



# PLAY PLATFORM GUIDE

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The purpose of this document is to provide step-by-step instructions for users of the USAEL Play Platform

**1****How to Join a Community****2****Registering to a Competition****3****Checking in to a Competition****4****Match Details & Communication with Opponents****5****Reporting Match Scores****6****Appendix**



PART 1

# HOW TO JOIN A COMMUNITY

The first step after creating an account is joining your **School Community**.

**CONTINUE →**

# Joining a Community

1A

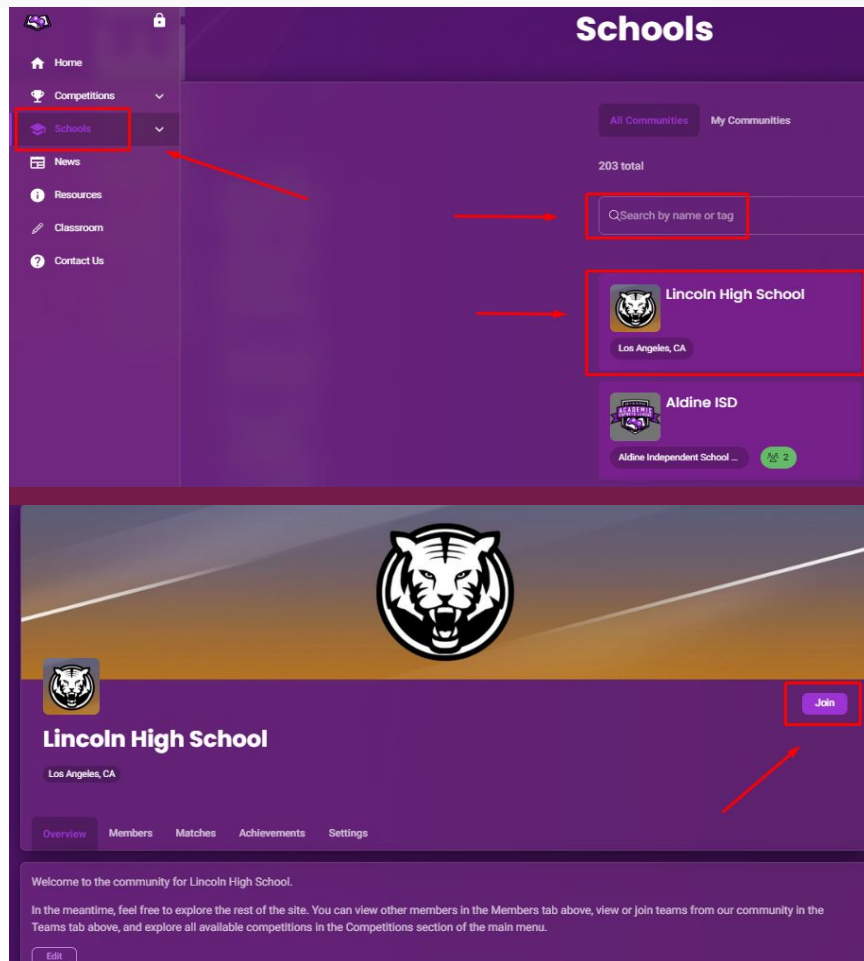
Click **Schools** on the main tab located at the top left corner of the home page

1B

Type your school or community name on the search bar.

Click on the community you want to join. Then, click the **Join** button on the community page.

*If you can't find your school, it probably doesn't exist yet. Go to the next page for instructions on how to create your school community.*



# Creating a Community

1C

If you can't find your school, that means you're the first person from your school to register!

Click the **Create** button in the **Schools** tab. Then, type in a name for your community. You can ignore the domain part if you don't have one.

## Schools

[All Communities](#) [My Communities](#)

203 total

[+ Create](#)

### Create Community

#### Community Name

or

#### Community Domain

Attempt to create a community from a domain name by scraping meta information to fill in details[Submit](#)





PART 2

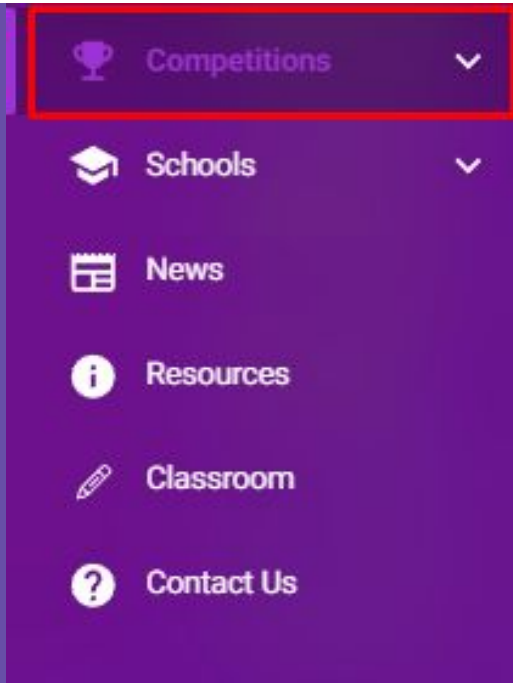
## REGISTERING TO A COMPETITION

Your first step towards playing in a competition is creating a **Team** and signing that team up for an official **Competition**.

