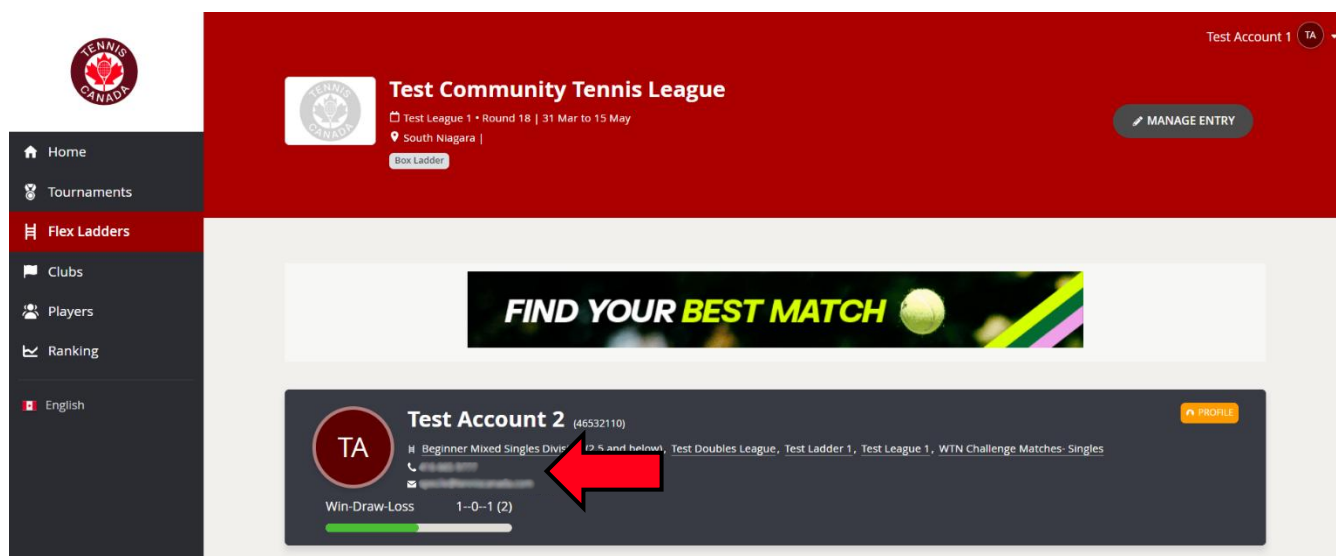
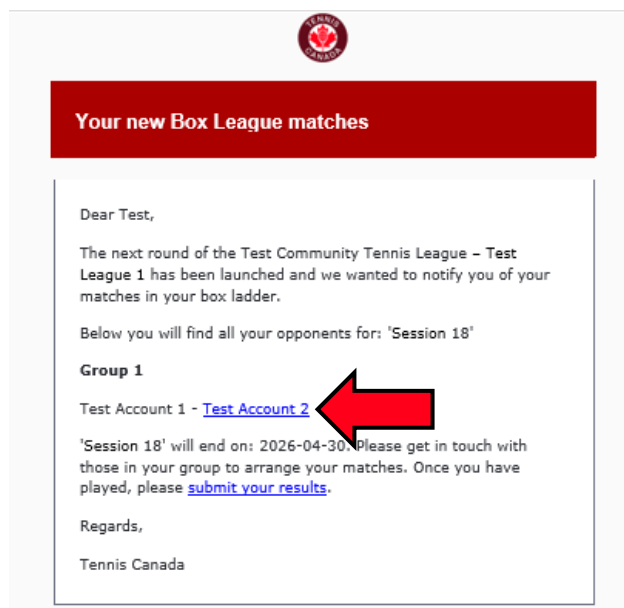
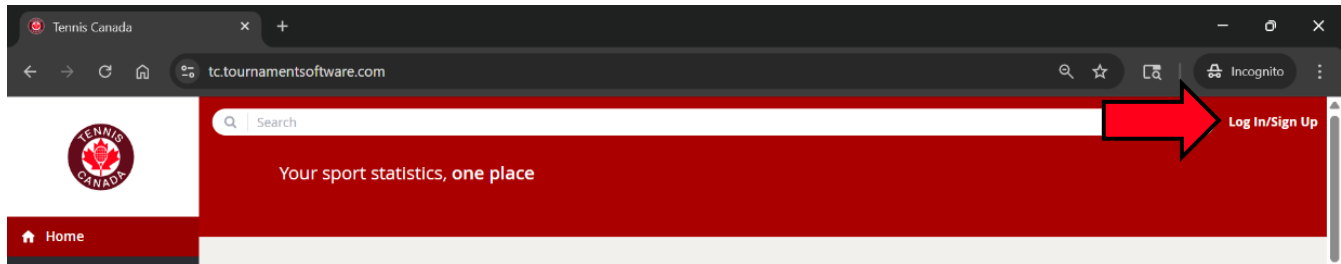


