## When adding multiple tournaments onto the website

- 1. To start, Click the "Help" link on the top in the blue bar.
- 2. Follow the directions on the "Creating a Local Tournament" link to add your first tournament.
- 3. If you are adding more tournaments, do the following:
- 4. After you click "Save" when finished with your first tournament, click "Create New Tournament", Click the "Copy from Previous" link.
- 5. Make sure to change any of the boxes that pertain to your new tournament.
- 6. Once completed, scroll down, and click "Save".
- 7. Continue to do the above steps if creating more tournaments.