**CONTINUE →**

2A

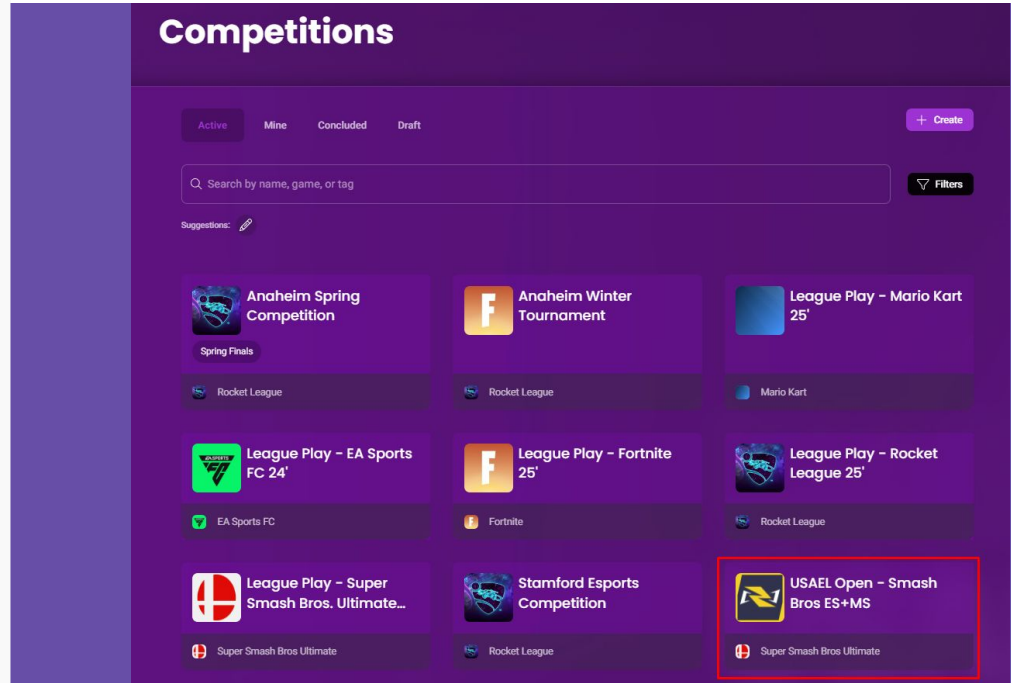
Click the **Competitions** tab on the left menu



2B

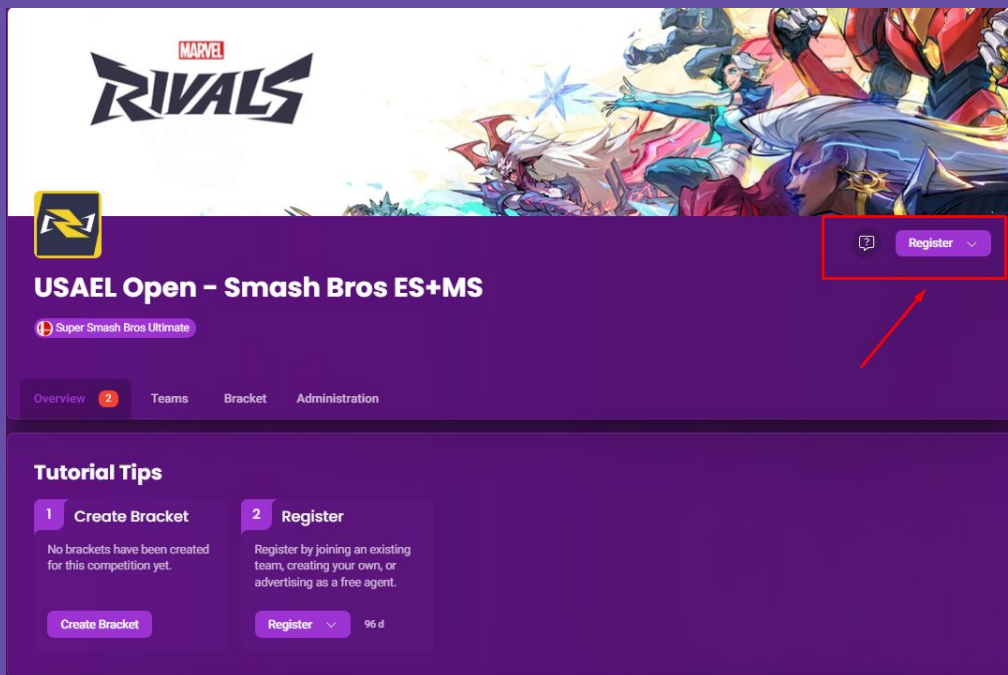
Click on an open Tournament

*If you're unsure which tournament to join, reach out to **toninato@rallycry.gg***



2C

Click the **Register** button on the top right corner of the competition page & then click **Register New Entry**



Register a new team

Create a team and invite others to join!

Join an existing team

Browse through existing teams and find one to join

Register as a Free Agent

Don't have a team? Enlist as a Free Agent to help others find you.



