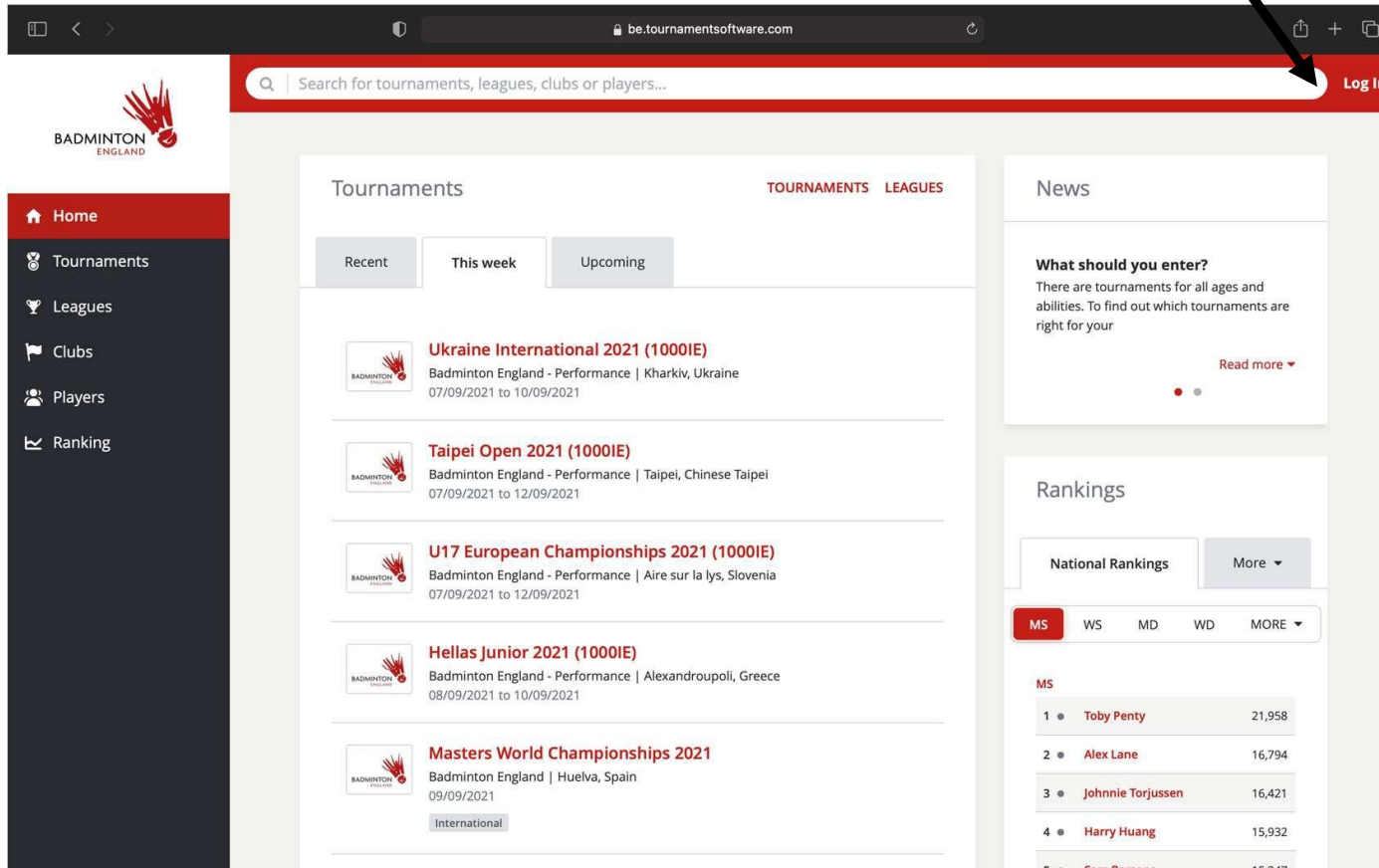




BADMINTON  
ENGLAND

# Tournament Software Captains Guide

# Results Entry Step 1 – Click “Log In”



The screenshot shows the website [be.tournamentsoftware.com](https://be.tournamentsoftware.com/). The navigation bar is red and contains a search bar, the 'Log In' button, and social media icons. A black arrow points to the 'Log In' button. The main content area is divided into three columns: 'Tournaments', 'News', and 'Rankings'. The 'Tournaments' column lists several events, including the Ukraine International 2021, Taipei Open 2021, U17 European Championships 2021, Hellas Junior 2021, and Masters World Championships 2021. The 'News' column has a section titled 'What should you enter?' with a 'Read more' link. The 'Rankings' column shows 'National Rankings' for 'MS' with a list of players and their scores.

