



CompWeb Fest Manager's Manual

Spring 2009

2.1

This is a revised version of this document. It covers changes made to CompWeb for the spring of 2009 competitions. This manual covers the use of CompWeb by competition managers. See the Coaches manual for information on how to enter vaulters for a competition and the Scoring Manual on how to use the CompWeb scoring.

The current AVA and USEF rules take precedence over the contents of this document. Any conflict between the contents of this document and the rules shall be resolved in favor of the current rules.

DRAFT MANUAL

Introduction.....	5
Definitions.....	5
Getting Started.....	6
SETTINGS: Before opening of entries.....	9
Programs to copy data from an earlier fest.....	9
Competition Information.....	10
Event Name.....	12
Event Description.....	12
Starting Date and Ending Date.....	12
URL of Event Logo – Left, URL of Event Logo - Right	12
Registration Fees.....	12
Additional Vaultler Fee Description.....	13
Event is AVA Recognized?	13
Event is USEF Recognized?.....	13
USEF Fee.....	13
Stabling Information.....	13
Charge Stabling by.....	14
Stable and Pen Costs.....	14
Payment Information	14
Entry Closed Message.....	14
Close of Entry Date.....	15
Allow All Vaulters In Fun Fest Classes.....	15
Require Volunteer Coordinators.....	15
Text for Volunteer Sign-up link.....	15
If the volunteer signup program is being used, put the text to appear in the volunteer box on the Login page. A heading “Volunteer Sign Up “ and a link to the signup page will always be there if the Display Volunteer link on Login page is set to “Yes”	15
Volunteer Coordinator Password.....	15
[OK]	15
Upload Prize List	15
Offered Classes.....	16
Add Standard Class.....	17
Add New Non-Standard Class.....	18
Class #.....	19
Class Name.....	19
Round A, B, C, D, E	19
Category.....	19
Barrel.....	19
USEF.....	19
AVAcass.....	19
Cost, Cost per Round, and Cost per Vaultler.....	19
Invited Clubs	20
Set Club Passwords.....	20
Email Passwords.....	21
Check Clubs in database.....	21
Extra Items for Sale.....	21

DRAFT MANUAL

Comments/suggestions: eoakes@comcast.net

DRAFT MANUAL

COMPETITION SETTINGS: After close of entries.....	23
Set the Round Order by day and arena.....	23
Edit the times used for the order of go.....	25
Order of Go Random Drawing.....	25
Upload Order of Go	25
Order of Go (Excel).....	26
Score Sheet Labels for one class (Excel).....	27
Reports.....	29
Club Registrations.....	29
Horses List.....	29
Horse use report.....	29
Event Summary Report.....	29
All Vaulters Entered.....	30
Event Detail Report (Excel)	30
And.....	30
Entries/Scoring Spreadsheet (Excel)	30
Extra Item Orders.....	31
Club Payment Report.....	31
Stabling Report.....	31
Coach missing USEF number.....	32
Horse missing USEF number.....	32
Lounger missing USEF number.....	32
Vaulters missing number.....	32
Payment Summary.....	32
Rounds entered for all vaulters by class.....	32
Show number of horses and number of stalls requested.....	33
Horse without Stables.....	33
List Composite Teams.....	33
Volunteer Coordinators.....	33
Goes that have No Vaulters.....	33
Teams with vaulters with different numbers in Compulsories and freestyle or different team names.....	34
Vaulters not in class.....	34
Utilities.....	34
Move Goes	34
Remove Clubs with no people, horses, or orders.....	34
Check entered USEF numbers of people.....	34
Check entered USEF numbers of horses.....	35
Modify club entries.....	35
PASSWORDS.....	35
Change Admin Password.....	35
Open Scoring Administration Page.....	35
Things that you can do with the system during the fest.....	35
Round II entries for OOG and score sheet labels.....	37

DRAFT MANUAL

Comments/suggestions: eoakes@comcast.net

DRAFT MANUAL

<u>Order of Go Changes.....</u>	<u>38</u>
<u>Things that you can do with the system after the fest.....</u>	<u>39</u>
<u>Direction for Generating an Order of Go from On-line Entries.....</u>	<u>41</u>
<u>Appendix B.....</u>	<u>49</u>
<u>Class Naming and Numbering Guidance.....</u>	<u>49</u>

DRAFT MANUAL

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Introduction

The AVA CompWeb is an on-line registration and scoring system for vaulting competitions. This system allows a fest manager to receive all competition entries electronically and create several reports, including the order of go for the competition. This system has been used for the AVA National competition and others since 2003. CompWeb has been developed by a group of volunteers and is open for use by the whole AVA. The CompWeb scoring program has been used for more than 20 completions in 2008 including Nationals.

This guide will aid the fest manager in the administration of the CompWeb for a competition.

The following guide will discuss the administration tasks needed both prior to the opening of the competition and upon the closing of the entries.

The guide is divided in to 4 sections: Things to do before the on-line registration is enabled, things to do after close of entries before the start of the fest, things that can be done with the system during the fest, and things that can be done with the system after the fest is finished.

From the main CompWeb site (<http://vaulting.swcp.com>), the manager should select the competition they are administering and select the Administrator Login Page link.

Definitions

- Class:** A group of exercises that are scored together. The class may consist of one or more rounds. e.g. Silver Individual, A Team, or Open Barrel. The class is assigned a number consisting of 2 or 3 digits.
- Round:** The different exercises such as Freestyle or Compulsories that are part of a class. A round is assigned a letter. The AVA rulebook uses the term section for the different exercises.
- Round I, Round II:** Usually a combination of a Freestyle round and a Compulsories round. These are scored for Round I. Vaulters a qualified to participate in Round II based on Round I scores.
- Overall:** The combination of Round I and Round II.
- Go:** One or more vaulters entering the ring together to compete in a round.

Getting Started

The fest manager will need to contact the CompWeb site administrators to request a new competition site, but once the site has been created, the manager can set up and administer all the competition specific information. **The request for a new site should be sent a minimum of about two months before the competition.** Requests should be emailed to Tom Oakes, email eoakes@comcast.net.

Note: *Do to server limitations there can be only 23 sites active at any time, including a Test site used for demonstrating and debugging program fixes and enhancements. In order to create a new site an older site must be overwritten. Usually the links to a site remain on the competition selection page for about 2 months after the competition. After the links have been removed the site may or may not be available using a different URL that can be furnished by the CompWeb site administrator.*

The fest manager needs to furnish the wording displayed for this link (e.g. "Morning Star Harvest Fest") and the date(s) of the competition. This is required prior to a link being created on the main CompWeb site. Once the event has been created, the fest manager can begin the set up and administration of the competition.

From the main CompWeb site (<http://vaulting.swcp.com>), the manager should select the competition they are administering and select the Administrator Login Page link.

Select Your Club:

Acorn Vaulters

Agape Vaulters

Albuquerque Vaulters

AVA Judges

Balance Vaulters

Better Late Than Never Vaulters

Broken Top Vaulters

Cascade Vaulters

Creekside Vaulting Club

Password:

The Prize List and the related documents contain the official information on this competition.

You must download, read and understand these documents before using this site to register for the Competition

Link to download the [Prize List](#) Files

Print releases and forms as needed and mail them with your payment.

[Back to Competition Selection Page](#)

[Administrator Login Page](#) [Judge & Officer Login Page](#)

Shortly after a new site is created the CompWeb site administrator will email the person that the site has been created and the Administrator password for the registration site and a valid user name and password for the Scoring site.

DRAFT MANUAL

If a competition is to be AVA or AVA and USEF recognized there are a number of things that must be done that are not included in CompWeb. See the AVA and USEF rules! There is also information on holding a competition on the AVA member web site at:
<http://www.americanvaulting.org/members/compmgmt/>

Once logged in the manager will be in the main Competition Administration page. This page, divided into sections which contains links to the CompWeb programs that perform or assist with many competition management tasks. These programs are described below.

DRAFT MANUAL

Competition Administration

[Back to Main](#)

SETTINGS: Before opening of entries

- [Competition Information](#)
- [Upload Prize List \(Can be read without logging in\)](#)
- [Offered Classes](#)
- [Invited Clubs](#)
- [Extra Items for Sale](#)

COMPETITION SETTINGS: After close of entries

- [Set the Round Order by day and arena](#)
- [Edit the times used for the order of go](#)
- [Order of Go Random Drawing](#)
- [Order of Go \(Excel\)](#) - Creates an Excel spreadsheet with an Order of Go
- [Excel file for input to a FileMake Pro Order of Go program](#)
- [Upload Order of Go \(Must be logged in to read\)](#)
- [Score Sheet Labels for one class \(Excel\)](#)
- [Round II entries for OOG and score sheet labels](#)

REPORTS

- [Club Registrations \(html\)](#) or [\(EXCEL\)](#)
- [Horses List \(html\)](#) or [\(EXCEL\)](#)
- [Horse Use Report](#)
- [Event Summary Report](#) (Number of vaulter in Class & round)
- [ALL Vaulters Entered \(html\)](#) or [\(EXCEL\)](#) takes a long time to load for large fests
- [Entries/Scoring Spreadsheet\(Excel\)](#)
- [Entries/Scoring Spreadsheet \(Excel\)](#) with First Name and Last Name in separate cells
- [Extra Item Orders](#)
- [Club Payment Report](#)
- [Stabling Report](#)
- [Coach missing number](#)
- [Horse missing number](#)
- [Lounge missing number](#)
- [Vaulters missing number](#)
- [Payment Summary](#)
- [Rounds entered for all vaulters by class](#)
- [Show number of horses and number of stalls requested](#)
- [Horse without Stables](#)
- [List Composite Teams](#)
- [Participating Vaulters for AVA report\(html\)](#) or [\(EXCEL\)](#) This report takes several minutes to run. Now reports date of Registration.
- [Volunteer Coordinators](#)
- [Goes that have no vaulters](#)
- [Teams with vaulters with different numbers in Compulsories and freestyle or different team names](#)
- [Vaulters not in class](#)

Utilities

- [Move Goes](#) inside a Class Round
- [Remove Clubs with no people, horses, or orders](#)
- [Check entered USEF numbers of people](#) This program takes a long time to run up to several minutes
- [Check entered USEF numbers of horses](#) This program takes a long time to run up to several minutes
- [Copy the Offered Class list from another fest.](#)
- [Copy the Round Order list from another fest.](#)
- [Copy the times used for the order of go from another fest.](#)

