

OFFICIAL QUICK REFERENCE - V12.044

TOURNAMENT-DAY CHECKLIST

A printable, plain-language checklist for preparing, starting, running, and safely closing a MatCommand tournament.

Published July 24, 2026. These instructions match the real MatCommand Tournament V12.044 application.

Before Doors Open

- ☐ **Director laptop:** Plug it into power. Turn off sleep mode for the event.
- ☐ **Tournament router:** Connect the Director laptop, scorer devices, and displays to the same tested private network.
- ☐ **Application:** Launch MatCommand Tournament. The installed application opens MatCommand automatically.
- ☐ **License:** Confirm the Director computer is activated before event day. A still-valid signed license continues to work offline through its expiration date.
- ☐ **Roster:** Keep the original CSV or Excel file available in case you must rebuild before wrestling starts.
- ☐ **Backup location:** Know where your event backups will be stored. A USB drive is a useful second copy.
- ☐ **Scorer devices:** Charge every device and label it with its mat number.
- ☐ **Printer:** Print one test page before teams arrive.

Keep the network simple

A dedicated private router is the safest tournament-day setup. Internet is optional for local operation; it is required only for Cloud publishing and online licensing actions.

Setup Wizard: Steps 1 Through 10

- ☐ **Step 1 - Reset or continue:** For a new event, clear the old tournament. For a resumed event, choose Continue Without Reset.
- ☐ **Step 2 - Tournament information:** Enter the correct tournament name and date.
- ☐ **Step 3 - Roster:** Import CSV/Excel or add wrestlers. Correct names, teams, divisions, weights, and records before building.
- ☐ **Step 4 - Format:** Choose Scramble, Round Robin, Single Elimination, or Double Elimination. Finish Scramble custom options here.
- ☐ **Step 5 - Mats:** Set 1 through 18 mats and confirm the number matches the floor.
- ☐ **Step 6 - Review and build:** For bracket formats, finalize seeds before Build Tournament. Read the build summary, then build once.
- ☐ **Step 7 - Scorers:** Open Device Links. Check in every scorer and confirm every expected mat is online.
- ☐ **Step 8 - Tournament Check:** Fix every red item. Read and make a decision on every gold warning.
- ☐ **Step 9 - Public access:** Choose Publish Online or Continue Locally. If publishing, display or print the QR code.

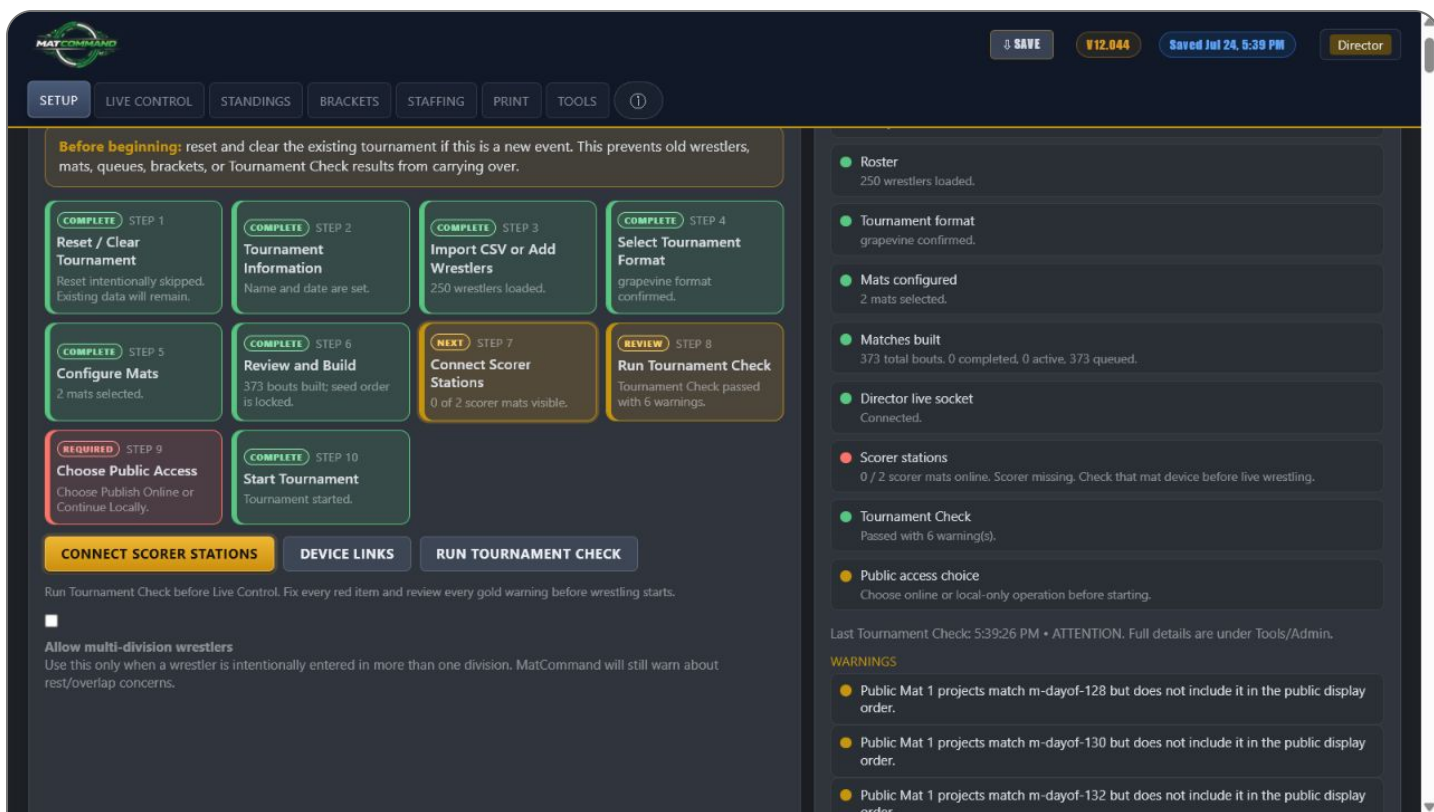
- ☐ **Step 10 - Start:** Choose Start Tournament and Open Live Control. Confirm the first bout reaches each scorer.

