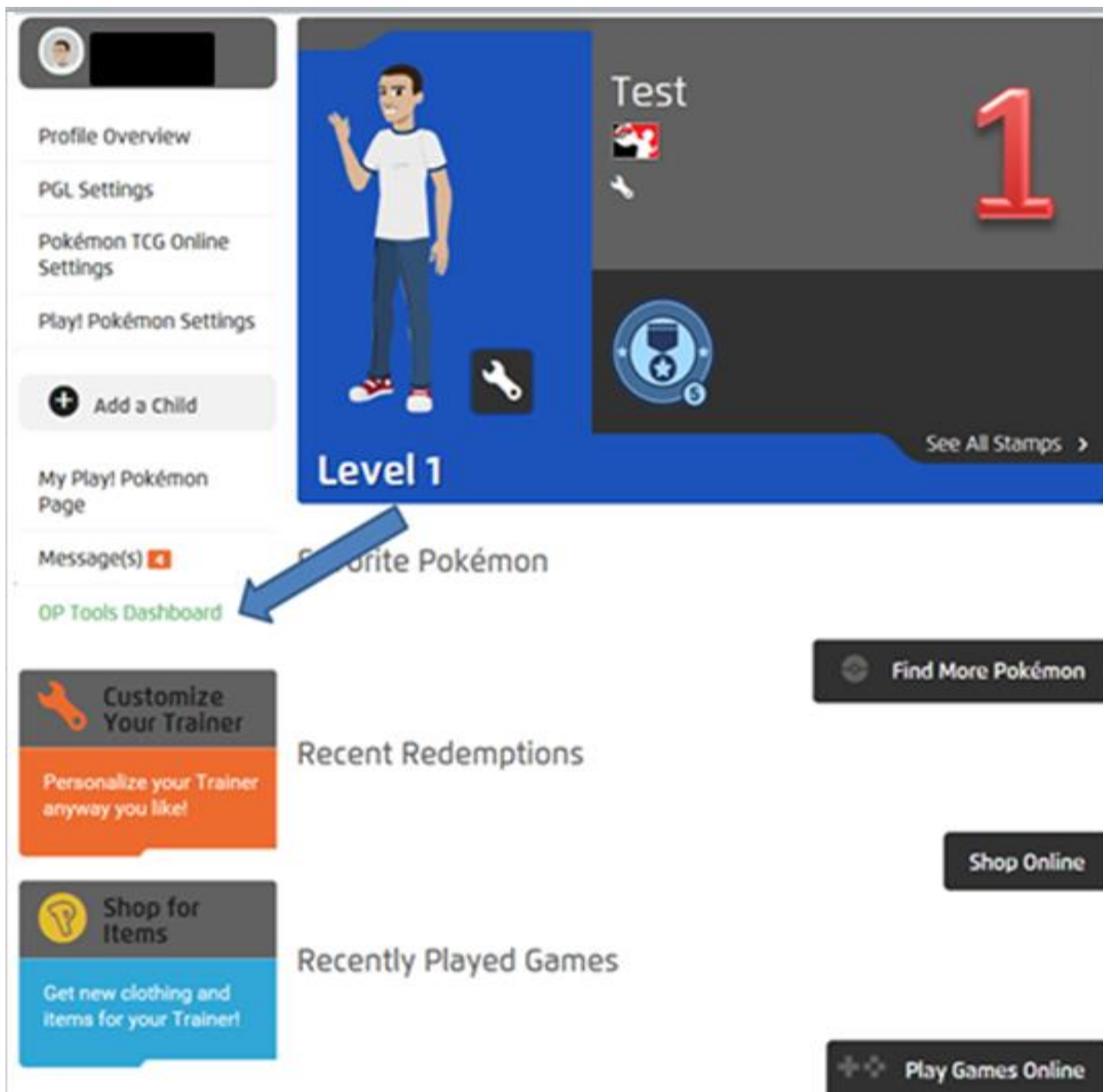





## Sanctioning A Tournament

1. Log into your Pokémon Trainer Club account and select *OP Tools Dashboard* from the left-hand toolbar. Note: You must have the Organizer role to sanction a tournament.
2. Under the Organizer Information menu, select *Create A Tournament*.
3. Enter the information for the location of the Tournament. If this is a location you plan to use in the future, select the *Save as Favorite* option. This will allow you to quickly pull up the information for that location in the *Use Existing Favorite* drop down menu.
4. Provide the Tournament name, date, and registration time. Choose the product that will be used in the Tournament, and then choose the appropriate Category. If the Tournament you're Sanctioning is a *Premier Event*, choose the corresponding option. Enter the Organizer's phone and email address, entry fee, as well as your website, and any additional details you'd like listed on the Tournament page.



[Home](#)[Pokédex](#)[Watch Pokémon TV](#)[Online Games](#)[Trading Card Game](#)[Video Games](#)[Attend Events](#)

 **Test FakeID**

Play! Pokémon  
Player ID: 125409

OP Tools Dashboard

Player Information

**Organizer Information**

Favorite Addresses

**Create a Tournament**

Apply for a New League Venue

Order More Player IDs

Activate a Player ID Booklet

My Orders


Tournament Software

Forums

Ineligible Players List

Professors




### My Ranking



#### Professor Rank Basic

How do I become a Stage 1 Professor?  
You will be eligible to apply for %(rank) on %(date 9 months after Basic Rank achieved).  
When you are ready, submit your application here: %(application link)s

Info

 >  > 

Organizer Basic

Organizer Stage 1

Organizer Stage 2

Info

Info

Info

Expires July 6, 2016

2

**The Pokémon Company**  
INTERNATIONAL

| How To Sanction A Pokémon Tournament

4