Rank	Player	Score
1	Toby Penty	21,958
2	Alex Lane	16,794
3	Johnnie Torjussen	16,421
4	Harry Huang	15,932
5	Sam Parsons	15,247

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

## Step 2 – Enter credentials and Login

be.tournamentsoftware.com

**Log in**

Login name  
beuk1022877

Password  
\*\*\*\*\*

**LOGIN**

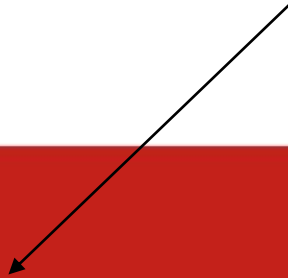
[Lost your password?](#) | [Lost your login name?](#)

provided by  
tournament  
software

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

The screenshot shows 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 (with a dropdown arrow), and Other roles. The main content area has a red header with the "Leagues" title and a search bar containing "Nottinghamshire" with a "GO" button. In the top right corner of the header, it says "Sion Severn" with a user profile icon. Below the search bar, the page shows "1 Results". A filter bar indicates "From 08/07/2023 To 22/07/2024" with a "RESET FILTERS" button. The search results list one item: "Nottinghamshire League 2023-2024" with a small logo, the location "Nottinghamshire | Nottinghamshire", and the dates "12/09/2023 to 29/04/2024". To the right of the results is a "Filters 1" section with a "RESET FILTERS" button. It includes a "Date" filter with "From" (08/07/2023) and "to" (22/07/2024) dropdowns, a "Location" filter with a "Country" dropdown, and an "Online entry" section with an unchecked checkbox labeled "Open for entries".

## Step 4 – Select “Matches”



Navigation menu (left sidebar):

- Home
- Tournaments
- Leagues**
- Clubs
- Players
- Ranking
- Other ▾
- Other roles

Search bar: Search

Calendar: 12/09/2023 to 29/04/2024

User: Sion Severn SS

Logo: BADMINTON ENGLAND VISIT badmintonengland.co.uk

Navigation tabs:

- Overview
- Draws
- My matches
- Matches**
- Comments
- Change log
- Clubs
- Teams
- Locations
- Find
- More ▾

**Nottinghamshire**

**Venue:** Chilwell Olympia

**Address:** Bye Pass Road  
Chilwell  
Beeston  
NG9 5HR Nottinghamshire  
England

**Website:** [www.Nottsba.co.uk](http://www.Nottsba.co.uk)

**Contact**

**Name:** Sion Severn

**Email:** [Notts\\_Ba\\_Website@outlook.com](mailto:Notts_Ba_Website@outlook.com)

**Categories**

Nottinghamshire League 2023-2024, Knock Out Cup 2023-2024

**Days**

## Step 5 – Find your match by date and select modify or select your team

The screenshot shows the Badminton England website interface. On the left is a dark navigation menu with options: Home, Tournaments, Leagues (highlighted), Clubs, Players, Ranking, Other, and Other roles. The main content area has a red header with a search bar, a date range selector (12/09/2023 to 29/04/2024), and a user profile (Sion Severn). Below the header is a secondary navigation bar with buttons: Overview, Draws, My matches, Matches (active), Comments, Change log, Clubs, Teams, Locations, Find, and More. The main content area displays 'Tournament days' for Saturday, 22 July. Underneath is a 'Match overview of 22 July 2023' section with a table. The table has columns: Time Draw, Round, Stage No, Home - Away, Score, Location, and Status. A single match is listed: 19:00 Nottinghamshire League 2023-2024 Ladies Division 2, Round 1, Stage 4, Arboretum Ladies 1 - St Giles Ladies 1, with a 'Modify' button. Two black arrows point to the match name and the 'Modify' button.

