



CompWeb Quick Start Manual
Scoring a Fest
Part 2

This is an Outline of the steps needed to use CompWeb Scoring for 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 Managing a Fest and for the Volunteer Program.

See the Scoring Manger's Manual for details on set up and use of CompWeb Scoring.

1. An Internet connection is required at the fest site to use CompWeb scoring. A broadband (wifi, aircard or hardwired connection) is best,. A modem connection to each computer will work, but it will be slower. Determine out how this will be provided.
2. Arrange for enough computers with Internet connection. All computers must be connected to the internet. At least one must be connected to a printer. Backups and extras are recommended. For a small competition one computer is necessary. Another computer is helpful.

For a larger competition there should be at least one or two computers per judge plus an extra computer to make changes and print reports. If you are doing "ringside" scoring, you need a computer for each judge, one for each announcer, a couple of computers in the office - one of which has a connected printer and one computer with printer for the awards/ribbons staff.

3. Get the Scoring Manager's username and password from the fest manager. It should be in the email sent to the fest manager.
4. Login to <http://vaulting/swcp.com/SCORING>
5. Select your fest from the list.
6. There are a couple of things that you can do either before or after close of entries.
7. Select "Add or Delete Judges". Enter the judge's names in the form.
8. Select "Set files to use with Class and Round". This will open the table that contains the information relating the classes and sections to the correct CompWeb scoresheets and reports. This table is AKA "Big Ugly Table" or BUT. It is critical that this table be correct for the scoring program to give correct results. See the Scoring Manager's Manual for how to configure this table.
9. After completing steps 7 and 8 and after close of entries. Enter test scores for each class, round and correct number of judges for class. Check scoresheets and reports to make sure the calculation are correct and that the values used in each report match.

Doing this testing will assure you that the scores are being calculated correctly and the BUT is correct. If you skip these tests you may or may not find any errors during the scoring at the fest. Doing these tests takes awhile, but mistakes are hard to fix during the fest, and may be missed. Missed errors could result not only in the scores being incorrect, but also in the placing being wrong.

10. Select "Go to Scoring Administration Main Page". Select "Remove all scores entered for this competition". This will get rid of the test scores. This must be done before the start of the fest.

11. Sometime, well before the fest. Position the computers and check that they are connected to the Internet and working. Give yourself enough time to be able to go to "plan B" or make changes if you do not have a working Internet connection.
12. Select on the Scoring Administration page, "Add or remove Scoring Users". Add a separate user, in Admin Group Scorer, for each person that will be doing the scoring. Each scorer should have their own username and password. While the Scoring Manager cannot see it, the program keeps track of which scorer was the last person to modify a score. If later if there is a question about by whom or when a score was last changed, it can be retrieved from the CompWeb database. If you want to disable a person as a scorer, who has entered scores, give them a different password, don't remove them.
13. Assign the scorers and make sure they know their job. The Scoring Manager's manual has a section on how to do the scoring.
14. Per the scoring manager's or office manager's direction, the scores from the judges sheets must be input and verified and computer generated values must be added to the judges sheets.
15. Once all the scores necessary to calculate a report have been entered and verified the report can be printed for posting. It is a good idea to print at least 3 copies of a report, one for posting, one to send to the AVA Competition Manager, and one for both the ribbon staff and for the scoring managers records.
16. As soon as the judges' scores for a vaulter have been entered and verified, the 1 judge or 2or3 judge report can be read on the announcer's computer and the scores announced. Which report used depends on the number of judges.
17. For the announcing of scores to be prompt, it is necessary that the judge's scoresheets be given to the scorer, to enter, as soon as the vaulter has completed their go and not held by the judge, clerk or runner.
18. Once all the scores have been entered and verified that are required to assign placing for ribbons, the ribbon lady can print the ribbon labels from her computer.

Ribbon labels are printed on 8-1/2" x 11" sheets of 1" x 2-5/8" labels that come 30 labels per sheet.
19. Per the scoring manager's or office manager's direction, placings must be added to the judges scoresheets and then the scoresheets must be separated for distribution The judge's scoresheets need to have the placings copied from the reports.
20. For AVA classes. one copy of the judges scoresheets and a printed copy of the reports must be sent to the AVA Competition Secretary.