

# ACTIVE AWAY

## HOPMAN CUP & BATTLE OF BRITS GUIDE

### 1. Overview

- The goal of the Hopman Cup & Battle of the Brits is to create a fun atmosphere where everyone has an enjoyable experience.
- We must ensure matches are at an appropriate level.
- We must ensure people play with and against different people.
- We must ensure any rest periods are fair for all.

### 2. Using the Excel File

- Please download the Excel file from the our Coaching Programme page (download the file and enable macros).
- Please download the 'Brand Standards' document so you can make sure the output is as per our branding.

#### Step #1 - Creating the Teams - "Team Maker" Sheet

1. From your player list, copy the first name and surname of everyone who is playing in the tournament.
2. Click on Cell 'B2' and press the dropdown arrow next to paste > paste values.
3. Grab the bottom right hand corner of the appropriate cell in Column A to bring the ranking down to match the bottom of your data.
4. Re-Order the data so the players are in standard order, with Cell A2 as number 1 and B2 & C2 containing the best player in the group.

#### Step #2- Deciding the Teams

1. For Battle of the Brits - this is simple, you'll use 2x Teams. "Union Jacks" & "British Bulldogs"

- Enter these two teams in Cell E2 & E3
- Enter the number of teams in Cell F2 as '2'

2. For Hopman Cup - this is a little more complex.

- Decide how many teams you will have (try and use a number that will work for the number of course you have)
- In the example on the right, we have 24 players / 6 courts so we will choose 4 teams of 6 players.
- Try and make your life easy by using coaches to play in to make the numbers as 'nice' as you can.
- Enter the team names in cells E2, F3 etc.
- Enter the number of teams in Cell F2

#### Step #3- Deciding the Teams

Spread = the score difference between the two teams.  
The lower the spread the closer the teams.

- Start by trying '2' for the spread.
- Press "1. Make Teams"
- If you get an error message, increase the spread until the teams are created for you.
- If you aren't happy with the teams, you can press 'make teams' again and it will create the teams again.

Ranking	First Name	Surname
1	Robert	Prero
2	Caroline	Griffiths
3	Carol	Bye
4	Michael	Kirby
5	Lorna	Hopkins
6	Nicholas	Fairbank
7	Anna	Le
8	Andrea	Parr
9	Janet Mary	Capper
10	Marion (Sue)	Mundy
11	Anne	Alderton
12	Maneesh	Patel
13	Daniel	GIDDINGS
14	Graham	Mumford
15	Justine	Eastbury
16	Miles	Cowley
17	Purvi	Patel
18	Joyce	Labinjo
19	David	Wise
20	KATE	Montgomery
21	Charles	bouchard
22	Robert	King
23	Jay	Sullivan
24	Sonal	Patani

Team Name	Number of Teams	Spread
Josh T's Jamaicans	4	2
Josh W's Japenese		
Sam's Spanish		
Heather's Hungarians		

Team Name	Number of Teams	Spread
Josh T's Jamaicans	4	2
Josh W's Japenese	4	2
Sam's Spanish	4	2
Heather's Hungarians	4	2

## Step #4 Exporting the Teams

1. You'll now notice your teams have been created and they've also been 'ranked' for you. You'll see the team that's expected to win in row 10 - they will be labelled as '1.'
2. Press 'Export Team'
3. You'll now notice in the 'Team Members - Export' sheet the teams have been created for you in a nice format ready to export.

## Step #5 Teams Round Robin

1. For Battle of the Brits, the round robin format will not work as there is only two teams, you'll just need to create the matches.
2. For Hopman Cup - you can press "3. Teams Round Robin Export."
3. You can now navigate to the "Teams - Round Robin - Export" tab, and you'll see that every team is playing against every other team.

Pro Tip - in our example it will only create 3 rounds, we need a minimum of 5 for a successful Hopman Cup, we can simply copy the rounds to make 6 rounds so each team plays against each other twice.

Top Tip - If you get an error, check the number in column AL of 'Teams - Round Robin' sheet

<b>Round 1</b>	<b>Round 4</b>
Josh T's Jamaicans vs Sam's Spanish Josh W's Japenese vs Heather's Hungarians	Josh T's Jamaicans vs Sam's Spanish Josh W's Japenese vs Heather's Hungarians
<b>Round 2</b>	<b>Round 5</b>
Josh T's Jamaicans vs Heather's Hungarians Josh W's Japenese vs Sam's Spanish	Josh T's Jamaicans vs Heather's Hungarians Josh W's Japenese vs Sam's Spanish
<b>Round 3</b>	<b>Round 6</b>
Josh T's Jamaicans vs Josh W's Japenese Sam's Spanish vs Heather's Hungarians	Josh T's Jamaicans vs Josh W's Japenese Sam's Spanish vs Heather's Hungarians

## Step #6

1. Press "4. Create Team Sheets" - this will create new sheets in your Excel file with a round robin for each team.  
This will now create a new sheet for each team.

