Creating a Tournament – Quick Reference Guide

First, if you know the team and quizzer names before the start of your tournament, prepare your team file. On the main menu choose File – Create New Team File. Enter the team and quizzer names. If all you know is the team name but not quizzers it is ok to just have the team name without quizzers. Do not leave empty fields between two quizzers. Be sure to Save your changes.

If you already have a team file created, on the main menu choose File – Edit Team File, select your file using the file system browser, then make any needed changes and Save your changes.

If you have less than 4 teams competing, you must add placeholder teams to your team file (call them bye1 or bye2 or whatever) since the software requires at least 4 teams.

Click the New Tournament icon (or choose File – New Tournament in the main menu), then fill in the tournament name, location, dates, and especially district. It is VERY important to correctly select your district. Also select the tournament type (beg, jr, int, exp) and level (whether is novice or not). The software only allows you to have one tournament of a given type and level on a given day in your district, so if you need to have two junior tournaments for the same day designate one of them as novice or change the date for one of them to be a different date.

If you are using a team file, just choose how many byes to add (if any) and whether you want the teams randomly placed or not. Then click the Create Tournament from Team File button. You will be prompted to select the location of the team import file.

Random Option: If you chose to randomly place teams in the matrix, the matrix will automatically be created with the teams randomly placed.

Non-Random Option: After the team file is imported, a window will appear stating how many numbers to use for the draw, as well as which numbers to set aside for the byes. Team captains will need to draw for their position in the matrix from the remaining numbers. The Team Setup screen will appear. From this screen all you have to do is use the top drop-down lists. First choose the number that was drawn from the first list. Then choose the team that drew that number from the second list. Be sure to click Update, and you will notice that team placed in the correct position in the bottom table. After all teams are entered, you must click the Save Changes button. The matrix will now have all teams in their drawn positions.

If you do not have a team file ready in advance (not recommended), select No Team File Ready then choose the number of teams for your tournament. The software will create a blank matrix and you will have to manually enter the teams using Setup – Team Setup from the left-hand navigation panel. Be sure to Save Changes when done.