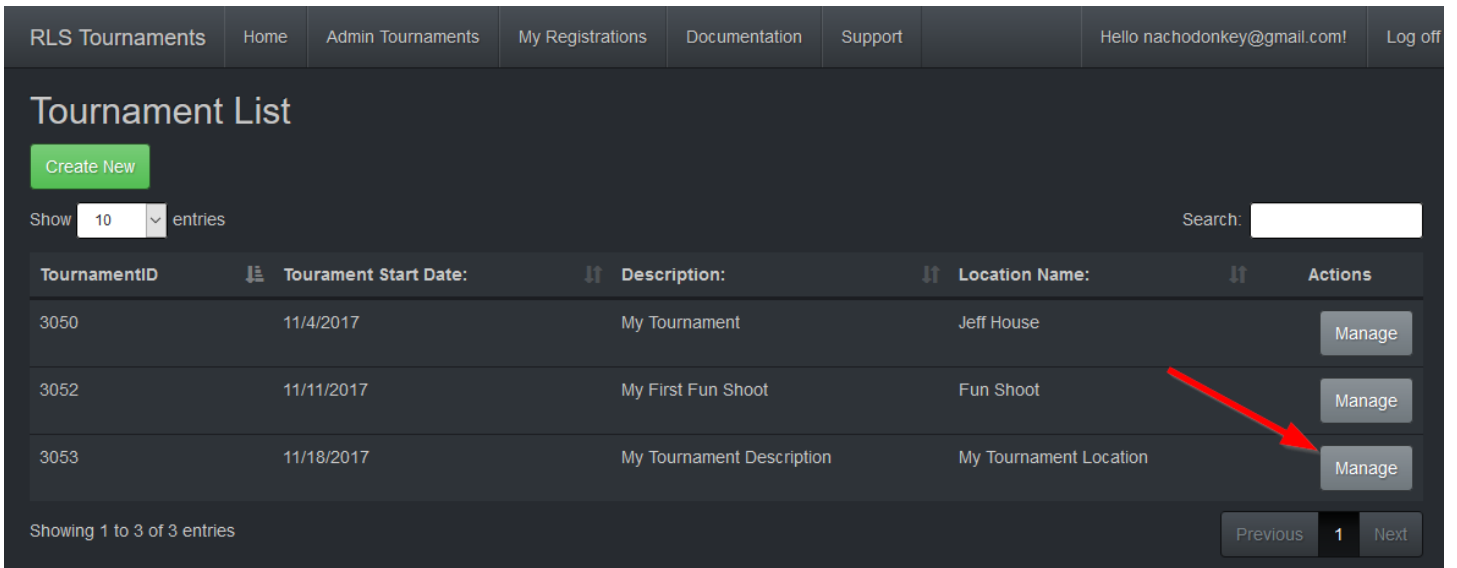


Managing Tournaments (with Teams)

1. Once you have logged in, select Admin Tournaments from the top menu.
2. Then select the tournament you want to manage from the list.

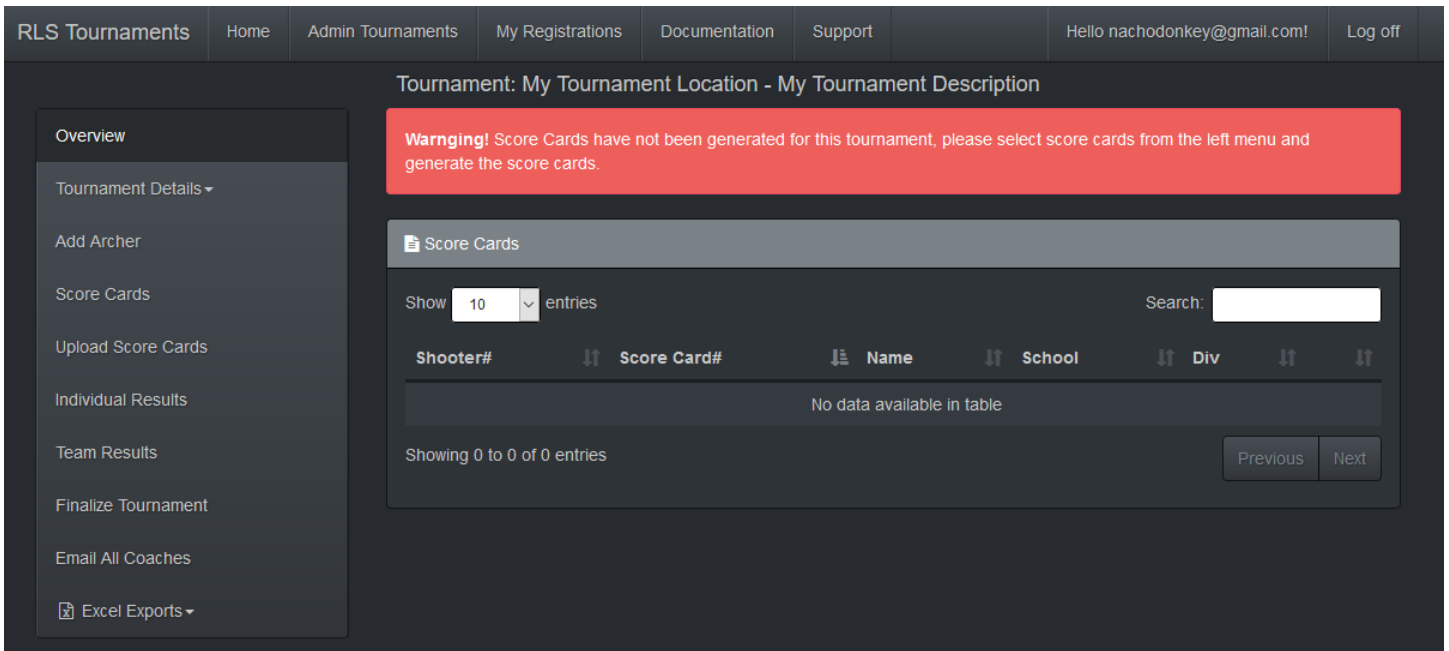


The screenshot shows the 'Tournament List' page in the RLS Tournaments system. The top navigation bar includes 'RLS Tournaments', 'Home', 'Admin Tournaments', 'My Registrations', 'Documentation', 'Support', and a user profile 'Hello nachodonkey@gmail.com!' with a 'Log off' link. The main content area is titled 'Tournament List' and features a 'Create New' button. Below this is a search bar and a 'Show 10 entries' dropdown. A table lists three tournaments:

