TournamentSR

Quick start guide
For Youth and Open tournaments
Version 8.3.0

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TournamentSR

Please read

This guide helps first time users get up and running with TournamentSR. It describes the basic steps needed to run a youth or open wrestling tournament. Such tournaments group wrestlers by age, weight, and possibly gender. Teams are most often wrestling clubs. Rosters are usually retrieved from an on-line registration service (e.g. Track Wrestling, Google Forms).

See the **Quick start guide for scholastic wrestling tournaments** if you plan to run that kind of tournament. Scholastic tournaments have fixed weight classes, teams associated with schools, and wrestlers that are all within a few grades of each other (e.g. middle school, Jr. High, or High school). Rosters are usually submitted by email.

For detailed program installation and usage, consult the TournamentSR **Reference Manual**. If you want to exercise the program's features without creating your own tournament, see the Tutorials on our help page:

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

Work through **Tutorial 3** and then **Tutorial 2**.

Throughout this guide you read the left column (odd numbered pages). The right column (even numbered pages) contains extra information.

Hint   Paragraphs marked **Hint** describe standards, features, and procedures that may not be obvious when using the program.

Expert   Paragraphs marked **Expert** describe faster or unusual ways to accomplish common tasks. You are encouraged to learn and use the **Expert** features.

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1. Preparation

In order to start a new tournament, you will need the following information:

- o How wrestlers preregister for the tournament. The preferred mechanism for large tournaments is an on-line service (e.g. Track Wrestling). Receiving rosters via Email is less preferable, but is fine for smaller tournaments.
- o If walk-up registration will be allowed the morning of the tournament.
- o If all wrestlers will be weighed-in on the morning of the tournament.
- o If brackets with 2 wrestlers will wrestle just once, or best 2 out of 3 matches.
- o The number of placers that will be determined in each bracket (e.g. 1st through 3rd and 4th, 5th and 6th, etc.).
- o The minimum amount of rest that must be given to each wrestler. This may be different for each age group.
- o The per-period match times used in championship and consolation round matches. This may be different for each age group.
- o If wrestlers will be grouped by similar weights on the day of the tournament (i.e. the "Madison system") or if the weight classes are predefined. If predefined weight classes are used, you should have the complete list of weight classes for each age group.

While the following information is not required, it is very helpful in properly configuring the tournament:

- o Session schedule for the tournament. This should include start dates/times for each age group and the number of mats used for each session.
- o If the tournament director wants match numbers to be 1, 2, 3, 4, … at each mat.
- o If all bout cards for all Round Robin matches should be printed at the start of the tournament.

Hint Typical youth age groups are "5-6", "7-8", "9-10", "11-12", and "13-15". Some open tournament use terms like "Bantam", "Midget", and "Junior" for age groups. You are free to use whatever age groups/terms you wish.

Hint The number of placers is usually the same or slightly larger than the number of medals/ribbons to be awarded for each bracket.

Hint The youngest wrestlers might compete in three half-minute periods while the oldest might follow NFHS rules: three 2-minute periods.

Expert Some tournaments want the younger wrestlers to complete all of their matches before the older wrestlers start. As long as walk-up registration and weigh-ins for all wrestlers are done before matches begin, you will want two sessions: one for the younger wrestlers and another for the older wrestlers. See "**Session Configuration**" in the **Reference Manual** for details. If the older wrestlers register and/or weigh-in while the younger wrestler matches are taking place, you will need two tournament files: one for the younger wrestlers and another for the older wrestlers.

Hint In order for all Round Robin bout cards to be printed, there must be no minimum rest time. Brackets *with* a minimum rest time will only have the initial round bout cards printed. Best 2 out of 3 brackets will only have cards for the first 2 rounds printed.

2. Equipment and software

There is a lot to do on the day of the tournament. You should determine what equipment and software you need before then. This section helps you build the list of what equipment and software you plan to use.

2.1.   Required equipment

At a minimum, you will need a computer that runs TournamentSR, and a printer.

