



...

*the fastest and easiest way
to create and share
league and tournament information!*

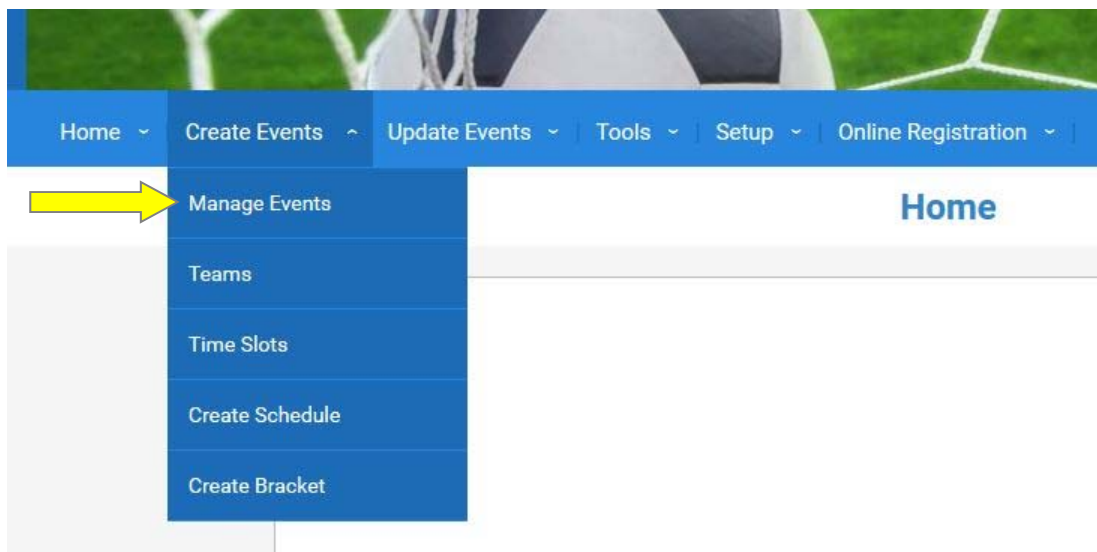
CREATING AND MANAGING LEAGUES AND PLAYOFFS

If you still have questions after reading this tutorial,
contact one of the following people:

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Creating Schedules



Bring down the **Create Events** menu, and we begin by clicking on **Manage Events**.

1 – Manage Events

Save Changes

Add an Event

League/Division Name

Season/Tournament

Spring 2017 Add a new season

Sport

Soccer - Youth

Event Type

League plus Playoff

+ Add Another Event

View Recycle Bin Copy Event Linked to Shared Event Import Teams

In the **League/Division Name** field at the top of the yellow box, type in the name of one division, e.g., "U8 Girls".

Choose your Season or Tournament Name from the dropdown.

Choose your Sport from the dropdown.

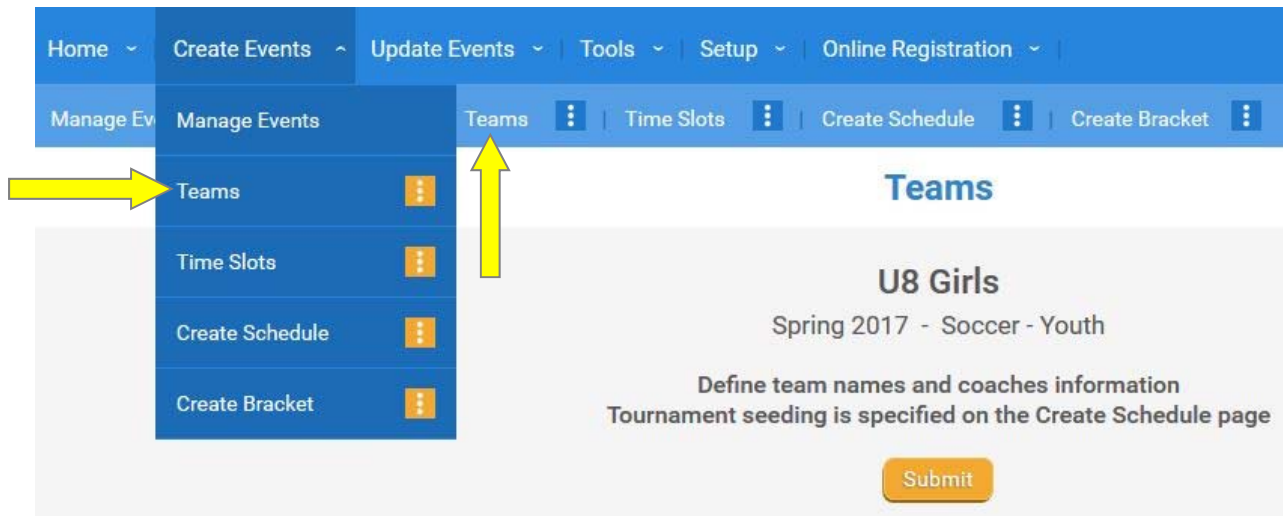
Choose the Event Type from the dropdown.

