Riftbound Gaming Network Platform Management Guide

Last Updated: 10/14/2026

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

RIOT ACCOUNT REGISTRATION

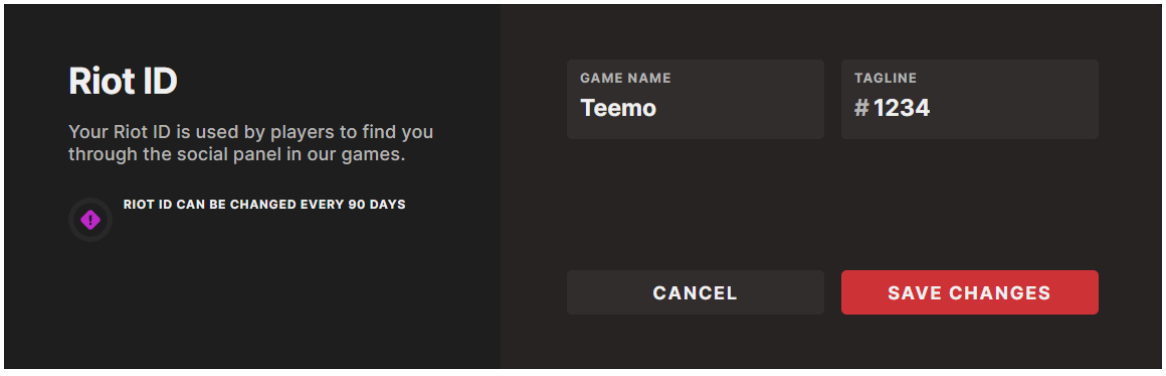
Riot Account Information

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.

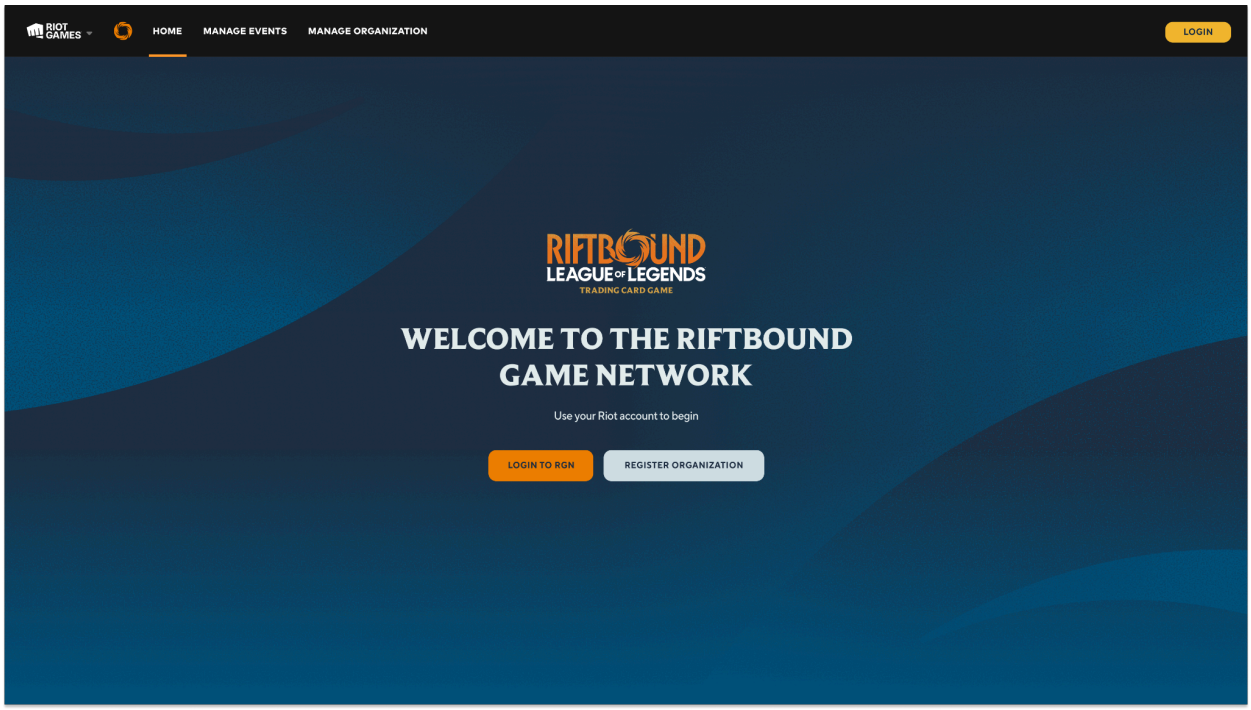
Please follow these instructions to create a Riot Games account.

- 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!

