

## HOW TO MANAGE YOUR EVENT IN THE ADMIN SITE

If you have any questions please contact the Sanctioning Manager at [Sanctioning@usultimate.org](mailto:Sanctioning@usultimate.org)

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## How to Edit Event Information

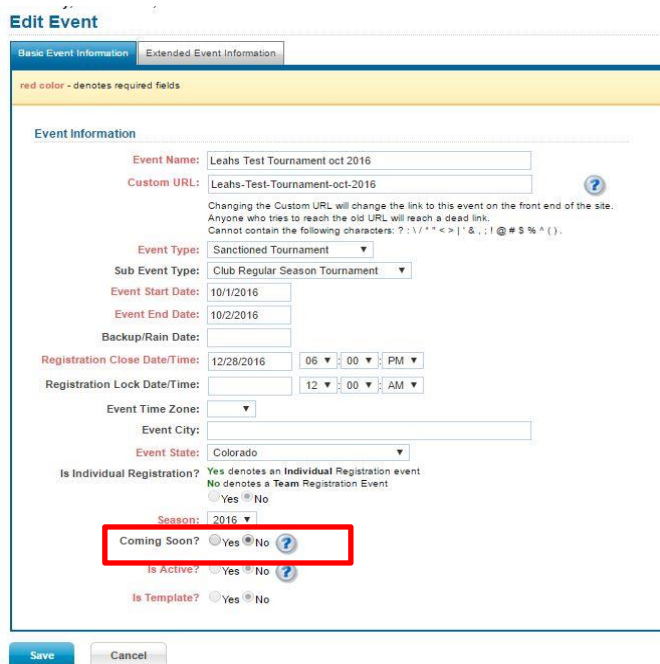
[Back to top](#)

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

Go to Edit Event



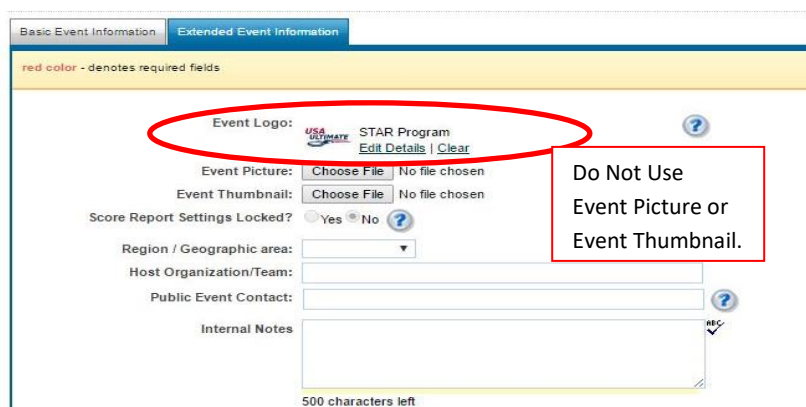
On the first tab you'll have the ability to make the **Schedule live** by changing the Coming Soon from yes to No. The schedule is hidden to give you time to build it. Once you're ready, change it to NO to share with the public.



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.



Basic Event Information | **Extended Event Information**

red color - denotes required fields

Event Logo:  STAR Program  
[Edit Details](#) | [Clear](#)

Event Picture: [Choose File](#) No file chosen

Event Thumbnail: [Choose File](#) No file chosen

Score Report Settings Locked? ☐ Yes ☒ No ?

Region / Geographic area:

Host Organization/Team:

Public Event Contact:

Internal Notes:

500 characters left

Do Not Use Event Picture or Event Thumbnail.

