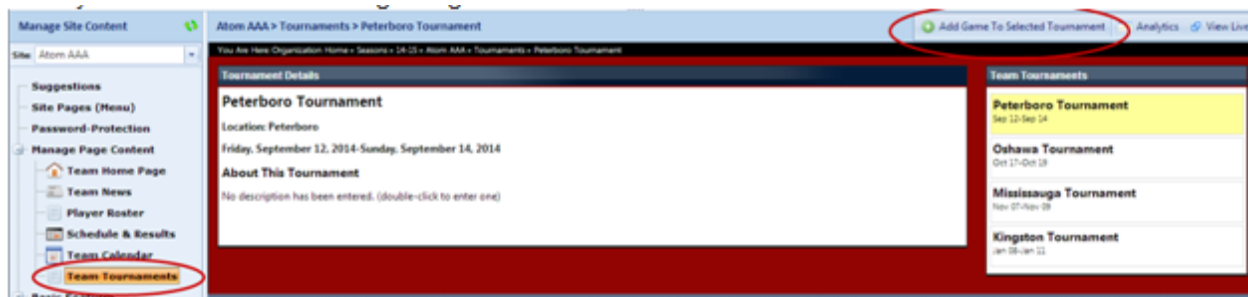


Entering Tournament Games on Team Website

This handout is designed to help Oshawa MHA Team Manager and Webmasters 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 Webmaster or 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. This is not real important but requires a value.
- Venue – It is not likely that your venue is in the dropdown list, so 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 – it is not likely the Opponent is on the dropdown list, so just type it.
- 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.



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: [Insert & Add Another] [Insert & Close] [Cancel]

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
Site: Minor Midget AAA
Suggestions
Site Pages (Menu)
Password-Protection
Manage Page Content
Team Home Page
Team News
Player Roster
Schedule & Results
Team Calendar
Team Tournaments
Basic Features

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

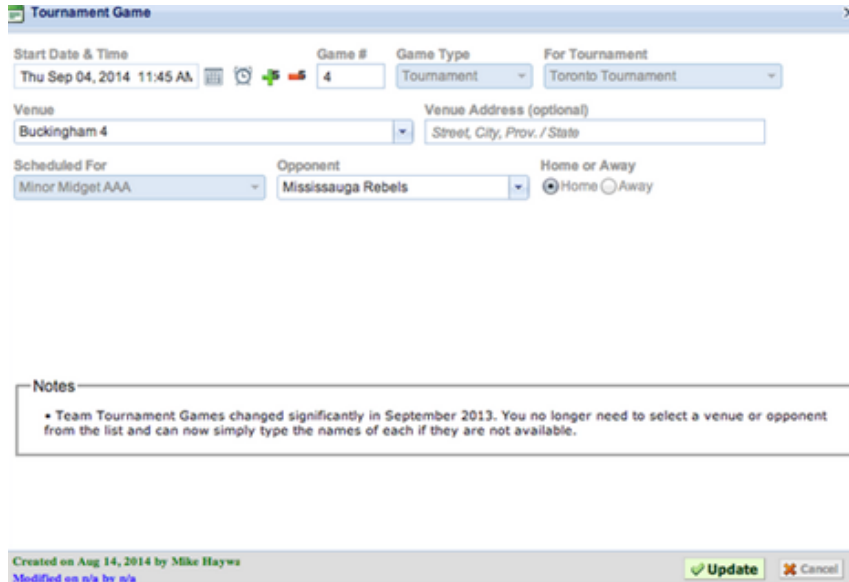
Tournament Details
Toronto Tournament
Location: Toronto
Thursday, September 04, 2014-Sunday, September 07, 2014

Schedule & Results

| Game # | Date | Time | Opponent | Venue | Score |
|--------|-----------|----------|--------------------|--------------|-------|
| 4 | Thu Sep 4 | 11:45 AM | Mississauga Rebels | Buckingham 4 | |
| 67 | Fri Sep 5 | 5:00 PM | Quinte Red Devils | Scarb. Rnk 2 | |
| 96 | Sat Sep 6 | 8:15 AM | Quelph Gryphons | Scarb. Rnk 2 | |
| 101 | Sat Sep 6 | 1:45 PM | Rochester Monarchs | Scarb. Rnk 2 | |

About This Tournament
Rules

Now dbldclick 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.

