


How to Edit Teams and Quizzers – Quick Reference Guide

There are two ways to edit team information such as team name, number of quizzers, and individual quizzer information.

One way is to edit teams directly through the matrix. Click on a game in the matrix. Select the Edit Team button for the team to edit. From the Edit Team Window, team name, number of quizzers, and quizzer names can be changed. Also, it is possible to use a pre-existing team by selecting a team from the drop-down menu and clicking the Use Team button. This action will automatically fill in the appropriate quizzer names for the selected team.

The other way to edit team information, often used when changing information for many teams, is to select  Team Setup from the left-hand side navigation tree. Note that to get to the Team Setup selection, you may need to double click the Setup folder (or expand it by clicking on the plus sign next to the Setup folder).

When selected, the Team Setup screen will appear. Team and quizzer names can be edited directly within the table by highlighting a field and typing. To remove a quizzer, just highlight the quizzer name and hit the backspace to empty out the field. When adding or removing quizzers, never leave blank fields between quizzers. In other words, do not put your first quizzer in the Quizzer 1 column and your other quizzer in the Quizzer 3 column while leaving the Quizzer 2 column field blank. Blank fields between quizzers are not allowed.

Additionally, it may not let you totally empty out a quizzer field. To work around this, type a blank space in the field.

Click the Save Changes Button to save your changes and return to the matrix.

It is a very good idea to correctly input all team information, including quizzer names, before or at the beginning of the tournament, and at least before the team plays its first game. The software can handle edits to quizzer information during the course of a tournament, but using default settings for teams (generic quizzer names, etc) can be confusing to scorekeepers. To insure that the right statistics are associated with the right quizzers, try to have teams set up before the games involving those teams are played.

Sometimes it is necessary to swap two teams in the matrix. For example, say that MyChurch 1 is in the matrix at position 4 and MyChurch 2 is in the matrix at position 7, but they should be swapped. To swap them, from the first top pull-down select number 4 and from the second pull-down select MyChurch 2 then click update. Also, select number 7 from the first pull-down and MyChurch 1 from the second, then click update. Save. They are now swapped in the matrix.