

DartTracker

Venue Admin Guide

For players who have been granted admin access by a venue

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1. What is a Venue Admin?

A venue admin is a player account that has been granted permission to create and manage tournaments on behalf of a venue. Admins have the same tournament management capabilities as the venue owner, with two exceptions:

- Admins cannot manage other admins (only the venue owner can grant or revoke admin access).
- Admins cannot delete the venue account.

Everything else — creating tournaments, starting them, managing players, and operating the scoring boards — is available to admins.

2. Getting Access

How the venue grants you access

The venue owner grants admin access from their Manage Admins page. They enter your registered email address, and the system links your player account to their venue. You will receive an email notification confirming that you have been granted admin access, with a link to the app.

Important: you must sign out and back in

Admin status is stored in your login session. If you were already signed in when the venue granted you access, you will not see the admin features until you sign out and sign back in.

1. Sign out using the button in the top navigation.
2. Sign back in with your email and password.
3. Your dashboard will now show the venue's tournaments and a Create Tournament button.

Note

Similarly, if your admin access is revoked by the venue, it takes effect at your next sign-in. You may still see admin features until you sign out.

3. Creating a Tournament

1. From your dashboard, click + Create Tournament.
2. Choose a Format: Group + Knockout Small (up to 16 players), Group + Knockout (up to 24 players), Group + Knockout Large (up to 48 players, for venues with more boards — adds a Round of 16), Doubles (up to 48 players in 24 teams), Straight Knockout (up to 64 players), or Team Knockout (squads of 8-16, team count editable).
3. Set the Match Formats for each stage — choose Best of 3, 5, 7, 9, 11, or 13 legs for Group Stage, Quarter Finals, Semi Finals, and Final independently.

4. For any Group + Knockout size or Doubles, choose the Group Stage Ranking — Points for a Win (ranks by match wins) or Legs Won (ranks by total legs won across all group matches, regardless of who won each match).
5. Enter the Tournament Name.
6. Set an Average Cap if you want to limit entry to players below a certain 3-dart average (optional).
7. Set an Entry Fee — Free, Cash, or Pay Online via Stripe.
8. Optionally set a Tournament Date and Registration Deadline.
9. Optionally attach the tournament to a Series.
10. Click Create Tournament.

4. Managing Registration

Once created, the tournament is in Registration status. Players can join themselves, or you can add them manually.

Adding players manually

1. Go to the tournament detail page.
2. In the Registered Players section, use the search box to find a player by name.
3. Click Add next to the player you want to add.

Signing players in on the day

Players must be signed in before the tournament can start. As each player arrives:

1. Find their name in the Registered Players list.
2. Click the Sign In button next to their name. It turns green with a tick.

For cash-fee tournaments, signing a player in also marks their fee as collected — there's no separate step, since staff signing someone in already means they're physically there paying.

Self-service sign-in

For free and online-paid tournaments, players can also sign themselves in — while the tournament is still in Registration status, any board's iPad shows a check-in screen with a search box instead of the usual waiting message. Tapping a name signs that player in immediately, no confirmation needed. For cash-fee (pay at the venue) tournaments, self-service sign-in is turned off entirely — the kiosk tells players to see a member of staff instead. This keeps cash collection reliable, since only a staff-initiated sign-in marks the fee as collected.

Removing a player

Click the remove (×) button next to any player's name to remove them from the roster. If the tournament is full and there is a waitlist, the first waitlisted player will be emailed automatically.

The waitlist

If more players want to join than the maximum allows, they join a waitlist. The waitlist is shown to the organiser on the registration panel. Waitlisted players are notified by email when a spot opens.

Starting requirement

The Start Tournament button only becomes active once every registered player has been signed in. If the button is greyed out, check for any players still showing as not signed in.

5. Starting the Tournament

1. Confirm all players are signed in (the Start Tournament button becomes active).
2. Click Start Tournament.
3. For any Group + Knockout size: players are randomly distributed into groups and a full round-robin schedule is generated. Each player receives an email with their group, fixtures, and marking assignments.
4. For Straight Knockout: players are randomly seeded into the bracket and the first-round matches are created immediately.

6. Setting Up Scoring Boards

DartTracker uses a board system for live scoring. Each physical dart board in the venue corresponds to a numbered board in the app.

Finding board links

During registration sign-in, the registration panel shows a QR code button for each board (labelled "QR for board 1", "QR for board 2", etc.). Scan these to open the scoring board on your iPads before the tournament starts. Once the tournament is running, Watch (spectator) and Score (board) links also appear on the tournament page.

Alternatively, an idle iPad can show its own QR code at the /board address — scan it with your phone, sign in if needed, pick the tournament and board number, and the iPad switches over automatically. This is handy when you don't already have a Score link to hand. Pairing codes expire after 10 minutes if unused.

