

The Wrestling Tourney On-Line

Tournament Manager Instructions

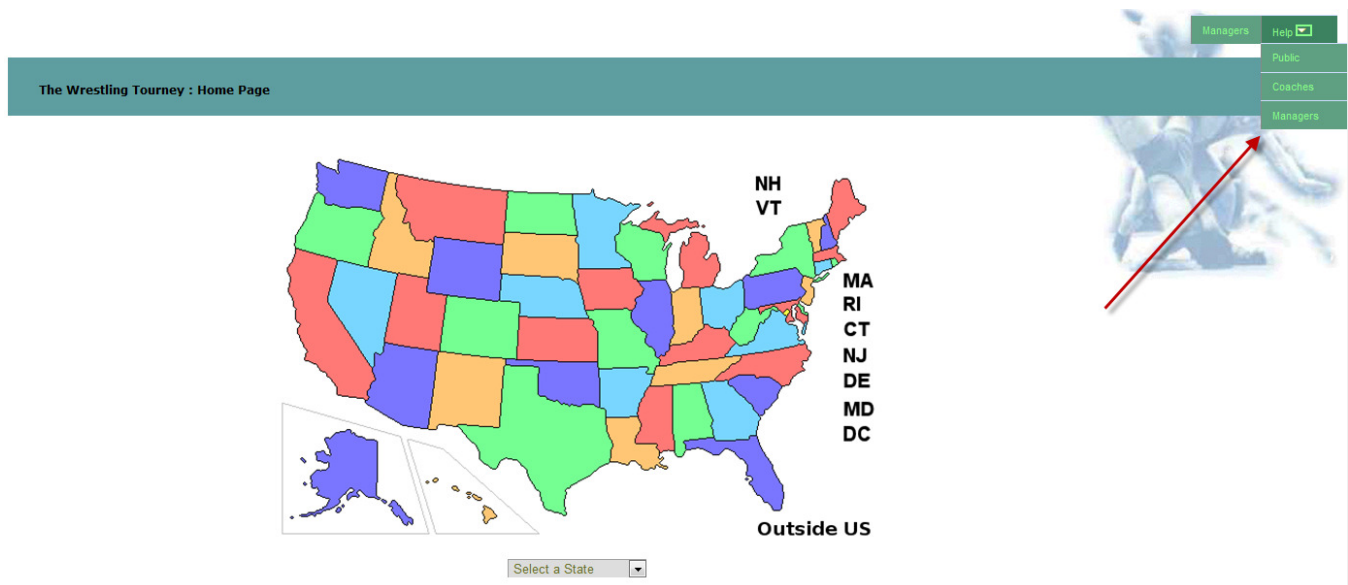
Important: Make sure you have updated to *The Wrestling Tourney* version 7.4.03 or later. This can be accomplished by going to www.pes-sports.com and clicking on **Downloads and Updates**.

Getting Started Steps for the Tournament Manager

1. Register manager account
2. Create tournament
3. Enter teams, coaches, and create Login Ids and Passwords for coaches
4. After roster entry by coaches, download wrestlers for import into *The Wrestling Tourney*.
5. After tournament is seeded and during tournament, post results for viewers.

Help Documents

Help Documents are available for **Tournament Manager**, **Coaches**, and the **Public** by clicking on **Help** in the upper right corner of your screen.

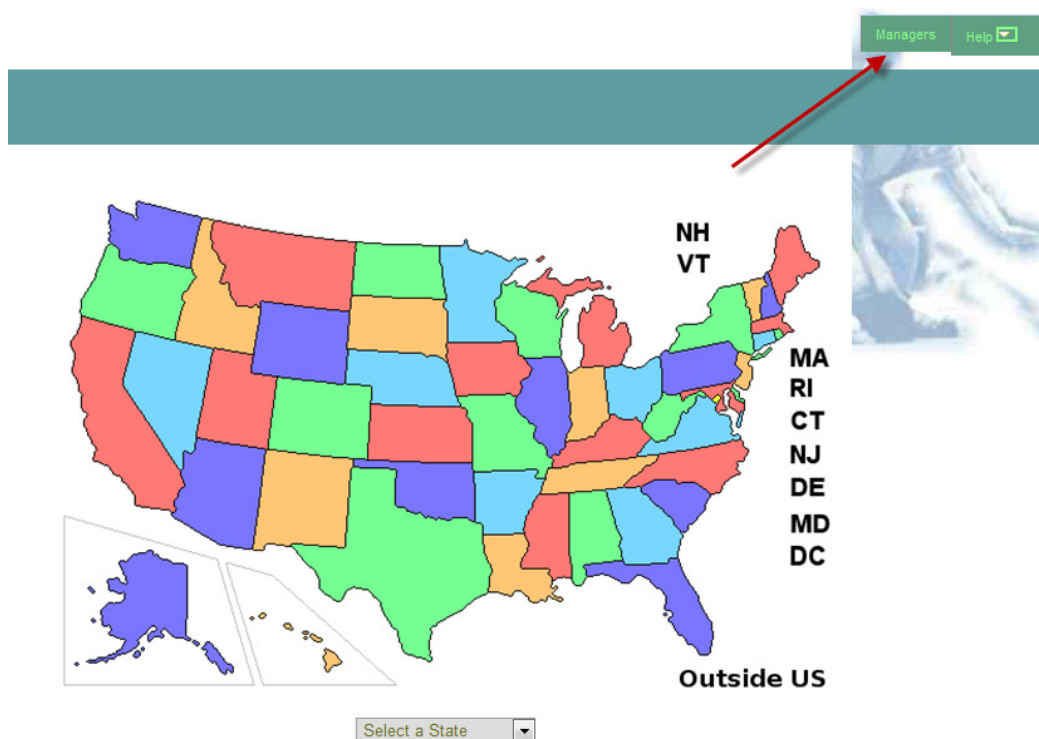


Register Manager Account

As tournament manager, the first step is to log into *The Wrestling Tourney On-Line* and get registered as a tournament manager.

This can be accomplished by going to www.thewrestlingtourney.com.

You will be presented with this initial screen.



Click on **Managers** in the upper right corner.

A login screen will appear. Click on **New registration**.

