



Setting Up Your Tournament Microsite

Starting & Accessing Your Events

A new event can be started in the Events tab. To start a new event, click on the “New Event” button. This will bring you directly into the “Creating Homepage Section” following.

Name	Location	Start Date	End Date	Address	Contact	Actions
Dolphin Promo	Dolphin HQ	5/9/2018	12/31/2018	2136 N 13th Street P.O. Box 16400 Reading , PA 19612 US	Stacey Bell 7144728078 sbell479@gmail.com	
xxxx	xxxx			xxxx xxx , ca 92625	Meghann Butcher 9496897789 meghann.butcher@repspark.com	
Pebble Beach Classic Full Turn Direct	Pebble Beach Resorts	5/21/2018	5/28/2018	17 Mile Drive Pebble Beach , CA 93953	Kate Shoemaker 310-809-3338 kate.shoemaker@repspark.com	
Pebble Beach Classic PXG Golf	Pebble Beach Resorts	5/14/2018	5/25/2018	17 Mile Drive Pebble Beach , CA 93953	Kate Shoemaker (310) 809-3338 Kate.shoemaker@repspark.com	
Pebble Beach Classic TravisMathew	Pebble Beach Resorts	5/14/2018	5/25/2018	17-Mile Drive Pebble Beach , CA 93953	Kate Shoemaker (310) 809-3338 kate.shoemaker@repspark.com	
Pebble Beach Classic Cutter & Buck	Pebble Beach	4/30/2018	6/11/2018	17-Mile Drive Pebble Beach , CA 93953	Kate Shoemaker 310-809-3338 kate.shoemaker@repspark.com	
Newport Beach Charity Golf Classic	Newport Beach Country Club	3/21/2018	4/30/2018	One Clubhouse Drive Newport Beach , CA 92625	Kate Shoemaker 310-809-3338 kate.shoemaker@repspark.com	

To access an event that has already been created simply click on the name of the event.

To delete an event, click on the “Delete” link in the gear option to the furthest right of the event.

Name	Location	Start Date	End Date	Address	Contact	Actions
Dolphin Promo	Dolphin HQ	5/9/2018	12/31/2018	2136 N 13th Street P.O. Box 16400 Reading , PA 19612 US	Stacey Bell 7144728078 sbell479@gmail.com	

Creating Your Homepage

Event Info

▼Event Info Save changes

Event Name <input type="text"/>	Location Name <input type="text"/>	Hide Location Name <input type="checkbox"/>	Contact Name <input type="text"/>
Event Start <input type="text" value="mm/dd/yyyy"/>	Hide Start Date <input type="checkbox"/>	Address <input type="text"/>	Contact E-mail <input type="text"/>
Event End <input type="text" value="mm/dd/yyyy"/>		Address 2 <input type="text"/>	Contact Phone <input type="text"/>
Orders Due By <input type="text" value="mm/dd/yyyy"/>	Hide Orders Due By <input type="checkbox"/>	City <input type="text"/>	State <input type="text"/>
Allow Multiple Colors/Sizes <input type="checkbox"/>		Zip Code <input type="text"/>	Country <input type="text"/>
Order Submission Code <input type="text"/>	Show Code <input type="checkbox"/>	Allow Drop Ship <input type="checkbox"/>	
Email Instructions <input type="text"/>			

- **Event name and Location:** Your microsite url will be comprised of your brand name, location name and event name. This is automatic.
 - If you want to use a logo or have the Location name be included in text size/font of the ordering instructions, please enter the event location there.
 - Event location will also display at the bottom of the homepage along with any address information you add. Any fields that are left blank, will not be displayed on the page.
- **Event Start and End Dates:** These fields determine when the site is active; this is not the actual "tournament event" start and end dates. If you want to include the date of the physical event, please put it in the ordering instructions. If you would not like the microsite event to show on the homepage, click the "hide start date" checkbox. Even if these dates are "Hidden" by checking the boxes they are still necessary to run the event.
- **Orders Due By:** This sets a limit on when you'll stop taking orders. If a participant logged into the site after this date, they would receive the message added to the Ordering Closed Notification below. This will allow you to keep the site up (for other info, links to event, etc.) but limit orders being placed.
- **Contact Information:** This will be displayed at the bottom of the homepage along with any contact information you add. Any fields that are left blank, will not be displayed on the page. This is typically the Club Pro or Tournament Manager.
- **Allow multiple Styles/Colors Checkbox:** There is an option to allow multiple colors/sizes. Checking this box will allow you to
 - offer multiple colorways of the same style or

- o to order either multiple sizes of the same color or multiple colorways of the same style.

