



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>

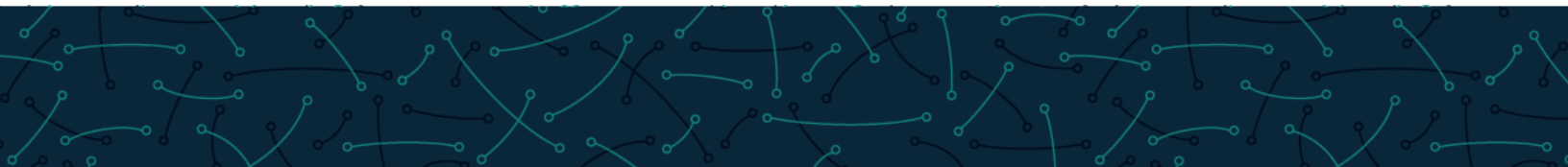
Accessing or Creating your Event

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

1. Log in to riftbound.carde.io
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 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!

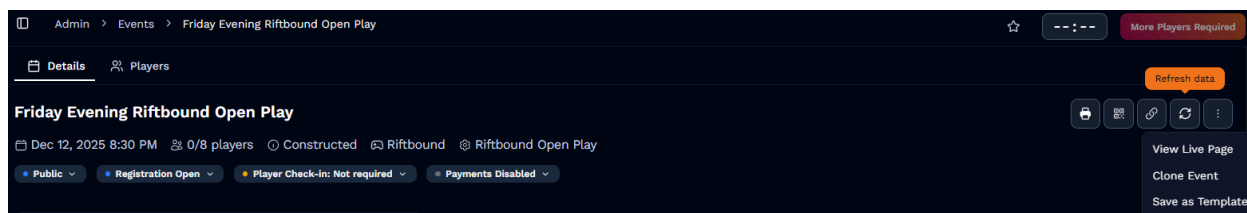
Cloning your Event

1. Through your events tab, navigate to either an upcoming or previously completed event that you'd like to copy.





- In the title line of your event, right under details, click the 3 dots on the right to pull up more options. One of those options will be clone event:



- Selecting clone event will open up a box that lets you adjust some key details

Clone Event

Create a copy of "Friday Evening Riftbound Open Play" with the same configuration. The cloned event will be in draft state.

Event Name

Leave blank to use "Friday Evening Riftbound Open Play (Copy)"

Start Date & Time

Leave blank to use the original event's start time (12/12/2025, 7:30:00 PM)

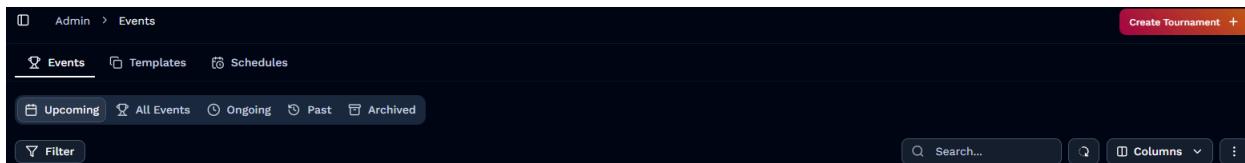
Capacity	Entry Cost (cents)
<input type="text" value="8"/>	<input type="text" value="0"/>
Current: 8	Current: Free

- You'll be able to adjust the name, start date/time, the capacity, and your displayed entry fee. This will duplicate all other settings, like the event description and format.
- Once you hit the clone event button, the new event will now appear in your events tab.