The Wrestling Tourney : Manager Login

User ID

Password

[New registration](#)

Only owners of **The Wrestling Tourney** may sign in or register
Tournament coaches must select state & tournament before signing in
Forgot your User ID/Password?
Tournament managers: Contact **Preferred Educational Software** at the address below
Coaches: Contact your tournament manager

Tourney Manager Registration

Fill out the following screen according to your school information.

The Wrestling Tourney : Tourney Manager Registration

Only owners of **The Wrestling Tourney** may register. Coaches wishing to enter rosters should contact their tournament manager for a sign in credentials.

User ID	Password
<input type="text" value="coterk"/>	<input type="text" value="wrestle123"/>
Warning: Your password is visible to the The Wrestling Tourney management. You should select a password you do not use anywhere else.	
First name	Last name
<input type="text" value="Kevin"/>	<input type="text" value="Cotter"/>
City	State
<input type="text" value="Cherry Valley"/>	<input type="text" value="Illinois"/>
E-Mail	What is 4 + 3?
<input type="text" value="coterk@pes-sports.com"/>	<input type="text" value="7"/>
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

The Wrestling Tourney respects your privacy. Under no circumstances will the information you provide to us be disclosed to any third party. We do not sell, rent, or loan any identifiable information regarding information you provide to any third party. Any information you give us is held with the utmost care and security, and will not be used in ways to which you have not explicitly consented.

After clicking submit, you will see a screen indicating that you have been registered as a new user with a **Login ID** and **Password**. Write this down and keep in a safe place. It will be needed to login to **The Wrestling Tourney On-Line**.

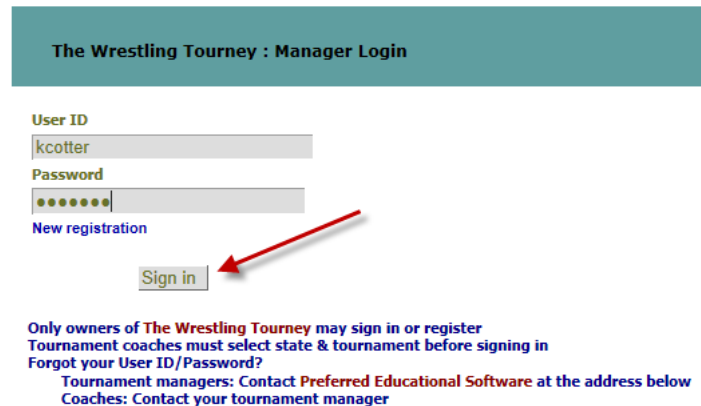
The Wrestling Tourney : New User Registered

LoginID: kcotter1
Password: heals3959

Please record the above information. You may now login and create a tournament.

Now click **Done** and login using the **Login ID** and **Password** that was given to you.

Note: If the **Login ID** and **Password** are forgotten, please contact **Preferred Educational Software** via e-mail with your school information and we will reply with 24 hours with your **Login ID** and **Password**.



The Wrestling Tourney : Manager Login

User ID
kcotter

Password
●●●●●●

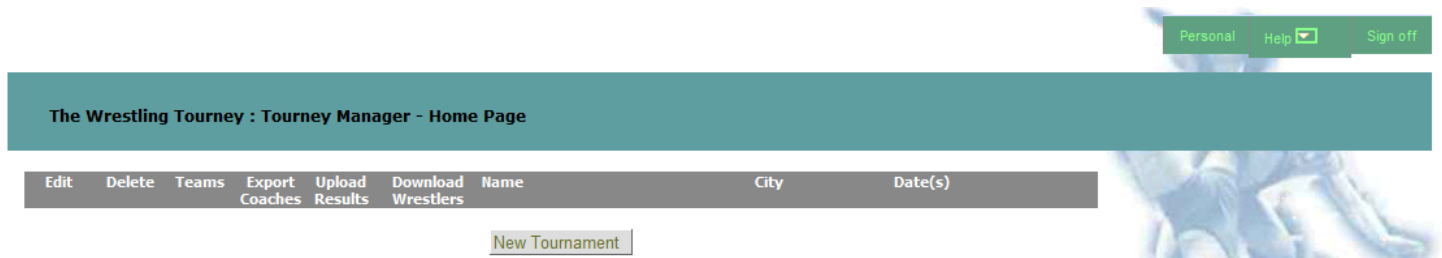
[New registration](#)

[Sign in](#)

Only owners of **The Wrestling Tourney** may sign in or register
Tournament coaches must select state & tournament before signing in
Forgot your User ID/Password?
Tournament managers: Contact **Preferred Educational Software** at the address below
Coaches: Contact your tournament manager

After a successful login, you will be presented with the **Tourney Manager Home Page**.

This is where you can change personal information regarding your account and add new tournaments.

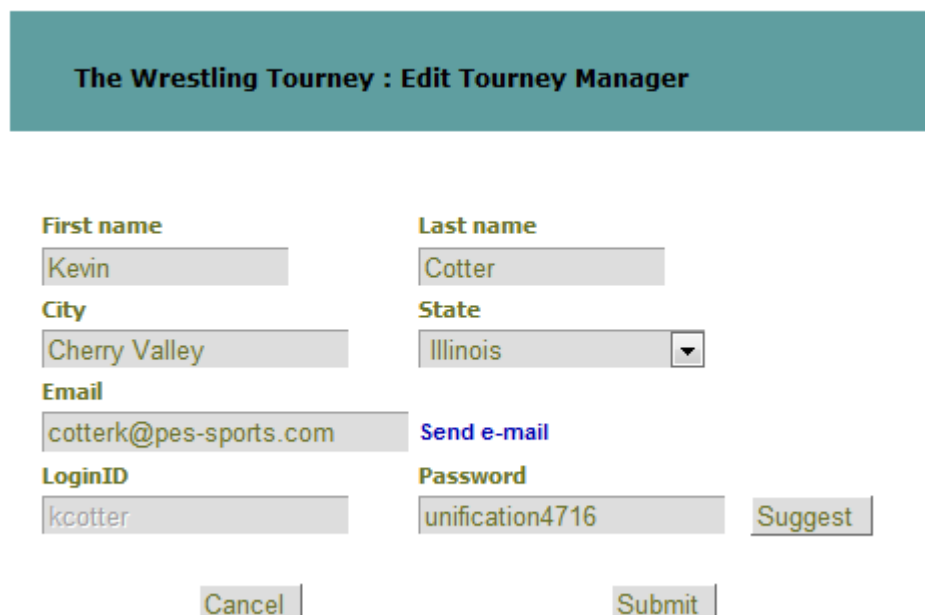


The Wrestling Tourney : Tourney Manager - Home Page

[Personal](#) [Help](#) [Sign off](#)

Edit	Delete	Teams	Export Coaches	Upload Results	Download Wrestlers	Name	City	Date(s)
New Tournament								

To change any personal information click **Personal** in the upper right corner of your screen.



