

# MiTournament Organisation User Guide Ver3

Ver 3 / Date 23 September 2011

*This document is intended for State/national Golf Association/Club administrators and tournament directors use in creating/administering online registration events for Golf Competitions whereby Golfers can register and pay online via the MiTournament system.*

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*Note: Check with MiClub that your organisation has been setup and a supervisor role has been assigned. With the supervisor user account obtained from MiClub, login via the MiTournament site.*

## Summary of Use

MiTournament release is intended to allow tournament directors from Golf Associations to create an online registration form whereby a golfer can register and pay the registration fee for an event. This is achieved by the golfer accessing the MiTournament site from the Organisers own website or directly from [www.mitournament.com.au](http://www.mitournament.com.au) . The golfer is required to create a profile account on MiTournament so that verification of their details can be made from the GolfLink number provided.

Once signed up; the user can register into tournaments as long as they meet event criteria. This allows them to only have to enter credit card details each time they register into an event no matter who the tournament organiser is.

A tournament director will have access to retrieve registration details via a spreadsheet (except for CC details) at any time and have the ability to add participants and remove them if required.

## Navigation

My Account includes the ability to **update profile** ensuring that your email address is entered.

**Change Password** is used to modify the password which should be done every few months and be secure enough to prevent guessing by unauthorised users.

Admin section includes **Organisation Details** which holds all relevant contact details.

**Registered Users** is a list of MiTournament users. An organisation can only view and edit a registered user if they have registered into a tournament owned by that organisation.

**Add User** allows staff to create a user account for a player which defaults their email address as their username.

**Maintain Fees** allows setup and administration of fee types as required. This should be setup prior to creating any events. You can simply create a Fee title Registration Fee that will default as your fee type.

Tournaments section has the facility to **Search** for events and **Add** allows the organiser to create a new event.

## Create a Tournament Registration

1. Login with the provided supervisor account. (You should see an Admin men tab on the left hand side now once logged in. Prior to creating any events it is preferable that you update the organisations details as these are referenced in tournaments)

Under Admin menu select **Add Tournament**

### **Step 1: Details**

Enter the title of the event, description, start and end dates and venue/course details.  
Select the format of play and number of holes to be played.

**Multiple Registrations:** This option when Yes allows the user to add more than one registration in the one process.

**Max Registrations: (optional to use) This value if set is used to stop any further registrations once the limit is reached unless used by an administrator.**

Status Types that can be assigned include:

**Locked** – Not available for registration

**Open** – Available for registration and participant list viewable

**Closed** – Closed for registration but able to view participant list

**Results** – Closed for registration but final results of event are viewable in future releases.

**Handicap Required:** this label is defaulted to No until a handicap limit is applied in the rule restriction area. When yes, a registration must apply a hcac value otherwise if No it isn't applicable.

**Comments:** You can specify a number of questions to the participant in this section which the user then adds while registering. Example may be to ask the user if they have any exemptions to add or to advise of any tee time preferences. These comments along with other registration details will be exportable.

**Terms and Conditions:** A pdf version of the events terms and conditions should be created so that they are uploaded in this area and can be added at any point. It will be applied to the registration process when added and players will need to accept them prior to paying.  
(Max size of PDF is 500KB)

**Tournament Banner** is an optional feature which can be used to display an event image banner to the website in a pre defined location. It is advisable to have MiClub create a banner so that it is sized up and formatted into a suitable image for display.  
Press Next button to move to the Fee structure. (Max file size of image banner is 50KB)

### **Step 2: Fee Structure**

Enter the Fee and press Add. You can specify separate fees for pre and post function events if applicable at this point as well. Press next button

Fee Type:  Fee Amount: \$  Admin Only:

Min Quantity:  Max Quantity:

| Fee Type   | Fee Amount | Min Quantity | Max Quantity | Admin Only | Action                                |
|------------|------------|--------------|--------------|------------|---------------------------------------|
| Tournament | \$35.00    | 1            | 1            | false      | <input type="button" value="Remove"/> |
| Post-event | \$0.00     | 0            | 4            | false      | <input type="button" value="Remove"/> |
| Late Fee   | \$15.00    | 1            | 1            | true       | <input type="button" value="Remove"/> |

**A Tournament Fee** should be setup initially with the fee amount and min and max quantities set as 1. This ensures that the participant has the tournament fee applied by default i.e. not optional.

