

## Purpose

Tournament Operations Manager (TOM) is provided to official Pokémon Professors to operate tournaments on behalf of Pokémon Organized Play. Users must apply for Professor status on Pokemon.com and must abide by the Core Values of the Professor Program.

## Installation

### Location

- TOM can be downloaded from [www.pokemon.com](http://www.pokemon.com) under the OP Tools Dashboard by selecting the Tournament Software tab on the left side of the screen.
- After selecting the Tournament Software tab, you will then be given the option to download either the Windows version or the MacOS version of the software. For more information on how to download each version, please make sure to follow the directions given under each version.

### TOM\_Data Folder

- Why is this folder important?
  - The TOM\_Data folder will contain not only tournament files as they are saved, but also user and player profiles. This folder is crucial when fixing particular rounds within the tournament, or when you are seeking to transfer profiles from one computer to another with Tournament Operations Manager loaded.
- Player Profile File
  - The player.xml file is a file that will constantly update when you add new players to the software. This file will contain all the information gathered from the player when they are added to a tournament for the first time. This file is what you would export when transferring from one computer to the next in order to avoid losing all the information collected previously from players.
- Event Folders
  - Each sanctioned event will have one main file that will update periodically throughout the event and will be the file you will upload to the Play! Tools platform at the conclusion of the event. In addition, an individual folder for each event will be created after the start of Round 1 of that particular event. This folder will contain file information for each start and end of round. This will be used when problem-solving a particular round within an event.

## Creating/Starting a New Tournament

### Log In / Create a New Profile

- How to Log In
  - To log in to the TOM software, you will first need to open the application on your device. Upon launch, you will see a small window pop up in the center of the application. To log in to the application, all you will need to do is enter your Play! Pokémon Player ID. If this is your first time logging in to the application, you will need to either import your profile from

another TOM application you have used (this will be discussed in another section) or create a new profile.

- First Time Logging In / Creating a Profile
  - Log-In Screen



The screenshot shows a window titled "Login" with a close button (X) in the top right corner. At the top, there is a "Language:" label followed by a dropdown menu currently set to "English (United States)". Below this, the text "New users, please create a new profile." is displayed, with a "Profile" button to its right. Underneath, the text "Import your profile here if you have previously exported it." is shown, with an "Import Profile" button to its right. At the bottom, the text "Existing users, please login." is displayed, followed by a "Player ID:" label and an empty text input field. A "Login" button is located at the bottom right of the window.

- Language: This is where you will choose the language the program will be translated into.
- Profile: This is what you would select if you were creating a profile for the first time.
- Import Profile: This is what you will choose if you are importing a profile from another TOM application.
- Player ID: This is where you will enter your Play! Pokémon Player ID after you have created your profile. Please Note: Only Player IDs that have created a profile will be able to log in.
- Creating a New Profile: If this is your first time logging in to this software, you will need to create a profile. To create a profile, you will choose the "Profile" option from the log-in screen and fill in the required information.

- Language: The preferred language you choose to use on the software.
- First Name: Enter your first name.
- Last Name: Enter your last name.
- Player ID: Enter your Play! Pokémon Player ID.
- Country: Select the country you live in.
- Time Zone: Select the time zone you live in.
- Auto Save (min): Determine when the software will automatically save files while using them.
- Round Time (min): The default time the software will use when starting the round timer.
- Final Round Time (min): The default time the software will use when starting the single-elimination top cut bracket.
- Base Font Size: The font size used on the software.
- Paper Size: Choose what size of paper you plan on using to print.
- Date Format: The format in which the date will be displayed on printed documents.
- Time Format: The format in which the time will be displayed on printed documents.

### How to create a new tournament (Step 0 / Step1)

1. How to create the tournament.
  1. Before you start: Create a tournament via the [Play! Tools](#). Detailed instructions for using Play! Tools are located in the [Play! Tools Guide](#).
  2. Next, after you have created your tournament via Play! Tools, open the TOM software on your device. Once logged in, press the New Tournament option under the “File” menu or press the “New Tournament” icon. Both can be found in the top left-hand corner of the screen.

3. After pressing the “New Tournament” option, a new window will pop up. This will be the first step of creating a tournament on the TOM software (shown below). You will need to accurately fill in each area of this box in order to move on to Step 2.
  1. Tournament Mode: This is where you will choose what type of tournament you will be running. Other than the Custom mode, these selections will ensure that you use the correct settings for the chosen Premier Event series.

