

# **Tournament Procedures**

## Prior to the Tournament

- Make sure you are Discord ready. You are responsible for knowing how to navigate Wild West Shootout tournament procedures (see below).
- Make sure you are paid in full. The cutoff time for adding events is at midnight (Mountain Daylight Time) the day before the event starts.
- Make sure your USBGF membership is current. You must be a USBGF member to play in an ABT Online! event.
- ✓ Make sure you have a quiet environment to play in.
- Save your Director's phone number. All tournament communication will be on Discord. However, in event of disconnection or other technology issue, you may contact Ben Friesen at 810-348-1695, via voice, text, or WhatsApp. Please keep phone communication to a minimum as your Directors will be engaged in Discord.
- ✓ Make sure you have logged into GridGammon.

## Procedures for Each Event you are Participating In

- Accept Side Event Challonge Invitation: Challonge bracket invitations will be sent out, at least, one hour prior to event start time. Make sure to accept the invitation by clicking the Challonge email invite, or by logging into the challenge.com website. If you do not receive your invitation and it is less than one hour prior to your event start time, please reach out to your Directors! NOTE: Do not start playing prior to event start time and being directed to do so by tournament organizers.
- 2. **Be on Time:** Enter the On Discord prior to event start time. Players who are late risk forfeiture. All times listed in schedule are in Mountain Daylight Time (MDT). A helpful resource for time zone conversion is <u>worldtimebuddy.com</u>
- 3. **Listen Intently to Announcements:** Announcements will be given before the start of each event in the above-mentioned Tournament Room on Discord. You are responsible for listening to and understanding the announcements.

### 4. How to Start Playing

a. **Find your event name in Discord.** Each event has its own section. For instance, here is what the Advanced Warriors section looks like:



b. **Find your event bracket.** A link to your event Challonge bracket will be posted to the bracket and payout Discord channel for your event. For example, you will find

the link to the Advanced Warriors bracket by clicking on  $\# \mathbf{Y}$  advanced-bracket-an...

c. **Find your opponent and table assignment.** This information will be on the

Challonge bracket. It will look like this:

- d. Sit down at your table: Come back to Discord and sit down at your assigned table. Discord tables look like this: Table 1 00 03 Make sure you are sitting on a table in the correct section for your event.
- e. **Post your match link:** SKIP THIS STEP unless you have been requested to play on BackgammonGalaxy by a Director - Set up your match at BackgammonGalaxy, but do not start playing until you or your opponent posts the match link in the correct location for your event. For instance, Advanced Warrior match links should be

posted here:  $\# \oslash$  advanced-match-links

- f. **Setup your GridGammon Match:** Invite your opponent for your match. The correct settings should be Match Play, Rated, Doubling Cube.
- 5. If you win your match Only winners report!
  - a. **Report your win on Challonge bracket:** Hover over your name, click on the pencil icon, then click on your name
  - b. **Upload your match file:** Upload your match file to the channel for your event. For example, Advanced Warrior match files should be uploaded here

# 🗖 advanced-match-files

6. Come back to the but waiting on a match you must be in the tournament room or spectator lounge. Do not disappear. Directors should be able to easily see you in one of the Discord rooms.

**If you need to take a break.** If you need to take a break, we understand, please request permission from a director. Then enter your phone number and what time you expect to return

in the  $\# \times -sign-out$  channel. We will attempt to call you when your match is ready. You

are responsible for answering our call and returning to Discord to play. Any player who does not sign out, or does not respond to a Director call-back, risks penalty points and/or match forfeiture.

#### **Helpful Hints:**

• There are 8 event sections in Discord, which can mean a lot of scrolling to find your event. You can collapse event sections and only leave the events you are interested expanded.

You can expand/collapse sections by clicking on the name the event.

- When you need a director type in "@Directors" in a Discord message. This will alert your directors
- You can also tag other players to get their attention. Type "@" and the first few letters of their first name. A list will pop up and you can click on the player's name.
- So, you are not interrupted during your matches, we recommend turning off some of the Discord notifications.
  - Click on the small down arrow next to the Wild West Shootout name at the top left-hand side of the Discord screen and choose Notification Settings.



• Now update settings so that you only get notifications when someone specifically mentions you by name.

