Setting Up A Competition Using the ISU Judging System

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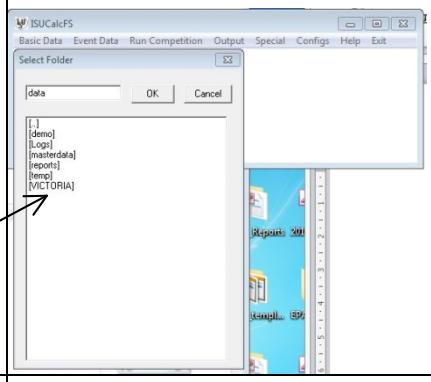
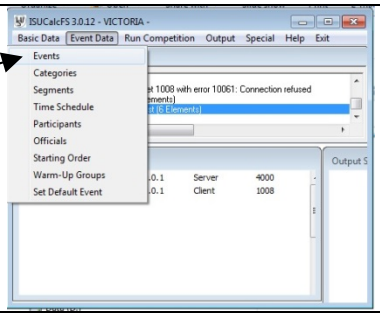
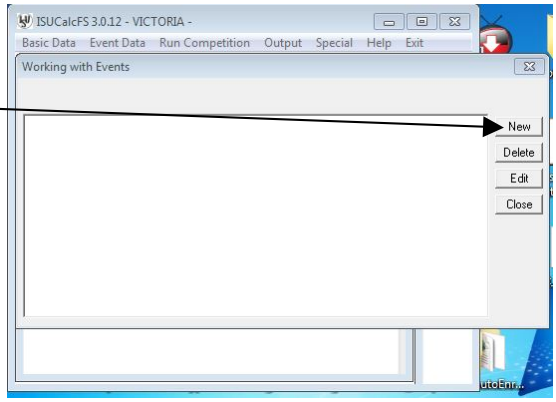
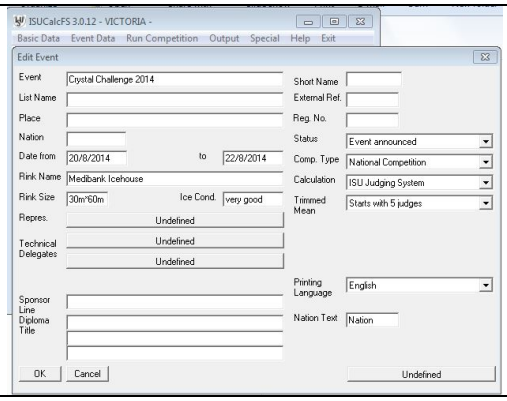
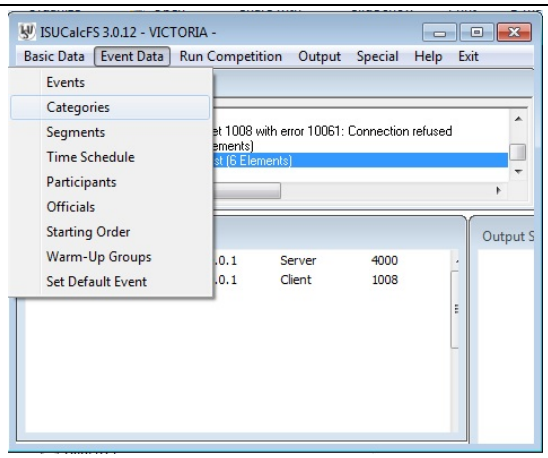
Revision History
1.2 – Page 4 includes AussieSkate & Artistic information.
1.0 – Original Document

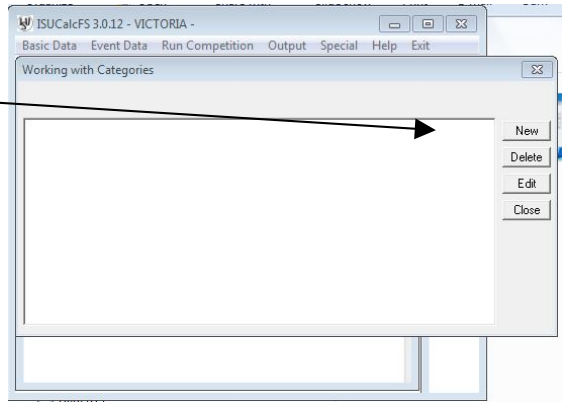
When the computer boots up, many programs to do with setting up an event will automatically open. These extra screens are to do with the scoreboard software. You can close them. The only one you need is ISUCalcFS. Double click the VICTORIA folder (there will be a date after the name, indicating when the last update was.)	
An error message will pop up, telling you that there is a connection error. Ignore and close the box. This is referring to the Expert computer, used during a competition.	
Setting up the Event Select Event Data / Events.	
Select New	
Enter the details of the event. Many fields are left untouched; basically enter the event name, dates and rink name. Click OK when done.	

