

# MyLeague – Tournament Director Guide

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## Table of Contents

- Welcome .....4
- Tournament Policies .....5
  - Registration Guidelines .....5
  - Hosting Procedure .....5
  - Same Household Players .....6
  - Reporting Games .....6
  - Listing Rules .....6
- Training.....6
- TD Administration Center – <http://tourneys.igl.net/tk/> .....6
  - Administer Tournaments .....7
  - Change TD E-mail .....7
  - Change TD Name .....7
  - Change TD Password .....7
  - Create Tournament.....7
  - E-mail Head TDs .....7
  - Forum .....7
  - LadderBux Calculator .....8
  - Remove Tournament.....8
  - System Status .....8
  - Tourney Calendar .....8
  - Tourney Support.....8
    - Other/General .....8
    - Incorrect Tourney: Single Elim.....9
    - Incorrect Tourney: Double Elim .....9
    - Incorrect Tourney: Swiss/True Swiss .....9
  - Download MyLeague TD Guide .....9
  - Logout .....9

Creating Tournaments.....	9
Name of Tournament .....	10
Game.....	10
Game Room Name.....	10
Game Room Link .....	10
Game Format .....	10
Tourney Style .....	11
Number of Rounds.....	11
Minutes between Round Start Times .....	11
Number of Players per Team .....	11
Teams Competing per Match .....	11
Random Team Partners.....	11
Membership Requirement.....	11
Multiple Day Tournament .....	11
Invitation Only Tournament.....	12
Ladder Stats Tournament .....	12
TOC Tournament (must have permissions from HTD team) .....	12
Select TOC tournament winners start and end dates (permissions required).....	12
Use your default rules page if one exists .....	12
Custom message for TOC E-Mail Invitation (permissions required).....	13
LadderBux Settings .....	13
No Entry Fee; No Prize or LadderBux Rewards.....	13
No Entry Fee; LadderBux to Top Finishers .....	13
LadderBux Entry Fee; LadderBux to Top Finishers .....	13
Saving/Loading Tournament Settings .....	13
Free Leagues.....	13
Plus Leagues .....	13
Finishing Up .....	14
Customize Tournament Rules .....	14
Customize Tournament Layout (Optional).....	15
Restrictions to Customization.....	15

Administering Your Tournament.....	15
Administer Tournament.....	15
Links.....	15
Tournament Main Page.....	15
Return to TD Center.....	16
Player Boot Timer.....	16
Info.....	16
Actions.....	16
Remove Team.....	16
Edit Tournament Info.....	16
Customize Tournament Rules.....	17
Seed Players By:.....	17
Customize Tournament Layout.....	17
Post Tournament Message.....	17
Delete Tournament.....	17
Next Step Action!.....	18
Open Check-In.....	18
Uncheck-In Team.....	18
Close Registration.....	18
Start Tournament / Reopen Registration.....	18
Tourney in Progress.....	18
Update TD Stats File.....	19
Update Player Tournament Records.....	19
Process Entry Fees.....	19
Award LadderBux.....	19
Report Matches to Ladder.....	20
Close Out Tournament.....	20
Advertising Your Tournament.....	20
Your Reward.....	20
MyLeague Relations.....	20
Frequently Asked Questions.....	21

Can I play in my own Tournament? .....	21
Can I play other games while I am hosting a tournament? .....	21
Some players are having trouble checking-in; can they give me their password and have me do it for them? .....	21
Can I change the entry fee of a tourney once it has been created? .....	21
Can I change a tourney to LadderStats or non-LadderStats once it has been created? .....	21
Can I change rules of a tourney once it has been created? .....	21
Can I expand the tourney once it has been created? .....	21
Is there a way I can get a hard copy of my brackets and pairings? .....	22
How do I make my rules look nice? .....	22
Is there any penalty for deleting a tournament? .....	22
When I tried to start my tournament, it said that my account has been flagged for cheating! What do I do? .....	22
Dedication .....	22
Stay Current .....	23
Summary.....	23
Supplement 1 – Double Elimination Tournaments .....	23
Administration of Double Elimination .....	23
Report Match.....	24
Adjust Match .....	24
The Final Match .....	24
Supplement 2 – Swiss System Tournaments .....	24
Regular Swiss System .....	24
True Swiss System .....	25
Administration of Swiss System .....	25
Adjust Match .....	25

## *Welcome*

Congratulations and welcome to your new position as a MyLeague Tournament Director.

Being a Tournament Director requires that you familiarize yourself with the automated tournament system that has been provided by MyLeague.com. Although it was created to make things as easy as possible for you it still requires some familiarization and can be a bit overwhelming at first glance.

Hopefully the information in this Guide will help make the transition from newbie to veteran a painless one for you. There are many experienced TDs and Head TDs available to help you through the learning process via the MyLeague TD Forum, so please take advantage of them and the knowledge they have to offer you! Please refrain from advertising your MyLeague or recruiting players or TDs while in the MyLeague TD Forum.

The Head Admin of your League is the person in charge of your League's tournament program. Please contact them with any questions or concerns regarding tournament policy, or any TD issues that might arise.

## ***Tournament Policies***

When using the MyLeague.com tournament system, there are certain rules and policies that you must follow.

### ***Registration Guidelines***

All players must register themselves for a tournament. A player may not register another player for a tournament, nor may a TD, HTD, or Admin register players for a tournament. This is to help maintain password security. The only way to register someone else is to know their password, and sharing passwords is against MyLeague policy.

League staff or players may also never register for tournaments to round out the numbers without any intention of playing. If you don't have enough people to completely fill a tournament, you can play Ladder matches instead.

Similarly, staff may never create accounts to use as "fillers" to round out enough players to allow a tournament to be played. Taking over inactive accounts to enter into tournaments is also prohibited.

