



GAMEDAY

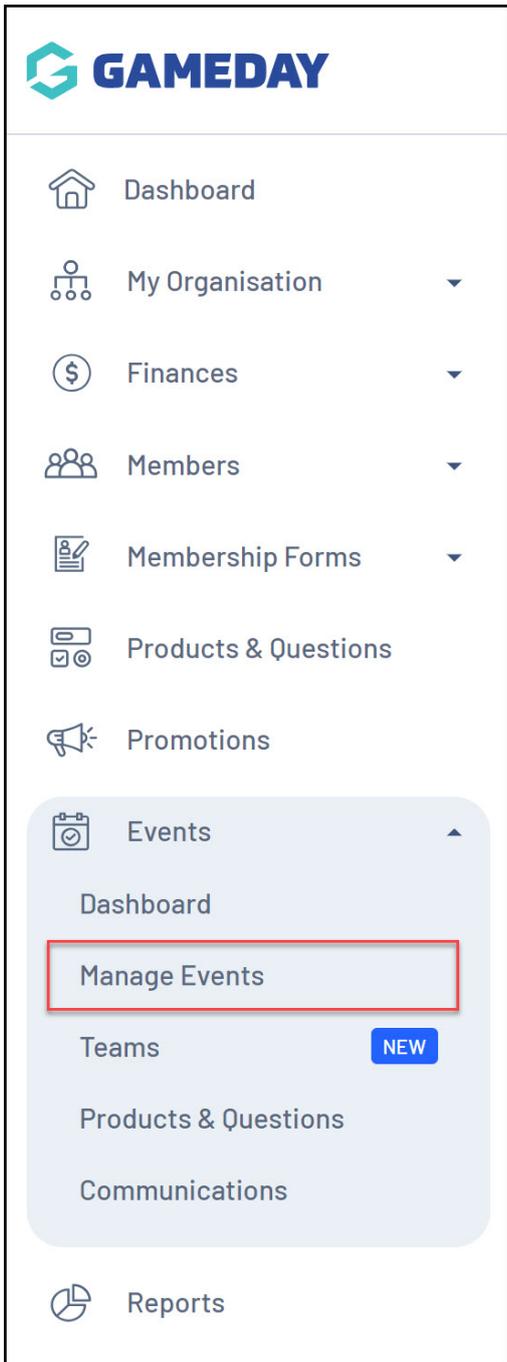
How do I create a Team Event?

Last Modified on 15/01/2024 10:44 am AEDT

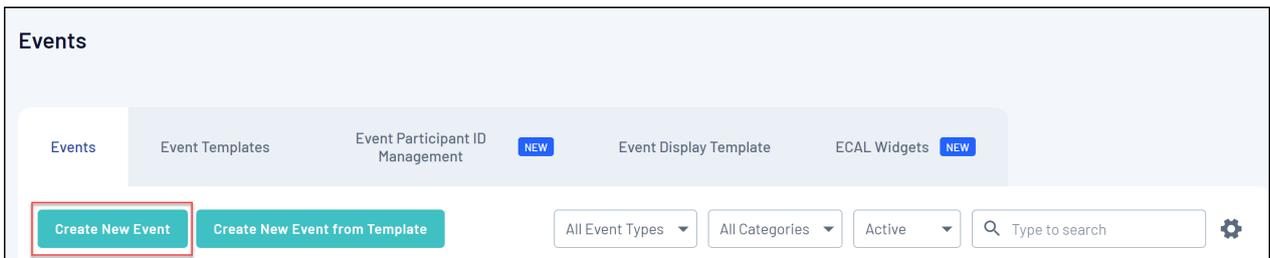
In addition to individual participant events, GameDay allows event managers to create **Team Events**, whereby a team is able to register for an event and, in turn, have participants register into those teams.

To create a **Team-based Event**:

1. In the left-hand menu, open the **Event** menu, then click **MANAGE EVENTS**:



2. Click **CREATE NEW EVENT**



3. In the event creation pop-up, select the following options and complete all other mandatory fields as required:

Event Type = Event Entry

Allow Team Registrations = Yes

Click **SAVE** once complete.

Create New Event [X]

Event Name *

Event Type * Ticketing Event Entry NEW

Use Sub-Events? * NEW Yes No

Allow Team Registrations?

Event Timezone *

All Day Event

Event Start Date/Time *

Event End Date/Time *

4. In the Event Details tab, scroll down to the **Team Details** section and complete the fields below:

Total Team Limit = Enter the maximum number of teams that can participate in this event. If you do not have a team limit, tick the **No Limit** checkbox

Participant Per Team Limit = Enter the maximum number of participants that can register for each team in this event.

Complete all other mandatory fields, then click **SAVE**

Allow only one member type to be selected?