**Tournament days**

SAT  
22  
JUL

**Match overview of 22 July 2023**

Time Draw	Round	Stage No	Home - Away	Score	Location	Status
19:00 Nottinghamshire League 2023-2024 Ladies Division 2	1	4	Arboretum Ladies 1 - St Giles Ladies 1			Modify

## Step 6 – Select “Enter rubber results”

### Arboretum Ladies 1 (ARL1) - St Giles Ladies 1 (SGL1)

Time: Sat 22/07/2023 19:00

Draw: Nottinghamshire League 2023-2024 Ladies Division 2

Score:

Match confirmed: No

Email all match users

Add comment

#### Match overview

Event **Arboretum Ladies 1 (ARL1) - St Giles Ladies 1 (SGL1)** Score

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

Reschedule match

Relocate match

Switch Home and Away Match

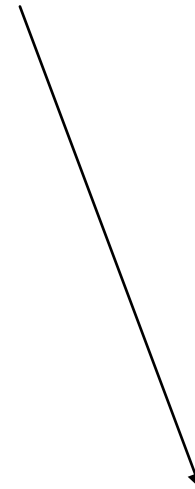
Enter match result

Enter match composition

Enter rubber results

Add comment

Clear rubber results



# Step 7 – Add players from dropdown lists. For XD games the female player must be entered first


## Enter results for: **Arboretum Ladies 1 (ARL1) - St Giles Ladies 1 (SGL1)**

**Time:** Sat 22/07/2023 19:00

**Draw:** Ladies Division 2 - Nottinghamshire League 2023-2024 Ladies Division 2

**Location:**

**Manager:**

 You can submit players for each individual match using the selection lists. If a player is not yet present in the selection list for your team, you can add the player with the **Add player** option in the team's menu below. The selection lists are filtered based on the gender for each individual match.  
You can enter results for each game using the '3-1' notation. When you submit a partial game result the form will attempt to create a valid score when leaving the individual match row.

	Arboretum Ladies 1 (ARL1)	0 - 0	St Giles Ladies 1 (SGL1)	Winner	Score	
WD1	<Select player> <Select player>	<Select player> <Select player>	<Select winner>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD2	<Select player> <Select player>	<Select player> <Select player>	<Select winner>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD3	<Select player> <Select player>	<Select player> <Select player>	<Select winner>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD4	<Select player> <Select player>	<Select player> <Select player>	<Select winner>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD5	<Select player> <Select player>	<Select player> <Select player>	<Select winner>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD6	<Select player> <Select player>	<Select player> <Select player>	<Select winner>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<Select player>	<Select player>				

[More](#)



Step 8 – Add players from the drop down list – Only allowed players will drop down. If a player is not there and they should be, use unknown player, add comment and contact League Secretary explaining the situation.

	Arboretum Ladies 1 (ARL1) ▼	0 - 0	St Giles Ladies 1 (SGL1) ▼	Winner	Score		
WD1	Cottee, Claire (F, 1341296) ▼ Donaldson, Sophie (F, 1366994) ▼	-	Barber, Katie (F, 1188607) ▼ Bettle, Hannah (F, 1324516) ▼	<Select winner> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD2	Fu, Stephanie (F, 1367002) ▼ Garrigan, Helen (F, 1195123) ▼	-	Boto, Elena (F, 1325597) ▼ Culverwell, Steffi (F, 1107389) ▼	<Select winner> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD3	Gee, Kayleigh (F, 1370278) ▼ Gosrani, Rowshni (F, 1325176) ▼	-	Macmillan, Sheona (F, 1370218) ▼ Mallory, Steph (F, 1324521) ▼	<Select winner> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD4	Fu, Stephanie (F, 1367002) ▼ Garrigan, Helen (F, 1195123) ▼	-	Barber, Katie (F, 1188607) ▼ Bettle, Hannah (F, 1324516) ▼	<Select winner> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD5	Gee, Kayleigh (F, 1370278) ▼ Gosrani, Rowshni (F, 1325176) ▼	-	Boto, Elena (F, 1325597) ▼ Culverwell, Steffi (F, 1107389) ▼	<Select winner> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD6	Cottee, Claire (F, 1341296) ▼ Donaldson, Sophie (F, 1366994) ▼	-	Macmillan, Sheona (F, 1370218) ▼ Mallory, Steph (F, 1324521) ▼	<Select winner> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
WD7	Gee, Kayleigh (F, 1370278) ▼ Gosrani, Rowshni (F, 1325176) ▼	-	Barber, Katie (F, 1188607) ▼ Bettle, Hannah (F, 1324516) ▼	<Select winner> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Step 9 – Add the scores

