SPORTIZIA · ORGANIZER GUIDE

Hosting & Managing Tournaments

This guide covers everything needed to set up a tournament, manage team registrations, run match day, and handle common edge cases.

1. Who Can Do What

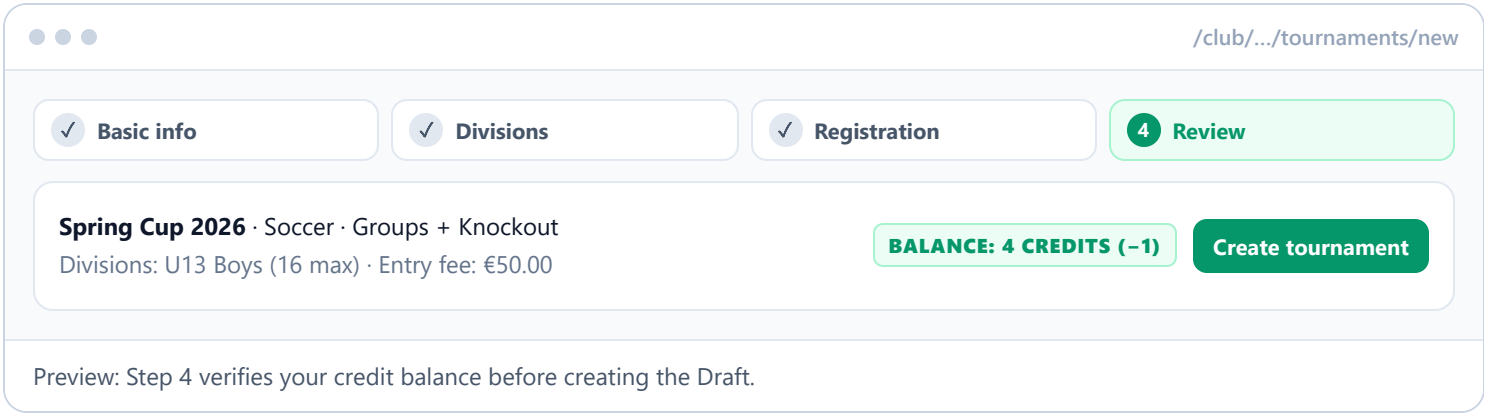
Role	Permissions
Club Owner	Buy tournament credits, create, edit, publish, cancel, and delete tournaments, plus all manager actions.
Club Manager	Manage divisions, approve or reject teams, mark offline payments, invite clubs, manage guest rosters, create fixtures, and correct scores.
Team Coach	Operate the live match clock, log goals, cards, or points, and submit or confirm final scores.

2. Credits & Payments (Before You Create)

- **Tournament Credits:** Creating a tournament consumes 1 credit. Packs of 1, 5, or 10 credits are available under *Tournament Credits* (Club Owner only).
- **Frozen Credits:** If your club subscription expires or goes past due, credits stay in your balance but cannot be used until billing is active again.
- **Paid Entry Fees:** If your entry fee is above €0, your club must have both an active subscription and an approved payout profile (IBAN verified) before creating the tournament.

3. Creating & Publishing a Tournament

1. Go to **Tournaments → New tournament** and finish the 4 steps.
2. New tournaments start in **Draft** so you can check settings privately.
3. Add at least one **Division** (for example, *U13 Boys*).
4. Click **Publish** to open registration.

