

Tournament Score Center 1.19.1 Documentation

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1. Introduction

1a. Overview

Welcome to the Tournament Score Center application! Thank you for taking time to view this document, which describes what the application does and how to use it. The documentation below is meant to be the definitive source of information regarding Tournament Score Center (Score Center or TSC for short). Information will range from technical to non-technical. Depending on who you are, some information may be irrelevant. Use this document to whatever your need requires.

As with any application, changes will be made. This document will be maintained as frequent as possible to provide up to date information regarding the system. Defect fixes and new features will be added as time allows. This is currently an independent project, so no scheduled releases or updates are planned.

I hope you find this document helpful when using Tournament Score Center. Without input, idea's, and testing from users like yourself, this project could never have successfully grown to this point.

Preston Frazier

1b. Goals

Tournament Score Center is currently developed on the model of Science Olympiad tournaments. While there may be some features and language specific to this organization, it is the intention to make TSC as generic as possible. This will make the application more valuable to tournament organizers from many different organizations. Below are some of the goals and visions for this application.

#1 Build and improve a system to input tournament scores, calculate results, and generate reports

#2 System data should be secure and only visible to intended users. User accounts will control access unless pages are public.

#3 Build and improve a system to handle team scheduling for tournament events. Include flexibility to modify any part of the schedule.

2. Disclaimers and Acknowledgements

Information Coming Soon!

3. Process/Usage Descriptions

This section describes common processes and concepts that occur in Tournament Score Center. A brief description of the purpose and screen navigation will be given. More detail on how to use each page can be found in the page descriptions in [section 4](#).

3a. Roles

Different types of users can use tournament score center. Some screens display differently based on the current role of the current user. User's can have multiple roles. The users are listed below with their associated role id. The list is ordered from least to most permissions.

- Coach (3): A user responsible for a team or multiple teams. This user will be able to self schedule for their associated teams.
- Supervisor (2): A user responsible for running events. This user will be able to enter scores for their associated events.
- Verifier (1): A user responsible for validating scores at a tournament. This user will be able to view and edit the scores at a tournament, view the overall results, view the results slideshow, and generate reports.
- Administrator (0): A user responsible for configuring and managing a tournament. This user will be able to create tournaments, create schedules, create teams, create users, enter scores, view overall results, view the slideshow, and generate reports.
- SuperUser (-1): A user responsible for managing the Tournament Score Center application. This user has full access to all features and tournament data.

3b. Creating Teams

Teams are essential building blocks to any tournament. Teams represent one team, (not specifically a school or organization). For instance, one school or organization may have multiple teams. In this case, a team should be created for each participating group. In Tournament Score Center, teams can be created one time, and used across an unlimited number of tournaments. This is done for a few reasons. It saves tournament organizers time (after initial creation). Also, a history can be created for teams when they participate in multiple tournaments. Statistics and trends could be created from this data. Teams can also have coaches linked to them. This framework allows a coach user to manage their assigned teams. (Specifically with the self schedule module).

3c. Creating Events

Other major building blocks are events. All tournaments must have events (and teams) in order for the system to be useful. Like teams, events can be created once and used across an unlimited number of tournaments. Besides the event name, the most interesting attribute here is the event's auto scoring system (algorithm). This is used to calculate the events rankings. Find the events in Settings > Manage Events. Event names must be unique. Only a super user has the ability to mark them as "official" events. This is a parameter that can be used to filter events in search screens. Users can normally filter by official, all, or events

created by themselves.

3d. Creating Tournaments

Tournaments are the foundation of TSC. These can only be created by Administrators or SuperUsers. Everything is either linked to or extends from a tournament. On the Manage Tournaments Screen, click Add Tournament. On the Edit Tournament screen, fill out the required tournament information. If the events or teams are not available from the drop down boxes, you can go to Settings > Manage Teams or Settings > Manage Events to create them. Saving the page will finish creating the tournament.

3e. Entering Tournament Scores

Information Coming Soon!

3f. Displaying/Generating Tournament Results

Information Coming Soon!

3g. Creating Tournament Schedules

Self Scheduling is another module in TSC which allows coaches to schedule their teams for events at a tournament. An Administrator or SuperUser can setup the self schedule. A coach will be able to select time slots for only their teams. On the Home screen or Manage Tournaments screen, click the Self Schedule Button to enter self scheduling for that tournament. Administrator can use the Settings tab to configure the schedule and the Schedule tab to manually schedule teams. Coaches will have the Schedule tab to schedule their teams and the My Schedule tab to view their team's entire schedule. The self schedule updates in real time, so users can immediately see when time slots have been taken.

3h. Managing Utilities and System Administration

Information Coming Soon!

4. Individual Page Descriptions

This section will serve as a user guide and technical manual for people interested in the specific usage of each page/screen. This section will cover the following concepts:

- Summary: A general description of what the page is used for.
- Navigation: The navigation in which a user will get to the page.
- Security: User roles that have access to the page and a description of how the page will work and look per role.
- Page Input & Display Fields: Every field on the page will be listed and function described. If the field is for a specific role, the role will be indicated. Field Name, If Required, Accepted Values/Type, Description will be given.
- Usage: Scenarios and workflows of how the page can be used.
- Images: A sample picture(s) of the page.

4a. Consistent Page Concepts

Information Coming Soon!

4b. Login

Summary

This is the login page for Tournament Score Center. Logged in users will be redirected to the home page. Users can create an account, reset their password, or login.

Navigation

<domain.com>/login.php

<domain.com>

Security

All User Roles

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
Username	Y	Text	Provided username. Generally your email address.
Password	Y	Text	Provided password.
Login	N	Button	Validates credentials and logs user into the application.
Create Account	N	Hyperlink	Navigates user to the Manage Account Screen.
Forgot Password?	N	Hyperlink	Allows user to reset password.

Usage

#1 Login: Enter your username, password and then click the login button.

#2 Create Account: If you do not have an account, you can create one through this hyperlink.

#3 Forgot Password?: Enter your username, then click Forgot Password? Accept the confirmation message. If your username is your email, a password reset email will be sent to you with instructions.

Images

Tournament Score Center

Settings

Close

Login

User Name:

Create Account

Password:

Forgot Password?

Login

Information

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4c. Manage Account

Summary

This is the account management page. Users can create and update their account information here. Users will require a registration code to register.

Navigation

Login Page > Create Account

Top Navigation Bar > User's Name

Security

All User Roles

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
First Name	Y	Text	User's First Name
Last Name	Y	Text	User's Last Name
User Name	Y	Text	User's username. Should be their email address.
Registration Code	Y	Text	Provided registration code that will allow the user to create an account. This will also determine the initial role they receive. Only displayed in the create account scenario.
Role	N	Display	Assigned user role(s) (See role descriptions for details). Only displayed in the edit account scenario.
Phone Number	N	Text Field	User's Phone Number
State	N	Select Box	User's State
Password	Y	Text Field	User's Password
Verify Password	Y	Text Field	User's Password Verified

Usage

#1 Create Account: The user should enter all required fields. To receive emails and ability to use the reset password feature, username should be an email address. Registration Code should be provided by a system administrator. The user initial role will be assigned based on which registration code is entered. Click Create Account to complete the action.

#2 Modify Account: The user can update any account information after their account is created (Except their user role. Explained Later) When updating, the user does not need to reenter their password. If they are changing their password, they will need to enter the text in the password and verify password fields. Click Update Account to complete the action.

#3 Create And Link Account: If an administrator is creating a new user account through the linking process (linking a coach account to a team, verifier to a tournament, or administrator to a tournament), they will not have to enter a registration code. The system will assign the correct role once the user clicks Create Account and Link.

Images

The screenshot shows the 'Manage Account' interface of the Tournament Score Center. The header includes the application name and a 'Settings' dropdown. The main heading is 'Manage Account' with the action set to 'Create'. The form contains several input fields: 'First Name' and 'Last Name' (both required), 'User Name / Email' (containing 'john@doe.com'), 'Registration Code' (required), 'Phone Number' (with a placeholder 'xxx-xxx-xxxx'), 'State' (a dropdown menu), 'Password' (required), and 'Verify Password' (required). There is a checkbox for 'Send Email Confirmation'. At the bottom, there are 'Create Account' and 'Cancel' buttons. A footer note states '© 2015-2017 Tournament Score Center by Preston Frazier'.

