

Main

# Bracket Admin Documentation for Pokémon GO

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# To Do List for Bracket Admins

## Before tournament starts:

<a href="#">Add judge team to Challenge</a>	<input type="checkbox"/>
<a href="#">Confirm RK9 access</a>	<input type="checkbox"/>
<a href="#">Check if static stations are needed</a>	<input type="checkbox"/>
<a href="#">Create stations for tables and stream in Challenge</a>	<input type="checkbox"/>
<a href="#">Review tournament schedule spreadsheet</a>	<input type="checkbox"/>
<a href="#">Print Challenge QR code</a>	<input type="checkbox"/>
<a href="#">Project Schedule on Monitor</a> OR <a href="#">Print Wave Round Times</a>	<input type="checkbox"/>
<a href="#">Print Player Notes</a>	<input type="checkbox"/>
<a href="#">Printing of team sheets</a>	<input type="checkbox"/>
<a href="#">Print Match Slips for stream</a>	<input type="checkbox"/>
<a href="#">(optional) Print out a backup tournament bracket</a>	<input type="checkbox"/>
<a href="#">All players that did not submit a team sheet on time, mark with * on Challenge</a>	<input type="checkbox"/>
<a href="#">Adjust bracket for any double byes, confirm all changes with lead</a>	<input type="checkbox"/>
<a href="#">Discuss with HJ on EoR communication and procedure</a>	<input type="checkbox"/>
<a href="#">Confirm with lead when to apply missing team sheet penalties</a>	<input type="checkbox"/>
<a href="#">Confirm with lead who is making the round announcements</a>	<input type="checkbox"/>
<a href="#">Start the group stage</a>	<input type="checkbox"/>

## After day 1 of the show:

<a href="#">End the group stage</a>	<input type="checkbox"/>
<a href="#">Fix double jeopardy</a>	<input type="checkbox"/>
<a href="#">Add call times for all day 2 pairings</a>	<input type="checkbox"/>

Welcome to the bracket admin role at Pokémon GO events.

This guide is intended to explain the best practices used at official events. Please refer to your respective lead in case of questions.

## Before the show

### Your role and resources

As a bracket admin you will have access to the following resources:

#### Challonge

This is the service that PGO tournaments are organized on. You use it to oversee and schedule sets, while the floor judges use it to report the scores for these sets.

#### The schedule document

You will be provided a schedule document. It outlines which sets are supposed to be playing when. It also outlines other key information like table numbers, streamed sets and player info.

#### RK9

You will have scorekeeper access on [RK9.gg/staff](https://rk9.gg/staff) . This is used for printing team sheets and organizing side events.

If you don't have access to either of those or have any questions, please contact your lead.



## Familiarizing yourself with challonge settings

When clicking on the settings tab on the challonge page of your tournament, you'll be presented with a few options that will be relevant for you. Please keep in mind that you should NEVER change any of these settings without consulting with your lead.

### Game Info - Group Stage

Here you can see how many players are supposed to be in each pool and how many players are able to move to top cut from each pool.

For PGO, the number for players in each pool is the total number of players divided by the amount of pools (rounded UP). Please refer to the Pokémon GO Tournament Handbook Section 4.1.1 to find out how many pools are needed for each number of players.

The number of advancing players from each pool is always 2.

The image below shows an example PGO setup for a 128 player event.

**Group Stage** Double Elimination

Split Participants - Start with half of the participants in the losers bracket.  
[Learn More](#)

32 participants *compete* in each group

2 participants *advance* from each group — must be a power of 2 for single & double elim (1,2,4,8,16,...)

### Game Info - Final Stage and Grand Finals

Usually nothing needs to be changed here. Make sure that Split Participants is ticked for Final Stage (NOT for Group Stage). This makes sure that people who have lost once in pools, advance in the losers bracket of the top cut. Grand Finals needs to be set to 1-2 matches to allow a bracket reset.

**Final Stage \*** Double Elimination

Split Participants - Start with half of the participants in the losers bracket.  
[Learn More](#)

Break ties with placement matches

**Grand Finals**

1-2 matches — winners bracket finalist has to be defeated twice by the losers bracket finalist

1 match

None

### Advanced Options

Under Advanced Options at the very bottom, make sure that “Show customizable round labels” and “Hide the bracket preview from the public” are checked.

**ADVANCED OPTIONS**

Bracket    Group Tie Breaks    Permissions    Notifications    Misc    Delete

Show customizable round labels.

Hide the seed numbers.

