ELECTRONIC TOURNAMENT REPORTING GUIDELINES

The DCI™ players' organization encourages coordinators to submit tournament reports electronically. When done correctly, electronic reporting will help to expedite the entry of tournament data into our database and allow players to view ratings which are up to date, and accurate via our web site.

When submitting tournament reports electronically to the DCI, please conform to the guidelines below. Any reports that do not meet these guidelines will not be processed. Organizers submitting electronic tournament reports via email will receive a verification of receipt by the DCI if the file transfer is successful. As with paper-based reporting, the organizer is responsible for making sure the event was received and processed.

Electronic tournament report submissions should consist of the parts outlined below:
• Event Report Summary Information   • Warnings & Disqualifications
• Electronic Tournament Data File   • Tournament K-Value Information
• Master Player Data File

NOTE: The DCI's official pairings program, DCI Reporter, is the best way to record and submit event results. You may download DCI Reporter at <events.wizards.com/download/dcicoords.asp>. Using DCI Reporter will automatically include the Electronic Tournament Data File, the Master Player Data File, and the event's K-value information. Only the Event Report Summary Information will need to be included and created by the Tournament Organizer.

The preferred method of receiving electronic data is via email. Send your electronic tournament results to: dcireport@wizards.com (An automatic reply will verify that your e-mail has been received by the DCI. This automatic reply message does not assure that the report will be processed. Be sure to periodically check the event's status at <events.wizards.com/dcitournament/Default.asp?game=MG>.)

EVENT REPORT SUMMARY INFORMATION
The following information must be included in the body of your e-mail or as an additional text file*:

• Sanctioning Number	*TOURNAMENT K-VALUE INFORMATION*
• Event Date	• **Certified Judge** *(No, Level I, II, III or IV)*
• Event Name	• **Deck Checks** *(Yes, No)*
• Event Format	• **Deck Registration** *(Yes, No)*
• Event Location (address, city, state and nation)	• **Sealed Deck Swap** *(Yes, No)*
• Coordinator Name	• Rules Application *(Very Lenient, Lenient, Normal, Strict, Very Strict)*
• Coordinator DCI membership number	• **Prize Value (in U.S. dollars)**
• Head Judge Name	• **Minimum Number of Players** *(8,16,24,32 or 64)*
• Head Judge DCI membership number	• **Ratings-Based Invitations** *(No, 1650, 1700, 1800 or 1900)*
• Number of new Mana memberships	
• Number of warnings/disqualifications issued	

The ERS Information is an important part of reporting, verifying where a tournament belongs in the greater picture of DCI sanctioned tournaments. The ERS helps determine K-value, shows the appropriate ratings format and details what additional information the DCI should expect from the organizer as additions to the report. Should any of the information be missing, the K-value of the event will be lowered, and later changes will not be accepted. Please note, *we no longer accept QuickSanction Reports Electronically.*

ELECTRONIC TOURNAMENT DATA FILE
The tournament data file should be sent as an attachment to your e-mail—not in the body of the email, (or as a file on a 1.44MB disk—PC ONLY). Please be sure to use the following format in each row of your table. The following information MUST be included as an attachment. Additionally, the file should be archived using an approved archiving program when it is attached to the email. *Email <dci@wizards.com> for details regarding which archiving programs are acceptable.* Failure to use one of these archiving programs often causes the data to become corrupted, rendering the file unusable and delaying the tournament's processing time significantly.

F.0.1   *Updated October 1, 1998*

FIELD LAYOUT
If using a spreadsheet program, lay the fields out in this order (and remember to save the file as text [tab-delimited]:

SANCTIONING #	PLAYER DCI #	OPPONENT DCI #	ROUND #	OUTCOME
column 1	column 2	column 3	column 4	column 5

SPECIAL INSTRUCTIONS—ELECTRONIC TOURNAMENT DATA FILE
Sanctioning #: In North America, organizers must use the sanctioning number exactly as it is listed on the Event Report Summary they received for that event. For event reports coming from outside North America, the sanctioning number must be in the following format (including leading zeros, if necessary): Country Code (3 or 4 digits), Format (2 digits), Month/Day/Year (6 digits, in that order), Sequence# (3 or 4 digits).

DCI#: The DCI number *must* be the player's correct DCI number. The use of "place holders" or imaginary numbers damages the integrity of your tournament and is not allowed. Using place holders or imaginary numbers will result in the tournament being invalidated.

Round #: All rounds should have numbers, not letters. For example, the final round of a 7-round tournament must be noted as "7" in this column, not "F."

Outcome: Use the following codes for the outcome. A=WIN, D=DRAW, and P=BYE.

Columns: The columns must be separated by TABS, not spaces, commas or quotes. If the file is created in a spreadsheet program, the user must save the file as TEXT–TAB-DELIMITED. Other file formats cause processing delays or render the file unusable for processing.

WARNINGS AND DISQUALIFICATIONS
Please report any warnings or disqualifications in an additional file (or submit on the appropriate form if mailing in the tournament report on disk). If using DCI Reporter, you may enter warnings in a special section. If emailing event results—but not using DCI Reporter—include the following information regarding warnings or disqualifications:

• Specify whether a warning or a disqualification was issued.
• Provide the player's name and DCI #
• List the judge issuing the warning/disqualification
• Give a detailed explanation of the incident.

If submitting a report electronically, mail the Event Report Summary cover sheet for that event to the DCI, marking the "Event Reported Electronically" checkbox. **Please remember: QuickSanctioned event results are not accepted electronically.**

SPECIAL INSTRUCTIONS—REPORT SUBMISSIONS
If an Event Report Summary cover sheet is not received, the DCI cannot verify that an electronic report has been sent.

If submitting the report on disk, send the disk, all Event Report Summaries and any completed Warning/Disqualification Sheets to:

Wizards of the Coast
DCI
PO Box 707
Renton, WA 98057-0707

USABLE PROGRAMS AND FILE TYPES
We will accept the following file types:*
• Files from current versions of widely available spreadsheet programs. *Email <dci@wizards.com> for details.*
• Text (TAB-DELIMITED ONLY)
• DCI Reporter v1.x

The DCI accepts the following file types, but these formats and file types slow the processing time significantly—and may not be processable:*
• Tourn (all versions)
• Rich-text Format
• Unformatted Text
• Files from current versions of widely available word processing programs. *Email <dci@wizards.com> for details.*
• DCI Reporter v1.01

*All of the above files should be compressed regardless of the format, using either ZIP or SIT formats and sent as an attachment using an email client.

F.0.2