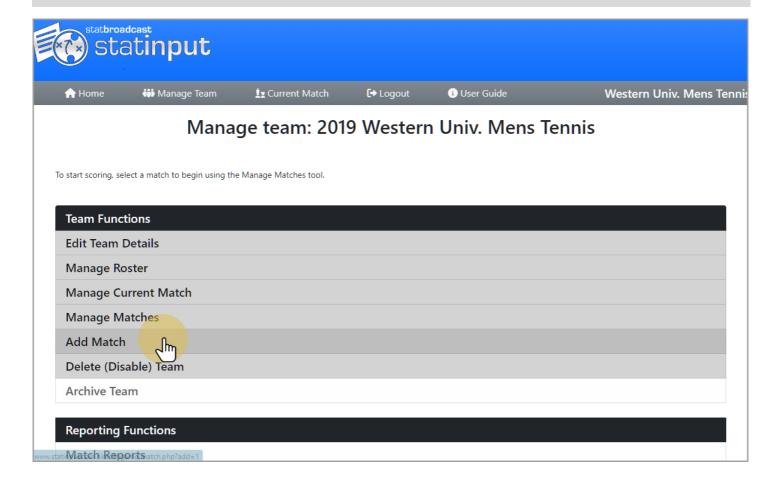


This guide will step you through creating a new match, including configuring the participating teams and their rosters.

## **Click on Add Match**



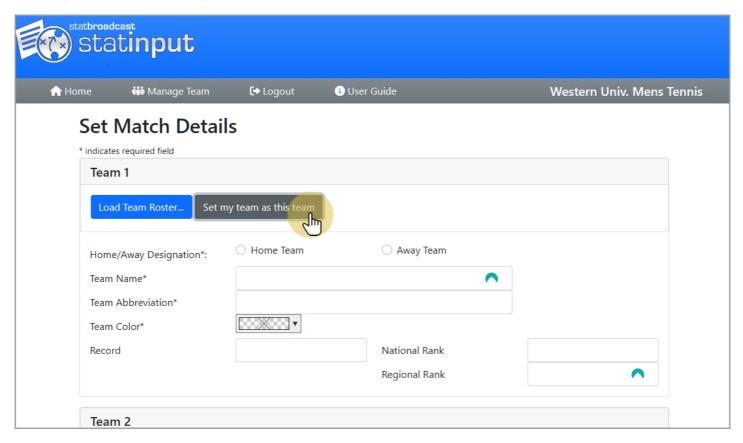




## To use your team as a participant, click 'Set My Team as This Team'

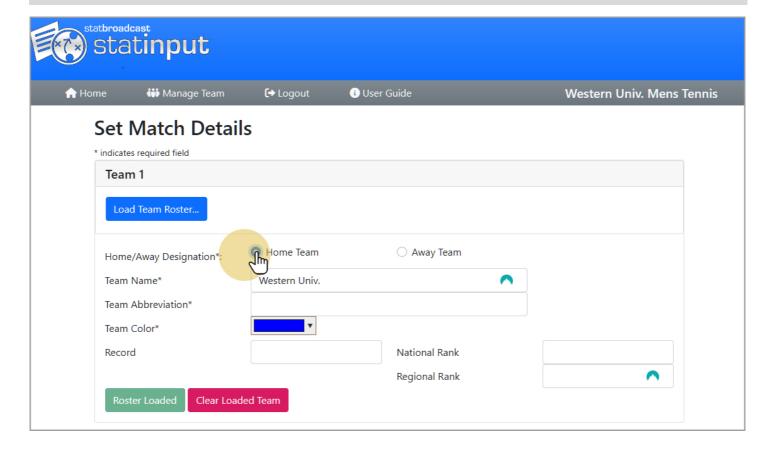
The stored details of your team, such as name, abbreviations and colors, will be loaded into either Team 1 or Team 2. Your stored roster will also be assigned to the team.

