# TScore

# User Guide

**This document includes features introduced at TScore v10.2.74**

**TScore** *the complete Trampoline Competition package*

*TScore is a registered trademark*

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# 1 Introduction

Welcome to the TScore User Guide. This manual will help you find you way around the TScore program so that you can use its features to best effect.

TScore® was developed by an overworked trampoline competition organiser who was certain that there had to be an easier way to do things than all of the manual processes needed to manage the entrants before and during competitions when using existing scoring software.

The emphasis throughout its design has been to keep it as intuitive as possible, since a high proportion of its users will have had minimal previous experience of computer scoring. In regional trampolining competitions, training of completely new recorders has taken under 5 minutes. Existing users of other systems have needed no more than a few words to get them started. Queries during the competitions have been minimal, with a very low number of recording errors.

TScore supports Individual and Synchronized trampolining, DMT and Tumbling. You can also use TScore for Artistic Gymnastics. As this is different in a number of respects from trampoline and tumbling, there is a separate user guide for Gymnastics. We are also trialling Acrobatic Gymnastics and Pole Sports.

This manual is split into a number of sections. It isn't necessary to understand the entire system just to do one job (such as scoring), so you may skip directly to the section of interest to you – each section is intended to be self-contained.

In order to make it more accessible, the manual has been assembled in 'reverse order'! This isn't as daft as it sounds, since the majority of users will be put in front of a fully loaded and configured competition system, so they only need to know how to score. The next section tells you how to set up and manage a competition, whilst the final section tells you how to install the software and its components.

The sections are as follows:

1. **TScore Overview**
   *This tells you what TScore can do, but not how!*
2. **Scoring a Competition**
   *This is the guide for Computer Recorders at competitions*
3. **Creating a Competition**
   *This is for the Competition Organisers*
4. **Installation and Configuration**
   *This section is for your IT expert to set up the computers and software in the first place*

Throughout this manual there are useful hints, indicated with a 'light bulb' symbol:

and the occasional bit of techno-babble to keep us anoraks happy, indicated thus:

Some of the screen shots in this manual may be slightly different from your version – you should still recognise them though. If all else fails, just try a few things in the program – it is very forgiving and should let you know if you are about to break anything!

# 2 TScore Overview

TScore makes the task of organising and running a trampoline competition much easier. It helps you at all stages of setting up and running a trampoline competition -

### Competition Setup:

- Set the competition Name, Venue and Date
- Set the competition rules for scoring and tie breaks (FIG, USAG) for each class
- Set the classes and disciplines
  (up to 600 classes per event, TRA, SYN, TUM, DMT, ACR, POL)
- Define Qualification / Mobility / Relegation scores, places or percentages for each class
- Should each class have a final, how many rounds or passes
- Should finals be 'zeroed'
- Time per entrant to compete / warmup including 2-bed running adjustments
- Run multiple flights (up to 11 per class)
- Predefined class descriptions for UK (BG, BSGA) and USA competition structure
- Save / Load class definitions from text files
- Decide the number of judges and panels
- Time of flight, bonus and difficulty scores for each class
- Personalise the results and export file formats
- Create your own certificate templates
- Run multi-region/state events with separate results

### Entry Collection:

- Collecting competition entries in a consistent format
- Excel forms for entries and officials
- Includes optional competitor number (e.g. BG number) and date of birth
- Automatic DoB to age group calculations per grade / level
- Male, Female or mixed gender classes
- Team designations
- Payment calculations and sign-off sheet
- Single sheet entries for TRA/SYN/DMT/TUM
- Multi-sheet entry sheets if preferred
- Predefined 'Clubs' lists for easy completion of all details
- Email contacts loaded from file for automated notifications
- Alternative 'flat file' competitor entry lists
- Import csv files for entrants – including BG GymNet and USAG roster formats
- Manual entry and alterations
- Export entrants in bounce order for Time-of-Flight systems

## Entry Processing and Timetabling:

- Reads and loads entry forms into the competition database
- Works out how many trophies you will need and creates the engraving plate text
- Calculates an initial timetable for you
- Graphically edit the timetable – just a five-minute job
- Timetable up to 8 panels
- Join classes into single flights for timetabling
- Fully adjustable timings for warmup and compete per class / level
- Automatic warmup time adjustment for 2-bed panels
- Produces printed copies of the overall and individual panel timetables
- Generates a draft programme running order for you
- Lets you rapidly search and edit entries directly in the competition database
- Sets a random start order for all classes with one click
- Manually adjust the compete order using drag / drop
- Generates checklists for Marshals and Judges
- Generates manual scoring sheets
- Reload entries with Merge / Replace options to keep up with all those late entries!
- Merge small classes or split large ones into flights
- Email full or partial lists of entrants to each competitor with message and attachments
- Interactive ‘Team Editor’ for rapid checking and assignment of entrants to teams
- ‘Club Editor’ lets you change club long/short name and emails in one go
- ‘Club Editor’ lets you see how many have competed and had certificates printed

## Scoring the Competition:

- Single screen operation
- List the classes by panel
- Single click to change competitors
- Warnings if you haven’t saved the current competitor’s scores
- Colour coding to show new and modified scores
- Undo and Save options plus 'Autosave'
- Automatic correction of common typing errors
- Warnings if scores differ too much
- Display of total scores as you enter each judge
- Add, Remove, Withdraw, Reinstate entrants
- Copy and paste sets of scores
- Shuffle scores up and down the list of entrants
- Calculates individual and team results
- Complies with FIG or USAG code of points for tie-breaks
- Time of flight recording to FIG requirements
- Horizontal Displacement recording to FIG requirements (electronic and manual)
- Print checklists for marshals and the superior judge
- Print manual recording sheets – single or multi-line
- Print individual and team results
- Print or save personalised certificates with scores and positions
- Direct judge deduction entry from Android tablets or phones with the TScore app

## Managing the Competition:

- A Competition Status screen to track the progress of the event
- Easy to use, rapid searching and sorting let you find an entrant in a few keystrokes or clicks
- Simple, direct update of entrants with confirmation screens
- Records the time of each change, so viewing programs can show the latest scores
- Companion program 'VScore' provides continuous unattended display of the latest results
- VScore can cycle through up to 3 TScore databases automatically
- VScore can filter each display by panel or discipline
- VScore can publish live results as structured HTML to a website folder
- Export results to Excel including BG numbers and optional date of birth
- Complex multiple qualifying conditions are handled (scores and percentage placings)
- Automatic highlighting of qualifying and relegated competitors
- Save competition database to file
- Load competition database from file
- Supports Individual and Synchronised Trampoline, DMT, Tumbling, Artistic, Acro & Pole
- Up to 4 passes for DMT / TUM
- Two qualifying rounds plus final for TRA / SYN
- Separate or combined results for multiple regions / states

This is all achieved through a very forgiving graphical user interface that has been designed for ease of use and flexibility.

The following sections of the manual guide you through how to use the program from the viewpoint of a Computer Recorder, a Competition Organiser and finally the IT Systems person responsible for installing and configuring the system.

# 3 Scoring a Competition

### For Computer Recorders

This may be the first time you've had to do computer recording at a competition, or you may have used other programs before and this all looks a bit new and scary.

Either way, don't panic! TScore is very easy to use and will guide you through the process. If you are about to do something irreversible or unusual, it will warn you, explain what your options are and let you decide how to proceed.

Normally, the computer will already be set up and running the program, ready for you to start. If it isn't though, simply click the TScore icon on the computer desktop to start the program.

## 3.1 The Welcome Screen

When you start the program, you will see the main 'welcome' screen like this:

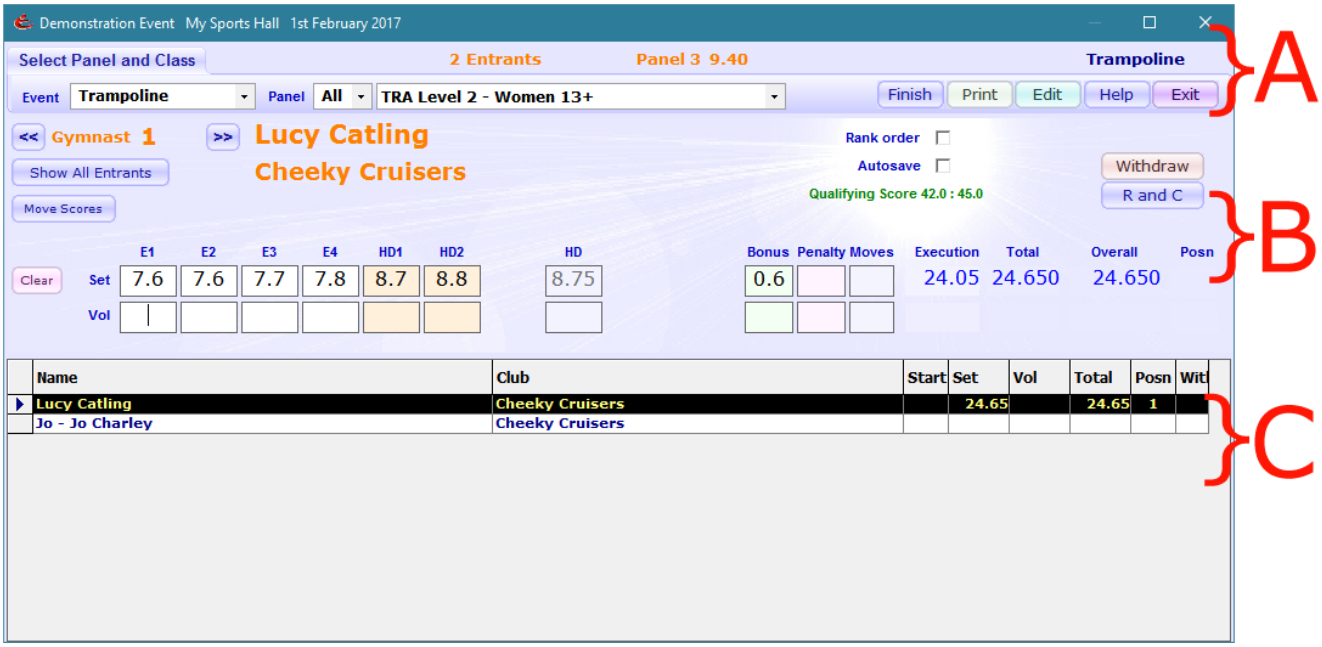
The current competition name, venue and date are shown at the top of the screen.

If the competition name and date are not set correctly, or there are some buttons missing from the screen, check with the competition organiser, as you may not be connected to the correct competition database.

As a recorder, you should only need to use the 'Score this Competition' option from this screen. When you click this button, the scoring screen will appear, as shown on the next page.

At most competitions more than one computer is used to record scores – one per panel is normal. The computers are therefore networked together so they can share a single database on a 'server' computer, in which all of the results are recorded. When you start the program, you may have to use the 'Connect' option to choose the server and database you want to connect to. The most recent server and database are remembered for the next time the program runs. Any of the recording computers in your network can be a server – you do not need a dedicated PC for this purpose.

## 3.2 The Scoring Screen




This is the screen that you should see while you are recording scores. It has 3 main sections – top, middle and bottom. The middle section (B) where you enter the scores will change according to the format of the competition and even each individual class within the event. Two, three or four rounds, different numbers of judges for each panel and discipline, optional tariff, bonus, time of flight etc. will all be taken care of for you.

If the display is incorrect, you can use the Preferences option (from the main Edit Competition screen) to enable or disable specific features (such as changing the number of form judges on your panel).

### 3.2.1 Choosing a Class and Competitor

Terminology: A '**panel'** is a set of judges, officials and one or more trampolines on which one gymnast (or synchro pair) will compete at a time. A '**class'** is a set of competitors having a common grade or level, gender and age group. A '**flight'** is a set of competitors who perform as a group, sharing a warmup on a panel before competing. Flights are normally 10 to 18 gymnasts, and may comprise more than one class (if the classes are small). Conversely, a single large class may be split into a number of flights.

The top section of this screen (A) lets you choose the class to score from a pull-down list. You can filter by 'event' (aka 'discipline'), then by Panel, then by Class. You can either choose a single class, or show 'All Classes'. When scoring, it is best to choose just the class you need.

You can use the buttons to the right to print results, lists and certificates, edit competitors' details or to return to the main screen.

It's a good idea to set the panel from the first drop-down on the screen, so that only those classes on your panel are listed.

When you choose a class, the list of entrants appears in the bottom section of the screen (C). Here, you can see their names, club, panel, 'start order', the currently recorded scores for each round and their overall position. To the right of each row is the 'Withdrawn' indicator.

The details of the first competitor in the class will be shown in the middle section of the scoring form. To choose a different competitor to score, simply click on their row in the list.

If you click on the header of each column, TScore will sort the list by that column. Click again to sort in reverse order and a 3rd time to reset the order.

The middle section of this screen (B) contains the information for the competitor you have chosen from the list. You see their name, club and the currently recorded individual scores.

If you double-click on the competitor's name, you can begin typing the name of a particular person. This is especially useful for R&C where the order the gymnasts present in can be quite random. The search will return matching names in the currently selected class (so select All Classes to search the whole event)

### 3.2.2 Entering Scores

To enter scores, position the cursor in the box for the first judge of the round you are scoring and enter the scores as the Chair of the panel reads them out.

You can set the cursor to the box you want by doing any of the following:

- Clicking the box with the mouse
- Using the 'Tab' key on your keyboard
- Using the 'Arrow' keys on your keyboard

You only need to put the numbers in. Zeroes and decimal points will be inserted intelligently by TScore (although it won't object if you do decide to enter them).

**Example**

If the scores are 7.6, 7.4, 7.0, 7.5, 7.7 and the difficulty is 1.5,
you can press the following keys:-

**7 6 tab 7 4 tab 7 tab 7 5 tab 7 7 tab 1 5**

If you need to enter a score less than 1.0, simply put a zero or '.' in front of it: 04 is 0.4 for example.

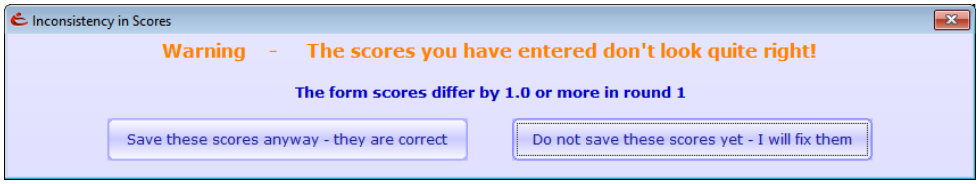
Common typing errors are corrected for you - "76." or ".76" will be interpreted as "7.6"

As each new score is entered, it is shown in BLUE on the form. The "Save" and "Undo" buttons will also appear, and the totals will update according to the usual scoring rules.

Click the 'Tab' key on your keyboard to move to the next judge, 'Shift'+'Tab' for the previous judge.

When the scores for a competitor have been entered, you may click the 'Save' button to save the changes. Alternatively, simply pick another competitor, click on the **Next** button (or the 'Enter' key when you are in the last box on a row) to move to the next competitor. In each case you will be asked to confirm whether to save the scores you have just entered.

Before it saves any scores, the program will check that they are complete and sensible. If you have missed any scores out, it will ask you to confirm this. It will also ask you to confirm the scores if they differ by one whole point or more (this range is configurable).




If you have unsaved changes, the **Exit** button will be disabled until you either 'undo' or 'save' the scores.

### 3.2.3 Changing Scores

If you have made a mistake in entering the scores, it is very easy to change them. The method is exactly the same as entering scores - you simply position the cursor in the score you want to change.

You can use the delete, backspace and arrow keys within each score.

When you first tab into a box, its entire content will be selected, so you can just type the new value in directly if you wish.

When you change an existing score, it will be shown in GREEN. The **Save** and **Undo** buttons will also appear.

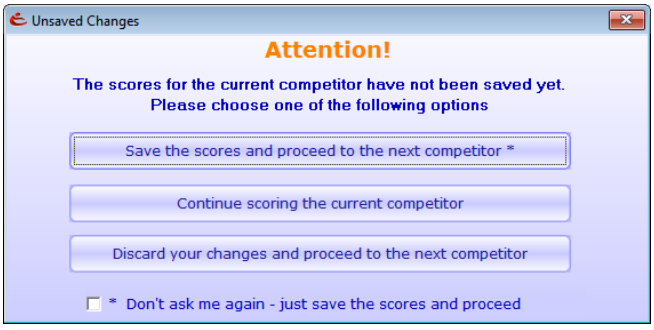
Click Save to save the revised scores or Undo to revert to the original scores.

### 3.2.4 Changing to another Competitor:

To change competitors, you may do any of the following:

- Click the **Previous** or **Next** arrows
- Click on a name in the table
- Press 'Enter' in the last input box for a round

If you have unsaved changes to the current competitor, TScore will ask whether you want to save or discard your changes:



You must now choose whether to:

- Save the scores and continue to the competitor you have chosen
- Ignore the 'change competitor' request and return to score the current competitor
- Abandon the unsaved scores and move to the new competitor

If you check the **Autosave**, or **Don't ask me again** box your changes will just be saved automatically when you change to a different competitor. It will however always ask for confirmation of any possible typing errors or omissions.

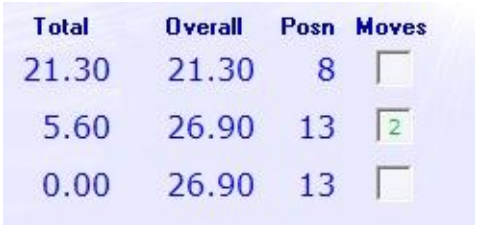
### 3.2.5 Clearing all scores for a round

If you want to remove all of the scores for this competitor in a particular round, just click on the appropriate **Clear** button to the left of the row.

### 3.2.6 Changing the list order

Initially, competitors are shown in bounce order. To show them in rank order, just click the **Rank Order** checkbox on the scoring form. They will appear in descending order of their current placings. Note that if a 'Zero Final' rule is being applied, this can be a little confusing, as the rank order may differ from the total score order.

### 3.2.7 Incomplete or Non-Qualifying Routines




Some promotion rules require that only those competitors who complete both routines are eligible for promotion points. For this reason, you should ensure that if a routine is interrupted, you must record the actual number of completed moves for that round in the box provided. This is then taken into account when calculating the qualifying percentages. If the routine is completed, leave this box blank.

This is also important to signify to TScore the situation where a competitor made a mistake on the first move and scored 0.0. You must set the 'Moves' to zero if this happens.

If the routine does not meet qualification criteria for some other reason (e.g. a voluntary routine has a lower tariff than permitted) then put an **X** in the **Moves** box. This will prevent the competitor being identified as a qualifier, even if they meet the score or finish position conditions.

### 3.2.8 The Final

If you check the **Final** box on the scoring form, then the top 8 competitors* from the first two rounds are listed in reverse order. You MUST uncheck the **Rank Order** box for this to take effect - otherwise you will just see all of the competitors in order of their scores.

* If you wish the final to include a different number of entrants, the competition organiser can change this on the **Preferences** form, from the 'Edit Competition' screen.

### 3.2.9 Withdrawing a Competitor

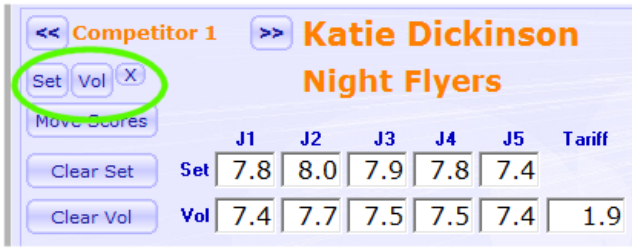
To Withdraw a competitor, simply click on the **Withdraw** button and confirm your action.
To Reinstate or change competitor details, please see the section below entitled 'Editing the List of Competitors'. You can also use this option to record a 'Did Not Start' where an athlete salutes to show attendance.

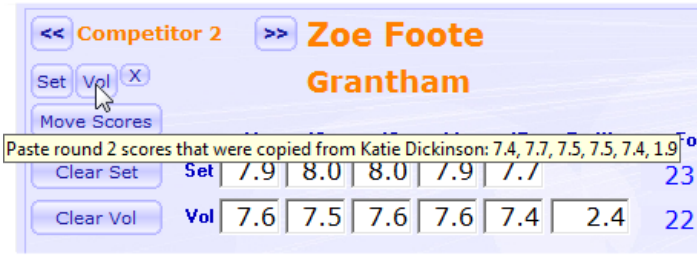
### 3.2.10 Copy and paste a set of scores

So the inevitable has happened and you realise that you've just entered all the scores for someone against the wrong gymnast. You could just move to the correct competitor and enter the scores again, but TScore offers another option – the ability to copy and paste full result sets (either one round or all rounds). To copy, position the cursor in a score input box, hold down the <ctrl> key and press the 'S' key. (This is shortened to **<ctrl>S** etc. in the rest of this guide). To copy the scores for all rounds from the current competitor, use **<ctrl>A**.

When you do this, you will see the **Paste** buttons appear on the scoring screen:

Now you can change to a different competitor and simply click the buttons to paste those scores into the new competitor. You can also use **<ctrl>W** to paste one round or **<ctrl> Q** to paste all rounds. If you want to paste scores copied from one round into a different round, position your cursor in the target round, then press **<ctrl>J** to paste the saved Set scores, **<ctrl>K** for the Vol, **<ctrl>L** for the Final or **<ctrl>M** for the second Final (DMT/Tumbling).




When you hover the mouse over each 'Paste' button, it shows you the values that it contains and the competitor from which they were copied.

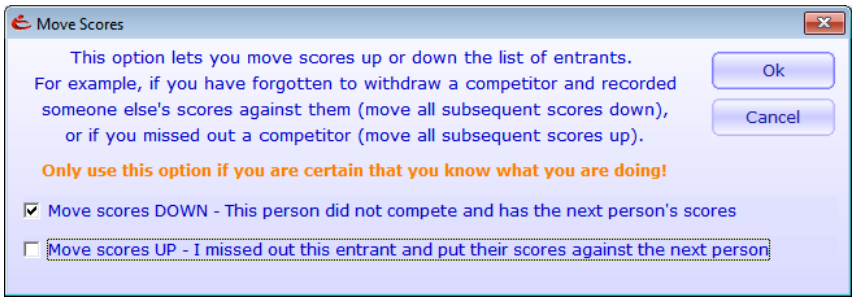
To hide the paste buttons, simply click the little '**X**' button next to them.

### 3.2.11 Moving scores for multiple entrants

It is not unusual for scores to be recorded against the wrong competitors for quite a while before the mistake becomes apparent. This is usually caused by either accidentally leaving a gap, or by confusion over withdrawn or reinstated entrants. For example, entrant 3 does not bounce but gets entrant 4's score recorded, then 4 gets 5's, 5 gets 6's etc. and the problem doesn't get noticed until you've nearly finished the round.

To correct such cases, you can use the 'Move Scores' option as follows.

Select the first competitor with the wrong score and click the 'Move Scores' button. On the next form that pops up, select 'Move Scores Down' and click Ok.




The scores for the marked competitor and all subsequent entrants will be moved down by one person. Any 'withdrawn' competitors will be skipped over.

Note that if the last competitor has a score recorded against them (that would be overwritten) you will be asked to confirm the move.

If a competitor's scores do get overwritten in this manner, they are automatically copied to the paste buffer in case you want to apply them to another competitor.

This option can also be used to move scores UP - if you accidentally skipped a competitor, or one was marked as withdrawn, but they bounced anyway.

For this situation, you mark the first competitor whose scores are to be overwritten - ensuring that they have been reinstated first if necessary.

If you are unsure about using this option, we recommend that you take a safe copy of the competition database first.

Note: The Move Scores is only shown if you are viewing a single class.

### 3.2.12 Time of Flight, Penalty and Bonus Scores

TScore also lets you record the **Time of Flight** for each routine. To enable this you must:

1. Check the "Time of Flight" box on the Preferences screen
2. Check the "Time of Flight" box for each class that you want to use it in the Class Editor.

When you do this, the Time-of-Flight entry box will be shown on the Score screen, and the totals will change to display 3 decimal places of precision.

**Bonus Scores** can be included in a similar fashion – set the global switch in Preferences and then the per-class switch for the ones that need it.

Note that bonus scores will count towards any qualifying execution scores when specifying per-round qualifications.

**Penalty Scores** are used to record overall penalties (i.e. Chair's deductions) for each routine. This is for things such as dress-code violations. Enter a positive number, which will be deducted from the overall score for that round.

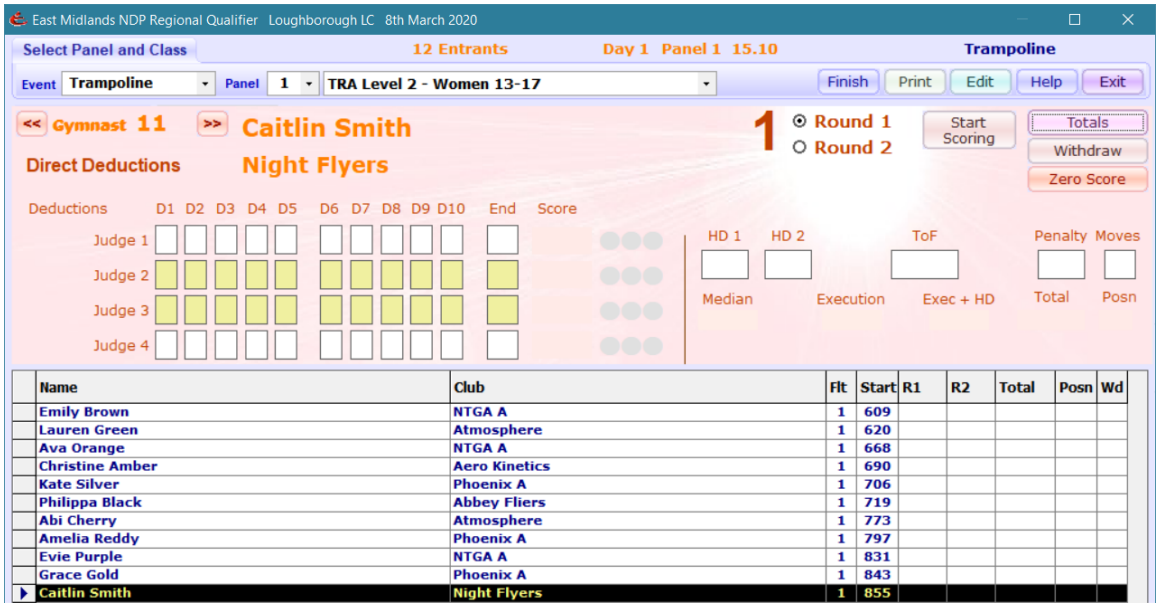
### 3.2.13 Direct entry of deductions by judges

TScore supports the use of Android tablets for each execution judge to enter per-move deductions for TRA, SYN, DMT and TUM. Once these have been set up for the event (see later), scoring entry is overseen by the recorder, but each judge is responsible for entering their own deductions.

As a recorder, once you have selected a class that is configured for direct entry, you will see an additional **Deductions** button on the scoring screen.

Clicking this will take you to the Deductions screen.

(Click the **Totals** button to return to the 'normal' scoring screen)

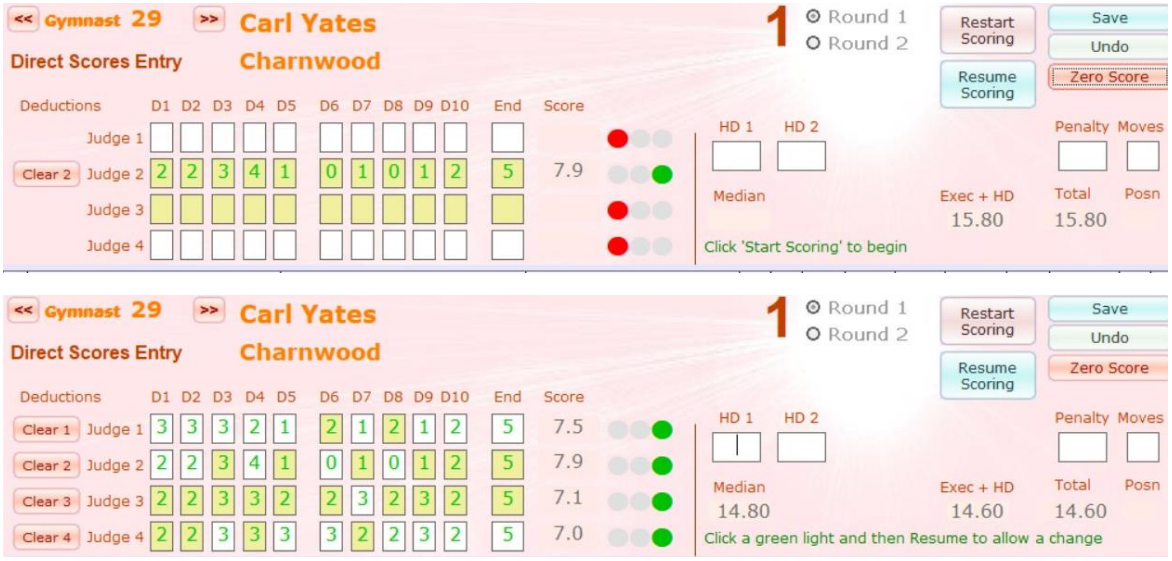


Choose the gymnast and click the **Start Scoring** button. The 'traffic light' buttons will turn red as TScore notifies the tablets on that panel that the next gymnast is starting. As each tablet receives the message, it sends back confirmation to TScore and the buttons turn to amber, showing they are ready to enter the scores.