The TournamentSR computer can handle all aspects of the tournament including registration, weigh-ins, filling the brackets, printing bout cards, and entering in results. At a minimum, the printer will be used for posted brackets.

2.2.   Suggested equipment

While it is rare, you should be prepared for equipment failures. The most likely failure is a printer jam that you cannot resolve. If you can, bring a spare printer that is known to work with the TournamentSR computer.

If you can bring a spare computer, ensure it works with any and all printers you plan to bring. Load the computer with TournamentSR and any of the support programs you plan to use.

TournamentSR allows wrestlers, coaches, and spectators to view brackets, team scores, and (optionally) called matches over Wifi. While most gymnasiums don't have Wifi, you can bring an inexpensive router.

With a Wifi network, you can use additional computers and free support programs to make running the tournament easier. The programs and documentation are at the following link:
https://www.smartrunsys.com/TournamentSR/try-buy.html

Hint We strongly suggest using laptop computers at the tournament. The built-in battery ensures the computer keeps running if someone accidentally disconnects AC power.

Hint When using printed bout cards, you might want championship and consolation cards printed on different paper colors. This reminds the table workers of the different period times. To make printing easier, TournamentSR supports printers with multiple trays (Windows only) or using multiple printers (each loaded with different colored paper).

Hint If you bring a spare computer, it's best to also bring a USB flash drive. Regularly save the tournament to the flash drive so it can be loaded into the spare computer if the primary computer fails.

Hint Wifi routers are available on-line and at most office supply stores. They should cost between $25 and $55. There is no need to purchase a more expensive router. Feel free to email or call us for assistance in setting up a Wifi router.

2.1. Walk-up registration stations

If you expect a large number of wrestlers to register at the tournament, it's best to set up one or more additional computers running the free RegistrationSR program. Each computer communicates with the TournamentSR computer and supports adding teams and wrestlers.

In order to use RegistrationSR, you must have a working Wifi network.

2.2. Running a "paperless" tournament

If you can get an additional computer for each mat, you don't have to print bout cards on paper. The MatchScorerSR program presents an electronic bout card to its user. The bout card is filled out on the display. When the match ends, the results are sent electronically back to the TournamentSR computer.

In order to use MatchScorerSR, you must have a working network (wired or Wifi). The TournamentSR computer will need a PDF printer driver installed. You must use the free AnnouncerSR program and you will need a computer at each mat.

2.3. Having runners enter results

If you cannot get enough computers to run a "paperless" tournament, you can still get help entering results. This is very helpful if the tournament has more than 4 mats.

The free BoutRunnerSR program can be run on one or more separate computers. BoutRunnerSR is simple enough for runners to successfully enter results before bringing the completed bout cards to the TournamentSR computer. The TournamentSR operator only has to verify the results – not enter them.

In order to use BoutRunnerSR, you must have a working network (wired or Wifi) and use the free AnnouncerSR program.

Expert RegistrationSR can also be used after weigh-ins to enter each wrestler's actual weight.

Hint If you use MatchScorerSR, make sure to read the "Best practices when using MatchScorerSR" in that program's User Guide. It recommends how best to ensure the tournament runs smoothly.

Expert If you can connect an external monitor to the MatchScorerSR laptop, the pair replaces a standard clock/scoreboard. The monitor faces the mat. We suggest also using a separate USB numeric pad keyboard for clock control.

Hint See the TournamentSR help page for loading a PDF printer driver onto your computer. Windows computers should use PrimoPDF, Mac computers should use PDFWriter. The help page is at the following link:
https://www.smartrunsys.com/TournamentSR/help.html

Hint AnnouncerSR is used to assign matches to mats. It can be run on the same computer as TournamentSR or on a separate computer. If you use "location specific sequence numbers", matches are automatically assigned to mats and AnnouncerSR isn't required. See "**Location specific sequence numbers**" in the **Reference Manual** for details.

3. Initial information entry

If you plan to get rosters via email, we recommend creating a single spreadsheet which becomes the "preregistration file." The process of creating a preregistration file is described in the next section.

