

# POKER CLUB

Updated: 2025.3.18

## Table of contents

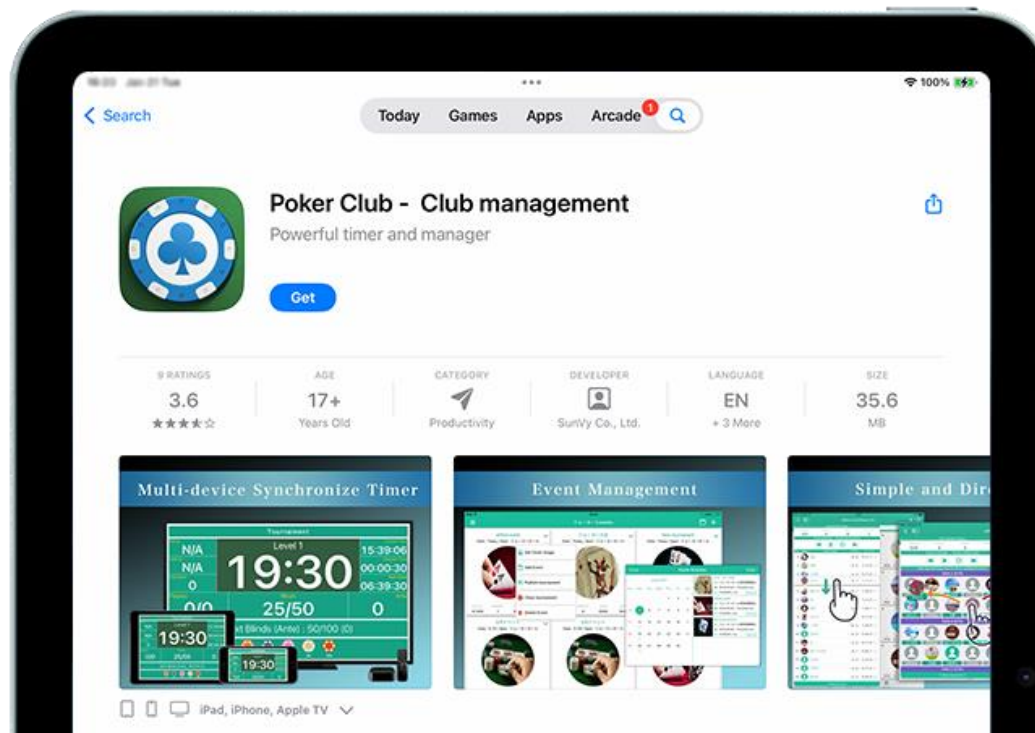
<b>1. DOWNLOAD AND INSTALL POKER CLUB .....</b>	<b>3</b>
<b>2. REGISTER A POKER CLUB ACCOUNT .....</b>	<b>4</b>
<b>3. COMPLETE CLUB INFORMATION .....</b>	<b>5</b>
<b>4. ADD A TOURNAMENT SERIES .....</b>	<b>6</b>
<b>5. COMPLETE TOURNAMENT DETAILS.....</b>	<b>7</b>
<b>6. PUBLISH THE TOURNAMENT .....</b>	<b>10</b>
<b>7. BLIND STRUCTURE, TIMER, AND PRIZE DISPLAY .....</b>	<b>11</b>
<b>8. CREATE/EDIT RANKINGS .....</b>	<b>12</b>
<b>9. LINK A RANKING TO A TOURNAMENT .....</b>	<b>13</b>

<b>10. ADD MEMBERS.....</b>	<b>14</b>
<b>11. MEMBERSHIP APPLICATION (OPTIONAL).....</b>	<b>15</b>
<b>12. TOURNAMENT REGISTRATION (PLAYER PAYMENT).....</b>	<b>17</b>
<b>13. CHIP DISTRIBUTION (PLAYER CHIP PICKUP).....</b>	<b>18</b>
<b>14. SEAT ASSIGNMENT .....</b>	<b>19</b>
<b>15. ITM (IN THE MONEY) PROCESSING .....</b>	<b>20</b>
<b>16. FINALIZING RESULTS (GENERATING REPORTS) .....</b>	<b>21</b>
<b>17. UNION OVERVIEW .....</b>	<b>22</b>
<b>18.FAQ .....</b>	<b>25</b>

## 1. DOWNLOAD AND INSTALL POKER CLUB

Open the App Store and search for Poker Club to download and install the app.

⚠ Note: The Poker Club app is only available for iOS.



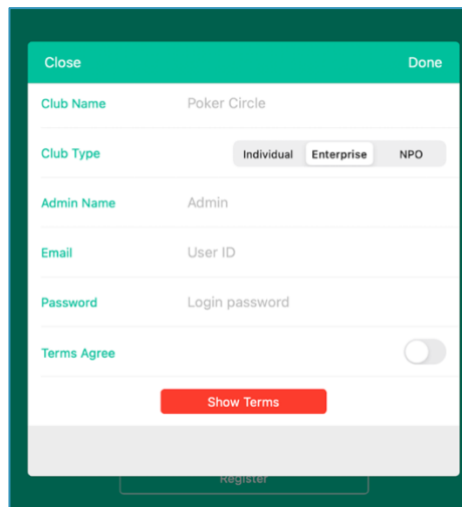
You can also scan the QR code  
to download the app.



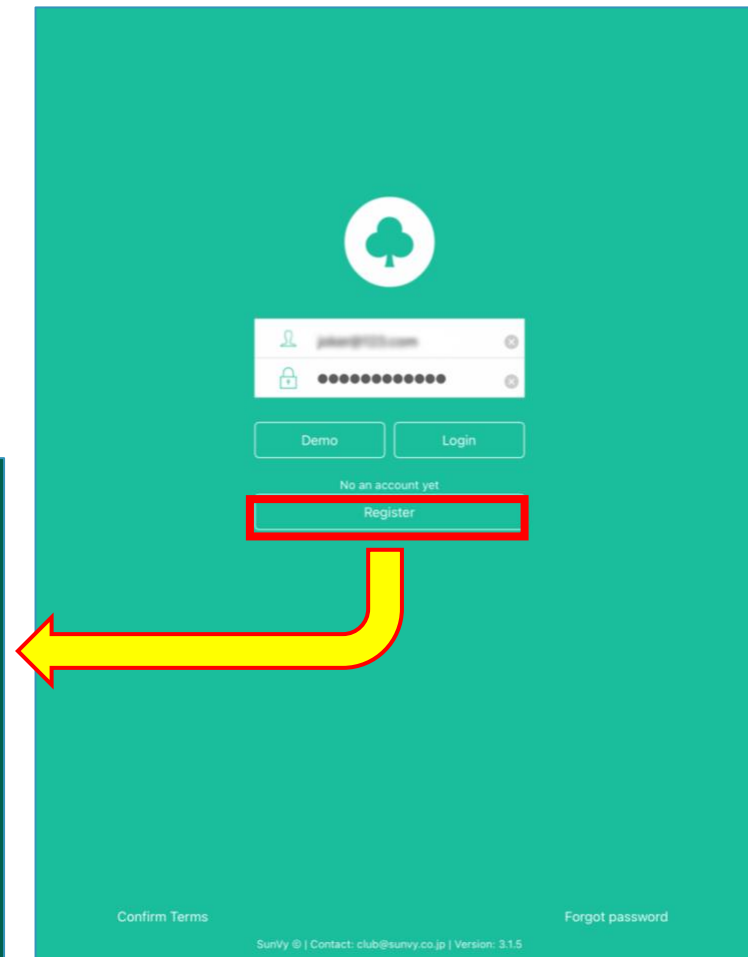
## 2. REGISTER A POKER CLUB ACCOUNT

- ① Launch the app and tap [Register].
- ② Enter the required club information, agree to the Terms of Service, and save.

