



## Creating Your Events on the Lightseekers Website

### Before Getting Started

- Ensure your store is registered on [www.Lightseekers.cards](http://www.Lightseekers.cards) and that you have been given admin rights to your store section (if your store is not registered please contact us at [events@lightseekers.cards](mailto:events@lightseekers.cards)).
- Note that running events cannot be done in the mobile app, though the site will run fine on mobile devices.
- Players need to register on the Lightseekers TCG Companion App or the Lightseekers card website in order to officially take part.
- It is recommended that you create your event well in advance of the start date to allow for sign ups

### Creating Your Tournament

- When logged in as your admin account visit your store locator section.



- Click 'List' and find your store from the available locations

Name	City	Country	Sales	Events
Owls Hollow	Charlottetown		Yes	No
The Games Shop	Aldershot		Yes	Yes
The Consulting Gamer	Ashford		Yes	Yes
Distinct Gaming	Belper		Yes	Yes
Excelsior!	Bristol		Yes	Yes
Warboar Games	Bromley		Yes	Yes
Forbidden Planet - Cambridge	Cambridge		Yes	No

- Click on your store to visit your store page
- Scroll down to the Administration section of your store page (Only you should see this)

**ADMINISTRATION**

Update location details  
Use this to update the location's published details.

---

Send subscribers a message  
Use this to message all the people subscribed to updates from your location.

---

Create an event  
Create a new event at this location. Subscribers will be automatically emailed with the details.

---

Add an administrator  
An administrator can update location details and create events.



- Click 'Create Event'
- Add a name, description, date and specify a cost
- Select your event 'play style' as tournament. Your view will then change to the following:

**Event Format**

Play Style: Tournament

Maximum players: 0  
Enter 0 for unlimited

**Tournament Format**

Multiplexer Event?  If ticked, > 2 players will take part in each match

Deck Mode: Casual

Elimination Format: Swiss, then Single Elimination

Pairing Mode: Random

Elim. Round Count:   
Must be greater than 0.

Swiss. Games Per Match:   
Should be an odd number to ensure no ties.

Elim. Games Per Match:   
Should be an odd number to ensure no ties.

**Creation Options**

Allow self signups?

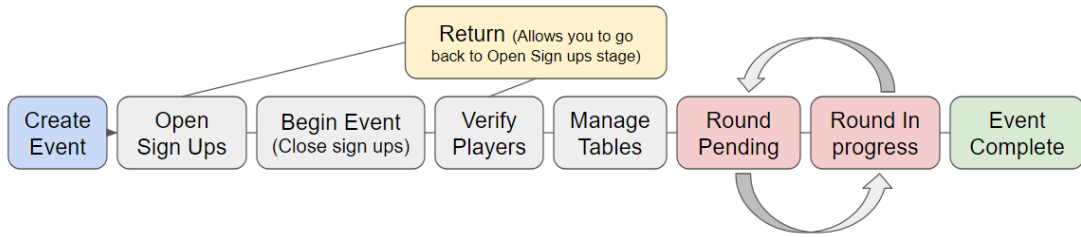
Hidden?

