Updated Sept. 6, 2024

UGN: Organization Onboarding & FAQ

The UniVersus Gaming Network is a platform for players and organizations who love playing UniVersus CCG. UGN is home to thousands of players who play UniVersus CCG, both in-person and online.

Not sure where to start? See below for our onboarding guide & FAQ. If you have any questions, feel free to email us at community@BossStage.com.

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Registering for UGN

Why should I use UGN?

LGS partners who host events through our UGN Network will receive training, prize support and on-call assistance from our team – all 100% free. UGN stores are recognized as premier locations for UniVersus CCG organized play events and have access to the following benefits:

- Exclusive Products – Get UVS Games products exclusive to UGN stores, such as Prerelease Promo Cards and Plus Ultra Tournament Kits. Eligibility for these products is based on the size and health of your UniVersus community.
- Specialty Events – UGN stores with high levels of engagement can be given the opportunity to host unique Specialty Events such as Provisional Store Championships.
- Exclusive Marketing Materials – UGN stores are given exclusive access to digital and physical marketing materials such as banners, posters, sign-up sheets and more!
- Store and Event Locator Tools – Advertise your store through the UGN app to allow interested players to sign up for your events.
- Prize Support
- Retailer Support

How do I register for UGN?

Registration is simple! Visit play.uvsgames.com, click *login* on the top right corner, and follow the prompts to create a new account. You can either verify your account with a third-party log in (this is the fastest!) or follow the instructions on the verification email.

If you engaged with UGN prior to December 4, 2023, create a new account with your existing UGN email address. Once logged in, you'll be able to see the store(s) you are associated with under your profile. If you have a bank account associated with your store you will have to re-link it. If you do not see these stores, please email lgs@BossStage.com.

Please note that you may see additional previous event history and/or point history once logged in if:

- Your email address was associated with UGN prior to December 4, 2023 and had play history
- You did not have a formal UGN account but your email address was associated with a player who engaged in an event on or after December 4, 2023.

Can I create a password for my account even if I linked my Google/Apple email to UGN?

Yes. Please follow these instructions:

1. Create a new account using the same email that is linked to your Google or Apple email.
2. Enter a new password for that account.
3. Look out for the verification instructions.

Once you've verified your email address, you'll be able to log into your account either by the Google/Apple connection **or** by entering the password just created.

I am not receiving an email to reset my UGN password.

Reasons you may not be receiving an email to reset your password include:

- You have not yet created an account on our new platform after December 4, 2024.
    - If you engaged with the old UGN platform before December 4, 2024, create a new account using your existing UGN email.
- You signed up for the platform using Google or Apple login credentials, which links to your personal email account, NOT the UGN account.

If you are still having issues, please contact us at community@BossStage.com.

Organization Management

How can I host UniVersus events at my store?

Your account must be associated with an approved organization to host an event. To see what organizations your account is associated with, hover to your name on the top right corner, and click on *Profile.*

To create a new organization, navigate to your name on the top right corner and click '*Organizer Application*'. Follow the prompts to register your store. For security purposes, only owners will receive final approval for their store. However, they can authorize additional users to host events on that store's behalf.

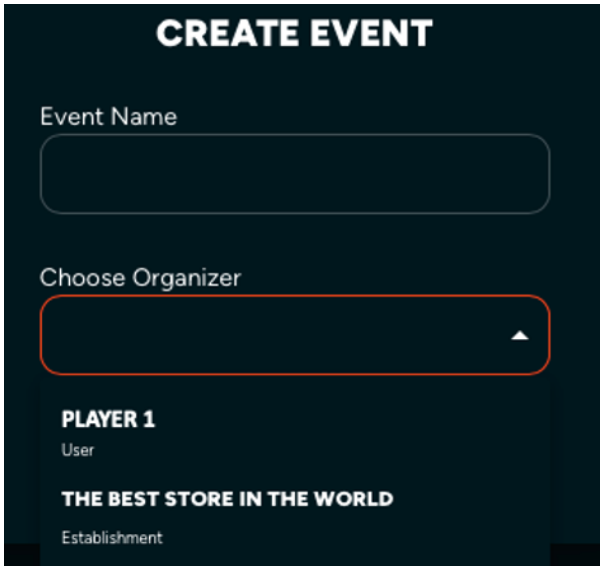
How can I add or remove additional users to host events on my store's behalf?