FINDING OPPONENT CONTACT DETAILS & SCHEDULING MATCHES

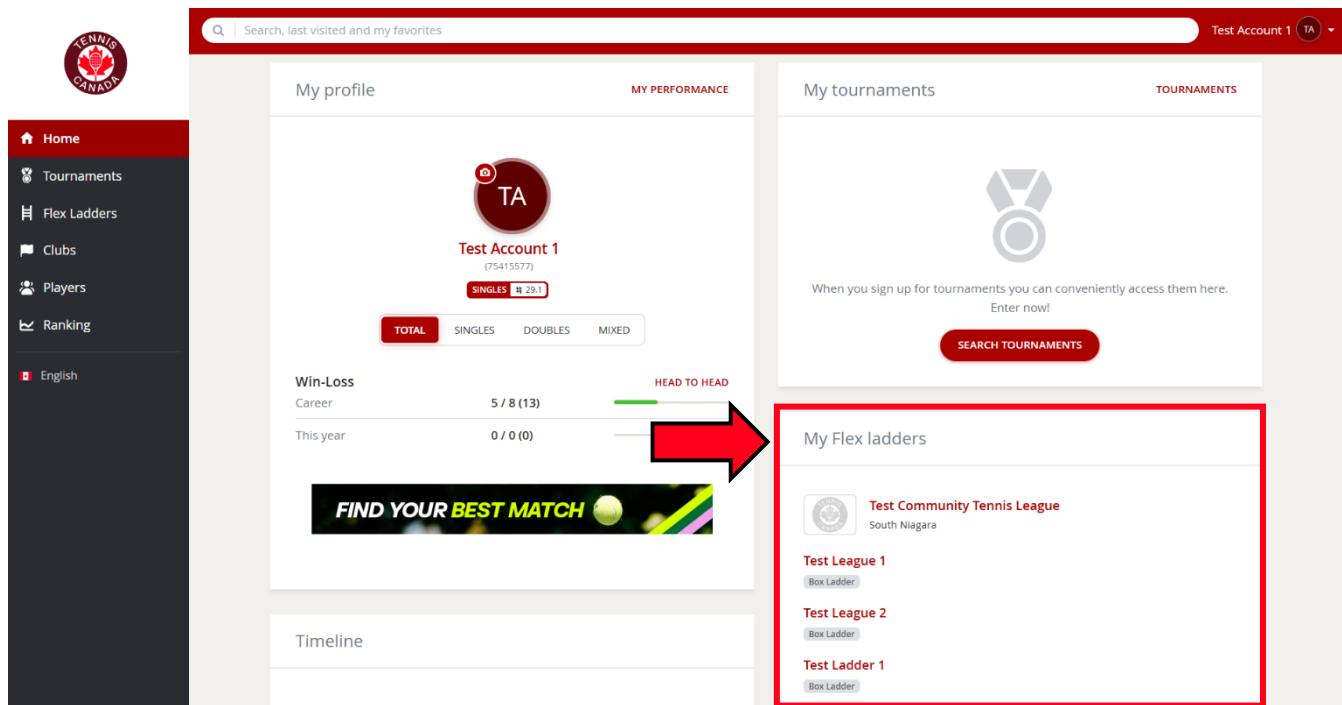
1. Once matches have been generated for the league/ladder, you will receive an email notification from the system containing the names of your opponents. From the email, click on a player's name to be redirected to their profile page, where you can view their contact information (make sure you are logged in to your account first). Contact your opponents by phone or email to coordinate a date and time to play before the end of the round.