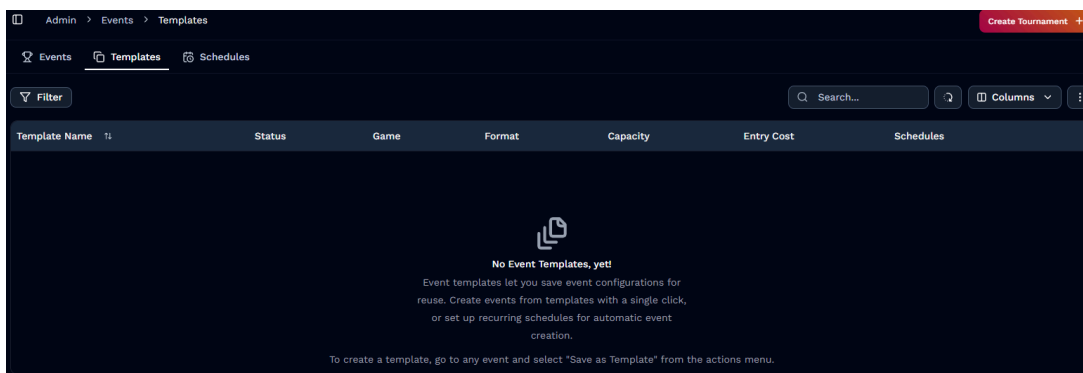


Creating a New Template to use

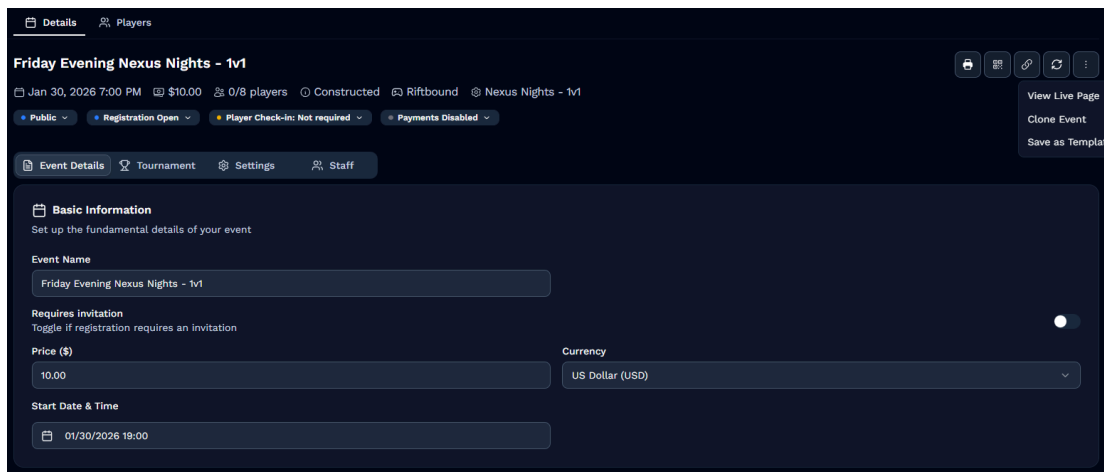
1. When you go to your events view you'll see events, template, and schedules as viewable tabs



2. The first time you click on the templates tab you'll notice that it's blank, with no saved templates



3. You can either create a new event that you'd like to use as a template for future events, or you can select a previously created event to save as a template. For this example we've created a Nexus Night - 1v1 template for Friday night. Clicking on the 3 dots to the right will open up our extra options.





4. Selecting Save as Template will open up the Template box, which will let you update some settings on how events will be autogenerated.

Save as Template ✕

Create a reusable template from "Friday Evening Nexus Nights - 1v1". The template will capture this event's configuration for quick event creation in the future.

Template Name *

Friday Evening Nexus Nights - 1v1 Template

Description

Optional description for this template...

Event Name Pattern

{format} - {date}

Auto-generate event names. Placeholders: {date}, {store}, {format}, {day}

Cancel Create Template

5. Navigate back to your events - templates tab and there will be your newly created template.
6. Clicking on your template will open up the template details and a few options for how to use the template.