Hover to your name on the top right corner, and click on *Profile* and then click on *My Stores.* Click the ellipses on the right of the store name and click *manage store.* Scroll down to *My Organizers* and add/remove users accordingly. Please note that the user(s) you are adding must have an account registered with UGN in order to add them. Once the user is added, they will be able to manage *all* events hosted by your organization. If you'd like to only add a user to a specific event, please refer to ***How can I add a tournament organizer to a specific event?***

Event Creation and Management

How do I create an event?

1. When logged in, click on your name on the top right corner and navigate to *My Events*
2. Click the + button to open the event creation window and be sure to select the organization you wish to host your event for. Note: Please be sure to select the store associated with the "Establishment" role to create an LGS or higher event. The "user" role is only meant for casual/at-home games.



Then follow the prompts to create your event.

Events are now composed of 1 or more activities. With this new feature, tournament organizers have the ability to host a singular event with multiple activities associated with it. To host a side activity, click *add activity* and insert that activity's details.

Free Play is a category that allows you to log open play amongst a group of people. This option does not offer pairings.

Tournament is a category that allows you to host traditional tournament events. This option features pairings.

When all the information is saved, continue to the confirmation page, and publish your event.

What are the different event levels and event types?

Local Game Stores have access to the following event levels:

- Local Game Store Events: sanctioned events held at a local game store.
- Pre-Release: events during our special pre-release window for a product.
- Provisional Store Championship: premier level events for select stores.

Within these levels are different event types:

- Free Play: a simple game without tournament pairings.
- Demo: designated for official demo events.
- Tournament: traditional tournament events, with pairings.

The different tournament types are:

- **Sealed:** In Sealed events, players are restricted to building their decks exclusively from six newly opened booster packs. Resource symbol restrictions do not apply. New-player friendly.

- **Spotlight:** Spotlight events allow players to create constructed decks, but with a focus on a particular IP. For example, for My Hero Academia Spotlight events, you are limited to exclusively using My Hero Academia cards in your decks. *Note: this format is formerly known as My Hero Academia only.

- **Standard:** In Standard events, players have the freedom to assemble constructed decks that include cards from any UniVersus IP created in the two years leading up to the current year. For instance, in 2023, your Standard deck can include cards from 2021, 2022, and 2023.

- **Retro:** Retro events grant players the flexibility to incorporate any UniVersus card into their constructed decks. Except for banned cards, virtually anything is allowed in Retro, even the use of our "classic" rules set. All expansions, promotional cards, and additional products like the Challenger Series are permissible in Retro as well.

- **Booster Draft:** A Limited format in which players choose cards one at a time from sealed booster packs, then construct a deck solely from the chosen cards. Resource symbol restrictions do not apply.

Are decklists required for my events?

Decklists are required for Provisional Store Championship events and higher, however a tournament organizer may require decklists for more casual events if they wish.

With UGN's new deck builder, players can upload their decklist directly into the event.

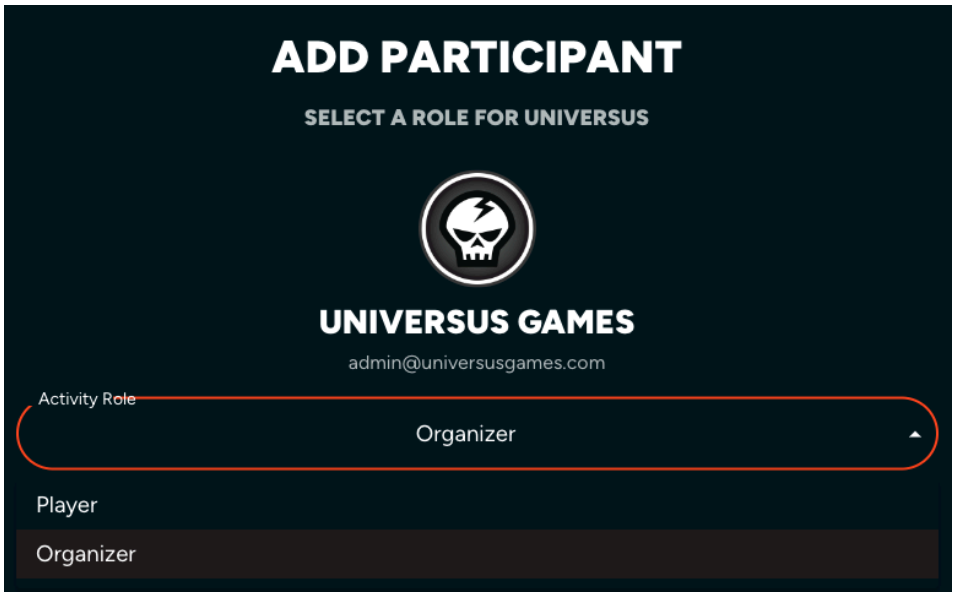
How do I start my event in UGN?