The Wrestling Tourney : Edit Tourney Manager

First name
Kevin

Last name
Cotter

City
Cherry Valley

State
Illinois

Email
cotterk@pes-sports.com

Send e-mail

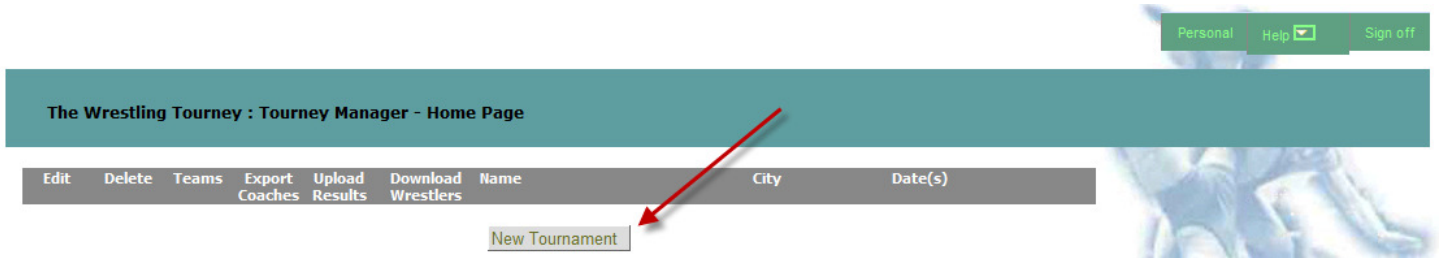
LoginID
kcotter

Password
unification4716







[Suggest](#)

[Cancel](#) [Submit](#)

To add a new tournament, click the **New Tournament** button at the bottom of the screen.



The following options can be accessed by clicking the icon on the bar at the bottom of the screen.

-  **Edit** Used to edit information regarding your tournament.
-  **Delete** Used to delete an existing tournament.
-  **Teams** Used to enter schools and coaches. Each coach's **Login ID** and **Password** can be created or generated automatically here. This can be printed out for reference or used for merge letters sent out to coaches.
-  **Export Coaches** Used to export all coaches to a csv (comma delimited file).
This file contains all coaches Login ID and Passwords
-  **Upload Results** Used to post results from your tournament into ***The Wrestling Tourney On-Line*** so that it can be observe by Viewers (coaches, wrestlers, fans, parents etc...).
-  **Download Wrestlers** Used when all coaches are finished entering their rosters. The file that is created can be imported into ***The Wrestling Tourney*** version 7.0 on your desktop PC.

To add a new tournament, click **New Tournament** and enter the appropriate tournament information.

The Wrestling Tourney : Add Tournament

Tourney Name:
Cherry Valley Invitational

City: Wrestleville State: Illinois

Opening Date: 11/19/2011 Ending Date: 11/19/2011

Select Weights		Weights	
<input checked="" type="radio"/> Scholastic (14-new)	<input type="radio"/> Scholastic (14-old)	1: 106	2: 113
<input type="radio"/> Scholastic (13)	<input type="radio"/> Jr High (19)	3: 120	4: 126
<input type="radio"/> NCAA (10)	<input type="radio"/> Schoolboys (10)	5: 132	6: 138
<input type="radio"/> Juniors (10)	<input type="radio"/> Cadets (10)	7: 145	8: 152
<input type="radio"/> Seniors (8)	<input type="radio"/> Custom	9: 160	10: 170
<input type="radio"/> Free Form		11: 182	12: 195
		13: 220	14: 285

Add Wt

Web Site
www.pes-sports.com

Show? Message for coaches
☒ Please have all rosters entered by Friday, November 18 at 7:00 pm.
Denote Freshmen 09, Sophomores 10, Juniors 11, Seniors 12

Cancel Submit

After adding tournament information, select the appropriate weight classes under **Select Weights**. Additional weight classes can be added by clicking **Add Wt**.

You also have the following options.

Custom This option allows the tournament manager to set up his own weight classes starting with no initial weight classes. Weight class names are alphanumeric allowing both characters and numerals.

Free Form This option is used when there are no pre-determined weights. This allows for coaches to enter an exact or informational weight allowing tournament managers to determine the actual weight classes at a later time.

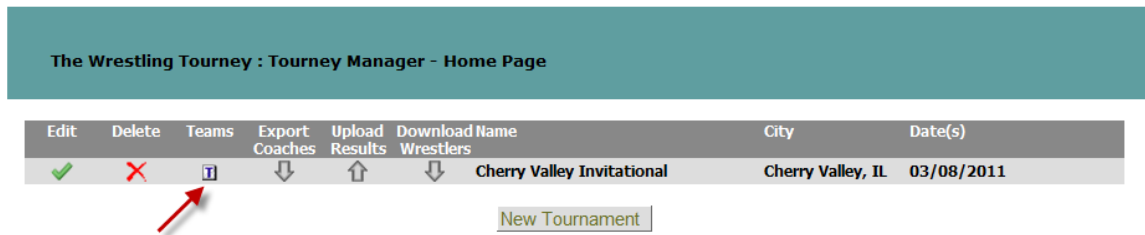
Additional items

Web Site This field is for an alternate website which will show by the tournament name. Schools may have their own web site where tournament results or information is posted that you want available to viewers. This could likely be a web site which was generated by the desktop version of *The Wrestling Tourney*.

Message for Coaches This field can be used to enter a message for coaches that appears when they sign-in with their login credentials. Deadlines, instructions for entering wrestlers regarding seeding, etc... are common uses for this field.

