Colorado JOAD Rotational Tournaments

Notes for Tournament Directors

This document focuses on the setup for the Colorado JOAD indoor tournament series. In IANSEO, these tournaments are shot as “Qualifications”

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# Pre-Tournament Workflow

At the Summer coaches meeting the rotational tournaments are awarded based on a regular sequence of teams. The initial sequence was randomly determined at the 08/2016 meeting. New teams are added to the end of the sequence. There is a one year waiting period for new teams to hold a tournament. This was done so that they have an opportunity to understand the expectations of a tournament.

Each team in order has the option to host a tournament, or they can skip a year. If they skip the selection process moves on to the next team. This process is repeated until all Tournament slots have been taken (Seven tournaments, October through April).

Tentative dates are selected at that time. Final dates are required prior to 9/1.

After 9/1, the web master will post the tournament dates on the website with the basic information (Team and Range).

Approximately 45 days prior to the team’s tournament, the webmaster will reach out to the Tournament director to make sure that the team has

* A bank account setup
* A PayPal account has been created and linked to the above bank account.

Approximately 35 days prior to the team’s tournament, the webmaster will reach get the details that are available.

* Verify dates for the tournament (Saturday and Sunday may have been tentative, but it may be shot just on one day).
* Verify the location of the tournament
* Registration End Date (Typically the Sunday before the tournament at 9:00 pm)
* Will concessions be available
* Notes on seating or other location specific information
* Shooting times if available. If not available, should be done as soon as possible after registration closes.

It is the responsibility of the Tournament Director to register the tournament with USA Archery.

CognitoForms is used to process the registration details and payments. Each tournament director is responsible for the $24.00 payment (Paid to webmaster for now) for their month. The Tournament director will be added to CognitoForms so that they can monitor registrations, and to export the registrations.

Approximately 30 days prior to the team’s tournament, the webmaster will

* Create the ColoradoJOAD.com web page for the tournament and supply any details.
* Add an Event record will be added to the site.
* The registration page will be created in CognitoForms.
* The registration will be tested, and turned on.
* The registration page will be sent to the ColoradoJoad Facebook page for posting

During the registration period, the Webmaster will monitor registrations and weed out incomplete registrations as they are completed. Many registrations are abandoned, and later recreated and completed. This has decreased as people are now more familiar with the process.

Approximately 7 days prior to the team’s tournament, the Tournament Director will supply the webmaster with shooting times. The webmaster will

* Update the webpage with all shooting times
* Send a bulk email (via mailchimp) to all participants that have already registered so they are aware of shooting times.

After the registration is complete, the webmaster removes the registration button from the Tournament page.

Depending on the Tournament Directors desires, late registration can be allowed. The webmaster can re-enable registration, and provide the tournament director with a direct link.

The Tournament Director has the option to refund payments on a case by case basis. If for any reason the tournament was cancelled, it is expected that registrations will be refunded.

The Tournament Director can export the final registrations from CognitoForms in the form of a spreadsheet. This spreadsheet can be transformed and loaded into IANSEO for the tournament setup (See below).

The Tournament Director should get the tournament laptop and all tablets at least a week prior to the Tournament to become familiar with the IANSEO software and tablets.

# Post Tournament Steps

After verifying the integrity of the electronic scores (See below), the tournament director should

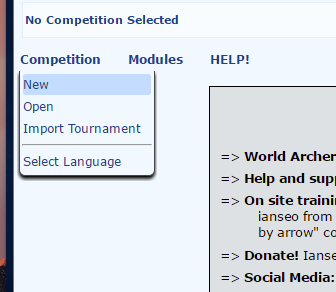
* Send the PDF output of the scores to the Webmaster
* Send the .ianseo export to the Webmaster
* Retain a copy of the paper score cards
* Make sure the laptop, router and all tablets are properly packed and delivered to the next Tournament director.