1. Make sure all players are added to the event. They can either join themselves by clicking into the event link and clicking "join", or tournament organizers can add them directly to the event.

   If a player does not have an email address on file with UGN, the tournament organizer can add them to the event with their email address, first name and last name. When that player creates their UGN account, the activity from your event will appear on their profile.
2. Check in your players by hovering to the roster, clicking on their name, and changing their status to 'Checked In'. Once all players are checked in, click start activity.
3. If you are hosting a tournament, navigate to Pairings and follow the prompts to start your timer, and log game play. If you are hosting a free play event, end the activity when your timer is complete.
4. When the event is complete, end your activity.

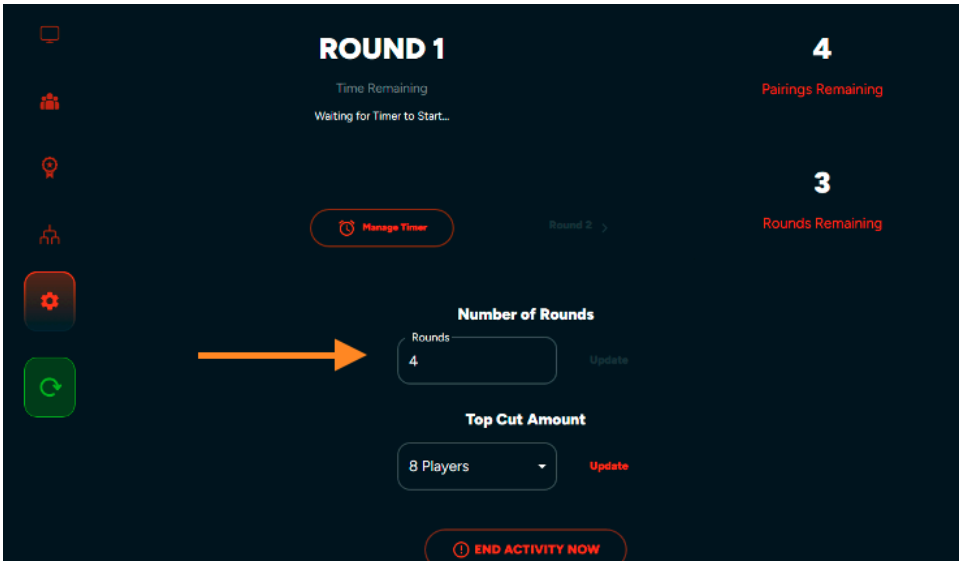
How can I add a tournament organizer to a specific activity?

