



Riftbound Gaming Network Platform Management Guide

Last Updated: 7/31/2026

OVERVIEW

With the introduction of the updated Riftbound Gaming Network platform, this document provides a detailed overview of how to set up your store and events in the new dashboard. If you don't already have it bookmarked, you can access your events here:

rgn.playriftbound.com

PLAYER REGISTRATION

Riot Account Information

To manage your store as a retailer or to compete in Riftbound events, you (and your players) must have a Riot Games account. **This is a separate account from what you've previously used to login to Carde.io!**

If a player does not have a Riot account, they should create one prior to the start of the event.

Please follow these instructions to create a Riot Games account.

- Go to 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!

Account Management

- RIOT ID
- PERSONAL INFORMATION
- RIOT ACCOUNT SIGN-IN
- CONNECTED ACCOUNTS

Riot ID

Your Riot ID is used by players to find you through the social panel in our games.

GAME NAME

TAGLINE

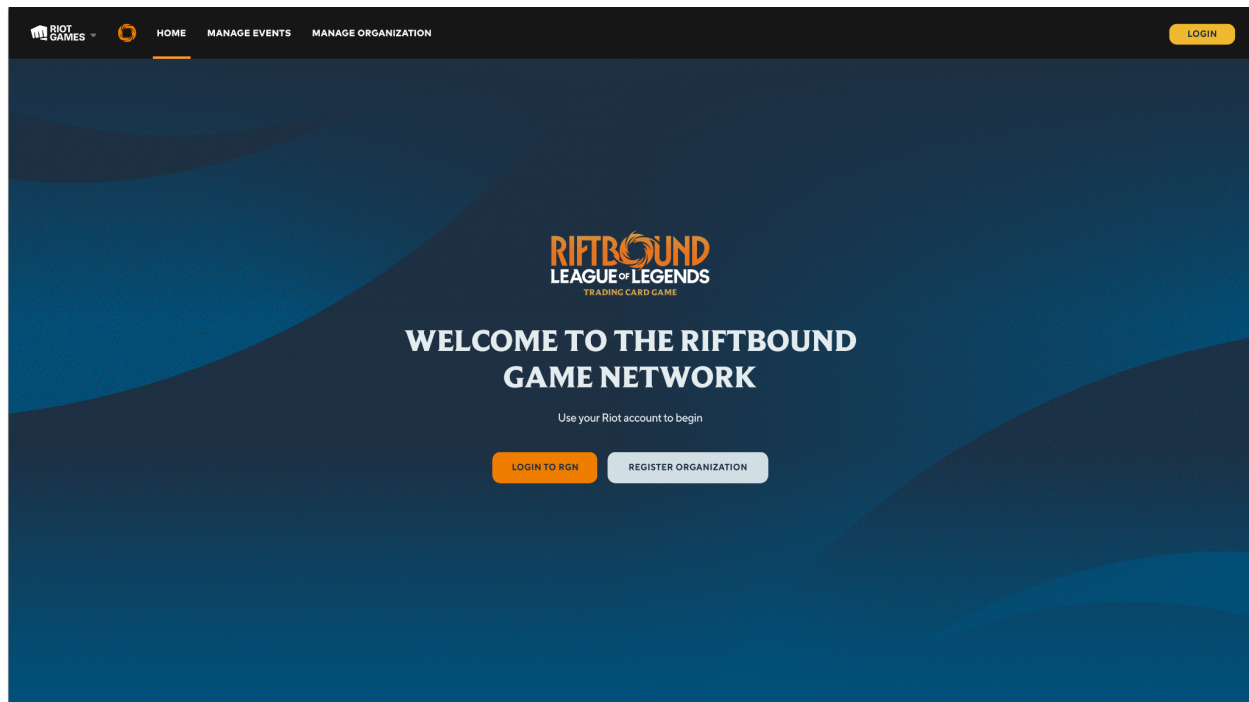
RIOT ID CAN BE CHANGED EVERY 90 DAYS YOU WILL BE ABLE TO CHANGE IT AGAIN ON 1/22/2026