1. Custom: This option will be used primarily for local grassroots events. You can structure the tournament as you see fit under this option.
2. TCG Prerelease/Draft: This option is designed for TCG Prereleases/Drafts only. It will structure the tournament to give you the option to end after 3 rounds.
3. TCG League Challenge: This option is designed for TCG League Challenge events only. It will automatically structure the tournament for a number of Swiss rounds based on attendance, but will not create a single-elimination top cut. The tournament will conclude after Swiss rounds.
4. TCG One Day Championship and TCG League Cup options: These options will create Swiss rounds based on the number of players registered, then run a single-elimination top cut if the number of registered players in a division meets the requirements based on the Tournament Rule Handbook.
5. TCG Two Day Championship: This option is designed for larger events (i.e. Regional Championships, International Championships, and World Championships). This will structure the tournament similar to the One Day Championship option but will also take into consideration whether it meets the number of required registered players

to have additional Swiss rounds for those individuals that qualified for Day 2.

6. VGC Premier Event: This option will structure the event for VGC Premier events (i.e. Premier Challenge and Mid-Season Showdown).
  2. Game Type: This option is only available for the “Custom” tournament mode. This is where you will choose whether you are hosting a Trading Card Game, Video Game, or Pokémon GO tournament.
  3. Structure: This option is only available for the “Custom” tournament mode. This is where you will choose either the “Swiss” or “Single-Elimination” structures.
  4. Name: This is where you will enter the name of the tournament you created on via Play! Tools.
  5. Sanctioned ID: This is the Tournament ID number you received when creating an event via Play! Tools. Note that you may leave this field blank during tournament creation but would then need to use the File menu to enter it before uploading your results.
  6. City: The city where the tournament is being hosted.
  7. State: The state abbreviation where the tournament is being hosted.
  8. Country: The country where the tournament is being hosted. Please note that Professors are only permitted to run tournaments in the country that matches their country of residence in their Pokémon Trainer Club account.
- d. After everything has been entered into the first screen and matches the details created via Play! Tools, you may press the “Next” button. At this time, you will be asked to save the tournament in the TOM\_Data folder. Please make sure you name the saved file in a way that is easiest for you to find.

*Player Registration / Start of Tournament (Step 2)*

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
100000	Test1	Test1	12/01/2000	Master Division
100001	Test2	Test2	12/02/2000	Master Division
100002	Test3	Test3	12/03/2000	Master Division
100003	Test4	Test4	12/04/2000	Master Division
100004	Test5	Test5	12/05/2000	Master Division
100005	Test6	Test6	12/06/2000	Master Division
100006	Test7	Test7	12/07/2000	Master Division
100007	Test8	Test8	12/08/2000	Master Division

**Players In This Tournament (Test Tournament 3 - 12-23-567892)**

Player ID	First Name	Last Name	Birth Date	Age Division	Byes	Is Late?
[0]						

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

Player Registration: Player registration is the next step to complete before the start of your event. This portion should be completed at the end of registration on the day of the event. In this section we will discuss how to add new players to an event, how to search for players who have entered previous tournaments, and how to add or remove from the event.

- Add New Player: This section of the entry form is designed for players who have not participated in a tournament you have hosted while using TOM.
  - Player ID: The registered player's Player ID. Please note: The Player ID used should match the player's ID on Pokemon.com. This must be accurate as Championship Points are awarded to that Player ID.
  - First Name: First name of the registered player.
  - Last Name: Last name of the registered player.
  - Date of Birth: Date of birth for the registered player. Please note: This must also be accurate as the date of birth determines what division the player will be placed in for the tournament.

