# Instructions for Editing League and Tournament Information on IGBO Website

The instructions below will guide you through the process of editing your league or tournament information. This will give you the freedom to update this information on your own to be sure that information is always current and correct.

## Requirements

Before you will be able to edit your leagues or tournaments, you will need to be sure you are associated with those leagues and tournaments in the IGBO Membership/TAD system. To determine if you are associated with the leagues and tournaments you plan to edit, follow these steps:

Step	Result				
1.	Go to: <u>https://membership.igbo.org/</u>				
2.	Log in. If you do not have a login, or do not remember your login information, click here: https://tad.igbo.org/help.php				
3.	Once you login, you will see the leagues and tournaments you are associated with. If the league or tournament you wish to update is not listed, you will need to notify us by completing the form located under the league and tournament lists				
	Valid				
	Member Entity Type Through Status Action				
	Metro Detroit Friday Night Mixed League 2025-10-31 View Members				
	MIC- Motown Invitational Classic Tournament 2025-10-31 Current				
	Note: If the entity you wish to work with is not available to you and/or if we have you assigned to the wrong entity, <u>please complete this form</u> .				
4.	If you see the leagues and tournaments you wish to edit listed, you are ready to move on to the next section.				

# Activating Word Press Account – One Time Only

For your account to be created in WordPress, you will need to complete this step before you will be able to access the edit capabilities.

Step	Result
1.	Go to https://test.igbo.org/login
	(NOTE: Once the website goes live, the address will be change to https://igbo.org/login)
2.	Click Log In with IGBO.
3.	Enter the email address and password that is associated with your IGBO Membership/TAD account. See the Requirements Section for more information. Click Sign In. Sign in to your account
4.	After you complete this step, site administrators will set up your WordPress account to allow you to edit the website. This may take up to one day.

# Editing your League and Tournament Information

Once you have received your activated your WordPress account (see <u>Activating WordPress Account</u> for more information), you will be able to submit revisions to your league's information that is displayed on the IGBO website. Once submitted, it will be reviewed by a site administrator and then approved to appear on the website. Updates may take up to 24 hours to appear on the website.

To access WordPress to update a league or tournament, follow these steps:

Step	Result
1.	Go to https://test.igbo.org/login
	(NOTE: Once the website goes live, the address will be change to https://igbo.org/login)
2.	Click Log In with IGBO.
3.	Enter your email address and password that is associated with your IGBO Membership/TAD account. See the <u>Requirements</u> Section for more information. Click Sign In. Sign in to your account
	Password Sign In

Step	Result	
4.	From here you will select either Tournament or League to begin making your revisions.	<ul> <li>Dashboard</li> <li>Tournaments</li> <li>Media</li> <li>Revisions</li> <li>Leagues</li> </ul>
		Profile     Collapse menu

## Editing a League

Follow these steps to edit your league information.

Step	Result						
1.	. Click Leagues from the menu on the left. This will display the leagues you have th to edit. If you do not see your league here, review the information in the <u>Requirem</u> <u>Section</u> of this document.						
	Dashboard     TheGem League Items     Tournaments     All (1)   Published (1)						
	Media     Bulk actions     Apply     All da	All (1)     Published (1)       Bulk actions     Apply       All dates     Filter					
	🖬 Leagues	League Categories	🗭 💠 🛛 Date 🗘				
	All League Items	ed North American Heartland	<ul> <li>Published</li> <li>2025/01/28 at</li> <li>10:42 pm</li> </ul>				
	<ul> <li>Profile</li> <li>Collapse menu</li> <li>Bulk actions          <ul> <li>Apply</li> </ul> </li> </ul>	League Categories	🗭 💠 🛛 Date 🖨				
			1 item				
2.	Hover your mouse over the name	Bulk actions V Apply All dates V	Filter				
	of the league you want to edit and then click New Revision.	☐ Title ♣	League Categories				
		Metro Detroit Friday Night Mixed View   New Revision	North American Heartland				
		🗋 Title 🖨	League Categories				
		Bulk actions V Apply					

