

# **EASYCOMP 9.1**

## **USER GUIDE**



November 2023

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## Welcome to the Easycomp User Guide

Here you will find everything you need to help you make the most of your Easycomp software. It will guide you, step by step, through everything you need to know to scrutineer a competition.

## About Easycomp

Easycomp was launched in 2007 and it quickly became the most popular scrutineering program in the UK. After a number continuous improvements and upgrades, the decision was taken in 2014 to completely re-write the program to incorporate the very latest Microsoft technology and the result of that, Easycomp DN (V7), was formally released in February 2018.

Easycomp DN is the most comprehensive and powerful scrutineering program available, and it has undergone the most extensive and rigorous testing regime of any version to date. However, despite all the new features it remains supremely easy to use, and continues to be the scrutineering program of choice.

## Basic Principles

Easycomp works on the principle of Scrutineering Sheets, just as if you were doing the job manually with a pen and paper. Each competition in an event has its own sheet. The sheets contain the competitors' numbers and marks gained in each round, with those competitors having the highest total number of marks being recalled to the next round.

In a competition final, the software creates a Summary Sheet and uses this to calculate the final placings, using rule 10 and rule 11 if necessary to arrive at a final result.

The main Easycomp screen is where all the competitions are displayed and can be worked

on. When a competition final has been finished, it disappears from the main screen (although it can still be accessed through the Finished Finals feature).

A report is produced after each round of every competition and these are stored in PDF format for archiving, printing out later, or uploading to an internet website for general viewing.

You don't have to enter competitors' names if you don't want to, but names can be entered manually or they can be imported from an Excel spreadsheet. If they are entered or imported, they will appear on the final reports.

It's important to clarify the *terminology* that will be used throughout this guide, and also in the software itself.

A **Competition** consists of one or more dances, whose entries are judged and whose finalists are placed in order. Examples of competitions are "Junior 4 dance ballroom", "Under 35 Pre-Champ Latin", and so on.

An **Event** is a collection of Competitions, usually lasting one whole day, but large Events can be run over a weekend, or even a week or more. Examples of Events are "Champions of Tomorrow", "Stars of the Future", "Midland Championships", and so on.

## What's New?

Easycomp is constantly evolving and improving. This section shows the recent history of its development.

### Version 9.1, November 2023

This is minor upgrade which focusses on new EasyScreen features (requires EasyScreen 1.1, or later).

- Recalled numbers can be displayed horizontally or vertically.
- The screen can display black numbers on a white background, or white numbers on a black background.
- The font size can be changed.
- Adverts can be turned on and off.

In addition, it also includes several minor bug fixes.

### Version 9.0, August 2023

This was a major upgrade and offered a range of new advanced features and improvements.

- Easycomp now has a fully-configurable intelligent timetable generator.
- It supports EasyScreen, an advanced system for displaying recalls and advertisements on large display screens.
- It includes an integrated advanced visual wi-fi scanner to help diagnose and resolve interference when using wi-fi devices such as EasyPad, EasyHost and EasyScreen.
- EasyHost is updated when the user adds or deletes a number in first-round recalls and finals, or when a judge adds a number in a first-round recall.
- Entering IP addresses is now much faster and easier, and it will prevent you from trying to connect to two devices using the same IP address
- When a competition is in work, it is coloured orange on the main screen to easily identify it from the other competitions.
- Easycomp now checks if a later version is available to download.
- When entering a licence number, the cursor automatically moves to the next box after the fifth digit has been entered.
- Easycomp no longer prompts to save an empty event when opening a different one
- Importing an event from a spreadsheet now appends the imported competitions to existing tabs and competitions. It does not create a new event.
- If a non-voting chairperson (NVC) is given an EasyPad, they can now see everything that the judges can see, but they are unable to mark any competitors (requires EasyPad version 4.3, or later).
- When trying to connect Easycomp to EasyPad, EasyHost or EasyScreen, the program will now warn if the computer is not physically connected to the router. This eliminates many "Connection timed out" errors.
- It is possible to print Results Certificates in batches, by choosing to print only those certificates that have not yet been printed.
- EasyPad, EasyHost & EasyScreen now display international characters correctly.

In addition, it also includes many bug fixes, ranging from minor to medium in severity.

## **Version 8.2, March 2023**

This is minor upgrade which includes the following new features: -

All users

- Numbers can be added and deleted in straight finals, without cancelling the final, editing the competition and re-starting the final.
- Competitors' numbers now appear in the Results Export file.
- You can instantly mark all the numbers in a first-round "all back" with a single mouse click.
- You can change the scrutineer's name which appears on recall and results printouts.

EasyPad users (requires EasyPad 4.1, or later)

- You can change the number of heats in a competition while it is in progress, and all pads will be updated with the new numbers in each heat.
- You can add and delete numbers in a first-round recall while it is in progress, and all pads will be updated.
- If a judge adds a number in the first-round of a competition, all other numbers retain their original heat allocations and do not move into different heats.
- While doing a competition, if you highlight the next competition by clicking on it, it now remains highlighted after the current competition has completed and the main screen has been updated.

EasyHost users (requires EasyHost 1.4 or later)

- Any changes to a competition which is open in EasyHost with its details displayed, will be automatically updated on the EasyHost screen. This includes added or deleted entry numbers, dances, and the competition's name.
- The final summary results for a ten-dance competition will be automatically sent to EasyHost after the final of the last of the individual dances has been done.

## **Version 8.1, December 2022**

This is another major upgrade and offers a range of new features and improvements, including: -

All users

- Supports EasyHost, the paperless system for comperes
- When doing a recall, the number of unmarked entries is displayed on the marks input screen, allowing you to check that the correct number of competitors are on the floor before the dance starts
- If Easycomp is unable to bring back the requested number of competitors, the user decision screen now clearly identifies all those competitors who have a majority
- A competition can now be edited when it is in work, although some important boxes are read-only.

Freestyle users

- Easycomp now calculates and prints the lives lost on the result sheets
- A new Lost Lives report is available, which lists all competitions where one or more finalists lost a life, together with the number of entries in its first-round, and the numbers and names of every finalist who lost a life

#### EasyPad users

- You can disable or enable EasyPad disqualifications in Options (requires EasyPad 4.0, or later)
- You can change the number to be recalled while the competition is in progress, and all pads will be updated with the new number (requires EasyPad 4.0, or later)
- You can move the EasyPad monitor window to another screen, if available, and from then on it will automatically open in that position, until Easycomp is closed

#### Bug fixes

- When doing a Ten Dance competition, if Easycomp is closed before all its finals have been danced, or if another event file has been opened, the result summary sheet will now be calculated correctly
- Now handles judges who have no name entered
- Import Event now accepts competitions whose dances column contains spaces. Previously, the competition was rejected.
- A judge's non-voting chairman status is now saved when the event is closed

#### EasyPad related bug fixes

- After importing a ballroom competition from a spreadsheet, if the competition contains an "O" dance, EasyPad will no longer display a lilac Skip button
- Easycomp correctly checks for too many numbers in a heat for EasyPad to display

### **Version 8.0, April 2022**

This is a major upgrade and offers a significant number of new features and improvements, including: -

- The old method of storing event data (ecd file) was completely changed and the separate database file (mdb) was eliminated. The new method (ecx) gives much greater flexibility and allows new features to be added which weren't possible with the old method, such as the ability to undo and re-do recalls and finals using the original marks, even after Easycomp has been closed. Version 8 is unable to read the old format ecd files created by earlier versions.
- Some competitions have different dances in the final to earlier rounds, and it is now possible to define the final dances when setting up the competition. Then, when the user chooses to do the final its dances are automatically updated to the correct ones.
- Competitors' names can now include the full set of international characters, such as é and ü. Brackets are also allowed.
- Adding entries to competitions has been greatly simplified with the ability to paste a list of entry numbers directly from Excel or Word into a competition's detail page.

- A Windows upgrade will often change the Windows default PDF application from Adobe to Microsoft Edge, without asking or informing the user, and this prevents Easycomp from automatically printing recalls and final results. When Easycomp starts it will now warn if that is the case, allowing the user to change it back to Adobe.
- It is possible to print a list of all judges' letters and names.
- Judges' marking sheets show the correct dance name when using O (other) dances.
- You can now change an entry number to a new number for all first-round competitions in which the original number was entered.
- When printing a list of entries for a competition, the printout now includes the entries' names, if names are being used.
- A new Entry Report feature has been added, which creates a printed report for entries, listing all the competitions they have entered (Elite and Ultimate only).
- A new Results Certificate feature has been added, which prints a certificate showing the results of all competitions in which a competitor danced. The information printed on the certificate is very selectable, and there is great flexibility to filter the competitors that will receive the certificates (Elite and Ultimate only).
- When a competition is copied using the right mouse button, the copied competition has its round set to 1, even if the original was not. This allows the user to make any changes or corrections to its entries which come to light after the first-round has been danced, such as a competitor wearing their number upside down in the first-round (it has happened).
- After removing all entries in a competition by using the right mouse button, the cursor is now positioned in the entry box ready to start adding new entries. It might sound like an insignificant change, but it can save a lot of time in the heat of a busy competition when keystrokes are ignored because the cursor is not in the entries box.
- When Easycomp closes it automatically deletes all the temporary PDF files which were created, to tidy up and minimise the amount of disk space used by result files.
- The paper-saving option of printing recalls and final results without the marks information, which was introduced in version 7.0, has been extended to include Ten Dance type competitions.

### **EasyPad Related Features (Ultimate only)**

- A competition can be paused and resumed at a later time, without any loss of judges' incomplete marks.
- The ability to run multiple competitions simultaneously has been improved, and previous issues in printing, and when asking the user for a decision when it is not possible to recall the required number of competitors, have both been resolved.
- A new feature has been added to prevent new numbers being sent to a judge's pad before they have sent their current ones.
- Another new feature prevents the sending of more numbers per heat than the pads can handle, and if required, it suggests a recommended number of heats to use.
- Two new options have been added. The first allows the user to set the time that Easycomp will allow when trying to connect to a judge's pad before giving up.

Previously that time was set to 20 seconds, so if the user had entered a wrong IP address, they had to wait a (relatively) long time before they could correct it and try again. Now, that time can be set to between 1 and 10 seconds, with the default being 3.

- The second new option is the ability to over-ride the rule that Freestyle competitions' first-rounds must always use a number keypad. Many events now insist on entries in advance and such a restriction is no longer appropriate. Those events that know the entry numbers for each competition can now be judged using on-screen numbers for all rounds.

### **Version 7.6, October 2021**

This interim version was released to fix a bug which, in very rare circumstances, could incorrectly apply Rule 10 part 2 in Ten Dance type competitions.

### **Version 7.5, September 2019**

- Easycomp Ultimate version was introduced, for use with EasyPad.
- You can define a competition as a qualification competition (Elite version only).
- Judges' recall sheets split the number of heats equally across pages when more than one page is required (Elite version only).
- Ten Dance Sequence Competitions are now supported.
- Find all competitions for which a number is entered.

### **Version 7.4, February 2019**

This version allows you to export the results of an event to a spreadsheet.

### **Version 7.3, January 2019**

This version offered improved functionality.

- Simultaneous recalls and finals. You can work on several recalls or finals at the same time, so if you have a problem with one, you can put it to one side and carry on with another one, then return to it later.
- De-activate licence. This feature allows you to transfer a licence from one computer to another.
- Produce multiple copies of recall and final result printouts.
- Built-in user manual.
- Minor bug fixes

### **Version 7.2, October 2018**

Version 7.2 continued to add new features and improve on the existing ones.

- Entry numbers have been increased from 3 digits to 4 (Elite version only).
- Further improvements when importing an event.
- Championship Reports print entries in numerical order.
- A final summary is printed for single dance competitions.

In addition, version 7.2 included many bug fixes ranging from minor to severe.

## Version 7.1, July 2018

Version 7.1 added to the huge technical advances of 7.0 to include the following:

- A greatly improved method of handling competitors' names resulting in significantly improved reliability.
- A new, improved way of undoing finished finals
- The ability to import Freestyle / Street events
- When uploading results, if the upload encounters an error, it will automatically re-try.
- When importing a Ballroom / Latin event, any competitions having more than 5 dances will automatically be converted into a "10 dance" type if the appropriate option is selected.
- There is no limit to the number of competitions that can be entered in the Elite version.

## Version 7.0, February 2018

Version 7.0 of Easycomp was, at the time, the most powerful and flexible ever released. It had been completely re-written to take advantage of the latest Microsoft technology, resulting in the most comprehensive range of features ever offered, including: -

### Screens

- The main screen now has tabs, like a spreadsheet, to help you easily organise your competitions
- You can reposition competitions on the main screen, and also move them between tabs
- You can re-order competitions on the main screen by any of their displayed properties.
- Recalls and Finals have their own dedicated buttons on the main screen (no more responding to the question "Is this a final?")
- The main screen displays full dance names when the cursor hovers over the Dances column. This is particularly useful when dances are "O" (Other)
- Most screens can now be resized to fit your laptop display

### Entering Competition Data

- The method of entering new competitions is much quicker and easier than before
- The maximum length of competition names has been increased from 30 to 40 characters
- If you need to create several similar competitions you can create one, then copy and paste it as many times as you want
- You can copy and paste data from Excel spreadsheets (e.g. competitors' numbers and names)
- You can import a complete event from an Excel spreadsheet, including competitions, entry numbers, competitors' names and adjudicators (Elite only)

- You no longer have to enter “Solo”, Pairs” or “Teams” when creating new Freestyle competitions

### **Recalls and Finals**

- The maximum number of adjudicators has been increased from 52 to 104 (Elite only)
- When entering recall or final marks, you can leave a judge’s marks incomplete and move on to another judge or another dance, and return later to fill in the missing marks
- You can undo any competition’s last recall or final, no matter how long ago it was done (provided that Easycomp has not been shut down). You can then redo it and ask the program to automatically fill in all the marks that you previously entered, so that you can make any amendments before printing a new recall or final
- To save paper, you can choose to print concise recall and final sheets, which just show recalled numbers or final positions without showing any marks. However, the full printouts including all marks and calculations are still created and saved
- Recall printouts show the entries split into heats
- While entering recall marks, the number to be brought back can be changed “on the fly”
- You can add a new dance “on the fly” while entering marks
- When entering recall marks, the screen turns green when the required number of marks have been entered
- When entering final marks, the screen changes colour with each new adjudicator.
- More than one person can enter recall marks for a competition by importing marks from a text file (Elite only).
- You can specify a non-voting chairperson and their name will appear on recall and final printouts

### **Other New Features**

- Easycomp DN will not crash. It might still report the odd error if something goes wrong, but it will never crash
- You can produce a rankings report for competitions (Elite only)
- You can now withdraw entries, even in 10 dance finals
- Backup licences are now available for use in emergencies when your main laptop breaks down. They are very low cost and expire 7 days after first activation.
- You can view and copy Easycomp’s error log to help us to diagnose any errors quickly so that we can issue fixes faster.
- The judges’ marking sheets for the first-round are now split into heats (Elite only)
- A warning is displayed on start-up when the software licence has less than 2 months remaining.
- You can change competitions to a “10 dance” type at any time, even after their first-rounds have been danced.

## Getting Started

So, you've installed Easycomp, and now you want to use it. This section guides you, step by step, through your first event.

- entering your licence number, or running in demonstration mode
- the "splash screen"
- entering the event data
- entering a competition
- entering Adjudicators' names

### Entering a Licence Number

When you start Easycomp after installing it, you will see a window like the one below. Make a careful note of the serial number. You will need this in order to buy a licence from [www.easycompsoftware.com/pay.php](http://www.easycompsoftware.com/pay.php). When you get your licence number, enter it in the four boxes and click the left button. Alternatively, you can run the software in demonstration mode without a licence by clicking on the right button, but some of the software features will be limited or disabled (see [Running in Demonstration Mode](#))

Unlicensed Software

Please enter your licence number in the box below. If you do not have a licence number, you can obtain one from [www.easycompsoftware.com](http://www.easycompsoftware.com) (you will need the serial number below), or you can choose to run the program in a restricted demonstration mode.

Serial Number D2DE-A961

Name

Licence Number  
 -  -  -

I have entered my name and licence number above

I want to run in Demonstration Mode

### Running in Demonstration Mode

You can run Easycomp without a licence number in demonstration mode. This allows you to try it first before deciding if you want to buy a licence. The software is fully functional in this mode, but it has the following limitations:

- You can only have a maximum of 3 competitions at any one time.
- You can only have a maximum of 15 competitors in any competition.

- You cannot upload competition result files to a website
- The competition results printouts have "Unlicensed software. Not for use in competitions" written across them.

## Splash Screen

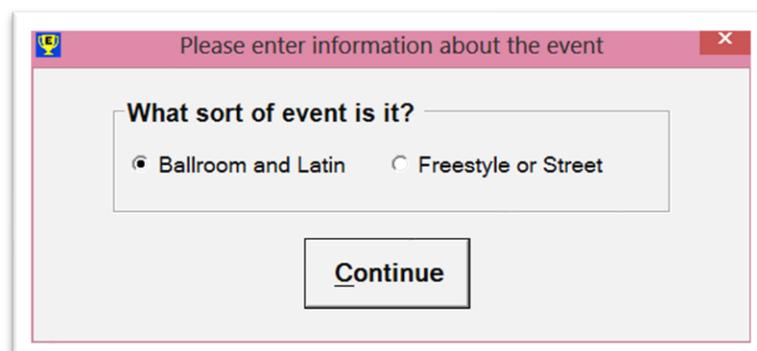
After you have entered your licence number or chosen to run in demonstration mode, you will see a window like the one below, which will show "Basic", "Pro", "Elite" or "Ultimate", depending on your edition of Easycomp. The window will disappear after 5 seconds, or immediately if you click anywhere on it or press the enter key.

The user's name and expiry date of the licence will be displayed if you have entered a valid licence number.



## Event Type

Next you will see a window like the one below (Pro and Elite only) where you enter whether the event is a Freestyle / Street one, or a Ballroom and Latin one. This determines the choice of dances that you can enter in a competition (you cannot change this afterwards).

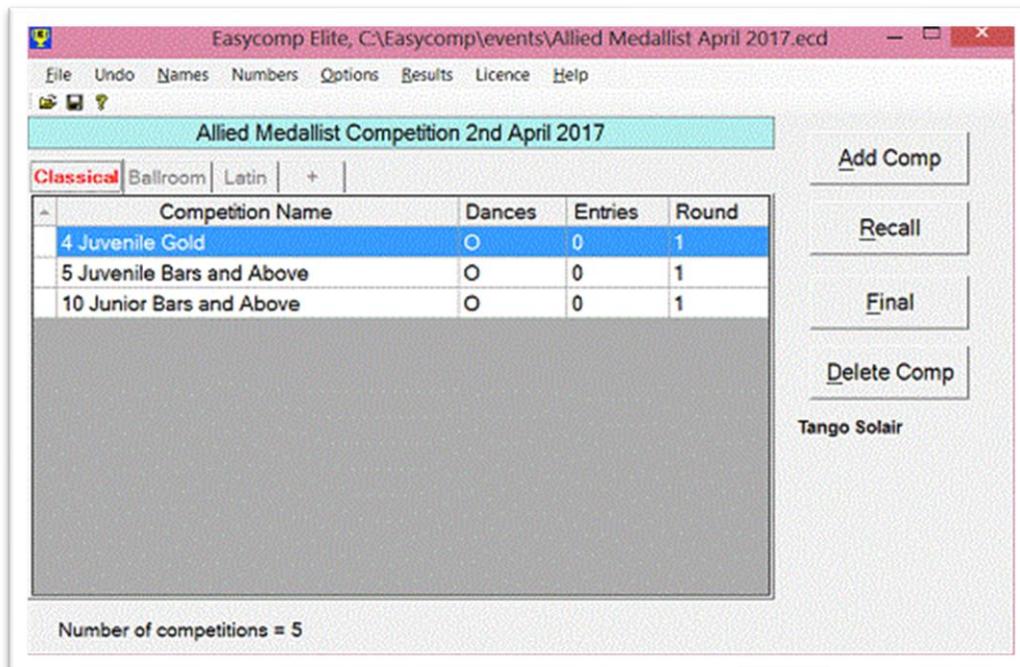


Easycomp Basic will not display this window as the event is automatically set to Freestyle / Street and cannot be changed.

## Main Screen

This is where the competitions are entered and managed. It lists all the competitions entered, the number of entries and the dances for each one, and the round number. The title bar shows the name and location of the file which holds the event data.

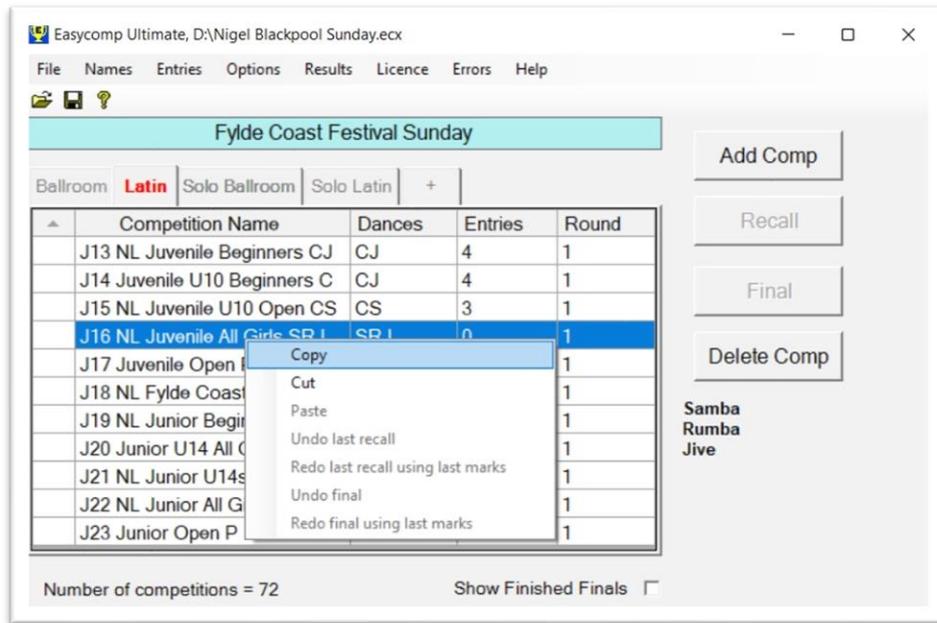
You can set and change the name of the event here by clicking on it and editing it as you wish.



You will notice that this screen has tabs, like a spreadsheet, to make it easy for you to organize your competitions by arranging them in groups. You add new tabs by clicking on the “+” tab. You can rename tabs and delete them by right clicking on the tab name.

If you right-click on a competition, you are given a number of extra functions: -

- Copy a competition
- Cut a competition
- Paste a competition that you have previously Copied or Cut
- Undo last recall
- Redo last recall using last marks
- Undo final
- Redo final using last marks



### Copy a Competition

To copy a competition, right click on it and select Copy.

### Cut a Competition

To cut a competition, right click on it and select Cut.

### Paste a Competition

To paste a competition which has been previously Copied or Cut, right click anywhere in the area where competitions are listed and select Paste. The competition will be pasted into that tab's area. The competition can be pasted onto the same tab or a different tab from where it was originally cut or copied.

If a competition is cut and pasted, the pasted competition is identical in all respects to the original. If a competition is copied and pasted, the pasted competition is identical to the original, except that its round number is set to 1. This allows the user to make changes to its entries, if required.

### Undo Last Recall

See [Undo and Redo Recalls](#)

### Redo Last Recall

See [Undo and Redo Recalls](#)

### Undo Final

See [Undo and Redo Finals](#)

### Redo Final

See [Undo and Redo Finals](#)

## Adjudicators' Names

To enter the names of the adjudicators for the event, click on Names, Adjudicators Names at the top of the screen. A new window appears as shown below. Enter the names of the adjudicators in the boxes, using the arrow buttons to scroll up and down, if necessary. You can use this screen to change the names after they have been entered. Don't worry if you don't have enough adjudicators for all the boxes, just enter those that you have.

Letter	Adjudicator's Name	Panel	NVC
A			<input type="checkbox"/>
B			<input type="checkbox"/>
C			<input type="checkbox"/>
D			<input type="checkbox"/>
E			<input type="checkbox"/>
F			<input type="checkbox"/>
G			<input type="checkbox"/>
H			<input type="checkbox"/>
I			<input type="checkbox"/>
J			<input type="checkbox"/>
K			<input type="checkbox"/>
L			<input type="checkbox"/>
M			<input type="checkbox"/>
N			<input type="checkbox"/>
O			<input type="checkbox"/>
P			<input type="checkbox"/>
Q			<input type="checkbox"/>
R			<input type="checkbox"/>
S			<input type="checkbox"/>

OK

If the event uses panels of adjudicators, you can also enter the panels that each adjudicator is on, as shown below. Then when you come to do a recall or a final, you don't have to enter the number of adjudicators and their letters, you can simply enter the panel letter and Easycomp will automatically enter the correct number of adjudicators and their letters (see [Panels of Adjudicators \(Recall\)](#) and [Panels of Adjudicators \(Final\)](#)).

Adjudicators' Names			
Letter	Adjudicator's Name	Panel	NVC
A	DALE BENNETT	AC	<input type="checkbox"/>
B	BING CHENG	AC	<input type="checkbox"/>
C	NICOLE CUTLER	AC	<input type="checkbox"/>
D	ELENA KHVOROVA	AC	<input type="checkbox"/>
E	ANDY LIANG	AC	<input type="checkbox"/>
F	ROMAN MYRKIN	AC	<input type="checkbox"/>
G	DAVID SYCAMORE	AC	<input type="checkbox"/>
H	MAURIZIO VESCOVO	AC	<input type="checkbox"/>
I	JURIJ BATAGELJ	BC	<input type="checkbox"/>
J	LISA BELLINGER-IVANETS	BC	<input type="checkbox"/>
K	EUGENE KATSEVMAN	BC	<input type="checkbox"/>
L	KARINA SMIRNOFF	BC	<input type="checkbox"/>
M	JUNICHIRO KUSUNOKI	BC	<input type="checkbox"/>
N	MICHAEL MALITOWSKI	BC	<input type="checkbox"/>
O	LU NING	BC	<input type="checkbox"/>
P	DAVID YIN	C	<input type="checkbox"/>
Q			<input type="checkbox"/>
R			<input type="checkbox"/>
S			<input type="checkbox"/>

OK

If the event has a non-voting chairperson, enter their name as normal and tick the NVC box on their row. Their name will then appear on all printouts as “Non-voting chairperson”. Do not enter a panel letter for non-voting chairs.

## Printing Adjudicators' Names

You can print a list of adjudicators' letters and names by clicking the Print button.

Adjudicators' Names						
Letter	Adjudicator's Name	Panel	NVC	IP Address	Connect	Status
A	Linda Chatterley	A	<input type="checkbox"/>		Connect	Not connected
B	Alexandra Hixson	A	<input type="checkbox"/>		Connect	Not connected
C	Argo Oblikas	A	<input type="checkbox"/>		Connect	Not connected
D	Morgan Hemphill	A	<input type="checkbox"/>		Connect	Not connected
E	Ben Jones	A	<input type="checkbox"/>		Connect	Not connected
F	Accursio Romeo	A	<input type="checkbox"/>		Connect	Not connected
G	Richard Rose (Chairman)	A	<input type="checkbox"/>		Connect	Not connected
H			<input type="checkbox"/>		Connect	Not connected
I			<input type="checkbox"/>		Connect	Not connected
J			<input type="checkbox"/>		Connect	Not connected
K			<input type="checkbox"/>		Connect	Not connected

OK Print

A list of all the adjudicators, and their letters will be printed.

## **Adjudicators**

A Linda Chatterley

B Alexandra Hixson

C Argo Oblikas

D Morgan Hemphill

E Ben Jones

F Accursio Romeo

G Richard Rose (Chairman)

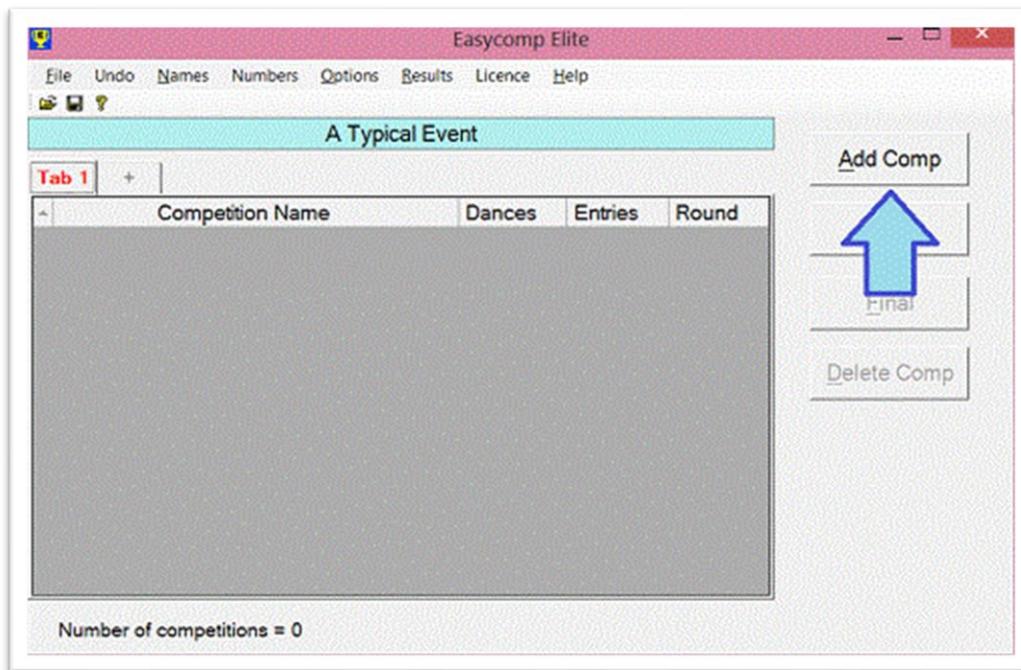
## Entering a Competition

This section will guide you through the process of entering a competition. It will show you: -

- How to enter the competition details
- How to add entries
- How to delete entries
- How to deal with byes
- How to view and amend competition details

## Competition Details

To enter a competition, click on the "Add Comp" button, or Press A on the keyboard.



Type the name of the competition and press Enter. You cannot use any of the following characters in the competition name: - \/:\*?"<>|.+'

- Type the single letter codes for each dance (not applicable for Freestyle / Street competitions).
- Type the entry numbers.
- If you know that the competition will have different dances in the final, enter those dances in the "Final Dances" box. Then when the time comes to do the final, Easycomp will automatically update the competition's dances. If the final does not have different dances, then the "Final Dances" box may be left empty.
- Tick the "Show Advanced Features" box for the following features.
  - Tick the Championship tick box if the competition is a championship which will require a championship report to be produced (see notes below).
  - Tick the 10 dance type competition, if appropriate (see notes below)
- Click on Exit.

Competition Information

Name of Competition Round 1

Junior 4 Dance Championship

Dances Valid Dance Letters Final Dances

WTFQ V, R, S, P, C, J, O (Other) WTFQ

No. of entries = 5 Paste Print Sort

35  
47  
49  
25  
96

R to remove, W to withdraw, E or / to end

12 Exit Show Advanced Features

Note:

The “10 dance type competition” tick box will not appear if the "Ten Dance Detect" option is enabled. See [Automatically Detect 10 Dance Type Competitions](#) for more details

Competition Information

Name of Competition Round 1

Junior 4 Dance Championship

Dances Valid Dance Letters Final Dances

WTFQ V, R, S, P, C, J, O (Other) WTFQ

No. of entries = 5 Paste Print Sort

35  
47  
49  
25  
96

R to remove, W to withdraw, E or / to end

12 Exit Show Advanced Features

10 dance type

Championship

Qualifier Competition

Judges' Sheets Repechage

If you enter "O" (Other), the program will ask you for the name of the dance. You can enter any text that you like. This is very useful for Sequence dances. Although the dances will still be displayed as "O" on the main screen, the names that you entered will be printed on the recall and results sheets.

Competition Information

Name of Competition Round 1

Sequence Competition

Dances Valid Dance Letters

W, T, V, F, Q, R, S, P, C, J, O (Other)

No. of entries = 0 Print Sort

EasycompDotNet ×

Please enter name of dance

OK

Cancel

R to remove, W to withdraw, E or / to end

Exit Show Advanced Features

The “Dances” box will not appear for Freestyle / Street competitions because they are single dance competitions.

Competition Information

Name of Competition: U14 Starters Solo

Round: Round 1

No. of entries = 3

25  
33  
12

Print Sort

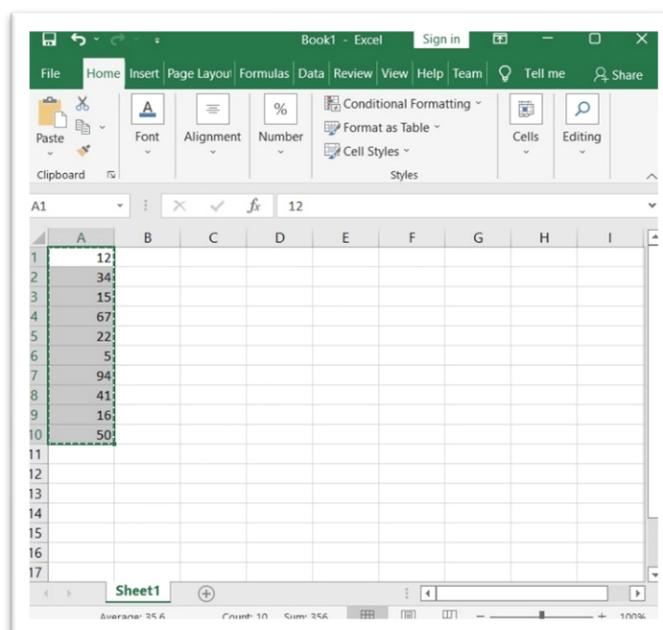
R to remove, W to withdraw, E or / to end

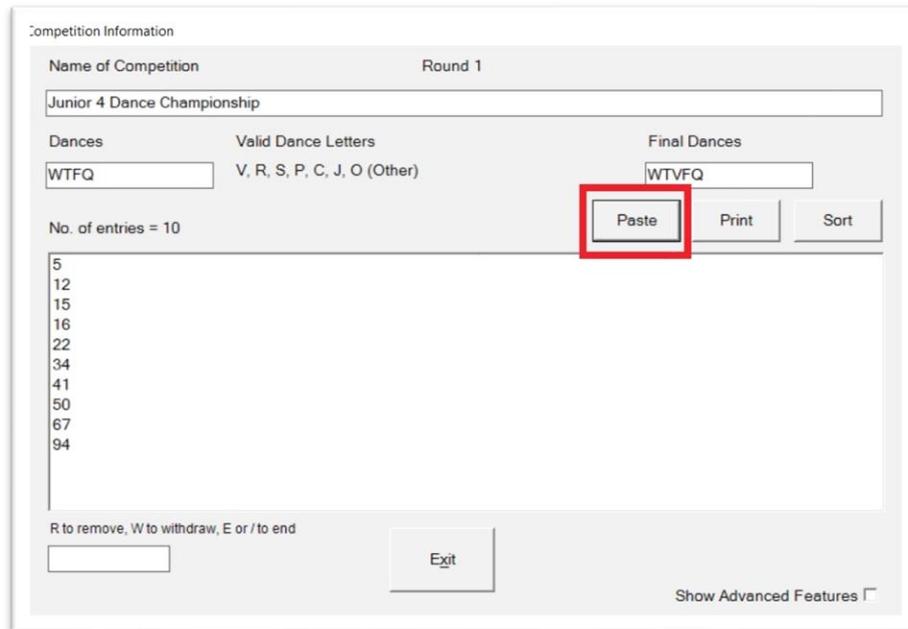
Exit

Show Advanced Features

## Pasting Entries

In addition to manually typing the entries for a competition, you can also copy and paste them from another Windows application, such as Word or Excel. To do that, select the list of numbers in the application and copy them. Then click the Paste button. The entries will be sorted into numerical order and displayed. Duplicated numbers will be ignored, as will any invalid numbers. Examples of invalid numbers include -9, 19.5, 57a, 0.



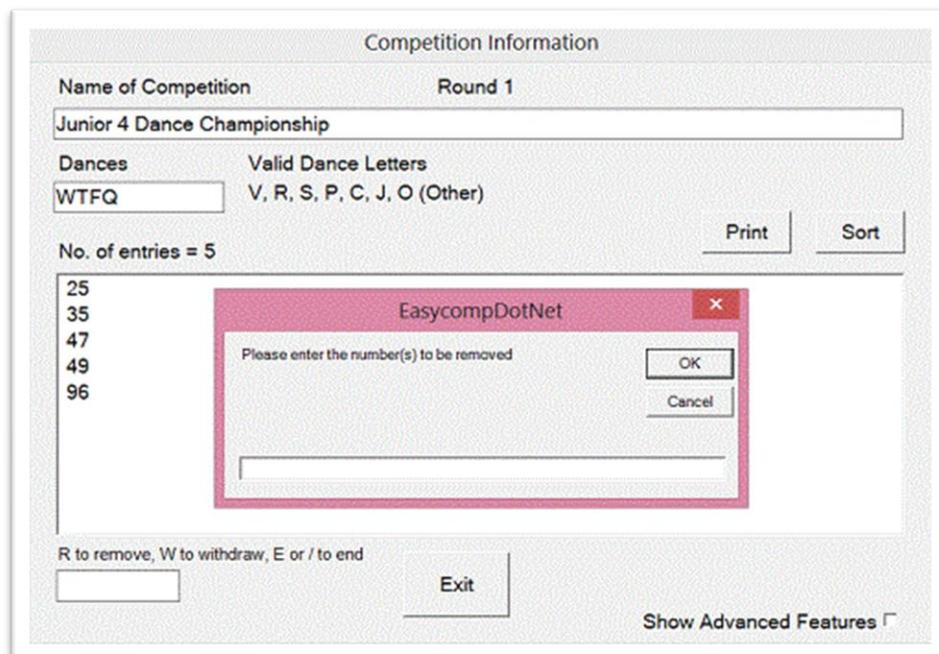


## Deleting Entries

There are three ways to delete an entry.

### Method 1

Press R on the keyboard, and then enter the number to be deleted, and press Enter (or click OK) and the number will be removed. If you want to delete a range of numbers, for example 1 to 999, then enter "1-999" and press Enter (or click OK) and all numbers in that range will be deleted.



## Method 2

Click on the number to be deleted, and press the Delete key on the keyboard and the number will be removed.

Competition Information

Name of Competition Round 1  
Junior 4 Dance Championship

Dances WTFQ Valid Dance Letters V, R, S, P, C, J, O (Other)

No. of entries = 5

25  
35  
47  
96  
49

Print Sort

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features

## Method 3

Right click on the number to be deleted then click on Remove. The number will be removed. You can also remove all the entries using this method.

Use whichever method you prefer.

Competition Information

Name of Competition: Round 1  
Junior 4 Dance Championship

Dances: WTFQ      Valid Dance Letters: V, R, S, P, C, J, O (Other)      Final Dances: WTFQ

No. of entries = 5

Paste    Print    Sort

25  
35  
47  
49  
304  
307  
315

Remove  
Remove All  
Withdraw  
Un-Withdraw

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features

## Byes

If a couple has a bye for one or more rounds, simply type an asterisk (\*) after their entry number for each round for which they have a bye, up to a maximum of three rounds. In the example below, couple number 304 has a bye for one round, couple number 307 has byes for two rounds, and couple number 315 has byes for three rounds.