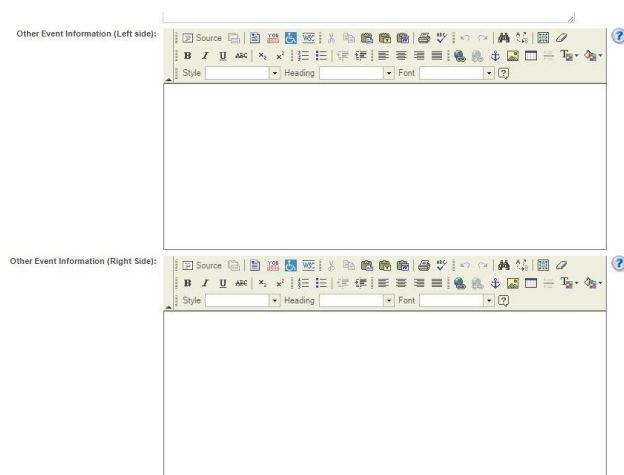
Click on Upload New File – Choose your image and press open. Then Save at the bottom of the page.

If you have trouble with this process please email [Sanctioning@usultimate.org](mailto:Sanctioning@usultimate.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.

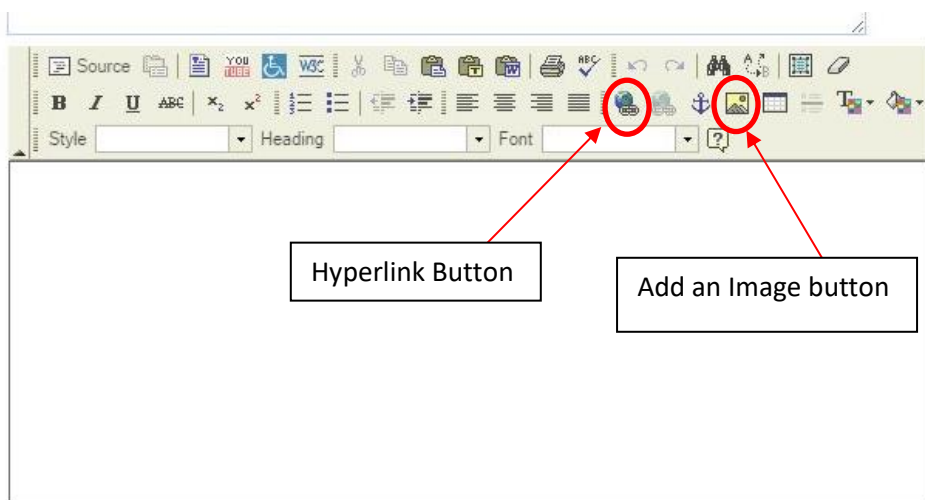
Use the Other Event Information Boxes to add important information. USA Ultimate information is already there, please do not remove entirely but feel free to move above or below so you can add your tournament specific details.



Other Event Information (Left side):

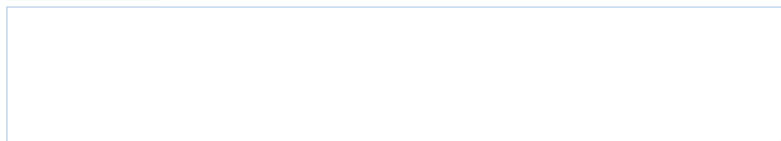
Other Event Information (Right Side):

Other Event Information (Left side):



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](#)



An empty rectangular box for editing HTML content, with a small question mark icon in the top right corner.

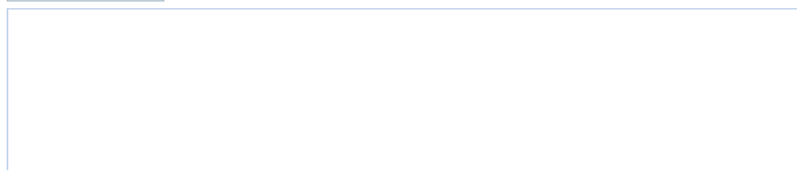
Add a Field Map. Launch HTML Editor to upload your field map and have more functionality.

