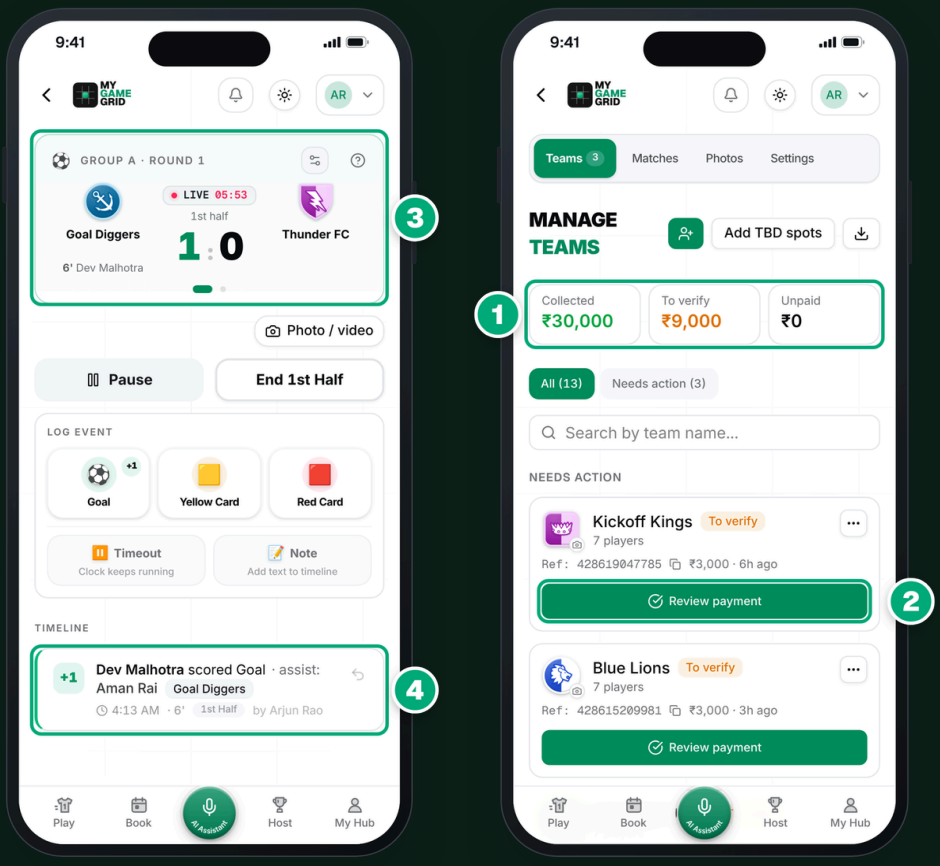
MY GAME GRID

FREE GUIDE FOR TOURNAMENT HOSTS · ANY SPORT

RUN YOUR NEXT TOURNAMENT WITHOUT THE CHAOS

8 simple steps, from planning to the final. Real tips from 3 years of running tournaments, and the app screens that do the work for you.

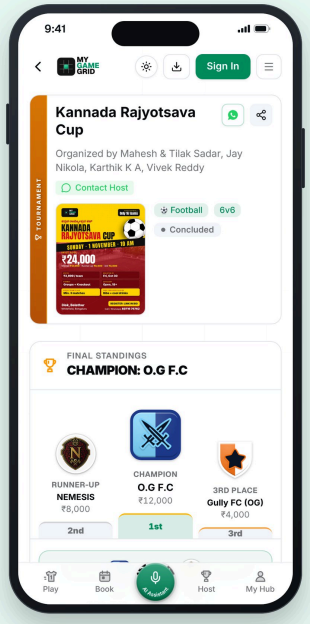


Football · Pickleball · Badminton · Cricket · Basketball · and more

WELCOME

HOSTING SHOULD BE THE FUN PART

We are MyGameGrid, a small team that has been running tournaments for 3 years. We built this guide from what went wrong, and what worked, on real match days.



OUR LAST ONE

Kannada Rajyotsava Cup

12 teams · 6-a-side football · Sunday 1 Nov 2026 · 3lok Football Fitness Hub, Bengaluru

Registrations, entry fees, groups and knockout, live scores and final standings, all run on MyGameGrid. O.G F.C won the final on penalties.

