

## Coaches instructions for registering and loading rosters for the Pop & Flo National Duals

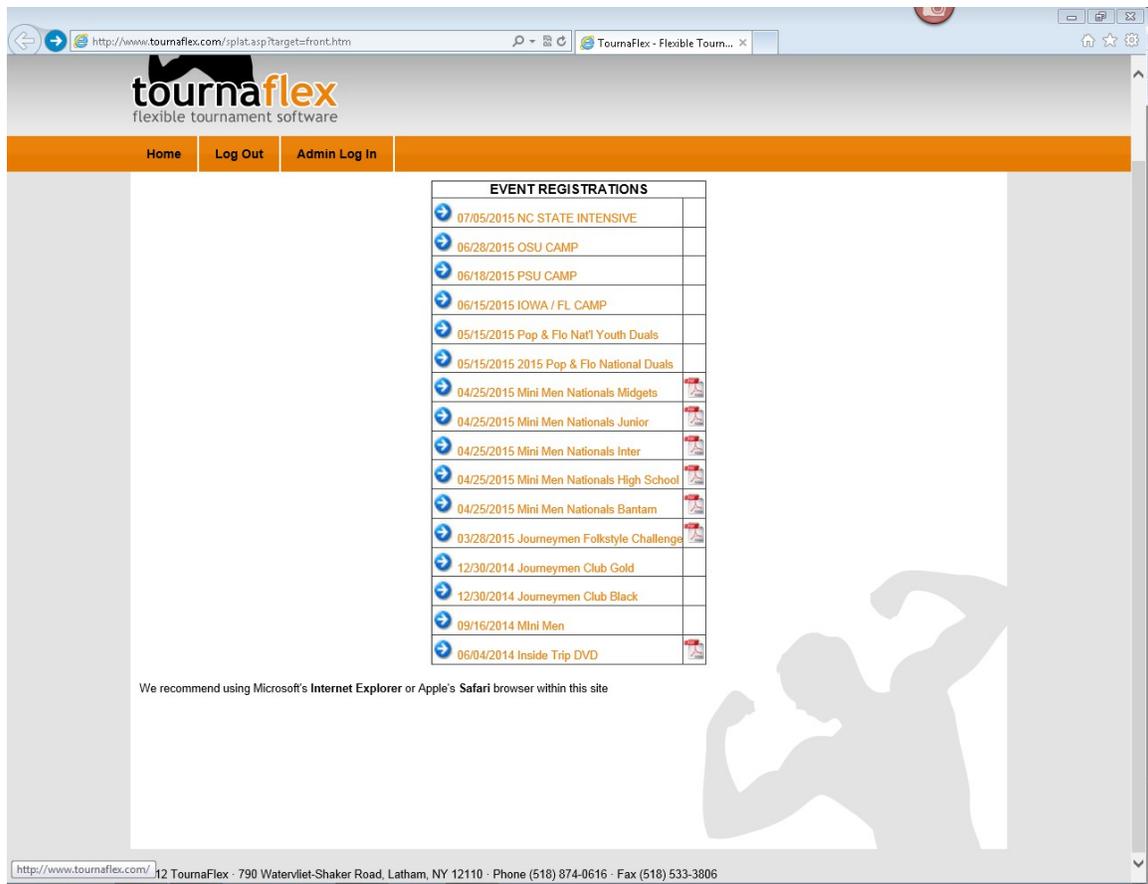
When using the Tournaflex web site, please make sure you are using either the Internet Explorer browser or the Safari browser. Other browsers have been shown to have inconsistent results with the site. Also, please allow the page to complete (generally takes several seconds for each page) before clicking again, to ensure that your entries are properly posted to the site.

### STEP 1: Register Your Team

Point your Internet Explorer or Safari browser to <http://www.tournaflex.com>

**IMPORTANT:** If you have already registered your team and wish to update information or edit your roster, click “Admin Log in” and skip to **STEP 2** below

Select the desired event from the list on the website Home page.