If you are using an on-line service, the preregistration file will be downloaded from that service. You can skip the following section.

3.1.   Preregistration file creation

To create a preregistration file, launch your spreadsheet program (e.g. Excel, Numbers, OpenOffice) and create a blank sheet. You must then create the appropriate column titles in the first row. We suggest the following titles:

"Name", or "First name" and "Last name"
If "Name" is used, each cell in the column should have the complete name of each wrestler. If "First name" and "Last name" are used, each half of the wrestler's name appears under the appropriate column.

"Team", "Club", or "School"
Cells in this column should contain the team name or club name the wrestler belongs to. Use "-" to indicate a wrestler is not associated with any team.

"Age" or "Birthday"
If "Age" is used, the wrestler's age in years should appear in this column. If "Birthday" is used, the wrestler's birthdate should appear in this column (e.g. "12/9/2005").

"Division"
Cells in this column specify the wrestler's age group (e.g. "9-10", "13-15", "Bantam", or "Junior").

Hint If you have a Mac and don't have a spreadsheet program, "Numbers" is free and available from the App store. If you have a Windows computer and don't have a spreadsheet program, "Open Office" is free and available at the following link: https://www.openoffice.org

"Gender"
If you separate boys/men and girls/women for some or all age groups, include this column. Cells in this column can be simple (e.g. "M" or "F") or detailed (e.g. "M/F", "Boys", "Girls", "Men", "Women").

"Weight" or "Bracket"
If the tournament groups wrestlers by similar weights on the day of the tournament, use "Weight" for the column title. Cells in the column should have the *estimated* weight of the wrestler. This should be populated even if the wrestler's *actual* weight will be determined at the tournament during weigh-ins.

If the tournament uses predefined weights, use "Bracket" for the column title. Cells in the column should contain the predefined weight class the wrestler intends to compete in.

"Paid" or **"Amount paid"**
If you want registration/weigh-in cards to indicate if the wrestler paid his/her entrance fee, use "Paid" or "Amount paid" for the column title. Any non-blank cell in this column indicates the corresponding wrestler paid the fee. You can use the amount ("20") or just a mark ("X").

Once you've created the column titles, save the spreadsheet. As you receive emails, add a new row to the spreadsheet for each wrestler.

3.2. Testing the preregistration file

No matter if you manually create a spreadsheet or download it from an online service, you should test as soon as you have a good variety of ages, weights, and teams (e.g. 25 entrants).

TournamentSR requires spreadsheets to be in "comma separated values" (csv) format. The file download from Track Wrestling is an archive ("zip" format). You must extract the csv file from the zip file before you can test it with TournamentSR.

If you manually created a spreadsheet, or the downloaded spreadsheet isn't in csv format, load it into a spreadsheet program and save/export it in csv format.

Hint See "**Saving a spreadsheet attachment as "csv"**" in the **Reference Manual** for instructions on saving a spreadsheet in csv format.

To test the file, launch TournamentSR. Use the "**File**"/"**New…**" menu and then click the [**Based on a preregistration file**] button. Navigate to the folder that contains your csv file and double click on the file. The resulting window allows you to specify which columns will be imported for which purpose.

Adjust the various drop-down lists, check boxes, and data entry fields to match your needs. The goal is to have the table at the center of the window contain the following:

"Contestant"
Each entry in this column should have the full contestant's name followed by a vertical bar and his/her age. If the wrestlers will be grouped by similar weights on the day of the tournament, the age should be followed by an open brace, "reg:" the wrestler's weight, and a closing brace.

For example, "**Jacob Agustin | 13 {reg: 90}**" indicates wrestler Jacob Agustin is 13 years old and indicated he weighs 90 pounds. If the weight classes are predefined, the information inside the braces doesn't need to be present.

"Team"
Each entry in this column should have the wrestler's team/club name. If the wrestler isn't associated with a team/club, "**Unattached**" or "**-**" should appear in the cell.