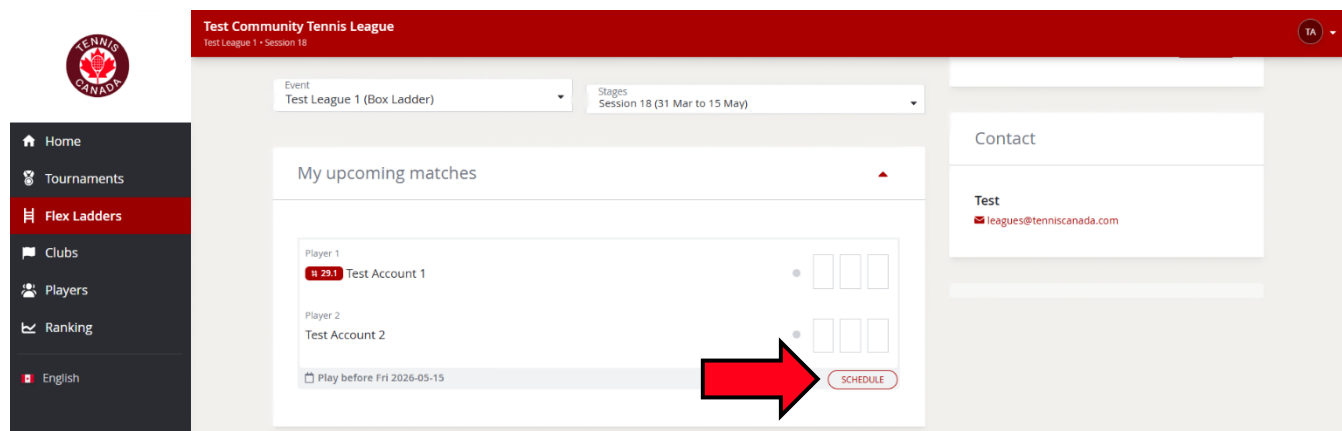
2. Alternatively, you can find the contact information for your opponents by visiting the league/ladder page directly. Visit <https://tc.tournamentsoftware.com/> on your mobile phone or computer. Click “Log In/Sign Up” at the top right of the page and enter your account information to log in.

