

User guide

Fencing competition management software [V4]

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Introduction

BellePoule software has adopted the General Public Licence (GPL v3) and so is free to both use and distribute. Changes can even be made to the software subject to those changes being made public.

BellePoule currently works with Windows and Linux operating systems; it has been translated into French, English, German, Dutch, Spanish, Portuguese, Italian, Arabic, Russian, Swedish, Japanese and Korean. The application will automatically default to the language set in the computer's regional settings.

The language can be changed by clicking on the current language code displayed above the screen (example: "en"). The application then needs to be restarted for the changes to take effect.

The application can be downloaded from http://betton.escrime.free.fr/index.php/bellepoule-telechargement

1. Competition preparation

1.1. Creation of the competition

It is recommended that a folder is created dedicated to each competition. This can contain all the sub-competitions such as age classes, separate weapons and gender. These can then be managed simultaneously using tabs within the application. Having launched BellePoule, there are two methods to create a competition:



1.1.1. Downloaded <xml> file from a fencing website

This is the best method for events reported on the French Fencers Federation website (extranet.escrime-ffe.fr). Download the <zip> file and once extracted there will be 3 files: an <xml> file, the list of referees as a text file and the list of registered fencers in <fff> format. BellePoule accepts all 3 formats but it is much simpler to use the <xml> file.

Simply drag and drop the <xml> file into the window or the BellePoule icon to load the competition and its main properties (title, date, weapon, gender, category, date), the list of registered fencers and referees.

Alternatively use File \rightarrow Open from the menu and navigate to the desired file.

The properties for the competition can be completed through the [Preferences] menu. All printed documents from the competition will show the following headers: left for competition title; centre for weapon-gender-category; and right for organiser and date.



Fulchester Open Epée - Male - Senior 27/01/2015 List of presents (12/12)

1.1.2. Creating a new competition

Select File \rightarrow New and complete the form that appears.

1.1.3. **Backup**

BellePoule immediately offers to create a clean backup file for the competition in <xml> format, named "<title> - <Weapon> - <Gender> - <category> .cocot". The backups then occur automatically.

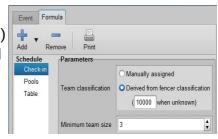
1.2. Competition formulae

BellePoule enables multiple rounds of pools and tables to suit the needs of the competition. Splits may be used to enable different age-groups or genders to be separated after the pool stage. A basic form of team organisation can be entered via the [Preferences] menu.



For team events, the line "Check-in" clarifies:

- the minimum number of fencers per team "N" (default is 3)
- the ranking of the teams. This may be manually assigned or automatically calculated. In the latter case, BellePoule adds the ranking of the "N" best fencers of each team.
 Fencers that have no ranking are assigned a default ranking of 10000. This should be replaced by the lowest known fencer's-ranking increased by one.



The calculation of team-rankings will be recalculated if the formula is changed.

1.2.1. Pools

- The number of hits defaults to 5, but this can be changed to suit the needs of the competition. For instance it could be increased to 45 for team events.
- The number of fencers to qualify after the pools is set to 100% by default, but this can be set to a specific number as required, for instance 64, 32 etc.
- The seeding of the pools can either be set to:
 - "Balanced". This is the general case for official competitions.
 - "Grouped by Strength". For less formal competitions, after a "Balanced" pool, this may be used to avoid weaker fencers always fencing much stronger fencers.

1.2.2. Table or direct elimination

It is necessary to specify:

- The number of hits, this defaults to 10, but may be changed as required.
- The number to qualify, which defaults to 100%.
- The level of rankings to be determined:
 - none (just winner)
 - 1st 2nd and 3rd place
 - All places. For this case, the competition organizer would then decide how many of the places to fight.

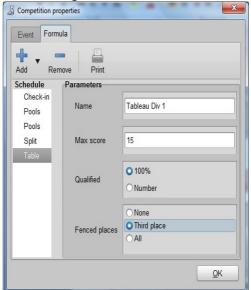
1.2.3. Splits

Splits allow competitions to be very flexible and is useful where different age groups or genders are

present. Once a round of pools have been fought, different age groups can be separated for their own table. Please see the Splits chapter (Section 3) for more information.

1.2.4. Printing the formula

From the menu, select Preferences → Formula → Print. This will include a QR code linking to the competition's FTP website





1.3. Options

1.3.1. Automatic publication onto a website

To enable a live broadcast of the competition progression, select Ecosystem → Publication and enter the FTP website. This must be reactivated each time BellePoule is restarted.

