

Setting Up a Tap TV Trivia Tournament

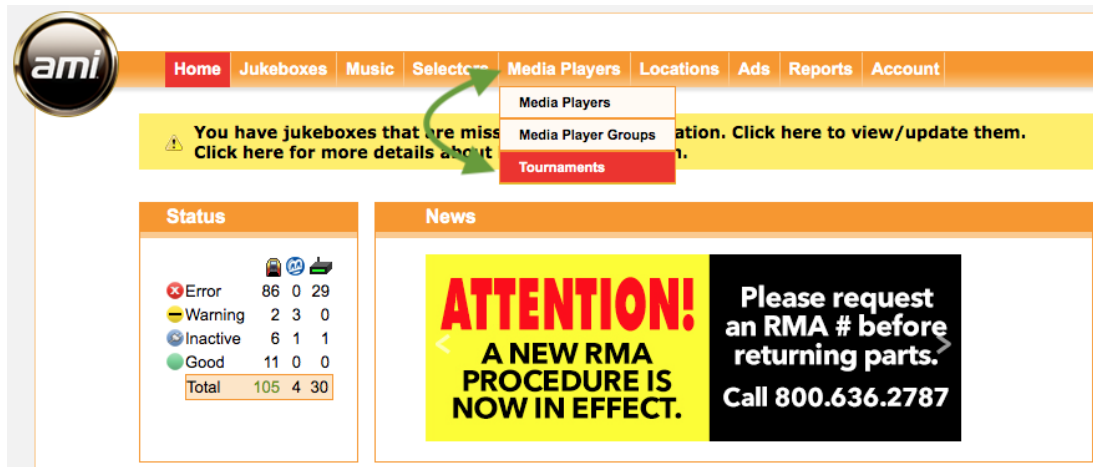
- Before you begin, you will need:
 - Tap TV system installed at the venue
 - Login for the AMI Operator website

A video walkthrough of this process is available [here](#).

- Log in to the AMI Operator website:

<https://www.amientertainment.net/operator/>

- On the homepage, click the **Media Players** dropdown and select **Tournaments**

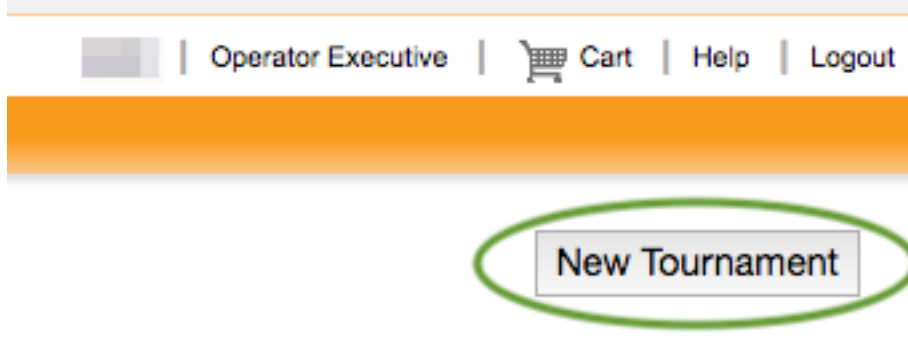


The screenshot shows the AMI Operator website homepage. The navigation menu includes Home, Jukeboxes, Music, Selections, Media Players, Locations, Ads, Reports, and Account. The Media Players dropdown menu is open, showing options for Media Players, Media Player Groups, and Tournaments. A green arrow points to the Tournaments option. A yellow banner at the top reads: "You have jukeboxes that are missing information. Click here for more details about them." Below the navigation menu, there is a Status section with a table of system status and a News section with an attention alert.

Status			
Error	86	0	29
Warning	2	3	0
Inactive	6	1	1
Good	11	0	0
Total	105	4	30

ATTENTION!
A NEW RMA PROCEDURE IS NOW IN EFFECT.
Please request an RMA # before returning parts.
Call 800.636.2787

- On the Tournaments page, click **New Tournament** in the top right



The screenshot shows the top right corner of the AMI Operator website. The navigation bar includes Operator Executive, Cart, Help, and Logout. Below the navigation bar, there is a large orange banner. In the bottom right corner, there is a button labeled "New Tournament" which is circled in green.

- This will load the **New Tournament Wizard – Step 1 of 5:**

New Tournament Wizard
✕

New Tournament Wizard - Step 1 of 5

Channel: Trivia **Timezone:** US/Aleutian

Start: 10/09/2019 12:00 PM **End:** 10/10/2019 12:00 PM

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Locations that do not support tournaments are not shown.

