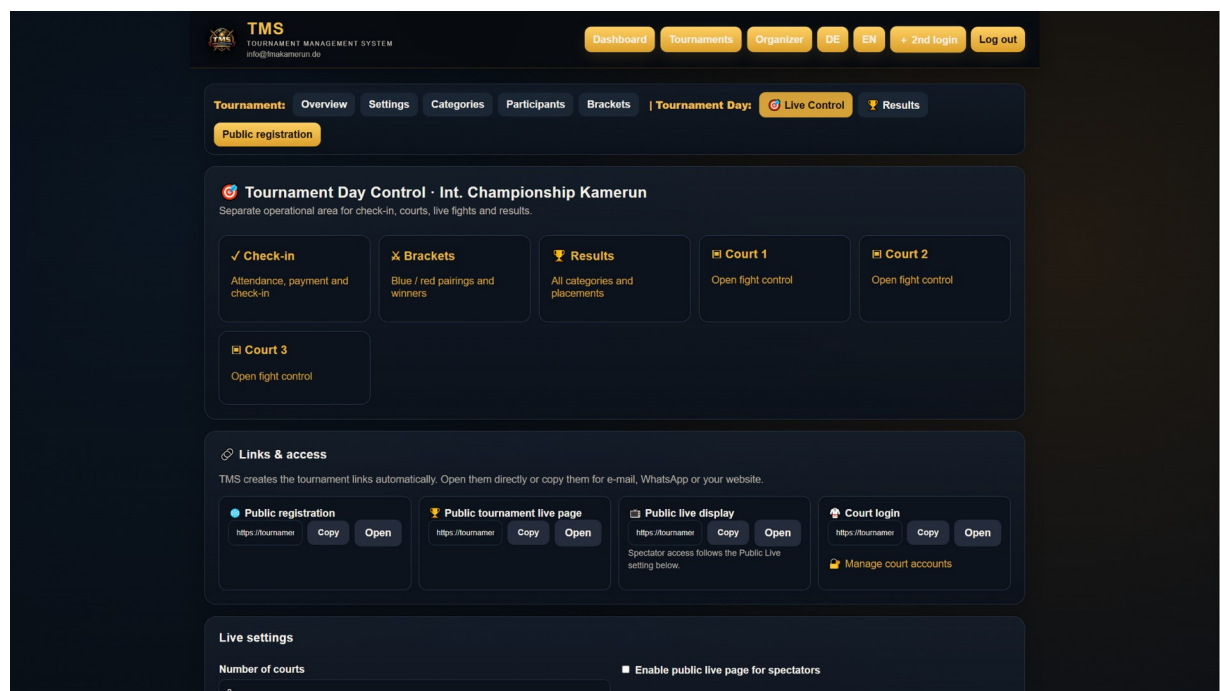




ORGANIZER HANDBOOK

Tournament Management System

Plan tournaments, manage registrations, and run tournament day with confidence



Tournament management in TMS

Purpose of this handbook This handbook guides organizers step by step through the typical workflow - from tournament creation to publishing results.

