



How to Enter Tournament Results Online

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Beginning with the 2011/12 Season, the Iowa Region is asking tournament directors to enter their tournament results directly online. The format for reporting results online is almost exactly the same as the Tournament Reporting Form you turned in previously, but results go directly into the Tournament Results Database. The amount of work done by tournament directors is exactly the same, but the benefits are great:

- Any person can look at the results of any tournament online.
- Any person can look up the results and points of a specific team in the Iowa Region.
- Tournament Directors can easily access team points used to place teams into pools at their tournaments.
- It saves the Iowa Region staff hours of work each week, allowing us to spend more time serving you!

Entering your results online is easy. Here are step by step instructions:

1. Go to <http://www.iavbreg.org/tournament-reporting> (there is no link currently to this admin page from the Iowa Region website, so save this site in your favorites list.
2. All Tournament Directors sign in using this information:
 - a. Username: director
 - b. Password: iaregion
3. Enter your tournament results.
 - a. After you log in, click on "Enter A New Tournament Report."
 - b. Give the tournament a name. If you don't have a particular name for your tournament, you can give it a generic name such as "Durant HS tournament on Jan. 5"
 - c. Fill in all the required tournament information. The number of teams you can enter on the bottom is dependent upon the number of teams you enter in the drop down menu on top.
 - d. Fill in the team information on the bottom section. You will be able to choose the teams from the drop down list, and they are listed in order by TEAM CODE. Teams do not always sign up using their "official" team name, but as long as they used the correct team code, you will be able to find them on the list. If you had a team play in your tournament that is not an Iowa Region team, enter them as "Non-Iowa Region team" (it should be the first item on the drop down list of teams. If an Iowa Region team that played in your event is missing from the list, please contact Colleen Platt (colleen@iavbreg.org) and she can make sure the team is added to the list.
 - e. Pool Wins and Pool Losses refers to SET RECORD in POOL PLAY ONLY. Playoff matches/sets or tie breakers do not count toward this record.
 - f. Playoff finish refers to where the team finished overall in the tournament. Please be sure to hover over the "?" for an explanation of how to determine overall placing.
 - g. Once you finish entering the information, click "Submit Report."
 - h. If you need to enter results from multiple age groups at the same tournament, you can immediately choose to add another new report, and if you use the same tournament name, the tournament information will be automatically filled in for you.
4. After your tournament results are submitted, they will not show up on the results website for public viewing until a member of the Iowa Region staff approves the submission. IA Region staff will be approving new tournament results entries daily.