Additional divisions can be added by clicking **+Add Another Event**.

Click the **Save Changes** button when finished adding your league(s).

****If your season or tournament name is not listed in the drop down menu, click **Add a new season** to create a new season or tournament name, and then return to **Manage Events**.**

2a – Teams



Again, using the Create Events drop down menu, click on **Teams**.

We recommend using the **Multiple Teams** box to insert all placeholder teams at once. Team names can be changed at any time. If you prefer, you can type in each team name one by one followed by the **Submit** button. Teams can also be imported from a .CSV file.

2b – Teams – Inputting Team Information

The screenshot shows a web interface for managing team information. At the top, there is a green button labeled "Show Team Subtitle" and a dropdown menu labeled "Change Privacy for All Coaches:" with a yellow arrow pointing to it. Below this is a table with columns for "Team Name", "Coach's Name", "Phone", "Email", and "Order Remove Add".

Team Name	Coach's Name	Phone	Email	Order Remove Add
Reign	Megan Rapinoe Head Coach	555-555-5555 555-555-5555	name@email.com 2nd Email	Remove +
Dash	Coach Name Title	Phone 2nd Phone	Cell Work Email 2nd Email	+
Thorns FC	Coach Name Title	Phone 2nd Phone	Cell Work Email 2nd Email	+
Reign FC	Coach Name Title	Phone 2nd Phone	Cell Work Email 2nd Email	+

At the bottom of the interface, there are several green buttons: "Edit Team Messages", "Team Preferences", "Invite Coaches to Register", "Email All", and "Move Games to Another Team". A yellow "Submit" button is located at the bottom center.

Enter the Team Name, Coach's Name, Phone Number, and Email. Coach information is optional, but is necessary if you plan to send text messages or emails to coaches.

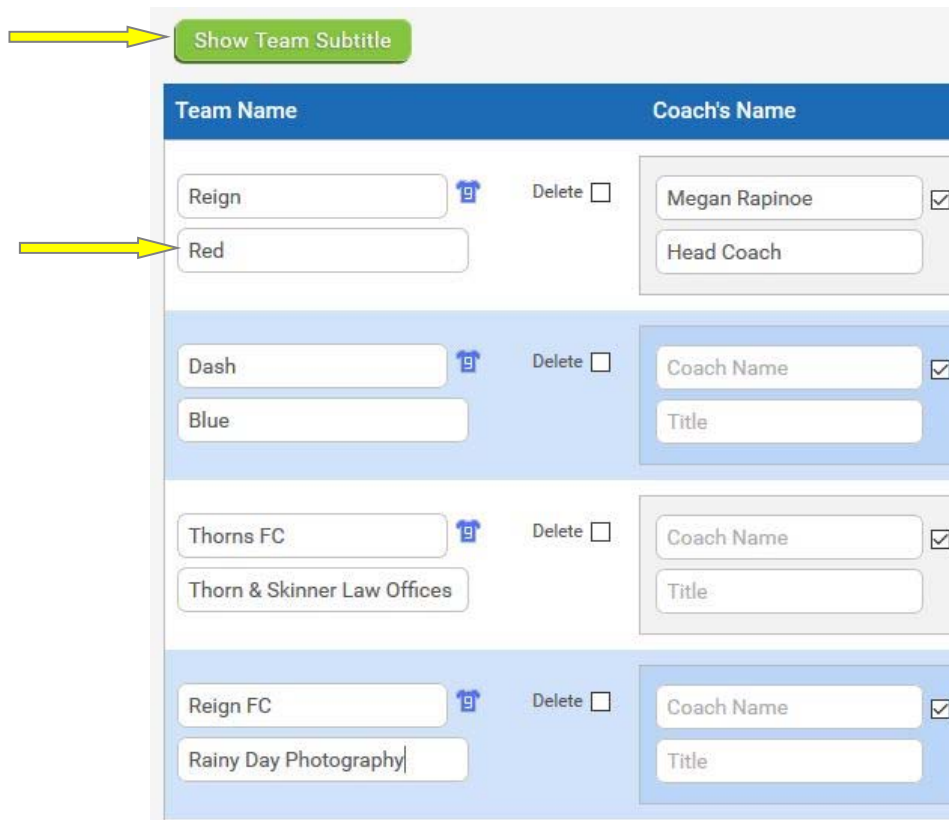
Each contact has a check-box next to their information. When checked, this information will be displayed to the public on the team-specific schedule page.

Privacy can be set the same for all coaches using the drop-down selector titled **Change Privacy for All Coaches**.

