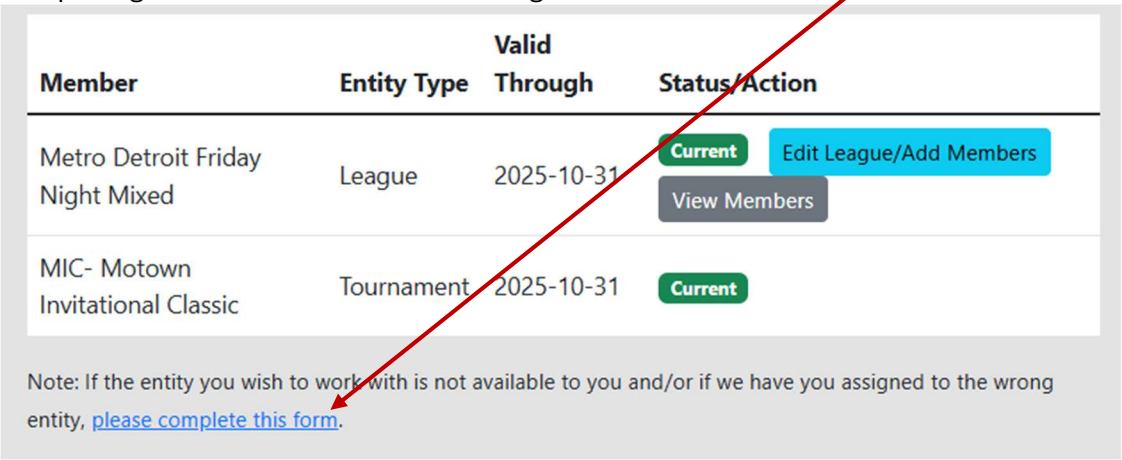
Instructions for Editing League and Tournament Information on IGBO Website

The instructions below will guide you through the process of editing your league or tournament information. This will give you the freedom to update this information on your own to be sure that information is always current and correct.

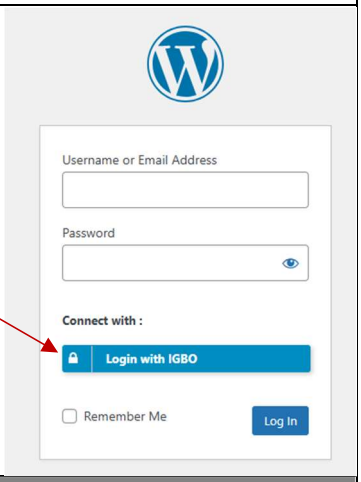
Requirements

Before you will be able to edit your leagues or tournaments, you will need to be sure you are associated with those leagues and tournaments in the IGBO Membership/TAD system. To determine if you are associated with the leagues and tournaments you plan to edit, follow these steps:

Step	Result
1.	Go to: https://membership.igbo.org/
2.	Log in. If you do not have a login, or do not remember your login information, click here: https://tad.igbo.org/help.php
3.	Once you login, you will see the leagues and tournaments you are associated with. If the league or tournament you wish to update is not listed, you will need to notify us by completing the form located under the league and tournament lists. 
4.	If you see the leagues and tournaments you wish to edit listed, you are ready to move on to the next section.

Activating Word Press Account – One Time Only

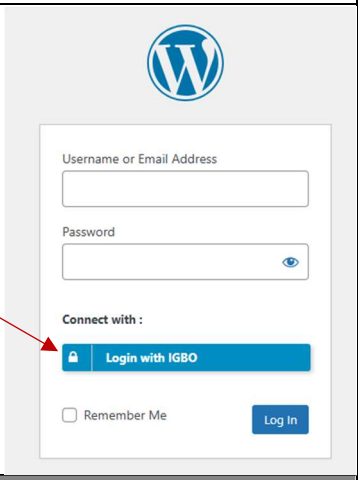
For your account to be created in WordPress, you will need to complete this step before you will be able to access the edit capabilities.

