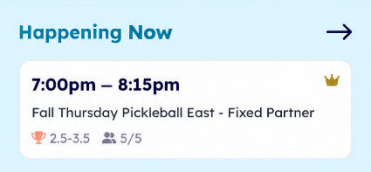
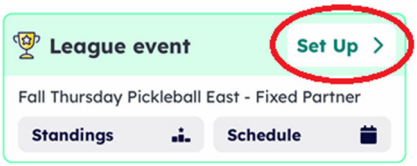
Round Leader Instructions – Team/Fixed Partner Format

Below are instructions for running rounds in the Pickleheads app. What you see may be different, as some of these views may be from the organizer perspective or a test league. They're also from the iOS version of the app.

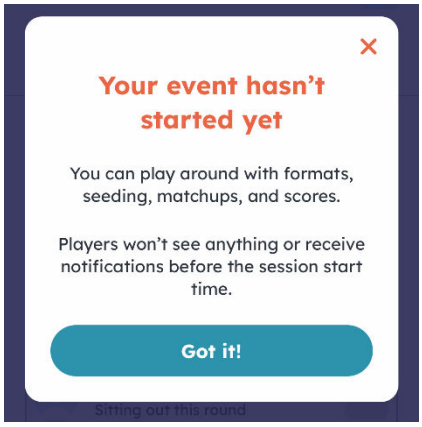
Step 1: Open the Pickleheads app. You should see a section called "Happening Now" or "Today's Sessions" somewhere on the screen. Tap on the white rectangle for the league in which you're participating.



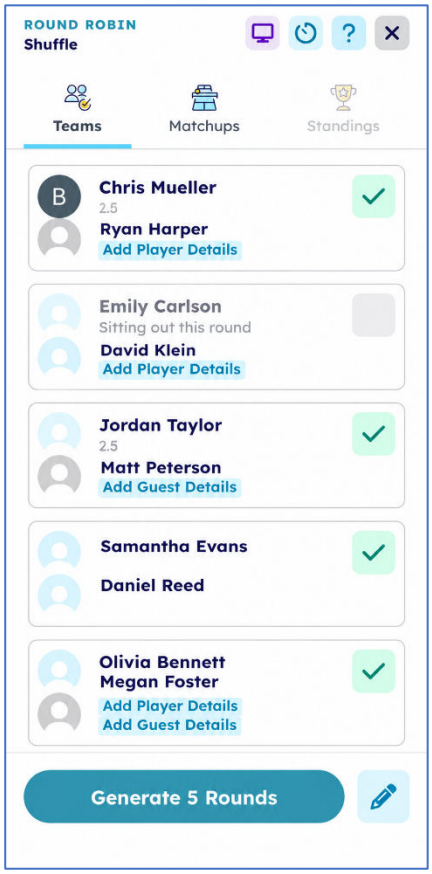
Step 2: Tap the white "Set Up" button to the right of "League event."



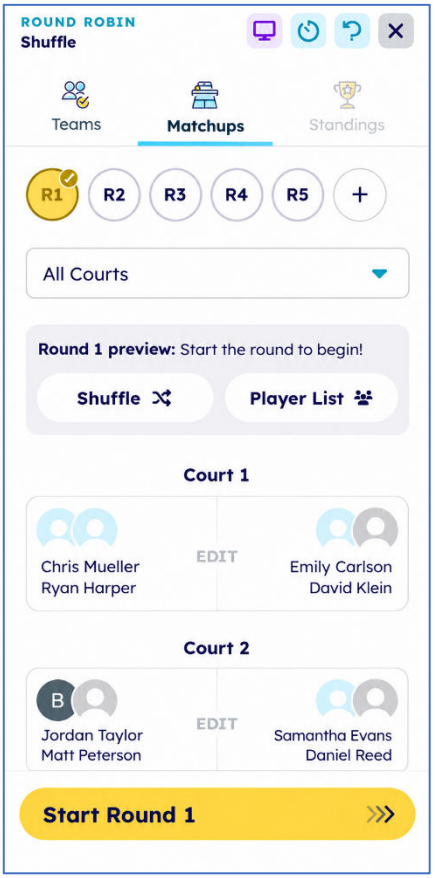
Step 3: You'll see "Your event hasn't started yet" if it hasn't yet reached the start time of the session. Tap "Got it!" to continue. You can still set everything up.



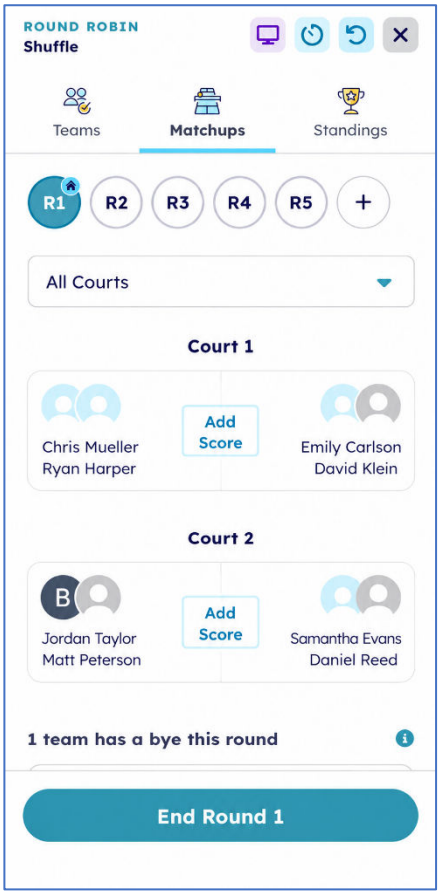
Step 4: Make sure there's a green checkmark next to all teams present. It will automatically be there if teams use the check-in feature. Otherwise, you can select them. Make sure teams who aren't present are not checked. In the example to the right: Maybe Emily and David are running late. Uncheck them for Round 1. You can add them back for Round 2 and beyond if they do show up (Covered in Step 7). Hit the "Generate 5 Rounds" button at the bottom once all teams present have a green checkmark next to them.



