MNVL Match Day Procedures FAQ:

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Match Day Prep:

1. Join the MNVL Discord
   a. The MNVL Discord link is given to any official Minnesota high school esports program coordinator. Please email mnvl@wisdom.gg to inquire to become an official program if you are not currently a part of the Minnesota Varsity League.
   b. If you are already an official program with MNVL, but are not added to the Discord, you may also email mnvl@wisdom.gg to be added.
2. Log in to your LeagueSpot profile. Make sure to log in to the MNVL league at the following link: https://mnvl.leaguespot.gg/league
   a. If you are a **NEW SCHOOL** you will need to be invited to the MNVL LeagueSpot Organization. Please email mnvl@wisdom.gg and we will get you set up!
3. Check your teams on your LeagueSpot Club Page. Make sure all students invited to your club have set up their LeagueSpot accounts.
   a. You can confirm that a student has accepted their LeagueSpot invite when you can see the student's name on your LeagueSpot Club Page.
   b. If you see an email address instead of a name, this means they have not clicked the LeagueSpot invite link in their email and set up their account. You may want to follow up with them if they are intended to participate this year
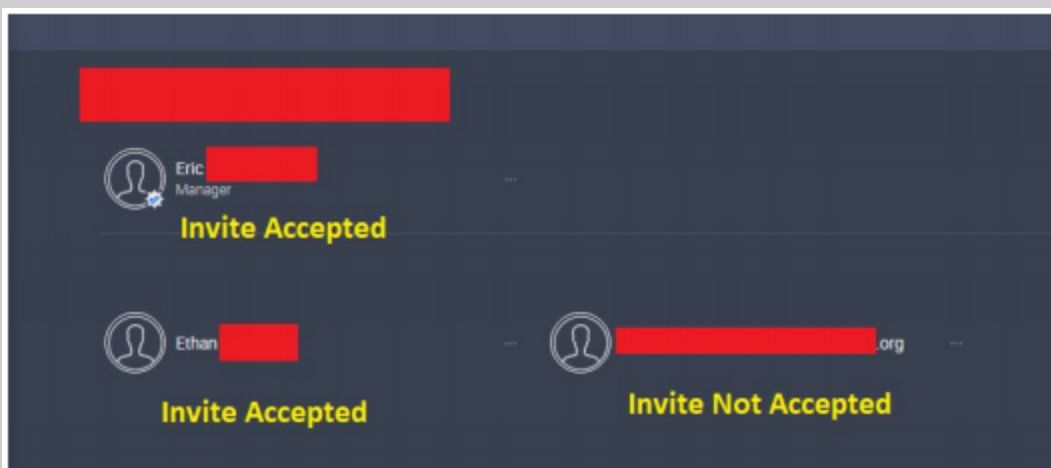
c. Students must complete their LeagueSpot profiles and link their Discord and game handles. You can edit your LeagueSpot profile by logging in to LeagueSpot and clicking on your name in the top right corner of the window.
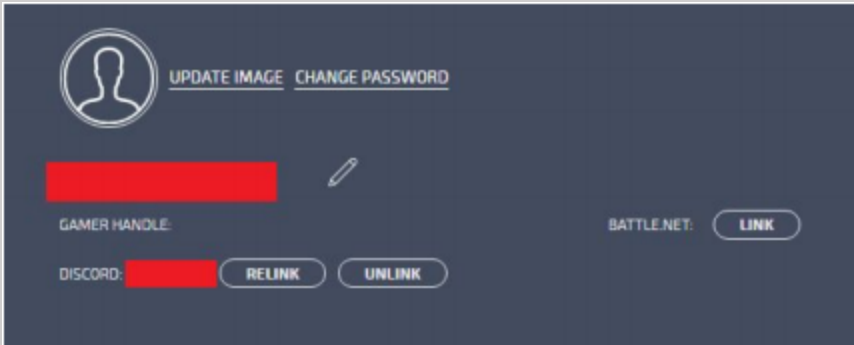
4. Check that your teams/rosters are complete. Teams/rosters are complete once they have the minimum number of students on the team needed for their game. (e.g. Rocket League needs 3 players while Halo needs 4).

