

POKÉMON EVENT MANAGER (PEM) 1.0 (EARLY ACCESS) STARTER GUIDE

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WELCOME, PROFESSOR!

Pokémon Event Manager is the new and improved tournament management software provided to you by your friends at The Pokémon Company International! This starter guide is meant to help familiarize you with the new software, including adding players, creating and running tournaments, and uploading results. Please be aware this is an Early Access release and is for training purposes only, so not all planned functionality is available yet. You may run into a bug or two, but rest assured, we are aware of the limitations of this release and are working hard toward providing you with the best-in-class tournament operations experience!

For Early Access:

- Please download and use the accompanying pem_training_kit.zip for your setup. It has a file named "TEST_players.xml" that contains fake player data for your use during Early Access.
- Since there are no sanctioned live events going on now, please feel free to create fake tournaments with the fake player data as you need for your training.
- Please DO NOT import your actual players.xml from your TOM directory.
- For Early Access, please make sure you log out of PEM before you close the software!
- Known limitations are listed in [Appendix A](#).
- Tested scanners are listed in [Appendix B](#).

HOW TO LOG IN

If you're running Pokémon Event Manager for the first time, you will need to be online and must log in using your Pokémon Trainer Club (PTC) account. Make sure your PTC account is your Professor account.

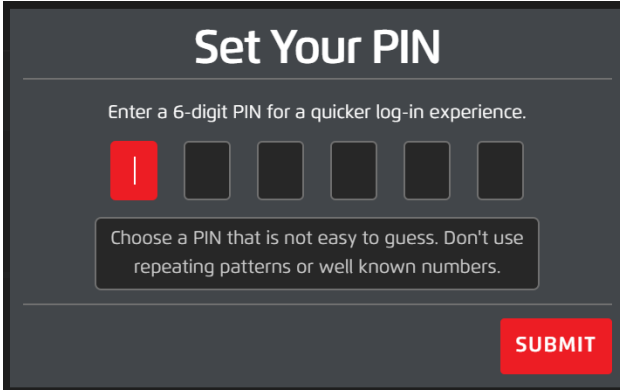
1. Run the Pokémon Event Manager software.
2. Review the terms and accept the terms that pop up. *Note: To use the software, you MUST review the terms and accept. In this release, you will need to accept the terms every time you open the app.*
3. Click on Login with Pokémon Trainer Club and log in using your PTC account.
4. Once successfully logged in, you will be able to use PEM. You'll start on the Dashboard page, and you can get back to this page by clicking the PEM logo.

HOW TO SET YOUR PIN

PEM uses your Pokemon.com log-in credentials rather than having a separate, locally stored set of credentials. In addition, you can set a 6-digit PIN for quick log-in, online or offline. This PIN is stored locally and will occasionally need to be reset. Please remember that you should never share your log-in credentials or PIN with anyone.

If you don't set your PIN the first time you log in to PEM, you can always set it up the next time you log in. Just click outside the Set Your PIN window to cancel. Please make sure you store your PIN in a secure location, so you don't forget!

1. Log in to PEM for the first time. A pop-up should show up that says Set Your PIN.



Set Your PIN

Enter a 6-digit PIN for a quicker log-in experience.

Choose a PIN that is not easy to guess. Don't use repeating patterns or well known numbers.

SUBMIT

2. Enter a 6-digit PIN and click Submit. (Please note: You can't set certain PIN patterns—please see below for examples)
 - a. The PIN cannot contain more than 2 consecutive numbers (e.g., 123321 or 103543).
 - b. The PIN cannot be the same 2- or 3-digit pattern repeating (e.g., 121212 or 123123).
3. You can now use this PIN to log in to PEM online or offline.