Select a saved location or enter a new address. Because tournaments may not be held in a private residence, a Location or Business name is required.

## TOURNAMENT LOCATION

\* Required Fields

Use existing Favorite:

My Store



Location or Business \*

Location

Address Line 1 \*

1234 Address Ave

Address Line 2

#3

City \*

City

Province/State

Washington



Postal/Zip Code \*

99999

Country \*

United States



Timezone \*

(GMT -8:00) Pacific Time (US & Canada)



☒ Save as Favorite

Favorite Name

My Store

Next

Tournament Name \*

Test Tournament

Date \*

2015-10-13

**REGISTRATION**

☐ Separate registration times by age division.

All Division Registration

9:00AM to 10:00AM

**ADMISSION**

☐ Separate admission by age divisions.

Admission

\$\$\$

Product \*

Trading Card Game

Category \*

TCG: Limited

Premier Event

(2016) BREAKthrough Prerelease

Organizer Phone

000-000-0000

Organizer Email


email@email.fake.email.com

Website

www.pokemon.com

Details

This is a test



5. You will see your Tournament information listed, with your **Tournament ID** and the Status of your application. Take note of your Tournament ID. If your Tournament is approved, the Status will change from *Approval Pending* to *Sanctioned*

The image displays two screenshots of a web interface for managing Pokémon tournaments. Both screenshots show the 'Tournament Details' for ID 15-10-000293. The top screenshot shows the status as 'Approval Pending', while the bottom screenshot shows it as 'Sanctioned'. Blue arrows highlight these status changes.

**Tournament Details: 15-10-000293**

[Details](#)

[Upload Log](#)

**Tournament Name**

Tournament Name	Prerelease
Tournament ID	15-10-000293
Category	TCG: Limited
Date	October 24, 2015
Registration	9:00AM to 10:00AM
Product	Trading Card Game
Premier Event	Prerelease
Status	Approval Pending

**Tournament Details: 15-10-000293**

[Details](#) [File Upload](#) [Manual Upload](#) [Log](#)

[Upload Log](#)

