

This email is intended for competitors that are **external to the Cottonwood Tennis Club**. We have been working on a project to automate the process and accept money and entries externally. As with all new automation projects, the first time is difficult. I think we have all the bugs worked out now, so please make your membership aware of the changes to this event and these instructions.

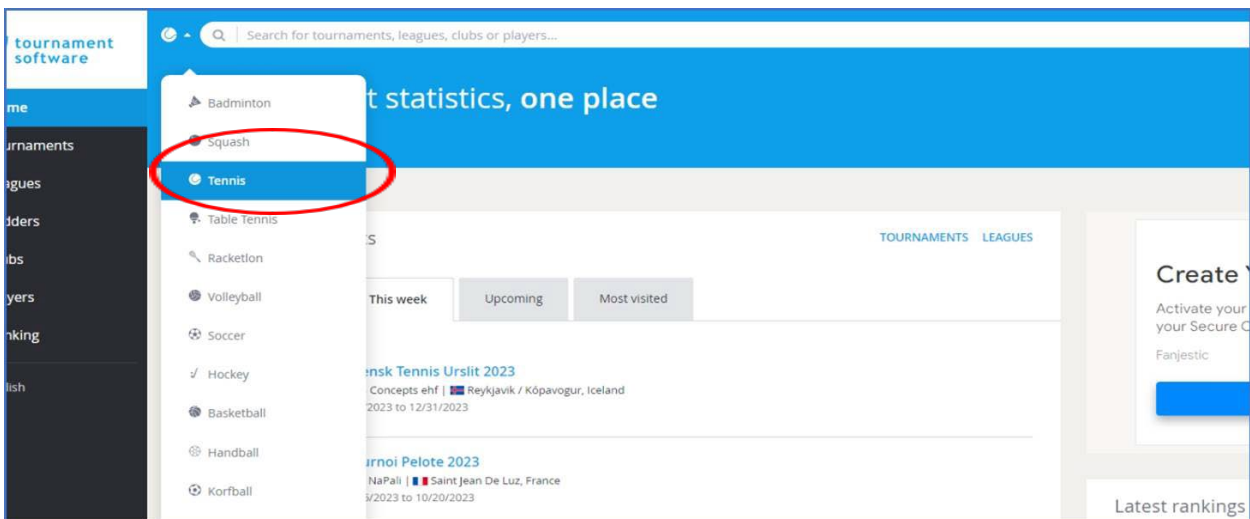
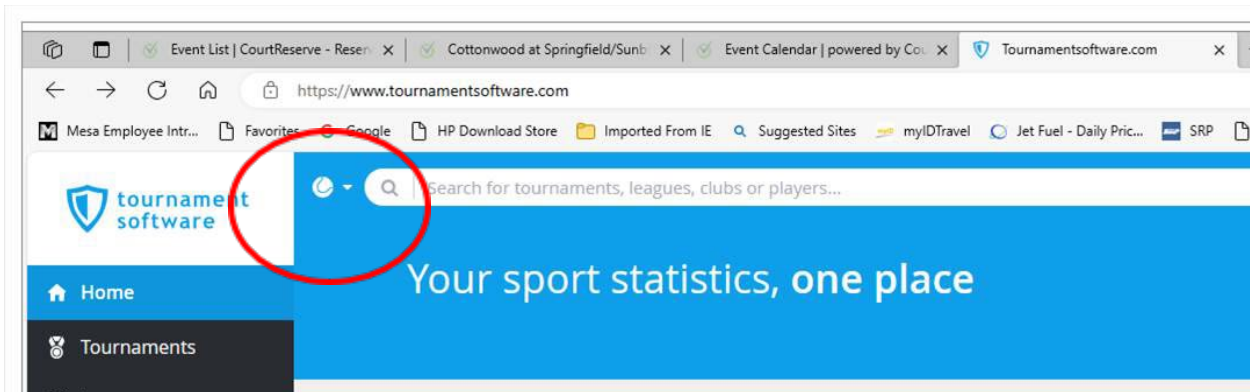
The process is similar to what anyone would have to do to sign up for a USTA tennis event, it's nothing more than a different web site that requires the user to create an account prior to signing up. Once complete, the user can pay via credit card or pay pal and eliminates the need for human intervention making it easier for all of the tournament volunteers.