If a light stays red, try clicking the offending red light to re-send the notification to that judge. TScore will automatically retry though, (unless that option has been turned off in Preferences). The usual causes for this are when a tablet has disconnected from the network, of has the wrong panel/judge number set.

If it still doesn't turn amber, ask the judge to click the 'Refresh' button on their app. If that still fails, check network connections and the correct setting of server, database, panel and judge on the tablet in question. In some cases, rebooting the tablet can help.

Judges now enter their scores (see next section) and as they submit them, the lights turn green and the scores appear:




When all the lights turn green, TScore will stop checking for scores and show the **Save** / **Undo** buttons.

The recorder can enter the additional scores – HD, Bonus, Time of Flight, Penalty – at any time, but note that *you must click out of each box as you enter the scores*, or they will be cleared when the next set of deductions appear.

Now **Save** as normal – the usual warnings will be presented if TScore needs to warn about inconsistent entries.

If you need one or more judges to correct a score, click their green light to reset it to amber, and click the **Resume Scoring** button.

Don't forget to set the 'Round' correctly for each pass.

Once scores have been entered in this way for a round, you will notice that the totals are copied to the regular 'Totals' screen, but the boxes are disabled to prevent you entering scores that conflict with the deductions. You can mix scoring methods between rounds / entrants though if you need to – for example, in the event of a hardware or network failure.

You can also enter the deductions manually should you need to – either the whole sequence are just corrections. You should look for obvious discrepancies in the end deductions in particular, as these may just indicate that the judge forgot to record them.

You will notice that some of the deduction boxes are coloured yellow. These are the 'median' judges' scores and the pattern can be useful in identifying judges who are consistently under- or over-marking.

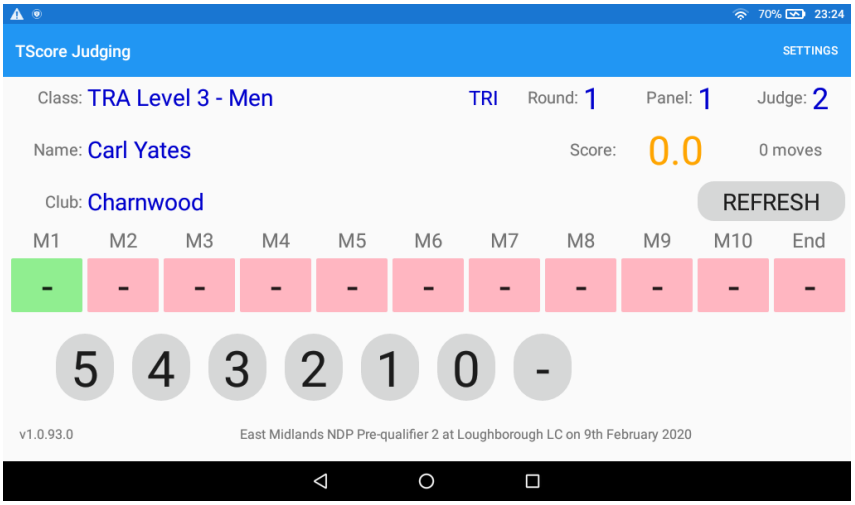
A 'Median' total is also shown, but as of v10.2.74, this is for information only and is not used to calculate the final results. This is a planned feature for TScore.

### 3.2.14 Using the TScore app

The TScore app runs on Android devices and must be connected to the same network as the competition database and TScore recording PCs. Installation and configuration are described later in this guide.

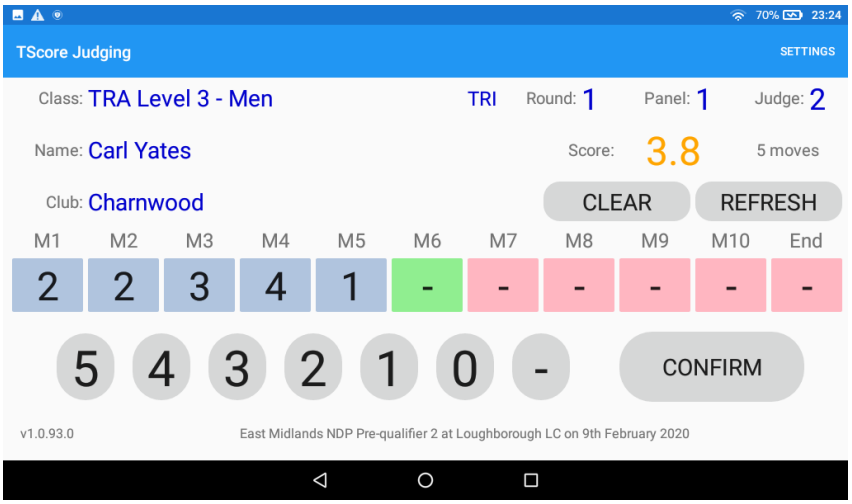
As an execution judge, you will see the app scoring screen, which will update to display the currently performing athlete's name, club and class, along with the panel, your judge number and the round being scored.

You should write your deductions down as normal during the routine, but then copy them directly into the app – you don't need to do the adding up.



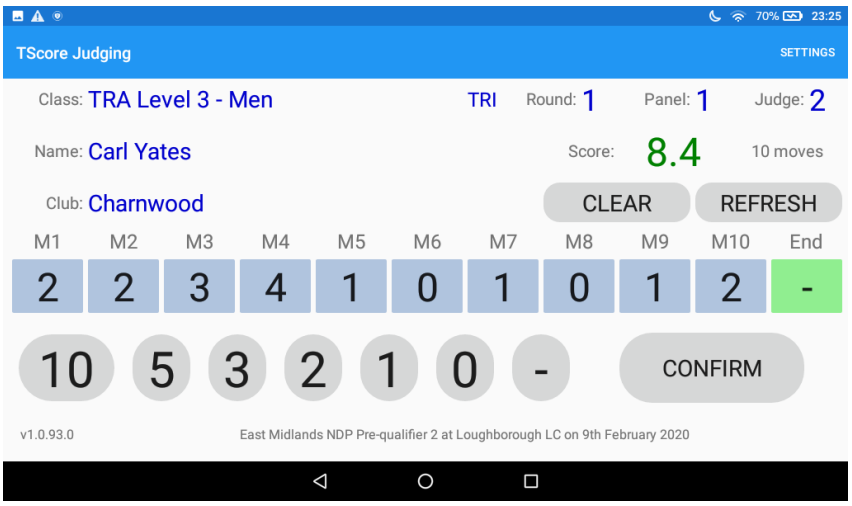

Once the routine/run has been completed, the judges enter their scores by clicking the deduction buttons for each move (including the end deduction). The next move to be scored is shown in green, unset scores are shown in red.

As you touch each score button, the input focus will automatically move to the next deduction.



To correct a score, just touch that box – it will turn green – and pick the correct score button.

The buttons shown will change when you get to the end deduction, so that only valid deduction scores are presented.




Once all of the scores are entered, double-check them and then click Confirm to send them to TScore.

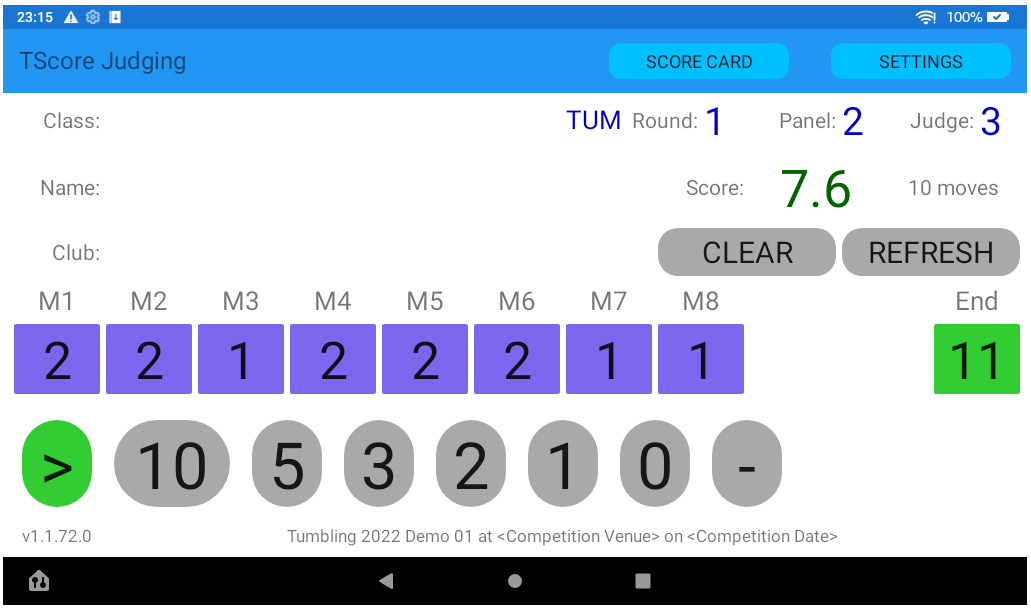
Note that the total score is also shown, should you need to show this on score card for example.

If you need to record an interrupted routine, simply enter the deductions as normal – the actual number of moves to score will be set by the recorder and TScore will automatically calculate the corrected total.

To see the score up to a specific move on the app though (if you need to hold up a score card for example), just touch the box representing the last scoring move.

You can click the **Clear** button to clear all of the deductions boxes and click **Refresh** to reload the current competitor.

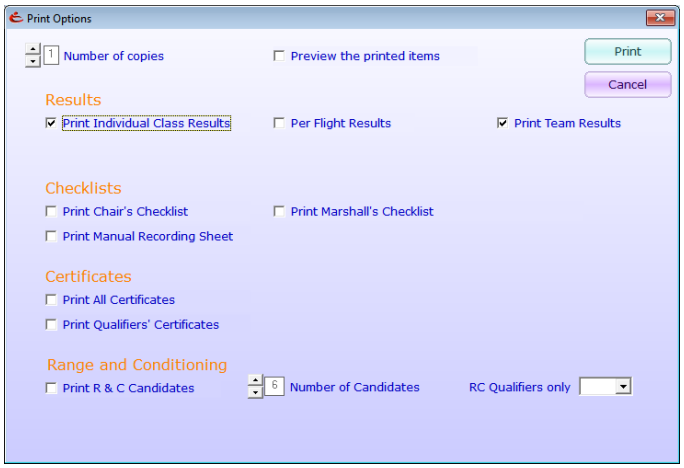
The app now has an additional end-of-routine deduction button for TRA and TUM to indicate that extra moves have been performed – this adds 1.0 to the EoR deduction.




There is also now a ‘Score Card’ button to display the score for all to see.

## 3.3 Printing

To print results, checklists or certificates, simply choose the class you want to print and click the Print button at the top of the scoring form.




### 3.3.1 Printing the Results

To print results, from the scoring screen choose the class you want to print and click the Print button. You can then set the number of copies you want to print and decide whether to print the Individual, Team or both sets of results. You can also print results for a specific flight (useful for some USA meets)

The results may be previewed to the screen (this uses Excel - so you can use the Print option from there if you wish). If the Preview box is unchecked, the results will be sent directly to the default printer on your computer.

When printing Individual results, you can choose to print a list of Range and Conditioning candidates only – this is the top 6 finishers in the current class. If the current class is 'joined' from two or more other classes, the top 6 finishers in each of the constituent classes will be printed. If you want more or fewer than 6 candidates listed, just change the number on the form.

### 3.3.2 Printing Checklists

You can also print Manual Recording Sheets and checklists for the Marshalls and the Chair of the panel.

Choose the class, and then pick Print. Check the boxes next to the documents you want to print, set the number of copies and whether to preview the documents. Then click Print.

If the class has a final, you may choose to print the checklists you need for the final by checking the 'Final' box on the form. If you only want to print spaces for the preliminary rounds, check the 'Preliminary Rounds Only' box. Otherwise, classes having a final will print a second row of recording boxes for each entrant.

If you chose to preview the documents, they will appear in Excel, from where you can save them to file, or print them manually.

### 3.3.3 Printing Certificates

You can also print certificates for all competitors in the chosen class. This will take the Certificate Template that has been set up by your competition organiser, and substitute each entrant's name, club, score and position before printing each certificate.

If you only wish to print certificates for entrants achieving the qualifying scores that have been defined for this event, check the 'Print Qualifiers' Certificates' box.

You can also print certificates for competitors who have not recorded a score yet. This is especially useful if you want to produce a full set of 'participation' certificates before you actually run the event.

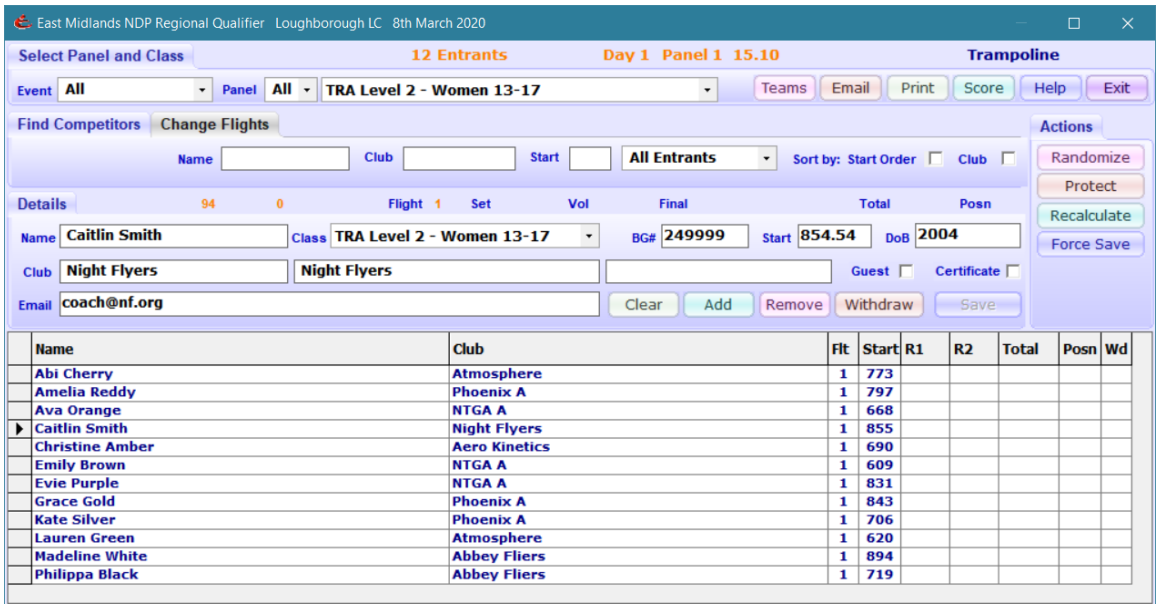
Note: If you want to print certificates for each club or school, you can use the Edit Clubs option.

TScore also lets you save the certificates to file rather than print them immediately. By default they are saved as Word files, but you can also choose PDF format. Certificates are saved to the Certificates folder, further grouped into Club/School folders.

### 3.3.4 Editing the List of Competitors

If a competitor's details have been entered incorrectly or you need to add a new competitor, you may click on the 'Edit' button at the top of the Scoring screen.

This will change the middle part of the screen to let you alter the details of an existing competitor, add a new competitor or completely remove a competitor from the competition database. There is also a rapid search facility to help you find the competitor you want to change.




As an example, suppose that a competitor has been entered into the wrong class.

Click the Edit button and click the competitor in the list to display their details. Then change the class using the pull-down list in the 'Competitor Details' part of the form and click **Save Changes**.

You will now be shown a summary of the changes you are about to make and asked to confirm this.

To add a new competitor, enter their name, club and class in the Competitor Details section and click **Add**. You will be shown a summary of the new entrant's details and asked to confirm that they are to be added to the competition.

Note that if the competitor already has scores recorded, some changes (altering the class for example) are not permitted. Some changes such as correcting club / team names once scoring has started, or changing the multi-region scoring options may also require you to click the **Recalculate** button in order to update positions and team scores. This is a safe operation anyway, so if in doubt, click it anyway!

In the Edit screen, you can use the built-in search facility to rapidly find a competitor. If you type the first few letters of their name or club, the list will be updated to show only those matching entrants. This is especially useful if you are unsure which class someone has entered - just set the class selector to 'All Classes' first.

## 3.4 Withdraw or Reinstate Competitors

If a competitor does not yet have a score recorded against them, the **Withdraw** button is shown.

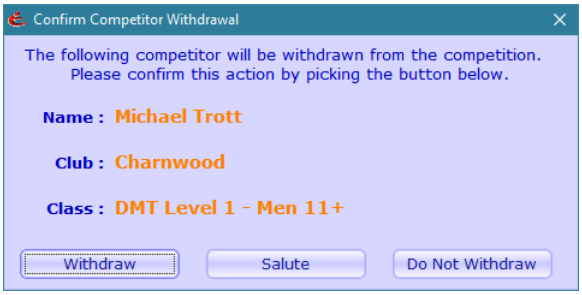
Clicking this will explicitly mark them as having withdrawn from the competition. (This is important, as a withdrawn competitor must be treated differently to a competitor who has competed but scored zero when calculating qualifying positions)

You may subsequently reinstate the competitor by picking the **Reinstate** button.

A withdrawn competitor is indicated by a cross in the withdrawn ('W') column of the list and by a large '**W**' in the scoring panel:

## 3.5 Removing a Competitor

It is possible to completely remove a competitor from the competition database. Pick the 'Remove' button from the Edit Competitor screen. You will be asked to confirm this operation.




You have the option to choose 'Withdraw' (in which case the athlete will not be shown in printed results) or as having presented at the event to 'salute', in which case they will be shown as 'DNS' on the results list. This distinction is needed to satisfy specific rules in some jurisdictions.

## 3.6 Saving and Exporting all of the Results

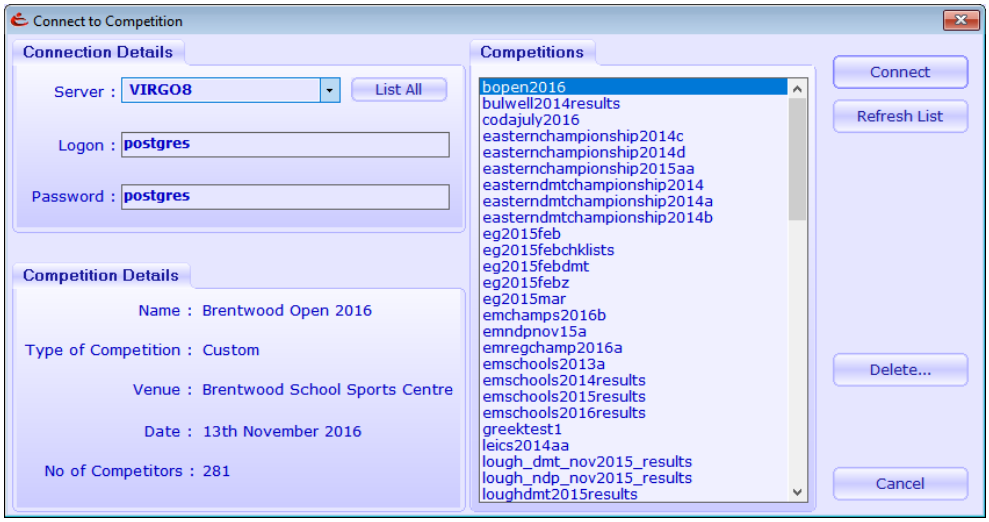
Saving the full set of results for publishing or export to other systems is described in the Competition Organiser's section below.

## 3.7 Connecting to a Different Competition

You may need to change competitions when first setting up, or if more than one competition database has been used for your event.

From either of the 'Main' or 'Edit Competition' screens, click the **Change...** button at the top right.

This will display the 'Connect' window:

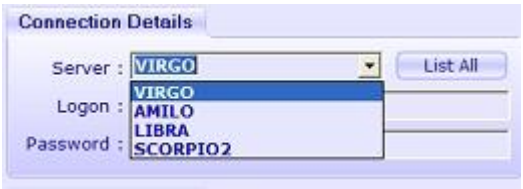



The 'Connection Details' show you which database server you are connected to (with a drop-down list of any other servers on your network), plus the current database connection username and password.

The 'Competitions' list shows you all of the competitions on the current server, while the 'Competition Details' box displays information about the competition currently highlighted in the list.

TScore remembers the server and competition that you were last attached to, and automatically connects to this when you next start the program.

To change to a different competition on the same server, simply click it in the list (the details will be shown) and then click the **Connect** button. You can also just double-click the list entry if you prefer.



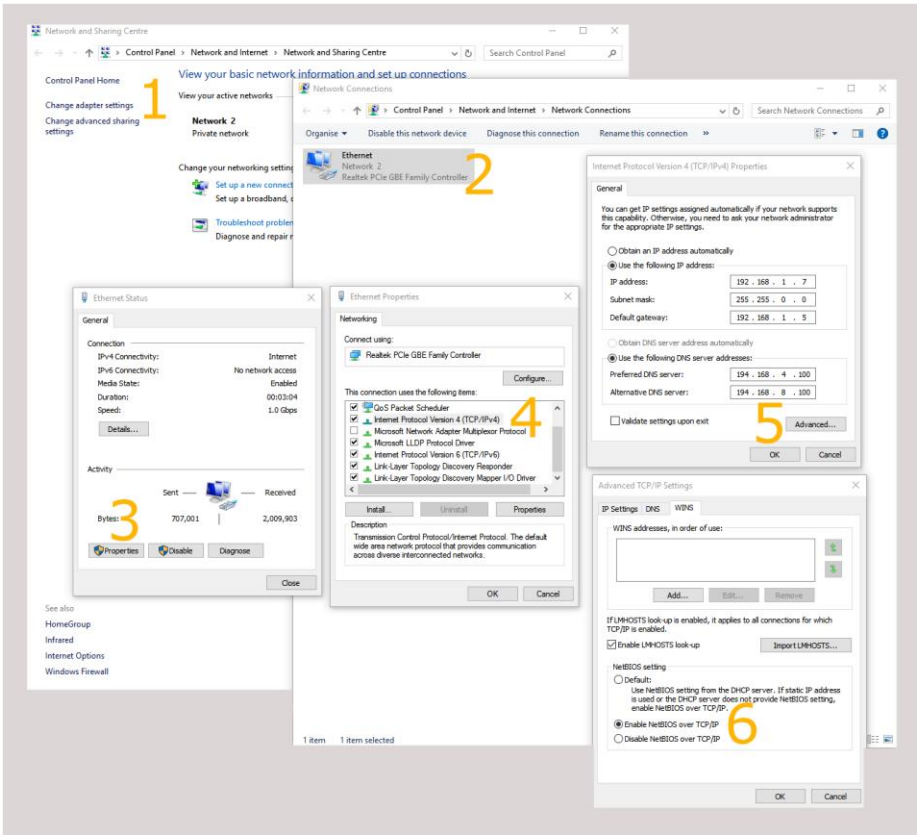

To switch to a different database server, click the pull-down list of servers and select the one you want. If the server list only contains your PC, click the **List All** button to search the network for other computers.

TScore will normally only list those computers on which it can detect a database. You can tell it to list ALL computers on the network by changing the setting in the Preferences screen.

The logon and password should be as you set them when you first installed the database.
*(By default, these are both 'postgres', but your administrator may have changed this.)*

If you are having trouble seeing the other computers in your network, you can enter the IP address of the server into the 'Server' field. This may also be necessary if you are running on a single computer with no network enabled and no loopback DNS or HOSTS entry – try 127.0.0.1 in this case. To find the IP address of any PC, run a command prompt window (type 'cmd' in the Windows search menu) and then type 'ipconfig' and look for the IPv4 address. (This will usually begin with 192.168… or 10.0…)

If you cannot connect to any other computers on your network by name, you may need to enable NetBIOS over TCP/IP. To do this, go to the Windows Network and Sharing Center, Click on 'Change Adapter Settings **(1)**, then double click the network adapter you are using **(2)** (usually the wireless adapter). Then click 'Properties'**(3)** and double-click the Internet Protocol Version 4 option **(4)**. Now click Advanced **(5)** and the WINS tab. Ensure that the Enable NETBIOS over TCP/IP is selected **(6)**. Apply by clicking OK all the way back up the windows!




Note: There is a more detailed network troubleshooting guide available in the TScore website.

## 3.8 Deleting a Competition

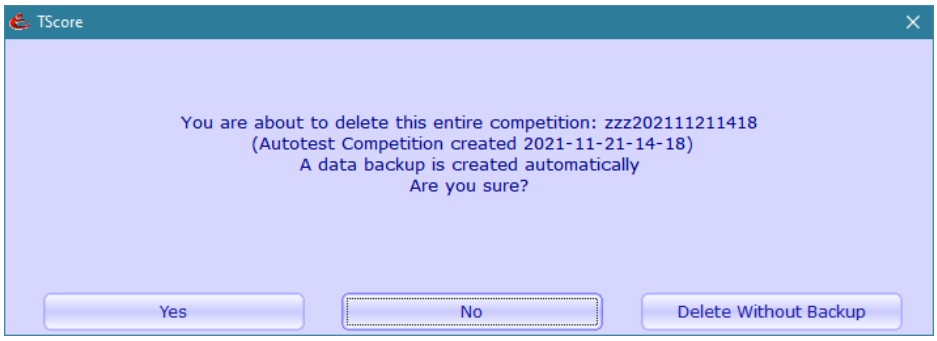
**WARNING**

**DO NOT DO THIS UNLESS YOU REALLY WANT TO DESTROY A COMPETITION DATABASE!**

**DO NOT USE THIS OPTION DURING A COMPETITION**

You can delete old or temporary databases using the Connection screen described in the previous section. Highlight the database that you want to delete by clicking on its name and then pick the **Delete** button. You will be asked to confirm the action.

Unless you explicitly choose otherwise, TScore will automatically export a safe copy of the database before it is deleted. The filename of the safe copy will be shown when the operation has completed. If you've ignored all the warnings so far and still managed to accidently delete the wrong competition, you will have to use the 'Import Competition Database' option to recover the deleted database.



# 4 Creating a Competition

**For competition organisers**

TScore includes a sophisticated entry processing system that gives you a high degree of automation when setting up your competition. The normal sequence of operations is as follows:

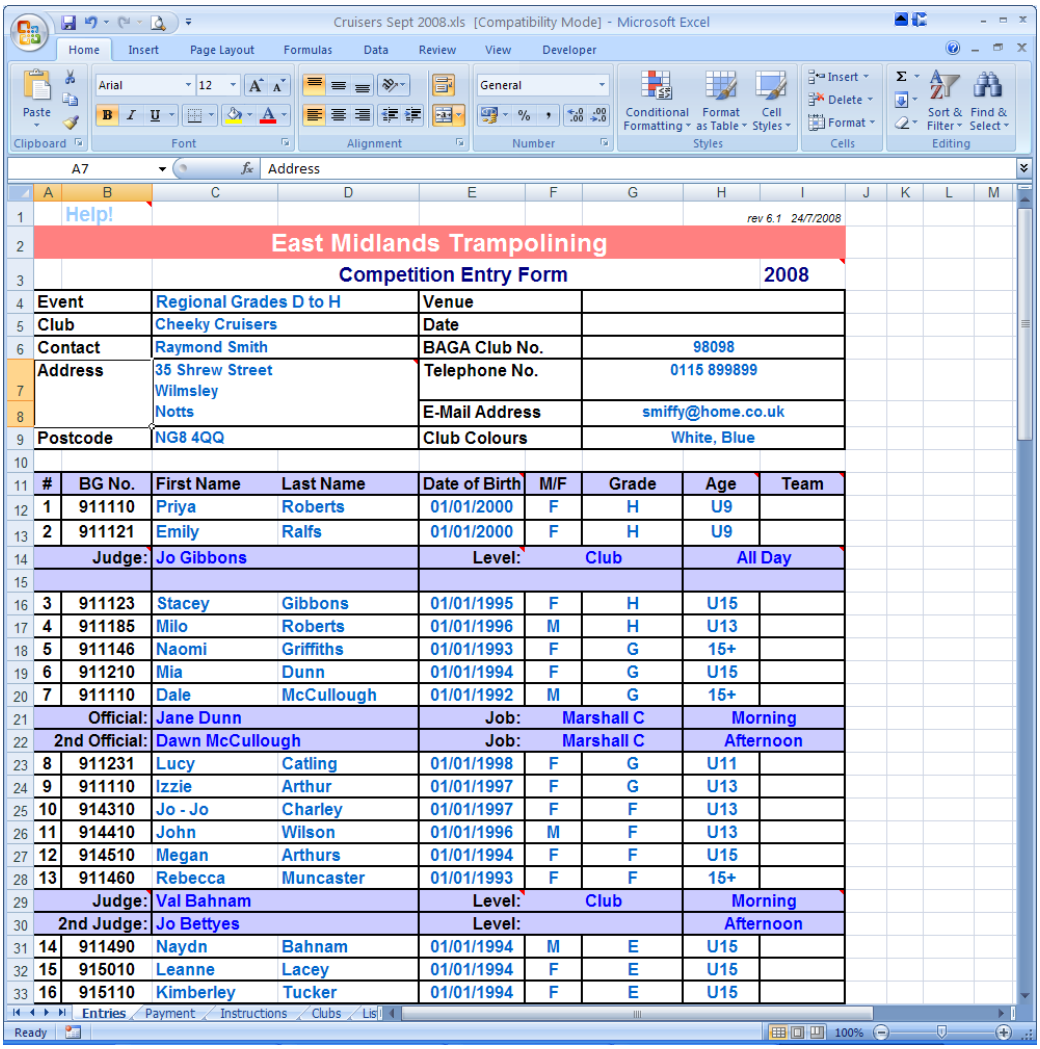
1. Prepare the blank competition entry forms from one of the templates provided
2. Email the forms to all of the competing clubs for them to fill in
3. Save the returned forms in a single folder as they are emailed back to you
4. Use TScore to create a new competition database
5. Use the predefined class definitions or create your own
6. Set the 'Entries' folder to the one above and click the 'Process Entries' button
7. Combine any small classes with others to create joint classes (with one set of results)
8. Split large classes into flights (with one set of results)
9. Adjust the timings for each of the classes if necessary
10. Use the timetable editor to arrange the classes onto the panels in sessions
11. Set the panel configuration for each of the panels in use – HD equipment present, dual beds.
12. Use the 'Team Editor' to check for and fix incorrect or missing teams
13. Randomise the start order for the competitors
14. Print the timetables for each panel and the list of trophies & medals & officials
15. Click the buttons to create the programme and checklists

Once the completed entry forms have arrived, it is entirely possible to set up a competition in a matter of minutes. The most time-consuming aspect tends to be allocating the officials to their panels, as this invariably involves manual decisions.