TournamentID	Tournament Start Date:	Description:	Location Name:	Actions
3050	11/4/2017	My Tournament	Jeff House	Manage
3052	11/11/2017	My First Fun Shoot	Fun Shoot	Manage
3053	11/18/2017	My Tournament Description	My Tournament Location	Manage

At the bottom, it says 'Showing 1 to 3 of 3 entries' and includes 'Previous', '1', and 'Next' navigation buttons. A red arrow points to the 'Manage' button for the tournament with ID 3053.

This will take you to the tournament manage overview. On this page you have access to the left menu options and the center will show you the current archers information. This will be empty if score cards have not been generated yet. If score cards have not been generated yet, you will also see the red message at the top alerting you that they have not been generated.



The screenshot shows the 'Tournament: My Tournament Location - My Tournament Description' overview page. The top navigation bar is the same as in the previous screenshot. The left sidebar menu includes 'Overview', 'Tournament Details', 'Add Archer', 'Score Cards', 'Upload Score Cards', 'Individual Results', 'Team Results', 'Finalize Tournament', 'Email All Coaches', and 'Excel Exports'. The main content area has a red warning message: 'Warning! Score Cards have not been generated for this tournament, please select score cards from the left menu and generate the score cards.' Below the warning is a 'Score Cards' section with a search bar and a table. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons 'Previous' and 'Next' are at the bottom right of the table.

Clicking on the Tournament Details dropdown, will give you a list of options.

1. Registered Coaches

2. Registered Archers
3. Flight Details

Selecting Registered Coaches will give you a list of coaches that have registered for your tournament. This will include the coaches email in case you need to contact them.

Registered Coaches

Show entries Search:

Registration ID	↑↓ First Name	↓↑ Last Name	↑↓ Email	↑↓ School
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Selecting Registered Archers will give you a list of archers that are currently registered for your tournament.

Registered Archers

Show entries Search:

Shooter#	↑↓ Name	↓↑ School	↑↓ Division
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Selecting Flight Details will give you a list of your tournaments flights. This will include the date, time, target number and who has been assigned to each lane.

Target Lanes

Open Target Lanes: 380

Flights

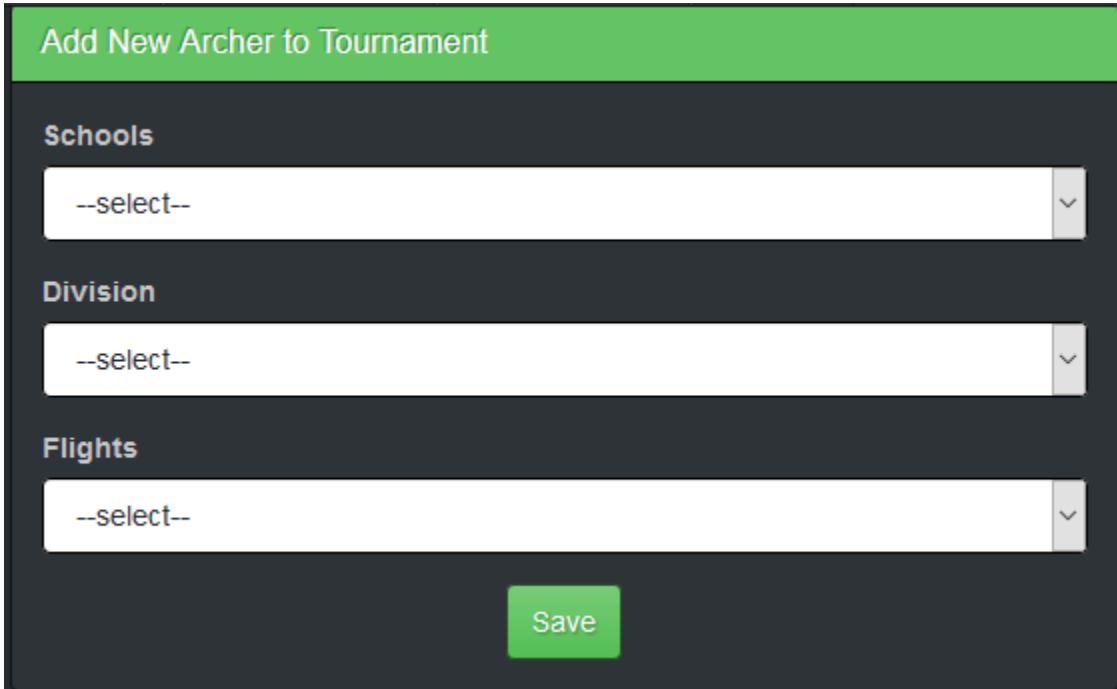
-- all flights --

Show entries Search:

Date/Time	↓↑ Target #	↑↓ Lane One	↑↓ Division	↑↓ Lane Two	↑↓ Division
11/18/2017 - 8:00 AM	1				
11/18/2017 - 8:00 AM	2				
11/18/2017 - 8:00 AM	3				
11/18/2017 - 8:00 AM	4				
11/18/2017 - 8:00 AM	5				
11/18/2017 - 8:00 AM	6				