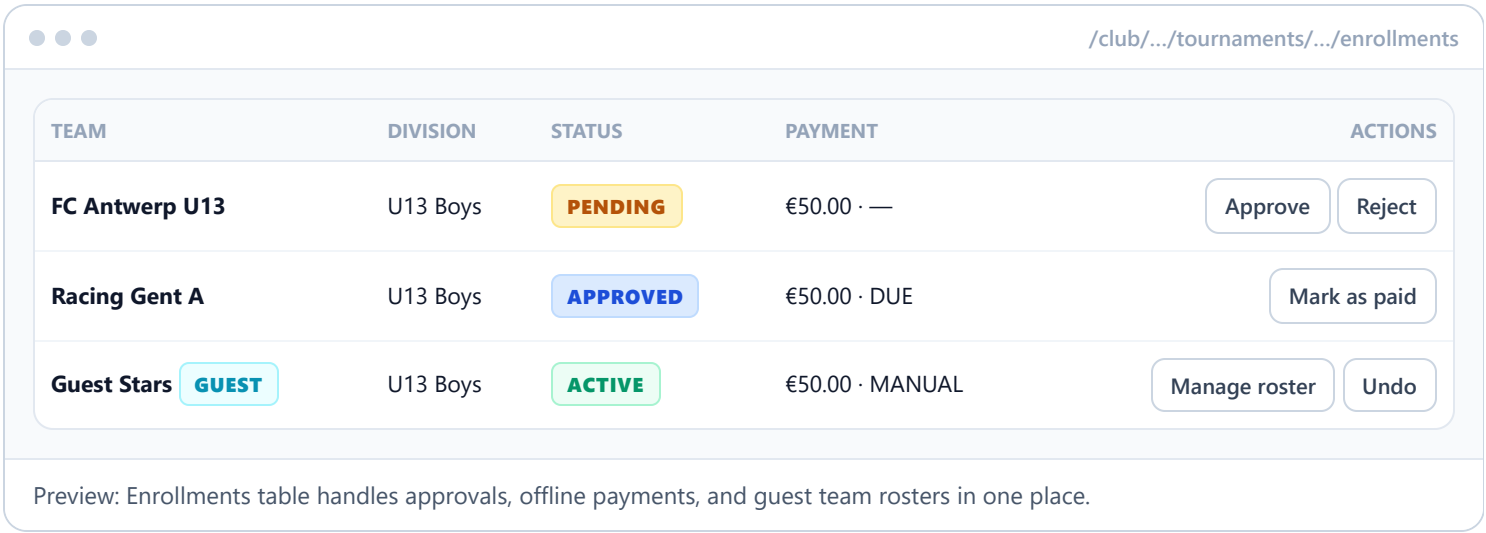


Preview: Step 4 verifies your credit balance before creating the Draft.

> **Delete vs. Cancel:** You can only delete an empty Draft (0 enrollments, 0 fixtures). Once published or teams join, use **Cancel**. If teams already paid online, check the refund box to return entry fees automatically via Viva.

4. Managing Enrollments, Invites & Guest Teams

- **Approve / Reject:** Free tournaments activate teams immediately (**Active**). Paid tournaments move to **Approved** and email the participant a payment link.
- **Offline Payments:** Click **Mark as paid** for cash or bank transfers. Sportizia cancels any open Viva checkout link first so the team cannot be charged twice. Use **Undo manual payment** if you marked the wrong row.
- **Waitlist:** Once a division hits max capacity, new requests join the waitlist in order. Withdrawing or rejecting an active/approved team promotes #1 on the waitlist automatically.
- **Invites & Guest Teams:** Published tournaments can invite clubs directly (invited clubs auto-approve on submission). For external teams, click **Manage roster** to add player names and jersey numbers.

