Your Tournament Set-Up Checklist

❏ As an administrator, please login at https://tournaments.teamsnap.com.
  ➢ When accepting the TeamSnap Tournaments invitation, if this is your first time using any TeamSnap product, please select "Need to create an account".
  Please note that coaches, players and fans login at https://events.teamsnap.com/login , or via the app.

❏ Don't forget to check out our dedicated "Getting Started" guide for TeamSnap Tournament administrators! We've pulled together all or favorite tips and tricks for setting up an incredible tournament experience.

❏ Remember…. publish, publish, publish! **⊕ Publish**
  ➢ Tournament not showing in the app? Registration not appearing for registrants? Schedule or bracket missing for your participants? Please note that each of these features must be published!

❏ STEP 1: Invite one or more additional administrator(s) under the **Users tab.**
  ➢ Using the **+ Add Users** button, you will need the full administrator or scorekeeper's:
    ● First name, last name and email address. Click here for more info on the role permissions!

❏ STEP 2: Verify your organization's settings under the **Settings tab.**
  ➢ Edit your organization's name, location, or reply-to email address!
  ➢ Designate your registration currency, accepted payment methods, and set up your Stripe integration directly from the Registration section of your Settings tab.
  ➢ Decide on discount codes and multi-registrant discounts, if applicable.

❏ STEP 3: Create your tournament venues and subvenues under the **Venues tab**.
  ➢ Using the **+ Add Venues** button, you may add any venue(s) used by your organization.
  ➢ GPS address recognition will suggest complete addresses, and ensure accurate display on the maps portion of the TeamSnap Tournaments app!

❏ STEP 4: Create your first event under the **Tournaments tab.**
  ➢ Using the **+ Add Tournament** button, enter your tournament name, dates, location, and sport.
  ➢ Future tournaments may be set up, by copying settings from a previous event, through the "Use Another Event as Template" function!

❏ STEP 5: Configure a team or individual player registration form under the **Registration tab.**
  ➢ We've prepared some helpful registration tutorials, just for you!

❏ STEP 6: To continue the set-up of your event, click on the "Manage" icon and check out our Help Center!
  Clicking on the "Edit" icon will allow you to change any information entered when creating the tournament, for example tournament dates and location.