

MEMBER CLUB TOURNAMENT SETUP

All tournaments must be sanctioned by Hockey Calgary. In order to add your tournament to TeamLinkt, you must have already received your tournament sanction through Hockey Calgary.

Please refer to the [Tournament Policy](#) before you sanction your tournament.

Once you have received your Hockey Calgary sanction for the tournament, you will need to add the tournament schedule and teams to the Hockey Calgary tournament home page. You will then need to add the tournament to TeamLinkt in order to create the digital gamesheets to play the games on. Please see the following steps for creating the digital gamesheets.

- 1) First step is to go to www.hockeycalgary.ca
Select the “[Login](#)” button located at the top of the screen (see Figure 1)

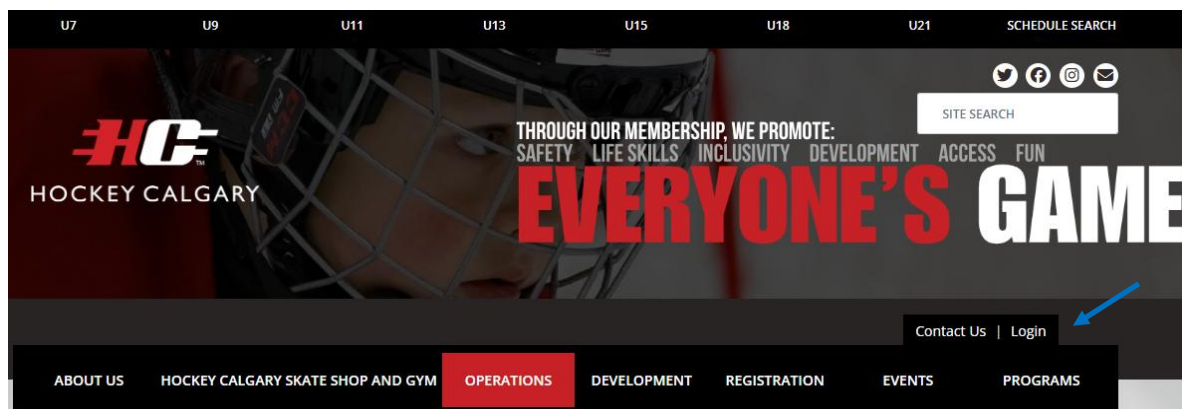


Figure 1

- 2) Enter your Username and Password in the fields provided when you received your tournament sanction approval and select “[Login](#)” (see Figure 2)

LOGIN

HOME > LOGIN

Username:

Password:

Login

If you have forgotten your username or password, [click here](#).

Figure 2

- 3) Note the Games Tab at the top of the page. Select “**Set Game Location and Times**”.
- Enter your game schedule in accordance with the communicated deadline to ensure that the tournament schedules can be sent to Central Region (for all games that are hosted within Calgary city limits) in a timely manner. The deadlines can be found in the [Tournament Policy](#). (see Figure 3)

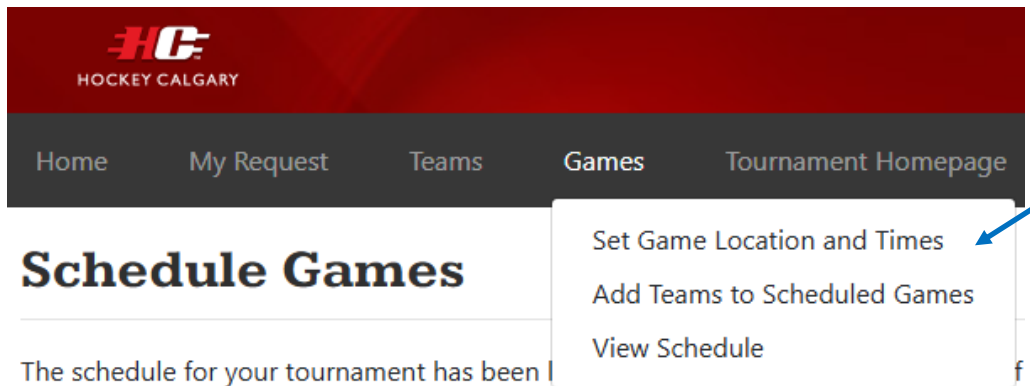


Figure 3

- 4) Note the Teams Tab at the top of the page. Add the teams that you have accepted into your tournament. This will update the “[Tournament Listing](#)” on the website to show how many available spots that you have in your tournament. (see Figure 4)