Additional coaches can be added by clicking the green plus icon on the right.

This close-up view shows the "Change Privacy for All Coaches:" dropdown menu at the top. Below it is a form with a blue header containing "Email" and "Order Remove Add". The form has two input fields: "name@email.com" with a checked checkbox and "2nd Email" with an unchecked checkbox. A yellow arrow points to a green plus icon on the right side of the form, indicating where to click to add more coaches.

2c – Teams - Team Subtitles



The screenshot displays a web interface for managing teams. At the top, a green button labeled "Show Team Subtitle" is highlighted with a yellow arrow. Below this, a table lists teams with columns for "Team Name" and "Coach's Name". The "Team Name" column contains text input fields for "Reign", "Red", "Dash", "Blue", "Thorns FC", "Thorn & Skinner Law Offices", "Reign FC", and "Rainy Day Photography". Each team entry has a "Delete" checkbox and a trash icon. The "Coach's Name" column contains text input fields for "Megan Rapinoe", "Head Coach", "Coach Name", "Title", "Coach Name", "Title", "Coach Name", and "Title". Checkmarks are present next to the "Coach Name" fields for the first three teams. A second yellow arrow points to the "Red" team's subtitle field.

Team Name	Coach's Name
Reign Red	Megan Rapinoe Head Coach
Dash Blue	Coach Name Title
Thorns FC Thorn & Skinner Law Offices	Coach Name Title
Reign FC Rainy Day Photography	Coach Name Title

Team Subtitles are an optional feature on the Teams page. Click **Team Subtitles**.

Subtitles are displayed in the standings below the team name.

Subtitles can be anything at all that you think will help identify a team. Common uses are the team color, sponsor, or city/state of origin.

2d – Teams - Team Preferences

Next, let's look at the green button titled **Team Preferences**.

Edit Team Messages Team Preferences Move Games to Another Team

Submit

Add a Preference

Pride Don't start after time, specific date 1:00 PM 4/15/17

Comment

Current Preferences

Red Stars Don't start before time, all dates 10:00 AM Delete

Coach works until 9:00 AM every Saturday.

Don't start after time, specific date

Don't start before...

Don't start before time, all dates

Don't start before time, specific date

Don't start before time, day of week

Don't start after...

Don't start after time, all dates

Don't start after time, specific date

Don't start after time, day of week

Don't play on...

Don't play on specific date

Don't play on day of week

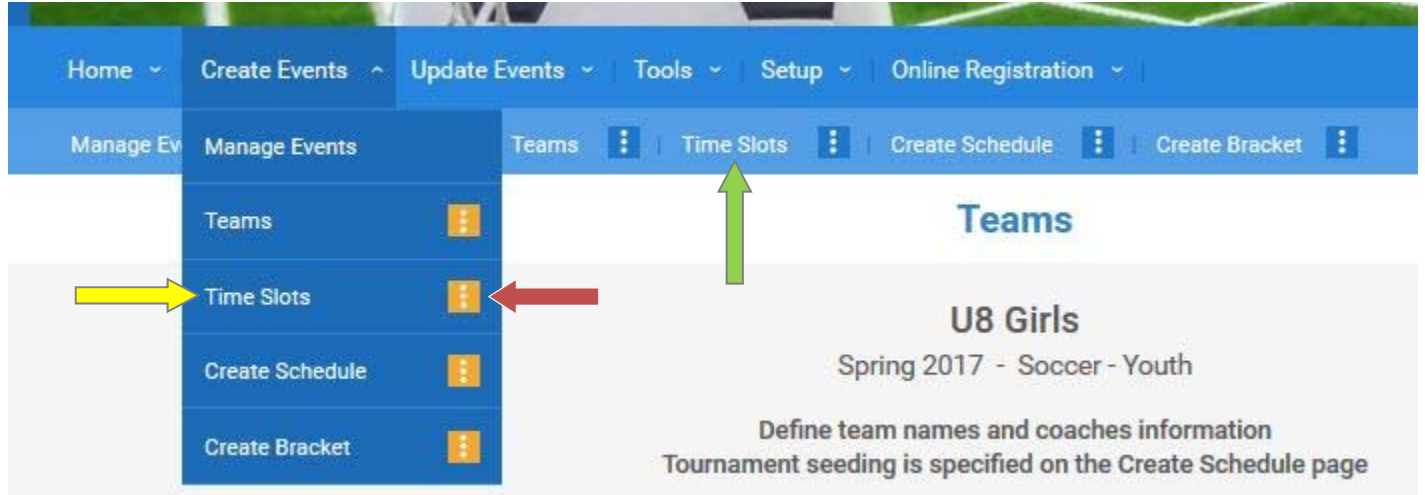
Note: If any team preference goes unsatisfied, you will be notified at the top of the Edit Schedule page.