Entering Categories (Divisions)

Select Event Data / Categories



Select New



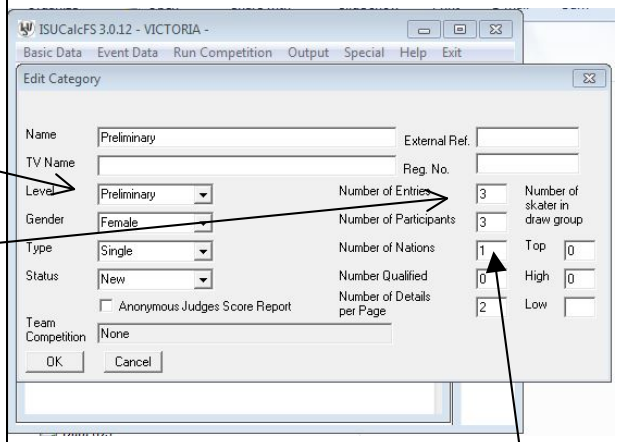
Enter the level of the Category (see table below for Singles information)

Select Gender and Type

Enter Number of Entries, Participants & Nations.

OK

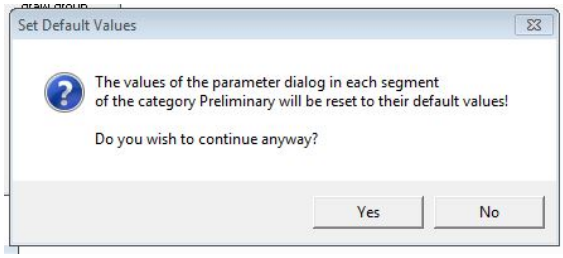
NOTE: It is best to set up the categories from the schedule so that they are in competition order. This makes it easier for the Accountant to find the categories on the day. You cannot change the order, once set up.



Number of Nations means number of states that are represented in the category / division.

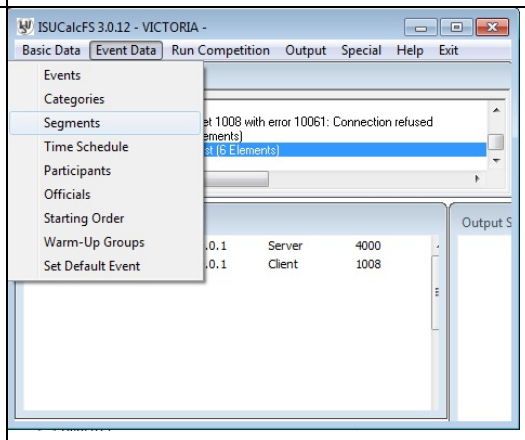
Singles	IJS Level	IJS Verification
Aussie Skate (all levels)	AussieSkate	None
Preliminary	Preliminary	None
Elementary	Elementary	None
Pre-Primary	Basic Novice A	ISU
Primary	Basic Novice B	ISU
Intermediate	Basic Novice B	ISU
Novice	Advanced Novice	ISU
Junior	Junior	ISU
Senior	Senior	ISU
Artistic (all levels)	Atristic	None

