



Tournament Listing Guide

Basics

EDIT BUTTONS are located in the center of each tournament's main display page, and are only visible to the owner/claimant of the tournament listing.

COPY TOURNAMENTS – after setting up 1 tournaments(think of it as a template), use this button to create additional tournaments, then just change the specifics like name, date, fields, etc.

MANAGE FIELDS/SPONSORS – the database has over 22k fields. You should tie each tournament to the field/park you'll be using. You can also insert a sponsor logo and website link if you'd like, or use your own logo again, to better brand your own organization.

We try to reorient(center) map images of all the fields listed on your tournament but you may also send us a field request with better information and we will be sure to reorient the map at the same time. Do this 1 time per field and you'll never have to do it again.

How to List Tournaments

To start, familiarize yourself by watching this video: [YouTube](#)

1. www.travelbaseballcentral.com
2. Press the **REGISTER NOW** button from the Home Screen or use the **SIGN IN**. Be sure to Register as a **Tournament Director**.
- 2b. If you are an 'organization' or 'company' rather than just an individual or a team trying to advertise a tournament..list your 'organization' under the SERVICE PROVIDERS tab now. Doing this before listing your tournament will enable you to link/tied to your Service Provider listing to the tournament and allow users to see ALL your tournaments listed together in one spot. See Perfect Game or 2D Sports listings under the Service Providers tab as an example.
3. Go to the **TOURNAMENTS** tab: Take a look at several other tournament listings to get comfortable with what your listing will look like and the inputs you may want to have handy; like image files and url's to your own website.
4. Verify that the fields/park you'll be using for your tournament are in the database by searching for them in the 'fields' tab. Use **SETUP NEW** if you need to add a field. Use the **REQUEST FIELD EDIT** button to improve the details or map orientation.
5. From the **TOURNAMENTS** tab, use the **SETUP NEW** button in upper right corner to navigate to the setup page for your first tournament.

6. It's important to get your information perfect so that when you begin 'copying' to create other tournaments, you will not have to make many changes except to the name, dates, fields and a few other tournament specific items.
7. Notice the icons in the center of the page to make edits as needed.(they are only visible to a logged in tournament director) **MANAGE TOURNAMENT, MANAGE CONTACTS, MANAGE FIELDS/SPONSORS, MANAGE TEAMS, and COPY.**
8. Familiarize yourself with the drop down menu **MY ACCOUNT** then **MANAGE ACCOUNT** page. From here you can see what tournaments you've setup, and you can access them to make edits or copy them to create additional listings.
9. Set up one tournament listing just the way you like it, then simply use the **COPY TOURNAMENT** button to create your other tournaments and make edits as needed.

Other TIPS

- **Registrations/Who is Coming:** For Tournament Directors that do not have their own website. TBC is capable of hosting registrations and/or showing 'who is coming', rain delays and/or other schedule/announcement information.
- Including the **Field/Park** that a tournament will be played at will help your exposure....users can search for upcoming tournaments based strictly on any field or park name to see what is coming up.
- **Manage Documents** may be helpful if you require certain forms.
- **Recurring Tournaments:** If you host the same tournament each year...you can easily just change the dates of expired tournaments to dates in the future to effectively create new listings.
- **CLAIM TOURNAMENT:** TBC and/or any or any other users have the ability to create tournament listings and then at a later date, the appropriate and actual Tournament Director can 'CLAIM' his/her tournament to gain access to it and be able to make edits or copy it.
- **Archive:** If you've made a mistake, go to My Account/Manage Account and you can Archive a tournament so it doesn't show up anywhere on the site. Or just change the date to a date in the past so it won't show up on searches in the future.

The Setup Page Details

- **Competition levels** – check all that apply to your tournament.
 - By way of example, it's important to realize that a search on AAA will not return a tournament that was setup with only Open competition level and vice versa.
- **Tournament Type** – on the tournament setup page, if you check 'other', an additional description box will open up so you can describe the tournament as you like, ie. Sunday only, 2 game guarantee into bracket.
- **Primary Location** – fill in an actual city(not a description of the area), state and zip so the geographic searches work correctly.
- **Will Signups be Managed Elsewhere** – checking yes will open up an additional box so your url can be input that will take users who want to sign up directly to your company's website.
- **Tournament Organizer Company** – In this box on the setup page, be consistent. Users can search on your company name but you must fill this box in exactly the same for each tournament for it work correctly.
- **Edit buttons** are located in the center of your tournament's main display page.