"Bracket"
Each entry in this column should have the wrestler's age group followed by a vertical bar and either "Staging" (Madison system) or the predefined weight class.

For example, "**Midget | Staging**" indicates the wrestler is in the "Midget" age group at a tournament using the Madison system. "**Midget | 50**" indicates the wrestler is in the (predefined) 50 pound weight class for the Midget age group.

Hint Section 5 of the **Reference Manual** contains detailed instructions for working with a preregistration file. This include importing the file, cleaning up bracket titles and team names, removing no shows and distributing the wrestlers.

Hint If one or more of the columns you need doesn't appear in the appropriate drop down list, confirm the spreadsheet has the correct column title. Change it to one of the recommended titles.

Hint When using predefined weight classes, set the "Use [x] for bracket names" control to "**Weight**" or "**Bracket**"; set the "Use [X] for registration info" to "**- Nothing –**". When wrestlers are grouped by similar weights on the day of the tournament, set "Use [x] for bracket names" to "**Staging**"; set "Use [X] for registration info" to "**Weight**" or "**Bracket**".

If you separate male and female wrestlers, information from the "Gender" column and a vertical bar should precede the age group. For example, "**Boys | 14 & Under | Staging**" indicates the wrestler is grouped with boys from the 14 & Under age group.

Once everything on the window looks proper, click the [**Import**] button to confirm all rows can be loaded. As long as no errors are displayed, your preregistration file successfully imported.

Since you are only testing the preregistration file, there is no need for TournamentSR to save the data. Saving the TournamentSR file occurs on the day before the tournament – after preregistration closes.

3.3.   After preregistration closes

One or two days before the tournament, preregistration closes. At that point, no more wrestlers should be added to the preregistration file.

At this point, you should import the preregistration file into TournamentSR and save the resulting data file. Launch TournamentSR and use the "**File**"/"**New…**" menu. In the resulting window, click [**Based on a preregistration file**], navigate to the folder that contains your csv file and double click on the file.

In the resulting window, adjust the various drop-down lists, check boxes, and data entry fields to match your needs. Click the [**Import**] button and confirm no error messages appear.

You should now review all team names and bracket titles. Printed bout cards have limited space for the bracket title and player information. If names and titles are excessively long, some areas will be double printed. This is also the best time to set the period durations that may differ for each age group.

Hint TournamentSR bracket titles consist of 1 to 3 parts: Name, Division, and Classification. At this point, the Name will be either the predefined weight class (e.g. "90", "106") or "Staging". The Division will be the age group (e.g. "50", "Midget"). If Gender is used, the Classification will be that field (e.g. "Male", "Female"). See "**Bracket Title: Classification, Division, and Name**" in the **Reference Manual** for more information.

Expert If you run the younger wrestler matches while registering and/or weighing in the older wrestlers, you'll need two TournamentSR data files: one for the younger wrestlers and another for the older wrestlers.

   The easiest way to do this is to import the preregistration file twice and save two differently named TournamentSR data files. Before saving the first copy, remove all brackets associated with the older wrestlers. Before saving the second copy, remove all brackets associated with younger wrestlers. See the "**Bracket list window**" section of the **Reference Manual** for how to delete brackets.

Hint See "**Bracket and team clean up**" in the **Reference Manual** for details on reducing the size and setting the period times.

Click the [**Team list**] button to review and change team names. For best results, team names should be 20 characters or less.

Use the **"File"**/**"Classification/Division preferences…"** menu to reduce the length of bracket titles and to set the period times. For best results, bracket titles should be 18 characters or less.

If you plan to weigh-in wrestlers, we suggest you give each wrestler a registration card. The card is filled out at the scales and returned to you for weight entry. Use the "**Print**"/"**Print registration cards…**" menu to create such cards. If you don't weigh-in wrestlers, we suggest printing wrestler lists by team or bracket with fill-in areas. Check off the wrestlers that are at the tournament and then remove the no shows (unchecked wrestlers on the printouts). Use the "**Print**"/"**Print contestant list by >**" menu to create the list.

