

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

Tourney Machine Guide

Send Tournament Group Notifications

Follow these instructions to send a notification to selected groups of registered managers, coaches, and fans.

Background: Individuals have the ability to register for notifications when they visit the tournament brackets page. When they register, they specify who they are (fans or team management), and whether they want to receive notifications via Text only, Email only, or both.

The send process:

1. Go to the Tourney Machine website at <https://tourneymachine.com>.
2. Login to the account.
3. Click on Send Message.
4. Enter the Notification Subject.
5. Enter the message that needs to be sent.
6. Indicate the Send Type from the drop-down menu.
7. Indicate the Recipient Type from the drop-down menu.
8. Select (check) the ALL box to send the notification to the tournament group.
9. Click Send Message.
10. Log out