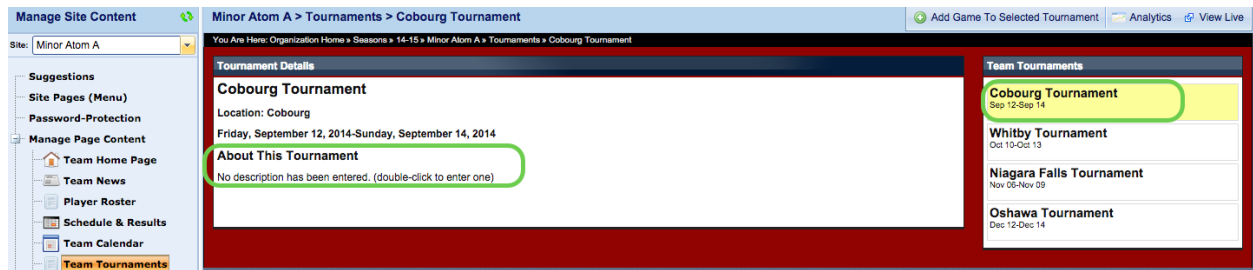


In addition, MB Sports (our internet site provider) has a tutorial video for this topic available that is very helpful. [Youtube Video Link](#).

Adding Custom Content about the Tournament

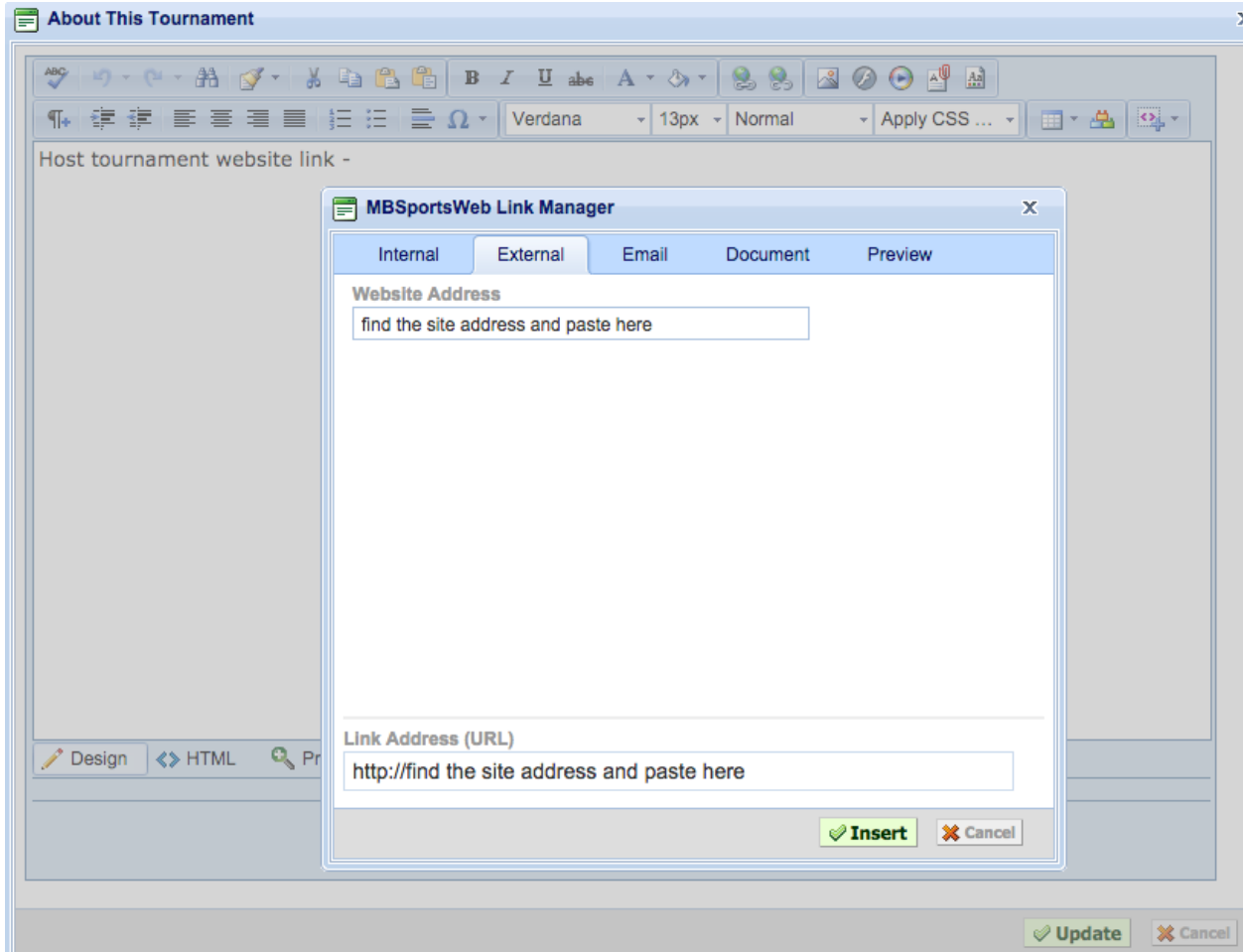
The above documentation is how to enter the games for your tournament, this is required by all Teams to have completed.

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 dbl-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.