### ***Hosting Procedure***

In any tournament, the following procedure must be followed:

- 1) Members register and check-in on their own, (passwords must never be shared, and the TD must never register or check-in any players).
- 2) Check-in is closed, and pairings are posted.
- 3) The game is played per the format listed, and winners are posted every round.
- 4) The TD closes the tournament after all matches are played.

If this procedure is not followed, the tournament will be in violation of tournament policies and may be declared invalid.

### ***Same Household Players***

Players from the same household may play in the same tournament, but they must register from their own computers. It is recommended that no more than 2 players from the same household register for a tournament, unless each participant has a unique IP address. If too many people from the same household join a tournament, it can cause the tournament to be declared invalid and stopped by our anti-cheat software.

Your League may have additional rules regarding users from the same household playing in the same tournament. Contact your Admin staff to find out what your League's internal policy is regarding this matter.

### ***Reporting Games***

All games in a tournament must ALWAYS be played, per the format or rules listed. A tournament may never just be reported without having been legally played.

The one exception to this rule is if a player loses connection or leaves and does not return in a reasonable amount of time. In this situation, the player forfeits his position in the tournament, and his losses can be reported without the game having been played. However, as per the Registration Guidelines, if the player registered for the tournament with the intent to forfeit and not play any games, the tournament may be declared invalid.

### ***Listing Rules***

Tournament directors must list the rules or format of their tournament on the tournament pages. If this policy is not followed, you risk having legitimate tournaments declared invalid, as we will have to assume that the default rules and settings for your game is the format for the tournament.

### ***Training***

If you would like to practice creating and running tournaments, you can go to the "TD Training" League, located at <http://www.myleague.com/tdtraining/>. On this page, there are directions for how to set up a training tournament to help familiarize yourself with the MyLeague.com tournament system.

This site allows you to create training tournaments and fill them with fake players, to practice running a tournament. The usual security software has been removed from this League, allowing you to register players yourself, so that you can practice running tournaments. It is important to note that even though the training site will allow you to register players yourself, this is not allowed on real Leagues, and may lead to tournaments being classified as invalid.

### ***TD Administration Center – <http://tourneys.igl.net/tk/>***

You can log into the Tournament Administration Center by clicking on the "TD Login" link at the bottom of your League pages. On the login screen, you will need to input your TD Name and TD password. Once

you have entered this information into the appropriate fields, you can select your League's path from the dropdown box.

The following information is a brief overview of the TD menu and the tools it contains.

### ***Administer Tournaments***

This will take you to your personalized Tournament Login Center. This shows all of the tournaments you have created, organized by date. When you are ready to administer your tournament, click the applicable ID number. We'll cover the specifics of this in a [later section](#).

### ***Change TD E-mail***

This tool will show you the current E-mail address we have on file for you. If you need to update your E-mail address, simply enter a new one and press the button to save it. You MUST keep your TD E-mail address current at all times.

NOTE: Changing your player E-mail address does not affect your TD E-mail address; make sure you change it in both places.

### ***Change TD Name***

This tool changes the TD Name to match your League name.

Once you have changed your Player name via the tool on the 'My Account' page, use this tool to change the TD name to match. Clicking the 'Change TD Name' link from the TD Center will execute the name change on the TD account. On the screen will be a message stating the name change has been made, or an error message stating the TD name already matches the Player name and no change was made.

### ***Change TD Password***

This utility will allow you to change your TD password. Initially, your TD password will match your player password. Please use only letters and numbers in your passwords. Do not use any special characters. NOTE: This tool does not affect your player password, and changing your player password will not affect your TD password.

### ***Create Tournament***

This is the tool that you use to create tournaments. It will be covered in detail in a [later section](#).

### ***E-mail Head TDs***

You can use this tool to send an E-mail to the Head TD team for your League. Simply enter the subject, type your message, and click on the "E-mail Head TDs" link at the bottom of the page. (Please do not use HTML). You will then be taken to a confirmation page displaying a copy of the E-mail and a list of the people to whom it was sent.

### ***Forum***

Click here to visit the MyLeague Tournament Director Forum. This is a forum available only to MyLeague TDs, HTDs, and staff. This is an excellent place to share ideas and get help from other

MyLeague Tournament Directors. Please refrain from advertising your MyLeague or recruiting players or TDs while in the MyLeague TD Forum.

### ***LadderBux Calculator***

This tool is used to calculate LadderBux prizes awarded to tournament winners.

Select the tournament format from the drop down menu, then input the number of teams, players per team, and the entry fee.

For a Single Elimination or Double Elimination Tournament input the number of teams per match, then select 'Submit.' For a Swiss/True Swiss Tournament input the number of rounds, then select 'Submit.'

The table will display LadderBux prizes for each level of Premium Membership.

### ***Remove Tournament***

This tool is used to remove tournaments from the TD Admin Center.

Created tournaments are located on the left side of the page. Either enter the Tournament ID (jump) Number, or select the Tournament ID (jump) Number from the drop down list. Enter a reason for cancellation, then select 'Remove Tournament.'

An automated E-mail will be generated and sent to all registered tournament participants notifying them of the tournament cancellation citing the text input as the reason.

### ***System Status***

Major server problems are posted here. You may want to bookmark this specific link separately. If you are experiencing problems, we recommend that you check this link before reporting them to see if we're already working on something that could be related.

### ***Tourney Calendar***

You can access the tournament calendar for your League here. This is helpful when scheduling new tournaments because it allows you to see the other types of tournaments and entry fees scheduled for any given day. There are several view options available – experiment with different combinations to see what's possible.