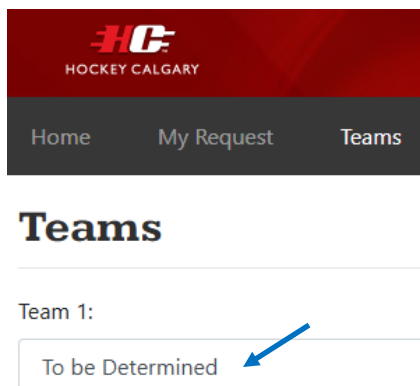


Figure 4

- 5) Note the Games Tab at the top of the page. Select “**Add Teams to Scheduled Games**”. Add the teams to the tournament schedule. (see Figure 5)

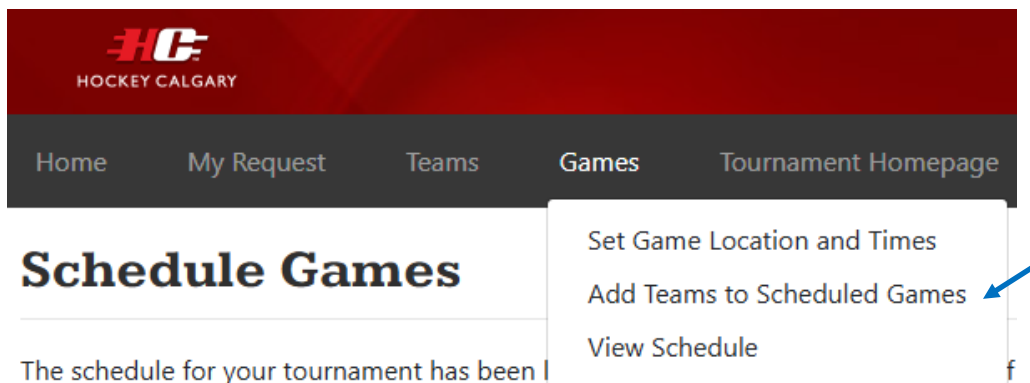


Figure 5

ONCE YOU HAVE ADDED THE TOURNAMENT GAMES SCHEDULE AND TEAMS TO THE HOCKEY CALGARY WEBSITE, YOU CAN CREATE THE TOURNAMENT IN TEAMLINKT.

6) CREATE YOUR TOURNAMENT ORGANIZATION

There are two ways in which you can create the tournament:

Option 1: Create a new season in your existing organization.

Use when you want the tournament to live in your regular website and branding.

From your club account, open the season dropdown in the top left, click on “**Create Season**” and name the season (for example 2026 Tournaments). You can create a season for each age category or have all your tournaments under one season. (see Figure 6)

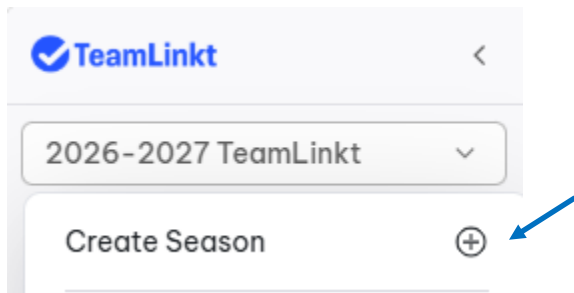


Figure 6

Option 2: Create a separate tournament organization.

Use when you want a full website branded to the tournament itself.

