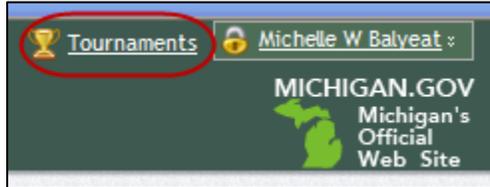


Adding Tournaments

Once you have logged into the Single Sign On page, launch the DNR Fishing Tournaments Application. To add Tournaments click on the Tournaments link at the top right of the application next to your login name.



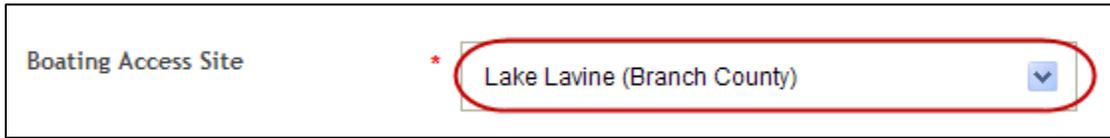
The page displayed is the Tournament Information page; this page shows active tournaments and the Tournament Rules. Under the Tournament Information section click on the “Add Tournament” button.

A screenshot of the 'Tournament Information' page. The page has a dark green background with white text. At the top, the title 'Tournament Information' is displayed. Below the title, there is a section titled 'Tournament Rules' with a warning icon. This section contains a list of rules: 'Start time cannot be between 10:00 AM and 4:00 PM', 'You cannot schedule more than one tournament at the same waterbody on the same date and time UNLESS' (followed by sub-points: 'Site has over 100 parking spaces' and 'One event is before 10 AM and the other event is after 4 PM'), and 'A tournament cannot be scheduled on "BlackOut" days (i.e. Holidays or days when the site may be closed)'. At the bottom of the page, there is a light gray bar containing a button with a green plus sign and the text 'Add Tournament'. This button is circled in red.

On this page you will see several boxes needing information about your particular tournament, start with the Waterbody, you can begin typing in the name of the waterbody and the smart search will give you a list pertaining to the letters you have typed.

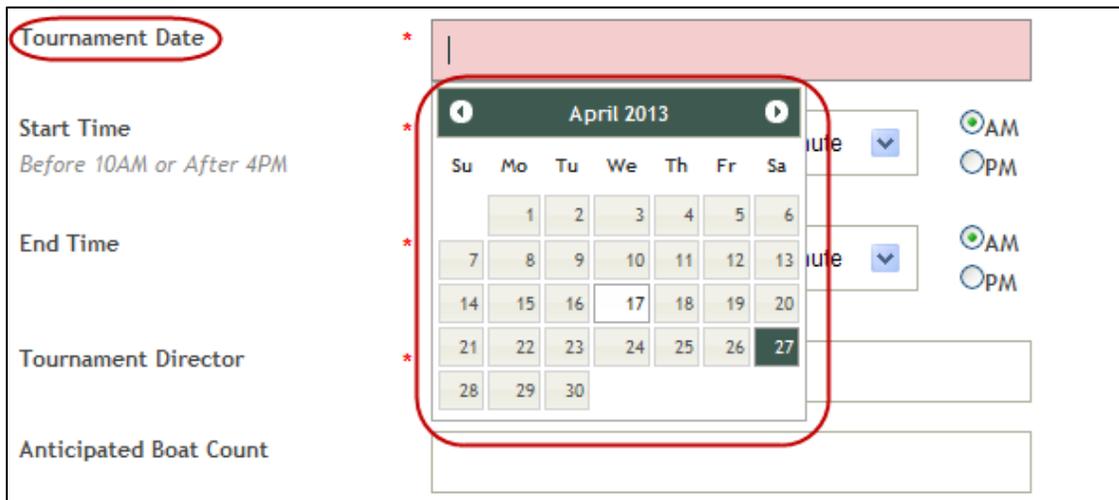
A screenshot of a search form for waterbodies. The form has a light gray background. On the left, the label 'Waterbody' is shown in blue, with an example 'Example: Houghton' below it. To the right of the input field is a red asterisk. A dropdown menu is open, showing a list of suggestions: 'Lake L|', 'Lake Lansing', 'Lake Lavine', and 'Lake Leelanau'. The first suggestion, 'Lake L|', is highlighted with a red background and circled in red.