SAVE CHANGES

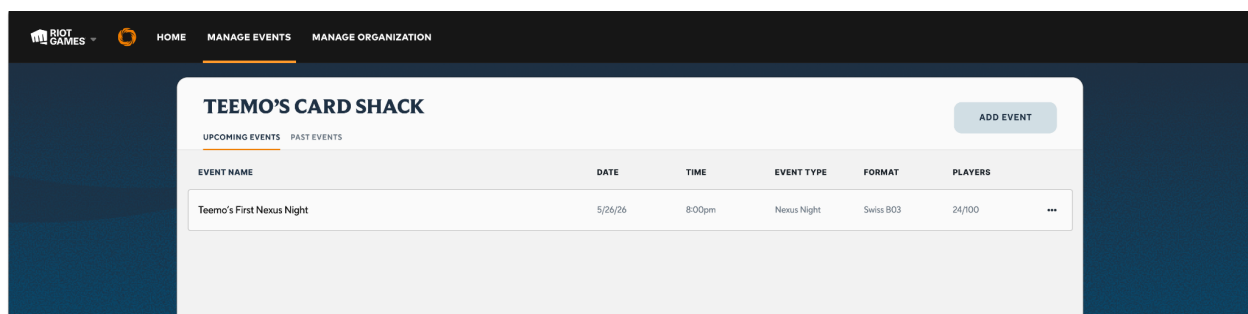


ACCESSING YOUR STORE AND LOGGING IN

1. Go to rgn.playriftbound.com
2. **Log in** to your Riot account, or create a Riot account if you do not have one.
 - a. If we asked you to provide your Riot account information in the email from July 17th, be sure to login using that Riot account.
 - b. If you're unable to login, or if logging in does not allow you access to your store, please contact your LGS rep or LGS@UVSgames.com
3. Once logged in, click on **Manage Events**
 - a. If you aren't able to click **Manage Events**, you may need to set up your store first. To do so, click **Register Organization**. See the "Creating a New Organization" section below for more information.



4. The **Manage Events** tab will list all of your Upcoming Events and Past Events
5. On this page, click **Add Event** in the top-right to create a new event.





CREATING A NEW ORGANIZATION

Filling Out Your Organization's Application

You'll need to provide the following information to set up your store in the new RGN platform:

1. The **Organization Information** section contains publicly accessible information that players will be able to see
2. The **Organization Address** field is required and is critical to unlock other fields. You can search by your organization name or address and select from the dropdown options. If you have a separate Mailing Address, please click the checkbox and search for your address.
3. The **Organization Details** contains the critical Preferred Distributor field, which will be used for coordinating shipping product to your organization
4. The **Socials** section is optional, but good to help players understand how they can contact you or follow your organization. The Primary Social Channel helps players understand where it's most important to follow you.
5. The **Owner Info** section is private and will not be seen by players or other staff that do not have the right permissions.

REGISTER YOUR ORGANIZATION

Join the Riftbound Gaming Network and host Riftbound events at your location. All applications are subject to review.

ORGANIZATION INFORMATION

ORGANIZATION NAME

Teemo's Card Shack

PHONE NUMBER

+1 (555) 555-5555

EMAIL ADDRESS

hi@store.com

WEBSITE

teemoscards.com

ORGANIZATION ADDRESS

ADDRESS

Search

☐ I HAVE A SEPARATE MAILING ADDRESS

ORGANIZATION DETAILS

PREFERRED DISTRIBUTOR

Select a distributor

SOCIAL

DISCORD

Discord#1234

INSTAGRAM

@Instagram

X

@X



Application Awaiting Approval

1. Once your application has been submitted, you will be redirected to the **Manage Organization** page for your newly created store.
 - a. You can click your store name to choose which store you're managing if you have multiple locations.
2. You should see in the top-right that your application is **Awaiting Approval**.
3. Please keep an eye on this page as our team will request more information through our LGS team. Be sure to look out for an email from LGS@UVSgames.com if we need more information from you in order to process your application.

