



Tournament Software Manual

Note: The purpose of this document is not to give documentation on the software so much as to provide a “how to” step-by-step guide of commonly performed tasks within the tournament software.

Topics will be presented more or less in the order that they are needed to run a tournament.

Contents

Preparing for a Tournament	2
What is the open tournament?.....	2
Creating a Tournament.....	3
Opening an Existing Tournament	3
Entering Players into the Local Database	3
Enrolling a Player into a Tournament (Individual Format)	3
Enrolling Players from a File (Individual Format)	4
Enrolling a Player into a Tournament (Team Format)	4
Enrolling Players from a File (Team Format).....	4
Starting / Resuming a Tournament	4
Running a Tournament.....	4
Creating Pairings.....	4
Manual Pairings.....	5
Entering Match Results.....	5
Correcting Match Results.....	6
Resetting a Round	6
Printing	6
Selecting a Printer	6
Report List.....	7
Result Slips Options	7

Preparing for a Tournament

What is the open tournament?

The “Current Tournament” box on the main screen is a read-only field showing the name of the currently open tournament. If no tournament is open, you can still add players to the local player database, but will not be able to do anything else.

Creating a Tournament

1. From the "Tournament" menu, select "Create New" or press <ctrl-n>.
2. Give the tournament a name and description. Choose the pairing method and tournament format.
3. Press "Save".

Opening an Existing Tournament

You do not need to process the tournament the same day you create it. If you have an upcoming tournament, you can create it for later. You can even pre-enroll prior to the event and begin processing the day of the tournament. Note: There is no "pre-enroll" functionality. If a pre-enrolled player doesn't show up, they will need to be unenrolled prior to beginning the tournament.

1. From the "Tournament" menu, select "Open" or press <ctrl-o>.
2. Find the tournament you wish to open in the list.
3. Either click on the tournament and press "Select", or double-click on the tournament that you wish to open.

Entering Players into the Local Database

1. Press <Enter>, click the "New" button, or select "New Player" from the "Player" menu. You may alternately enter a player's name into the "Search or New Player" field first and these fields will be populated on the New Player window.
2. Enter the player ID and player information. Note that the Birthdate field is optional and will likely be removed as it is not used in this version of the software.
3. If a new player does not yet have a player ID, leave that field empty.
4. Press <Enter> or click the "Okay" button. If necessary, a temporary ID will be assigned which can be changed later. Note that temporary IDs will need to be reconciled prior to uploading tournaments, but will not prevent playing in a tournament.

Note that you may change player information later by selecting "Edit Player" from the "Player" menu.

Enrolling a Player into a Tournament (Individual Format)

Note: If there is an open tournament, then a newly entered player will automatically be enrolled into the open tournament.

1. Find the player in the local player list. You may enter the player's first name, last name, or playerID into the "Search or New Player" field to filter the players within the local player window.
2. If a search has resulted in only a single player in the local player window, you may enroll that player into the open tournament by pressing <Enter>. Skip remaining steps.
3. Click on the player name within the local player window and press the "Enroll ->" button. Alternately, you may double-click on the player name within the local player window or select "Enroll Player" from the "Player" menu.
4. If you do not find the player to enroll in the local player list, finish typing the player's name and press <Enter>. Follow the instructions for "Entering Players into the Local Database". With an open tournament, new players will automatically be enrolled in the tournament.

Note: To remove a player from a tournament that has not started, follow these instructions, but use the "Unenroll <-" button instead. To remove a player from a started tournament, use the "drop" functionality in Tournament results.

You can print a list of all players currently enrolled in a tournament by selecting “Print Player List” from the “Tournament” menu. For larger tournaments, it is always a good idea to print this list and ask all players to find their name to make sure that they have been properly enrolled into the tournament.

Enrolling Players from a File (Individual Format)

You can enroll multiple players at once by enrolling from a file. This method is useful if you already have a list of players.

1. Create a “csv file” with the header “Tournament ID” in the first column, “Player First Name” in the second column, and “Player Last Name” in the third column.
2. Enter each player’s ID, first name, and last name in the respective columns and save the file.
3. From the “Player” menu, select “Enroll From File” and choose the saved file.