**Tournament Name**

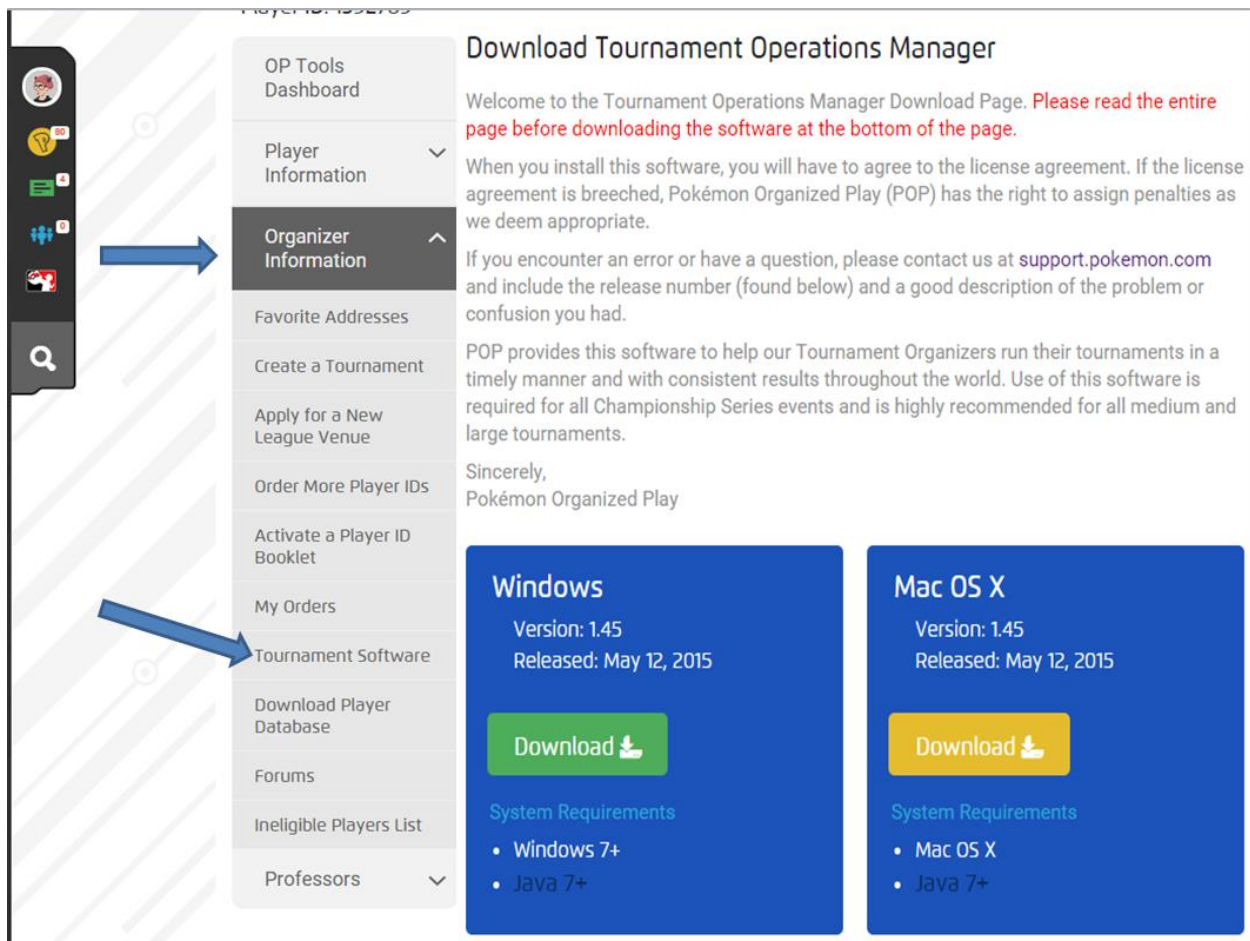
Tournament Name	Prerelease
Tournament ID	15-10-000293
Category	TCG: Limited
Date	October 24, 2015
Registration	9:00AM to 10:00AM
Product	Trading Card Game
Premier Event	Prerelease
Status	Sanctioned