From your club account, open the organization dropdown in the top right, click on “**Create Organization**” and complete the setup. Name the organization (for example Springbank Rumble in the Rockies Tournaments). You can set up your divisional structure to include age categories and tiers or you can create a separate organization for each age category (for example U11 Springbank Rumble in the Rockies). (see Figure 7)

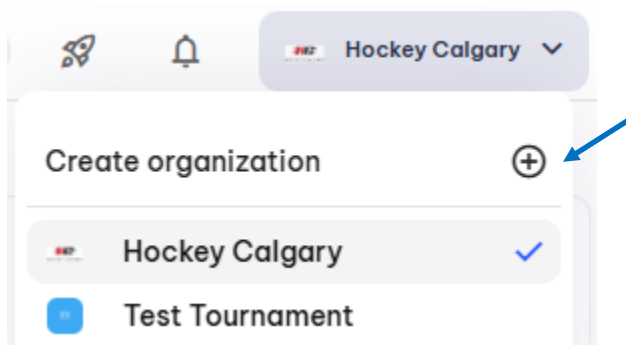


Figure 7

7) SET UP YOUR DIVISIONAL STRUCTURE

To set up the divisional structure, you must be either in the “**Tournament Season**” or the “**Tournament Organization**”.

Go to Teams > Divisions

Select One Level if you have created the tournament for one age category and name the category by the divisions that you have in your tournament.

Select Two Levels if you have created the tournament for all age category and name the first level for the age category and the second level for the divisions that you have in your tournament.

TO COMPLETE THE TOURNAMENT SETUP IT IS BEST TO HAVE THE TEAMS CONFIRMED AND ADDED SO THAT YOU CAN ASSIGN THEM AND UTILIZE THE TOURNAMENT BUILDER. COMPLETE THE FOLLOWING STEPS TO ADD THE TEAMS BEFORE YOU MOVE ON TO SETTING UP THE TOURNAMENT GAMES.

8) ADD HOCKEY CALGARY TEAMS OR OTHER TEAMLINKT TEAMS TO THE TOURNAMENTS

You can invite teams to join with an invite code which will bring their existing roster with them into the tournament.

Finding Your Team Invite Code

Open the season dropdown in the top left and click “**Settings**”. (see Figure 8)

Find your tournament season, click “**Edit**”

Under “**Team Management**” you will find the Team Invite Code. (see Figure 9)

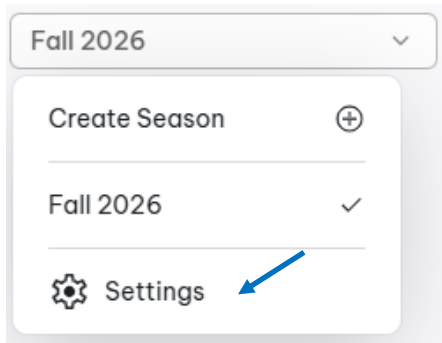


Figure 8

Team Management

Allow Teams to Submit Stats *

No

Allow Team Admins to Manage Roster *

No

Allow Team Admins to Chat *

Yes

Team Invite Code ⓘ

wfbnUjTm

Figure 9

Share Team Invite Code With Participating Teams

You will need to send the Team Invite Code to teams via email, you can not share it directly from the platform. Teams will enter the Team Invite Code by logging into app.teamlinkt.com to join the tournament.

NOTE – They cannot enter the Invite Code in the TeamLinkt App

This will work for teams in your own organization, other Member Clubs, and any team already using TeamLinkt. Their roster comes with them, so nothing needs re-importing and families don't end up with a duplicate team in their app.

ONCE YOU HAVE SHARED THE TEAM INVITE CODE WITH THE TEAMS, YOU WILL NEED TO WAIT UNTIL THEY HAVE USED THE CODE TO JOIN THE TOURNAMENT BEFORE YOU CAN ASSIGN THE TEAMS TO THE TOURNAMENT.

Assign Teams To Divisions

Go to Teams > Add/Import > Assign Teams

The number beside “**Assign Teams**” shows you how many teams have joined the tournament using the Team invite Code and are waiting to be assigned. (see Figure 10)

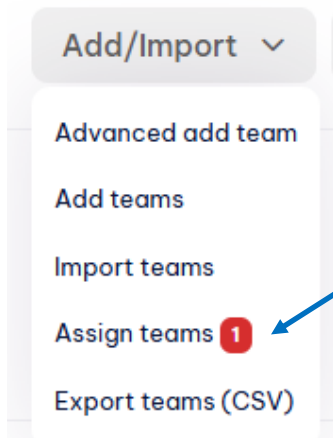


Figure 10

Check the teams you want to assign, click “**Assign Selected Teams**”, choose the division and click “**Assign**”. (see Figure 11) The teams will appear in that division with their rosters attached, which is what keeps the gamesheets populated.