Locations: All Locations Search:

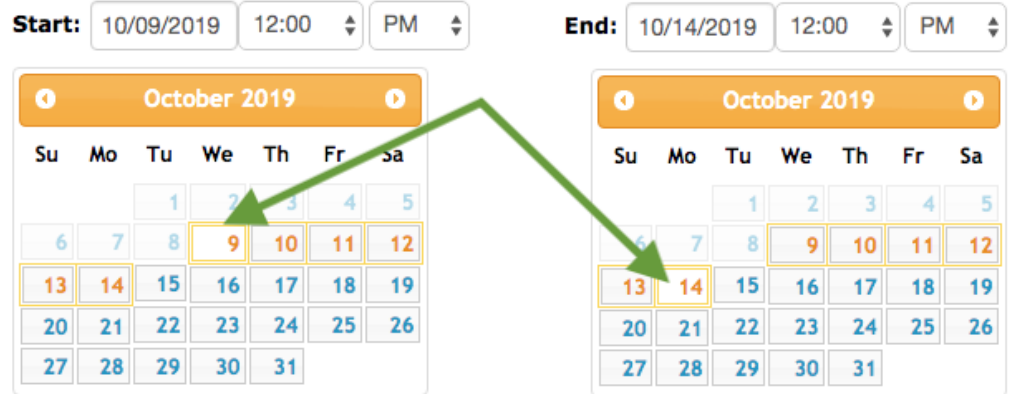
<input type="checkbox"/>	Location Status	Nickname
<input type="checkbox"/>	ERROR	Tap TV Chicago
<input type="checkbox"/>	ERROR	Test Location

Showing 1 to 2 of 2 entries Show Selected Only

Cancel
Next

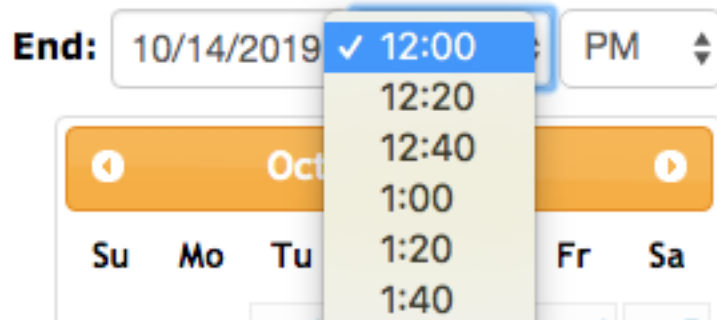
- Channel: Trivia
- **Timezone:** [defaults to the time zone for your location’s saved address]. Click the dropdown to change, if necessary.
- **Start:** Date/time that event will commence


- **End:** Date/time that event will conclude
 - You can also select Start/End dates by clicking on the Calendars:



^^^tournament runtime will be highlighted

- Click to adjust start/end time [defaults to 12:00 PM]



-  Each location can only run one tournament at a time. Tournament length is not restricted. However, **you cannot create a same-day event**. The Tap TV system requires a 24-hour advance window to generate the necessary promotional screens.

- **Locations:** click the checkboxes for the locations that will be running this tournament [required]



What if I want to run the event at 2 different venues, but they each have their own prizes to give away?

-Location-specific prizes should be awarded for tournaments

in which they are the only participating venue. In this case, 2 unique tournaments should be created.

- You can also **Search** for a specific location by typing the name here
- The **Location Status** and **Nickname** are displayed, and you have the option to **Select All** and **Show Selected Only**



Tournaments with prizes are prohibited in some states. Please ensure the legality of your event for the selected location.

- Click **Next** to move on to next step



- **New Tournament Wizard – Step 2 of 5:**

New Tournament Wizard
✕

New Tournament Wizard - Step 2 of 5

Entry Fees:

Type	Explanation
Free	User pays no fee and all game scores achieved before the tournament's end date count towards their tournament score and final rank.

Rules:

Scoring	Explanation
Total of Top 3	The tournament score is the total of the player's top three game scores.

Prizes:

Rank	through	Prize Description*	Prize Value**
1	<input type="text"/>	<input type="text"/>	<input type="text"/> each

*Prize Description is displayed to players on TV and in the app
**Prize Value is displayed only in Official Rules

Total Prize Value: \$

How to claim your prize*:**

***Player must contact you (the Sponsor) to claim any prize. In the space above, please provide detailed instructions for contacting your company: including specific contact name, address, phone number, email address, etc.

