

# ScoreManager

# Table of Contents

Introduction .....	3
Conventions Used In This Manual .....	4
Getting Started.....	5
ScoreManager Menus .....	9
Competitions .....	13
Creating a New Competition .....	14
Changing the Current Competition .....	17
Changing a Competition's Settings.....	18
Deleting a Competition.....	19
Managing Multiple Competitions.....	19
Advanced Competition Settings.....	20
Competition Grades.....	22
Managing Competition Grades .....	23
Creating Grades In a Competition.....	24
Changing a Grade's Settings .....	27
Hiding Unused Grades .....	28
Standardised or Default Grades.....	30
Grade Settings and Their Meanings.....	31
Competition Entries.....	33
Adding Entries .....	34
Adding Entries Manually .....	34
Importing Entries from a File .....	37
Changing or Deleting an Entry .....	40
Printing Entries .....	41
Confirming Entries.....	46
Withdrawing Athletes & DNS .....	48
Judging Panels.....	49
Creating a New Panel.....	50
Changing a Panel's Settings .....	51
Copying a Panel .....	52
Deleting a Panel .....	53
Assigning Panels to a Competition Grade.....	53
Assigning Judges to a Panel .....	54
Adding Judges to a Competition .....	55
Competition Starting Lists & Starting Groups.....	55
Creating Start Lists .....	56
Printing Start Lists .....	62
Start Groups .....	64
Creating Start Groups.....	65
Changing Start Group Numbers and Athletes.....	70
Scoring the Competition.....	71
The Competition Dashboard .....	72
Understanding the Dashboard .....	72
The Dashboard Menu .....	74
Selecting a Grade to Score.....	74
Entering An Athlete's Scores.....	75
Understanding the Scoring Screen .....	75
How to Use the Scoring Screen .....	77
Using Multiple Panels.....	81
Competition Results.....	82
Scoreboards.....	83
Printing Results.....	87

Exporting Results for Certificates .....	90
Exporting Results for Analysis.....	91
Managing Data Saved by ScoreManager .....	92
Athletes.....	93
Judges .....	95
Clubs, Regions and Countries .....	97
Archiving Competition Data.....	98
Configuring ScoreManager .....	98
Settings for Competitions .....	99
Settings for Grades.....	101
Standard Grades.....	103
ScoreManager Programme.....	103
Licence Information .....	105

## Welcome to ScoreManager.

ScoreManager is a reliable and robust programme for scoring trampoline and tumbling competitions. Designed by trampoline judges and competition organisers it can be used for all levels of competition from club, interclub, regional, national and international events and is fully compliant with the requirements of the FIG Trampoline Code of Points for 2013-2016 and 2017-2020.

Designed for ease of use, ScoreManager suitable for both occasional users as well competition organisers who may be running multiple competitions over the year. It's interface is easy to learn and helps guide the user through the competition process and all of the activities which must be completed to run a successful competition. Features of the ScoreManager programme include

- easy to use but with the power to handle the requirements of the most demanding competitions
- supports the 2013-2016 & 2017-2020 Code of Points
- learns about competitors and judges from previous competitions to speed the creation of new entries and panels
- a maximum of 25 grades can be created for each trampoline discipline
- each grade can have separate settings the
  - application of age &/or gender restrictions
  - inclusion of Time of Flight
  - inclusion of Horizontal Displacement
  - etc.
- validates entries for age and gender if required
- multiple competitions can be worked on at the same time
- multiple judging panels can be run concurrently
- competition results can be exported for analysis in a spreadsheet or database programme
- can be run using a single pc or laptop
- competition grades and settings can be reused in future competitions

## Getting to Know The ScoreManager System

ScoreManager is based upon the renown Microsoft Access platform and comprises a core programme and several extensions to provide additional capability to the programme. Currently there are two extensions to the ScoreManager programme, the DisplayManager and the PanelRecorder.

### ScoreManager

The core of the system is the ScoreManager programme itself and it is this programme which the competition organiser uses to :-

- create and set up the competition being run
- enter athletes into the various grades in the competition
- create judging panels and links these panels to the grades which they will judge
- create the starting order for each grade
- subdivide the entries for a grade into smaller groups or flights
- enter the marks awarded to each athlete
- set the content and format for information shown on the scoreboards at the competition
- progress athletes through to Semi-Final and Final rounds
- print results
- export results and
- configure the ScoreManager system

The core programme must only be used on one computer at the competition.

### DisplayManager

The DisplayManager extension allows the competition organiser to run more than one scoreboard at the competition. A standard licence allows the same information to be shown on as many scoreboards as the competition organiser wishes to use however an enhanced licence allows the organiser to set up four different types of scoreboard content and layout.

This DisplayManager extension is included in the standard ScoreManager licence and it can be installed on multiple computers or laptops.

### PanelRecorder

The PanelRecorder extension can be used to enable more than one judging panel to be active at the same time. Each panel would have it's own computer and copy of the PanelRecorder extension. The extension allows the recorder on each panel to :-

- create and print the starting order for each round of the competition
- create and alter judging panels as well as linking these panels to the grades which they will judge
- enter the marks awarded to each athlete
- progress athletes through to Semi-Final and Final rounds
- withdraw athletes from the competition or mark them as DNS (Did Not Show)
- print results

The PanelRecorder extension is included in the standard ScoreManager licence and it can be installed on multiple computers or laptops.

# Glossary and Conventions Used In This Manual

## Conventions

The following conventions are used to help explain the ScoreManager system

- italic text like *this* indicate menu options of buttons e.g. *New Competition*
- > between italic text shows the order in which actions should be taken e.g. *Before Competition* > *Create New Panels*
- text like *this* indicates the user must enter data or make a selection e.g. *Before Competition* > *Create New Panels* > *enter a short code*
- navigation given at the top of each topic  is shown as starting from one the the main menu

## Glossary

Where possible ScoreManager uses the terminology in the FIG Code of Points and Technical Documents. However the following list shows words which have a particular meaning in the ScoreManager system

Athlete	gymnast
Current Competition	the competition which the competition organiser is currently working with
Competition	the general event at which the gymnasts compete in grades
Competition Organiser	the person organising and running the competition
Discipline	one of the four trampoline disciplines: Trampoline (Individual); Double Mini Trampoline; S
Displacement	horizontal displacement
Grade	a sub-group of athletes who are competing against each other e.g. 15-16 Women, 17+ M
Panel	judging panel
Panel Recorder	a person entering the marks awarded to an athlete by the panel into the ScoreManager sy
Start Group	a subgroup of gymnasts entered for a particular grade. Sometimes called a "flight"
Start List	a list of gymnasts in starting order

## Getting Started

- [System Requirements](#)
- [Installing ScoreManager](#)
- [ScoreManager Licences](#)
- [Starting ScoreManager](#)
- [Configuring ScoreManager](#)

## System Requirements

The ScoreManager system is based upon Microsoft Access 2010 and any Windows computer, laptop or Surface tablet of recent manufacture will be able to run ScoreManager.

### Minimum Hardware Requirements

- Windows 7, 8, 8.1 or 10
- Intel i3 processor or equivalent
- 4 GB of RAMM
- 300 MB of free disk space
- 1280 x 1024 screen resolution or higher

### Recommended Requirements for the computer running the ScoreManager Component

- Windows 7, 8, 8.1, or 10
- Intel i5 processor or equivalent
- 8GB of RAMM
- 500 MB of free disk space
- 1280 x 1024 screen resolution or higher

The DisplayManager component can be run on tablets using Windows 10 with the Microsoft Access Runtime installed.

ScoreManager cannot run on the following hardware

- Apple computers, laptops,
- iPads or iPhones
- Chromebooks
- laptops, tablets or phones using the Android, Windows Mobile or Windows 10 S operating systems.

## Installing ScoreManager

Installing the ScoreManager programme is very simple and straight forward however all components of the ScoreManager system require Microsoft Access or Microsoft Access Runtime to be installed on your computer. If Microsoft Access or its runtime is not already on your computer the ScoreManager installer will give you the opportunity to download and install the correct runtime version of Access before ScoreManager is installed.

If Microsoft Access 2010 or later, or Access 2010 Runtime or later is already installed on your computer then ScoreManager will not prompt you to install it again.

### ScoreManager

The core component of the ScoreManager system, ScoreManager, must be installed on at least one computer being used at the competition. To install this component :

- download the latest version of ScoreManager
- double click on the downloaded file, and
- follow the prompts shown during the installation process

Installing the ScoreManager programme will install :

- the ScoreManager component,
- the scoreManager data file, ScoreManager\_be.accdb, and
- the DisplayManager component.

It is recommended that ScoreManager be installed in the default folder, C:\ScoreManager, to ensure that updates to the programme are installed correctly.

## DisplayManager

The DisplayManager programme should be installed on every computer which will be used to run a scoreboard, screen projector or display results. To install this component :

- download the latest version of DisplayManager
- double click on the downloaded file, and
- follow the prompts shown during the installation process

When starting the DisplayManager programme you will be asked to connect to the ScoreManager data file installed with the ScoreManager component. The data file can be on the same computer or on a computer networked to the computer running DisplayManager

## PanelRecorder

The PanelRecorder programme should be installed on each computer which will be used by recorders to enter the competition results into ScoreManager.

To install this component :

- download the latest version of PanelRecorder
- double click on the downloaded file, and
- follow the prompts shown during the installation process

Note:

- the PanelRecorder component of ScoreManager system does not install the ScoreManager data file and will not work unless it can connect to a networked computer with the ScoreManager installed.
- it is not recommended to install the PanelRecorder component and the ScoreManager component on the same computer. All the functionality in the PanelRecorder component is already contained in the ScoreManager component.

## ScoreManager Licences

ScoreManager has a flexible licencing system based upon which components you wish to use and the period of time you want covered. In addition licences can be purchased for a single club or to cover multiple clubs in the one licence.

### Standard Licence - Single Club

A single club standard licence covers the installation of

- ScoreManager on one computer
- DisplayManager on multiple computers but limited to a single scoreboard
- PanelRecorder on multiple computers

and can be purchased for periods of

- 3 months
- 6 months or
- 12 months

This licence is suitable for small to medium size competitions run by a single club.

### Enhanced Licence - Single Club

A single club enhanced licence covers the installation of

- ScoreManager on one computer
- DisplayManager on multiple computers with use of four independent scoreboards
- PanelRecorder on multiple computers.

and can also be purchased for periods of

- 3 months
- 6 months or

- 12 months.

This licence is suitable for medium to large competitions run by a single club.

### Standard Licence - Multi Club

A multi club standard licence covers the installation of a standard licence on computers belonging to several different clubs. It can also be purchased for 3, 6 and 12 month periods and is suitable for small regional or national bodies who wish to provide a cost effective licencing option to their member clubs running small competitions.

### Enhanced Licence - Multi Club

A multi club enhanced licence covers the installation of an enhanced licence on computers belonging to several different clubs. This licence is suitable for larger regional or national bodies whose member clubs run medium to large competitions. It also can be purchased for 3, 6 and 12 month periods.

### Trial Licence

When ScoreManager is first installed it will create a 14 day Trial Licence for you to evaluate the programme along with the DisplayManager and PanelRecorder components. A Standard or Enhanced Licence must be purchased if you wish to continue using ScoreManager at the end of 14 days.

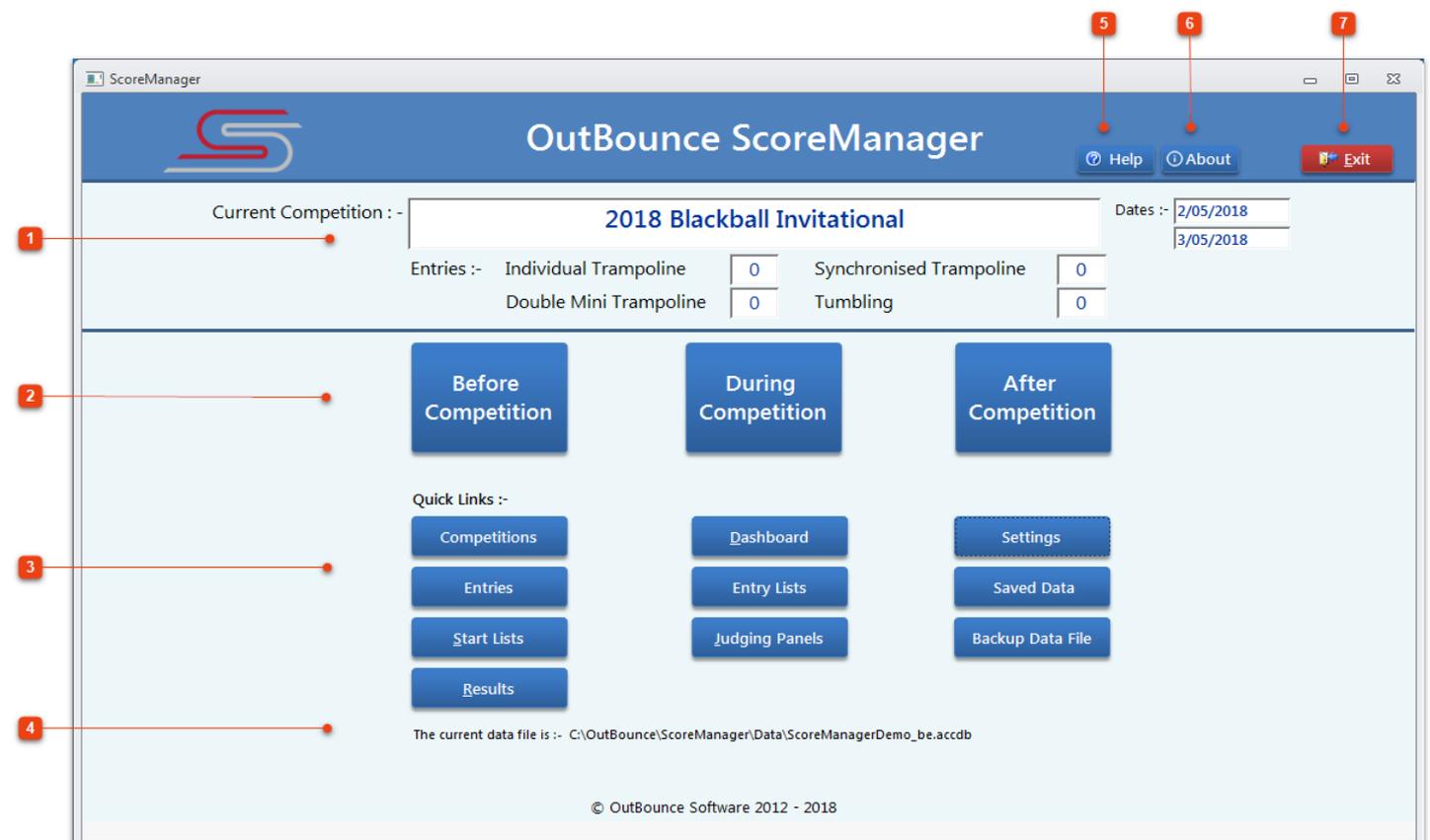
The expiry date and further information about your licence can be seen in the [Licence Information](#) screen.

## Starting ScoreManager

ScoreManager can started by using the shortcut on the desktop shortcut or the ScoreManager link in the Windows Start Menu.

The opening menu for ScoreManager is shown below and gives access to all of ScoreManager's features through the use of three major menu screens and a host of quick links to activities which competition organisers will use frequently. It also has buttons to Exit the programme, open the Help manual and information About the programme itself.

This screen also shows information about the currently selected competition including its name, start and end date, and the number of entries in each discipline.



- 1 Information about the current competition
- 2 Buttons to access the three major menus in ScoreManager
- 3 Buttons to quickly access common activities undertaken by competition organisers
- 4 The location on your computer of the data file to which ScoreManager is linked or attached.
- 5 Button to access the comprehensive help manual
- 6 Button to open the About screen showing information about ScoreManager
- 7 Button to leave or exit ScoreManager

## Configuring ScoreManager

One of the unique features of ScoreManager is the ability to pre-define settings for competitions and grades so that they do not have to be re-entered each time a new competition is created. Consequently when running ScoreManager for the first time it is best to start by configuring the standard or default settings you want for your competitions and grades. These settings can be configured using the options given in the Settings menu but it is important to remember that nearly all of these settings can be overridden on a case by case basis when creating new competitions and grades.

The following links will show you how to configure standard competitions and grades

### Competitions

- [Setting up New Grades and Competitions](#)
- [Advanced Competition Settings](#)

### Grades

- [Setting Up Standard Grades](#)
- [Grade Settings and Their Meanings](#)

## ScoreManager Menus

Instead of dropdown menus along the top of each screen, ScoreManager uses four primary menu screens to give access to its functionality and two secondary menu screens to give access to its settings, various utilities and managing data saved in ScoreManager. The four primary menu screens gather various functions together into groups which align with the activities undertaken by the competition organiser and in this way ScoreManager helps to guide the competition organiser through the process of running the competition.

The four primary menus and their activity groups are :

- the [main menu](#) gives access to all of the other menus as well as quick access to screens which the competition organiser will frequently use
- [before the competition](#) commences
- [while the competition is running](#) and
- [after the competition](#) has ended

The two secondary menus are also accessed from the Main Menu and they are

- the [settings for ScoreManager](#) itself, settings for standard competitions and grades as well as licencing information etc.
- to [manage data saved](#) within ScoreManager from previous competitions

### Main Menu



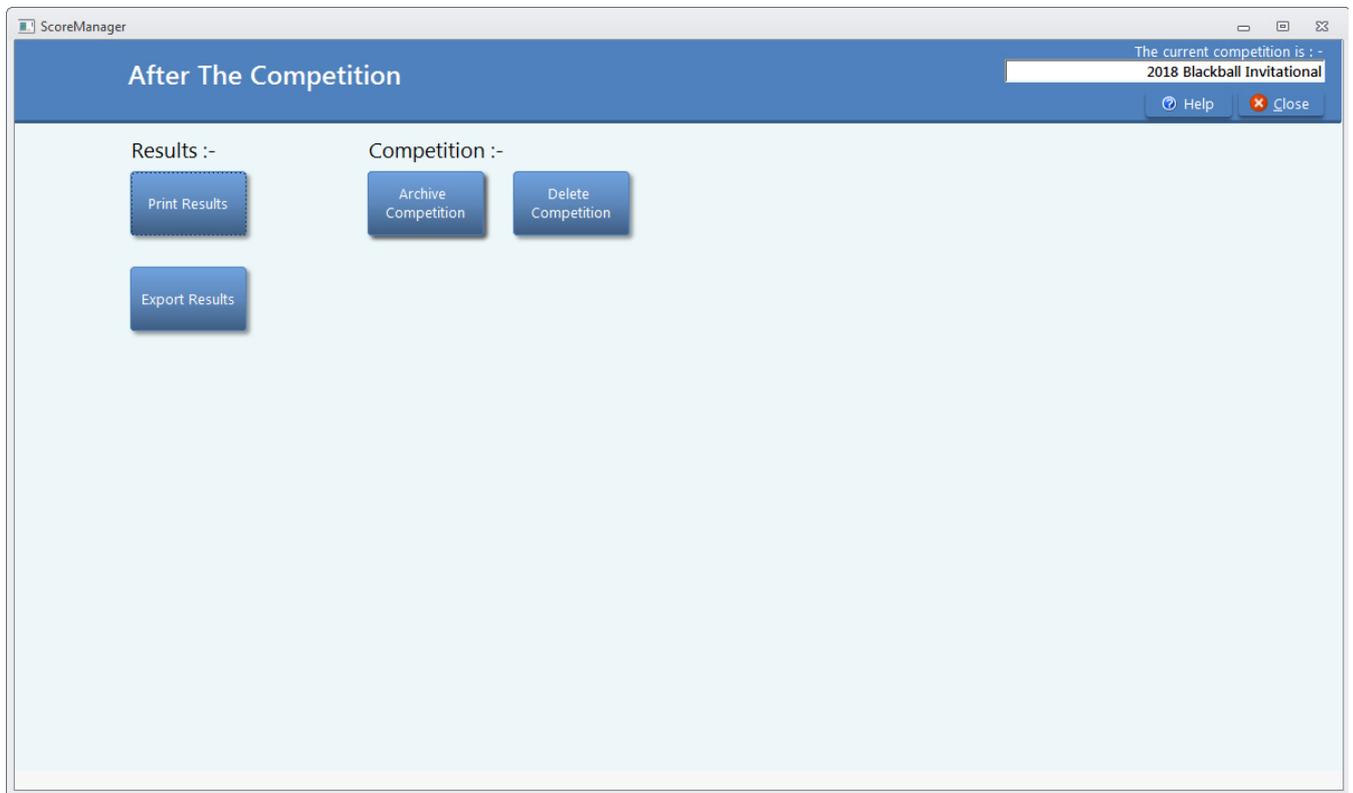
### Before the Competition



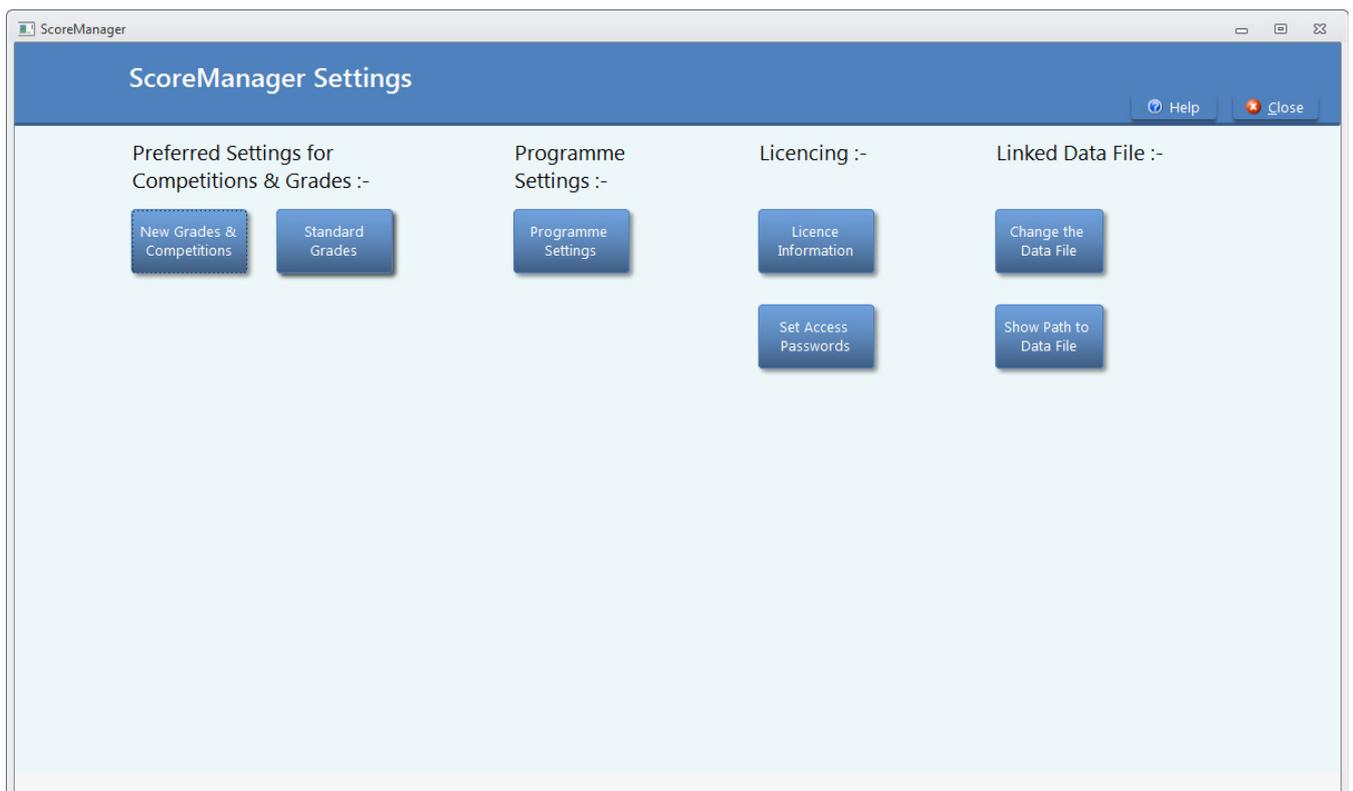
## During the Competition



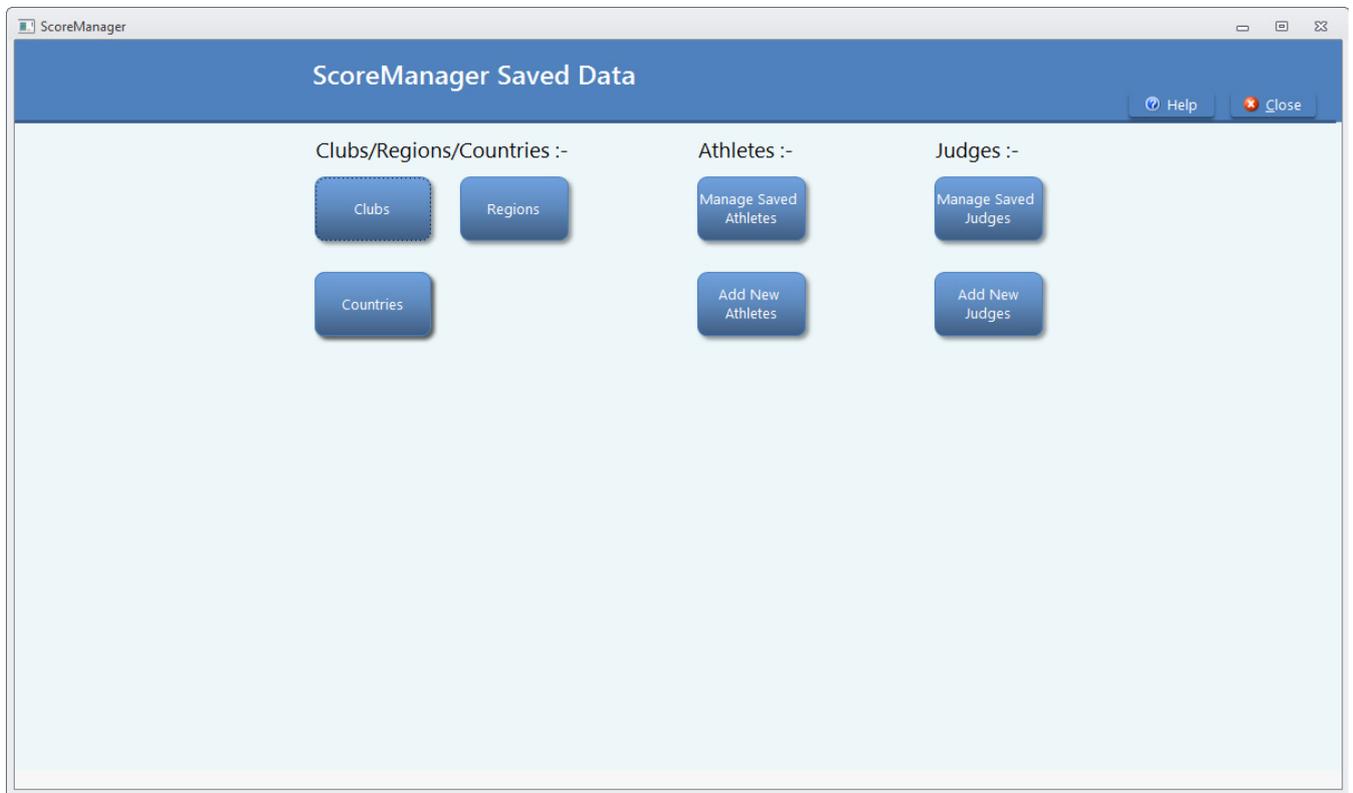
## After the Competition



## ScoreManager Settings



## Managing Saved Data



## Competitions

Competitions form the backbone of the ScoreManager system and a competition must be created and selected before you can take any other actions in Score Manager.

Although ScoreManager enables you to have multiple competitions in the programme at the same time, you can only work on one competition at a time. Switching between competitions is easy and can be done at any time except when a competition is in progress and the recorders are actively entering marks. The competition which you are actively working on is known as the Current Competition and its name is shown in ScoreManager's opening screen as well as the top right corner of nearly every other screen.

