



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

Creating and Managing Pool Tournaments

If you still have questions after reading this tutorial,
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What is a pool tournament?

A pool tournament is a short-term event, usually one weekend, where the teams are placed into small groups (aka “pools”) of 3 or 4, teams usually play all the other teams in their pool, and some or all of the teams advanced to a playoff bracket based on their record in pool play.

Perhaps the best-known example of a pool tournament is soccer’s quadrennial World Cup tournament. The world’s best 32 national soccer teams are divided into eight pools of four teams. Within each pool, each team plays the other three teams in their pool. The best two teams from each pool then advance to a 16-team single elimination bracket, with an extra game to determine 3rd and 4th places.

In most recreational pool tournaments, teams are guaranteed either three or four games. These tournaments are typically formatted as follows:

Three Game Guarantee

- (a) Pools with three teams. Every team plays the other two teams in their pool. All teams advance to the playoff bracket.

- (b) Pools with four teams. Every team plays the other three teams in their pool. Only the top one or two teams from each pool advance to the playoff bracket.

Four Game Guarantee

Pools with four teams. Every team plays the other three teams in their pool. All teams advance to the playoff bracket.

In QuickScores, a pool tournament can have any number of teams, and the teams can be divided into any number of pools with any number of teams. While the most common situation has every team playing all other teams within their pool, QuickScores provides three other alternatives.

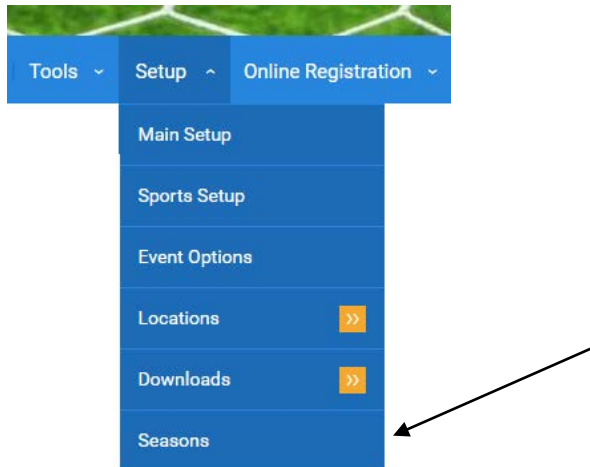
- (1) Play some, but not all, teams in the pool (such as only playing three other teams in a five-team pool), or playing some teams more than once (such as playing three games in a three-team pool).

- (2) Play all the teams in another pool, such as two pools of three teams, where each team plays against all of the teams in the other pool and none in their own pool.

- (3) Mini-bracket in a four-team pool. The four teams are paired into two games. The two winning games play each other to determine 1st and 2nd places, while the two losing teams play each other to determine 3rd and 4th places.

Create a “season” for the tournament

Under the Setup menu, click on Seasons.
Add the name of the tournament in the yellow box.



Seasons and Tournament Names

Create Seasons like "Spring 2018" or "Fall 2019"
or enter Tournament names like "2018 Halloween Hoopfest".

Your leagues/divisions will be assigned to these groups on the Manage Events page. ?

