

## How to enter Tournament Games into BGHA Website

Ice Scheduler will enter the Global Heading for the Tournament. This will show up in 'green' in the team calendar.

Once this is done, login and go to your Control Panel.

Go to 'Manage Site Content' and Open up your 'Manage Page Content'

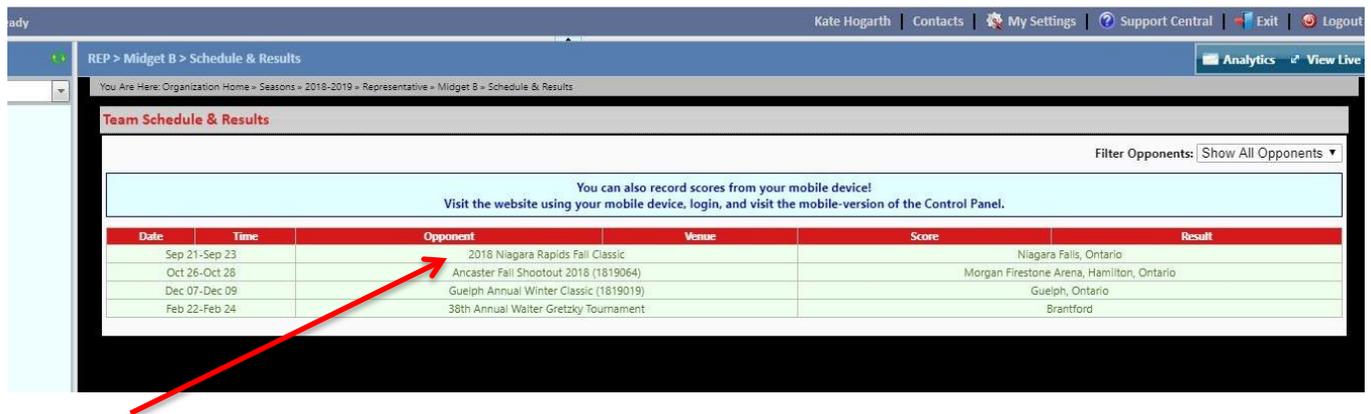
The screenshot shows the MBSportsWeb Control Panel interface. The main menu on the left is titled 'Manage Site Content' and lists various options. A red circle highlights 'Manage Page Content' in the menu. A red arrow points from a text box to the 'Schedule & Results' option, which is also highlighted with a blue selection bar. Another red circle highlights 'Manage Site Content' in the bottom navigation bar. The right side of the screen shows a 'Team Schedule & Results' section with a table of dates and times.

Click 'Schedule & Results'  
Your team schedule will appear

Date	Time
Sep 21-Sep 23	
Oct 26-Oct 28	
Dec 07-Dec 09	
Feb 22-Feb 24	

Tournament Game Schedules are typically posted 1- 2 weeks in advance.

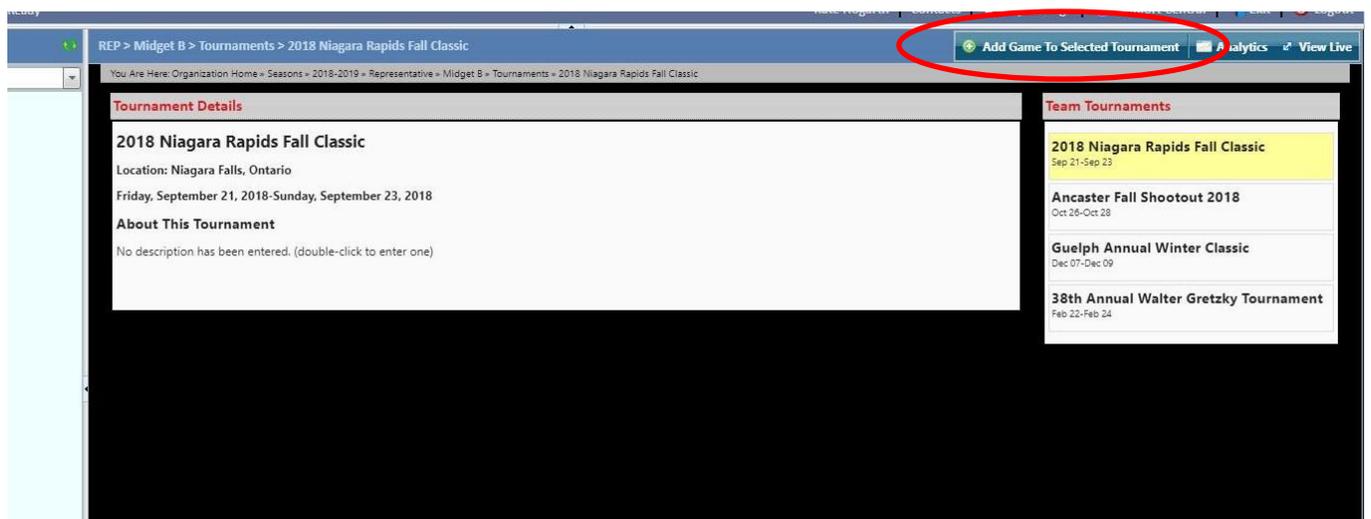
You may wish to print off your team's tournament schedule or switch back and forth between the Tournament site and BGHA Website in your internet browser.