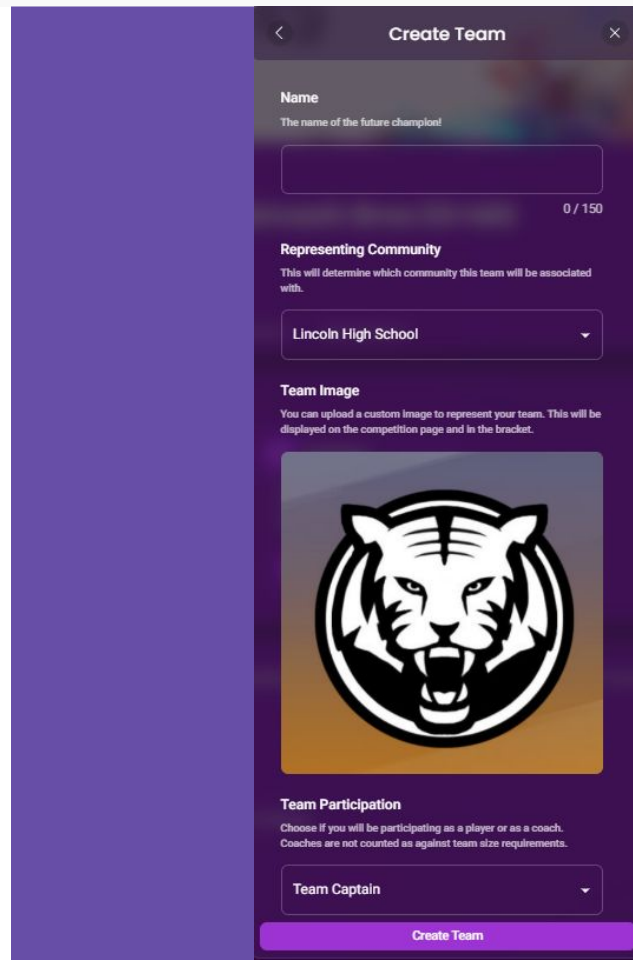
# Registering to a Competition

2D

Once you agree and accept the tournament rules, you will be able to set up a **Team Name** for your entry

## IMPORTANT NOTE

Users will only need to register once per tournament, per season. Our Ops Team will handle the rest!



The screenshot shows a mobile application interface for creating a team. The title bar at the top is dark purple with a back arrow on the left, the text 'Create Team' in the center, and a close 'X' icon on the right. The form is divided into several sections:

- Name:** A text input field with the placeholder 'The name of the future champion!'. Below the field is a character count '0 / 150'.
- Representing Community:** A section with the text 'This will determine which community this team will be associated with.' Below it is a dropdown menu currently showing 'Lincoln High School'.
- Team Image:** A section with the text 'You can upload a custom image to represent your team. This will be displayed on the competition page and in the bracket.' Below this text is a large square image of a black and white tiger head logo.
- Team Participation:** A section with the text 'Choose if you will be participating as a player or as a coach. Coaches are not counted as against team size requirements.' Below this text is a dropdown menu currently showing 'Team Captain'.

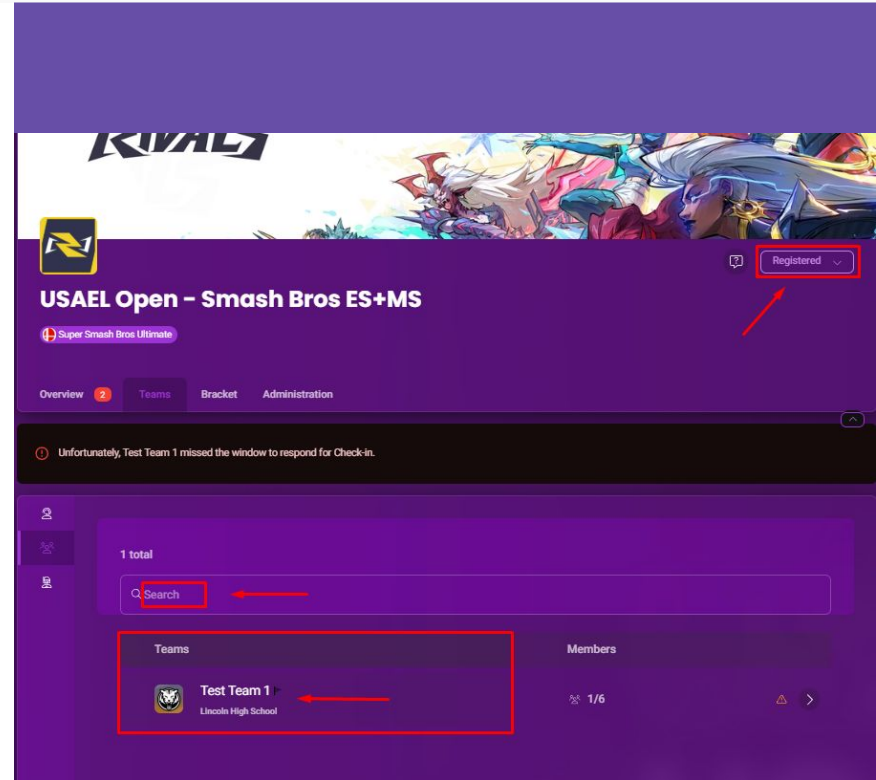
At the bottom of the form is a large purple button with the text 'Create Team' in white.