After clicking **Submit**, your tournament will now appear in your **Tourney Manager Home Page**.

Add Teams, Coaches, Login Ids and Passwords



Click on the **Teams** icon to begin entering schools in your tournament. The following screen will appear.

The Wrestling Tourney : Teams

Delete	Roster	Team	Abbrev	Coach First	Last	LoginID	Password

- May not delete or change Abbrev of any team with wrestlers
- Team & Abbrev fields required
- Generate: create coach's LoginIDs and Passwords
 - Does not change existing IDs/Passwords
 - To change password, erase & click 'Generate'

Fill in the following information for each team.






Team	The name for each school
Abbrev	Abbreviation for the school (only 8 characters)
Coach First	Coach's First name
Coach Last	Coach's Last name
Login ID	Login ID for the coach. This can be entered manually or generated automatically (see below)
Password	Password for the coach. This can be entered manually or generated automatically (see below)

Entering Login ID and Password

Each coach must have a **Login ID** and **Password** in order to login to *The Wrestling Tourney On-Line* and enter rosters.

The Wrestling Tourney : Teams

Cherry Valley Invitational						
Delete	Roster	Team	Abbrev	Coach First	Last	LoginID
X		Westwood High School	WESTWOOD	James	Smith	
X		Central High School	CENTRAL	Fred	Oliver	
X						






    

- May not delete or change Abbrev of any team with wrestlers
- Team & Abbrev fields required
- Generate: create coach's LoginIDs and Passwords
 - Does not change existing IDs/Passwords
 - To change password, erase & click 'Generate'

The tournament manager can enter the **Login ID** and **Password** directly or click **Generate** to have the **Login ID** and **Password** generated automatically.

The Wrestling Tourney : Teams

Cherry Valley Invitational						
Delete	Roster	Team	Abbrev	Coach First	Last	LoginID
X		Westwood High School	WESTWOOD	James	Smith	jsmith
X		Central High School	CENTRAL	Fred	Oliver	foliver
X						






    

- May not delete or change Abbrev of any team with wrestlers
- Team & Abbrev fields required
- Generate: create coach's LoginIDs and Passwords
 - Does not change existing IDs/Passwords
 - To change password, erase & click 'Generate'

To delete a team, click the icon  to the left of the appropriate team.

The Wrestling Tourney : Teams

Cherry Valley Invitational						
Delete	Roster	Team	Abbrev	Coach First	Last	LoginID
X		Westwood High School	WESTWOOD	James	Smith	jsmith
X		Central High School	CENTRAL	Fred	Oliver	foliver
X						

- May not delete or change Abbrev of any team with wrestlers
- Team & Abbrev fields required
- Generate: create coach's LoginIDs and Passwords
 - Does not change existing IDs/Passwords
 - To change password, erase & click 'Generate'

A team cannot be deleted or the abbreviation changed if wrestlers are entered.

The **Team** and **Abbrev** fields are required.

Clicking **Generate** does not change existing **Login IDs** or **Passwords**. To change a **Password**, you must erase and then click **Generate** or manually put in the **Password**.

After all teams have been entered, the tournament manager needs to send each coach his **Login ID** and **Password** needed to log into *The Wrestling Tourney On-Line*. This information is usually sent along with other tournament information prior to the start of the tournament.

We recommend you designate a time at which all rosters must be entered.

Example: If your tournament is on Saturday, coaches need to have their login credentials (**Login ID** and **Password**) in time for them to enter rosters during the week prior to the tournament day. Coaches can make adjustments to their rosters up to the designated time for completion of roster entry (i.e. Friday evening).

At the designated time, the tournament manager needs to create a download file for import into *The Wrestling Tourney* program.

Adding Teams by Importing from an Earlier Tournament

It is common that the teams and coaches in your tournament have not changed from the previous year. It is not necessary to re-enter these names. After your tournament is setup, open the tournament and click on **Import Teams**.

The Wrestling Tourney : Teams

Delete	Roster	Team	Abbrev	Coach First	Last	LoginID	Password
<input checked="" type="checkbox"/>							

- May not delete or change Abbrev of any team with wrestlers
- Team & Abbrev fields required
- Generate: create coach's LoginIDs and Passwords
 - Does not change existing IDs/Passwords
 - To change password, erase & click 'Generate'


A list of your previous tournaments will appear. Select the appropriate tournament and click **Submit**. All **Team Names** and **Coaches** will import into your tournament. It is likely that you will need to make some minor adjustments after the import (adding/deleting teams and or coaches).








The Wrestling Tourney : Import Teams

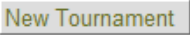
Import From	Name	City	Date(s)
<input checked="" type="radio"/>	2011 Fall Invite	Cherry Valley, IL	10/19/2011
<input type="radio"/>	Cherry Valley Invitational	Cherry Valley, IL	11/26/2011


Viewing wrestlers entered by coaches

Tournament managers have the ability to view rosters that have been entered by coaches. Login as tournament manager and open the appropriate tournament.




























Click on the teams icons .


Edit	Delete	Teams	Export Coaches	Upload Results	Download Wrestlers	Name	City	Date(s)
						23rd Annual Al Dvorak Memorial Wrestling Tournament	Cherry Valley, IL	03/17/2011
						35th Annual Leyden Wrestling Invitationa	Cherry Valley, IL	03/17/2011





A screen displaying all teams will appear. Click the  icon to the left of each team.


The Wrestling Tourney : Teams

35th Annual Leyden Wrestling Invitational							
Delete	Roster	Team	Abbrev	Coach First	Last	LoginID	Password
		Conant	CON				
		De LaSalle	DLS				
		Highland Park	HP				
		Lakes Community	LC				
		Leyden	LEY				
		Maine East	ME				
		Oak Forest	OF				
		Proviso West	PW				
		Richards	RCH				
		Ridgewood	RDG				
		South Elgin	SELG				
		Stevenson	STV				
		Vernon Hills	VH				
							









A window will open displaying wrestlers for that team.