- [Creating a New Competition](#)
- [Changing the Current Competition](#)
- [Changing a Competition's Settings](#)
- [Deleting a Competition](#)
- [Managing Multiple Competitions](#)
- [Advanced Competition Settings](#)

### Creating a New Competition



Main Menu -> Competitions -> New Competition

or Main Menu -> Before Competition -> Create New Competition

or Main Menu -> Before Competition -> Manage Competitions -> New Competition

A new competition is created by using the screen shown below. When creating a new competition a short name for the competition as well as a start date and end date must be entered before ScoreManager will save the competition. These boxes are outlined in red to help you remember that they must be filled with information.

The Competition Long Name, Location and Organiser are optional fields and may be left empty. The Start Date and Finish Date must be entered in the format of dd/mm/yyyy for them to be correctly recognised by ScoreManager. The maximum number of characters that you can enter in each field is shown in brackets at the right hand side of the field involved.

ScoreManager

### Create New Competition

Create Undo Close

Competition Short Name :  (30 characters)

Competition Long Name :  (60 characters)

Start Date :

Finish Date :

Location :  (50 characters)

Organiser :  (30 characters)

Show Advanced Settings

Clicking on the button Show Advanced Settings will let you see and change the advanced settings for this competition. To learn more about these advanced settings see the section on Configuring ScoreManager. Clicking on the button Hide Advanced Settings will once again hide the advanced settings for this competition.

ScoreManager

## Create New Competition

Create Undo Close

Competition Short Name :  (30 characters)

Competition Long Name :  (60 characters)

Start Date :

Finish Date :

Location :  (50 characters)

Organiser :  (30 characters)

[Hide Advanced Settings](#) Tick the options wanted for this competition.

Type of Competition :  Club  Regional/State  Federation/International

Scoring Paradigm :  FIG-2017  FIG-2016

Teams Paradigm :

Include Horizontal Displacement for Individual Trampoline :  Yes  No

Method of finding the Horizontal Displacement Score :  By Machine  By Hand

Method of finding the Synchronisation Score :  By Machine  By Hand

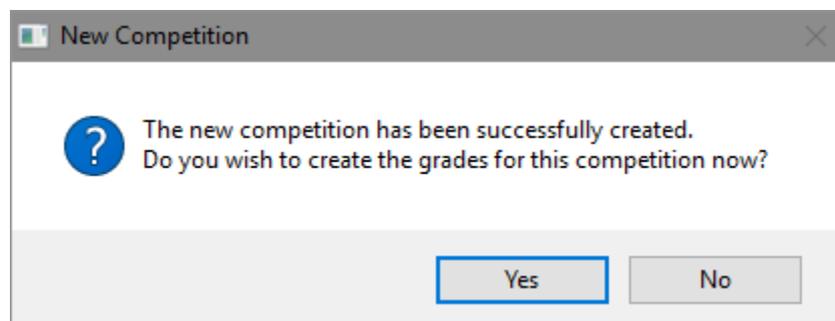
Action to be taken with Late Entries :  Place First in Grade  Place Last in Grade  Redraw Grade  None

Action for Unbroken Ties when progressing to the Semi-Final Round :  Add tied athletes to Semi-Final  Remove tied athletes from Semi-Final

Action for Unbroken Tie when progressing to the Final Round :  Add tied athletes to Final  Remove tied athlete from Final

Location of Competition : Country  Region  (optional)

Once you have entered all the information about the new competition, click Create in the menu bar. A small message will appear asking whether you would like to create the grades for this competition now.



Selecting yes will cause another window to appear from which you can select the disciplines you would like included in the competition and whether you would like to use the standard grades which you created when configuring ScoreManager.

Create Grades

## Create Competition Grades

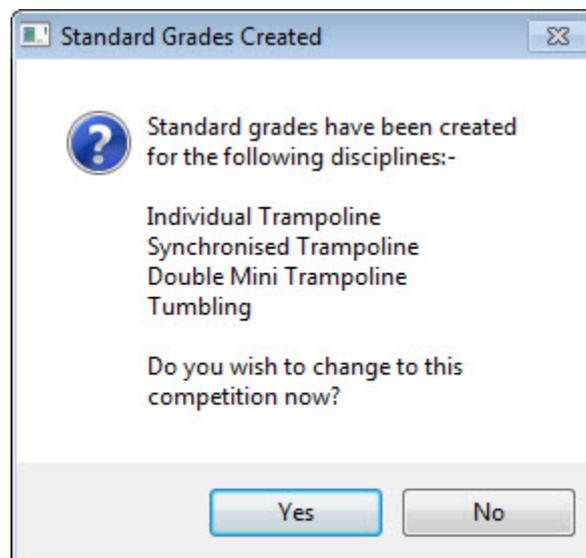
Select your competition :-

Select the disciplines for this competition :-  
 Individual Trampoline  
 Double Mini Trampoline  
 Synchronised Trampoline  
 Tumbling

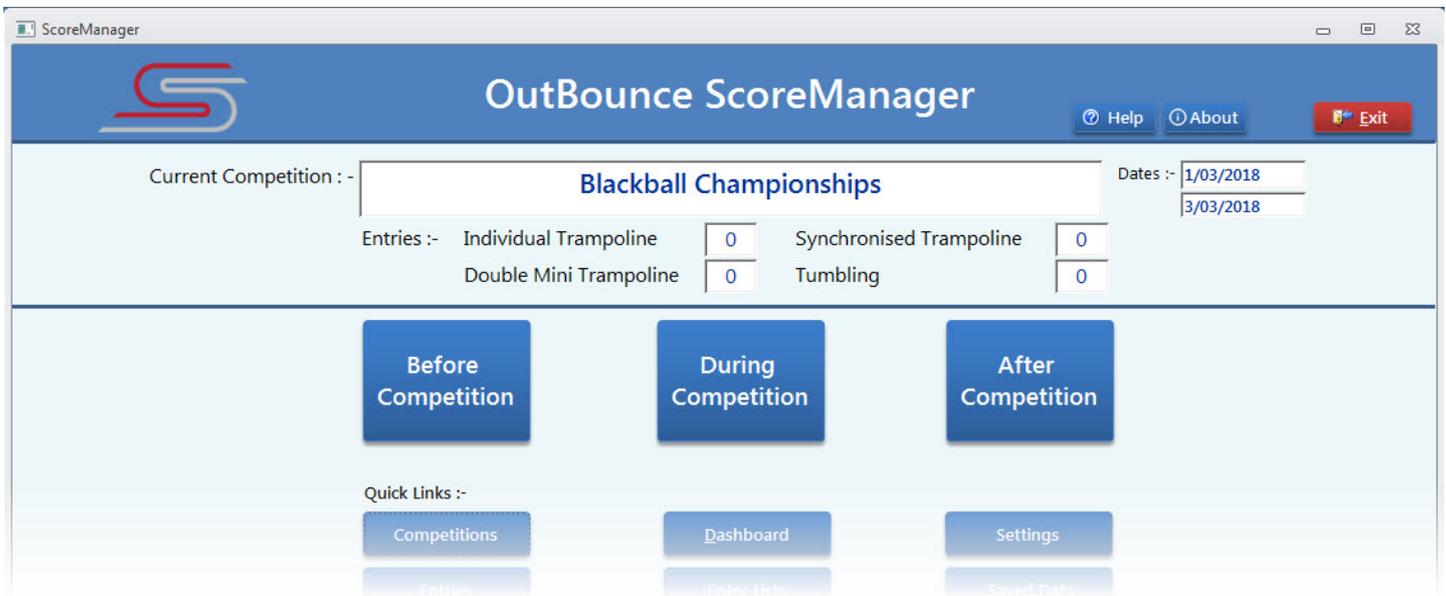
Choose to use the standard grades or create new grades :-  
 Standard  New

Create the Grades for this Competition

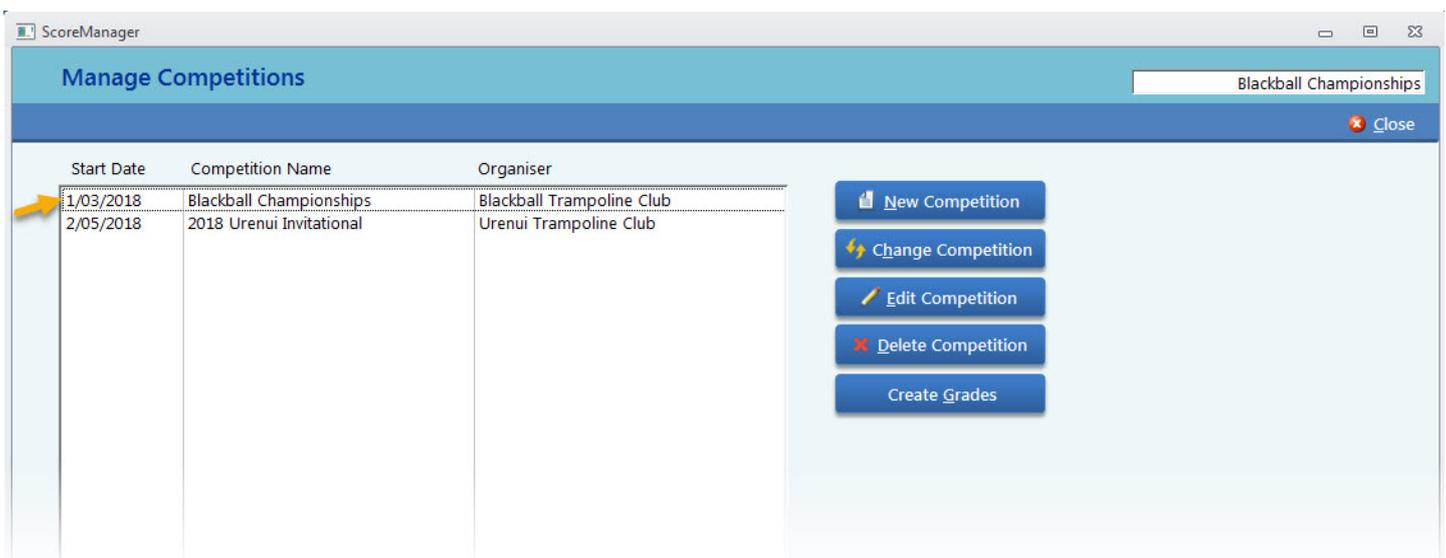
A message will appear after the grades have been created and you will be asked whether you wish to change the current competition to the competition you have just created.



You will be returned to the main ScoreManager menu where you will see the competition name and number of entries displayed as the Current Competition in the upper half of the screen



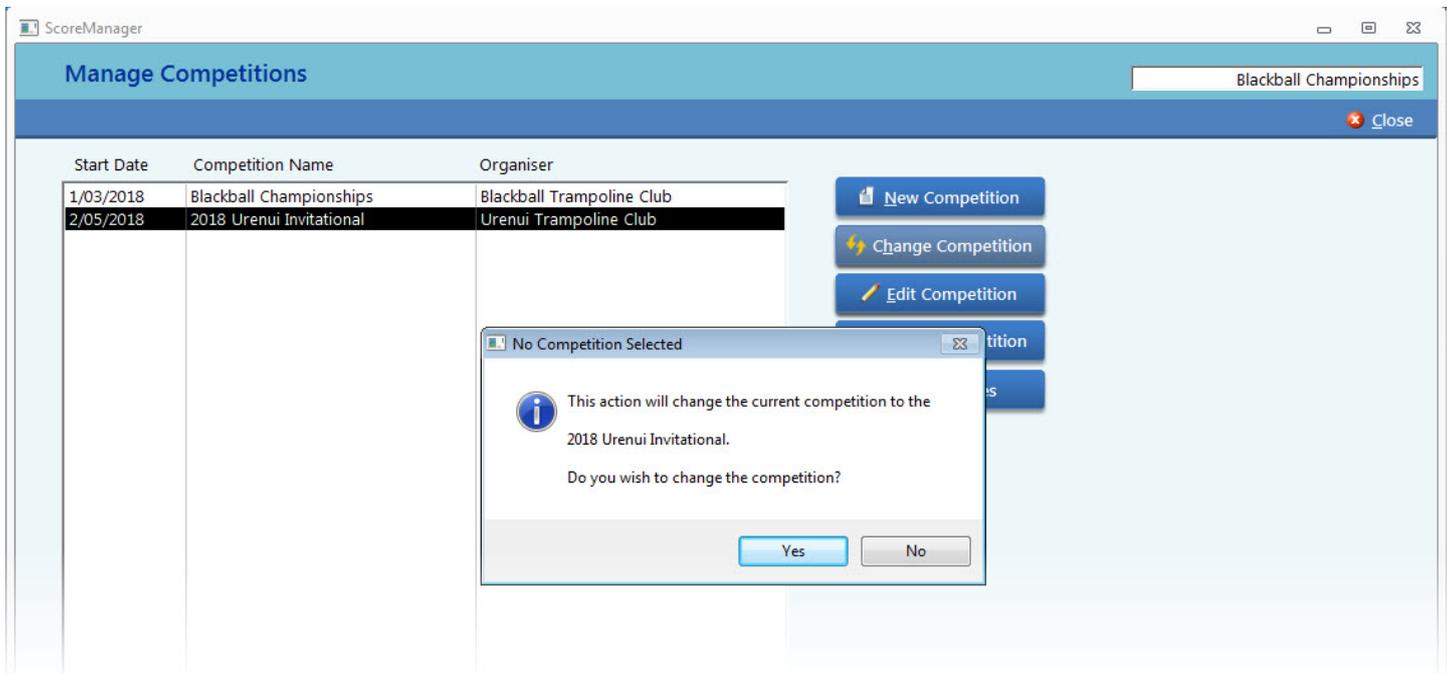
If you click on the Competitions button in the main menu you will see your new competition displayed in the list of competitions you can work with



## Changing the Current Competition

-  Main Menu -> Competition
- OR
- Before Competition -> Manage Competitions

The current competition is competition you are working with in the present moment. To change the current competition, open the Manage Competitions screen, select the competition you wish to work with and then click the Change Competition button. You will be asked to confirm that you want to change the current competition and by selecting yes and you will see that the competition has changed in the main menu and in the top right hand corner of other screens.



In the following screen shot you can see that the Current Competition has changed to the Urenui Invitational



## Changing a Competition's Settings

 Before Competition -> Manage Competitions -> select the competition to edit -> Edit Competition

To change a competition's details or its settings after it has been created, open the Manage Competitions screen, select the competition you want to change and then click Edit Competition. This will open a screen similar to the screen you saw when creating the competition. If you forget to select a competition before clicking on the Edit button, ScoreManager will remind you that a competition must be selected.

Once you have finished making your changes click Save Changes before closing this screen.

Remember you will need to click on the Show Advanced Settings in order to see all of the options available for the competition.

## Deleting a Competition

 Before Competition -> Manage Competitions -> select the competition to delete -> Delete Competition

Deleting a competition is done from within the Manage Competitions screen. To do this open Manage Competitions screen, select the competition you wish to delete and then click on Delete Competition. However you cannot delete the Current Competition. ScoreManager will ask you to make another competition the Current Competition before you can delete the competition.

Deleting a competition will also delete all of the grades, entries and results associated with that competition and ScoreManager will remind you of this and ask you to confirm that you do want to delete the competition before it undertakes the deletion. However deleting a competition will not delete any athletes or judges which may have been saved to ScoreManager as part of the competition.

To stop a competition appearing in the Manage Competition screen but save its results for future reference you can either archive the competition or export its results to a CSV or a spreadsheet before deleting it.

## Managing Multiple Competitions

One of the unique features of ScoreManager is that you can work on more than one competition at the same time. To see which competitions are available for you to work on, open the Manage Competitions screen and you will see all of competitions listed there in order of their start date.

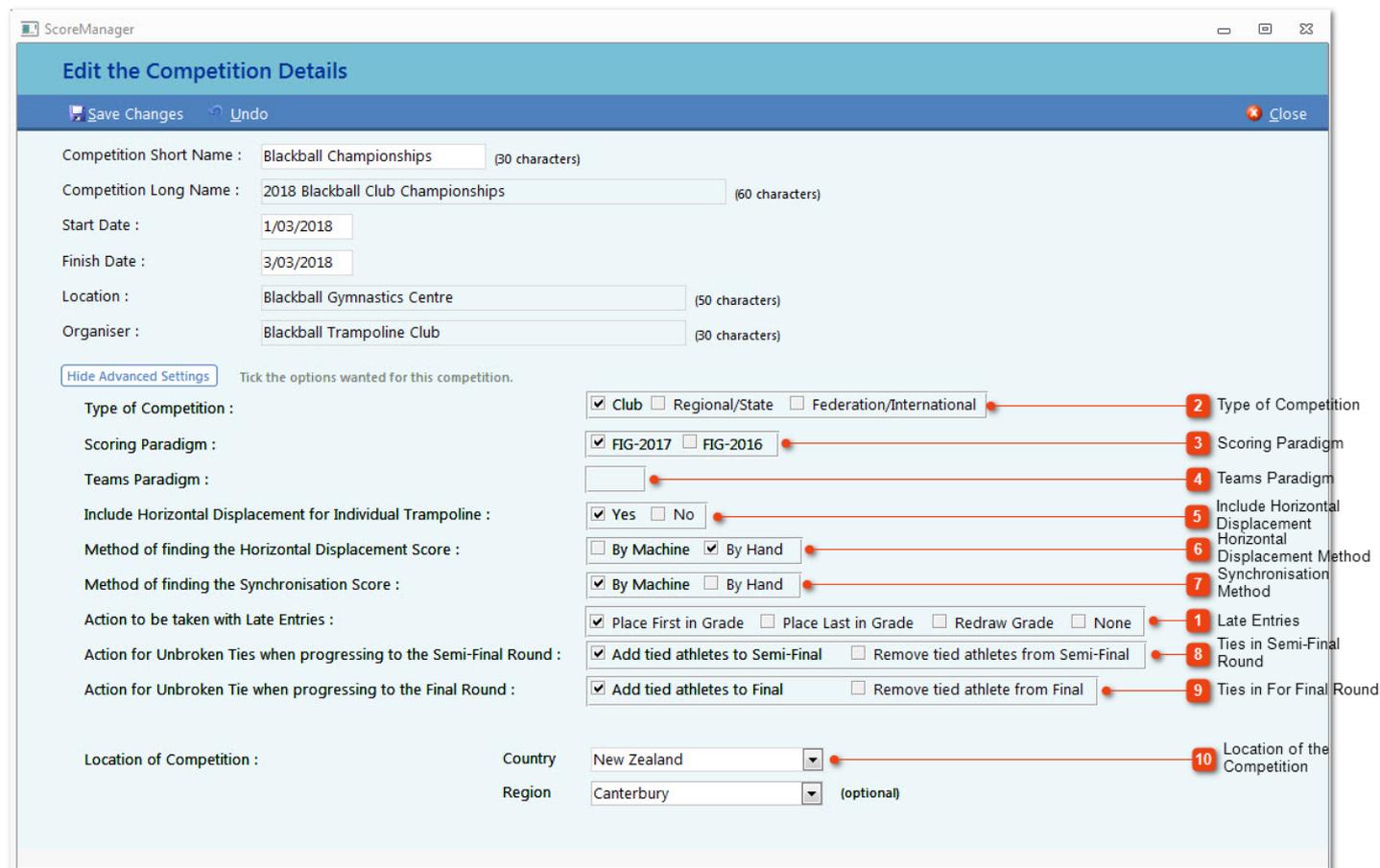
You may have as many competitions as you like listed in the Manage Competition screen but you can only work on one competition at a time. This competition is known as the Current Competition and its short name is shown in the top right corner of each screen. To change the current competition, open the Manage Competitions screen, select the competition you wish to work on and click Change Competition. You will see that the competition name on the top right corner of the screen has changed to the competition you have just selected.

## Advanced Competition Settings

 Before Competition -> Competition Settings -> Show Advanced Settings

As well as its name start and finish dates et cetera, each competition has a number of Advanced Settings which can be changed to reflect your preferences for how the competition is to be run. These Advanced Settings can be set independently for each competition i.e. our Blackball Championships may have different advanced options from our Ureui Invitational competition.

The Advanced Settings for a competition can be accessed by clicking on the Show Advanced Settings button when you create or edit a competition. The Advanced Settings for one of our demonstration competition, the Blackball Championships, is shown in the Figure below and an explanation of each setting is given after the screen shot.



The screenshot shows the 'Edit the Competition Details' window in ScoreManager. The window title is 'ScoreManager' and the subtitle is 'Edit the Competition Details'. It has 'Save Changes' and 'Undo' buttons on the left and a 'Close' button on the right. The form contains the following fields and settings:

- Competition Short Name : Blackball Championships (30 characters)
- Competition Long Name : 2018 Blackball Club Championships (60 characters)
- Start Date : 1/03/2018
- Finish Date : 3/03/2018
- Location : Blackball Gymnastics Centre (50 characters)
- Organiser : Blackball Trampoline Club (30 characters)
- Hide Advanced Settings button: Tick the options wanted for this competition.
- Type of Competition :  Club  Regional/State  Federation/International (2)
- Scoring Paradigm :  FIG-2017  FIG-2016 (3)
- Teams Paradigm : (4)
- Include Horizontal Displacement for Individual Trampoline :  Yes  No (5)
- Method of finding the Horizontal Displacement Score :  By Machine  By Hand (6)
- Method of finding the Synchronisation Score :  By Machine  By Hand (7)
- Action to be taken with Late Entries :  Place First in Grade  Place Last in Grade  Redraw Grade  None (1)
- Action for Unbroken Ties when progressing to the Semi-Final Round :  Add tied athletes to Semi-Final  Remove tied athletes from Semi-Final (8)
- Action for Unbroken Tie when progressing to the Final Round :  Add tied athletes to Final  Remove tied athlete from Final (9)
- Location of Competition : Country: New Zealand (10), Region: Canterbury (optional)

### 1 Late Entries

A late entry is any entry which is received after the start order has been drawn and this option allows the competition organiser to specify where these entries will be placed in the starting order on the day of competition.

The options available to the organiser are:

- Place First in Grade - the late entry will be placed as the very first athlete to compete in the grade. The athlete will be placed at the beginning of the first start group if there is more than one start group for the grade.
- Place Last in Grade - the athlete will be placed as the very last athlete to compete in the grade. The athlete will be placed at the end of the last start group if there is more than one start group for the grade.
- Redraw Grade - the starting order for the grade will be redrawn each time a late entry is received for the grade.
- None - ScoreManager will take no action when a late entry is added to the competition. The competition organiser will manually have to redraw the starting order for the athlete to appear in the competition.

Place First in Grade  Place Last in Grade  Redraw Grade  None

**2 Type of Competition**

This setting determines whether ScoreManager will see this competition as a club, regional, or international competition. If it is a club competition then ScoreManager will show a list of clubs when new entries are being created or imported into ScoreManager. Similarly if it is a regional or international competition then ScoreManager will show a list of regions or countries which have been saved in ScoreManager.

Club  Regional/State  Federation/International

**3 Scoring Paradigm**

The scoring paradigms chosen here will determine whether ScoreManager calculates an athlete's scores using 2017 - 2020 FIG Code of Points or the 2013 - 2016 FIG Code of Points.

FIG-2017  FIG-2016

**4 Teams Paradigm**

At the moment ScoreManager does not calculate team results and placings but the ability to use ScoreManager for team competitions is planned for future versions.

**5 Include Horizontal Displacement**

There may be some competitions where it may not appropriate to include horizontal displacement in the scores for individual and synchronised trampoline. Such competitions could include: recreational competitions where horizontal displacement is not important; internal club competitions where the club does not have a horizontal displacement machine; competitions for young athletes where the organiser wishes athletes to concentrate on factors other than horizontal displacement.

This setting enables ScoreManager to accommodate these competitions by allowing the competition organiser to specify whether they wish horizontal displacement to be included in the scores.

The setting is automatically disabled if the if FIG 2016 Code of Points is selected as the scoring paradigm.

Yes  No

**6 Horizontal Displacement Method**

In competitions where horizontal displacement forms part of the athlete's score, the organiser can specify whether displacement is to be scored by machine or by judges. Changing this option will affect the input fields available when entering an athlete's scores manually.

This setting is automatically disabled if the FIG 2016 Code of Points is selected as the scoring paradigm.

By Machine  By Hand

**7 Synchronisation Method**

For synchronised competitions the organiser can specify whether the scores for synchronisation are to be calculated using a machine or manually by synchronisation judges.

Changing this option affects the input fields available when entering scores for synchronised trampoline manually.

By Machine  By Hand

**8 Ties in Semi-Final Round**

This option allows the organiser to automate the process of progressing athletes from the Qualifying Round to the Semi-Final Round.

Where two or more athletes have tied for the final place in the Semi-Final round, the organiser can specify whether all of the tied athletes will be added to the start list for the Semi-Final round or whether all of the tied athletes will be removed from the start order for the Semi-Final round.

For example: if the organiser specifies that 24 athletes are to progress from the qualifying round to the Semi-Final round but two athletes are tied for the 24th place in the qualifying round, setting this option to Add Tied Athletes to Semi-Final will cause ScoreManager to progress 25 athletes to the Semi-Final round.

Add tied athletes to Semi-Final  Remove tied athletes from Semi-Final

9

### Ties in For Final Round

This option is the same as the option above except it applies to the progression of athletes to the Final round from the Qualifying Round or the Semi-Final round.

Where two or more athletes have tied for the last place in the Final round from either the Qualifying round or the Semi-Final round, by using this setting the competition organiser can specify whether or all of the tied athletes will be added or removed from the starting order for the Final round.

For example: if eight athletes are to progress from the Qualifying round to the final round but three athletes are tied for eighth place in the Qualifying round, setting this option to Remove Tied Athlete from Final will cause ScoreManager to progress only five athletes to the Final round (eight athletes minus the three tied athletes).

Add tied athletes to Final       Remove tied athlete from Final

10

### Location of the Competition

This setting tells ScoreManager where the competition is being held. The information entered here will help spectators using ScoreManager's online results to quickly find the competition they are interested in.

Most countries of the world are already in the list shown but regions are only shown for New Zealand and Australia. Please contact OutBounce Software if your country is not in the list or you would like to have your country's regions added to ScoreManager.

Country    New Zealand ▼  
Region    Canterbury ▼

## Competition Grades

The grades for a competition are the groups in which the athletes compete within the competition. In other scoring systems they may be called them events, classes, competitions, groups, categories, etc.. but only in ScoreManager do you have the flexibility to customise them in a way that suits you and your competition.

A grade has a number of criteria which determine the way ScoreManager handles the entries and scoring for the grade. These criteria shown in the section [Grade Settings and Their Meanings](#) set for each grade independently giving great flexibility to the ways that grades can be used with the ScoreManager programme. In addition, grades belong to the competition for which they are created so that you can have grades with the same name in more than one competition but with quite different criteria.

Other unique ways which grades work in ScoreManager : -

- entries can be checked for any restrictions on the grade for age and gender.
- criteria are specific to each grade so that different grades in the same competition and discipline can have their own settings e.g. age, gender, recording ToF or Horizontal Displacement, etc.
- grades are unique to each competition allowing a competition organiser to use different names and criteria in each competition
- information and the criteria for grades can be saved as standard grades and used for new competitions. This avoids the need to re-enter them for each competition.
- unused grades can be hidden from the most commonly used screens so that organisers and recorders can concentrate on the grades that matter
- a maximum of 30 grades can be created for each discipline in a competition

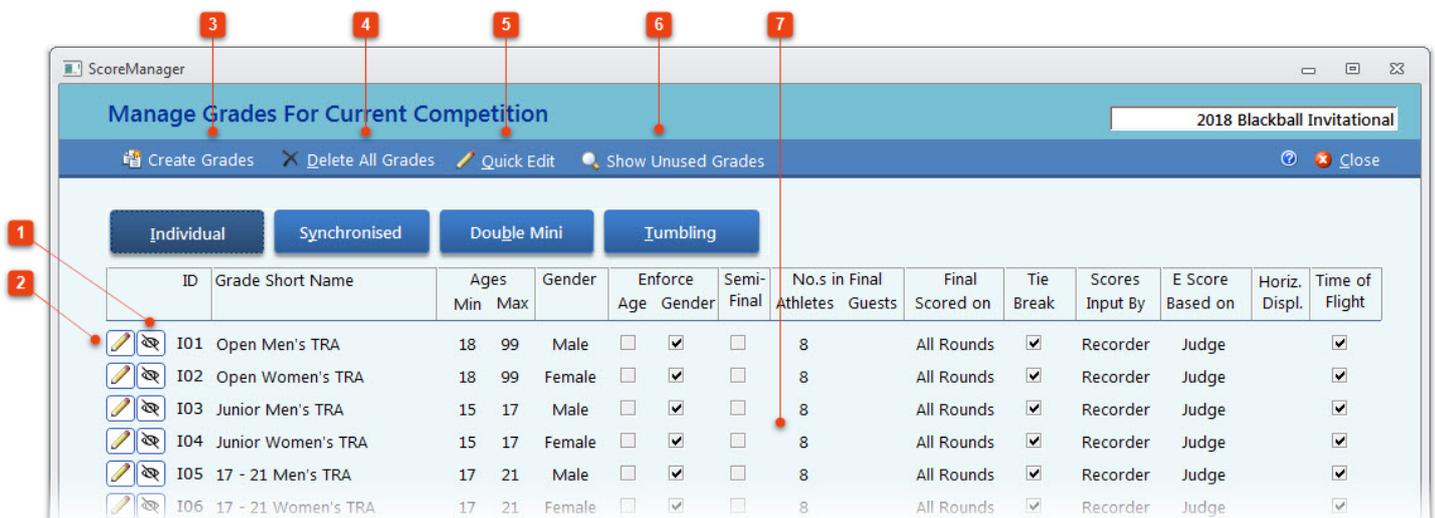
- [Managing Competition Grades](#)
- [Creating Grades in a Competition](#)
- [Changing a Grade's Settings](#)
- [Hiding Unused Grades](#)
- [Standardised or Default Grades](#)
- [Grade Settings and Their Meanings](#)

## Managing Competition Grades

 Main Menu -> Grades

or Before Competition -> Manage Grades

The grades in your competition are managed through the Manage Grades screen which is shown below. From this screen you can create, delete, change and hide grades in your competition.



