

Riftbound Event Management Options and Settings

OVERVIEW

Riftbound Origins releases on October 31st, 2025! Here's a detailed overview of your event settings and management options for Riftbound events. If you don't already have it bookmarked, you can access your events here: https://riftbound.carde.io/admin/events

Accessing or Creating your Event

Creating an Event (if you don't already have one)

- 1. Log in to riftbound.carde.io
- Navigate to Games on the left bar and click Create Tournament + under Riftbound.
 OR

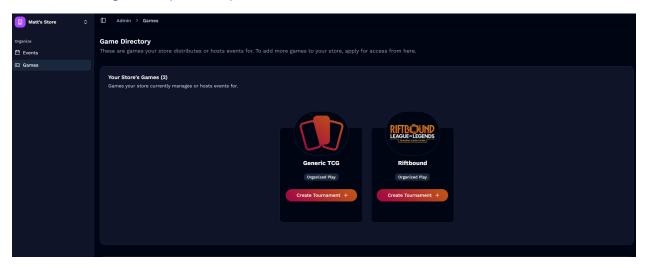
Navigate to **Events** on the left bar, click **Create Tournament +** in the top-right, then click Riftbound.

- 3. Name your event.
- 4. Choose your template and format from the available options.
 - a. **NOTE**: If your event is created outside of the Event Window or was not created during the Registration Window for certain events (like Summoner Skirmish or Pre-Rift events), you will not see that Event Template as an option. We cannot make exceptions for events that were not booked within the proper Registration Window. Contact lgs@uvsgames.com if you have any questions about event registration.
- 5. Enter your details: date, time, description, structure, and entry cost (leave at 0.00 to leave this blank for players).
- 6. Your event location will default to your store's address. This will only need to be changed if you're hosting an event at a different location.
- 7. Click **Create Event** to publish—your event will now appear on the locator!

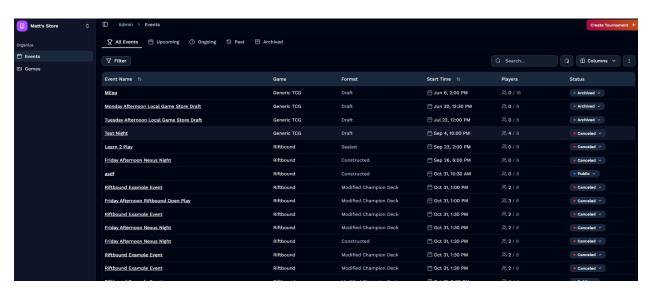


Accessing your Event

- 1. Login to <u>riftbound.carde.io</u>
- When you first login you are taken to the Game Directory where you can sign up for games or see your approved titles. From here you can create Riftbound events by following the steps in the previous section.



- 3. On the left of the screen under your store's organization, select the events tab to see all of that organization's* scheduled events.
 - *note If you have multiple organizations, you can toggle between them by clicking on the Org title itself in the top left of the screen.



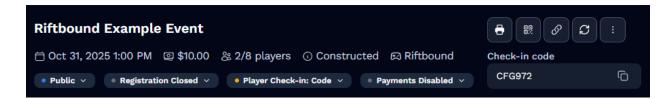
4. On the events tab you can see the various events your store is signed up for, which game title they're registered for, what format they are, their start time, their player count, and their registration status - Click into the event you'd like to look at or adjust



Title Line and Settings - Riftbound Example Event



- 1. On the right hand side of the title line you'll see a few buttons
 - a. **Print** Player List, this lets you print a current player list roster
 - b. **QR Code** This lets you pull up a QR code that will link players directly to your event listing on the live webpage. You can also copy it and post it, or download it as a png to include in any advertising
 - c. **Copy Live Page Link** This will let you go to the live player front-end page for this event. It'll let you check what it looks like to players, and function as something that you post online or link out to players.
 - d. **Refresh** This lets you refresh the page in case you've made adjustments in other locations
- 2. Under the title details you'll see a few other options We recommend most events be left as public.



- a. Event visibility
 - i. **Public** This event is fully available for players to see online
 - ii. **Canceled** This event is canceled, only select this option if you want to cancel or remove your event
 - iii. **Unlisted** This event is saved but invisible to players on the live page and locator

b. Registration Status



*Note - Release events have been set to Closed registration so that store owners can better control their registrations for these initial events

