HOW TO MANAGE YOUR EVENT IN THE ADMIN SITE

If you have any questions please contact the Sanctioning Manager at Sanctioning@usaultimate.org
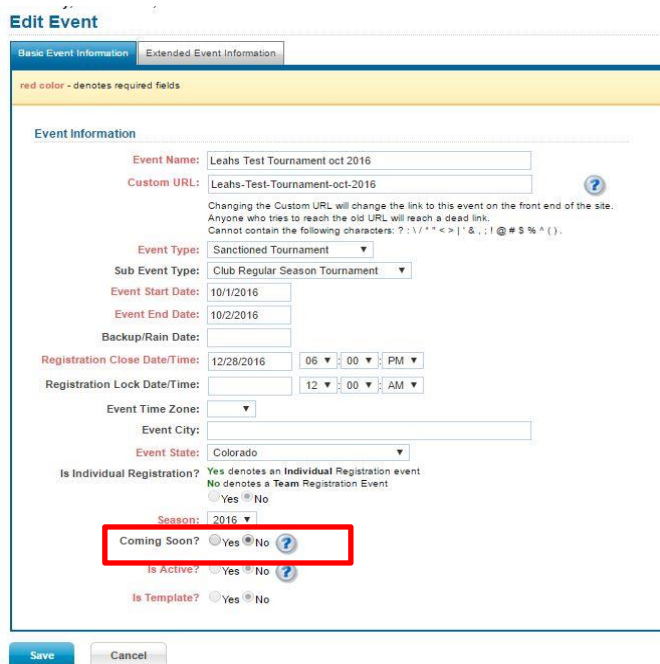
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How to Edit Event Information

Log in to your [admin account](#) and click the name of your event under Edit Event
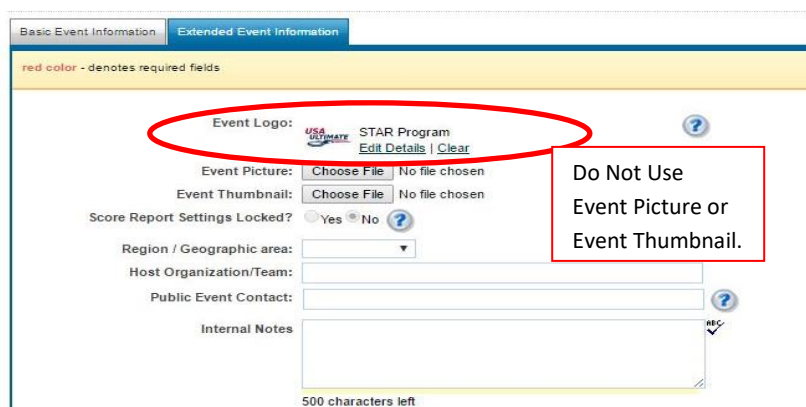
Go to Edit Event

On the first tab you'll have the ability to make the **Schedule live** by changing the Coming Soon from yes to No. The schedule is hidden to give you time to build it. Once you're ready, change it to NO to share with the public.

The Extended Event Information Tab is where you can add specific tournament event information.

Adding your Logo:
A default USA Ultimate logo has been added to your event. Before you can add your logo you must clear the default image.
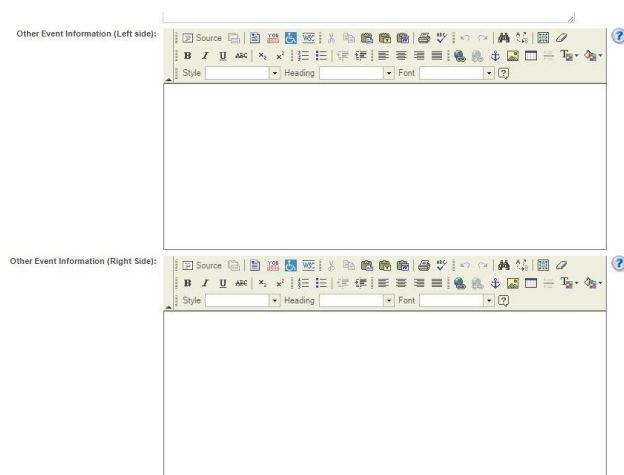
Click on Upload New File – Choose your image and press open. Then Save at the bottom of the page.

If you have trouble with this process please email Sanctioning@usaultimate.org and include a .jpg of your logo.

Update a Public Event Contact – you have the ability to update your public contact information so participants can contact the TD with any questions they may have.

