

Tourney Tracker 2008

Overview

Tourney Tracker Introduction

Tourney Tracker is the best tool available for managing your office or neighborhood pool for any sporting event involving a “single-elimination” tournament format, such as the men’s or women’s national college basketball championships, conference tournaments or many professional sports playoffs, including basketball and baseball. Tourney Tracker can also support tournaments where the pairings are re-worked in later rounds, such as professional football and hockey playoffs! Tourney Tracker even supports full FIFA World Cup tournament pool play!

For selected major national tournaments, the PC-based tool can be combined with our “Entry-Net” features on the web to make your job as pool manager easy. With just a few clicks of the mouse, you will quickly have all the information that you need concerning your pool at your fingertips, so you can sit back and enjoy the games.

**Please be sure to make backup copies of your Tourney Tracker files on a regular basis!
We recommend making a backup copy of your file on a diskette or CD drive.**

Please review the help system to understand how to use Tourney Tracker. Click the next button (>>) if you would like to see a Quick-Start Step-by-Step tutorial for running a pool using the Entry-Net on the web. Detailed step-by-step instructions for running your own pool are included later in this document. Click on “Contents” to see a directory of help topics.

**Get ready to enjoy the tournament with the help of Tourney Tracker!
The most functional pool management software available today!**

Quick-Start Step-by-Step Instructions for a Web-Based Pool

Below is a quick summary for those of you wishing to get started quickly for a **supported national tournament**: Supported national tournaments are those where MicroFest supplies the brackets and tournament results through downloads from the Internet, including the national Men's and Women's College Basketball Championships.

With your purchase of Tourney Tracker, you get at least 8 months of free use of our web-based tools. Continued use will require you to upgrade to the latest version of the software. See our web-site at www.Tourney-Tracker.com for more information on registration and upgrades.

Step 1. Install the Tourney Tracker software on your PC.

If you are not already a registered customer, you can purchase Tourney Tracker by visiting www.tourney-tracker.com and clicking the "Order Now" link. To upgrade or renew a previous purchase, follow the "Upgrade" link. Follow the instructions to purchase the software. You'll receive an e-mail which will include a link to the install file and your 13-digit registration ID.

Once you download the install file, titled TourneyTrackerZip.exe, go to **Start/Run** and enter the location where you stored the file. Complete the installation by following the steps presented in the install program.

Step 2. Open the Tourney Tracker program.

Go to **Start / Programs** and click on Tourney-Tracker.

Step 3. Enter your Registration ID that you received with your order.

This is a 13-digit number that is specific to your purchase. If you ordered over the Internet, you should have received an e-mail from DigiBuy, our order processing partner, specifying your registration ID. *Please note that it is illegal to share this program and registration ID with other people. Sharing your Registration ID with others can also cause problems with our web-based features.*

Step 4. Start your pool file.

At the "Open a Tourney Tracker file" window, select the option to "**Start a New National Tournament Pool from a Download File**". Choose the tournament type that you are looking for and click the download button.

Step 5. Set your pool parameters.

Once the download is complete, a window will open with three tabs. Each of these tabs contains important information about your pool. Update the following on each tab:

- **General Setup:** Set the dollar amount that you will collect for each entry. Also, if you want to have the system automatically check for updates of entries past a given point in time, you can set that information. For a normal pool, all other information should be sufficient for your pool.
- **Scoring Setup:** Choose your tiebreaker, points to be awarded per round, and any special "seed-based" scoring by round. For those of you with more exotic scoring methods, click on the "Advanced Bonus Scoring" button and define your scoring rules.
- **Payout Setup:** Choose the percentages of the final pot that you wish to give to each finishing position, select how you would like to round out the final payments, and indicate if you would like to hold back any amount of the pot from being distributed to the winners.

Step 6. Print a blank bracket form

If you are taking paper entries, you can create a blank tournament sheet form to distribute to your friends. Go to **Tools / Print Blank Bracket Entry Form**. There is room to type specific instructions for your pool, if you wish.

Another option is to take entries from "spreadsheet" files filled out by individuals. You can go to

our web-site at www.tourney-tracker.com for a starter file that you can distribute to your friends. Find the link “to get a template for spreadsheet entries” about half-way down the features summary box.

Step 7. Reserve your Pool ID and setup your pool on www.Tourney-Tracker.com

If you wish to have your pool participants enter their picks on the Entry-Net (our web-based entry tool) or if you wish to post your pool reports to the Internet, you must reserve your “pool ID” (a name that your friends can remember) with MicroFest for each tournament for which you are running a pool.

To do this, choose the option **Tools / Setup and Maintain Pool Info on the Entry-Net**, and click the **Logon to the Entry-Net** button. Please note that the Entry-Net is only available for selected national tournaments. Follow the menu there to set up your Pool ID. Once your Pool ID is established, menu options will appear for you to manage information and entries for your pool on the Entry-Net.

Step 8. Enter picks submitted from your pool participants

To enter picks returned to you on paper, use the **Edit / Input/Edit Entry** option. Follow the steps to add any participant information that you wish to keep (name, e-mail address, phone, etc.) and then enter the picks by dragging-and-dropping the teams from the opening bracket to the round they are picked to advance. *Note: If you are speedier with the keyboard vs. the mouse, you can swap from the “drag-n-drop” method to a “KeyPad” method of entry by clicking the button on the bottom right side of the window. Also, if you wish, you can adjust the size of the bracket on this window by using the **View / Set Entry Zoom Size** option.*

Step 9. Retrieve entries made on the Entry-Net

If you have reserved your pool ID and setup your pool on the “Entry-Net”, our web-based entry tool, then you will, from time-to-time, need to pull those entries into your pool file on your PC. To do this, go to **Tools / Retrieve Entries from the Entry-Net**.

Click the **Unload** button. This will send a signal to our web site to unload your entries from the Entry-Net. When the unload process is complete, you’ll be asked to click **Bring in Entries** to actually start the import process. Follow the instructions on the subsequent windows to update your file as necessary.

Step 10. Update tournament results

Use the **Tools / Download Results from www.Tourney-Tracker.com** function to pull down the results for the tournament. Please allow until 10am EST the next day for the results to be updated for the major national tournaments. (If you are in a hurry, you can update results yourself by using the **Edit / Enter Results** function and dragging the winning teams forward in the bracket. You will still be able to the automatic download feature for future rounds.)

Step 11. View and create reports

To view the available Tourney-Tracker reports, go to the **Reports** menu item at the top of the window and choose the report that you wish to see. Select as many different reports as you wish, then you can print, save, or publish the reports by choosing **File / Print** or **Save Reports** and following the instructions on the window presented.

You have three options to create reports. Choose one of the following:

- **Send to printer:** Print the reports on paper to your local printer.
- **Send to file:** Save the reports to a file on your PC. Either an HTML, a fixed-position, or a comma-delimited file can be created with your report data.
- **Send to the Entry-Net:** Uploads the report to the www.Tourney-Tracker.com web site. If you have reserved your pool ID (see step 7 above), your friends can visit our site and view the reports.

By clicking the **Create Reports** button, the selected reports will be printed, saved, or published as requested.

Step 12. End of tournament activities

At the end of the tournament, if you using a *different* tiebreaker than “Total Points Final Game – Both Teams” option, you will need to go to **Edit / Enter Results** and input the tiebreaker figure yourself. Once the tiebreaker is set, choose the **Reports / Display Rankings** option. The second tab, Pool Winners, will list out those that finished in the money and how much they won.

Congratulations on running a successful tournament pool with Tourney Tracker!

Summary of System Functions

Below is a summary of the system functions available within Tourney Tracker. For most functions, there are more detailed explanations later in this document.

Edit Tools

Under the Edit pull-down menu you'll find the following tools to help you add pool information to your file:

Pool Parameters

To start a new pool, select "New" file, or pull down a template tournament file from our web-site (see the "Tools" section below). Once a file is started, you can use this window to enter the basic information needed to operate the pool, including number of teams, scoring options, tiebreaker to be used, and the formula for calculating winnings.

Bracket Set Up

Enter the names of the teams or players who are participating in the tournament in the order of the tournament bracket pairings. Also enter any "seeding" information for the tournament, which may be used in calculating points depending upon the parameters you have chosen for the pool. Print out a form that pool participants may use to write in their picks.

For pool-play tournaments, such as the World Cup, you enter the names of the teams in each pool and the position in the single-elimination tournament bracket that they advance to.

Instead of entering the brackets on your own, you can use the bracket download feature described below in the "Tools" section.

Input/Edit Participant Info

Tourney Tracker allows you to save some basic information about the people who participate in your pool, including name, phone number, and e-mail address.

If you are using the "Entry-Net" web-based entry system, then participant information will be provided for you when you download their entries, but you can edit that info through this option.

If you'd like to re-use this information from a previous pool or any comma-delimited file, see "Bring in Participants from Another File" below.

Input/Edit Entries

Use this function to record entries that you receive for your pool. You may also edit or delete any entry that is in your pool file. Tourney Tracker sports the easiest methods for entering entries of any pool management software available today. You can choose to record picks using a simple drag-n-drop procedure or by using the keypad numbers on your keyboard. See the detail section entitled "Tips for Inputting Entries Quickly" for some timesaving hints.

If your pool participants are using the "Entry-Net" web-based entry system, then those entries will be brought into your pool file when you download the entries from the Tourney Tracker web site (see the "Tools" section below). You can edit entries through this window that were entered from your PC or that were downloaded from the Entry-Net.

Enter Results

Once the tournament has started, enter the winners from the tournament games. At the end of the tournament, enter the tiebreaker amount, if needed. For selected national tournaments, results can be retrieved from our web site. See "Tools" below for more info.

Reports

Under the "Reports" pull-down menu, you'll find the following items to help you track and manage your pool. Each of the reports can be viewed on your computer, printed to the printer, saved to a comma-delimited file or a report file for e-mailing to participants.

Scoring Summary

This report shows the rules that you have set up for awarding points in your pool. Points per round are listed, along with any particular seed-based scoring rules. Also, if you use any of the advanced bonus scoring options, these are also listed.

Display Participant Info

This report lists the name, phone and e-mail address of each participant, as well as how many entries each has and how much still needs to be collected from each. A second report shows all of the picks for all entries in the pool, along with the scores earned for each pick.

Note that for privacy purposes, e-mail addresses and phone numbers will not be sent to the Entry-Net report viewer on Tourney-Tracker.com.

Display Pool Analysis

This report shows a summary, by team, of all of the selections in your pool, and a summary by round of how many “upsets” have been predicted. You can see what team, on average, is picked to go the farthest. For each round, you can see how often a team was picked to advance to that round.

Display Rankings

As the tournament progresses, this report shows you how all the participants rank in the tournament, both in current points and possible points. This report can, also, be printed and distributed to the participants. Once the tournament is complete, the final payout calculations can be displayed and printed. Please note that certain types of “seed-based” scoring will cause the “Possible” points column to be “not available”, due to the complexity of the calculations necessary.

Display Possibilities

Once the tournament has reached the final 16 teams, this report will calculate all of the remaining possible scenarios and let you know which participants are still in the running for a piece of the pot. The “By Entry” report indicates how many scenarios in which each participant would wind up “in the money”. The “By Scenario” report is available once down to 8 teams and lists out the details of each possible remaining scenario of finishes.

Print, Save or Send reports to www.Tourney-Tracker.com

This option allows you to publish reports in several different fashions. Those options are:

- Print reports on a paper printer
- Print reports to a file (HTML, fixed-position, or comma-delimited formats supported.) Reports in files can then easily be e-mailed to your pool participants or published on your own web site.
- Send reports to the Entry-Net on www.Tourney-Tracker.com. This allows your pool participants to log on to our web site and view reports for your pool. (This option available only to customers who maintain an up-to-date registration of Tourney-Tracker.)

Tools

Under the “Tools” pull-down menu, you’ll find the following items. These tools are designed to simplify the task of managing your pool.

Print Blank Bracket Form

Click here to pull up a preview of a printable bracket form that can be passed out to your friends to record their picks. You can add a few lines of text for instructions and then print the form on your printer.

Bring in Participants from Another File

If you have an old Tourney Tracker file that you used for another pool and entered in information on the pool participants, you can quickly import the participant information into any Tourney Tracker file so you don’t have to re-key it.

Create Pool File without Entries

If you would like for someone to help you enter the picks for your pool, create a file of your tournament parameters and pairings and pass it along to them. Also, have them download and install the "trial" version of Tourney Tracker from our web site at www.Tourney-Tracker.com. With the pool file you give them, they will be able to add as many entries as they want. Once you get the file back, you can then import those entries into your main pool file using the Tools / Bring in Entries from another File option.

Bring in Entries from Another File

You can accept entries created on another PC using Tourney Tracker or from spreadsheet files.

If you have a large number of entries to input by hand, you can spread out the work to others using an unregistered copy of Tourney Tracker on their computer and then merge all of the entries keyed by different people into one file using this function.

Or, by downloading or creating your own spreadsheet file, you can have your friends enter their picks in the spreadsheet, save them as comma-delimited (.csv) files, and then import them into your pool file. See our web site at www.tourney-tracker.com to get a blank entry spreadsheet for selected major tournaments.

Download Bracket from www.Tourney-Tracker.com

Click this option to automatically connect to the Internet and pull down the bracket for one of the supported national tournaments with the team names already filled.

Download Results from www.Tourney-Tracker.com

Click here to automatically update your file with the results of the games played for supported national tournaments. It is highly recommended that you start your file with a download of the bracket file from our web site if you wish to use this function.

Setup and Maintain Pool Info on the Entry-Net

The Entry-Net functions are available for customers who have upgraded to the latest version of Tourney Tracker. With the Entry-Net, the first step is to reserve a name that your friends can easily remember to identify your pool.

After completing these functions, your friends will be able to go to the Entry-Net at www.Tourney-Tracker.com, and either create their entries for your pool or view reports that you publish to the Entry-Net.

Retrieve Entries from the Entry-Net

Retrieving Entry-Net entries involves first "unload" the entries from our web-site and then, once properly reviewed, importing them into your PC pool file.

Basic Tourney Tracker Functions

Basic Functions

This section explains the basic features available in the system, most of which are common to the majority of Windows applications. It covers all of the pull-down menu items, except for those listed under “Edit”, “Reports”, and “Tools”, because these are described individually in another section. (Click on the “Contents” button to find the entire list of Help topics.)

File Menu:

New

Begin a new pool file.

Open

Open an existing, previously saved pool file.

Close

Clear the system of the currently active pool file.

Save

Save the pool file currently being worked on.

Save As

Save the pool file currently being worked on to a specified file name.

Backup to Diskette

Save a copy of the file to a diskette drive or some other external file for backup purposes.

Print Setup...

This function allows you to choose a printer to send printed documents to.

Print, Save, or Publish Reports

This option allows you to publish reports in several different fashions. Those options are:

- Print reports on a paper printer
- Print reports to a file (HTML, fixed-position, or comma-delimited formats supported.) Reports in files can then easily be e-mailed to your pool participants or published on your own web site.
- Send reports to the Entry-Net on www.Tourney-Tracker.com. This allows your pool participants to log on to our web site and view reports for your pool. (This option available only to customers who maintain an up-to-date registration of Tourney-Tracker.)

Register

Click here to bring up the window where you can enter your 13-digit registration ID provided with your purchase. A valid registration ID opens up the full functionality of the Tourney Tracker software.

Most Recently Used Files

The four Tourney Tracker files that were most recently used are listed. Double-click on the file that you wish to open. (The initial open window that displays when Tourney Tracker is first started gives you an option of removing a file from the Most Recently Used list.)

Exit

Exit from Tourney Tracker.

View Menu:

Top Toolbar

Selecting this menu item will make the top toolbar, which holds the short-cut icon buttons used to start the most used Tourney Tracker windows, disappear if it is currently showing or make it appear if it is not showing.

Status Bar

Selecting this menu item will make the system status bar at the bottom of the window disappear if it is currently showing or make it appear if it is not showing.

Bottom Toolbar

Selecting this menu item will either keep the bottom toolbar from showing or reset it so that it will show up in the window. The bottom toolbar holds the command buttons, such as the "OK" and "Cancel" buttons, for windows that are variable in size and likely larger than can fit on your monitor. It is used only for the "Bracket Setup", "Input/Edit Entry", and "Enter Results" windows.

Instead of using this toolbar, when you are on these windows, right-clicking the mouse will display a pop-up menu with the same functions listed as are on the toolbar.

Show Entry Scoring Summary

This option is only displayed when you are editing the picks for an entry. When "checked", a summary of the scoring for the entry is displayed at the bottom of the entry form. If "unchecked", the scoring summary is not displayed.

Set Entry Zoom Size

This option is only displayed when you are editing the picks for an entry. Click here to bring up a small window allowing you to adjust the size of the bracket by a specific percentage or have the system automatically size the bracket to fit your window.

Windows Menu:

Cascade

Arrange all open windows in a cascading fashion from the top corner of the Tourney Tracker application area.

Arrange Icons

Lines up any minimized windows in the Tourney Tracker window.

Help Menu:

Introduction

Displays the overview section of the Tourney Tracker help documentation. In order to see the contents for the entire Tourney Tracker help documentation, click on the "Contents" button in the upper left-hand corner.

Quick-Start Step-by-Step Instructions

Click here to display the section of the help documentation that explains, in a step-by-step fashion, how to run a pool for a supported national tournament, using the Entry-Net features on our web site at www.Tourney-Tracker.com.

Window Help

Displays the section of the Tourney Tracker help documentation that pertains to the active window.