- Add: After all previous fields have been filled, you will click this button to enter the player into both the saved player profiles and the tournament.
- Filter My Players: This section of the entry form is designed to search for players who have registered for the tournament and have played an event at your location previously. After finding the registered player via the filter, enter them into the event by double clicking on that player in the “My Players” list. You may also add the player by having the filtered player highlighted and then press the “Add To Tournament” button.
  - Apply Filter to My Players: Apply the filter to the “My Players” portion of the Player List.
  - Apply Filter to Players in This Tournament: Apply the filter to the “Players in This Tournament” portion of the Player List.
  - Player ID Starts With: Enter the registered player’s Player ID here to perform a search.
  - First Name Starts With: Enter the registered player’s first name here to perform a search.
  - Last Name Starts With: Enter the registered player’s last name here to perform a search.
  - Birth Date Equals: Enter the registered player’s date of birth here to perform a search.
  - Show Players in Age Division: This option will allow you to search specifically by age division, using the drop-down menu to change your filter option.
  - Filter: This will filter the “My Players” or “Players in This Tournament” list based on the criteria entered into the search fields.
  - Clear: This button will clear any information in the search fields.
- My Players: This section contains the complete list of player profiles that were created during previous events you have hosted, or that were added recently for an event you may already be adding players for. You may add players manually from this section by highlighting the player you wish to enter into the event, then pressing the “Add to Tournament” button or double clicking on the player, but it is highly recommended to use the “Filter My Players” section for better efficiency. You will primarily use this section to remove players from the saved roster or to edit a player’s profile.
  - Edit: This option allows you to edit the highlighted player’s profile. This is primarily used to edit names, date of birth, and/or their Player ID.
  - Delete: This option allows you to remove a saved player profile. Clicking on this option will remove the highlighted player from the saved “My Players” roster.
- Print Roster to Verify Players: After entering all registered players into the event. It is highly recommended that the Tournament Organizer print the Roster and post it for players before moving to the final step. This will help prevent any confusion before the tournament starts, and it will ensure that every player who has been registered has been entered into the event.
- After the Roster has been verified by all registered players, you may click the “next” button to move onto the final step before starting the event. Please Note: Pressing the “Back” button will return you to the previous step and should be used if there was an error in the tournament structure.

*Tournament Detail Verification (Step 3)*

New Tournament - Step 3

Mode Notes

Since you have chosen a **Custom** mode tournament, the Settings and Options below must be set by you to configure your event. Please refer to the *Tournament Operations and Procedures* document and the *Rules and Formats* document for valid configurations.

Settings

Round Time (min):

Draft Pods:  Yes  No

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

Options

Single Elimination Cut:  Yes  No

Single Elimination Round Time:

3rd and 4th Play Off:  Yes  No

Play One Less Swiss Round  Yes  No

Game Type: Trading Card Game  
Tournament Mode: Custom  
Podding Type: Age Separated

Age Division	Total Players	# of Flights	Rounds	Finals Players	Total Rounds	Total Time	Starting Table	# of Tables
Master Division	11	1	4	4	6	5:45:00	1	5

Table Options

This tournament is comprised of a single pod and table seating will be automatically managed for you by default (starting at tablenu number 1); however, you may choose to enter your own fixed starting table number for this pod in the highlighted field above. If you do, all automatic functions including table optimizations will be turned off.

Automatically grow/shrink the starting table numbers based on the number of active players. Adding players to pods while other pods are playing may force the use of overflow tables until all players can be seated within their assigned pod. You may specify a starting overflow table number below.

Pairing overflow starting table number (for adding players while auto-numbering):

Print Roster << Back Verify

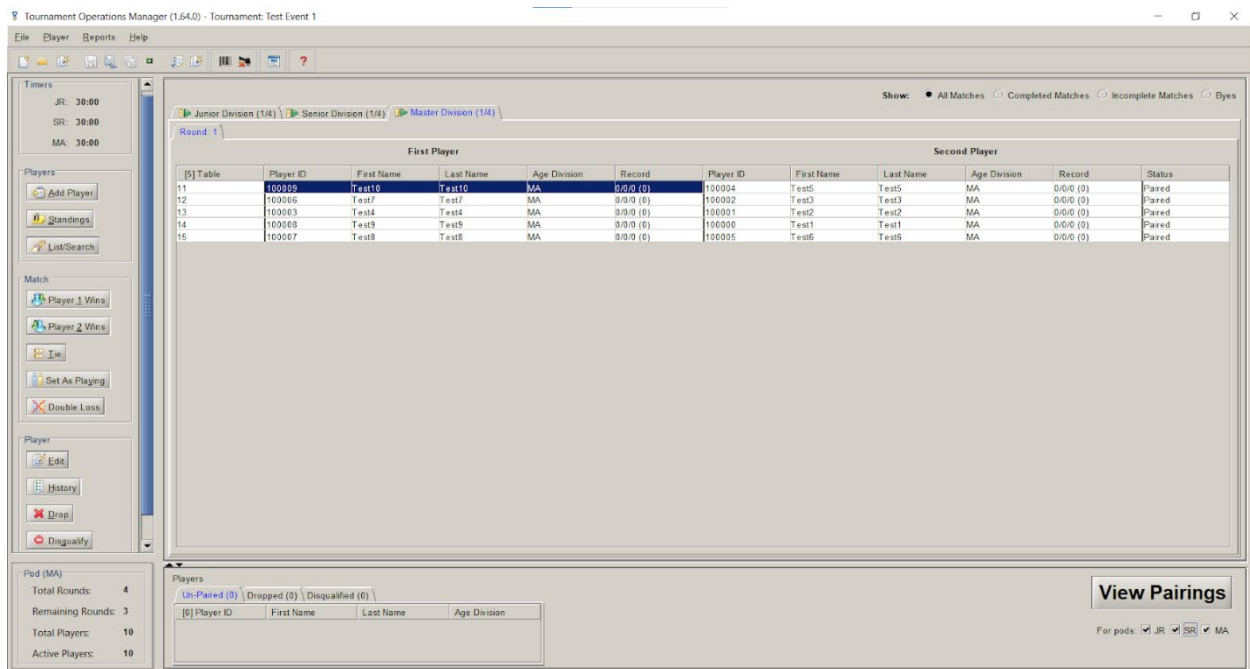
- **Tournament Detail Verification:** This last step in the tournament creation process is designed to review all the tournament details before starting your event. This is a very important step to review, because once you verify these details, they will be permanent, and you will be unable to edit.
  - **Mode Notes:** This portion of the tournament detail verification is designed to remind the tournament organizer what “Tournament Mode” they chose during Step 1 of the tournament creation process. This portion is important to review to ensure that the tournament structure is accurate. Please Note: Failure to choose the correct tournament mode may result in tournaments not being reported correctly and players not receiving Championship Points.
  - **Settings:**
    - **Round Time (min):** This will be how you will set up the Swiss round timer. The time you set here will only be used during the scheduled Swiss rounds.
    - **Draft Pods:** This option is available if you would like to host a draft and need draft pods.