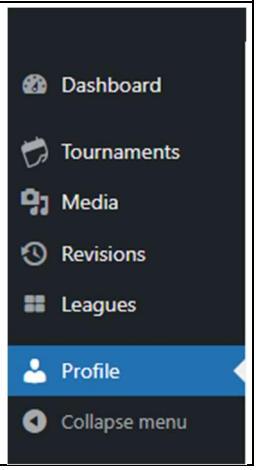
Step	Result
1.	Go to https://igbo.org/login
2.	Click Log In with IGBO. 
3.	Enter the email address and password that is associated with your IGBO Membership/TAD account. See the Requirements Section for more information. Click Sign In. 
4.	After you complete this step, site administrators will set up your WordPress account to allow you to edit the website. This may take up to one day.

Editing your League and Tournament Information

Once you have received your activated your WordPress account (see Activating WordPress Account for more information), you will be able to submit revisions to your league's information that is displayed on the IGBO website. Once submitted, it will be reviewed by a site administrator and then approved to appear on the website. Updates may take up to 24 hours to appear on the website.

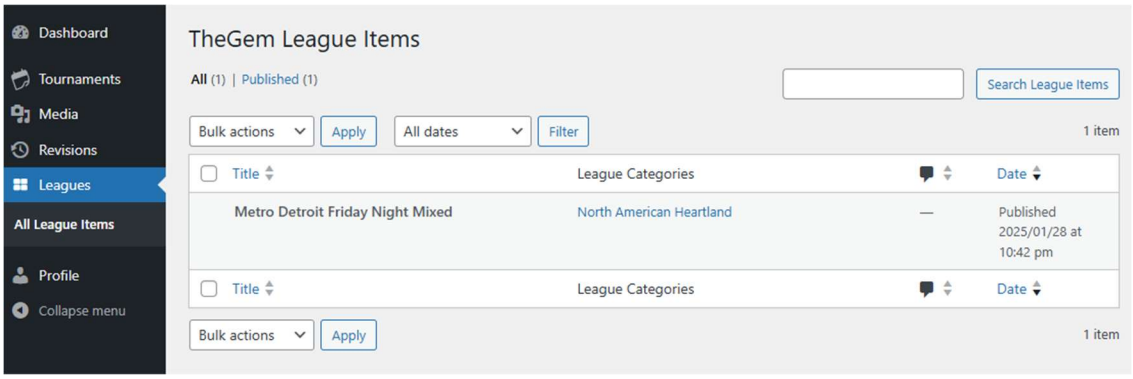
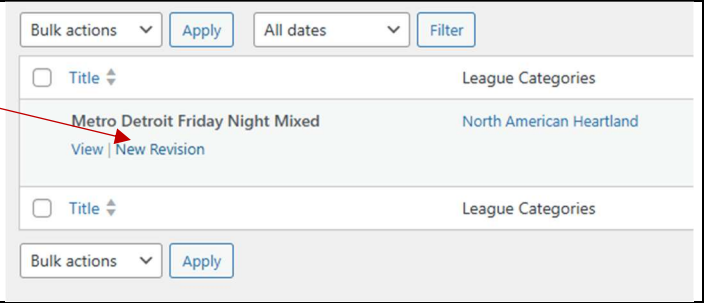
To access WordPress to update a league or tournament, follow these steps:

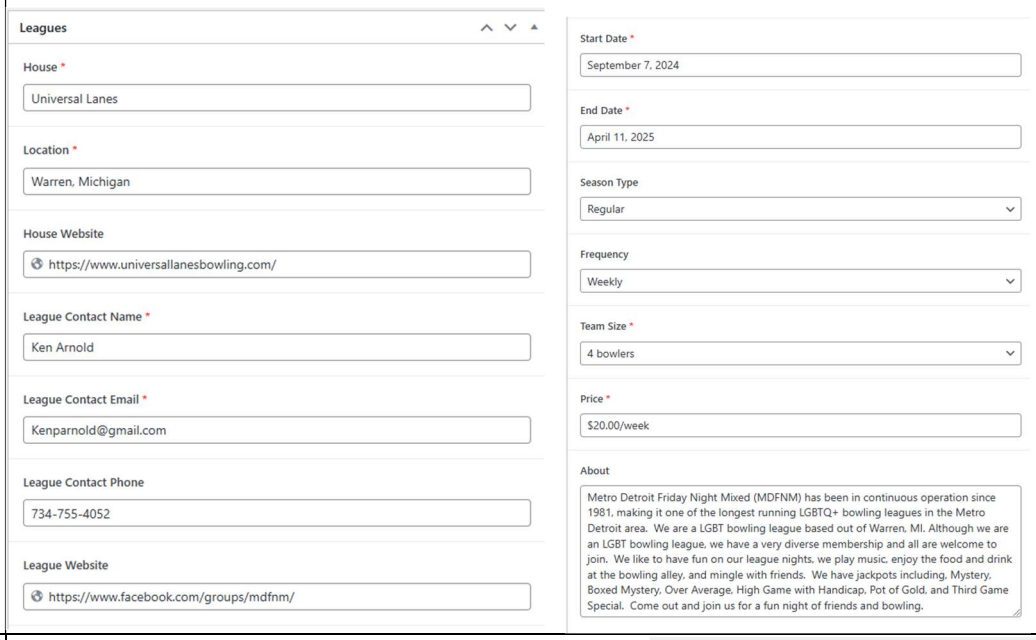
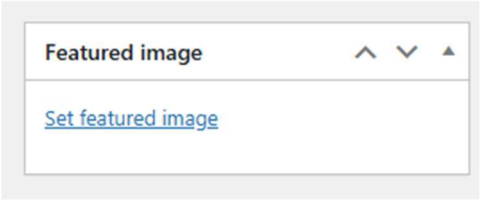
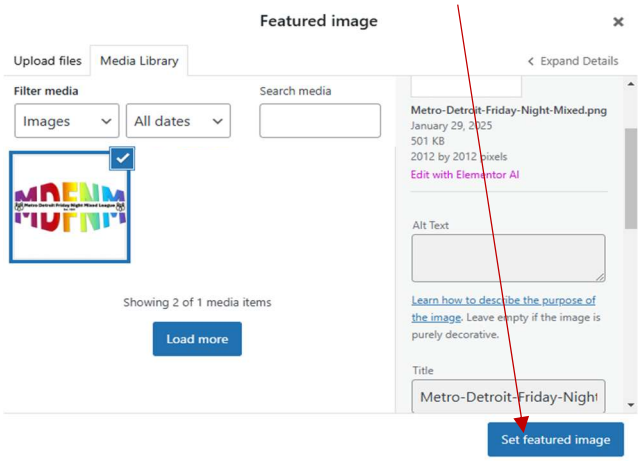
Step	Result
1.	Go to https://igbo.org/login
2.	Click Log In with IGBO. 
3.	Enter your email address and password that is associated with your IGBO Membership/TAD account. See the Requirements Section for more information. Click Sign In. 

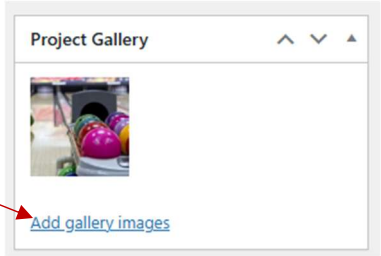
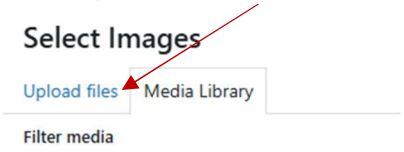
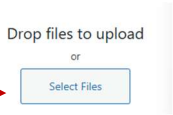
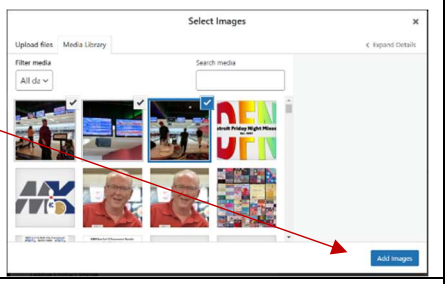
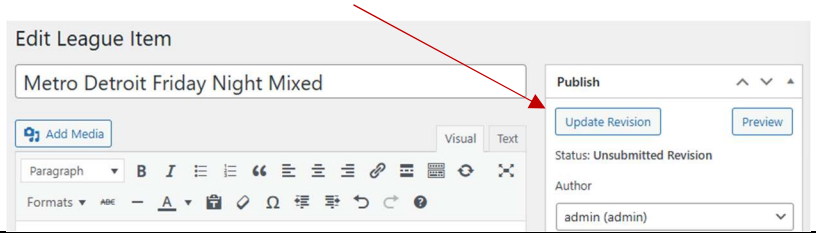
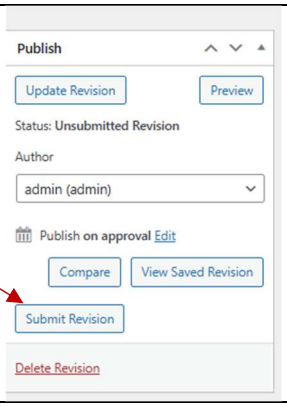
Step	Result
4.	From here you will select either Tournament or League to begin making your revisions. 