The screenshot displays the MatCommand V12.044 software interface. At the top, there are buttons for 'SAVE', 'V12.044', 'Save: Saving...', and 'Director'. Below these are tabs for 'SETUP', 'LIVE CONTROL', 'STANDINGS', 'BRACKETS', 'STAFFING', 'PRINT', and 'TOOLS'. The main area is divided into two panels. The left panel, titled 'TOURNAMENT SETUP WIZARD', contains a grid of steps. Steps 1 through 8 are marked 'COMPLETE' in green, while Step 9 is 'REQUIRED' in red and Step 10 is 'COMPLETE' in green. Step 7, 'Connect Scorer Stations', is highlighted with a yellow border. Below the grid are buttons for 'CONNECT SCORER STATIONS', 'DEVICE LINKS', and 'RUN TOURNAMENT CHECK'. The right panel, titled 'TOURNAMENT READINESS', lists various system checks with status indicators: green for 'Ready', '250 wrestlers loaded', 'grapevine confirmed', '2 mats selected', '373 total bouts', 'Connected', 'Passed with 6 warning(s)', and 'Choose online or local-only operation before starting.'; red for '0 / 2 scorer mats online'; and yellow for 'ATTENTION'. A 'WARNINGS' section at the bottom right provides further details.

Real V12.044 screen: The gold card is the next action. Green cards are complete. Red items require correction; gold warnings require review.