Submit

Add a Season/Tournament

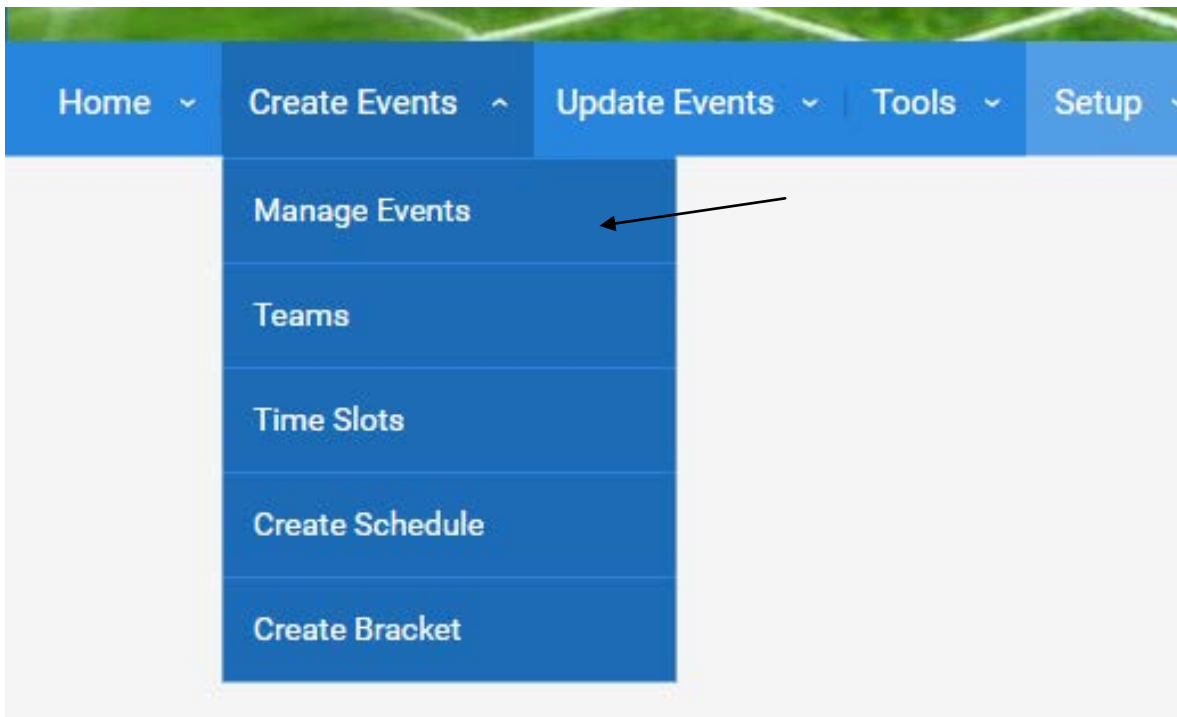
2019 Labor Day Lollapalooza|

1

+ Add another Season/Tournament

Season/Tournament Name	Order	Delete
CENTEX 2018	1	in use
Fall 2019	2	in use

Creating Pool Schedules



Bring down the **Create Events** menu, and we begin by clicking on **Manage Events**. We're going down the list in order from **Manage Events, Teams, Time Slots, and Create Schedule**.

- 1 – Create your age divisions in the **League/Division Name** box. You want to list your age divisions separately.
- 2 – Tag your divisions with the appropriate tournament name.
- 3 – Choose the appropriate Sport.
- 4 – For Pool Play w/ a Bracket, choose **Pool Tournament**.
- 5 – Multiple divisions for this tournament can be added at once by clicking **Add Another Event**.
- 6 – Click **Save Changes** or **Add Event** when finished.

Add an Event

14U Boys

Season/Tournament: 2019 Labor Day Lollapalooza Sport: Softball - Fastpitch

Event Type: Pool Tournament

Add Event

+ Add Another Event

View Recycle Bin Copy Event Linked to Shared Event Import Teams

2019 Labor Day Lollapalooza Baseball ✕

12U Boys Order: 1 Options Hidden

2019 Labor Day Lollapalooza Baseball

Pool Tournament Define Sub-Events 0 of 0 Delete

Save Changes

Once your Divisions are in place, you can now move on to inserting Teams into your Divisions. Go to **Create Events** and click **Teams**.

Home Create Events Update Events Tools Setup Online Registration

Manage Events Manage Events Time Slots Create Schedule Create Bracket

Teams **Manage Events**

Create or change league, division, or age group
classified by sport and season.

Jump To

2019 Labor Day Lollapalooza Baseball, Softball

Save Changes

Inputting Teams

Display Teams for ...

Expand All Collapse All Filter: All Sports

2019 Labor Day Lollapalooza Baseball
12U Boys ←

2019 Labor Day Lollapalooza Softball - Fastpitch
12U Girls ←

Select the division which you would like to begin building.

Teams

12U Boys
2019 Labor Day Lollapalooza - Baseball

Define team names and coaches information
Tournament seeding is specified on the Create Schedule page

Submit

Add Teams Import Teams

Team Name Coach Name Phone Cell Email Coach +

Multiple Teams: Insert [] placeholder teams Add Teams

Edit Team Messages Team Preferences Move Games to Another Team

This event does not have any teams defined.

Edit Team Messages Team Preferences Move Games to Another Team

Submit

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.

Teams – Inputting Team Information

The screenshot displays a web interface for managing teams. At the top, there is a green button labeled 'Show Team Subtitle' and a dropdown menu for 'Change Privacy for All Coaches:'. Below this is a table with columns for 'Teams', 'Delete Team', 'Coach's Name', 'Phone', 'Email', and 'Order Remove Add'. The table lists four teams: Astros, Dodgers, Mariners, and Braves. Each team row contains a 'Delete' button, a 'Coach's Name' field with a checkmark, a 'Phone' field with a dropdown for 'Cell' or 'Work', and an 'Email' field with a checkmark. A green plus icon is visible on the right of each row. Below the table are three green buttons: 'Edit Team Messages', 'Team Preferences', and 'Move Games to Another Team', followed by an orange 'Submit' button.