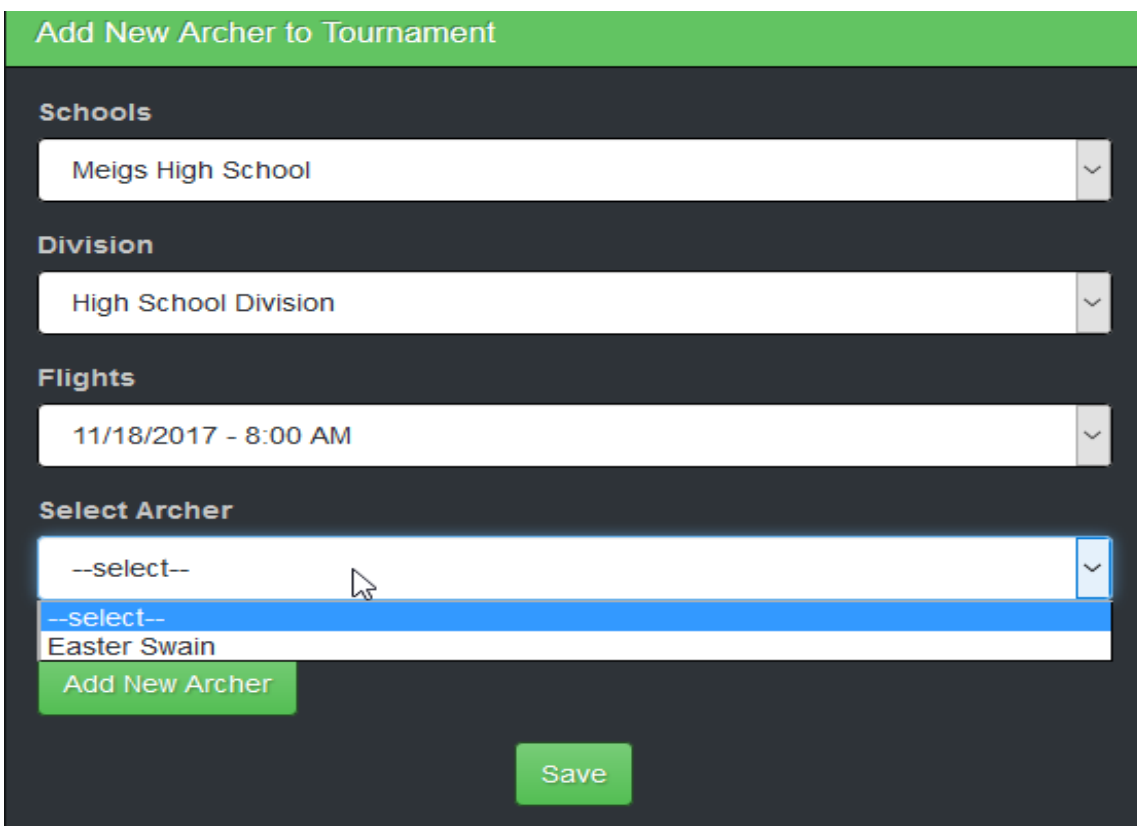
These 3 options will allow you to see the status of your tournament before registration is over.

At any time, you can manually add an archer to your tournament. To add the archer, the archer's school must be registered in the system. This option is mainly to add archers the day of the tournament. Usually it's a coach that had an archer show up late or decided they wanted to shoot at the last minute. If at all possible, please direct the archer to the rlstournaments.com website so they can register thru the normal registration process. But if you need to add an archer to the tournament thru the Admin, click the Add Archer on the left menu and you will get this form.



The screenshot shows a form titled "Add New Archer to Tournament" with a green header. It contains three dropdown menus: "Schools" with "--select--", "Division" with "--select--", and "Flights" with "--select--". A green "Save" button is located at the bottom center of the form.

First you select the School from the drop down, remember the school must be registered in the system. Then you select the Division. This will then populate the available flights. Selecting a flight will then open the Select Archer drop down. This will list all archers for the School and Division available to be added to the tournament.



The screenshot shows the same form with the following selections: "Schools" is "Meigs High School", "Division" is "High School Division", and "Flights" is "11/18/2017 - 8:00 AM". The "Select Archer" dropdown is open, showing "--select--" and "Easter Swain" as options. A green "Add New Archer" button is positioned below the dropdown, and a green "Save" button is at the bottom center.

If the archer, you are adding is listed, Just select that archer and click Save. This will add them to the tournament.

If the archer is not listed, you can click the Add New Archer button to enter the archer details.

Add New Archer to Tournament

Schools

Meigs High School

Division

High School Division

Flights

11/18/2017 - 8:00 AM

First Name:

Last Name:

Grade:

--select--

Gender:

--select--

Save

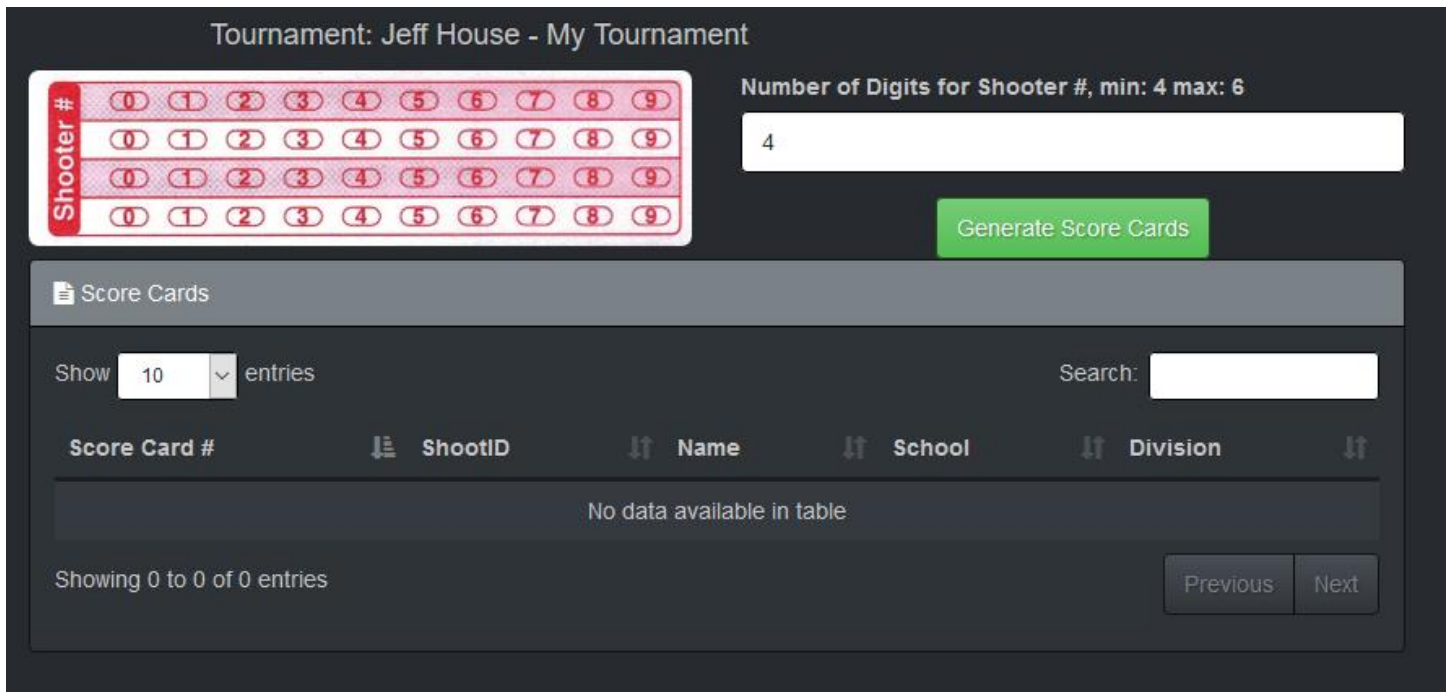
Once all the details are filled in, click the Save button and the archer will be added to the tournament.

The next item on the left menu is Score Cards. You can only generate score cards once the registration has ended. Until then if you click Score Cards on the left menu you will get this message.

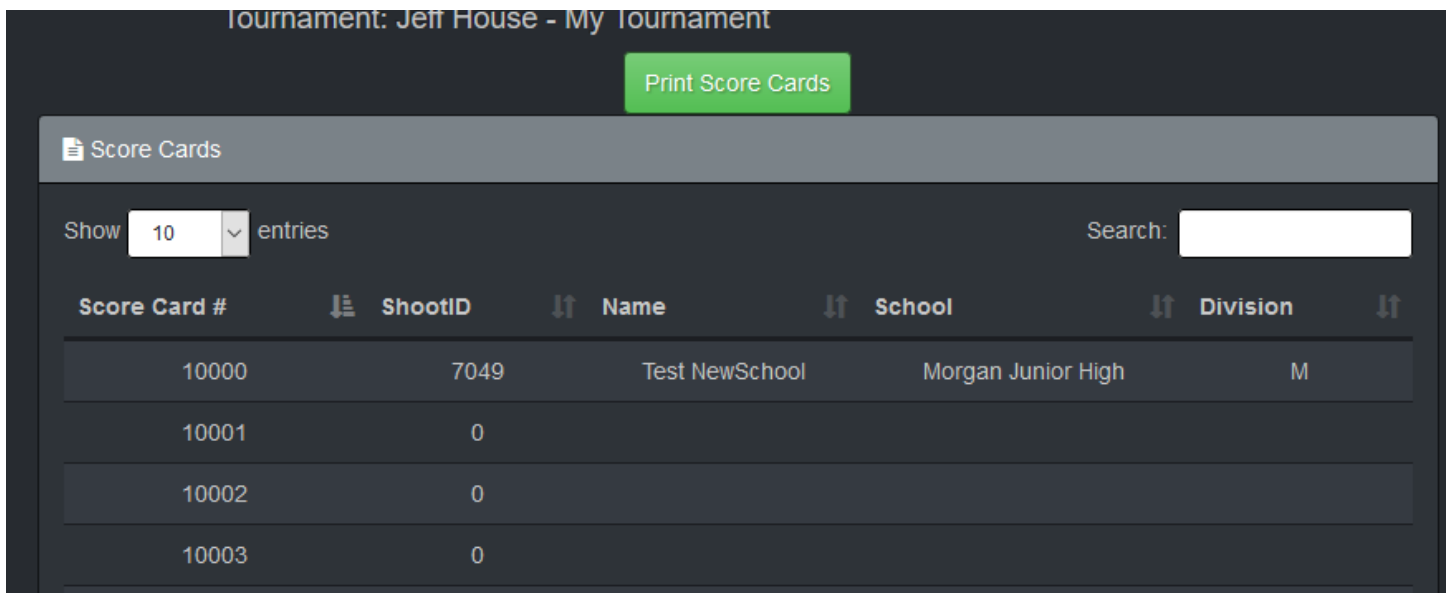
Tournament: My Tournament Location - My Tournament Description

Registration is still open! Please return here to generate score cards once registration has ended on 11/16/2017.

Once the registration has ended for your tournament. You can click on the Score Cards and you will be presented with this screen.



At this point you need to enter the number of digits from your score cards. This is so the score cards numbers generated matches your score cards. After entering that number just click the Generate Score Cards button. When that process has completed you will see the list of score cards and archers assigned to them.