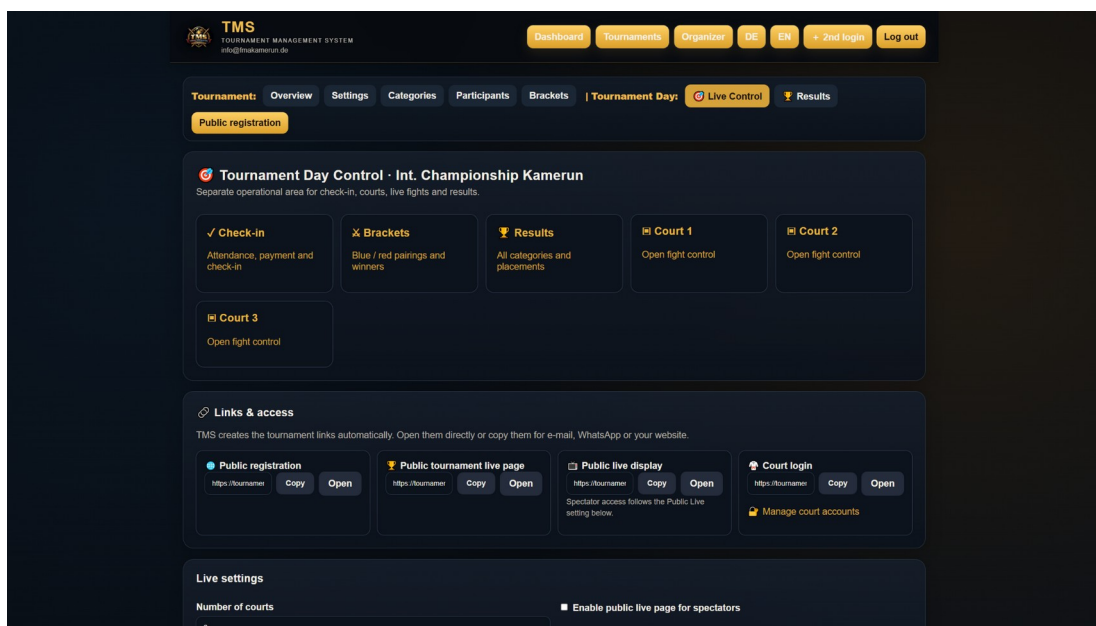
QUICK START

1. Workflow at a glance

TMS prepares a tournament in a clear sequence. Complete the following steps in order whenever possible.

1. Sign in with the credentials provided by the platform operator.
2. Check organizer details, logo, and legal information.
3. Create the tournament and enter its name, date, venue, deadline, fees, and rules.
4. Set up disciplines and categories, then review them.
5. Share the public registration link with clubs, schools, and participants.
6. Review and correct registrations and assign them to the appropriate categories.
7. Generate brackets, assign courts, and prepare tournament day.
8. On tournament day, manage matches, save results, and publish them live.

Important A tournament can only be opened publicly after payment and platform approval have been confirmed.