# Downloading, Using, and Uploading Results From the Tournament Operations Manager (TOM)

## To Download Tournament Operations Manager (TOM)

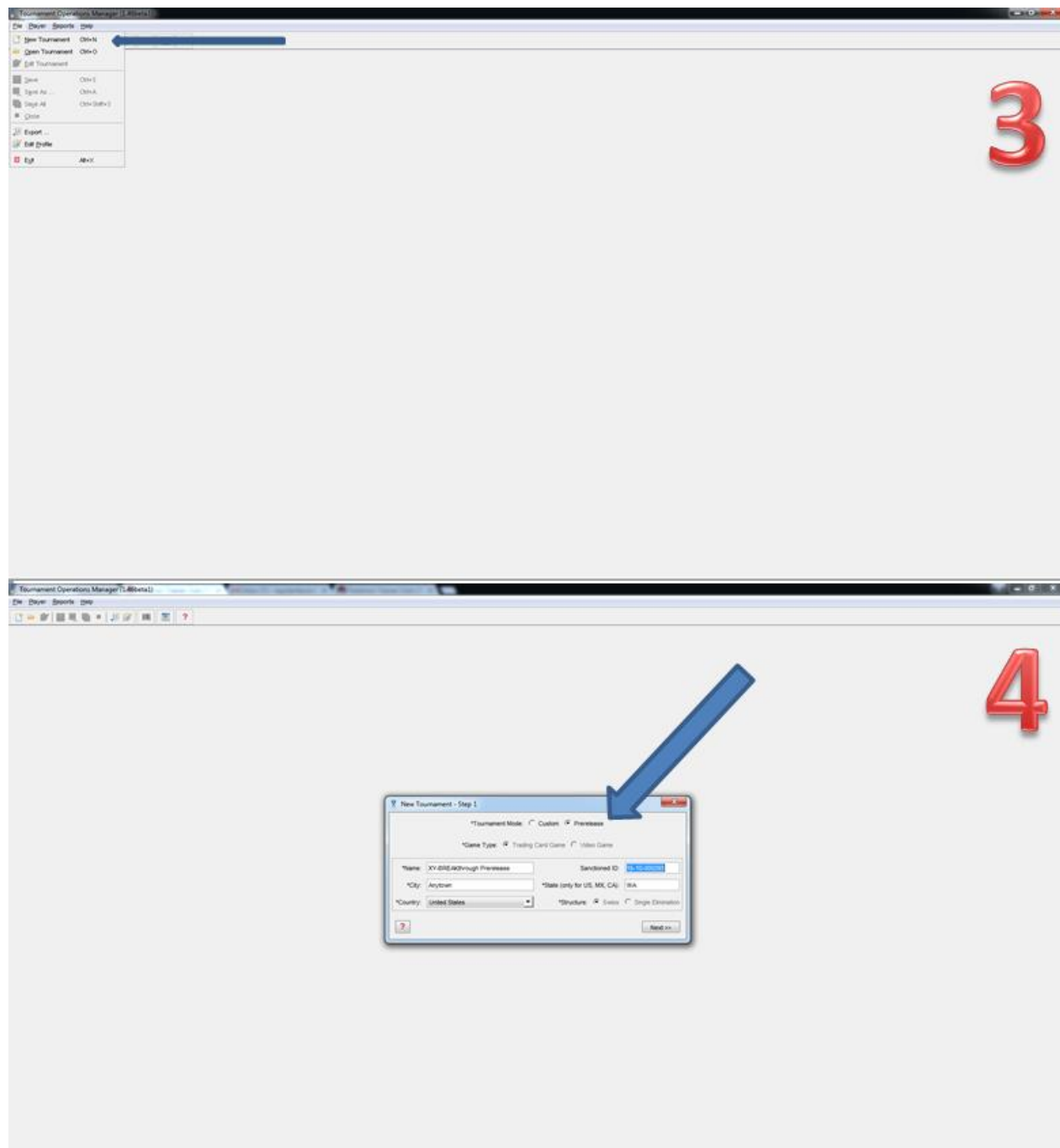
1. Log into your Pokémon Trainer Club account and select *OP Tools Dashboard*
2. Under Organizer Information, select Tournament Software.
3. Download the version that corresponds with your Operating System.
4. Install the file



1. TOM is used to set up your tournament, run your event, match your players, and record the results.
2. After opening TOM, select **New Profile** to create a new profile, **Import Profile** if you wish to import a profile created on a previous machine, or log in with your existing profile.
3. The **Help** window will pop up, providing answers to most questions.