1.3.2. Additional Backup

BellePoule periodically saves the competition into the folder first specified. An additional backup should be activated, which

allows the competition to be backed up to an alternative location as well, such as a USB drive. This will guard against any corruption in the original file. This is achieved by File \rightarrow Backup \rightarrow Backup files location, and then \rightarrow Activate. This additional backup must be reenabled each time BellePoule is restarted.

1.3.3. Exit

To exit BellePoule: File → Quit

1.3.4. Opening a competition

File → Open, and select the desired file. Alternatively File → Recently opened

1.4. Defining fencers and referees

If the competition was created by loading the <xml> file (see section 1.1.1), then the registered fencers and officials will have already been defined.

In the case of details taken from the site of the FFE (undeclared competition, late registration, registration of foreign unlicensed fencers to FFE), it is necessary to use one of the 3 methods described below to create or complete the list of fencers:

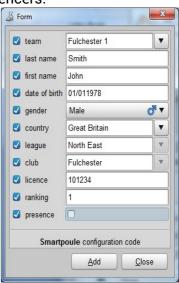
1.4.1. Manual input of fencers

At the |Check-in| tab, select the [+] button. This opens the following form:

- The field "team" should be filled for competitions by either typing a new name or by choosing a team already declared using the drop-down.
- BellePoule knows the list of nations as well as the list of leagues and clubs for some countries [presently not UK].
 Simply enter the first letters of these fields to display and select options. The information can also be freely entered.
- The [-] button removes the fencers previously highlighted.









1.4.2. importing a fencer file

It is possible to create a <csv> file (via a spreadsheet, for example) and import it into BellePoule via the button [Import fencers]. The Help → fencers file template (.csv) (top right) opens a spreadsheet to explain the format. The file must be saved in <csv> format, with fields separated by commas or semicolons. The term <csv> stands for comma separated variables and is just a text file of data where the fields are separated by either a comma or semicolon. There is no requirement to put spaces between words and commas.

An example file is shown below: the fields are separated by semicolons. The first line of this file always contains the headers / titles.

team; surname; first name; date of birth; gender; nation; league; club; licence; Level; classification

3-swords_A;TAYLOR;Mary;20/01/1997;F;GBR;;3-swords;10101;;34 3-swords_B;STEVENSON;Ryan;03/11/1992;M;GBR;;3-swords;10102;;48

- Column "date of birth" format in Regional Options on your PC (eg DD / MM / YYYY)
- Column "gender" Letter "F" for Female, "M" for Male.
- Column "nation" to the full name (eg France, Germany) or the International Code of 3
 upper-case letters (eg FRA, GER, BEL ...).
- Column "club": it is advisable to limit the club names to 12 characters to ensure the names display correctly.
- Column "Level" is for the level of referees: the format is not controlled, but using the FD convention, D, E, R, N, FN, NA, NB, I: Departmental, Regional, National A or B, International, and F prefix for referees training.
- Should you edit the file with a text editor such as "Notepad", be sure to complete the file with a carriage-return character. The lines must include all the fields included in the header, even if they are empty, separated by a semicolon or comma.

1.4.3. Copy the fencers from another competition:

- Go to the |Check-in| tab of the source event
- Select the desired fencers, and right-click to select copy.
- Go to the |Check-in| tab of the target competition, right-click and select paste.

1.4.4. Referees

- The list of referees appears by clicking the [Referees] button.
- Referees can be added manually in the same way that fencers are. This is described at Para 1.4.1.

1.4.5. Displaying data

 Double-clicking on a line opens a window for changing the data for that particular fencer or team. For instance, editing the fencer's ranking when inserting a new fencer.

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- The list of fencers works like a spreadsheet and can be sorted by clicking the column headings. For team events: the 2 bottom-left buttons show or hide the names of the fencers in the teams.
- The [Data] button allows the user to select what elements of data to display. This is
 especially useful when printing documents.

1.5. Import rankings

The button [Import ranking] is used to populate the initial rankings of the competitors, with 2 options:

- Import a <cotcot> or <xml> file to use the results of a previously completed BellePoule competition.
- Use a specific classification (for example league rankings) by importing a formatted text file. Belle Poule accepts files produced by the CLAS software. The following example illustrates the required format:

FENCERS
SURNAME_1/First name1/10
SURNAME_2/First name2/5

- The lines that precede the keyword "FENCERS' are ignored. The case (upper-case or lower-case) as shown in the example must be respected. Characters between the first name and ranking are ignored.
- This import erases the previous rankings of all registered fencers. Fencers who are not included in the imported rankings are assigned the lowest ranking plus one.