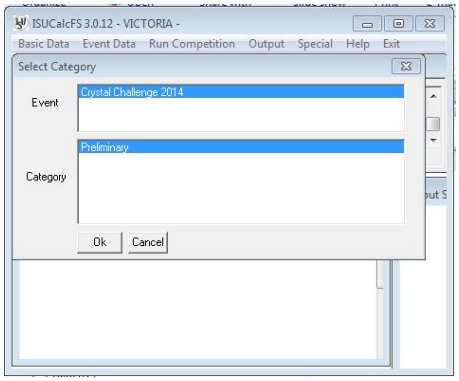
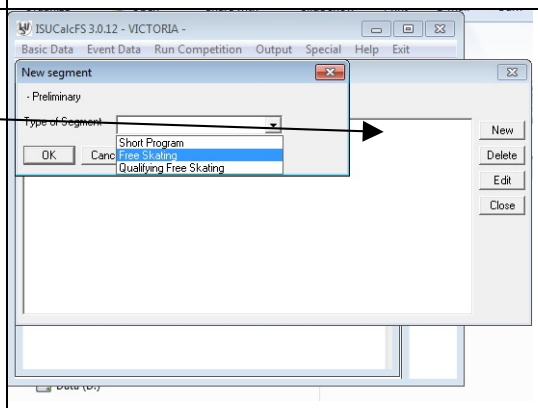
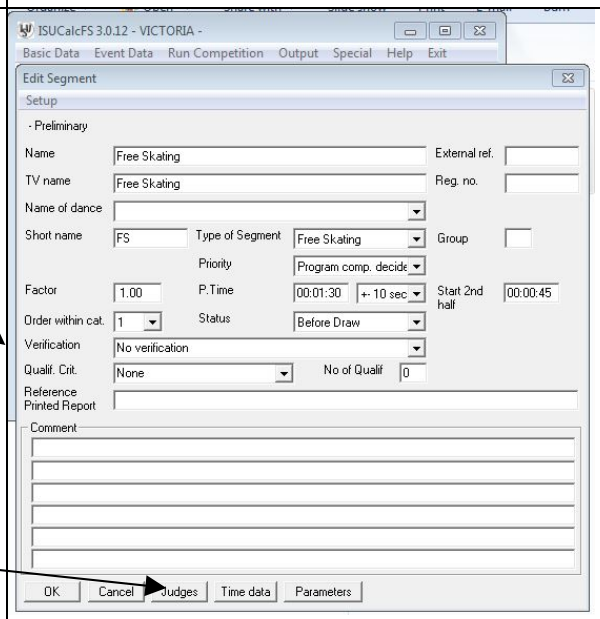
This box will pop up…say Yes.



Entering Segments

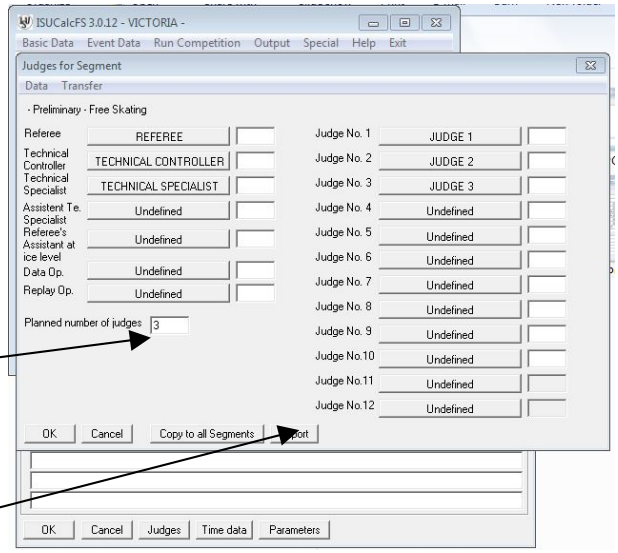
Click Event Data / Segments. This will allow you to select the type of program eg. Free /Short in Singles events, Pattern Dance (Without Keypoints), Pattern Dance (With Keypoints), Short Dance, Free Dance in Dance events etc.



Select the Category that you wish to work with.	
Seect New. Select the Program type from the drop down menu. OK	
Depending on the category, you will need to change the Verification box. Pre-Primary, Primary, Intermediate, Novice, Junior and Senior will **all** have ISU rules left in the box. For *all other events,* select No verification. (see table page 3) Select Judges	

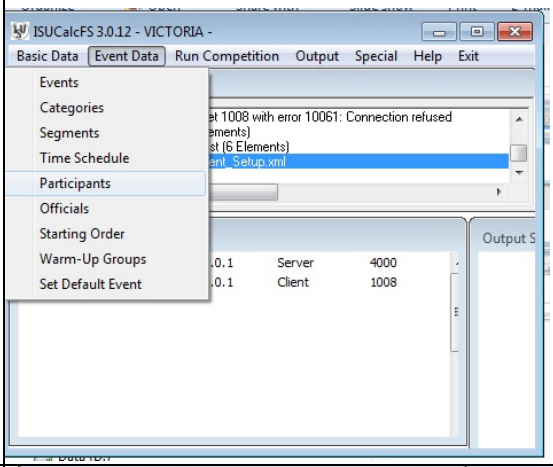
If you know who the judges are at the time of set up, names can be entered from the data base. If you don't know who is judging (highly likely!) you must enter names so that the judging sheets will print correctly. For this reason, JUDGE 1 etc are loaded into the data base. You must also enter the number of judges or the sheets won't print.