Step	Result				
3.	Complete all of the information are currently in between season	as it relates	to the cu	urrent season of your league	. If you
		o, uoo ino in	lionnadie		
	Leagues	^ ¥ *	Start Date *		
	House *		September 7, 202	4	
	Universal Lanes		End Date *		
	Location *		April 11, 2025		_
	Warren, Michigan		Season Type		
	House Website		Regular		-
	The state of the s		Frequency	×	
	League Contact Name *				
	Ken Arnold		4 bowlers	~	
	Learue Contact Email *		Price *		-
	Kenparnold@gmail.com		\$20.00/week		
			About		
	734-755-4052		Metro Detroit Frid 1981, making it o	lay Night Mixed (MDFNM) has been in continuous operation since ne of the longest running LGBTQ+ bowling leagues in the Metro	
			Detroit area. We an LGBT bowling	are a LGBT bowling league based out of Warren, MI. Although we are league, we have a very diverse membership and all are welcome to	
	League Website		at the bowling all Boxed Mystery, O	ave run on our league nights, we play music, enjoy the rood and drink ey, and mingle with friends. We have jackpots including, Mystery, ver Average, High Game with Handicap, Pot of Gold, and Third Game	
	• https://www.acebook.com/groups/multim/		Special. Come ou	it and join us for a fun night of friends and bowling.	
4.	Optional: If you wish to add or re	eplace the			
	current league logo, click the im	age on the r	ight	Featured image	· 🗸 🔺
	or if no image is shown click Set	featured im	age.	Set featured image	
	Click Select Files and locate the	image save	d on		
	vour computer and click Set featured image				
	button in the bottom right hand o	corner.			
	C C	1		BE SURE TO UPLOAD A LOO	GO THAT
	Featured image		×	IS AT LEAST 1500 X 1500 PI	XELS IN
	Upload files Media Library	< E	Expand Details	SIZE. IT MUST BE A SQUAR	E IMAGE.
	Filter media Search media	Metro-Detroit-Friday-Nigh	nt-Mixed.png		
		501 KB 2012 by 2012 pixels			
		Edit with Elementor Al	_		
		Alt Text			
	Showing 2 of 1 media items <u>Learn how to desci</u> the image. Leave et		<u>purpose of</u> the image is		
	Load more	purely decorative.			
		Title Metro-Detroit-Frida	ay-Night		
		Set feat	tured image		
		Set leat	linea intige		

Step	Result	
5.	Optional: If you would like to add photos of your league or bowling center, you can do so by clicking Add gallery images from the menu on the right. Click Upload Files.	Gallery A V A
	Select Images Upload files Media Library Filter media	<u>ery images</u>
	Click Select Files, locate the images on your computer and select t (you can hold CTRL key down and select multiple files), and then cl open.	ick Drop files to upload
	Once images are uploaded to the Media Library, they will already be checked. Click Add Images.	Select Images x c Report Details
	IMAGES SHOULD BE AT LEAST 1500 PIXELS IN SIZE.	
6.	Once your edits are complete, click Update Revision in the upper ripage. You can also click Preview to see what your information will website.	ght hand corner of the ook like on the
	Edit League Item	
	Metro Detroit Friday Night Mixed	
	Paragraph     B     I     II     II     II     III     IIII     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	
7.	Click Submit Revision. Once you submit the revision, a site administrator will approve. This can take up to 24 hours for your new information to display on the website.	Publish       Image: Compare Status: Unsubmitted Revision         Update Revision       Preview         Status: Unsubmitted Revision       Author         admin (admin)       Image: Compare Status         Dublish on approval Edit       Compare View Saved Revision         Submit Revision       Submit Revision
		Delete Revision

### **Editing a Tournament**

Follow these steps to edit your Tournament information:

Step	Result			
1.	Click Tournament screen. This will o right to edit. Hove are editing and cli	s from the menu on the left side of th display the tournaments you have the er over the name of the tournament y ock New Revision.	he e VOU VOU Vous Vous Vous Vous Vous Vous Vous Vous	
2.	Write a descriptio	n about your tournament in the text of " ミミミ & 国 聞 む	window at the top of the page. $ imes$	
	<b>PRIDE THROUGH</b> It's our 40th Anniversary, and we are fi their remarkable legacy and tireless du But that's not all – we will also pay trib and commitment have made this ever Mark your calendars and get ready for Let's make this anniversary one for the	H THE YEARS Illed with gratitude and excitement as we come together to honor the incredible LGBT edication that has paved the way for a more inclusive world. but to to hose who have worked tirelessly to make the Motown Invitational Classic the th a cherished tradition, and we are excited to continue this legacy together. an unforgettable celebration of courage, unity, and community spirit. e history books!	'Q Pioneers who have bravely fought for our rights over the years. Let's celebrate beloved and longest-running LGBTQ Bowling Tournament in Michigan. Their passion	
3.	Word count 131	endar section complete all the releva	Last edited on March 1, 2025 at 831 pm	
	The Events Calendar TIME & DATE Start/End:	10/3/2025 to 10/5/2025 <u>Time Zone: UTC+0</u>	Enter Start and End dates for your next tournament. Make sure the All Day Event is checked.	
	LOCATION Venue:	✓ All Day Event This event is all day starting on October 3 and ending on October 5, 2025.          Spins Bowl       x	Click the Venue box and locate your bowling house. If your bowling house is not listed, see Adding Venues section.	
	Map: ORGANIZERS Organizer:	<ul> <li>✓ Show map</li> <li>✓ Show map link</li> <li>Scot LaNear × ▼</li> <li>Add another organizer</li> </ul>	Click the Organizer box and locate the person who will be the point of contact for your tournament. If that person is not listed, see Adding Organizers section.	