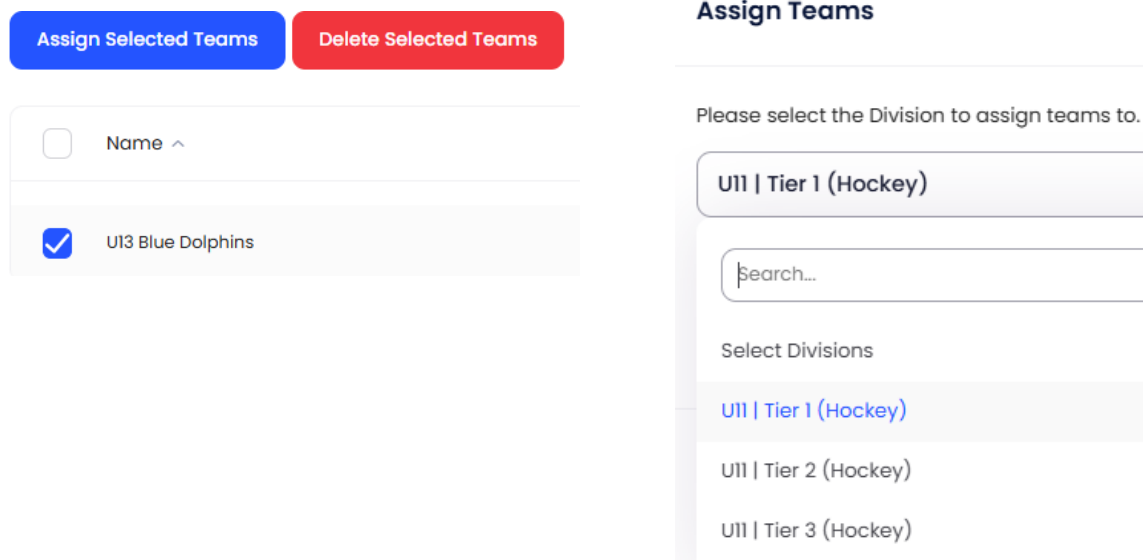


Figure 11

IF YOU HAVE TEAMS FROM OUTSIDE HOCKEY CALGARY ATTENDING YOUR TOURNAMENT, YOU WILL NEED TO MANUALLY ADD THEM AND UPLOAD THEIR OFFICIAL ROSTER TO THE TEAMS THAT YOU CREATED.

9) ADD OUT OF TOWN TEAMS TO TOURNAMENTS

Go to Teams > Add/Import > Add Teams

From here you can add the names of the teams and select the division that they will be assigned to and then click “**Create Teams**”.

The image shows a web interface for adding teams. On the left, a dropdown menu labeled 'Add/Import' is open, showing options: 'Advanced add team', 'Add teams' (highlighted with a blue arrow), 'Import teams', and 'Export teams (CSV)'. To the right, there is a table with three rows for adding teams. Each row has a 'Team Name' field (marked with a red asterisk), a 'Division' field (marked with a red asterisk and a blue 'Manage' link), and a green 'Add Row' button at the bottom.

10) ADD THE ROSTERS FOR OUT OF TOWN TEAMS

Go to Teams > Roster Members

Filter for the team that you would like to add the roster for.

Select the **“Import/Export”** option in the top right and click Import **“Team Members”**. (see Figure 12)

You can import the file with the proper information that is listed on the template or you can copy and paste the information under Manually Enter.

Once the roster has been added, you can activate the teams.

The image shows a dropdown menu labeled 'Import/Export' with three options: 'Add team members', 'Import team members' (highlighted with a blue arrow), and 'Export team members'.

Figure 12

ONCE YOU HAVE ADDED YOUR TEAMS YOU CAN BUILD YOUR TOURNAMENT SCHEDULE

11) CREATE THE TOURNAMENT

Go To Schedule > Tournaments and click on **“Create”** in the top right to create a new tournament.

