

Initial steps

1. Sign into rk9.gg and go to your **Organizer Dashboard**.

The screenshot shows the Organizer Dashboard interface. At the top, there is a navigation bar with 'Tournaments', 'Player Dashboard', 'Organizer Dashboard', and 'Dana Sign out'. A sidebar on the left contains 'TOURNAMENTS' (with 'Scheduled' and 'History' sub-items), 'TOOLS' (with 'Deck List Creator' and 'Team List Creator'), and 'HELP ARTICLES' (with 'RK9' and 'tournamentcenter'). The main content area is titled 'TOURNAMENTS' and features a 'Show 25 entries' dropdown, a search bar, and a table of tournament entries. The first entry, 'Chibeach Corgis Qualifier 1', is highlighted with a red box. Below the table, it shows '1 - 4 of 4' entries 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	Edit
2022-02-19 at 10:00 AM <small>Time zone: America/Chicago CST</small>	Chibeach Corgis Qualifier 2	Chicago	Scheduled	Edit
2022-03-19 at 10:00 AM <small>Time zone: America/Chicago CDT</small>	Chibeach Corgis Qualifier 3	Chicago	Scheduled	Edit
2022-04-23 at 11:00 AM <small>Time zone: America/Chicago CDT</small>	Chibeach Corgis Qualifier 4	Chicago	Scheduled	Edit

2. Clicking on the tournament name takes you to the **Tournament Tasks** page. This 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.

Tournaments Player Dashboard Organizer Dashboard Dana Sign out

 **Chibeach Corgis Qualifier 1**
2022-01-22 at 12:00 PM
Time zone: America/Chicago CST

I need help!

Registration: 2022-01-03 at 2:00 PM to 2022-01-22 at 11:00 AM
List submission: 2022-01-06 at 2:00 PM to 2022-01-22 at 11:30 AM
Organizer: Dana Pero
This tournament will be played **online**  on Pokémon Trading Card Game Online

Number of players registered: 12

1. **Public details page**
This is the public tournament details page that players see when they click on a tournament shown on the Tournaments page.
2. **Edit tournament details**
Edit select details about your tournament.
3. **Live Roster**
Players view Live Roster to verify that their deck list submission has been successful. Live Roster will open at the same time deck list submission opens.
4. **Check-in List**
The Check-in list shows registered players and their registration information. If a player requires parental consent to participate, the parent email will display below the player email in the Registration Info column. Players will be automatically checked in to the tournament when they submit their deck list online.

- a. Verify that your tournament date and time are correct.
- b. Review when your tournament registration and deck list submission will open and close.
- c. Verify that your venue (online or in store) is correct.
- d. If you need help, click on the **I need help!** button for links to RK9 and tournamentcenter help resources

3. Click [Public details page](#) to verify your store information. You should only need to do this for one tournament, since the same information was populated into your four tournaments.

Chibeach Corgis Qualifier 1

January 22, 2022

Time zone: America/Chicago CST

Tournament information:

Start time: 2022-01-22
at 12:00 PM CST (18:00 UTC)

Venue: This tournament will be played
[online](#) 
on Pokémon Trading Card Game Online

Registration:

Opens: 2022-01-03
at 2:00 PM CST (20:00 UTC)

Closes: 2022-01-22
at 11:00 AM CST (17:00 UTC)

Deck list submission:

Opens: 2022-01-06
at 2:00 PM CST (20:00 UTC)

Closes: 2022-01-22
at 11:30 AM CST (17:30 UTC)

Registered players: 12

Store information:

Store: Chibeach Corgis
601 W Montrose Ave
Chicago, IL 60613
US

Email: support@rk9labs.com

Discord: discord.gg/RK9dscrd

- a. Ensure that your Discord server is set up and configured. Players may begin joining in advance of tournament registration opening. Make sure you have your announcements and FAQs posted so players can read them as they join.
- b. The [Public details page](#) also displays other relevant information for your tournaments.