# Using IANSEO

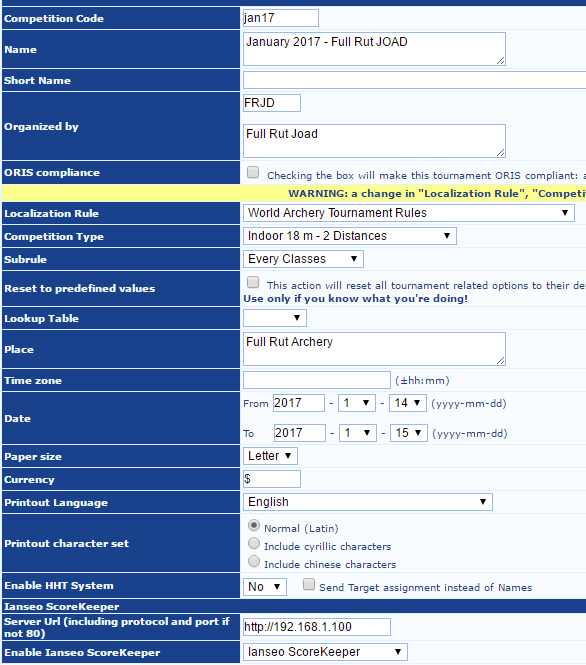
IANSEO is the tournament software that is currently used for Electronic Scoring during the Colorado JOAD Rotation Series.

# Create a new Tournament

Click Competition -> New.



## Fill out the basic Competition Information



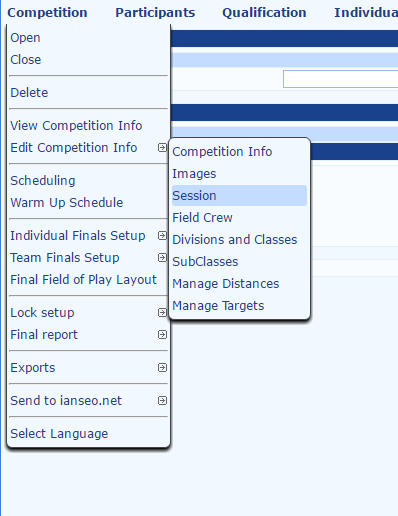
**Fields**

* Competition Code – This is a unique identifier that is used to identify the tournament to the tablet machines. Typically in the format of Month and Year – jan17, feb17, etc.
* Name of the tournament. This will be printed on reports so for our purposes something like “January 2017 – Full Rut JOAD”
* Short Name – Leave Blank
* Organized by – Club Initials and Name
* ORIS compliance – Leave unchecked
* Localization Rule – World Archery Tournament Rules
* Competition Type – Indoor 18m – 2 Distances
* Subrule – Every Classes
* Reset to Predefined values – Leave unchecked
* Place – Name of the range
* Timezone - -07:00
* Date – Dates of the tournaments
* Paper Size – Letter
* Currency - $
* Printout Language – English
* Printout Character set – Normal (Latin)
* Enable HHT System – No
* Server Url – For our purposes this should be <http://192.168.1.100>. This is the IP of the laptop on the private tournament network.
* Enable Ianseo ScoreKeeper – Ianseo ScoreKeeper – This enables the system to talk to the tablets.

## Setting up Sessions

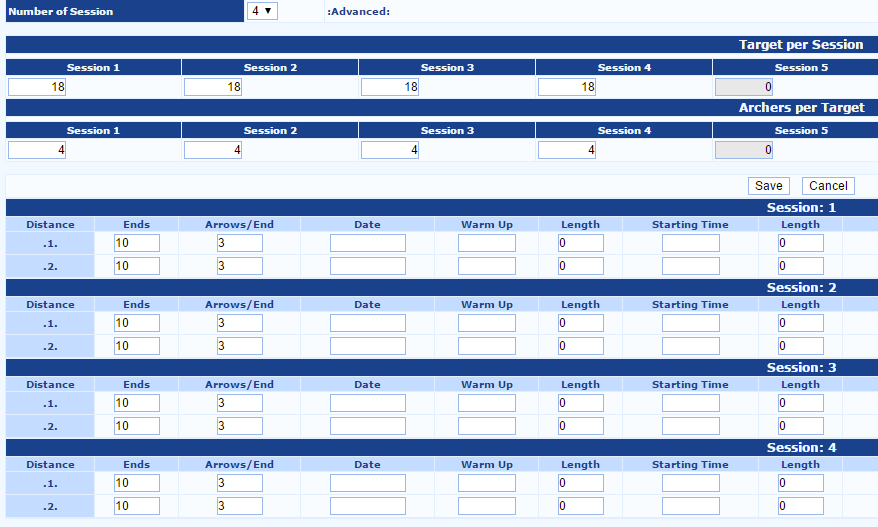
Sessions are the Time Slots that we have groups of archers arrive and shoot. Typically, Colorado JOAD has between 3 and 6 lines.