Editing a League

Follow these steps to edit your league information.

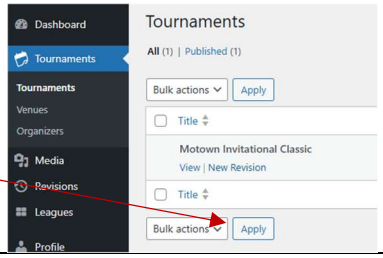
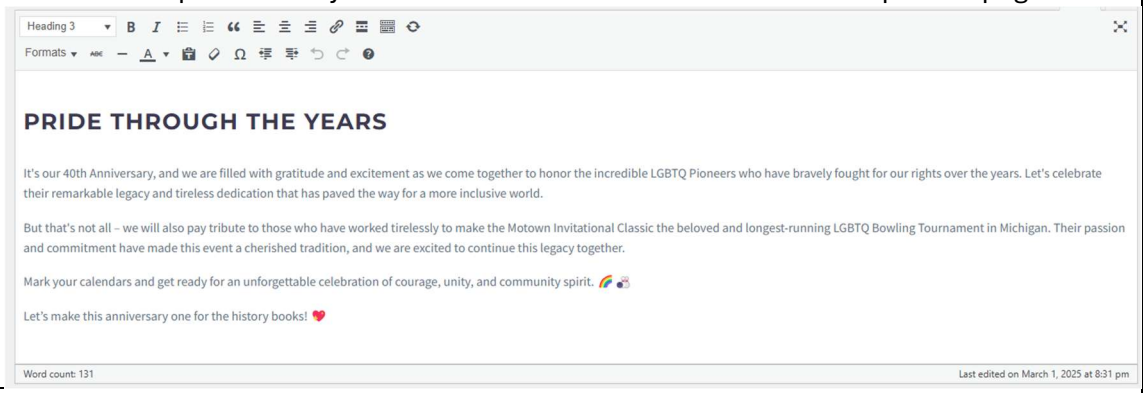
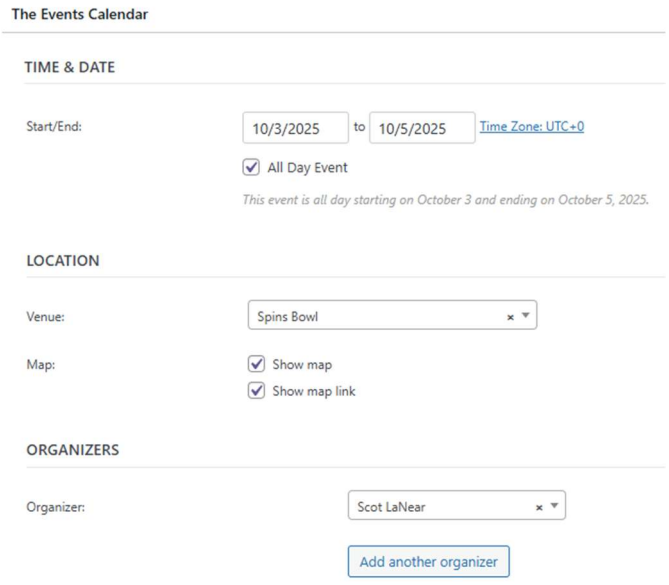
Step	Result
1.	Click Leagues from the menu on the left. This will display the leagues you have the rights to edit. If you do not see your league here, review the information in the Requirements Section of this document. 
2.	Hover your mouse over the name of the league you want to edit and then click New Revision. 