Step	Result
	TOURNAMENT WEBSITE URL: https://mictournament.org/ Add your tournament's website.
	TOURNAMENT COST         Currency Symbol:         S         Before cost *         USD         Cost:         125         Enter a 0 for tournaments that are free or leave blank to hide the field.         Enter your Currency Code.         Enter your Tournament Entry Cost
4.	Optional: If you wish to add or replace the current league logo, click the image on the right or if no image is shown click Set featured image. Click Upload Files. Select Image Upload file Media Library Filter media Click Select Files, locate the images on your computer and select them (you can hold CTRL key down and select multiple files), and then click open. Once images are uploaded to the Media Library, they will already be checked. Click Set Featured Image. Veload files Media Library Filter media Select Files Once images are uploaded to the Media Library, they will already be checked. Click Set Featured Image. MAGES MUST BE AT LEAST 200 IN SIZE. MAGES MUST BE AT LEAST 200 IN SIZE.
5.	Set featured image
0.	page. You can also click Preview to see what your information will look like on the website.

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Step	Result		
	Edit Tournament		
	Motown Invitational Classic	Publis	h ^ V *
	Image: Add Media     Visual     Text	Upda	te Revision Preview
	Heading 3 🔹 B I 🗄 🗄 🕊 🗮 🖉 🗮 🖶 🛠	Status: Author	Unsubmitted Revision
	Formats ▼ мес - <u>A</u> ▼ 🛱 🖉 Ω 蘀 転 つ ⊂ 🕑	admi	in (admin) 🗸
6.	Click Submit Revision. Once you submit the revision, a site administrator will approve. This can take up to 24 hours for you	our	Publish ^ V A
	new information to display on the website.		Update Revision Preview Status: Unsubmitted Revision
			Author
			admin (admin)
			Compare View Saved Revision
			Submit Revision
			Delete Revision

#### **Adding Venues**

When you are editing your Tournament, you will need to select the Bowling Center where your tournament is held. Site administrators have tried to populate all known bowling centers from our membership database, but there may be a time when you will need to add a new venue. Follow these steps to add a new venue. Once added, it will need to be approved by site administrators. Once approved you will be able to edit you tournament and select the new bowling house from the venue drop down list.

Step	Result
1.	Click Venues on the left side of the WordPress dashboard. Click Add New Venue at the top of the page.
2.	Enter the name of the Bowling House. Add New Venue Add title

3.	Add the Venue Information	٦.			
		Venue Information		^ V	•
		Address:			
		City:			
		Country:	Select a Country:× 💌		
		State or Province:			
		Postal Code:			
		Phone:			
		Website:			
		Show Map:	$\checkmark$		
		Show Map Link:	$\checkmark$		
4.	Click Submit for	Add New Venue			
	Review in the upper	Bowl One		Publish	~ ~ *
		Add Media	Visual Text	Save Draft	
		Paragraph <b>B</b> <i>T</i> = = 66 =		9 Status: Draft	
		Formats • не — <u>A</u> • 🛱 🖉 Ω 镡	乗りぐ 0	Visibility: Public	
				Submit for	Review
5.	Once you submit the revis	ion, a site administrato	r will approve. Once	approved, you v	will
	be able to add that venue to your listing. This can take up to 24 hours.				

#### Adding Organizers

When you are editing your Tournament, you will need to select the Tournament Organizer who is the main contact for your tournament. This could be the IGBO Rep, Director, or other Tournament Officer. Follow these steps to add a new organizer. Once added, it will need to be approved by site administrators. Once approved you will be able to edit your tournament and select the organizer from the drop-down list.

Step	Result		
1.	Click Organizers on the left side of the WordPress dashboard.		
2.	Enter the name of the Organizer.	Add New Organizer       Add title	

3.	Add the Organizer Information.				
	Organizer Information	^	~		
	The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers. Phone: Website: Email:				
4.	Click Submit for Review in the upper right-hand corner.				
	Add New Organizer				
	Kelly Clark Publish	~ ~			
	Image: Save Draft       Image				
	Paragraph ▼ B I ⊟ ⊟ 46 ≣ Ξ Ξ Ø Ξ  ↔ 🗙 💿 Visibility: Public				
	Formats v Alec — <u>A</u> v 🛱 🖉 Ω 🚎 💱 つ C 🔮	t for Review			
5.	Once you submit the revision, a site administrator will approve. Once approved, you				
	be able to add that organizer to your listing. This can take up to 24 hours.				

## Help

If you encounter any problems updating your league or tournament information, please contact it@igbo.org.