CompWeb Scoring Administrator's Manual
Rough Draft
Fall 2009
2.3

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.

Table of Contents

Introduction

CompWeb Scoring is an Internet based system for calculating and displaying the results of an AVA competition. This program has been designed to work with the CompWeb online registration system and will not work independently.

CompWeb scoring has the following design goals:
1. To use the existing data from the online registration so that no additional vaulter information is required.
2. To use a web browser for entering and displaying the scores, no special software is required on the data entry or review systems.
3. To use an interface that closely resembles the judge's score sheet, therefore reducing entry errors; data entry is by authorized users only.
4. To display the calculated results on a website available for review to anyone with authorized access; results from this website are able to be printed. Results are available as soon as verified.
5. To only store the judges' scores; results are calculated as requested and not stored.
6. To perform calculations that conform to the AVA rules and match those used by earlier scoring programs.
7. To ensure proper use of this program, the administration of this system is password controlled; the administrator of the system will be referred to as the scoring manager.

Getting Started

Accessing the Scoring Reports uses a computer with a web browser, from anywhere connected to the Internet. Use the URL "http://vaulting.swcp.com. Select the "CompWeb Scoring, Competition Selection" link a ways down the page. The CompWeb Scoring Competition Selection page will open. This page can also be accessed directly with the URL "http://vaulting.swcp.com/SCORING".

On the Scoring Competition Selection Page select the Competition desired. All competitions currently available are listed so the correct event must be selected.

Viewing Scoring Reports

To view the scoring report select a Club from the club select menu and type in that Club's password in the password box. This is the same password used by the club to register vaulters for the competition.

Select Your Club to view the Scoring reports
Use the same club password as used for club registration

A Vaulting Connection
Acorn Vaulters
Agape Vaulters
Albuquerque Vaulters
Balance Vaulters
Better Late Than Never Vaulters
Blue Sky Vaulters
Blue Star Vaulters
Bosque Belgians

Password: [   ]   Login

Back to Competition Selection Page

Scorer's Login Page   Judge & Officer Login Page

The Class Report Selection Page will open. From the "Select Reports for Class & Round" select menu choose the report for the class, round and judge you want to open. This will open another page with links to select the various reports available for that class, round and judge. Only the one judge report will be different for the different judges. The reports will only display results for the vaulters that have all the necessary scores to calculate the results entered and verified. That is if only the Round I Compulsories scores are entered for a vaulter the Round I score will not show, It is on a per vaulter basis so when the scores for the first vaulter are verified she will show in the reports.

The "Output Report as Excel Spreadsheet" checkbox is should only be used to format the reports when information needs to be cut and pasted into another program. The data is not formatted as nicely for display or printing as the normal display.

The "Output Reports in this same window" checkbox will have the reports open in the same browser window, instead of in a new window or tab. This is a user preference setting.

Class Report Selection Page

Select Reports for Class & Round

```
01A A Team Compulsories ---- Adrienne Stang
01A A Team Compulsories ---- Suzanne Detol
01A A Team Compulsories ---- Craig Coburn
01B A Team Freestyle ---- Adrienne Stang
01B A Team Freestyle ---- Suzanne Detol
01B A Team Freestyle ---- Craig Coburn
02A B Team Compulsories ---- Adrienne Stang
02A B Team Compulsories ---- Suzanne Detol
02B B Team Freestyle ---- Adrienne Stang
02B B Team Freestyle ---- Suzanne Detol
03A C Team Compulsories ---- Adrienne Stang
03A C Team Compulsories ---- Suzanne Detol
03B C Team Freestyle ---- Adrienne Stang
03B C Team Freestyle ---- Suzanne Detol
04A 1star Canter Team Compulsories ---- Adrienne Stang
```

☐ Output Report as Excel Spreadsheet

☐ Output Reports in this same window

☐ Enable the printing of Ribbon Labels from Reports

[SELECT REPORTS]

Select the link to the desired report. The "Select another class to view reports" link will take go back to the Report Selection Page. For a class with only one compulsory and freestyle, like Copper or A Team, the Combined Score for Selected Round is the Final score for the class.