Search for Help On

Displays an index to assist in finding specific help documentation.

Registration Info

Displays information on how to order the Tourney Tracker software and register with MicroFest, Inc. so that you may use its complete functionality.

Using the Entry-Net Feature

Displays information on running your pool employing Tourney Tracker's Entry-Net feature. The Entry-Net allows your friends to input their own entries using on the web at our web site at www.Tourney-Tracker.com. You can also upload your pool reports to the Entry-Net so that your friends can quickly and easily check up their position in the pool as the tournament progresses.

Visit www.Tourney-Tracker.com

Click here to bring up your Internet browser and go to the Tourney Tracker web page. From our site you can find out information on new releases of Tourney Tracker, access the Entry-Net, and view the reports that you send to our site.

About Tourney Tracker

Displays basic information about the Tourney Tracker application.

Menus, Toolbars, and Windows

When you start the Tourney Tracker program, a window will open with a blank orange workspace. From there, you can use the menus or toolbars to control the system.

Because some of Tourney Trackers windows are quite large, especially for larger tournaments, you may find it easier to work with the software windows maximized. Opting for a higher resolution on your monitor can also give you a larger space to work in. The window for entering picks allows you to size the bracket to fit to your screen by going to View / Set Entry Zoom Size.

Menus

At the top of the main window is a list of pull-down menus. These menus contain all of the tools needed to navigate through the various windows needed to operate a pool. An explanation of each menu item can be found in this documentation.

Top Toolbar

The top toolbar, with the buttons containing pictures, contains shortcuts to perform many of the standard Windows functions and to open the most-used Tourney Tracker windows. All of the functions available through this toolbar are also available through the pull-down menu.

The basic Windows functions on this toolbar, including the File/New, File/Open, File/Save, File/Print, and Help functions, are explained in the previous section, "Basic Functions".

The remaining buttons cover Tourney Tracker specific functions, found in the "File", "Edit", "Reports", and "Tools" pull-down menus. Following is a brief explanation of each button, starting from the left:

- **New:** Start a new Tourney Tracker pool file.
- **Open:** Open a previously saved Tourney Tracker pool file.
- **Save:** Save the current pool file to the disk.
- **Print:** When a report or an entry form preview is displayed, clicking the print button will send the item to the printer.
- **Pool Parameters:** Set up the basic information for the tournament and your pool.
- **Bracket Setup:** Enter the pairings for the tournament.
- **Input/Edit Entries:** Manually input, change, or delete entries for the pool.
- **Enter Results:** Input the winners of the tournament games and any tiebreaker amount.
- **Display Participant and Entry Info:** Displays a report showing each entry
- **Display Participant and Entry Info:** Displays a report showing the name, phone, e-mail address, number of entries, and amount owed for each of the participants in your pool. Also, displays a report showing all the picks for each entry.
- **Display Pool Analysis:** Display a report showing statistics on how many times a team was picked to win on the entries currently on file. A second report shows an analysis of the number of "upset" wins picked in each round.
- **Display Rankings:** Display a report of how each entry is doing in the pool. When the results are complete, a second report can be displayed to show how the pot is to be divided among the winners.
- **Display Possibilities:** When there are sixteen or fewer teams left in the tournament, display the winners of the pool for each possible scenario that can happen. A second report summarizes how many chances each person has out of the total possible scenarios to finish "in the money".
- **Download Bracket File/Results from www.Tourney-Tracker.com:** If there is no file currently open, this button can be used to download team names and the tournament bracket pairings from the MicroFest web site for selected national or regional tournaments. If a file is already open, use this button to automatically download the results of games played in the tournament.

- **Visit the Entry-Net to Setup and Maintain Pools:** Click here to bring automatically bring up an Internet browser and logon to the Entry-Net to perform pool management functions for using the Entry-Net.
- **Retrieve Entries from the Entry-Net:** Retrieve entries from our Entry-Net database for your pool and import them into your main pool file on your computer.
- **Bring in Participants from another File:** Import pool participant info from another Tourney Tracker file or from any comma-delimited file.
- **Show Registration Information:** Displays information on how to register with MicroFest, Inc. and receive a registration ID. This ID is needed to unlock the full functionality of Tourney Tracker and the Entry-Net.
- **Help:** Display the help documentation for Tourney Tracker.

For a more in-depth explanation of the above functions, use the help contents or find function.

Bottom Toolbar

The bottom toolbar is displayed only when you are working on variable sized input forms, forms that can be larger than can fit on your monitor. These windows include the Bracket Setup, Input/Edit Entries, and Enter Results windows.

Instead of using the bottom toolbar, you may also right-click the mouse to display a pop-up menu with all of the functions on the bottom toolbar.

- **OK:** Click on this button to accept changes made on the currently active Tourney Tracker window and then close the window.
- **Cancel:** This can be used to exit from the currently active Tourney Tracker window without saving the changes that you have keyed on that window.
- **Print Preview :** This button can be used to preview the printing of the bracket an entry form or the tournaments results.
- **Print:** Send a previewed entry or results form to the printer.
- **Download Bracket:** Click this button to bring the team names for one of the supported national tournaments from www.Tourney-Tracker.com into your pool file. Available only in the Bracket Setup function.
- **Fill with Higher Seeds:** Click this to fill all open bracket games with the higher seeded team in the matchup for each game. Available when editing an entry or previewing the bracket form print-out.
- **Edit Entry Header:** Click this to update the name or entry number of the pool participant who submitted the entry. Available only when editing an entry.
- **Show Parm:** Click this to display a quick summary of the parameters that are being used for the pool's scoring and payouts. Available only when editing an entry.
- **Set Zoom:** Click here to adjust the size of the bracket when inputting entries. Available only when editing an entry.
- **Undo:** Click here to undo the last change made to an entry. Available only when editing an entry.
- **Keypad / Drag-Drop:** Clicking this button swaps between methods of recording picks while editing entries. With the drag-n-drop method, you click and hold over a team name, then drag it to the position in the tournament to which you think it will advance. With the Keypad method, you click on a team or move the cursor to a team, then press the number key that represents how many games that team will win in the tournament.

File Backup and Recovery

Tourney Tracker does all of its work within the memory of your computer. Your files are not saved to disk until you specify to do so. While Tourney Tracker has a built-in backup facility, it is strongly suggested to make an extra copy or two of your pool file on your own onto a diskette. This will protect you from a hard-disk crash on your computer. Use the **File / Backup to Diskette** function to easily save a copy of your file to diskette.

Should there be a problem with your Tourney Tracker file and you do not have an up-to-date backup on diskette, you may be able to restore using a backup file created automatically by Tourney Tracker.

Every time that you specify to save an existing Tourney Tracker file, the system automatically makes a backup copy of the old file before the new file is written. The backup copy will have the same name as the original file except that the file type extension will be ".bkp" instead of ".ptt". Be aware that only one backup version is kept. The next time that you save the file, the backup file will be overwritten by the next version of the file.

So, for example, let's say that you open or try to open "My Tournament Pool.ptt" and encounter problems opening the file or using it. In order to recover back to a previous version of the file, close that file **without saving it** and try opening the file called "My Tournament Pool.bkp". If this file is good, it's probably wise to save this file as another name using the File/Save As option in the pull-down menu.

Running a Pool Step-By-Step

Setting Up the Pool

If your pool is for a national or regional tournament, you may be able to download the pairings automatically from www.Tourney-Tracker.com. You can choose the option "**Start a New National Tournament Pool from a Download File**" in the initial startup window, or use the **Tools / Download Bracket** from www.Tourney-Tracker.com function.

Whether you download a starting file from the Internet or start your own file, you will need to set up the pool parameters like you want them. The pool parameters are the basic things needed to run your pool, including scoring and payouts options.

Use the **Edit / Pool Parameters** menu item to:

- assign a name to the pool
- specify the number of teams in the tournament
- indicate the amount that will go into the pot for each entry
- indicate the method for displaying the brackets
- indicate if picks will be entered on a round-by-round basis or if the tournament pairings are reworked in the later rounds
- indicate if you wish to use "nicknames" for people on reports vs. their full name
- indicate the time zone that you are operating in
- assign a point value to be awarded per round
- for each round, indicate if seed-based scoring will be used and, if so, the method for determining those points
- choose to set up advanced bonus scoring rules
- indicate what, if any, tiebreaker will be used
- indicate how to split the pot at the end of the tournament, including how to round the payouts and how much to hold out of the payouts

Once this basic information is captured, if you have not downloaded the bracket from the Internet, you will need to enter the teams or players who are competing in the tournament. This is accomplished through the **Edit / Bracket Setup** menu item.

Note: Tourney Tracker does all of its work within the memory of your computer. Your files are not saved to disk until you specify to do so. You can wait until you exit the program, when the system will prompt you to save the file, but it is recommended that you get into the habit of saving the file every 15 minutes or so, by selecting File/Save (or clicking on the floppy disk in the upper toolbar.) There is an automatic file backup feature that may help in the case of a damaged main file and also a function to save a copy of your file to diskette. See the section entitled "File Backup and Recovery".

Collecting the Pool Entries

There are three basic ways of collecting entries for your pool.

Most people print out a blank form of the tournament bracket, make copies of it, pass it out to the pool participants, and then collect the entries prior to the start of the tournament. Tourney Tracker can make this method simple, as it sports the quickest and easiest method available for inputting the picks for a pool entry.

Use the **Tools / Create Blank Bracket Form** or the **Print Form** button in the **Edit / Bracket Setup** function to make a blank tournament form. When you get the forms back, use the **Tool / Input/Edit Entry** menu function to add entries, one by one, to your pool. See the next section, entitled "Tips for Inputting Entries Quickly", for some suggestions on how to speed up your work.

You can split up the work of inputting entries by having friends key in some of the entries into another copy of Tourney Tracker. Those entries can then be merged back into your main pool file by using the **Tools / Bring in Entries from another File** function. *Be sure that the bracket setup is the same in both files before keying in any entries.*

Another option is to use a spreadsheet file to collect entries. Our web-site at www.tourney-tracker.com will have downloadable blank entry forms that can be passed to your friends so that they can record their picks. With their entries saved as a comma-delimited file (.csv), you can import their entries using the **Tools / Bring in Entries from another File** function.

But the easiest method for entry collection for selected national tournaments, is to use MicroFest's web-based **Entry-Net!** After completing a few set up steps, your friends can go to our site and create their entries. Later, you can import them to your pool file with just a few clicks.

The first step to use the Entry-Net is to establish your pool ID and setup your pool on our database. The pool ID that you choose will be the name that your friends will use to identify that they want to add an entry to your pool. Use the **Tools / Setup and Maintain Pool Info on Entry-Net** to bring up an Internet browser and logon to the pool manager section of the Entry-Net. From there, you can choose your Pool ID and do other maintenance functions.

(Note: Unfortunately, with some Internet Browsers, the automatic logon to the Entry-Net may not be allowed. If you have trouble with the automatic logon, simply go to our web site at www.Tourney-Tracker.com, choose the link to Pool Manager Logon, and key in your 13-digit registration ID. This will log you on in the same way as is done automatically through the Tourney Tracker software.)

Once you have chosen your Pool ID and setup your pool on the Entry-Net, notify your friends of the name you chose and the tournament that you are running (and your pool's password, if you have chosen to use one.) All they need to do is visit our web site, login to your pool, and input their picks directly on our site – www.Tourney-Tracker.com - *make sure they put the "dash" in Tourney-Tracker!* Tell them to click on the "Entry-Net" menu option.

At your leisure, you can retrieve your picks by using the **Tools / Retrieve Entries from the Entry-Net** function. By clicking the **Unload** button, you'll send a signal to our web site to create a file of entries from your pool that can be imported into pool file. Follow the instructions on the windows that follow to complete the import process.

Tips for Inputting Entries Quickly

For those situations where using the Entry-Net feature is not possible for all of your friends and you have to enter picks from hand-written sheets, here are some tips for speeding up the process:

- Use the View / Set Entry Zoom Size function to set the size of the bracket that appears in the entry window. If your computer has a large enough monitor, you'll find it easiest to use the "Fit to Window" setting.
- If the zoom setting that fits to your screen is unreadable, you might try raising the resolution of your computer. This will allow more of the bracket fit in your window.
 - Right-click on your Desktop and choose "Properties".
 - Choose the "Settings" tab.
 - Slide the resolution bar to the right.
 - For some systems, you will need to reboot your computer.
- Other ways to increase the working space while entering picks are:
 - Maximize the main Tourney Tracker window.
 - Through the **View** pull-down menu, turn off the viewing of the Top Toolbar, Bottom Toolbar, Status Bar, and the Entry Scoring Summary. Click on the items in the menu to remove the "checkmark" next to them.
- Make sure that the order of the teams on the brackets that people fill out on paper match the order of the teams in the brackets on the computer.
- Use two people to enter the picks. Have one person operate the computer and have the other person read from the entries. The best way to read out the entries is to start at the top, left of the bracket and read each team going down. For each team, the person reading should state the name of the team and how many games that the team is picked to win. With Tourney Tracker's drag-n-drop method of advancing teams, it is easy for the computer operator to quickly advance each team to the proper round. If you are better with the numeric keypad than you are with the mouse, try switching to the "Keypad" method of entering picks. With the Keypad method, place the cursor on the desired team and then press the number key that corresponds to the number of games that the team is predicted to win.

Please note that it is not possible to fill in a team through many rounds with one drag-n-drop or keypad process if you have chosen to use "round-by-round" entry or if the tournament is one where the bracket matchups are "re-paired" after the first round.

- Although a bit less conventional, you can really speed up the entry by limiting what you need to enter to upsets only. (Seeds must be assigned for this to work properly) Here are the steps for this method:
 - After entering the teams in the **Edit / Bracket Setup** window, click on the **Print Form** button to view a preview of a bracket print-out.
 - Click on the **Fill with Higher Seeds** button on the bottom toolbar.
 - Add your own instructions for joining the pool in the instructions box.
 - Click the **Print** button.
 - Copy the bracket printout with the favorites filled in and pass it out to your participants
 - Instruct your participants to use a colored pen and scratch out the winners that they don't agree with and enter their pick.
 - As you input each entry that you receive, open up the **Edit / Input/Edit Entry** window and click on the **Fill with Higher Seeds** button.
 - Make changes to the entry only where specified on the entry sheet.

Expected Times for Inputting

You should expect something close to the following times for inputting entries for a 64-team tournament, such as the national college basketball tournaments:

- 2 minutes per entry if entering by yourself, using the standard method.
- 1 minute per entry, using the standard method, with two people.
- 1 minute per entry, using the “upsets only” method as described in the last bullet above, with only one person.
- 30 seconds per entry if you use the “upsets only” method with two people.

Using Multiple Copies of Tourney Tracker or Spreadsheet Files for Collecting Entries

Tourney Tracker's entry import features can help to take the burden off of the pool manager.

Instead of collecting entries on paper and inputting them by yourself, have friends enter some of the entries into another copy of Tourney Tracker. The pool manager can then merge these picks in with the rest of the pool with a few clicks.

Or, have your friends input their picks into a spreadsheet file and merge these files into your pool file with just a few clicks.

Here are the steps involved to use multiple copies of Tourney Tracker:

Use the menu option **Tool / Create Pool File without Entries** to create a file of your pool parameters. Save it to a diskette, to a network drive, or to your hard disk. Deliver this file to your partners through e-mail or some other means. (As an alternative, for selected national tournaments, your partners could download the brackets from our web-site, *as long as all pool files have equivalent bracket setups.*

Your partners will also need a copy of Tourney Tracker installed on their computer. In order to input entries, it is not required that they have a licensed version. Only the pool manager needs to be registered with MicroFest. Your partners can download the "trial" version of the software through our web-site at www.Tourney-Tracker.com.

Collect all of the pool entry files and use **Tools / Bring in Entries from another File** to import the data from their file to your main pool file.

Here are the steps involved to collect entries from spreadsheet files:

For selected major national tournaments, you can get a blank entry form in spreadsheet format from our web-site at www.tourney-tracker.com. The files will be in Excel® format.

Or, you can create your own starter file by selected **Tools / Create Pool File without Entries** and choosing the "comma-delimited" format. Once you save your file, open it up in your favorite spreadsheet software program and format it appropriately for your friends to use.

Once your friends have a copy of the spreadsheet file, they can enter their name, entry number, phone, email, and tiebreaker. Then, they can copy and paste their choices for the winners of each game into the bracket. When completed, either you or your friend must save the file as a comma-delimited (.csv) file.

Using the option **Tools / Bring in Entries from another File**, you can import the data in one or more .csv file with just a few clicks.

Using the Entry-Net Features

The Entry-Net feature really takes the drudgery out of pool management. Any of your friends who have access to the Internet can go to our web-site at www.Tourney-Tracker.com (don't forget the "dash"!) and input their picks directly over the web. The entries will be stored on our web site until such time as you download them to your computer. Once on your computer, you can import the entries with just a few clicks.

Please note! With only one purchased Registration ID, you can only use our web features for one pool for each type of tournament at any one time! For example, you cannot run two different pools on the full Men's College Basketball tournament. But you can run one pool for the Men's tournament and one for the Women's tournament.

If you wish to run multiple pools of one type, you may purchase multiple copies of the software and enter multiple Registration ID's on your PC. As you work with different pool files, you'll need to log in with the different Registration ID's. The system will save which ID you last used for a file and assist you managing the multiple ID's as you open and close different files.

Here are the steps involved:

1. Setup Your Pool on the Entry-Net

Click on the **Tools / Setup and Maintain Pool Info on the Entry-Net** menu item. Click the Logon button to open up an Internet Browser and automatically sign on to the Entry-Net. You will be presented with a menu of options for setting up your pool information on the Entry-Net.

