

# Chess Tournament & Event Admin - User Manual

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## Getting Started

### Logging In

When you first access the admin panel, you'll see a login screen. Enter your username and password to access the system. Once logged in, you'll see five tabs at the top of the page:

- Tournaments
- Schedule
- Excluded Dates
- Events
- Settings

### Year Navigation

Throughout the system, you'll see **Previous Year** and **Next Year** buttons. These allow you to toggle between the current year and next year. This is important because:

- Tournament schedules are tracked by year
- Statistics show availability for a specific year
- Excluded dates are organized by year

The year you select affects what you see across multiple tabs, keeping everything in sync.

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## Tournaments Tab

### What This Tab Does

The Tournaments tab is where you define and manage all your recurring and one-time tournaments. Think of this as your tournament library - you're not scheduling dates here, just setting up tournament templates that can be scheduled later.

## Scheduling Statistics

At the top of the tab, you'll see:

- **Year selector** with Previous/Next buttons
- **Total Days Needed Beford Years End** - Shows how many total tournament days you need for all active tournaments
- **Days Needed for Unscheduled** - Shows how many tournament days are still needed for active tournaments that are still not scheduled for the selected year (displayed in red to draw attention). This includes:
  - Completely unscheduled active tournaments
  - Missing days from partially scheduled tournaments (e.g., if a 2-day tournament only has 1 day scheduled, this shows 1)
- **Available Days by Day of Week** - A table showing for each day of the week:
  - **Total Remaining:** Days left in the year
  - **Available:** Days you can still schedule on
  - **Scheduled:** Days already used
  - **Excluded:** Days marked as unavailable (holidays, etc.)

### Color coding helps you:

- Red background = No days available
- Orange background = Less than 3 days available
- Normal = Plenty of days available

This helps you see at a glance if you can fit all your tournaments into the remaining calendar.

## Tournament List

Below the statistics, you'll see a table of all tournaments with these columns:

**Order** - The scheduling priority. Lower numbers get scheduled first (1, 2, 3, etc.)

**Name** - Tournament name with a green dot indicator if it has scheduled dates in the selected year

**Location** - Where the tournament is held

**Days** - How many days the tournament runs (1 day, 2 days, etc.)

**Recurrence** - Shows if it's:

- One-time (Thu) - Happens once, on a specific day of the week
- Weekly (Thu) - Repeats weekly on the same day
- Consecutive - Multi-day tournament on consecutive days

**Status** - Active or Inactive

**Actions** - Edit, Activate/Deactivate, Delete buttons

## Adding a New Tournament

Click **Add New Tournament** and fill out the form:

### Required Fields:

- **Order Number:** Choose a number based on scheduling priority (lower = scheduled first)
- **Days:** Number of tournament days (1 for single day, 2 for two-day, etc.)
- **Tournament Name:** The name that will appear on the calendar

### Optional Fields:

- **Location:** Where it's held
- **Description:** General information about the tournament
- **Rounds:** Number of rounds
- **Time Control:** Game time format (e.g., G/90+30)
- **Entry Fee:** Cost to participate
- **Byes:** Bye round policy
- **Registration:** How to register
- **Prizes:** Prize structure
- **Notes:** Any additional information

### Setting Up Recurrence:

For **One-time tournaments**:

1. Leave "Recurring Tournament" unchecked
2. Select the **Day of Week** from the dropdown at the bottom
3. This tells the system which day of the week to schedule this tournament on

For **Recurring tournaments**:

1. Check "Recurring Tournament"
2. Select recurrence type:
  - **Weekly (Same Day):** Repeats every week on the same day (e.g., every Thursday)
  - **Consecutive Days:** Multi-day tournament on back-to-back days
3. For weekly, select the day of week

## Editing Tournaments

Click **Edit** to modify any tournament details. Changes don't affect already-scheduled dates until you delete the edited tournaments scheduled dates and regenerate it's schedule.

## Activating/Deactivating Tournaments

- **Deactivate:** Turns off the tournament AND removes all its scheduled dates for the currently viewed year only
- **Activate:** Turns the tournament back on (you'll need to regenerate the schedule to add dates back)

**Important:** When you deactivate a tournament, it only removes schedules for the year you're currently viewing. If the tournament is scheduled in multiple years, other years are unaffected.

**Pro Tip - Quick Schedule Clearing:** Need to reschedule a tournament? Instead of deleting dates one at a time in the Schedule tab (which is time-consuming), simply deactivate then immediately reactivate the tournament in the Tournaments tab. This clears all scheduled dates for the viewed year instantly, allowing you to regenerate the schedule with new settings or a different date.

## Deleting Tournaments

Click **Delete** to permanently remove a tournament. This deletes the tournament AND all its scheduled dates for the currently viewed year. The tournament itself is completely removed from the system.