The "**File**"/"**Ladder/Misc. preferences…**" menu can be used to control several features common to this kind of tournament. In the resulting window, we suggest checking "**Fill contestants on round-robin brackets**" and "**Web pages & Ladder for display printouts show round numbers**".

If you want brackets with 2 wrestlers to use best 2 out of 3 matches to determine the champion, check "**Use best 2 out of 3 for two contestant brackets**". Leave the box unchecked if you only want 1 match to determine the champion.

If you need bout numbers to be 1, 2, 3, 4, … at each mat, check "**Use location specific sequence numbers**". You must also configure at least one session to assign locations to all matches.

Use the "**File**"/"**Save as…**" menu to save the TournamentSR data file. Choose a name that describes both the year and the tournament name (e.g. "2017 Battle at Waterloo").

Expert If registration and weigh-ins close before wrestling begins and you want the younger wrestlers to finish before the older wrestlers start, you should configure two sessions at this point. The first session is for the younger wrestlers and the second session for the older wrestlers. The second session's starting round should be set so all rounds for the younger wrestlers have completed (e.g. 5 or 6). See "Session configuration" in the **Reference Manual** for more information.

Once the two sessions have been configured, use the [**Bracket list**] window to set the initial round for the older wrestler brackets.

Expert There are many other settings available on window that appears via the "**File**"/"**Ladder/Misc. preferences…**" menu. See "**Ladder/Misc. preferences…**" in the **Reference Manual** for more information.

Hint See "**Session Configuration**" in the **Reference Manual** for details on configuring one or more sessions. You must ensure all matches are assigned a location when using location specific sequence numbers.

4. Morning of the tournament

When you first arrive at the tournament, you'll need to set up your computer and printer(s). Once that is done, you should launch TournamentSR and load the file saved when preregistration closed.

4.1. Configure printing

Printing bout cards and brackets is your most common activity. The program supports automatic selection of printer, paper tray, paper size, and type. You specify these settings via the "**Print**"/"**Configure printing…**" menu.

In order for printing to work properly, make sure the "**Printer to use:**" control for each type of printout is correct.

Many tournaments use colored paper for consolation match bout cards. This helps the table workers quickly identify the different period timing (e.g. championship vs. consolation).

If you are using colored paper for consolation bout cards, make sure to select "**Standard letter paper**" for the "**Paper to load:**" setting under "**Ladders for spectator review**", "**Full ladders for programs**", and "**Championship contest cards**". Select "**Colored letter paper**" for the "**Paper to load:**" setting under "**Consolation contest cards**". The program will prompt you to change paper when needed.

4.1. Turn on Remote Services

If you will be using AnnouncerSR, MatchScorerSR, and/or BoutRunnerSR, you must turn on Remote Services. Use the "**File**"/"**Start web server**" menu to display the configuration window. Enter a password of your choosing and click the [**Start services**] button. Once that is done, you can [**Close**] the configuration window and launch the other programs.

Hint TournamentSR automatically picks settings for each output based on the "**Print**"/"**Configure printing…**" window. Please review the "**Common printing controls**" and "**Configure printing…**" sections of the **Reference Manual**.

Hint If you are running a "paperless" tournament with MatchScorerSR, make sure the "**Printer to use:**" for "**Championship contest cards**" and "**Consolation contest cards**" is set to the PDF printer driver. This allows cards to be "printed" (required) without using any paper. The generated PDF files can be later printed if the network fails – forcing you to revert to using printed bout cards.

Hint If this is your first tournament, check both the "**Automatically print ladders for display**" and "**Automatically print contest cards**" boxes. This allows the program to create these printouts as early as possible.

4.1. Determine who showed up

If you weigh-in wrestlers, use the registration cards to update their "Seeding, registration, or previous tournament:" information with the actual weight. This is done using the window that appears after clicking [**Contestants by team**] or [**Contestants by bracket**]. Make sure to delete the "**reg:**" prefix when entering the actual weight.