4. To create a new tournament, select **File** from the top toolbar, and choose **New Tournament**. Alternatively, the hotkey Ctrl+N can be used.
5. Choose Prerelease in the Tournament Mode section; enter the name of your event, the city, country, and state, if applicable. **Be sure to enter your Tournament ID in the Sanctioned ID field.**



6. You can manually enter the Player IDs, Name, and Birth Date, or choose players that have entered your events before. To add them to the Tournament, select their name, and click the **Add to Tournament** button. When all players have been added, click Next

- For the Prerelease event, leave the settings as-is on the window titled New Tournament – Step 3

**New Tournament - Step 2**

**Add New Player**

Player ID:  First Name:  Last Name:  Birth Date:

**Filter My Players**

☒ Apply Filter to My Players ☐ Apply Filter to Players in This Tournament

Player ID Starts With:  First Name Starts With:  Last Name Starts With:  Birth Date Equals:

Show players in age division:

**My Players**

Player ID	First Name	Last Name	Birth Date	Age Division
30	Ryan	G	05/04/1978	Master Division
39	Kenny	C	04/18/1984	Master Division
100	Eric	P	06/25/1984	Master Division
123	Jason	Waller	05/15/1979	Master Division
124	Dan	Perkins	09/15/1947	Master Division
130	Randy	B	04/09/1987	Master Division

**Players in This Tournament (07-BYE/Adthrough Prerelease - 15-10-00029)**

Player ID	First Name	Last Name	Birth Date	Age Division	Byes	Is Late?
-----------	------------	-----------	------------	--------------	------	----------

Total Players: 0 Junior Division 0 Senior Division 0 Master Division 0

**New Tournament - Step 3**

**Mode Notes**

The Settings and Options below have been set to comply with a sanctioned Prerelease Event and should not be changed. The Rounds that are calculated in the table below represent the **maximum** number of rounds for this event; however, you may end a Prerelease before reaching the maximum number of rounds **after** completing a minimum of 3 rounds. If you do not end the tournament manually, it will continue until the maximum number of rounds is reached.

**Settings**

Round Time (min):  30

Draft Pods: ☐ Yes ☒ No

Use 2-Day Swiss options, if eligible: ☐ Yes ☒ No

**Options**

Single Elimination Cut: ☐ Yes ☒ No

Single Elimination Round Time:  30

3rd and 4th Play Off: ☐ Yes ☒ No

Play One Less Swiss Round: ☐ Yes ☒ No

**Tournament Settings**

Game Type: Trading Card Game

Tournament Mode: Prerelease

Posting Type: Age Separated

Age Division	Total Players	# of Fights	Rounds	Finals Players	Total Rounds	Total Time	Starting Table	# of Tables
Master Division	6	5	4	4	4	2:00:00	5	4

- Verify the Tournament Setup is correct, and click **Start** to continue. You may also print this information for your records at this window.

New Tournament - Step 3

Mode Notes

The Settings and Options below have been set to comply with a sanctioned Prerelease Event and should not be changed. The Rounds that are calculated in the table below represent the **maximum** number of rounds for this event; however, you may end a Prerelease before reaching the maximum number of rounds **after** completing a minimum of 3 rounds. If you do not end the tournament manually, it will

Settings

Round Time (min):

Draft Pods:

Use 2-Day Swiss options

Game Type: Trading

Tournament Mode: Prerelease

Podding Type: Age Specific

Age Division Total Players

Master Division 8

Verify Tournament Setup

Please verify that the tournament information below is correct. If it is, please inform your players of the tournament setup and continue.