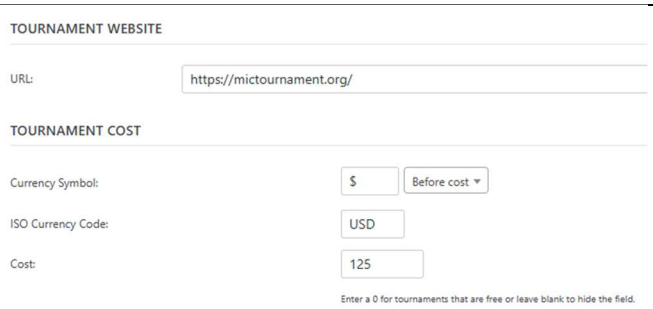
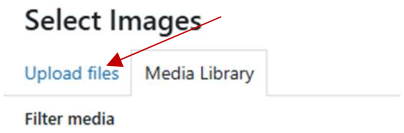
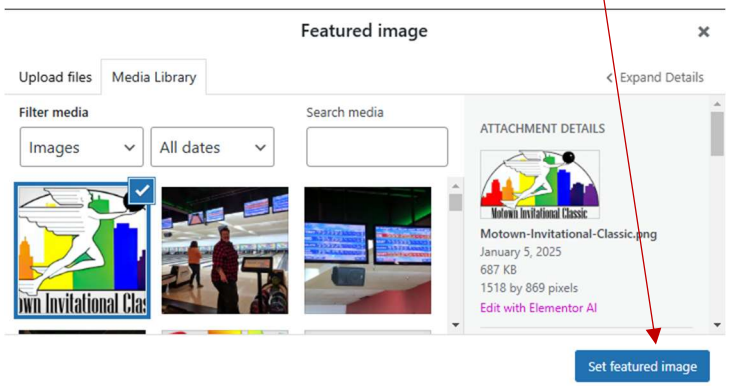
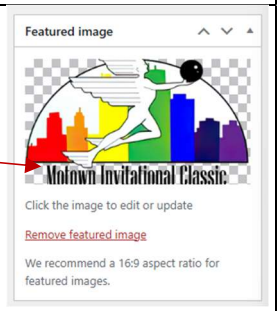
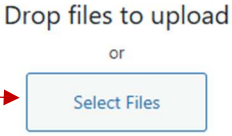
Step	Result
3.	Complete all of the information as it relates to the current season of your league. If you are currently in between seasons, use the information for the upcoming season. 
4.	Optional: If you wish to add or replace the current league logo, click the image on the right or if no image is shown click Set featured image. Click Select Files and locate the image saved on your computer and click Set featured image button in the bottom right hand corner.   BE SURE TO UPLOAD A LOGO THAT IS AT LEAST 1500 X 1500 PIXELS IN SIZE. IT MUST BE A SQUARE IMAGE.

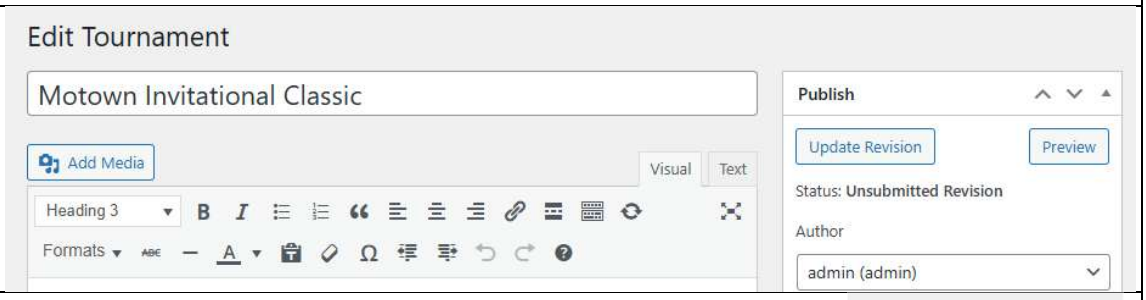
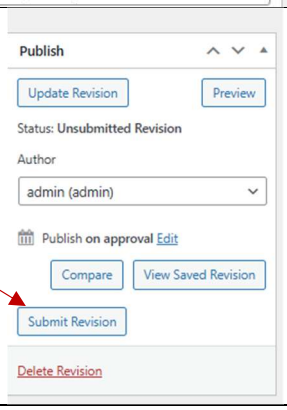
Step	Result
5.	Optional: If you would like to add photos of your league or bowling center, you can do so by clicking Add gallery images from the menu on the right.  Click Upload Files.  Click Select Files, locate the images on your computer and select them (you can hold CTRL key down and select multiple files), and then click open.  Once images are uploaded to the Media Library, they will already be checked. Click Add Images. IMAGES SHOULD BE AT LEAST 1500 PIXELS IN SIZE. 
6.	Once your edits are complete, click Update Revision in the upper right hand corner of the page. You can also click Preview to see what your information will look like on the website. 
7.	Click Submit Revision. Once you submit the revision, a site administrator will approve. This can take up to 24 hours for your new information to display on the website. 

