

Click It Tourney Tracker User's Guide

Click It Tourney tracker is designed to help you track team wins and losses as well as score how participants do in picking the teams they think will win the tournament. Click It Tourney Tracker uses the Confidence 16 scoring system.

Table of Contents

Click It Tourney Tracker User's Guide.....	1
License Agreement.....	2
Copyright.....	2
Warranty.....	3
Your Rights to Copy the Registered Version.....	3
Your Rights to Copy the Evaluation Version.....	3
Conditions of Use.....	3
Registered vs. Evaluation.....	3
Purpose.....	3
Differences.....	3
Overview.....	4
Main Window.....	4
Tournament Settings.....	4
Edit Participants.....	5
E-Mail Participants.....	5
Picks.....	6
Standings.....	6
Scoring System.....	6
Confidence 16 Scoring System.....	6
Quick Start Tutorial.....	7
Working with Tournaments.....	8
Main Window.....	8
Enter Team Names.....	9
Enter Team Winners of Each Bracket.....	9
Save the Tournament.....	9
Menu Options.....	9
Starting and Saving Tournaments.....	9
Create a New Tournament.....	9
Open an Existing Tournament.....	10
Save a Tournament.....	10
Tournament Settings.....	10
Collect Participant Information.....	10
Custom Fields.....	11
View/Print with Picks Information.....	11
Set the Report Width.....	11
Change the Order of the Participants.....	11
Help.....	12
When You Are Done.....	12
Edit Participants.....	12

Add Participants.....	12
Enter Picks.....	13
Enforce Phone Number and E-mail Formats.....	13
Save.....	13
Change a Participant.....	13
Delete a Participant.....	13
Import Participants.....	14
Help.....	14
When You Are Done.....	14
E-mail Participants.....	14
"To" or "Blind Carbon Copy".....	14
E-mail Not Provided.....	15
Address the E-mail to.....	15
Generate the E-mail.....	15
Send Picks or Standings in E-mail.....	15
Help.....	16
Close.....	16
View Picks.....	16
Change the Contents and Layout.....	16
Copy Picks to Another Document.....	17
Save Picks to a File.....	17
Print the Picks.....	17
Help.....	17
Close.....	17
View Standings.....	17
Calculations Used.....	18
Change the Contents.....	18
Copy Standings to Another Document.....	18
Save Standings to a File.....	18
Print the Standings.....	19
Help.....	19
Close.....	19
Help.....	19
About.....	19
User's Guide.....	19
Register.....	19
Contact Godtland Software.....	19

License Agreement

Copyright

Except where otherwise noted, all of the documentation and software included in the Click It Tourney Tracker is copyrighted by Godtland Software Corporation.

© Copyright Godtland Software Corporation 2011-2022. All rights reserved.

Warranty

This software is provided "as-is," without any express or implied warranty. In no event shall Godtland Software Corporation be held liable for any damages arising from the use of this software.

Your Rights to Copy the Registered Version

This License Agreement permits you to use only one copy, on a single computer/workstation, of the Registered version of the Click It Tourney Tracker software that you use for tracking tournaments. You may make only one copy of the Software solely for backup or archival purposes. You are not allowed to share your registration name and key with others.

Your Rights to Copy the Evaluation Version

You may make as many copies of the evaluation version of this software and documentation as you wish. These copies must be exact copies of the original evaluation version, its documentation, and all of its bundled resources. You may distribute any of these copies as long as you do not charge a fee for your copy and distribution and as long as you identify Godtland Software Corporation as the source of this software.

Conditions of Use

You may not modify, translate, reverse engineer, decompile, or disassemble the Click It Tourney Tracker software, neither the Registered version nor the Evaluation version.