Team Details

Allow Team Registrations

Total Team Limit * No Limit

Participant per team limit *

Event Content

Description *

5. In the Event Products & Groups tab, select the **Team to Event** tab, then click **CREATE NEW TEAM PRODUCT**

GameDay Basketball Tournament 2023

Draft

① Event Details ② Event Products & Groups ③ Add-on Products ④ Bundle Discounts ⑤ Questions & Layout ⑥ Messaging & I >

Team to Event Participant to Team

 Create New Team Product

6. The **Product Type** will already have the **Team** option selected, so you can continue through the product creation process until completion as normal:

1 Basic Settings 2 Display Rules 3 Review

Basic Settings

Product Type * Team

Product Name * GameDay Basketball Tournament 2023 - Team Fee

Description

Price * AUD \$ 200 GST is included in the product price ?

Payment option is * Payment Gateway Only **Payment Gateway or Manually set Product as Paid**

Available from * 1 April 2023 (AEDT)

Available to * 30 April 2023 (AEST)

Status * Active

Cancel Back Continue

7. Toggle over to the **Participant to Team** tab, then click **CREATE NEW EVENT PRODUCT**

← Back

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1 Event Details 2 **Event Products & Groups** 3 Add-on Products 4 Bundle Discounts 5 Questions & Layout 6 Messaging & I >

Team to Event **Participant to Team**

Add Existing Event Products to Form **Create New Event Product** Create Product Group

Note: All Event Products will be usable as a Participant to Team product, so if you have one created already, you can use the **ADD EXISTING EVENT PRODUCTS TO FORM** to use an existing product.

8. The **Product Type** will already have the **Event** option selected, so you can continue through the [event product creation process](#) until completion as normal:

The screenshot shows the 'Basic Settings' page for the 'GameDay Basketball Tournament 2023 - Player Fee'. The page has a dark blue header with navigation steps: 1 Basic Settings, 2 Display Rules, and 3 Review. The main content area is light blue and contains several form fields:

- Product Type***: A dropdown menu set to 'Event'.
- Product Sub Type***: A dropdown menu set to 'Event Entry'.
- Enable for Meet Manager Export?***: A toggle switch with 'Yes' and 'No' options, currently set to 'No'.
- Sub-Event only product?***: A toggle switch with 'Yes' and 'No' options, currently set to 'No'.
- Product Name***: A text input field containing 'GameDay Basketball Tournament 2023 - Player Fee'.
- Description**: A large empty text area.
- Do you want to assign Event Participant IDs?**: A toggle switch with 'Yes' and 'No' options, currently set to 'No'.

At the bottom, there are three buttons: 'Cancel' on the left, 'Back' in the center, and 'Continue' on the right.

9. On the **QUESTIONS AND LAYOUT** page, add any questions onto the form that you want your teams or participants to answer.

The screenshot shows the 'Questions & Layout' page for the 'GameDay Basketball Tournament 2023'. The page has a light blue header with a 'Draft' status and a navigation bar with steps: 1 Event Details, 2 Event Products & Groups, 3 Add-on Products, 4 Bundle Discounts, 5 Questions & Layout (highlighted with a red box), 6 Messaging & Notifications, and 7 Publish. Below the navigation bar, there are two tabs: 'Team to Event' and 'Participant to Team'. The main content area is divided into two sections:

- Add Existing Question**: A search bar with the placeholder text 'Type to search' and a list of question options:
 - Committee Positions Held
 - Competing?
 - Country of Birth
 - Country of Birth Parent 1
 - Country of Birth Parent 2
 - date
 - Date First Joined
- Central Panel**: A list of question types, each with a lock icon and a 'TT' icon:
 - Team Code
 - Team Logo
 - Team Name
 - Team Email
 - Mobile Number

Use the **Use Existing Question** or **Create New Question** options to add questions into the central panel. For more information on creating questions, click [here](#).

For Team Events, you will have the option to add questions to the **Team to Event** form and the **Participant to Team** form using the toggle in the top left:

GameDay Basketball Tournament 2023

Draft

1 Event Details 2 Event Products & Groups 3 Add-on Products 4 Bundle Discounts **5 Questions & Layout** 6 Messaging & Notifications 7 Publish

Team to Event Participant to Team

Add Existing Question

Type to search

Committee Positions Held

Competing?

Country of Birth

Country of Birth Parent 1

Country of Birth Parent 2

date

Date First Joined

Team Code

Team Logo

Team Name

Team Email

Mobile Number

10. Continue through the form creation wizard as per any other [Event Form](#). When you reach the **PUBLISH** tab, be sure to set Activation and Expiry Dates for both your **Participant Form** and your **Team Form**, then click **SAVE**:

Publish

Form Status *

Draft **Active** Inactive

Form Activation Date/Time *

01/04/2023 30/04/2023

12:00 am 12:00 am

AEDT AEST

Team Form Activation Date/Time *

01/04/2023 30/04/2023

12:00 am 12:00 am

AEDT AEST

Cancel **Save**

Related Articles