This is often used when setting limits within a tournament (for example, 2 polos, 3 Pullovers, etc.) instead of requiring each participant to order one size of each style offered.

- **Order Submission Code:** The permissions for ordering can wither be by uploading individual emails (when participant checks out the order is validated on whether or not the email has been added as a valid participant- more later) or you can create a submission code (example: PlayToday) that the user can type in to validate that they can order from the site. Clicking "Show Code" will display the code on the site. Using this method will allow a user to come in multiple times with the code and order. ****Note:** If you click "Show Code" but do not put a code in, the site will be open for anyone to order from.
- **Email Instructions:** This will place text below the area where the participant will type in their email.
- **Allow Drop Ship:** This allows users to fill in a drop ship or personal address to send the selected goods to. ****Note:** The drop ship address will not go into your ERP on order export. It will be added to the excel order export detailing each participant's selections.

Example of a completed Event Info Section:

Event Info Save changes

Event Name <input type="text" value="Templaycup"/>	Location Name <input type="text" value="NBCC"/>	Hide Location Name <input checked="" type="checkbox"/>	Contact Name <input type="text" value="Joey Schmidt"/>
Event Start <input type="text" value="03/19/2020"/>	Hide Start Date <input type="checkbox"/>	Address <input type="text" value="17802 Sky park Circle"/>	Contact E-mail <input type="text" value="joey@nbcc.com"/>
Event End <input type="text" value="04/30/2020"/>	Address 2 <input type="text"/>	Contact Phone <input type="text" value="949-589-6789"/>	
Orders Due By <input type="text" value="04/27/2020"/>	Hide Orders Due By <input checked="" type="checkbox"/>	City <input type="text" value="Irvine"/>	State <input type="text" value="California"/>
Allow Multiple Colors/Sizes <input checked="" type="checkbox"/>	Order Submission Code <input type="text" value="NBCC2020"/>	Zip Code <input type="text" value="92614"/>	Country <input type="text" value="United States"/>
Order Submission Code <input type="text" value="NBCC2020"/>	Show Code <input type="checkbox"/>	Allow Drop Ship <input checked="" type="checkbox"/>	
Email Instructions <input type="text" value="Make sure to use the email you have on file."/>			

Ordering Instructions

Ordering Instructions

We are so pleased to be partnering for this tournament.

body h3

Ordering Closed Notification

Orders for this event were due on March 30. Please contact your JOes at 949-654-6789 with any further questions.

body h3

Order Submitted Message

Thanks for submitting your selections! We are lookin forward to seeing you at the event.

body h3

- Ordering Instructions: These details will be displayed over the location image on the event homepage. We often see these details either being added to the package details below so they do not overlap the image or we see the details being added to the homepage image by the marketing team as part of the image.
- Ordering Closed Notification: These will display on the site when ordering has been closed. This allows you to keep the site up until the Event End Date to display other tournament info, links, etc. but no longer allows participants to order.
- Order Submitted Message: This message is displayed after the order is submitted.

Next, click Save Changes.

Save changes

Event Order Header

Next, you will need to fill in the order header. The required fields will be the same as those in the main order entry if using the full platform. If just using events, you will need to select the customer representative of the even location. Then, click Save. This is necessary to generate a full event that can be either exported straight into the ERP or exported and rekeyed for the customer selected.

▼Event Order Header

 **Customer** 

Save

tasc Performance House P: 504-731-2989 Code: 1	Sell To tasc Performance House 4308 Firestone Rd Metairie, LA 70001 US	Ship To tasc Performance House 4308 Firestone Rd Metairie, LA 70001 US
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Details **Dates**

Order Type	In Season	▼
Order	3/19/2020	▼
Start	03/19/2020	▼
Cancel	08/31/2020	▼

Purchase Order

NBCC Order

Comments 

Event Assets

Next, add the event assets to fill the homepage with custom imagery and logos as detailed in the 2 images below. Simply drag the desired image into the Drop file box for each spot on the homepage and ordering pages. Best ratios and px are detailed within each area.