Current TMS overview for tournament day, courts, and public links

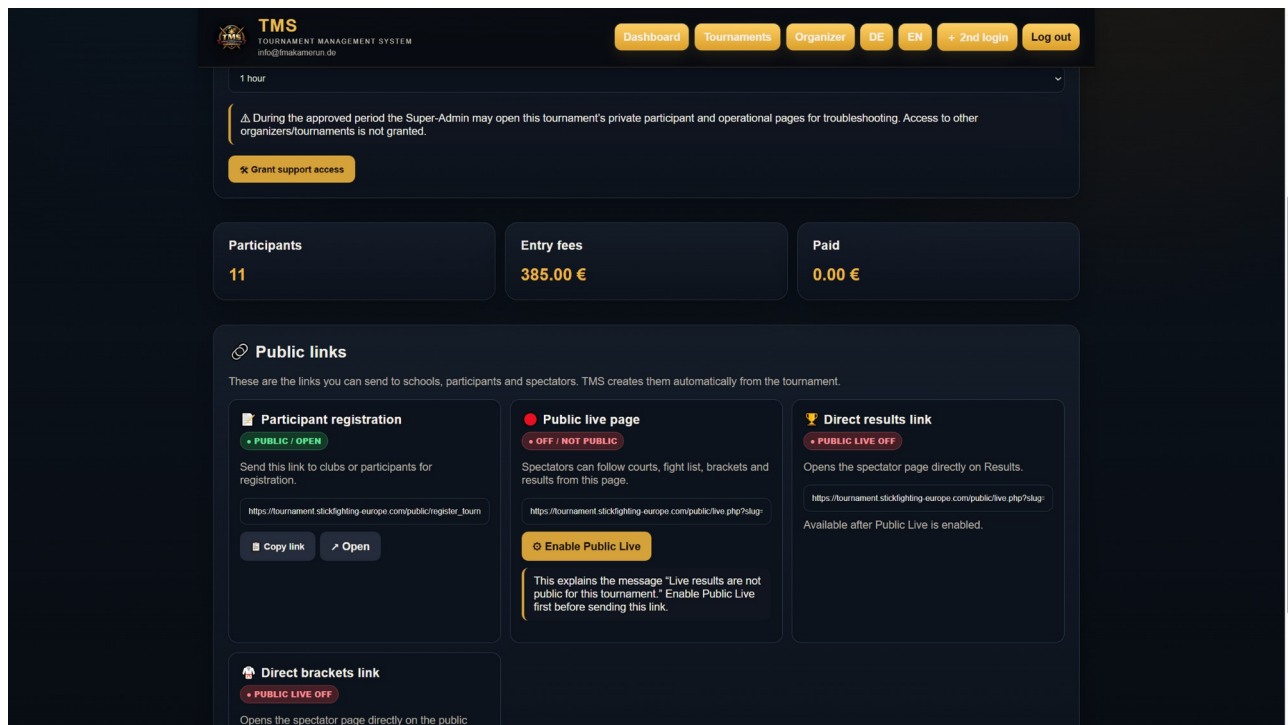
SETUP

2. Create a tournament and maintain its details

Select “New tournament” on the dashboard. Enter the information exactly as it should appear on the public registration page.

- Tournament name in German and, if required, English
- Event date, final tournament day, and registration deadline
- Venue and public description
- Fee for the first and each additional category
- Currency and, if applicable, PayPal address
- Rules, privacy notices, and publication status

Tournament link The slug is the short, unique part of the web address. Use a clear name without umlauts or special characters.



Public links can be copied and shared directly

CATEGORIES

3. Set up disciplines and categories

Categories determine who may compete against whom. Define them as completely as possible before registration opens.

1. Select or create a discipline.
2. Set the age group and gender.
3. Add weight, height, and experience level if required.
4. Create categories individually or in batches for several age groups.
5. Filter the overview and check every combination for gaps or duplicates.

Practical tip Use a consistent naming scheme for categories. This simplifies assignment, printouts, court planning, and later result lists.

TMS
TOURNAMENT MANAGEMENT SYSTEM
info@tmakamerun.de

Dashboard Tournaments Organizer DE EN + 2nd login Log out

Tournament: Overview Settings Categories Participants Brackets | Tournament Day: Live Control Results

Public registration

Category / Discipline Overview · Int. Championship Kamerun
Automatically generated from the active competition classes of this tournament.

Print / Save PDF Back to categories

Class	Bangkaw Herren -40 Jahre	Pool Noodle	Padded Live Stick Herren -40 Jahre	Padded Stick Männer -40 Jahre	Single Live Stick Herren -40 Jahre
All 5-6 years · 5,0-50,0 kg	✗	✓	✗	✗	✗
All 18-40 years	✗	✗	✗	✗	✓
Male 25-40 years	✓	✗	✓	✓	✗

✓ = active competition class exists · ✗ = no matching active class exists.

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Category overview with compact filters

PARTICIPANTS

4. Manage registrations and participants

New online registrations appear automatically in participant management. Markers identify new records or records requiring review.

- Check contact details, date of birth, gender, weight, and school
- Compare selected categories with the automatic assignment
- Correct missing or incorrect values directly in the record
- Add or remove categories manually when required
- Use only the tournament-specific template for CSV or Excel imports

Data protection Participant data may only be used to organize and run the relevant tournament.

TMS
TOURNAMENT MANAGEMENT SYSTEM
info@tmkamerun.de

Dashboard Tournaments Organizer DE EN + 2nd login Log out

Tournament: Overview Settings Categories **Participants** Brackets | Tournament Day: Live Control Results

Public registration

Participants - Int. Championship Kamerun

Schools can download a tournament-specific CSV template. The disciplines are already included as columns; they only enter participant data and mark Y/N.

Participant CSV template School Excel form Import school Excel

Automatically assigned Manually verified Review required

11 All participants **5** Automatic **6** Manually verified **0** Needs review

Search participant, club, category...

