

Varsity Invitational Tournament Games

How To Add Games and Pay Officials on Team Tournaments

Varsity Invitational Tournament Sanctioning Fee

Please note, in the following sports, a tournament sanctioning fee will be assessed:

- Baseball
- Basketball – Boys & Girls
- Beach Volleyball
- Soccer – Fall & Winter – Boys & Girls
- Softball
- Volleyball – Boys & Girls
- Wrestling

The sanctioning fee is based on the number of participants, and is as follows:

- Up to 8 teams \$25*
- 9 to 16 teams \$50*
- 17 to 32 teams \$100*
- Greater than 32 teams \$200*

**These fees will double if the tournament hasn't been sanctioned or if the games haven't been built at least three weeks prior to the start of the tournament.*

Other important information regarding Invitational Tournaments

- The officials assigning fee will be \$5.00 per game
- The tournament start date and end date must be within nine (9) calendar days
- Member schools can only host one in-season tournament in the sport per year
- Host school will be billed by AIA finance department
- Member schools will be locked out from making changes to the tournament when it is within three weeks of the tournament start date; however, the tournament host can still update the participants for the games.

Creating Varsity Invitational Tournament Games by the Athletic Director in the AIA Dashboard

1. Login to the School Login
2. Click on "Scheduling"
3. Click on "Invitational Tournaments"
4. Click to "Add Invitational Tournament"
5. Select the sport for which you want to add a tournament for.
 - Options include:
 - Varsity Invitational: for regular season tournaments
 - Region Tournament: for hosting a post season region tournament







Varsity Invitational Tournament Games

How To Add Games and Pay Officials on Team Tournaments

6. On this page, you will do the following:
- Select the sport/activity
 - Enter in the Event Name
 - Enter in the Event Administrator
 - Select the start and end dates (must be within nine (9) calendar days of one another)
 - Select the venues
 - Select the number of participants (this will determine your fee)
 - Note: if for example, you select 0-8 teams, and enter in nine (9) teams, the number of participants will automatically increase that selection and change your fee.
 - Enter in the event type
 - AIA member schools only
 - AIA member schools & bordering state association member schools
 - AIA member schools & out of state association member schools
 - 1. For those that include at least one non-board state association member
 - Hosted by Out of State School
 - Open invite to all member schools?
 - Multiple games per team in a day?
 - Maximum value of awards
 - Entry fee

Screen shot of Host Data example:

Hamilton Baseball Invitational

Sport/Activity	Baseball Varsity	
Event Name	<input type="text" value="Hamilton Baseball Invitational"/>	
Event Administrator	<input type="text" value="Dee Sillanpaa - Assistant Principal"/>	
Start Date	6:00PM Monday, March 9, 2020	Change 
End Date	6:00PM Saturday, March 14, 2020	Change 
Venues	<input type="text" value="Hamilton High School"/>  	
	<input type="text" value="ASU Baseball Stadium"/>  	
	<input type="text" value="Search Venues"/>	

Varsity Invitational Tournament Games

How To Add Games and Pay Officials on Team Tournaments

Screen shot of Sanctioning Data example:

Sanctioning

Number Of Participants	<input type="text" value="Up to 8"/>	\$25.00 Sanctioning Fee
How many participants will you have? (This can be updated if adding or removing more later)		
Event Type	<input checked="" type="radio"/> AIA Member Schools Only <input type="radio"/> AIA Member Schools & Bordering State Association Member Schools <input type="radio"/> AIA Member Schools & Out of State Association Member Schools	
Open invite to all Member Schools?	<input checked="" type="radio"/> No, this is an invitation only/closed tournament <input type="radio"/> Yes, all member schools are invited	
Multiple Games Per Team in a Day	<input type="radio"/> No, only one game per team per day <input checked="" type="radio"/> Yes, a team may have multiple games in a day	
Maximum Value of Awards	<input type="text" value="40.00"/>	
Entry Fee	<input type="text" value="10.00"/>	

- When you've completed the first two pages, you'll have the ability to add Games and Participants by clicking on "Manage" or "Games" next to that tournament.
- You'll then have the options for the tournament including "Settings, Games, Participants".

Screen shot of tournament options:



Varsity Invitational Tournament Games

How To Add Games and Pay Officials on Team Tournaments

9. Selecting Participants allows you to add up to 32 participants at a time
 - If you have no participants added, you can select to copy over participants from another tournament provided it is the same sport. For example, if you have a girls cross country invitational in the system with participants, and are now adding the boys cross country invitational, you can copy over the participants from the girls to the boys invitational.

Screen shot of copying participants:

The screenshot shows the 'Hamilton Softball Tournament' management interface. The 'Participants' tab is active, showing 0 participants. A 'Copy Participants' dialog box is open, allowing selection of a source tournament. The 'Other Tournament' dropdown is open, showing 'Select...' and 'March 9 - March 14: Hamilton Baseball Invitational (10 participants)'. Below the dropdown are 'Copy Participants' and 'Cancel' buttons.

Screen shot of participants entry:

The screenshot shows the 'Hamilton Baseball Invitational' management interface. The 'Participants' tab is active, showing 10 participants. The 'Add Participant' form is open, displaying a message: 'You may add participants in batches of up to 32 at a time.' Below the message, there are two team entries: 'Alhambra Varsity' and 'Hamilton Varsity', both with 'Full Member' status and a dropdown arrow. An 'Add Participant' input field is present, and an 'Include Non-Member Teams' checkbox is unchecked. At the bottom, there are 'Add 2 participants' and 'Cancel' buttons.

10. You can also build the games by date using the games tab, and will want to do this as soon as possible, but no later than three weeks out to avoid doubling your tournament sanctioning fee.
11. The games feature allows you to add games by date, and make multiple copies of the game to speed the process.
 - For example, if you have 16 teams, and you want to play 8 games at a certain time, you can select the number of copies to 8, and it will generate 8 contests at once.

Varsity Invitational Tournament Games

How To Add Games and Pay Officials on Team Tournaments

- Note, the opponents are not important to initially build the games, you can select TBD vs. TBD and come back later to update the opponents.

Screen shot of game building:

The screenshot shows a web interface for managing a tournament. At the top, there are tabs for 'Manage Invitational Tournaments' and 'Hamilton Baseball Invitational'. Below these are sub-tabs for 'Overview', 'Settings', 'Games' (with a count of 15), 'Participants' (with a count of 10), and 'Assignments'. The main content area is titled 'New Contest' and contains the following fields:

- Sport:** Baseball
- Start Date:** 2020-03-09
- Time:** 6:00 PM
- Visitor Team:** TBD
- Home Team:** TBD
- Venue:** Hamilton High School
- Field:** (empty)
- Round:** 1st Round
- Copies:** 8

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Edit Tournament Games

By clicking on “Games” next to the tournament, you have the ability to update the opponents within each match. Remember, all the games must be built in the system at least three weeks before the tournament begins to avoid the tournament fee being doubled.

The games can have TBD vs. TBD until the opponents become known. You’ll always have the ability to come back and update the opponents and will need to do so in order to report the results of the game.

Varsity Invitational Tournament Games

How To Add Games and Pay Officials on Team Tournaments

Enter Results/Pay Officials

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

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

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

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