Field Map: [Launch HTML Editor](#)

```
<div><u><strong>Field Address:</strong></u></div>
<div>123 Test Avenue</div>
<div>Test, USA 00000</div>
<div>&nbsp;</div>
<div>&nbsp;</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](#)



An empty rectangular box for editing HTML content, with a small question mark icon in the top right corner.

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

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

### Add an Existing Complex



### Search for existing complexes

**Search** Close

Please provide search criteria below

Complex Name:

City:

State:

Is Active:

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

Sort by: Complex Name  Ascend  
In order to change display order, please use Sort By drop down

**Selected Fields** Cancel

Complex Name	City	State
Josh's Test Complex	Charlotte	NC
Mike's Test Complex	Ballwin	MO

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

Check fields needed and then save fields

**Selected Fields** Save Fields Cancel

Complex Name	City	State
Josh's Test Complex	Charlotte	NC
Mike's Test Complex	Ballwin	MO

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

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.

Step 1: Edit Event | Step 2: Setup Competition Groups | Step 3: Setup Teams

**Leahs Test Tournament oct 2016**  
Saturday, October 01, 2016

**Leahs Test Tournament oct 2016 Complex Field Selector**

Search [x] **Add a Complex/Field**

**Search** [Close]

Please provide search criteria below

Complex Name:

City:

State:

Sort by: Complex Name [v] Ascend  
In order to change display order please use Sort By drop down

**Selected Fields**

Complex Name	City	State
A M Kennedy Park	Beaverton	OR
Ab Brown Sports Complex	Riverside	CA
AC	Galloway	NJ
Ady's Field	Templeton	CA

Click on Add a Complex on the next page

**Complex Administration**

 **Add a Complex**

Search [x] **Add Complex**

**Search** [Close]

Please provide search criteria below

Complex Name:

City:

State:

Is Active:

Fill in the necessary information and save

**Edit Complex**

**Complex Information**

red color - denotes required fields

**Complex Name:** Leah's Test Complex

**Address 1:** 123 Colorado

**Address 2:**

**City:** Springs

**State:** Colorado

**Zip:** 80919

**Is Active?** ☒ Yes ☐ No

**Make sure Complex is labeled as Active**

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

**Complex Administration**

Add a Complex

Search

**Search**

Please provide search criteria below

Complex Name:

City:

State:

Is Active:

In order to change display order, please use Sort By drop down

Sort by

Complex Name	City	State	Is Active
Leah's Test Complex	Springs	CO	<input checked="" type="checkbox"/>

Rows: 1 - 1 of 1

Page: 1 of 1

**Complex Field Administration**

Search

**Search**

Please provide search criteria below

Field Name:

Complex:

Is Active:

There are no records that match the search criteria

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

**Add Complex Field**

red color - denotes required fields

Field Name:

Complex:

Is Active? ☒ Yes ☐ No

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.

**Event Management System**

Quick Links

Event Manager

Complexes

Manage Complexes

Manage Fields