Registered vs. Evaluation

Purpose

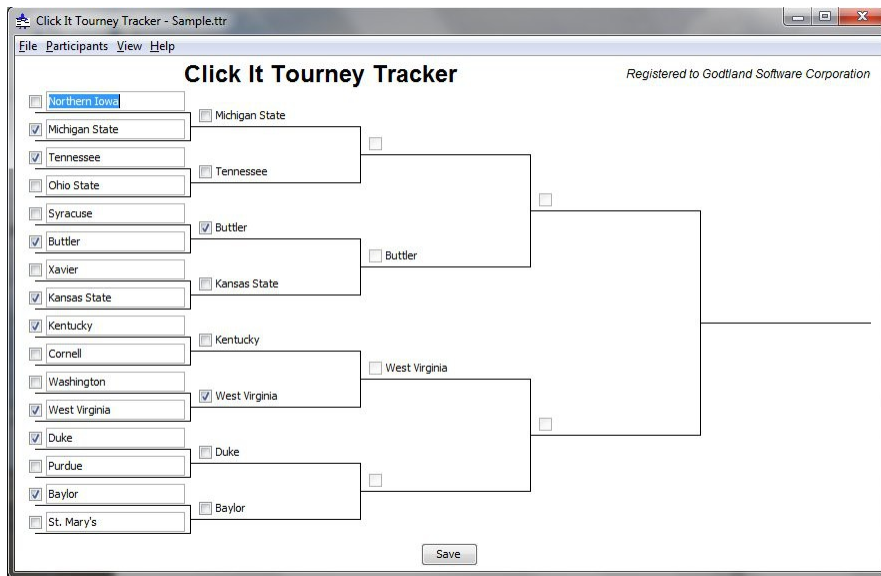
The Click It Tourney Tracker program may be run in either of two versions. The Registered version is fully featured. The free Evaluation version has limited features. Two versions are provided with the intention to make it easier for you to evaluate the program before you buy it. We recommend that you try the Evaluation version of the program before you purchase the Registered version to see if you like the features of the program.

Differences

With the Registered version of Click It Tourney Tracker you will be allowed to have any number of participants in the tournament. With the Evaluation version you will be prevented from adding more than 5 participants to your tournament.

Overview

Main Window



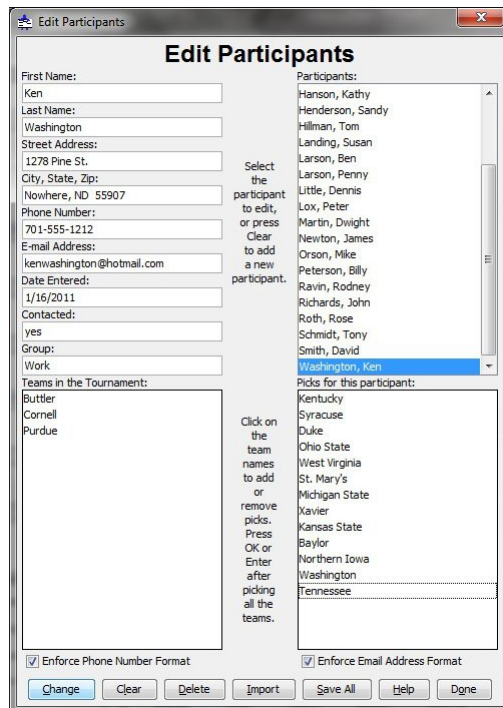
Enter the teams and select which team wins each bracket in the main window of the Click It Tourney Tracker. It is quick and easy to try various tournament outcomes to see how they affect the standings of how each participant did in picking the winners.

Tournament Settings



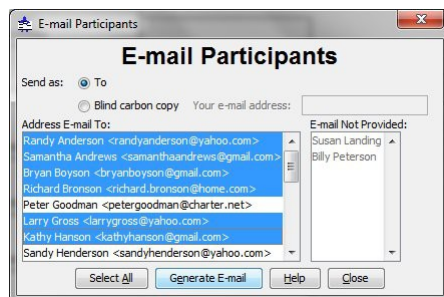
With Click It Tourney Tracker, you can customize what information you want to collect about each participant, and what information you want to use in generated reports. There are even 3 custom fields to which you can assign your own label.

Edit Participants



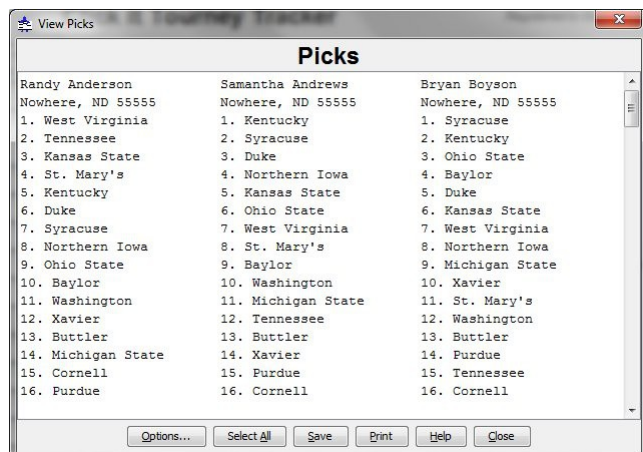
The inputs available on the Edit Participants window is based on the selections you made in the Tournament Settings. You may enter each participant and his information, one at a time, or import participants from another Click It Tournament Tracker tournament. Select the picks for the participant by simply clicking the team names in the *Teams in the Tournament* list.