2E

To verify your registration, you can go back to the tournament page and click the **Teams** tab. There will be a few indicators that your registration is complete:

## EXAMPLES

1. The register button will now say **Registered**
2. You can type in your team name on the search bar by the entries tab

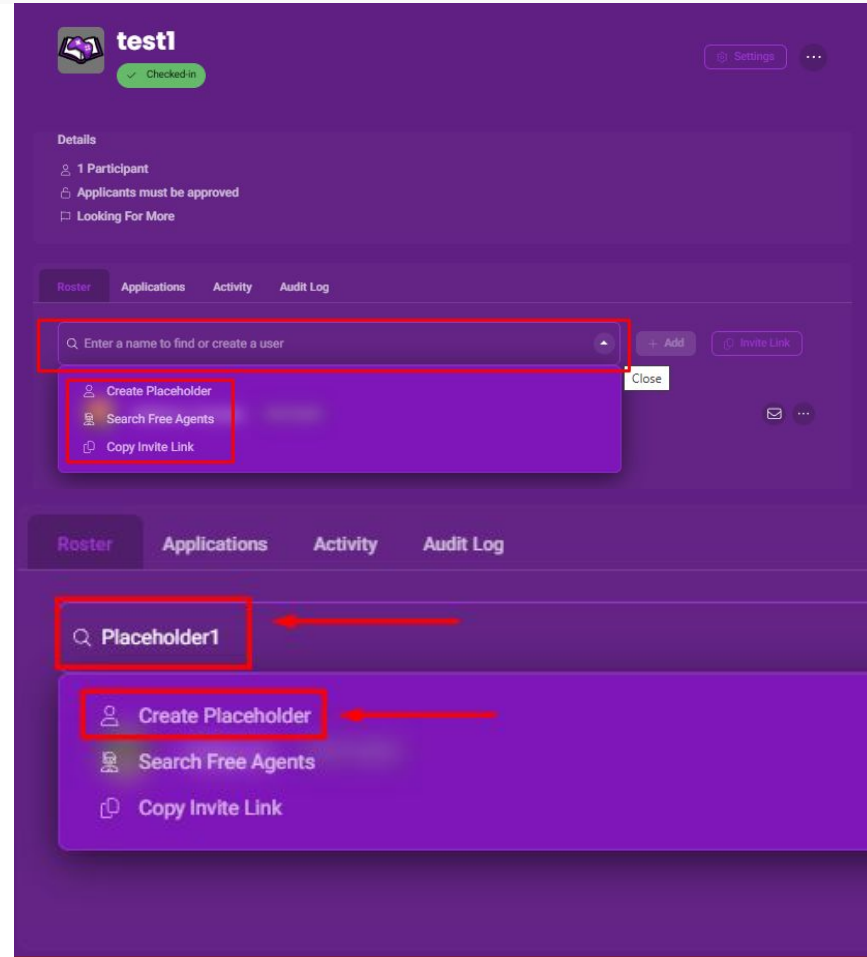


2F

On your team tab, there are a different options for adding a participant to your team. You can type in their username, search for free agents, or copy the invite link and send to the person you would like to invite.

2G

To add a placeholder, type in an username for them, then click **Create Placeholder**.



## PART 3

# CHECKING INTO A COMPETITION



**Checking In** to a competition means confirming your team's availability for the upcoming match week. You should only do this step if you're sure that you're going to play.

