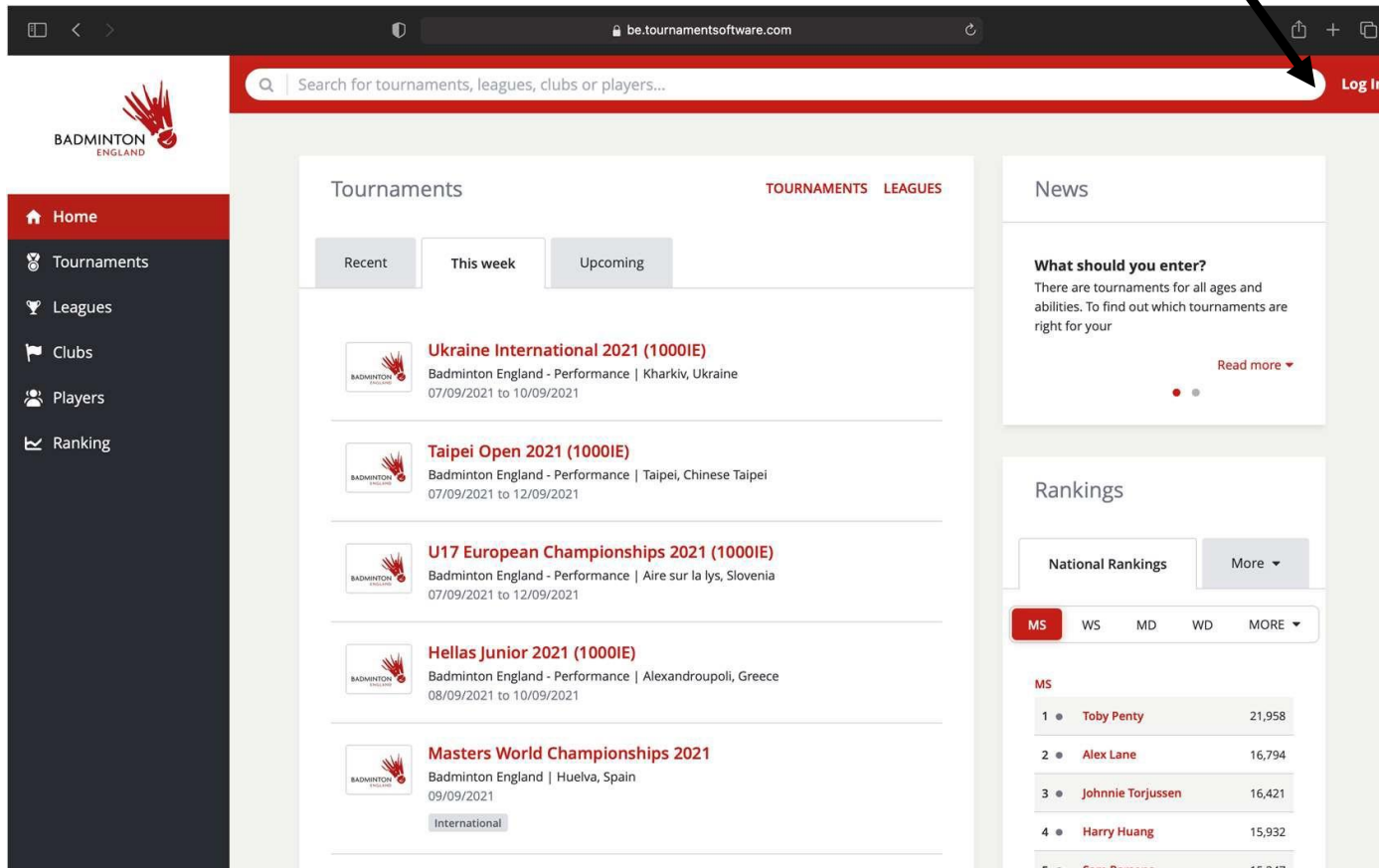




BADMINTON  
ENGLAND

# Tournament Software Club Admin Guide

# Club Matches, Location and Home and Away Entry Step 1 – Click “Log In”



<https://be.tournamentsoftware.com/>

## Step 2 – Enter credentials and Login

be.tournamentsoftware.com

**Log in**

Login name  
beuk1022877

Password  
\*\*\*\*\*

**LOGIN**

[Lost your password?](#) | [Lost your login name?](#)

provided by  
tournament  
software

Step 3- Select "Leagues" on the left hand side. Search for our league. Then select our League