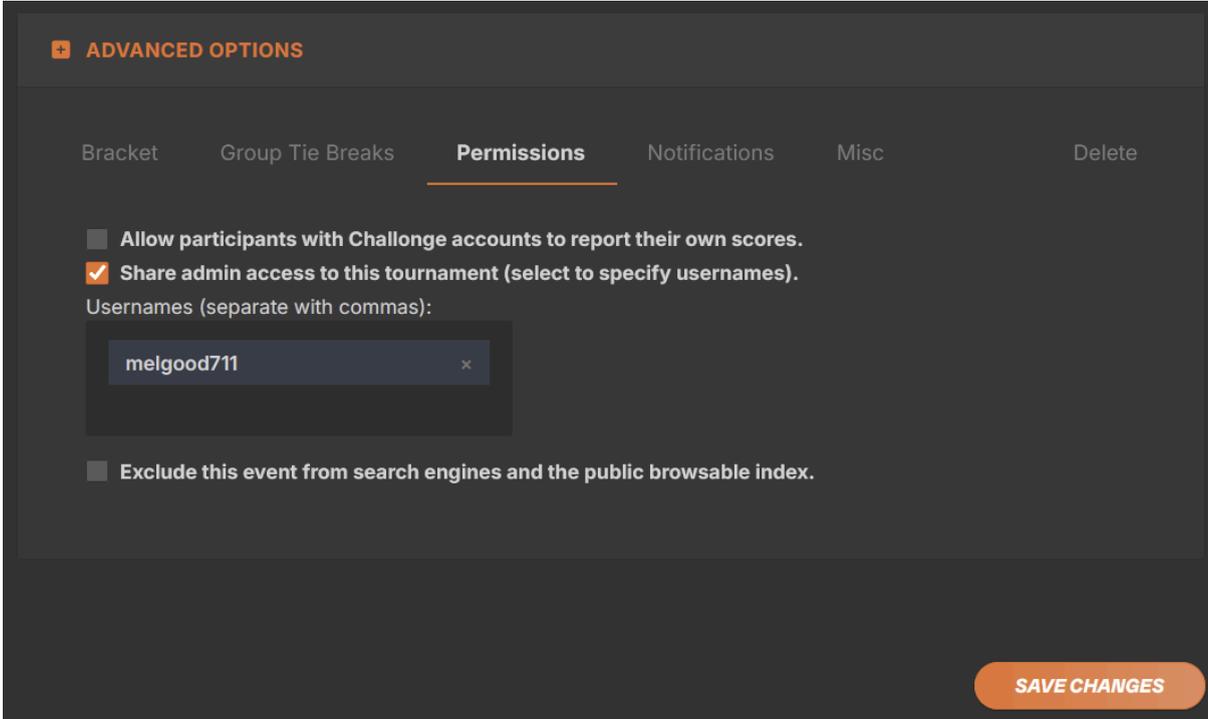
Hide the bracket preview from the public.

Quick advance - report winners only, not scores

Allow match attachments.

## Sharing admin access

Selecting Permissions under Advanced Options lets you share admin access to this specific tournament with other Bracket Admins or Floor Judges. To add someone, enter their challenge username into the field under “Share admin access to this tournament” (Make sure it's checked). Challenge usually needs a second to find the username you entered and will prompt you a window to select it by clicking. Once clicked, the name will be added. Make sure to hit SAVE CHANGES at the bottom right once you're done.



**ADVANCED OPTIONS**

Bracket    Group Tie Breaks    **Permissions**    Notifications    Misc    Delete

Allow participants with Challenge accounts to report their own scores.

Share admin access to this tournament (select to specify usernames).

Usernames (separate with commas):

melgood711

Exclude this event from search engines and the public browsable index.

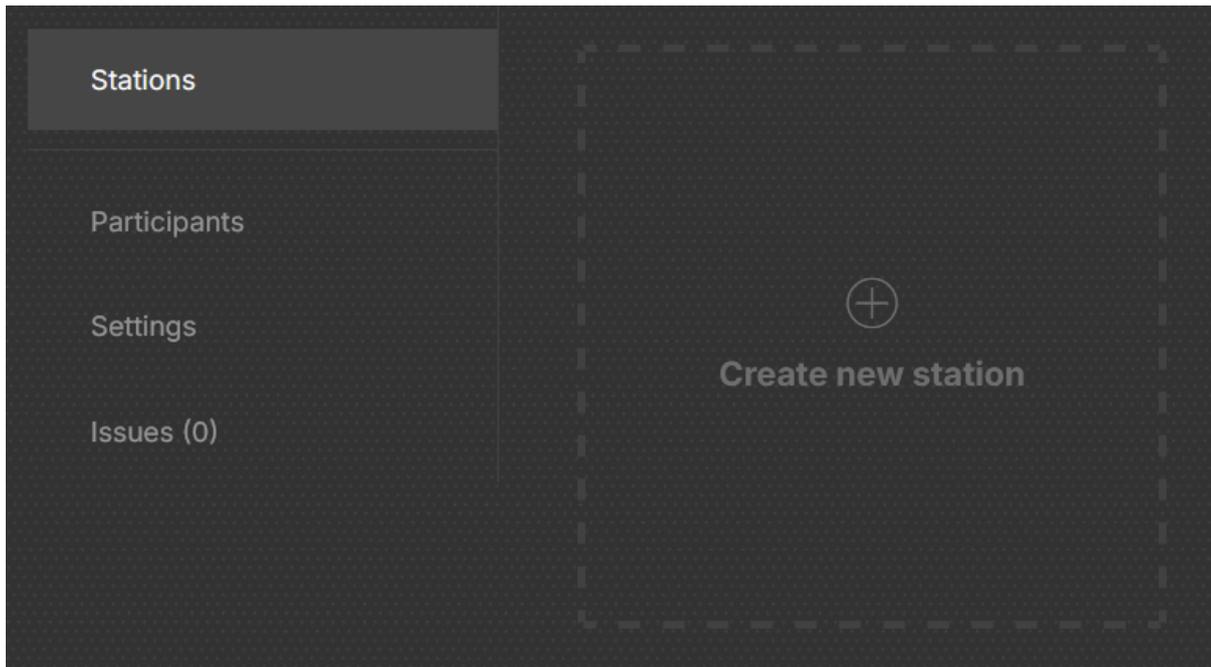
**SAVE CHANGES**

## Adding Stations

Under the Stations tab you have the ability to add and label the Tables your players will be playing on. The schedule document usually specifies how many tables the tournament will need. It is recommended to label stations like this: “Table 01”. Putting a 0 before single digit numbers makes sure that they are sorted correctly by challenge. Additionally you also want to create a station for sets that are “ON STREAM” and sets that are in “STREAM QUEUE”. You can also provide the ON STREAM station with a link to the broadcaster's channel.

## Static Seating

In order to accommodate players with special needs, it may be requested to assign static seating to certain players. This means that each of these players **MUST** be seated at their own table that accommodates their needs. Static seating is usually requested ahead of the event and will be communicated to you by your lead.