Enrolling a Player into a Tournament (Team Format)

1. Click on “New” in the “Team Creation” menu, and enter the team name.
2. Choose a player to add to the team from the local player list, and click on “Add”. Alternately, you may double-click on the player name within the local player window to add the player to the team. Repeat this process until you have 3 players on the team.
3. Press the “Enroll ->” button to enroll the team into the tournament.

Enrolling Players from a File (Team Format)

You can enroll multiple teams at once by enrolling from a file. This method is useful if you already have a list of teams.

1. Create a “csv file” with the header “Tournament ID” in the first column, “Player First Name” in the second column, “Player Last Name” in the third column, and “Team Name” in the fourth column.
2. Enter each player’s ID, first name, last name, and team name in the respective columns and save the file. Make sure that each team has three players.
3. From the “Player” menu, select “Enroll From File” and choose the saved file.

Starting / Resuming a Tournament

Select “Begin Tournament” from the “Tournament” menu. Note for an existing tournament, this option is changed to “Resume Tournament”. Regardless, you may alternately press <ctrl-t> to begin or resume a tournament.

Note that for resuming an existing tournament, there is currently a refresh issue, so once you have opened the tournament results screen, clicking and unclicking the “Show Pending Results Only” checkbox will insure that the current pairings are present.

Running a Tournament

Creating Pairings

1. You will not be allowed to create pairings until all of the results for the current round have been entered. For the first round of the tournament, this will not be a problem.

2. Press the "Pair" button. The next (first) round will be paired and all generated pairings will be displayed in the round results window.
3. If there is any reason why pairings may not be created, a message will be displayed indicating what needs to happen first.
4. Once all rounds have been run, instead of pressing "Pair", select "Cut" from the "Tournament" menu and select the correct number to cut to. Further cut rounds may be created by again selecting "Pair".

Note: When the tournament is over, if there is a cut to top-4 or top-8, follow the instructions above. If not, then go to the printing menu and print a standings report for a final breakdown of winners.

Manual Pairings

Manual pairings should not be used under normal circumstances. However, the option exists. This can be useful if an incorrect results was discovered after the next round has been paired and some minor pairing changes can get people playing at the proper level without having to repair the entire round. Such should only be done by an experienced scorekeeper.

Manual pairings can also be useful if a tournament was run by hand and needs to be entered into the computer. You will still need to pair each round normally, but the manual pairing option will allow you to manually dissolve all of the existing pairings and create new ones to match the already run tournament.

You will not be able to enter further results while the Manual Pairing screen is open. You will need to first finish the manual pairing and close the window (either pressing "Save" or "Cancel").

1. Select "Adjust Pairings Manually" from the "Tournament" menu. You will see a list of all pairings and a list of players currently assigned a bye.
2. To dissolve an existing pairing, click on the pairing in the "Pairings" list and press "Unpair ->". Alternately, double-click on the pairing. This will remove the pairing and add both players to the bye list. Note that you will not be able to dissolve a pairing if results have already been entered. You will need to return to the tournament menu and mark the result as "Unentered" first.
3. To create a new pairing, select a player in the "Unpaired Players" list and press "Add ^". Alternately, double-click on the unpaired player. Repeat this process for the second player.
4. If the "Prompt for Pairing" box is unchecked, the new pairing will automatically be created with the first available table. If the box is checked, will need to press "Pair <-" to create the pairing.
5. You may assign a table number from available table numbers by selecting the table number from the "Table Number" dropdown prior to creating a new pairing. Note: Pairings will be added to the list in the order created. double-click the "Table" heading if you want to resort the list by table number.
6. Once all pairings are correct, press "Save".

Entering Match Results

1. Select the table to enter the results for. You can do this by clicking in the pairing list or by entering the table number in the "Table" field.
2. Select the radio button next to the name of the player winning the match. You may also enter a draw results or to mark the match as unreported in the event that results had been entered for the wrong table.