Event Assets					
Logo Image should be at most a 2:1 ratio	Drop file or click here to upload	Second Logo Image should be at most a 2:1 ratio	Drop file or click here to upload	Event Name Image Image should be at most a 2:1 ratio	Drop file or click here to upload
Location Image Image should be 1920px by 600px	Drop file or click here to upload	Order Submitted Image Image should be at least 500px wide	Drop file or click here to upload		

The screenshot shows a tournament website layout with several key areas annotated with red arrows and labels:

- Logo:** An arrow points to the Newport Beach logo at the top center of the main content area.
- Location Image:** An arrow points to the large background image of a golf course.
- Ordering Instructions:** An arrow points to the text: "We are so excited you will be joining us for this amazing annual three day event June 28-30. Please select from one of the 2 packages below and submit your order. You will be picking up your gear the day of the event at check in."
- Package Label:** An arrow points to the text "Package Label" on the left side of the package selection area.
- Second Logo:** An arrow points to the Under Armour logo at the bottom center of the page.
- Contact Name & Assoc address fields:** An arrow points to the contact information at the bottom left: "Contact Meghan Butcher".
- Tournament Location and Assoc Fields:** An arrow points to the tournament information at the bottom right: "Tournament Location Newport Beach Country Club".

Event Name
Image



May 21 - 28

Option A



Logo



Polo_001

Color | Blue





Size

SM
MD
LG
XL



Shorts_001

Color | Blue





Size

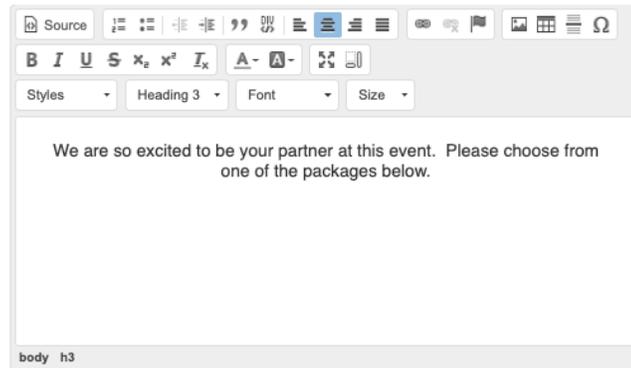
32
33
34
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36
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Adding Your Packages

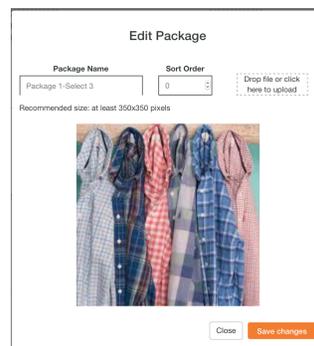
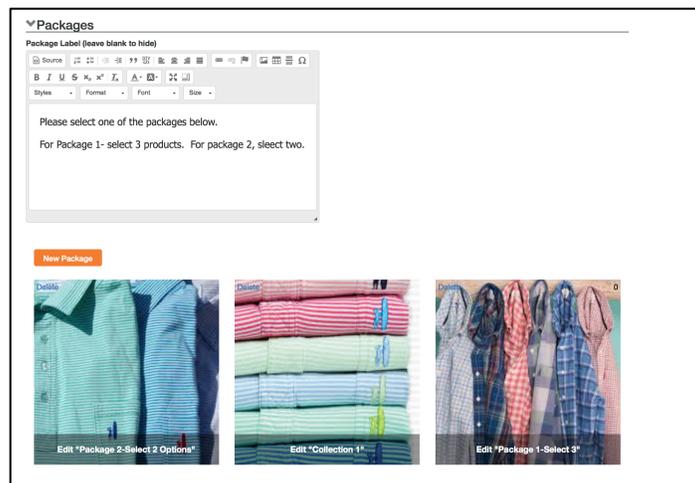
1. To start you will need to create an assortment for each package offered at the tournament. These assortments will be selected at the time of package creation. Only your private assortments and public assortments can be selected.
2. Next, enter a package label (reference homepage image above as a reference). You can simply add a name like "Collections" or "Packages." Or, you can enter the entire tournament instructions here if you do not want the instructions to overlay on the image at the top of the page.