(Note: Unfortunately, with some Internet Browsers, such as AOL, the automatic logon to the Entry-Net is not allowed. If you have trouble with the automatic logon, simply go to our web site at www.Tourney-Tracker.com, choose the link to Pool Manager Logon, and key in your 13-digit registration ID. This will log you on in the same way as is done automatically through the Tourney Tracker software.)

The first step is to select a "Pool ID" for your pool and indicate the type of tournament that you are running. This ID that you choose should help your friends identify both you and the tournament that your pool is for. The ID that you select must be a name that no one else has used.

(Please note that you must reserve your pool ID not only to have your friends enter picks on the web, but to also publish your pool reports to the Entry-Net.)

You can optionally set a password for each pool. If you decide to use a password, then you must inform your friends of that password, as they will need it to be able to login to your pool.

2. Tell Your Friends

Give your friends your pool ID, password (if you choose to use one), and any other information about your pool that they might need to know, such as the scoring rules, the date and time by which the entries must be entered. Then, give them the following instructions:

"Go to www.Tourney-Tracker.com and follow the links to the **Entry-Net**. Log into my pool and create a logon ID for yourself following the instructions. Enter all of the requested information and your picks for the pool and click the Submit button."

If you are running a pool for the full Men's College Basketball Championship, please warn your friends not to wait until the last minute! The time between the pairings announcement and the start of the tournament is one of the busiest times for the Internet and for our web site, especially the day that the tournament actually starts! With traffic that heavy, unexpected problems can occur with Internet connections that are out of our control! Please instruct your friends to not wait until the last minute to input their entries! If they input early, they could still change them at the last minute if necessary. But, they won't risk being "shut out" of the tournament, should there be Internet problems.

3. Retrieve Your Pool's Entries from the Entry-Net

From time to time, you can extract the entries that have been added or changed on our Entry-Net database and then merge them into your pool file on your computer. To do this, choose the menu item **Tools / Retrieve Entries from the Entry-Net**.

From there, by clicking the **Unload** button, you send a signal to our web site to create a file of entries for your pool. Once that is complete, the import window will be displayed. Click the Bring in Entries button to download the file of entries from the web and begin the import process.

(Note: Unfortunately, with some Internet Browsers, the automatic logon to the Entry-Net is not allowed. If you have trouble with the automatic logon, simply go to our web site at www.Tourney-Tracker.com, choose the link to Pool Manager Logon, and key in your 13-digit registration ID. This will log you on in the same way as is done automatically through the Tourney Tracker software. Choose the menu item to unload entries from the Entry-Net. Then, return to Tourney Tracker on your PC and click on the **Retrieve**. This will cause the program to download your unloaded entries from the web and start the import process.)

The import process window will display a listing of all of the entries that have been updated within the time frame specified on the window. Review the items about to be imported into your pool and make any adjustments that are necessary. Once all looks well, click the Process Entries button and the new participants and entries will be added to your pool. You can re-run the retrieve operation over and over again, if you have problems or accidentally cancel out of the process the first time.

Please be aware that each entry is identified both by a person's name and an entry number. If you get two files from the same person with the same entry number, then you might want to verify with them whether they intend the second entry file to replace the first one, or if it is a new entry.

Reporting Results

As the tournament progresses, use the Tourney Tracker reporting tools to analyze and monitor the pool and, in the end, determine the payouts for the pool.

Once you have input the entries, you can use the **Reports / Display Pool Analysis** to see which teams are being picked to advance the farthest on average and which are picked to lose quickly. You can also see how many “upsets” have been picked in each round if the tournament is seeded.

You can also get reports on your participants and a summarized reports of all the entry picks by using the **Reports / Display Participant and Entry Info** function. The first report on this window lists each participant and the information that you have in your file about them. The second report lists each entry and each winning team picked in each round. (Later in the tournament, after game results are loaded, this report shows how many points were earned for each game on each entry.)

Before you can tell who is winning the pool, you must enter the actual winners from games played in the tournament. The **Edit / Enter Results** menu item allows you to record the winners of the games in the same drag-n-drop fashion used to input entries. Or, if you started your file by downloading the bracket from our web-site, you can download the results over the Internet by using the **Tools / Download Results** from www.Tourney-Tracker.com function.

The menu item **Reports / Display Rankings** has two reports for basic pool reporting. The first report can be used throughout the tournament and shows all of the pool entries, their current score, current rank, games picked correctly and possible scores and rank.

When the tournament is over, use the final payout report, also found under Reports/Display Rankings, to display exactly who gets awarded how much of the pot.

During the latter stages of the tournament, for more sophisticated reporting, turn to the menu item **Reports / Display Possibilities**. The two reports found here can keep everyone well informed of their potential to win. Once the tournament has been narrowed to 16 teams or less, these reports can be run. The first report shows, for each possible tournament scenario, which entries win, lose, etc., but it is only available if there are *8 teams or less* left in the tournament. The second report summarizes all of these possibilities by each individual entry.

Any of the reports in the Display Participant and Entry Info, Display Pool Analysis, Display Rankings, and Display Possibilities windows may be printed either on paper, saved to a file, or published to the Entry-Net on the web. To do so, choose the **Reports / Print, Save, or Publish Reports** command.

You can choose to print the reports to your local printer.

You can choose to save the reports to a file on your computer. The file can be in HTML format, in a fixed-position format, or in a comma-delimited format.

You can choose to send the reports to the Entry-Net. Once the operation is complete, your friends can go to our web site at www.Tourney-Tracker.com, select the links to the Entry-Net Report Viewer, select your pool ID, and then select to any of your published reports for viewing.

(In order to use the Entry-Net Report Viewer, you must reserve your pool ID and setup your pool. See the previous section entitled “Using the Entry-Net”.)

Note that there are some limitations in using the Entry-Net Report Viewer function – as a registered customer, you can only have reports for one pool of each type on the Internet at a time (unless you purchase multiple Registration ID’s) and reports are limited to the first 1000 entries on the report. MicroFest, Inc. reserves the right to delete Reports sent to the web after one month.)

Running a Pool for Pro Football or Hockey (a “Re-Paired” Pool)

Tourney Tracker now has a special feature that allows you to run a tournament pool on professional football and hockey playoffs. Pools on these types of playoffs are different because for both of these sports, the leagues mix up the pairings after the first round games in an unpredictable fashion.

Most pool software products require picks on entries to match up perfectly with the results, game for game, in the tournament bracket. But with Tourney Tracker, when you mark the “Teams are Repaired” on the **Edit / Pool Parameters** window, credit is given for a pick if the team makes it to the predicted round, without regard for exactly where in the bracket the team falls.

As an example, let’s say that the following are the original match ups on one side of the professional football playoffs:

- a) St. Louis (bye)
- b) Tampa Bay (bye)
- c) Dallas vs. Minnesota
- d) Detroit vs. Washington

If Minnesota and Washington win the first round, then the league decides to match up the games as follows:

Minnesota vs. St. Louis – (c) vs (a)
Washington vs. Tampa Bay – (d) vs (b)

But if Dallas and Washington win, then the match ups are as follows:

Dallas vs. Tampa Bay – (c) vs (b)
Washington vs. St. Louis – (d) vs (a)

Notice that Washington plays in a different part of the bracket in the second round depending on who wins the other game. Each combination of winners has a special match up scheme.

With this scheme, it’s asking a lot of your pool participants to pick the winners, plus pick how the teams will match up in the second round. So, to make things simpler, the special “re-pair” feature of Tourney Tracker relaxes the rules under which pool points are calculated.

When a pool is marked as a “re-pair” type of pool, pool participants need only worry about which teams they think will advance to the next round. It doesn’t matter how the teams are eventually paired in the second round.

If you pick Washington it’s first game, then no matter who wins the other game and where Washington ends up in the bracket, you will be credited for a correct pick.

Recording Results in a “Re-Paired” Pool

If you are not using “seed-based” scoring, then you can record the advancement of teams to the next round without regard to actual game match ups.

But if you use any “seed-based” scoring options where the loser seed is important to the calculation, then you need to be careful how you record the results. Be sure to move the teams to the next round into position against the team that they will play in that round.

For example, in the first scenario above, be sure to move Minnesota in position next to St. Louis and Washington in the position next to Tampa Bay.

Tourney Tracker Functions

Basic System Functions

Registration Verification

On this window, you specify the registration ID that you receive when you purchase the software. You may operate the software without entering a valid Registration ID, but you will be unable to perform all of the system's functions. If you have not purchased the software and do not have a Registration ID, please see the section "How to Register" for more information.

Most people will only use one Registration ID. But for anyone who wishes to run multiple pools of the same type and use the Entry-Net on-line entry tool for each pool, one Registration ID for each pool is needed.

To continue to use the software in an "unregistered" fashion, meaning limited functionality, simply choose the option "**Continue without Registration**" from the dropdown selection list and click **OK**. You will not have use of the Entry-Net functions and will not be able to save the results of any game, nor will you be able to fill out the results past the final 16 games in the tournament.

To add a new registration ID, click the "**Add a New Reg ID**" button. See below for an explanation of the Add/Edit window.

If you wish to change the Registration ID that is already entered, simply select that ID from the dropdown selection list and click the "**Edit a Reg ID**" button. See below for an explanation of the Add/Edit window.

If you have an old Registration ID showing in your list and you do not want to see it anymore, choose that ID and click the "**Remove Reg ID**" button.

OK

Accepts the Registration ID showing in the dropdown selection list and proceeds with running the Tourney Tracker program. If it is not a valid ID, you will receive an error message.

If you do not have a valid registration ID, you may use the software in a limited fashion by selecting the "Continue Without Registration" option from the dropdown selection list and then clicking OK.

How to Register

Brings up instructional information on how to purchase Tourney Tracker.

Add / Edit a Registration ID pop-up window

Registration ID

Enter the 13-digit numeric ID that was given to you when you registered. If you purchased the product by credit card over the Internet, the number will be listed in the e-mail that you receive with the download link for the software and listed as the "Registration ID". It is extremely important that you keep this number written down somewhere! Without it, you will not be able to use all of Tourney Tracker's functionality.

When you add a valid registration ID, it is saved on your computer, so that you will not need to enter it the next time you use the software. You will need to use the registration ID if you install Tourney Tracker on another computer or if your system's operating files are damaged or deleted.

If you do lose your registration ID, we will help you recover it. Go to www.Tourney-Tracker.com and follow the instructions at the bottom of the Tech Support page.

Name

Enter your name as the licensed user of Tourney Tracker.

OK

Click OK once you have entered the Registration ID and name. This records that Registration ID on your computer system.

Cancel

Click this button to cancel any changes entered and return to the main registration window.

Open a Tourney Tracker File on Initial Startup

While first bringing up the Tourney Tracker program, you will be presented with a list of choices to help you open a new or existing pool file.

Listed in the selection window will be the following options:

- **The last four Tourney Tracker files used.** These are listed in order starting from the most recently used. The most recently used file will be highlighted when the window is first displayed so that you can simply hit the enter key or click the Open button to open this file. If you do not wish a file to show up in your list any more, just select it and click the “Remove from List” button in the upper right corner.
- **Start a New National Tournament Pool from a Download File.** Selecting this allows you to start a new pool file by downloading the tournament bracket and team information from our web site at www.Tourney-Tracker.com. See the section “Download Bracket from www.Tourney-Tracker.com” for more information.
- **More files...** Selecting this will bring up a window from which you can locate any file available to your system.
- **Start a new file.** Selecting this will take you immediately to the Pool Parameters edit window so that you can start defining a new tournament pool. *Note: If you wish to use the Entry-Net or download the pairings and the results of the tournament, you should use the “Start a New National Tournament Pool from a Download File” option.*

Use the following buttons to continue using Tourney Tracker.

Open

Open the selected file or continue with the selected option. You may also double-click on the desired option in the selection window, instead.

Cancel

Continue without opening any file.

Errors while Opening File

While opening a Tourney Tracker file, it is possible that the file has been damaged and cannot be loaded completely. Tourney Tracker will attempt to load as much of the file as it can interpret properly, and then list any problems encountered in the window labeled "Errors Found:".

CAUTION: If you decide to continue with processing a file, even though errors have been detected, be sure to examine all parts of your file, especially the entries, to see if you have lost any data.

If you find that you have lost a significant amount of data, then it may be better to contact MicroFest's technical support to see if there is anything else that can be salvaged from your file. IMPORTANT – IF YOU HAVE LOST DATA, CHOOSE A FILE/SAVE AS... AND SAVE YOUR FILE TO A DIFFERENT NAME. This will possibly preserve a valid backup file under the original file name. See the sections "Backup and Recovery" and "Technical Support" for more information on this.

OK

If you decide to continue processing the file, even though there were errors encountered, click this button.

Cancel

Exit without loading the file.

Backup to Diskette or Other File

Use this function to make a backup of your pool file to some drive other than your main hard drive for safe keeping.

Browse

Click here to search your system for a file path and name to use for your backup file.

Path

Enter the file path to which you would like to backup your file. It is recommended that you backup to a file that is not on your primary computer, such as a diskette drive or a network drive.

OK

Proceed with saving your pool information to the specified drive and file name. You will be prompted if you wish to overwrite an already existing file.

Cancel

Close this window without backing up the file.

Options

Choosing **Edit / Options** will display a window that lets you change how sounds are used while running Tourney Tracker. You may choose one of the following options:

- **Sound on fully:** When buttons are clicked, you will hear an audible sound which indicates that the command was accepted and processed. Different types of buttons and processes have different types of sounds associated with them. For example, canceling a transaction plays a "whoosh-ing" sound, saving a file plays a "camera-click".
- **All sounds are clicks:** When buttons are clicked, you will hear an audible "click". The click replaces all other sounds that would have been played if the sound was on fully.
- **Turn all sounds off:** This makes Tourney Tracker operate in silent mode. The only sounds are to indicate errors or special warnings.

Click on **OK** to save your sound option or **Cancel** to quit without saving your selection.

Edit Tools

Initial Setup

Pool Parameters

Pool Parameters are used to define how the pool will be run. Generally, these are all set at the beginning of the pool, but they may be changed at any time. You will be warned, though, if you change the parameters after entries have already been entered. Those in the contest may not think too highly of you if you change some of the rules after they've made their entries!

Hit the **OK** button on the Pool Parameters window or on the Tourney Tracker Tool Bar to accept the parameters. Click on **Cancel** to ignore any changes made.

General Setup Tab

Pool Name

The name used to identify the pool. This name will appear at the top of printed reports.

Number of Teams/Players

The number of contestants in the sporting tournament. This number can be anywhere from 4 to 64. Enter the actual number of teams/players -- Tourney Tracker will compute the appropriate number of rounds. When you enter the names of the teams/players in the "Bracket Setup" window, you will be warned if you do not enter the proper number of "bye" games to correspond with the specified number of teams.

Once pool entries have been added to the file, the number of teams can no longer be changed (although, you can delete the entries on file and then change the number of teams.)

Note: The Men's National College Basketball Tournament has recently gone with a 65-team format. Tourney Tracker does not support awarding points for the extra game involved. Instead, the two teams that vie for the 64th position in the tournament should be entered as a pair in the bracket. Thus, it doesn't matter which team winds that first game. If you download the tournament bracket from our web-site, you will see that this is the way that we've handled the game.

Cost per Entry

The amount that will go into the pot for every entry accepted.

Dual Sided

Check this box to display the tournament bracket in a two-sided fashion, with the teams from the first half of the tournament listed to the far left, and the remainder of the teams listed on the far right-hand side. The tournament champion is listed in the middle of the window, where both halves of the tournament come together.

Choosing "No" will cause all teams to be listed to the far left with the tournament rounds proceeding out to the right.

This applies to the Bracket Set Up, Input/Edit Entry, and Enter Results windows. Printing of the Entry and Results brackets is also guided by this setting.

For tournaments of eight teams or fewer, dual-sided display is not allowed.

Enter Picks One Round at a Time

Check this box if you would like to run your pool in such a way that your pool participants make their picks for the first round, wait for the results, then make their picks for the second round, wait

for the results, etc. A participant will be allowed to choose any team to advance to a round, regardless of whether or not they picked that team to win an earlier round.

If you choose this options, the operation of entering picks will be different then in a normal pool. When you drag-n-drop a team to a future round, it will be recorded in that round only and will not be recorded in any of the intermediate rounds. This is necessary to allow people to move a team to a later round even if they did not pick the team as a winner in the early rounds.

You should be careful when entering picks not to change picks from previous rounds. If you import picks from our Entry-Net feature or some other method, then games where the result is already entered will not be changed on any of the updated entries.

Teams are “Re-Paired” after First Round

Check this box if the tournament for your pool does not use a standard fixed bracket set up for determining the games to be played. For example, the pairings for the second round of the playoffs for professional football and professional hockey depend on who wins the first round games. Using this feature, picks are awarded based on whether or not a picked team reaches that round, regardless of where the team falls in the bracket.

When this box is picked, you are given the option of choosing the rounds for which the re-pairing is done on the “scoring” tab. If you do not select the specific rounds where re-pairing is done, the system will assume that there is the possibility of re-pairing for every round past the first round.

Tournament is Pool Play Format (such as World Cup)

Check this box if you would like to set up a tournament that has a pool play format, where teams advance out of pool play and into a single-elimination tournament. Currently, Tournery Tracker can only support a tournament with 32-team, 8 pools, with 2 teams advancing from each pool – the format of the FIFA World Cup tournament.