The screenshot shows the Tournaflex website interface. At the top, there is a navigation bar with 'Home', 'Log Out', and 'Admin Log In' buttons. Below this is a table titled 'EVENT REGISTRATIONS' with a list of events. Each event row includes a date, event name, and a small icon. A watermark of a muscular man flexing his arm is visible in the background of the page. At the bottom, there is a footer with contact information for Tournaflex.

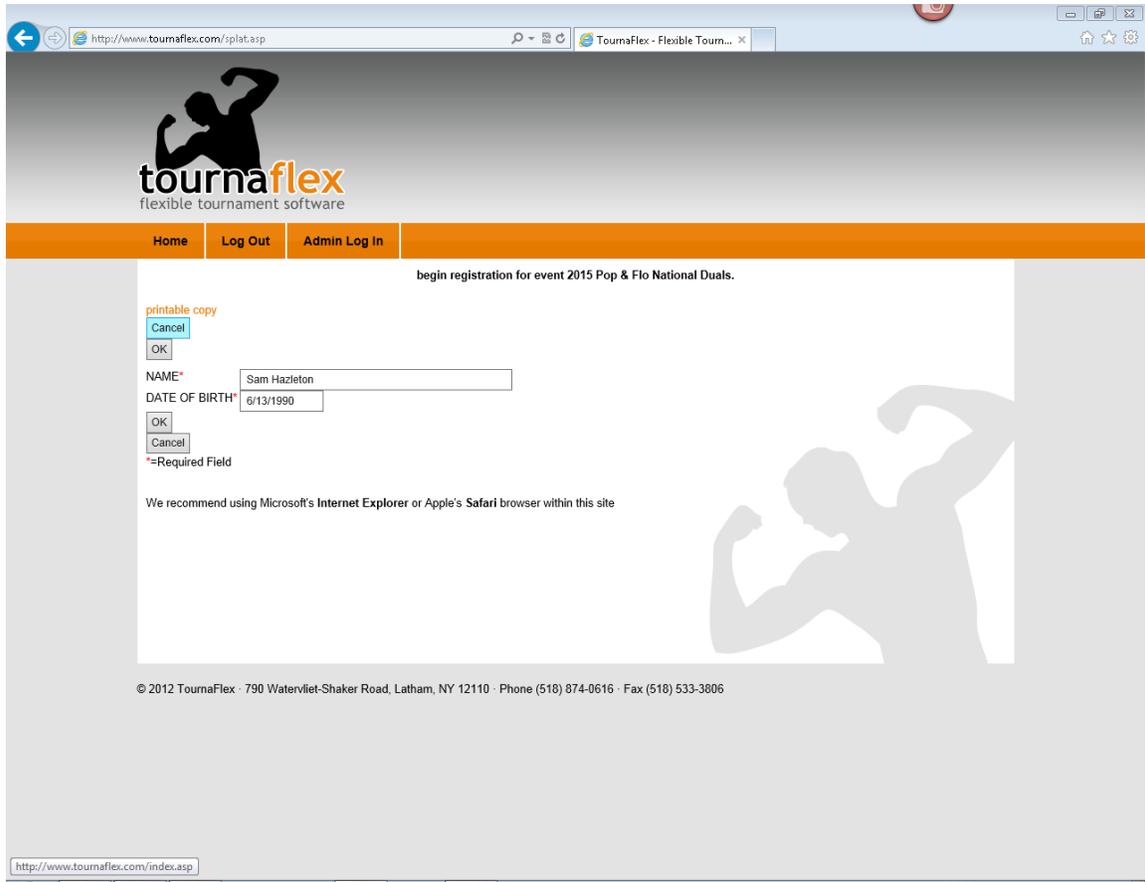
EVENT REGISTRATIONS	
07/05/2015 NC STATE INTENSIVE	
06/28/2015 OSU CAMP	
06/18/2015 PSU CAMP	
06/15/2015 IOWA / FL CAMP	
05/15/2015 Pop & Flo Nat'l Youth Duals	
05/15/2015 2015 Pop & Flo National Duals	
04/25/2015 Mini Men Nationals Midgets	
04/25/2015 Mini Men Nationals Junior	
04/25/2015 Mini Men Nationals Inter	
04/25/2015 Mini Men Nationals High School	
04/25/2015 Mini Men Nationals Bantam	
03/28/2015 Journeymen Folkstyle Challenge	
12/30/2014 Journeymen Club Gold	
12/30/2014 Journeymen Club Black	
09/16/2014 Mini Men	
06/04/2014 Inside Trip DVD	