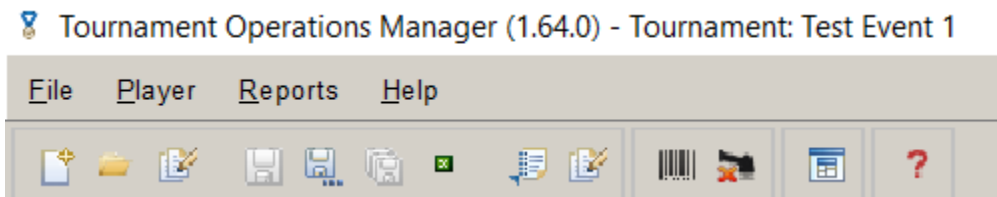
- Use Day 2 Swiss options, if eligible: This option is available if you would like to host a large two-day event that isn't a "TCG Two-Day Championship."
  - Options: This portion of the tournament verification is designed to provide options for an event that would like to host a single-elimination top cut. Please Note: This portion of the tournament verification process may not be available based on what Tournament Mode you choose as they may have pre-set options.
    - Single Elimination Cut: Allows you to choose whether or not you would like to host a single-elimination top cut.
    - Single Elimination Round Time: This is where you will set the timer for the single-elimination top cut.
    - 3rd and 4th Play Off:
    - Play One Less Swiss Round: This option is available if you feel that you may need to play one less Swiss round.
  - Podding Type: This will tell you what type of tournament podding you will use for the event.
    - Age Separated: Players in each age division will play with other players within the same age division.
    - Age Modified: This is used when there are not enough players in a particular age division to have their own pod.
  - Table Options
- Verify Tournament Setup: This step occurs as a final check before the start of the tournament. It will go over all the options that were selected to make sure that the tournament is structured correctly. This is the final check before the start of the tournament. There is an option to "Print Details" so you are able to post the same details publicly for players. It is highly recommended that you post these details to help players avoid any confusion with the tournament structure.

