Filling out a Tournament Schedule

Sign In to TourneyTrax

Quick Links

Home

Applications

Tournament Application
STAC Application
My Applications

Tournaments

My Tournaments

Profile

My Profile
Frequently Asked Questions
Contact Us
Sign Out

Reports

Tentative Schedule

Select <My Tournaments>

Depending on the number of applications you've submitted you'll see a screen with one or more active tournaments along with the various state that tournament is in or which approvals are still required.

	Sanction	Type	Category	City	State	Tourn. Dates	District	Unit	DIC Status	Staff Status	Tourn. Review
View	1405002	With Restricted Regional	Sectional	North Falmouth	MA	Apr 30-May 4, 2014	25	108	Not Yet Assigned	Not Yet Assigned	--
View	1405003	Senior	Regional	Hyannis	MA	Apr 30-May 4, 2014	25		Not Yet Assigned	Not Yet Assigned	--
View	1406002	Open	Regional	Sturbridge	MA	Jun 17-22, 2014	25		Not Yet Assigned	Not Yet Assigned	--
View	1408046	Open	Regional	Warwick	RI	Aug 26-31, 2014	25		Not Yet Assigned	Not Yet Assigned	--
View	1410061	Open	Regional	Sturbridge	MA	Oct 9-12, 2014	25		Not Yet Assigned	Not Yet Assigned	--
View	1501001	Open	Regional	Newton	MA	Jan 2-4, 2015	25		Not Yet Assigned	Not Yet Assigned	--
View	1501007	I/N	Sectional	Sturbridge	MA	Jan 23-24, 2015	25	108	Not Yet Assigned	Not Yet Assigned	--

Click on <view> next to one of your applications. While there are many updates you can make on this screen, the most important step at this time is to <Add Full Schedule>

Tournament Flyer (Add/Update Link)	
Tournament Schedule	View Detailed Schedule
	Add Full Schedule

Tournament Schedule

After clicking <Add Full Schedule> you'll see the various options in the picture to the right. While your first urge will be to <Add Events> the system requires that you first <Select Tournament Strata> and <Select Tournament Times>. In the case of multi-site tournaments now is the time to add additional Event Locations.

Select Tournament Strata   Select Tournament Times

Add Event Locations   Add Events

After clicking on <Select Tournament Strata> you'll see:

(In this case I've already selected the three strats I want to use for the Stratiflighted B/C/D Swiss.)

All form fields are required

Strata Type	Stratiflighted B/C/D
Strata Name	Stratiflighted B/C/D Swiss Teams
# Strats	3
Strata Description	Stratiflighted B/C/D Swiss Teams

	Strat 1	Strat 2	Strat 3	Strat 4	Strat 5
Letter	B	C	D		
Max MPs	1500	750	300		

Enter ALL the various stratifications that you'll be using during your tournament.

Exit this screen by clicking on <Schedule> at the top of the screen.

Home > My Tournaments > Tour Info > **Schedule** > Times

Next you'll click on <Select Tournament Times>. Here you can click on the various times your events will begin. (The Play Through option is not currently active, but will be soon.)

Pick	Session Time	SOD	Play Through
☐	8:00 AM	Morning	NO
☐	8:15 AM	Morning	NO
☐	8:30 AM	Morning	NO
☐	8:45 AM	Morning	NO
☐	9:00 AM	Morning	NO
☐	9:15 AM	Morning	NO
☐	9:45 AM	Morning	NO
☐	10:15 AM	Mid-Morning	NO
☐	10:30 AM	Mid-Morning	NO
☐	10:45 AM	Mid-Morning	NO
☐	11:00 AM	Mid-Morning	NO
☐	11:15 AM	Mid-Morning	NO
☐	11:30 AM	Mid-Morning	NO
☐	11:45 AM	Mid-Morning	NO

Once you've selected all your times you'll have a table that resembles this:

If you've left off a starting time you can return to <Pick Tournament Times>. Otherwise return to the main schedule page as before.

Time	SOD	Play Through	Delete
9:30 AM	Morning	NO	Delete
10:00 AM	Mid-Morning	NO	Delete
2:00 PM	Mid-Afternoon	NO	Delete
2:30 PM	Mid-Afternoon	NO	Delete
7:30 PM	Evening	NO	Delete

Home > My Tournaments > Tour Info > Schedule > Times

Now is when you can begin to build your actual schedule. Click on <Add Events>

Now is the time to build your first event. Fill in Sessions (whether it a 1, 2, 3, or 4 session event). Select the Game Type and Event Type. Give the Event a Name. Select the Start Date and Time. Select the Event Location. (You'll need to select the event location even if your tournament takes place in a single site). Add any comments you'd like to appear with this event in your schedule. And finally, select the stratification that will apply to this event.
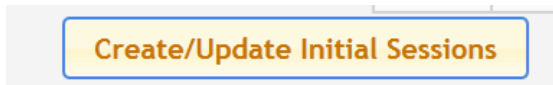
Because the "Play Through" option is not yet active (and will be changed to a TBA option) I've built the two session Swiss as a single session event adding the comment that a Box Lunch will be served.

