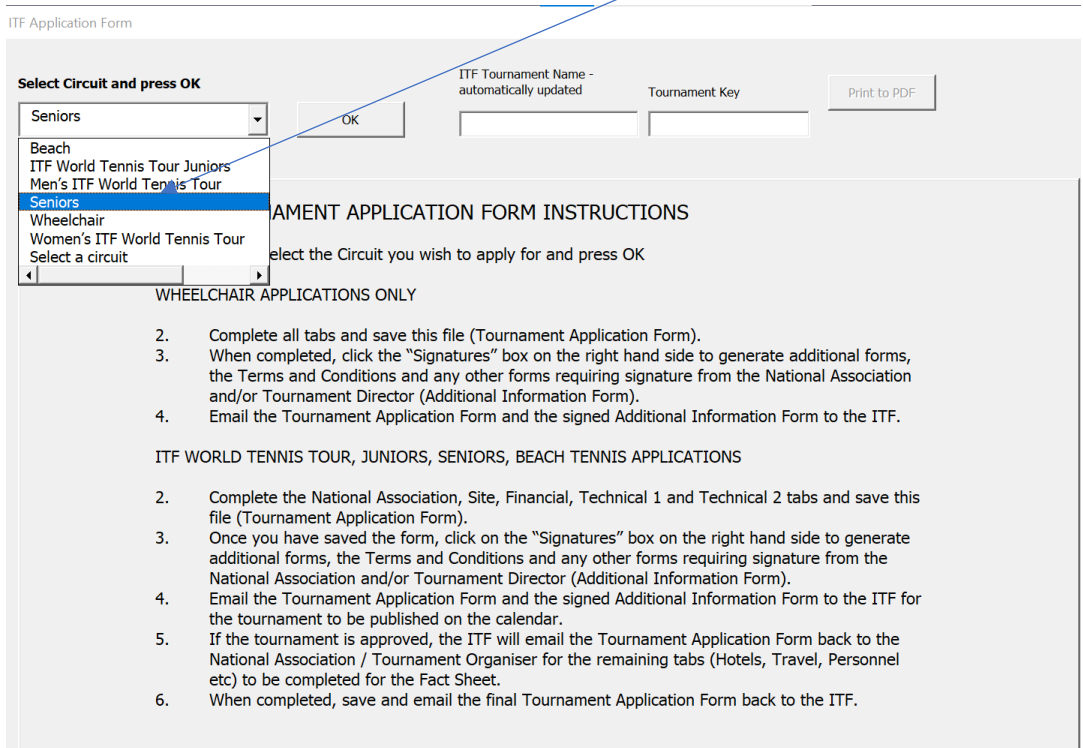


Opening the programme:

When you first open the application file (excel), please click 'enable content' if this message appears. The programme will then open.



Main tab: Select the **Seniors** from the drop down and press ok. Press Yes to the pop-up box that appears if completing a new application.



Please read the information provided on the 'Main' and 'Intro' Tabs and click next or go to the National Association Tab.



National Association tab – This tab must be fully completed in order to continue.

ITF Application Form

Click on the next button or select the Site tab

Site tab – Please complete all information known at Application Stage (part 1). The remainder can be added at Factsheet stage (part 2)

ITF Application Form

Click on the next button or select the Financial tab



Financial tab – The 2020 grade is required before you can submit your form. Include the original Grade that was allocated to this tournament. If you are applying for a new tournament, please choose 'non' from the drop down.

The screenshot shows the 'Financial / Hospitality' tab in the ITF Seniors application. A blue arrow points to the '2019 Grade' dropdown menu. The form includes fields for 'Prize Money?' (Amount and Prize money paid in), 'Method of Payment', 'Additional Information', 'Hospitality', and '2019 Grade'. Buttons for 'Save As', 'Save', 'Clear Data', and 'Signatures' are visible on the right side.

The remainder of this tab can be completed at application stage (part 1) or Factsheet Information (part 2) Entry Fee Box and Tax Box (see below) – can be completed at application (part 1) or factsheet stage (part 2).

The screenshot shows two input boxes: 'Entry Fee' and 'Tax'. Above them are the instructions: 'Please complete Entry Fee boxes' and 'Please complete Prize Money Tax Deductions boxes'. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

Go to Page 5



Technical 1 tab – All information on this tab must be completed at Application stage (unless specified).

A Tournament Entry Category must be selected from the drop-down before completing all other parts of the tab (including draw sizes).

Please click on the specific event button (Mens, Womens Singles etc) to select which age categories will take place (this will generate a pop-up for completion)

Select Circuit and press OK

ITF Seniors

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

Date of Tournament

Start Date (DD/MM/YYYY) 01/01/2021

End Date (DD/MM/YYYY) 05/01/2021

Enter Draw Sizes here (select Date of Tournament first)

Tournament Entry category

Singles

Mens

Doubles

Mixed

Doubles No Ad Scoring

Save As

Save

The process below is repeated for singles, doubles and mixed doubles.

If all age categories will be offered (30-90) - click the 'select all draws box'.

If all age categories are not offered, it is necessary to click the 'include' box against each age category that you offer – **IF YOU DO NOT TICK THE 'INCLUDE' BOX, THE INFORMATION WILL NOT BE SAVED.**

It is not necessary to add start/end dates or sign in Times at the application stage (part 1).