You can add additional registration fee types such as Pre and Post event functions that are optional and can have either have a fee applied or if not then enter zero (0) as the above example shows. To make fee types optional ensure the minimum quantity is set to zero. If you want the participant to advise you of the amount of people they are bringing to the function then increase the max quantity accordingly.

**Late fees** can be established here as well and should be enabled as Admin only which means this fee is not displayed to the participant when registering and is only an option for the organiser to apply the fee to a registration that they are applying on behalf of a player.

**Note:** You can only remove a fee if there are no links to a registration otherwise you can edit the details by clicking on the pencil icon.

### Step 3: Applying Registration Restrictions

**Restrictions:** Based upon the players DOB, handicap value and gender you can assign restrictions on what type of participant can register into a tournament.

Lower Age:  Upper Age:

Lower Exact Handicap:  Upper Exact Handicap:

Gender Type:

| Gender | Lower Age | Upper Age | Lower Exact Handicap | Upper Exact Handicap | Action                                |
|--------|-----------|-----------|----------------------|----------------------|---------------------------------------|
| Male   |           | 50        |                      | 18.4                 | <input type="button" value="Remove"/> |

**Lower Age:** optional entry only used when you want players to be over a certain age i.e. for senior events enter 55 in this section to only allow participants inclusive and over the age of 55 years.

**Upper Age:** Optional entry used when a maximum age limit is applied i.e. for junior events where age limit is under 18 then enter 17 in this section. In the example above a limit age of 50 is applied meaning that participants must be below 50 years old to enter the event.

You can setup age ranges as well using these two fields i.e. only allow players between the ages of 20 and 30 by entering the lower and upper age values respectively.

#### **Handicap limits**

**Lower Exact Handicap:** optional field which is only used for graded tournament restrictions i.e. a B Grade event whereby you want players to be over a specified handicap such as 9.5

**Upper Exact Handicap:** optional field which is used to limit players to register when their handicap is below the value entered here i.e. only allow players better than 4.4

You can setup Handicap limit ranges using these two fields for graded events i.e. allow players between handicap of 9.5 and 20.4 to register.

**Gender Type:** Can either be ALL (mixed comp) or female or male. Selecting Male will only allow male players to register and vice versa if female is selected.

Press Add button to add the limitations to the tournament then press the next button to continue.

#### **Payment**

Indicates what type of payment method is allowed to either the user or the administrator. By default users must pay by Credit card only while administrators have the choice of CC, cheque and cash if desired.

#### **Exemptions**

List any exemptions that may be applicable to the event.

A participant can select the exemption from the list during registration if applied. If you require an exemption to be mandatory, please indicate this in the Rules restriction area.

#### **Leaderboards**

This section is utilised only when a leaderboard is created within the MiClub competition management module. (Usually after registrations have closed).

The MiClub leaderboard will have reference to a URL at the bottom of the page which is copied into this field for linking live scoring to MiTournament leaderboard viewing.

#### **Confirmation Page**

**The final step in creating a tournament is to check all the details of the event are correct.**

Press Confirm button to save the tournament.

Note: this will create a listing in the tournament event table and search field.

Remember that in order for participants to enter the event status must be set to **OPEN**.

## Maintain Fees

You can add items to the registration which have a fee applied via the Maintain Fees menu. Example of this is would be a specific additional item to purchase such as tickets to a Post Event Dinner Function. You could add purchasing of Cart hire, Caddies or Merchandise that would be picked up at the event as well here. The fee associated the fee type is assigned in the event setup process.

