

# Tournament Administrator's User's Manual

Name	Created by	Last modified date	Tournament start date	Tournament Type	Union	Published Status	
SIMS AT THE LINKS	thelinks@netactive.co.za	09/05/2016		Pairs	GBU	Draft	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Publish</a>   <a href="#">Responses</a>   <a href="#">Download responses</a>   <a href="#">Remove all responses</a>   <a href="#">Switch Admin</a>
GBU Teams 2016 - Red Point Event	gautengbu@gmail.com	30/05/2016		Teams	GBU	Draft	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Publish</a>

When you click on [Tournament Administration](#) you will be presented with a screen that looks similar to the above. To understand better how it all works let's start with an example, let's say you want to publish the annual Hermanus bridge festival.

Click on [Create a new tournament](#)

**Tournament creation**

**Name**

**Date and Venue** File Edit View Format  
Formats **B** *I* [List Icons] [Link Icon] [Unlink Icon] A [Color Picker] [Color Picker]

**Tournament Status** Pairs

**Description** File Edit View Format  
Formats **B** *I* [List Icons] [Link Icon] [Unlink Icon] A [Color Picker] [Color Picker]

You will be presented with the above screen

**Name** –

This is the first field you will fill in. We're going to put

**Hermanus Annual Bridge Festival**

### Date and Venue –

All of these fields are free format so you can put what you like, so let's try

**To be held at Hermanus Town Hall on the 12<sup>th</sup> February**

**Registration at 9.30 entrance fee R100 per pair**

**Make a habit of coming every year!**

### Tournament Event -

Here you will indicate whether it is a Pairs or Teams event

### Description –

This is what I call the “show me the money” section. We will put

**No COD allowed, only bank transfers accepted details are**

**Hermanus Bridge Club**

**Standard Bank**

**Branch code 001234**

**a/c 1234567**

### Tournament Start Date –

A calendar will pop up and we will enter

12/02/2017

When there are several tournaments on display at the same time this field is used to sort them in date order. Be careful, if you fiddle this date to give your tournament priority you will automatically lose your tournament administrator status....

Happy with our handiwork we will now hit [Save](#)

When we return to Tournament Administration we will see

## Tournament Administration

**Success!** Successfully created the tournament.

[Create a new tournament](#)

Name	Created by	Last modified date	Tournament start date	Tournament Type	Union	Published Status	
Hermanus Annual Bridge Festival	epresley@gmail.com	06/02/2017	12/02/2017	Pairs		Draft	<a href="#">Edit</a>   <a href="#">Details</a>   <a href="#">Publish</a>   <a href="#">Responses</a>   <a href="#">Download responses</a>   <a href="#">Remove all responses</a>   <a href="#">Switch Admin</a>

You will see that the **Published Status** is **Draft** and that there are a number of options open to you

**Edit** - this allows you to go back in to the tournament and change things. For instance you might decide that the phrase Make a halibut of coming every year! was too flippant (as Mr Penguin might say), and so you replace it with Have a whale of a time!

**Details** - this allows you to go back in and admire your handiwork

**Publish** – if you hit this button the status of the tournament will change from Draft to Published. It now becomes visible to your members and they may enter the tournament. To reverse the status you simply **Unpublish** to return it to Draft. You may also choose to **Close** the tournament which will leave the tournament visible on the web but will prohibit members from entering. And please remember to **Unpublish** the tournament as soon as it's over.

**Responses** – allows you to view entrants. This option is also available to your members who have logged in to the sabfonline site. But you have additional powers. You may **Edit** any line you wish, for example you might want to change the entrant or add details in the **Special requirements** field. You may wish to remove a pair or team that have withdrawn from the tournament or entered twice in which case the **Delete entire entry** option will come in handy.

**Download responses** – allows you to create an excel spread sheet of the entries

[Remove all responses](#) – allows you to clear all the entries.

[Switch Admin](#) – allows you to change administrators on the fly

However, you shouldn't clear all the responses as soon as the tournament is over because this time next year you will want to know who entered last year.

And here is another point: this is an eco- friendly site so next year you won't go in and create a new tournament for 2018, you will simply go in and edit this tournament. The dates will change, possibly the entrance fee, and perhaps the jokes are wearing thin, but this is not the place to worry about that. Do you know how many fishes are getting caught up in discarded web pages? Exactly, I think you've got my drift.

### **Emails**

This is what is really cool about being a tournament administrator; when you publish a tournament the system will let you and the union administrator know. When a pair (or team) enters your tournament you will be informed by email and so will they as long as their email is present on the entry form. Should they receive an email confirming their entry it will also contain whatever you have written in the "show me the money" section of the document.

### **Cascading**

If a tournament is published on the SABF site it will automatically cascade down to all the union sites. Members can enter the tournament at whatever website suits them.

### **Miscellaneous Stuff**

If after accessing the regional website the member logs in before entering the tournament, the first line will be automatically populated with his or her details (if you are logging in on their behalf your details will come up but you can override these). If the SABF number is entered then again the screen will automatically populate the details. If, as stated before, the email addresses are present then the entrants will receive confirmation of their entry. The system will stop duplicate entries as and when it spots them.

At time of writing, both Western Cape and Gauteng have chosen to display tournaments on the front page of their websites to enable members to enter without having to log in.

So there it is, I can't think of what else to tell you, it's really easy.