floorcraft

Ballroom Competition Manager Admin Guide

Sidebar

The sidebar on the left of the screen, as seen in Fig. 1, allows the user to navigate to different pages of the site. Once the admin chooses to view a specific competition, the sidebar will be updated to cater to that competition.
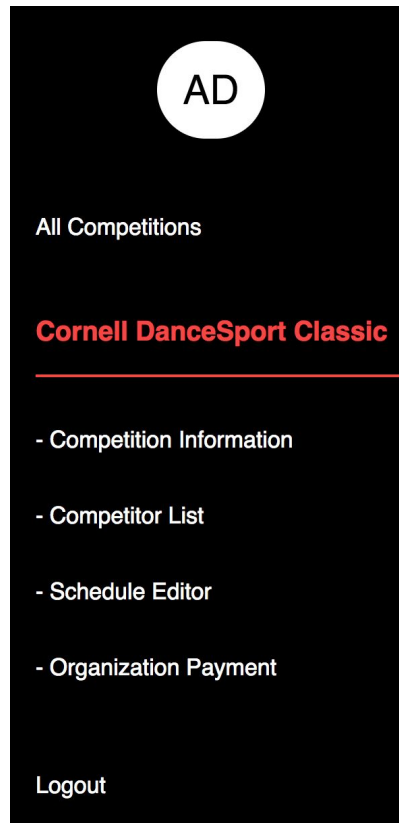

Fig. 1. The navigation sidebar

Login

The user can elect to log in or log out in future sessions simply by clicking the "Login" or "Logout" button respectively on the bottom left of the sidebar, and then clicking the arrow on the bottom of the pop-up screen to complete authentication, as seen in Fig. 2.
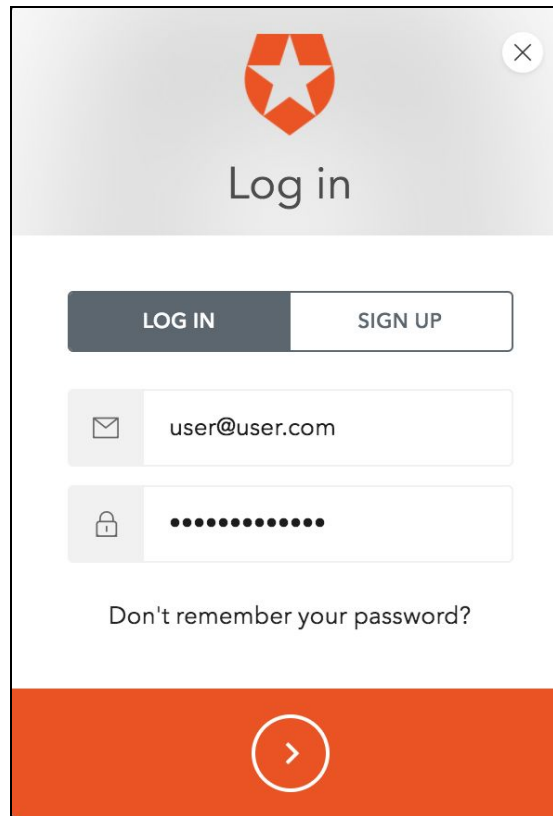

Fig. 2. Login Screen

Competitions Page

The "Competitions" page is used by admins to see all the competitions they have created, as well as to create new competitions

All Competitions

An administrator can view a table with the name and date of all the competitions in the database in order from earliest start date to latest start date, as seen in Fig. 3. The admin can click the name of a specific competition to be redirected to the home page for the corresponding competition. An admin can also choose to create a new competition from scratch by clicking the "Create New Competition" button.

All Competitions	
Name	**Date**
Cornell DanceSport Classic	Tue May 09 2017
First ballroom	Wed May 10 2017

Fig. 3. The set of all competitions

Competition Home Page

The "Competition Home" page is the main hub for admins to see information about a competition that they have created and selected.