If you do not wish to use this functionality, you can manually set the Team details. Please note that if you manually set a team's details, you will have to create their roster in the next step.





## Designate your team as Home or Away

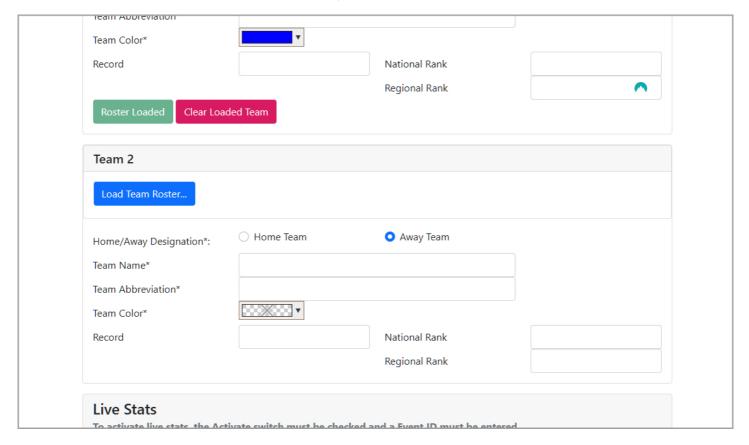






## Set your opponent or second participating team

You'll need to set the second participating team in the match. You have the option of loading an existing team roster or manually entering in the team data (in which case you will be prompted to create the roster after the match or game is created and saved. Note: if you manually enter the roster into the match or game, it will not be available for use in subsequent matches or games).