35th Annual Leyden Wrestling Invitational						
Delete	Roster	Team	Abbrev	Coach	First	Last
		Conant	CON			
		De LaSalle	DLS			
		Highland Park	HP			
		Lakes Community	LC			
		Leyden	LEY			
Results						
	Name	Weight	Year	Won	Lost	Comments
	Alex Franco	103	Jr	6	9	7
	Nate Colindres	103	Fr	0	0	
	Dominik Miro	112	Fr	1	1	
	Emanuel Torres	119	Sr	2	6	
	Jesus Payan	119	Sr	12	3	1 at 112
	Jake McCabe	125	Jr	19	4	3
	Jesse McCabe	130	Jr	19	5	1
	Andy Cocozza	135	Jr	16	8	4
	Andy Nguyen	140	Sr	16	8	2
	Luis Pacheco	145	Jr	12	9	8
	Johny Kuras	152	So	1	2	
	Stephan Kunca	160	Sr	19	4	4
	Billy Johnson	171	Jr	5	6	7
	Nelson Lugo	189	Jr	8	8	8
	Tramon Thomas	215	Sr	12	3	3
	Javier Rhodes	285	So	8	8	5
Teams						
	Maine East	ME				
	Oak Forest	OF				



Managers have the ability to edit information regarding wrestlers i.e. name changes, records, year in school etc... This is usually done so that information is consistently entered for all schools.

Example: A wrestler's year in school may be entered 09 instead of Fr.

Managers do not have the ability to Add or Delete wrestlers.

To close the window, click the  icon to the left of each team.

Disabling Roster Entry for coaches

Once the deadline for coaches to enter rosters has passed and you have downloaded your wrestler file, roster entry can be disabled. This is done on the **Tourney Manager Home Page** by toggling between the  icon and the  icon.

 Roster entry enabled Roster entry disabled

An example showing both icons can be seen below.


Edit	Delete	Teams	Enter Rosters	Export Coaches	Upload Results	Download Wrestlers	Name	City	Date(s)
							Cherry Valley Invitational	Wrestleville, IL	01/01/2010
							35th Annual Leyden Wrestling Invitational	Franklin Park, IL	12/05/2010

New Tournament

Download Wrestlers for Import into *The Wrestling Tourney* program

Once all rosters are entered, the tournament manager needs to create a download file to be imported into *The Wrestling Tourney* program. If a coach has not entered his roster, it can be entered at a time later manually in *The Wrestling Tourney* program after the import has taken place.

Note: The download can be done any number of times but only should be imported into *The Wrestling Tourney* program once; otherwise you will have duplicate teams and wrestlers.

To create a download file of your rosters, click on the  icon under **Download Wrestlers** for the appropriate tournament.

The Wrestling Tourney : Tourney Manager - Home Page

Edit	Delete	Teams	Export Coaches	Upload Results	Download Wrestlers	Name	City	Date(s)
						Central High School Invitational	Wrestleville, IL	11/19/2011
						Cherry Valley Invitational	Wrestleville, IL	11/19/2011

[New Tournament](#)

The following dialog will appear.

The Wrestling Tourney : Tourney Manager - Home Page

Edit	Delete	Teams	Export Coaches	Upload Results	Download Wrestlers	Name	City	Date(s)
						Central High School Invitational	Wrestleville, IL	11/19/2011
						Cherry Valley Invitational	Wrestleville, IL	11/19/2011

Preferred Educational Software
221 Rivers Edge Drive
Cherry Valley, IL 61016

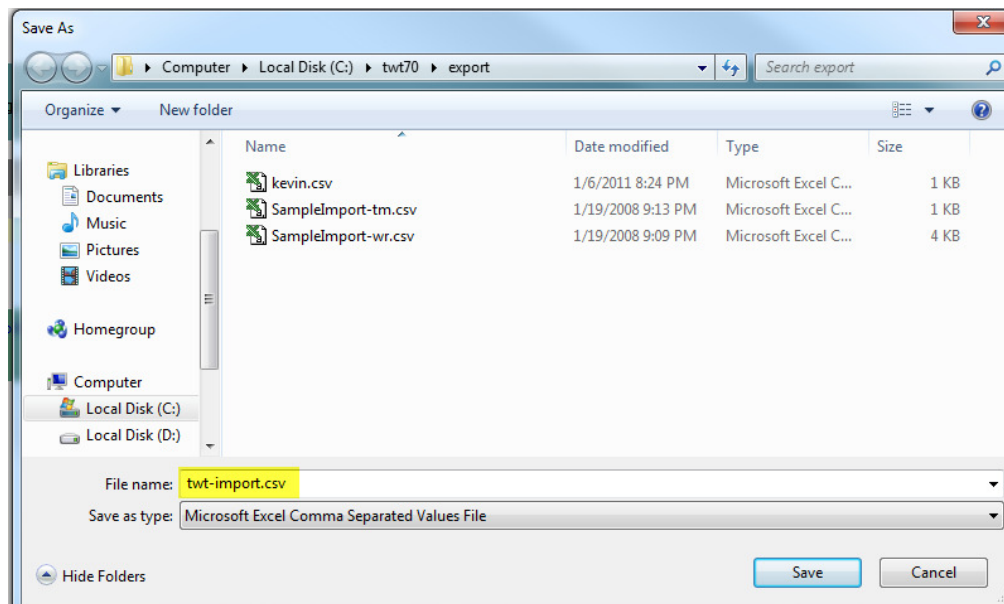
File Download

Do you want to open or save this file?

Name: twt-import.csv
Type: Microsoft Excel Comma Separated Values File, 1...
From: www.thewrestlingtourney.com

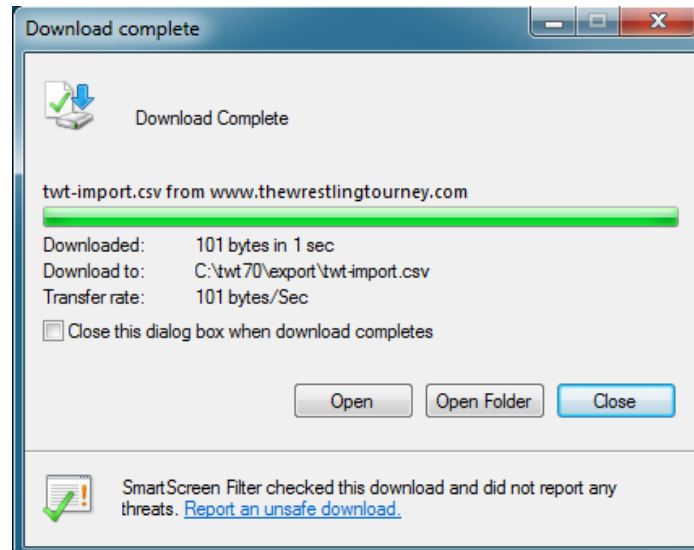
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click **Save** and the following dialog will appear.



