# No 3x3x3 Waterloo 2018 – Data Entry Instructions

## Logging in
1) Go to http://admin.cubecomps.com.
2) Select **No 3x3x3 Waterloo 2018** under **Competitions in Progress**.
3) Enter the password provided.

## Registering On-site Competitors
1) Select "competitors" on the top of the page
2) Fill in their information from the registration sheet.

## Entering Times
1) Open the round of the event you're entering times for.
2) Select the event on the left side of the page.
3) Start typing the competitor's name until it appears on the drop-down then select it.
4) Enter the competitor's times on the left side of the page.
   - Omit non-number characters (e.g. to enter 1:23.45, type 12345).
   - Ignore the 3rd decimal place (e.g. 12.349 is entered as 12.34, not 12.35).
   - Enter the result that includes penalties (e.g. 12.000+2=14.000 is entered as 14.00).
   - If you're unsure about a digit, go with the worst possible reasonable case.
   - For times over one minute, if there is only one digit between the colon and the dot, assume the missing digit is 0 (e.g. 1:5.28 is entered as 1:05.28).
   - Enter missing digits as 9 (e.g. 2:10 is entered as 2:10.99). Note the exception above.
   - Type **D** for DNF results.
   - Type **S** for DNS results.
   - If the scorecard is blank, remove the competitor from the event by clicking **quit**.

## Checking Scorecards
- Ensure that the cut-offs and time limits have been met accordingly.
- Ensure that there are no missing signatures.
- For events with multiple rounds (namely Skewb and Square-1), ensure that all the scorecards are double checked before the scorecards for the next round are prepared. This will ensure that the correct competitors will be participating in the next round.

## Preparing Scorecards for Rounds 2 of Skewb & Square-1
- After all results for the first rounds of Skewb and Square-1 have been entered, fill out the names of the **top 16 competitors** on the blank scorecards for the second rounds. The bottom 8 competitors should be in Group 1, and the top 8 competitors should be in Group 2.