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

## **Creating and Managing Traveling Leagues and Playoffs**

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

Elliott Collins, Customer Relations Manager  
214-229-2578 [elliott@quickscores.com](mailto:elliott@quickscores.com)

Lois Quilici, VP of Operations  
Including Billing and Technical Support  
972-898-9328 [lois@quickscores.com](mailto:lois@quickscores.com)

# What is a traveling league?

In most leagues, when and where the league plays the games is predefined. For example, you may have the Monday night softball league that plays on City Park Field #2 at 6, 7, 8 and 9 PM. The scheduler determines which teams are paired up on a given night and then evenly distributes the games over the fixed times.

In a traveling league, though, when and where the games are played is determined by the home team. Frequently traveling leagues are formed by teams from different towns. When a team is designated the home team for a game, the game is played in that team's town on a field and time that is available in that town.

The availability of playing times may vary drastically from one town to the next, playing on different days of the week, different times, and of course different venues. Some towns may have multiple time slots available, with some slots being more desirable than others. Often a town will have multiple teams with different genders and ages that all need to share the same set of available time slots.

QuickScores allows you to create a traveling league with any number of teams. For each team, you may define one or more time slots and the preferred order of using those slots. When a schedule is created, the home team in each game will use the first available time slot in their preferred list.

~ ~ ~

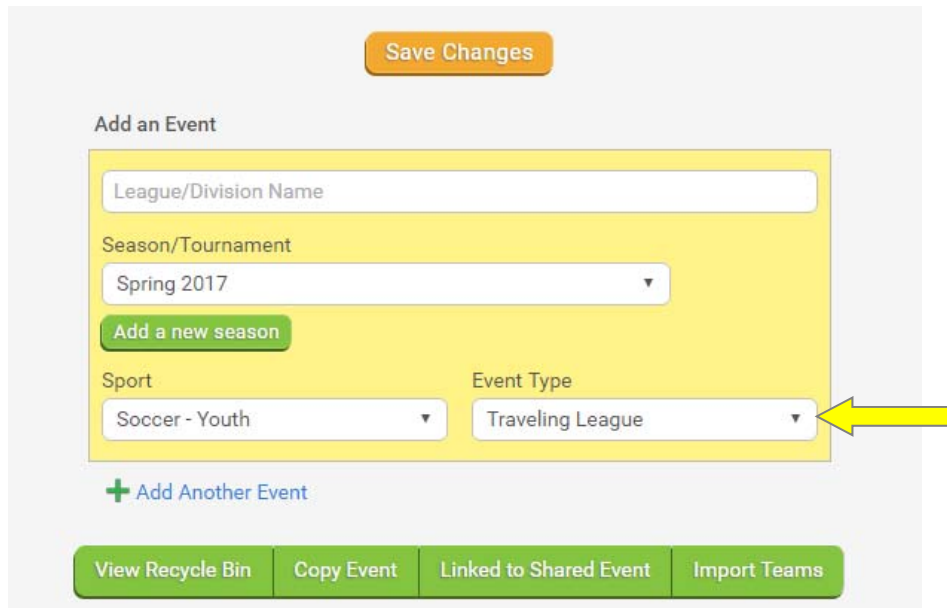
The [League/Playoff Setup Guide](#) on the Support page goes into great detail to explain how to create normal non-traveling leagues on QuickScores. Most of those details also apply to creating traveling leagues.

This guide that you are reading focusses on the differences when creating a traveling league. If you are new to QuickScores, you should read the [League/Playoff Setup Guide](#) before reading this traveling guide.

# 1 – Manage Events

Click on **Manage Events** under the Create Events menu item.

Defining a traveling league is exactly the same as defining a normal league with one exception. You must select **Traveling League** as the Event Type (yellow arrow).



The screenshot shows a web interface for adding an event. At the top right is an orange button labeled "Save Changes". Below it is the heading "Add an Event". The form is highlighted with a yellow background and contains the following fields:

- League/Division Name:** A text input field.
- Season/Tournament:** A dropdown menu currently showing "Spring 2017". Below it is a green button labeled "Add a new season".
- Sport:** A dropdown menu currently showing "Soccer - Youth".
- Event Type:** A dropdown menu currently showing "Traveling League". A yellow arrow points to this dropdown.

