Your Contract Has Been Created – Next Steps

What this means

The initial contract is an outline. It defines the courts and dates.

Ultimately you will set up a schedule for the players and configure TenCCM.com to automate some of the management of the schedule.

Next steps

- Add Players
- Set Shares
- Adjust Dates
- Send Welcome
- Gather Availability
- Name Courts
- Generate and Adjust Schedule
- Set Automations
- Finalize Contract
- Bonus Features

Add Players

Adding players is done via the **Players** tab of the **Contract Configuration** page. You can get to the **Contract Configuration** page from the **Admin Home** page by navigating to the **Contracts** tab and clicking on the gear button (⚙) for the contract you want to configure.

A few notes on player accounts:

- Players have their own accounts.
- When you add a player to your contract, you are adding a reference to their account.
- Players may be involved in any number of contracts managed by any number of admins.
- As a contract administrator you manage adding/removing participants of your contract, but not the contents of the participants' accounts.
- For privacy compliance, each player must set their own identifiable information (name, phone, etc.) after agreeing to TenCCM.com privacy terms. Until the player provides the additional information, your contract will display them using their email address.

The **Players** tab:

In the Players tab, your player database is on the left. These are players who you have previously referenced but who are not included in the current contract.

Once a player is added to your contract, that player will not be displayed in the player database for the contract.

Your contract participants are on the right. The first table shows contract players and the second table shows contract subs. Subs are not important for initial contract configuration and will be only minimally discussed.

Above the player database is a search field. This field has two purposes: filter your player database and add a new player who is not in your database.

To filter your player database, you can use *name* or *email*. The list will filter as you type.

To add a new player, enter the *complete email address* of the player. The player database should filter down to an empty list (if it does not, that most likely means your don't need to add a new player). Once you have entered the complete, correctly formatted email address, two buttons appear similar to the ones shown in the player database.

The two buttons are "add to contract" ( ) and "add as sub" ( ).

A player new to your player database may also be new to TenCCM.com.

If the player does not have a TenCCM.com account you will be asked to double-check that the email is correct. (If you add an incorrect email, you will need to get assistance to correct it so please pay close attention when adding new players this way.) Upon confirmation, TenCCM.com will create and add a reference to a *template* account for the player.

For a player who already has a TenCCM.com account, the contract will add a reference to that account.

In all cases, when you add a new player to a contract, TenCCM.com permanently adds the player to your player database.

You can add as many players as you want to your contract.

A few additional notes on adding players:

- The players on the contract can be added at any time, but they can be removed only if they are not scheduled for any matches and have not provided any availability dates.
- Subs can be added/removed any time. Subs can also remove themselves.
- If a player changes their name in their account, your contract will display the updated name. This is useful if two players have similar names–you can request that players update their "short" name to be unique to your contract.

Set Shares

Shares are managed in the **Players** tab, specifically in the "Players In This Contract" list on the right side of the page.

In TenCCM.com, shares are used only as an input to the schedule generator. If you are going to manually create the lineups for each match, there is no need to input shares.

Shares represent a percentage, from 0 to 100%, input as a floating point number from 0 to 1. So for example, a "full" share would be entered as "1" (and that is the default when a player is initially added). A "half" share would be entered as ".5", a "quarter" as ".25", etc.

To update a player's share, click on the button next to their name, in the "Share" column. When the share is 100%, the default, the button looks like ⬤.

Understanding how shares work with the schedule generator:

- In assigning lineups, TenCCM.com's schedule generator uses shares as a *relative, not absolute, value*. Mathematically speaking, this means that the sum of all available spots is divided by the sum of all player shares to determine what a share equates to. Thus if there are 12 spots (3 doubles matches), 6 players and all players have a full share, a full share means 2 spots (12/(6*1)) and each player will get 2 spots. Adjusting all players to a half share makes no difference in the allocation of spots. In that case, full share becomes 4 spots (12/(6*.5)) and thus every player's half share is 1/2 of 4, still 2 spots.
- Shares are also *approximated* in the schedule generator. This is by design, as the generator prioritizes other factors over shares. More in-depth discussion of the schedule generator is beyond the scope of this section, however.

Adjust Dates

Dates are managed in the **Dates** tab of the **Contract Configuration** page. You can get to the **Contract Configuration** page from the **Admin Home** page by navigating to the **Contracts** tab and clicking on the gear button (⚙) for the contract you want to configure.

The initial contract schedule is defined by three inputs: Start Date, End Date, Day of Week. Time of Day data are collected but not currently used in scheduling. These inputs are applied to determine a weekly set of dates that fall on the specified day of the week, and between (inclusive) the start and end. Holidays are not accounted for.