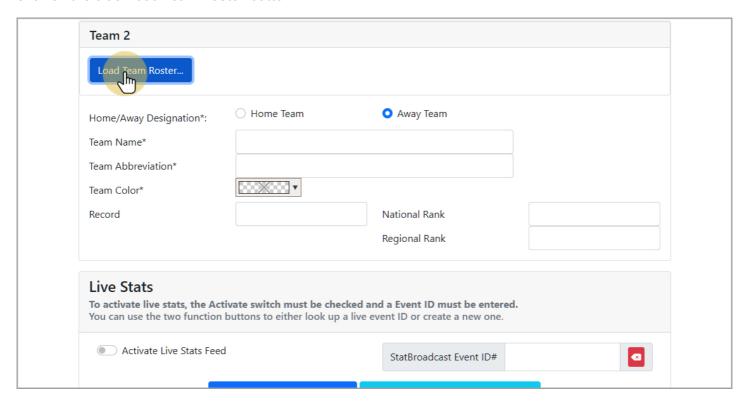




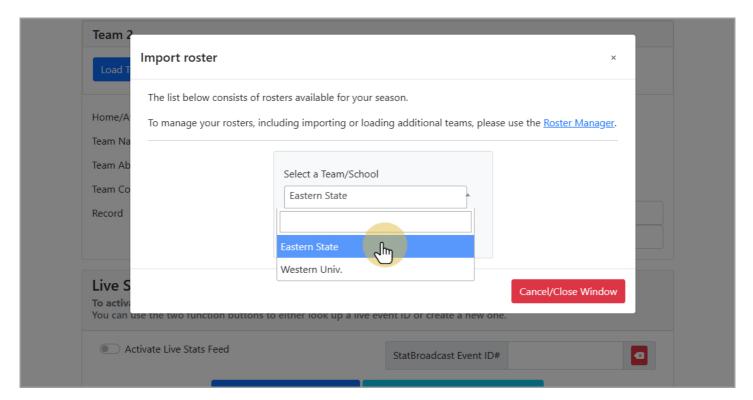


## To load an existing roster

Click on the blue 'Load Team Roster' button

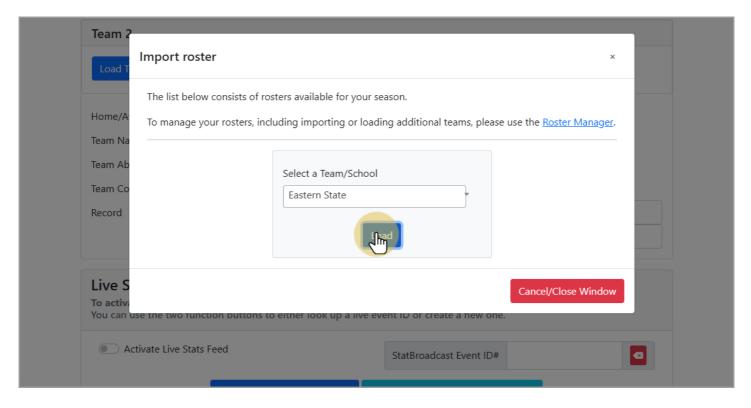


Select a roster to load from the list

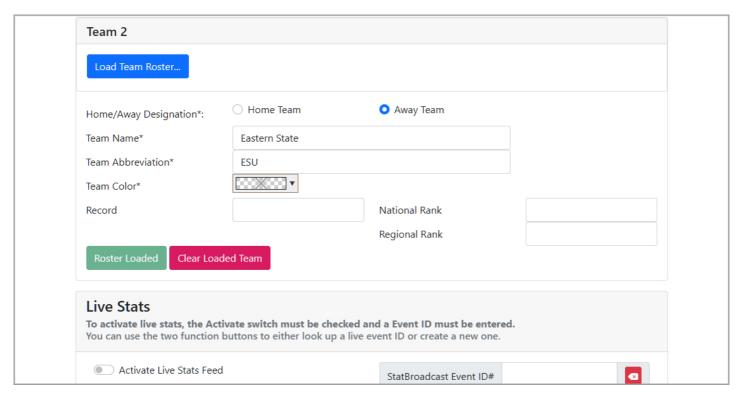




#### Press the Load button

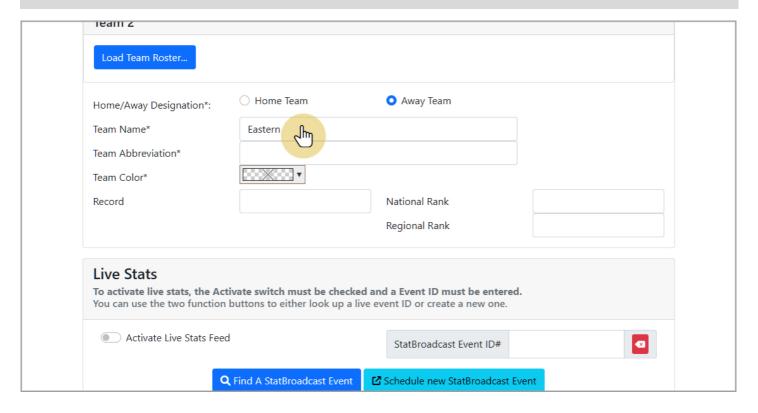


Fill in the remaining required and optional fields





## To manually enter a team, fill in the required fields



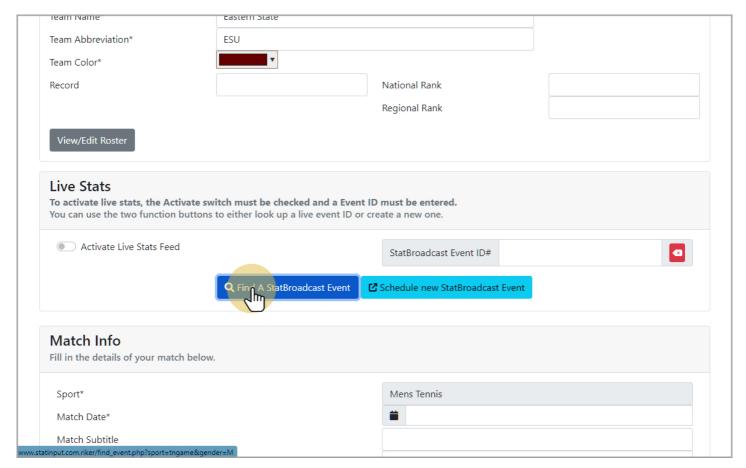


## To activate StatBroadcast Live Stats, Click the 'Find Event' button

StatInput can automatically broadcast live stats to a StatBroadcast event, but you must activate this feature and have a corresponding event scheduled in StatBroadcast.