See the live tournament page
Results, bracket and every match

Quick start

Tick each one off. Tap a step to jump to it.

- [ ] **1. Pick the right format**
- [ ] **2. Plan ahead for match day**
- [ ] **3. Set it up in 5 minutes**
- [ ] **4. Get teams to register themselves**
- [ ] **5. Collect fees without the chase**
- [ ] **6. Fixtures and fair rules**
- [ ] **7. Run match day calmly**
- [ ] **8. After the final**

How to use this guide

1. **One page per step.** On top, what experienced hosts do. Below, how MyGameGrid does it for you.
2. **Numbers on the screens** match the numbered instructions next to them.
3. **Every step links to a short video lesson** if you prefer to watch.
4. **The last pages are templates** to copy: your rules, every WhatsApp message from launch to after the final, and a match day run sheet.

IN A HURRY?

Paste your WhatsApp message into **Autofill with AI**, check the details, publish and share the link. You can do the rest as teams come in.

Watch the full course
Organizer Academy: 10 lessons + bonus

Start free on MyGameGrid →

STEP 1 OF 8 · FORMAT

PICK THE RIGHT FORMAT

The format decides how long your day is and how many games each team gets. Choose it by your number of teams and the hours you have.

What experienced hosts do

1. **Match the format to your team count.** See the table below. Most one-day events with 8 to 16 teams run best as Group + Knockout.
2. **Give every team at least 2 games.** Teams that travel and pay for one 20-minute match rarely come back.
3. **Check the time first.** Example: 1 pitch, 4 hours, 20-minute matches and 5 minutes between them = 9 matches. Plan for 8, because games run late.
4. **Groups of 3 or 4 work best.** Groups of 5 or more take too long, and the last games often do not matter.

COMMON MISTAKE

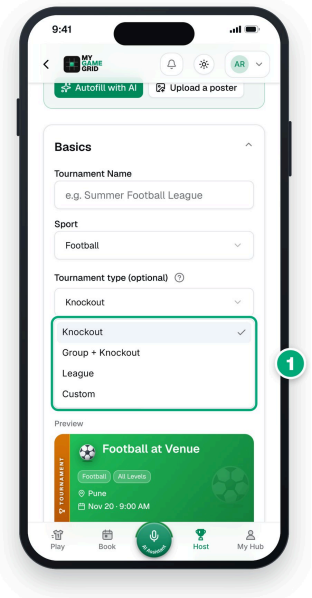
Straight knockout for a small, paid event. Half the teams play only one game and feel they wasted their money.

TEAMS	BEST FORMAT	WHY
4 to 6	**League**	Everyone plays everyone. 6 teams = 15 matches.
8 to 16	**Group + Knockout**	2 to 3 group games each, then a knockout final.
16+ in one day	**Knockout**	Fastest: 16 teams = 15 matches.
Weekly over weeks	**League**	Fixed slot every week, table builds up.

DO IT ON MYGAMEGRID

PICK IT IN ONE TAP

What it saves you: no drawing groups or brackets on paper. Pick the type now. The app makes groups, times and the bracket later, in one tap (step 6).



1. Open **Tournament type** and pick **Knockout**, **Group + Knockout**, **League** or **Custom**.

Not sure? Pick **Group + Knockout**: it is the fairest for most one-day events.

Running pickleball or badminton doubles? The bonus lesson shows a full doubles event: watch it here.

Watch the lesson: Group stage + knockout setup
Organizer Academy on YouTube

Start free on MyGameGrid →

STEP 2 OF 8 · PLANNING

PLAN AHEAD FOR MATCH DAY

Most match day problems start weeks earlier: no deadline, no spare time, no written rules. Fix the date first, then plan each week before it.

What experienced hosts do

1. **3 to 4 weeks before:** book the venue in writing (pitches, hours, lights, water, washrooms), fix the date, entry fee and prizes.
2. **2 weeks before:** open registrations and start promoting. Write your rules now, not the night before.
3. **3 days before:** close registrations. About 1 in 10 teams drop out, so keep a waiting list.
4. **2 days before:** publish fixtures and times so teams can plan travel and players.
5. **Match day:** arrive 60 minutes early, open check-in 45 minutes before the first match.

COMMON MISTAKE

No registration deadline. Teams keep saying "will confirm" until the night before, and you cannot make fixtures.