Team preferences are optional, but often we encounter coaches or teams with special requests. If possible, QuickScores will schedule games around these requests, so you do not have to worry about missing anything.

Choose a team from the drop-down selector. You may add as many preferences per team as you like.

The more preferences you have in a league, the less likely you are to have every preference met, so the comment section helps you remember how important that preference is for that team.

3a – Time Slots



Now that Teams are in place, let's go down the list of Create Events to **Time Slots**.

Note, the Create Events drop down is not the only place you can click on **Time Slots**. It is also available in the secondary menu (see green arrow).

Clicking the small box with the three vertical dots (see red arrow) allows you to choose another division for editing Time Slots.

3b – Time Slots

Submit

Add Time Slots

Day of Week: Start Time: Quantity: Interval (minutes): Location:

New Melle 1

New Melle 2

New Melle 3

New Melle 4

New Melle 5

Hold CTRL + Click to select multiple

? How many slots do I need?

#	Day	Time	Location	All
1	<input type="text" value="Saturday"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="New Melle 1"/>	Delete <input type="checkbox"/>
2	<input type="text" value="Saturday"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="New Melle 3"/>	Delete <input type="checkbox"/>
3	<input type="text" value="Saturday"/>	<input type="text" value="10:15 AM"/>	<input type="text" value="New Melle 1"/>	Delete <input type="checkbox"/>
4	<input type="text" value="Saturday"/>	<input type="text" value="10:15 AM"/>	<input type="text" value="New Melle 3"/>	Delete <input type="checkbox"/>

Time Slots come in different combinations. You may want to use one field, two fields, or more for a single league.

You may play on several days of the week for this league. If so, put in your time slots one day at a time. For this league, I want them to play on Saturday with the first game starting at 9:00 AM. I want the games to last one hour and have a 15 minute break for rest. I will be using New Melle Fields 1 and 3.

So, I put in Saturday with a start time of 9:00 AM. I add the 15 minutes of rest to the one hour of gameplay for an Interval of 75 minutes. I clicked on both New Melle 1 and New Melle 3.

Now, you may notice my Quantity is 4. I have placed 4 teams in this league, so a Quantity of 4 is going to give me Double-Headers. If you only want each team to play one game, set your Quantity to HALF of the number of your team count. Unsure of how many slots you need? Click on "How many slots do I need?"

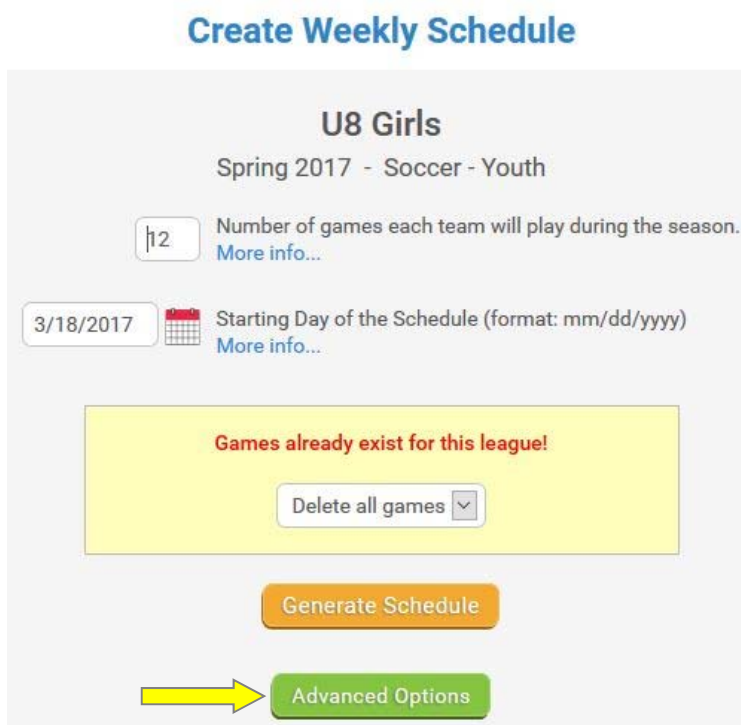
Generate Schedule Regular Season

This is where the magic happens!

4a – Generate Schedule – Regular Season



Now that our Time Slots have been defined, let's go to **Create Schedule**.



I want each team to play 12 games during the season. I have set my starting date as 3/18/17. With the double-headers, this will be a 6 week season since each team will play twice every Saturday. If all of your league parameters have been set, click **Generate Schedule**. But what if I have holidays or the fields aren't always available during the season?

Click on the **Advanced Options** button.