Reports Avaliable for Class 31 A Gold Individual Compulsories RI

All entered scores for this Class,Round, and Judge	Combined Scores for 2 or 3 Judges
Combined Scores for Selected Round	RI and RII Overall Scores

Select another class to view reports

Printing reports

Anyone that can access the reports can print them, but normally someone that is a member of group Scorer will print the reports.

As soon as all the scores necessary to generate a report have been entered and verified, the report can be printed. Usually it is easy to tell when this is true as all of the vaulters entered of vaulters will show up in the report. If a vaulter has scratched at the last minute and they have not been rem0oved from the CompWeb entry, it may not be able to tell that they have been scratched, so the report can be printed. If a vaulter has been scratch the scratch should be know to fest management. If not someone may have to check with the gate keeper or announcer. If the reports are being printed by either the scorer or verifier they should already know.

Usually it is desirable when printing the reports, to print at least 3 copies. One or more copies are to be posted, one copy need to be sent to the AVA Competition Secretary following the fest, and one copy for the ribbon person and to be saved for the scoring manager's records.

The reports should be printed from the html report page. It is formatted to correctly show the score and fit on the paper. Most reports looks best if printed in landscape.

There is an option for the report to be displayed as an Excel spreadsheet. **This should not be used to print the reports!** This option was created for cases where the information needs to be cut and pasted into some other program, mostly for Vaulting World. Printing the spreadsheet will not format the report correctly for printing.

After the reports have been printed, the placings should be copied from the report to the judge's scoresheets.

Printing Ribbon Labels

Anyone that can access the reports can print the ribbon labels. To print the ribbon labels check the "Enable the printing of Ribbon Labels from Reports: check box. If the reports being printed has the Ribbon Label Printing included you will get the "Print ribbon labels from this Report" form. Below each report table. The Ribbons are printed separately for the Men's and Women's results.

The Ribbon labels are printed on 1 x 2-5/8 inch labels that come 30 to a 8-1/2 x 11 inch sheet.

The 3 select menus need to be set to the correct value for each set of ribbons. The "Select number of rows of labels to skip allows for skipping labels that have already been used on a sheet. The "Adjust this value until label text fits on label correctly" text box sets the height of a blank line in each label. This adjusts for differences in the computer and printer to make all the printing fit on the labels. This needs to be tested on plain paper and adjusted as needed. Align the plain paper printed sheet and a label sheet and hold up to a light to check alignment.

The ribbon labels can be printed as soon as all the scores needed for computing the placings have been entered and verified.

Entering Scores and Managing the Scoring Program

The CompWeb system manager must create a username and password for the Scoring Manager for the CompWeb online scoring site. This username and password will be emailed to the Fest Manager when the site is first created. The Scoring Manager and the Fest Manager may be the same individual. If not the Fest Manager needs to give this information to the Scoring Manager.

Login

The Scoring Manager logs into the site from the Login Page:

Scorer Login Page

UserName: tom

Password: ●●●●●●●   Login

This will open the "Scoring Program Select Page" if the user is a member of the group Scorer. If the user is a member of group Admin it will open the "Scoring Administration page".

