



# Master Tournament Roster Edit Tool INSTRUCTIONS

- This player list will sync with the Digital Steel Bracket Program
- Players must use Public Check In or be added with this tool in order to appear in the Scoring App, Onsite Registration Kiosk and Bracket Program
- **Use this tool to add a player without an email address**

The screenshot shows the 'Tournament Roster Edit Tool' for the 'Syracuse Open 2018'. At the top right, there are buttons for 'Potential Dupes', 'Missing Emails', and 'Logout'. Below these are buttons for 'Add' and 'Clear'. A search bar is labeled '1' and contains 'Email' and 'First/Last Name' fields. Below the search bar is a red instruction: 'Enter Player Email Address OR First Initial, SPACE, Last Name'. To the right of the search bar, it says '228 Players' with a callout '6'. Below the search bar is a table with columns: ID, Name, Email, Member, and Matches. The table contains 7 rows of player data. A callout '5' points to the 'X' icon in the first column. A callout '7' points to the name 'Barlow, Jayson' in the second column.

ID	Name	Email	Member	Matches
✕ 41147	Arkadiusz, Adamczyk	✓		-
✕ 41173	Barber, Jim	✓	l8p9qz	-
✕ 41163	Barlow, Jayson	✓	zyk2ol	4
✕ 41568	Barry, Avery	✓	jmve1j (P)	12
✕ 41574	Bouchie, Paul	✓		-
✕ 41378	Bradley, Stacy (Bradley)	✓	zy98mj	1
✕ 41905	Brandy, L (Brandy)	Missing		-

1. Search for players by email or name in DartConnect Database
2. Filter – Sort List by Potential Duplicates
3. Filter – Sort list by missing emails
4. Add – Manually enter new player information
5. Click “X” to suppress player from Master Roster & Bracket Program
6. Total Player Count
7. Click any player’s name to edit their information (e.g. correct spelling or add email)

**See reverse side for additional instructions**



# Master Tournament Roster Edit Tool

## HOW TO ADD PLAYERS

### Player Search by Email

gregg.t		First/Last Name	Add	Clear
Gregg	Tong	gregg.t@dartconnect.com	TONG80	✕
George	Tony	gregg.t.ong@gmail.com	GREGGTEST	
George	Tony	gregg.to.ng@gmail.com		

- Enter a **player's email** to see if they are already in the database
- Matching name results will appear as you fill in the address
- Click on the correct match to add them to the Master Roster
- If multiple records appear, have player identify correct name to select

### Player Search by Name

Email		g tong	Add	Clear
Gregg	Tong	gregg.t@dartconnect.com	TONG80	✕
Gregg	Tong	gregg@roundtable.com		
Gregg	Tong	greggt@doublecork.com	TONGSTEN	

- Enter a player's **first initial – space – last name**
- Matching name results will appear as you fill in the last name
- Click on the correct match to add them to the Master Roster
- If multiple records appear, have player identify correct name to select

### Manually Add Player to the List

Player Info

Gregg  
Tong  
gregg.t@dartconnect.com

@gmail @hotmail @yahoo  
@aol @msn @icloud  
@comcast @sbcglobal @verizon

Display Name

Add Player Cancel

- If player does not appear in the lookup, click "Add"
- Enter name and email address or name without email address
- **Note** – this tool is the **ONLY** way to add a player without an email address