

Cancelling an Event

Here is the process to get the events deleted off the schedule:

1. Close the event.
2. Contact Teams.
3. Enter, IN CAPS AT THE FRONT OF THE TITLE, "CANCEL".
4. Delete ALL Teams(Click on Event/Select Teams/Scroll to Right).

5. Delete ALL Divisions.

Redo an Incorrect Division

1. Create the Correct Division.
2. Move Teams over to the Correct Division.
3. Delete the Incorrect Division.

How to Close a Division

1. Your event has ONLY ONE Age Division or ALL Age Divisions are full.
 - *Change the Registration Close Date to current date.

 2. Your event has MORE THAN ONE Age Division:
 - *Change Max # to # of teams you want to "Accept".
 - *Select "Accepted" in the Dropdown to "Accept" teams you want.
 - * Select "NotAccepted" in the dropdown remaining teams.
- (IMPORTANT—The NotAccepted TEAMS WILL GET AN EMAIL).
Note: Also, when an Age Division is Full add an "F" to the event title, i.e.(G12F).
AND CONTACT BRVA TOURNAMENT DIRECTOR.