

ELECTRONIC REPORTING GUIDELINES



The DCI™ players' organization encourages organizer's 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. Note: This does not count as verification that the event report has been processed, only received. **As with paper-based reporting, the organizer is responsible for making sure the event was received and processed.**

Organizers using electronic reporting must still keep hard copies of their event reports for at least one year after the event to protect against lost reports or help in resolving reporting discrepancies.

Electronic tournament report submissions should consist of the parts outlined below:

- Event Report Summary Information
- Electronic Tournament Data File
- Master Player Data File
- Warnings & Disqualifications
- Tournament K-Value Information

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 created by the Tournament Organizer. The end files can be uploaded to the DCI directly.

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>.) Only use this if uploading fails or you cannot use DCI Reporter.

EVENT REPORT SUMMARY INFORMATION

The following information must be included in the body of your e-mail or as an additional text file* if DCI Reporter is not used:

- Sanctioning Number
- Event Date
- Event Name
- Event Format
- Event Location (address, city, state and nation)
- Organizer's Name
- Organizer's DCI membership number
- Head Judge Name
- Head Judge DCI membership number
- Number of new Mana memberships
- Number of warnings/disqualifications issued

Tournament K-Value Information (For Magic Only)

- Certified Judge (*No, Level I, II, III or IV*)
- Rules Enforcement Level—REL (*REL 1, 2, 3, 4 or 5*)
- Deck Verification Procedures (*Yes, No*)
- Number of Players

Three Judge System

- Was 3-Judge System Used? (*Yes, No*)

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.

Please note, we no longer accept QuickSanction reports electronically.

ELECTRONIC TOURNAMENT DATA FILE—NOT USING DCI REPORTER

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 <dc@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; if at all.