Tournament Score Center

Settings ▾

Manage Account

Action: Create

First Name:*	<input type="text"/>	Last Name:*	<input type="text"/>
User Name / Email:*	<input type="text" value="john@doe.com"/>	Registration Code:*	<input type="text"/>
Phone Number:	<input type="text" value="xxx-xxx-xxxx"/>	State:	<input type="text"/>
Password:*	<input type="password"/>	Verify Password:*	<input type="password"/>

☐ Send Email Confirmation

[Create Account](#) [Cancel](#)

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4d. Home

Summary

The home page is where users arrive after logging into Tournament Score Center. This page serves as a dashboard of important information based on the user's role. This page may display your tournaments, your events, or just today's tournaments.

Navigation

Login Screen > Login

Top Navigation Bar > Home

Top Navigation Bar > Tournament Score Center

Security

Coaches: Displays a search grid of tournaments their teams are participating in.

Supervisors: Displays a search grid of events they are assigned to supervise.

Verifiers: Displays a grid of tournaments today they are assigned to.

Administrators: Displays their tournaments occurring today.

SuperUsers: Displays all tournaments occurring today.

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
Welcome	N	Display Text	The welcome text displays an information message
Username	N	Display Text	Displays the user's username / email
Name	N	Display Text	Displays the user's real name
Role	N	Display Text	Displays the user's current role.
My Teams	N	Display Text	Coach: All teams that the user coaches will be listed here.
Tournament Date	N	Date Picker	Coach: To search for tournaments, a coach can enter the tournament date.
Event Date	N	Date Picker	Supervisor: To search for events, a supervisor can enter the tournament date.
Tournament	N	User Select (Tournament)	Coach, Supervisor: User can select the tournament name to filter their list of tournaments or events.
Search	N	Button	Coach, Supervisor: Searches for tournaments or events using the given filter criteria.
Clear	N	Button	Coach, Supervisor: Clears all search criteria.
Event Name	N	Display Text	Supervisor: The name of the event they are assigned to.
Division	N	Display Text	Division of the tournament or event.
Tournament	N	Display Text	Name of the tournament.

Date	N	Display Text	Date of the tournament.
Location	N	Display Text	SuperUser, Administrator, Verifier, Coach: Location of Tournament.
Trial Event?	N	Display Text	Supervisor: Whether the event is a trial or not.
Teams Scored	N	Display Text	Supervisor: Number or teams scored in the event.
Submitted	N	Display Image	Supervisor: A check or x image if the supervisor submitted scores.
Verified	N	Display Image	Supervisor: A check or x image if the event was verified.
Enter Scores	N	Button	Supervisor: Button to navigate the supervisor to the Enter Event Scores page. (For that specific event) SuperUser, Administrator: Verifier: Navigates the user to the Enter Scores page.
Self Schedule	N	Button	Coach: Navigates the coach to the self schedule page, so they can schedule their assigned teams.
View Results	N	Button	SuperUser, Administrator, Verifier: Navigates the user to the View Results page.
Completed?	N	Display Image	Supervisor: A check or x image if the event completed (submitted and verified).

Usage

#1 Coach: A coach can view and search for tournaments their teams are participating at. The teams they manage will be listed in the information section. Coaches can self schedule.

#2 Supervisor: A supervisor can view and search for the events they are supervising. They can navigate to the enter scores screen for their events.

#3 Verifier: A verifier can view the tournaments occurring today which they are assigned to verify. They can enter scores and view results for these tournaments.

#4 Administrator: An administrator can view the tournaments occurring today which they are managing. They can enter scores and view results for these tournaments.

#5 SuperUser: A superuser can view all tournaments occurring today. They can enter scores and view results for these tournaments.


Images

SuperUser, Administrator, Verifier view:

Tournament Score Center
Home
Tournaments
Hello, Preston Super User
Logout
Settings -

Welcome!

Tournament Score Center is a new electronic scoring system designed specifically for Science Olympiad, but usable for most competitions. This application allows tournament organizers the ability to manage tournaments, teams, and events in a secure, efficient, and flexible process.



Information

Username: prestonj2@gmail.com
Name: Preston Super User
Role: Super User

Today's Tournaments

Tournament Name	Division	Location	Date	Actions
2017 Michigan State Tournament	C	Michigan State University	10/21/2017	Enter Scores View Results


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Supervisor view:

Tournament Score Center
Home
Hello, Preston Supervisor
Logout
Settings -

Welcome!

Tournament Score Center is a new electronic scoring system designed specifically for Science Olympiad, but usable for most competitions. This application allows tournament organizers the ability to manage tournaments, teams, and events in a secure, efficient, and flexible process.



Information

Username: fraz11pj@cmich.edu
Name: Preston Supervisor
Role: Supervisor

My Events

Event Date:
Tournament:

Search
Clear

Event Name	Division	Tournament	Date	Trial Event?	Teams Scored	Submitted?	Verified?	Actions	Completed?
Source Code	B	2017 Region 6 Tournament	03/04/2017	Yes	36/36	✓	✓	Enter Scores	✓
Source Code	C	2017 Region 6 Tournament	03/04/2017	Yes	33/33	✓	✓	Enter Scores	✓

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4e. Manage Tournaments

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4f. Edit Tournament

Summary

This page is used to create or modify tournaments. Tournament configurations, teams, events, supervisors, and verifiers can all be set here.

Navigation

Top Navigation Bar > Settings > Manage Tournaments > Add Tournament/Edit Tournament

Top Navigation Bar > Tournaments > Add Tournament/Edit Tournament

Security

Administrators

SuperUsers

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
Tournament Name	Y	Text	Name of the tournament.
Division	Y	User Select (A,B,C)	Tournament Division
Location	Y	Text	Name of tournament site.
Date	Y	Date	Date of the tournament.
Number of Events	Y	Number	The total number of events at the tournament (including trial events)
Number of Teams	Y	Number	The total number of teams participating at the tournament (including alternates)
Max Points Per Event (Primary)	Y	Number	For primary teams: If the overall scoring is Low Score Wins, this value should be the points awarded to the last place team in an event (if a tournament has 20 primary teams, last place would get 20 points). If the overall scoring is High Score Wins, this value should be the points awarded to the first place team (if a tournament has 20 primary teams, first place would get 20 points).
Total Points	Y	Radio Select (Low Score Wins, High Score Wins)	The overall points system used. This determines how the points are assigned per event and how the overall tournament positions are ranked. Low score wins means the winner of each event gets the least points (starting at 1). High Score wins means the winner of each event gets the most points.
Max Points Per Event (Alternate)	Y	Number	For alternate teams: If the overall scoring is Low Score Wins, this value should be the points awarded to the last place team in an event (if a tournament has 10 alternate teams, last place would get 10 points). If the overall scoring is High Score Wins, this value should be the points awarded to the first place team (if a tournament has 10 alternate teams, first place would get 10 points).
Lock Scores	N	Check Box	Checking this box will lock the scores for a tournament. No user will be able to modify the scores. Scores can still be viewed. Unchecking this box will restore access to modifying scores.