Competition Information

Name of Competition: Round 1  
PA509 - Sapphire 40 and Over WTVwFQ

Dances: WTV      Valid Dance Letters: F, Q, R, S, P, C, J, O (Other)

No. of entries = 9

Print    Sort

304\*  
307\*\*  
308  
309  
310  
311  
312  
313  
314

R to remove, W to withdraw, E or / to end

315\*\*\*

Exit

Show Advanced Features

If you are importing entries from a spreadsheet, see [“Creating an Event Import File”](#) for instructions on how to deal with byes.

## Competition Summary Screen

If you double-click on a competition in the Main Screen, you will see all the details about it; its name, the number of dances, the names of the dances, the round number, its entries, and so on...

The screenshot shows a window titled "Competition Information" for "Round 1". The "Name of Competition" is "Junior 4 Dance Championship". The "Dances" field contains "WTFQ". The "Valid Dance Letters" are "V, R, S, P, C, J, O (Other)". The "Final Dances" field contains "WTVFQ". The "No. of entries = 5" is displayed above a list of entry numbers: 25, 35, 47, 49, and 96. There are "Paste", "Print", and "Sort" buttons. At the bottom, there is an "Exit" button and a "Show Advanced Features" checkbox. A small instruction box at the bottom left says "R to remove, W to withdraw, E or / to end" with an empty input field.

You can change all of the competition details from this screen. For example, you can change its name, add or remove dances, or add and delete entries. If the competition will have different dances in its final round, you can enter those in the "Final Dances" box, and when the time comes to do the final, Easycomp will automatically set up the correct dances for you.

Entries are displayed in the order that they are entered. You can sort them into numerical order by clicking on the "Sort" button.

There are three ways to delete an entry. You can either

- Type R in the entry box, and enter the number to be deleted and click on OK, or
- Click on the entry to be deleted and press the Delete key on the keyboard, or
- Right click on the entry and click "Remove"

Use whichever method you prefer.

If you want to delete all entries in a range of numbers you can type R in the entry box, and enter the first and last number to be deleted, separated by a hyphen. For example, if you wanted to remove all entries from 10 to 45, you would type 1-45 in the box.

If you want to delete all the entries in the competition, you can either type R followed by 1-999, or you can right-click on any number and click “Remove All”.

Notes:

- You cannot add or remove entries after the first-round has been danced.
- If any of the dances are “O” (Other), when you position your cursor over the Dances box, a small screen will appear which shows the full names of those dances. The screen will only be visible as long as the cursor is over the Dances box. Although you cannot edit the dance names in the small screen, you can delete and re-enter dances by typing into the Dances box, and if you enter “O” the program will ask you to enter the dance name. You can enter any text that you like.

Competition Information

Name of Competition Round 1

Sequence Competition

Dances Valid Dance Letters

OO W, T, V, F, Q, R, S, P, C, J, O (Other)

Tango Solair  
Lilac Waltz

Print Sort

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features

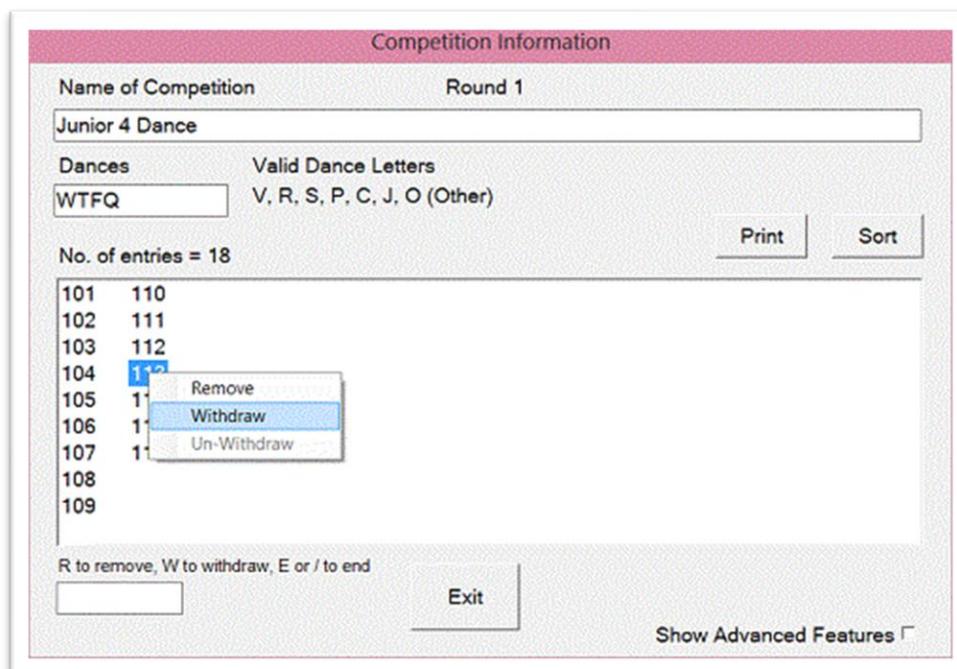
Click the “Show Advanced Features” box to see the following advanced features:

- 10 Dance – tick this box if the competition is a “10 dance” type. See [“How to do a Ten Dance Type Competition”](#)
- Championship – ticking this box will cause a Championship report to be generated (see [“Championship Reports”](#))
- Qualifier – ticking this box will define this competition as a Qualifier (see [“Qualifier Competitions”](#))
- Edit Names – this button will not be visible if you have chosen not to use entry names (see [“Competitors' Names”](#))

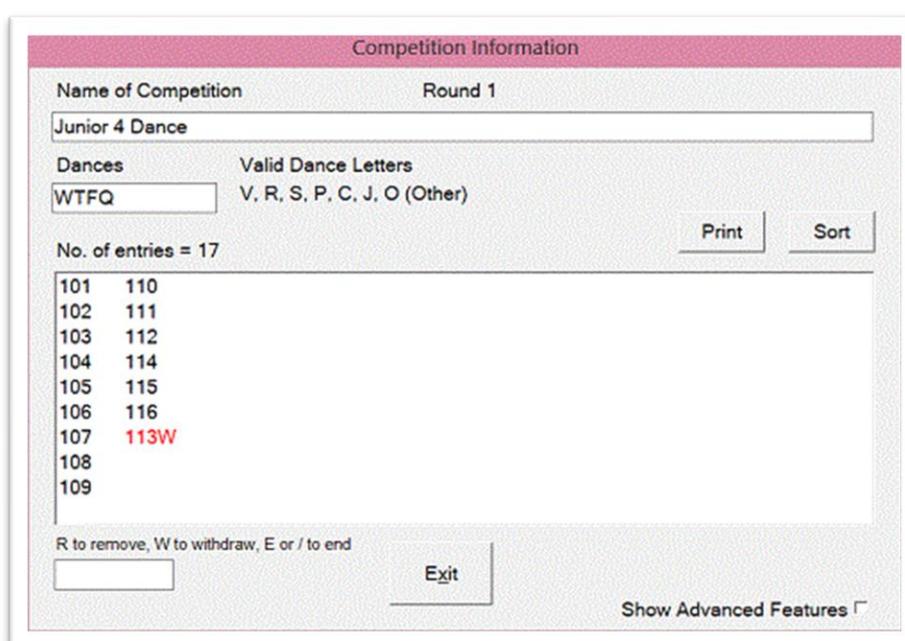
- Judges' Sheets – click this box to print judges' sheets (Elite edition only). See "[Judges' Marking Sheets](#)"
- Repechage - see "[Doing a Repechage](#)"

### Withdrawing Entries from a Competition

Withdrawing competitors from a competition is very easy. Double click the competition to display its details then right click on the entry to be withdrawn. Click on "Withdraw".



The withdrawn entry will move to the end of the list, it will be coloured red with a "W" after the number. To reverse the withdrawal, right click on the entry and choose "Un-Withdraw".



When the recall or final result is created, a list of withdrawn entries will appear at the bottom of the printout.

Junior 4 Dance recall from round 1

Waltz  
Tango  
Foxtrot  
Quickstep

Number recalled = 8. Number of heats = 1

101  
102  
103  
104  
107  
109  
110  
111

Number 113 withdrew

## Competitors' Names

The ability to enter competitors' names is a very useful feature, and Easycomp is very flexible in the way you deal with them. However, there is one important thing to consider first.

- a. Will every competitor have a different number (unique numbers), or
- b. Is it possible for competitors in different competitions to have the same number (non-unique numbers)?

Easycomp needs to know this because it handles the two cases slightly differently.

This section shows you: -

- An introduction to entering names
- How to manually enter names for unique numbers
- How to manually enter names for non-unique numbers
- An overview of importing names from an Excel spreadsheet
- How to view and edit names after they have been imported

## Entering Competitors' Names

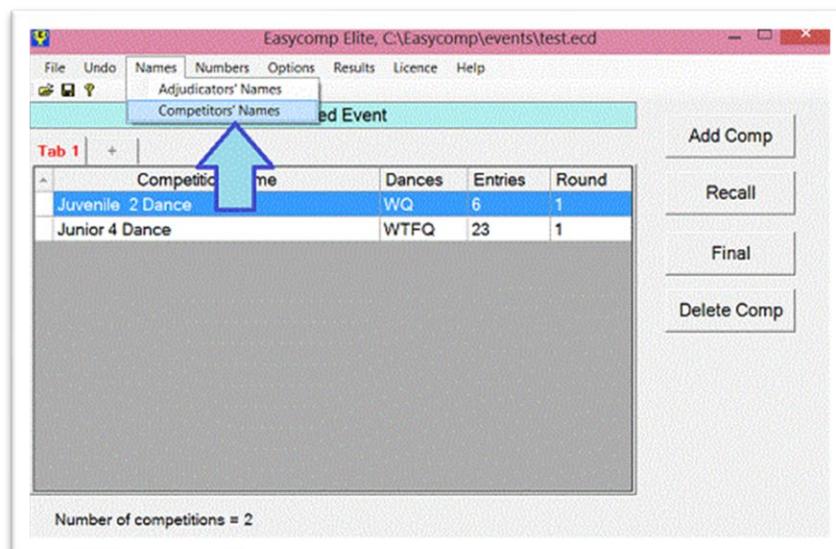
There are three ways of entering competitors' names.

1. You can enter them manually
2. You can copy and paste them from Word or Excel
3. You can import them from an Excel spreadsheet (see "[Importing an Event](#)")

Whichever method you use, the names can be viewed and edited afterwards.

## Manual Entry, Unique Numbers

If every competitor in the event will have a different number, then manually entering their names is a simple matter. You can access the names entry screen from the Main Screen...



Enter the competitors' number and names in the box, separating the numbers from the names by a space. The names can be entered in any order, as clicking on Sort will arrange them in ascending numerical order. NOTE. Each number must be unique. You cannot have two competitors with the same number.

nter / Edit Competitors' Names

These entries are for all competitions

301 Ruby Anderson and Amy D'Angelo (Hull)  
 302 Ebony Barbe and Craig Jones (Southport)  
 303 Elsie and Fin (Kirkham)  
 304 Sarah Walker and Jessica Walker (Hull)  
 305 Ula Auguste and Ben Milan-Vega (Essex)  
 306 Sophia Draper and Daniel Ettridge (Southampton)  
 307 Sabrina Samoilova and Sean Smullen (Ireland)  
 308 Jessica Emery and Matthew Keeble (Stoke On Trent)  
 309 Lena Kostuj and Tomasz Gazda (London)  
 310 Alexia Brooks and Chloe Blackshaw (Chelmsford)  
 311 Lilia Wrench and Ben Milan-Vega (Essex)  
 312 Zara Blackshaw and Hannah Davis (CHELMSFORD)  
 313 Tabitha Knight and Christian Skibsrud (Sheffield)  
 314 Jacob Kelly and Amy D'Angelo (United Kingdom)  
 315 Julia Batashova and Ethan Brock (Cobham)  
 316 Andreas Huddleston and Hannah Davis (Chelmsford)  
 317 Ayesha Bolya and Charlotte Cutler (Birmingham)

Paste Exit Sort

If you prefer, you can cut and paste the numbers and names from another Windows program, such as Excel or Word, using the Paste button. If you paste from a Word table or an Excel spreadsheet, your data will look like this...

nter / Edit Competitors' Names

These entries are for all competitions

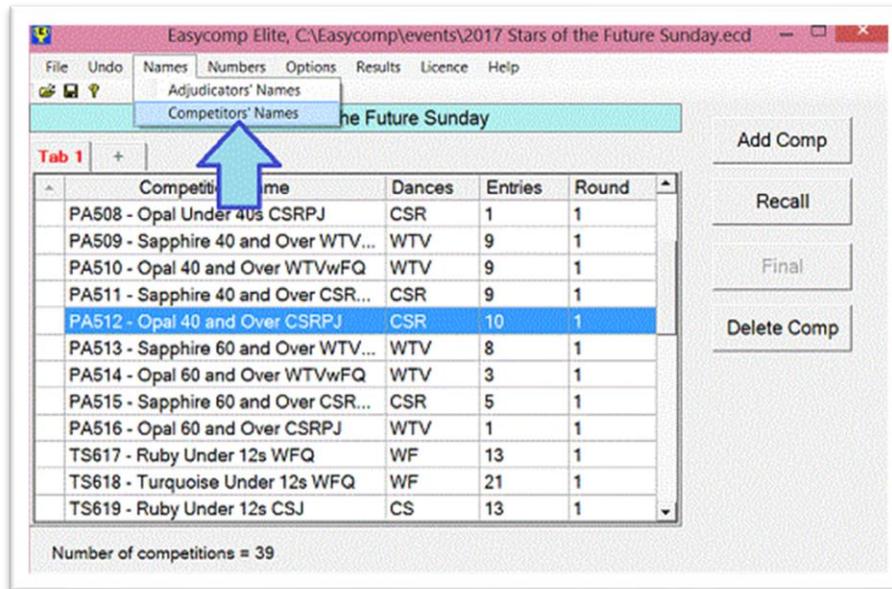
1	Shelica Camilleri and Rachelle Muscat (MALTA)
2	Joan Murray and Aaron Flynn (Ireland)
3	marcin szymutko and Yvonne Layng (Ireland)
4	Jeana Gurnell and Fabio D'Angelo (Hull)
5	Penny Johnson and Morgan Hemphill (Essex)
6	Jamie Sanders and Bethany Goddard (Stoke On Trent)
7	Rowena Dossett and Phil Holding (Northampton)
8	Mary Jefferies and Andrey Sirbu (Bournemouth)
9	Freya Lloyd and Crystal Main (Ipswich)
10	Isobella Care and Jamie Cutler (Solihull)
11	Chris Sanders-Bentley and Hannah Davis (Wickford)
12	Marlena Kuzma and Andrzej Mialkowski (Northampton)
13	Michelle Thomas and Alexander Shindila (Essex)
14	Sue Woodget and Andrey Sirbu (Bournemouth)
15	Kyle Taylor and Sara McGroarty (Manchester)
16	Georgina Johnson and Daniele Gallaro (Warton)
17	Rowena Dossett and Deyvid Tsvetkov (Northampton)
18	Tiziana Jones and Gabriel Gospodin (Brackley Northamptonshire)
19	Sasha Blackshaw and Kyle Fisher (Chelmsford)

Paste Exit Sort

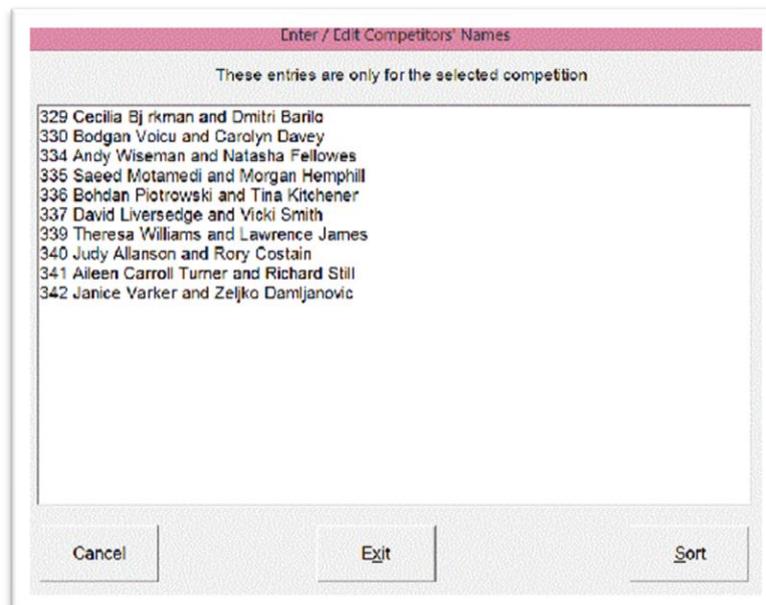
...click on Exit when you have finished and the data will be saved correctly.

## Manual Entry, Non-Unique Numbers

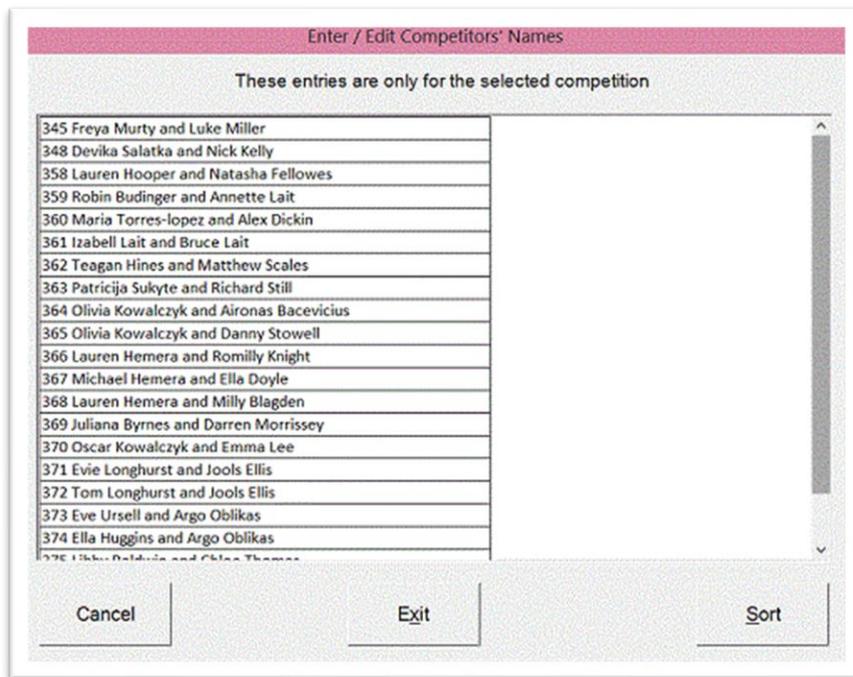
If it is possible for competitors in different competitions to have the same number (the numbers are not unique), then the competitors' names must be entered separately for each competition. Select the competition in Main Screen and then click on Names, Competitors' Names



Enter the competitors' number and names in the box, separating the numbers from the names by a space. The names can be entered in any order, as clicking on Sort will arrange them in ascending numerical order. NOTE. Each number must be unique. You cannot have two competitors with the same number in the same competition.



If you prefer, you can cut and paste the numbers and names from another Windows program, such as Excel or Word. If you paste from a Word table, or an Excel spreadsheet, your data will look like this...

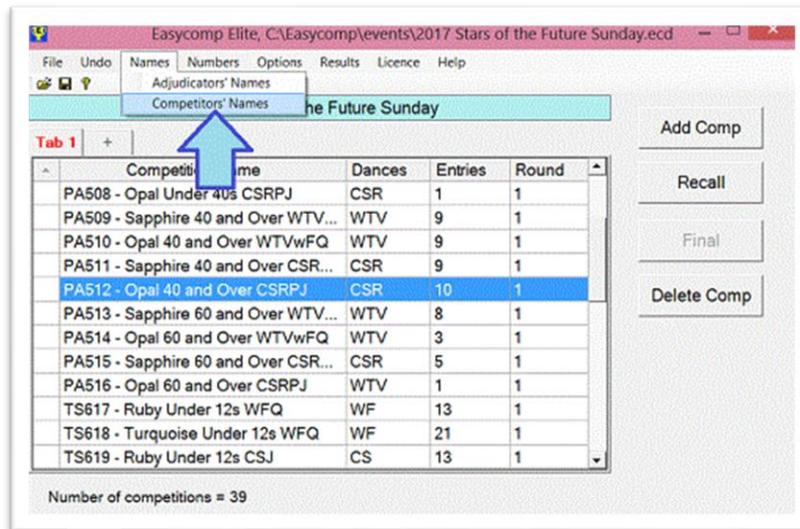


...Click on Exit when you have finished and the data will be saved correctly.

Note. Although you can add entries to the competition in this way, you cannot remove them by deleting them from this screen. If you want to delete entries you must do it from the Competition Summary screen.

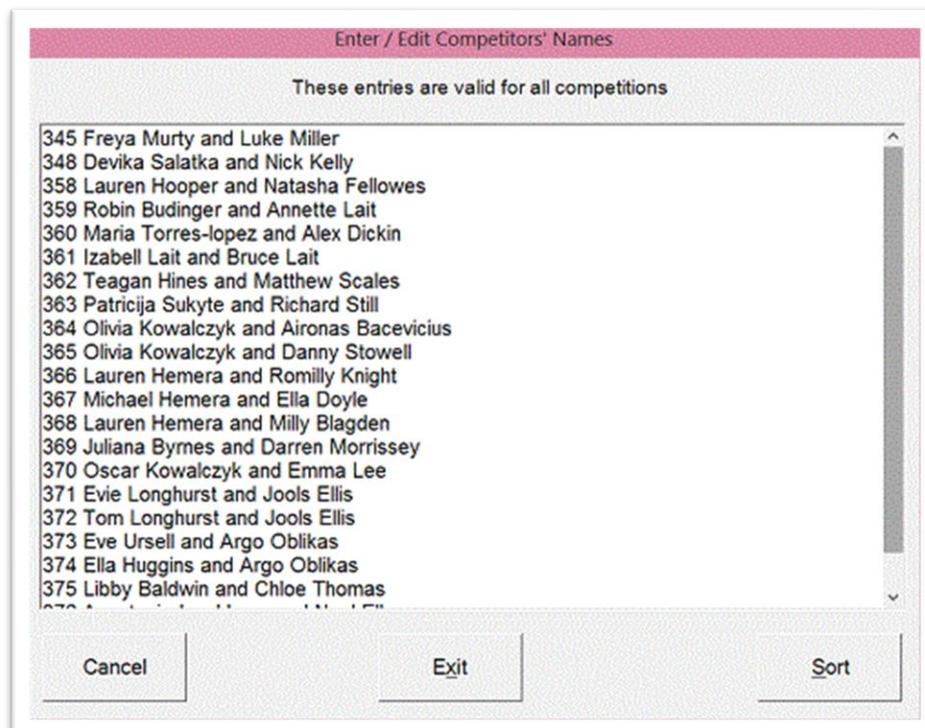
### Viewing and Editing Competitors' Names

No matter how they were entered, competitors' can be viewed and edited if required. Click on Names, Competitors' Names (if using non-unique numbers, you must click on the competition first)



You will see all the names and numbers of the entries. You can edit the names and numbers if required.

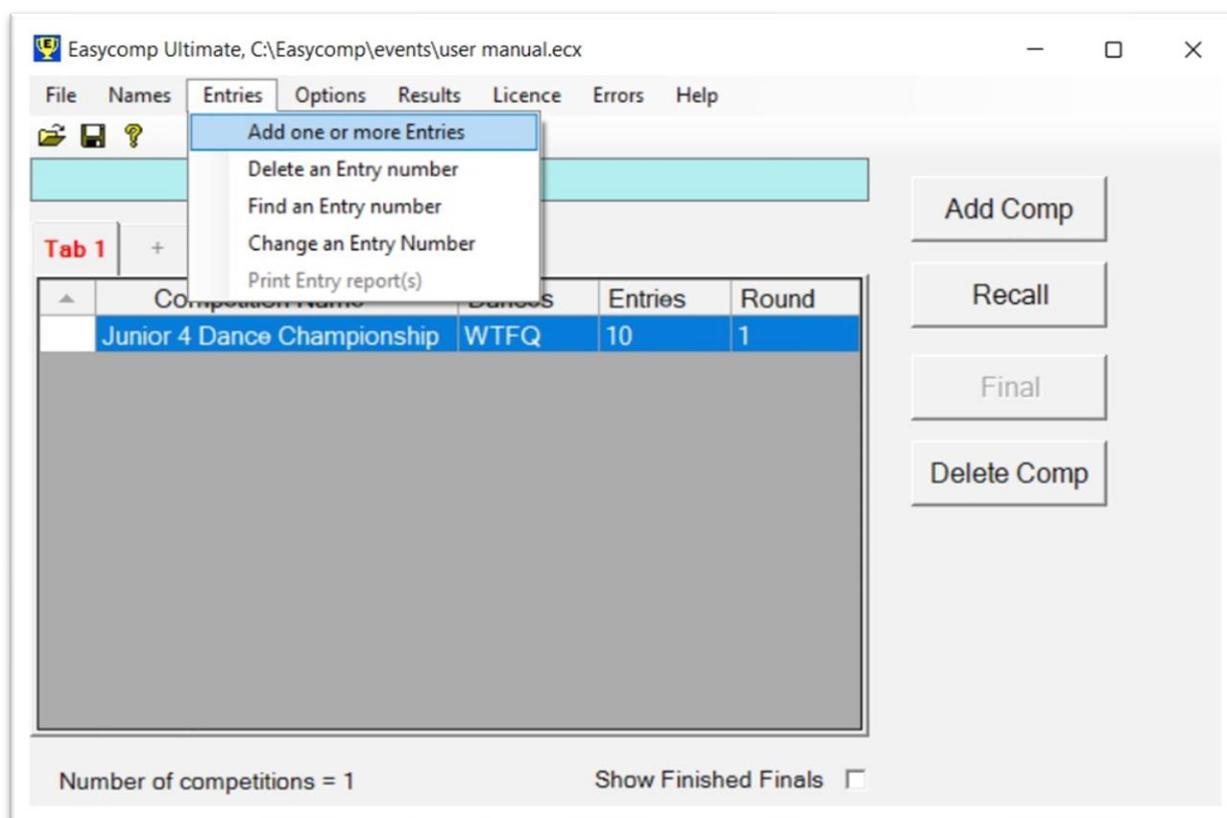
If you are using non-unique numbers, you can add entries to the competition using this screen but you cannot delete them. To delete them you must use the Competition Summary Information screen.



Note that you can also access this screen by double clicking the competition and ticking the "Show Advanced Features" box. Click on the Edit Names button.

## Competitors' Entry Numbers

Easycomp offers several useful tools for easily managing competitors' numbers. They are accessed from the main screen as shown below.



“Add one or more Entries” allows you to quickly add a number or a range of numbers to all first-round competitions. This is very useful after importing a freestyle event from a spreadsheet when all the competitions will be empty of entries. Use this tool to add a range of numbers to all the competitions.

“Delete an Entry number” deletes an entry number from all first-round competitions.

“Find an Entry number” is a very useful tool which shows every competition for which a particular number has been entered. This is especially useful when you are handed a pile of judging sheets and you don’t know which competition they are for. Simply search for a number on the first sheet and you will see a list of possible competitions, which should allow you to easily identify the one you need.

“Change an Entry number” allows you to replace a number with a different number in all first-round competitions. You might use this, for example, when a competitor loses their number and has to be given a new one.

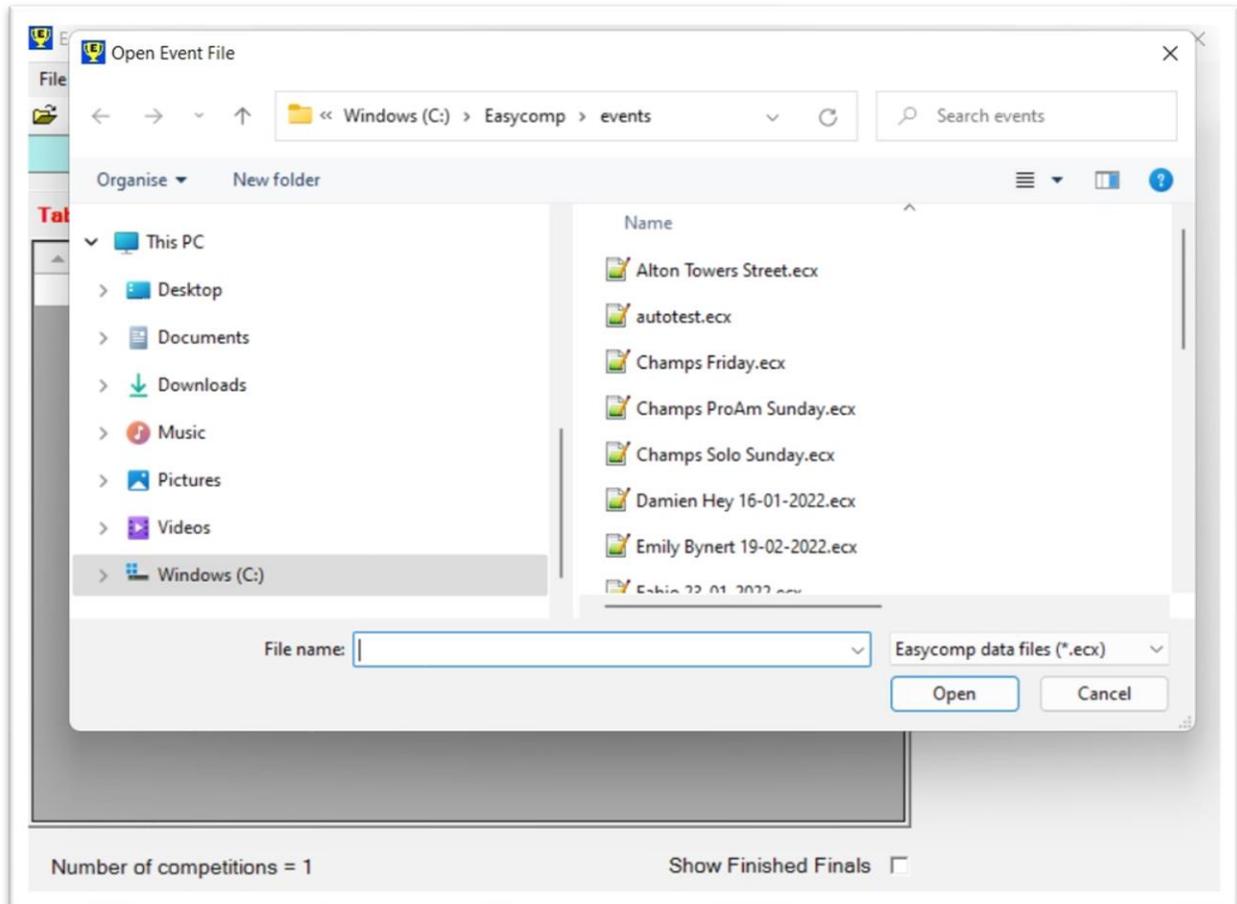
“Print Entry reports” allows you to create a report for each competitor, listing every competition in which they are entered (see Entry )

## Opening an Event File

You can retrieve a previously saved event in one of 2 ways: -

1. Click on File, Open Event
2. Click on the open folder icon on the toolbar

Whichever method you use, the data will be loaded exactly as it was last saved. All data that had been entered before saving will be retrieved. The name of the data file will be displayed in the title bar of main screen.



You cannot open data files which were created by versions of Easycomp before version 8 (files having the extension "ecd").

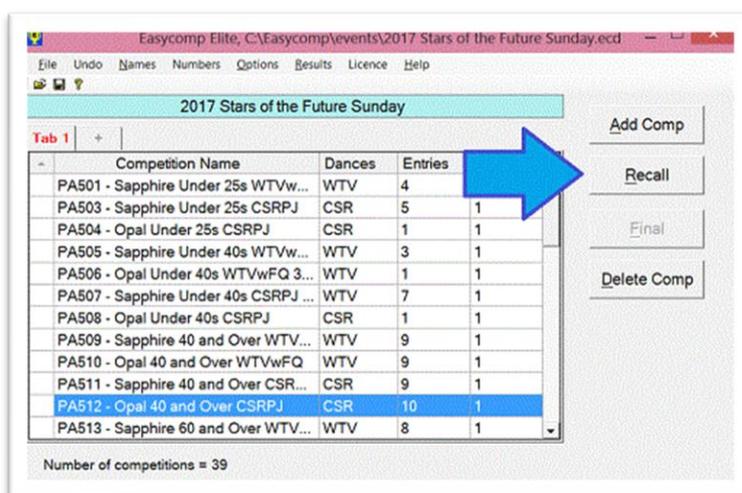
## Recalls

This section shows you how to do a recall. It covers

- Setting up a recall
- Panels of adjudicators
- Bringing back a specific number of competitors
- Entering recall marks
- Adding new entries
- What to do if you can't bring back the required number of competitors
- Recall printouts

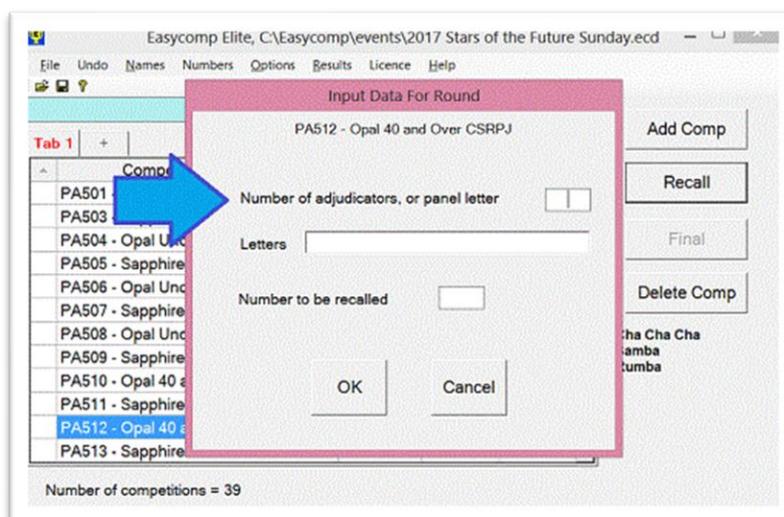
## How to do a Recall

Do a recall by clicking on the competition, then click "Recall" or press R on the keyboard.

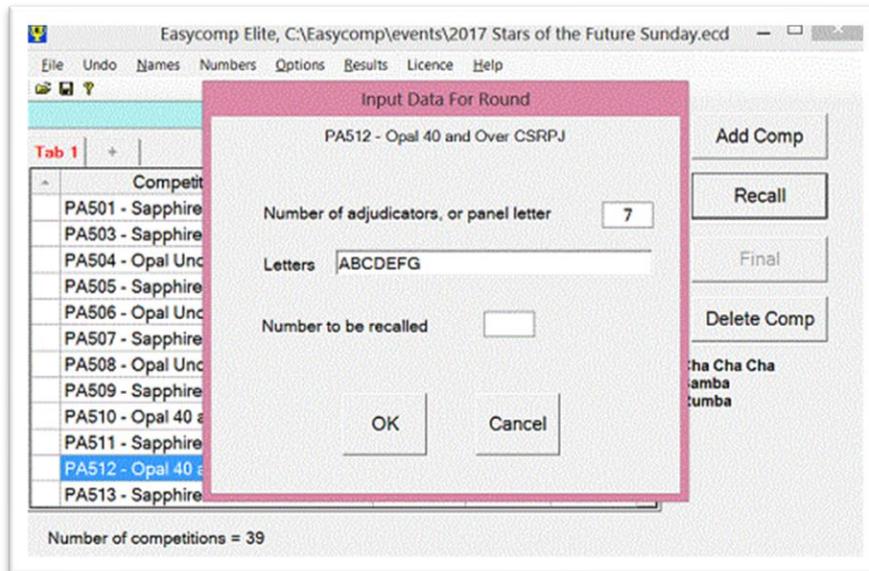


## Panels of Adjudicators

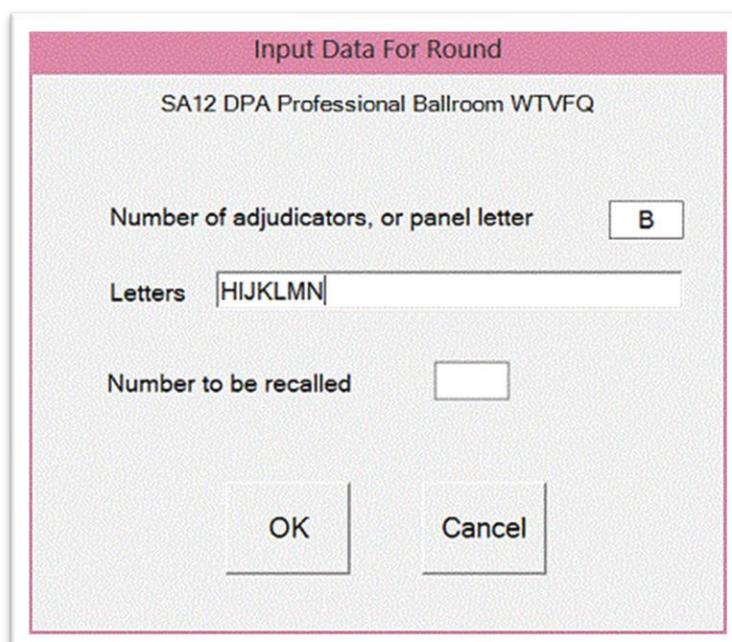
When you have selected the competition for which you want to do the recall, the software will then ask you to enter the number of adjudicators. Type the number and hit Enter...



After you have entered the number of adjudicators, the software will automatically fill in the adjudicators' letters. If the adjudicators do not have these letters, simply type in the letters that you want to use.

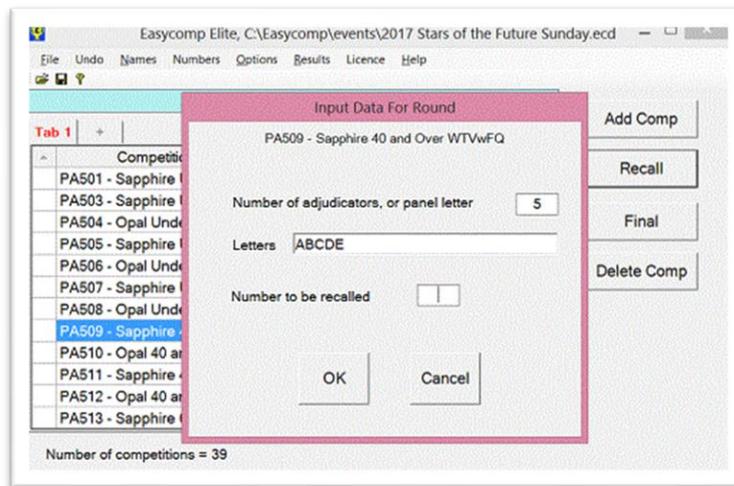


NOTE. If the event uses panels of adjudicators, and you have entered the panels for each adjudicator (see [Adjudicators' Names](#)), instead of entering the number of adjudicators, simply enter the panel letter and Easycomp will fill in the correct number of adjudicators and their letters, as shown below, where the user has selected panel B. Easycomp has then determined that panel B consists of 7 adjudicators whose letters are H,I,J,K,L,M and N.