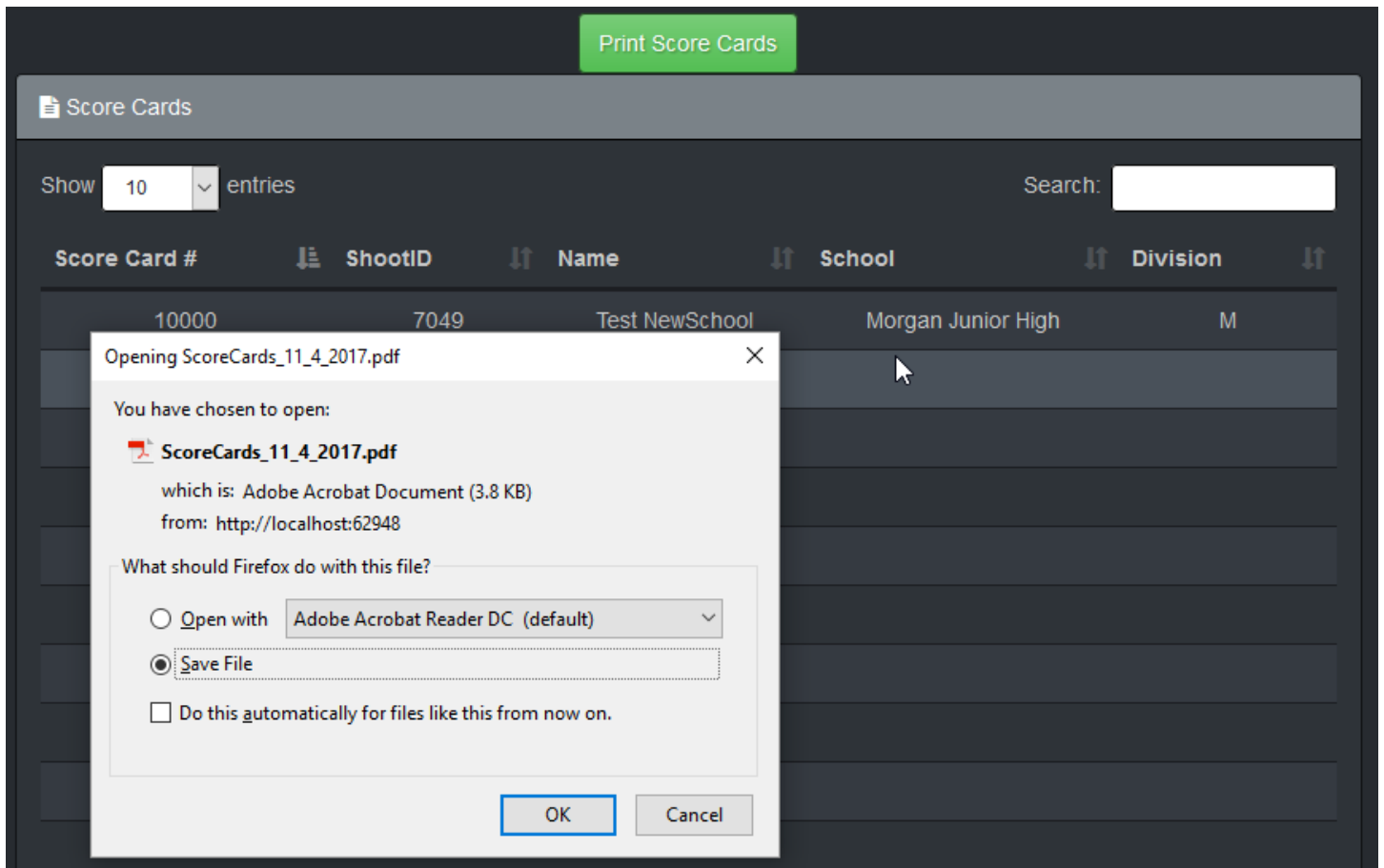


Now you are ready to print the labels to attach to your score cards.

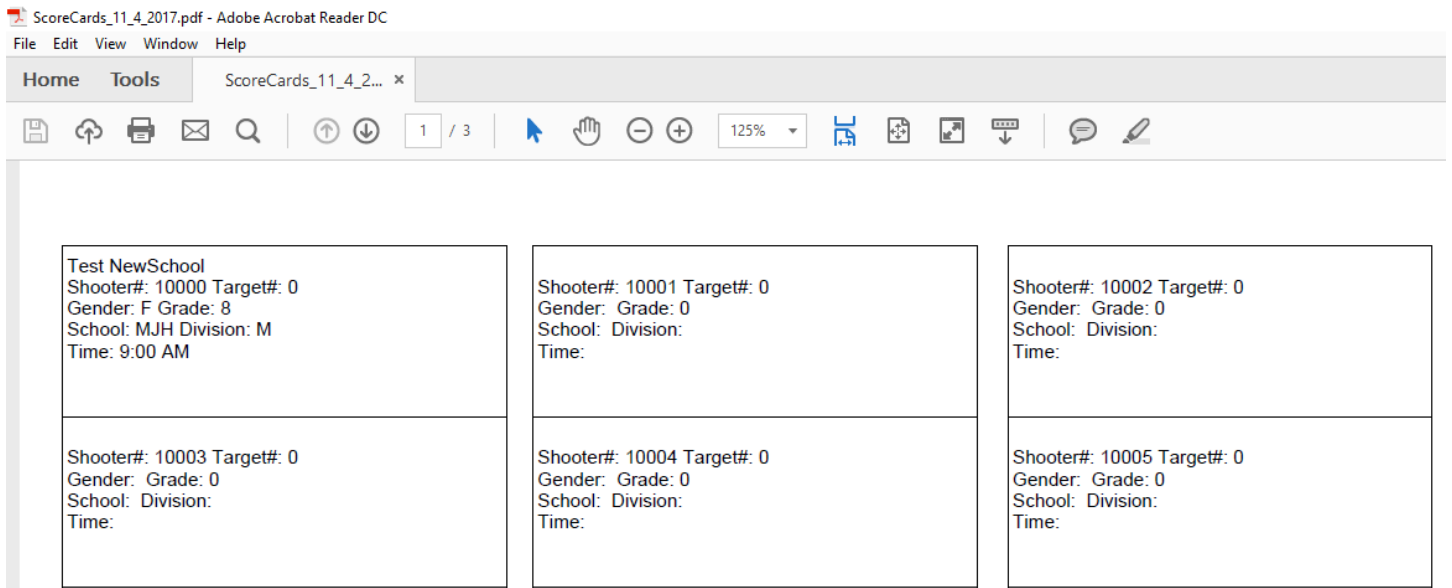
**** These must be printed using Adobe Acrobat Ready ****

