CATAN Championship

HOST INSTRUCTIONS

Thank you for hosting a *CATAN National Qualifier Tournament*. This will be your guide to host the event. Please review the official *CATAN Tournament Rules*, provided in your Tournament Kit.

You can get *additional copies of this document, rules, sample maps*, *social media assets*, and much more at: *bit.ly/CatanDocs*

TOURNAMENT PRIZE KITS

The CATAN Official Tournament Kit contains the following prizes for your Semi-Finalists and Finalists:
1 Wheat Catanimal enamel pin
4 Sets of fluorescent game pieces
4 Fall tile sets
16 CATAN–Starfarers Wormhole Scenario cards
32 Discount cards to CATAN Shop

For Event Host:
1 CATAN Championship Official Tournament Rules
1 CATAN Championship Official Host Instructions (this document)
1 CATAN Championship Event Poster
4 CATAN Championship App Instruction Postcards
1 CATAN Championship Official Scoresheet

INSTRUCTIONS

All players (up to 32) receive a CATAN Shop discount card.

Top 16 players (Semi-Finalists) each additionally receive a CATAN–Starfarers Wormhole Scenario card.

Top 4 players (Finalists) will each additionally receive 1 Fall Tile set and a set of fluorescent game pieces.

The Winner will receive all the previous items, plus 1 Wheat Catanimal enamel pin, and a guaranteed seat at the CATAN National Championship.

For the Event host, we provide 1 set of printed Tournament Rules, these Host Instructions, 1 Event Poster for advertising, 8 CATAN Championship App Instruction Postcards, and 1 Scoresheet.

BEFORE YOUR QUALIFIER

Contact Us
Contact the CATAN Organized Play team to schedule your Qualifier Tournament at *op@catanstudio.com* or submit your event online at *catanstudio.com/submitevent*. We'll post your event on our website and social media so our players know it is happening.

Download the Tournament Organizer App
While it is not required that you use our new app, we have worked with our partner, Best Coast Pairings, to create an easy-to-use app to help with seatings, scoring, and submitting your results. See the helpful instructions on the reverse of this page.

Verify Event Listing
We list your event on our website and create a Facebook Event on our page. Provide your Facebook information to our OP team, and you will be added to the event as a host.

Know The Rules
In your Prize Kit, you will find the Official CATAN Qualifier Tournament Rules for the current season.

Please be sure that your judges are familiar with the rules, as they may have changed for the new season. If anything is unclear, please reach out to *op@catanstudio.com* prior to your tournament so we can send you clarifications. Print extra copies of the rules for your players and judges.

Promote Your Event
We have a selection of marketing assets you can use to promote your event. Find them on the CATAN Tournament Documents Link: *bit.ly/CatanDocs*

DURING THE QUALIFIER

Verify Player Eligibility

Players must be 18+ years of age and a citizen or a legal resident of the country hosting the Qualifier. If the players have already won a Qualifier for this season, they must wait until next season before participating in another Qualifier. Players may only take a seat at an official CATAN National Qualifier if they have met these guidelines.

AFTER YOUR QUALIFIER

To be an officially recognized qualifier event, you must submit your winner information, full player list, emails, and photos to *op@catanstudio.com*

Submit your tournament results at *bit.ly/CatanEvent* or through the app.

Let us know if you'd like to host again next season!

Hosting an official CATAN Tournament is easy with Best Coast Pairing's Tournament Organizer App!

1. Navigate to the **Submit Official Event Request** page at *catanstudio.com/submitevent* and complete the form.
2. You will receive a confirmation email that contains your submission token. You will use that token when reporting your results, so don't delete the email!
3. When the CATAN Organized Play Team approves your event it will appear in the official CATAN Studio event listing.

GETTING STARTED

Your tournament will utilize two apps in tandem: you should download the "BCP Tournament Organizer" app and your players will download the "BCP Player" app. Download the app in iOS or Android and create an account using the same email address you used when requesting your event.

Once logged in, you should see a list of your events. If you do not, tap on the **Events** option and find and tap on your event.

Go to the **Event Details** Screen.

- Ensure the Name, Location and Time for your event are correct.
- You may set additional details for your event such as an image, additional links, an event description, and online registration.
- The remaining fields are advanced options and all the proper defaults (including number of rounds) for a CATAN National Qualifier have been pre-selected for you. **There is no need to change them.**
- When your changes are complete, tap **Save**. This generates a custom webpage with your event details that players can easily search for and pre-register; BCP will even handle ticketing for you*.

RUNNING YOUR EVENT

Managing Players

- From the event, open the **Roster** submenu. Pre-registered (online ticketed) players will be displayed here, you can also add players by tapping on **Add New Player**.
- Ensure the player's proper email address is used: this is how the player app links across for players to view pairings, score recording, and record tracking.
- **Club/Team**: Use this to group players from the same family group or friends arriving at the event together, if desired. The software will attempt to seat them at different tables when possible.
- **Very Important**: Ensure all players are **Checked In**. Players that are not **Checked In** will not be assigned a table.

Starting the Event:

- Navigate to the **Pairings** menu and tap **Start Tournament**.
- You will be prompted for an optional timer and push notification to players that the round seatings are posted.
- The table assignments are now viewable through the BCP Player App, the event's webpage, and in your TO app.

Preliminary Round Scoring:

- You can manually enter scores for a table by tapping on the table and entering the scores for each player. Make sure to indicate the winner for each table.
- Players may also enter their own scores with the Player App downloaded to their device. If corrections are needed, you may make changes in this same screen.
- When all the scores are entered, tap on the **Next Round** button. The new round will generate.

Semi-Finals/Finals:

- At the end of the preliminary rounds, tap **End Tournament**.
- Navigate to the Pairings, then tap the options button (⋮) and select **Top Cut**. For a Semi-final, choose to cut by 16 players and **Make Top Cut**. *For tournaments of 28 participants or less, you may skip the Semi-Final and move directly into the Final. To do this, create a Top Cut of 4.* Round #4 will begin.
- When the Semi-final is over, touch **Next Round** to generate the Final.

Submitting Results:

- When your event is complete, navigate to the **Placings** menu and tap on the options (⋮) button.
- Tap on "Submit to CATAN National Qualifier 2021" season and your results are uploaded!

HELPFUL HINTS!

Swap Seats – From the **Pairings** screen, tap the player options (⋮) on the right hand side and drag them to the appropriate seat (iOS) or tap **Change Seat** and select a new seat from the menu (Android).

Swap Tables – From the "Pairings" screen tap (⋮), choose **Change Table** and select the appropriate table.

Late Adds – If a player arrives late, you can still add them to the event. They will be added to **Table 0** until you move them to the appropriate table.

Drop a Player – From the **Roster** menu, tap on the player you wish to drop. On the player detail, tap **Options**. Choose **Drop Player**. The player will be removed from any preceding rounds but will need scores recorded in the current round.

Print Pairings Slips or Placings – From the **Pairings** screen, tap (⋮) and select the item you wish to print.

Reset Round – If you have any issues with a round after advancement, the **Reset** option will return you to the previous round so you can regenerate pairings. *Doing this will delete the current round's pairings and results. Only use this at the beginning of a round.*

*Ticketing cost is 5% +.30 per ticket. For more information visit bestcoastpairings.com. For questions not answered in this document, check our FAQ at catanstudio.com/toapp, or reach out to Best Coast Pairings via Facebook Messenger (@bestcoastpairings).