- Registration Open This setting means that players who find the event online will be able to sign up online and announce their intention to play in your event
- ii. **Registration Closed** This setting means that players will be able to see your event online but they will not be able to register themselves.
- iii. Event Finished This event has been fully completed, it's not a setting you should toggle an event to, it will auto-update after the event is completed

c. Player Check In

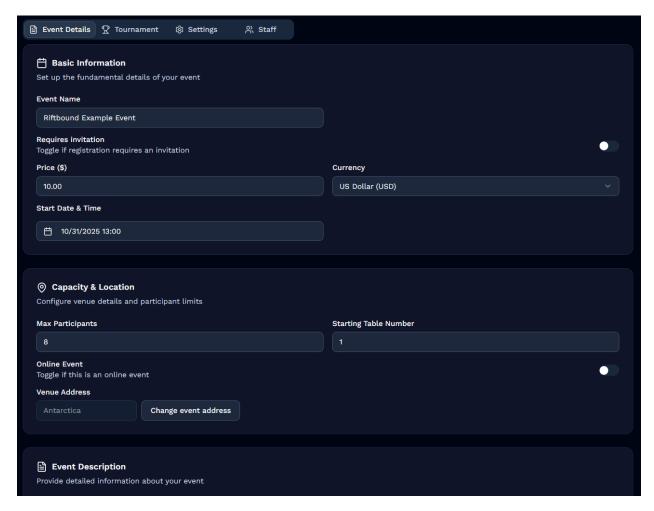
- i. Code You will be able to generate a code that players input to check themselves into your event and confirm their presence in your store. The code will appear to the right of your event management screen
- ii. Organizer Only You will have to check players into the event manually via the player menu
- iii. Not Required Turns off the check in requirement. Recommend leaving check ins on for bigger events like Release, Pre-Rift, or Summoner Skirmish events, but would be fine to leave off for Open-Play events

d. Payments

i. If you enable payments you'll need to authorize a stripe link and input your bank information into the system. There is a small transaction fee applied as well. You are **not required to** enable online payments, and are free to collect payment inside your shop.



The Details Page



Event Details

Basic Information

- Event Name Here you can adjust your event name to make it more accurate to the event you're hosting. Format suggestion: [Your Store Name] [The type of event]. le, Matt's Store's Friday Nexus Night
- 2. Price You can adjust the cost of your event. If online payment is enabled this is what will be used as the base price of the event
- 3. Currency You can adjust the currency of your event it should adjust to your region but if you're having issues please contact support



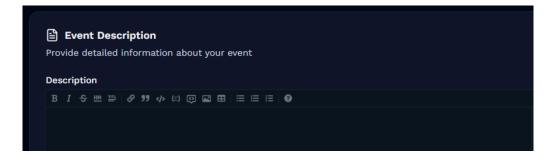
4. Start Date & Time - You can adjust your events date or time within the allowed event windows for the event template you're adjusting. IE, Summoner Skirmish - December must still be within its allowed date range. When using the calendar option it will grey out unallowed dates and times.



*note - time is displayed in military time for your time zone

Capacity and Location

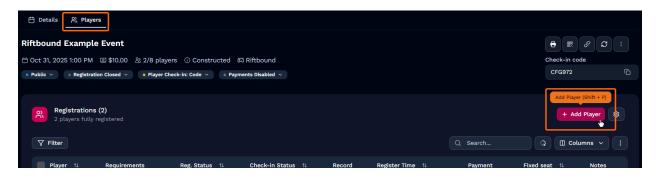
- 1. Participants Here you can adjust the participation numbers ensure that your capacity and event support are accurate to the number you set this to
- 2. Table Number If you're hosting multiple events and have numbered tables you can set a starting table number
- 3. Online Toggle If you're hosting a webcam event you can set the event to an online event. Nexus Nights and Summoner Skirmish **must** be physical in store events.
- 4. Venue You can adjust the address as needed. It defaults to your store address which is primarily where events will be hosted.
- 5. Event Description This is where you can add details, a description of the event type, a breakdown of prize support, or any links you'd like players to have access to.



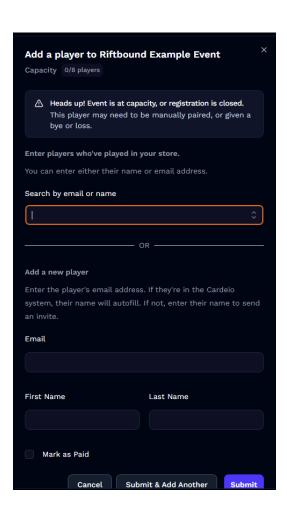


The Players Page

Add Player Button



In the players tab on the right of the screen you'll see a "+ Add Player" button. Clicking this will allow you to manually add more players into your event. If enabled, they can also join your event by finding your event on the <u>Riftbound Store and Event Locator</u>.



Players will need to have a valid Carde.io account in order for you to add them to your event. Search them by name or email to add them to your roster.

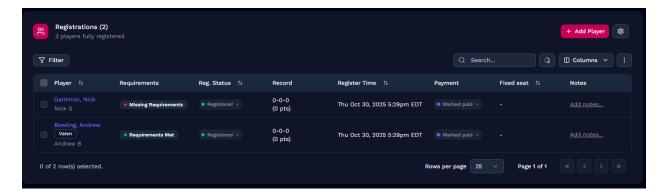
If a player doesn't already have a Carde.io account, you can also manually enter their email and first name + last name to add them. They'll receive an invite email from Carde.io and will need to follow the instructions to create one.

