TournamentSR

Reference Manual

Version 8.3.0

TournamentSR

This manual details every feature of the TournamentSR program. If you haven't installed TournamentSR, review section 1 of this manual. You can download the program by logging into our web site at the following URL:

https://www.smartrunsys.com/TournamentSR/index.html

If you've already downloaded the program and want to exercise its features, use the tutorials available on the help page of our web site:

https://www.smartrunsys.com/TournamentSR/help.html

If you are setting up your first tournament, consult the appropriate Quick Start Guide (Scholastic or Youth/Open). The Quick Start Guides are also available at the above link. This manual is best used as a reference when you need to understand a specific feature.

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1 System requirements

TournamentSR is written in the Java programming language. While some vendors pre-install Java on their systems, computers purchased in the last few years will need Java to be downloaded and installed.

The following systems have been verified to run TournamentSR without problems:

Windows XP, Vista, 7, 8, 10, & 11
Download and install Java 5 or newer (8 is the current version). Review the installation instructions at the following URL:

   https://www.smartrunsys.com/TournamentSR/Documentation/InstallJRE.pdf

Macintosh OS X Tiger (10.4) through Snow Leopard (10.6)
Java 5 comes with the OS, no download is needed.

Macintosh™ OS X Lion (10.7) through Sonoma (14.x)
Download and install Java 5 or newer (8 is the current version). Review the installation instructions at the following URL:

   https://www.smartrunsys.com/TournamentSR/Documentation/InstallJRE.pdf

Linux VM running on recent Chromebook computers
Enable the Linux VM and download the latest Java runtime. This is covered in the section "Getting Java programs to run on a Chromebook" of the document at the link below:

   https://www.smartrunsys.com/TournamentSR/Documentation/InstallJRE.pdf

No matter which system you use, we recommend the following minimum hardware features:

- Multi core processor (useful when using WiFi)
- 2 GBytes RAM
- 1 GBytes free hard disk space
- 1600 x 1000 pixel display. 4K and Retina displays by default are "scaled" to display bigger icons and text. This reduces the effective resolution for applications. When using TournamentSR with 4K and Retina displays, it's best to turn off or limit such scaling so the effective resolution is 1600 x 1000 or higher.

2 Main window areas

The program's main window is split into 3 areas as shown below:
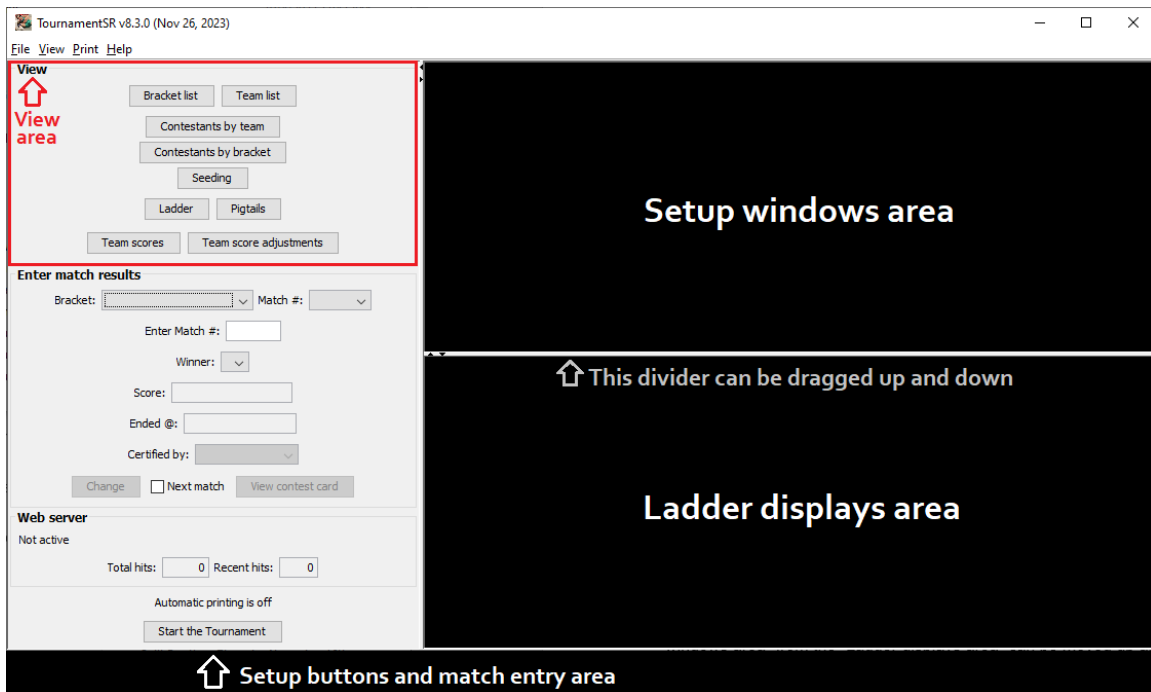
As indicated in the picture, the thin horizontal bar that separates the "Setup windows area" from the "Ladder displays area" can be moved up and down. The vertical bar that separates the "Setup buttons and match entry area" from the "Setup windows area" and "Ladder displays area" can be dragged left and right. Each of these bars include small arrow symbols that, when clicked, cause the bar to move towards the edge of the screen in the direction indicated.

2.1 Setup windows area

This area displays windows used prior to starting the tournament: windows to configure brackets, teams, and wrestlers. There are two ways to add windows to this area:

1. Click on selected buttons in the "View" area of the "Setup buttons and match entry area". The View area is outlined in red in the picture on the previous page. The [Bracket list], [Team list] [Contestants by team], [Contestants by bracket], and [Seeding] buttons add windows to the "Setup windows area".
2. In the menu bar, select "View" and then an option with a name similar to the buttons listed above (e.g. "Bracket list", "Team list", "Contestants by"/"team", "Contestants by"/"bracket", "Seeding").

You are free to move, resize, and close such windows as you see fit. You can bring up multiple copies of the same window (e.g. multiple Seeding windows).

Most windows in this area allow you to add or change information in various fields. While you can click on a desired field to make changes, we recommend you learn to use the <tab> key to move from one field to the next. Use <shift><tab> to move to the previous field. Since tournaments can have hundreds of wrestlers, using just the keyboard can save a lot of time. Whenever you have added or changed the desired information, press the <enter> key (<return> key on Mac computers) to commit it.

2.1.1 Bracket list window

This window appears whenever you click the View area's [Bracket list] button, or select the menu bar's "View"/"Bracket list" option. The window lists the existing brackets (weight classes) in the tournament. The window is used to add new brackets as well as change or remove existing brackets. The picture below shows the window when no brackets have been created.

The various fields and their use are described below:

Title	The text in this field is used as the title of the bracket. For simple tournaments, this can just be the maximum weight (e.g. "**106**", "**113**", and "**285**"). For tournaments that have different age groups, this can include both the age group and the weight separated by a vertical bar (e.g. "**Cadet | 125**", "**Junior | 152**"). The vertical bar is typed by holding down the <shift> key and pressing the backwards slash key <\>.
Size	This specifies the number of positions in the first round of the bracket. Typical selections are "**8**" (8 wrestler ladder) and "**16**" (16 wrestler ladder). If you select "**Minimum**", the number of positions will automatically adjust to fit the number of wrestlers assigned to the bracket. Selecting the "**Pool finals**" option activates the two unlabeled drop-down lists on the next row. Pool brackets and the two drop-down lists are discussed in the next section (2.1.1.1).
Use Round Robin	This specifies the number of wrestlers where a Round Robin structure will be used. The "**never**" setting ensures an elimination ladder structure will be used. Other options list the number of wrestlers where Round Robin will be used. This is only enabled when "Size:" is set to "**Minimum**".
Scoring places	This specifies which finishing positions are included in team scoring. It also specifies which of the consolation placing matches will be contested. For example, the selection "**1st, 2nd, 3rd, 4th, 5th, and 6th**" indicates the top 6 placers will score team points *and* consolation placing matches will take place for 3rd/4th and 5th/6th (no match for 7th/8th). The selection "**1st, 2nd, tie for 3rd, and tie for 5th**" indicates the top 6 placers will score team points but <u>none</u> of the consolation placing matches (3rd/4th and 5th/6th) will be competed.
Minimum rest	This specifies the minimum number of minutes each wrestler must be given between matches. If the value is left blank or set to 0, no rest period is required between matches.
Initial round	This specifies the round number where the initial matches of the bracket will take place. For most tournaments, this should be "**1**" (the first round). If you want to delay the starting round of a bracket, change this setting to "**2**" or higher.
Placing points	This displays the team points awarded for each finishing position specified by "Scoring places:". It is provided for reference purposes only. Use it to confirm the "Scoring places:" selection results in the desired placing points for the bracket.

Don't award per match bonus points
Don't award advancement points
Don't award placement points

These check boxes specify if match bonus (e.g. pin, major decision), advancement (e.g. winning a match), and/or placing points should be awarded for the bracket. Leaving a box unchecked means points will be awarded. Checking a box causes the correspond points to be inhibited for the bracket. If all brackets in the tournament need the same settings, use the "File"/"Team scoring preferences…" menu described later in this manual.

Additional placing matches:

This specifies if matches will take place after the championship final to determine "true 2nd" and "true 4th". "**None**" indicates no additional matches are desired. The other settings ("**True 2nd**" and "**True 2nd & 4th**") configure the bracket to support the corresponding matches.
IMPORTANT - The additional placing matches only take place if the appropriate contestants haven't already met during the tournament. If the two contestants have already met, the additional placing match will not be populated. The winner line will show "**N/R**" (not required) on displays and printouts.

Subtitle/Sponsor The information entered into this field appears on printed brackets and HTML results. The most common use for this information is to name a per-bracket sponsor (e.g. "**Sponsored by Linda's fine donuts**"). If the field is left blank, no additional information is included when the bracket's is printed or exported in HTML format.

IMPORTANT If the placement point values don't suit your needs, they can be changed. Choose the "Scoring places:" setting that fits the number of placing positions you need. Refer to section 4.3.2 for adjusting the point values.

The large area below "Subtitle/Sponsor:" lists the brackets that have already been created. Highlighting a list entry causes the bracket's settings to appear in the fields described above. This allows you to change settings for an existing bracket.

The buttons on the window work as follows:

Clear This button is just above the list of existing brackets. Clicking it clears all entry fields. If there is a [Change] button, clicking [Clear] changes that button's caption to [Add].

Add	This button appears when the data entry fields are being used to <u>create a new bracket</u>. Clicking the button causes a new bracket to be placed in the list.
Close	Clicking this button causes the Bracket list window to disappear.

The buttons listed below are only available when an entry in the bracket list is highlighted.

Change	The [Add] button becomes [Change] whenever a bracket is highlighted in the list. Clicking the button <u>modifies the highlighted bracket</u> to use the settings specified in the various entry fields.
Revert	Clicking this button forces all the data entry fields to their most recently saved values. This is useful if you have changed some fields, but don't like the changes.
Remove	Clicking this button removes the highlighted bracket from the tournament. You will be asked to confirm the deletion. If you hold down the <ctrl> key and click this button, the bracket is removed without first asking for confirmation.
Move Up	Clicking this button causes the highlighted bracket to move up one position in the list. The order of this list determines to order of the matches in each round.
Move Down	Clicking this button causes the highlighted bracket to move down one position in the list. The order of this list determines to order of the matches in each round.

2.1.1.1 Manual Pool finals configuration

"Pool" tournaments distribute the wrestlers at each weight into small ("pool") brackets using a Round Robin structure. The winners of each pool are then placed into a small elimination ladder to determine placing positions. Additional ladders can be added for pool 2nd, 3rd, and 4th placers.

TournamentSR treats the set of small elimination ladders as a single "Pool finals" bracket. The bracket contains 1 to 8 "sub-ladders" with 2 or 4 wrestlers in each sub-ladder. While manual configuration of Pool finals brackets is possible, such brackets are usually created using the "Seeding" window described later in this manual. No matter how the Pool finals brackets are created, they will appear in the Bracket list window.

The picture on the next page shows the Bracket list window with "Size:" set to "**Pool finals**":
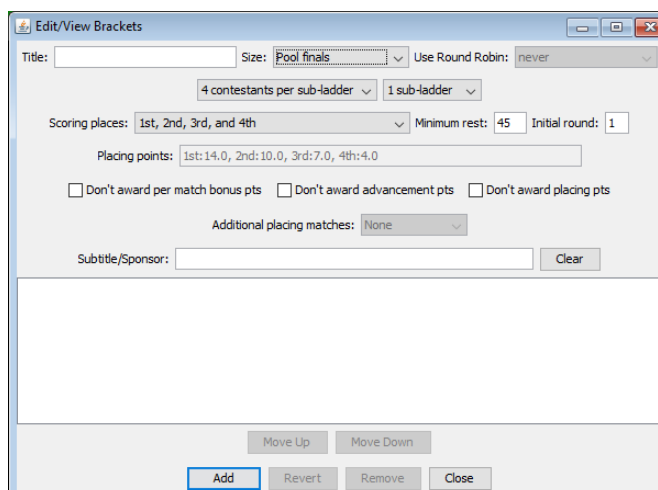
The two drop-down lists below "Size:" specify pool configuration details. They are only enabled when "Size:" is set to "**Pool finals**". The controls work as follows:

X contestants per sub-ladder
This specifies the number of wrestlers that compete in each pool finals sub-ladder. It is usually set to the number of pool brackets (each contributing 1 wrestler to a pool finals sub-ladder). Options are provided for 2 or 4 wrestlers per sub-ladder.

X sub-ladders This specifies the number of pool finals sub-ladders in the bracket. At least 1 is needed for the pool winners to compete against each other to determine the overall champion. Selecting 2 sub-ladders allows the pool runner-ups to compete in their own sub-ladder. Options are provided for 1 to 8 sub-ladders.

2.1.2 Team list window

This window appears whenever you click the View area's [Team list] button, or select the menu bar's "View"/"Team list" option. It is used to add, modify, and remove teams participating in the tournament. The picture below shows the window when no teams have been created.

The various fields and their use are described below:

Team This should be set to the team's full name. The full team name is included with the wrestler's name on the left side of bracket printouts. The name also appears on bout cards. It should not be much longer than 20 characters (e.g. "**Woodinville**" or "**Conquistadors**" is preferable to "**Woodinville Conquistadors**").

Abbreviation This specifies the team's abbreviated name. The abbreviated name appears along with abbreviated contestant names in lists and bracket printouts. It automatically fills in when you <tab> away from the "Team:" field. It can be changed as you see fit. It should not be much longer than 6 characters.

Initial score This field specifies the initial team score and can be left blank or set to 0 for most tournaments. It is only needed if team scores are being brought forward from another tournament.

The [**Change case**] button causes the abbreviation to toggle between all upper case and all lower case. It doesn't affect the full team name.

The [**Clear**] button clears all entry fields. If there is a [Change] button, clicking [Clear] changes that button's caption to [Add].

Each of the above fields is associated with a single team. Each team must have a unique Name and Abbreviation.

The large area below "Initial score:" lists the teams that have already been entered. Highlighting a list entry causes the team's settings to appear in the entry fields. This allows you to change a team's settings.

The buttons at the bottom of the window work as follows:

Add This button appears when the data entry fields are being used to <u>create a new team</u>. Clicking on it causes a new team to be placed into the list.

Close Clicking this button causes the Team list window to disappear.

The buttons listed below are only available when a team in the list is highlighted.

Change The [Add] button title becomes [Change] whenever an existing team is highlighted in the list. Clicking the button <u>modifies the highlighted team</u> to use the settings specified in the entry fields.

Revert	Clicking this button forces all the data entry fields to their most recently saved values. This is useful if you have changed some fields, but don't want to use the changes.
Remove	Clicking this button removes the highlighted team from the tournament. You will be asked to confirm the deletion. If you hold down the <ctrl> key and click this button, the team is removed without first asking for confirmation.

If some of the contestants aren't associated with any team, create a Team named "**Unattached**" with the abbreviation set to "**-**". The program won't list the team whose abbreviation is "-" in team score printouts or displays.

2.1.3 Contestants by team window

This window appears whenever you click the View area's [Contestants by team] button, or select the menu bar's "View"/"Contestants by"/"team" option. It is used to add, modify, and remove wrestlers on a per-team basis. This should be done after the brackets and teams have been entered.

The window is also useful for changing a wrestler's bracket sometime after initial entry. The picture below shows the window's appearance when no brackets, teams, or contestants have been created.
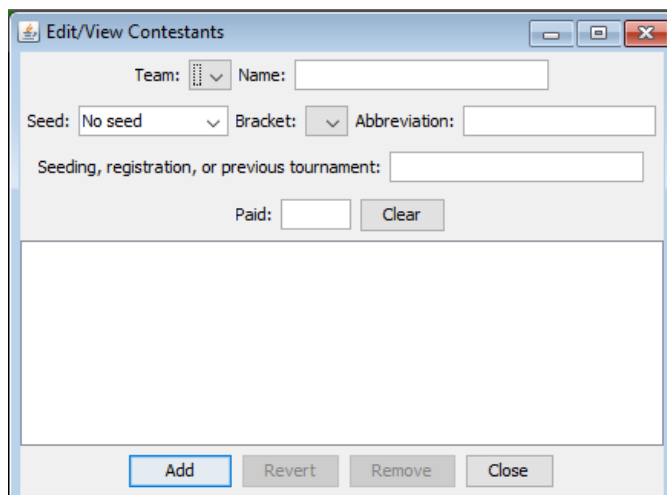
The various fields and their use are described below:

Team	Use this drop down list to select the team associated with the wrestlers being added, modified, or removed. Use the Team list window (section 2.1.2) to create and modify the teams in this list.
Name	This specifies the full name of the wrestler. The full name appears on the left side of ladder diagrams, in printed lists, and on bout cards.

NOTE – Auxiliary information such as the wrestler's age or grade should also be included in this field. Separate the auxiliary information from the name with a vertical bar (usually typed using <shift><\>). An example of such an entry is "**Ronald Carpenter | 12**".

NOTE – When the name is first entered, the program can automatically convert it to all upper case, or first letter capitals. Selection of this feature is done via the "File"/"Ladder/Misc. preferences…" menu (section 3.1.8).

NOTE – If you want the wrestler to *not* score team points, append "**-NS**" to the last name. An example of a non-scorer name is "**Phillip Matsen-NS**". Don't use this mechanism unless you absolutely have to. See section 4.3 for better mechanisms that ensure only one wrestler per-team per-bracket contributes to the team score.

Seed
This value specifies the *requested* seed for the wrestler. As the name implies, a *requested* seed is not necessarily the actual seed. It represents an estimate of where the wrestler will be seeded. **NOTE –** Whenever you assign a seed value that already is assigned to another wrestler, the other wrestler is changed to the next lower seed. The process continues for all wrestlers with lower seeds. This ensures each wrestler in a bracket is assigned a unique requested seed.

NOTE – If the requested seed value you need doesn't appear in the drop-down list, you can type in a value (e.g. type <1> and then <0> to specify the #10 seed).

Bracket
This drop-down list selects which bracket the wrestler competes in. This can be changed any time before the tournament starts. Use the Bracket list window (section 2.1.1) to add and change the brackets that appear in this list.

Abbreviation
This specifies the wrestler's abbreviated name. The abbreviated name appears in ladder diagrams and in many lists. It will automatically fill in when you <tab> away from the "Name:" field, but can be changed as you see fit.

Seeding, registration, or previous tournament
For many tournaments, this can be left blank. It is provided for the bracketing and seeding process. This field can be automatically populated while importing wrestlers by team (section 3.1.5), importing wrestlers from previous tournament results (section 3.1.6), or creating wrestlers from a preregistration file (section 3.1.1.3). Open tournaments should use this field for the wrestler's weight (estimated prior to weigh-in and actual after weigh-in). Other tournaments can use this field for a wrestler's season record or region name.

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Paid   For most tournaments, this can be left blank. A non-blank entry indicates the wrestler has paid their entrance fee. This is reflected on printed registration cards (see section 3.3.7).

Each of these fields is associated with a single wrestler. Each wrestler must have a unique Name within the same team. While not required, we strongly suggest that abbreviations also be unique within the team.

The large area below "Seeding, registration, or previous tournament:" lists the wrestlers already entered for the selected team. Highlighting a wrestler's name causes their settings to be displayed in the fields described above. This allows you to change the wrestler's information.

The buttons on the window work as follows:

Clear   This button is just above the list of existing wrestlers. Clicking it clears all entry fields. If there is a [Change] button, clicking [Clear] changes that button's caption to [Add].

Add   This button appears when the data entry fields are being used to <u>create a new wrestler</u>. Clicking it causes a new wrestler to be placed into the list.

Close   Clicking this button causes the Contestants by team window to disappear.

The buttons listed below are only available when a wrestler in the list is highlighted.

Change   The [Add] button title becomes [Change] whenever an existing wrestler is highlighted in the list. Clicking the button <u>modifies the highlighted wrestler</u> to use the settings specified in the various entry fields.

Revert   Clicking this button forces all the data entry fields to their most recently saved values. This is useful if you have changed some fields, but don't want to use the changes.

Remove   Clicking on this button removes the highlighted wrestler from the tournament. You will be asked to confirm the deletion. If you hold down the <ctrl> key and click this button, the wrestler is removed without first asking for confirmation.

2.1.4 Contestants by bracket window

This window appears whenever you click the View area's [Contestants by bracket] button, or select the menu bar's "View"/"Contestants by"/"bracket" menu. It is used to add, modify, and remove wrestlers on a per-bracket basis. This should be done after the brackets and teams have been created.

The window is also useful for changing a wrestler's team sometime after initial entry. The picture below shows the window's appearance when no brackets, teams, or contestants have been created.
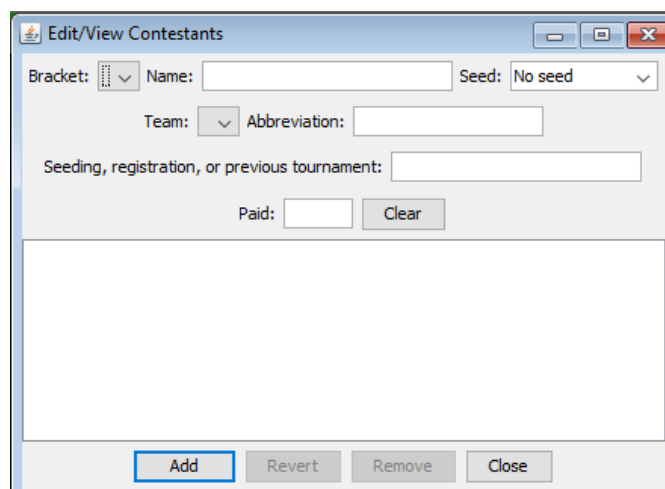
The various fields and their use are described below:

Bracket	Use this drop down list to select the bracket associated with the wrestlers being added, modified, or removed. Use the Bracket list window (section 2.1.1) to create and modify the brackets in this list.
Name	This specifies the full name of the wrestler. The full name appears on the left side of ladder diagrams, in printed lists, and on bout cards.

NOTE – Auxiliary information such as the wrestler's age or grade should also be included in this field. Separate the auxiliary information from the name with a vertical bar (usually typed using <shift><\>). An example of such an entry is "**Ronald Carpenter | 12**".

NOTE – When the name is first entered, the program can automatically convert it to all upper case, or first letter capitals. Selection of this feature is done via the "File"/"Ladder/Misc. preferences…" menu (section 3.1.8).

NOTE – If you want the wrestler to *not* score team points, append "**-NS**" to the last name. An example of a non-scorer name is "**Phillip Matsen-NS**". Don't use this mechanism unless you absolutely have to. See section 4.3 for better mechanisms that ensure only one wrestler per-team per-bracket contributes to the team score.

Seed	This value specifies the *requested* seed for the wrestler. As the name implies, a *requested* seed is not necessarily the actual seed. It represents an estimate of where the wrestler will be seeded. **NOTE –** Whenever you assign a seed value

that already is assigned to another wrestler, the other wrestler is changed to the next lower seed. The process continues for all wrestlers with lower seeds. This ensures each wrestler in a bracket is assigned a unique requested seed.

NOTE – If the requested seed value you need doesn't appear in the drop-down list, you can type in a value (e.g. type <1> and then <0> to specify the #10 seed).

Team This drop-down list selects the wrestler's team. Use the Team list window (section 2.1.2) to add and modify the teams in this list.

Abbreviation This specifies the wrestler's abbreviated name. The abbreviated name appears in ladder diagrams and in many lists. It will automatically fill in when you <tab> away from the "Name:" field, but can be changed as you see fit.

Seeding, registration, or previous tournament
For many tournaments, this can be left blank. It is provided for the bracketing and seeding process. This field can be automatically populated while importing wrestlers by team (section 3.1.5), importing wrestlers from previous tournament results (section 3.1.6), or creating wrestlers from a preregistration file (section 3.1.1.3). Open tournaments should use this field for the wrestler's weight (estimated prior to weigh-in and actual after weigh-in). Other tournaments can use this field for a wrestler's season record or region name.

Paid For most tournaments, this can be left blank. A non-blank entry indicates the wrestler has paid their entrance fee. This is reflected on printed registration cards (see section 3.3.7).

Each of these fields is associated with a single wrestler. Each wrestler must have a unique Name within the same team. While not required, we strongly suggest that abbreviations also be unique within the team.

The large area below "Seeding, registration, or previous tournament:" lists the contestants already entered for the selected bracket. Highlighting a wrestler's name causes his/her settings to be displayed in the fields described above. This allows you to change the wrestler's information.

The buttons on the window work as follows:

Clear This button is just above the list of existing wrestlers. Clicking it clears all entry fields. If there is a [Change] button, clicking [Clear] changes that button's caption to [Add].

Add	This button appears when the data entry fields are being used to <u>create a new wrestler</u>. Clicking on it causes a new wrestler to be placed into the list.
Close	Clicking on this button causes the Contestants by bracket window to disappear.

The buttons listed below are only available when a wrestler in the list is highlighted.

Change	The [Add] button title becomes [Change] whenever an existing wrestler is highlighted in the list. Clicking on the button <u>modifies the highlighted wrestler</u> to use the settings specified in the various entry fields.
Revert	Clicking on this button forces all the data entry fields to their most recently saved values. This is useful if you have changed some fields, but don't want to use the changes.
Remove	Clicking on this button removes the highlighted wrestler from the tournament. You will be asked to confirm the deletion. If you hold down the <ctrl> key and click this button, the wrestler is removed without first asking for confirmation.

2.1.5 Seeding window

This window appears whenever you click the View area's [Seeding] button, or select the menu bar's "View"/"Seeding" menu. This window is used to move wrestlers in and out of the initial round matches.

This window should only be used after most of the wrestlers for a given bracket have been entered. The picture below shows an example for the bracket "145". There are five wrestlers with requested seeds, and eleven without requested seeds.
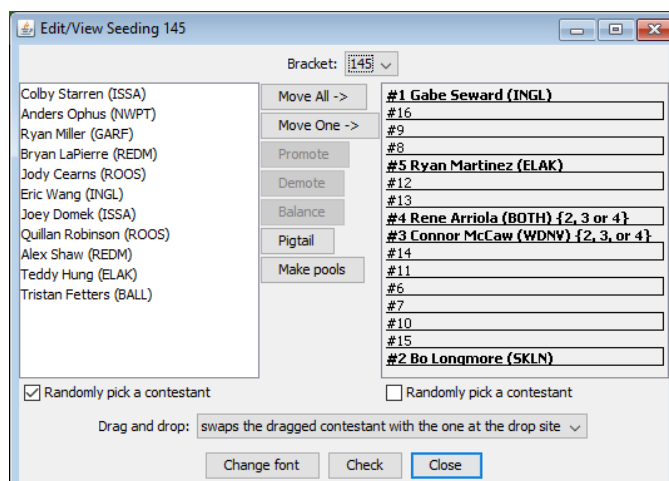
The list on the left side of the window (the unplaced list) shows wrestlers that were not given a requested seed and haven't been assigned an initial round match. The wrestlers on the right side of the window (the initial round matches list) have requested seeds and/or have already been assigned a match.

IMPORTANT	The exact behavior of the "Move" buttons is determined by the "Seeding mode preferences" portion of the window that appears when you use the "File"/"Ladder/Misc. preferences…" menu. Section 4.2 describes the Seeding mode preferences.
IMPORTANT	If a wrestler has information for the "Seeding, registration, or previous tournament" field described in sections 2.1.3 and 2.1.4, the text will appear after the team abbreviation enclosed in braces. In the picture on the previous page, Rene Arriola and Connor McCaw have such information: "**{2, 3, or 4}**".

The buttons on this window work as follows:

Move All -> <- Move All	The direction of the arrow is determined by which wrestler is highlighted. Clicking on a wrestler's name in the unplaced list or checking the "**Randomly pick a contestant**" box on the left causes the button arrow to point right. This indicates all unseeded wrestlers will be moved into the initial round matches list. Clicking on a wrestler's name or an empty spot in the initial round matches list or checking the "**Randomly pick a contestant**" box on the right causes the button arrow to point left. This indicates all wrestlers *without requested seeds* will be moved to the unplaced list. Clicking the button causes all wrestlers without requested seeds to be moved.
Move One -> <- Move One	The direction of the arrow is determined by which wrestler is highlighted. Clicking on a wrestler's name in the unplaced list or checking the "**Randomly pick a contestant**" box on the left causes the button arrow to point right. This indicates one unseeded wrestler will be moved into the initial round matches list. Clicking on a wrestler's name or an empty spot in the initial round matches list or checking the "**Randomly pick a contestant**" box on the right causes the button arrow to point left. This indicates one wrestler will be moved to the unplaced list. Clicking the button causes one wrestler to be moved. If no wrestler is selected, clicking this button moves a randomly selected wrestler.
Promote	This button causes the highlighted wrestler to be promoted exactly one spot (e.g. 11th to 10th) in the initial round matches list. Promoting a wrestler in the unplaced list results

in the wrestler being placed into the last spot in the initial round matches list.

Demote   This button causes the highlighted wrestler to be demoted exactly one spot (e.g. 10th to 11th) in the initial round matches list. Demoting the last wrestler in the initial round matches list results in the wrestler being moved to the unplaced list.

Balance   When this button is enabled, it indicates the ladder doesn't meet the criteria of "balanced" as defined in the NFHS wrestling rule book. Clicking the button causes one contestant to be moved in order to be more "balanced". The movement is designed to be random and not necessarily efficient. <u>You may have to click this button multiple times before the ladder is balanced.</u>

Pigtail   Clicking on this button causes the pigtail match creation window to appear. The button only works when the bracket size is <u>not</u> "**Minimum**", there are at least two wrestlers in the unplaced list, and there is at least one available location in the initial round matches list. You must highlight one of the wrestlers in the unplaced list or check "Randomly pick a contestant" on the left in order for the button to be enabled. See the next section for details on creating a pigtail match.

Make pools   Clicking this button brings up a window that allows you to break the current bracket into 2 or more Round Robin pool brackets. It also allows you to create a "Pool finals" bracket. A Pool finals bracket takes the winners of each pool and places them into a small elimination ladder to determine final placings. Pool runner-ups and lower placers can optionally be put into their own small elimination ladders. Full details on using this feature are provided in section 4.13.1.

Drag and drop: This drop down list determines what happens when you drag a wrestler name from one location (the unplaced list or the initial round matches list) and drop it on another. The picture at the start of this section shows the default setting: "swaps the dragged contestant with the one at the drop site". This causes the two wrestlers to swap positions. The other option, "inserts the dragged contestant at the drop site", causes the dragged wrestler to be inserted at the drop location. A full discussion of drag and drop is presented in section 4.10.

Change font   Clicking this button causes a font selection window to appear. This allows you to change the font used in the unplaced list and the first round matches list. If you are projecting the TournamentSR computer display at a seeding meeting, you can make the font bigger (easier to read).

Check	Clicking on this button verifies the currently selected bracket doesn't violate any of the seeding and same team avoidance rules. For example, if wrestlers from the same team are not supposed to meet in round 1, that will be checked when you click this button. If there are any issues, they will be listed in a new window. If there are no issues, the new window will indicate the bracket is OK.
Close	Clicking on this button causes the Seeding window to disappear.

2.1.5.1 Pigtail match creation

When there are more wrestlers than available positions in the ladder, you can create "pigtail" matches. These matches are competed prior to the first round of the tournament. The winner of the pigtail is advanced into a specified initial round match. The loser is out of the tournament.

You create a pigtail match by clicking the [Pigtail] button of the Seeding window. A new window appears similar to the one below:
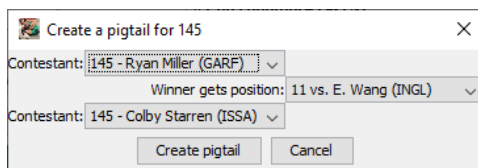
When the window first appears, the program suggests the wrestlers (two drop down lists on the left) and the pigtail winner's initial round match (drop down list on the right). The suggestion is based on the current seeding and same team avoidance modes (detailed in section 4.2). You are allowed to change any of the selections prior to creating the pigtail match ([Create pigtail] button). If you decide you don't want a pigtail match, click on the [Cancel] button.

Once the pigtail match is created, both wrestler names appear in a single row of the initial round matches list. The picture on the right shows the pigtail created from the selections pictured above.
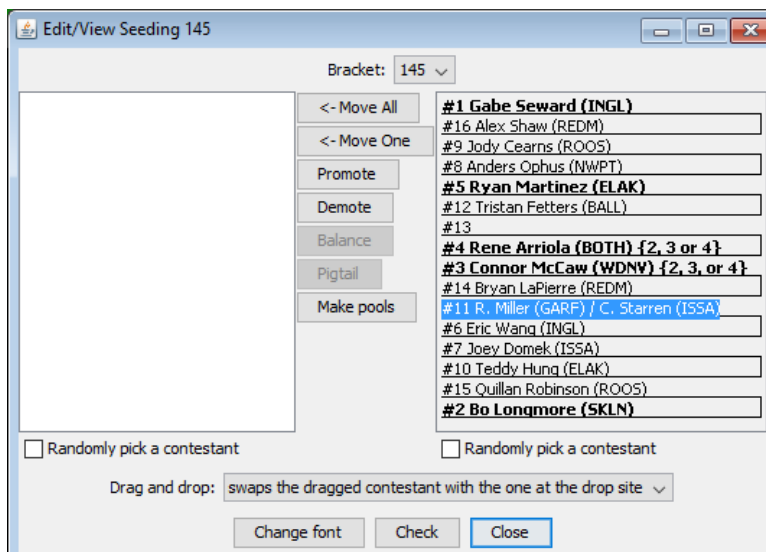
2.1.5.2 Pool brackets creation

Tournament directors often want to give every wrestler as many matches as possible. Using Round Robin brackets is one way to ensure this, but if there are more than 6 wrestlers, the program would have to use more than one bracket. There's no way to determine a weight class winner. Using Round Robin "pool" brackets with a "Pool finals" bracket addresses this issue.

The wrestlers in a given weight class are divided into 2 to 4 Round Robin "pool" brackets of 3 to 5 wrestlers each. The winner of each pool is then placed into a 2 or 4 wrestler "Pool finals" elimination ladder. The elimination ladder determines the final placing positions for that weight. The pool 2nd placers can optionally be placed into their own elimination ladder to determine additional placing and/or get them more matches. Similar elimination ladders can be used for pool 3rd placers, 4th placers, and so on.

The [Make pools] button on the Seeding window allows creation of both the "pool" brackets and the "Pool finals" bracket. Clicking the button brings up the pool creation window. An example of this window is shown below:

In the above case, bracket "152" has 16 wrestlers. The controls for generating the pool brackets and the Pool finals bracket are described below:

Number of pool brackets to create

This specifies how many pool brackets will be created. For the 16 wrestler scenario, "**4**" pools puts 4 wrestlers in each pool. That ensures each pool wrestler gets 3 matches. The other options are "**2**" and "**3**".

Distribute seeded contestants by

This specifies how wrestlers with requested seeds will be distributed into the pools. The displayed option in the picture

("**even spacing…**") would put the #1, #5, #9, and #13 seeds in the first pool. It would put the #2, #6, #10, and #14 seeds in the second pool, and so on. The "**ladder pairings…**" option (not shown in the picture) causes the #1, #16, #9, and #8 seeds in the first pool. This is similar to the first round pairings of a 16 wrestler ladder. The #5, #12, #13, and #4 seeds are placed in the second pool, and so on. The other option, "**random selection…**", ignores requested seeds when distributing wrestlers into the pools.

Scoring places   This specifies the number of placing positions to score for each pool bracket. The number of placing positions listed must be at least as large as the number of wrestlers you want to advance from each pool bracket. For example, if 6 wrestlers should advance from each pool, this must be at least "**1st, 2nd, 3rd, 4th, 5th, and 6th**".

Minimum rest   This specifies the minimum number of minutes each wrestler must be given between matches. It is the same setting as "Minimum rest" on the Bracket list window (section 2.1.1).

Initial round   This specifies the round number where the first matches of each pool will take place. It is the same setting as "Initial round" on the Bracket list window (section 2.1.1).

Don't award per match bonus points
Don't award advancement points
Don't award placement points

These check boxes specify if match bonus (e.g. pin, major decision), advancement (e.g. winning a match), and/or placing points should be awarded for each pool. Most often, you will *not* want placing points ("Don't award placement points" checked), and *do* want bonus points ("Don't award per match bonus points" unchecked). The tournament director will have to determine if advancement points should be awarded for the pool brackets.

The settings below are contained in an area titled "Pool finals". Some of these share the same names as settings listed above. The settings in this area only affect the Pool finals bracket (if requested).

Create a pool finals bracket

This box should be checked when (at least) the pool bracket winners should be advanced to a Pool finals bracket. If this box is not checked, no such bracket will be created. When this box isn't checked, all of the settings below are disabled.

X contestants per sub-ladder

This specifies the number of wrestlers that compete in each small elimination ladder ("sub-ladder"). It should be set to the same value as "Number of pool brackets to create:". If this is

smaller than "Number of pool brackets to create:", more than one wrestler will be advanced from some or all of the pool brackets.

X sub-ladders   This specifies the number of sub-ladders in the Pool finals bracket. At least 1 is needed for the pool winners to advance. Selecting 2 sub-ladders allows the pool runner-ups to compete in their own sub-ladder. Options are provided for 1 to 8 sub-ladders.

Scoring places   This specifies the number of placing positions to score for the Pool finals bracket.

Minimum rest   This specifies the minimum number of minutes each wrestler must be given between matches.

Don't award per match bonus points
Don't award advancement points
Don't award placement points

These check boxes specify if match bonus (e.g. pin, major decision), advancement (e.g. winning a match), and/or placing points should be awarded for the bracket(s). Pool finals brackets most often award per match bonus and placing points (both "Don't award per match bonus points" and "Don't award placement points" are unchecked). The tournament director will indicate if advancement points should be awarded ("Don't award advancement points" unchecked).

Click [Create pool brackets] to replace the original bracket with the pool brackets and, optionally, the Pool finals. The newly created brackets will appear at the end of the Bracket list. Click [Cancel] if you don't wish to create the pool brackets.

More details on how to use this feature for the whole tournament are provided in section 4.13.1.

2.2 Ladder displays area

This area contains windows used after the tournament has started. Ladder windows for brackets appear in this area along with windows for displaying pigtail matches, team scores, and making team score adjustments. There are two ways to add windows to this area:

1. Click on selected buttons in the "View" area of the "Setup buttons and match entry area". The View area is outlined in red in the picture in section 2. The [Ladder], [Pigtails], [Team scores], and [Team score adjustments] buttons add windows to the "Ladder displays area".
2. In the menu bar, select "View" and then an option with the same name as a button listed above (e.g. "Ladder", "Pigtails", "Team scores", "Team score adjustments").

When you make one of these selections, a new window appears in the Ladder displays area. You are free to move, resize and close these windows at any time. You can bring up multiple copies of the same window (e.g. multiple ladder windows).

During tournament setup, this area uses the background color of the computer's desktop. Once the tournament starts, the background becomes the equivalent of a Ladder window.

IMPORTANT   If the background elimination ladder is too small to read, move the divider bar that separates the Setup windows area and the Ladders display area up. This will increase the size of the background ladder and the font used to render the names.

IMPORTANT   The per-match estimated start time and assigned mat number are set via the "File"/"Session configuration…" menu (section 3.1.11). This information can be displayed or hidden on ladder diagrams via the "File"/"Ladder/Misc. preferences…" menu (section 3.1.8).

2.2.1 Ladder window

This window appears whenever you click the View area's [Ladder] button, or select the menu bar's "View"/"Ladder" option. It shows matches associated with the selected bracket half (championship or consolation) in ladder form. If the bracket uses Round Robin or Pool finals structure, the window shows all of the selected bracket's matches.

The size of the font is based on the size of the window. Increase the window size if the text is too small to read.

In the example window below, the championship half of the "126" weight class is shown with 15 wrestlers.
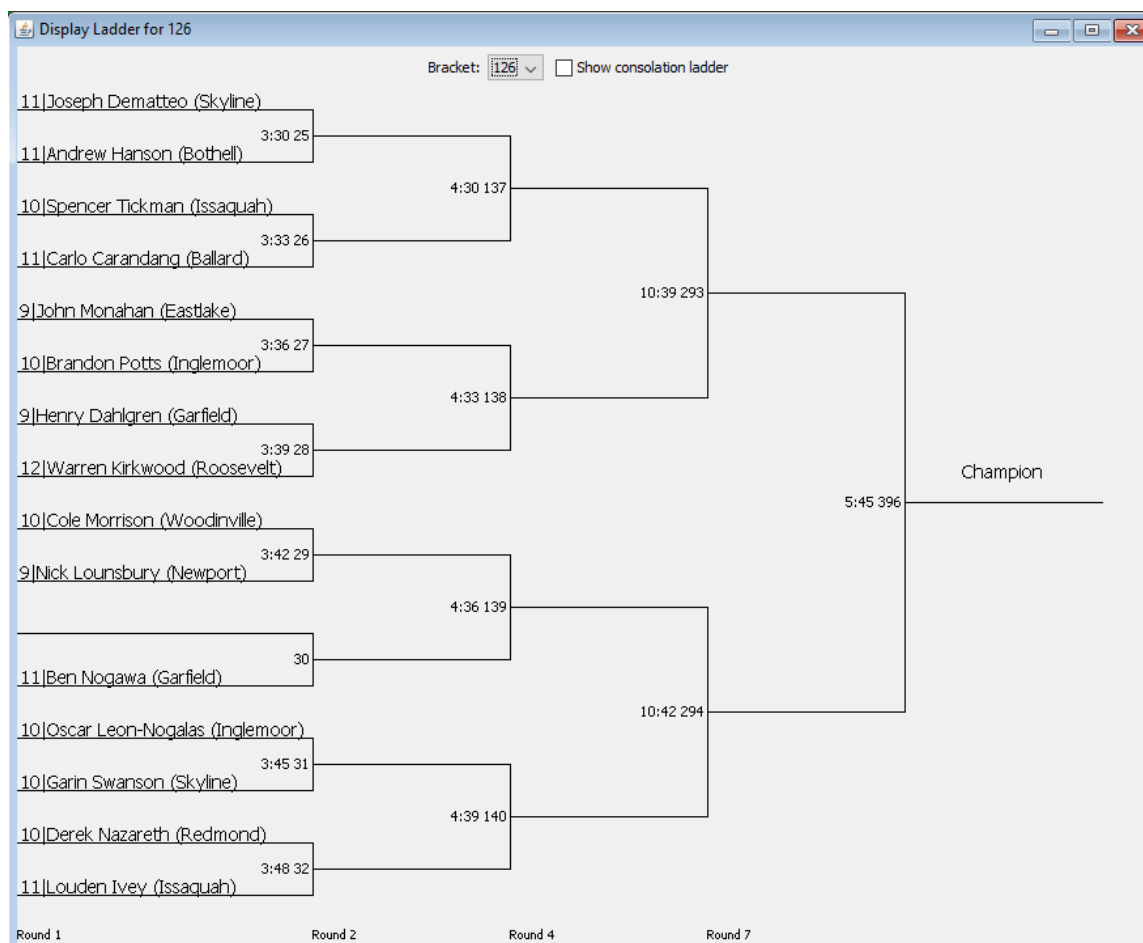
There are only two controls on this window:

Bracket	This drop-down list selects which bracket is displayed.
Show consolation ladder	When this box is checked, the consolation portion of a double elimination ladder is displayed. When this is not checked (as shown above), the championship portion of the ladder is displayed. This check box will not appear if the tournament is configured for single elimination ladders. The setting is ignored if the displayed bracket uses a Round Robin or Pool finals structure.

IMPORTANT If the contestant names and match numbers are too small to read, make the window larger. For 32 and 64 contestant brackets see section 3.1.8.1 for an option to make the text larger ("Ladder windows have scroll bars" option).

IMPORTANT For large bracket sizes (e.g. 32), the Ladder window will likely extend beyond the bottom edge of the program window. Use the menu bar's "View"/"Lower window ->" option and select the

bracket name for the Ladder window that is too tall. The program will automatically resize that window so it fits in the Ladder displays area.

2.2.1.1 Change a wrestler's name

Ladder windows support double clicking on any wrestler's name. Doing so brings up a small window like the picture below.
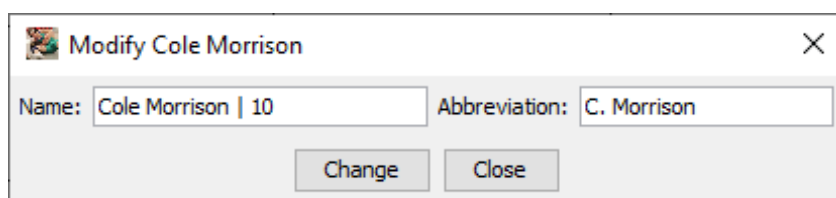
The window allows you to modify the wrestler's full and/or abbreviated name. Click the [Change] button to commit the change. Click [Close] when done or if you don't want to update the name.

This window is most useful when parents and wrestlers come up during the tournament with spelling corrections.

2.2.1.2 Choose a match for entering results

Ladder windows support double clicking on match numbers. Doing so selects that match in the Match entry area (discussed in section 2.3.2). This allows you to update the results of that match.

2.2.2 Pigtails window

This window appears whenever you click on the [Pigtails] button, or use the "View"/"Pigtails" menu. It shows all pigtail matches for all brackets in the tournament. The size of the font is based on the size of the window. Increase the window size if the text is too small to read.

In the example window below, pigtail matches for 11 different brackets are displayed:

This window supports the features described in sections 2.2.1.1 and 2.2.1.2 (above).

2.2.3 Team scores window

This window appears whenever you click the View area's [Team scores] button, or select the menu bar's "View"/"Team scores" option. The window shows the current team scores and automatically updates whenever match results are entered.

A typical window showing scores during the middle of the tournament is shown below:

The "Show scores" drop down list allows you to display the current scores, or scores at the end of a specific round. The picture above shows the default setting which displays the current scores for all completed matches.

2.2.4 Team score adjustments window

This window appears whenever you click the View area's [Team score adjustments] button, or select the menu bar's "View"/"Team score adjustments" option. This is used to add or subtract points from a team due to unusual circumstances.

The most common use is to deduct team points due to coach or wrestler misconduct. The picture on the right shows the window before any adjustments have been made.

The large area in the center of the window lists existing adjustments for the selected team. The various data entry fields and their use are described below:

Team	This drop-down list selects the team whose score will be adjusted.
Value	The number of points to add (positive value) or subtract (negative value) from the team's score. If you are deducting a team point for misconduct, this field should be set to "**-1**".
Description	This field is not mandatory, but should contain a short description of why the adjustment is being made. For the misconduct example, this could be "**Coach misconduct**".

The buttons on the window work as follows:

Clear	This button is just above the list of existing score adjustments. Clicking it clears all entry fields. If there is a [Change] button, clicking [Clear] changes that button's caption to [Add].
Add	This button appears when the data entry fields are being used to <u>create a new team score adjustment</u>. Clicking it causes a new adjustment to be placed into the list.
Close	Clicking on this button causes the Team score adjustments window to disappear.

The buttons listed below are only available when a scoring adjustment in the list is highlighted.

Change	The [Add] button title becomes [Change] whenever an existing score adjustment is highlighted in the list. Clicking on the button <u>modifies the highlighted score adjustment</u> to use the settings specified in the various fields.
Revert	Clicking this button forces all the data entry fields to their most recently saved values. This is useful if you have changed some fields, but don't want to use the changes.
Remove	Clicking this button removes the highlighted score adjustment from the tournament. You will be asked to confirm the deletion. If you hold down the <ctrl> key and click on this button, you will ***not*** be asked to confirm the deletion.

2.3 Setup buttons and match entry area

The left side of the TournamentSR window contains controls that are commonly used. It is divided into three sections: the View area, the Match entry area, and the Status/Start tournament area.

2.3.1 View area

The picture in section 2 has this area outlined in red. The area contains buttons that display the various windows used by the program. The buttons and their use are discussed in sections 2.1 and 2.2.

2.3.2 Match entry area

The Match entry area is just below the View area. It is outlined with the title "Enter match results". This is used after the tournament has started to enter match results.

An example of the area is shown below:

The controls work as follows:

Bracket	This drop-down list allows selection of the bracket. Once this has been set, the "Match #" drop down list is populated with the match numbers for the selected bracket.
Match #	This drop-down list allows selection of the match number whose results need to be entered or modified. It is empty until a "Bracket" drop-down list selection is made. Once a match number is selected, the match's information is populated in the "Winner", "Score" and "Ended @" fields.
Enter Match #	This text field can be used *instead of* the "Bracket" and "Match #" drop-down lists. Typing in the desired match number and pressing <enter> causes the selected match

information to be loaded into the "Winner", "Score" and "Ended @" fields.

Winner   This drop down list allows you to choose the winner (or no winner) of the selected match.
NOTE – Use "**Not competed**" to indicate a match hasn't taken place. The "**No one advances**" selection should only be used if both wrestlers were disqualified (very rare).

Score   This field allows you to enter the final score of the match. This should be the winner's score followed by a dash ('-') and the loser's score (e.g. "**9-4**"). See the tables below for information on how to enter the score for matches where additional information must be entered.

Ended @   This field is used to specify the date and time that the match ended. This is important for ensuring wrestlers are given their minimum rest time between matches. The field is automatically filled in when you select a match that doesn't already have a result entered.
NOTE – This field is permanently disabled if "Don't enter match end times" is checked in the Ladder/Misc. preferences windows. See section 3.1.8.5 for information on disabling match end time entry.

Certified by   This drop down list allows you to specify the name of the referee that signed the bout card. See section 3.2.15 for information on entering the names that appear in this list. This control is disabled if no referee names have been entered.

Change   This button causes the information specified in the Winner, Score, and Ended @ fields to be applied to the selected match. This button won't be enabled if the tournament hasn't started. Most match results entry problems stem from users forgetting to click the [Change] button.

