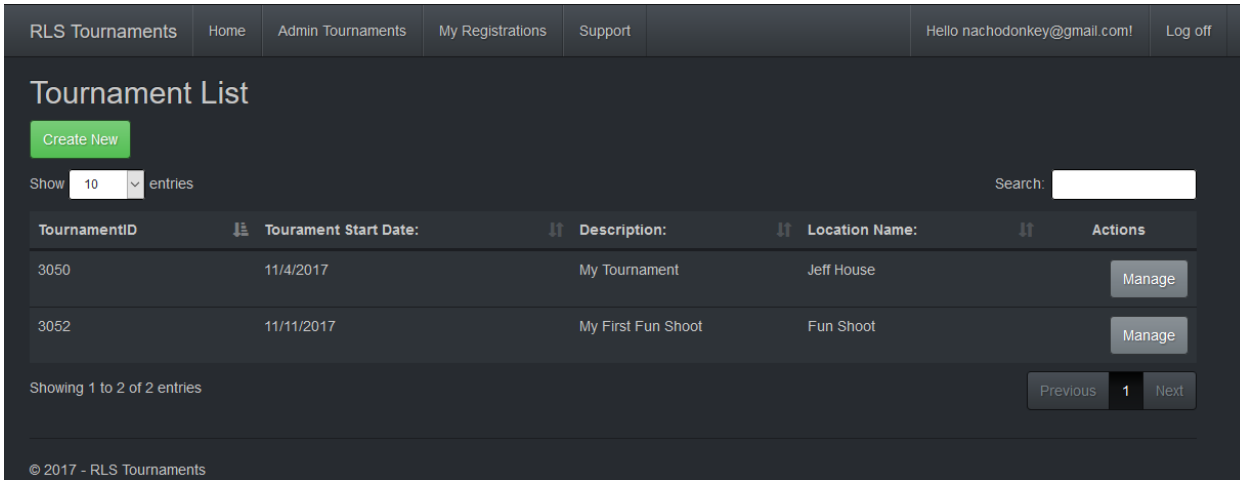<mark>You must have a registered account and then contact Tech Support, so your account can be setup as a Tournament Admin. This will allow you to Create and Manage Tournaments.</mark>
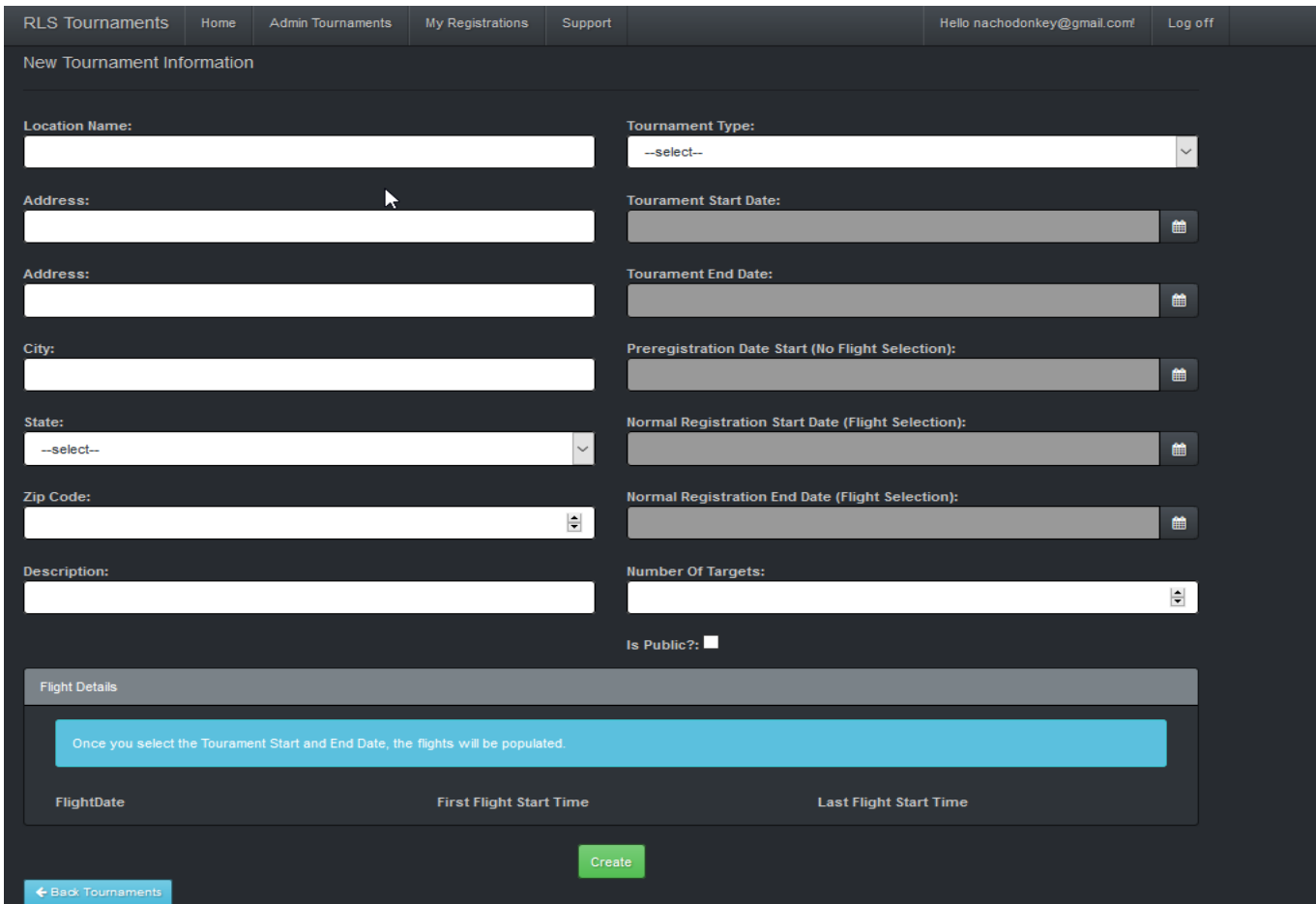
1. Login to rlstournaments.com
2. In the top menu select Admin Tournaments