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Select the appropriate event and enter the first and last name of the head coach as well as the date of birth of the head coach, then click “OK” to proceed. You

must use a unique head coach name and email address for each team you register in either the youth or the high school event.

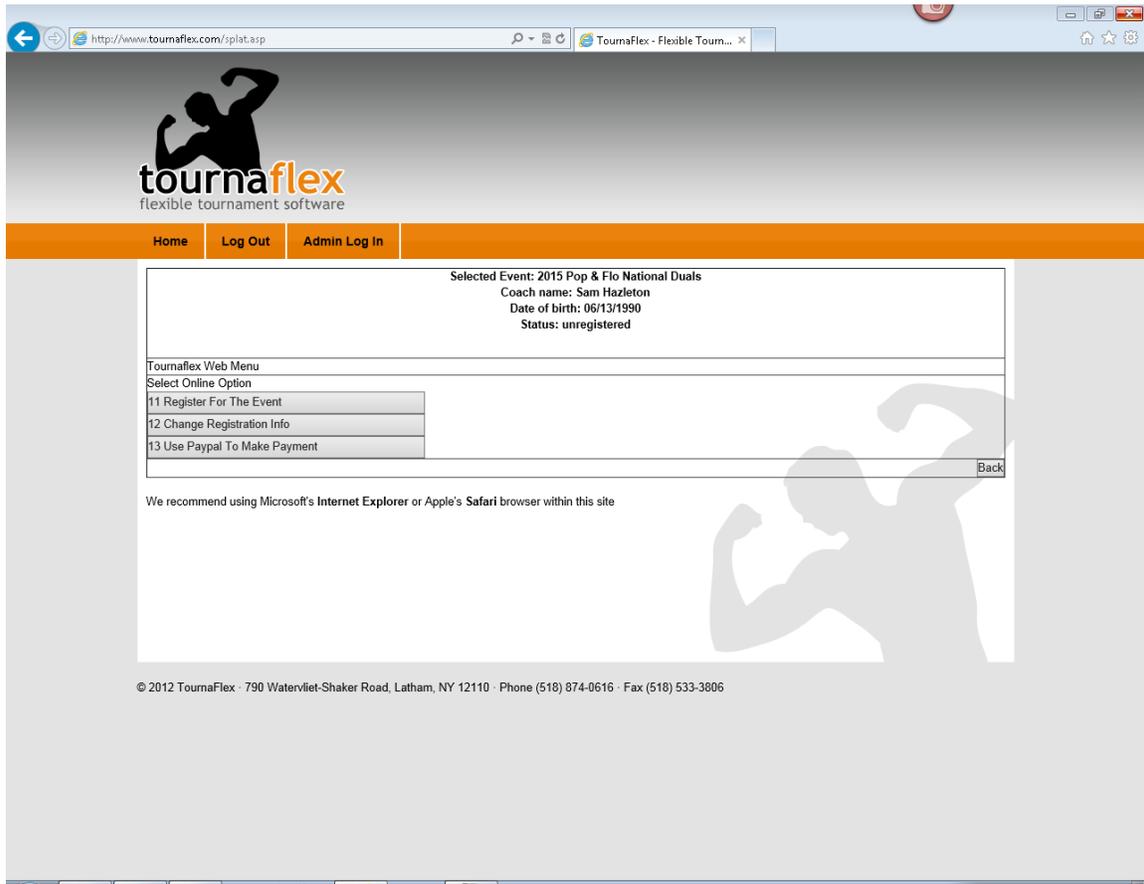


The screenshot shows a web browser window with the URL <http://www.tournaflex.com/splat.asp>. The page features the Tournaflex logo (a silhouette of a muscular person flexing) and the text "tournaflex flexible tournament software". A navigation bar contains links for "Home", "Log Out", and "Admin Log In". The main content area is titled "begin registration for event 2015 Pop & Flo National Duals." and contains a registration form with the following elements:

- A link for "printable copy" in orange text.
- "Cancel" and "OK" buttons.
- A "NAME\*" field containing the text "Sam Hazleton".
- A "DATE OF BIRTH\*" field containing the date "6/13/1990".
- Below the date field, "OK" and "Cancel" buttons.
- A legend indicating "\*=Required Field".