Manager:

**i** You can submit players for each individual match using the selection lists. If a player is not yet present in the selection list for your team, you can add the player with the Add button. The selection lists are filtered based on the gender for each individual match. You can enter results for each game using the '3-1' notation. When you submit a partial game result the form will attempt to create a valid score when leaving the individual

	Arboretum Ladies 1 (ARL1) ▼	1 - 0	St Giles Ladies 1 (SGL1) ▼	Winner	Score
WD1	Cottee, Claire (F, 1341296) ▼ Donaldson, Sophie (F, 1366994) ▼	-	Barber, Katie (F, 1188607) ▼ Bettle, Hannah (F, 1324516) ▼	Arboretum Ladies 1 ▼	21-10 ✓ 21-20 ✗
<b>Game 2 (21-20) has an invalid score. Maximum value is 21 or 30 after a setting at 21.</b>					
WD2	Fu, Stephanie (F, 1367002) ▼ Garrigan, Helen (F, 1195123) ▼	-	Boto, Elena (F, 1325597) ▼ Culverwell, Steffi (F, 1107389) ▼	<Select winner> ▼	
WD3	Gee, Kayleigh (F, 1370278) ▼ Gosrani, Rowshni (F, 1325176) ▼	-	Macmillan, Sheona (F, 1370218) ▼ Mallory, Steph (F, 1324521) ▼	<Select winner> ▼	
WD4	Fu, Stephanie (F, 1367002) ▼ Garrigan, Helen (F, 1195123) ▼	-	Barber, Katie (F, 1188607) ▼ Bettle, Hannah (F, 1324516) ▼	<Select winner> ▼	
WD5	Gee, Kayleigh (F, 1370278) ▼ Gosrani, Rowshni (F, 1325176) ▼	-	Boto, Elena (F, 1325597) ▼ Culverwell, Steffi (F, 1107389) ▼	<Select winner> ▼	
WD6	Cottee, Claire (F, 1341296) ▼ Donaldson, Sophie (F, 1366994) ▼	-	Macmillan, Sheona (F, 1370218) ▼ Mallory, Steph (F, 1324521) ▼	<Select winner> ▼	

While filling in the scores, the check form button can be used. If an invalid score is added, it will highlight the issue as shown

## Step 10 – Once the form is complete and results are valid, click save

WD6	Cottee, Claire (F, 1341296) ▼	Macmillan, Sheona (F, 1370218) ▼	Arboretum Ladies 1 ▼	23-21 ✓	21-10 ✓	
	Donaldson, Sophie (F, 1366994) ▼	Mallory, Steph (F, 1324521) ▼				
WD7	Gee, Kayleigh (F, 1370278) ▼	Barber, Katie (F, 1188607) ▼	St Giles Ladies 1 ▼	16-21 ✓	19-21 ✓	
	Gosrani, Rowshni (F, 1325176) ▼	Bettle, Hannah (F, 1324516) ▼				
WD8	Cottee, Claire (F, 1341296) ▼	Boto, Elena (F, 1325597) ▼	Arboretum Ladies 1 ▼	15-21 ✓	21-19 ✓	21-18 ✓
	Donaldson, Sophie (F, 1366994) ▼	Culverwell, Steffi (F, 1107389) ▼				
WD9	Fu, Stephanie (F, 1367002) ▼	Macmillan, Sheona (F, 1370218) ▼	Arboretum Ladies 1 ▼	21-10 ✓	21-10 ✓	
	Garrigan, Helen (F, 1195123) ▼	Mallory, Steph (F, 1324521) ▼				