3. If either player is choosing to drop from the tournament, check the “drop” box next to that player’s name.

Correcting Match Results

1. For an existing round, simply follow the instructions for “Entering Match Results”
2. For a previous round, the match result may be altered through Player History.
3. Press “Player History” and select the player in question. Alternately, if that player appears in a selected table in the results entry tab, you may double-click on the player’s name to go immediately to that player’s history.
4. In the player history screen, you can review all of the player’s matches along with whether that player won or lost each round.
5. Click on the round with the incorrect results.
6. Click on the radio button indicating whether this player won or lost (or if the results was a draw).

Note that pairings for the current round will NOT be changed based on the new values. The match points for both affected players will be updated and future rounds will be paired based on the new results. If desired, the current round may be reset and paired again (only recommended if players haven’t been seated) or manual pairings can be used to swap the pairings of the affected players so that they are properly playing in the current round at their appropriate level.

Resetting a Round

Resetting a round should ONLY be done when absolutely necessary. It will remove the current pairings and reset the tournament status to the previous round.

To reset the current round, select “Reset Current Round” from the “Tournament” menu. Read the caution message and then press “Okay”.

Printing

The printing menu may be accessed by pressing the “Print Menu” button. This menu contains reports, lists, and other useful printing tools for use in running a smooth tournament. Note that this is probably the most confusing screen in the system, but it also has a lot of powerful options to make tournaments run more efficiently.

Next to each report there is a “Print” button which can be used for printing that report directly. There is also a checkbox that can be used for automatic printing (discussed later).

Selecting a Printer

To select an active printer, press “Select Printer” and select the printer you wish to print to from your computer’s list.

Note that if you print a report and no printer has been selected, you will be prompted at that point to select a printer. If you print a report and there is already a selected printer, it will automatically go to that printer, so if you are using multiple printers, you will need to Select the new printer prior to selecting your report.

Report List

Two pairing list options are available. Note that there is a round drop-down box that can allow some reports to be run for previous periods if desired.

1. Pairings by Player. This list is very useful to post a list for players to scan and find the table number that they have been assigned to. It is sorted by player name.
2. Pairings by Table. This list is useful for smaller store tournaments where tables are announced by the organizer at the beginning of each round. It is sorted by table number. Note that as players with higher match points are assigned to lower table numbers, there may be other uses for this report in larger events such as feature match or press coverage selection. A box can be printed next to each table to be used to quickly record results so that all results may be entered quickly from a single page once all games have ended.
3. Standings. This will sort the player's by their match points and apply tie breaks, displaying all players based on their current full standings. Note that pairings are done by match points only, so the standings will not necessarily reflect the current pairings. Standings are used for the final cut, however when a cut to top-8 or top-4 is used. Standings may be printed using the most recent full round results, or provisional standings based on results already entered within the current round.
4. Results Slips. Results slips are used in very large tournaments using a scorekeeper. They are printed 4 per page and should be cut and placed on the tables for the players. Players are responsible to enter results and turn in the slips to the scorekeeper. Note that sometimes, players are required to raise their hands and have the judge fill out the slip based on verifying the results with the players. As there are a number of options when printing Results Slips, it is given its own section below.

Result Slips Options

- Include Signature Line. Check this box if players will be required to sign or initial the slip to indicate that they agree with the entered results. This is a good idea if judges are not going to verify results. Players should fill out the form before signing and the winning player should bring the result slip to the scorekeeper to prevent cheating.
- Paper Cutter. If this box is unchecked, results slips will be printed in numeric order with the understanding that judges will be using scissors to cut them. If this box is checked, they will print in an order that will make them more easy to cut and distribute.
- Sheets per group. If using a paper cutter, this is the number of sheets that the paper cutter can adequately handle and will affect the order in which slips are printed for maximum efficiency.
- Include Drop Checkbox. If this box is checked, a box labeled "Drop" will appear next to each player's name that they can check to indicate that they are planning on dropping from the tournament after the current round.
- Include Quick Entry Code. If this box is checked, a numeric code will appear at the beginning of the slip that can be used by the scorekeeper to quickly enter the results with just a few keystrokes.
- Message. If a message is entered here, it will appear at the bottom of each slip. Examples of messages might be, "Welcome to the tournament. Good luck players!!" or more practical such as "There will be a 20-min lunch break and the next round will begin at 1:30".