**Manage Grades For Current Competition** 2018 Blackball Invitational

Create Grades Delete All Grades Quick Edit Show Unused Grades Close

Individual Synchronised Double Mini Tumbling

ID	Grade Short Name	Ages		Gender	Enforce		Semi-Final	No.s in Final		Final	Tie Break	Scores	E Score	Horiz. Displ.	Time of Flight
		Min	Max		Age	Gender		Athletes	Guests						
I001	Open Men's TRA	18	99	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge		<input checked="" type="checkbox"/>
I002	Open Women's TRA	18	99	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge		<input checked="" type="checkbox"/>
I003	Junior Men's TRA	15	17	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge		<input checked="" type="checkbox"/>
I004	Junior Women's TRA	15	17	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge		<input checked="" type="checkbox"/>
I005	17 - 21 Men's TRA	17	21	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge		<input checked="" type="checkbox"/>
I006	17 - 21 Women's TRA	17	21	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge		<input checked="" type="checkbox"/>

- 1** Enables a grade to be hidden from the competition with having to delete the grade completely. In this way grades which are not being used can be hidden from the rest of ScoreManager. Hiding a grade however will delete any entries and results for that grade. A hidden grade can be used again by once a Short Name has been created for it.
- 2** Opens the editing screen for the grade where you can change all of the settings for the grade. An explanation of each setting is given in [Grade Settings and Their Meaning](#)
- 3** Creates new grades for the current competition shown. If any grades already exist for the competition you will see a message reminding you that all existing grades, entries and results will be deleted before the new grades are created and asking you to confirm that you really do want to create new grades.
- 4** Deletes all of the grades which exist for the competition. Deleting the grades will also delete any entries or results which may have been already been created. You cannot delete single grades or grades for specific disciplines.
- 5** Opens the Quick Edit screen where you can quickly change some of the major settings for the grades by overtyping or change the information shown. The Quick Edit screen is below shows which settings that can be changed using this method
- 6** Clicking on this button will show or hide grades any which are not being used in the competition.
- 7** Information about the grades which already exist for this competition

## Creating Grades for a Competition

Grades can be created at two points in the process of setting up your competition. The most commonly used, and recommended, point is during the process of creating a new competition however you can also create grades after a competition has been created. When creating grades for your competition you can choose to use the [standard grades](#) which have previously configured in the ScoreManager Settings or [new grades](#) which will need to be configured after they have been created.

Standard grades are stored by ScoreManager and can be used as templates for grades in new competitions but New grades are not stored and must be configured each time they are created.

### When Creating the Competition

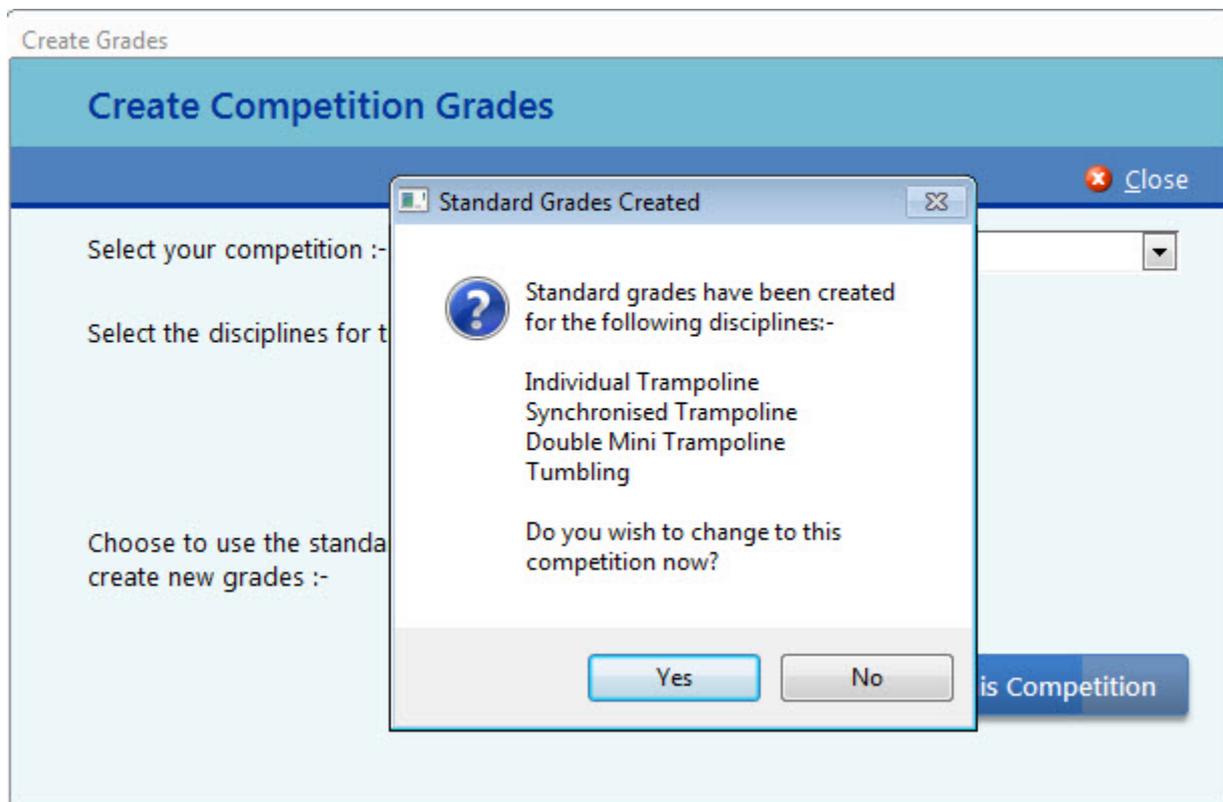
As seen in the section on [Creating a New Competition](#), grades can be created during the process of creating a new competition. At this point in the process you will be able to select the disciplines for you want to create grades as well as choosing which type of grades you want.

- 1 The name of the competition for which the grades are being created
- 2 Select the disciplines for which you want to create the grades. More than one discipline can be selected at the same time but at least one discipline must be selected in order for any grades to be created
- 3 Selecting either Standard or New here will determine which type of grades are created.

By selecting Standard you will be able to use the grades which you have defined as [standardised or default grades](#) without any further set up.

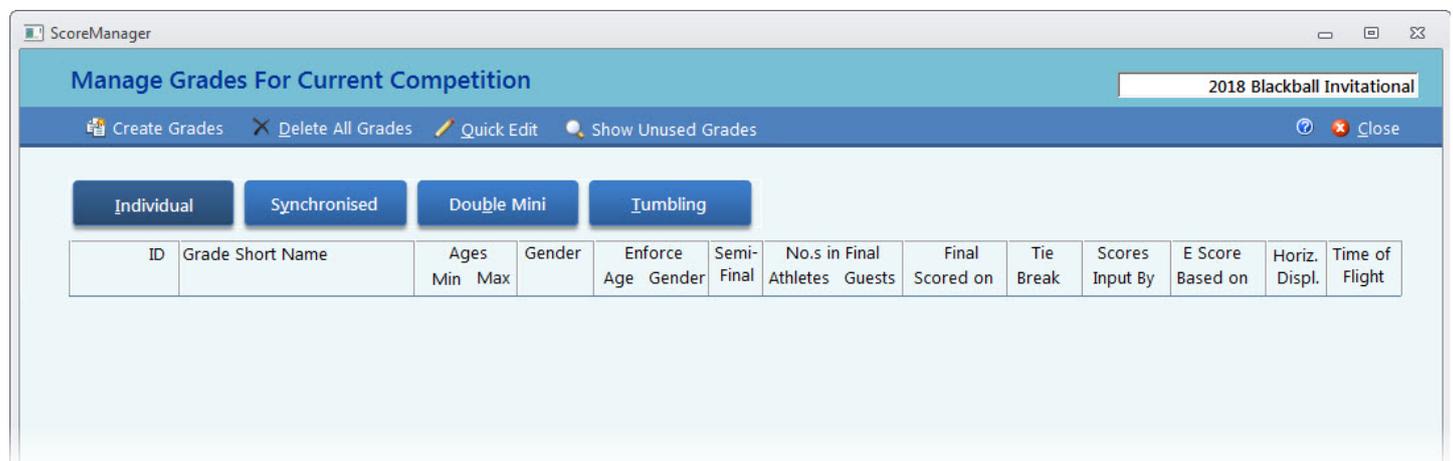
If you select New, however, the grades will be created with any descriptive names and you will have to enter a name for each of grade you wish to use. These New grades will created with the default settings you configured for new [competitions](#) and [grades](#). Remember though that if you change these default settings after you have created the grades for a competition the new default settings will not change the settings for any grades already created. The change will only affect new grades being created.

After creating the grades for the competition, ScoreManager will send you a message confirming which will tell which type of grades have been created and the disciplines for which they have been created.



### After a Competition Has Been Created

It is possible to create a new competition without creating its grades at the same time. To create grades for the competition at a later time you will need to make the competition the Current Competition and then open the Before Competition menu and click on Competition Grades. This will bring up the screen shown below which shows that no grades exist for the competition in question.



Grades can then be created by clicking on the Create Grades button and the [same screen](#) we saw when creating grades with a new competition appear. You can then select your disciplines and the type of grade required in the same way.

### Creating New Grades

When you create New grades they are created with out any descriptive names. A name must be entered for each grade you wish to use otherwise the grade will not appear in the lists of grades when entering athletes or scoring the competition. The names for each grade can be entered by either clicking on the Quick Edit button in the menu bar or by clicking on the Edit button (pencil) to the left of the grade you want. See the section [Changing a Grade's Settings](#) to find out how to do this.

Quick Edit

2

ScoreManager

Manage Grades For Current Competition

2018 Blackball Invitational

Create Grades Delete All Grades Quick Edit Hide Unused Grades Close

Individual Synchronised Double Mini Tumbling

ID	Grade Short Name	Ages Min Max	Gender	Enforce Age Gender	Semi- Final	No.s in Final Athletes Guests	Final Scored on	Tie Break	Scores Input By	E Score Based on	Horiz. Displ.	Time of Flight
I01		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I02		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I03		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I04		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I05		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I06		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I07		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I08		0 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Edit Button 1

## Changing the Settings for a Grade in the Current Competition

Before Competition -> Competition Grades

Once the grades have been created for a competition their settings can be changed either through the [Quick Edit](#) screen which give fast access to the key settings for the grade, or the more [detailed screen](#) which give access to all of the grades settings.

### Quick Edit Screen

ScoreManager

Quick Edit for Grades in the Current Competition

Blackball Championships

Save Close

Individual Synchronised Double Mini Tumbling

ID	Grade Short Name	Ages Min Max	Gender	Enforce Age Gender	Semi- Final	No.s in Final Athletes Guests	Final Scored on	Tie Break	Scores Input By	E Score Based on	Horiz. Displ.	Time of Flight
I01	Open Men's TRA	18 99	Male	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I02	Open Women's TRA	18 99	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I03	Junior Men's TRA	15 17	Male	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I04	Junior Women's TRA	15 17	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I05	17 - 21 Men's TRA	17 21	Male	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I06	17 - 21 Women's TRA	17 21	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I07	15-16 Men's Intl.TRA	15 16	Male	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I08	15-16 Women's Intl. TRA	15 16	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I09	13-14 Men's TRA	13 14	Male	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I10	13-14 Women's TRA	13 14	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I11	11-12 Men's TRA	11 12	Male	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I12	11-12 Women's TRA	11 12	Female	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I13	10&U Men's TRA	0 10	Male	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	8	All Rounds	<input checked="" type="checkbox"/>	Recorder	Judge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Edit All of the Settings for a Grade

Change Grade Settings

**Change Name and Settings for a Grade** 2018 Blackball Invitational

Save Undo Close

Code : I01

Short Name :

Long Name :

Gender :  To allow both men and women to contest this grade un-tick the box labeled Enforce Gender Restrictions in Advanced Settings.

Minimum Age :  Maximum Age:

[Hide Advanced Settings](#)

Enforce Gender Restrictions :  Yes  No

Enforce Age Restrictions :  Yes  No

Apply FIG Tie Break Rules :

Calculate E Score using :  Score per Judge

Scores Entered by :  Recorders

Finals :  
 Maximum number of athletes in Final round -   
 Maximum number of guest athletes in Final round -  leave blank if there is to be no limit on the number of guest athletes  
 Score the Final round using:  All Rounds  Zero Final

Semi-Finals :  
 Does this grade have a Semi-Final round -  Yes  No  
 Maximum number of athletes in Semi-Final round-   
 Maximum number of guest athletes in Semi-Final round -  leave blank if there is to be no limit on the number of guest athletes

Specific Settings for Individual & Synchronised Trampoline

Record Time Of Flight :  Yes  No

Record Horizontal Displacement :  Yes  No 

## Hiding Unused Grades

ScoreManager allows you to hide grades which are not being used in the competition. This feature allows you to concentrate on those grades which are being used in the competition and not be distracted by grades which have no entries or are not required. The hidden grade will retain its ID code, Short Name, Long Name and all of its other settings but any existing entries or results for the grade will be deleted.

A hidden grade can be used in the competition again by restoring the grade from the screen showing unused grades however any previous entries or results for the grade will not reappear.

To hide a grade, open the Manage Grades screen and click on the  button next to the grade you wish to hide. You will be asked to confirm that you wish to hide the grade and answering Yes will cause the grade to disappear from the list of grades shown.

ScoreManager

## Manage Grades For Current Competition

Create Grades Delete All Grades Quick Edit Show Unused Grades

Individual Synchronised Double Mini Tumbling

	ID	Grade Short Name	Ages		Gender	Enforce		Semi-Final	No.s in Final	
			Min	Max		Age	Gender		Athletes	Guests
 	I01	Open Men's TRA	18	99	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I02	Open Women's TRA	18	99	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I03	Junior Men's TRA	15	17	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I04	Junior Women's TRA	15	17	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I05	17 - 21 Men's TRA	17	21	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I06	17 - 21 Women's TRA	17	21	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I07	15-16 Men's Intl.TRA	15	16	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I08	15-16 Women's Intl. TRA	15	16	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	
 	I09	13-14 Men's TRA	13	14	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	

**1** Hide a grade by clicking on this button next to the grade you wish to hide.

To reuse a hidden grade, open the Manage Grades screen, click on the Show Unused Grades button in the menu bar and all of the hidden grades for the discipline will be shown. Navigate to the grade you wish to restore and click on the button next to the grade ID. If the grade's Short Name is blank, a Short Name can be entered by using either the Edit button (pencil) alongside the grade code or the Quick Edit button in the menu bar. Once the grade has been restored it will become visible through out ScoreManager and able to have entries and results added to it.

ScoreManager

## Manage Grades For Current Competition

Create Grades Delete All Grades Show Grades In Use

Individual Synchronised Double Mini Tumbling

ID	Grade Short Name	Ages		Gender	Enforce		Semi-Final	No.s in Final		Final Scored
		Min	Max		Age	Gender		Athletes	Guests	
 I18		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round
 I19		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round
 I20		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round
 I21		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round
 I22		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round
 I23		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round
 I24		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round
 I25		0	99		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		All Round

- 1 Restore a hidden grade to the competition by clicking on this button next the to grade you wish to add to the competition

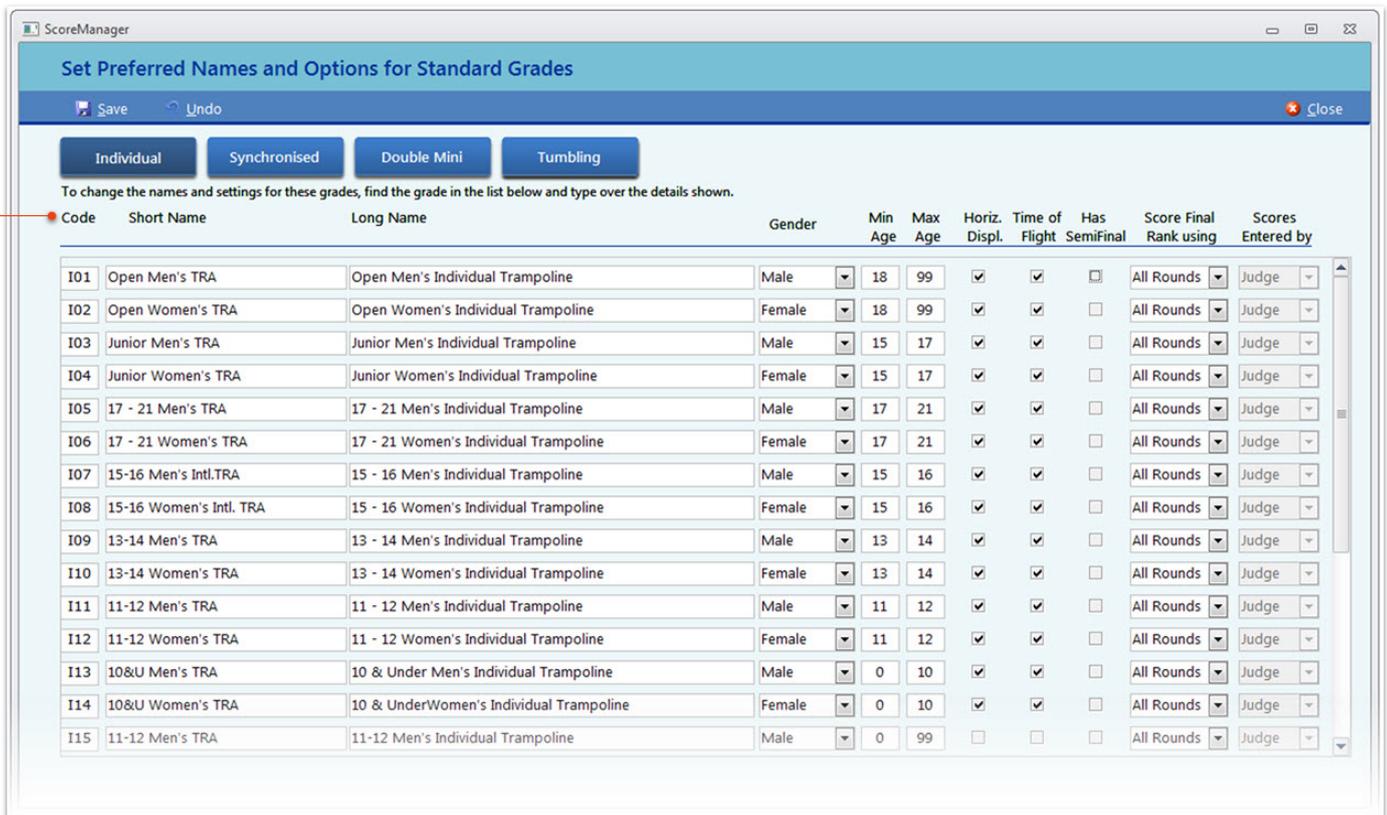
Hiding a grade is specific to the competition in which it occurs. This means that you can hide a grade in one competition and it will not be hidden in other competition where it may exist or is created

If all of the grades for a particular discipline are hidden, ScoreManager will automatically show you the full list of hidden grades when you click on the discipline name in these screens. However no grades for the discipline will appear in any of the other ScoreManager screens.

## Standard or Default Grades

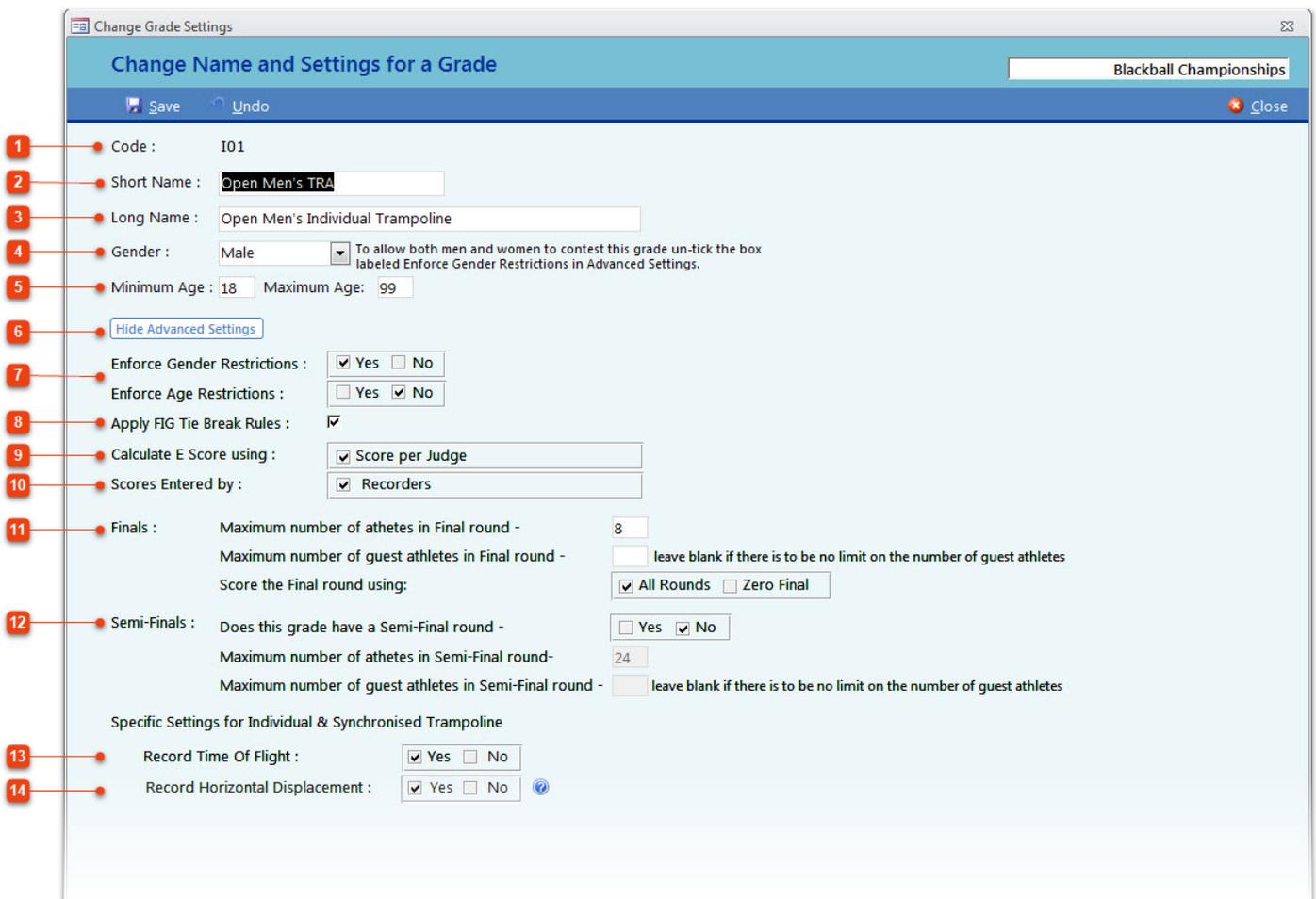
 Main Menu -> Settings -> Standard Grades

Standard or default grades are a way for the competition organiser to quickly create a set of grades which can be used in new competitions without having to specify the grade name, gender, etc. each time they create a competition. Not all of the possible options for a grade can be pre-set however the following screen shows the information and options which can be pre-defined.



All of the settings shown for each can be changed except for the grade's code **1**.

## Settings for Competition Grades and Their Meaning



- 1 The Code is a unique code which ScoreManager uses to identify this grade in the competition. This code is set into ScoreManager and cannot be changed.

---

- 2 Short Name of the grade which is used in ScoreManager's other screens and on the scoreboards.

---

- 3 Long description of the grade which is used in printed results, start lists etc.

---

- 4 Minimum and maximum age for the athletes being entered into this grade.  
The maximum age must be equal or greater than the minimum age and a minimum age of 0 can be entered. If you want athletes of any age to be able to compete in this grade, then either set the Minimum Age to 0 and the Maximum Age to 99 or untick the setting to Enforce Age Restrictions.

---

- 5 The gender of athletes being entered into this grade.  
If both genders can compete in this grade then leave this setting and untick the setting to Enforce Gender Restrictions

---

- 6 This button either shows or hides the advanced settings for the grade. The advanced settings are those settings shown below this button and they are hidden by default.

---

- 7 Settings which tell ScoreManager to enforce any gender and age restrictions when entries are being created.  
Unticking these boxes will allow athletes of any gender or age to be entered in the grade.

---

- 8 Determines whether the FIG tie break rules will be applied to the Preliminary or Semi-Final rounds. The tie break rules will vary depending upon which FIG CoP the competition is being used to score the competition.

---

- 9 This setting specifies the method used for calculating the Execution score (E-scores) of routines in this grade.  
At the moment ScoreManager can only calculate E-scores by inputting the total of the judge's score (i.e. the maximum score minus the sum of the judge's deductions). Future versions of ScoreManager will encompass calculating E-scores by each skill in the athlete's routine.

---

- 10 The Scores Entered by is used to specify who will be entering the scores into ScoreManager. Currently only Recorders can enter scores but future versions of ScoreManager will enable judges to enter their scores electronically.

---

- 11 Settings which apply to the Final round of this grade.  
Athletes who are marked as Guests appear in the starting order for the Final in the place they achieve in the Preliminary or Semi-Final rounds. They are not put at the bottom of the starting order. If the number of guest athletes who qualify for the Final round is more than the number shown, the number of guest athletes in the Final is limited to the number shown and any remaining places in the Final round are filled by other athletes.

---

- 12 Settings which apply to the Semi-Final round of this grade. The settings for the Maximum number of athletes and maximum number of Guest athletes are greyed out if the grade has not Semi-Final round.  
Athletes who are marked as Guests appear in the starting order for the Semi-Final in the place they achieve in the Preliminary rounds. They are not put at the bottom of the starting order. If the number of guest athletes who qualify for the Semi-Final round is more than the number shown, the number of guest athletes in the Semi-Final is limited to the number shown and any remaining places in the round are filled by other athletes.

---

- 13 This setting can be used to specify whether the Time of Flight is to be included in the scores for this grade.  
Unticking this box will cause the Time Of Flight box in the the score input screens to be greyed out and inaccessible.

14

This setting is used to specify whether Horizontal Displacement is to be used in the calculation of the scores for this grade. This setting will be greyed out of the FIG 2016 CoP is being used for the current competition.

Unticking this box will cause the Displacement box in the the score input screens to be greyed out and inaccessible.

---

## Competition Entries

- [Adding Entries](#)
- [Changing and Deleting Entries](#)
- [Printing Entries](#)
- [Confirming Entries](#)
- [Withdrawing Athletes & DNS](#)

### Adding Entries to the Competition

ScoreManager provides two methods by which you can add entries to a competition and which one you chose to use is likely to be determined by the number of entries you adding. A small number of entries can be quickly added to a competition by entering the details of each entry directly into the ScoreManager programme. For larger numbers of entries it is usually better to get each club to submit their entries in a formatted CSV file which can be imported into ScoreManager. In each case it is possible to add entries from more than one club a a time.

