



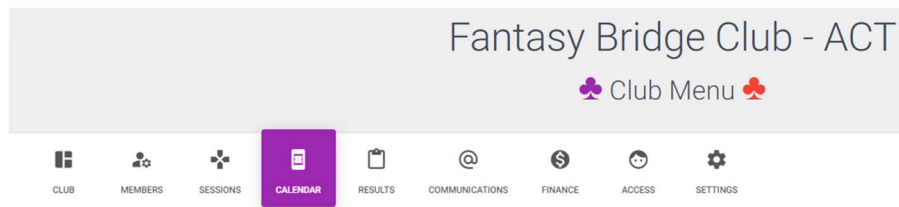
# TOURNAMENT ORGANISERS: HOW TO CREATE A CONGRESS FOR A NEW YEAR

## SCENARIO

You have used My ABF for your congress last year and you now want to recreate the event for the upcoming year.

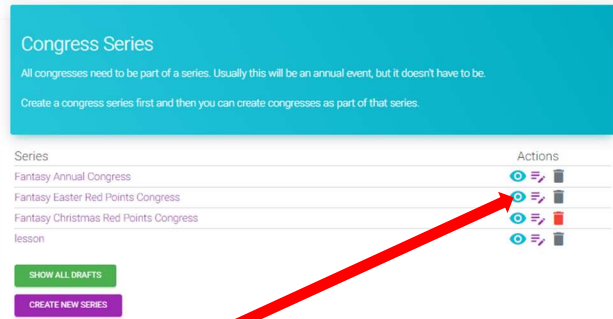
### 1. Open the Club Admin menu

As a Tournament Organiser you will have a Club Admin item in your main menu on the left of the screen. Open that for your club and select Calendar. This lists all the events (termed “series”) that your club has defined (left hand image). Click one of them to view all congresses (including drafts) set up under that series (right hand image). Most commonly these will be each annual running of a congress:


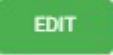






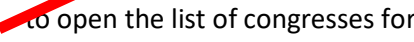
Start Date	Status	Actions
25 Nov 2024	Published	   

CREATE NEW CONGRESS



Here you can use the purple button to create a new congress from scratch. Or you can take various other actions for the existing congresses:





-  **Action** Edit this Congress (same as the  button)
-  Manage this Congress (same as the  button)
-  Copy this congress (done to create a new year)
-  Delete this congress (only possible if there are no events or entries)

Click here  to open the list of congresses for that series (shown here). You can also use the purple button to create a new series.

## 2. Roll forward last year's congress

Use the Copy icon to roll forward the existing published congress.









Fantasy Annual Super Congress

Start Date	Status	Actions
25 Nov 2024	Published	   

[CREATE NEW CONGRESS](#)

This creates a new draft with the date rolled forward one year. You can now edit this one (you will probably need to tweak the dates and make any other edits to the events, prices, venue, and other information that you want).

Fantasy Annual Super Congress

Start Date	Status	Actions
25 Nov 2025	Draft	   
25 Nov 2024	Published	   


[CREATE NEW CONGRESS](#)

## IMPORTANT NOTES

- ALWAYS roll forward to create a new draft. NEVER directly edit last year's congress. It will still have all last year's entries in!
- The administration areas still refer to all these events as "Congresses" – but this should not literally be interpreted as a bridge congress, it is effectively any event for which you want to gather entries and/or payments in advance.

### 3. Accessing a draft event

A new year's congress is always created as a Draft initially. A Draft cannot be opened from the main listing. To access a Draft you have a choice:

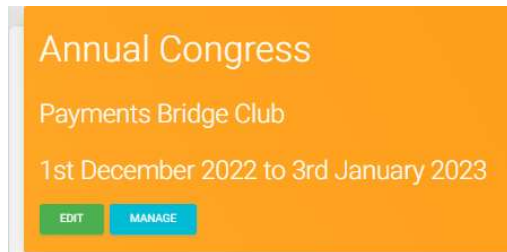
- Use the Club Admin menu above and click the Edit pen icon: 
- Separately bookmark the URL of the event page when you create it and temporarily use that to access your draft (only necessary until the event is published)

After you are happy with the event pages, publish the event to include it in the public calendar listing.

### 4. Accessing a published event

After a congress has been published you can still access it in the same way from the Club Admin calendar page.

But it is MUCH EASIER to access it from the header of the webpage that is now visible within the public listing. There are Edit and Manage buttons there.



Edit takes you back to the setup screens (which you can still use to amend what you have published at any time).

Manage takes you to the separate area to manage the incoming entries and payments.