Use Nicknames on Reports when Available

Check this box if you would rather use a person’s “nickname” or “alias” vs. the person’s full name on the report. If this box is checked, if the nickname is available for a person in your pool file, that nickname will appear on all reports that list each entry.

This File’s Tournery Type is:

If you have created your bracket using a download from the www.Tournery-Tracker.com web site, then the type of file will be displayed here. “Unknown” indicates that the tournament bracket was built manually by you or someone else. Automatic download of results and use of the Entry-Net is not available for these tournament files. *Please note that you can only run one tournament of a type on the Entry-Net at a time.*

Name Format

Choose the format that you wish to use to display names of pool participants. You can either format names in the First-Middle-Last (i.e. John H. Doe) or in the Last-First-Middle format (i.e. Doe, John H.). All windows and reports will follow the selected convention.

Time Zone

Select the US time zone that you are in. This is important if you are retrieving entries from the Entry-Net and only want to process entries updated within a given time period. *If you live outside of the available time zones, choose Eastern. When you import entries, simply adjust the To and From time to Eastern times.*

Use a Cut-Off Date/Time for Editing Entries

If this box is checked, you will be able to specify a particular date and time after which changing entries will be prohibited.

Cut-Off for Entry Updates

Select a date by clicking the down-arrow to the right of the box to pull down a calendar from

which you can choose a cut-off date. Click on the hour and/or minute section of the time and key in the desired numbers to change the cut-off time. Depending on the setting of the “warning only” box, you will either be warned or prohibited from changing entries once the cut-off date and time has passed.

Issue Warning Only

If this box is checked, you will still be able to make changes to entries after the specified cut-off date, but will be warned that the cut-off date and time has passed. If it is not checked, you will not be able to save any changes to your entries after the cut-off date and time.

Scoring Setup Tab

Points per Round

Enter the number of points that an entry will be awarded for selecting the winner of a game from each round in the tournament. Some people like to use the same amount for all rounds, while others like to give progressively higher scores for each round. Fractional scoring is allowed, but be aware that Tourney Tracker calculations are rounded off to two decimal places.

The points listed here will be awarded in addition to any points based on the “seed factor”. They can be set to zero if you only want to use seed-based scoring.

Please note that for “**pool play**” tournament formats, such as the World Cup, the pool play part of the tournament equates to the 1st round in Tourney Tracker. The first round of the single elimination part of the tournament equates to the 2nd round in Tourney Tracker and so on.

Seed Based Formula, Multiply Seed Points by

For each round, choose a method, if desired, to award bonus points for each correct pick based on the seed of the winning team in the tournament. If you choose to use a seed-based scoring formula, you must supply a “multiplication factor” which can be used to increase or decrease the bonus amount calculated directly by the formula. The purpose of using seed-based scoring is to give extra credit to those players who correctly pick the “upsets”.

When a seed formula is chosen, in addition to the “Points per Round” that a player will get for picking a winner, the player will also receive the points calculated by using the selected formula (described below). Fractional seed multipliers can be used if you do not wish the seed bonus points to be too large. Remember, Tourney Tracker rounds all scoring to two decimal places.

Note that if you choose a formula which scores for “upsets” only, Tourney Tracker is not able to calculate “Possible Points” in the Display Rankings report as the possible scenarios are too numerous for this program to handle.

The possible seed-based scoring formulas to choose from are:

- **<None>**: Choose this option if you do not wish seed-based scoring bonuses to be used for the round.
- **Winner’s Seed x Factor**: The seed of the winning team is multiplied by the seed factor and added to the points won for the game.
- **For Each Upset, Factor Added to Points**: This method gives a standard bonus, as specified by the seed factor, any time a lower seeded team defeats a higher seeded team.
- **Upsets Only – Winner’s Seed x Factor**: If a lower seed defeats a higher seed, then the winning team’s seed is multiplied by the seed factor and added to the points won for the game.
- **Upsets Only – Difference in Seeds x Factor**: If a lower seeded team defeats a higher seeded team, the difference between the seeds of the two teams is multiplied by the seed factor and added to the points won for the game.
- **Winner’s Seed divided by the Loser’s Seed x Factor**: For all games picked correctly, the seed of the winning team is divided by the seed of the losing team. That result is multiplied

by the seed factor and added to the points won for the game.

Tiebreaker?, Type

Select whether or not a tiebreaker is desired for the tournament. If two entries have the same number of points at the end of the tournament, then the tiebreaker can be used to help assure that the winning amounts will not need to be split among participants.

You can run the pool without the use of a tiebreaker. In the event of a tie, the winnings will be split between those who tie. Also, if you use a tiebreaker and there is still a tie, the winnings will be split between those who tie.

Three types of tiebreakers are available for selection from the “Type” drop-down list. If you choose “Actual games picked correctly”, then the participants need not do anything – the system will calculate this for you. The other options “Total points final game – both teams” or “Total points final game – winning team” will require participants to enter a prediction when they turn in their entries. You can use other tiebreaker’s if you wish by keying in your own tiebreaker type.

Repair at Start of Round

When the “Teams are Re-Paired” box is checked on the General tab, you will be presented with one or more boxes associated with the 2nd round of the tournament through the 2nd to last round of the tournament. Checking the appropriate box indicates the specific rounds where the re-pairing is done. (Re-pairing for the 1st round is not an option, since the tournament must have an initial pairing of teams, and re-pairing for the last round is not allowed since there are only two teams left and they must play each other.)

Advanced Bonus Scoring

If you have more sophisticated methods of scoring, Tournery Tracker may be able to support them with our Advanced Bonus Scoring functionality. Click on this button to take you to a window where you can define such bonuses as:

- A bonus for picking all games in one side of the bracket
- A bonus for picking all of the final four teams in the tournament
- A bonus for picking an upset, but only if the team’s seed is greater than 12
- A bonus to the person or persons who pick the most correct games in the first round
- Many, many more possibilities...

See the section later in this document entitled “Advanced Bonus Scoring Setup” for more information.

Payout Setup Tab

Pct of Pot

Enter the percent of the total pot to be awarded for each of the top five finishers. A “booby” prize can also be awarded to the person who comes in last place. The amount labeled “Pct Unallocated” shows you what percentage of the pot is still not allocated across the winning positions. You may allocate less than 100% of the pot if you wish.

Payout Amount

This shows how much of the pot will be awarded to each position based on the percentage entered and the total pot to date.

Note, that if the pot is very low, these numbers may not calculate correctly, due to rounding errors. Experiment with the “Round Payout To” buttons until you get the desired results.

Round Payout To

Indicate how to round the payouts. If “10” is chosen, then all payouts will end in a 0. If you choose “.01”, then all payouts will be computed down to the hundredths, or pennies. For small pots, smaller round-to amounts will work better.

Holdback Amount

If you do not wish to award the full pot, specify a holdback amount here. It will be deducted from the pot prior to any distribution of winnings.

Note that the holdback amount will NOT be displayed on any reports. In fact, reports will show "Total Pot" as the actual total pot minus the holdback amount.

Entries

Indicates the number of entries in the pool.

Total Pot

The number of entries multiplied by the "Value per Entry".

Pct Unallocated

Indicates the percentage (out of 100%) which has not been specified to be awarded through the "Pct of Pot" input boxes.

Total Unallocated

Indicates how much of the pot will not be awarded. It is a total of the "Holdback Amount" plus any percentage of the pot not allocated to the winners.

Advanced Bonus Scoring List

This window displays the list of advanced bonus scoring items that have been set up so far in your file. From here, you can choose to add a new bonus scoring item, change one, or delete one from your file. For a detailed explanation of the bonus scoring concept, please go to the next Help section.

Advanced Bonus Scoring Item List

All of the previously set up bonus scoring items are listed here. You can double-click on an item to bring it up and edit.

The columns in the list are as follows:

- **Type:** The type of advance bonus scoring item. There are four types.
 - “Each”-type bonus scoring items are those where the bonus is awarded for each game included in the bonus item which fits the specified parameters.
 - “All”-type bonus items are those where the entry must have all or some designated portion of the games included in the bonus correct to get the bonus points.
 - “Most”-type bonus scoring items are those where the participant in your pool that picks the most correct games out of the selected games get a specified bonus amount.
 - “Manual”-type bonus scoring items can be used when the logic does not exist in Tourney Tracker to accurately determine either who or how much the bonus is. By describing what the bonus is for here, you can then go into the entries (by using **Edit / Input/Edit Entries**) that earn the bonus and manually assign the bonus to them.
- **Name:** The name of the bonus scoring item.
- **Points / Factor:** The points awarded for the bonus scoring item. If the points are based on the seedings of the teams involved in the game, then the points listed here are a part of the formula for computing the actual bonus points to be awarded.
- **Min-Max Correct:** Applies to “All”-type scoring items, only. The number of correct entries picked on a sheet must fall into this range for the points to be awarded.
- **Min-Max Seed:** Applies to “Each” and “Most”-type of bonus scoring items, only. The winner’s seed of the game must fall into the specified range before the bonus points are awarded.
- **Upset Only:** Applies to “Most”-type bonuses, only. A lower seeded team must beat a higher seeded team and the entry must have the correct winner before it counts toward an entry’s total.
- **Seed Formula:** Applies to “Each”-type of bonus scoring items, only. This indicates the formula to be used for calculating the bonus points to be awarded, based on the seeds of the teams involved.

Add New Item

Add a new bonus scoring item to your pool.

Edit Item

Edit the bonus item that is selected in the list. (Double-clicking on the item in the list does the same function.)

Delete Item

Delete the bonus item that is selected in the list.

Close

Click here when you are finished with modifying the advanced bonus scoring list and return to the Pool Parameters window. *Please remember, your changes are not saved unless you choose to save your changes to the Pool Parameters when you close that window!*

Advanced Bonus Scoring Setup

The bonus scoring feature of Tourney Tracker gives you, the pool manager, the ultimate flexibility for awarding points during your tournament. If the more straight-forward methods of assigning a point value per game and round-by-round seed-based bonuses are not sufficient for your pool traditions, the advance bonus feature can usually fill the gap.

The advance bonus scoring system allows you to give extra points for many different scenarios. Some examples are:

- Bonus points for picking the final four teams in the tournament correctly.
- Bonus points for picking all of the correct teams in one section of the bracket.
- Bonus points for picking all but one game in one section of the bracket.
- Bonus points for picking a seed higher than 10 to win a game in the first round.
- Bonus points for picking a seed higher than 8 to make it to the final four teams.
- Bonus points for picking all of the winners of the 8/9-seed matchups correctly.
- Bonus points for picking the most winners in the first round of a tournament correctly.
- Bonus points for picking the most upsets by seeds 12 and above in the second round correctly.
- Many, many, many more possibilities...

To compute bonus points for picking single game winners, you can award a flat point amount or base the calculation on the seeds of the teams involved in the game.

If Tourney Tracker does not support a scoring method that fits your bonus scoring rules, you can compute the bonus points yourself after the game or games happen and input those points as a flat amount at that time.

And, also, if Tourney Tracker does not support the exact logic that you use to determine who gets the bonus points, you can set up a “manual” bonus item and assign this bonus to the deserving entries through the **Edit / Input/Edit Entries** option.

Below is a more detailed explanation of how to set up bonus scoring items:

Summary

In order to set up the bonus item (except for “manual” bonuses), you must indicate which games are to be included. You do this by clicking on the games in the bracket shown on the window. The color **yellow** indicates that the game is included in the bonus. The **light blue** color indicates that the game is not included.

You must also select the type of bonus that you wish to award. There are four types of bonus scoring items available:

- **Each-type - Bonus for each game picked which fits criteria:** With this type, you earn bonus points for picking the correct team in each game defined in the bonus that fits the defined criteria. For example, you can award 2 bonus points for correctly picking a team with a 12 seed or higher to win a second round game.
- **All-type - All (or certain number of games) must be picked correctly:** With this type, in order to earn the bonus, the entry must have the correct pick in all of the games defined in the bonus. For example, you can award 10 bonus points for picking all of the final four teams. Another option is to award the points for getting a certain number of games correct out of those defined in the bonus. For example, you can award 5 bonus points for picking 3 out of 4 of the final four teams.
- **Most-type - Pick the most correct out of the selected games:** With this type, bonus points are awarded only to those entries that pick the more correct games than any other entry for the selected games. For instance, you can award 10 points to the entry (or entries, if it is a tie) that has the most correct picks in the first round of the tournament.
- **Manual-type - Manually apply the bonus to entries:** This bonus can be used when

you cannot set up Tourney Tracker to automatically score according to your rules. With this type of bonus, there is no need to pick which games that the bonus applies to. Simply name the bonus something that will make sense to your pool participants and a point value. After defining this, you can go into the **Edit / Input/Edit Entries** option and assign how many times that entry has earned that bonus.

For each type, you need to indicate the name of the bonus and the number of bonus points earned by those entries that qualify for the bonus.

For an **Each**-type of bonus, you can qualify the bonus to only apply if the winning team has a particular seed or range of seeds. For example, you can award 2 bonus points for each game in the first round, where the winning team has a seed of 12 or higher.

Also, for Each-type of bonuses, you can specify that the bonus points are computed using a formula based on the seed values of each team. For instance you can say that if a 12 seed or higher wins a second round game, the bonus is 2 points multiplied by the difference between the winning seed and the losing seed.

Another option for Each-type of bonuses is how to show the points earned through this bonus. Since these bonuses can be tied to a specific game, the default is to show Each-type bonus points earned as added on to the individual game scores in reports and on brackets. Optionally, though, you can check the **Add bonus points into total with other bonuses** box to have the points earned summed up and included in the Bonus scoring box.

For an **All**-type of bonus, you must indicate if the bonus requires that all of the games be picked correctly or just a certain number. For example, you might award 5 bonus points for picking all of the games correctly in the West bracket of a 64-team tournament. Or you could award 5 points for picking anywhere from 14 to 16 games in the West bracket.

For **Most**-type bonuses, you can qualify the bonus to apply only for games where the winning team has a seed within a specific range. Plus, you can choose to count upsets only in determining the winner.

Window Items

Below is an explanation of each item on the bonus window.

The Bracket Grid

At the top of the window is a bracket grid showing the opening pairings and each game in the tournament, each saying "In" or "Out".

You must pick at least one game to be included in the bonus item. Pick a game by clicking on it. If the game says "In" and the background is **yellow** then it is included in the bonus item. If you click it again, it's color will change back to **light blue** with the word "Out" displayed, indicating that the game is not included in the bonus.

Bonus Type

Choose the type of bonus that you wish to set up. This drives the method for awarding points.

- **Bonus for each game picked which fits criteria:** With this type, you earn bonus points for picking the correct team in each game defined in the bonus that fits the defined criteria.
- **All (or certain number of games) must be picked correctly:** With this type, in order to earn the bonus, the entry must have the correct pick in all of the games defined in the bonus.
- **Pick the most correct out of the selected games:** With this bonus, only the entry (or entries in the case of a tie) that has the most correct picks from the selected games are credited with the bonus points.
- **Manually apply the bonus to entries:** Use this bonus when Tourney Tracker cannot automatically handle your bonus setup. On the Edit / Input/Edit Entry window, you can

grant this bonus (and the number of times that it was won) to the qualifying entries.

Bonus Item Name

Enter name by which the bonus item can be identified on reports. Be sure to make the name descriptive enough so that your friends will understand what the bonus is for. On the other hand, try to make it short enough to fit on windows and reports.

Bonus Points / Factor

Enter the amount of points to be awarded to anyone who is awarded the bonus. For Each-type of bonuses, the points can be a factor used in the calculation of bonus points using a seed-based formula.

For “Each”-Type Bonus Items:

Applies to All Games Regardless of Winner’s Seed

A checkmark in this box indicates that the bonus is awarded for each correct pick for the games defined in the bonus, no matter what the seed of the winning team is. If this box is not checked, then you can specify that the seed of the winner must be in a certain range of numbers in order to qualify for the bonus.

Winner’s seed must be at least ____ but not more than ____

Enter in the low-end and the high-end of the range of seeds that the winning team must fall into before the bonus is awarded.

Seed-Based Scoring Formula

Select a formula to use to calculate the bonus points. For formulas that use a multiplication factor, the number entered into the bonus points box is used as the factor.

The possible seed-based scoring formulas to choose from are:

- **<None>**: Choose this option if you do not wish seed-based scoring bonuses to be used for this bonus item.
- **Winner’s Seed x Factor**: The seed of the winning team is multiplied by the factor and added to the points won for the game.
- **For Each Upset, Factor Added to Points**: This method gives a standard bonus, as specified by the factor, any time a lower seeded team defeats a higher seeded team.
- **Upsets Only – Winner’s Seed x Factor**: If a lower seed defeats a higher seed, then the winning team’s seed is multiplied by the seed factor and added to the points won for the game.
- **Upsets Only – Difference in Seeds x Factor**: If a lower seeded team defeats a higher seeded team, the difference between the seeds of the two teams is multiplied by the seed factor and added to the points won for the game.
- **Winner’s Seed divided by the Loser’s Seed x Factor**: For all games picked correctly, the seed of the winning team is divided by the seed of the losing team. That result is multiplied by the factor and added to the points won for the game.

Bonus points earned reporting option

Select from one of the following options to indicate where you would like to see the bonus points earned for Each-type of bonuses on reports and brackets.

- **Add bonus points to each game’s total** – choose this option if you want the points earned from this bonus to be added on to the regular points earned for each game where the bonus applies.
- **Add bonus points into total with other bonuses** – choose this option if you want points earned for this bonus to appear as a line item in the Bonus Points Earned box on reports and brackets.