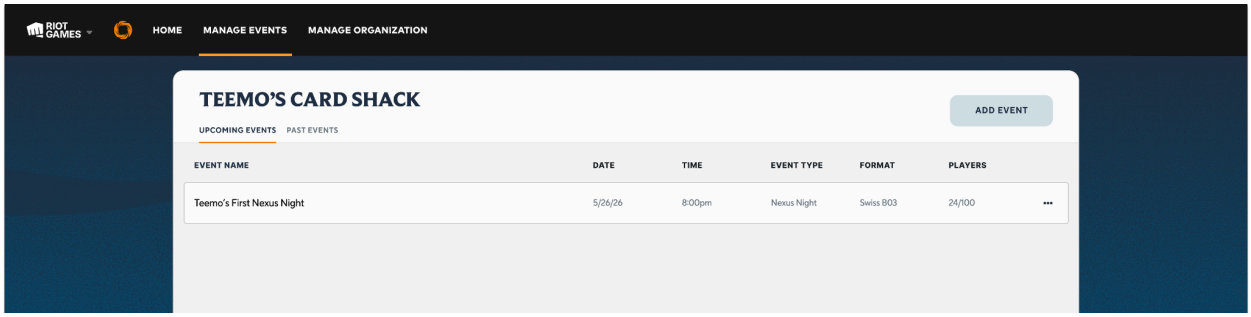


ACCESSING YOUR STORE AND LOGGING IN

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 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
    b. We'll have limited after-hours support during Pre-Rift weekend via LGS@UVSgames.com to support any issues you may encounter.
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.

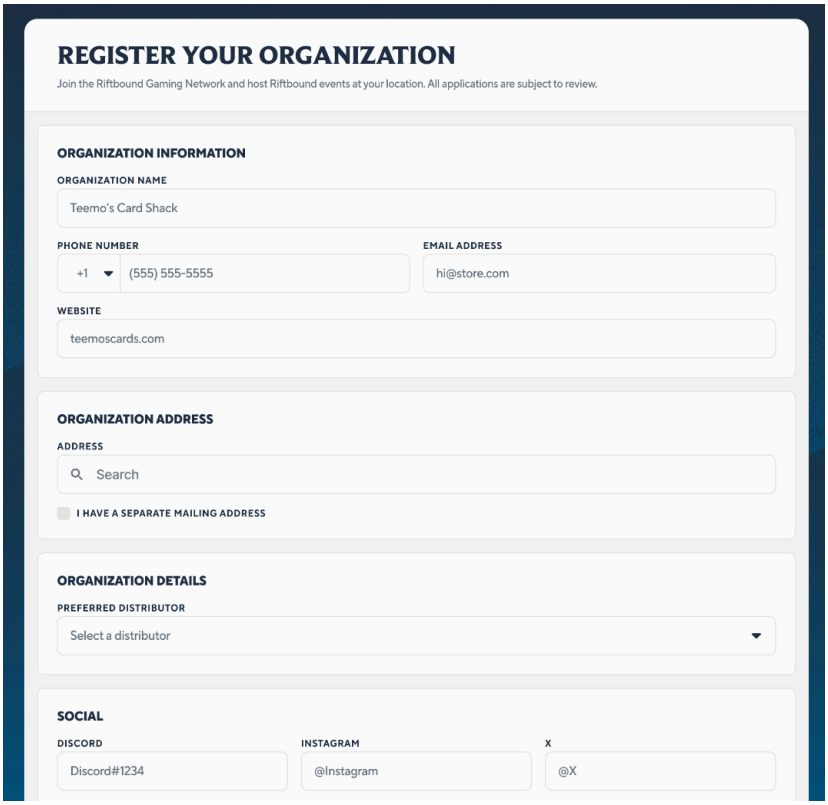


CREATING A NEW ORGANIZATION

Filling Out Your Organization's Application

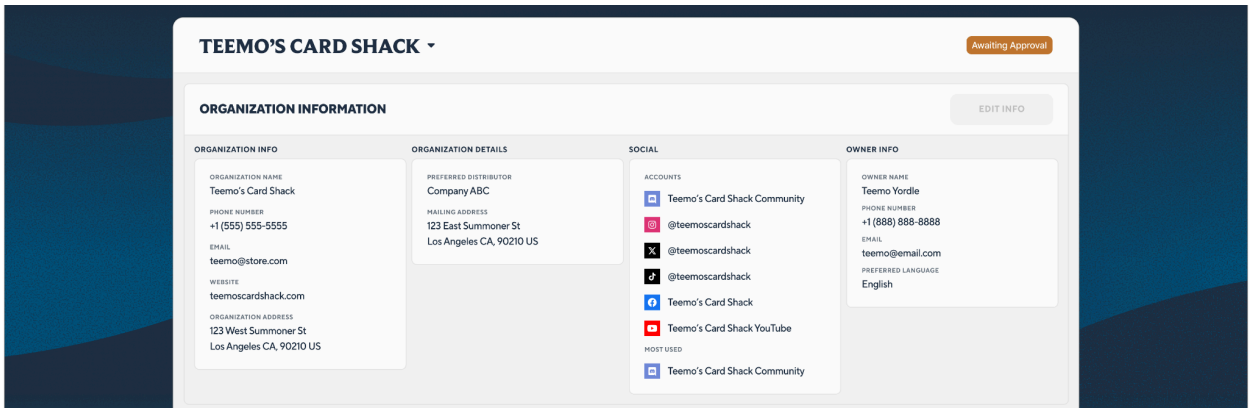
You'll need to provide the following information to set up your store in the new RGN platform:

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 preferred mailing 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.