Before the First Whistle

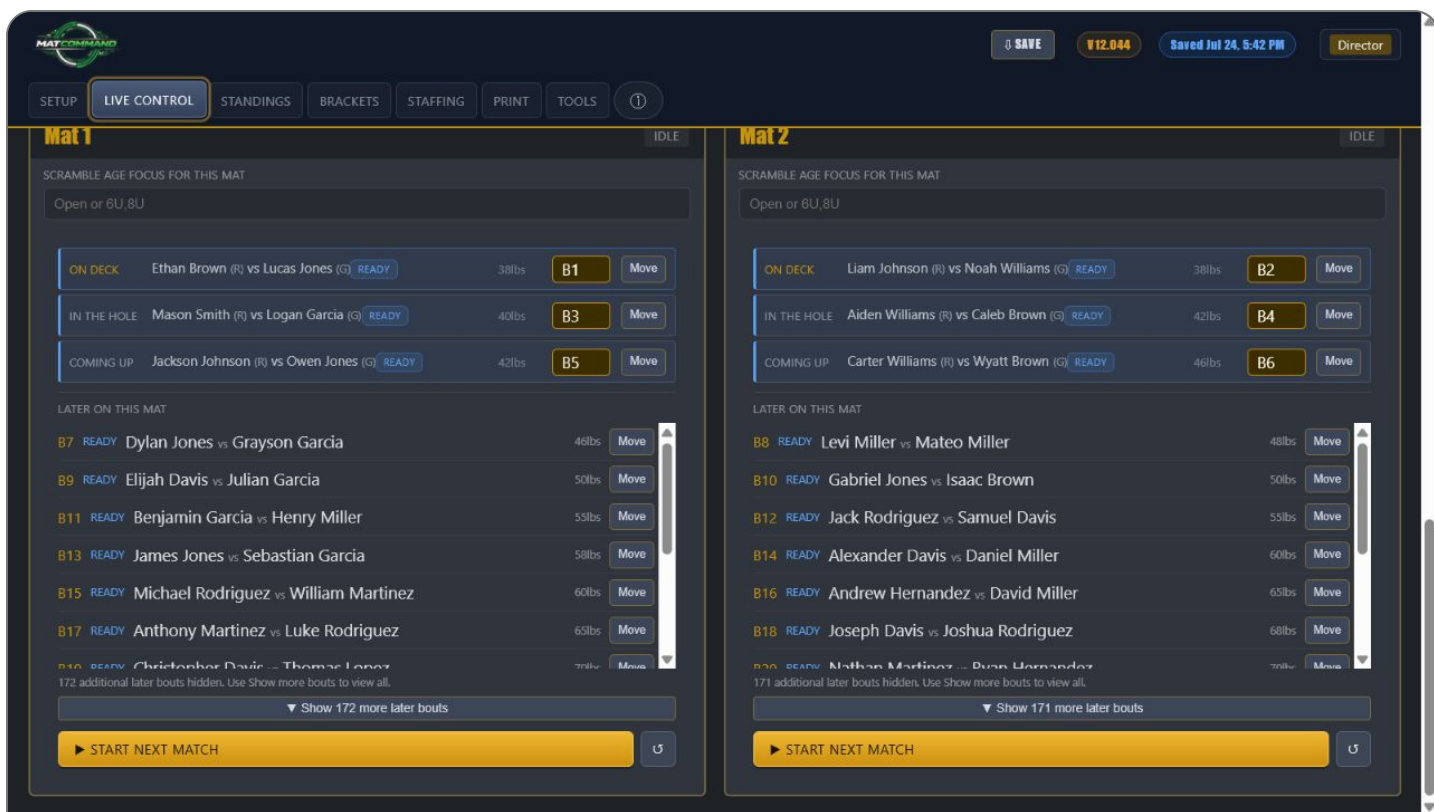
- ☐ Run Tournament Check after the final build and after every scorer has checked in.
- ☐ Confirm the tournament name, date, roster count, mat count, and format.
- ☐ Confirm every scorer station shows the correct mat number.
- ☐ Confirm every mat has a current bout, On Deck bout, and In the Hole bout where applicable.
- ☐ Open one public viewer and confirm it shows only the intended public information.
- ☐ If using Cloud, scan the public QR code from a phone that is not on the tournament Wi-Fi.
- ☐ Print the first bout sheets or mat-assigned schedule if your event uses paper.
- ☐ Create a full-event backup before wrestling begins.



Real V12.044 screen: Run Tournament Check does not change tournament data. It reports problems that should be fixed before live wrestling.

During the Tournament

- ☐ Keep the Director laptop connected to power and the tournament router.
- ☐ Watch Live Control for offline scorers, blocked bouts, delays, or an unexpected empty queue.
- ☐ Use Director Message to communicate with a scorer without leaving the Director screen.
- ☐ Use Move only when a bout must change mats. Use Re-push Current Bout if the scorer needs the same bout again.
- ☐ Use Force Next Match only for the selected mat and only after confirming the correct wrestlers are available.
- ☐ Save after important corrections. Watch the save status and Event Health panel.
- ☐ Create periodic full-event backups, especially before major corrections or after a round finishes.
- ☐ If a wrestler exits a Scramble, remove the wrestler through the roster prompt so future queued bouts are safely withdrawn. Verify Live Control afterward.
- ☐ Do not rebuild a live tournament unless you intend to replace the schedule and understand the effect.



Real V12.044 screen: Live Control is the Director's event-day command center for current bouts, queues, scorer status, communication, and safe corrections.

End of Tournament

- ☐ Confirm every intended bout is complete or has a documented resolution.
- ☐ Review standings, brackets, records, and placements before announcing final results.
- ☐ Print or export final reports and any coach or mat records you need to keep.
- ☐ Create a final full-event backup and copy it to a second safe location.
- ☐ If the event was public in Tournament Cloud, choose End This Cloud Event when the public event should close.
- ☐ Do not clear the tournament until all exports, corrections, and backups are finished.

Emergency Quick Actions

Problem	Safe first action
Scorer went offline	Keep the bout stopped. Reconnect the device to the same router, reopen its mat link, and confirm the correct mat. Use Re-push Current Bout if needed.
Wrong wrestler or corner	Do not start. Return to Verify Wrestlers and use Swap Corners if only the physical corners changed.

Problem	Safe first action
Wrong score entered	Use Undo immediately. If the bout was finalized, use the Director correction workflow and verify advancement afterward.
Director browser closed	Reopen MatCommand on the Director computer and resume the event. Do not start a second Director instance.
Internet failed	Continue locally. Scoring, saves, queues, displays, and recovery do not depend on Cloud.
Power or computer failure	Restart, choose Resume Tournament, load the latest correct recovery point, and verify mat/scorer state before continuing.

When uncertain, stop only the affected mat

Do not reset or rebuild the entire event to solve one mat problem. Pause that mat, verify the current bout, and use the targeted recovery or re-push controls.