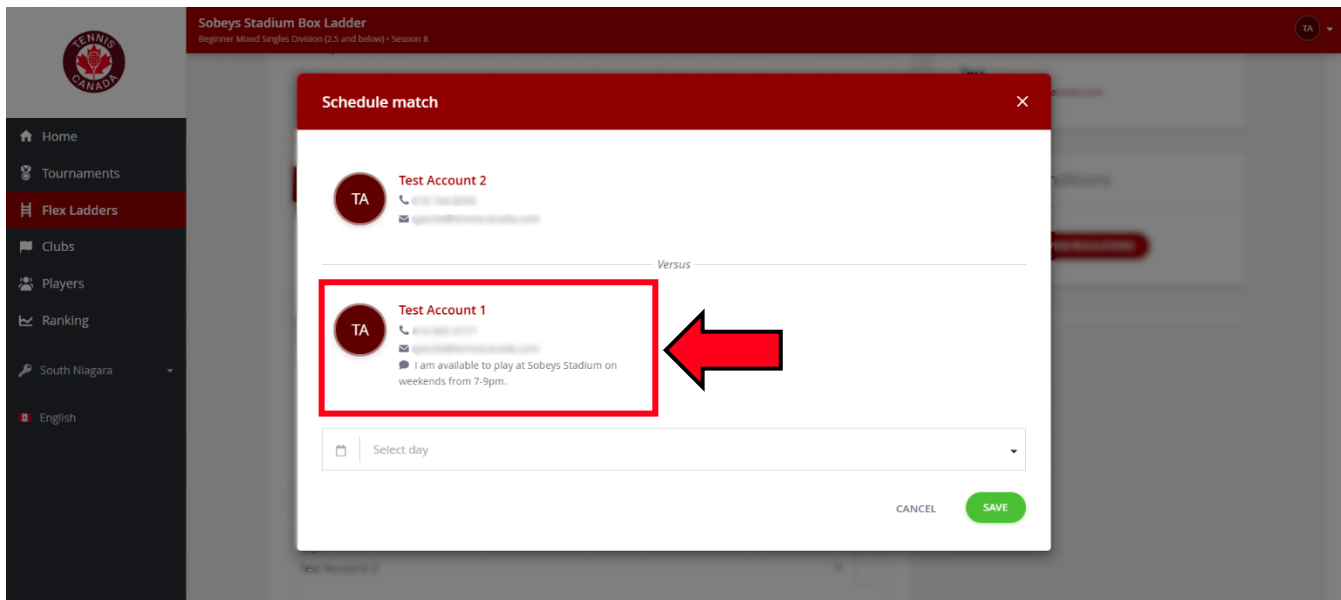


3. On your home page, scroll down to the “My Flex Ladders” section and click on the relevant league/ladder.

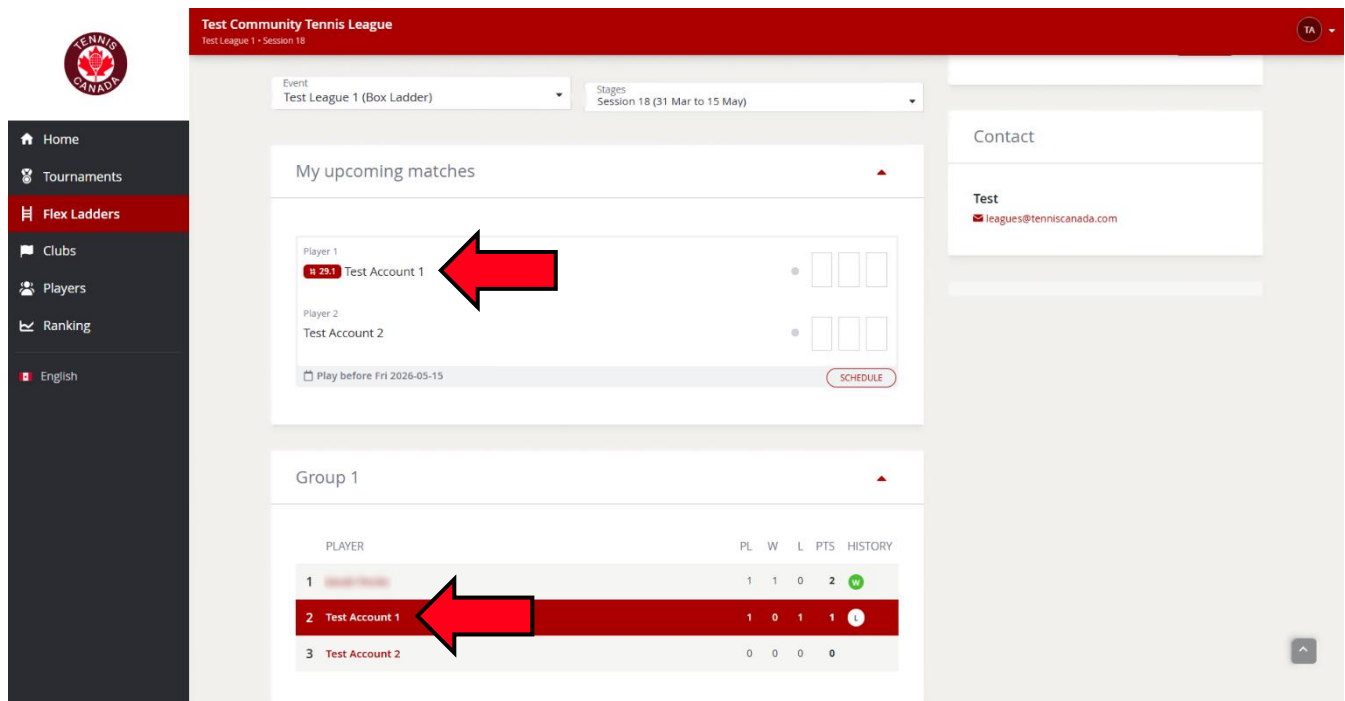


4. On the league/ladder page, scroll down to locate the match between yourself and the opponent whose contact information you would like to view. Click on the “Schedule” button to open a pop-up window displaying your opponent’s phone number, email address, and any notes they may have added regarding their availability or match scheduling preferences.
- Once you have contacted your opponent and agreed on a match date/time, you can also use the Schedule function to enter the planned match date and time into the system. Please note that your opponent will not receive an automatic notification when a match is scheduled in the system, so you must still communicate the details with them directly by phone or email.





5. You can also access a player's profile directly from the league/ladder page by clicking on their name either under the "My Upcoming Matches" section or within the "Group" section.



6. On the player's profile, you will also be able to view their phone number, email, and any notes they may have added regarding their availability or match scheduling preferences by hovering over the speech bubble icon.