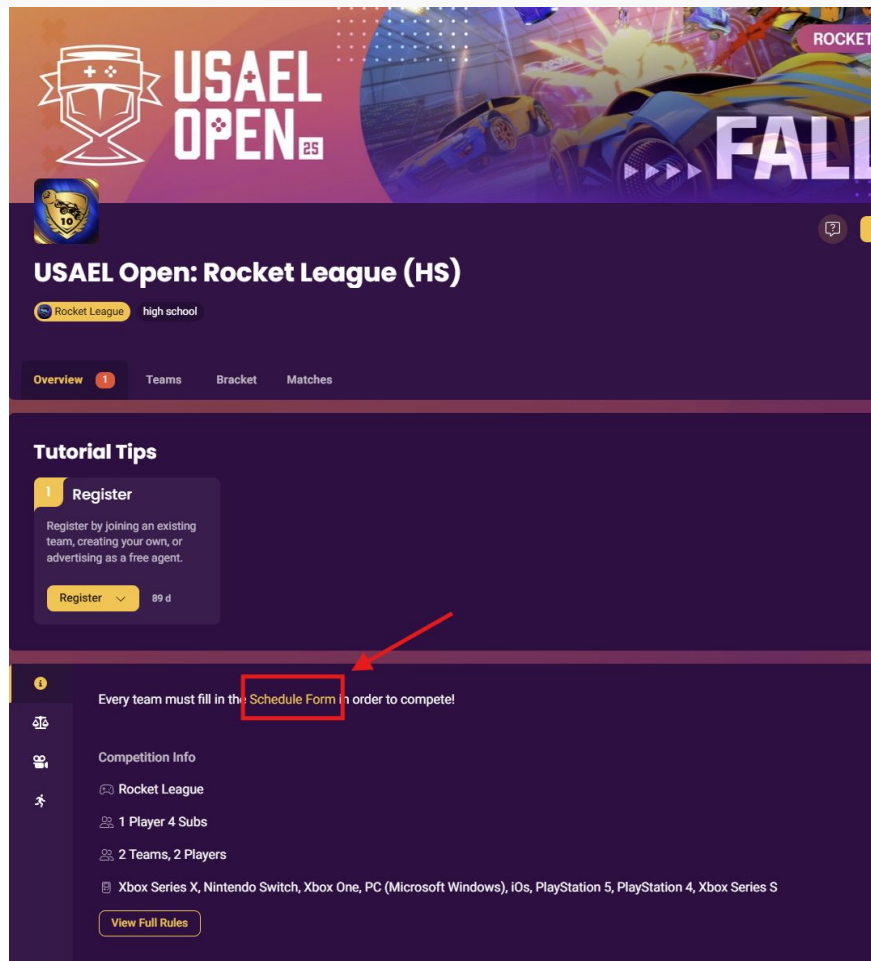
**CONTINUE →**

# Checking Into a Competition

## 3A

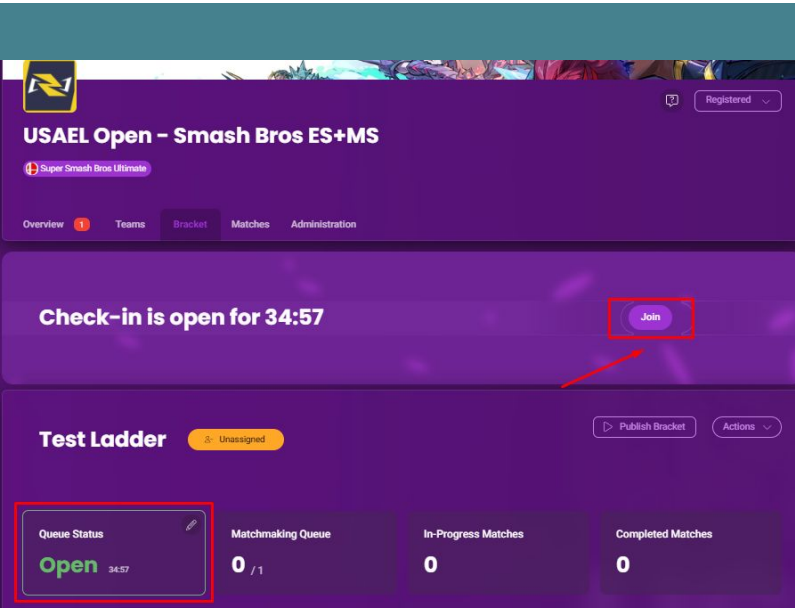
Before checking in, you must fill out the **Schedule Form**, which is linked on each competition page.

The Schedule Form will determine the match times for all your matches. It must be completed for each team and game.



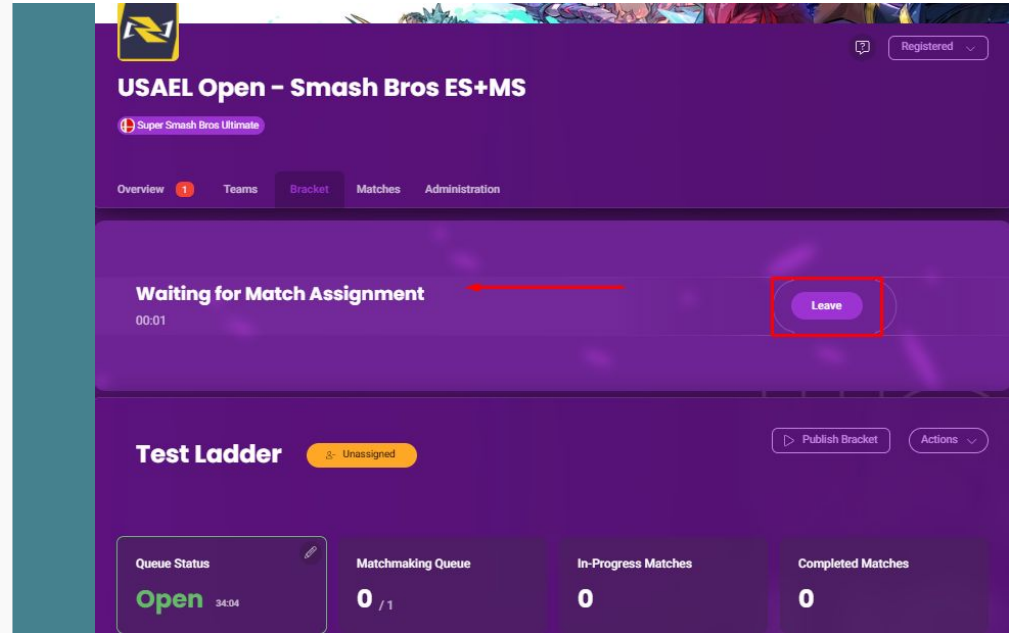
3B

Click the competition page find the **Join** Button. The timer shows the remaining time to check-in.



3C

Click the **Join** Button. You are checked in when the pop-up now says "Waiting for Match Assignment".







## PART 4

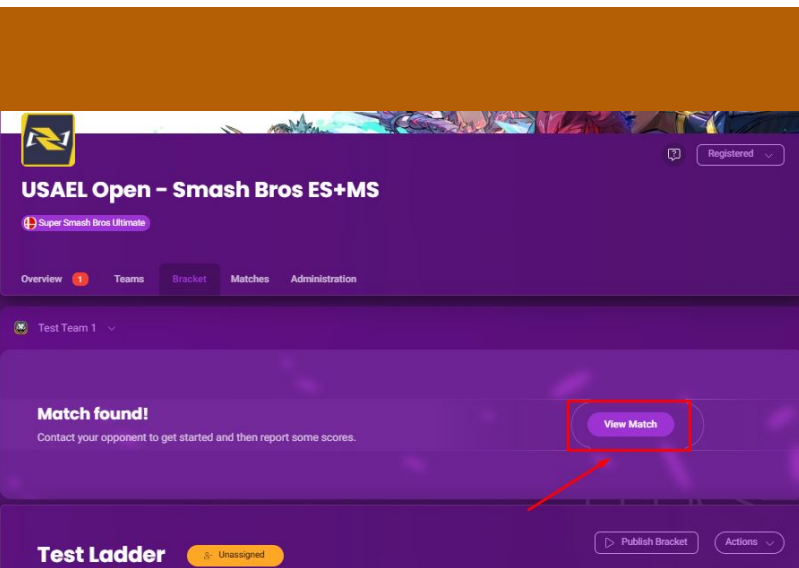
# MATCH DETAILS & COMMUNICATION WITH OPPONENTS

Once you receive your **Match Assignment**, you'll be able to view your opponents and communicate with them through **Match Chat**.

