Creating Meets and Tournaments in Home Campus

Step 1 – Tournament Manager Location

Add Event → Tournament Manager
Once in the Tournament Manager you will "Add New" Tournament.

After Tournaments are entered, this is where you can come back to edit or view the details of each particular tournament you have hosted.
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Step 3 - Creating the Event Details

• Enter the details of the Tournament.
• If this is a pre-season tournament or meet, please select Non-District.
Once the Tournament details are entered, you will Manage the Tournament to add each individual game.

#4 Tournament Manager

Add New

Record Inserted Successfully.

<table>
<thead>
<tr>
<th>Tournament Name</th>
<th>Edit</th>
<th>Manage</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Campus Classic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Classic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Shootout</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#5 Click “Add New” to start entering participants and individual games.
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Step 6a - Types of Events: Head–to–Head vs. Meet

Matchup Types:

1. **Head-To-Head**
   1. Team Sports Tournaments
   2. i.e. Basketball, Baseball, Soccer

2. **Meet**
   1. Events with more than two schools competing at the same time
   2. i.e. Track and Field, Wrestling, Weightlifting etc.

• **TIP:** Use the “Save and Copy” option to enter more than one game on the same day quicker!
Creating Meets and Tournaments in Home Campus
Step 6b - Types of Events: Head–to–Head vs. Meet

**Matchup Types:**

1. **Head-To-Head**
   1. Team Sports Tournaments
   2. i.e. Basketball, Baseball, Soccer

2. **Meet**
   1. Events with more than two schools competing at the same time
   2. i.e. Track and Field, Wrestling, Weightlifting etc.

**Multiple Team Meet**

- ONLY select "Meet" as the Matchup Type if there are more than 2 teams competing against each other at the same time.
- **TIP:** Use the “Save and Copy” option to enter more than one game on the same day quicker!

The Florida High School Athletic Association . . . building leaders through teamwork, sportsmanship and citizenship.
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Step 7 - Resulting Event Details

- Once the event has been created and details entered, they will appear on the “Event page”
- Each game/meet may be edited from this page using the “Edit” button(s).

"Holiday Shootout" Games

**Matchup Type: Head-to-head: Team Tournament**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Home Team</th>
<th>Away Team(s)</th>
<th>Result</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/21/2017</td>
<td>10:00AM - 11:00AM</td>
<td>Bye</td>
<td>Test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/21/2017</td>
<td>11:00AM - 12:00PM</td>
<td>Demo</td>
<td>TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/22/2017</td>
<td>11:00AM - 12:00PM</td>
<td>TBA</td>
<td>TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/22/2017</td>
<td>12:00PM - 01:00PM</td>
<td>TBA</td>
<td>TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Spring Fling" Games

**Matchup Type: Meet**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Home Team</th>
<th>Away Team(s)</th>
<th>Result</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/2018</td>
<td>10:00AM - 06:00PM</td>
<td>Demo</td>
<td>Bye</td>
<td>Young High School, GA</td>
<td>Afford Academy, TX</td>
<td>Post Result</td>
</tr>
</tbody>
</table>