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 'Email' section of the coach information form. It includes a dropdown menu for 'Change Privacy for All Coaches:'. Below it are three rows of input fields for 'Email' and '2nd Email', each with a checkmark and a green plus icon on the right. An arrow points to the plus icon in the first row.

Teams – Separate Pools

The screenshot shows a web interface for managing teams. At the top, there's a section titled "Add Teams" with a yellow background. It contains several input fields: "Team Name", "Coach Name" (with a checkmark), and "Phone". Below these is a "Pool:" dropdown menu with "A" selected. A "Multiple Teams:" section includes a dropdown menu set to "Replace existing teams with", a "placeholder teams" input field, and a "Replace Teams" button. Below that, an "Edit Pools:" section has a text input set to "1" followed by "pools" and an "Assign Pools" button. An arrow points to this "Edit Pools:" section. Below the yellow section are two green buttons: "Edit Team Messages" and "Team Preferences". Further down is a "Show Team Subtitle" button. At the bottom, there's a table with a blue header. The header has "Teams 4", "Delete Team", "Coach's Name", and "Phone". The table body shows a row for "Team 1" with a trash icon, a "Delete" button, "Coach Name" (with a checkmark), and "Phone". Below the table is a "Pool:" dropdown menu with "A" selected.

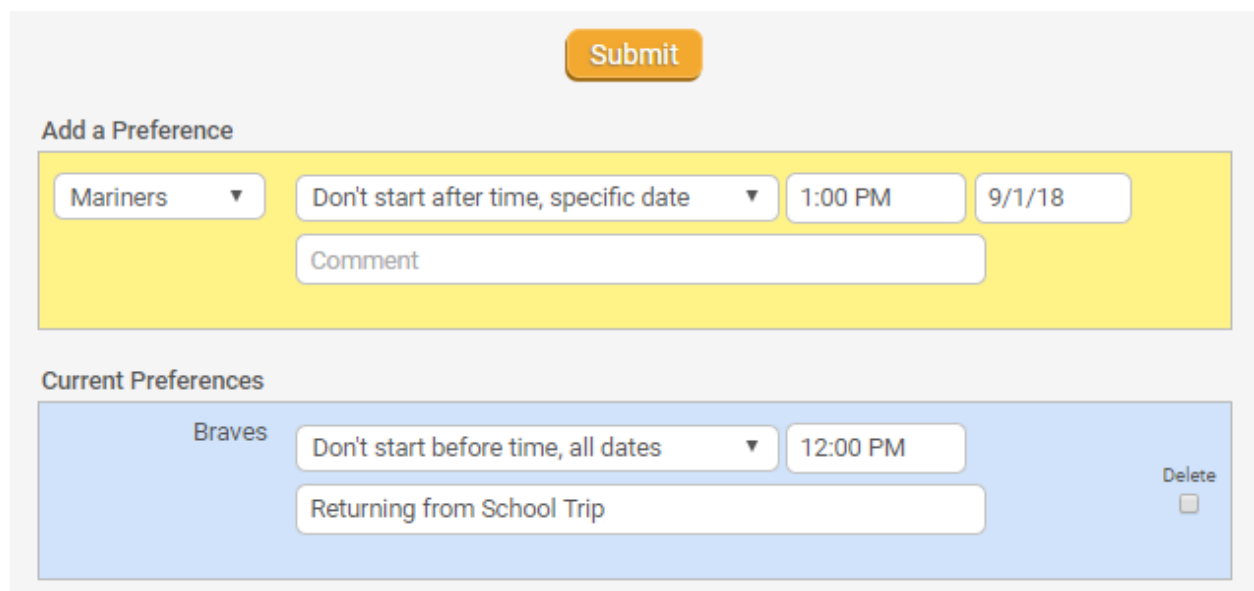
Once teams are in place, and you have an appropriate number of teams to do so, you can split them into separate pools.

Pool structure depends on how many teams you have and how many games of pool play you intend to give each team.

Example – If you have 12 total teams, and you want each team to play 3 games of pool play, you should split your teams into 3 pools. This way, you have 4 teams in each pool. Three games of pool play guarantees each team plays the opponents in their pool one time.