Once judges have been set up, you can save time in the next segment by importing judges from another segment.



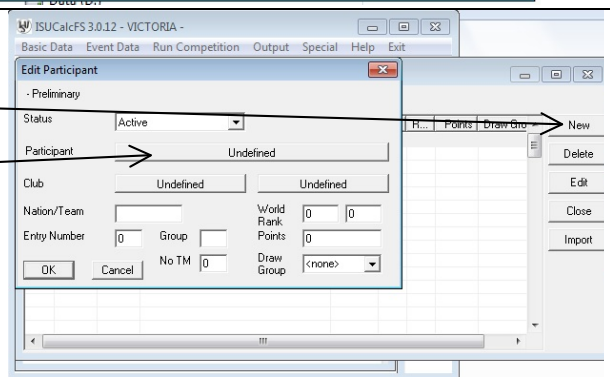
Entering Skaters Names

Select Event Data / Participants

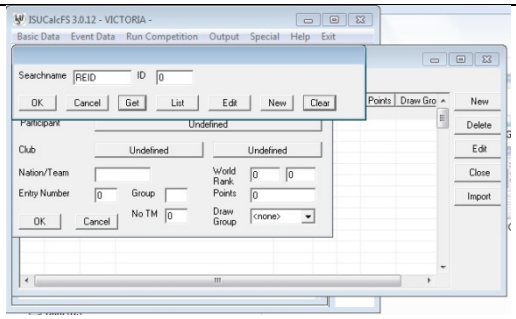


Select New

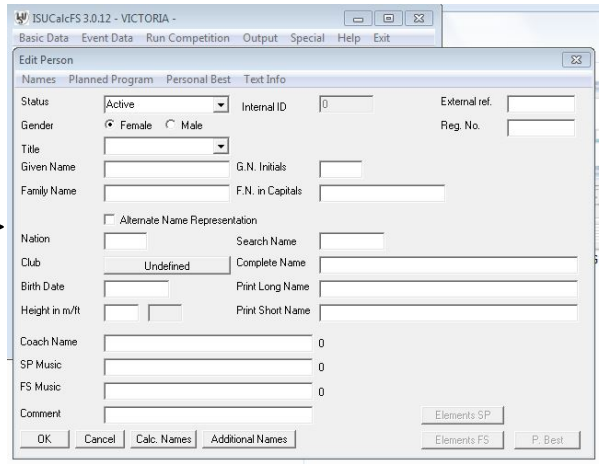
Select Undefined



There are many ways to select a participant. You can select List and search. A quicker method is to type the first 4 letters of the skater's surname, plus the first letter of their given name, then click Get. If a skater is not automatically entered, click List and search. If they are not in the List, click New and create a new entry for them.

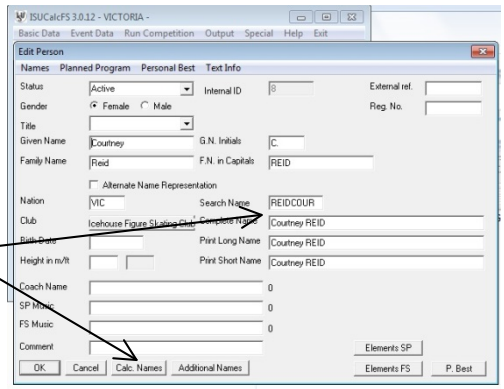


New entry form



Make sure you enter their state (Nation) and click Calculate Name, before you click OK.

This will generate their name in the data base, including their abbreviated search name.

