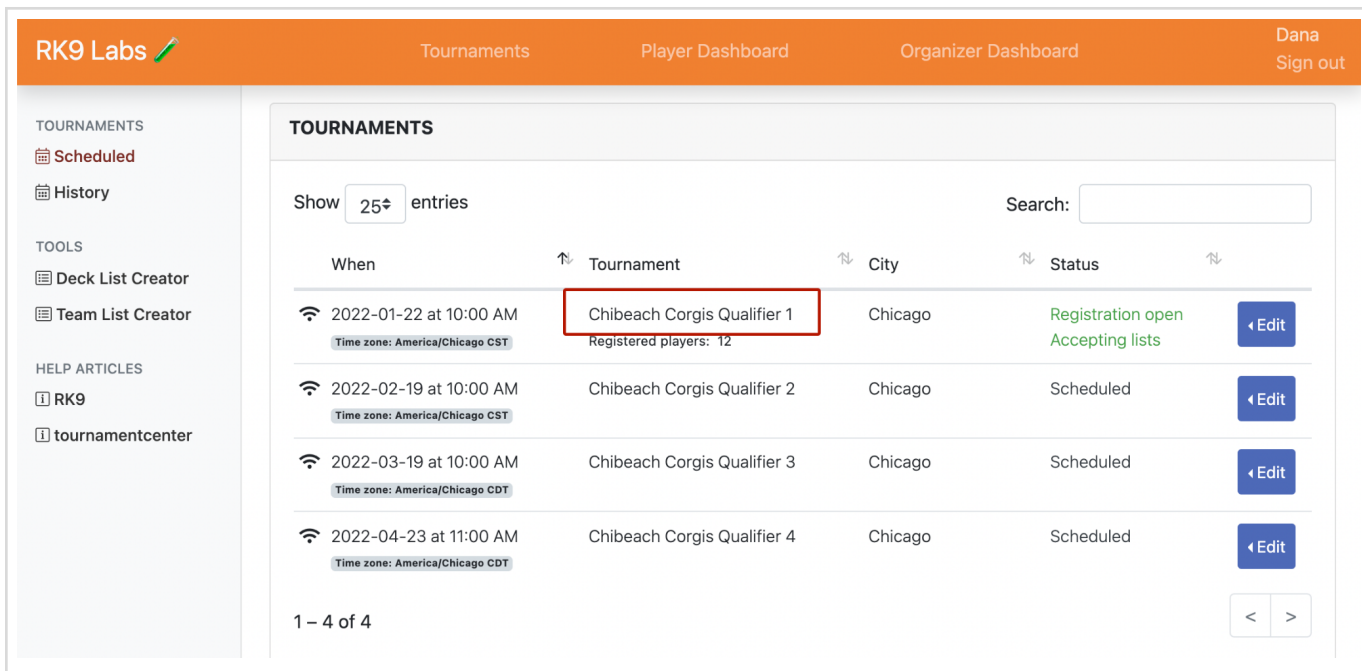


## Welcome to tournament day!

Sign into RK9.gg and go to your [Organizer Dashboard](#), where you'll see a list of your upcoming tournaments. Navigate to the [Tournament Tasks](#) page by clicking on the tournament name – this page has all the links you'll need to run your tournament.



The screenshot shows the RK9 Labs Organizer Dashboard. The top navigation bar is orange and contains the RK9 Labs logo, links to Tournaments, Player Dashboard, Organizer Dashboard, and a user profile for Dana with a Sign out button. The left sidebar is light gray and contains links for TOURNAMENTS (Scheduled, History), TOOLS (Deck List Creator, Team List Creator), and HELP ARTICLES (RK9, tournamentcenter). The main content area is titled 'TOURNAMENTS' and features a 'Show 25 entries' dropdown, a search bar, and a table of tournaments. The table has columns for When, Tournament, City, and Status. The first row, 'Chibeach Corgis Qualifier 1', is highlighted with a red box. Below the table is a pagination control showing '1 - 4 of 4' and navigation arrows.