Using the scoring board

Open a Score link on an iPad or tablet at the relevant board. The board UI works as follows:

- The current match is shown automatically when a match is assigned to that board.
- Tap Throw for Bull, then select which player was closest. That player throws first in leg 1. Leg starters alternate automatically for every subsequent leg.
- Use the number pad to enter each player's visit score (0–180). As you type, the player's score at the top counts down live — white while valid, green for a checkout, red showing "BUST" if it would take them below zero or leave them on exactly 1.
- If a score exactly matches a player's remaining (a checkout), the board asks how many darts were used on the checkout (1, 2, or 3). It only asks when there's genuine ambiguity — a checkout that could only have taken 3 darts (e.g. anything over 110) is recorded automatically.
- There's no separate BUST button — just enter the score that busted the player (or the actual number if you know it) and it's recorded as a bust automatically.
- Undo reverses the last visit — tap once to see "Confirm?", tap again within 2 seconds to execute.
- Tap any visit in the current leg to correct it.

Board assignment

Group Stage: Board 1 handles Group A matches, Board 2 handles Group B, and so on (up to 8 boards for Group + Knockout Large).

Knockout Stage: Board 1 hosts QF1 -> SF1 -> Final, Board 2 hosts QF2 -> SF2, etc. For Group + Knockout Large, this starts one round earlier — Board 1 hosts R16-1 -> QF1 -> SF1 -> Final, and so on.

Straight/Doubles Knockout: boards aren't tied to a fixed bracket slot — the venue sets Number of Boards when creating the tournament (default 8), and once a board finishes its current match it automatically claims the next unplayed fixture off a shared queue, so every board stays busy. The marker for each claimed fixture is assigned automatically too: whoever just lost the previous match on that specific board.

Team Knockout: one board per first-round tie, reused across later rounds the same way. Before each individual match, the board shows a lineup picker instead of jumping straight to Throw for Bull — search and tap to select that match's players from each team's confirmed squad, then confirm to continue.

Spectator view

Share the Watch link (not the Score link) with spectators. The spectator view is read-only and requires no login. It refreshes every 3 seconds and shows the live score, averages, and visit history.

7. Running the Knockout Stage

The knockout stage is managed automatically — as each match result is entered on the board, the next round of matches is created once all matches in the current round are complete.

- Quarter Finals are created automatically when the group stage ends (for Group + Knockout Large, a Round of 16 is created first, and the Quarter Finals follow once it's complete).
- Semi Finals are created when all Quarter Finals are complete.
- The Final is created when both Semi Finals are complete.
- The tournament is marked Completed when the Final is played.

8. Recording Results Manually

If a match was not scored through the live board (or needs correcting), you can enter the result manually:

1. Go to the tournament page and find the match in the knockout bracket or group standings.
2. Click Enter Result on the match card.
3. Enter the leg score for each player, then click the winner's name.

For stuck matches (where the board shows a match in progress but it has finished), use the Admin Panel — a collapsible section at the top of the tournament page — to reset the live match.

9. Fixing Mistakes After Starting

Sometimes something needs to change after a tournament has already started — a player was missed off the draw, someone needs removing, or a match-format setting was wrong. The Admin Panel's Reset to Registration button undoes Start Tournament: it deletes the current group draw or bracket and any recorded results, and puts the tournament back into Registration status.

1. Open the Admin Panel at the top of the tournament page and expand Reset to Registration.
2. Type the tournament name to confirm — this deletes match results, so it asks for confirmation the same way deleting a tournament does.

3. Add or remove players, or edit the tournament's match-format settings, exactly as you would before the tournament first started.
4. Click Start Tournament again to redraw.

What's kept, what's not

Registered players, payments, and doubles/team pairings are all kept — only the draw itself (groups, matches, bracket, ties, and their scores) is deleted. This cannot be undone, so it's only offered while the tournament is in the Group Stage or Knockout stage — not once it's Completed.

10. Running Leagues

Admins have exactly the same access to leagues as the venue owner — creating, starting, advancing rounds, and running boards all work identically.

Creating and starting a league

1. Click Leagues in the navigation, then + New League, and configure Entrant Type, squad size (Team only), match format, ranking, and dates the same way you would for a tournament.
2. For Team leagues, wait for enough squads to be finalized by their captains.
3. Click Start Season. This generates the entire season's fixtures upfront, one round per week, but only opens the first round.

Advancing the season

Rounds do not open on their own after the first — click Open Next Round on the league page once a week's fixtures are complete. Individual leagues email both players in each new fixture directly; Team leagues email both captains, who must each submit a lineup before their fixture's matches are created.

Scoring league boards

League boards use the same live-scoring UI as tournament boards, authenticated by the league's own board token (separate from any tournament's). A Watch Boards section on the league page — visible to anyone — links to a public, read-only spectator view per active board.

Team league boards

A Team league fixture has no matches to score until both captains have submitted their lineup for that week. If a board shows nothing assigned, check whether both sides have submitted before assuming something is wrong.