For “All”-Type Bonus Items:

All Games Must be Picked Correctly

A checkmark in this box indicates that all of the games shown in yellow on the grid must be picked correctly on an entry for that entry to get the bonus points. If this box is not checked, then you can fill in the number of correct picks that would be necessary to qualify for the bonus. See the next item below.

At least ____ but not more than ____ must be picked correctly

Enter in the low-end and the high-end number of the range of games that must be picked correctly to qualify for the bonus.

For “Most”-Type Bonus Items:

Applies to All Games Regardless of Winner’s Seed

A checkmark in this box indicates that each correct pick for the games defined in the bonus are counted toward each entries totals, no matter what the seed of the winning team is. If this box is not checked, then you can specify that the seed of the winner must be in a certain range of numbers in order for it to be counted for the bonus.

Winner’s seed must be at least ____ but not more than ____

Enter in the low-end and the high-end of the range of seeds that the winning team must fall into before the game is counted toward the bonus.

Only upset wins count in total

When this box is checked, only games where the lower seed wins count toward the bonus.

For “Manual”-Type Bonus Items:

There are no additional parameters to fill for “manual” bonuses. You must determine the winners of the bonus yourself and record them by using the **Edit / Input/Edit Entries** window.

Please note that you will have the option to award each manual bonus to an entry as many times as you desire. For instance, you can define a manual bonus worth 2 points that can be earned on several different games or combination of games. Then, say a person earns that bonus 3 times, you can indicate on the Input/Edit Entries window that he or she earned the bonus 3 times, thus awarding 6 points.

Bracket Setup

Use the Bracket Setup window to enter all of the teams in the tournament in the order that they will match up. If the "Dual-sided" parameter was chosen, half of the teams will appear on the left, while the other half will appear on the right.

Hit the **OK** button on the bottom Tool Bar to accept the bracket information. Hit **Cancel** to ignore any changes made. Instead of using the bottom Tool Bar, you can either use the Edit pull-down menu at the top, or right-click the mouse while it is pointing to a blank area of the form to get a pop-up menu with the **OK** and **Cancel** options. Also, hitting the F3 key is the same as choosing **OK**, and the F4 key, the same as **Cancel**.

Once you've entered the team names and seeds, you can use the **Print Preview** button to create a form that can be printed and distributed to your friends so that they can make their entries.

Team Name

Enter the name of each of the teams (or players, in the case of a non-team sport) participating in the tournament. You may wish to abbreviate longer names so that they fit completely into display boxes and reports. You may also wish to add informational data, such as the record of the team prior to the tournament.

If the number of teams in the tournament is not an exact "power of 2" (i.e. anything other than 4, 8, 16, 32, or 64), then the tournament must have "Bye" games in the first round. Any teams that do not play in the first round should be entered in one team name box and the word "Bye" entered into the other box for that matchup. The team will be automatically advanced to the next round for both entry and results input.

Team Seed

Enter the seed value of each team in the tournament if desired. Some tournaments assign seeds, others don't. You can make up your own seeds, based on the team's record or national ranking if you wish. The value entered as the seed will be used in calculating points if you checked "yes" for the "Seed-based Scoring" parameter in the Pool Parameters window.

While entering team names, if you make a mistake, you can hit the Alt key at the same time as the Insert key to insert a new team into the tournament. Or you can use Alt plus Delete to delete a team. If you put teams out of order, you can click and hold one team, drag your mouse over to another bracket game and drop the team into that bracket. If there was a team in the bracket to which the first team was moved, it will be moved into the original team's bracket.

Print Form

Click here to bring up a preview of a blank form suitable for printing and passing out to your friends so that they can record their picks and submit it back to you.

Download Bracket

Click here to connect to the Internet and download team names from the Tourney-Tracker.com web site. *Be sure that the type of bracket that you choose to download has the same number of teams as defined for your pool file.* With this download function, only the team names and seeds are brought into your file -- no other data is updated.

Bracket Setup for Pool Play Tournaments

For pool-play tournaments, there is a special bracket setup window. Currently Tourney Tracker supports only tournaments with 32 teams, 8 pools, and 2 teams advancing from each pool – the format of the FIFA World Cup tournament.

Use this window to enter all of the teams in the tournament into their appropriate pool. Also, enter the game number in the tournament bracket in which the advancing teams will play.

Hit the **OK** button on the bottom Tool Bar to accept the bracket information. Hit **Cancel** to ignore any changes made. Instead of using the bottom Tool Bar, you can either use the Edit pull-down menu at the top, or right-click the mouse while it is pointing to a blank area of the form to get a pop-up menu with the **OK** and **Cancel** options. Also, hitting the F3 key is the same as choosing **OK**, and the F4 key, the same as **Cancel**.

Once you've entered the team names and seeds, you can use the **Print Preview** button to create a form that can be printed and distributed to your friends so that they can make their entries.

Team Name

Enter the name of each of the teams (or players, in the case of a non-team sport) participating in the tournament, into the pool that they will be playing in for the first part of the tournament. You may wish to abbreviate longer names so that they fit completely into display boxes and reports. You may also wish to add informational data, such as the record of the team prior to the tournament.

Bye games are not supported in the pool play format. All 32 teams should be filled.

Team Seed

Enter the seed value of each team in the tournament if desired. Some tournaments assign seeds, others don't. (The FIFA World Cup does not. The download file that is available from our database does not have seeds in it.) You can make up your own seeds, based on the team's record or national ranking if you wish. The value entered as the seed will be used in calculating points if you checked "yes" for the "Seed-based Scoring" parameter in the Pool Parameters window.

Game – 1st – 2nd

Enter the number of the game in the single-elimination tournament to which the first place team in the pool will advance and to which the second place team will advance. The games in the tournament are numbered starting from 1, the top-left game, and incrementing one game down the left side. If the tournament bracket is set to display as "dual-sided", then once done with the games listed on the left, the numbering picks up at the top on the right side of the bracket.

Print Form

Click here to bring up a preview of a blank form suitable for printing and passing out to your friends so that they can record their picks and submit it back to you.

Download Bracket

Click here to connect to the Internet and download team names from the Tourney-Tracker.com web site. *Be sure that the type of bracket that you choose to download has the same number of teams as defined for your pool file.* With this download function, only the team names and seeds are brought into your file -- no other data is updated.

Print Blank Bracket Entry Form

This function previews an entry form that can be sent to your printer and then copied and distributed to pool participants. The form shows the entire tournament bracket with space so that the participants can fill in their picks. Also, all of the relevant pool parameters are shown, including the number of points awarded per round, any seed-based scoring options used, and the payout percentages. There are a few items that you can change on the form to suit your own pool.

Instruction Box

Inside the box (which initially says “Type instructions to pool participants here”) you should type in any special instructions that your pool participants need to follow, such as the deadline for completion, to whom to return the entry form, and any cost involved.

Close

Click this button to close the entry form preview window.

Print

Click here to send the form to the printer.

NOTE: Depending on the size of your bracket, you may need to set the orientation of your printer to either portrait or landscape mode. The system normally prompts you if you are about to print something that will not fit, but if there is any problem, please use the File / Page Setup function.

Fill with Higher Seeds

Click here if you wish to use the “Upsets Only” method of completing your pool. If you choose this method, then a message will automatically appear on the form that informs the pool participant to only indicate the winner of the games that are different than those filled in based on the computer picking the highest seed value to advance.

The idea is to lessen the amount of time it takes to input entries. For a more detailed explanation, see the section entitled “Tips for Inputting Entries Quickly”.

Note for “pool play” tournament, such as the World Cup:

The “Team Nbr” shown along with the team name is made up of two things – the pool letter identifier for the team (A, B, C, etc.) and the position within the pool that is advancing to that spot in the single elimination tournament (1 indicates the first place team, 2 indicates the second place team). For example, for all of the teams listed with an “A2”, this indicates that the teams are from pool A and that the team that finishes 2nd in the pool play part of the tournament will advance to the corresponding position in the single-elimination tournament bracket.

Input / Edit Pool Participants and Entries

Select a Participant

This window lists all participants loaded to your file. From the list, you can edit existing information, add, or delete a participant.

If you would like to add participants from a previous pool file, see the section “Bring in Participants from Another File” in the Tools section.

Edit

Make changes to the highlighted participant’s information. Highlight a participant by clicking once on the name. You can also invoke the edit function by double-clicking on the name of the participant. The “Edit Participant Information” window will be displayed for the selected participant.

Delete

Delete the highlighted bettor from the file. Highlight a participant by clicking once on the name.

New

Add a new bettor to the file. A blank “Edit Participant Information” window will be displayed for you to add a new participant.

Help

Displays the help text describing this window.

Close

Closes the participant selection window.

Edit Participant Info

Use this window to input new information or change information about a participant in your pool.

Press **OK** to accept the information, **Cancel** to quit without saving.

Participant Name

The name of a participant in the pool. Every entry must be associated with one participant. Note, you may want to enter the names in "Last Name, First Name" format so that they will sort in that order when listed. Each participant's name must be unique within the file.

Phone

Optional. A phone number which can be used to contact the participant.

E-mail

Optional. An address for sending e-mails to the participant.

Add'l Info

Free-form information that can be stored about a participant, such as address information.

Select Entry

A table containing a list of entries already input into the pool file will be listed. Some basic information about each entry is listed in the table, as defined below:

Entry Name and Number

The name of the pool participant and the number of the entry for that participant. The name shown will be the "nickname" defined for that person if it is available and if you have selected to use nicknames on File / Pool Parameters window.

Tiebreaker?

For pools where a tiebreaker is required based on the Pool Parameters, "Yes" will appear beside any entry where this value has been entered. The block will appear red if there is no tiebreaker or a zero has been entered.

Missing Picks

If any entries picks are incomplete, the number of empty bracket games will be displayed here and the block will appear with a red background.

Collected?

"Yes" in this column indicates that the dues for entering the pool have been collected. This is the only column that can be maintained directly on this window. Simply click on the desired square to toggle the value back and forth from "Yes" (meaning that the dues have been collected) and blank (meaning that the dues have not been collected).

With the buttons along the bottom, you can choose to do the following:

Edit

Select an entry and click on this button to edit it. Double-clicking on an entry will bring up the edit window as well.

New

Click on this button to add a brand new entry.

Delete

Highlight an entry in the list by clicking on it and click on this button to delete it. (Be careful not to click in the "Collected" column unless you would like to change the value of this flag.)

Help

Displays the help text describing this window.

Close

Closes the entry selection window.

Edit Entry Header Info

The entry "header" refers to the participant name and the entry number associated with an entry. The combination of the participant name and entry number must be unique for each entry in the file.

This window allows you to enter or select a participant and assign the entry number. It also displays information about the participant associated to the entry.

Press **OK** to accept any changes made, **Cancel** to exit without saving.

Name

The name of the participant who supplied the entry. You can either type in a new participant name, or select from the pull-down list.

Entry Nbr

The number of the entry for the participant. The system will automatically bump this number up one for every new entry for a participant.

Comment to Pool Manager

This is an area where the pool participant can put a special message to the pool manager in order to help the pool manager with any issues regarding the entry. Normally, the participant would enter this while he or she is using the Entry-Net feature.

Comment to Pool Participants

This is an area where the pool participants can "talk smack" to the rest of the people in the pool. Again, normally, the participant would enter this while he or she is using the Entry-Net feature.

These comments show up on the "bracket-style" entries sent to the Entry-Net and on the Entry Picks Listing report.

Once the deadline for entries has passed, this comment is only changeable by the pool manager. So forewarn your pool participants or they may be eating their words!

Phone

The phone number of the participant. For display only.

E-mail

The e-mail address of the participant. For display only.

Add'l Info

Additional information, such as an address, for the participant. For display only.

Edit Participant Info

Click on this button to edit the name, phone, e-mail, or additional info for the participant.

Edit Entry

See the section “Tips for Inputting Entries Quickly” if you have a large number of entries to manually input into your Tourney Tracker file

Use this window to edit the game picks and the tiebreaker for an entry.

You can go to a print preview of this window by clicking the Print Preview button on bottom toolbar, clicking the Printer button on the top toolbar, or selecting File/Print.

On new entries, before you get to this window, you will be taken to the “Edit Entry Header Information” window to enter or choose the name of the pool participant for this entry and assign an entry number.

For each bracket game, the team/player recorded for the entry as the predicted winner is displayed. The colors of the bracket game background have the following meaning:

- **Light Blue:** No pick has been entered for this game.
- **Yellow:** The result of the game has not been determined and the picked team could still be a correct pick.
- **Green:** The picked team is the correct winning team and points will be awarded.
- **Red:** The pick is incorrect and cannot score any points for the entry. Picks in games for which there is no result will be marked as red if the picked team has already been beaten in an earlier round.

A note for pool play format, such as the World Cup: Since a team can advance as either a 1st place or 2nd place team to the later rounds, it is possible that an entry will not get points or have a chance for points in some of the earlier rounds, but then become eligible again in later rounds.

For example, if someone picks a team to advance as the winner of a pool to the finals, but the team comes in second place in the pool, then, for a certain number of rounds, there will be no possibility of get points for that team. But if the team advances to the semifinals, into the same game that it would have had it won the pool instead of coming in second, the entry has the possibility of getting points for those later rounds.

There are several methods of saving the data for this window or canceling out of it without saving. You can use the buttons on the bottom toolbar, use the Edit pull-down menu at the top, or **right-click the mouse on an empty space in the window to display a pop-up menu**. (Two commands, one to clear the picks from the entry and another to copy picks from another entry are available only through the pop-up menu.)

Choose **OK** to accept the changes to the entry. Choose **Cancel** to ignore any changes made. Also, hitting the F3 key is the same as choosing **OK**, and the F4 key, the same as **Cancel**.

Editing the Entry

Within the window is the entire tournament bracket. For “standard pools”, move teams from one round to another as follows:

- place the cursor over the team name
- click-and-hold the left mouse button
- drag the team to the round to which you would like it to advance and release the mouse button. You can advance a team only one round or all the way to the championship in one move. You can drop the team anywhere in the desired round – it does not need to be dropped over a game box.

To remove a winning team, drag it backward to the desired round.

At any time, you can click on the “Fill with Higher Seeds” button to fill in any blank games.

If you are looking at an entry after results for the tournament have been posted, you will see the score earned for each completed game immediately following each pick.

If you plan on keying someone else's entry in from paper, see the section "Tips for Inputting Entries Quickly" for some hints to speed up the process.

- **Editing the Entry for Pools where the Teams are "Re-Paired"**

If you have flagged your pool as one where the teams are "re-paired" after the first round, then there are some differences in entering the picks. (Playoffs for the NFL and NHL are an example of tournaments where the teams are "re-paired" after the first round.)

The differences in this type of pool are necessary because once the tournament is past the first round, the exact pairings are not pre-set. Picks are determined to be correct if a picked team advances to that round, regardless of what position in the bracket the team winds up in.

The differences in entering picks is as follows:

- You must drag the desired team directly to the box that you would like it to be placed. (You cannot drop it anywhere in the round, it must be dropped directly on the box in the desired round.)
- Teams can only be advanced one round at a time (although you can still remove it from more than one round by dragging it as far back as you want it to go.)
- You cannot put the same team in a round twice.
- You cannot advance both teams that play each other in the first round to a later round.
- You cannot advance a team to a round unless it has first been advanced to the previous round.

- **Editing the Entry for a "Round-by-Round" pool**

If you have set up the pool to accept picks on a "round-by-round" basis, then there are also differences in the process of recording picks. It must work differently in order to allow those who may have missed a pick to be able to choose the team that they thought was going to lose in an earlier round as a winner in a later round. The differences are:

- When you drag and drop a team in a round, the team is placed only in that round. (For a standard pool, the team would be automatically placed in any in-between rounds.)
- There is no check on whether the team that you advance to a round was picked in the previous round.
- To remove a team from a round, you must drag it back to the "1st round" where the first matchups are listed.

(Pools that are both for "re-paired" tournaments and are being done on a round-by-round basis will follow a combination of the the above rules, with round-by-round rules taking precedence if any rules are conflicting.)

- **Editing the Entry for a Pool Play Tournament (such as World Cup)**

For the most part, editing an entry for pool play works the same as a normal tournament, except that there will be more than two teams to choose from when picking a team to advance in the single-elimination tournament.

The "Team Nbr" shown along with the team name is made up of two things – the pool letter identifier for the team (A, B, C, etc.) and the position within the pool that is advancing to that spot in the single elimination tournament (1 indicates the first place team, 2 indicates the second place team). For example, for all of the teams listed with an "A2", this indicates that

the teams are from pool A and that the team that finishes 2nd in the pool play part of the tournament will advance to the corresponding position in the single-elimination tournament bracket.

When entering picks, choose a team from the associated pool to advance to the single-elimination tournament. For tournaments such as the World Cup, two teams advance from each pool. The software will not allow selecting the same team to advance as the winner of a particular pool and also advance as the second place team of a particular pool.

Remember, that in pool play tournaments, the pool play portion of the tournament equates to the 1st round in Tourney Tracker. The first round of the single-elimination tournament is the "2nd round" in Tourney Tracker.

Tiebreaker

Enter the amount to be used to break ties. (This will only show up when the Pool Parameters are set to use a tiebreaker other than "Actual Games Picked Correctly".)

Collected

Click on the box to toggle the "x", which indicates that the dues for the entry have been collected. No "x" indicates that the dues have not been collected.

Besides the "OK" and "Cancel" options, you may choose the following from the bottom toolbar or the "right-click" pop-up menu.