4b Generate Schedule - Advanced Options

Number of Teams: 4 | Number of Games per Team: 12 | Total Number of Games: 24

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Saturday 9:00 AM New Melle 1	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✗	4/15 ✓	4/22 ✓	4/29 ✓	5/6 ✓
Saturday 9:00 AM New Melle 3	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✗	4/15 ✓	4/22 ✓	4/29 ✓	5/6 ✓
Saturday 10:15 AM New Melle 1	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✗	4/15 ✓	4/22 ✓	4/29 ✓	5/6 ✓
Saturday 10:15 AM New Melle 3	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✗	4/15 ✓	4/22 ✓	4/29 ✓	5/6 ✓

Slot is available, but not needed for a game
 Slot is available and used for a game
 Slot is not available for a game

Click icon to toggle availability

Games already exist for this league!

Delete all games

Generate Schedule

Let's say that on March 25th and April 8th, the fields are being used by an outside organization for a tournament. So, we cannot have games these days.

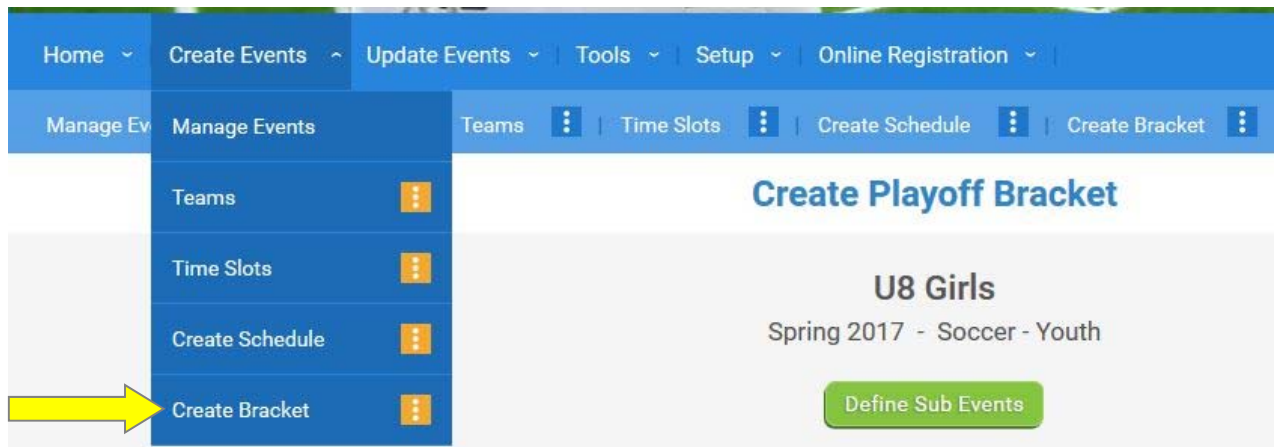
By clicking the RED X at the bottom of these columns, no games will be played during those weeks and the schedule will be extended to 4/29/17 and 5/6/17 to ensure everyone still gets their 12 games.

Click the **Generate Schedule** button.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Saturday 9:00 AM New Melle 1	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✗	4/15 ✓	4/22 ✓	4/29 ✓	5/6 ✓
Saturday 9:00 AM New Melle 3	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✓	4/15 ✓	4/22 ✗	4/29 ✓	5/6 ✓
Saturday 10:15 AM New Melle 1	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✗	4/15 ✓	4/22 ✓	4/29 ✓	5/6 ✓
Saturday 10:15 AM New Melle 3	3/18 ✓	3/25 ✗	4/1 ✓	4/8 ✓	4/15 ✓	4/22 ✗	4/29 ✓	5/6 ✓

You may also block off single fields/times by clicking a green checkmark, and it will become X'ed out.

5a – Create Events – Playoffs



If you have playoffs at the end of the season, you can create your bracket before, during, or after your season. By having a bracket available as the season goes on, teams will have a better idea of when and where they will play based on their potential seeding.



