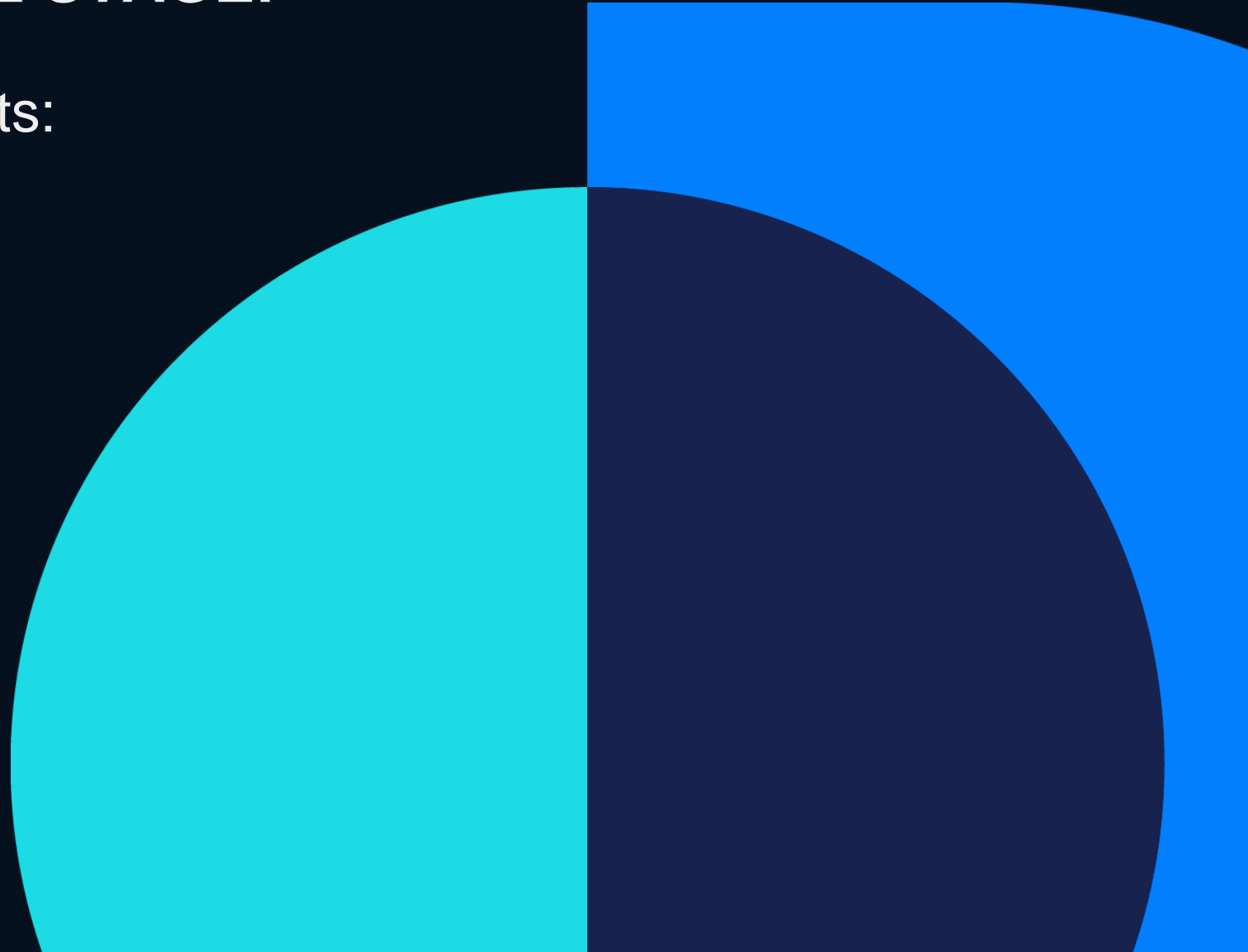


PHYGITAL TAKES CENTRE STAGE:

Preparing for Your Tournaments:
Documentation and Reporting

27.11.2024



BEFORE THE TOURNAMENTS

Your tournament applications have been submitted

You have received the technical rules and templates, to prepare for the tournaments

Next steps:

- Review and approve the technical rules ([Detailed instructions](#))
- Access the member's folder and begin using it ([Detailed instructions](#))
- Complete application forms for your teams and referees and upload them to the appropriate folders no later than **two weeks** before the tournament start date

BEFORE THE TOURNAMENTS

After uploading all the information to the WPC member folder, ensure you are prepared to:

- Carefully review the regulatory documentation in the WPC member folder once again (rulebook, regulations on the ranking system, match report templates, tournament grid, and tournament reports)
- Co-ordinate all tasks with your operations team
- Inspect the venue setup ensuring all equipment is available and functional
- Ensure the participation of all confirmed teams
- Arrange the schedules of all confirmed referees

DURING YOUR TOURNAMENTS

Complete the following documents after each match, as per protocol:

- Fill out the match report after each match
- Update the tournament grid after each match

[Match reporting document](#) - Auto-updates once results are entered

[Detailed instructions](#) - Detailed breakdown of all required reports



DURING YOUR TOURNAMENTS

Prepare a technical photo report:

- General photos of the venue
- Photos of the field/arena, including both digital and physical parts
- Photos of competition equipment
- Photos of spectator seating
- Photos of branding
- Photos of installed broadcast equipment
- **Photos of all teams before each game, similar to the example on the right ->**

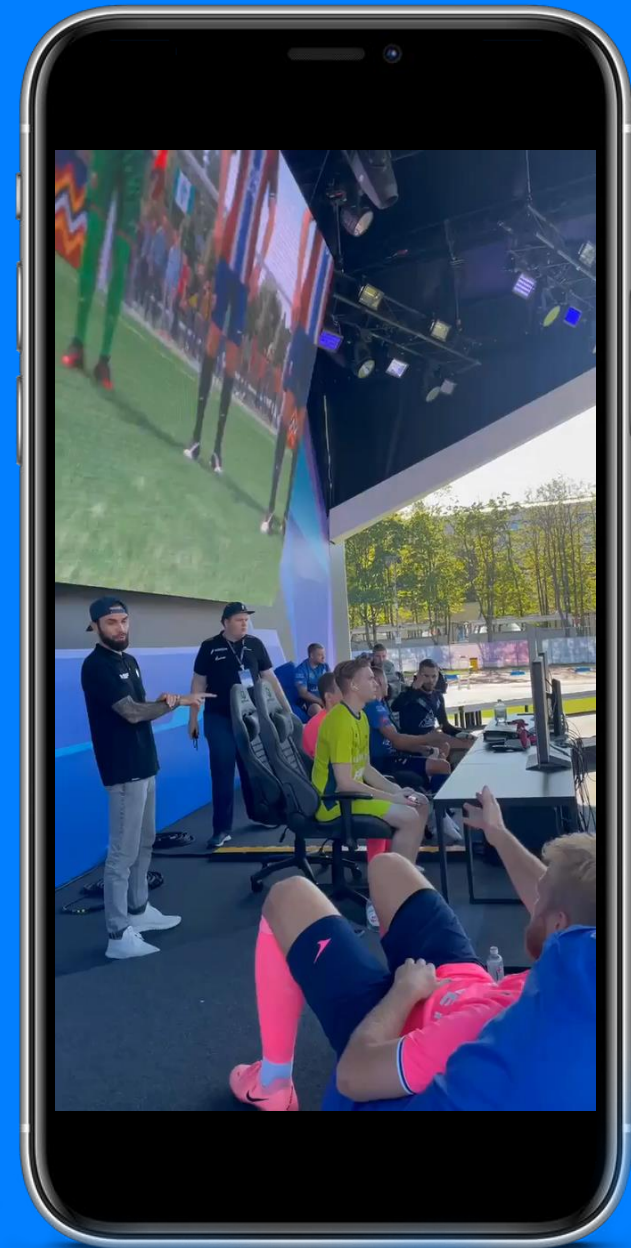




DURING YOUR TOURNAMENTS

Prepare a video report for each game, i.e. videos of the first 10 seconds of each game, similar to the example on the right

[Detailed instructions](#) - Detailed breakdown of all required reports



POST YOUR TOURNAMENTS

- Upload all collected information including your photo and video reports to your folder within **three business days following the completion of your tournaments**
- The WPC will review the uploaded materials and provide feedback if necessary
- If there are no comments, the WPC will issue a certificate confirming the tournament's evaluation and rating
- By February 10, 2025, the summary ranking of teams will be published on WPC resources, determining eligibility for the GOTF and the GOTF qualifiers

POST YOUR TOURNAMENTS

We require a full social and PR report of your tournaments.

Please provide us with :

- Key information about your event including all participating teams and who they represent if necessary (for instance, a team might be from a university, a company, town/city, etc.)
- Key details that you would like to highlight such as the results of the tournament, all relevant imagery and video content
- If the tournament was broadcast live, please provide the total number of views
- Kindly prepare this in a docx or pdf format.
- In addition, please outline any media that covered the event by filling in this [template](#)

WELCOME TO THE GAMES OF THE FUTURE 2025!