A verification email will be sent automatically. Check your inbox and complete the email verification to enable login.



A screenshot of the registration form in the app. The form is titled 'Close' and 'Done'. It contains the following fields: 'Club Name' (Poker Circle), 'Club Type' (Individual, Enterprise, NPO), 'Admin Name' (Admin), 'Email' (User ID), 'Password' (Login password), and 'Terms Agree' (toggle switch). A red 'Show Terms' button is located below the 'Terms Agree' field. At the bottom of the form is a 'Register' button.



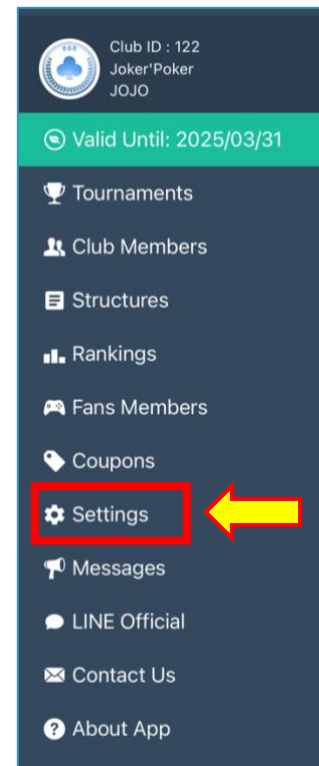
### 3. COMPLETE CLUB INFORMATION

Open the [Settings] menu from the left-side menu

and configure the following details:


- Upload a Club Image (Required)
- Enter the club address and contact information (Required)
- Provide a club description (Required)

Tap [Change Setting] to make and save the changes.



A screenshot of the club settings page. It is divided into three sections: 'CLUB IMAGE', 'CONTACT INFORMATION', and 'CLUB DESCRIPTION'. The 'CLUB IMAGE' section has two rows for 'Small(400x250) (Required)' and 'Big(400x400)', both marked 'Completed'. A 'Change Setting' button is highlighted with a red box and a yellow arrow labeled 'a'. The 'CONTACT INFORMATION' section contains fields for 'Region' (東京都), 'City' (中央区), 'Address' (日本橋小伝馬町), 'Tel' (0901234567), 'Email' (joker@gmail.com), and 'Homepage' (https://www.jokers.co.jp). A 'Change Setting' button is highlighted with a red box and a yellow arrow labeled 'b'. The 'CLUB DESCRIPTION' section has a text area with the content 'Welcome to joker club! Let's play poker!'. A 'Change Setting' button is highlighted with a red box and a yellow arrow labeled 'c'.

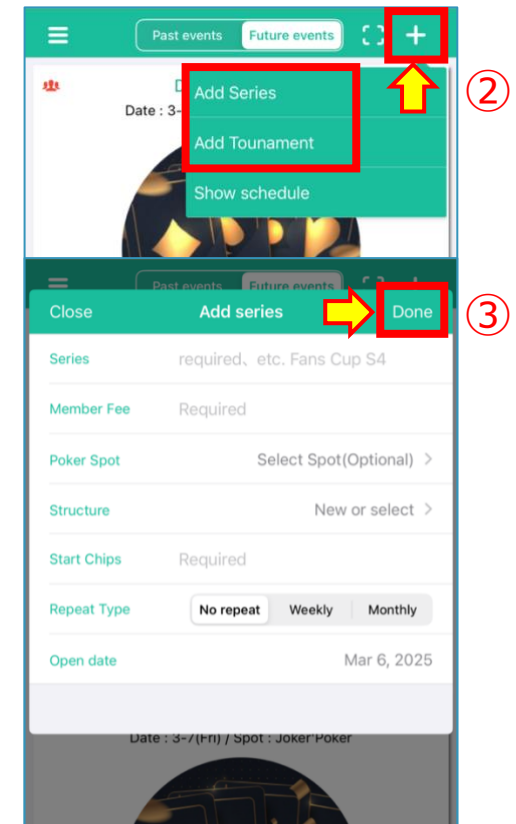
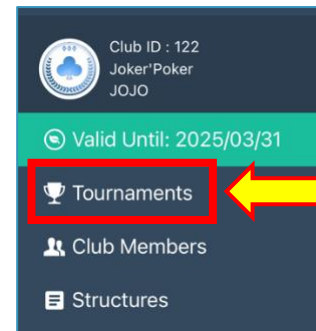
## 4. ADD A TOURNAMENT SERIES

- ① Open [Tournaments] from the left-side menu.
- ② Tap the  button in the upper right and select [Add Series].

If a series already exists, you can select [Add Tournament] instead.


- ③ Enter the basic tournament details and save.

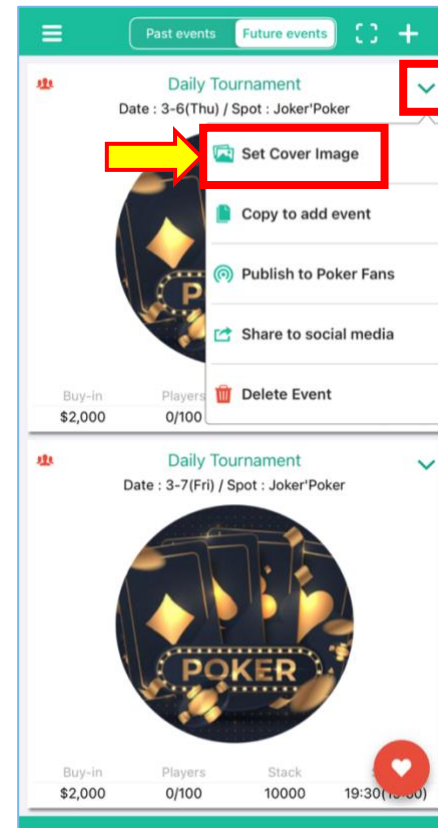
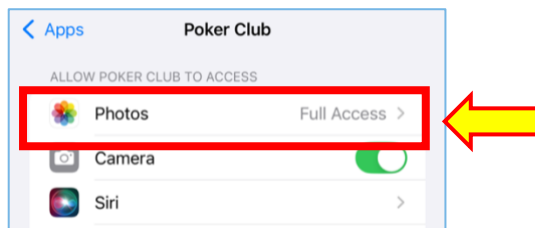
📌 For details on the difference between a series and a tournament, as well as the function of recurrence settings, please refer to the FAQ.



