

# WSTIMS FOR WINDOWS USERS NEWSLETTER

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This newsletter is for you, the user, to inform you of problems that have been sent in from scorers across the nation and the solutions for those problems. We will be sending this out from time to time to keep you informed and assist you in usage of the program. If you have a problem or issue that needs to be addressed send an email to the editor and we will get your problem addressed immediately and keep all of the users informed of the problems/solutions involved.

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## State and Regional Tournament Setup and Scorebook Options Review

We are about to enter the time of the season for the State Championships and Regional tournaments. We need to review the standard procedures that we have used for many years and cover the setup issues so that the Scorebook and the seeding files are produced properly using the WSTIMS for Windows program.

There are standard procedures to be used for all State, Regional Championships. WSTIMS has the procedures built in and the following procedures are to be used as stated. **DO NOT USE ANY PERSONAL VARIATIONS TO THE PROCEDURES OR YOUR REPORTS AND SCOREBOOKS WILL NOT TURN OUT CORRECTLY.**

First let's review the standard operating procedures for the State championships. Each state has a set of qualifying procedures to enter the tournament and the primary requirement is to be a resident of the state in order to enter the tournament. In addition to these participants, the states have been allowing out of state skiers to enter the tournament and ski for scores on the Ranking List only. This allows the program to award the qualified in state skiers placements for awards and to be recognized as State Champions in their events.

The way that we separate these two groups of skiers is very simple and has been in place for many years.

1. In the tournament you have both individual skiers and those skiing for Overall awards.
2. For all of the qualified state residents, use the standard **age division codes** for all of the events that the skier enters. This will make all of the Overall scores and age division events calculate the scores properly. This also **sends the placements to the Performance Data File (wsp)** when you build the Tournament Package. This is needed for qualifications for other tournaments. **DO NOT USE ADMINISTRATIVE GROUPS FOR ANY OF THESE QUALIFIED PARTICIPANTS, ONLY AGE DIVISION.**
3. For the "out of state" or "out of region" skiers and any other participants that will not be skiing for placement in the tournament, but for ranking list scores only, you will remove the check mark in the "For Plcmt?" Box (column 5 in registration

list). Unchecking this box will remove the participant from receiving placements in any of the events they have entered. This will also apply to all of the summaries and scorebooks, which will show them at the end of the list after all of the skiers that placed in the event.

You must do this for each participant, for each event entered by the out of state or out of region skier so that your scorebook will work properly and only the scores will be posted to the Performance Data File, not placements. You can verify and cross check your settings etc. by using the “Saveas” icon on the Toolbar of the registration sheet to save the registration data in a “registration check “file in your tournament folder and then copy and paste the data into an Excel spreadsheet and then sort and manipulate the information so that you can verify and cross check your settings.

When you produce the event/division Running Order, the skiers “Not Skiing for Placement, by default, will be at the top of the Running Order list, just like we have always done. This same process will follow when you produce the Judge and scorers’ forms for the event. When you are working on each event list (Running Orders or Officials forms), **DO NOT FORGET** to click on the “Sort” icon so that you will see the final product, before you print the form.

To make your Scorebook and the related Seeding file handle this properly during and at the end of the tournament you will need to go to the Administrative tab > Tournament List > Set Report Properties.

There are three sections in the list of reporting properties that you need to edit.

Master Scorebook Reporting Properties > the first option is Scores to Use > select First, in the second option box Points Calculation Method > select NOPS, in the third option Placement Option > select score, and in the fourth option Placement Grouping > select Div as the settings for your Scorebook.

In the Master Overall Reporting Properties section, the settings will be Scores to Use > select Round, Points Calculation Method > select NOPS, Placement Option > select Points, and in the fourth option Placement Grouping > select Div as the settings for your Scorebook.

4. You would then score your tournament as you usually do and the program will take care of storing the data.
5. Some of the tournaments are hosting two rounds of competition. The standard in this situation is for the Round 1 scores to reflect the State/Regional Championships and the Round 2 scores are to be used for the Ranking List only.
6. When you run your reports in the Tournament Package Build tab, and the “Scorebook (Web)” report is about to be produced, a dropdown panel will appear with the three types of scorebooks available to be produced and you should choose the “Championship/Index” format for this Scorebook.

7. If you are going to score a different format tournament at the same time as your state or regional tournament, such as a cash prize tournament or other format, contact me or Dave to assist you with the setup so that your scorebooks and WSP files will be correct.

**ATTENTION ALL REGIONAL CHIEF SCORERS AND STATE REGIONAL AND NATIONAL TEAM COORDINATORS. YOU MUST USE THE TEAM REGISTRATION TEMPLATE BELOW FOR IMPORTING INTO WSTIMS FOR YOUR REGIONAL TOURNAMENTS!!!!!!**

There has been created a team setup work sheet that will assign skiers to teams. It will use the Member Id if available otherwise it will attempt to match on the skier's name. The name must be in the format of "Last Name, First Name" and needs to be the name as specified in the registration. There will be an additional attempt to match on just the last name with the combination of the division and event assignment.

The New Team Registration Template is now available and can be downloaded here. Regional Chief Scorers need to send this on to your state/regional team coordinators;

<http://www.waterskiresults.com/RegistrationTemplateManuals/TeamRegistrationTemplate.xlsx>

When you are the Chief Scorer for your Regional tournament the same procedures listed above must be used for the tournament.

You should send the tournament ZIP file to your Regional Seeding Representative no later than Monday after the tournament, so that the scores will be available for the Regional and National tournament qualifications for the skiers.

July 5, 2018