Editing a Tournament

Follow these steps to edit your Tournament information:

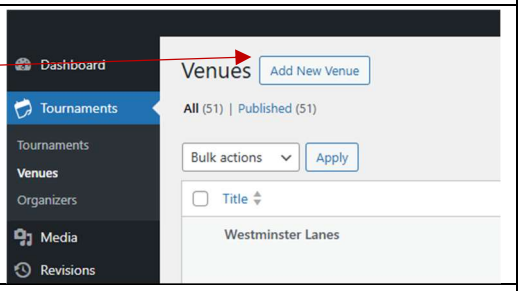
Step	Result
1.	Click Tournaments from the menu on the left side of the screen. This will display the tournaments you have the right to edit. Hover over the name of the tournament you are editing and click New Revision. 
2.	Write a description about your tournament in the text window at the top of the page. 
3.	In the Events Calendar section complete all the relevant information.  Enter Start and End dates for your next tournament. Make sure the All Day Event is checked. Click the Venue box and locate your bowling house. If your bowling house is not listed, see Adding Venues section. Click the Organizer box and locate the person who will be the point of contact for your tournament. If that person is not listed, see Adding Organizers section.

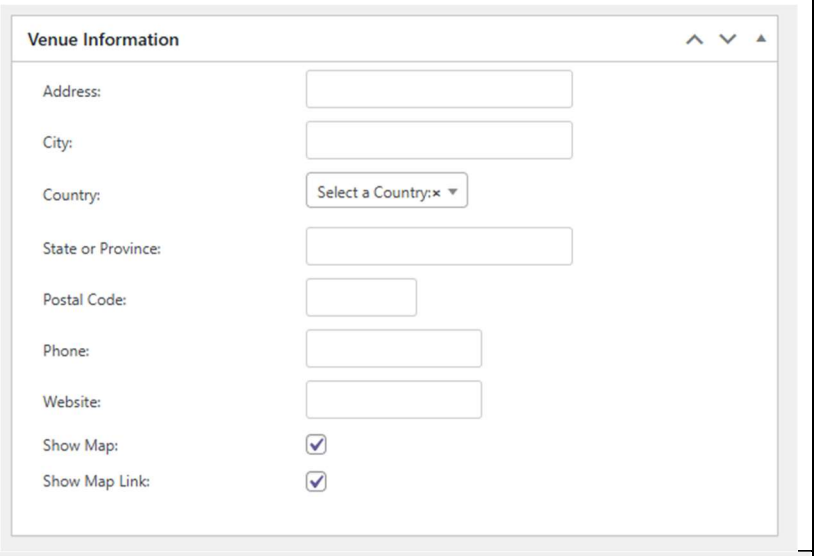
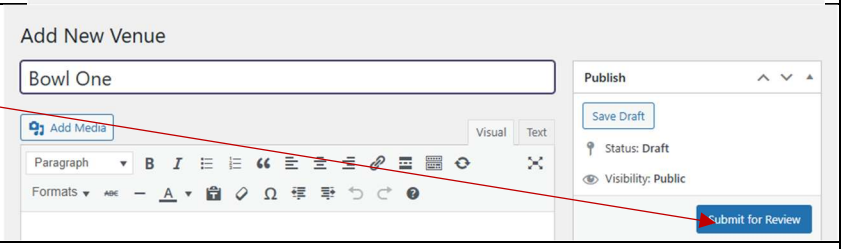
Step	Result
	 Add your tournament's website. Choose your currency symbol and whether that symbol should display before or after the cost. Enter your Currency Code. Enter your Tournament Entry Cost
4.	Optional: If you wish to add or replace the current league logo, click the image on the right or if no image is shown click Set featured image. Click Upload Files.  Click Select Files, locate the images on your computer and select them (you can hold CTRL key down and select multiple files), and then click open. Once images are uploaded to the Media Library, they will already be checked. Click Set Featured Image.    IMAGES MUST BE AT LEAST 1200 IN SIZE.
5.	Once your edits are complete, click Update Revision in the upper right hand corner of the page. You can also click Preview to see what your information will look like on the website.