Print Preview

Displays a preview of the printed entry form. From there, you can choose to send it to the printer.

Fill with Higher Seeds

Click on this button to fill any empty games with the higher seed from the preceding round's game. If there is no seed, or both seeds are the same, then the first team listed will be advanced.

Edit Entry Header

Displays a window for changing the participant name or entry number associated with this entry. See the section "Edit Entry Header Information" for details.

Show Parm

This will display the parameters for the pool, including the scoring and the payout parameters.

Set Zoom

Opens up a window that allows you to choose the size of the bracket displayed on the window. For instance, you can choose to reduce the bracket to 75% of its normal size. Or you can choose to have the system automatically fit the bracket to the size of the window.

Clear All Picks

(Available only through the pop-up menu, which can be displayed by right-clicking on an empty portion of the window.) Select this to wipe out all of the game winners picked within the tournament bracket.

Copy Picks from another Entry

(Available only through the pop-up menu, which can be displayed by right-clicking on an empty portion of the window.) Select this to bring the picks from another entry already on file into the entry that you are currently working on. Only the empty brackets on your current entry will be filled with the copied picks.

Displayed at the bottom of the entry window:

Scoring

Listed in total and by round are the points won and the games selected correctly for the entry, based on the “results” entered through the “Enter Results” window.

Games with “upset” winners

This section shows, by round, how many picks on the entry would be considered “upset” picks. In other words, a seeded team has won a game that it should not according to its seeding. A percentage of upsets versus the number of games in the round is also shown, as well as totals for the entire tournament.

Bonus Points Earned

This box only displays if you have set up advanced bonus scoring where a participant must pick the winner of multiple games correctly to earn the bonus points (referred to as the “All”-type of bonus points.) For each “All”-type of bonus that the entry has picked correctly, the bonus points earned will be displayed.

Enter number of times each manual bonus earned

This box appears only if you have defined “manual” bonus items through the “Advanced Bonus Scoring” window. Within the grid, in the **Times** column, you can enter how many times the bonus is to be awarded to the entry – 1, 2, 3, etc. The actual bonus points awarded would then be calculated by multiplying the number of times the bonus was earned by the bonus **Points**.

You can toggle between showing and not showing the bottom two sections of the window by clicking on “**Show Entry Scoring Summary**” in the “**View**” pull-down menu. Depending on the size of the tournament bracket and your monitor, you may want to turn the display of this section off if you are inputting a lot of entries.

Show Parm

Displays all of the pertinent information for anyone interested in entering the pool.

Included are:

- **Cost per Entry:** Indicates the fee to place an entry into the pool.
- **Points per Round:** Specifies the number of points that a correct pick is worth in each round of the tournament.
- **Seed Scoring Formula:** Displays the method to be used to do seed-based scoring. Seed-based scoring makes choosing a lower seeded team more valuable when the pick is correct. The possible seed-based scoring formulas to choose from are:
 - **None:** No seed-based scoring will be used.
 - **Winner's Seed (x Factor):** The seed of the winning team is multiplied by the seed factor and added to the points won for the game.
 - **### Point Bonus for Upsets:** This method gives a standard bonus, as specified, any time a lower seeded team defeats a higher seeded team.
 - **Upsets Only – Winner's Seed (x Factor):** If a lower seed defeats a higher seed, then the winning team's seed is multiplied by the seed factor and added to the points won for the game.
 - **Upsets Only – Difference in Seeds (x Factor):** If a lower seeded team defeats a higher seeded team, the difference between the seeds of the two teams is multiplied by the seed factor and added to the points won for the game.
 - **Winner's Seed divided by the Loser's Seed (x Factor):** For all games picked correctly, the seed of the winning team is divided by the seed of the losing team. That result is multiplied by the seed factor and added to the points won for the game.
- **Payouts:** Lists the percentage of the pot awarded for each winning position, and a booby prize for last place, if applicable.
- **Bonus Scoring Items Grid:** The bottom portion of the window lists out the Bonus scoring items that have been set up for your pool.

The columns in the list are as follows:

- **Type:** The type of advance bonus scoring item. There are four types. "All"-type bonus items are those where the entry must have all or some designated portion of the games included in the bonus correct to get the bonus points. "Each"-type bonus scoring items are those where the bonus is awarded for each game included in the bonus item which fits the specified parameters. "Most"-type bonus scoring items award bonus points to the entry (or entries in the case of a tie) that pick the most correct games out of a selected set of games. "Manual"-type bonuses are those that are not automatically supported by the system. The pool manager must award these points after determining the entries that qualify.
- **Name:** The name of the bonus scoring item.
- **Points / Factor:** The points awarded for the bonus scoring item. If the points are based on the seedings of the teams involved in the game, then the points listed here are a part of the formula for computing the actual bonus points to be awarded.
- **Min-Max Correct:** Applies to "All"-type scoring items, only. The number of correct entries picked on a sheet must fall into this range for the points to be awarded.
- **Min-Max Seed:** Applies to "Each" and "Most"-type of bonus scoring items, only. The winner's seed of the game must fall into the specified range before the bonus points are awarded.
- **Upset Only:** Applies to "Most"-type bonuses, only. A lower seeded team must beat a higher seeded team and the entry must have the correct winner before it counts toward an entry's total.
- **Seed Formula:** Applies to "Each"-type of bonus scoring items, only. This indicates the formula to be used for calculating the bonus points to be awarded, based on the seeds of the teams involved.

Print Entry

This function previews the printing of an entry form that you have selected for print.

The form shows the entire tournament bracket with the picks for each game for the entry. Correct picks are shaded with a light yellow (which turns into a light gray on non-color printers.) Incorrect picks are shown with the name of the team crossed out. If a team is picked as the winner for a game that has not already played but the team is already out of the tournament, then it will be crossed out as a miss as well.

The box labeled **Scoring** shows the number of correct picks and the calculated points for this entry thus far in the tournament, by round and also in total. The number of “upsets” picked and the percentage of upsets vs. total games are also shown by round and in total.

Also, all of the relevant pool parameters are shown, including the number of points awarded per round, any seed-based scoring options used, and the payout percentages.

If advanced bonus scoring is used, a box showing **Bonus Points Earned** is displayed. If more bonuses are earned than can fit in the box, then remainder is summarized into one line item.

Close

Close the preview window.

Print

Send the print of the entry to the printer.

NOTE: Depending on the size of your bracket, you may need to set the orientation of your printer to either portrait or landscape by using the File / Page Setup function.

Also, if you wish to quickly print all of the entries in your pool in this fashion, go to the File / Print, Save, or Publish Reports window and select “Bracket-style printout of all entries”.

Set Entry Zoom Size

This window allows you to select the size of the bracket that appears on the window while editing entries.

Setting the size to such that all or most of the bracket can fit on the window will help speed up entering in picks, as well as make it easier to review entries that are already entered.

The options available are:

100% (normal full size)

Click here to indicate that you want the bracket to fill out to the normal bracket size, roughly the same size as appears in the Enter Results window.

75%, 50%

Click one of these buttons to reduce the bracket to 75% or 50% of the normal size

Fit to Window

Click here to have the system automatically size the bracket to fit into the main window of Tourney Tracker. As you resize your main window, the bracket size will increase or decrease. If you try to make the window too small, you will not be able to read the team names.

Other ____ %

Enter a percent of normal size at which you wish the bracket to be displayed.

Copy Picks from another Entry

Select an entry from the drop-down selection list and click OK to copy the picks from that entry into the entry that is currently open for editing. Only the empty brackets in your open entry will be filled in with the team copied from the selected entry.

The drop-down list shows the entry name, number, and the team that is picked to finish first and second in that entry.

OK

Copy the picks from the selected entry and return to editing the entry.

Cancel

Return to editing the entry without performing the copy.

Enter Tournament Results

Enter Results

Use this window to record the actual winners of tournament games.

A printable form can be created and then sent to the printer by clicking the **Print Preview** button on the bottom toolbar, clicking on the Printer button on the top toolbar, or selecting File/Print from the menu. Once the preview is shown, click on the **Print** button to send the form to the printer.

NOTE: Depending on the size of your bracket, you may need to set the orientation of your printer to either portrait or landscape by using the File / Page Setup.

Note that if you are running an unregistered version, you will not be able to record the winners past the round of the final 16. Also, no results will be saved when you close the file.

Click the **OK** button on bottom toolbar to accept the results. Click on **Cancel** to ignore any changes made. You can also get to the **OK** and **Cancel** commands through the Edit pull-down menu, or by right-clicking the mouse in an empty area of the window. Also, hitting the F3 key is the same as choosing **OK**, and the F4 key, the same as **Cancel**.

Tiebreaker Amount

Enter this amount to use to break ties when the results are final. The entry closest to this number wins the higher payout position. This will only be shown if a tiebreaker has been specified and it is not "Actual Games Picked Correctly."

Editing the Results

Within the window is the entire tournament bracket. Move teams from one round to another as follows:

- place the cursor over the team name
- click-and-hold the left mouse button
- drag the team to the round to which you would like it to advance and release the mouse button.

To remove a winning team, drag it backward to the appropriate round.

Special instructions for tournaments where Teams are "re-paired":

When advancing teams, you will only be allowed to advance a team forward one round at a time. You must drop the team directly on a game box in the desired round.

You will be able to drop a team to any game box in the next round. This is the feature that allows Tourney Tracker to handle tournaments where the teams are "re-paired" after the first round.

If you are using seed-based scoring – be sure to align the teams in each subsequent round according to how the teams match up for that round. While the location of the team within a round does not matter for individual entries, getting the match-ups correct in the results is necessary to allow the "upset" or seed-based scoring formulas to work properly.

Editing the Results for a Pool Play Tournament (such as World Cup)

For the most part, editing the results for pool play works the same as a normal tournament, except that there will be more than two teams to choose from when advancing a team to the single-elimination portion of the tournament.

The "Team Nbr" shown along with the team name is made up of two things – the pool letter identifier for the team (A, B, C, etc.) and the position within the pool that is advancing to that spot

in the single elimination tournament (1 indicates the first place team, 2 indicates the second place team). For example, for all of the teams listed with an "A2", this indicates that the teams are from pool A and that the team that finishes 2nd in the pool play part of the tournament will advance to the corresponding position in the single-elimination tournament bracket.

When entering results, be sure to move the team that finished in the appropriate position in pool play (1st or 2nd) into the single-elimination portion of the tournament bracket. The software will not allow selecting the same team to advance as the winner of a particular pool and also advance as the second place team of a particular pool.

Remember, that in pool play tournaments, the pool play portion of the tournament equates to the 1st round in Tourney Tracker. The first round of the single-elimination tournament is the "2nd round" in Tourney Tracker.

Reports

Display Participant and Entry Information

Display Participant Information

This report lists out the main information entered about each pool participant, as well as some statistics on their participation in the pool.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants. Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet.

Click on the "X" in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The table displayed will show the following for each entry:

- **Name:** The name of the person who is participating in the pool
- **E-Mail:** The e-mail address of the person.
- **Phone:** The phone number of the person.
- **Nickname:** The nickname or "alias" for the person. This name will be used on reports, if available, if the option is chosen to use nicknames on the File / Pool Parameters window.
- **# Entries:** The number of entries that have been put into the pool for the person.
- **Amount Owed:** The amount that is still owed into the pot by the person for his or her entries.
- **Other Info:** Additional info entered for a person.

Display Entry Picks Listing

This report lists out, for each entry, for each round, the teams picked to win.

Once results for the tournament are entered, the report also shows the number of points awarded for each game. The points awarded for each game show up after the picked winner of the game.

If advanced bonus scoring is used, those scores are shown, too. For "Each"-type bonus scoring, where the bonus is for each correct pick falling under certain parameters, the bonus score is included in the number that follows each game. If "All"-type bonus scoring is used, where you need to pick all of a certain set of defined games correct, then any bonuses earned appear in a row prior to the round-by-round game picks.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants. Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet.

Click on the "X" in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The table displayed will show the following for each entry:

- **Name and Entry:** The name of the person who submitted the entry and the entry number for that person. Any comments to the pool manager and comments to the pool that came in on the entry are also shown along side the entry name.
- **Round:** The round of the games for which the picked winners are listed. If this column shows "Bonus", then, in the "Winners Picked" column, the advanced bonus scoring items that have been awarded to the entry are listed.
- **Winners Picked:** The winning teams or players picked on the entry for the round. For completed games, the points earned for each game are shown after the game.

Display Pool Analysis Report

Team Analysis Report

This window displays a report summarizing how often each tournament team or player was picked to win.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants. Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet.

Click on the "X" in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The table contains the following data:

- **Team Name:** The name of the teams or players in the tournament.
- **Average Wins:** The average number of wins, based on all entries, that the team is predicted to win in the tournament.
- **Times Picked to Advance to:** For each round of the tournament, both the number of times that a team is picked to reach that round. The percentage of entries that have the team reaching the stated round is also listed.

Sort by:

Chose the column in the report from this pull-down window that you want the report sorted by.

Show Entries with Pick:

By clicking on a cell in the spreadsheet, and then clicking on the Show Entries with Pick button, you will be presented a list of entries that have the team advancing to round corresponding to the selected cell. From that list, you can pull up one of the entries.

You can also pull up the list by double-clicking on a cell in the spreadsheet.

Show Entries without Pick:

By clicking on a cell in the spreadsheet, and then clicking on the Show Entries without Pick button, you will be presented a list of entries that do not have the team advancing to round corresponding to the selected cell. From that list, you can pull up one of the entries.

Entries with (or without) Pick Listing

This window displays a list of entries which have predicted a selected team to advance to a selected round, or which entries do not have that team selected to advance to that round. What is show depends on the option chosen from the Team Analysis Report window.

Click on the “X” in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The list contains the following:

- **Entry:** The name of the person submitting the entry and the number of the entry for that person.
- **Points:** The current number of points awarded to the entry thus far in the pool.

Show Entry:

By clicking on an entry in the list, and then clicking on the Show Entry button, the “Edit Entry” window will be displayed with the selected entry.

You can also pull up the entry by double-clicking on the entry in the list.

Close

Close this window and return to the Team Analysis report window.

Upset Analysis by Round Report

This window displays a report summarizing by round and in total how often “upsets” were predicted in the pool entries and, as the tournament progresses, how many upsets actually happened.

The report uses the teams seed values to determine if a pick or a game result is an upset. In the first round, if a higher seed value beats a lower seed value (e.g. a 4 seed beats a 1 seed) then it is considered an upset. In later rounds, any team that advances past what would be expected based on its seed value is considered to be an “upset” winner.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants. Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet.

Click on the “X” in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The table contains the following data:

- **Round:** Indicates the round for which the stats apply. The “Total” line shows the totals for all rounds added together.
- **Teams Advancing Past Seed**
 - **Entry Avg:** These two columns show data for the average of all the pool entries taken together.
 - **Games:** The average number of games in all of the pool entries where a team is picked to progress past where you would predict it to progress based on its seed value.
 - **%:** The percentage of “upset” games picked on average compared to the total number of games in the round.
 - **Actual:** These two columns show data for the actual results of the tournament games.
 - **Games:** The number of games where a team progresses past where you would predict it to progress based on its seed value.
 - **%:** The percentage of actual “upset” games compared to the total number of games in the round.

Display Rankings Report

Current Standings Report

This window shows how the entries stack up against one another based on the results of the tournament games, thus far.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet..

Click on the "X" in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The table contains the following data:

- **Name / Entry Nbr:** The name of the entry submitter and the number of the entry
- **Current Points:** The number of points earned, thus far.
- **Current Rank:** The position of this entry relative to all of the other entries, based on current points.
- **Current Games:** The number of games picked correctly, thus far
- **%:** the percentage of games picked correctly
- **Possible Points:** The total number of points possible for this entry to receive, based off of the entry's picks and the results, thus far. (Note: "n/a" in this column indicates that Possible Points is not available. Tourney Tracker cannot calculate "Possible Points" if you are using seed-based scoring which needs both the winner and the loser seeds. Once the final sixteen is reached, you can use the Reports/Display Possible Results option to view possibilities for all types of scoring.)
- **Possible Rank:** The relative position of this entry to all others based on possible points.
- **Winner / Tiebreaker Amt:** The team picked as the tournament champion by this entry and the amount indicated for a tiebreaker, if applicable.
- **Round #, Points, Games:** For each round completed so far, the number of points and games awarded to this entry. *Note that for incomplete rounds, you might see two numbers separated by a hyphen, such as 3-1. The first number, three in this example, indicates the number of games picked correctly for the round. The second number indicates the number of undecided games for the round that this entry still has a chance of picking correctly, in this example, one.* If advanced bonus points of the type where you are awarded bonus points for "each correct game", the bonus points earned are included in these columns.
- **Bonus:** This column appears only if the pool awards advance bonus scoring items, which are of the type where you must pick "All (or certain number of) games must be picked correctly"

A note for pool play format, such as the World Cup: Since a team can advance as either a 1st place or 2nd place team to the later rounds, it is possible that an entry will not get points or have a chance for points in some of the earlier rounds, but then become eligible again in later rounds.

For example, if someone picks a team to advance as the winner of a pool to the finals, but the team comes in second place in the pool, then, for a certain number of rounds, there will be no possibility of get points for that team. But if the team advances to the semifinals, into the same game that it would have had it won the pool instead of coming in second, the entry has the possibility of getting points for those later rounds.

Sort by Name, Current Points, Games Won, Possible Points

Click on any of these buttons to sort the table in any of the named fashions.

