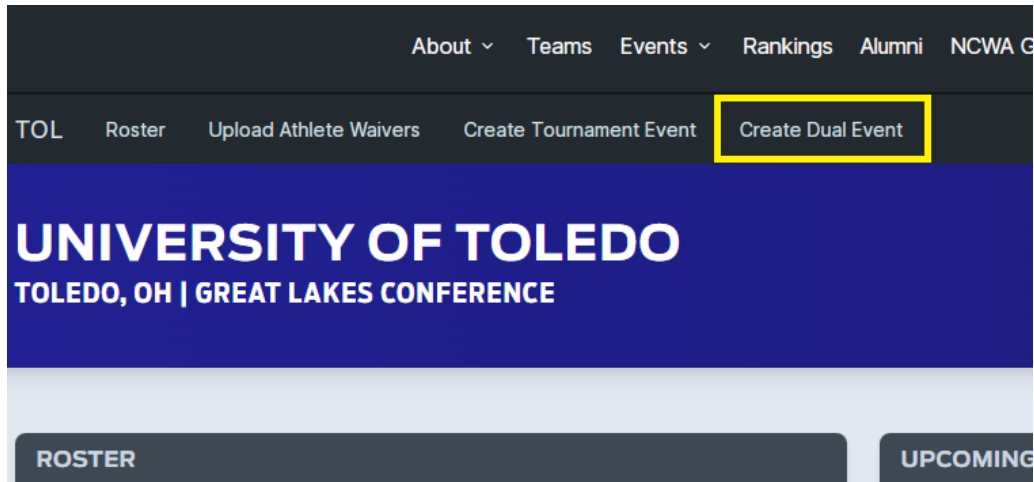


How to Create a Dual Tournament Event on NCWA Website

Step 1: Login to your team account.

Step 2: Click on the “Create Dual Event” as shown in yellow box below.



Clicking on this button will bring up this screen:

A screenshot of the 'CREATE DUAL EVENT' form. The form has a dark blue header with the title 'CREATE DUAL EVENT' in white. Below the header, there are several input fields and buttons. The first section is 'EVENT TITLE*' with a text input field containing 'The XYZ Duals'. The second section is 'DATE*' and 'TIME', with a date input field and a time input field (showing '--:-- --') with a clock icon. Below these are two buttons: 'ADD NCWA DUAL +' and 'ADD OUTSIDE DUAL +'. The third section is 'EVENT LOCATION', which includes 'VENUE*' (text input), 'ADDRESS' (text input), 'CITY' (text input), 'STATE' (text input), and 'ZIP' (text input). At the bottom of the form is a large grey button labeled 'Create Event'.

Step 3: Fill out Information for the Dual Tournament. Once information is accurate, DO NOT CLICK THE CLICK CREATE EVENT BUTTON!!! Instead click on either “ADD NCWA DUAL” for a dual between 2 NCWA teams or “ADD OUTSIDE DUAL” for a dual between an NCWA team and a NCAA/NAIA/etc team. The correct area is highlighted with a yellow box below.

CREATE DUAL EVENT

EVENT TITLE*
NCWA East Coast Duals

DATE*
11/06/2021

TIME
11:00 AM

ADD NCWA DUAL + **ADD OUTSIDE DUAL +**

EVENT LOCATION

VENUE*
Harvard H. Ellis Technical Scho

ADDRESS
613 Upper Maple Street

CITY
Danielson

STATE
CT

ZIP
06239

Create Event

Step 4: Add all anticipated duals. Clicking on the “ADD NCWA DUAL” brings up this screen:

CREATE DUAL EVENT

EVENT TITLE*
NCWA East Coast Duals

DATE*
11/06/2021

TIME
11:00 AM

Add Dual

HOME TEAM*
▼

AWAY TEAM*
▼

Save Dual

CITY
Danielson

STATE
CT

ZIP
06239

Create Event

You can then select the approved NCWA teams in the drop-down menus.

The screenshot shows the 'CREATE DUAL EVENT' form. The 'EVENT TITLE*' field contains 'NCWA East Coast Duals'. The 'DATE*' field is '11/06/2021' and the 'TIME' field is '11:00 AM'. An 'Add Dual' modal is open, showing 'HOME TEAM*' as 'University of New Hampshire' and 'AWAY TEAM*' as 'Rensselaer Polytechnic Institute'. A dropdown menu is open for the 'AWAY TEAM*', listing various teams. The 'Save D' button is visible in the modal.

Step 5: Once you select teams that will face each other click on “Save Dual”. The main screen will now look like this (note how the 2 teams selected are on a line on the main screen):

The screenshot shows the 'CREATE DUAL EVENT' form. The 'EVENT TITLE*' field contains 'University of New Hampshire vs. Rensselaer Polytechnic Institute'. The 'DATE*' field is '11/06/2021' and the 'TIME' field is '11:00 AM'. Below the event title, there is a yellow box containing the text 'University of New Hampshire vs. Rensselaer Polytechnic Institute'. Below this, there are two buttons: 'ADD NCWA DUAL +' and 'ADD OUTSIDE DUAL +'. The 'EVENT LOCATION' section includes 'VENUE*' (Harvard H. Ellis Technical Scho), 'ADDRESS' (613 Upper Maple Street), 'CITY' (Danielson), 'STATE' (CT), and 'ZIP' (06239). The 'Create Event' button is at the bottom.

Step 6: Repeat the process until all duals are listed. Note the first dual is listed differently then in Step 5 as I re-ordered based on final team score (this particular event already occurred...see note below).

EDIT DUAL EVENT

EVENT TITLE*

NCWA East Coast Duals

DATE*

11/6/2021

TIME

11:00 AM

Rensselaer Polytechnic Institute vs. University of New Hampshire

The Apprentice School vs. University of New Hampshire

The Apprentice School vs. University of New Hampshire

Northeastern University vs. Rensselaer Polytechnic Institute

University of Connecticut vs. Northeastern University

The Apprentice School vs. University of Connecticut

University of Connecticut vs. Rensselaer Polytechnic Institute

The Apprentice School vs. Northeastern University

The Apprentice School vs. Rensselaer Polytechnic Institute

ADD NCWA DUAL +

ADD OUTSIDE DUAL +

EVENT LOCATION

VENUE*

Harvard H. Ellis Technical Scho

ADDRESS

613 Upper Maple Street

CITY

Danielson

STATE

CT

ZIP

06239

Delete Event

Save Event

Step 7: Click on the blue “Save Event” button. You will go back to this page from the “Past Events” page and enter results (if you are logged in).

PAST EVENT

NCWA East Coast Duals

WHEN:

Saturday November 6th, 2021 at 11:00 AM

WHERE:

Harvard H. Ellis Technical School

613 Upper Maple Street

Danielson, CT 06239

DUALS

Rensselaer Polytechnic Institute	vs.	University of New Hampshire
The Apprentice School	vs.	University of New Hampshire
The Apprentice School	vs.	University of New Hampshire
Northeastern University	vs.	Rensselaer Polytechnic Institute
University of Connecticut	vs.	Northeastern University
The Apprentice School	vs.	University of Connecticut
University of Connecticut	vs.	Rensselaer Polytechnic Institute
The Apprentice School	vs.	Northeastern University
The Apprentice School	vs.	Rensselaer Polytechnic Institute

INPUT RESULTS



NOTE: If you do not know what teams will face each other in your tournament, you can list the DUAL EVENT without showing individual duals....just don't add the individual duals within the main event. You can add them later. I recommend listing the HOME TEAM in this case as the team that won so that it reads better on the results page.