When	Tournament	City	Status
2022-01-22 at 10:00 AM <small>Time zone: America/Chicago CST</small>	Chibeach Corgis Qualifier 1 <small>Registered players: 12</small>	Chicago	Registration open Accepting lists
2022-02-19 at 10:00 AM <small>Time zone: America/Chicago CST</small>	Chibeach Corgis Qualifier 2	Chicago	Scheduled
2022-03-19 at 10:00 AM <small>Time zone: America/Chicago CDT</small>	Chibeach Corgis Qualifier 3	Chicago	Scheduled
2022-04-23 at 11:00 AM <small>Time zone: America/Chicago CDT</small>	Chibeach Corgis Qualifier 4	Chicago	Scheduled

The [Tournament Tasks](#) page shows you basic information about your tournament, and is where you will find tournament-specific tasks that you'll use to manage your tournament. At this point, you should be familiar with the [Public details](#) and [Edit tournament details](#) pages, since you used these when you reviewed your tournaments. Unless you need to change the deck list submission deadline (to allow a late player to submit, for example), you shouldn't need these today.

## Live Roster

**Live Roster** is where players go to verify that they have successfully submitted their deck list.

RK9 Labs


Tournaments

Player Dashboard

Organizer Dashboard





Dana  
Sign out



### Live Roster

 **Chibeach Corgis Qualifier 1**  
January 22, 2022 at 10:00 AM  
Time zone: America/Chicago CST  
Registration closes: 2022-01-22 at 9:00 AM  
Deck list submission closes: 2022-01-22 at 9:30 AM

Show  entries

Search:

Screen name	First name	Last name	Deck List
JojoTCG	Jojo	Pero	 Submitted
Quiet Riot	Riot	Pero	 Submitted
Kodi Bear	Kodiak	Pero	 Submitted
RrrrRrrr	Bernoulli	Pern	 Submitted

Once deck lists have been published the morning of the tournament after list submission has closed,  **Submitted** in the Deck List column will change to  **View**. At that point, these become links that players can use to view their opponents' deck lists (more on publishing later). Live Roster is shown for reference, so you can help your players if needed.

Post your final reminders about deck list submission closing on your Discord server. Keep an eye out for any players who have not submitted their deck list yet, and send appropriate reminders.

## Check-in List

The **Check-in List** is where you manage your registered players before you start your tournament.

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Tournaments

Player Dashboard

Organizer Dashboard

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### Check-in List






Chibeach Corgis Qualifier 1  
2022-01-22 at 10:00 AM  
Time zone: America/Chicago CST

Registered players: 12  
Checked-in players: 10


Registration closes: 2022-01-22 at 9:00 AM  
List submission closes: 2022-01-22 at 9:30 AM


Show  entries


Search:

Player ID	First name	Last name	Screen name	Discord	Registration Info	Created	Actions
100	Jojo	Pero	JojoTCG	zuul#0009	3pt6OHno93jIncm73SnP <a href="mailto:jojo@pandareo.com">jojo@pandareo.com</a>	2022-01-09 16:23:28	 <a href="#">Action</a>
103	Riot	Pero	Quiet Riot	zuul#0009	7o5ZNUq4ABRvHIOzyq9p <a href="mailto:riot@pandareo.com">riot@pandareo.com</a>	2022-01-09 16:31:31	 <a href="#">Action</a>
107	Moto	Pero	Quasimoto	zuul#0009	D9s57Rt9lQFoHTdZDuDj <a href="mailto:moto@pandareo.com">moto@pandareo.com</a>	2022-01-09 16:49:04	 <a href="#">Action</a>
108	Kodiak	Pero	Kodi Bear	zuul#0009	VeHFD7SX1fuugzK0c7zl <a href="mailto:kodiak@pandareo.com">kodiak@pandareo.com</a>	2022-01-09 16:50:42	 <a href="#">Action</a>
102	Bernoulli	Pero	Brrrrrr	zuul#0009	dCSsf02k4Cn8Rn9WNI In	2022-01-09	 <a href="#">Action</a>

In the screenshot above, we can see which players are checked in by a few visual cues.


Checked in players are shown in **bold**, and their check-in icon  is filled in.