Points For NP	Y	Number	<p>You can add penalty points for teams who do not participate in an event (if NP status is given to them. See Event Scores Page) A team with status NP will earn last place points (as defined in field Max Points Per Event) + the penalty points as defined here.</p> <p>0 can be given to add no penalty.</p> <p>If the tournament is Low Score Wins, this should be a positive number.</p> <p>If the tournament is High Score Wins, this should be a negative number.</p>
Points For DQ	Y	Number	<p>You can add penalty points for teams who are disqualified in an event (if DQ status is given to them. See Event Scores Page) A team with status DQ will earn last place points (as defined in field Max Points Per Event) + the penalty points as defined here.</p> <p>0 can be given to add no penalty.</p> <p>If the tournament is Low Score Wins, this should be a positive number.</p> <p>If the tournament is High Score Wins, this should be a negative number.</p>
Description	N	Text	A description of the tournament can be written here. This field is currently not displayed or used anywhere else in the system.
Event Positions Awarded	Y	Number	For primary teams: The number of positions/ranks that earn an award for an event (starting from the winner. can be 0)
Overall Positions Awarded	Y	Number	For primary teams: The number of positions/ranks that earn an award for the overall tournament (starting from the winner. can be 0)
Event Positions Awarded (Alternate)	Y	Number	For alternate teams: The number of positions/ranks that earn an award for an event (starting from the winner. can be 0)
Overall Positions Awarded (Alternate)	Y	Number	For alternate teams: The number of positions/ranks that earn an award for the overall tournament (starting from the winner. can be 0)
Display Team List 1	N	Check Box / Text	You can create a special list of teams of your choosing in the results slideshow. Check the check box and give the list a name in the text box. For each team in the team section, you can check which teams are a part of this group.
Link Tournament	N	User Select (Tournament of different division on the same day)	This feature allows you to include another division's tournament in the results slideshow. If there is another tournament in a different division occurring the same day, it will be available in this select box for you to link. (You can have up to 1 A, 1 B, and 1 C Tournament in a slideshow)
Display Team List 2	N	Check Box / Text	You can create a second special list of teams of your choosing in the results slideshow. Check the check box and give the list a name in the text box. For each team in the team section, you can check which teams are a part of this group.
Link Tournament	N	User Select (Tournament of different division on the same day)	This feature allows you to include another division's tournament in the results slideshow. If there is another tournament in a different division occurring the same day, it will be available in this select box for you to link. (You can have up to 1 A, 1 B, and 1 C Tournament in a slideshow)
State Bids	N	Number	<p>Number of bids awarded at the tournament (can be 0 or blank)</p> <p>Currently this is only used when calculating the most improved team at a tournament. A most improved team cannot be one who is</p>

			receiving a bid.
Link Previous Tournament	N	User Select (Tournament of same division created by the user)	This field represents a previously occurred tournament (perhaps one from the past year) where a majority of the same teams competed) If a user selects a value for this field, the results slideshow will attempt to calculate the most improved team. (the team who improved by the most points (not positions/ranks) and is not receiving a bid.
Event Name	N	Display Text	Name of an event at the tournament.
Supervisor	N	Buttons/Display Text	The supervisor text field will display the name and username of the supervisor linked to the event. Clear supervisor will unlink a supervisor from the event. Select Supervisor will allow the user to link a supervisor to the event (See Manage Users screen for more information on linking or creating a supervisor user account)
Trial Event?	N	User Select (Yes, No)	Indicates whether an event is a trial event or not. Points for trial events will not be included in the overall point totals.
No Prim/Alt?	N	User Select (Yes, No)	Yes indicates that primary and alternate teams will be scored together for an event. No indicates alternate teams will not be scored with primary teams. Default is No.
Actions / Delete	N	Button	This button will delete the associated event from the tournament. A confirmation box will display first. Events cannot be deleted if scores have been entered.
Add Event	N	Button	Adds a new event to the tournament.
Event	N	User Select (List of events)	List of events (as determined by the event radio button selectors)
Event Type	N	Radio Buttons (Official Events, My Events, All Events)	This radio group determines what events will be listed in the event user select. Official Events will filter the list for only events designated as official. My events will be events that have been created by the current user. All events will filter the list for all existing events in the system. (Administrators can create new events if needed)
Team Name	N	Display Text	Name of a team at the tournament.
Team Number	N	Text (Can be combination of number and text)	The number/designation assigned to the associated team. Team's at the tournament will be ordered alphabetically by this values. If no values are entered, teams will be ordered alphabetically by their name.
Alternate Team>	N	User Select (Yes, No)	Indicates if the team is an alternate team or not. Alternate teams are scored separately from primary teams in events and ranked separately in th overall results.
Team List 1	N	Check Box	Indicates if the associated team should be displayed in the results slideshow as part of team list 1.
Team List 2	N	Check Box	Indicates if the associated team should be displayed in the results slideshow as part of team list 2.
Actions / Delete	N	Button	This button will delete the associated team. A confirmation message wil display first. Teams cannot be deleted after scores have been entered for them.
Add Team	N	Button	This button will add the team selected in the team user select to the tournament.
Team	N	User Select (List of Teams)	List of teams (as filtered by the team state and team region user selects and the tournament's division).
Team State	N	User Select (List	User select to filter the team list by state.

		of States)	
Team Region	N	User Select (List of Regions)	User select to filter the team list by region.
Verifier Name	N	Display Text	Name of a verifier linked to this tournament.
Verifier Email / Username	N	Display Text	Email / Username of the verifier linked to this tournament.
Actions / Delete	N	Button	This button will unlink the verifier from this tournament. It will not delete the user. A confirmation will appear first.
Select Verifier	N	Button	This button will navigate the user to the Manage Users page to search for and select a user who will be a verifier at this tournament. A verifier can be created if one is not found. (See the Manage User Page section for more information)
Save	Y	Button	This button will save the tournament. Fields with a red asterisk (required) must be filled out before saving. An error message will display if the required fields have not been completed. The user will be navigated to the manage tournament screen on successful save.
Cancel	N	Button	This button will cancel all the changes made since the last save and return the user to the manage tournament screen. A confirmation message will appear first.

Usage

#1 Create Tournament

#2 Modify Tournament

Images

Tournament Score Center
Home
Tournaments
Hello, Preston Super User
Logout
Settings

Edit Tournament

Tournament Name:*

Division:*

Location:*

Date:*

Number of Events:*

Number of Teams:*

Max Points Per Event (Primary):*

Total Points:*
☐ Low Score Wins
☐ High Score Wins

Max Points Per Event (Alternate):*

Lock Scores:
☐

Points For NP:*

Points For DQ:*

Description:

Slideshow / Awards Settings:

Event Positions Awarded:*

Overall Positions Awarded:*

Event Positions Awarded (Alternate):*

Overall Positions Awarded (Alternate):*

Display Team List 1: <input type="checkbox"/>	<input type="text"/>	Link Tournament:	<input type="text"/>
Display Team List 2: <input type="checkbox"/>	<input type="text"/>	Link Tournament:	<input type="text"/>
State Bids:	<input type="text"/>	Link Previous Tournament:	<input type="text"/>

Events

Event Name	Supervisor	Trial Event?	No Prim/Alt?	Actions
<input type="text"/>	<input type="text"/>	<input type="radio"/> Official Events	<input type="radio"/> My Events	<input type="radio"/> All Events

Teams

Team Name	Team Number	Alternate Team?	Team List 1	Team List 2	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Verifiers

Verifier Name	Verifier Email / Username	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>

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4g. Enter Scores

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4h. Enter Event Scores

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4i. View Results

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4j. View Slideshow

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4k. Generate Reports

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4l. Manage Teams

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4m. Manage Events

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4n. Manage Users

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4o. Manage Utilities

Information Coming Soon!

Summary

Navigation

Security

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description

Usage

#1

#2

#3

Images

4p. Self Schedule

Self Scheduling is a feature that allows coaches to schedule their teams for events at a tournament. Scheduling in Tournament Score Center occurs in real-time, so coaches and administrators can see how many team slots are currently available per event. Validations are in place, so coaches cannot schedule their teams for time periods which have 0 team slots remaining. They also are restricted from making modifications to other coaches teams. The system works on a first come, first served basis. The tournament administrator has the ability to manually schedule teams, reserve team slots, and set configurations for the schedule.

4pi. Schedule

Summary

The Schedule tab displays the time periods for each event. Events will either display in a grid based on set event periods, or individually with unique time periods. Below the tournament header, teams will be displayed based on the current user's role. Coaches will only see their teams. SuperUsers and administrators will see all teams at the tournament. If an event is self scheduled, a label x of y will display on a time period. This means there are x team slots remaining out of a total of y. Hovering over the text will display a tooltip of the periods start and end time. Events that say Open are not self scheduled.