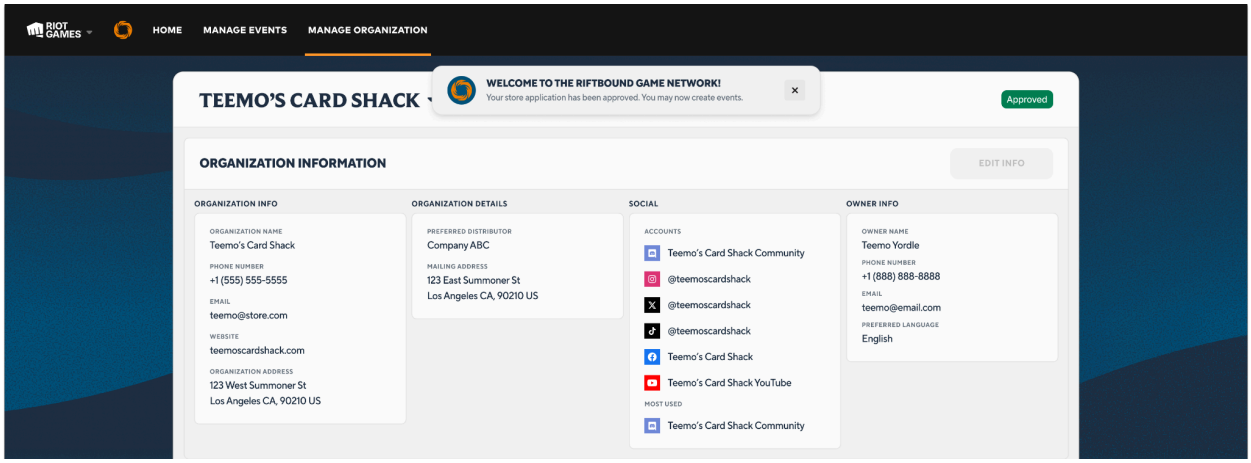
Application Awaiting Approval

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 open a drop-down menu and 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.



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.



MANAGING YOUR EVENTS

You can manage Riftbound events in the **Manage Events** tab. Once your events have been published, you can register players, check them in on event day, and manage each stage of Riftbound rounds during a tournament.

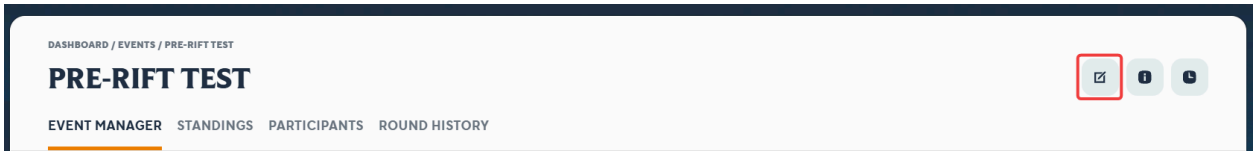
CREATING YOUR EVENTS

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. **Date/Time** is the date and time in which you want your event to run, in your organization's local time
    e. **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
    f. **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
    g. **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!

Editing an Event

To edit your event, click the edit icon at the top of the page:



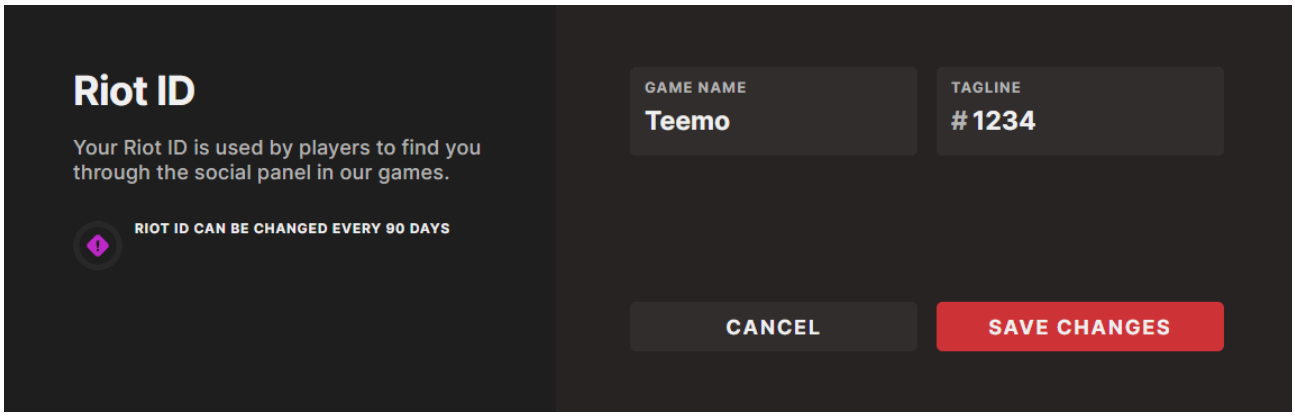
This will put you back in the same view as when you first created your event. Change any event details you need to, then click **Publish** to save your changes.