We strongly recommend keeping the default file name **twt-import.csv** and saving the file in the **c:\twt70\export** folder.

Once the download is complete, the following confirmation dialog will appear.



The download can be done any number of times but only should be imported into *The Wrestling Tourney* program once; otherwise you will have duplicates teams and wrestlers.

Note: It is important to remember the file name and location of the file created. Again, we recommend keeping the default file name **twt-import.csv** and saving the file in the **c:\twt70\export** folder.

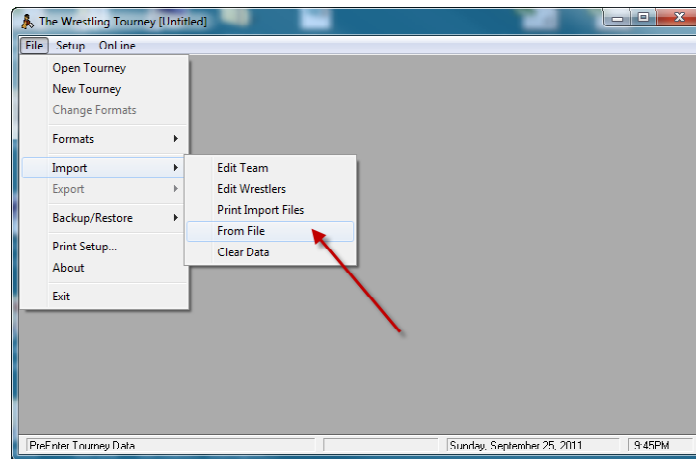
Import Wrestlers from Download File into *The Wrestling Tourney* program

Once the download file is created, you are ready to import the rosters into *The Wrestling Tourney* program import file.

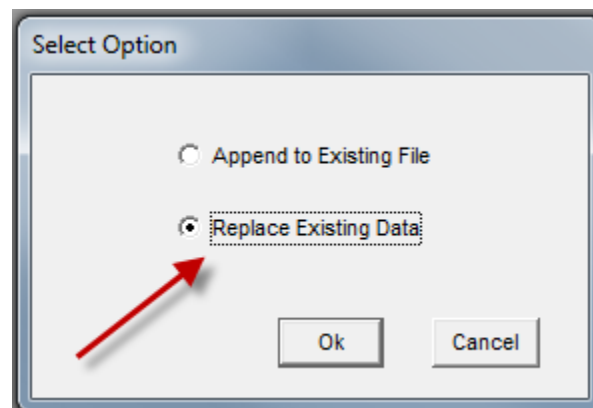
At this point it is **not** necessary to already have your tournament created in *The Wrestling Tourney* program.

Open *The Wrestling Tourney* program on your desktop computer.

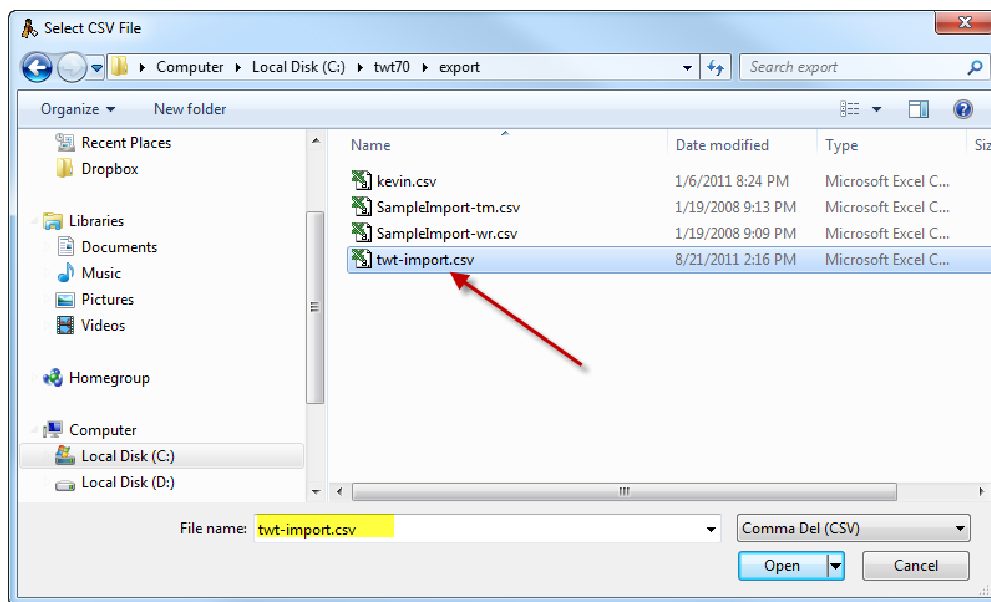
Click on **File | From File** as shown below.



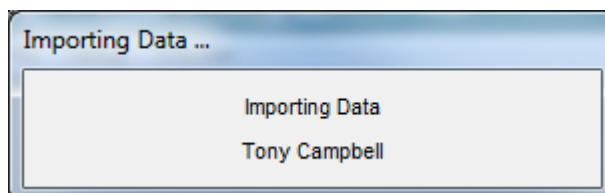
Click on **Replace Existing Data**.



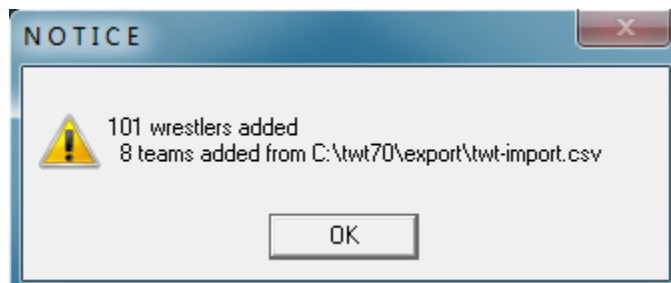
Navigate to the location where you saved your import file (strongly recommended to be **c:\tw70\export**).