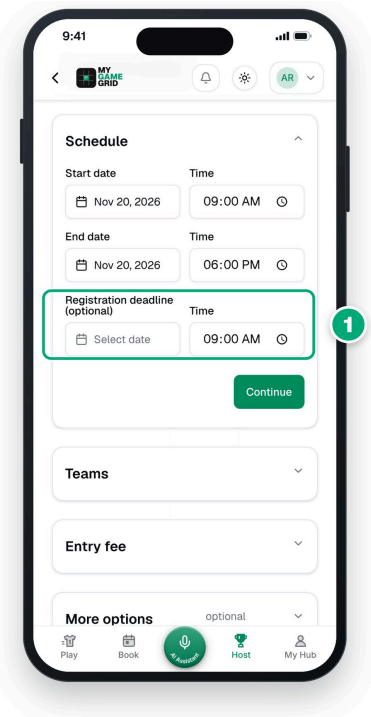
COPY THIS INTO YOUR RULES

Registrations close [date] at 6 PM or when slots are full, whichever comes first.

DO IT ON MYGAMEGRID

DATES AND DEADLINE IN ONE PLACE

What it saves you: every team sees the dates and deadline on one page. Registration closes on its own when the deadline passes or slots are full.



1. Set the **Start date**, **End date** and a **Registration deadline**.

Not ready? **Save as Draft**. A draft is visible only to you, with a **Publish now** button when you are ready.

Set **Max teams** under Teams, and the tournament shows "Full" on its own when slots run out.

Watch the lesson: Create your first tournament
Organizer Academy on YouTube

Start free on MyGameGrid →

STEP 3 OF 8 · SETUP

SET IT UP IN 5 MINUTES

A clear page answers questions before teams ask: sport, format, venue, date, fee, prize and contact. Write it once and share one link everywhere.

What experienced hosts do

1. **Put the essentials on top:** date, start time, venue with a map pin, team size, fee, prize.
2. **Write the prize in rupees,** not "exciting prizes". A real number fills slots faster.
3. **Add one contact number** that someone will actually answer during registrations.
4. **Use a poster you already have.** Teams know it already, and it becomes your cover photo.

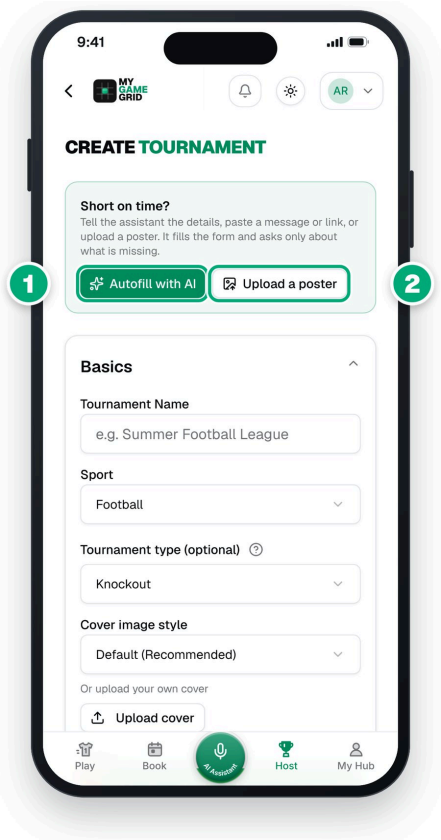
COMMON MISTAKE

Different details in different places: the poster says 9 AM, the WhatsApp message says 10 AM. Keep all details on one page and share that link.

DO IT ON MYGAMEGRID

LET AI FILL THE FORM

What it saves you: no typing the same details again. Paste the WhatsApp message or upload the poster you already made, and the form fills itself.



1. Tap **Autofill with AI**, then say or type the details, or paste your WhatsApp message.
2. Or tap **Upload a poster**: it reads the details and uses it as your cover.

The form is six short steps: **Basics**, **Venue & Location**, **Schedule**, **Teams**, **Entry fee**, **More options**.

Always check the dates and venue before you publish. Nothing goes live until you tap Publish.

Watch the lesson: Set up a tournament in 30 seconds with AI
Organizer Academy on YouTube

Start free on MyGameGrid →

STEP 4 OF 8 · TEAMS

GET TEAMS TO REGISTER THEMSELVES

Collecting names in a WhatsApp chat means retyping every team later. Let captains fill in their own team, once, in one place.