## 5. COMPLETE TOURNAMENT DETAILS

### A. SET A COVER IMAGE (REQUIRED)

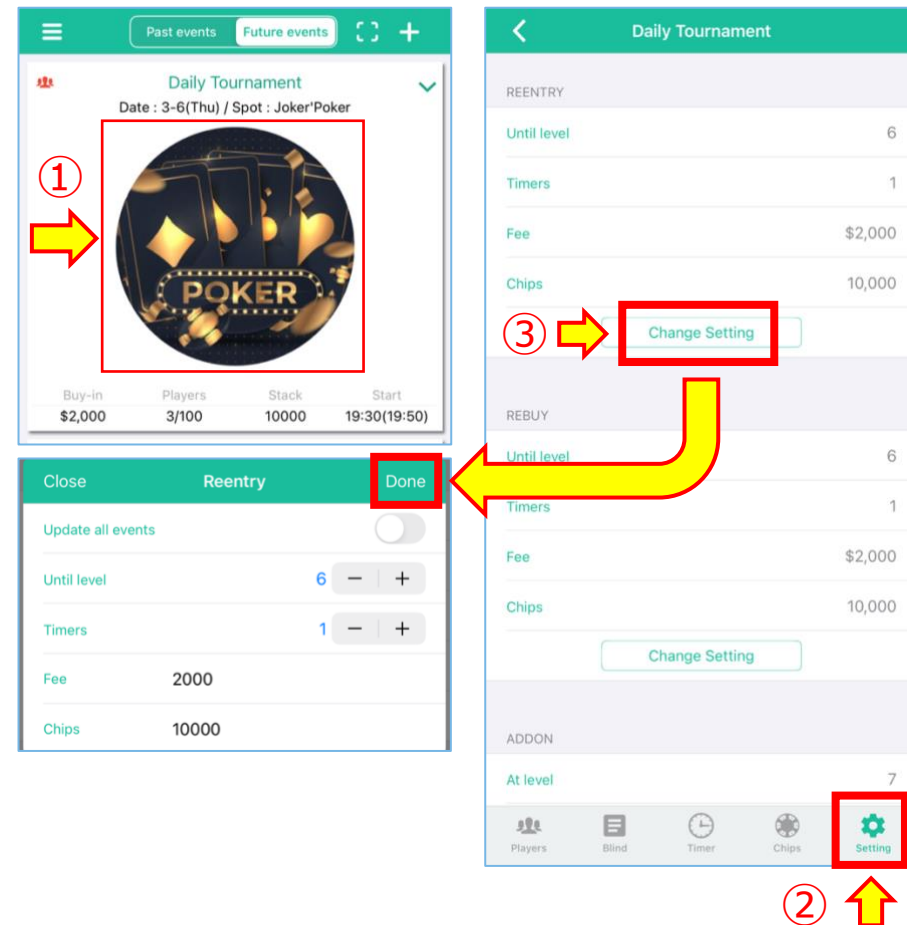
- ① Tap the  button on the right side of the tournament.
  - ② Select [Set Cover Image], choose an image from your album, and save.
- ⚠ Make sure to enable photo access permissions in your device settings before proceeding.





## B. CONFIGURE TOURNAMENT SETTINGS

- ① Tap the tournament cover to open the tournament management screen.
- ② Tap [Setting] at the bottom to enter the detailed settings screen.
- ③ Tap [Change Setting] to edit and save your changes.



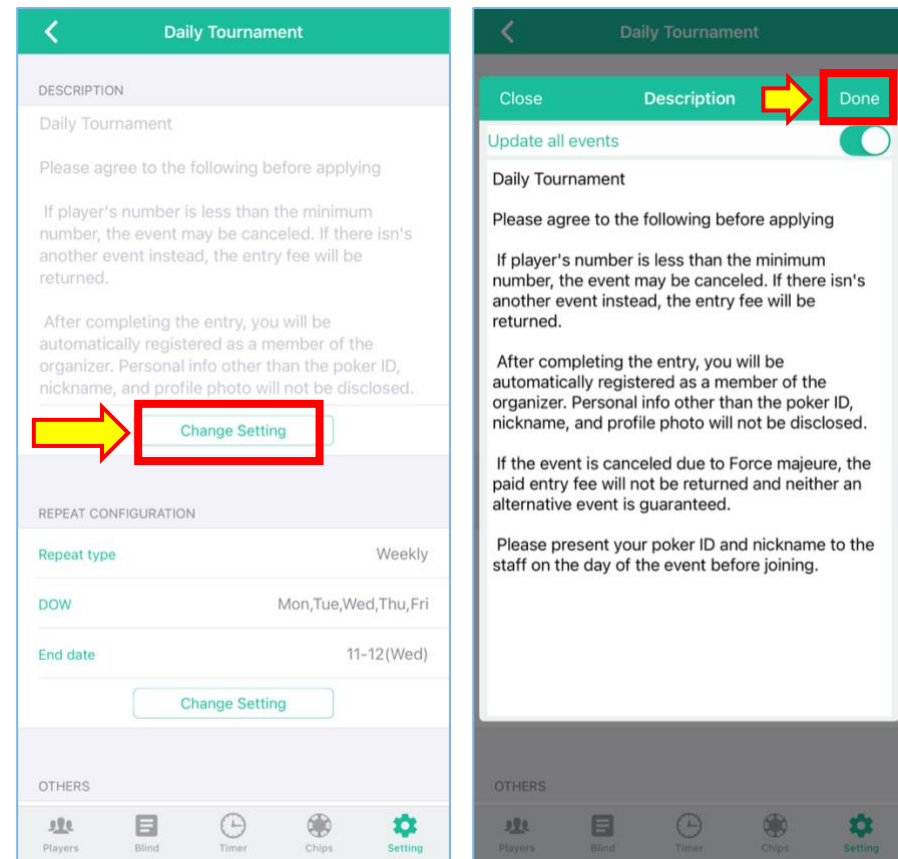
### C. ENTER A TOURNAMENT DESCRIPTION (REQUIRED)

In the [Setting] menu, locate the [Description] section, tap [Change Setting], and input the tournament details.


📌 Note:

When editing for the first time, enable the [Update all events] switch before saving.

For details on full-series updates, refer to the FAQ.

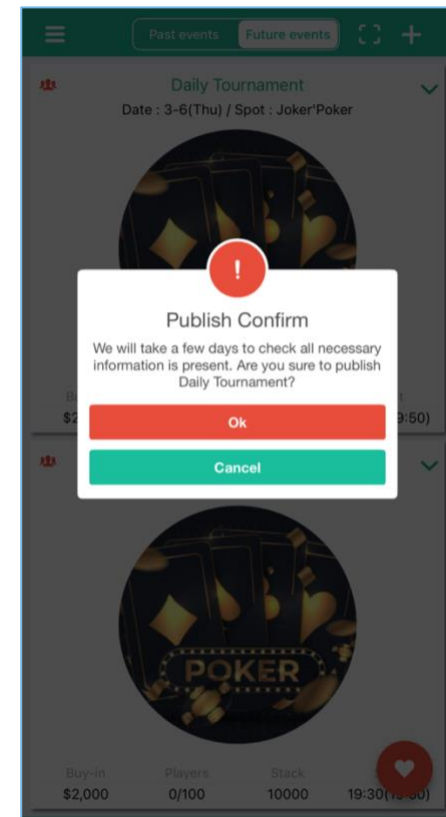
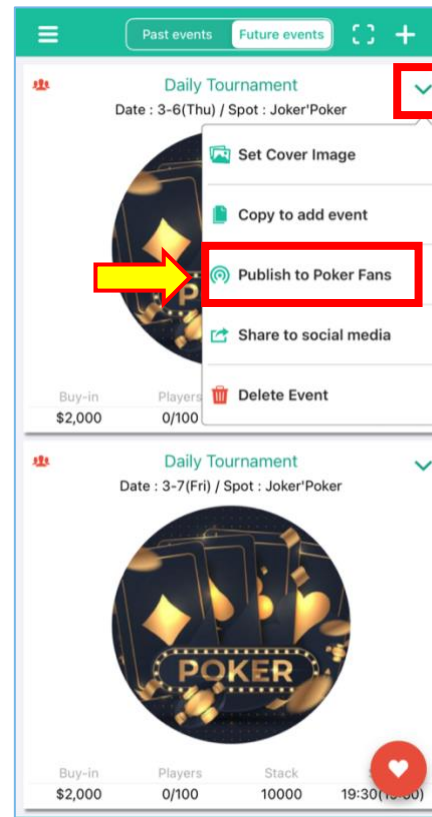


## 6. PUBLISH THE TOURNAMENT

- ① Tap the  button on the right side of the tournament.
- ② Select [Publish to Poker Fans] to submit for approval.
- ③ Wait for the review results.

### Additional Information:

Publication is based on tournament series. Once approval is granted, all tournaments within that series will be published.