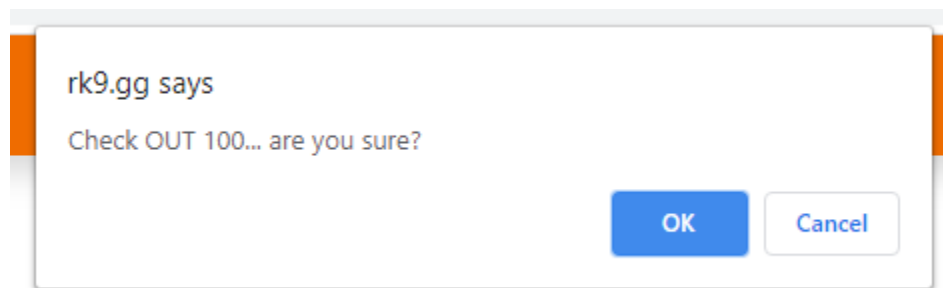
Players are automatically checked in when they submit their deck list. In the deck list column (shown outlined in red), you can see which players have submitted their lists by the list icon  that appears (Jojo, Riot, and Kodiak). Note that Jojo, Riot, and Kodiak are all checked in and Moto is not, since he has not submitted his deck list yet.

The list icon  is also a link to the judge-view of a submitted deck list. To view a player's deck list, click on the icon.

Note that the judge-view of a deck list is different from what the players see on the public-facing player deck list. The judge-view lists should only be shared with your tournament staff; they should **never** be shared with players.

You shouldn't need to manually check in or check out a player, but you are able to if needed.

Clicking the check-in  icon button will check in a player who is not checked in, and check out a player who is checked in. You'll be asked to confirm your action, and then you'll be shown a confirmation message after it has been completed. This allows you to always have full control over which players will be in the tournament.



When you are ready to start your tournament, click on **BUTTON** to move to **Tournament Verification**. This is the last step before actually starting the tournament.

**Before you click **BUTTON**, review your Check-in List one last time.** Only checked-in players will be included in the tournament — if you are missing players, it's a good idea to make one final call in the Discord to see if those players are present.

**Remember, you need at least 4 checked-in players in order to start your tournament.** If you have less than 4 players, you will need to reschedule your tournament to a future date.

## Tournament Verification

The **Tournament Verification** page displays your tournament details, along with the players that will be included in the tournament when you start it.

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Sign out

### Tournament Verification

Chibeach Corgis Qualifier 1  
2022-01-22

**Tournament Details**

Checked-in players: 10

Game type: TCG

Tournament mode: TCG\_SINGLE\_DAY

Swiss rounds: 4

Single elimination rounds: 2

Total rounds: 6

START TOURNAMENT

Show 25 entries

Search:

Player ID	First name	Last name	Screen name	Discord	
100	Jojo	Pero	JojoTCG	zuul#0009	
103	Riot	Pero	Quiet Riot	zuul#0009	
108	Kodiak	Pero	Kodi Bear	zuul#0009	
102	Bernoulli	Pero	BrrrBrrr	zuul#0009	
101	Finn	Pero	Finny Fin Fin	zuul#0009	
105	Cadbury	Pero	Crazycad	zuul#0009	
104	Simon	Pero	Sir Simon	zuul#0009	
111	Gypsy	Pero	Gypsy Girl	zuul#0009	

The Tournament Details section lists:

- the number of players that will be included in the tournament
- the game type (TCG)
- the tournament mode (TCG\_SINGLE\_DAY)
- the number of Swiss rounds
- the number of single elimination rounds
- and the total number of rounds (Swiss + single elimination)

## Adding a player before tournament start

If a player arrives **before** you have started the tournament, there are a few steps that will need to happen in order to include that player in the tournament.

1. If the player **has not submitted** their deck list yet:
  - a. The player will need to submit their deck list to check them in to the tournament.  
*Note: the player must be registered in order to submit a deck list.*
  - b. In order for a player to submit their deck list, you will need to edit the List Submission close time on the [Edit tournament details](#) page to reopen deck list submission.
  - c. Once the player has submitted their list, confirm that they are checked in by viewing the [Check-in List](#).
  - d. Edit the List Submission close time again to close deck list submission.
  - e. Refresh your [Tournament Verification](#) page to verify that the player is included in the player list.
2. If the player **has submitted** their deck list:
  - a. Verify the player is checked in by viewing the [Check-in List](#) or refresh your [Tournament Verification](#) page to confirm that the player is included in the player list.

Once these steps are completed, you can move forward and start the tournament.

Click **START TOURNAMENT** to initialize the tournament. This will create the tournament file, lock in the tournament structure, and pair the first round.