## Seeding

For official events, seeding is provided by the tournament organizer. In case of conflicts or issues with the seeding, please escalate to the lead.

## Adding Players

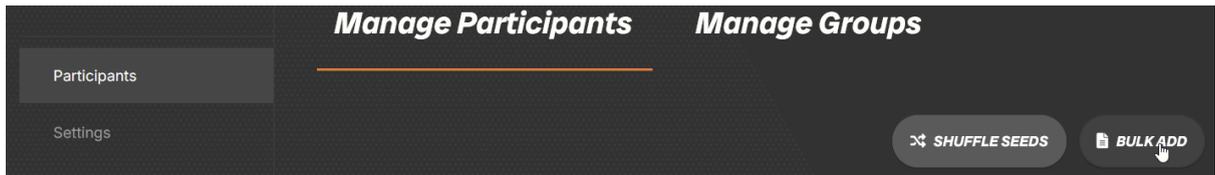
Usually as you get access to the challenge, most players will already be added to the tournament. If you need to do this step yourself, this is how.

On [RK9.gg/staff](https://rk9.gg/staff) under GO Tournament Tasks -> Check In List there is a button on the top right that lets you download all CURRENTLY registered players. Importing that file into any excel or google sheets will let you select and copy all the players user names at once. For clarification the downloaded list will have all registered players, regardless of check in status. The list in the image below would therefore contain 85 players.

Keep in mind that all PII (Personally Identifiable information) may only be handled by tournament staff for the purpose of running the tournament and MUST be destroyed, or in this case deleted, upon completion of the tournament.

Check-in List			Warsaw Pokémon GO Regional Championship 2022-11-12 at 10:00	
83 checked in 83 everyone	85 registered 85 everyone	11 available 11 everyone	Time zone: Europe/Warsaw CET	Registration closes: 2022-11-12 at 08:00 List submission closes: 2022-11-12 at 09:30
<a href="#">Download registered players</a>				

You can add all the players at once to challenge with the Bulk Add function. With your added player names, head to the Participants tab in Challenge and select Bulk Add on the top right.

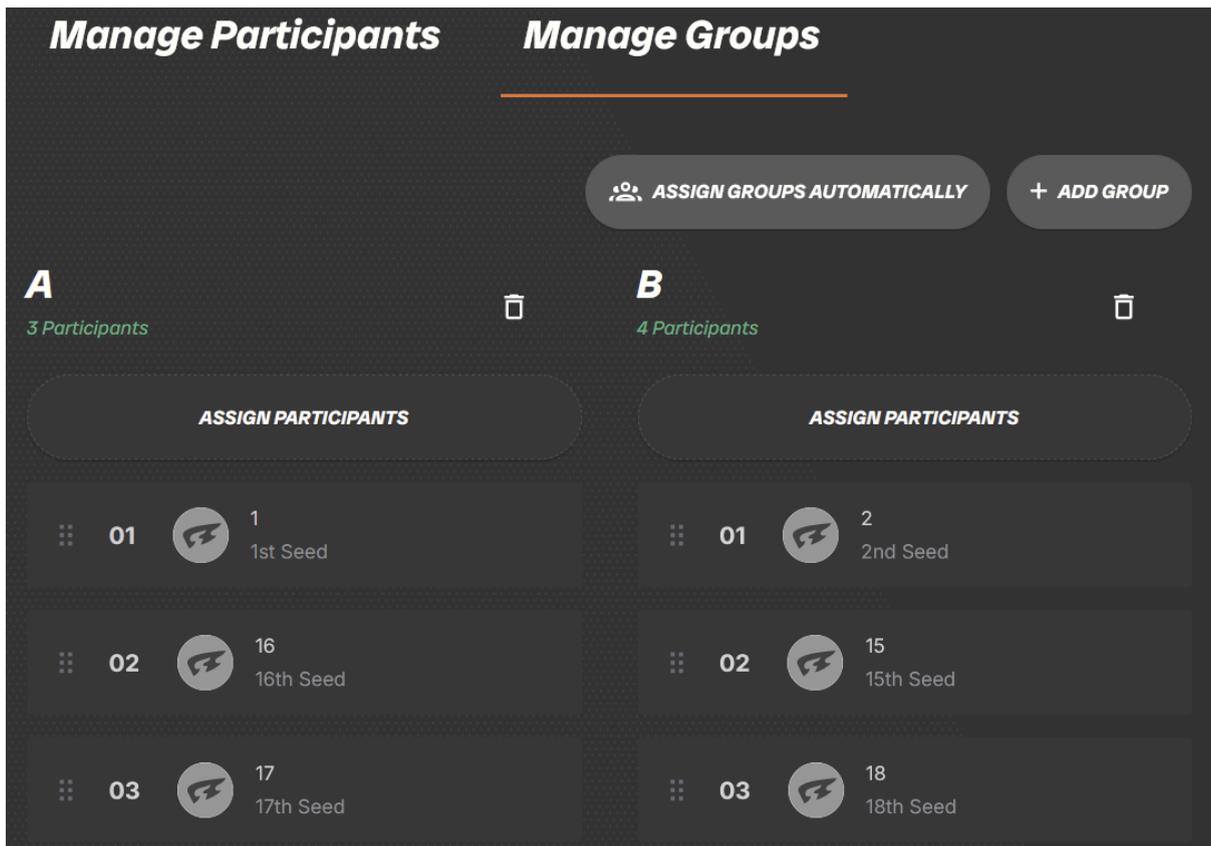


Pasting all the names from the RK9 into the newly opened window will allow you to add all pasted usernames at once to the event. In case you did seeding, the players will retain the order in that they are pasted, with the topmost players being the highest seeds.

Since the August 2024 update, players added this way will not immediately show up in the bracket. To make a bracket with all the added players, head to the Manage Groups section in the Participants tab.