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## Schedule Tab

### What This Tab Does

This is where you actually create the calendar schedule for your tournaments. You've defined your tournaments in the Tournaments tab - now you're assigning them actual dates.

### Generate Schedule

#### Schedule Type:

- **Monthly:** Schedule tournaments for a specific month
- **Yearly:** Schedule tournaments for the rest of the year starting from a specific month

**Month:** Select which month to start scheduling from

**Year:** Choose the year (current year or next year)

**Start Date (Optional):** If you want to start scheduling from a specific date instead of the beginning of the month/year, enter it here

#### How It Works:

1. The system looks at all **Active** tournaments
2. Schedules them in **Order Number** sequence (1, 2, 3, or 1, 4, 7, etc.)
3. Respects the **Day of Week** you set for each tournament
4. Skips any **Excluded Dates** you've marked
5. Avoids double-booking (won't put two tournaments on the same day)

#### Important Limitation:

- **Tournaments already scheduled for a year cannot be rescheduled again that year**
- The system will show an error listing which tournaments are already scheduled
- To reschedule existing tournaments, you must first delete their current scheduled dates
- You can delete schedules individually (Schedule tab → View & Manage) or by deactivating then reactivating the tournament

### Important Notes:

- Generating a schedule only adds NEW schedules - it doesn't replace existing ones
- Tournaments without a day of week set will be skipped (you'll see a warning)
- The system tries to fit all tournaments but may extend beyond the month or year if needed to schedule all required tournament dates, or due to excluded dates

## View & Manage Scheduled Tournaments

Use the navigation controls to browse by month and year:

- Click ◀ and ▶ buttons to move month by month
- Click **Year** buttons to jump a full year
- Click **View Schedule** to load the selected month

You'll see tournaments grouped by name with their scheduled dates. Each date shows:

- The actual calendar date
- Which day of the tournament it is (Day 1, Day 2, etc.)
- A **Delete** button to remove that specific date

Use this to:

- Review your schedule
- Remove individual dates if needed
- Check for conflicts or gaps

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## Excluded Dates Tab

### What This Tab Does

Mark dates when the club is closed or tournaments can't be held (holidays, maintenance, special events, etc.). The scheduling system will automatically skip these dates.

### Year Navigation

Use **Previous Year** and **Next Year** buttons to view excluded dates for different years. The year syncs with the year you selected in the Tournaments tab.

### Adding Excluded Dates

1. Click the **Date** field and select a date from the calendar
2. Enter a **Reason** (e.g., "Christmas Day", "Club Maintenance", "Building Closed")
3. Click **Add Excluded Date**

The date will appear in the list below with the date and reason. The year is automatically extracted from the date you selected.

## Managing Excluded Dates

The list shows all excluded dates for the selected year. Click **Delete** next to any date to remove it from the exclusion list.

**Important:** If you have tournaments already scheduled on a date you exclude, the system automatically reschedules them. The tournament is shifted forward to the next available date (typically one week later), and if that date is occupied, it cascades and shifts other tournaments as needed. You don't need to regenerate the schedule - the rescheduling happens instantly when you add the excluded date.

## Viewing Different Years

When you add an excluded date for a future year (say, adding Christmas 2026 while viewing 2025), the list will automatically switch to show that year so you can see the date you just added.

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## Events Tab

### What This Tab Does

Events are different from tournaments - they're one-time special occasions that appear on the calendar but aren't part of your regular tournament schedule. Use this for:

- Club championships
- Simultaneous exhibitions
- Guest speakers
- Social gatherings
- Award ceremonies

### Adding Events

Click **Add New Event** and fill out:

**Event Title:** Name of the event (required)

**Description:** Details about the event (optional)

**Event Dates:** One or more dates when the event occurs

- Click **Add Another Date** if the event spans multiple days
- Click **X** to remove a date (must have at least one)

Events show up on the public calendar alongside tournaments but are managed separately. HTML markup may be used in the event title or description to add formatted text.

### Managing Events

The events list shows:

- Event title

- All dates
- Description (shortened if long)
- Edit and Delete buttons

Click **Edit** to modify event details or dates. Click **Delete** to permanently remove the event.

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## Settings Tab

### Change Password

For security, you can update your admin password here.

1. Enter your **Current Password**
2. Enter your **New Password** (minimum 8 characters)
3. Confirm the new password
4. Click **Update Password**

You'll be automatically logged out after changing your password and will need to log in again with the new password.

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## Best Practices & Workflow

### Recommended Setup Process

#### 1. Set Up Excluded Dates First

- Before scheduling anything, add all known holidays and closures
- Add dates for both the current year and next year if desired
- This prevents tournaments from being scheduled on unavailable dates such as January 1<sup>st</sup>.