**CREATE EVENT**

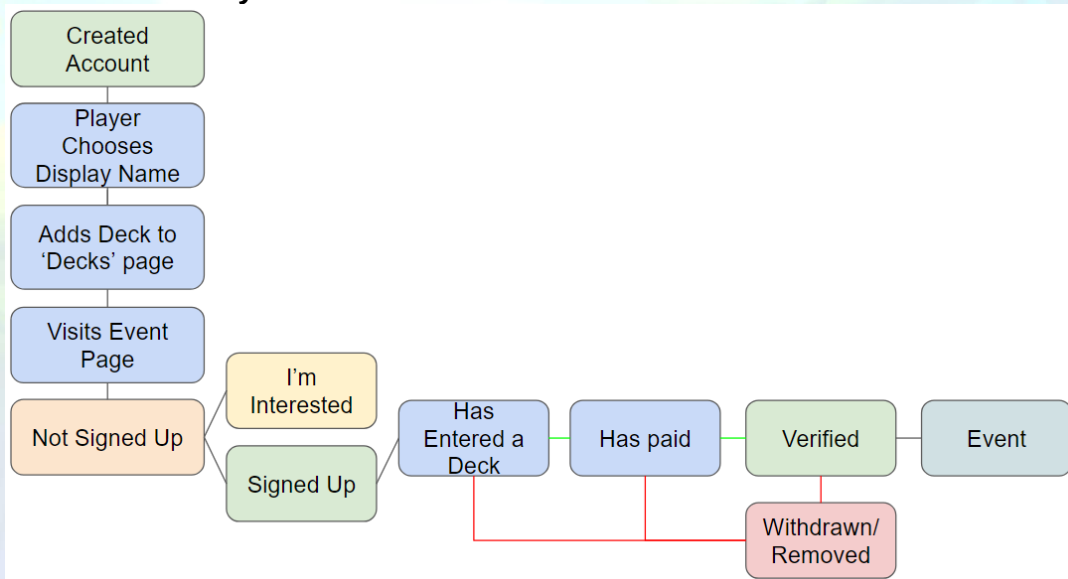
- **Maximum players:** If you have a limit to the number of players you want to enter then add this here, otherwise set to 0 to allow for unlimited numbers of sign ups
- **Deck Mode:** We currently recommend leaving this as 'Casual'
- **Elimination format:** You should pick depending on what type of tournament you want. The options are:
  - Single Elimination: A simple sports-tournament style event, with the loser of each pairing immediately knocked out each round.
  - Swiss, then single elimination: A number of league-style rounds are played where no-one is knocked out. Finally, a cut of the top N players is made for an elimination section, as above
- **Pairing Mode:** This allows you to specify how players will be paired against each other. We recommend leaving this as random.
- **Elim. Round Count:** This specifies how many rounds of elimination will feature in your event before you get to the finalists. Setting it to 3 for example would run as quarter finals, semifinals and a final.
- **Swiss Games per match:** This is your 'Best of' value for the swiss rounds. The more rounds you specify the longer the match. For quicker matches you may wish to consider setting it as 1 otherwise a best of 3 approach is advised.
- **Elim. Games per Match:** This is the 'Best of' value for elimination matches. 3 is recommended for a good elimination setup.
- When finish ensure you tick 'Allow self signups' so players can register before the event.



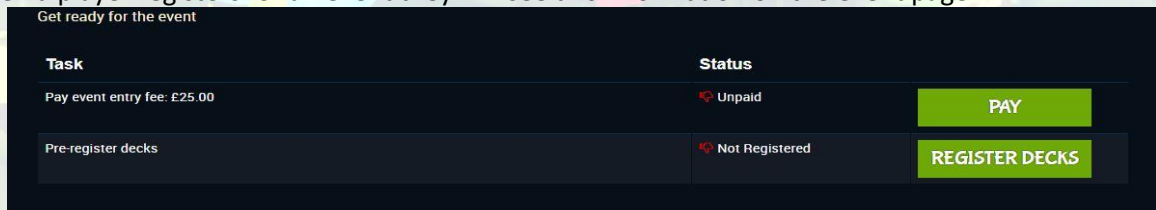
## Life Cycle of Running a Lightseekers Event



## Player Event Involvement Life Cycle



- In order to be officially involved in tournaments players need to be registered with [www.lightseekers.cards](http://www.lightseekers.cards) or the TCG companion app.
- Players will need to set their display name on their 'My account' page of the app.
- Players sign up for an event via the event page or they can choose 'I'm interested' to track the event
- Players need to record a deck on their 'Decks' page. This is a text based note and can consist simply of the deck name (i.e. Dread, Tech, Cross Order etc).
- When a player registers for an event they will see this information on the event page:











- We advise that they not click 'Pay' currently as this will send any payment to PlayFusion. Should a player do this accidentally please get in touch with us at [lightseekers@playfusion.com](mailto:lightseekers@playfusion.com).