- **Copy tournament** – use this button to create new tournaments without having to re-enter all the basic information over and over again.
- **TEST IT, run some searches that should return your tournament to be sure you've got it setup as intended.**
- **My Account / Manage Account** – be familiar with this area as this is where you can see what tournaments you have previously setup, make edits, copy and/or archive tournaments.
- **Account Type** – to setup or claim a tournament, you must be registered as a 'Tournament Director'.
- To hide or **Archive** a tournament that is cancelled or inadvertently created, go to your My Account / Manage Account area and scroll down to the tournaments you manage. On the far right side is a 'manage archive' button that will allow you to prevent the tournament from showing up anywhere on the site. You will be able to 'un-archive' at any time should you want to use the tournament in the future simply by modifying the dates, name, location etc.
- **Claim** – In some cases TBC has listed tournaments on an organizer's behalf to add content to the site or to jump start the site into a new territory. If you are the rightful owner of the tournament and the real tournament director that should 'own' a tournament that is un-claimed (one that TBC listed) simply press the 'Claim tournament' in the center of the tournament's main display page. TBC will receive a notification to 'approve' you and then you'll be in position to make edits, copy it etc.
- **Fields** – if the field/park you use are not setup yet in TBC, simply use the 'Request Field Edit' button or the 'Setup New' button located within the fields module to send us a notification to list or improve the data on your field. We recommend you include as much information as you can about the fields you use to improve the user's experience on the site and ideally better understand where your tournament is being held.

Definitions of common terms

My Account / Manage Account

- In the upper right corner of every page after the home screen, 'my account / manage account' is an area that every user should be familiar with...this is where users can always go to remember what they have access to, what they have created in the past and/or to modify their account settings.
- **Account Type:** this setting will determine what features/modules a user may or may not have access to and can be modified at any time. As Account Type is changed, the options listed under 'Create' will change too.
 - Caution: A user that registers for example as a 'team manager' or 'tournament director', and is associated with a team or tournament listed on the site, then unchecks 'team manager' or 'tournament director' from his/her account type, will lose access to the team and/or tournament he/she was associated with. So it's important to think twice before changing 'account type'...especially when *unchecked* an account type previously used.
- **View profile:** this link takes users to a page that summarizes everything a user has listed or has access to in addition to his/her coaches/instructor profile if applicable.

Forgot password

- From the Sign In page, pressing the 'forgot password' link will take users to a page that asks for the email address that they originally used to register on the site. If they enter the appropriate email address, the system will send them reset instructions to that email address.
- If users can't remember their email address, they'll need to email coach@travelbaseballcentral.com requesting their account be looked up. They'll need to provide as much of the following as possible, *first name, last name, user name, city, state, team association, academy association* and someone will get back to them with reset instructions.

Archive

- From the 'my account / manage account' area, users have the ability to 'archive' teams, players, tournaments, academies, and/or service providers so that those listings are not visible anywhere on the site by other users.(see *delete below for related information*)

Delete

- TBC does not provide a 'delete' option to avoid users from deleting items inadvertently and not being able to retrieve them. 'Archive' is intended to serve as a better option.(see *archive above for related information*)

Claiming or claimant

- TBC uses the term 'Claimant' to indicate who owns and has edit rights to a particular team, tournament, academy or service provider. The claim process gives TBC the ability to list items to grow the site's content, then turn over the listing to its appropriate owner when they use a claim button. Team Claimants can be removed however tournament, academy and service providers claimants cannot be changed once established.

Ratings and Reviews

- TBC allows and encourages users to Rate and Review Tournaments, Fields, Coaches, Instructors, Academies and Service Providers. The Travel Ball community thrives on word of mouth but the thinking here is that users can help other users that have come before them to make Travel Baseball better.

Report! (upper right on most pages)

- User may notice a 'report' icon in the upper right on many pages of the site. This allows users to report to the site's operators that something on a particular page is amiss, inappropriate or incorrect. There is a lot of user supplied data on the site...users are encouraged to help police the site.