### ***Tourney Support***

As a general rule, your first point of contact for questions regarding tournaments should be either your Head TDs or Head Admin. If, however, you need more extensive help or help with something that they cannot fix, you may use this link to submit your mail to the MyLeague support team. You have four choices for support:

#### ***Other/General***

Select this option for all Tournament or TD issues other than misreported tourneys. Once you select this option, the next page will allow you to select either Tournament General or

Corrupted Tourney. The Corrupted tourney should be used if your tournament page has errors or you can not close a tournament past a certain point.

### ***Incorrect Tourney: Single Elim***

If you misreported a Single Elimination tournament, this is the selection you should make. The next page will automatically enter your TD E-mail address. You will need to enter the tournament ID number, the match that was reported incorrectly (players names as you reported them), box subtracted would be the real loser of the match, box added will be the real winner of the match. Then click the 'Send this Email' button.

### ***Incorrect Tourney: Double Elim***

If you misreported a Double Elimination tournament, this is the selection you should make. The next page will automatically enter your TD E-mail address. You will need to enter the tournament ID number, click the checkbox if the winner after adjustments is undefeated, the match that was reported incorrectly (players names as you reported them), box subtracted would be the real loser of the match, box added will be the real winner of the match. Then click the 'Send this Email' button.

### ***Incorrect Tourney: Swiss/True Swiss***

If you misreported a Swiss or True Swiss tournament, this is the selection you should make. The next page will automatically enter your TD E-mail address. You will need to enter the tournament ID number, the round that the misreport was in (not total rounds of the tourney), the match that was reported incorrectly (players names as you reported them), box subtracted would be the real loser of the match, box added will be the real winner of the match. Then click the 'Send this Email' button.

## ***Download MyLeague TD Guide***

This is the link to download the latest edition of the MyLeague TD Guide.

## ***Logout***

Use this link to log out of your TD Admin page. It is very important that you get into a habit of using this link. This will prevent you from having issues later of not being able to log in to your TD Admin pages.

## ***Creating Tournaments***

There are multiple tournament formats to choose from, the most basic being the Single-Elimination Tournament. When you first become a TD this is the only format that will be available to you; the others you will learn after you've gained some experience.

Note: Double-Elimination and Swiss System Tournaments are covered in supplements at the end of this manual in order to keep things as easy to understand as possible.

To begin creating a tournament, click on the link in your TD Administration Center that says "Create Tournament."

You will now be given a choice between three different brackets:

- Bracket Style (Single-Elim)
- Bracket Style (Double-Elim)
- Swiss System

Choose “Bracket Style (Single-Elim)” and click Submit.

At this point a calendar of the current month should be displayed. Each of the yellow numbers represents the number of tournaments scheduled for that day on your League. To select a day, click the yellow number for the day you would like to schedule a tournament. To view future months, scroll to the bottom and select the month and year you would like to view.

The next page is a list of times for that day. Next to the times that are already scheduled, you will see the TD that is hosting in that timeslot, the number of rounds, the number of players per match, the entry fee, whether or not the tournament is for LadderStats, and the location where it is being held. Click on the time you would like to schedule your tournament.

Now you will set the final parameters of your tournament. For Single Elimination, they are as follows:

### ***Name of Tournament***

This is where the title of your tournament goes.

Example: “Thursday Night Singles” or “Nike1’s Weekly Swiss”

### ***Game***

This is where you can choose the name of the game that will be played in your tournament. If your game is not listed, you can select “Other.” If a game that you play on a regular basis is not on this list, we may be able to add it for you. Simply use your Tourney Support link to contact us, and we can see about adding that game name for you.

### ***Game Room Name***

This is name of the lobby or room where you plan on hosting the tournament.

### ***Game Room Link***

If you know the link to your game room, you can put it in this box. That will make a link to the game room appear on your tournament page, as well as on the tournament calendar. This field is optional, so if you do not know the link to your game room, you can leave it blank, and the link will not appear.

### ***Game Format***

This field is where you can include other information about the tournament. If the tournament is going to be a “Battle of the Sexes” or some other kind of specialty tournament, you can include that here. You can also use this field to list what kind of gimmick or rule variation that you’ll be using for the

tournament. If you leave this field blank, it will automatically display as “Standard” on the calendar and tournament page.

### ***Tourney Style***

This is simply a display, or cosmetic choice. You can use one of the preset style sheets we have available to customize the look and feel of your tournament page if you so desire. Simply select the name of the style you prefer from the drop-down menu.

### ***Number of Rounds***

This denotes the number of rounds that will be in the tournament. You can set from 2 rounds (4 players) up to 8 rounds (256 players). If you end up having fewer players than what is needed for the number of rounds, the brackets will automatically shrink to fit the number of players that you have. If you end up having more players than the tournament can accommodate with the selected number of rounds, the extra players will be placed in “waiting.” When you start the tournament, you will be given the option to either expand the tournament to include everyone, or to drop the extra players.

### ***Minutes between Round Start Times***

Enter an estimate of how long an average match will take. This information will be used to create the timetable that will be shown on your tournament page.

### ***Number of Players per Team***

This is where you will specify the number of players required to make up a team. If you set it as 1, one player will make up the team. If you set it as 2 or more, that many players will be needed to make a complete team.

### ***Teams Competing per Match***

This is where you will specify the number of teams that will be competing against each other in each match.

### ***Random Team Partners***

Random Team Partner tournaments are tournaments in which players do not get to choose their playing partners. This option is only available in tournaments with two or more players per team. All players register individually, and then teams are randomly assigned when check-in is closed.

### ***Membership Requirement***

If you leave this at none, all players in your League can register for your tournament. By selecting All Premium Memberships, or Platinum & Diamond, you can limit registration to those that have the specified premium membership.

### ***Multiple Day Tournament***

Check this box if your tournament will take more than one day to complete.