#### 2. Create Your Tournaments

- Start with your most important/frequent tournaments
- Assign order numbers based on priority (Weekly Blitz = 1, Monthly Championship = 2, etc.)
- Make sure every tournament has a day of week assigned
- Set accurate "Days" counts for multi-day tournaments

#### 3. Generate Your Schedule

- Start with a yearly schedule to see the big picture
- Review the statistics to ensure you have enough available days
- If you run out of available days, consider:
  - Deactivating lower-priority tournaments
  - Scheduling fewer instances of recurring tournaments
  - Using different days of the week

#### 4. Review and Adjust

- Use the Schedule tab to view what was created
- Delete individual dates if there are conflicts
- Regenerate specific months if needed

## 5. Add Events

- Once tournament schedule is set, add one-time events
- These won't conflict with tournaments since they're managed separately

## Tips for Order Numbers

Think about how you want tournaments to be scheduled:

- **Order 1:** Your most important weekly tournament (e.g., Weekly Blitz every Thursday)
- **Order 2:** Monthly championship tournament
- **Order 3:** Seasonal tournaments
- **Order 4:** Less frequent special events

The system schedules in order, so Order 1 gets first pick of dates, then Order 2, and so on. A scheduling order such as 1, 3, 6, and so on is also permissible and offers more flexibility.

## Monitoring Unscheduled Tournaments

Pay attention to the **Days Needed for Unscheduled** metric (shown in red):

- If it shows 0, all active tournaments are fully scheduled for that year
- If it shows a number, you have active tournaments that have not yet been scheduled
- This includes partially scheduled tournaments (e.g., a 2-day tournament with only 1 day scheduled shows as 1 unscheduled day)
- Use this to know when you need to generate or regenerate schedules

## Managing Multiple Years

### When to View Different Years:

- **Current Year:** Day-to-day management, most of your work
- **Next Year:** Planning ahead, setting up excluded dates, preparing next year's schedule

### Remember:

- Deactivating or deleting a tournament only affects the year you're viewing
- Statistics show availability for the selected year
- Excluded dates are year-specific

## Handling Schedule Changes

If you need to cancel a single tournament date:

1. Go to Schedule tab
2. Navigate to that month
3. Click View Schedule



4. Find the date and click Delete
5. The statistics (including Days Needed for Unscheduled) update immediately to reflect the change

**If you need to reschedule everything:**

First, understand that tournaments already scheduled for a year cannot be rescheduled until their existing dates are deleted. Here's the process:

**1. Delete existing schedules:**

**Quick Method (Recommended):**

- Go to Tournaments tab
- Click **Deactivate** on each tournament you want to reschedule (this deletes all scheduled dates for the viewed year)
- Click **Activate** to turn them back on
- This is much faster than deleting dates one at a time

**Manual Method (If you only need to remove specific dates):**

- Go to Schedule tab
- Use View & Manage Scheduled Tournaments
- Navigate to each month with scheduled tournaments
- Delete individual dates one at a time
- Note: This method is time-consuming if you need to clear many dates

**2. Update tournament settings:**

- Make sure excluded dates are current
- Adjust tournament order numbers if priorities changed

**3. Regenerate the schedule:**

- Go to Schedule tab
- Generate schedule for the affected period
- The system will now create new schedules for the tournaments you cleared

**If you're adding a new tournament mid-year:**

**1. Add the tournament:**

- Add the tournament in Tournaments tab
- Set its order number (consider where it should fit in priority)
- Make sure it's set to Active
- Assign a day of week

**2. Clear space if needed:**

**Quick Method (Recommended):**

- Go to the Excluded Dates tab → Create an Excluded Date for each currently scheduled date needed (automatically reschedules all future scheduled dates forward) → Delete the

Excluded Dates just created (creates open dates on the calendar) → Schedule the tournament on the dates created

- This is much than deleting and rescheduling tournaments

### **Manual Method**

- If the new tournament has a higher priority (lower order number) than existing tournaments, you may need to reschedule existing tournaments
- Tournaments already scheduled cannot be rescheduled until their dates are deleted
- Options:
  - **Accept the placement:** The new tournament will be scheduled after currently scheduled tournaments on that day
  - **Clear and reschedule:**
    - **Quick way:** In Tournaments tab, deactivate then reactivate affected tournaments (deletes all their dates for the year)
    - **Manual way:** In Schedule tab, delete individual dates one at a time (time-consuming)
    - Then adjust order numbers if needed and regenerate

### **3. Generate schedule:**

- Go to Schedule tab
- Generate schedule from the current month forward
- Only the new tournament (and any others you cleared) will be scheduled

### **4. Review the results:**

- Check the schedule to see where the tournament was placed
- If it didn't get scheduled, check for error messages (missing day of week, no available dates, etc.)