Rankings

Account Settings

**Dashboard > Complexes > Manage Fields**

**Complex Field Administration**

Search

**Search**

Please provide search criteria below

Field Name:

Complex:

Is Active:

In order to change display order, please use Sort By drop down

Sort by

Field Name	Complex	Is Active
#1	Riverfront Fields	<input checked="" type="checkbox"/>
#1	Donblaser	<input checked="" type="checkbox"/>
#1	Napa-Wauke County Park	<input checked="" type="checkbox"/>

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.

### Leahs Test Tournament oct 2016 Complex Field Selector

Search

Search

Please provide search criteria below

Complex Name:

City:

State:

Sort by

Complex Name	City	State	Selected Fields
<input type="checkbox"/> Leah's Test Complex	Springs	CO	Josh's Test Complex > 1
<input checked="" type="checkbox"/> Field 1			Josh's Test Complex > 2
			Josh's Test Complex > 3
			Josh's Test Complex > 4
			Leah's Test Complex > Field 1

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

## 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

Quick Links

### Complex Administration

Search

Search

Please provide search criteria below

Complex Name:

City:

State:

Is Active:

Sort by

Complex Name	City	State	Is Active
<input type="button" value="Field Icon"/> <input type="button" value="Edit Icon"/> <input type="button" value="Delete Icon"/> Leah's Test Complex	Springs	CO	<input checked="" type="checkbox"/>

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

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

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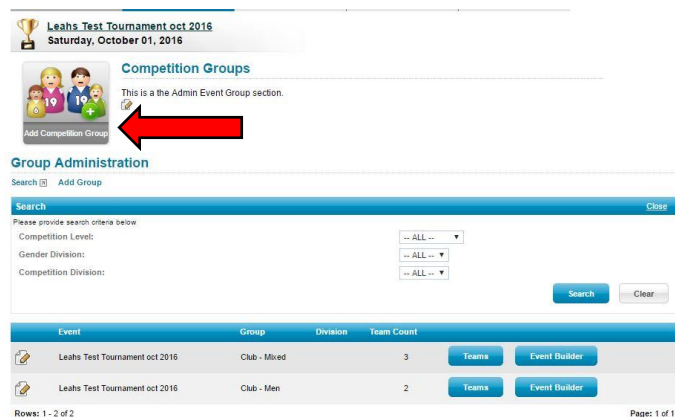
\*If you add a competition group please email [Sanctioning@usultimate.org](mailto:Sanctioning@usultimate.org) so we can make sure this group is set up correctly and is included in rankings for regular season events.

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.



Competition Group

red color - denotes required fields

Event: Leahs Test Tournament oct 2016

Competition Level:  [Add Division](#)

Competition Group Name:

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 [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.

**Club - Mixed - Team Administration**

Find a Team | Add a Brand New Team

red color - required fields

Team Name:

School Name:

Team Designation: -- ALL --

Gender Division: -- ALL --

Team Manager:

Competition Level: -- ALL --

Competition Division: -- ALL --

State: -- ALL --

Club Region: -- ALL --

Club Section: -- Select Club Region --

College Region: -- ALL --

College Conference: -- Select College Region --

Youth Region: -- ALL --

Event Type: -- ALL --

Sub Event Type: -- Select Event Type --

**Apply Filter** | Clear Filter

☐ View teams that have applied for this event (Over 1000 search filters above)

Available Teams	Selected Teams
Beavers (Maine-Farmington college) - Farmington, ME Gnomes B (Illinois State B college) - Normal, IL Hasselhoff's Rolex - Glastonbury, CT "Parkland" PLU Alumni - Parkland, WA 13th St Ballaz (McCallie School JV hs) - Chattanooga, TN 13th Street Ballaz (McCallie School hs) - Chattanooga, TN 1812 (St. John's-Ravenscourt hs) - Winnipeg, Mani 2016 Centerville Outsiders (Centerville HS hs) - Centerville, OH 2016 WILLIC East Tonsville - Tonsville, OR * Indicates Unconfirmed Team	Josh testing - test, AL Leah's 2nd team test - Colorado Springs, CO Leah's Testy Tournament - Big Bear, OR

