

Tournament Setup Checklist - BFNations

This guide is to make sure each tournament is prepared as best as possible. This page is subject to evolve during 2024.

Before the Tournament :

1. Work on the Ambassador Community Team, try to improve the participation and structure to help create fun activities and bigger tournaments.
2. When it's time, ask Team Leaders for the format of tourney, do voice meeting if required, do survey if required, or announce format if unanimous feedback.
3. Once format chosen, Voice meeting with Team Leader (ping for day/dates) for the rules and/or note rules feedback textually.
4. Once Rules decided, ask Team Leader for match test, adjust Game Specific Ruleset with feedback required. Repeat process if needed until all rules are on point for the tournament.
5. Once Rules ready, prepare tourney page and announcement. Announce that the registration started. Ping Team Leaders. Make sure everything is ready before posting.
6. Follow the Registration process, double check for player integrity, talk to Teams concerned if account sharing issues.
7. Once registrations completed, announce tournament is started. Ping Team Leaders.

During and End of Tournament :

1. Be there for streams. Prepare stream overlays of matches when required. Be focused and consistent with the tournament streams.
2. Follow Results and Matches,
3. Resolve Disputes if needed.
4. Double check and updates update Scores correctly each week.
5. When time, create Playoffs brackets. Ping Team Leaders when Playoffs are officially started.
6. Repeat Step 1 to 3 during playoffs.
7. Complete prizes. Prepare Winner poster. Prepare MVP poster. Announce winner. Announce MVP. Write summary tournament article. Make sure everything is on the BFNations website.