RUNNING A RIFTBOUND EVENT

Pre-Tournament: Registering Players

Before a tournament begins, players must register to participate through one of the following options.

Note: If needed, the easiest way to find a player's Riot ID is by having them log into account.riotgames.com - the Riot ID (including Game Name and Tagline) will be visible near the top of the page, in the Riot ID section seen below.

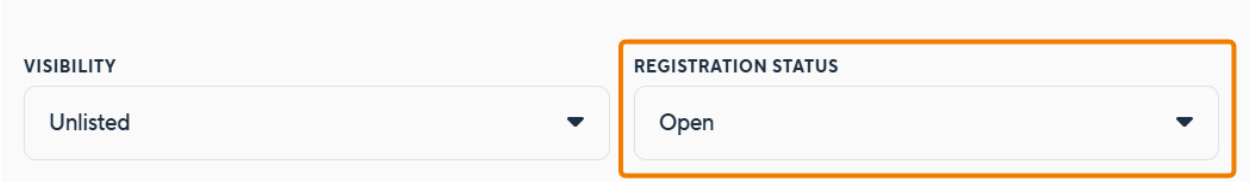


There are three main methods of player registration:

1. **Player Self-Registration**: Players can self-register after your event has been published if you have selected "Open" Registration on the PlayRiftbound.com event finder.
2. **Registration from the Event Manager**: Event operators can manually register players individually and in bulk.
3. **Bulk Registration in the Event Manager**: Add players to your event all at once using a CSV file with Riot IDs.

Player Self-Registration

Players can self-register after your event has been published on the PlayRiftbound.com event finder if you have selected “Open” Registration when creating your event:

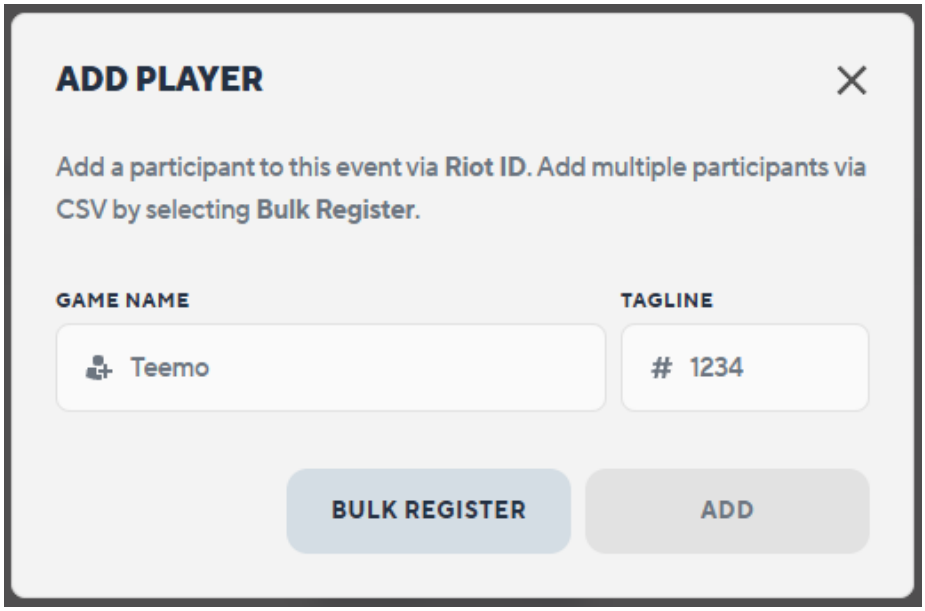


To access the PlayRiftbound (player-facing) URL of your event, click the info icon in your event header and copy the event link.

Registering Players from the Event Manager

Event operators can manually register players individually by following the steps below.

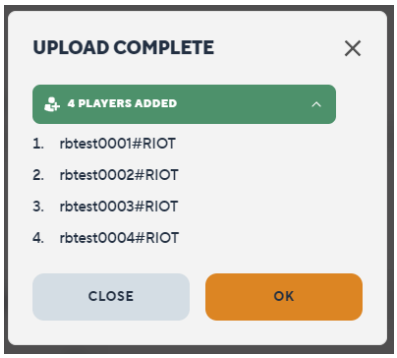
1. Navigate to your event on the RGN website and click the **Participants** tab
2. Click on **+ Add Player**
3. For individual player registrations, input the player’s Riot ID and hit “Add”



Note: You do not need to add the # sign when entering a player’s tagline.

Event operators can also register players in bulk via CSV import by following the steps below.

1. Navigate to your event on the RGN website and click the **Participants** tab
2. Click on **+ Add Player**
3. Select **Bulk Register** and choose your CSV, which should be formatted as a single column as such:
    - Header: “Riot ID”
    - Values: each row should represent a single player by full Riot ID (gameName#tagline)
4. Wait for the **Loading...** to complete and you will see successfully registered players, as well as any players that may have not been registered due to errors. The most common error will be incorrect Riot IDs!