Tournament Type: Swiss

Age Division	Total Players	# of Flights	Players Per Flight	Rounds	Finals Players	Total Rounds	3rd and 4th Play Off?	Total Time	Starting Table
Master Division	8	1	~8	4	0	4	No	2:05:00	1

You will not be able to modify this setup once you continue. Please double check that everything is correct.

Print Details << Back Start

<< Back Verify

9. To begin the Tournament, select the **View Pairings** button. This will bring you to a pairing tickets page that lists the players with their pairing, as well as which table their match is at, match history, and round. These tickets are used to record Victories, Losses, and Ties. Print these tickets, cut them, and place them on the corresponding tables.

test SR/MA Round 1

Show: ☒ All Matches ☐ Completed Matches ☐ Incomplete Matches ☐ Bye

First Player				Second Player					
First Name	Last Name	Age Division	Record	Player ID	First Name	Last Name	Age Division	Record	Status
Shawncie	D	MA	0/0/0 (0)	000208	Kenny	C	MA	0/0/0 (0)	Random Bye
Shawncie	G	MA	0/0/0 (0)	000208	Randy	G	MA	0/0/0 (0)	Parrot
Shawncie	M	MA	0/0/0 (0)	000208	William	H	MA	0/0/0 (0)	Parrot
Shawncie	V	MA	0/0/0 (0)	000208	Jason	W	MA	0/0/0 (0)	Parrot
Shawncie	R	MA	0/0/0 (0)	000208	David	E	MA	0/0/0 (0)	Parrot
Shawncie	F	MA	0/0/0 (0)	000208	Test	F	MA	0/0/0 (0)	Parrot
Shawncie	2003-A	SR	0/0/0 (0)	000208	Test	2004-C	SR	0/0/0 (0)	Parrot
Shawncie	2004-B	SR	0/0/0 (0)	000208	Test	2004-A	SR	0/0/0 (0)	Parrot

View Pairings

First Name	Last Name	Age Division
------------	-----------	--------------

For info: ☐ SR/MA ☐ SR

TABLE # <b>4</b> test SR/MA Round 1	PLAYER 1 - <b>000208</b> - MA <b>Shawncie D</b> Record: 0/0/0 (0) Won (910410) 1 2 3 Tied (910438) Initial Here:	PLAYER 2 - <b>000099</b> - MA <b>Kenny C</b> Record: 0/0/0 (0) Tied (910438) 1 2 3 Won (910429) Initial Here:
TABLE # <b>6</b> test SR/MA Round 1	PLAYER 1 - <b>000303</b> - MA <b>Ricky M</b> Record: 0/0/0 (0) Won (910616) 1 2 3 Tied (910634) Initial Here:	PLAYER 2 - <b>000279</b> - MA <b>William H</b> Record: 0/0/0 (0) Tied (910634) 1 2 3 Won (910625) Initial Here:
TABLE # <b>8</b> test SR/MA Round 1	PLAYER 1 - <b>000130</b> - MA <b>Randy R</b> Record: 0/0/0 (0) Won (910812) 1 2 3 Tied (910830) Initial Here:	PLAYER 2 - <b>000009</b> - MA <b>David E</b> Record: 0/0/0 (0) Tied (910830) 1 2 3 Won (910821) Initial Here:
TABLE # <b>10</b> test SR/MA Round 1	PLAYER 1 - <b>1000522</b> - SR <b>Test 2003-A</b> Record: 0/0/0 (0) Won (911017) 1 2 3 Tied (911035) Initial Here:	PLAYER 2 - <b>1000521</b> - SR <b>Test 2004-C</b> Record: 0/0/0 (0) Tied (911035) 1 2 3 Won (911026) Initial Here:

- Click **Start Round** to begin the Tournament. When the matches are over you may note the winners by selecting the player and choosing Player 1 Wins or Player 2 Wins, or by double-clicking on the winner.