## **During the Tournament**

### Main Tournament Screen



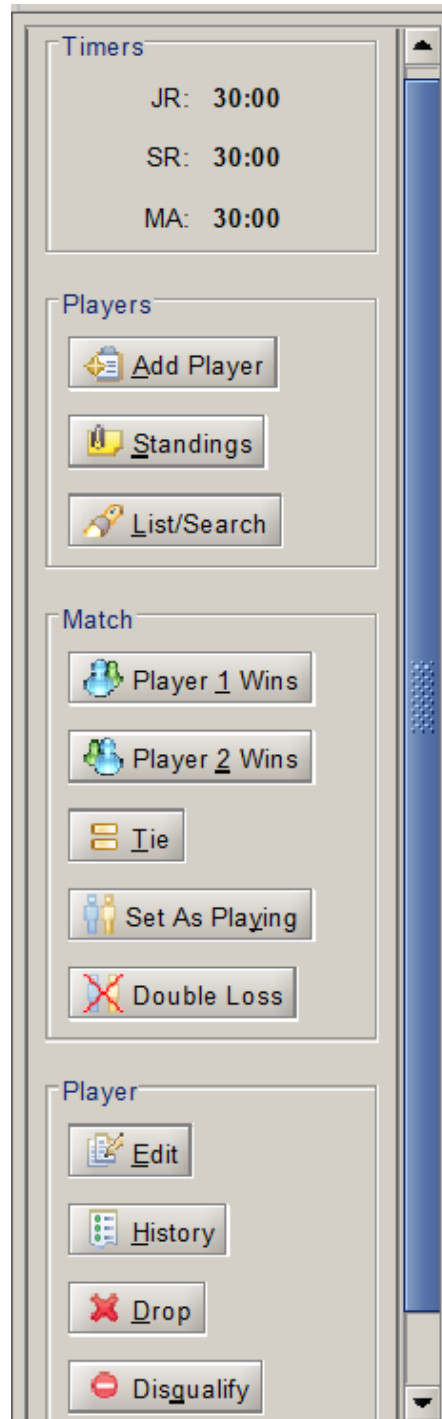
### Top Menu Bar



- **New Tournament**
  - Clicking this button will start the process of creating a new tournament.
- **Open File**
  - Clicking this button will give you the option to open an already created tournament stored in the TOM\_Data folder.
- **Edit Tournament**
  - Clicking this button will give you the option to edit certain tournament details. Please Note: This will not give you the option to change the tournament structure. It only allows you to edit the tournament name, city, state, country, and Tournament ID.
- **Save Tournament**
  - This will save the tournament's current progress under the file that was originally created after creating your tournament.
- **Save Tournament as a New File**
  - This will save the tournament's current progress under a new file that you name and create.
- **Save All Open Tournaments**
  - If you are running or have opened more than one tournament on this software, this button will allow you to save all open tournaments at once under the file that was originally created after creating your tournament.
- **Close Tournament**
  - This will close the current tournament window you have open.
- **Export Profile**

- This will give you the option to create a copy of your profile .xml file so that it may be exported to another device that has the TOM software loaded on it.
- Edit Profile
  - This will allow you to edit the profile settings you chose when creating your profile for the first time.
- Barcode Scanner
  - This will allow you to enter player results through the use of match slips and a barcode scanner. The functionality of this option will be discussed further in the “Running the Event” section of this document.
- Use the Speed Drop Form
- All Reports
  - Clicking this button will produce a drop-down menu and will provide you options for a variety of documents you are able to print for that particular tournament.
- Get Help
  - Clicking on this button will create a cursor with the “?” symbol. When you click the screen with this cursor, it will open up the “Help” menu so that you may be able to review what certain functions do.

Side Menu Bar



- Timers
  - This box will provide a timer for each separate division in the tournament, using the time that was set up when creating the tournament. Please Note: It is highly recommended to have a separate timer outside of TOM in case the software closes in the middle of the round. The timer will not continue to count down after the software closes.
- Players
  - Add Players: This button allows you to access all saved players in the software or create a new player so that they may be added to the event.

Please Note: If you use this option before the round starts, it will ask you to “Re-Pair” so the newly added player may be matched with another player. If you use this option after the round has started, it will give the player a “Forced Loss” for the round.

- Standings: This button allows you to review the standings for each round and each division. This will also give you the option to print the standings.
- List /Search: This button will open a window that will allow you to search for a player that has been entered into the current tournament or any other open tournaments.
- Match
  - Player 1 Wins: By clicking this button, the “First Player” at the highlighted table will be marked as the winner for that round.
  - Player 2 Wins: By clicking this button, the “Second Player” at the highlighted table will be marked as the winner for that round.
  - Tie: By clicking this button, the highlighted table will be marked with a Tie for the round.
  - Set As Playing: By clicking this button, the highlighted table will have all reported results removed and will show their match as in progress. Please Note: This button should be used when a result has been accidentally entered.
  - Double Loss: By clicking this button, both players at the highlighted table will be marked with a loss. Please Note: This button should only be used if both players received a penalty that requires them both to receive a Game Loss.
- Player
  - Edit: This will provide an “Edit” menu so that you may edit the highlighted player’s information.
  - History: This will display the highlighted player’s match history throughout the entire tournament.
  - Drop: This will remove the highlighted player from the tournament, but not from the overall standings. They will no longer be paired for the remainder of the event.
  - Disqualify: This will remove the highlighted player not only from the tournament, but from the event standings as well. This should only be used when a Disqualification penalty has been delivered.