Navigation

Settings > Manage Tournaments > Self Schedule (SuperUser, Administrator)

Tournaments > Self Schedule (SuperUser, Administrator)

Home > Self Schedule (Coach)

Security

Coach: A coach has the ability to schedule their teams and view time slots remaining.

Administrator: An administrator has the ability to register teams, reserve slots, and view all teams. They can export entire schedules/events and reset the schedule.

SuperUser: A superuser has the ability to register teams, reserve slots, and view all teams. They can export entire schedules/events and reset the schedule.

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
Tournament Name	N	Display Text	Name of the tournament
Tournament Division	N	Display Text	Division of the tournament.
Self Schedule Status	N	Display Text	Whether self scheduling is open or closed. Coaches cannot schedule when the status is closed. SuperUsers and Administrators

			can schedule anytime.
Tournament Location	N	Display Text	Location of the tournament.
Tournament Date	N	Display Text	Date of the Tournament.
Refresh	N	Button	SuperUser,Administrator: Refreshes self schedule (Self schedule automatically refreshes every 5 seconds)
Export Schedule	N	Button	SuperUser,Administrator: Exports the schedule displaying only the time periods as a pdf.
Export My Schedule	N	Button	Coach: Export the list of events and time periods in which the coaches teams are registered.
Export All Events	N	Button	SuperUser,Administrator: Exports all the events and list the teams signed up for each period as a csv file.
Unschedule All Teams	N	Button	SuperUser,Administrator: Removes all scheduled teams from the schedule. Clear/Reset feature.
Delete Self Schedule	N	Button	SuperUser, Administrator: Deletes the entire schedule (Any scheduled teams and periods)
Select Team	N	Hyperlink (Section)	<ul style="list-style-type: none"> * Clicking the Select Team Hyperlink will hide all teams. * Clicking a team name will highlight and toggle display of that team's registrations on the schedule. * SuperUser, Administrator: Clicking the reserved link will toggle display of all reserved slots on the schedule. * Coaches: Selecting the radio button next to a team will indicate which team you are currently registering for.
Down Arrow	N	Button	SuperUser, Administrator: This button will download a .csv file of the event schedule and scheduled teams.
Event Name	N	Display Text	List of events at the tournament. All day events will display at the bottom.
Time Blocks	N	Display Text	<ul style="list-style-type: none"> * For block events, the start time of the period will display at the top of the grid. For all day events, the start time is listed in the period block. * For each event period, the block will display: <ol style="list-style-type: none"> 1. Nothing: Event not running during this time 2. Open: Event is open to teams at this time. 3. X of Y: Self Schedule, X slots remaining out of a total of Y. Coaches can click this link to schedule. Hovering over this link will display the begin and end time of the period.
Cancel	N	Button	Returns the user to the previous page. Manage Tournaments or the Home page.

Usage

#1 Coaches can click on the event period hyperlink to schedule their selected team. If they have already scheduled for the event, a confirmation box will ask the user if they would like to change their time period. Clicking the same period

#2 SuperUsers and Administrators can view the self schedule and see what teams are scheduled for individual time periods.

#3 SuperUsers and Administrators can export schedules for the entire tournament or for individual events.

Images

Tournament Score Center
Home
Tournaments
Hello, Preston Super User
Logout
Settings -

Self Schedule

SettingsSchedule

Tournament Name: 2017 Michigan State Tournament
Tournament Division: B
Self Schedule Status: Closed

Tournament Location: Michigan State University
Tournament Date: 04/29/2017

Refresh
Export Schedule
Export All Events
Unschedule All Teams
Delete Self Schedule

Select Team:

O Reserved

- Allendale Middle School, ● AuGres-Sims Middle School, ● Baker Middle School, ● Birmingham Covington School, ● Boulan Park Middle School, ● C.O.A.C.Homeschoolers, ● Canton Charter Academy, ● Chandler Woods Charter Academy, ● Clague Middle School, ● Dansville Middle School, ● Davis Junior High School, ● East Grand Rapids Middle School, ● East Middle School - Farmington Hills, ● East Middle School - Plymouth, ● Gladstone Junior High School, ● Harbor Lights Middle School, ● Hartford Middle School, ● Hartland Middle School at Ore Creek, ● Haslett Middle School, ● Heritage Junior High School, ● Hillside Middle School, ● Holland Christian Middle School, ● Holt Junior High School, ● Iroquois Middle School, ● Ithaca Middle School, ● Jenison Junior High School, ● Kinawa 5-6 School, ● L'Anse Creuse Middle School East, ● Lakeshore Middle School, ● Liberty Middle School Blue, ● Macatawa Bay Middle School, ● Malow Junior High School, ● Manistee Catholic Central Middle School, ● Maple Street Magnet School for the Arts, ● Marysville Middle School, ● Mattawan Middle School, ● Meads Mill Middle School, ● Northern Hills Middle, ● Paw Paw Middle School, ● Plymouth Christian Middle School, ● Portage West Middle School, ● Portland Middle School, ● Power Middle School, ● Riley Street Middle School, ● Ring Lardner Middle School, ● Sacred Heart Academy, ● Seneca Middle School, ● Slauson Middle School, ● Smith Middle School, ● South Arbor Charter Academy, ● South Canton Scholars Charter Academy, ● St. Lorenz Lutheran School, ● St. Patrick School, ● Stevensville-Lakeshore Middle School, ● Superior Central Middle School, ● Three Rivers Middle School, ● Upton Middle School, ● Washington Middle School, ● White Pines Intermediate School

* = Self Schedule Event = No Slots Available

	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM
Anatomy & Physiology*		7 of 10	5 of 5	10 of 10				
Crime Busters								
Disease Detectives								
Dynamic Planet								
Ecology								
Experimental Design								
Microbe Mission								
Mission Possible								
Optics								
Reach For The Stars								
Road Scholar								
Rocks and Minerals								
Scrambler								
Source Code								
Towers								
Wind Power								
Wright Stuff								
Write It, Do It								
Bottle Rocket*	08:00 AM 1 of 1	08:05 AM 1 of 1	08:10 AM 1 of 1	08:15 AM 1 of 1	08:20 AM 1 of 1	08:25 AM 1 of 1	08:30 AM 1 of 1	08:35 AM 1 of 1
	08:40 AM 1 of 1	08:45 AM 1 of 1	08:50 AM 1 of 1	08:55 AM 1 of 1	09:00 AM 1 of 1	09:05 AM 1 of 1	09:10 AM 1 of 1	09:15 AM 1 of 1
	09:20 AM 1 of 1	09:25 AM 1 of 1	09:30 AM 1 of 1	09:35 AM 1 of 1	09:40 AM 1 of 1	09:45 AM 1 of 1	09:50 AM 1 of 1	09:55 AM 1 of 1
	10:00 AM 1 of 1	10:05 AM 1 of 1	10:10 AM 1 of 1	10:15 AM 1 of 1	10:20 AM 1 of 1	10:25 AM 1 of 1	10:30 AM 1 of 1	10:35 AM 1 of 1
	10:40 AM 1 of 1	10:45 AM 1 of 1	10:50 AM 1 of 1	10:55 AM 1 of 1	11:00 AM 1 of 1	11:05 AM 1 of 1	11:10 AM 1 of 1	11:15 AM 1 of 1
	11:20 AM 1 of 1	11:25 AM 1 of 1	11:30 AM 1 of 1	11:35 AM 1 of 1	11:40 AM 1 of 1	11:45 AM 1 of 1	11:50 AM 1 of 1	11:55 AM 1 of 1
	12:00 PM 1 of 1	12:05 PM 1 of 1	12:10 PM 1 of 1	12:15 PM 1 of 1	12:20 PM 1 of 1	12:25 PM 1 of 1	12:30 PM 1 of 1	12:35 PM 1 of 1
	12:40 PM 1 of 1	12:45 PM 1 of 1	12:50 PM 1 of 1	12:55 PM 1 of 1	01:00 PM 1 of 1	01:05 PM 1 of 1	01:10 PM 1 of 1	01:15 PM 1 of 1
	01:20 PM 1 of 1	01:25 PM 1 of 1	01:30 PM 1 of 1	01:35 PM 1 of 1	01:40 PM 1 of 1	01:45 PM 1 of 1	01:50 PM 1 of 1	01:55 PM 1 of 1
	02:00 PM 1 of 1	02:05 PM 1 of 1	02:10 PM 1 of 1	02:15 PM 1 of 1	02:20 PM 1 of 1	02:25 PM 1 of 1	02:30 PM 1 of 1	02:35 PM 1 of 1

Cancel

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4pii. My Schedule

Summary

This page allows a coach to view what periods their teams are scheduled for in each event. This is a similar view to the csv file downloaded from the Export My Schedule button.