## Assigning groups

Since the aforementioned update, you will now need to assign players into each of their groups respectively. By clicking on Manage Groups under the Participants tab, you'll be led to a menu, resembling the image below.



At this point please double check if your settings under section X “Game Info - Group Stage” are set up correctly. If you are setting up a completely new bracket, you want to click on “Assign Groups Automatically”. This will distribute all players into an adequate number of pools based on pool size and seeding.

If you want to add new players to an already existing bracket, please refer to the section below.

## Adding players retroactively

Any player who registered for the tournament after the initial bracket setup and RK9 download will not be in the tournament. Therefore they need to be added retroactively before the tournament starts.

In order to add players to an already existing bracket. You can either add them in bulk or one by one in the Participants tab -> Manage Players. Note that players added this way will ALWAYS be added at the bottom of the list and therefore will be assigned the lowest seeds.

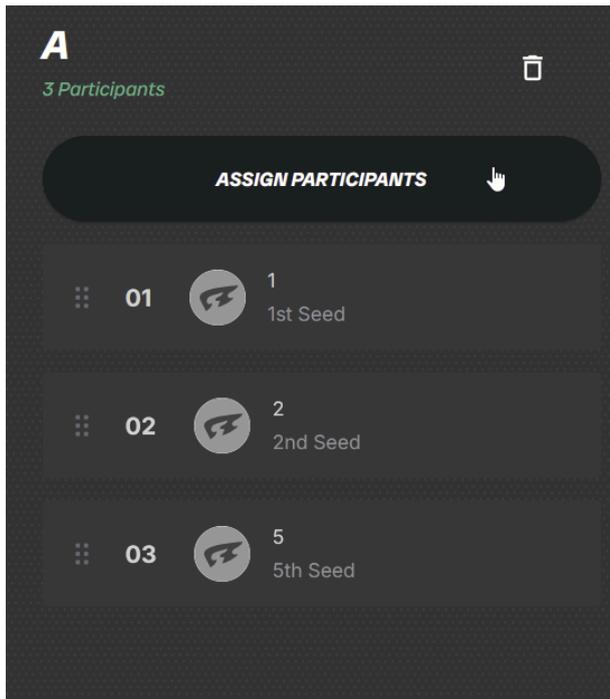
## Assigning players to groups retroactively

This step needs to be conducted with care and in tandem with your lead. **DO NOT CLICK “Assign Groups Automatically”**. This will irreversibly mess up any seeding done before the event and re-shuffle players into pools that they are not supposed to be in. In case a seeding gets irreversibly altered in challenge, there is a seeding backup in the schedule

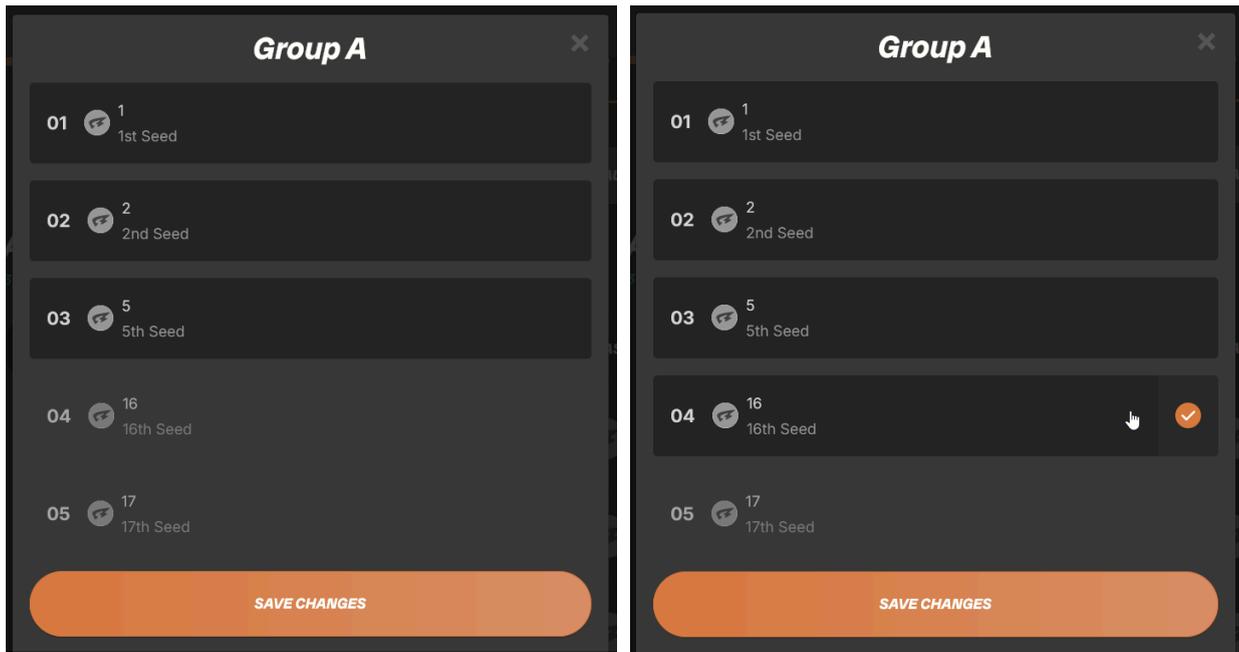
document. You will need to delete every player from the tournament one by one and then import the player list from the seeding document before continuing.

First you want to reconfirm the settings under Game Info - Group Stage. Since players were added this most likely affects the number of players per pool, maybe even number of pools.

After you revised these settings and confirmed they are correct for our target number of players, find the pool with the lowest number of players. If there are multiple with the same lowest number, choose the one highest in order. Here you will need to click on "Assign Participants"



Once clicked a menu will open. Showing you all the players who are currently added to this pool as well as every player who is currently NOT added to a pool in a faded out style. Clicking on a faded out player will add them to this pool.