E-Mail Participants



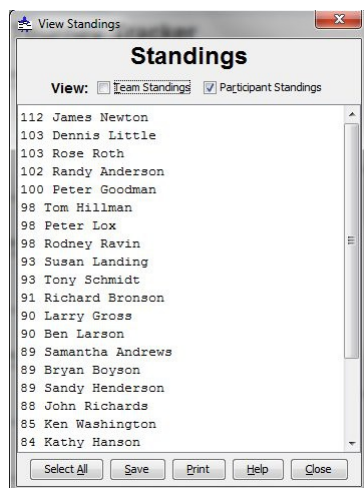
Quickly and easily send an e-mail to every participant, or to a select few, in the tournament.

Picks



Generate a report of all the participants and their picks. You may customize which collected participant information is included in this report. You may copy the report to another document, save it to a file, or send it to a printer.

Standings



View an ordered list of the standings of the teams, the participants, or both, based on the winners you selected in the brackets on the main window, and the picks that you entered for each participant. These standings may be copied to another document, saved to a file, or sent to a printer.

Scoring System

Click It Tourney Tracker uses the Confidence 16 scoring system.

Confidence 16 Scoring System

With the confidence 16 scoring system, each participant ranks each team into positions 1 - 16,

according to his confidence that the team will win in his bracket. The more confident he is that a team will win in his bracket, the closer he should rank that team to the number 1 position.

Each participant's score is calculated by:

- subtracting the rank he gave each team from 17
- multiplying that difference with the number of times that team won games in the tournament
- adding together the scores the participant got for each team he picked

For example, if the participant's number 1 team won all 4 games, he would earn the highest possible score for his number 1 pick:

$$(17-1) * 4 = 64.$$

His total score would be the sum of all the points he earned for each team in the tournament.

The participant with the highest total score wins the tournament.

Quick Start Tutorial

To track your own tournament, perform the following steps:

1. Start Click It Tourney Tracker by double clicking the *Click It Tourney Tracker* icon on your desktop or in your *Start Menu*, or by double clicking on any file with a *.ttr* extension.

If you are currently using the Evaluation version, the *Unregistered Copy of Click It Tourney Tracker* window will appear. If you wish to continue using it as an Evaluation version, simply click the *OK* button.

1. If you want to register your copy of Click It Tourney Tracker, go to <http://www.godtlandsoftware.com> and follow the links to register it.
2. After you register it, you will be sent a *Registration Name* and *Key*.
3. To get your program out of Evaluation mode you need to enter the *Registration Name* and *Key* in the *Unregistered Copy of Click It Tourney Tracker* window exactly as they are sent to you, including spaces and upper/lower case letters, and click the *OK* button.
2. Press *Ctrl-N* to start a new tournament.
3. Enter team names in each of the brackets.
4. Click *Participants / Edit Participants*.
5. Enter the information about the first participant in the text fields.
6. Click each team in the *Teams in the Tournament* list in the order that person picked each team - this will move each team name into the *Picks for this participant* list.
7. Press *Enter* or click *Add* - this will add the new participant's name to the *Participants* list and clear the fields to add another participant.
8. Repeat steps 5 through 7 for each participant in the tournament.
9. Occasionally click *Save All* if you are entering a lot of participants.
10. Click *Done* when done adding participants.
11. Click the check boxes to select the winner of each bracket.
12. Click *Save* to save the tournament.
13. Click *View / Standings* to view participant standings based on their picks and how the teams are doing in each of their brackets.
14. Click *File / Exit* or *Ctrl-Q* to exit the program.