Each of the above steps is explained in detail in the following sections.

## 4.1 Competition Entry Forms

Unless you are importing prepared lists of gymnasts for another system, you must use the supplied Excel Entry Forms for fully automated entry processing to work. Your first task is to prepare these and send them out to all the clubs taking part.



Cruisers Sept 2008.xls [Compatibility Mode] - Microsoft Excel

Help! rev 6.1 24/7/2008

**East Midlands Trampolining**

**Competition Entry Form** 2008

| | | | |
|---|---|---|---|
| Event | Regional Grades D to H | Venue | |
| Club | Cheeky Cruisers | Date | |
| Contact | Raymond Smith | BAGA Club No. | 98098 |
| Address | 35 Shrew Street<br>Wilmsley<br>Notts | Telephone No. | 0115 899899 |
| | | E-Mail Address | smiffy@home.co.uk |
| Postcode | NG8 4QQ | Club Colours | White, Blue |

| # | BG No. | First Name | Last Name | Date of Birth | M/F | Grade | Age | Team |
|---|---|---|---|---|---|---|---|---|
| 1 | 911110 | Priya | Roberts | 01/01/2000 | F | H | U9 | |
| 2 | 911121 | Emily | Ralfs | 01/01/2000 | F | H | U9 | |
| Judge: | | Jo Gibbons | | Level: | | Club | All Day | |
| 3 | 911123 | Stacey | Gibbons | 01/01/1995 | F | H | U15 | |
| 4 | 911185 | Milo | Roberts | 01/01/1996 | M | H | U13 | |
| 5 | 911146 | Naomi | Griffiths | 01/01/1993 | F | G | 15+ | |
| 6 | 911210 | Mia | Dunn | 01/01/1994 | F | G | U15 | |
| 7 | 911110 | Dale | McCullough | 01/01/1992 | M | G | 15+ | |
| Official: | | Jane Dunn | | Job: | | Marshall C | Morning | |
| 2nd Official: | | Dawn McCullough | | Job: | | Marshall C | Afternoon | |
| 8 | 911231 | Lucy | Catling | 01/01/1998 | F | G | U11 | |
| 9 | 911110 | Izzie | Arthur | 01/01/1997 | F | G | U13 | |
| 10 | 914310 | Jo - Jo | Charley | 01/01/1997 | F | F | U13 | |
| 11 | 914410 | John | Wilson | 01/01/1996 | M | F | U13 | |
| 12 | 914510 | Megan | Arthurs | 01/01/1994 | F | F | U15 | |
| 13 | 911460 | Rebecca | Muncaster | 01/01/1993 | F | F | 15+ | |
| Judge: | | Val Bahnam | | Level: | | Club | Morning | |
| 2nd Judge: | | Jo Bettyes | | Level: | | | Afternoon | |
| 14 | 911490 | Naydn | Bahnam | 01/01/1994 | M | E | U15 | |
| 15 | 915010 | Leanne | Lacey | 01/01/1994 | F | E | U15 | |
| 16 | 915110 | Kimberley | Tucker | 01/01/1994 | F | E | U15 | |

Entries | Payment | Instructions | Clubs | List

Ready 100%

IMPORTANT!

You must set the YEAR on the front worksheet for the age group calculations to be correct. The sheets assume that age groups are defined by the calendar year of the date of birth. If you need to use the academic year instead, please use the 'Schools Competition' template entry form instead.

There are a few protected fields that contain hidden data and formulae on the sheet, so avoid too much rearranging. For example, B3 contains the Discipline identifier for the event; IND, SYN, DMT or TUM. Any other value we be treated as IND.

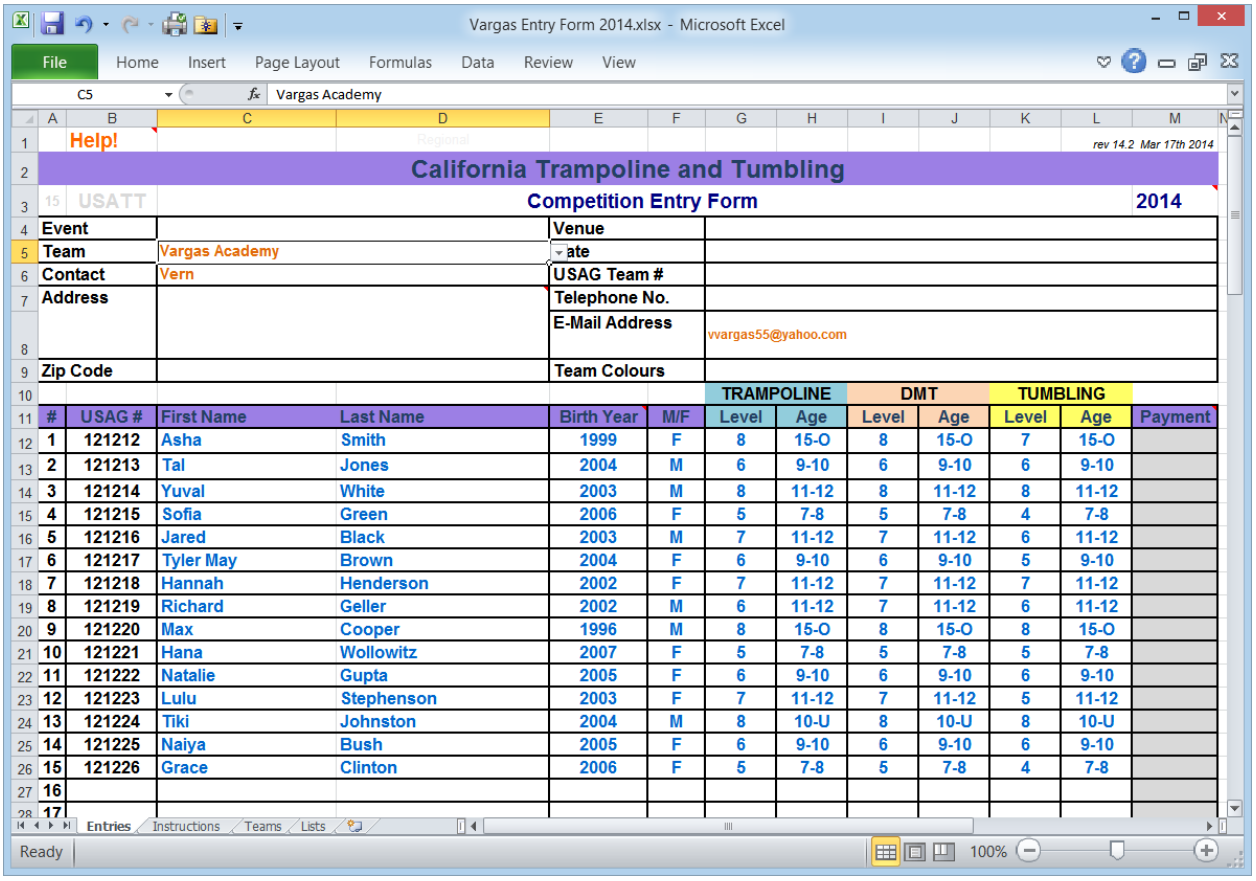
Note that Excel **must** be used to edit this form – 'Open Office' and 'Numbers' get it wrong!

### 4.1.1 Multi-Discipline Forms

Some alternative layouts for forms are also supported. If you are running a multi-discipline event, you can add a duplicate of the Entries worksheet for each discipline. In this case you MUST name the worksheets as follows: "Entries", "Entries2", "Entries TRA", "Entries SYN", "Entries DMT", "Entries TUM". In each case, ensure that cell B3 contains the correct discipline identifier.

Permitted age groups for each Grade or Level are defined on the (hidden) 'Lists' worksheet. This is reasonably self-explanatory.

A further option is presented as an example for the USAG entry forms, where each individual may enter different disciplines at different levels. There might even be different age groups per discipline. An example is shown below:



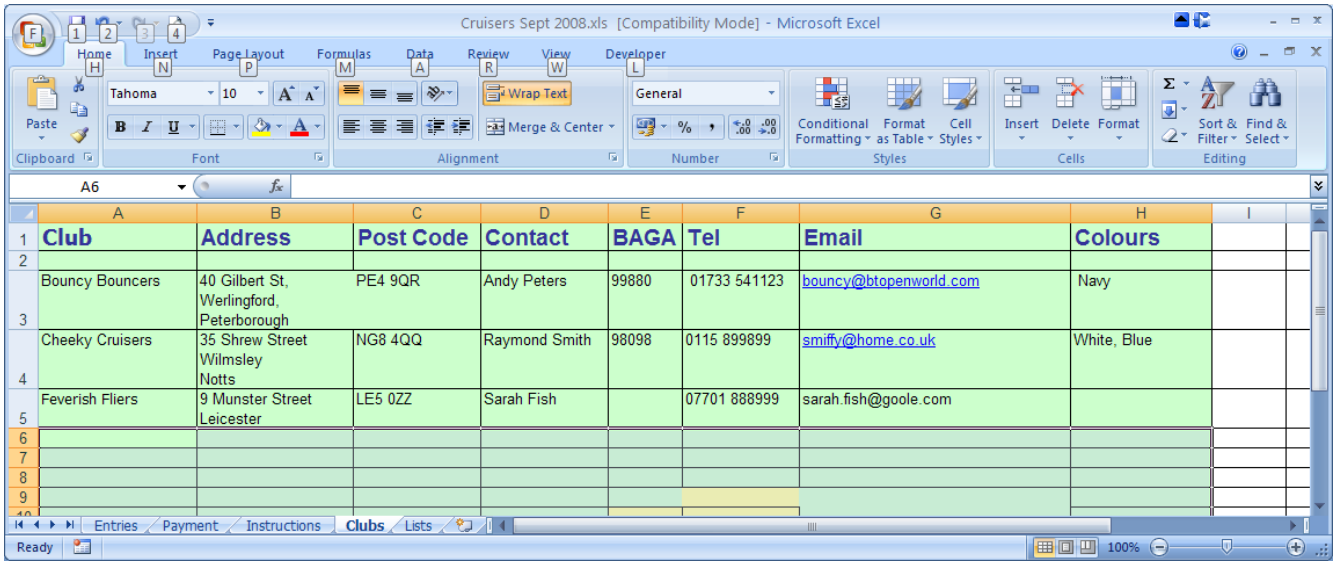

Overall, there is a lot of flexibility in the form definition, provided you base it on one of the provided templates and retain the column layouts of the critical fields (#, name, age group, level, gender).

#### Marking 'Guest' entrants on forms

You can indicate that an entrant is a guest from the entry form simply by putting a space and asterisk after their surname (e.g. "Smith *"). Alternatively, you can use column "J" on the entry form. Put an asterisk in the row above the labels (usually row 10) to turn this feature on. Then, any entrant with a non-blank entry in column J will be marked as a 'Guest'.

### 4.1.2 Setting Club Details

The entry form has a worksheet on which you can list all of the clubs, so that their details can be filled in simply by picking from a list.




| Club | Address | Post Code | Contact | BAGA | Tel | Email | Colours |
|---|---|---|---|---|---|---|---|
| Bouncy Bouncers | 40 Gilbert St, Werlingford, Peterborough | PE4 9QR | Andy Peters | 99880 | 01733 541123 | bouncy@btopenworld.com | Navy |
| Cheeky Cruisers | 35 Shrew Street Wilmsley Notts | NG8 4QQ | Raymond Smith | 98098 | 0115 899899 | smiffy@home.co.uk | White, Blue |
| Feverish Fliers | 9 Munster Street Leicester | LE5 0ZZ | Sarah Fish | | 07701 888999 | sarah.fish@goole.com | |

The spread sheet is locked down to prevent accidentally changing fields that shouldn't be edited by the clubs. As an organiser though, you need access to some of these protected fields so that you can set the venue, date etc. You may also wish to amend the instructions on some of the supporting worksheets. Should this be the case, you will need to unlock each sheet. Once you have made your changes you should re-lock each worksheet. We strongly recommend setting a password for this; otherwise people will fiddle with things and mess up the formulae! The password for the sample entry forms is 'barani'.

When the completed entry forms are returned to you, save them all to a folder on your PC (with no other Excel files in it!). Note that if you try to use 'Open Office' or other programs to edit the entry forms, they will frequently fail to operate correctly. You should always use Microsoft Excel to edit these files.

It is also possible to use the program without the entry forms - you can enter the competitor details directly if you prefer, or you can read in a list of competitors as a comma separated file (.csv) – see the section 'Importing a simple list of entrants' below. This is especially useful when processing athlete lists from USAG or BG online entry systems.

**Warning:** It is best to **close any Excel documents before starting TScore**. There is a risk that otherwise, unsaved files may be lost when TScore exits.

## 4.2 How to set up a competition

Pick 'Start a New Competition' and fill in the name, venue, date and a unique database name.

Choose the events you want to include in your competition from the checkboxes shown.

This will create the competition database for you. If you want to change it later, use 'Change Competition Details' on the 'Edit Competition' screen. (Note that you cannot alter the *events* after creation though.)

When setting the min / max members in a team, the minimum is also the number of scores counted for each team, the maximum will be the biggest number of entrants allowed in a team.

'Guest' entrants are usually non-competing entrants; they will be given placings above 1000 to separate them from the actual competitors. However, it is also possible to allow guests' scores to be counted in team results. This is especially useful in Schools competitions, where Individuals and Teams are separated. See the 'Preferences' for how to configure this, but meanwhile, you may want to change the 'Guest Label' to be 'Team'.

You can also use the Guest label for other purposes – if you want to include people marked as guests in the actual results, check the 'Include Guests in Rankings' box.

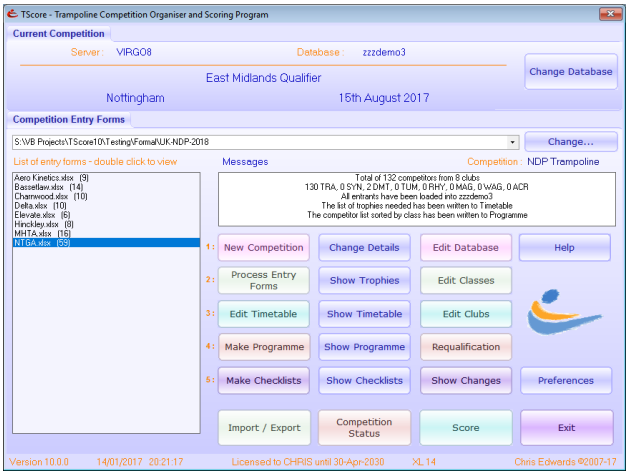
The next steps you need to perform are:-

1. Process the competition entry forms
2. Make any changes needed to the classes – such as merging small ones or splitting large ones into flights
3. Check and correct the teams for each class
4. Set up the competition timetable
5. Set the Start Order for the whole competition
6. Create the Programme and Officials' Checklists for the competition
7. Go and have a well-deserved beer

These steps are described in more detail below. (Apart from that last one – you're probably an expert already)

## 4.3 Processing entry forms

Start TScore, make sure the right competition database is connected and then click ‘Edit This Competition’.

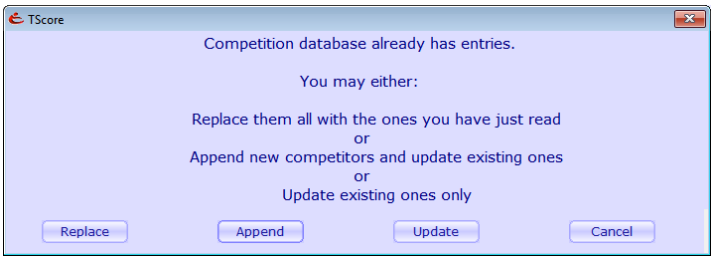



Select the folder containing the entry forms and click 'Process Entries' to read the files. This will load the entries directly into the competition database. If there are already entries in the database, you will be asked whether you want to replace them.

If you do choose to replace them, then ALL existing entries will be removed from the competition database. This is so you can simply keep reprocessing the entry forms until you are happy with them.

Once processed, the list will show you how many entries were found in each file. Double-click an entry form file in the list to view and edit it.

If you need to reprocess the forms, TScore will detect that there are already entries in the database and ask you how to proceed.




If you select **Replace**, all existing records will be deleted and the full list of entrants will be recreated from the entry forms.

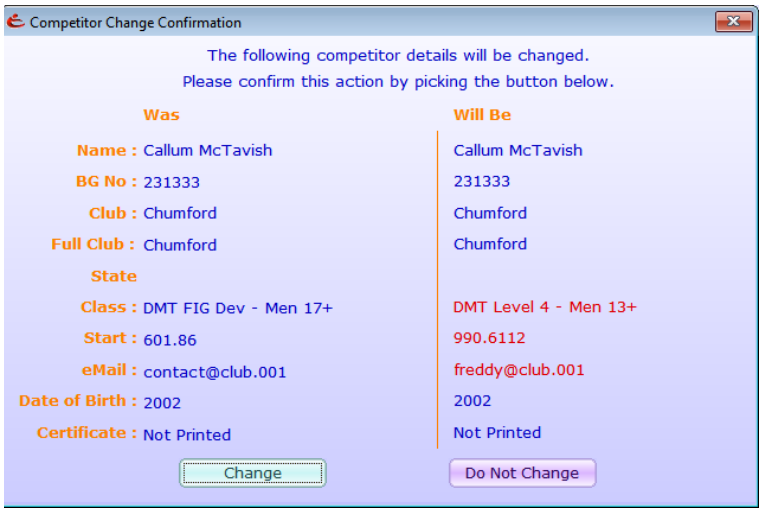
If you choose to **Update**, TScore will perform an intelligent append / update of existing entrants, according to the following rules:

1. Does the BG/USAG Number match?

or 2. Does the competitor’s full name and DoB match?

If a matching record is found that has different values for some fields, you will be prompted to decide whether to update the record for that competitor. If no match is found, the entry is ignored.

If you choose to **Append**, then TScore will first attempt an update, but if no matching record is found, a new entrant will be created.




Check that the updated details are correct and then click **Change** or **Do Not Change** as appropriate.
This will be repeated for every competitor that appears to match but whose details have changed.

If you are confident that you know all of the changes, you can click **Apply to All** before making your choice, in which case no further prompts will appear.

When you have finished this stage, an initial programme and list of required trophies is automatically produced.

## 4.4 Club Names

Some parts of the screen display and checklists have limited space in which to print the club names. Some clubs and many schools have very long names that might be truncated inappropriately. For this reason, TScore lets you define your own 'Short Names' for clubs / teams that are used in such places, whilst permitting the full names on final documents such as the printed Certificates.

To set up your own names, simply edit the ClubNames.txt file in the TScore Templates folder:

e.g.

| | |
|---|---|
| Grimsby Tigers | > Grimsby |
| Market Harborough | > Mkt Harborough |
| Mickleover Gymnastics | > Mickleover |
| Kesteven & Grantham Girls School | > KGGS |
| All Saints RC School | > All Saints |
| Branston Community College | > Branston CC |
| Central Technology College | > Central Tech |
| Kirk Hallam Community Technology College | > Kirk Hallam Tech |
| Djanogly City Academy | > Djanogly |
| St. George's Technical College | > St. George's Tech |

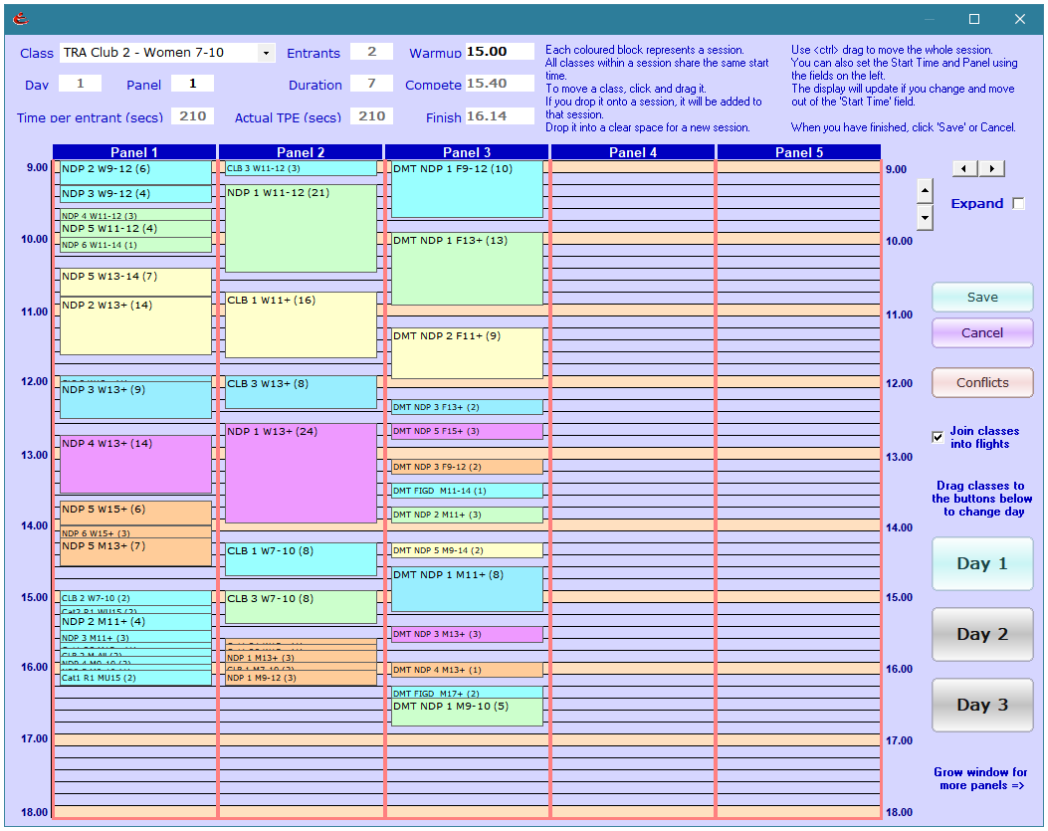
A maximum of around 15 characters is generally sensible for the short name.

The TScore Templates folder location varies by operating system. Check the 'Preferences' option to see what your system is currently using. Note that on Windows 7, 8 and 10 it can be confusing as the **'C:\Users\Public\Documents\TScore\'** folder appears as **'C:\Users\Public\Public Documents\TScore\'** in the Windows explorer.

## 4.5 Editing the Timetable:

### 4.5.1 Basic Timetabling

Click 'Edit Timetable' to create, edit and save the timetable.




The graphical timetable editor lets you see when each class is run and on which panel. Up to 8 panels can be run on up to 3 days. Just grow the window to show more.

You can drag and drop each class to fit, or enter start times and panels directly.

If you drop one class on top of another, they will be combined into the same session (i.e. they will be given the same bounce start time) but their results will be kept separate. You can stop flights being joined by unchecking the 'Join Classes' box. Classes having the same start time on a given panel are shown in the same colour. (e.g. the NDP2 and NDP5 on Panel 1 at 10.30 above).

To move a set of combined classes, hold the **shift key** down while you click and drag a class. To move all of the classes on a panel by the same amount, **click on the panel header label** (the dark blue 'Panel 1' etc.) and then enter the number of minutes you wish to move by and click **Ok** in the pop-up form.

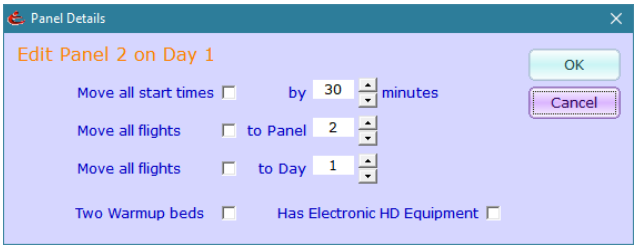
When you **Save** the timetable, the details are saved to the database and a printable copy is created in the 'Timetable' Excel file. Simply click on the **Show Timetable** button to see this file.

The timetable file includes an overall timetable and individual timetables that you can print for each panel. You may edit the timetable file in Excel to adjust the presentation as you wish.

### 4.5.2 Two 'Warmup' Trampolines

You may choose to run one or more panels with two trampolines, so that warmups can be run faster. To do this, click on the header of the panel concerned and select the 'Two Warmup Beds option.

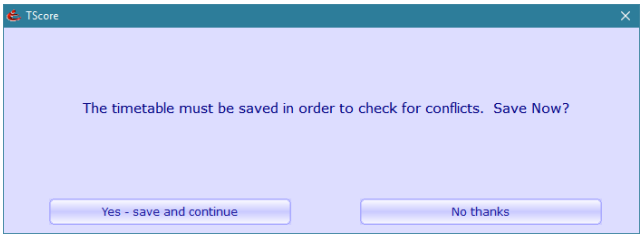
The proportion of warmup time saved can be set in the Preferences screen. By default, warmups are reduced to 67% of the single bed time.

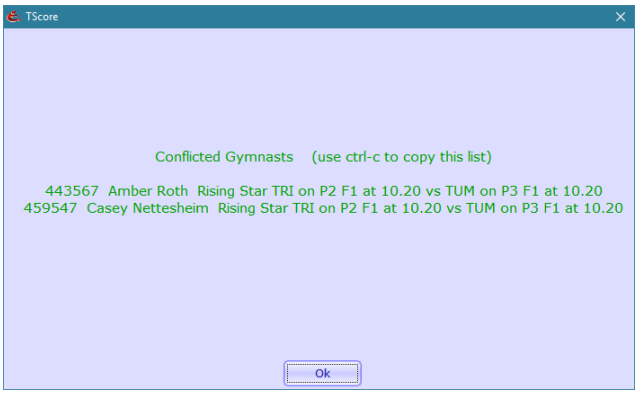



### 4.5.3 Identify Timetable Conflicts

If you run a multi-discipline event, it is possible you may have hidden timetable conflicts for some entrants. To see these, just click the 'conflicts' button. You will be advised that the timetable will be saved in order to calculate the conflicts.

If you proceed, a list of conflicts is then shown. To copy the list, just click ctrl-C in the box. The text turns green for a couple of seconds to confirm the copy. You can then paste it into whatever text viewer you want (notepad, word etc) to refer to as you adjust the flights and times to avoid the problems.