**CONTINUE →**

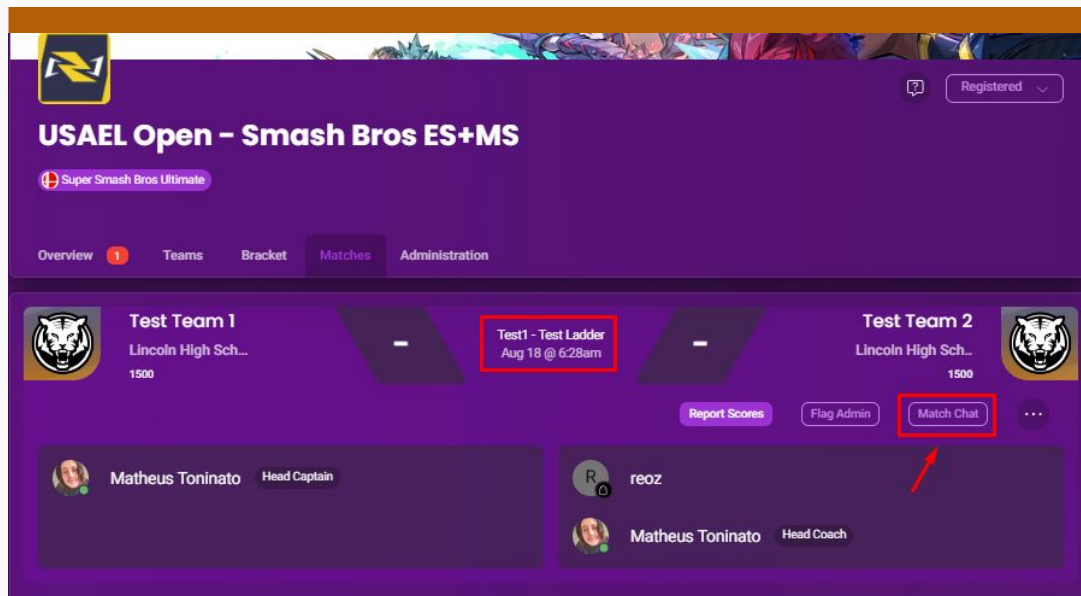
4A

Once your match is assigned, click the **View Match** Button.



4B

On your match page, you can view your **Match Time** (highlighted in red below), **Assigned Opponent**, and **Rosters**.

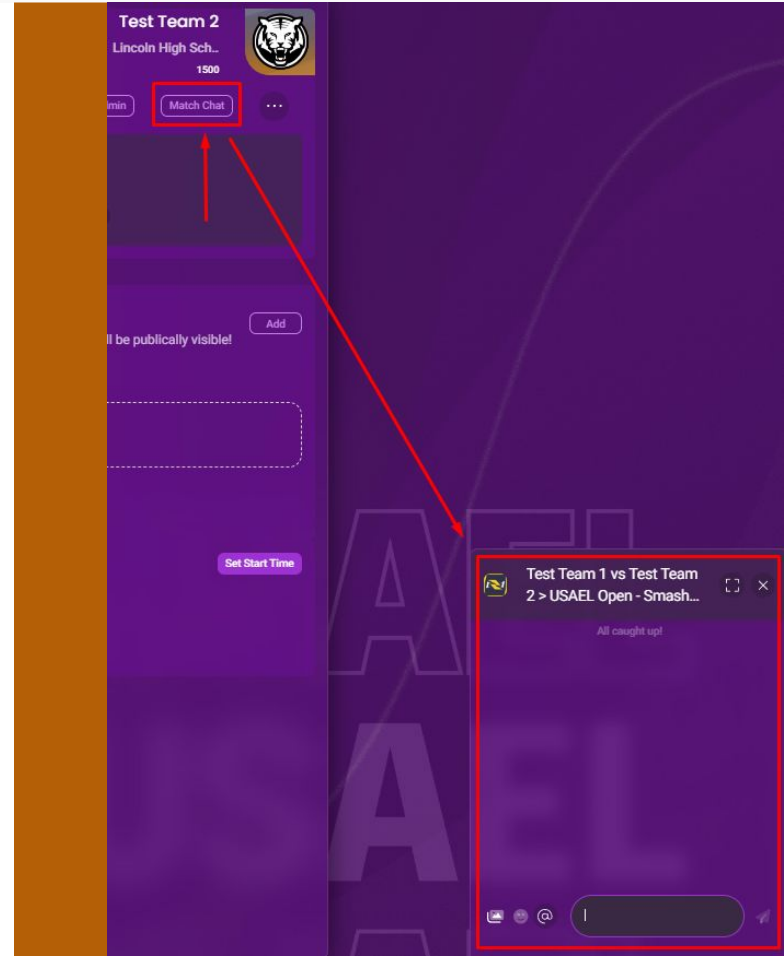


## 4C

Use the **Match Chat** to coordinate important match details, such as timing, lobby names and passwords and more. The match chat is the **only** way you can communicate with your opponent