**Save** | Cancel

*\*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 discretion in such ways as tracking deposits, full payments, volunteer gifts, RSVPs, etc.*

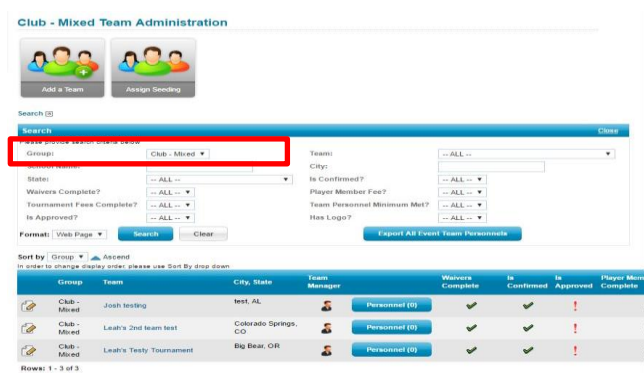
*Go to Manage Teams - Click on the Edit Button to the left of the team name and click Yes for Confirmed and Approved.*

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

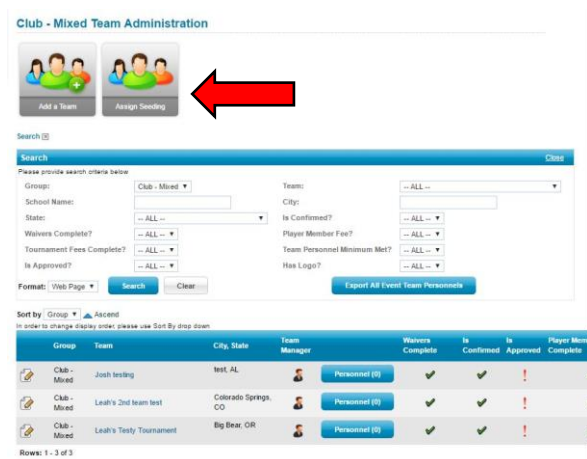
Click on Manage Teams. You can also click on Manage Groups and then click on Teams for each division.



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.

Search

Please provide search criteria below

Group:

-- ALL --

State:

-- ALL --

Team Name:

Search

Clear

Group	Initial Seed	Team
Club - Mixed	(1)	Josh testing
Club - Mixed	(2)	Leah's 2nd team test
Club - Mixed	(3)	Leah's Testy Tournament
Club - Mixed	(4)	--Select Team--
Club - Mixed	(5)	--Select Team--
Club - Mixed	(6)	--Select Team--
Club - Mixed	(7)	--Select Team--
Club - Mixed	(8)	--Select Team--

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

Step 1

Edit Event

Step 2

Setup Competition Groups

Step 3

Setup Teams

**Leahs Test Tournament oct 2016**  
 Saturday, October 01, 2016

Manage Event

Edit Event

Manage Groups

Complexes

Contact Teams

Manage Teams

Misconduct Fouls

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

Please provide search criteria below

Competition Level:

Gender Division:

Competition Division:

Event	Group	Division	Team Count	Teams	Event Builder
Leahs Test Tournament oct 2016	Club - Mixed		3	<input type="button" value="Teams"/>	<input type="button" value="Event Builder"/>
Leahs Test Tournament oct 2016	Club - Men		2	<input type="button" value="Teams"/>	<input type="button" value="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 2<sup>nd</sup> tab on the public schedule instead of the first. Add Pool Play and then Bracket Play.

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

**Club - Mixed**

Pool A			Pool B		
Team	W - L	Tie	Team	W - L	Tie
<a href="#">Slow White (1)</a>	4 - 0		<a href="#">AMP (2)</a>	4 - 0	
<a href="#">Dragon Thrust (4)</a>	3 - 1		<a href="#">Seattle Mixtape (3)</a>	3 - 1	
<a href="#">The Chad Larson Experience (6)</a>	2 - 2		<a href="#">Metro North (5)</a>	2 - 2	
<a href="#">Polar Bears (9)</a>	1 - 3		<a href="#">Blackbird (8)</a>	1 - 3	
<a href="#">Love Tractor (7)</a>	0 - 4		<a href="#">Birdfruit (10)</a>	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 Group**  
Number of Pools:

**Pool**  
Number of Teams Per Pool:   
First Round Date:   
First Round Start Time:   
Time Increment (in Minutes):

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.

Pool A Standings							
Pool A							
Team	W	L	T	P	PTS	PTS	
Josh testing (1)	0	0	0				
(2)	0	0	0				
(3)	0	0	0				

Pool A Schedule & Scores							
Date	Time	Field	Team 1	Team 2	Score	Status	Options
Sat 10/1	9:00 AM	TBA	(2)	(3)	- -	Scheduled	
Sat 10/1	11:00 AM	TBA	Josh testing (1)	(3)	- -	Scheduled	
Sat 10/1	1:00 PM	TBA	Josh testing (1)	(2)	- -	Scheduled	

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)