Modify club entries
<div><div>A Vaulting Connection</div><div>Acorn Vaulters</div><div>Agape Vaulters</div><div>Albuquerque Vaulters</div><div>Balance Vaulters</div><div>Better Late Than Never Vaulters</div><div>Blue Sky Vaulters</div><div>Blue Star Vaulters</div><div>Bosque Belgians</div></div> <div>Go to Club entry page</div>

PASSWORDS

- [Change Admin Password](#)

SETTINGS: Before opening of entries

Programs to copy data from an earlier fest

Copy the Offered Class list from another fest

Copy the Round Order list from another fest

Copy the times used for the order of go from another fest

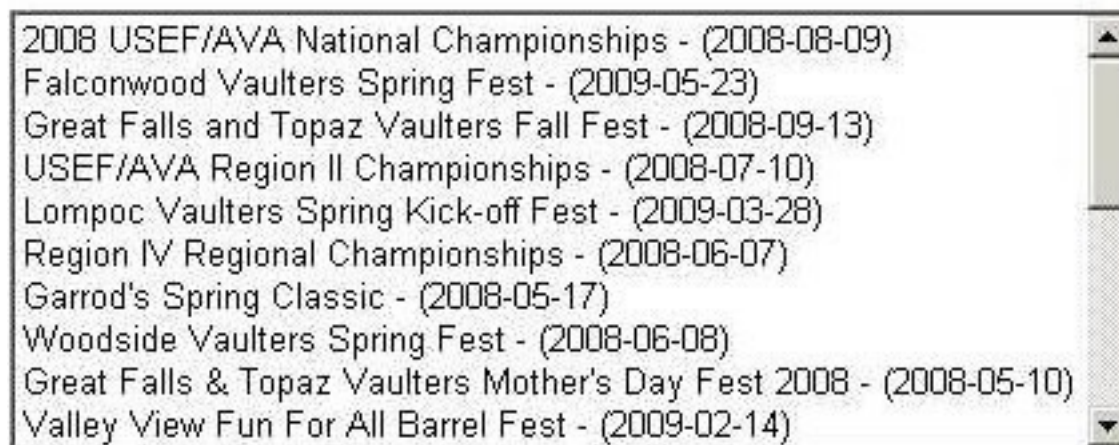
These three programs will allow the copying of tables from a previous fest. There are limitations on the use of these programs.

The **Copy the Offered Class list from another fest** program must be run before any classes have been added to the with the methods explained below.

The **Copy the Round Order list from another fest** and the **Copy the times used for the order of go from another fest** program must also be run on an empty table. In addition program must be run after the **Copy the Offered Class list from another fest** program has been run and copied from the same fest. The copied table can not be edited or have classes removed before running these programs.

The data from any fest that has not been overwritten may be copied. Select the fest to copy the data from.

Select Fest as source of Class List to copy.



Copy Table

There is similar program to copy the **Volunteer Job List** with the link on the Volunteer Coordinator's Administrative page.

DRAFT MANUAL

There is also a program to copy the **Set files to use with Class and Round** AKA “Big Ugly Table” with the link on the Scoring Administrative page.

These two programs also need to be copied into an empty table, but do not depend on the other tables so can be copied later and even from a different fest.

All of the copied tables can be edited, have entries removed, or have additional entries added.

Competition Information

This page allows the fest manager to enter all the specific descriptions of the event. The text fields within this section can be entered as plain text, which will not provide any formatting or can be entered using simple html.

The html commands which may be of use include `` **For Bold**; `` denotes end bold; `
` for a new line; `<u>` For Underline; `</u>` denotes end underline, and `<center>` for centering text `</center>` to end the centering.

DRAFT MANUAL

Competition Information

Event Name (HTML formatting optional)	New Test Site
Event Description (Use HTML formatting tags - Include venue, location, judges, credits, etc.)	Based on Garrod's Spring Classic modified for specific tests.
Starting Date	2008-05-17 (E.g. 2003-03-18)
Ending Date	2008-05-18 (E.g. 2003-03-20; Set same as start date for a one-day event)
URL of Event Logo - Left	
URL of Event Logo - Right	
Vaulter Registration Fee	\$20 (Paid by Competition Vaulters, (1) Use \$0 if none)
Longeur Registration Fee	\$0 (Paid by Loungers who are not also vaulters, Use \$0 if none)
Additional USEF Registration Fee	\$0 (Paid by Vaulters in USEF Classes, Use \$0 if none)
Fun Fest Registration Fee	\$0 (Paid by Vaulters only in Fun Fest (2), Use \$0 if none)
Additional Special Class Fee Use \$0 if none	\$0 (Paid by Vaulters in a Special Fee Class (3), Use \$0 if none)
Additional Vaulter Fee	\$10 (Paid by all Vaulters in any class, Use \$0 if none)

(1) These are the vaulters that are in the regular competition. Fun Fest Only will be set to 'No' for these vaulters.
 (2) These are the vaulters that only compete in the Fun Fest. Fun Fest Only will be set to 'Yes'. If Fun Fest Vaulters are to be charged the same Vaulter Registration Fee, set this to the same value.
 (3) These are the vaulters that are entered in one or more Special Fee Classes. An example of a Special Fee Class is Region I Classes at some of the Region I competitions.

Additional Fee Description (e.g. region member dues)	\$5 AVA, \$5 Region II
Event is AVA Recognized? Paper work for AVA Recognition must be submitted to AVA Office per AVA Rules Section VIII	Yes
Event is USEF Recognized? Paper work for USEF Recognition must be submitted to USEF	Yes
USEF Fee	\$17 (Per horse - Use \$0 if none)

Stabling Information	Limited Stalls and pens available Pens cost per horse
-----------------------------	--

Charge for stabling by Day

Stable Types	
Indoor Stall Costs	25 Available <input checked="" type="checkbox"/>
Indoor Double Stall Costs	0 Available <input type="checkbox"/>
Indoor Triple Stall Costs	0 Available <input type="checkbox"/>
Outdoor Pen Costs	25 Available <input checked="" type="checkbox"/>
Outdoor Double Pen Costs	0 Available <input type="checkbox"/>
Tack Room Cost	0 Available <input type="checkbox"/>

Payment Information (Include payee and mailing address)	Checks to Mt. Eden Vaulting Club Mail to Marianne Rose 11845 Skyline Blvd., Los Gatos, CA 95033
---	---

Entry Closed Message (HTML formatting optional - Include where to send changes after close of entries)	After May 17, email all corrections to marianne_rose@worldnet.att.net Late fee for missing/incorrect items \$5 (up to 5 items), \$2 per item after 5 Includes missing releases, incorrect USEF numbers/names/owners Changes after April 30 will incur \$5 per change fee unless medical note provided. Blank check from each club required at check in for late fees/change fees.
--	---

Close of Entry Date 2008-05-19 01:00:00 (E.g. 2005-06-02 02:00:00 for June 2, 2005 at 2:00 AM Mountain Time)

Allow All Vaulters In Fun Fest Classes Yes

Require Volunteer Coordinators No If set to "Yes" the clubs payment sheet can not be printed unless a Volunteer Coordinators has been entered

Text for Volunteer Sign-up link Use html tag
 between lines.
this is test wording revised

Display Volunteer link on Login page Yes

Volunteer Coordinator Password 123test
to change edit this value

OK Cancel

DRAFT MANUAL

Event Name

Enter the name of the event, e.g.:

2005 Region IX Championships

This appears at the top of most pages and should be limited to one line. This entry does not require HTML formatting, as there is a default format that is applied.

Event Description

Enter a textual description of the event including the location, judge, dates and the close of entry. This description follows the dates at the top of most pages. Use simple HTML commands for more formatting. This description should not be over 4 or 5 lines to avoid the users having to scroll a long way down the page in order to get to the working part of the page. E.g.:

*The Fall Fest will be AVA recognized

Judge: Ulrike Reider (FEI judge and author of "Correct Vaulting")

 Bernalillo Sheriff's Posse Grounds, 10308 2nd St. NW. Albuquerque, NM

CLOSE of ENTRY: Sept 18, 2004*

Starting Date and Ending Date

Enter the dates in a yyyy-mm-dd format:

2004-10-02

URL of Event Logo – Left, URL of Event Logo - Right

If you have a logo for the event, enter the URL where the logo is located. The logo should not be larger than about 75 pixels in either direction.

The AVA logo is available at: <http://vaulting.swcp.com/AVALogo-MR2.jpg>

The USEF logo is at: <http://vaulting.swcp.com/useflogo2.jpg>

Use these logos only if the competition is recognized by that organization.

Registration Fees

There are 6 different Registration fees that can be charged. These are the fees paid for registering as a vaulter or lounger for the competition. There is no provision for charging coaches, horse owners, trainers, or other people who register with a club a registration fee.

DRAFT MANUAL

The different fees are explained next to, and below where they are entered.

Vaulter Registration Fee	\$20	(Paid by Competition Vaulters, ⁽¹⁾ Use \$0 if none)
Longeur Registration Fee	\$0	(Paid by Loungers who are not also vaulters, Use \$0 if none)
Additional USEF Registration Fee	\$0	(Paid by Vaulters in USEF Classes, Use \$0 if none)
Fun Fest Registration Fee	\$0	(Paid by Vaulters only in Fun Fest ⁽²⁾ , Use \$0 if none)
Additional Special Class Fee	Use \$0 if none \$0	(Paid by Vaulters in a Special Fee Class ⁽³⁾ , Use \$0 if none)
Additional Vaulter Fee	\$10	(Paid by all Vaulters in any class, Use \$0 if none)

(1) These are the vaulters that are in the regular competition. Fun Fest Only will be set to 'No' for these vaulters.

(2) These are the vaulters that only compete in the Fun Fest. Fun Fest Only will be set to 'Yes'. If Fun Fest Vaulters are to be charged the same Vaulter Registration Fee, set this to the same value.

(3) These are the vaulters that are entered in one or more Special Fee Classes. An example of a Special Fee Class is Region I Classes at some of the Region I competitions.

Additional Fee Description	
(e.g. region member dues)	\$5 AVA, \$5 Region II

Additional Vaulter Fee Description

This fee is used if the competition has an additional fee to be paid by each vaulter outside the completion registration fee. This fee is often used for regional dues or other required payments.

Event is AVA Recognized? Event is USEF Recognized?