Click the Tournament that you are entering the schedule for.

This will take you to the 'Tournament Details' Page where you will see the Tournament details. In the right hand column, other tournaments in the team's schedule will be listed.

In the top menu bar, click 'Add Game to Selected Tournament'.



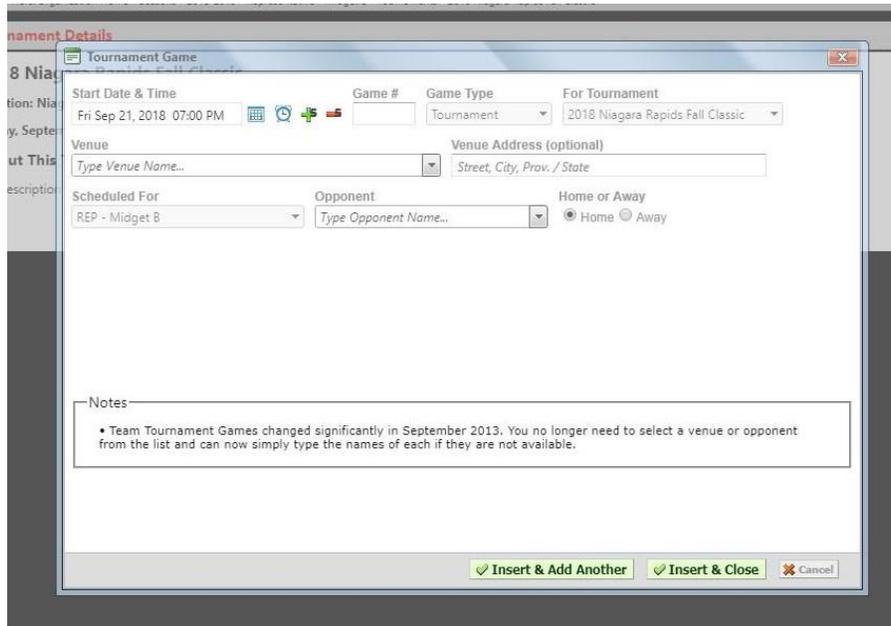
A window pops up for 'Tournament Game'.

The Start Date & Time needs to be entered. **NOTE:** the website has times in 15 minute intervals. It is best to choose the time prior to game start and a note can be entered into the Tournament Details (instruction follows).

Entering in the Game # is optional

Venue needs to be entered. There is a drop-down box with a list of venues and click the arena. If the Arena is not listed, this can be typed in manually. You should enter in the Venue address for new arenas added.

Opponent needs to be entered. This is also a drop-down box. Like the venue, if the team is not listed, this can be typed in manually.