### 4.5.4 Multi-Day Events

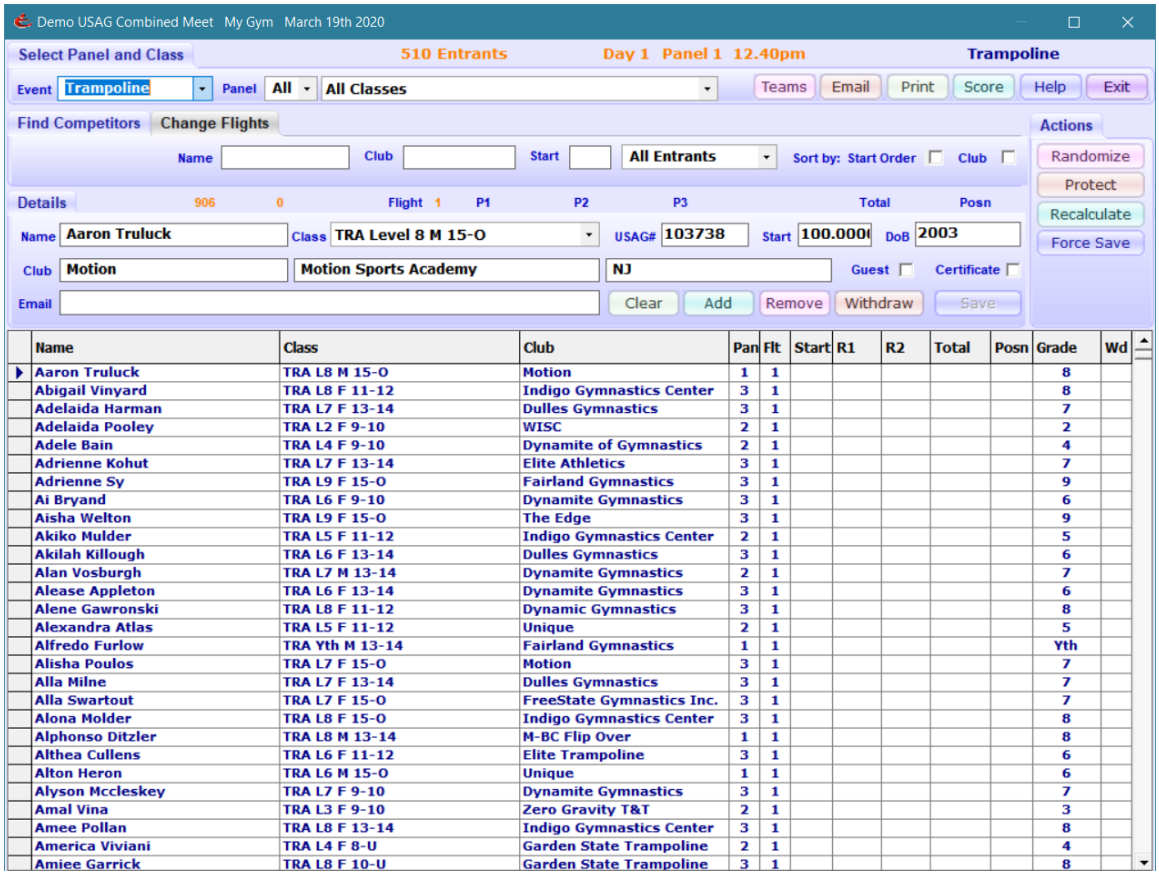
If you run a competition over more than one day, you can schedule each day independently. Simply drag each class over to the appropriate 'Day' button to move it. It will appear on that day's schedule.

Click each button to show classes running on that day.

The buttons are colour coded: Green for the currently displayed day; Orange for other days with scheduled classes; Grey for days with no scheduled classes.

## 4.6 Reviewing the Entrants

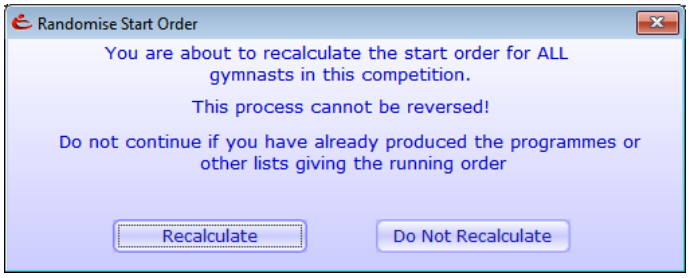
Once all of your competitors are entered, you should click on **Edit Database** so you can check the entrants. The Competitor List screen is shown. From here, you can view all of the entrants directly from the competition database. Click **Exit** to return to the 'Edit this Competition' screen




| Name | Class | Club | Pan | Flt | Start | R1 | R2 | Total | Posn | Grade | Wd |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Aaron Truluck | TRA L8 M 15-O | Motion | 1 | 1 | | | | | | 8 | |
| Abigail Vinyard | TRA L8 F 11-12 | Indigo Gymnastics Center | 3 | 1 | | | | | | 8 | |
| Adelaida Harman | TRA L7 F 13-14 | Dulles Gymnastics | 3 | 1 | | | | | | 7 | |
| Adelaida Pooley | TRA L2 F 9-10 | WISC | 2 | 1 | | | | | | 2 | |
| Adele Bain | TRA L4 F 9-10 | Dynamite of Gymnastics | 2 | 1 | | | | | | 4 | |
| Adrienne Kohut | TRA L7 F 13-14 | Elite Athletics | 3 | 1 | | | | | | 7 | |
| Adrienne Sy | TRA L9 F 15-O | Fairland Gymnastics | 3 | 1 | | | | | | 9 | |
| Ai Bryand | TRA L6 F 9-10 | Dynamite Gymnastics | 3 | 1 | | | | | | 6 | |
| Aisha Welton | TRA L9 F 15-O | The Edge | 3 | 1 | | | | | | 9 | |
| Akiko Mulder | TRA L5 F 11-12 | Indigo Gymnastics Center | 2 | 1 | | | | | | 5 | |
| Akilah Killough | TRA L6 F 13-14 | Dulles Gymnastics | 3 | 1 | | | | | | 6 | |
| Alan Vosburgh | TRA L7 M 13-14 | Dynamite Gymnastics | 2 | 1 | | | | | | 7 | |
| Alease Appleton | TRA L6 F 13-14 | Dynamite Gymnastics | 3 | 1 | | | | | | 6 | |
| Alene Gawronski | TRA L8 F 11-12 | Dynamic Gymnastics | 3 | 1 | | | | | | 8 | |
| Alexandra Atlas | TRA L5 F 11-12 | Unique | 2 | 1 | | | | | | 5 | |
| Alfredo Furlow | TRA Yth M 13-14 | Fairland Gymnastics | 1 | 1 | | | | | | Yth | |
| Alisha Poulos | TRA L7 F 15-O | Motion | 3 | 1 | | | | | | 7 | |
| Alla Milne | TRA L7 F 13-14 | Dulles Gymnastics | 3 | 1 | | | | | | 7 | |
| Alla Swartout | TRA L7 F 15-O | FreeState Gymnastics Inc. | 3 | 1 | | | | | | 7 | |
| Alona Molder | TRA L8 F 15-O | Indigo Gymnastics Center | 3 | 1 | | | | | | 8 | |
| Alphonso Ditzler | TRA L8 M 13-14 | M-BC Flip Over | 1 | 1 | | | | | | 8 | |
| Althea Cullens | TRA L6 F 11-12 | Elite Trampoline | 3 | 1 | | | | | | 6 | |
| Alton Heron | TRA L6 M 15-O | Unique | 1 | 1 | | | | | | 6 | |
| Alyson Mccleskey | TRA L7 F 9-10 | Dynamite Gymnastics | 3 | 1 | | | | | | 7 | |
| Amal Vina | TRA L3 F 9-10 | Zero Gravity T&T | 2 | 1 | | | | | | 3 | |
| Amee Pollan | TRA L8 F 13-14 | Indigo Gymnastics Center | 3 | 1 | | | | | | 8 | |
| America Viviani | TRA L4 F 8-U | Garden State Trampoline | 2 | 1 | | | | | | 4 | |
| Amiee Garrick | TRA L8 F 10-U | Garden State Trampoline | 3 | 1 | | | | | | 8 | |

## 4.7 Setting the Start Order

At **Trampoline and DMT** events, we usually randomize the bounce order and do not typically assign a recognized 'Competitor number' to each entrant. To set the Random Start Order, just click on the **Randomize** button on the Edit Competitors screen. You should only do this BEFORE you have produced your final programme with bounce orders in!

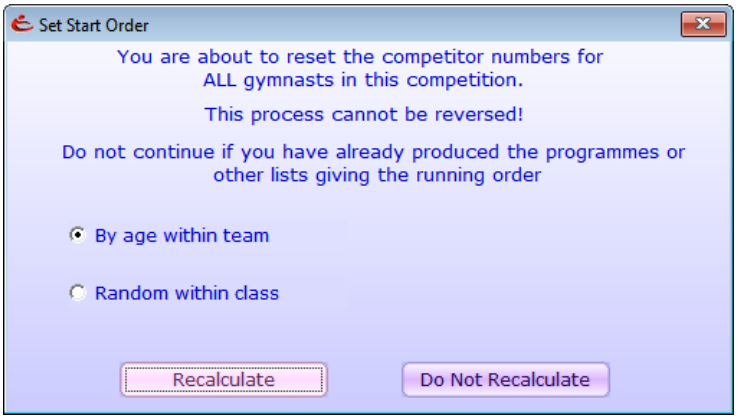



Note that in order for this to work in this manner, it is important that you check the Preferences setting for 'Show fixed start numbers'. This flag changes the behaviour of the competitor numbering system.

At **Artistic Gymnastics** events for example, each gymnast is usually assigned a number according to the age of the gymnast within their team. i.e. each team's members are assigned sequential numbers, with the lowest number for the youngest member.

To achieve this, you need to ensure that the 'Show fixed start numbers' box is CHECKED:

Then go to Edit Competition->Edit Database, where you will see that the Randomize button is now labelled as 'Set Start'. Click this to show the Start Order dialog:

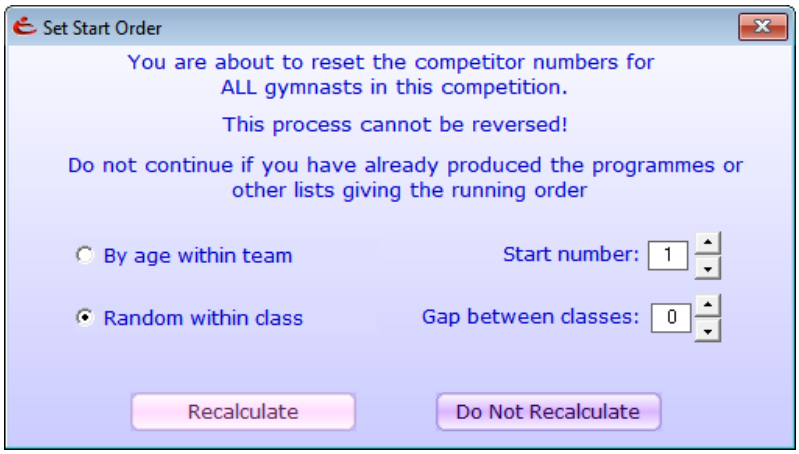



You now have a choice of behaviour. Select 'By age within team' and then 'Recalculate' to continue.

At **Tumbling** events however, each gymnast is usually assigned a sequential number for the class within which they are competing. The ordering within each class is randomized. TScore also lets you leave a gap in the sequence between each class, should you want to allow for late entrants.

To achieve this, you need to ensure that the 'Show fixed start numbers' box is CHECKED as above.

Then go to Edit Competition->Edit Database, and click the 'Set Start' button:




From here, you can set the number for the first gymnast (in case you want to start at 101 for example) and you can also add a gap between each class to allow for late entrants. (If you subsequently add a late entrant, just set their number manually on the Edit Competitor form).

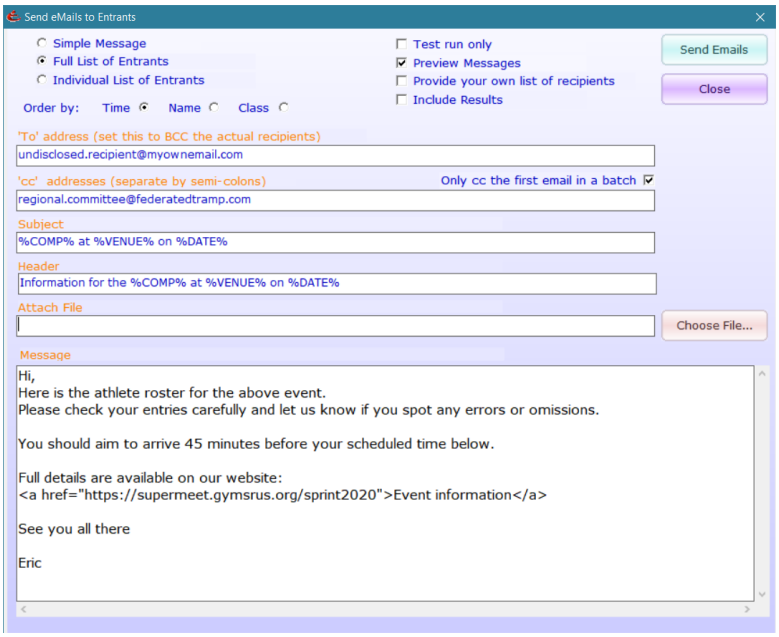
Note that the classes themselves are ordered according to their scheduled start time, so it is best to put the classes in the desired order using the Timetable Editor before assigning the start numbers.

It is worth noting that when you check the 'Show fixed start numbers' preferences box, checklists and the programme will be generated with the assigned gymnast competitor number shown. If not, then the order within the class is used.

TScore now automatically saves the existing start order and gymnast labels to file, and offers a restore function. The files it generates are simple CSV text files, so if you wish, you can generate these, edit them by hand in Excel, then use those to set your own explicit start order.

## 4.8 Emailing entrants and clubs

TScore provides direct emailing capabilities so that you can send messages, start lists (aka 'rosters') and results to all of the clubs and entrants in your event.
Go to the Edit Database screen and click the Email button to use this feature.




Set the subject and header for your email – you can use the tags %COMP%, %VENUE% and %DATE% to pick up the competition name, venue and date from the current event.

You can also select an attachment for the email – this is useful to send out the exported results. Click **Choose File** to pick the file you want to attach.

For privacy, it is best to send bulk emails using 'bcc'.
To do this, set the 'To' address to one of your choice – usually one of your own.

Put the text you want for the body of the message in the message box – this accepts HTML if you want to include links to your website for example.

If you select **Simple Message** then every email address in your competition database will get the same message and attachment.

If you select **Full list of entrants** then every email will include a table of the entrants that you are currently showing on the Edit Database screen. (i.e any search, discipline or class filters you have set will be applied).

If you select **Individual list of entrants** then separate emails will be sent out to each club / email address list, including only the details for their club. Search filters are also applied. The BCC undisclosed recipients field is not needed for this option.

The check boxes to the right determine whether the emails are actually sent, and what additional information to include in them.

Checking **Preview Messages** will generate all of the emails in Outlook, but not actually send them. They will appear on screen for you to check and then send or delete as you wish.
When previewing, you can also choose to provide your own list of recipients for the emails. This stops TScore from filling in the email recipients automatically.

If you check **Include results**, then scores and placings will be included in the generated list of athletes.

If you check **Include Date of Birth**, then the date or year of birth or the school year will be included in the generated list of athletes, according to the type of competition being run and the entry form data available.

Checking **Test run only** will run through the process, telling you how many emails would be sent and whether there are any athletes without an identifiable email address. This is especially useful when sending individual lists of entrants, so you can check that nobody will be missed out before actually sending all of the emails.

When you are ready, click **Send emails** to proceed. Your settings and content are remembered as long as TScore is running.

Remember that you must have Outlook installed and enabled for programmatic access on your computer for this feature to work.

You can configure the email account name to send emails from in the Preferences screen.

# 5 Changing competitor details

When you are preparing the competition, it is generally best to make any changes to the original entry files and re-process them.

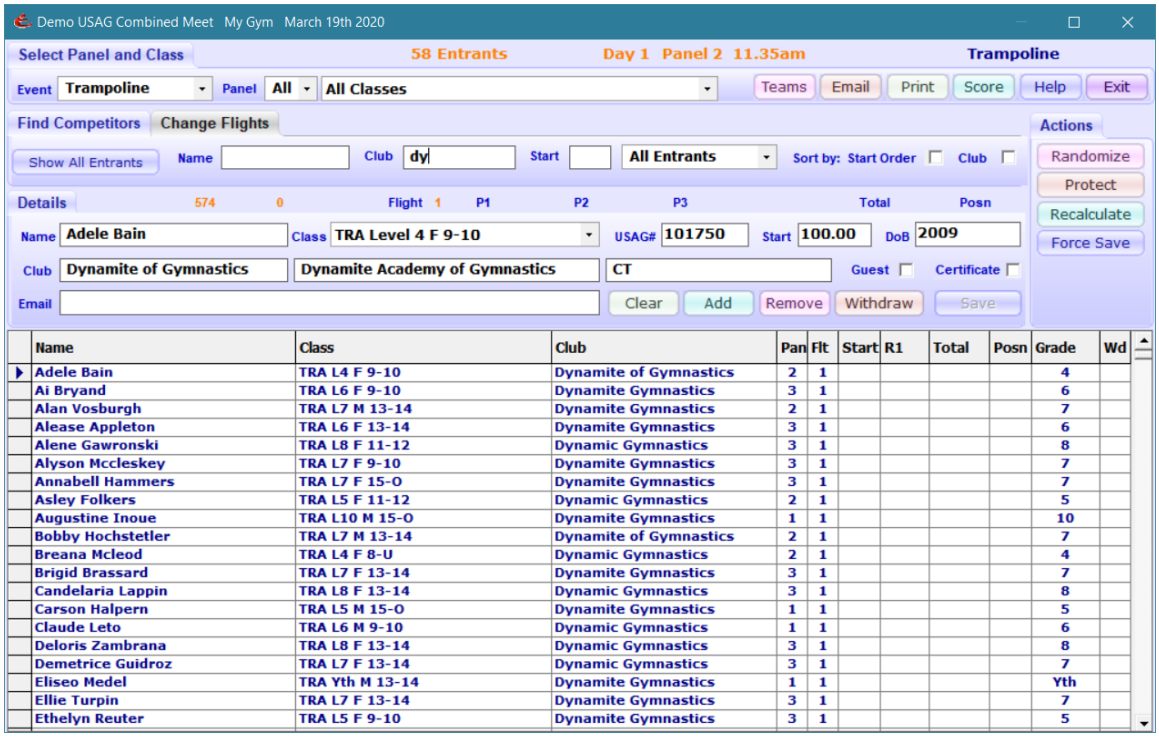
Once the start order has been set and published, you can use the 'LateEntries' Excel file to add extra competitors to the database and checklists, however, it may be easier to use the **Add** option in Edit Database.

You may also continue to update the original entry forms since TScore lets you merge any additional or modified entrants. Do not use this method though once you have made manual changes to the entrants, as those changes will be lost. Always take a safe copy of the database just in case.

You can take a safe copy of the competition database whenever you like by going to the main screen, clicking **Import/Export** and selecting 'Copy Competition Database'. You can recover it later using 'Import Competition Database' from the same location.

If you need to change the details of existing competitors, you can use the **Edit Database** option. From this screen, you can make changes to the competitors very quickly

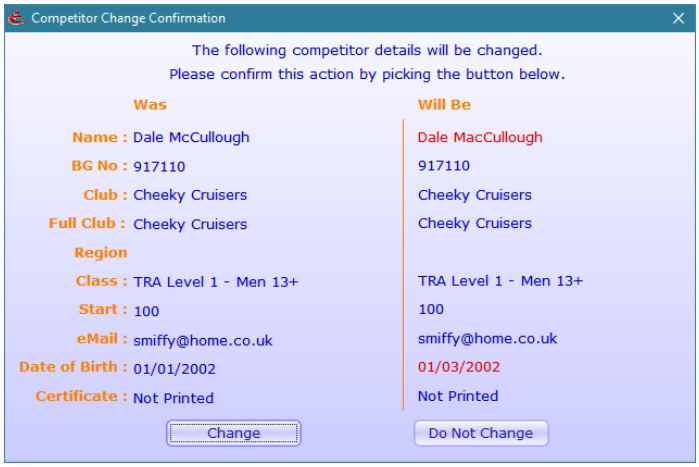
To find a competitor, just start typing their name or club in the 'Find' panel. You can also or pick their class in the 'Select Class' panel. You will notice that if you set a search filter, the 'Show All Entrants' button appears. This gives you a quick 'reset search' option and is visible from the Scoring form too.




| Name | Class | Club | Pan | Flt | Start | R1 | Total | Posn | Grade | Wd |
|---|---|---|---|---|---|---|---|---|---|---|
| Adele Bain | TRA L4 F 9-10 | Dynamite of Gymnastics | 2 | 1 | | | | | 4 | |
| Ai Bryand | TRA L6 F 9-10 | Dynamite Gymnastics | 3 | 1 | | | | | 6 | |
| Alan Vosburgh | TRA L7 M 13-14 | Dynamite Gymnastics | 2 | 1 | | | | | 7 | |
| Alease Appleton | TRA L6 F 13-14 | Dynamite Gymnastics | 3 | 1 | | | | | 6 | |
| Alene Gawronski | TRA L8 F 11-12 | Dynamic Gymnastics | 3 | 1 | | | | | 8 | |
| Alyson Mccleskey | TRA L7 F 9-10 | Dynamite Gymnastics | 3 | 1 | | | | | 7 | |
| Annabell Hammers | TRA L7 F 15-O | Dynamite Gymnastics | 3 | 1 | | | | | 7 | |
| Asley Folkers | TRA L5 F 11-12 | Dynamic Gymnastics | 2 | 1 | | | | | 5 | |
| Augustine Inoue | TRA L10 M 15-O | Dynamite Gymnastics | 1 | 1 | | | | | 10 | |
| Bobby Hochstetler | TRA L7 M 13-14 | Dynamite of Gymnastics | 2 | 1 | | | | | 7 | |
| Breana Mcleod | TRA L4 F 8-U | Dynamic Gymnastics | 2 | 1 | | | | | 4 | |
| Brigid Brassard | TRA L7 F 13-14 | Dynamite Gymnastics | 3 | 1 | | | | | 7 | |
| Candelaria Lappin | TRA L8 F 13-14 | Dynamic Gymnastics | 3 | 1 | | | | | 8 | |
| Carson Halpern | TRA L5 M 15-O | Dynamite Gymnastics | 1 | 1 | | | | | 5 | |
| Claude Leto | TRA L6 M 9-10 | Dynamic Gymnastics | 1 | 1 | | | | | 6 | |
| Deloris Zambrana | TRA L8 F 13-14 | Dynamic Gymnastics | 3 | 1 | | | | | 8 | |
| Demetrice Guidroz | TRA L7 F 13-14 | Dynamic Gymnastics | 3 | 1 | | | | | 7 | |
| Eliseo Medel | TRA Yth M 13-14 | Dynamite Gymnastics | 1 | 1 | | | | | Yth | |
| Ellie Turpin | TRA L7 F 13-14 | Dynamite Gymnastics | 3 | 1 | | | | | 7 | |
| Ethelyn Reuter | TRA L5 F 9-10 | Dynamite Gymnastics | 3 | 1 | | | | | 5 | |

Then click on the entrant in the list to view their current details.

To change their name, club or class, just alter the value in the 'Competitor Details' panel and click **Change**. You will be asked to confirm the change.




Note that if a competitor changes classes after the bounce order has been set, a start value will be assigned so that they bounce last. (This can be changed using the **Preferences** option).

To withdraw a competitor, click on **Withdraw** and to reinstate a previously withdrawn competitor, click **Reinstate**. You will be asked to confirm the change in each case. Withdrawn competitors have an explicit indicator so that they can be distinguished from an actual competitor who scores zero.

It is not possible to change a competitor's class once they have a score recorded against them. They can be withdrawn though, in which case their existing scores are preserved. If you do need to changes classes, simply delete the entrant's scores first.

To add a new competitor, enter their Name, Club and Class in the Competitor Details panel and click **Add**.

To remove a competitor, highlight their name in the list and click **Remove**.

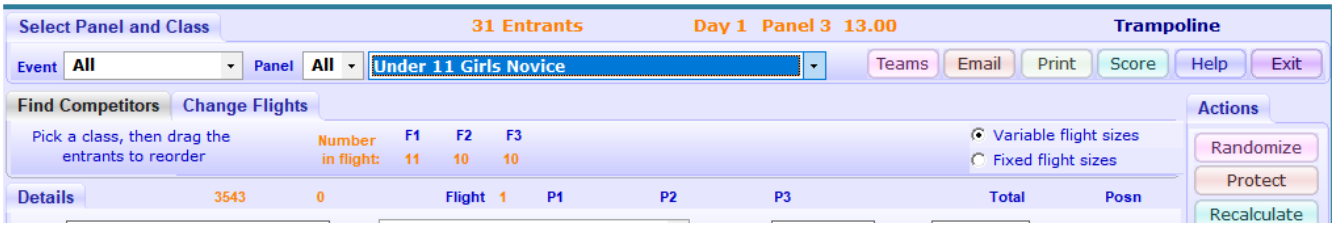
Note that scores cannot be changed from the Edit Competition screen. Click the **Score** button at the top of the screen to swap into 'Scoring' mode.

## 5.1 Changing start order and flights

There are a number of ways you can change the start order and alter the division of a class into multiple flights. Flights are initially created through the Class Editor (see section 5.8.1), where you set the number of flights and the start number of each flight.

If these are changed subsequently, entrants are simply moved into the correct flight, according to which side of each flight boundary their start number is. If you then edit their start number directly, you can shuffle entrants between flights.

This method is a little cumbersome however. A better way is to use the Flight Editor within the Edit Database screen.




Click the 'Change Flights' tab and select a single class. You are then shown the number of athletes in each flight.

Within the list of entrants, you can now simply drag and drop athletes into whichever start position you wish. When you move someone, they will be put before the athlete you 'drop' them onto.

The effect on the flights in a multi-flight class will depend on the switches to the right. If you select 'Variable flight sizes', then each time you move someone between flights, the flight boundaries will adjust so that no other athlete changes their flight.

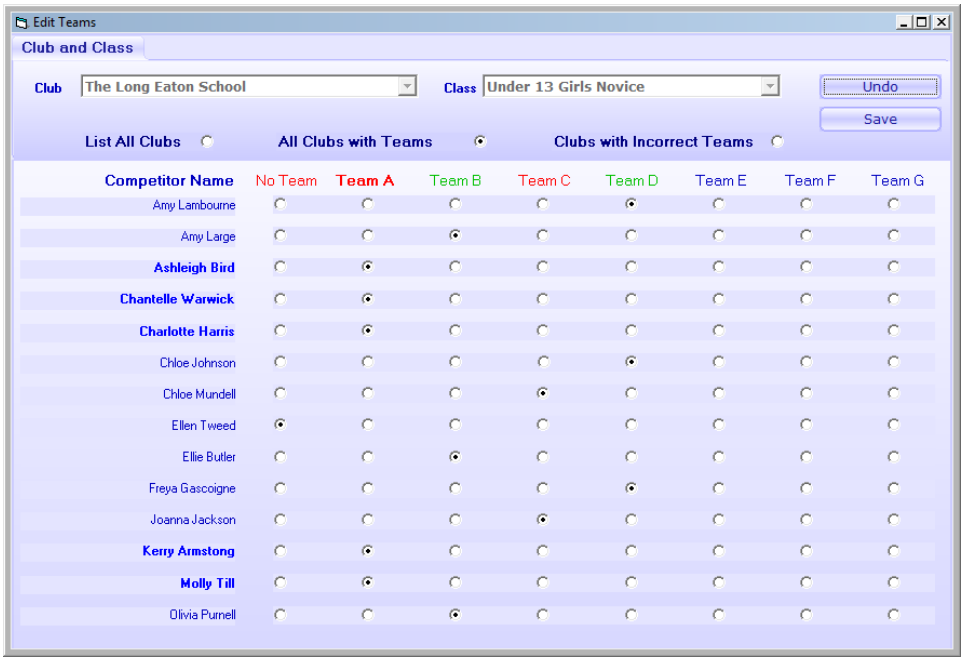
Conversely, if you select 'Fixed flight sizes', the number in each flight will stay constant, meaning that athletes on the boundaries will be moved to the next/previous flight as necessary.

Note: This option is not currently available for Artistic Gymnastics or other competitions that use fixed competitor numbering.

## 5.2 Checking and Changing Teams

From the 'Edit Database' screen, click **Teams** to display the Team Editor. This gives you a quick way to set up and change the assignment of entrants to teams. It also identifies teams that have an incorrect number of entrants or where a team could be formed but has not been. Specifically, it will detect (a) teams with too few or too many members (b) entrants not in a team when there is space in an existing team for them and (c) where there are enough entrants not in a team to create a new team. Note that it will NOT automatically detect cases where two teams could be made by redistributing existing team members.

When you click on the 'Teams' button, you will see the following screen:




The club name and class lists let you choose which teams to see. By default, you will see **Clubs with Incorrect Teams**, which may be blank (if your entry forms are correct!). If you click the **All Clubs with Teams** button, you will see all of the clubs with enough entrants in at least one class to form a team, with both correct and incorrect classes listed. If you click **List all Clubs**, you will see all of the clubs in the list, regardless of whether they have enough entrants to form a team in any class.

In the main part of the form, the entrants for the chosen club and class are shown, with their team assignments. Any invalid teams will be shown by having a red header. Valid teams have a green header and empty teams are shown in blue. If you click on the team label, its members will be highlighted (as in Team A above).

To change team members, simply click on the button in the desired team column for the entrant. Once you have completed one class, you must click the **Save** button to commit your changes to the competition database. Once you have made changes, the club and class lists are disabled until you either **Save** or **Undo** your changes. The **Undo** button will only cancel the changes that you have made on the form, but not yet **Save**d.

When you have completed your changes, click the **Finished** button that appears in place of the **Undo** button when there are no pending changes.

## 5.3 Creating a Programme and Checklists

From the 'Edit this Competition' screen, click **Create Checklists** to create the competition checklists. TScore will create checklists for the Chair and Marshals, plus manual recording sheets.

Click **Make Programme** to generate a list of entrants sorted by class and bounce order, that you can simply paste into your own template for a printed competition programme.

You can control the order in which classes are written to the Programme by using the 'Competition Details form. Simply choose the programme order you want:

Note that all of the files created by the program will appear in a folder called 'CompDocs' below the 'Entries' folder for your competition. These are all in Excel format, so you can edit them directly before printing if you wish.