Entering Scores

The "Scoring Program Select Page" is where the Scorer selects which class and round to enter scores. To enter scores select a class and round from the "Select Class & Round to Score" select menu abd a judge from the "Select Judge" select menu, Clicking on the "SELECT What to Score" button will open a score sheet for the selected class and round,

Scoring Program Select Page

Select Class & Round to Score

01A the A Team Compulsories
01B the A Team Freestyle
02A B Team Compulsories
02B B Team Freestyle
03A C Team Compulsories
03B C Team Freestyle
04A Preliminary Canter Team Compulsories
04B Preliminary Canter Team Freestyle
06A Trot Team Compulsories
06B Trot Team Freestyle
07A Preliminary Trot Team Compulsories
07B Preliminary Trot Team Freestyle
09B Team at Walk Freestyle
11A Open 2-Phase Team Compulsories
11B Open 2-Phase Team Freestyle

Select Judge

SELECT What to Score

The screen shot below is a typical score sheet. The score sheet shown has had the scores entered and verified. On a score sheet that has not had the scores entered, once a vaulter is selected the all the information except the scores filled in automatically. The scores will be blank. The word verified after the

vaulter's names in the vaulter selection box will not show until scores have been enter and the verified button clicked.

The Scorer needs to check that the information on the judge's paper score sheet matches that on the display. If the horse or longeur have been changed, the Scorer must select the correct horse and longeur from the select menus.

The scores are copied from the judge's score sheet into the boxes on the right side of the displayed score sheet. The first box is selected with the mouse and the tab key used to move down the list as the scores are entered. When all the scores are entered the "Submit New Scores" button will copy the scores to the database and calculate the results for display.

The score sheet then should be given to another person that looks at the same display on a different computer, and checks that all the information matches what is on the judge's score sheet. Once it matches the verified button is clicked and the scores can be seen in the reports.

It is a good idea for the person who has verified the sores to copy the calculated values from the display onto the judge's scoresheet. This eliminates the need to do it later.

Below the score sheet there is some information on what scores have been entered for this class for which judges. There are also links to open the reports for this class, round, and judge
.

Scoring Administration

The scoring administration page allows access to all the administration features of this program

View Reports

Do scoring

Add or Delete Judges
Add or remove Scoring Users
Set files to use with Class and Round

Modify Table Holding Scores	
Enter the Class Number and Round tomodify	
Class Number [____]	Round Letter [____]
Modify Scores	

Remove all scores entered for this competition

USEF Horse of Year Report (HTML)   (EXCEL)
Display ScoreSheets

Copy files to use with Class and Round *this program should only be used if the table is empty!!*

Open Registration Administration Page

Scoring Manager's Tasks

View Reports

This takes you to the same "Class Report Selection Page" that logging in with a club name and password. When logged is as an administrator or scorer there will be navigation links at the to of the page. See the section above for how to select a report.

Do Scoring

The do scoring page allows the scoring manager to enter, check, or correct scores. This is the same as the capability of a member of Admin Group Scorer. See the section above on entering scores.

Add or Delete Judges

The add or delete judges page allows the scoring manager to input the name(s) of the judge(s) for the competition. The name of each judge that will be judging at this competition must be entered. These are the names that will appear in the "Select Judge" select menu on the Scoring Select Page.

Add Judges to list for Scoring

	Judge's Name	
	SUE DETOL	Remove
	JEFF MOORE	Remove
	ADRIENNE STANG	Remove
	CRAIG COBURN	Remove
	TONI AMOROSO	Remove
enter Judge's Name		Add

Type in the judge's name and select Add. To remove a judge, select the Remove link next to the judge's name. The remove link will remove a judge from the list.

Add or Delete Users

The add or delete users page brings up a form to add or delete users for the scoring program.

Type in the User name and select either Scorer or Admin from the User Group pull-down menu. For users that will only be entering scores use an Admin Group of Scorer. For users that need administrative privileges use an Admin Group of Admin. A user belonging to Admin Group of Admin can access this page and perform all the function listed . Members of the Admin Group Scorer can only access the Scoring Select Page and enter, correct, or verify scores. They can all access the Report Selection Page and Reports.

Add Scoring Users

User Name	Password	Admin Group		
Carol Beutler	757065	Admin	Edit	Remove
tom	918950	Admin	Edit	Remove
Eric Weber	642065	Scorer	Edit	Remove
enter User Information				
	104926	Scorer ▾	Add	

Set files to use with Class and Round   aka Big Ugly Table or BUT

The set files to use to use with class and round page allows the manager to identify which scoresheet and scoring reports should be used for each class offered at the competition. **Having this table correct is critical to successful use of the scoring program**.