## Verifying Players

- Verifying players allows you to ensure that everyone taking part in your tournament has done everything they need to take part, such as pay any entry fees and be present at the start of the event.
- To enter the verification stage click 'Begin event' on your event page.
- Click 'View Sign Ups' to see the list of registered players.

Name	Status	Round	Table	W/L	
DEBUG_EventTest #1	Ready	N/A	N/A	N/A	 
DEBUG_EventTest #2	Ready	N/A	N/A	N/A	 
DEBUG_EventTest #3	Ready	N/A	N/A	N/A	 
DEBUG_EventTest #4	Ready	N/A	N/A	N/A	 

- Click the square edit icon on the right of a players details to begin the verification process. You will see a page similar to this:

### MANAGE EVENT ENTRY

Event Details

Name	Test Event
Status	Verifying Signups

Player Details

Handle	DEBUG_Borg #1
Status	Signed Up

Deck Details

Deck 1	Debug generated deck #1
--------	-------------------------

Payment Details

Payment Made?	Yes
---------------	-----

Manage event entry

You can change this player's entry state using the buttons below. Some of these options are irreversible, so please be sure before making a change.

VERIFY SIGNUP WITHDRAW REMOVE

- If the player has registered a deck and payment has been received click 'Verify signup'. If payment is not recorded but you have received it you will be able to click 'Mark as paid' to register them as having paid.
- Should a player not be present or is otherwise ineligible for the event you can click 'Remove' to completely remove them from the event.
- Currently players need to [register their own decks](#) via the 'Decks' page on the website and mobile app. In future an 'Assign decks' option will be available for events.
- The withdraw option allows you to remove someone if they need to leave early or otherwise drop out in a friendly way. This keeps their record of play but removes them from further rounds in a tournament.
- Once you are happy that everyone is verified you are ready to start the next stage of the event!



## Managing Tables

- For a tournament you will want to have assigned tables so that pairing can be generated for each space available for play.
- We recommend using the 'Auto generate' tables option to create the correct number of tables for you. You can choose for tables to be labelled numerically or alphabetically when using this option.

## Starting the Rounds

- Once you have finished setting up the tables you can click 'Complete' to begin the rounds.
- You will see this view on the events page:

TOURNAMENT ROUNDS			
Swiss rounds			
Round	Status	Start Time	End Time
Round 1	Pending	-	-
Elimination rounds			
Round	Status	Start Time	End Time

- Players will additionally have this view:

### YOUR PARTICIPATION

You are signed up for this event!

[LEAVE EVENT](#)

---

Active Match

Event	Test Event
Active Round	1 - Pending
Your Table	1
Opponent(s)	DEBUG_Borg #6

Need Assistance? [REQUEST ENVOY](#)

---

**GAME #1 - IN PROGRESS**

Turn Order	2nd
My Deck	<input type="text" value="Dread"/>

[SUBMIT DECK](#)

My Score Match has not started yet.

- This is the screen players will use to track their own wins and losses when the round has started. They can also request a judge if they have a dispute, this request will be visible on the rounds overview.
- Now that everything is ready you can begin your rounds. Rounds are comprised of matches and matches are comprised of games. Each match has a pairing and a table and there are a number of games in that match equal to the number of games specified when the event was created.
- Click 'Start round' to begin the rounds.
- As players win and lose they should record their scores on the app/website. Once both scores have been received that match will end. Players will see this option when recording results:



**GAME #1 - IN PROGRESS**

Turn Order: 2nd

My Deck: Dread

**SUBMIT DECK**

My Score: Please Select...