1. Add a new user to the activity
2. Select “organizer” as the activity role



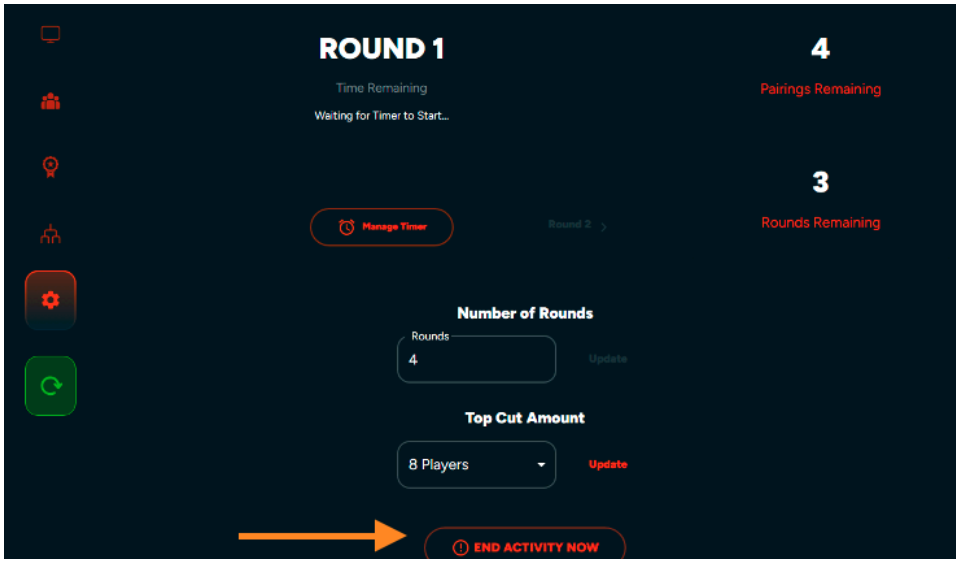
How can I modify the number of rounds for my activity?

UGN will automatically set the number of rounds based on the number of players for your activity. However, if you’d like to change the number of rounds in your event, click on the gear icon and simply select how many rounds you’d like to have. Please note you can only do this once the activity has started.



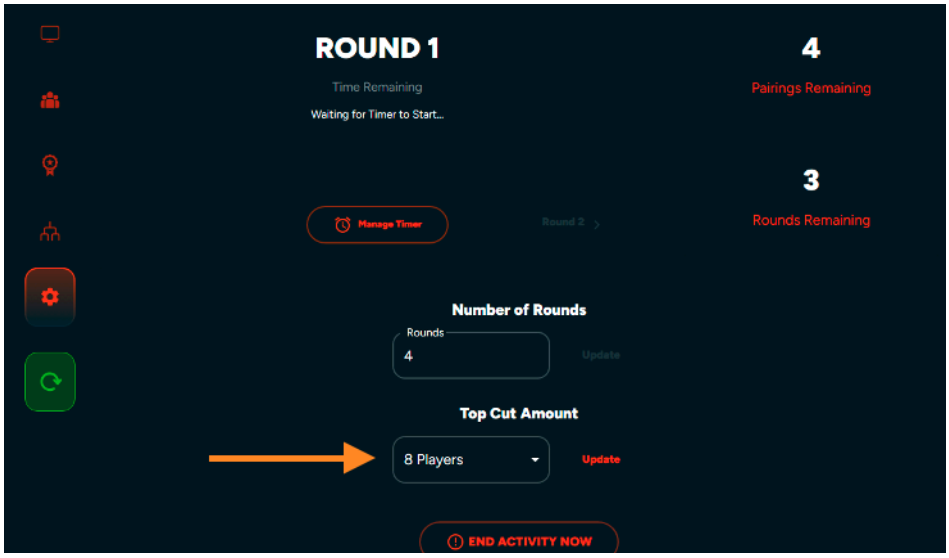
How can I end my activity early?

Clicking on the gear icon during the activity will also allow you to end your activity early. Please keep in mind, however, that if partial pairings for the round have been submitted, you will be prompted to finish submitting all pairings for the round before ending the activity.