Competition Info

An information box displays information about the competition such as the dates it is happening, its location, its registration start date, early registration deadline (and price), regular registration deadline (and price), and late registration deadline (and price). The admin can also click the "Edit" button on the top right of the box to be redirected to a page to update the competition information.

Officials

An information box displays the names of the officials involved in the competition along with their positions. Clicking "View More" at the bottom of the box will redirect the admin to a page to see the full list of officials. The admin can also click the "Edit" button on the top right of the box to be redirected to a page to update the officials information.

Events

An information box displays the names of the events of the competition. Clicking "View More" at the bottom of the box will redirect the admin to a page to see the full list of events. The admin can also click the "Edit" button on the top right of the box to be redirected to a page to update the events information.

Schedule

An information box displays the names of the rounds of the competition in the order they are planned to be run. Clicking "View More" at the bottom of the box will redirect the admin to a page to see the full ordered list of rounds. The admin can also click the "Edit" button on the top right of the box to be redirected to a page to update the schedule.

Competitors

An information box displays the number of competitors involved in each style. One can also search for a specific competitor. Clicking "Search" after finding a name from the searchbar will redirect the admin to a page where they can see the competitor's organization, number, payment owed, and whether they are paying with their organization for this competition. of the rounds of the competition in the order they are planned to be run. The admin can also click the "Edit" button on the top right of the box to be redirected to a page to see all the competitors and then select individual ones to edit.

Organizations

An information box displays the number of organizations involved in the competition. One can see an alphabetically ordered list of the names of these organizations. The admin can also click the "Edit" button on the top right of the box to be redirected to a page to edit organization payment information for this competition.

Create/Edit Competition

The "Create/Edit Competition" page is used by admins to edit the parameters of competitions they have created.

Competition Info

The admin can create a competition by writing values for the competition name, location, lead start number, start date, end date, start early bird registration, start regular registration, start late registration, end all registration, early price, regular price, and late price. If the competition already exists, the user will just be editing the fields.
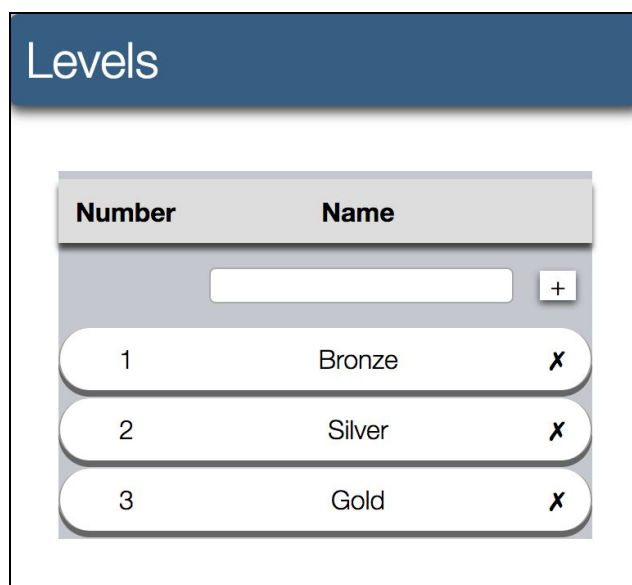
Clicking the "Save Changes" button will save the changes, but inputs are validated before the competition is officially created. Pop-up windows will alert the admin if certain fields are not filled correctly. An "Edit Levels and Styles" button will redirect the admin to a page where he can further specify the parameters of the competition.

Define Levels and Styles

The "Define Levels and Styles" page allows admins to define the levels and styles they will support at their competition, as well as the order in which they should occur by default.

Levels

The admin can add levels by typing a name into the bar and then clicking the "+" button, as seen in Fig. 4. The admin can also re-order the rows in a specified order by dragging the rows up or down the table. Finally, the admin can delete a level from the set by clicking the "X" on the right of the row.

Fig. 4. The editable Levels table

Styles

Similarly, the admin can add styles by typing a name into the bar and then clicking the "+" button. The admin can also re-order the rows in a specified order by dragging the rows up or down the table. Finally, the admin can delete a style from the set by clicking the "X" on the right of the row.