## 5.4 Time of Flight roster

TScore can generate entry lists suitable for import to the AirTime time of flight measuring system. To generate the list, simply click the Make ToF List button on the Edit Competition screen. TScore generates two files – one for the qualifying rounds and another for the Final round. Only those classes that include ToF are listed. The generated files are put into the CompDocs folder for your competition.

A template for the roster file is in the usual Templates folder.

## 5.5 Changes and late entries

If you have late entrants, simply put them into the LateEntries Excel file,

The next time you create the lists, the late entries will be added directly to the database at the end of their class. TScore will check for duplicates, so you don't need to remove them from the LateEntries file once they have been processed.

Alternatively, you can just add them to the existing entry forms and reprocess – TScore will ask you whether to replace or merge the entries. New entries will be added and you will be prompted for any changes to existing entries.

All changes made to an existing competition may be recorded in either a simple text file or an Excel spreadsheet. This means that you can easily print off a list of updates for each panel for any last minute alterations. See the ‘Preferences’ option for details.

When a change has been made, simply regenerate the programme and checklists with a single click.

Finally, you may also add entrants directly into the competition from the Edit Competition screen. Fill in the competitor’s details and click the Add button.

## 5.6 Protecting the database

Once the competition is set up, you will probably want to set password protection on it. This restricts access to the more destructive options (such as reloading the entry forms or resetting the start order). Simply click the 'Protect' button on the edit screen and give a suitable password of your choice. To change passwords, you will have to give the original password. To remove password protection, just set the new password to be blank.

## 5.7 Importing a simple list of entrants

If you do not want to use the individual team entry forms, you can instead add competitors to the current competition from a simple 'comma separated' file (with a .csv filename extension).

This is a text file containing information about each competitor, one per line. Each line of information must include their name, club, gender, grade and age group.

It may also include team, BG number and start order. Each value is separated from the next by a comma.

The first line of the file (the 'header row') should contain the following column names –

| Column Title | Aliases | Description of contents |
|---|---|---|
| Club | | The name of the club, gym or school |
| Name | | The full name of the competitor |
| First Name | | The first name of the competitor |
| Last Name | Surname | The last name of the competitor |
| Gender | Sex, M/F | M, F or X (X for mixed) |
| Grade | | Depends on the competition. Examples "Novice", "H" |
| AgeGroup | Age | Age group designator - U13, 17+ etc. |
| Team | | Team identifier - A, B C etc |
| Start | | Start order if known |
| BG | USAG, Number | Competitor or BG membership number |
| Email | | Competitor contact email |
| Region | State, County | Competitor region or state for combined events |
| Discipline | Disc | Discipline. One of: TRI, SYN, DMT, TUM |

If preferred, you may supply the Name as two columns instead of one.

| | | |
|---|---|---|
| First Name | Name | The first name of the competitor |
| Last Name | Surname | The last name of the competitor |

If no header row is present, the following order is assumed -

**Club, Name, Gender, Grade, AgeGroup, Team, Start, BG, Email, Region, Discipline**

The first 5 columns are mandatory, but can be in any order.

CSV files are easily created from programs such as Excel.

One you have your file, just create a new competition, click the Import/Export button and choose one of the 'Import list of competitors' options. You may either replace all existing entries, or append to them.

It is important that all of the entries in your import file correspond exactly to classes that have been defined for the competition. See the following section on ‘Configuring Classes’ for full details.

It is also possible to import more sophisticated lists of entrants, such as those from USAG that include multiple disciplines per record. These files should be provided as Excel files (although TScore will swap to this processor if it recognises either a BG or USAG format entry list).

For these files, the following columns are recognised

| Label | Description |
|---|---|
| name, firstname, first | Athlete first name or fullname |
| lastname, surname, last | Athlete last name |
| club, clubname | Name of club, gym or school |
| clubabbrev | Short name of club, gym or school |
| gender, sex, m/f | Gender |
| grade | Grade |
| age, agegroup | Age group |
| class, competitionname | Class name (BG use *competitionname*) |
| team | Team letter identifier |
| start | Start number |
| bg, number, usag, membershipno | Membership number |
| athleteid | Athlete identifier / number for this event |
| membershipstatus | Membership status (current, lapsed etc) - ignored |
| dob, dateofbirth, birth | Full DoB in the locale of the computer reading the list |
| email, enteredbyemail | Contact email to use |
| state, region, county | Used for multi-state meets |
| disc, discipline | Discipline |
| entrytype | 'gymnast', 'coach', 'judge' (only gymnast is used) |
| entrystatus | Only 'complete' entries are loaded |
| teamid | Team ID overrides partnerships |
| teamname | Name of the team (used esp in WAG/MAG etc) |
| partnershipid | Used for Pairs / Synchro |
| partnershipname | Used for Pairs / Synchro |
| trampoline | Grade for Trampoline entry |
| tumbling | Grade for Tumbling entry |
| doublemini | Grade for DMT entry |
| trampolineagegroup | Age for Trampoline entry |
| tumblingagegroup | Age for Tumbling entry |
| doubleminiagegroup | Age for DMT entry |

Although TScore works best if the Grade, Age, Gender and Discipline are matched exactly, some formats (e.g. BG GymNet) do not support those fields. Instead, TScore has to try to guess them based on the 'CompetitionName' field. It does this with the assistance of a number of 'Lookup files' – one for each of Discipline, Grade, Gender and Age. There are separate lookup files for UK and USA, all located in the C:\Users\Public\Documents\TScoreX\ClassDefns\Lookup folder.

TScore will check the class names for the key words and phrases that help it to identify a class (assuming a class of that name doesn't exist).

Furthermore, if a matching class isn't found, TScore will try to create it for you. For this, it will copy the class attributes and behaviour settings that it reads from a template class in the database / CDF. This class must be named as "<apparatus> Template" (e.g. "TRA Template")

Recognised apparatus names are:

TRA, SYN, DMT, TUM, Rhyth, Acro, Pole, P-Bar, Pomm, H-Bar, Rings, Floor, Vault, Beam, U-Bar

## 5.8 Configuring Classes

TScore includes class definitions for the current (2022) Club, Regional and National Levels for TRA, SYN, TUM and DMT and 'Closed' competitions and BSGA Schools competitions. It also supports USAG grades for the 2022 season. It has an editor that lets you change the classes and then save the modified set as a text file, which you can subsequently pick from a list when you are setting up your next event.

All class definitions are provided through these external files. You can add your own definition files into the ClassDefns folder. Gymnastics class definitions live in the ClassDefns\Gymnastics subfolder.

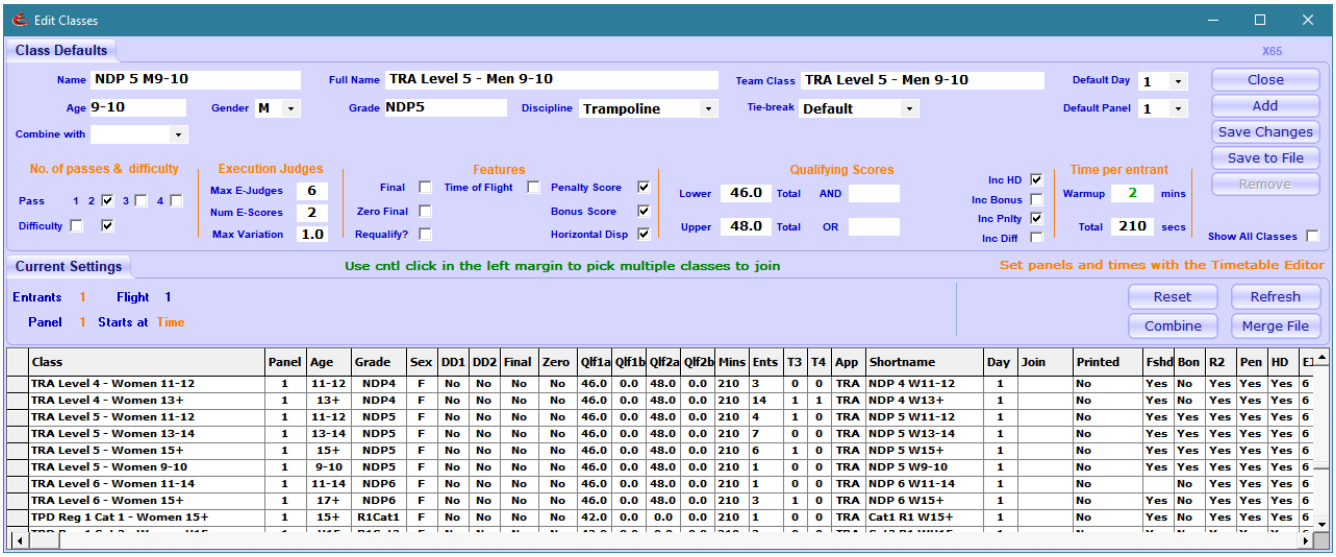
Each class has the following attributes:

| Item | Description | Values |
|---|---|---|
| Discipline | Individual, Synchro, DMT or Tumbling | TRI, SYN, DMT, TUM |
| Code | A unique code for this class | Text – e.g. I12, X23 |
| Age | Age group as read from entry form | U11, U15, 15+ etc. |
| MF | Male or Female | M or F |
| Grade | Grade code to recognise in entry form | D, E, F etc |
| Short Name | Short name for this grade | e.g. "15+ Girls H" |
| Full Name | Full name of this grade | e.g. "Over 15 Girls Club H" |
| Default Panel | Initial panel to assign | Number 1 to 4 |
| Tariff Round 1 | Whether round 1 includes a tariff | Y or N |
| Tariff Round 2 | Whether round 2 includes a tariff | Y or N |
| Final | Whether a final will be run | Y or N |
| Zero Final | Whether the final starts from a zero score | Y or N |
| Qualifying Score | Minimum score needed to qualify for the next grade | Numeric. Can be absolute score - e.g. 49.5 or a percentage of the entrants (< 1). e.g. 0.2 |
| Qualifying Score 2a | Higher score needed to qualify for the next grade | Numeric. Can be absolute score - e.g. 49.5 or a percentage of the entrants (< 1). e.g. 0.2 |
| Qualifying Score 2b | Alternative Higher score needed to qualify for the next grade | Numeric. Can be absolute score - e.g. 49.5 or a percentage of the entrants (< 1). e.g. 0.2 |
| Include Tariff | Whether to include tariff in the qualifying score | Y or N |
| Relegation Score | Minimum score needed to avoid relegation | Numeric. Can be absolute score - e.g. 40.5 or a percentage of the entrants (< 1). e.g. 0.15 |
| Minimum Entrants | Minimum entrants needed for relegation | Number |
| Time per Entrant | How much time to allow in the timetabler | Numeric (minutes if < 15, seconds if >= 15) |
| Requalification | Is there a 'requalification panel' | Y or N |
| Time of Flight | Does this class have Time of Flight recorded | Y or N |
| Bonus | Does this class have a bonus score | Y or N |
| Warmup time | Warmup time per entrant for this class | Minutes (<15) or seconds (>=15) |
| TieBreak rule | The tie break rule to apply | DF (Default for competition), US (USAG), F9 (FIG 2009), F3 (FIG 2013), NO (None) |
| Penalty | Does this class have a Penalty score | Y or N |
| Has Round 2 | Does this class have a second round / pass / routine | Y or N |
| Has Rounds 3 | Does this class have a third round / pass / routine | Y or N |
| Has Round 4 | Does this class have a fourth round / pass / routine | Y or N |
| Tariff Round 3 | Does the 3rd round have a tariff / difficulty score | Y or N |
| Tariff Round 4 | Does the 4th round have a tariff / difficulty score | Y or N |
| Horizontal Displacement | Does this class have a Horizontal Displacement score? | Y or N |
| Maximum E-Judges | How many E-Judges do you require (any less than this will be made up by the average score of those actually recorded). For USAG-JO with HD set this to 2, for non-HD TRA, DMT, TUM, set this to 5. For HD TRA set it to 6. (The adjustment to 4 will be made by whether the panel has electronic HD equipment). | Number 2 to 6 |

| | | |
|---|---|---|
| Qualifying Score 1b | Alternative Higher score needed to qualify for the next grade | Numeric. Can be absolute score - e.g. 49.5 or a percentage of the entrants (< 1). e.g. 0.2 |
| Qualify HD | Whether the HD score counts towards qualification | Y or N |
| Qualify PY | Whether the Penalty score counts towards qualification | Y or N |
| Qualify BN | Whether the Bonus score counts towards qualification | Y or N |
| Qualify Both 2 | Whether both conditions must be met for 2nd qualification | Y or N |
| Max A-Judges | Maximum number of Artistic judges | 1 to 4 |
| Median E | Whether to take the median score of 3 e-Judges rather than average (for USA) | Y or N |
| Ex Variation | Maximum e-score variation allowed without warning | Numeric e.g. 0.3 |
| Max A-Judges | Maximum number of Artistic judges | 1 to 4 |
| Number of Ex | Actual number of Execution scores to count in the total | 1 to 3 – usually 2 now |

## 5.9 Editing Classes

Once you have created you competition, you can still edit the class definitions, giving you fine control over each of the groups. From the 'Edit This Competition' screen, click on **Edit Classes** to see the following screen:




To edit a class, click on it in the list and make your changes in the form above. When you have finished, click **Save Changes**.

If you want to create new class, simply click the **Add** button instead.

You may also save the entire set of classes for future re-use, just click **Save to file**.

Normally, you will only see those classes with competitors. Click the **Show All Classes** checkbox to see all defined classes. You can define up to 360 classes for each competition. You can mix disciplines within one competition provided the total number of classes does not exceed this maximum.

The values that you can set for each class are as follows:

| | |
|---|---|
| Name | The 'short name' for the class, used in tight spaces! |
| Full Name | The 'long name' for the class, used where there is plenty of room |
| Export As | The official name for the class, used for exporting 'original' classes |
| Gender | The gender code (must match the 'Gender' value in import files and entry forms) |
| Grade | The grade code (must match the 'Grade' value in import files and entry forms) |
| Age | The age group code (must match the value in import files and entry forms) |
| Combine with | The class with which this class is to be joined (this is a reversible operation). |
| Discipline | Individual, Syncro, DMT or Tumbling - pick from the list |
| Default Panel | The default panel to assign this group to. (Can be changed later with the timetabler) |
| Time per Entrant | The time in minutes (<15) or seconds (>=15) to allow for each competitor when calculating duration in the timetabler. Warmup and total time can be set. |
| Pass 1 to 4 | How many routines/passes this class has |
| Difficulty 1 to 4 | Which of the passes have a difficulty (tariff) score |
| Final | Whether this class should run a final (i.e. a 3rd routine for TRA or 3rd & 4th pass for TUM/DMT in which not every entrant participates. |
| Zero Final | Whether positions in the final just use the scores in the final, or take a cumulative score. |
| Bonus score | Does this class have a 'Bonus score' field |
| Penalty score | Does this class have a 'Penalty score' field |
| Time of Flight | Does this class have a 'Time of Flight' field |
| Horizontal Displacement | Does this class have 'Horizontal Displacement' fields |
| Tie Break | Which tie-break rules to apply to this class |
| Requalify | Do we allow a 'Requalification panel' for this class |
| Max E-Judges | The maximum number of execution judges expected for this class. If fewer scores are entered, the missing ones are filled by the average score of the ones actually recorded. Set this to 3 for USAG-JO for example. |
| Qualifying score | Score needed in rounds 1 & 2 for promotion. Can be an absolute value, or a percentage of the entrants (enter a value less than 1; for example, 0.15 = top 15%) |
| Include Tariff | Whether the tariff counts in the qualifying score |
| Requires Both | Whether both qualification conditions must be satisfied |
| Relegation | Score needed in rounds 1 & 2 to avoid relegation. Can be an absolute value, or a percentage of the entrants to be relegated (enter a value less than 1; for example, 0.25 = bottom 25%) |
| Min Entrants | Minimum number of entrants needed for the relegation zone to be applied |

*Note on combining age groups:*

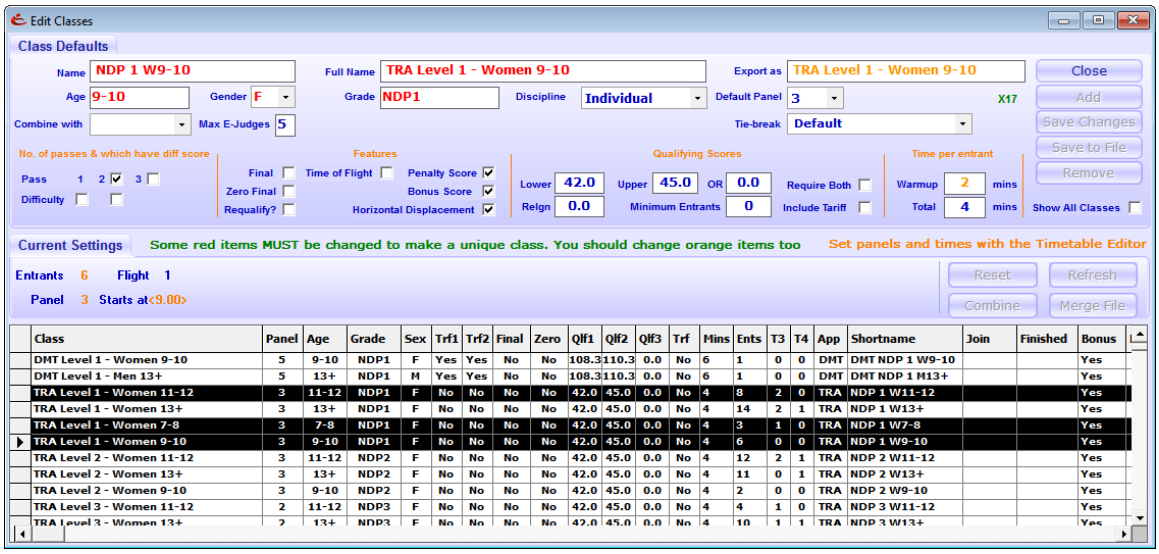
You can combine multiple age groups for the same gender/grade. The original ages are retained in the database should you want to revert. Once you have set the combinations (which are shown in the 'Join' column), you must apply them by clicking the **Combine** button. You can undo this action by clicking **Reset**. This will still retain the 'Join' information you set, but will restore the entrants to their original classes.

If you want to combine boys/girls to run a mixed gender class, you can change the 'target' class to be mixed gender ("X"), then you can add other classes from the same grade, either male or female to this class.

You will usually need to edit the timetable *and* check the teams once this operation has been performed.

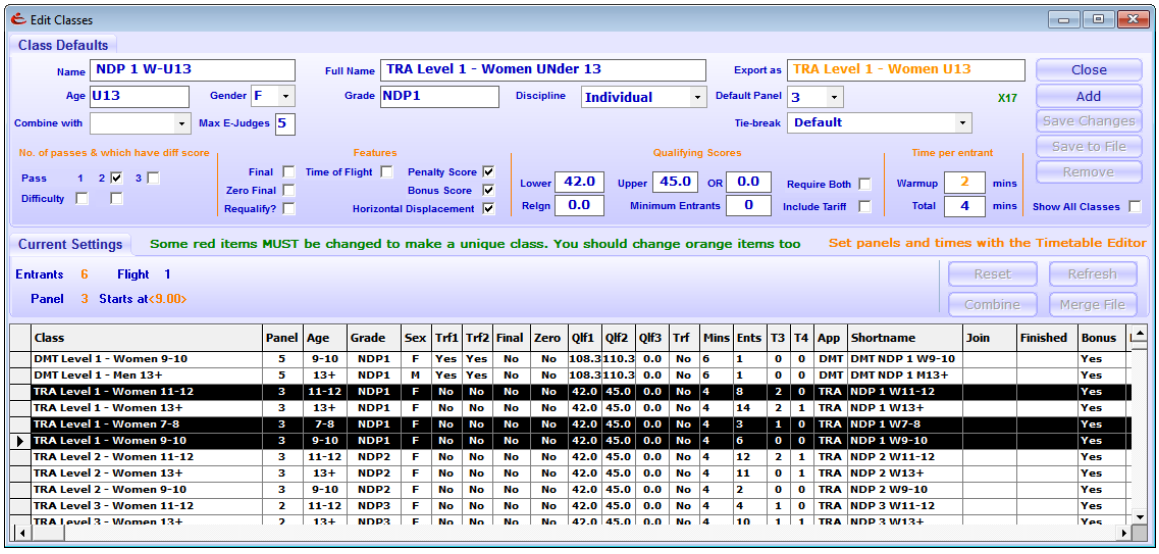
From version 9.9.14 onwards, TScore gives you a more flexible way to combine classes. Rather than join to an existing class, this method creates a new class for you. You can of course still 'undo' the merged entrants at any point.

On the Edit Classes screen, select the first class that want to combine (it is best to pick the one whose description and settings are closest to what you want for the combined class). Now, hold down the 'ctrl' key and select the other classes that you want to join by clicking the grey boxes on the left of the list. As you select additional classes, the attributes of the class will highlight in different colors to indicate which values you must change (in Red) in order to create the new composite class.

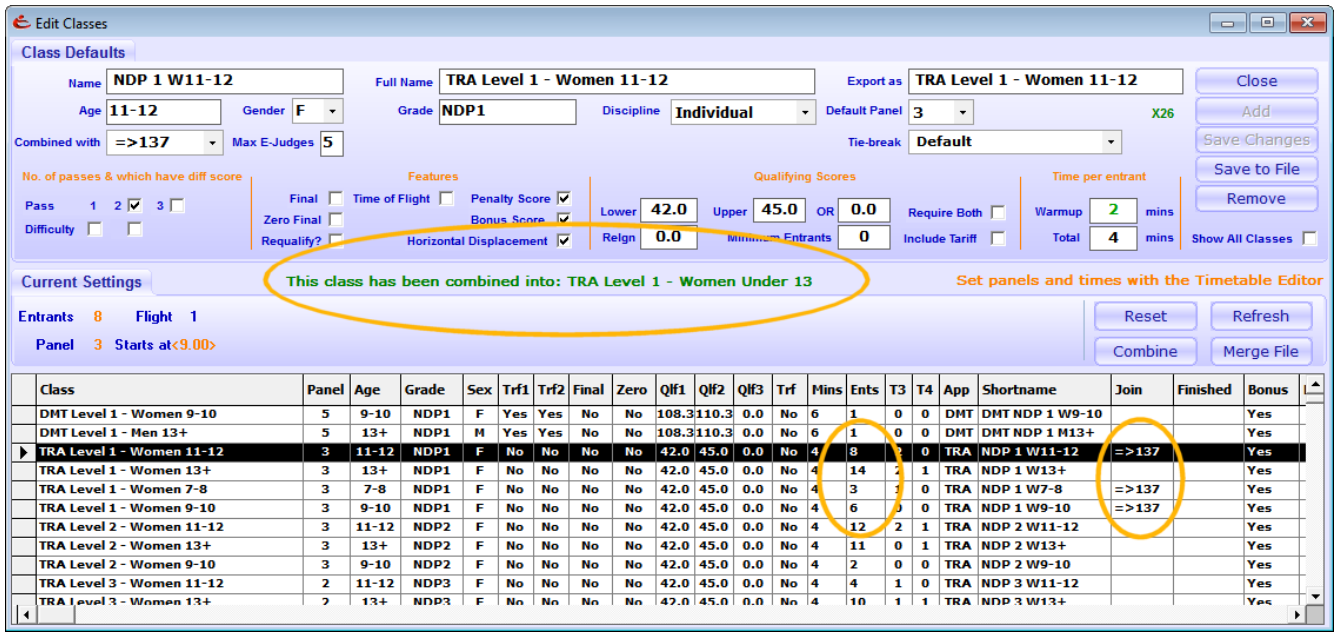



As you change each of the attributes, they will change to blue, indicating that there are no conflicting classes already defined. Note that you may only need to change one of the Grade/Age/Gender identifiers to make it unique. Orange highlight items are advisory – you may want to change these too. Once you have defined suitable class attributes, the **Add** button will be enabled for you to save the new class.

The new class will be created with a code beginning with "=>". The merged classes will show this code in the 'Join' field. The name of the class to which they are joined is shown in green just above the flight information.

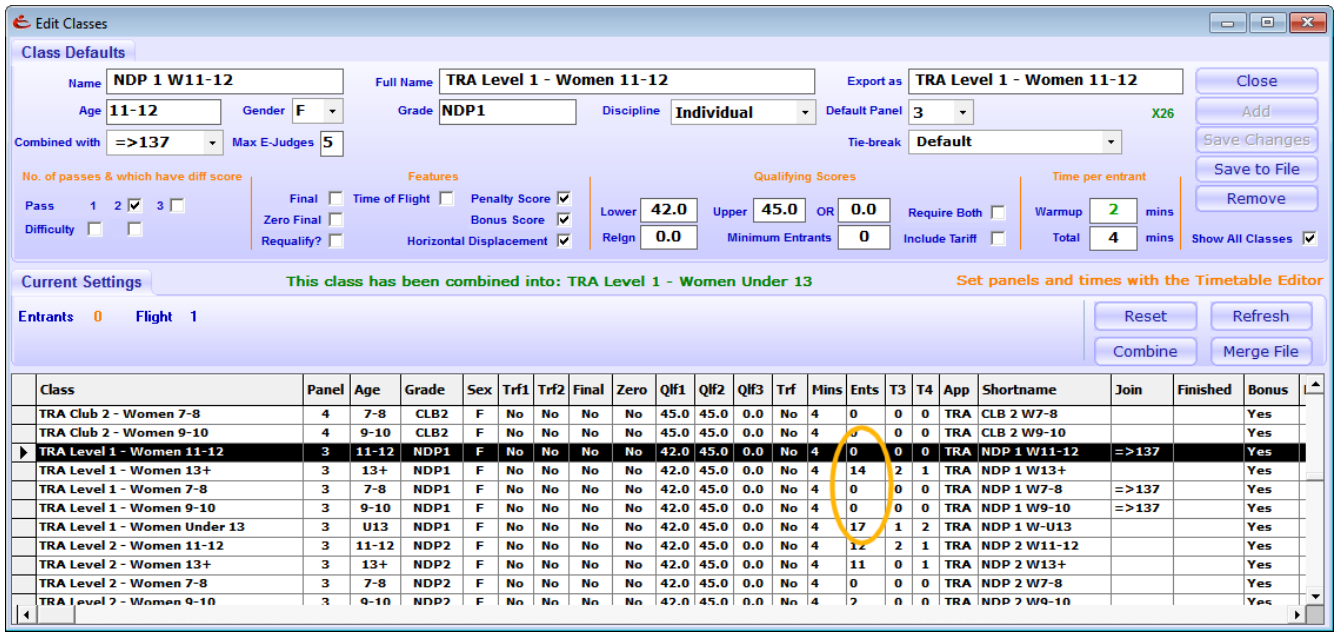


When you click the **Add** button, the new class will be created automatically with a special class code beginning with "=>", indicating that it is a composite class. This code will be shown in the 'Join' field. When you select one of the joined classes, the actual name of the class to which they have been joined is shown in green just above the flight information. Entrants are not yet moved into the new class.




The combined classes behave the same as age-group joined classes. Click **Combine** to move the entrant from each merged class into the new class. Click **Reset** to reverse the operation.

Note that it is best to use an age group or grade identifier for your new class that will not match the values on your entry forms. Any processed forms will put the entrants into the correct 'original' classes; you just need to remember to re-combine them.



### 5.9.1 Flights

If there are more than 10 entrants in a class, TScore will offer to split the class into flights. Up to 11 flights may be defined. When you click on each of the 'Flight' check boxes, you can enter the 'Split' competitor count, which determines the number of entrants in each of the flights.

| Class | Panel | Age | Grade | Sex | Trf1 | Trf2 | Final | Zero | Qlf1 | Qlf2 | Qlf3 | Trf | Mins | Ents | T3 | T4 | App | Shortname | Join | Finished | Bonus |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Under 14 Girls Novice | 3 | U14 | Novice | F | No | Yes | No | No | 3.0 | 0.0 | 0.0 | No | 150 | 119 | 8 | 17 | TRI | U14 Girls Novice | | Yes | No |
| Under 19 Girls Novice | 3 | U19 | Novice | F | No | Yes | No | No | 3.0 | 0.0 | 0.0 | No | 220 | 51 | 2 | 7 | TRI | U19 Girls Novice | | Yes | No |

The actual number you enter is the *first* competitor to bounce in that flight. If you want 10 in each flight for example, set flight 2 to 11, flight 3 to 21 etc. Times are rounded to the nearest 5 minutes. TScore will suggest appropriate split points for you when you pick the flight indicator.

> TScore suggests the number of flights for you. If you simply click on the box for the number of flights you want, TScore will fill in all the intermediate split points to achieve roughly equal numbers in each flight, with a lower number in the final flight if necessary to allow for late additions. If you uncheck a flight, all the higher flights will be cleared. Clearing flight 2, then clicking the number of flights you want is a quick way to reset to the automatic values.

### 5.9.2 Saving and Reusing Class Definitions

If you choose to save the class definitions to file, TScore asks you for a file name and a description of the class set. It then saves the definitions to a file of the given name in the 'ClassDefns' folder. The next time you use the 'New Competition' option, your saved class set will appear in the 'Competition Type' picklist for you to select directly.

