

# Step 8: Adding in Sports and Events

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## Quick Steps: Got to Events > Select the Event > Events > Sports, Events

1. Within the OST Console, select **Events** from the top menu, then click on the name of the event, or **Actions > View** next to the name of the event.

2. Select **Events** from the expanded left menu and then **Sports**

*NB: Set up the Sports first. Sports are the sections in which the individual events will sit within. The entrant is able to first select the Sport, and can then drill down to the individual Event*

3. Within **Sports**, select **Actions** in the top right menu > **Add**

4. Give the Sport a **Title** and select whether teams can play this sport. You can also make teams mandatory for a sport and set a limit on how many teams can enter. Click **Save**

5. If you need to add several sports at once, use the **Add** button that appears within the confirmed sport that you have previously saved and continually set up the sports that way

6. Once all of the Sports have been created, click on the **Events** tab on the expanded left menu within the **Events** section

7. Click **Actions** in the top right menu > **Add**

8. Drop down the **Sport** list and select the relevant sport this event will sit within

9. Give the Event a **Title**, a **price** (if applicable) and an order number to determine the order in which the events will display within their sport on the Event form. You can also enable teams on specific Events rather than the whole sport such as Doubles events

10. Click **Save**

11. Now that your Event has saved, you can continually add multiple events at the one time by clicking the **Add** button that appears on the confirmation screen of the event that was saved

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