Admin > Events > Templates > 2322e606 53f1 475d 8862 8a980dcba014 Create Tournament +

Events Templates Schedules

< **Friday Night Nexus Nights 1v1 Template** Active Create Event Recurring Schedules Deactivate

Game & Format

Game	—
Format	Constructed
Policy	Nexus Nights - 1v1

Event Settings

Capacity	8
Entry Cost	\$ 10.00
Headlining	No
Tax Enabled	Yes

Name Template

Used for auto-generating event names

No template set

Supports: {date}, {store}, {format}, {day}

Source Event

Template was created from this event

Friday Evening Nexus Nights - 1v1

Tournament Structure

Phase template group for tournament phases

Riftbound Swiss Only

Round Settings

Default settings applied to events created from this template

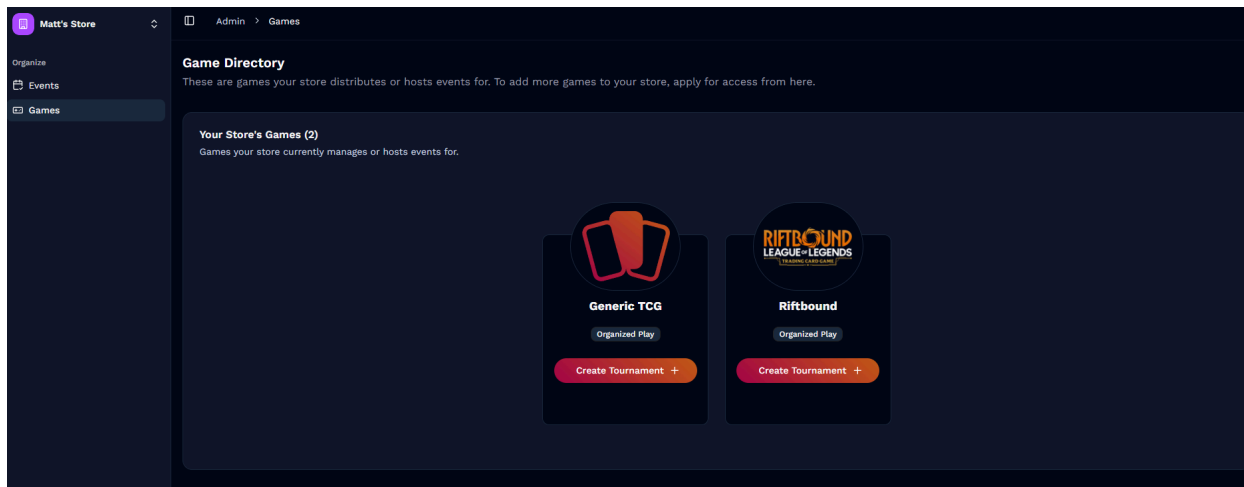
Round Duration	Points per Win	Points per Draw	Points per Loss
50 minutes	3	1	0