4. If you need to edit tournament details, click on **Edit tournament details**. You are able to edit the fields marked below.
 - a. Tournament date and time
 - b. Registration close date and time
 - c. Deck list submission close date and time
 - d. Discord invite URL
 - e. If you are in a region/country/US state where in-person tournaments are allowed, you can edit the Venue.

Tournament registration and deck list submission will open based on their defaults – registration opens 8 days before the tournament, and deck list submission opens 5 days before. These values will reset based on their defaults if you change the tournament date or time.

The screenshot shows the 'Edit Chibeach Corgis Qualifier 2' page in the RK9 Labs interface. The page is divided into several sections, each with a red box highlighting the fields that can be edited:

- Happens on:** A date and time selector showing 2022-02-19 at 10:00 AM. The time zone is set to America/Chicago CST.
- Venue:** A dropdown menu currently set to 'Online'.
- Registration:** A section with two fields: 'Opens on' (2022-02-11 at 10:00 AM) and 'Closes on' (2022-02-19 at 9:00 AM).
- List Submission:** A section with two fields: 'Opens on' (2022-02-14 at 10:00 AM) and 'Closes on' (2022-02-19 at 9:30 AM).
- Discord invite URL:** A text input field containing 'https://discord.gg/RK9dscrd'. Below the field is a note: 'Enter only the last section of your Discord invite URL (numbers and letters after discord.gg/)'.

A green 'Save changes' button is located at the bottom center of the page.

8 days before – tournament registration opens

1. After players register, they appear on the [Check-in List](#). Review the list periodically in case you need to contact a player about their registration.

RK9 Labs
Tournaments
Player Dashboard
Organizer Dashboard
Dana
Sign out

Check-in List

Registered players: 12
Checked-in players: 8

Show entries

Chibeach Corgis Qualifier 1
2022-01-22 at 12:00 PM
Time zone: America/Chicago CST

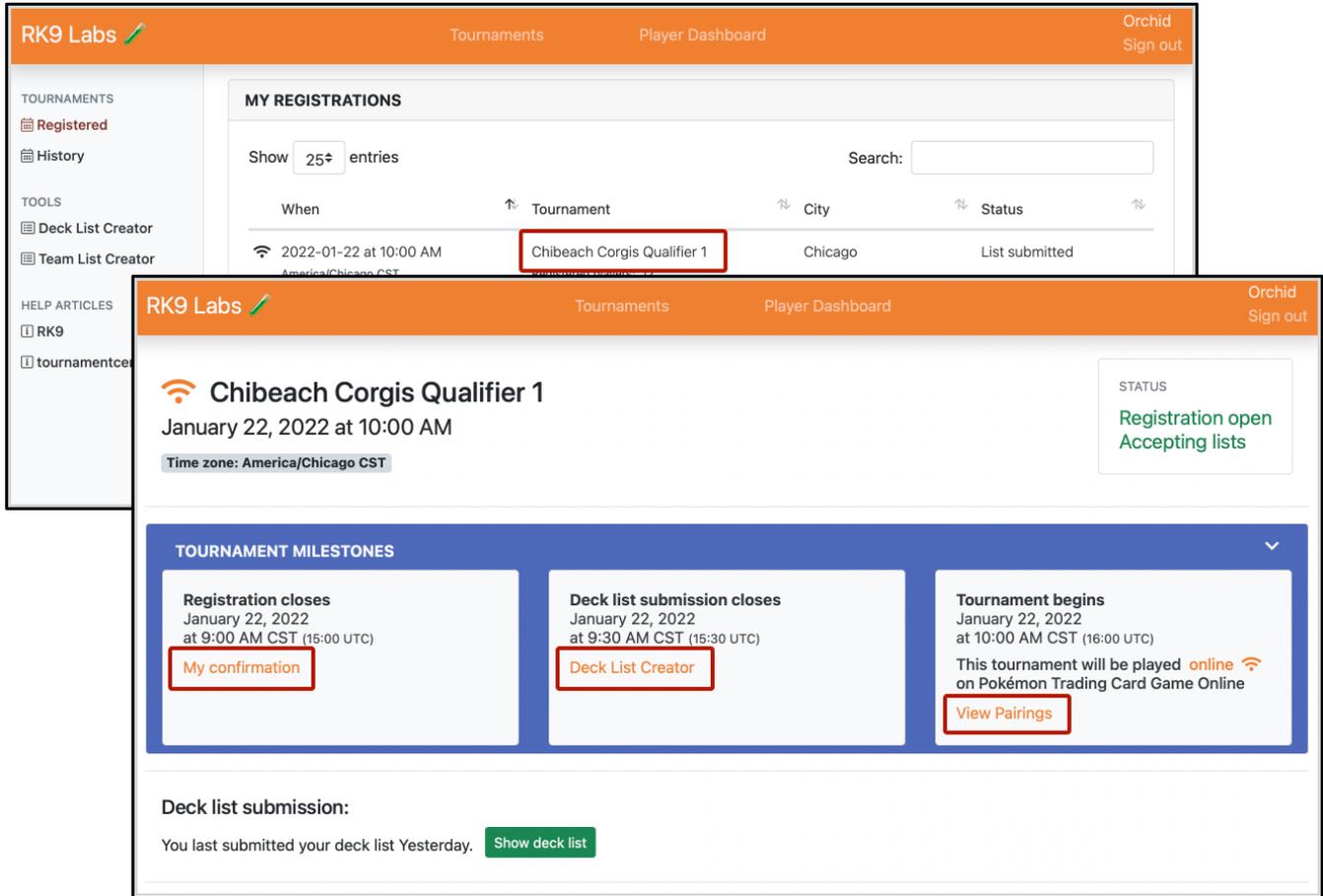
Registration closes: 2022-01-22 at 11:00 AM
List submission closes: 2022-01-22 at 11:30 AM