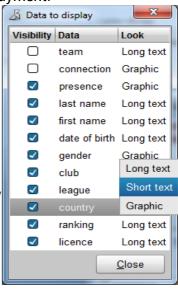
1.6. Referees

- The [Referees] button is toggled to show or hide the list of referees.
- The Referees menu on the top bar creates:
 - meal tickets: 10 tickets per page that can be cut out and given to each referee.
 - The register of payments: a simple receipt page, where the amount paid can be entered and the referees can sign as having received their payment.

1.7. Printing the list of participants (fencers and referees)

The entry list can be printed in alphabetical order of the names by clicking on the column "Name" to allow the check-in process to occur. The button [Data] allows a choice of what information is displayed and in which order by a simple "drag and drop".

- Order the fields to suit the competition. This could be in the form name, club, nation, ranking, licence.
- Some fields can viewed and printed in the full or abridged text form, or in the form of a small icon (eg the nation field will show Great Britain, GBR or a small Union Flag depending on the option selected).





- Changing the printer option to "Print to File" will allow the organizer to review the document before printing and save it in the competition folder as an archive.
- The file created is called "output.pdf" by default. If several competitions are being managed in parallel, create a distinctive name (eg "20150131-SabreMensSeniors fencers.pdf ")

1.8. Real-time monitoring on smartphones, laptops, tablets

BellePoule can work in conjunction with the Android application SmartPoule. The smartphones must be on the same Wi-fi network as the laptop running BellePoule. On BellePoule the Wi-fi network name and password can be specified. This may then be transferred to the smartphones and will allow referees to score bouts through SmartPoule.

1.8.1. Wi-fi network

From Ecosystem → WIFI enter the details of the competition Wi-fi network. The "WPA" drop-down may not be changed from WPA

The network must be set on the router as WPA2 and AES encryption.

1.8.2. Pairing referees

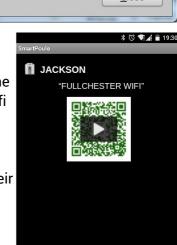


The instructions for adding referees are at Para 1.6. Once added, if the entry is double-clicked the details form will appear with a QR code.

The referee can then use the SmartPoule application to capture the QR code. This will give them the Wi-fi details and pair them to BellePoule.

Once paired, the Wi-fi SSID will show on the referee's screen along with their

name.



BellePoule will show the referee as connected.





BellePoule.exe



2. Check-in and pools

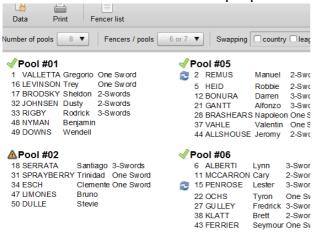
2.1. Check-in

Before advancing to the pools, the organiser needs to confirm the presence of the fencers. On the [Check-in] tab, tick the [all] button by the "Present" label, which will check-in all the fencers. Uncheck any fencers who are absent.

2.2. Composition of the pools

Click [Next Round]. BellePoule offers default pools consisting of 6 to 7 fencers. The pools can be adjusted in the following ways:

- Define the number of pools.
- Set the number of fencers per pool.





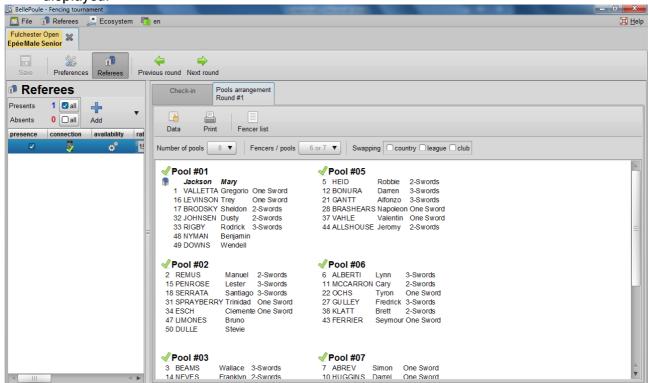
- Adjust the pools (Swapping) for the best mix fencers based on a combination of their nation, league or club.
- Manual adjustment: "drag and drop" the required fencer into a different pool. The moved fencer has a blue circular symbol by their name. Should the movement of fencers cause an excessive imbalance among the pools a red circle with an exclamation mark will highlight the offending pool. It is not possible to

progress to the next round until the imbalance has been actioned.