HOW TO RESET OR UPDATE YOUR PIN

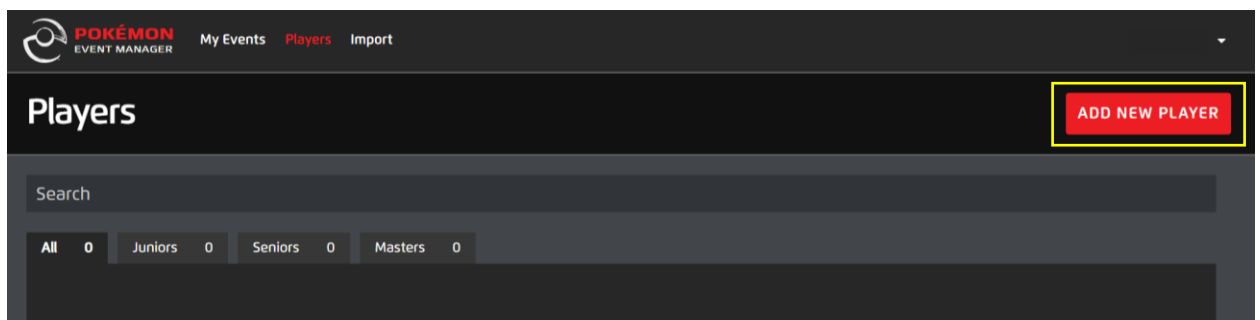
1. Make sure you're on the PEM log-in screen. You'll also need to make sure you're online, since you'll need to log into your PTC account.
2. Click Forgot PIN, underneath the PIN log-in box.
3. A PTC window will open. Log in with your PTC account.
4. When successful, it'll bring you to the Reset PIN pop-up. Read the instructions on the pop-up to reset your PIN.

HOW TO ADD A NEW PLAYER TO YOUR LOCAL PLAYER ROSTER

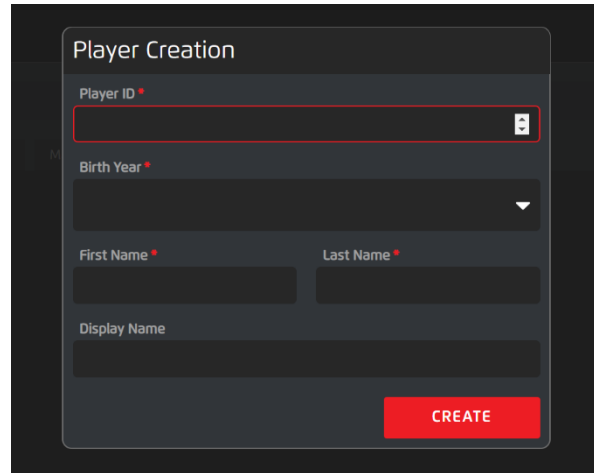
To access the Local Player Roster, go to the Players page on the main navigation bar on top. This is your player database that you can use when adding players to a tournament.

Manually Add Player

1. Click on the Add New Player button.



2. The Player Creation form will pop up. You'll need to fill out the required fields to successfully add a player to your local play roster.
 - a. Required fields will have a red * next to the field name.
 - b. Display Name is optional and can be edited later.



The image shows a 'Player Creation' form with the following fields:

- Player ID * (text input, highlighted with a red border)
- Birth Year * (dropdown menu)
- First Name * (text input)
- Last Name * (text input)
- Display Name (text input)
- CREATE (red button)

3. When you've filled the required fields, click Create. If successful, you'll see the player you've created populated in the roster.

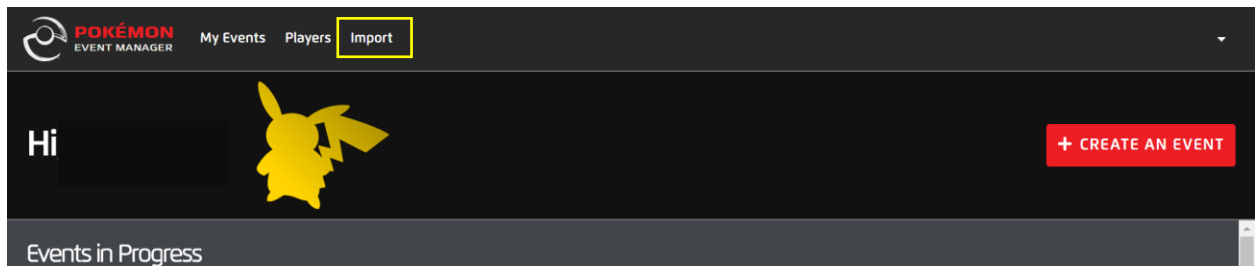
Scan Player: To scan a player into the roster, you'll need to have a barcode scanner that PEM supports. You can use the Sample Barcodes page we provide in the Training Kit (that you can find on the PEM download page) to test this functionality.