▼ Packages

Package Label (leave blank to hide)



3. Next click "New Package." This will bring up all of your private and public assortments to select from. You can have as few or many packages as necessary for the event. The participants can only choose from one package.
4. In the Edit package section, confirm the package name. It will auto-populate with the assortment name or you can rename the package. You can also set the order on the page and add an image. Click "Save change.". To edit a package, click "Edit Package xxx" and the edit box will appear.
5. Click new package for each package to add to the tournament site.



Setting Package Limits

For the package selections you can drive users to select product in pages one of 3 ways:

- Select one size of every offering in the package. This is the default.
- Select a set number of products within the package from an assortment
- Select a set number of products from each product category within an assortment

To use limit type b or c, you need to click the "Allow multiple colors/sizes" on the Event Header set up.

Event Name Newport Beach Classic Member/Guest	Location Name Newport Beach Count	Hide Location Name <input checked="" type="checkbox"/>	Contact Name Billy Jones
Event Start 02/26/2019	Hide Start Date <input checked="" type="checkbox"/>	Address One Clubhouse Drive	Contact E-mail kate.shoemaker@repspark.com
Event End 07/31/2019		Address 2 	Contact Phone 310-809-3338
Orders Due By 07/01/2019	Hide Orders Due By <input checked="" type="checkbox"/>	City Newport Beach	State CA
Allow Multiple Colors/Sizes <input checked="" type="checkbox"/>	Zip Code 92660	Country 	

Then, once inside the package editor, click on the Limits page.

Package Info **Limits**

Package Name: Rickie Fowler Package
Sort Order:
Drop file or click here to upload

Recommended size: at least 350x350 pixels



Close Save changes

Package Info • **Limits**

Limit On	Limit Value	Limit Units	
<input checked="" type="checkbox"/> Total	Total \$	0	Add
<input type="checkbox"/> Product Category			

Limit Summary

product-category	Pants	2	🗑️
product-category	Men Shoes	1	🗑️
product-category	Polos	2	🗑️

Close

From there, either select to limit the package selections on a total quantity of units or by the product category level. If you choose to limit on product category, select the product category, set the limit in the units box and click add.

Disabling Sizes and Choosing to Logo

- If you do not want a specific size to be displayed on the site (you have low inventory, etc.), then you can uncheck the size box next to each style and participants will not be able to order this size.

	The Perkins Shirt	HB2002	GRE/WHT	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> M	<input checked="" type="checkbox"/> L	<input checked="" type="checkbox"/> XL	<input type="checkbox"/> XXL	<input checked="" type="checkbox"/>
	The Perkins Shirt	HB2002	HZN	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> M	<input checked="" type="checkbox"/> L	<input checked="" type="checkbox"/> XL	<input type="checkbox"/> XXL	<input checked="" type="checkbox"/>

- You can also decide what products should or should not have a logo by using the logo toggle. The participant will be able to choose whether or not they want a logo for any product with the logo toggled to green. This choice of logo/no logo per product will be displayed on the participant export. This will not flow back into the ERP with the single or bulk order.

Product Name	Product Number	Product Color	Product Size	Logo
	The Perkins Shirt	HB2002	GAT/WHT <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> XL <input checked="" type="checkbox"/> XXL	<input checked="" type="checkbox"/>
	The Perkins Shirt	HB2002	GRE/WHT <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> XL <input type="checkbox"/> XXL	<input checked="" type="checkbox"/>
	The Perkins Shirt	HB2002	HZN <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> XL <input type="checkbox"/> XXL	<input checked="" type="checkbox"/>
	The Perkins Shirt	HB2002	MNT/WHT <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL	<input type="checkbox"/>

Managing Your Participants and Orders

There are 2 ways to validate participants ordering through the site-either through Participants are uploaded through the tournament events spreadsheet. The template for this sheet can be downloaded by clicking the download icon highlighted below in the Users/Orders section.