Teams – Team Preferences

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

A screenshot of the 'Team Preferences' form. At the top is an orange 'Submit' button. Below it is the 'Add a Preference' section with a yellow background. It contains a team selector (Mariners), a preference type dropdown (Don't start after time, specific date), a time field (1:00 PM), a date field (9/1/18), and a comment field. Below that is the 'Current Preferences' section with a blue background. It shows a preference for the 'Braves' team with a preference type dropdown (Don't start before time, all dates), a time field (12:00 PM), a comment field (Returning from School Trip), and a 'Delete' button.

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 your schedule, 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.

Time Slots

The screenshot shows a web application interface for managing events. The top navigation bar includes 'Home', 'Create Events', 'Update Events', 'Tools', 'Setup', and 'Online Registration'. The 'Create Events' menu is expanded, showing options: 'Manage Events', 'Teams', 'Time Slots', 'Create Schedule', and 'Create Bracket'. An arrow points to 'Time Slots'. The main content area is titled '12U Boys' and '2019 Labor Day Lollapalooza - Baseball'. It contains the text: 'Define when and where the games will be played in the round-robin portion of the pool tournament.' Below this is a yellow box titled 'Define Pool Play Games' with the instruction: 'Pick the number of games and opponents for each pool'. A table is shown with the following data:

Pool	Teams	Games	Opponent ?
Pool A	4	3 ▼	A ▼

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.

Clicking the small box with three vertical dots allows you to choose another division for editing Time Slots.

Time Slots

Define Pool Play Games

Pick the number of games and opponents for each pool

Pool	Teams	Games	Opponent ?
Pool A	4	3 ▼	A ▼

Use "mini bracket" scheduling for 4 team pools ?

Save Pool Setup

of Time Slots Needed

6 total games

- 0 current time slots

6 slots needed

Submit

Add Time Slots

Day of Week	Start Time	Quantity	Interval (minutes)	Location
Saturday ▼	9:00 AM	1	75	<div style="border: 1px solid #ccc; padding: 2px;"> Choose Location(s) <ul style="list-style-type: none"> ACC Gym 1 Complex - Field 1 Complex - Field 2 Complex - Field 3 </div>

Hold CTRL + Click to select multiple

#	Day	Time	Location	X Delete
1	Saturday ▼	9:00 AM	Complex - Field 1	Delete <input type="checkbox"/>
2	Saturday ▼	9:00 AM	Complex - Field 2	Delete <input type="checkbox"/>
3	Saturday ▼	10:15 AM	Complex - Field 1	Delete <input type="checkbox"/>
4	Saturday ▼	10:15 AM	Complex - Field 2	Delete <input type="checkbox"/>
5	Saturday ▼	11:30 AM	Complex - Field 1	Delete <input type="checkbox"/>
6	Saturday ▼	11:30 AM	Complex - Field 2	Delete <input type="checkbox"/>

Submit

Time Slots

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

You may play on multiple days for your tournament. If so, put in your time slots one day at a time. For this tournament, 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 and field prep. I will be using Complex Fields 1 and 2.

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 game play for an Interval of 75 minutes. I held my Ctrl key on my keyboard and clicked on both Field 1 and Field 2.

Now, you may notice my Games column is 3. Once you have defined how many games each team will play for Pool Play, QuickScores will tell you how many total games you need to schedule to accomplish this. With 4 teams playing three games each, not only will you play each team in your pool, but you need a total of 6 games to schedule your games.

If you change your Games column to 2, QuickScores will tell you to schedule 4 total games to accomplish this.

For a change of pace, check out our 4-Team Mini-Bracket.