Navigation

Home > Self Schedule > My Schedule (Tab)

Security

Coach


Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
Tournament Header	N	Display Text	See section 4pi for description of each header field.
Refresh	N	Button	Clicking this button will refresh the page.
Export My Schedule	N	Button	Clicking this button will download a csv file of the coaches teams schedule periods for each event. This is similar to what is displayed on the screen.
Event List	N	Display Text	The list of each event at the tournament.
School Names	N	Display Text	All the coaches teams participating in the tournament will be listed .
Event Periods	N	Display Text	This field displays the period start and end time in which the team is scheduled for each event.
Cancel	N	Button	Clicking this button returns the user to the overall tournament schedule.

Usage

#1 A coach can view the schedule for each of their teams. The page will show each event and the time period each team is scheduled.

Images

Tournament Score Center  Home Hello, Preston Frazier Logout Settings ▾

Self Schedule

Schedule My Schedule

Tournament Name: 2017 Michigan State Tournament

Tournament Division: B

Self Schedule Status: Closed

Tournament Location: Michigan State University

Tournament Date: 04/29/2017

[Refresh](#) | [Export My Schedule](#)

* = Self Schedule Event

	Allendale Middle School
Anatomy & Physiology*	08:00 AM - 09:00 AM
Bottle Rocket*	Not Registered
Crime Busters	No Self Schedule
Disease Detectives	No Self Schedule
Dynamic Planet	No Self Schedule
Ecology	No Self Schedule
Experimental Design	No Self Schedule
Fast Facts	No Self Schedule
Food Science	No Self Schedule
Hovercraft	No Self Schedule
Invasive Species	No Self Schedule
Meteorology	No Self Schedule

Microbe Mission	No Self Schedule
Mission Possible	No Self Schedule
Optics	No Self Schedule
Reach For The Stars	No Self Schedule
Road Scholar	No Self Schedule
Rocks and Minerals	No Self Schedule
Scrambler	No Self Schedule
Source Code	No Self Schedule
Towers	No Self Schedule
Wind Power	No Self Schedule
Wright Stuff	No Self Schedule
Write It, Do It	No Self Schedule

Cancel

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4piii. Admin Manual Schedule

Summary

This page allows a SuperUser or Administrator to manually schedule teams for a specific time period of an event. Slots can also be reserved through this screen. A reserved slot is a placeholder, so another team can be inserted at a later time.

Navigation

Settings > Manage Tournaments > Self Schedule > Event Period Hyperlink

Tournaments > Self Schedule > Event Period Hyperlink

Security

SuperUser

Administrator

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
Tournament Header	N	Display Text	See section 4pi for description of each header field.
Cancel	N	Button	Clicking this button returns the user to the overall schedule page (previous screen)
Instructions	N	Display Text	Instructions on usage of the screen.
Team #	N	Display Text	Team Number (if set)
Teams	N	Display Text	Team Name
Time	N	Display Text	Team (Start time of the period) in which the team is registered for the event in focus.
Action (add)	N	Button	Clicking this button will add the team to the event period in focus. Team cannot be added if it is always schedule for another period in the same event. You can reserve as many time slots as you choose per period.
Team # / Period Scheduled Teams / Time	N	Display Text	Team Number, Team Name, and Period Time of the teams scheduled for the event period in focus.
Actions (remove)	N	Button	Clicking this button will remove / un schedule the team from this event period.
Cancel	N	Button	Clicking this button returns the user to the overall schedule page (previous screen)

Usage

- #1 SuperUser or Administrator can manually schedule teams for a specific event period.
- #2 Time slots can be reserved for a specific event period. All changes are saved and updates are reflected in real time.

Images

Tournament Score Center
Home
Tournaments
Hello, Preston Super User
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Self Schedule: Anatomy & Physiology (08:00 AM - 09:00 AM)

Tournament Name: 2017 Michigan State Tournament
Tournament Division: B
Self Schedule Status: Closed

Tournament Location: Michigan State University
Tournament Date: 04/29/2017

Cancel

1. To schedule your team, click the add button.
2. To remove your team from the schedule, click remove.

Each team can only be scheduled once per event. Every action you make will be saved automatically. Other teams may be scheduling at the same time. You will receive an error message if there are no remaining slots.

#	Teams	Time	Action	#	Period Scheduled Teams	Time	Actions
	Reserved		Add	1	29 Allendale Middle School	08:00 AM	Remove
7	Au Gres-Sims Middle School	09:00 AM	Add	2	Reserved		Remove
11	Baker Middle School		Add	3	Reserved		Remove
42	Birmingham Covington School		Add	4	Reserved		Remove
43	Boulan Park Middle School		Add	5			
4	C.O.A.C.Homeschoolers		Add	6			
18	Canton Charter Academy		Add	7			
51	Chandler Woods Charter Academy		Add	8			
20	Clague Middle School		Add	9			
26	Dansville Middle School		Add	10			
13	Davis Junior High School		Add				
56	East Grand Rapids Middle School		Add				

4piv. Settings

Summary

The settings tab allows a user to build the self schedule. They will be able to indicate event periods for each event. Not all events have to be self scheduled. Some events will fit into a “block” schedule, while others will have a unique schedule. Changes can be made anytime to the schedule.

Navigation

Settings > Manage Tournaments > Self Schedule > Settings (tab)

Tournaments > Self Schedule > Settings (tab)

Security

SuperUser

Administrator

Page Input & Display Fields

Field Name	Required	Accepted Values/Type	Description
Tournament Header	N	Display Text	See section 4pi for description of each header field.
Self Schedule Action Buttons	N	Buttons	See section 4pi for a description of the same buttons
Tournament Start Time	Y	Date	Start time of the tournament (time of first period)
Tournament End Time	Y	Date	End time of the tournament (time when the last period ends)
Self Scheduling Status	Y	Select Box (Closed, Open)	Status of the schedule. Coaches can only register teams when the schedule is open.
Alternate Teams Can Schedule	Y	Select Box (No, Yes)	This field indicates whether teams identified as alternate can register. This is useful if you want to allow primary teams to register first, then additionally allow alternate teams to register at a later time.
Apply	N	Button	This button will save the schedule settings and remain on the page.
Cancel	N	Button	This button will discard any pending changes and return the user to the Manage Tournaments screen. Clicking the schedule tab will also discard any pending changes.
Add Periods grid	Y	Table	This table represents the block periods at your tournament. Use the add button and text fields below to add new records. Fields cannot overlap in time. The actions field will have a delete button which you can use to remove a period.
Add Period	N	Button	Clicking this button will add a new block period if all period criteria is entered.