To add a class and round to the table, select the class and round from the pull-down menu in the first cell of the last row of the table. Once a class/round has been entered in the table it will no longer be in the pull-down menu. Next, select the appropriate scoresheet and reports. The files that appear in the pull-downs are usually ones that are appropriate for that column. Also select all appropriate report for the class/round.

The type of report is shown in the top row. If you want combined placing for men and women set 'No' in the "Separate placing for Men and Women" column. This column has no effect on team or double classes. When all the appropriate selections have been made, select the Add button.

To edit class/round, select the edit link. This will open a form to edit the scoresheets and reports for that class and round.

The scoresheets and reports can be changed using the pull-down menus. When the scoresheets and reports are correct select Modify.

For the current scoring rules AV_ options should be used for score sheets and AVA_ options for reports. The SS options are old rules and there for historical reasons

There is a standard naming scheme for the scoresheets and the reports. The scoresheets all start with AV_ and the reports start with AVA_. The next column is type of event: individual, team, or double (pairs and pas de duex use these same files). The third column defines if it is a horse, barrel or 2-phase event. The 4th column says what is included for a round: compulsories, freestyle, the combination of the two, or the combination of Round I and Round II scores for an overall placement. The next column, if used, provides additional scoring options like no mount score (NoMnt). For the reports, the final column lists how many judges' scores are combined in the report.

Examples:

AV_Team_Brl_Comp_NoMnt_1Jdg   AVA_Team_Hrs_Free_3Jdg

Each class/round will need to have the correct scoresheet and report file assigned. The assigned file determines how the scores calculated. The Round and Overall reports combine scores from several round of the same class.

If a row in the table shows a Class Number and round but a blank name it means that there is not a class with the number and round in the Offered Class List for this competition.

If there is not an appropriate scoresheet or report for a class or round it may be necessary to score that class and round by hand.

Modify Table Holding Scores

The modify table holding scores form allows the removal scores from the class and round. This is to be used in the event that there has been an error entering the scores which can not be fixed on each score sheet. **When using this link you have no undo!**

Modify Table Holding Scores
Enter the Class Number and Round to modify
Class Number [＿＿＿]   Round Letter [＿＿＿]
Modify Scores

Enter the class number and round letter for the data to be removed. Select Modify Scores. This opens the form to remove the data.

Make Modification to Scores Table

Class	Vaulter	Horse	Longeur	Judge	Scr1	Scr2	Scr3	Scr4	Scr5	Scr6	Scr7	Scr8	Scr9	Scr10	ScrHorse	Team Name		
02B		Gryffindor	JULIE KEVILLE	JEFF MOORE	7.7	7.0	6.2								5.5	CREEKSIDE VAULTING CLUB	Edit	Remove
02B		Comet	JESSICA BALLENGER	JEFF MOORE	8.3	7.8	7.0								6.0	MT. EDEN SUPER SQUAD	Edit	Remove
02B		Colonel Mustard	MICHELLE SOLORZANO	JEFF MOORE	7.0	5.6	5.1								4.5	NU BALANCE VAULTERS	Edit	Remove
02B		Cheval	JODIE HOWARD	JEFF MOORE	8.4	7.4	6.8								5.5	PACIFIC COAST VAULTERS	Edit	Remove
02B		Tank	KELLEY HOLLY	JEFF MOORE	8.1	6.8	6.4								5.2	TAMBOURINE VAULTERS	Edit	Remove
02B		Gryffindor	JULIE KEVILLE	CRAIG COBURN	8.5	7.0	6.8								7.5	CREEKSIDE VAULTING CLUB	Edit	Remove
02B		Comet	JESSICA BALLENGER	CRAIG COBURN	8.7	7.5	7.7								6.8	MT. EDEN SUPER SQUAD	Edit	Remove
02B		Colonel Mustard	MICHELLE SOLORZANO	CRAIG COBURN	7.5	5.7	5.0								4.7	NU BALANCE VAULTERS	Edit	Remove
02B		Cheval	JODIE HOWARD	CRAIG COBURN	8.4	7.3	7.0								6.7	PACIFIC COAST VAULTERS	Edit	Remove
02B		Tank	KELLEY HOLLY	CRAIG COBURN	9.2	7.0	6.0								4.8	TAMBOURINE VAULTERS		Remove