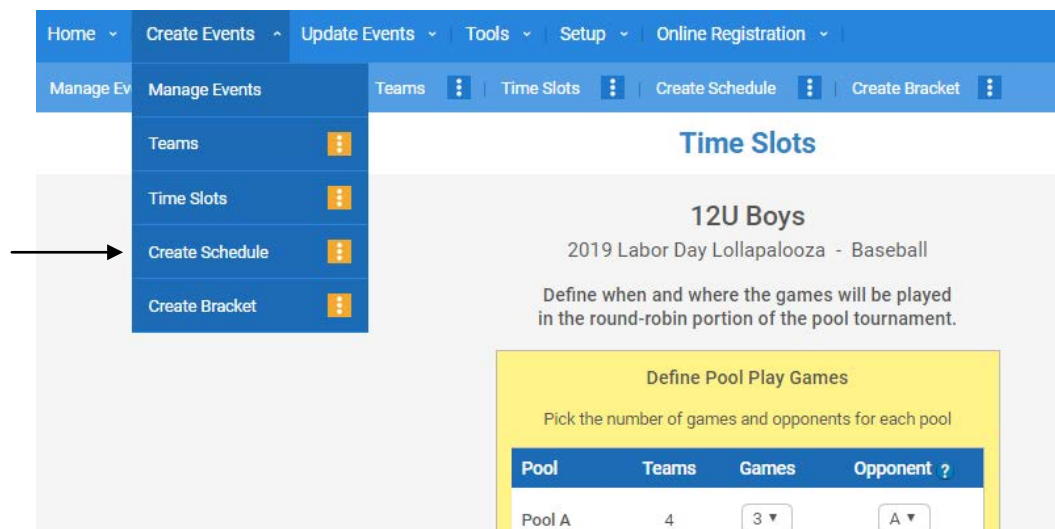
4-Team Mini-Bracket in Pool Play - Help Guide

If you have a pool tournament with 4-team pools, we have a new way to schedule your pool play round. This mini-bracket scheduling works like this:

1. The four teams are matched up into two games. 1 vs 4 and 2 vs 3 according to how they are listed on the Teams page.
2. Then the winners of the first two games play each other, and the losers play each other.
3. Everyone will have played two games and we can rank the teams in the pool based on this "mini-bracket".

1st - Winner of both games
2nd - Loser of the winner's game
3rd - Winner of the loser's game
4th - Loser of both games

Generate Schedule Pool Play



Time Slots

12U Boys

2019 Labor Day Lollapalooza - Baseball

Define when and where the games will be played in the round-robin portion of the pool tournament.

Define Pool Play Games

Pick the number of games and opponents for each pool

Pool	Teams	Games	Opponent ?
Pool A	4	3 ▼	A ▼

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

Create Pool Play Schedule

The screenshot shows a web interface for creating a pool play schedule. At the top, it says "12U Boys" and "2019 Labor Day Lollapalooza - Baseball". Below this is a form with two steps:

- 1** Schedule Start Date: A text input field contains "9/14/2018", followed by a calendar icon and a help icon.
- 2** To define when pool play games will be played, go to the [Time Slots](#) page.

At the bottom of the form is a yellow button labeled "Generate Schedule".

You've already identified how many games each team should play, so now all that is left is to identify the first day of games for your tournament. Once that is set, click **Generate Schedule**.

Create Bracket

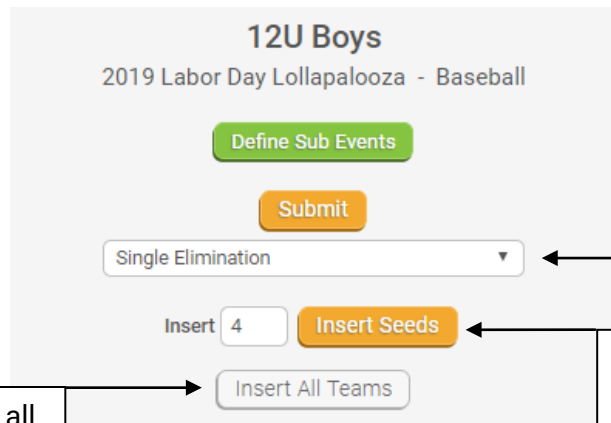
The screenshot shows a web interface for creating a tournament bracket. The top navigation bar includes "Home", "Create Events", "Update Events", "Tools", "Setup", and "Online Registration". Below this is a sub-navigation bar with "Manage Events", "Teams", "Time Slots", "Create Schedule", and "Create Bracket".

The main content area is titled "Create Tournament Bracket" and is for "12U Boys" and "2019 Labor Day Lollapalooza - Baseball". It contains the following elements:

- A green button labeled "Define Sub Events".
- A yellow button labeled "Submit".
- A dropdown menu currently set to "Single Elimination".
- An "Insert" input field with the number "4" and a yellow button labeled "Insert Seeds".

An arrow points to the "Create Bracket" option in the sub-navigation bar.

If you have a bracket (not required) following your Pool Play, you can create it before, during, or after your Pool Play is complete. By having a bracket available as the Pool Play is in session, teams will have a better idea of when and where they will play based on their potential seeding.