Timeout?  (Use tie-break rules)

**SUBMIT SCORE**

- You can click the round name on the events page to view the match breakdown:

**ROUND DETAILS**

Table	Status	Game Progress	Assistance?	Players (Rating)	Rating	Game Status
1	Pending	-	-	Crow #1 DEBUG_Borg #6	(0) (0)	
2	Pending	-	-	DEBUG_Borg #1 DEBUG_Borg #4	(0) (0)	
3	Pending	-	-	DEBUG_Borg #2 DEBUG_Borg #7	(0) (0)	
4	Pending	-	-	DEBUG_Borg #8 DEBUG_Borg #9	(0) (0)	
N/A	Bye	-	-	DEBUG_Borg #5	(0)	Winner ✓

- Clicking the table will allow you to edit the scores yourself if there is a dispute or if the players are unable to add their own scores. Clicking the table number will display this page:

**MATCH DETAILS**

Match Progress

Status: Pending

Table: 1 **CHANGE**

Location:

Assistance?: -

Assisting: -

Players

Player 1: Crow #1

Player 2: DEBUG\_Borg #6

Games

**GAME #1**

Order	Player	Deck	Score	Timeout?
1st	DEBUG_Borg #6	Debug generated deck #1	-1	<input type="checkbox"/>
2nd	Crow #1	Dread	-1	<input type="checkbox"/>

**UPDATE SCORES**

- Should you need to adjust the scores you can edit the Score field and click 'Update scores' the numerical value for scores is as follows:
  - Win = 2
  - Loss = 0
  - No value = -1 (You should never need to set it to this value)
- There is also a timeout box which can be used in the event of a game overrunning more than intended.



- Once all results are registered you must end the round. A new one will then be automatically generated. The new round will be listed as pending until you click 'Start round'. This is to allow time for everyone to move seats.
- Should you need to withdraw a player you will need to do so via the 'View Signups' page on the event and clicking the edit icon. Unless someone needs to be removed for unpleasant reasons you should always choose 'Withdraw' rather than 'Remove' at this stage as removing will also remove any record of their involvement in the event.
- In the event that players request assistance, or both record the same result for a match you will see this on the Round overview:

ROUND DETAILS						
Table	Status	Game Progress	Assistance?	Players (Rating)	Rating	Game Status
1	In Progress	1 / 1	Requested <b>ASSIST</b>	Crow #1 DEBUG_Borg #6	(0) (0)	Not using health tracker Not using health tracker
2	In Progress	1 / 1	-	DEBUG_Borg #1 DEBUG_Borg #4	(0) (0)	Not using health tracker Not using health tracker
3	In Progress	1 / 1	-	DEBUG_Borg #2 DEBUG_Borg #7	(0) (0)	Not using health tracker Not using health tracker
4	In Progress	1 / 1	-	DEBUG_Borg #8 DEBUG_Borg #9	(0) (0)	Not using health tracker Not using health tracker
N/A	Bye	-	-	DEBUG_Borg #5	(0)	Winner ✓

- Clicking assist will mark you as assisting that table. You should click the 'Clear assist' button which will appear on the score page before updating the results.
- Note that the 'Rating' currently listed shows losses rather than wins.
- If this tournament involves a Swiss section, once all the Swiss rounds have finished it will move on to the elimination rounds. You can speed this up using the 'Begin' option on the events page.
- If you are manually entering scores for matches with more than 1 game, please note that you will need to individually select 'Update scores' on each game before moving on to the next one.
- Once every elimination match is complete click 'End Event' to close the tournament. All the scores will then be recorded and will look like this:

PLAYERS IN EVENT					
Name	Status	Round	Table	W/L	
Crow #1	Victorious	6	1	6/0	🔗
DEBUG_Borg #8	Defeated	6	1	4/2	🔗
DEBUG_Borg #2	Defeated	5	1	2/2	🔗
DEBUG_Borg #6	Defeated	5	2	1/3	🔗
DEBUG_Borg #7	Defeated	4	3	2/2	🔗
DEBUG_Borg #9	Defeated	4	4	2/2	🔗
DEBUG_Borg #1	Defeated	4	1	1/3	🔗
DEBUG_Borg #5	Defeated	4	2	1/2	🔗
DEBUG_Borg #4	Withdrawn	3	4	0/3	🔗

If at any point you need support, please do not hesitate to contact us at [lightseekers@playfusion.com](mailto:lightseekers@playfusion.com). If you make a mistake at any point in setting up an event you can hide the event from public view by clicking 'Update Event' and ticking the 'Hidden' tick box. The event will still be visible to you but no longer visible to players.