### ***Invitation Only Tournament***

After completing 20 tournaments you will be allowed to run invitation-only tournaments. These are typically used for special events, such as a "Tournament of Champions." Please note that Invitation-Only tournaments cannot count towards Ladder Stats. Therefore, if you check this box, the system will automatically un-check the "LadderStats Tournament" box.

Players are not able to register themselves for an Invitation-Only tournament. In order to add players to your tournament, you must register them using the standard tournament registration page, but using your TD password. After you register a player, they will receive an invitation via E-mail with the details of the tournament. Each player will still be required to check-in for the tournament on their own, using their own password. Once you open check-in, the system will not allow you to register any new players into the tournament.

This is the only exception to the rule about never registering another player. This is allowed because there is no password sharing occurring and because the players still check themselves in with their own password.

### ***Ladder Stats Tournament***

When this box is checked all results of the tournament are reported to the League with an indicator that the matches resulted from a tournament. If this box is not checked, adjustments will be made to the participant's tournament stats only and regular League matches will not be reported. Therefore, the players' general win/loss records will remain unchanged. Tournaments that aren't played for Ladder Stats also do not reset a player's idle time. Players will still purge for inactivity if they only play in tournaments that do not affect Ladder Stats. Please note that Ladder Stats Tournaments cannot be made Invitation Only. Therefore, if you check this box, the system will automatically un-check the Invitation Only box.

### ***TOC Tournament (must have permissions from HTD team)***

Tournament of Champions (TOC) tournaments will automatically locate all the winners from the dates given and register them for your tournament. All winners will also be E-mailed in the same manner that they are normally notified for invitational tournaments. For tournaments with more than 1 player per team, the tournaments will automatically be set to random team partners. Please note that because a Tournament of Champions is always invitation only, it can never be for Ladder Stats.

### ***Select TOC tournament winners start and end dates (permissions required)***

Select the 'from' and 'to' dates that the system will invite all players who have won a tournament in that time frame.

### ***Use your default rules page if one exists***

If you have a default rules page saved, you can have it automatically inserted into your tournament rules page by checking this box.

### ***Custom message for TOC E-Mail Invitation (permissions required)***

Here you can send a personalized E-mail to all players who are being invited to the TOC tournament.

### ***LadderBux Settings***

There are three available choices:

#### ***No Entry Fee; No Prize or LadderBux Rewards***

Choosing this option will not charge the players an entry fee, and LadderBux will not be awarded as prizes to the players. If this option is chosen, you will not have the ability to add a TD donation to the tournament.

#### ***No Entry Fee; LadderBux to Top Finishers***

Choosing this option will not charge the players an entry fee; however, for every player registered, the system will add one LadderBux to the total pot.

#### ***LadderBux Entry Fee; LadderBux to Top Finishers***

Choosing this option will charge a specified amount of LadderBux as an entry fee. You can choose the amount of the entry fee by selecting from available options in the drop-down box.

### ***Saving/Loading Tournament Settings***

#### ***Free Leagues***

If you frequently use the same settings for your tournaments, you can choose to save a default version of your settings. Once you have set everything in the way you want to save it, simply click the "Save Default" button. This will save the tournament settings to a cookie on your computer. Please note that if you erase your cookies, your saved settings will be lost, and you will have to create them again.

After saving your settings, if you ever want to load them again, all you have to do is click the "Load Default" button at the top of the Tournament Creation page. This will load your saved Tournament Settings. If you need to change anything before creating your tournament, you can do so.

#### ***Plus Leagues***

If you are a TD on a Plus League, you have the ability to save multiple settings for your tournaments. Once you have entered the information that you want to save, simply type in a name for the settings in the "Tournament Settings" box and click the "Save New Settings" button. Because you are a TD on a Plus League, your tournament settings will be saved on our servers, so that you can load them again at any time, even if you're on another computer.

After saving your tournament settings, if you ever want to load those settings again, you can just choose them from the "Load Setting" dropdown box at the top of the Tournament Creation page.

If you want to edit any of your saved settings, simply load them, edit them as needed, and click the “Update These Settings” button in the Tournament Settings section. While editing them, if you wish to change the name of the saved settings, you can type a new name into the Tournament Settings box before clicking the “Update These Settings” button.

If you want to delete any of your saved settings, simply load them, and click the “Delete These Settings” button in the Tournament Settings section.

### ***Finishing Up***

After completing all of the above, double-check that all settings are entered correctly, then click the “Create Tournament” button. After the system processes the information, you will be directed to a screen that says ‘Tournament Created’, and voila, you have created a tournament. But you aren’t done yet - there are some additional options or settings you may wish to use!

Click the “Return to Administer Tourney #” link so that you can now set your rules. Once you are back on the Tournament Administration page, look for the following link:

### ***Customize Tournament Rules***

Click this link and the page will show text boxes for individual rounds of the tournament as well as a large Custom Rules area. Customize these fields as desired. Keep in mind that the players must check a box that says they’ve read the rules so it is a good idea to give them something to read!

To prevent your tournament from being classified as invalid, and more importantly, your League from being warned about hosting non-compliant tournaments, rules are a must. Any tournaments hosted without having rules listed will be considered as playing the standard version of the game. If you are running a variation tournament of any kind, you must state the rules so the Tournament Compliance team will not classify your tournament as invalid.

HTML can be used when customizing your rules.

Each League has policies in place regarding their tournament rules; consult with your Head Administrator to find out the specific guidelines for your League.

You may save your rules as your “Default” tournament rules. If you choose this option, they will be used whenever you tell the system to use your default rules so you probably want to make sure they are semi-generic.

Once you have entered your rules, click the Submit button. You will receive a message that they’ve been updated successfully, and then be faced with several links to choose from. If you’re ready to move on to Customizing your Tourney Layout, click “Return to Administer #”. If you prefer not to do any customization at this time, click “Return to the TD Menu”.