If you don't weigh-in wrestlers, have someone check each wrestler's fill in area on the printed contestants list. When everyone has arrived, wrestlers with unchecked fill in areas are no shows.

4.2. Walk-up registration

If your tournament supports walk-up registration, we strongly recommend setting up one or more additional computers running RegistrationSR. If you weigh-in wrestlers, you must print the additional registration cards from the TournamentSR computer on a regular basis (e.g. every 10 minutes),

4.3. Removing no-shows

At some point, registration closes and weigh-ins have finished. That is when preregistered wrestlers that didn't show up must be removed from the tournament.

If you weigh-in wrestlers and manually removed the "**reg:**" prefix from all wrestlers that returned their registration card, use the "**View**"/"**Contestants that haven't weighed-in…**" menu. In the resulting window, you can print the list of no-shows, remove individual wrestlers, or remove them all.

If you don't weigh-in wrestlers click the [**Contestants by team**] or [**Contestants by bracket**] button and remove each wrestler that doesn't have a check in the fill in area.

Hint See the "**Contestant by team window"** and "**Contestant by bracket window**" sections of the **Reference Manual** for more information.

Hint If you have a PA announcer, we recommend printing the list of no-shows and asking the announcer to verify the wrestlers aren't present. This is especially important when weighing-in wrestlers as they often forget to return the filled-in card.

Hint See the "**Contestant by team window"** and "**Contestant by bracket window**" sections of the **Reference Manual** for more information.

5. Final bracketing

At this point, TournamentSR has all wrestlers entered into "Staging" or predefined brackets. If you are using Staging brackets ("Madison system"), you must now group them by similar weights. If you are using predefined weights, you can skip the next section.

5.1.   Distributing the Staging brackets

To group wrestlers with similar weights, use the "**File**"/"**Staging brackets…**" menu. The resulting window allows you to select a Staging bracket, specify the criteria for grouping the wrestlers (e.g. delta weight %, desired wrestler count in each group), and divide the Staging bracket into the desired brackets.

After selecting a Staging bracket, adjust the "**Maximum contestant delta %**" (weight percentage from lightest to heaviest in the same bracket) and "**Target contestant count:**" fields so you get most of the grouping you want. You then adjust the "**Maximum contestant count:**" field, highlight rows and use the [**Redistribute with above row**] and [**Split into two rows**] buttons.

Once the groups are to your liking, ensure "**Place contestants in the ladder**" is checked and click the [**Create the proposed brackets**] button. This causes the listed brackets to be created and populated with the listed wrestlers; the Staging bracket is then destroyed.

Repeat the process for each Staging bracket. Once that is done, you are ready to review each bracket and make final adjustments.

5.2.   Review the brackets

Click the [Seeding] button to review brackets and initial round match assignments. If you are using predefined weight classes or failed to check "**Place contestants in the ladder**" in the previous section, the wrestlers have been assigned to their brackets, but have not been assigned to their first round matches.

Hint   You can practice this using Tutorial 3 on our help page. See the section titled "**Distributing wrestlers into brackets based on weight**" in **Tutorial 3 – Instructions**. You can also review "**Distributing wrestlers by weight (Madison system)**" in the **Reference Manual**.

Hint   If you forget to check "**Place contestants in the ladder**", you can have TournamentSR move the wrestlers into their first round matches at a later time via the [**Start the Tournament**] button.

Click the "Bracket:" drop down list to highlight it. While it's highlighted you can use the up and down arrow keys to see the previous and next brackets (respectively) in the tournament.

You should review each bracket in the tournament. For each bracket, you should ensure all wrestlers appear in the initial round matches list (the pairings on the right side of the window). If wrestlers appear in the unplaced list (names on the left side of the window), check "**Randomly pick a contestant**" on the left side of the window and then click the [**Move All ->**] button.

You should also check the wrestlers assigned to each bracket. Look for brackets with too few or too many wrestlers. If there are too few wrestlers, consider reassigning them to the next higher weight class or the next higher age group. If there are too many wrestlers in a bracket, consider reassigning one or two to the next highest weight class or age group.

