FAQ Tournament Directors

USATT has taken over ratings processing from NATT as of January 15th, 2015. This change in procedure means that there will be minor changes for you as a Tournament Director associated with submitting tournament results. By moving rating and results processing to USATT, we are aiming to decrease the time it takes post results without drastically changing the tournament submission process.

Q: What is different about the tournament submission process?
A: We are trying to speed up result processing by going paperless. This means that we are encouraging all tournament directors to submit results using the supplied Excel templates or to begin using one of the free tournament software programs already available. If you are currently using OmniPong, Net Edge or Zermelo then you will not have to change anything!

Q: What about submitting memberships? Do I still get my 15%?
A: Yes, the membership submission process will be different. Again, we are going paperless in order to speed up processing so you will now need to submit memberships using the supplied Excel template. If you are using OmniPong, Net Edge or Zermelo then you will not have to change anything! Instead of 15% in previous years, you will only be able to **keep 10%** of any membership you sell.

Q: What are these Excel templates you keep referring to?
A: The templates are available in Chapter 10 of the tournament guide. Membership forms and paper results will be replaced with these templates. You can find the tournament guide through this link:
http://www.teamusa.org/USA-Table-Tennis/USATT/Directors-and-Officials/Tournament-Guide.

Q: I looked at the Membership Upload Template, how do I find Product ID? What does "YearCount" mean?
A: To find Product ID for Membership Type click on the "Membership Types" tab at the bottom of the workbook. "YearCount" refers to multi-year memberships such as 3 and 5 Year Adult, or 3 year Junior and Household memberships. If you sell a multi-year membership, simply put the number of years in the "YearCount" column.

Q: Is the Membership Upload Template only for new players? Should I list all players in there?
A: The Membership Upload Template is for only for players that bought a membership. This includes new players buying a membership, new players that bought a Tournament Pass and players that renewed their membership. Players that did not buy a membership should not be listed here.

Q: Do I have to fill out every field when in the membership template? What if I don't have all of a player's information?
A: Always fill in as many fields as you can for a membership, especially email address. It's fine if you are missing some pieces of information but try to get as much as you can for each membership. The Citizenship field is mandatory for Foreign Exempt and new memberships but optional for renewals. The Representing Country field is optional for all members.

Q: Where do I find my Event ID?
A: There is no need to have an Event ID since USA Table Tennis had made the change from RailStation to SimplyCompete.

Q: Will I still be receiving a packet before each tournament?
A: In an effort to go paperless, tournament packets will no longer be mailed out. Electronic versions of the documents can be retrieved from the tournament guide or by visiting the website http://www.teamusa.org/USA-Table-Tennis/USATT/Directors-and-Officials/Tournament-Director-Info

Q: I'm not good with computers, can I still submit my results on paper?
A: At this point in time you will be charged a processing fee for submitting paper results instead of electronic versions of the documents. The processing fee will be $____ for ____ matches and anything over ____ matches is $___.

Q: I have never used tournament software before and these templates are confusing, who do I contact for help?
A: Tournament Directors who would like to run through the process or who have any questions or concerns should contact Jon Taylor at 719-866-4583 Ext. 4 or email him at Jon.Taylor@usatt.org

Q: Will any of the dues or fees be changing?
A: No, the fees associated with running your event will remain the same!

Q: Where should I send my tournament results now?
A: All tournament information, i.e. Tournament Report, Membership File and Results File will now come to USATT, you will no longer be sending anything to NATT. Electronic files should be emailed to rating@usatt.org.

Q: Will the sanctioning process change at all?
A: No, the sanctioning process is staying the same for the time being.

Q: How do I get the most current rating file?
A: You can download the rating file by going to the Ratings page on our website. There you can download the current week's ratings file as well as the past two weeks' ratings files.

Q: I deleted the excel templates on accident, where can I go to download them?
A: The files are available in Chapter 10 of the tournament guide located here: http://www.teamusa.org/USA-Table-Tennis/USATT/Directors-and-Officials/Tournament-Guide.

Q: I found a match error after I submitted my results, how do I correct it?
A: Contact Jon Taylor at 719-866-4583 Ext. 5 or email him at Jon.Taylor@usatt.org. He will be able to correct the match and player rating. The information Jon needs for the correction is both player's names and membership id's for the match as well as the event or division the match occurred in if originally listed.