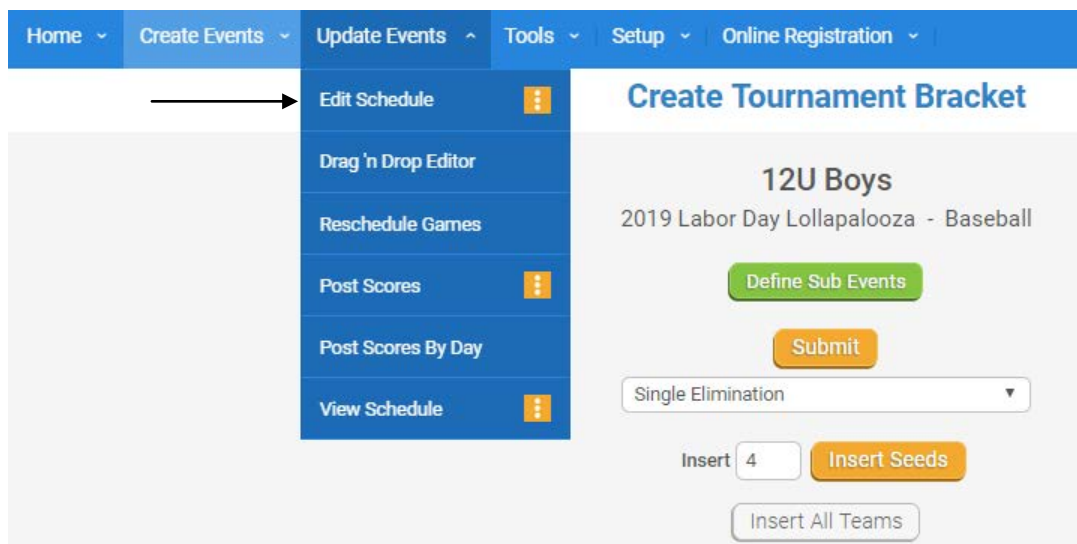
Click the down arrow to choose the bracket type.

Insert the number of teams from Pool Play that will make the tournament.

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

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

Create Bracket



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

Edit Schedule – Bracket

Let QuickScores do the work.

Manually input game Date, Time, Location.

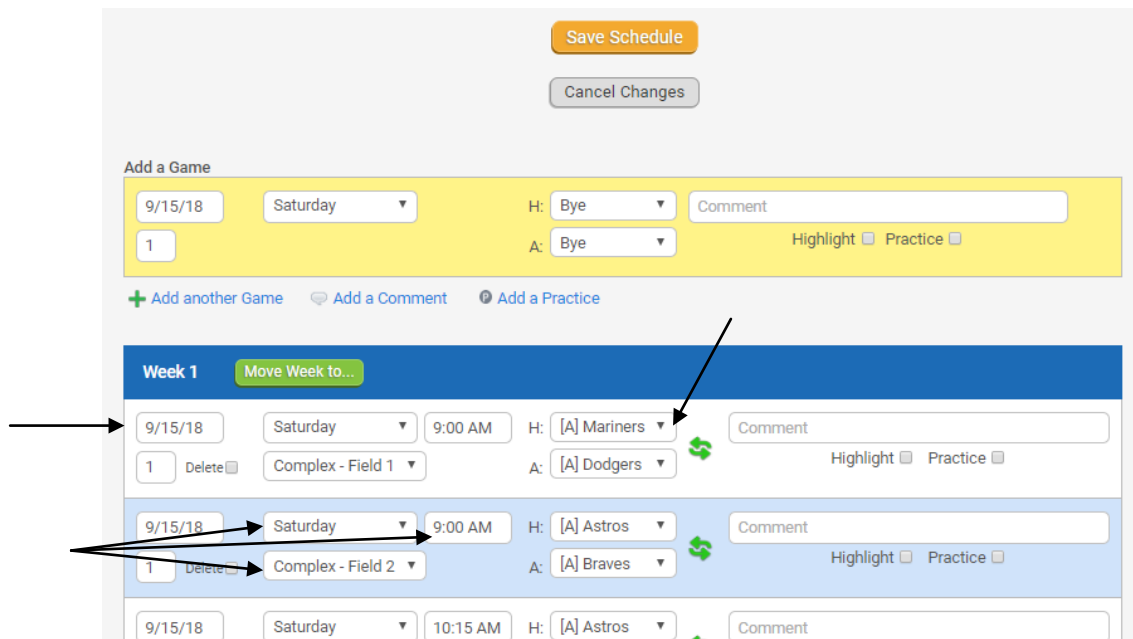
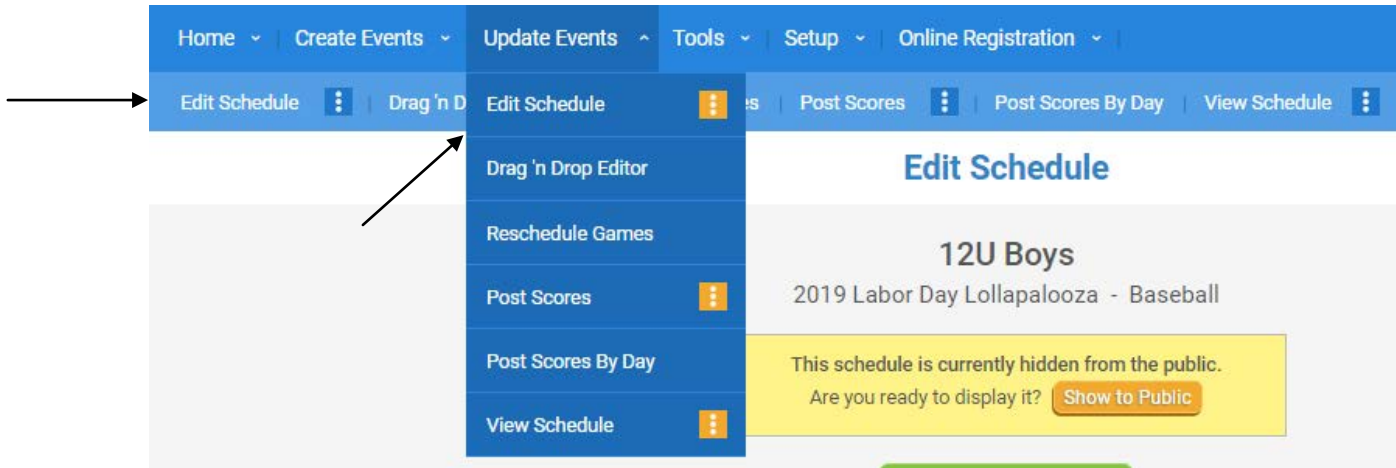
You have a couple of options here. You can manually enter the date, time, and location in each bracket cell.