Most contracts need to be slightly modified. For example, if one of your matches falls on Thanksgiving most likely that will be rescheduled or not included. You can adjust the dates as needed using the **Dates** tab.

Note that you are not able to remove dates that have players assigned to play, nor can you remove dates for which players have indicated their availability. Thus it is easiest to configure the dates prior to asking players to provide availability and prior to publishing the lineups. (You can, however, *move* dates at any time, via the **Schedule Grid**.)

In the **Dates** tab, the dates are listed in the first column, followed by any allowed "Actions" and then a column for each player to show/edit their availability. Initially, all the availabilities are blank, and every date has an option to delete (🗑) in the Action column.

Above the top-right corner of the table there is an input field (08/18/2025 📅) where you can enter a new date and add it. Add and delete dates as needed to define your final schedule.

Send Welcome

Sending a "Welcome" notification is a one-time optional step. There is a button (Send Welcome) on the **Players** tab, just above the player database.

The welcome message serves a few purposes:

- Notify all players as well as subs that you have added them to this contract.
- Requests that players log in to TenCCM.com, access the contract and set their availability.
- Encourages players and subs to subscribe to their personal calendar and provides their personal link to do so.
- For new-to-TenCCM.com accounts that you created, provides log in information to get the players started on fully setting up their account.

Once you have sent the welcome message and/or created lineups in the schedule, the option to send it is removed. However, you can always use the messaging features of TenCCM.com to send your own messages at any time. The messaging feature is available in several places... Look for the 🗨 button on the **Admin Home** page.

Gather Availability

On the **Players** tab of the **Contract Configuration** page, as long as no players are assigned to play any matches for the contract, the "Players In This Contract" table will display a column "Dates Set?" that lets you know whether players have provided their availability.

How TenCCM.com uses availability:

- Availability stores a player's availability for each date: Available (the default), Not Available, or Preferred.
- The schedule generator *will not schedule a player on any date they mark as Not Available*. Even if that leaves the lineup short of a full court.
- Setting a Preferred date does nothing other than provide a visual indicator that the player prefers the date when viewing the lineup schedule in grid format. Not Available status also has a visual indicator in the grid format.
- In addition, players' availability affects swapping. See guide on swapping for more details.

Players can log in to their accounts in TenCCM.com to set their availability, or the admin can set it under the **Dates** tab of the **Contract Configuration** page. When the players set their availability, they are provided an option to mark their availability as "finished" which you will see as a checkmark under the "Dates Set?" column.

If you set the dates for the player, or if the player has input some but not all dates, you will see the word "some" under the "Dates Set?" column, which indicates some of the dates have been set. If no dates are set, you will see the symbol for "empty set" ($\varnothing$).

The goal is to collect all of the availability information prior to running the schedule generator, so that you can minimize the need to swap and sub throughout the season.

Name Courts

Naming courts is done via the **Contract** tab of the **Contract Configuration** page. You can get to the **Contract Configuration** page from the **Admin Home** page by navigating to the **Contracts** tab and clicking on the gear button (⚙) for the contract you want to configure.

The lineups for matches are provided with the name(s) of the court(s). When the contract is initially created, TenCCM.com assigns 1, 2, 3, … as the court names. For single-court contracts, the name isn't as meaningful but for multi-court contracts the name helps players know where they are assigned to play.

On the **Contracts** tab, "Court Labels" are below the contract details. You can edit the names to something meaningful for your contract. TenCCM.com does not limit your court names, but to ensure proper display, they should be kept relatively short. If you notice display problems you can always edit the names.

Generate and Adjust Schedule

Access the schedule generator via the **Schedule** tab of the **Contract Configuration** page. You can get to the **Contract Configuration** page from the **Admin Home** page by navigating to the **Contracts** tab and clicking on the gear button (⚙) for the contract you want to configure.

TenCCM.com will generate a lineup schedule for your courts if you do not want to do it manually. There are certain conditions that need to be met for the option to be available. When you navigate to the schedule generator, it will run some checks and display the appropriate options.

In brief, you need to have an empty lineup schedule and you need to have enough players/shares assigned to the court. The schedule generator will not overwrite existing lineups so it can't be used when any lineups are already added to your scheduled matches. Although the schedule generator does not pre-check availability and instead will leave unassigned spots if necessary, it will not execute if it detects that even with full availability you do not have enough players/shares to fill the schedule.

It is technically possible to run the schedule generator mid-season if, for example, you lose a player and need to redo the remaining schedule. However, to do so you will need to do a fair amount of manual work. You will need to clear all dates, and then delete dates in the past. Details are beyond the scope of this section.

The schedule generator provides a good, but not necessarily perfect lineup schedule. You can reset and regenerate the schedule as many times as you want to get close to ideal, but at some point you may be better served with a few small manual edits.