**Annotations:**

- Add new brackets:** Points to a green plus icon in the Semis round.
- Edit Game info, time, field, date, etc.:** Points to a game entry (G2) in the Semis round.
- Change round name by clicking on it:** Points to the 'Finals' round header.
- Hover over line to click on red X to delete bracket:** Points to a red X icon on a bracket line.

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

Choose Team Placeholder

Method of selecting a team:

Choose Conditional

Team Dropdown

Choose a Round:

Pool

Choose a Pool:

Pool A

Choose a Position:

Position 1

Submit

Cancel



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.

Load Template

Add Pool Group

Add Crossover Group

Add Bracket Group

Submit

Save & Continue

Cancel

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

## Edit Event

Basic Event Information Extended Event Information

red color - denotes required fields

Event Information

Event Name: Leahs Test Tournament oct 2016

Custom URL: Leahs-Test-Tournament-oct-2016

Changing the Custom URL will change the link to this event on the front end of the site. Anyone who tries to reach the old URL will reach a dead link. Cannot contain the following characters: ? : \ / ^ \* < > [ ] & \_ ! @ # \$ % ^ ( ) .

Event Type: Sanctioned Tournament

Sub Event Type: Club Regular Season Tournament

Event Start Date: 10/1/2016

Event End Date: 10/2/2016

Backup/Rain Date:

Registration Close Date/Time: 12/28/2016 06:00 PM

Registration Lock Date/Time: 12:00 AM

Event Time Zone:

Event City:

Event State: Colorado

Is Individual Registration? Yes denotes an Individual Registration event. No denotes a Team Registration Event.

Yes No

Season: 2016

Coming Soon? Yes No

Is Active? Yes No

Is Template? Yes No

Save Cancel

## 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	

**Championship Bracket**

**Quarter Finals**

08/19/15 9:00 AM  
G4  
P1 of Pool Play Pool A  
W of Crossover G1  
GSP #9

08/19/15 9:00 AM  
G3  
P1 of Pool Play Pool D  
W of Crossover G2  
GSP #9

08/19/15 9:00 AM  
G2  
P1 of Pool Play Pool C  
W of Crossover G3  
GSP #9

08/19/15 9:00 AM  
G1  
P1 of Pool Play Pool D  
W of Crossover G4  
GSP #9

**Semi Finals**

08/19/16 11:00 AM  
G2  
W of Quarter Finals G1  
GSP #9

08/19/16 11:00 AM  
G1  
W of Quarter Finals G2  
GSP #9

08/19/16 11:00 AM  
G1  
W of Quarter Finals G3  
GSP #9

**Finals**

08/19/16 1:00 PM  
G1  
W of Semi Finals G1  
GSP #9

08/19/16 1:00 PM  
G2  
W of Semi Finals G2  
GSP #9

**Edit Bracket Game**

**Game**

Start Date: 06/19/2016

Start Time: 01:00 PM

Field #: Georgia Soccer Park - GSP #

Game Name:

Game Status: Scheduled

Submit Cancel

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

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## **How to download the event roster for Team Based events**

[Back to top](#)

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

**Step 1**  
Edit Event

**Step 2**  
Setup Competition Groups

**Step 3**  
Setup Teams

**Leahs Test Tournament oct 2016**  
Saturday, October 01, 2016

**Manage Event**

Edit Event

Manage Groups

Complexes

Contact Teams

Manage Teams

Misconduct Fouls



Click on Export All Event Team Personnels

#### Club - Mixed Team Administration



Search