Select the proper answer. (Yes or No)

USEF Fee

This is the required fee management must assess for each horse at a USEF recognized competition and entered in a USEF Recognized Class or competing on the same day as a USEF class. For many competitions this fee is required for all horses.

Stabling Information

Describe the Stabling available. Include cost and available dates. For example

The stall area is indoors. The stalls all have dirt/clay floors and are approximately 10'x12' with cement block walls and metal frame sliding door. The cost of each stall for the event is \$80. Only single stalls are available. The stalls will be available from Monday, July 19 at noon through Friday, July 23 at 8:00 AM. All arrivals not within the specified times will incur additional charges

DRAFT MANUAL

from the Virginia Horse Center. (Please see information regarding Lay Over Facilities, for those who will be arriving prior to July 19th or wish to stay later than July 23rd.)

Charge Stabling by

Select by Day or Event as is appropriate. If charged by day the total cost will be calculated from the number of days: 'Departure Date' minus 'Arrival Date'. Note: if a coach enters the same date for both departure and arrival a zero charge will be calculated. The arrival date defaults to the day before the start of competition and the departure date defaults to the last day of competition.

Stable and Pen Costs

Check the checkbox for the types of stabling available and enter the cost. I

Payment Information

Enter when and how payment is due along with all other pertinent information. Include address for mailing of payment. If the fest has set up a web site to allow for payment with a credit card, the URL to that site can be included.
e.i. click here to pay with credit card

For example:

Deadline: No post entries will be accepted. You are encouraged to enter ONLINE through your club's official entry manager. Entries must be postmarked or submitted online by June 1, 2004 or hand delivered no later than 1:00 pm on June 1, 2004 to AVA Competition Entries c/o Jan Weber, 193 Duck Pond Drive, Groton, MA 01450. Mailed or delivered entries requiring a return signature will not be accepted unless received prior to May 27, 2004. Sign the release on your delivery forms. All payments and all forms, including release forms must be completely filled out and included with entry, one check per club only. For more than one check, a \$20 charge for each extra check will be assessed.

Entry Closed Message

This message will be displayed on the main club page after **entries are closed** for this event. Use simple HTML commands for more formatting. For example

<p> Entries are now closed. Please submit further changes with a complete explanation of the change to cbeutler@sbcglobal.net or by mail to:

 Carol Beutler
 2780 Goodwin Ave.
 Redwood City, CA 94061

 After July 24, 2003, changes are subject to management approval and may incur a change fee.

DRAFT MANUAL

See Entry information (General Information, Entries, 6.,page 2). Changes made after August 1 must be brought to Check-in in Denver. </p>

Close of Entry Date

Enter the date and time on-line entries will close. The clubs will no longer be able to change or add entries after this date. The date and time will be the system time for the on-line entry web server (currently Mountain Time). Date should be in YYYY-MM-DD HH:MM:SS format. E.g.:

2009-05-24 23:00:00

This is for a close of entries for 11:00pm May 24, 2009 (almost midnight)

Allow All Vaulters In Fun Fest Classes

Select 'No' if only vaulters with FunFestOnly set to 'Yes' will be eligible to compete in the Fun Fest Classes. If all registered vaulter can compete in the Fun Fest classes select 'Yes'. If there is no separate FunFest at this event, set this value to 'No'.

Require Volunteer Coordinators

If this is checked, the clubs payment sheet won't print until a Volunteer Coordinator has been entered for the club.

Text for Volunteer Sign-up link

If the volunteer signup program is being used, put the text to appear in the volunteer box on the Login page. A heading "Volunteer Sign Up " and a link to the signup page will always be there if the **Display Volunteer link on Login page** is set to "Yes"

Volunteer Coordinator Password

The password for the Volunteer will be set to what is in this box when the OK button is clicked.

[OK]

After completing changes on this page click the OK button to save these changes.

Upload Prize List

On the Login page for the competition, the "link to Read Prize List" opens a page that contains files that have been uploaded with this utility. They are not required to be only

DRAFT MANUAL

the 'Prize List' but can be any file that is readable by anyone. The best formats are either a PDF or HTML file. Files that should not be readable by the general public, e.g. those that have names and club affiliation for minors, should not be uploaded to this directory.

The "link text" is what will show on the Prize List index page to link to the file. Clicking on Browse will bring up a dialog that will let you access files on your local computer. Select the file to upload and select the OPEN Button to put the file path in the Browse box. Click on the Upload button to do the upload to the CompWeb server. If for some reason the upload doesn't succeed there should be an error message.

At the bottom of the upload page is a table that shows the files presently in the Prize List directory with their link wording. The "Remove Link and File" link on the right side of the table will delete the files.

Define links to the uploaded file

Link text (description):

Choose a file to upload:

Existing Links

You do not need to remove the link and file if you are uploading a new version of an existing file.

[Back to Administration page](#)

File Name	Link Text	Upload Date	
PrizeList2005IVRegionalChampionships.pdf	PrizeList 2005 IV Regionals	2006-01-26	Remove Link and File
RegionIVReleaseform2005B.pdf	Region IV Release Form	2006-01-27	Remove Link and File
NoviceRulesforRegionIV05c.pdf	Region IV Novice Rules	2006-01-27	Remove Link and File

Offered Classes

The Table at the top of the page displays the classes already entered to be offered at this competition. The table will have a vertical scroll bar if there are more than 5 or 6 classes already offered. Scroll down the table to see the rest of the classes. For Mac user, the table may not scroll in Safari.

At the right end of each table row are two links that operate on the class information for the class in that row. Edit opens a new page that allows the manager to edit any of the fields in

DRAFT MANUAL

the row. Remove removes the class from the offered classes. Once registration has been open, the fest manger cannot remove a class that has any people registered in it. These people must be deleted from the class prior to deleting the class.

Scroll table below to see all offered classes

Class	Class Name	A	B	C	D	E	Category	Fun Fest	Barrel	Gait	USEF	AVAClass	Cost	Cost per Round	Cost per Vaulters (Team only)	Special Fee Class	OverrideLogic		
01	A Team	Compulsories	Freestyle				Team	No	No	Canter	Yes	Yes	200			No	No	Remove	Ed
02	B Team	Compulsories	Freestyle				Team	No	No	Canter	No	Yes	125			No	No	Remove	Ed
03	C Team	Compulsories	Freestyle				Team	No	No	Canter	No	Yes	125			No	No	Remove	Ed
06	Trot Team	Compulsories	Freestyle				Team	No	No	Trot	No	Yes	125			No	No	Remove	Ed
11	Open 2-Phase Team	Compulsories	Freestyle				Team	No	2-Phase	Canter	No	Yes	60			No	No	Remove	Ed
12	Prelim 2-Phase	Compulsories	Freestyle				Team	No	2-Phase	Canter	No	Yes	60			No	No	Remove	Ed

The CompWeb system attempt to insure only eligible people and horses are registered for classes. This is done by using standard class numbers and an internal logic system. For events which do not require internal logic, mark the class logic override to yes: OverrideLogic = 'Yes'. This will allow all vaulters and horses to be available for entering the class. This would be used, for example, where a Fun Fest classes pairs a Fun Fest vaulter with a vaulter that is in the Gold Individual Class.

Add Standard Class

Below the Offered Classes table is another table which contains the AVA standard classes. These are the standard classes which use internal logic to restrict what vaulters are available for registration. In general, these are restrictions that force the clubs to comply with rules such as not allowing a Silver vaulter to compete in a Copper class. If the Class Number of a Standard Class is changed from the default the logic will no longer function. **Caution, if a standard class number is applied to a non-standard class the restrictions for the standard class will be applied;** this may result in some errors for coaches when entering in vaulters, or in the scoring program.

Class numbers can be 2 or 3 digit numbers no letters.

Add Standard Class Fill in cost fields before adding class

scroll own in table below to see Standard Class not included in offered classes

Class	Class Name	A	B	C	D	E	Category	Fun Fest	Barrel	Gait	USEF	AVAClass	Cost	Cost per Round	Cost per Vaulters (Team only)		
01	A Team	Compulsories	Freestyle				Team	No	No	Canter	Yes	Yes				Add Class	
02	B Team	Compulsories	Freestyle				Team	No	No	Canter	No	Yes				Add Class	
03	C Team	Compulsories	Freestyle				Team	No	No	Canter	No	Yes				Add Class	
06	Trot Team	Compulsories	Freestyle				Team	No	No	Trot	No	Yes				Add Class	
11	Open 2-Phase	Compulsories	Freestyle				Team	No	2-Phase	Canter	No	Yes				Add Class	

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To add a standard class to the offered classes fill in the text boxes for the costs and then select the Add Class button. There are 3 cost fields.

The Cost is the amount charged for a vaulter entering a class for the individual classes, the amount charged for entering a team in the team classes, or the amount charged for entering the 2 vaulters in a doubles class.

The Cost per Vaulters, used only for team, is the amount charged for each vaulter, entered for the team.

The Cost per Round is the amount charged for a vaulter entering each round of an individual class, the amount charged for a team entering each round of a team class, or the amount charged for each round for the 2 vaulters in a doubles class.

These costs are cumulative: if all 3 have values, all 3 will be charged. There is no provision to charge per vaulter per round for team classes.

Add New Non-Standard Class

Round E is rarely used.

Class #	<input type="text"/>
Class Name	<input type="text"/>
Round A	<input type="text" value="select one"/> or <input type="text"/> (write in)
Round B	<input type="text" value="select one"/> or <input type="text"/> (write in)
Round C	<input type="text" value="select one"/> or <input type="text"/> (write in)
Round D	<input type="text" value="select one"/> or <input type="text"/> (write in)
Round E	<input type="text" value="select one"/> or <input type="text"/> (write in)
Category	<input type="text" value="Indiv"/>
Fun Fest	<input type="text" value="No"/>
Barrel	<input type="text" value="No"/>
Gait	<input type="text" value="Canter"/>
USEF	<input type="text" value="No"/>
AVAClass	<input type="text" value="No"/>
Cost	<input type="text" value="0"/> Per Go
Cost per Round	<input type="text" value="0"/> added to Cost per Go
Cost per Vaulter	<input type="text" value="0"/> Used only for team
Special Fee Clas	<input type="text" value="No"/>
OverrideLogic	<input type="text" value="No"/> Allows any vaulter to register for class
<input type="button" value="Enter the New Class"/> <input type="button" value="Cancel"/>	

To add a non-standard class, use the form at the bottom of the page. Most of the fields are self explanatory. If both a round description is selected from the select list and one is entered

DRAFT MANUAL

in the text box, the one in the text box will be used. Round A and round C are used for compulsories and round B and D for freestyle, this is not required, but not following this will cause undefined results someplaces in the overall program.