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

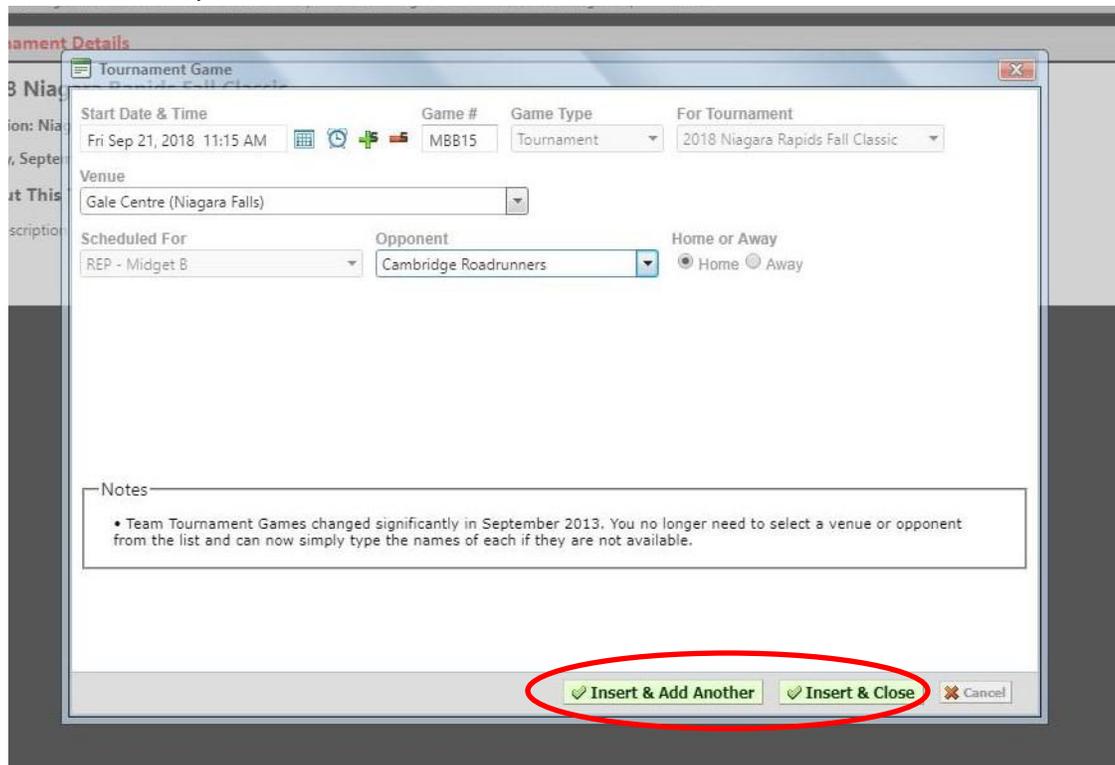
- Start Date & Time: Fri Sep 21, 2018 07:00 PM
- Game #: (empty)
- Game Type: Tournament
- For Tournament: 2018 Niagara Rapids Fall Classic
- Venue: Type Venue Name... (empty)
- Venue Address (optional): Street, City, Prov./State (empty)
- Scheduled For: REP - Midget B
- Opponent: Type Opponent Name... (empty)
- Home or Away: Home (selected), Away

Notes:

- Team Tournament Games changed significantly in September 2013. You no longer need to select a venue or opponent from the list and can now simply type the names of each if they are not available.

Buttons: Insert & Add Another, Insert & Close, Cancel

Window completed.



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

- Start Date & Time: Fri Sep 21, 2018 11:15 AM
- Game #: MBB15
- Game Type: Tournament
- For Tournament: 2018 Niagara Rapids Fall Classic
- Venue: Gale Centre (Niagara Falls)
- Scheduled For: REP - Midget B
- Opponent: Cambridge Roadrunners
- Home or Away: Home (selected), Away

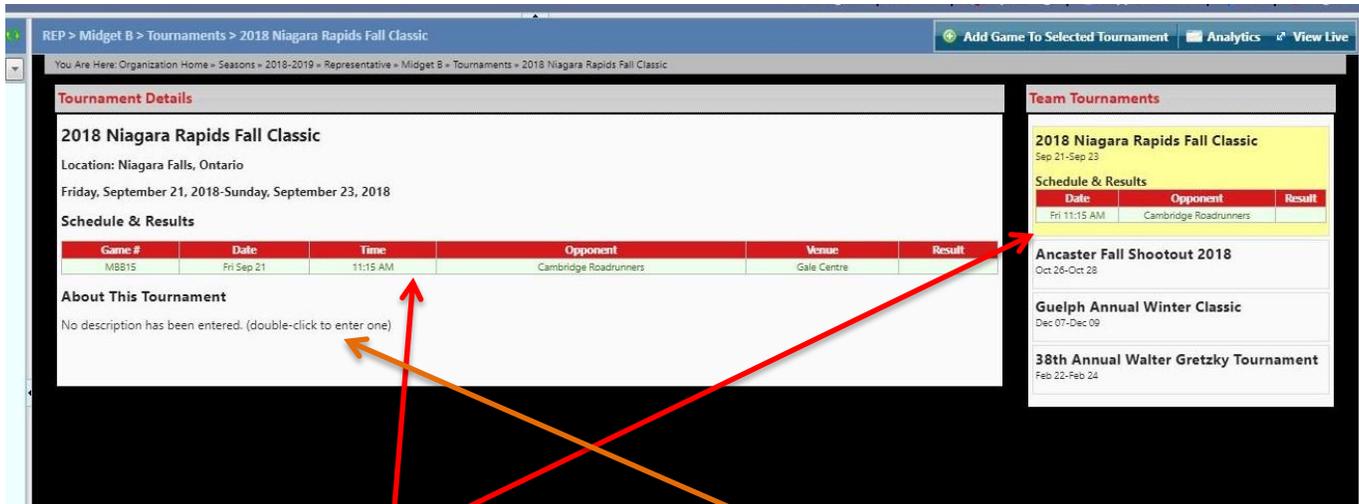
Notes:

- Team Tournament Games changed significantly in September 2013. You no longer need to select a venue or opponent from the list and can now simply type the names of each if they are not available.