- [Adding Entries Manually](#)
- [Importing Entries from a Formated File.](#)

### Adding Entries Manually



Main Menu -> Entries

or Main Menu -> Before Competition -> Manage Entries

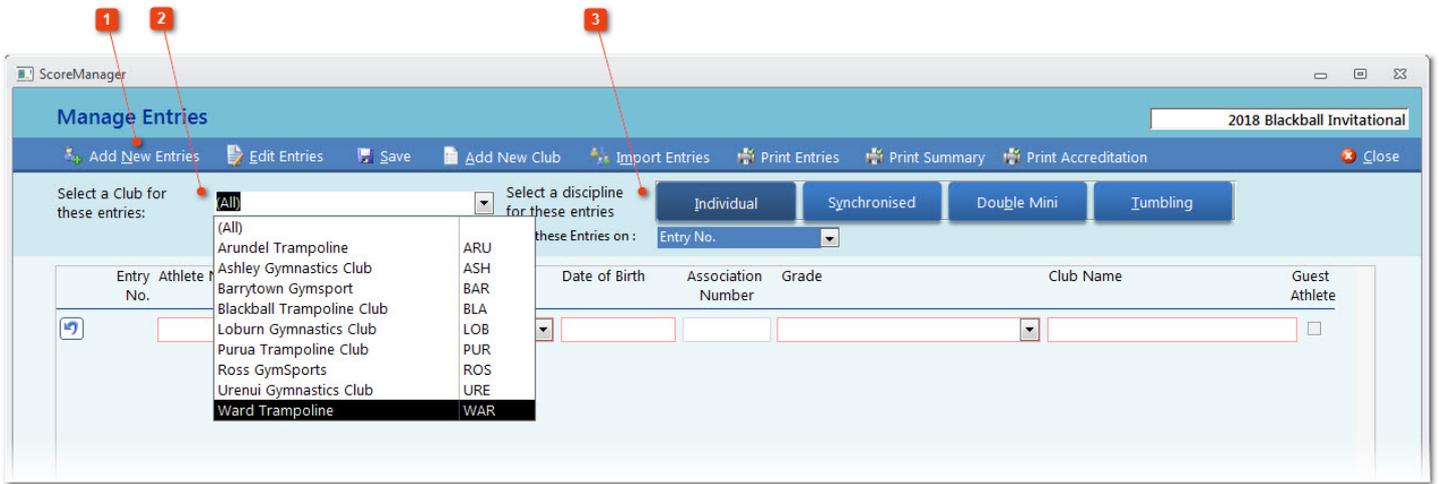
Adding entries to a competition manually is done through the Manage Entries screen. To complete each entry you will need to know the athlete's

- name
- gender
- date of birth
- club
- association number which is optional

You will also need to know which grade the entry is for.

To add entries to a competition,

1. open the Manage Entries screen
2. select which the discipline the entries are being created for
3. select the club for the athletes being entered
4. click on the 'Add New Entries' button



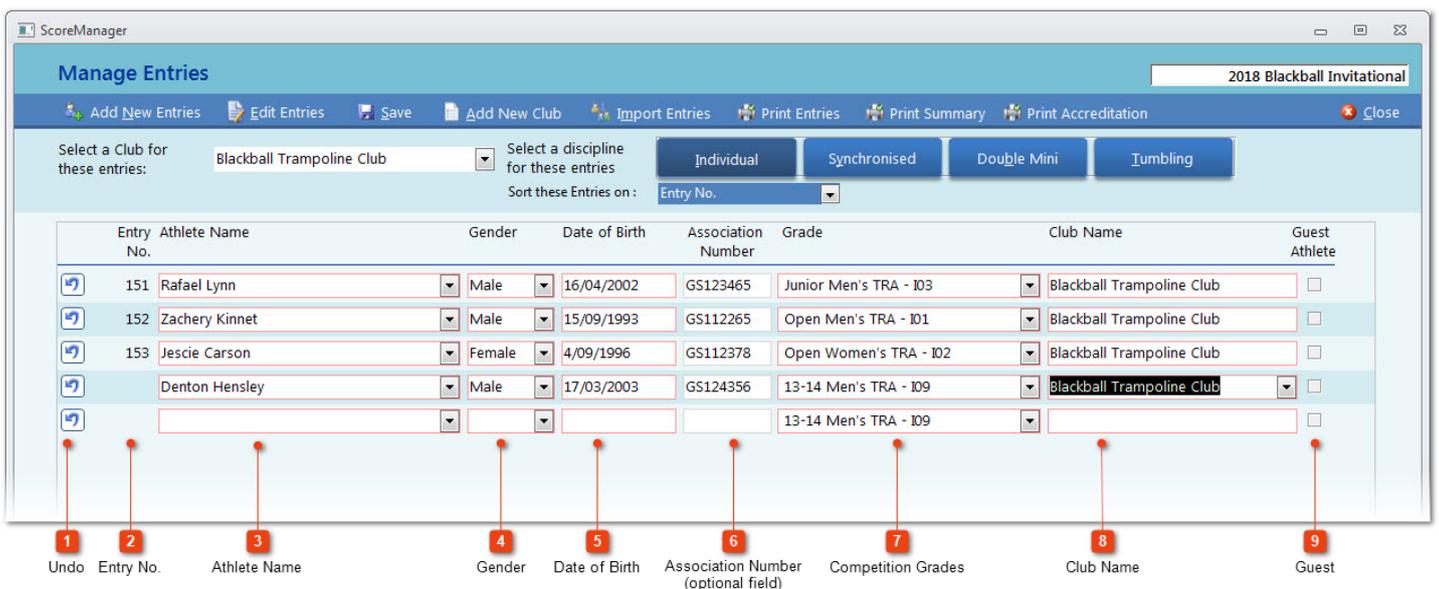
**1** Add new entries by clicking on this button to open the screen (see below) where you can enter your athletes for the competition. You must select a discipline and a club before you can add new entries.

**2** Choose which club these entries belong to by either starting to type the club name and choosing from the list which appears.

When you choose a club you will see that ScoreManager automatically enters the club into the Club Name column for from the list. In this case you will have to choose a club for each entry.

**3** Select the discipline for these entries by clicking on one of the four buttons.

The following screenshot shows the screen when adding new entries for our mythical Blackball Trampoline club. In this screenshot we have already added some entries and are about to add another new entry in the blank line at the bottom of the list. It also shows how ScoreManager fills in the club field for you and automatically brings down the grade entered for the last entry to the new entry.



**1** **Undo**

Clicking this button will undo any changes you may have made to the entry.

**2 Entry No.**

The Entry No. is a unique number which ScoreManager will give to the entry being created. It can not be edited by the user.

**3 Athlete Name**

Name of the athlete being entered

**4 Gender**

Gender of the athlete being entered. This value is used to check whether the athlete meets any gender restrictions on the grade given in **7**

**5 Date of Birth**

Date of Birth of the athlete being entered. This value is used to check whether the athlete meets any gender restrictions on the grade given in **7**

**6 Association Number (optional field)**

The Association Number is the unique number given to the athlete by their club or sporting association. For example in New Zealand it is their Gymnastics NZ number, and for FIG competitions it will be their FIG registration number.

**7 Competition Grades**

The Competition Grade is the grade in the competition in which the athlete is to compete. It can be selected by either typing in the name of the grade or by clicking on the down arrow at the end of the box.

New grades can not be added to the competition from this box, you will need to use the 'Competition Grades' option in the 'Before the Competition' menu to create new grades.

**8 Club Name**

The name of the club for this entry. If a club is chosen from the dropdown list at the top of the screen ScoreManager will automatically fill this field in for you.

New clubs can not be added to ScoreManager from this box. To create a new club you will need to click on the Add New Club button in the menu bar at the top of the screen and fill in the club details in the screen which appears.

**9 Guest**

Ticking this box will tell ScoreManager that this athlete is a Guest athlete. Note: ScoreManager does not treat Guest athletes in the same way as the FIG CoP requires. See the section on Guest athletes to find out how ScoreManager deals with Guest athletes

The next screenshot shows how ScreenManager has learnt about athletes from earlier entries and speeds up the process of creating entries by offering to automatically insert the athlete's name and other details.

Entry No.	Athlete Name	Gender	Date of Birth	Association Number	Grade	Club Name	Guest Athlete
	Cleo Maldonado	F	1/12/1997	GS124358		Blackball Trampoline Club	<input type="checkbox"/>
	Dacey Chen	F	21/12/2001				<input type="checkbox"/>
	Denton Hensley	M	17/03/2003	GS124356			<input type="checkbox"/>
	Destiny McDonald	F	17/11/1993				<input type="checkbox"/>
	Ferdinand Britt	M	30/05/1996				<input type="checkbox"/>
	Hiroko Frederick	F	2/03/2002				<input type="checkbox"/>
	India McCullough	F	23/08/1994				<input type="checkbox"/>
	Indira Rush	F	18/04/2001				<input type="checkbox"/>
	Indira Wade	F	23/09/2001				<input type="checkbox"/>
	Jaquelyn Rush	F	10/12/2002				<input type="checkbox"/>
	Jenna Wyatt	F	28/12/2001				<input type="checkbox"/>
	Jescie Carson	F	4/09/1996	GS112378			<input type="checkbox"/>
	Josiah Mercado	M	1/01/2009	GS123456			<input type="checkbox"/>
	Kareem Horne	M	2/06/2001				<input type="checkbox"/>
	Kylan Estrada	F	24/12/2002				<input type="checkbox"/>

## Importing Entries from a File

An alternative to adding the entries manually is to import them from a CSV or Comma Separated Value file. This is not as scary as it sounds because CSV files can easily be created using a spreadsheeting programme like Microsoft Excel or the free LibreOffice Calc. They can also be created by a basic text editor such as Windows Notepad but this is not as easy as using a spreadsheeting programme.

- [Creating the File to Import](#)
- [Importing The File](#)
- [Handling Errors](#)

## Creating the File to Import

To be able to import your CSV file into ScoreManager, it must have a set structure and the data entered in a format which ScoreManager can recognise. The structure and format required is laid out in the table below however there is an example CSV file installed in the folder C:\OutBounce\ScoreManager\Data which you can use as a template. Just fill in the data under each of the column headings but please do not delete the row with the column headings because ScoreManager expects the headings to be there.

### Structure of the CSV File

Column Name	Column Size	Information to be entered
GradeID	3 characters	the identifying code of the grade for the entry  For example I01 or D12. Do not use I1 or D1 with the zero in there.
Athlete1Name	60 characters	name of the athlete being entered
Athlete1Gender	1 character - M or F	gender of the athlete being entered.  The gender must be specified as M or F
Athlete1DoB	dd/mm/yyyy	date of birth of the athlete being entered  The date of birth must be in the format dd/mm/yyyy 23/12/1996, 6/10/2005, 04/08/2001. Example
Athlete1Number		any identifying number given to the athlete be their FIG registration number.  This is an optional field.
Athlete2Name	60 characters	name of the partner of Athlete1 in synchronisation
Athlete2Gender	1 character - M or F	gender of the Athlete1's partner.
Athlete2DoB	dd/mm/yyyy	date of birth of Athlete1's partner
Athlete2Number		any identifying number given to this athlete
AffiliationName	50 characters	the club, region or country for this entry.  This field is optional and only required if you have selected a club before in

If you are creating your entries using Excel to build the CSV file then it may look something like this

	A	B	C	D	E	F	G	H	I	J	K
1	GradeID	Athlete1Name	Athlete1Gender	Athlete1DoB	Athlete1Number	Athlete2Name	Athlete2Gender	Athlete2DoB	Athlete2Number	AffiliationName	
2	I01	Malcolm Chen	M	5/02/2002	GS654321					Blackball Trampoline	
3	S02	Nicole Francis	F	12/09/1993	GS123456	Lani Holcomb	F	25/11/2000	GS112233	Loburn Gymnastics	
4											
5											
6											
7											
8											
9											

However if you are using Excel to build the CSV file make sure that it is saved as a CSV file and in the same format as the template. This will leave out any incompatible features and additional formatting which Excel does behind the scenes whenever it saves a file.

A file can have entries for all four disciplines mixed in together and it can also have entries from more than one club.

## Importing the File into ScoreManager

There processscreen to import entries (shown below a number of steps to go through when you import a list of entries into ScoreManager. These steps are shown in the Import Entry screen shown below.



Main Menu -> Entries -> Import Entries

or Main Menu -> Before Competition -> Import Entries

The process of importing entries for the competition has a number of steps which ScoreManager guides you through by showing them in the screen used to import entries. This screen is shown in the screenshot below and if you work through the steps in the order shown you will be able to extract the data from the CSV file, fix any errors in the data and finally save them to the competition.

**ScoreManager** Blackball Championships

**Import Entries from a File** Close

+ Add New Club

- Step 1.** Select a Club for these entries:
- Step 2.** Find the file to import :-
- Step 3.** Check the Entries for Errors :- 

Entries In File :   
 Valid Entries :   
 Invalid Entries :
- Step 4.** Correct Any Errors :-
- Step 5:** Save Entries to the Competition :-

- 1** Select a club name for these entries from the dropdown list in the same way you would have done if adding the entries manually  
or  
select (Multiple Clubs) if the file has entries from more than one club.
- 2** The Get File to Import button will open a new window where you can navigate to where your CSV file is stored and select it for importing
- 3** The Check Entries In File button makes ScoreManager check the information in the file you are importing. It checks that the information in the file is valid and structured in the correct way for ScoreManager to use. As well ScoreManager will check the entries against any gender or age restrictions you may have set.

When the check is complete, the total number of entries in the file as well as the number of valid and invalid entries will show in the boxes to the right of this button.

- 4** Correct Any Errors provides a way for you to correct any errors in the file before importing it.  
  
View Errors will show you which entries ScoreManager thinks are invalid and the reasons why. Each error in the file is shown on a separately so if for example an entry has two errors in it, ScoreManager will show two lines in the report it produces. You can also print out the list of errors.

Edit Entries with Errors allows you to correct any errors that may have been found in the CSV file being imported. Fixing the errors here does not change the CSV file at all but alters the information which ScoreManager has imported into a temporary file.

Re-Check Entries enables you to check that all the entries are correct after you have made your changes.

- 5** Once you are satisfied that all of the entries are correct then you can click on Save Entries to finally add them to the competition.

When importing entries ScoreManager does not alter the data in the CSV file. Instead it creates a temporary copy of the data and it is this temporary copy which is checked and corrected. As a consequence of this method you will find that if you fix some errors in the data and then reimport the same file, the errors which you fixed previously will be back again. ScoreManager does not check to see whether the entries you are importing already exist for the competition consequently entries will appear twice if you import and save the file a second time.

It is also possible to import entries from a file which still has errors in it. In this case ScoreManager will only add the valid entries and leave the rest of the entries to be corrected later.

## Handling Errors in the Entry File

ScoreManager provides a mechanism to fix any errors in the the file you are importing without having to manually edit the original file. The buttons to do this are shown as Step 4.

Clicking on the button to Check Entries In File (Step 2.) makes ScoreManager check the information in the file is valid and structured in the correct way for ScoreManager to use as well as checking the entries against any gender or age restrictions you may have set. When the check is complete, the total number of entries in the file as well as the number of valid and invalid entries will show in the boxes to the right of this button.

The following screenshot gives an example of way ScoreManager will show you any errors in the file. In this example for our Blackball club there are three entres with errors Quon Diaz, Josiah Mercado and Lani Holcomb. As you can see ScoreManager tells you which entry has the error, the information for that entry in the file (name, gender, DoB etc.) and the reason for the error. Also you can see that ScoreManager allows you to print a copy of the errors it has found.

**Errors in Imported Entries for Blackball Trampoline Club**

Grade	Athlete1Name	Athlete1 Gender	Athlete1 DoB	Athlete1 Number	Athlete2Name	Athlete2 Gender	Athlete2 DoB	Athlete2 Number
I12	Quon Diaz	M	6/03/2005	GS124978				
Error: The gender of Athlete1 does not match the gender for this grade.								
Error: Athlete1 is too old for this grade.								
I13	Josiah Mercado	M	1/01/2005	GS123456				
Error: Athlete1 is too old for this grade.								
I04	Lani Holcomb		25/11/2000	GS112234				
Error: A gender must be given for Athlete1.								
Error: Athlete1 is too old for this grade.								

Friday, 16 February 2018 Page 1 of 1

It is possible to correct these errors without having to fix them in the CSV file and importing the file again. To do so, use the Edit Entries with Errors button to open the following screen where you can change the information for the entry. Because we want to concentrate on the entries with errors in them ScoreManager will only show you the invalid entries.

**Edit Imported Entries for Blackball Trampoline Club**

Save Undo

Entry Grade	Athlete1 Name	Athlete1 Gender	Athlete1 DoB	Athlete1 Number	Athlete2 Name	Athlete2 Gender	Athlete2 DoB	Athlete2 Number
I12 - 11-12 Women's TRA	Quon Diaz	M	6 /03/2005	GS124978				
I13 - 10&U Men's TRA	Josiah Mercado	M	1 /01/2005	GS123456				
I04 - Junior Women's TRA	Lani Holcomb		25/11/2000	GS112234				

Here we can fix up Quon's grade to suit his gender and age, Josiah's date of birth which is wrong and enter a gender and different grade for Lani. After making these changes we can save the file and then recheck the entries using the Re-Check Entries Button.

Once we have corrected all of the entries in the file we can then import the entries using the Import Entries button. Remember though that ScoreManager is only editing a copy of the original file so that if you reimport the same file then these errors will show up again.

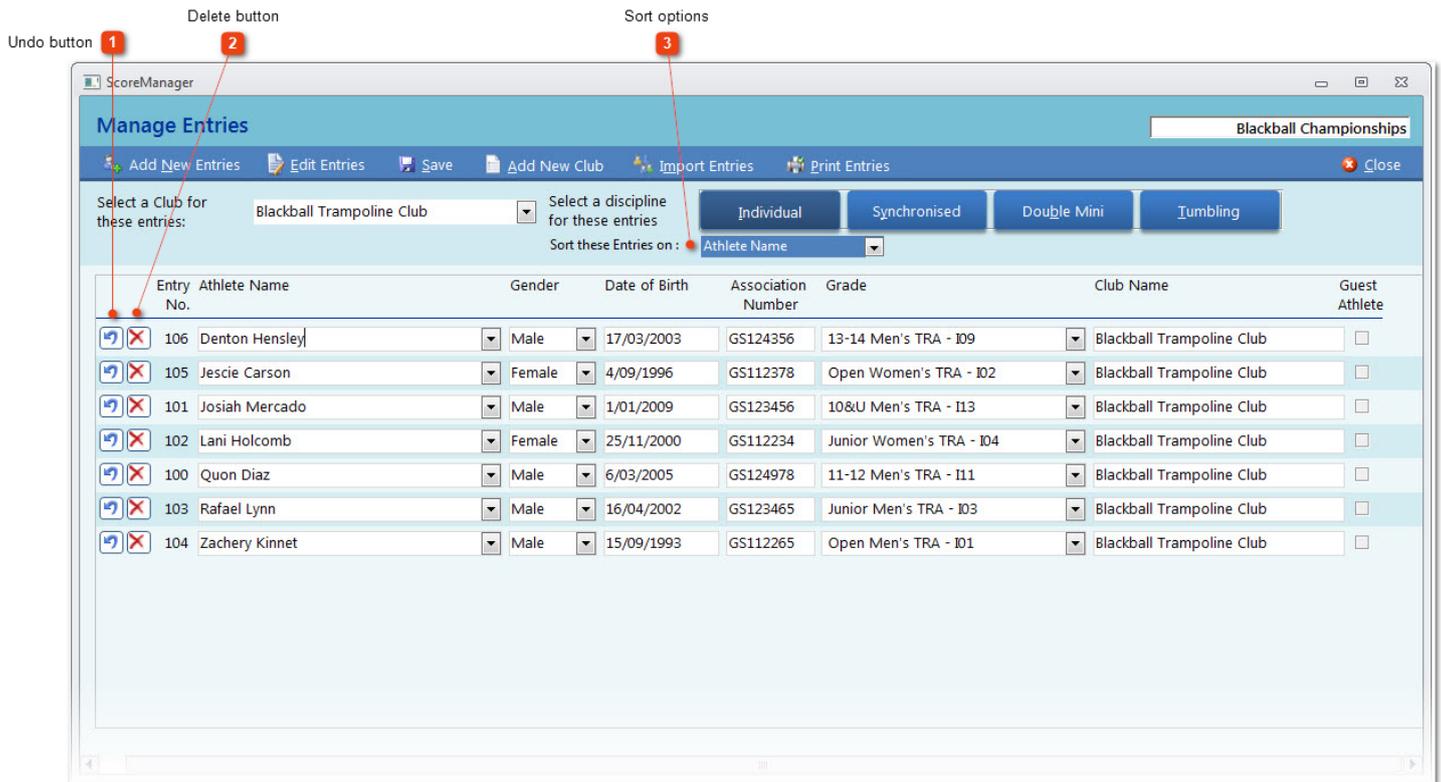
## Changing or Deleting an Entry

Main Menu -> Entries

or Before Competition -> Manage Entries

Changing or deleting an entry is done through the Manage Entries screen as well and to quickly find the entries you are looking you can filter the entries by choosing the entry's club and it's discipline and then sorting the entries in one of four ways: Entry No.; Athlete Name; Grade Name; or Club/Region/Country.

The screenshot shows some of our entries from the Blackball Club which have been sorted by athlete name.



## Changing an Entry

To change the details of an entry,

- find the entry you wish to change
- type over the the information shown or use the  to select the option you want
- save your changes

Scoremanager will check the entry again before saving your changes to make sure the entry complies with any restrictions you may have place on the grade with regard to age and gender. The Undo button shown to the left of the entry allows to quickly undo any of your changes before you save the entry again.

## Deleting an Entry

To delete an entry

- find the entry you wish to delete
- click on the Delete button  on the left of the entry

Deleting an entry will also any results or scores which may have already been input for that entry.

## Printing Entries



Main Menu -> Entries

or

Main Menu -> Before Competition -> Manage Entries

ScoreManager has a variety of reports about the entries received for the competition. The reports will be useful for a variety of tasks including the confirmation of entries received, calculating entry fees, determining the timetable of the competition etc.. The suite of entry reports is accessed from the Entry Reports button highlighted below on the menu bar for Managing Entries screen.

Clicking on this button will open the screen (shown below) which lists the available reports and how the report is to be output. A description and example of each of the reports is shown further down in this section.

### Athlete Accreditation

The accreditation print out lists the entries by club and provides the opportunity for the competition organiser to get calculating total entry fees for each club. See the section on [Confirming Entries](#) for more information on this report.

### List of Entries sorted by Grade

The List of Entries sorted by Grade shows the names and clubs of the athlete's entered in each grade of the competition, the entries are shown in the order of their entry number. The format of the print out makes it suitable for checking

2018 Blackball Invitational Competition Entries	
<b>Individual Trampoline</b>	
<b>Open Women's Individual Trampoline</b>	
109 Destiny McDonald ()	Barrytown Gymsport
124 Cleo Maldonado (GS124358)	Blackball Trampoline Club
125 Sandra Burris (GS124768)	Blackball Trampoline Club
Number of Entries = 3	
<b>Junior Men's Individual Trampoline</b>	
110 Kareem Horne ()	Barrytown Gymsport
120 Rafael Lynn (GS123465)	Blackball Trampoline Club
Number of Entries = 2	
<b>Junior Women's Individual Trampoline</b>	
119 Lani Holcomb (GS112234)	Blackball Trampoline Club
Number of Entries = 1	
<b>13 - 14 Men's Individual Trampoline</b>	
107 Ferdinand Britt ()	Barrytown Gymsport
108 Zeph Ford ()	Barrytown Gymsport

### Summary Count of Entries sorted by Grade

The Summary Count of Entries sorted by Grade counts and displays the number of entries in each grade. The report is overall timetable for the competition. It is also useful to see which grades will need to have more than one start group.

2018 Blackball Invitational Summary of Entries by Grade	
<b>Individual Trampoline</b>	
	<b>Entries</b>
Open Women's Individual Trampoline	3
Junior Men's Individual Trampoline	2
Junior Women's Individual Trampoline	1
13 - 14 Men's Individual Trampoline	5
13 - 14 Women's Individual Trampoline	1
11 - 12 Women's Individual Trampoline	25
10 & Under Men's Individual Trampoline	3
10 & Under Women's Individual Trampoline	2
11-12 Men's Individual Trampoline	1
Total Entries for Individual Trampoline = 43	
<b>Synchronised Trampoline</b>	
	<b>Entries</b>
13 - 14 Men's Synchronised Trampoline	1
Total Entries for Synchronised Trampoline = 1	

### Summary Count of Entries by Club and Grade

This report counts the number of entries in each discipline which a club has submitted. The report will be useful when useful if the entry fee charged for each discipline is different.

2018 Blackball Invitational		Print	Close
Summary Count of Entries by Club			
<b>Arundel Trampoline</b>			
Individual Trampoline		2	
	Total Arundel Trampoline Entries	=	2
<b>Ashley Gymnastics Club</b>			
Individual Trampoline		2	
	Total Ashley Gymnastics Club Entries	=	2
<b>Barrytown Gymsport</b>			
Individual Trampoline		8	
Double Mini Trampoline		2	
Tumbling		3	
	Total Barrytown Gymsport Entries	=	13
<b>Blackball Trampoline Club</b>			
Individual Trampoline		12	
	Total Blackball Trampoline Club Entries	=	12
<b>Loburn Gymnastics Club</b>			
Individual Trampoline		6	
Synchronised Trampoline		1	
Double Mini Trampoline		2	
	Total Loburn Gymnastics Club Entries	=	9
<b>Purua Trampoline Club</b>			

### Summary Count of Athletes sorted by Club

In this report it is the number of athletes from each club which is counted and not the number of entries. This report is used for calculating entry fees where a flat fee per athlete is being charged irrespective of the number of disciplines they are competing in.

The numbers for a club in this report will be different from the report above where a club has athletes entered in multiple disciplines. For example, a club has 13 entries but only 11 athletes in this report. A difference which shows that some athletes for the club have entered in multiple disciplines.

2018 Blackball Invitational Number of Athletes for Competing Clubs	
<b>Arundel Trampoline</b> Number of Athletes For this Club	2
<b>Ashley Gymnastics Club</b> Number of Athletes For this Club	2
<b>Barrytown Gymsport</b> Number of Athletes For this Club	11
<b>Blackball Trampoline Club</b> Number of Athletes For this Club	12
<b>Loburn Gymnastics Club</b> Number of Athletes For this Club	6
<b>Purua Trampoline Club</b> Number of Athletes For this Club	3

Ross GymSports

### Summary Count of Athletes with Multiple Entries

This final report counts the number of athlete who are entered in multiple disciplines and is useful where entry fees a multiple entries.