7. You can create a one time event with this template. You'll also be able to turn off the template or edit it.

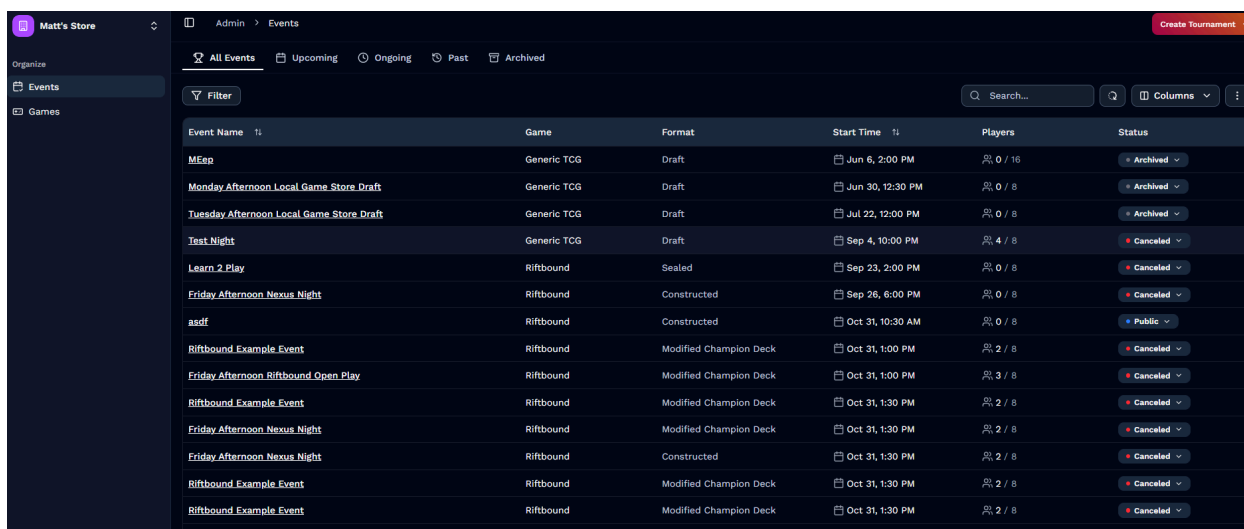


Accessing your Event

1. Login to riftbound.carde.io
2. 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
5. You can also select a previously bookmarked event

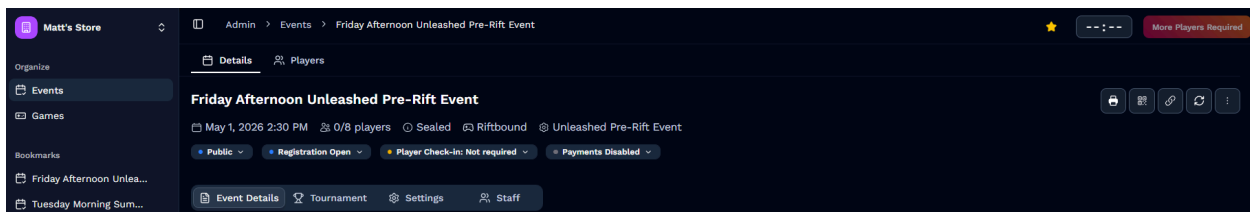
Bookmarks

1. When you navigate to your events tab you'll see a star icon to the left of your events, near the more options button

The screenshot shows the 'Admin > Events > All' page in the UVS GAMES interface. The left sidebar contains navigation options: Organize, Events, Games, Bookmarks, and a search bar. The main content area displays a table of events with columns for Event Name, Format, Start Time, Players, Status, Visibility, Entry Cost, Template, and Actions. A star icon is visible in the Actions column for several events, indicating they are bookmarked.