Step	Result
	
6.	Click Submit Revision. Once you submit the revision, a site administrator will approve. This can take up to 24 hours for your new information to display on the website. 

Adding Venues

When you are editing your Tournament, you will need to select the Bowling Center where your tournament is held. Site administrators have tried to populate all known bowling centers from our membership database, but there may be a time when you will need to add a new venue. Follow these steps to add a new venue. Once added, it will need to be approved by site administrators. Once approved you will be able to edit you tournament and select the new bowling house from the venue drop down list.

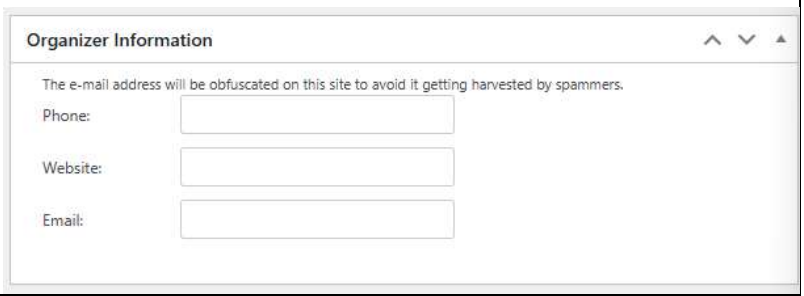
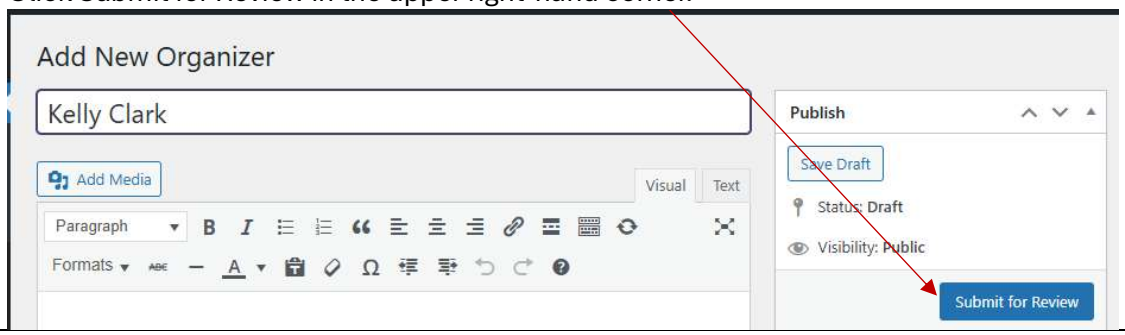
Step	Result
1.	Click Venues on the left side of the WordPress dashboard. Click Add New Venue at the top of the page. 
2.	Enter the name of the Bowling House. 

3.	Add the Venue Information. 
4.	Click Submit for Review in the upper right-hand corner. 
5.	Once you submit the revision, a site administrator will approve. Once approved, you will be able to add that venue to your listing. This can take up to 24 hours.

Adding Organizers

When you are editing your Tournament, you will need to select the Tournament Organizer who is the main contact for your tournament. This could be the IGBO Rep, Director, or other Tournament Officer. Follow these steps to add a new organizer. Once added, it will need to be approved by site administrators. Once approved you will be able to edit your tournament and select the organizer from the drop-down list.

Step	Result
1.	Click Organizers on the left side of the WordPress dashboard.
2.	Enter the name of the Organizer. 

3.	Add the Organizer Information. 
4.	Click Submit for Review in the upper right-hand corner. 
5.	Once you submit the revision, a site administrator will approve. Once approved, you will be able to add that organizer to your listing. This can take up to 24 hours.

Help

If you encounter any problems updating your league or tournament information, please contact it@igbo.org.