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 still 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 will also have 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-



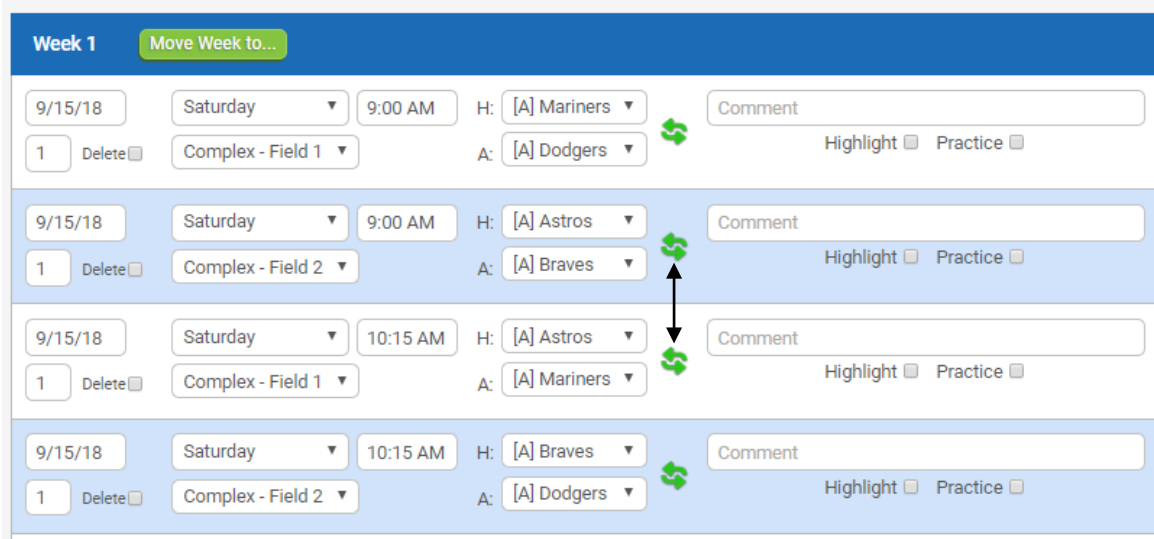
Often, we get coaches requesting changes after the schedule is released. If you need to make manual changes, you can do so from the **Edit Schedule** page.

The day, field, time, and matchups can be changed to meet your needs.