The Event Description box works only with HTML. HTML code inserted into this box will be interpreted on the event page, if you want to take advantage of this location to display formatted elements.
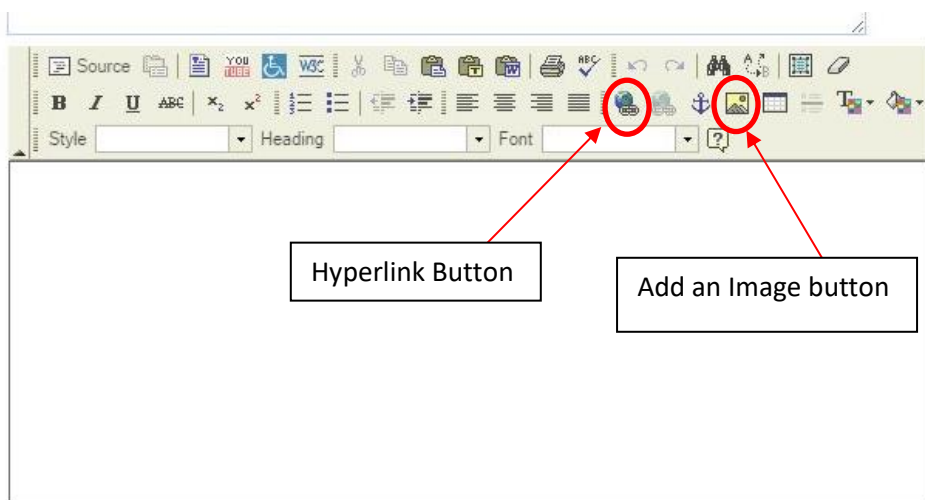
Use the Other Event Information Boxes to add important information. USA Ultimate information is already there, please do not remove entirely but feel free to move above or below so you can add your tournament specific details.
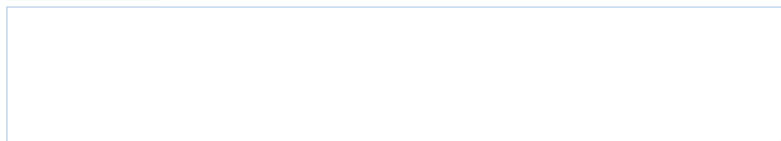
Hyperlink Button

Add an Image button

The Travel, Directions & Accommodations section is to add field address, hotel options, local food, etc.; click on Launch HTML Editor for more functionality

Travel, Directions & Accommodations: **Launch HTML Editor**
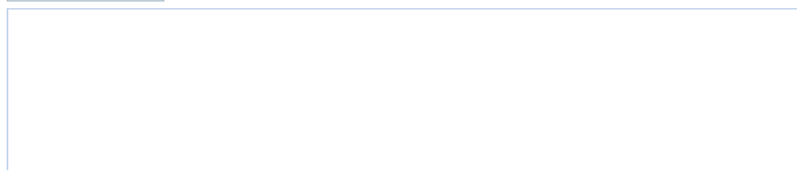
Add a Field Map. Launch HTML Editor to upload your field map and have more functionality.

Field Map: **Launch HTML Editor**

```
<div><u><strong>Field Address:</strong></u></div>
<div>123 Test Avenue</div>
<div>Test, USA 00000</div>
<div> </div>
<div> <img src="/assets/1/7/Capture_(2).JPG" alt="Capture_(2)" width="419" height="246"></div>
```

Use the Competition Rules section to post information about cap rules, experimental rules, timeout rules, etc.; click on Launch HTML Editor for more functionality

Competition Rules: **Launch HTML Editor**

Once all of your changes are complete, make sure to Save; you will be able to see the information posted on the event page through the Tournament Calendar. (It can take a few minutes to update).

*You can return to the main menu by clicking on the name of your event next to the trophy.

How to Add Complexes and Fields
Back to top

Log in to your admin account and click the name of your event under Edit Event

Add an Existing Complex

Search for existing complexes

Click on the Field Icon to see a list of fields.

Check fields needed and then save fields

You can delete fields if needed. They'll only be deleted from the event not from the complex

Complex and fields are now saved to the event.

Add a New Complex

Go to Complexes from the main menu (Step 1 above) and click on Add a Complex/Field.

Click on Add a Complex on the next page

Fill in the necessary information and save

Complex names cannot exceed 50 characters. The name should be consistent with the name of the park, field, school, etc. Examples include Central High School Soccer Complex, Main Street Public Park, etc.