Next match   This box should only be checked if you regularly sort completed bout cards by bout number. When the [Change] button is clicked with this box checked, all controls in this area are updated to the next match (by match number). When [Change] is clicked with this box unchecked, the controls in this area remain unchanged. This allows confirmation of the entered information and permits easy changes if a mistake is made.

View contest card   Clicking this button displays a window with an image of the completed match's bout card. This is most often used when results are entered electronically via the MatchScorerSR program. The resulting window includes a button to print the completed card for resolving data entry issues. The button is disabled if the match result has not been entered.

IMPORTANT You are usually entering in match results for several bout cards. To assist in this process, the "Enter Match #", "Winner", "Score", "Ended @", "Certified by", and "Change" controls work best via the <enter> key. Each time you press <enter>, the next field in the sequence is highlighted. Using the <enter> key instead of mouse clicks keeps your hands on the keyboard.

There are occasions where the "score" of a match is not based on numbers, or should contain additional descriptive text. The tables below show which keywords are recognized by the program and how they affect the team scoring.

2.3.2.1 Scholastic wrestling score keywords

Phrase in the "Score" field	Description with example in double quotes	Team score for winner
"Pin", "Fall", "P", "F"	The winner pinned the loser: "Pin 1:14". Entering the time of the pin is <u>optional</u> and ignored by the program.	2 bonus points
"Technical Fall", "Tech Fall", "Tech. Fall", "Tech. F", "Tech F", "Tech.", "Tech", "T.F.", "TF"	The match ended by technical fall (winner scored 15 points or more than the loser): "TF 18-3 4:31". Entering the time of the technical fall is <u>optional</u> and ignored by the program. **NOTE** – If these descriptions are not used, the program still recognizes a technical fall by a difference of 15 or more in the score.	1.5 bonus points
"Major Decision", "Maj. Decision", "Major Dec.", "Major Dec", "Maj. Dec.", "Maj. Dec", "Maj Dec", "Maj", "MD"	The winner scored a major decision over the loser: "MD 12-3". **NOTE** – If these descriptions are not used, the program still recognizes a major decision by a difference of 8 or more in the score.	1 bonus point
"Forfeit", "Forf.", "Forf"	The loser didn't appear for the match: "Forf"	2 bonus points
"Disqualification", "Disqualified", "Disq.", "Disq", "D.Q.", "DQ"	The loser was disqualified from the match as a result of technical violations: "DQ 3:10". Entering the time of the disqualification is <u>optional</u> and ignored by the program.	2 bonus points

Scholastic wrestling keywords (cont'd)

Phrase in the "Score" field	Description with example in double quotes	Team score for winner
"Injury Default", "Injury Def.", "Inj. Default", "Inj Default", "Inj. Def.", "Inj. Def", "Inj Def"	The loser was unable to start or continue the match due to injury: "Inj Def".	2 bonus points
"Ejection", "Flagrant misconduct", "FMC"	The loser was ejected from the tournament due to a flagrant misconduct or similar: "Ejection". All team points accumulated by the ejected wrestler are automatically removed from his/her team's score. You should immediately withdraw the ejected contestant from the tournament (see section 3.2.13).	2 bonus points
"Double Forfeit", "Dff", "Dbl FF"	No winner. Both contestants failed to appear for the match: Double Forfeit	N/A
"Skipped"	This should only be used when you need to manually advance a winner and loser, but don't want to award any team points. This should only be needed when you have to simulate a bracket type that isn't directly supported by the program.	0 bonus points *and 0 advancement points*
"BYE"	This will only be accepted when there is only one contestant in the match.	Points determined by rules specified on the Team scoring preferences window (see 3.1.9)

IMPORTANT Don't include the double quotation marks when entering the score keywords listed above.

IMPORTANT It doesn't matter if you use upper case, lower case, or a mix of upper and lower case when entering the keywords listed above. "TF" is the same as "tf", "Tf", and "tF".

2.3.2.2 College wrestling score keywords

Phrase in the "Score" field	Description with example in double quotes	Team score for winner
"Fall", "F"	The winner pinned the loser: "F 1:14". Entering the time of the pin is <u>optional</u> and ignored by the program.	2 bonus points
"TF1.5"	The match ended by technical fall (winner scored 15 points or more than the loser). "TF1.5 18-3 4:31". Entering the time of the technical fall is <u>optional</u> and ignored by the program.	1.5 bonus points
"TF1"	The match ended by technical fall (winner scored 15 points or more than the loser). "TF1 18-3 4:31". Entering the time of the technical fall is <u>optional</u> and ignored by the program. **NOTE** – While TournamentSR supports this result, the NCAA eliminated it in their 2015-2017 rules. Use "TF1.5" for all technical falls.	1 bonus point
"MD"	The winner scored a major decision over the loser: "MD 12-3". **NOTE** – If these descriptions are not used, the program still recognizes a major decision by a difference of 8 or more in the score.	1 bonus point
"Dec.", "Dec"	The match ended in a standard decision: "Dec 5-2".	No bonus points
"For."	The loser didn't appear for the match: "For."	2 bonus points
"DQ"	The loser was disqualified from the match as a result of technical violations: "DQ 3:10". Entering the time of the disqualification is <u>optional</u> and ignored by the program.	2 bonus points
"Def", "M. For"	The loser was unable to continue or start the match due to injury: "Def".	2 bonus points

College wrestling keywords (cont'd)

Phrase in the "Score" field	Description with example in double quotes	Team score for winner
"Ejection", "FMC", "DQW", "DQM"	The loser was ejected from the tournament due to a flagrant misconduct, weight management, or medical issue: "FMC". All team points accumulated by the ejected wrestler are automatically removed from his/her team's score. You should immediately withdraw the ejected contestant from the tournament (see section 3.2.13).	2 bonus points
"Double Forfeit", "Dff", "Dbl FF"	No winner. Both contestants failed to appear for the match: Double Forfeit	N/A
"Skipped"	This should only be used when you need to manually advance a winner and loser, but don't want to award any team points. This should only be needed when you have to simulate a bracket type that isn't directly supported by the program.	0 bonus points *and 0 advancement points*
"BYE"	This will only be accepted when there is only one contestant in the match.	Points determined by rules specified on the Team scoring preferences window (see 3.1.9)

IMPORTANT Don't include the double quotation marks when entering the score keywords listed above.

IMPORTANT It doesn't matter if you use upper case, lower case, or a mix of upper and lower case when entering the phrases listed above. "TF" is the same as "tf", "Tf", and "tF".

2.3.2.3 Including overtime information

Supplying overtime information is not required, but often desirable. TournamentSR lets you to enter overtime information after all keywords and scores described above.

Scholastic wrestling examples:
- "**3-2 UTB**" - Indicates a 3-2 decision that ended in the Ultimate Tie Breaker overtime period. No match end time was supplied.

- "**6-2 6:35 SV**" - Indicates a 6-2 decision that ended in the Sudden Victory overtime period. 6:35 is the match end time and is not required (i.e. "**6-2 SV**" is also acceptable).
- "**Pin 7:18 TB**" - Indicates a pin occurred during the Tie Breaker overtime period. 7:18 is the match end time and is not required.
- "**8-7 OT**" - Indicates an 8-7 decision in an unspecified overtime period.

College wrestling examples:
- "**Dec. 4-2 9:27 SV-2**" - Indicates a 4-2 decision that ended at 9:27 of the match in the second sudden victory overtime period. While TournamentSR doesn't require you to enter the match end time, NCAA rules state that you should.
- "**F 8:50 TB-1**" - Indicates a pin occurred during the first Tie Breaker overtime period. 8:50 is the match end time. While TournamentSR doesn't require you to enter the match end time, NCAA rules state that you should.

2.3.2.4 Changing a match winner

Occasionally, you will enter a match result and find out later that the wrong winner was selected. When you change the winner of a match, the program creates special contest cards that support the error.
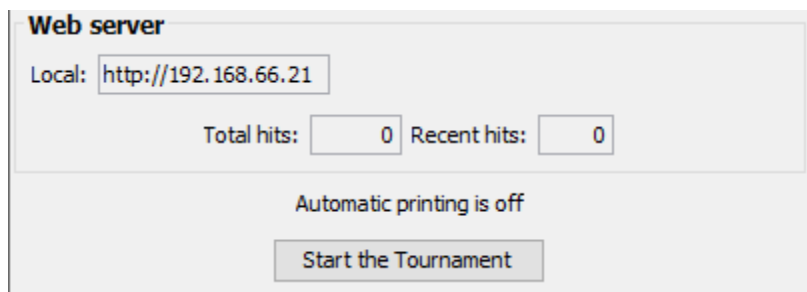
The next time contest cards a printed (either automatically or manually), the set will include "recalled" cards. Such cards have diagonal lines forming an "X" over the entire area.

Cards that indicate "RECALLING A MATCH WITH ENTERED RESULTS BELOW" tell you to search the existing (completed) contest cards pile to find the matching card. The matching card in the pile should be checked and modified (if needed) to indicate the correct winner.

Cards that indicate "RECALLING A MATCH NOT YET ENTERED" should be matched against cards already printed but not yet complete. Such cards are usually in the hands of the tournament announcer. When each matching card is found, it should be destroyed since the match must not be run (it specifies the wrong pair of wrestlers).

2.3.3 Status/Start tournament area

This appears at the bottom of the Setup buttons and match entry area. The picture on the next page indicates the Web server feature is turned on (responding to browsers on the "Local:" network at URL "http://192.168.66.21"), and the Automatic printing feature is turned off:

See section [4.6](#) for information on using WiFi with the Web server feature, and section [3.3.3](#) for controlling Automatic printing. The [Start the Tournament] button is described below.

2.3.4 Start the Tournament button

This button should only be clicked after all brackets have been populated and approved by the coaches. Once it has been clicked, the following operations are locked out:

- Adding or removing brackets.
- Changing the size, structure, or scoring places of any bracket.
- Changing the order of brackets in the Bracket list window.
- Adding or removing wrestlers from any bracket.
- Adding or removing teams.

You will be asked to confirm you want to start the tournament.

IMPORTANT As a safety measure, the program automatically saves a copy of the tournament data prior to starting the tournament. This copy will be located in the same folder as your tournament file, but uses the extension ".AtStart". If you decide you started the tournament before the appropriate time, you can always use the "File"/"Open…" menu, change the filter to "All files" and load the file that ends in ".AtStart". <u>After loading an ".AtStart" file, you should immediately save the tournament using a different name.</u>

3 Menus

TournamentSR supports four menu bar items: "File", "View", "Print", and "Help". The most commonly used program features are accessed via buttons *and* menu selections. Some features can only be accessed via menu selections. This chapter describes all menu options and how they are used.

The "File" menu provides options for tournament-wide operations. Items are provided for creating a new tournament, loading an existing tournament file, and saving a tournament file. Additional items are provided for configuring the tournament preferences including single/double elimination ladders, what information appears on ladder diagrams, and how team scoring is handled. This menu also provides items for exporting tournament information in a variety of formats.

The "View" menu provides options for showing the various windows supported by the program. As described in the last chapter, many of these menu items perform the same operation as clicking a button in the View area. Additional menu items bring up windows that are only occasionally needed.

The "Print" menu provides options for configuring how items are printed as well as options for printing each item. Options are provided for printing bout cards, brackets in ladder form, team lists and many others.

The "Help" menu provides an option for displaying TournamentSR program information. This includes the serial number and the expiration date.

3.1 File menu

The File menu is used whenever tournament data should be saved or loaded. It is also used to configure preferences that remain in effect for the entire tournament.

When activated, the menu appears similar to the picture below:
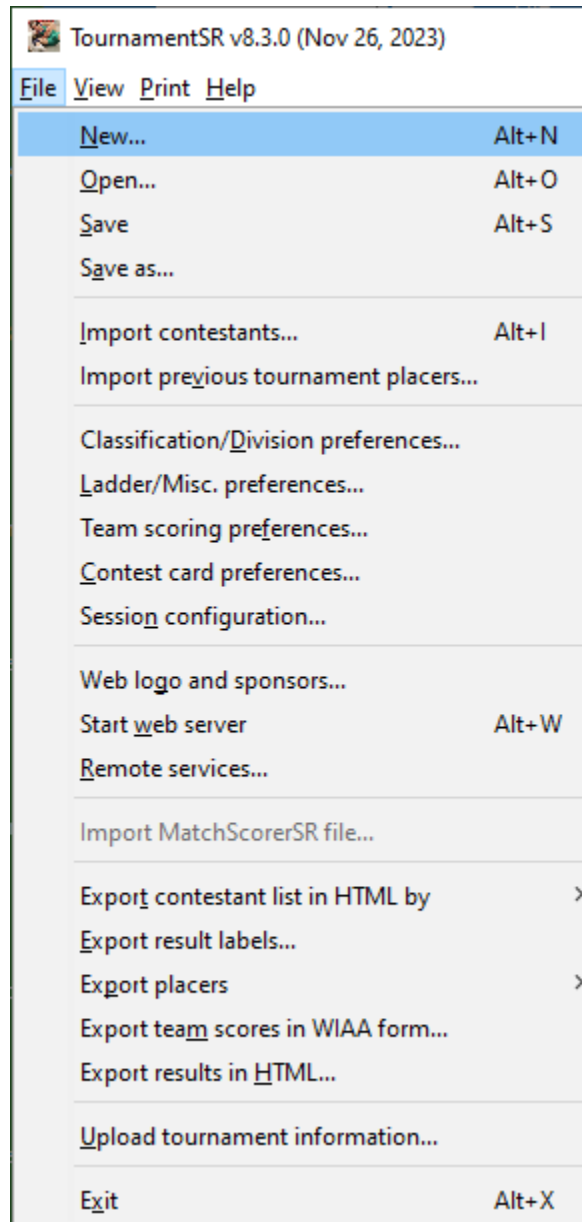
3.1.1 New… (shortcut: <alt><N>, <⌘><N>)

This item is used to create a new tournament. The current tournament's data and preference settings are discarded. Selecting this item causes the following window to appear:
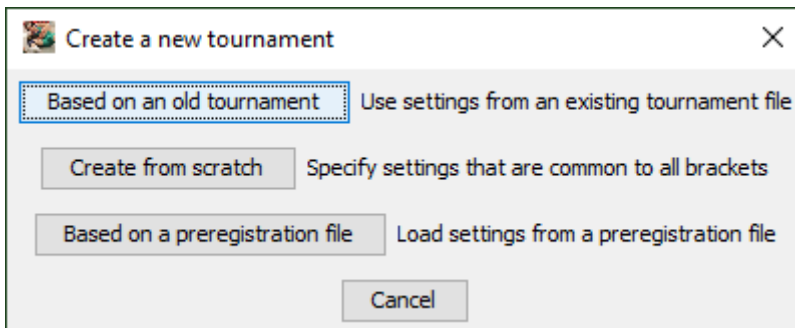
If you used TournamentSR for the same tournament in a previous year and have that data file on your computer, click [Based on an old tournament]. If you are creating a new tournament that uses the same settings for all brackets, click [Create from scratch]. If you have a preregistration file containing wrestler names, team names, ages, and weights, click [Based on a preregistration file]. If you don't want to discard your current data and settings, click [Cancel].

3.1.1.1 Based on an old tournament

If you clicked [Based on an old tournament], a window that allows you to select the previous tournament's file will appear. Once you select that file, the following window is displayed:
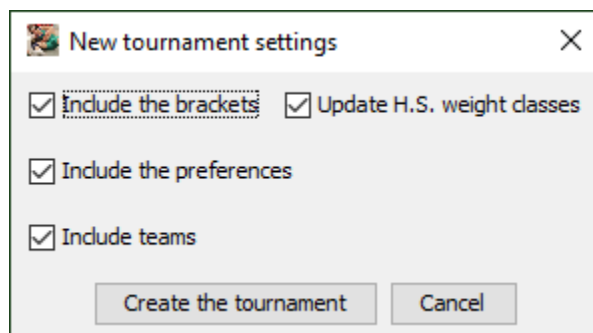
The controls are used as follows:

Include the brackets   If this box is checked, the new tournament will include the bracket names, sizes, and other settings from the old tournament file. If this box is not checked, the new tournament will not have any brackets.

Update H.S. weight classes
If the old tournament uses the 14 NFHS boys weight classes prior to 2023, this box will be enabled and

checked. If it is checked, the new tournament will use the 14 2023 boys weight classes. If this box is not checked, the new tournament will use the same bracket names as the old tournament. This check box has no effect if "Include the brackets" is not checked.

Include the preferences If this box is checked, the new tournament will utilize all of the Ladder/Misc. preferences settings from the old tournament file. If this box is not checked, default settings will be used for Ladder/Misc. preferences. Ladder/Misc/. preferences are described in section 3.1.8.

Include teams If this box is checked, the new tournament will include the team names and abbreviations from the old tournament file. If this box is not checked, no teams will be in the new tournament.

Create the tournament Clicking this button causes the new tournament to be created. You should immediately use the "File"/"Save as…" menu selection to set the new tournament file name.

Cancel If you don't want to use the old tournament file for creating a new tournament, click this button to go back to the previous window.

IMPORTANT TournamentSR version 6.0.0 changed the placement points for single elimination brackets with 4 placers. Prior to version 6, the placement points were 16, 12, 5, and 3. Version 6 and later awards 14, 10, 7, and 4. If you need the old point values, you can adjust them via the placement points editor (section 4.3.2).

3.1.1.2 Create from scratch

If you clicked [Create from scratch], the following window appears:

The controls work as follows:

Use
This specifies the preset weight classes to use in the new tournament. The text below this control lists the weights included in the selection. If none of the preset classes meet your needs, select "**Custom**".

Bracket count
This entry lists the number of weight classes that will be created. If the "Use:" control is set to "**Custom**", you can enter the number of brackets to create. The resulting bracket names will be "Bracket #1", "Bracket #2", ... Once the tournament has been created, use the Bracket list window to change these names.

Scoring based on
This entry determines the basic rules for match and team scoring. It also affects the appearance of contest cards. Most tournaments use "**Scholastic wrestling**" rules. Select "**College wrestling**" to use NCAA rules and cards.

Use double elimination ladders
If this is checked, elimination ladders will have both championship and consolation halves. If this is not checked, only championship ladders are used. No consolation matches occur.

Run consolation and championship finals in the same round
This box should only be checked if "Use double elimination ladders" is checked and you plan to run consolation finals (e.g. 3rd/4th, 5th/6th) in the same round as the championship (1st/2nd) finals. If this is not checked, the consolation finals are run in the round *prior* to the championship finals.

Use best 2 out of 3 for two contestant brackets
If this is checked, all brackets configured with Size: '2' and all brackets with Size: 'Minimum' and have 2 wrestlers will compete in 2 or 3 matches to determine the champion. If this is not checked, such brackets will have only 1 match to determine the champion.

Size
Use Round Robin
Scoring places
Minimum rest
Don't award per match bonus points
Don't award advancement points
Don't award placement points
Additional placing matches
These controls are the same as described in section 2.1.1. Please refer to that section for details. The settings are applied to all created brackets.

Match numbers use	This specifies if match numbers are numeric ("**numbers only – best for mat side scoreboards**") or alpha-numeric ("**letters and numbers – best for emergency bracket repair**"). We strongly recommend alpha-numeric match numbers as it allows more options during Emergency bracket repair (section 4.11).
For 16 contestant, double elimination ladders	
	This setting is used when you need to ensure wrestlers only get 5 matches. Selecting "**No match limit**" disables the program from enforcing a 5 match limit. Selecting "**5 match limit, force contestant to forfeit if met**" causes the program to automatically advance the wrestler that hasn't reached the 5 match limit (ties the match if both have reached the limit). Selecting "**5 match limit, force a tie if either contestant meets it**" always ties the match if either wrestler has reached the 5 match limit.
Create the tournament	
	Clicking this button causes the new tournament to be created. You should immediately use the "File"/"Save as…" menu to specify the new tournament file name.
Cancel	If you don't want to create a new tournament from scratch, click this button to go back to the previous window.

3.1.1.3 Based on a preregistration file

For youth and open tournaments, you should know who is *likely* to attend prior to the day of the event. For large tournaments, you can pay a service such as TrackWrestling.com for on-line registration or create an on-line form using a free service such as Google Sheets (https://www.google.com/sheets/about/). On-line registration should close at least one day prior to the event. When on-line registration closes, you retrieve a "preregistration file" from the service. The preregistration file should be a spreadsheet. Save the spreadsheet in "comma separated value (.csv)" format.

For smaller tournaments you might have teams or wrestlers email you. You must then manually create a "preregistration file" spreadsheet. The first row should contain column headings. Each subsequent row describes a wrestler that will attend. Separate columns must be used for the wrestler's name, team, age, desired age group, and desired weight class. The file can contain other columns not used by TournamentSR. You must save the spreadsheet in "comma separated value (.csv)" format.

Use the [Based on a preregistration file] button and select the preregistration file. Once you select the file, a window like the picture on the next page appears:

The controls on this window allow you to select which spreadsheet columns are imported and how they are used. Section 5.2 details how to use this window. Click the [Cancel] button to make the window disappear.

3.1.2 Open… (shortcut: <alt><O>, <⌘><O>)

This item is used to load tournament data and preferences from an existing file. The current tournament data and preference settings are discarded.

Selecting this item displays a window that allows you to choose the tournament file to load. With the exception of the ".AtStart" file (see section 2.3.4), all TournamentSR data files end in ".xml".

IMPORTANT If you need to load an ".AtStart" file, you must change the Files of type (Windows)/File Format (Mac) selection from "*.xml – XML files" to "All files". Once you have loaded an ".AtStart" file, immediately use the "File"/"Save as…" menu to assign a different name to the data.

3.1.3 Save (shortcut: <alt><S>, <⌘><S>)

This item is used to save the current tournament data and preferences to the file most recently specified via the "Save as…" or "Open…" menu. If you created the current tournament using the "File"/"New…" menu, this item works as if "Save as…" was selected.

3.1.4 Save as…

This item is used to save the current tournament data and preferences to a file whose name must be specified.

Selecting this item displays a window that allows you to choose the folder and file name. The file name is used on many printouts produced by the program. We recommend you use a file name that describes both the year and name of the tournament (e.g. "**2014 Woodinville Championship**").

IMPORTANT TournamentSR data files always end in "**.xml**". If you don't specify that extension when you type in a file name, it will be automatically added.

3.1.5 Import contestants… (shortcut: <alt><I>, <⌘><I>)

This item is used to load one or more team's worth of contestant names from a plain text file. All brackets must already have been created. The source of such text files can be spreadsheets, word processing documents, and emails. This feature therefore provides the quickest way to enter contestant names.

See section 4.1 for detailed instructions on importing contestant names.

3.1.6 Import previous tournament placers…

This item is used to load the team and wrestler names from a previous tournament's placers file.

See section 3.1.18 for generating a placers file, and 4.8 for detailed instructions on using this feature.

3.1.7 Classification/Division preferences...

If your tournament only has one age group (e.g. Middle school, Jr. High, High School, or College), bracket names just specify the maximum weight for each wrestler (e.g. "113", "145"). In such cases, you won't use this option.

If your tournament has multiple age groups, you should group the bracket titles by age group and possibly gender or expertise level. TournamentSR uses the term "division" for grouping wrestlers of the same age range (e.g. "6 and under", "16 to 18"), and "classification" for gender or expertise level (e.g. "male"/"female", "beginner"/"intermediate"/"advanced").

Bracket titles consist of 3 parts: classification, division, and name. When displayed together, the parts separated by vertical bar characters (e.g. **"6 and under | 60"**, "**Boys | 16 to 18 | 135**"). See section <u>5.1</u> for further information on classification and division.

This menu option allows you to change the classification and division names for *all* associated brackets. It also allows you to specify the round times printed on bout cards for each classification and division pair.

When you select this option, a window appears that is similar to the one shown below:

Classification and Division preferences window showing:

Symbols for contest cards

To add a symbol to a contest card duration:
1) Double click on the symbol to select it.
2) Use <ctrl>-<C> to copy it.
3) Click on the desired duration text and move the caret to the desired location.
4) Use <ctrl>-<V> to paste the copied symbol.

½ ¼ ¾

Durations in bold have changed from the default text specified in the Contest Card preferences window.
Remember to press the enter/return key to complete changes before closing this window.

Classification	Division	Champ. card duration	Cons. card duration
Novice	Bantam	2,2,2	1,2,2
Novice	Junior	2,2,2	1,2,2
Novice	Midget	2,2,2	1,2,2
Novice	PeeWee	2,2,2	1,2,2
Open	Bantam 8U	2,2,2	1,2,2
Open	Junior 12U	2,2,2	1,2,2
Open	Midget 10U	2,2,2	1,2,2
Open	PeeWee 6U	2,2,2	1,2,2

Close

Each of the cells in the table can be changed. See sections 5.3.2 and 5.3.3 for using this window to rework bracket titles and set bout card period times. Click the [Close] button to make the window disappear.

3.1.8 Ladder/Misc. preferences…

This item is used to specify which optional information is included on displayed and printed brackets. It sets the rules for moving wrestlers in and out their first round matches. It is also used to configure rules that are common to all brackets.

Selecting this item causes a new window to be displayed. The window will look similar to the one shown below:

The window is separated into five sections: "Ladder preferences", "Save preferences", "Warning preferences", "Seeding mode preferences", and "Tournament preferences". Each section is described below. Click the [OK] button to make this window disappear.

3.1.8.1 Ladder preferences

Most of the check boxes in this area determine what information appears on bracket displays and printouts. The windows, printouts, and files affected by these settings are: Ladder windows (described in section 2.2.1), Pigtail windows (section 2.2.2), printed ladders for programs and display (section 3.3.8), printed pigtail match lists (section 3.3.9), and exported tournament results (section 3.1.20).

Checking "Match numbers", "Locations", and "Estimated start times" cause the corresponding information to appear just to the left of the vertical line that connects the two contestants of each match.

Checking "Seeding #s" causes the contestants with assigned seeds to have their position (e.g. "#1" for the top seed) prefixed to their name in the initial round.

Checking "Fill contestants on round-robin brackets" causes every contestant to appear in every match he/she will participate in. When this is not checked, contestant names only appear in completed matches, the next upcoming match, and matches for which bout cards are printed. This only affects brackets that use Round Robin format.

When "Windows show round numbers" is checked, the round numbers appear along the bottom edge of Ladder windows. Checking "Web pages and Ladder for display printouts show round numbers" does the same for exported tournament results and Ladder for display printouts. Ladder for program printouts <u>never</u> include round numbers.

IMPORTANT The location and estimated start time information is only known if sessions are configured. See section 4.4 for details on configuring the tournament's sessions.

The box titled "Windows have scroll bars" only affects the ladder windows described in section 2.2.1. Most of the time, this box should *not* be checked.

IMPORTANT If you find it hard to read the names and match numbers on ladder windows, check the box titled "Windows have scroll bars". This causes ladder windows to use a (bigger) fixed size font. Maximize Ladder windows or use the "View"/"Lower window" menu to the reveal scroll bars.

3.1.8.2 Save preferences

TournamentSR can automatically save a copy of your tournament data at the end of each completed round. Checking the box titled "Auto-save at the end of each round" enables this feature. The automatically saved file is named "[Tournament].EndRound[X].xml" where [Tournament] is the original tournament file name and [X] is the round number (pigtails occur in round 0).

For example, if you have this box checked and the name of your tournament file is "Big tournament.xml", then a new file named "Big tournament.EndRound1.xml" will be automatically created when the results of the last round 1 match are entered.

If "Auto-save at the end of each round" is not checked, no automatic saving of your data will occur. In this case you should regularly use the "File"/"Save" option during the tournament.

3.1.8.3 Warning preferences

When you connect the TournamentSR computer to a WiFi router, it can provide brackets, team scores, and called match information via the web server feature (section 3.1.13). It can also communicate with other computers running support programs such as RegistrationSR, AnnouncerSR, BoutRunnerSR, and MatchScorerSR via remote services (section 3.1.14).

At the heart of these features is the "IP address" assigned to the TournamentSR computer by the router. While unlikely, it is possible for the IP address to change during the tournament. If "Show server address change warnings" is checked, the program will show a window any time the IP address changes. If this is not checked, no such warnings will appear.

If you plan to use the web server or any support program, we recommend you check this box. If the IP address changes, you should stop and restart the web server and/or stop and restart remote services. Support programs will need to have their server address/name field updated as well.

3.1.8.4 Seeding mode preferences

The controls in this area determine how wrestlers are moved in and out of the initial round matches list. See section 4.2 for details on how to choose the correct settings for your tournament.

3.1.8.5 Tournament preferences

The controls in this area specify settings that apply to all brackets in the tournament.

"Use double elimination ladders" is almost always checked. This ensures each wrestler must lose at least twice before he/she is out of the tournament. If this is unchecked, each bracket is single elimination (i.e. the wrestler is out of the tournament after one loss).

"Run consolation and championship finals in the same round" should only be checked if you plan to run consolation finals (e.g. 3rd/4th, 5th/6th) at the same time you run the championship (1st/2nd) finals. If this is not checked, the consolation finals are run in the round *prior* to the championship finals.

"Use best 2 out of 3 for two contestant brackets" only affects brackets where "Size:" is set to "**2**", and where "Size:" set to "**Minimum**" and that bracket contains exactly 2 wrestlers. If the box is checked, such brackets will contest 2 or 3 matches to determine the champion. If the box is not checked, such brackets will contest only 1 match to determine the champion.

"Create all cards for Round Robin brackets w/ no minimum rest" is normally not checked. It is designed for youth/open tournaments where there is no minimum rest and the director needs all bout cards printed at the start of the tournament. Check the box if your tournament matches this description. Note that all bout cards <u>cannot</u> be printed for ladder style brackets, Round Robin brackets with a non-blank minimum rest time, and the third match of a best 2 out 3 bracket. Such cards must be printed at the appropriate time after the tournament starts.

"For 16 contestant, double elimination ladders" is normally set to "**No match limit**". The setting only affects program behavior for the standard 16 wrestler, double elimination ladder. "No match limit" allows consolation finals to be the 6th match for any wrestler. If you need to limit wrestler matches to 5, you have two options: "**5 match limit, force contestant to forfeit if met**" and "**5 match limit, force a tie if either contestant meets it**". Selecting "5 match limit, force a tie if either contestant meets it" always ties the match if *either* wrestler has reached the 5 match limit. Selecting "5 match limit, force contestant to forfeit if met" will also tie the match if *both* wrestlers have reached the 5 match limit. If only one wrestler has reached the 5 match limit, this setting will automatically advance the wrestler that hasn't reached that limit.

NOTE TournamentSR supports a variety of non-standard brackets that ensure each wrestler <u>never</u> competes in more than 5 matches. See sections <u>7.2</u> and <u>7.3</u> for the available options.

The drop down list titled "Match numbers use:" determines how bout numbers are assigned. If your tournament uses Round Robin brackets and/or the size of brackets might change due to a large number of additions/removals near the start of the tournament, select "**letters and numbers - best for emergency bracket repair**". Bouts will be assigned two letters followed by a number (e.g. "AA3", "AC1"). The two letters remain constants for each bracket (e.g. the first bracket uses "AA", the second uses "AB", the third uses "AC", ...). While mat side scoreboards don't support displaying such bout numbers, this allows the Emergency bracket repair feature to completely reassign bouts for one bracket without affecting others (i.e. the bracket size and format can change).

If you are using fixed size brackets where the size doesn't change (e.g. a high school district tournament), you can select "**numbers only - best for mat side scoreboards**". Bouts will be assigned numbers that are distributed across

brackets for each round (e.g. first bracket has bout numbers 1, 2, 3, and 4 in the first round, the second bracket has bout numbers 5, 6, 7, and 8 in the first round).

NOTE We strongly recommend using letters and numbers even with fixed size brackets. If numbers only are used, bracket sizes and formats cannot be changed once the tournament starts.

"Use location specific sequence numbers" should only be checked if you require numbers that start at 1 for each mat and increment by 1 for each subsequent match at each mat. To use this feature, sessions must be configured with locations for all matches. See section 4.4 for details on how to configure sessions.

For most tournaments, "Don't enter match end times" should be *unchecked*. You will be required to enter an end time for each match that is completed. This ensures each contestant is given the minimum rest time between matches (the "Minimum Rest:" time on the window described in section 2.1.1).

If you check this box, end times are not entered with match results. This makes match entry faster, but you must manually ensure any minimum rest time is enforced. Check this box if none of the brackets in the tournament require a minimum rest period, or your schedule ensures the wrestlers will get their minimum rest.

For most tournaments, "Have contestant BYE matches report" should be *unchecked*. By leaving it unchecked, contest cards for BYE matches are not printed. The participants in BYE matches are automatically advanced.

If this box is checked, BYE contest cards will be printed. It is expected that the tournament announcer will require the wrestler getting the BYE to report to some table and sign the sheet. The TournamentSR user must then manually enter the winner of the BYE match in the same manner as a contested match.

The drop down list titled "Use new contestant names:" determines if the program changes the case (upper/lower case) of wrestler names when first entered into the program. The default setting is "**Exactly as entered**" which causes the program to keep newly entered names the same as typed in.

If the selection is changed to "**With capital letters first, then lower case**", newly entered names will be changed so that only the first letter of each name is upper case (e.g. "SMITH" changes to "Smith"). If the selection is changed to "**With all capital letters**", newly entered names will be converted to all upper case (e.g. "Smith" changes to "SMITH").

3.1.9 Team scoring preferences…

This item is used to specify the rules for team scoring. Selecting this item causes a new window to be displayed. The window will look similar to the picture on the next page:
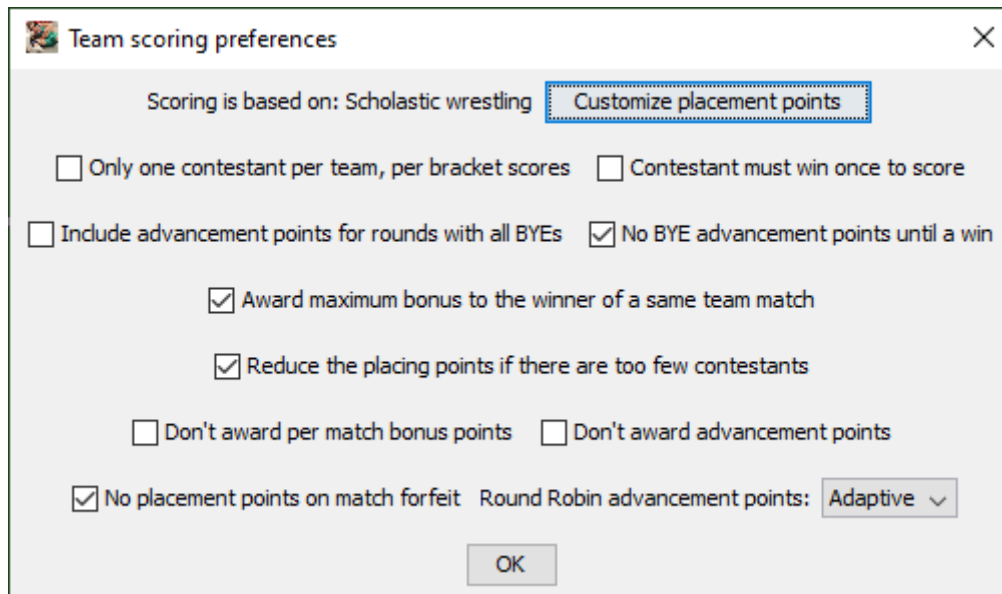
The default settings are appropriate for most tournaments, but can be changed at any time. See section 4.3 for details on how to choose the correct settings for your tournament. Click the [OK] button to make the window disappear.

3.1.10 Contest card preferences…

This item is used to specify default and optional items that appear on printed bout cards. Selecting this item causes a new window to be displayed. The window will look similar to the picture on the right.

The controls work as follows:
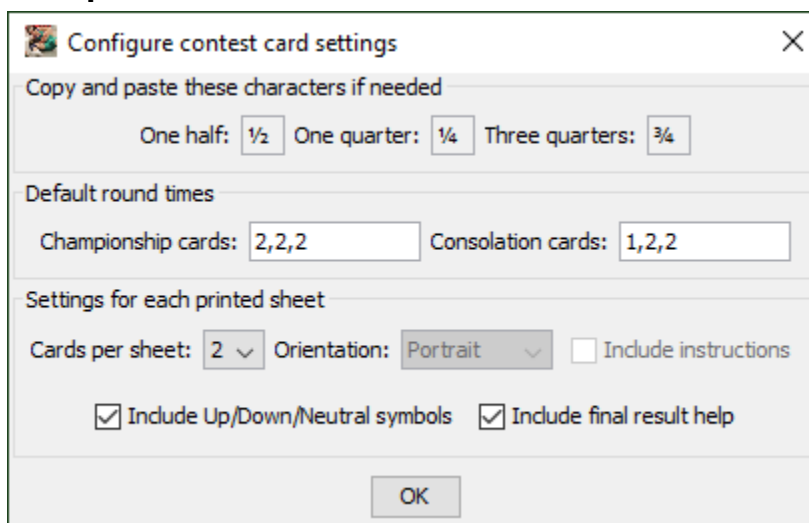
Championship cards: The period times are displayed at the top of each championship round bout card for double elimination ladders. The same period times are used for single elimination, Round Robin, and Best 2 out of 3 bout cards.

	This is printed unless overridden by the "File"/"Classification/Division preferences..." window (section 3.1.7). The picture indicates all three periods are 2 minutes long.
Consolation cards:	The period times are displayed at the top of each consolation round bout card for double elimination ladders. This is printed unless overridden by the "File"/"Classification/Division preferences..." window (section 3.1.7). The picture indicates the first period is 1 minute long while periods 2 and 3 are 2 minutes long.
Cards per sheet:	Contest cards are printed on letter size (8.5" by 11") paper. This drop down list specifies if 1 or 2 cards will be printed on each sheet. Choosing "**2**" uses less paper, but requires you to cut each sheet in half. Choosing "**1**" uses more paper, but eliminates the need for cutting the sheets.
Orientation:	This control is enabled when "Cards per sheet:" is set to "**1**". It specifies if the card will be printed in the top half of the sheet ("**Portrait**") or fill the entire sheet ("**Landscape**"). Choose "**Portrait**" if you want to use less printer ink or want preprinted instructions (see below). Choose "**Landscape**" if you don't want preprinted instructions and want the cards to be as large as possible.
Include instructions	This control is enabled when "Cards per sheet:" is set to "**1**" and "Orientation:" is "**Portrait**". If this is checked, the bottom half of each sheet contains instructions for how to fill out the card. This is useful if your table workers are inexperienced. If this is not checked, the bottom half of each card is blank (uses less ink).

Include Up/Down/Neutral symbols

Many periods require one of the wrestlers to choose the starting position: top, bottom, or neutral. When this box is checked, the contest cards include symbols in the appropriate periods for this selection. The symbols are not included if this is not checked. Unless you are trying to save ink, leave this box checked.

Include final result help

The bottom half of each card is filled out at the end of the match. Checking this box causes a reminder to be printed in that area for what must be filled out. If this is not checked, no reminder is printed. Unless you are trying to save ink, leave this box checked.

IMPORTANT If you plan to use MatchScorerSR's clock features and the overtime period durations are non-standard, make sure you

review section 5.3.3.1 of this manual. Two additional values must be added to the "Default round times:": the sudden victory and tie breaker durations.

See section 6 for contest card examples based on different settings. Click the [OK] button to make the window disappear.

3.1.11   Session configuration…

This item is used to configure session-specific information for the tournament. Session information includes how many mats will be used and the date and time when specific rounds start. If you need location specific sequence numbers, this window must be used to create and assign mats to all brackets.

Selecting this item displays a new window. When the program is first started, the window will appear similar to the one below:
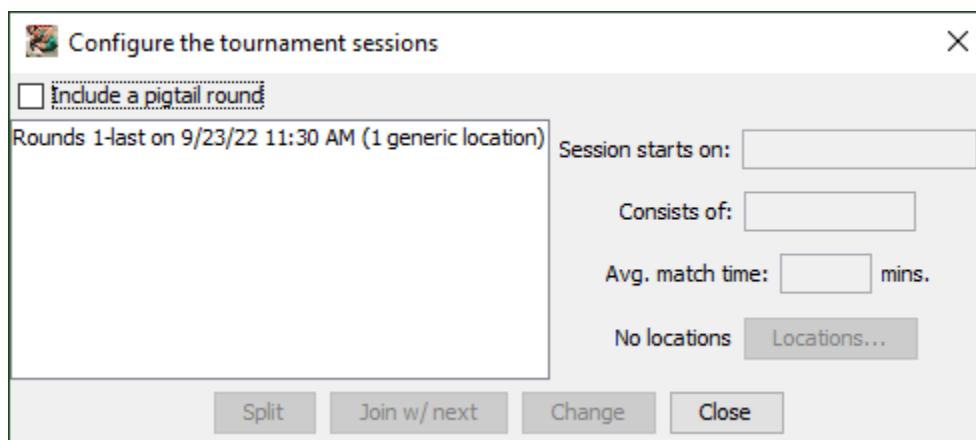
The list on the left side of the window shows the sessions that have been configured. By default, the entire tournament runs in one session.

As shown in the picture, most controls are disabled. They become enabled when you highlight a session in the list. Detailed instructions on session configuration are provided in section 4.4. The controls on this window and the "Locations..." window are presented below:

Include pigtail round   This box should only be checked if you'll be using pigtail matches *and* you have already configured the first session with the proper start time and location set. When checked it creates a new session for just the pigtail matches that starts 1 hour prior to the Round 1 session.

Session starts on: This field specifies the date and time when the session begins. The first listed session must have a start date and time. Subsequent sessions can have this blank

	which indicates the session begins immediately after the previous session.
Consists of:	This field displays the tournament rounds to be included in the session. Because the last round can change throughout the configuration process, it is expressed as "**last**" instead of a specific round number (e.g. the field will read "**Rounds 3-last**").
Avg. match time:	This field is used to compute estimated match start times during the session. You enter the average number of minutes you expect matches to take during the session. Typical values range between 3 minutes (you expect a lot of pins) and 10 minutes (you expect most matches to go all three periods). **NOTE –** This also determines the automatic refresh rate of web server pages viewed by coaches, wrestlers, and spectators (see section 3.1.13).
Locations...	Clicking this button brings up another window that allows you to set how many mats will be used and how the program should assign mats to matches during the session.
Split	Clicking this button causes the highlighted session to be split into two parts. You are asked to specify the round number that ends the highlighted session. The created session begins at the subsequent round.
Join w/ next	Clicking this button causes the highlighted session to be combined with the session that immediately follows it. The session that immediately follows the highlighted session is discarded along with its locations.
Change	Clicking this button causes the "Session starts on:" and "Avg. match time:" fields to be applied to the highlighted session.
Close	Clicking on this button causes the session configuration window to disappear.

3.1.11.1   Locations configuration

When you click the "Locations..." button in the session configuration window, a new window appears. When no locations have been previously configured, the window will appear similar to the picture below:

The controls work as follows:

Assign locations:	This drop down list specifies how the mats get assigned to matches during the session. These are suggested assignments which can be changed via the AnnouncerSR program once the bout cards are printed.
Location prefix:	If this field is blank, mats numbers appear on the bout cards and (optionally) on ladder displays and printouts just as numbers (e.g. "**#1**", "**#3**"). If this is non-blank, mat numbers appear with this text prior to the number. For example, if this is set to "**Mat**", then mat numbers would appear as "**Mat #1**"...
, numbered	This field specifies the first mat number to be used in the session. While most often this is "**1**", it can be any positive number. If this is blank, a single (generic) location is assumed.
through	This field specifies the last mat number to be used in the session. If this is blank or less than the value in "numbered", a single (generic) location is assumed.
Use all during champ./cons. only rounds	
	This is enabled when "Assign locations" is set to "**by associating with championship or consolation matches**". When checked, it specifies if all mats should be used for rounds that contain just championship or just consolation matches. If the box is unchecked, only the assigned mats are used for such rounds.
Change	Clicking this button causes the settings in this window to be applied to the current session. The locations configuration window will disappear.
Cancel	Clicking on this button causes the current settings on this window to be discarded. The locations configuration window will disappear.

The center area of the window contains a table that changes based on the "Assign locations:" setting. See section 4.4 for details on how this window is used.

3.1.12   Web logo and sponsors

This option allows you to specify images that appear on each web page created and sent by the web server feature over WiFi. The section below covers activating the web server feature. See section 4.6 for details on how to configure this feature.

3.1.13   Start web server (shortcut: <alt><W>, <⌘><W>)

This option starts and stops the server that allows people to view current brackets, team scores and called matches over WiFi. To use this feature, connect the computer running TournamentSR to an inexpensive WiFi router.

The menu items changes depending on the current state of the server. When the server is off, the menu indicates you can turn it on:

Web logo and sponsors...	
Start web server	Alt+W
Remote services...	

When the server is on, the menu indicates you can turn it off:

	Web logo and sponsors...	
✓	Stop web server	Alt+W
	Remote services...	

See section for details on how to configure this feature.

IMPORTANT When first turning on the web server feature, some operating systems will bring up a security alert window. If you are presented with such a window, select all options that indicate "allowed" or "permitted".

3.1.14   Remote services…

This option is only needed when using one or more of the TournamentSR support programs: RegistrationSR, AnnouncerSR, BoutRunnerSR, or MatchScorerSR. See the appropriate support program's User Guide for details.

3.1.15   Import MatchScorerSR file…

This option is only needed when MatchScorerSR has saved results that cannot be transmitted to the TournamentSR computer. The file usually is saved to a USB flash drive on the MatchScorerSR computer. The drive is then plugged into the TournamentSR computer.

When the menu item is selected, a window appears that allows you to select the file. Navigate to the flash drive (or wherever the MatchScorerSR file was saved) and locate the file named "MatchScorerSR_MM-DD-YYYY.results.xml" (MM-DD-YYYY is the current date). Click the [Open] button.

If the results are successfully entered, you will be presented with the following window:

Results successfully applied   ✕

? The results were successfully entered.
Do you want to delete the results file?

[Yes]   [No]
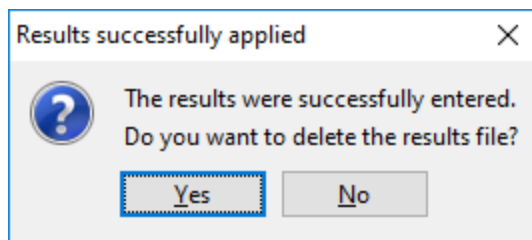
Click [Yes] since the results file is no longer needed. If you see a different message, one or more of the results couldn't be entered – usually a result of choosing the wrong file.

3.1.16   Export contestant list in HTML by

This item allows wrestler lists to be exported by team or by bracket in HTML format. It is used primarily for emailing wrestler lists to the coaches prior to the seeding meeting. Send the generated HTML file as an attachment so the recipients can view it in their browser program.

There are two choices available under this menu: "team" and "bracket". If you select "team", the created list groups the wrestlers together by their team. If you select "bracket", the created list groups the wrestlers together by their bracket.

No matter which option you choose, the program will bring up a window to select the name of the saved file. After filling in the name of the file to use (or clicking on an existing file name), click the [Save] button to generate the file.

IMPORTANT   TournamentSR HTML files always end in ".html". If you don't specify that extension when you type in a file name, it will be automatically added.

3.1.17   Export result labels…

This menu is provided for tournaments that award poster sized brackets to the winners. Most printers cannot handle such large and heavy paper, so one is created using stick-on labels and pre-drawn lines.

Selecting this menu causes a new window to be displayed. When the program is first run, the new window will look like the picture below:
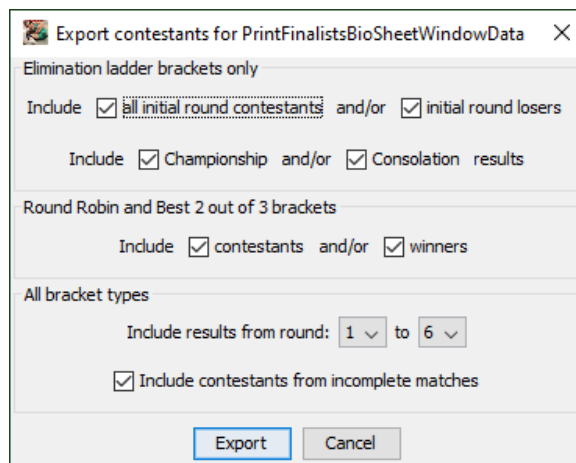
The entire process is dependent on label size, the desired fields (e.g. name, team, score), and the font. It is therefore broken into two steps and requires a 3rd party program with mail merge capabilities (e.g. Microsoft Word).

See section 4.7 for details on how to create labels using this option. Click the [Cancel] button to make the window disappear.

IMPORTANT TournamentSR can directly print result labels via the "Print", "Print result labels…" menu option. Directly printing labels is not as flexible as exporting and printing labels from another program. Most users will find directly printing labels more convenient. See section 3.3.16 for directly printing labels.

3.1.18   Export placers…

This menu is used when the winners of the current tournament are advancing to another. The director of the next tournament needs the list of all placers from the current one for data entry purposes. Two formats are supported: TournamentSR's "plain text", and an older format formerly used by the Washington Interscholastic Athletic Association (WIAA). You should use the plain text format.

No matter which format chosen, you are asked to specify the name of the generated file. Once you enter the name, the file is generated. You can email the text file to the next tournament's director.

IMPORTANT TournamentSR placer files always end in ".txt". If you don't specify that extension when you type in a file name, it will be automatically appended.

IMPORTANT The older WIAA format file ends in ".htm". When providing this file, you will also need to provide a team scores file (next section), and an HTML results file (section 3.1.20).

3.1.19 Export team scores in WIAA form…

This menu is only useful if you need to generate a team scores file that is compatible with the format formerly used by the Washington Interscholastic Athletic Association (WIAA).

IMPORTANT   The scores file ends in ".htm". When providing this file, you will also need to provide the WIAA placers file (previous section) and an HTML results file (see below).

3.1.20 Export results in HTML…

There are many groups and organizations that post tournament results on their web sites. This option is used to create an HTML file that can be posted. It is usually used when the tournament is over.

Selecting this item causes a new window to be displayed. Assuming you have already entered the weight classes and results, the new window will appear similar to the picture below:
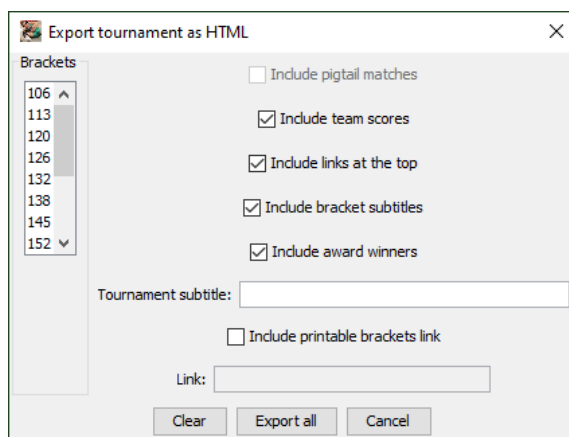
Weight classes selected in the "Brackets" list will have their ladders included in the created file. If no weight classes are selected (as shown in the picture), *all* ladders will be included.