Pool Winners Report

Once the final game results have been entered, this table can be used to show how the pot will be distributed. It is only available when all of the tournament game results have been entered and a tiebreaker amount, when needed, is supplied.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants. Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet.

Click on the "X" in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The table displayed will show the following for each entry:

- **Name / Entry Nbr:** The name of the person who submitted the entry and the entry number
- **Rank:** The payout position of the entry.
- **Winnings:** The amount of the pot awarded to the entry.
- **Points:** The number of points awarded to the entry for correct picks.
- **Tiebreaker Difference:** The amount that the tiebreaker amount for the entry differed from the result. (When the tiebreaker is "Actual Games Picked Correctly", this will equal the number of games picked correctly.)
- **Games:** The number of tournament games picked correctly.
- **Tiebreaker Amount:** The amount entered by the entry as the tiebreaker amount.

Remove Non-Winning Rows

Click on this button to remove all of the rows from the table except those which have a payout.

Display Possibilities Reports

Display Possibilities Report

Two reports can be displayed showing details of the possibilities left for the outcome of the tournament and your pool. The “Scenarios” report is only available if there are 8 teams or less left in the tournament. The “Possibilities by Name” report is available as soon as there are 16 teams or less left in the tournament.

Depending on your PC and the complexity of the scoring for your tournament, it could take several minutes to develop these reports. Press **Begin Processing** if you would like the reports to be produced.

Once processing starts, you can see the progress that has been made toward completion by watching the bar at the bottom of the window. Click on **Cancel** if you do not wish to wait for processing to complete.

You also have the option of retrieving a possibilities report that has been computed previously. Click the **Retrieve Last Version Created** button to do so. Using this option will save the time of re-calculating the possibilities report. *Remember, though, if you have changed results, scoring parameters, or any entries, then the retrieved report will not be up-to-date.*

Possibilities by Scenario Report

This report is only available when results have been entered up until to the final 8 teams left in the tournament. For every game left in the tournament the number of possible scenarios is doubled. The table in this window displays the results of each of those possibilities, and, with 8 teams left, you will see 128 different scenarios listed.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants. Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet.

Click on the "X" in the upper right-hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

Game Winners

Indicates the winners of the games in each scenario, starting with the tournament champion and working backward through the finals participants and the semi-final participants. If a team is listed as a winner in a higher round, it will not be listed again as a winner in the lower rounds.

Pool Winners

For each scenario, indicates which entries would be awarded a piece of the pot based on the payout percentages. Tiebreakers are ignored.

Possibilities by Name Report

This window is only available when results have been entered up until to the final 16 teams left in the tournament. For every game left in the tournament the number of possible scenarios is doubled. The table in this window summarizes, for each pool entry, the number of scenarios in which the entry would awarded a piece of the pot.

This report can be printed by clicking the Print button on the bottom toolbar, by clicking on the Printer button on the top toolbar, or by selecting File/Print.

Using File/Print to File, you can create a comma-delimited file of this report, which you can import to your favorite spreadsheet package. Use the Reports/Create Reports for Emailing to Participants function to create a simple file of this report and others that can easily be e-mailed to the pool participants. Use the Reports/Send Reports to www.Tourney-Tracker.com function to make the report available for viewing in the Internet.

Click on the "X" in the upper right hand corner of the report form to close this window. You can also press the F3 or F4 key to close the window.

The table includes the following:

- **Name:** The name of the entry submitter and the entry number
- **Rank:** The ranking of the entry compared to all of the other entries in the pool. The rank is based on the "Total" column, which is a total of all of an entry's chances to be "in the money". For entries that have the same number of possibilities, the "best score" is used to determine which ranks higher.
- **Total:** The total number of scenarios in which the entry finishes "in the money".
- **1st – 5th, Booby:** The number of scenarios in which the entry would finish in the specified position. The number of scenarios will only be calculated for a particular position if the pool is setup to payout for that position.
- **Best Score:** This indicates the highest score that is possible for the entry. *Please note that the highest score may not lead to the best finish in the pool.*
- **Teams to Pull for:** This column shows the winner and loser of the final game in the scenario that is best for the entry. It will only show if the entry has a chance to be "in the money" at the end of the tournament. In cases where there are ties involved, this may not show the ultimate pair of teams to root for.

Sort by Name, Most Possibilities, Selected Position, Best Score

Use these buttons to sort the table in different manners. The table will be printed in the sort order that is displayed at the time of the print. The sort by "Name", uses the name & entry to do an alphabetical sort. The sort by "Most Possibilities" uses the "Total" column to sort. The sort by "Selected Position" uses the position chosen in the associated drop-down list. The "Best Score" sort uses the "Best Score" column and sorts in descending order.

Printing, Saving, or Publishing Reports

Print, Save, or Publish Reports

This function gives you your choice of ways to publish reports created by Tourney Tracker. You can:

- Print reports on your printer
- Save reports to a file (in HTML, a fixed-position, or a comma-delimited format)
- Publish reports on the Entry-Net (at www.Tourney-Tracker.com)

To print, save, or publish some reports, the report must be opened first on your computer. The system will automatically open any report that is unopened when you click the “Print”, “Save” or “Send” button at the bottom of the window.

Report Selection

The selection buttons allow you to choose between various options for selecting reports. You can always simply select the reports that you wish to print, save, or publish, but these buttons allow you to quickly choose a set of reports.

- **Open Reports:** This option sets the report checkmarks to those reports that are open on your computer.
- **Last Published:** This option sets the report checkmarks to those reports that were printed the last time that reports were actually printed, saved, or published.
- **Standard List:** This option sets the report checkmarks to those reports that you have saved as a “standard list”. Your “standard list” of reports is simply a set of reports that you wish to print, save, or publish most often. Click the **X**-button to save the currently selected reports as your “standard list”.
- **Restore Other:** This option is only available if you have actually clicked some report checkboxes yourself and then chosen one of the three option listed above. When you click this option, it will restore the selection to those that you had selected prior to choosing one of the above options.

Select Reports to Print, Save, or Publish

The check boxes displayed on the window give you the opportunity to decide what reports to print. If not already open on your computer, the system will automatically open any report selected (with the exception of the “List of Email Addresses”, the “Scoring Rules Summary” report, and the “Bracket-style printout of all entries”) prior to proceeding with the print, save, or publish process.

Any check box that is protected, such that you cannot check it, indicates that the report is not available at this point in the tournament.

If you have a list of reports that you wish to print on a normal basis, you should save that list as your “standard list” of reports. Do this by putting a checkmark next to each desired report and then clicking the **X**-button to “**save selections as standard list**”.

The reports available are:

- a list of e-mail addresses from your file
- the Scoring Rules Summary
- the Participant Info listing
- the Entry Picks listing
- the Current Standings report

Note: Four different sorts can be specified for this report including: sort by name, sort by current points, sort by possible points, sort by the column as currently displayed on the window. The last option is not available if the window report is sorted already by name, current points, or possible points.

- the Pool Winners report (available only if the tournament is completed)

- the Possibilities by Scenario report (available only if 8 teams or less are left in the tournament)
- the Possibilities by Name report (available only if 16 teams or less are left in the tournament)
Note: Three different sorts can be specified for this report including: sort by name, sort by most possibilities, sort by the column as currently displayed on the window. The last option is not available if the window report is sorted already by name or possible points.
- the Analysis by Team report
- the Upset Analysis by Round report
- Bracket-style printouts of all entries (not available to save to a comma-delimited or fixed position files)

A brief explanation of each report is given below in the section entitled “Report Types”.

Print Destination and Options

Choose one of the three destination-types for your reports:

Send to Printer

Sends the reports to your local printer. When you choose this option, you have the ability to select several items to control the printing including:

- **Font Size** – indicates the size of the printed letters
- **Font** – allows you to choose the style of lettering for the printed reports
- **Portrait vs. Landscape** – allows you to choose the orientation of the page.
- **Print Setup** – allows you to change the printer to which the reports will be sent

All reports will be made such that all of the columns fit on the page. You may need to experiment to find the best font and font size for your reports, but most report columns fit nicely on a page using an Arial font with a size of 9, although the rankings report can be quite “wide” and may work better with a smaller font or by choosing a direction of “Landscape”.

Save to File

Saves the reports to a specified file. You have your choice of three different file formats:

- **HTML** – this creates the report with HTML tags suitable for viewing through a web browser.
- **Comma-delimited** – this creates a file with each item printed separated by commas. It is ideal to use this format if you wish to import your reports into a spreadsheet program, such as Excel.
- **Fixed-Position** – this creates a file that can be viewed in such programs as NotePad, where each column of the report is always in the same position within a line within the file.

The **Font-Size** can be specified for HTML or fixed-position formats. On fixed-position formats, the font size is used to determine how many characters should fit on one line of the report.

You must also specify the file name to which to save the reports. Click the **Browse** button to search your computer for the desired file path and name.

If HTML is selected, then you will be given the option to **Save files for manual loading to the Entry-Net**. *Check this button and follow the instructions below only if you are having trouble uploading your reports to the Entry-Net and wish to manually load the reports.*

When the button is checked, besides the file of all reports, you will also save individual HTML files for each report selected. The report names will have a strange string of letters prefixing the report name. This is the way that the files need to be named in order to load them to the Entry-Net and properly identify that they are for your pool. Once the files are created, go to our web site at www.Tourney-Tracker.com (don't forget the dash!) and choose the link to the left for “Pool Manager Logon”. Follow the menu list to the

option to manually load your reports to the Entry-Net.

If you are intending to send the saved report file through e-mail, the "List of E-mail Addresses" option uses the e-mail addresses that you have entered for each participant to create a list that can be copied into the addressee section of your email. The report file itself should be attached to your e-mail or copied into it prior to sending.

Publish on the Entry-Net

Use this option to send selected reports to the Entry-Net at www.Tourney-Tracker.com . This might be the simplest way of informing your participants of the current standings as the tournament progresses. Simply inform your friends of your pool ID and they can visit www.Tourney-Tracker.com, choose the links for the Entry-Net, locate your pool, select the Report Viewer and select the report that they want to see.

You must first reserve your pool using the Tools / Setup and Maintain Pool Info on the Entry-Net function prior to uploading reports to the Report Viewer.

The **Time-Out** box specifies the number of seconds to wait for a response from the Entry-Net before canceling the process. From time-to-time, your Internet connection may go down or our web servers may be off-line and the operation will not be successful. You should try again later.

The **Visit the Entry-Net** button can be used to open up your Internet browser and view the reports that are on the Entry-Net for your pool. Please note that, unfortunately, some browser systems, such as AOL prohibit this operation. If that is the case with your Internet browser, you will need to open your browser yourself, go to www.Tourney-Tracker.com, and choose the link to the Pool Manager Logon and follow the menu to view your reports.

From the browser, you can choose to view or delete reports that are on the Entry-Net Report Viewer.

Create Reports

Click here to print, save, or publish the selected reports.

If the reports that you have selected are different from those that you have most recently saved as your "standard list" of reports, you will be prompted as to whether or not you wish to make the current select list your "standard list". Respond **Yes** to do so. Responding **No** will keep your standard list as it is.

Cancel

Close this window without creating the reports.

Report Types

Below is a brief explanation of each report type. For more info on the reports, please go to the help section for that specific report.

List of E-mail address for your file

This option is useful if you are planning on e-mailing reports to your pool participants. The e-mail addresses recorded in your pool file are added to the output file so that you can copy them into the "To:" section of your e-mail program.

Scoring Rules Summary

This report outlines all of the scoring rules for your pool. It includes both the standard round-by-round scoring and advanced bonus scoring. If you are using the Entry-Net, you should consider sending this report to the web so that your pool participants can easily look up the scoring rules for your pool.

The Participant Info listing

This report lists out the information that you have on each participant in your pool, including name, phone number, and e-mail address.

The Entry Picks listing

This report presents each pick for each game for each entry in your pool. It is a good idea to publish this report so that your pool participants can see that their picks are entered correctly.

The Analysis by Team report

This report shows a statistical summary of how each team, on average, is picked to fair in the tournament.

The Upset Analysis by Round report

This report shows a statistical summary of how many upsets are predicted in each round of the tournament.

The Current Standings report

This report shows a summary of how many points are earned by each entry. Use this report to see who is winning your pool.

The Pool Winners report

This report is available only when all of the results for the tournament have been entered, including the tiebreaker amount, if used. It shows the final results of the pool, including the points and winnings for each entry.

The Possibilities by Scenario report

This report shows the entries that will be “in the money” for each of the possible scenarios of how the tournament might play out. It is available only if 8 teams or less are left in the tournament.

The Possibilities by Name report

This report is a statistical summary of how many times each entry will finish “in the money” for each possible scenario of how the tournament will play out. It is available only if 16 teams or less are left in the tournament.

Bracket-style printouts of all entries

The bracket-style printouts are not available for comma-delimited or fixed-position file formats. Bracket-style printouts show a particular entries picks in the familiar bracket-style, where the picks are shown in a triangular format indicating the matchups between teams for each consecutive round. Total points for each correct pick are printed on the report.

If you are printing to a printer, you will be able to select which entries that you wish to print.

If you choose to publish on the Entry-Net, a “menu” report will be created and pushed to the Entry-Net. From that menu, anyone using the Entry-Net Report Viewer can select an entry and view the bracket-style version of its picks.

Select Entries to Print Bracket-Style

This window lets you choose which entries to print in a bracket-style printout. You can choose to print all of the entries in your pool by simply clicking the **Select All** button. When the **OK** button is clicked, the selected entries are printed.

A “selected” entry will appear with a dark background in the list. You can hold the **Ctrl** key down to select various individual entries. Or you can hold the **Shift** key down to select multiple consecutive entries in the list.

Select All

Click this button to select all of the entries in your pool.

Deselect All

Click this button to return the list to it's original state where no entries are selected.

OK

Click this to begin the printing process.

Cancel

Click this button to cancel the bracket-style print operation.

Tools

Pool File Management Tools

Bring in Participants from another File

This window can be accessed in two ways, either by choosing it from the main menu or by using the “Bring in Entries from another File” function.

If you get this screen through the process of bringing in entries from another file, then the top portion of the window will be protected, as you have already specified the file earlier in the process.

If you come directly to this screen through the menu or toolbar button, you will need to specify the type of file that you are importing.

Tourney Tracker file?

Select this “radio” button if you wish to import participant information from another Tourney Tracker file.

Comma-delimited file?

Select this if you wish to bring in participant information from a “comma-delimited” file, meaning a file that has the participant information separated by commas. Each line of the file must be in the following format:

“Participant name”, “Email address”, “Phone number”, “Additional info”

Only the name is required. But if the other data items are not present, it is still necessary to have the commas in place to separate the data items. In other words, every line of the file must have three commas separating the different data items. Most spreadsheet software, such as Microsoft’s Excel or Lotus’ 1-2-3 have features to save a file in a comma-delimited format.

Locate File

Use this button to point to the file on your system that you wish to import.

Once the file is located, it is brought in, examined and within the window is displayed a summary table of the activity that will happen when the file is imported. You can manipulate, to some extent, what will happen by working with the displayed table, as explained below.

Participant Name

The name of the participant in the file being imported. You cannot edit this name.

Action

This shows the action that you wish the program to perform for this participant. Click on an action to toggle through the available options.

- **Add as new:** Add the participant to the file as a new participant, even if the name is the same as one already on file. In the case where the name is on file, this action will add an asterisk to the end of the name to keep it unique.
- **Keep current:** No action will be taken.
- **Overlay:** The data for the columns marked with a “Y” will be taken from the import file and changed on the current file.
- **New Data:** Indicates that while no data will be lost on the import, some empty data cells will be populated with data from the import file.

E-m, Ph, Info

Indicates, for each of the data items describing a participant, how it will be handled. A “Y” means that the data will be taken from import file and changed on the current file. An “N” indicates to keep the value of the current file. “ND” indicates that there will be “new data” brought in from the import file, replacing an empty cell in the current file. An asterisk indicates that either the data items are identical in each file or the data is missing from the import file. In either case, the data remains as it is in the current file. Click on these values to toggle through the available options.

Process Participants

Click on this button to perform the actions as described in the table.

Create Pool File without Entries

With this function, you can create a “shell” file that can be used with alternative methods of getting entries input into your pool file.

Create File in Tourney Tracker Format

Choose this option to create a file that can be used with another copy of Tourney Tracker that contains your pool parameters and the bracket setup. You can pass this file on to a friend or friends, so that he or she can key in entries for your pool as well.

He or she will need a copy of Tourney Tracker installed on his or her computer. (No registration is necessary with MicroFest for this copy – in other words, it’s free.) You can have as many people help as you like. Instruct your friends to get a copy of Tourney Tracker by going to www.Tourney-Tracker.com and downloading the “trial” version of the software and follow the instructions to install.

NOTE: If your pool is was built from tournament pairings downloaded from our web-site, you can instruct your pool participants to pull down the pairings files from the Internet instead of passing them the file created by this function. When you import the entries, though, you will get some warning messages that some of the pool parameters do not match.

Create Comma-Delimited File for Use in Spreadsheets (.csv)

Choose this option if you wish to create a layout of the bracket in a format that can be read into your favorite spreadsheet program, such as Excel®. The resulting file will need some “prettifying up”, once you get it into your spreadsheet program, but it should include all of the basic data. Save the final file to the normal spreadsheet style (e.g. to a .xls file) before distributing it.

Be sure not to alter the wording within the spreadsheet. All of the labels (such as “Name:”, “Entry #:”, etc., plus all of the team names) must be exactly right for Tourney Tracker to be able to read in the file.