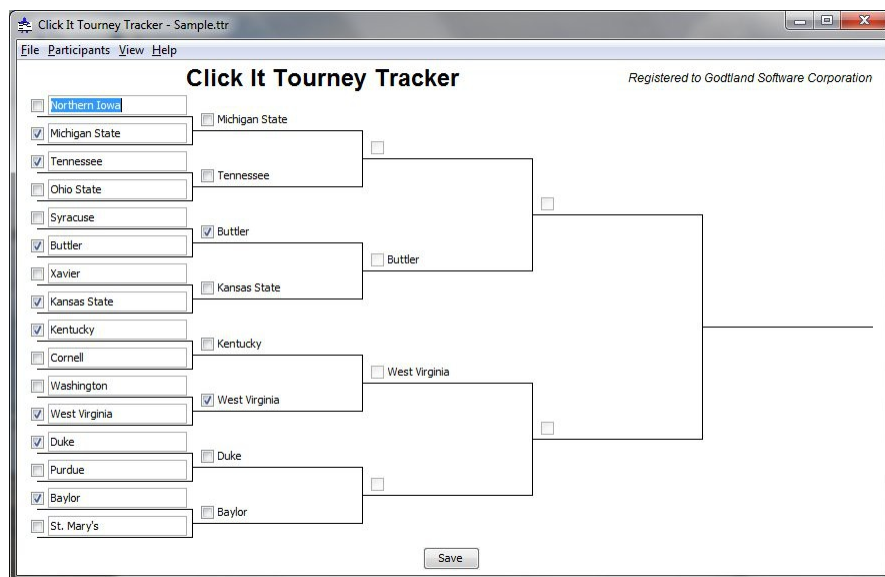
This is only a quick start tutorial, to quickly set up a new tournament. There are many more options you can use to help tailor the tournament to your specific needs. Please refer to the Working with Tournaments section of this User's Guide for the details of those options.

Working with Tournaments

This section of this document deals with those topics necessary for working with tournaments using Click It Tourney Tracker. It includes the following topics:

- | | |
|---------------------|--|
| Main Window | Details for how to enter teams in their brackets, create new tournaments, open existing tournaments, and save tournaments. |
| Tournament Settings | Details for how to configure what information is collected for each participant, which information to display when you view or print their picks, and how to customize additional information to collect. |
| Edit Participants | Details for how to add participants, change participant details, clear the input fields, delete participants, import participants from another tournament, and save the tournament while editing participants. |
| E-mail Participants | Details for how to e-mail picks or standings to participants. |
| View Picks | Details for how to view picks, customize what is displayed, save any or all picks to a file, and print the picks. |
| View Standings | Details for how to view team and participant standings, customize what is displayed, save any or all standings to a file, and print the standings. |

Main Window



The main window shows the brackets as you have them set up for the tournament. This is where you can enter team names, create new tournaments, and save tournaments. It also provides the menu system to access all other parts of Click It Tourney Tracker.

The main window will automatically open to the last viewed tournament.

Enter Team Names

Enter the teams for the tournament in the main window of *Click It Tourney Tracker*. The names you enter here will be used in all the other Click It Tourney Tracker windows. If you change the spelling of a team name here, the new spelling will be used on all other windows.

Enter Team Winners of Each Bracket

Click the check box next to the team name to select the winner of each bracket. As you select each winner, the chosen team name will automatically be inserted in the next bracket.

You may select, or deselect, winners of brackets, thus giving you the ability to see how different scenarios will affect the participants' standings.

Save the Tournament

Save the tournament as frequently as you wish by clicking the *Save* button, or by clicking *File / Save* or *File / Save As*.

Menu Options

New, Open, Save, Save As	Click <i>File / New</i> to create new tournaments, click <i>File / Open</i> to open existing ones, and click <i>File / Save</i> or <i>File / Save As</i> to save changes to the current tournament.
Settings	Click <i>File / Settings</i> to modify what data you want to collect for each participant, and what data to include in the report of participants' picks.
Edit Participants	Click <i>Participants / Edit Participants</i> to add, change, import, or delete participants in the tournament.
E-mail Participants	Click <i>Participants / E-mail Participants</i> to generate an e-mail addressed to the participants for whom you entered e-mail addresses.
View Picks	Click <i>View / Picks</i> to view, save, or print a report of the picks the participants made.
View Standings	Click <i>View / Standings</i> to view the standings of the participants based on their picks and which teams won each bracket.
About, User's Guide, Register	Click <i>Help / About</i> to view information about your current version of Click It Tourney Tracker or click <i>Help / User's Guide</i> to view this User's Guide. Click <i>Help / Register</i> to change the registration of Click It Tourney Tracker.

Starting and Saving Tournaments

Create a New Tournament

Click *File / New* to create a new tournaments from the main window of Click It Tourney Tracker.

Open an Existing Tournament

Click *File / Open* to open an existing tournament from the main window. You could also open an existing tournament by double clicking a file with a .ttr extension in Windows Explorer.

