

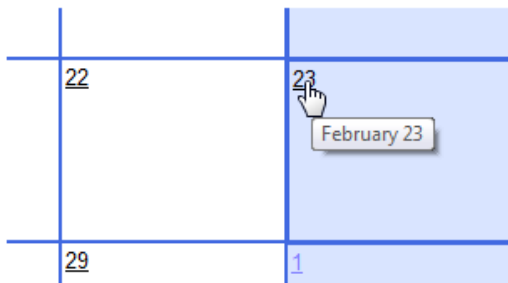


## Adding OLR (on line registrations)

The OLR can be added to any event added to any TWT Community web page calendar.

Step 1, adding the event to your calendar

1. Open your club's web page
2. Log in with your admin user name and password
3. Click on the calendar link
4. Browse to the month that you wish to add the event to
5. Click on the correct date as shown below



6. When the event opens, fill in the event title, select the date, and set the start time as shown below.

Event Title :

Select date :

Set start time :  :

Pick Event Color :



7. If your tournament flyer is available, open it and copy the text. Paste it into the web page editor as shown below.

A screenshot of a web page editor window. The editor's toolbar at the top includes options for Paragraph, Font, Size, Color, Bold, Italic, Underline, and other text formatting tools. The main content area displays a tournament flyer for the "2008 North Platte 'Midwest Destroyers' Tournament". The text is formatted with red and blue colors and bolding. Below the main text, there is a section titled "Wrestling Info:" with a bulleted list of rules. At the bottom of the flyer, "Entry Fees" are listed. The editor's status bar at the bottom shows "Design" and "HTML" tabs, and "Save" and "Cancel" buttons are visible on the right side.

**2008 North Platte**  
**"Midwest Destroyers" Tournament**

**DATE: February 23rd, 2008**

**LOCATION: North Platte High School, 1220 West 2<sup>nd</sup>**

**Wrestling Info:**

- Four man round robin format as able.
- **No walk-ins allowed.**
- **All wrestlers will be weighed at check in.** Three pound scale allowance. If you are above your allowance, you will be scratched and must repay to wrestle.
- Birth certificates must be available if requested.

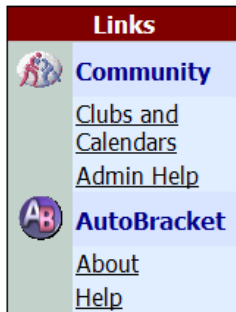
**Entry Fees:** \$12.00 per wrestler online registration or \$14.00 by mail

8. Be sure to click the "SAVE" button when done.
9. At this point, your event has been added to your calendar.
10. Email me and let me know that you are ready to have the OLR added to your event. Tom.Sawyer@TrueWindTech.com



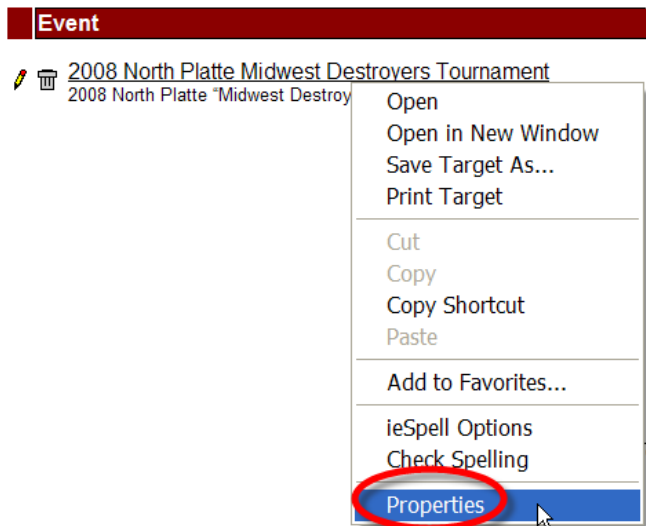
Step 2, Adding a link to your event on your webpage.

1. Open your club's web page.
2. Log in if not already logged in.
3. Click on the Events List as shown below.



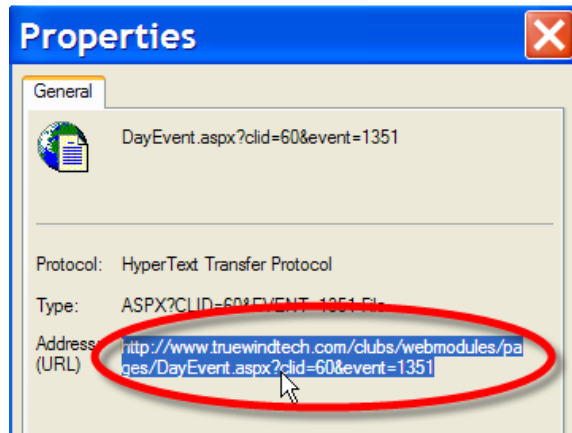
[Club Calendar](#)  
[Events List](#)