Which can be downloaded from here: <https://get.adobe.com/reader/>

Click the Print Score Cards button, you will be prompted to save or open the file. Select Save and save this file to a location on your computer you can find.

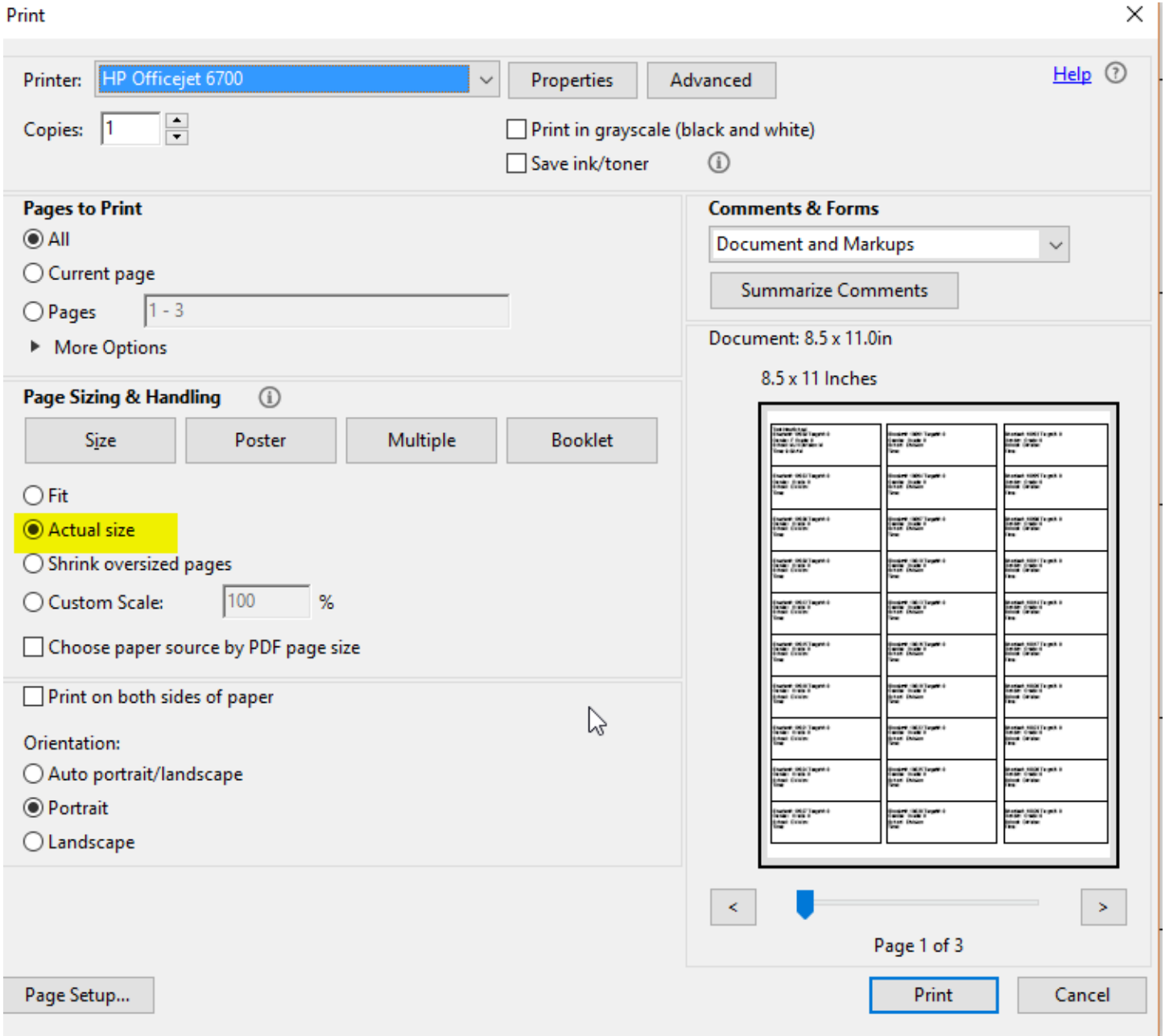


Once you save the label file. Locate the file where you saved it and open it with Adobe Acrobat Reader. You should see this.



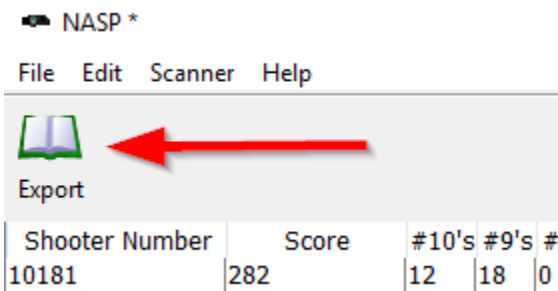
When ready load your printer with the labels. The label template this is designed for is **Avery Template 5160**

When you have the labels in the printer, just select print from Adobe Acrobat Reader. Make sure Actual Size is selected.

