



WIZARDS EVENT REPORTER OUTAGE ACTION PLAN

In the case of a Wizards Event Reporter (WER) outage, follow these steps to successfully run your event.

1. KEEP YOUR EVENT SIMPLE

When possible, run an event with three or four rounds and no Top 8. Hand out prizes based on match wins as opposed to standings.

2. GO OFFLINE

Open Wizards Event Reporter. Next to "Login," click "Stay Offline."

3. ENTER PLAYERS

Click on the "Run Events" tab. Find your event in the calendar and open it with the purple "Open" button. Add players from the "Local Players" tab or by entering their DCI number, first name, and last name on the "Players" tab. You must fill out all three fields to continue. Ignore any error message you encounter.

If you cannot find a player in your database, direct them to Accounts.Wizards.com. Players can use the site to recover lost DCI numbers or create a new account.

4. RUN YOUR EVENT

Do everything as you would normally.

5. UPLOAD LATER

When your event is complete, click "End Event." Do not click "Upload Event."

Check WPN.Wizards.com to confirm that the outage has ended. Once it has, click "Upload Results."

If questions arise, reach out to your local support team.
Contact us at WPN.Wizards.com/contact-us.