## 7. BLIND STRUCTURE, TIMER, AND PRIZE DISPLAY





For detailed instructions on the following topics, please refer to the [Timer Operation Manual](#) on the official website:

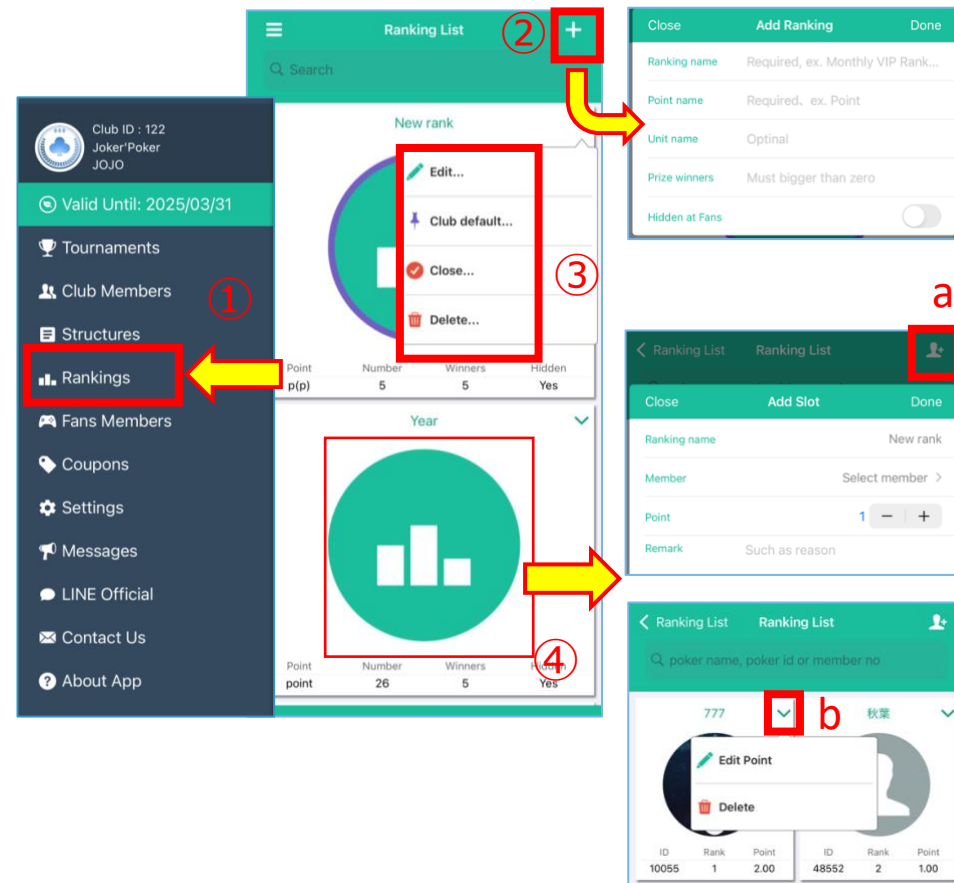
1. How to create/edit/set blind structures
2. How to operate/set/display the Timer
3. How to set/display prizes

These topics will not be covered in this guide.

SunVy		Daily Tournament(08/14)		LEVEL 5	
				LATE REG: 24:27	
				NEXT BREAK IN	
1ST	\$57,456	14:27		14:27	
2ND	\$37,449			AVG STACK	
3RD	\$24,624			10,555	
4TH	\$17,955			PLAYERS	
5TH	\$12,825			108/112	
6TH	\$10,260	BLINDS: 150/300		REBUYS/ADDONS	
7TH	\$8,208			2/0	
8TH	\$6,669	ANTE: 25			
9TH	\$5,130				
10TH	\$4,309	NEXT LEVEL: 200/400 (25)			
11-12	\$4,309				
13-15	\$3,899				
TOTAL PRIZE POOL		\$205,200			
Powered by Poker Fans Platform.   SunVy, 2008-202					

## 8. CREATE/EDIT RANKINGS

- ① Open [Rankings] from the left-side menu.
- ② Tap the  button in the upper right to create a new ranking.
- ③ Tap the  button on the ranking cover to edit/delete the ranking.
- ④ Tap the cover to enter the ranking:
  - a. Tap  in the upper right to add members to the ranking.
  - b. Tap  on a member's profile to edit their score or remove them from the ranking.

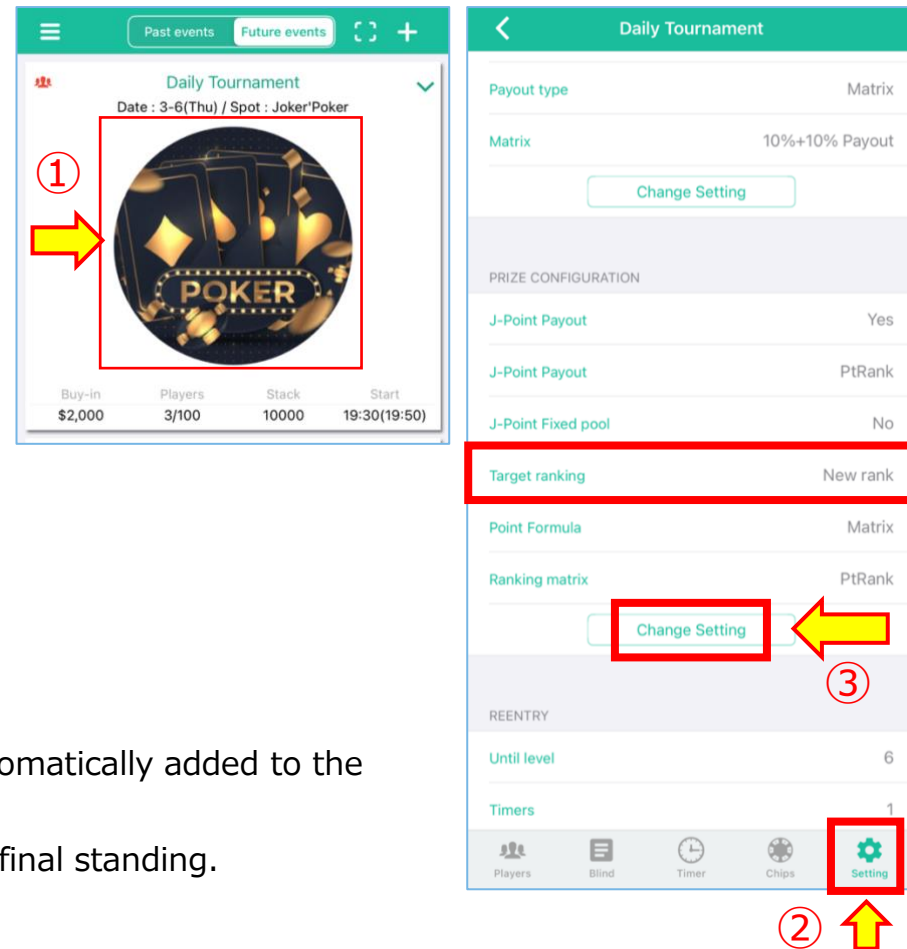


## 9. LINK A RANKING TO A TOURNAMENT

- ① Tap the tournament cover to enter tournament management.
- ② Tap [Setting] to open the detailed settings screen.
- ③ Locate [Prize Configuration - Target ranking], tap [Change Setting], and select the ranking.

### 📌 Additional Information:


Once the tournament is closed, players will be automatically added to the linked ranking and assigned points based on their final standing.




## 10. ADD MEMBERS

① Open [Club Members] from the left-side menu.