- A recommendation: "We recommend using Microsoft's Internet Explorer or Apple's Safari browser within this site".
- A large, faint silhouette of a muscular person flexing on the right side of the form.
- Footer text: "© 2012 Tournaflex · 790 Watervliet-Shaker Road, Latham, NY 12110 · Phone (518) 874-0616 · Fax (518) 533-3806".
- A small address bar at the bottom left showing <http://www.tournaflex.com/index.asp>.

Click "OK" when you have filled out both fields.

Select option 11: “Register for the Event”



The screenshot shows a web browser window with the URL <http://www.tournaflex.com/splat.asp>. The page features the TournaFlex logo and navigation links: Home, Log Out, and Admin Log In. A central box displays the following information:

Selected Event: 2015 Pop & Flo National Duals  
Coach name: Sam Hazleton  
Date of birth: 06/13/1990  
Status: unregistered

Below this information is a "Tournaflex Web Menu" section with the heading "Select Online Option". The menu contains three options:

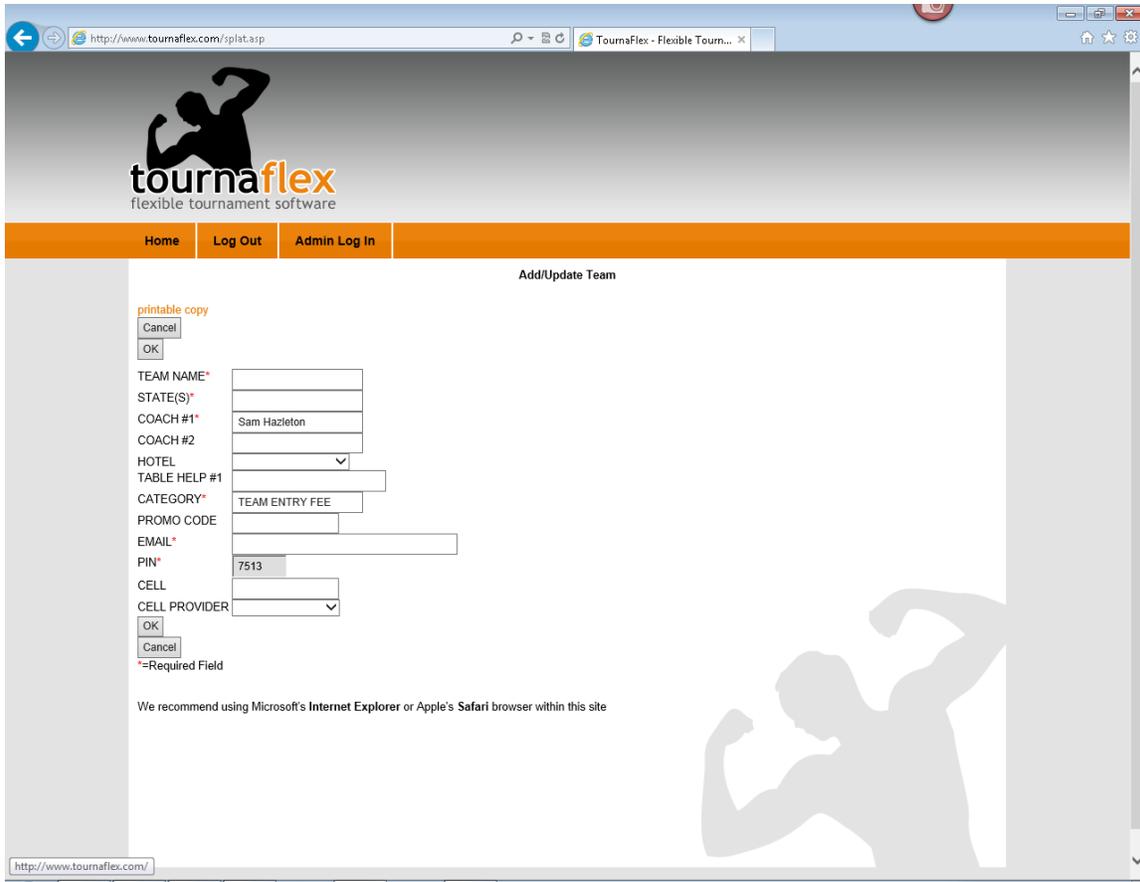
- 11 Register For The Event
- 12 Change Registration Info
- 13 Use Paypal To Make Payment