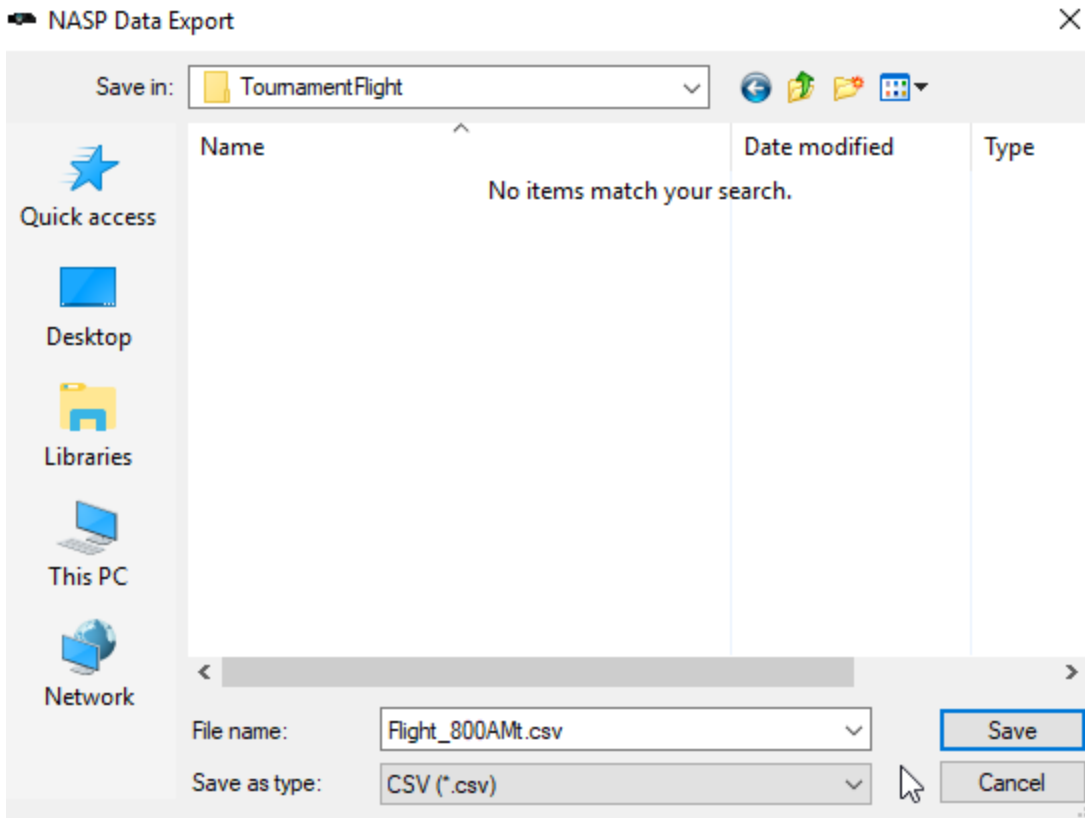


After the printing is finished you are ready to peel the labels off and attach them to the score cards.

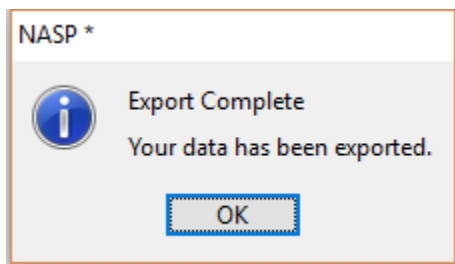
Next menu option is Upload Score Cards. Once the flight is over and you have scanned in all the score cards. Click Export on the NASP scanning software.



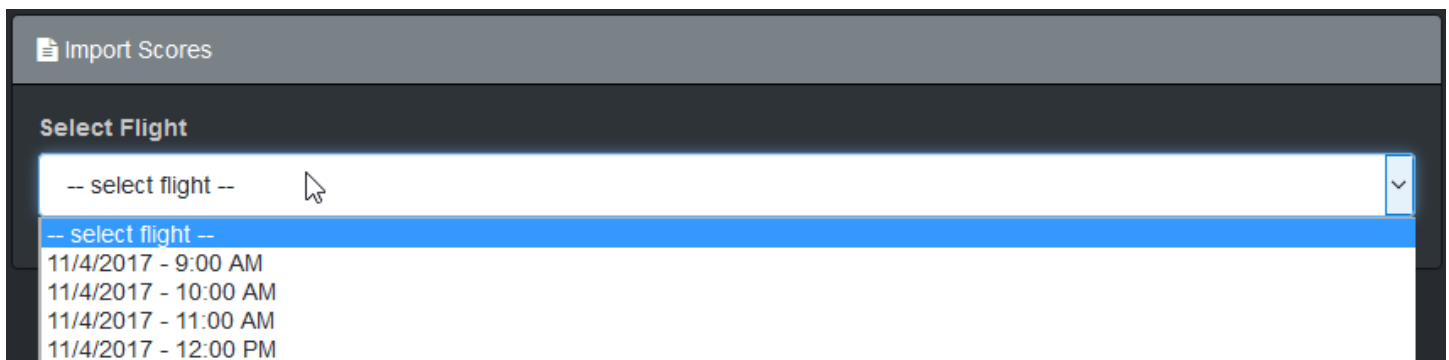
In the window that pops up give you flight file a name. Usually you want to name it with the Flight time so you can keep them organized. Select a place to save the file so you can find it.



Then click Save. You should get this message.



Now back on the tournament manager. Click Upload Score Cards. Then select the flight that you are importing



Once you do that you will have the option to select the flight data file you just saved from the scanner.