1. Scan the barcode with your scanner.
2. The Player Creation window should pop up with the player's details auto-populated.
3. Click Create if the information is correct. If successful, you'll see the player you've created populated in the roster.

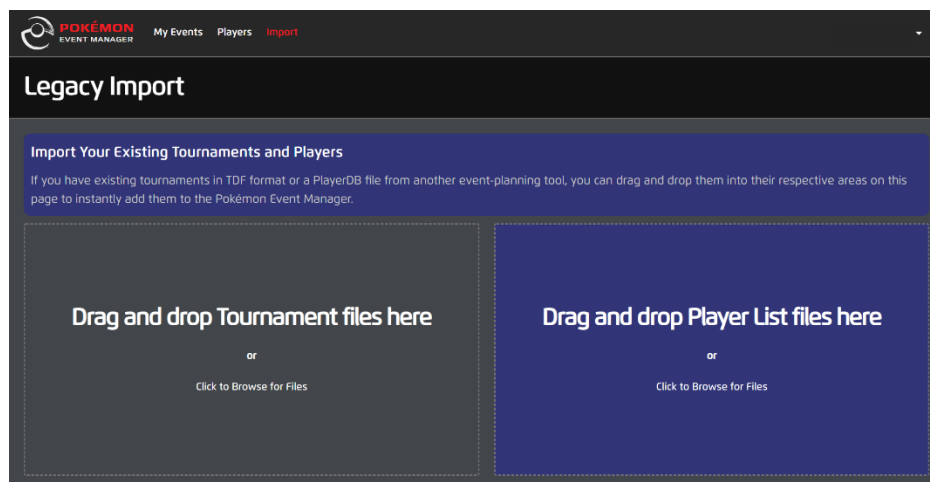
HOW TO IMPORT PLAYERS

To populate your local Players Roster with players, please use the TEST_players.xml file that we provide in the Training Kit. If you're using PEM for the first time, the local Players Roster (the Players page) will have no rows populated in the roster.

1. Click on Import in the main navigation bar on the top.



2. On the Import page, drag and drop the TEST_players.xml file into the right-hand box to import it into PEM.



3. If you've successfully dragged and dropped the file, go to the Players page from the main navigation bar at the top. You'll see that the local Players Roster is now filled with rows of players from the file!

