

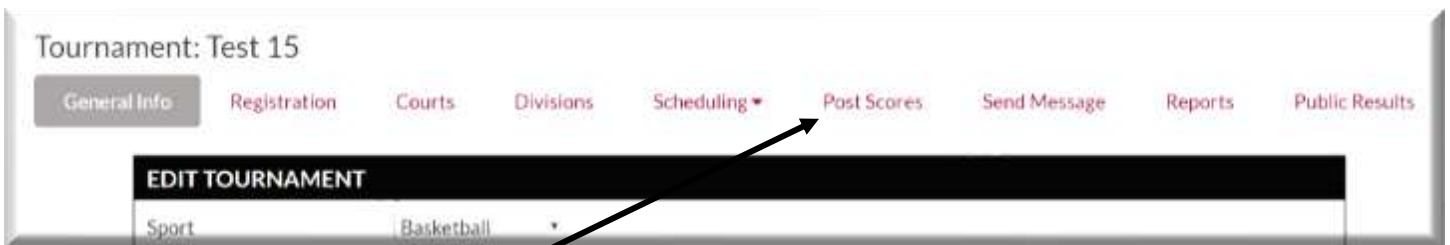
Posting Scores on a Laptop/Desktop Computer as Tournament Director (Full Access)

1. Go to <https://www.tourneymachine.com/Login.aspx>
2. Type in the username and password (full access) that Nick provided you, then click the green “Login” button.



A screenshot of the login form on the tournament machine website. It features two input fields: "User Name" and "Password". Below these fields is a green button labeled "LOGIN". An arrow from step 2 of the instructions points to this button.

3. You will be brought to this screen.



4. Click the “Post Scores” link towards the top of the page to start posting scores.
5. You will be able to post scores either by division or gym location (complex).



Posting Scores on a Laptop/Desktop Computer as a Scorekeeper (Limited Access)

1. Go to <https://www.tourneymachine.com/Login.aspx>
2. Have your scorekeepers type in the username and password (limited access) that Nick provided, then click the green "Login" button.

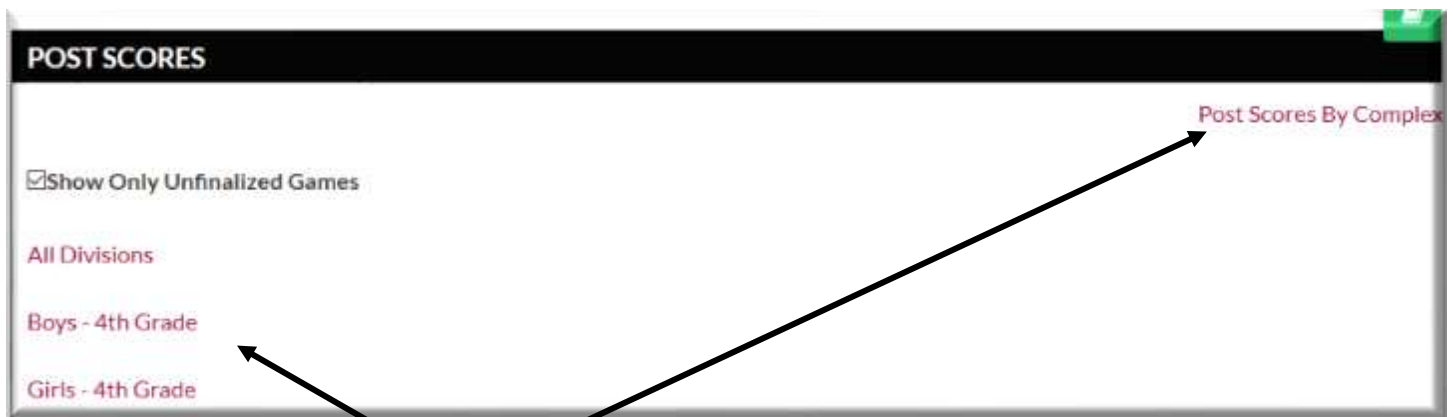


User Name

Password

LOGIN

3. You will be brought to this screen.



POST SCORES

☒ Show Only Unfinalized Games

All Divisions

Boys - 4th Grade

Girls - 4th Grade

Post Scores By Complex

4. You will be able to "post scores" either by division or gym location (complex).

Sending Email and Text Messages on a Laptop/Desktop Computer as Tournament Director (Full Access)

1. To send an email/text message to the teams in your tournament in order to inform them of cancellations, delays, gym location changes, etc. click the “Send Message” link.



2. Now you can type and send your message.

A screenshot of the "SEND MESSAGE" form within the tournament management interface. The form has a title bar that says "SEND MESSAGE". Below the title bar, there's a paragraph of text: "Messages sent through this system will be sent to both text and email addresses that have signed up to receive them. The subject line below is only included in messages sent to an email address. Also note that some text message systems are limited in the number of characters they will deliver. It is recommended that you limit your message to 150 or fewer characters, any characters beyond that limit may get dropped by the phone carrier." Below this text, there are several input fields: a "Subject" field with a note "(not included in text messages)", a "Message" field with a note "This should be limited to 150 characters or less to fit in a text message.", a "Send Type" dropdown menu set to "Both Email and Text", a "Recipient Type" dropdown menu set to "Everyone matching check boxes below", and a "To" section with checkboxes for "All", "Girls - 4th Grade Teams", and "Boys - 4th Grade Teams". At the bottom right of the form is a "Send Message" button. An arrow points from the text in the second step to the "Message" input field.