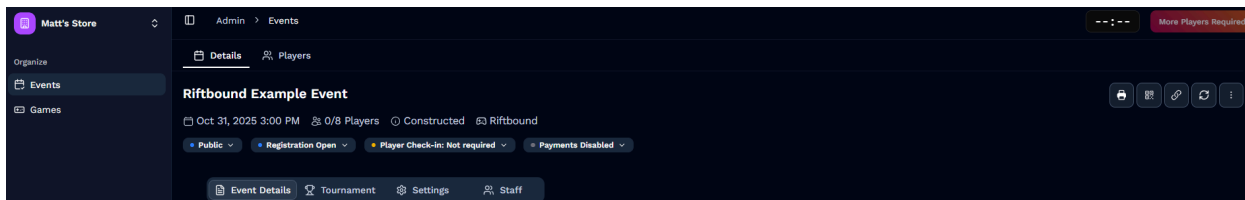
Event Name	Format	Start Time	Players	Status	Visibility	Entry Cost	Template	Actions
Friday Afternoon Unleashed Pre-Rift Event	Sealed	May 1, 1:30 PM	0/8	Registration Open	Public	Free	Unleashed Pre-Rift Event	★ ...
Tuesday Morning Summoner Skirmish - April	Constructed	Mar 31, 11:30 AM	0/8	Registration Open	Unlisted	Free	Summoner Skirmish - April	★ ...
Friday Night Nexus Nights 1v1 Template	Constructed	Jan 30, 6:00 PM	0/8	Registration Open	Unlisted	\$10.00	Nexus Nights - 1v1	☆ ...
Friday Evening Nexus Nights - 1v1	Constructed	Jan 30, 6:00 PM	0/8	Registration Closed	Unlisted	\$10.00	Nexus Nights - 1v1	☆ ...
Friday Night Nexus Nights 1v1 Template	Constructed	Jan 30, 6:00 PM	0/8	Registration Open	Unlisted	\$10.00	Nexus Nights - 1v1	☆ ...
Friday Night Nexus Nights 1v1 Template	Constructed	Jan 30, 6:00 PM	0/8	Registration Open	Unlisted	\$10.00	Nexus Nights - 1v1	☆ ...
Friday Night Nexus Nights - Multiplayer	Constructed	Jan 30, 6:00 PM	0/8	Registration Closed	Unlisted	\$10.00	Nexus Nights - Multiplayer	☆ ...
Friday Night Nexus Nights 1v1 Template	Constructed	Jan 30, 6:00 PM	0/8	Registration Open	Unlisted	\$10.00	Nexus Nights - 1v1	☆ ...
Friday Evening Riftbound Open Play (Copy)	Constructed	Jan 30, 5:00 PM	0/8	Registration Open	Public	Free	Riftbound Open Play	☆ ...
Tuesday Afternoon Nexus Nights - 1v1 (Copy)	Constructed	Jan 27, 2:00 PM	0/8	Registration Open	Public	Free	Nexus Nights - 1v1	☆ ...
Tuesday Afternoon Nexus Nights - 1v1	Constructed	Jan 20, 2:00 PM	0/8	Registration Open	Public	Free	Nexus Nights - 1v1	☆ ...
Saturday Morning Riftbound Open Play	Sealed	Jan 17, 10:30 AM	0/8	Registration Closed	Cancelled	Free	Riftbound Open Play	☆ ...

2. Selecting the star will add the event to your bookmarks, so you can highlight important events for your account to be able to find more quickly.
3. After the event is completed, just select the bookmark icon from inside the event at the top right (near the timer) or from your event list to remove it from your bookmarked events

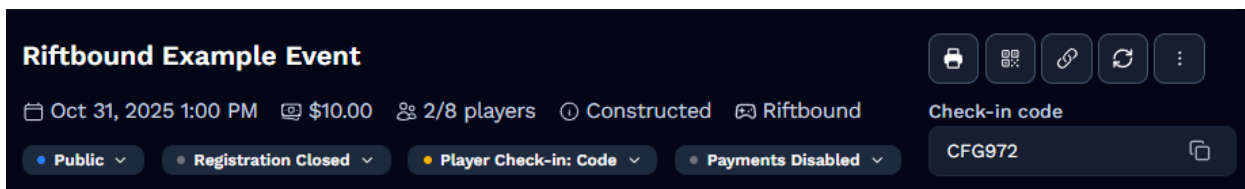




Title Line and Settings - Riftbound Example Event



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

- i. **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 | Tournament | Settings | Staff

Basic Information

Set up the fundamental details of your event

Event Name
Riftbound Example Event

Requires invitation
Toggle if registration requires an invitation

Price (\$) 10.00 **Currency** US Dollar (USD)

Start Date & Time
10/31/2025 13:00

Capacity & Location

Configure venue details and participant limits

Max Participants 8 **Starting Table Number** 1

Online Event
Toggle if this is an online event

Venue Address
Antarctica [Change event address](#)