Participants are assigned to the matching competition classes immediately after registration. The organizer only needs to open cases marked "Needs review".

Name	Age	Club	Height/weight	Categories	Automatic class assignment	Fee	Status	Action
Jim Jim NEW 26 Aug 2026 15:57	5		89 cm 48.00 kg	Kids 5-6 Years	Manually verified	30.00 €	Paid Check-In	Edit Delete
Klara Lara NEW 26 Aug 2026 17:15	5		110 cm 66.00 kg	Unassigned	Exception manually approved Keine Kategorie zugeordnet / no category assigned	0.00 €	Paid Check-In	Edit Delete
John John NEW 26 Aug 2026 15:57	6		87 cm 43.00 kg	Kids 5-6 Years	Automatically assigned	30.00 €	Paid Check-In	Edit Delete

Participant list with status, categories, and editing functions

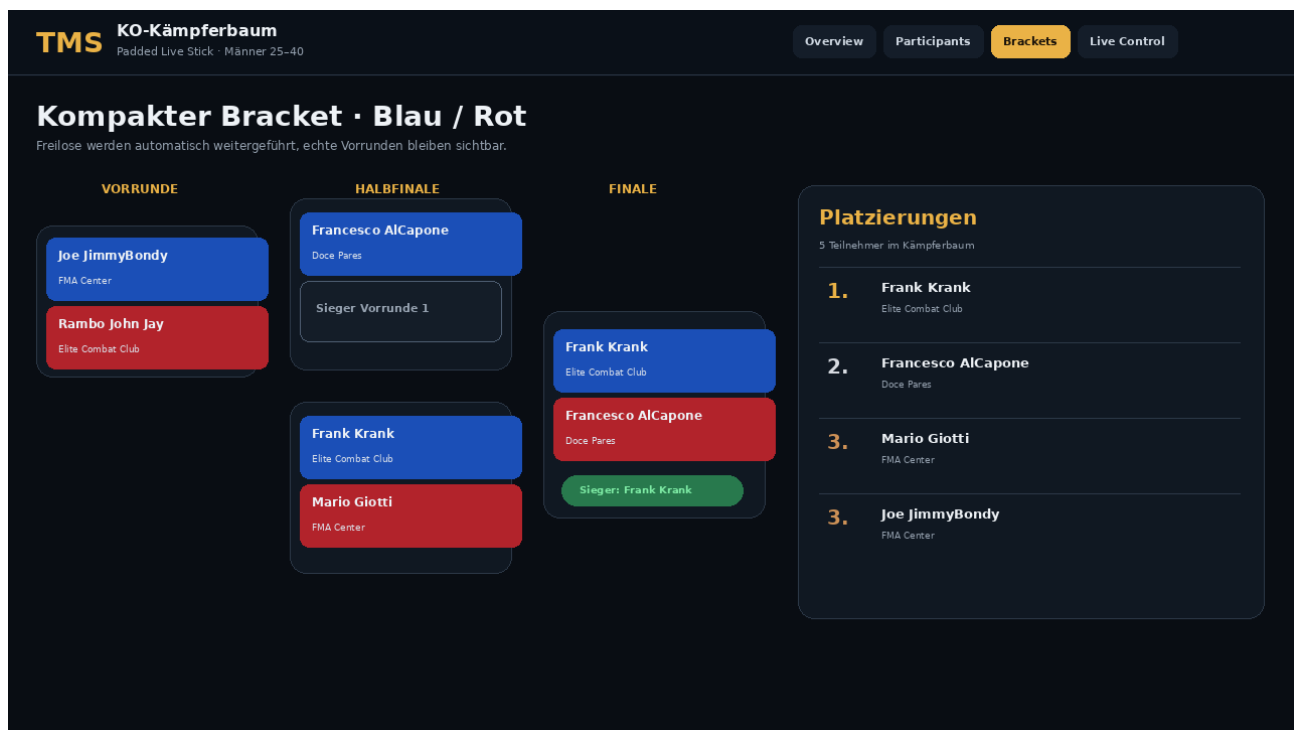
COMPETITION PLANNING

5. Brackets and automatic assignment

After registration closes, brackets are created from confirmed participants. TMS handles byes and displays the bracket in blue and red.