The other controls on this window are described below:

Include pigtail matches	This is only enabled if there is at least one pigtail match in the tournament. If this is checked, the generated file will include the pigtail matches at the bottom of the file. If this is not checked, the created file will not include any pigtail matches.
Include team scores	If this is checked, the generated file will include a team scores table. If this is not checked, the created file will not contain team scores.

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Include links at the top	If this is checked, the generated file will include links to each bracket at the top of the file. This is useful for quickly jumping to a specific bracket. If this is not checked, no links are generated.
Include bracket subtitles	If this is checked and a bracket has a non-empty Subtitle/Sponsor field (see section 2.1.1), the subtitle will appear under the bracket title. If this is not checked, the subtitle will not be included on any of the brackets.
Include award winners	If this is checked, the generated file will include a section that lists the award names and winners. See section 3.2.17 for details on entering award information. If this is not checked, award information will not be included.
Tournament subtitle:	Any information you enter into this field will appear immediately below the tournament name in the file. Common uses for this field would be the tournament location.
Include printable brackets link	Check this box if you have previously generated a PDF version of the tournament brackets and want them available by link from the HTML file. See section 3.3.8 for printing ladders. See the TournamentSR web site's Help page for installing a PDF file generator. When you check this box, you will be asked to specify the PDF file. If you select a file, the "Link:" field underneath this box allows you to edit the link included in the HTML file. If the PDF and HTML files are posted in the same folder, the default link will be fine. If they are in different folders or different servers, you must manually correct the text field to use the appropriate URL.
Clear	When this button is clicked, no weight classes in the "Brackets" list will be selected. This ensures the [Export]/[Export all] button reads [Export all].
Export all **Export**	This button changes names based on the selected brackets in the list. If no brackets are selected, the button reads [Export all] to indicate all ladders will be included in the file. If one or more brackets are selected, the button reads [Export] to indicate only the selected ladders will be included. Once this button is clicked, you will be presented with another window to specify the name of the generated HTML file.
Cancel	if this is clicked, no HTML file is generated and this window disappears.

IMPORTANT TournamentSR HTML files always end in ".html". If you don't specify that extension when you type in a file name, it will be automatically appended.

IMPORTANT If you checked the "Include printable brackets link" box, remember to include the HTML and PDF files when posting or submitting the information for posting. If you plan to host the PDF file on a different server or in a different location than the HTML file, remember to update the text field to use the appropriate URL.

IMPORTANT If you want to post your results on the Internet but don't have an existing web site, you can post your results on the TournamentSR site. See the next section for uploading results.

3.1.21 Upload tournament information…

This option allows you to upload your tournament information to the TournamentSR Internet server. The server then posts your results on a web page accessible to anyone on the Internet. The main results web page is at the following URL:

https://www.smartrunsys.com/TournamentSR/tournaments.html

To use this feature, your computer must have an Internet connection. You must enter the email address and password used to log into the TournamentSR site in order to upload the results.

IMPORTANT Data you upload to the TournamentSR server becomes the property of SmartRun Systems, Inc. SmartRun reserves the right to remove results on its site for any reason, at any time.

When you select this item, a new window appears that will look similar to the picture below:
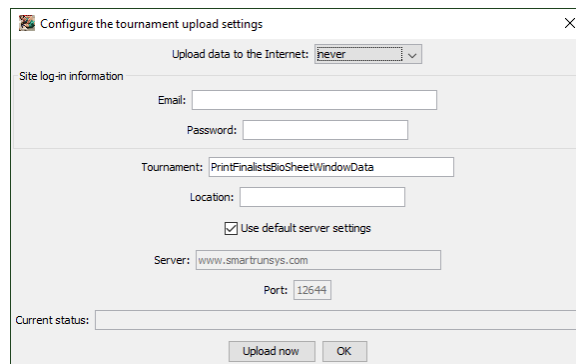
The controls on this window are described below:

Upload data to the Internet

> This selects how often the program automatically uploads data to the TournamentSR server. Select "**never**" if you only

	want to manually upload data. Select one of the time options (e.g. "**every 15 minutes**" or "**every hour**") to have the program automatically upload the data at regular intervals.
Email	Enter the email address for your TournamentSR web site account. This is the email address you use to log-in when downloading the program.
Password	Enter the password for your TournamentSR web site account. This is the password you use to log-in when downloading the program.
Tournament	This specifies the tournament name that appears on the TournamentSR web site results page. People will click on this name to see your tournament results. This is not optional. We recommend you use the year followed by the tournament's name (e.g. "**2018 Example Tournament**").
Location:	This is the subtitle that will appear on the results web page at the TournamentSR web site. We recommend you set this to the tournament's city and state. This is optional and can be left blank.
Use default server settings	This should always be checked.
Server:	This will remain disabled as long as "Use default server settings" is checked.
Port:	This will remain disabled as long as "Use default server settings" is checked.
Current status:	This will report the success/failure of the most recent upload attempt. If no attempt has been made since the tournament file was loaded, this will be blank.
Upload now	Clicking this button will cause TournamentSR to attempt to immediately upload the tournament data to the server. The "Current status:" field will show the progress as the attempt is made.
OK	Clicking this button will validate all entry fields and close the window. If the settings are valid, data will be uploaded to the TournamentSR server at the interval specified by the "Upload data to the Internet:" control.

IMPORTANT	If you want to automatically upload tournament data, you should verify the connection is valid by clicking [Upload now] before clicking [OK].

3.1.22   Exit (shortcut: <alt><X>, <⌘><X>)

This item causes the program to exit. You will be asked to save the tournament data before the program closes.

3.2 View menu

This menu provides options for adding windows to the Setup windows area and the Ladder displays area. It also provides access to windows that are used infrequently.

When activated, the menu appears similar to the picture below:
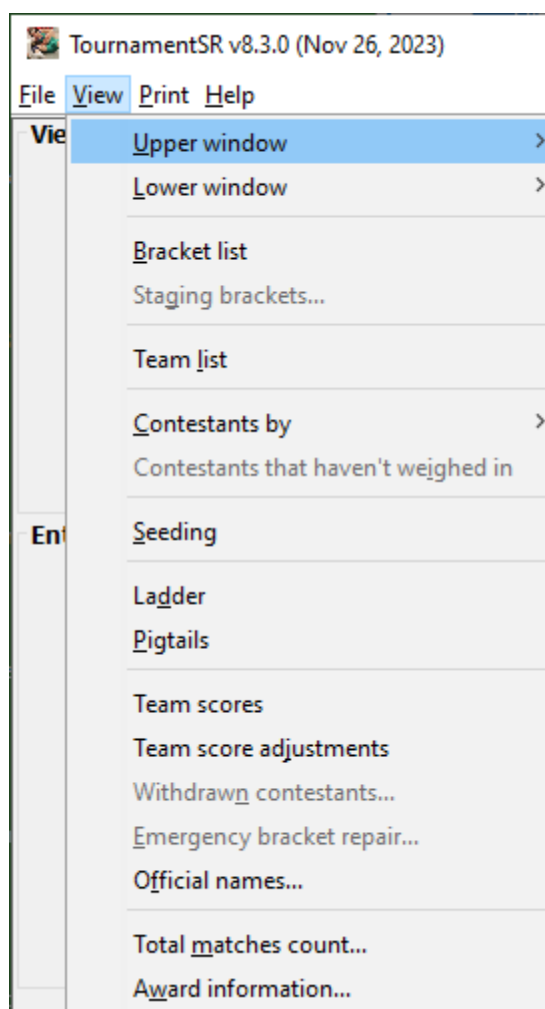
Most of the options in this menu have been presented in sections 2.1 and 2.2 of this manual. When that is the case, you are referred to the previous section.

3.2.1 Upper window

This menu contains one sub-menu item for each window in the Setup windows area. Selecting a sub-menu item brings that window to the front (on top of all other windows in the Setup windows area).

3.2.2 Lower window

This menu contains one sub-menu item for each window in the Ladder displays area. Selecting a sub-menu item brings that window to the front (on top of all other windows in the Ladder displays area).

3.2.3 Bracket list

This option is described in section 2.1.1.

3.2.4 Staging brackets...

This option is only available when you create "staging" brackets - usually as a result of creating the tournament from a preregistration file (see section 3.1.1.3). Staging brackets are used when running a "Madison system" open or youth tournament. Staging brackets contain all wrestlers for a given classification division pair. This window is then used to distribute the wrestlers into smaller brackets based on similar weights.

See section 5 for general information on open tournament features and section 5.7 for details on using this menu item.

3.2.5 Team list

This option is described in section 2.1.2.

3.2.6 Contestants by

There are two sub-menu items under this menu: "**team**" and "**bracket**". Selecting the "**team**" option is described in section 2.1.3. Selecting the "**bracket**" option is described in section 2.1.4.

3.2.7 Contestants that haven't weighed in

This option is only available when at least one wrestler's "Seeding, registration, or previous tournament" begins with "**reg:**". This is most often the case when the tournament was created from a preregistration file (see section 3.1.1.3) or wrestlers were entered using the RegistrationSR program. The "reg:" prefix indicates the wrestler has registered, but has not been assigned a weigh-in weight.

The primary purpose of this item is to review and remove wrestlers that haven't weighed-in. See section 5.5 for details on how to use it.

3.2.8 Seeding

This option is described in section 2.1.5.

3.2.9 Ladder

This option is described in section 2.2.1.

3.2.10 Pigtails

This option is described in section 2.2.2.

3.2.11 Team scores

This option is described in section 2.2.3.

3.2.12 Team score adjustments…

This option is described in section 2.2.4.

3.2.13 Withdrawn contestants…

This option is used when a contestant leaves or has been disqualified from the tournament before they are done. All subsequent matches that include the contestant are automatically advanced due to forfeit or injury default. The option is only available after the tournament has started.

IMPORTANT   Withdrawing a contestant **cannot be reversed**. You should only perform this operation only when you are certain the contestant cannot return. It is sensible to withdraw a contestant if he/she goes home, or doesn't make weight on the second day of the tournament. It is not a good idea to withdraw a contestant if they are injured since he/she may choose later to attempt another match.

When you select this item, a window similar to the picture below will appear:
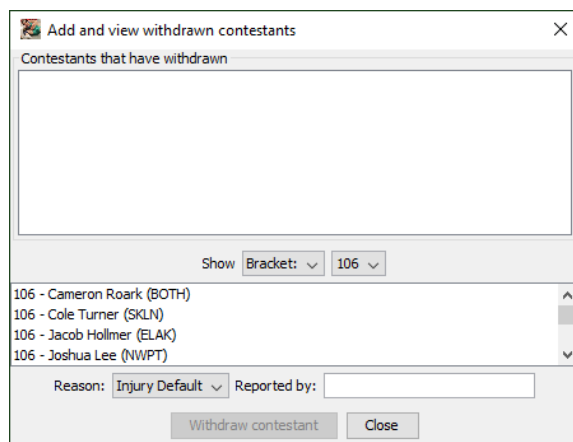
The blank area at the top of the window shows all contestants that have already withdrawn. The other controls are described below.

Show   The two drop-down lists to the right of this label determine who will appear in the contestant list below these controls. The first list (shown with "**Bracket:**" selected) determines if the second control contains brackets or teams. The second

control determines which contestants (associated with the selected team or bracket) appear in the Contestant list.

Contestant list The (unlabeled) list that appears underneath "Show" contains the contestants that are still active in the tournament and belong to the selected bracket or team. You highlight one entry in this list in order to start the withdraw process.

Reason This drop down list specifies how the withdrawn contestant will lose his/her uncompleted matches.

Reported by This is where you enter the name of the person that reported the withdrawn contestant. You should use a name such as "Robert Smith" instead of generic information such as "coach", "father" or "mother". This ensures you can document who requested that the contestant be withdrawn.

Withdraw contestant

This button is enabled when a wrestler is highlighted in the Contestant list. Clicking on this button causes the highlighted contestant to be withdrawn from the tournament.

REMEMBER – you should not withdraw a contestant if there is any chance they will decide to continue at a later time.

Close Clicking on this button causes the withdrawn contestant window to disappear.

3.2.14 Emergency bracket repair…

This option is used when you discover a bracket needs contestant addition(s) or removal(s) *after* the tournament has started. Such changes are locked out using the normal mechanisms. This can also be used to populate one or more brackets using contestants that have already been eliminated from other brackets. Details on using this feature are provided in section 4.11.

3.2.15 Official names…

This option is used when you plan to use MatchScorerSR or want to include referee names with match results. Selecting this item displays a new window that looks similar to the picture below:
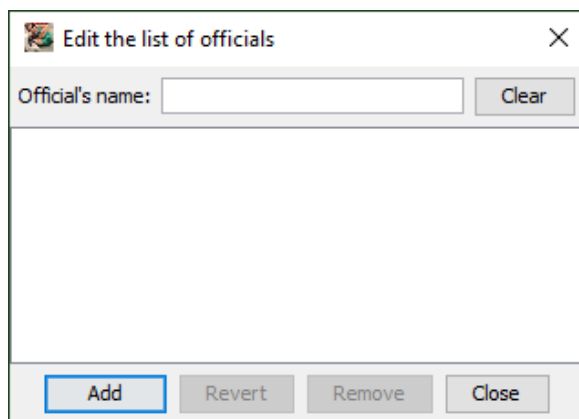
The large (initially empty) area in the center of the window lists the existing official names.

Official's name   This field is used to enter a new name and to change an existing name.

The buttons in the window work as follows:

Clear   This button is used to clear the contents "Official's name" and to <u>force the [Change] button back to [Add]</u>.

Add   This button appears when "Official's name" is used to <u>add a new official</u>. Clicking it causes a new name to be placed into the list.

Close   Clicking this button causes the window to disappear.

The buttons listed below are only available when a referee name in the list is highlighted.

Change   The [Add] button title becomes [Change] whenever an existing name is highlighted in the list. Clicking the button <u>modifies the highlighted name</u> to what appears in "Official's name".

Revert   Clicking this button forces "Official's name" back to the text that appears in the list. This is useful if you have changed the field, but don't want to use the changes.

Remove   Clicking this button removes the highlighted official name from the tournament. You will be asked to confirm the deletion. If you hold down the <ctrl> key and click on this button, you will *not* be asked to confirm the deletion.

IMPORTANT   The [Remove] button will be disabled if the highlighted official name has certified at least one match result.

3.2.16   Total matches count…

This menu is provided for tournaments where the officials are paid by the total number of matches refereed. Selecting this item brings up a new window that looks similar to the picture below:
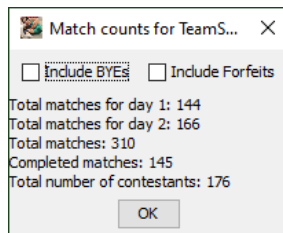
In the example above, the tournament was conducted over two days. The per-day, total, and completed match counts are displayed. The two check box controls work as follows:

Include BYEs   If this is checked, the displayed totals will include BYE matches. If this is not checked, the totals will not include BYE matches.

Include Forfeits   If this is checked, the overall total will include forfeit matches. If this is not checked, the overall total will not include forfeits.

Click on the [OK] button to make the window disappear.

3.2.17   Award information…

This item is provided for entering the names of tournament awards and the award winners. Selecting it brings up a new window similar to the picture below.
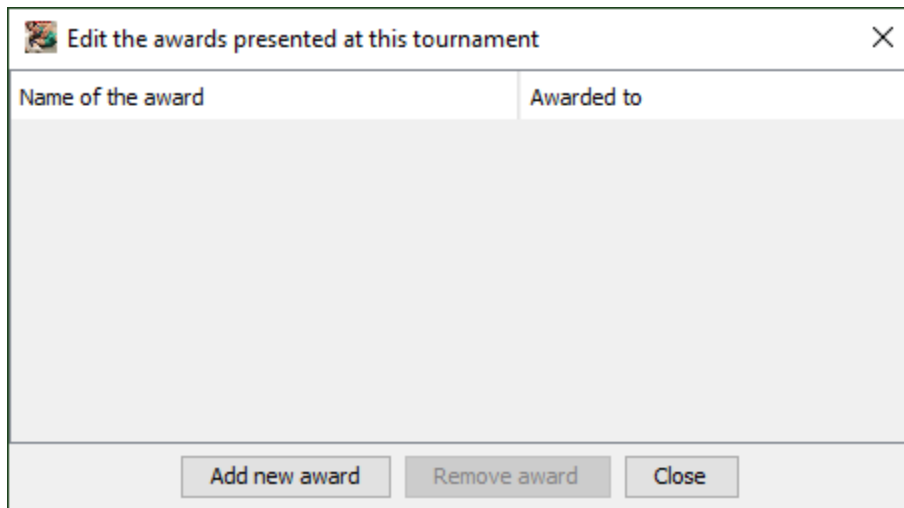
The buttons are used to add and remove awards. Awards are displayed in a spreadsheet-like format. Click [Add new award] to append a new row to the table. The picture below shows the window after [Add new award] was clicked:
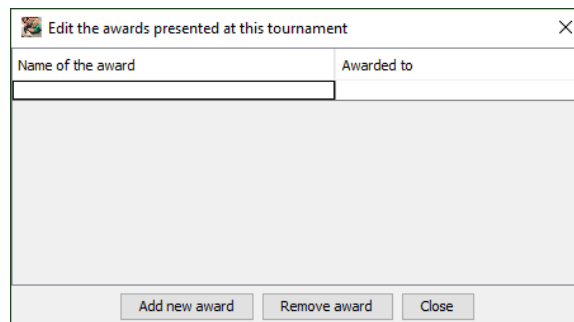
Double click on the cell under "Name of the award" and enter the award title (e.g. "**Most Outstanding Wrestler**"). Press the <tab> key and enter the name of the award winner (e.g. "**Joah Fennell (Woodinville HS)**").

Click on a cell to highlight it. If a cell is highlighted, the [Remove award] button is enabled. Clicking that button removes the award (i.e. the entire row containing the highlighted cell).

Click the [Close] button to make the window disappear.

3.3 Print menu

The Print menu is used for on-demand and automatic printing of elimination ladders, bout cards, contestant lists, and team scores. It is also used to specify which printer(s) should be used for the various printouts generated by the program.

When activated, the menu appears similar to the picture below:
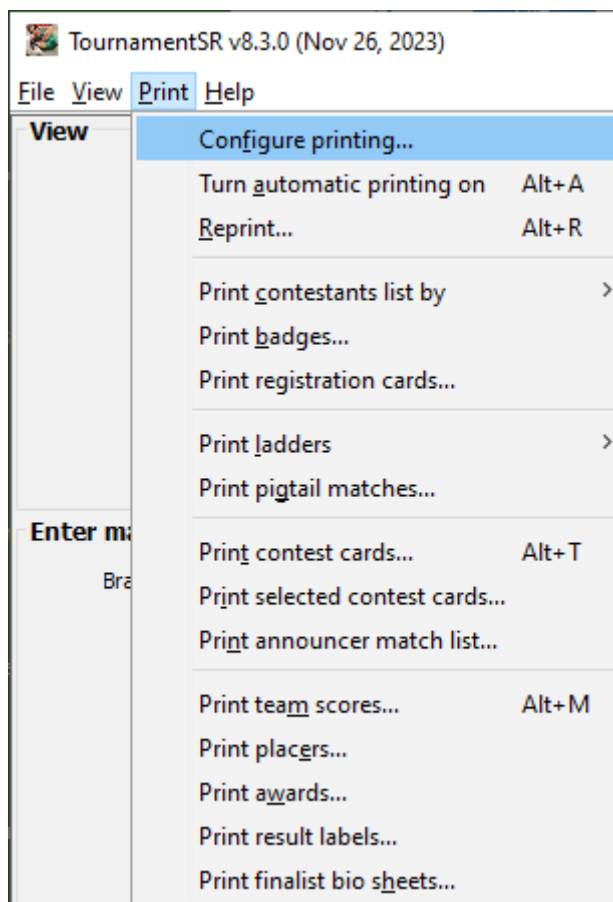
IMPORTANT PDF versions of TournamentSR printouts can be generated by installing a PDF "Printer" driver on your computer. Windows version 10 and newer includes such a driver. You can download and install a driver for older Windows versions and Mac computers. For more information, see "**Generate PDFs:**" on the TournamentSR Help page.

3.3.1 Common printing controls

Most Print menu items bring up a new window. On that window you are allowed to select the printer, choose one or more items from a list, and click buttons that manipulate the list. Use of these controls is described below.

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Printer	This drop-down list allows you to select the printer to be used. The selection when the window appears is specified by the appropriate entry in the "Print"/"Configure printing…" window (section 3.3.2).
Tray	This drop-down list allows you to select the paper tray to use when printing. Most printers only support 1 tray. For such printers, "**Default**" is the best selection. For printers with multiple trays, "**1**" is usually the top-most tray, "**2**" is the next one down, and so on. Tray numbers are often printed or embossed on the actual paper tray.
Number of copies	This specifies the number of print sets produced when the [Print]/[Print all] button is clicked. When more than 1 set is specified, the pages are automatically collated.
Paper size	This drop-down list allows you to select the paper size of the printed page(s). Most printers are only capable of handling letter size paper (8 ½" by 11"). Using larger paper for brackets is nice, but only needed when brackets have more than 16 first round contestants.
Print (drop down list)	This determines if single or double sided printing will be used. Newer printers support two-sided printing. Older printers don't usually support this feature. Select "**One sided**" unless you have a printer capable of double sided printing and the printout is for handouts or programs. Two sided printing is most often used for elimination ladders for programs. The "**Double sided – short edge binding**" selection is best when you want to staple the pages along the shorter (e.g. 8 ½") side. The "**Double sided – long edge binding**" selection is more common, and should be used when you want to staple the pages along the longer (e.g. 11") side of the page.

Brackets/Teams/Ladders/Matches/Awards list

Many of the printing windows contain a list of items that appear on the left. The list will contain weight classes, teams, match numbers, or award names and be outlined with the appropriate title (e.g. "Brackets", "Ladders", "Teams", "Matches", or "Awards"). The list allows you to select a subset of all possible options. <u>Selecting no list entry is the same as selecting all entries.</u> The print button will indicate what will be included: [Print all] when nothing is selected, and [Print] when one or more items are selected. Use the following keys to help select multiple list items:

<ctrl> or <⌘>   Holding down the <ctrl> (Windows) or <⌘> (Mac) key while clicking on a list item causes it to toggle between selected and deselected. Other item selections (if any) are *not affected* by the mouse clicks.

<shift>   Holding down the <shift> key when clicking on an item will select the set of items between the entry you clicked and the entry you previously clicked. This is useful for selecting a set of entries that appear in order in the list.

Name, size, bold, italic   Some of the print configuration windows allow you to select the font to be used for printing. Such windows will include a drop down list titled "Name" (selects the font family), another drop down list titled "Size" (selects the font size), and two check boxes marked "Bold" and "Italic" (selects font modifiers). We recommend that you use the default font settings. You are allowed to change them as you see fit.

Clear   Print configuration windows that include the Brackets/Teams/Ladders list, will also have a [Clear] button. When the button is clicked, all list entries are deselected and the [Print] button title changes to [Print all].

Print (button)

Print all (button)   Most print windows have a [Print] button. Clicking the button causes printing to begin. For windows that include a Brackets/Teams/Ladders/… list, the title of the button changes to [Print all] if no list entry is selected. This confirms that selecting no list

	item causes every list item to be included in the printout.
Cancel	Most print windows have a [Cancel] button. Clicking it makes the window disappear without printing anything.

3.3.2 Configure printing…

This item is used to specify which printers and paper types will be used for automatic and manual printouts. Even if automatic printing won't be used, the settings available via this menu should be configured.

Selecting this item causes a new window like the picture below to appear.

The default settings assume you will use one printer throughout the tournament. They further assume standard (white) letter paper will be used for displayed ladders and championship bout cards. Colored (e.g. blue or yellow) paper will be used for consolation bout cards.

Refer to section 4.5 for details on using this window to configure printing. Click the [OK] button to make the window disappear.

3.3.3 Turn automatic printing on/off (shortcut: <alt><A>, <⌘><A>)

Ladders for display and contest cards can be automatically printed. This is specified via the "Configure printing…" menu item described in section 4.5. If either feature is configured, automatic printing doesn't take place until turned on via this menu. Once turned on, the item title changes to indicate selecting it again will toggle automatic printing off.

The state of the automatic printing system always appears in the Status/Start tournament area (see section 2.3.3).

3.3.4 Reprint… (shortcut: <alt><R>, <⌘><R>)

Each time TournamentSR generates an important printout, some or all of the pages can be manually reprinted within two hours. This is needed if a printer jams, runs out of ink, or a printout is lost (e.g. one or more bout cards). This menu item displays the list of tasks available for reprinting.

An example of the tasks available for reprinting is shown below.

Description	Printer	Minutes remaining
Print full ladders for 14 brackets: 106-285	PrimoPDF	117
Print champ cards #2-#103 (73)	PrimoPDF	119
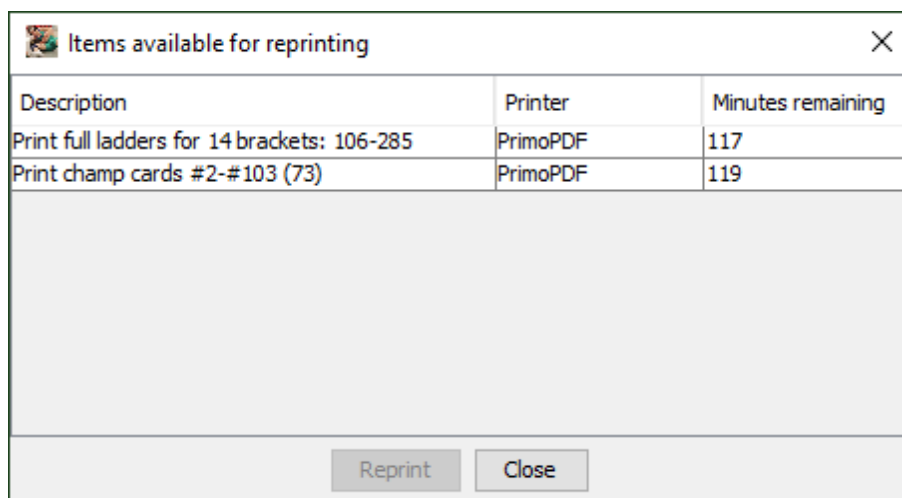
The first column in the window describes the printing task. In picture above, the first task prints full ladders (used in programs) for all 14 brackets. The second task prints the contest cards for match numbers 2 through 103 (73 cards).

The second column in the window shows which printer was used most recently for the task. In the example, both tasks were printed on "PrimoPDF".

The third column in the window shows how many minutes remain before the task is purged from the list. In the example above, all tasks were printed within the last three minutes (each task is given a two hour life span).

In order to reprint a task, highlight the appropriate list entry and click the [Reprint] button. This causes another window to appear. The new window allows you to either reprint all or a subset of the original task. The window that appears is based on the task. Use the table below to find the appropriate manual section based on the task description:

Task description:	See listed section for window appearance:
Registration cards	3.3.7
Contest cards (both championship and consolation cards)	3.3.10
Ladders for display/posting (both championship and consolation ladders)	3.3.8.1
Full ladders for programs	3.3.8.2
Pigtail matches	3.3.9
Contestant list for teams	3.3.5.1
Contestant list for brackets	3.3.5.2
Match list for a specific round	3.3.12
Team scores	3.3.13
Placers list	3.3.14
Result labels	3.3.16
Finalist biography sheets	3.3.17

Click the [Close] button to make the window disappear.

3.3.5 Print contestants list by

This item is used primarily for printing weigh-in sheets and wrestler lists for the coaches. It contains two sub-menu items labeled "team" and "bracket". These options determine how the wrestlers are grouped on a page.

3.3.5.1 Print contestants by team

If the "team" item is selected, the resulting printout will group wrestler names by teams. A new window appears that is similar to the one shown below:
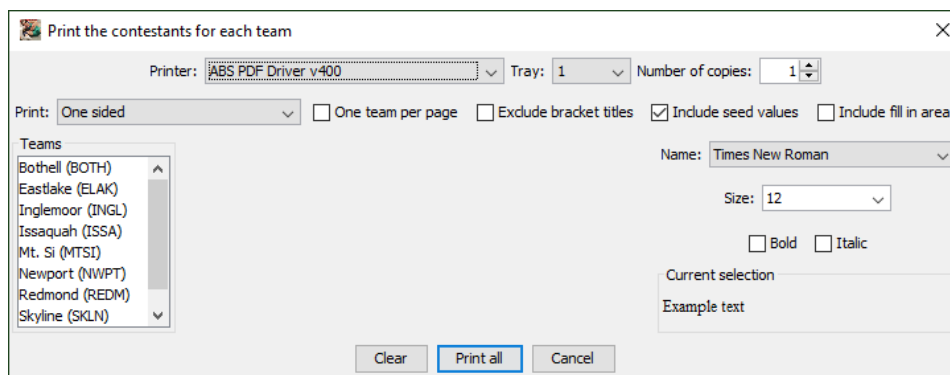
Section 3.3.1 describes all of the window's controls except the four listed below:

One team per page	When this box is checked, each printed page contains the wrestlers for only one team. This is useful for weigh-ins that occur by team, and for handing out rosters to each team's coach before the tournament starts. If this box is not checked, as many teams as possible will be included on each page.
Exclude bracket titles	When this box is checked, the bracket is not included with each wrestler. This is most often used when printing team rosters for Youth and Open tournaments. In such tournaments, the bracket title can be very long and makes the printout hard to read.
Include seed values	When this box is checked, each wrestler with a requested seed is listed with that value. The seed value is preceded by a pound sign and is included after the wrestler's name (e.g. "Robert Smith #5" indicates Robert Smith is seeded 5th).
Include fill in area	If this box is checked, a write-in area will be included next to the name of each wrestler. This is useful for hand writing the wrestler's actual weight during weigh-ins. If this is not checked, no fill in area is provided.

Contestant lists are always printed on letter sized paper in portrait mode. An example of the printout with the "Included seed values" and "Include fill in area" boxes checked is shown below:

```
                        4A KingCo 2010
                        Woodinville
____  112 Joah Fennell-12 #1        ____  112 Mitch Vandenberg-10
____  119 AJ Dedios-10 #2           ____  119 Colin Le-11
____  125 Kevin Komata-11 #3        ____  130 Matt Rieke-11 #5
____  130 Mike James-10             ____  135 Brady Olson-12 #1
```

3.3.5.2 Print contestants by bracket

If the "bracket" item is selected, the wrestlers are grouped by weight class. A new window appears that is similar to the picture on the next page.

![TournamentSR logo]
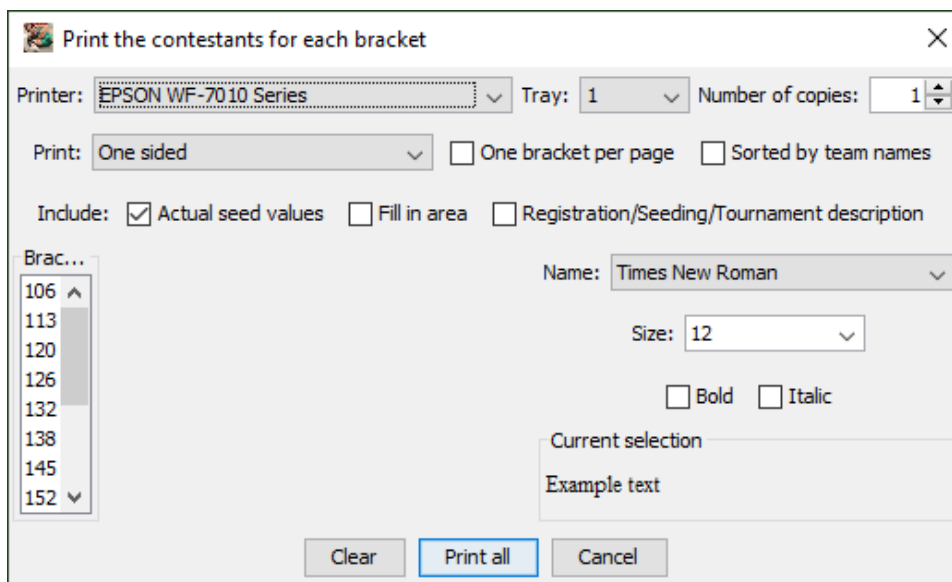
Section 3.3.1 describes all of the window's controls except the five listed below:

One bracket per page   When this box is checked, each printed page contains the wrestlers for only bracket. This is useful for weigh-ins performed by weight. If this box is not checked, as many brackets as possible will be included on each page.

Sorted by team names   If this box is checked, each printed list is sorted alphabetically by team name. If this box is left unchecked, each list is sorted by seeding (highest seeds first) and then by order of entry (for unseeded wrestlers).

Include: Actual seed values   When this box is checked, each wrestler with a requested seed is listed with that value. The seed value is preceded by a pound sign and is included after the wrestler's name (e.g. "Robert Smith #5" indicates Robert Smith is seeded 5th).

Include: Fill in area   If this box is checked, a write-in area will be included next to the name of each wrestler. This is useful for hand writing the wrestler's actual weight during weigh-ins. If this is not checked, no fill in area is provided.

Include: Registration/Seeding/Tournament description
    If this box is checked, the "Seeding, registration, or previous tournament:" (see sections 2.1.3 and 2.1.4) field is included in the printout.

Contestant lists are always printed on letter sized paper in portrait mode. An example of the printout with the "Actual seed values" and "Sorted by team names" boxes checked is shown below:

```
                              4A KingCo 2010
103                                     112
Dylan Spence-10 (BALL)                  Christian Heussy-10 (BALL)
#1 Chris Ungerecht-11 (BTHL)            #4 David Schormann-10 (BTHL)
Chris Dallas-11 (ELAK)                  Andy Nguyen-9 (GARF)
#2 Max Tickman-10 (ISSA)                #5 Shane Merrill-11 (INGL)
Jake Mele-9 (ISSA)                      #2 Ty Morton-12 (ISSA)
#6 Matt Droker-9 (NWPT)                 Stefano Erickson-9 (ISSA)
Justin Abe-11 (REDM)                    Gabe Brunson-11 (LWAS)
…
```

3.3.6 Print badges…

The program can print identification badges that include the wrestler's name, team, and bracket. It also can print generic badges for coaches and affiliates (e.g. cheer leaders, managers).

The picture below shows an example of the window that appears when the menu item is selected.
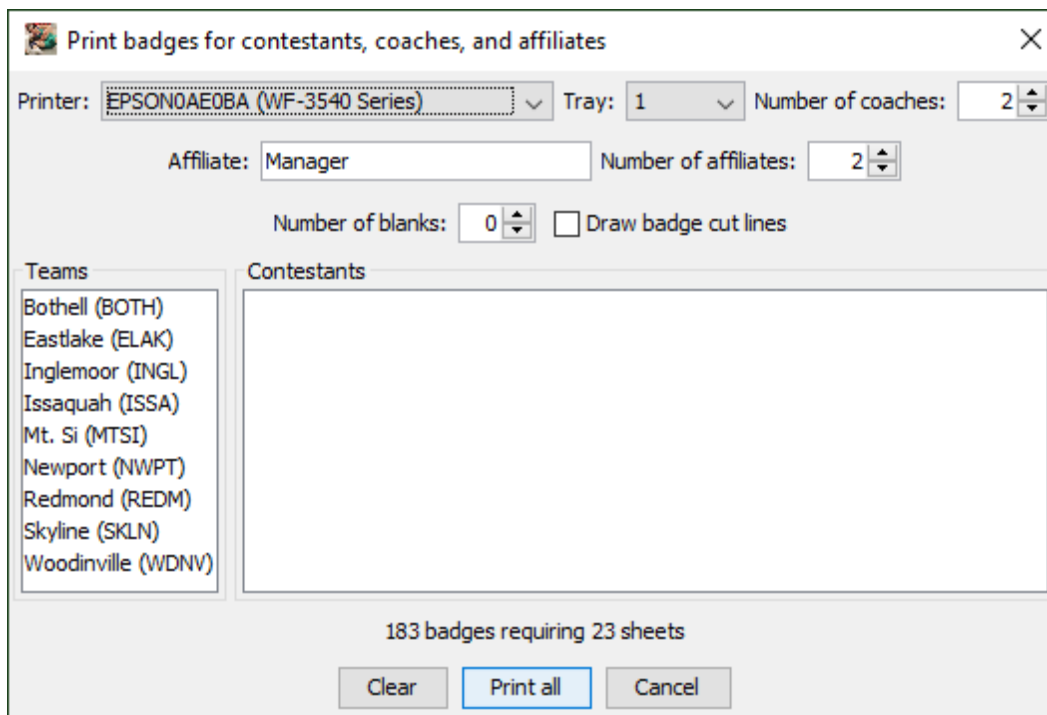
The Printer, Tray, Teams list, Clear, Print/Print all, and Cancel controls are described in section . The other controls are described below.

Number of coaches	This control specifies the number of badges (per team) that will be printed for the coaches. Unlike wrestler badges, the coach name is not included (just the team name and "Coach").
Affiliate	This control allows you to specify the phrase printed on affiliate badges. The default is "Manager", but can

	be changed to anything you wish. The text should be 20 characters or less.
Number of affiliates	This control specifies the number of badges (per team) that will be printed for affiliates.
Draw badge cut lines	Leave this box *unchecked* if you will be printing badges on Avery 5390 badge inserts. Since they are perforated, there is no need for cut lines. If you plan to print on un-perforated paper, check this to print lines where the cards should be cut.
Number of blanks	This control specifies the number of contestant badges (per team) that will be printed without any contestant name or bracket information. Blanks are often needed for last minute entrants. If 0 is specified, no blank badges will be created.
Contestants	This list will only be populated when a single entry in the Teams list is highlighted. In that event, the list is populated with all the contestants associated with the selected team. Highlighting one or more names in this list causes only those badges to be printed. As with the Teams list, selecting no names in this list is the same as selecting all of them.

Badges are always printed on 8 ½ x 11 inch paper in portrait mode. Each badge is 2 ¼" wide by 3 ½" tall. 8 badges are printed on each page.

IMPORTANT This feature is designed for Avery 5390 badge inserts. Avery sells a variety of badge holders you can use with these inserts: 2922 (hanging), 74549 (safety pin), and 74541 (clip). Other manufacturers produce compatible badge inserts and holders.

3.3.7 Print registration cards…

The program can print weigh-in cards that include the wrestler's name, team, weight class and 1 or 2 areas to record the actual weight. It can also print empty cards for each team.

When this item is selected, a window similar to the picture on the next page appears.
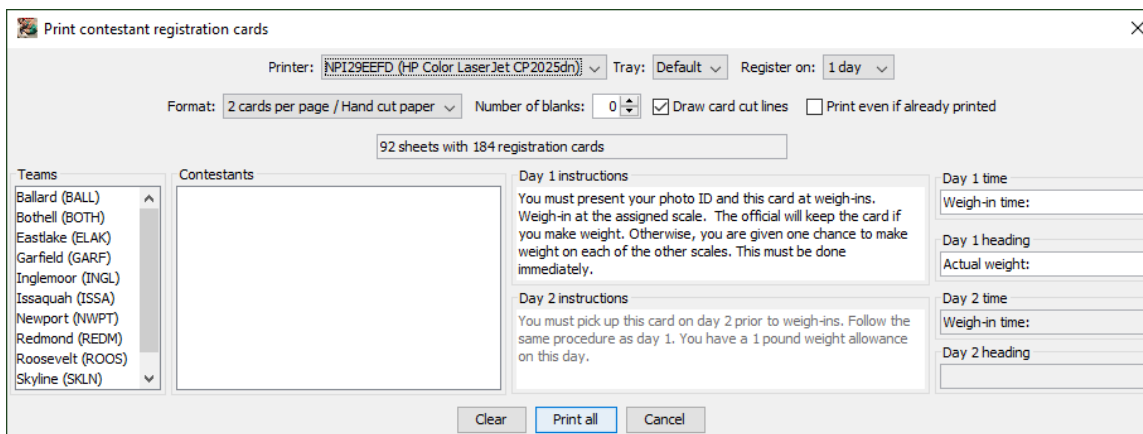
The Printer, Tray, Teams list, Clear, and Print/Print all controls are described in section 3.3.1. The other controls are described below.

Format:	This control allows you to specify the number of cards per page. The default setting ("**2 cards per page / Hand cut paper**") is designed for printing on standard letter paper. 2 cards are printed on each sheet. The "**8 cards per page / Avery 5390**" setting is designed for printing on Avery 5390 (and compatible) perforated inserts. 8 cards are printed on each page using a much smaller font than used for 2 cards per page.
Number of blanks:	This control allows you to print the specified number of blank cards (no contestant name) for each team.
Draw card cut lines	Leave this box *unchecked* if you will be printing on Avery 5390 inserts. Since they are perforated, there is no need for cut lines. If you plan to print on un-perforated paper, check this to print lines where the cards should be cut.
Print even if already printed	
	The program keeps track of which cards have already been printed. Cards for such contestants will not be printed again unless this box is checked.
Register on:	This specifies how many days should appear on the card. If this is "1 day" (as shown), the controls for specifying "Day 2" are disabled and no second day information is printed on the cards.
Contestants	This area lists the contestants associated with the selected entries under Teams. If none of the contestants in this list are selected, all will be included in the printout.
Day 1 instructions	The text in this area will be printed on each card as instructions for the first day.

Day 1 time	The text in this field is printed on the card for the Day 1 registration time. Normally you append the time of day to this text, but you may also replace it.
Day 1 heading	The text in this field is printed on each card above the Day 1 fill-in area.
Day 2 instructions	The text in this area will be printed on each card as instructions for the second day.
Day 2 time	The text in this field is printed on the card for the Day 2 registration time. Normally you append the time of day to this text, but you may also replace it.
Day 2 heading	The text in this field is printed on each card above a Day 2 fill-in area.

When 2 cards are printed per page, cut the entire stack of cards in half and place the lower card stack underneath the upper card stack. The blank cards (if any) are grouped together at the end of the pile.

The picture below shows an example registration card:

In the above card, the "Register on:" setting was "1 day"; the "Day 1 time" was changed to "Weigh-in time: 8:00 AM".

IMPORTANT If the "Paid:" field for the above wrestler was non-blank, "**PAID**" would appear on the far right of the "Contestant information" area – on the line that begins with "Name: Tanner Perry".

3.3.8 Print ladders

Brackets can be printed in two forms: half brackets (championship or consolation) for review by spectators, and full brackets for programs purchased by spectators. Brackets using Round Robin or Pool finals structure only have championship halves. This menu is used for printing both kinds.

There are two sub-menu items: "**for display…**" and "**for programs…**". These options determine which kind of printout is generated.

3.3.8.1 Print ladders for display (shortcut: <alt><D>, <⌘><D>)

TournamentSR was designed to make the posted ladders as readable as possible. To that end, each posted ladder sheet shows either the championship or consolation portion of a weight class.

When this sub-menu item is selected, a new window appears similar to the one shown below.
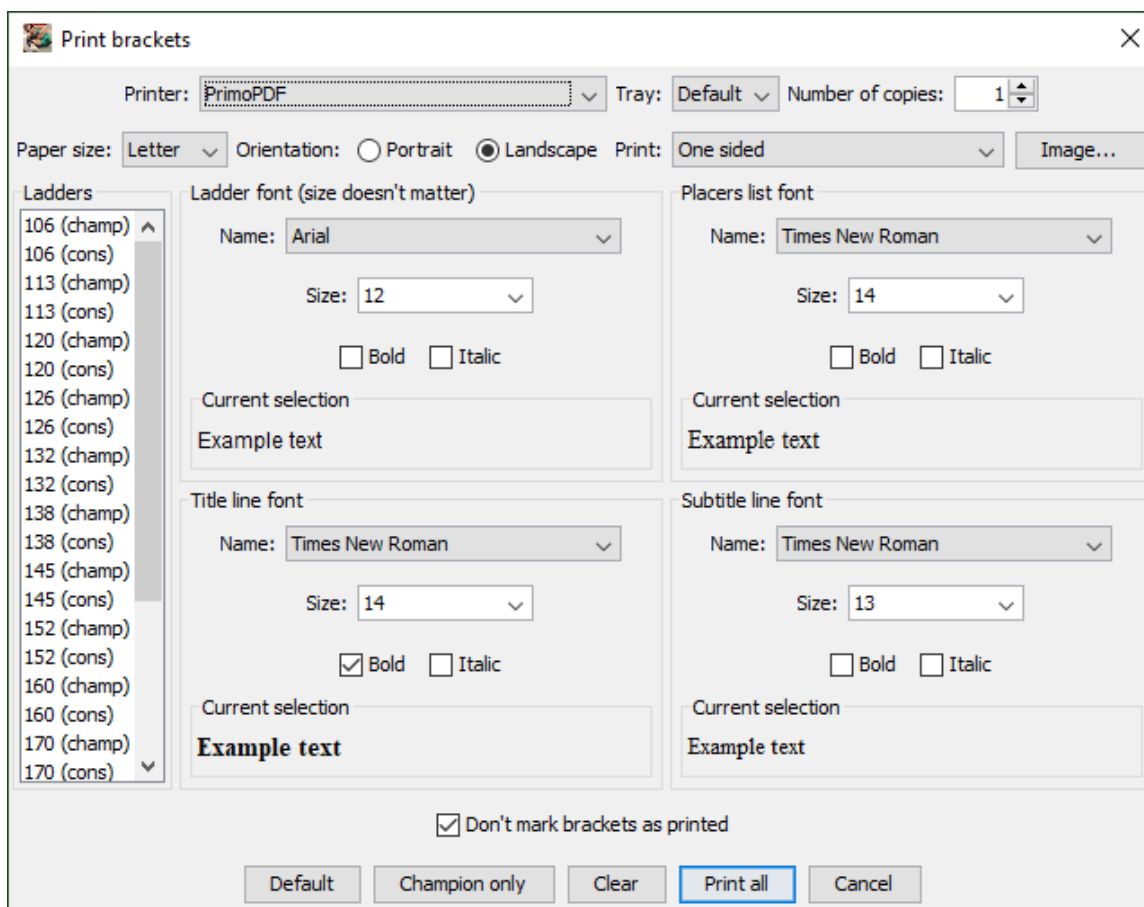
The Printer, Tray, Number of copies, Paper size, Print (drop down list), Clear, and Print/Print all (button) controls are described in section 3.3.1. The rest are described below:

Orientation   The two "radio" style buttons associated with this selection are titled "**Portrait**" and "**Landscape**". The selection determines if the printing will occur in portrait mode (paper oriented so the long side is vertical), or landscape mode (paper oriented so the long side is horizontal). For most tournaments, this should be "**Landscape**".

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Image…	Click this button if you want to add a background image to the printed brackets. Since printing images takes considerable time, this should only be done for printing award brackets. See section 4.9 for details on selecting, sizing, and placing an image on brackets.
Ladders	This is the list of bracket halves available for printing. Each entry includes the weight class (e.g. "113") and the half ("(champ)" for championship, "(cons)" for consolation). If an asterisk appears at the start of an entry it indicates the sheet has not been printed since the most recent round has completed. This is an indication that a previously printed and posted sheet is out of date and should be replaced.
Ladder font	This area allows you to specify the typeface and style used for the contestant names each page. The size control is provided for the preview area, but the printed font size is always based on the paper size.
Placers list font	This area allows you to specify the typeface size and style used for the placers list that appears in the upper right corner of completed brackets.
Title line font	This area allows you to specify the typeface, size, and style used for the title line that appears on each page.
Subtitle line font	This area allows you to specify the typeface, size, and style used for the subtitle line that can appear on each page. The subtitle text is specified for each bracket using the Bracket list window (see section 2.1.1).
Don't mark brackets are printed	This box will be checked if automatic printing of brackets has been configured (see section 4.5.4). It specifies that brackets you print from this window will not affect the automatic printing of the same sheet. If it is unchecked, ladders you print via this window will not be printed via the automatic printing system until another round has completed for the weight class.
Default	Clicking this button automatically selects only the bracket halves that indicate they should be printed (i.e. they have an asterisk in front of

their names in the "Ladders" list). This is useful when you are manually printing ladders (automatic printing of ladders is not configured).

Champion only Clicking this button automatically selects just the championship bracket halves in the "Ladders" list. This is most useful for printing the initial set of brackets to be posted at the start of the tournament.

3.3.8.2 Print ladders for programs

Unlike brackets for display, brackets for programs should have both the championship and consolation sections on the same sheet of paper. This menu item is used to print such pages.

When this sub-menu item is selected, a new window appears similar to the picture below.
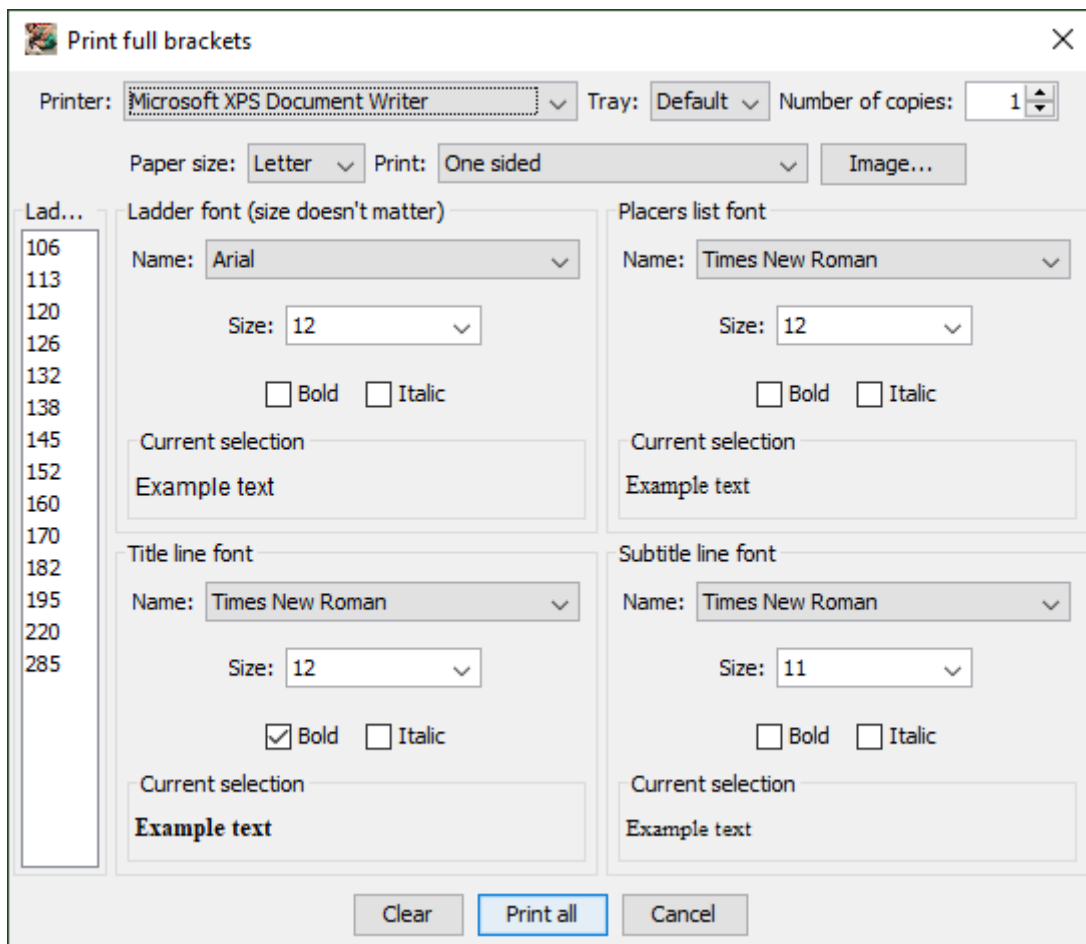
All of the controls on this window are discussed in sections 3.3.1 and 3.3.8.1 (above).