A "Back" button is located at the bottom right of the menu. Below the menu, a recommendation states: "We recommend using Microsoft's Internet Explorer or Apple's Safari browser within this site". At the bottom of the page, the copyright information reads: "© 2012 TournaFlex - 790 Watervliet-Shaker Road, Latham, NY 12110 - Phone (518) 874-0616 - Fax (518) 533-3806".

Enter information as follows. If you have a long team name, please abbreviate common words such as “wrestling club” as “WC” if you have a long team name.

**\*\* VERY IMPORTANT \*\*.** You **MUST** have a unique email address and head coach name for each separate team that you register, both in the youth event and in the high school event. If you fail to follow instruction, you will have lots of frustration trying to register your teams.

**\*\* ALSO IMPORTANT \*\*.** Write down the PIN number on the screen before clicking “OK”. This PIN number will be your password for adding/editing your rosters.



Click "OK" after entering team information and writing down your PIN number.

The screenshot shows a web browser window with the URL <http://www.tournaflex.com/splat.asp>. The page features the Tournaflex logo (flexible tournament software) and a navigation menu with options: Log Out, Admin Log In, Bantam Results, Midget Results, Junior Results, and Intermediate Results. The main content area displays the following information:

Journeymen Wrestling, 2014 Pop & Flo National Duals  
Selected Event: 2014 Pop & Flo National Duals  
[click here for event brochure](#)  
Coach name: Sam Hazleton  
Date of birth: 12/23/1963  
Team: CANVASBACKS  
[please click here to load rosters](#)  
Your User ID is [shh@efficiencypartners.net](mailto:shh@efficiencypartners.net), your Password is 1934  
Status: registered and unpaid ([please click here to make a paypal payment](#))  
After paying via paypal you will be returned to this page automatically.  
DO NOT CLOSE THE PAYPAL CONFIRMATION PAGE!

Tournaflex Web Menu  
Select Online Option  
11 Register For The Event  
12 Change Registration Info  
13 Use Paypal To Make Payment

[Back](#)

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<http://www.tournaflex.com/loginprep.asp>

Your team is now registered.