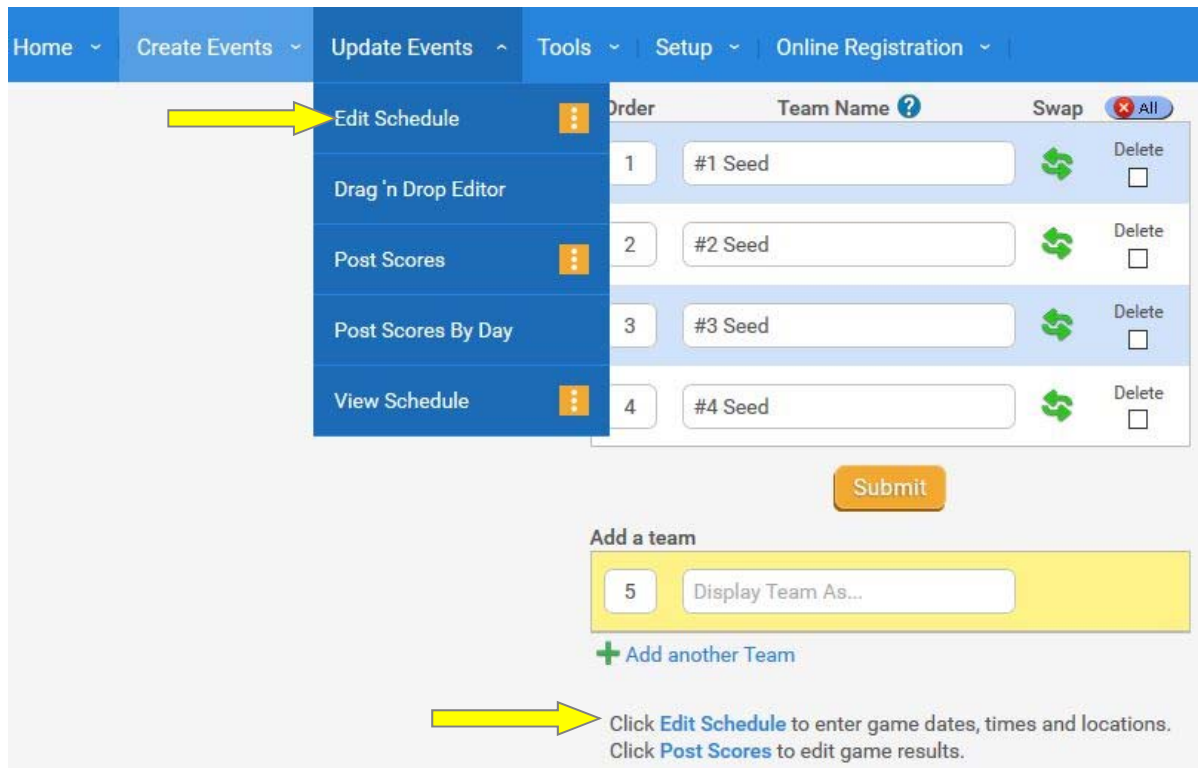
Click the down arrow to choose the bracket type.

Insert the number of teams that will make the playoffs.

Note: You cannot insert all team names into the bracket until the season is complete and all scores have been entered.

Game Times and Locations are placed in the bracket on the following step using **Edit Schedule**.

5b – Create Events – Playoffs



Home | Create Events | Update Events | Tools | Setup | Online Registration

Update Events dropdown menu:

- Edit Schedule
- Drag 'n Drop Editor
- Post Scores
- Post Scores By Day
- View Schedule

Order	Team Name	Swap	Delete
1	#1 Seed	Swap	Delete <input type="checkbox"/>
2	#2 Seed	Swap	Delete <input type="checkbox"/>
3	#3 Seed	Swap	Delete <input type="checkbox"/>
4	#4 Seed	Swap	Delete <input type="checkbox"/>

Submit

Add a team

5 Display Team As...

+ Add another Team

Click [Edit Schedule](#) to enter game dates, times and locations.
Click [Post Scores](#) to edit game results.

Click **Edit Schedule** in either the top menu or the link below your Seeds.

5c – Edit Schedule - Playoffs

The screenshot shows a tournament editing interface. At the top, there is an orange button labeled "Save Tournament". Below it is a green navigation bar with three buttons: "Advanced Options", "Change Bracket or Seed Teams", and "Show/Hide Game Comments". A yellow arrow points to the "Advanced Options" button. The main area contains a bracket with three games: Game 1 (between #1 Seed and #4 Seed), Game 2 (between #2 Seed and #3 Seed), and Game 3 (between #1 Seed and #2 Seed). Each game entry includes a "Date" field, a "Time" field, and a location drop-down menu.

You have a couple of options here. You can manually enter the date and time in each bracket cell followed by the location with the drop-down.

Or you can use the **Advanced Options** button at the top to enter game details for multiple games at once. Advanced Options is much quicker. After the Advanced Options software has defined all of the game details, you may edit the game info as needed.

You can also put in game comments by clicking the **Show/Hide Game Comments** button. When the comment field is showing, you also will see a **Highlight** checkbox that will give the game a yellow background.

Be sure to click **Save Tournament** when finished.