The screenshot displays the Badminton England website interface. On the left is a dark navigation sidebar with the following items: Home, Tournaments, Leagues (highlighted in red), Clubs, Players, Ranking, Other, and Other roles. The main content area has a red header with the "Badminton ENGLAND" logo on the left and "Sion Severn SS" on the right. Below the header is a search bar containing "Nottinghamshire" and a "GO" button. The page title is "Leagues". The search results section shows "1 Results" and a "RESET FILTERS" button. A date filter is applied: "From 08/07/2023 To 22/07/2024". The search results list one entry: "Nottinghamshire League 2023-2024" with a small logo, the location "Nottinghamshire | Nottinghamshire", and the dates "12/09/2023 to 29/04/2024". On the right side, there are filter sections: "Filters 1" with a "RESET FILTERS" link; "Date" with two dropdown menus set to "From 08/07/2023" and "to 22/07/2024"; "Location" with a dropdown menu set to "Country"; and "Online entry" with an unchecked checkbox labeled "Open for entries".

## Step 4 – Select “Clubs”, then your Club

The screenshot shows the Badminton England website interface. On the left is a dark sidebar with navigation options: Home, Tournaments, Leagues, Clubs, Players, Ranking, Other, and Other roles. The main content area has a red header with a search bar, the league title 'Nottinghamshire League 2023-2024', and a 'FAVOURITE' button. Below the header is a horizontal menu with tabs: Overview, Draws, My matches, Matches, Comments, Clubs, Teams, Locations, Find, and Members. An arrow points to the 'Clubs' tab. Below the menu is a table titled 'Clubs' with columns: Name, Number, Number of Teams, Number of Players, Male players, Female players, and City. An arrow points to the 'Name' column header. The table lists several clubs including Arboretum, Beeston Braves, Beeston Fields, Beeston Valley, Bingham, Boots, Byron, and Carlton.

**Nottinghamshire League 2023-2024**  
Last updated: 22 July 2023 15:57  
Nottinghamshire | Nottinghamshire  
12/09/2023 to 29/04/2024

Visit [badmintonengland.co.uk](https://badmintonengland.co.uk)

Overview | Draws | My matches | Matches | Comments | **Clubs** | Teams | Locations | Find | Members

### Clubs

Name	Number	Number of Teams	Number of Players	Male players	Female players	City
Arboretum	3000/4749	7	36	27	9	
Beeston Braves	brave	4	18	13	5	
Beeston Fields	3001/0881	11	37	21	16	
Beeston Valley	CL001187	7	38	23	15	
Bingham	3098/0882	8	34	20	14	
Boots	3001/3116	5	27	19	8	
Byron	3001/1158	5	14	8	6	
Carlton	3098/0887	6	21	14	7	

## Step 5 – Select “Matches” and the from the drop down “All Matches”

The screenshot shows the Nottinghamshire League 2023-2024 website. The header is red with a search bar and the league title. Below the header is a navigation menu with buttons for Overview, Draws, My matches, Matches, Comments, Clubs, Teams, Locations, Find, and Members. The 'Matches' button is highlighted. Below the navigation menu, the club name 'Club: Arboretum (3000/4749)' is displayed. A sub-menu is open with options: General, Teams, Matches, Standings, Players, Active players, and Statistics. The 'Matches' option is selected. Below the sub-menu, there is a 'Matches' section with a 'Match filter' dropdown menu set to 'All matches'. Below the dropdown menu, there is a table titled 'All matches' with columns: Time, Draw, Round, Stage No, Home - Away, and Score Status. The table contains six rows of match data.

**Nottinghamshire League 2023-2024**  
Last updated: 22 July 2023 15:57  
Nottinghamshire | Nottinghamshire  
12/09/2023 to 29/04/2024

Overview Draws My matches **Matches** Comments Clubs Teams Locations Find Members

Club: Arboretum (3000/4749) ★

General Teams **Matches** Standings Players Active players Statistics

**Matches**  
Match filter: All matches

**All matches**

Time	Draw	Round	Stage No	Home - Away	Score Status
	Nottinghamshire League 2023-2024 Ladies Division 2	2	5	Arboretum Ladies 1 - Boots Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	3	9	Arboretum Ladies 1 - Byron Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	4	14	Arboretum Ladies 1 - Nottingham Trent University Students Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	5	18	Arboretum Ladies 1 - Rushcliffe Arena Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	6	23	Arboretum Ladies 1 - Safari Badminton Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	7	27	Arboretum Ladies 1 - Southwell Ladies 1	Modify

## Step 6 – Select “Modify” on the Match to add date and time







Club: Arboretum (3000/4749) ★

General Teams **Matches** Standings Players Active players Statistics

### Matches

Match filter: All matches ▼

### All matches

Time	Draw	Round	Stage	No	Home - Away	Score	Status
	Nottinghamshire League 2023-2024 Ladies Division 2	2	5		Arboretum Ladies 1 - Boots Ladies 1		 Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	3	9		Arboretum Ladies 1 - Byron Ladies 1		 Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	4	14		Arboretum Ladies 1 - Nottingham Trent University Students Ladies 1		 Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	5	18		Arboretum Ladies 1 - Rushcliffe Arena Ladies 1		 Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	6	23		Arboretum Ladies 1 - Safari Badminton Ladies 1		 Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	7	27		Arboretum Ladies 1 - Southwell Ladies 1		 Modify