What experienced hosts do

1. **Share one registration link** in every post, status and group, instead of "DM to register".
2. **Ask only what you need:** jersey colour, captain WhatsApp number. Every extra question loses a few teams.
3. **Post updates as slots fill.** "3 slots left" brings in the teams who were waiting.
4. **Ask other organizers and venues to share** your poster. Their followers already play.

COMMON MISTAKE

Taking registrations by DM and phone at the same time. You end up with two lists and double-booked slots.

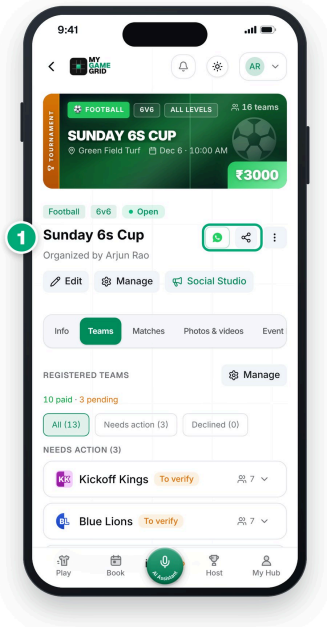
COPY THIS INTO YOUR RULES

Registration is only through the link. A slot is held once the captain registers and pays.

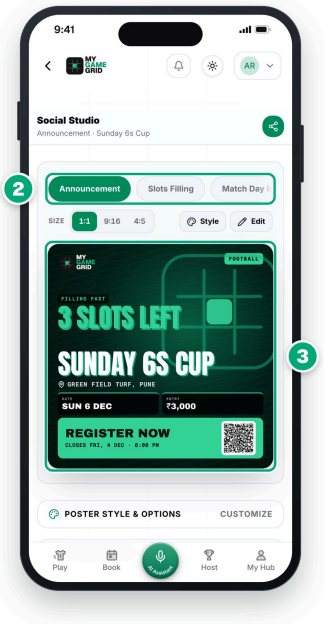
DO IT ON MYGAMEGRID

SHARE ONCE, POST IN SECONDS

What it saves you: no retyping team lists. Teams register themselves, and ready-made posters announce your event and count down the slots.



1. Share your page on WhatsApp or anywhere else in one tap.



2. **Social Studio** makes posters: Announcement, Slots Filling, Countdown and more.
3. Every poster is filled from your details, in 1:1, 4:5 or 9:16, with a caption to copy.

Watch the lesson: Get teams registered
Organizer Academy on YouTube

Start free on MyGameGrid →

STEP 5 OF 8 · MONEY

COLLECT FEES WITHOUT THE CHASE

Payments take most of a host's time: screenshots in many chats, the bank app open, and a paper list of who paid. These simple rules fix most of it.

What experienced hosts do

1. **Take an advance to hold a slot.** A team that paid Rs 500 comes. A team that only said "confirmed" may not.
2. **A slot is confirmed when the money arrives,** not when someone promises. Put this in your rules from day one.
3. **Write your refund rule before registration opens.** For example: full refund until 3 days before, none once fixtures are out.
4. **Use one UPI ID for the whole tournament.** If you change it halfway, payments get lost.
5. **Match the 12-digit UPI reference, not the screenshot.** Screenshots can be edited. The reference is in your bank app.

COMMON MISTAKE

Approving a team before the money arrives, then asking for it on match day in front of everyone.

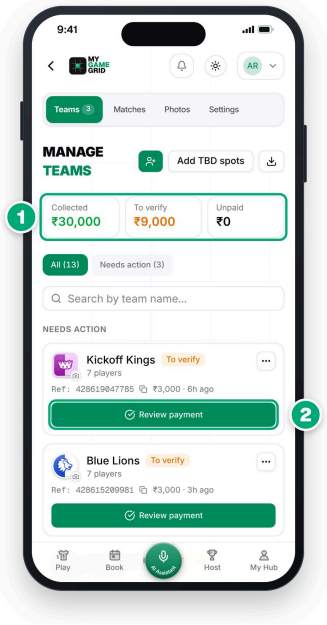
COPY THIS INTO YOUR RULES

A slot is confirmed only after payment. The advance is not refundable once fixtures are published.