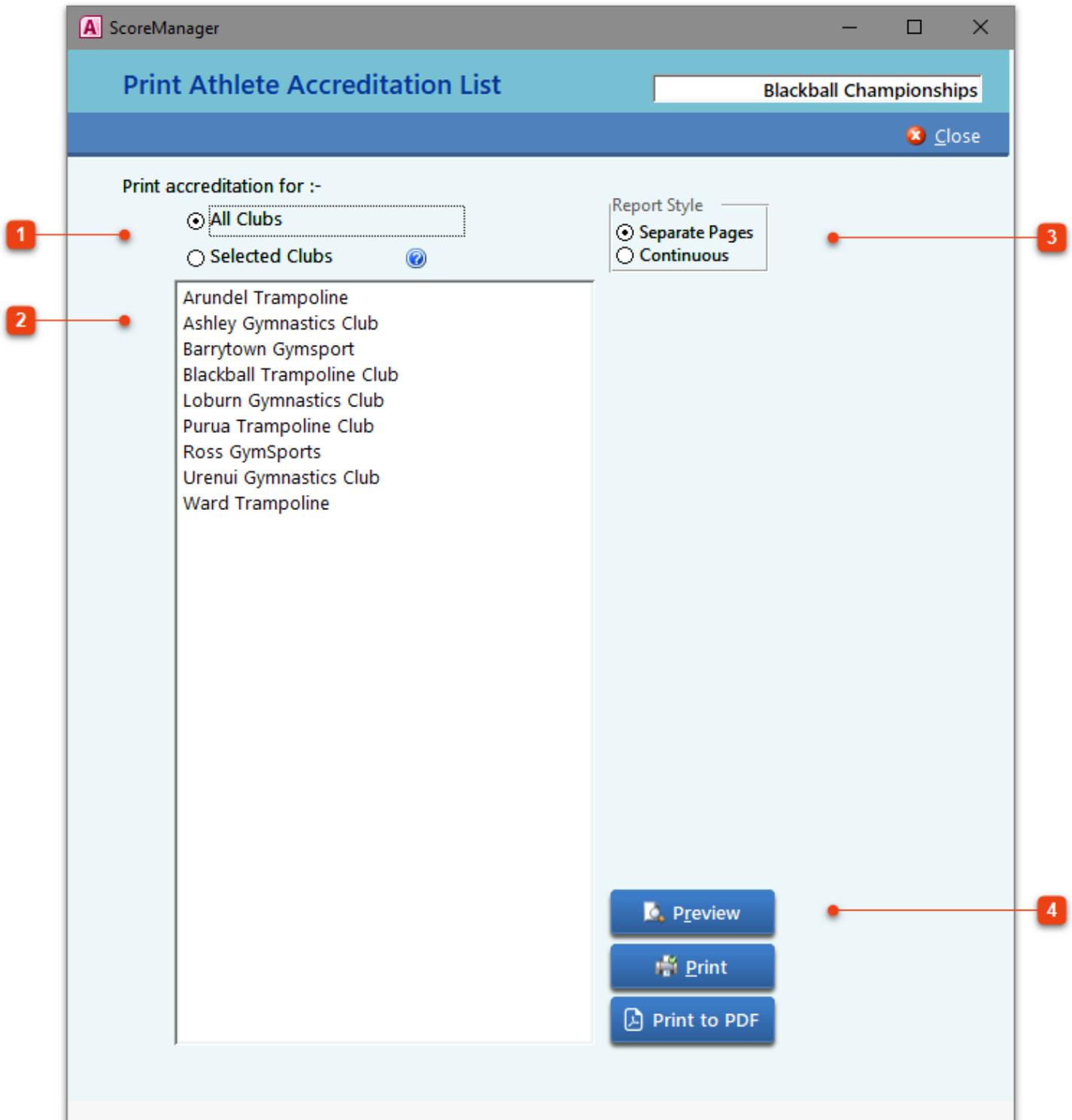
Continuing to use our example of Barrytown Gymsport we can see in this report that ten of their athletes are entered in the two reports above where the number of entries is shown as thirteen and the number of athletes is shown as eleven.

2018 Blackball Invitational Athletes Entered in Multiple Disciplines	
<b>Arundel Trampoline</b> Number of athletes in 1 discipline(s) =	2
<b>Ashley Gymnastics Club</b> Number of athletes in 1 discipline(s) =	2
<b>Barrytown Gymsport</b> Number of athletes in 3 discipline(s) = 1 discipline(s) =	1 10
<b>Blackball Trampoline Club</b> Number of athletes in 1 discipline(s) =	12
<b>Loburn Gymnastics Club</b> Number of athletes in 3 discipline(s) = 1 discipline(s) =	2 4

## Confirming Entries

-  Main Menu -> Print Entry Lists
- or Manage Entries -> Print Accreditation
- or Before Competition -> Print Entries

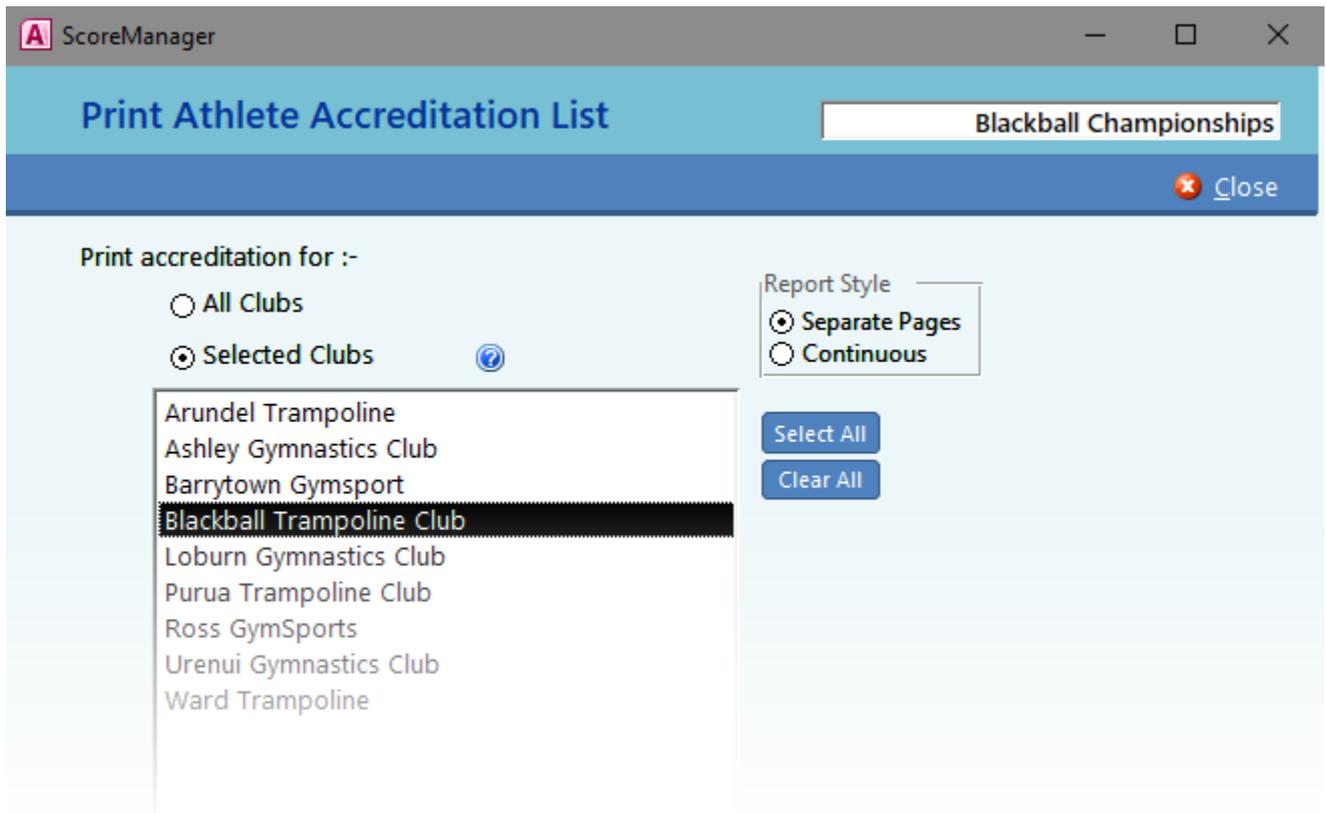
Entries in the competition can be confirmed with the clubs involved by printing a report which can be emailed to each club. This report is called an Athlete Accreditation Report and is created by opening the screen shown below.



- 1** These options allow you to choose whether to print All Clubs or just a selection of clubs from the list shown in the box beneath these options.

**2** This box shows all of the clubs which have entries in the competition.

If the option to print Each Club separately has been chosen, you will be able to select the a club by clicking on it's name. The club will then be highlighted as shown in the next figure.



More than one club can selected by clicking and highlighting each club. To deselect a club, click on it again and it's highlighting will be removed.

**3** The Report Style allows you to choose whether to start printing the entries for each club on a new page (Separate Pages) or for the entries to be printed without a page break between clubs (Continuous).

4

Clicking on the appropriate button will allow you to preview the report before printing, send the report to the printer or create a pdf file which you could email to the clubs for checking.

An example of this report ready for printing is shown in the figure below.

Athlete Accreditation
✕

### Blackball Club Trampoline Championships Athlete Accreditation

Print Close

---

#### Blackball Trampoline Club

---

**Individual Trampoline (12 Entries)**

132 Brenda Campos (15)		15-16 Women's TRA
106 Cleo Maldonado (20)	GS124358	Snr Women's Intl. TRA
105 Denton Hensley (14)	GS124356	13-14 Men's TRA
104 Jescie Carson (21)	GS112378	17+ Women's TRA
100 Josiah Mercado (8)	GS123456	8&U Men's TRA
101 Lani Holcomb (17)	GS112234	Jnr Women's Intl. TRA
108 Quon Diaz (12)	GS124978	11-12 Men's TRA
102 Rafael Lynn (15)	GS123465	Jnr Men's Intl. TRA
107 Sandra Burris (20)	GS124768	Snr Women's Intl. TRA
134 Sybill Cole (16)		15-16 Women's TRA
133 Ursula Petty (15)		15-16 Women's TRA
103 Zachery Kinnet (24)	GS112265	17+ Men's TRA

**Total Number of Entries = 12**

Signature: .....

Coach/Head of Delegation

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25-Sep-2017
OutBounce ScoreManager
Page 1 of 1

In this example, clicking on the Print button will open the print dialogue box where you can choose which the printer to use and the number of copies required. Clicking on the Close button will close the report without printing.

## Withdrawing Athletes & DNS



Dashboard -> Withdrawals

or Main Menu -> During Competition -> Manage Withdrawals

Recording athletes who have withdrawn from the competition or did not show (DNS) can be done in a number of ways: using the Withdrawal button in the menu bar of the Competition Dashboard; clicking on the Withdraw Button or Mark Athletes as DNS in the screens to input athlete's scores or Manage Withdrawals button in the BeforeCompetition menu.

The following screenshot shows the Manage Withdrawals screen where you can mark an athlete as withdrawn or DNS by entering a tick in the boxes along side their name. The search boxes along the top of the screen will help you quickly locate the particular entries you are looking for.

Entry	Name	Club	Grade	With-drawn	DNS
106	Denton Hensley	BLA	13-14 Men's TRA	<input type="checkbox"/>	<input type="checkbox"/>
109	Faith Mcguire	ARU	11-12 Women's TRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
111	Faith Mcguire	ARU	11-12 Women's DMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
105	Jescie Carson	BLA	Open Women's TRA	<input type="checkbox"/>	<input type="checkbox"/>
101	Josiah Mercado		10&U Men's TRA	<input type="checkbox"/>	<input type="checkbox"/>
102	Lani Holcomb		Junior Women's TRA	<input type="checkbox"/>	<input type="checkbox"/>
113	Nomlanga Ramos	LOB	13-14 Women's TUM	<input type="checkbox"/>	<input type="checkbox"/>
100	Quon Diaz	ARU	11-12 Men's TRA	<input type="checkbox"/>	<input type="checkbox"/>
103	Rafael Lynn	BLA	Junior Men's TRA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
108	Shea Cameron	ARU	11-12 Women's TRA	<input type="checkbox"/>	<input type="checkbox"/>
110	Shea Cameron	ARU	11-12 Women's DMT	<input type="checkbox"/>	<input type="checkbox"/>
107	Tashya Bird	ARU	11-12 Women's TRA	<input type="checkbox"/>	<input type="checkbox"/>

Athletes can be reinstated to the competition or marked as being present by unticking the relevant boxes along side their name.

See also the sections on the [Competition Dashboard](#) or [Entering an Athlete's Scores](#) for further information.

## Judging Panels

- 📁 Main Menu -> Judging Panels
- or Main Menu -> Before Competition -> Manage Panels
- or Main Menu -> During Competition -> Manage Panels

In ScoreManager judging panels are managed from the following screen. Each panel is created for a specific discipline and can only be assigned to grades in that discipline. Panels can be assigned to more than one panel and different panels can be assigned to each round in the competition. A record of the judges who formed each panel can be kept by assigning named judges to each panel in the position they filled on the panel. The panel assigned to a grade and the list of its judges is printed at the bottom of the results for that grade.

ScoreManager does not require panels to be created or used during the competition.



- [Creating the panel](#)
- [Changing a panel's name and settings](#)
- [Copying an existing panel](#)
- [Deleting an existing panel](#)
- [Assigning the panel to grades within the competition](#)
- [Assigning judges to the panel](#)
- [Adding judges to a competition](#)

The steps of assigning panels to grades and assigning judges to a panel can be done in any order and it is possible to omit assigning judges to a panel completely.

## Creating a New Panel

- 📁 Main Menu -> Judging Panels -> Create New Panel

or Before Competition -> Create New Panel

The information to be entered when creating a new panel can be seen from the figure below.

The screenshot shows the 'Add New Panel' dialog box with the following fields and options:

- 1** Enter a short code to uniquely identify this panel:
- 2** Enter a brief name or description for this panel:
- 3** Tick the discipline this panel will be judging:
  - Individual Trampoline
  - Synchronised Trampoline
  - Double Mini Trampoline
  - Tumbling
- 4** Tick how the marks for this panel will be entered:
  - by the recorders using a workstation or laptop
- 5** Tick the type of marks which will be entered:
  - the total mark from the judge
- 6** Panel Sort Order :-

**1** The short code entered here is used to identify the panel when assigning the panels to grades and specifying which judges will form part of the panel. It can be any combination of letters and numbers that you like.

**2** The brief name or description into here is used when the panel is printed on the competition results for its assigned grades.

**3** In this option you will choose which discipline this panel will be judging. Only one discipline can be chosen for each panel and choosing the correct discipline is important because it will determine the number and types of judges ScoreManager assigns to the panel.

**4** This option tells ScoreManager how the athlete's marks are going to be entered for this panel. At the moment marks can only be entered by recorders using a workstation or laptop but future versions of ScoreManager will enable Judges to input their scores directly in to ScoreManager

**5** This option tells ScoreManager that the athlete's scores for each grade judged by this panel are to be calculated using the total mark given by each judge rather than the optional median scoring method available in the 2017 CoP. The ability to use the median scoring method will be introduced in future versions of ScoreManager

**6** The Panel Sort Order determines the order in which the panels are listed in any screen where there is more than one panel shown. Changing the Sort Order allows you to quickly arrange a list of panels to match the order in which your competition will run. The value of the Sort Order for each panel can also be seen in the screen for managing judging panels.

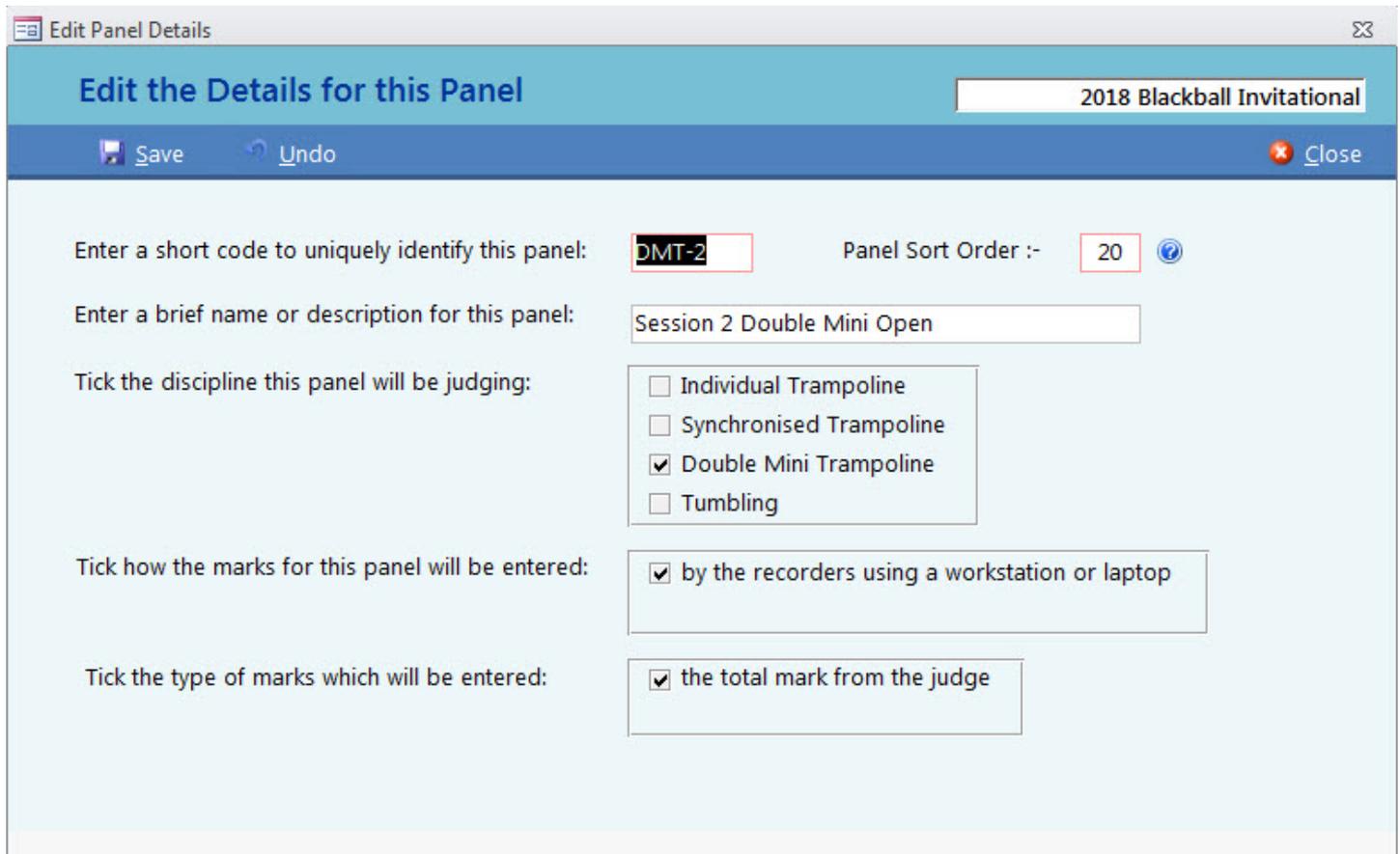
By default ScoreManager automatically increments this figure by 10 for each new panel but the value in this field can be changed by overtyping the number which is there. If the same number is given to two panels then ScoreManager will order the list of panels numerically by Panel Sort Order first and then alphabetically by Short Code given to the panel.

## Changing a Panel's Details or Settings

-  Judging Panels -> select the required panel -> Change Panel Details
- or Before Competition -> Manage Panels -> select the required panel -> Change Panel Details
- or Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Change Panel Details
- or Panel Recorder Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Change Panel Details

Changing the details or settings of an existing panel is done through the following screen which is similar to the screen used when Adding a New Panel. However it is important to note that changing a panel's discipline will cause ScoreManager to remove it from any grades it may have been assigned to judge and also delete any judges which may have already been assigned to the panel.

The figure below shows the panel, DMT-1 in our mythical competition being edited.



## Copying an Existing Panel

-  Judging Panels -> select the required panel -> Copy Selected Panel
- or Before Competition -> Manage Panels -> select the required panel -> Copy Selected Panel
- or Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Copy Selected Panel
- or Panel Recorder Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Copy Selected Panel

Existing panels can be copied as a quick way of creating new panels. Using the screen shown below you can give the panel a new short code to identify it as well as a new name. Any judges already assigned to the existing panel can also be copied to the new panel and any changes required can be done once the new panel has been created. Copying a panel which has already been assigned to grades for judging will not

It is not possible to change a panel's assigned discipline when it is copied. Also copying a panel which has already been assigned to grades for judging will not cause it to be replaced by the new panel. Any changes to assigned grades must be done manually.

## Deleting a Panel

-  Judging Panels -> select the required panel -> Delete Selected Panel
- or Before Competition -> Manage Panels -> select the required panel -> Delete Selected Panel
- or Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Delete Selected Panel
- or Panel Recorder Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Delete Selected Panel

Deleting a panel from the competition is done from within the Manage Judging Panels screen. Open the screen and then select the panel to be deleted and then click on the button 'Delete Selected Panel'.

If the panel being deleted has already been assigned to grades in the competition, ScoreManager will remove the panel from these grades and another panel will need to be assigned to them.

## Assigning Panels to a Grade

-  Judging Panels -> Assign Panels to Grades
- or Before Competition -> Assign Panels to Grades
- or Recorder Competition Dashboard -> Assign Panels to Grades

Panels are assigned to the grades in the competition using the screen shown below which enables the organiser or panel recorder to pick from a list of panels for available for each discipline. A different panel can be used for each round of the competition (qualifying, semi-final or final) by selecting the appropriate panel in the column under the round's name. The Semi-Final column will be greyed out if the grade does not have a Semi-Final round.

To assign at panel

- select the discipline of the grade
- select the panel you want for the grade using the  in the same row as the grade name and in the column for the stage of the competition this panel is going to judge
- save your selection



1 competition disciplines

2 the stages of the competition: Qualifying; Semi-Final; Final

If there is no Semi-Final round for a competition then the Semi-Final column will be greyed out

3 the code and short name of the grade

4 the number of entries in the grade

5 the list of panels which could be assigned to this grade

If a existing panel does not appear in the drop down list then it will have a different discipline to the discipline selected in 1

## Assigning Judges to a Panel

- 📁 Judging Panels -> select the required panel -> Assign Judges to Panel
- or Before Competition -> Manage Panels -> select the required panel -> Assign Judges to Panel
- or Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Assign Judges to Panel
- or Panel Recorder Competition Dashboard -> Assign Panels -> Add/Edit Panels -> select the required panel -> Assign Judges to Panel

It is not necessary to assign judges to a panel however it is useful to do so because it allows coaches, athletes and spectators to see who was judging a particular grade. They can see the judges on a panel by looking at the bottom of the

results for each grade where the list of judges assigned to that grade's panel are printed out.

Judges are assigned to competition panels by first selecting a panel and then opening the screen shown below. This screen can be opened both before and during the competition and by both the competition organiser and the panel recorder so that the list of judges can be updated during the competition if required. The list of positions on the panel which appears on the screen will alter depending upon what is the grade's discipline. For individual and synchronised trampoline grades the list will also vary depending upon which CoPs is selected and whether horizontal displacement machine is in use. ScoreManager always assumes there is only one Time of Flight or Synchronisation judge on a panel.

Judges are assigned to each position in the panel by either

- selecting from the dropdown list which appears after clicking on the ▾ beside each position, or
- typing in the name of the judge, their club and qualification

When the list of judges is saved, ScoreManager will also save the names, club and qualification of any new judges so they can be used again in other panels without having to enter their details again.

The figure below shows the judges being assigned to penal TRA-1 which is a grade for individual trampoline in a competition using the 2017 CoP. This figure shows that by clicking on the ▾ it is possible to see the list of judges already saved by ScoreManager.

Assign Judges to Panel
The current competition is : -  
2018 Blackball Invitational

Save
Undo
Close

Panel: TRA-1 Trampoline Session 1  
Discipline: Individual Trampoline

Panel Position	Judge	Club	Qualification
C1 Chair of Panel	Stuart Joseph ▾	Blackball Trampoline Club	FIG2
E1 Execution Judge 1	Cedric Benson ▾	Ashley Gymnastics Club	Senior
E2 Execution Judge 2	▾	▾	▾
E3 Execution Judge 3	Anne Wagner	Elementary	▾
E4 Execution Judge 4	Ashton Rich	Junior	▾
H1 Horizontal Displacement J	Cedric Benson	Senior	▾
H2 Ass. Horiz. Displacement J	James Shaw	Senior	▾
D1 Difficulty Judge	Lacota Patrick	FIG1	▾
D2 Ass. Difficulty Judge	Meredith West	Senior	▾
T1 Time Of Flight Judge	Nerea Spence	Junior	▾
C2 Ass. Chair of Panel	Rhea Lane	Senior	▾
	Stuart Joseph	FIG2	▾
	Tashya Short	Junior	▾

## Adding Judges to a Competition

Judges which you want to assigned to judging panels can be added to ScoreManager in one of two ways either

1. by typing their details into the appropriate spaces when you are [assigning judges to a panel](#), or
2. using the option to [Add New Judges](#) from the ScoreManager Saved Data screen

## Competition Start Lists and Start Groups

Competition start lists are lists which show the order in which the athletes in each grade are to compete. Start lists are created, or drawn, for each round of the competition i.e. the qualifying , semi-final and final rounds of the competition. A start list for the qualifying round is created by sorting the athletes to a random order but the start lists for the semi-final and final rounds are determined by the scores which the athlete's achieved in the previous round. To ensure the start list is truly random it is not possible to manually change the order in which athletes are set to compete.

When there are a large number of athletes entered into a grade it is often easier to manage the athletes by splitting them in to a number of groups or start groups. Each group then competes separately before the semi-finalists or finalists are found from the results of the combined groups. Start groups are only used in the qualifying rounds of a competition.

FIG requires the maximum number of athletes in a start group to be 16 and recommends that start groups should have between 8 and 12 athletes in each group. ScoreManager provides a simple method of creating start groups and allows organisers to choose either the maximum number of athletes in a start group, or the number of start groups to be created. This makes it easy to build the optimal number of start groups for the competition. The competition organiser can also manually move athletes between start groups but can not change the randomly assigned order in which the athletes must compete.

- [Creating Start Lists](#)
- [Printing Start Lists](#)
- [Start Groups](#)

### Creating Start Lists

-  Before Competition -> Draw Start Order
- or During Competition -> Draw Start Order
- or Competition Dashboard -> Draw Start Order
- or PanelRecorder Dashboard -> Draw Start Order

A unique feature of ScoreManager is that it does not require the competition organiser to draw the starting order for each grade separately. The starting order of athletes to be drawn for

- all of the grades in the competition at once e.g. for the qualifying rounds before the competition commences
- all of the grades in a selected discipline
- multiple grades in a selected discipline
- each grade separately

Once the starting order has been drawn for a grade, ScoreManager will create a start list of the grade showing the athletes in the order in which they have been drawn.

The figure below shows the parts of the screen used to draw the start order with subsequent figures showing examples of how to draw the start order for grades in the ways listed above.

The screenshot shows the 'Print Starting Lists' window in ScoreManager. The window title is 'ScoreManager' and the subtitle is 'Print Starting Lists'. The main title of the window is 'Blackball Championships'. There are four buttons at the top: 'Individual', 'Synchronised', 'Double Mini', and 'Tumbling'. Below these is a table with columns for 'Competition Grade', 'Number of Entries', 'Rounds Completed' (Qual, Semi, Final), and 'Start Order Drawn' (Qual, Semi, Final). The table contains 11 rows of data. To the right of the table are 'Print to' and 'Style' options, 'Select All' and 'Clear All' buttons, a 'Tip' section, and 'Print Start Order for :-' buttons for 'Qualifying Rounds', 'Semi-Final Rounds', and 'Final Rounds'. A 'Close' button is in the top right corner.

1: Print Starting Lists title bar  
 2: Synchronised button  
 3: Double Mini button  
 4: Tumbling button  
 5: Start Order Drawn - Qual column  
 6: Print to: Printer option  
 7: Style: Separate Pages option  
 8: Select All button  
 9: Final Rounds button

Competition Grade	Number of Entries	Rounds Completed			Start Order Drawn		
		Qual	Semi	Final	Qual	Semi	Final
I02 Snr Women's Intl. TRA	3	Yes		Yes			Yes
I03 Jnr Men's Intl. TRA	2						
I04 Jnr Women's Intl. TRA	1						
I09 17+ Men's TRA	5				Yes		
I10 17+ Women's TRA	1				Yes		
I12 15-16 Women's TRA	25				Yes		
I13 13-14 Men's TRA	1						
I15 11-12 Men's TRA	1						
I19 8&U Men's TRA	2						
I20 8&U Women's TRA	1						

Buttons to select All Grades or just the grades for the selected discipline.

The names and codes of the grades in the selected discipline. Only those grades with entries will appear in the list and the list will be blank if All Grades is selected.

The number of entries in each grade

An indicator showing which rounds have been completed for each grade. The start order for a Semi-Final or Final round will not be drawn unless the previous round has been marked as complete.

An indicator showing which starting orders have already been drawn for the grade

Buttons to select all of the grades in the discipline

Buttons to draw the start order

Competition Grade	Entries	Completed Rounds			Drawn Start Lists		
		Qual	Semi	Final	Qual	Semi	Final
I02	3				Yes		
I03	2						
I04	1						
I09	5				Yes		
I10	1				Yes		
I13	1						
I15	1						
I19	2						
I20	1						

**1** Buttons to select All Grades or just the grades for the selected discipline

**2** The names and codes of the grades in the selected discipline.

Only those grades with entries will appear in the list and the list will be blank if All Grades is selected.