Step 7 – Select “Switch Home and Away Match” if the first team displayed isn’t the home team

**Email all match users**

**Add comment**

**Match overview**

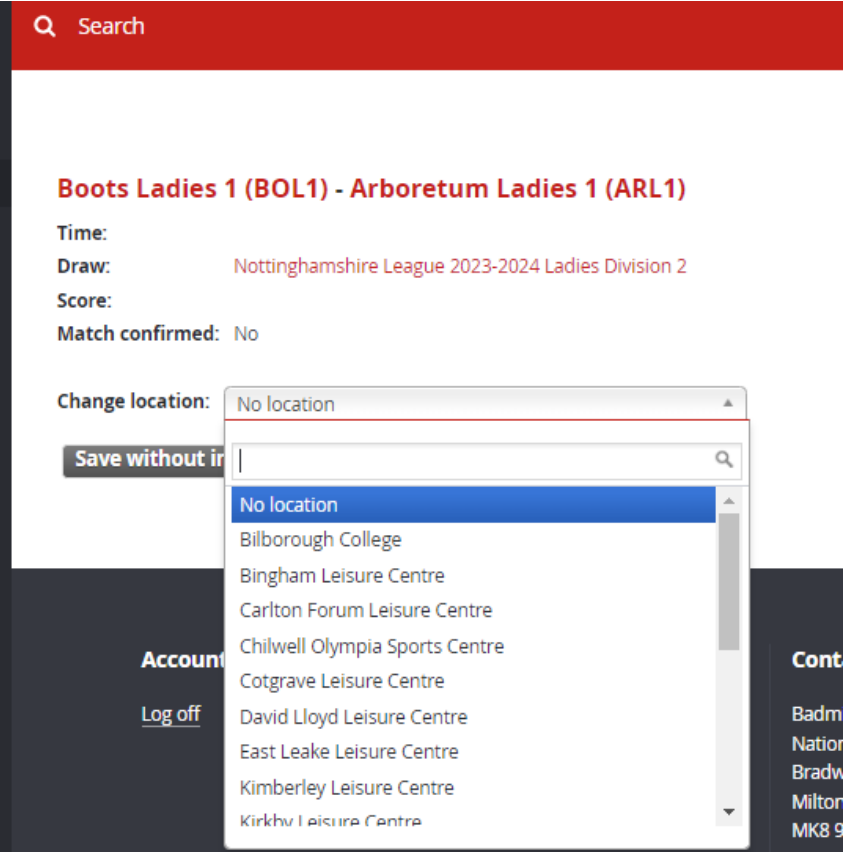
**Event Arboretum Ladies 1 (ARL1) - Boots Ladies 1 (BOL1) Score**

WD1	-
WD2	-
WD3	-
WD4	-
WD5	-
WD6	-
WD7	-
WD8	-
WD9	-

**Reschedule match** **Relocate match** **Switch Home and Away Match**



Step 8 – Select “Relocate match” to add location of the match. From the drop down select the correct locations and then select “Save”



Step 9 – Select “Reschedule match” to add the date and time of the match. Once you have entered the correct details select “Save”