Click Competition -> Edit Competition Info -> Session



## Sessions

In the Number of Sessions pick the number of lines shooting sessions that the tournament will be using. Under “Target per Session” pick the total number of bales that will have archers shooting on. It is recommended that the number be the physical number available, as archers may need to be moved. All bales do not have to be used.

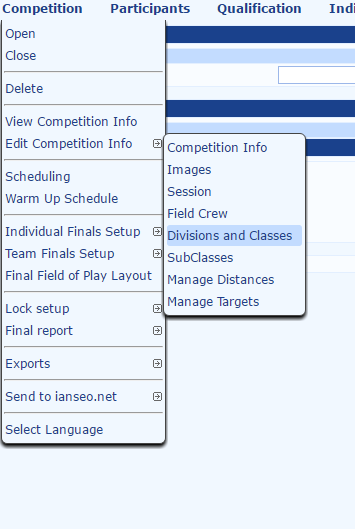


Under Archers per Target enter 4. There are typically 4 40 CM targets or 2 60 CM targets on each bale. 3 to 4 archers shoot on each bale for scoring reasons.

On the list of sessions and distances at the bottom, enter 10 ends, and 3 arrows per end. Other fields can be blank or 0 (Length).

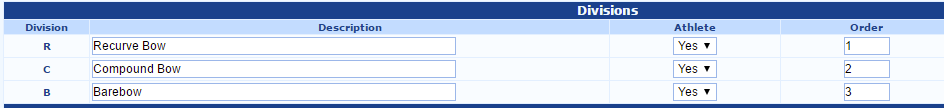
## Setting up Divisions and Classes

Division are the Types of archery. For our purposes they are Recurve, Compound and Barebow. The Classes are the age groups: Junior, Cadet, Cub, Bowman, Yeoman.



### Divisions

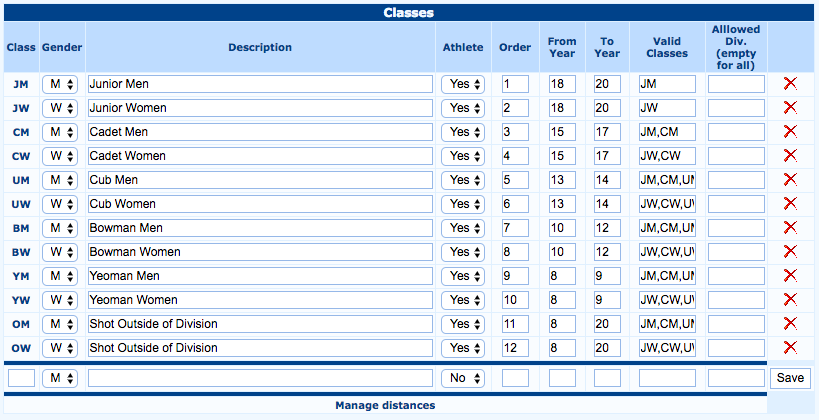
Set the divisions as follows



### Classes

Delete existing classes.

Add the following classes back in

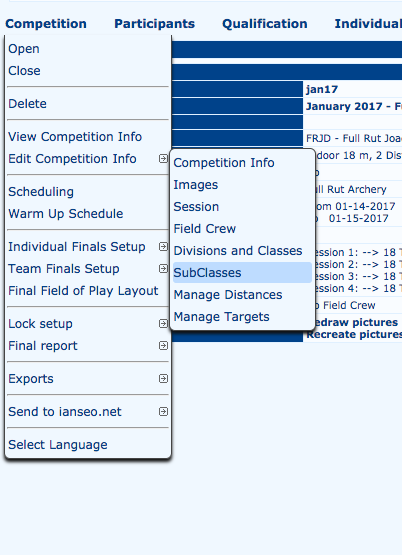


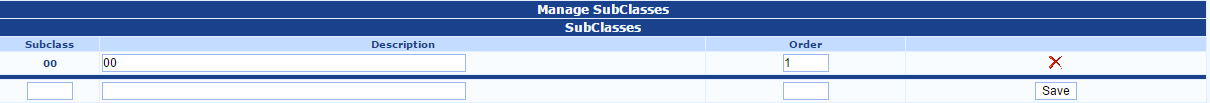
The OM and OW classes are useful when there are Archers under the following conditions

* The archer is not shooting with their class. They may have a commitment that keeps them from shooting at their regular time, or may have missed their shooting time and room is available at an alternative time. Per the group rules, archers must shoot with their class to place in the tournament to place in the tournament. Shooting in this manner counts as a qualification tournament for the buckle shoot in April (4 tournaments required).
* The archer is not a Colorado resident affiliated with a Colorado JOAD team.

