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Start a new hosted event

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Open Event Manager and start the plan for a tournament or dual your team hosts.

Use **Event Manager** for tournaments and duals your team hosts. You fill in one form, and YourTeamManager puts the event on your calendar, gives you a hosting checklist and builds a flyer.

Entries and payments still go through your usual registration site.

Step 1: Open Event Manager

1. In the side menu, select **Event Manager**.
2. If you have no events yet, you'll see "No events yet" and a **Create event** button.
3. Use the **Status** filter to show **Active**, **Cancelled** or **All** events. Select **Refresh** to update the list.

Step 2: Start the event

1. Select **+ New event** (top right) or **Create event**.
2. The **New event** form opens on the **Event plan** tab. The other tabs are **Flyer builder** and **Checklist**.

Start date is the only box you must fill in. Fill in what you know now and come back for the rest. Anything you skip won't show on the flyer.

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