Search

Close

Please provide search criteria below:

Group: Club - Mixed
School Name:
State: -- ALL --
Waivers Complete?: -- ALL --
Tournament Fees Complete?: -- ALL --
Is Approved?: -- ALL --

Team: -- ALL --
City:
Is Confirmed?: -- ALL --
Player Member Fee?: -- ALL --
Team Personnel Minimum Met?: -- ALL --
Has Logo?: -- ALL --

Format: Web Page
Search
Clear
Export All Event Team Personnels

Sort by Group Ascend

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

### How to download the event roster for Individual Based events

[Back to top](#)

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.

Search 


Please provide search criteria below:

Competition Group:	-- ALL --	Competition Level:	-- ALL --
Gender Division:	-- ALL --	Competition Division:	-- ALL --
Team Name:	<input type="text"/>	Waivers Complete?	-- ALL --
Player Member Fee?	-- ALL --	Tournament Fees Complete?	-- ALL --
Team Personnel Minimum Met?	-- ALL --	Is Complete?	-- ALL --

Format: **Excel** **Search** Clear

Then click [Here](#) to download the roster to open and save in Excel.

### Individual Event Team Administration

Search 

Please provide search criteria below:

Competition Group:	-- ALL --
Gender Division:	-- ALL --
Team Name:	<input type="text"/>
Player Member Fee?	-- ALL --
Team Personnel Minimum Met?	-- ALL --

Format: **Excel** **Search** Clear

**Click [here](#) to download the results for your search.**

The results of your search are also displayed below.

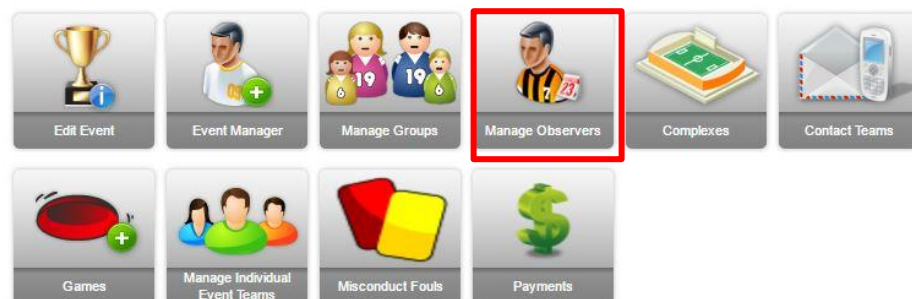
## HOW TO ADD OBSERVERS TO A TOURNAMENT

[Back to top](#)

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

Go to Manage Observers

### Manage Event



Click on Find / Add Observers



## Event Observer Administration

Search for the observer you'd like to add

### Select Event Observers

Event Observer Information Add Observer

Use the Event Observer Information tab to select event Observers

USAU ID#:

First Name:

Last Name:

State:

Gender:

Certification Level:

Observers with current certifications only: ☐ Yes ☒ No

**Apply Filter** Clear Filter

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

**Apply Filter** Clear Filter

Available Observers		Selected Observers
	<b>Move Selected &gt;&gt;</b> <b>Move All &gt;&gt;</b> <b>&lt;&lt; Move Selected</b> <b>&lt;&lt; Move All</b>	

\* Indicates Unconfirmed Observer  
† Indicates Unregistered Observer

**Save** Cancel

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.

Search [X]

Search

Please provide search criteria below

USAU ID#:

First Name:

Last Name:

Gender:

Email Address:

City:

State:

Certification Level:

Observers with current certifications only:

Is Confirmed For Event:

Output As:

Search Clear

In order to change display order, please use Sort By drop down

Sort by Observer Name Ascend

USAU ID#	Observer	Gender	Email Address	City	State	Is Confirmed Observer	Is Confirmed For Event
11525	BYRON T. HICKS	M	byronthicks@gmail.com	PARKER	CO	✓	!

Rows: 1 - 1 of 1

Page: 1 of 1

## Edit Event Observer

Event Referee Information

Use the Event Observer Information tab to edit event Observer information

red color - denotes required fields

USAU ID#: 11525

Observer: [No Name]

Email Address: byronthicks@gmail.com