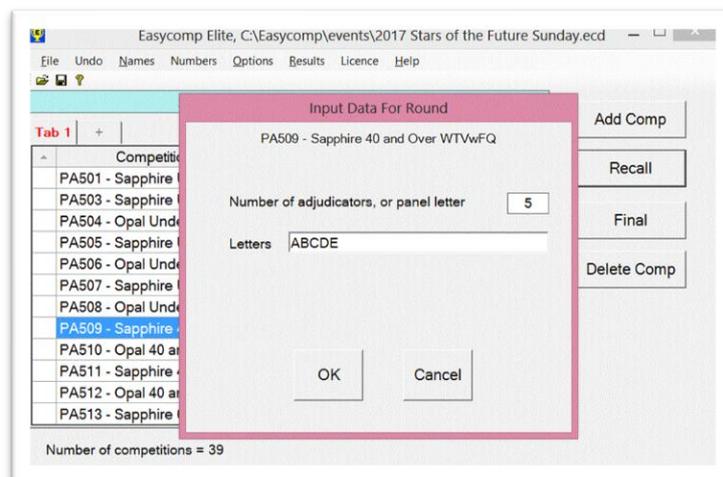


## Number to recall

When you have entered the number of adjudicators, and you are satisfied with their letters, enter the number of heats, and the number that you want to bring back...

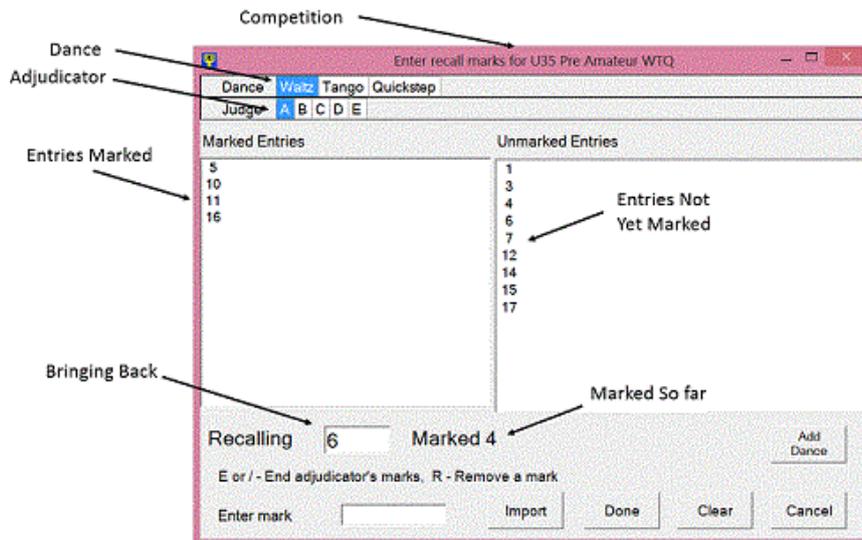


If you are working to the ADFP system (see [ADFP Recalls](#)) where all the entries having a majority or greater are recalled, rather than trying to bring back a specific number, then the "number to be recalled" box will not appear...



## Entering Recall Marks

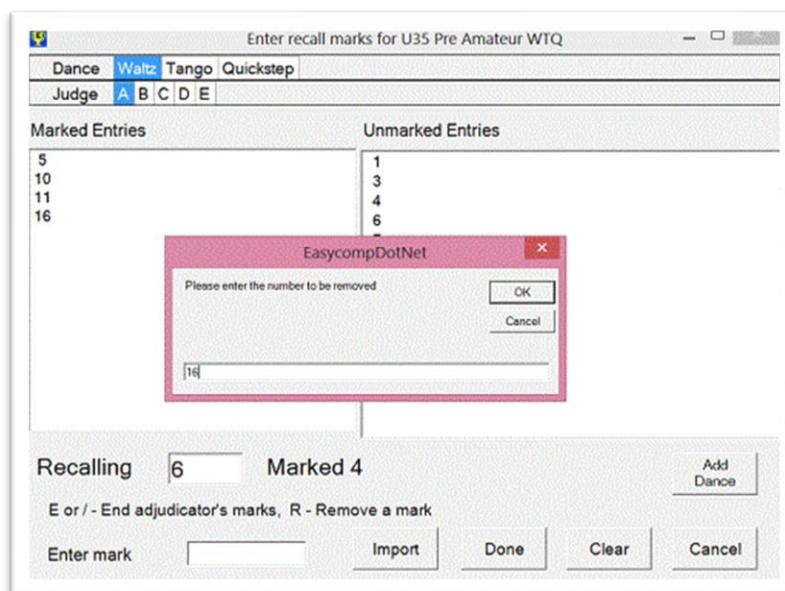
The screen below is used to enter recall marks. Hit Enter after each mark...



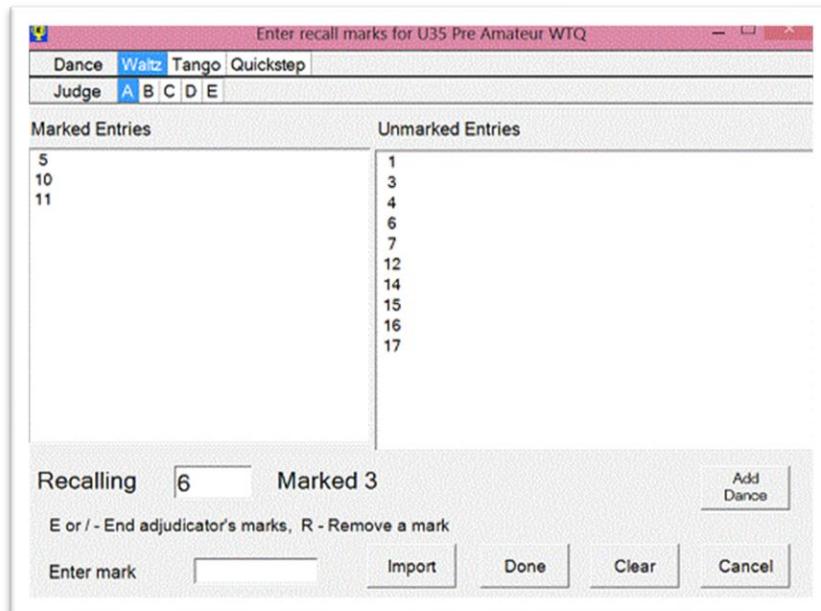
As you enter the marks, the numbers jump across from the "Unmarked entries" box on the right to the "Marked entries" box on the left. Continue entering marks and press E or / when you have finished that adjudicator's marks. The program will then move on to the next adjudicator. When all the adjudicators have been done the program will move on to the next dance.

If you want to skip an adjudicator, click on the next adjudicator's letter at the top of the screen.

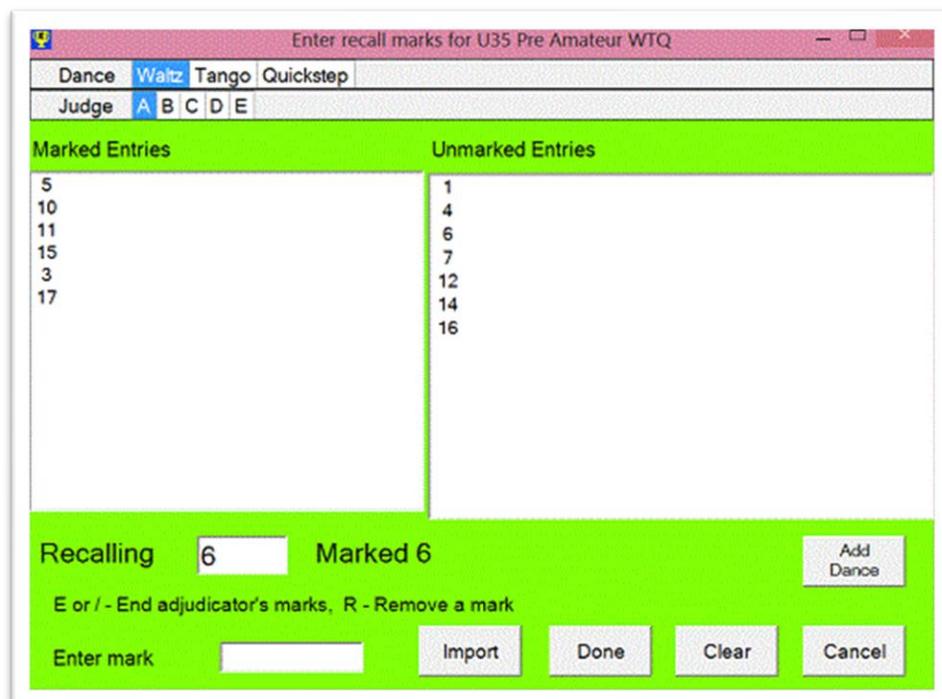
If you enter a mark by mistake, you can remove it by pressing R. Enter the number and hit Enter or click OK...



...the mark will be removed, the removed number will be listed in the "Unmarked entries" box, and the "Number marked" total will be updated. You can remove all the marks for that adjudicator by clicking the "Clear" button.



When you have entered the required number of marks that you are bringing back, the screen will turn green. If the adjudicator has written down more marks than they were asked to, you can continue entering them.

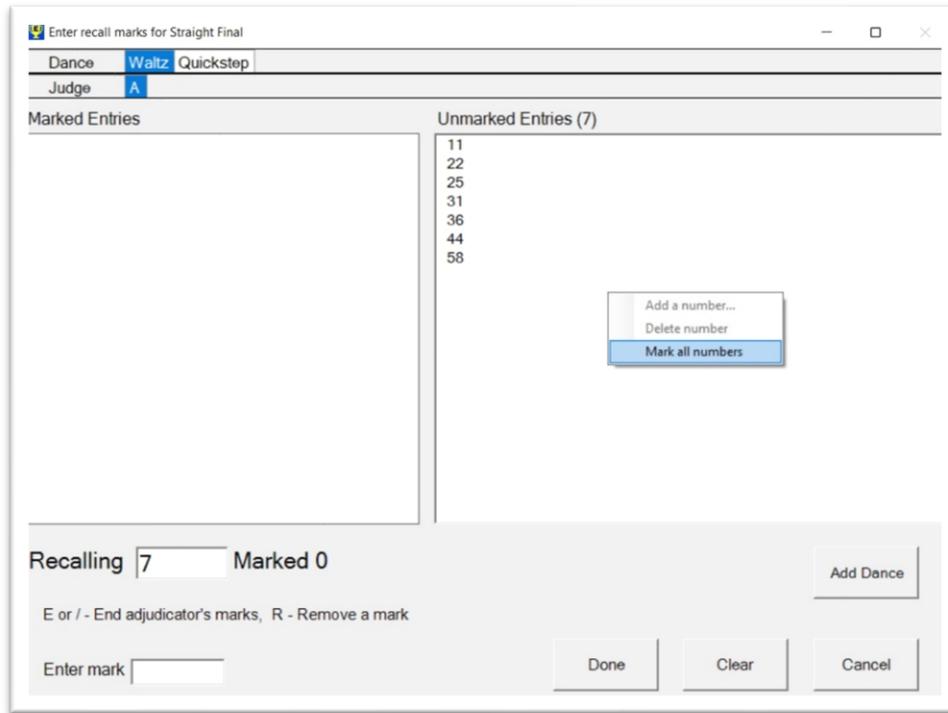


You can change the number of entries to be brought back by editing the number in the "Recalling" box.

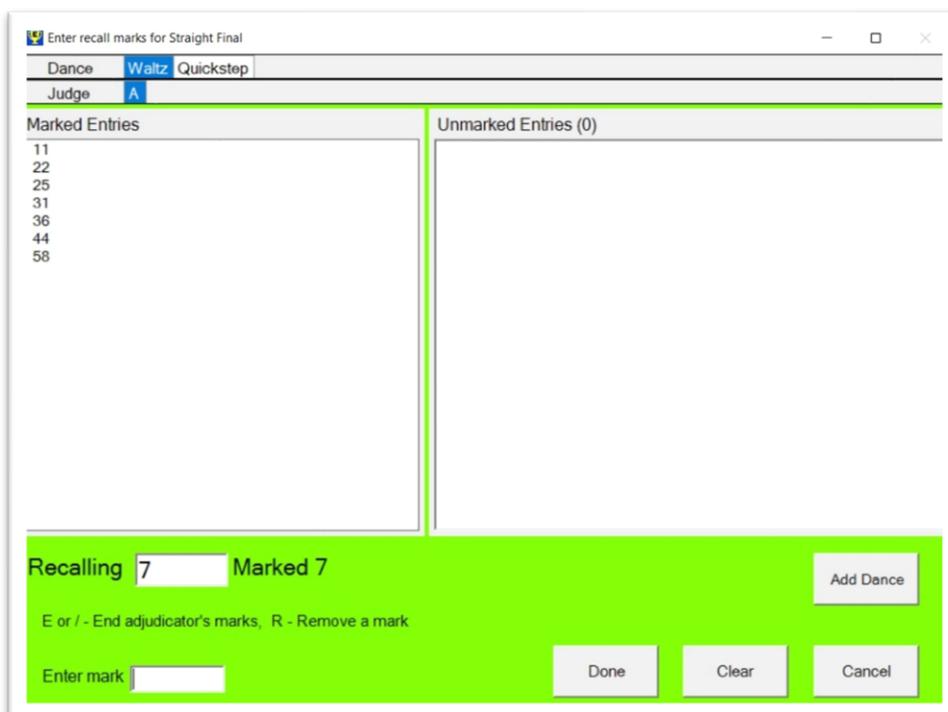
You can temporarily move on to another dance by clicking on that dance at the top of the screen. You can return to your original dance in the same way, and continue entering marks where you left off.

## “All Back” Recalls

If you are asked to recall all the competitors in the first-round of a competition, you can do that with a mouse click. Right-click anywhere in the “Unplaced” box and click on “Mark all numbers”.

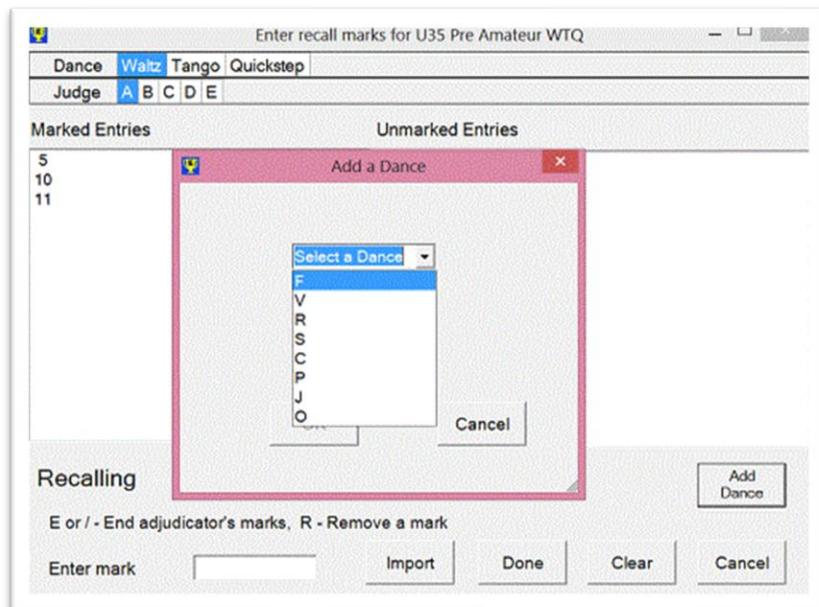


All the unmarked entry numbers will move across to the “Marked Entries” box. Repeat for all other dances in the competition.



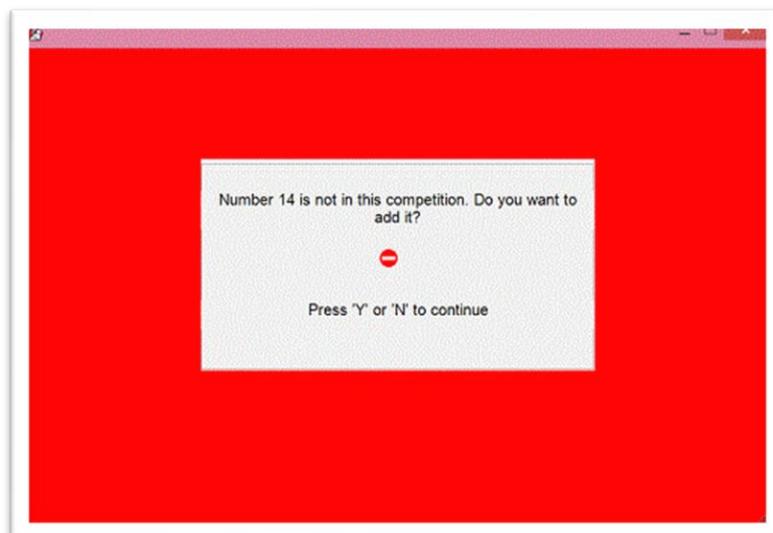
## Adding a Dance

You can add a dance by clicking on the “Add Dance” button. The program will give you a list of allowable dances. Choose one and click OK.



## Adding New Entries

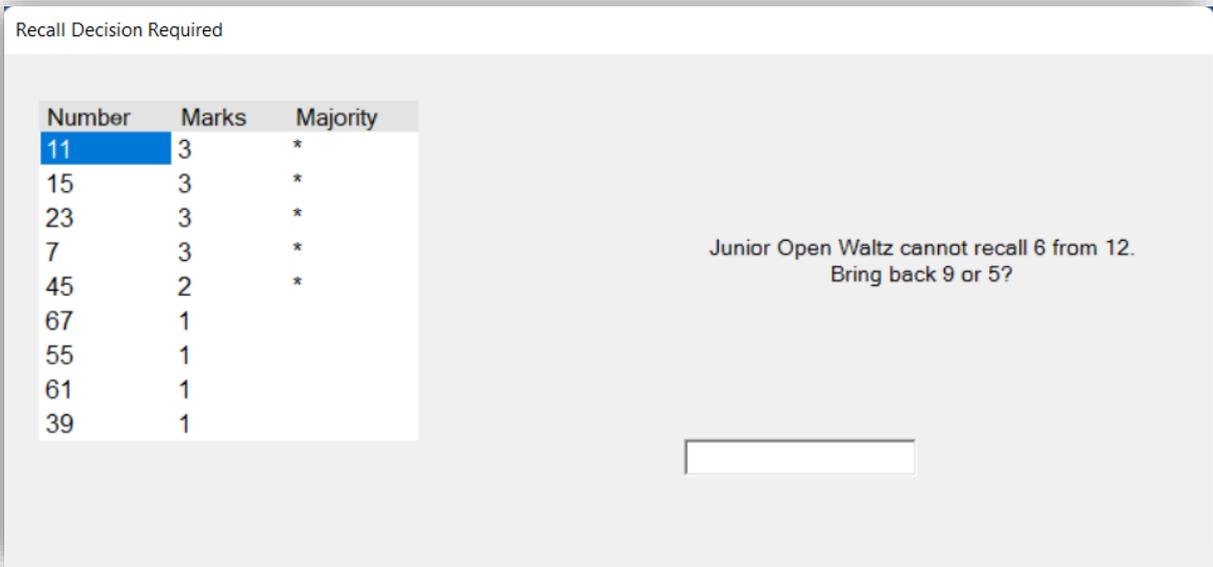
For the first-round only, if you enter a number that has not been entered for the competition, the program will ask you if you want to add it. You cannot add new entries after the first-round.



If the competition is part of a ten-dance type, the program will ask you a second time if you want to add it, because adding a number will change the mean calculation which could affect the overall result.

## Can't Bring Back Required Number

If the software cannot bring back the required number of competitors, it will ask you to decide how many to bring back instead. To help you make that decision, it will show you the total marks gained by all the competitors being considered for recall, and also those competitors who have a majority of marks. In the example below, the software cannot recall 6 for the final, the user must choose between 5 and 9 competitors, but 5 competitors have a majority of marks.



Recall Decision Required

Number	Marks	Majority
11	3	*
15	3	*
23	3	*
7	3	*
45	2	*
67	1	
55	1	
61	1	
39	1	

Junior Open Waltz cannot recall 6 from 12.  
Bring back 9 or 5?

## Recall Printout

When all the marks have been entered for all the adjudicators in all dances, the recalled numbers will be printed out, as shown below. If the "Preview Recall Before Printing" option is selected (see [Preview Results](#)) the recalled numbers will not be printed out, but they will be displayed on the screen instead using Acrobat reader, and you can print them from there if you wish, by using the "File, Print" command.

If you have selected the option to use names, the printout will include them if:

- a) Fewer than 10 numbers have been recalled, or
- b) You have selected the option to print them for all rounds

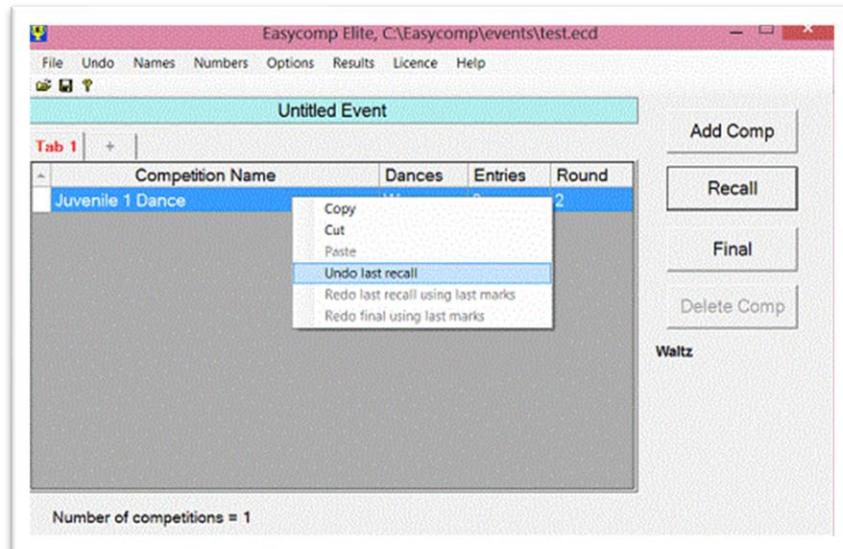
Waltz  
Tango  
Foxtrot  
Quickstep

- 3 CHONG HE and JING SHAN China
- 9 ARTEM KUKLIN and ALIKA DIKA Ukraine
- 31 SICHEG LI and MANNI ZHOU China
- 32 DUSAN DRAGOVIC and LIIS END England
- 48 ALEX PLANT and FAYE EDGE England
- 58 NIKITA DRUZHYNIN and ANASTASIIA SLIUSAR Ukraine
- 73 DIEGO ARIAS PRADO and EKATERINA ERMOLINA Russia
- 75 ANGELO GAETANO and CLARISSA MORELLI USA
- 89 OSKAR WOJCIEC HOWSKI and KAROLINA HOLODY USA
- 97 KYLE CUTLER and VIRGINIE PRIMEAU Canada
- 115 PENG JIANAN and ZHONG JIACI China
- 128 IGOR REZNIK and MARIJA POLISHCHUK Ukraine
- 140 ALEX GUNNARSSON and ANNA TRENZELEVA Iceland
- 152 FEDOR ISAEV and ANNA ZUDILINA Russia

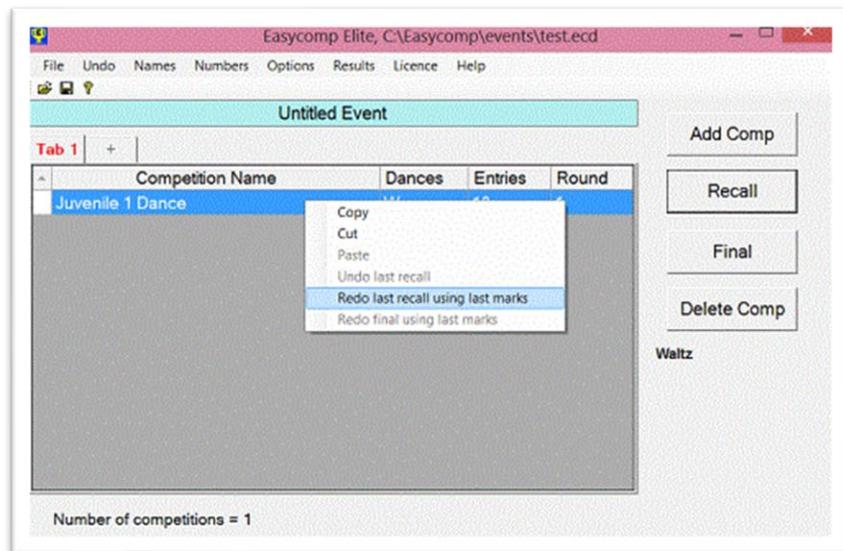
Number recalled = 14

## Undo and Redo Recalls

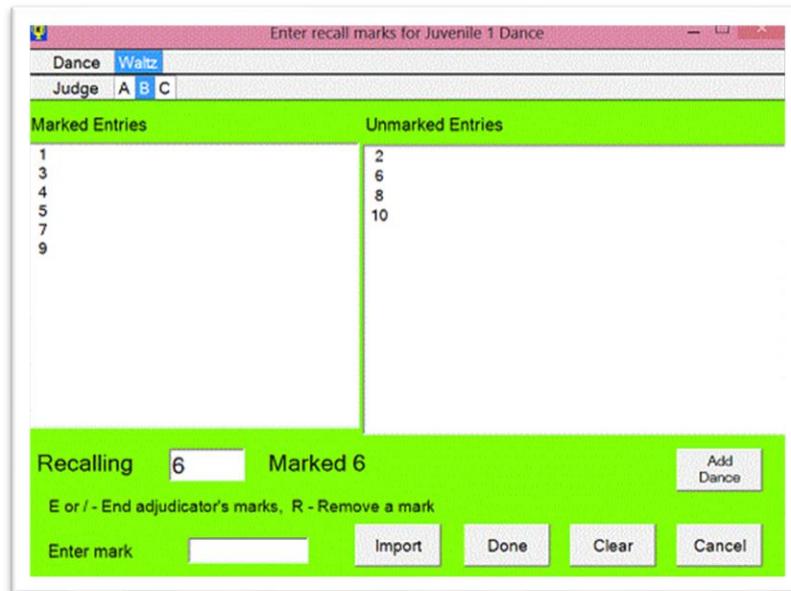
You can undo the last recall of any competition, no matter how long ago, by right clicking on the competition and clicking on “Undo last recall”.



Having undone the last recall, you can redo the last recall using the last set of marks that you entered for it. You do this by right clicking on the competition and clicking on “Redo last recall using last set of marks”.



The program will open the screen where you enter recall marks, ***with all the previous marks already entered for you***. You can change and amend the marks as you wish, and click on “Done” when you have finished.



This is a very useful feature which you can use in many situations, such as:

- If you want to bring back a different number of competitors
- If you want to correct a mistake with a judge's marks
- If you want to use a different set of judges' letters

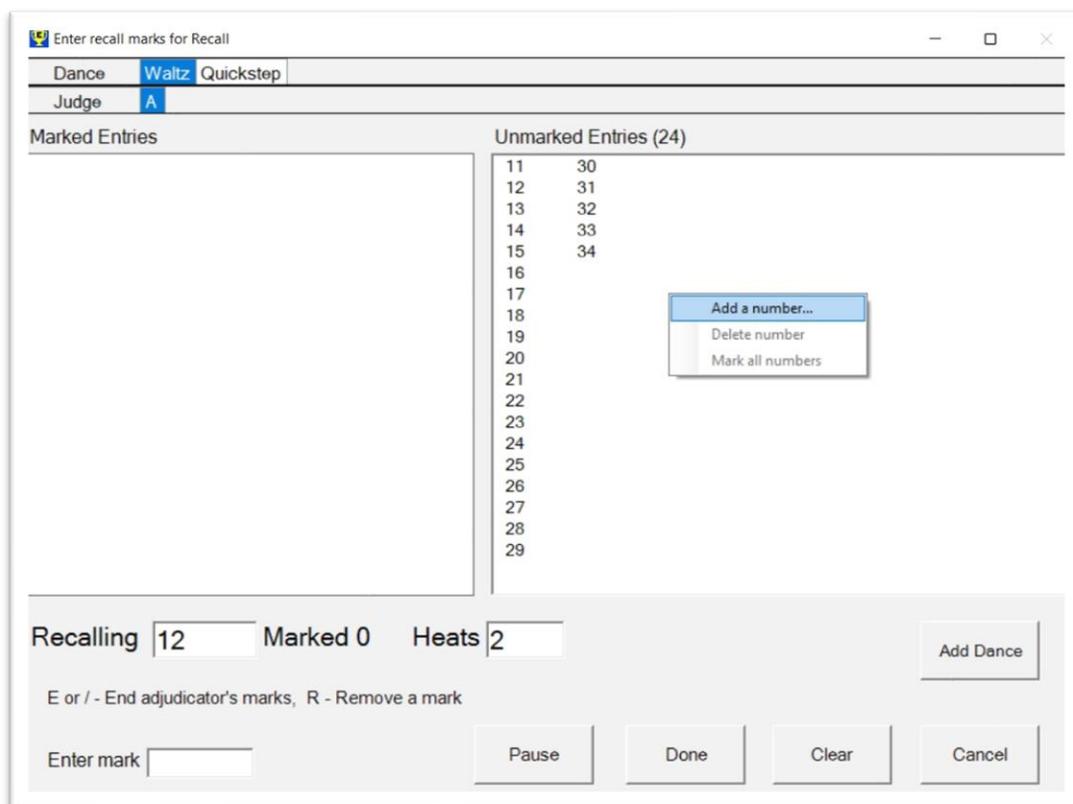
NOTE: This feature only works if you use the same number of judges as you originally used. If you want to use a different number of judges, you cannot use this feature. Instead, you must do the recall again by clicking on the "Recall" button and entering the marks yourself, as normal.

## Recalls Using EasyPad

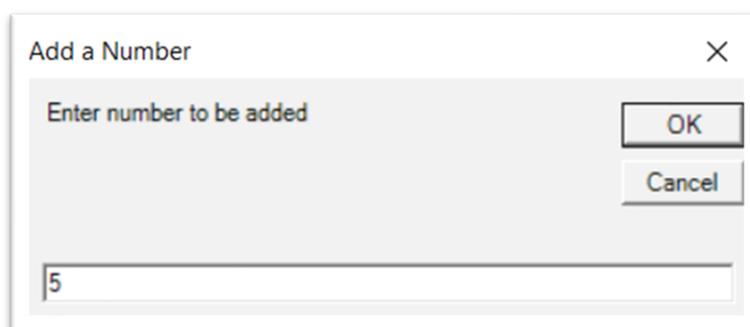
Doing a recall with EasyPad is essentially the same as doing one manually. However, there are some features that are only available when using EasyPad, and they are described in this section.

### Adding a Number

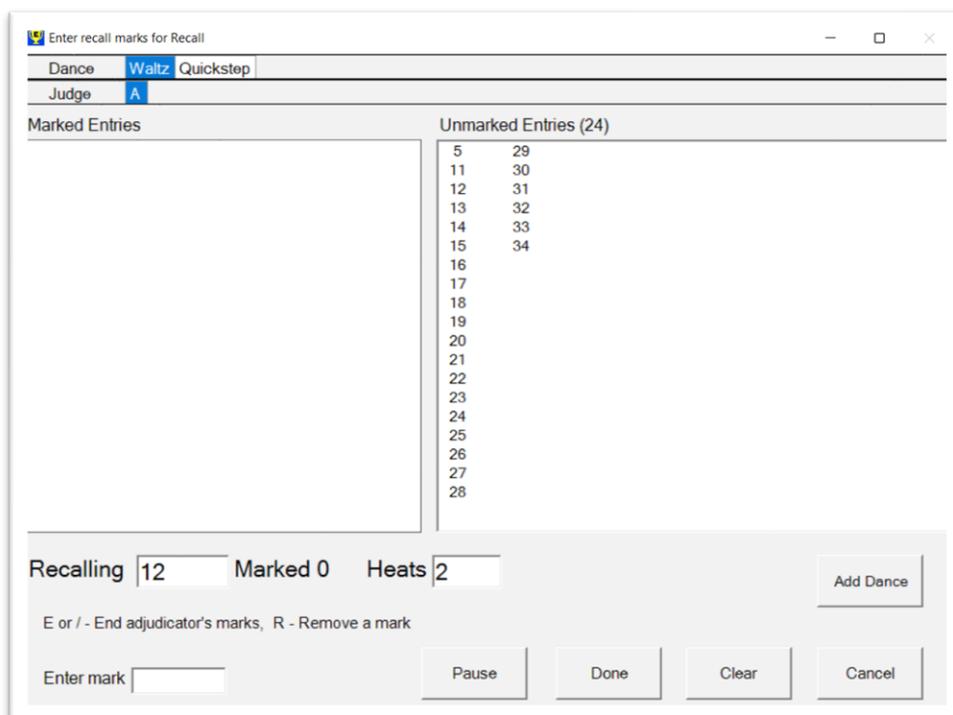
An entry number can be added during a first-round recall, as long as the competition isn't paused, and all the connected pads will be updated with the new number. Right-click anywhere in the Unmarked Entries box and click "Add a number...".



Enter the number to be added.

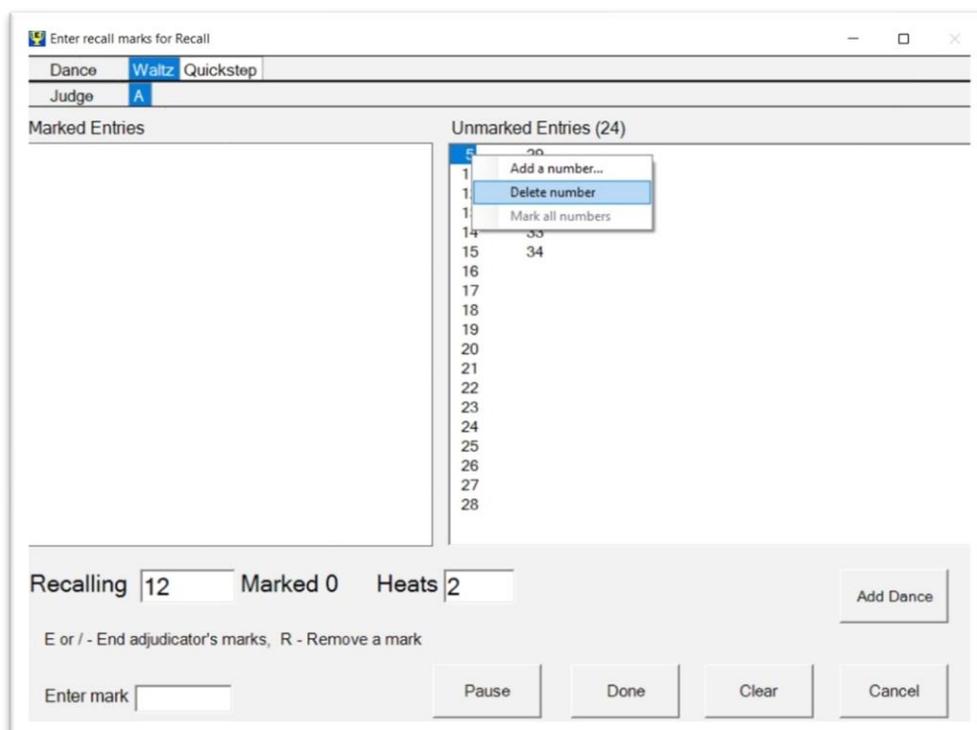


The new number will be inserted into the Unmarked Entries box, and all the connected pads will show the new number.



## Deleting a Number

An entry number can be deleted during a first-round recall, as long as the competition isn't paused and no marks have been sent. All the connected pads will be updated. Right-click on the number to be removed in the Unmarked Entries box, and click "Delete number".



The number will be removed from the Unmarked Entries box and all the connected pads.

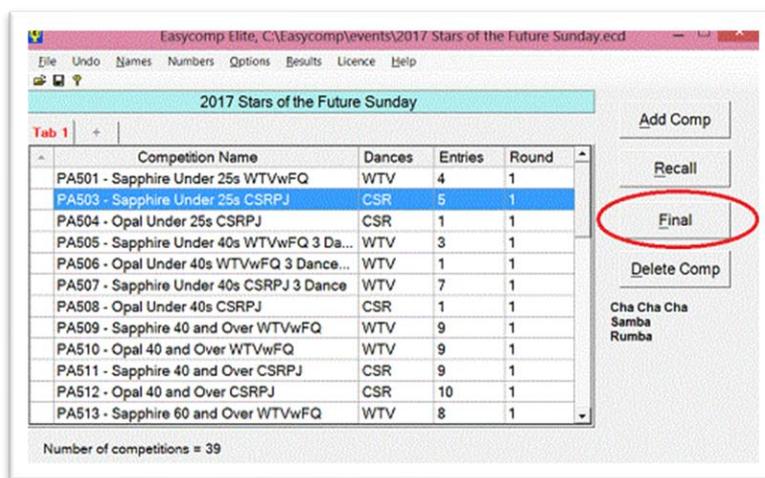
## Finals

This section shows you how to do a final. It covers

- Setting up a final
- Panels of adjudicators
- Entering final marks
- Final printouts

### How to do a Final

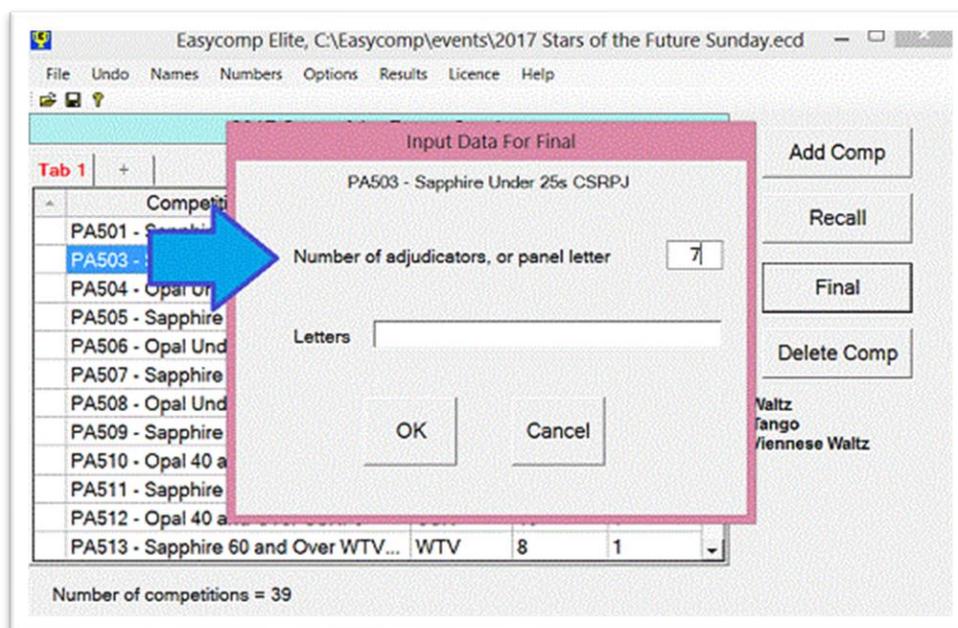
Do a final by clicking on the competition, then click the “Final” button



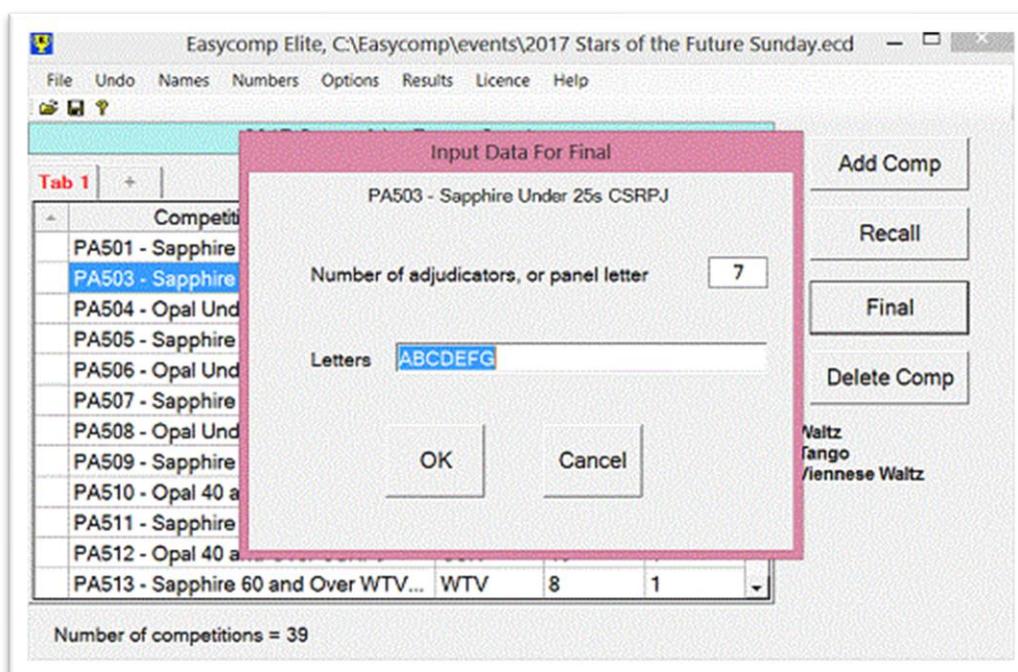
NOTE: The button will only be available if there are fewer than 10 entries in the competition.