Enter the name, the dates the tournament will run, the format, the game duration and the time between games (flood time) then select the participating division. (see Figure 13)

***NOTE - For Round Robin Play please select “Pools and Brackets” as the format for the tournament. You will have one pool for the round robin games to be played and then create one bracket for each final game to be played. For example if you are running a four team tournament you would have one pool of four teams and two brackets (Final A and Final B).**

Name *

Dates * 2026-09-04 to 2026-09-06

Format * Pools and Bracket

Game Durations * 60 minutes

Time Between Games * 15 minutes

Division / Group *

- ☐ U11
 - ☐ Tier 1
 - ☐ Tier 2
 - ☐ Tier 3

Cancel Create

Figure 13

12) WEBSITE DETAILS

You must include the Hockey Calgary Sanction Number in the “Details” field

Please include a contact name, email and/or phone number.

You can add a PDF Tournament Poster to the website and can include a URL link if you choose.

13) SETTING UP YOUR POOLS FOR ROUND ROBIN GAME PLAY

Switch to “Pools” and open “Settings”

For Round Robin Play you will only require one pool.

Set the date the pool games start (first date of the tournament)

Set the pool game frequency to “Earliest Possible”

Click “Save & Rebuild Pools” (see Figure 14)

Pools * 1

Pool Games Start * 2026-09-04

Pool Game Frequency * Earliest Possible (Teams can play multiple times in a day)

Cancel Save & Rebuild Pools

Figure 14

Under “Pools” open “Games”

Click into “Location Time Slots”

The pool builder schedules around location time slot availability before it honours your uploaded schedule. Once you have set the locations and the time blocks you can upload a copy of the schedule if you want it different than what the pool builder creates for you. You must delete out all the arenas but the ones that you have the tournament scheduled at, you must complete this step to move forward.

Set the location of your tournament and the times that the games are scheduled per day.

For example, if you have two games being played back-to-back at Max Bell – Perry Cavanagh on the Friday evening, and four games being played on the Saturday set the location as follows.

Click “Done” to save your edits

Click “Save & Rebuild” (see Figure 15)

Location

Max Bell Centre - Perry Cavanagh

Weekly schedule

☐ Sun Unavailable

☐ Mon Unavailable

☐ Tue Unavailable

☐ Wed Unavailable

☐ Thu Unavailable

☒ Fri 5:30 PM - 8:15 PM +

☒ Sat 9:00 AM - 2:45 PM +

Delete time slot

Done

+ Add location

Overrides

+ Add override

Manage locations

Cancel Save & rebuild

Figure 15

Once you have set the Location Time Slots, the builder will create your round robin games for you. If you want the games different than they appear, or if you need to edit the game lengths you can either upload a new schedule with the changes or you can edit each individual game to make the changes.

If you want to make manual edits, click into **"Edit"** under **"Actions"** and make the changes. (see Figure 16)

Game #	Pool	Round	Time	Home	Away	Status	Location	Actions
Friday, September 4th								
1	Pool A	1	5:30pm - 6:45pm	Okotoks Oilers (U11 Tier 1)	Strathmore Warriors (U11 Tier 1)	Scheduled	Max Bell Centre - Perry Cavanagh	Edit
2	Pool A	1	7:00pm - 8:15pm	Cochrane Rockies (U11 Tier 1)	Red Deer Chiefs (U11 Tier 1)	Scheduled	Max Bell Centre - Perry Cavanagh	Edit
Saturday, September 5th								
3	Pool A	2	9:00am - 10:15am	Red Deer Chiefs (U11 Tier 1)	Strathmore Warriors (U11 Tier 1)	Scheduled	Max Bell Centre - Perry Cavanagh	Edit
4	Pool A	2	10:30am - 11:45am	Okotoks Oilers (U11 Tier 1)	Cochrane Rockies (U11 Tier 1)	Scheduled	Max Bell Centre - Perry Cavanagh	Edit
5	Pool A	3	12:00pm - 1:15pm	Cochrane Rockies (U11 Tier 1)	Strathmore Warriors (U11 Tier 1)	Scheduled	Max Bell Centre - Perry Cavanagh	Edit
6	Pool A	3	1:30pm - 2:45pm	Red Deer Chiefs (U11 Tier 1)	Okotoks Oilers (U11 Tier 1)	Scheduled	Max Bell Centre - Perry Cavanagh	Edit

Figure 16

If you want to upload a new schedule, click into **"Import Games"**

Create an Excel spreadsheet template that mirrors the columns in the upload template.

Uploading the tournament schedule will overwrite the existing location time slots.

