

TOURNAMENT PLUS QUICK START

- 1. Start Tournament Plus**

Click on the **Tournament Plus** icon on your screen or open the program from Windows *Start - All Programs - Tournament Plus*.
- 2. Start a New Tournament**

Click on "**START A NEW TOURNAMENT**"

When the program says it is going to compact the data tables, click on "Click Here to Compact".
- 3. Enter Tournament Setup Options**

Click on "**SETUP OPTIONS**"

Enter the Tournament Title and Date.

Select how you want to Group Wrestlers (by Age, by Grade, etc.). If grouping by age, you will be given options for determining the age cutoff data.

Enter names for each Division and the Age/Grade ranges.

HINTS

If you are using Divisions where neither Age nor Grade apply (like "JV" and "Varsity") assign a Group Number to each Division. When you register wrestlers, enter that Group Number in the registration form instead of age or grade.

If you are using Grades, you must use numbers. For Kindergarten, we use "0". If you are using High School grades, use 9, 10, etc. instead of "Freshman", "Sophomore", etc.

You can enter the remaining information later if you want. Before you actually start putting wrestlers in brackets, you may want to specify the "*Weight Differential Used for Auto Lookup*". This specifies a number of pounds below and above the weight specified for the bracket that you want to use to help identify wrestlers for bracketing. For example, if you have a 125# bracket and specify -5, +0 as the weight range, your drop-down lists of "eligible" wrestlers will include all wrestlers registered for that Division that have a Registered Approximate Weight of 120# to 125#.

Other data must be entered before you actually start wrestling including *Number of Win Places* and *Team Scoring* values. If you are assigning *Match Numbers*, you must also do that prior to actually starting to print out bout slips and bracket sheets.

Click on the Close button.
- 4. Identify Weight Classes**

OPTIONAL If you are using fixed weights, you can enter the Weight Classes for each Division by clicking on the **WEIGHT CLASSES AND MATS** button on the main screen. If you are using Madison style weights determined after weigh-ins, do not enter anything here.
- 5. Enter Teams**

Click on "**CONTACTS AND INVITATIONS**"

Enter the School/Team name of teams that you expect. You can add to this as teams are registered or invited. Team names entered here are used later to speed up the input of wrestlers, and will populate drop-down boxes used later.

Click on the Close button.
- 6. Register Wrestlers**

Click on "**ENTER REGISTRATION DATA**"

Enter the Wrestler's Name.

Choose a Team from the drop down list. If you haven't added any teams yet, you can type in the team name but will still need to enter it in the Contacts and Invitations form later.

If you are grouping by Age, enter the wrestler's Date of Birth or Age.

If you are grouping by Grade, enter the wrestler's Grade.

If you are grouping by other names, enter the wrestler's Group Number.

This information will automatically enter the correct **Division** for this wrestler. The **Weight Class** field will be filled in when the wrestler is actually entered into a bracket. Do NOT put anything in the Weight Class field now.

Click on "Add New Record" to enter another wrestler or click on the Close Form button.

(See Attachment B to the User Guide for instructions on importing wrestler information from a spreadsheet.)

7. Bracket Wrestlers

Click on “**DATA ENTRY**”

If you had entered weight classes in the "Weight Classes and Mats" screen, your brackets will already appear here. If not, simply select a Division from the drop-down list, enter a Weight (must be a number, like 95, 103, etc), enter a text weight description (like “HVWT”) if you like in the Weight Text field, enter a Mat number, if applicable, and select the Bracket Size. The default bracket size is 8-person double elimination.

Now you are ready to enter participants for this bracket. You have several options for entering wrestlers.

If you do not pre-register wrestlers

Type the wrestler's name in the Name field. If you had entered teams that you expected, you can select the team from the drop-down list or you can type in the Team name. At this point, you can go on to enter the next wrestler or you can create a Wrestler Registration/Weigh-In card and number for that person by double-clicking on the blank Wrestler Number field on the left side of the form. This will effectively register that person, assign them a Wrestler Number and make that information available on future drop-down lists and for using the seeding feature.

If you did pre-register wrestlers

If you used the printable Weigh-In Cards, you can simply enter the Wrestler Number from that card to put him into the bracket. If you want to enter wrestlers from a list of those that had registered in that Division and at that Weight, use the drop-down list of wrestler names and select the one you want to enter.

If you did pre-register wrestlers and you want to seed wrestlers in this bracket

Click on the Open Seeding Table button. You have the same option here of entering Wrestler Numbers from the weigh-in cards, or you can use the drop-down list of "eligible" wrestlers. Once you have selected the wrestlers for this bracket, number the seeds and click on the Submit Final Bracket button. This will place the selected wrestlers into the bracket in their seeded position.

Once you have completed the data entry for a bracket, you can click on the buttons at the bottom of the screen to print the Bracket Sheet and first round Bout Slips for this bracket. Note that if you are running Round Robin brackets, this will print bout slips for the entire tournament for this bracket.

Click on “Add Record” to enter another bracket or click on the Close Form button.

8. Print Brackets and Bout Slips

When you have all the brackets for a Division entered, if you haven't done so, you will want to print out the Bracket Sheets and the Bout Slips for the first round.

Click on the menu bar item labeled "Print Brackets & Bout Slips".

Select the Division and Bracket(s) you want, and click on the buttons to print the Brackets and appropriate Bout Slips.

9. Enter Results and Track Tournament Progress

Click on “**BRACKET SHEETS**”.

All of your brackets should appear here along with all of the wrestlers assigned to each bracket. When the results of an individual match comes in, navigate to the appropriate bracket either by using the arrow buttons at the top center of the screen or by selecting the bracket from the drop-down list directly below the arrow buttons.

CAUTION: Do NOT try to go to a specific bracket by entering information in the Division or Weight fields. The program will interpret this as trying to change the information already entered.

If you had not entered Mat numbers and want to now, you can enter/change them on this screen

To show the winner of a match, double click with the mouse on the winner's name. This will open a pop-up screen where you can enter the results of the match.

If you make a mistake and click on the wrong person, simply select Cancel in the pop-up screen or, if it is too late to do that, double click on the correct person's name and enter the correct results.

If you entered the results in the wrong place (wrong match, wrong round, etc) and want to clear what you had done, click on the name of either wrestler in the match you want to undo and, in the pop-up screen for results, select Clear.

The winner will automatically be advanced and the loser will be moved to the appropriate consolation match or eliminated.