Select the Remove link to delete the entered scores. The Edit link has not been implemented. Score reentry must be done from the score sheet.

Remove all scores entered for this competition

Prior to scoring a competition, it is advisable to test the scoring system. Upon completion of testing, the remove all scores entered for this competition will delete all the scores. **There is no UNDO for this link so it shouldn't be used once real scores have been entered.**
.

USEF Horse of Year Report

This is a special purpose report used to display all the horse scores from USEF recognized events at the competition. It is used by a committee to help determine the USEF "Horse of Year" award.

Display ScoreSheets

This link opens a page with links that will display the scoresheets. This is useful when setting up the "Set files to use with Class and Round" table.

Copy files to use with Class and Round

This link opens a program that copies a Big Ugly Table from any other competition that is still in the CompWeb database. This program should only be used on an empty table, one that has had no rounds already entered. The resulting table can be edited to correctly match the competition. If a class number and round in the copied table do not match with an offered class, the entries may need to be edited. If the number of judges for a class and round is different that will also require editing.

Save and Load Competition Information to your local Computer

When you click on the *Save Big Ugly Table to local computer as excel spreadsheet* button you will get an Excel spreadsheet downloaded to your computer. Depending on your browser setting you will either have the spreadsheet open in your browser, or you will see a dialog asking if you want to open or save the file. In either case save the file to a directory and with a filename you can remember when you want to upload it to a new competition. The file name will default with the date of the last day of the competition on the end of the name. If you have a program that can open Excel files it would be a good idea to open it and make sure it is not corrupted. You should not need an Excel type program to download or upload the table.

You should not make any changes in any of the tables you download or they may not be able to be copied to a new event.

The *Copy a saved excel Big Ugly Table CompWeb database table* button loads a saved Big Ugly Table from your own computer to a new competition site. To run the upload program you must be logged into the new competition site. Be sure you do not have any CompWeb sites open in another browser window or tab. Click on the Browse button and navigate to the directory containing your saved Excel file. Select it, usually by click a button labeled open

Copy Execl file to Big Ugly Table.

This program is used to copy an Excel file, from your local computer, that you created from the Offered
Class list of an earier competition. The Excel file must have been created with
"Save_BigUglyTable.php4". If the Excel file has been edited the results are undetermined.

In order to use this program, the Big Ugly Table must be empty.

Upload Form

Select Excel file containing the Big Ugly Table information.
Browse... Saved_BigUglyTable_2016-02-06.xls
Upload File

The file path selected will appear in the select box. Click on the Upload File button. If all go well a
page like show below should appear:

Copy to Big Ugly Table complete. Open Set files to use with Class and Round page to verify.

View BUT

Scoring Administration main page

The first link will open the CompWeb page showing the uploaded data. The second takes you to the
main administration page.
If the table you are uploading into, already contains any records you will see the what is below:

Big Ugly Table is not empty.

if you want to upload from the saved Excel file the Big Ugly Table must be empty.

Remove entries from the BUT in CompWeb

Delete all enties from the BUT: Remove all entries in BUT

The first link will open the page showing what is in the table and allow you to remove records with the
remove link in the table rows.

The second link just goes ahead and removes all the entries in the table. The page show what is in the
table then opens and show that it is blank.