The "Save Changes" button on the top right of the page will save the changes. Pop-up windows will prompt the admin to confirm before finalizing the changes. A "Define Events" button will redirect the admin to a page where he can create new events given the newly specified levels and styles.

Define Events

The "Define Events" page allows admins to define the events they will support at their competition, as well as the order in which they should occur by default.

Events

To add an event to a competition, the admin can select a number, select a level, select a style, and enter a dance, as seen in Fig. 5. Clicking the "+" button will add the selection. One can also drop an event by clicking the "X" button on the very right of a row. Clicking "Autosort" on the top right of the box will sort the events based on the ordering of levels and styles defined in the "Define Levels and Styles" page.

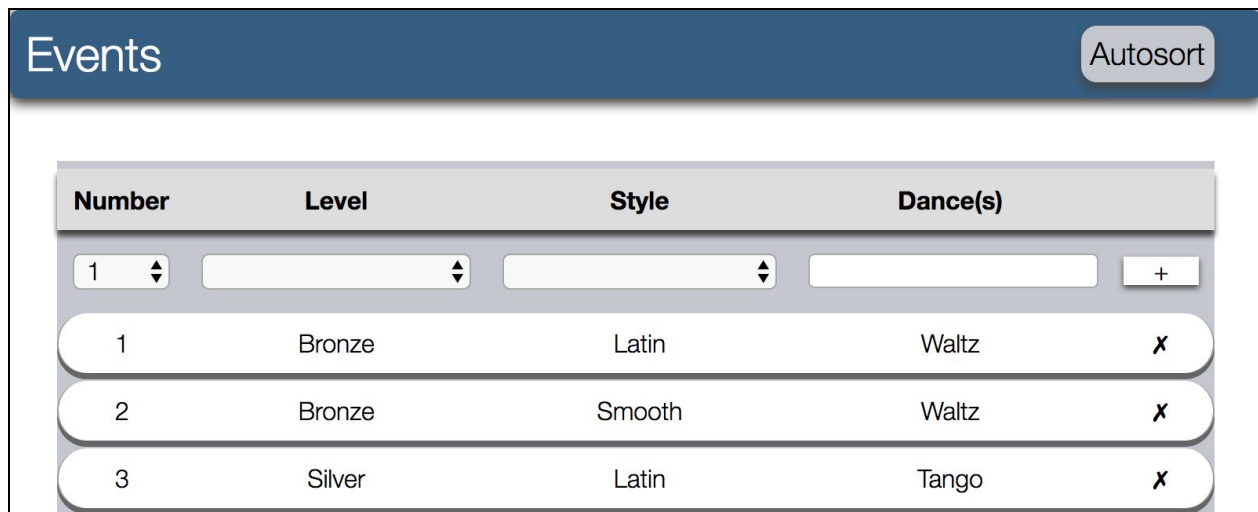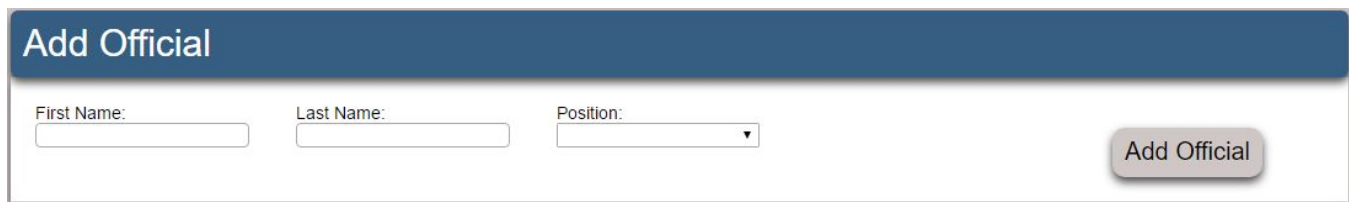Fig. 5. The table of events in the competition

The "Save Changes" button on the top right of the page will save the changes. Pop-up windows will prompt the admin to confirm before finalizing the changes. A "Define Levels and Styles" button will redirect the admin to the page to manage levels and styles.