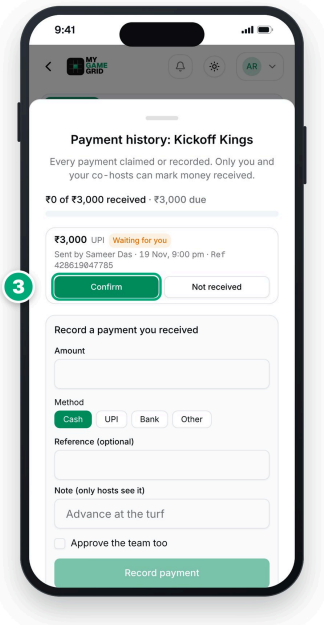
DO IT ON MYGAMEGRID

EVERY PAYMENT IN ONE LIST

What it saves you: no screenshots, no paper list. Teams pay you directly by UPI. We take zero commission.



1. **Collected**, **To verify**, **Unpaid**: your money at a glance.
2. A team pays by UPI and adds its reference. Tap **Review payment**.



3. Match the reference in your UPI app, tap **Confirm**. Cash at the venue? Use **Record payment**.

Watch the lesson: Approve teams and confirm payments
Organizer Academy on YouTube

Start free on MyGameGrid →

STEP 6 OF 8 · FIXTURES

FIXTURES AND FAIR RULES

Making fixtures by hand takes an evening, and one dropout breaks them. Clear written rules stop arguments before they start.

What experienced hosts do

1. **Share tie-break rules before the first match:** points, then goal (or point) difference, then goals (or points) scored, then head-to-head.
2. **Set a late rule:** a team more than 5 minutes late loses the match (walkover). Say it in the briefing.
3. **Plan for no-shows.** Decide in advance what happens to their matches and points.
4. **Never put the same team in back-to-back slots** if you can. Give them at least one match of rest.

COMMON MISTAKE

Changing a rule on the day because one team complains. Everyone else then argues every decision.

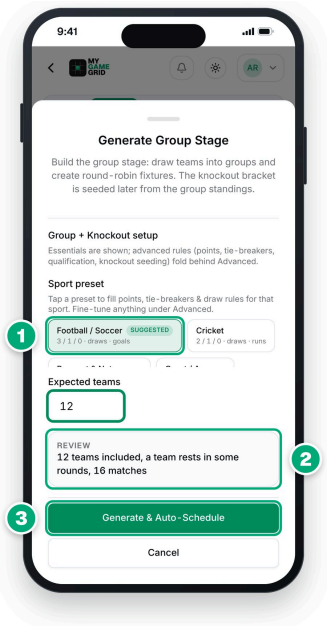
COPY THIS INTO YOUR RULES

Ties are decided by goal (or point) difference, then goals (or points) scored, then head-to-head. 5 minutes late = walkover.

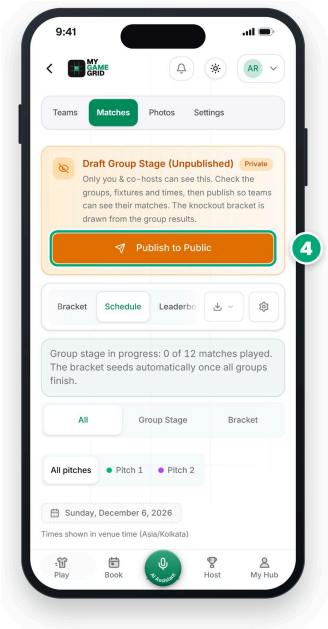
DO IT ON MYGAMEGRID

GROUPS, FIXTURES AND TIMES IN ONE TAP

What it saves you: no evening spent making groups and times. A team drops out? Run it again. Nothing is public until you publish.



1. Tap your sport preset: it fills points and tie-breakers.
2. Check the review: teams, matches, open spots.
3. Tap **Generate & Auto-Schedule**.



4. Check groups and times across your pitches, then **Publish to Public**.

Watch the lesson: Group stage + knockout setup
Organizer Academy on YouTube

Start free on MyGameGrid →

STEP 7 OF 8 · MATCH DAY

RUN MATCH DAY CALMLY

Match day is calm when every job has one owner. You should walk the pitches, not answer "what is the score?" all day.