### Panels of Adjudicators

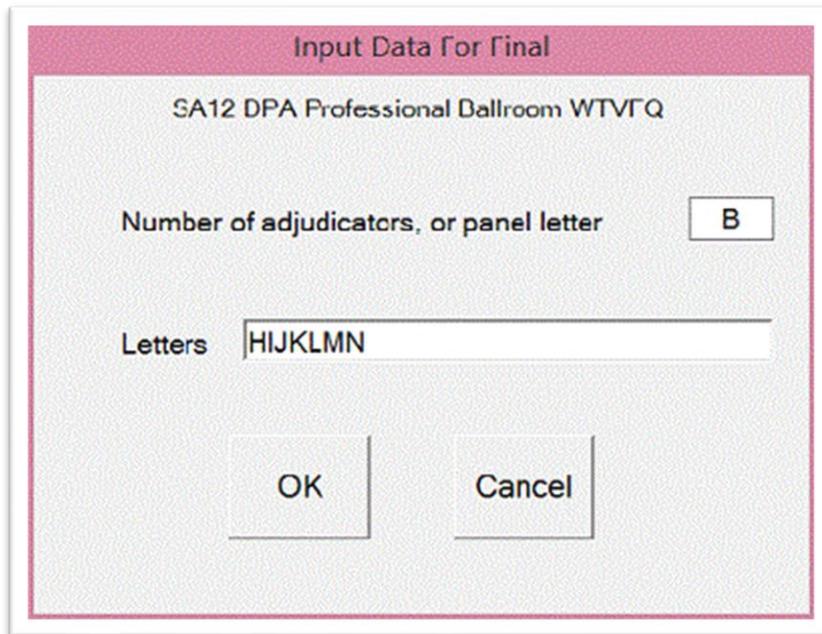
When you have selected the competition for which you want to do the final, the software will then ask you to enter the number of adjudicators. Type the number and hit Enter...



After you have entered the number of adjudicators, the software will automatically fill in the adjudicators' letters. If the adjudicators do not have these letters, simply type in the letters that you want to use.

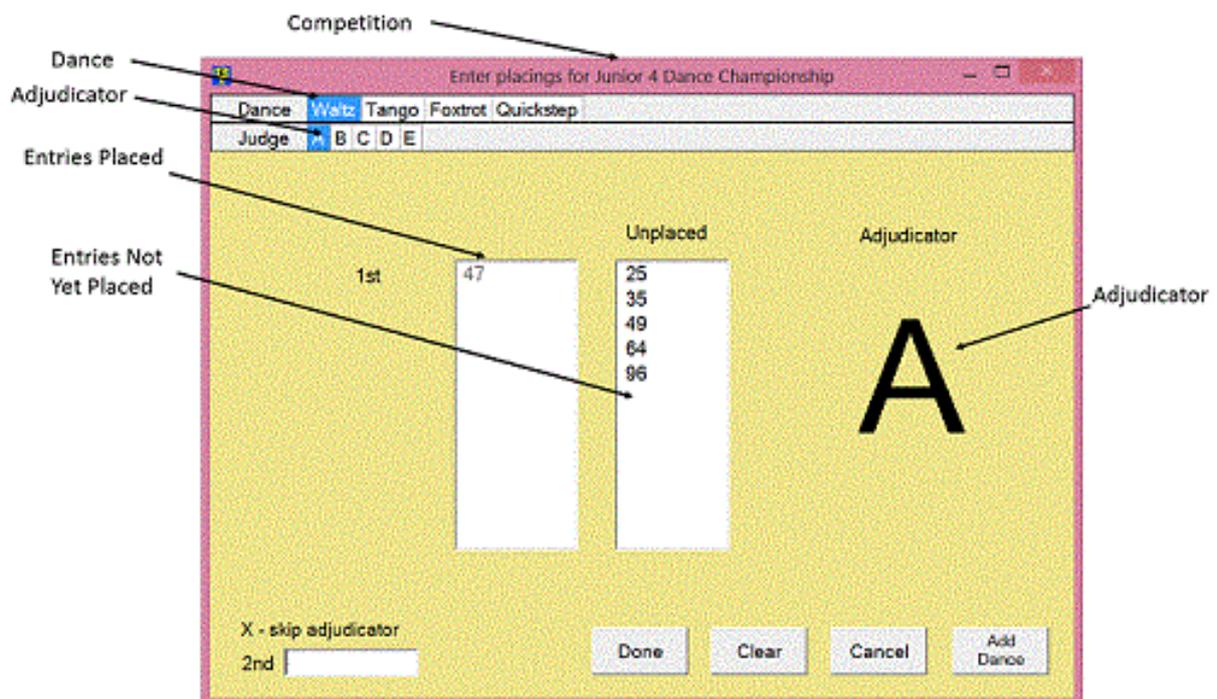


NOTE. If the event uses panels of adjudicators, and you have entered the panels for each adjudicator (see [Adjudicators' Names](#)), instead of entering the number of adjudicators, simply enter the panel letter and Easycomp will fill in the correct number of adjudicators and their letters, as shown below, where the user has selected panel B. Easycomp has then determined that panel B consists of 7 adjudicators whose letters are H, I, J, K, L, M and N.



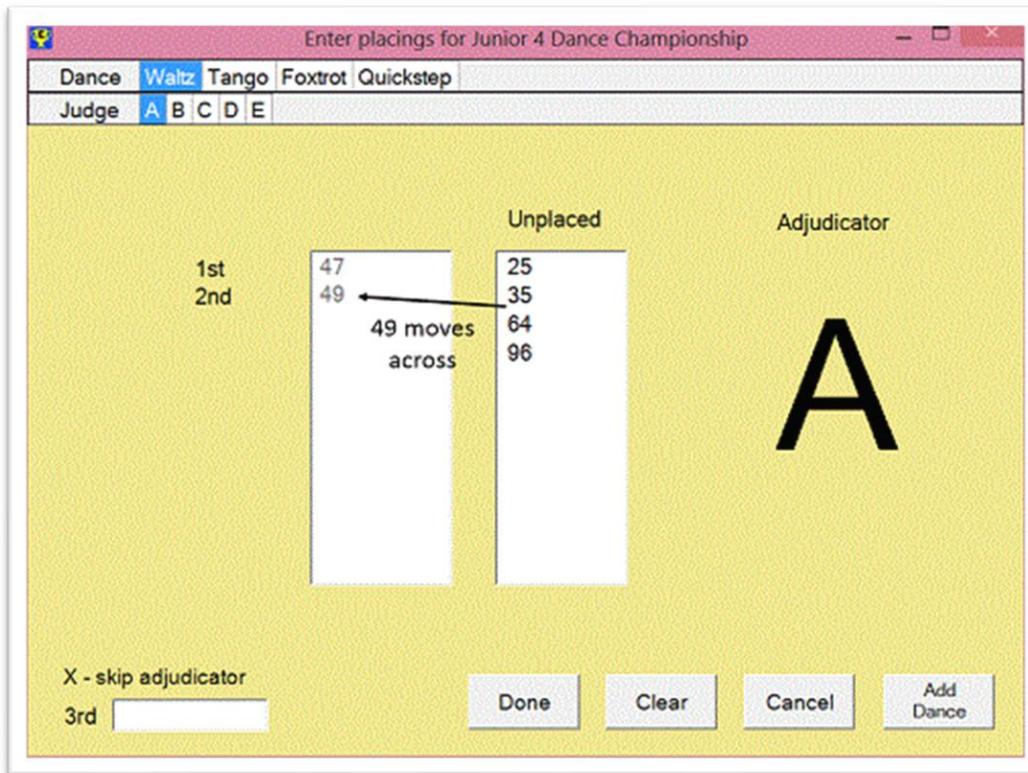
## Entering Final Marks

The screen below is used to enter final marks. There are two ways to enter final marks...



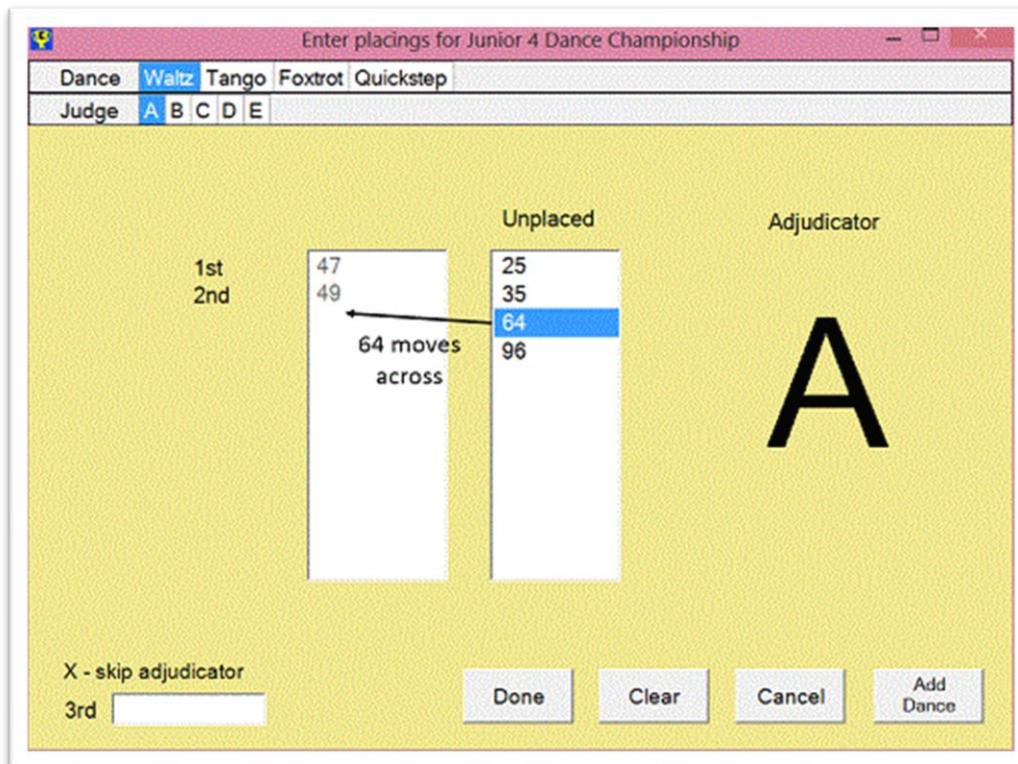
### Method 1

Type the numbers in the box and hit Enter after each one. The number will disappear from "Unplaced" and appear in the list of marked finalists.



**Method 2**

Click on the numbers in "Unplaced". As you click on them, they jump across to "Positions Entered"



Continue entering marks until all the competitors have been placed. The program will then move on to the next adjudicator and the screen will change colour to make it obvious that you have changed adjudicators. When all the adjudicators have been done, the program will move on to the next dance. When you have entered the marks for the last dance the result will be automatically calculated. Before you enter the last mark in the last dance you can go back and review or change any marks by clicking on the appropriate Judge or Dance tab. Click "Done" when you are satisfied with the marks, and the result will be calculated.

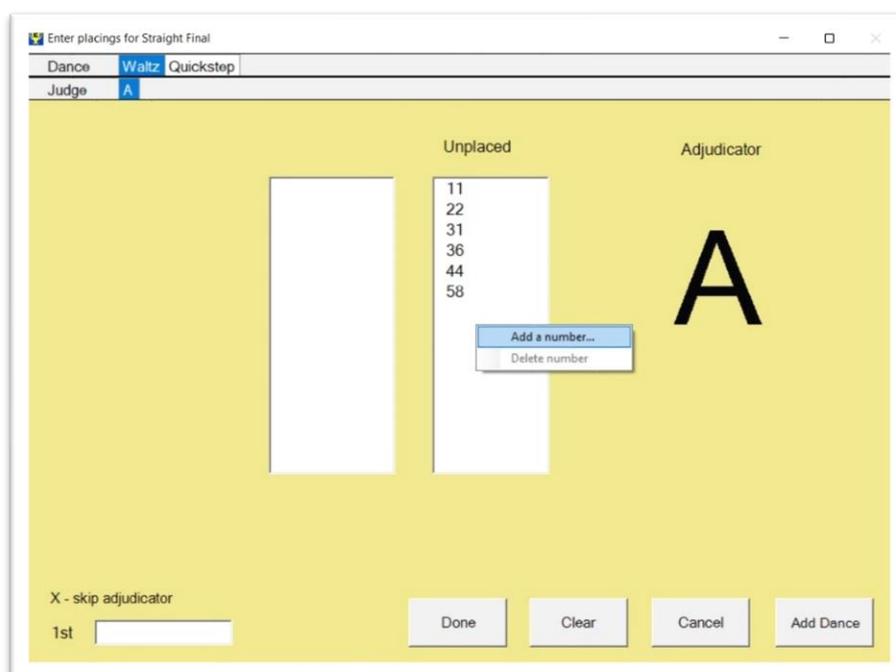
If you make a mistake when entering the marks, click on "Clear", and re-enter the marks for that adjudicator. "Clear" only clears the marks displayed for the current adjudicator. It does not affect any marks already entered for other adjudicators or other dances.

If you want to skip an adjudicator, type X or click on the next adjudicator's letter at the top of the screen. If you skip one or more adjudicators, Easycomp will automatically recalculate the majority, even if the dance is part of a 10-dance type competition.

You can temporarily move on to another dance by clicking on that dance at the top of the screen. You can return to your original dance in the same way, and continue entering marks where you left off. NOTE: You cannot "skip" a dance like you can skip an adjudicator. You must enter marks for all dances.

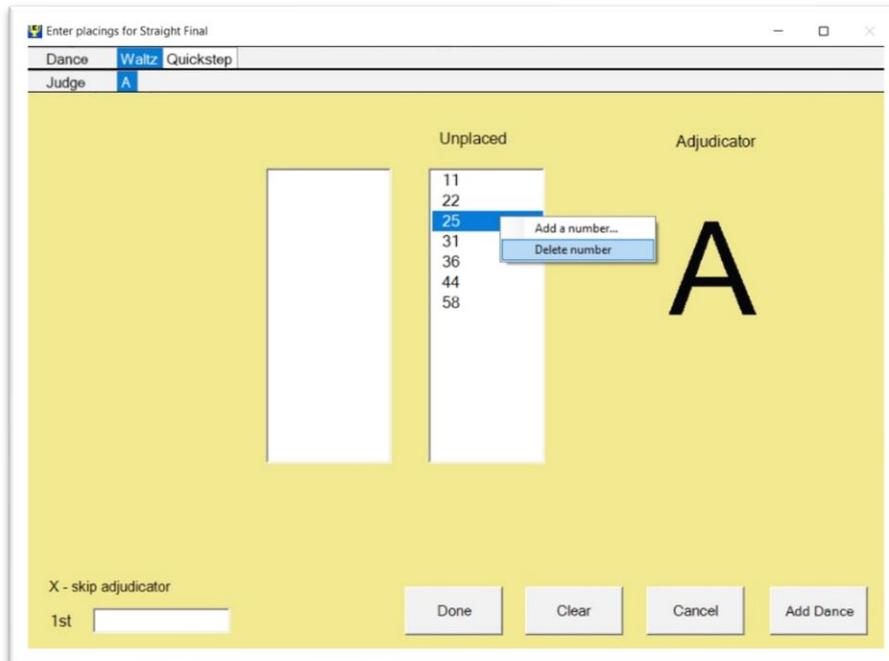
## Adding a Number

You can add a number to a first-round final by right-clicking in the Unplaced box. Click on "Add a number..." and enter the number to be added. You can only add a number while placing the first dance, and any placings already entered will be cleared.



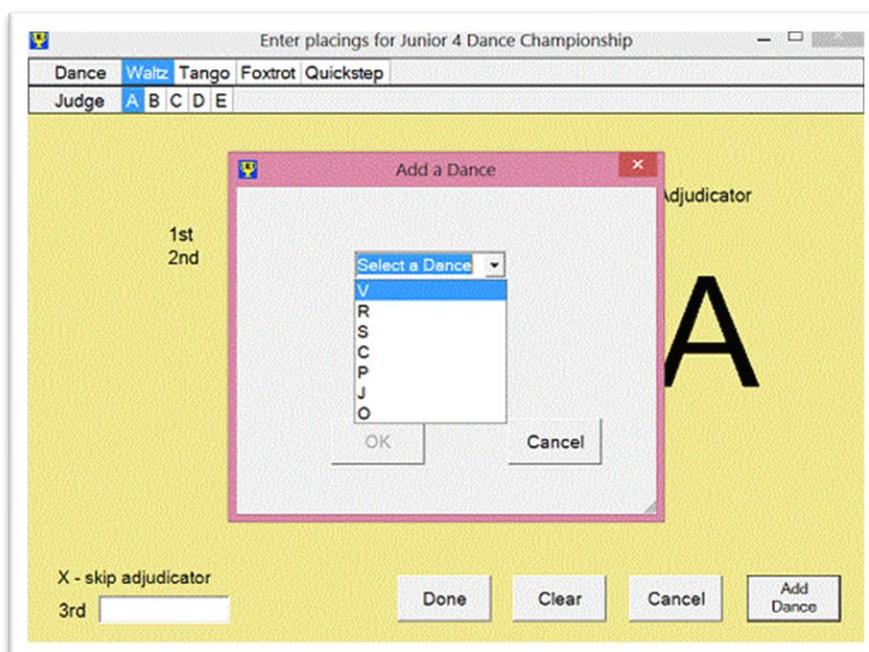
## Deleting a Number

You can delete a number from a first-round final by right-clicking on the number in the Unplaced box. Click on “Delete number”. You can only delete a number while placing the first dance, and any placings already entered will be cleared.



## Adding a Dance

You can add a dance by clicking on the “Add Dance” button. The program will give you a list of allowable dances. Choose one and click OK.



The added dance will appear at the end of the original dances.

The screenshot shows a software window titled "Enter placings for Junior 4 Dance Championship". At the top, there are two tabs: "Dance" and "Judge". The "Dance" tab is active and contains the options "Waltz", "Tango", "Foxtrot", "Quickstep", and "Viennese Waltz". The "Judge" tab is also active and contains the options "A", "B", "C", "D", and "E".

The main area of the window is yellow and contains the following elements:

- 1st** and **2nd** labels on the left.
- A vertical list box containing the numbers 47 and 49.
- Unplaced** label above a vertical list box containing the numbers 25, 35, 64, and 96. The number 64 is highlighted.
- Adjudicator** label above a large black letter **A**.

At the bottom left, there is a section labeled "X - skip adjudicator" with a "3rd" label and an empty input field.

At the bottom right, there are four buttons: "Done", "Clear", "Cancel", and "Add Dance".

## Final Results

When all the marks have been entered for all the adjudicators in all dances, the final results will be printed out, as shown below. If the "Preview Results Before Printing" option is selected (see [Preview Results](#)), the final results will not be printed out, but they will be displayed on the screen instead using Acrobat reader, and you can print them from there if you wish, by using the "File, Print" command. The printout will also include the competitors' names (if they have been entered).

02 International Junior Ballroom WTVFQ - Final		2017 International Championships (Wednesday)	
Result Sheet			
1st =>	108	VLADISLAV ZHIGAREV and DIANA EPEYKINA	Russia
2nd =>	6	ANDREI TOADER and MIA LINNIK-HOLDEN	England
3rd =>	28	OLEG MARTYNENKO and DIANA KALITVENTSEVA	Ukraine
4th =>	19	HEORHII SYZONENKO and OLESIA KOBYLCHENKO	Ukraine
5th =>	3	ZHANG WEIXIN and LV CHUNHUA	China
6th =>	93	KYRYLO KOSTRUBA and ANASTASIYA BEREZENKO	Ukraine

Produced by Easycomp Elite V7.0.12 serial number D046-8E64 licensed to Mark Lunn & Alex Dore page 1 of 3

## 02 International Junior Ballroom WTVFQ - Final

2017 International Championships (Wednesday)

Waltz	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	2	3	4	5	6	Placing
3	4	3	2	3	6	2	3	6	1	6	5	2	6	1	2	5	2	6	9	10			3
6	1	5	4	4	5	6	2	3	5	2	6	4	5	2	4	2	1	5	6	10			5
19	5	2	3	6	1	5	4	4	6	5	2	3	4	4	6	6	1	3	5	9			6
28	6	6	5	2	4	4	5	2	2	3	3	1	2	3	5	1	2	6	9	11			2
93	3	4	6	5	2	3	6	1	4	4	1	5	3	5	3	4	2	3	7	11			4
108	2	1	1	1	3	1	1	5	3	1	4	6	1	6	1	3	8	9					1

Tango	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	2	3	4	5	6	Placing
3	6	4	1	1	6	3	1	4	1	2	6	2	6	2	3	4	4	7	9				3
6	1	1	2	2	5	2	2	2	5	5	5	2	4	4	2		2	9					1
19	4	2	4	6	1	4	4	1	6	4	2	3	4	3	6	1	3	5	7	13			4
28	5	6	5	3	3	6	6	5	3	6	3	1	3	1	5	6	2	2	7	7	11		6
93	3	5	6	4	2	5	5	3	4	3	4	4	5	5	2	5	2	5	9				5
108	2	3	3	5	4	1	3	6	2	1	1	6	1	6	1	3	5	7	11				2

Viennese Waltz	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	2	3	4	5	6	Placing
3	4	5	2	3	5	6	3	6	2	6	5	5	6	4	2	6	3	5	7	11			6
6	1	3	5	5	6	4	2	3	4	3	6	6	1	3	4	5	2	3	7	10			4
19	5	4	4	6	1	2	4	2	6	2	2	3	5	2	6	2	1	7	8	11			3
28	6	2	3	2	4	3	6	4	3	1	1	2	4	1	5	4	3	6	9				2
93	3	6	6	4	2	5	5	5	5	5	4	1	3	5	3	1	2	3	6	8	14		5
108	2	1	1	1	3	1	1	1	1	4	3	4	2	6	1	3	8	10					1

Foxtrot	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	2	3	4	5	6	Placing
3	4	5	5	5	5	3	6	1	6	6	1	4	1	3	5	3	3	5	7	13			6
6	2	6	2	6	6	4	2	2	2	4	5	6	1	2	2	1	2	9					2
19	5	2	4	3	2	2	4	1	6	3	3	3	3	4	6	2	1	5	10				3
28	6	3	3	4	4	3	6	4	5	5	2	2	6	5	4	6	2	5	9				5
93	3	4	6	2	1	6	5	3	3	2	4	4	5	6	5	3	1	3	7	10			4
108	1	1	1	1	3	1	1	5	4	1	1	5	2	3	1	4	9						1

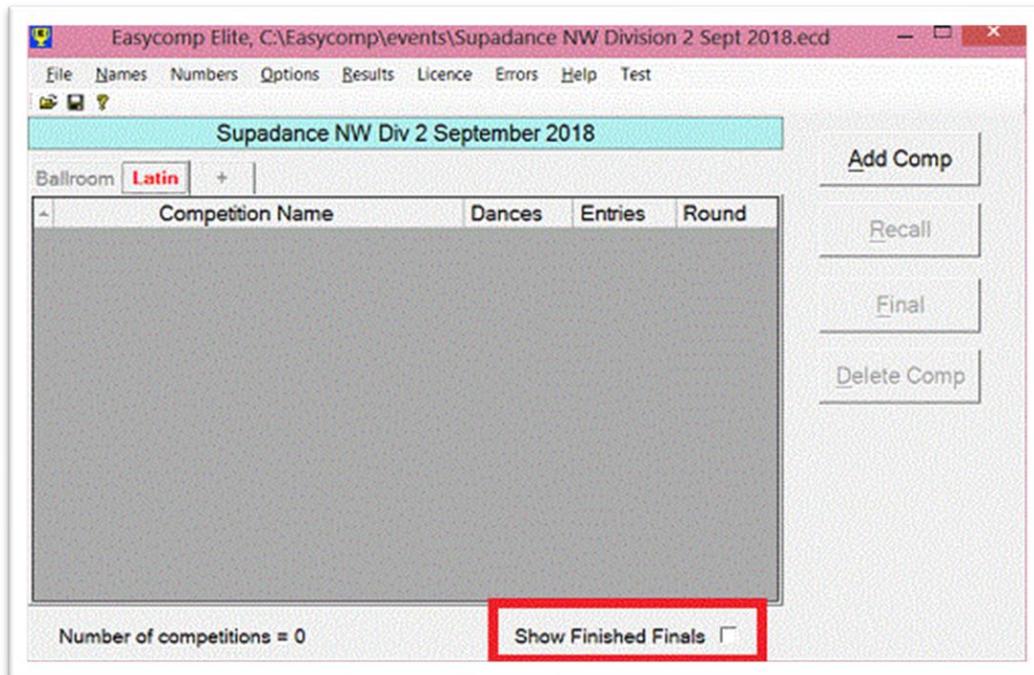
Quickstep	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	2	3	4	5	6	Placing
3	6	4	2	4	5	5	1	6	2	2	6	2	5	1	4	6	2	6	6	9			5
6	2	6	3	6	6	4	3	2	4	5	5	6	2	4	2	2	5	7	10				3
19	5	3	5	5	1	3	4	3	6	4	3	3	4	5	6	1	2	2	7	10			4
28	4	2	4	1	4	2	6	4	1	3	2	1	1	2	3	5	4	8	10				2
93	3	5	6	3	3	6	5	5	3	6	4	4	6	6	5	4	4	7	11				6
108	1	1	1	2	2	1	2	1	5	1	1	5	3	3	1	3	8	11					1

Summary	W	T	V	F	Q	Total	Result
3	3	3	6	6	5	23	5
6	5	1	4	2	3	15	2
19	6	4	3	3	4	20	4
28	2	6	2	5	2	17	3
93	4	5	5	4	6	24	6
108	1	2	1	1	1	6	1

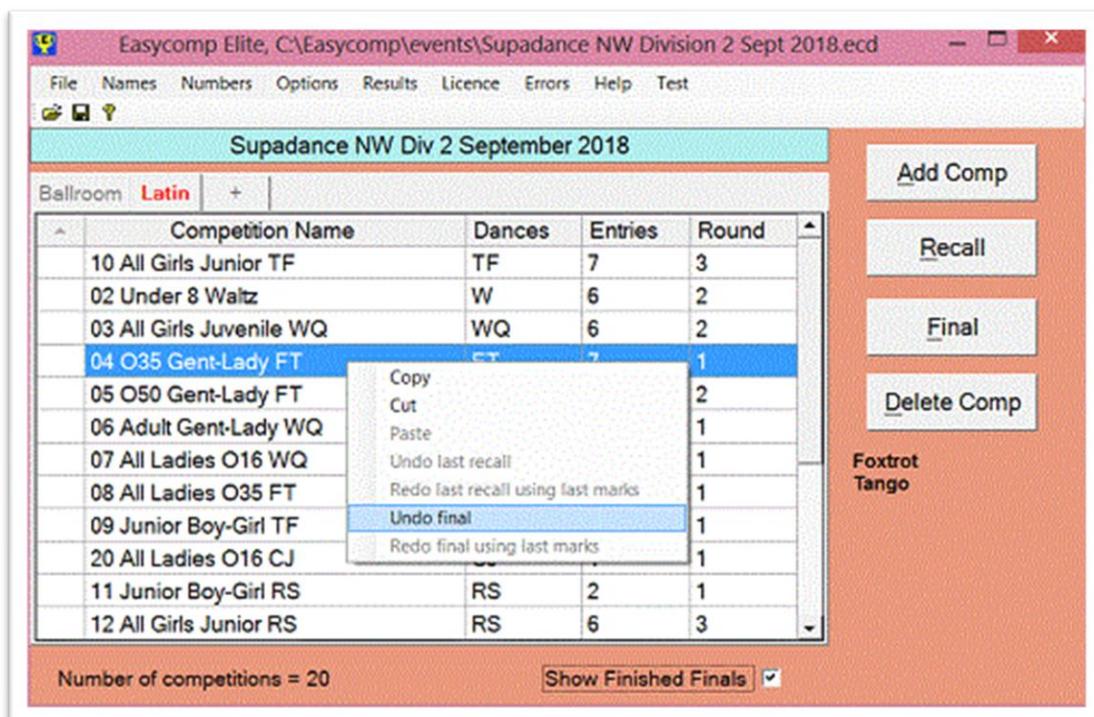
Adjudicators  
 A - GARY FOSTER  
 B - KOJI HIYAMA  
 C - SASCHA KARABEY  
 D - GREEN LEE

## Undo and Redo Finals

You can undo the last final of any competition, no matter how long ago, by ticking the “Show Finished Finals” box.

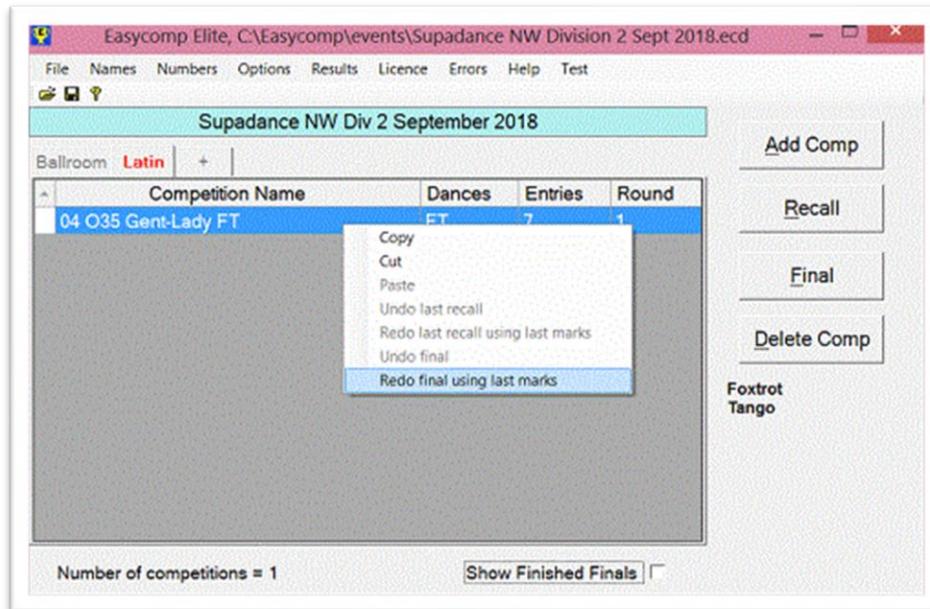


The screen will show all the completed competitions, and its background colour will change to red to indicate that it is displaying finished competitions instead of current ones. Right-click the competition you wish to undo, and click “Undo Final”.

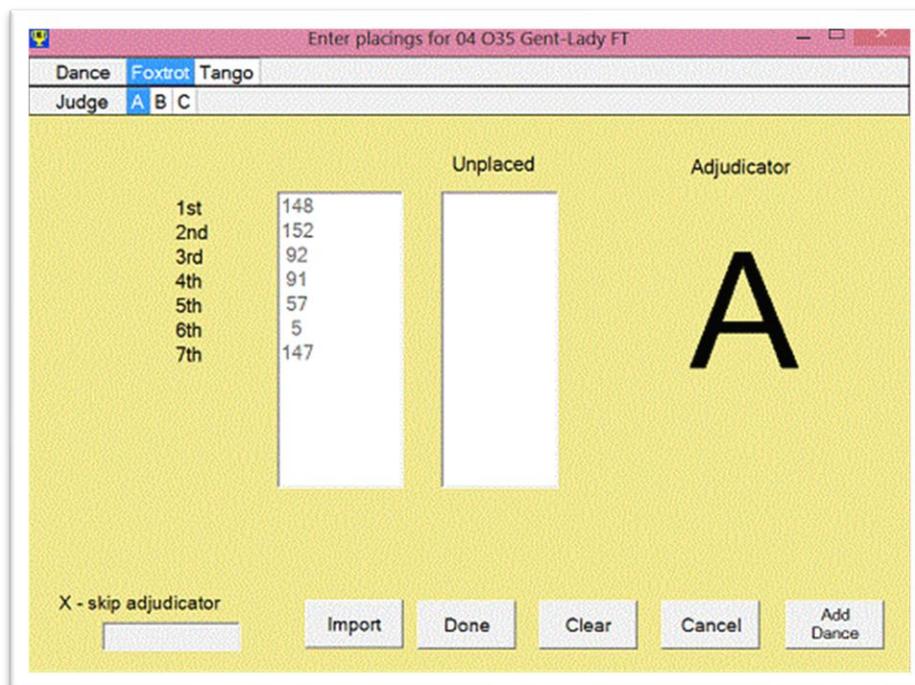


Un-tick the “Show Finished Finals” screen to return to the normal display.

Having undone the final, you can redo the final using the last set of marks that you entered for it by right clicking on the competition and clicking on “Redo final using last marks”.



The program will open the screen where you enter final placing marks, **with all the previous marks already entered for you**. You can change and amend the marks as you wish, and click on “Done” when you have finished.



This is a very useful feature which you can use in situations such as:

- If you want to correct a mistake with a judge's marks
- If you want to use a different set of judges' letters

NOTE: This feature only works if you use the same number of judges as you originally used. If you want to use a different number of judges, you cannot use this feature. Instead, you must do the final again by clicking on the "Final" button and entering the marks yourself, as normal.

## **Finals Using EasyPad**

Doing a final with EasyPad is essentially the same as doing one manually. Numbers can be added and deleted in first-round finals in the same way as when not using EasyPad. See [Adding a Number](#) and [Deleting a Number](#).

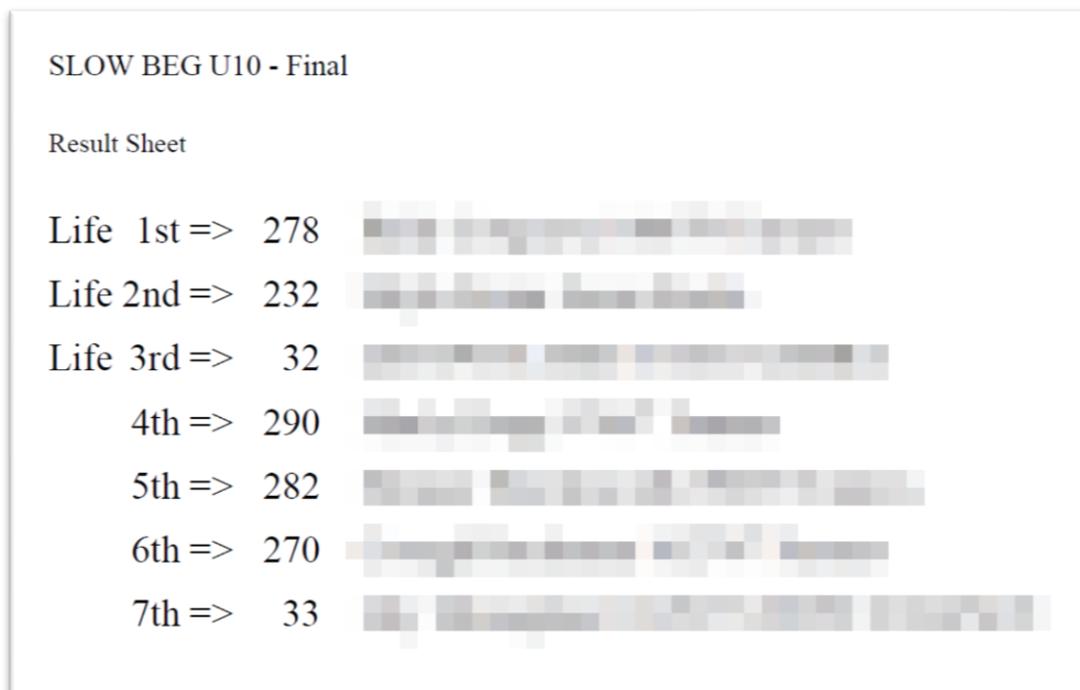
## Freestyle Lives

Freestyle competitors compete in different ability categories; beginners, starters, champs and so on. They move up into the next higher category after losing a certain number of “lives” in their current category. The number of finalists in a competition who lose a life depends on the number of competitors in its first-round, as shown in the following table.

Number in first-round	Number of finalists' lives lost
1 to 6	0
7 to 13	1
14 to 20	2
21 to 27	3
28 to 34	4
35 to 41	5
42 to 48	6

## Lives Lost

Easycomp can calculate the number of lives lost, and indicate on the results printout sheet those finalists who have lost lives:



SLOW BEG U10 - Final

Result Sheet

Life 1st =>	278	[blurred]
Life 2nd =>	232	[blurred]
Life 3rd =>	32	[blurred]
4th =>	290	[blurred]
5th =>	282	[blurred]
6th =>	270	[blurred]
7th =>	33	[blurred]

However, not all freestyle competitions have the ability to lose lives. For example, Fast Pairs do, but Slow Pairs currently do not. When you create a Freestyle competition you must specify if lives can be lost in it. You do this by ticking the box “Show Advanced Features” then tick the box “Finalists may lose lives”. You can also set this box when importing from a spreadsheet (see Preparing a Freestyle / Street Event Import File)

Competition Information

Name of Competition Round 1

Solo Starters U10

No. of entries = 0 Paste Print Sort

R to remove, W to withdraw, E or / to end

Exit

**Show Advanced Features**

Qualifier Competition

**Finalists may lose lives**

Judges' Sheets Repechage

When it is time to do the first recall of the competition, an extra box will appear, labelled "Number of Entries". Type the number of competitors in the first-round into this box, then continue as normal.