You will be asked to confirm your action before the tournament is initialized. Take one last look to ensure your tournament details are correct and you are ready to start. If they are, click **OK** to initialize the tournament and begin. If you are not ready to initialize the tournament, click Cancel.

## Pairings & Rounds

After you initialize the tournament, you'll move to the **Pairings & Rounds** page. This is the main page of operations while your tournament is running.

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### Pairings & Rounds

Chibeach Corgis Qualifier 1  
2022-01-22 at 10:00 AM  
Time zone: America/Chicago

Publish Pairings

START ROUND

Pair Next Round

Add Player

Drop Player

Current Standings

Current round  
type: Swiss created

Swiss rounds: 4  
Single elimination  
rounds: 2  
Total rounds: 6  
Total players: 10

R1

Player 1	Table #	Player 2
zuul#0009 JojoTCG Jojo Pero (100) (0-0-0) 0 pts	Table: 1 In progress Edit results	zuul#0009 BrrrBrrr Bernoulli Pero (102) (0-0-0) 0 pts
zuul#0009 Lunatic Luna Woods (112) (0-0-0) 0 pts	Table: 2 In progress Edit results	zuul#0009 Quiet Riot Riot Pero (103) (0-0-0) 0 pts
zuul#0009 Kodi Bear Kodiak Pero (108) (0-0-0) 0 pts	Table: 3 In progress Edit results	zuul#0009 Pep Pepper Woods (113) (0-0-0) 0 pts
zuul#0009 Crazycad Cadbury Pero (105) (0-0-0) 0 pts	Table: 4 In progress Edit results	zuul#0009 Sir Simon Simon Pero (104) (0-0-0) 0 pts
zuul#0009 Gypsy Girl Gypsy Pero (111) (0-0-0) 0 pts	Table: 5 In progress Edit results	zuul#0009 Finny Fin Fin Finn Pero (101) (0-0-0) 0 pts

## Publish Pairings

In order for players to see round pairings, including populating their match results entry and displaying recorded results, in their [Player Tournament Dashboard](#) and on the public view of the [Pairings](#) page, you need to publish pairings by clicking [Publish Pairings](#).

**Pairings should be published at the beginning of each round.** This populates pairing information in the Player Tournament Dashboard and on the public view of Pairings.


## Publish decklists

After pairings for round 1 have been posted, it's time to publish deck lists so players are able to view them. On the [Tournament Tasks](#) page under [Deck list publish status](#), click the "Deck lists are public" radio button.

### 8. [Deck list publish status](#)

Deck lists should be published at tournament start, **after** deck list submission has closed. You can un-publish deck lists if needed.

☐ Deck lists are hidden ☒ Deck lists are public

Once lists are published, players are able to see their opponent's deck list from [Live Roster](#) by clicking on the  **View** icon shown in the Deck List column. A link to [Live Roster](#) is located under **Helpful links** at the bottom of the [Player Tournament Dashboard](#).

Deck lists are meant to be public for the Pokémon Team Challenge, so don't forget to publish deck lists!

## Start Round

When you are ready to start your round, click [START ROUND](#). This will start the current round, and allow you to enter match results.



## Record Match Results

Once the round has started, you are able to record match results. As players submit their results online via their [Player Tournament Dashboard](#), you'll see them appear on [Pairings & Rounds](#).

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Pairings & Rounds
Chibeach Corgis Qualifier 1  
2022-01-14 at 10:00 AM  
Time zone: America/Chicago

R1

Re-Publish R1 Pairings  
START ROUND  
Pair Next Round  
Add Player  
Drop Player  
Current Standings  
Print

Player 1	Table #	Player 2
zuul#0009 Sir Simon Simon Pero (104) (0-0-0) 0 pts	Table: 1 In progress Edit result	zuul#0009 BrrrBrrr Bernoulli Pero (102) (0-0-0) 0 pts result submitted
zuul#0009 Finny Fin Fin Finn Pero (101) (0-0-0) 0 pts result submitted	Table: 2 In progress Edit result	zuul#0009 Ork the Pork Orchid Pero (106) (0-0-0) 0 pts
zuul#0009 Lunatic Luna Woods (112) (0-0-0) 0 pts	Table: 3 In progress Edit result	zuul#0009 Crazycad Cadbury Pero (105) (0-0-0) 0 pts
zuul#0009 JojoTCG Jojo Pero (100) (0-0-0) 0 pts	Table: 4 In progress Edit result result submitted	zuul#0009 Gypsy Girl Gypsy Pero (111) (0-0-0) 0 pts
zuul#0009 Quiet Riot Riot Pero (103) (0-0-0) 0 pts	Table: 5 In progress Edit result	zuul#0009 Kodi Bear Kodiak Pero (108) (0-0-0) 0 pts