### Pairings Window

Junior Division (1/4) Senior Division (1/4) Master Division (1/4)

Show:  All Matches  Completed Matches  Incomplete Matches  Byes

Round: 1

First Player						Second Player					
[5] Table	Player ID	First Name	Last Name	Age Division	Record	Player ID	First Name	Last Name	Age Division	Record	Status
11	100009	Test10	Test10	MA	0/0/0 (0)	100004	Test5	Test5	MA	0/0/0 (0)	Paired
12	100006	Test7	Test7	MA	0/0/0 (0)	100002	Test3	Test3	MA	0/0/0 (0)	Paired
13	100003	Test4	Test4	MA	0/0/0 (0)	100001	Test2	Test2	MA	0/0/0 (0)	Paired
14	100008	Test9	Test9	MA	0/0/0 (0)	100000	Test1	Test1	MA	0/0/0 (0)	Paired
15	100007	Test8	Test8	MA	0/0/0 (0)	100005	Test6	Test6	MA	0/0/0 (0)	Paired

- Pairings View (Show): This will give you the option to change the view in the round tabs to show either “All Matches,” “Completed Matches,” “Incomplete Matches,” or “Byes.”
- Division Tabs: If your event has separate division pods, these tabs will change the pod you are viewing.
- Round Tabs: These tabs are designed for you to view current and previous rounds throughout the tournament.
- First Player/Second Player: These two columns are designed to designate players into Player One or Player Two for the purpose of reporting matches.
- Tables: The table location the match was assigned to.
- Player ID: The Player ID of the player.
- First/Last Name
- Age Division: The age division the player was assigned to based on their date of birth.
- Record: The match record of the player.
- Status: This is an indicator to show if the match is Paired, Playing, or Completed.

### Bottom Menu Bar

Pod (MA)	Total Rounds: 4 Remaining Rounds: 3 Total Players: 10 Active Players: 10	Players Un-Paired (0)   Dropped (0)   Disqualified (0) <table border="1"> <thead> <tr> <th>[0] Player ID</th> <th>First Name</th> <th>Last Name</th> <th>Age Division</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	[0] Player ID	First Name	Last Name	Age Division					View Pairings For pods: <input checked="" type="checkbox"/> JR <input checked="" type="checkbox"/> SR <input checked="" type="checkbox"/> MA
[0] Player ID	First Name	Last Name	Age Division								

- Pod Information Box: This box gives basic information for the current pod you are viewing, including, the number of players in the pod, the number of active players in the pod, the number of rounds remaining for the pod, and the total number of rounds for the pod.
- Player Information Box: This box contains players that are unpaired, have been dropped from the event, or have been disqualified. These individuals will not be in the pairings.
- Progress Button: This button is designed to change based on what particular step you are on within the tournament. The button will be labeled based on what will happen after you click it.

- **Report View Options:** Under the Progress Button, there are checkboxes available for each age division. This is designed to change the view of reports printed for that round to only show the age divisions that are checked.

## **Running the Event**

As you run your tournament, there are some important tasks to consider as you progress through.

- **Pre-Round Tasks:** These are tasks that should be completed before the start of each round.
  - **View/Post Pairings:** Before the beginning of each round, it is highly recommended to print and post pairings for players so that they may quickly reach their assigned table.
  - **Printing Match Slips:** When you click on the View Pairings button on the Bottom Menu of your screen, it will produce not only your pairings, but your match slips as well. It is highly recommended that you print, cut, and pass these slips out every round so that players have a physical way to report their matches. In addition, this is a great tool to use if you or a player comes across a reporting error and need a document to reference.
- **Reporting Players:** There are several approaches when wanting to report a match. Below are several options that may be used in the match reporting process.
  - **Clicking on Name:** The first and easiest option is double-clicking on the name of the winning player in the Pairings Window. Even though this may be one of the easiest ways to report, this particular method has a high margin of error due to clicking on the wrong name or clicking additional times. When using this method, it is highly recommended to double-check the results at the conclusion of the round.
  - **Highlight Match, click Player Button:** The next method that may be used is highlighting the match in the Pairings Window, then pressing the results buttons found on the Side Menu Bar under the "Match" category. If you do not know what each of the buttons mean, please make sure to review the software navigation section of this document.
  - **Barcode Scan:** One of the fastest options to report matches is through the use of a barcode scanner. You will need a compatible barcode scanner and match slips. To start the reporting process using the barcode scanner, you will need to click on the Barcode Scanner button found in the Top Menu Bar (if you are not familiar with this button, please review the software navigation section). A new window will pop up on the screen with several options for you to set up.