At this point you should have created a fully functional tournament, and be ready to begin advertising and preparing to administer that event!

## ***Customize Tournament Layout (Optional)***

This is the page that will allow you to customize your tournament with special colors, fonts, backgrounds, graphics, etc. You can do things as simple as just changing the text colors and backgrounds, or as complex as inserting special HTML to create mouse-trails and other fun effects. Check the TD Help Center for more specific information and links to helpful tools. You might also speak with other TDs for advice or tips on how to create some great pages!

## ***Restrictions to Customization***

If MyLeague.com discovers that you are using inappropriate content on your League or Tournament pages, the inappropriate content will be removed. Repeated infractions may result in your League losing the ability to customize your pages.

Prohibited content includes, but is not limited to:

- No graphic nudity – cartoon, drawn, etc.
- No nipples.
- No bare butt’s – including “thong cleavage” views.
- No overtly sexual content.
- No cartoons or drawings depicting sexual acts.
- No profanity on any of the pages.

If you are uncertain as to whether specific content is prohibited, it is best to ask MyLeague support beforehand.

## ***Administering Your Tournament***

### ***Administer Tournament***

This link will take you to your TD Login Center. All of the tournaments you have created will be listed, organized by date. Select the tournament number you are preparing to host. This will take you to the Tourney Administration page, from which you will administer or host your tournament.

On the left-hand side is Links/Info and on the right hand side is Actions. Following is a brief overview of what is contained on this page.

### ***Links***

These are some links that you might find helpful while administering your tourney.

#### ***Tournament Main Page***

This opens a new browser window and takes you to the Main Page of your tournament.

### ***Return to TD Center***

This will return you to your main TD Administration menu.

### ***Player Boot Timer***

This is a handy tool that can be used to help you track “missing in action” or “boot” times for players in your tournaments.

### ***Info***

Here you will find all of the information pertaining to your tournament. Check it over carefully prior to opening check-in to be sure that you have chosen the correct tournament from the list, and that the settings are what you want them to be.

### ***Actions***

The first thing listed is a big blue box that indicates what action needs to be taken for your tournament to progress to the next stage in the process. When you initially login, it should be set to “Open Check-In”. As your tournament progresses, this will automatically change. There are some other useful links available in this section. They are as follows:

#### ***Remove Team***

This utility gives you the ability to remove a team or player from your tournament. Occasionally you will get requests to remove someone in cases where they checked-in for the tournament but then have to leave for some reason. Just choose the appropriate player/team from the drop-down list, and proceed. There is no undo button after you have removed a team, but they may re-register at any time, until check-in closes, if they change their mind and wish to participate.

#### ***Edit Tournament Info***

This tool will allow you to edit the details of your tournament (Date, Location, Number and Times of Rounds, and TD Bux Donations). Follow the instructions carefully.

NOTE: If you add additional rounds to your tournament, you must also add the time(s) for those rounds.

#### ***TD LadderBux Donation***

If you chose to give “LadderBux to top finishers” in the LadderBux settings when creating your tournament, you will also have the option of donating up to 20,000 of your own LadderBux to your tournament “pot.” These LadderBux are taken directly from your player account, and are awarded to the first place winner when you “Award the LadderBux” at the close of the tournament.

To make a donation to the tournament, click on the “Edit Tournament Info” link, and enter a donation amount into the “TD Bux Given to Winner” box. This box will only appear if you chose “No Entry Fee; LadderBux to Top Finishers” or “LadderBux Entry Fee; LadderBux to Top Finishers” when creating your tournament.

After you enter an amount in the ‘TD Bux Given to Winner’ box, you will receive a popup window confirming that you are aware the LadderBux will be taken from your account. You will

then need to click the 'Change Tourney Info' button at the bottom for the TD Donation to take effect. If there are two or more members per team, the LadderBux will be split between the members of the winning team.

The number of donations available to you is based on your premium membership level as a player:

- Free members can make 3 donations per month.
- Gold members can make 4 donations per month!
- Platinum members can make 7 donations per month!!
- Diamond members can make 10 donations per month!!!

After you have edited the information, check the INFO section on the left to be sure that things have updated properly.

### ***Customize Tournament Rules***

Please see the section under "[Create Tournament](#)" for more information regarding this tool.

### ***Seed Players By:***

By default, the system will seed the players in your tournament based on their player Skill Rating. You have the option to change how they are seeded based on Rank, Registration Order, or Random seeding. Make your choice and then click the "Change Seeding" button. This information will be listed on the main page of your tournament.

### ***Customize Tournament Layout***

Please see the section under "[Create Tournament](#)" for more information regarding this tool.

### ***Post Tournament Message***

This handy little tool allows you to post a notice on your tournament's main page. The message will also be E-mailed to everyone who has registered for the tournament. Simply click the link, type your message and press the "Post Message" button. Your message will be time and date stamped on the tournament page. This tool can be very useful should you suddenly have to change the location of your tournament, if the gaming site should go down while the tourney is in progress, or for any number of other reasons.

### ***Delete Tournament***

Clicking this link will take you to the Tournament Removal center. If you need to remove one of your tournaments for any reason, you will do so here. Make sure the correct tournament ID number is selected from the drop-down list before proceeding. Once you have verified that it is correct, simply enter the reason you are canceling the tournament, and click the "Remove Tournament" button to complete the process. The reason you entered will be E-mailed to all registered participants, and a copy will also be sent to your HTDs. If you do not type anything into the box, the default, generic cancellation notice will be sent.

### ***Next Step Action!***

This blue box at the top of the “Actions” area shows the current state of the tournament, as well as providing a link to advance the tournament to its next stage. This is a listing of the different stages that this box will progress through.

