



# Riftbound Player and Event Management Guide

## OVERVIEW

With Riftbound now fully released, this document provides a detailed overview of how to manage your players and events in the [Carde.io](https://carde.io) dashboard. If you don't already have it bookmarked, you can access your events here: <https://riftbound.carde.io/admin/events>

## PLAYER REGISTRATION

### Key Information

To compete in Riftbound events, all players must:

- Have a Riot account
- Have a [Carde.io](https://carde.io) account
- Connect their Riot account to their [Carde.io](https://carde.io) account

### Creating Your Riot Account

If your player does not have a Riot account, we recommend that they create a Riot account first. **Please follow these instructions to help them create their Riot account.**

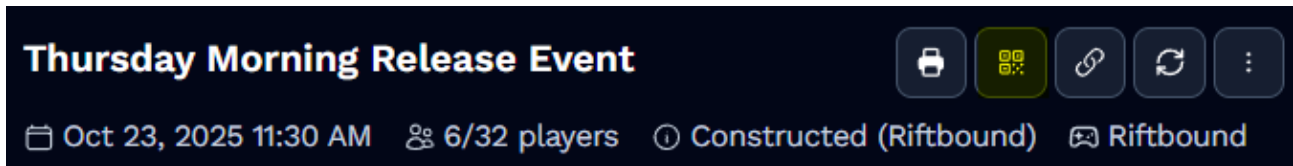
- Go to <https://account.riotgames.com/>
- Click 'Create Account' toward the bottom of the page
- Provide your email address. You will then be asked to verify your email.
- Once you verify your email you will be asked to enter your birthdate, create your username, and assign your password.
- **One last step!** Ensure that your Riot account has both a display Game Name and Tagline assigned. Note: If you don't assign this now, you'll be required to assign it later!

The screenshot shows the 'Account Management' section of the Carde.io dashboard. On the left is a sidebar with navigation links: 'RIOT ID' (selected), 'PERSONAL INFORMATION', 'RIOT ACCOUNT SIGN-IN', and 'CONNECTED ACCOUNTS'. The main content area is titled 'Riot ID' and includes the text: 'Your Riot ID is used by players to find you through the social panel in our games.' Below this is a warning: 'RIOT ID CAN BE CHANGED EVERY 90 DAYS YOU WILL BE ABLE TO CHANGE IT AGAIN ON 1/22/2024'. To the right are two input fields: 'GAME NAME' (empty) and 'TAGLINE' (containing '# 1234'). A 'SAVE CHANGES' button is located at the bottom right of the form.

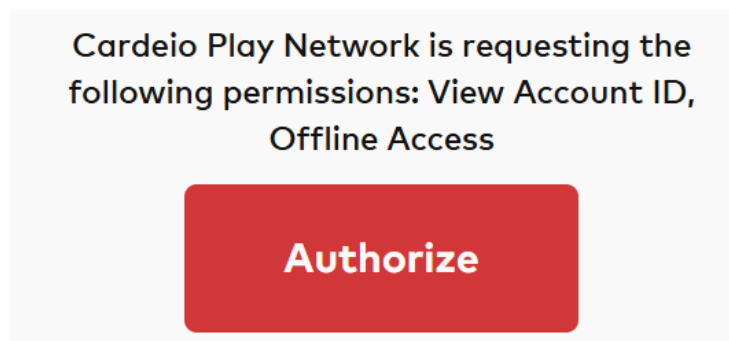


## Creating a Carde.io Account and Linking Your Riot Account

1. Players should go to the <https://locator.riftbound.uvsgames.com/events> and click **"Login"** in the top-right corner.
  - a. You can also post a QR Code to the event page from within your dashboard:



2. If they already have a Carde.io account from another game, they can simply log in.
  - a. If not, click **"Sign Up"** and complete registration. They'll need to verify their account via the email sent to them.
3. After logging in and verifying their email, the player will be prompted with a screen asking them to **"Sign In With or Create a Riot Account."** **This is necessary to play.**
4. If they already have a Riot account, simply log in using their Riot credentials.
5. If they don't, create a new Riot account through the prompt.
  - a. Make sure the player sets up a Game Name and Tagline # in their Riot Account settings in order for them to link their account successfully (see first page).
6. Once logged in, they'll be asked to authorize the connection between their Riot and Carde.io accounts. Click **"Authorize"**.



7. When they return to the Carde.io site, they will be asked to enter some personal information (if they have not already). Once they submit, the process is complete!
8. The player can navigate to the "Events" tab and search by event details like date, location, and format. When they find your event card in the Results, they should click on the event card to view the event page.
9. The player will now be able to hit **"Join Event"** on your event page, or will be ready to be manually entered into your event via the Carde.io dashboard!



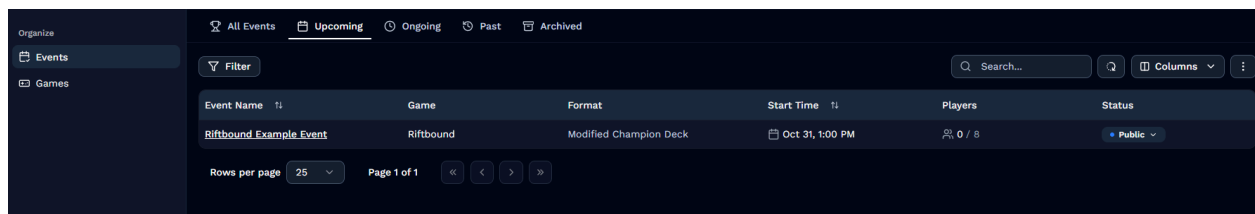
## STARTING AND RUNNING YOUR EVENT

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

1. Log in to [riftbound.carde.io](https://riftbound.carde.io)
2. 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](mailto: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!