What experienced hosts do

1. **One person has the final say** on disputes, and everyone knows who it is.
2. **Open a check-in desk 45 minutes early:** team present, players listed, balance collected.
3. **One scorer per pitch,** with a charged phone. Enter the result as soon as the match ends.
4. **Have a 5-minute briefing:** rules, late rule, where the schedule is, who to ask.
5. **Keep basics ready:** water, first aid, spare balls, bibs, a power bank.

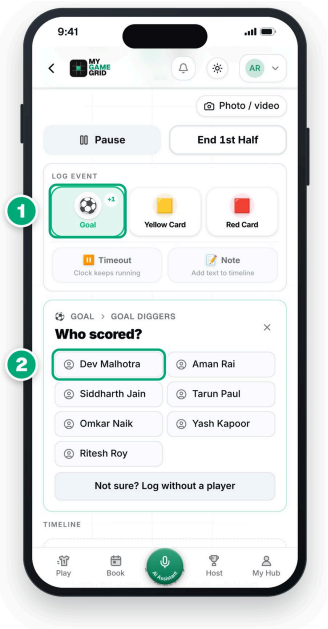
COMMON MISTAKE

The organizer is also the only scorer and the only referee. Something always waits, and the day runs an hour late.

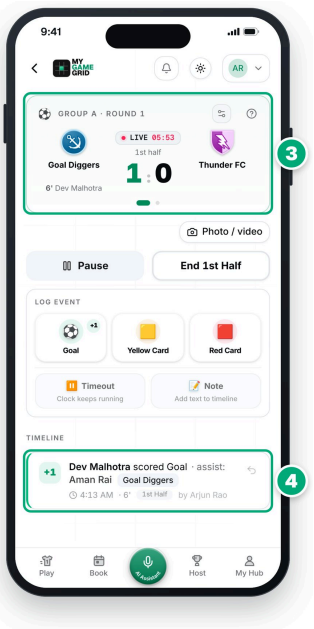
DO IT ON MYGAMEGRID

LIVE SCORES FROM THE SIDELINE

What it saves you: no shouting scores across the ground. Every score you log updates the page, the table and the bracket for everyone following.



1. Tap **Goal**, then the team.
2. Tap who scored, then the assist.



3. The score updates live for everyone following.
4. Every event is in the timeline, with undo.

Watch the lesson: Live scoring from your phone
Organizer Academy on YouTube

Start free on MyGameGrid →

STEP 7 · MATCH DAY KIT

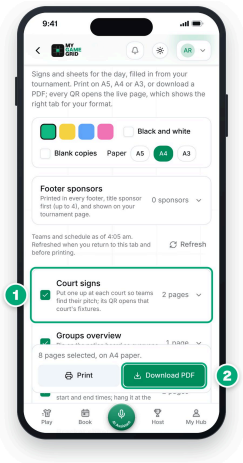
MATCH DAY, PRINTED AND READY

Signs and sheets for the day, filled in from your tournament. Print them or download a PDF. Every QR code opens your live tournament page, so players check times on their phone. Use it with the run sheet below, so everyone knows their job.

DO IT ON MYGAMEGRID

PRINT YOUR EVENT KIT

What it saves you: no making signs and schedule printouts by hand the night before.



1. **Court signs** for every pitch. Its QR shows that pitch's matches on your live page.
2. **Download PDF** or Print, on A5, A4 or A3.

Also in the kit: **Groups overview**, **Schedule sheets**, a **Bracket sheet**, a **Leaderboard poster** and a **Get the app sheet**.

Add up to 4 sponsors and they are printed in every footer.

Match day run sheet TEMPLATE 3 OF 3

Print it, give everyone a role, tick as you go.

WHEN	WHAT	WHO	
-60 min	Arrive. Check pitches, lights, goals, water, first aid	[__]	☐
-50 min	Put up court signs and schedule sheets (Event kit)	[__]	☐
-45 min	Open check-in: teams present, players listed, balances paid	[__]	☐
-15 min	Captains' briefing: rules, late rule, who decides	[__]	☐
0	First match. One scorer per pitch logs live	[__]	☐
Every hour	Check delays, move matches if a pitch runs late	[__]	☐
Groups end	Check standings, announce knockouts	[__]	☐
Final	Awards, team photo, champions poster within the hour	[__]	☐
Same evening	Thank teams and sponsors, ask for feedback	[__]	☐

BRING

Spare balls, bibs, pump, whistle, first aid kit, water, power bank, printed schedule, a pen.