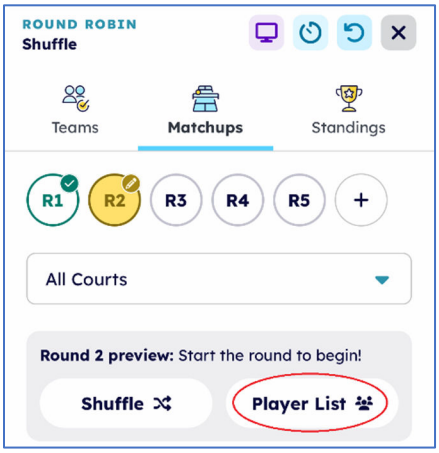
Step 5: Hit "Start Round 1" at the bottom. Everyone will now be able to see their matchup and court assignment in the Pickleheads app. Head to the courts and start playing!



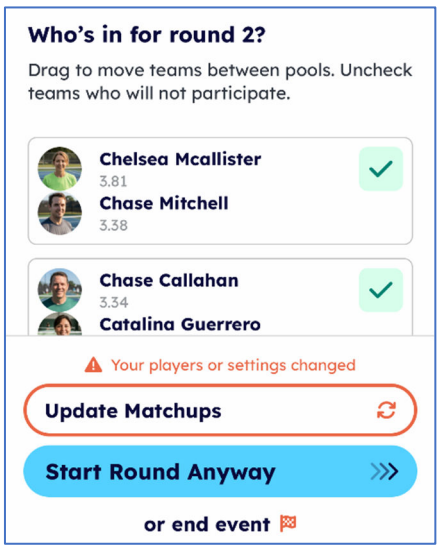
Step 6: Teams will input their own scores as they finish games. Any of the four players can enter it. You (as round leader) can enter the score by tapping “Add Score” in the rare event that both players on both teams are subs who didn’t get set up in the app ahead of time. Once all scores appear, hit “End Round 1” at the bottom. The app will display the matchups for Round 2.



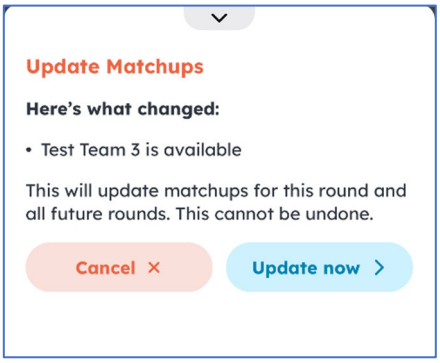
Step 7: You can skip Steps 7-9 if a team didn’t show up late. If a team did arrive late, tap “Player List” before you start Round 2.



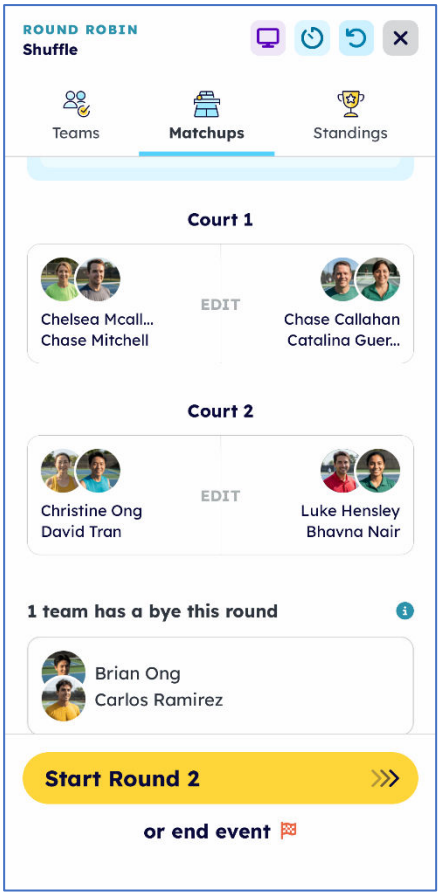
Step 8: Check the late-arriving team so they’re now available. Tap “Update Matchups”



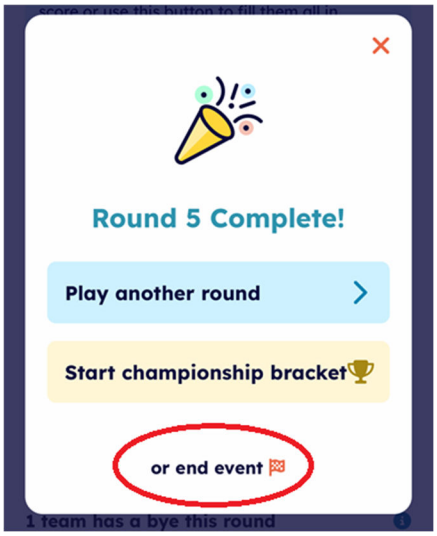
Step 9: The app tells you what has changed. Tap “Update now”



Step 10: Tap Start Round 2. You’ll need to start and end each round for the rest of the session to get the matchups to populate for each subsequent round.



After Round 5, tap “end event” at the bottom of the box. You don’t need to “Share the final results” or view the standings unless you want to.



That’s it! Your duties are complete.