The screenshot shows the 'Manage Organization' page for 'TEEMO'S CARD SHACK'. The status is 'Awaiting Approval'. The page is divided into four sections: Organization Info, Organization Details, Social, and Owner Info.

ORGANIZATION INFO	ORGANIZATION DETAILS	SOCIAL	OWNER INFO
ORGANIZATION NAME Teemo's Card Shack PHONE NUMBER +1 (555) 555-5555 EMAIL teemo@store.com WEBSITE teemoscardshack.com ORGANIZATION ADDRESS 123 West Summoner St Los Angeles CA, 90210 US	PREFERRED DISTRIBUTOR Company ABC MAILING ADDRESS 123 East Summoner St Los Angeles CA, 90210 US	ACCOUNTS Teemo's Card Shack Community @teemoscardshack @teemoscardshack @teemoscardshack Teemo's Card Shack Teemo's Card Shack YouTube MOST USED Teemo's Card Shack Community	OWNER NAME Teemo Yordle PHONE NUMBER +1 (888) 888-8888 EMAIL teemo@email.com PREFERRED LANGUAGE English

Organization Approved

1. Once your application has been approved, you will see your status change to **Approved**, along with a welcome message to the **Riftbound Gaming Network!**
2. You are now part of the Riftbound Gaming Network, and can proceed to the **Manage Events** page following the steps below to create your events, including Pre-Rift Events.

The screenshot shows the 'Manage Organization' page for 'TEEMO'S CARD SHACK'. The status is 'Approved'. A welcome message from the Riftbound Gaming Network is displayed at the top. The page layout is identical to the previous screenshot, showing the same organization details, social accounts, and owner information.

ORGANIZATION INFO	ORGANIZATION DETAILS	SOCIAL	OWNER INFO
ORGANIZATION NAME Teemo's Card Shack PHONE NUMBER +1 (555) 555-5555 EMAIL teemo@store.com WEBSITE teemoscardshack.com ORGANIZATION ADDRESS 123 West Summoner St Los Angeles CA, 90210 US	PREFERRED DISTRIBUTOR Company ABC MAILING ADDRESS 123 East Summoner St Los Angeles CA, 90210 US	ACCOUNTS Teemo's Card Shack Community @teemoscardshack @teemoscardshack @teemoscardshack Teemo's Card Shack Teemo's Card Shack YouTube MOST USED Teemo's Card Shack Community	OWNER NAME Teemo Yordle PHONE NUMBER +1 (888) 888-8888 EMAIL teemo@email.com PREFERRED LANGUAGE English



CREATING YOUR EVENTS

Configure Your Event

1. Give your event a **Name** and **Description**
2. Select the type of **Event** you want to create. Different Events will give different Deck Format, Play Mode, Date/Time, and Tournament Structure options.
3. Select the other information about your event:
 - a. **Deck Format** represents Constructed or Limited format options
 - b. **Play Mode** represents 1v1, 2v2, or FFA Play Modes
 - c. **Max Participants** represents the maximum number of players you want in this event
 - d. **Starting Table** is used for assigning players to tables and increments up by 1
 - e. **Date/Time** is the date and time in which you want your event to run, in your organization's local time
 - f. **Visibility** is either
 - i. Listed: this event will show up to players on the Event Finder
 - ii. Unlisted: this event is omitted from the Event Finder's search/discovery, but still accessible via a directly shared link
 - g. **Registration Status** is either
 - i. **Open**: players can self-register for the event
 - ii. **Closed**: players cannot self-register, only organization staff can add players and the event is not discoverable by players on the Event Finder
 - h. **Pricing** represents whether your event is Paid or Free and Event Cost represents the cost of paid events.
 - i. Riftbound Gaming Network does not support on-platform payments; please collect payments directly from players in person or through some other means.
4. After entering your event information and reviewing the tournament structure, click the orange **Publish** button on the right side of the page to create your event.
5. You should see your newly created event on the **Manage Events** page!