Note the following:

- You can add different duration of games here, for example you may have some games that are 75 minutes in length when you have set the duration in the original settings as 60 minutes. This is ok as the schedule you are uploading can overwrite these settings.
- Ensure to include the name of the pool as you have it named.
- Home Team and Away Team must be listed exactly as they have been entered into TeamLink.
- The location must be entered exactly as the locations already appear in TeamLink. You can double click on the cell to see the list of arenas.

- Ensure that you have checked off **“Would you like to overwrite existing pool games?”** in order to overwrite the generic time slots created by the Location Time Slot builder. (see Figure 17)



	Date (YYYY-MM-DD)*	Time*	Duration* (minutes)	Pool*	Home Team*	Away Team*	Location*
1				▼	▼	▼	▼
2				▼	▼	▼	▼
3				▼	▼	▼	▼
4				▼	▼	▼	▼
5				▼	▼	▼	▼

☒ Would you like to overwrite existing pool games?

Figure 17

Under **“Pools”** open **“Rankings”**

Here you can manage how the teams can be ranked to determine standings in the tournament as well as view the standings.

14) SETTING UP YOUR BRACKETS FOR FINAL GAMES

Switch to **“Main Bracket”** and open **“Settings”**

For Round Robin Play you will require one bracket for each final game. If you are playing an A/B final you will need two brackets, if you are playing an A/B/C final you will need three brackets.

Rename the bracket to **“Final A”**

Update the number of teams to two teams

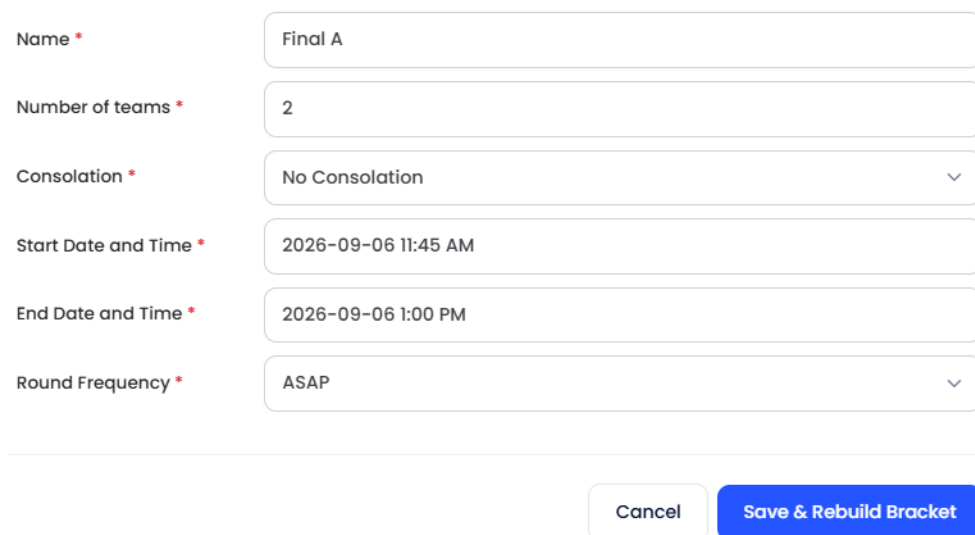
Set the Consolation to **“No Consolation”**

Set the Start Date and Time ***Note the work around to setting the Location Time Slot in Figure 20***

Set the End Date and Time

Set the Round Frequency to **“ASAP”**

Click **“Save & Rebuild Bracket”** (see Figure 18)



Name *

Number of teams *

Consolation * ▼

Start Date and Time *

End Date and Time *

Round Frequency * ▼

Figure 18

Select **“Add Bracket”** to add a bracket game for the B Final

Switch to **“Bracket #2”** and open **“Settings”**

For Round Robin Play you will require one bracket for each final game. If you are playing an A/B final you will need two brackets, if you are playing an A/B/C final you will need three brackets.