### ***Open Check-In***

Once you are ready to begin administering your tournament, you will click on the “Open Check-In” link in the blue “Next Step Action!” box. Doing so will open Check-In for your tournament, so players will be able to indicate they are present and ready to play.

NOTE: Once Check-In is open, any new players that register for your tournament will be automatically checked-in. Because of this, check-in should not be opened any earlier than the posted time.

### ***Uncheck-In Team***

If someone does not wish to be checked-in yet, but still wants to remain “registered” for the tourney you can take care of that for them here. Simply choose their name from the drop-down box, which lists all players that have already “checked-in” for your tournament, and press the button.

### ***Close Registration***

After you open check-in, the link in the blue “Next Step Action!” box will change to read “Close Registration”. When you are ready to close the check-in process and post the pairings for your tournament, simply click on this link. If you wish to allow all players that have registered to participate in your tournament, be sure that the “Max Players” is equal to or greater than the number of players checked-in before clicking the link.

NOTE: When you close check-in, if any participants are dropped, the confirmation page will tell you who was dropped and why. Take a minute to review this page prior to returning to your administration page to avoid missing important information.

### ***Start Tournament / Reopen Registration***

At this point, you can either click “Reopen Registration,” which will return you to the previous step, so that more players can register for the tournament, or you can click “Start Tournament” to begin the tournament.

### ***Tourney in Progress***

While your tournament is actually being played, “Tourney in Progress” will be listed in the blue “Next Step Action!” box. You will also have the option to “Adjust Round Results”, with any Rounds in progress listed as links. These links are where you can make adjustments if any matches are reported incorrectly. You can also use these links to report the match results yourself, but we recommend that you have your players report their own results, whenever possible, to avoid errors.

Round 1 – Click on the round for which you want to report/adjust a match. The names shown in red are the players who have currently been reported as the winner, and will advance to the next round. The names shown in yellow are those who have currently been reported as the loser of the match. If both

names are Yellow, the match has not yet been reported. If match results need to be changed, click the yellow link. After you have completed your changes you should return to “Adjust Round 1 Results” to double-check that everything is now listed correctly. Once all matches have been reported correctly for this round, click “Return to Administer” to get back to the main administration page.

Note: Each new round will appear as soon as there are matches scheduled for that round. For example, if several players have a “bye” in the first round, Round 2 will be available immediately.

### ***Update TD Stats File***

As soon as all of the scheduled matches for your tournament have been reported, the blue “Next Step Action!” box will change to read “Update TD Stats File”. This is the first of the TD closing tasks. Before you begin completing these tasks, it is very important that you scroll down the page and view the final “Standings” of your tournament to make sure that they are listed correctly. Once you begin the process of closing the tournament you will not be able to adjust the results.

Once you have verified that the standings are correct, click on the “update TD Stats File”. Although you won’t see anything happen on your end, clicking that link will update your personal TD stats by changing the number of tournaments you have hosted, as well as changing the current status of this particular tournament. After you have completed this, click to “Return to Administer Tourney” to proceed.

### ***Update Player Tournament Records***

This will show the final win/loss record for each participant as it pertains to this specific tournament. “Byes” do count as a win on tournaments statistics. This is an excellent opportunity to once again double-check that the correct winner was reported. If for some reason it is not listed correctly, stop and submit an “Incorrect Tourney Report” mail from your “Tourney Support” link. MyLeague Tournament Support will be able to make the necessary corrections for you. It is far easier to correct the problem if you stop closing the tournament as soon as you notice the problem. DO NOT attempt to go back and change it yourself, as you will corrupt your tournament.

### ***Process Entry Fees***

After clicking on this link you will see a list detailing the entry fee being deducted from each player. If you are running a free tournament, you will only see the statements “Subtracting entry fee from players...” and “Initializing log file...” before the display notifies you that “Entry Fees Have Been Processed”.

### ***Award LadderBux***

After you click this link, you will be taken to a page that lists how many LadderBux each player received. You will also be shown the total number of tournaments you have completed to date, as well as how many LadderBux you are receiving for hosting this tournament. (You do not receive LadderBux for hosting until your 6th tournament.)

Note: If you feel that you did not receive the LadderBux award please double-check that they are not listed in your Tournament LadderBux Log. If you do not find them in the log, notify your HTDs and they will have it corrected for you.

### ***Report Matches to Ladder***

This utility will confirm each report as it is sent through to the League's daily results. You will receive a confirmation that "Matches Have Been Reported to Ladder" when the process is complete. If any error messages appear, stop and notify your HTDs.

### ***Close Out Tournament***

Click this link to finalize the closing process. Congratulations! Your tournament is now officially complete. 😊

### ***Advertising Your Tournament***

There are many different ways you can go about advertising your tournament. Be creative, and use your imagination! Be careful to time your announcements in chat; don't just flood the lobby with the same message over and over or you will most likely have a negative result rather than the positive one you are looking for, since people generally hate SPAM.

Note: Make sure any advertising that you do is within the Terms and Conditions of Use for the gaming site at which you are hosting; we cannot help you if a gaming site bans you for failure to comply with their Terms and Conditions of Use.

If for some reason you wish to advertise in a room that is not your League's regular room, please make sure another League does not use the other room. If there is a League there, please ask the Head Admin of that League for permission prior to running any ads in their room so as to avoid getting in trouble for illegal recruiting.

Under no circumstances may a MyLeague advertise in an officially designated Case's Ladder Room. If you are not sure which rooms this rule applies to for your game, you can submit a support mail asking for the appropriate information.