## Changing the seed of a player retroactively

If the lead deems it necessary and approved it with the organizer, some players may need to have their seeding adjusted.

## Marking potential no show players

Any player who did not submit a team sheet should have their name changed in challenge with an asterisk (\*) added at the beginning of their name to signal to the floor and HJ staff that this player is likely to not show up. This does NOT mean that marked players should be dropped immediately but a Match Loss penalty is likely.

## Avoiding double byes

After potential no shows got marked, checking the bracket for any matchups with two marked players is advised to avoid no shows progressing too far into the later rounds. If there are matchups where this applies, it is called a double bye. Swapping one of the byes into a matchup that has both players present ensures that neither of the byes progresses into Winners Round 2.

You have two ways to safely make this swap. It is NOT recommended to go into the Group Tab and move players around as this potentially breaks the whole group. Instead you can either drag and drop players in the bracket view, AFTER the group stage has started or you can go to the players tab and rename both players into each other.

## Print jobs

Having a functioning printer is imperative to a working hive and should be tested and confirmed during build-up day.

### Printing the tournament QR code

To make it easier for the players to access to bracket, QR codes that link to it are distributed across the area. Sometimes the TO prints the QR codes directly on the table numbers and additional prints won't be needed.

### Printing the schedule

In case there is no monitor to publicly display the tournament schedule to players, it is recommended to have printed versions of the schedule publicly available.

If there is a monitor however, the schedule is usually displayed there. Please make sure that the displayed schedule is a separate page from the one you're working on and doesn't let players see any PII or other sensitive information. You can also use this custom page to share tournament relevant announcements.

### Printing of player notes

The head judge team will have a player facing document prepared that will be given out to each of the players along with their team sheet (usually printed at the back of the page). When ready print the player notes first and then print the team sheets on the other side when ready.

### Printing of team sheets

Once the bracket is final and registration is closed for good, it is time to print out the team sheets. At the latest this should start happening 30 minutes before the tournament starts. Please coordinate with your lead and floor judges. There may be a solution in place that prints out all team sheets in order to pools and players. If a solution like this is not in place, you will need to manually sort them. It is advised to write the letter of their pool and number of their pairing in challenge on the paper as you sort them. Floor judges should distribute these team sheets to players as they get seated and prepare to play.

### Printing a backup tournament bracket

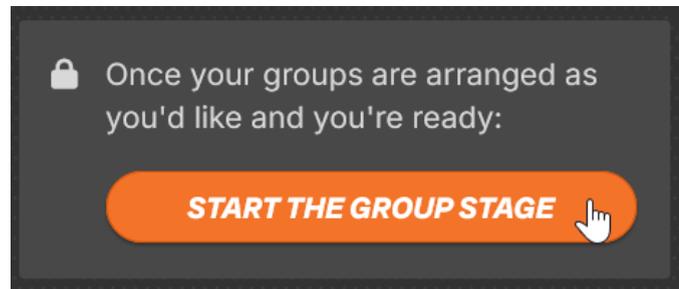
In case of suspected or confirmed bad internet availability in the venue, it is recommended to print out paper tournament brackets where the progress of the tournament is copied onto so it can be referenced in case of internet issues or challenge outage.

### Printing match slips for stream

Stream requires players to sign off their match result on a match slip. These slips are provided by the PGO hive. Your tournament lead can provide you with the file to print.

## Starting the group stage

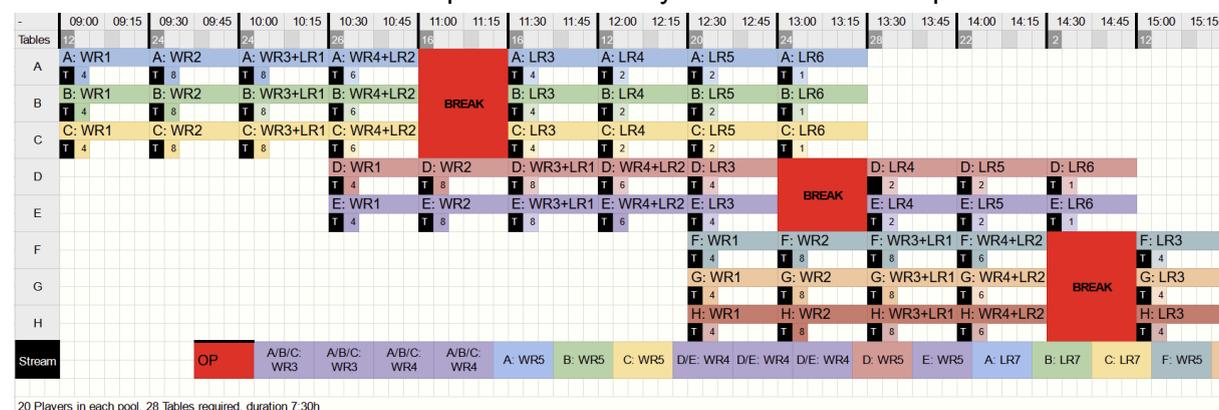
After all the preparations are complete and no further changes have to be made. The group stage can be started. This allows you to start scheduling matches and assigning stations to them.



## During the show

### Referencing the schedule

The schedule document is provided to you by your lead. It is a prediction of the tournament flow that helps streamline the run of show for both floor and stream. Is it therefore important that the bracket team does their best to follow the schedule and communicates any deviations to the lead as soon as possible. Below you will find an example schedule.



The colorful part at the top is the Floor Schedule. Vertically it is split in 30 minute segments, as 30 minutes is the average time for a whole round on the floor to complete, including calling the round, players getting seated, playing, potential small disputes, reporting the scores and leaving the table. Looking at a single time slot we can find the information for one whole round.