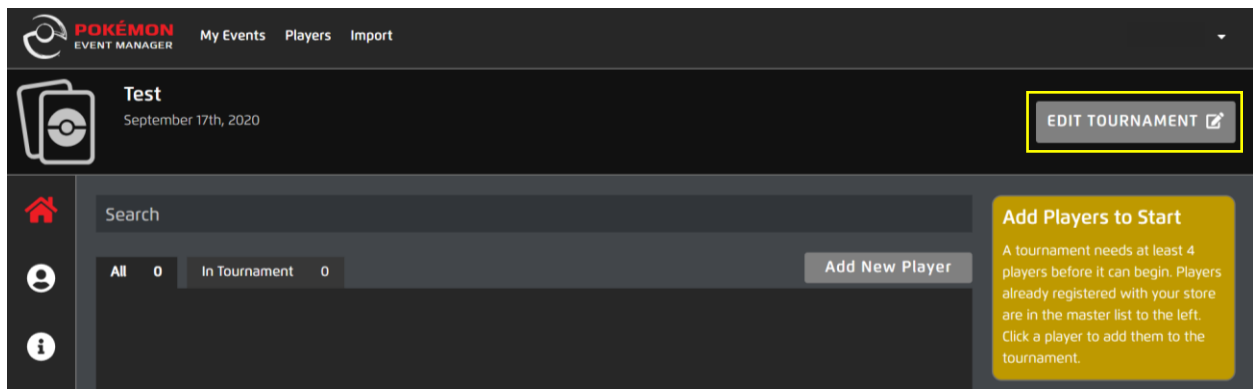
HOW TO CREATE AN EVENT

1. From the PEM Dashboard page or My Events page, click the Create an Event button. This will bring you to the Create Event wizard.
2. Fill out the required information (anything required will have a red *) to continue to the next step.
 - a. In the Activity Group drop-down, you should see a default activity group. Please use this.
3. After you've named your event, you will be brought to the Tournament Type page. Fill out the required information (anything required will have a red *) to move on to the next step.
 - a. Custom events will allow you to select the Format and Structure.
 - b. Prerelease events will have these selected for you.
4. Once you're done with the Tournament Type page, click Next in the top-right corner and you'll be brought to the Tournament Details page. In this page, you'll set up details about your event. Fill out the required information (anything required will have a red *) to continue to the next step.
 - a. Notes on the Address field:
 - i. If you have saved addresses, you can select from the Existing Address drop-down—this will auto-populate the address for you.
 - ii. If you'd like to save a new address, fill out the required details (marked with a red *) in the Edit Address window, click the Save Address For Future Use checkbox, and then Confirm Address.
 - iii. The Country/Region field is NOT editable.
5. Once you're done with the Tournament Details page, click Next to go to the Registration Details page. You will need to select whether your event is On-Site registration or Third Party.
 - a. If you select On-Site registration, you can select a date/time for when players can register with you on site.
 - b. If you select Third Party registration, you can copy and paste the third-party URL into the text box.
6. Once you're done with the Registration Details page, click Next to go to the Confirmation page, where you can review all the details of your event. If everything looks good, click Next!

HOW TO EDIT A TOURNAMENT

Before you start a tournament, you can edit certain details of your tournament.

1. From the My Events page, go to the tournament you want to edit.
2. Click the Edit Tournament button in the upper right. This will bring you back to the Create Event wizard, with details of your event populated.