Rename the bracket to **“Final B”**

- Update the number of teams to two teams
- Set the Consolation to “No Consolation”
- Set the Start Date and Time ***Note the work around to setting the Location Time Slot in Figure 20***
- Set the End Date and Time
- Set the Round Frequency to “ASAP”
- Click “Save & Rebuild Bracket” (see Figure 19)

Name *

Final B

Number of teams *

2

Consolation *

No Consolation

Start Date and Time *

2026-09-06 10:15 AM

End Date and Time *

2026-09-06 11:30 AM

Round Frequency *

ASAP

Cancel

Save & Rebuild Bracket

Figure 19

The bracket builder schedules around location time slot availability before it will honour the information that is entered under the “Settings” tab. Use the following work around to set the location and time of the final games.

The Start Time and Location will auto populate to the first arena that is listed under the Location Time Slots which will be ACADIA RECREATION COMPLEX and it will enter a random start and end time. To save having to delete out all of the arenas not being used, simply click into “Edit” under “Actions” and make the changes. Do this for all of the final game brackets. (see Figure 20)

Here you can also set the team that will populate into the home and away positions based on the outcome of the round robin play.

Series/Game #	Branch	Round	Time	Home	Away	Status	Location	Actions
Sunday, September 6th								
Series 1 (G1)	A-side	Finals	10:15am - 11:30am	1st Overall	2nd Overall	Scheduled	Acadia Recreation Complex	Edit

Edit Bracket Series #1 (A-side Finals)
×

Team 1 *
1st Overall
Team 2 *
2nd Overall

Game 1

Home
1st Overall
Swap Teams
Away
2nd Overall

Status *
Scheduled

Location *
Max Bell Centre - Perry Cavanagh

Date *
2026-09-06

Time *
11:45 AM
to
01:00 PM
☐ TBD

Cancel
Save

Figure 20

15) PUBLISHING YOUR TOURNAMENT

Once you have finished setting up your tournament you can preview the website to see what your tournament page will look like.

Publish the tournament to the Tournament category option. Once the tournament is published it will add the games to the schedule of each team in the tournament.

Publish Tournament

Publishing will add games to the schedule of each team in the tournament. Games will also be visible on the public tournament website.

Note: if you select (ie. 1st overall vs 8th overall), series' will need to be updated later to include actual teams.

Please select the category of statistics that these games should contribute to.

Tournament

Cancel
Publish

You will find your **GAME CODES** for your digital gamesheets under Schedule > Tournaments and then under the **"More"** option beside the tournament listing.

All scorekeeping is done through games.teamlinkt.com, not on the TeamLinkt mobile app.

16) SHARING YOUR TOURNAMENT

Once you have published your tournament you can share the link under Schedule > Tournaments and then under the **“More”** option beside the tournament listing.

Name	Start Date ▾	Status	Format	Actions
Test U11 Tier 1 Tournament	2026-09-04	Published	Pool & Bracket	Edit More ▾

[Preview](#)
[Share](#)
[Delete](#)

Share Tournament Sites - Test U11 Tier 1 Tournament

Let everyone know how to stay up to date with your tournament information and schedule via email, Facebook or Twitter. If you use an email marketing tool, such as Mailchimp or Constant Contact, you can copy the below link to include in your messaging.

You can copy and use this link on your own website if you are not using your TeamLinkt website.

<https://app.teamlinkt.com/tournaments/view/testtournament2/16507> [Copy Link](#)

[Close](#) [Share by Email](#) [Share to Facebook](#) [Share to Twitter](#)

17) ADDING A TOURNAMENT COORDINATOR AS AN ADMIN TO THE TOURNAMENT

You can add your Tournament Coordinator as an Admin to the tournament season in order to manage the tournament.

Select **“Home”** from the menu listing on the left hand side
Click on the **“Add Admins”** button (see figure 21)

Add admins

Add others as administrators to help you manage your tournament.

[Add admins](#)

Figure 21

Click on the **“Add”** button in the top right corner(see figure 22)

Admins

[Add](#)

Name	Role	Email	Admin Type	Last Login	Access	Actions
Lisa McGregor	Coordinator	lisa.mcgregor@hockeycalgary.com	Full Admin (Primary)	1:21 PM (10 minutes ago)	Full Access	Edit Permissions Delete

Figure 22

Enter their information and then click **“Add”**, they will then have access to the tournament.

[←](#) Add New Admin User

Type *	Full Admin
First Name *	Enter First Name
Last Name *	Enter Last Name
Email *	Enter Email Address
Role *	Coordinator