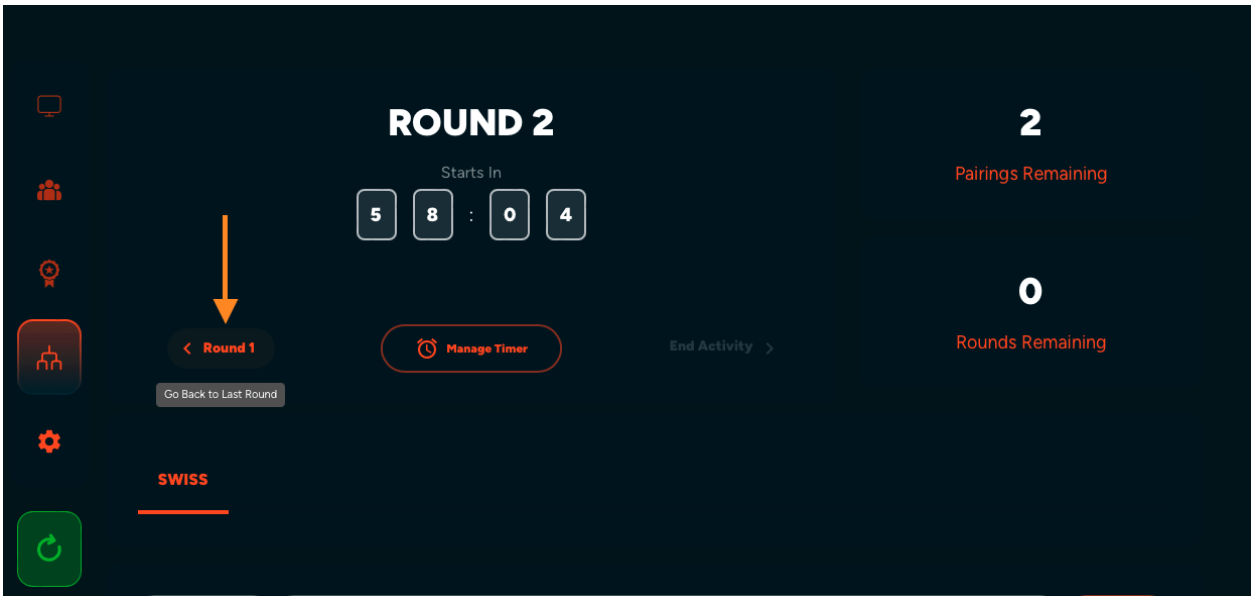
How can I edit the number of players in my top cut?

Click on the gear icon during an event to edit the number of players in your top cut.



How can I edit round results?

TOs can go back to the most recently completed round to modify a round result, so long as results have not been started in the current round. Under the *pairings* section of the event, simply click to go back to the previous round. As always, be sure you're accurately recording all results!

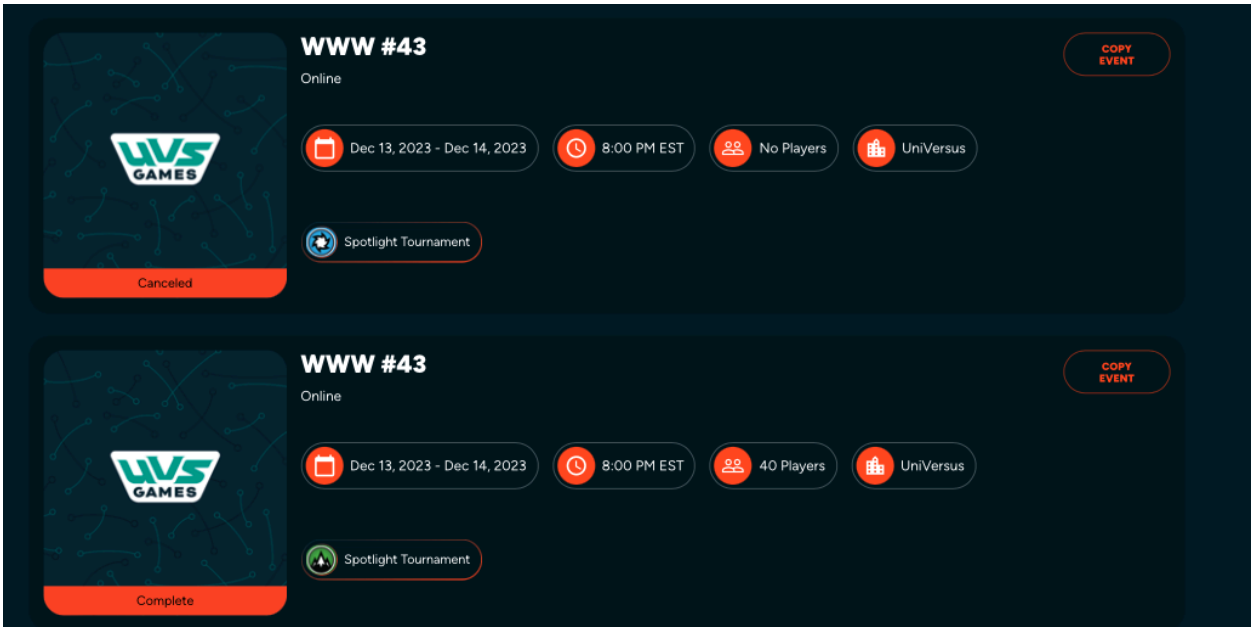


How can I copy my event?