STEP 8 OF 8 · AFTER THE FINAL

AFTER THE FINAL

The hour after the final is the best time to promote. Teams are happy, sponsors want results, and everyone is on their phone.

What experienced hosts do

1. **Post the champions within the hour,** with the team tagged. It is the post teams share most.
2. **Thank sponsors with real numbers:** page visits, posts, teams. It helps you get them again next year.
3. **Ask for feedback the same evening,** three short questions on WhatsApp.
4. **Announce the next edition** while teams are still excited. Give early slots to teams that played.

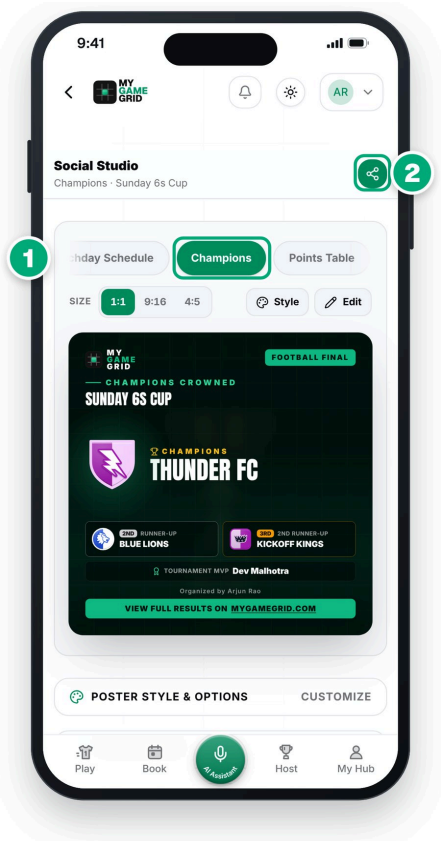
COMMON MISTAKE

Posting results two days later. By then nobody shares them.

DO IT ON MYGAMEGRID

CHAMPIONS POSTER IN ONE MINUTE

What it saves you: no designer needed. The poster and caption are filled from your results, ready to post.



1. In **Social Studio**, pick **Champions**: winner, runner-up, 3rd and MVP.
2. Share or download it with the caption ready to copy.

Also: **Points Table** and **Result** posters, a **Photos & videos** tab for match photos, and sponsor link clicks on your Edit page.

Watch the lesson: After the final
Organizer Academy on YouTube

Start free on MyGameGrid →

TEMPLATES TO COPY

YOUR RULES AND YOUR MESSAGES

Copy, fill in the [brackets], and share. Teams that read the rules first argue less, and teams that get every update ask fewer questions.

Tournament rules

TEMPLATE 1 OF 3

1. **Format:** [Group + Knockout]. [__]-a-side, [__] to [__] players per team. Matches are [__] minutes.
2. **Entry:** Rs [____] per team. A slot is confirmed only after payment.
3. **Refunds:** full refund until [date]. No refund once fixtures are published.
4. **Reporting time:** check in 45 minutes before your first match. 5 minutes late = walkover.
5. **Points:** win 3, draw 1, loss 0. Ties: goal (or point) difference, then goals (or points) scored, then head-to-head.
6. **Knockouts:** a draw goes to [penalties / extra time].
7. **Players:** only registered players can play. One team per player.
8. **Conduct:** abuse of referees or players means removal, with no refund.
9. **Final say:** the tournament director's decision on the day is final.

WhatsApp plan

TEMPLATE 2 OF 3

10 ready messages for a local tournament, in send order. **T-3** means 3 days before match day. **T-0** is match day.

T-14	**1. Registrations open** 2 weeks before match day
T-7	**2. Slots filling** 1 week before, or when most slots are taken
T-3	**3. Last day to register** 3 days before match day
Any day	**4. Payment reminder** To one captain who has not paid yet
T-2	**5. Fixtures are out** 2 days before, once registration closes
T-1	**6. See you tomorrow** 1 day before match day
T-0	**7. Match day** Match day morning, 2 hours before
T-0	**8. Knockouts are set** Match day, when the groups end
T-0	**9. Champions and thanks** Match day evening, after the final
T+7	**10. Next edition** 1 week after match day

WHATSAPP: BEFORE MATCH DAY

T-3 means 3 days before match day. Send to your teams group. Message 4 goes to one captain only.