**Clear fields** **Check form** **Save** **Cancel**

# Step 11 – Match overview will show – The AWAY team will confirm the result within 7 days

## Match overview

Event **Arboretum Ladies 1 (ARL1) - St Giles Ladies 1 (SGL1)** Score

WD1	Claire Cottee Sophie Donaldson (F)	Katie Barber Hannah Bettle	21-10 21-19
WD2	Stephanie Fu Helen Garrigan	Elena Boto Steffi Culverwell	10-21 15-21
WD3	Kayleigh Gee Rowshni Gosrani	Sheona Macmillan Steph Mallory	15-21 15-21
WD4	Stephanie Fu Helen Garrigan	Katie Barber Hannah Bettle	15-21 15-21
WD5	Kayleigh Gee Rowshni Gosrani	Elena Boto Steffi Culverwell	15-21 15-21
WD6	Claire Cottee Sophie Donaldson (F)	Sheona Macmillan Steph Mallory	23-21 21-10
WD7	Kayleigh Gee Rowshni Gosrani	Katie Barber Hannah Bettle	16-21 19-21
WD8	Claire Cottee Sophie Donaldson (F)	Elena Boto Steffi Culverwell	15-21 21-19 21-18
WD9	Stephanie Fu Helen Garrigan	Sheona Macmillan Steph Mallory	21-10 21-10

## Statistics

	Points	Won	Draws	Lost	Rubbers	Games	Points
Arboretum Ladies 1	0	0	0	1	4 - 5	8 - 11	335 - 348
St Giles Ladies 1	2	1	0	0	5 - 4	11 - 8	348 - 335

Reschedule match

Relocate match

Switch Home and Away Match

Enter match result

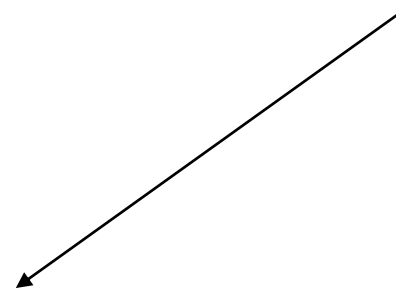
Enter rubber results

Confirm results

Add comment

Clear rubber results

To confirm the result, this is simply done by clicking confirm results. Once this is done the result is locked in



# Audit – there is a full log for every match

## Statistics

	Points	Won	Draws	Lost	Rubbers	Games	Points
<a href="#">Arboretum Ladies 1</a>	0	0	0	1	4 - 5	8 - 11	335 - 348
St Giles Ladies 1	2	1	0	0	5 - 4	11 - 8	348 - 335

[Revoke confirmation](#)

[Add comment](#)

## Change log

Time	User	Action	Time	Team 1	Team 2	Score
Sat 22/07/2023 18:01	<a href="#">Sion Severn</a>	Match confirmed				
Sat 22/07/2023 17:57	<a href="#">Sion Severn</a>	Result entered	Sat 22/07/2023 19:00	Arboretum Ladies 1	St Giles Ladies 1	4-5
Sat 22/07/2023 17:32	<a href="#">Sion Severn</a>	Planned time changed ->	Sat 22/07/2023 19:00			

## Adding any comments

Step 1 – Select Add Comment in the match overview screen

Step 2 – Add comment into box and select save

**Arboretum Ladies 1 (ARL1) - St Giles Ladies 1 (SGL1): 4-5**

**Time:** Sat 22/07/2023 19:00  
**Draw:** Nottinghamshire League 2023-2024 Ladies Division 2  
**Score:** 4-5  
**Rubber results entered:** Sion Severn on Sat 22/07/2023 17:57  
**Match confirmed:** ✓ (Sion Severn on Sat 22/07/2023 18:01)

**Email all match users**

**Add comment**

**Match overview**

**Event** Arboretum Ladies 1 (ARL1) - St Giles Ladies 1 (SGL1) **Score**

WD1	Claire Cottee	Katie Barber	21-10 21-19
	Sophie Donaldson (F)	Hannah Bettle	

Add comment Arboretum Ladies 1 - St Giles Ladies 1

**Save** **Back**

Comments then show on match overview screen

**Rubber results entered:** Sion Severn on Sat 22/07/2023 17:57  
**Match confirmed:** ✓ (Sion Severn on Sat 22/07/2023 18:01)

**Email all match users**

**Add comment**



Arboretum Turned up late

Sion Severn (22/07/2023 18:06:46)

**Match overview**