Current round  
type: Swiss running  
Swiss rounds: 4

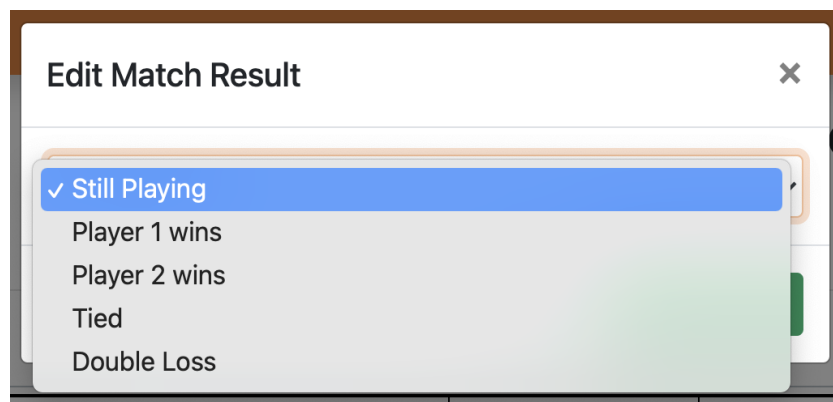
Click on the **result submitted** badge to record the player-submitted match result. If the badge appears under a player, that player will be awarded the match win and 3 points. If the badge appears in the Table # section, both players will be awarded a tie and 1 point.

You can also manually edit a match result, both for matches without a result, and for matches with a previously recorded result. If you are editing a match with a previously recorded result, the new match result will overwrite the existing one.

To edit a match result, click **Edit results** located under the table number for the match you want to edit.

Table #
Table: 1
In progress
Edit results
Table: 2

There are five match result options to select from.



**Still Playing** – the match is in progress and the players are still playing

**Player 1 wins** – Player 1 will be awarded the match win and 3 points; Player 2 receives a loss and 0 points

**Player 2 wins** – Player 2 will be awarded the match win and 3 points; Player 1 receives a loss and 0 points

**Tied** – the match is a tie; both players will be awarded a tie and 1 point

**Double Loss** – Neither player wins; both players receive a loss and 0 points

Select the appropriate match result, then click **Save changes**. To exit the **Edit Match Result** window, you can click Close, the X in the upper right corner, or use the esc key on your keyboard.

**Note:** You are able to edit match results for the **current** round, and **one round prior** to the current round.

## Pair Next Round

After all match results have been recorded, the **Pair Next Round** button will enable. When you are ready to pair your next round, click **Pair Next Round**. This pairs the next round, marks the round that just finished as closed, and moves you to the next round.

Before you pair the next round, ask your players to review their match results to ensure that they are correct for this round. If any results are incorrect, edit the match result to correct it **before** you pair the next round.

## Printables

If you are located in a region/country/US state where Team Challenge tournaments are allowed to be held in person, we have the option for you to print Pairings and Match slips.

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Sign out

### Pairings & Rounds

Chibeach Corgis Qualifier 1  
2022-01-24 at 10:00 AM  
Time zone: America/Chicago