Tournament Operations Manager (1.46beta1) - Tournament: test

File Player Reports Help

Timers  
SRMA: 20:00  
JR: 20:00

Players  
Add Player  
Standings  
List/Search

Match  
Player 1 Wins  
Player 2 Wins  
Tie  
Set As Playing  
Double Loss

Player  
Edit  
History  
Drop  
Disqualify

Pod Information (SRMA)  
Total Rounds: 6  
Remaining Rounds: 6  
Total Players: 17  
Active Players: 17

Junior Division (114)

Show: All Matches Completed Matches Incomplete Matches Byes

First Player						Second Player					
[9] Table	Player ID	First Name	Last Name	Age Division	Record	Player ID	First Name	Last Name	Age Division	Record	Status
4	208	Shawncie	D	MA	0/0/0 (0)	99	Kenny	C	MA	0/0/0 (0)	Paired
5	15	Melissa	G	MA	0/0/0 (0)	80	Rynel	G	MA	0/0/0 (0)	Paired
6	303	Ricky	M	MA	0/0/0 (0)	279	William	H	MA	0/0/0 (0)	Paired
7	332	Tom	V	MA	0/0/0 (0)	25	Jason	W	MA	0/0/0 (0)	Paired
8	130	Randy	R	MA	0/0/0 (0)	9	David	E	MA	0/0/0 (0)	Paired
9	16	Candy	P	MA	0/0/0 (0)	100	Eric	P	MA	0/0/0 (0)	Paired
10	1000522	Test	2003-A	SR	0/0/0 (0)	1000521	Test	2004-C	SR	0/0/0 (0)	Paired
11	1000520	Test	2004-B	SR	0/0/0 (0)	1000519	Test	2004-A	SR	0/0/0 (0)	Paired

Start Round

For pods: ☒ SRMA ☒ JR

10. You will receive a Match Records Report for each Round completed. Click Pair Next Round to create the pairings for the next round, and repeat Step 9 until the Pod has completed all Rounds.

#### Match Records Report - Round 1/4

Tournament: test

##### Junior Division

Name	Flight	Wins	Losses	Ties
Born in 2005	1	1	0	0
Junior Junior	1	0	1	0
Test 2009-A	1	1	0	0
Test 2009-B	1	1	0	0
Test 2010-A	1	0	1	0
Test 2010-B	1	0	1	0
Test 2010-C	1	1	0	0

\* Indicates that the player has NOT completed his/her current match.

test

09/18/2015 13:32:42

#### Match Records Report - Round 1/6

Tournament: test

##### Senior Division

Name	Flight	Wins	Losses	Ties
Test 2003-A	1	0	1	0
Test 2004-A	1	1	0	0
Test 2004-B	1	0	1	0
Test 2004-C	1	1	0	0

\* Indicates that the player has NOT completed his/her current match.

test

09/18/2015 13:32:42

#### Match Records Report - Round 1/6

Tournament: test

Tournament Operations Manager (L4beta1) - Tournament: test

File Player Reports Help

Timers  
SRMA 19:49  
JR 19:43

Players  
Add Player  
Standings  
Last Search

Match  
Player 1 Wins  
Player 2 Wins  
Tie  
Set As Playing  
Double Loss

Player  
Edit  
History  
Drop  
Disqualify

Show: All Matches Completed Matches Incomplete Matches Byes

Junior Division (14)

	First Player					Second Player					
[R] Table	Player ID	First Name	Last Name	Age Division	Record	Player ID	First Name	Last Name	Age Division	Record	Status
4	8	Bonnie	F	MA	1/0 (3)	9	Kenny	C	MA	0/1 (0)	Random Bye
5	208	Shawnee	D	MA	1/0 (3)	90	Rhett	G	MA	1/0 (0)	Player 1 Won
6	18	Melissa	G	MA	0/1 (0)	79	William	H	MA	0/1 (0)	Player 1 Won
7	368	Ricky	M	MA	1/0 (0)	25	Jason	R	MA	1/0 (0)	Player 2 Won
8	332	Tom	V	MA	0/1 (0)	8	David	E	MA	1/0 (0)	Player 2 Won
9	530	Randy	R	MA	0/1 (0)	100	Eric	P	MA	0/1 (0)	Player 1 Won
10	88	Candy	P	MA	1/0 (3)	1000621	Test	2004-C	SR	1/0 (3)	Player 2 Won
11	1000622	Test	2003-A	SR	0/1 (0)	1000619	Test	2004-A	SR	1/0 (3)	Player 2 Won
	1000620	Test	2004-B	SR	0/1 (0)						