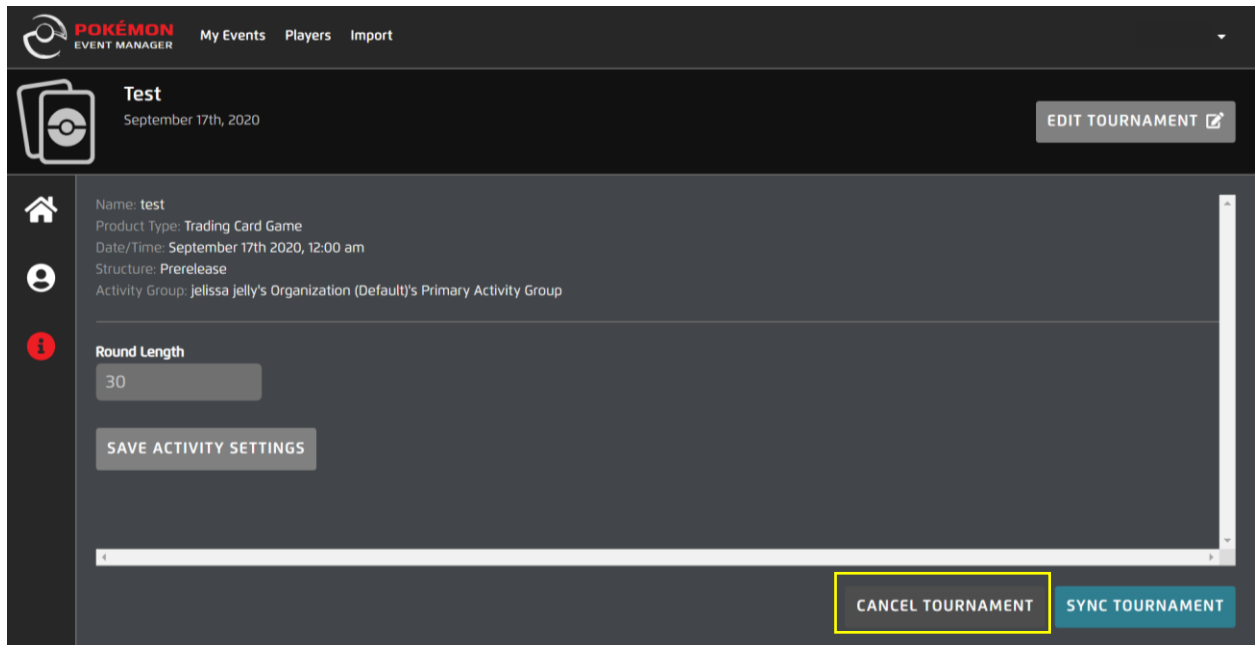


3. The information that you'll be able to edit:
 - a) Tournament Name
 - b) Tournament Details page—this includes the date/time, event URL, phone number, email address, address, and details.
 - c) Registration Details page
4. Note: You can't edit the Tournament Type details—if you need to update this information, it's suggested to cancel the tournament and create a new tournament with the correct Tournament Type.

HOW TO CANCEL A TOURNAMENT

1. Go to the tournament you want to cancel.
2. On the tournament sidebar, click on the Details icon.
3. Click the Cancel Tournament button.





4. A form will pop up to confirm that you want to cancel the tournament.
 - a. In the first field, you'll need to type out the full tournament name.
 - b. In the second field, you'll need to provide details on why you're canceling the tournament.

Are you sure you want to cancel your tournament? This cannot be undone. To confirm, please type the name of the tournament into the input, add a reason and submit. Otherwise, click outside the pop-up to go back.

Type **TEST** Below To Cancel The Tournament

Reason For Canceling Tournament

CONFIRM CANCEL TOURNAMENT

5. Once you click Confirm Cancel Tournament, the tournament will be canceled and removed from your My Events page.

HOW TO ADD/REMOVE A PLAYER IN A TOURNAMENT

Currently, you can only add/remove a player before you start the tournament. Also, to start a tournament, you'll need to add at least 4 players to your tournament.

1. Open the tournament from your Dashboard or My Events page. This will bring you to the tournament's home page.

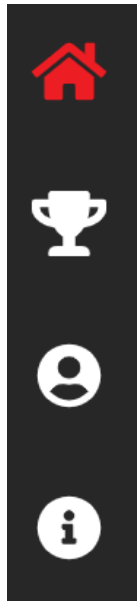
The screenshot shows the Pokémon Event Manager interface for a tournament titled "11.4 Example Event" on November 27th, 2020. The user is logged in as "jessica jelly". The interface includes a navigation bar with "My Events", "Players", and "Import" options. A search bar is present, and the player count is shown as "All 301" and "In Tournament 0". A table lists 9 test players, with the first row highlighted in red. The table has columns for "Division", "Name", "Display Name", and "Player Id".

	Division	Name	Display Name	Player Id
1	masters	Test_1Test 1990	Test_1Test 1990	100002
2	masters	Test_2 1990	Test_2 1990	100003
3	masters	Test_3 1990	Test_3 1990	100005
4	masters	Test_4 1990	Test_4 1990	100006
5	masters	Test_5 1990	Test_5 1990	100007
6	masters	Test_6 1990	Test_6 1990	100008
7	masters	Test_7 1990	Test_7 1990	100009
8	masters	Test_8 1990	Test_8 1990	100010
9	masters	Test_9 1990	Test_9 1990	100011

2. To add a player to your tournament (players added to the tournament will have their row highlighted in red):
 - a. Manually Add a New Player:
 - i. Click Add New Player to pop up a Player Creation form.
 - ii. Fill out the required fields (marked with a red *) and click Create when done. If successful, you should see this new player in the roster.
 - b. Manually Add an Existing Player:
 - i. From the players list, click the row of the player you want to add. When the row turns red, that means they're in the tournament.
 - c. Scan a New Player:
 - i. Use the scanner to scan the player's barcode.
 - ii. For a new player, this will pop up the Player Creation window. Fill out the required fields to add them.
 - d. Scan an Existing Player:

- i. Use the scanner to scan the player's barcode.
 - ii. If this player already exists in your local roster, they should be added to your tournament.
3. To remove a player from the tournament (before you start the tournament), click the player's row to remove the red highlight.

