Entering Tournament Games on Team Website

This handout is designed to help Team Managers update their Team Calendar with tournament games.

The Ice Scheduler has only booked a weekend block of time in your team calendars, it is your responsibility to enter the individual games are they become known.

You must submit the Game Score Reporting Forms for each game. In addition, it will provide your parents with detailed information on the Team Calendar for every game.

Login with your Team Manager userid. This requires you to login from home page using your assigned userid.

Then select Control Panel to get the back-office area of site.

Go to your site and select Manage Page Content / Team Tournaments from Left Menu
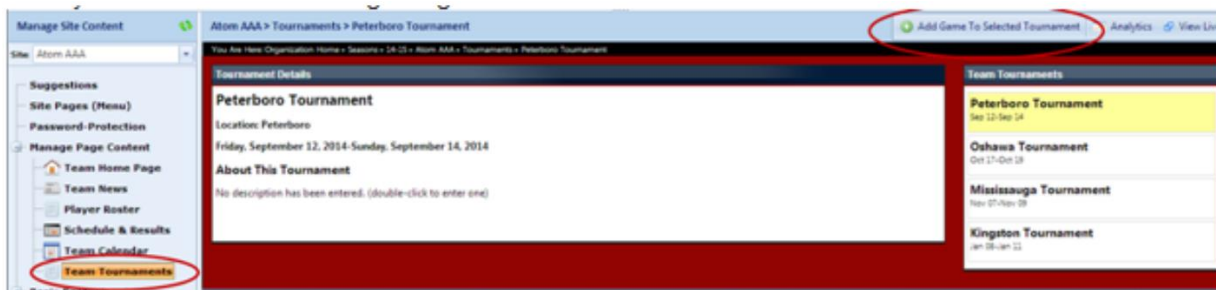
Find the 'Add Game To Selected Tournament' button and press it.

A box should come up where you enter the details of the Tournament Game.

- Enter the Date and Time
- Put the Tournament assigned Game Number (if available) or simply put 1,2,3, etc.
- Venue – If your venue is not in the dropdown list, just Type the Venue Name/Pad# Venue Address (optional).
- It is recommended that you enter the address as it will then be available through Google Maps. Opponent – if the Opponent is not in the dropdown list, type it in.
- Home or Away. Select whether you are the home team or away team for that particular game.
- Insert & Add Another. This will keep insert this game and leave screen for you to enter the next game. This is helpful if you are entering all the games in a row and they have similar information.

- Insert & Close. Will insert the game and close this screen.

If you have entered the game already but there is changes to it (e.g. game time, venue), you will need to open it up on your site and make the changes necessary.

Now double click on the game in the green list. For example, 4. It should bring up a box like this where you can enter any updated information such as 'Venue Address (optional)', etc. Press Update button.

Adding Custom Content about the Tournament

The above documentation is how to enter the games for your tournament, this is required by all Teams to have completed.

This section explains at a high level how to add some custom content regarding the tournament. This could be links to the Host Tournament website, directions to rinks, instructions to parents/players on hotels, etc.

Select the tournament. Then double-click in the 'About this Tournament' area of the main section (green outline in above image).

It will display a box like this (see below). In this example below I am going to put a link to the host tournament website. I enter some text and then select the hyperlink icon (world globe with chain link icon) in the toolbar - select External and then paste the address URL.
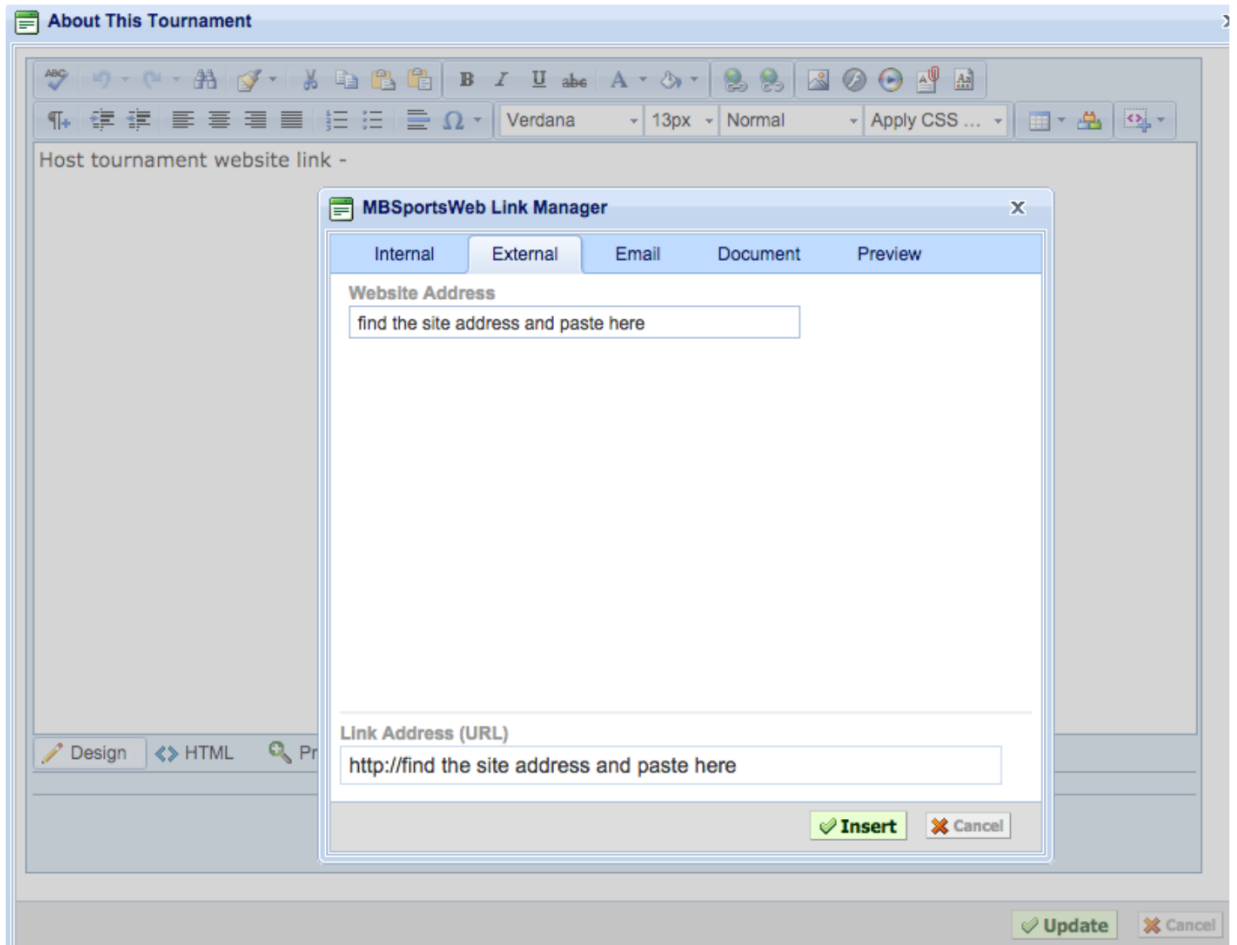
You can also add other custom content in this area