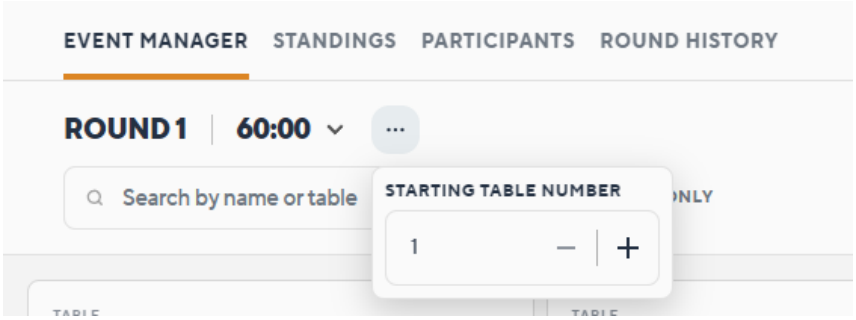


5. Events with a waitlist enabled will overflow bulk registered players into the waitlist once the event’s capacity has been reached.

Note: If needed, the easiest way to find a player’s Riot ID is by having them log into account.riotgames.com - the Riot ID (including Game Name and Tagline) will be visible near the top of the page.

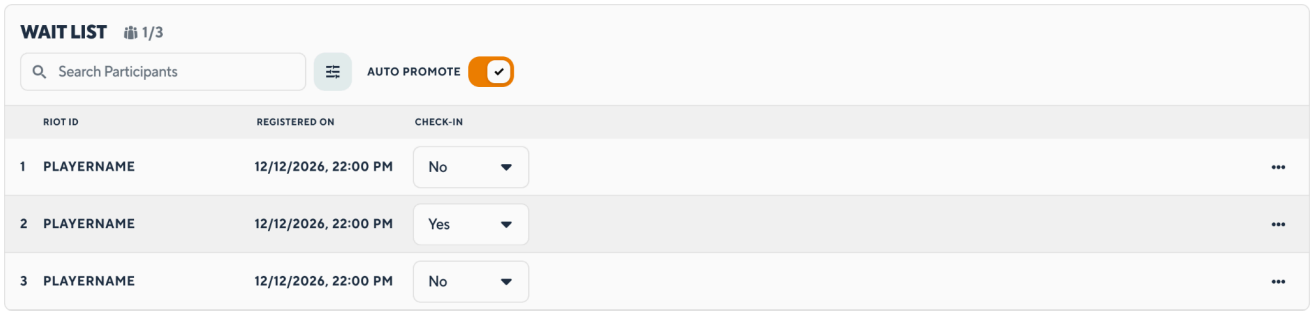
Pre-Tournament: Setting up Tables

To configure your Starting Table Number, please click the 3 dot menu on the round management bar. This Starting Table Number will persist for this round and all following rounds, but can be changed between rounds if needed.



Managing Waitlist Registrants

1. To manage the waitlist, stores can navigate to the event on the Riftbound Gaming Network and tab to the **Participants** page. The waitlist will be found below the Participants list.
2. By default, “auto-promotion” will be enabled - when players drop, the first player from the waitlist will be auto-promoted to the event.
3. Stores can disable the auto-promotion feature if needed for the event, which will then require players to be manually promoted to the event by the organizer. This can be done using the ••• menu on the Waitlist.



Tournament Start: Checking In Players

Tournaments begin with player check-in, which is managed on the event page under the **Participants** tab. Event operators can decide how to run check-in, but **all players must be checked in before the event begins.**

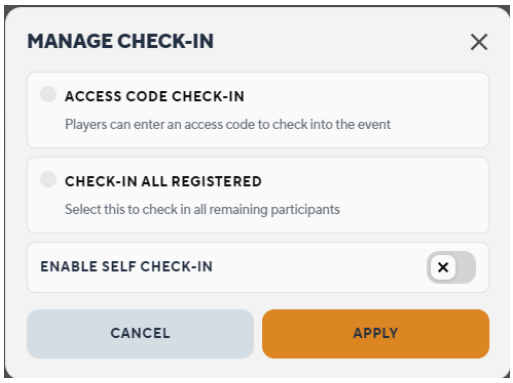
Players who are not checked-in will be dropped from the event when you pair the first round!