## Step #7

1. Press "5. Create Matches" - this will now create all possible matches for you.

Josh T's Jamaicans	Josh W's Japenese	Sam's Spanish	Heather's Hungarians
<b>Round 1</b> Charles bouchard & Nicholas Fairbank Joyce Labrinjo & Janet Mary Capper Graham Mumford & Michael Kirby	<b>Round 1</b> Sonal Patani & Anna Le KATE Montgomery & Anne Alderton Maneesh Patel & Carol Bye	<b>Round 1</b> Robert King & Marion (Sue) Mundy Purni Patel & Daniel GIDDINGS Miles Cowley & Lorna Hopkins	<b>Round 1</b> Jay Sullivan & Caroline Griffiths David Wise & Andrea Parr Justine Eastbury & Robert Prero
<b>Round 2</b> Charles bouchard & Michael Kirby Joyce Labrinjo & Nicholas Fairbank Graham Mumford & Janet Mary Capper	<b>Round 2</b> Sonal Patani & Carol Bye KATE Montgomery & Anna Le Maneesh Patel & Anne Alderton	<b>Round 2</b> Robert King & Lorna Hopkins Purni Patel & Marion (Sue) Mundy Miles Cowley & Daniel GIDDINGS	<b>Round 2</b> Jay Sullivan & Robert Prero David Wise & Caroline Griffiths Justine Eastbury & Andrea Parr
<b>Round 3</b> Charles bouchard & Joyce Labrinjo Graham Mumford & Nicholas Fairbank Janet Mary Capper & Michael Kirby	<b>Round 3</b> Sonal Patani & KATE Montgomery Maneesh Patel & Anna Le Anne Alderton & Carol Bye	<b>Round 3</b> Robert King & Purni Patel Miles Cowley & Marion (Sue) Mundy Daniel GIDDINGS & Lorna Hopkins	<b>Round 3</b> Jay Sullivan & David Wise Justine Eastbury & Caroline Griffiths Andrea Parr & Robert Prero
<b>Round 4</b> Charles bouchard & Graham Mumford Joyce Labrinjo & Michael Kirby Janet Mary Capper & Nicholas Fairbank	<b>Round 4</b> Sonal Patani & Maneesh Patel KATE Montgomery & Carol Bye Anne Alderton & Anna Le	<b>Round 4</b> Robert King & Miles Cowley Purni Patel & Lorna Hopkins Daniel GIDDINGS & Marion (Sue) Mundy	<b>Round 4</b> Jay Sullivan & Justine Eastbury David Wise & Robert Prero Andrea Parr & Caroline Griffiths
<b>Round 5</b> Charles bouchard & Janet Mary Capper Joyce Labrinjo & Graham Mumford Nicholas Fairbank & Michael Kirby	<b>Round 5</b> Sonal Patani & Anne Alderton KATE Montgomery & Maneesh Patel Anna Le & Carol Bye	<b>Round 5</b> Robert King & Daniel GIDDINGS Purni Patel & Miles Cowley Marion (Sue) Mundy & Lorna Hopkins	<b>Round 5</b> Jay Sullivan & Andrea Parr David Wise & Justine Eastbury Caroline Griffiths & Robert Prero

(continued)

## Step #8 Using Your Brain

Unfortunately, this is now where the automation runs out (due to the variables of courts / standards / playing with the same person / playing against the same person) and it's over to you to create the schedule of matches.

Click '6. Create Matches' and navigate to the 'schedule tab.'

1. You'll notice it's created a 'rough' schedule for you.
2. You'll need to use the 'matches' tab to line up the matches to the schedule

## Step #9 Exporting

Now it's time to export the data to our PDF to make sure it's presented in the right way.

Top Tip - to make the export of the 'Schedule' look better try to have a maximum of 3 rounds in a column - you can move these using cut and paste.

### Battle of Brits Sheets to Export:

1. Team Members - Export
2. Schedule

### Hopman Cup Sheets to Export:

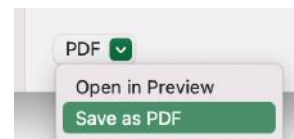
1. Team Members - Export
2. Teams - Round Robin - Export
3. Schedule

Our Goal - Our goal is to add 'screenshots' of the finalised data to our PDF templates for the [Battle of the Brits](#) or [Hopman Cup](#).

## **3. Exporting to a PDF / Screenshot**

1. With the sheet you want to export open > Press CMD + P > Scale to Fit (1 to 1) > Save as PDF
2. Open the PDF you've just exported
3. Take a Screenshot of the area you want to use (Press CMD + Shift + 4)
4. Go to: <https://smallpdf.com/edit-pdf> and upload the Template we use (see above links).
5. Navigate to the relevant page and click 'Insert Image' - select the screenshot we took
6. Reposition your image to make it look good
7. Click 'Download'
8. You now have your PDF ready to send to the WhatsApp group
9. Check your document and send the WhatsApp group for your holiday

Pro Process - Export all PDFs from Excel > Take all screenshots > Upload PDF > Import All Images > Position All Images > Download > Send to WhatsApp



For FAQs - see overleaf

## FAQs

What's the best format for the matches? Timed matches. This allows us to make sure we stick to the schedule.

How many rounds should a Hopman Cup last? A minimum of 5x matches.

How many rounds should a Battle of the Brits last? A minimum of 3x matches.

Is it possible for everyone to always play against different people? No. Do try and keep this to a minimum of 2/6 rounds though!

I need an extra page on the PDF!

- Open the PDF > Select the thumbnail of the page you want to duplicate in the PDF and with the option key pressed, drag down on that thumbnail to duplicate it below.

Scoring - We find the easiest way to do the scoring is to print the sheets, and manually write the scores down. This is a little more personal than using a laptop (just make sure your Maths is correct)!

Top Tip - always ask if everyone is playing BEFORE you do this schedule.

**Always 'Enable Macros' when opening the document.**