TOURNAMENT PAGE ICON OVERVIEW



Tournament Home: Takes you back to the tournament home page.

Standings: This is where you can find the standings of all players in the tournament.

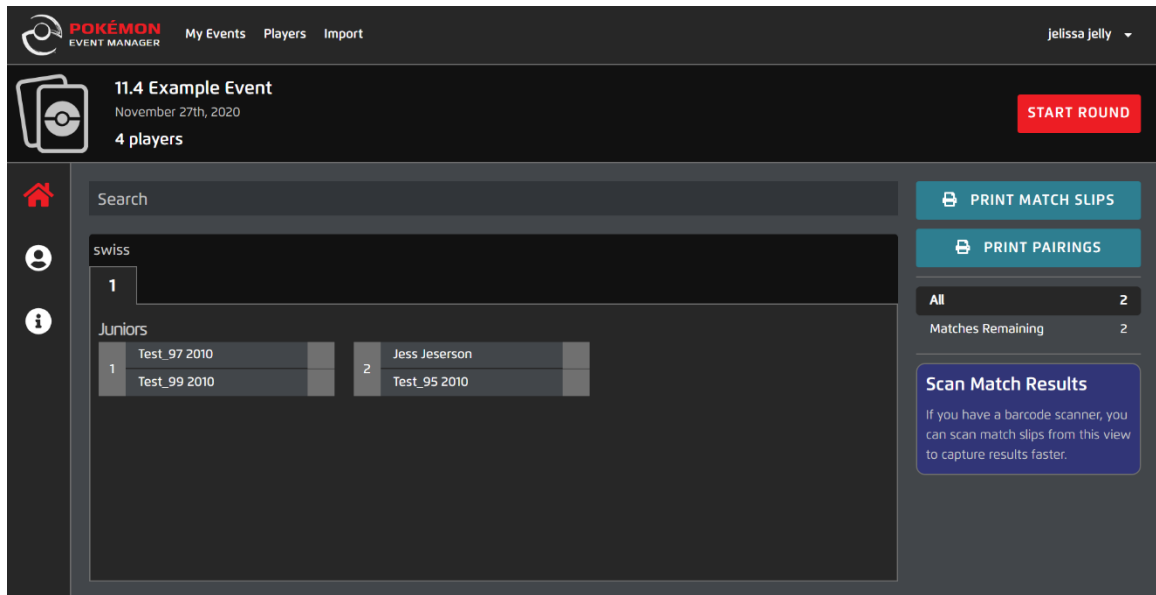
Players: A list of players that are currently in the tournament.

Details: Check details of your tournament or change your round length (timer).

HOW TO RUN A TOURNAMENT

Once you've added at least 4 players to your tournament, a Start Tournament button should show up.

1. Click on the Start Tournament button! This will bring you to the view of Round 1 with your first set of match pairings.

