

Entering Tournament Games on Team Website

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

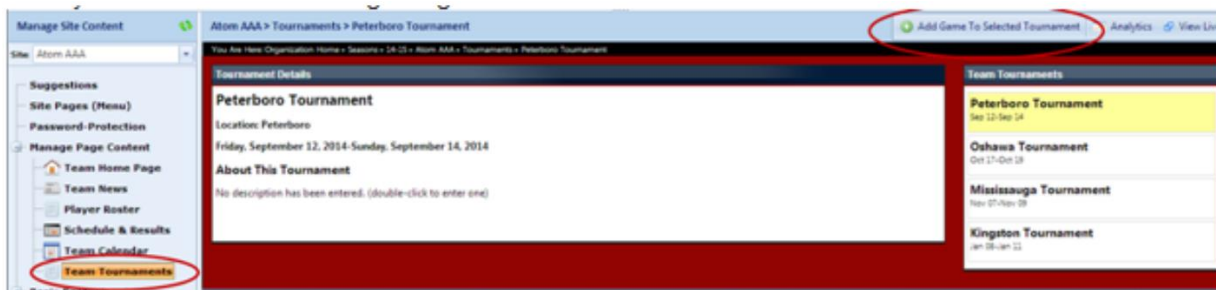
The Ice Scheduler has only booked a weekend block of time in your team calendars, it is your responsibility to enter the individual games as they become known.

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.

Tournament Game

Start Date & Time: Fri Sep 12, 2014 07:00 PM

Game #: [] Game Type: Tournament For Tournament: Peterboro Tournament

Venue: Type Venue Name... Venue Address (optional): Street, City, Prov. / State

Scheduled For: Atom AAA Opponent: Type Opponent Name... Home or Away: Home Away

Notes:

- Team Tournament Games changed significantly in September 2013. You no longer need to select a venue or opponent from the list and can now simply type the names of each if they are not available.

Buttons:

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.

Manage Site Content

Minor Midget AAA > Tournaments > Toronto Tournament

You Are Here: Organization Home > Seasons > 14-15 > Minor Midget AAA > Tournaments > Toronto Tournament

Tournament Details

Toronto Tournament

Location: Toronto

Thursday, September 04, 2014-Sunday, September 07, 2014

Schedule & Results

Game #	Date	Time	Opponent	Venue	Score
4	Thu Sep 4	11:45 AM	Massaage Rebels	Buckingham 4	
67	Fri Sep 5	5:00 PM	Quinte Red Devils	Scarb. Rink 2	
98	Sat Sep 6	8:15 AM	Quepjh Gryphons	Scarb. Rink 2	
101	Sat Sep 6	1:45 PM	Rochester Monarchs	Scarb. Rink 2	

About This Tournament

Rules

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.

Tournament Game

Start Date & Time: Thu Sep 04, 2014 11:45 AM

Game #: 4

Game Type: Tournament

For Tournament: Toronto Tournament

Venue: Buckingham 4

Venue Address (optional): Street, City, Prov. / State

Scheduled For: Minor Midget AAA

Opponent: Mississauga Rebels

Home or Away: Home Away

Notes

- Team Tournament Games changed significantly in September 2013. You no longer need to select a venue or opponent from the list and can now simply type the names of each if they are not available.

Created on Aug 14, 2014 by Mike Haywa
Modified on n/a by n/a

[Update](#) [Cancel](#)

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.

Manage Site Content

Minor Atom A > Tournaments > Cobourg Tournament

Site: Minor Atom A

You Are Here: Organization Home > Seasons > 14-15 > Minor Atom A > Tournaments > Cobourg Tournament

[Add Game To Selected Tournament](#) [Analytics](#) [View Live](#)