**3** The number of entries in each grade

An indicator showing which rounds have been completed for each grade.

**4** The start order for a Semi-Final or Final round will not be drawn unless the previous round has been marked as complete.

**5** An indicator showing which starting orders have already been drawn for the grade

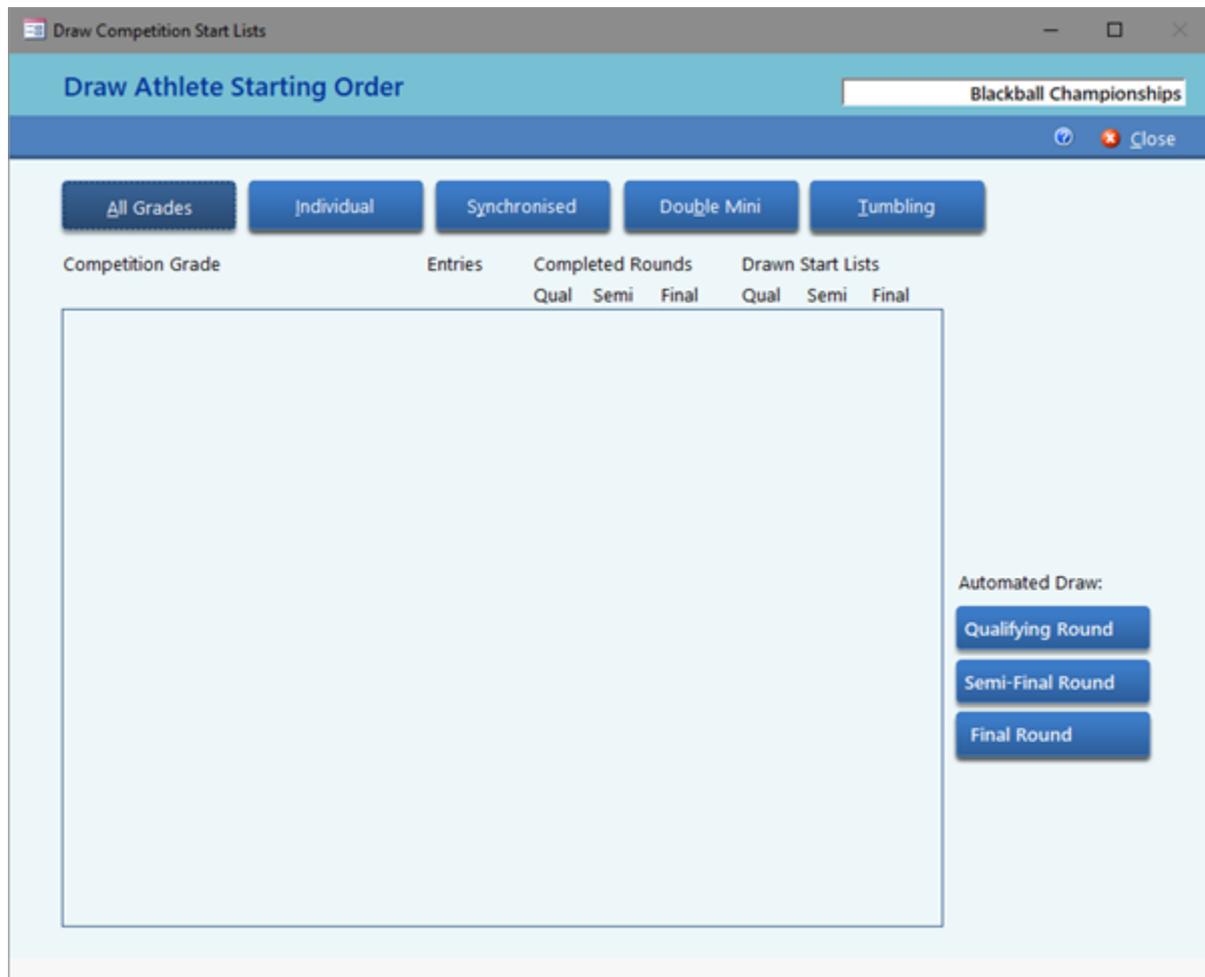
**6** Buttons to select all of the grades in the discipline

**7** Buttons to draw the start order

Examples of the different ways in which the starting orders can be drawn are shown in the following figures

### All Grades at the Same Time

- click on the All Grades button
- click on the button for the round required



### All Grades in a Selected Discipline

- click on the discipline required
- click on the button Select All to highlight and select all of the grades
- click on the button for the round required

Draw Competition Start Lists

Draw Athlete Starting Order

Blackball Championships

All Grades Individual Synchronised Double Mini Tumbling

Competition Grade	Entries	Completed Rounds			Drawn Start Lists		
		Qual	Semi	Final	Qual	Semi	Final
102 Snr Women's Intl. TRA	3				Yes		
103 Jnr Men's Intl. TRA	2						
104 Jnr Women's Intl. TRA	1						
109 17+ Men's TRA	5				Yes		
110 17+ Women's TRA	1				Yes		
113 13-14 Men's TRA	1						
115 11-12 Men's TRA	1						
119 8&U Men's TRA	2						
120 8&U Women's TRA	1						

Select All

Clear All

Automated Draw:

Qualifying Round

Semi-Final Round

Final Round

Click on the button Clear All to remove the highlights on the grades

### Multiple Grades in a Selected Discipline

- click on the discipline required
- click once on code of each grade to highlight and select it
- click on the button for the round required

Draw Athlete Starting Order

Blackball Championships

All Grades Individual Synchronised Double Mini Tumbling

Competition Grade	Entries	Completed Rounds			Drawn Start Lists		
		Qual	Semi	Final	Qual	Semi	Final
102	Snr Women's Intl. TRA	3			Yes		
103	Jnr Men's Intl. TRA	2					
104	Jnr Women's Intl. TRA	1					
109	17+ Men's TRA	5			Yes		
110	17+ Women's TRA	1			Yes		
113	13-14 Men's TRA	1					
115	11-12 Men's TRA	1					
119	8&U Men's TRA	2					
120	8&U Women's TRA	1					

Select All  
Clear All

Automated Draw:  
Qualifying Round  
Semi-Final Round  
Final Round

Click on the code of a grade again to deselect it. The grade will no longer be highlighted. A quick way to deselect all of the grades at once is to click on the button Clear All.

### Each Grade Separately

- click on the discipline required
- click on the code of the grade to select and highlight it
- click on the button for the round required

Draw Competition Start Lists

Draw Athlete Starting Order

Blackball Championships

All Grades Individual Synchronised Double Mini Tumbling

Competition Grade	Entries	Completed Rounds			Drawn Start Lists		
		Qual	Semi	Final	Qual	Semi	Final
D01 Snr Men's Intl. DMT	2						
D02 Snr Women's Intl. DMT	1						
D18 10&U Women's DMT	1						
D20 8&U Women's DMT	1						

Select All

Clear All

Automated Draw:

Qualifying Round

Semi-Final Round

Final Round

Click again on the code of the grade to deselect it. The name of the grade will no longer be highlighted.

## Printing Start Lists

-  Before Competition -> Print Start Order
- or During Competition -> Print Start Order
- or Competition Dashboard -> Print Start Order
- or PanelRecorder Dashboard -> Print Start Order

Just like when drawing the starting orders for the competition, it is possible to print multiple start lists at the same time. To do this, click on each grade code to select and highlight it before printing. Click on the grade again to deselect it.

The screen used to select which start lists to print is shown in the following figure

The screenshot shows the 'Print Starting Lists' window in ScoreManager. The window title is '2018 Blackball Invitational'. The main area contains a table with the following data:

Competition Grade	Number of Entries	Rounds Completed			Start Order Drawn		
		Qual	Semi	Final	Qual	Semi	Final
I02 Open Women's TRA	3						
I03 Junior Men's TRA	2						
I04 Junior Women's TRA	1						
I09 13-14 Men's TRA	5						
I10 13-14 Women's TRA	1						
I12 11-12 Women's TRA	25						
I13 10&U Men's TRA	3						
I14 10&U Women's TRA	2						
I15 11-12 Men's TRA	1						

Numbered callouts (1-10) point to various UI elements: 1. Discipline buttons (Individual, Synchronised, Double Mini, Tumbling); 2. Competition grade names and codes; 3. Number of entries; 4. Rounds Completed indicator; 5. Start Order Drawn indicator; 6. Send to options (Printer, Screen, PDF, Text File); 7. Print Order options (Normal, Reverse); 8. Print options (Separate Pages, Continuously); 9. Select All and Clear All buttons; 10. Print Start Order for options (Qualifying Rounds, Semi-Final Rounds, Final Rounds).

- 1 Buttons to select which discipline to print
- 2 The names and codes of the grades in the selected discipline.  
Only those grades with entries will appear in the list.
- 3 The number of entries in each grade
- 4 An indicator showing which rounds have been completed for each grade.
- 5 An indicator showing which starting orders have been drawn for each grade.
- 6 Options to select the type of output wanted
- 7 Option to print the grades in the default order (the order shown in 2) or in the reverse of the default order
- 8 Options to allow the start list for each grade to be printed on a separate page or for the grades to be printed one after the other without a page break between each grades.
- 9 Buttons to quickly select all of the grades shown or to clear any which have been selected previously.

**10** Buttons to choose which round the start lists are for.

## Managing Start Groups

 Before Competition -> Manage Start Groups  
 or Competition Dashboard -> Manage Start Groups  
 or PanelRecorder Dashboard -> Manage Start Groups

By default ScoreManager creates one start group of entries for each grade. However multiple start groups can be created for grades with large numbers of entries. The following screen shows the number of entries and start groups for each grade and has the buttons which can be used to create, edit or delete start groups.



	Grade	No. of Entries	No. of Start Groups
  	I01 Open Men's TRA		
  	I02 Open Women's TRA	3	1
  	I03 Junior Men's TRA	2	1
  	I04 Junior Women's TRA	1	1
  	I05 17 - 21 Men's TRA		
  	I06 17 - 21 Women's TRA		
  	I07 15-16 Men's Intl.TRA		
  	I08 15-16 Women's Intl. TRA		
  	I09 13-14 Men's TRA	5	1
  	I10 13-14 Women's TRA	1	1
  	I11 11-12 Men's TRA		
  	I12 11-12 Women's TRA	25	1
  	I13 10&U Men's TRA	3	1
  	I14 10&U Women's TRA	2	1

**1** Buttons to select the discipline required

**2** Button to create multiple start groups for the grade. See [Creating Start Groups](#)

**3** Button to change which athletes are included in the start groups for the grade. The codes and names of the grades for the selected discipline. See [Changing the Athletes in Start Groups](#)

- 
- 4** Button to delete the start groups created for the start group.
- When start groups are deleted, all of the entries are combined into the same start group. It does **not** delete the entries for the grade.
- 
- 5** The codes and names of the grades for the selected discipline.
- 
- 6** The number of entries that exist for each grade.
- 
- 7** The number of start groups that currently exist for each grade. This number is updated if more than one start group is created.
- 

## Managing Start Groups

-  Before Competition -> Manage Start Groups
- or Competition Dashboard -> Manage Start Groups
- or PanelRecorder Dashboard -> Manage Start Groups

By default ScoreManager creates one start group of entries for each grade. However multiple start groups can be created for grades with large numbers of entries. The following screen shows the number of entries and start groups for each grade and has the buttons which can be used to create, edit or delete start groups.

## Creating Start Groups

-  Before Competition -> Manage Start Groups -> Create Start Group
- or Competition Dashboard -> Manage Start Groups -> Create Start Group
- or PanelRecorder Dashboard -> Manage Start Groups -> Create Start Group

The following figure shows the screen used for creating start groups. The creation of extra start groups for a grade is achieved by specifying either : the maximum number of athletes to be included in each group; or the number of start groups to be created.

**Create Start Groups**

**I02 Snr Women's Intl. TRA**

Number of Entries : 3

Number of Start Groups : 1

Enter the

Number of Start Groups wanted :

OR

Maximum number of athletes in each group :

To give

**1** groups of **3** athletes

**Calculate Group Sizes**

- 1** The current number of entries and start groups for the grade.
- 2** Enter the number of start groups you wish to create
- 3** Enter the maximum number of athletes you would like in each grade.
- 4** The number of groups with the number of entries in each group are shown
- 5** Button to calculate the number of groups and their sizes

The following screenshots show the process of creating 3 start groups for the 15-16 Womens Trampoline grade in our competition.

1. enter the number of start groups required

**Create Start Groups**

**I12 15-16 Women's TRA**

Number of Entries : 25

Number of Start Groups : 1

Enter the

Number of Start Groups wanted :

OR

Maximum number of athletes in each group :

To give

**1** groups of **25** athletes

**Calculate Group Sizes**

2. click on the button to calculate the number and size of the groups which will be created

In this example, 2 groups of 9 athletes and 1 group of 7 athletes will be created.

**Create Start Groups**

**I12 15-16 Women's TRA**

Number of Entries : 25

Number of Start Groups : 1

Enter the

Number of Start Groups wanted :

OR

Maximum number of athletes in each group :

To give

**2** groups of **9** athletes  
plus **1** group of **7** athletes.

**Calculate Group Sizes**

**Create Start Groups**

3. click on the button to create the start groups

The new number of start groups is now shown in the screen used to manage start groups as well as being shown in the Competition Dashboard.

ScoreManager

## Manage Start Groups for Grades

Individual Synchronised Double Mini Tumbling

Grade	No. of Entries	No. of Start Groups	
I01 Open Men's TRA			  
I02 Open Women's TRA	3	1	  
I03 Junior Men's TRA	2	1	  
I04 Junior Women's TRA	1	1	  
I05 17 - 21 Men's TRA			  
I06 17 - 21 Women's TRA			  
I07 15-16 Men's Intl. TRA			  
I08 15-16 Women's Intl. TRA			  
I09 13-14 Men's TRA	5	1	  
I10 13-14 Women's TRA	1	1	  
I11 11-12 Men's TRA			  
I12 11-12 Women's TRA	25	3	  
I13 10&U Men's TRA	3	1	  
I14 10&U Women's TRA	2	1	  
I15 11-12 Men's TRA	1	1	  
I16 11-12 Women's TRA			  
I17 10&U Men's TRA			  
I18 10&U Women's TRA			  

A red callout box with the number '1' is positioned to the right of the table, with a red line pointing to the 'Delete' icon of the row for grade I12.

ScoreManager

## Competition Dashboard

2018 Blackball Invitational

Print to:  Default Printer  Preview  
 Style:  Separate Pages  Continuous

Grade	Score	Print Start Lists			View Scores	Entries	Start Groups	Panels	Start Order Drawn?			Rounds Completed		
		Qual	Semi	Final					Qual.	Semi	Final	Qual	Semi	Final
I01	Open Men's TRA	Score	Qual	Semi	Final	View								
I02	Open Women's TRA	Score	Qual	Semi	Final	View	3	1						
I03	Junior Men's TRA	Score	Qual	Semi	Final	View	2	1						
I04	Junior Women's TRA	Score	Qual	Semi	Final	View	1	1						
I05	17 - 21 Men's TRA	Score	Qual	Semi	Final	View								
I06	17 - 21 Women's TRA	Score	Qual	Semi	Final	View								
I07	15-16 Men's Intl. TRA	Score	Qual	Semi	Final	View								
I08	15-16 Women's Intl. TRA	Score	Qual	Semi	Final	View								
I09	13-14 Men's TRA	Score	Qual	Semi	Final	View	5	1						
I10	13-14 Women's TRA	Score	Qual	Semi	Final	View	1	1						
I11	11-12 Men's TRA	Score	Qual	Semi	Final	View								
I12	11-12 Women's TRA	Score	Qual	Semi	Final	View	25	3						
I13	10&U Men's TRA	Score	Qual	Semi	Final	View	3	1						
I14	10&U Women's TRA	Score	Qual	Semi	Final	View	2	1						
I15	11-12 Men's TRA	Score	Qual	Semi	Final	View	1	1						
I16	11-12 Women's TRA	Score	Qual	Semi	Final	View								
I17	10&U Men's TRA	Score	Qual	Semi	Final	View								
I18	10&U Women's TRA	Score	Qual	Semi	Final	View								

**1** The new number of start groups is now show in each of these screens.

## Changing the Athletes in Each Start Group

- > Manage Start Groups -> Change Athletes in Start Group  
 or  
 -> Manage Start Groups -> Change Athletes in Start Group  
 or  
 -> Manage Start Groups -> Change Athletes in Start Group

ScoreManager provides the ability to manually specify which athletes are included in a Start Group. To do this

1. create the number of Start Groups required
2. open the screen to change the athletes in the Start Group (shown below)
3. change the number of the Start Group next to the athlete **1**
4. save the changes required

ScoreManager

### Change the Start Group for an Athlete

Save Undo

#### I12 11 - 12 Women's Individual Trampoline

Entry No.	Athlete	Start Group	Sort Order
127	Ursula Petty	1	175
102	Kylan Estrada	1	572
105	Indira Wade	1	657
101	Indira Rush	1	714
104	Chelsea Torres	1	760
128	Sybill Cole	1	834
139	Amena Quinn	1	836
117	Brenda Campos	1	897
103	Carol Burgess	1	928
142	Jaquelyn Rush	2	135
140	Dacey Chen	2	209
100	Zena Huffman	2	286
150	Simone Crane	2	393
138	Mira Finch	2	448

Refresh List

1 The Start Group for this athlete.

2 Clicking on the Refresh List button will update the list of athletes in the screen to match the changes made to the Start groups.

## Scoring the Competition

Scoring a competition is obviously what ScoreManager is all about and particular care has gone into its design to make it as easy as possible to enter the marks achieved by the athletes. Scoring centres around the use of two screens: the [Competition Dashboard](#) and the screens to [Enter Competition Scores](#).

A strong understanding of what these screens show and how to use them will you make the most of the ScoreManager system.

- [Understanding the Competitions Dashboard](#)
- [The Dashboard menu](#)
- [Selecting which Grade to score](#)
- [Understanding the Scoring screen](#)
- [How to use the Scoring screen](#)
- [Using Multiple Panels](#)

## Competition Dashboard

-  Main Menu -> Competition Dashboard
- or
- During Competition -> Competition Dashboard
- or
- Panel Recorder's Dashboard

The Competition Dashboard is the heart of the ScoreManager system on the day of competition. It is this screen which the competition organiser and recorders will use the most whilst the competition is in progress and an understanding of the Dashboard is essential if ScoreManager is to be used to its greatest potential.

The following actions can be taken from the Competition Dashboard :

- open the score input screens
  - see the status of the competition and its progress
  - draw and print starting orders for the competition
  - create and change start groups
  - assign panels to grades
  - print results
  - manage withdrawals and DNS
  - view current scores
- [Understanding the Dashboard](#)
  - [The Dashboard Menu](#)

## Understanding the Competition Dashboard

The Competition Dashboard has been designed to allow competition organisers to see the state of the competition at a glance and for recorders to quickly find and open the scoring screens for the grades they are following. The screenshot below shows the various sections of the dashboard and what they mean.

The screenshot shows the ScoreManager interface for a competition. At the top, there is a menu with options like 'Draw Start Order', 'Manage Start Groups', 'Assign Panels', 'Update Progress', 'Print Results', 'Help', and 'Close'. Below the menu are buttons for selecting disciplines: 'Individual', 'Synchronised', 'Double Mini', and 'Tumbling'. A table lists various grades (I01 to I18) with columns for 'Score', 'Print Start Lists' (Qual, Semi, Final), 'View Scores', 'Entries', 'Start Groups', 'Panels', 'Start Order Drawn?' (Qual, Semi, Final), and 'Rounds Completed' (Qual, Semi, Final). A print settings dialog is open in the top right corner, showing options for 'Print to', 'Style', 'Preview', and 'Continuous'.

## 1 Dashboard Menu

2 Buttons to select which discipline is to be displayed on the Dashboard.

3 A list of all the grades in the competition for the selected discipline.

4 Use these buttons to open the score input screen for the grade.

5 These buttons will print the starting order of athletes for the grade.

6 Clicking on this button will open a new screen where the scores for this grade can be viewed.

7 This column shows the details about how many entries and start groups there are for the grade.

8 A tick in this column shows whether or not judging panels have been assigned to the grade.

9 Ticks in these columns show whether starting orders has been drawn for the Qualifying Round (Qual.), Semi-Final round (Semi) and the Final round.

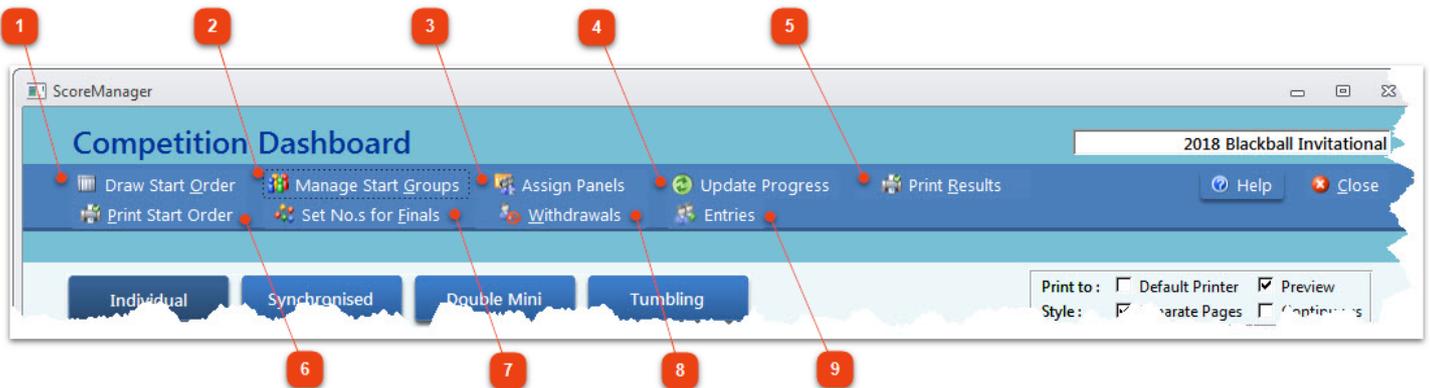
Two dashes, --, in the column for the Semi-Final round shows that there is no Semi-Final for this grade.

- 10** Ticks in these columns show the progress of the competition. A tick indicates that the round has been completed for this grade.

Two dashes, --, in the column for the Semi-Final round shows that there is no Semi-Final for this grade.

- 11** Select one of these options to preview the starting order or to send it directly to the default printer

## The Dashboard Menu



- 1** Opens the screen to draw the starting order for Qualifying, Semi-Final and Final rounds
- 2** Opens the screen to create, change and delete groups (flights) of athletes for the grade.
- 3** Opens the screen to specify which judging panels are assigned to particular grades.
- 4** Opens the screen to Manage Competition Progress
- 5** Opens the screen which enables the printing of competition results.
- 6** Opens the Print Start Lists screen
- 7** Opens the screen where the recorder can change the pre-set number of athletes who will progress through to the next round
- 8** Allows athletes to be withdrawn from the competition or be marked as not showing for the competition (DNS)
- 9** Allows entries in the competition to be managed without leaving the Dashboard

## Selecting a Grade to Score

 Main Menu -> Competition Dashboard -> Score

- or During Competition -> Competition Dashboard -> Score
- or Panel Recorder's Dashboard -> Score

To enter the marks which athletes gain during the competition, open the Competition Dashboard and click on the Score button along side the grade of the athletes being scored. ScoreManager will automatically configure the score input screen to the correct round but will give a warning message if a start order has not been drawn. This message can be overridden if the athletes are to compete in the order of their entry numbers.

Scoring Button for Open Men's trampoline 1

Grade	Score	Print Start Lists			View Scores	Entries	Start Groups	Panels	Start Order Drawn?			Rounds
		Qual	Semi	Final					Qual.	Semi	Final	
I01 Open Men's TRA	Score	Qual	Semi	Final	View							
I02 Open Women's TRA	Score	Qual	Semi	Final	View	3	1					
I03 Junior Men's TRA	Score	Qual	Semi	Final	View	2	1					
I04 Junior Women's TRA	Score	Qual	Semi	Final	View	1	1					
I05 17 - 21 Men's TRA	Score	Qual	Semi	Final	View							
I06 17 - 21 Women's TRA	Score	Qual	Semi	Final	View							
I07 15-16 Men's Intl. TRA	Score	Qual	Semi	Final	View							
I08 15-16 Women's Intl. TRA	Score	Qual	Semi	Final	View							
I09 13-14 Men's TRA	Score	Qual	Semi	Final	View	5	1					

## Entering An Athlete's Marks

- Competition Dashboard -> Score
- or During Competition -> Competition Dashboard -> Score
- or Dashboard for Panel Recorder -> Score

Understanding the scoring screen, and how it works, is the the key to entering the marks quickly and efficiently. It has been carefully designed to make data entry as quick as possible whilst providing safeguards against entering the marks for the wrong athlete, failing to fill in all of the marks required or not saving an athlete's marks if the screen is unintentionally closed.

The scoring screen has several parts and getting to know them and what they do will invaluable when under pressure to enter marks during the competition. The following two sections show what the scoring screens look like and how to use them most effectively.

- [Understanding the Scoring Screen](#)
- [How to Use the Scoring Screen Effectively](#)

## Understanding the Scoring Screen

The score input screen is composed of a number of sections to help ensure the scores being input are for the correct athlete. Each section has a distinct purpose which is explained in the figure below.

**1** This section displays the discipline, grade, round and the start group of the athletes being scored. Each of these values can be altered by selecting a value from the dropdown boxes which appear when clicking on the down arrow.

ScoreManager will automatically fill in these fields when this screen is opened from the Competition Dashboard.

The start group field will always appear blank if there is only one start group for the grade.

**2** This is a list of entries for the discipline, grade, round and start group specified in **1**. The list of entries is shown in the order in which the athletes will compete and for the Semi-Final and Final rounds it will only show those athletes who have progressed to each of these rounds. Where more than one start group has been created for a grade, the list of athletes can be reduced to show only the athletes in a particular start group by choosing the group in the Select Start Group field.

A small caret (▶) next to an athlete's name will show that a score has already been entered for them in this round. The caret is only displayed when an execution score has been entered for the athlete. If no execution score is entered or the athlete's score is cleared then the caret will no longer be shown.

**3** The information in this section gives the detail about the entry so that the recorder can make sure the scores being entered are for the correct athlete.

**4** These buttons allow the recorder to withdraw an athlete or mark them as DNS whilst the competition is in progress. If an athlete has been withdrawn or marked DNS then the text 'Withdrawn' or 'Did Not Show' will appear in section **3** and the text on these buttons will change.

If an athlete who has previously been withdrawn or marked DNS becomes available to compete again, the recorder can use these buttons to reinstate the athlete to the competition.

- 5** The marks for the athlete are entered into the boxes shown in this section. Each box is associated with a particular component of the athlete's score and are colour coded for easy reference

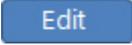
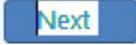
Yellow	Execution
Pink	Difficulty
Light Blue	Time of Flight or Synchronisation
Light Green	Horizontal Displacement
Mauve	Penalties
Light Orange	number of skills completed in the routine

A mark can not be entered in to a box which is white or grey.

- 6** This area show the scores for each component of the routine as well as the total score for the routine

- 7** This button will clear any marks which may have been entered previously.

- 8** These buttons show whether marks can be saved or edited for this athlete and whether it is possible to move to the next entry along with their meaning.

		Marks can be entered into the boxes and score saved. The scoring screen can not be cleared.
		Marks can not be entered into the boxes and the recorder can move onto the next entry. Clicking on the Edit button will open the boxes for editing any existing marks. Clicking on the Next button will move the scoring screen on to the next entry in the list.
		This combination of buttons will be seen after the score has been saved and before the score has been withdrawn or marked as DNS.

## How to Use the Scoring Screen

## 1 Selecting the Discipline to Score

### Select Discipline

Individual Trampoline

Select the discipline wanted from the dropdown list shown here.

Changing the discipline will

- clear the values in the Grade <sup>2</sup>, Round <sup>3</sup> and Start Group <sup>4</sup> boxes
- clear the list of athletes in <sup>5</sup>
- clear all of the information about the Entry and Scores (section <sup>4</sup> in Understanding the Scoring Screen)
- clear all boxes where data can be input (section <sup>5</sup> in Understanding the Scoring Screen).

## 2 Selecting the Grade to Score

### Select Grade

Jnr Women's Intl. TRA

Select the grade wanted from the dropdown list shown here.