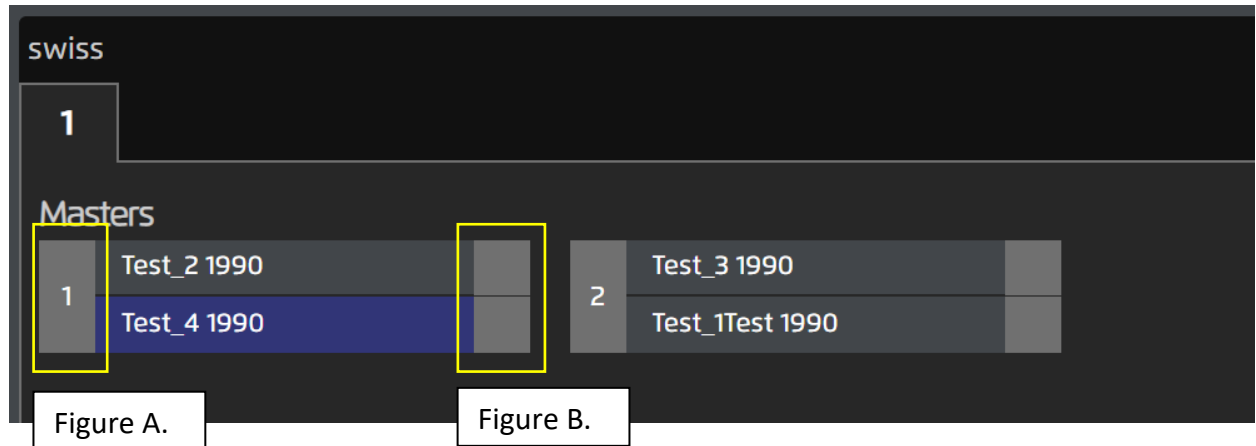


2. When ready, click Start Round, and the timer will start counting down.
3. As you receive match results, enter them here. Please check out [setting match results / special conditions](#) on how to enter match results (especially unusual ones).
4. Once you've provided results for all your matches, the timer will turn into a Finish Round button.
5. After you click the Finish Round button, it will change to an Initialize Round button—click this to set up your pairings for the next round.
6. Continue your rounds until you see the Finalize Results button.
 - a. If you need to edit match results for any of your rounds, you can do this for up to 2 rounds in the past. Click on the appropriate round tab and edit the result there.
7. When you're completely done with the tournament and the results are all correct, click Finalize Results.
 - a. Once you click Finalize Results, the results are final, and you cannot modify them.

- Before you leave, click the Upload Results button to upload your results to Pokemon.com.

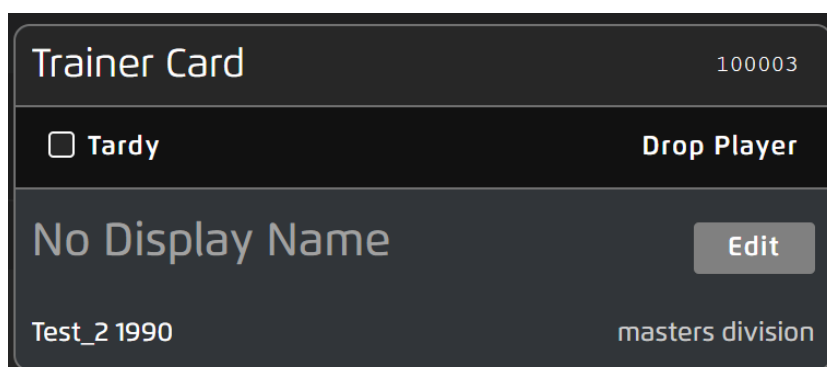
SETTING MATCH RESULTS / SPECIAL CONDITIONS

In order to set match results, you'll need to make sure you've started the round.



- Click the area marked in Figure A to set a special outcome, such as a Tie or a Double Loss.
 - If you select Tie, a = will show up in Figure B for each player.
 - If you select Double Loss, the boxes in Figure B for each player will turn dark grey.
- Click a player's box (shown in Figure B) to set that player as the winner of the match. The winner will be noted with a check mark in a green box.

For special conditions like Tardy, Drop Player, or Disqualify, click on the player's name, and their Trainer Card will pop up (see image below).



- To mark a player as Tardy, click the Tardy checkbox once. When you exit out of the Trainer Card (by clicking outside it), you'll see a clock icon next to the player's name. Unlike in TOM, the Tardy condition may be edited at any time before you finalize the results.
- To drop a player, click Drop Player, and you'll see options for Drop and for Disqualify. When you drop a player, you might need to re-pair the round.
 - Note: There are some known bugs when you drop a player—please know that we are aware of these bugs.