- Even if it means leaving an open spot, the schedule generator will not schedule a player if they have marked the date as "Not Available" or *if they are already scheduled to play the date on a different contract.* In the latter case, the system does not account for the time slot of the match, so it does not determine whether matches actually overlap.
- The lineups created by the schedule generator prioritize equalizing player pairs and, for doubles, player triples across the full season (e.g., players A and B (and C) don't get scheduled together for every match).
- After that, it attempts to distribute play throughout the season for each player (e.g., players A doesn't play all matches in the first half of the season).
- And then finally it attempts to meet the "shares" value for each player.

- Mixed in with all of the above is intentional randomization, so that it will not generate the same schedule every time. In fact, in most cases (i.e., for any non-trivial contract), it is very unlikely to produce the same schedule more than once.
- Overall it works best for a balanced set of player shares. Due to a side-effect from prioritizing other factors over shares, if you have a large imbalance between player shares, especially for a small subset of players, you likely will need to hand-tweak the schedule provided by the schedule generator. This may be improved in a future release.
- Balls assignment doesn't adhere to shares at this time, so you may want to reassign some balls duties.

Manually editing the initial lineup schedule is best done on the grid editor, which is the page you can access after the schedule generator completes the lineups via the link provided.

Set Automations

You can set up automatic notifications via the **Notifications** tab of the **Contract Configuration** page. You can get to the **Contract Configuration** page from the **Admin Home** page by navigating to the **Contracts** tab and clicking on the gear button (⚙) for the contract you want to configure.

Automation is a key feature for contract administrators that will be evolving and may be different than documented here...

At time of writing, the system supports 4 basic automation options:

- Generate and send *Initial Lineup* to players
- Check for players who have neither confirmed nor provided a sub and send a follow-up
- Generate and send a *Final Lineup* to players
- Add an alert to the calendar event

All of the automated messages include the full lineup with current statuses for the match. Calendar events, regardless of alert setting, contain the lineup/statuses as well and are updated based on the player's subscription settings which TenCCM.com is unable to control–be aware that updates to the lineup may not be reflected in the players' calendars immediately.

Each automation in the current version is simply either disabled or enabled (by setting to a specific time interval). More options may be added in a future update.

The automations (as well as contract times) are based on the "America/New_York" time zone. Adapting to local time zones may be supported in a future update.

The automations are meant to be helpful but not a substitution for contract management. As they increase in capabilities, manual intervention should be reduced if not eliminated.

Finalize Contract

Finalize is available only if you created the contract with a non-zero cost. (If you entered zero, but after reading this section decide you prefer to use the feature, you can't do it yourself but the non-zero amount can be added.)

Once the initial lineup schedule is complete to your satisfaction, you can automatically calculate each player's cost using the **Finalize** button, which appears at the top of the "Players In This Contract" section of the Players tab. In addition to providing cost calculations, TenCCM.com has a feature to track each player's transactions and current balance due.

When you finalize the contract, a new column is added to the "Players In This Contract" table, "Balance" and two new Action options are shown, View Tx (⬛) and Add Tx (⬛). View Tx lets you see the full history for the player and Add Tx lets you either add a charge or add a payment.

Note: This is informational data only. The system does not handle any monetary transactions.

If you have any errors in the schedule that need to be corrected, you can "Un-Finalize" the contract and then re-finalize it. The button to do this will appear in the **Contract** tab after you have finalized the contract. When you "Un-Finalize" a contract, all "Initial Contract Charge" entries for each player are voided but are not deleted. All other transactions are preserved.

Note: The system does not permit deletion of any of the charge/payment transactions. Voided transactions are ignored in balance calculations but will appear on the record.

Players will also be able to view their balances and transaction history, but they have no ability to create or void transactions.

Bonus Features

You can't do these yourself, but they are available:

- Set custom text for "Balls Duty". On some courts, instead of "Balls" you may want "Beer & Balls". The default is a tennis ball image. It needs to be short to fit in the system UI, but it can use any UTF-8 character(s) (UTF-8 encompasses emojis). Talk to me for details…
- Assign a backup administrator. The backup administrator is almost identical to the primary administrator for any given contract. The only difference is in some of the messaging. The only reply-to address used in sending emails is the primary administrator so backup admins won't get replies.
- Review logs of your players activities in the system. If a player is having trouble accessing their account, for example, we can look at logs to help diagnose. Or if something gets corrupted in your schedule and it's not clear how to correct it, we can trace the changes through the logs.
- Delete players from your player database.
- Resend the welcome email, or send it to only specific players.
- Edit your basic contract definition, such as updating the cost.