Input Data For Round

Solo Starters U10

Number of adjudicators, or panel letter

Letters

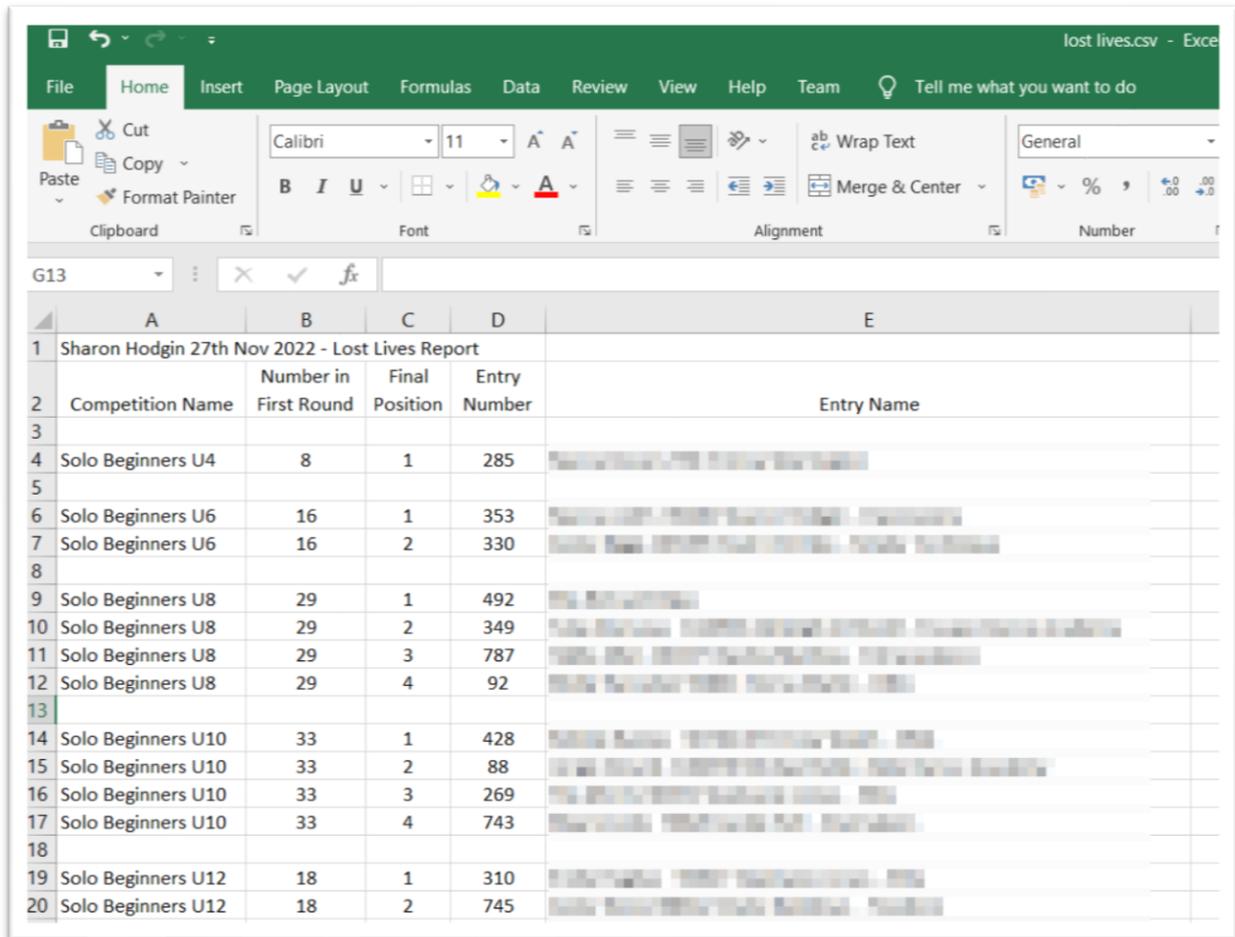
**Number of Entries**

Number to be recalled

OK Cancel

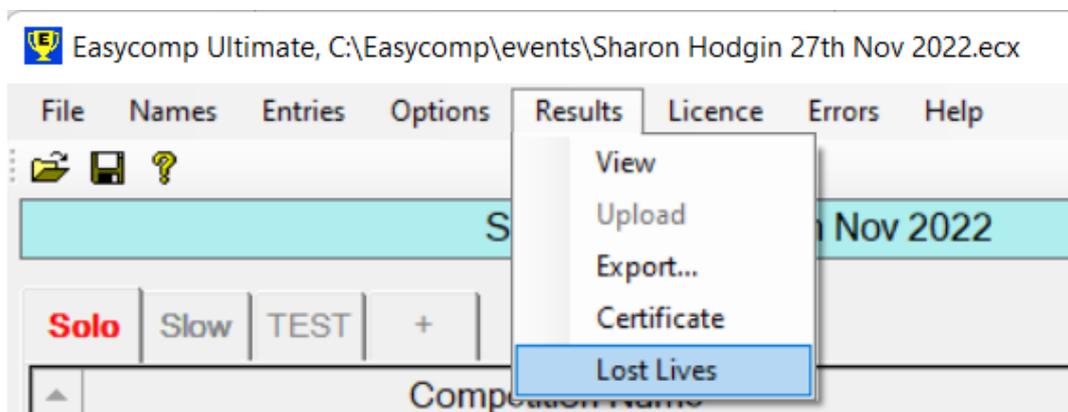
## Lives Lost Report

Easycomp also has the facility to print a “Lives Lost” report in the form of a spreadsheet, which lists all those competitions in which lives were lost, the number of entries in their first-rounds, and the numbers and names of all finalists who lost lives:



Competition Name	Number in First Round	Final Position	Entry Number	Entry Name
Solo Beginners U4	8	1	285	
Solo Beginners U6	16	1	353	
Solo Beginners U6	16	2	330	
Solo Beginners U8	29	1	492	
Solo Beginners U8	29	2	349	
Solo Beginners U8	29	3	787	
Solo Beginners U8	29	4	92	
Solo Beginners U10	33	1	428	
Solo Beginners U10	33	2	88	
Solo Beginners U10	33	3	269	
Solo Beginners U10	33	4	743	
Solo Beginners U12	18	1	310	
Solo Beginners U12	18	2	745	

To produce the report, click on Results, Lost Lives, then choose a location for the spreadsheet to be saved.



## Repechage

“Repechage” is a French word, which literally means “to fish again”.

It is used in dance competitions to give a second chance to those competitors who do not get recalled to the next round. All those eliminated competitors dance again in a Repechage round, and a number of them are recalled to join those already recalled to the next round.

To illustrate how a repechage is done, we will work through an example. The following competition had 24 entries in the first-round, and numbers 1 to 12 inclusive were recalled. Numbers 13 to 24 were therefore eliminated. In order to create a repechage round, double click on the competition in the main screen to show its details...

Competition Information

Name of Competition Round 2

Junior 1 Dance

Dances Valid Dance Letters

W T, V, F, Q, R, S, P, C, J, O (Other)

No. of entries = 12

1	10
2	11
3	12
4	
5	
6	
7	
8	
9	

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features

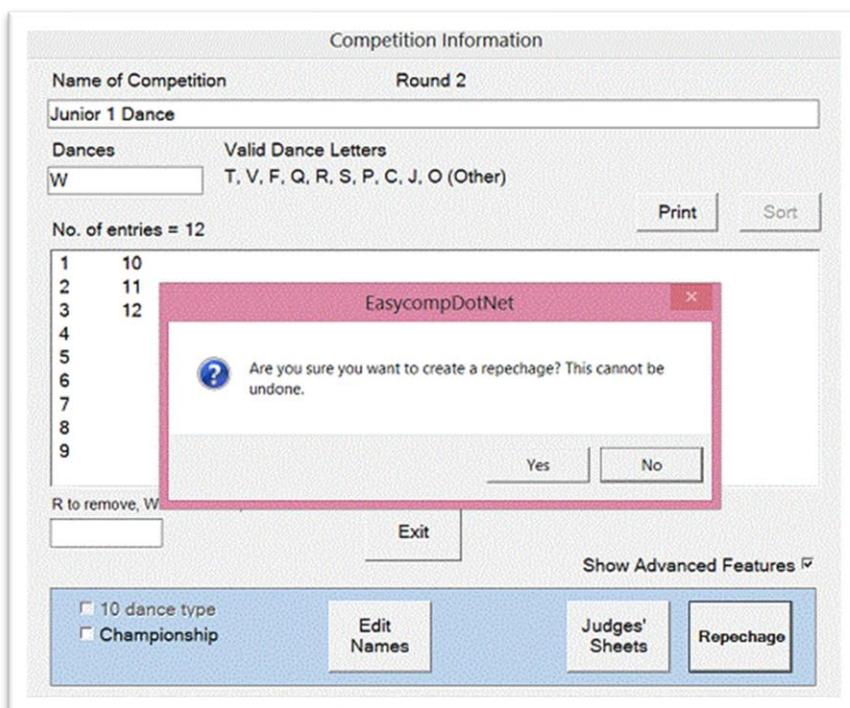
10 dance type

Championship

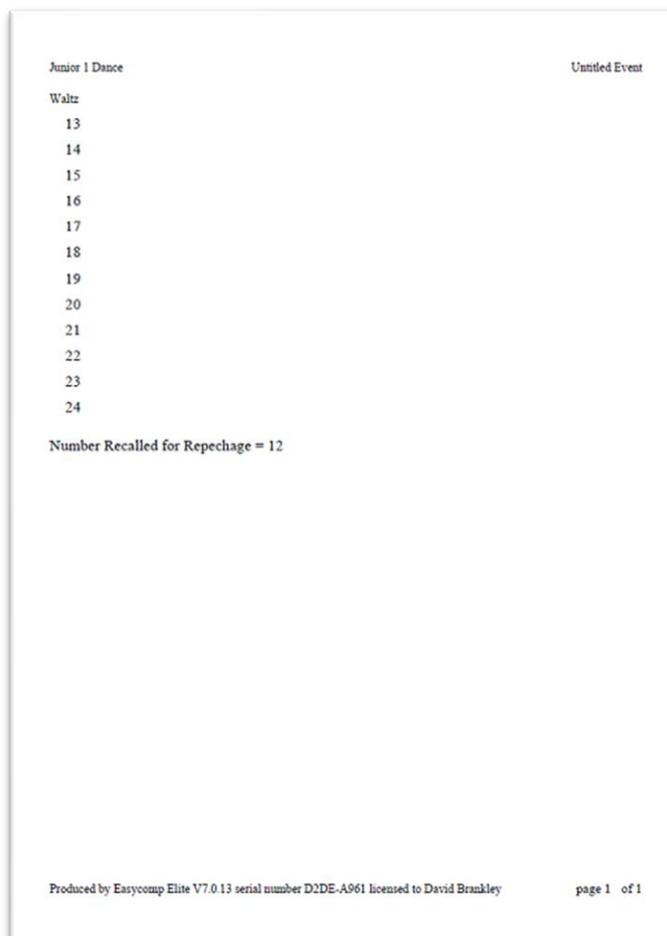
Edit Names

Repechage

Tick the “Show Advanced Features” box and click on the "Repechage" button. The program will ask you to confirm that you want to create a repechage...



Click on Yes, or type Y. The program will produce a recall sheet for the repechage round...



The competition details show that: -

- all 24 entries are still in the competition
- competitors 1 to 12 have been given a bye for this round
- the Repechage button is now disabled

Competition Information		
Name of Competition	Round 2	
Junior 1 Dance		
Dances	Valid Dance Letters	
W	T, V, F, Q, R, S, P, C, J, O (Other)	
No. of entries = 24		Print Sort
1*	10*	19
2*	11*	20
3*	12*	21
4*	13	22
5*	14	23
6*	15	24
7*	16	
8*	17	
9*	18	
R to remove, W to withdraw, E or / to end		
	Exit	
Show Advanced Features <input checked="" type="checkbox"/>		
<input type="checkbox"/> 10 dance type	Edit Names	
<input type="checkbox"/> Championship	Judges' Sheets	Repechage

After the repechage round has been danced and marked, do the recall for the competition as normal. In our example, numbers 13, 15, 17, 19, 21 and 23 were recalled from the repechage round. The printout for the next round shows 18 competitors going through, 1 to 12 from the original recall, and 13, 15, 17, 19, 21 and 23 from the repechage round.

Junior 1 Dance (including Repechage) recall from round 1

Waltz

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
15  
17  
19  
21  
23

Number recalled = 18

Produced by Easycomp Elite V7.0.13 serial number D2DE-A961 licensed to David Brinkley page 1 of 1

The competition details now show that: -

- there are 18 entries in the competition (12 from the original recall and 6 from the repechage)
- the Repechage button is enabled again

Competition Information

Name of Competition Round 2

Junior 1 Dance

Dances Valid Dance Letters

W T, V, F, Q, R, S, P, C, J, O (Other)

No. of entries = 18

1	10
2	11
3	12
4	13
5	15
6	17
7	19
8	21
9	23

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features

10 dance type

Championship

Edit Names

Judges' Sheets

Repechage

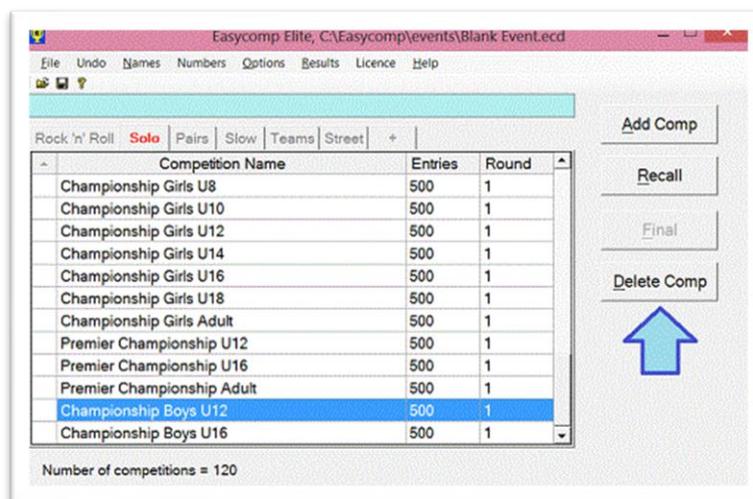
## Delete a Competition

It is unusual to want to delete a competition, because competitions are automatically removed from the main screen once their finals have been done (although you can still access them, see [Undo and Redo Finals](#))

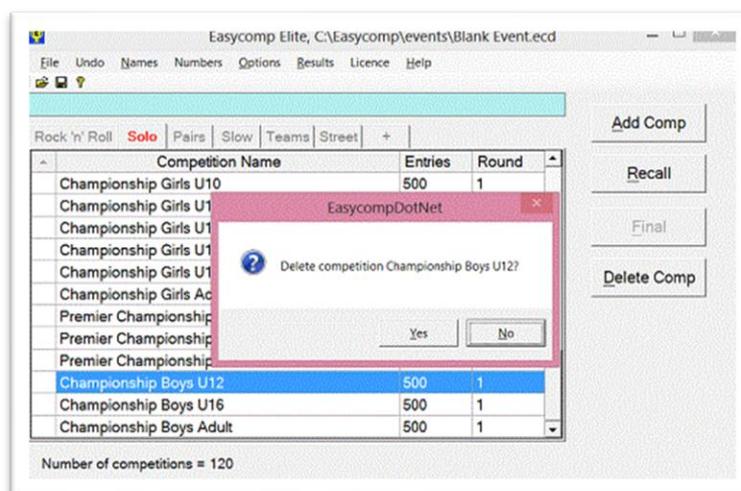
However, you might occasionally want to delete a competition, either because you entered it simply to test that everything is working before the day begins, or because you made mistakes when entering it and you decide that it's easier to delete it and start again than to try to correct the errors.

Competitions are deleted from the main screen. To delete a competition, click on it to highlight it, then either:

- Click on "Delete Comp", or
- Press D on the keyboard



The program will ask you to confirm that you wish to delete the competition. Click on Yes or type Y to delete it, click on No or type N to cancel.



## Ten Dance Competitions

The term "Ten Dance Competition" is used to refer to any competition where each dance is judged separately, where each dance has its own finalists and results, and the overall winner determined from the all the results of the individual dances.

Such competitions do not necessarily have 10 dances. 6 dances is a common variation. Regardless of the actual number of dances, the one thing that they all have in common is that they consist of a mixture of Ballroom and Latin dances.

This section shows you how to scrutineer a "10 dance" type competition. It covers

- Basic principles
- How to enter the marks
- What to do if a couple withdraws

### Basic Principles of 10 Dance Type Competitions

A "Ten Dance Type" competition is any competition in which each dance is danced and judged as a separate one dance competition, with its own recalls and final results. The overall winner is decided from the results of all the individual dances as in a normal competition, but with some important differences.

It is possible, and indeed likely, that not every couple will dance in every final, but even though a couple might not dance in a final, they must still be awarded a placing, and this placing is the average of the last round in which they danced. For example, if there are 12 competitors in the semi-final of the Waltz, and 6 competitors in the final, the six competitors who dance in the semi-final but not in the final will finish between 7th and 12th in the competition. In fact, they will all finish in the average of 7th to 12th, i.e. in position 9.5

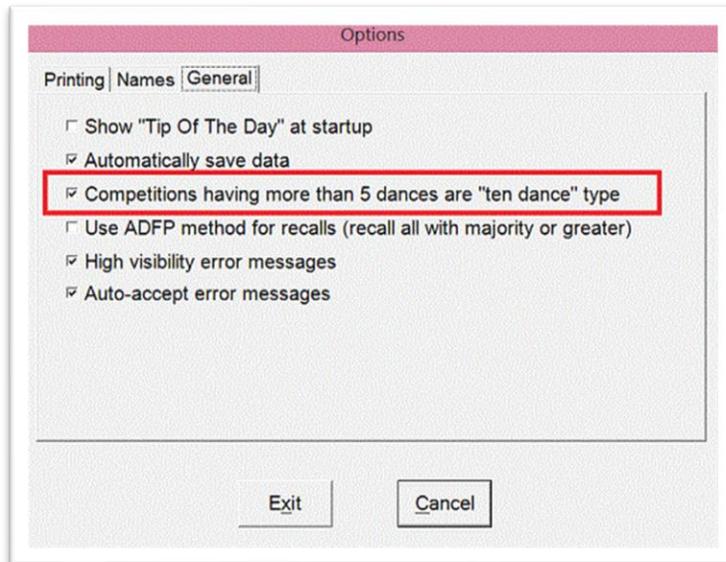
Similarly, those competitors who dance in the quarter final (20 competitors), but not in the semi-final, will finish in the average of 13th to 20th, i.e. in position 16.5

Apart from that difference, the overall results are arrived at as in a normal competition, except in the event of a tie. In this case, Rule 10 is applied, but Rule 11 can only be applied if the tied competitors have danced in an equal number of finals. If not, the couple who have danced in the greater number of finals is awarded the place being contested. If Rule 11 is applied, the majority is calculated based on the number of adjudicators who actually gave marks, so the majority will be correct even if one or more adjudicators were absent for one or more dances.

Finally, placings are only awarded to 6th position.

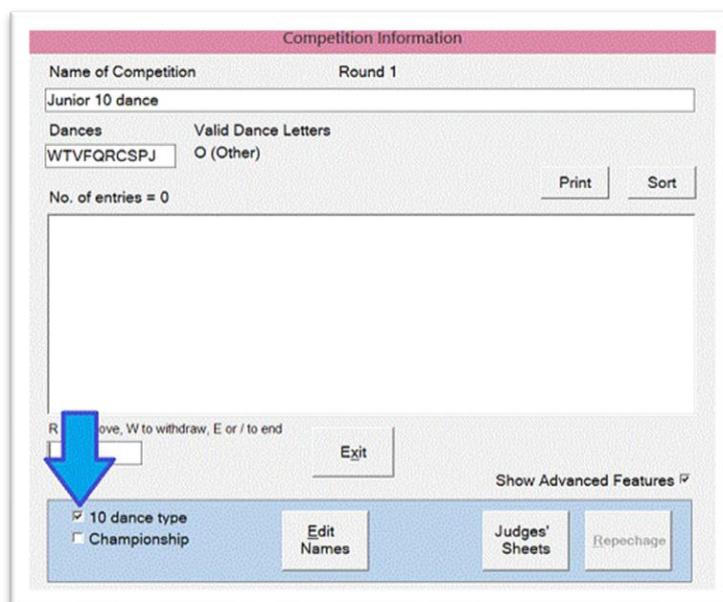
## How to do a Ten Dance Type Competition

Most, if not all, "Ten Dance Type" competitions have more than 5 dances, Therefore, if the relevant option is set in Options (see below), any competition having more than 5 dances is automatically assumed to be a "Ten Dance Type".

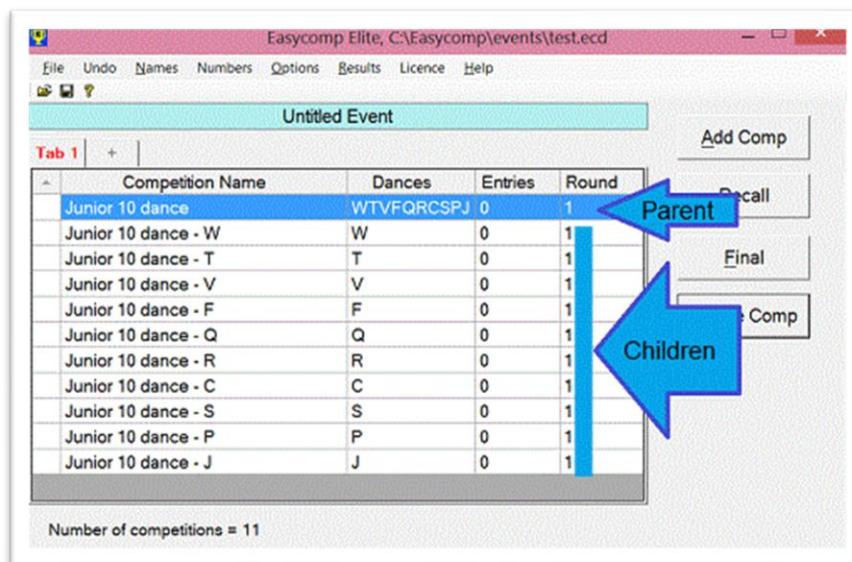


If the option is set, when entering a competition where the number of dances is greater than 5 will cause the "10 dance type" check box to be ticked when the cursor leaves the Dances box. The "10 dance type" check box is visible when you tick "Advanced Features" on the Competition Details screen.

If the option is NOT set, you will have to tick the box yourself when you want the competition to be a "10 dance type" one.

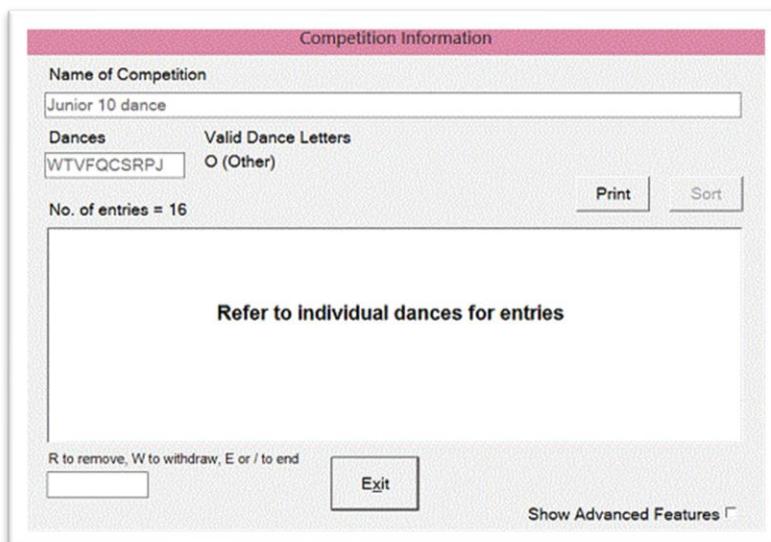


Whichever method is used to enter a Ten Dance Type competition, when all its details and entries have been entered, the program creates separate "one dance" competitions (children) for the (parent) competition just entered...



The details of each of the "children" competitions show the entries in that dance. In the first-round, of course, every "child" will have identical entries, but after the first-round there will probably be differences as different competitors are eliminated. No details of the individual dances can be changed, and entries cannot be added or deleted. Until the first-round has been danced, entries can be added and deleted in the "Parent", and any changes made will automatically be reflected in all the children.

As soon as any of the "children" competitions have danced their first-round, it is meaningless to display the entries in the "parent", as some of them will have been eliminated, so the parent details will then show: -

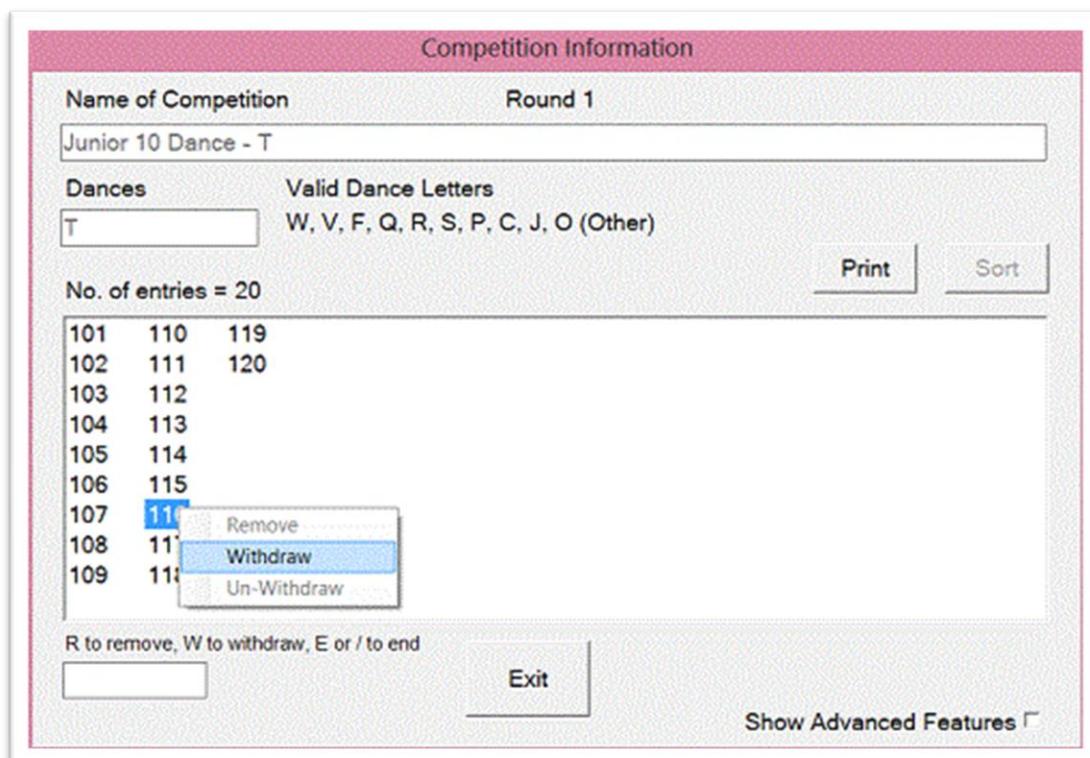


When all the finals of all the "children" competitions have been danced the program will automatically produce a Summary printout to show the overall result:-

Junior Ten Dance Championship												
Summary												
	W	T	V	F	Q	C	S	R	P	J	Total	Result
64	9.5	10	9.5	11	9.5	5	4	5	6	4	73.5	6
67	6	10	9.5	6	6	10	9.5	10.5	9.5	10	87	-
68	15.5	10	9.5	11	15.5	10	6	10.5	9.5	10	107.5	-
69	4	4	4	3	5	6	5	7	2	3	43	4
70	15.5	16	15.5	16.5	15.5	3	15.5	2	9.5	10	119	-
71	1	1	1	1	1	1	1	1	1	1	10	1
75	2	2	2	2	2	4	3	6	5	5	33	3
76	9.5	10	9.5	11	9.5	10	9.5	4	3	6	82	-
77	3	3	3	4	3	2	2	3	4	2	29	2
81	9.5	6	6	7	9.5	7	9.5	10.5	9.5	10	84.5	-
84	5	5	5	5	4	10	9.5	10.5	9.5	7	70.5	5

### Withdrawing Entries in a Ten Dance Competition

Withdrawing competitors from a ten-dance type competition is done in the same way as any other competition. Double click the competition to display its details then right click on the entry to be withdrawn. Click on "Withdraw" in the drop-down menu.



The withdrawn entry will move to the end of the list, its colour will change to red with a "W" after the number. To reverse the withdrawal, right click on the entry and choose "Un-Withdraw".

**Competition Information**

Name of Competition Round 1

Junior 10 Dance - T

Dances Valid Dance Letters

T W, V, F, Q, R, S, P, C, J, O (Other)

Print Sort

No. of entries = 19

101	110	120
102	111	116W
103	112	
104	113	
105	114	
106	115	
107	117	
108	118	
109	119	

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features

If a couple withdraws in the final of a ten dance competition, they will automatically be given last place. If two or more competitors withdraw from a final, they will all be given last place.

## Options

You can easily configure Easycomp to suit your own preferences. For example, you can preview the results on screen before you print them out. You can also: -

- Produce ranking documents
- Split recalls into heats
- Save paper by only printing recalled numbers and final results, excluding the marks sheet
- choose to use competitors' names
- get a different tip every time you start Easycomp
- automatically detect 10 dance type competitions
- do ADFP Recalls
- show high visibility error messages
- have error messages automatically disappear after 3 seconds

## Preview Results

The screenshot shows the 'Options' dialog box with the 'Printing' tab selected. The 'Preview recalls before printing' and 'Preview results before printing' checkboxes are highlighted with a red box. Other options include 'Split recalls into heats' (checked), 'Produce ranking documents' (unchecked), and various print settings for recalls and finals. The 'Recall - number of copies' and 'Final results - number of copies' are both set to 1. The 'Recall into final - number of copies' is also set to 1. The 'Certificate Margins' are set to Top (mm) 120 and Left (mm) 35. The 'Exit' and 'Cancel' buttons are visible at the bottom.

If the "Preview recall" or "Preview results" is enabled, the recall results and final results will be displayed on the screen instead of being printed out. You can print them from the preview screen by clicking on File, Print, or by clicking on the Printer icon on the toolbar, or by typing CTRL+P.

## Split Recalls into Heats

Options

Printing | Names | General | EasyThings

Preview recalls before printing       Split recalls into heats

Preview results before printing       Produce ranking documents

When printing recalls...      When printing finals...

Print recalled numbers only       Print results only

Print recalled numbers and marks       Print results and marks

Recall - number of copies      Final results - number of copies

1      1

Recall into final - number of copies

1

Certificate Margins

Top (mm)      120

Left (mm)      35

Exit      Cancel

If this option is ticked, the program will ask you for the number of heats before producing a recall sheet. If you enter a number greater than 1, it will split the recall into heats and print the numbers in their heats.

Please enter the number of heats

Recalling 18. How many heats?

OK

Cancel

2

Number recalled = 18. Number of heats = 2

Heat 1 has 9 competitors.

11

12

13

14

15

16

17

18

19

Heat 2 has 9 competitors.

20

21

22

23

24

25

26

27

28

## Ranking Reports (Elite Only)

Options

Printing | Names | General | EasyThings

Preview recalls before printing       Split recalls into heats

Preview results before printing       Produce ranking documents

When printing recalls...      When printing finals...

Print recalled numbers only       Print results only

Print recalled numbers and marks       Print results and marks

Recall - number of copies      Final results - number of copies

1      1

Recall into final - number of copies

1

Certificate Margins

Top (mm)      120

Left (mm)      35

Exit      Cancel

If this option is ticked, a ranking report will be generated at the end of each final. See ["Ranking Reports"](#) for more details.

## Paper-Saving Option

Options

Printing | Names | General | EasyThings

Preview recalls before printing       Split recalls into heats  
 Preview results before printing       Produce ranking documents

**When printing recalls...**

Print recalled numbers only  
 Print recalled numbers and marks

**When printing finals...**

Print results only  
 Print results and marks

Recall - number of copies:

Final results - number of copies:

Recall into final - number of copies:

Certificate Margins

Top (mm):

Left (mm):

Exit      Cancel

You can choose to save paper when printing recall sheets or final sheets by choosing to print only the recalled numbers and final results, and not printing the sheets showing all the marks and calculations. Please note that if you select this feature, the marks and calculations sheets will still be created and you will be able to view or print them later, if you wish.

## Printout Copies

Options

Printing | Names | General | EasyThings

Preview recalls before printing       Split recalls into heats  
 Preview results before printing       Produce ranking documents

When printing recalls...      When printing finals...

Print recalled numbers only       Print results only  
 Print recalled numbers and marks       Print results and marks

Recall - number of copies      Final results - number of copies

1      1

Recall into final - number of copies

1

Certificate Margins

Top (mm)      120  
Left (mm)      35

Exit      Cancel

When printing recall sheets and final results, you can select the number of copies to be printed. The default is one, but you can choose up to 5 from the drop-down list, or up to 9 if you type the number in the box.

## Certificate Margins

Options

Printing | Names | General | EasyThings

Preview recalls before printing       Split recalls into heats

Preview results before printing       Produce ranking documents

When printing recalls...      When printing finals...

Print recalled numbers only       Print results only

Print recalled numbers and marks       Print results and marks

Recall - number of copies      Final results - number of copies

1      1

Recall into final - number of copies

1

Certificate Margins

Top (mm)      120

Left (mm)      35

Exit      Cancel

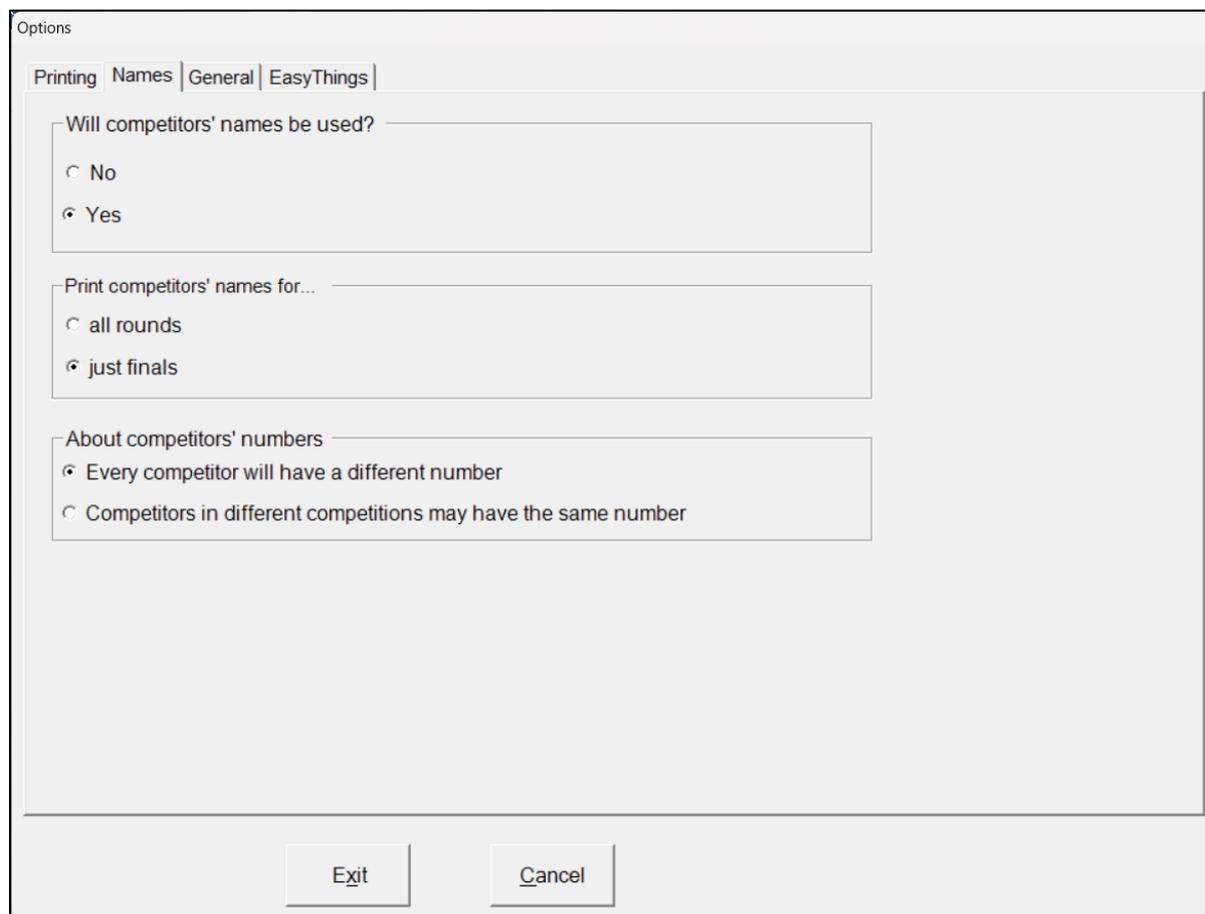
When printing

Results Certificates or Entry Certificates (Elite and Ultimate only), you can specify the top and left margins to be applied to the printed text. This is useful if you are printing onto paper with a pre-printed border that you don't want the text to print over.

You can select a margin from 0 to 130mm, in 5mm increments.

## Competitors' Names

You can choose to use competitors' names, or not, in this section. You can also define when names are to be used (all rounds or just finals), and if every competitor will have a different number (unique numbers), or if numbers may be duplicated across competitions (non-unique numbers). For more information about entering names please see [Competitors' Names](#).



The image shows a screenshot of a software dialog box titled "Options". The "Names" tab is selected, with other tabs being "Printing", "General", and "EasyThings". The dialog contains three sections of radio button options:

- Will competitors' names be used?**
  - No
  - Yes
- Print competitors' names for...**
  - all rounds
  - just finals
- About competitors' numbers**
  - Every competitor will have a different number
  - Competitors in different competitions may have the same number

At the bottom of the dialog are two buttons: "Exit" and "Cancel".

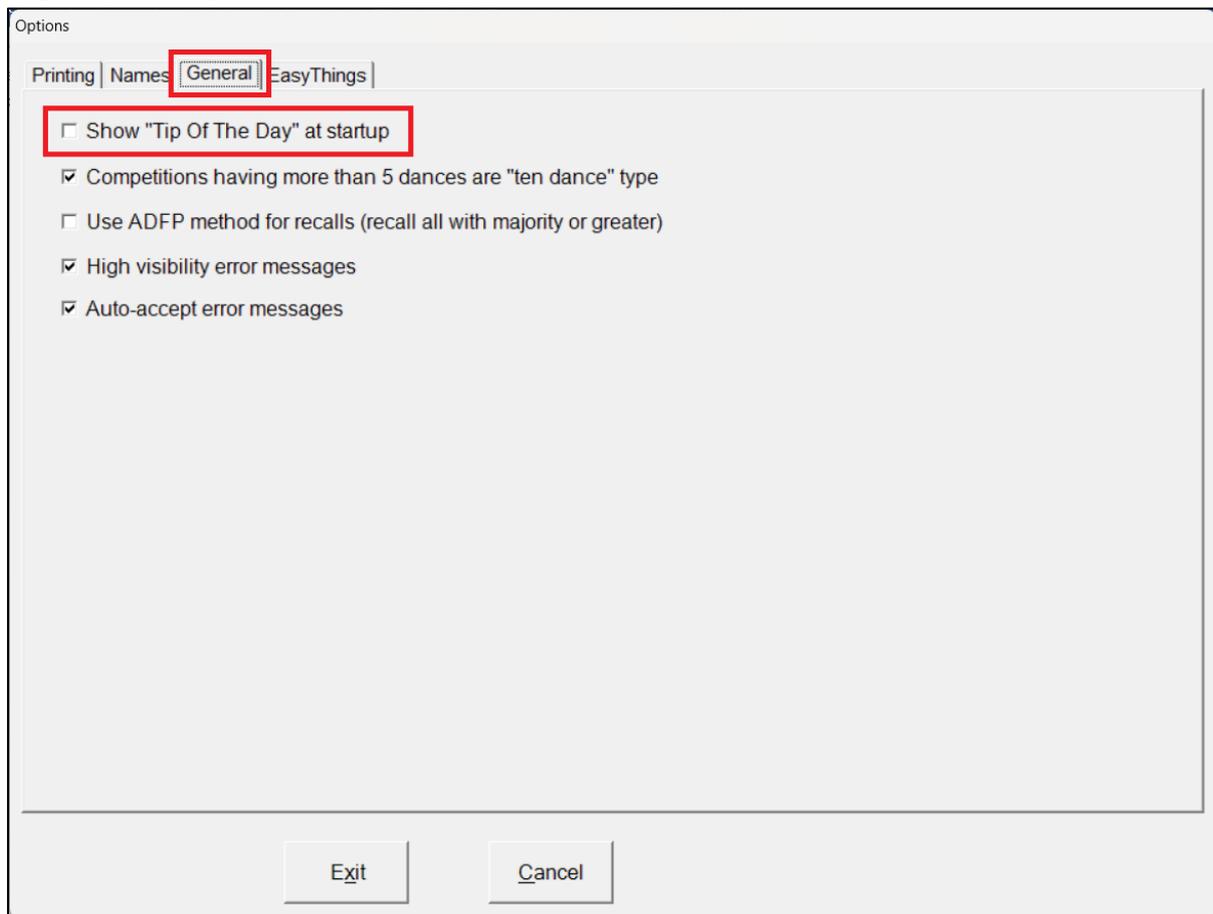
## Unique and Non-Unique Numbers

If every competitor has a different number, then the numbers are said to be unique, and all competitors' names may be stored in one list, like a telephone directory, where any competitor's name can be found by looking up their number. The vast majority of dance competitions use unique numbers.