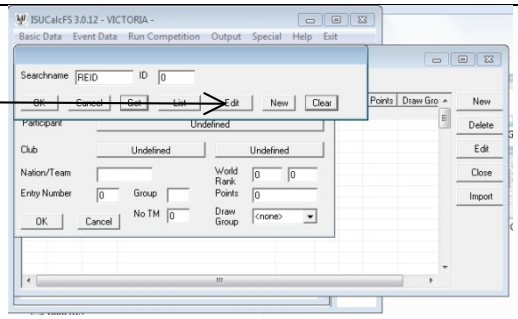


Entering PPCs

For many events, a PPC must be entered. To do this, select the participant.

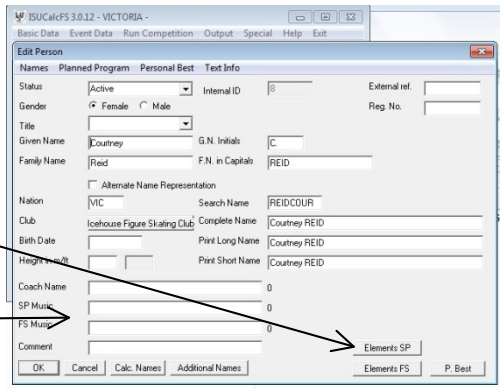
It is time saving to enter PPCs at the time of setting up Participants. To do so later is very slow by the time you have clicked through all the screens.

Select Edit

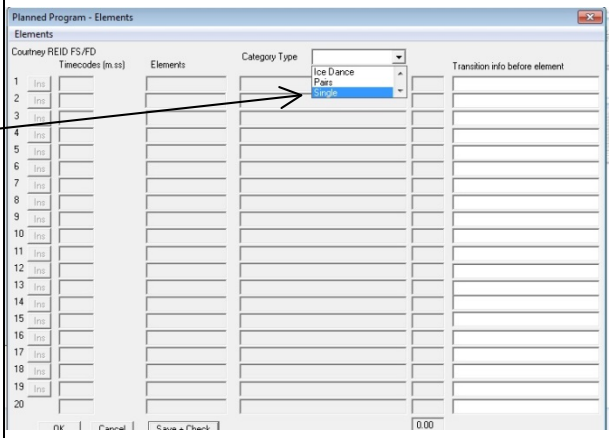


Select Elements FS (or SP if you are entering a short program PPC as well).

Music details are entered here and print out on the judges sheets. Make sure you enter free skate music into the FS box.



If the skater is new, or has never had a PPC entered before, you will have to select the type of event from the top.

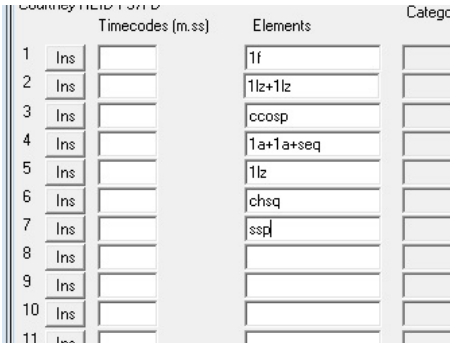


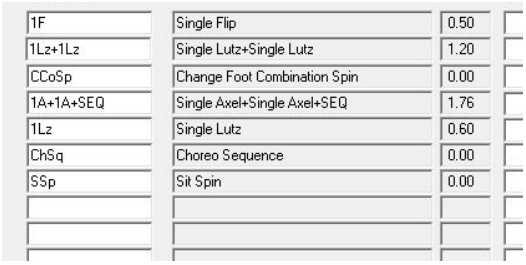
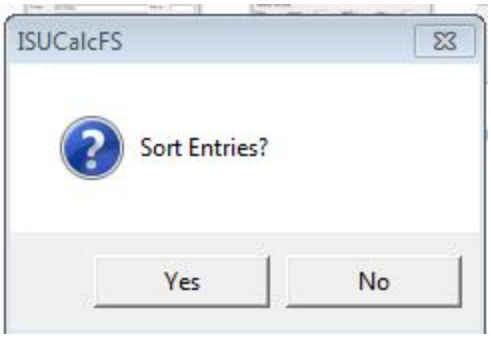
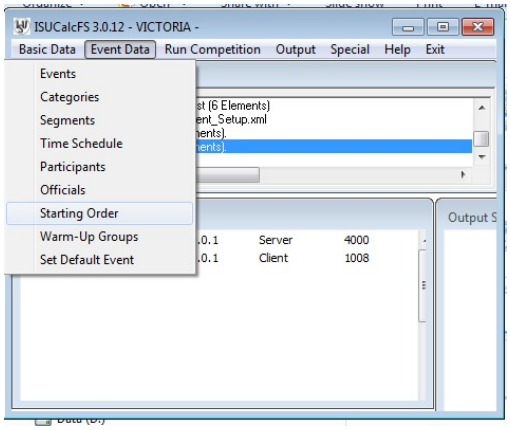
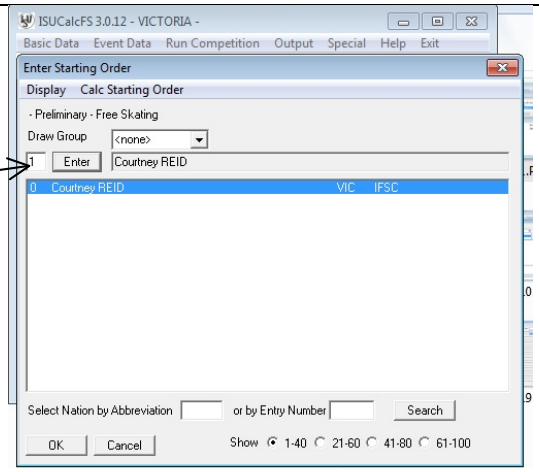
Insert the abbreviated elements. You do not have to use capital letters.