10:30	10:45
26	
A: WR4+LR2	
T	6
B: WR4+LR2	
T	6
C: WR4+LR2	

At the very top: Timeslot. In this case it's from 10:30 until 11:00  
 Grey Number: The total load of tables required for this round.

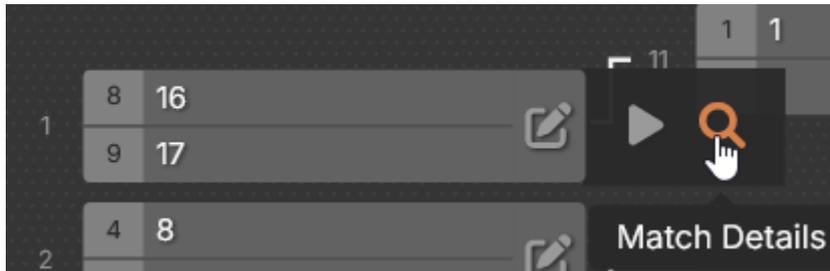
Individual pools: States the pool and which rounds from that pool are playing.

T: The load of tables that this individual pool contributes.

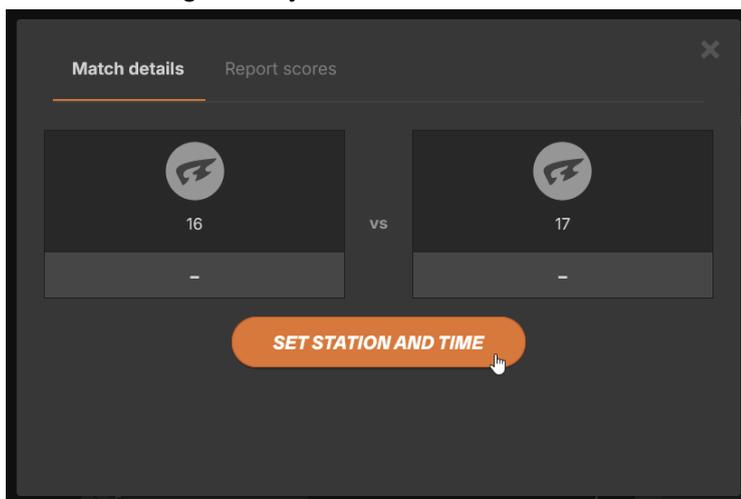
At the bottom you will find a timeline for the stream. Usually the stream likes to prepare upcoming streamed players up to 30 mins to 1 hour in advance. The floor schedule usually accounts for that.

## Assigning stations and starting rounds

Before any round on the schedule is starting, you want to make sure the respective matchups have stations assigned to them. You want to start doing this roughly 15 minutes before the round is starting. You can easily assign a station to a matchup by hovering over it with your mouse and selecting the magnifying glass icon to get to “Match Details”.

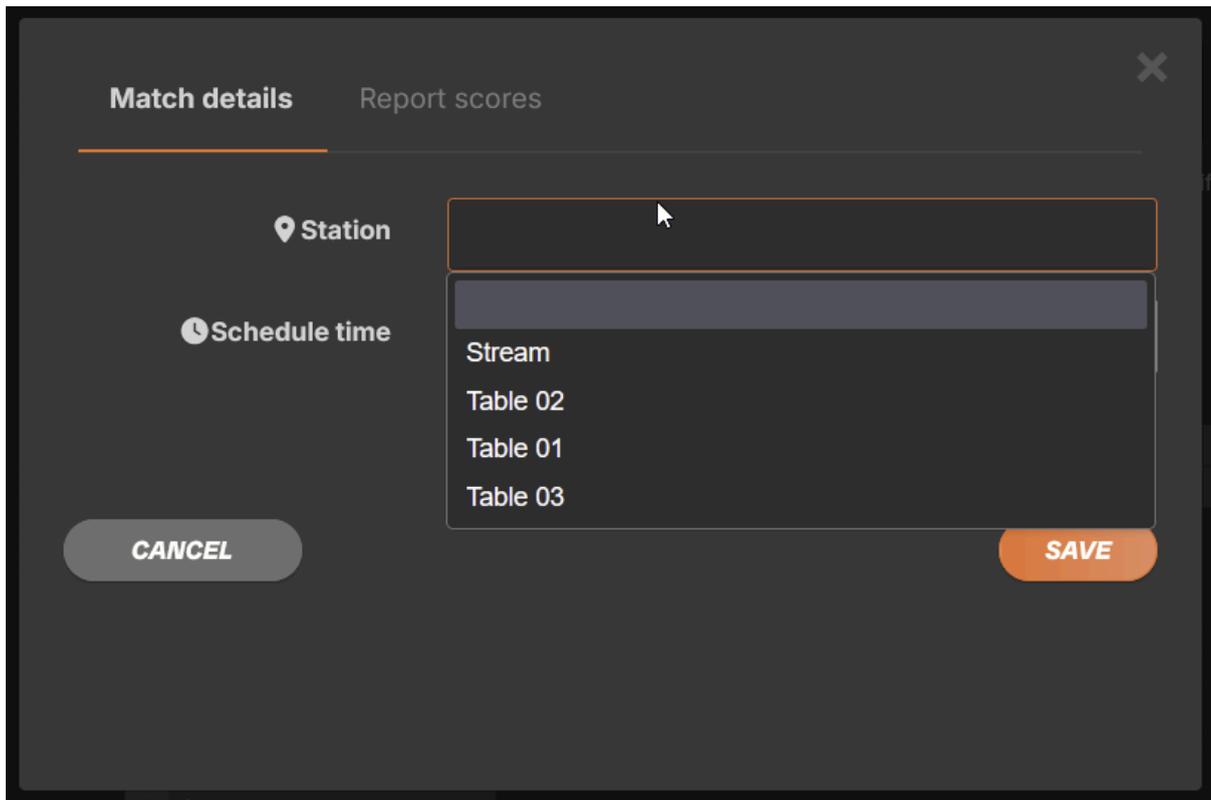


In the following menu you want to click “Set Station and Time”