Speed Match Slip Entry

**Make sure to set your process options FIRST.**

Match Slip

Result Code

Result to be recorded

Pod: \_\_\_\_\_ Table: \_\_\_\_\_

Process options

Primary input:  10-key  Scanner

Automatically save valid scans.

Play Sounds

Close Reset Save Result

- Before scanning in results, there are a few options to set up.
  - Under “Process options,” if you are using a traditional barcode scanner, you will choose “Scanner.” If you are using 10-key, you will select “10-key.”
  - To enter results automatically as they are scanned, select the “Automatically save valid scans” option under “Process options.”
  - To have a bell sound play whenever a scan is successfully entered, select the “Play Sounds” option under “Process options.”
  - Finally, before you scan results, make sure to click inside the “Result Code” box under “Match Slip” so that the cursor is blinking. Failure to click inside this box will result in your scans not being entered.



Test8 Test8  
100007 - MA Initial below:  
2/1/0 (6)



TABLE #11  
Test8 Test8

WINNER  
Player 1

key: 241134

Test Event 1  
Round 4

checkmark who wins each game,  
circle **WINNER** or **TIE** for the match,  
then both players initial their end

game 1  \_\_\_\_\_  
 game 2  \_\_\_\_\_  
 game 3  \_\_\_\_\_

**TIE**

WINNER  
Player 2

TABLE #11  
Test7 Test7



Test7 Test7  
Initial below:  
1/2/0 (3)  
WM - 900006  
7test7

- When scanning results, the barcode determines who is the winner of the match.
  - Left Barcode: Player 1 is the winner of the match.
  - Right Barcode: Player 2 is the winner of the match.
  - Center Barcode: The match result is a Tie.
  - Please note that any special results (i.e. Double Loss or Disqualification) will need to be entered manually.
- Right Click Options / Special Reporting Condition: The last option available to report results is to right-click on a player. When doing this, a menu will pop up giving you options for that specific player's match result. Please note that these are the same options that are found in the Side Menu Bar, but they are specific to the highlighted player. Read below for a more detailed description of these options.

Round: 1

First Player

[5] Table	Player ID	First Name	Last Name	Age Division	Record
11	100009	Test10		MA	0/0/0 (0)
12	100006	Test7		MA	0/0/0 (0)
13	100003	Test4		MA	0/0/0 (0)
14	100008	Test9		MA	0/0/0 (0)
15	100007	Test8		MA	0/0/0 (0)

+ Won Match

- Lost Match

⚖ Tie

👤 Set As Playing

✎ Edit

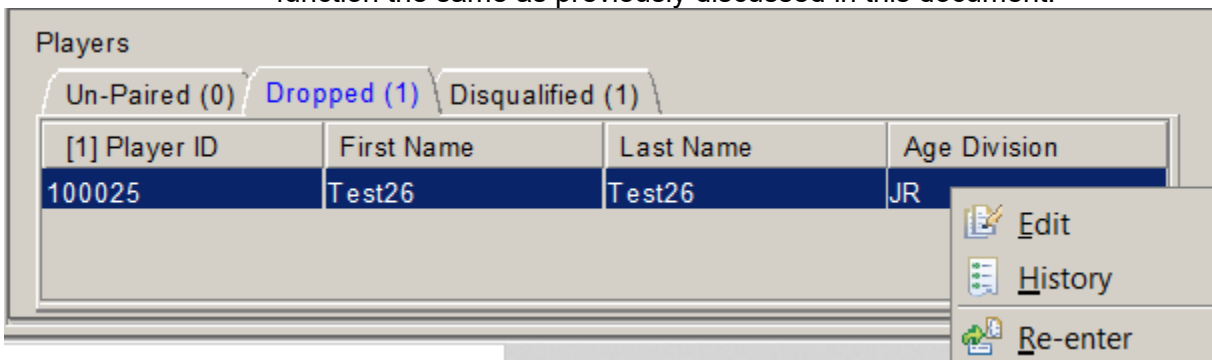
📄 History

✖ Drop

🚫 Disqualify

- Won Match: The highlighted player WON the match.
- Lost Match: The highlighted player LOST the match.
- Tie: The match was declared a tie by both players.
- Set As Playing: If a result has been accidentally entered, this button will reset the results and mark the match as "In Progress."
- Edit: This will provide an "Edit" menu so that you may edit the highlighted player's information.