Click **Open** and note the following progress dialog indicating that **Importing Data** is taking place.



After the import is complete, the following confirmation dialog will appear.



Note: This import should only be done once; otherwise you will have duplicate teams and wrestlers.

Posting results for viewers

Results from *The Wrestling Tourney* program can be posted at any time so that **Viewers** (coaches, wrestlers, fans, parents etc...) can look at brackets, results, team scores, etc..

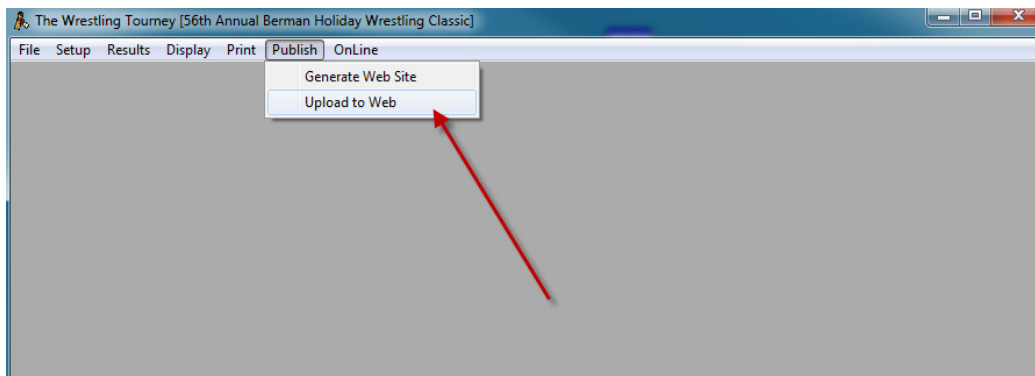
You can direct **Viewers** to www.thewrestlingtourney.com to see posted results.

We recommend posting tournament results at specified times throughout your tournament. This can be done after each round or weight class by weight class. It is very easy and should not take long, especially if the computer you are running the tournament on has Internet access.

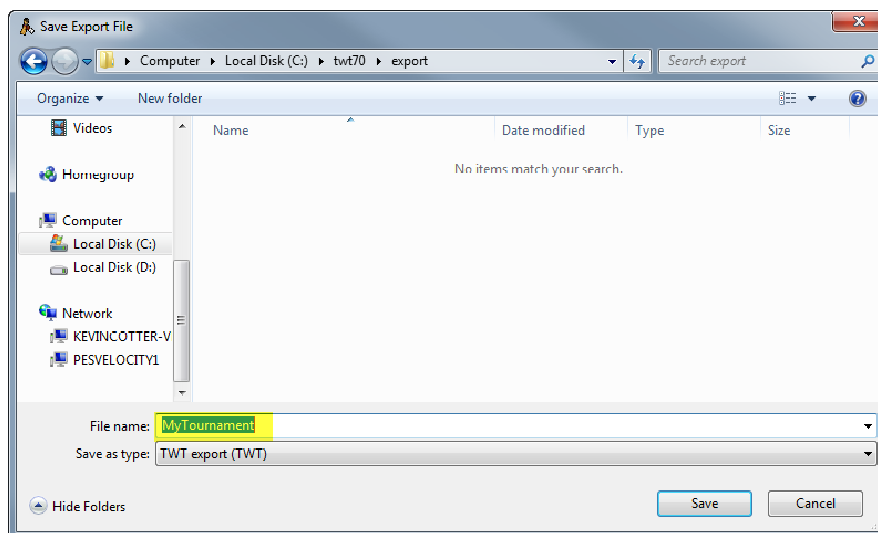
Make sure that all commas are removed from the **Tourney Name, Location, and Date**. You can edit these fields by clicking **Setup | Tourney Info**.

Make sure the tournament you are running is currently open.

Click on **Publish | Upload to Web**.



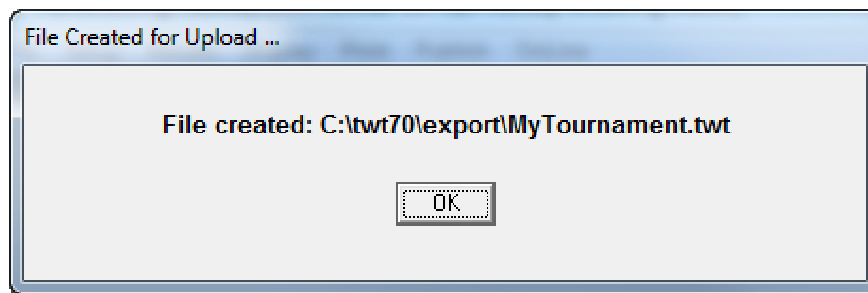
The following dialog will appear.



Give the exported file a meaningful name that you will use repeatedly as you post results to www.thewrestlingtourney.com. i.e. – MyTournament

Please note the location where you save the exported file. We recommend saving to the **c:\tw70\export** folder. If your computer is not connected to the internet, you should save your exported file to a thumb drive or a location where you can later access from an internet capable computer.

The following dialog will indicate that the export file is created.

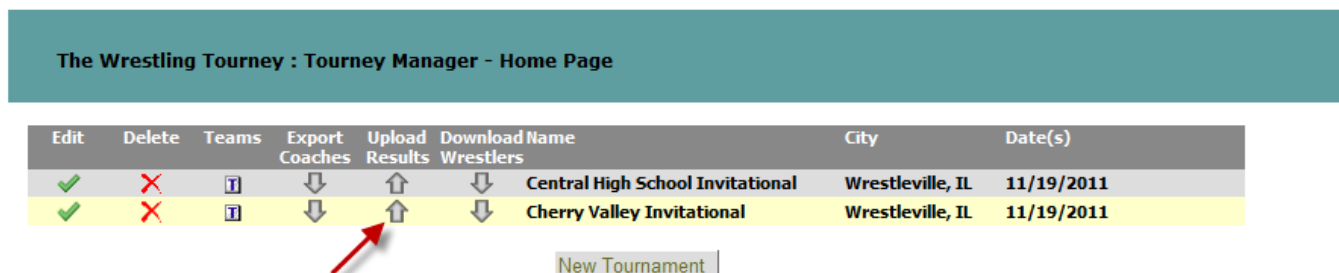


Once the exported file is saved, you can upload that file to your tournament on www.thewrestlingtourney.com.