Pod Information (SRMA)  
Total Rounds: 6  
Remaining Rounds: 6

Players  
Dropped (0) Disqualified (0)

Pair Next Round

11. You will know when all rounds are completed when the This Pod Is Complete window appears. If this button reads, “Pair Next Round” or “View Standings”, then the tournament is not complete in TOM.
12. Click the *Save Upload File As...* button, name the results file, and save them to a location that is easy to find and remember; the default location is the TOM folder.

The screenshot displays the Tournament Operations Manager (TOM) software interface. The main window shows a tournament table with columns for Player ID, First Name, Last Name, Age Division, Record, and Status. The table is divided into two sections: First Player and Second Player. The tournament is currently in Round 1 of 5. A message box titled "Information" is displayed in the center, stating "This pod is complete." Below the main window, there is a section for "Pod Information (SRMA)" showing Total Rounds: 6, Remaining Rounds: 0, Total Players: 17, and Active Players: 17. A "Save Upload File As ..." button is visible in the bottom right corner. A file explorer window is open, showing the contents of the TOM folder, with a file named "TestResults.tsf" selected.

First Player						Second Player					
[X] Table	Player ID	First Name	Last Name	Age Division	Record	Player ID	First Name	Last Name	Age Division	Record	Status
4	100	Shane	D	MA	24/0 (8)	99	Kenny	C	MA	4/0 (12)	Random Bye
5	96	Candy	P	MA	6/0 (18)	98	William	H	MA	3/0 (9)	Player 1 Won
6	95	Jason	P	MA	4/0 (12)	97	William	H	MA	3/0 (9)	Player 1 Won
7	94	Eric	P	MA	4/0 (12)	96	Ryne	G	MA	3/0 (9)	Player 1 Won
8	93	David	E	MA	4/0 (12)	95	Tom	V	MA	24/0 (8)	Player 1 Won
9	92	Melissa	G	MA	3/0 (9)	94	Randy	R	MA	1/0 (3)	Player 1 Won
10	9100819	Test	2004-A	SR	6/0 (18)	93	Rocky	M	MA	3/0 (9)	Player 1 Won
11	9100821	Test	2004-C	SR	4/0 (12)	92	Bonnie	F	MA	24/0 (8)	Player 1 Won
	9100822	Test	2005-A	SR	24/0 (8)	9100820	Test	2004-B	SR	1/0 (3)	Player 1 Won



13. Return to the Tournament page on pokemon.com, select File Upload, choose the file, and select Save

The screenshot shows a web interface for tournament management. At the top, the title is 'Tournament Details: 15-09-000768'. Below the title is a horizontal tab bar with four tabs: 'Details', 'File Upload', 'Manual Upload', and 'Log'. The 'File Upload' tab is currently selected and highlighted in dark grey. Below the tabs is a section titled 'Upload TOM' with a 'Required Fields' indicator (a blue star icon). Under this section, there is a label 'TDF file:' followed by a 'Choose File' button and the text 'No file chosen'. A large blue arrow points from the top right towards the 'Choose File' button. At the bottom of the form are two buttons: 'Cancel' (blue) and 'Save' (orange).

14. To add Judges, Scorekeepers, Administrators, or Translators to the Tournament log, return to your Tournament Details after uploading your results. There will be a new tab entitled *Staff*, select that option, enter the volunteer's Player ID and role, and then choose Save.

## Tournament Details: 15-11-000271

Details

Player Roster

Standings

Matches

Staff

### Staff for "Test Tourament"

Now that the results of this tournament have been uploaded, staff can be added to the event.

Volunteers must be certified in the Professor Program to be reported as staff.

Enter a new staff member's Player ID:

Player ID:  Role:

Name	Role	Delete
Test FakeTO	Tournament Organizer	

Cancel

Save