If instead of the blank table showing up you get a blank page, it usually means that you are trying to
remove entries that are linked to other tables in the database. Things like a Offered Class with someone
entered in it. This very likely means you are trying to upload to a site that has been used and not been

initialized. There will be other reasons why blank pages or errors show up. Email eoake@comcast.net with questions and problems.

The database table you are uploading to, may contain references to the other tables being uploaded. That is why all the uploaded files must come from the same competition without being changed between downloads. **Editing the Excel file before uploading will give up unpredictable results.**

Appendix A

Setting up to do CompWeb Scoring

Connect to Internet.

In order to use CompWeb Scoring it is required that the competition site has access to the Internet. There are several ways of obtaining this connect ion:

- The facility may have and installed wireless Internet Network that can just be used,. It may be necessary to install a wireless repeater or repeaters in order to get coverage where wanted.

- The facility may have a local network connected to the Internet where a hardwired connection can be connected. It will be necessary to install a wireless router, and possibly repeater(s) to allow several computers to be connected. It would be possible to use an Ethernet switch or hub to hardwire several computers, but this would limit where the computers could be located.

- A phone line with a DSL modem could be installed, along with a wireless router and possibly repeater(s) could be installed. This was done in Denver in2007. How much installing this for short time use is something that needs to be determined for the facility.

- CompWeb Scoring will work OK using a normal phone line and modem connected to the Internet. In general this will require a separate phone line, modem and Internet connection for each computer being used. The computers will need to be located near the phone lines. This probably makes this useful only for small fests.

- Laptops can now be connected to the Internet through the cell phone system. This requires a laptop equipped with a special device commonly called an AirCard. It is expensive to install an AirCard and pay the cell phone company for the service. The last I saw it was $59 per month. You may be able to find local people that have equipted computers that will let you use them. It is possible to rent the Aircard for a few days at a cost of under $100. This was done for the Region IV Championships in 2009. Normally you need an AirCard for each computer, but it appears that it is possible to connect a wireless router to the computer with the AirCard and share the Internet connection.

Computer requirements

Small Fest

While it is possible to do the scoring for a small fest using only one computer, there should be at least two. With only one computer the function of the two computers must be combined, seriously slowing down the scoring operation.

One computer equipped with a printer would be used for inputting the scores. It would also be used for printing Ribbon labels when the computer was not being used for entering scores.

The second computer would be used by a second person to verify that scores were input correctly and print the scoring reports.

The computers need to be located close to the judges stand and in a location free from people not doing the scoring. There should be an easy way to get the scoresheets from the judges to the scorers.

Large Fest like Nationals

For a large fest it is important for results to be available very quickly. What is described below is my idea of an ideal setup. You can certainly make do with less but you will slow things down and remove capabilities.

For each judge there should be two computers located behind or beside the judge's stand at the edge of the arena, or in the stands right next to the arena. There should be a separate location for each judge. These computers do not need to be connected to printers. One computer would be used to input the scores and the second for verifying that they are input correctly.

There would be a computer, for each arena, located in the office, to print the reports.

There would be a computer for each announcer, to read and announce a vaulter's scores as soon as input and verified.

There would be a computer connected to a printer in the ribbon office to print the ribbon labels. Ribbon labels can be printed a soon as all the scores that are needed to computing the placing for a ribbon have been entered and verified.

Appendix B

CVI Events

CVI competitions fall under FEI rules and have several things different than AVA competitions. The FEI website should be consulted to understand the FEI rules. The setup and use of CompWeb for a CVI competition follows the same steps as an AVA event. The biggest difference is that a CVI has four judges and each judge scores a different aspect of the performance using different score sheets. To accommodate these different score sheets the Judge Table (A, B, C or D) as well as the Judge has to be selected when choosing what to score. CompWeb will bring up the correct score sheet for the selected Judge Table. The reports are also quite different than the AVA reports, follow the FEI format and reflect the different Judge Tables.