This will bring you to the screen below.



3. Click Create New

You will see the form to create a new tournament. Fill out the form with all the details. <mark>Make sure to select Is Public is you want your tournament to show up for everyone. If you leave this unchecked the tournament will only show up for you.</mark>

The left side of the form is just the basic information for the tournament.

Location Name:

Address:

Address:

City:

State:

--select--

Zip Code:

Description:

The right side is the tournament settings.

Tournament Type:

--select--

Tourament Start Date:

Tourament End Date:
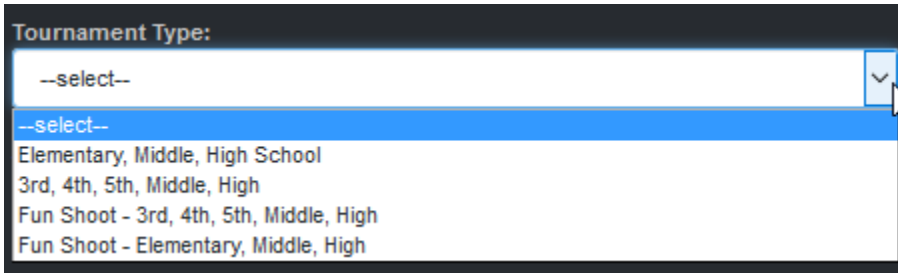
Preregistration Date Start (No Flight Selection):

Normal Registration Start Date (Flight Selection):

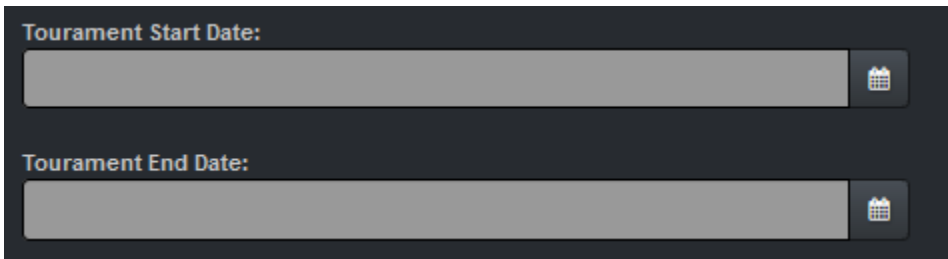Normal Registration End Date (Flight Selection):