- Entry Fees
 - **Type:** Free [default/only available option at this time]

- Rules
 - **Scoring:** Total of Top 3 [default]
Tournament score = player's top 3/5/10 scores combined



- Prizes

- **Rank:** [defaults to a single prize, with option to add more]
- **Through:** enter a numerical value here *only if* the prize descriptions and values for consecutive placing will be identical

FOR EXAMPLE:

Rank	through	Prize Description*	Prize Value**
1	3	Any appetizer from Bar Menu	8.00 each

^^^The only prizes awarded in this tournament are for the top 3 scorers, who all win the same prize.

- **Prize Description:** [required]
This field is limited to 27 characters
- **Prize Value:** [required, numerical only]



Players will only be shown the Prize Description. The Prize Value is reflected in the tournament's Official Rules (which players often do not read). We recommend that when awarding a gift card or cash, the dollar amount is also communicated in the Description field.

- Assign additional prizes (if applicable)
 - Click **Add Prize**

Add Prize	Remove Prize
------------------	---------------------

- Adjust the Description and Value for all subsequent potential prizes

Rank	through	Prize Description*	Prize Value**	
1	<input type="text"/>	25\$ Visa Gift Card	25.00	each
2	<input type="text"/>	Any entree (up to \$15)	15.00	each
3	<input type="text"/>	Any appetizer	8.00	each

*Prize Description is displayed to players on TV and in the app

**Prize Value is displayed only in Official Rules

Total Prize Value: \$ 48.00

- **Remove Prize:** erases the last entry
- **Total Prize Value** is automatically calculated



Anyone familiar with the Megatouch TournaMaxx system will recall that prizes could be disbursed for the top scorer, and then again for lower ranks.

For Example: To award prizes for only 1st and 5th place, add 5 prize slots, and assign the non-winning ranks a prize description something like “Bragging Rights” with a value of 0. This encourages repeat play for lesser-skilled patrons who think the top spot is unattainable but still want to compete for a prize.

Prizes:

1	<input type="text"/>	\$50 cash!	50.00	each
2	<input type="text"/>	bragging rights	0.00	each
3	<input type="text"/>	bragging rights	0.00	each
4	<input type="text"/>	bragging rights	0.00	each
5	<input type="text"/>	\$20 cash!	50.00	each

- **How to claim your prize:** Explanation of next steps for tournament winners to claim any prizes won [required]
- Click **Next** to move on to next step

- **New Tournament Wizard – Step 3 of 5:**

New Tournament Wizard✕

New Tournament Wizard - Step 3 of 5

***Tournament Name:**

[Edit Contact Information](#)

***Tournament Operator:** Rowe Engineering (QA)

***Operator Contact Email:** ██████@amientertainment.com

*App users can submit comments and questions regarding your tournament. AMI will auto-forward these questions, along with the app user's contact information, to the email address provided above. Please be sure the selected email address is safe to use for this purpose.

***Operator Address:** Rowe Engineering (QA), 4147 Eastern Ave, SE, Suite 200, Grand Rapids , MI , 49508, US

*This street address will be displayed in the Official Tournament Rules.

Minimum Age:

Location Employees Eligible*:

*By selecting "Yes", you allow location employees such as bartenders or managers to participate in the tournament. Your employees and AMI employees are always excluded.

- **Tournament Name** [required]
This field is limited to 24 characters
- **Tournament Operator/ Operator Contact Email / Operator Address:** These values will be populated with your current contact info. To make any adjustments to this event only*, click **Edit Contact Information**
**Permanent changes to your account should be done from the Account tab of the Operator website*
- **Minimum Age:** [defaults to 21] Click the dropdown to select 18-25
- **Location Employees Eligible:** [defaults to No] Select whether staff at the venue can participate and claim prizes

- **New Tournament Wizard – Step 4 of 5:**

New Tournament Wizard
✕

New Tournament Wizard - Step 4 of 5

Tournament Name:
Sponsor: Rowe Engineering (QA)

Tournament Schedule

◀
October 2019
▶

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/11/2019 5:00 PM - 10/17/2019 11:00 PM

Timezone: US/Eastern

Rules:

Scoring: Total of Top 3
Entry: Free

Prizes & Awards

Rank	Prize Description*	Prize Value**
🏆 1st	\$25 Visa Gift Card	\$25.00 each
🥈 2nd	Any Entree (dinner menu)	\$20.00 each

*Prize Description is displayed to players on TV and in the app
**Prize Value is displayed only in Official Rules

How to claim your prize:
See bartender to sign prize release form and claim prize. All prizes must be claimed within 30 days of tournament end date.