Edit Officials

The "Edit Officials" page allows admins to define the information about the officials who will partake in the competition.

Add Official

One can enter the first name and last name of an official to be added to the competition, as seen in Fig. 6. The position of this official can be selected from four choices: Adjudicator, Master of Ceremonies, Scrutineer, and Music Director. Clicking "Add Official" will add the official.

Fig 6. The add official box

Current Officials

This table, as seen in Fig. 7, displays all the officials in this competition. One can see each official's unique ID, name, and position. Clicking the "X Drop" button on the right of each row will drop the official from the competition after a pop-up confirmation.

ID	Name	Position	
1	Len Goodman	Adjudicator	X Drop
2	Bruno Tonioli	Adjudicator	X Drop
3	Carrie Ann Inaba	Adjudicator	X Drop
4	Julianne Hough	Adjudicator	X Drop
5	Tom Bergeron	Adjudicator	X Drop
6	Erin Andrews	Adjudicator	X Drop

Fig 7. The list of officials

Schedule Editor

The "Schedule Editor" page allows admins to alter the default schedule of the competition by reordering its rounds. The page also allows admins to create and remove rounds.

Rounds

To add a round to a competition, the admin can select a number, level, style, and dance, as seen in Fig. 8. Clicking the "+" button will add the selection. One can also drop a round by clicking the "X" button on the very right of a row. Clicking "Autosort" on the top right of the box will sort the rounds based on the ordering of levels and styles defined in the "Define Levels and Styles" page, the dances, and the round levels.

Number	Level	Style	Dance	Round	
1 ⬍	⬍	⬍	⬍		+
1	Bronze	Latin	Waltz	Quarter	✗
2	Bronze	Latin	Waltz	Semifinal	✗
3	Silver	Latin	Tango	Semifinal	✗
4	Gold	Latin	Cha Cha	Semifinal	✗
5	Bronze	Latin	Waltz	Final	✗
6	Silver	Latin	Tango	Final	✗
7	Gold	Latin	Cha Cha	Final	✗

Fig. 8. The table of rounds in the competition

The "Save Changes" button on the top right of the page will save the changes. Pop-up windows will prompt the admin to confirm before finalizing the changes. Clicking "Cancel" will return the admin to the competition home page.

List of Competitors

The "List of Competitors" page allows admins to search through all of the competitors who are registered for a specific competition and access "Edit Competitor" pages for those competitors.

Competitors

This table allows the admin to view the list of competitors in the competition, as seen in Fig. 9. First, the admin will see the number of competitors for that competition as well as the summed payment owed. For each competitor, the admin can see their name, organization, number, payment owed, and whether they are paying with their organization or by themselves. By typing into the empty fields at the top of the table, the admin can filter the competitors shown. By clicking the name of a competitor, the admin will be redirected to a specific page for that competitor.

Fig 9. The list of competitors

The "See Organization Payment" button on the top right of the page will redirect the admin to a page where the admin can manage specific organization payments.

See Competitor

The "See Competitor" page allows admins to see detailed information about the selected competitor as well as mark them as paid or not paid.

Competitor Info

In this box, the admin can first see a competitor's name, email, organization, number, date registered, amount owed, and whether they are paying with their organization. The admin can choose to mark the competitor as having paid or not having paid. Clicking "Save" will save that decision.

The admin can also view which events that competitor has registered for. The table for these registrations includes the level, style, dance, leader and follower for each of these events, as seen in Fig. 10.

Competitor is registered for the following events:

Level	Style	Dance(s)	Leader	Follower
Bronze	Smooth	Tango	fname7 lname7	Luke Skywalker
Bronze	Latin	Waltz	Luke Skywalker	Leia Organa

Add/Edit Event

Fig 10. The list of events the competitor is registered for

Clicking "Add/Edit Event" will redirect the admin to a page where the admin can register this competitor for an additional event.