Add Fields to an Existing Complex

Go to Complexes and search by complex name, city or state. Then click on the Field Icon

Fill in field name, search for complex.
Save Field – Save that field and exit out of add fields
Save & Add New Field – Saves & you can continue to add new fields

When you're done you'll be in the complex administrator and will need to go back to your event. Click on Event Manager and on your event name to get back to the main menu.

You'll need to add the new complex/field you just made to your event. From your tournament main menu go to Complexes and search for the complex name and add and save fields.

Edit & Add Fields to Complexes from the Quick Links

From the Quick Links menu on the left of the page go to Complexes – Manage Complexes

Click on the Field Icon to Add Fields
Click on the Edit Icon to update name and address.
Please do not delete any existing complexes.

How to Add a Competition Group

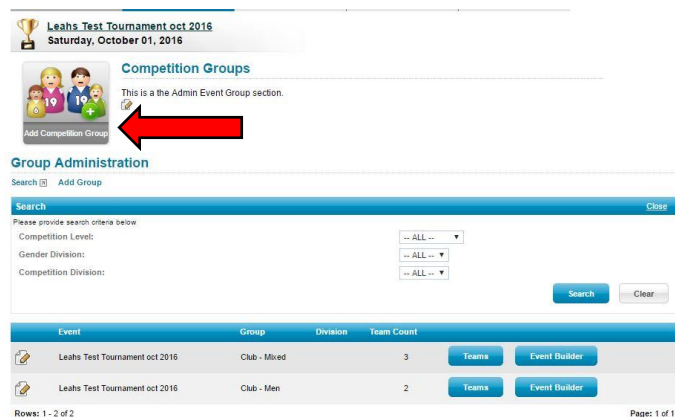*If you add a competition group please email Sanctioning@usaultimate.org so we can make sure this group is set up correctly and is included in rankings for regular season events.

Log in to your admin account and click the name of your event under edit Event

Go to Manage Groups

Click Add Competition Group

Choose the competition Level and the Group Name will automatically populate.

Click Save. The new group will be added to your event.

How to Add a Team
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If teams have not registered or underline confirmed their spot you can do that for them but it is the Team Manager's responsibility to register for the event and confirm their spot.

Log in to your admin account and click the name of your event under edit Event

Go to Manage Teams

At the top of the page click on Add a Team

Search for team and APPLY FILTER. Then select the team and move to Selected Teams and Save.

All teams participating must be in and stay in the selected teams box. If you move a team from the selected box to the available box that team will be deleted from the event.

How to Seed Teams
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*Teams need to be seeded before they can be added to the schedule.

Teams need to be **Confirmed to add them to the schedule. If teams haven't confirmed their spot for the event you can confirm them.*
Approved is an optional section to be used at the TDs discreation in such ways as tracking deposits, full payments, volunteer gifts, RSVPs, etc.
*Go to Manage Teams - Click on the Edit Button to the left of the team name and click Yes for Confirmed and Approved.*

Log in to your admin account and click the name of your event under edit Event
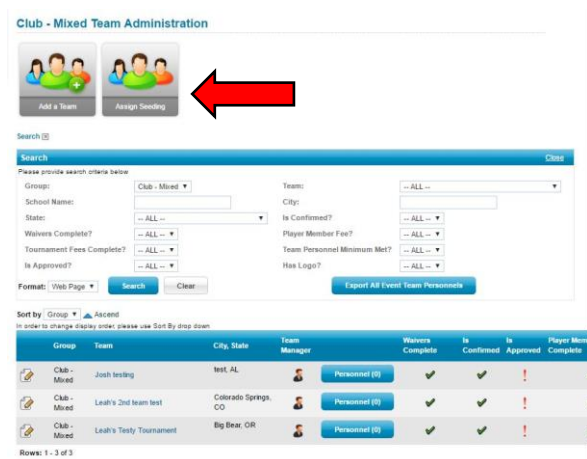
Click on Manage Teams. You can also click on Manage Groups and then click on Teams for each division.

You can change division from the Team Page by utilizing the group drop down menu.
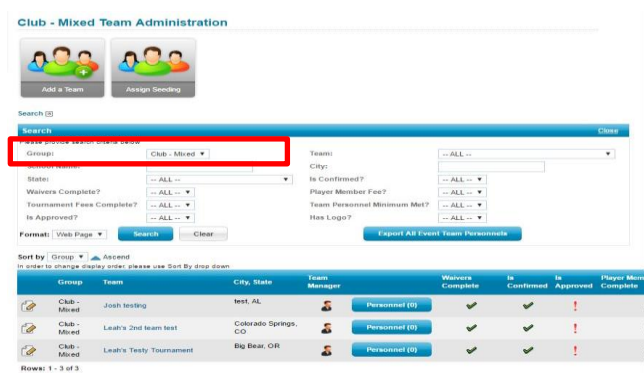
Click on Assign Seeding

Use the drop down menu to assign seedings to each team. You can also change the division by clicking on the group drop down menu.