Number Of Targets:

Is Public?:

For Tournament Type you have 4 choices. The first 2 are for regular tournaments where you have individual scoring and team scoring by school. You can select individual scoring break down by Elementary, Middle and High School or you have the break down scoring for 3$^{rd}$, 4$^{th}$, 5$^{th}$, Middle and High School. The last 2 are for Fun Shoots where the scoring is solely individual. You can have the same break down for score, Elementary, Middle and High School or 3$^{rd}$, 4$^{th}$, 5$^{th}$, Middle and High School.
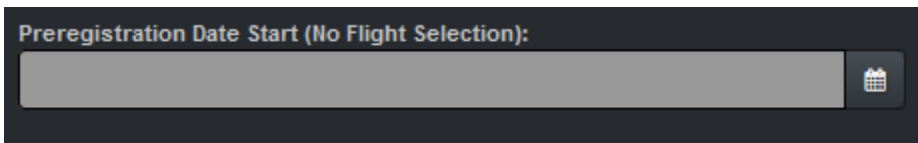
**Tournament Type:**

--select--

--select--
Elementary, Middle, High School
3rd, 4th, 5th, Middle, High
Fun Shoot - 3rd, 4th, 5th, Middle, High
Fun Shoot - Elementary, Middle, High

Next is the start and end date for the tournament.
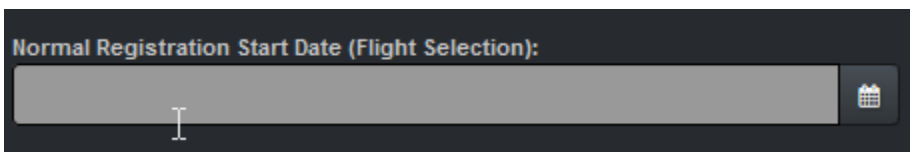
**Tourament Start Date:**

**Tourament End Date:**

Next is the Preregistration Date Start, this is when archers and coaches can start registering for you tournament. But cannot select flights yet.
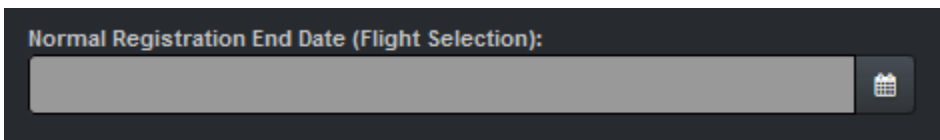
**Preregistration Date Start (No Flight Selection):**

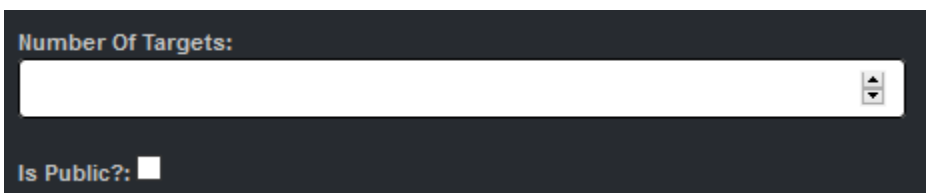Next is the Normal Registration Date, this is when archers and coaches can select flights for the registered archers.

**Normal Registration Start Date (Flight Selection):**

Next is the Normal Registration End Date, this is when registration and flight selection is ended. Archers and coaches cannot make any further changes. If any changes need to be made after this, they must be done by the Tournament Admin.

**Normal Registration End Date (Flight Selection):**

Last on the right side is the Number Of Targets and Is Public. Pretty simple, just enter the number of targets you will have at your tournament. And check the Is Public is you want your tournament to show up on the site so others can register.

**Number Of Targets:**

**Is Public?:**

At the bottom is the Flight Details. This where you set what time your first flight will start and what time the last flight will start. Adjust these to the times you want.

| Flight Details | | |
| --- | --- | --- |
| **FlightDate** | **First Flight Start Time** | **Last Flight Start Time** |
| 11/11/2017 | 8:00 AM | 5:00 PM |

Once all the details are filled in click the Create button. This will register your tournament in the system. You should now see your tournament in the list. And if you checked the Is Public it will now show up for all registered users and allow them to start registering for your tournament.