## **Understanding the Green Dot and Statistics**

The **green dot** next to a tournament name means it has at least one scheduled date in the currently selected year. This helps you quickly see:

- Which tournaments are actually on the calendar
- Which tournaments need to be scheduled
- Whether regenerating the schedule worked

The **Days Needed for Unscheduled** metric (in red) gives you precise information:

- Shows exactly how many active tournament days are missing schedules
- Accounts for partially scheduled tournaments (e.g., 1 of 2 days scheduled = 1 unscheduled day)
- Updates immediately when you delete dates or deactivate tournaments
- A value of 0 means all active tournaments are fully scheduled

## **Year Transitions**

As you approach the end of the year:

1. **Review next year's excluded dates** - Add holidays and closures for the upcoming year
2. **Check tournament settings** - Make sure all tournaments are still relevant and have correct settings
3. **Check tournament names** – e.g., change 3<sup>rd</sup> Annual to 4<sup>th</sup> Annual, 2025 Championship to 2026 Championship
4. **Generate next year's schedule** - Switch to next year and generate the full yearly schedule
5. **Review and adjust** - Check for any conflicts or issues

When January 1st arrives, the year toggle automatically shifts forward (e.g., from 2025/2026 to 2026/2027). The system always allows toggling between the current year and the next year only - you cannot go backward before the current year or forward beyond next year.

## Common Scenarios

### "I deleted one day of a multi-day tournament and Days Needed for Unscheduled changed"

- This is correct behavior - the metric shows the actual number of missing days
- Example: A 2-day tournament with 1 day scheduled shows "1" unscheduled day
- If you delete that one remaining day, it shows "2" unscheduled days
- This helps you track exactly how many tournament days still need scheduling

### "I tried to generate a schedule but got an error saying tournaments are already scheduled"

- You cannot reschedule tournaments that already have dates for that year
- To reschedule them, first delete their existing scheduled dates:
  - **Fastest method:** Go to Tournaments tab → Deactivate the tournament → Reactivate it (deletes all dates for the viewed year)
  - **Manual method:** Go to Schedule → View & Manage and delete each date one at a time (time-consuming if many dates)
- After deleting, you can generate a new schedule

### "I added a tournament but it's not appearing on the calendar"

- Make sure it's set to Active
- Make sure it has a day of week assigned
- Generate the schedule for the period you want

### "The statistics show red (no days available)"

- You may have too many tournaments for that day of the week
- Consider moving some tournaments to different days
- Or deactivate lower-priority tournaments

### "I excluded a date but tournaments are still scheduled on it"

- This shouldn't happen - the system automatically reschedules tournaments when you add an excluded date
- Try refreshing the Schedule view to see the updated dates

- The tournament should have shifted forward by one week (or more if that date was also occupied)

### "I deleted a tournament but it's still on the calendar"

- Deleting only removes schedules for the currently viewed year
- If it's scheduled in other years, switch to those years and delete there
- Or the tournament may have been deleted but you haven't refreshed the schedule view

## Getting Help

If you encounter errors:

- Check that all required fields are filled out
- Make sure tournaments have a day of week set
- Verify excluded dates are in the correct year
- Try logging out and back in if things seem stuck

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## Quick Reference

### Tournament Tab Actions

- **Add New Tournament** → Create tournament template
- **Edit** → Modify tournament details
- **Activate/Deactivate** → Turn on/off (removes schedules for viewed year)
- **Delete** → Permanently remove tournament (deletes schedules for viewed year)
- **Year Toggle** → Switch between current year and next year only (cannot go backward before current year or forward beyond next year)

### Schedule Tab Actions

- **Generate Schedule** → Create calendar dates for tournaments (only schedules tournaments that don't already have dates for that year)
- **View Schedule** → See what's scheduled for a specific month
- **Delete** (individual date) → Remove one scheduled date (updates statistics immediately)
- **Month/Year Navigation** → Browse different time periods

### Excluded Dates Tab Actions

- **Add Excluded Date** → Mark a date as unavailable (automatically reschedules any tournaments on that date)
- **Delete** → Remove date from exclusion list
- **Year Toggle** → View excluded dates for different years (limited to current year and next year)

### Events Tab Actions

- **Add New Event** → Create one-time event
- **Edit** → Modify event details

- **Delete** → Remove event permanently
- **Add Another Date** → Multi-day events

### **Settings Tab Actions**

- **Update Password** → Change your login password
- **Logout** → Exit the admin panel

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*Remember: Changes you make in the Tournaments tab don't affect the calendar until you generate or regenerate the schedule. The Schedule tab is where tournament definitions become actual calendar dates.*