The next item is to select a Boating Access Site from the drop down list for the particular lake you are creating the Tournament for.



Boating Access Site * Lake Lavine (Branch County) [v]

Now you can select the date for your Tournament. When you click in the field a calendar will pop up and you can use that to find the correct date.



Tournament Date * [calendar: April 2013, 27 selected]

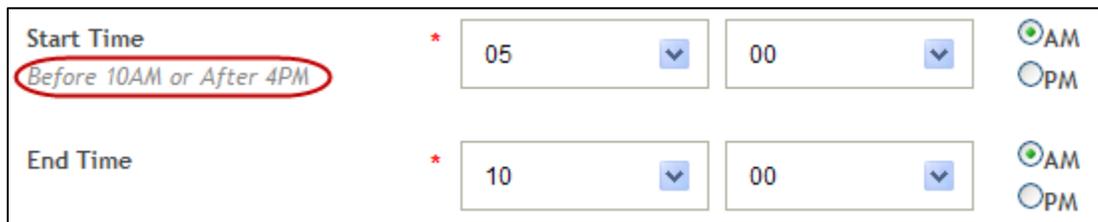
Start Time * Before 10AM or After 4PM [dropdown: AM]

End Time * [dropdown: AM]

Tournament Director *

Anticipated Boat Count

Once you have selected the date you can enter the start time and end time for the Tournament, keeping in mind the Rules of the Tournament.



Start Time * 05 [v] 00 [v] [radio: AM]

End Time * 10 [v] 00 [v] [radio: AM]

Next, you select the Tournament Director. This text box also has the smart search so just type a few letters of the Tournament Directors name and the list will populate and you can select one.



Tournament Director * re [dropdown: Jeffrey Braunscheidel - braunscheidelj@michigan.gov (Fishing Fielders), Bree Myer - mander77@gmail.com (Lestie Loons), Dan Shuler - shulerd@michigan.gov (Blue Gills and More), Laurie Prange-Gregory - prangle@michigan.gov (Mason Lakers), Scott T Reynolds - reynoldss@michigan.gov (Scott club))

Anticipated Boat Count

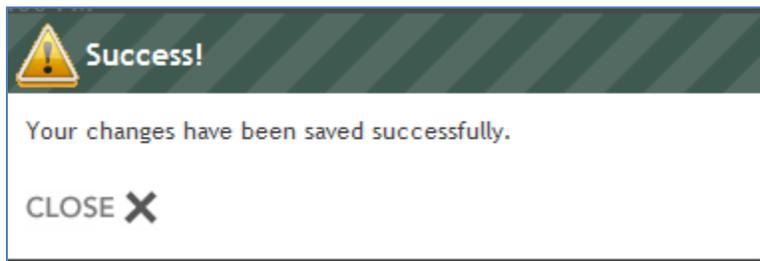
The last field to complete is the Anticipated Boat Count; enter the number of boats that you anticipate will show for this tournament.

Anticipated Boat Count	50
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Now that you have entered the information for your tournament you can click the “Save” button.

 Save	 Cancel	 Delete
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You should receive a popup message saying “Your changes have been successfully saved.” You may click on the close link to close the popup.



Your tournament will now show in the list of tournaments according to the scheduled date.

04/27/2013	5:00 AM	10:00 AM	Waterbody: Houghton Lake	Site: Houghton Lake East	Scott T Reynolds Scott club 517-241-1369 reynoldss@michigan.gov	 Edit	 Delete
						 Map It	