

Instructions to Athletic Directors/Coaches
(Weekend/Championship Tournaments)

Greetings,

For the first time ever, we are using an online assignment system for all Texas High School Water Polo Referees to manage games and accounting. As such, every game must be inputted into our assigning system. We are attempting to load every known high school that plays and pool locations in the three regions into the database – well over 150 schools and locations. We currently are working on uploading teams in the DFW area.

To simplify matters, you will need to provide your local assignor with an Excel Worksheet that will be used to mass upload your tournament games into the assigning system. This will allow your local assignor to input all of the games quickly and to minimize errors. Please remember to be as accurate as possible. After emailing your assignor your tournament schedule, we can still add, revise, and make changes to games (as if a team drops out) – this just allows us to speed up the tedious process of inputting games by importing a mass excel sheet.

A template has been attached for you. Please fill out the following sections in the template; I have attached an example for reference. Use the template provided, Save As your tournament name and date and email back to your local assignor. Please note you must first select from the dropdown box and then use that to copy/paste into other cells. Do not copy/paste from another document.

1. Date – mm/dd/yy – ONLY USE THIS FORMAT
2. Time – 3:00 PM, 3:15 PM, etc. (There must be a space between the time and AM/PM).
3. Game - Leave Blank
4. Custom Game ID – Leave Blank
5. Sport – Choose TX HS Water Polo from the dropdown menu. You may select a range of cells and copy/paste or “Fill Down” to the last entry once all games are all entered.
6. Level – Choose Boys Varsity, Boys JV, or Girls Varsity, Girls JV, or Co-Ed/Consol depending on what the game is. USE THE DROPDOWN BOX for this.
7. Home Team – Choose the dark team for the game school from the dropdown menu and then USE DROPDOWN BOX first. If your tournament is an advancement tournament and you have to list the winner/loser of a previous game, list “TBA”. Due to the system’s setup for other sports, some schools are listed by what city/school district they are in first – i.e. Houston Lamar or Southlake Carroll.
8. Home Level - Leave Blank
9. Visiting Team – Choose the dark team for the game school from the dropdown menu and then USE DROPDOWN BOX first. If your tournament is an advancement tournament and you have to list the winner/loser of a previous game, list “TBA”. Due to the system’s setup for other sports, some schools are listed by what city/school district they are in first – i.e. Houston Lamar or Southlake Carroll.
10. Visiting Level - Leave Blank
11. Site - USE DROPDOWN BOX to find your site. Do not type in or copy name in from another document. Use the dropdown box first, and then you can copy/paste for the rest of the games.
12. Subsite – If your facility has multiple pools running at once, select which pool the game will be in from the DROPDOWN BOX – you will normally choose “Pool #1” or “Pool #2”. If you do not have multiple pools running simultaneously, leave this blank.

If you do not see your team or location listed, please contact me as soon as possible so that we can make sure it is loaded correctly. That is all you have to do. It will minimize errors and catch double bookings. Once again, after filling out tournament schedule, Save As under your tournament name and date and email back to your assignor.

Example: Battlefield 03-22-2018.xls or North Region Champs 04-21-2018

Should you have any questions, please feel free to contact your local TAWPO Assignor or myself.

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