Search:

Player ID	First name	Last name	Screen name	Discord	Registration Info	Created	Actions
100	Jojo	Pero	JojoTCG	zuul#0009	3pt6OHno93jIncm73SnP jojo@pandareo.com	2022-01-09 16:23:28	Action
103	Riot	Pero	Quiet Riot	zuul#0009	7o5ZNUq4ABRvHIOzyq9p riot@pandareo.com	2022-01-09 16:31:31	Action
107	Moto	Pero	Quasimoto	zuul#0009	D9s57Rt9IQFoHTdZDuDj moto@pandareo.com	2022-01-09 16:49:04	Action
108	Kodiak	Pero	Kodi Bear	zuul#0009	VeHFD7SX1fuugzK0c7zl	2022-01-09	Action

2. Players will be more active on your Discord server after registration opens. Make sure all information on your server is up to date, and that you (or your staff) are available to answer questions.

- 3. If players have questions about their registration, point them to their **Player Tournament Dashboard** (accessed by clicking on the tournament name in their **Player Dashboard**).



5 days before – deck list submission opens

1. Once deck list submission opens, players will begin to submit their lists. As they do, they will be checked into the tournament, and you'll see the list icon  appear in the deck list column.
 - a. Checked in players are shown in **bold**, and their check-in icon  is filled in.
 - b. 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: 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.
2. Check your Discord frequently to answer player questions. Players may ask you to verify that you've received their deck list. Point them to their [Player Tournament Dashboard](#) (accessed by clicking on the tournament name in their [Player Dashboard](#)). They can also verify their submission on [Live Roster](#).

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.

1–3 days before

1. Continue to review your [Check-in List](#).
 - a. It's a good idea to post a reminder in your Discord server with the date and time that registration and deck list submission will close. Remind players that they will not be included in Round 1 if they do not submit a deck list on time.
2. Check your Discord frequently to answer player questions. Players may ask you to verify that you've received their deck list. Point them to their [Player Tournament Dashboard](#) (accessed by clicking on the tournament name in their [Player Dashboard](#)). They can also verify their submission on [Live Roster](#).

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.