For major national tournaments, you can obtain a pre-formatted file from our website at www.Tourney-Tracker.com, instead of using the file created from this function. Even if you are making your own spreadsheet file, you might want to look at the files available on our web site so that you can format your file in a similar fashion.

Send a copy of the formatted spreadsheet file to your friends. Instruct them to fill in the header information, then copy the predicted winning teams into the appropriate spots within the bracket. Then, they should save their file. At this point, they can send it to you, and you can then save it as a comma-delimited file (e.g. a “.csv” file), or you can ask them to do that step as well.

Use the **Tools / Bring in Entries from Another File** function to load the entries into your pool file.

OK

Click the OK button when you are ready to create your “shell” file. The system will prompt you to select a folder and enter a file name. Then, hit the “Save” button.

Bring in Entries from another File

This function is used to merge entries from a file created through our web-based Entry-Net function, through another copy of Tourney Tracker, or by spreadsheet software into your main pool file.

For Entry-Net entries:

Use the **Tools / Unload Entries from Tourney-Tracker.com** to create an up-to-date file of your Entry-Net entries. When the process completes successfully, you will be automatically brought to this window where you can indicate the entry updates that you wish to accept.

For other Tourney Tracker files:

Click the **Locate File** button to bring up an explorer window. Find the file that you wish to import and click on the "Open" button. Tourney Tracker files end in ".ptt". You can select more than one file at a time to import.

For spreadsheet files:

Click the **Locate File** button to bring up an explorer window. Find the file that you wish to import and click on the "Open" button. You can select more than one file at a time to import.

Please note that the spreadsheet file must meet a specific format defined by MicroFest, Inc. for Tourney Tracker. You should visit our website at www.tourney-tracker.com to get a copy of the supported spreadsheet format that will be available for the larger national tournaments. See the previous section entitled "Create Pool File Without Entries" for more information.

Note that the spreadsheet file must be saved in "comma-delimited" format (.csv) in order to import it into Tourney Tracker.

While importing any type of file, if any of the parameters or team names from the distributed entry file do not match those of the open pool file, you will receive a warning message. This can happen because someone changed the parameters or team names are not the same in the incoming file as they are in your main pool file. If someone is entering picks for you on another copy of Tourney Tracker, be sure to create a file for him to start with using the Tools / Create Pool File without Entries feature. If you are having your participants use our Entry-Net feature, be sure to start your pool file from download available from MicroFest, using the Tools / Download Bracket from www.Tourney-Tracker.com function.

The values in the main pool file will take precedence over those from the import file, although the number of teams/players in the tournament must match before a file can be accepted.

The main window summarizes the actions about to take place when you choose to bring in entries from another file. You can limit the number of entries that are displayed by choosing either **Process All Entries** or **Process Entries Updated From/To** a specified time frame.

The table displayed, which shows one row for each entry in the file, can be edited to alter if and how each particular entry is imported. *See the details below on how to manipulate this table.*

Click on the **OK** button on the summary window to accept the Entry file information into your pool file. Click on **Cancel** to quit without importing the data.

When you click **OK**, you may get a screen that summarizes information on participant info that might be affected by the import that is about to take place. See the section "Bring in Participants from Another File" for information on how to manipulate the activities that will actually take place. Clicking **OK** from the "Bring in Participants" window will finish the import processing. Clicking **Cancel** will stop the entire process.

The following data is contained in the summary table:

Name / Entry Nbr

The name of the person submitting the entry, plus the entry number.

Accept / Reject

Indicates if the entry will be accepted or rejected (not brought into the main pool file). If there are problems with an entry, you may want to reject it and ask for the submitter to fix it and resubmit it. You can toggle back and forth from “Accept” to “Reject” by clicking on the word you’d like to change.

New / Replace

Indicates whether the entry will be added as a new entry to the pool file or will replace an entry already on file. “Replace” is only an option if an entry already exists with the same name and number in the main pool file. You can choose to make an entry a “New” entry even if an entry with the same name and number already exists in the pool file. If you do this, though, the entry number of the incoming entry will be bumped up to the next available number.

You can toggle back and forth from “New” to “Replace” by clicking on the word you’d like to change

Tiebreaker?

An “Yes” indicates that the entry has a tiebreaker amount supplied. (This is only marked if a tiebreaker amount is needed according to the pool parameters.)

Missing Picks

If an entry has not been completely filled out, the number of missing games will be indicated in this column.

Collected?

Indicates whether or not the amount due has been collected for an entry.

For new entries, you can manipulate this column by clicking on the “Yes” or the “No” to toggle its value. You can also do this for replacement entries where the fee has not been collected.

If the amount due has already been marked as collected for this entry, then the column will contain “Previously” and cannot be changed here. You will need to go to the “Input / Edit Entry” tool to change the value.

Games Changed

This column shows the number of tournament games that have been changed for an entry if, for that entry, you are replacing an existing entry in your file. It will also show the symbol “TB” if the tiebreaker for the entry is changed. “New” will appear in this column if the entry is being added as a new entry to your file.

Last Update

Indicates the date and time that each entry was last changed.

If you have set a cut-off time for your file, then those entries last updated after the cut-off time will be highlighted with a yellow background. If you have chosen “Issue Warning Only” for the cut-off check, then you can still import the entries into your pool file.

Comments

This column shows the text entered for that entry. If pulling entries from the Entry-Net, this is a good method for your pool participants to pass specific info about your entry to them.

Two buttons can be used to quickly update the collected amounts are below the summary table:

Mark All Collected

Click on this button to change all uncollected entries to be recorded as collected.

Mark All Not Collected

Click on this button to change all entries to a "not collected" status. This will affect only those entries that are either new or have not been previously marked as collected.

The following subtotals summarize the activity that will take place when you process the entries:

Value to be added to the Pot

Indicates the amount that the pot will grow based on the indicated activities. It is equal to the number of non-rejected new entries multiplied by the Value per Entry specified in the Pool Parameters.

New Entries to be Imported

Indicates the number of new entries to be added to the main pool file.

Newly Collected Amount

The dues that you have indicated have been collected for the import transaction. Rejected entries and dues collected previously are not counted in this total.

Replacement Entries

Indicates the number of entries that will replace entries currently on main pool file.

Entries Rejected

Indicates the number of entries in the file that will not be brought into the main pool file.

Errors while Bringing in Entries from another File

While bringing in entries from another file, Tourney Tracker runs some checks to see if you might potentially be bringing in entries that aren't compatible with the current file. If any potential problems are found, then they will be listed in the window labeled "Errors Found:".

Here are the items compared in both files which might indicate a problem:

- **Team names, seeds, and starting game number.** If these are incorrect, then it is possible that the picks that have been made will not translate properly to your file. Of course, if the only problem is slight difference in the spelling of the team name, then it would be OK to continue on with the import.

The teams are always checked, because if incorrect, then the picks will not translate to your file the same way that they looked to the person who entered them.

- **Pool Parameters.** This includes most of the items defined in the Edit / Pool Parameters function, including the File Name, Cost per Share, Holdback Amount, Payout Rounding, Seed Based Option, Seed Formula, Seed Factor, Tiebreaker Option, Tiebreaker Type, Points per Round, and Payouts.

These items will not be checked if the bracket was created through our web-site's Entry-Net function (which creates files with a file type of ".pti"), but they will be checked if built through the use of another copy of Tourney Tracker. Any differences might indicate that you are trying to import an entry into the wrong pool file.

Once you have reviewed the errors listed you must decide how to continue using the following buttons that are available:

OK

Continue to process the file and import the entries even though there are potential errors. The only error where you definitely should not continue is if the teams are not lined up in the same positions in the tournament bracket of each file.

Cancel

Exit without adding the entries to your file.

Using the Web-Based Features

Download Bracket from www.Tourney-Tracker.com

This function can be used to start a brand new pool file by downloading the basic pool parameters, team names, seeds, and tournament pairings from www.Tourney-Tracker.com. MicroFest will make the files available soon after the pairings are announced for certain national or regional tournaments.

Note that if you wish to download the results of the tournament from our web-site as the tournament progresses, we recommend that you start your file by downloading the brackets through this window.

If you haven't started a new file yet, then choose the Tools / Download Brackets from www.Tourney-Tracker.com. (Note that you must close any open files first, before this function is available.) If you've already started your file, you can download team names, seeds, and pairings only through the Edit / Setup Bracket function by clicking the Download Bracket button. *Be sure that the number of teams that you have defined in the Edit / Pool Parameters window matches the number of teams in the downloaded tournament!*

File Type

Choose the type of tournament whose bracket you would like to download. MicroFest supports several national and regional tournaments, including the men's and women's college basketball championships, several conference basketball tournaments, the professional football playoffs, and others.

Time-out after ___ seconds

Indicate the amount of time to allow making a connection and processing the download from the Internet.

Download

Begin the download process.

Cancel

Close the window without processing the download.

Download Results from www.Tourney-Tracker.com

This function can be used to retrieve the results of games played for a tournament from www.Tourney-Tracker.com . MicroFest will generally make the results files available by 10am EST the following day, although there are no guarantees for this service.

Note that to use this feature we recommend that you start your file by downloading the brackets through the “Tools / Download Brackets from www.Tourney-Tracker.com ” window or by downloading the team names from the “Edit / Bracket Setup” function.

File Type

Choose the type of tournament whose results you would like to download. If you created your bracket file through the download process, the correct file type should be selected for you when you open this window.

Time-out after ___ seconds

Indicate the amount of time to allow making a connection and processing the download from the Internet.

Download

Begin the download process.

Cancel

Close the window without processing the download.

Setup and Maintain Pool Info on the Entry-Net

The Entry-Net is Tourney-Tracker's Internet tool made up of two main features:

- **The Entry-Net Entry Tool:** With this tool, your friends can go to our web site and make their picks for any of the tournaments for which you have completed the setup process. Later, you can export their entries from our web-based database and import them into your pool file.
- **The Entry-Net Report Viewer:** This tool allows you to send pool reports to the web where your friends can quickly and easily check their position in your pool.

But in order to begin using the Entry-Net, you must perform some setup functions. By clicking the **Logon to the Entry-Net** button, the system will automatically bring up your system's web browser and take you to the Entry-Net. Your registration ID will be used to log you on to the Entry-Net system and bring you a menu of functions available for the pool manager.

The **Time-Out** amount is used to indicate the number of seconds to wait before canceling the reservation process. If you have problems connecting with our web site, please double-check your web connection by pulling up your browser yourself and going to www.Tourney-Tracker.com.

Please note that, unfortunately, with some Internet Browsers and firewall software, the automatic logon to the Entry-Net is not allowed. If you have trouble with the automatic logon, simply open your browser yourself, go to our web site at www.Tourney-Tracker.com, choose the link to Pool Manager Logon, and key in your 13-digit registration ID. This will log you on in the same way as is done automatically through the Tourney Tracker software.

The first time that you log on, you will need to select a "Pool ID", a name to identify your pool to your friends. It must be a different name than any other pool has already chosen. We recommend using your name or a nickname that is easy to remember. If you are running pools for multiple tournaments, the name should indicate which pool it is for.

You can only use our web features for one pool for each type of tournament at any one time. For example, you cannot run two different pools on the full Men's College Basketball tournament. But you can run one pool for the Men's tournament and one for the Women's tournament.

Once you have selected a pool ID, you can designate specifics about your pool, such as a password (if you want to use one), a cut-off date and time for entries, etc. Also, you must indicate the tiebreaker type that you wish to ask for when entries are entered into the Entry-Net. (Be sure the tiebreaker listed on the Entry-Net matches the tiebreaker in your PC tournament file!)

When your friends come to our web-site, they will need to know the identifier that you enter here and, if you choose to use one, the password associated with your pool.

Pool information will be maintained for one month, at a minimum, after the tournament completes. MicroFest, Inc. reserves the right to delete pools and pool reports anytime after 30 days from the completion of the tournament.

The following functions can be accomplished through the Pool Manager section of the Entry-Net:

- **Reserve Pool ID** – Reserve the ID by which all your pool participants will use as they add entries to your pool via Entry-Net.
- **Setup New Tournament Pool** – Set up a new tournament for which you will be using the Entry-Net features. Choose the type of tournament, choose a tiebreaker, set a cutoff time, or enter a message that will be displayed to everyone who looks at your pool info on the Entry-Net.

- **Change Tournament Pool** – Select a tournament for which you will be using our Entry-Net features and then change some of its setup parameters. You can change the tiebreaker type, the cutoff time, or the message to those visiting your pool.
- **Unload Entries from the Entry-Net** – Create a file of entries from the Entry-Net for one of your pools. (Normally not necessary – the Tools / Retrieve Entries from the Entry-Net window can be used to perform this function.)
- **Delete Entries/Retrieve Password** – View a list of Entry-Net entries and select one or more to delete. You may also view information about pool participants (such as Login ID and passwords).
- **Delete Pools** – View a list of your Entry-Net pools and select one or more to delete.
- **Delete Reports** – View a list of your Entry-Net reports and delete one or more of them.

Retrieve Entries from the Entry-Net

The retrieval of entries from the Entry-Net is a two-step function. First, you must “unload” your entries from the Entry-Net database and then you must import these entries into your pool file.

Clicking on the **Unload** button sends a command through your web browser to create an up-to-date download file of all of the entries in your pool.

With a successful connection, the unloaded entries will be brought down to your computer, and you will be passed to the **Bring in Entries from another File** function to finish the import process. See the help documentation for that window for further information.

Manual Retrieval Method

With some Internet Browsers and firewall products, the automatic logon unload of the Entry-Net entries is not allowed. If you have trouble with the automatic process, open your browser yourself, go to our web site at www.Tourney-Tracker.com, choose the link to Pool Manager Logon, and key in your 13-digit registration ID. When you get to the menu page, choose the “Unload Entries from the Entry-Net” option.) Follow the steps there to unload your Entry-Net entries.

Then, follow the instructions below:

Click on the **Retrieve** button. You must have an Internet connection operating for the retrieval to complete. With a successful connection, the unloaded entries will be brought down to your computer, and you will be passed to the **Bring in Entries from another File** function to finish the import process. See the help documentation for that window for further information.

Product Information

Technical Support

Technical support is offered through our web-site. If you have any problems or questions with the software, please visit our site at www.Tourney-Tracker.com (don't forget the dash!) and click any of the "contact us" links. Please include your name, registration ID (if you are a registered customer) within your message.

We will respond normally within 48-hours and more often during times of heavy use of the software.

We strive to keep your costs low. Our phones are not manned on a regular basis, but, if you wish, you can contact us at 502-419-1855. If no one is on the phones at that time, please leave a message with your information and we will get back with you as soon as possible.

If you do not wish to use e-mail or phone, you may write us at:

MicroFest, Inc.
1512 S. Pope Lick Rd.
Louisville, Ky. 40299

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Choose File / Exit when you have completed reading the agreement to close the Help documentation.

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The Product is specifically referred to as the “Tourney Tracker” program (installed initially as “TourneyTracker.exe”).

“Registration” occurs when the holder of the software has submitted his or her name and address to MicroFest, Inc. and is assigned a registration ID by MicroFest, Inc. The holder is then referred to as a “Registered” licensee.

The purchase price grants you a license for the Tourney Tracker program only. The use of the related tools on MicroFest Inc.’s web-site are offered as a courtesy from MicroFest, Inc. to registered customers of one or more of our latest releases of Tourney Tracker under certain conditions. You may be required to purchase the latest release of Tourney Tracker or to purchase specific rights to use our Internet-based tools.

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continue in force even after any termination. Certain interactive web-based services are only available for a limited time. Full use of associated web-based tools is granted for a period not less than eight months from time of purchase. Use of the function to download bracket files and results is granted for a period not less than three years from the time of purchase.

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F. WARRANTY: Your satisfaction is guaranteed for 30 days from date of purchase. If not totally satisfied, contact us for a refund within 30 days from the date of purchase for a refund. Please contact us through our website at www.tourney-tracker.com or at MicroFest, Inc., 1512 S. Pope Lick Rd., Louisville, Ky. 40299. These remedies are your exclusive remedies for breach of this warranty. It gives you certain rights and you may have other legislated rights, which vary from jurisdiction to jurisdiction.

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Ordering Information

This product can be downloaded from our web site at www.Tourney-Tracker.com (be sure to include the "dash"). Without a registration ID, you will not be able to use the full functionality of the software. The cost of the registration ID is \$19.95. (Prices are subject to change without notice.)

While your purchase price grants you a license to use Tourney Tracker on your PC for a lifetime, provided you follow the rules of the licensing agreement, you may be required to purchase upgrades in the future to continue to use our Internet-based features. Continued use of the Entry-Net Entry Manager and Report Viewer generally require yearly renewals. Continued use of automatic bracket file and tournament result downloads require renewal every 4 years.

Ordering:

If you would like to become a registered customer of Tourney Tracker, you may obtain a registration ID immediately with a credit card over the Internet at our web site at:

www.Tourney-Tracker.com (don't forget the "dash"!)

Ordering by check or money order is also possible through our web site, but please allow 3-4 weeks for delivery. Order a copy on CD by selecting "backup CD" when ordering. An additional charge will be added to your purchase.

Your purchase price covers a full lifetime license for the Tourney Tracker PC-based product, plus at least 8 months of free use of our Internet-based tools, including the Entry-Net Entry and the Entry-Net Report Viewer. Starter tournament bracket files and results downloads are available for 4 years after purchase. (See our web site for exact time-line for free use of the Internet-based tools.)

We appreciate your business. Please feel free to offer us any suggestions or make any comments by visiting our web site at www.Tourney-Tracker.com (don't forget the dash!) and clicking on any of the "contact us" links.