

Creating a Tournament – Quick Reference Guide

First, prepare your team file. Use Excel if possible, or Works spreadsheet, or last choice would be a tab-delimited text file.

The first line in this file will always be ignored. If all you know is the team name but not quizzers it is ok to just have the team name without quizzers. Do not leave empty fields between two quizzers.

Be sure to save as an Excel 97-2003 file, especially if running on Vista (File – Save As then choose File Type as Excel 97-2003 (xls)).

Click the New Tournament icon, then fill in the tournament name, location, dates, and especially district. It is VERY important to correctly select your district. Also select the tournament type and level.

Since we are using a team file, it is not necessary to select number of teams and multiple sessions. Just choose how many byes to add and whether you want the teams randomly placed or not. Then click the Create Tournament from Team File button. You will be prompted to select the location of the team import file.

Random Option: If you chose to randomly place teams in the matrix, the matrix will automatically be created with the teams randomly placed.

Non-Random Option: After the team file is imported, a window will appear stating how many numbers to use for the draw, as well as which numbers to set aside for the byes. Team captains will need to draw for their position in the matrix from the remaining numbers. The Team Setup screen will appear. From this screen all you have to do is use the top drop-down lists. First choose the number that was drawn from the first list. Then choose the team that drew that number from the second list. Be sure to click Update, and you will notice that team placed in the correct position in the bottom table. After all teams are entered, you must click the Save Changes button. The matrix will now have all teams in their drawn positions.