A class definition file is a simple text file that relies on column position to identify each field. This means that it is also possible to edit your classes directly in the file if you're feeling brave!

## 5.10 Changing Age Groups

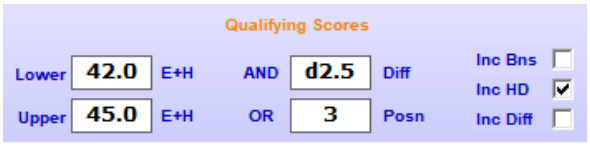
You should use the ‘Combine Age Group’ option in the Class Editor to adjust age groups as this is easily reversed and adjusted dynamically.

## 5.11 Enhanced Qualifying Score definition

Since v10.0.41, TScore has an improved way to define Qualifying / Mobility scores.

It can handle the following conditions:

- Single, double or 4 round scores
- Combinations of Execution, HD, Bonus and Difficulty scores
- Finishing position
- Difficulty only
- Combining two conditions with AND / OR
- Lower and Upper qualification rules (or Mobility / Qualify)

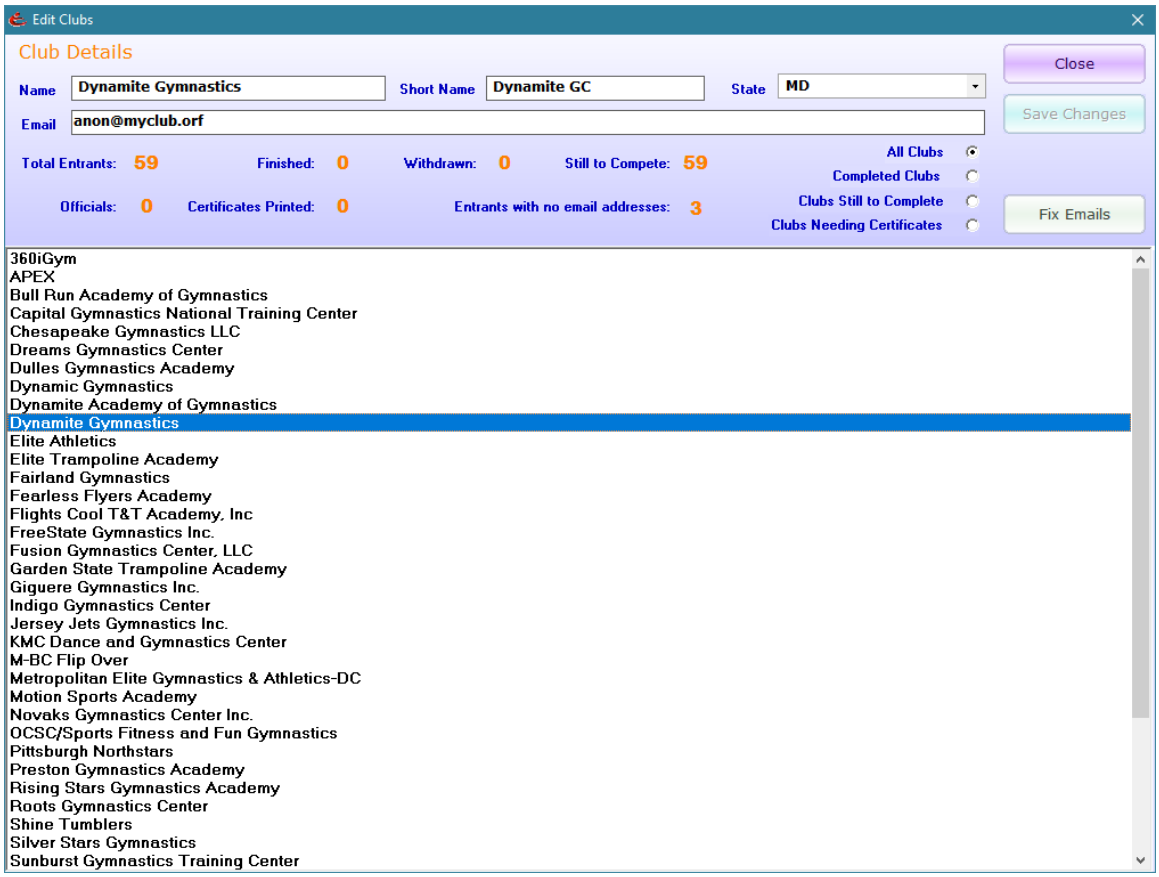



The section on the Class Editor form is fairly self-explanatory, but note the following:

- Enter a number less than 10 for a position
- Prefix a number with 'd' for difficulty
- Use '%' for a percentage position
- Click the AND/OR to change it
- Check the 'Include' boxes on the right to include Bonus, HD or Difficulty
- The value you enter will be interpreted intelligently (well, I think it's clever) to decide whether you are counting 1, 2 or 4 rounds.

## 5.12 Editing Clubs

The Edit Clubs option on the main screen lets you change the shared details for all members of a club in one operation. You can edit the club name, short name and email addresses. Team suffixes are automatically retained if you change the short name. In addition, TScore displays the number of entrants and officials together with the number of entrants who have withdrawn or whose classes have finished. It also shows how many certificates have been printed for each club.




You can choose whether to list all clubs, clubs whose members have all finished competing (or withdrawn), Clubs that still have members to compete and clubs who have finished but still have certificates to be printed.

If you select one of the options that lists completed clubs, a ‘Print Certificates’ button will appear. Clicking this takes you directly to the Edit Database screen with a filter set for the currently selected club and automatically selects the Print Certificates option for you.

By default, certificates will NOT be printed twice for a given entrant. This can be overridden in the Print Option screen if necessary.

### 5.12.1 Email settings for athletes

TScore offers a very flexible capability to assign a list of email addresses to each entry for each athlete. This lets you for example, email individual parents or athletes their own roster with start times, or their results.

To do this, the email addresses are usually included with the entry forms or imported list of athletes.

In cases where this is not possible, there are other options available.

You can set the email address list for all athletes in the club by setting the address in the Edit Clubs screen, and then saving the changes. This will also set the default email address list for that club, so that any subsequent entries will use that address for emailing if they do not have one set explicitly.

There will still be some cases however where individual entries can have no email address assigned them (if they have been added or changed manually in the Edit Database screen from example).

This is where the Fix Emails option comes in handy. Click this to see the number of missing email addresses for the currently selected club and for the whole competition.

When you click 'Fix Emails' on this screen, TScore will try to find a valid email entry for the club by first checking to see whether a default has previously been set and, if not, looking for an athlete from that club who does have an email address list set. If it finds one, then all athletes from that club who do not currently have an email address, will be set to that value.

If you select the 'Fix all clubs' option, this operation will be applied to all clubs in the competition, selecting an email address appropriate for each club.

It is possible to set a default email address for clubs in the ClubNames.txt lookup file in the C:\Users\Public\Documents\TScoreX\Templates (or TemplatesUSA) folder.
An example line in this file is:

```
Fairland Gymnastics       >  Fairland       > fairland2@mygymclubs.org
```

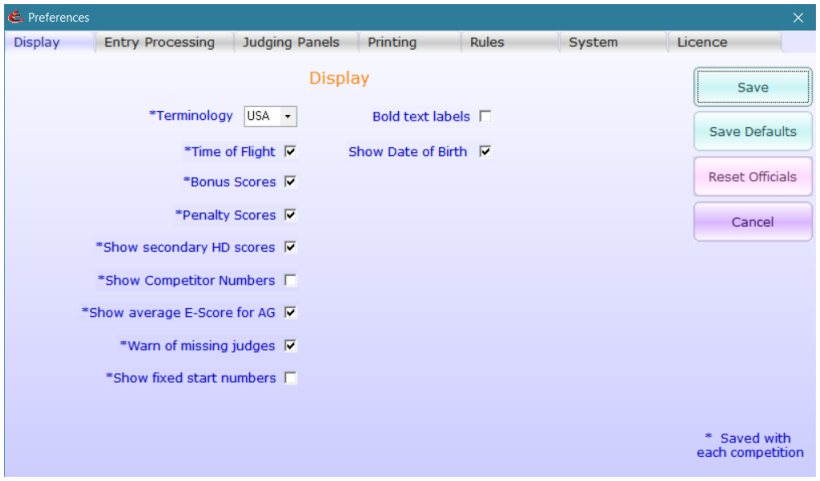
This file is always loaded when you run up TScore, and provides default short-name and email for any clubs that are not explicitly set.

# 6 Program Preferences

Clicking the 'Preferences' button lets you configure a number of aspects of TScore. Each category of settings has its own 'tab', but **Save** will apply ALL changes in every tab. Most of these settings are self-explanatory or have been discussed in the preceding sections. The purpose of each setting is described below for completeness.

**Save Defaults** will save the changes as above, *and* make the saved settings the default for subsequently created competitions where appropriate.

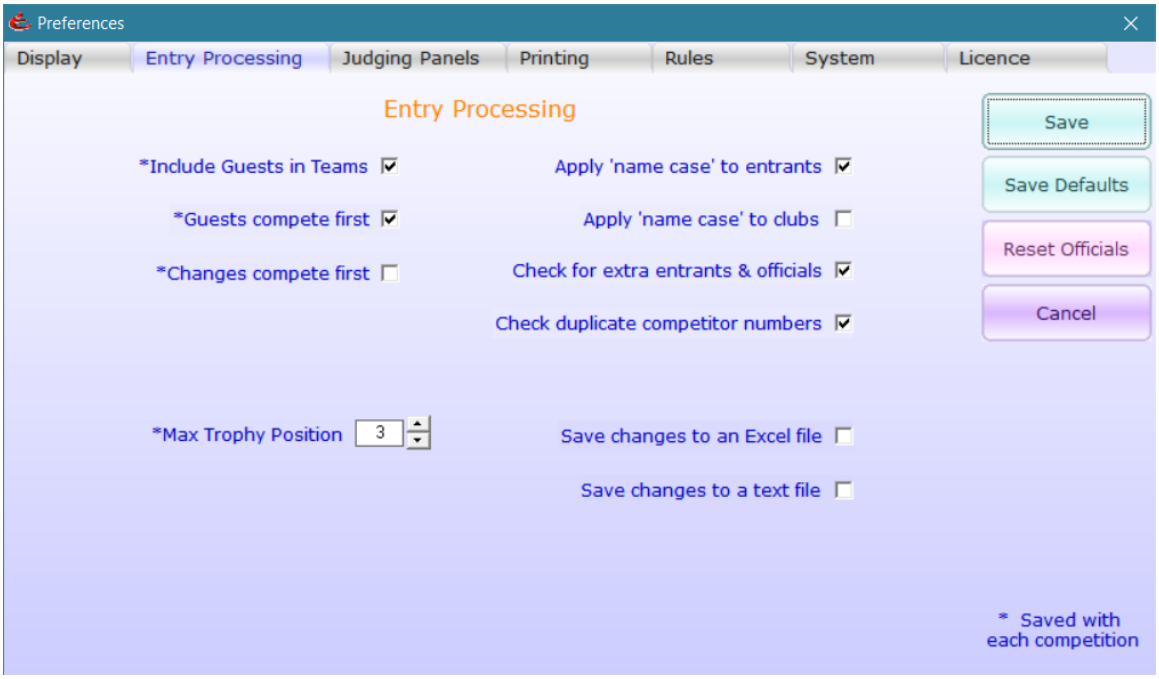
## 6.1 TScore display settings




From this tab you can do the following:

- Set the terminology for this competition
- Make labels bolder to assist reading
- Show the Time of Flight field for those classes needing it
- Show the Bonus field for those classes needing it
- Show the Penalty field for those classes needing it
- Show the averaged HD score if manual recording is used
- Show the averaged E score for Artistic gymnastics
- Show BG / USAG numbers on the Competitors screen
- Show the DoB on the Edit Competitor screen
- Use fixed, assigned start numbers rather than random
- Warn the operator if the wrong number of judges is set for a panel

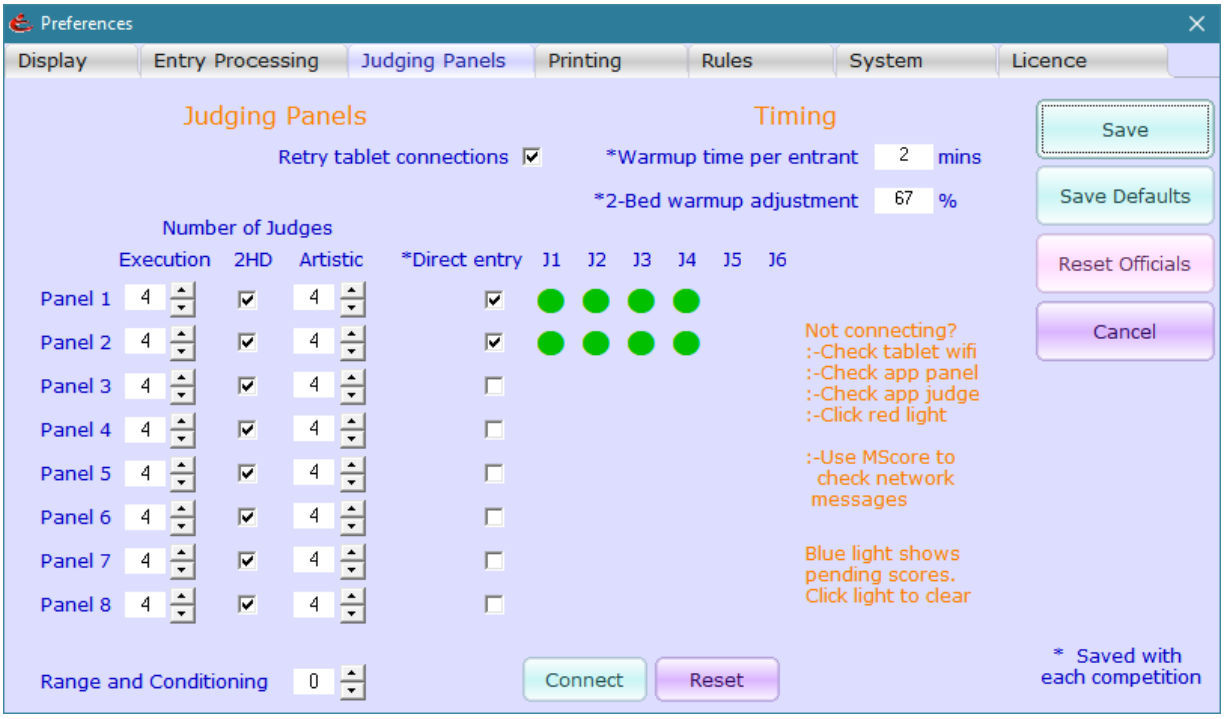
## 6.2 Entry Processing




From this screen you can determine how entry forms are processed

- Change entrants' names to capitalise first letters
- Change club names to capitalise first letters
- Ignores big gaps in entry forms
- Report entrants with the same competitor number
- Guest entrants are included in teams (BSGA zonals!)
- Guests are first in the bounce order (BSGA zonals!)
- Late changes / additions bounce first in a class
- Record any changes to an Excel log file
- Record any changes to a text log file
- How many qualifiers progress to finals
- How many trophy positions to generate labels for

## 6.3 Judging panels




This tab lets you decide how many judges are on each panel and which are using tablets for direct entry of deductions

- Number of execution judges present on Panels 1 to 8
  This may be fewer than the maximum number defined for the classes, but TScore will decide how to address the absent judges according to current accepted practice, which may vary by country. In most cases now, 2 e-scores are expected, so for 2, 4 or 6 judges we take the median 2 scores, fo1 judge we double the score. For 5, a ‘missing score’ average is used. For 3, we can take 2x median or 2x average score.
- 1 or 2 HD judges present on Panels 1 to 8 (for Trampoline only)
- Number of artistic judges present on Panels 1 to 8 (for Acro)
- Number of Range and Conditioning judges present (if zero, R&C options are hidden)
- Whether the judges on each panel are using tablet entry of deductions
- Whether to continuously poll for missing tablets when trying to connect here, and on the scoring screen
- Panel timings – the default warmup time and 2-bed adjustment

From this screen you can also establish communication with each tablet on the panels (see later – section 6).

## 6.4 Printer settings

Here, you can choose which printers are used for what purpose.

Note that if you reboot or plug cables in differently, you may have to change these.

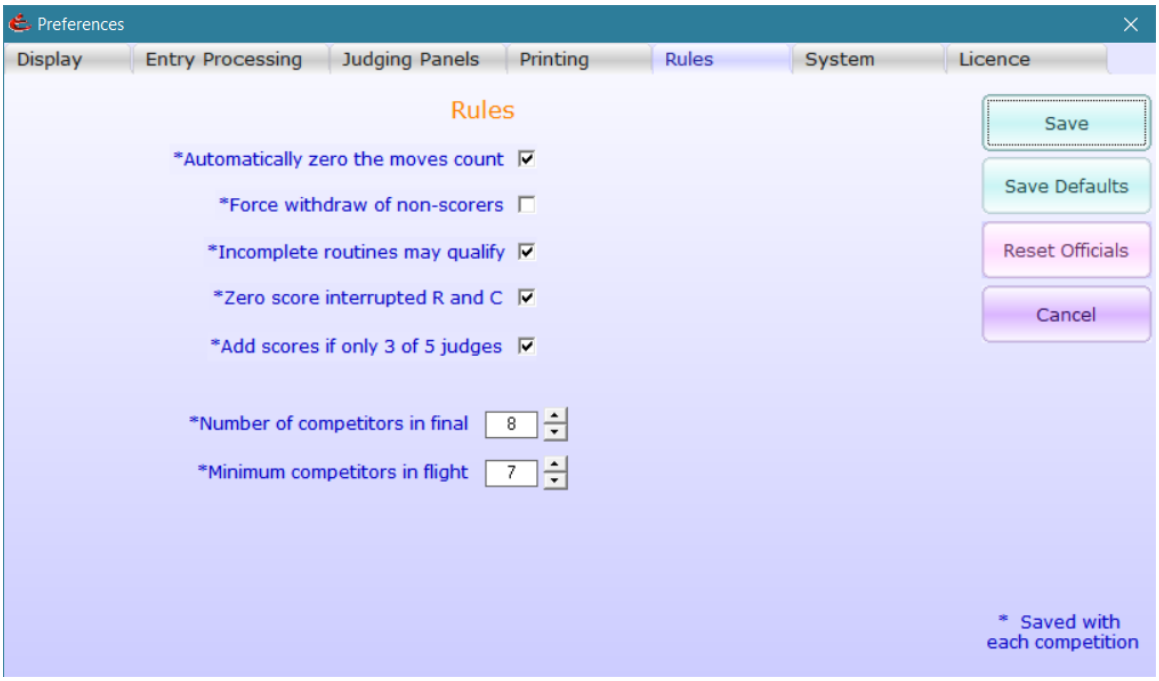
TScore will warn you on start-up if a printer is missing.

You can set some print layout options:

- Print each flight on a new page
- Add an extra row to record finals
- Print individual ‘score tickets’ (used widely in Artistic)
- Display the Excel Window while printing is taking place (useful for diagnosing issues)
- Include the original class name on the Chair and Recorder checklists (where classes have been merged)

You can also set the number of entrants per page of printed results. Use these settings to fine-tune pagination for printed results. Adjusting these is necessary for some printer and page size combinations.

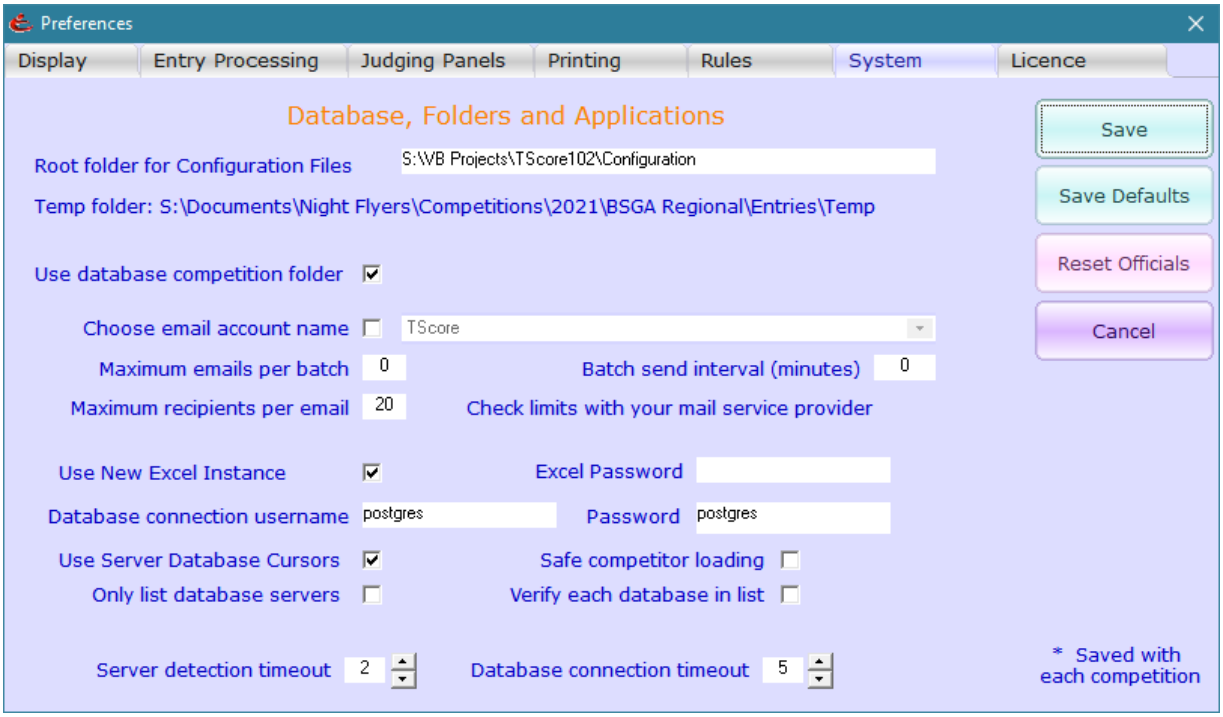
## 6.5 Rules




The Rules tab lets you decide how general scoring rules are to be applied to this event. Most scoring rules are defined within each class. Here you can decide the following:

- Whether to set 'Moves' to 0 if all zero scores are entered
- Whether to withdraw or set zero moves for non-scoring entrants when 'forcing' the completion of a class
- Whether interrupted routines are eligible for qualification
- Record a zero score if an R &C routine is interrupted
- Whether to perform a simple addition of scores of only 3 of 5 judges are present (rather than using the FIG averaging method for the missing scores)
- How many entrants go through to the final
- The minimum number of competitors in a flight

## 6.6 System




The System section contains a number of rarely touched settings.

**Configuration files**

Here, you can change the configuration folder location and instruct TScore to set the competition folder on each computer to the value saved for the competition. This is generally the best option, but does mean that every computer needs the same competition folder location and structure to avoid warnings on loading the event database.

**Email configuration**

You can control email settings from this screen. TScore relies on having Outlook running on the computer. When you send emails, it will use the Outlook account name listed. To swap accounts, first tick the ‘Choose email account name” checkbox. This will attempt to read a list of the available Outlook email profiles. You can then choose the one to send from in the drop-down list.

Most service providers enforce email send limits to prevent spammers. Some of these limits can be low enough to cause problems for an organizer sending out TScore emails. For example, free Gmail has a daily limit of 100 emails/recipients from automated systems (500 for G-Suite), Office 365 has a ‘10,000 daily recipients’ limit but a ‘30 messages per minute‘ restriction. Outlook.com allows 300 emails per day, GoDaddy has 250 recipients per day, 300 messages per hour and Virgin-Media have a maximum of 100 recipients per email.

So, check what your limits are and then set the maximum recipients per email and maximum emails per batch. You should also set the interval between batches. TScore will set the ‘Do not deliver before’ time for each batch you send – these messages will stay in your Outbox until that time.

### Excel settings

TScore can try to connect to an existing running copy of Excel, or it can always start a new instance when Tscore starts. If you are on a particularly slow computer or an older version of Excel, you may find it runs faster if you connect to a running copy, but this has the risk of interrupting your editing session in that copy, or blocking TScore from performing certain functions if your open spreadsheet is currently editing the contents of a cell. (You will get a Windows popup asking whether to wait o switch to the other application, which generally doesn't work!).

You can also set a password to be used by TScore should you want to encrypt/decrypt your entry forms for enhanced data privacy.

### Database settings

The database connection settings demand a little more discussion, though you should not normally need to change the default settings.

When you click the 'Connect' button to attach to a competition database, TScore tries to list the competitions on the server that you used most recently. If you click the 'List All' button though, it will search the network for other servers. If the 'Only list database servers' is checked, TScore will try to detect a database on each machine it finds (this can be time consuming).

Similarly, when TScore lists the competitions on the chosen server, it can verify that each one is really a TScore database. This is not normally necessary, unless you are also using the database for other purposes and want to avoid accidentally picking an invalid database.

The timeout values are in seconds, and tell TScore how long to wait before giving up on a remote connection. If your network is particularly troublesome, you may want to increase these values.

TScore will normally use 'Client Database Cursors', as these reduce the load on the server. If you have a slow network or client PC, you can choose the 'Use Server Database Cursors' option to improve the speed of that PC.

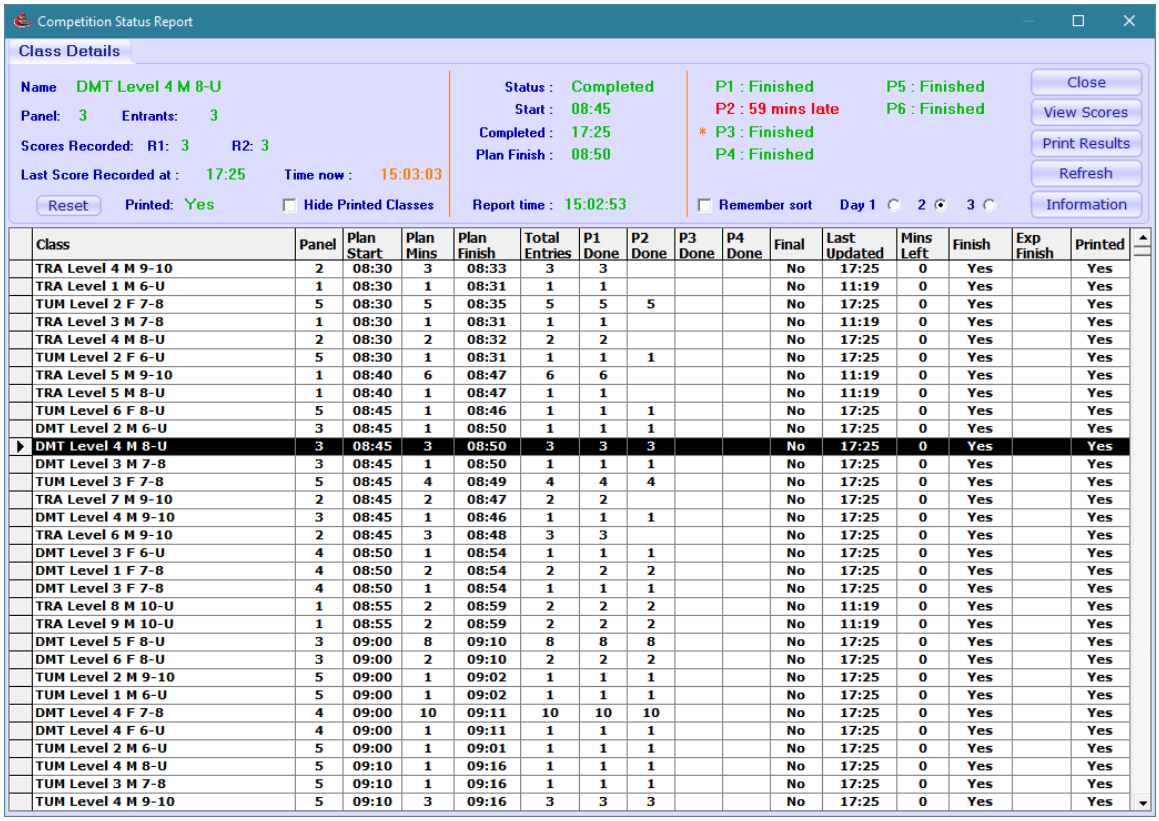
# 7 Running a Competition

### For competition organisers

The big day has arrived, your competition database is all set up, but there is still work for the competition organiser to do at the event. TScore and its companion product VScore can help to smooth the running of the competition by automating many of the tasks that would otherwise demand much of your time throughout the day.

You can make rapid changes to the list of entrants (using the Edit Entrants options described in the previous section). TScore will record all such changes for you, so you can print off a list of late changes for the marshals and superior judges.