Period Number	Y	Text Field	Number given to designate this period. (Can be any number)
Period Start Time	Y	Time	Start Time of the period.
Period End Time	Y	Time	End Time of the period.
Interval Time After Period (mins)	Y	Text Field	A number indicating the time in minutes between this period and the next period. Can be 0. (Field is not currently used in any calculations)
Event Periods Grid	N	Display Text	Each event at the tournament will be listed below this header. Each event can be handled the same way as follows.
Event Name	N	Display Text	Name of the event.
Self Schedule?	N	Check Box	Checking this box will users to be able to self schedule for the event.
All Day Event?	N	Check Box	<p>Checked Box: will indicate that the event will have unique time periods. The additional text fields (start time, period length, period interval and max teams per period) will be enabled. Once those have been entered, the user can click the Add Period button to automatically generate the unique event periods.</p> <p>Unchecked Box: will indicate that the event will use the defined event periods as input above. User can select an add the periods with the Add Period button below.</p>
Start Time	C	Time	The time in which the first period for this event will start.
Period Length	C	Text Field	The number of minutes for each time period.
Period Interval	C	Text Field	The number of minutes in which the next event period will start from the previous event periods start time. This allows a user to overlap event periods or put a gap between event periods.
Max Teams Per Period	C	Text Field	Number of team slots given to each event period.
Add Period	N	Button	<p>If the All Day Event? check box is checked, clicking this button will automatically create event periods based on the criteria in the (start time, period length, period interval and max teams per period) fields. Currently, periods will be added until the tournament end time.</p> <p>If the All Day Event? Check box is not checked, clicking this button will add one event period to the event based on the selected event period in the period select box and assign x number of team slots based on the Max Teams per Period tet field. The same period can only be added once per event.</p>
Delete All	N	Button	This button will delete all the event periods from the event.
Period	C	Select Box	If this is not an "all day event", the user can select any of the created "block" periods to add to the event.
Max Teams per Period	C	Text Field	If this is not an "all day event", the user can specify the number of team slots that will be available for this time period.
Period List For each event	N	Display Text	For each event, the list of assigned periods will be displayed under the event name header. Displayed will be the period number (auto generated if an all day event), period start time, period end time, and number of team slots.
Apply	N	Button	Saves the schedule settings and keeps the user on the same page.

Cancel	N	Button	Discards the pending schedule changes and returns the user to the Manage Tournaments page.
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Usage

#1 Administrator or SuperUser can define general settings for the tournament, including start time, end time, if schedule is open, and if Alternate teams can schedule.

#2 Administrator or SuperUser can create a “block” schedule by creating event periods. These event periods can then be assigned to events.

#3 If the user wishes to create custom periods for an event, they can select the All Day Event? check box and complete the text fields in the event header. Clicking Add Periods will automatically generate the custom event periods.

Images

Tournament Score Center [Home](#) [Tournaments](#) Hello, Preston Super User [Logout](#) [Settings](#)

Self Schedule

Settings [Schedule](#)

Tournament Name: 2017 Michigan State Tournament Tournament Division: B Self Schedule Status: Closed
Tournament Location: Michigan State University Tournament Date: 04/29/2017

[Refresh](#) | [Export Schedule](#) [Export All Events](#) | [Unschedule All Teams](#) [Delete Self Schedule](#)

General Settings

Tournament Start Time: 08:00 AM Tournament End Time: 03:00 PM
Self Scheduling Status: Closed Alternate Teams Can Schedule: No

[Apply](#) [Cancel](#)

Add Periods

Period Number	Start Time	End Time	Interval Time (Mins)	Actions
0	07:00 AM	08:00 AM	0	Delete
1	08:00 AM	09:00 AM	0	Delete
2	09:00 AM	10:00 AM	0	Delete
3	10:00 AM	11:00 AM	0	Delete
4	11:00 AM	12:00 PM	0	Delete
5	12:00 PM	01:00 PM	0	Delete
6	01:00 PM	02:00 PM	0	Delete
7	02:00 PM	03:00 PM	0	Delete

[Add Period](#) Period Number: Period Start Time: Period End Time: Interval Time After Period (Mins):

Event Periods

Anatomy & Physiology

Self Schedule? ☒ All Day Event? ☐ Start Time: Period Length: Period Interval: Max Teams per Period:

1	08:00 AM	09:00 AM	10	Delete
2	09:00 AM	10:00 AM	5	Delete
3	10:00 AM	11:00 AM	10	Delete

[Add Period](#) [Delete All](#) Period: Max Teams per Period:

Bottle Rocket

Self Schedule? ☒ All Day Event? ☒ Start Time: Period Length: Period Interval: Max Teams per Period:

1	08:00 AM	08:05 AM	1	Delete
2	08:05 AM	08:10 AM	1	Delete
3	08:10 AM	08:15 AM	1	Delete
4	08:15 AM	08:20 AM	1	Delete
5	08:20 AM	08:25 AM	1	Delete
6	08:25 AM	08:30 AM	1	Delete

5. User Guides

This section is a collection of user guides intended to help user perform specific tasks in Tournament Score Center. These guides will have step by step instructions on how to complete the tasks. If you are looking for further explanation regarding a specific field on a page, you can go to the individual page descriptions in [section 4](#).

5a. Enter Scores

This guide will explain how to enter scores for an event at a tournament.

Navigation

1. Enter your username and password and click *Login*.
2. On the homepage, under My Events, click *Enter Scores* for your event.
3. You will now be able to enter scores by following the instructions below:

For each Primary and Alternate Team, do the following:

1. **Status** Enter the team's status. Use the key on the screen to determine the correct code.
2. **Raw Score** Enter the team's raw score (Exam Score, Calculated Score, Run Time, etc). If you have a spreadsheet with these scores, you may bulk copy them by doing the following:
 - a. Copy scores from your spreadsheet in team number order.
 - b. Click the + icon next to the Raw Score header.
 - c. Paste the copied data into the popup box and click *done*.
 - d. Values must be numeric and there must be values for each of the teams.
3. **Tier** Enter the tier or rank group if applicable for each team. Drop down may be disabled if this does not apply to your event.
4. **Calculate** Click the *Calculate Ranks* button at the bottom of the screen to have the system automatically calculate ranks. (Scoring algorithm is listed in the event header)
5. **Ties** Once the Status, Raw Score, and Tier (if applicable) have been entered, the raw score field may change color. This means the team is tied with another team. Each tie will have a unique color. All ties must be broken. You may click the table headers to sort each column. This will assist in grouping and identifying ties. Use the tie break rank column to set the order in which the tie was won. Once all ties have been broken, click the *Calculate Ranks* button to update the ranks.
6. **Save** Click the *save* button to save the event scores. You can save the scores at any time, even before you have calculated the ranks. Once you check the submitted checkbox and save, only a score verifier can modify the scores.

Extra Notes:

- **Points Earned** Points earned will be calculated automatically and used for the overall tournament rankings.
- **Rank Errors** If the ranks are not calculated correctly, you can manually set all the team's ranks. (Clicking the Calculate Ranks button will overwrite the rank values). Enter 0 if the

team's status is PX, NP, or DQ. Two team's cannot have the same rank unless the rank is 0. All ranks must be sequential starting at 1.

5b. Create Event

This guide explains how to create an event. Events can be created once and used in multiple tournaments. Only Administrators and SuperUsers have the ability to create events.

Navigation

1. An Administrator or SuperUser will log into the system. Click Settings > Manage Events.
2. Use the search criteria to search for an event. Official Events are events flagged as official. My Events are events you personally create. All Events displays events from both categories.
3. Click Edit Event to modify an existing event, or click Add Event to create a new event. An Administrator can only modify events they have created.

Create/Modify Event

1. Enter the event name. (Event names are unique, so it cannot be the same as another existing event.)
2. If it is an official event (normally an event many tournaments would use) check the Official Event check box. Only SuperUsers can check this box.
3. Under Winning Scoring System, select the scoring algorithm for the event. This selector controls how the system will rank teams based on raw score and tier a team receives.
4. Enter an event description if desired. This field is not required.
5. Click the Save button to create or modify the event. This event can now be linked to tournaments.

5c. Create Team

This guide explains how to create team. Teams can be linked to multiple tournaments. Teams should always be reused if possible. This will allow the system to create a "tournament history" for the team and possibly generate statistics.

Navigation

1. An Administrator or SuperUser will log in to the system. Click Settings > Manage Teams.
2. Use the search criteria to search for a team. An Administrator can only edit teams that they have created. A SuperUser can edit any team.
3. Click the Edit Team button to modify an existing team, or Add Team to create a new team. Note, All teams participating in tournaments should be created even if they are alternates.