Once entered, players will need to ensure their <u>Carde.io</u> account is linked to their Riot ID (details below), but you do not need their Riot ID to enroll them.

If they've already paid for the event, you can go ahead and click mark paid to automatically set their paid status to paid.



As you add players into your events you'll be able to check their status and adjust details.



Player

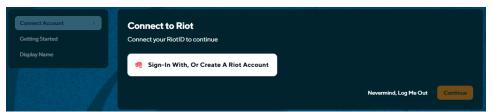
This will show you the player's name and Riot display name that will appear for their pairings.

Requirements

If a player is showing requirements unmet, hover over their 'missing requirements' icon to see what they're missing.

If a player is missing a Riot ID, advise them to follow these steps:

- 1. Head to locator.riftbound.uvsgames.com and click the login button in the top right.
- 2. If they have not yet linked a Riot ID, they'll be prompted with the following button:



3. Once they sign in with or create a riot account, they can go back and complete the Riot and Carde.io account link process.

*note - Players should ensure that their Riot account has both a display Game Name and Tagline assigned (players can set this up through https://account.riotgames.com/). Both Game Name and Tagline MUST be manually added when creating a Riot Account.





Reg. Status

Registered - Player has registered for the event, could be done online if that option is open or entered into the event manually

Canceled - Player registration has been canceled, can be done by players or the organizer

On waitlist - If your event capacity is full, you can turn on overflow registrations in the settings that go to a waitlist. If players are on the waitlist they will not automatically be paired but you can promote them to "registered" if someone on the list does not show

Payment

Shows a player's payment status. If online payment and registration is turned on this will be filled when the player has paid online. If online payment or registration is not turned on, then the organizer will be able to adjust status as necessary once payment has been made. This can also be marked at the time of registering the player for convenience.

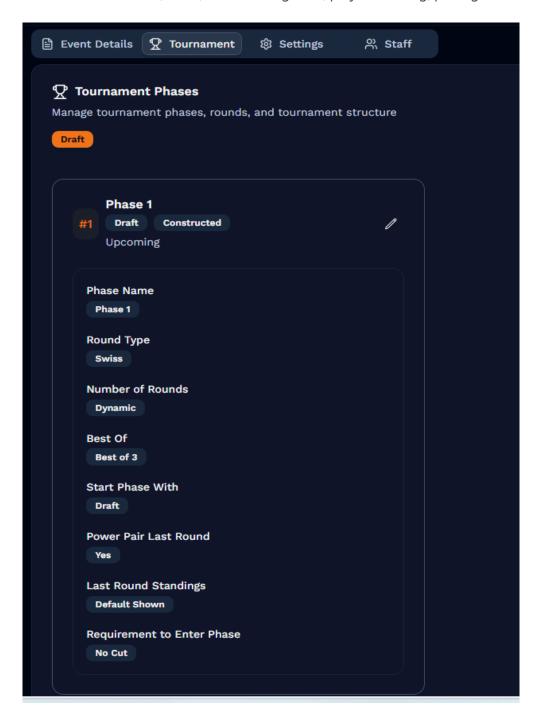
To use online payments



Advanced Settings

Tournament

Tournament Phases - Ie, draft, deckbuilding time, player meeting, pairings



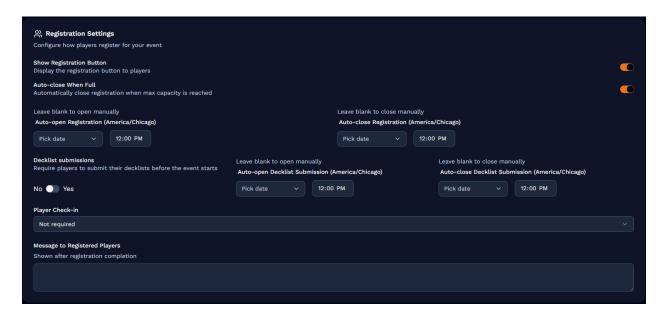


On this page you can edit what phase your event starts with. Once you start your tournament you'll be taken through a series of tournament phases. If you find yourself in a phase that is unnecessary for your tournament - we recommend clicking through that phase to get to the next one rather than attempting to recreate your event, as you'll eventually get to the round 1 pairings and be able to proceed through your event like normal.

The only setting here that may need adjusting for your events is the 'start phase' - You can adjust this to 'deckbuilding' if deckbuilding time is required or to round 1 pairings to start your event on round 1.

Settings

Registration settings - **Most of these settings you will not need to adjust or interact with.**These settings have to do with how registration works for your event, whether you're letting people register online, and it lets you set times to open and close your event registration if you're hosting a special event.



Payments and Refunds - These settings are not necessary unless you plan to take payment online





Tournament Settings - These settings are already optimized for Riftbound events when created