Making Manual Changes to Schedules

Edit Schedule

Home | Create Events | Update Events | Tools | Setup | Online Registration

Edit Schedule | Drag 'n Drop Editor | Post Scores | Post Scores By Day | View Schedule

Edit Schedule

U8 Girls
Spring 2017 - Soccer - Youth

This schedule is currently hidden from the public.
Are you ready to display it? [Show to Public](#)

Edit Schedule – Moving an Entire Week

The screenshot shows a scheduling interface with a blue header bar. The header bar contains the following elements from left to right: 'Date Week', 'Day Time Location', 'Home Away', 'Comment Options', and 'Swap Games'. Below the header bar, there is a 'Move Week to...' button (green), followed by the text 'Move entire week to', a '#' input field, a 'Date' input field, a 'Select Day' dropdown menu, and a 'Save' button (orange). Below these controls, there are two rows of game details. The first row shows '3/18/17', '1', 'Saturday', 'New Melle 1', '9:00 AM', 'Reign FC', 'Thorns FC', a 'Comment' field, 'Highlight' and 'Practice' checkboxes, and a 'Swap Games' icon. The second row shows '3/18/17', '1', 'Saturday', 'New Melle 3', '9:00 AM', 'Reign', 'Dash', a 'Comment' field, 'Highlight' and 'Practice' checkboxes, and a 'Swap Games' icon. At the top right of the interface, there are three buttons: 'Save Schedule' (orange), 'Cancel Changes' (grey), and 'Save' (orange). Yellow arrows point to the 'Move Week to...' button, the 'Date' input field, and the 'Save Schedule' button.

Click the **Move Week to...** button.

You can move the entire week to another open spot in the season. If you know what week number you would like to move it to, simply place that number in the “#” box.

If you would rather enter the actual date to move the week to, do so in the Date box.

The day of the games can also be changed by choosing **Select Day** within the week you would like to move them to.

Remember to click **Save Schedule**.

Edit Schedule – Swapping Two Games

The screenshot shows two game entries in a schedule editor. The top entry is for 3/18/17 on Saturday at 9:00 AM, featuring a 'Reign' team and 'New Melle 3' as the opponent. The bottom entry is for 3/18/17 on Saturday at 10:15 AM, featuring a 'Reign FC' team and 'New Melle 1' as the opponent. On the right side of the interface, there is a green double-headed arrow icon (a swap icon) and a yellow double-headed arrow pointing vertically, indicating the swap operation between the two games.

The green arrow “swap icon” you see on the right allows you to swap any two games that you want.

If I want the two matchups to switch their locations and/or times on the schedule, I will click the green arrows for one, and then click the green arrows for the other. The two matchups will be swapped, while the opponents will stay the same.

Remember to click **Save Schedule** any time you make a change that you want to keep.

Edit Schedule – Changing One or More Games

The screenshot shows a web interface for editing a game schedule. At the top right, there are two buttons: "Save Schedule" (orange) and "Cancel Changes" (grey). Below these is a header row with columns: "Date Week", "Day Time Location", "Home Away", "Comment Options", and "Swap Games".

A blue bar below the header contains the following controls: "Week 1", a green "Move Week to..." button, "Move entire week to #", a "Date" input field, a "Select Day" dropdown, and a "Save" button.

Two rows of game details are shown, each enclosed in a large curly bracket on the left and right sides. The first row is highlighted in light blue. Each row contains: a date input (3/18/17), a week number input (1), a day dropdown (Saturday), a time input (9:00 AM), a location dropdown (New Melle 1), a home team dropdown (Reign FC), an away team dropdown (Thorns FC), a comment input, and checkboxes for "Highlight" and "Practice". A green "Swap Games" icon is on the right of each row.

The second row contains: a date input (3/18/17), a week number input (1), a day dropdown (Saturday), a time input (9:00 AM), a location dropdown (New Melle 3), a home team dropdown (Reign), an away team dropdown (Dash), a comment input, checkboxes for "Highlight" and "Practice", and an envelope icon.

Everything you see between the brackets above, you are able to edit.

You may change the date, day of week times, and locations for as many games as you wish.

The team matchups can even be edited if you prefer something different. Be careful changing matchups, though, as it will affect the perfect balance that QuickScores gives your schedule.

Did you save the schedule? You should if you make a change.

Edit Schedule – Adding Games Manually

The screenshot shows a form titled "Add a game" with a yellow background. It contains the following fields and controls:

- Date: 5/13/17
- Day: Saturday (dropdown menu)
- Home team: Bye (dropdown menu)
- Away team: Bye (dropdown menu)
- Time: 9
- Comment: (text input field)
- Highlight:
- Practice:

Below the form are three links: [+ Add another Game](#), [Add a Comment](#), and [Add a Practice](#). At the bottom right is an orange **Save Schedule** button with a star icon.

Did you accidentally delete a game? Do you need to add a game manually for any reason? On the Edit Schedule page, scroll to the bottom of your schedule, and you will see the yellow “Add a Game” box.

Here, you can create a matchup at any time, place, and day you wish.