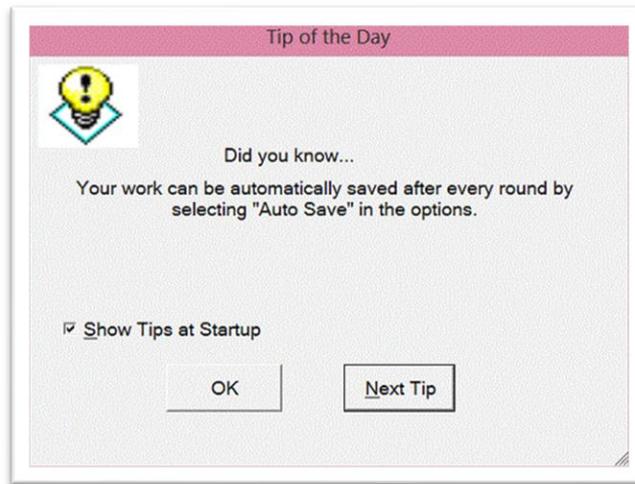
Some dance competitions, however, give the same number to different competitors, and in those cases the entry numbers are said to be non-unique. For example, a junior couple may wear number 5 and an adult couple may also wear number 5. Although there are two number 5s in the event, there is no possibility of both competitors being in the same competition, so there can be no conflict. However, it is no longer possible to find the name of couple number 5 by referring to a single list, as with unique numbers, because the list would give us two names for the same number.

Non-unique numbers and names are therefore stored in the competition in which they are entered. In our example, if we wanted the names of our junior couple, we would look in the Junior 4 Dance competition and get the names of couple number 5. If we wanted the names of our adult couple, we would look in the Adult 5 Dance competition to get them.

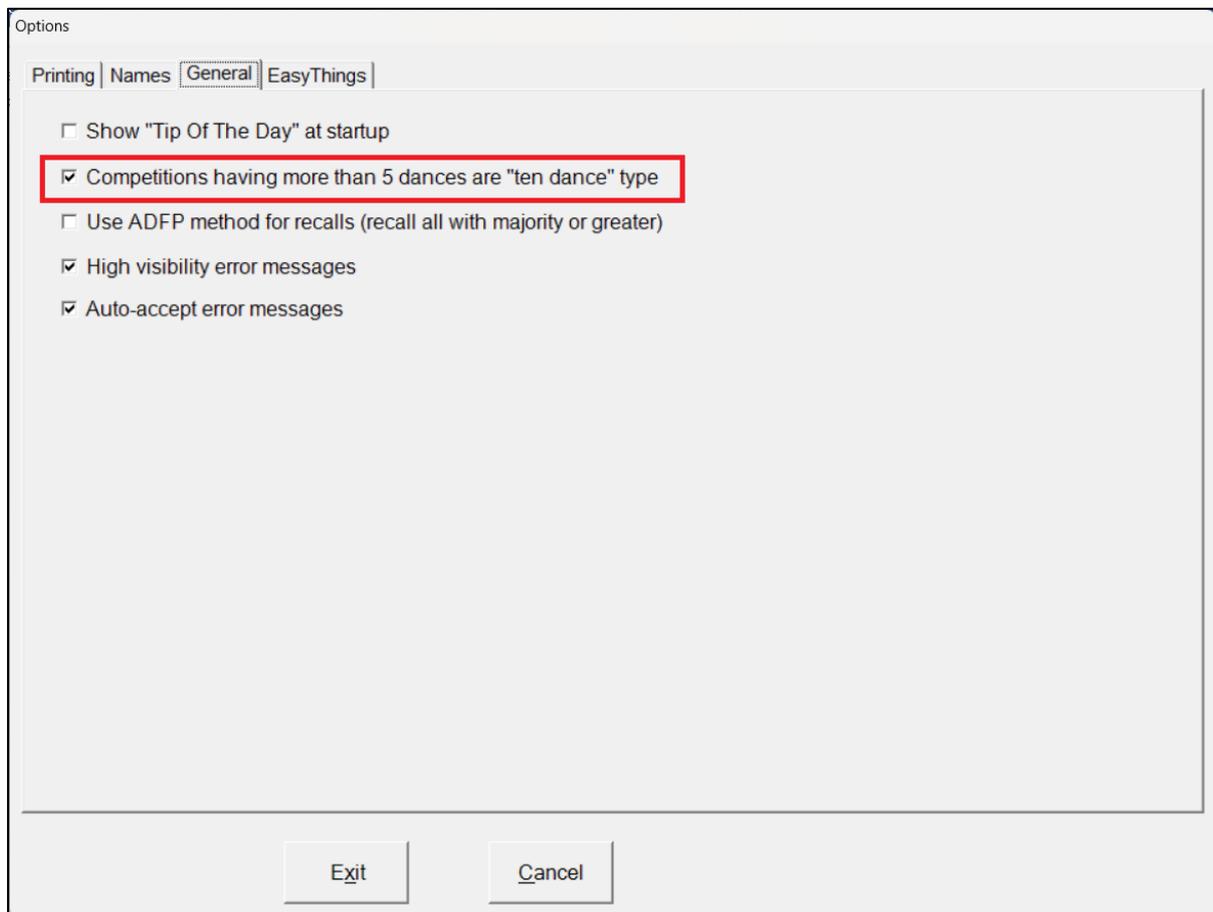
## Tip of the Day



If the "tip of the Day" option is enabled, every time Easycomp is started, a window will appear, giving a random tip to help you get the best out of the software. You can turn off this feature by disabling the option, or by unchecking the tick box on the tip screen itself. Whilst the tip screen is displayed, you can cycle through the tips by clicking on "Next Tip". Click on OK to close the window.



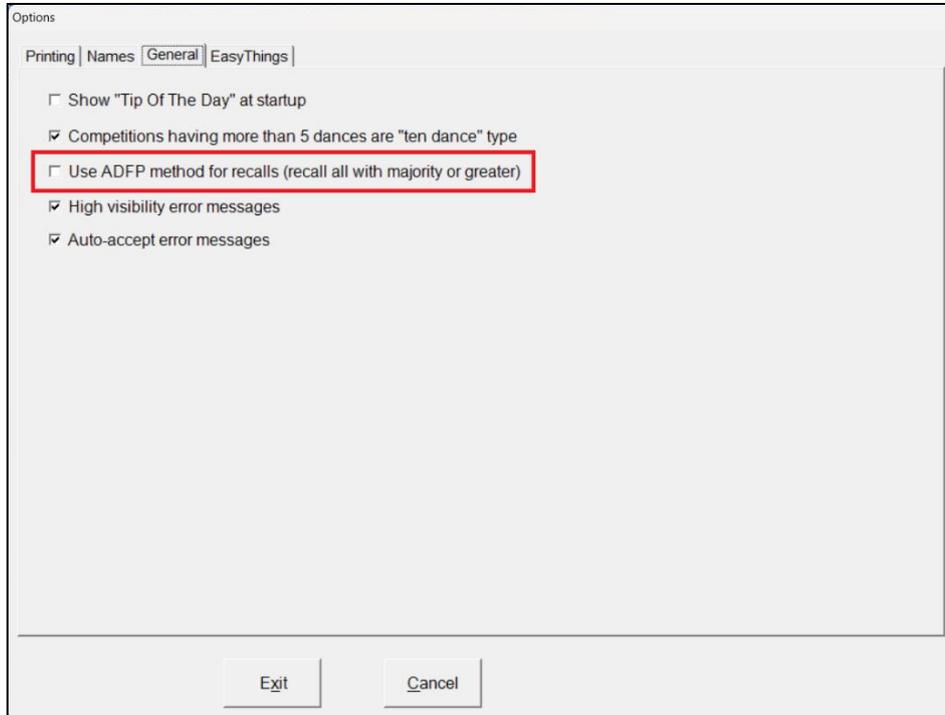
## Automatically Detect Ten Dance Type Competitions



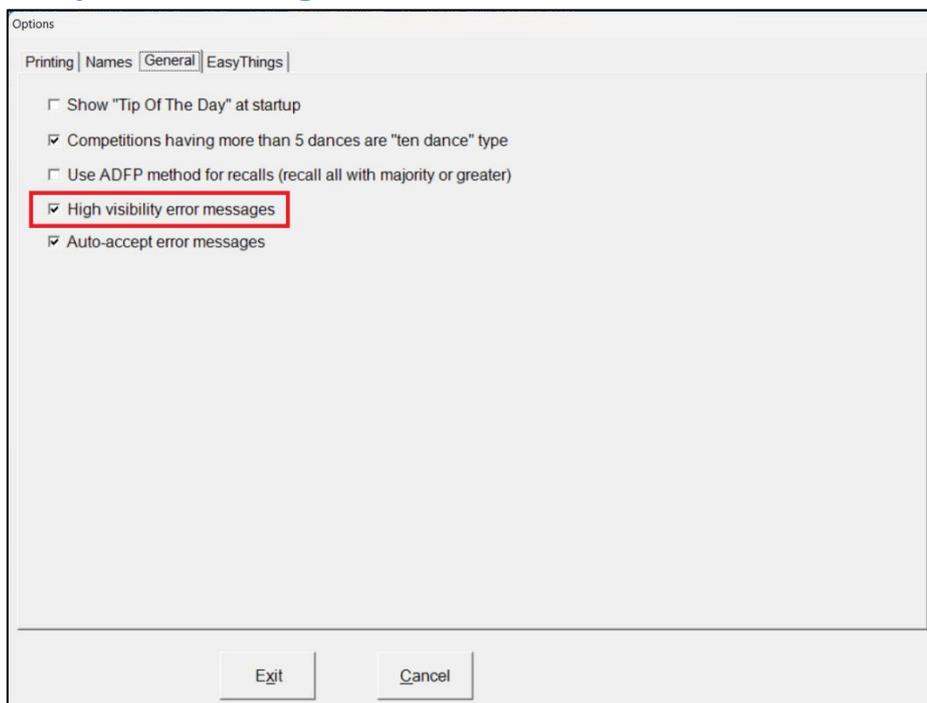
If this option is enabled, whenever you enter a competition having more than 5 dances, the program will assume that it is a "Ten Dance Type" competition (see [How to do a Ten Dance Type Competition](#))

## ADFP Recalls

ADFP competitions recall all entries having a majority of the marks, regardless of how many competitors will be brought back. If you want your recalls to be calculated in this way instead of attempting to recall a specific number of competitors, then set this option.



## High Visibility Error Messages

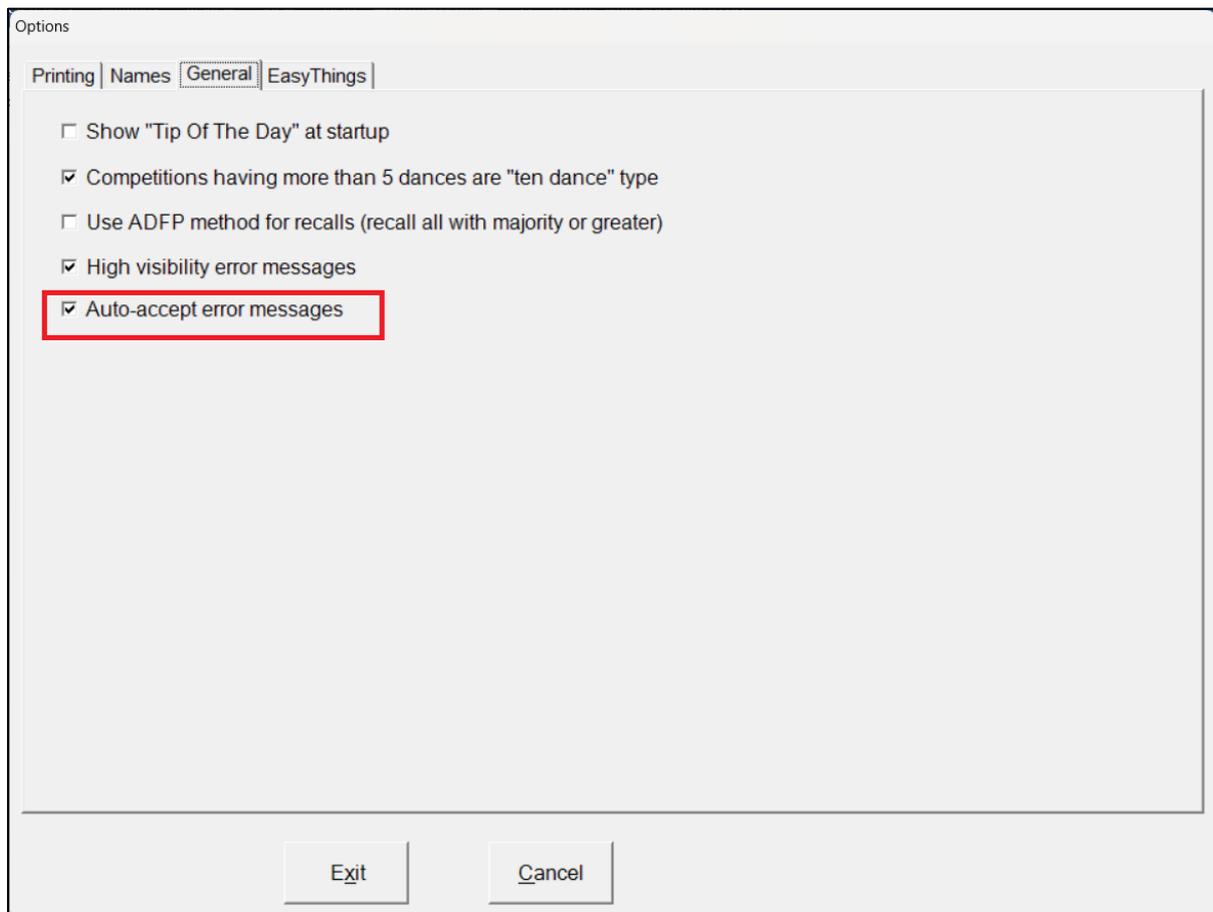


If Easycomp needs to display an error message, for example when entering a recall number that has already been entered for an adjudicator, or trying to place a couple in a final when

they have already been placed, the software will display a large red error message that fills most of the screen and is not easily missed. However, to further increase the visibility of such error messages it is possible to make them flash on and off rapidly which will almost certainly attract the user's attention even when not looking at the screen. This can save much wasted time entering numbers which Easycomp is ignoring because it is waiting for a response to the error message which the user has not noticed. Use the "High visibility error messages" option on the "General" tab to make the error messages flash.

**WARNING!** If you or anyone else nearby who might see the screen, are adversely affected by flashing lights, you should NOT enable high visibility error messages

## Auto-Accept Error Messages



If this option is set, any error messages that Easycomp needs to display will automatically disappear after two seconds. This feature allows you to be alerted to a problem without having to use one hand to acknowledge the error message.

## EasyThings Options (Ultimate only)

### Router Connect Timeout

This allows you to set the time that Easycomp will wait when trying to connect to a wi-fi device, before giving up. The time can be set to between 1 and 10 seconds, with the default being 5.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'Router' section is highlighted with a red box, showing a dropdown menu set to '3' and the label 'Wi-Fi connect timeout (seconds)'. Other sections include 'EasyPad' with checkboxes for 'Freestyle first rounds use number keypad' (checked) and 'Disqualifications are allowed' (unchecked); 'EasyHost' with checkboxes for 'Print recall sheets when using EasyHost', 'Print result sheets when using EasyHost', and 'Send recommendations to compere'; and 'EasyScreen' with input fields for 'Minimum recall display time (seconds)' (6), 'Maximum recall display time (seconds)' (25), 'Recall delay time (minutes)' (0), 'Minutes between adverts' (1), and 'Advert image duration (seconds)' (5). It also has radio buttons for 'Orientation of numbers' (Horizontal selected, Vertical unselected) and 'Display Mode' (Black numbers on white background selected, White numbers on black background unselected), and a 'Font size' field set to 24. Buttons for 'Exit', 'Cancel', and 'Apply' are visible at the bottom.

## EasyPad Freestyle First-rounds

This allows you to over-ride the rule that Freestyle competitions' first-rounds must always use a number keypad. Many events now insist on entries in advance and such a restriction is no longer appropriate. Those events that know the entry numbers for each competition can now be judged using on-screen numbers in all rounds, by un-ticking this option.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyPad' section is highlighted in yellow and contains a red-bordered box around the checked option 'Freestyle first rounds use number keypad'. Other sections include 'Router' (Wi-Fi connect timeout), 'EasyHost' (Print recall sheets, Print result sheets, Send recommendations), and 'EasyScreen' (Minimum recall display time, Maximum recall display time, Recall delay time, Adverts are enabled, Minutes between adverts, Advert image duration, Orientation of numbers, Display Mode, Font size). Buttons for 'Exit', 'Cancel', and 'Apply' are visible at the bottom.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

Freestyle first rounds use number keypad

Disqualifications are allowed

**EasyHost**

Print recall sheets when using EasyHost

Print result sheets when using EasyHost

Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

Horizontal  Vertical

**Display Mode**

Black numbers on white background  White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyPad Disqualifications

This allows you to enable or disable EasyPad disqualifications (requires EasyPad version 4.0 or later).

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyPad' section contains a checkbox for 'Disqualifications are allowed' which is highlighted with a red border. Other sections include 'Router', 'EasyHost', and 'EasyScreen'.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

Freestyle first rounds use number keypad

**Disqualifications are allowed**

**EasyHost**

Print recall sheets when using EasyHost

Print result sheets when using EasyHost

Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

Horizontal  Vertical

**Display Mode**

Black numbers on white background  White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyHost Options (Ultimate only)

### Printing Recall and Results Sheets

This allows you to specify if paper copies of recalls and results should be printed when using EasyHost. The default is to print paper copies.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The dialog is divided into several sections:

- Router:** A dropdown menu is set to '3' with the label 'Wi-Fi connect timeout (seconds)'.
- EasyPad:** Two checkboxes: 'Freestyle first rounds use number keypad' (checked) and 'Disqualifications are allowed' (unchecked).
- EasyHost:** Three checkboxes: 'Print recall sheets when using EasyHost' (unchecked), 'Print result sheets when using EasyHost' (unchecked), and 'Send recommendations to compere' (unchecked).
- EasyScreen:** A collection of settings including:
  - Minimum recall display time (seconds): 6
  - Maximum recall display time (seconds): 25
  - Recall delay time (minutes): 0
  - Adverts are enabled: unchecked
  - Minutes between adverts: 1
  - Advert image duration (seconds): 5
  - Orientation of numbers: Radio buttons for 'Horizontal' (selected) and 'Vertical'.
  - Display Mode: Radio buttons for 'Black numbers on white background' (selected) and 'White numbers on black background'.
  - Font size: 24

Buttons for 'Exit', 'Cancel', and 'Apply' are visible at the bottom of the dialog.

## Recommendations to Compere

This allows you to send a message to the compere along with a competition's recall or results. The message will appear at the top of the compere's screen when the competition is opened. A typical message would be a recommendation of how many competitors to bring back for the next round, for example, "12 from 2 heats". Some comperes don't need or want such recommendations, while others rely on them.

Options

Printing | Names | General | **EasyThings**

Router

3 Wi-Fi connect timeout (seconds)

EasyPad

Freestyle first rounds use number keypad

Disqualifications are allowed

EasyHost

Print recall sheets when using EasyHost

Print result sheets when using EasyHost

Send recommendations to compere

EasyScreen

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

Orientation of numbers

Horizontal  Vertical

Display Mode

Black numbers on white background

White numbers on black background

24 Font size

Apply

Exit Cancel

If the box is ticked, after the recall or final has been calculated the following message box will appear on the screen. You can enter whatever text you like in the box then click OK, or you can click Cancel if you don't want to send a message.

Message to Compere

Recalled 24. Enter an optional message to the compere

12 from 2 heats

OK

Cancel

## EasyScreen Options (Ultimate only)

### EasyScreen Display Time

EasyScreen will decide how long to display a recall on screen, based on the number of heats it has. The more heats a recall has, the longer it will be displayed, up to the maximum time set here. The fewer the heats, the shorter the display time, down to the minimum time set here.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with a red border, indicating the focus of the document. The settings are as follows:

- Router:** Wi-Fi connect timeout (seconds) is set to 3.
- EasyPad:**
  - Freestyle first rounds use number keypad
  - Disqualifications are allowed
- EasyHost:**
  - Print recall sheets when using EasyHost
  - Print result sheets when using EasyHost
  - Send recommendations to compere
- EasyScreen:**
  - Minimum recall display time (seconds): 6
  - Maximum recall display time (seconds): 25
  - Recall delay time (minutes): 0
  - Adverts are enabled
  - Minutes between adverts: 1
  - Advert image duration (seconds): 5
  - Orientation of numbers:  Horizontal,  Vertical
  - Display Mode:  Black numbers on white background,  White numbers on black background
  - Font size: 24

Buttons at the bottom: Exit, Cancel, and Apply.

## EasyScreen Delay Time

When EasyScreen receives a recall, it will be displayed immediately, unless a delay time is set here, in which case it will only be displayed when that time has elapsed.

The screenshot shows the 'Options' window with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted in orange and contains the following settings:

- Router: Wi-Fi connect timeout (seconds) is set to 3.
- EasyPad:
  - Freestyle first rounds use number keypad
  - Disqualifications are allowed
- EasyHost:
  - Print recall sheets when using EasyHost
  - Print result sheets when using EasyHost
  - Send recommendations to compere
- EasyScreen:
  - Minimum recall display time (seconds): 6
  - Maximum recall display time (seconds): 25
  - Recall delay time (minutes): 0** (highlighted in red)
  - Adverts are enabled
  - Minutes between adverts: 1
  - Advert image duration (seconds): 5
  - Orientation of numbers:
    - Horizontal
    - Vertical
  - Display Mode:
    - Black numbers on white background
    - White numbers on black background
  - Font size: 24

Buttons at the bottom: Exit, Cancel, and Apply.

## EasyScreen, Enable / Disable Adverts

Adverts can be enabled and disabled by using this check box.

The image shows a software configuration window titled "Options" with the "EasyThings" tab selected. The window is divided into several sections:

- Router:** A dropdown menu is set to "3" with the label "Wi-Fi connect timeout (seconds)".
- EasyPad:** A yellow box containing two checkboxes: "Freestyle first rounds use number keypad" (checked) and "Disqualifications are allowed" (unchecked).
- EasyHost:** A cyan box containing three checkboxes: "Print recall sheets when using EasyHost" (unchecked), "Print result sheets when using EasyHost" (unchecked), and "Send recommendations to compere" (unchecked).
- EasyScreen:** An orange box containing several settings:
  - Input fields for "Minimum recall display time (seconds)" (6), "Maximum recall display time (seconds)" (25), and "Recall delay time (minutes)" (0).
  - A radio button group for "Orientation of numbers" with "Horizontal" selected and "Vertical" unselected.
  - A radio button group for "Display Mode" with "Black numbers on white background" selected and "White numbers on black background" unselected.
  - An input field for "Minutes between adverts" (1).
  - An input field for "Advert image duration (seconds)" (5).
  - An input field for "Font size" (24).
  - An "Apply" button.
  - A checkbox labeled "Adverts are enabled" which is currently unchecked and highlighted with a red border.

At the bottom of the dialog are "Exit" and "Cancel" buttons.

## EasyScreen, Time Between Adverts

If the EasyScreen device has been pre-loaded with adverts, they will be automatically displayed at regular intervals, the times of which are set here.

The screenshot shows the 'Options' window with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted in orange and contains the following settings:

- Router: 3 (Wi-Fi connect timeout (seconds))
- EasyPad:
  - Freestyle first rounds use number keypad
  - Disqualifications are allowed
- EasyHost:
  - Print recall sheets when using EasyHost
  - Print result sheets when using EasyHost
  - Send recommendations to compere
- EasyScreen:
  - 6 (Minimum recall display time (seconds))
  - 25 (Maximum recall display time (seconds))
  - 0 (Recall delay time (minutes))
  - Adverts are enabled
  - 1 (Minutes between adverts) - This field is highlighted with a red box.
  - 5 (Advert image duration (seconds))
  - Orientation of numbers:
    - Horizontal
    - Vertical
  - Display Mode:
    - Black numbers on white background
    - White numbers on black background
  - 24 (Font size)

Buttons at the bottom: Exit, Cancel, and Apply.

## EasyScreen, Advert Duration Time

If the EasyScreen device has been pre-loaded with advertising images, they will be displayed for the length of time specified here.

The image shows a software configuration window titled "Options" with several tabs: "Printing", "Names", "General", and "EasyThings". The "EasyThings" tab is selected. The window is divided into several sections:

- Router:** A dropdown menu is set to "3" with the label "Wi-Fi connect timeout (seconds)".
- EasyPad:** A yellow box containing two checkboxes: "Freestyle first rounds use number keypad" (checked) and "Disqualifications are allowed" (unchecked).
- EasyHost:** A cyan box containing three checkboxes: "Print recall sheets when using EasyHost" (unchecked), "Print result sheets when using EasyHost" (unchecked), and "Send recommendations to compere" (unchecked).
- EasyScreen:** An orange box containing several settings:
  - Minimum recall display time (seconds): 6
  - Maximum recall display time (seconds): 25
  - Recall delay time (minutes): 0
  - Adverts are enabled: unchecked
  - Minutes between adverts: 1
  - Advert image duration (seconds): 5 (highlighted with a red box)
  - Orientation of numbers: Radio buttons for "Horizontal" (selected) and "Vertical".
  - Display Mode: Radio buttons for "Black numbers on white background" (selected) and "White numbers on black background".
  - Font size: 24
  - An "Apply" button is located to the right of the font size field.

At the bottom of the window are two buttons: "Exit" and "Cancel".

## EasyScreen, Numbers Orientation

Recalled numbers can be displayed in horizontal rows or in vertical columns. Click the “Apply” button after making a change to immediately see the effect.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'Router' section has a dropdown menu set to '3' and a label 'Wi-Fi connect timeout (seconds)'. The 'EasyPad' section has two checkboxes: 'Freestyle first rounds use number keypad' (checked) and 'Disqualifications are allowed' (unchecked). The 'EasyHost' section has three checkboxes: 'Print recall sheets when using EasyHost' (unchecked), 'Print result sheets when using EasyHost' (unchecked), and 'Send recommendations to compere' (unchecked). The 'EasyScreen' section has several settings: 'Minimum recall display time (seconds)' set to '6', 'Maximum recall display time (seconds)' set to '25', 'Recall delay time (minutes)' set to '0', 'Adverts are enabled' (unchecked), 'Minutes between adverts' set to '1', and 'Advert image duration (seconds)' set to '5'. The 'Orientation of numbers' section has two radio buttons: 'Horizontal' (selected) and 'Vertical' (unselected). The 'Display Mode' section has two radio buttons: 'Black numbers on white background' (selected) and 'White numbers on black background' (unselected). The 'Font size' is set to '24'. The 'Apply' button is highlighted with a red box. At the bottom of the dialog are 'Exit' and 'Cancel' buttons.

## EasyScreen, Display Colours

Recalled numbers can be displayed in black on a white background, or in white on a black background. Click the “Apply” button after making a change to immediately see the effect.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with a red box, and the 'Display Mode' sub-section is also highlighted with a red box. The 'Apply' button is also highlighted with a red box.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

Freestyle first rounds use number keypad

Disqualifications are allowed

**EasyHost**

Print recall sheets when using EasyHost

Print result sheets when using EasyHost

Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

Orientation of numbers

Horizontal  Vertical

**Display Mode**

Black numbers on white background

White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyScreen, Display Font Size

The font size of recalled numbers can be set. Click the “Apply” button after making a change to immediately see the effect.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted in orange and contains the following settings:

- Router: 3 (Wi-Fi connect timeout (seconds))
- EasyPad:
  - Freestyle first rounds use number keypad
  - Disqualifications are allowed
- EasyHost:
  - Print recall sheets when using EasyHost
  - Print result sheets when using EasyHost
  - Send recommendations to compere
- EasyScreen:
  - Minimum recall display time (seconds): 6
  - Maximum recall display time (seconds): 25
  - Recall delay time (minutes): 0
  - Adverts are enabled
  - Minutes between adverts: 1
  - Advert image duration (seconds): 5
  - Orientation of numbers:
    - Horizontal
    - Vertical
  - Display Mode:
    - Black numbers on white background
    - White numbers on black background
  - Font size: 24
  - Apply button

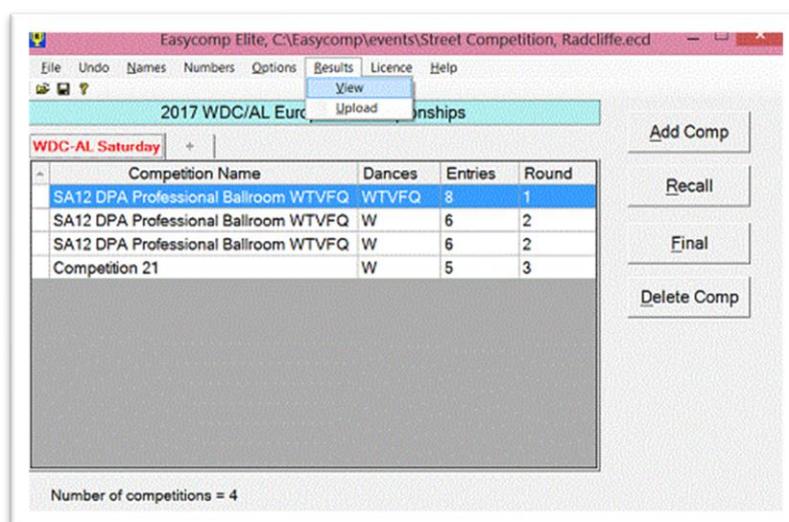
At the bottom of the dialog box are 'Exit' and 'Cancel' buttons.

## Results

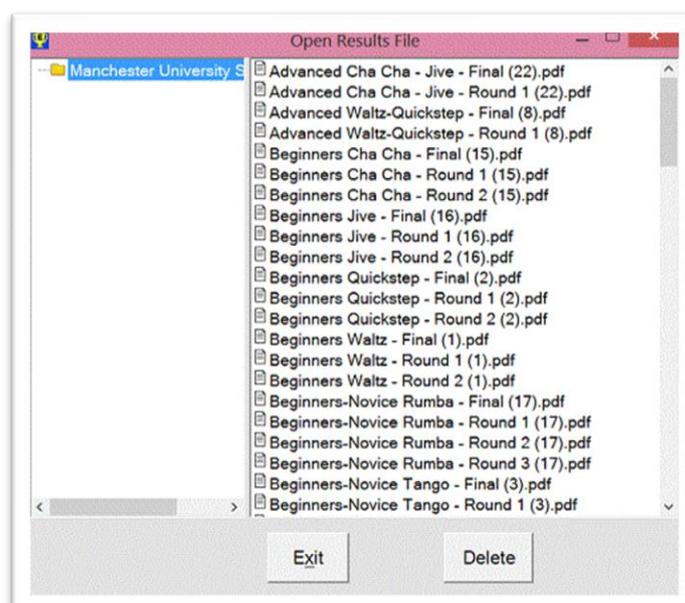
You can view and delete results, or upload them to an Internet website. Read on to find out how...

### Viewing Stored Results

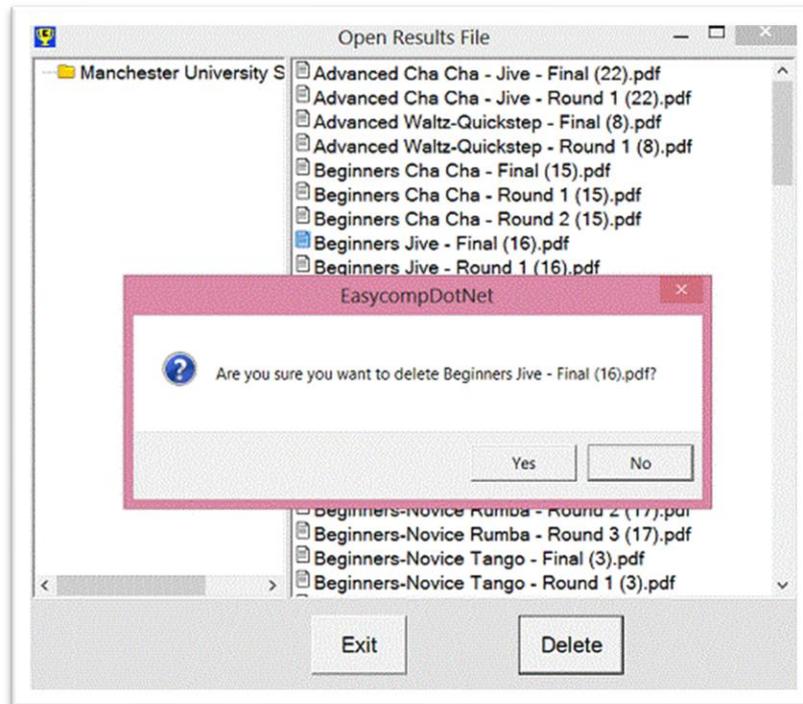
All result printouts, whether for recalls or finals, are saved on the hard drive in a folder which has the same name as the event. They are saved in PDF format, and can be viewed and printed with Acrobat Reader. You can view the stored results by clicking on Results, View...



This displays all the stored printouts for the event, and you can view any individual printout by double-clicking on it in the right-hand list.

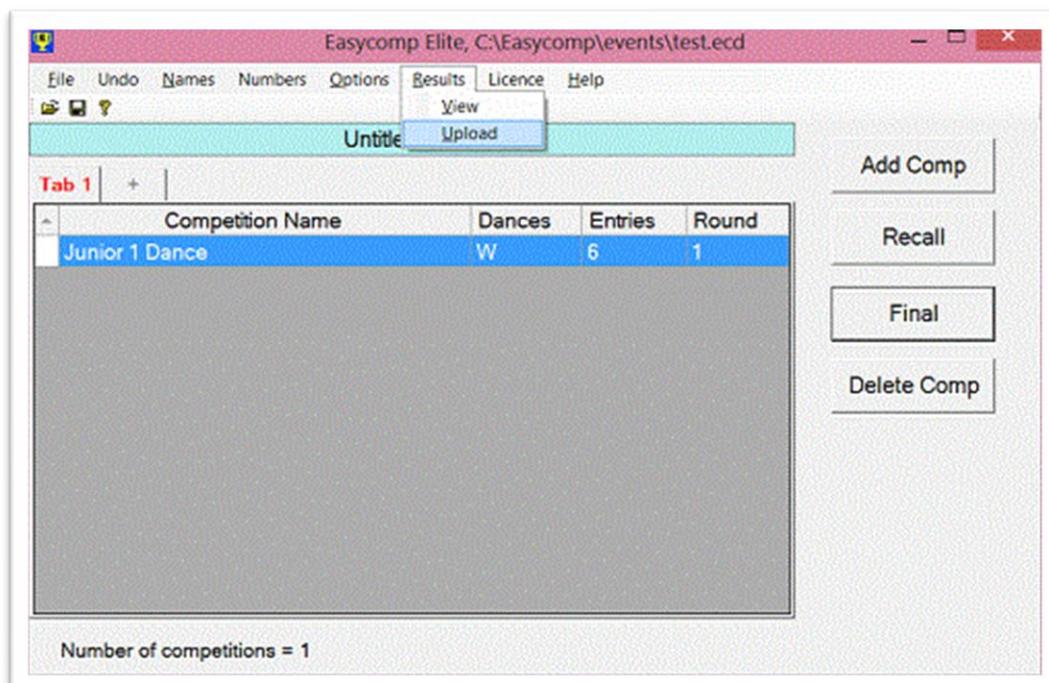


You can delete a printout by selecting it, then clicking on “Delete”. The program will ask you to confirm before the file is deleted.

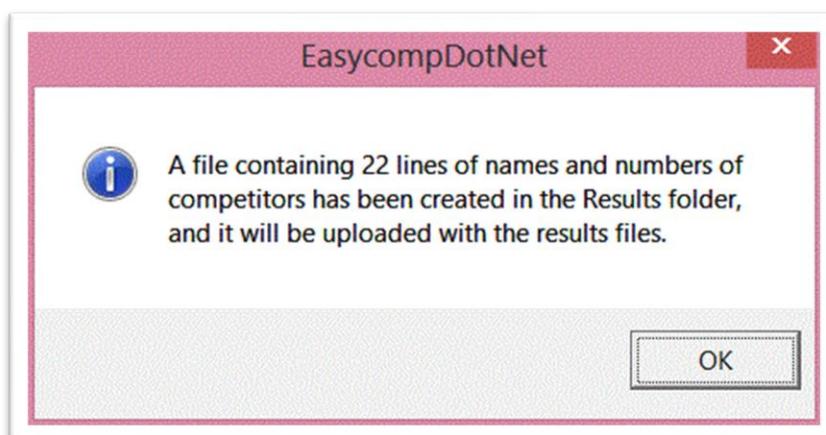


### Uploading Results to a Website

After the event has finished, you can upload all the results PDF files to a website, if your computer has Internet access. Easycomp will upload the files to the Easycomp website by default, but you can choose your own website to upload to if you don't want to use the Easycomp one. You access the upload screen by clicking on Results, Upload...



If you have chosen to use competitors' names, a message box will appear informing you that a file containing all the competitors' names has been created, which will be uploaded with the results.

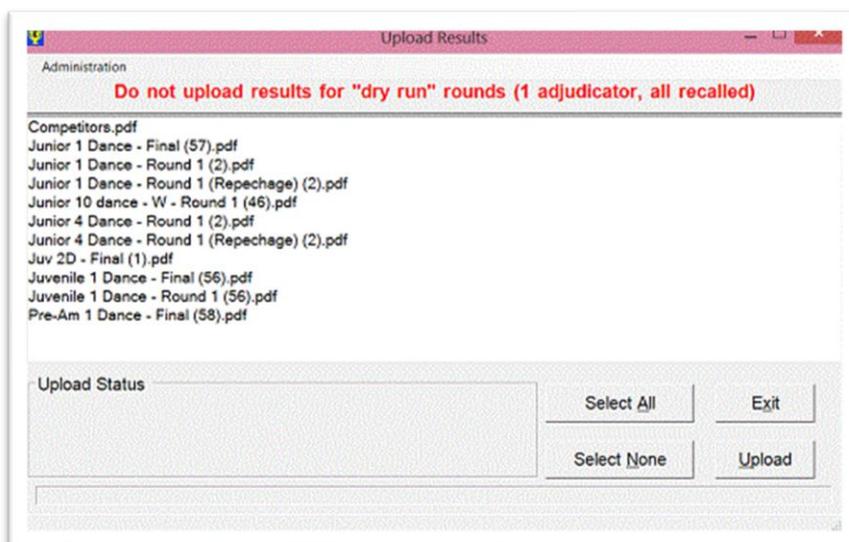


#### Notes

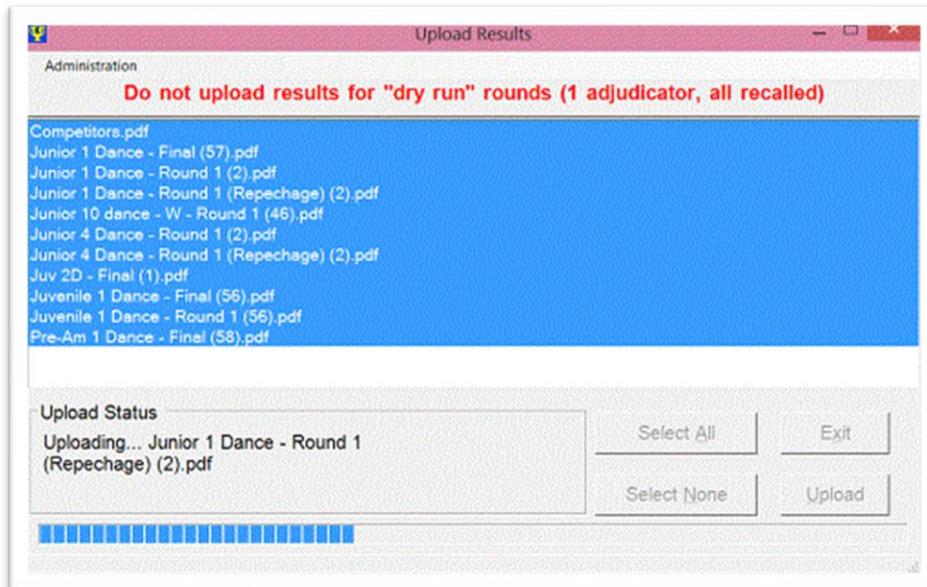
- You can only upload results for any event once.
- You cannot upload results for Disco/Freestyle/Street events.