If any of your members have a question, I can assist 480-586-4206 Please keep in mind that they will have to leave a message and I will call them back. My phone is set-up to send all calls not in my address book to voice mail.

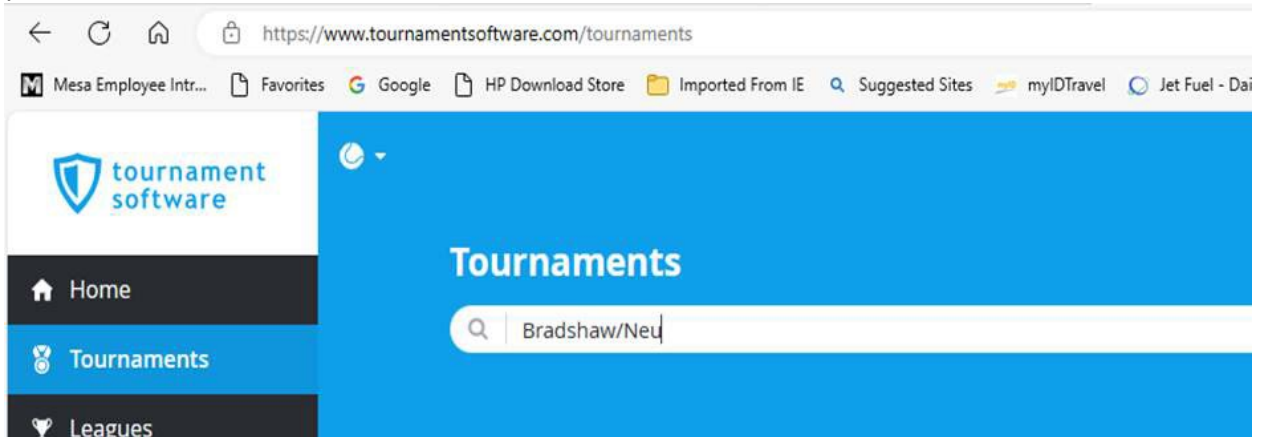
Step #1:

Go to <https://www.Tournamentsoftware.com>

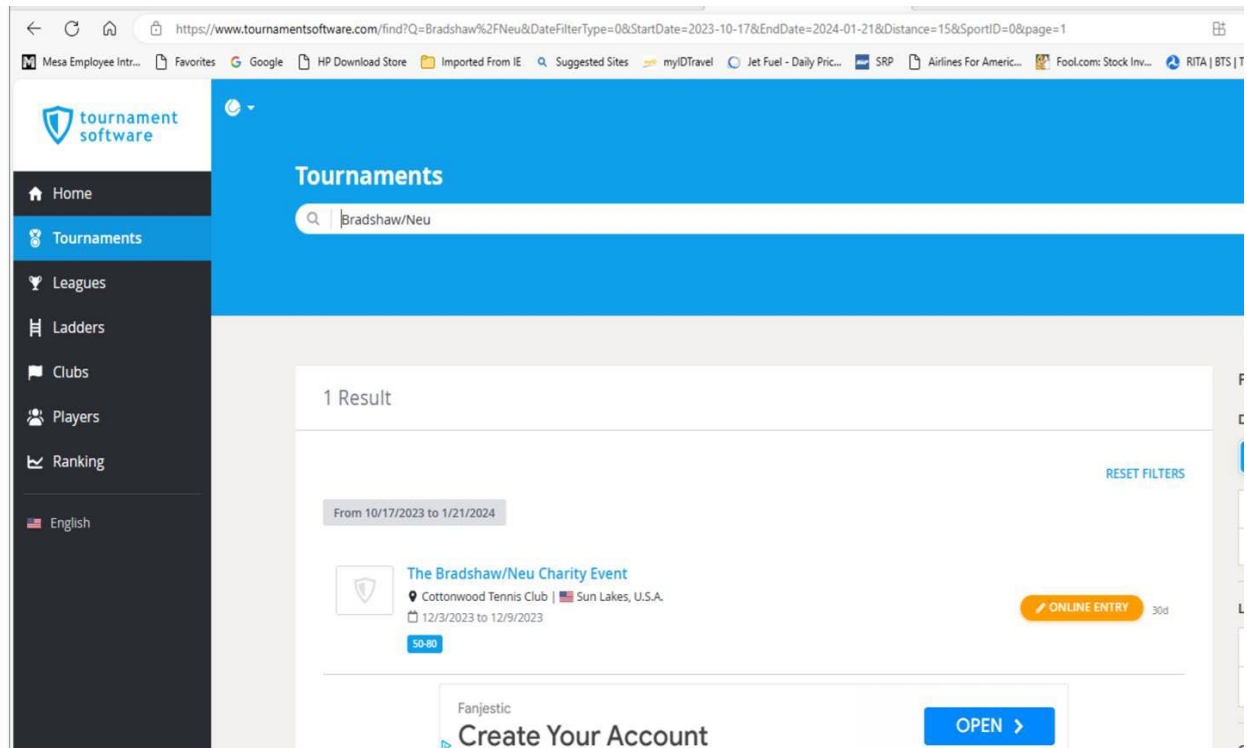
Make sure that you select the sport = Tennis



