

Short user Manual for organizers

Tournament preparation / administration

will be done under administrations / events,
you can handle only your own tournaments
(if you cannot see your tournament please contact
info@ophardt-team.org)

please upload your invitation,
enter the entry fee, sign in date and time,
quota of tournament / division
you also can change the tournament title and date

as organizer you can add or remove athletes
under „manage tournaments“

you can enter received payments and download a csv file with
all inscriptions under „registration overview“ for registration desk

you should download the inscription file as complete xml file
and read the data into your competition management software

please upload as soon as possible after the competition your results
in format xml or csv, plus the documentation as PDF file
please check if all athletes are listed correctly, by checking,
name, firstname, date of birth and club
in case of problems you should add the results or do corrections
under „man“ (manual changes)

if not automatically filled in please add:
the total numbers of starters
the DE / Bracket size, e.g. 6 athletes in a DE / Bracket of 8
please select 8 and enter „6“ for DE / Bracket

if any results of pools / groups will not be taken into account for the rankings enter
the last place to be taken into account and press „adjust“

please do not forget to click at „calculate RL“ = Ranking list

you can also offer your packages

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