When done scroll to the bottom of the page and save.

Once your seeding is complete you can now begin creating your schedule.

How to Build a Schedule & Enter Scores
Back to top

Log in to your admin account and click the name of your event under Edit Event

*Before entering a schedule teams must be seeded.
*To make the event visible on the public page you'll need to go to Edit Event – Coming Soon – No.

Click on Manage Groups

Click on Event Builder in the division you want to build your schedule.

Competition Groups

This is a the Admin Event Group section.

Group Administration

Search Add Group

Search					Close
Please provide search criteria below					
Competition Level:			-- ALL -- ▼		
Gender Division:			-- ALL -- ▼		
Competition Division:			-- ALL -- ▼		
				Search	Clear

	Event	Group	Division	Team Count		
✎	Leahs Test Tournament oct 2016	Club - Mixed		3	Teams	Event Builder
✎	Leahs Test Tournament oct 2016	Club - Men		2	Teams	Event Builder

Rows: 1 - 2 of 2   Page: 1 of 1

You can add new pool play, brackets and a crossover schedule or you can load a template.
*Note that the schedules will populate in the order you create them. You cannot move them around once created. If you create a bracket first your pool play will then be at the bottom of the bracket and will be the 2nd tab on the public schedule instead of the first. Add Pool Play and then Bracket Play.

Load Template

Add Pool Group	Add Crossover Group	Add Bracket Group		Submit	Save & Continue	Cancel

Front end tabs for example. Pool play should be first then bracket.

Club - Mixed   GO BACK ⊞⊟

Pool Play		Bracket Play

Pool A			
Team	W - L	Tie	
Slow White (1)	4 - 0		
Drag'n Thrust (4)	3 - 1		
The Chad Larson Experience (6)	2 - 2		
Polar Bears (9)	1 - 3		
Love Tractor (7)	0 - 4		

Pool B			
Team	W - L	Tie	
AMP (2)	4 - 0		
Seattle Mixtape (3)	3 - 1		
Metro North (5)	2 - 2		
Blackbird (8)	1 - 3		
Birdfruit (10)	0 - 4		

When creating a new group a pop up will be displayed. Fill out all information. Everything can be updated at a later date if information changes except for the number of teams in a pool. You cannot remove teams from a pool once it's created, you'll have to make a new pool.

Create New Pool Round   ✕

Event

Event Stage Name:	Pool A

Pool Group

Number of Pools:	1

Pool

Number of Teams Per Pool:	3
First Round Date:	10/01/2016
First Round Start Time:	9:00 AM
Time Increment (in Minutes):	120

Submit   Cancel

The schedule will populate after pressing submit.

You can rearrange games by changing the time. Change all fields (except for the teams) by clicking on it Example, to change the first game from 9:00 AM to 9:30 AM click on 9:00 AM and type in the new time. This works for the date, time, field, score and schedule.

Create brackets and crossover games based on conditionals so the teams automatically populate into the correct bracket. Here is an example of the bracket (the crossover is the same process but you click on TBD)

Click on TBD to choose a team. Choose a team directly from the team dropdown or create a conditional.

Save frequently when entering scores to ensure that no data or work is lost.
- Save & Continue will save and keep you in the event builder.
- Submit will save and take you out of the event builder and back to manage groups. This will update the schedule on the front end.
- Cancel will take you out of the event builder without saving. Previous saved work will still be saved.

To Make the Schedule Live go back to the event page main menu and click on Edit Event. Change Coming Soon from yes to No. Save and the schedule will now be live

How to Label Forfeits & Other irregular situations
- W/F = One team chooses to forfeit a game, the other desires to play
- W/L = No score is reported. However, this is a last resort, always collect a score
- Cancelled = Both teams forfeit or the game was not played for any reason

      Other: Teams cannot simply assign a score to a game. Teams must play to the score or cap assigned by the TD or have the approval of a TD to play to a lesser score. Games with scores that appear unusual, (i.e., 3-1) will prompt follow up from HQ.