You can track the progress of the competition through the 'Status' screen. This lets you know when you can print off results and which panels are running early or late.




| Class | Panel | Plan Start | Plan Mins | Plan Finish | Total Entries | P1 Done | P2 Done | P3 Done | P4 Done | Final | Last Updated | Mins Left | Finish | Exp Finish | Printed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| TRA Level 4 M 9-10 | 2 | 08:30 | 3 | 08:33 | 3 | 3 | | | | No | 17:25 | 0 | Yes | | Yes |
| TRA Level 1 M 6-U | 1 | 08:30 | 1 | 08:31 | 1 | 1 | | | | No | 11:19 | 0 | Yes | | Yes |
| TUM Level 2 F 7-8 | 5 | 08:30 | 5 | 08:35 | 5 | 5 | 5 | | | No | 17:25 | 0 | Yes | | Yes |
| TRA Level 3 M 7-8 | 1 | 08:30 | 1 | 08:31 | 1 | 1 | | | | No | 11:19 | 0 | Yes | | Yes |
| TRA Level 4 M 8-U | 2 | 08:30 | 2 | 08:32 | 2 | 2 | | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 2 F 6-U | 5 | 08:30 | 1 | 08:31 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TRA Level 5 M 9-10 | 1 | 08:40 | 6 | 08:47 | 6 | 6 | | | | No | 11:19 | 0 | Yes | | Yes |
| TRA Level 5 M 8-U | 1 | 08:40 | 1 | 08:47 | 1 | 1 | | | | No | 11:19 | 0 | Yes | | Yes |
| TUM Level 6 F 8-U | 5 | 08:45 | 1 | 08:46 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 2 M 6-U | 3 | 08:45 | 1 | 08:50 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 4 M 8-U | 3 | 08:45 | 3 | 08:50 | 3 | 3 | 3 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 3 M 7-8 | 3 | 08:45 | 1 | 08:50 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 3 F 7-8 | 5 | 08:45 | 4 | 08:49 | 4 | 4 | 4 | | | No | 17:25 | 0 | Yes | | Yes |
| TRA Level 7 M 9-10 | 2 | 08:45 | 2 | 08:47 | 2 | 2 | | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 4 M 9-10 | 3 | 08:45 | 1 | 08:46 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TRA Level 6 M 9-10 | 2 | 08:45 | 3 | 08:48 | 3 | 3 | | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 3 F 6-U | 4 | 08:50 | 1 | 08:54 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 1 F 7-8 | 4 | 08:50 | 2 | 08:54 | 2 | 2 | 2 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 3 F 7-8 | 4 | 08:50 | 1 | 08:54 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TRA Level 8 M 10-U | 1 | 08:55 | 2 | 08:59 | 2 | 2 | 2 | | | No | 11:19 | 0 | Yes | | Yes |
| TRA Level 9 M 10-U | 1 | 08:55 | 2 | 08:59 | 2 | 2 | 2 | | | No | 11:19 | 0 | Yes | | Yes |
| DMT Level 5 F 8-U | 3 | 09:00 | 8 | 09:10 | 8 | 8 | 8 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 6 F 8-U | 3 | 09:00 | 2 | 09:10 | 2 | 2 | 2 | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 2 M 9-10 | 5 | 09:00 | 1 | 09:02 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 1 M 6-U | 5 | 09:00 | 1 | 09:02 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 4 F 7-8 | 4 | 09:00 | 10 | 09:11 | 10 | 10 | 10 | | | No | 17:25 | 0 | Yes | | Yes |
| DMT Level 4 F 6-U | 4 | 09:00 | 1 | 09:11 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 2 M 6-U | 5 | 09:00 | 1 | 09:01 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 4 M 8-U | 5 | 09:10 | 1 | 09:16 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 3 M 7-8 | 5 | 09:10 | 1 | 09:16 | 1 | 1 | 1 | | | No | 17:25 | 0 | Yes | | Yes |
| TUM Level 4 M 9-10 | 5 | 09:10 | 3 | 09:16 | 3 | 3 | 3 | | | No | 17:25 | 0 | Yes | | Yes |

The **Information** button gives you a summary of the competition, including the number of entrants in each discipline.

Finally, you can plug a projector into a computer running VScore and let it automatically deliver a highly professional live display of the latest results. You can even insert your own messages and images into the live display for those useful silent announcements (the default is 'No Flash Photography Please!').

## 7.1 Printing Results and Certificates

You can print results from either the Scoring screen or the Competition Status screen. Choose the class to print and click the Print button:

Choose the documents you want to print, set the number of copies or choose to preview the output instead. Checklists and Results use an Excel template, which you can customise if you wish. (Keep the row and column positions the same, but change colours, graphics etc. as you desire).

Certificates use a Word template with bookmarks to substitute the event, venue, date, competitor, club, score, class and position. You can either print the entire certificate on demand, or for speed and economy, just print monochrome text on a pre-printed certificate background.

You can also save each Word certificate to file – these are written to per-club subfolders in a 'Certificates' folder within the current competition.

TScore puts its default templates into the folder **C:\Users\Public\Documents\TScoreX\Templates.** However, these templates are overwritten when you install an updated version of TScore. If you want to change your default templates, you can copy them into the folder **C:\Users\Public\Documents\TScoreX\MyTemplates** instead, and alter them there. These will not be overwritten, but you may not fully benefit from new program features in some cases where these rely on new templates.

Further, you can copy a set of templates into specific competition folders.

For example: **S:\ Competitions\2017\RegChamps\Entries\Templates**. This means you can set up precisely the formats you want for each event.

## Changing the Print Templates

The TScore file templates can be found in the C:\Users\Public\Documents\TScoreX\Templates folder. Take a safe copy before editing them!

| Filename | Purpose | Reserved Cells | |
|---|---|---|---|
| PrintTemplate<br>(Excel file) | Excel spreadsheet with two worksheets - one for Individual and one for Team | A2<br>C2<br>J2<br>A5 to M5<br>A7 to M11<br>A7 to M7<br>A8 to M8<br>A9 to M9<br>A10 to M10<br>A7 to M12 | Competition name<br>Venue<br>Date<br>Column headers repeated on each page<br>Copied for each individual competitor<br>Name, Club, Score and Position<br>Round 1 scores<br>Round 2 scores<br>Round 3 scores<br>Copied for each team |
| PrintTemplateSYN<br>(Excel file) | Excel spreadsheet with one worksheet for Synchronised results | A2<br>C2<br>J2<br>A5 to O5<br>A7 to O11<br>A7 to O7<br>A8 to O8<br>A9 to O9<br>A10 to O10 | Competition name<br>Venue<br>Date<br>Column headers repeated on each page<br>Copied for each individual competitor<br>Name, Club, Score and Position<br>Round 1 scores<br>Round 2 scores<br>Round 3 scores |
| ChecklistTemplate<br>(Excel file) | Excel spreadsheet with 4 worksheets.<br>Each sheet has control cells in row 1 that should not be changed<br>Recorder sheets are 1 round per row. | Z1<br>AA1<br>AE1 | Template Version Number<br>Rounds per row (Recorder only)<br>Last column to copy (Recorder only) |
| | Marshal | A1 to M1<br>A2<br>A3 to M3<br>Remainder | Title<br>Class Name<br>Column headings<br>Values inserted as necessary |
| | Chair | A1 to G1<br>A2<br>A3 to G3<br>Remainder | Title<br>Class Name<br>Column headings<br>Values inserted as necessary |
| | Recorder (individual) | A1 to S1<br>A2<br>A3 to S3<br>Remainder | Title<br>Class Name<br>Column headings<br>Values inserted as necessary |
| | Recorder (synchronized) | A1 to U1<br>A2<br>A3 to U3<br>Remainder | Title<br>Class Name<br>Column headings<br>Values inserted as necessary |

| | | | |
|---|---|---|---|
| ChecklistTemplateSingle (Excel file) | Excel spreadsheet with 4 worksheets. All same as Checklist apart from the Recorder, which has 2 rounds in a single row. This is unsuitable for events with Horizontal Displacement. | A1 to M1<br>A2 to M2<br>Remainder | Title<br>Column headings<br>Values inserted as necessary |
| | Recorder (individual) | A1 to X1<br>A2<br>A3 to X3<br>Remainder | Title<br>Class Name<br>Column headings<br>Values inserted as necessary |
| | Recorder (synchronized) | A1 to R1<br>A2<br>A3 to R3<br>Remainder | Title<br>Class Name<br>Column headings<br>Values inserted as necessary |

| | | | |
|---|---|---|---|
| Certificate (Word file) | Word document for personalized certificates<br>Use the following bookmarks to substitute the actual values from TScore:<br><br>Note that there are additional configuration options for certificates – contact TScore support for information on how to fine-tune the content to automatically substitute key phrases such as 'Place', 'Competed' , 'Qualified', 'Team Event' etc. | **Club** | The full club name of the competitor |
| | | **Name** | The name of the competitor |
| | | **Grade** | Their competing grade |
| | | **Score** | Their score |
| | | **Place** | Their finishing position |
| | | **Date** | Date of the competition |
| | | **Competition** | Name of the competition |
| | | **AfterClass** | 'Class' or 'Team' (if not an individual entrant) |
| | | **Qualified** | 'Qualified' or 'Finished' |

| | |
|---|---|
| ExportTemplate.xlsx | Full results export as an Excel spreadsheet. Contains 4 worksheets - Individual, Teams, Synchro and one to list class definitions |

## 7.2 Checklist Template

In the same C:\Users\Public\Documents\TScoreX\Templates folder, you will find the Checklists.xlsx file, which is used as the template for your checklists. Here is one sheet for each of the Chair, Marshals, Recorders and Synchro recorders (as the format here is different). However, you can also add discipline-specific templates for Chair and Marshall sheets – just copy the one you want and name it **'Chair-TRI', 'Chair-DMT', 'Chair-TUM', 'Marshal-TRI', 'Marshal -DMT'** or **'Marshal -TUM'**. You can then change headers and column widths.

On the top row of each sheet, you will see some 'layout' flags that you can set. The cells take the following values:

1Z This is the template version number – best not to change this, as it affects auto hiding of columns.

1AA Rounds per row – on recorder sheet, this lets you choose one or two rounds for each row of the checklist. Set it to 1 or 2. Note that 2 may be cramped for most events.

1AE Last column to print – this is used to set the print area in excel

1AH Set this to 'Y' to tell TScore to use the row heights in your template rather than enforce its default sizes.

## 7.3 Exporting Results

At the end of the competition you can take a safe copy of the database for archiving and also generate a full set of results in Excel format for publishing.

### Click the Import / Export button

The Excel Export option processes all results and highlights qualifying and relegated competitors.

You may change the presentation format of the spreadsheet by editing the Export Template file.

The ability to report the date of birth in the results is included for the convenience of submitting official results to the national scores coordinator. It is strongly advised that you do NOT publish sets of results with this information included for reasons of data protection and privacy.

If you have combined age groups to make reasonable sized competition classes, but qualifications are done by strict age group (as per BG grades), then checking the ‘Original Age Groups’ box will assign each entrant and their score to their original (un-merged) age group.

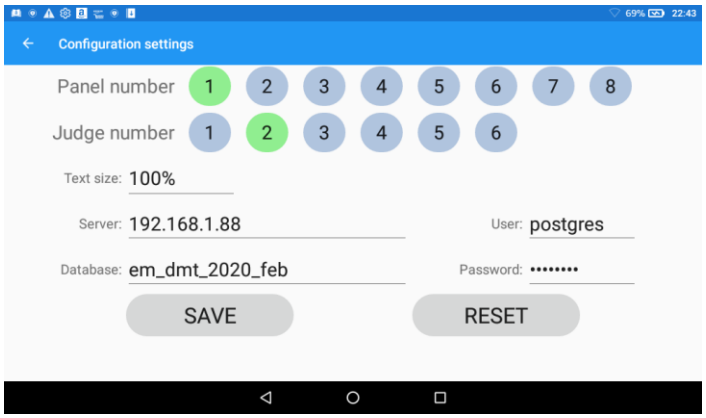
Copying the competition database can only be performed on a computer that has the database server software installed (this need not be the ‘live’ server however).

The standard ‘Export Results to Excel’ option gives a complete, formatted highly presentable output, with highlighted qualifiers, separate sheets for each discipline and lots of additional information.

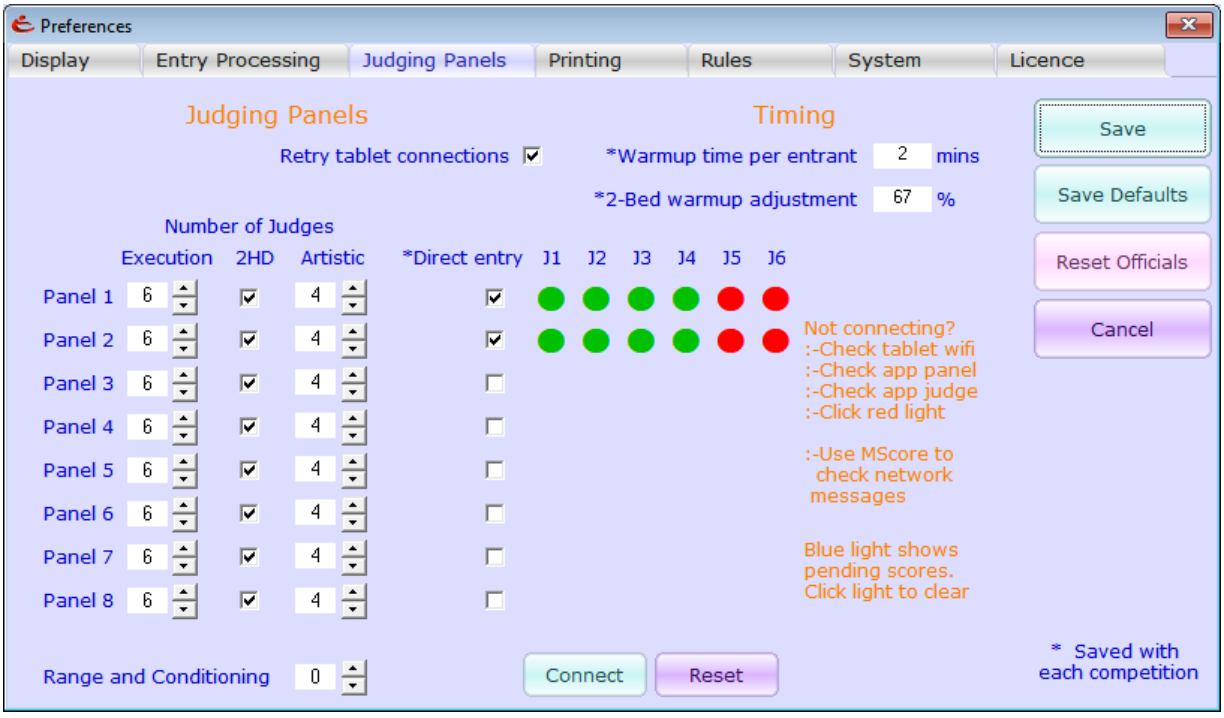
## 7.4 Connecting judge's tablets to TScore

If you intend using Android tablets for judges to enter their deductions directly, there is some additional configuration you will need to perform at the start of the session. This is to establish the connection of each tablet to the TScore competition database.

Having created your competition and installed the app on your tablets (see Installation later), you now start them all up and connect them to the event wi-fi network. On each tablet, run the TScore Judge app and set the Panel and Judge number in the Settings screen. (You can also set the text size to best suit the screen size and font preferences on your particular tablet).




Once all of the tablets are set and connected to the Wi-Fi network, run the main TScore program on your PC, connect to the competition and go to the Preference screen, 'Judging Panels' tab:




Decide which panels will be using direct entry and set the number of e-judges. Red lights will appear for each expected direct entry tablet.

Click the **Connect** button and after a few seconds the red lights should turn green and TScore pushes the connection details to each tablet. If the 'Retry Tablet Connection' box is checked, TScore will continue to broadcast for any missing tablets every 2-3 seconds. You can also retry an individual tablet by clicking its light. Wait a couple of seconds for a response to be detected in this case.

If some stay red, double check the Panel and Judge settings and Wi-Fi connection on each tablet and try **Connect** again. If you still have trouble, click **Reset**, then **Connect**. (A common problem here is setting the panel and judge numbers the wrong way round in the app!)

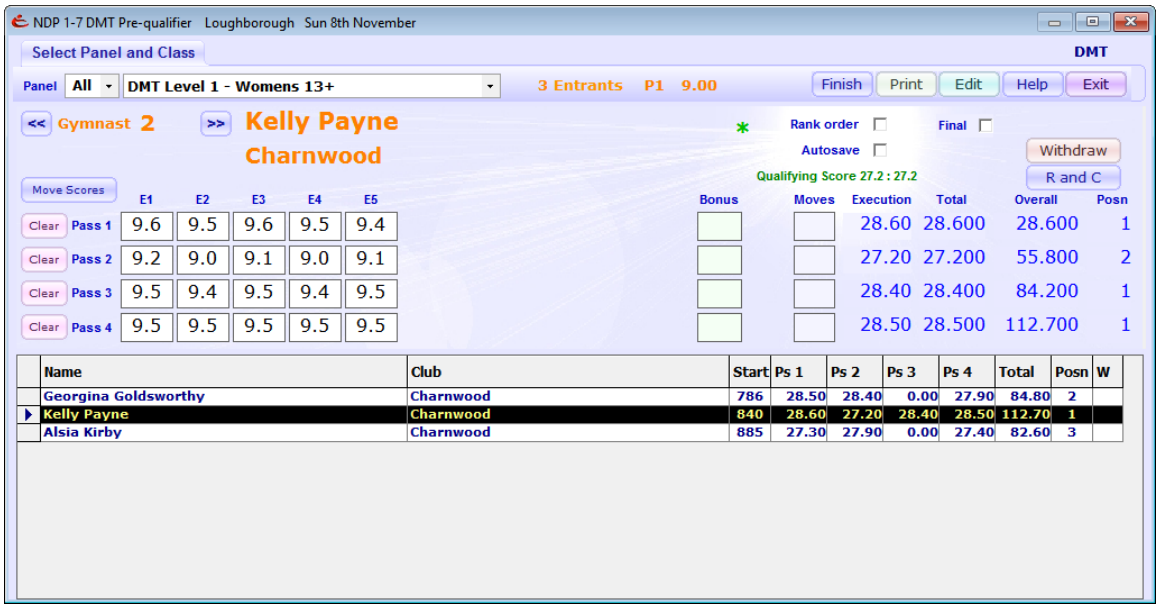
If this still fails, check the Settings screen on the app for each failed tablet and enter the server and database name by hand if necessary and then save the TScore App Preferences.

Once all of the tablets are connected, continue to scoring as normal. 'Saving' preferences is not necessary.

## 7.5 DMT and Tumbling

TScore supports Double Mini-Tramp and Tumbling events as well as Trampoline. The only real difference is that these disciplines have a Qualification / Final structure with 2 passes in each, making a total of four rounds of scores to record for individual competitors. (Team events still have a single final pass). All rounds have a tariff.

When TScore shows the scores for a DMT or TUM class that is designated as having a final, it will show 4 rows of score input boxes and shuffle the competitor list down a bit to make room. The rest of the scoring behaves identically to the Trampoline recording.



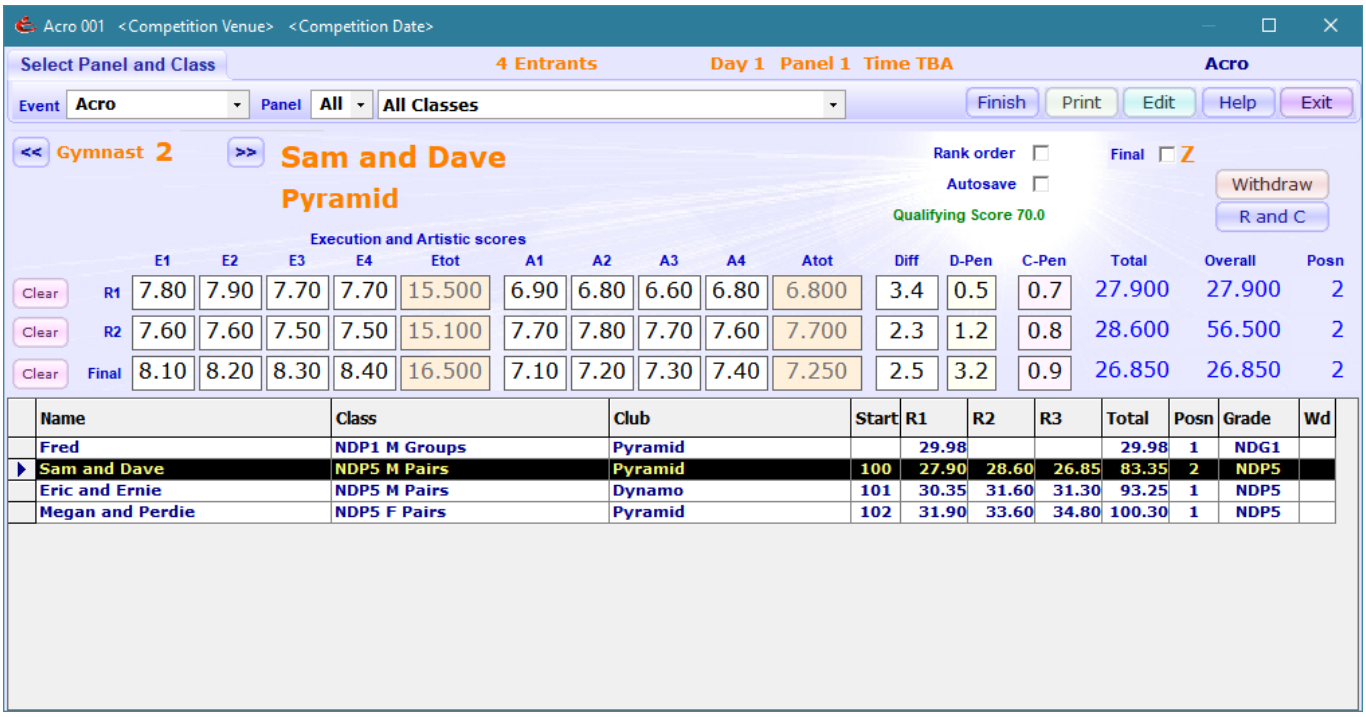

Printing or Exporting results is the same as for Trampoline events, but there is a separate template for printing and separate export worksheets for DMT, Tumbling and their team events.

For some time, the judging schemes for these related disciplines was quite different, but more recently they have come into closer alignment.

## 7.6 Acrobatic Gymnastics

TScore supports Sports Acro scoring too. The scoring is slightly different, having separate judges for execution and artistic, with penalties from difficulty judges and the chair being included.

Single round and multi-round (balance, dynamic, combined final) classes are supported.

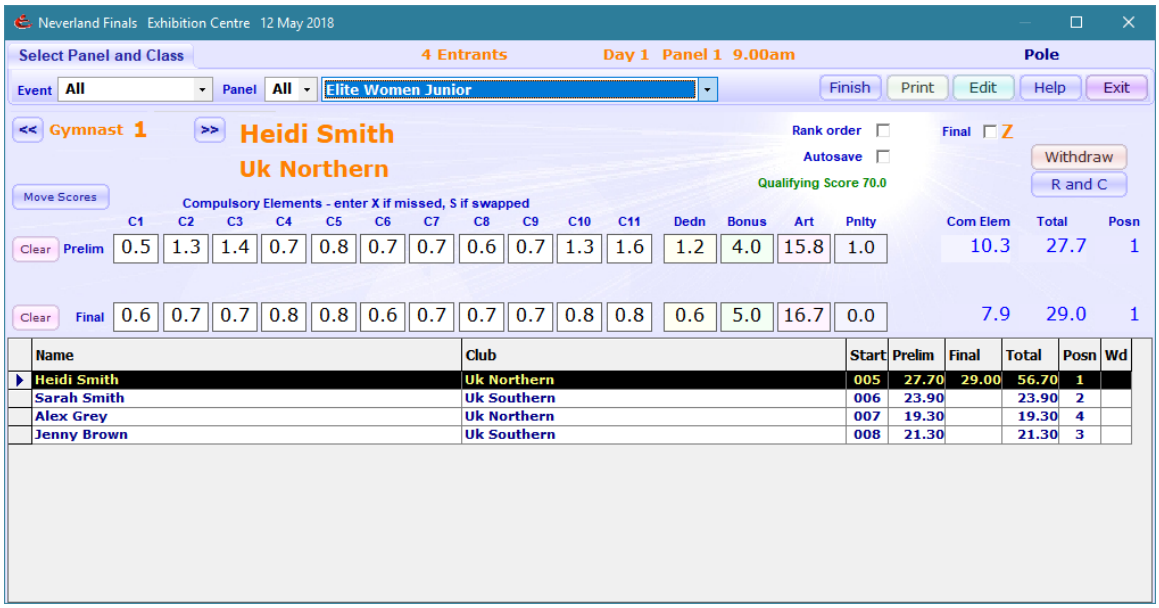


## 7.7 Pole Sports

TScore supports IPSF Pole Sports scoring too.

The scoring is slightly different, having 9 or 11 separate deductions for compulsory elements, a compulsory element deduction, bonus scores, artistic score and a chair's penalty.

Single round and preliminary + final class formats are supported.




## 7.8 Artistic Gymnastics

TScore supports men's and women's artistic gymnastics scoring too. This is currently a 'beta' capability as we run trials for it at real events. Please see the separate user guide for artistic gymnastics and contact us if you would like to try this functionality, so that we can guide you through aspects of TScore specific to this discipline.

# 8 Installation and First Use

## 8.1 Computer Requirements:

TScore is designed to run on Windows PCs and is now only formally supported on Windows 10. It has been run historically on Windows XP, Vista, Windows 7, and 8.1. Pretty well any PC built since 2003 should cope with it! Current development and testing is all on Windows 10. We will try to help if you have to run it on an older version of Windows, but it is no longer explicitly tested on those versions. TScore should also be able to be run on Windows Server version, but it is not tested on these at present.

The PostgreSQL server can by run on either Windows or Linux. Given that Windows 10 has an inbound connection limit of 20, if you intend using a significant number of Android tablets for judges, you could hit that limit. The app does disconnect within a few seconds of reading or writing to the database, but we strongly advice against relying on this.

Instead, the cheapest solution is to use a Linux server for the database. TScore itself will not run on Linux, but that isn't a problem – Linux computers present to a mixed network as just another machine.

TScore has been tested in this configuration against PostgreSQL running on Linux Mint v17. Performance and reliability were excellent.

**IMPORTANT!**

You **must** have a copy of Excel installed on your PC for many of the features; in particular, entry processing, timetabling and exporting. Excel 2010 was used for most of the testing from 2016 until 2020, though older versions should also work (especially 2007, which is still used by the author's local BG region). Anecdotally, Excel 2016 is ok too but has not been tested by the author. Current development testing uses Office 2019 and Office 2007.

To print Certificates you will need Word. This has been tested with Word 2003, 2007 2010 and 2019.

To send emails you will need Outlook. This feature has been tested with Outlook 2007, 2010 and 2019. Some changes to your security settings in Outlook may be necessary to allow programmatic control.

Most of the computers at a competition will not need MS Office, unless they are printing or exporting results. Cheap copies of older Office versions can be obtained on eBay!

## 8.2 Concepts

TScore uses a SQL database server to record the entrants and scores for all of your competitions. Each competition is created in its own named database.

It is important to note however, that there is not necessarily a separate file on the server for each of these. To backup or copy a competition you must therefore use the 'Export' option to produce a file, then 'Import' it to another TScore system. Importing and Exporting the database can only be performed on computers that have the database server software installed, even if the database itself is on a remote computer.

TScore uses a PostgreSQL database, which is freely available and requires no additional licensing. It is best to use the version that has been tested with TScore although others may work. Installing the database tends to be the most complex part of the setup unfortunately, but if you get stuck, we can run a remote online support session to fix most problems. TScore will automatically check for versions 8.3, 9.2 – 9.7, 10, 11 and 12

Scoring updates the database server directly when you click the 'Save' button for each competitor. When you start scoring a competitor, their current scores are read from the database.

There is currently no record locking, as the same competitor is not expected to be bouncing on more than one panel at the same time. This does mean that if two computers should attempt to record scores for the same competitor at the same time, the values entered by the last one will overwrite the values of the first one, (as you would expect).

Competition entry forms are in Excel format and designed to be simple to use. Unfortunately, this means that they are quite complex internally, as age groups and other clever picklists need a few cunning expressions to make them work smoothly for the person filling them in. For this reason, the worksheets are ‘locked’ for those parts that should require no changes. The password for locked sheets is 'barani' – but we recommend that you re-lock the sheets before sending them out to avoid people accidentally breaking them.

Competition documents are produced in Excel format - this includes the timetable, programme, checklists and results.

The presentation of Checklists and Results can be changed by altering their associated Excel templates. This means that you can change colours, column widths, images, text fonts and sizes if you feel so inclined. You must however preserve the rows and columns as they are defined in the templates.

At most competitions more than one computer is used to record scores – one per panel is normal. The computers are therefore networked together so they can share a single database in which all of the results are recorded. TScore just needs a TCP/IP connection to communicate with its database. Since a true database server is employed, network failures should not cause any more than a temporary interruption, rather than the database locking and corruption problems prevalent in other products that rely on file sharing to operate.

## 8.3 Installation Sequence

The recommended sequence of installations is:

1. PostgreSQL Server
2. TScore / VScore (combined installer)

Note that earlier versions of TScore relied on a third component, the PostgreSQL Client Connector. This is no longer necessary.

## 8.4 PostgreSQL Database Installation

You must install the PostgreSQL Server program on your 'master' database server. It is advisable to install it on client computers for us in case of network hardware failure.