Register Competitor for Events

The "Register Competitor for Events" page allows admins to register a competitor for events in their competition.

Select Event

This box enables an admin to register a competitor for events at the competition. One can click buttons to select a level, a style, an event, and whether the competitor is leading or following. The leading/following decision cannot be made until the level, style, and event have been picked.

The admin can also search for the competitor's partner. A drop-down menu will appear that will adjust to the user's input into the search bar to filter the results. Clicking "Register" will save the registration.

Competitor's Current Registrations

This table lists the set of events for which the competitor has registered for the competition, as seen in Fig. 11. Upon a registration, the table will immediately update. Each row of the table includes the appropriate level, style, dance, leader and follower. The last column of the table has a "Drop" button that, when clicked, will cancel the registration.

Luke Skywalker's Current Registrations

Level	Style	Dance(s)	Leader	Follower	
Bronze	Smooth	Tango	fname7 lname7	Luke Skywalker	✗ Drop
Bronze	Latin	Waltz	Luke Skywalker	Leia Organa	✗ Drop

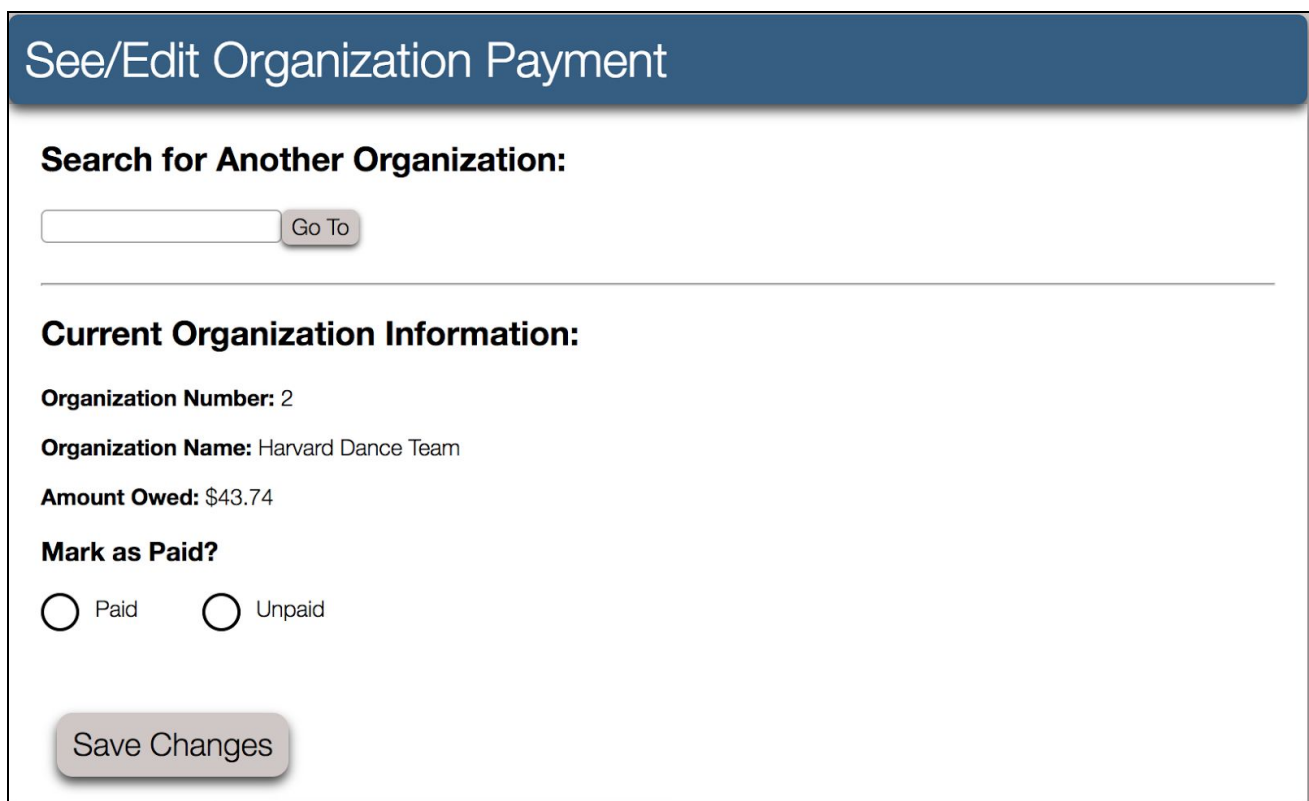Fig 11. The list of events the competitor is registered for on the registration page