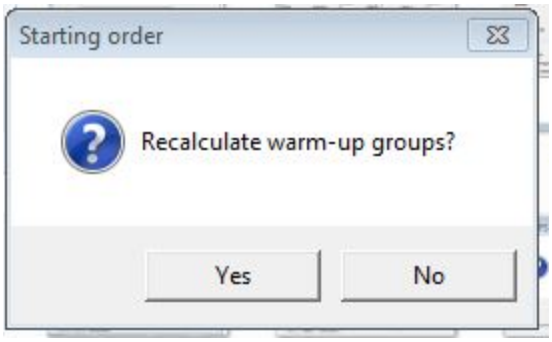
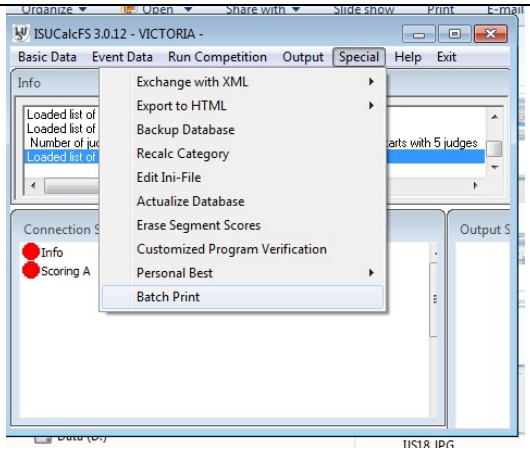
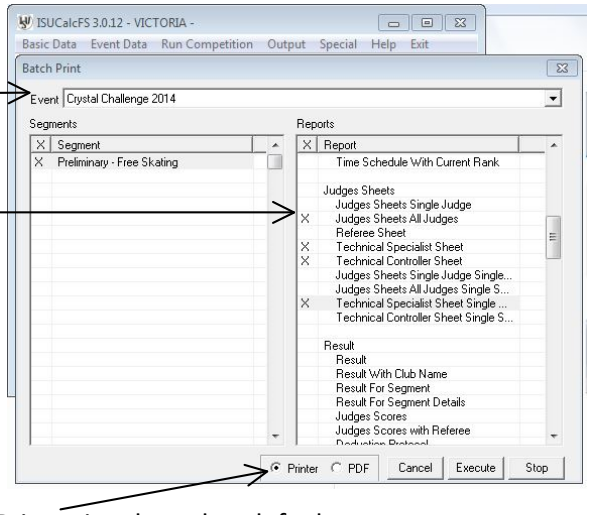
Do not enter any spaces between the letters and + sign.

Make sure you enter +seq if the jumps element is a sequence. You do not have to enter +combo, but you can if you like.

Click Save and Check at the bottom of the box.



If the elements are correctly entered, you will see capitalisation and a description of the elements on the right. If you have entered an element incorrectly (wrong abbreviation), it will tell you that the element is not recognised and you can fix it.	
Repeat the instructions to enter all participants for the category. When you have finished entering participants, click Close. A pop up box will appear, click Yes.	
Starting Order Select Event Data / Starting Order	
Select the participant. Enter their skate order into the box and press Enter. Repeat for all skaters in the event. Select OK NOTE: Judges sheets will not print correctly if the skate order is not entered.	