Again, comments are public and can be highlighted. Remember to click **Save Schedule**.

Making Manual Changes to Schedules

-Edit Schedule-



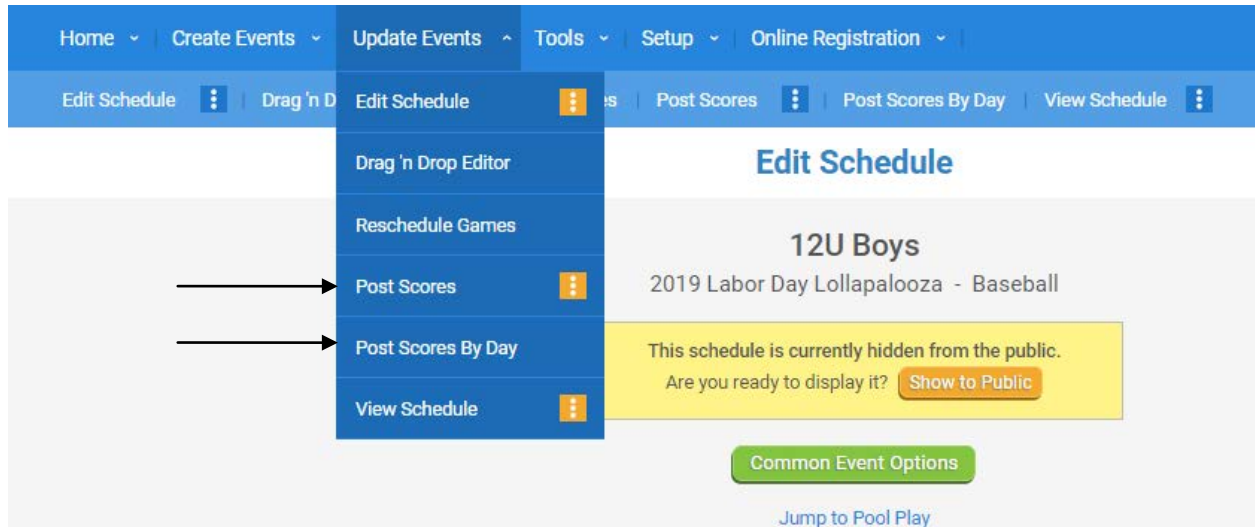
The green arrow, “swap icon”, you see on the right allows you to swap any two games that you want.

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

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

Also, view the distributions at the bottom of the page. You may find your changes have unbalanced the schedule.

Post Scores



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

Posting scores by day makes it very easy for you to post scores to all of the divisions 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

Post Scores

Page Layout Standard - All Fields

To record a forfeit: Enter a score for the winner and leave the forfeiter's score blank

Pool Play

SAT Sep 15	🕒 9:00 AM 📍 Complex - Field 1	Mariners	<input type="text"/>
		Dodgers	<input type="text"/>
<input type="text" value="Comment"/>		Highlight <input type="checkbox"/>	Double Forfeit <input type="checkbox"/>
SAT Sep 15	🕒 9:00 AM 📍 Complex - Field 2	Astros	<input type="text"/>
		Braves	<input type="text"/>
<input type="text" value="Comment"/>		Highlight <input type="checkbox"/>	Double Forfeit <input type="checkbox"/>
SAT Sep 15	🕒 10:15 AM 📍 Complex - Field 1	Astros	<input type="text"/>
		Mariners	<input type="text"/>

Pop in the score for each team once the game is complete.

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 Administrator or Commissioner if a score is posted incorrectly.

Forfeits can be scored by entering a score for the winning team and by leaving the forfeiting team's box completely blank. A double forfeit is indicated by clicking the Double Forfeit checkbox.

Post Scores – Bracket

The screenshot displays a tournament bracket interface. At the top, there are three buttons: "Fill Bracket with Team Names" (light blue), "Post Scores" (orange), and "Show/Hide Game Comments" (green). Below these buttons is a bracket diagram. On the left side of the bracket, there are four seed input fields: "#1 Seed", "#2 Seed", "#3 Seed", and "#4 Seed". Game 1 is positioned between the #1 and #2 seeds, and Game 2 is between the #3 and #4 seeds. Game 3 is a semi-final game that receives input from both Game 1 and Game 2. Each game has a "- select winner -" dropdown menu and a score input field. Two black arrows point to the "#1 Seed" input field and the "- select winner -" dropdown for Game 2.

Just like Pool Play, 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 indicate a winner.