You should also setup the fee types for Late Fee, Manual form Fee structures as well where required.

## Edit a Tournament

Search for the tournament and then click on the arrow button next to register. Optional buttons will display, click on **Edit** Button. Make the required changes and press confirm on the last section of the tournament details page.

## Register Users into a Tournament

Super users can register users who don't have the ability to create an account and pay online. An administrator signs up a player via add user then through the register button of the tournament selects the user. Select the payment method i.e. CC/Cheque or Cash

## Security Roles

You can assign a super user role to a user via this section which is found next to the registered users list. Only allowable users which have a security link adjacent to their names can be modified.



## Editing Users Details

Supervisor user roles have the ability to edit user details (only players who have registered into a tournament of that organisation can be edited.) This is shown as a edit link.

## Exporting Registration Details

Use the search tournament function and locate the event. Click on the button next to the register button as per the image below. The Players button will now display, select this to view the list of players and below that the two export functions.

To export the details out to Excel spreadsheet; click on the Icon under the Export all data section and proceed to download/save and view the export data.

| Venue   | Gender | Status  |  |
|---|--------|---------|--|
| miclub  | All    | Open    | Register  |
| <b>Click this button to extend range of options</b> |        |         |  |
|   |        | Players | Edit   |
|   |        | Clone   |  |
| MiClub GC   | All    | Open    | Register  |

Autoscore Export function is used to export the registration (approved only) out in a CSV format so that it can be imported into a timesheet on the MiClub system.

|   | First name | Surname  | Handicap | Representing      | Age* | Registered Date  | Status   |
|---|------------|----------|----------|-------------------|------|------------------|----------|
|    | Steven     | Mancini  | 17.8     | Western Australia | 37   | 19/08/2011 09:01 | Approved |
|  | Nigel      | Dinsdale | 10       | Western Australia | 48   | 06/09/2011 15:53 | Approved |

[Click here to view more details about the registration and payment.](#)  
\* (Age on the 1st day of the tournament)

Export Registrations  **Full export of all registration and all details**

AutoScore Export  **CSV file for importing approved players into MiClub timesheet**

### Opening a Tournament for Registration

Once a tournament has been created and the status is LOCKED, In order for the tournament to be able to accept online bookings the status must be changed to OPEN. To do this click on the search function and select the event in question. Click on the pencil icon under status and change the drop down list so that the status is Open then press the tick icon to save.





### Closing off Registration

To close the event for handling online registrations, the status of the event must be changed to Closed. To do this click on the EDIT button for the event in question. Click on the status and change the drop down list so that the status is **Closed**. To save the changes please press next button until you get to the confirmation page then press the confirm button.

## Viewing Participants

Registered Participants are automatically displayed in a list under the register/view page of the particular tournament selected. Once the payment has been approved the players name, hcap, origin and home club details will appear in the list. If you decline a players registration you will need to edit the status of registration for the player which will remove him/her from this list by clicking on the pencil icon in line with their name. The status becomes a drop down list whereby you can select the reason of either Balloted out or withdrawn. Once selected; press the tick icon to save and you'll see the status label change as confirmation of this.

Doubling clicking on the participant row will reveal details of their registration including total paid, fee types selected and payment date.

| First name | Surname  | Handicap | Representing | Age (1st tournament day) | Registered Date  | Status  |
|------------|----------|----------|--------------|--------------------------|------------------|---|
| Steven     | Mancini  | 17.0     | Australia    | 36                       | 01/02/2011 15:17 | Approved   |
| Simon      | Kelly    | 2.0      | Australia    | 31                       | 02/02/2011 11:59 | Approved   |
| Greg       | Harrison | 12.0     | Australia    | 31                       | 02/02/2011 12:01 | Approved   |
| Adam       | Scott    | 0.0      | Australia    | 37                       | 02/02/2011 12:04 | Approved  |

Export Registrations   Click on x icon to create a excel spreadsheet of the participant registration details

## Organisation Details



Edit the details of your organisation in this area. Also applies the online Merchant account and password details and email addressed in which you receive notifications on registrations.