Event Description

Provide detailed information about your event

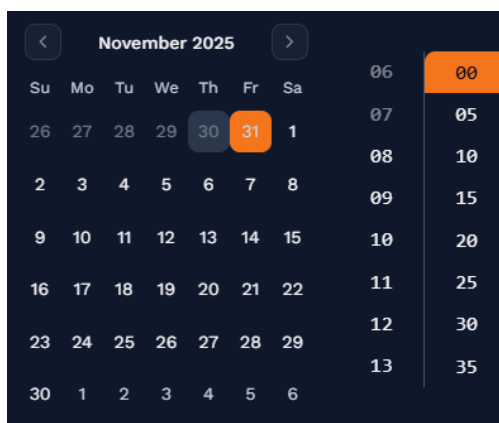
Event Details

Basic Information

1. 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]. Ie, 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



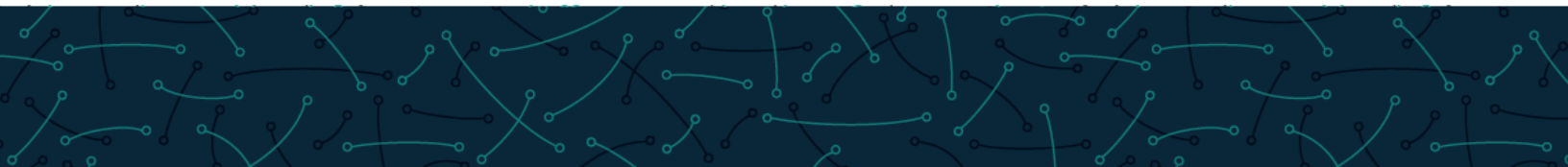
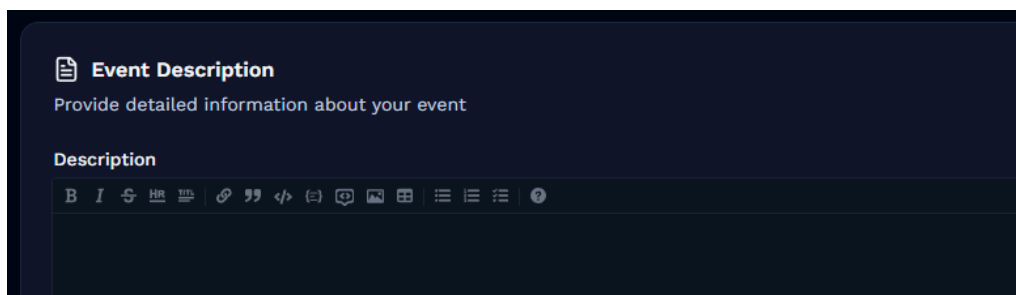
4. Start Date & Time - You can adjust your events date or time within the allowed event windows for the event template you're adjusting. IE, Summoner Skirmish - December must still be within its allowed date range. When using the calendar option it will grey out unallowed dates and times.



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

Capacity and Location

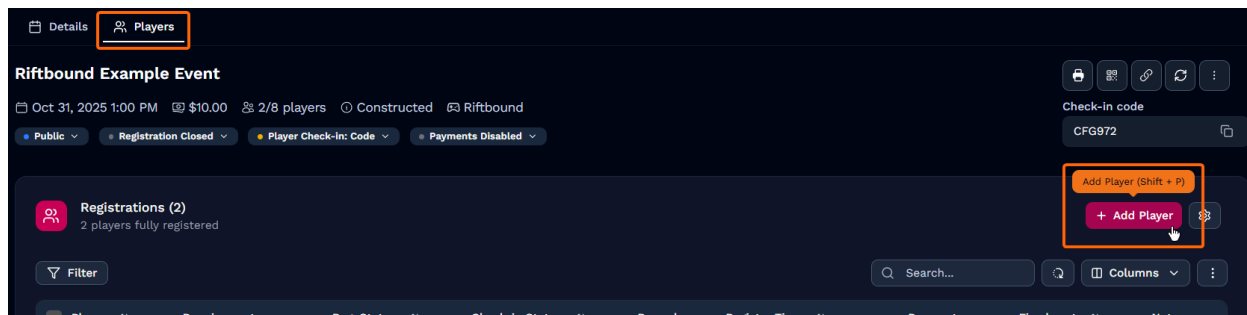
1. Participants - Here you can adjust the participation numbers - ensure that your capacity and event support are accurate to the number you set this to
2. Table Number - If you're hosting multiple events and have numbered tables you can set a starting table number
3. Online Toggle - If you're hosting 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 [Riftbound Store and Event Locator](#).

