

This document is provided free of charge by Horton Press. You may view, download, and share the original. You may not edit, remove, or add information to this document, or redistribute altered versions.

Start a new hosted event

Revision 2026-10-10

Open Event Manager and start the plan for a tournament or dual your team hosts.

Use **Event Manager** for tournaments and duals your team hosts. You fill in one form, and YourTeamManager puts the event on your calendar, gives you a hosting checklist and builds a flyer.

Entries and payments still go through your usual registration site.

Step 1: Open Event Manager

1. In the side menu, select **Event Manager**.
2. If you have no events yet, you'll see "No events yet" and a **Create event** button.
3. Use the **Status** filter to show **Active**, **Cancelled** or **All** events. Select **Refresh** to update the list.

Step 2: Start the event

1. Select + **New event** (top right) or **Create event**.
2. The **New event** form opens on the **Event plan** tab. The other tabs are **Flyer builder** and **Checklist**.

Start date is the only box you must fill in. Fill in what you know now and come back for the rest. Anything you skip won't show on the flyer.