Location Status	Nickname
ERROR	Test Location

Showing 1 to 1 of 1 entries (filtered from 2 total entries) Previous 1 Next

^^^All tournament information entered in previous steps is recapped here for you to review

- Click **Back** to make any changes or **Next** to move on to next step

9

- **New Tournament Wizard – Step 5 of 5:**

New Tournament Wizard✕

New Tournament Wizard - Step 5 of 5

Trivia Masters OFFICIAL RULES

NO PURCHASE NECESSARY TO ENTER OR WIN. A PURCHASE WILL NOT INCREASE YOUR CHANCES OF WINNING

VOID WHERE PROHIBITED OR RESTRICTED BY LAW

AMI Entertainment Network, LLC ("Platform Provider") and [Rowe Engineering \(QA\)](#) ("Operator") (collectively, the "Sponsors") are pleased to introduce the [Trivia Masters](#) (the "Trivia Challenge"). As a condition of participating in the Trivia Challenge, you ("You" or "Your") agree to be fully and unconditionally bound by these Official Rules and the decisions of the Sponsors, whose decisions shall be final and binding in all respects, and to waive any right to claim ambiguity in the Trivia Challenge or these Official Rules. The Trivia Challenge is subject to applicable federal, state, provincial and local laws and regulations and is VOID WHERE PROHIBITED OR RESTRICTED BY LAW. Winning and receiving a prize is contingent upon fulfilling all requirements set forth herein.

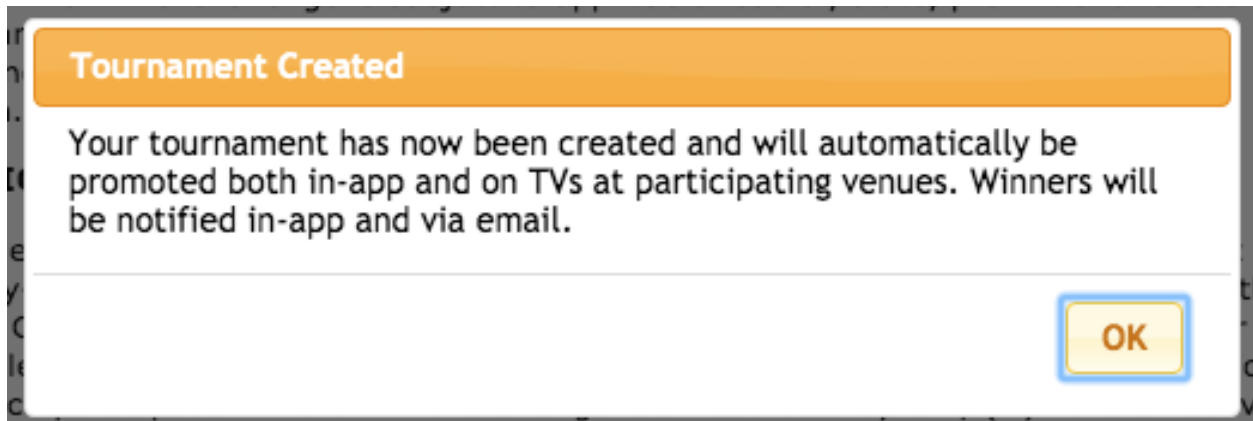
1. ELIGIBILITY:

In order to be eligible to participate in the Trivia Challenge, You must: (i) be at least twenty-one (21) years of age or older and not a person barred from participating in the Trivia Challenge under the laws of the United States or other applicable state, city or other legal entity (collectively, "Jurisdiction"); (ii) be physically located in a Jurisdiction in which participation in the Trivia Challenge is unrestricted by law; (iii) have an active user account with Platform Provider ("Account"); and (iv) at all times abide by these Official Rules as well as Platform Provider's Terms of Use, available at <http://www.taptvtonight.com/legal/terms-of-service/>, and Privacy Policy, available at [http://www.taptvtonight.com/privacy-policy/](#).

I hereby acknowledge and agree that: (1) I have read and I understand the Official Rules set forth above; (2) I agree to the terms, conditions and obligations set forth in the Official Rules set forth above, and (3) I will implement and enforce the Official Rules in connection with any tournaments.

AGREE DO NOT AGREE

- Scroll through to read your tournament’s Official Rules
- Click **AGREE** to activate the Finished button and commit your Tap TV Trivia Tournament for processing
- Click **Back** to make any changes or **Finished** to commit your Tap TV Trivia Tournament for processing



- Click **OK** to close the pop-up



Your tournament is now configured!