The upload screen shows you the results for the event. You can only upload results for the event currently loaded. If you want to upload events for a different event, you must first open that event by using File, Open Event... in the main screen.

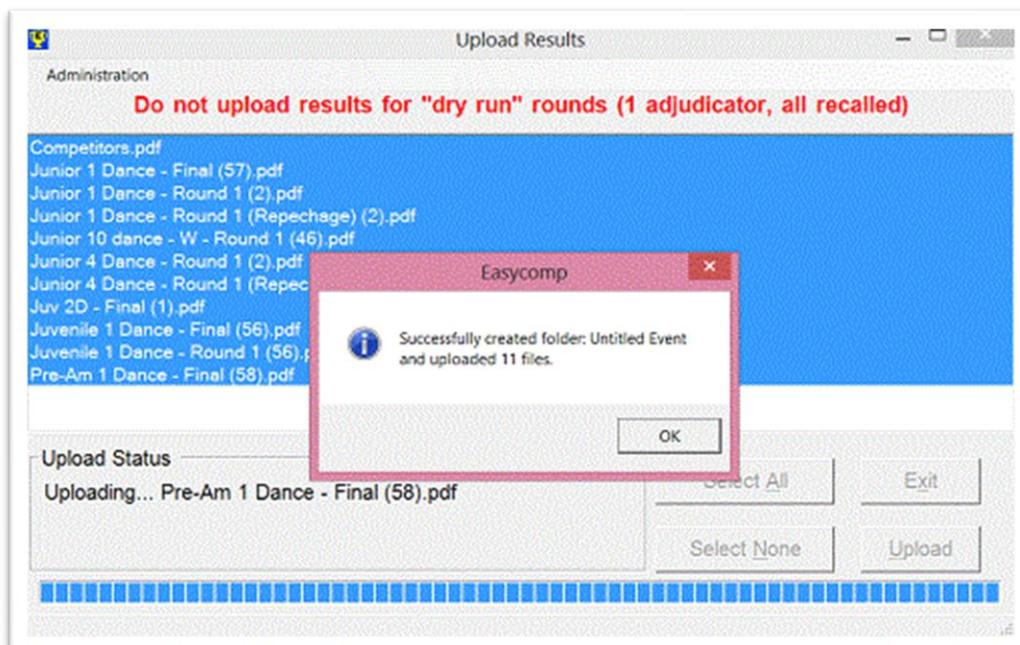
You can select individual files to upload by clicking on them, or you can select all the files by clicking on "Select All". Deselect all the files by clicking on "Select None"



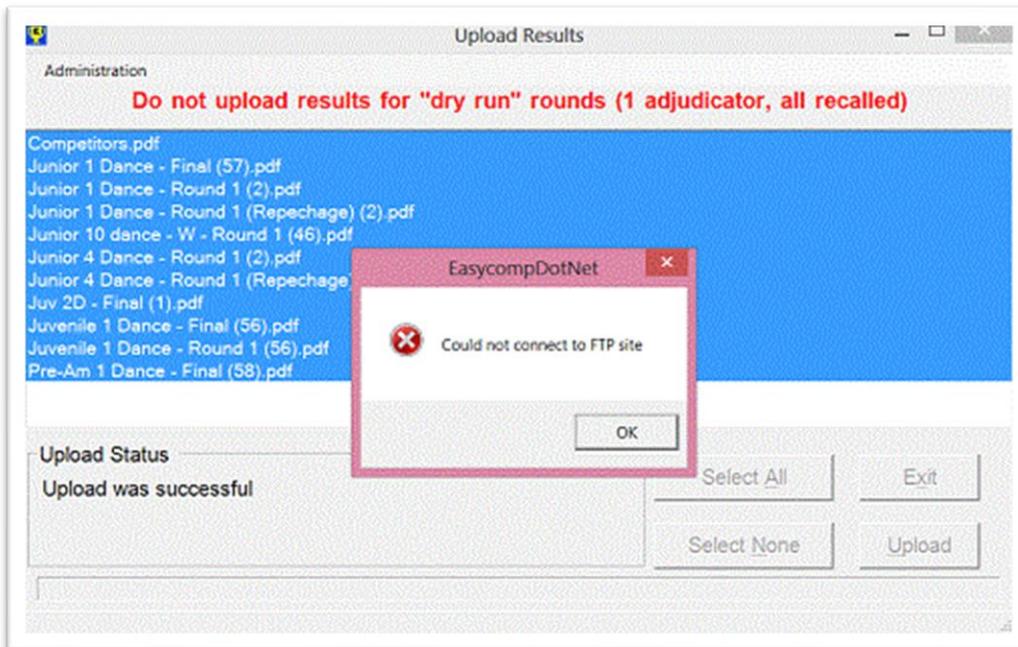
When you have chosen the files to upload, make sure that your computer is connected to the internet, then click on "Upload" and the upload process will begin. The status box will tell you the name of the file being sent, and a progress bar along the bottom gives you a visual indication of the upload progress.



When all the files have been uploaded to the website, the software will tell you how many files were sent...

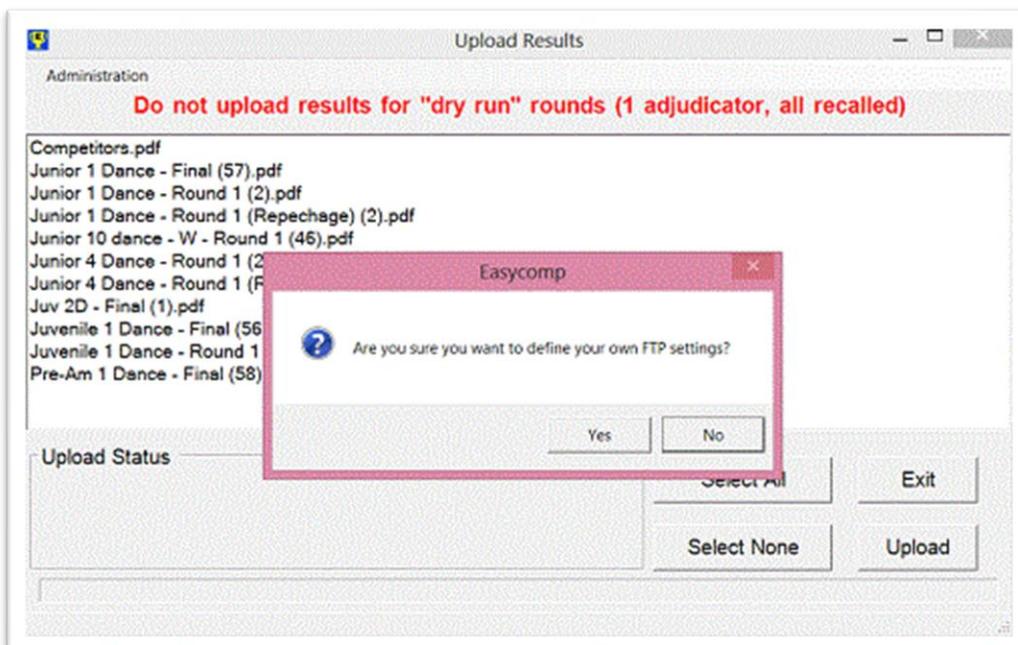


If you are not connected to the Internet, you will get an error message...



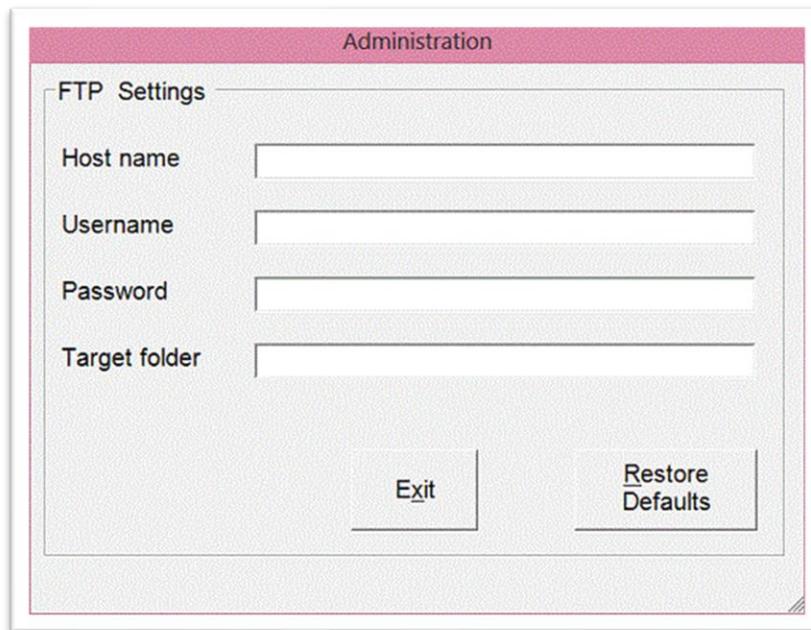
## Results, Upload Options

By default, PDF files are uploaded to the Easycomp website, but you can upload them to any other website that you choose (provided of course that you have the correct authorisation to do so). To change the upload website, go into the Upload Administration settings by clicking on "Administration". The program will ask you to confirm that you want to define your own settings.



The Administration screen allows you to change the FTP (File Transfer Protocol) settings for

the upload website. Change these to suit your own website. If you want to revert back to using the Easycomp website, simply click on the "Restore Defaults" button, and all the correct settings will be restored, so you can't really do much damage in here...



The image shows a window titled "Administration" with a pink header bar. Inside the window, there is a section titled "FTP Settings" which contains four text input fields: "Host name", "Username", "Password", and "Target folder". Below these fields are two buttons: "Exit" and "Restore Defaults".

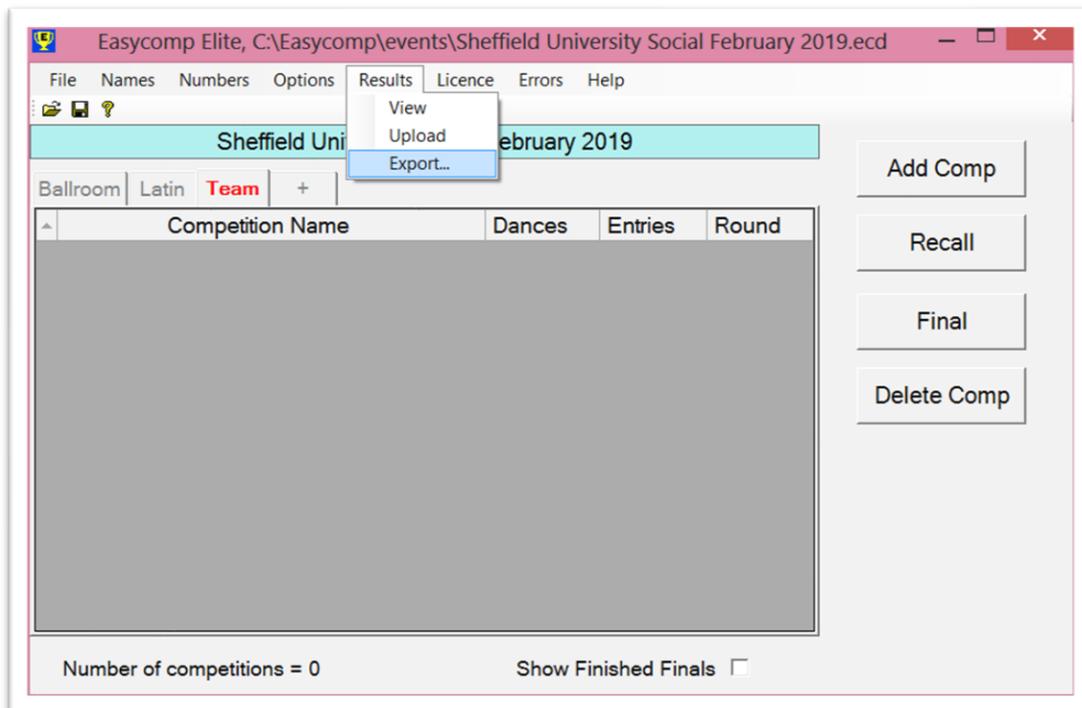
Click on Exit when you have finished.

As soon as you have uploaded the files to the Easycomp website, they will be available for everyone to see via the Internet.

Go to [www.easycompsoftware.com/results](http://www.easycompsoftware.com/results) and find your event in the list. Click on the event and all your uploaded results files will be listed. Double-click on any file to open it in Acrobat Reader.

## Export Results

You can export some, or all competitions in an event to a CSV file, which can be opened as a spreadsheet.



After selecting the name of the CSV file, you will be asked if you would like to export all the results, or a selection of them.



In the example above, only those competitions having the words “novice” or “advanced” in their titles will have their results exported. You could equally choose “junior”, “NL”, “SL” or any other filter words that you choose. If you leave the box blank, all the results will be exported. Make sure to separate your words with a semicolon (;).

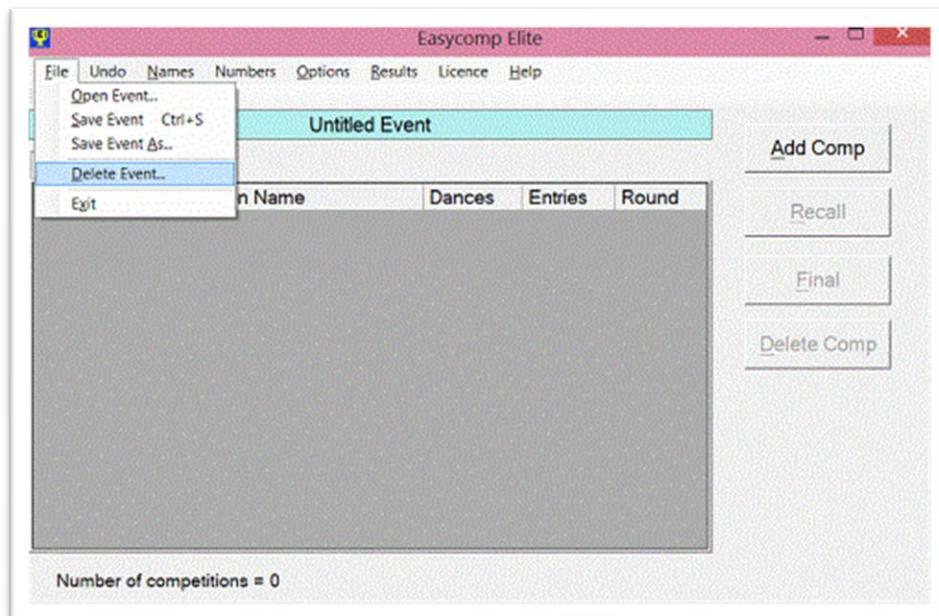
Click the “Export” button to continue, or close the window to cancel. The table below shows part of an exported file.

Competition Name	100 Dance	100 Summary	Number of Rounds	Entry Name	Last Round Danced	Final Position
beginnerNovice Samba	no	no	3	Miryam Prasetyo and Laura Halliwell	3	1
beginnerNovice Samba	no	no	3	Timothy Grimshaw and Anca Voinea	3	2
beginnerNovice Samba	no	no	3	Henriette Stainer and Rachel Kelsall	3	3
beginnerNovice Samba	no	no	3	Effie Hastelow and Bethan Jones	3	4
beginnerNovice Samba	no	no	3	Aidan Custy and Georgia Howard	3	5
beginnerNovice Samba	no	no	3	Connor Thompson and Bethan Atkins	2	0
beginnerNovice Samba	no	no	3	Sarah Baird and Rebecca Stones	2	0
beginnerNovice Samba	no	no	3	Jorny Janecki and Nina Ip	2	0
beginnerNovice Samba	no	no	3	Matthew Barrett and Rosie Judd	2	0
beginnerNovice Samba	no	no	3	Thomas Whorton and Abigail Thornbury	2	0
beginnerNovice Samba	no	no	3	Ben Price and Frankie Adams	2	0
beginnerNovice Samba	no	no	3	Will Hammerton and Zoe Willis	2	0
beginnerNovice Samba	no	no	3	Yiheng Yang and Lauren Jones	2	0
beginnerNovice Samba	no	no	3	Panagiotis Alexandropoulos and Jennifer Kuczaj	1	0
beginnerNovice Samba	no	no	3	Sophie Armitage and Natalie Page	1	0
beginnerNovice Samba	no	no	3	Rebecca Dunn and Maggie Bates	1	0
beginnerNovice Samba	no	no	3	Zoltan Antal and Nina Sobierajska	1	0
beginnerNovice Samba	no	no	3	Kirsty Tennick and Laura Keys	1	0
beginnerNovice Samba	no	no	3	Joseph Wakerley and Amy Mai	1	0
beginnerNovice Samba	no	no	3	Gordon Zeng and Annie Lu	1	0
beginnerNovice Samba	no	no	3	Luke Rickard and Charlotte Schofield	1	0

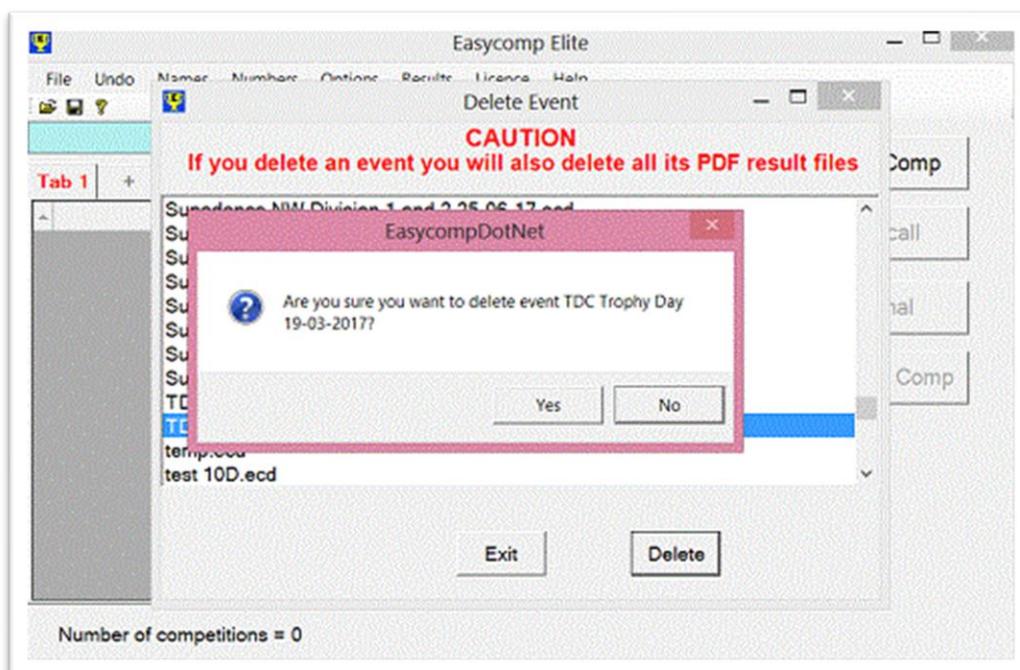
Columns 2 and 3 are only used for 10 dance type competitions. Column 4 shows the number of rounds in the competition, in this case 3. Column 6 shows the last round in which the competitors danced. In this example those competitors who danced in round 3 were finalists, and those who danced in round 2 were semi-finalists. The last column shows the final position of the competitors. Those competitors who did not make the final will have zero in this column.

## Delete an Event

To completely remove an event from your hard drive, click on File, Delete Event in the main screen



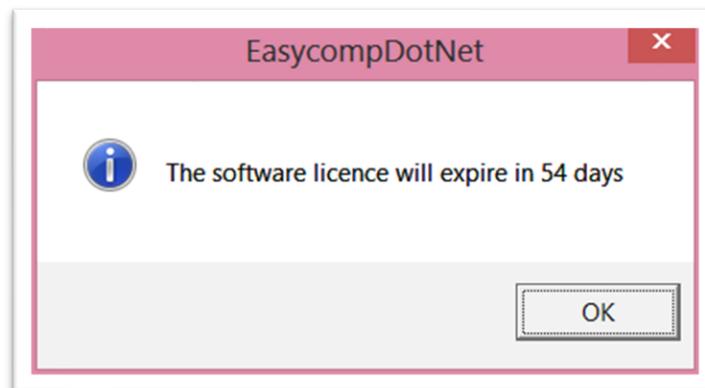
Select the event that you wish to delete and click on Delete



If you confirm that you wish to delete the event, its data file, results folder, and all its results PDF files will be permanently deleted. You cannot recover the files once they have been deleted, so take care!

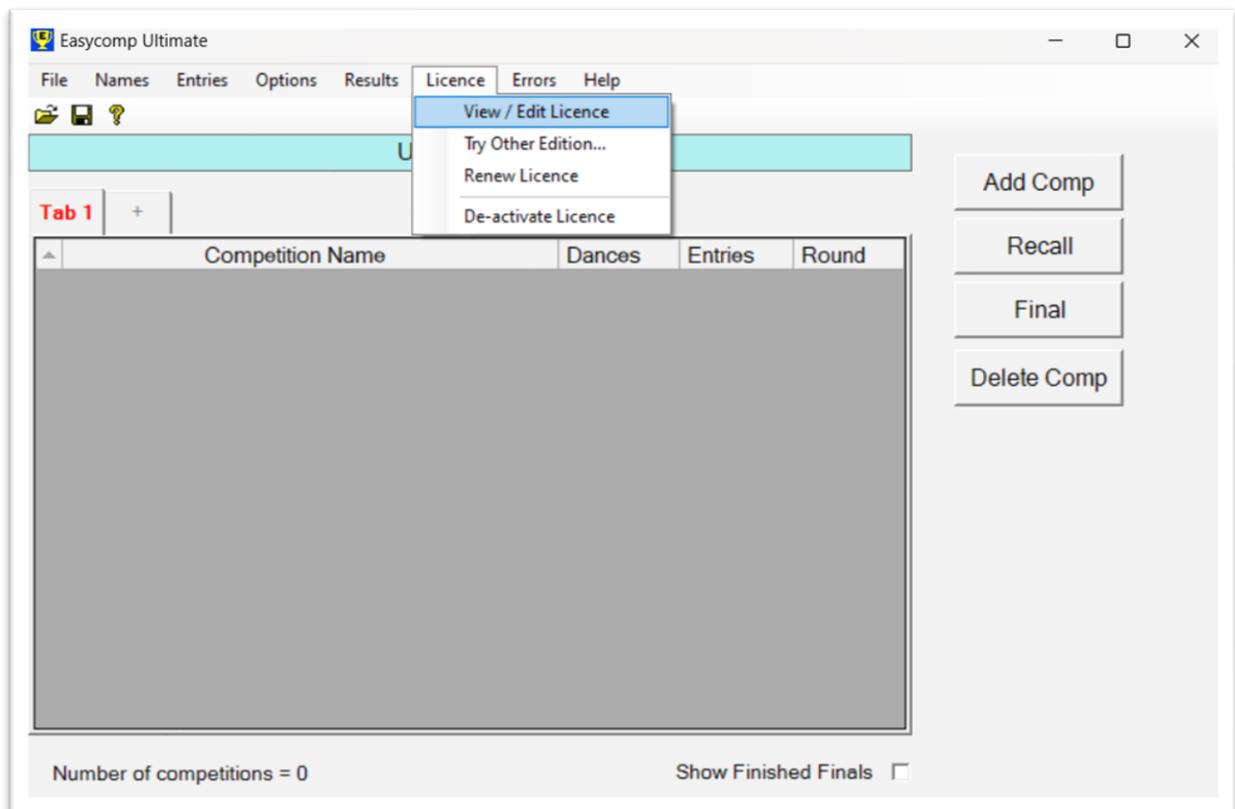
## Software Licence

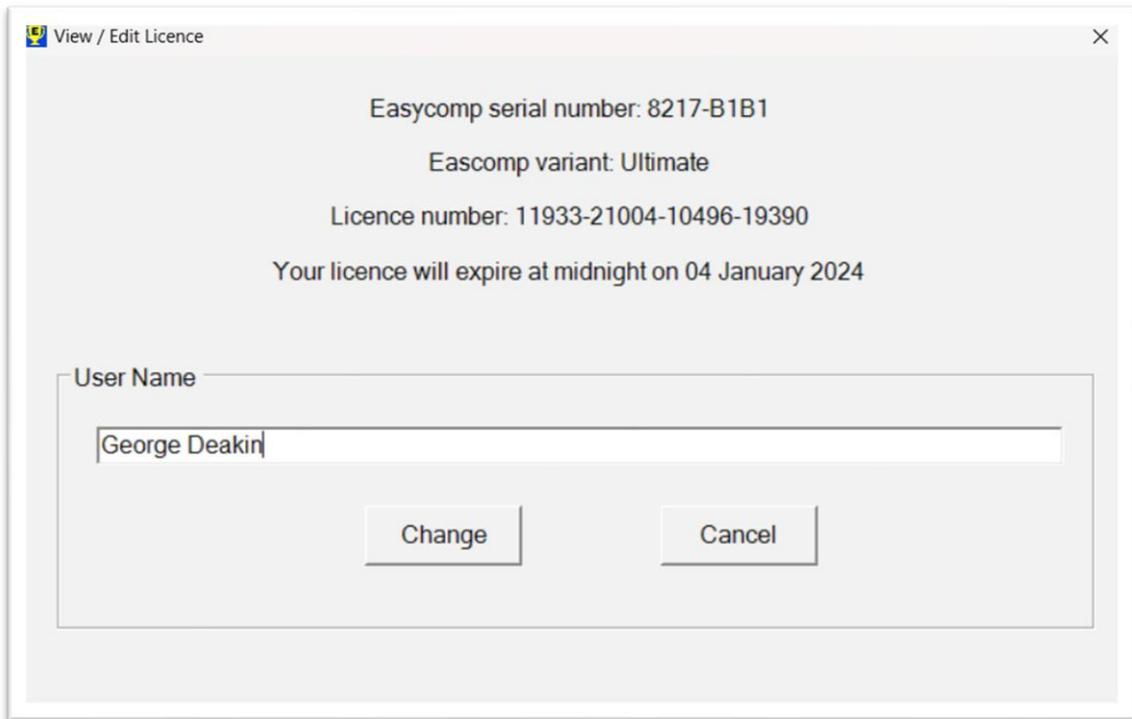
Easycomp licences must be renewed annually. If the licence is due for renewal within the next two months, a warning message is displayed when Easycomp is run.



You can renew your licence up to 2 months before it expires, and the new licence will run consecutively from the end of the old one, so you will not lose any licence time.

You can view your licence details at any time by clicking on Licence on the top menu, then click on "View / Edit Licence".





As well as displaying full details of the licence, you can also edit and change the User Name which appears on all recall and final results printouts.

### Renew the Licence

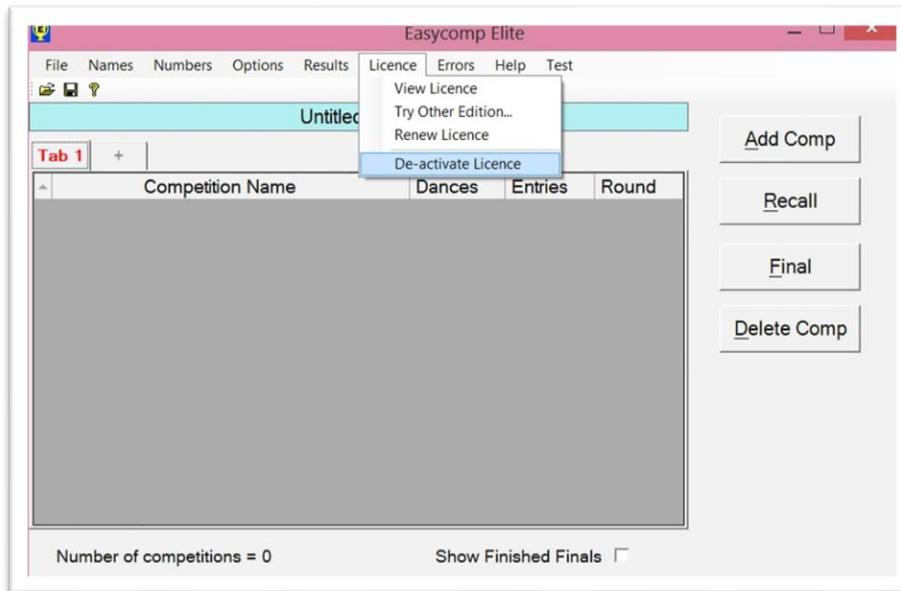
To renew your Easycomp licence, go to [www.easycompsoftware.co.uk/pay.php](http://www.easycompsoftware.co.uk/pay.php) and enter your Easycomp serial number. Select the "renew licence" option then click on one of the following buttons:

- Buy Basic
- Buy Pro
- Buy Elite
- Buy Ultimate

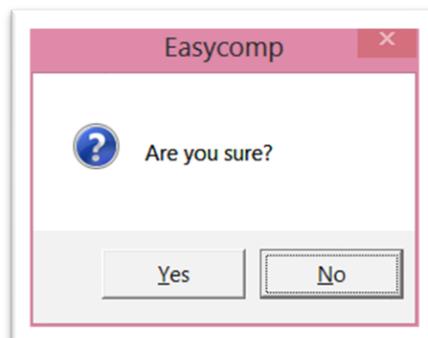
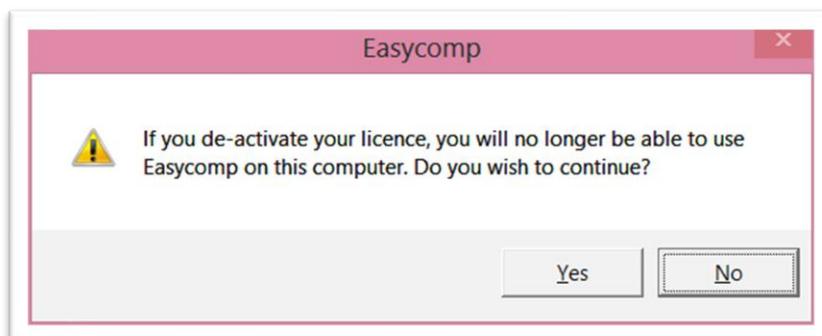
After paying the licence fee via PayPal, your licence number will be displayed on-screen.

### De-Activate the Licence

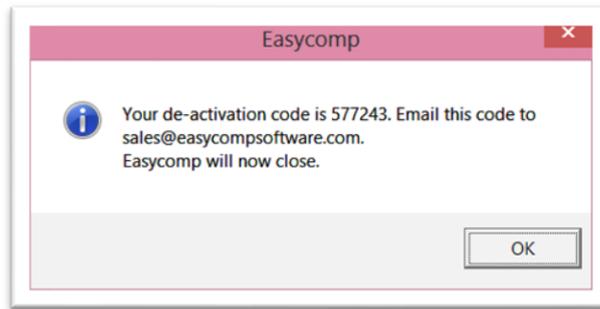
It is possible to transfer your Easycomp licence to another computer, but you must first de-activate the licence on the computer you wish to transfer it from. To do this, click on Licence on the top menu then click on "De-activate Licence".



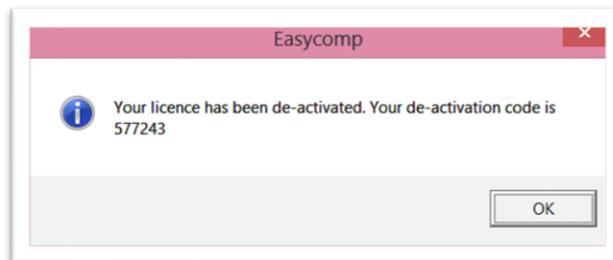
You will twice be asked to confirm that you wish to continue.



If you click on “Yes” both times, you will be given a de-activation code, which you MUST email to [sales@easycompsoftware.com](mailto:sales@easycompsoftware.com). After you click on OK, Easycomp will shut down.



If you attempt to run Easycomp after the de-activating the licence, you will see a message like this:



After clicking on OK, the normal Unregistered Software screen will appear, prompting you to enter a new licence number, or run in Demonstration Mode.

## Advanced Features (Elite and Ultimate Only)

Easycomp has some very powerful advanced features that are only available in the Elite version:

- Qualifier Competitions
- Judges' marking sheets
- Ranking reports
- Entry reports
- Results certificates
- Importing events

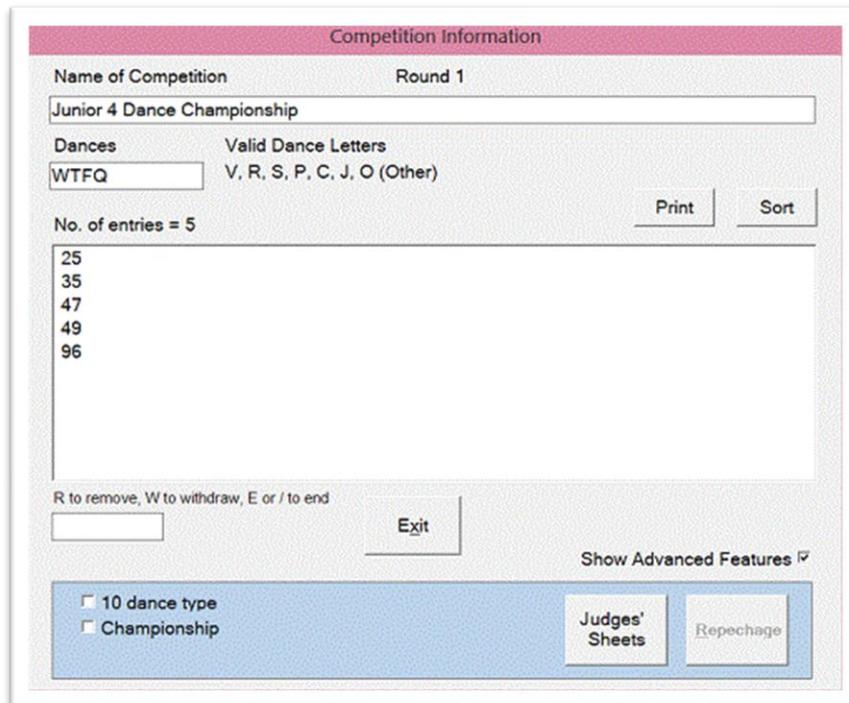
## Qualifier Competitions

When you define a competition as a qualification competition, Easycomp will create two new competitions with the same name as the qualification competition, but with "A" and "B" appended to their names. When the first-round recall of the original competition is finished, the "A" competition will contain all the entries who were recalled, and the "B" competition will contain all the entries who were not.

## Judges' Marking Sheets

Easycomp can automatically create pre-printed marking sheets for all rounds and finals of a competition. Such sheets are typically used in very large championship events.

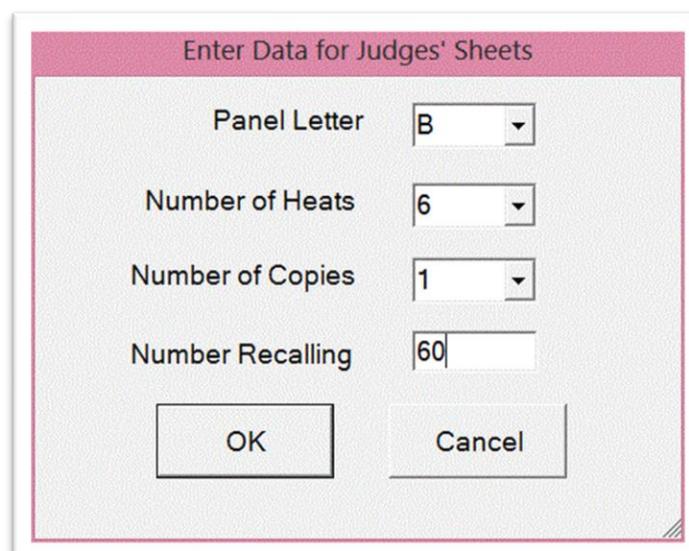
To print judges' marking sheets for a competition, double-click it and tick the "Show Advanced Features" box.



The screenshot shows a dialog box titled "Competition Information". It contains the following fields and controls:

- Name of Competition:** Junior 4 Dance Championship
- Round:** Round 1
- Dances:** WTFQ
- Valid Dance Letters:** V, R, S, P, C, J, O (Other)
- No. of entries = 5** (with "Print" and "Sort" buttons)
- Number list:** 25, 35, 47, 49, 96
- Footer:** "R to remove, W to withdraw, E or / to end" with an input field, an "Exit" button, and a "Show Advanced Features" checkbox (checked).
- Bottom Panel:** Two checkboxes: "10 dance type" and "Championship". Two buttons: "Judges' Sheets" and "Repechage".

Click the Judges' Sheets button and enter the required data



The screenshot shows a dialog box titled "Enter Data for Judges' Sheets". It contains the following fields and controls:

- Panel Letter:** B (dropdown menu)
- Number of Heats:** 6 (dropdown menu)
- Number of Copies:** 1 (dropdown menu)
- Number Recalling:** 60 (text input field)
- Buttons:** "OK" and "Cancel"

A typical judges' sheet is shown here:

UK Amateur Ballroom Championship - Waltz

**KAREN HARDY (D)**

Recalling 60 from 6 heats

Heat 1	Heat 2	Heat 3	Heat 4	Heat 5	Heat 6
19	18	18	18	18	18
1	28	50	74	95	117
4	29	51	75	96	118
5	30	54	76	98	119
6	31	55	77	99	120
7	32	56	79	100	121
9	34	57	80	101	123
10	35	58	81	102	124
11	36	60	82	104	125
12	37	61	83	105	126
15	38	62	85	106	127
16	39	64	86	107	128
17	41	66	87	108	130
18	42	67	88	110	131
19	44	68	89	111	132
20	46	69	91	112	133
22	47	70	92	113	134
24	48	72	93	114	135
25	49	73	94	115	136
26					

## Ranking Reports

A ranking report attempts to allocate a placing to every competitor in a competition, based on the number of marks they gained in each round. It shows the overall placing and number of marks gained for all non-finalists. A typical ranking report is shown here (this example is fictitious and is used purely to illustrate the principle).