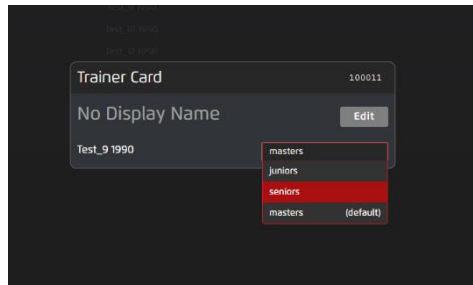
UPDATING A PLAYER'S DIVISION FOR THE TOURNAMENT

1. Go to the tournament home page.
2. Click players' names to add them to the tournament.

The screenshot shows a tournament management interface. At the top, it says 'Test' with the date 'September 17th, 2020' and '7 players'. There is a 'START TOURNAMENT' button in the top right. Below the header, there is a search bar and a table of players. The table has columns for 'Division', 'Name', 'Display Name', and 'Player Id'. The 'Division' column is currently set to 'masters' for all players. A 'Scan to Add Players' button is located on the right side of the table.

	Division	Name	Display Name	Player Id
1	masters	Test_Test 1990	Test_Test 1990	100002
2	masters	Test_2 1990	Test_2 1990	100003
3	masters	Test_3 1990	Test_3 1990	100005
4	masters	Test_4 1990	Bobby Joe	100006
5	masters	Test_5 1990	Test_5 1990	100007
6	masters	Test_6 1990	Test_6 1990	100008
7	masters	Test_7 1990	Test_7 1990	100009
8	masters	Test_8 1990	Test_8 1990	100010
9	masters	Test_9 1990	Test_9 1990	100011
10	masters	Test_10 1990	Test_10 1990	100012
11	masters	Test_11 1990	Test_11 1990	100013
12	masters	Test_12 1990	Test_12 1990	100014
13	masters	Test_13 1990	Test_13 1990	100015
14	masters	Test_14 1990	Test_14 1990	100016
15	masters	Test_15 1990	Test_15 1990	100017
16	masters	Test_16 1990	Test_16 1990	100018
17	masters	Test_17 1990	Test_17 1990	100019
18	masters	Test_18 1990	Test_18 1990	100020
19	masters	Test_19 1990	Test_19 1990	100021

3. Click the Players icon to open the tournament roster.
4. Click the player you need to update. Their Trainer Card window should pop up.
5. Find the Division drop-down in the bottom right and select the correct division. Note that this division does not update in the local roster—the change only applies to the current tournament.



- Click outside the Trainer Card to close the window. The updated division will be highlighted in blue.

	Division	Name	Display Name	Player Id
1	seniors	Test_9 1990	Test_9 1990	100011
2	masters	Test_10 1990	Test_10 1990	100012
3	Juniors	Test_12 1990	Test_12 1990	100014
4	masters	Test_11 1990	Test_11 1990	100013
5	seniors	Test_13 1990	Test_13 1990	100015
6	masters	Test_14 1990	Test_14 1990	100016
7	masters	Test_15 1990	Test_15 1990	100017

APPENDICES

Appendix A: Known Limitations

- Tournaments larger than 100 players have performance issues.
- Currently there is no support for Premier Event series other than Prereleases.
- Cannot create/edit Activity Groups.
- Cannot see created events in Event Locator.
- Cannot re-add/late-add a player to a tournament.
- Cannot import any TDF generated by TOM.
- Editing match results before starting a round does not trigger a re-pair.
- Online account timeout doesn't request a new log-in.
- Need to accept terms every time after logging out.

Appendix B: Scanners

PEM currently supports some scanners that are 1D (Code 128) and 2D (Aztec and QR).

Note: If there are issues with scanners, we do not provide support for those scanners—please contact the manufacturer with questions.

Some scanners that we've tested:

- [Tera Barcode Scanner 2D](#)
- [Eyoyo Handheld USB 2D](#)
- [NADAMOO QR Code Scanner Wireless 2D](#)
- [Realinn RL6200W](#)