

Tournament Scheduler Pro Quick Start Guide

New Tournament

1. The Scheduling Wizard comes up automatically when you start the program. The buttons on the Wizard are listed in order to step you through creating a tournament.
2. If you just need a blank bracket or if you don't need automated game time scheduling, click the Quick Chart button on the bottom of the Wizard or select Quick Chart from the Tools Menu. After completing the Quick Chart window, proceed to step 9. If you are not using Quick Chart, proceed to step 3.
3. Click New Tournament on the Wizard or select New Tournament from the File Menu. Enter the name of your tournament (**tip:** If you have multiple events in your tournament, enter a name to represent the overall tournament, e.g. Lakeview Youth Basketball)
4. After you enter the name of your tournament, the Tournament Setup window is automatically displayed. There are tabs for Events, Locations, Players, and Teams.
 - Events – Enter the Event Name and select the Event Type and click Save (**tip:** Enter the age division or group for the Event name, e.g. Boys U12, 8th Grade Girls, T-ball). Next click on the Locations tab.
 - Locations – Enter the Location Name and click Save (**tip:** Enter each playing surface as a separate location, e.g. Parkview Court1, Parkview Court 2, Harris North Field)
 - Players – If you have an event for individual players, add player names here. If you have a team event, you may skip this and click on the Teams tab.
 - Teams – Enter team name and click Save. Continue until you have added all the teams for the event. Next click OK.
5. Now you'll see your event chart with the event name at the top and blank brackets. If you have multiple events, click on Tournament Setup on the Wizard or select Tournament Setup from the Edit Menu and repeat the steps above for each event in your tournament. Use the Current Event drop down list to toggle between events.
6. Next, click Game Times on the Wizard or select Game Times from the Schedule Menu. Click on the day your tournament starts on the calendar. Enter the start time of the first and last game, enter the number of minutes each game lasts, and click Add. If your tournament runs over multiple days, click on the next day on the calendar and add more game times. Click Close.
7. Click Seed Tournament to seed the teams. If you have not entered seeds, teams are seeded randomly. If you have entered seeds, the default seeding method is Advantage (gives advantage to top seeds). To change the seeding method, select Seeding Method from the Seed Menu.
8. Click Compute Schedule and select one or more events. This assigns game times and locations to each game in the event.

Tournament Scheduler Pro Quick Reference

Edit Tournament

9. Move your mouse over any game number or set of brackets and click to display the Edit Game window. This is where you may edit the opponents and game information (location, date/time). All fields are optional. To automatically advance a team to the next bracket, click on the Winner box next to the appropriate opponent.
10. To change the title at the top of the chart, or to add a sub-title, click on the Edit Menu and select Titles.

Print Tournament

11. Click the Printer Icon on the tool bar or select Print from the File Menu to print the tournament chart.
12. Click on the Tools Menu and select Options to change the bracket style, print options, and fonts. To import a picture or logo, click on the Edit Menu and select Import Picture.
13. Check-on **Fit to One Page** on the Options window to reduce the chart down to print on 1 page.

Save to PDF

14. To save the tournament chart to a PDF file, click on the File Menu and select Save to PDF. Now you can send an email with the PDF as a file attachment. Or save the PDF file to a USB drive and take it to a printer to have a wall poster created.

Create Website

15. Click on the Internet Menu and select Internet Options. This is where you select the reports and pictures to include on your website. Add custom text on the Page Content tab.
16. Once you have your content ready, click on the Internet Menu and select Publish Website. You will be prompted for a name the first time you publish. You can re-publish anytime to update your website as the tournament progresses.

Tutorial

Go to <http://www.allprosoftware.com/ts/tutorial> to view short video tutorials

Technical Support

Go to <http://www.allprosoftware.com/technicalsupport> where you can:

- Find answers to common questions
- Open a problem using our online Help Desk