3.3.9 Print pigtail matches…

Pigtail matches appear on bracket printouts and displays before the matches take place. Once the match completes, only the winning contestant appears. This menu item allows all pigtail matches to be printed on a separate sheet of paper. When the item is selected, the window like the picture below appears.
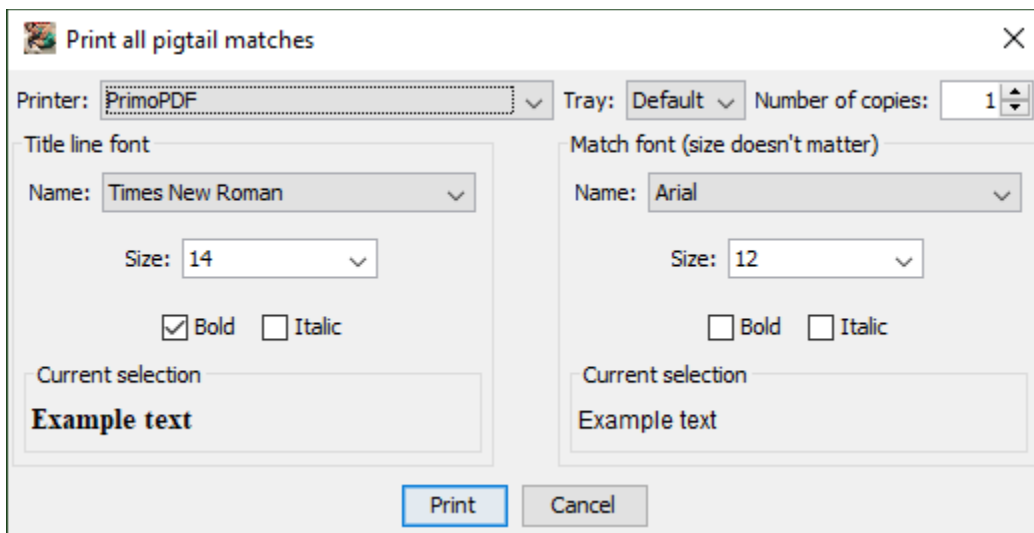
The pigtail matches are always printed on a single 8 ½ x 11 inch sheet of paper in portrait mode. The Printer, Tray, Number of copies, Print and Cancel button controls are described in section 3.3.1. The rest are described below:

Title line font	This area allows you to specify the typeface, size, and style used for the title line that appears at the top of the page.
Match font	This area allows you to specify the typeface and style used for the contestant names on the matches. The size control is provided for the preview area, but the printed font size is always computed (based on the paper size).

3.3.10   Print contest cards… (shortcut: <alt><T>, <⌘><T>)

This item is used for manually printing of bout cards for upcoming matches. If automatic printing of contest cards is enabled (see section 4.5.4), there are still a few occasions where you must manually print cards.

When you select this item, a new window similar to the picture on the next page appears.
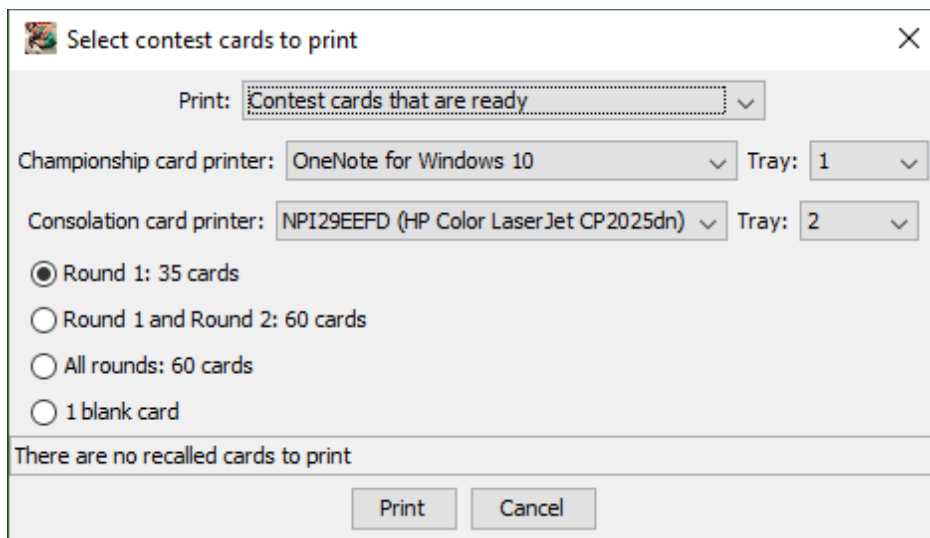
The Tray, Print and Cancel button controls are described in section 3.3.1. The others are used as follows:

Print: (drop down list)	This selects if championship round cards, consolation round cards, or both are included in the printout. The setting shown in the picture above ("**Contest cards that are ready**") will print both types of cards. The other selections are: "**Championship round contest cards that are ready**", and "**Consolation round contest cards that are ready**". These only include the specified type of card in the printout.
Championship card printer:	This drop-down list selects which printer will be used for printing the double elimination championship round, Round Robin, and Best 2 out of 3 bout cards.
Consolation card printer:	This drop-down list selects which printer will be used for printing double elimination consolation round bout cards.
Round [X]: N cards	If this button is enabled, it specifies the number of contest cards that meet the Print (drop down list) criteria that are ready for printing in round [X]. In the picture above, [X] is "1". The picture indicates that 35 cards for round 1 would be printed.
Rounds [X] and [X+1]: N cards	If this button is enabled, it specifies the number of contest cards that meet the Print (drop down list) criteria that are ready for printing in rounds [X] and [X+1]. In the picture above [X] and [X+1] are "1" and "2" (respectively). The

	picture indicates there are 60 round 1 and 2 cards ready for printing.
All rounds: N cards	If this button is enabled, it specifies the number of contest cards that meet the Print (drop down list) criteria and are ready for printing in all rounds. In the picture above, 60 cards are ready for printing.
X blank cards	Selecting this button causes 1 or 2 blank contest cards to be printed. This is useful for exhibition matches that are not part of the tournament.

If you have the final (championship) round matches competed with the consolation placement round matches, you must use this menu item to print the championship round bout cards.

If automatic printing of cards is not configured or disabled, this should be used on a regular basis to get cards for the next round printed.

The text area that states "**There are no recalled cards to print**" will read differently if you have changed the winner of a match (requires printing recalled contest cards). See section 2.3.2.4 for a discussion of recalled contest cards.

IMPORTANT	The number of cards on a page is determined by the "File"/"Contest card preferences..." window. See section 3.1.10 for information on that window and section 6 for example card printouts.
IMPORTANT	When 2 bout cards are printed per page, cut the stack in half and then place the lower card stack underneath the upper card stack. This is different from other programs where you must interleave the two stacks by hand.

3.3.11 Print selected contest cards…

This item allows for manual printing of contest cards *that have already been printed* and no longer appear in the "Print"/"Reprint…" window (section 3.3.4). This is useful if a small number of cards have been lost.

When you select this item, a new window similar to the picture on the next page appears.
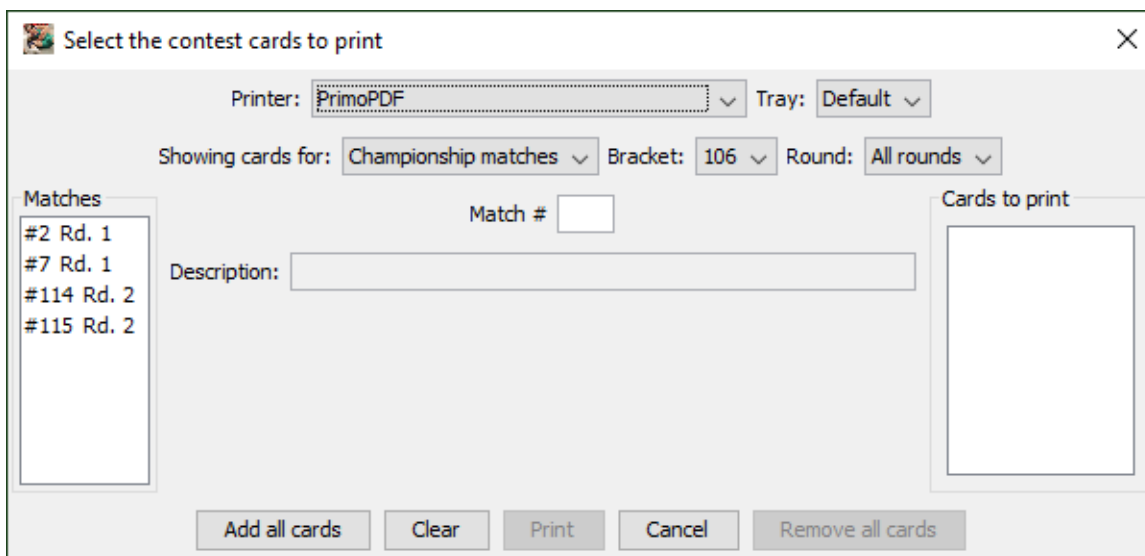
This window allows you to print an arbitrary set of championship or consolation contest cards. You must use this window twice if you need to print both types of cards.

Before clicking on the [Print] button (disabled in the above picture), you must get the desired match or matches listed in the "Cards to print" area on the right. Cards are added to that list by copying them from the "Matches" list on the left. Once a desired card appears under "Matches", you highlight it and click the [Add all cards]/[Add card]/[Add cards] button ([Add all cards] in the picture above).

If you need to print one or two specific cards, enter a match number into the field labeled "Match #" and press <enter>. If the specified match has a card that can be printed, the other window controls will automatically update. The match will be highlighted in the "Matches" list and the add button's title will change to [Add card]. Clicking that button causes the selected match to appear in the "Cards to print" list. Repeat this process for each card you need to print.

If you need to print a set of cards for a specific bracket, change the "Showing cards for:" drop down list first, then update the "Bracket:" and "Round:" selections. The "Matches" list will contain cards that meet the selected criteria. The add button title will change to [Add all cards] to indicate clicking the button would add all listed matches to the "Cards to print" list. If you highlight one or more items in the "Matches" list, the add button changes to [Add card] (one match selected) or [Add cards] (multiple matches selected). This indicates only the highlighted matches would be copied to the "Cards to print" list.

IMPORTANT   See section 3.3.1 (<ctrl> and <shift>) for instructions on how to highlight multiple items in a list. Both the "Matches" and "Cards to print" lists support multiple selection.

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Most controls on this window are described in section [3.3.1](#). The other controls are described below:

Showing cards for: This drop down list determines if championship or consolation match cards will be listed and printed. This should be set first because the "Cards to print" list is emptied each time this changes.

Bracket This drop down list filters the cards that appear in the "Matches" list. Only matches for the selected bracket will appear.

Round This drop down list filters the cards that appear in the "Matches" list. Only matches for the specified round number will appear. The default option ("All rounds") disables this filter.

Match # This is automatically filled in when you highlight a match in the "Matches" or "Cards to print" list. You can also enter a match number into this area and press the <enter> key.

Description This field is blank unless a valid match number appears in the "Match #" field. When it is non-blank, it lists the contestants in the specified match.

Add all cards/Add card/Add cards
This button is only available when at least one match appears in the "Matches" list. Clicking the button causes the highlighted match(es) to be copied to the "Cards to print" list. If nothing is selected, all matches will be copied.

Remove all cards/Remove card/Remove cards
This button is only available when you have at least one entry in the "Cards to print" list. Clicking it causes the selected match(es) to be removed from that list. If no matches are selected, all are removed from the list.

3.3.12   Print announcer match list…

Once the tournament is running, an announcer can call wrestlers to specific mats. Without fail, a contestant will approach the announcer and ask which mat, or if he/she has a BYE for the round. Having a list of all matches for a round (including BYEs) can help the announcer answer such questions.

Selecting this item displays a new window that looks like the picture on the next page.
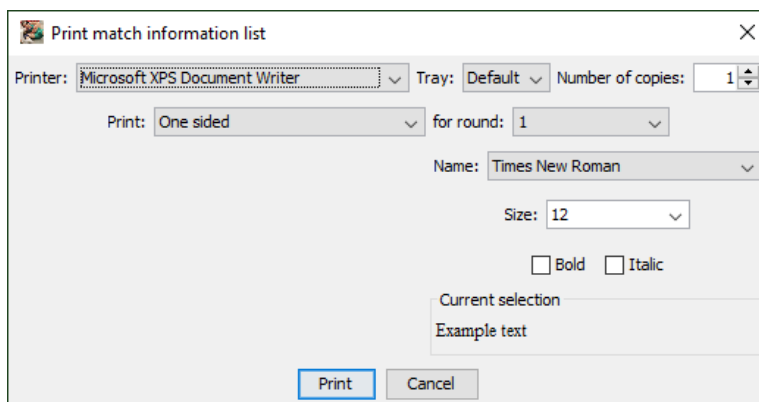
Section 3.3.1 covers all of the controls on this window except "for round:".

for round This control specifies the round number whose match set will be printed. Round number 1 is the first (championship only) round of the tournament unless there are pigtail matches. Whenever this window is displayed, the next round is automatically selected.

Announcer lists are always printed on letter sized paper in portrait mode. Each match is printed on its own line. An example of the printout is shown below:

<u>**Matches for round #7**</u>
103 RUBEN NAVAJAS (KENTWOOD) vs. JOE BRATZ (GLACIER PEAK)
112 ARES CARPIO (TODD BEAMER) vs. HAYDEN PETERSON (KENTWOOD)
119 ZANDER MITCHELL (WOODINVILLE) vs. JOSH ST. MARIE (GLACIER PEAK)
125 JESSE BORCHERDING (OLYMPIC) vs. COLTON KUSILEK (KAMIAK)
130 SAM OTTOW (SNOHOMISH) vs. KYLE KOMATA (WOODINVILLE)
135 STEFAN ST. MARIE (SNOHOMISH) vs. TYLER ENOS (TODD BEAMER)
…

3.3.13   Print team scores…

This item allows you to print the team scores. When you select this item, a window similar to the picture below appears.
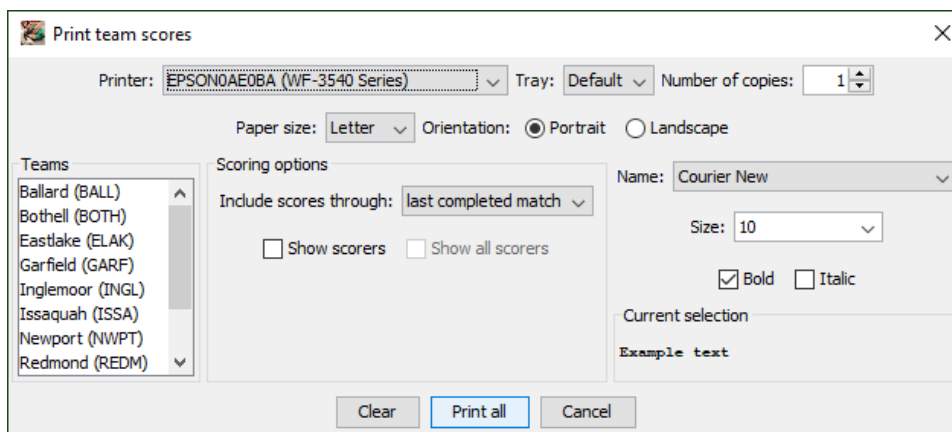
Most of the controls are discussed in section 3.3.1. The controls specific to this window are described below.

Include scores through	This specifies which rounds are included in the team scores. Rounds that have completed include the description "(complete)". When the window first appears, the most recently completed round is automatically selected. If the tournament is over, you should select the option titled "**last completed match**".
Show scorers	If the printout will be posted, this should remain unchecked. If you are producing team scoring reports for coaches, check this box to include how each scoring wrestler contributed to the team score. If this is checked, information for each team appears on its own page/page set.
Show all scorers	This check box is disabled unless "Show scorers" is checked. If this is also checked, all wrestlers for each team are included in the printed information. Wrestlers not included in the team score are indicated with "NS-" prefixed to their names, and "-NS" appended to their total point count.

An example portion of a printout for posting is shown below:

```
            Team scores for 2009 Panther Classic (through round 4)
Team name                  Score Fnls Plcrs Wins Losses P Fall T Fall M Decs
------------------------- ----- ---- ----- ---- ------ ------ ------ ------
SNOHOMISH................. 184.5  5    11    31    12     21      1      1
KENTWOOD.................. 134.0  3     9    26    10     13      2      3
KAMIAK................... 122.0  2     9    24    17     12      2      0
```

3.3.14   Print placers…

This item allows you to print the placing wrestler names and teams in a two column format. The tournament announcer usually needs this list prior to the awards ceremony.

When you select this item, a window similar to the picture on the next page appears.
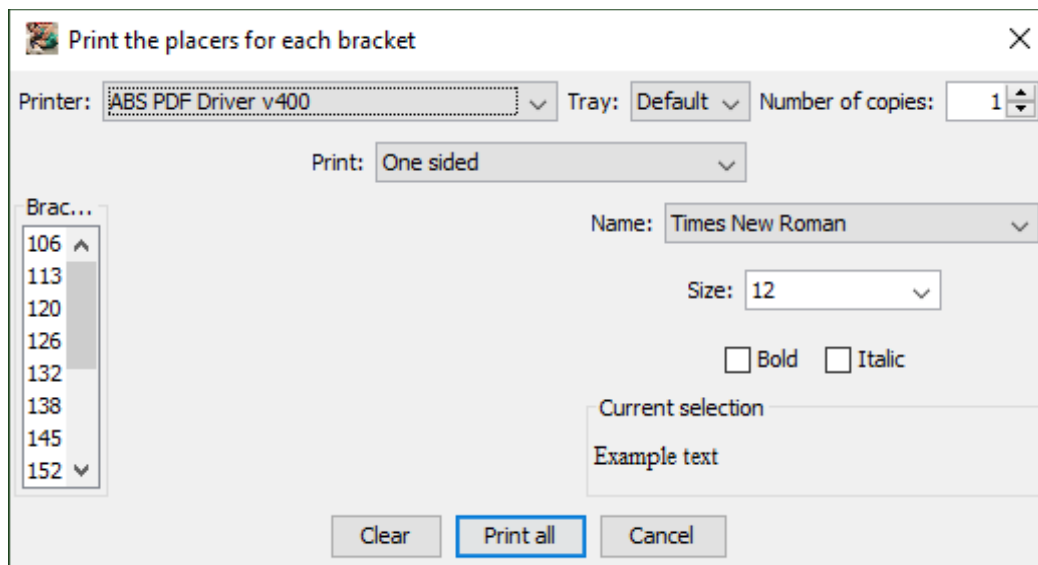
Section 3.3.1 covers all of the controls on this window. The placers list is always printed on letter sized paper in portrait mode. An example portion of the printout is shown below:

```
                        4A KingCo 2010
103                                  112
1. Chris Ungerecht (Bothell)         1. Joah Fennell (Woodinville)
2. Max Tickman (Issaquah)            2. Ty Morton (Issaquah)
3. Chase Eastham (Roosevelt)         3. Willie Spurr (Roosevelt)
4. Chris Dallas (Eastlake)           4. Alex Lodge (Newport)
5. Justin Manipis (Skyline)          5. David Schormann (Bothell)
6. Marc Moshcatel (Roosevelt)        6. Shane Merrill (Inglemoor)

...
```

3.3.15   Print awards…

This item allows you to print the award information entered via the "View"/"Award information" menu. See section 3.2.17 for details on entering awards.

When you select this item, a window similar to the picture on the next page appears:
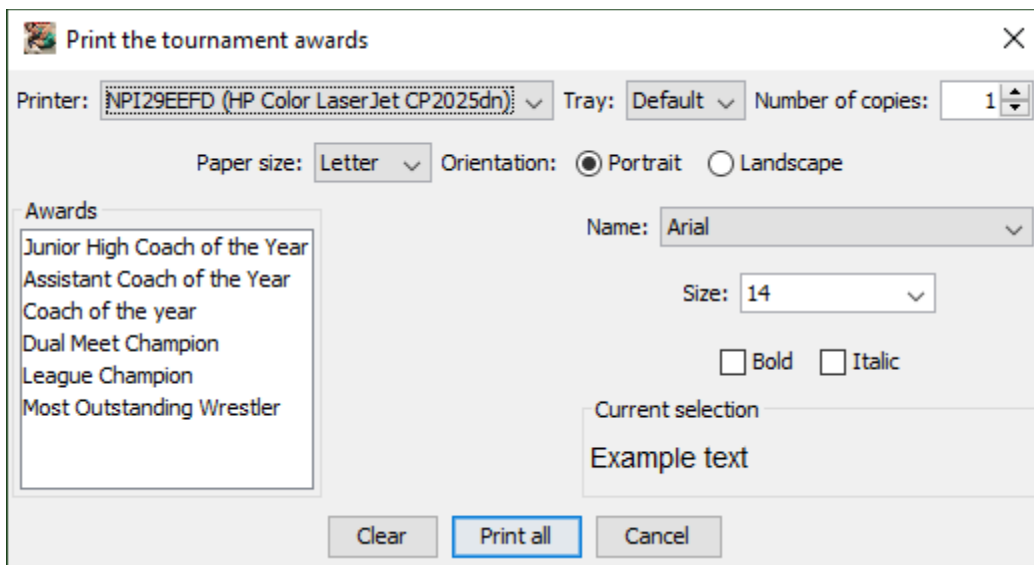
Section 3.3.1 covers all of the controls on this window.

3.3.16   Print result labels…

This item is provided for tournaments that award poster sized brackets to the winners of each weight class. Since most printers cannot generate such a large ladder diagram, one is created using a pre-printed ladder diagram with stick-on labels for the wrestler names and results.

Creating labels is *usually* done some time after the semi-finals have completed and before the consolation finals. It can be done in several stages over the course of the entire tournament. Selecting the menu item brings up a new window similar to the picture below.
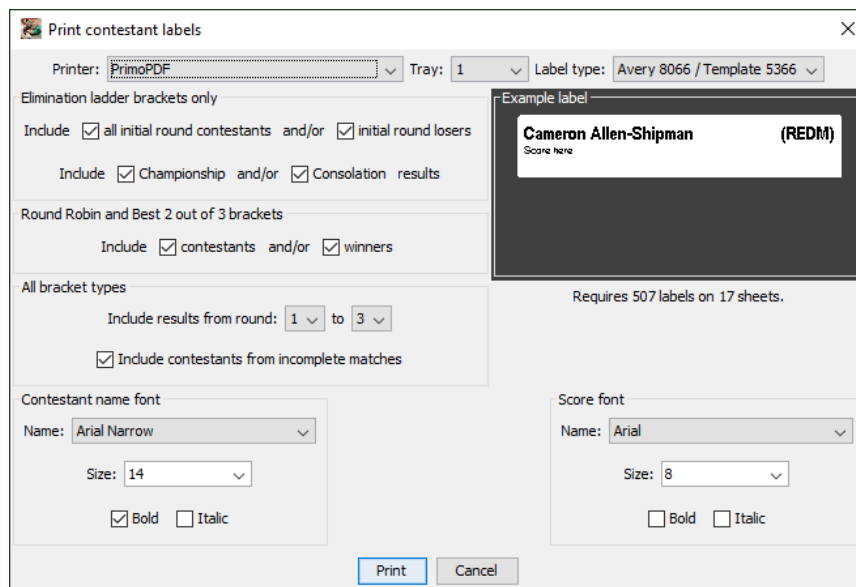
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The Printer, Tray, Print and Cancel buttons are described in section . The other controls are described below:

Label type:	This drop-down list allows you to select the label type you will be printing on. Both the Avery label number and the generic Template number are listed. One of these values should appear on the package of the labels you are using.
Example label	This area gives you a preview of one label based on the settings of this window. The contestant's name used in the example is the longest name in the tournament. If it fits on the example label area, all names should fit.
Include all initial round contestants	When this box is checked, one label will be printed for each contestant in a bracket. This should be checked the first time labels are printed. It should not be checked for subsequent label print operations.
(Include) initial round losers	When this box is checked, a label will be printed for every contestant that loses their first round match. This is needed if the poster looks similar to a double elimination bracket created by the "Print"/"Print ladders for"/"programs" menu. The extra labels are used for the start of the consolation ladder. If the poster doesn't include the consolation ladder this box should not be checked.
Include Championship (results)	This box should almost always be checked. It indicates that labels will be printed for winners from championship round matches of double elimination ladder brackets. If this is not checked, no labels will be printed for such winners.
(Include … and/or) Consolation results	This box should only be checked if the poster includes consolation round matches. When checked, labels will be printed for the winners of such matches in double elimination ladder brackets. If this is not checked, no labels are printed for the winners of consolation round matches.
Include contestants and/or winners	Both of these boxes are only used if your tournament includes Round Robin or Best 2

out of 3 brackets. If the "contestants" box is checked, a label is printed for each contestant in each match. If the "winners" box is checked, a label is printed for the winner of each match. Labels are only created for rounds specified in the "Include results from ..." controls discussed next.

Include results from round [X] to [Y]

The two drop down lists determine the range of rounds to include for printing labels. Labels are printed for winners and losers of matches in the specified rounds. In the picture, [X] is "**1**" (first round) and [Y] is "**3**" (round 3).

Include contestants from incomplete matches

For most tournaments, the championship finals occur last and the posters are awarded very close to the completion of the associated match. As a result, printing new labels is not practical. Checking this box will cause printing of labels with just the names of contestants in matches that have not yet been completed. While only half of the labels will end up being used (labels for the actual winners), it allows for the labels to be ready before the match takes place. Check this box if you are printing labels immediately prior to the consolation and/or championship finals. Otherwise, leave the box unchecked.

Contestant name font

The controls in this area allow you to specify the font used to print the contestant name on each label. The selected font is used in the "Example label" area of this window. This also specifies the Team abbreviation font for label types that are much wider than tall (e.g. Template 5366).

Score font

The controls in this area allow you to specify the font used to print the match score on each label. The selected font is used in the "Example label" area of this window. This also specifies the Team abbreviation font for label types that are not very wide (e.g. Template 5260).

IMPORTANT The championship round contestant labels are all printed <u>before</u> consolation labels in each bracket. When adding labels to a

double elimination ladder poster, populate the championship half before populating the consolation half.

3.3.17   Print finalist bio sheets…

This item is provided for getting information about the finalists in each bracket. Each finalist receives a printed sheet which he/she fills in with biographical information. The information is then read by the announcer during finalist introductions.

Selecting the menu item brings up a new window similar to the picture below:
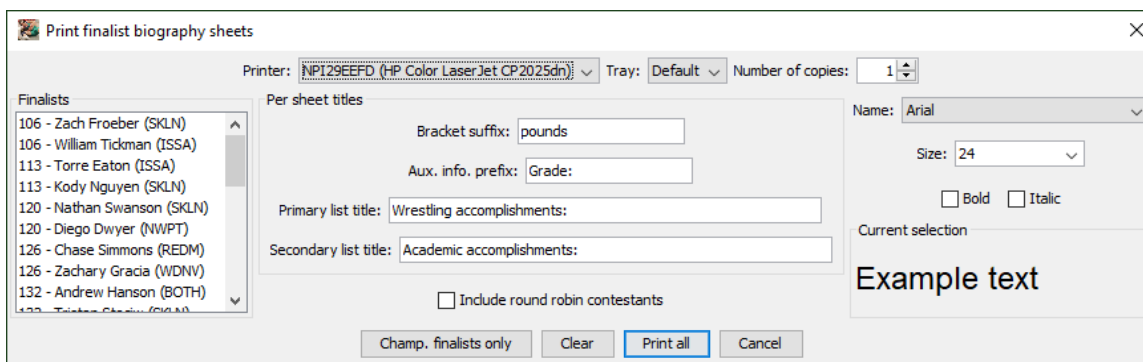
The default settings will create a set of sheets similar to the one shown below:

Most of the window controls are discussed in section 3.3.1. The controls specific to this window are presented below:

Bracket suffix:	The contestant's bracket appears on the second line of the sheet followed by the text in this field. If brackets use metric weights, you could change this to "kilos".
Aux. Info. prefix:	The contestant's auxiliary information appears on the third line of the sheet prefixed with the text in this field. If you are using contestant's age for auxiliary information, you could change this to "Age:"
Primary list title:	The middle of each sheet provides 5 lines for the contestant to list his/her wrestling accomplishments. The text in this field appears as the heading above the 5 lines.
Secondary list title:	Underneath the primary list appears another list of 3 lines for academic or similar accomplishments. The text in this field appears as the heading above the 3 lines.
Include round robin contestants	
	Contestants from Round Robin brackets aren't normally included in the "Finalists" list. This is because there aren't true "finalists" in such brackets. Checking this box will include all contestants from Round Robin brackets.
Champ. finalists only	Clicking this button causes the championship finalists to be selected in the "Finalists" list. This can be helpful when all you want are sheets for the championship finalists.

3.4 Help menu

At this time, the help menu is not very helpful. This manual and the Quick Start Guide are used to learn this program's features. Still, there is some important information only available through this menu.

When the menu is activated, it will appear similar to the picture below:
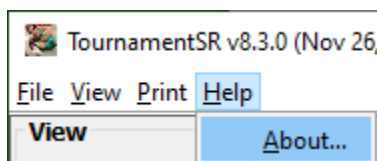
3.4.1 About…

This item is used to determine which version of the program you have as well as its expiration date. When you select this item, a new window appears similar to the one shown below:
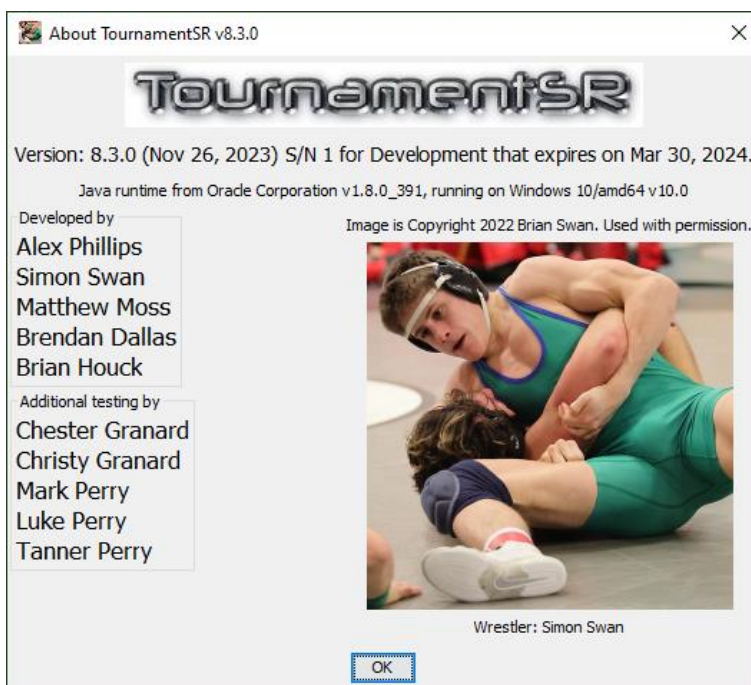
In the example above, version 8.3.0 of the program belongs to "Demonstration". It will stop working on March 30, 2024. Click [OK] to make the window disappear.

4 Special features

This chapter details some of the more complex features of the program. Such features require specific operational steps and/or equipment configuration beyond the TournamentSR computer and a printer.

4.1 Importing scholastic tournament wrestler names

Manually entering wrestler names is time consuming and prone to error. When putting on a tournament that uses predefined weight classes (i.e. Scholastic tournament) TournamentSR can import rosters from emails, word processing documents, and spreadsheets.

Prior to using this feature, you must have already entered all brackets and teams. See sections 2.1.1 and 2.1.2 for entering this information.

We strongly recommend that you send an example spreadsheet for the coaches to fill in. While some coaches will ignore the example you send, many will use it. We supply an example spreadsheet on our website. Click this link to download the file: ExampleContestantList.xls. Before sending the example file to the coaches you should:

- Replace the tournament information in cells A1 and A2.
- Replace if needed the weights in cells A6 through A19.
- Replace the return email and needed by information in cell A23.

When a coach emails you with the spreadsheet for their team, follow the instructions in section 4.1.1.2 to convert (if needed) and import the roster into TournamentSR.

For coaches that ignore the example spreadsheet, the roster might be in the email body or in an attachment (word processing document or spreadsheet of their own format). The order of the supplied information is critical. The wrestler name(s) must appear *after* the associated weight class. Auxiliary information (e.g. grade, record, seeding suggestions) should appear after each wrestler's name.

Importing contestant names for one team is a two step process. Step 1 involves converting information received from the coach (spreadsheet, word processing document, email) to plain text. The second step involves reading the plain text file into TournamentSR.

4.1.1 Converting an email or document to plain text

When you receive the coach's roster by email, it will either be part of the email message, or attached to it. Either way, you must save the roster in *plain text* form. The sections below cover the most common methods for doing this.

IMPORTANT   Sections 4.1.1.1 through 4.1.1.3 discuss features running other programs – not TournamentSR.

4.1.1.1 Saving an email message as plain text

Use this section if the roster you received is part of an email message (not an attachment). It assumes you are viewing the message in a mail program (e.g. Outlook, Windows Mail, Mac Mail) or using a browser.

The process involves copying the roster information from the browser and pasting it into a program capable of saving it as plain text. For Windows computers, the other program is "Notepad" which is launched from the start menu, "Windows Accessories" folder, "Notepad" icon. For Macintosh computers, the other program is "TextEdit" which is launched from the "Applications" folder, "TextEdit" icon.

Use the steps below to copy, paste, and save the roster information:

1. Use the mouse to highlight the roster portion of the email. Don't worry if additional information is highlighted. Ensure all of the roster information is highlighted.
2. Use the keyboard to copy the highlighted information. For Windows, use <ctrl><C>; use <⌘><C> on a Mac.
3. Launch the other program: "Notepad" on Windows, "TextEdit" on a Mac. The program will bring up a new window representing an empty document.
4. Paste the copied information into the empty document window. Use <ctrl><V> to paste into Notepad, <⌘><V> to paste into TextEdit.
5. If you're using TextEdit (a Mac), use the "Format"/"Make Plain Text" menu to convert the information to plain text. You will be asked to confirm the conversion. Click [OK]. If you're using Notepad, the information is already in plain text.
6. Use the "File"/"Save As…" menu to save the plain text file. Use the team name for the file name.
7. Quit Notepad/TextEdit.

Repeat the above process for each email that contains a roster as part of the message. Skip to section 4.1.2 for instructions on how to import the text file(s).

4.1.1.2 Saving a spreadsheet attachment as "csv"

Use this section if you receive the roster as a spreadsheet attachment. You must have a spreadsheet program in order to convert the attachment to a comma separated values (csv) file.

4.1.1.2.1 Convert a spreadsheet using Excel or OpenOffice

After saving the spreadsheet attachment, open it in Excel or OpenOffice. Use the "File"/"Save As…" menu to bring up the save window. Change file save type drop down list to indicate "**CSV (Comma delimited) (*.csv)**" (for Excel), "**Text CSV (*.csv)**" (for OpenOffice). Ensure the file name matches the team's name and click [Save].

You may see a warning that indicates csv doesn't support some of the spreadsheet formatting. If so, click the [OK] button (Excel), [Keep Current Format] button (OpenOffice).

OpenOffice will bring up another window titled "Export Text File". Click the [OK] button on this window. Another window will appear that indicates only the current sheet was saved. Click [OK] again.

Close the spreadsheet program.

Repeat the above process for each spreadsheet attachment you receive. Skip to section 4.1.2 for instructions on how to import the csv file(s).

4.1.1.2.2 *Convert a spreadsheet using Numbers for Mac*

After saving the spreadsheet attachment, open it in Numbers. Use the "File"/"Export to ->"/"CSV…" menu. A window appears indicating each sheet of the workbook will be saved to a separate file. Click [Next…].

In the next window, ensure the team name appears in the top line. This will be the folder name where the csv files will be saved. Click the [Export] button. The file to import into TournamentSR will be in the team name folder you specified, file "Sheet1-Table1.csv".

Close the spreadsheet program.

Repeat the above process for each spreadsheet attachment you receive. Skip to section 4.1.2 for instructions on how to import the csv file(s).

4.1.1.3 Saving a word processor document attachment as plain text

Use this section if you receive the roster as a word processing document. You must have a word processing program in order to convert the attachment. Example word processing programs are Microsoft Word, OpenOffice (Text document), and Pages (for Mac).

4.1.1.3.1 *Convert a document using Word or OpenOffice*

After saving the word processing attachment, open it in Word or OpenOffice. Use the "File"/"Save As…" menu to bring up the save window. Change the file save type drop down list to indicate "**Plain Text (*.txt)**" (for Word)/"**Text (.txt) (*.txt)**" (for OpenOffice). Ensure the file name matches the team's name and click [Save].

Word may bring up a new window showing options for converting the document to plain text. If so, click the [OK] button. OpenOffice may show warning that indicates Text file format doesn't support some of the document's formatting. If so, click the [Keep Current Format] button.

Close the word processing program.

Repeat the above process for each word processing attachment you receive. Skip to section 4.1.2 for instructions on how to import the txt file(s).

4.1.1.3.2 Convert a document using Pages for Mac

After saving the word processing attachment, open it in Pages. Use the "File"/"Export to ->"/"Plain Text…" menu. A window appears indicating the document will be converted to plain text. Click [Next…]. Ensure the team name appears in the top line. It will be used as the plain text file name. Click the [Export] button.

Close the word processing program.

Repeat the above process for each word processing attachment you receive. The next section describes how to import the txt file(s).

4.1.2 Reading names from the plain text file

Once a roster has been saved in plain text form, TournamentSR can import it. Use the "File"/"Import contestants…" menu. A new window appears that allows selection of the file. Saved email messages and word processing documents will use the file extension ".txt"; saved spreadsheets will use the file extension ".csv".

Once you have selected the file to process, a new window appears. It lists the wrestler names, weight classes, and additional information retrieved from the plain text file.

An example of this window is shown on the next page. The example was taken from a coach's email (plain text format). The coach didn't use the example spreadsheet. As a result, the window includes the needed information as well as a lot of extraneous information.

The controls and their use are described below:

Team	This drop down list will automatically select the team name found in the selected file name or found in its contents. Make sure this is correct before proceeding as all imported wrestlers are assigned to this team.
Use names	This drop down list is set to the same selection as the one presented in the "File"/"Ladder/Misc. preferences" window. If you change the setting, all listed names will be updated to match the selection.
Clear auxiliary info	This button resets all of the cells under "Auxiliary info" to blanks. This is useful if such information was not provided or will not be used for the tournament.
Clear seeding comments	This button resets all of the cells under "Seeding comment" to blanks. This is useful if such information was not provided or will not be used for the tournament.
Candidate contestants	This area shows all of the information retrieved from the text file. It is organized as a table where each row represents one wrestler and his/her associated information. Each row always contains: a check box in the column titled "Include", a wrestler name under the column titled "Contestant name", and a bracket name

under the column titled "Bracket". If there is additional information in the text file, it will appear under the columns titled "Auxiliary info" and "Seeding comment". All of the cells in the displayed table can be changed.

As shown in the picture, the program often interprets extra information as wrestlers. It is up to you to fix names that have extra information and uncheck the boxes for rows that should not be imported.

In the picture, all of the wrestler names begin with dashes. You would need to double click on each name and remove the dash character. Several weight classes don't have wrestlers. The coach supplied "- Ff" to indicate forfeit. These rows should have their "Include" column boxes unchecked. This prevents "Ff" being used as wrestler names. The fifth row ("District Tournament") and the last two rows in the picture ("Shaker", "Whs Wrestling") have extraneous information in the "Contestant name" column. These rows should also be unchecked since they aren't wrestlers.

A picture of the modified window is given below:

Import contestants from a text file

Team: Woodinville (WDNV) ∨   Use names: With capital letters first, then lower case ∨

Clear auxiliary info   Clear seeding comments

Candidate contestants

Include	Contestant name	Bracket	Auxiliary info	Seeding comment
☑	Michael Gamez	106	(10)	
☑	Edward Kim	113	(10)	
☑	Kevin Sinfield	138	(10)	
☑	Jesse Brown	145	(10)	
☐	District Tournament	145		
☑	Eric Rudd	106	(10)	
☑	Ridge Peterson	113	(11)	
☐	- Ff	120		
☑	Cole Morrison	126	(10)	record 18-12
☑	Zack Gracia	132	(11)	
☑	Dalton Mann	138	(11)	record 23-9
☑	Connor McCaw	145	(12)	regional qualifier record 21-11
☑	Everett Bingisser	152	(11)	state qualifier 11-5
☑	Davis Webb	160	(10)	
☑	Adam Didomizio	170	(10)	record 15-6
☑	Ryan Christensen	182	(11)	
☑	Cole Stemmerman	195	(11)	record 18-11
☐	- Ff	220		
☐	- Ff	285		
☐	Shaker	285		
☐	Whs Wrestling	285	206-605-4663	On Jan 16

Import   Cancel

IMPORTANT You are free to update or replace any cell in the displayed table. It can be helpful to have a printed copy of the original document, spreadsheet, or email when making changes on this window.

Click on the [Import] button to perform the import operation. The selected wrestlers are automatically added to the selected team. A warning window will appear if you attempt to import wrestlers that have already been entered.

4.1.3 Reading all contestants from a plain text file

You can import *all* wrestlers from a single spreadsheet. This is provided for tournament directors who perform all data entry and seeding on a spreadsheet. We don't recommend this process, so skip this section unless you need it.

This feature requires the spreadsheet have a very specific format. An empty version of spreadsheet is available at this link on the TournamentSR web site. The first row of the spreadsheet *must* have the following column titles (listed in order): "Weight", "Wrestler", "School", "Seed", and "Data". The first row may also have "Aux" as title for the column after "Data". The "Aux" title is optional. The second and all subsequent rows must have information in at least the first 3 columns. The information that must appear in each column is given below:

Weight　　Each cell in this column must contain the name of one of the brackets previously entered into TournamentSR. The contestant named in the "Wrestler" column will be assigned to this bracket.

Wrestler　Each cell in this column must contain the full name of one wrestler to be included in the bracket specified in the "Weight" column.

School　　Each cell in this column must contain the full name of a team previously entered into TournamentSR. The contestant named in the "Wrestler" column will be assigned to this team.

Seed　　　This can be blank, contain a positive number, or be any text. If it is a number (e.g. "1", "5") it is interpreted as the requested seed for the contestant named in the "Wrestler" column. If it is empty or contains non-numeric text, the contestant is not given a requested seed.

Data　　　This can be blank or any text. If it is non-blank, the text is used as the Seeding, registration, or previous tournament information for the contestant named in the "Wrestler" column. If it is blank and there is non-numeric text in the "Seed" column that is used as the Seeding, registration, or previous tournament information.

Aux　　　　This can be blank or any text. If it is non-blank, it is used as the auxiliary information for the wrestler.

The spreadsheet must be saved as a ".csv" (comma separated values) file which is then imported into TournamentSR. The import process is described at the start of section 4.1.2. Choose the csv files you saved from the spreadsheet.

If the file is properly formatted, the resulting window looks different from the pictures above. The window will look similar to the picture on the next page.

Import contestants from a text file

Use names: Exactly as entered | Find next incomplete entry | Clear seeding comments

Candidate contestants

Include	Contestant name	Bracket	Team	Seed	Seeding comment
☑	AJ Konda	106	Coeur d'Alene (CdA)	1	4th @ State
☑	Peter Berger	106	Post Falls (P F)	2	State Participant
☑	Payton Manthei	106	Richland (RIC)	3	Regional Participant
☑	Wyatt Scribner	106	Ellensburg (ELL)	4	Cadet Greco AA
☑	Riley Richardson	106	Lewis & Clark (L&C)	5	2nd @ DP
☑	Carson Graham	106	Central Valley (C V)		
☑	Ryan Pierre	106	University (UHI)		
☑	Isaac Aguilar	106	Hermiston (HER)		
☑	Bodee Hart	106	East Valley (E V)		
☑	Cameron Manjarrez	106	Eisenhower (IKE)		
☑	Tyson Hendricks	106	Lakeland (LAK)		
☐	Austin Hoobler	106			
☐	Kwest Osburn	106			
☑	Matt Petrini	106	Mead (MEA)		
☑	Fernando Leyva	106	Moses Lake (M L)		
☑	Tyler Clark	113	University (UHI)	1	3rd @ State; 4th @ Tri-Sta
☑	Mitch Crain	113	Post Falls (P F)	2	6th @ State
☑	Chris Cardenas	113	Eisenhower (IKE)	3	State Participant
☑	Steve Price	113	Coeur d'Alene (CdA)	4	3rd @ Regionals
☑	Nick Lamb	113	Mead (MEA)	5	6th @ Regionals
☑	Stetson Iverson	113	Hermiston (HER)	6	4th @ Districts; 2nd @ Inla
☑	Michael Hosfield	113	Kennewick (KEN)	7	Regional Participant
☑	Zeke Amstadter	113	Lewis & Clark (L&C)	8	5th @ DP
☑	Ben Miller	113	Ferris (FER)		
☑	Alex Webb	113	Richland (RIC)		

Import | Cancel

Whenever a row of the csv file contains an unknown bracket or unknown team, the cell under the appropriate column will be blank. In addition, the check box under "Include" will be unchecked. You must correct these cells in the displayed table before you are allowed to check the "Include" box. In the picture above, the team name was improper for "Austin Hoobler" and "Kwest Osburn".

The controls on this window are slightly different than the controls for importing a single team. Controls not included in the previous section are described below:

Find next incomplete entry — This button causes the next row where the "Include" cell is unchecked to be highlighted. The search wraps around to the top of list. The button will be disabled if there are no rows with an unchecked "Include" cell.

Team (table column) — Each cell in this column lists the team to be assigned to the contestant whose name appears in the "Contestant name" column.

Seed (table column)   Each cell in this column shows the requested seed for the contestant whose name is given in the "Contestant name" column.

When you click the [Import] button, the selected wrestlers are imported into the program. You will be informed if any of the entries were not imported because they are duplicates of existing wrestlers.

4.2 Seeding mode preferences

Tournament seeding is a relatively easy process covered in section 2.1.5. Unfortunately, the rules for moving wrestlers in and out their initial round matches can get complex.The specific rules for each tournament are chosen via the window that appears when you select the "File"/"Ladder/Misc. preferences…" menu. An example of that window is shown below.

The settings specific to wrestler movement are outlined with the title "Seeding mode preferences" (center of the window). The controls are listed below.

Unseeded placement mode	This determines how wrestlers without requested seeds are chosen and moved into initial round matches. This occurs on the Seeding window when you click [Move one ->]

	or [Move all ->]. The next section explains how each setting affects movement.
Same team contestants	This determines how wrestlers from the same team will be distributed into initial round matches. The default setting is to prevent wrestlers from the same team from competing against each other in the initial round. Other settings prevent them from being in the same bracket section (¼ or ½ bracket sections are supported). There is also a setting that *permits* two wrestlers from the same team to compete against each other in the initial round.
When adding a seed	This determines what happens to the initial round matches when a wrestler with a requested seed is added. This can occur by changing an existing wrestler's requested seed from "**No seed**" to a numeric value, and whenever a new wrestler is entered with a requested seed. These options are explained in section 4.2.2.
When scratching a seed	This determines what happens to initial round matches list when a wrestler with a requested seed is removed. This can occur by changing an existing wrestler's requested seed from a numeric value to "**No seed**", and whenever a wrestler is removed from the tournament. These options are explained in section 4.2.3.

4.2.1 Unseeded placement mode

For the examples used in the subsections below, assume a bracket is configured for 16 wrestlers. Only 14 wrestlers will compete, and only 5 of the 14 have been given requested seeds (1 through 5). The top 5 positions in the initial round matches list contain the wrestlers with requested seeds.

4.2.1.1 Random to the highest open seeding positions

This mode implements rules used by many tournament programs. This mode only affects the bracket when the number of wrestlers competing is smaller than the number of spots in the initial round matches.

The primary purpose of this mode is to ensure the highest seeded wrestlers are *always* given BYE matches in the first round.

Per the example bracket, initial round matches list positions 6 through 14 are filled by randomly selecting wrestlers without requested seeds. Positions 15 and 16 (competing against the #1 and #2 seeds) are kept open.

4.2.1.2 Random. Top 'N' seeded opponents assigned last

This mode implements rules originally specified by the "KingCo" district in Washington State. This mode only affects the bracket when the number of wrestlers competing is smaller than the number of spots in the initial round matches. When selecting this mode, the value of 'N' must also be specified – it defaults to "**4**".

The primary purpose of this mode is to ensure the highest seeded wrestlers are *not always* given BYE matches in the first round.

Per the example bracket, initial round matches list positions 6 through 12 are filled by randomly selecting wrestlers without requested seeds. In this case, the value "12" is determined by subtracting 'N' (4) from the bracket size (16). After position 12 is filled, there are 2 remaining unplaced wrestlers and 4 open spots in the initial round matches: 13, 14, 15, and 16. The remaining two wrestlers are placed into open spots that are randomly selected from the 4 available choices.

The bracket must remain balanced, so one of the two remaining wrestlers will compete against either the #1 or #4 seed. The other contestant will compete against the #2 or #3 seed.

4.2.1.3 Random with top half seeding positions assigned first

The mode implements rules desired by many tournament directors and should be chosen if you are not sure which mode to use. This mode only affects the bracket when the number of wrestlers competing is smaller than the number of spots in the initial round matches.

The primary purpose of this mode is to *randomly select* which wrestlers will get first round BYE matches. There is no preference for wrestlers with requested seeds.