5. Captains of each team are represented by the badge with the star next to their profile.
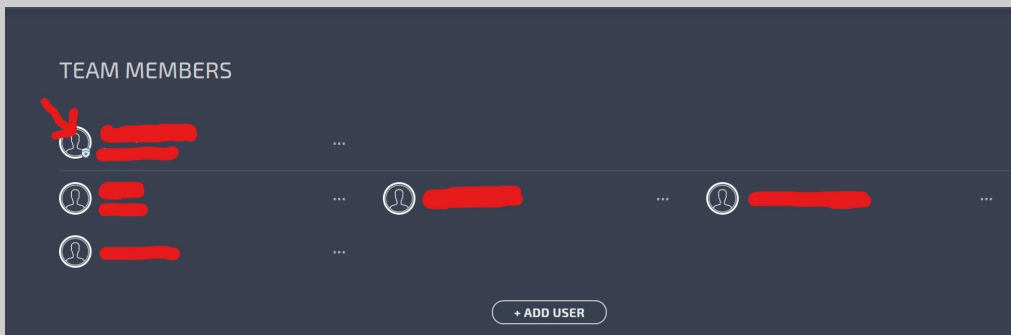
Game Day Procedures

1. Log in to your LeagueSpot account to check-in. Check-in opens 15 minutes before your match time. A red notification bar will appear at the top of the page to notify you of your next upcoming match/match time.

   a. On the match details page, check off every player you'll be fielding for the match. This will complete your check-in. After both teams do this, the score submission button will appear.
      i. Note: If you have players that still appear as email addresses instead of their names, that means they have not accepted their LeagueSpot invite, and this will prevent your team from checking in and submitting scores!
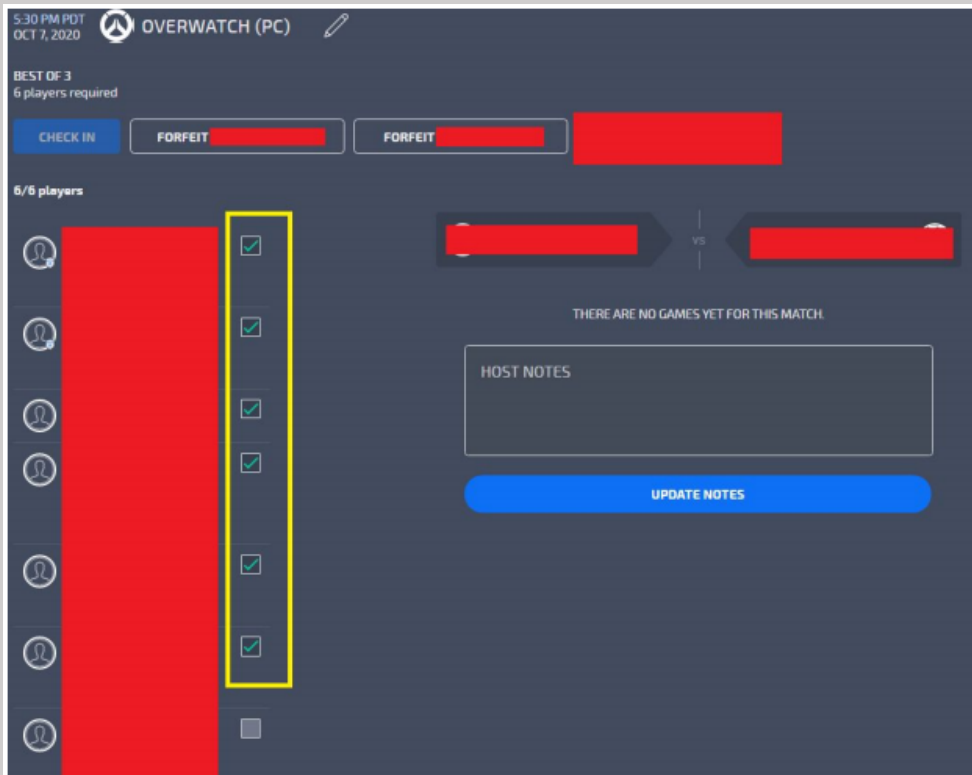
   b. You must check in at your match time. After 15 minutes past your game start time you will no longer be able to check in and will receive an auto forfeit for your match. You may contact an admin if you have issues with checking in.

    c. Only team captains and General Managers can check the team into the match. This is required for each match.

    d. Teams cannot check-in if they do not have the minimum number of players required on the roster.

    e. Teams cannot check-in unless all players have accepted their LeagueSpot invite. If they did not receive it, have them check their spam/junk folders. If they continue to have issues please email us at mnvl@wisdom.gg for support.

2. **Reach out to your opponent and set up the lobby for your match using the Leaguespot chat tool on your match details page in Leaguespot.** Please reference https://www.mnvl.org/rules for the specific settings for your matches.

3. Play out your match according to the rules at https://www.mnvl.org/rules

4. After your match is over, return to the match details page where you checked in and submitted your score. **Screenshots are required for score submission**, so don't forget to screenshot the results page in-game before leaving the lobby.

    a. Only team captains or managers can report scores.

    b. Both teams are required to submit screenshots

    c. Teams may dispute the match if there was an issue by emailing mnvl@wisdom.gg