Save a Tournament

Click *File / Save* or *File / Save As* to save changes to the current tournament from the main window. You can also save a tournament while entering new participants. Click *Participants / Edit Participants* to get to the *Edit Participants* window. Click the *Save All* button on the *Edit Participants* window to save the tournament.

Tournament Settings

You may customize what participant data is collected and reported for each tournament you create with Click It Tourney Tracker. Click *File / Settings* on the main window to get to this *Tournament Settings* window.



The screenshot shows the 'Tournament Settings' dialog box. It has two columns of checkboxes: 'Collect' and 'View/Print with Picks'. The 'Collect' column has checkboxes for First Name, Last Name, Street Address, City, State, Zip, Phone, E-mail, and three Custom Fields. The 'View/Print with Picks' column has checkboxes for First Name, Last Name, Street Address, City, State, Zip, Phone, E-mail, Date Entered, Contacted, and Group. Below these columns are input fields for 'Number of Columns' (3), 'Column Width' (25), and 'Sort By' (Name). At the bottom are 'OK', 'Help', and 'Cancel' buttons.

Collect:	View/Print with Picks:
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> First Name
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> Street Address	<input type="checkbox"/> Street Address
<input checked="" type="checkbox"/> City, State, Zip	<input checked="" type="checkbox"/> City, State, Zip
<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Phone
<input checked="" type="checkbox"/> E-mail	<input type="checkbox"/> E-mail
<input checked="" type="checkbox"/> Custom Field 1: <input type="text" value="Date Entered"/>	<input type="checkbox"/> Date Entered
<input checked="" type="checkbox"/> Custom Field 2: <input type="text" value="Contacted"/>	<input type="checkbox"/> Contacted
<input checked="" type="checkbox"/> Custom Field 3: <input type="text" value="Group"/>	<input type="checkbox"/> Group

Number of Columns:
Column Width:
Sort By:

OK Help Cancel

Collect Participant Information

By configuring what data you wish to collect, you may remove unneeded input fields from the *Edit Participants* window. Once removed, you do not need to tab across unwanted fields when you enter participant data.

You may select or deselect any of the fields in the Collect column, but you will be required to collect at least a first name or a last name. Every participant will be required to have a unique name. It is up to you if you feel you need both first name and last name fields in order to ensure that every name will be a unique name.

Even if you choose to collect other information, you will not be required to enter data for all collection fields when you enter the participant information. You may leave any field blank, except for the first name or last name.

The phone number field and e-mail fields will have an optional setting for ensuring that a valid phone number and valid e-mail address are entered. See *Edit Participants* for how to set that option.

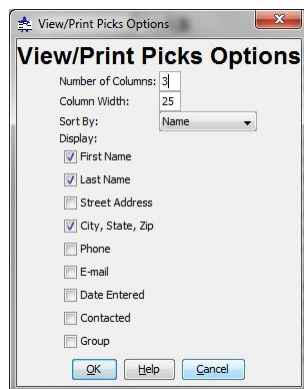
Custom Fields

In designing Click It Tourney Tracker, we weren't sure what other information you might desire to collect about your participants. Therefore you may create up to 3 additional input fields for your participants. Whatever you enter in the text input fields here, will be used to label the input fields in the *Edit Participants* window.

You may specify different custom fields for each tournament you create.

View/Print with Picks Information

You may generate a report of everyone's picks by clicking *View / Picks* from the main window of the tournament. That report will include whatever collected information is selected here to be viewed or printed with the picks. Depending on your reason for generating the report, whether it is just for your own purpose to view some of the information you entered, or if it is to send to all the participants, you might want to include different information.



You may also set these values by clicking the *Options* button on the *Picks* window. See *View Picks* for more information.

Changes made to these options are saved with only the current tournament.

Set the Report Width

Depending on what you want to do with the report, and how long some of the reported information is, you might want to change the layout of the report. For example, if text in one column of the report is running into the next column, you might want to make each column wider. Or if you want to insert the report in an e-mail, you might want less total width than if you want to print it landscape on paper. In that case, you might want to change the number of columns.

Change the values in the *Number of Columns* field and the *Column Width* field until you get the information fitting appropriately in the desired location.

Change the Order of the Participants

You may change the order that the participants are listed in the report. The participants may be sorted by any of the collected information. If you sort by *Name*, the participants will be sorted by their last name then their first name. If you sort by *When Added*, they will be sorted in the order in which they were added to the tracker.