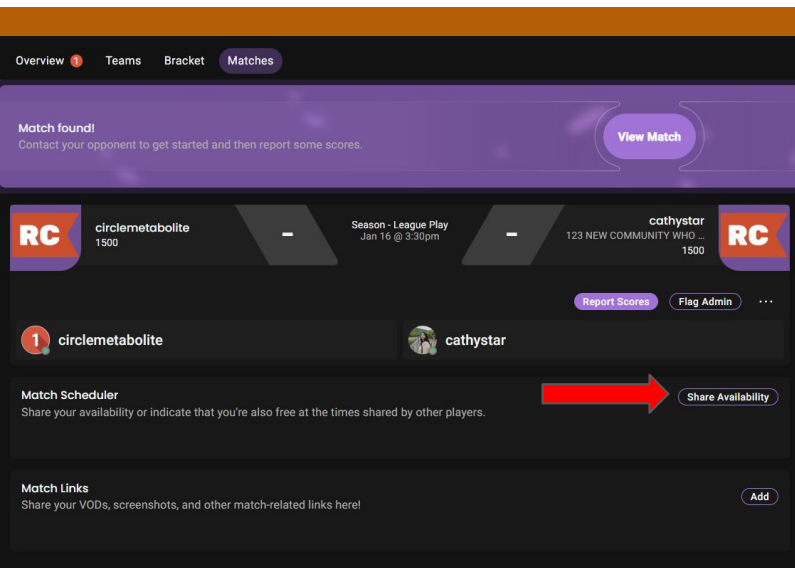
**IMPORTANT NOTE**

If you used **Placeholder Accounts** for your students, only *you* (the captain) will be able to access the match chat. If you'd like to have your students chat instead, reach out to **toninato@rallycry.gg** for help.



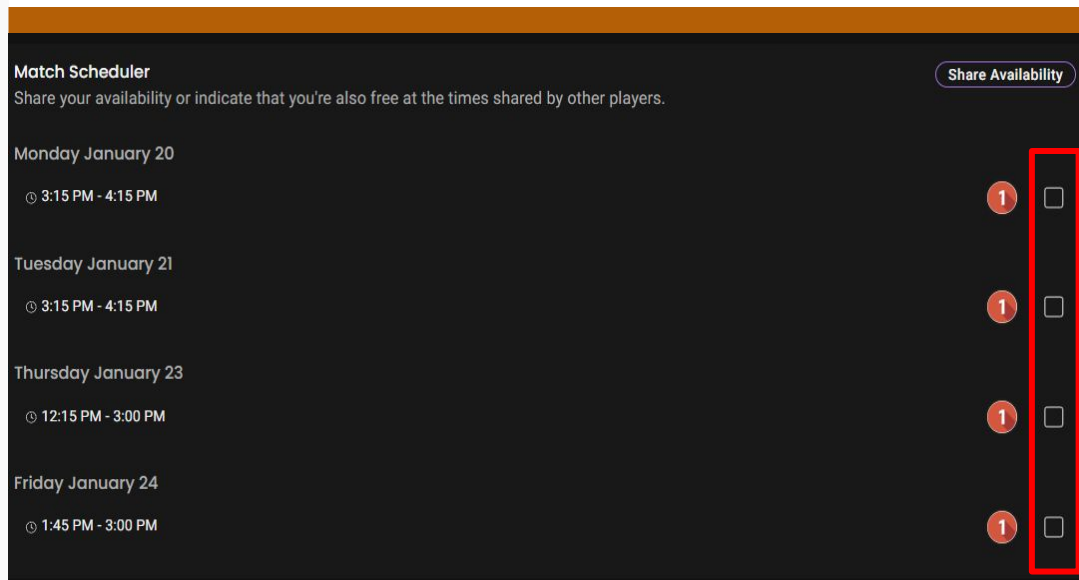
4D

To reschedule your match, find the **Share Availability** button on your match page.



4E

You can submit your schedule or accept a new proposed match time by clicking the corresponding checkbox.





PART 5

## REPORTING MATCH RESULTS

After your team has finished all games in a match, your final step is to **Report Scores** to the tournament administrator.