Class #

Do not use numbers used in a standard class numbers for non-standard classes.

The class number must be unique and consist of no more than 3 digits, not letters
E.g.:

38

Class Name

The class name must be unique and should include the full name that is common to all rounds for the class. This is what will show on the score sheets and order of go. Use *Silver Individuals* not Silver if you want the word Individuals to show for all rounds of the class. Do not add Compulsories or Freestyle to the Class names, this belongs in the round. E.g.:

Open Barrel not Open Barrel Freestyle

Round A, B, C, D, E

Select the round description from the pull down menu or enter it by hand in the write in text window. A written description will override a selection. Use the A and B fields for the Round I events offered, and C and D for the Round II events where applicable. E is offered for special classes and not normally used.

Note: If you include Round II events under the A or B rounds or Round I events under C or D, or use A or C for Freestyle, or B or D for Compulsories this will cause undefined results in some of the reports and scoring.

Category

Select the proper category for this class. (Indiv, Double or Team)

Note: Double covers both Pairs and Pas de Deux classes

Barrel

Select yes, no, or 2 –phase as appropriate for this class.

USEF

Select yes if this is a USEF recognized class, no otherwise.

AVAClass

Select yes if this is an AVA recognized class, no otherwise.

Cost, Cost per Round, and Cost per Vault

There are 3 cost fields. These are explained above under Standard Classes.

DRAFT MANUAL

Invited Clubs

This page shows a list of the clubs which are invited to the competition. The clubs already entered are listed at the top of the page. There are two links on the right end of each row. The Remove link will delete the club from the list of clubs invited to the fest.

The Edit link opens a new page that allow the information for that club to be changed

Invited Clubs

Club	Region	Address	City	State	Zip	Password	VolCoord	Email		
ACORN						1234			Remove	Edit
BARRONSGATE VAULTING CLUB	I	5401 FAIRVIEW PLACE	AGOURA HILLS	CA	91301	921730		bronzoo22@aol.com	Remove	Edit
CLEARVIEW VAULTERS		74 FINDLAY DR	COLLINGWOOD		L9V 3Y9	697200		kathy@clearviewvaulters.com	Remove	Edit
DESERT WIND VAULTERS	I	94 N 28TH STREET	LAS VEGAS	NV	89101	751750		info@bighorseproductions.com	Remove	Edit
DIAMOND BAR COUNTRY VAULTERS	I	2132 INDIAN CREEK ROAD	DIAMOND BAR	CA	91765,3345	301440		connie_geisler@hotmail.com	Remove	Edit
FLYING B VAULTERS	I	30338 STEIN WAY	HEMET	CA	92543	977170		jbentling@adelphia.net	Remove	Edit
HAPPY HEARTS VAULTERS	I	21951 LEMANS DR	TEHACHAPI	CA	93561	263284		suzgri@msn.com	Remove	Edit
HOOPS 'N PAWS VAULTERS	IV	P.O. BOX 740278	ARVADA	CO	80006	649961		renu@hoofsnpaws.org	Remove	Edit
LOMPOC VAULTERS	I	3765 SAN MIGUELITO RD	LOMPOC	CA	93436,9743	735497		jjbeattieranch@sbceo.org	Remove	Edit
M.A.R.E. All-Star Vaulters	I	18200 JOHNSON RD.	BAKERSFIELD	CA	93312	477806		boofreddy@sbcglobal.net	Remove	Edit
MAUI HORSE CENTER VAULTERS	I	21 MAKANI #2	MAKAWAO	HI	96768	980645		val2000@maui.net	Remove	Edit
MT. ARROWSMITH VAULTERS		860 EAST ISLAND HWY.	PARKSVILLE		V9P1R6	375751		dbentzen@shaw.ca	Remove	Edit
SHOWTIME VAULTERS	I	4597 AVE 272	VISALIA	CA	93277	164875		showtimevaulters@hotmail.com	Remove	Edit

The fest manager can add clubs to the invited listing either by selecting from the AVA database list or by typing the information by hand. The control (apple key on Mac) or shift key can be used to select more than one club at a time. A club that has been added to the invited clubs will no longer appear in the select list. The AVA club list is updated every night and should contain all the clubs registered with the AVA at that time.

Add Clubs from AVA Database

Region I	F.A.C.E.
Region I	MOUNTAIN SPRINGS VAULTERS
Region I	OAK HILLS VAULTERS
Region I	OJAI VALLEY SCHOOL
Region I	PINTO RANCH VAULTING TEAM
Region I	POWAY EQUINE VAULTING
Region I	SADDLES OF JOY, INC.
Region I	SPRIT VAULTING CLUB
Region I	VALLEY OF THE SUN VAULTERS
Region I	VALLEY VIEW VAULTERS

Add Club Not in AVA Database

Club	Region	Address	City	State	Zip	Password	VolCoord	Email

Add Clubs

Set Club Passwords

This will set the password for every club to a six digit random number. This will reset any passwords previously set and therefore should not be used once the clubs have been emailed their passwords. The passwords are shown to the administrator in clear text and can be changed from the edit link.

Email Passwords

This link opens a page used to send email with the club's password to every club that is listed as an *Invited Clubs* and has an email address listed. There is a default message which should be edited before sending.

There are two submit buttons, the "test" button will display the message as it will be sent to each club, but no email will be sent. The Send email will send actual email. The browser back button should be used to send the final email after testing.

While sending email, be sure to look at the display from the program to see to which clubs the email is not successfully sent.

Any club, which did not properly receive the email will need to have the competition entry information including their password sent via a different method, typically via postal service mail. If the email bounces the email address listed in the From: field will receive a message saying that the email failed.

If the From: email is not valid the email may not be sent. The display will look like it has been sent OK. Always check with at least one club to be sure that the email has been received.

The email will also be sent to a fixed list of Judges and AVA Officers. This list can not be changed by the Fest Management.

Check Clubs in database

This link will display a table that shows the clubs that were registered last fall and are not now registered. It also shows clubs now registered now that were not registered last fall.

This table should be studied to see if there are any clubs that have not yet registered that should be added by hand to the Invited Club list.

Extra Items for Sale

This page is used to enter items, such as Tee shirts, BBQ tickets, or programs that can be pre-ordered with the club entry.

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Extra Item Administration

Item	Cost	Note	Units	SortOrder		
program	5		each	10	Remove	Edit
t-shirt xxl	25			20	Remove	Edit
t-shirt sm	20		each	30	Remove	Edit

Done

Add New Item:

Item	Cost	Note	Units	SortOrder
	(without \$ sign)			

OK

Cancel

The top of the page lists the items that have already been entered. On the right end of each row there are two links. Edit will allow any information to be modified. Remove will remove the item from the list of items that can be ordered. If a club has already ordered a removed item, that item will be removed from their order form automatically.

To add an item to the list, use the form at the bottom of the list.

Item: This field is the name of the item, like program or T-SHIRT.

Cost: The price for each unit of the item.

Note: Add a description of the item. Make it short enough to fit on one line of the table.

Units: This is the units for sale, such as, each or pair.

Sort Order: The items will appear in table sorted by this number. These numbers can skip values to allow items to be inserted between already entered items. This field does not appear on the club order form.

COMPETITION SETTINGS: After close of entries

Set the Round Order by day and arena

This page is used to set the order of the events will be competed in, including the day and arena. This is needed to create the order of go as well as other competition reports.

This could be done before the Close Of Entries, but is usually completed after it is known how many vaulters are entered in each class.

The page lists what classes and rounds that have already been entered. The list is sorted by day, arena, and sequence number; this results in the rounds for a given day and arena being listed in the order they will take place.

At the right end there are Remove and Edit links. Use the remove link to remove the round and edit to modify the information; this opens a separate page. By using sequence numbers which increment by something like 10 instead of 1 the fest manager can change order of the rounds by modifying the sequence number to a number between the classes in which the round should be placed.

To add another round, use the form at the bottom of the page. Select the day, arena, and class from the lists. The classes listed are those that are listed on the offered class list. The round identifier (A, B, C, D, or E) is used to identify the specific round. Enter a sequence number to place the round in its proper order during the day.

Rake breaks can be added between classes. There are several “rounds” for rake break breaks to allow for different durations for breaks. E.g. an ‘A’ break of 10 minutes and a ‘B’ breaks of 30 minutes. **Rake Breaks can be entered within a class using the Move Go utility.** See Move Go below.

Below the Add Round form is a table of rounds that have vaulters entered but have not been included in the Round order. This table should be empty once all the rounds with competitors have been entered.

DRAFT MANUAL

Class-Round Sequence:

Day	Arena	Class Number	Round	Sequence		
		Class Name				
1	Blue	31 Gold Individual	B Freestyle RI	15	Remove	Edit
1	Blue	 Rake Break	A 	20	Remove	Edit
1	Blue	22 prelimn pairs	B Freestyle	100	Remove	Edit
1	Blue	21 Open Pairs	D Freestyle RII	130	Remove	Edit

Schedule Another Round:

Day	Arena	Class Number Class Name	Round	Sequence
1 ▼	Blue ▼	Rake Break ▼	A ▼	
<input type="button" value="Add Round for Class to Schedule"/>				

[Done](#)

Classes and Rounds with Goes not yet scheduled

Class Number	Round
02	A
02	B
32	A
32	B

DRAFT MANUAL

Edit the times used for the order of go

This can be and is often done before the Close of Entries, but is usually completed after it is known how many vaulters are entered in each class.

This page is used to enter the times that are used in calculating the order of go. There are 5 different times that can be entered: *Delay Go Start Time or Break, horse, coach, lounge, and vaulter*. The order of go program uses these times to compute the times listed in the order of go.

The times for the horse, the coach, and the lounge must be in integer minutes (1, 3, 4 etc.). The time for the vaulter can be a decimal number to include minutes and decimal fractions of a minute (1.4, 2.5, 3 etc.).

There are defaults of 1 minute for Horse Time and 2.5 minutes for Vaulter Time provided which can be used without any modification. These times have been pretty successful for individual horse classes, but will need to be revised for team or barrel classes.

The *Delay Go Start Time or Break time* is not usually used for vaulting events, but is used to determine the duration of a Rake Break.