If you know your event ID already or if you need to search, click on the 'Find a StatBroadcast Event' button to continue.

The 'Schedule new StatBroadcast Event' button will open the StatBroadcast admin site in a new window.

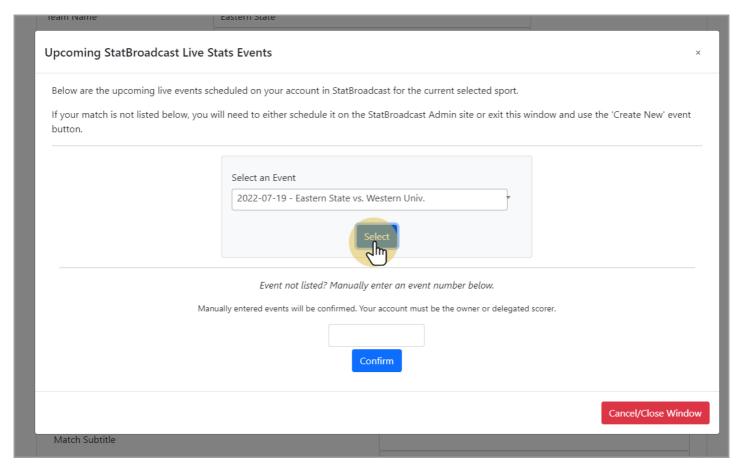




#### Select a StatBroadcast event

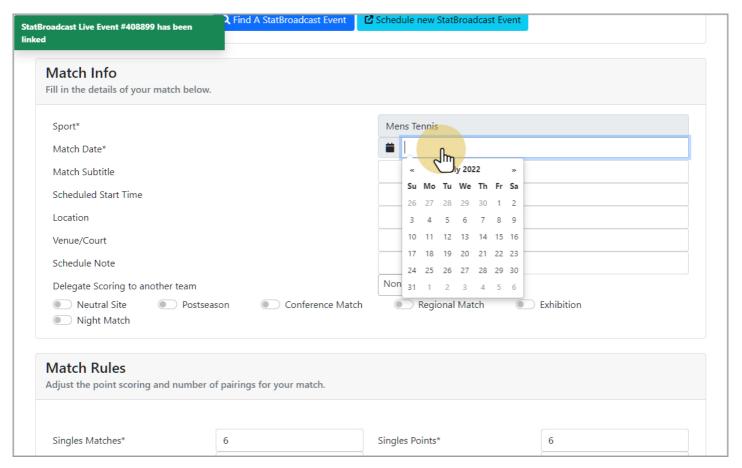
If the event you want to link is listed in the drop down list, select it and click 'Select'.

If you know the StatBroadcast Event ID and want to set it manually, enter it in the text box below and click 'Confirm'. StatInput will contact the StatBroadcast Cloud to confirm that you have authorized access to broadcast to the requested event.



## Fill out the required match info fields

You must set at minimum a match date and sport (which is set automatically for you).