How to label a Game Status
- Scheduled = Game to be played.
- In Progress = Game is currently being played, and can be updated real time
- Final = Game has been played, and score is determined. **ALL GAMES MUST BE LABELED AS FINAL FOR POOL RESULTS TO BE POPULATED AND TEAMS TO ADVANCE IN THE BRACKET.**
- Cancelled = See above.
*To change the status click on scheduled for each game and choose from the drop down menu

Pool Play Schedule & Scores							
Pool A Schedule & Scores							
Date	Time	Field	Team 1	Team 2	Score	Status	Options
Sat 6/18	9:00 AM	Georgia Soccer Park - GSP #1	Freaks (1)	ATLiens (9)	_ - _	Scheduled	
Sat 6/18	9:00 AM	Georgia Soccer Park - GSP #2	Sour Mash (8)	Skyline (16)	_ - _	In Progress	
Sat 6/18	10:40 AM	Georgia Soccer Park - GSP #1	Freaks (1)	Skyline (16)	_ - _	Final	
Sat 6/18	10:40 AM	Georgia Soccer Park - GSP #2	Sour Mash (8)	ATLiens (9)	_ - _	Cancelled	
Sat 6/18	12:20 PM	Georgia Soccer Park - GSP #5	ATLiens (9)	Skyline (16)	_ - _	Scheduled	
Sat 6/18	2:00 PM	Georgia Soccer Park - GSP #6	Freaks (1)	Sour Mash (8)	_ - _	Scheduled	

Click on G1, G2, etc to Edit Bracket Game Information

How to download the event roster for Team Based events

Use this list to download an event roster with participant contact information and to confirm rosters.

Log in to your admin account and click the name of your event under Edit Event

Go to Manage Teams

Click on Export All Event Team Personnels

The report will download and you can save and open as an excel file.

How to download the event roster for Individual Based events

Use this list to download an event roster with participant contact information and to confirm rosters.

Go to Manage Individual Event Teams

Click on All Individual Event Team Players

You should see a list of players displayed below.

Change the Format to Excel and click Search.

Then click Here to download the roster to open and save in Excel.

HOW TO ADD OBSERVERS TO A TOURNAMENT

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Log in to your admin account and click the name of your event under Edit Event

Go to Manage Observers
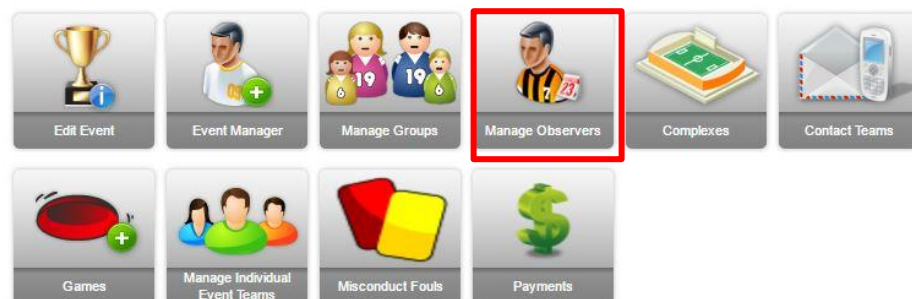
Click on Find / Add Observers

Search for the observer you'd like to add

Move the observer from the Available list to the selected list and click Save

You'll be directed to this page with a list of observers at the bottom. Click on the edit button to confirm the observer so you can schedule them. Only confirmed observers can be scheduled.

The observer has been added and confirmed and now can be scheduled.

Click on the event title to get back to the main menu.

Add an Observer to the Schedule

From the Main Menu click on Manage Observers

Click on Observer Schedule

Event Observer Administration

Choose the game you want and click Schedule Observer

Choose the observers from the drop down list and click Save

From the Observer Main Menu click on Event Scheduling to see individual observer schedules
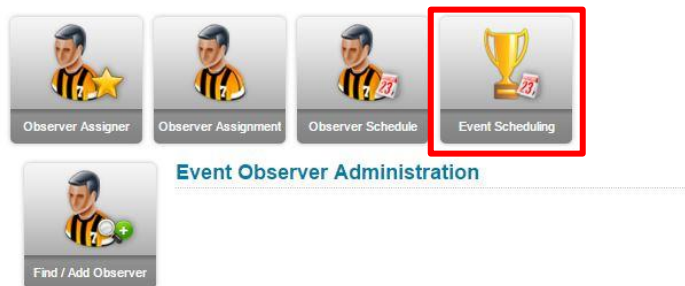
You'll be directed to this page with game schedules. Click on the name for specific game information

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Please contact Byron Hicks at Byron@hq.usaultimate.org with any questions regarding observers.