# How to Run a Tournament Offline

AES can be run locally in the event access to the Internet or server is lost. Simply save a report from the scheduling software and post the information however is best suited to your needs.

## DOWLNOAD A REPORT

1. Access the scheduling software.
2. Click **Reports**.
3. Select the dedsired report type from the following:
   - Pool Sheet
   - Bracket Sheet
   - Schedule
     - **NOTE:** The *Schedule* option gives access to all rounds, teams, pools, and brackets.
4. Download the report to post.

## POST THE REPORT

There are several ways a post may be shared, including the following:

- Print the report and post it in a central location.
- Upload the report to your website or a free file server (e.g. Google Sheets, Numbers) and direct participants to the URL.
- Create a QR code to print and post in a central location.
- Send via email or social media.