You may sort the participants on any collected information, regardless whether that information is

displayed in the report. For example, suppose you would like to have your friends grouped together, your coworkers grouped together, and your family grouped together. Create a custom field called *Group*. For the group data, enter *Friend*, *Work*, *Family*, or other appropriate grouping text. Then select *Group* in the *Sort By* list. Even if you do not have *Group* selected in the *View/Print with Picks* column, the participants will be sorted in the generated Picks report by their group information.

Help

Click the *Help* button to get to the User's Guide.

When You Are Done

When you are done working with the settings, press the *Enter* key or click the *OK* button to keep the new settings for this tournament and close the window. To instead cancel settings entered in this window, click *Cancel* or close the window.

Edit Participants

Manage all your participants' information in the *Edit Participants* window. Click *Participants / Edit Participants* on the main window to get to this window.

Add Participants

If the input fields are not blank when you want to add a new participant, click the *Clear* button to clear the fields.

Add participants by entering participant's information in each of the fields. You will be required to enter a unique name, consisting of either first name, last name, or both, for each participant. All other

fields are optional. Use the *Tab* key to move between fields. Press the *Enter* key or click the *Add* button to add the new participant.

Enter Picks

Enter a participant's picks by clicking on the lists of *Teams in the Tournament*. Click the teams in the order that the participant ranked them. As you click each time, the team name will move to bottom of the *Picks for this participant* list.

You will be required to pick all 16 teams or none of the teams when you add a participant or change a participant's information.

To change an entered pick, click the team name in the *Picks for this participant* list to remove it from the list and put it back in the *Teams in the Tournament* list.

Enforce Phone Number and E-mail Formats

If your tournament is set to collect either phone numbers or e-mail addresses, you will see the corresponding check box at the bottom of this window to *Enforce Phone Number Format* and *Enforce E-mail Address Format*.

With these boxes selected, Click It Tourney Tracker will make sure that any phone number or e-mail address that you enter meets the standard phone number or e-mail format. We recommend that you have these selected to help prevent typing mistakes. However, if you find that some of the phone numbers or e-mail addresses that your participants use do not meet the standard formats, you may turn these check boxes off so their non-standard format may be accepted.

These formats are only enforced while the values are being entered. You may turn these off while entering participants who have non-standard phone numbers or e-mail addresses, then turn them back on for other participants. Click It Tourney Tracker will not do anything about those non-standard values unless those participants are edited again.

Save

If you are entering many participants in a row, you should consider saving the tournament periodically. To save the tournament, click the *Save All* button.

The button is named "Save All" to help clarify that clicking it will save the entire tournament, including all the participants, not just the most recently entered participant.

Change a Participant

To change a participant, select his name in the *Participants* list, make any changes to his information, then press *Enter* or click the *Change* button.

When you select a participant, the *Add* button will change to a *Change* button. After the change is submitted, the button returns to a *Add* button.

Delete a Participant

To delete a participant, select his name in the *Participant* list then press the *Delete* key on your keyboard or click the *Delete* button.

Import Participants

If this is not the first tournament you created with Click It Tourney Tracker, and if you will have many of the same participants as you had in a prior tournament, you may prefer to import all the participant information from the other tournament. Then you wouldn't have to enter all the participant information again.

To import participants from another tournament, click the *Import* button then navigate to the other tournament on your computer, select it, and click *Open*. This will import all the participants' information except his picks.

If the tournament you are importing from had settings to collect different information than what is set to be collected in your new tournament, only the information collected for the new tournament will be imported from the other tournament. See Tournament Settings for how to configure what participant information is collected for the tournament.

Help

Click the *Help* button to get to the User's Guide.

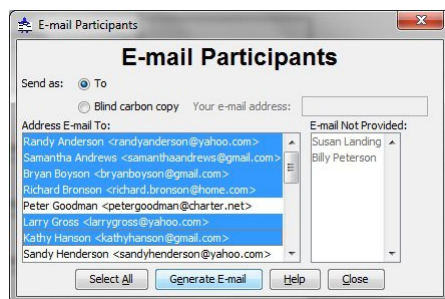
When You Are Done

When you are done working with the participants, click the *Done* button or close the window. Note, neither of these techniques saves changes to the tournament. Click *Save All* on this window or click *Save* on the main window in order to save the tournament.

E-mail Participants

Does your computer have an e-mail program installed that runs locally on your computer (instead of a Web-based e-mail program that runs through a browser window)? If so, you may use the e-mail feature of Click It Tourney Tracker to generate an e-mail to any of the participants in your tournament for whom you entered an e-mail address.