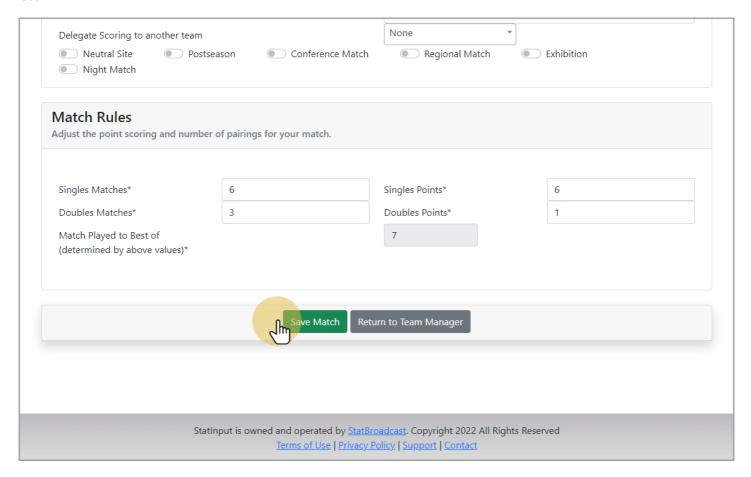




## Make adjustments to the Dual Rules and click 'Save Match'

Please review the dual scoring rules. If your division plays to a different number of points, make the necessary number of adjustments under either Singles or Doubles.

Note: if you will be playing extra 'exhibition' doubles or singles as part of your Dual, you will need to adjust the number of matches but not the number of points; you will also have the ability to add additional exhibition courts later.

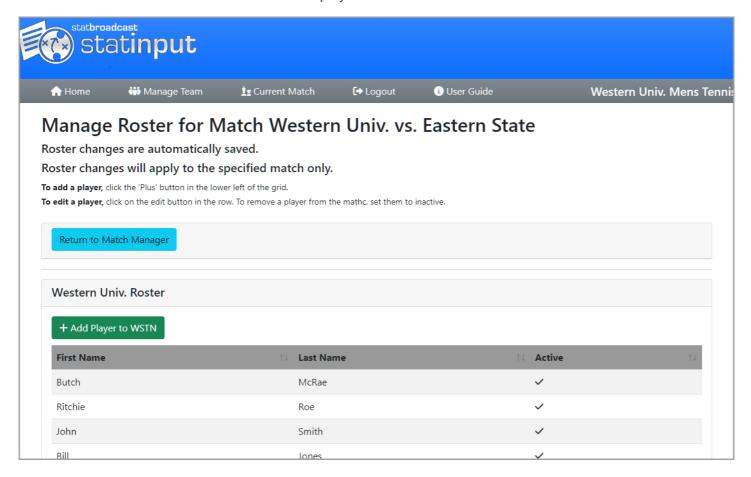






## **Set Team Rosters**

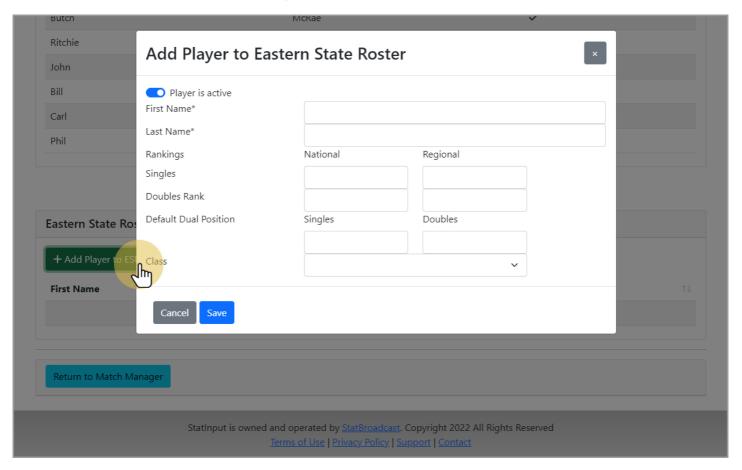
If either of your participating teams were loaded from the cloud, a roster may already exist. Please review it for correctness and confirm that at least six active players are added.





## If no roster exists, press 'Add Player' to create at least six players

You must have a minimum of six active players on each team's roster to begin a match







# Once roster editing is complete, press' Return to Match Manager' to finish