Users/Orders

 To upload a user list, please make sure the file is a csv file and contains headers for First Name, Last Name, and Email. Download the template file on the left for an example.



The tournament location pro and your rep can work together to fill in the first name, last name & email addresses for each participant. Once the list is complete or partially complete, just drag it into the "Drop File" box or you can click to upload from your desktop.

Users/Orders

 To upload a user list, please make sure the file is a csv file and contains headers for First Name, Last Name, and Email. Download the template file on the left for an example.



Only participants with their names and emails added through the manage users section will be able to place an order on the site. Each participant will only be able to place one order. If they have already placed an order, they will receive a message on the second try letting them know that they have already placed one.

If new participants are added to the event, simply add the names and drop the file a second/third time. New names will be added. If you need to delete a participant, that will be handled in the event users section (please reference managing your participants).

If you selected Order Submission code, then any user can place an order as long as they enter the code. Each user who places an order will be listed below as the order(s) are placed.

Managing Your Orders

As each order is placed by each participant, the status of the order will be draft. You can always view who has not yet placed an order by clicking "See Users with No Orders." This will allow proactive reach out to participants without an order.

Users/Orders

To upload a user list, please make sure the file is a csv file and contains headers for First Name, Last Name, and Email. Download the template file on the left for an example.

Drop file or click here to upload new User List

[See Users With No Orders](#) 2 / 4 Orders placed [Export Submitted Orders](#) [Submit All Draft Orders](#)

First Name	Last Name	Email	Placed Order	Status
Meghann	Butcher	meghann.butcher@repspark.com	True	Draft
John	Doe	john.doe@gmail.com	False	
Eric	Hansen	erich@me.com	False	
Kate	Shoemaker	kate.shoemaker@rsignite.com	True	Submitted

Final Order- Roll Up to One Order

Once all orders have been placed, click "Submit all orders button." This will allow you to export and submit a single order containing all items in the tournament. If you are set up to have all orders roll up to a final order, do not click the "Submit all draft orders" button until all orders are placed.

Users/Orders

To upload a user list, please make sure the file is a csv file and contains headers for First Name, Last Name, and Email. Download the template file on the left for an example.

Drop file or click here to upload new User List

See Users With No Orders 2/ 4 Orders placed

Export Submitted Orders

Submit All Draft Orders

First Name	Last Name	Email	Placed Order	Status
Meghann	Butcher	meghann.butcher@repspark.com	True	Draft
John	Doe	john.doe@gmail.com	False	
Eric	Hansen	erich@me.com	False	
Kate	Shoemaker	kate.shoemaker@rsignite.com	True	Submitted

Once the "Submit all Draft Orders" button is clicked, a single order will be generated. If your site is integrated into the ERP, this order will flow through as a submitted order. If you are not integrated into the ERP, the order can be downloaded using the export submitted orders button.

The order can always be viewed by clicking on the gear to the right of the submitted order. Clicking "Review Event Order" will display the single order for that participant. Clicking "Review RepSpark Order" will display all participant orders rolled into one order.

Users/Orders

To upload a user list, please make sure the file is a csv file and contains headers for First Name, Last Name, and Email. Download the template file on the left for an example.

Drop file or click here to upload new User List

See Users With No Orders 4/ 10 Orders placed

Export Submitted Orders

Submit All Draft Orders

First Name	Last Name	Email	Placed Order	Status
Meghann	Butcher	meghann.butcher@repspark.com	True	Submitted
Meghann	Butcher	meghannbutcher@yahoo.com	False	

Submitted

- Review Event Order
- Review RepSpark Order

Final Order- Individual Orders

If your site is configured to place each order individually, each order will export as a single order. If your site is integrated into the ERP, each plater's order will flow through as a submitted order. If you are not integrated into the ERP, the order can be downloaded using the export submitted orders button.

The order can always be viewed by clicking on the gear to the right of the submitted order. Clicking "Review Event Order" will display the single order for that participant. Clicking "Review RepSpark Order" will display all participant orders rolled into one order.