Create/Modify Team

1. Enter the name of the team in the Team Name text field. Team Names must be unique. If the team is an alternate, you should identify it meaningfully. (ex. ABC High School & ABC High School ALT).
2. Enter the division of the team. (A - Elementary School, B - Middle School, C - High School)
3. Enter the Team's State and City in the corresponding fields.
4. Enter the team's region in the Region select box. This field is only used to filter searches, so you can enter any value if you are unsure.
5. Enter the Team Phone Number, Email Address, and any description if known. These fields are not required, but could help the tournament organizer in the future.
6. Click the Save button to create or modify the team. Clicking cancel will revert any changes made. This team can now be used at tournaments.

Add Team Coaches

1. Adding team coaches allows the tournament organizers to see who is coaching a team. More importantly, it allows a coach to login and self schedule for events (if the team is participating in a tournament where a self schedule has been created.)
2. When a coach logs in to Tournament Score Center, they will see the team(s) which they are coaches of. (Coaches can coach multiple teams)
3. Click the Select Coach button to link or create a coach. On the Manage Users page, you can search for a coach user to link to the team.
4. If found, click the Select User button. Click Save on the Team page to complete the linking of the coach. The coach can now login to the system and see the team.
5. If not found, click the Create User button. This will allow you to create a new coach user. Enter the coach's First and Last name and email address (username). Enter the phone number and State if known, but these fields are not required. Enter a new password for the coach and re enter it in the Verify Password field.
6. You will need to provide the email address and password to the coach, so that they can initially login. Click the Send Email Confirmation check box if you would like to notify the user that an account has been created for them. The coach can also use the reset password feature to change their password, so it is important that their email is correct.
7. Click the Create Account & Link button to create the account. You will be navigated back to the Edit Team page. Click Save on this screen to complete the link.

5d. Create Tournament

This guide explains how to create tournaments in Tournament Score Center. Tournaments are the backbone of most functions including entering scores and self scheduling.

Tournaments can be created by SuperUsers and Administrators. Tournament scoring/results settings will be configured here along with linking teams and events. After entering the

required fields, you can save the tournament and come back at any time to edit it.

Navigation

1. An Administrator or SuperUser will log into Tournament Score Center and click the Tournaments tab (or Settings > Manage Tournaments)
2. You can search for an existing tournament to modify and click Edit Tournament, or make a new tournament by clicking the Add Tournament button.
3. If you need to add events or teams to link to the tournament you can navigate to
 - a. Settings > Manage Events
 - b. Settings > Manage Teams
4. The events and teams you need may already be created, so you may want to wait to create these until you start configuring your tournament.

Create/Edit Tournament

1. **General Information** Once on the Edit Tournament page, begin filling out the required fields (marked with a red *). Enter the Tournament Name, Division (A,B,C), Location, and Date (of the Tournament).
2. Next enter the **number of events** at the tournament (including trial events).
3. Enter the **number of teams** at the tournament (including alternates).
4. **Max Points Per Event (for Primary Teams).**
 - a. If the tournament winner is the team receiving the lowest overall score, this will be the points given to the last place team. (ex. If 20 teams participate, the last place team in an event would get 20 points).
 - b. If the tournament winner is the team receiving the highest overall score, this will be the points given to the first place team. (ex. If 20 teams participate, the first place team in an event would get 20 points).
5. **Total Points** Select whether the tournament is a Low Score Wins or High Score Wins tournament.
6. **Max Points Per Event (for Alternate Teams).** Primary teams and alternate teams are scored and ranked separately. Use the same logic as described for the primary teams for this field.
7. **Lock Scores** check box allows an Administrator to restrict anyone from modifying scores at a tournament. (A useful feature once the tournament is completed).
8. **Points for NP / DQ** When scoring, teams can be Participating (Participating But Not Scored (PX), No Participating (NP), or Disqualified (DQ). You can assign penalty points for teams with an NP or DQ status.
 - a. Teams with status PX will receive last place points for the event.
 - b. Teams with a status NP will receive last place + x points where x is the number you enter.

- c. Teams with a status of DQ will receive last place + y points where y is the number you enter.
- 9. You can enter a description for the tournament. The Description currently is not displayed.
- 10. **Slideshow / Award Settings** describes how Tournament Score Center displays the winning teams per event, overall, and other awards.
- 11. **Event Positions Award (Primary/Alternate)** These fields should be the number of primary or alternate teams that place (received an award) per event.
- 12. **Overall Positions Award (Primary/Alternate)** These fields should be the number of primary or alternate teams that place (received an award) for the overall tournament.
- 13. **Display Team List 1/2** In the awards slideshow, you can display up to two unique lists of teams. (New Teams, or recognized teams, etc.) You can select which teams appear in each list by checking the team list check box next to the team names (In the Team section). To display the list in the slideshow, select the team list check box and enter a name for the list in the associated text field. This is not required.
- 14. **Link Tournament** These select boxes allow you to link another tournament occurring on the same day in another division, and display that tournament as well in the slideshow. (Sometimes a Division B and C tournament will occur concurrently and you will have the awards ceremony at the same time) Up to one Division A, B, or C tournament can be linked to also display in the slideshow.
- 15. **State Bids** Enter the number of state bids given at the tournament. This can be left blank or set to 0. It is used in a calculation to determine the most improved team from the previous year, that is not going to the state tournament.
- 16. **Link Previous Tournament** To display the most improved team (not going to states) at a tournament, you can link last year's tournament. (if available).
- 17. **Events** To add an event to the tournament, select the event from the select box and click Add Event. You can use the radio buttons to filter between Official Events, my Events (events you created), and all events.
 - a. **Supervisors** Once the event is added you can link a supervisor to the event. This will allow a supervisor to log into the system and enter scores for that event. Click the Select Supervisor button. Follow one of two options:
 - i. Search for an existing supervisor on the Manage Users page and click Select User.
 - ii. Click Create User and fill out the first name, last name, email and password fields. Remember the username and password to give to the supervisor later. Click Create Account & Link to make the account and link the supervisor to the event.
 - b. **Trial Event** If the event is a trial event, select Yes from the Trial Event select box.

- c. **No Prim/Alt?** If Primary and Alternate teams will be scored together for an event, select Yes from the No Prim/Alt? Select box.
 - d. You can **delete** an event by clicking the delete button.
18. **Teams** To add a team to the tournament, select the team from the select box and click Add Team. You can use the Team State and Team Region select boxes to filter the teams. Only teams designated for the tournament's division will display.
- a. **Team Number** You can assign each team a unique team number. This can be a combination of numbers and letters. On the enter scores page and other tournament list pages, teams will be order be team number by default. (secondly team name)
 - b. **Alternate Team** If the team is an alternate, select Yes from the Alternate Team? Select box.
 - c. **Team List 1/2** As described earlier, if you are making a team list, you can assign the team to be displayed in a custom list by checking the associated check box.
 - d. You can **delete** a team from the tournament by clicking the delete button.
19. **Verifier** You can link verifiers to your tournament who will be able to login, modify scores, and view results. Verifiers are normally people who approve and confirm that scores were entered correctly. Click the Select Verifier button, and follow the same process as linking a supervisor. You can link an unlimited number of verifiers.
20. **Save** As always, make sure to click the Save button to save your tournament Your tournament should now be configured and you can begin entering scores, or creating a self schedule.

5e. Create Self Schedule

This guide explains how to create a self schedule and use the self schedule as an administrator. For information regarding field level descriptions, view [section 4p](#). For this section, you will need to have created a tournament first.

Navigation

1. An administrator will log into Tournament Score Center and click the Tournaments tab. (or Settings > Manage Tournaments)
2. After finding the desired tournament, click the Self Schedule button. This will navigate you to the self scheduling module.