## SubClasses

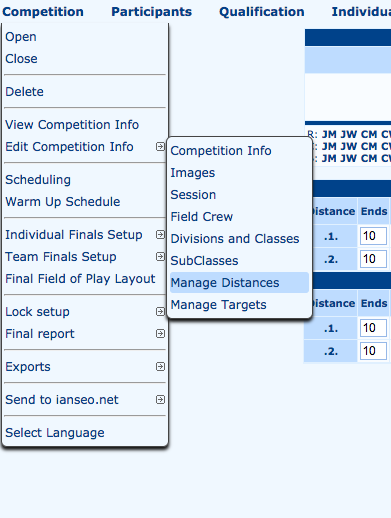
Subclasses can be left as is.



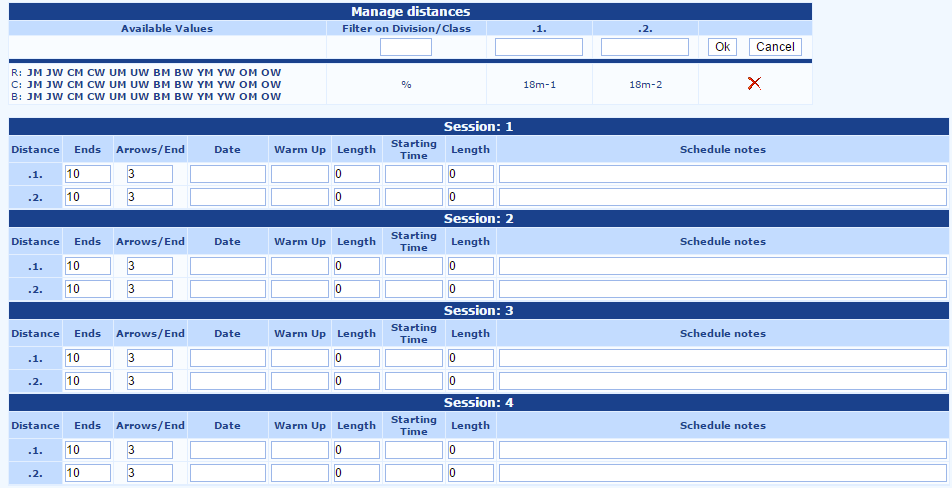


## Distances

Distance should now be setup correctly. Distances are essential the rounds that an archer shoots. For the JOAD indoor tournaments, this is simply 2 rounds of 10 ends of 3 arrows.



An overview of the rounds (Distance) in each session that will be shot.



## Manage Targets

Add a new target.



Fields

* Name – JOAD
* Filter on Division / Class - %
* .1 – Indoor (1-big 10) – 40 CM
* .2 – Indoor (1-big 10) – 40 CM
* Set as default – Checked

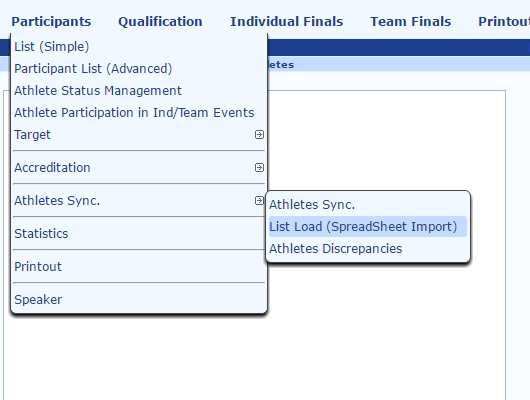
Click Ok to save.

Then delete any other targets that may have existed prior to creating this target.