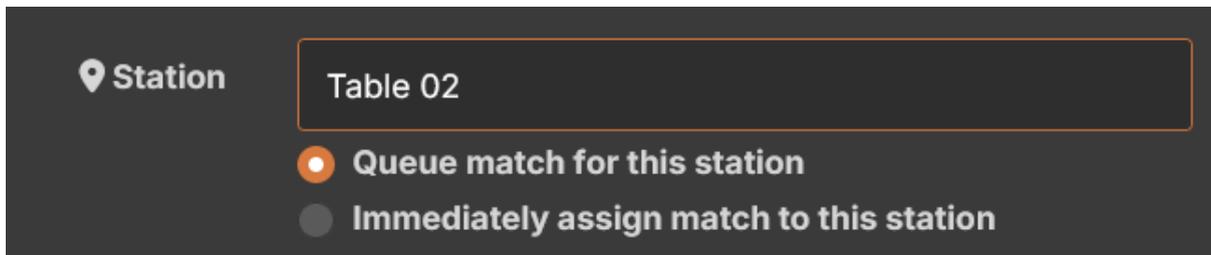


When assigning stations, you want to make sure you don't assign any station twice. As you open the list of stations, you will find they are not sorted randomly. Available stations are at the bottom of the list, while busy stations are at the top. If you are working together with another bracket coordinator, you should agree on a system (like one assigning lowest table

numbers ascending for Pool A, while the other assigns highest table number descending for Pool B).



If you selected a free table. You're good to go and can hit save. The table then starts being displayed in the bracket view over the matchup, signaling players they are free to take their seats. If however you get prompted a selection like in the image below, it indicates that you have selected a table that is already assigned and should reconsider your choice.



There can be merit in queueing matches. This will be discussed in the advanced section.

Once all stations are assigned for an upcoming round, it should be communicated to leadership. Once the round is ready to start, it is usually followed by a loudspeaker announcement, signaling the official start time for that round. This is important for the next section.

You might run into cases where you can't start a whole round because of previous round matches still being ongoing. Reference EoR for what to do in this case. It is up to the tournament leadership's discretion if you just want to start a part of the round whenever possible or if you want to wait to start everyone at the same time.

## Timekeeping and Prizing Chart

As bracket coordinator you play an important part in keeping the tournament running. It is important that you keep an overview of where you are in the tournament and document all key times. This also helps the circuit in the long run, allowing for better scheduling based on past data. The schedule document provides a table that you can use for this data entry.

Scheduled Time	Start Time	End Time	Trend	Round
09:00	09:11	09:52	+11	WR1 A-D

**Scheduled Time:** When the round is supposed to start as per the schedule

**Start Time:** When the round actually started. This is usually tied with an announcement and start of the timer for player tardiness.

**End Time:** When the last match of that round finished playing. This time can intersect with other start times.

**Trend:** A time comparison between the scheduled start time and the actual start time. This allows you to quickly get an overview of how the tournament is developing and if there is a problem.

Similarly, you will also need to enter the top cutting players into the schedule document. There are also tables where you can easily enter this. Those entries may be used by the prizeout team later on so it's important that they are done in a timely manner and accurate. If you are not sure what exact placing a player has achieved, refer to the standings tab on challenge.

If there are players to be prized out who got eliminated in pools, the challenge standings won't be accurate, as they will only reflect the standings inside their respective pool. To reverse engineer the standing follow this guide:

3rd place in pools: Number of top cut + 1

This placing is shared by every 3rd placing pool player in every pool, so for 4 pools and a top8, these players would all share 9th place. The resulting next place for the 4th placing pool player is 13th, as 4 9th places have been taken prior.

## Communication with the team

As bracket coordinator you are key in keeping the tournament organized. This involves coordinating and communicating with your team and different teams. Outlined below are common expected communication paths.

## EoR

Pokémon GO/UNITE does not usually employ dedicated EoR judges. Instead this will be done by floor judges upon request. As the end of a round approaches, you will still see tables playing in challenge. Double Elim Tournaments will need you to be constantly on top of this, so you want to communicate with the floor team or head judges to make sure these tables are being watched and confirm that they are going to finish on time. Often (especially for regionals) table spaces are tight and most of them are required to be free before firing off a new round.

## Stream

In frequent intervals you will need to communicate with Stream Runners (also called Stream Liaison). Usually they will work with the same schedule document as you and will ask for specific matches that are outlined in the stream section. In principle you only want to pass matches over to stream that have no potential of delaying the bracket. This is something that comes with experience. If stream asks for a match that isn't outlined in the schedule, runs early or late for any reason and wants to readjust, please consult your lead.

## Lead

The bracket coordinator position works directly under the lead. They are expected to perform the role up to expectations and keep the tournament running as intended. Therefore bracket coordinators are expected to report any irregularities to their leadership and follow up on their calls. Since the Lead is ultimately responsible for proper tournament organization they made be more or less hands on with the Bracket team depending on circumstances. In case of no shows, the lead will determine the timing of when these players will have to be dropped. As per the rules they should be given a 10 min grace time per set.