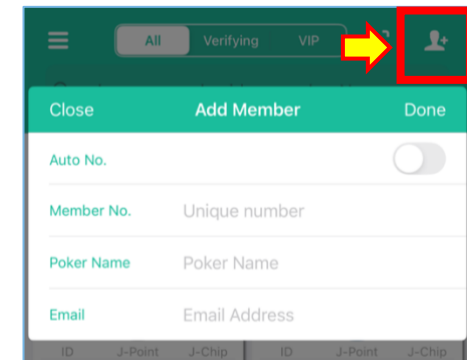
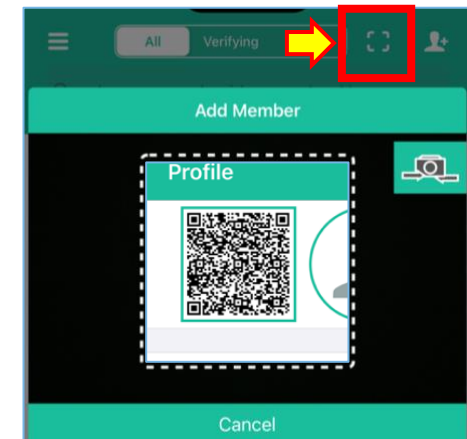
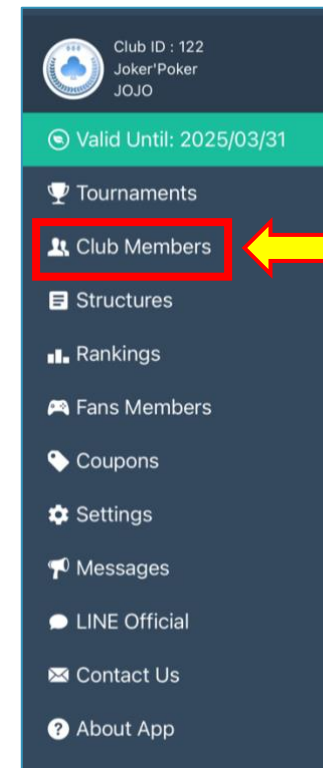
② Choose one of the following methods:

Method 1: Tap , scan the Poker Fans member QR code to add them directly.

Method 2: Tap , register a new member manually, enter their details, and save.

📌 Note: Method 2 is only for registering temporary accounts for players without smartphones.

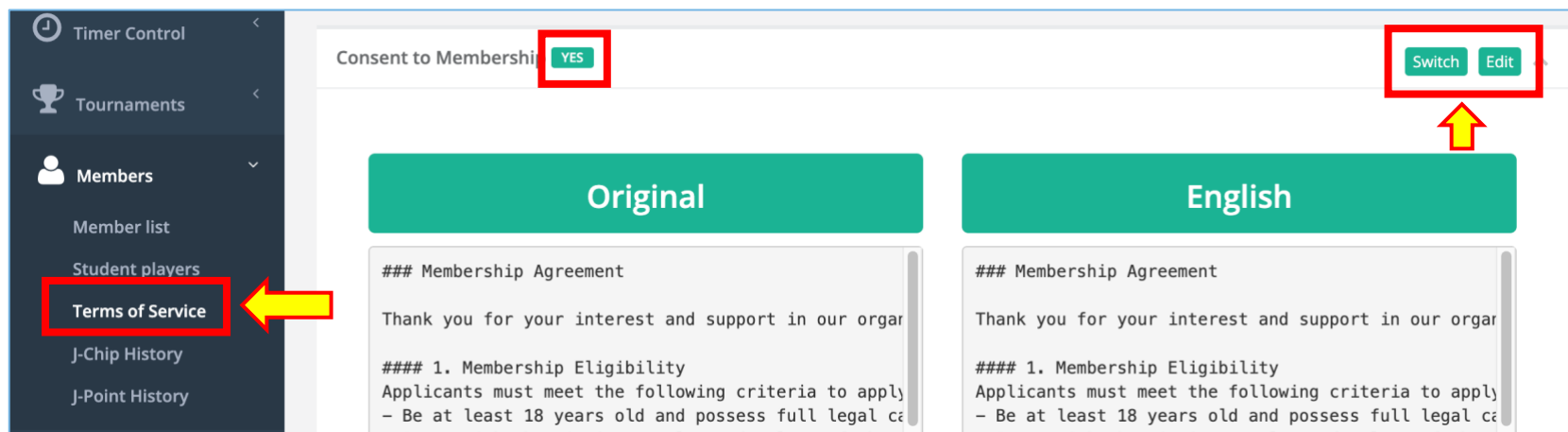
Poker Fans app for players download:



## 11. MEMBERSHIP APPLICATION (OPTIONAL)

### A. ENABLE MEMBERSHIP TERMS

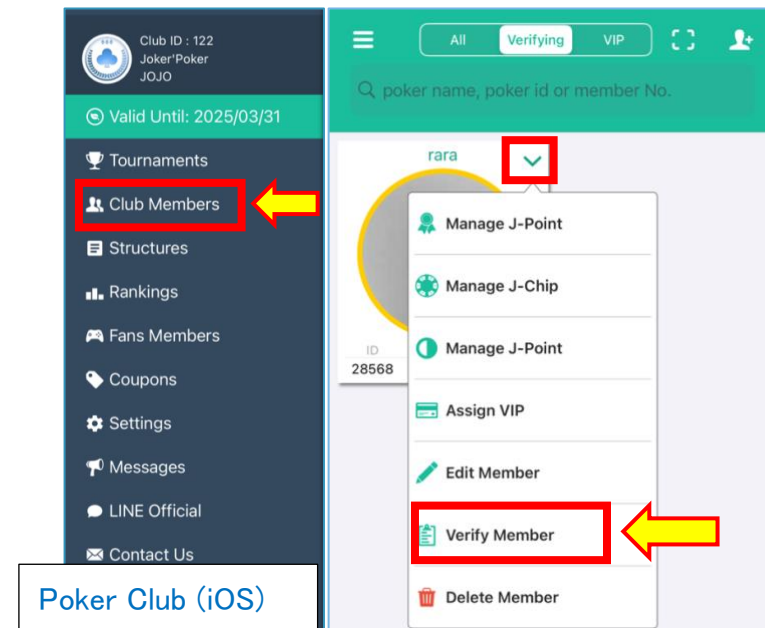
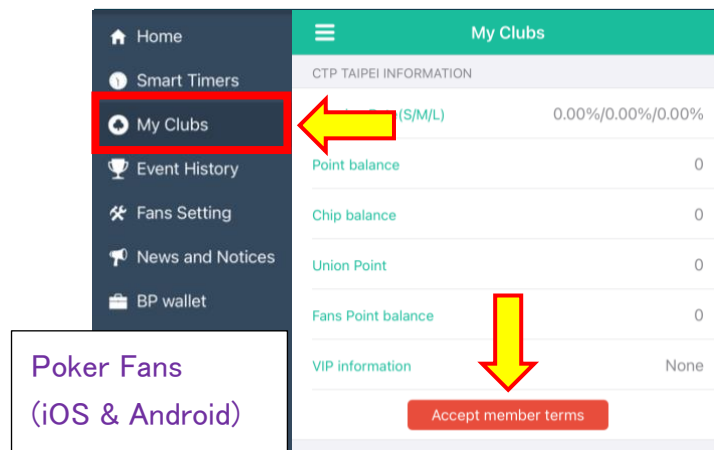
- ① Log in to the Poker Club [Web System](#).
- ② Go to [Members] → [Terms of Service] from the left-side menu.
- ③ Tap [Edit], enter the terms in both local language and English, and save.
- ④ Tap [Switch] next to [Consent to Membership] and set it to [YES].





