Varsity Invitational Tournament Games
How To Add Games and Pay Officials on Team Tournaments

Creating Varsity Invitational Tournament Games

Please Note: You must have an approved Request Sanctioned Event in order to add games to varsity invitational tournaments.

1. Login to the School Login
2. Click on "Varsity Invitational Tournaments"
   - If the host school has an **approved** "Request Sanctioned Event" in one of the following varsity sports below, it will display here.
     - Baseball
     - Basketball – Boys
     - Basketball – Girls
     - Soccer (Fall) – Boys
     - Soccer (Fall) – Girls
     - Soccer (Winter) – Boys
     - Soccer (Winter) – Girls
     - Softball
     - Volleyball – Boys
     - Volleyball – Girls
     - Wrestling
   - Schools have the ability to sort by sport to narrow down search results
3. Next to the approved event, the school will see an option to **Create Tournament Games**, if not already done so.
4. If the tournament games have already been created, the options displayed will be **View Tournament Games**, **Add Tournament Games**, and **Enter Results/Pay Officials**.

Create Tournament Games

- The following questions will be asked of the member host school to verify tournament settings:
  1. Is the number of participating schools, including your school, still (# comes from request sanctioned event form approved)? (option yes or no)
     i. If answer is no, please select the number of participating schools, including your school
  2. Are the participating schools still (names of schools comes from request sanctioned event form approved)? (option yes or no)…please note: if the option selected originally was "All AIA Member High Schools" it should default to no.
     i. If no, or All AIA Member High Schools, please select the schools participating in this tournament. The number of schools select must equal the number of participating schools from answer No. 1.
     ii. Also…if the option selected was intrastate approved, only AIA member schools will display for selection. If the options selected was interstate, both AIA and non-AIA member schools will display.
  3. Is the number of event sites still the same (# comes from request sanctioned event form approved)? (option yes or no)
     i. If answer is no, please select the number of event sites, including your school
  4. Are the event sites still (names of schools comes from request sanctioned event form approved)? (option yes or no)

      i.   If no, please select the event sites in this tournament. The number of sites selected must equal the number of event sites from answer No. 3.
5. Can a school play multiple games on the same game date? (option yes or no)
      i.   Selecting yes allows a school to stay displayed for the same game date even after selected for a game on that date
      ii.   Selecting no takes that school away from being displayed on the same game date after selecting them to play in a game on that date
6. The dates of the tournament show as a start date of (from request sanctioned event form approved) with an end date of (from request sanctioned event form approved). Is this still correct? (option yes or no)
      i.   If answer is no, please enter the start date and end date of the tournament
7. Will there be games played on every day of the tournament? (option yes or no)
      i.   Selecting no allows the school to check what dates games will be played on
8. Submit to create the tournament

Add Games Page

Note to user: please enter all your games into the system for each date, and if opponents are not known, use the **TBD** option so that officials are assigned and a game is generated in the system. You may update the opponents up to and including on the date of the game. You may update game time and venue only up to the date of the game due to official assignments.

One game box will display, asking to select:
1. Game Day (drop down of the game dates available for your tournament)
2. Game Time (enter game time)
3. Home team (drop down of schools in tournament, plus TBD)
4. Visitor team (drop down of schools in tournament, plus TBD)
5. Venue (select the venue)
6. Round (if applicable, can select option of: 1st Round, 2nd Round, 3rd Round, 4th Round, 5th Round, Quarterfinal, Semi-final, Championship, Consolation Round)
7. Press Submit to Add the Game
8. You can then Add Another Game or go Back to Invitational Games

Please Note: After creating a game, the one field that cannot be modified is the game date field

Edit Tournament Games

Clicking this option allows the user to edit games already entered for each date of the tournament, including the opponents that may previously been marked as **TBD**. You will need to update those marked TBD to the actual opponents in order to pay the officials and report the results.

Notifying Officials: Any game edits made by the host school for any game already assigned with an official, an email notification of the update will be emailed to the official and the Area Commissioner in relation to the Host School of the Invitational Tournament.

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Enter Results/Pay Officials

Once a game date occurs, this option becomes available so the school can enter results and pay officials for each tournament date as they come and go. They would click on this link, and then under the tournament date, would click the "Scores" link next to the game to enter the score, verify officials, and pay them.

The "Scores" link will look exactly the same way it does for schools entering their regular season games

Once they press submit to enter the result and pay the officials, it would take them back to the game date screen they were already on, and the Scores feature for that game would then be locked.

Note: Please make sure you have funded your RefPay account in advance of the tournament in order to pay the officials after the tournament! The host school is the school that will pay the officials.