Publish Pairings

START ROUND

Pair Next Round

Add Player

Drop Player

Current Standings

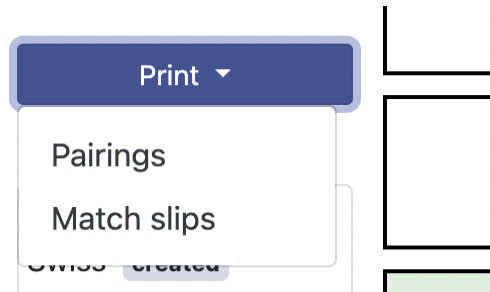
Print

Current round type:  
Swiss created

R1

Player 1	Table #	Player 2
zuul#0009 Pep Pepper Woods (113) (0-0-0) 0 pts	Table: 1 In progress Edit result	zuul#0009 Quiet Riot Riot Pero (103) (0-0-0) 0 pts
zuul#0009 Finny Fin Fin Finn Pero (101) (0-0-0) 0 pts	Table: 2 In progress Edit result	zuul#0009 BrrrBrrr Bernoulli Pero (102) (0-0-0) 0 pts
zuul#0009 Lunatic Luna Woods (112) (0-0-0) 0 pts	Table: 3 In progress Edit result	zuul#0009 JojoTCG Jojo Pero (100) (0-0-0) 0 pts
zuul#0009 Crazycad Cadbury Pero (105) (0-0-0) 0 pts	Table: 4 In progress Edit result	zuul#0009 Gypsy Girl Gypsy Pero (111) (0-0-0) 0 pts
zuul#0009 Sir Simon Simon Pero (104) (0-0-0) 0 pts	Table: 5 In progress Edit result	zuul#0009 Ork the Pork Orchid Pero (106) (0-0-0) 0 pts
zuul#0009 Kodi Bear	Table: 0	

To access these, click on the **Print** button to select what you would like to print.



The **Print** button is enabled if your tournament venue is set to Store. If your tournament venue is Online, the **Print** button will be disabled.

## Pairings

If you are running your tournament in-person, you may want to print the Pairings report for your players to view, along with publishing pairings for them to view online.

## Match slips

If you decide to use printed match slips, they should be printed at the beginning of each round and distributed to players promptly. Players should fill in their match slip once their match is finished, and both players should sign the slip to attest to the result. The match slip should then be delivered to the RK9 operator to record the result. You'll need to enter the result manually, by clicking **Edit result** and selecting the proper result.

If you prefer to have players submit their results online, that's fine too! Be sure to publish pairings at the beginning of each round, and direct players to their **Player Tournament Dashboard** to see their pairings and report their match results online.

## Adding Players

Players can be added to your tournament until round 2 has been paired. Players must be **registered** and **checked in** before you are able to add them to the tournament.

### Adding a player before you have started the tournament

If a player arrives **before** you have clicked **START TOURNAMENT**, there are a few steps that will need to happen in order to include them in the tournament.

1. If the player **has not submitted** their deck list yet:
  - a. The player will need to submit their deck list to check them in to the tournament.  
*Note: the player must be registered in order to submit a deck list.*
  - b. In order for a player to submit their deck list, you will need to edit the List Submission close time on the [Edit tournament details](#) page to reopen deck list submission.
  - c. Once the player has submitted their list, confirm that they are checked in by viewing the [Check-in List](#).
  - d. Edit the List Submission close time again to close deck list submission.
  - e. Refresh your [Tournament Verification](#) page to verify that the player is included in the player list.
2. If the player **has submitted** their deck list:
  - a. Verify the player is checked in by viewing the [Check-in List](#) or refresh your [Tournament Verification](#) page to confirm that the player is included in the player list.

Once these steps are completed, you can move forward and start the tournament.

## Adding a player in round 1 **before** the round has started

If a player arrives **after** you have started the tournament, but **before** round 1 has started, you can add them to the tournament so they are included in round 1 without a forced loss.

1. If the player **has not submitted** their deck list yet:
  - a. The player will need to submit their deck list to check them in to the tournament.  
*Note: the player must be registered in order to submit a deck list.*
  - b. In order for a player to submit their deck list, you will need to edit the List Submission close time on the [Edit tournament details](#) page to reopen deck list submission.
  - c. Once the player has submitted their list, confirm that they are checked in by viewing the [Check-in List](#).
  - d. Edit the List Submission close time again to close deck list submission.
  - e. Refresh your [Tournament Verification](#) page to verify that the player is included in the player list.
  - f. **Note:** If you have already published deck lists, it is **not** recommended to add players who have not already submitted their list. Allowing a player to submit a list and join the tournament after lists have been published gives that player a competitive advantage, and puts your tournament integrity at risk.
2. If the player **has submitted** their deck list:
  - a. Verify the player is checked in by viewing the [Check-in List](#) or refresh your [Tournament Verification](#) page to confirm that the player is included in the player list.
3. On the [Pairings & Rounds](#) page, click [Add Player](#).
  - a. From the list that appears, select the player you wish to add to the tournament and click the [Add Player](#) button to the right of their name.