Below the form is a blue link with a plus icon: "+ Add Another Event". At the bottom of the form are four green buttons: "View Recycle Bin", "Copy Event", "Linked to Shared Event", and "Import Teams".

# 2 – Teams

Click on **Teams** under the **Create Events** menu item.

Entering team information for a traveling league is exactly the same as entering teams for all other events.

U8 Girls  
Spring 2017 - Soccer - Youth

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

For normal non-traveling leagues, the **Team Preferences** button allows you specify which days and times are preferred by a team. However, in traveling leagues, settings on the Team Preferences page are ignored. In a traveling league, preferences are defined by the team's time slots.

Defining a team's time slots is described below.

# 3 – Time Slots

Click on Time Slots under the the **Create Events** menu item.

Yellow arrow points to 'Edit Slots for Team: Breakers'.

Red arrow points to 'Copy Slots From Team'.

Green arrow points to the '3' in the third slot's ID box.

#	Day	Time	Location	Delete
1	Saturday	7:00 PM	Jordan Field	<input type="checkbox"/>
2	Saturday	3:00 PM	Jordan Field	<input type="checkbox"/>
3	Sunday	3:00 PM	Nickerson Field BU	<input type="checkbox"/>

Submit

In a traveling league, you define one or more time slots for each team. Your first step is to select the team name (yellow arrow).

The first time slot entered is the when this team would most prefer to play their game. If the team is guaranteed to always have use of this time slot, only one slot is needed. However, most often teams need to share venues and available times. If the team has to share, then you should enter a second, third or more time slots, entering them in preference order.

After entering multiple time slots, if you wish to rearrange their order, use the left-hand boxes (green arrow).

Repeat this process to define one or more time slots for each of the teams in this league.

If there are two or more teams from the same town, their list of time slots may be very similar. Use the **Copy Slots From Team** button (red arrow) to replicate time slots. After replicating, the list of time slots can be changed or reordered.

# 4a – Create Schedule – Regular Season

Click on **Create Schedule** under the **Create Events** menu item.

The screenshot shows a web interface for creating a league schedule, divided into four numbered steps:

- Step 1:** "Schedule Start Date" is set to 3/20/2017.
- Step 2:** "# of Games Per Team" is 8, and "Total Games to Play" is 16.
- Step 3:** "Team Games Per Week" is 1, and "Total Games Per Week" is 2.
- Step 4:** "Schedule will last 8 weeks". A table shows the distribution of games per week:

Games Per Week	Week 1 Mar 25-31	Week 2 Apr 1-7	Week 3 Apr 8-14	Week 4 Apr 15-21	Week 5 Apr 22-28	Week 6 Apr 29-5	Week 7 May 6-12	Week 8 May 13-19	Add Week
	2	2	2	2	2	2	2	2	+

Below the table are two buttons: "Generate Schedule" (orange) and "Advanced Options" (green).

This page is more complicated than the non-traveling version, but the process is broken into four easily understood steps.

1. Set the start date for the league.
2. Set the number of games each team should play during the season. After the games per team is entered in the left box, the software calculates and displays the total number of games played by all teams during the season. This total number must match the total games set in the Games Per Week array in step 4.
3. Set the number of games per week, either per team or total for all the teams. You may enter numbers into either of the two boxes in row 3, and the other box will recalculate when your cursor leaves. Whenever the value changes in the right hand box (total games per week), the Games Per Week in row 4 will recalculate how many weeks are needed for the season.
4. Set the number of games to be played in each of the weeks of the season. The initial numbers per week are determined by row 3, but you may change it so that some weeks have more games than other. To add another week, click the green plus icon on the right. The total number of games in all of the week boxes must equal the right hand number of row 2. If those numbers do not match, the Generate Schedule button is disabled.

When all of the numbers are set on the four rows, click the **Generate Schedule** button.

## 4b Create Schedule – Skip Holidays

Sometimes you may want to skip a week in a schedule and not play any games, such as for a holiday or spring break. You indicate that desire on this Create Schedule page.

Suppose you start with the following games per week.

