

## How to Submit a Tournament to the NAF for Approval

### Before Submission

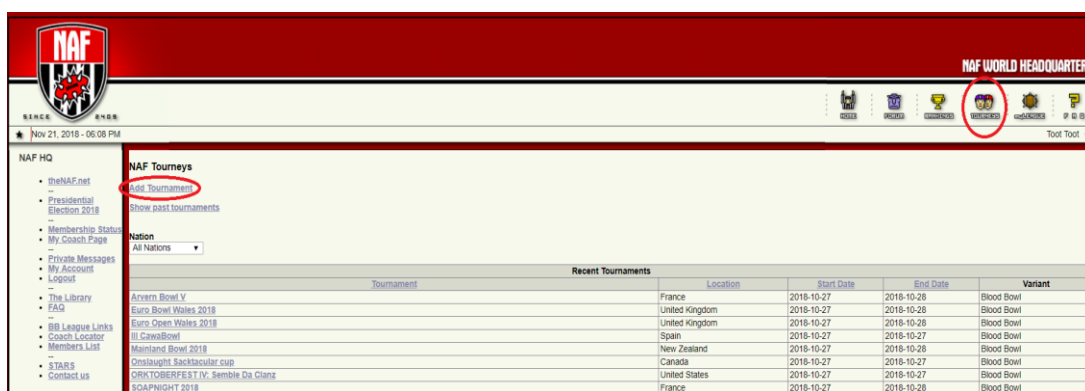
Before submitting a tournament to the NAF, it is best practice to check your proposed date in the NAF database and make contact with your regional staff member:

- Go to the member's area (<https://member.thenaf.net>) and click on 'Tournaments' on the top ribbon
- Scroll through the approved NAF tournaments and ensure there are no tournaments local to you already approved on your proposed date. Two tournaments will not be approved if they are within close proximity to one another (the definition of close proximity will vary depending on the region)
- It is often a good idea to contact your local tournament staff member (<https://www.thenaf.net/the-naf/staff/>). He can offer help and advice with tournament rules, dates to avoid, local clashes and the submission process in general. The staff are always happy to help!

### Submitting a Tournament

To submit a tournament to the NAF, follow the below steps. It is advisable to submit your tournament as soon as possible, even if you cannot complete every required field. When you are in the database (even pre-approval), the approval staff can see your submission and begin to manage any local clashes that emerge:

- Go to the Member's Area (<https://member.thenaf.net>)
- Login with your NAF account details**
- Go to the 'Tournaments' page and click 'Add Tournament' (circled in the below image)



- A form appears as per the following diagram. Not every field on the form is important, but how to complete each **MANDATORY** and **OPTIONAL** field (as well as which fields to leave blank) is explained below:

## Explanation of Fields:

1. Tournament Name:  
**MANDATORY:** The name of your tournament!

If you're new to submitting NAF tournaments, even though you might not think so right now, this may be the first of many regular or yearly events. Also, many tournament names have already been used over the years (e.g. 'Winter Bowl').

It is encouraged that you make your tournament name unique by using a counter ('Example Bowl I') or a year (a real or Blood Bowl year) in the title. This manner of creating an ongoing history for events is also traditionally popular with attendees

2. Organizer NAF Name:  
**MANDATORY:** Should be self-explanatory. The member who is submitting this tournament!
3. Organizer:  
**MANDATORY:** The name of the organizer(s). In some cases, the Tournament Organizer (TO) does not submit the tournament. In these cases, put the NAF name of the TO here

4. Start Date:  
**MANDATORY:** The start date of the event. It is **very** important that the format YYYY-MM-DD is used. Otherwise your tournament might get lost and it will take longer to approve!
5. End Date:  
**MANDATORY:** the end date of the event. It is **very** important that the format YYYY-MM-DD is used. Otherwise your tournament might get lost and it will take longer to approve!
6. Type:  
**MANDATORY:** In most cases, in this field 'Open' will be selected. If your tournament is 'Invitational', please also contact the Tournament Director
7. Variant:  
**MANDATORY:** Select the right Blood Bowl variant of your tournament (Blood Bowl, Sevens, Streetbowl, etc.)
8. Variant Notes:  
**LEAVE BLANK:** This field is not currently used. Its content is not even visible to other members! Don't use this field!
9. Style:  
**OPTIONAL:** You can put tournament structure style notes here like 'Swiss' or 'resurrection' etc.
10. Scoring:  
**OPTIONAL:** You can put your scoring system into this field, but it is also OK to write it in the Tournament Info section (20)
11. Cost:  
**OPTIONAL:** You can put the cost of your tournament into this field, but it is also OK to write it in the Tournament Info section (20)
12. NAF Fee Included:  
**OPTIONAL:** Tick this box if new or renewing NAF members can sign-up as part of the tournament cost
13. NAF Discount:  
**OPTIONAL:** Tick this box if NAF members get a discount to your tournament
14. Email:  
**MANDATORY:** Enter a valid email address into this field that can be used to register for this tournament or otherwise contact the TO / tournament staff
15. Webpage URL:  
**OPTIONAL:** If you have a webpage or off-site rules etc. put the link into this field

**WARNING:** Either post the link **WITHOUT** protocol (<http://>) or use **ONLY** <http://> and no other protocol (e.g. <https://>) as field will always prefix <http://> in front of the

*string in case it is **NOT** http://)*

16. Webpage Name:

**OPTIONAL:** The name of the webpage behind the Webpage URL. **If you do not enter something here the link in field 16 is invisible!** Always fill this field out if you have a webpage, even if you just write 'link'

17. Address:

**MANDATORY:** Should be self explanatory. People need to find the tournament!

18. Longitude/ Latitude:

**LEAVE BLANK:** This field is not currently used

19. Tournament info:

**MANDATORY:** If the tournament does not have a clear webpage or off-site rulespack that is linked in fields 16/17, all of the tournament information and rules need to be listed here!

**Unless the tournament schedule and rules are contained in this field, the tournament will not be approved.**

If you have a clear webpage or off-site rulespack, then a summary / introduction will suffice in this field. However, it is strongly recommended that the TO inputs all of the most important information here anyway for ease of use. It is also worth mentioning in which languages any rules found at the off-site link are available.

The tournament approval staff will also use this field and will mark at the top which staff member is responsible for this tournament. If you have questions regarding the 'pending' approval of the tournament, you can contact the staff member written at the top of this box.

After you have filled out each mandatory or optional field and pressed 'Submit', your tournament should now be listed with the respective date under 'Your Tournaments' at the top of the 'Tournaments' screen. Please check to confirm that the submission has gone through. The status in the right column indicates that your tournament is NEW. Note that at this point your tournament is not visible to the general membership. **Only when approved is it visible to all.**

### **After Submission**

- h) Keep checking the tournament listings in the NAF member's area. If your tournament is approved, you will see the status change to APPROVED
- i) As soon as a tournament approval staff member is working on your tournament, its status will change to PENDING and the staff member responsible will be listed in the Tournament Info field (20). It might only be in that state only for minutes.

If the tournament approval staff member has any questions about the tournament, then he will try to contact you. The status of the tournament stays PENDING while this process is completed.

Please check the email address included in your submission as well as your NAF website PMs so that any questions can be dealt with quickly and your tournament can be approved as soon as possible.

- j) After approval, **please do not change any aspect of your tournament without first contacting a tournament approval staff member**. We don't mind things changing, just ask first!

### **After the Tournament**

- k) Please check this page for how to upload results to the NAF:  
<https://www.thenaf.net/tournaments/running-a-tournament/submit-results/>