Note that changing a wrestler's age or weight class usually requires written permission. Such permission often comes with the release form filled out by each participating wrestler.

There are a variety of ways to change a wrestler's bracket. The most basic way is to click the [**Contestants by team**] button, selecting the wrestler's team from the "Team:" drop-down list, highlighting the wrestler, changing the "Bracket:" setting, and then clicking [**Change**].

The easiest way is to open a second seeding window (click the [Seeding] button), change the "Bracket:" selection on the new seeding window to the desired bracket, and then dragging the wrestler from the original seeding window to the initial round match location in the second seeding window.

After checking all the brackets, you are ready to print them for spectator review and starting the tournament.

Hint The seeding window supports many features for moving wrestlers to/from and around in the initial round matches list. Familiarize yourself with these features by reading the "**Seeding window**" section of the **Reference Manual**.

Hint If you don't care about initial round pairings, you can skip using the [**Move All ->**] button. TournamentSR can automatically assign all wrestlers to their initial round matches when you later click [**Start the Tournament**].

Hint The "**Last minute wrestler redistribution and bracketing**" section of the **Reference Manual** covers some examples of when and how to move wrestlers to

Expert The most powerful feature of the seeding window is using drag and drop to change a wrestler's bracket. You are allowed to drag a wrester from one seeding window to another. The "**Detailed drag and drop behavior**" and "**Moving wrestlers between seeding windows**" sections of the **Reference Manual** provide more details.

6. Starting and running the matches

Just before the tournament starts, it's best to post brackets for spectators to review. This is more than a courtesy. The spectators, wrestlers, and coaches can catch errors and inform you before wrestling begins.

Use the "**Print**"/"**Print ladders**"/"**for display…**" menu. Click the [**Champion only**] button and ensure the "Printer:" selection is correct for the printer you are using. Click the [**Print**] button to begin printing the brackets. Post them as soon as possible.

Bout cards cannot be printed until [**Start the Tournament**] is clicked. Once that is clicked, most changes are locked out. As a result, you shouldn't click the button until all brackets have been checked.

6.1.   Printing bout cards and brackets

We recommend letting the program automatically print completed brackets and upcoming bout cards. Use the "**Print**"/"**Turn automatic printing on**" menu to turn on automatic printing. If you have just started the tournament, the first set of bout cards will begin printing within a few seconds.

If you don't want to use automatic printing, you must manually print brackets and bout cards. You print bout cards via the "**Print**"/"**Print contest cards…**" menu. This should be done immediately after starting the tournament and on a regular basis thereafter.

You can manually print brackets for posting via the "**Print**"/"**Print ladders**"/"**for display…**" menu.

Hint   You can control if automatic printing includes bout cards and brackets via the "**Print**"/"**Configure printing…**" menu.

Expert   To have all bout cards printed for Round Robin matches with no minimum rest, use the "**File**"/"**Ladder/Misc. preferences…**" menu and check the "Create all cards for Round Robin brackets w/ no minimum rest" box.

Expert   One or two bout cards can be printed on each sheet of paper. When one card per sheet is used, you have the option of including fill-out instructions on the bottom half of the sheet. Use the "**File**"/"**Contest card preferences…**" menu to set these options.

Hint   If the minimum rest period has not been met for either wrestler, the earliest possible match start time appears at the top of the bout card. Table workers should be made aware of this so not to start the match before that time.

Hint   When you use the "**Print**"/"**Print ladders**"/"**for display…**" menu, the program automatically selects which brackets need printing based on completed rounds and when they were last printed. While you are given the opportunity to override these selections (e.g. select only one bracket for printing), it is most often appropriate to just click the [**Print**] button.

6.1. Entering in match results

You always type in match results on the left side of the screen in the area labeled "Enter match results". Any of following mechanisms can be used to select the match for entering results:

- Select the weight class using the "Bracket:" drop down list, then select the match using the "Match #:" drop down list and press the <enter> key.
- Type the match number into the "Enter Match #:" area and press the <enter> key.
- Double click on the match number on any ladder display.