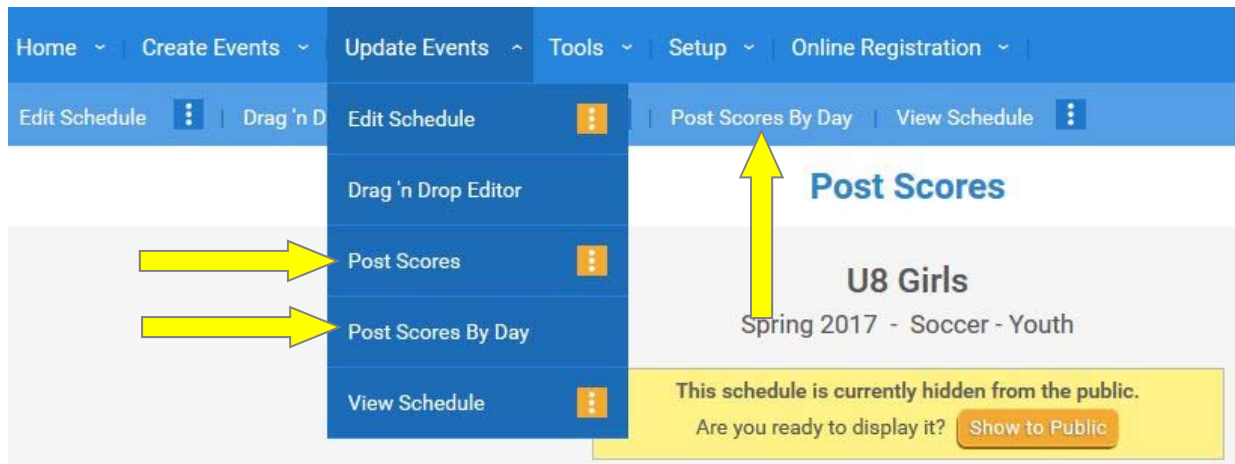
Start by selecting your teams. Click the first “Bye” drop-down and choose your Home team. Click the next “Bye” drop-down and choose your Away team.

Once you have chosen your two teams, you will then be able to add the time and location.

If you want to keep creating games, click the **Add Another Game** link.

Click the well-known **Save Schedule** button when you're done.

Post Scores



You may choose to post scores inside of a specific league, or you may **Post Scores By Day**.

Posting scores by day makes it very easy for you to post scores to all of the leagues that play on a specific date.

Like everything else, you can post scores from your phone, tablet, laptop, etc. anywhere you have internet access.

Post Scores – Regular Season

The screenshot shows a 'Post Scores' interface with the following elements:

- Post Scores** (orange button)
- Page Layout: Standard - All Fields (dropdown)
- Instruction: **To record a forfeit:** Enter a score for the winner and leave the forfeiter's score blank
- Show Week: All (selected), 1, 3, 5, 6, 7, 8
- Week 1** (blue header)
- Match 1:** SAT Mar 18, 2017, 9:00 AM, New Melle 1. Teams: Reign FC (score: 8, highlighted by a yellow arrow) and Thorns FC (score: 3). Includes a Comment box, Highlight checkbox, and Double Forfeit checkbox.
- Match 2:** SAT Mar 18, 2017, 9:00 AM, New Melle 3. Teams: Reign (score: 2) and Dash (score: 5). Includes a Comment box, Highlight checkbox, and Double Forfeit checkbox.

Put your cursor in the box to post a score. Pop in the score for your teams. Clicking the tab key on your keyboard will jump you to the next score box. QuickScores will instantly calculate and adjust standings once you click the **Post Scores** button at the top or bottom of the page.

- Scores can be edited at any time by an Admin or Commissioner if a score is posted incorrectly.
- Forfeits can be scored by entering a score for the team that showed and by leaving the forfeiting team's box completely blank. A double forfeit, where neither team is able to play, is indicated by clicking the Double Forfeit checkbox

Post Scores – Playoffs

The screenshot shows a web interface for entering playoff scores. At the top is an orange button labeled "Post Scores". Below it is a green button labeled "Show/Hide Game Comments". The main content area is a white box with a grey border containing a tournament bracket. On the left side of the bracket, there are four seed number input fields: "#1 Seed", "#4 Seed", "#2 Seed", and "#3 Seed". The bracket itself has three main sections: "Game 1" at the top, "Game 3" in the middle, and "Game 2" at the bottom. Each game section includes a dropdown menu with the text "- select winner -" and a small empty input field for the score. A yellow arrow points from the left towards the "#1 Seed" input field. Another yellow arrow points from the bottom towards the "- select winner -" dropdown for Game 2. At the bottom of the interface is another orange button labeled "Post Scores".

Just like the regular season, pop in your scores for each team in the playoffs. The winner will automatically be advanced once you click **Post Scores**.

If you would like to advance a team (or change a winner), you can do so by clicking “- **select winner** -” in the drop-down selector and then clicking **Post Scores**.

You don't even have to post the score if you only want to display the winners that advance.

Thank you for your time in following this written tutorial of building leagues and playoffs.

Have a great day, and thank you for using QuickScores!