**CONTINUE →**

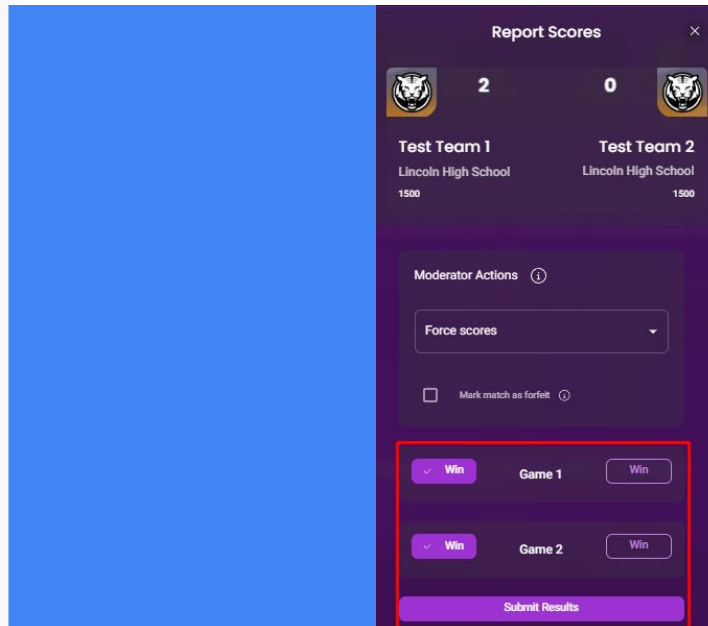
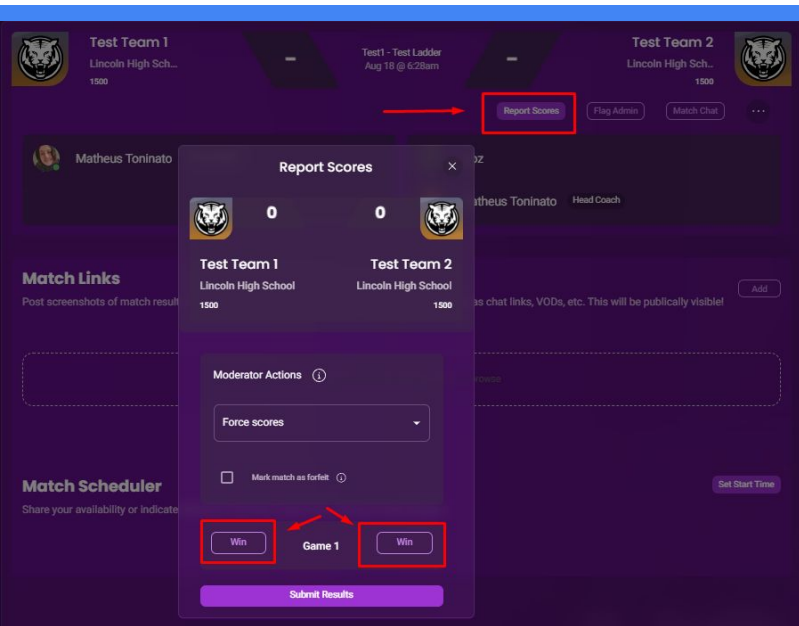
5A

In your **Matches** tab, Click the '**Report Scores**' button

5B

Submit the match results by selecting the winning team and then clicking **Submit Results**

*You can also report your scores directly to the tournament administrator.*





## PART 6

# APPENDIX



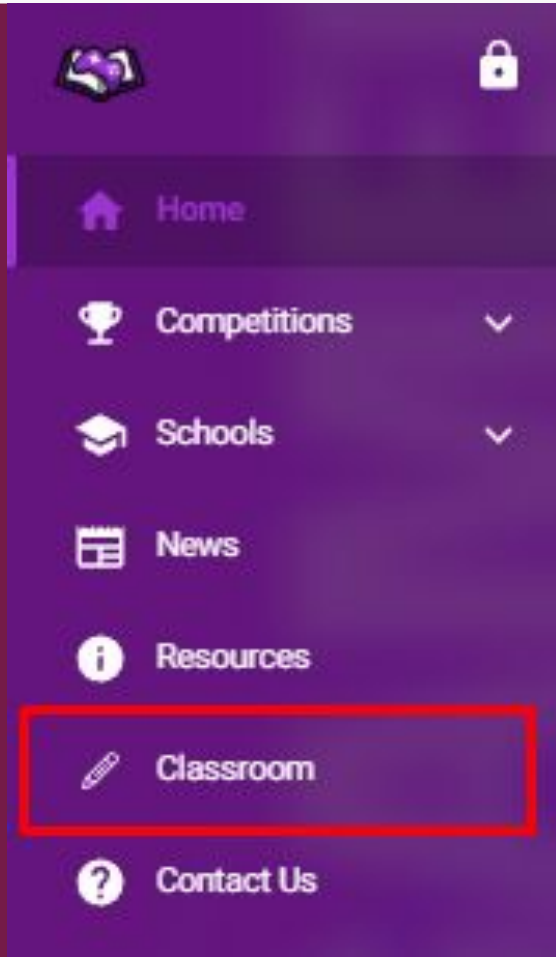
This section contains some other helpful resources and instructions that you might need.

**CONTINUE →**

6A

To navigate from the Play Platform back to the Learn Platform, simply click the **Classroom** button on your left navigation bar

For a detailed guide on how to access and use the USAEL Learn Platform (LMS), head to our [Learn Platform Guide](#).



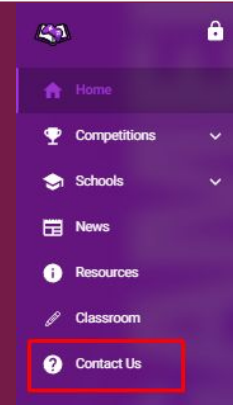
6B

Click **Contact Us** on the main tab located at the top left corner of the home page

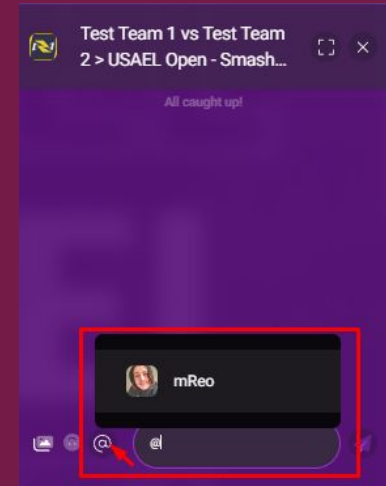
6C

In your match chat, make sure you tag **@mReo** in order to make sure the Admin is notified to join your chat

5B)



5C)





# GOOD LUCK & HAVE FUN

Questions? Email us at [support@usacademicsports.com](mailto:support@usacademicsports.com)