Tournament Details

Cobourg Tournament

Location: Cobourg

Friday, September 12, 2014-Sunday, September 14, 2014

About This Tournament

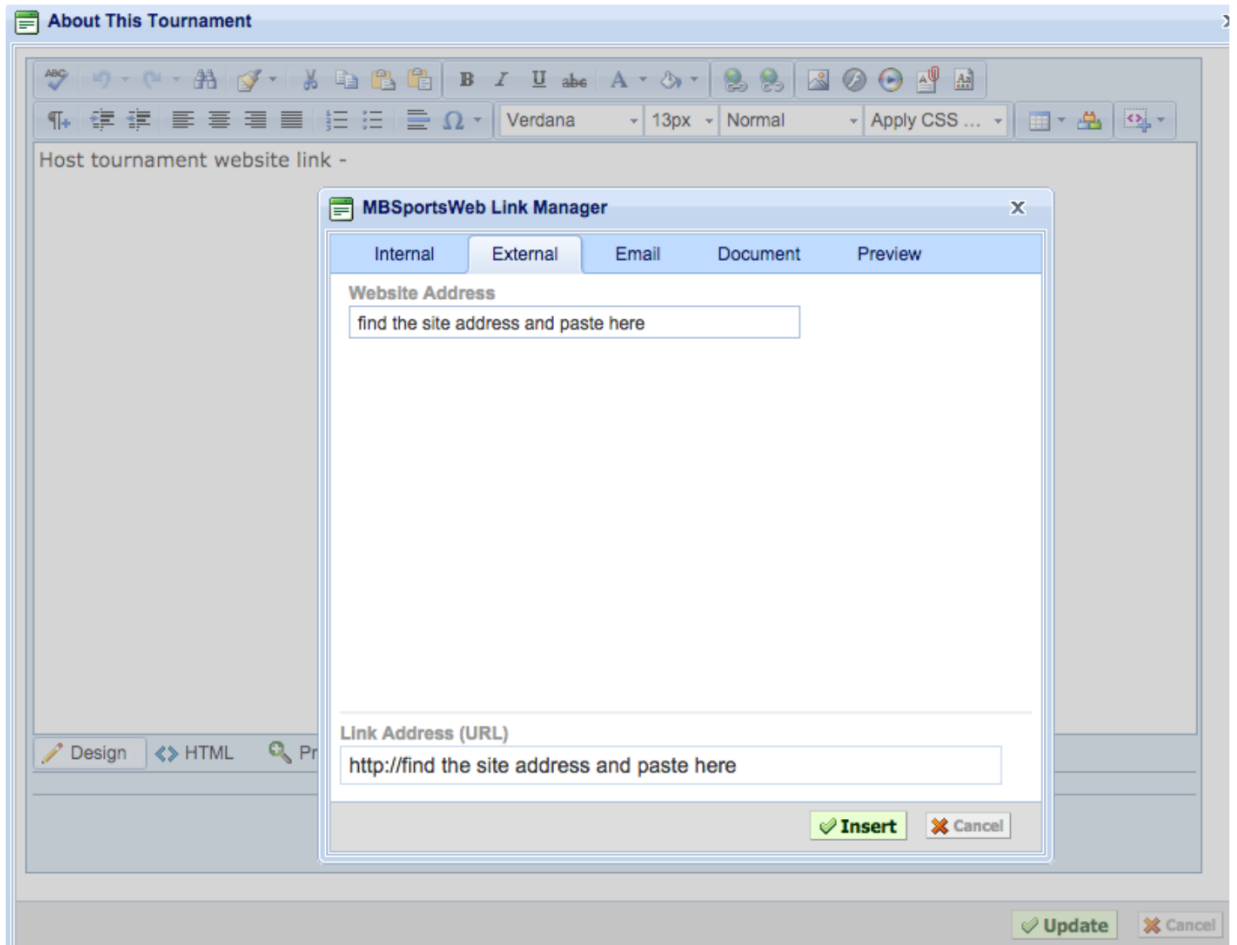
No description has been entered. (double-click to enter one)

Team Tournaments

- Cobourg Tournament** (Sep 12-Sep 14)
- Whitby Tournament (Oct 10-Oct 13)
- Niagara Falls Tournament (Nov 06-Nov 09)
- Oshawa Tournament (Dec 12-Dec 14)

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