Draws

Tournament Draw Sizes and Details

Check this box if you want to include this draw Select ALL draws

Enter dates in DD/MM/YYYY format and time in HH:MM format

Include	Event	Start date	End Date	Draw Size	Sign in Time	Sign in Date
<input checked="" type="checkbox"/>	Mens Singles			30		
<input type="checkbox"/>	Mens Singles			35		
<input type="checkbox"/>	Mens Singles			40		
<input type="checkbox"/>	Mens Singles			45		
<input type="checkbox"/>	Mens Singles			50		
<input type="checkbox"/>	Mens Singles			55		
<input type="checkbox"/>	Mens Singles			60		
<input type="checkbox"/>	Mens Singles			65		
<input type="checkbox"/>	Mens Singles			70		
<input type="checkbox"/>	Mens Singles			75		
<input type="checkbox"/>	Mens Singles			80		
<input type="checkbox"/>	Mens Singles			85		
<input type="checkbox"/>	Mens Singles			90		

Consolation Draws Yes

Additional Information

Additional Information (relating to table above) - e.g. whether competition has qualifying, when qualifying starts

Maximum number of draws a player may enter 2

Scoring Format Singles Best of 3 Tie-Break sets

Save

Once the Technical 1 tab is complete please click the 'Save' button on the right side of the screen.



Technical 2 tab – Please complete all information known at Application Stage (Part 1). The remainder can be added at Factsheet stage (part 2)

Select Circuit and press OK ITF Tournament Name - automatically updated Tournament Key [Print to PDF](#)

Seniors

Main | Intro | National Association | Site | Financial | Technical 1 | **Technical 2** | Hotels | Travel | Personnel | Admin | Officiating

Indoor / Outdoor If Hard surface selected, when were the courts last resurfaced?

Surface Category

Surface Category Type

Number of Match Courts

Number of Practice Courts

Total Courts

Condition of the Club / Venue

Confirm Match and Practice Courts are the same surface

Floodlights Number of Floodlit courts

All Inclusive Resort? Comply with All Inclusive Ts and Cs?

Official Ball

Is there a Second Site? Yes No

Officiating: Do you require help from ITF with appointing officials?

(Deadline for submitting Officials proposal is 8 weeks prior to tournament)

Additional Information

Hotels Tab – Please complete all information known at Application Stage (Part 1). The remainder can be added at Factsheet stage (part 2).

Select Circuit and press OK ITF Tournament Name - automatically updated Tournament Key [Print to PDF](#)

Seniors

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | **Hotels** | Travel | Personnel | Admin | Officiating

Official Hotel #1 (Where the tournament offers free hospitality, the rates indicated are for persons not getting free hospitality in the official hotel)

Hotel Name Hotel Rating (1 - 5 stars) Add further hotel(s)

Address

City Zip / Post Code

Telephone (inc International Code)

Email address

Webste

Reservations Contact Telephone

Reservation Deadline Format (DD/MM/YYYY)

Rates Currency

Single

Double

Triple

Breakfast Included? Cost (include currency)

Taxes Included? Approx Cost/%

Distance from hotel to site (enter 'Same Site' or distance in Km/m)



Travel Tab – Please complete all information known at Application Stage (Part 1). The remainder can be added at Factsheet stage (part 2).

Select Circuit and press OK
 Seniors [OK] ITF Tournament Name - automatically updated [Tournament Key] [Print to PDF]

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

Travel and Visa Information

Travel

Nearest Airport (with three letter airport code eg LHR) [] Nearest Train Station [] Second nearest Airport []

Distance to Official Hotel #1 [] From Nearest Airport km/Miles [] From Train Station Km/Miles []

Distance to tournament site []

Transport from Airport to Tournament Hotel/Site [] Transport from Station to Tournament Hotel/Site []

By taxi (include currency) []

By public transport (include currency) []

Road Directions []

Alternative travel options (eg bus, ferry) []

Additional travel information []

Local tourist information []

Visa Information

Visa requirements to enter country []

If you require a Visa please contact [] Email address / Tel number []

Visa application cost (if any) [] Deadline for submitting Visa application (if any) []

Website links []

Additional Information []

Personnel Tab – this can be completed at application or factsheet stage.

Select Circuit and press OK
 Seniors [OK] ITF Tournament Name - automatically updated [Tournament Key] [Print to PDF]

Main | Intro | National Association | Site | Financial | Technical 1 | Technical 2 | Hotels | Travel | Personnel | Admin | Officiating

Safeguarding / Player Welfare
 Statutory Authority for Safeguarding issues in your country (i.e. who do you call to report abuse?)

Name of Statutory Authority []

Address []

Telephone [] Email []

Additional Information []

Media Coverage and Live Scoring

Facebook Page []

Tournament external website []

Venue Tel []

Additional Information []

Social Functions []

[Previous] [Next]

Admin Tab – For ITF Office only (please click on the officiating tab to continue)



Officiating Tab – this can be completed at application or factsheet stage.

At this point, the information is sufficient to submit to the ITF in order to check and publish to the ITF calendar.

1. Click 'Save' on the right-hand side of the window.

Signatures Required.

A) If the application has been completed by the Tournament Director, it will be necessary to forward the saved file to the National Association for their approval. If approved, the National Association should complete an Authorisation Form via the following link:

https://itf.formstack.com/forms/2021_authorisation_form

B) If the application has been completed by the National Association, please click on the following link to complete an Authorisation form:

https://itf.formstack.com/forms/2021_authorisation_form

Please note that the authorisation form will only be accepted if completed by an authorised signatory from your National Association.

Please send the application file to seniors@itftennis.com for approval.