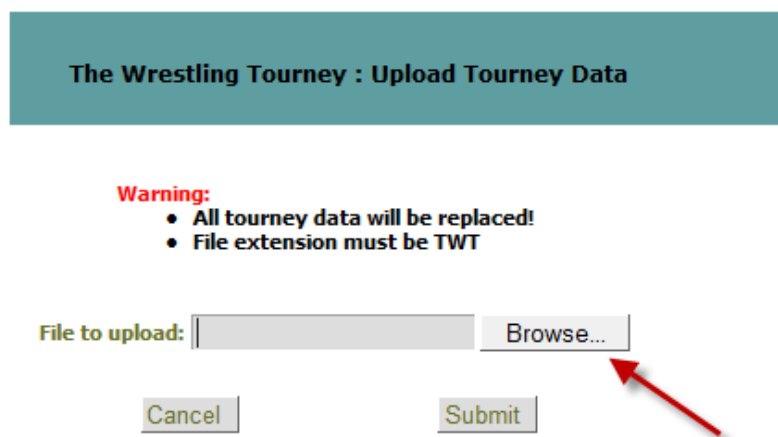
Note: Tournament managers who have a server with their own web site can use **Generate Web Site**. To use this feature they also need the ability to **FTP** files to an appropriate location on their server. We are providing the **Publish to Web** option for those who do not have this capability.

Go to www.thewrestlingtourney.com and open your tournament as tournament manager.

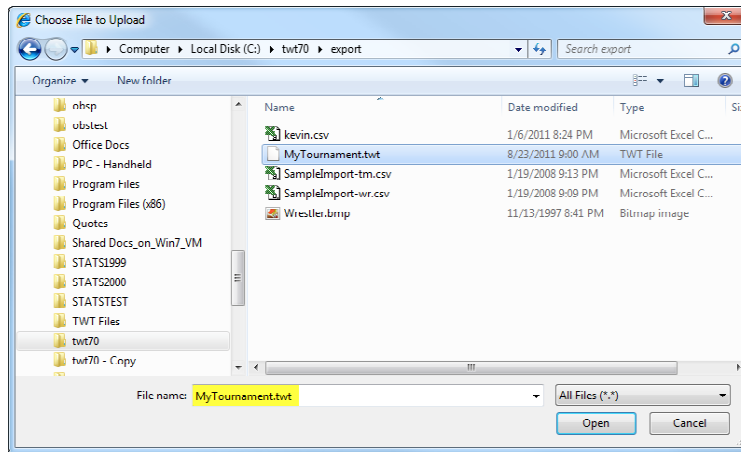
Click on the **Upload Results** icon for your tournament



The following dialog will appear.



Click on **Browse** to locate the exported file. Navigate to the location where you saved your exported file.



Locate the file and click **Open**.

The following dialog will appear.

The Wrestling Tourney : Confirm Upload

Current tourney name: Cherry Valley Invitational

Selected import tourney: 56th Annual Berman Holiday Wrestling Classic

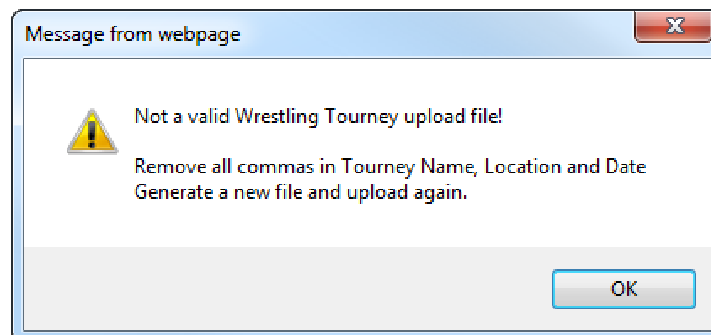
Type **CONFIRM to replace:**

Type **CONFIRM** in the appropriate field to confirm replacing previous results with current tournament results.

Your tournament should now be updated and ready for viewing.

The above steps should be taken each time you want to update results for your tournament.

Note: If you receive an error indicating that your upload file is not a valid Wrestling Tourney file you may have placed commas in the Tourney name, Location, or Date of the tournament on *The Wrestling Tourney* desktop program. Remove all commas, generate a new upload file and upload again. This issue will be corrected on a future update of *The Wrestling Tourney*.



Reports

Documentation for viewing reports can be found by clicking on **Help | Public**.

The Wrestling Tourney : Home Page

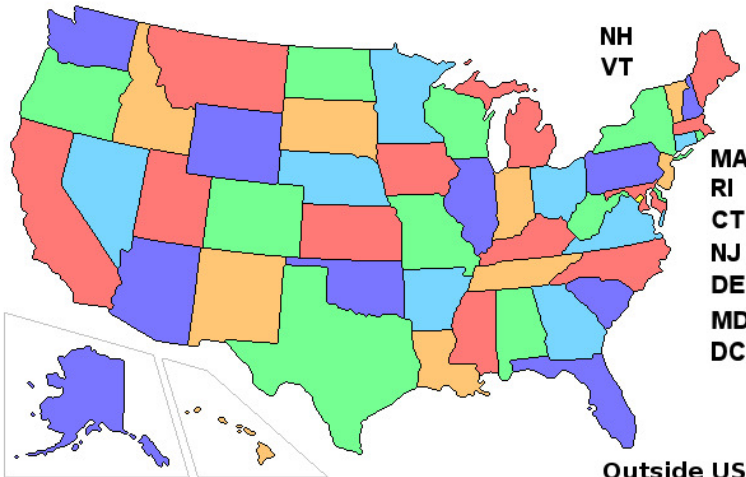
Managers

Help ☒

Public

Coaches

Managers



NH
VT
MA
RI
CT
NJ
DE
MD
DC

Outside US

Select a State