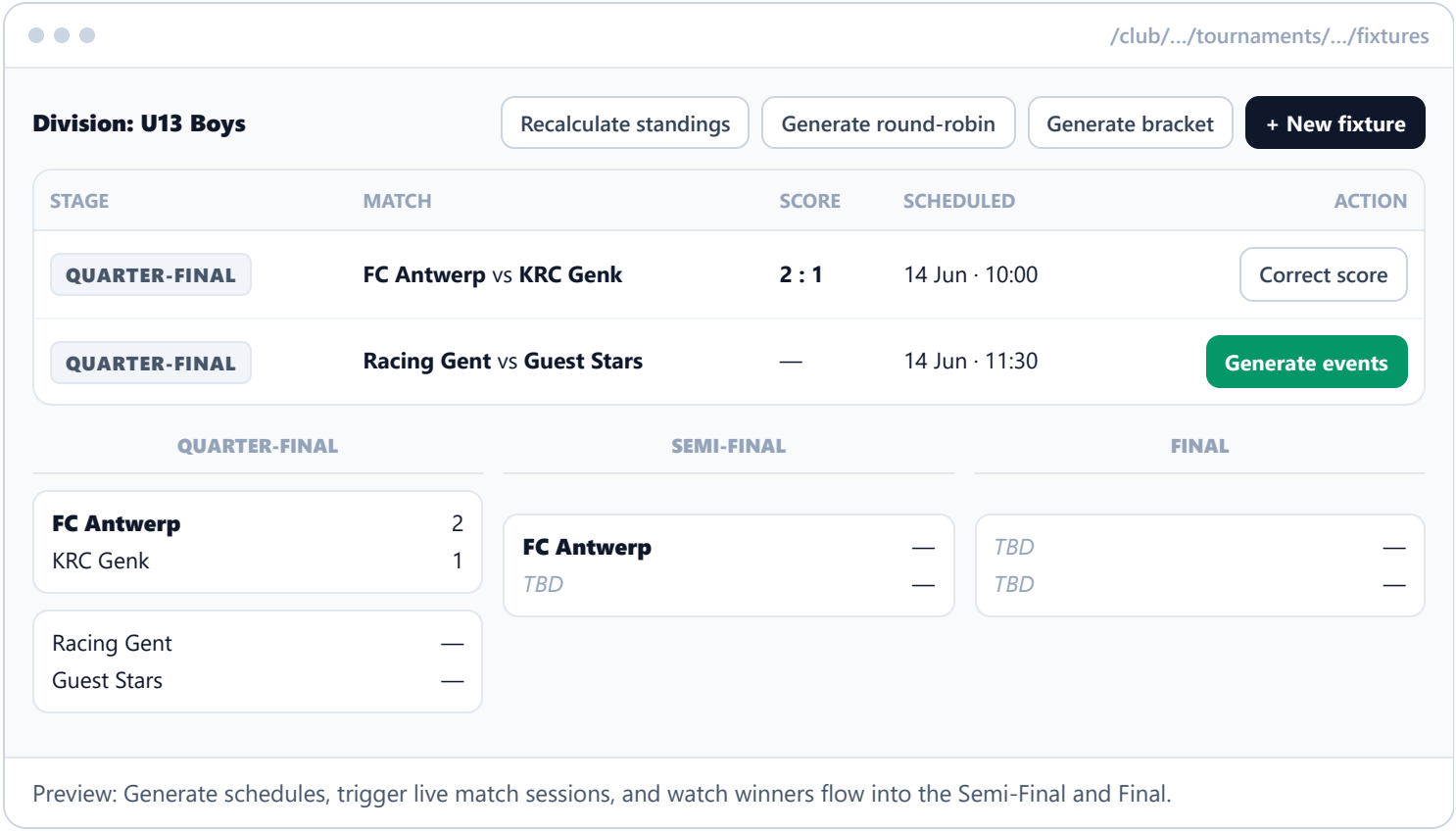


Preview: Enrollments table handles approvals, offline payments, and guest team rosters in one place.

5. Fixtures, Standings & Knockout Brackets

Open **Fixtures** and pick a division:

- **Generate round-robin:** Creates matches where every active team plays every other team once. Results update the **Standings** table automatically.
- **Generate bracket:** Builds the knockout tree (*Round of 16 → Quarter-Final → Semi-Final → Final*). Later rounds start as *TBD* so you can schedule kickoff times and pitches upfront.
- **Winner Progression:** Whenever a knockout match finishes, the winner advances automatically into the next round.



Preview: Generate schedules, trigger live match sessions, and watch winners flow into the Semi-Final and Final.

> **Third-place matches:** Bracket generation builds the elimination path to the Final. If you want a third-place match, add it manually using **New fixture** and select the *Third place* stage.

6. Common Edge Cases

- **"Generate events" is hidden or blocked:** Make sure the fixture has both teams assigned (no *TBD*) and a kickoff date/time set first.
- **Knockout match ends in a draw:** Elimination rounds need a winner. The match is marked *Disputed* and organizers are notified to record the decisive score (after penalties/overtime) via **Correct score**.
- **Cannot change an earlier knockout score:** If the next round (for instance, a Semi-Final) has already been played, correct or reset the downstream match first.
- **Team withdraws mid-tournament:** Any unplayed *Scheduled* matches for that team are canceled automatically, and its slot opens for the waitlist.
- **Guest teams and power rankings:** Matches with guest teams are unranked and never change official ELO team ratings.