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Sign out

**Players Available to Add** Chibeach Corgis Qualifier 1  
2022-01-11

[Return to Pairings & Rounds](#)

Show  entries Search:

#	Player ID	First name	Last name	Actions
1	107	Moto	Pero	<button>Add Player</button>

1 – 1 of 1 < >

- b. You will be asked to confirm your action before the player is added. **It's important to note that adding a player at this point will re-pair round 1.** If you have already published pairings, you will need to inform your players that new pairings will be published, and they should **not** start playing until they have viewed the updated pairings.

local.rk9.gg:16080 says

Are you sure you want add this player?

WARNING: This action will re-pair the current round.

Cancel OK

If you want to proceed with adding the player and re-pairing round 1, click **OK**. If you do not want to add the player and re-pair round 1, click Cancel. Click [Return to Pairings & Rounds](#) to return to the main tournament operations page.

**It is important to communicate with your players any time a round has been re-paired.**

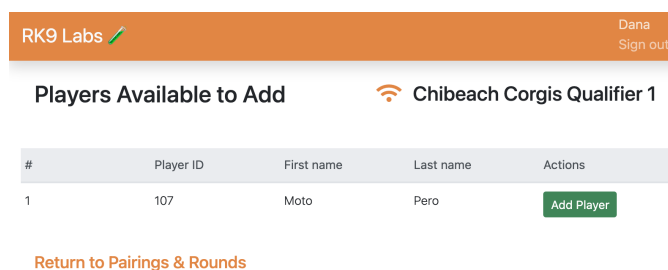
Every time a round is re-paired:

- **Inform** your players that the round has been re-paired and new pairings will be published. Players should not start playing until they are notified that pairings have been updated.
- **Publish Pairings** again to update the Player Tournament Dashboard and the Pairings page.
- **Players should refresh** their Player Tournament Dashboard to see the updated pairings.
- Anyone viewing pairings on the Pairings page should refresh the page.

## Adding a player in round 1 **after** the round has started

If a player arrives **after** round 1 has started, you can still add them to the tournament. They will be added with a forced loss for round 1, and will be included in round 2 pairings.

1. Since Team Challenge tournaments require deck lists to be published before round 1 has started, you should **not** add any players that did not submit their list before they were published. Allowing a player to submit a deck list and join the tournament after lists have been published gives that player a competitive advantage, and puts your tournament integrity at risk.
2. For players that **have submitted** their deck list:
  - a. Verify the player is checked in by viewing the [Check-in List](#) or refresh your [Tournament Verification](#) page to confirm that the player is included in the player list.
3. On the [Pairings & Rounds](#) page, click [Add Player](#).
  - a. From the list that appears, select the player you wish to add to the tournament and click the [Add Player](#) button to the right of their name.



- b. You will be asked to confirm your action before the player is added. The player will be added to round 1 with a forced loss, and will be included in round 2 pairings.

If you want to proceed with adding the player, click [OK](#). If you do not want to add the player, click Cancel. Click [Return to Pairings & Rounds](#) to return to the main tournament operations page.



## Dropping Players

Players can be dropped from the tournament at any point. Once a player has been dropped, they will no longer be paired in future rounds.

1. On the **Pairings & Rounds** page, click **Drop Player**.
  - a. From the list that appears, select the player you wish to drop from the tournament and click the **Drop Player** button to the right of their name.

RK9 Labs Dana  
Sign out

**Current Players** Chibeach Corgis Qualifier 1  
2022-01-22

[Return to Pairings & Rounds](#)

Show  entries Search:

Player ID	First name	Last name	Status	Actions
100	Jojo	Pero	Active	<button>Drop Player</button>
101	Finn	Pero	Active	<button>Drop Player</button>
102	Bernoulli	Dern	Active	<button>Drop Player</button>

- b. You will be asked to confirm your action before the player is dropped. If you want to proceed with dropping the player, click **OK**. If you do not want to drop the player, click Cancel. Click **Return to Pairings & Rounds** to return to the main tournament operations page.

A tournament must have at least four participating players to pair a Swiss round. If the tournament drops below four participating players, the next round will not be paired and the tournament will end.