If you are using a Linux server for the master database, you must still install PostgreSQL on at least one of your Windows PCs so that TScore has access to the database utilities needed to manage competitions. (e.g. Import/Export/Rename/Delete/Archive ).

**IMPORTANT FOR INSTALLING POSTGRESQL on Windows:**
**You MUST install PostgreSQL to a folder other than one in "C:\Program Files" or your desktop. See the separate document on 'Troubleshooting PostgreSQL' for details.**

**We recommend creating a folder called 'C:\Postgres' for the sake of consistency.**

TScore should work with most versions of PostgreSQL, but testing has been performed primarily on version 10.11. We recommend this version for now, so the installation screens below relate to that.

If you run mixed versions on different computers, you may get errors reported when exporting / imports between different versions.

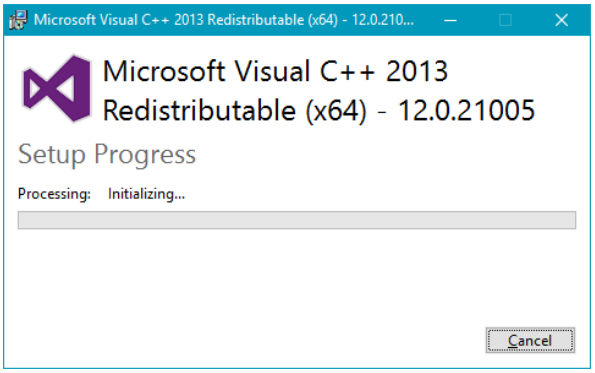
### 8.4.1 PostgreSQL SERVER Installation

Run **postgresql-10.11-1-windows.exe**

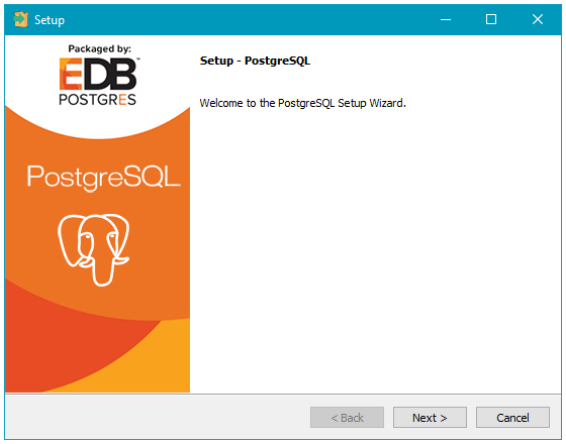
or **postgresql-10.11-2-windows-x64.exe**

according to whether you have a 32-bit or 64-bit version of Windows.

You may see this installer first – this is needed to install some Microsoft runtime components.

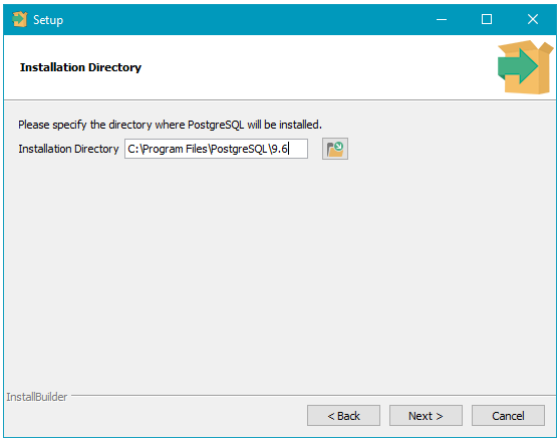



Then you see the actual PostgreSQL installer:



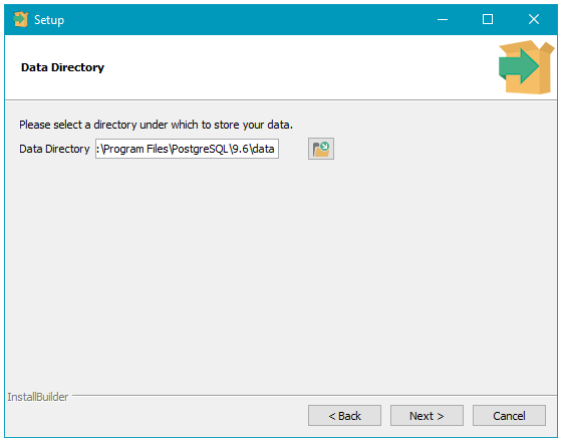

**Click Next**

**1**




Choose the directory to install the database program.
**Do NOT to use the default location set in the installer. Use a folder somewhere other than in "Program Files". We suggest C:\Postgres (or another drive).**
Click Next

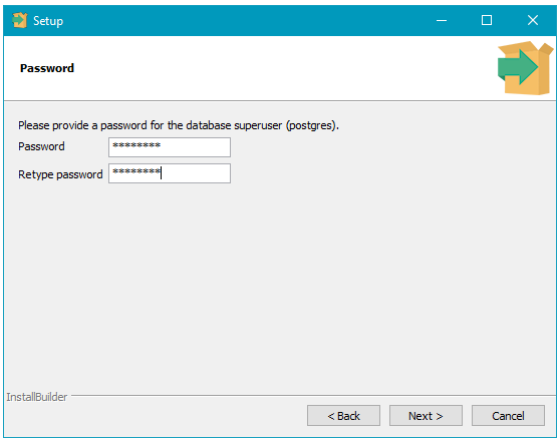
**2**




Set the location for the competition data files. These are best in a folder below your installation folder.

Click Next

**3**

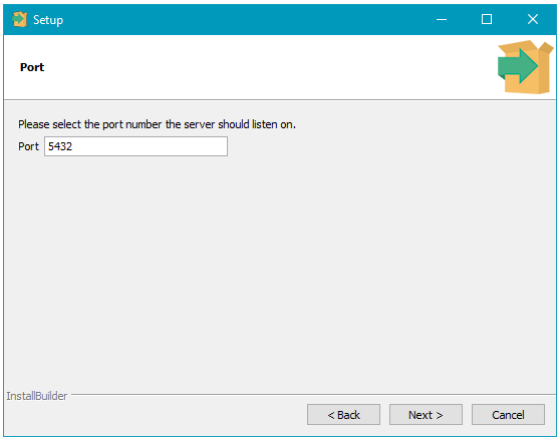



Use postgres as the password

(You can use others, but will then have to configure the setting in TScore when you run that). .

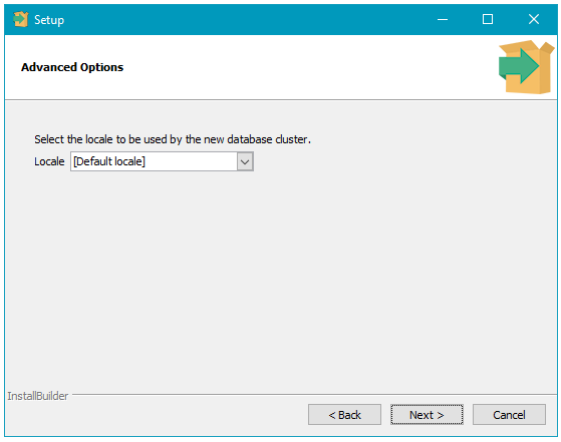
Click Next

**4**



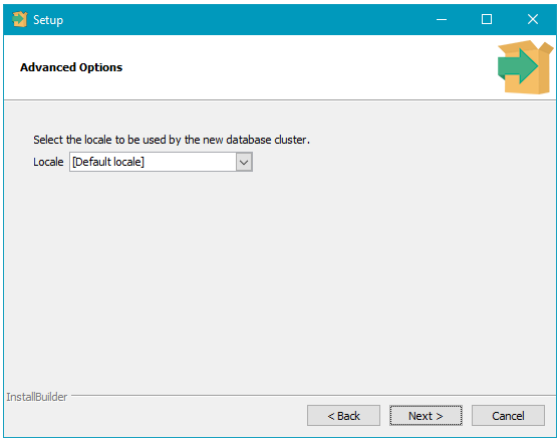

Leave this at the default value – 5432

**5**

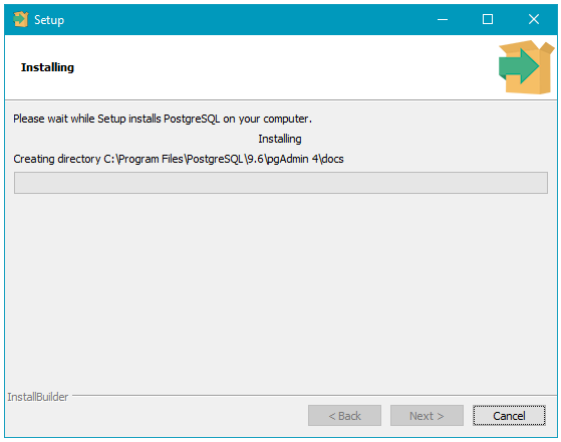



Leave this at the default

**6**

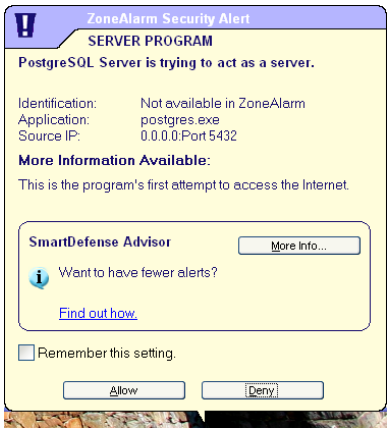


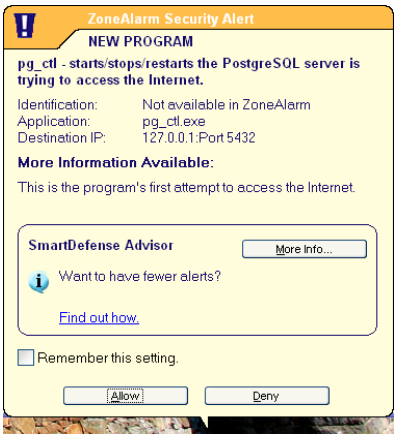

**7**

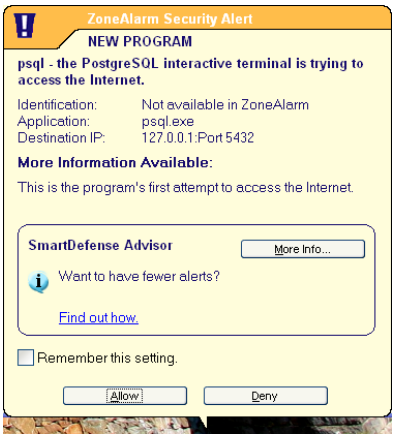



**8**

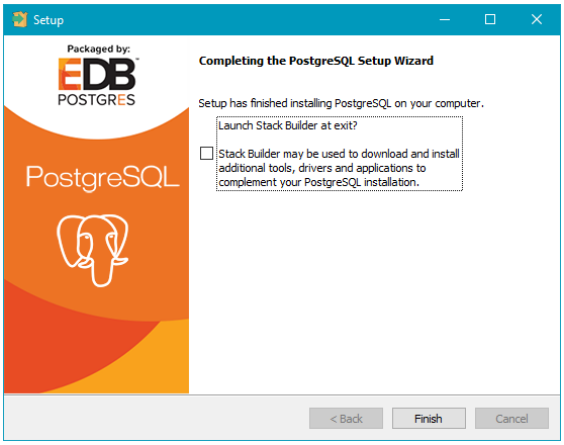
During installation, you may get warnings from your firewall (screens will vary depending on what firewall you have installed). You must allow network access for the Postgres services (port 5432).




**9**

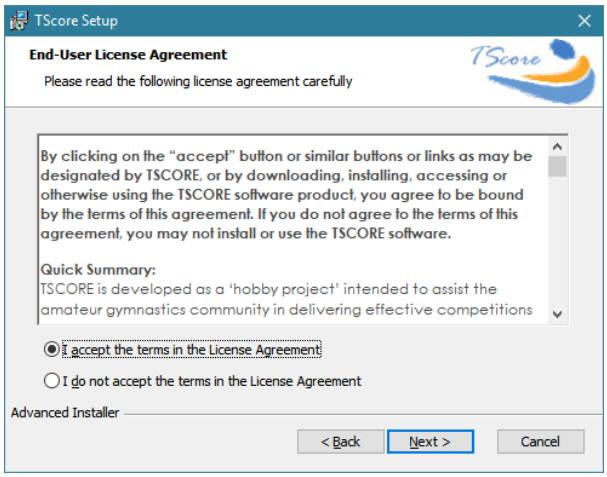


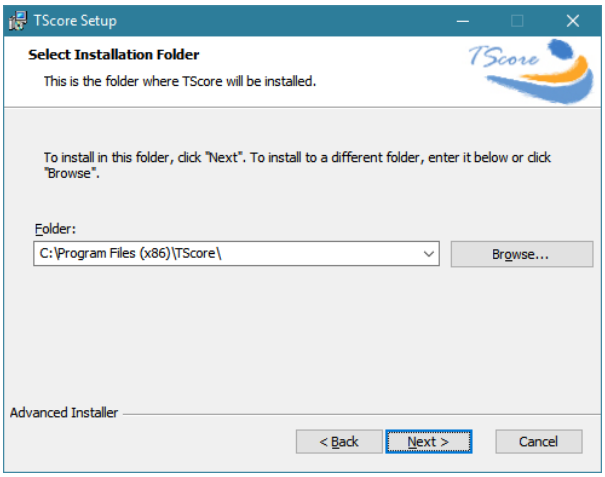

UNCHECK 'Launch Stack Builder' and click Finish

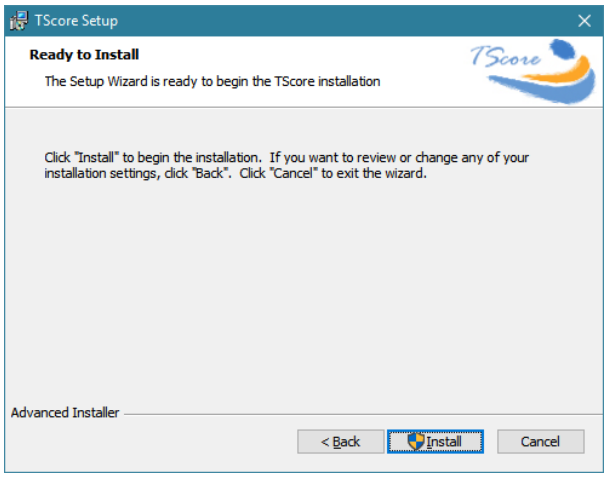
(You don't need any of the additional tools it offers)

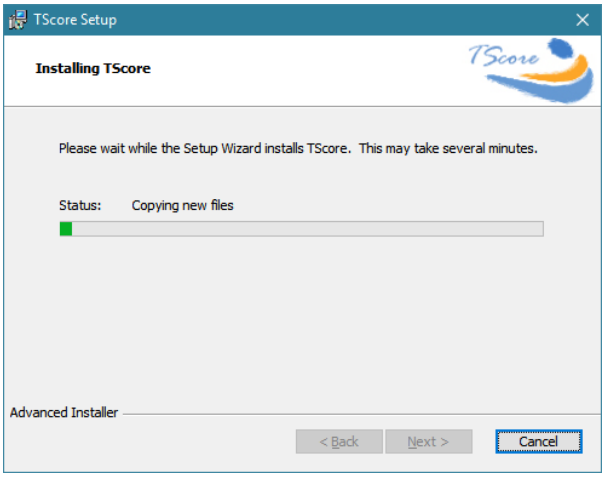
## 8.5 TScore Installation

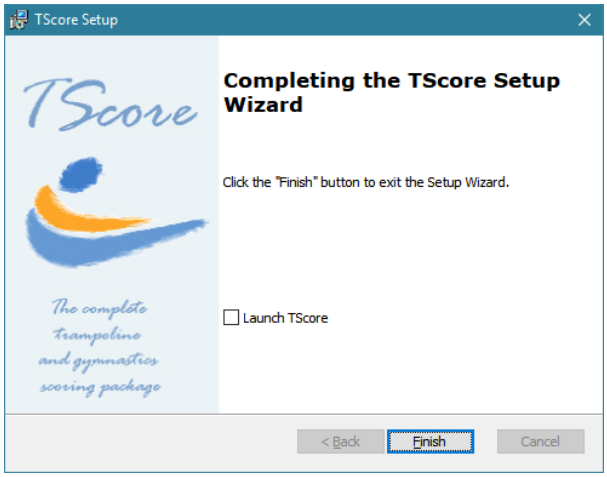
Installing TScore should be simple – just run ‘setup.exe’ and follow the instructions on screen. However, you will have to install a database before you can use TScore – see the PostgreSQL installation section later in this document for information on this.
Here are the screens you’ll see during installation.



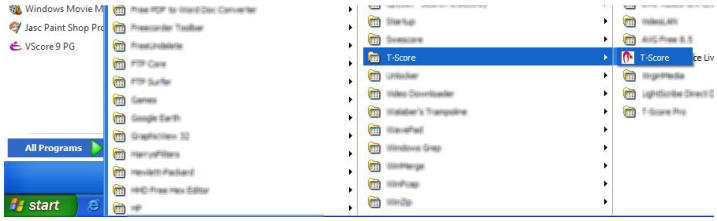



## 8.6 Creating Your First Competition

The very first time you run TScore, there are a couple of steps you need to go through to set it up. The following sequence assumes that you have got Excel installed on your computer, as it is needed to process the entry forms.
If this is not the case though, you can still use TScore with some restrictions on entry form processing and printing / exporting results.

Run TScore by picking the TScore option from the Start Menu or desktop icon:

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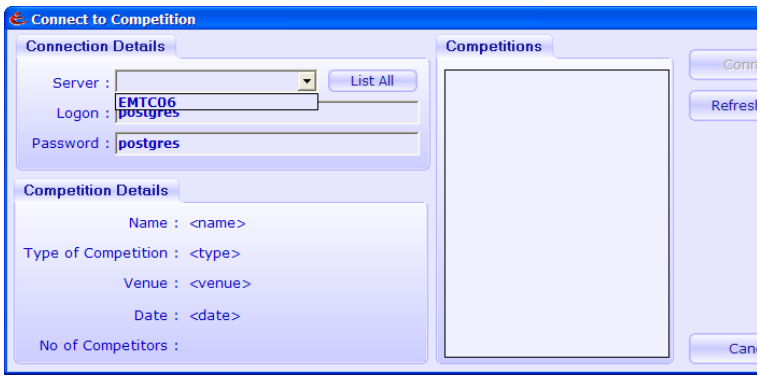
**1.** The main screen will display with the current Server and Database shown as 'Not Set':

**2.** Click the 'Choose Database' button at the top of the screen to set the database server name.



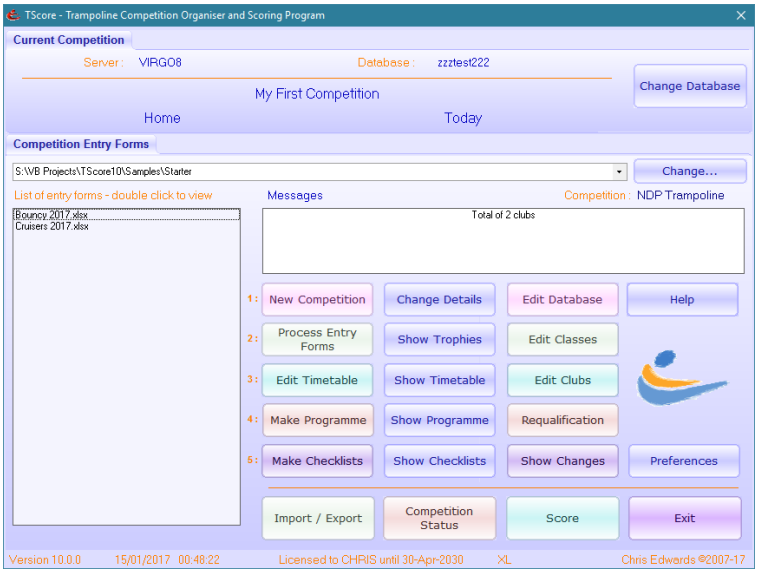

**3.** Pull down the list of servers.

**4.** Pick the one you want to use (normally your local machine if this is the first installation). If you can't see yours, try typing in '127.0.0.1'

TScore tries to list databases on the chosen server. If there aren't any, it will offer to install some demonstration competitions for you. This is the best way to go!

**5.** Click Yes and then wait for a minute while the demo databases are installed

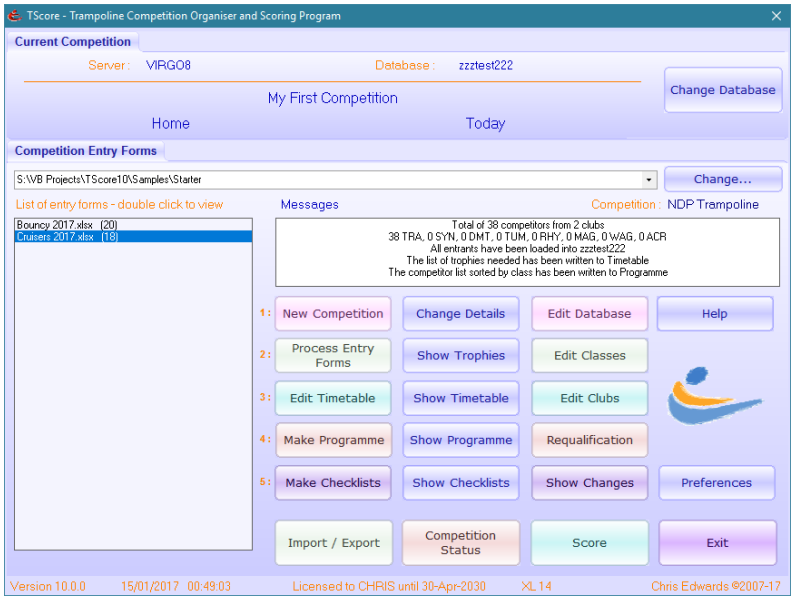
6. Now pick one of the competitions to explore what TScore can do




You are now in the 'Edit Competition' screen, with the Entries folder set to the sample provided with TScore.

You can now just explore the various scoring and configuration options.

**7.** Click the 'Process Entries' button to see how entry processing is done.


TScore - Trampoline Competition Organiser and Scoring Program
Current Competition
Server : VIRGO8
Database : zzztest222
Change Database
My First Competition
Home
Today
Competition Entry Forms
S:\VB Projects\TScore10\Samples\Starter
Change...
List of entry forms - double click to view
Messages
Competition : NDP Trampoline
Bouncy 2017.xlsx (20)
Cruisers 2017.xlsx (18)
Total of 38 competitors from 2 clubs
38 TRA, 0 SYN, 0 DMT, 0 TUM, 0 RHY, 0 MAG, 0 WAG, 0 ACR
All entrants have been loaded into zzztest222
The list of trophies needed has been written to Timetable
The competitor list sorted by class has been written to Programme
1: New Competition
Change Details
Edit Database
Help
2: Process Entry Forms
Show Trophies
Edit Classes
3: Edit Timetable
Show Timetable
Edit Clubs
4: Make Programme
Show Programme
Requalification
5: Make Checklists
Show Checklists
Show Changes
Preferences
Import / Export
Competition Status
Score
Exit
Version 10.0.0
15/01/2017 00:49:03
Licensed to CHRIS until 30-Apr-2030
XL 14
Chris Edwards ©2007-17

# 9 Installing the TScore Android App

The TScore App is not currently published in the Google Play Store, so it must be installed directly onto your phone or tablet. The intention is to publish it at a future release.

On your Android device use the browser to navigate to the TScore website 'Downloads' page and click the link for the app. It should offer you the option of installing the app (it will ask you to confirm because you are downloading from somewhere other than the Google Play store). Be assured that TScore contains no adware or nasty surprises!

Here are some more detailed instructions to help you out.

**Google Play Store Devices**

Most Android devices are set up to use Google Play Store. However, the TScore app is not yet published on the store. You should proceed as follows.

On your Android device (phone or tablet) use the browser to navigate to the download page and click the App download link. It should offer you the option of installing the app (it will ask you to confirm because you are downloading from somewhere other than the Google Play store). Be assured that TScore contains no adware or nasty surprises! Android will offer to scan the app for you, which is of course always advisable.

In an ideal world that just works. However, some browsers and versions of Android make life a little harder. You may find that instead of downloading the app as an 'apk' file, instead it lists as a txt file. To get round this, you need to install the Google Chrome browser from PlayStore or Amazon store. Then navigate to this page using Chrome, and the download should appear correctly as an apk file.

You might now be able to run the apk file directly to install it. Sometimes though, you cannot! In this case, you should download an Android File Manager app from the Play store. (e.g. "FileManager"). With this app, navigate to the Downloads folder and click on the apk file from there. It should now install. You may need to rename the file to restore the necessary '.apk' extension.

**Amazon Fire Devices**

Fire tablets are great quality, but constrained to the Amazon App Store rather than the much bigger Google Play Store.

On your Fire tablet, click Settings, then Security and Privacy. Find the 'Apps from Unknown Sources' switch and enable it. Check for the 'Files' app on your Fire tablet – recent version have this pre-installed. If not, run the Amazon Appstore app and search for 'File Explorer'. Install this app.

Use the Amazon 'Silk' browser to navigate to the download page and long-press the App download link. A menu pops up – select 'Download Link' and wait a few seconds while it downloads.

Now run the 'File Explorer' app and click the Downloads folder. You should see a file in there called something like 'Unconfirmed 123456.crdownload' (the number will vary). It should be about 19Mb in size. (If it is less, the file may not have downloaded properly – try again from the browser).

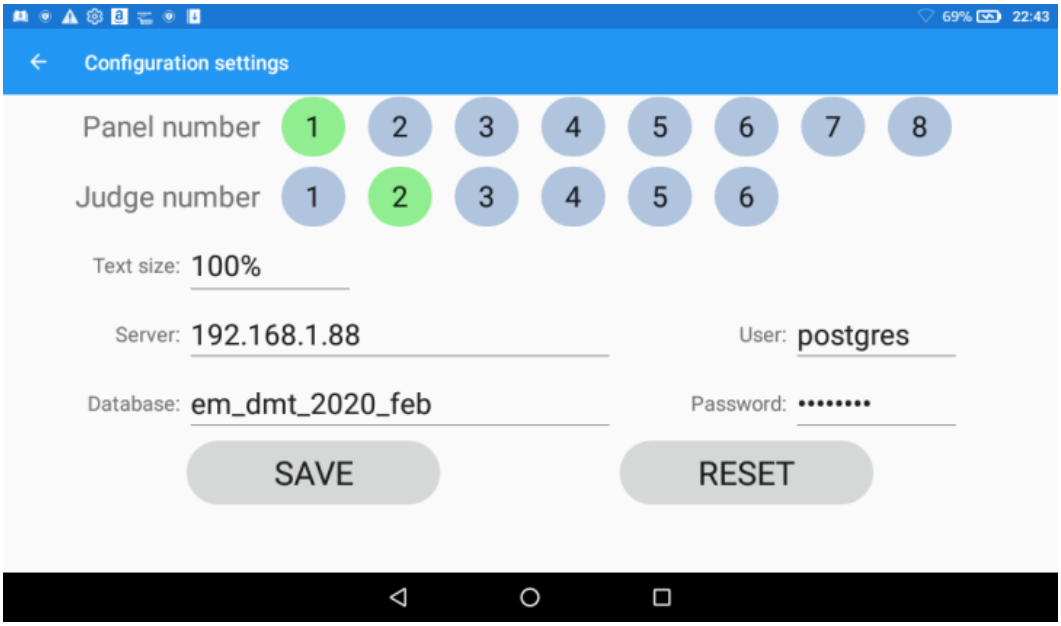
Click on this file and select Open from the menu. You should now be asked whether you want to open the file with the Package Installer. Click 'Just Once' and confirm the next screen. TScore should now be installed.

During the installation, Android will ask you to confirm a few times that you really want to install this untrusted app. At the end it may also ask whether to scan the app for malware. This is always a good thing to do and should not raise any issues.

Another option is to download the apk file to your computer, connect the tablet by USB to the computer and simply copy the apk file into the 'Downloads' folder. Then tun a File Explorer on your tablet and tap the file to install it.

To date, the app has been run successfully on: Amazon Fire 7″, Nexus 10″, Nexus 7″, Samsung A51 phone, ZTE Axon 7 mini, and 7″ generic 'Softwinner A33' & 'Softwinner Q88' Chinese tablets. Of all these, at between £35 and £50, the 7" Amazon Fire tablets seem to offer the best balance of price, performance and build quality at present.

When you first run the app, it tries to choose suitable font sizes to maximise the use of the available screen. However, if you have special access settings configured or an especially high/low resolution device, you may need to adjust the **text size** scale factor from the Configuration Settings screen for an optimal display.



# 10 Help!

If you need any further help or advice, please visit the TScore website http://tscore.co.uk for the latest information and updates.

You may also email support@tscore.co.uk

A TScore User Forum and Knowledge Base are available on the website, and the Facebook TScore User Group is a great way to meet other users and exchange hints, tips and ideas.

### Recent Changes

- Added information about email send limit options
- Updated the Preferences descriptions
- Added information about 'Direct Deductions' and Tablet scoring