Class	Class Name	Round	Delay Go Start Time or Break Time	HorseTime	CoachTime	LoungeTime	VaulterTime		
01	A Team	A	0	1	0	14	0	Edit	Remove
	Rake Break	A	10	0	0	0	0		Remove
01	A Team	B	0	1	0	14	0	Edit	Remove
31	Gold Individual	A	0	1	0	0	2.5	Edit	Remove
31	Gold Individual	D	0	1	0	0	2.5	Edit	Remove
41	Open Barrel	B	0	0	1	0	2.5	Edit	Remove
43	Preliminary Barrel	B	0	0	1	0	2.5	Edit	Remove
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

Order of Go Random Drawing

This page contains a single button "*Perform Draw*". When this button is selected it does the computer equivalent of drawing the Goes out of a hat to determine what order each competitor will compete. This method has been accepted by the AVA technical committee and is compliant with the AVA rules.

After the random drawing is completed, conflicts will need to be resolved. This issue is addressed in this document in the section titled: "Order of Go".

Upload Order of Go

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On the Main Club page, the “Order of Go” link opens an index page that contains files that have been uploaded with this utility. They are not required to be only the ‘Order of Go’ but can be any file that can be viewed by clubs with a password for the event. The best formats are either a PDF or HTML file. The password is required to protect privacy of vaulters competing at the event.

Review the Upload Prize List section for more details.

Order of Go (Excel)

This program is used to generate an order of go for the selected day and arena. The order of go is created and downloaded as an Excel spreadsheet. This is not the final version of the order of go and requires modification before publishing.

The “A” column cells contain the formula to calculate the times that are displayed. The time increment is determined by the times that were entered in the *“Edit the times used for order of go”* section. The arena’s start time can be changed by editing the first cell’s time. Once the order of go is correct columns A through E can be cut and pasted into another spreadsheet to be formatted for printing. **The ‘A’ column should always be hidden before printing or distribution of the Order of Go.** It is used in calculating the times in column ‘B’ which are the times that should be displayed.

The “H” & “I” column contain information about the Go which is useful when moving a Go. Goes can be moved using the MoveGo utility, Goes are typically moved to resolve a vaulter, horse or lounge conflict. The “K” column contains any notes entered with the Go. These notes can also be seen from a link on a clubs entry page.

Once the Order of Go file has been completed it should be saved locally to allow reviewing and editing of the file directly.

When developing an Order of Go, the Goes in a class Round can not be separated by a lunch break.

See Appendix A for a discussion of resolving conflicts and formatting the order of go.

DRAFT MANUAL

	Test site for Oct 2007 code revisions									
	August 08-12, 2007									
8:30 AM	Blue Arena - Thursday									
8:30 AM	32A	Silver Individual Compulsories RI								
8:30 AM										
8:30 AM	8:30 AM	Acorn Vaulters				Gold 742	RoundOrder	notes: Not a real class, note test		
8:31 AM		Horse:	271	Bailey						
8:31 AM		Coach:	701	Marjorie Oakes						
8:31 AM		Longeur:	701	Marjorie Oakes						
8:33 AM			6	Susan Caskey						
8:33 AM										
8:33 AM	8:33 AM	Creekside Vaulting Club				Gold 78	RoundOrder 219408	notes:		
8:34 AM		Horse:	371	dillenger						
8:34 AM		Coach:	41	Sue Smith						
8:34 AM		Longeur:	41	Sue Smith						
8:37 AM			126	Patrick Stevens						
8:39 AM			476	Stephanie O'Neill						
8:39 AM										
8:39 AM	8:39 AM	Warm Beach Vaulters				Gold 684	RoundOrder 225203	notes:		
8:40 AM		Horse:	56	Promise (Hank)						
8:40 AM		Coach:	F75	Patti Skipton						
8:40 AM		Longeur:	F75	Patti Skipton						
8:43 AM			765	Erin Piehl						
8:43 AM										
8:43 AM	8:43 AM	Diamond Bar Country Vaulters				Gold 255	RoundOrder 239274	notes:		
8:44 AM		Horse:	5	Goliath						
8:44 AM		Coach:	16	Connie Geisler						
8:44 AM		Longeur:	16	Connie Geisler						
8:46 AM			998	Lindsey Anderson						
8:49 AM			824	Kelsey Trainor						
8:49 AM										
8:49 AM	8:49 AM	Golden Gate Vaulters				Gold 313	RoundOrder 257828	notes:		
8:50 AM		Horse:	32	Oliver (GG)						
8:50 AM		Coach:	25	Noel Martonovich						
8:50 AM		Longeur:	26	Yossi Martonovich						
8:52 AM			F35	Rachel Bublit						
8:52 AM										

Score Sheet Labels for one class (Excel)

This program will print score sheet label on standard 1-1/3 by 4 inch labels, which come 14 to an 8-1/2 by 11 sheet.

The program prints 2 labels for each vaulter side by side on the one sheet. Two labels are needed for each scoresheet as the official AVA score sheets contains two copies. If multiple judges are used for the event, the labels will need to be printed once for each judge.

When the *Score Sheet Labels for one class (Excel)* are selected it opens a page with a select box containing the classes. There are 3 options for selecting the round (round I or II) to print or to print both rounds.

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Class:

Rounds: ☐ Skip Printing Rounds C & D
☐ Print Only Rounds C & D
☒ Print All Rounds

Label height correction:

This number sets the height of the last blank row of each label to adjust for various printers. The number you enter will be remembered next time. **Adjust this value until label text fits on label correctly.**

When the *Create Label File* is selected an Excel spreadsheet will be downloaded which contains the data to be printed. Using Excel's break view, the page breaks can be checked to insure the proper formatting of the labels.

If the formatting is not correct, using the label height correction option will help adjust the labeling. Ideally, the labels should be tested by printing on a normal sheet of paper prior to printing on the label stock.

An "ALL CLASSES" option has been added to the end of the class selection. This will print labels for all the offered classes, even ones that do not need a label. The large number of label sheets required may result in spoiled sheets when the sheets fail to feed properly.

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Test site for Oct 2007 code revisions

August 08-12, 2007

Class: **24B Prelim Pairs Freestyle**

Name: **Elizabeth Brigham** 378 Female
Name: **Anna Thomas** F37 Female
Horse: Beau Mond 83 Longeur: Katie Flannagan 080
Club: Balance Vaulters Coach: Katie Flannagan

Test site for Oct 2007 code revisions

August 08-12, 2007

Class: **24B Prelim Pairs Freestyle**

Name: **Elizabeth Brigham** 378 Female
Name: **Anna Thomas** F37 Female
Horse: Beau Mond 83 Longeur: Katie Flannagan 080
Club: Balance Vaulters Coach: Katie Flannagan

Reports

There are a number of reports that contain information about the fest entries. These reports can be viewed, but do not provide the ability to change anything.

Club Registrations

This report displays all the people registered sorted by club. If a person was typed in instead of being selected from the club's list of registered people they will appear in blue type.

Horses List

This report displays all the horses registered sorted by club.

Horse use report

This report shows the horse use for each day sorted by horse name. The units of horse use are computed according to the USEF rules. *The Round Order by day and arena* must be correctly filled in for this report to work. Any changes made outside of CompWeb may make this report not be correct.

Day #	Horse	AVA #	Club	Units	Canter	
1	Doc	95	GOLDEN GATE VAULTERS	22	Yes	OK
2	Doc	95	GOLDEN GATE VAULTERS	15	Yes	OK
1	Jake	0	ALBUQUERQUE VAULTERS	1	Yes	OK
2	Jake	0	ALBUQUERQUE VAULTERS	1	Yes	OK
1	Jezabelle	39	Free Spirit	5	Yes	OK

Event Summary Report

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This report show how many men and how many women are entered in each class round sorted by class name. This report is useful for determining the awards and scoresheets needed for the event.

Class #	Class Name	Gender	Count*
07	Costume Horse Team (4-8 v Kur		1
17	Costume Team Barrel (4-8 Kur		1
23	Canter Costume Pairs - Pairs		2
24	Costume Trot Pairs - Pairs		1
31A	Gold Compulsories RI	Female	5
31A	Gold Compulsories RI	Male	0
31B	Gold Freestyle (Kur) RI	Female	5
31B	Gold Freestyle (Kur) RI	Male	0
31C	Gold Compulsories RII	Female	5

*Count of Vaulters for individual, or number of Goes for team

All Vaulters Entered

This report lists all the vaulters entered, sorted by class and round. There are many fields that list information about the vaulter, the class and round entered. This report takes a long time to run. While it contains much of the information needed to manage a fest, it requires much manual work to extract it from this report. In general the information is available in more specific reports.

Event Detail Report (Excel) And Entries/Scoring Spreadsheet (Excel)

These reports download Excel spreadsheets of the vaulters in a selected class. They format the data differently. The data can be copied from these spreadsheets to excel scoring programs. If a vaulter is not using the same horse for all her rounds, she will appear in the list once for each horse. For custom modifications of these reports, please contact the site administrators; not all customizations may be possible.

These reports are mainly useful if using Excel spreadsheet scoring programs instead of the CompWeb scoring program.

DRAFT MANUAL

Region IV Fall Fest
October 02-03, 2004

Class: 31 Gold

Club	Vaulter	AVA#	Gender	Team Name
GOLDEN GATE VAULTERS	Nicole Czyzewski	352	Female	
	Brinah Hindman	356	Female	
	Angela Turner	358	Female	
	Lisa Turner	359	Female	
	Veronica Turner	368	Female	

Region IV Fall Fest
October 02-03, 2004

Class: 31 Gold

Vaulter	Club	Horse	AVA#	Gender	Team Name
Nicole Czyzewski	GOLDEN GATE VAULTERS	Spanish Bayonet	352	Female	
Brinah Hindman	GOLDEN GATE VAULTERS	Spanish Bayonet	356	Female	
Lisa Turner	GOLDEN GATE VAULTERS	Spanish Bayonet	359	Female	
Angela Turner	GOLDEN GATE VAULTERS	Spanish Bayonet	358	Female	
Veronica Turner	GOLDEN GATE VAULTERS	Spanish Bayonet	368	Female	
Brinah Hindman	GOLDEN GATE VAULTERS	Doc	356	Female	
Nicole Czyzewski	GOLDEN GATE VAULTERS	Doc	352	Female	
Lisa Turner	GOLDEN GATE VAULTERS	Doc	359	Female	
Angela Turner	GOLDEN GATE VAULTERS	Doc	358	Female	
Veronica Turner	GOLDEN GATE VAULTERS	Doc	368	Female	
Brinah Hindman	GOLDEN GATE VAULTERS	Sargent	356	Female	
Lisa Turner	GOLDEN GATE VAULTERS	Sargent	359	Female	

Extra Item Orders

This report shows a summary of all the orders placed for items offered at the event. It also displays the orders by club.