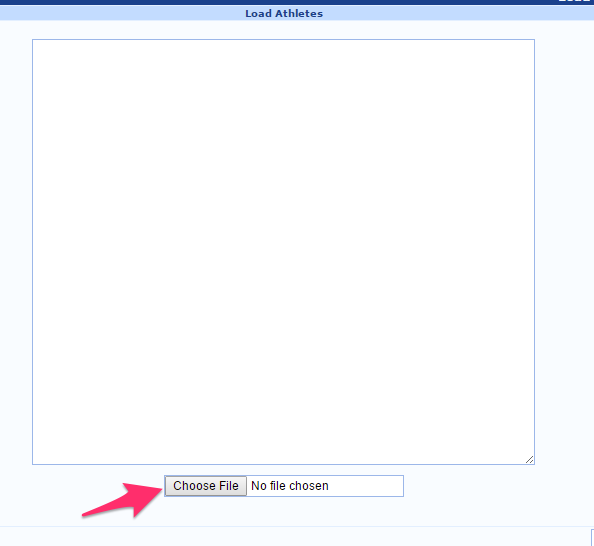
# Loading Participants

Participants are loaded from a tabbed file. This file is converted from the CognitoForms export.

Click Participants -> Athletes Sync. -> List Load (SpreadSheet Import)

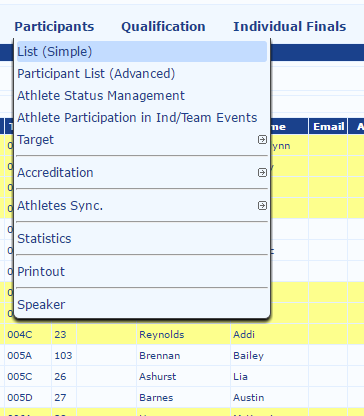


Open file, or paste it in.



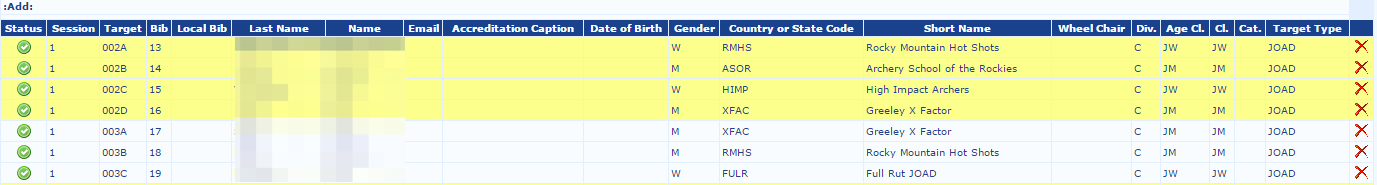
# Listing Participants

To list all of the participants click Participants -> List (Simple)



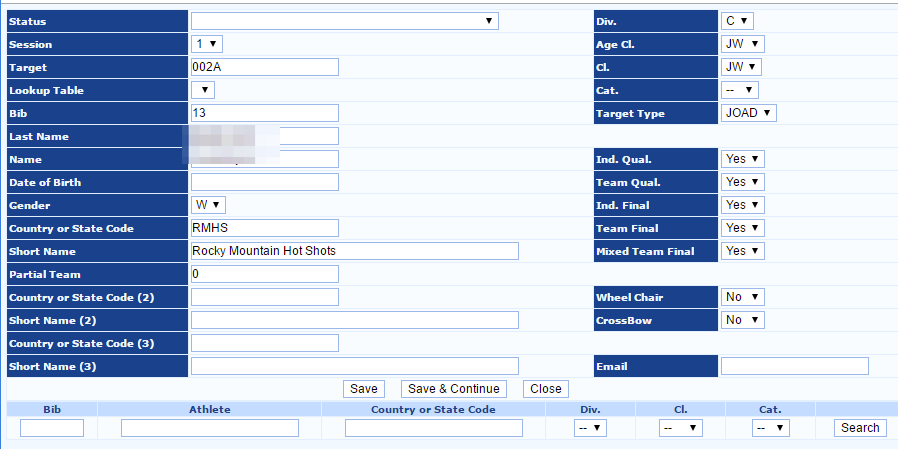
## List of all participants

All participants are listed by session. The easiest way to find people is by searching on the document.



## Edit Participant

Double click on the target row.



