



How to Become a Play! Pokémon Store

Create a Pokémon Trainer Club account (if none exists)

The first step in starting a Pokémon League is to create a Pokémon Trainer Club account on [Pokemon.com](https://pokemon.com). When creating your account, **use your own first and last name and a personal email that is not shared by others in your business**. By having a PTC account, you will be able to receive important information regarding any number of League benefits such as Prerelease opportunities, prize support, and other important Organized Play updates. Once you create your PTC account, go to Play! Pokémon Settings and obtain a Player ID. Please make note of your Player ID.

Take the Professor Exam

Once your PTC account has been created, the next step will be passing the [Professor Organizer Exam](#). By passing these tests, you will gain tiered certifications which will give you eligibility to start, organize, and run your League. The exam is open-book and you can find some resources that will be helpful to pass, like the Tournament Rules Handbook and League Rules Handbook, [here](#). You will need to score an 80% or better, then undergo a [background check](#). If you don't pass the exam the first time, you are welcome to take it again after a 30 day wait period.

Once your background check is completed, you will have your Professor credentials listed on your account, under the Organizer Tools tab.

Apply for your League

1. Log into your PTC account
2. From the Profile Overview page, select Organizer Tools
3. Expand the Organizer Information tab
4. Select Apply for a New League Venue
(you will not be able to proceed until you have at least the Organizer Basic credential)
5. Complete application form

Please note that the Organized Play team utilizes multiple online channels to verify your venue. Be sure the photos on your Google listing reflect how your store meets each of our [venue requirements](#), before filing the application, in order to expedite the process.





League Maintenance & Reporting

Monthly League attendance reporting **is required** for Leagues to remain in good standing with the program.

Leagues that report attendance each month can gain or maintain eligibility for events such as Prerelease and local League Premier events, increase their League support material allocations, and secure additional event and prize support. Failure to report regular League attendance can lead to losing eligibility for League exclusive events and support materials.

Report your League attendance on your League Details page using the Add More Players button shown below. Once your players have been added, your report will be automatically generated at the end of the reporting window.

Current Season

Add More Players

Add Play Times

Add More Players

League Seasons last for one calendar month. Reporting for each League Season begins on the 8th of that month and lasts through the 7th of the following month.

You may add players as often as you like during the reporting window. When reporting for a League Season closes, your report will be automatically finalized, and quantities for your League support will be calculated.

Please note: If your League is sanctioning regular League play sessions as tournaments in Play! Tools and running them via TOM, those players must be logged on your League Details page **in addition** to appearing on your TOM event. Tournaments reported through Play! Tools and TOM will not be reflected on your monthly League reporting and will not go towards the monthly reporting requirement.

You can also view our FAQ [here](#) for additional information regarding League reporting, League maintenance, events, and resources for our Tournament software can be found [here](#). To follow view our training videos, you can find them [here](#).