Club Payment Report

This report shows the total payment due from each club.

Stabling Report

This report shows all of the stalls requested, sorted by club, along with the total number of stalls requested.

Coach missing USEF number

All coaches listed for a recognized USEF event must be members of the USEF and have USEF numbers. This report lists those Coaches with a USEF Number that is not 6 or more digits. This report also lists separately all coaches missing the USEF number.

Horse missing USEF number

All horses used on the same day as a USEF class must have USEF numbers. This report lists horses missing a USEF number or with a number that does not appear to be valid.

Lounger missing USEF number

All loungers registered for a recognized USEF class must be members of the USEF and have USEF numbers. This report lists all loungers missing USEF numbers or with numbers that do not appear to be valid.

Vaulter missing number

This report shows all vaulters without valid AVA numbers and those without USEF numbers where required.

Payment Summary

This report shows the total amount, for all clubs, of registration fees, class fees and other charges.

Rounds entered for all vaulters by class

This report contains charts that list all vaulters in a class with the rounds they are entered in checked.

DRAFT MANUAL

Entries in Class 32 Silver Individual								
Club	Last Name	First Name	Medal	Rating	Compulsories RI	Freestyle RI	Compulsories RII	Freestyle RII
ACORN	Vaulter2		Silver	A	X	X	X	X
ACORN	Vaulter3		Bronze	B	X	X	X	X

Entries in Class 64 Ind Novice Trot Barrel - FotF					
Club	Last Name	First Name	Medal	Rating	Freestyle
ACORN	VaulterC		None	U	X

Entries in Class 01 A Team						
Club	Last Name	First Name	Medal	Rating	Compulsories	Freestyle
ACORN	Vaulter10		None	U	X	X
ACORN	Vaulter2		Silver	A	X	X
ACORN	Vaulter3		Bronze	B	X	X
ACORN	Vaulter6		None	U	X	X
ACORN	Vaulter7		None	U	X	X
ACORN	Vaulter1	first	Gold	A	X	X

Show number of horses and number of stalls requested

This report shows the number of horses and stalls requested by each club.

Horse without Stables

This report lists horses that do not have a stall requested.

List Composite Teams

This report lists the composite teams. It displays a table with the Class, Club entering the team, the other clubs in the team, and the team name. Composite doubles are also listed.

Volunteer Coordinators

This reports the volunteer coordinators that have been entered for each club.

Goes that have No Vaulters

This reports any Goes that have been entered that have no vaulters assigned. This is almost always an error.

Teams with vaulters with different numbers in Compulsories and freestyle or different team names

This report show teams that have a vaulter that has a different Go Order number in Compulsories than the one in Freestyle or if the Team Name is not the same for both Rounds.

Vaulters not in class

This reports show any people who have registered with Vaulter set to 'Yes' who are not entered in at least one class as a vaulter. This usually is an error.

Utilities

Move Goes

This provides the capability to move the Goes in a Class round to resolve conflicts before re-running the Order of Go program.

In the diagram below, to move the Pacific Coast Go before the Tambourine Go, the value in the RoundOrder text box is edited for Tambourine so it is larger than the value in the Pacific Coast text box. Acorn was entered after the computer draw was done so has no RoundOrder. Go without a RoundOrder value will always be first in all rounds. The RoundOrder and GoID show up for each Go in the generated Order of Go spreadsheet.

Class	Round	Class Name	Club	Horse Name	RoundOrder	GoID
34	A	Copper Individual	Acorn Vaulters	Bailey		346
34	A	Copper Individual	Tambourine Vaulters	Tank	255743	69
34	A	Copper Individual	Pacific Coast Vaulters	Wyeth	266887	97

Remove Clubs with no people, horses, or orders

This utility deletes all clubs which have not registered for the competition. This prevents access to information designed for registered clubs only. **There is no undo.**

Check entered USEF numbers of people

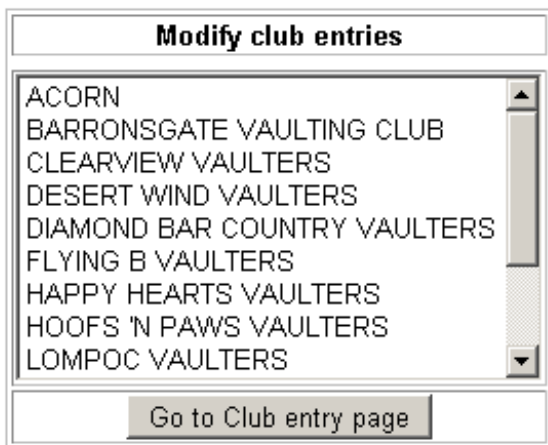
This reports is the results of a query of the USEF web site. Each person registered for this fest that has a USEF number entered has the USEF number checked against the USEF web site to see if the Name matches, that the person is currently registered, and they are registered with the USEF for vaulting. The people who do not appear valid will show up in a pink row. A person may be valid even though they appear in a pink row because something about the person was registered differently with the USEF and AVA.

Check entered USEF numbers of horses

This is a similar report to the one above for horses.

Modify club entries

To make changes to a club's registration, select the club from this list then select the "Go to Club" link. From that page, the fest manager can make changes and corrections to that club's entry. This provides identical access to the site used when the coaches initially registered for the competition. See the Coach's Manual for details. **This access is available after the Close of Entries.**



The screenshot shows a web interface titled "Modify club entries". It features a scrollable list box containing the following club names: ACORN, BARRONSGATE VAULTING CLUB, CLEARVIEW VAULTERS, DESERT WIND VAULTERS, DIAMOND BAR COUNTRY VAULTERS, FLYING B VAULTERS, HAPPY HEARTS VAULTERS, HOOFS 'N PAWS VAULTERS, and LOMPOC VAULTERS. Below the list is a button labeled "Go to Club entry page".

PASSWORDS

Change Admin Password

This allows the site administrator the ability to change the initial password.

Open Scoring Administration Page

This link will be present if the User is logged in both as a Fest Manager and as a Scoring Manager. This link will open the Scoring Administration Page. There will also be a link on the bottom of the Scoring Administration Page to Open this page.

Things that you can do with the system during the fest

DRAFT MANUAL

There are a couple of things that can be done using the CompWeb system at the event to simplify organizing round II goes. These including creation of the round II order of go and the score sheet labels. Internet access at the event is required to use these features.

Round II entries for OOG and score sheet labels

This page displays all the C and D Round Goes entered. After the cut for a class has been determined, the Fest manager can remove vaulters and Goes that have not made the cut. **There is no Undo if a vaulter or go is incorrectly removed. The vaulter must be reentered.**

The Draw for go order is easily done manually, and this go order is then entered with the move Go utility. If the computer draw was done after all vaulters were entered in the Round II classes, the Go will already be in a random order in the Order of Go.

Once this has been done an Order of Go for the Arena and Day, that has the Round II round, can be generated using the Order of Go program. The portion of the generated excel spreadsheet that applies can then be cut and pasted into the overall Order of Go or simply printed.

The scoresheet labels can be printed using the Round II option for that class.

DRAFT MANUAL

Warning: Use browser back button to return after removing vaulters from go, changing the Coach, Longeur, or Horse, or removing a Go completely. The Done link will return to the wrong place. You may need to go back several times

ALBUQUERQUE VAULTERS

32C - Silver Individual Compulsories RII

Coach: Vaultor X (8888)

Lounger: Longeur A (8889)

Horse: Above and Beyond ()

- ♦ [Change Coach/Horse/Lounger](#)
- ♦ [Change Vaulters](#)
- ♦ [Remove This Go!](#)

1.	Longeur A (8889)
----	------------------

ALBUQUERQUE VAULTERS

32D - Silver Individual Freestyle RII

Coach: Vaultor X (8888)

Lounger: Longeur A (8889)

Horse: Above and Beyond ()

- ♦ [Change Coach/Horse/Lounger](#)
- ♦ [Change Vaulters](#)
- ♦ [Remove This Go!](#)

1.	Longeur A (8889)
----	------------------

VIRGINIA VAULTERS

33C - Bronze Individual Compulsories RII

Coach: Apple Ferengie (532)

Lounger: Duke Ellington (New)

Horse: Wizzleateats (910)

- ♦ [Change Coach/Horse/Lounger](#)
- ♦ [Change Vaulters](#)
- ♦ [Remove This Go!](#)

1.	Michelle Brady (42)
2.	Sandy Whitefield (6234)
3.	Alan Zebra (6899)
4.	Apple Ferengie (532)

Order of Go Changes

It is possible to produce a new order of go to reflect the changes made after the start of the event. The order of go can be modified directly within Excel, but use caution when editing as the formulas can break resulting in problems with start times.

The changes can also be made by using the Club Entry Pages and the "Utility to move Goes" The Order of Go Program can then be re-run to a new Order of Go. Horse and Longeur

DRAFT MANUAL

changes need to be made on the Club Entry Pages. These re-run Order of Go spreadsheets will need to have some changes made in the Excel. e.g. the arena start time if not 8:00am.

Any changes made in the EXCEL spreadsheet are not in the CompWeb data. They will be lost when the Order of Go program is re-run. Make changes to the Order of Go using CompWeb utilities.

See Appendix A for a discussion on formatting the order of go.

Things that you can do with the system after the fest

There are reports that can be run after a competition is completed. Some of these reports are required to be submitted to the AVA. Others are useful for the fest management to review the competition.

Participating Vaulters for AVA report

This is a report of the people participating in a competition in a format suitable to submit as the report to the AVA. It just needs to be printed. The number of vaulters is shown separately for those in the regular competition and those marked as Fun Fest Only. This is done so if the Fun Fest is a separate competition, on a separate day and not included as part of the AVA recognized fest, the \$5.00 AVA fee would not apply to those vaulters. Normally the fee would need to be paid for the sum of these two numbers.

This report can be used by the fest management, to check which people have not been registered with the AVA before the Close of Entries, and therefore need a non-member form and payment.