## Search for Events

You can search for an event by clicking the search menu and either scrolling through each page or applying a text to search for or by organisation then pressing the find button at the top of the screen.

## Search Tournaments

Tournament Name:  Results Per Page:  Organiser:

| Date        | Tournament           | Organiser   | Venue                   | Gender | Status |  |
|-------------|----------------------|---|-------------------------|--------|--------|--|
| 23-May-2011 | Mens Subaru Vic Open |  | Spring Valley Golf Club | Male   | Locked | <input type="button" value="View"/>  |
| 12-Feb-2011 | Mount Lawley Classic |  | Mount Lawley GC         | Male   | Open   | <input type="button" value="Register"/><br><input type="button" value="Players"/><br><input type="button" value="Edit"/> |

Admin Organiser will see these three button on each of their own events.

### Registration of Players by Administrators

As a supervisor you can register a player by selecting a tournament from the search function and Press the Register button (Note the event must be OPEN).

Search to see if the player already has an online account. Press select link adjacent to their name and the registration process will continue from here.

If a player hasn't got a MiTournament account then you'll need to create a user account by selecting the Add user function in the Admin Main menu.

The player will receive an email notification of the registration as well automatically when processed.

### Payment Types

By Default players registering online only have the option to pay by Credit Card.

As a supervisor, you can register players by payment of CC, Cheque or Cash via the system.

If you charge a late fee or a fee for payment other than CC then you'll need to add these fee types in the setup of the tournament ensuring they are enabled as admin only fee types.

### Ballot Out/ Withdraws /Refunds

To withdraw a player, select the tournament and click on the Players button to display the list of participants. Locate the player in question and the end of the column has a status indicator (Pencil icon) Click on this to edit the status to declined.

In order to refund the player if he/she paid by Credit Card via the online system, you will need to log into **SecurePay** to locate the transaction and refund the amount back to the players CC.

Please Note: Participants have the ability to withdraw from an event via their account login which when processed will notify the organiser via email.

Refunding of CC payments can be done via the Securepay Merchant account Login site.

### Waiving Fees for Players

In order to waiver a registration fee for players the administrator will need to create a Waived Fee type under "Maintain Fee" section.

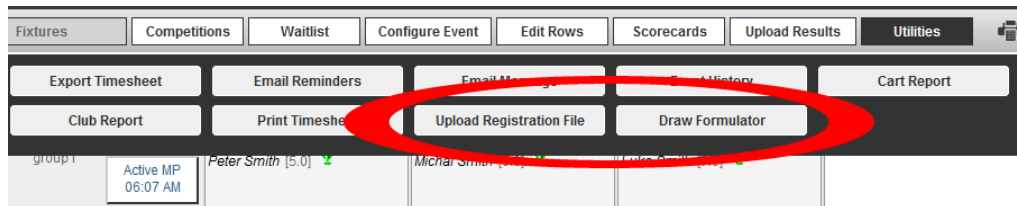
Once this is created you will need to edit the event fee structure so that the Waived Fee type is

added as an admin only fee with minimum quantity set as 0 and the amount a negative fee i.e. if Registration Fee is normally \$50 then the waived fee = -\$50

## Importing Registrations into the Timesheet

From the MiTournament site, use the Autoscore Export CSV under players and save the file to your desktop.

Create a timesheet in the MiClub booking system and within the timesheet is an admin menu called Utilities. Under this menu is a **Upload registration File** option. Browse and select the Autoscore file from the desktop (select CSV) and upload.



The timesheet will then be populated with the registration from MiTournament. You can then reorder the draw (seeded) using the Draw formulator option.

## Support

MiClub

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