To begin checking players in:

1. Navigate to your event on the Riftbound Gaming Network and click the **Participants** tab to see the players in this event
2. You’ll see a **Manage Check-In** button in the Participants bar:



3. Clicking on the **Manage Check-In** button will present organizers with three options for checking players in
    a. **Access code check-in** will generate a 6-digit access code that players can input on PlayRiftbound.com to check themselves into the event
    b. **Check-in all registered** will mass check all registered players into the event at the same time. Please note that this is a one-way interaction!
    c. **Enabling self-check** in lets players self check themselves into the event with no code needed on PlayRiftbound.com
    d. Of course, players can still be checked-in one at a time on the Participants page if needed

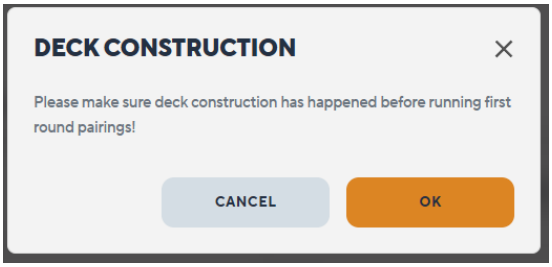


Running a Tournament

Once check-in is complete, you can start your event. Riftbound rounds are made up of four steps: Pairing, Publishing, Start, and Advance.

Events cannot currently be edited after first round pairings; edits must be finalized before you run pairing!
Players cannot currently be added after first round pairings! This feature is coming soon.

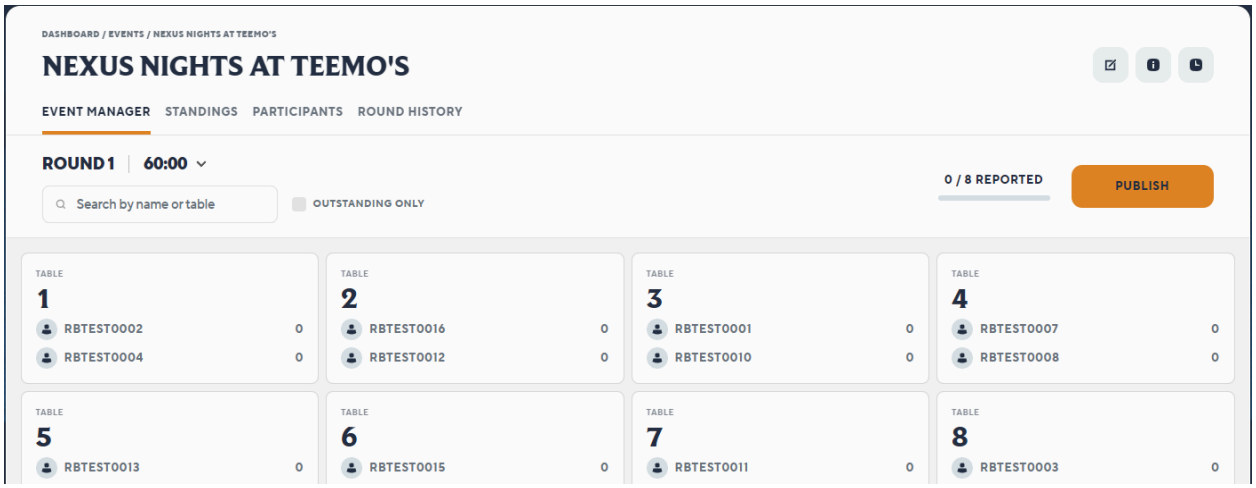
FOR PRE-RIFT EVENTS ONLY! — Deck construction should happen before round 1 pairings are run. Otherwise players will be guaranteed to sit in front of their round 1 opponent during deck construction.



Pairing

Clicking **Pair** starts the event and runs the first round pairing. Pairings are generated using the Riftbound tournament rules.

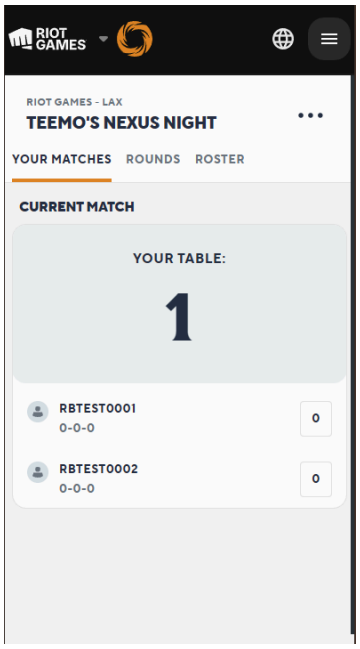
Players will be paired with an opponent and assigned to a table.