Number of vaulters in regular classes 144

Number of vaulters in Fun Fest classes 0

CompWeb Data										AVA Data			
Club	Last Name	First Name	AVA #	Gender	Vaulter	Lounger	Coach	US Citizen	Fun Fest Only	Registration Year	Registration Date	AVA Registration Club	Region
Acorn Vaulters	Caskey	Sue	006	Female	No	Yes	Yes	Yes	No				
Acorn Vaulters	Torrez	Austin	S91	Male	Yes	No	No	Yes	No	2009	12-31-2008	Acorn Vaulters	IV
Brookside Vaulters	Gorman	Nicole	P08	Female	Yes	No	No	Yes	No				
Brookside Vaulters	Hogy	Mona	M82	Female	No	Yes	Yes	Yes	No	2009	02-02-2009	Brookside Vaulters	II
Brookside Vaulters	Martin-Hansen	April	05T	Female	Yes	No	No	Yes	No				

In the first row of the table the registration data is blank with a salmon colored background. Even though Sue is registered with the AVA, she is registered as Susan.

In the second row Austin has registered before the Close of Entries so his registration show up with a white background.

In the 4th row Mona is registered, but her registration date is after the close of entries. Her registration data shows up with a pink background.

DRAFT MANUAL

The background for the first row of a club has a gray background to help keep the club's people separate.

Payment Summary

This is report similar to the payment sheets submitted by the clubs with their payment. Instead of shown the amount of each item for the one club it shows the total for all clubs. This can be useful when accounting for the income from a competition.

Appendix A

Direction for Generating an Order of Go from On-line Entries

Following are the tasks to be performed to generate an Order of Go from the On-line Entry program:

1. Go to the Vaulting.swcp.com site and select the competition. Login as an administrator.
2. Select "Edit the times used for the order of go".
 - a. Enter the times for each of the Classes and Round that have vaulters entered. All classes in the Offered Classes list are shown in the pull-down.
 - b. Classes/Round with vaulters entered that do not have a time entered will be displayed in a table at the bottom of the page.
 - c. The HorseTime, CoachTime or LoungerTime is used once for each Go, the VaultTime is used for each vaulter in the Go. A Go with 3 vaulters and a VaultTime of 3 with a HorseTime of 1 would result in 10 minutes scheduled for the Go.
 - d. Enter times for the Rake Breaks, by using different Rake Break "round" there can be several different duration of breaks.
 - e. If a large Class needs a Rake Break between Goes, add the breaks using the MoveGo utility. They are currently all set to 10 minutes.
 - f. A sample table is shown below.

See also **Edit the times used for the order of go** in the main document.

Class	Class Name	Round	ClubTime	HorseTime	CoachTime	LoungerTime	VaultTime	
01	A Team	A	0	0	0	0	15	Remove
33	Bronze Individual	A	0	1	0	0	3	Remove
31	Gold Individual	A	0	1	0	0	3	Remove
31	Gold Individual	B	0	1	0	0	3	Remove
96	GreenHorse	A	0	1	0	0	5	Remove
	Rake Break	A	10	1	0	0	3	Remove
	Rake Break	B	15	1	0	0	3	Remove
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

For Breaks use ClubTime, other times are ignored. You can enter differt Break time for the different rounds.

[Done](#)

Classes and Round with Goes without entered Times

Class Number	Round
21	B
32	A
32	B
32	C
32	D
01	B
64	B

DRAFT MANUAL

3. Select **Set the Round Order by day and arena**

- a. Select from the pull downs in the Schedule Another Round area, a day, arena, class and round for the first round of the day. Enter a 10 in the sequence box. Incrementing the sequence by 10 allows a round to be added or moved without changing all the other rounds.
- b. Select the "Add Round for Class to Schedule" button. The round should now appear in the Class-Round Sequence table at the top of the page.
- c. Repeat adding rounds until all the rounds for the day and arena have been added with the correct sequence.
- d. Add rake breaks rounds between rounds as needed.
- e. If Rake Breaks are needed between Goes in a large Class/Round they can be added using the Move Go utility.
- f. Repeat for any other days or arena.
- g. The order of rounds can be corrected by editing the sequence numbers or removing and adding rounds.
- h. The Class/rounds that have vaulters entered but not added to the schedule are shown in a table at the bottom of the page.
- i. See also **Set the Round Order by day and arena** in the main document.

Class-Round Sequence:

Day	Arena	Class Number	Round	Sequence		
		Class Name				
1	Blue	31	A	10	Remove	Edit
		Gold	Compulsories RI			
1	Blue	32	A	20	Remove	Edit
		Silver	Compulsories RI			

Schedule Another Round:

Day	Arena	Class Number	Round	Sequence
		Class Name		
1	Blue	01 A	A	
<input type="button" value="Add Round for Class to Schedule"/>				

4. Select "Order of Go Random Drawing". This opens a web page with a single button Perform Draw. Selecting this button will do the "drawing" which places the order of the goes in a round in a random order. This should only be done once, after all known changes have been made. This will do all the rounds at once. When finished a page will be displayed with "Draw Completed". Conflicts will need to be resolved and that will change the final order of the goes in a round. See paragraph 6 for using the generated Excel spreadsheet for help in resolving conflicts.

DRAFT MANUAL

5. Select "Order of Go (Excel)". This will create and send to your local computer an Order of Go, as an Excel file, for the selected day and arena. This generated Order of Go will include Rake Breaks entered in the "Set the Round Order by day and arena" and added with the "Move Goes" utility

Order of Go (Excel) controls

Day	Arena
1	Blue
2	Red
3	White
4	
5	

Create Order of Go

See Sample segment of downloaded Order of Go below.

The contents of the columns are as follows:

A – The formulas that calculate the times for each go. A hardcoded time can be used to start a Go at a fixed time, like first Go of the day or first Go after lunch. The increment of time is determined by those you entered in the "*Edit the times used for the order of go*" section appropriate for that row. If the formula does not reference the cell above something has gone wrong and the schedule for Goes may have incorrect times. (The formula has been broken. To repair see section 7.

B – The start times for each go. These values are carried over by the formula from the cell in the A column of the same row.

C – This column contains the type of information in the row, horse, coach, lounge, or vaulter. The cell for a vaulter is blank. The type of information in the row determines which value that has been entered by the *Edit the times used for the order of go* Link is used. The club name is also in this column

D – This column contains the AVA number that was input by the coach on the club's registration page.

E – This column contains the name of the person or horse.

DRAFT MANUAL

G – This column contains the GoID. It may be used to move goes to resolve conflicts using the Move Go utility. This number identifies the go. This column should not be copied to the combined or final Order of Go.

H -- This column contains the random number for Go order that is used in arranging the goes in a class. The number is changed in the Move Go utility to change the order of the goes since they are put in numerical order when the Order of Go program is re-run. This column should not be copied to the combined or final Order of Go.

K – This column contains notes entered by the person entering the vaulter into Goes. A typical note might be, "Combine this Go with Mt. Eden on the same horse".

Sample segment of downloaded Order of Go With Formula displayed

To display formula select the checkbox from in the view tab of the tools-options menu

0.333333	Red Arena - Thursday					
=A3	36A Trot Individual Compulsories					
=A4						
=A5+0	=A5+0	Cascade Vaulters		GoID 91	RoundOrder 14430	notes: go combined with Devenwood
=A6+1/1440		Horse:	56 Promise (Hank)			
=A7+0		Coach:	E01 Thomas Sayles			
=A8+0/1440		Longeur:	F75 Patti Skipton			
=A9+3/1440			R75 Ryan Barbee			
=A10						
=A11+0	=A11+0	Victory Vaulters		GoID 72	RoundOrder 30699	notes: combine go with Devenwood
=A12+1/144						
0		Horse:	56 Promise (Hank)			
=A13+0		Coach:	A91 Katie Ferraro			
=A14+0/144						
0		Longeur:	F75 Patti Skipton			
=A15+3/144			A91 Katie Ferraro			
0						
=A16						
=A17+0	=A17+0	DevonWood Vaulting Club		RoundOrder GoID 119 277515		notes:
=A18+1/144						
0		Horse:	56 Promise (Hank)			
=A19+0		Coach:	275 Suzanne Detol			
=A20+0/144						
0		Longeur:	F75 Patti Skipton			
=A21+3/144			V63 Nick Lopez			
0						

DRAFT MANUAL

=A22

Same Table Segment with Values

8:00 AM	Red Arena - Thursday				
8:00 AM	36A	Trot Individual Compulsories			
8:00 AM					
8:00 AM	8:00 AM	Cascade Vaulters	GoID 91	RoundOrder 14430	notes: go combined with Devenwood
8:01 AM	Horse:	56 Promise (Hank)			
8:01 AM	Coach:	E01 Thomas Sayles			
8:01 AM	Longeur:	F75 Patti Skipton			
8:04 AM		R75 Ryan Barbee			
8:04 AM					
8:04 AM	8:04 AM	Victory Vaulters	GoID 72	RoundOrder 30699	notes: combine go with Devenwood
8:05 AM	Horse:	56 Promise (Hank)			
8:05 AM	Coach:	A91 Katie Ferraro			
8:05 AM	Longeur:	F75 Patti Skipton			
8:08 AM		A91 Katie Ferraro			
8:08 AM					
8:08 AM	8:08 AM	DevonWood Vaulting Club	GoID 119	RoundOrder 277515	notes:
8:09 AM	Horse:	56 Promise (Hank)			
8:09 AM	Coach:	## Suzanne Detol			
8:09 AM	Longeur:	F75 Patti Skipton			
8:12 AM		V63 Nick Lopez			

6. Goes can be moved inside of rounds using **the Move Go** utility. Rounds can be moved by changing the **Round Order by day and arena**. The Order of Go program is then re-run.

7. Any changes to the Order of Go made in the EXCEL spreadsheet will not be contain in the CompWeb data. These changes will be lost when the Order of Go program is re-run.

8. There are several changes to the generated Order of Go that must be made in the EXCEL spreadsheet. They are: changing an area start time, Change or setting the end of the Lunch Break to a fixed time, and replacing the Classes with a Round II where all vaulters will not make the cut with a fixed duration until it is known which vaulter makes the cut. These changes only take a few minutes each time they must be repeated.

