Babe Ruth League, Inc.
Southeast Region

Tourney Machine Guide

Update a Tournament

These instructions assume that the user has been setup in Tourney Machine in the at least the Tournament Manager role.

1.   Go to the Tourney Machine website at https://tourneymachine.com.

2.   Login to the account.

3.   Here are the basic options and tasks:

- Post Scores –
  Click on the Post Scores banner link and process in accordance with the Post Scores Guide

- Update Team Names -
  Click on the Divisions banner link;
  Select the tournament to update;
  Click on the Teams tab;
  Select each team name to update;
  SAVE

- Update Games Schedule -
  Click on the Divisions banner link;
  Select the tournament to update;
  Click on the Pools Schedule or Bracket Schedule as appropriate;
  Select each game to update (time, day, etc.);
  SAVE after each change

4.   Logout