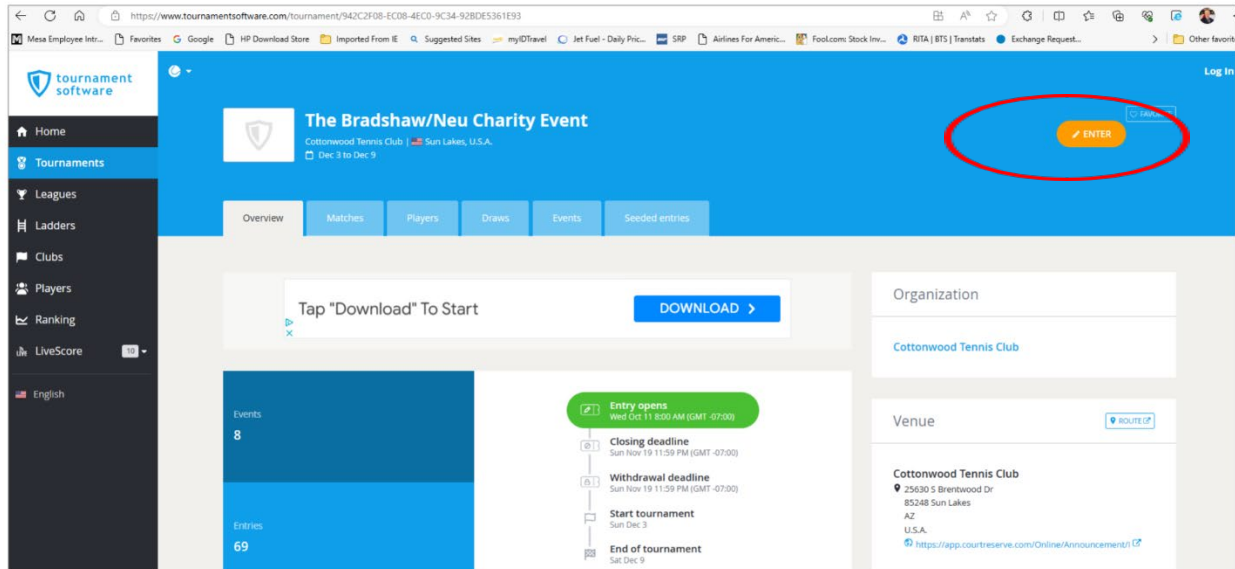
On the left side of the screen, select "Tournaments", which will respond with a new screen prompting you for search criteria.



Enter, "Bradshaw/Neu" under the search criteria which will provide the screen below, select the Bradshaw/Neu Tournament



Select Enter...



At this point, the software will direct you to create an account (if you don't already have an account with "tournamentsoftware.com". After you set-up your account, you can:

1. enter the tournament,
2. select the event and level you want to play and identify your partner.
3. Pay online.
4. You can also identify anytime that you are not available to play for the week.
 - a. This part is critical, while the software allows you to pick multiple times that you are not available, I can only honor 1 request per entry. If you select more than one time, I won't know which is the priority and as such, will not be able to honor any of the requests.
5. There is also a section that allows you to make any comments that you feel the tournament Director needs to be aware of.

Thank you for your patience, I look forward to seeing you on the court!