### ***Your Reward***

Once you have completed your 5th tournament, you are eligible to receive LadderBux for hosting. TDs receive 1 LadderBux per player that participates in a Single-Elimination style tournament and 2 LadderBux per player in a Double-Elimination or Swiss Style tournament. The perks of Gold, Platinum and Diamond membership do apply here, so a TD who is also a Gold member will receive 2X the LadderBux for hosting, a Platinum member TD will receive 4X the LadderBux, and a Diamond member TD will be awarded with 6X the LadderBux for hosting!

### ***MyLeague Relations***

There are thousands of MyLeagues in our system, and we ask that you behave professionally at all times when you find yourself interacting with other Leagues. The players in your League will look to you as a role model. If you always maintain your cool and don't let yourself get pulled into mud-slinging arguments, you will earn your players' respect as a result.

The same respect should be given to players at the gaming site who may not be members of a League. If you are courteous and polite to them, they may eventually decide that they want to join your League. However, even if they have no desire to join your League, you should still remain courteous towards them.

## ***Frequently Asked Questions***

### ***Can I play in my own Tournament?***

The answer to this question depends on the policy that your Head Admin has decided on. In order for a TD to be able to play in their own tournament, the Head Admin has to give them permission to do so. If you do not have permission, the system will prevent you from registering for your own tournaments. Please consult your Admin team to find out what your League's specific policy in this matter is.

### ***Can I play other games while I am hosting a tournament?***

This is discouraged, but it is up to your League's Admin and Head TD team to ultimately decide whether or not it will be allowed.

### ***Some players are having trouble checking-in; can they give me their password and have me do it for them?***

No. Each player must register and check-in for the tournament on their own. Sharing passwords is against MyLeague.com rules and could result in your tournament being stopped and the TD account being flagged. This could happen if the TD registers or checks-in players, or if players registers another player. Educate your players and make sure they know and understand that they cannot help others register for a tournament.

### ***Can I change the entry fee of a tourney once it has been created?***

No. Once the tournament has been created, if you wish to change the entry fees or prize settings, you must remove the tournament and create a new one with the updated settings.

### ***Can I change a tourney to LadderStats or non-LadderStats once it has been created?***

No. Once the tournament has been created, if you wish to change to LadderStats or vice versa, you must remove the tournament and create a new one with the updated settings.

### ***Can I change rules of a tourney once it has been created?***

Yes. You may change the tournament rules at any given time up until you open the check-in process. Once you open the check-in process, the system will not allow you to change the rules.

### ***Can I expand the tourney once it has been created?***

Yes. You may expand your tournament up until the time you close the check-in process.

### ***Is there a way I can get a hard copy of my brackets and pairings?***

Yes. You can print them out. We suggest that you print out the brackets immediately after creation. That way the players will have an opportunity to find their own way to their round 1 opponent while you print. It only takes a minute or so and can make your life so much easier if you have problems later getting to the site. You can just fill in the blanks and finish actually processing the tournament later!

In a tournament with more than one player per team, it is also helpful to print off Check-In. That way you have the player's names and team names at your fingertips.

### ***How do I make my rules look nice?***

You can use HTML to customize the look and feel of your tournament page. For detailed help and instructions, please use the [HTML Tools & Tips](#) link.

### ***Is there any penalty for deleting a tournament?***

No. If there is an issue with your tournament, such as the LadderBux or Ladderstats settings being created incorrectly, or if you simply do not have enough players to start the tournament, it is best to delete the tournament instead of moving it. Moving a tournament can occasionally cause our security software to register a false positive and stop a tournament from running. This is why we recommend deleting tournaments, rather than moving them.

### ***When I tried to start my tournament, it said that my account has been flagged for cheating! What do I do?***

The message informing you that your account has been flagged is an automated message generated by our anti-cheat software. If our system determines that tournament procedures have not been followed, it will halt the tournament and display this message.

The first thing you should do in this situation is to contact tournament support immediately and explain the situation to them. You can do this from your "Tourney Support" link on your TD menu.

Often times, TDs receive this message through no fault of their own, such as players registering one another. We do understand that mistakes happen, and we do not penalize TDs or Leagues for these sorts of honest mistakes. However, the TD has to contact us so that we can hear the details of the situation and remove the flag from the TD's account. If you fail to contact Tourney Support after your account is flagged, your TD account may be removed.

Once a tournament has been halted by this message, you will not be able to start it. You will need to delete the tournament and create a new one in order to proceed.

### ***Dedication***

Consider the position as a Tournament Director to be a duty. There is no reason you can't have fun fulfilling your position, but you must keep in mind that there are lots of people waiting for their turn to be a TD. More importantly, the players are counting on you! If at any time, you feel you cannot handle

the responsibility of hosting tournaments, please inform a Head TD of your situation, so that they can make the spot available to someone else.

NOTE: Any TD on Active status who is inactive for 60 days will be automatically purged from the system.

No shows, or late shows, are looked down upon, and give your League a bad name. A rare no-show due to an unforeseen emergency is always understandable, but please try to inform a Head TD of the emergency so that he/she can inform the players. View the tournaments you create as a commitment or an important meeting. It should go without saying that repeated failures to show up for your tournaments will very likely result in your removal from the TD position.

### ***Stay Current***

Please be sure to read all your E-mail carefully, as your HTDs and Admins may send you important TD news via e-mail.

You should check the Tourney System Announcements found in your TD Admin Center each time you login. Just click the link to read the latest information or news.

It is important to remain active as a player on your League. If you withdraw your player account from the League, or are purged for inactivity, your TD account will be removed. There is no going back if you do this, and if you wish to become a TD again, you will have to reapply!

### ***Summary***

In closing we would just like to express again how grateful we are for all of the time and energy you dedicate to helping improve the MyLeague experience for your fellow League members.

Thanks!!