Create Self Schedule

1. The Schedule tab will display all teams and the schedule for the tournament. This is where you can manually schedule teams, or view (in real time) teams registering. The schedule must be configured first. Click the Settings tab.
2. On the Settings tab, first enter the start and end time of the tournament. (ie. Start of first event to the end of the last event)

3. To open the schedule to coaches, set the Self Scheduling Status field to open. Click apply to save your changes. This can be left closed until you are ready to open self scheduling.
4. The Alternate Teams Can Schedule select box indicates whether team's designated as an alternate can register. This can be changed and saved during scheduling to allow primary teams to schedule first.
5. The Add Period section allow you to create the "block" schedule or core time slots when events occur. (events that have unique time periods do not fall into one of these periods) Set the period number, start time, end time, and interval time after period. (Currently the interval time after period does not do anything, but it is intended to represent any space between time periods). These time periods cannot overlap. Click the Add Period button.
6. You will now see all of the events listed that are occurring at the tournament. For each event you will do the following:
 - a. Check the Self Schedule? check box if the event will be self scheduled.
 - b. If the event does not require unique time periods (ie. it will take place during the periods you entered above), select the desired period from the period select box, enter the number of teams that can register for that period, and click Add Period. You can add multiple periods per event. Clicking the Delete button on each period will remove the period from the event. Clicking the Delete All button will remove all periods.
 - c. If the event requires unique time periods (ie. it is an event that requires small time periods / building events / time trials) Click the All Day Event? Check box. Enter the start time of the event in the Start Time box. Enter the duration (minutes) for each period in the Period Length box. In the Period Interval box, enter the number of minutes the next period will start after the first period. (This allows you to overlap time periods if necessary. Otherwise, if each period is 10 minutes, long, you can put 10 minutes in the Period Interval box and the next period will start exactly after the previous period ends) Enter the number of teams that can register per period. When ready, click the Add Period button. This will automatically generate all the unique time periods for that event, until the end of the tournament. Again, you can delete any time periods you do not want.
7. Once you have all the time periods set for each event, click apply to save the self schedule. Click the Schedule tab. You will now see a formatted grid with the events and their corresponding time periods. (Unique Period events will be displayed at the bottom.
8. If you want to schedule teams manually, click a hyperlink for a specific time period of an event. You will be taken to a screen that shows all participating teams on the left column, and the available slots / scheduled teams on the right. Click the Add button to schedule a team. You can also reserve spots by clicking the Add button next to the "Reserved" team. Registration save automatically. Click cancel to return to the Schedule screen.
9. **Exporting Self Schedule Data**
 - a. You can export the schedule of events (pdf) by clicking the Export Schedule button.

- b. You can export all the registrations for each event (csv) by clicking the Export All Events button.
 - c. You can export the registrations for a specific event by click the purple down arrow next to the event.
 - d. You can unschedule all teams from the schedule (reset) by clicking the Unschedule All Teams button.
 - e. Clicking the Delete Self Schedule button will delete everything from the self schedule including event periods.
10. You can view where a specific team is registered by clicking on their school name. Once it is highlighted, look on the schedule for the school's corresponding colored circle. You can select multiple schools at the same time, or the reserved link.
11. **Coach's View** Coaches can only schedule their teams. They can see how many slots are remaining for a time period, but they cannot see which teams are scheduled for each time slot. See the [Self Schedule As Coach](#) guide for more information.
12. **Coach Accounts** As an administrator, you must make sure each team has a coach assigned to it. A Coach can be assigned to multiple teams and a team can have multiple coaches.
- a. Navigate to Settings > Teams. Search for each team participating at the tournament.
 - b. Click Edit. Under the coaches section, there will be a list of coaches for the team (if any have been created). The username field represents the the coach's login and email.
 - c. If you need to add a coach to the team, click Select Coach button.
 - i. First, you can search on the Manage Users screen to see if the coach already has a Tournament Score Center Account. If you find their account, click the Select User button associated to their name.
 - ii. Second, you can create a user by clicking the Create User button. Enter the coach's first name, last name, and email address. (This email will be their login and allow them to reset their password if necessary). Phone number and state can be entered, but are not required. You will need to create a password for the user and re enter it in the verify password field. Make sure you record this password and username to give to the coach. You can send an email confirmation to the coach by clicking the Send Email Confirmation check box. Click the Create Account & Link button to create the account.
 - d. After linking the coach or creating a new coach account, click the save button on the edit team screen. The coach is now linked to the team and can login with their credentials to self schedule.

5f. Self Schedule As Coach

This guide will explain how to self schedule teams as a coach.

Navigation

1. Enter your username and password and click *Login*.
2. On the homepage, under My Tournaments, click *Self Schedule* for your tournament.
3. You will now be able to register for event periods by following the instructions below:

Scheduling

Your team(s) should be highlighted below the tournament header. The radio button to the left indicates which team you are currently registering for. Clicking your school name will toggle the display of your registered periods.

1. **Self Schedule Status** The tournament header will indicate if self scheduling is open or closed. You can only register for events when self scheduling is open.
2. **Self Schedule Events** Self Schedule events are designated by a red *.
 - a. Event periods for these events will have a label X of X. This indicates how many slots are available out of the total number of slots.
 - b. If an event is full, the background will be red.
 - c. Non Self Schedule events will say OPEN for their time periods.
3. **Registering** Clicking the X of X label will reserve a slot for your team at that specific event period. You will notice a circle icon will appear in the event period indicating you are registered. You can only register a team for one period per event.
4. **Switching Periods** Clicking another period for an event will display a confirmation box asking if you would like to switch periods. Clicking OK will make the switch.
5. **Uncheduling For A Period** Clicking your registered period will display a confirmation box asking if you would like to unschedule from a period. Clicking OK will unschedule the team.

Extra Notes:

- **Saving** Changes are saved automatically.
- **Export My Schedule** Clicking the *Export My Schedule* button will download a .csv file indicating which event periods your team(s) are registered for.
- **Scheduling Updates** The Self Schedule will update in real time, so you should notice changes to the number of available time slots.
- Once you are finished, you may log off. Contact the tournament administrator if you have questions or need to change event periods after self scheduling is closed.

5g. View Results and Slideshow

This guide will explain how to view tournament results and use the result slideshow.

Navigation

1. SuperUsers, Administrators and Verifiers can login and view tournament results. After login, click the Tournaments tab (Settings > Manage Tournaments).
2. Search for your tournament and then click the View Results button.

Tournament Results

1. **Result Grid** This page shows the complete result set of each event at the tournament. Primary teams will show in the first table, Alternate Teams will display in the second table (if alternate teams are at the tournament)
2. **Complete** A green checkmark will display under each event if scoring is complete. A red X will display if scoring is not complete.
3. **Sorting** You can sort each column by clicking the column header. It will either sort the table numerically or alphabetically.
4. **Coloring** If you would like to improve viewing of this table, you can select row and column colors at the bottom of the screen. Selecting Primary and Secondary colors will immediately be reflected in the table. Click the Reset Colors button to return the grid to all White.
5. **Export Results** You can export the results to a CSV or XLSX document by clicking the respective buttons at the top of the page. You can also export the slideshow as a PDF.
6. **Generate Reports** The generate reports module is not yet functional. Soon you will be able to create custom reports for your tournament.

Slideshow

1. Click the **View Slideshow** button to generate and view the slideshow in your browser window. This is an interactive page that allows you to display results one at a time. (Like a slideshow presentation).
2. **Controls** To navigate the slideshow, use the following controls:
 - a. Right Arrow Key: next slide
 - b. Left Arrow Key: previous slide
 - c. Down Arrow Key: display next team / animation
 - d. Up Arrow Key: display previous team / undo animation
 - e. Q Key: Quit Slideshow. Return to Tournament Results
3. **Slideshow Layout** The slides for the slideshow follow this order:
 - a. Each event in alphabetical order. If another division's tournament is linked, the slides will alternate division in alphabetical order. Teams will be hidden on each slide until

they are displayed by pushing the down arrow. First place team will be shown last.

- b. Any team list that was created or most improved team if configured.
- c. Overall Results ending with the first place team(s).

6. Installation

Information Coming Soon!

6a. Create New Application Instance

Information Coming Soon!

6b. Update Existing Application

Information Coming Soon!

7. Additional Resources

Information Coming Soon!

7a. FAQ

Information Coming Soon!

7b. Community Site

Information Coming Soon!

7c. GitHub

Information Coming Soon!