## B. MEMBERSHIP VERIFICATION PROCESS

- ① Players open [My Clubs] in the Poker Fans App, locate [Accept member terms], and agree.
- ② The club accesses [Club Members] in Poker Club App, selects a member (marked with an orange outline), and taps [Verify Member].
- ③ Take and upload an ID photo, verify personal information, and save to complete the membership process.



## 12. TOURNAMENT REGISTRATION (PLAYER PAYMENT)

① Tap the tournament cover to enter tournament management.

② Tap , then:

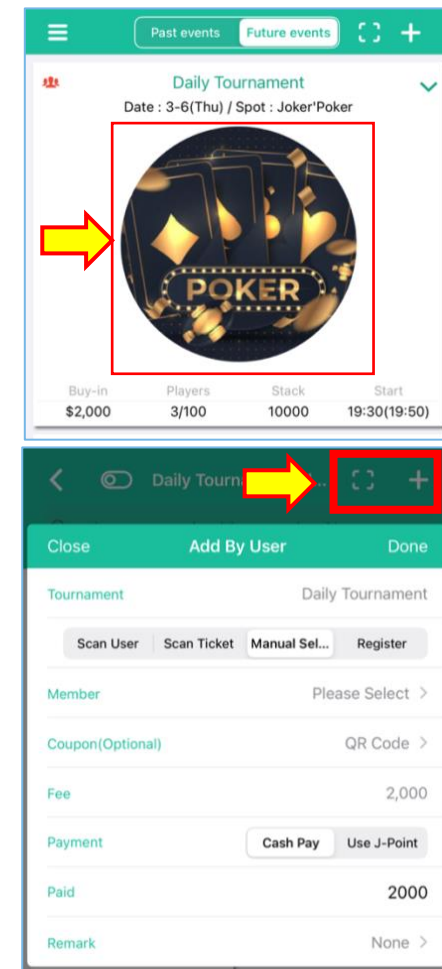
Scan the player's Poker Fans QR code to add them.

Or tap  to select other ways to register players.


③ Once added, collect the entry fee, input the amount, and save.

 Note:

After registration, the player will receive an electronic ticket in the Poker Fans App under [Ticket] → [Seat].

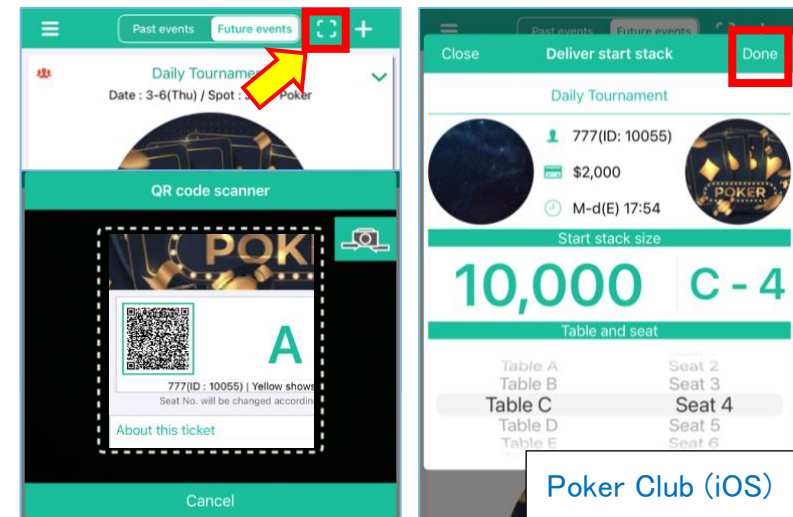
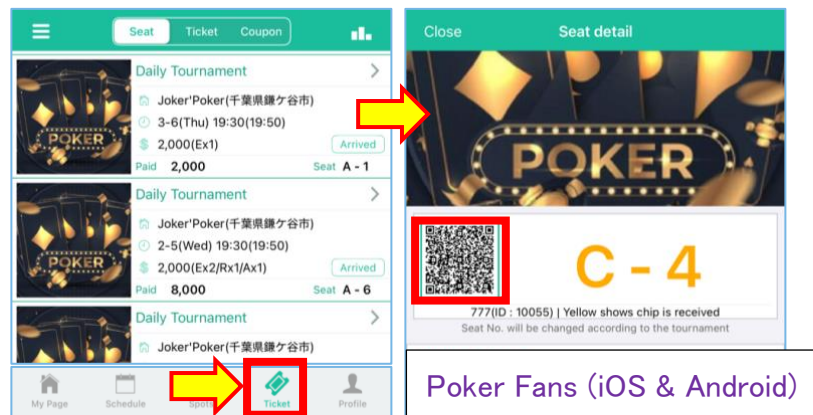


### 13. CHIP DISTRIBUTION (PLAYER CHIP PICKUP)

- ① The player presents the QR code from their seat in the Poker Fans App.
- ② Tap the  button in the Poker Club App and scan the seat QR code.
- ③ Assign the displayed chip amount (seat number can be adjusted) and save.

📌 Additional Information:

The ticket status and color will change accordingly. If a player re-enters, the status will reset, allowing them to receive new chips.





## 14. SEAT ASSIGNMENT

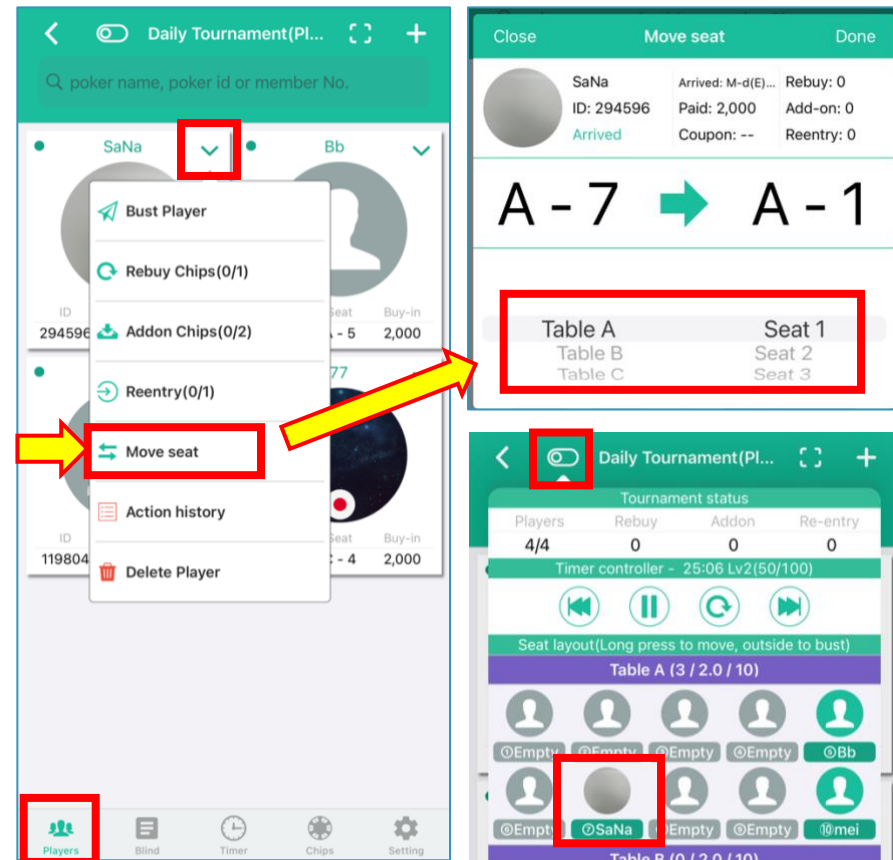
- ① Open Tournament Management → Player List.

Seats are assigned automatically upon registration.


- ② Assign seats using:

A: Tap  on a player's image, select [Move seat].

B: Tap  in the upper left and drag the player's image to a seat.

