

Cheers Nigel

Actions Bar

View Quick Start Guide

■ View Team Help Guide Team Web Masters

COMPETITION WEBMASTER TRAINING GUIDE

We know the importance of sport within eduaction. The research

is clear, there is a high correlation between academic

our school programme.

Green Bay High School participates in a wide range of sports. Our sports programme is supported by

a keen teaching staff and a large number of volunteers - senior students, parents and other memebers of the community. Our relationships with local sports clubs help us to cater for all sporting

acheivement and participation in sport. Sport is a valued part of

May 07, 2013 at 04:54 p.m., Casey Redman

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Permissions

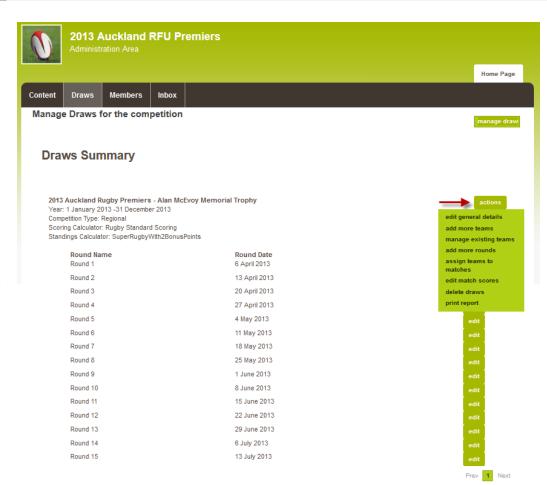
Competition webmasters have permissions to add and update rounds, matches and results

Once you've accepted the invite and logged into your AllTeams account:

- Go to My Home in the top bar
- On the left under My Groups you will see the Competition you have been invited to
- Click the logo and go to the administration area
- Click draws this will take you to the Draws
 Summary page and this is where you can add and update information

Hover over the actions button and you will see a list of actions available to you:

- Edit general details
- Add more teams
- · Manage existing teams
- Add more rounds
- Assign teams to matches (see slide 3)
- Edit match scores (see slide 4)



Actions

From draws summary

The primary actions are assigning teams to matches and editing match scores. The next two slides explain these actions

Edit general details

Edit the basic details of the draw such as the title

Add more teams

More teams can be added to the competition

Manage existing teams

Edit team names

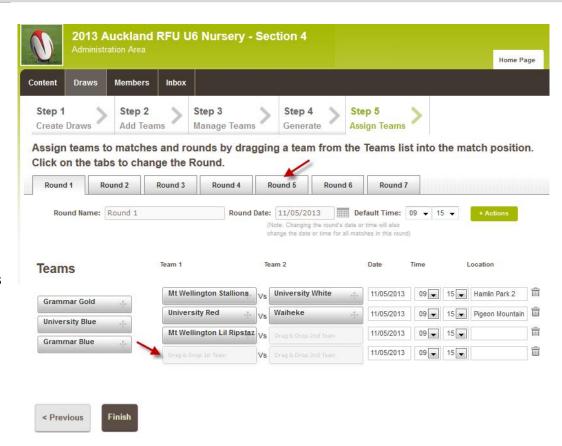
Add more rounds

Add rounds to the draw and specify number of games per round

Assign teams to matches

You will see a page similar to this →

- Use drag and drop to add teams to rounds
- Enter the default time and date beneath the round tabs - this will change for all games
- · Enter the location for each game
- Click the round tabs to navigate between rounds
- Click Finish to save



Note: Hover over actions to add another match line

Entering Results

Updating results is important to keep the team ladders correct so you can see where your team are placed in the competition

From the draws summary click edit match scores

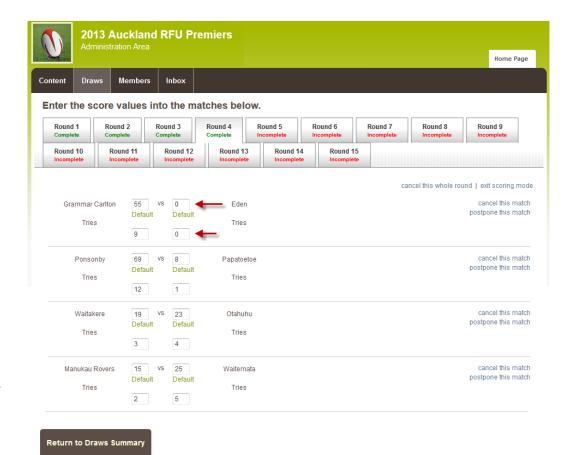
This will give you access to updating results for all rounds in the competition

- · Click on the round tab you wish to enter results for
- Enter the results for each game
 Note: results required may vary between sport
- Click Return to Draws Summary once complete
 Note: Results are instantly saved once entered

As the results for all games in a round are completed the round tabs will display complete

The entering scores mode can also be accessed from the assign teams to matches page.

Hover over actions and click enter scoring mode. This will take you to the round you are on.



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