Add a player to Riftbound Example Event

Capacity 0/8 players

⚠ Heads up! Event is at capacity, or registration is closed. This player may need to be manually paired, or given a bye or loss.

Enter players who've played in your store.
You can enter either their name or email address.

Search by email or name

OR

Add a new player

Enter the player's email address. If they're in the Cardeio system, their name will autofill. If not, enter their name to send an invite.

Email

First Name Last Name

Mark as Paid

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 [Carde.io](#) 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	Requirements	Reg. Status	Record	Register Time	Payment	Fixed seat	Notes
<input type="checkbox"/> Gammon, Nick Nick G	● Missing Requirements	● Registered	0-0-0 (0 pts)	Thu Oct 30, 2025 5:29pm EDT	● Marked paid	-	Add notes...
<input type="checkbox"/> Bowling, Andrew Valen Andrew B	● Requirements Met	● Registered	0-0-0 (0 pts)	Thu Oct 30, 2025 5:29pm EDT	● Marked paid	-	Add notes...

Player

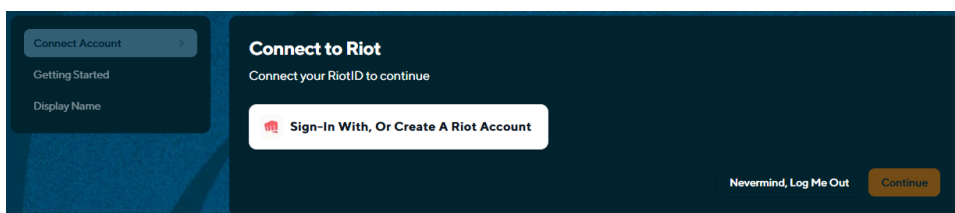
This will show you the player's name and Riot display name that will appear for their pairings.

Requirements

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

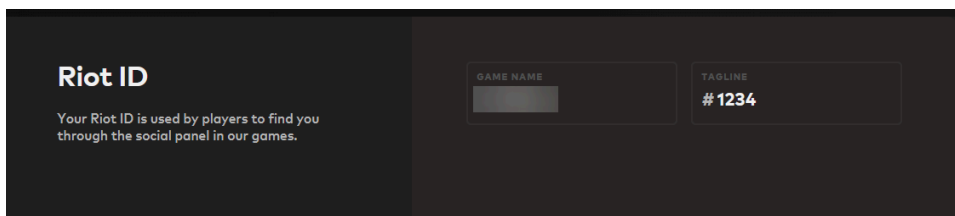
If a player is missing a Riot ID, advise them to follow these steps:

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

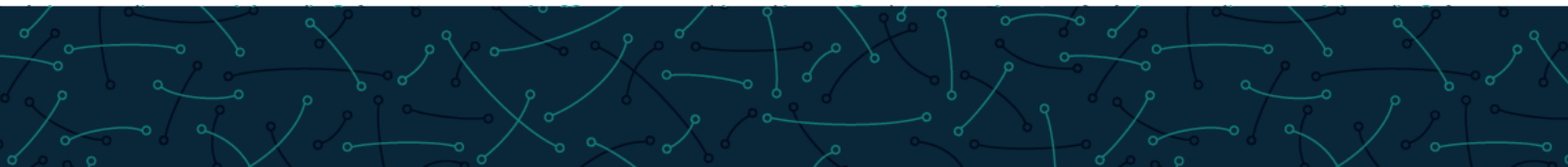
On waitlist - If your event capacity is full, you can turn on overflow registrations in the settings that go to a waitlist. If players are on the waitlist they will not automatically be paired but you can promote them to "registered" if someone on the list does not show

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.