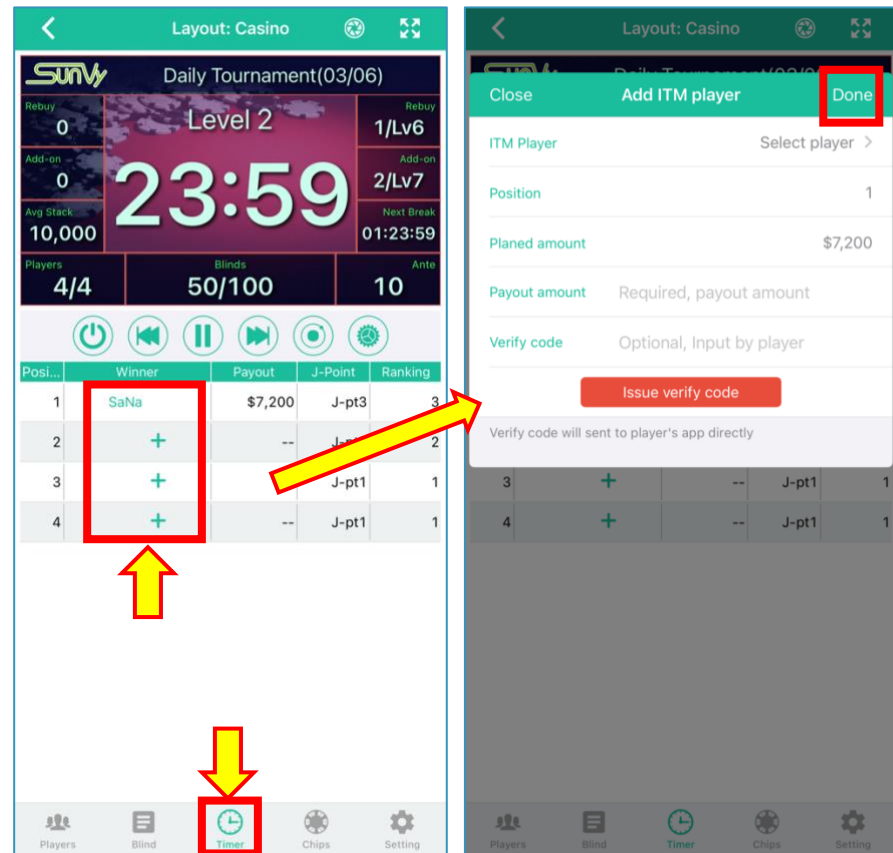


## 15. ITM (IN THE MONEY) PROCESSING


- ① Open tournament management and tap [Timer] to access the clock screen.
- ② Tap  in the prize table, select a player, enter their prize amount, and save.

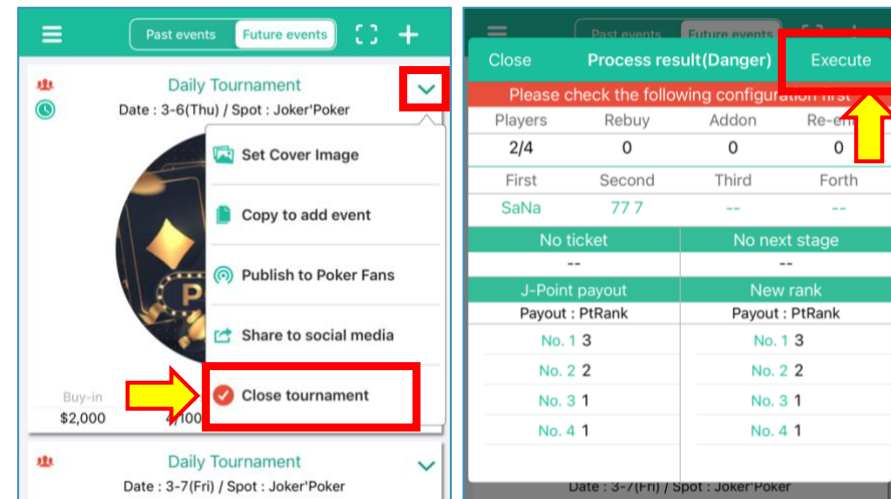
 Important:


Once added to the prize table, players cannot be edited or removed. Double-check all inputs before saving.



## 16. FINALIZING RESULTS (GENERATING REPORTS)

- ① Tap the  button on the tournament cover.
- ② Select [Close tournament], confirm all data, and tap [Execute].
- 📌 Ensure all ITM players are added before finalizing results.
- ③ Reports can be viewed/downloaded in the [Web System](#).




Report

Daily sales
Monthly sales
Delete Action Report

Daily statistics

Report / **Daily statistics**

Period	Total	Payout	Service Fee	Revenue	Members	Newcomer	Tournament	Ring
20250311	¥2,000	¥0	¥0	¥2,000	51	0	<div style="display: flex; gap: 5px;"> <span>Detail</span> <span style="border: 2px solid red; padding: 2px 5px;">PDF</span> </div>	<div style="display: flex; gap: 5px;"> <span>Detail</span> <span>PDF</span> </div>
20250306	¥8,000	¥0	¥0	¥8,000	51	0	<div style="display: flex; gap: 5px;"> <span>Detail</span> <span>PDF</span> </div>	<div style="display: flex; gap: 5px;"> <span>Detail</span> <span>PDF</span> </div>

## 17. UNION OVERVIEW

By Establishing a Union, the Following Objectives Can Be Achieved:

### 1. Synchronizing Members

When a member joins any branch club within the union, they automatically become a member of all other branch clubs in the union.

### 2. Viewing the Revenue of Each Branch Club

The union leader can monitor the revenue of all branch clubs within the union and generate a total revenue report for the entire union.

### 3. Viewing the Tournaments of Each Branch Club

The union leader can view the tournaments held by each branch club within the union, as well as access detailed reports for those tournaments.

### 4. Managing Union Points

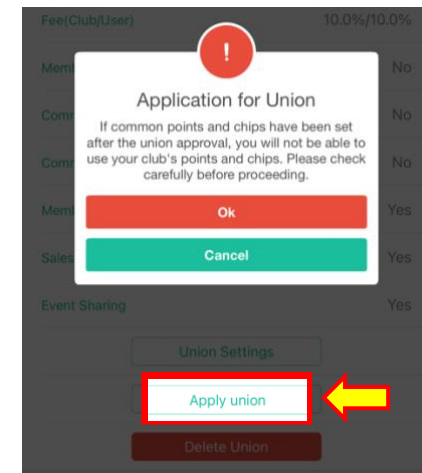
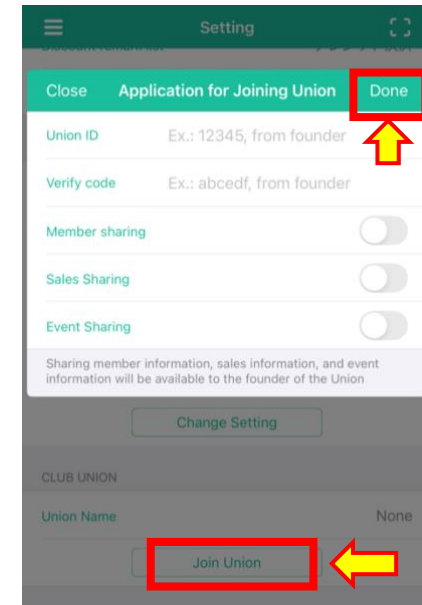
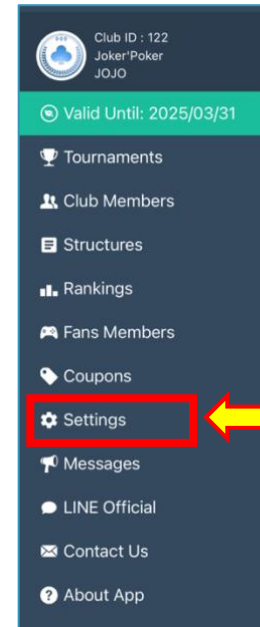
The union leader can issue union points for use within the union. Branch clubs must purchase these points from the union leader and distribute them to players.