- History: This will display the highlighted player's match history throughout the entire tournament.
- Drop: This will remove the highlighted player from the tournament, but not the overall standings. They will no longer be paired for the remainder of the event.
- Disqualify: This will not only remove the highlighted player but will also remove them from the event standing. This should only be used when a Disqualification penalty has been delivered.
- Dropping/Re-Entering Players: If a player has changed their mind soon after dropping, or if they were accidentally dropped or disqualified, there is a way to re-enter a player in the tournament. To re-enter a player in the tournament, you will first go to the Bottom Menu Bar under "Players" and click on either the "Dropped" or "Disqualified" tabs, depending on where the removed player had been placed. Next, highlight the player you wish to re-enter. Finally, right-click on the highlighted player, then select the "Re-enter" option. This will re-enter the player in the tournament and it will continue to pair them. Please note: Both the "Edit" and "History" options function the same as previously discussed in this document.



- Round Progression
  - Best practice tips
  - Editing a round after pairing next round
- Top cut
- Adding players after the tournament starts

## After the Tournament

- Reporting the Event: After you have concluded the event and saved the tournament file to the TOM\_Data folder, you will need to return to Play! Tools to upload your TDF file and enter your staff. Detailed instructions on this can be found in the Play! Tools Guide.
- Upload Errors: Whenever you receive an upload error, refer to the Troubleshooting TDF Upload Errors section of the Play! Tools Guide. Failure to resolve upload errors may result in the tournament not reporting and players not receiving Championship Points if the event was a Premier Event.

## Appendix

### TOM Operator Event Checklist

### Before the Event

- Confirm with the League Owner that you have permissions that allow you to sanction events for that particular League, as the event can only be sanctioned by a Tournament Organizer with those permissions. This is especially important for Premier Events.
- Create the event at least 14 days in advance on the Play! Tools platform so players have enough time to plan for your event and so there is enough time to properly promote your event on Pokemon.com under the Event Locator. For more information about how to sanction your event on Pokemon.com, review the instructions for [Play! Tools](#).
- Once your event has been sanctioned and you have received your Tournament ID number, you may start to create your tournament on TOM. Please note that this can be done in advance, before the event, in order to be prepared for the registration process.

### During the Event

- Log in to TOM, then either open the tournament file you created in advance by choosing the correct tournament file after selecting the “Open Tournament” option from the top menu bar, or create a tournament by selecting “New Tournament” from the top menu bar. If you are creating a new tournament, make sure to have the correct Tournament ID number from your sanctioned tournament on Play! Tools.
- Complete “[How to create a new tournament \(Step 0 / Step 1\)](#)”
- Complete “[Player Registration / Start of Tournament \(Step 2\)](#)”
- Complete “[Tournament Detail Verification \(Step 3\)](#)”
- Before the start of each round:
  - Print round pairings
  - Print and cut match slips
  - Post pairings for players
  - Verify players are seated and ready to start
  - Click “Start Round” to begin entering results for the round and to start the round timer within the software.
- During each round:
  - Collect and verify the results of each match slip as players report
  - Enter each match slip’s results manually or by scanning the barcode on the match slip. (See [Running the Event](#))
  - Enter any “Special Results” as designated by the event’s Head Judge.
- At the conclusion of each round:
  - Review match slips to verify all results have been entered correctly.
  - Maintain match slips, pairings, and standings documents for the round, as documentation must be retained until after the conclusion of the event.
  - Post standings after results have been verified. (Optional but highly recommended after the final round of Swiss, before the single-elimination top cut.)

### At the Conclusion of the Event

- After final results have been verified and finalized, you will need to click “Finalize Results,” then click the “Save File As” button that will appear immediately after. You may keep the tournament’s current file name and replace the old file, or you may change the name so that it is easily identifiable when you go to upload the tournament in Play! Tools.
- Return to Play! Tools and select your tournament from the My Tournaments page. There will be an option to upload the event file. Click on the upload option and select the finalized tournament file that you wish to upload. Please note that this process can only be done by the individual who sanctioned the event on Play! Tools.

- After uploading the event, verify if there were any upload errors, if so, review the errors and after a fix is found, upload the file again. If you continue to have difficulties with the uploading process, please submit a customer support ticket at [support.pokemon.com](https://support.pokemon.com).
- After the file has successfully uploaded, you will be given an additional option on Play! Tools to enter your staff for the event. Make sure to collect Player ID numbers from each member of your event staff so they can receive credit for working the event.
- Destroy all event documentation (match slips, pairings, and standings) after file upload is complete.

#### **Other Features/Advance Features (For future revisions)**

- How to open a tournament in progress after TOM is closed.
- Reports
- How to move the players.xml file to a new computer when reinstalling in a new location.
- Table Options
- FAQ