**Boots Ladies 1 (BOL1) - Arboretum Ladies 1 (ARL1)**

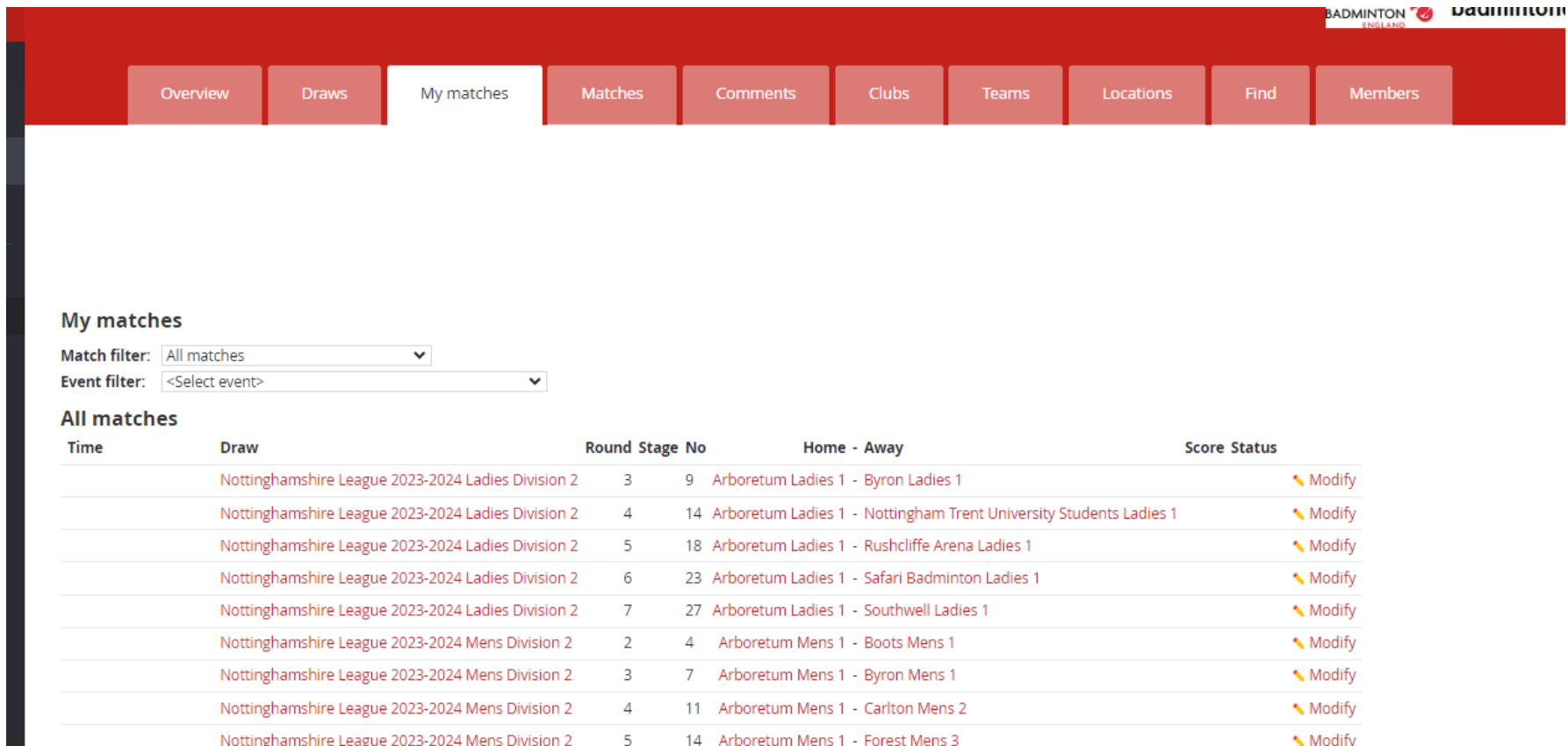
Time:  
Draw: Nottinghamshire League 2023-2024 Ladies Division 2  
Location: Bilborough College  
Score:  
Match confirmed: No

**Match schedule**

Change date (dd/mm/yyyy):  /  /   
Change time:  :

**Save without indication** **Save** **Back**

Step 10 – To do another match select “My Matches” and use the “Match Filter” drop down to select “All Matches”



The screenshot shows a website interface for badminton. At the top right, there are logos for 'BADMINTON ENGLAND' and 'badminton'. Below these is a navigation bar with buttons for 'Overview', 'Draws', 'My matches', 'Matches', 'Comments', 'Clubs', 'Teams', 'Locations', 'Find', and 'Members'. The 'My matches' button is highlighted. Below the navigation bar, there is a section titled 'My matches' with two dropdown menus: 'Match filter:' set to 'All matches' and 'Event filter:' set to '<Select event>'. Below this is a section titled 'All matches' containing a table of matches.

Time	Draw	Round	Stage No	Home - Away	Score Status
	Nottinghamshire League 2023-2024 Ladies Division 2	3	9	Arboretum Ladies 1 - Byron Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	4	14	Arboretum Ladies 1 - Nottingham Trent University Students Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	5	18	Arboretum Ladies 1 - Rushcliffe Arena Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	6	23	Arboretum Ladies 1 - Safari Badminton Ladies 1	Modify
	Nottinghamshire League 2023-2024 Ladies Division 2	7	27	Arboretum Ladies 1 - Southwell Ladies 1	Modify
	Nottinghamshire League 2023-2024 Mens Division 2	2	4	Arboretum Mens 1 - Boots Mens 1	Modify
	Nottinghamshire League 2023-2024 Mens Division 2	3	7	Arboretum Mens 1 - Byron Mens 1	Modify
	Nottinghamshire League 2023-2024 Mens Division 2	4	11	Arboretum Mens 1 - Carlton Mens 2	Modify
	Nottinghamshire League 2023-2024 Mens Division 2	5	14	Arboretum Mens 1 - Forest Mens 3	Modify

Step 11 – Go back up to step 6 to modify next match.