Per the example bracket, initial round matches list positions #6, #7, and #8 are populated by randomly selecting wrestlers without requested seeds. The remaining wrestlers are randomly placed into 6 of the 8 the remaining open spots. The two remaining spots can therefore be any combination of positions 9 through 16 *that result in a balanced ladder*. For example, the program will not leave positions 9 and 16 open because it results in an unbalanced ladder.

4.2.1.4 Completely random assignment

This mode only affects the bracket when the number of wrestlers competing is smaller than the number of spots in the initial round matches. It should not be used for most tournaments since it can result in an unbalanced ladder.

The primary purpose of this mode is to randomly generate select all first round matches.

Per the example bracket, the 9 wrestlers in without requested seeds are randomly placed into open spots of the initial round matches list. The remaining two spots can be any combination of positions 6 through 16. It is even possible for an "empty" (no wrestlers) match to exist.

4.2.1.5 In listed order to the highest open seeding positions

This mode exists only for cases where you entered the wrestler names in the order you wish them to appear in the initial round matches list. Most often the wrestlers were imported from a single spreadsheet as described in section 4.1.3.

Per the example bracket, the 9 wrestlers without requested seeds are moved to the highest open position in the initial round matches list. The first unseeded wrestler would be moved to position 6, the second player to position 7, and so on. Positions 15 and 16 would be left open. This rule ensures a balanced bracket.

4.2.2 When adding a seed

Prior to using the Seeding window, only wrestlers with requested seeds are assigned to their initial round matches. The others haven't been assigned to a match. The seeding meeting often ends with all wrestlers moved to their initial round matches.

If a wrestler with a requested seed is added after that, the initial round matches list must be reworked. This selection covers how such rework is performed.

For the subsections below, assume a 16 wrestler bracket has been populated with 14 wrestlers. Only the top 3 wrestlers were assigned requested seeds. On the Seeding window, the open positions are #13 and #15 (#2 and #4 seeds are assigned BYEs).

4.2.2.1 Move lower contestants down until the first empty position

This is the least destructive mode. The added wrestler is inserted at the position of the requested seed. All wrestlers at the same and lower positions are moved down (e.g. wrestler at position #6 is moved to position #7, the wrestler at position #7 is moved to #8, etc.). The moving stops once a wrestler is moved into an empty spot.

Per the example bracket, adding a #4 seed bumps the wrestlers at positions #4 through #12 down one spot. Since position #13 is open, it becomes occupied with the wrestler previously at #12. The wrestler at positions #14 and #16 stay put; position #15 remains open.

4.2.2.2 Move lower seeds down; move unseeded contestants out of the ladder

This is the most destructive mode, but ensures coaches cannot add seeds in order achieve more desirable initial round matches. The added wrestler is inserted at the position of the requested seed. All wrestlers without requested seeds are moved out of their initial round matches. The wrestlers without requested seeds must then be manually be moved back into initial round matches via the Seeding window's [Move all ->] button.

Per the example bracket, adding a #4 seed causes the 11 wrestlers without requested seeds to the unplaced list. The initial round matches list would have only the top 4 positions occupied.

IMPORTANT Don't select this option if you plan to use drag and drop on the Seeding window.

4.2.2.3 Move all lower contestants down; move lowest position out of the ladder

This behavior is used by other tournament programs. The added wrestler is inserted at the position of the requested seed. All wrestlers with the same and lower positions are moved down (e.g. wrestler at position #6 is moved to #7, the wrestler at position #7 is moved to #8, etc.). The wrestler at the last position (if any) is moved out of their initial round match. If that occurs, that wrestler must be manually put back into an initial around match using the Seeding window's [Move one ->] button.

Per the example bracket, adding a #4 seed bumps the wrestlers at initial round matches list positions 4 through 15 down one spot. The open positions would change to #14 and #16. The wrestler at position #16 would be moved to the unplaced list.

4.2.3 When scratching a seed

Prior to using the Seeding window, only wrestlers with requested seeds are assigned to their initial round matches. The others haven't been assigned to a match. The seeding meeting often ends with all wrestlers moved to their initial round matches. If a wrestler with a requested seed is removed after that time, the ladder may need rework. This selection covers the methods used for reworking the ladder.

For the subsections below, assume a 16 wrestler bracket has been populated with 15 wrestlers. Only the top 3 wrestlers have requested seeds. The open position is at 15 (#2 seed is assigned a BYE).

4.2.3.1 Move seeded lower position contestants up; don't move unseeded contestants

This is the least destructive mode, but generates a BYE for the wrestler competing against the lowest requested seed. All wrestlers with requested seeds lower than the removed wrestler move up one position. None of the wrestlers without requested seeds move.

Per the example bracket, removing the #2 seed causes the wrestler in position #3 to move to position #2. Position #3 becomes empty while the 12 wrestlers without requested seeds don't move. The wrestler at position #14 (the opponent of position #3) gets a first round BYE.

4.2.3.2 Move lower seeds up; move unseeded contestants out of the ladder

This is the most destructive mode, but ensures coaches cannot remove seeds in order to affect the first round matches. All wrestlers with requested seeds lower than the removed wrestler move up one position. All wrestlers without requested seeds are moved out of the ladder. The wrestlers without requested seeds must then be manually be moved back into initial round matches via the Seeding window's [Move all ->] button.

Per the example bracket, removing the #2 seed causes the wrestler in position #3 to move to position #2. The 12 wrestlers without requested seeds move back to the unplaced list.

IMPORTANT Don't select this option if you plan to use drag and drop on the Seeding window.

4.2.3.3 Move all lower position contestants up

This mode is commonly used by other tournament programs. All wrestlers with requested seeds lower than the removed wrestler as well as all wrestlers with no requested seed move up one position in the initial round matches. The last position becomes empty.

Per the example bracket, removing the #2 seed causes the wrestler in position #3 to move to position #2. The wrestler in position #4 is moved to position #3, and so on through position #16 (moved to position #15). The existing open ladder position is moved to #14 and position #16 becomes open. The #1 seed gets a first round BYE due to position #16 being empty.

4.2.3.4 Don't move any constants; leave a hole at the removed position

This mode causes no changes to the initial round matches list other than removal of the wrestler. The empty location will only be maintained until other wrestlers are added to the bracket.

Per the example bracket, removing the #2 seed causes an empty match (no #2 seed and no wrestler at position #15). This would require a rebalancing of the ladder for tournaments under the NFHS rules.

4.3 Team scoring preferences

Most of the team scoring rules are specified in NFHS and NCAA rules books. However, some rules are not specified. For example, neither rule book discusses placement points if two wrestlers tie (e.g. tie for 3rd or tie for 5th). Some school districts add their own rules such as only allowing one wrestler per-team, per-bracket to contribute to the team score.

The window displayed by selecting the "File"/"Team scoring preferences…" menu sets the team rules for your tournament. An example of that window is shown below:
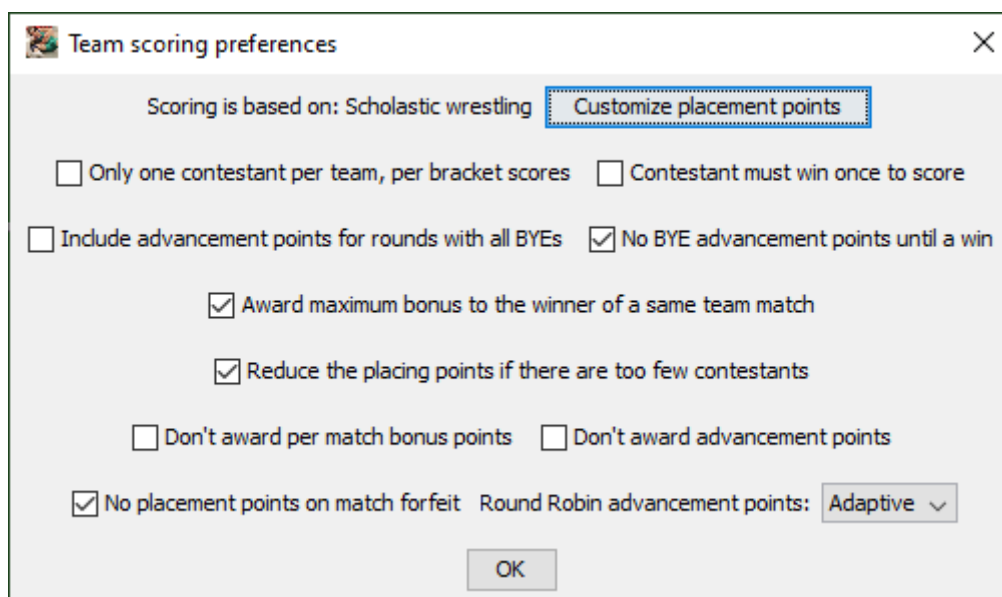
At the top of the window is a reminder of the scoring rules in use (Scholastic or College wrestling). In the picture above, "Scoring is based on Scholastic wrestling" rules. This is chosen when you created the tournament and cannot be changed thereafter.

The eleven controls and their use are described below:

Customize placement points   This is used to change the team points awarded for placing in a bracket. Most tournaments don't need to change these values. See section 4.3.2 for the window that appears when you click this button and how to change placing points.

Only one contestant per team, per bracket scores
This only affects team scores when more than one wrestler for a team competes in the same bracket. When checked, only the wrestler who

scores the most team points contributes to the team score. When this box is not checked, all wrestlers for the team contribute to the team score.

Contestant must win once to score

This <u>must not</u> be checked if the tournament is being run under NFHS rules. It's only relevant for unbalanced elimination ladders. If the box is checked, no team points will be scored by a wrestler until he/she has won a contested (non-BYE) match. If this is not checked, team points can be contributed without actually winning a match (e.g. advancement points for BYE matches).

Include advancement points for rounds with all BYEs

This option <u>must not</u> be checked if the tournament is being run under NFHS rules. If the box is checked, advancement points will be awarded for all wrestlers in BYE matches of elimination ladders. If this is not checked, advancement points for BYE matches are determined by other check boxes in this area.

No BYE advancement points until a win

This <u>must</u> be checked if the tournament is being run under NFHS rules. A wrestler does not score advancement points for BYE matches unless he/she wins the next match in an elimination ladder. If this box is not checked, advancement points for BYEs will be awarded even if the wrestler loses the next match.

IMPORTANT Some tournament directors want to specify which wrestlers don't contribute to the team score. TournamentSR supports this by appending "**-NS**" to the wrestler's last name. <u>While this is supported, we recommend that you check the "Only one contestant per team, per bracket scores" box instead.</u> This ensures that the highest scorer for the team in each bracket is used.

Award maximum bonus to the winner of a same team match

Many districts require pin points to be awarded for matches where the contestants are from the same team (without regard to the match score). Check this box if your district requires

this feature. Uncheck this box if the match results determine the team points awarded.

Reduce the placing points if there are too few contestants

This <u>must</u> be checked if the tournament is being run under NFHS rules. It ensures the appropriate placing points are awarded when a bracket doesn't have enough wrestlers for the number of placing positions specified. For example, if a bracket is configured to award placing points for 8 positions, the winner will be awarded 16 points. If a bracket only has 6 wrestlers, the winner should only be awarded 14 points. Checking this box causes the smaller placing points to be awarded when appropriate.

Don't award per match bonus points

This <u>must not</u> be checked if the tournament is being run under NFHS rules. Checking this box inhibits bonus points (e.g. pins, major decisions, forfeits) for all brackets. If this box is not checked, awarding bonus points is controlled on a per-bracket basis via the Bracket list window (section 2.1.1).

Don't award advancement points

This <u>must not</u> be checked if the tournament is being run under NFHS rules. If you check this box, advancement points (2 for championship win, 1 for consolation win) are inhibited for all brackets. If this box is not checked, awarding advancement points is controlled on a per-bracket basis via the Bracket list window (section 2.1.1).

No placement points on match forfeit

This <u>must</u> be checked if the tournament is being run under NFHS rules. Such rules stipulate that no placement points are awarded to a contestant that forfeits his/her placing match (e.g. 3rd/4th or 5th/6th). If you wish to award placement points to someone that forfeits a placing match, uncheck this box.

Round Robin advancement points

This option only affects advancement points of Round Robin brackets. The default setting is "**Adaptive**" which is discussed in the next section. Other options specify the number of team points awarded to the winner of a match

in a Round Robin bracket (e.g. "**0.0**" for no advancement points, "**1.0**" for 1 advancement point).

4.3.1 Adaptive Round Robin advancement points

Most tournaments using Round Robin brackets don't care about team scoring. In such cases, the "Round Robin advancement points:" setting doesn't matter. When team scoring matters and the tournament includes both elimination ladder and Round Robin brackets, "Adaptive" scoring should be used. Adaptive scoring awards advancement points in Round Robin brackets in a manner similar to elimination ladder scoring.

The table below shows how advancement points are awarded in double elimination ladders and Round Robin brackets using the "Adaptive" scoring option. The table is based on two contestants ("A" and "B") and the number of losses each has had *prior* to when they meet.

"A" Loss count prior to meeting "B"	"B" Loss count prior to meeting "A"	Occurs in a double elimination ladder?	Advancement points in a double elimination ladder	Advancement points using "Adaptive" scoring in a Round Robin ladder
0	0	Yes	2.0	2.0
0	1	No		1.5
1	0	No		1.5
1	1	Yes	1.0	1.0
2	1	No		0.5
1	2	No		0.5
2	2	Yes	0.0	0.0
2	0	No		1.0
0	2	No		1.0
3	0	No		1.0
0	3	No		1.0
3	1	No		0.5
1	3	No		0.5
3	2	No		0.0
2	3	No		0.0

0 advancement points are awarded when both contestants have lost more than twice.

4.3.2 Changing placement points

The points awarded for placing can be changed at any time. Click the [Customize placement points] button to bring up the editor window. An example of the window is shown below.
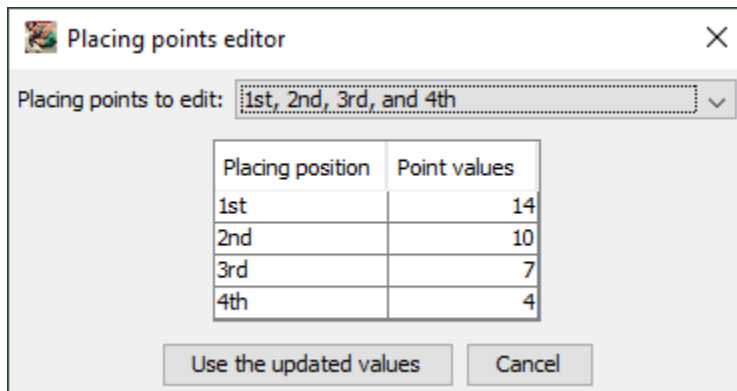
The controls and their use are described below:

Placing points to edit:　　　This drop-down list determines which placing points will be changed. The options are the same as listed under "Scoring places:" in the Bracket list window (section 2.1.1). Changing the selection causes the points table to update with the appropriate positions and score values.

Placing position/Point values table
　　　This table lists the positions that are scored and the placing points awarded for each position. Only cells in the right column ("Point values" are changeable. Change a cell by double clicking on it, changing the numeric value, and then hitting the <enter> key.

Use the updated values　　　Click this button after changing the point values for all appropriate "Placing points to edit:" options. It causes the window to disappear and the updated point values to be retained.

Cancel　　　Click this button if you don't want to use the updated point values. It causes the window to disappear. All changes made while the window was visible are discarded.

4.4 Session configuration

A "session" consists of one or more rounds of wrestling with a set number of locations (mats). The first session of the tournament usually has a specific date and time when wrestling begins. Subsequent sessions may also have a fixed starting date and time (e.g. the championship finals matches take place at 5:00 PM).

If you set the number of locations and how they should be assigned, mat numbers can appear on printed bout cards and can be included on ladder diagram printouts and displays.

TournamentSR allows you to set the session information via the "File"/"Session configuration…" menu. When a new tournament is created, the window that appears will look similar to the picture below.
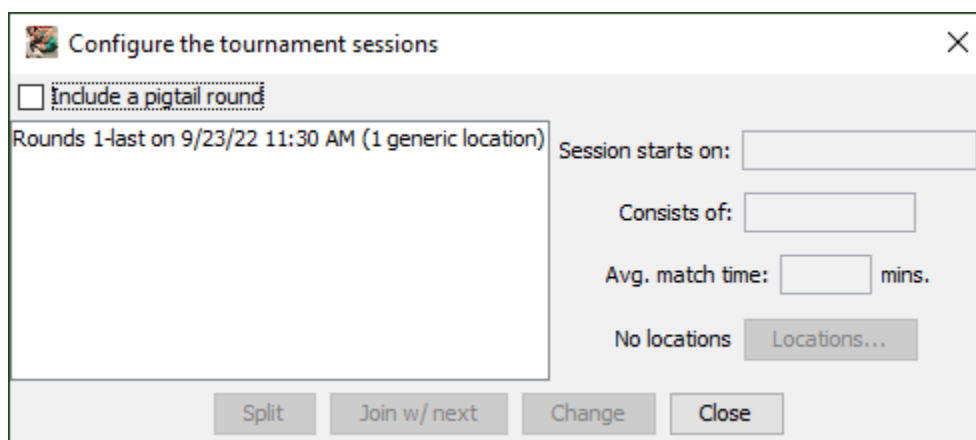
The large area on the left side lists the existing sessions. The picture indicates one session is configured for all rounds. It starts on Sep 23, 2022 at 11:30 AM. The session will use 1 generic location (i.e. 1 mat).

Creating additional sessions is handled by "splitting" existing ones. The controls on the window are listed in section 3.1.11. This section works through an example to better explain their use.

The desired sessions are listed below. It assumes brackets using NFHS weight classes with 6 placers in each bracket have already been created.

- Session 1 takes place on Dec 3, 2022 starting at 3:30 PM. Four mats will be used for rounds 1 and 2. All four mats will be used for the matches in round 1. In the second round, two mats will be used for championship matches, the other two for consolation matches.

- Session 2 takes place on Dec 4 starting at 10:00 AM. Two mats will be used for rounds 3, 4, and 5 of the tournament. Lower weight classes will use one mat, upper weights will use the other.
- Session 3 starts immediately after round 5 completes. Two mats will be used for round 6 (the consolation finals). The 5th/6th place matches will be on one mat, 3rd/4th place matches on the other.
- Session 4 starts at 5:30 PM. One mat will be used for round 7 (the championship finals).

Creating the first session requires setting the start date and time, the number of mats, and then "splitting" the session into two pieces. When you click on the only session in the list, the fields on the right side of the window automatically fill in.

The session start time is changed by replacing the "Session starts on:" text to "**12/3/22 3:30 PM**". The "Avg. match time" entry is used to estimate how long each match takes for the session. The default (5 minutes) assumes a large number of pins will occur during the session. Use your experience for setting this value. For the purposes of this example, change the value to "**7**" minutes (assumes an average number of pins will occur). The resulting window should look like the picture below.

The highlighted list entry still indicates the old starting date ("9/23/22 …"). To apply the date/time and average match time fields to the session, click the [Change] button. The picture below shows the window after clicking the button.
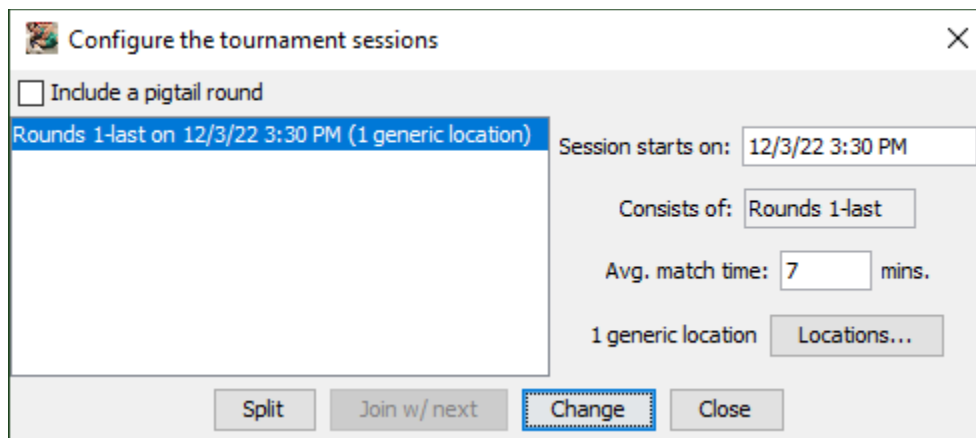
At this point, the start date/time is correct, but the number of mats ("1 generic location") is wrong. The desired configuration uses 4 mats. Click [Locations…] to change the number of mats. A new window appears like the picture below.
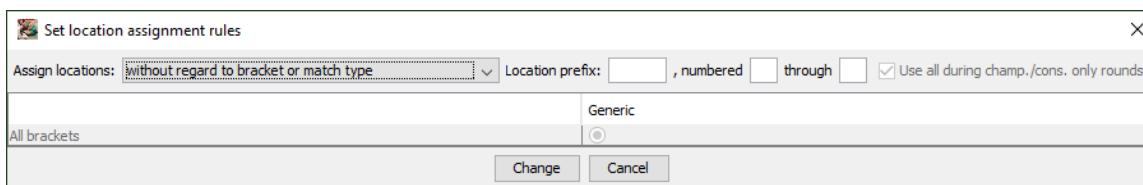
The "Location prefix:" entry specifies arbitrary text that precedes the mat number on bout cards and (optionally) bracket displays/printouts. For this example, we want the word "**mat**" to appear before the mat number, and the mat numbers are "**1**" through "**4**". After filling out each field, press the <enter> key to update the winder per these settings. The window should look like the picture below:
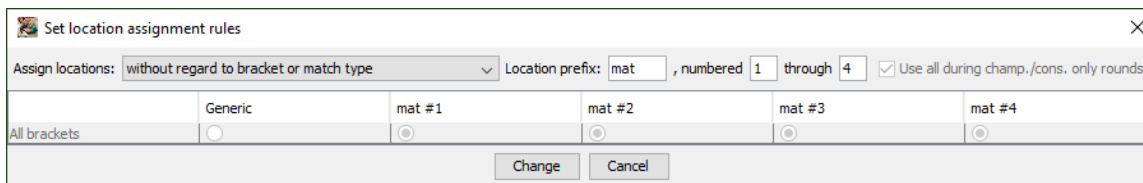
Notice that the 4 mat columns were created as soon as you pressed <enter>. The "Generic" column remains but is no longer selected. Use of the Generic column is presented later in this section.

Mats are assigned to matches based on the "Assign locations:" selection, the "Use all during champ./cons. only rounds" check box, and the circular buttons that appear in the table.

For this example, the first session requires mats to be assigned based on the match type (championship or consolation). Change the "Assign locations:" drop down list to "**by associating with championship and consolation matches**". The window changes to look like the picture below.

The "Use all during champ./cons. only rounds" box is now enabled. The program has associated mat #1 and mat #2 with championship matches, mat #3 and mat #4 with consolation matches.

Round 1 always consists of just championship matches. Leave "Use all during champ./cons. only rounds" checked so all 4 mats will be assigned in Round 1. If you uncheck that box, only mats 1 and 2 would be used during Round 1.

These settings meet the criteria for rounds 1 and 2. All four mats are used for round 1. Championship matches are on two mats in round 2, consolation matches are on the other two mats in that round. For this example, mat #1 and mat #3 are used for championship matches in round 2. Consolation matches should take place on mat #2 and mat #4.

To use mat #2 for consolation matches, click the round button under the "mat #2" column, "Consolation" row. To use mat #3 for championship matches, click the round button under the "mat #3" column, "Championship" row. The resulting window should look like the picture below.


Notice the changed cells have a dark grey (instead of light grey) background. This indicates the assignments are different from the default settings. Click the [Change] button to save these settings and close the window. The session configuration window changes look like the picture on the next page.
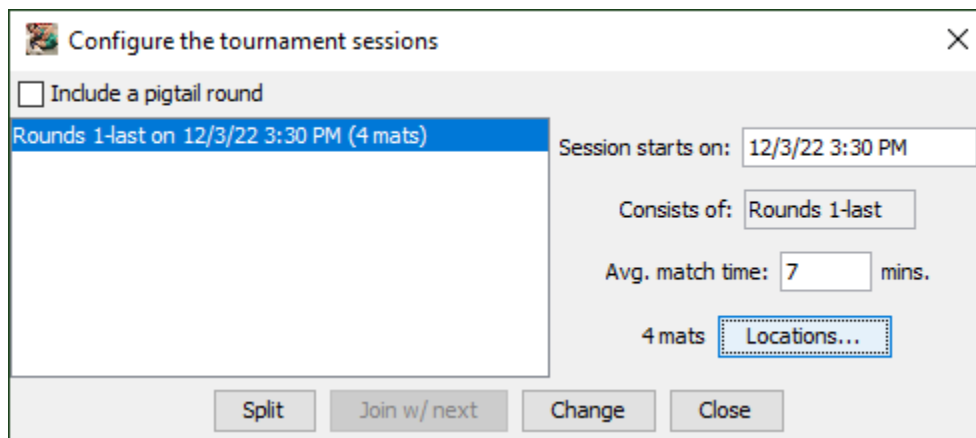
Notice that the label left of the [Locations…] button has changed from "1 generic location" to "4 mats". The highlighted session has also been updated to indicate "(4 mats)".

The first session now must be "split" so that it only covers rounds 1 and 2. Clicking the [Split] button causes the following window to appear.
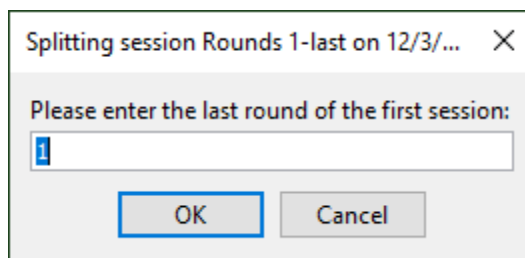
Since the first session ends after round 2, the highlighted text ("1") must be replaced with "2". After changing the round, click the [OK] button to complete the split. The session configuration window now lists two sessions as pictured below.
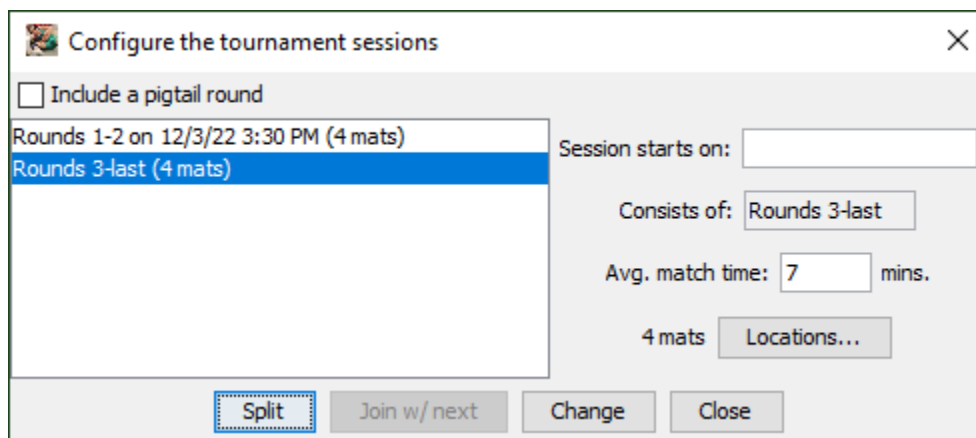

The newly created session inherits its locations from the original and is automatically highlighted. Notice that the "Session starts on:" field is blank. This

indicates the session starts immediately after the preceding one (i.e. immediately after round 2 completes).

Session 2 should begin at 10:00 AM on the next day. Update "Session starts on:" to "**12/4/22 10:00 AM**". Matches in round 3 and later tend to take longer than the first 2 rounds, change the average match time to "**10**" (for 10 minutes). Click the [Change] button and the window looks like the picture below.
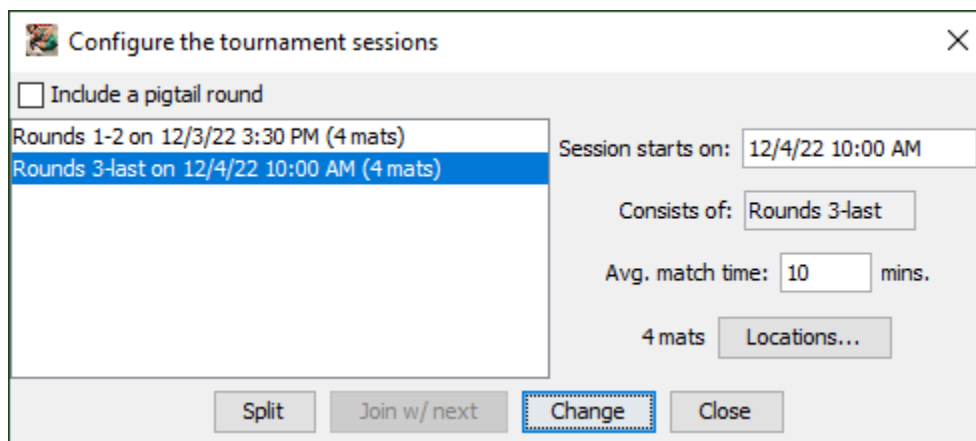
The second session should only use 2 mats and they should be assigned by bracket (not championship/consolation). Click the [Locations...] button to update these settings.

Change the "Assign locations:" to "**by associating each bracket with a location**". Change the "through" field from "**4**" to "**2**" (remember to hit <enter>). The resulting window looks like the picture below.
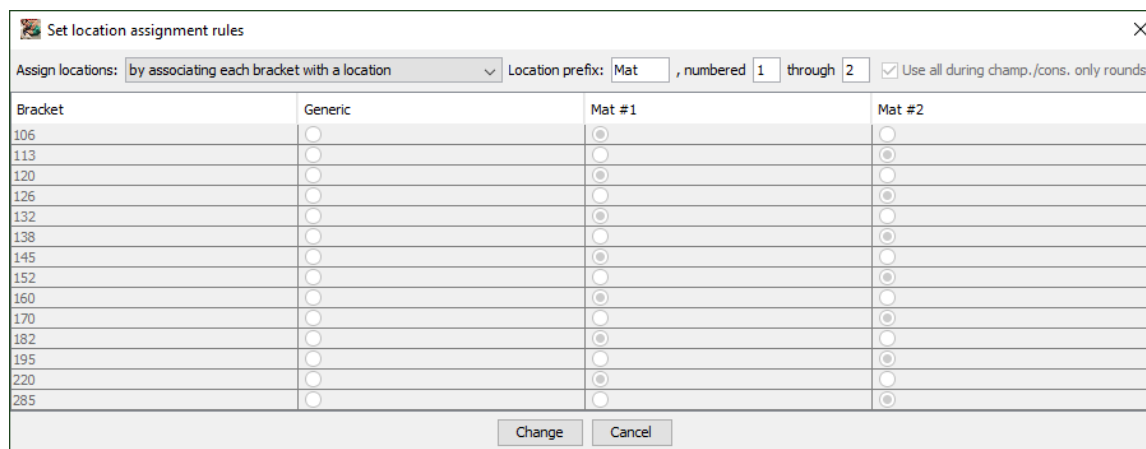
The example requires the lower weights to use mat #1 and the upper weights to use mat #2. Under the "mat #1" column, click the circular button on rows "113", "126", and "138". Under the "mat #2" column, click the circular button on rows "160", 182", and "220". The resulting window looks like the picture below.

Click the [Change] button to save the settings. The locations window will disappear. The session configuration window will indicate "2 mats" for the second session.

The second session only encompasses rounds 3 through 5. You must therefore split the second session and have it end at round 5. The procedure is similar to the one used for splitting the first session. Click the [Split] button, enter "**5**" as the last round number, and click [OK]. The session configuration window looks like the picture below.

The third session should begin immediately after the second. Leave "Session starts on:" blank.

While the third session uses 2 mats, they aren't assigned by bracket. Click [Locations...] to change how the mats are assigned. The consolation finals will have exactly 2 matches per bracket: one match for 5th/6th and another for 3rd/4th.

Since there are 2 mats, having the program alternate between the two mats creates the desired effect. The first of the two matches (5th/6th) will always be

assigned to the first mat; the second of the two matches (3rd/4th) will always be assigned to the second mat.

Change "Assign locations:" to read "**without regard to bracket or match type**". This causes the program to rotate through the available locations. The window will look like the picture below.
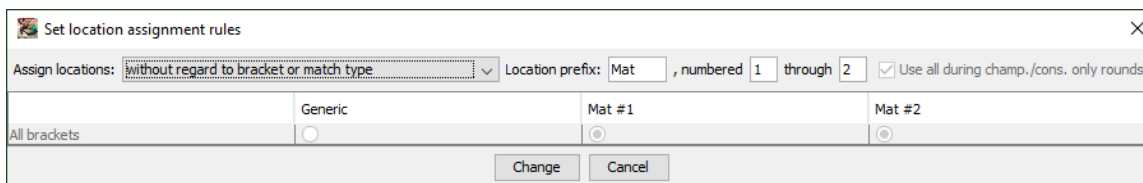
Click the [Change] button to apply the settings. Since the number of mats didn't change, the session configuration window still looks like the previous picture.

The fourth session is created by splitting the third. Click the [Split] button and [OK] on the resulting window (the third session starts and ends with round 6). The session configuration window will look like the picture below.
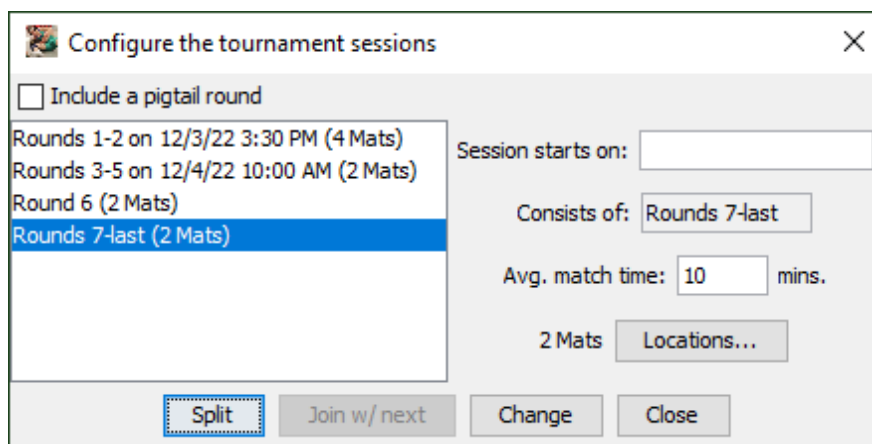
Round 7 is for the championship finals and starts at 5:30 PM. Change the "Session starts on:" field to "**12/4/22 5:30 PM**". Click the [Change] button to apply that start time.

Since only 1 mat will be used, click the [Locations...] button and change the ending mat number from "**2**" to "**1**". The locations window will look like the picture below:
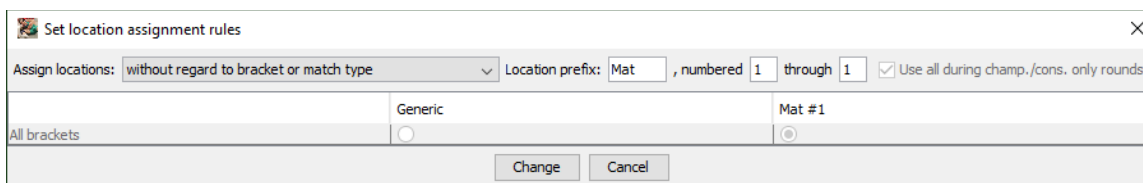
Click the [Change] button to apply these settings. The session configuration window looks like the picture below.
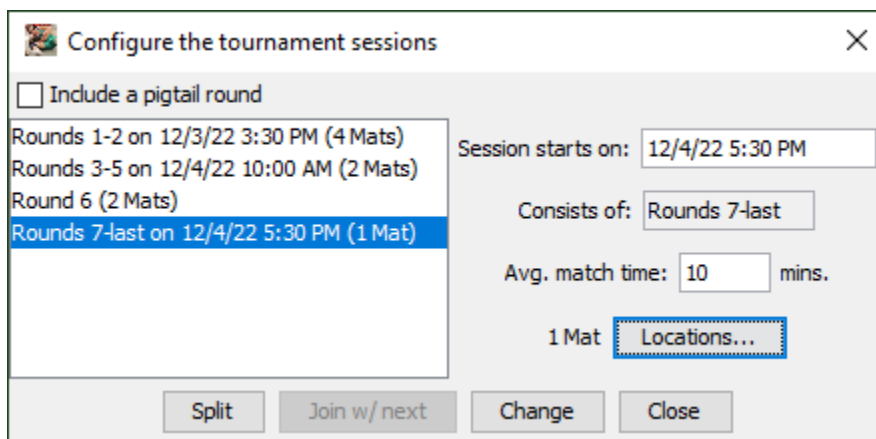
This completes the example session configuration. Click [Close] to dismiss the window.

If you make a mistake, highlight an existing session in the list, fix the error, and click the [Change] button. If you end up with too many sessions, you can merge two by highlighting the first and then clicking the [Join w/ next] button.

4.4.1 Configuring a pigtail round

If your tournament requires pigtail matches, you should configure a pigtail round. You create the pigtail round by checking the "Include a pigtail round" box on the session configuration window. At the moment you check the box, an additional session is added. The picture below shows what happened when the box was checked after creating the 4 sessions described above.
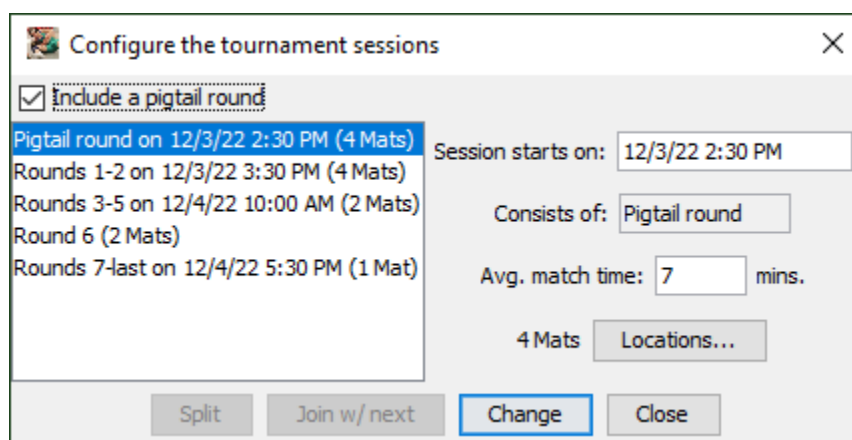
The pigtail round automatically inherits the location settings from round 1. It also assumes the pigtail round starts 1 hour prior to round 1. You change the pigtail settings using the same controls as used for the other sessions.

IMPORTANT The pigtail round is created and destroyed by checking/unchecking the "Include a pigtail round" box. It can't be Split or Joined. If you want round 1 to start immediately after pigtail matches, don't check the "Include a pigtail round" box and set the round 1 start time to when the pigtail matches should begin.

4.4.2 The "Generic" location

The locations associated with a session are *suggested*. They are automatically assigned by the program whenever the number of brackets or match count changes during tournament configuration.

If you've run tournaments by hand in the past, you may find it easier to manually assign mats by writing the mat number on the printed bout card. If this is the case, set each session to "1 generic location".

If you plan to use AnnouncerSR, there are times when you want to have some or all printed bout cards not assigned to a mat. The "Generic" column in [Locations...] window allows for this.

To demonstrate this, we will revisit the rules for the "Rounds 3-5" session from the above example. After weigh-ins, a review of the brackets reveals there aren't many wrestlers in the 220 and 285 brackets. As a result, mat #2 won't have many matches late in the third round.

Conversely, the 138 and 145 brackets are full. It is likely that matches for these weights will be waiting to run on mat #1 while mat #2 is unused. It's therefore best to *not* pre-assign mats for 138, 145, 220, and 285 matches in the session.

Highlight "Rounds 3-5 on 12/4/22 10:00 AM (2 mats)" on the session configuration window and click [Locations...]. The following window appears.

Per the above discussion, click the "Generic" column for the rows "138", "145", "220" and "285". The window now looks like the picture below.

By clicking the [Change] button, no locations will be assigned to matches in the 138, 145, 220, and 285 brackets during rounds 3, 4, and 5. Such matches must be manually assigned by writing mat numbers on the bout cards and/or assigning them with AnnouncerSR.

4.4.3 Location specific sequence numbers

Some tournaments want match numbers to start at 1 *for each mat*. Since TournamentSR needs each match number to be unique, it supports a second numbering system: Location specific sequence numbers. Unlike match numbers, Location specific sequence numbers start at 1 for each mat and increment by 1 for each subsequent match at each mat.

In order to use Location specific sequence numbers, you must enable the feature via the "File"/"Ladder/Misc. preferences…" menu ("Use location specific sequence numbers" check box). You must also configure all sessions to assign mat numbers to all matches.

Location specific sequence numbers are best used when each bracket is assigned to a specific mat. A single session is usually configured with the number of mats used throughout the day. Once the brackets have been finalized, the [Locations…] button is used to bring up the mat assignment rules for the session. Set "Assign locations:" to "**by associating each bracket with a location**". Set the correct number of mats and then ensure each bracket is assigned to a specific mat – don't assign any bracket to the "Generic" location.

To see the sequence numbers on ladder diagrams, use the "File"/"Ladder/Misc. preferences…" menu and check the "Locations" box in the area titled "Ladder preferences". We suggest *unchecking* "Match numbers" to avoid confusion.

The picture below shows the championship half of a ladder display with location specific sequence numbers configured:
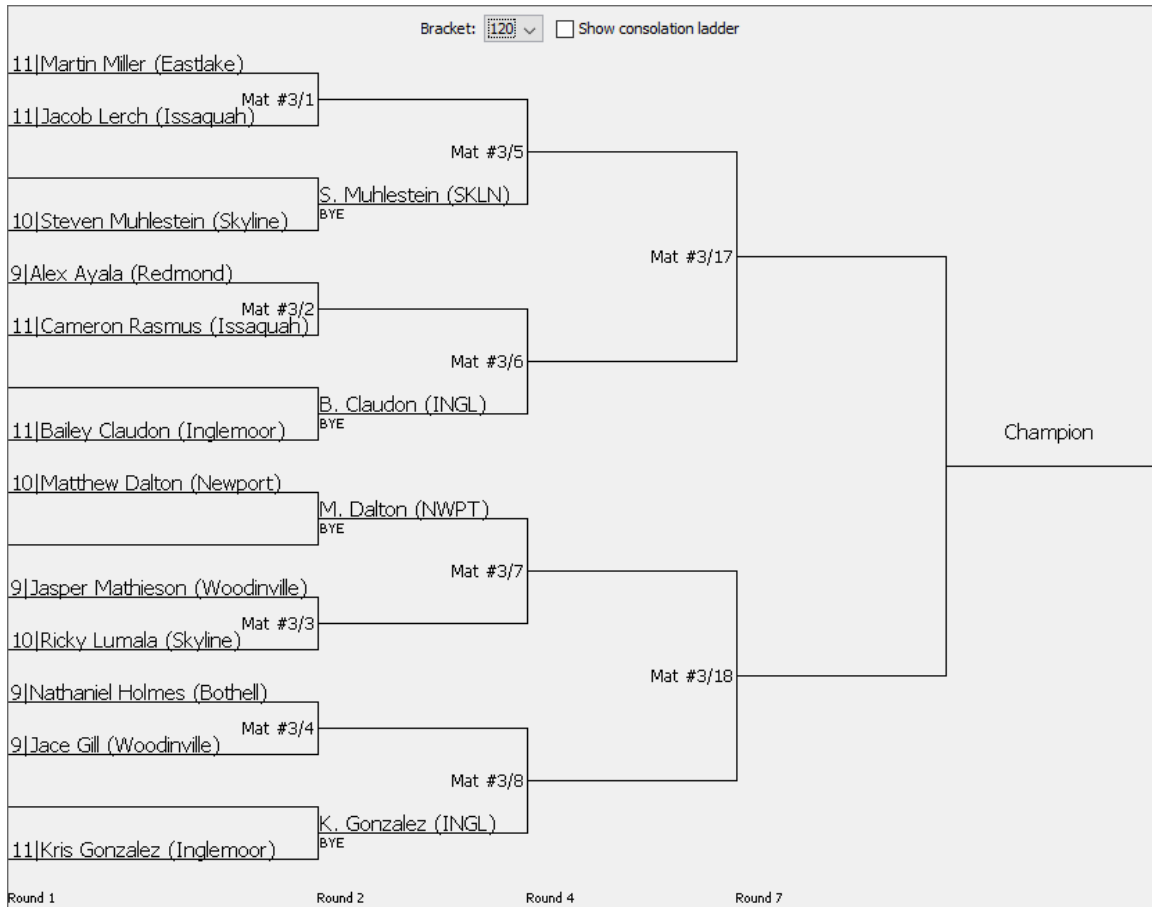
The sequence numbers appear immediately to the right of the mat assignment and a forward slash ('/'). Note that matches which don't get contested (e.g. Steven Muhlestein's first round bye) aren't assigned mats or sequence numbers.

The picture below shows the top portion of the bout card printed for the Ayala/Rasmus match:

As with the ladder display, the sequence number ("1") appears to the right of the mat assignment ("Mat #3"). The bout number (19) appears in its normal location on the far right. You must still use the bout number when entering the match results.

IMPORTANT   Emergency Bracket Repair can cause some or all location specific sequence numbers to change. If AnnouncerSR is used to move a match from one mat to another, the location will change but the sequence number will not. Either of these will cause the number that appears on the bout card to be different from the number that appears on ladder displays and printouts.

4.5 Printing configuration

Unlike most programs, TournamentSR supports using more than one printer. This is very handy if you use different colored paper for championship and consolation bout cards. It is also useful if you have a large format printer for posted brackets.

The "Print"/"Configure printing…" menu brings up a window that allows you to specify the printer and paper used for each kind of output. When the program is first run, the window appears similar to the picture below.
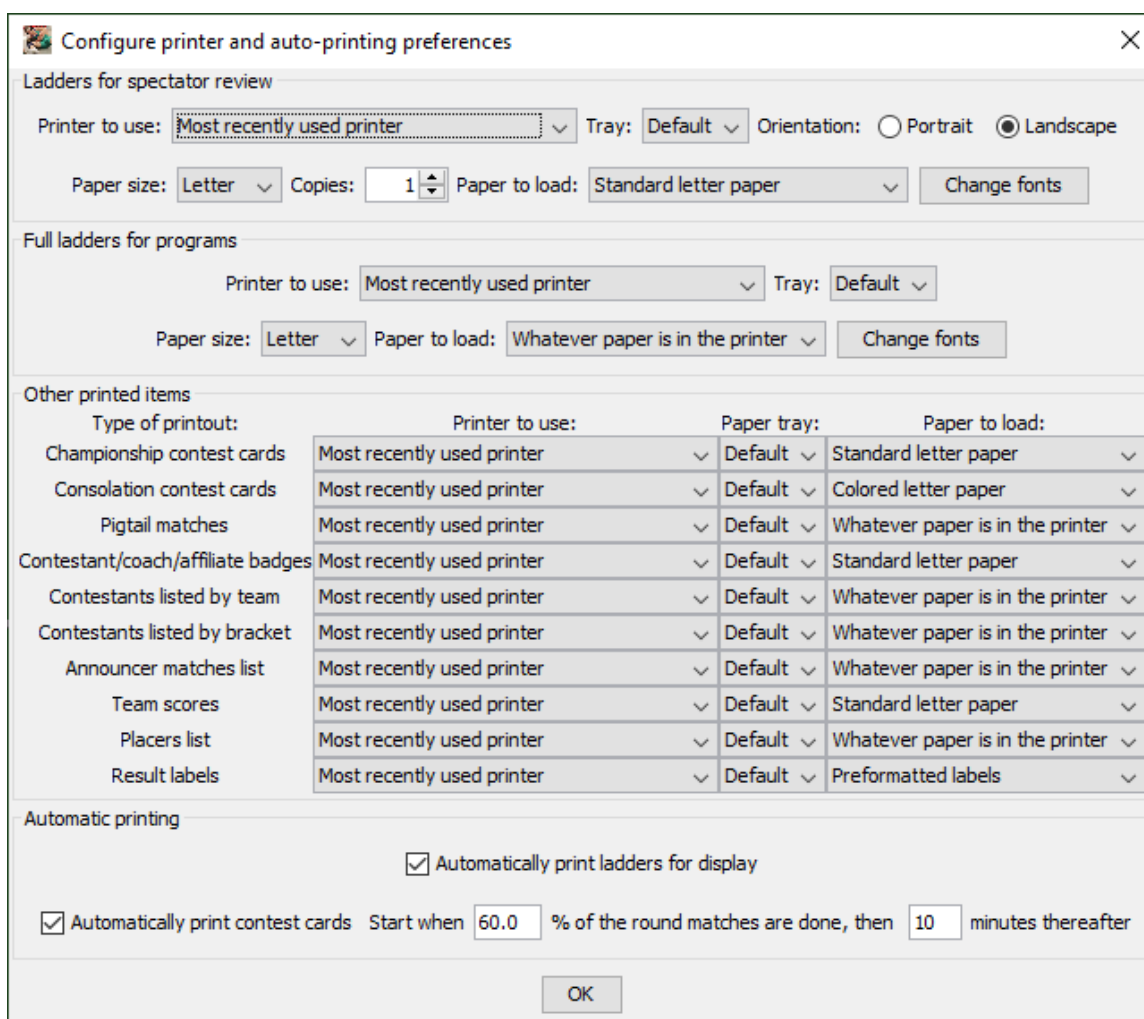
The window is divided into four areas: "Ladders for spectator review", "Full ladders for programs", "Other printed items", and "Automatic printing". The following subsections cover each of these areas.

4.5.1 Ladders for spectator review

The controls in this area determine the printer and printing preferences used when brackets for display are generated. These can be printed automatically

(see section 4.5.4) or manually (see section 3.3.8.1). The printer and font settings are also used as the defaults when printing the pigtail matches (see section 3.3.9).

The "Printer to use", "Tray", "Paper size", and "Copies" controls work the same as the "Printer", "Tray", "Paper size" and "Number of copies" controls described in section 3.3.1. The "Orientation" controls work the same as described in section 3.3.8.1.

