

HOW TO FILE A TOURNAMENT REPORT

1. Click on the "Tournament Report Form" button for a downloadable Report Form, then save the form to your desktop/laptop computer (rather than mobile device)
2. Open the saved form and fill it out.
3. In the "Tournament Directors Report" provide the format of the tournament, a link to any software used (i.e. Challenge), information on any reportable incidents that occurred, and suggestions you may have for future tournaments.
4. In the "Umpires' Report" provide a report of rulings or incidents that occurred including the members of the jury with contact information, if one was designated.
5. Save your work.
6. Attach the saved, filled-out PDF to an e-mail, along with a copy of your score sheets and brackets (a copy, phone pic, jpg, etc.)
7. Send the e-mail with its attachments to the National Sport Director at tournament@usapetanque.org