Online payments are not required and can be disabled at any time.

To setup or disable online payments: [Stripe Setup & Payments | Carde.io Help Center](#)





Advanced Settings

Tournament

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

Event Details | **Tournament** | Settings | Staff

Tournament Phases

Manage tournament phases, rounds, and tournament structure

Draft

Phase 1

#1 **Draft** **Constructed**

Upcoming

Phase Name
Phase 1

Round Type
Swiss

Number of Rounds
Dynamic

Best Of
Best of 3

Start Phase With
Draft

Power Pair Last Round
Yes

Last Round Standings
Default Shown

Requirement to Enter Phase
No Cut



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.

Note: If you'd like to remove a top cut from your skirmish event, this is where you'll delete phase 2 by clicking the edit pin.

Tournament Phases
Manage tournament phases, rounds, and tournament structure

Swiss Top 8

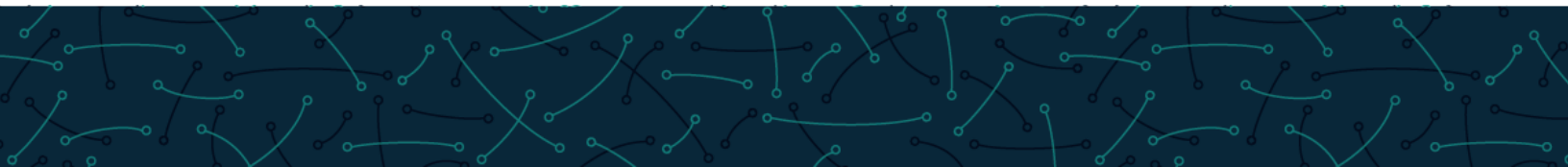
Edit Phase Order + Add Phase

Phase 1 #1 Swiss Constructed Upcoming

- Phase Name: Phase 1
- Round Type: Swiss
- Number of Rounds: Dynamic
- Best Of: Best of 3
- Start Phase With: First round
- Power Pair Last Round: Yes
- Last Round Standings: Default Shown
- Requirement to Enter Phase: No Cut

Phase 2 #2 Top 8 Constructed Upcoming

- Phase Name: Phase 2
- Round Type: Ranked Single Elimination (e.g. Top 8)
- Best Of: Best of 3
- Start Phase With: First round
- Power Pair Last Round: No
- Last Round Standings: Default Shown
- Requirement to Enter Phase: Cut by Standing: Top 8





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.

Registration Settings
Configure how players register for your event

Show Registration Button
Display the registration button to players

Auto-close When Full
Automatically close registration when max capacity is reached

Leave blank to open manually
Auto-open Registration (America/Chicago)
Pick date: [dropdown] 12:00 PM

Leave blank to close manually
Auto-close Registration (America/Chicago)
Pick date: [dropdown] 12:00 PM

Decklist submissions
Require players to submit their decklists before the event starts
No Yes

Leave blank to open manually
Auto-open Decklist Submission (America/Chicago)
Pick date: [dropdown] 12:00 PM

Leave blank to close manually
Auto-close Decklist Submission (America/Chicago)
Pick date: [dropdown] 12:00 PM

Player Check-in
Not required [dropdown]

Message to Registered Players
Shown after registration completion
[text area]

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

Payment & Refunds
Configure payment and refund policies

Collect Digital Payments
Allow players to pay via Stripe

Allow Players to Skip Payment
Mark players as "deferred payment"

Refund Policy
Given by event staff only [dropdown]

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

Tournament Settings
Configure tournament structure and rules

Round Duration (minutes) 50

Points per Win 3

Points per Draw 1

Points per Loss 0

Reset Timer on Round Paired
Reset the round timer when pairings are published