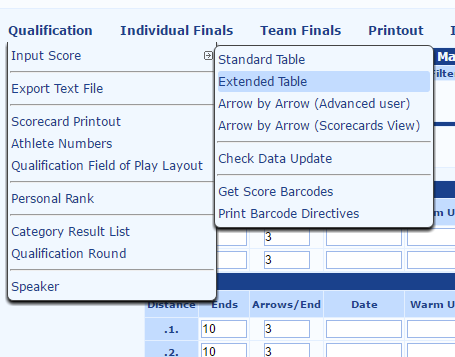
Fields

* Session – Session that the Archer should be assigned to
* Target – Name of the target (001A, 001B, etc.)
* Lookup Table – Empty
* Bib – Unique identifier
* Last Name – Last name of the archer
* Name – First name of the archer
* Date of Birth – Optional.
* Gender – M/F
* Country or State Code – We use an acronym for the Team
* Short Name – Name of the team
* Div. – R/C/B – Recurve, Compound, or Barebow
* Age Class – The class that the archer is by birth date.
* Class – The class that the archer is competing in.
* Category – Leave the category blank
* Target Type – Pick the JOAD target type that was created.

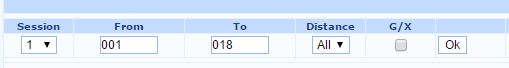
# Modifying Score Totals

There are two primary ways to correct scores. The total score for a round can be adjusted or the individual arrows in each end can be adjusted.

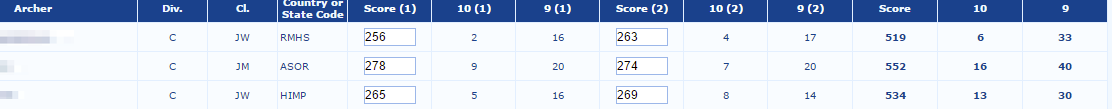
To change the round totals, Click Qualification -> Input Score -> Extended Table



Then select the Session number from the drop down. The first and last bale should automatically select. Leave Distance equal to all, and click ok.



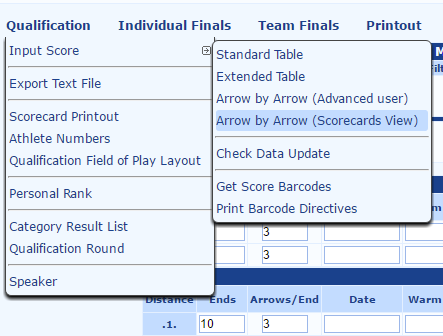
The list of archers is then brought up that matches the query. The totals can be adjusted for each round. The number of 10s, and 9s cannot be adjusted.



# Fixing all of an Archers Scoring

If there is a major issue with a tablet it is easier to adjust scores in the Arrow by Arrow view.

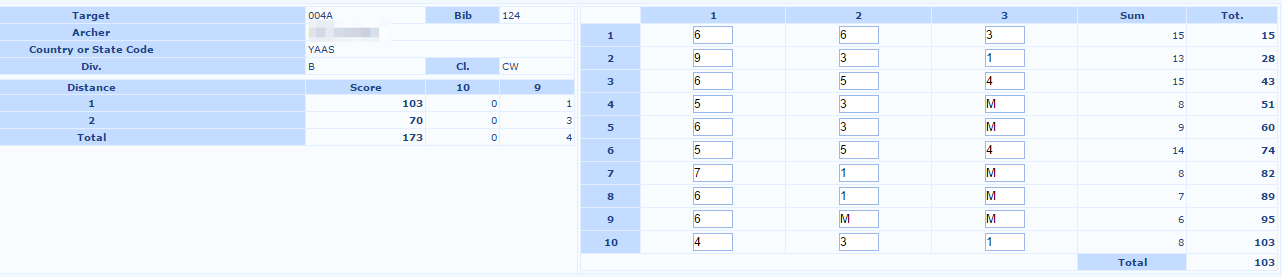
Click Qualification -> Input Score -> Arrow by Arrow (Scorecard View)



Pick the Session from the dropdown. Then select the “Distance” or “Round” that it needs to be adjusted. Enter the Target that needs to be adjusted.