Publishing

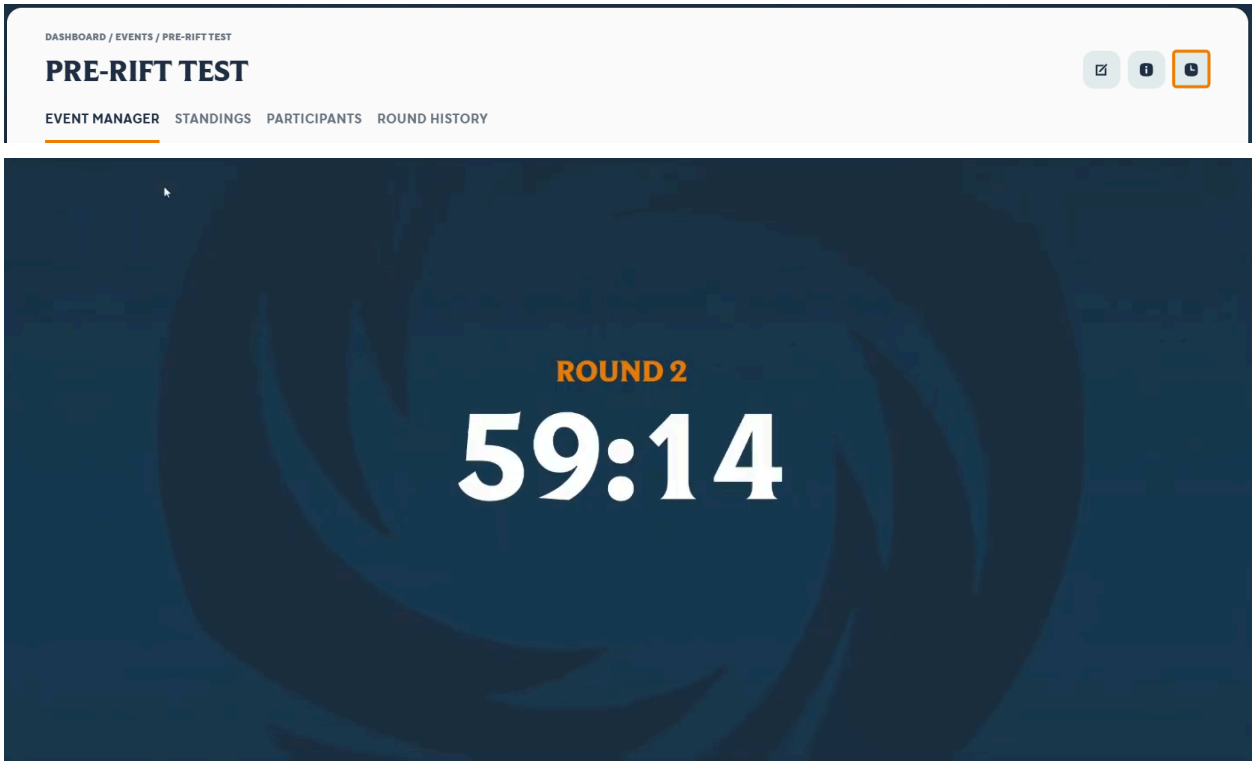
Publishing your pairings allows players to see their assigned table number and opponent. Until you do so they will only be visible to the event manager.

Once pairings are published, players will see the pairing and their table on their device:



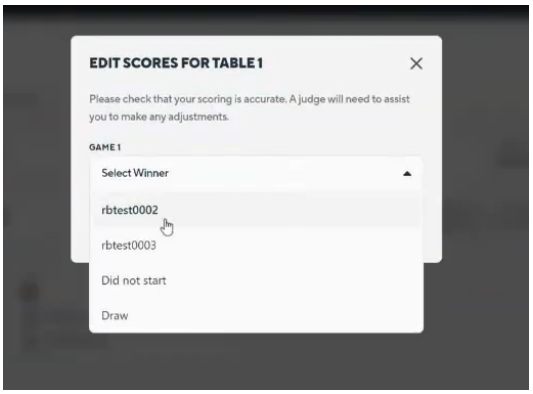
Start

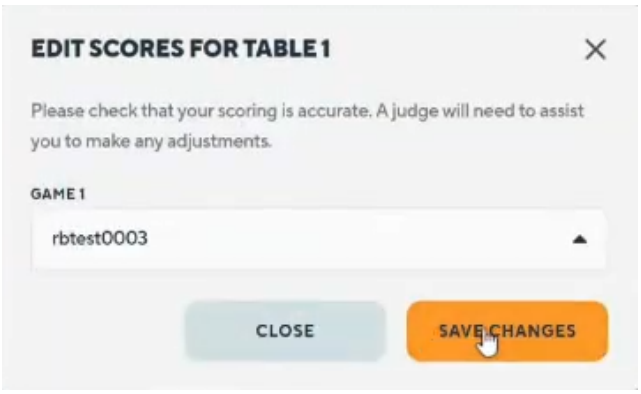
Clicking **Start** starts the round and the timer in the Event Manager *and* on the player side. To view a full screen timer (to put in on TV or other display), click the **clock icon**.