A pop up box will occur – Select Yes.	
Printing Judging Sheets It is the job of the person who sets up the comp to prepare the judging sheets. You will need a ream of paper! Select Special / Batch Print	
Double click on **every** segment on the left, that you wish to print from. Double click on **every** report that you want to print, on the right. Only select TC and TS sheets if the comp has them. Click Execute. NOTE: Unless you entered judges' names, entered the number of judges and entered a skate order, the sheets will print out as blank templates. *Very annoying!* You will need to sort the paper into piles for each judge and technical personnel. The papers need to be in the order of the competition and placed in a folder – one for each judge.	 Printer is selected as default.

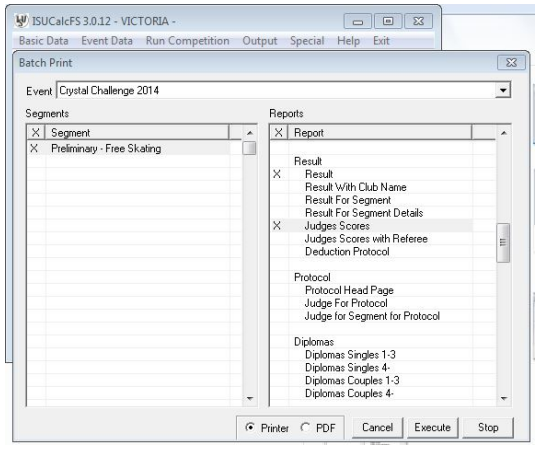
You do not need the instructions below to set up a competition, but they are needed for during a competition. It's just valuable information to know.

Printing results for the judges to sign.

Printing results is done during ice cuts so that the results can be authorised.

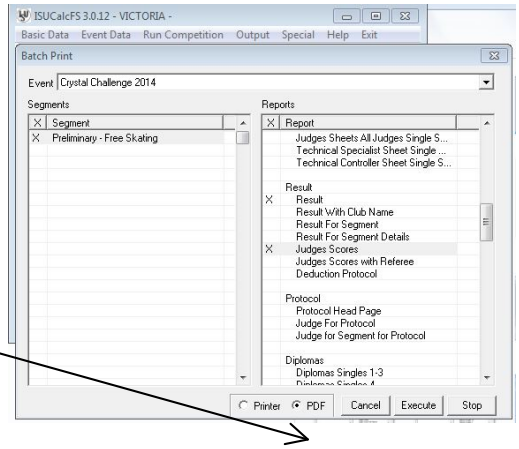
Select Special / Batch Print.

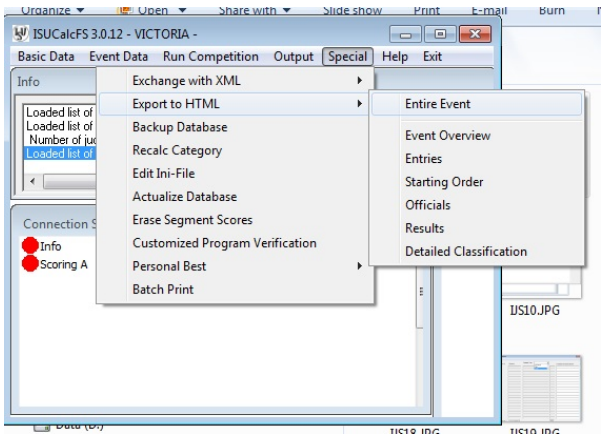
Double click on the segment (left) and Result & Judges Scores (on the right). Click Execute.



Generating results for the website

All results will need to be generated as PDF files. Print the Results and Judges Scores for every segment of the competition and place in a folder (named after the event) on the desktop. Make sure you select PDF.



Select Special / Export to HTML / Entire Event.

The export will automatically go to the HTML results folder on the desktop. When the export is finished, open the folder and select the contents. Right mouse click and Cut the contents. Paste them into the folder containing the PDF results that you generated earlier. Put the folder onto a USB stick (there is usually one attached to the cables black bag) and make sure that it gets to Andrew Taylor for uploading to the website.