Buttons: Insert & Add Another, Insert & Close, Cancel

Once the tournament game has been entered, click Insert & Close or Insert & Add Another

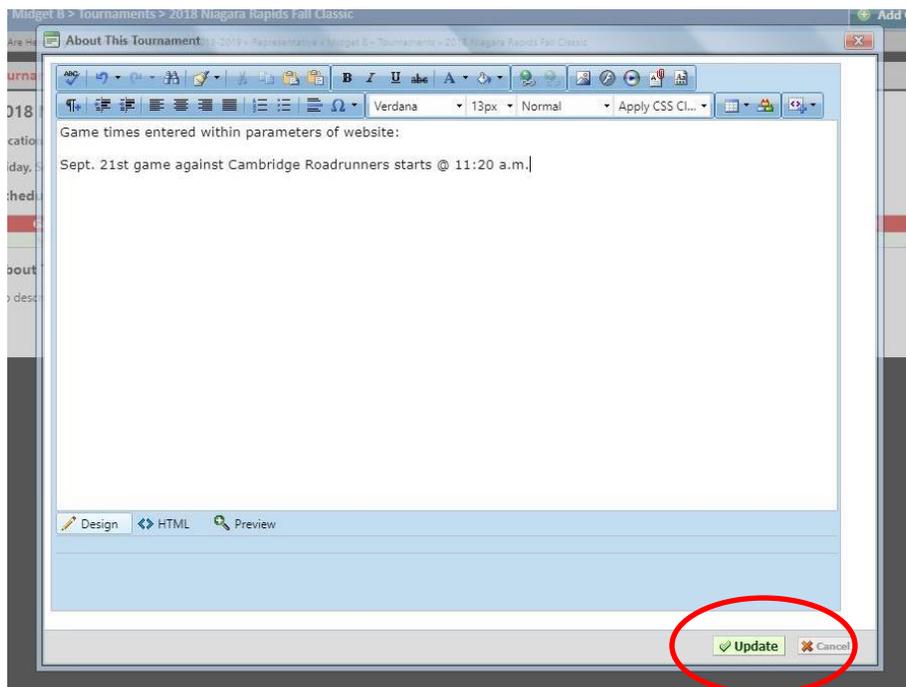
This will take you back to the Tournament Details page



You will see the game that you just entered.

To define the actual game start time, double click the statement below 'About the Tournament'.

A new window pops up that allows free typing. Once this is completed, click Update.



Your completed page will look like this:

The screenshot displays a web interface for the BGHA website. At the top, a navigation bar shows the path: REP > Midget B > Tournaments > 2018 Niagara Rapids Fall Classic. To the right of the navigation bar are buttons for 'Add Game To Selected Tournament', 'Analytics', and 'View Live'. Below the navigation bar, a breadcrumb trail reads: 'You Are Here: Organization Home » Seasons » 2018-2019 » Representative » Midget B » Tournaments » 2018 Niagara Rapids Fall Classic'.

The main content area is divided into two columns. The left column is titled 'Tournament Details' and contains the following information:

- 2018 Niagara Rapids Fall Classic**
- Location: Niagara Falls, Ontario
- Friday, September 21, 2018-Sunday, September 23, 2018
- Schedule & Results**
- About This Tournament**  
Game times entered within parameters of website:  
Sept. 21st game against Cambridge Roadrunners starts @ 11:20 a.m.

The right column is titled 'Team Tournaments' and lists several other tournaments:

- 2018 Niagara Rapids Fall Classic** (Sep 21-Sep 23) with a 'Schedule & Results' table:

Date	Opponent	Result
Fri 11:15 AM	Cambridge Roadrunners	
- Ancaster Fall Shootout 2018** (Oct 26-Oct 28)
- Guelph Annual Winter Classic** (Dec 07-Dec 09)
- 38th Annual Walter Gretzky Tournament** (Feb 22-Feb 24)

Parents & Players can click on the Tournament Name in the Schedule & Results Calendar and it will take them to the Tournament Details page where they will see the actual game start times that were document.