Paper to load	This selects the paper type that should be loaded into the appropriate paper tray. TournamentSR keeps track of the paper loaded into each tray of each printer. It prompts you to load the correct type when needed. If you are only using one type of paper, set this to "**Whatever paper is in the printer**".
Change fonts	Clicking this button brings up a new window that lets you select the font style and size used on bracket printouts. A picture of the window is shown below. The font controls on this window are the same as described in section 3.3.8.1. Click [OK] to make the window disappear.
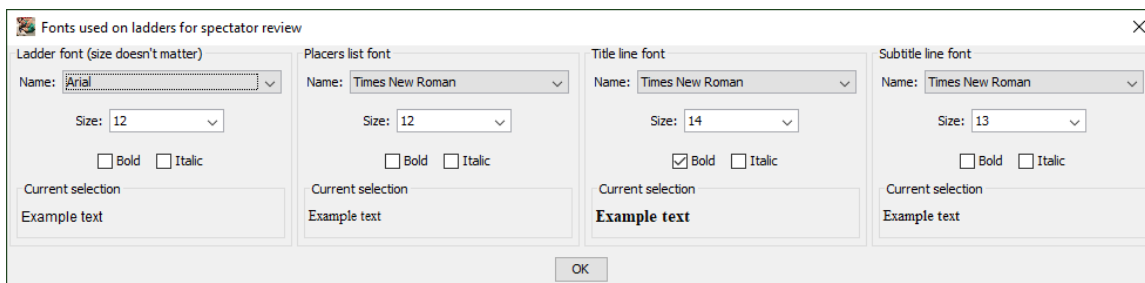
4.5.2 Full ladders for programs

The controls in this section determine the default printer and printing preferences used when elimination ladders for programs are created. Such ladders can only be printed manually (see section 3.3.8.2).

The "Printer to use", "Tray", "Paper to load", and [Change fonts] controls work the same as described in the previous section.

4.5.3 Other printed items

This area specifies the printer and paper type to use for printouts other than brackets. Such printouts generate use fixed paper sizes and orientations.

The area is divided into three columns: "Type of printout:", "Printer to use:" and "Paper to load:". The "Type of printout" column describes the information printed

and is associated with one of the "Print" menu items. The table below matches the "Type of printout" to the corresponding section of this manual.

Type of printout:	Print menu item
Championship contest cards	3.3.10
Consolation contest cards	3.3.10
Contestant/coach/affiliate badges	3.3.6
Contestants listed by team	3.3.5.1
Contestants listed by bracket	3.3.5.2
Announcer matches list	3.3.12
Team scores	3.3.13
Placers list	3.3.14
Result labels	3.3.16

In each row, the "Printer to use" drop down list works in the same manner as the "Printer" control described in section 3.3.1. The "Paper to load:" control works the same as described in section 4.5.1.

If you have more than one printer, setting these preferences ahead of time ensures the proper printer selection is made whenever you automatically or manually print the above items.

4.5.4 Automatic printing

When the tournament has started, you spend most of your time entering match results. With some other tournament programs, you also have to regularly print brackets for posting, and bout cards for the next round.

TournamentSR can automatically print the brackets and contest cards for you. Brackets are printed as soon as they have completed for the current round. Bout cards are printed after a percentage of the current round has completed, and at a time interval thereafter.

The automatic printing feature is turned on and off via the menu item described in section 3.3.3. When the feature is on, controls in this area determine if brackets, bout cards, or both are automatically printed.

Automatically print ladders for display

This check box determines if ladders for display will be automatically printed. If it is checked and automatic printing is turned on, the appropriate half (championship or consolation) of the bracket will be printed as soon as it finishes for the current round. If this box is not checked, brackets are not automatically printed.

Automatically print contest cards

This check box determines if bouts cards will be automatically printed. If it is checked and automatic printing is turned on, bout cards for the next round will be automatically printed when the criteria specified in the next two fields have been met.

Start when X% of round matches are done

This field specifies the minimum percentage of matches in the current round that must be completed before next round contest cards start printing. The default value (60%) provides good results. You are free to set the value higher (printing starts later in the round) or smaller (printing starts earlier in the round).

, then X minutes thereafter

This field specifies the time interval between printing contest cards after the percentage threshold has been reached. Bout cards come 1 or 2 to a page, so it is best to let a few accumulate before printing them. The 10 minute delay has worked well in testing. You can set the value higher (longer delay between printouts – more cards printed at a time) or smaller (shorter delay between printouts – fewer cards printed at a time).

IMPORTANT If bout cards are printed two per page, the printed set is designed to be cut in half from a single stack. The lower card stack is then placed underneath the upper card stack. This is different from other programs where you must interleave the two stacks by hand.

4.6 Using WiFi and the built-in server

You can provide "up to the minute" elimination ladders and team scores to anyone in the gymnasium with a WiFi capable device (smart phone, tablet, or laptop computer). This reduces the number of people trying to view the posted paper brackets. It also allows the coaches and wrestlers to quickly identify any data entry errors you might make during the tournament.

The only additional equipment you need to use this feature is a WiFi router. A router can be purchased from most office supply stores and costs around $30.

4.6.1 Connections

When using WiFi, connect your computer to the router per its instructions. We recommend using a network cable running from your computer to one of the router jacks labeled "LAN", "Ethernet", or "Local". You won't have a cable or DSL modem, so the jack marked "Internet" should be left *unconnected.*

4.6.2 WiFi security settings

When you set up the router for the first time, its installer program will have you select a network name and most likely an access password. If you only use the router at tournaments, the network name should be something everyone can recognize (e.g. "wrestling" or "brackets"). If you configure a password, then you can sell this on cards at the tournament. The password should be hard to guess. Don't set a password or use a very simple password if you don't want to charge for access.

The first time you use WiFi at a tournament, we recommend that you change the router to use an unsecured ("open") network. Instructions for doing this should be provided with your router and may require rerunning its installer program. While you don't charge for WiFi access, it gets everyone at the tournament used to having the information available. The next time you run a tournament, the spectators, wrestlers, and coaches will be happy to pay for access.

4.6.3 Testing WiFi operation (turning on the server)

Sometime before the tournament starts, you should connect your computer to the router and verify the WiFi feature works. You will need some WiFi-capable device to perform the tests.

TournamentSR works as a "server" which replies to requests from devices using their browser program. You turn on the "server" using the "File"/"Start web server" menu. TournamentSR enables the feature and displays the web address (URL) that the WiFi devices must use in the Status/Start tournament area (lower left corner of the screen).

An example of the status area with the server running is shown on the next page.

Web server

Local: http://192.168.66.21

Total hits: 0 Recent hits: 0

Automatic printing is off

Start the Tournament

In picture, the URL is "http://192.168.6.21". At this point you must connect your WiFi device to the network associated with your router. This is different for each kind of device, but requires you to turn on WiFi, find the network's ID in a list, selecting it, and then (if required) entering in the network password.

Once the WiFi connection is made, bring up the WiFi device's browser and enter the URL that appears in the Status/Start tournament area. For the picture above, you would have to type "**http://192.168.66.21**" and then [Go] or whatever is appropriate. After a few seconds, the screen on the WiFi device should look something like the picture below:

WiFi Example

Highlight contestants from: - none of the teams - ▼
(requires clicking [Show bracket])

Select the bracket to display: 106 ▼   Show bracket
- or -
Show team scores through round: current ▼   Show scores

In the picture, the tournament name is "WiFi Example". Click or tap on one of the buttons to see a bracket or table with the team scores. If you don't see this page, make sure your WiFi device is connected to the network associated with the router.

The "Highlight contestants from:" control is very useful to coaches and parents. Instruct them to choose their team from the list ("- none of the teams -" in the picture above) and then click or tap on [Show bracket]. All wrestlers from the selected team are automatically highlighted.

The highlight feature becomes even more useful when the Location specific sequence numbers or AnnouncerSR are used. In that case, the WiFi page includes a [Show called matches] button. When that button is clicked, matches assigned to the mats are listed with wrestlers from the selected team highlighted. An example of this is shown on the next page.

WiFi Example with Called Matches

Highlight contestants from: [Issaquah (ISSA) ▾]
(requires clicking [Show bracket] or [Show called matches])

Select the bracket to display: [106 ▾] [Show bracket]
- or -
Show team scores through round: [current ▾] [Show scores]
- or -
[Show called matches]

Mat #1				
Match	Bracket			
115	106	11|Kona Bertolino (Skyline)	vs	9|Pavel Hoffelaer (Issaquah)
123	113	10|Trevor Crabb (Bothell)	vs	9|Jobe Zuniga (Redmond)
137	126	12|Steven Solusod (Issaquah)	vs	12|Chip Hoehl (Issaquah)
147	132	10|Duncan Harrison (Mt. Si)	vs	12|Dakota Kutz (Issaquah)

Mat #2				
Match	Bracket			
116	106	9|Kailikaimoana Smith (Bothell)	vs	9|Nadav Levanoni (Redmond)
124	113	9|John Bernado (Issaquah)	vs	9|Anakin Macarthur (Eastlake)
138	126	10|Mahmoud Abualtin (Redmond)	vs	11|Paul Abboud (Skyline)

Mat #3				
Match	Bracket			
113	106	10|Cameron Roark (Bothell)	vs	9|Jacob Hollmer (Eastlake)
129	120	11|Martin Miller (Eastlake)	vs	11|Jacob Lerch (Issaquah)
139	126	11|Raymond Park (Newport)	vs	9|Victor Guardarrama (Woodinville)

Mat #4				
Match	Bracket			
114	106	9|Cole Turner (Skyline)	vs	9|Joshua Lee (Newport)
130	120	9|Alex Ayala (Redmond)	vs	11|Bailey Claudon (Inglemoor)
140	126	10|Josh Medvinsky (Redmond)	vs	9|Spencer Marenco (Mt. Si)
148	132	11|Judah Dorsey (Redmond)	vs	12|Josh Thompson-Janis (Bothell)

"Highlight contestants from:" is set to "Issaquah (ISSA)". The [Show called matches] button was then clicked. Issaquah coaches can immediately see they have 4 wrestlers on Mat #1. Pael Hoffelaer is currently wrestling, Steven Solusod and Chip Hoehl are in the hole, and Dakota Kutz wrestles after Steven and Chip. Issaquah also has wrestlers on deck on both Mat #2 (John Bernado) and Mat #3 (Jacob Lerch).

IMPORTANT Some programs create "virtual network ports" which cause TournamentSR to list more than one URL when the web server feature is on. In this case, you will need to try each of the listed URLs in order to determine which one is associated with your router. Only the URLs listed under "Local:" need to be tried.

The "Web server" status area displays the total number of times the current information has been retrieved ("Total hits:"). It also displays the number of times information has been retrieved since "File", "Start web server" was selected.

This information can be used when talking to sponsors as it shows how many times people are viewing the brackets and team scores.

4.6.4 Adding images to the WiFi web pages

TournamentSR supports up to three images on each page displayed by the server: a Main logo, a Primary Sponsor, and a Secondary sponsor. The Main logo and Primary sponsor images are always the same for every page. The Secondary sponsor image can change depending on how many images you specify.

The main purpose of using images is to allow you to sell tournament "sponsorships" for fundraising. You talk to local companies and offer to include an image (usually a logo or combination of logo and short text) that they provide at your tournament. In return, the company pays you an amount they feel is worth for the advertising space.

The Main logo appears at the top of every page to the left of the tournament's name. The Primary sponsor image also appears on every web page in an area immediately below the tournament name. One of the Secondary sponsor images is randomly selected each time a page is requested. The selected image is placed to the right of the Primary sponsor's image.

Use the "File"/"Web logo and sponsors..." menu to configure the images. Selecting that menu causes a new window to be displayed. When the program is first started, the window looks like the picture below.
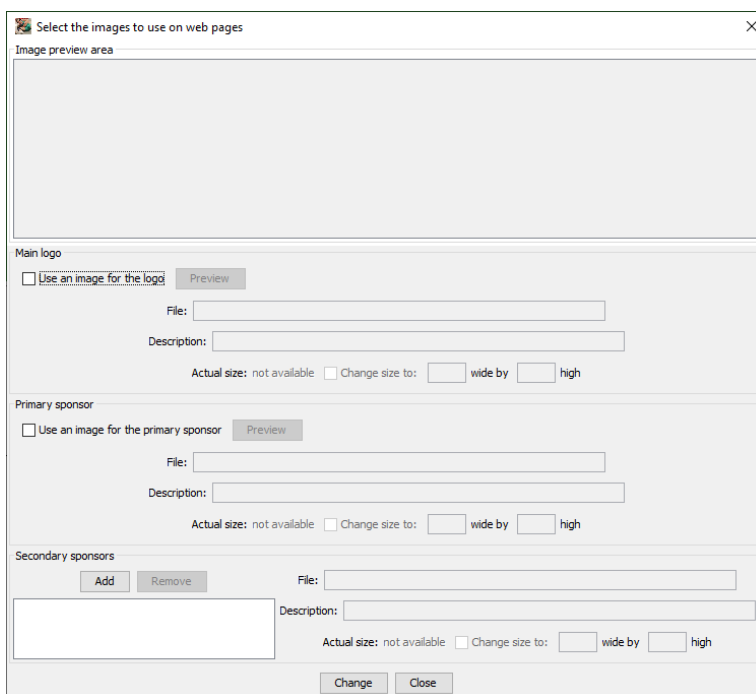
IMPORTANT   Images files must be either JPEG (extension JPG or JPEG), Graphics Information Format (extension GIF), or Portable Network Graphics format (extension PNG).

To include a Main logo image, click the check box titled "Use an image for the logo" in the "Main logo" area. This brings up a file selection window so you can locate and choose the image you wish to use. If you select an image and the file selection window immediately re-appears, the image format was invalid. Once you have selected a legal image, the file selection window disappears and the window previews your selection.

In the example shown below, the image for SmartRun Systems, Inc. was chosen for the Main logo.
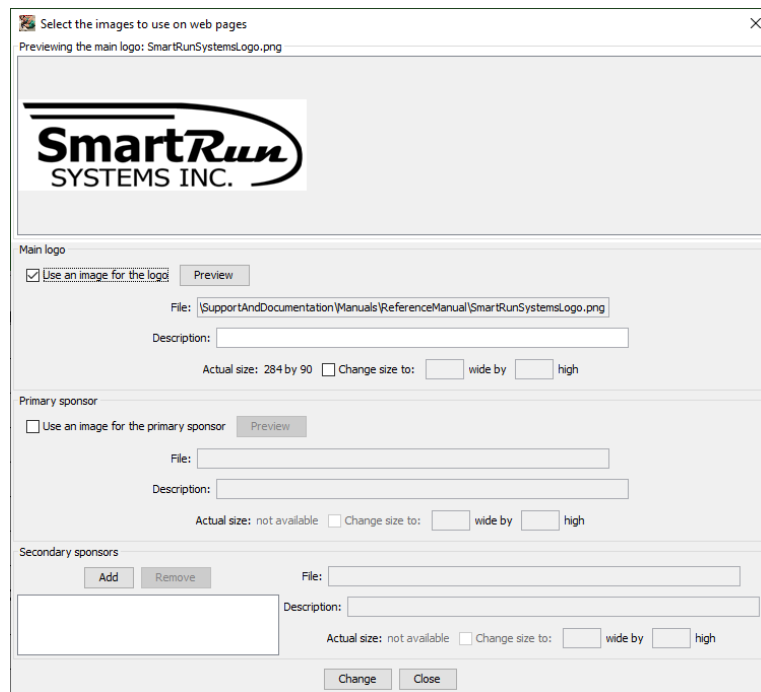
In addition to displaying the selected image in the preview area, the "Description:" and "Change size to:" controls are enabled. For most cases, these will remain blank and un-checked (respectively).

If you have a true Internet connection at the tournament (i.e. you are connected to a WiFi router that *does* have Internet access), you can fill the "Description:" text field with the URL for the sponsor's actual web site. When a person using a WiFi device clicks on the image, they are redirected to that URL. This makes the image work as a link to the sponsor's web site.

If you are not connected to the Internet or you don't want to use links, you can still fill the "Description:" field with information that describes the image. Some WiFi devices will have this description appear as a pop-up window whenever the user taps or moves the mouse pointer over the image.

Checking the "Change size to:" box allows you to specify the image's width and height as it appears on the web page. This is useful when you have a very large image file (e.g. 2000 x 1000) and want it to be smaller when viewed on WiFi devices.

To eliminate using a Main logo image, un-check "Use an image for the logo". To change the Main logo image, un-check "Use an image for the logo" and then click it again to get the image file selection window to appear.

Using a Primary sponsor image is the same as the above procedure except you click the box titled "Use an image for the primary sponsor" in the "Primary sponsor" area.

Specifying one or more Secondary sponsor images is mostly the same as the above procedure. Since more than one image can be used, a list (the white area in the lower left corner of the window) displays all image files you have chosen.

To add a Secondary sponsor image, click the [Add] button in the "Secondary sponsors" area. The process of choosing the image file and setting its description and web page size is the same as for the Main logo. The picture below shows the window immediately after adding "TournamentSRMiniLogo" as a Secondary sponsor.
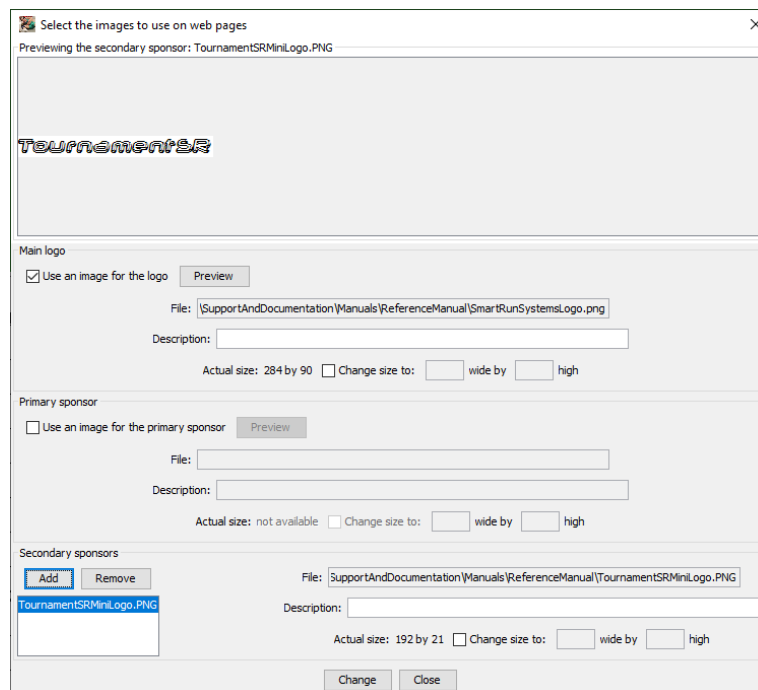
To modify a secondary sponsor image that has already been added, click on its name in the list. You can then click the [Remove] button to discard the image, or update the Description and/or web image size controls as you see fit.

IMPORTANT   The modifications you make on this window don't take effect unless you click the [Change] button. If you make changes and click [Close] without clicking [Change], the modifications you made are lost.

4.7 Creating labels for award brackets

Some tournaments award poster sized brackets to each winner. The ladder lines are preprinted or hand drawn and the wrestler names are added using printed labels. Each label contains the wrestler's name, team name, and winning match score. TournamentSR can directly print such labels for a limited number of types. See section 3.3.16 for details.

If the label you need isn't one of the supported types, you can export the information. TournamentSR supports two types of programs for label generation: applications that generate labels from database files and word processing programs that support "mail merge" into label documents.

IMPORTANT   The exported label information files are designed for older programs. It may be that recent label generation and word processing programs cannot load and use label information files created by TournamentSR.

4.7.1 Exporting label information

The first step in creating labels is to export the names and match information from TournamentSR. This is usually done some time after the semi-finals have completed and before the consolation finals. It can be done in several stages over the course of the entire tournament. Use the "File"/"Export result labels…" menu to bring up the following window:
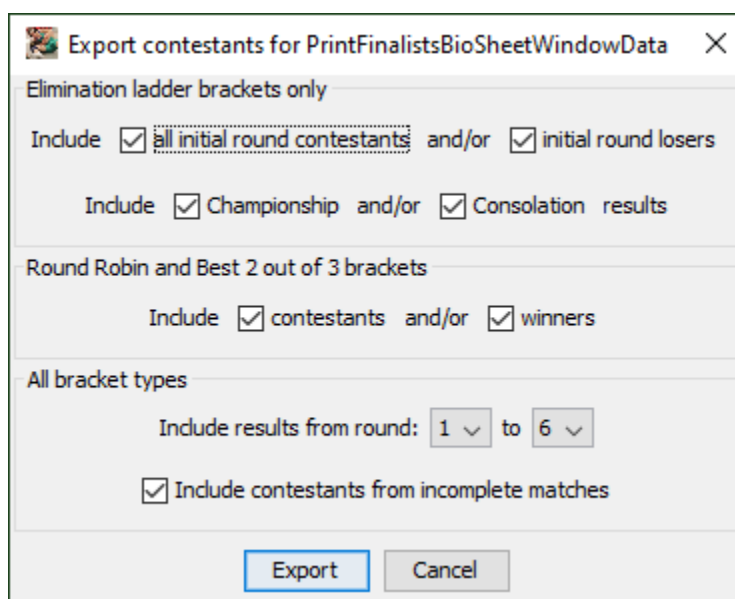
Most of the window controls are described in sections 3.3.1 and 3.3.16. The [Export] button is described on the next page.

Export	Clicking this button brings up a file selection window. If you use a label creation program that reads database files, set the file type to "*.dbf – DBF files". If you use the mail merge feature of a word processing program, set the file type to "*.txt – TXT files". Saving the file completes the first step of creating labels.
IMPORTANT	All championship round contestant labels are printed <u>before</u> consolation labels in each double elimination bracket. When adding labels to the poster, you populate the championship half before populating the consolation half.

4.7.2 Printing labels using the database file

You must use a 3rd party label generation program to import the file saved above into labels that can be printed. TournamentSR's database export file format was for Avery's DesignPro program. That program has been replaced by Avery Design & Print which doesn't accept the database file. Future versions of TournamentSR may export label information in a format compatible with the new program.

4.7.3 Printing labels using mail merge

You must use a 3rd party word processing program to import the file saved above into the label set that you subsequently print. TournamentSR's text files were designed for an old version of Microsoft Word. While the files might work with current versions of Word, covering that operation is outside the scope of this manual. Future versions of TournamentSR may export label data in a format compatible with recent versions of Microsoft Word.

4.8 Importing placers from a previous tournament

If the teams and contestants of your tournament advanced from a previous tournament, you can automatically load the team and wrestler names from a "placers" file. Section 3.1.18 covers how to generate a placers file.

IMPORTANT   You must use this feature after you have created all of the brackets.

The "File"/"Import previous tournament placers…" menu is used to load the team and contestant names into your tournament. When you select that menu, you will be prompted to select the placers file. Once you make the selection, the following window appears.
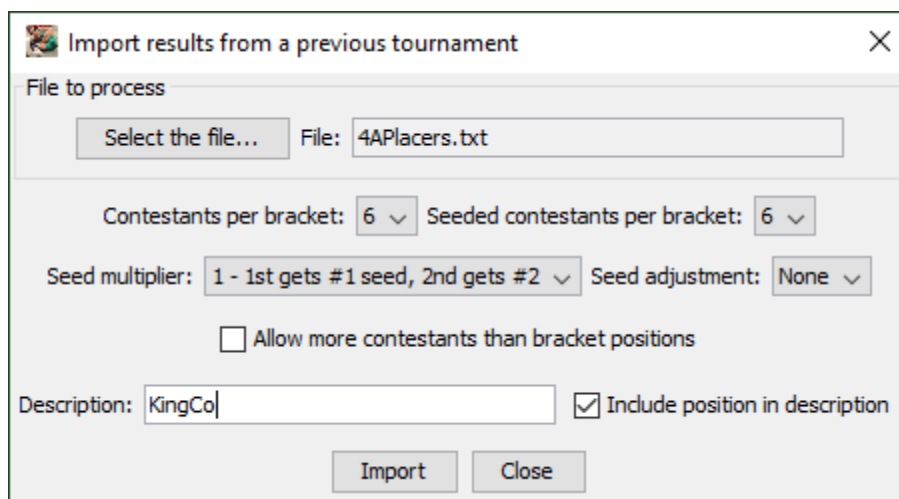
In the picture above, the selected file was named "4APlacers.txt". The example file provided 6 placers from each bracket (the two first two drop down lists are set to "6"). If you choose the wrong file or none of the settings look right, click [Select the file…] and choose a different placers file.

The other controls on the window are described below:

Contestants per bracket:
This specifies the maximum number of placers (per bracket) to be imported. This is usually smaller than the number of placers reported in the file. Placers listed at positions after this setting will *not* be imported.

Seeded contestants per bracket:
This specifies how many of the imported placers will be assigned requested seeds. This should be set to a number less than or equal to "Contestants per bracket".

Seed multiplier: This setting should only be changed if you are importing contestants from multiple placer files and need to interleave

the seeds. For contestants that get assigned seeds (per the "Seeded contestants per bracket" value), this can be used to multiply the finishing position (e.g. 1 for first, 2 for second, …) by a value other than 1. If you are importing multiple placer files, set this to 1 for the first file you import, 2 for the second file you import, and so on. Up to 4 placer files are supported by this setting.

Seed adjustment: This setting should only be changed if you are importing contestants from multiple placer files and need force all seeds from one file after seeds from a previous file. For contestants that get assigned seeds (per the "Seeded contestants per bracket" value), this can be used to add a constant value to the finishing position. For example, if you already have 4 seeded contestants in each bracket and want the winner from the new file to get the #5 seed, set this to "**+4**" (add 4 to 1 to get 5). The default setting doesn't adjust the finishing position (winner is assigned the #1 seed).

Allow more contestants than bracket positions

This should only be checked if you plan to have pig-tail matches in your tournament, or want to import more contestants that you actually plan to use. When this is checked, contestants can be imported without requested seeds even if the bracket is already full. If this is not checked, the program will not import contestants into a full bracket.

Description If you plan to import contestants from more than one tournament, it is a good idea to populate this field with a short description of the tournament being imported. Each contestant read from the file will use this text as the "Previous tournament or seeding comment". In the example pictured above, each contestant imported from the file will be assigned "KingCo". This causes "{KingCo}" to appear after their names and teams on contestant and seeding windows.

Include position in description

Checking this box causes the finishing position of each imported player to be prefixed to the "Description" text (described above). For example, if this was checked, the winner of each bracket imported from the above dialog would have "P1 KingCo". Since this box isn't checked in the example, the "Description" would be "KingCo".

Import Clicking this button causes the team and contestant names to be imported from the placers file.

Close Click button to make the import placers window disappear.

4.9 Adding images to ladder printouts

Whenever you manually print ladders (section 3.3.8), the resulting window includes a button titled [**Image…**]. This button is used to select, position, and size an image loaded from a file. The image is then included on the printout(s). This section details the process of selecting and positioning such an image.

IMPORTANT   At this time, TournamentSR doesn't support images on ladder printouts that are automatically generated. This is due to the length of time it takes to print a ladder with an image plus the wasted ink due to the number of times each bracket is printed. If you feel the program ought to support images on automatically printed ladders, please email us (tournamentsr@smartrunsys.com) with that request.

When you click the [Image…] button, a new window appears. The picture below shows the window launched from "Print"/"Print ladders…"/"for display…".
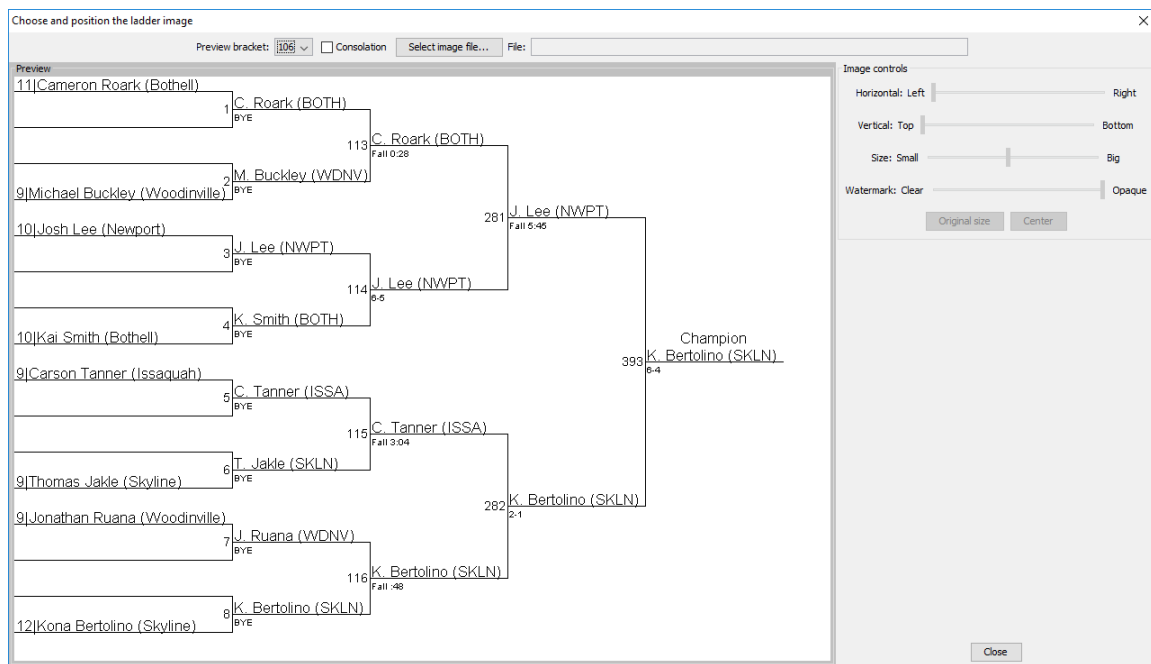
The "Preview" area shows how the page will appear for the bracket selected from the "Preview bracket" drop-down list. Clicking the "Consolation" check box causes the consolation half of the ladder to be previewed.

To add an image, click [Select image file…]. Standard web image files are supported (e.g. JPEG, PNG, GIF). Once you select an image, it will appear in the upper left corner of the Preview area. The TournamentSR logo image was loaded in the picture below:
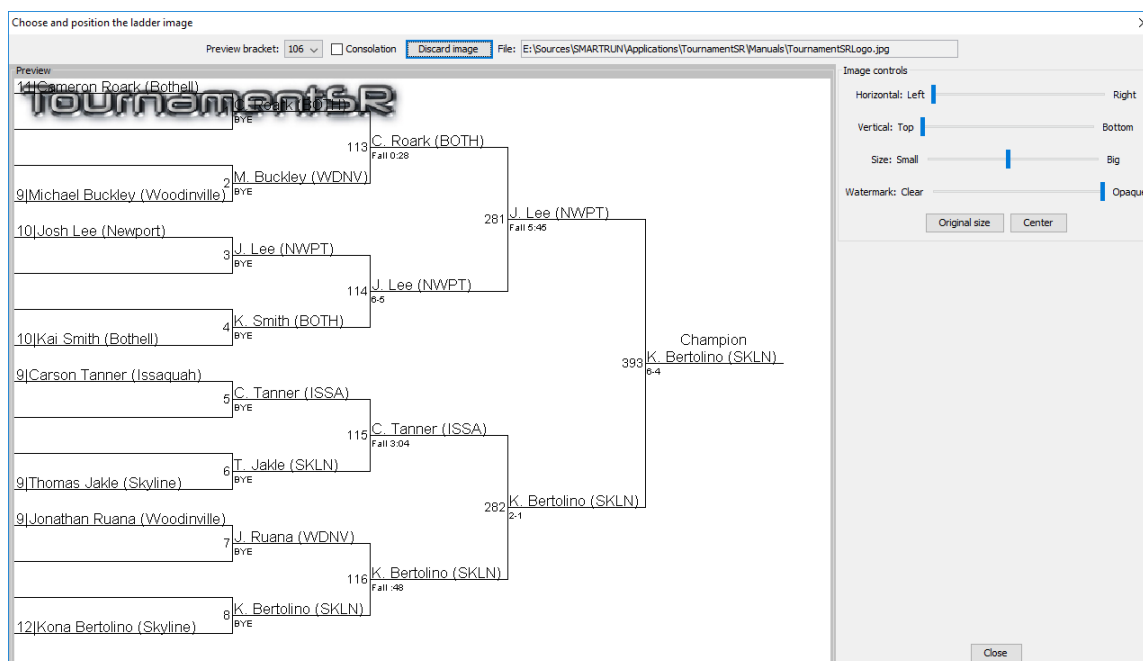
IMPORTANT Windows-specific (e.g. BMP) image types are not supported. Very large images may successfully load, but not display. If that occurs, choose a smaller image file.

Note that the button title changes to [Discard image] and the loaded image file path appears after "File:". Also note that the four "slider" style controls and the two buttons in the area titled "Image controls" are enabled. These are explained below.

Horizontal (Left/Right)   This adjusts the image's left edge. The leftmost position represents the left edge of the page. The rightmost position pushes the entire image off the right side of the page.

Vertical (Top/Bottom)   This adjusts the image's top edge. The leftmost position represents the top edge of the page. The rightmost position pushes the entire image off the bottom of the page.

Size (Small/Large)   This adjusts the size of the image. The leftmost position reduces the image to 10% of its original size. The rightmost position represents 200% (two times) the original size.

Watermark (Clear/Opaque)   This adjusts the transparency of the image. The leftmost position makes the entire image transparent (invisible). The rightmost position makes the image fully opaque. This is also known as the image's "alpha level."

Original size   This button resets the "Size" control so the image is its original size.

Center   This button updates the Horizontal and Vertical
                                    controls so the image is centered on the page. If
                                    you then modify the image's size, you will have to
                                    click this button again to have it centered.

In the picture below, the image has been made smaller using the Size control,
more transparent via the Watermark control, horizontally centered via the
[Center] button, and then moved up using the Vertical control.
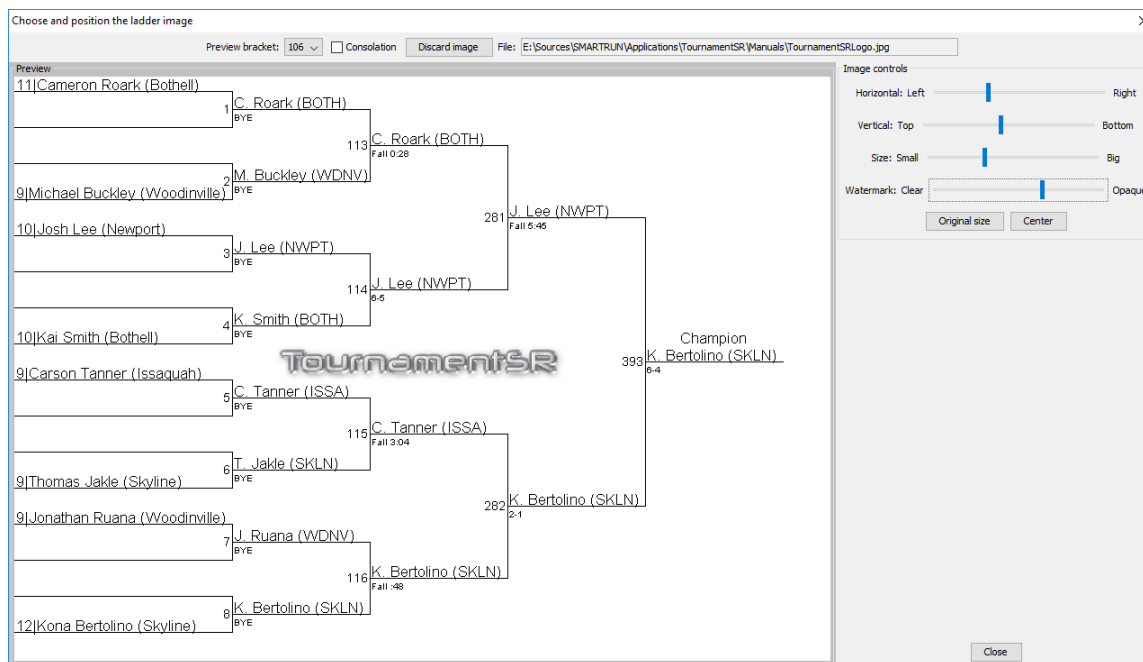
Once you have adjusted the image for the one bracket, we recommend you
confirm it looks good for all brackets. Click on the "Preview bracket" drop down
list and then use the up and down arrow keys to cycle through the brackets.

If you decide you don't want to use an image, or want to load a different one,
click the [Discard image] button. Once you have confirmed the image looks good
enough for your needs, click the [Close] button to return to the bracket printing
window.

The image you have chosen will only remain until you load another tournament
file. The settings don't get saved, so the next time you load this tournament no
image will be present.

IMPORTANT   When the Watermark isn't fully Opaque and a Size other than
                 original is selected, printouts may have disjoint ladder segments.
                 We have been unable to resolve this issue. The best work-around
                 is to use a 3rd party program to change the image size so it
                 doesn't need to be adjusted in TournamentSR.

The paragraphs below discuss options for image placement. These are only recommendations.

Ladders for display
The completed championship bracket will have the top placers (e.g. 1st through 6th) listed in the upper right corner of the page. The best place for a fully opaque image is therefore in the lower right corner. A semi-transparent image can be placed anywhere as long as the black text reads OK.

The consolation ladder will have 5th/6th and 7th/8th place matches in the lower right corner of the page. The best place for a fully opaque image is the upper right corner since the placers are not included on these ladders. A semi-transparent image can be placed anywhere as long as the black text reads OK.

Ladders for programs
A completed bracket will include the top placers listed in the upper right corner of the page. The bottom right corner will have the 5th/6th and 7th/8th place matches. The best place for a fully opaque image is therefore along the right edge in the area between the championship and consolation ladders. A semi-transparent image can be placed anywhere as long as the black text reads OK.

4.10 Detailed drag and drop behavior

Drag and drop is used to move and re-order contestants on the Seeding window (section 2.1.5). This section provides details on drag and drop behavior.

4.10.1   Using drag and drop

You can use drag and drop with any contestant that appears in the unplaced list (left side of the window) and the initial round matches list (right side of the window). Drag and drop begins by pressing and holding the mouse button down on a contestant's name. Moving the mouse pointer with the button held down is the "drag" phase of the drag and drop operation. The operation completes when you release the mouse button ("drop") with the pointer over a different location in the unplaced or initial round matches list.

As you move the mouse with the button held down, the mouse pointer appearance changes to indicate if the "drop" at the current location is allowed. If the drop is not allowed, the mouse pointer will be circular. On Windows and Linux computers the pointer will be a circle with a slash. On Macintosh computers the circular pointer will appear to rotate.

If the drop is allowed at the current location, the mouse pointer on Windows computers will be an arrow with a small box attached. On Macintosh computers, the pointer will be in the shape of a hand. If you release the mouse button, the contestant you dragged will be installed at the location of the drop. Movement of one or more additional contestants (e.g. an existing contestant at the drop location) depends on the state of the "**Drag and drop:**" control. If the mouse pointer is circular, nothing happens when you release the mouse button.

4.10.2   Swap versus Insert

The "Drag and drop:" drop down list defaults to "swaps the dragged contestant with the one at the drop site". In addition to installing the dragged wrestler at the drop location, this causes the wrestler or empty spot at the drop site to be installed at the dragged wrestler's initial position.

If the "Drag and drop:" selection is changed to "inserts the dragged contestant at the drop site", the behavior changes. The wrestler or empty spot at the drop site and all wrestlers in between the dragged wrestler's position and the drop position are bumped up or down one position to make room for the dragged wrestler.

The best way to see the difference between these two modes is by example. The picture on the next page shows an 8 wrestler bracket with one pigtail match.
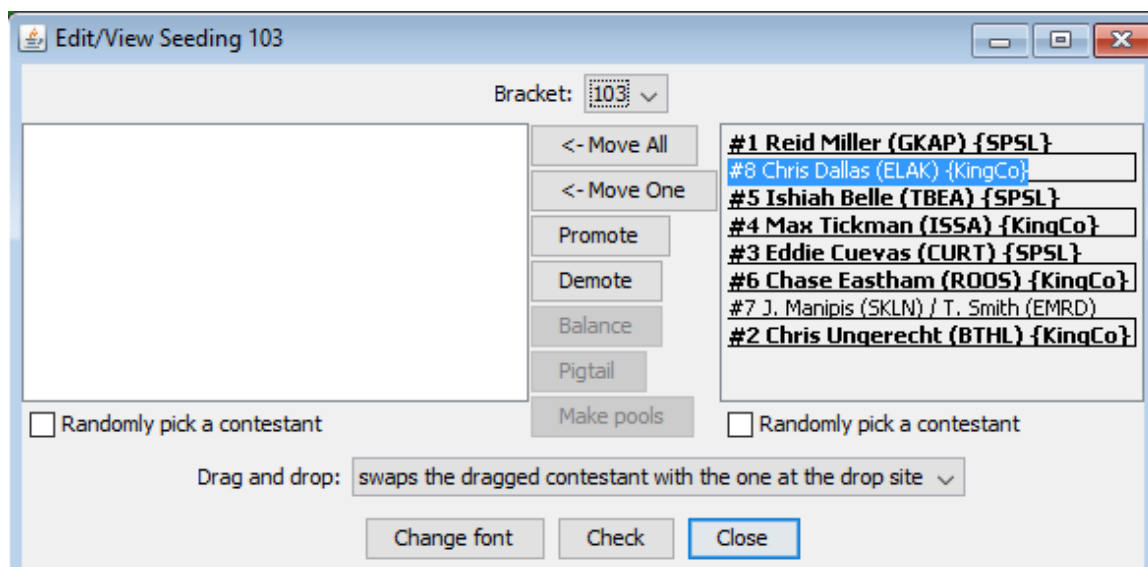
Note the "Drag and drop:" mode is set to "swaps the dragged contestant with the one at the drop site". If "#8 Chris Dallas (ELAK) {KingCo}" is dragged and dropped over "#3 Eddie Cuevas (CURT) {SPSL}", the window changes to look like the picture below.
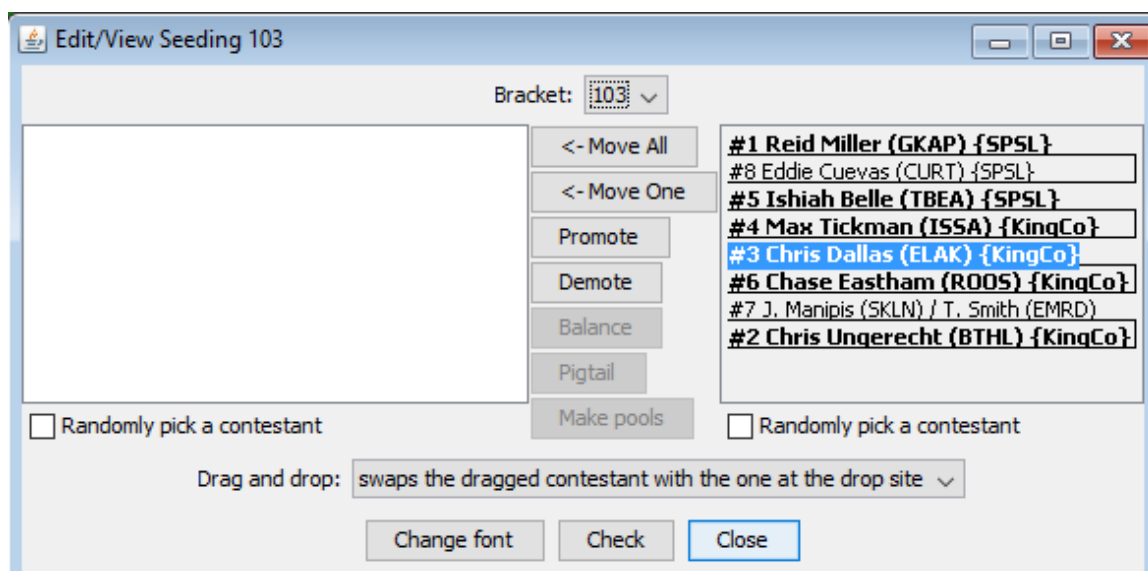
Chris Dallas now occupies the position where Eddie Cuevas used to appear (#3). Eddie Cuevas now occupies the position where Chris Dallas originally appeared (#8). No other contestants have moved. Notice that Chris now has the #3 seed (text is bold) and Eddie no longer has a seed (text isn't bold).

If the same drag and drop operation is performed with "Drag and drop:" set to "inserts the dragged contestant at the drop site", the resulting window is:
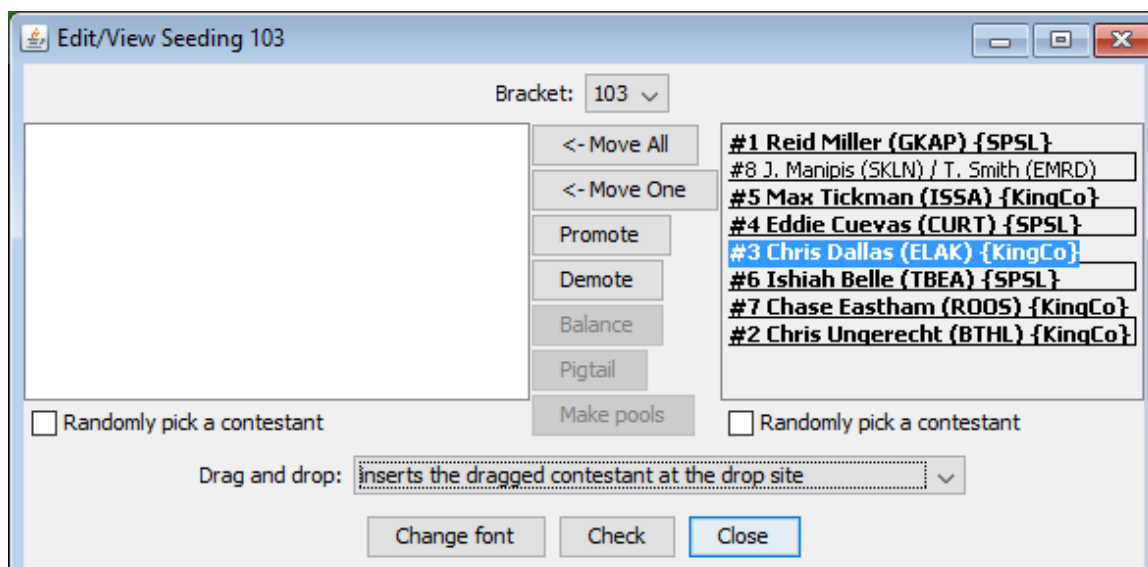
Chris Dallas takes the position previously occupied by Eddie Cuevas (#3). This is the same as the swap operation. Unlike swap, all wrestlers between the drag position (#8) and the drop position (#3) have been bumped down. Eddie Cuevas has been moved from position #3 to #4. Max Tickman has moved from position #4 to #5, and so on. The pigtail match at position #7 bumps down to the position formerly occupied by Chris Dallas (#8). As with swap, Chris is now seeded (text is bold). Unlike swap, Eddie remains seeded (#4 text is bold).

IMPORTANT While you are allowed to drag a wrestler from the initial round matches list to the unplaced list in swap mode, the program just moves the player as if the [<- Move One] button was clicked.

Since swap mode only affects the positions of two contestants, the Seeding window always defaults to that mode. When you need to insert a wrestler into an occupied initial round matches list position, or move a wrestler out of the first initial matches list, you should temporarily change to insert mode.

4.10.3 Insert and empty first round matches list positions

When "Drag and drop:" is set to "inserts the dragged contestant at the drop site" and you drop a wrestler on an empty location, you might be surprised by the result. Consider the example below:
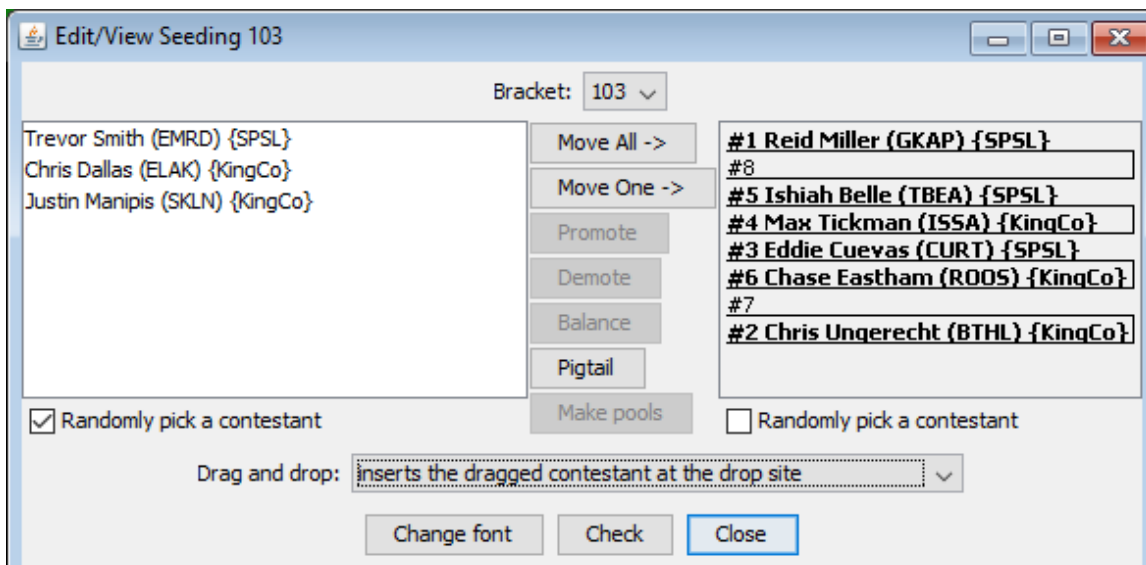
If "#3 Eddie Cuevas (CURT) {SPSL}" is moved to position #8, the resulting window becomes:
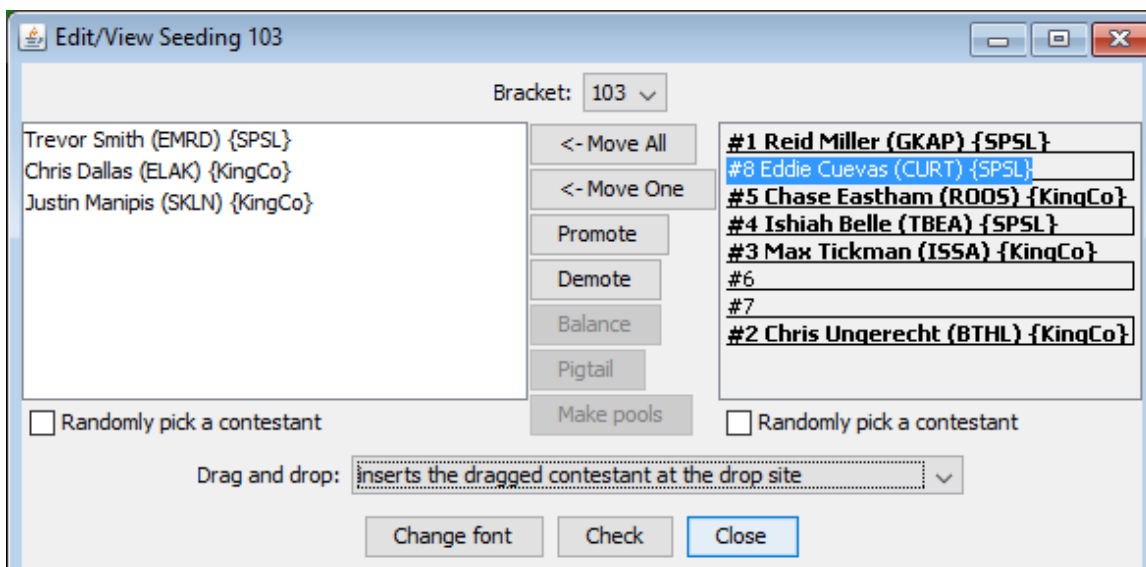
While not immediately obvious, the two empty positions (#6 and #7) are correct. Because Eddie Cuevas moved from position #3, Max Tickman was bumped *up* from position #4 to #3. Ishiah Belle, Chase Eastham, and two empty positions originally at #7 and #8 have been bumped up to positions #4 through #7 respectively. Eddie Cuevas is then installed at position #8 (leaving the two empty spots at #6 and #7).