Tournament Schedule :: Add Events

Sanction #: 1401001	District #: 25	Unit #	Category Regional	Type Open
Tourn. Dates Jan 3-5, 2014	Name Keohane Individual		Site City Newton	Site State/Prov MA

Event Information

#Sessions:			Event Stratification	--Select--
Game Type --Select--	Event Type --Select--	# Strats		Min MPs
Event Name			Strat 1 Strat 2 Strat 3 Strat 4 Strat 5	
Start Date --Select--	Start Time --Select--	Letter		
Event Location --Select--		Max MPs		
Event Comments:				

Event Category
☐Seniors ☐Womens ☐Mixed ☐Juniors

Create/Update Initial Sessions

Event Information

#Sessions:	1
Game Type	Swiss	Event Type	Strati-Flighted
Event Name	Sunday Stratified Swiss
Start Date	Sun - 01/05/2014	Start Time	10:00 AM
Event Location	Newton Marriott
Event Comments:	Box Lunch Served

Event Stratification

Stratiflighted A/X Swiss Teams ▼

# Strats	2		**Min MPs**	0	
	Strat 1	**Strat 2**	**Strat 3**	**Strat 4**	**Strat 5**
Letter	A	X			
Max MPs	99999	3000			

I've selected the pre-determined stratification that I filled out earlier which fills in all the appropriate fields.

The next step is to click on:

Create/Update Initial Sessions

Before saving the event I have deleted the words "Single Session" from the title and replaced them with "2nd Session TBA"

Create/Update Initial Sessions

Schedule - Session

Day	Time	Session Description	Session Type
Sun - 01/05/2014 ▼	10:00 AM ▼	day Stratified Swiss (2nd Session TB ✕	Strati-Flighted

Save

Below that you'll see the event has been filled in and you can now <Save>.

Return to the schedule page as before and you'll see your list of events begin to grow as you enter each of them.

If you have an event that is repeated over several days or times (such as a side series or a single session novice game) make use of the <Copy> function to save you time. You also have the options of <Edit> and <Delete> next to each of the events.

			Event Start					Strat 1		Strat 2		Strat 3		Category			
Copy	Edit	Event	Day	Time	Event Type	MP Limits	# Strats	Flt	Max MP	Flt	Max MP	Flt	Max MP	S	W	J	M
Copy	Edit	Friday Morning Stratified Pairs	Fri	9:30 AM	Stratified Pairs	UNL	3	A	UNL	B	2000	C	750				Delete
Copy	Edit	Saturday Morning Stratified Pairs	Sat	9:30 AM	Stratified Pairs	UNL	3	A	UNL	B	2000	C	750				Delete
Copy	Edit	Sunday A/X Swiss	Sun	10:00 AM	Strati-Flighted Swiss	UNL	2	A	UNL	X	3000						Delete

At any time during the process you can click on <Schedule Preview> and you'll see a sample of the Tournament Schedule you're building.

Do **NOT** click on <Complete & Publish> until you are completely certain that all events are exactly as you want them to appear.

Any changes you need to make after clicking on <Complete & Publish> will have to be submitted to the Tournaments Department.

When you click on <Schedule Preview> a new window will open. Here you can the three events on my schedule that I've currently finished adding.

You can exit the TourneyTrax site any time you want and any work that you have done will have been saved. You can return at any time to complete your work on building the full schedule. Click on <Add Full Schedule> to return to the site where you add events.

Schedule Preview

Complete & Publish

Tournament Schedule

Keohane Individual Regional
Newton Marriott
2345 Commonwealth Ave. Newton, MA 02466
PH:(617)969-1000

No Tournament Flyer Available

Tournament & Partnership Chair
Helen Pawlowski Email:
hpawlowski@comcast.net

Director in Charge
Peter Marcus
Email: marcusp@att.net

Stratification
[1] 0-300 Stratified Pairs :   A: 200-300 B: 100-200 C: 0-100
[2] Stratiflighted B/C/D Swiss Teams :   B: 750-1500 C: 300-750 D: 0-300
[3] Stratified Open Pairs :   A: 2000+   B: 750-2000 C: 0-750
[4] Stratiflighted A/X Swiss Teams :   A: 3000+   X: 0-3000

Schedule

Sort by Day   Game Type - Select Game Type - ▾   MP Limits - Select MP Limit - ▾   Start Time - Select Start Time - ▾   Filter Reset

Full   Jan 3, 2014   Jan 4, 2014   Jan 5, 2014

Friday , January 3 2014

| Friday Morning Stratified Pairs (Single Session) | 9:30 am |

Saturday , January 4 2014

| Saturday Morning Stratified Pairs (Single Session) | 9:30 am |

Sunday , January 5 2014

| Sunday Stratified Swiss (2nd Session TBA) Box Lunch Served | 10:00 am |