State: CO

Gender: M

Certification Level: Observer

Is Confirmed? ☒ Yes ☐ No

Save Delete Send Confirmation Email Cancel

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

Step 1 Edit Event Step 2 Setup Competition Groups Step 3 Setup Teams Step 4 Setup S

Leah's Individual Test Tourney 2016 Thursday, October 20, 2016

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

Manage Event

## Add an Observer to the Schedule

From the Main Menu click on Manage Observers

Manage Event

Edit Event Event Manager Manage Groups Manage Observers Complexes Contact Teams

Games Manage Individual Event Teams Misconduct Fouls Payments

Click on Observer Schedule



Choose the game you want and click Schedule Observer

**Event Game Observer Administration**

Search  Close

Please provide search criteria below

Date/Time:  From  To

Competition Group:

Team:

Observer Scheduled:

Sort by: Game Date

Date/Time	City, State	Location	Group	Round	Type/Name	Team 1	Team 2	Observer Scheduled	
8/20/2016 10:00 AM	N/A	N/A	Club - Women's	Pool test	Pool A	Leah's Testy Tournament	Leah's Testy Tournament	!	<input type="button" value="Schedule Observer"/>
8/20/2016 11:00 AM	N/A	N/A	Club - Women's	Pool test	Pool A	Leah's Testy Tournament	Leah's Testy Tournament	!	<input type="button" value="Schedule Observer"/>
8/20/2016 12:00 PM	N/A	N/A	Club - Women's	Pool test	Pool A	Leah's Testy Tournament	Leah's Testy Tournament	!	<input type="button" value="Schedule Observer"/>
8/21/2016 12:00 PM	Waco TX	Baylor University Intramural Fields 5	Club - Women's	Bracket	Bracket 5th Place	Leah's Testy Tournament	Leah's Testy Tournament	!	<input type="button" value="Schedule Observer"/>
8/21/2016 12:00 PM	Waco TX	Baylor University Intramural Fields 4	Club - Women's	Bracket	Bracket 5th Place	Leah's Testy Tournament	Leah's Testy Tournament	!	<input type="button" value="Schedule Observer"/>

Choose the observers from the drop down list and click Save

**Leah's Individual Test Tourney 2016**  
Thursday, October 20, 2016

**Leah's Individual Test Tourney 2016**  
**Club - Women's**  
**Round: Pool test**  
**Pool: Pool A**

**Game Observer**

Observer Information

Use the Event Game Observer Information tab to edit event game Observer information

Red color - denotes required fields

Head Observer:

Second Observer:

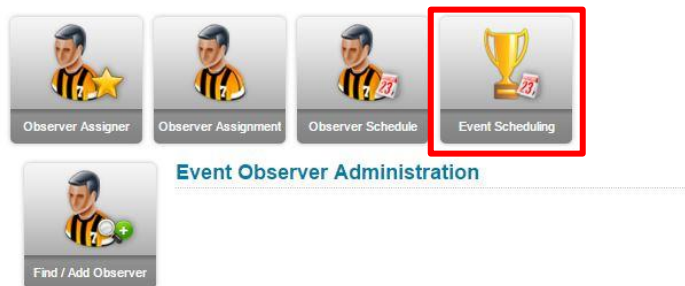
Third Observer:

Fourth Observer:

Scorekeeper:

\* Indicates The Observer is scheduled for another game during this time

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

## Event Game Observer Schedule

Search

Search

Close

Please provide search criteria below

Observer:

Game Date:

Search Clear

Referee	08/20	08/21
BYRON T. HICKS	1	0

## Event Game Observer Schedule

Search

Close

Please provide search criteria below

Observer:

Complex/Field:

Role:

Game Date:

Team:

Print Observer Schedule Search Clear

Date/Time	Competition Group	City	Complex	Team 1	Team 2	Observer	Role
	Round	State	Field				
8/20/2016 10:00:00 AM	Club - Women's		N/A			BYRON T. HICKS	Head Observer
	Pool test		N/A		Leah's Testy Tournament	byronthicks@gmail.com	

[Back to top](#)

Please contact Byron Hicks at [Byron@hq.usultimate.org](mailto:Byron@hq.usultimate.org) with any questions regarding observers.