2.2.1. Assigning referees to the pools

Whilst in the [Pools arrangement] tab, click on the [Referees] button to see the list of referees appear. Again, the [Data] button enables the user to select what information is displayed.



- To assign a referee to a pool, drag and drop a referee to one of the pools. The referee will then appear as 'Busy' until the pool is entered.
- A pool can still be deleted or changed in the same way. It is possible to allocate more than one referee to a pool. The last referee allocated will be the principal official.
- It is possible to assign referees at any time from the |Pools arrangement| tab.

Printing the pool distributions 2.2.2.

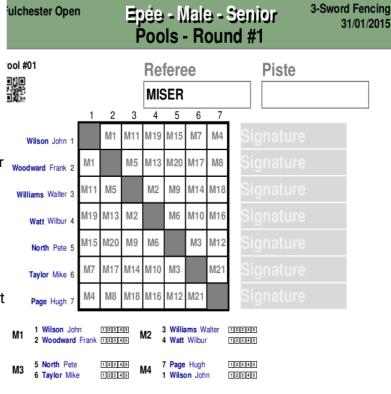
2 documents are useful for display:

- Composition of the pools: select the desired information by the button [Data] (eq input rank, name, nation, club), then use the [Print] button. The names of the referees are listed below the pool numbers. The piste number must be entered manually.
- List of fencers with their pool number. the [Fencer list] button to get this very useful document for competitions that host more than thirty fencers. The list will be ranked in alphabetical order.



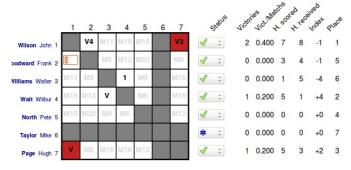
2.3. Launching and scoring the pools

- Click [Next round].
- To print the pool sheets for the referees, press [Print]: check "all pools" and "for arbitration". **Ool #01* This latter action will print out the bout order and a small score sheet for each bout.
- Checking "Matches watermarked" will put the order of the bouts in the pool grid to reduce the risk of entering results in the incorrect box.
- The Referee selected in the previous step appears in the box marked "Referee".
- Piste numbers are currently not managed by the software but may be handwritten in the box provided for this purpose.



2.3.1. Entering results from the paper poolsheets

- Enter either V for a victory of 5 hits or W followed by the number of hits (W0, W1, W2 ...) for a part-score victory.
- The buttons on the "status" column for fencers can account for exclusions (black card)
 and drop-outs (medical star). The fencer will no longer be included in subsequent stages
 of the competition.



- Scoring inconsistencies are highlighted in pink.
- Referees become "free" when the pool is complete.
- To print the results of the pools: use the [Print] button, check "all pools" and "for the bulletin board".



2.3.2. Practice mode (Auto-filling)

Auto filling is convenient when practicing with BellePoule, but should be locked off during a competition, via the [Preferences] button.

2.4. Rankings after the pools

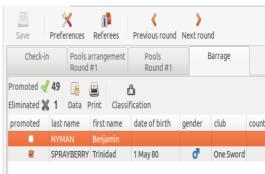
Once the results of the pools have been entered, to print the rankings to display: use the button [Classification]:

- The "Single classification" is the classification for the current pool only.
- The "Combined classification" takes into account any previous rounds of pools. The column "Status" identifies, where appropriate, the eliminated fencers, under the rules defined in the formula.
- Following multiple pools, it would be advisable to only show the combine rankings to avoid any confusion.

2.5. Barrage

If a number to qualify has been specified within the pool preferences and the Pool rankings do not make it possible to automatically continue, BellePoule will propose a fence-

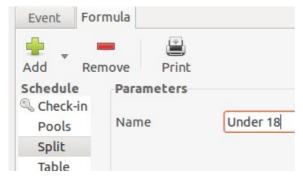
off to decide who goes through. If accepted, the list of tied fencers is displayed and you must choose fencers qualified for the next round, according to a rule previously defined by the organizer (best original classification, draw, assaults ...). You can also exceed the initially set quota. In the case of no action, BellePoule exceeds the quota.



Because of ties, quota is exceeded. Do you want to add a barrage round?