Click *Participants / E-mail Participants* on the main window to get to the *E-mail Participants* window.



"To" or "Blind Carbon Copy"?

You have the options to address the generated e-mail to the participants as "To" or "Bcc" (blind carbon copy). When you address an e-mail to all recipients as "To", everyone receiving the e-mail can see the e-mail addresses of everyone to whom the e-mail was sent. They can also reply to everyone to whom

your e-mail was sent.

In some tournaments, you might want that kind of sharing of e-mail addresses and communication between participants. However, keep in mind that, in many cases, people do not like their e-mail address given out to people they don't know. In those cases, you should consider sending the e-mail as blind carbon copy.

When an e-mail is sent as blind carbon copy, recipients do not see any of the recipients whose e-mail address was entered as "Bcc".

If an e-mail is sent with all recipients listed as "Bcc", it will appear to the recipient as if it was sent to "Undisclosed Recipient". Your e-mail address will still be listed as the "Reply to" field of the e-mail. However, if you wish to avoid having the recipient list say "Undisclosed Recipient" for everyone who receives the e-mail, enter your e-mail address in the *Your e-mail address* field of this *E-mail Participants* window. Then when you generate the e-mail, your e-mail address will appear as the address in the recipient list instead of "Undisclosed Recipient".

If you specify an e-mail address in the *Your e-mail address* field that is also selected in the *Address E-mail To* list, Click It Tourney Tracker will remove that e-mail address from the "Bcc" list of the generated e-mail. This will be done to prevent that address from receiving two copies of the generated e-mail.

E-mail Not Provided

If you do not have e-mail addresses entered in Click It Tourney Tracker for all of your recipients, this window will show a list of those participants who have no e-mail address. Click It Tourney Tracker can only generate an e-mail addressed to those participants whose e-mail address it has.

Address the E-mail to

Click *Select All* if you want to address the generated e-mail to everyone whose e-mail address you have in the tournament.

To address the e-mail to only certain participants in the tournament, click a participant in the *Address E-mail To:* list to select one e-mail address in the list, then *Ctrl-click* to select each additional address you want to select.

Generate the E-mail

After you selected recipients for who to address the e-mail to, click the *Generate E-mail* button to generate the e-mail. That should open your e-mail program with a new e-mail already addressed to your chosen recipients. You will then need to add a subject and e-mail content, and send it.

Send Picks or Standings in E-mail

You can combine the functions of *View Picks* and *E-mail Participants* in order to share everyone's picks with all the participants.

Prior to opening this window, view the participants' picks by clicking *View / Picks*, click *Select All*, then press *Ctrl-C* to copy the selected text to your computer's clipboard. See *View Picks* for more information about the *View Picks* window. Close the *View Picks* window.

Generate a new e-mail to all the recipients by clicking *Participants / E-mail Participants*, click *Select All* to select all the participants, then click the *Generate E-mail* button.

A new e-mail will be opened in your e-mail program already addressed to all the participants in your tournament. Place your cursor in the body of the e-mail and press *Ctrl-V* to paste the contents of your computer's clipboard in the e-mail.

Because of the font used, the columns of text might not be lined up straight. To fix this, drag your mouse across all the text to select what was just inserted, or click *Edit / Select All* if your e-mail program has that option available. Then choose a new *monospaced font* for that text. Monospaced fonts may also be called *Fixed Width fonts*. A common monospaced font is *Courier New*.

Now add a subject and any additional text you want in the e-mail and it is ready to send.

You can use a similar technique to e-mail current standings to participants.

Help

Click the *Help* button to get to the User's Guide.

Close

This window will normally close when you generate an e-mail. However, if you wish to close this window without generating an e-mail, click the *Close* button.

View Picks

Though you can look at each participant's picks when you go to the Edit Participants window, it is sometimes more convenient to view everyone's picks in a generated report. That is what the *Picks* window is for. Click *View / Picks* on the main window to get to this window.



Change the Contents and Layout

Click the *Options...* button to change the contents and layout of the *View Picks* window. See *View/Print with Picks Information* for more details.

Copy Picks to Another Document

Drag your mouse across the portions of the report that you want to copy to another document, or click *Select All* to select the entire report. Press *Ctrl-C* to copy the selected text to your computer's clipboard. Press *Ctrl-V* to paste the copied text into another document.

