

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 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 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

Manage Site Content 🔹 🔅	Atom AAA > Tournaments > Peterboro Tournament	me To Selected Tournament Analytics 🥩 View Live				
Site Atom AAA -	Visa Are Heles Digenstation Home - Sassone - 14:03 - Allon AMA - Roumanent - Andrew Roumanen					
Suppositions	Toemaneet Details	Team Tournaments				
- Site Pages (Menu)	Peterboro Tournament	Peterboro Tournament				
Password-Protection	Location: Peterboro	Sep 12-Sep 14				
Hanage Page Content	Friday. September 12, 2014-Sunday. September 14, 2014	Oshawa Tournament				
Team Home Page	About This Tournament	OH 17-OH 18				
Team News	No description has been entered. (double-click to enter one)	Mississauga Tournament				
- Player Roster		Nev Grivnev (B				
Schedule & Results		Kingston Tournament				
Team Calendar		Jan Billian 11				
Team Tournaments		and the second se				

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.



1 Tournament Game					X
Start Date & Time	Game #	Game Type		For Tournament	
Fri Sep 12, 2014 07:00 PM 🛛 📰 🔯	4 🖬 🚽	Tournament	Ŧ	Peterboro Tournament	w.
/enue		Venue Addr	ess (o	optional)	
Type Venue Name		Street, City,	Prov.	/ State	
Scheduled For	Opponent			Home or Away	
Atom AAA	Type Opponent N	lame	*	Home Away	
-Notes					
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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 dblclick 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						^
itart Date & Time		Game # Game Type		For Tournament		
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In addition, MB Sports (our internet site provider) has a tutorial video for this topic available that is very helpful. <u>Youtube Video Link</u>.

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	O Add Game To Selected Tournament Analytics
Site: Minor Atom A	You Are Here: Organization Home » Seasons » 14-15 » Minor Atom A » Tournaments » Cobourg Tournament	
Suggestions	Tournament Details	Team Tournaments
Site Pages (Menu)	Cobourg Tournament	Cobourg Tournament
Password-Protection	Location: Cobourg	Sep 12-Sep 14
Manage Page Content	Friday, September 12, 2014-Sunday, September 14, 2014	Whitby Tournament Oct 10-Oct 13
🗌 👔 Team Home Page	About This Tournament	
- 📰 Team News	No description has been entered. (double-click to enter one)	Niagara Falls Tournament Nov 06-Nov 09
🗾 Player Roster		Oshawa Tournament
Schedule & Results		Dec 12-Dec 14
Team Calendar		
Team Tournaments		

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.

About This Tournament							
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You can also add other custom content in this area.