## STEP 2: Load Your Roster

Click "Admin Log in". When the Administration Login page appears, enter your unique head coach email address and PIN number, then click "Submit".

http://www.tournaflex.com/login.asp

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Log Out Admin Log In

Tournaflex Tournament Administration Login

User ID   
Password

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http://www.tournaflex.com/process.asp

Your empty roster will appear. Please confirm that this is the correct event and that your team name is correct and that the weight classes shown reflect the event you are expecting. Click the “ADD ATHLETE” button to load each wrestler.

The screenshot shows a web browser window with the URL <http://www.tournaflex.com/splat.asp>. The page features the TournaFlex logo, which includes a silhouette of a muscular person flexing their arm, and the text "tournaflex flexible tournament software". A navigation bar contains links for "Log Out", "Admin Log In", "Bantam Results", "Midget Results", "Junior Results", and "Intermediate Results".

The main content area displays the following information:

- Journeyman Wrestling, 2014 Pop & Flo National Duals
- Buttons: TEAM INFO, ADD ATHLETE, REQUEST PIN, PRINT, EXPORT
- Team CANVASBACKS for high school athlete level weight classes: 106,113,120,125,130,135,140,145,152,160,170,182,200,225,285
- Buttons: WEIGHT|NAME|GRADE|HOME|STATE|ACCOLADE|ACCOLADE YEAR|REMOVE
- Text: We recommend using Microsoft's Internet Explorer or Apple's Safari browser within this site

At the bottom of the page, there is a copyright notice: © 2012 TournaFlex · 790 Watervliet-Shaker Road, Latham, NY 12110 · Phone (518) 874-0616 · Fax (518) 533-3806. A status bar at the very bottom shows a partial URL: <http://www.tournaflex.com/mvbase.asp?mvbasekey=databox&databox=db.athlete&mvbasekey2=web.athlete.upd&...>

Enter wrestler information as prompted. Any field with a red asterisk is required. You will not be able to post information if any of the required fields are left blank. Make sure you select the correct weight class and grade from the drop down menus as well as your wrestler's highest accolade. This information will be used in seeding the tournament. Also make sure you specify correctly in the "STARTER" field whether this is a starting wrestler at this weight class (S) or whether he is an extra (E). Extras are second string or utility wrestlers.

http://www.tournaflex.com/splat.asp

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flexible tournament software

Log Out | Admin Log In | Bantam Results | Midget Results | Junior Results | Intermediate Results

Journeyman Wrestling, 2014 Pop & Flo National Duals Add/Update Athlete

printable copy

WEIGHT\* 140  
 NAME\* Richard Hazleton  
 GRADE\* 12  
 HIGH SCHOOL\* Shenendehowa  
 STATE\* NY  
 ACCOLADE Varsity Experience  
 ACCOLADE YEAR 2014  
 CITY\* Clifton Park  
 ZIP\* 12065  
 EXTRA\* N  
 EMAIL\* rahazleton@yahoo.com  
 ADDRESS\* 10 Twilight Drive  
 COMMITTED TO SCCC  
 INTERESTED IN  
 COMMENT

\*=Required Field

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http://www.tournaflex.com/process.asp

Click "OK" when all fields are filled out for this wrestler. Your updated roster will be displayed. You can click "ADD ATHLETE" again to add another wrestler or you may click any wrestler's name to edit that wrestler's information, or click "remove" on a given wrestler's row to remove that wrestler from the roster. You may also click the "TEAM INFO" button at any time to update the original team information such as which hotel you are staying at and the names of your assistant coach and table worker.



Journeyman Wrestling, 2014 Pop & Flo National Duals

TEAM INFO ADD ATHLETE REQUEST PIN PRINT EXPORT

Team CANVASBACKS for high school athlete level weight classes: 106,113,120,125,130,135,140,145,152,160,170,182,200,225,285

WEIGHT	NAME	GRADE	HOME	STATE	ACCOLADE	ACCOLADE YEAR	REMOVE
140	Richard Hazleton	12	Shenendehowa	NY	Varsity Experience	2014	remove

We recommend using Microsoft's Internet Explorer or Apple's Safari browser within this site

