CompWeb Quick Start Manual
Managing a Fest
Part I

This is an Outline of the steps needed to use CompWeb to manage an AVA Competition.

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.

There are separate Quick Start Manuals for Scoring and the Volunteer program**.**

See the Fest Manger's Manual for details on how to fill out any of the forms or use the reports.

1. Select a date and location for your fest

2. Hire a judge or judges for your fest.

3. Write the prize list for your fest. Remember that CompWeb is not to be used INSTEAD of a prize list, but as an addition to it. There is a lot of information that needs to be in your prize list (class descriptions, schedules, directions, and much more.) which does not appear in CompWeb.

4. Send in paperwork for AVA and USEF recognition. (if wanted)

5. Request a CompWeb site for your fest. (email eoakes@comcast.net)

6. Receive email with Administration password for your fest site.

7. Login to http://vaulting.swcp.com

8. Select your fest and type in the Administrative password.

9. Select the "Competition Information ".

10. Fill in all the fields in this form with the information for your fest. Click in the OK box at the bottom to save the filled out form.

11. Select "Upload Prize List" and follow direction to allow people to read the prize list on-line. This file should be in PDF, HTML, or text format as there a people that do not have the software to read some other formats. (including Word format).

12. Select "Offered Classes". Select the standard classes to be offered, and fill in the cost information for the class. Type in the information for any non-standard classes in the form at the bottom of the form. Click done to return to main menu.

13. Select "Invited Clubs". The clubs to be invited to your fest can be selected from the menu of selected clubs. Information for Clubs not currently registered can be typed in. The clubs are added to the "invited Club list but have not been sent invitations yet.

14. Select "Set Club Passwords. Do not do this after the invitation emails have been sent as this will assign new passwords to each invited club.

15. Select "Send Club Invitation Emails". This program will send the password to each invited club that has an email. You need to edit the "Message Editable part:" to contain the information for your fest. This program will send the password to each invited club that has an email. The email will fail, possibly with no error message, if a valid email is not entered for the Sender's Email. You should watch your display for failed emails.

16. Select "Extra Items for Sale". If you are selling things where you are taking orders and receiving payment through CompWeb, add the items to this forms. The items

will be arranged on the order form by sort order. The sort order numbers can be spaced like 10, 20,30 etc. to allow adding or moving to the sort order. This should be completed before sending the invitation emails.

17. Now you just wait until close of entries, while the clubs do their registration.

18. There are a few things you can do either before or after close of entries.

19. Select "Edit the times used for the order of go". Enter the various time to use in generating the order of go for the offered classes and sections (rounds). You need to set the times for the various type of rake breaks in this table. There is a table at the bottom of the page of the classes and sections that have vaulters entered that do not have times entered.

20. Select "Set the Round Order by day and arena". Select the day, arena, Class, and Round from the menus. Type in a sequence number. The generated order of go will have the class and sections in that order. You can put Rake Breaks between classes in this table. The numbers should be like 10,20,30, etc. so that the order can be changed without having to change all the numbers. There will be a table of classes with vaulters entered that have not been put into the schedule.

21. There are a bunch of things that need to be completed between close of entries and the start of the fest.

22. Use the "Event Summary Report" to see how many vaulters are entered in each class and section. These numbers can be used to order the correct number of scoresheets and ribbons. Order the ribbons and scoresheets.

    The event summary report can also be used to manually generate a simple spreadsheet to make up your preliminary schedule (class, number of vaulters/teams/pairs in class, time for each go, number times time). You will be able to roughly schedule your day(s) before starting your "set round order" and the OOG"

23. Select the "Horse Use Report" to see if any horse has being overused. The "Set the Round Order by day and arena" Table must be completed for this report to give correct results.

    If there is a horse which is getting close to being "maxed out", watch for any changes and check this report again just before or during your event. The changes must have all been entered into CompWeb for correct results.

24. As changes come in, use the 'modify club entries' menu to open a club's main page. This will allow you to access the clubs forms and reports. As Fest Administrator you can access these forms after the close of entries.

25. It is worthwhile to review the registration for each club - especially newer clubs. Check out any manually input participants (they show up in blue). Sometimes these are people who have not yet renewed membership, sometimes they are from

different clubs. All manual inputs should be checked out. This will show you any problems and save you lots of work on your order of go. If there are blanks or "new" in the AVA number field, check to make sure that person/horse does not already have a number or assign a temporary number (currently digit, digit, "T").

26. Select "Order of Go Random Drawing". This program does the equivalent of drawing from a hat, the order that the goes are scheduled.

27. Select "Order of Go (Excel)". Run this program to generate a preliminary order of go. You must do some editing on the generated spreadsheet, before it is ready to send to the clubs. See the section and appendix in the Fest Manger's Manual for more information on using this program.

28. Once you are happy with the preliminary order of go, convert the preliminary order of go to a pdf or text file, then use the "upload order of go" program to allow it to be opened from each club site." You should convert it to a pdf or text file before uploading as there are people that do not have the software to read an Excel file.

29. As changes come in from the club coaches, you must make your changes in one of two ways:

    a. Edit the preliminary order of go spreadsheet. This needs to be done with great care as it is very easy to mess up the calculation formula when moving goes around.
    b. You can move the goes or add a 10 minute rake break in the middle of a class with the "Move Goes" utility. There is information on the generated order of go that helps with using this utility. You will then need to rerun the order of go program. See the Fest Managers Manual for details.

30. Once you feel that most of the changes are in, select "score sheet labels. Remember that some computers have different defaults and you may have to tweak your settings. Also remember that any additional changes will have to be manually done on the score sheets before they go out to the judges. Two labels are printed for each vaulter. If there is more than one judge the program will need to be run more than once for each class.

    Scoresheet labels are printed on 8-1/2" x 11" sheets of 1-1/3" x 4" labels with 14 labels per sheet.

31. View the various reports to see information on the entries. Hopefully the function of each report can be figured out from the link. You should open each of the reports to see if they contain information useful to you.

32. There are things that you can do with CompWeb during a fest.

33. For a large Fest where all vaulters do not make the cut for classes with a Round II, Select "Round II entries for OOG and score sheet labels". This will open a web form that shows all the Goes for rounds C and D. This form will allow you to remove vaulters and Goes that did not make the cut. You can then use the "Score

Sheet Labels for one class (Excel)" and   "Order of Go (Excel)" programs for the Round II Classes. If you ran the Draw program after all the Round II vaulter were entered the Goes will be scheduled in a random order. Any Go added after the Draw program is run will be scheduled first in the class.

34. You can make changes in the entries as coaches request changes. Then rerun the order of go program. This is mostly useful at a large fest where you want to republish a revised order of go for each day.

35. Several of the reports are useful after the fest is over. The Participating Vaulters for AVA report" generate the report that must be sent to the Competition Secretary for AVA recognized fests. The "Club Payment Report" and the "Payment Summary" contain information on where the money came from, and total revenue.

36. The report format which must be emailed to the USEF is still under review but you can use some of the reports to generate the required post competition report information. Hopefully, once the report format is finalized, there will be a CompWeb report in that format.

37. With in 10 days after the fest, send the required reports and fees to the AVA Competition Secretary.