Changing the grade will

- clear the values in the Round <sup>3</sup> and Start Group <sup>4</sup> boxes
- clear the list of athletes in <sup>5</sup>
- clear all of the information about the Entry and Scores (section <sup>4</sup> in Understanding the Scoring Screen)
- clear all boxes where data can be input (section <sup>5</sup> in Understanding the Scoring Screen).

The list will show all of the grades in the competition for the discipline selected in <sup>1</sup>. If the desired grade does not appear in the list, check that the correct discipline has been selected and that the grade has been created for the competition.

### 3 Selecting the Round to Score

Select Round

Voluntary

Set the round to score from the dropdown list shown here. The list will show all of the rounds available for the grade selected in **2**.

Changing the round will

- clear the values in the Start Group **4** box if more than one start group exists
- update the list of athletes in **5** so that they are shown in the correct starting order for the round selected.
- select the first athlete in **5**
- show the information about the Entry and Scores for the athlete selected
- enable the data entry boxes in the correct round for the selected athlete.

### 4 Selecting the Start Group to Score

Select Start Group

Select the start group number for the group of athletes you wish to score. If this box is left blank then all of the athletes in the grade will appear in **5**.

Changing the start group will

- update the list of athletes in **5** so that only athletes in the start group chosen as shown. These athletes will shown in the correct starting order for the round selected.
- select the first athlete in **5**
- show the information about the Entry and Scores for the athlete selected
- enable the data entry boxes in the correct round for the selected athlete.

### 5 Selecting the Athlete to Score

187	Rhona Robertson
396	Madeleine Houston
364	Amy Blind
201	Maeghan Cotton

Select the athlete you wish to score from the list shown here. The athletes will be in the starting order of the competition.

Changing the athlete will

- show the information about the Entry and Scores for the athlete selected
- enable the data entry boxes in the correct round for the selected athlete.

### 6 Entering an Athlete's Marks

Voluntary					
	Judge1	Judge2	Judge3	Judge4	Judge5
Execution	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Difficulty	<input type="text" value="0.00"/>				
Time of Flight	<input type="text" value="0.000"/>				
Penalty	<input type="text" value="0.00"/>				
Skills	<input type="text"/>				

Entering the marks awarded to an athlete is done by entering the numbers in coloured boxes in this section of the scoring screen. Each box is associated with a particular component of the athlete's score and is colour coded for easy reference (see the previous section to find out the meaning of the colours). A mark can not be entered in to a box which is white or grey.

The cursor will be placed automatically in the first box when a new athlete is selected or the athlete being scored changes and as the marks are entered you will see the values in Score  change to reflect the marks being entered.

Once you get to the end of each line the cursor will automatically move to the next line and after the Skills box it will move to the Save button. This button saves the marks and moves the cursor on to the Next button. Clicking on the Next button will cause the next athlete in the list shown in  to be selected and the data entry boxes for this new athlete will be enabled. You will not be able to click on the Next button, move to the next athlete nor close the scoring screen until the marks for the current athlete have been saved.

A decimal point must be entered for the Difficulty score but for all the other boxes ScoreManager will try and work out what the mark should be and put the decimal point in for you. If you see ##### in any box then you will have made an error and entered a figure which is too big for the box to show.

To change a mark, highlight the number by clicking on the box and overtyping the number.

Moving between the boxes can be done by tabbing or pressing the enter key after each mark has been entered, or by using a mouse. Using the Enter key is recommended as it will move the cursor along the boxes in sequence from left to right and top to bottom until the Save button is reached. Using the Enter key on the Save button will move the cursor on to the Next button.

It is important to use the Next button after saving the marks for each athlete because it checks to see whether the last athlete in the round has been scored and whether ScoreManager should update the progress of the competition by marking the round complete. If the round is the Second Qualifying Pass for Double Mini and Tumbling or the Voluntary round for Trampoline and Synchronised, ScoreManager will mark the Qualifying Round as complete and ask whether you wish to draw the Start Order for the Final Round.

7

### Withdraw or Mark Athlete as DNS

If an athlete withdraws during the competition or does not show for their event, the recorder can use these buttons to mark the athlete as Withdrawn or DNS (Didi Not Show). Marking an athlete in this way will prevent any marks being input for them. However if they are later reinstated to the competition or show up for their routine, these buttons can be used to Reinstated Athlete or Mark Athlete Present. Once the athlete is reinstated or marked present, the recorder will be able to enter marks for them again.

8

### Entry Details

Write description here...

Entry :- No. : 187

Name : Rhona Robertson

Gender : Female

This section shows details about the entry which can be used to confirm that marks are being entered for the correct athlete.

9

### Component Marks and Total Score

Score
0.00
0.00
0.000
0.00
0.000

The athlete's marks for each component of their routine are shown here as well as the total score for the routine are shown here. A brief check to see that these values look right before saving the marks will help avoid having to fixing errors later on.

10

### Clearing All Marks for the Routine



The Clear button will clear all of input boxes and reset the athlete's score for this routine. It can be used as a quick way of getting rid of the marks if errors have occurred in several boxes.

11

### Save/Edit and Next Buttons



These are the buttons which allow the recorder to Save or Edit the athlete's marks and to move on to the next athlete in the start order. The names on the buttons and there purpose will change depending on whether the recorder is saving the athlete's marks or opening marks which have already been saved for editing. A fuller explanation of how these buttons work is shown [here](#).

## Using Multiple Panels

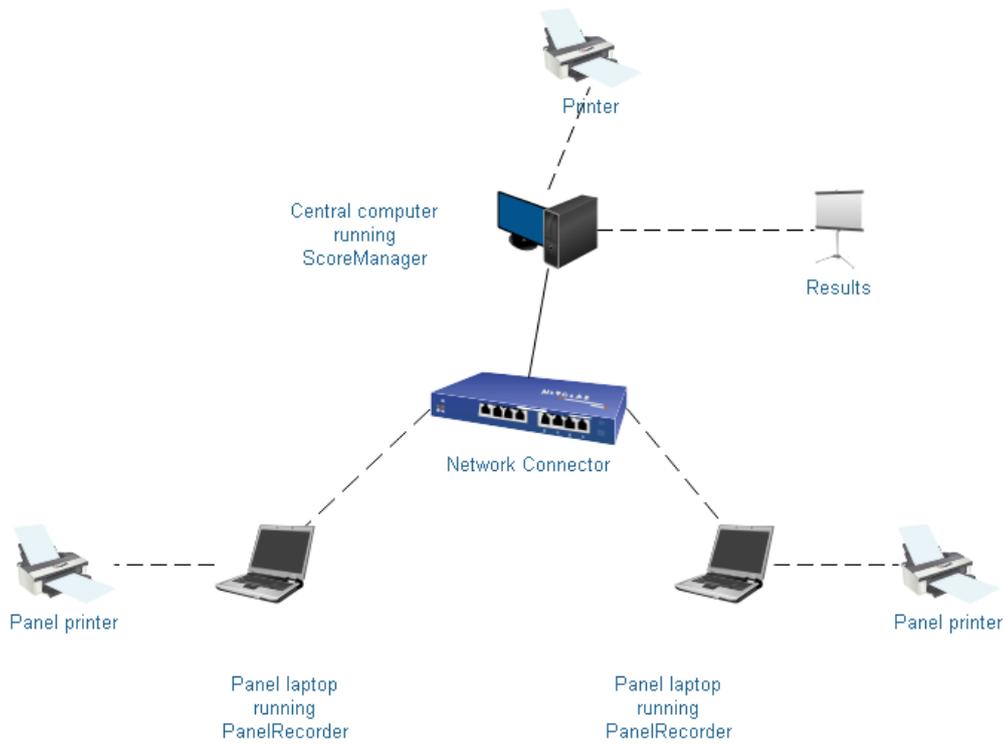
ScoreManager has the power to manage more than one panel running simultaneously. However both panels should not be scoring the same grade and start group at the same time.

To use ScoreManager will multiple panels you will need to

- install the full ScoreManager programme on one central computer
- install the PanelRecorder component on a different computer for each panel
- network the computers so the PanelRecorder component can link to ScoreManager on the central computer

**It is strongly recommended the computers being used are linked together using an ethernet (wired) network and not a wireless network.**

A wireless network can be subject to interference from other wireless networks nearby, from mobile phone networks and from people in the hall creating a mobile hotspot with their mobile phones. Interference to the wireless network can cause information being transferred between computers to be lost or corrupted. This problem affects all software using a wireless network and is not a weakness of the ScoreManager system.



## Competition Results

- [Spectator Scoreboards](#)
- [Printing Results](#)
- [Selecting Which Results to Print](#)
- [Exporting Results for Certificates](#)
- [Exporting Results](#)

## Scoreboards and Displaying Results to Spectators

ScoreManager has the capability to run four independent scoreboards with each showing different results from the competition. Each of the scoreboard can show results in one of three standard layout and can either display the results from a selected set of grades or automatically follow the grades being scored.

- [ScoreBoard Layouts](#)
- [Specifying the Settings for a Scoreboard](#)
- [Selecting the Grades to Show on a Scoreboard](#)

## Scoreboard Layouts

The three standard formats are :

- **Leaderboard**

Displays a list of the names and scores for the highest placed athletes in the grade ranked in descending order of score. The name and score of the last athlete who competed in the grade. The list will show as a scrollable list. The list will always show the name and score of the last athlete irrespective of how many athletes have competed.

The names and scores shown on the scoreboard will be updated as the competition progresses. The settings specified for the scoreboard.
- **Scrolling Leaderboard**

Displays a list of names and scores for all athletes in the grade ranked in ascending order of score. The list will scroll through all the athletes in the grade before scrolling again. The name and score of the last athlete will always be shown.

The scores and placings shown on the scoreboard will be updated as the competition progresses. The settings specified for the scoreboard.
- **Detailed Results**

Displays a breakdown of the marks awarded to the athlete in each round. The scoreboard displays the scores entered into ScoreManager which would generally be in the order of competition.

The time each result is shown on the scoreboard is determined by the settings specified for the scoreboard.

The combined formats are made up of two standard formats which run together. They are :

- Static List & Detailed Results
- Scrolling List and Detailed Results

Examples of each standard format are shown in the following figures

### Leaderboard

	Set	Vol	Final	Total
1 Destiny McDonald (BAR)	45.515	49.880	50.375	145.770
2 Cleo Maldonado (BLA)	42.310	47.235	47.730	137.275
3 Sandra Burris (BLA)	41.245	46.910	48.015	136.170

Latest Score :-  
3 Sandra Burris (BLA) 41.245 46.910 48.015 136.170

OutBounce ScoreManager

- 1 Name of the competition
- 2 Short Name given to the grade
- 3 Place name and scores of the athletes in the grade
- 4 Place, name and scores from the latest data entered into ScoreManager for this grade.
- 5 Button to close the scoreboard

## Scrolling List

## Detailed Results

## Specifying the Settings for a Scoreboard

 During Competition -> Screen 1 Settings

The settings for each scoreboard are specified using the screen in the following figure which shows the settings for Display Screen 1. The other Display Screens (scoreboards) use the identical screens.

Settings For Display Screens

## Settings for Scoreboard 1

2018 Blackball Invitational

Save Undo Close

- Information to Display on Screen :- Scrolling Leaderboard
- Settings for Leaderboards :-
  - Minimum amount of time to display each leaderboard :- (min. 10 secs)
  - Minimum amount of time to display each athlete's result :- (min. 5 secs)
- Settings for Scrolling Leaderboards :-
  - Minimum amount of time to display each scrolling board :- 60 (min. 20 secs)
  - Time delay before scrolling starts :- 10 (min. 1 secs)
  - Time delay after scrolling stops :- 10 (min. 1 secs)
  - Speed of scroll :- (a higher value will give slower scroll) 5 (min. 1 secs)
  - Minimum amount of time to display each athlete's result :- 20 (min. 10 secs)
- Settings for Detailed Results :-
  - Minimum amount of time to show result :- (min. 10 secs)
- Tick the Disciplines or Grades to display on this screen :-
  - Automatically display Grades for :-  TRA  SYN  DMT  TUM
  - Display Selected Grades only [Select Grades](#)

1 One of the three possible formats : Leaderboard; Scrolling Leaderboard; Detailed Results;

2 Settings for Static Lists

Minimum time to display each list

the minimum time in seconds each list will be shown on the

If there is no other list to show then the information on the scoreboard is closed.

Minimum time to display each athlete's result

the minimum time in seconds that each athlete's results will athlete is shown.

If there is not another athlete to show then the information

3

### Settings for Scrolling Lists

Minimum time to display each list	the minimum time in seconds each list will be shown on the scoreboard. If there is no other list to show then the information on the scoreboard is closed.
Delay before scrolling starts	the time in seconds for which the first result in the list will be shown.
Delay after scrolling stops	the time in seconds for which the last result in the list will be shown.
Speed of scroll	the time in seconds for which each result will appear at the scoreboard. The higher value here will result in a slower rate of scroll.
Minimum time to display each athlete's results	the minimum time in seconds that each athlete's results will be shown on the scoreboard. If there is not another athlete to show then the information on the scoreboard is closed.

The optimal number of seconds for each of these settings will depend upon the number of athletes in the grade being displayed. If delays are used with a slow rate of scroll, the scoreboard may not reach the bottom of the list before the results for the next grade are shown. You can specify different settings for each grade and different combinations of values may need to be tried in order to get the scoreboard to scroll at all.

4

### Settings for Detailed Results

Minimum time to display each result	the minimum time in seconds that each result will be shown on the scoreboard. If there is not another result to show, the screen will go blank.
-------------------------------------	--

5

### Specify the Grades to Show in this scoreboard

Automatically Display Grades	ScoreManager will automatically display the results from the scoreboard for all grades in the discipline. The grades in these disciplines will appear on the scoreboard in the order shown in the following order: For example if results for grades in the following order: Mens 15-16 TRA Womens 13-14 DMT Womens 17+ TRA Mens 11-12 Tum Mens 10&U DMT
Display Selected Grades	the scoreboard will show the results for these grades in the discipline. ScoreManager gives the option of selecting which grades are displayed on the scoreboard.

## Selecting Grades to Display on Scoreboards



During Competition -> Screen 1 Grades

Specific grades can be selected to be shown on a particular scoreboard allowing scoreboards to be used to display the results from different grades in the same discipline. For example one scoreboard could be showing all of the men's tumbling grades whilst another scoreboard could be showing all of the women's tumbling grades.

To select the grades to be displayed, open the screen shown below and select the grade, or grades, to display by clicking on their name in the list on the left in order to highlight them. Next click on the button Move Right and the names of the selected grades will appear in the list on the right. It is the results for the list of grades on the right which will be shown on the scoreboard.

The results for the selected grades will not necessarily appear on the scoreboard in the order shown in the right hand list, rather they will appear on the scoreboard in the order in which their results are entered into ScoreManager.

If a mistake is made or a grade is no longer to be displayed, click on its name in the list on the right and then on the button Move Left. The grade will disappear from the list on the right and will no longer be shown on this scoreboard.

The grades from which to select can be changed by clicking on the discipline buttons and grades from different disciplines can be mixed together and shown on the same scoreboard.

**Select Grades to Display on Screen 1** Blackball Championships

**Screen 1** Close

To show a Grade, select it's name in the left box and click Move Right. To stop a Grade being shown, select it's name in the right box and click Move Left. More than once Grade can be selected and moved at the same time.

**Grades Not being Displayed**

- 1 Snr Men's Intl. TUM
- 2 Snr Women's Intl. TUM
- Jnr Men's Intl. TUM
- Jnr Women's Intl. TUM
- Sub-Jnr Women's Intl. TUM
- 3 Youth Men's Intl. TUM
- Youth Women's Intl. TUM
- 17+ Men's TUM
- 17+ Women's TUM
- 15-16 Men's TUM
- 15-16 Women's TUM
- 13-14 Men's TUM
- 13-14 Women's TUM
- 11-12 Men's TUM
- 11-12 Women's TUM
- 10&U Men's TUM
- 10&U Women's TUM
- 8&U Men's TUM
- 8&U Women's TUM

**Screen 1**

Filter the Grades in the left box by clicking on the buttons below.

- Individual
- Synchronised
- Double Mini
- Tumbling
- Move Right
- Move Left

**Grades Being Displayed**

- 4 Snr Women's Intl. TRA
- Jnr Women's Intl. TRA
- 17+ Women's DMT
- Sub-Jnr Men's Intl. SYN
- Sub-Jnr Men's Intl. TUM

- 1 List of grades to select from. Click on the name of a grade to highlight and select it. Click on the name again to remove the highlight and deselect it. More than once grade can be selected by clicking once on each name.
- 2 Buttons to change the list of grades in **1**
- 3 Buttons to move the names of selected grades either to the right or to the left.
- 4 List of grades whose results will be shown on this scoreboard.

## Printing Results

ScoreManager has two formats for its printed results

1. **Short Format** which provide a summary of the marks an athlete is awarded in each round and the composition of the judging panels for each round in the competition.

Results for Individual Trampoline

**Final Results** Print Close

**Individual Trampoline**

---

**Snr Women's International Individual Trampoline**

		Escore	Dscore	Tscore	Hscore	Penalty	Score	Place (skills)	Final Score
<b>1</b>	<b>Destiny McDonald (Barrytown Gymsport)</b>								<b>145.770</b>
	Set	25.70	4.00	15.815			45.515	1	
	Voluntary	23.20	11.90	14.780			49.880	1	
	Semi-Final								
	Final	23.00	12.70	14.675			50.375	1	
<b>2</b>	<b>Cleo Maldonado (Blackball Trampoline Club)</b>								<b>137.275</b>
	GS124358								
	Set	23.90	4.10	14.310			42.310	2	
	Voluntary	23.30	10.00	13.935			47.235	2	
	Semi-Final								
	Final	23.20	10.60	13.930			47.730	3	
<b>3</b>	<b>Sandra Burris (Blackball Trampoline Club)</b>								<b>136.170</b>
	GS124768								
	Set	22.60	4.20	14.445			41.245	3	
	Voluntary	21.60	11.20	14.110			46.910	3	
	Semi-Final								
	Final	22.60	11.20	14.215			48.015	2	

**Judging Panels:**

Qualifying Round		Final Round	
Chair of Panel	Stuart Joseph (Blackball Trampoline Club)	Chair of Panel	Stuart Joseph (Blackball Trampoline Club)
Execution Judge 1	Cedric Benson (Ashley Gymnastics Club)	Execution Judge 1	Cedric Benson (Ashley Gymnastics Club)
Execution Judge 2	Lacota Patrick (Ross GymSport)	Execution Judge 2	Lacota Patrick (Ross GymSport)
Execution Judge 3	Nerea Spence (Loburn Gymnastics Club)	Execution Judge 3	Nerea Spence (Loburn Gymnastics Club)
Execution Judge 4	Tashya Short (Ashley Gymnastics Club)	Execution Judge 4	Tashya Short (Ashley Gymnastics Club)
Execution Judge 5	Meredith West (Blackball Trampoline Club)	Execution Judge 5	Meredith West (Blackball Trampoline Club)
Difficulty Judge	Rhea Lane (Loburn Gymnastics Club)	Difficulty Judge	Rhea Lane (Loburn Gymnastics Club)
Ass. Difficulty Judge	Ashton Rich (Ross GymSport)	Ass. Difficulty Judge	Ashton Rich (Ross GymSport)
Time Of Flight Judge	Anne Wagner (Arundel Trampoline)	Time Of Flight Judge	Anne Wagner (Arundel Trampoline)

21-Aug-2017 Outbounce ScoreManager Page 1 of 1

2. **Long Format** which gives a detailed breakdown of the marks and place in each round as well as the composition of the judging panels used in each round

Long Form IND Results

**Final Results** Print Close

**Individual Trampoline**

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**Snr Women's International Individual Trampoline** Score

Execution :-	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Judge 6	Marks :-	E-score	D-score	T-score	H-score	Penalty	Score	Place (Skills)	Rounds :-	Score	Place
<b>1 Destiny McDonald (Barrytown GymSport) <span style="float: right;">145.770</span></b>																	
	8.30	8.60	8.40	9.10	8.70		Set	25.70	4.00	15.815			45.515	1	Qualifying	95.395	1
	7.80	7.70	7.40	8.00	7.70		Voluntary	23.20	11.90	14.780			49.880	1	Semi-Final		
							Semi-Final								Final	145.770	1
	7.90	7.50	7.40	7.70	7.80		Final	23.00	12.70	14.675			50.375	1	All Rounds	145.770	1
<b>2 Cleo Maldonado (Blackball Trampoline Club) <span style="float: right;">137.275</span></b>																	
	7.90	8.00	7.80	8.20	8.00		Set	23.90	4.10	14.310			42.310	2	Qualifying	89.545	2
	7.90	7.80	7.60	7.80	7.70		Voluntary	23.30	10.00	13.935			47.235	2	Semi-Final		
							Semi-Final								Final	137.275	3
	7.60	8.10	7.10	7.70	7.90		Final	23.20	10.60	13.930			47.730	3	All Rounds	137.275	2
<b>3 Sandra Burreis (Blackball Trampoline Club) <span style="float: right;">136.170</span></b>																	
	7.40	7.60	7.30	8.10	7.60		Set	22.60	4.20	14.445			41.245	3	Qualifying	88.155	3
	7.50	7.00	6.90	7.50	7.10		Voluntary	21.60	11.20	14.110			46.910	3	Semi-Final		
							Semi-Final								Final	136.170	2
	7.50	7.80	7.20	7.60	7.50		Final	22.60	11.20	14.215			48.015	2	All Rounds	136.170	3

**Judging Panels:**

<b>Qualifying Round</b>		<b>Semi-Final Round</b>		<b>Final Round</b>
Chair of Panel	Stuart Joseph (Blackball Trampoline Club)			Chair of Panel
Execution Judge 1	Cedric Benson (Ashley Gymnastics Club)			Execution Judge 1
Execution Judge 2	Laota Patrick (Ross GymSport)			Execution Judge 2
Execution Judge 3	Nerea Spence (Loburn Gymnastics Club)			Execution Judge 3
Execution Judge 4	Tashya Short (Ashley Gymnastics Club)			Execution Judge 4
Execution Judge 5	Meredith West (Blackball Trampoline Club)			Execution Judge 5
Difficulty Judge	Rhea Lane (Loburn Gymnastics Club)			Difficulty Judge
Ass. Difficulty Judge	Ashton Rich (Ross GymSport)			Ass. Difficulty Judge
Time Of Flight Judge	Anne Wagner (Arundel Trampoline)			Time Of Flight Judge

21-Aug-2017 Outbounce ScoreManager Page 1 of 1

## Selecting Which Results to Print

-  Print Results
- or Competition Dashboard -> Print Results
- or After Competition -> Print Results

Competition results are printed using the screen shown in the following figure



1 Select the discipline to see it grades appear in the box below

2 The list of grades for the discipline selected in will appear here once a discipline has been selected. A grade is selected for printing by clicking on its name which will then be highlighted. Clicking on an already highlighted grade will remove the highlight and stop it from being printed. More than one grade can be selected for printing by clicking on each name separately to highlight them. Multiple grades can be quickly deselected by using the Select All or Clear All buttons.

3 Locations where the results can be printed

4 The results can be printed with each grade starting on a new page or printed (continuously) with no page break between grades

5 Select which report format you would like printed or whether to export the results for use when printing certificates

## Exporting Results for Certificates

- 📄 Results -> select results wanted -> Export Results for Certificates
- or Competition Dashboard -> Print Results -> select results wanted -> Export Results for Certificates
- or After Competition -> Print Results -> select results wanted -> Export Results for Certificates

ScoreManager does not have the ability to print certificates but you can export a subset of the results to an Excel or CSV file. This file can then be used as the basis for 'mail merging' the results with popular word processing programmes to create certificates for the competition. The results to be exported are selected in the same manner as selecting results for printing with the additional choice of exporting the results of all athletes in the selected grades or only the results of the finalists in the grades.

The information exported to the file is

- Competition Name
- Athlete's Name or both athlete's name for synchronised trampoline
- Club, Region or Country Name
- Grade Long Name
- Grade Short Name
- Athlete's place in the qualifying round
- Athlete's place in the final round
- Athlete's place in this grade once the qualifying and final rounds have been completed
- Athlete's score in the qualifying round
- Athlete's score in the final round
- Athlete's score if all of the rounds are added together
- Discipline for the grade

## Exporting Results for Analysis

 After Competition -> Export Results

Once the competition has finished the results can be exported for analysis or review and it is possible to export the data from competitions other than the current competition. The data can be exported directly into Microsoft Excel or as a comma separated value (csv) file.



- 1 Select the competition whose data is to be exported
- 2 Select the type or format of the exported data
- 3 Buttons to start the export process.

This method of exporting results differs from the method in the previous section in that

- more data is exported to the Excel or csv file
- it is not possible to select particular grades to export



## Managing Data Saved in ScoreManager

ScoreManager has the facility to save information about the athletes and judges which are entered into competitions. This feature allows ScoreManager to use data from past competitions to help organisers and speed up the process of creating entries and panels by automatically filling in the required information.

An athlete is added to ScoreManager's list of athletes the first time an entry is created for them manually. ScoreManager will save the athlete's name, gender, date of birth & association number to its list at the same time as the entry is added to the competition. When the next entry for this athlete is created, ScoreManager will automatically fill in as much information as it can.

However ScoreManager does not save the data from athletes imported from CSV files. The reason for only saving athletes who have been manually entered is that small differences in spelling an athlete's name or specifying date of birth or association number would create multiple records for the athlete in ScoreManager's database of athletes. Consequently when creating entries, a competition organiser would not know which of these records is the correct.

Judges are added to ScoreManager's list of judges the first time they are assigned to a panel and Scoremanager will save their name, judging qualification and their club/region/country as appropriate. When the judge is added to another panel, ScoreManager will fill in these fields automatically.

Alternatively an organiser can add athletes and judges through the screens offered under the Saved Data menu.

Over time the details of the athletes or judges may change or they are no longer wanted in the system. ScoreManager provides the option for competition organisers to change or delete athletes and judges through the screens offered under the Saved Data menu.