There are two ways you can copy your event:

1. The first place is on the my events page, on the right corner of an event.
2. The second is within the event under the event ellipses.

Once you click 'copy event' simply follow the prompts to create a clone of your event.



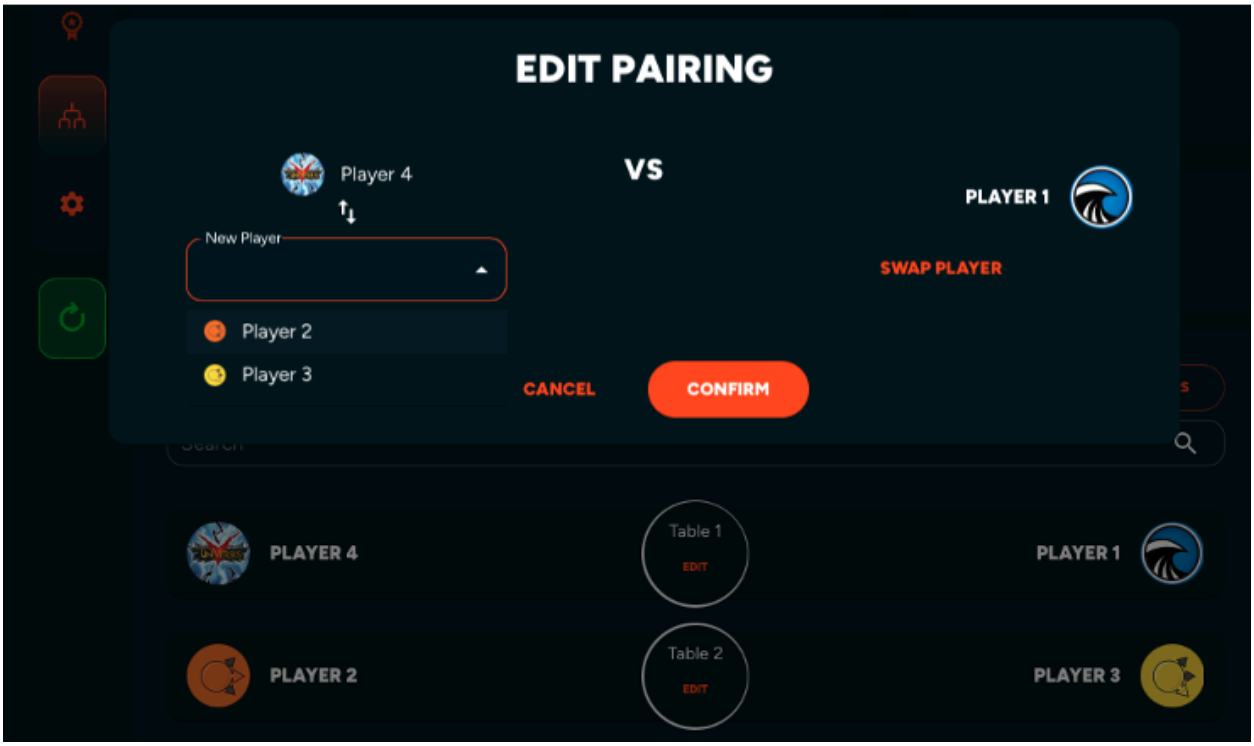


How can I create recurring events?

While creating events, you'll now see the option to turn that event into a recurring event, either on a daily, weekly or monthly basis. Toggling this option on will duplicate your event accordingly. *Your event & activity price will be copied to future events, however these prices cannot yet be edited after the event is published.*

How can I manually edit pairings for my event?

If you would like to readjust the pairings for your round, click on the edit button underneath the table, and follow the prompts to swap a player. You can either type the name of the player, or select the player from the dropdown.



How can I add late players to my event?

We are currently working on this feature!

How can I edit the price of an event after it is published?
We are currently working on this feature!