You are required to specify the match winner ("Winner:"), the final score ("Score:"), and the date/time the match ended ("Ended @:"). After ensuring these are correct, click on the [Change] button.

Use this mechanism to change the winner or score of a match when incorrect information was previously entered.

6.2. Other activities

After wrestling begins, you might find out that a wrestler appears in a bracket, but isn't present (i.e. is a no-show). When that occurs, use the "View"/"Emergency bracket repair" menu. See "Using Emergency bracket repair" in the Reference Manual for details.

Occasionally someone ask you to fix the spelling of a wrestler's name. This can be done using any of the following mechanisms:

- Double click the wrestler's name on any ladder display.
- Change the name via the [Contestants by team] button ("View"/"Contestants by"/"team" menu).
- Change the name via the [Contestants by bracket] button ("View"/"Contestants by"/"bracket" menu).

Hint The program recognizes a wide variety of abbreviations for pin, technical fall, major decision, etc. Consult the "**Match entry area**" section of the **Reference Manual** for a complete list of acceptable abbreviations.

Expert Use the <enter> key to move from one field on the results entry area to the next. When you get to the match end time field, the time digits are automatically selected. This allows for easy correction of just that portion of the time.

Hint The program brings up a message window each time the last match of a round is entered. This is a good time to print team scores. Use the "Print"/"Print team scores…" menu to print the team scores.

Expert If a bout card gets lost, use the "Print"/"Print selected contest cards…" menu to reprint the lost card. Use of the resulting window is explained in the "**Print selected contest cards…**" section of the **Reference Manual**.

Expert If your printer jams or runs out of ink, use the "Print"/"Reprint…" menu to reprint some or all items recently printed. Use of the resulting window is explained in the "**Reprint…**" section of the **Reference Manual**.

Officials occasionally deduct team points for rules violations. You enter such deductions via the [**Team score adjustments**] button or the "**View**"/"**Team score adjustments**" menu. Remember to make the "Value:" *negative* (e.g. "**-1**") in order to *deduct* team points.

Sometimes a wrestler will leave the tournament before his/her last match takes place. Use the "**View**"/"**Withdrawn contestants…**" menu to automatically have a wrestler lose all remaining matches.

Expert If you have an Internet connection, you can regularly post your tournament ladders and team scores on the TournamentSR web site. The "**File**"/"**Upload tournament information…**" menu configures this feature. See "**Upload tournament information…**" in the **Reference Manual**.

7. After the tournament is over

When the tournament is over, you may be asked to provide some final information.

The officials sometimes get paid based on the total number of matches they handled. Use the "**View**"/"**Total matches count**" menu to provide them this information.

Some tournaments hand out awards for the most outstanding wrestler, coach of the year, etc. While these awards don't affect the scoring or results in any way, they should still be recorded for later printing and data export. Use the "**View**"/"**Award information**" menu to enter the list of award names and winners.

If you want the results posted on the TournamentSR web site, use the "**File**"/"**Upload tournament information…**" menu. Set the email and password you used to log into the TournamentSR web site and click the [**Upload now**] button.

Many people and organizations provide web sites for displaying tournament results. Such organizations will want your results for posting on their site. Use the "**File**"/"**Export results in HTML…**" menu to create a single file you can then email to them.

Hint   See "**Upload tournament information…**" in the **Reference Manual** for more information on posting results on the TournamentSR web site. The results link is:

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

8. Running a smoother tournament

Since this is a quick start guide, many TournamentSR features haven't been presented. You are encouraged to review the **Reference Manual** to learn about the program's extensive capabilities.

Once you are comfortable using TournamentSR, you should investigate its support programs: **RegistrationSR**, **AnnouncerSR**, **MatchScorerSR**, and **BoutRunnerSR**. These programs should be used with a WiFi router; Remote Services must be turned on.

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