Players or tournament operators can report scores once the round starts. To report a score from the RGN Event Manager:

1. Click the table you'd like to add match results for.
2. From the dropdown menu, select the winner, then click **Save Changes.**



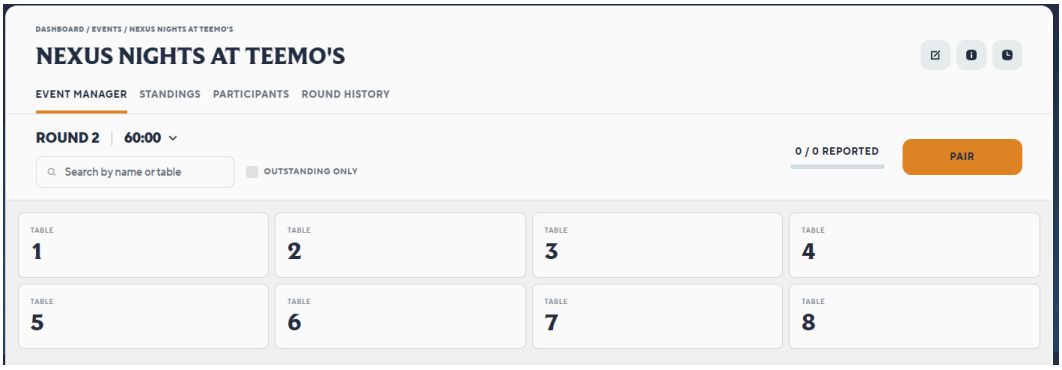


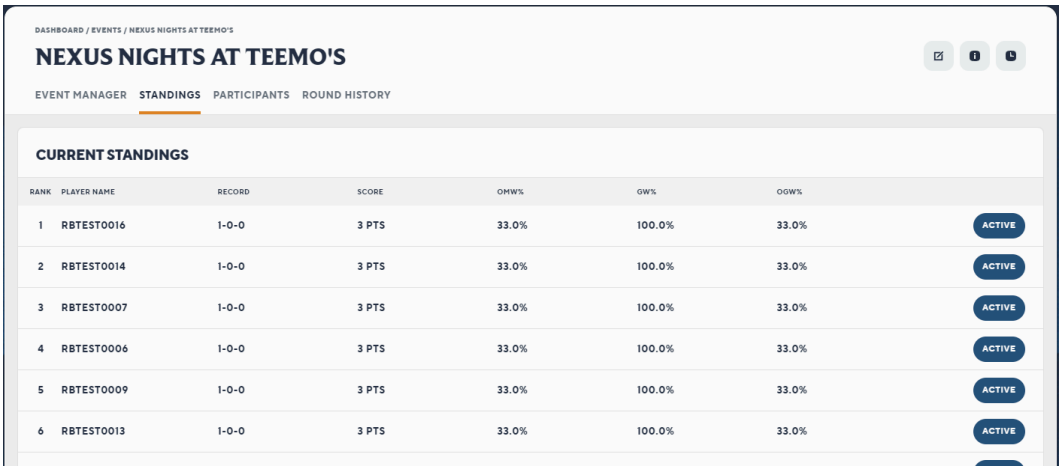
When a match is complete and scores recorded, a green **Complete** badge will appear for that table, example below:



Advance

Once all matches are complete, the round can be advanced. Clicking **Advance** calculates player standings and ranks players by record.

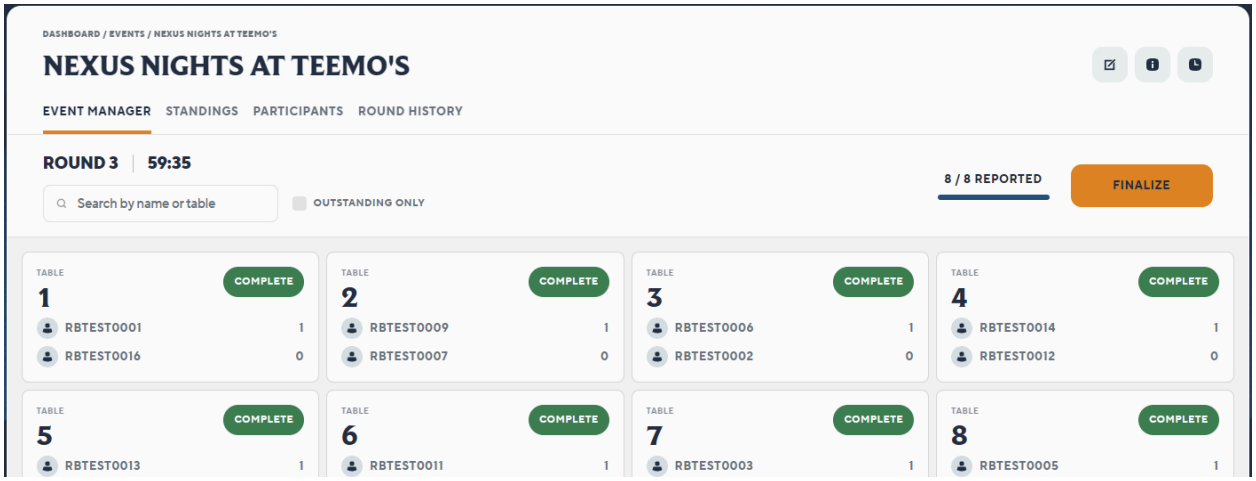




From here, to start the next round, click **Pair.**

Finishing a Tournament

Once all matches and rounds have been completed, **clicking Finalize on your last round finalizes the tournament and displays final scores for all players.** Once this is done, your event is complete and no additional action is needed!



You can also view previous rounds in the Round History tab by selecting rounds from the dropdown menu.

