

# Tourney Machine Instructions

Online Instructions:

<https://intercom.help/tourneymachine/en/collections/22944-in-tournament>

## Scores may be posted from any mobile device by:

1. Going to <http://tourneymachine.com> from your mobile device's browser.
2. Tap **Manage Tournaments**.
3. Enter your Tourney Machine **username and password**.
4. Tap on the tournament you'd like to post scores for.
5. Tap **Post Scores by Division** or **Post Scores by Complex**.
6. Choose your division/complex and then post the scores for your games.

## Posting from your Laptop:

To post scores by division:

1. Access your tournament.
2. Click **Post Scores**.
3. Select a division.
4. Enter the score for each game.
5. Select **Mark Final**.
6. Click **Save**.

When the **Mark Final** box is checked next to a game, the game will be filtered out of the list.

Uncheck **Show Only Unfinalized Games** to view games that had been marked as final.

You can also post scores by complex by clicking **Post Scores by Complex**.

# How to Advance Teams From Pool Play to Bracket Play

**NOTE:** All source or game numbers errors must be fixed prior to advancing to bracket play.

If the pool places are not being computed please set pool tie breakers.

1. From within your tournament, click **Post Scores**.
2. Click a **Division**.
3. Select the **Pool** by clicking on it.
4. Click **Set Places**. The system will calculate the pool standings based upon your tie breakers. If desired, you may also manually set places using the "**Place**" textbox to the right of each team.
5. When finished, click **Advance from Pool Play to Bracket**.

If teams are still tied after a pool stage, you will either need to set more tiebreakers or manually set the team "place" to determine which teams will advance.

Every tournament will automatically receive a unique URL and access to the mobile web app.

This URL may be added to your own website, or you can email/text it to tournament participants.

To access your URL:

1. Access the **Tournament**.
2. Click on **General Info**.
3. Copy the **Results Link**.

Alternatively, you can access your Public Results page by:

1. Accessing the **Tournament**.
2. Click on **Public Results**.
3. Click **Share**.

The public results page will also allow your participants to sign up for notifications, and download the app.

## **Note to teams to introduce Tourney Machine App:**

We are using Tourney Machine this weekend for scheduling and score updates. As a coach, you can receive score updates and important news updates from me via text or e-mail by going to **[YOUR PUBLIC RESULTS LINK]**. You can also download the Tourney Machine app from the App Store and Google Play and search for the event.

***NOTE:** In addition, we strongly recommend you send the following in an email to the parents of your athletes so they can get the app and sign up for notifications:*

### **COACH PLEASE COPY, PASTE AND SEND EVERYTHING BELOW TO THE PARENTS FOLLOWING YOUR TEAM**

Hey Parents,

For this tournament, all schedule and score updates are being powered by **Tourney Machine**.

Go to **[YOUR PUBLIC RESULTS LINK]** to view the schedule on your computer. To **download the app** on your mobile device, search for *Tourney Machine* on the App Store or Google Play.

You can also follow your team and receive tournament updates (score postings, schedule changes, and news) via text and email.

1. Go to **[YOUR PUBLIC RESULTS LINK]** on your computer
2. Click the green **Notifications** button
3. Follow your team and choose to receive updates via e-mail or text

Let us know if you have any questions about sharing your schedule and results.