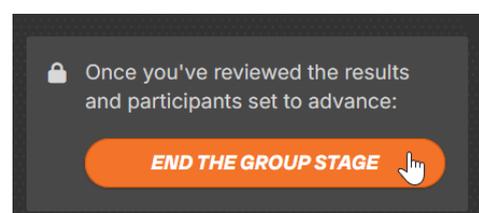
## Announcements

It is often expected of the bracket team to handle tournament announcements for starting rounds. These announcements inform players and staff about the point in time when a specific round actually starts (important for tardiness penalties, even when some tables choose to seat themselves earlier). An announcement can be structured like this: *“Attention Pokémon GO players in Pool A. Your Winners Round 2 and Losers Round 1 is now ready. Please sit down at your stations and begin playing.”*

## After day 1 of the show

### Ending the group stage

To do any of the changes for the top cut bracket, the group stage needs to be properly concluded. To do



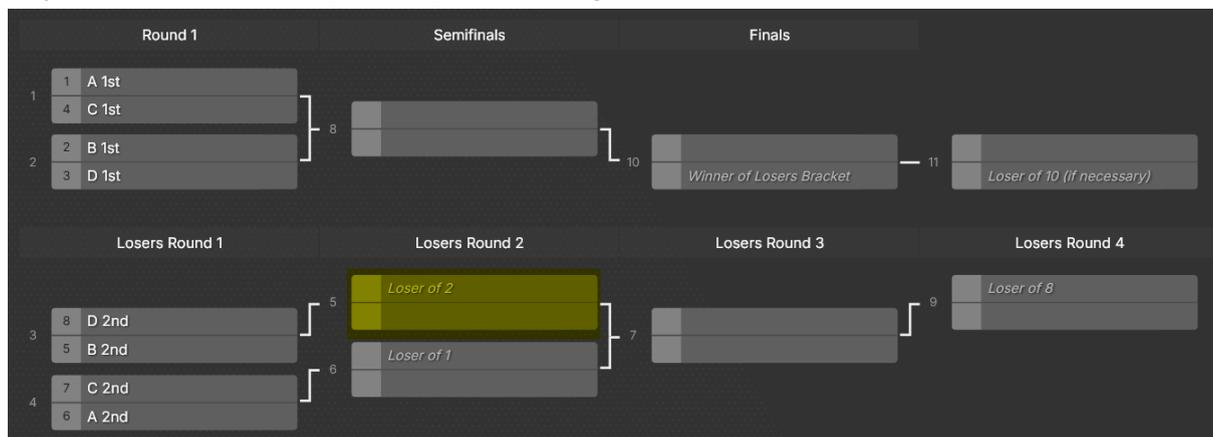
that, click the button on top of the finished group stage after all matches have been correctly reported and the lead has confirmed the conclusion of day 1.

## Solving double jeopardy

In case of uncertainty about what this term means, please refer to the glossary. In order to solve double jeopardy, every pool phase needs to be completely finished. With standard tournament settings, challenge will then immediately pair a final stage which is a DE top cut with a size according to the players.

The goal here is to avoid any potential repeat matchups from pools for as long as possible. This aids a positive player experience, as player skill is best demonstrated through a varied distribution of matches.

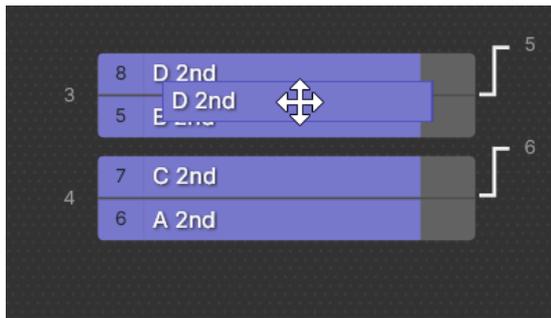
The graphic below illustrates an example top8 the way challenge prepared it. For clarity, the player names are the respective pool standings.



When looking at the Losers Bracket, the yellow marked Losers Round 2 set is predicted to have two players from Pools B or D. "Loser of 2" refers to the losing player of Set 2 (B 1st vs D 1st) while the other player is going to be the winner of Set 3 (D 2nd vs B 2nd).

The problem here is that all four of these players are from Pool B and D. In the worst case two players from the same original pool will face off here, which will be a repeat match up from the pool stage.

To solve this, we want to swap the entire Match 3 and 4. To do this we can drag and drop the players. Important here is that the entire Match is swapped, so that in the end the same players will still initially face off.



## Adding call times to day 2 matches

In challenge you are able to schedule a match for a specific time. To do that open the match view where you usually would assign a table. Here you can set a specific time. Setting that time to the players call time (not the actual match start time) give them a way to reference when they should be in the venue.

## Troubleshooting issues

Some of the most common issues you'll face are:

### Challenge being slow/unresponsive/unavailable

In those cases it helps to refresh the page with F5. If you predict that the issue is going to negatively impact the tournament as a whole, you might want to run the tournament on paper brackets.

### Stream match not reported

Usually the judge on stream is supposed to report the stream match they are judging.

## Glossary

Challenge: Our current bracket management solution - [challenge.com](http://challenge.com)

Check in: A check in refers to a registered player confirming that they intend to play in the tournament. This is usually done by uploading a valid team sheet to RK9.

Double Jeopardy: Losing to the same player twice in a double elimination tournament. This is usually a bad player experience.

DQ: Short for disqualification. A complete removal of a player from the tournament while also voiding potential winnings for that player.

EoR: Short of End of Round. EoR usually refers to processes to help finish up a currently ongoing tournament round so that the next round can start.

Pools: Synonymous with Groups or Flights. A partition of a tournament designed to aid with overview, qualifying cut offs and scheduling.

Seeding: Similar to fighting sports where contestants get sorted into weight classes, esports contestants get assigned a seed which is indicative of their relative strength in the tournament. Seeding is done to aid a positive player and spectator experience, since it lets us create a bracket with a balanced distribution of players of different skill levels.

SK: Short for scorekeeper. Sometimes bracket admins are referred to as scorekeepers.