Barrage

3. **Splits**

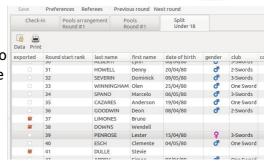


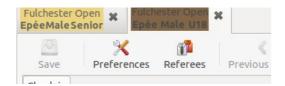
The addition of a split in the formula of a competition can extract fencers from the current competition and allow them to fence a new competition. This might be for example based on age or gender. In this example the juniors are separated from the seniors after a round of pools.

Once the pools are complete and [Next round] is pressed the fencers to be exported into the new competition, which can be selected.



The parameters for the parallel competitions created must be adjusted using the button [Preferences] and two tabs |Event| and |Formula|. Do not forget to save the corresponding file giving it the desired name via the [Save] button. It is possible to link several splits and to stop the current competition after them.





The new competition will be accessible via a newly created tab at the top. The name will be populated from details entered into the [Preferences] \rightarrow |Event| tab.

4. Tables

4.1. Creation of the table

At the end of rounds of pools, the button [Next Round] builds the table automatically. The [Table] button allows the organiser to select how much of the table to display.

4.1.1. Allocation of referees

- The allocation of referees is the same as for the pools; however, whereas the pools had a |Pools arrangement| tab, during the table stage referees are assigned to individual bouts by simply "dragging and dropping" with the mouse. The referees then appear "busy". They are shown as "free" when the result of the bout is entered.
- It is possible to assign more than one referee to a match: the last assigned is the principal referee.
- It is possible to assign referees at any time.

4.1.2. Printing the table

To print the table for display, press [Print] and select "The table". Use the slider to adjust the layout to fit the page. The number of fencers will determine the number of cuts that are required. a slider and a "cut" button allow the competition to be spit over a number of pages.

4.1.3. Printing table score sheets

To print the match sheets, Click on [Print] \rightarrow "Score sheets" \rightarrow "Pending". For a last-64 this will print 32 bouts, normally 4 on each page, therefore it may be worth assigning a referee to 4 bouts at a time.

Piste numbers need to be added manually to the score sheets.



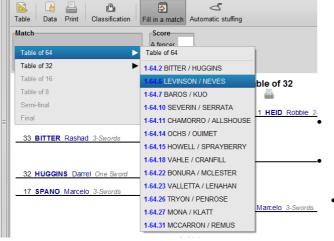
How to print?

4 cutting



4.2. Entering results of the bouts

- Method 1: direct entry onto the the table
- Method 2: using the button [Fill in a match]





In both cases, the principle of the input is identical to that used for the pools. Dropouts and expulsions can not be declared by the second method.

The second method generally works better when there are 16 or more fencers in the table, when dealing with the latter stages of

the competition all the remaining matches fit on the screen and are easily accessible.

4.3. Rankings

Within the [Preferences] \rightarrow |Formula| \rightarrow "Table" \rightarrow "Fenced places" there is the option to determine just the winner; up to 3rd place or all positions within the table. The [Table] button will allow access to the panel where the required bouts can be interrogated.



For a formula providing a 3rd place, the supplementary table appears after the results of the 2 semi-finals have been entered.

In the case of formulas where all the placings are fenced for, the browser will list all the tables as the rankings and fencers become known.





The small "gear" symbol identifies those places that still need to be fenced. Once fenced the gear will be replaced by a check-mark. Each place will open a sub-table, which needs to be fenced to establish that particular placing.

It is possible to limit the number of fenced places manually by only fencing the sub-tables required.

Place #19 For instance, to place fencers to the first 8, the sub-tables Place #3, Place #5 and Place #7 need only be fenced as the loser to the fencer placed 7 will be 8th. Therefore any sub-tables from Place #9 may be ignored.



5. Results



simple "drag and drop".

At the end of the last round of the formula in the [Next round] button to display the final rankings. The competition is complete, it only remains to print this ranking.

The [Data] button will enable which information to display and their column order in the table by a

The button [Export to PDF] assembles the following information in <PDF >format:

- · The check-in list
- The distribution of the pools
- The pool scores
- · The rankings after the pools
- The final rankings

The final results can also be exported in <HTML> format, readable by all browsers, and <FFF> format.

The competition can be closed by clicking on the cross on the top competition tab or by the menu File \rightarrow Exit.



6. Credits

Specifications / testing:

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French user manual: Laurent Bonnot [bonnot.laurent@free.fr] V1 published in December 2010, V2 in November 2011, V3 late October 2012, V4 in January 2015 This user manual: Dom Walden February 2015

Are you ready? Fence!



