

# How to Add Tournaments to Your Team Schedule

Log into your team site and navigate to the schedule module. From the Add New dropdown, select tournament.

The screenshot shows the 'SPORTSHEADZ WEB ADMIN CONTROL PANEL' interface. The top navigation bar includes 'HOME', 'CONTENT', 'BRACKETS', 'MEMBERS', 'SCHEDULES', 'ADMIN', and 'REGISTRATION'. The 'SCHEDULES' tab is active. Below the navigation bar, the 'Scheduling Module' is displayed with a 'Site' dropdown set to 'U13 - B1'. A sidebar on the left contains 'Team Schedule', 'Team Schedule Health', and 'Manage Non-Home Venues'. The main area shows a 'Calendar' view for 'Practices For Jun 01-May 31' with a table of events. A red arrow points to the 'Add New' button, and another red arrow points to the 'Tournament' option in the dropdown menu.

Name	Date	Starts	Ends	
Balancing Game	Sat, Oct 05	6:00 PM	7:00 PM	Johnny
Balancing Game	Sun, Oct 06	1:00 PM	2:00 PM	Johnny
Balancing Game	Mon, Oct 07	7:00 PM	8:00 PM	Johnny
Practice	Thu, Oct 10	8:00 PM	9:00 PM	Johnny
Practice	Sat, Oct 12	12:00 PM	1:00 PM	Johnny
Practice	Sun, Oct 13	11:00 AM	12:00 PM	Johnny
Practice	Fri, Oct 18	7:00 PM	8:00 PM	Johnny
Practice	Sat, Oct 19	9:00 AM	10:00 AM	Johnny
Practice	Sun, Oct 27	2:00 PM	3:00 PM	Johnny Leroux Arena
Shared Practice	Sat, Nov 02	9:00 AM	10:00 AM	Johnny Leroux Arena

Add all of the details for your tournament

The screenshot shows the 'Tournament' form with the following fields and values:

- Start Date:** Mon Nov 18, 2024
- End Date:** Wed Nov 20, 2024
- Team:** U13 - B1
- Tournament Name:** Test Tournament
- Tournament Location (Include Province / State):** Ottawa, ON
- Sanction #:** 12345
- Admin Status:** Not Set

At the bottom of the form, there are three buttons: 'Insert & Add Another', 'Insert & Close', and 'Cancel'.

Next you need to add your games to the tournament. Head to the content section, then find the Schedule and Results section. Please refer to the screen shot below

The screenshot displays the 'SPORTSHEADZ WEB ADMIN CONTROL PANEL'. The top navigation bar includes 'HOME', 'CONTENT', 'BRACKETS', 'MEMBERS', and 'SCHEDULE'. The left sidebar menu lists various management options, with 'Schedule & Results' highlighted in a red box. The main content area shows a 'Suggestions' section for the '24-25 U13 - U13 - B1 Website', with a red arrow pointing to the 'CONTENT' tab in the top navigation bar.

Find your newly created Tournament and double click on it to add games

U13T2-052	Nov 17	3:00 PM	Perth Lanark Wings 02	Johnny Leroux Arena	0-1	L	L3
Nov 18-Nov 20				Test (12345)	Ottawa, ON		
U13T2-060	Nov 22	4:00 PM	Carleton Place Kings 01	Johnny Leroux Arena	1-1	T	T1

Now you can add your games to your tournament.

The screenshot shows a navigation menu with icons for HOME, CONTENT, BRACKETS, MEMBERS, SCHEDULES, ADMIN, and REGISTRATION. Below the menu is a breadcrumb trail: U13 > Division B > U13 - B1 > Tournaments > Test. A red arrow points to a button labeled '+ Add Game To Selected Tournament' which is enclosed in a red rectangular box. Below the breadcrumb are two red tabs: 'Tournament Details' and 'Team Tournaments'. Under 'Tournament Details', the text reads 'Test (12345)' and 'Location: Ottawa, ON'. Under 'Team Tournaments', there is a yellow box with the text 'Test' and 'Nov 18-Nov 20'.

The 'Tournament Game' form contains the following fields:

- Start Date & Time:** Mon Nov 18, 2024 07:00 PM
- Game #:** 12
- Game Type:** Tournament
- For Tournament:** Test
- Venue:** Type Venue Name...
- Venue Address (optional):** Street, City, Prov. / State
- Scheduled For:** U13 - B1
- Opponent:** Type Opponent Name...
- Home or Away:** Home (selected) / Away
- Duration:** [Empty text box]

At the bottom of the form are three buttons: 'Insert & Add Another', 'Insert & Close', and 'Cancel'.