T-14

1. Registrations open

2 weeks before match day

🏆 **[Tournament name]** registrations are open!

🏅 [Sport] · [__]-a-side · [Format]
📅 [Day, date] · first match at [time]
📍 [Venue, area, city]
💰 Entry Rs [____] per team
🎁 Prize Rs [____]
👥 Only [__] team slots

Register your team here: [your MyGameGrid link]
Your slot is confirmed after payment.
Registration closes on [date] at [time].

Questions? Call [name] on [number].

T-7

2. Slots filling

1 week before, or when most slots are taken

⚠️ Only **[3] slots left** for [Tournament name]!

[__] teams have already registered.
📅 [Day, date] · 📍 [Venue]

Register before [date]: [link]

T-3

3. Last day to register

3 days before match day

⏰ **Last day to register** for [Tournament name]!

Registration closes today at [time].
Only [__] slots left.

Register here: [link]

Any day

4. Payment reminder

To one captain who has not paid yet

Hi [captain name], thank you for registering **[team name]** for [Tournament name].

Your payment of Rs [____] is still pending. Please pay by [date] to confirm your slot, then add your UPI reference on the tournament page: [link]

After [date], the slot goes to the next team on the waiting list.

T-2

5. Fixtures are out

2 days before, once registration closes

📋 Registration is closed. **Fixtures are out** for [Tournament name]!

✅ [__] teams are confirmed.
See your group, match times and pitch here: [link]

⏰ Please come 45 minutes before your first match.
⚠️ More than 5 minutes late = walkover.

Please share this with all your players.

T-1

6. See you tomorrow

1 day before match day

🏆 **See you tomorrow** at [Tournament name]!

📍 [Venue]: [map link]
⏰ Check-in opens at [time]. Come 45 minutes before your first match.
👕 Bring your [team colour] jersey, shoes, water and ID.
💰 Balance to pay? Please pay Rs [____] at check-in.

Your matches and live scores: [link]

Tip: paste message 1 into **Autofill with AI** to fill your tournament form. For posters, **Social Studio** has a **Slots Filling** template that counts the slots for you.

TEMPLATE 2 OF 3 · WHATSAPP MESSAGES

WHATSAPP: MATCH DAY AND AFTER

T-0 is match day, T+7 is 1 week after. Keep these short: teams read them on the ground.

T-0

7. Match day

Match day morning, 2 hours before

☀️ **Match day!** [Tournament name] starts at [time] today.

Check-in is open at [venue] from [time].

Family and friends can follow live scores here: [link]

Good luck to all teams! 🙌

T-0

8. Knockouts are set

Match day, when the groups end

🔥 The group stage is over. **The knockouts are set!**

See who plays who: [link]
First knockout match: [time] on [pitch or court].

Teams in the knockouts, please stay near your pitch.

T-0

9. Champions and thanks

Match day evening, after the final

🏆 Congratulations **[champion team]**, champions of [Tournament name]!

🥈 Runners-up: [team]
🥉 Third place: [team]
⭐ Best player: [name]

Thank you to all [__] teams, our referees and our sponsor [sponsor name].
Full results and photos: [link]

Please help us improve. Reply with:
1. What did you like?
2. What should we change?
3. Will you play the next one?

T+7

10. Next edition

1 week after match day

📣 **[Tournament name] is back** on [day, date]!

Teams that played last time get the first slots until [date].
Entry Rs [____] per team.

Register here: [link]

Tip: make the champions post in **Social Studio** with the **Champions** template, and send message 9 with it.

MY GAME GRID

NEED A HAND?

WE WILL SET UP YOUR FIRST TOURNAMENT WITH YOU

Send us your poster or WhatsApp message. Our team sets it up with you, and we promote it free on our Instagram, Facebook and Threads.

- ✓ **Free to host**
- ✓ **Zero commission on entry fees**
- ✓ **Any sport, any city**

Start free at mygamegrid.com/host →

Instagram @my_game_grid · support@mygamegrid.com