4.10.4   Moving seeds out of the initial round matches list

As noted earlier, you are allowed to drag wrestlers from the initial round matches list to the unplaced list. If the dragged wrestler is seeded, the resulting match set depends on the "When scratching a seed:" mode specified in the "Seeding mode

preferences" area of the window that appears using "File"/"Ladder/Misc. preferences…".

The act of moving a seeded wrestler to the unplaced list is the same as changing his/her requested seed to "No seed" on either the Contestants by team or Contestants by bracket window. See section 4.2.3 for details on how removing a seeded wrestler affects the initial round matches list.

4.10.5   Moving wrestlers into seeded positions

When "Drag and drop:" is set to insert mode and you drop an unplaced wrestler onto a seeded position of the initial round matches list, the resulting match set depends on the "When adding a seed:" mode specified in the "Seeding mode preferences" section of the window that appears using "File"/"Ladder/Misc. preferences…"

The act of dropping an unplaced wrestler onto a seeded position in the initial round matches list is the same as changing the unplaced wrestler's seed value to the drop location's number on either the Contestants by team or Contestants by bracket window. See section 4.2.2 for details on how adding a seeded wrestler affects the initial round matches list.

4.10.6   Moving wrestlers between seeding windows

You are allowed to move a wrestler from one seeding window to another. This is a quick way to reassign a wrestler's bracket and seeding. You are permitted to move the wrestler into the unplaced list or directly into the initial round matches list of the destination window.

IMPORTANT   The program always uses "inserts the dragged contestant at the drop site" when a wrestler is dropped onto a different Seeding window. Even if "Drag and drop" is set to "swaps the dragged contestant with the one at the drop site".

4.10.7   Moving wrestlers between other windows

TournamentSR version 8.3.0 and later allows you to drag and drop wrestlers between *any* two windows in the Setup windows area. For example, you can change a wrestler's bracket by dragging it from one "Contestants by bracket" window to another "Contestants by bracket" window.

IMPORTANT   Whenever you drop a seeded wrestler on a "Contestants by bracket", the seeding is reset to "No seed". If the registration information field for that wrestler was blank, it will be populated with the previous bracket name and the previous seeding number.

4.11 Using Emergency bracket repair

Once the tournament starts, the Bracket list, Teams list, Contestants list, and Seeding windows prevent adding, removing, and moving entries. This ensures changes that adversely affect the tournament aren't made by accident.

There is a, however, a mechanism to add and remove wrestlers from a bracket after the tournament starts: Emergency bracket repair. With the recommended settings, Emergency bracket repair allows changing the size and/or structure of a bracket.

The repair sequence consists of the following steps:

1. Select a bracket that needs emergency repair. All bout cards for that bracket are recalled. All match results for the bracket to reset to "Not competed".
2. Manually remove, add, and move contestants in the selected bracket so it is correct. This can include changing the bracket size and structure as long as match numbering uses letters and numbers. See section 3.1.8.5 for configuring match numbers.
3. Indicate Emergency repair has completed. New contest cards are automatically created for the initial round matches that need to be run. Initial round matches that were finished before the repair, and exist after the repair, have the results automatically re-entered.
4. Run any matches that are new or changed from before the repair operation.

With the exception of 4, all steps listed above are performed via the "View", "Emergency bracket repair…" menu described in section 3.2.14. The option is only available after the tournament has started.

When you select the Emergency bracket repair menu item, a window similar to the picture on the right appears.

This is very similar to the Seeding window in appearance and use. The "Bracket:" drop down list allows selection of the bracket you wish to modify. Each time you change this selection, the initial round matches list changes. You must choose the bracket you wish to change before clicking the [Repair this bracket] button.
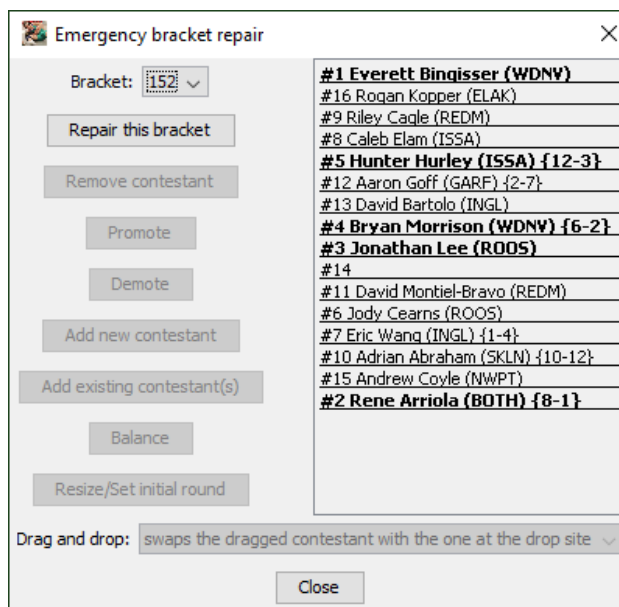
When you click [Repair this bracket], the following warning appears:
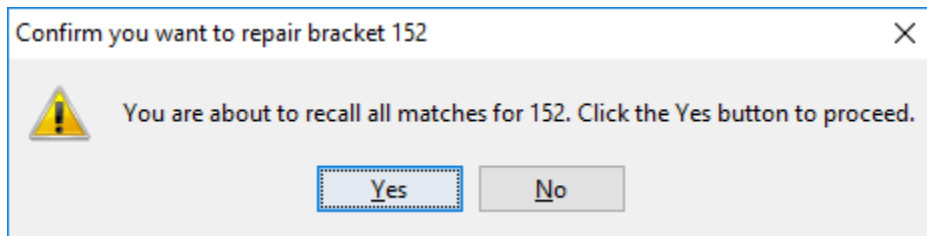
You should click the [No] button if the wrong bracket is listed. Click [Yes] to complete step 1 listed above. The program will bring up a reminder message to print all of the recalled contest cards. Click the [OK] button to proceed. The [Repair this bracket] button changes to [Repairs are done] as pictured below.
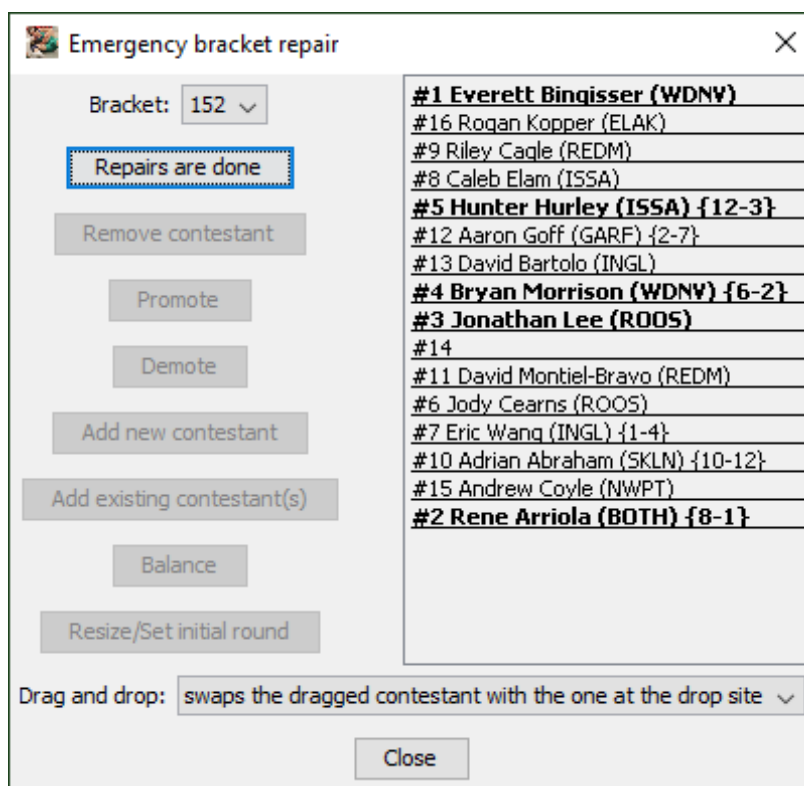
4.11.1 Add a contestant to an open spot

To add a wrestler, click on an empty spot in the initial round matches list. In the picture above, position #14 is the only available spot. Clicking on the empty spot enables the [Promote], [Demote], [Add new contestant], and [Add existing contestant] buttons. Click the [Add new contestant] button. A window similar to the picture on the next page appears.
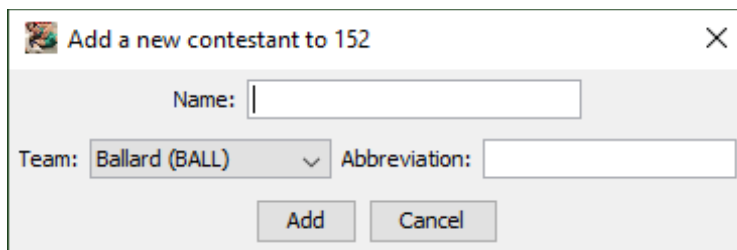
The controls on this window are the same as the controls on the Contestants by bracket window. Enter the wrestler's full name, select the team, confirm or update the abbreviation, and then click [Add]. The window disappears and the resulting contestant appears in the initial round matches list.

In the picture below, contestant "Zane Houser" from "Woodinville" was added at position #14:
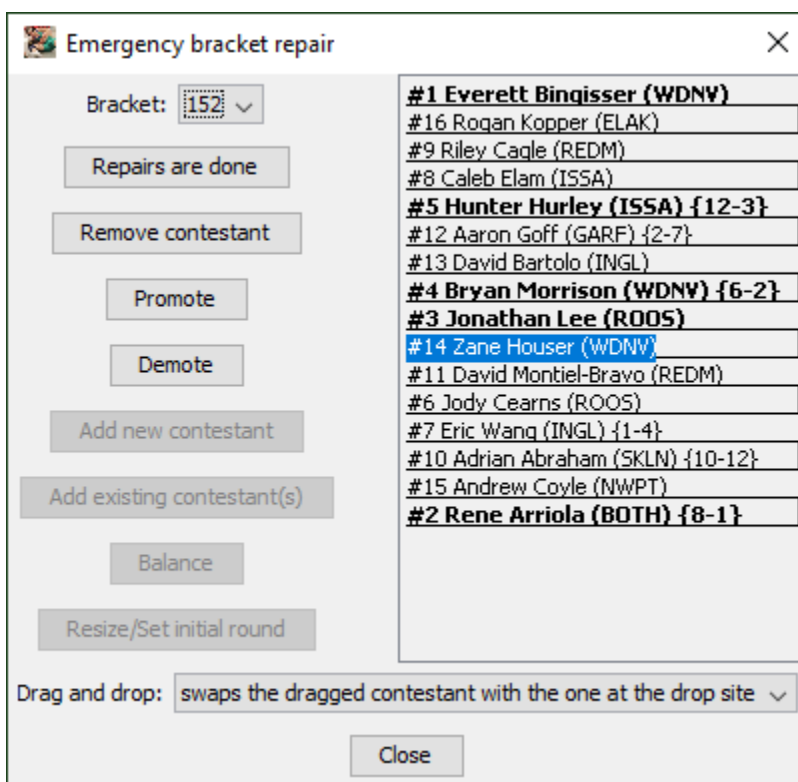
Note that the [Add …] buttons are now disabled and the [Remove contestant] button is enabled. This occurs whenever a contestant is highlighted in the initial round matches list.

4.11.2   Remove an existing contestant

The most common use of this window is to remove a contestant that should have been removed before the tournament started. To do this, select a player in the

initial round matches list. The picture on the previous page shows "#14 Zane Houser (WDNV)" selected.

Clicking the [Remove contestant] button causes a warning window to appear.
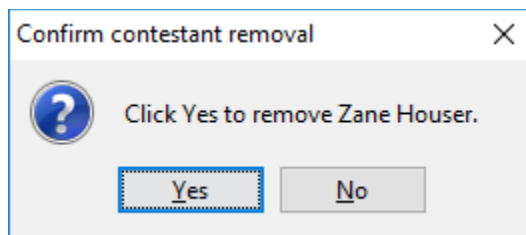
Click [Yes] to remove the contestant or [No] to leave the wrestler in the bracket. If the contestant is removed, an empty spot is created in the initial round matches list.

4.11.3 Moving contestants within the bracket

Whenever a location in the initial round matches list is highlighted, the [Promote] and [Demote] buttons are enabled. If the bracket is unbalanced, the [Balance] button will also be enabled.

These buttons perform the same operations as their counterparts on the Seeding window. See section 2.1.5 for how to use them.

Contestants can also be moved via drag and drop. See section 4.10 for details on drag and drop behavior.

4.11.4 Completing bracket repair

Click [Repairs are done] when you are done changing the bracket. The program automatically re-enters results for initial round matches that didn't change and were complete prior to repair. It generates bout cards for initial round matches that have new or different contestants. You must print these cards and run the matches. Use the match entry area (section 2.3.2) to enter results for such matches.

If you repair a bracket with results entered for matches after the initial round, you must manually re-enter the results. TournamentSR doesn't attempt to restore match results after the initial round.

4.11.5 Reverting to before bracket repair

Each time you click the [Repair this bracket] button, TournamentSR automatically saves a copy of the tournament at that moment. The copy is saved using the name you selected via the "File"/"Save as..." or "File"/"Open..." menu plus the suffix ".AtRepair". For example, if the tournament name is "2016 Super Tournament", the program saves a copy as "2016 Super Tournament.AtRepair".

If you decide that your changes were wrong or the program indicates it encountered an error, use the "File"/"Open..." menu and load the file with the ".AtRepair" suffix. You should immediately use "File"/"Save as..." and save the tournament under the old name (no ".AtRepair" suffix).

4.11.6   Changing bracket size, structure, or the initial round

This section is only appropriate when matches are assigned using letters and numbers. The "Match numbers use:" control in the "File"/"Ladder/Misc. preferences..." window (section 3.1.8.5) must be set to "**letters and numbers - best for emergency bracket repair**".

There are four scenarios where this is needed:

1. The bracket you are trying to repair is full and you need to add another contestant. The bracket size must be increased to create an empty spot for the new wrestler.
2. The bracket you are trying to repair has empty matches or too many bye matches as a result of removing one or more contestants. The bracket size should be reduced to get at least one initial round match.
3. The number of placing positions or the consolation ladder structure you chose before starting the tournament is wrong.
4. The initial round number for the bracket is too large (the bracket starts later than desired). The initial round number must be reduced so matches begin at the appropriate time.

We strongly suggest having a printed copy of the bracket <u>before</u> attempting these kinds of emergency repair.

4.11.6.1   Adding contestants with no empty spots

The picture on the right shows a 6 contestant, Round Robin bracket just after clicking the [Repair this bracket] button.

In this case, adding a contestant requires increasing the bracket size and structure from Round Robin with 6 wrestlers to an 8 position elimination ladder.

Clicking the [Resize/Set initial round] button brings up a new window like the picture on the next page.
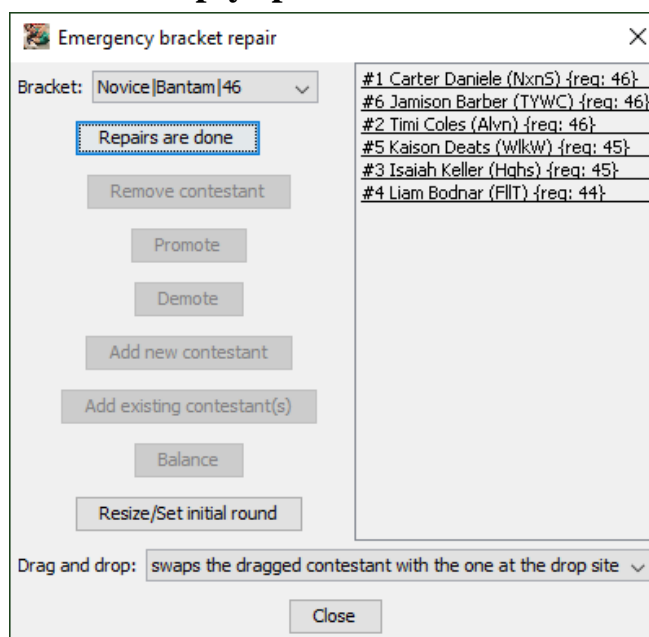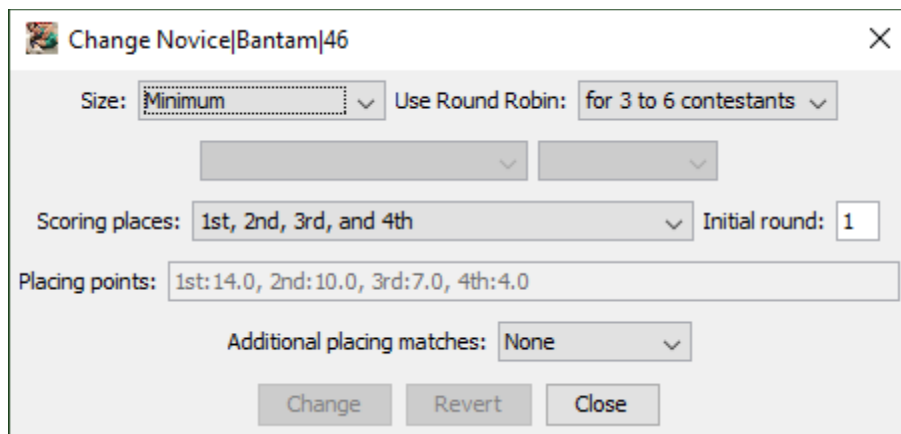
The controls on this window are the same as found on the Bracket list window (section 2.1.1). Changing "Size:" from "**Minimum**" to "**8**" and then clicking [Change] causes the desired effect. The bracket becomes an 8 contestant elimination ladder. Clicking the [Close] button reveals the updated bracket repair window.
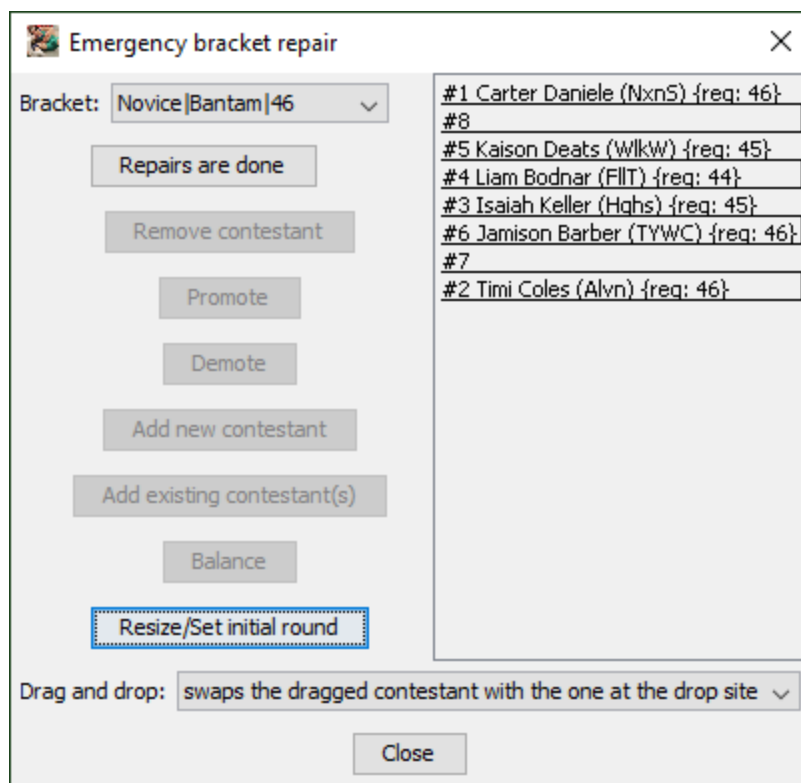
Since the larger bracket has empty spots, you can add more contestants as described in section 4.11.1.

If the initial round matches were completed before repairing the bracket, you will likely want to rearrange the pairings. In the above example, "Connor Daniele" competed against "Jamison Barber" in the Round Robin bracket, but they don't

compete against each other in the ladder's first round. You can use drag and drop to move Jamison from position #6 to #8 to restore that match. You could also move Kaison Deats from position #5 to #7 to restore the initial round Coles-Deats match. The results of these matches will be restored when repair is finished.

4.11.6.2   Reduce the bracket size after contestant removal

As noted earlier, you may wish to reduce the size or structure of a bracket after one or more wrestlers are removed. The sequence is the same as changing the size to add a wrestler.

Click the [Resize/Set initial round] button. The window shown in the previous subsection appears. Update the Size, Use Round Robin, and/or Scoring places settings for the smaller bracket size. Click [Change] to resize the bracket. Use drag and drop to recreate as many of the initial round matches as possible.

4.11.6.3   Change the initial round

If you discover the initial round number of a bracket is too late, click the [Resize/Set initial round] button. In the resulting window (shown in section 4.11.6.1), change the "Initial round" value and click [Change].

4.11.6.4   Special behavior when the size is "Minimum"

When the bracket size is set to "Minimum", the [Add …] buttons sometimes will be enabled when no empty spot appears in the initial round matches list. Clicking [Add new contestant], entering the wrestler's information, and clicking the [Add] button will automatically increase the bracket size (e.g. from 2 to 4 or from 4 to 6 contestant Round Robin).

If you remove a contestant with the size set to "Minimum", the bracket size may automatically decrease (e.g. from 6 to 4 Round Robin).

4.11.7   The Add existing contestant(s) button

TournamentSR supports two scenarios where a wrestler competes in one bracket and then competes in another: Pool finals and Exhibition. In the Pool finals scenario, a wrestler competes in a pool bracket then automatically advances to a sub-ladder of the Pool finals bracket. This is described in section 4.13. Emergency bracket repair is used to modify the wrestlers in the Pool finals bracket. This is most often needed if a Pool finals wrestler withdraws before the Pool finals start.

In the Exhibition scenario, wrestlers eliminated after the first few rounds of a single or double elimination ladder are manually advanced to a separate bracket. Such wrestlers get additional matches which don't contribute to the team score. The separate (exhibition) bracket is created before the tournament starts. Its initial round is set to occur after enough wrestlers are eliminated from the original

ladder. It is not populated with any wrestlers before the tournament starts. Emergency bracket repair is used to populate the exhibition bracket.

The [Add existing contestants] button is used in these scenarios because the wrestler being added comes from another bracket. The button is only enabled when an empty spot in the initial round matches list is highlighted. Clicking the button causes a window similar to the picture on the right to appear.

The controls work as follows.
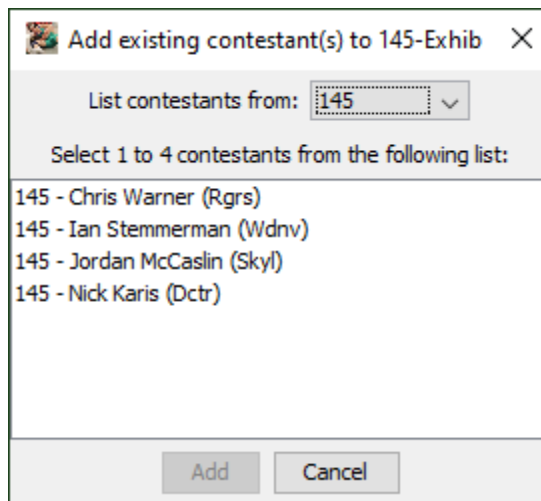
List contestants from	This specifies the bracket whose wrestlers that have already been eliminated should be displayed. In the picture above, the "145" bracket has been selected.
Select 1 to y contestants from the following list	
	The area below this label displays all wrestlers from the selected bracket that have been eliminated. The picture above is from the Exhibition scenario. The "145-Exhib" bracket will be populated with 1 to 4 wrestlers selected from this list. To select more than one wrestler, hold down <ctrl> (Windows) or <⌘> (Mac) key when clicking on each name.
Add	This will be enabled when at least one wrestler from the list has been highlighted. Clicking it adds the selected wrestler(s) to empty spots in the bracket under repair.
Cancel	Clicking this button makes the window disappear without adding any wrestlers to the bracket under repair.

When at least one wrestler has been added to an exhibition bracket and Emergency bracket repair completes, the initial round bout cards are created and submitted for printing.

4.11.8   Moving contestants between brackets

If a wrestler ends up in the wrong bracket, you must use Emergency bracket repair twice. Use it once to remove the contestant from the original (incorrect)

bracket and then use it again to add the contestant to the desired (correct) bracket.

4.12 Additional Placing Matches (True 2nd and True 4th)

It's possible for the 2nd and 3rd place finishers in a double elimination bracket to have not competed against each other. A similar condition can occur between the 4th and 5th place finishers. When these conditions exist, it is said the "true 2nd" and/or "true 4th" placers aren't known.

Rather than accept this condition, you can configure brackets to support "True 2nd" and "True 4th" matches. These take place after the championship final has completed. They only occur if the appropriate finishers haven't previously met.

4.12.1   Adding to brackets

Configuring these matches is done on the Bracket list window (section 2.1.1), the Create from scratch window (section 3.1.1.2), and the Emergency bracket repair window (after [Resize/Set initial round] is clicked). There is a drop down list titled "**Additional placing matches:**". The default selection is "**None**" - the bracket doesn't include true 2nd or true 4th matches.

If "**True 2nd**" is selected, a match will be reserved for the championship final loser and the 3rd/4th place match winner. When the championship final completes, the program automatically scans the bracket to determine if that loser competed against the 3rd/4th place winner. If they did meet, the True 2nd match remains empty with the winner is identified on displays and printouts as "**N/R**" (not required). If the two contestants haven't met, the True 2nd place match is populated and a contest card is submitted for printing. The final 2nd and 3rd placing positions are determined by the winner of the True 2nd match.

If "**True 2nd & 4th**" is selected, two matches are reserved. The True 2nd match behaves as described above. The True 4th match is reserved for the loser of the 3rd/4th place match and the winner of the 5th/6th place match. When these matches have completed, the program automatically scans the bracket to determine if the two contestants have already met. If so, the True 4th match remains empty and the winner is identified on displays and printouts as "**N/R**" (not required). If the two contestants haven't met, the True 4th place match is populated and a contest card is submitted for printing. The final 4th and 5th placing positions are determined by the winner of the True 4th match.

4.12.2   Effects on Team scoring

For the purposes of team scoring, the True 2nd and True 4th matches are considered "placing" matches (same as the championship final, 3rd/4th, and 5th/6th place matches). Per published NFHS rules, no advancement points are awarded for "placing" matches, but bonus points (e.g. pin, major decision) are awarded.

True 2nd and True 4th placing matches also affect how many placing points are awarded prior to bracket completion. If a True 2nd place match is reserved, the championship finalists are only given 3rd place points until that match is

completed. This is because the championship final loser could also lose the True 2nd match (ending up in 3rd place). Without a True 2nd match, the championship finalists are awarded 2nd place points prior to completion.

If a True 4th place match is reserved, the 3rd/4th place match contestants are only given 5th place points until that match completes. This is because the loser could also lose the True 4th place match (ending up in 5th place). Without a True 4th match, the 3rd/4th contestants are awarded 4th place points prior to completion.

4.13 Pool brackets with optional Pool finals

Tournament directors often want all wrestlers to compete in as many matches as possible. Round Robin brackets ensure this, but only when there are 6 wrestlers or less. If each weight class has 7 or more wrestlers, elimination ladders must be used. The less experienced and less skilled wrestlers tend to get only 2 or 3 matches.

One solution is to distribute the wrestlers into several Round Robin "pool" brackets. Each pool consists of 3 to 5 wrestlers, so each wrestler gets 2 to 4 matches.

To determine final placings for the weight class, champions from each "pool" are then placed in a 2 or 4 wrestler elimination ladder – the "Pool finals." Additional ladders can be created for the pool runner-ups, pool third placers, and so on. This ensures advancing wrestlers get an additional 2 matches.

TournamentSR supports pool brackets with an optional Pool finals bracket. These can be created automatically or manually. Steps used to create both are provided in the following subsections.

The table below shows common wrestler counts with the associated pool and Pool finals bracket settings.

Wrestlers in the weight class	Number of pool brackets	Wrestlers per pool	Pool finals sub-ladder size	Number of Pool finals sub-ladders
7	2	3 and 4	2 (or 4*)	1 to 3 (or 2)
8	2	4	2 (or 4*)	1 to 4 (or 2)
9	2	4 and 5	2	1 to 4
10	2	5	2	1 to 5
12	4	3	4	1 to 3
13	4	3 and 4	4	1 to 3
14	4	3 and 4	4	1 to 3
15	4	3 and 4	4	1 to 4
16	4	4	4	1 to 4

* - If the sub-ladder size is set to 4, 2 pool placers advance (as a pair) to each sub-ladder of the Pool finals bracket.

4.13.1   Automatically creating pool brackets

Creation of pool brackets is performed after the seeding meeting and weigh-ins. Prior to that time, you should have standard weight class brackets – just as if no pools were going to be used.

Bring up a Seeding window, select any of the brackets to be made into a pool, and click [Make pools]. The window that appears will be similar to the picture on the next page.

The controls for this window are described in section <u>0</u>. In order to better understand usage, assume each weight class has 16 wrestlers and the tournament director wants every wrestler to have 5 matches.

To ensure each wrestler gets 5 matches, 4 pools of 4 wrestlers each are needed. All 4 positions in each pool are determined (1st through 4th). Each wrestler will have competed in 3 matches when the pools are done.

The pool champions are then placed in a double elimination ladder to determine overall 1st through 4th place. That ensures the pool champions get 2 additional matches for a total of 5.

The pool runners-up should be placed in a separate double elimination ladder to determine overall 5th through 8th. This gives them 5 matches.

The pool third placers should be placed in their own double elimination ladder, and the pool fourth placers in their own double elimination ladder. These wrestlers get 5 matches as well. The results of these two ladders don't affect overall placing positions (i.e. there aren't places for 9th through 16th).

The tournament director further indicates that no advancement or placing points are awarded for the pool brackets. Only bonus and placing points are awarded in the elimination ladders.

Given the scenario, "Number of pool brackets to create:" must be set to "**4**" (4 pools) and "Distribute seeded contestants by:" should be set to "**ladder pairings …**" (preserves the seeding order of the original 16 wrestler bracket). The "Scoring places:" should be set to "**1st, 2nd, 3rd, and 4th**" (the placing order of every 4 wrestler pool must be determined). Per the tournament director, the check boxes labeled "Don't award advancement points" and "Don't award placing points" must be checked. The updated window is shown below.

The "Create a pool finals bracket" box must be checked. This creates a bracket with 1 or more separate elimination ladders.

Per the scenario, 1 placer from each pool advances to a double elimination ladder of 4 wrestlers (called a "sub-ladder"). The control immediately to the right of "Create a pool finals bracket" must read "**4 contestants per sub-ladder**". The control to the right of that must be set to "**4 sub-ladders**" (one for the pool champions, another for the pool runners-up, another for the pool third placers, and another for the pool fourth placers). "Scoring places:" must be set to "**1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th**". The box labeled "Don't award advancement points" must be checked.

The updated window is shown on the next page.

Clicking [Create pool brackets] causes the following to occur:

- Four Round-Robin pool brackets are created. The new brackets use the original bracket name followed by a '[', a number, and ']'. In the picture above the original bracket was named "152", the four created brackets will therefore be "152[1]", "152[2]", "152[3]", and "152[4]".
- A Pool finals bracket is created with four sub-ladders. The bracket uses the original bracket name followed by "-finals". The initial round is set to the last pool bracket round plus 1 (occurs one round after the pool brackets have finished). Since the original bracket in the picture was named "152", the created finals bracket is named "152-finals". For this example, the pool brackets contain 4 wrestlers (take 3 rounds to complete), the initial round for the 152-finals bracket is therefore set to 4.
- The 16 wrestlers in the original bracket are moved to the appropriate pool brackets and installed into their initial round matches.
- The original bracket is removed.

For this example, when round 3 ends, the 4 pool brackets pool are complete. TournamentSR will automatically populate the Pool finals bracket with the pool placers, generate the round 4 bout cards and submit them for printing.

Clicking [Cancel] causes the window to disappear without creating any brackets.

The process above should be repeated for each bracket to be split into pools. Since new brackets always appear at the end of the Bracket list, you should split the brackets in the order you want them competed in the tournament.

4.13.2   Manually creating pool and Pool finals brackets

Manually creating pool brackets allows size and structures other than Round-Robin to be used. Use the Bracket list window to create multiple brackets using the same title, but with a suffix of the form "[n]". Replace n with a different number for each bracket.

For example, assume you have 22 wrestlers in the "Beginner|60" weight class and want to create 3 pools for them. Add three brackets titled "Beginner|60[1]", "Beginner|60[2]", and "Beginner|60[3]". You can set these brackets to use any size or structure you see fit. You must manually assign the wrestlers to each of the created pool brackets.

If you want placers from the pool brackets to advance to a pool finals, create another bracket using the "-finals" suffix. For this example, add a bracket titled "Beginner|60-finals". The Size control be set to "Pool finals", but is also allowed to be any setting.

You must ensure there are at least enough initial round matches in the Pool finals bracket for the pool bracket champions. You must also ensure the initial round of the Pool finals bracket takes place after the pool brackets have completed.

The program will automatically advance pool bracket placers to the pool finals bracket, generate bout cards, and submit them for printing.

4.13.3   Unusual features of the Pool finals bracket

When a bracket's "Size" is set to "**Pool finals**", there are a number of unusual behaviors that you should keep in mind.

4.13.3.1   Seeding and ladder windows, ladder printouts

The picture on the next page shows the Seeding window for a Pool finals bracket configured for "**4 contestants per sub-ladder**", "**3 sub-ladders**".
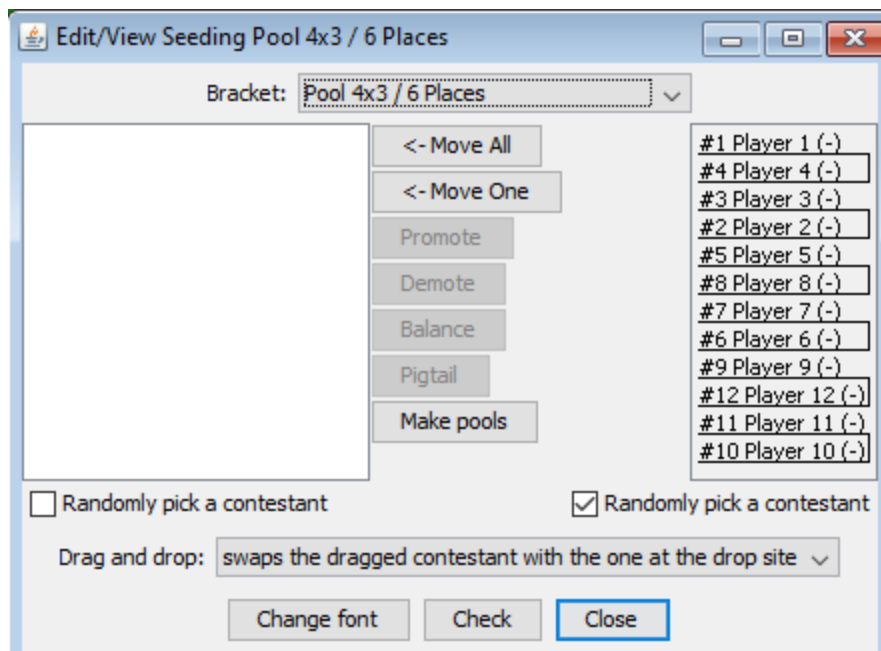
The bracket's ladder window is shown below. The bracket is configured for 1st through 6th place.
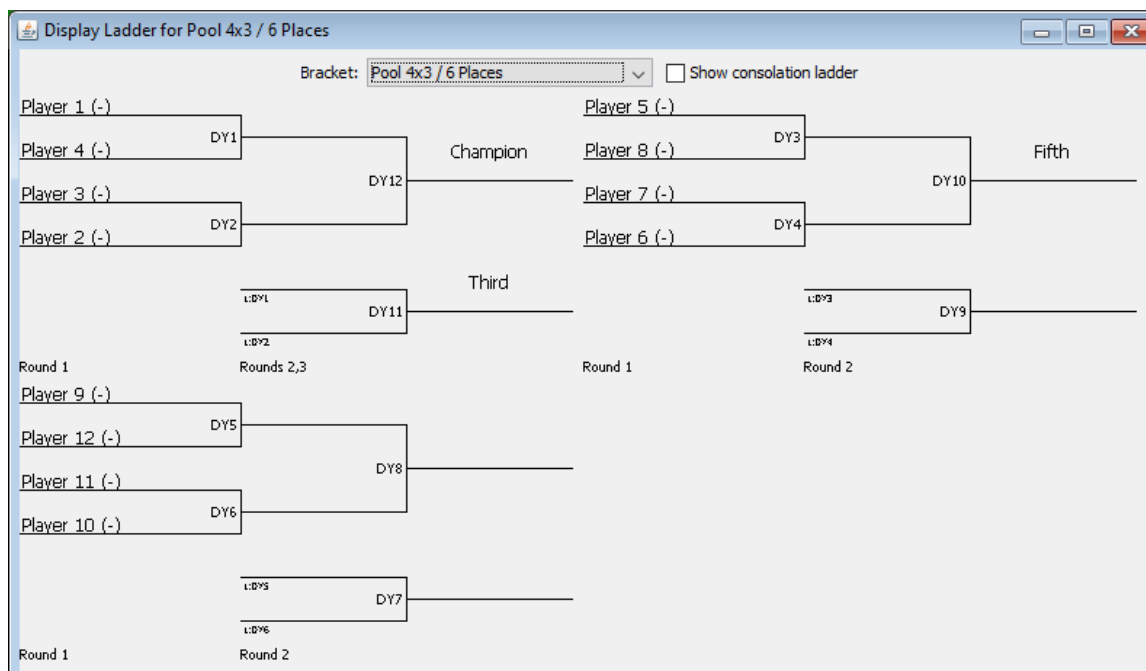
The ladder display shows all sub-ladders. The seeding window confirms the grouping (e.g. players 1 through 4 are listed in the first two matches, 5 through 7 are listed in the next two matches).

When the Pool finals bracket is configured for 2 contestants per sub-ladder, the order of matches is different. The next picture shows a Seeding window for a

Pool finals bracket configured as "**2 contestants per sub-ladder**", "**4 sub-ladders**".
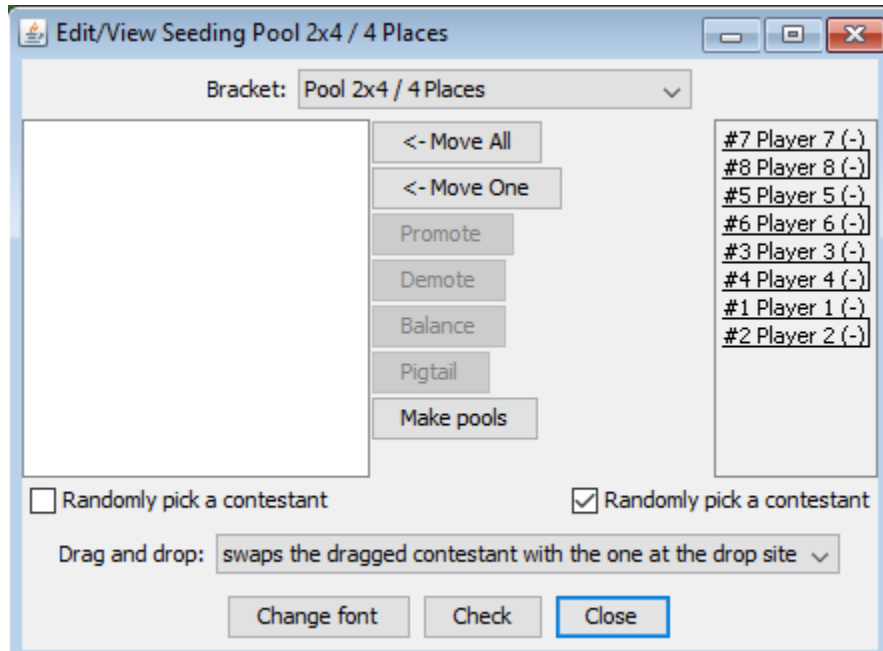
The bracket's ladder window is shown below. The bracket is configured for 1st through 4th place.
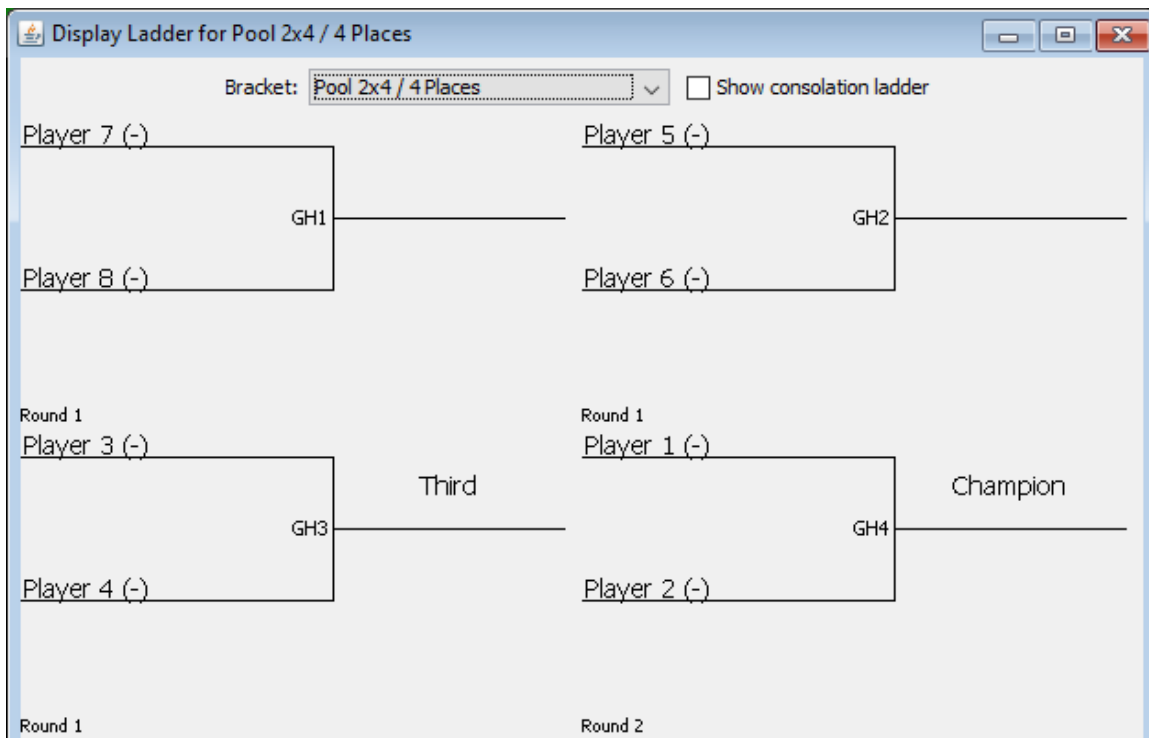
As shown, the championship match appears *last* in the initial round matches list and is in the lower right corner of the ladder window. This describes the order of the matches when run. The championship match takes places *after* the other matches. The match that takes place first, between Player 7 and Player 8, is listed at the top of the initial round matches list and in the upper left corner of the ladder window.

4.13.3.2 Championship and Consolation matches

In a normal double elimination ladder, "championship" matches are between wrestlers that haven't lost; "consolation" matches contest wrestlers that have lost at least once.

TournamentSR assumes wrestlers in Pool finals brackets are advanced from pool brackets. Using that assumption, only matches in the sub-ladder that determines 1st place are "championship." Matches in all other sub-ladders are "consolation." When a sub-ladder contains 4 wrestlers, the match for 3rd/4th is also a consolation match. This affects bout card appearance (e.g. period times) and advancement points.

Referencing the ladder window pictures in the previous section, only matches DY1, DY2, and DY12 (from the first ladder) and GH4 (from the second ladder) are championship matches. All others are consolation matches.

5 Features for youth and open tournaments

Not all brackets, wrestlers, and teams are known until to the day of a youth or open tournament. TournamentSR has several features that make running such a tournament easier. This section covers those features. You should also work through "Tutorial 3" which is available on TournamentSR's Help page.

5.1 Bracket Title: Classification, Division, and Name

TournamentSR uses the terms "classification", "division", and "name" to identify specific segments of a bracket's title.

Scholastic tournaments assume every wrestler is in the same age group (e.g. High School, College, Middle school). For such tournaments, each bracket's title is the maximum weight for the participating wrestlers (e.g. "113", "145", 285"). These brackets don't have a classification or division.

Youth and open tournaments separate wrestlers into "divisions." The divisions usually specify an age range (e.g. "10-12", "8 & under"). The bracket's name either specifies the maximum weight for participating wrestlers (e.g. "115") or a weight range (e.g. "105-112").

Larger tournaments may further separate the age groups by gender ("M"/"F") or expertise ("Expert", "Novice", "Beginner"). TournamentSR uses "classification" for these high level groups. Note that a bracket with a classification *must also have a division*.

A vertical bar character ('|') separates the classification, division, and name. For example, a bracket with the "Male" classification, "12-14" division, and "135" for the name is entered/displayed as "**Male | 12-14 | 135**". A bracket with no classification, "6 & Under" division, and "45-47" as the name is entered/appears as "**6 & Under | 45-47**".

5.1.1 The "Staging" bracket name (Madison system)

TournamentSR treats brackets with the name "**Staging**" as special. Such brackets are assumed to contain wrestlers that need to be distributed into smaller brackets by similar weight. This is referred to as the "Madison system."

Each contestant's "Seeding, registration, or previous tournament" field is used to indicate the registration or weigh-in weight. If the field starts with "**reg:**", the weight is assumed to be a registration weight (prior to weigh-ins). If the field doesn't start with "reg:", it is assumed to be the actual weigh-in weight.

Creation and maintenance of the "Staging" brackets is most often handled automatically by TournamentSR using a Preregistration file. Using such a file is discussed in the next section.

You can manually create staging brackets through the Bracket list window (section 2.1.1). For example, if a division is for 8 to 10 year old wrestlers with no classification, the staging bracket title would be entered as "**8-10 | Staging**".

The "View"/"Staging brackets…" menu is used to distribute staging bracket wrestlers into smaller brackets by weight. Section 5.7 describes this process.

5.2 Using a preregistration file

Large youth and open tournaments should offer on-line preregistration. This allows you to load most wrestlers into TournamentSR prior to the day of the event. Services such as TrackWrestling.com are used for on-line preregistration. You can create your own free preregistration site with Google Forms.

Setting up and retrieving the preregistration file is outside the scope of this manual. This assumes you have downloaded and unzipped (if needed) the spreadsheet provided by the service. It also assumes the spreadsheet is in comma separated values (csv) format. If not, you must use a spreadsheet program to load the file and save it in csv format. See section 4.1.1.2 for saving spreadsheets in csv format.

Use the "File"/"New..." menu, [Based on a preregistration file] button to load the contestants, teams, and brackets from a preregistration file. You must select the csv file to process. Once you've selected the file, the Import preregistration window appears. It will look similar to the picture on the next page.

Import preregistration data

○ Use [▾] for the contestant's first name [ ]
and use [▾] for the contestant's last name [ ]
◉ or use [Name ▾] for the contestant's full name [Addyson Walsh, Aidan Hilburt, Aiden Gilmore]

Use names: [Exactly as entered ▾]

Use [DOB ▾] for the contestant's aux. info. [1/24/2013, 6/13/2008, 2/24/2010, 9/19/2010]

☐ Convert dates to ages Tournament starts on: [10/3/22]

Use [- Nothing - ▾] for the registration info. [ ]
Use [- Automatic - ▾] to make contestant names unique [ ]
Use [Team ▾] for team names [Pittston, Back Mountain, Hanover Area, WJWC]
Use [Staging ▾] for bracket names [Staging]
Use [Division ▾] for bracket divisions [PeeWee, Junior (12 & Under), Bantam, Midget]
Use [Classification ▾] for bracket classifications [Novice, Open]
Use [- Nothing - ▾] for payment information [ ]

Row #	Contestant	Team	Bracket	Paid
1	Addyson Walsh | 1/24/2013	Pittston	Novice|PeeWee|Staging	
2	Aidan Hilburt | 6/13/2008	Back Mountain	Open|Junior (12 & Under)|Staging	
3	Aiden Gilmore | 2/24/2010	Hanover Area	Open|Midget (10 & Under)|Staging	
4	Aiden Lukashewski | 9/19/2010	Crestwood	Open|Midget (10 & Under)|Staging	
5	Aiden Schlier | 9/24/2007	Full Tilt	Open|Junior (12 & Under)|Staging	
6	AJ Kroft | 4/3/2008	Montgomery	Open|Junior (12 & Under)|Staging	
7	Alana Hillier | 8/24/2012	Lackawanna trail	Novice|Bantam|Staging	
8	Alex Dutter | 9/17/2011	Wilkes-Barre Wolfpack	Novice|Bantam|Staging	
9	Alex Merva | 2/19/2011	Altered Beast	Open|Bantam (8 & Under)|Staging	
10	Alfred Walsh | 1/11/2012	Pittston	Novice|Bantam|Staging	
11	Ameer Lewis | 3/1/2012	Hanover Area	Open|Bantam (8 & Under)|Staging	
12	Andrew elliott | 4/10/2009	Delaware Valley	Open|Midget (10 & Under)|Staging	
13	Angel Gonzalez | 7/27/2014	WJWC	Novice|PeeWee|Staging	
14	ANGEL WILLIAMS-GREEN | 3/19/2014	Pocono West Panthers	Novice|PeeWee|Staging	
15	Asher Ulmer | 3/24/2011	Hughesville	Novice|Bantam|Staging	

☑ Use double elimination ladders   ☑ Run consolation and championship finals in the same round   ☐ Use best 2 out of 3 for two contestant brackets

Match numbers use: [letters and numbers - best for emergency bracket repair ▾] , Scoring based on: [Scholastic wrestling ▾]

Size: [Minimum ▾] Use Round Robin: [for 3 to 6 contestants ▾]

[▾] [▾]

Scoring places: [1st, 2nd, 3rd, and 4th ▾] Minimum rest: [45]

Placing points: [1st:14.0, 2nd:10.0, 3rd:7.0, 4th:4.0]

☐ Don't award per match bonus pts   ☐ Don't award advancement pts   ☐ Don't award placing pts

Additional placing matches: [None ▾]

[Remove] [Import] [Cancel]

At a minimum, the preregistration file should have columns for wrestler name, team name, weight, and division (age group). Optional columns include classification (gender or expertise level), payment amount, and birthdate or age.