1. Review the complete category.
2. Start automatic assignment or define manual pairings.
3. Check byes and the first round.
4. Assign the court and scheduled tournament day.
5. Print the bracket for display and offline backup operation.

Operational safety Print participant lists, the court plan, and brackets before the tournament. This keeps the event running if a device or network fails.



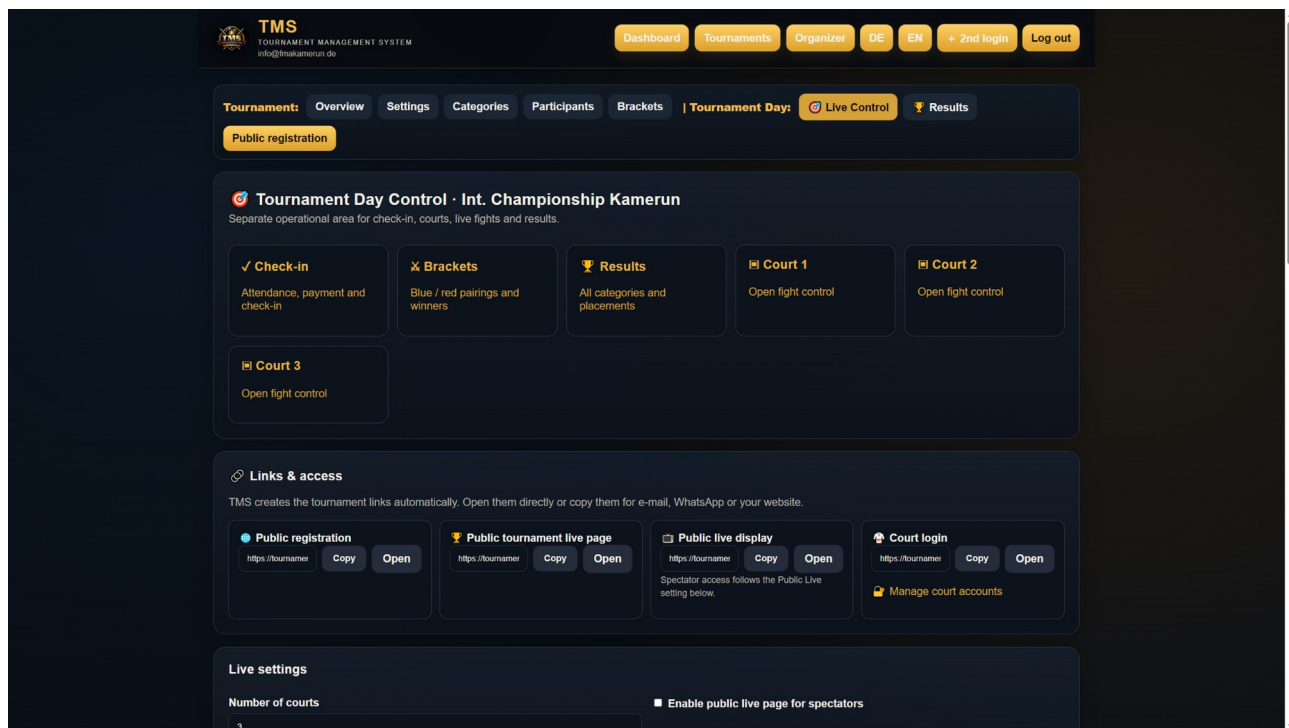
Bracket with blue and red competition areas

LIVE OPERATION

6. Tournament day and courts

The tournament-day view combines check-in, calls, active matches, results, and court assignments.