### Adding Players to Your Event

1. Go to your events list and find the event you're looking to run either in your upcoming events tab or all events tab.



2. Click into the event you're looking to add players to and navigate to the players tab. For your release event, registration has been defaulted to closed, so you'll need to manually add players using the add player button **or** change the registration to open so that players can join you from the player front end.



**Riftbound Example Event**

Oct 31, 2025 1:00 PM 0/8 Players Modified Champion Deck Riftbound

Public Registration Open Player Check-in: Not required Payments Disabled

**Registrations (0)**  
0 players fully registered

+ Add Player

Filter Search... Columns

Player	Requirements	Reg. Status	Record	Register Time	Payment	Fixed seat	Notes
No results.							

0 of 0 row(s) selected. Rows per page 25 Page 1 of 1

## Starting and Pairing Your Event

- Once all players have registered for your event and you have confirmed their presence at the event, review your **Players tab** on the event screen in Carde.io. Each player should show “Requirements Met,” “Registered,” and “Paid” statuses next to their name.
  - If these statuses are not displayed, hover over the statuses to see which actions are still required. You may click on the status to receive a dropdown menu of changes that you can apply.
  - If a player was unable to join your event on their end for any reason, you can use the “+ Add Player” button to add that player. Review the statuses for the added player to address any issues with their registration before starting the event.

**Riftbound Example Event**

Oct 31, 2025 1:30 PM 2/8 players Modified Champion Deck Riftbound

Public Registration Open Player Check-in: Not required Payments Disabled

**Registrations (2)**  
2 players fully registered

Add Player (Shift + P) + Add Player

Filter Search... Columns

Player	Requirements	Reg. Status	Record	Register Time	Payment	Fixed seat	Notes
Alexander, Joshua UVSJosh Joshua A	Requirements Met	Registered	0-0-0 (0 pts)	Wed Oct 29, 2025 2:01pm EDT	Unpaid	-	Add notes...
Bowling, Andrew Valen Andrew B	Requirements Met	Registered	0-0-0 (0 pts)	Wed Oct 29, 2025 2:01pm EDT	Unpaid	-	Add notes...

0 of 2 row(s) selected. Rows per page 25 Page 1 of 1



2. Select **"Start Tournament"** in the top right corner.

Admin > Events

Start Tournament

Details Players

Riftbound Example Event

Oct 31, 2025 1:30 PM 2/8 players Modified Champion Deck Riftbound

Public Registration Open Player Check-in: Not required Payments Disabled

Registrations (2)  
2 players fully registered

+ Add Player

Filter Search... Columns

Player	Requirements	Reg. Status	Record	Register Time	Payment	Fixed seat	Notes
Alexander, Joshua UVSJosh Joshua A	Requirements Met	Registered	0-0-0 (0 pts)	Wed Oct 29, 2025 2:01pm EDT	Unpaid	-	Add notes...
Bowling, Andrew Valen Andrew B	Requirements Met	Registered	0-0-0 (0 pts)	Wed Oct 29, 2025 2:01pm EDT	Unpaid	-	Add notes...

0 of 2 row(s) selected.

Rows per page 25 Page 1 of 1

3. Select **"Pair Round 1"** in the top right corner. This will pair the round for the Tournament Organizer **ONLY**.
  - a. From here you can print Match slips and Pairings for Round 1 from the Pairings tab (these will also be visible to players on the web if they are logged in).
  - b. This is your opportunity as the TO to adjust table numbers for players with mobility restrictions, or tweak pairings if required.
4. Select **"Publish Round 1 Pairings"** in the top right corner. This will pair the round for players and will be visible on their mobile devices.
5. Next to the **"Generate Standings Round 1"** button is a box with some dashes. This is your Event Timer! You will click the timer and enter the Round Time of 50 minutes. You may also select "Open Timer" at this time to open a new webpage that displays the timer, perfect to place on a display screen in your store.
  - a. Once your timer is ready, you can click it at any time to Start Timer, Pause Timer, or Reset Timer. Choose Start Timer and announce to your players that Round 1 has begun.
  - b. If your timer runs out before all matches are complete, refer to the Riftbound Tournament Rules for End of Round procedures.
6. Tournament Organizers are encouraged to report match results directly in Carde.io from the Pairings screen. Have players report their match results directly to the Tournament Organizer. You can have players fill out their printed Match Slips if desired.



7. Once all match results have been recorded in the Pairings screen, you will notice that "Generate standings Round 1" is not available to select yet. You must click your timer and select Pause Timer first.
8. Once Pause Timer is selected, the option to "Generate standings Round 1" will become available. Click "Generate standings Round 1." You may print Standings from the Standings tab to display for your players.

## Pairing Round 2 and Beyond

1. Click "Pair Round 2." From here, you will **repeat Steps 3-8 above** for each round.
2. Once your final round results are recorded, you should see 2 new buttons in the top right corner: **"End Event"** and **"Add extra round."** You may print Final Standings from the Standings tab to display for your players. When ready, click "End Event." The event is now completed and recorded in your Carde.io event history!

## Important Notes

- If you choose to display your event timer to players with the Open Timer function from Step 5, note that the Timer will update for each round. You do not need to re-select "Open Timer" each round. If your timer ever displays the wrong round or is not counting down, refresh the Timer page to fix this.
- Players have the ability to report their match results from their mobile devices. However, for the most accurate match results information, we encourage you to use Match Slips or have both players report to the TO to confirm their match results.
- If the button in the top right corner is ever greyed out and you cannot proceed to the next step in your event, select an option on the Timer again, then reload the webpage. If you are still unable to proceed, contact [lgs@uvsgames.com](mailto:lgs@uvsgames.com) and [Support@carde.io](mailto:Support@carde.io) immediately and we will assist you as soon as possible.