### ***Supplement 1 – Double Elimination Tournaments***

After you have completed a minimum of 20 tournaments, the system will allow you to create double-elimination tournaments. Much of it is the same, but there are a few key differences that we'll outline here.

All of the initial creating steps for Double-Elimination are identical to Single-Elimination except for the actual bracket type. Once you choose Bracket Style (Double-Elim), the only limitation imposed is that the number of "teams per match" is limited to 2 Teams.

### ***Administration of Double Elimination***

The biggest difference between Single-Elimination and Double-Elimination tournaments is in how they are reported/adjusted. You will find two links in regards to matches when administering a Double-Elimination tourney.

In addition to the links below, instead of the standings page being on the TD Administration page as the default view, there is a link to open the Standings Page in a new window. You will probably have several windows open when you administer a double-elimination tournament as different information you will need to access is found on different pages.

### ***Report Match***

When you click on this link you will only see matches that are currently in progress. It doesn't matter if the matches are in the upper bracket or lower bracket of the standings. As soon as the brackets show that 2 teams should currently be competing, the match will be listed here until the outcome has been reported. In order to report a match on behalf of the losing player, simply click the radio button next to the winner's name, and then click the Report Loss button. Once you have successfully reported the match you can follow the "Return to Administration" link.

### ***Adjust Match***

If you need to fix a match that was previously reported incorrectly, you'll need to use this link. When you click on Adjust Match, you'll be taken to a modified standings page. A name with a radio button (circle) in front of it indicates that currently that person is listed as the loser of the match. If you need to change those results, first click the radio button, then scroll down and click on Adjust Match.

### ***The Final Match***

In a double-elimination tournament, the final match(s) can get a bit tricky. The most important thing to remember is that in order to be eliminated from the tournament, the player must lose 2 times! So if the top bracket player is playing the finals, and the player in the bottom bracket wins the game, then they have to play one more game as each will now have only 1 loss, which means that neither has yet been eliminated!

## ***Supplement 2 – Swiss System Tournaments***

When you are comfortable with the basic Single-Elimination format and have met the requirements set forth on your League, you may request training on Swiss tourneys. A Head TD on your League must "approve" you for Swiss System tourneys before the system will allow you to create one.

In this type of tournament, every player plays in every round regardless of his or her match results. (A player may withdraw from the tournament after any round if they no longer wish to compete.) Each win counts as one (1) point, and each loss counts as zero (0) points.

### ***Regular Swiss System***

The tournament is finished as soon as there is only one player remaining who is undefeated. The number of rounds is set before the tournament in order to specify a maximum number of players. If the tournament is set for six (6) rounds this does not guarantee that there will be six rounds of play, since players withdrawing from the tournament may shorten the number of rounds required to reach an undefeated player. If for some reason after the given number of rounds has been played and there is still more than one undefeated player, the tournament will automatically be extended in order to determine a winner.

## *True Swiss System*

In True Swiss System format, the TD presets the number of rounds before the tournament starts and regardless of the number of registrations, the number of rounds does not change once the tournament begins. (The TD can still manually change the number of rounds prior to the tournament.) After all the rounds are complete, the player with the most points wins. If there is no conclusive point leader there is no winner of the tournament.

### Difference between True and Regular Swiss System

If you have a tournament set for 8 rounds of play, and you have one undefeated player left after 5 rounds, in a True Swiss System tourney play continues, giving those who are behind a chance to still win the tournament. However, if the tourney was being held by Regular Swiss System rules it would have been over and a winner declared as soon as there was only the one undefeated player remaining.

## *Administration of Swiss System*

### *Adjust Match*

This is identical to the Adjust Match found in administration of single-elimination tournaments. The biggest difference is that the rounds will not advance themselves; the TD must do this manually as follows:

After all the matches for a round have been reported, a link to advance to the next round will appear. Before you click to advance, verify the following:

- All match reports are correct – there is no going back!
- Any player that wants to withdraw has been removed.

After you click the link to advance, on the right of your screen you'll see a table listing each player/team's Past Matches. On the left you'll see the Possible Pairings for the next round. If you don't see any pairings highlighted with a bright blue background, simply scroll down to the bottom of the page and click ACCEPT CURRENT PAIRINGS. You will then see a confirmation message that the pairings for the next round are up.

However, if any of the pairings are highlighted with a blue background you must swap those players using the following rules:

- NEVER change the top 2 teams (players) - Undefeated players need to play other undefeated players so that the tournament eventually comes to an end.
- Players should be swapped with other players having the same number of points (points are indicated in parenthesis next to each player's name).
- Players should never play the same person twice (this may be unavoidable in True Swiss depending on the number of rounds, but do your best to avoid it)

- The lowest number of points/lowest skill rating will get the bye. Players should only receive one bye. Therefore, if a player is about to receive his/her second bye, this player should be swapped. The next player in line to receive the bye should be the player with the lowest number of points and the lowest rating (in that order).
- Pairings should NEVER be decided by players asking to play certain other players or by players asking for a “bye”. Manipulating the pairings and not following the above rules is grounds for removal of your Swiss System approval.

Whenever a player is forced to play another person who has a different number of points than them, that player is said to have been "floated". For example, assume player A has 1 point and player B has 0 points. If they play each other, then it is said that player A was floated downward and player B was floated upwards. This should be taken into consideration whenever possible. A player floating upwards has had more difficult pairings, and therefore should not be floated upwards again if at all possible. The player being floated downwards is considered to have had an easier pairing and should not be floated downward again if at all possible.

Once you determine who will be swapped, choose each of their names in the pull-down lists and click “swap players”. Review the Possible Pairings again. Repeat this step until you have no BLUE, then scroll to the bottom of the page and click Accept Current Pairings.

The remaining administration steps are identical to administering a Single-Elimination tournament.

Last Updated: April 2010