- Create court accounts in advance and sign in separately
- Release categories in a sensible order - usually children first
- Avoid scheduling the same participant at the same time
- Allow for the required rest period between matches
- Check status changes immediately before the next match begins



Tournament day: centrally manage categories, courts, and status

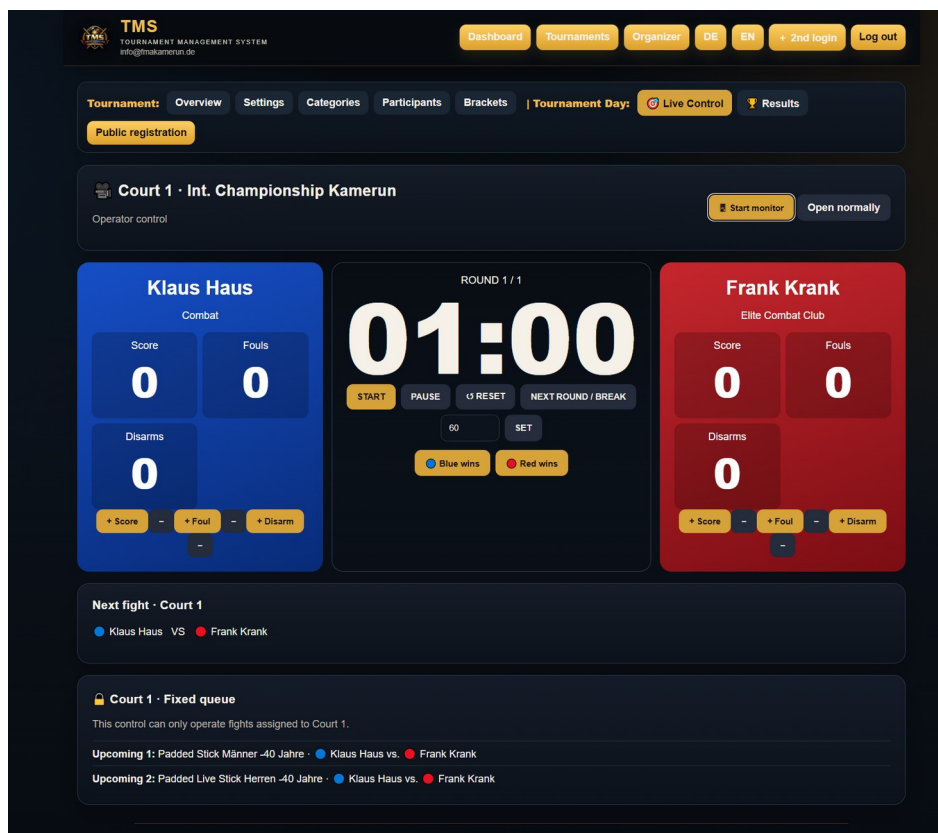
COURT

7. Operate a match and save the result

The active match is opened at the court. Time, points, fouls, and special scores are recorded according to the discipline.

1. Confirm the names and correct category before the match.
2. Start the match and monitor the timer.
3. Assign points, fouls, or disarms clearly to the blue or red side.
4. Confirm the winner and save the result.
5. Before the next match, confirm that the status is shown as finished.

Incorrect entry Reset a result only after coordinating the change with officials and tournament management. Changes should remain traceable.



Court controls with clearly separated scoring areas

SPECTATORS

8. Public display and publishing

Public links allow spectators to see current courts, results, and progress without access to organizer administration.

- Open the spectator monitor on a separate screen
- Test the public link before the event begins
- Publish approved content only
- After changes, check the browser display and result history



Spectator monitor showing active and upcoming matches

FINAL CHECK

9. Organizer final checklist

Before registration opens

- Basic details and dates checked
- Rules and legal notices complete
- Disciplines and categories checked
- Public link tested
- Platform approval confirmed

Before tournament day

- Registrations reviewed
- Brackets checked
- Courts and accounts configured
- Lists and brackets printed
- Monitor and internet access tested

After the tournament

- All results complete
- Placements and medal requirements checked
- Public results display checked
- Backups and printouts stored safely

Support If assistance is required, the organizer can grant support access specifically. Without this permission, the platform operator should not view the tournament's participant data.

Tournament Management System

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info@stickfighting-europe.com