9. The various Goes or even Rounds can be moved by hand using Excel if required to resolve conflicts. Add any additional rake or lunch breaks by inserting a row in the spreadsheet where you want the break. Insert a formula in the A column to calculate the time duration of the break. The format of the formula will be something like

DRAFT MANUAL

"=A25+10/1440" for a 10 minute break. This would be if you are inserting the break in row 26. When you do this make sure the formula for the next row (27) reference the current row (26). **Be very, very, very careful when editing the Excel spreadsheet by hand, as it is easy to distort the formulas that calculate the time.** If you add a row, it won't contain the formula until it is added by hand. If you cut and insert goes into another location, it may/will distort the formulas both where the go was cut from and where it was inserted into.

10. To correct broken formulas select the cell with a broken or missing formula and enter the correct formula in the formula box above the columns letters. The formula can be either a valid hardcoded time like 4:30 am or be similar to "=A22 + 1/1440". This assumes that you are entering the formula for cell A23.

The directions that follow are suggestions of one way of producing a final Order of Go, use them or not.

11. Once you have the downloaded spreadsheet the way you want, copy and paste it to another spreadsheet that has the headings you want to appear on the top of each sheet of the published Order of Go. Paste the Blue arena's columns A through F on your new sheet into columns A through F and the Red arena's columns A through F into columns H through M. below the heading. In the sample below rows 1 through 8 are the heading and will appear on the top of every page. The page setup sheet tab "Row to repeat at top" needs to be set correctly for the rows in the heading.

If you are only using one arena you may want to use columns A through F for morning classes and columns H through M for afternoon classes. If you have 3 arenas you may want to print the Order of Go in landscape to allow room for 3 arenas side by side.

	A	B	C	D	E	F	G	H	I	J	K	L	M	O		
1			2001 AHSA/AVA NATIONAL CHAMPIONSHIPS													
2																
3																
4																
5			Preliminary Order of Go for Saturday, August 11, 2001													
6										Red Arena						
7			Blue Arena						Calc.							
8																
9	Calc															
10		7:00	Horse Vet Check							9:00						
11										9:00						
12										9:00	5A	Trot 2 phase Team Compulsories				
13		16A	Gold Compulsories R1							9:00						
14										9:00						
15	9:00									9:00						
16	9:00	9:00	F.A.C.E.							9:00	9:00	EMERALD CITY VAULTERS				
17	9:01		Horse	117	Shakespeare				9:01		Horse	104	Yellow Storm			
18	9:01		Coach		Devon Maitozo				9:01		Coach		Denault/Dohmen			
19	9:01		Longuer	62	Carolyn Bland				9:09		Longuer	8	Tamae Denault			
20	9:04			803	Blake Dahlgren				9:09			1	Kera Drake			
21	9:07			804	Brent Dahlgren				9:09			2	Erin Piehl			
22	9:07								9:09			3	Jamie Clark			
23	9:07	9:07	GOLDEN GATE VAULTERS						9:09			4	Jullianna Robison			
24	9:08		Horse	95	Doc				9:09			sub	Jenna Hayward			
25	9:08		Coach		Erik Martonovich				9:09							
26	9:08		Longuer	26	Yossi Martonovich				9:09	9:09	DIAMOND BAR COUNTRY					
27	9:11			253	Cecilia Gerasch				9:10			75	K...			

DRAFT MANUAL

12. It is now possible to use this spreadsheet to help you find conflicts.

- a. Using the format-cell set the color of the A column to blue and the color of the H column to red.
- b. Select the cells below the heading in columns A thru F and copy and paste special - values and formats to a new sheet into columns A through F. Select the cells in columns H through M below the heading and copy and paste special - values and formats into columns A through F in rows below the ones from columns A through F.
- c. Select columns A through F, select from the data menu sort. Select sort by Column C descending, then Column E descending, and then Column A ascending. Select OK.
- d. The spreadsheet will now be sorted such that horses, loungers, or vaulters with the same name will be together, along with their calculated time in the go. The times are the calculated times so do not show the start or end of a go but give an approximation to these values. A person who is both a vaulter and a lonnger will not show up together for both roles using this technique.
- e. It is now fairly easy to scan down the spreadsheet looking for horses, or people that are in more than one go close together in time. When a possible conflict is found you need to look at the unsorted Order of Go to find when the earlier go finishes and the later go starts. Once it is established that a conflict exist the goes can be rearranged in a class round using the "Move Goes" utility. The Class rounds can be moved by changing the "Set the Round Order by day and arena" sequence. The Excel spreadsheet can also edited to resolve them. In general coaches who are involved with goes close together in time have not been considered conflicts.
- f. The horse segment of a sorted Order of Go is copied below.

9:21	Horse	105 Thunder Rode
12:03	Horse	105 Thunder Rode
12:36	Horse	105 Thunder Rode
9:44	Horse	122 Tessie
10:56	Horse	122 Tessie
11:25	Horse	122 Tessie
15:36	Horse	122 Tessie
15:11	Horse	3 Rio Bravo
8:56	Horse	184 Petalbrook Electra
12:23	Horse	184 Petalbrook Electra
14:59	Horse	184 Petalbrook Electra
8:31	Horse	182 Moses
9:57	Horse	182 Moses

From the above table it is easy to see that Tessie has a go scheduled in the red arena sometime near 10:56 and one in the blue arena near 11:25. a segment from the unsorted Order of Go for the two goes are copied below. The red arena go is scheduled to be completed at 11:05 and the blue arena go is scheduled to start at 11:15. Is 10 minutes enough time for a horse to change arenas, and warm up vaulters for their go? In this case it is even a different

DRAFT MANUAL

lounge. One of these goes probably need to be moved. After moving goes in the unsorted Order of Go, to resolve the conflicts found you need to check again to see that there were no new conflicts generated.

11:15	11:15 AM VAULTING VISIONS
11:25	Horse 122 Tessie
11:25	Coach Alison Gieschen
	Longue
11:25	r 12 Alison Gieschen
11:25	1 Jackie Sabol
11:25	2 Kristina Koen
11:25	3 Rebecca Lodge
11:25	4 Jaime Frosh
11:25	5 Ashlee Vettese
11:25	6 Elizabeth Brigham
11:25	7 Katie Haynie
11:25	8 Katie Gieschen
11:25	sub Anslee Johnson
11:25	sub Hallie Parker
11:25	

	10:55
10:55	AM VAULTING VISIONS
10:56	Horse 122 Tessie
10:56	Coach Alison Gieschen
10:56	Longuer 84 Dan Gieschen
10:59	942 Nailyn Hetzel
11:02	753 Gwyneth Darran
11:05	754 Jaimie Freeman

13. Once the Order of Go is free of conflicts, you may want to move it onto another spreadsheet that prints each page with nice a heading. The information for a Go should all appear on the same page. If the goes for a class round appear on more than one page the class and round title should appear on every such page.

Gold Compulsories RII

If more than one arena is being used, the rows with similar times for the different arenas should be somewhat aligned.

14. To format the printable Order of Go:

a. Select columns A and H and hide them with format column hide. If you need to unhide column H select columns G and I and use format column unhide. To unhide

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column A use edit Go To and fill in a reference of A1 and OK. Now do a format column unhide.

b. Select the entire spreadsheet by selecting the B1 cell, then using the scroll bar only, scroll down to the last item in the spreadsheet and shift select that row, column O cell. Edit copy to put the spreadsheet on the clipboard.

c. Open a new worksheet and paste special - values and formats. You may have to hide column G on the new sheet. You can edit this spreadsheet by adding and deleting cells, to move goes on the pages, without changing the times.

d. Switch to the "page break preview."

e. For an Order of Go for 2 arenas, in file page setup chose adjust to something like 80%. In the sheet tab in the "rows to repeat at top" box enter 1\$:9\$. This assumes that you have 9 rows you want repeated at the top of each page.

f. Select the entire spreadsheet, by selecting the A1 cell, then using the scroll bar only, scroll down to the last item in the spreadsheet and shift select that row, column M cell. Select file print area set print area

g. The default page breaks are shown with dotted lines unless covered by a cell boundary. You can adjust the page break up by clicking and dragging the page break. The moved page break is a fixed page break and shows as a solid blue line. Moving the page break down will change the file page setup from 80%. If you click on a cell below a fixed page break you can remove it with insert remove page break. If you have moved a default page break down and therefore changed the page setup adjust to from 80% it will not change when you remove the fixed page break, it just turns into a default page break at the new percentage. Moving the page break up does not change the percentage.

h. The spreadsheet is now ready for formatting. Insert or delete cells between goes, to move goes so their times, in the two arena more or less line up in the rows. Add cells to push goes down so that goes are entirely on one page. Insert cells at the top of pages to give room for the Class Round title. Select cells that need border and use the format cells to add the borders. This takes a lot of time the first time you do it, but isn't too bad once you get the hang of it.

i. Once you think it is formatted correctly, use print preview to check what it is going to look like. If you missed something correct it. Print a test copy and check that before printing a bunch of copies.

Appendix B

Class Naming and Numbering Guidance

Every fest manager seems to have their own idea of how to assign class numbers and round letters. **CompWeb requires that the numbers follow a set of rules to work correctly.**

DRAFT MANUAL

CompWeb has defined a group of usually offered standard classes. These classes, with their class number, invoke logic that restricts the vaulters shown in a clubs entry form, in the vaulter select list, to vaulters that are eligible to enter that class. They also are used to determine how some of the scores are calculated by the CompWeb Scoring program. The Standard Classes should be copied from the Standard Classes Table and those Class number retained. **The Class Numbers used for the Standard Classes should not be used for any other class. Use of these numbers for other classes will cause serious entry problems.**

The combination text of class number, round class name, and round description needs to be small enough to fit on the score sheet labels and format nicely for the order of go. If it is too long the excel programs will truncate the text. The limitation on the Order of Go is just the class name and round description which shouldn't be longer than about 35 characters, depending on the character width.. The score sheet label has room for a few more, if the text goes completely to the right side of the label.

The letters A through E are available to identify the rounds in a class. rounds A and B should be used for Round I and B and D rounds for Round II round A and C should be Compulsories and rounds B and D Freestyle. You should label the rounds this way even if there is only one of them in the class.

Round E is not normally used, but is available for special rounds. (Might be used for a demo that you want to include automatically in the order of Go)

The Class name should be something like Trot Pairs with the B round being Freestyle. If the Class Name is Class Pairs Freestyle, with the B round also be set to Freestyle, the Order of Go and Score sheet labels will print with "Trot Pairs Freestyle Freestyle."