### Athletes

- [Adding New Athletes](#)
- [Managing Saved Athletes](#)

### Judges

- [Adding New Judges](#)
- [Managing Saved Judges](#)

### Club/Regions/Countries

- [Managing Saved Clubs/Regions/Countries](#)

## Managing Saved Athletes



Saved Data -> Manage Saved Athletes

Athletes				
Athletes				
+ New Athlete				Close
Alika Avery	Female	29/04/2001		
Amena Quinn	Female	22/08/2002		
Brenda Campos	Female	17/07/2002		
Brenna Singleton	Female	25/02/2002		
Cally Lee	Female	3/08/2009 GS234561		
Carol Burgess	Female	18/10/2001		
Castor Gentry	Male	13/01/1996 GS738500		
Cedric Benson	Male	8/12/1991 GS539685		
Chelsea Torres	Female	19/02/2002		
Christine Rivera	Female	23/03/2001		
Cleo Maldonado	Female	1/12/1997 GS124358		
Dacey Chen	Female	21/12/2001		
Denton Hensley	Male	17/03/2003 GS124356		
Destiny McDonald	Female	17/11/1993		
Ferdinand Britt	Male	30/05/1996		
Hiroko Frederick	Female	2/03/2002		
India McCullough	Female	23/08/1994		

- 1 Button to open the New Athlete screen
- 2 Details of the athletes saved in ScoreManager
- 3 Button to change the details of the athlete on the same row
- 4 Button to delete the athlete on the same row

## Adding New Athletes

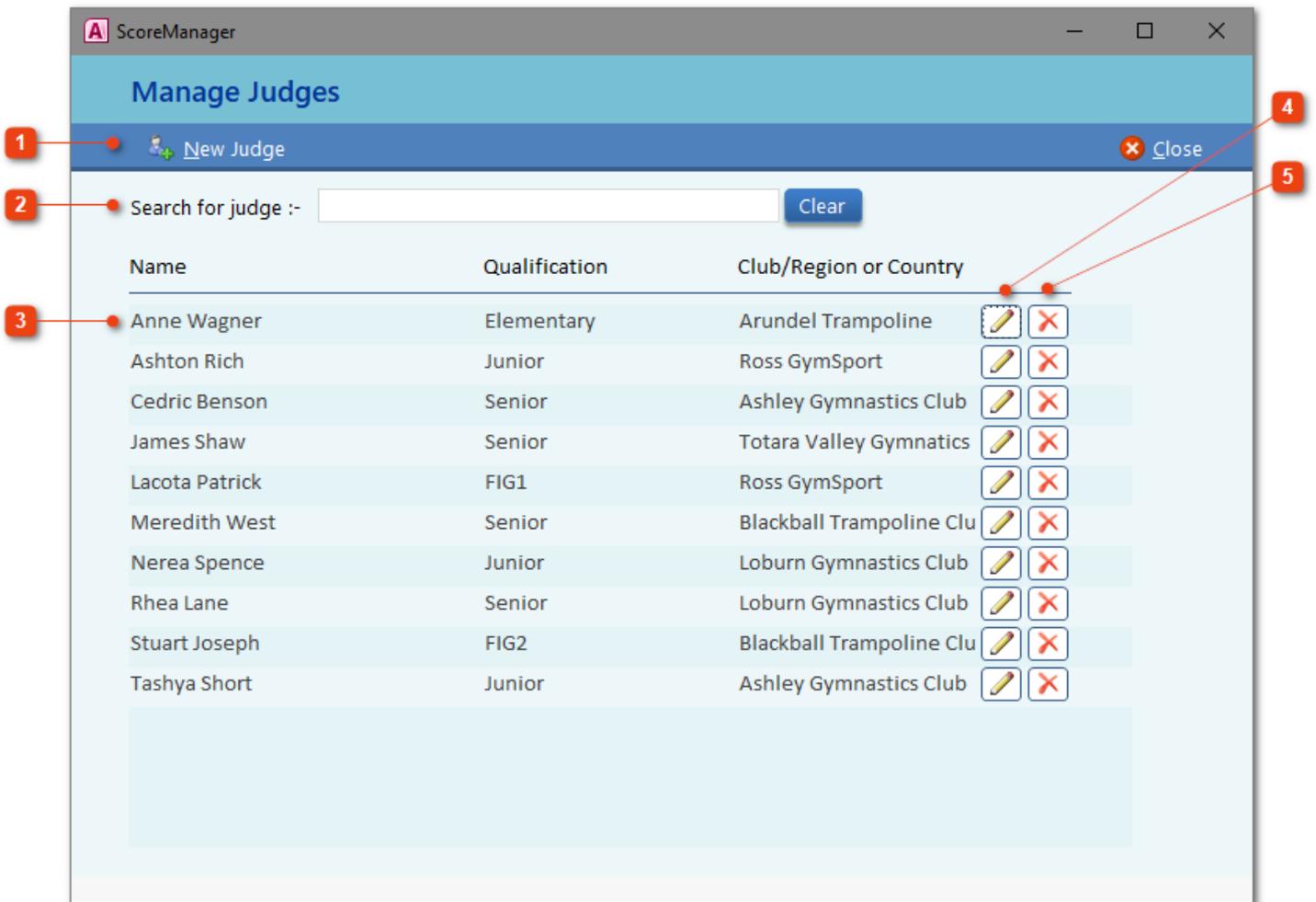
Saved data-> Add New Athlete

- 1 Buttons to save the athlete or undo any changes to their details
- 2 The name of the new athlete. This field must be filled in.
- 3 The gender of the athlete. This field must also be filled in.
- 4 The athlete's date of birth in the format dd/mm/yyyy. This field must be filled in as well.
- 5 The Association No. is the unique number given to the athlete by their club or sporting association. For example in New Zealand it is their GymnasticsNZ number, and for FIG competitions it will be their FIG registration number.

The Association No. can be left blank.

## Managing Saved Judges

 Main Menu -> Saved Data -> Manage Saved Judges



- 1 Button to open the screen to add a New Judge

---

- 2 Search for a particular judge by styping part of their name in this box

---

- 3 Details about the judges saved in the ScoreManager system.

---

- 4 Click on this button to edit the details of the judge.

---

- 5 Delete a judge by clicking on this button.

---

## Adding New Judges

- ScoreManager Configuration -> Add New Judge  
 or  
 ScoreManager Configuration -> Manage Saved Judges -> New Judge

- 1 Buttons to save the new judge or undo any changes you may have made.
- 2 A judge's name must be entered.
- 3 The judge's qualification can be entered here but can be left blank.
- 4 The club, region or country the judge is from can be entered here but also can be left blank.

## Managing Saved Clubs, Regions & Countries

 Main Menu -> Saved Data -> Manage Saved Athletes

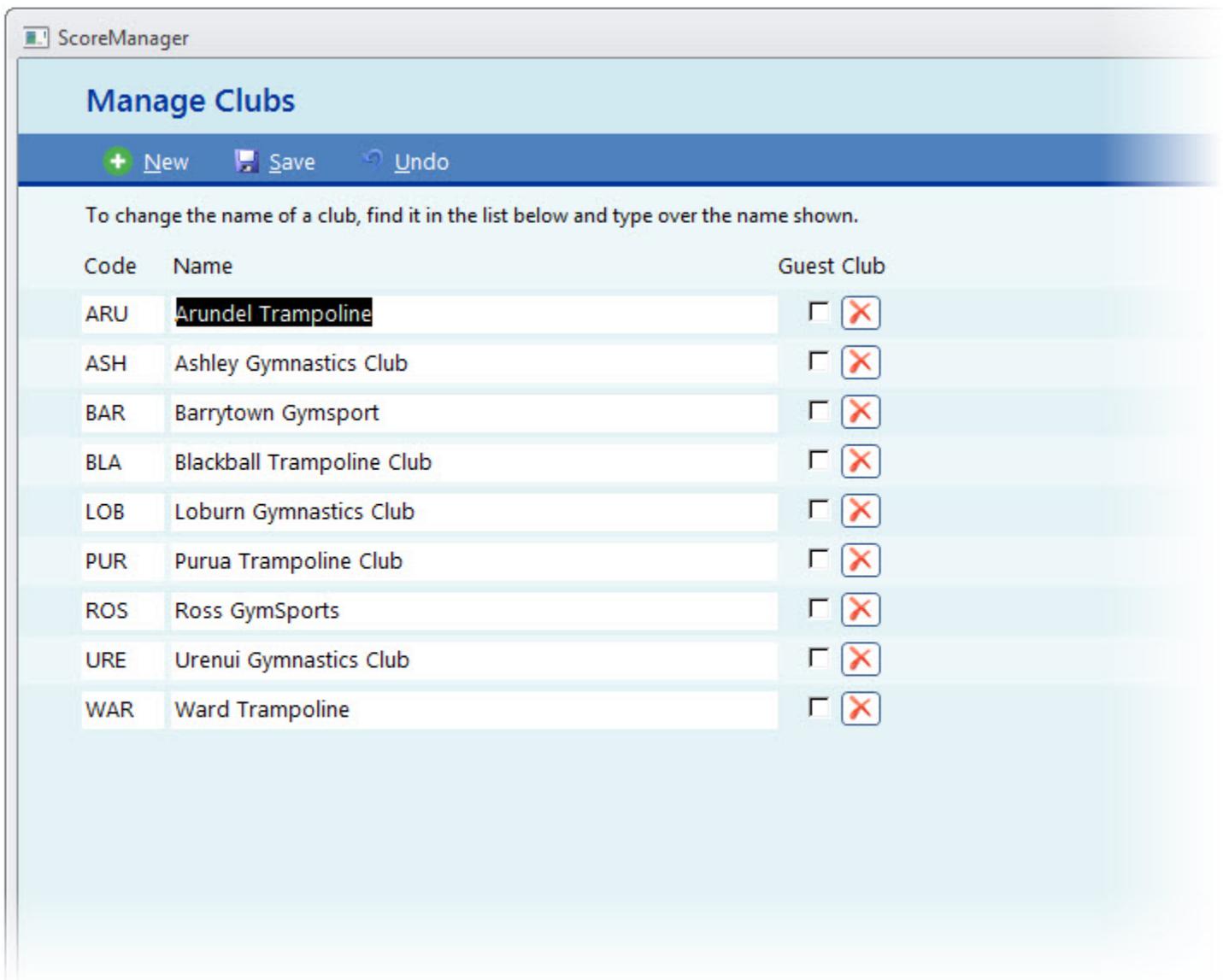
Managing clubs, regions and countries all use the same screens and vary only in the information displayed on them and the discussion and screenshots below only refer to clubs as an example. The information about them can be changed, or they can be deleted, directly from the Manage screens however they can only be added using the Add New screens.

A club must exist before an entry can be created for an athlete affiliated or belonging to it. When creating entries manually the organiser must either create the club before they start or they can use the Add New Club button in the menu bar on the Manage Entries screen. Marking a club as a Guest club will cause all of the entries associated with that club as guest entries.

When entries are created by importing a file, ScoreManager will look through the list of entries to see if they include any clubs which are not in its list of clubs already. If it finds new clubs it will create them automatically but without a club code.

Clubs can be deleted or their information changed directly from the Manage screens by overtyping the information there however it is not possible to change the Club Code once it has been created. Deleting does not delete any past entries associated with the it.

## Managing Clubs



## Adding New Clubs



# Configuring ScoreManager

- [Settings for New Competitions](#)
- [Settings for New Grades](#)
- [Creating Standard Grades](#)
- [ScoreManager Settings](#)
- [Licence Information](#)

## Settings for New Competitions



Main Menu -> Settings -> New Grades & Competitions -> Settings for Competitions

**Preferred Settings for New Competitions and Grades**

Save Undo Pre-Set Grades Close

-- Settings for Competitions -- -- Settings for Grades --

Type of Competition :  Club  Regional/State  International/Federation **1**

Scoring Paradigm :  FIG-2017  FIG-2016 **2**

Teams Paradigm :  FIG **3**

Include Time of Flight for Individual Trampoline :  Yes  No **4**

Include Horizontal Displacement for Individual & Synchronised Trampoline :  Yes  No **5**

Method of finding the Horizontal Displacement Score :  By Machine  By Hand **6**

Method of finding the Synchronisation Score :  By Machine  By Hand **7**

Action to be taken with Late Entries :  Place First in Grade  Place Last in Grade  Redraw Grade  None **8**

Action for Unbroken Ties when progressing to the Semi-Final Round :  Add tied athletes to Semi-Final  Remove tied athletes from Semi-Final **9**

Action for Unbroken Tie when progressing to the Final Round :  Add tied athletes to Final  Remove tied athlete from Final **10**

### **1** Type of Competition

This setting determines whether ScoreManager will see this competition as a club, regional, or international competition. ScoreManager will show a list of clubs when new entries are being created or imported into ScoreManager. Similarly then ScoreManager will show a list of regions or countries which have been saved in ScoreManager.

### **2** Scoring Paradigm

The scoring paradigms chosen here will determine whether ScoreManager calculates an athlete's scores using either 2016 FIG Code of Points.

### **3** Teams Paradigm

The method by which scores are calculated for teams events is determined by the setting for Teams Paradigm. If the scores for teams events will be calculated in accordance with the Scoring Paradigm chosen in the previous setting.

Scoring teams competitions has not yet been implemented in ScoreManager but will be included in a future version.

#### 4 Include Time of Flight

There may be some competitions where the organiser does not want to include Time of Flight in the scores for Trampoline competitions could include: recreational competitions where Time of Flight is not important; internal club competitor Flight or Horizontal Displacement machine; competitions for young athletes where the organiser wishes athletes to concentrate on Flight.

This setting enables ScoreManager to accommodate these competitions by allowing the competition organiser to specify whether Time of Flight is included in the scores.

#### 5 Include Horizontal Displacement

There may be some competitions where it may not be appropriate to include horizontal displacement in the scores for individual trampoline. Such competitions could include: recreational competitions where horizontal displacement is not important; internal club competitions where the club does not have a horizontal displacement machine; competitions for young athletes where the organiser wishes athletes to concentrate on factors other than horizontal displacement.

This setting enables ScoreManager to accommodate these competitions by allowing the competition organiser to specify whether they wish horizontal displacement to be included in the scores.

The setting is automatically disabled if the FIG 2016 Code of Points is selected as the scoring paradigm.

#### 6 Horizontal Displacement Method

Where scores for individual trampoline include horizontal displacement, the competition organiser can specify here whether displacement is to be scored by machine or by judges. Changing this option will affect the input fields available when entering an athlete's scores manually.

This setting is automatically disabled if the FIG 2016 Code of Points is selected as the scoring paradigm.

#### 7 Synchronisation Method

For synchronised competitions the competition organiser can specify whether the scores for synchronisation are to be calculated using a machine or manually by synchronisation judges.

Changing this option affects the input fields available when entering scores for synchronised trampoline manually.

#### 8 Late Entries

This option allows the competition organiser to specify where late entries will be placed in the starting order of athletes if a late entry is received after the start order has been drawn and published.

The options available to the organiser are:

- Place First in Grade - the late entry will be placed as the very first athlete to compete in the grade. The athlete will be placed at the beginning of the first start group if there is more than one start group for the grade.
- Place Last in Grade - the athlete will be placed as the very last athlete to compete in the grade. The athlete will be placed at the end of the last start group if there is more than one start group for the grade.
- Redraw Grade - the starting order for the grade will be redrawn each time a late entry is received for the grade.
- None - ScoreManager will take no action when a late entry is added to the competition. The competition organiser will manually have to redraw the starting order for the athlete to appear in the competition.

9

### Ties in Semi-Final Round

This option allows the competition organiser to automate the process of progressing athletes from the Qualifying Round to the Semi-Final Round.

Where two or more athletes have tied for the final place in the Semi-Final round the organiser can specify whether all of the tied athletes will be added to the start list the Final round or whether all of the tied athletes will be removed from the start order for the Semi-Final round.

For example: if the organiser specifies that sixteen athletes are to progress from the qualifying round to the Semi-Final round but two athletes are tied for sixteenth place in the qualifying round, setting this option to Add Tied Athletes to Semi-Final will cause ScoreManager to progress nine athletes to the Semi-Final round.

10

### Ties in For Final Round

This option allows the competition organiser to automate the process of progressing athletes to the Final round.

Where two or more athletes have tied for the last place in the Final round from either the Qualifying round or the Semi-Final round, by using this setting the competition organiser can specify whether or all of the tied athletes will be added or removed from the starting order for the Final round.

For example: if eight athletes are to progress from the Qualifying round to the final round but three athletes are tied for eighth place in the Qualifying round, setting this option to Remove Tied Athlete from Final will cause ScoreManager to progress only five athletes to the final round (eight athletes minus the three tied athletes).

## Settings for New Grades



Main Menu -> Settings-> New Grades & Competitions -> Settings for Grades

Default Values

Preferred Settings for New Competitions and Grades

Save Undo Pre-Set Grades Close

-- Settings for Competitions -- -- Settings for Grades --

1 Maximum number of athletes in final round:

Maximum number of guest athletes in final round:  leave blank if there is to be no limit on the number of guest athletes

2 Include Semi - Final Round  Yes  No

Maximum Number of athletes in semi-final round:

Maximum number of guest athletes in semi-final round:  leave blank if there is to be no limit on the number of guest athletes

3 Enforce gender restrictions:  Yes  No

4 Enforce age restrictions:  Yes  No

5 Apply FIG tie break rules :  Yes  No

6 Calculate E Score by using score per :

7 Score Final Round using:  All Rounds  Zero Final

8 Scores will be input by

**1** Final Round

Settings which apply to the Final round of this grade.

Athletes who are marked as Guests appear in the starting order for the Final in the place they achieve in the Preliminary or Semi-Final rounds. They are not put at the bottom of the starting order. If the number of guest athletes who qualify for the Final round is more than the number shown, the number of guest athletes in the Final is limited to the number shown and any remaining places in the Final round are filled by other athletes.

**2** Semi-Final Round

Settings which apply to the Semi-Final round of this grade. The settings for the Maximum number of athletes and maximum number of Guest athletes are greyed out if the grade has not Semi-Final round.

Athletes who are marked as Guests appear in the starting order for the Semi-Final in the place they achieve in the Preliminary rounds. They are not put at the bottom of the starting order. If the number of guest athletes who qualify for the Semi-Final round is more than the number shown, the number of guest athletes in the Semi-Final is limited to the number shown and any remaining places in the round are filled by other athletes.

**3** Enforce Gender Restrictions

If set to Yes only athletes of the gender specified will be able to be entered into the grade. If athletes of any gender can compete in the grade then untick the setting to Enforce Gender Restrictions.

**4** Enforce Age Restrictions

If set to Yes only those athletes whose age falls between the minimum and maximum age values for the grade will be able to be entered into the grade. If athletes of any age can compete in any of the grades then untick this option.

If there is only a few grades where age restrictions do not apply then it is better to set the minimum and maximum ages for these grades to 0 and 99 respectively rather than removing the age checking on all grades.

**5** Tie Break Rule

Shows whether the FIG tie break rules will be applied to the Preliminary or Semi-Final rounds. The tie break rules will vary depending upon which FIG CoP the competition is being used to score the competition.

**6** Calculation of execution

Setting to specify the method which is used for calculating the Execution score (E-scores) of routines in this grade. At the moment the E-scores can only be calculated by inputting the total of the judge's score (i.e. the maximum score minus the sum of the judge's deductions)

**7** Write description here...**8** Inputting of Scores

Setting to specify which people are responsible for entering the scores into ScoreManager. Currently only Recorders can enter scores

An explanation of each setting is given in the section on [Settings for Competition Grades](#).

Settings to enforce any gender and age restrictions.

Similarly if athletes of any age can compete in the grade then untick the setting to Enforce Age Restrictions.

Setting to specify which people are responsible for entering the scores into ScoreManager. Currently only Recorders can enter scores

---

Setting to specify the method which is used for calculating the Execution score (E-scores) of routines in this grade. At the moment the E-scores can only be calculated by inputting the total of the judge's score (i.e. the maximum score minus the sum of the judge's deductions)

## Standard Grades

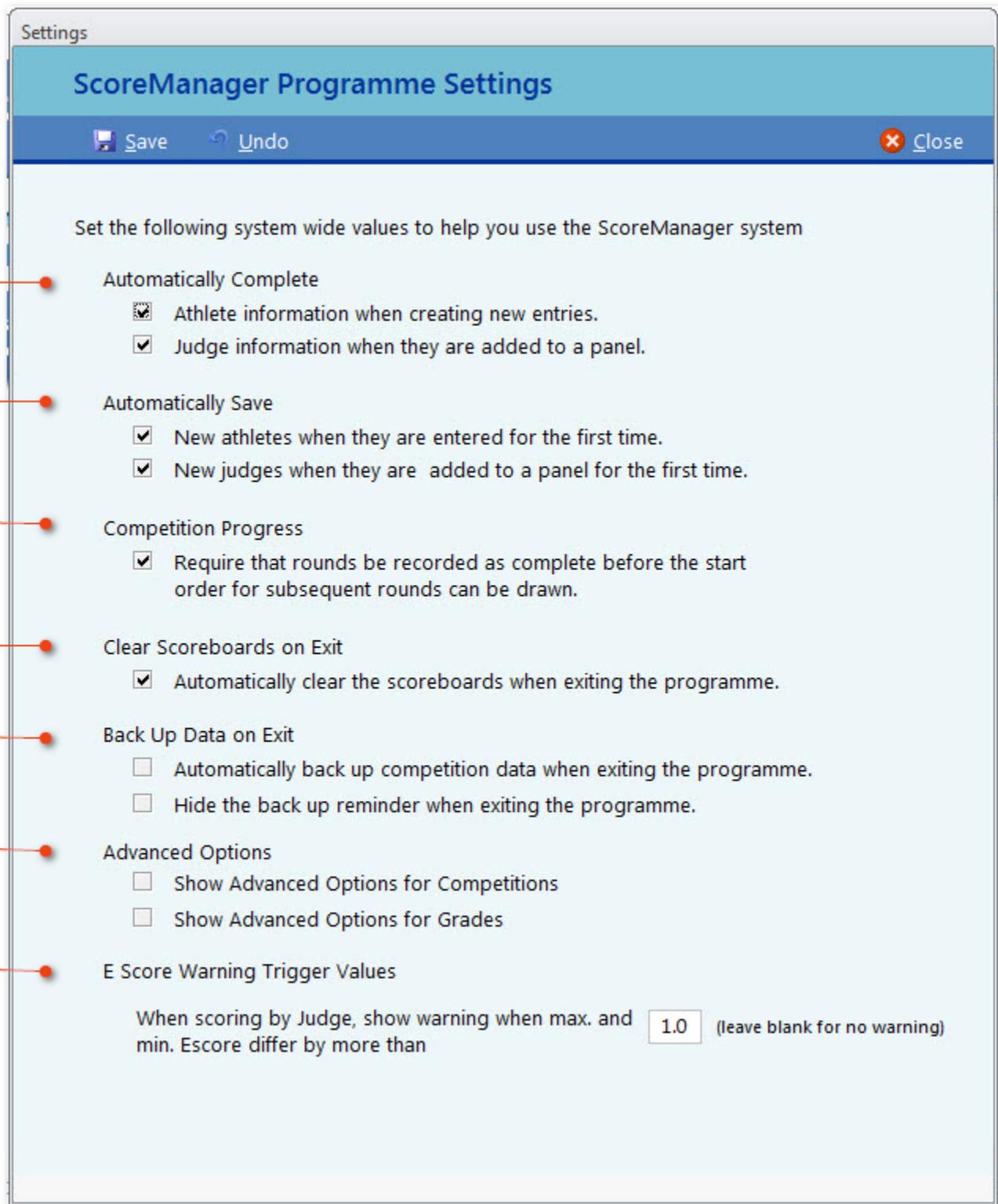
See [Standardised or Default Grades](#)

## ScoreManager Programme Settings



Main Menu -> Settings -> Programme Settings

ScoreManager has a number of Programme Settings which affects the way it works and how it responds to various activities through out the competition process. The available settings and explanation of the impact are shown in the following figure.



**1** This option enables ScoreManager to automatically fill in information it may have about athletes and judges when creating entries or assigning judges to panels. Enabling this option will make creating entries and judging panels significantly faster.

**2** This option enables ScoreManager to automatically save key information about athletes and judges when they are either first entered into a competition or panel, or when changes are made to their information in subsequent competitions.

**3** By default ScoreManager requires the competition recorders to mark a round as complete before they can draw the starting order for the next round. The purpose of doing this is to ensure that all of the marks for the round have been entered before moving on to the next round. This is particularly important if more than one recorder is involved in entering athlete scores into ScoreManager.

Disabling this option will allow new start orders to be drawn at any stage of the competition without checking whether all of the scores for the round have been entered.

Requiring recorders to update the progress of the competition as it occurs also enables users filling other roles in the competition e.g. CJP, announcer, organiser, etc. to quickly see how the competition is progressing.

**4** When ScoreManager automatically displays grades on its scoreboards it saves data about the grades in temporary files. Over time the amount of data in these files can build up and slow the scoreManager programme down. Selecting this option makes ScoreManager delete this information each time it is closed.

**5** Like any computer programme there is a risk that the data ScoreManager uses may be lost or corrupted. Enabling this option will mean that ScoreManager creates a backup of its data each time the programme is closed. This backup is saved in the folder C:\ScoreManager\Backup.

If you do not wish to be reminded to take a backup each time you close the programme, ticking the box "Hide the backup reminder.." will stop the reminder message being shown.

This backup does not eliminate the need for a programme of regular backups on your computer.

**6** Enabling this option will cause ScoreManager to show the advanced settings for grades each time a new grade is created or the settings for an existing grade are changed.

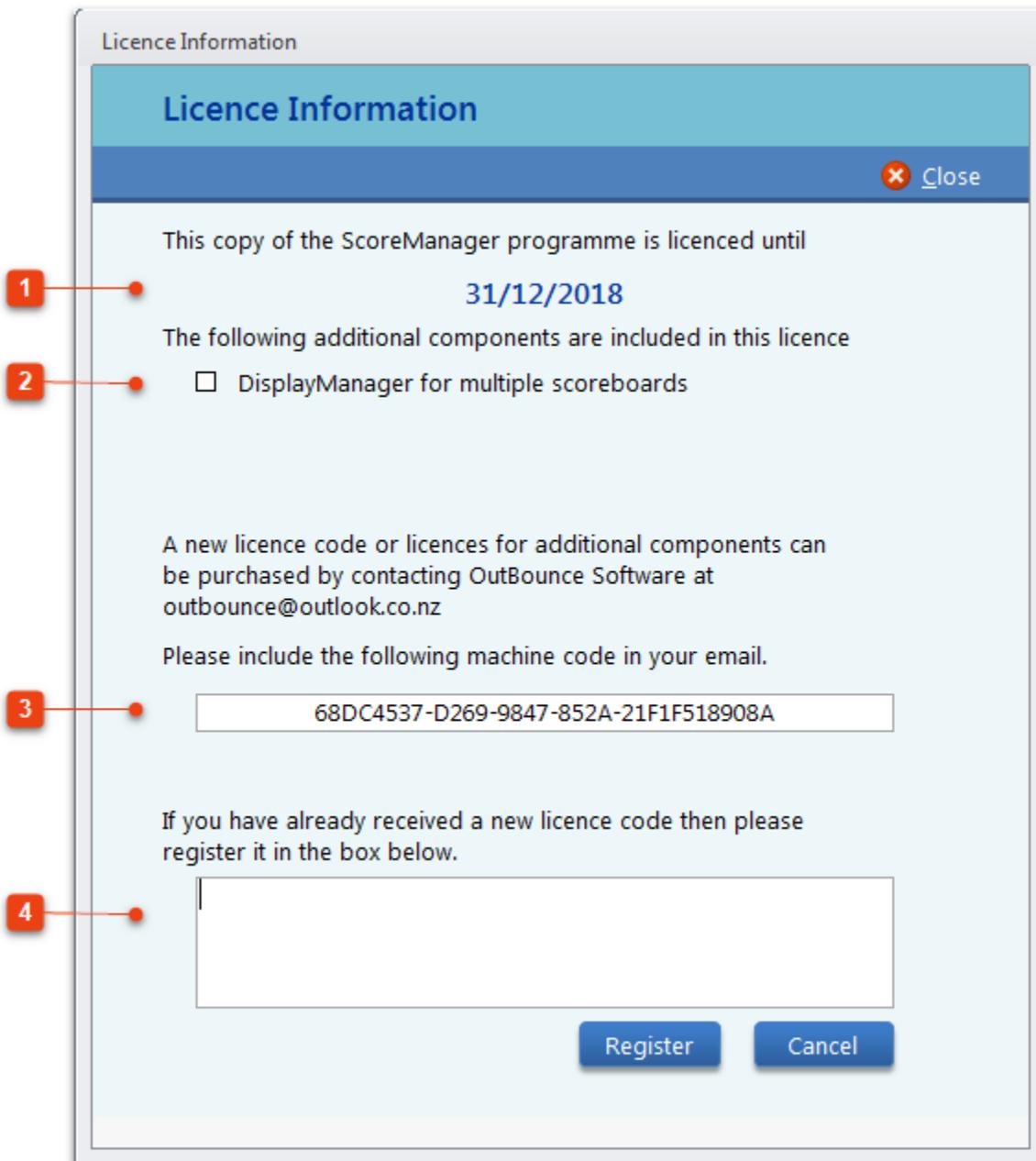
**7** The values entered this option will determine the spread of execution scores which will trigger a warning message to appear when entering an athlete's score. It is possible to enter the spread with a single decimal place e.g. 0.5. Leave this box blank or enter 0 if you do not wish to see any messages.

## Information About Your Licence and Entering Your Licence Code

 ScoreManager Settings -> Licence Information

Information about your current licence can be found in the Licence Information screen shown below. This screen shows the expiry date of your current licence, any enhancements to the standard licence which you may have purchased, a unique code for your computer and a box where you can enter any new licence keys you may have received.

After purchasing your licence you will need to email to OutBounce Software the unique code generated for your computer. A full licence code will then be sent to the email which you registered when purchasing the licence. The licence code will consist of an unbroken string of letters and number and must be entered exactly as it is received in the email. The easiest way to enter the code is to copy and paste it from the email you receive but care should be taken to avoid including any spaces before or after the code.



- 1 The expiry date of your current ScoreManager licence.

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- 2 Any enhancements to your Standard Licence will be shown here

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- 3 A unique code for this computer which must be emailed to OutBounce Software in order to receive a full licence for ScoreManager

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- 4 Enter your new Licence Code here and click on Register to save and register your licence.

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# Index

## C

Competitions, 13, 14, 17, 18, 19, 98, 19, 20

## I

importing entries, 24, 105