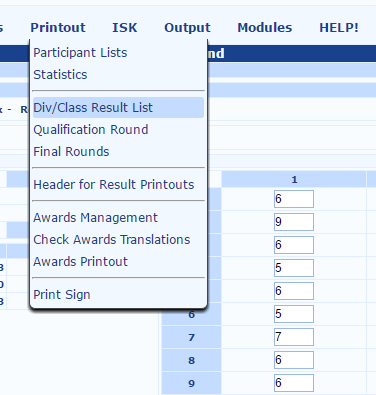
/var/folders/f9/48sxtgq503d2nls4xr24r9v80000gn/T/com.skitch.skitch/DMDD5DEB2E2-32FF-48A5-8386-05948644612F/Ianseo_win10.png

Once the target is selected. The list of ends and the arrows is listed. Each arrow value can be adjusted independently.

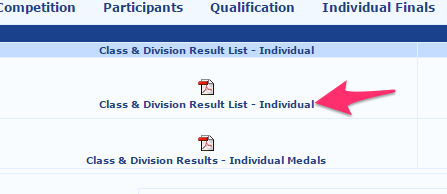


# Printing Scores

To export the scores for review or for posting at the end of the tournament, click Printout -> Div/Class Result List.



Choose Class & Division Result List - Individual



# Score Review and Awards Workflow

This workflow assumes that two paper score cards were used during the tournament. Because of the issues that have been had with the tablets, it isn’t recommend to only do one score card and electronic.

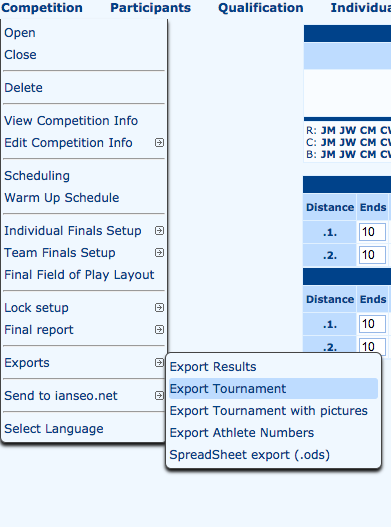
Archers are responsible for their scores. This workflow seeks to eliminate cheating (on purpose or accidental) not to correct scores.

1. Verify that the two paper score cards match prior to accepting them.
2. Take the cards to a IANSEO operator and support person
3. As the cards come in use the Extended Table shown above to quickly correct the scores in the computer.
4. Sort all score cards into groups
5. Once all score cards are collected order each group from High to low score.
6. Using the Arrow by Arrow view verify that the scores are accurate for the Top 4 cards. Have 3 individuals assist this. One card reader, one computer operator, and a second card checker. The reader reads the scores end by end saying “10, 9, 8, pause, 10, 8, 8, pause, …”. The computer operator and second card checker verify that they are matching. Since the computer and tablets have issues, this make sure that the top 4 archers are accurate in the computer, so that the scores, and the 10s and 9s match.
7. Verify the total from each round (Distance).
   1. If there is a difference in the total score that gives the archer more points than they actually earned, the paper scores are adjusted to actual total round value.
   2. Any errors where the scores are below the archer’s actual score, are left as is. The Extended Table is the easiest way to change the totals from each round. The totals are over written as the Arrow by Arrow form is used, so if there was a score card error, the totals will need to be changed again.
   3. The only error that will be corrected in the Archer’s favor is, if the addition of the two Round totals was incorrectly added into a final total score. Since the computer doesn’t allow adjusting the final score, it only allows adjusting the two Round totals, there isn’t a way to fix the computer, and thus the final output that will be published as the Results. The new total should be corrected on both score cards.
8. The Class & Division Results print out should be used to verify that the top 3 archers have been selected. Since the top 4 archers have been verified arrow by arrow (Steps 6 & 7), and since the totals have been adjusted for all archers (Step 3) it should be accurate. It will assist to make sure that score cards haven’t gotten out of order. Mark 1st, 2nd, 3rd on the Tournament Directors copy of the appropriate score cards.
9. Compare these totals to the latest Records page that has been posted to the Colorado JOAD site for each division.
10. Award the top 3 archers and mention any new records or personal achievement pins.
11. Sort one copy of the score cards by team and hand them to the team’s coach or appropriate designate.

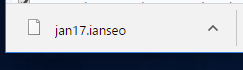
# Exporting Tournament

Prior to handing over the Tournament Laptop to another team for the next tournament, export the tournament to a file.

Click Competition -> Exports -> Export Tournament.



The file is automatically downloaded to a .ianseo file.



Please email this file to the Colorado JOAD webmaster for archival purposes.