Players can freely allocate the union points they have earned and use them in any branch club within the union.

## A. HOW TO JOIN A UNION AS A BRANCH CLUB

- ① Open the Poker Club app and go to [Settings] from the left-side menu. Locate [Club Union].
- ② Tap [Join Union], enter the Union ID and authentication code, then optionally check whether to share information with the union leader before saving.
- ③ After saving, tap [Apply Union] and wait for approval from the union leader to join the union.

📌 Note: If you need to change the information-sharing settings after joining the union, you must first leave the union and rejoin.





## B. HOW THE UNION LEADER ADDS BRANCH CLUBS

- ① In the Web System, go to [Club Unions] from the left-side menu and open [Union Management].
- ② Click [Union Settings] to rename the union, update the authentication code, and configure whether to use shared points. Provide the Union ID and authentication code to the branch club.
- ③ In the list of applicants, you can check the application status and approve pending requests by selecting [Approve].

🚩 Note: If the branch club's name is not displayed in **blue**, the branch club must first go to [My Unions], select [Cancel], then [Edit...], and change [Set a Default Union] to Yes before reapplying.

The screenshot displays the 'Club Unions' management interface. On the left, a dark sidebar menu lists 'Club Unions' with a dropdown arrow, and below it, 'Union management' is highlighted with a red box and a yellow arrow. Other menu items include 'Point management', 'Club members', 'Daily sales', and 'Monthly sales'. The main content area, titled 'Union clubs list', contains a table with columns: Member clubs, J-Point balance, J-Chip balance, Today's sales, This month's sales, Daily revenue, Monthly revenue, Member, Verification, Approval, and Menu. A single row is visible for a club named 'Joker'Poker' (ID [122], date 2021/01/28). The 'Verification' column shows 'Yes', and the 'Approval' column shows 'Verifying'. A red box highlights the 'Menu' column for this row, which contains a dropdown arrow. A yellow arrow points to this dropdown, and another red box highlights the 'Approve...' and 'Reject...' options. Below the table, there are input fields for 'Union ID:' and 'Auth-Code:'. A red box highlights the 'Union Settings' button, with a yellow arrow pointing to it.

Member clubs	J-Point balance	J-Chip balance	Today's sales	This month's sales	Daily revenue	Monthly revenue	Member	Verification	Approval	Menu
[122] Joker'Poker 2021/01/28	67,870	31,500	--	--	--	--	--	Yes	Verifying	Approve... Reject...

Union ID:  Auth-Code:  **Union Settings**

## 18.FAQ

### 1. CAN I USE THE SYSTEM FOR FREE?

After new registration, you can use the system for free for a certain period. However, once the trial period expires or if you wish to unlock restricted features, please consider subscribing to a paid plan. For details about each plan and how to subscribe, please refer to the usage fee information page on our official website:

<https://pokerfans.jp/club-course>

### 2. CAN I CHANGE THE EMAIL ADDRESS REGISTERED AT THE TIME OF SIGN-UP?

It is not possible to change your email address directly. To do so, log in to the [web system](#), go to [System] → [Account], and add a new account using your new email address (set it as an administrator). Then, log in with the new account and delete the old account from the same management screen.

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### 3. CAN I GRANT ACCOUNTS AND PERMISSIONS TO IN-CLUB STAFF?

To add system users to a Club account, separate email addresses are required. Different permissions can be assigned to each user, which will affect the available menu options. The steps to add an account are as follows:

1. Open [System] → [Account] in the web system.
2. Click the [Create] button, enter the email address, password, name, and role, then save.

The added account can be edited from [User Settings] in the operation menu.

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### 4. WHY DOES THE NUMBER OF MEMBERS DISPLAYED IN THE MEMBER LIST APPEAR TO BE LOWER THAN THE TOTAL COUNT?

To improve loading speed, only members who have been active (visited) within the last 60 days are displayed.

If a member is not displayed, perform a keyword search (e.g., by member ID), and after editing the member

information, they will appear in the list. If you do not know the necessary keywords, you can download the member information as a CSV file from the [Download] button in the web system's [Member List] section.

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## 5. CAN MEMBERS BE DELETED?

Yes, but bulk deletion and automatic deletion features are not implemented. For security reasons, members with participation history or chip/point records cannot be deleted. Before deleting a member, be sure to notify them in advance to avoid issues. Additionally, in plans below the "Personal" plan, new members (registered within 30 days) cannot be deleted.

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## 6. WHAT IS “SPOT PUBLIC”?

By submitting a [Public Apply] from the Club information settings screen in the app, and upon passing the review, the Spot information will be displayed on the Poker Fans Club map. Players will also be able to register as members from the map.

---

## 7. WHAT IS “POPULAR LEVEL”?

The Popular Level (star rating) is automatically calculated based on the frequency of events held (within the past month) and the number of participants. The default star rating and maximum limit differ depending on the plan the Club has subscribed to.

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## 8. HOW CAN I MODIFY THE MAP INFORMATION I HAVE PUBLISHED?

From the [web system](#), open [Tournaments] → [Spots], and edit the relevant settings through the operation menu.

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## 9. WHY CAN'T I SELECT AN IMAGE WHEN SETTING AN IMAGE IN THE APP?

Check your device settings.

Go to “Settings” → “Privacy & Security” → “Photos” → “Poker Club” and change access permission to “All Photos”. Then, try setting the image again.

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## 10. HOW DO I PUBLISH AN EVENT?

You need to submit a publication request. In the Poker Club app, select [Publish to Poker Fans] from the dropdown menu in the upper right corner of a created tournament.

Once submitted, it will be reviewed based on the Information Posting Guidelines, and if approved, the series' review status will change to "Approved", and it will be published on Poker Fans.

If rejected, the status will be "Rejected", and you must correct the indicated issues. You can check the rejection reason by viewing notification messages in the app or by hovering over the "Rejected" status in the web system. After making the necessary corrections, submit the publication request again.

---

## 11. WHAT IS A "SERIES"?

In this system, tournaments are managed in series (e.g., a series is like a folder, and tournaments are like files inside that folder). The tournament settings are synchronized within a series, allowing new tournament dates to inherit the settings, reducing editing effort.

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## 12. WHAT IS THE “REPEAT FUNCTION”?

This function automatically generates tournaments with specified rules.

- For weekly events, select the day of the week.
- For monthly events, specify the day of the month.

If the repeat function is set when creating a new series, it takes effect immediately. However, if applied to an existing series, it will take effect starting from the next scheduled tournament.

---

## 13. WHY ARE UPDATES TO A SERIES NOT REFLECTED IN TOURNAMENTS?

If the repeat function is enabled, when saving tournament settings in the app, check [Update all events] to apply changes to all future tournaments in the series.

If the repeat function is disabled, changes made to the series will not affect individual tournaments, and each tournament must be updated separately.



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#### 14. HOW CAN I DELETE AN UNUSED STRUCTURE THAT CANNOT BE REMOVED?

This can be handled in the [web system](#).

Go to [Tournaments]→ [Structures], select the target structure, then open [Release all...] from the operation menu. Assign a new reference structure and save. After this, the original structure can be deleted.

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#### 15. WHAT DOES "SET AS CLUB DEFAULT" IN RANKINGS MEAN?

When a ranking is set as Club Default, it will be displayed on the Poker Fans app's home screen.