If an error message appears, your preregistration file is most likely missing the column headings. The first row must specify the information in each column. Use a spreadsheet program to add column headings and then save the data in csv format.

The controls on this window are as follows:

Use [...▼] for the contestant's first name

> Depending on the service, wrestler names may be in one or two columns. When two columns are used, you use this drop down list to specify the column for the wrestler's first name. The radio button to the left of "Use:" should be selected to indicate two columns are needed. The picture above has this button deselected.

and use [...▼] for the contestant's last name

> When two columns are needed for each wrestler's name, you use this drop down list to specify the column for the wrestler's last name.

or use [...▼] for the contestant's full name

> Depending on the file format, wrestler names may be in one or two columns. When the full name is in one column, you use this drop down list to specify it. The radio button to the left of "or use" should be selected to indicate one column is needed. The picture above has this button selected.

Use names:

> If the on line service doesn't standardize name entry, it is likely some names will be all capital letters (e.g. "JOHN SMITH") while others will be mixed upper and lower case ("Lisa Simpson"). You can use this drop down list to make every imported name all upper case or mixed upper and lower case. The default selection, "**Exactly as entered**" imports the name exactly as it appears in the file.

Use [...▼] for the contestant's aux. info.

> If your tournament uses age to determine the division, it is a good idea to import the wrestler's age as the auxiliary information. Auxiliary information appears with the wrestler's name on most displays and printouts. If the program identifies a column with date information, it will assume it is the wrestler's birth date and automatically select it. Choose "**- Nothing -**" if you don't want to include auxiliary information.

Convert dates to ages

> This check box only matters when you have selected a date column for the auxiliary information. Checking this box converts the date to an age. Since auxiliary information should be short, age is preferred to dates of birth. Leaving this box unchecked causes the date to be used as the auxiliary information. In the above example, checking this box would cause the auxiliary information to change from a date to an age.

Tournament starts on

> This field only matters when you have selected a date column for the auxiliary information and you have checked "Convert dates to ages". Each birthdate is converted to an age on this date. For

example, setting this field to "3/1/20" causes Addyson Walsh's auxiliary information (shown in Row #1) to change from "1/24/2013" to "7". All other wrestler birthdays also change to their ages on March 1, 2020.

Use […▼] for the registration info.
This drop down list selects which column will be used for each wrestler's "Seeding, registration, or previous tournament" field. The field will be prefixed by "**reg:**" to indicate the information came from preregistration. If you are running a Madison system tournament, you should set this to the column that contains the wrestler's weight. The default setting, "**- Nothing -**", causes the "Seeding, registration, or previous tournament" field to be blank.

Use […▼] to make contestant names unique
For most tournaments, the default setting, "**- Automatic -**", should be used. Wrestlers with the same name and team will have their last names appended with a digit (e.g. "_1") to make them unique.

Use […▼] for team names
This drop down list selects the column that contains team names.

Use […▼] for bracket names
This drop down list selects the column that specifies the bracket names. The default selection, "**Staging**", creates staging brackets for each classification/division combination and it correct when using the Madison system. See section 5.1 for information on bracket names and "Staging".

Use […▼] for bracket divisions
This drop down list selects the column that specifies the bracket divisions. If your tournament doesn't have divisions, set this to "**- Nothing -**". Madison system tournaments require this to be a spreadsheet column.

Use […▼] for bracket classifications
This drop down list selects the column that specifies the bracket classifications. If your tournament doesn't use classifications, set this to "**- Nothing -**".

Use […▼] for payment information
This drop down list selects the column that specifies if each contestant has paid their entrance fee. This appears on printed registration cards as "PAID". If your tournament doesn't use individual entrance fees, set this to "**- Nothing -**".

Most of the above controls are associated with a small rectangular area on the right side of the same row. The rectangular area shows examples from the selected column. Use this information to help you select the correct column.

The table below the controls listed above displays all wrestlers in the preregistration file. You can scroll through the list to verify everything looks sensible. You might have to make the window wider to see the full bracket titles.

TournamentSR

Below the table of wrestlers are more settings that control the brackets created for the tournament. These are the same controls used when creating a tournament from scratch. See section 3.1.1.2 for how to set these controls ("Use double elimination ladders" through "Additional placing matches").

We strongly recommend leaving the "Match numbers use:" set to "**letters and numbers - best for emergency bracket repair**". This allows bracket sizes to change using Emergency bracket repair. See section 3.1.8.5 for how this setting affects bracket numbering and section 4.11 for Emergency Bracket repair.

At the bottom of the window are the following three buttons.

Remove   This button is only enabled when you highlight a wrestler in the table. Clicking the button removes the contestant from the table (the wrestler won't be imported into the tournament).

Import   Clicking this button causes the new tournament to be created. You should immediately use the "File"/"Save as…" menu to set the new data file name. It will take a few seconds to complete importing the data after clicking this button.

Cancel   If you don't want to create a new tournament from the preregistration data, click this button to go back to the previous window.

5.3 Bracket and team clean up

There is limited space on the bout cards for team names and bracket titles. Best results are achieved if team names and bracket titles are 20 characters or less.

5.3.1 Shortening team names

Since team names are input by the wrestlers, you will find that some are extremely long. After importing the preregistration data, you should shorten the long names to 20 characters or less. Use the Team list window (section 2.1.2) to select and shorten team names.

5.3.2 Reworking bracket titles

The registration site may use long classification and division names so entrants can easily determine which they should use. For example, the division could be "Boys age 14 to 16". Once you import the preregistration data, you should reduce such a division name and perhaps change it to both a classification ("**Boys**") and a division ("**14 to 16**").

Use the "File"/"Classification/Division preferences..." menu to rework bracket titles. Selecting this menu brings up a window similar to the one shown below:

Each row in the table shows a combination of classification (often blank) and division. There are 1 or more brackets associated with each combination, but these are not displayed since they share the same classification and division.

Each row also has a cell for setting the championship round period durations ("**2,2,2**") and a cell for setting the consolation round period durations ("**1,2,2**").

Double click on a cell in the table to change it. Press the <enter> key or click on another cell to complete the changes. Using the above picture as the starting point, the following steps change the "8 & Under Open (M/F)" division to use a new classification ("**Open**") and a shorter division ("**8 & Under**").

Double click the empty Classification cell to the left of the "8 & Under Open (M/F)" cell. Type "**Open**" (without the quotation marks) and press the <enter> key. The window changes to look like the picture below. You may need to make the window taller in order to reveal the last row.

Notice the modified row appears at the *bottom* of the list. The table is sorted by classification and "Open" is sorted after blank cells.

Double click the "8 & Under Open (M/F)" cell in the last row and change the text to "**8 & Under**". Press the <enter> key. The window changes to look like the picture on the next page.

All brackets associated with the "8 & Under Open (M/F)" division have been automatically updated to use "Open | 8 & Under" as the classification and division.

5.3.3 Updating bout card period times

The championship and consolation period times for all classification/division combinations will be set to defaults specified on the "File"/"Contest card preferences..." window (section 3.1.10).

Since age groups tend to have different period times, use the "File"/"Classification/Division preferences..." window to set the correct times. Using the window from the previous section, the "Open | 8 & Under" bout times should use a 1 minute first period and half minute second and third periods.

Since the keyboard doesn't have a <½> key, the easiest way to get that character is to copy and paste it. Double click on the "½" symbol to highlight it, then hold down the <ctrl> button and press <C> (use <⌘><C> on a Mac). This copies the symbol.

Double click the "2,2,2" cell to the right of "8 & Under". Erase all of the existing text. Type: "1," (no quotation marks), then paste the symbol (<ctrl><V> on

Windows, <⌘><V> on a Mac), press <,>, paste the symbol again, and then press <enter>. The window changes to look like the picture below.

Classification and Division preferences ✕

Symbols for contest cards

To add a symbol to a contest card duration:
1) Double click on the symbol to select it.
2) Use <ctrl>-<C> to copy it.
3) Click on the desired duration text and move the caret to the desired location.
4) Use <ctrl>-<V> to paste the copied symbol.

| ½ | ¼ | ¾ |

Durations in bold have changed from the default text specified in the Contest Card preferences window.
Remember to press the enter/return key to complete changes before closing this window.

Classification	Division	Champ. card duration	Cons. card duration
	10 & Under Open (M/F)	2,2,2	1,2,2
	12 & Under Open (M/F)	2,2,2	1,2,2
	14 & Under Boys Open	2,2,2	1,2,2
	14 & Under Girls Open	2,2,2	1,2,2
	16 & Under Boys Open	2,2,2	1,2,2
	16 & Under Girls Open	2,2,2	1,2,2
	18 & Older Men`s Senior Open (Post High School)	2,2,2	1,2,2
	18 & Under Boys Open	2,2,2	1,2,2
	18 & Under Girls Open	2,2,2	1,2,2
	Mighty Mites (4-6 Years Old M/F)	2,2,2	1,2,2
Open	8 & Under	**1,½,½**	1,2,2

Close

Notice the modified cell uses bold text. This indicates the duration is different from the default.

Double clicking on "1,2,2" to the right of "1,½,½" and repeating the procedure results in the window shown on the next page.

Classification and Division preferences

Symbols for contest cards

To add a symbol to a contest card duration:
1) Double click on the symbol to select it.
2) Use <ctrl>-<C> to copy it.
3) Click on the desired duration text and move the caret to the desired location.
4) Use <ctrl>-<V> to paste the copied symbol.

½ ¼ ¾

Durations in bold have changed from the default text specified in the Contest Card preferences window. **Remember to press the enter/return key to complete changes before closing this window.**

Classification	Division	Champ. card duration	Cons. card duration
	10 & Under Open (M/F)	2,2,2	1,2,2
	12 & Under Open (M/F)	2,2,2	1,2,2
	14 & Under Boys Open	2,2,2	1,2,2
	14 & Under Girls Open	2,2,2	1,2,2
	16 & Under Boys Open	2,2,2	1,2,2
	16 & Under Girls Open	2,2,2	1,2,2
	18 & Older Men`s Senior Open (Post High School)	2,2,2	1,2,2
	18 & Under Boys Open	2,2,2	1,2,2
	18 & Under Girls Open	2,2,2	1,2,2
	Mighty Mites (4-6 Years Old M/F)	2,2,2	1,2,2
Open	8 & Under	**1,½,½**	**1,½,½**

Close

After this change, the round times on bout cards for all "Open | 8 & Under" brackets will be "1,½,½". Repeating this procedure allows you to customize the round times for each classification and division pair.

5.3.3.1 Overtime period times

The durations specified in previous section doesn't include overtime period information. If you plan to use MatchScorerSR's clock features and the overtime durations are non-standard, you must include that information as follows.

For scholastic and youth tournaments, the sudden victory durations ("SV" and "UTB") are assumed to be 1 minute each, tie breaker durations ("TB Px") are 30 seconds each. For college tournaments, the sudden victory durations ("SV-x") are assumed to be 1 minute each, tie breaker durations ("TB-x Px") are assumed to be 30 seconds each.

To specify non-standard durations, two values must be added to the three existing durations: sudden victory and tie breaker. Using the above picture as the example, assume matches for "Open | 8 & Under" use a sudden victory duration of 45 seconds ("3/4" minute) and a tie breaker duration of 15 seconds ("1/4" minute). The duration cells for "Open | 8 & Under" must be changed to read "**1,½,½,¾,¼**". The window should look like the picture below:

Classification and Division preferences

Symbols for contest cards

To add a symbol to a contest card duration:
1) Double click on the symbol to select it.
2) Use <ctrl>-<C> to copy it.
3) Click on the desired duration text and move the caret to the desired location.
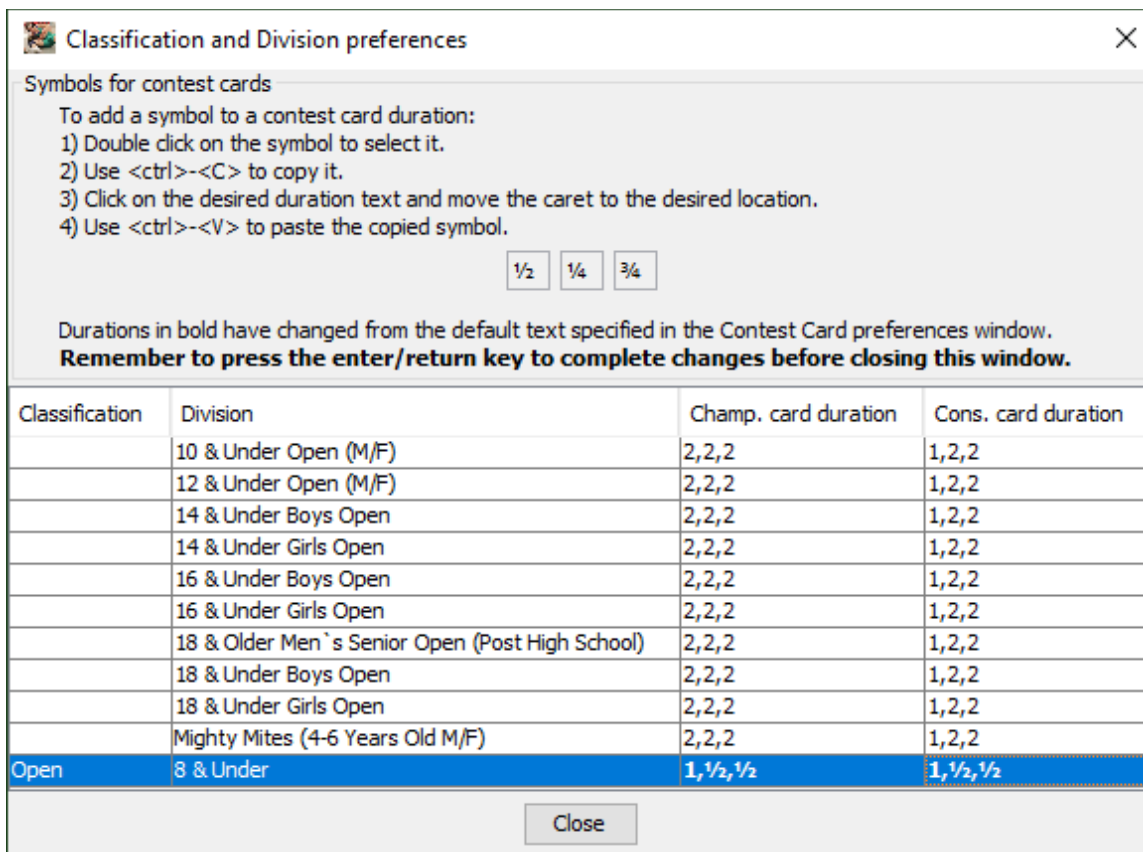4) Use <ctrl>-<V> to paste the copied symbol.

½ ¼ ¾

Durations in bold have changed from the default text specified in the Contest Card preferences window.
Remember to press the enter/return key to complete changes before closing this window.

Classification	Division	Champ. card duration	Cons. card duration
	10 & Under Open (M/F)	2,2,2	1,2,2
	12 & Under Open (M/F)	2,2,2	1,2,2
	14 & Under Boys Open	2,2,2	1,2,2
	14 & Under Girls Open	2,2,2	1,2,2
	16 & Under Boys Open	2,2,2	1,2,2
	16 & Under Girls Open	2,2,2	1,2,2
	18 & Older Men`s Senior Open (Post High School)	2,2,2	1,2,2
	18 & Under Boys Open	2,2,2	1,2,2
	18 & Under Girls Open	2,2,2	1,2,2
	Mighty Mites (4-6 Years Old M/F)	2,2,2	1,2,2
Open	8 & Under	**1,½,½,¾,¼**	**1,½,½,¾,¼**

Close

If the fraction characters aren't appropriate, durations can also be specified using the "m:ss" format. Examples include "**1:10**" (1 minute, 10 seconds) and "**:40**" (40 seconds). The picture on the right shows the same period durations as above, but use the "m:ss" format:

Classification and Division preferences

Symbols for contest cards

To add a symbol to a contest card duration:
1) Double click on the symbol to select it.
2) Use <ctrl>-<C> to copy it.
3) Click on the desired duration text and move the caret to the desired location.
4) Use <ctrl>-<V> to paste the copied symbol.

½ ¼ ¾

Durations in bold have changed from the default text specified in the Contest Card preferences window.
Remember to press the enter/return key to complete changes before closing this window.

Classification	Division	Champ. card duration	Cons. card duration
	10 & Under Open (M/F)	2,2,2	1,2,2
	12 & Under Open (M/F)	2,2,2	1,2,2
	14 & Under Boys Open	2,2,2	1,2,2
	14 & Under Girls Open	2,2,2	1,2,2
	16 & Under Boys Open	2,2,2	1,2,2
	16 & Under Girls Open	2,2,2	1,2,2
	18 & Older Men`s Senior Open (Post High School)	2,2,2	1,2,2
	18 & Under Boys Open	2,2,2	1,2,2
	18 & Under Girls Open	2,2,2	1,2,2
	Mighty Mites (4-6 Years Old M/F)	2,2,2	1,2,2
Open	8 & Under	**1,:30,:30,:45,:15**	**1,:30,:30,:45,:15**

Close

5.4 Check-in and Weigh-in

On the day of the tournament, you're faced with the daunting task of determining which preregistered wrestlers didn't show up, getting everyone weighed-in (optional), and redistributing the brackets due to no shows and actual weights.

5.4.1 If you weigh-in at the tournament

If you have weigh-ins on the day of the tournament, we suggest using weigh-in cards. After loading the preregistration file, you should print weigh-in cards for everyone. See section 3.3.7 for how to print weigh-in (registration) cards.

Each wrestler that attends the tournament is given their weigh-in card. The wrestler takes it to the scales, has the referee fill in the actual weight, and then returns the card to the TournamentSR operator. The TournamentSR operator uses a Contestants by team or Contestants by bracket window to update the wrestler's "Seeding, registration, or previous tournament:" field with the actual weight. Make sure to enter just the weight (e.g. don't prefix the number with "reg:").

NOTE   If there is a very large number of wrestlers, entering weigh-in weights from just the TournamentSR station might take too long. Weigh-in weights can also be entered via the free RegistrationSR program. Set up one or more additional computers running RegistrationSR. RegistrationSR and its user guide can be downloaded from the TournamentSR Try it now page.

5.4.2 If you don't weigh-in at the tournament

If you don't have weigh-ins on the day of the tournament the preregistration file weights are assumed to be correct. We suggest printing per-bracket roster sheets with fill-in areas. See section 3.3.5.2 for printing such sheets.

As wrestlers arrive at the tournament, put a check in the fill-in area by their name. When check-in has completed, wrestlers that didn't arrive will have unchecked fill-in areas.

5.5 Removing no shows

Removing no shows occurs once weigh-ins or check-ins have closed. The process of removing the no shows depends on if you entered actual weights into TournamentSR.

5.5.1 If you entered weigh-in weights

Assuming proper data entry, any wrestler whose "Seeding, registration, or previous tournament" field starts with "**reg:**" never weighed-in. TournamentSR allows you to review and automatically remove such wrestlers via the menu bar's "View"/"Contestants that haven't weighed in" option.

A window that looks similar to the picture below will appear.
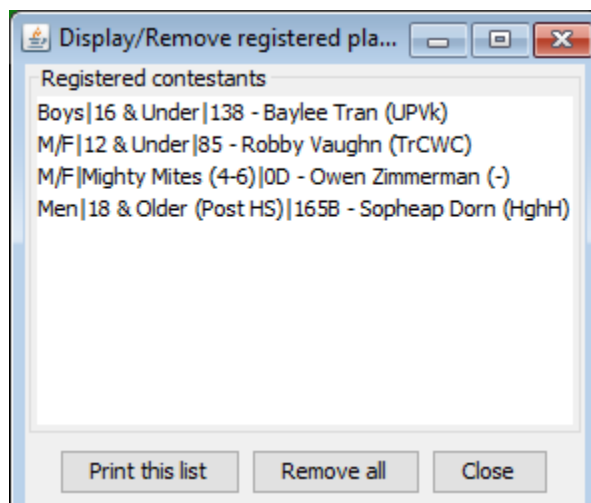
The controls on this window are as follows:

Print this list Click this button to print the entire list on paper. The list can then be given the announcer who can confirm none of the listed wrestlers are present.

Remove all/Remove
As shown in the picture, clicking [Remove all] deletes every wrestler listed. If you highlight a wrestler in the list, this changes to [Remove] and clicking it only removes the selected wrestler. Clicking the button always asks you to confirm the removal before deleting the wrestler(s).

Close Clicking this button causes the window to disappear.

We recommend printing the list and then asking the announcer to confirm the wrestlers aren't present. It is likely one or two will have forgotten to take their weigh-in card to the station where the actual weight was entered. If you get such cards, bring up a "Contestants by bracket" window (section 2.1.4) and update their "Seeding, registration, or previous tournament" field with the actual weight. Doing so automatically removes them from the above window.

Once you are certain the list only contains no shows, click the [Remove all] button.

5.5.2 No day of tournament weigh-ins

Assuming you printed roster sheets by bracket and checked the wrestlers that showed up, you can use the "Contestants by bracket" window to remove the unchecked wrestlers. See the "[Remove] button in section 2.1.4 for how to remove contestants.

5.6 Starting some age groups later than others

Many youth and open tournaments want the youngest wrestlers to start and finish before the older wrestlers. While there are several ways to accomplish this, the easiest is to configure the initial round for each Staging bracket. This is done prior to distributing wrestlers into similar weight brackets.

Bring up a Bracket list window as described in section 2.1.1. The picture below shows an example from an open tournament:
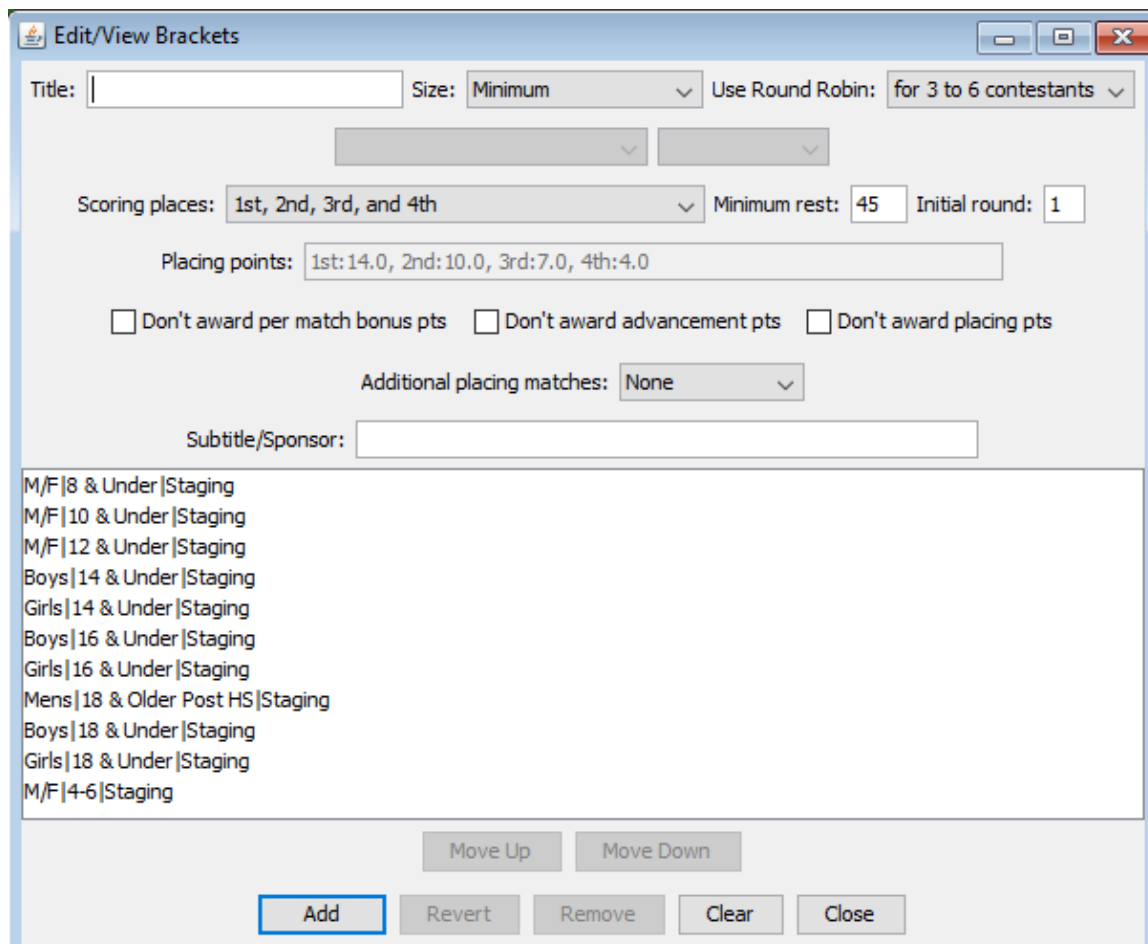
The youngest wrestlers are in the "M/F|4-6|Staging", "M/F|8 & Under|Staging", "M/F|10 & Under|Staging", and "M/F|12 & Under|Staging" brackets. For this example, the desire is to have them start in Round 1 (when the tournament starts). The older age groups should start in Round 5 (after all the younger wrestlers are done).

Since all brackets default to start in Round 1, only the brackets with the older age groups need to change. Highlight "Boys|14 & Under|Staging" and change the "Initial round:" field from "**1**" to "**5**". Click the [Change] button and the display should look like the picture below.

Edit/View Bracket Boys|14 & Under|Staging

Title: Boys | 14 & Under | Staging   Size: Minimum   Use Round Robin: for 3 to 6 contestants

Scoring places: 1st, 2nd, 3rd, and 4th   Minimum rest: Initial round: 5

Placing points: 1st:14.0, 2nd:10.0, 3rd:7.0, 4th:4.0

☐ Don't award per match bonus pts   ☐ Don't award advancement pts   ☐ Don't award placing pts

Additional placing matches: None

Subtitle/Sponsor:

M/F|8 & Under|Staging
M/F|10 & Under|Staging
M/F|12 & Under|Staging
Boys|14 & Under|Staging
Girls|14 & Under|Staging
Boys|16 & Under|Staging
Girls|16 & Under|Staging
Mens|18 & Older Post HS|Staging
Boys|18 & Under|Staging
Girls|18 & Under|Staging
M/F|4-6|Staging

Move Up   Move Down

Change   Revert   Remove   Clear   Close

Repeat the procedure for "Girls|14 & Under|Staging", "Boys|16 & Under|Staging", "Girls|16 & Under|Staging", "Boys|18 & Under|Staging", and "Girls|18 & Under|Staging".

If the older age groups shouldn't start until a specific time. Configure a second session that starts with Round 5 and has the day and time specified. See section 4.4 for configuring sessions.

## 5.7 Distributing wrestlers by weight (Madison system)

If wrestlers for the same classification/division are in "Staging" brackets, you can quickly distribute them by weight into smaller brackets. This process should only be performed after you have all participants entered and all the no shows removed.

Use the "View"/"Staging brackets..." menu to start the distribution process. A window similar to the picture below will appear:
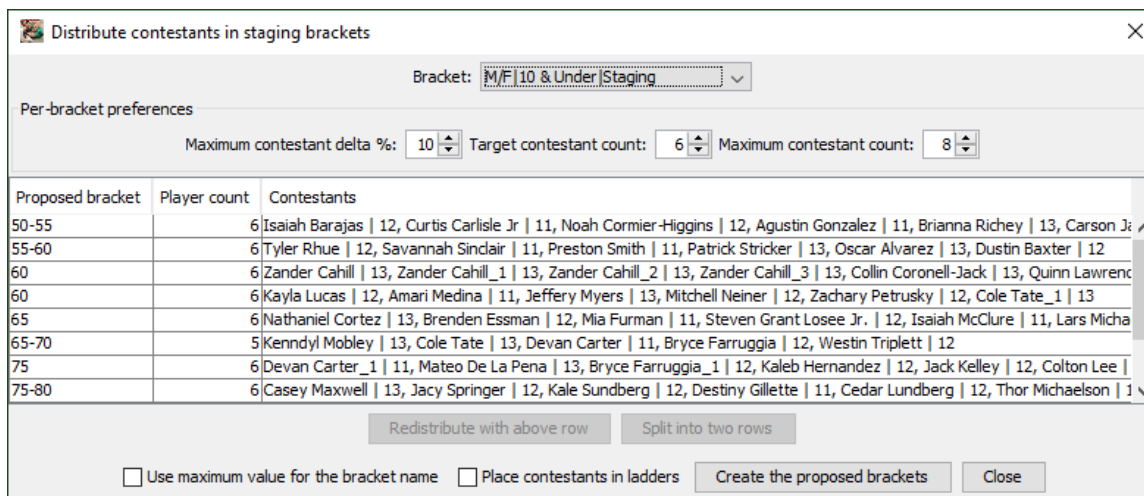
The controls on this window are described below. As shown in the above image, you may need to make the window wider to see all wrestlers in each proposed bracket, and taller to see all the proposed brackets.

Bracket	This drop-down list selects which staging bracket you wish to distribute. Only staging brackets appear in this list. When the list is empty, you know all staging brackets have been distributed.
Maximum contestant delta %:	This specifies the maximum percent difference between lightest and heaviest wrestler in each proposed bracket. The default percentage (10%) is a common maximum. Each time you change this value, the proposed brackets change.
Target contestant count:	This specifies the desired number of wrestlers in each proposed bracket. Whenever you change this setting, the proposed brackets change.
Maximum contestant count:	This specifies the maximum number of wrestlers in each proposed bracket when two are joined into one via the [Redistribute with above row] button.

Redistribute with above row

This button is only enabled when you select one of the proposed bracket rows. Since it requires a row immediately above the selected row, the button is disabled when the first row is selected. When this button is clicked, wrestlers from the selected row and the row immediately above it are joined into a single proposed bracket *without regard to the Maximum contestant delta % setting*. If the total number of wrestlers in the joined bracket exceeds the "Maximum contestant count" value, it is split in half (equal number of wrestlers in each half).

Split into two rows

This button is only enabled when you select one of the proposed bracket rows. It won't be enabled if the selected row has only two wrestlers (i.e. the "Player count" column reads 2 or less). Clicking the button causes the wrestlers in the selected row to be split equally into two proposed brackets.

Use maximum value for the bracket name

This box determines how the bracket are named when [Create the proposed brackets] is clicked. If this is not checked (the default), bracket names will be the same as shown in the "Proposed bracket" column - the range of weights in the created bracket. If this is checked, the bracket names only contain the maximum value of the "Proposed bracket" cell (e.g. "**55**" instead of "**50-55**").

Place contestants in ladders

This box is only used when you click [Create the proposed brackets]. If it is checked, the program automatically moves wrestlers into their initial round matches of their assigned bracket. If this is not checked, you must manually move wrestlers into their initial round matches list via the Seeding window or when you start the tournament. Not moving the wrestlers is best if you are concerned about wrestlers from the same team ending up in created brackets. In that case, you should review each bracket in Seeding windows before starting the tournament.

Create the proposed brackets

Clicking this button causes the proposed brackets listed in the table to be created with their assigned wrestlers. The staging bracket is deleted. There is no easy mechanism to get the wrestlers back into a staging bracket, so this should only be clicked when you are satisfied with the table's contents.

Close   Clicking this button causes the window to disappear.

Changing "Maximum contestant delta %" and "Target contestant count" causes the proposed brackets to change. As a result, you should update these first. You then use the [Redistribute with above row] and [Split into two rows] buttons to equalize contestants in each proposed bracket.

Once the table contains the desired wrestler distribution, click [Create the proposed brackets]. The brackets will be created and another staging bracket will be selected. Repeat this process until all staging brackets have been distributed.

5.8 Last minute wrestler redistribution and bracketing

Just before starting the tournament, you should review each bracket and move the wrestlers into their first round matches (if needed). You may also need to move a few contestants between brackets (last minute additions, removals, changes).

Use several Seeding windows to perform these tasks (section 2.1.5). Using several windows with different brackets that share the same classification and division allows you to quickly move wrestlers via drag and drop. Use the [Move all ->] button if the wrestlers haven't been moved into the initial round matches list.

NOTE   The [Start the Tournament] button can be used to move all wrestlers into their first round matches. If the tournament uses only Round Robin brackets or if you don't have rules about wrestlers from the same team meeting in the first round, you can use that button instead of reviewing each bracket. Since it asks for a confirmation, you can use [Start the Tournament] even when you don't want to start the tournament immediately.

6 Contest card examples

TournamentSR provides many options for what appears on printed bout cards. This section shows example cards and indicates how the controls in the "File"/"Contest card preferences..." window (section 3.1.10) affect the printout.

The general appearance of each contest card is controlled by the scoring type specified when the tournament was created. See the "Scoring based on:" control in section 3.1.1.2.

6.1 Championship and Consolation cards

If double elimination ladders are used, printed cards are designated for either the championship or consolation half of the ladder. Besides indicating championship or consolation, the only difference between these cards is the period times. The period times are specified by the fields under "Time descriptions" heading in the "File"/"Contest card preferences..." window.
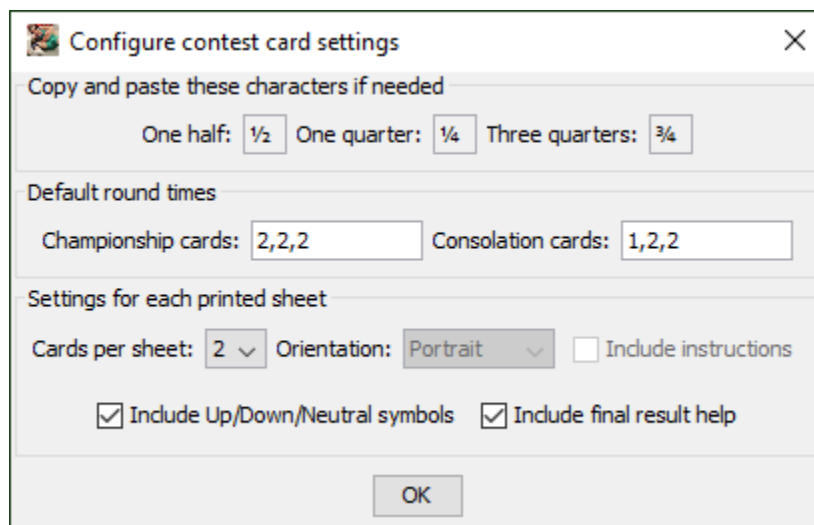
The above times can be overridden by the durations specified in the "File"/"Classification/Division preferences…" window.
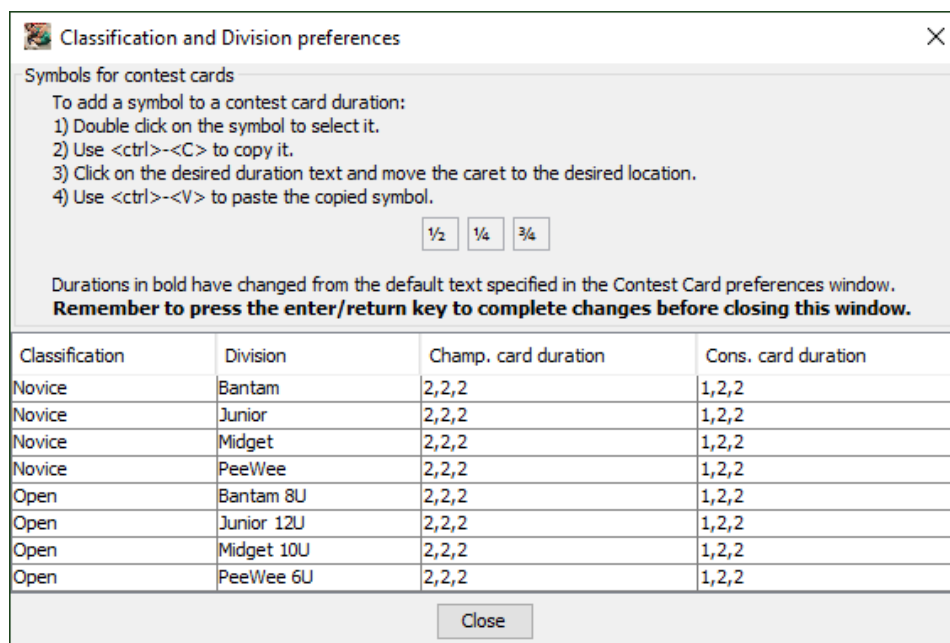
6.2 Scholastic wrestling bout cards

Cards for scholastic tournaments are designed around the NFHS rule book. There are three periods and up to three overtime periods: Sudden Victory, Tie Breaker, and Ultimate Tie Breaker.

The example on the next page shows a championship card with controls in the "File"/"Contest card preferences..." window set as follows: "Cards per sheet:" 1, "Orientation:" Portrait, "Include instructions" checked, "Include Up/Down/Neutral symbols" checked, and "Include final result help" checked.

Champp 2   **2,2,2**   **#2**   **Wt:170**   **AJ9**

	1	2	3	SV	TB	UTB

Green Red						
Simon Swan						
Woodinville						

Green Red						
Alexander Cole						
Eastlake						

T2=Takedown : R2=Reversal : E1=Escape : N2,N3,N4=Near fall : Sw=Stall warn. : C=Caution warn. : W=Warning (other)
S1,S2=Stalling pt(s).: C1=Caution pt. : TV=Tech. violation pt. : P=Penalty pt. (illegal hold, unnec. roughness)

Final results - Please circle the reason the match ended and the winner's name below:

If circling Fall, Tech. fall, Injury def., Forfeit, DQ, or FMC, fill in Match duration (otherwise leave blank)

Match ended by: Decision Fall Tech. fall Injury default Forfeit DQ Flagrant misconduct

Simon Swan (Wdnv)   **Alexander Cole (Estl)**

Total score:_____   Match duration:_____   Total score:_____

Time of day:_____

Winner:_____   <-Signatures->   Official:_____

Before and during the match, fill out the upper half of the card as follows:

1. If "This cannot start until ..." appears at the top of this card, make sure the match doesn't begin until the listed time.
2. Circle the color of the ankle band used by each wrestler (Green and Red).
3. Use the listed abbreviations (e.g. T2, E1) to record the points awarded during each period.
4. Circle the first points awarded during the match.
5. We recommend you use the running score to fill in the small boxes at the end of each period.
6. If the symbols are present, circle the up, neutral, or down symbol for chosen by the wrestler in all appropriate rounds. If the symbols don't appear write an up arrow, dash, or down arrow to indicate the wrestler's choice in such rounds.
7. The first overtime is called "Sudden Victory", the second is "Tie Breaker", and the third is "Ultimate Tie Breaker".

When the match ends, fill out the lower half of the card as follows:

1. Circle the reason why the match ended (e.g. Decision, Fall).
2. Circle the name of the winning wrestler.
3. For matches that end because of Decision or Tech fall, fill in both "Total score:" fields (otherwise leave them blank).
4. For matches that end due to Fall, Tech. fall, Injury default, DQ, or Flagrant misconduct, fill in the "Match duration:" field (otherwise leave it blank). The match duration is the total time wrestled including all completed periods (e.g. 2:30 for a match ending in the second period).
5. If your tournament requires it, fill in the time of day when the match ended.

The colored highlights are not part of the printout. The symbols highlighted in yellow can be included/excluded by the "Include Up/Down/Neutral symbols" check box. The text outlined in light blue can be included/excluded by the "Include final result help" check box. The text outlined in green can be included/excluded by the "Include instructions" check box.

6.3 College wrestling bout cards

Cards for college tournaments are designed around the NCAA rule book. There are three periods and up to 4 overtime periods (Sudden Victory and Tie Breaker).

The example on the next page shows a championship card with all features enabled: "Cards per sheet:" 1, "Orientation:" Portrait, "Include instructions" checked, "Include Up/Down/Neutral symbols" checked, and "Include final result help" checked.

Champ 2 **3,2,2** **#2** **Wt:174** **10**

	1	2	3	SV R1/R2	TB R1/R2
Green Red					

Patrick Martinez

Nebraska Kearny

Green Red					

Chester Granard

Colorado Mesa

T-2=Takedown : R-2=Reversal : E-1=Escape : N-2,N-4,N-5=Near fall : W=Warning : C=Caution : FS=False start
S-1,S-2=Stalling point(s) : C-1=Caution point : TV=Tech. violation point : UC=Unsportsmanlike conduct
P=Penalty point (Illegal hold, Unnecessary roughness) : RT=Riding time point

Final results - Please circle the reason the match ended and the winner's name below:
If ended by Fall, a Tech. fall, Default, a forfeit, DQ, or FMC, fill in the Match duration (otherwise leave blank)

Match ended by: Decision Fall Tech. fall Default Forfeit Medical forf. DQ Flagrant misconduct

Patrick Martinez (NBKN)   **Chester Granard (CMU)**

Total score:_____   Match duration:_____   Total score:_____

Time of day:_____

Winner:_____   <-Signatures->   Official:_____

Before and during the match, fill out the upper half of the card as follows:

1. If "This cannot start until ..." appears at the top of this card, make sure the match doesn't begin until the listed time.
2. Circle the color of the ankle band used by each wrestler (Green and Red).
3. Use the listed abbreviations (e.g. T-2, E-1) to record the points awarded during each period.
4. Circle the first points awarded during the match.
5. We recommend you use the running score to fill in the small boxes at the end of each period.
6. If the symbols are present, circle the up, neutral, or down symbol for chosen by the wrestler in all appropriate rounds. If the symbols don't appear write an up arrow, dash, or down arrow to indicate the wrestler's choice in such rounds.
7. Each overtime round begins with a "Sudden Victory" period followed by a "Tie Breaker" period if needed.

When the match ends, fill out the lower half of the card as follows:

1. Circle the reason why the match ended (e.g. Decision, Fall).
2. Circle the name of the winning wrestler.
3. For matches that end because of Decision or a Tech fall, fill in both "Total score:" fields (otherwise leave them blank).
4. For matches that end due to Fall, a Tech fall, Default, DQ, or Flagrant misconduct (FMC), fill in the "Match duration:" field (otherwise leave it blank). The match duration is the total time wrestled including all completed periods (e.g. 3:30 for a match ending in the second period).
5. If your tournament requires it, fill in the time of day when the match ended.

The colored highlights are not part of the printout. The symbols highlighted in yellow can be included/excluded by the "Include Up/Down/Neutral symbols" check box. The text outlined in light blue can be included/excluded by the "Include final result help" check box. The text outlined in green can be included/excluded by the "Include instructions" check box.

6.4 Changing contest card printouts during the tournament

If the table workers at your tournament change are inexperienced, consider printing pigtail and first round bout cards *with* instructions. Once those cards have been printed, change to multiple cards per page (to use less ink and less paper) or turn off the instructions (to use less ink).

If the table workers find the portrait mode cards too hard to read and fill out, consider using landscape mode cards. The fill in areas and text size is almost twice as large on landscape cards as portrait mode cards.

7 Non-NFHS bracket configurations

TournamentSR supports a large variety of brackets that aren't covered in the NFHS rule book. This section lists such brackets by their common names and describes how to create them.

The settings listed in each subsection below appear on the Bracket list window (2.1.1), the Pool brackets creation window (0), the Create from scratch window (3.1.1.2), and the Import preregistration data window (3.1.1.3).

The picture below shows an empty Bracket list window. It is provided as a reference for the controls described in this chapter.

7.1 Round Robin

TournamentSR supports Round Robin for 3 to 6 wrestlers. Set the "Size:" control to "**Minimum**" (as shown above). This enables the "Use Round Robin:" control. If you only want Round Robin for 3 wrestlers in the bracket, set this to "**for 3 contestants**". If you want Round Robin for 3 to 6 wrestlers in the bracket, set this to "**for 3 to 6 contestants**" (shown). Other options are "**for 3 or 4 contestants**" and "**for 3 to 5 contestants**". Round Robin is only used if the number of wrestlers in the bracket falls within this setting. Elimination ladders are used in all other cases.

The "Scoring places:" control doesn't affect the structure of Round Robin brackets. "Additional placing matches:" should be set to "**None**" (any other setting will be ignored).

7.1.1 Round Robin with Pool finals

Pool brackets consist of two or more Round Robin brackets containing wrestlers in the same weight class. The winners of each pool are advanced to a 2 or 4 wrestler elimination ladder: the Pool finals bracket. The winner of the Pool finals bracket is the weight class champion. Additional elimination ladders can be used to advance the pool runners-up (for placing out to 8th), pool 3rd placers (to get them extra matches), and so on.

Creating pool and Pool finals brackets is done after weigh-ins, just before the tournament starts. Prior to that time, a single bracket for each weight class should be used. We recommend the following settings for each weight class.

"Size:" should be set to "**Minimum**". Use Round Robin should be set to "**for 3 to 6 contestants**". "Scoring places:" must be set to at least the number of wrestlers that advance from the pool brackets to the Pool finals bracket. Since pool bracket placers are advanced to another bracket, "Don't award placement points" should be checked. The other check boxes should be set per your tournament's rules. "Additional placing matches:" should be set to "**None**". All of these settings will be inherited by each pool bracket.

See section 4.13.1 for instructions on distributing the wrestlers into the pool brackets.

7.2 16 wrestler ladder with 5 match limit

The most common bracket at scholastic tournaments is a 16 wrestler, double elimination ladder. Unfortunately, there are scenarios where a wrestler can exceed the NFHS mandated 5 match limit. Tournament directors have used a variety of structures to ensure the 5 match limit is not exceeded. The subsections below cover the structures supported by TournamentSR.

7.2.1 No consolation semifinals

A standard 16 wrestler double elimination ladder pits the championship semifinal losers against consolation semifinalists. This structure eliminates these matches. The championship semifinals losers immediately advance to a 3rd/4th placing match.

The down side of this structure is that early round losers cannot finish better than 5th. To compensate for this, the placing points for 3rd and 5th are the same; the placing points for 4th and 6th are the same.

Set "Size:" to "**16**" and "Scoring places:" to "**1st, 2nd, two 5ths, and two 6ths**". The check boxes for inhibiting bonus, advancement, and placing points should be set per your tournament's rules. "Additional placing matches:" should be set to "**None**".

7.2.2 Follow the leader

A standard 16 wrestler double elimination ladder advances all first and second round championship losers to the consolation half of the bracket. This structure only advances wrestlers that have lost to one of the championship semifinalists. The consolation half of the bracket starts in the third round instead of the second round.

The down side of this structure is that up to four wrestlers are eliminated after only one loss.

Set "Size:" to "**16 w/ custom format**" and "Scoring places:" can be *any setting except* "**1st, 2nd, two 5ths, and two 6ths**". The check boxes for inhibiting bonus, advancement, and placing points should be set per your tournament's rules. "Additional placing matches:" should be "**None**" unless your tournament requires determining True 2nd and/or True 4th.

7.2.3 Semi cross consolation

A 16 wrestler ladder is used when there are 9 or 10 wrestlers. Unfortunately, the standard double elimination ladder could cause a wrestler to compete in more than 5 matches. A small change to how the second round championship losers are advanced prevents this.

Set "Size:" to "**16 w/ custom format**". Set "Scoring places:" to "**1st, 2nd, two 5ths, and two 6ths**". The check boxes for inhibiting bonus, advancement, and

placing points should be set per your tournament's rules. "Additional placing matches:" should be "**None**" unless your tournament requires determining True 2nd and/or True 4th.

If you award placing points for this structure, you must manually change the placing points associated with "**1st, 2nd, two 5ths, and two 6ths**". The default points are for the No consolation semifinals structure presented earlier. See section <u>4.3.2</u> for customizing the placement points.

7.3 32 wrestler ladder with 5 match limit

A 32 wrestler double elimination ladder requires too many consolation rounds for the 5 match limit. TourmamentSR provides a few different structures for 32 wrestlers with no more than 5 matches.

7.3.1 Consolation starts in round 4

This structure treats championship rounds 1and 2 as if a single elimination ladder was in use. Losers of these matches are eliminated. Losers of round 3 matches (the quarterfinals) are the first to advance to the consolation ladder. This structure allows the tournament to be completed quickly as there aren't a large number of consolation matches.

The down side of this structure is that up to 24 wrestlers are eliminated after only one loss.

Set "Size:" to "**32 w/ 5 match limit**". "Scoring places:" can be _any setting except_ "**1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th**", "**1st, 2nd, 3rd, 4th, 5th, 6th, and tie for 7th**", and "**1st, 2nd, tie for 3rd, tie for 5th, and tie for 7th**". The check boxes for inhibiting bonus, advancement, and placing points should be set per your tournament's rules. "Additional placing matches:" must be set to "**None**".

7.3.2 Consolation exhibition starts in round 2

This structure advances the championship round 1 and 2 losers to their own consolation ladder. The winner of that ladder effectively places 9th. No placing points are awarded. Championship quarterfinal losers advance to a separate elimination ladder that determines 5th/6th and (optionally) 7th/8th. Championship semifinal losers are advanced directly to the 3rd/4th place match. This ensures all wrestlers get at least 2 matches (standard for a double elimination ladder).

The down side of this structure is that losers of first and second round championship matches cannot place.

Set "Size:" to "**32 w/ 5 match limit**". "Scoring places:" can be either "**1st, 2nd, 3rd, 4th, 5th, 6th, 7th, and 8th**", or "**1st, 2nd, tie for 3rd, tie for 5th, and tie for 7th**". The check boxes for inhibiting bonus, advancement, and placing points should be set per your tournament's rules. "Additional placing matches:" must be set to "**None**".

7.3.1 Consolation for 7th starts in round 2

This structure advances the championship round 1 and 2 losers to their own consolation ladder. Unlike the previous configuration, the two winners of this ladder tie for 7th place. Championship quarterfinal losers advance to a separate elimination ladder that determines 5th/6th. Losers in that ladder don't place. Championship semifinal losers are advanced directly to the 3rd/4th place match. This ensures all wrestlers get at least 2 matches (standard for a double elimination ladder).

The down side of this structure is that losers of the first and second round matches can, at best, tie for 7th. Also, two of the championship quarterfinals losers will fail to place at all. This is worse than first or second round losers that tie for 7th.

Set "Size:" to "**32 w/ 5 match limit**" and "Scoring places:" to "**1st, 2nd, 3rd, 4th, 5th, 6th, and tie for 7th**". The check boxes for inhibiting bonus, advancement, and placing points should be set per your tournament's rules. "Additional placing matches:" must be set to "**None**".

7.4 Best 2 out of 3

By default, TournamentSR contests a single match for brackets that are configured for only 2 wrestlers. Using 3 matches in a best 2 out of 3 configuration must be applied to the whole tournament. It cannot be applied to a single bracket.

See "Use best 2 out of 3 for two contestant bracket" described in section for details.