Because of the font used, the columns of text might not be lined up straight. To fix this, drag your mouse across all the text to select what was just inserted, or click *Edit / Select All* if your document program has that option available. Then choose a new *monospaced font* for that text. Monospaced fonts may also be called *Fixed Width fonts*. A common monospaced font is *Courrier New*.

You can combine the functions of *View Picks* and *E-mail Participants* in order to send everyone's picks to all the participants using e-mail. See *E-mail Participants* for how to send the report of everyone's picks to all the participants.

Save Picks to a File

Click the *Save* button to save the current report in a file. Choose the location and the name of the file for the report. Click It Tourney Tracker will automatically add a .txt file extension to the file if you do not add the required .txt file extension yourself. Click *Save*.

This creates a backup copy of everyone's picks in a file. You can now copy picks from that file the same way you did from the *Picks* window, without needing to open Click It Tourney Tracker.

Regardless what text is selected in the *Picks* window, *Save* will save the entire contents of everything that is included in the *Picks* report.

Print the Picks

Click the *Print* button to print the current report on your printer. Choose the printer and number of copies you want to print, then submit the print.

Regardless what text is selected in the *Picks* window, *Print* will print the entire contents of everything that is included in the *Picks* report.

Help

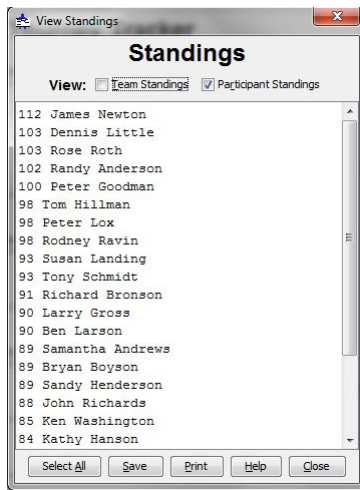
Click the *Help* button to get to the User's Guide.

Close

Click the *Close* button or close the window to close the *Picks* window.

View Standings

Which participants are currently ranking higher with the picks they made based on how the teams are doing in the tournament? Click *View / Standings* on the main window to get to the *Standings* window and find out.



Calculations Used

View Scoring System for a description of how the standings are calculated.

Change the Contents

The Standings window may be used to list either the Team standings, Participant standings, or both. To display the team standings, make sure the *Team Standings*, check box is selected at the top of the window. To display the participants standings, make sure the *Participant Standings* check box is selected at the top of the window.

Why include the team standings? If you save this tournament to a file or print it to paper, then want to refer back to it on a later date, it might be helpful to also have a reference for how many games each team won in their bracket.

Copy Standings to Another Document

Drag your mouse across the portions of the standings that you want to copy to another document, or click *Select All* to select the entire report. Press *Ctrl-C* to copy the selected text to your computer's clipboard. Press *Ctrl-V* to paste the copied text into another document.

You can combine the functions of *View Standings* and *E-mail Participants* in order to send everyone's standings to all the participants using e-mail. See *E-mail Participants* for how to send the report of everyone's picks to all the participants.

Save Standings to a File

Click the *Save* button to save the current report in a file. Choose the location and the name of the file for the report. Click It Tourney Tracker will automatically add a .txt file extension to the file if you do not add the required .txt file extension yourself. Click *Save*.

This creates a backup copy of everyone's standings in a file. You can now copy standings from that file the same way you did from the *Standings* window, without needing to open Click It Tourney Tracker.

Regardless what text is selected in the *Standings* window, *Save* will save the entire contents of everything that is included in the *Standings* report.

Print the Standings

Click the *Print* button to print the current report on your printer. Choose the printer and number of copies you want to print, then submit the print.

Regardless what text is selected in the Standings Window, *Print* will print the entire contents of everything that is included in the *Standings* report.

Help

Click the *Help* button to get to the User's Guide.

Close

Click the *Close* button or close the window to close the *Standings* window.

Help

About

Click *Help / About* to find out which version of Click It Tourney Tracker you have. If your copy is registered, the *About* will list who it is registered to. The *About* window also has a button which will open your Web browser to the Godtland Software Web site.

User's Guide

Click *Help / User's Guide* to view this User's Guide.

Register

Click *About / Register* if you want to register an unregistered copy of Click It Tourney Tracker, or to register a previously registered copy of Click It Tourney Tracker using a different registration name. For more information about registering Click It Tourney Tracker, see Registered vs. Evaluation

Contact Godtland Software

You may contact Godtland Software Corporation through their website:

<http://www.godtlandsoftware.com>

or by sending an e-mail to

support@godtlandsoftware.com