Import Scores

Select Flight

11/4/2017 - 9:00 AM

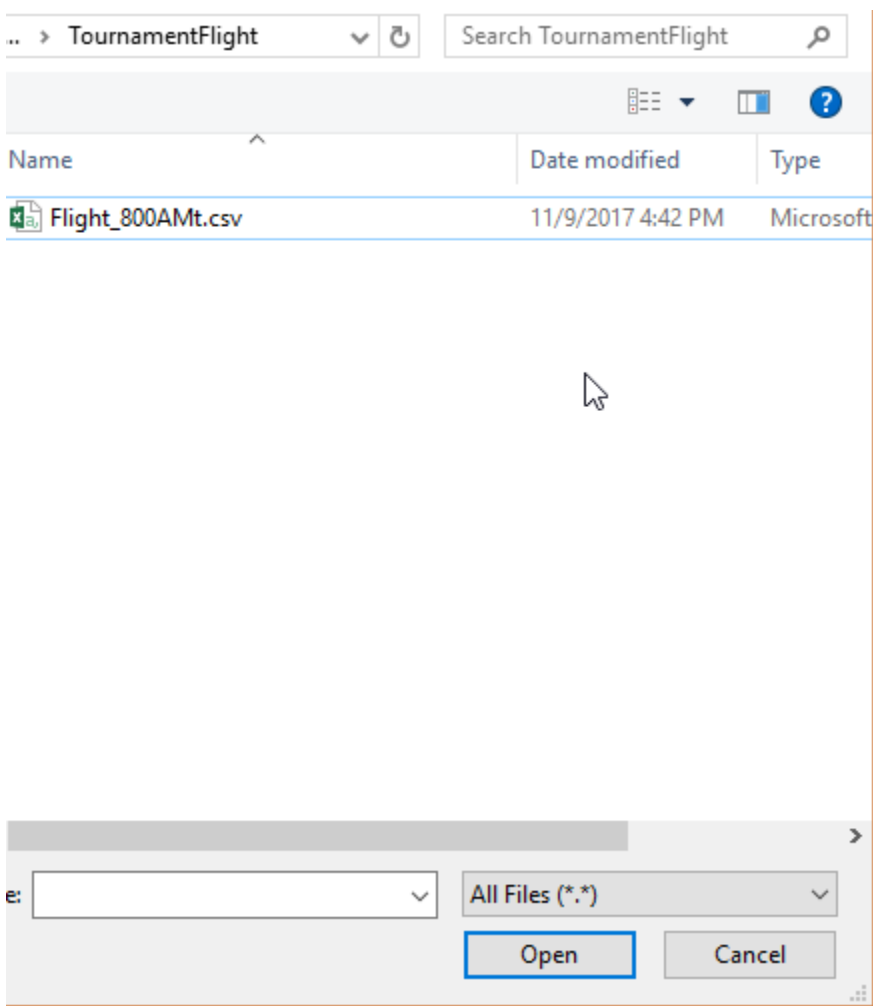
No File Selected

Select Score File

Browse... No file selected.

Submit Score File

Click the Browse button and location the flight data file you saved from the scanner and select it and click Open



Then red message box should turn green and have the name of the file in it. You are now ready upload the flight scores to the web site. Click Submit Score File.

Import Scores

Select Flight

11/4/2017 - 9:00 AM

Flight_800AMt.csv

Select Score File

Browse... Flight_800AMt.csv

Submit Score File

Once that process has completed the scores from that flight are available on the website.

You are done!! Relax until the next flight is over!!

Once the tournament is over and you have uploaded all the flight scores. You can select the next left menu option.

Individual Results. This will list the top 10 for each division. It will also highlight any shoot offs in read and allow you to select the shoot off winner after you have the shoot off.

Top 3rd Grade Elementary School Girls				
Place	School	Name	Score	Tens
No data available in table				

Top 3rd Grade Elementary School Boys				
Place	School	Name	Score	Tens
No data available in table				

Top 4th Grade Elementary School Girls				
Place	School	Name	Score	Tens
No data available in table				

If you see a shoot off highlighted. Just have the shoot off and click the winner. This will reload the page and put the shoot off archers in the correct order.

Next for the Team Results. Click the Team Results on the left menu. This will list the Teams and what place they came in the their division.

Top Elementary Schools		
School	Division	Score
No data available in table		

Top Middle School		
School	Division	Score
No data available in table		

Top High School		
School	Division	Score
No data available in table		

Once the awards are over and everyone is happy. Select the Finalize Tournament on the left menu. This will mark the tournament as completed and send all the register coaches a spread sheet of the results break down.

Finalize Tournament

Mark tournament as Completed and email all coaches the awards and scores result.

Finalize Tournament and Send Emails

If at any time you need to send out a email to all the registered coaches, select the Email All Coaches left menu option. This will allow you to send an email to all registered coaches. This will help if something happens that will change the times or place of the tournament of if you need to alert them of anything that may affect the tournament.

Message to All coaches

Your Message

Message

Send Message

Last on the left menu is the Excel Exports. From here you can export

1. Flights
2. Flight Results. This is good for printing off after each flight and hanging up so people can see the results.
3. Awards. This is good to print off and take out on the gym floor for announcing awards.
4. Scores. This is the file that is sent to all coaches when you finalize the tournament. Some coaches will want this before the end of the tournament. You can use this and select the specific school and print the coach out his teams scores so he can take with him.
5. Flights Teams. This will export all the flight time and archers for each team.

And that just about covers everything. As you know there will always be that special circumstance that arises. If you have any trouble please contact Tech Support, techsupport@rlstournaments.com

The Tournament Admin usually has my phone number and or I am onsite to help. So in case of an emergency please call.