

**Babe Ruth League, Inc.
Southeast Region**

**Tourney Machine Guide
Double-Elimination Set-up**

Setting up a double-elimination format tournament using Tourney Machine:

These instructions assume that the user has been setup in Tourney Machine in the Tournament Admin role. Use the official Babe Ruth Double-Elimination bracket to establish tournament flow by day.

1. Go to the Tourney Machine website at <https://tourneymachine.com>.
2. Login to the account.
3. Click on the Green Button at the top of the screen to create a tournament.

Then enter the following basic information:

- Sport
 - Tournament Name
 - General Location
 - Start Date
 - End Date
 - Time Zone
 - Then SAVE
4. Click on the Fields link and set up the tournament location and number of fields.
 5. Click on the Divisions link, and then the Add New Division link.

Then enter the following:

- Name
- Abbreviation
- Entry Fee (always enter 0)
- SAVE

6. Click on the Division that was created, then:
 - Add Teams
 - Create a Bracket (Click on Bracket and select the appropriate double-elimination bracket from the templates (based on the number of tournament teams); click on the ADD link to add the IF game; click on the FINAL link to add the Winner line.)
 - Schedule the games (Add the Date, Time, and Field; select the team match-ups for Round 1. No teams to select for additional Rounds.)
7. Review the bracket by clicking on the print link. If the bracket is okay, then click on the Approve for Publication link, then...
8. On the General page click on the checkbox to make the schedule public and then SAVE.
9. At this point click on the Public Results link; the schedule and bracket should be displayed.
10. Copy and paste the URL to your internal website area so fans can access the brackets from your website.
11. Log out

Other Information:

- You can add Header notes that will be displayed to the public. Enter the information in the Message block. The message will appear at the top of the public bracket display.
- You can also upload a tournament logo not larger than 140 x 140 px from the link on the General Info page.