Organization Payment Management

The "Organization Payment Management" page is used by admins to see details about the organizations that are registered to their competition. The admins are able to mark the organizations as paid from this page.

See/Edit Organization Payment

The admin can search for an organization by typing an organization name in the "Search for Another Organization" section, as seen in Fig. 12. After finding an existing organization and clicking "Go To", the page will update with the specific information for the selected organization.

In the "Current Organization Information" section, the admin can see the organization's number, name, and amount owed. The admin can choose to mark the organization as having paid or not having paid. Clicking "Save Changes" will save that decision.

Fig. 12. The selected organization's information

Run Competition

The "Run Competition" page lets admins visualize the progression of their competition though the selected rounds.

Past Rounds

This box displays the previous rounds run of the competition, as seen in Fig. 13. The admin can see the name of each round and whether callbacks have been received for that round. Clicking the "Enter Callbacks" button will redirect the admin to a page where he can enter the callbacks.

Past Rounds		
Name	**Callbacks Recieved**	
Silver Latin Tango Semifinal	No	Enter Callbacks
Silver Latin Tango Final	No	Enter Callbacks

Fig. 13. The past rounds run in a competition

Current Round

This box displays information about the round currently being observed, as seen in Fig. 14. The admin can see the name of the round, the numbers of the leads of the couples in the round, the total number of couples, and the number that should be recalled for the next round. The admin can also click "Previous Round" or "Next Round" to change the current round observed into the previous round or next round respectively, after a prompt confirmation.

Current Round

Silver Smooth Tango Semifinal

Couples in round:

4 6 8 10 12 14 16 18 20

- Total number of couples : 10
- Number to recall: 7

Previous Round   Next Round

Fig. 14. The current round information

Upcoming Rounds

This box displays the future rounds to be run of the competition, as seen in Fig. 15. The admin can see the name of each round and the number of couples to dance in that round.

Upcoming Rounds	
Name	**Number of Couples**
Bronze Latin Waltz Semifinal	14
Bronze Latin Waltz Final	7
Bronze Smooth Waltz Semifinal	10
Bronze Smooth Waltz Final	7
Gold Latin Cha Cha Semifinal	10
Gold Latin Cha Cha Final	7

Fig. 15. The upcoming rounds of the competition

The "Edit Schedule" button on the bottom of the page will redirect the admin to the page to edit the schedule (order) of the rounds in the competition.

Enter Callbacks

The "Enter Callbacks" page allows admins to add callbacks for a selected round.

Enter Callbacks

In the "Select Adjudicator" selection, the admin can select the adjudicator who is entering their chosen numbers for this round, as seen in Fig. 16. Next, the admin can see the numbers of the couples in this round. The admin will input the numbers of the competitors to be called back. If a number entered is not one of the numbers of an actual couple, the input will not be accepted. The inputted numbers will be listed below, where one can click the x next to a number to drop it from the table. Once the number of couples called back matches the recalls expected, the admin can click "Submit Numbers" to save the changes.

Fig 16. The enter callbacks box.

After recalls for a judge have been entered, they will appear in a table on the right side of the page. To redo a judge's callbacks, simply reselect their name and re-enter the results. When all judges have entered callbacks, press calculate callbacks to find the couple who moved on to the next round. Note

that this will finalize results and bring the admin back to the run competition page. The admin will be unable to edit the callbacks for this selected round afterwards.