

RUNNING DCI EVENTS IS EASY!



THE DCI RATES AND RANKS PLAYERS IN A NUMBER OF GAMES, INCLUDING:

- **Magic: The Gathering®**
- **Neopets™**
- **MLB™ Showdown™**

Each DCI-supported game features a player-rating system that allows your tournament participants to more accurately compare themselves against the world community of players within that game. Given that players are being measured based on their performance against each opponent using the Elo ratings system*, the results of each match must be reported to the DCI. You'll find your first Match Report Form and Player Information List immediately behind these instructions. Please make copies of those forms for any future events you sanction with the DCI!

DCI Events—Step by Step, from Sanctioning to Reporting

1. **Fill out a copy of the Tournament Sanctioning Application.**

- Complete the DCI Sanctioning Application that applies to the appropriate game.
- Be sure to provide all the contact and event information you can, because your event will be listed in our website's searchable upcoming events calendar. You may submit your sanctioning application to the DCI via fax at (425) 254-2987, or by mail at:

DCI Tournament Sanctioning
P.O. Box 1080
Renton, WA 98057

2. **Shortly after sanctioning your event, you will receive:**

- An Event Report Summary customized by DCI staff for the event you're scheduling;
- A copy of the Tournament Organizer's Handbook, which you should use as a reference for running DCI-sanctioned events; and
- A pad of DCI Membership Application Cards for players who are new to tournaments.

3. **Register Your Players**

- Be sure to gather each player's name and DCI number on a copy of the Player Information List at registration. EVERY PLAYER MUST HAVE A DCI NUMBER TO PARTICIPATE. Give each player who does not yet have a DCI number one of the Membership Application Cards you received. The player must fill out the contact information portion of the card and return it to you. The membership-card portion of the card stays with the player for use at future DCI-sanctioned events.

Players who have lost or forgotten their DCI numbers can be looked up on an electronic list included on the DCI Tournament Organizer Handbook CD-ROM. If you cannot clearly identify the player from this list, issue the player another DCI number and send an email to dc@wizards.com to report that you've issued another DCI number for that player. Be sure to include the player's name, his or her new DCI number, and his/her birthdate, city, state, zip and country. If you will report your event on paper, please write each player's information on the Player Information List as follows:

New
Member
(Check)

	DCI #	First Name	Last Name	Phone Number
<input type="checkbox"/>	1111111	John	Random	444-333-2222
<input type="checkbox"/>	2222222	Julius	Dot	555-222-2222
<input checked="" type="checkbox"/>	3333333	Joe	Member	333-111-6666
<input type="checkbox"/>	4444444	James	Guy	777-444-7777

4. Run Your Event, and Record Match Results.

Your players can participate in every round of your event—regardless of how many times they win or lose—when you use the Swiss player-pairing system. See Section F.1—Swiss-Style Pairing System for an explanation of how you can run your events using this pairing method.

If you're keeping records of your players' performance on paper, you'll want to record the match results as follows on copies of the Match Reporting Form:



MATCH REPORTING FORM

Make as many copies of this blank form as necessary for your tournament.

Enter sanctioning number, round, and page information in the space provided. Page ___ of ___

Event Sanctioning #: - -

NOTE: Do not include letters such as the player's last initial with any DCI™ number you list below.

Round:

Round:

Round: 01			Round: 02		
Winner	Loser	Draw	Winner	Loser	Draw
<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/>	<input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="3"/>	<input type="text"/>	<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/>	<input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="6"/> <input type="text" value="6"/>	<input type="text"/>
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6. Send the Complete Event Report back to the DCI.

For each event, please send the following information to the address listed above:

- A complete Event Report Summary.
- A full Player Information List (containing name and DCI number).
- Match Reporting Forms featuring match results for each round of play.
- Membership application cards filled out by each new player receiving a DCI number at your event. (The player keeps the tournament card portion of the application so he or she can continue developing the rating they started with your event.)

*For more information on the DCI's rating system, see "Elo Ratings System" in Appendix A of the DCI Universal Tournament Rules.