

To Add a New Tournament to Mypetanque.

We suggest you do the following:

1. Go to the Home Page of Mypetanque at www.mypetanque.com (note, there is no .au in the address)

Before you do anything more, have a look at the State Super 4 Qualifying (VIC) event that you will see on the REGISTER screen. This will give you an idea as to what you are trying to achieve and will make a little sense of the following. Also have a look at the screen when you click on the Details link for this tournament.

Now follow the list of actions below.

2. To Add a Tournament (and do a few other things) you need a Profile and must Login to Mypetanque. This is done using the Login link at the top right.
3. Enter your name (it will autocomplete) so select your name; you don't have to type it all (you must be a PFA licenced player) and your licence number will automatically appear. Then fill in your (usual, or preferred) email address and then type in a Password (abiding by the conditions indicated) and then repeat a second time. Your password is fully encrypted and is not divulged to anyone (including me!). Do not use your PFA Portal password!
4. Now click on the Managers link and choose the Add/Edit Tournament option.
5. On the next screen under ADD click on the Add Future Tournament option. Proceed through the fields and complete them as required. Many are compulsory, and leaving a compulsory field incomplete will not allow the Tournament to be added to the list on Mypetanque.

We will now go through each Heading on the form.

UPLOAD FLYER

As this refers to the State Super 4 Qualifying Event, we feel that this Flyer should be uniform across all states so ask you to upload the Flyer attached to this email. Use the Browse option to find the PFA_SS4_2018 file and press the Enter key

TOURNAMENT DETAILS

Name = State Super 4 Qualifying (and then type your state abbreviation here, as NSW, WA etc)

Organiser = PFA

State = select your state from the list provided

Umpire (optional) = leave blank unless you have a permanent umpire for the full event

Venue = See State Calendar (or something along these lines)

Venue Address = (leave blank unless you are using 1 venue for the all Qualifying Matches)

Tournament Start Date = 01/02/2018 (or later as decided by your State League)

Tournament End Date = 15/08/2018 (just before the Finals is OK)

Registration Closes = 31/01/2018 (as defined by PFA) – this must be prior to the tournament Start Date!

Register on the Day = (box must not be checked as Teams are not allowed to register on the day – PFA rules)

TOURNAMENT CONTACT

Name = name of State League Secretary (normally)

Email = that of State League Secretary (normally)

Phone = that of State League Secretary (do not leave blanks in phone number, must be exactly 10 digits)

TOURNAMENT FORMAT

Select Team Challenge

You will be asked to select the Minimum and Maximum number of Players in a Team = 4 in each instance

Max Number of Teams = (leave blank)

Team Coach = (leave unchecked)

Divisions – use the following

Division 1

Name = SS4 Open (and your state abbreviation in brackets)

Age = Any

Gender = Any

Division 2

Name = SS4 60+ (and your state abbreviation in brackets)

Age = 60+

Gender = Any

(and leave all the remaining divisions blank)

PAYMENT DETAILS

Entry Fee = 200.00, and check the 'per Team' option

Pay on the Day = (no not check)

Cheque = check this, and then fill in the details for Teams to send a cheque for the Registration fee

Direct Credit = check this, and then fill in the details for Teams to pay the Registration fee by direct credit

(Note: you should make it clear to all players in your state that these are the only 2 payment options as payment must be received by 31 January – PFA stipulates this!)

RESULTS ONLINE

Do not check this box

COMMENTS

For Players = (write something along the lines of ...)

“Please read the Flyer very carefully. This Registration screen is only relevant for Teams in Victoria. For Teams from other States please use the correct Registration screen for your State. Please note that you must supply a Team Name along with the names of 4 players.”

For Admin = (leave blank)

Then press the Submit button

If all goes well a new PFA Tournament will appear on the REGISTER screen of Mypetanque. This should look virtually identical to the VIC one in the PFA Tournament group.

This should also appear as the only (probably!) event if you select your State on the Filter by State: option.

If you have any problems, you are welcome to email me on peter_wells@fastmauil.com.au

Peter Wells
December 2017