

# BUK GAMING ORGANIZATIONS GUIDE

## IMPORTANT

To be able to add players to an Organization, the player must have an account that has logged in to buk.gg and a Discord account connected to the account that has joined the BUK Gaming Discord server.

This means that you can only participate in a BUK Gaming tournament if you have an account on <https://portal.bcc.no> and an account connected to the Discord server through buk.gg. If this is not possible, contact the Tournament Administrator or a moderator in the Discord server.

## HOW TO CREATE AN ORGANIZATION:

Go to <https://buk.gg/organizations>, click "CREATE ORGANIZATION" and fill out the Organization name (can be changed).

*Only members who are O18 can create an Organization. You can only manage 1 organization. Contact a BUK Gaming moderator in special cases.*

On creation, your Organization is private. This means that only members of your organization will be able to find it in any lists (mainly in [your profile](#)). After approval from a moderator, your Organization and linked Teams will be visible in the lists.

*Keep in mind that this approval is not important at all, and only prevents your organization from showing up in lists and being easily accessible to non-members. Be patient if your organization isn't public yet.*

## EDITING ORGANIZATION:

Click "Edit" on your Organization page to reveal tools.

*Only Managers and Officers can access Edit mode, and have equal permissions*

## GENERAL INFORMATION

You can easily change the Organization name by editing it, as well as updating your Organization Logo/Image. The Logo is used for all your teams, so a team-specific logo might seem weird in some instances.

## MEMBERS

### ADDING & REMOVING

In Edit mode, you can search for members in your church, using the green "Search" button (must be connected to the Discord in order to show up). This search is CaSe Sensitive. You can also search for anyone who has joined the Discord by using the blue "Discord" button. Add the members by clicking the green "plus" button next to their name.

You can remove members by clicking the red "cross" next to their name in the lists.

## ROLES

In Edit mode, you can assign different roles to players. Officers have the same permissions as Manager, but it's not possible to change Manager. Captains and Members have no permissions to edit the Organization or add new members.

### MANAGER

Is unique and the creator of the organization. Has all permissions to edit the organization and members. Can only be transferred if an administrator is contacted.

### OFFICER

Is not unique, but also has all permissions to edit the organization and members. Can also edit all teams in the organization.

### CAPTAIN

Can accept invites from members who has requested to join the organization. Other than that, captains have no other organizational permission except managing their own teams members.

## TEAMS

### CREATE TEAM

Create a team by going into Edit mode and filling out the required information. Select the captain and game.

The name can be changed by Managers and Officers by editing the field after creation.

### CAPTAIN

The Captain is the contact person for the team. A captain can also add Members to the team or assign another captain from the current Members. Captains is selected on creation or by clicking the green "check" next to the team Members.

### ADDING OR REMOVING MEMBERS

Members can be added by clicking the "+" button on the Team. This button is visible in edit mode on your Organization page or by the Captain. Only Members already in the Organization can be added to the team.

Changes to teams are only applied after clicking "save".

## TOURNAMENT SIGNUP

Tournaments are open to either solo signups or team signups. If a tournament is open to solo signups, anyone can sign up.

Managers and Officers can sign up teams under their organization. Team Captains can sign up their team.

### REQUIREMENTS

In order to sign up for tournaments, your team must be eligible. Eligibility is achieved by having the required team members on the team.

When signing up, you might be prompted for additional information. Fill out the required information to sign up.

It is not possible to sign off a tournament after signup.

## LIST

A complete list over all the registered teams is visible on the tournament page.