4. Right click on the event and select "Properties" as shown below.

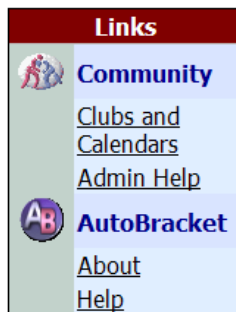




5. On the Properties dialog box, highlight the URL section using your mouse as shown below.



6. On the highlighted text, right click and select "Copy".
7. Dismiss the dialog box.
8. Click on the Club Page link to go back to your club page as shown below.

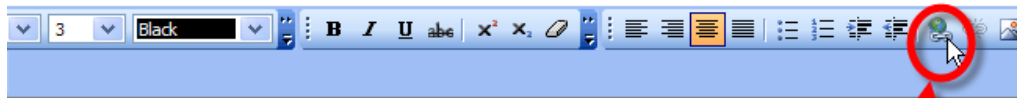


[Club Page](#)  
[Calendar](#)

9. Click the Edit Page link to begin editing your page. (wait for all of the tools to load before entering any text. Sometimes if you start too early your page will not load completely, causing you to lose some of the items on your web page.
10. Add some text to be used as a link to your event, such as "Register for our tournament HERE" or something similar.
11. Using your cursor, highlight the word "HERE".



12. Click the Create Link Icon as shown below.



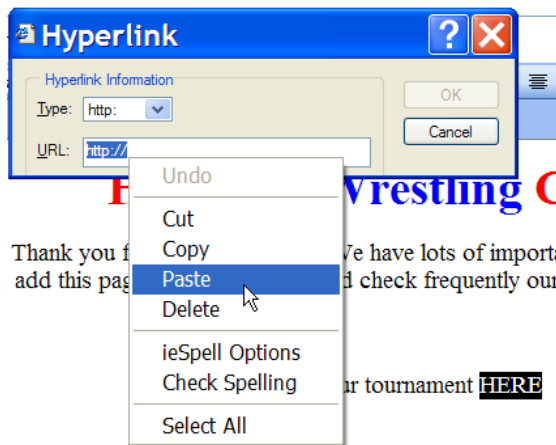
## HomelandWrestling Club

Thank you for visiting our page. We have lots of important events coming. So, add this page to your favorites and check frequently our calendar for updates.

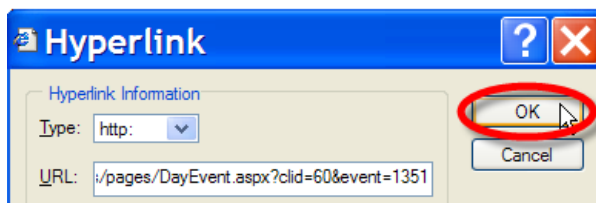
Create Link Icon

Register for our tournament [HERE](#)

13. In the Hyperlink dialog box, make sure that the text in the URL field is highlighted. Right click on the highlighted text in the URL field and select Paste as shown below.



14. Click the OK button on the Hyperlink dialog box.



15. Click the SAVE button at the bottom of the page.

16. Test the link by clicking on it, you should be taken to the event page on your calendar.



Step 3, customizing the OLR page. (after I have notified you that I have added OLR to your event)

1. Open your club's web page.
2. Log in if not already logged in.
3. Click on the event list.
4. Select the event that has the OLR added.
5. Click the "Open Registration" link to make the registration page accessible to all users.
6. Click the "Edit Registration Page" link to add any special instructions you may have for the users as shown below.

2008 North Platte Midwest Destroyers Tournament

Select closing date : 2 - February 23 2008

Set closing time : 10 :00 AM

Please fill out and submit the form below. After submitting the form a link will appear allowing you to view and print your confirmation. If you determine that any of the information is incorrect, you will have an opportunity to delete the entry and repeat the process using the correct information. Print the receipt and bring it with you to weigh in. This receipt is your proof that you registered on line.

**IMPORTANT:** Enter **NOVICE** or **OPEN** in the "Comments" field before submitting.

Design HTML

Save Cancel

7. Set the closing time at the top of the registration page before saving. This time only displays on the page.
8. Don't forget to click the Save button!
9. Review your registration system and modify as needed.
10. Later, you can use the View Registrations List link to review your registrations.
11. You may use the Close Registrations link to close registration later. The registration system will not automatically close. You must do this manually at this time.