4	Schedule will last 4 weeks					
	Games Per Week	Week 1 Mar 20-26	Week 2 Mar 27-2	Week 3 Apr 3-9	Week 4 Apr 10-16	Add Week +
		4	4	4	4	

Let's say that week 3 is Spring Break in the schools, so we don't want to play any games that week. Click the Add Week link or green plus sign and you get a new week, as follows.

4	Schedule will last 4 weeks						
	Games Per Week	Week 1 Mar 20-26	Week 2 Mar 27-2	Week 3 Apr 3-9	Week 4 Apr 10-16	Week 5 Apr 17-23	Add Week +
		4	4	4	4	0	

Now enter a zero in week 3 and a 4 in week 5 to yield the following.

4	Schedule will last 4 weeks						
	Games Per Week	Week 1 Mar 20-26	Week 2 Mar 27-2	Week 3 Apr 3-9	Week 4 Apr 10-16	Week 5 Apr 17-23	Add Week +
		4	4	0	4	4	

Click the **Generate Schedule** button and out will come your desired schedule.

# 4c Generate Schedule - Advanced Options

On the **Time Slots** page, you defined which slots were available for each of the teams in the traveling league. Sometimes, though, not all of those slots are available to be used in every week. If that is the case, click on the **Advanced Options** button at the bottom of the **Create Schedule** page.

Because each team has different time slots, the first step is to use the drop-down selector (yellow arrow) to choose which team you are interested in. The table below shows the status of each time slot in each week of the schedule.

		Week 1	Week 2	Week 3	Week 4	Week 5		
Saturday 7:00 PM	Jordan Field	3/25 ✓	4/1 ✓	4/8 ✓	4/15 ✓	4/22 ✓	✓	✗
Saturday 3:00 PM	Jordan Field	3/25 ✓	4/1 ✓	4/8 ✓	4/15 ✓	4/22 ✓	✓	✗
Sunday 3:00 PM	Nickerson Field BU	3/26 ✓	4/2 ✓	4/9 ✓	4/16 ✓	4/23 ✓	✓	✗
		✓	✗	✓	✗	✓	✗	✗

✓	Slot is available and not used by another event	Click icon to toggle availability
✗	Slot is not available for a game	
✓	Slot is available, but being used by another event	

Most often all of the squares will have a green checkmark with a white background to indicate that time slot in that week is available for a game. If you click on a checkmark, it will toggle to a red X mark to indicate that time slot is not available in that week. If a checkmark has a red background, it means that time slot is already being used by some other event. If you hover the mouse over the checkmark with a red background, the tool tip will display which over league is conflicting with this time slot.

When done adjusting all the teams, click the **Generate Schedule** button farther down on the page.



# 5 How Schedules Are Generated

Using the Games Per Week table on the Create Schedule page, the software creates a schedule with the right number of partial-games for each week. A partial-game has a home team and away team, but no date, time or place. The software then goes through a process of assigning the best possible time slot to each partial-game.

For each partial-game, the software considers, in order, each of the time slots defined for the home team. If a time slot conflicts (same date and time) with a game already assigned to either the home or away teams, consideration moves on to the next home team slot. If a home team slot does not conflict games already assigned to both the home and away teams, that slot is remembered as the First Acceptable Slot.

Because a traveling league is assumed to be geographically dispersed, playing two games in one day can be problematic. If a team is assigned a game in Town A, and then another game in Town B on the same day an hour later, the team will probably not be able to make it to the second game in time. For this reason, the traveling league algorithm strives to avoid double headers.

After the software finds the First Acceptable Slot, it tests whether either team has been assigned two games on the same day. If not, then the software continues looking through the list of home team slots for a slot that causes no direct conflicts AND causes no team to have a double header. If such a slot can be found, the game is assigned to that slot. If no such slot can be found, then the game will be assigned the First Acceptable Slot even though it does cause a double header. The league administrator will have to decide whether to leave the double header, or manually move the game to a time slot not previously defined.

What happens if a home team has no available time slots, or no time slots that don't conflict with previously assigned games? The game will be assigned to play on Sunday morning at the mythical TBD location. The league administrator will need to move these games to real time slots.

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!