## Ranking Report

Competition: Competition 1

Date: 28/12/2018

### Final

- 1 RICHARD LIFSHITZ and LAURA ROBINSON Canada
- 2 OLEKSANDR ALTUKHOV and CHEYENNE MURILLO USA
- 3 JI WANG and JIAN HUI PAN China
- 4 KIM MINJE and HAM HYEBIN Korea
- 5 JAAK VAINOMAA and TIINA TULIKALLIO Finland
- 6 MARC JIMENEZ BLANCH and VALERYIA URYMAHAVA Spain

Round 2, number in round = 15

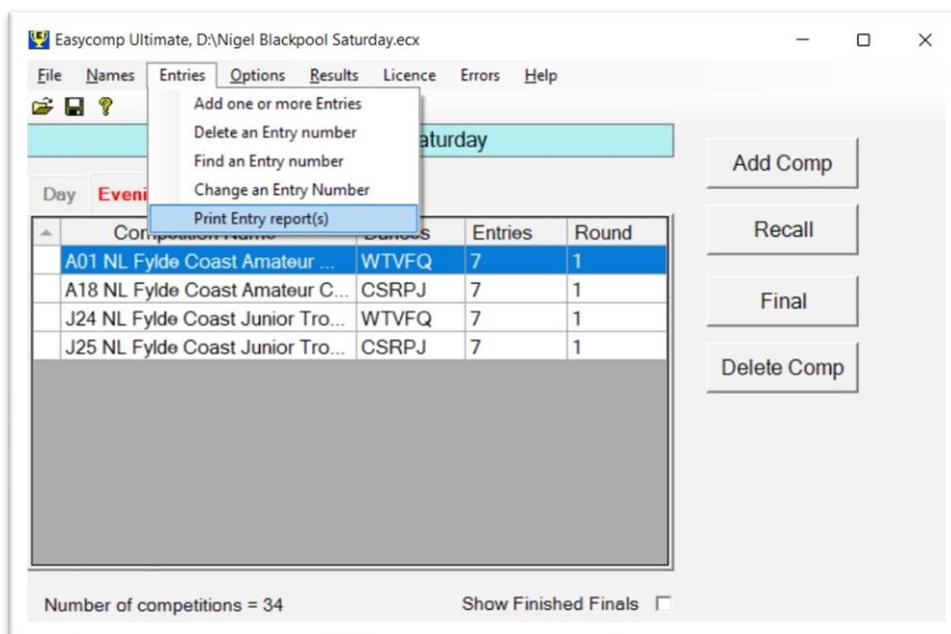
- 7 34 DI LI and LEI ZHAO China
- 8 31 SERGEY GUSEV and ANASTASIA USOLTSEVA Russia
- 9 29 CEDRIC CHAN and JENNIFER TIN Hong Kong
- 10 24 QIANG FU and JINGWEN LI China
- 11 22 DAISUKE MASUDA and MAMI TSUKADA Japan
- 12 19 DMITRY BAROV and EKATERINA KALUGINA Germany
- 13 15 ZHENG CAO and FAN SUN China
- 14 14 JAE HO JUNG and SO YEON YOON South Korea
- 15 13 KIRILL NIKITIN and JENYA KANCHUKOVA USA

Round 1, number in round = 32

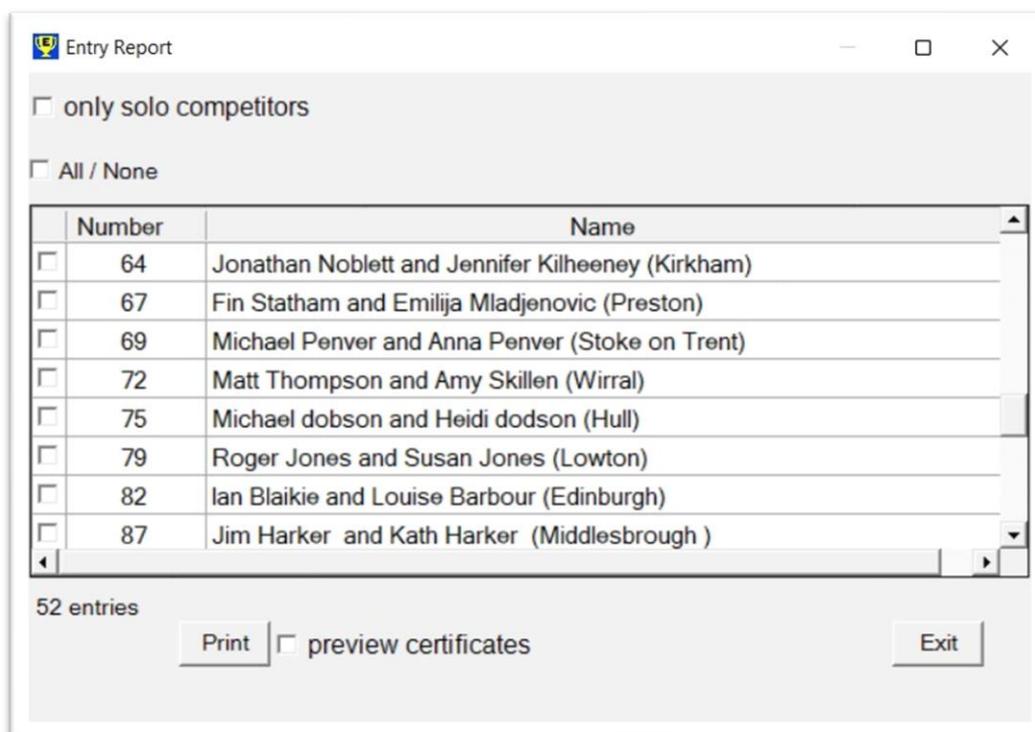
- 16 14 ANDREW ESCOLME and AMY BAKER USA
- 16 14 Aleksandar Vukosavljevic and Joanna Meller USA
- 18 12 JUN LUO and TING SONG China
- 18 12 KONSTANTIN CHIGIREV and DARIA MIKHALSKAYA Russia
- 20 11 JAKE DAVIES and ALYONA KALININA England
- 20 11 ROMAN MALKOV and EWA MALIK England
- 20 11 MITKO DIMITROV and PELAGIA KALYVA Greece
- 20 11 JONAS KAZLAUSKAS and KATHLEEN ILO USA
- 24 10 KRYSZTOF GRZELAK and NATALIA KRZYSTOSZEK England
- 25 9 DAVID RIEGLER and KSENIA MAKHORTOVA Germany
- 26 5 IGAL GINZBURG and SONIA SAVOSTIANOV Israel
- 26 5 MICHAEL VAGANAY and AMANDINE MAUCERI France
- 26 5 JOSEPH HOPWOOD and ALEXANDRA HAWLEY GOLOVCHENKO England
- 26 5 STEFAN GOLUBOVIC and AGNE MALINAUSKAITE Lithuania
- 30 4 MARCO MANCINI and NADIYA DYATLOVA Italy
- 31 2 FABIO OBINO and ELENA MELIS Italy
- 32 1 FEDOR ARTEMEV and EKATERINA ARTEMEVA Russia

## Entry Reports / Certificates

You can create a report / certificate for competitors, listing every competition for which they are entered. Click on Entries, Print Entry report(s). This feature is only available if the event uses names, and if every competitor has a different number (unique numbers).



The screen below will be displayed. You can choose to select only solo competitors (if there are any), and to preview the reports before printing. Select all the competitors for which you wish to produce a report, and click Print.



A report will be printed for each selected competitor, showing every competition they entered.

## Fylde Coast Festival Saturday

23 [REDACTED] and [REDACTED] ([REDACTED])

entered the following competitions

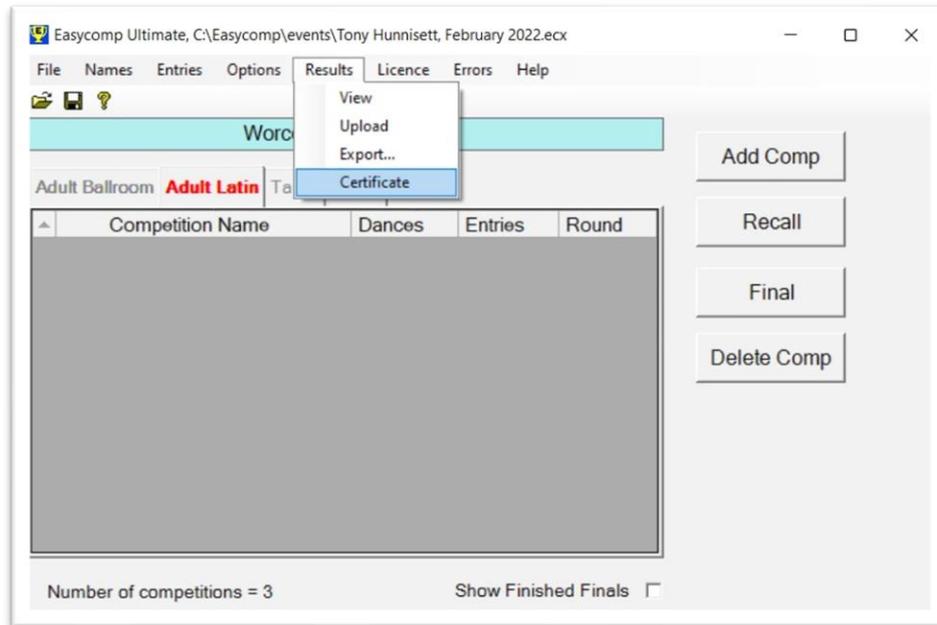
- A10 Fylde Coast Open Foxtrot
- A17 NL Fylde Coast Youth WTVFQ
- A31 Fylde Coast Open Rumba
- A32 NL Fylde Coast Youth CSRPJ
- A01 NL Fylde Coast Amateur WTVFQ
- A18 NL Fylde Coast Amateur CSRPJ

You can choose to print the certificates in name order or number order. To print them in name order, click the "Name" heading at the top of the column and the list will be sorted alphabetically, A to Z. If you click it again the list will be reversed, Z to A. Similarly, to print them in number order, click the "Number" heading and the list will be sorted in ascending or descending numerical order.

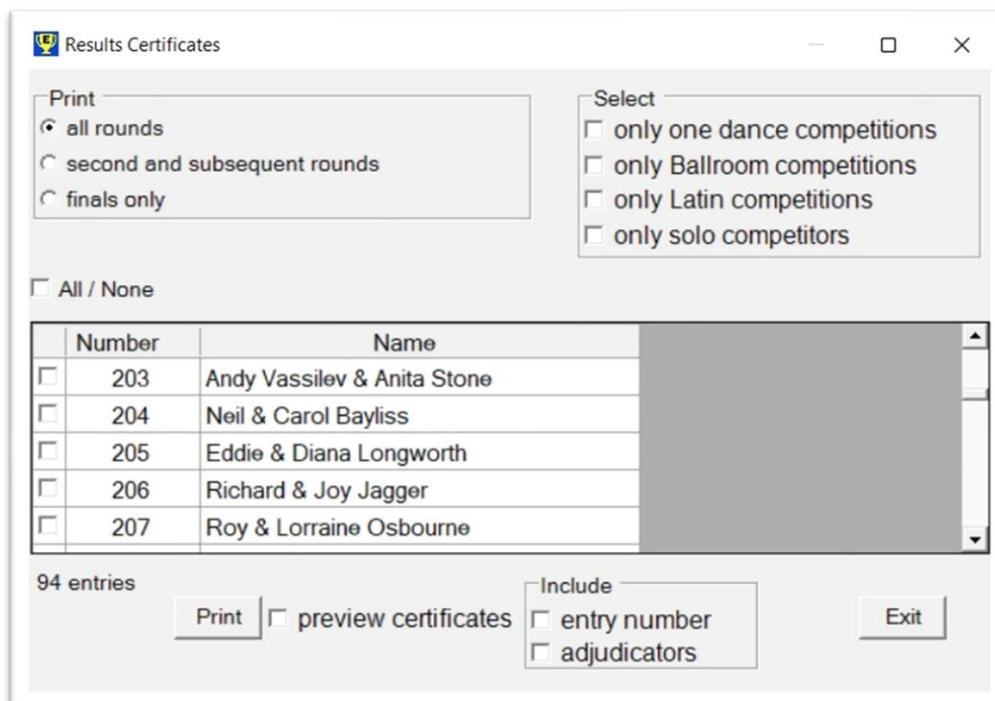
If you are using this facility to produce certificates, you can adjust the position of the text on the paper by setting the certificate margins in Options, Printing, Certificate Margins. This is particularly useful if you are printing onto paper with pre-printed borders.

## Results Certificate

You can create certificates for competitors, showing the results for every competition they entered. Click on Results, Certificate. This feature is only available if the event uses names, and if every competitor has a different number (unique numbers).



The screen below will be displayed. You have a great deal of flexibility in selecting which competitors will receive a certificate, and what information to include on the certificate. You can also choose to preview the certificates before printing. Select all the competitors for which you wish to produce a certificate, and click Print.



You can choose to print the reports in name order or number order. To print them in name order, click the "Name" heading at the top of the column and the list will be sorted alphabetically, A to Z. If you click it again the list will be reversed, Z to A.

Similarly, to print them in number order, click the "Number" heading and the list will be sorted in ascending or descending numerical order.

A typical results certificate is shown below (the competitors' names have been blanked for privacy).

## Worcester Open Titles

23 March 2022

**This is to certify that**

Achieved 4th place in competition 01 NL Juv Open Trophy Ballroom

Achieved 1st place in competition 03 NL Under 10 FQ

Achieved 2nd place in competition 04 NL Juv All Girls WTQ

Achieved 3rd place in competition 05 Juv Novice TQ

Achieved 3rd place in competition 06 NL Juv Beginners WQ

Danced in the semi-final of competition 27 Jun Solo U16 Quickstep

Achieved 7th place in competition 13 NL Juv Open Latin Trophy

Achieved 3rd place in competition 15 NL Juv U10 RJ

Achieved 5th place in competition 16 NL Juv All Girls CSJ

Achieved 6th place in competition 17 Juv Novice RS

Achieved 6th place in competition 18 NL Juv Beginners CJ

Danced in round 1 of competition 28 NL Jun Solo U14 CR

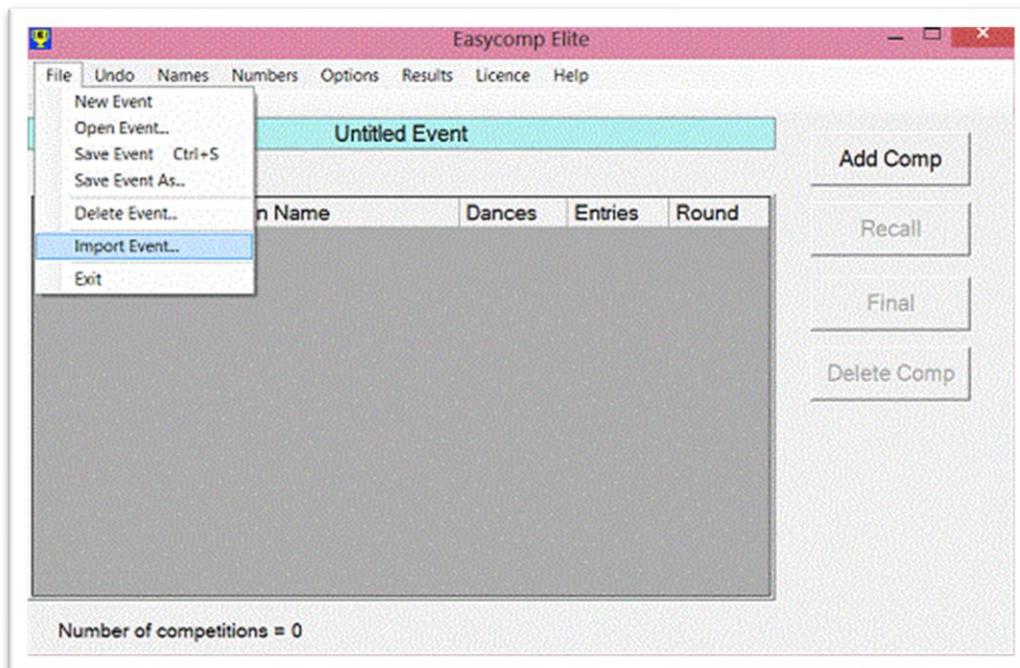
Danced in round 1 of competition 29 NL Jun Solo U16 SJ

Danced in round 1 of competition 30 Jun Solo U16 Rumba

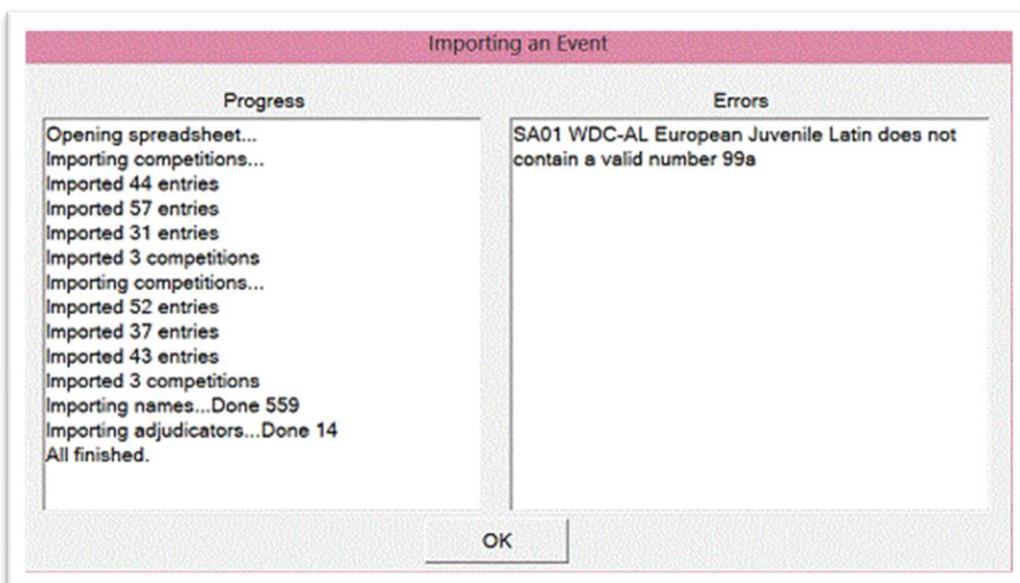
Adjudicators: Linda Chatterley, Alexandra Hixson, Argo Oblikas  
Morgan Hemphill, Ben Jones, Accursio Romeo, Richard Rose (Chairman)

## Importing an Event from a Spreadsheet

It is possible to import an entire event from an Excel spreadsheet. You can import the competitions, their entries, the competitors' names and the adjudicators all with a single click of the mouse. From the main screen, click on File, Import Event...

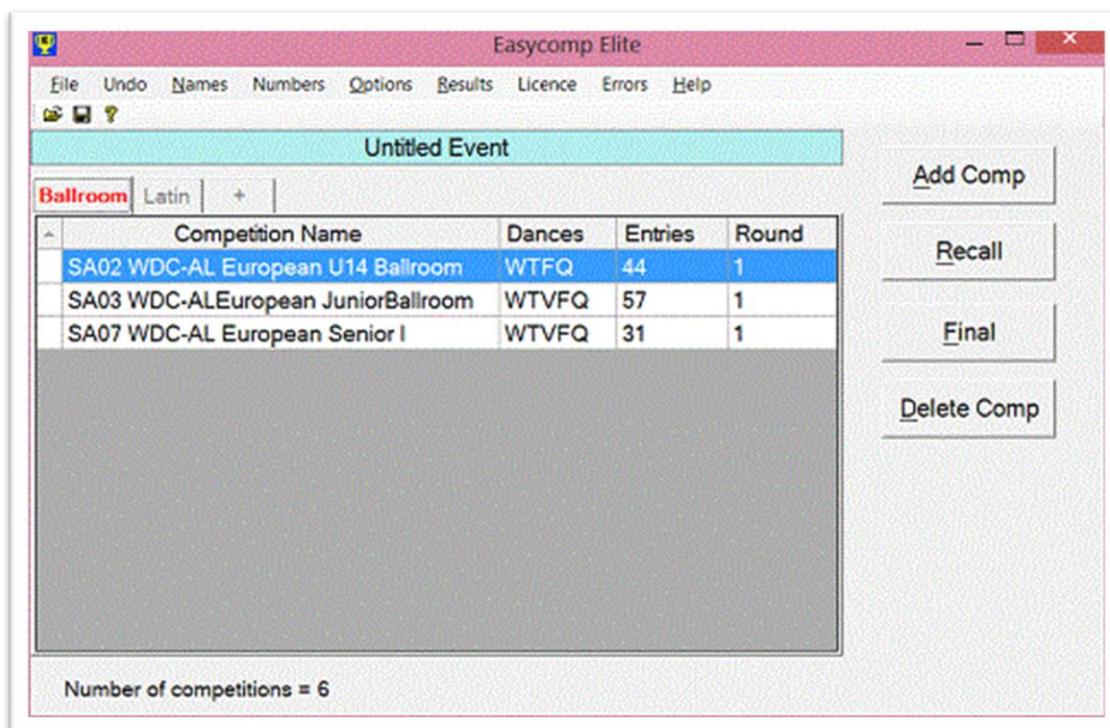


The program will first ask you if you want to save your data, then it will ask you for the Excel file. When you have selected the Excel import file, its contents will be imported into Easycomp.



The example above shows that 3 competitions were imported from sheet 1 of the spreadsheet, with 44, 57 and 31 entries respectively, and a further 3 competitions from sheet 2, with 52, 37 and 43 entries. 559 competitors' names and 14 adjudicators were also imported. There was one error; the Juvenile Latin had an invalid entry number "99a".

After clicking "OK", the main screen shows...



### Creating an Event Import File

An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click. However, the content of the Excel spreadsheet is slightly different for Ballroom/Latin and Freestyle/Street events.

#### Ballroom / Latin

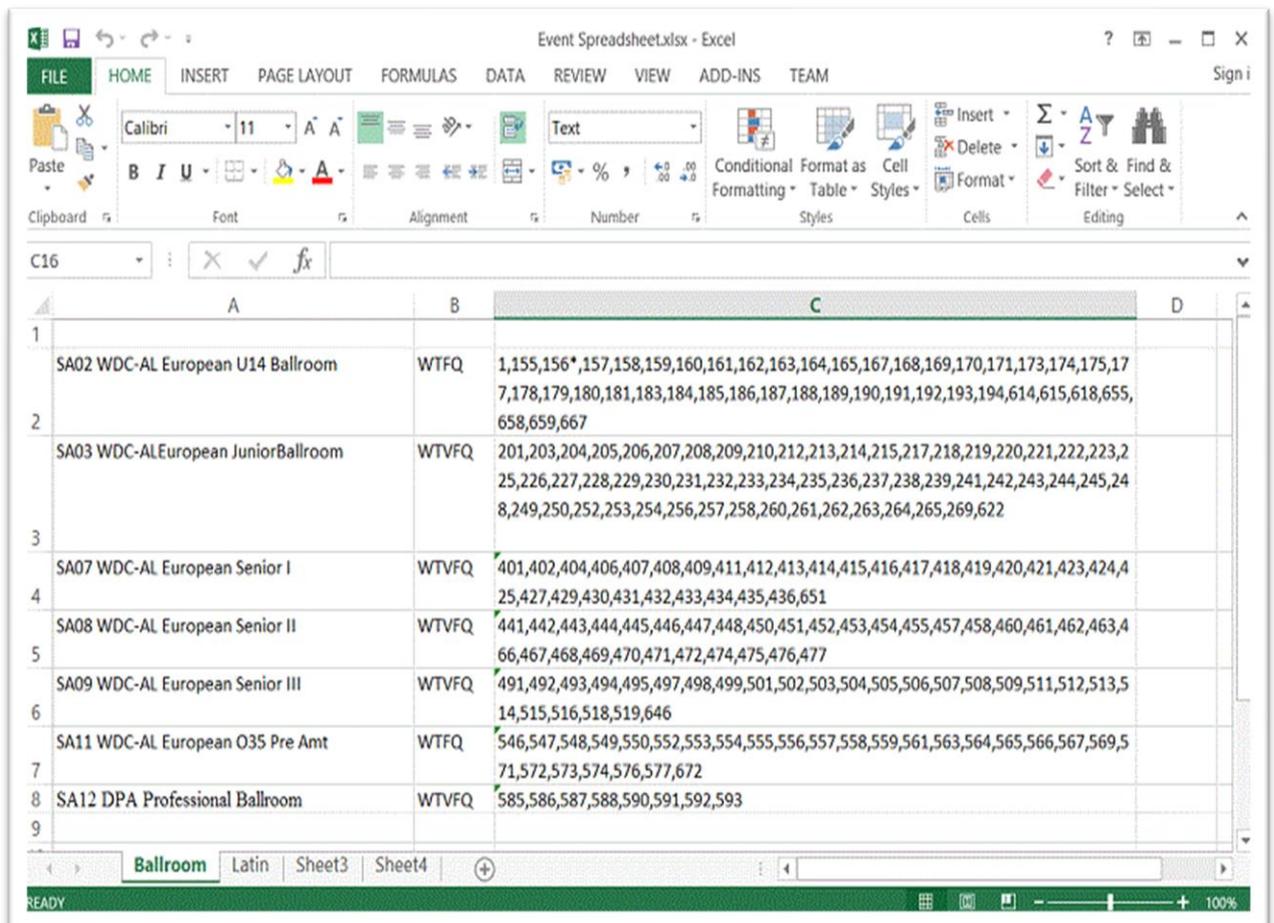
The content of the Excel file is slightly different when using unique numbers and non-unique numbers.

#### Preparing a Ballroom / Latin Event Import File Using Unique Numbers

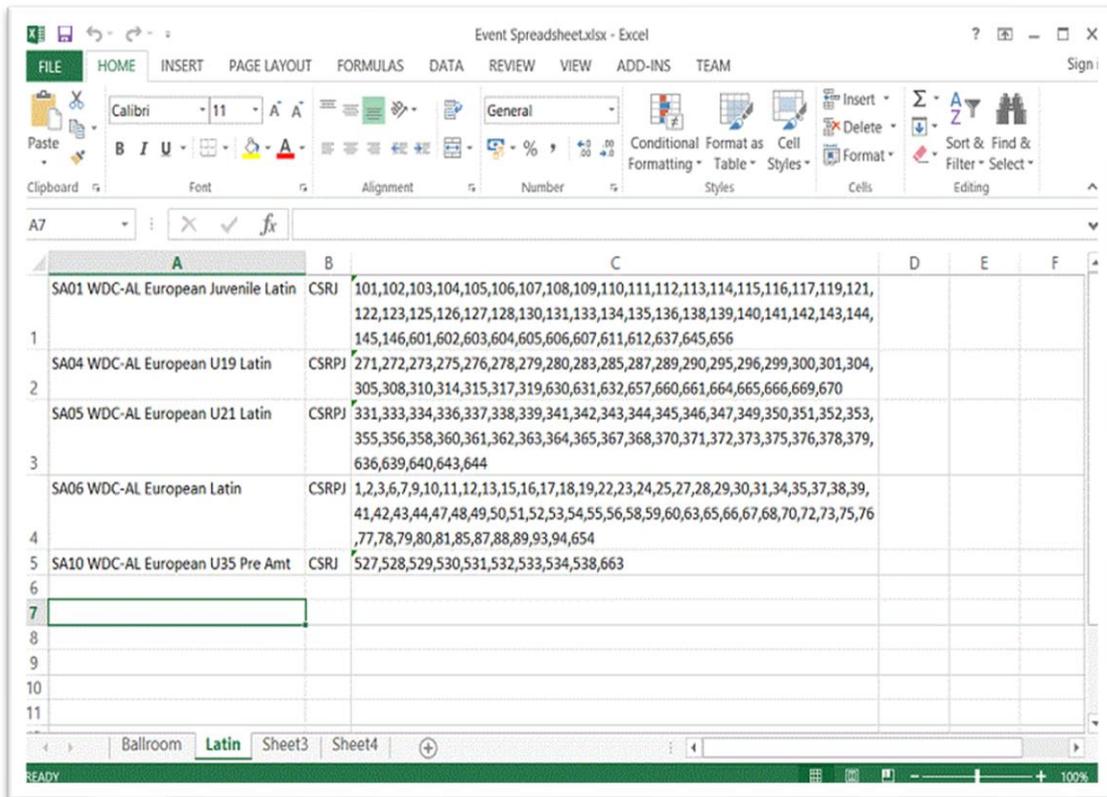
An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click.

The sheet for competitions is shown here. Column A contains the name of the competitions. Column B contains their dance letters. Column C contains all their entry numbers. Any entries with byes have one or more asterisks after their number (see entry 156 in the U14

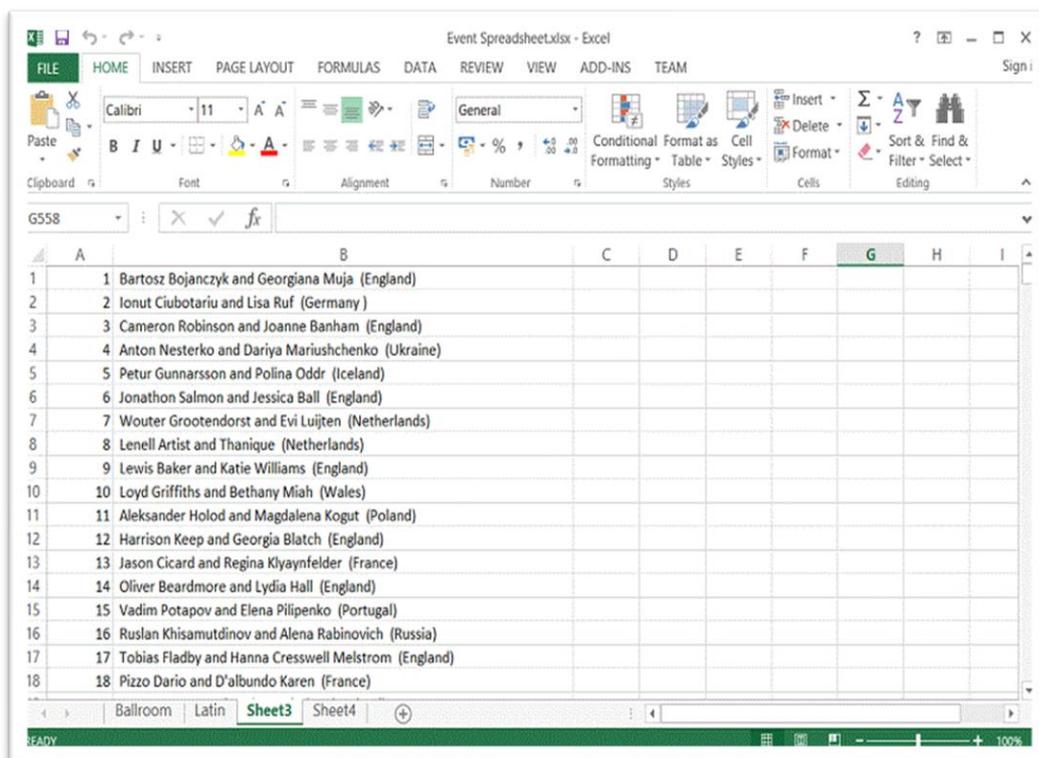
Ballroom competition). All the competitions on this first sheet will be imported into the first tab on the main screen.



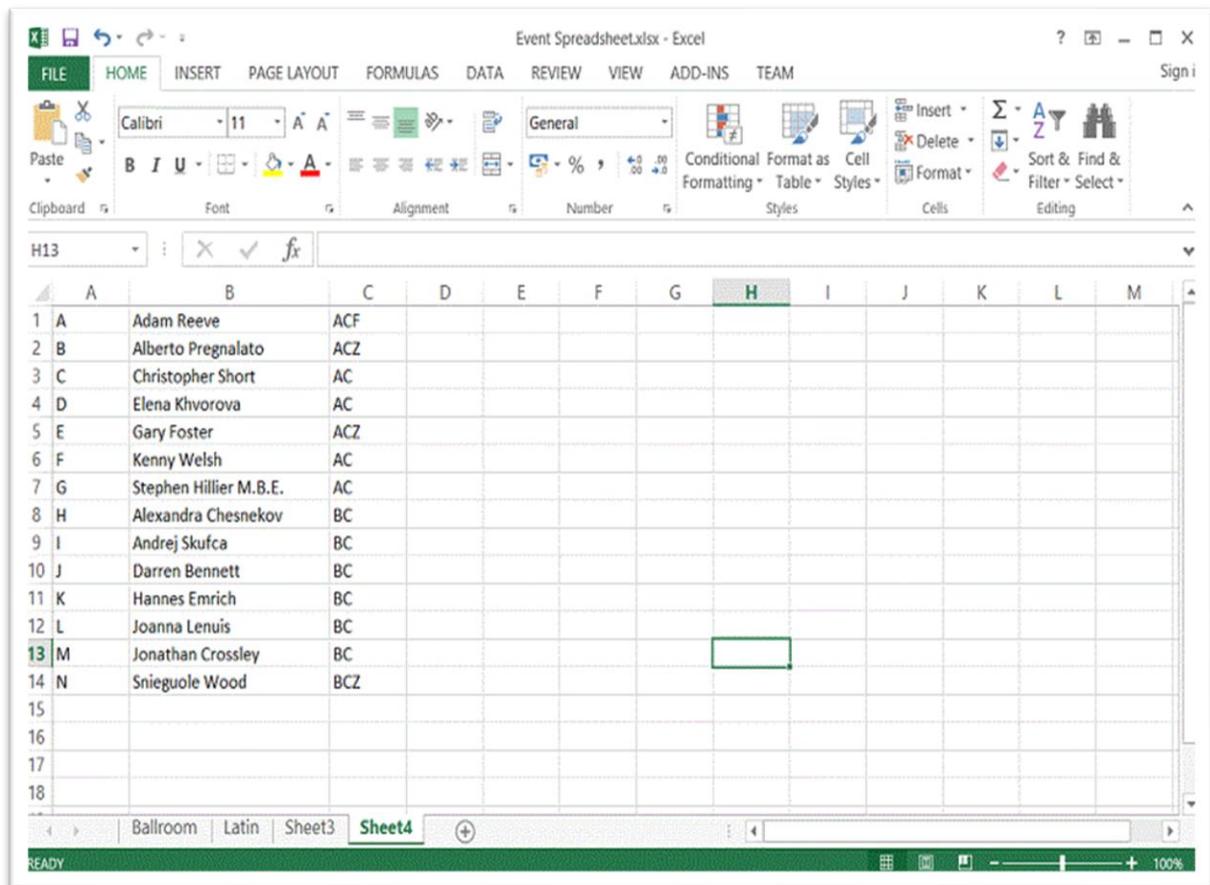
Here is the second sheet, also for competitions. Its format is the same as the first sheet, but all the competitions on this second sheet will be imported into the second tab on the main screen. Note that the first sheet was named "Ballroom" and this sheet is named "Latin". Whatever name the sheet is given will also be given to the tabs on the main screen.



The third sheet, in this example, is for competitors' numbers and names. Column A contains their numbers and column B contains their names.



The fourth sheet of this example contains the adjudicators. Column A contains their letters, column B contains their names, and column C contains their panel letters.

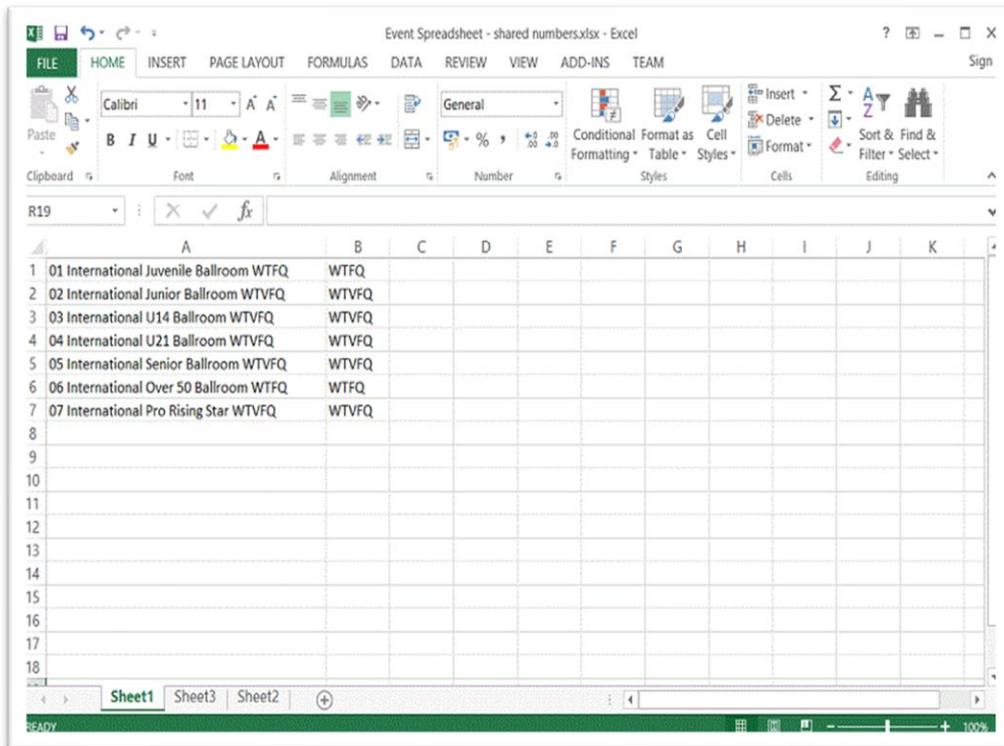


NOTE: The sheets do not have to be in a specific order. For example, the adjudicators could be on sheet 1 and the competitors on sheet 2.

### *Preparing a Ballroom / Latin Event Import File Using Non-Unique Numbers*

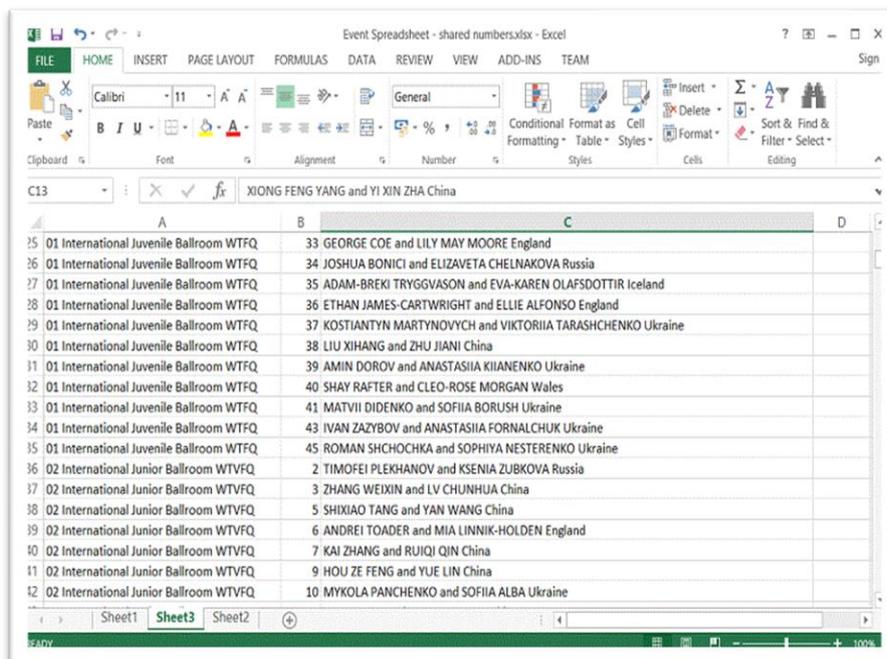
An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click.

The sheet for competitions is shown here. Column A contains the name of the competitions and column B contains their dance letters. All the competitions on this first sheet will be imported into the first tab on the main screen.

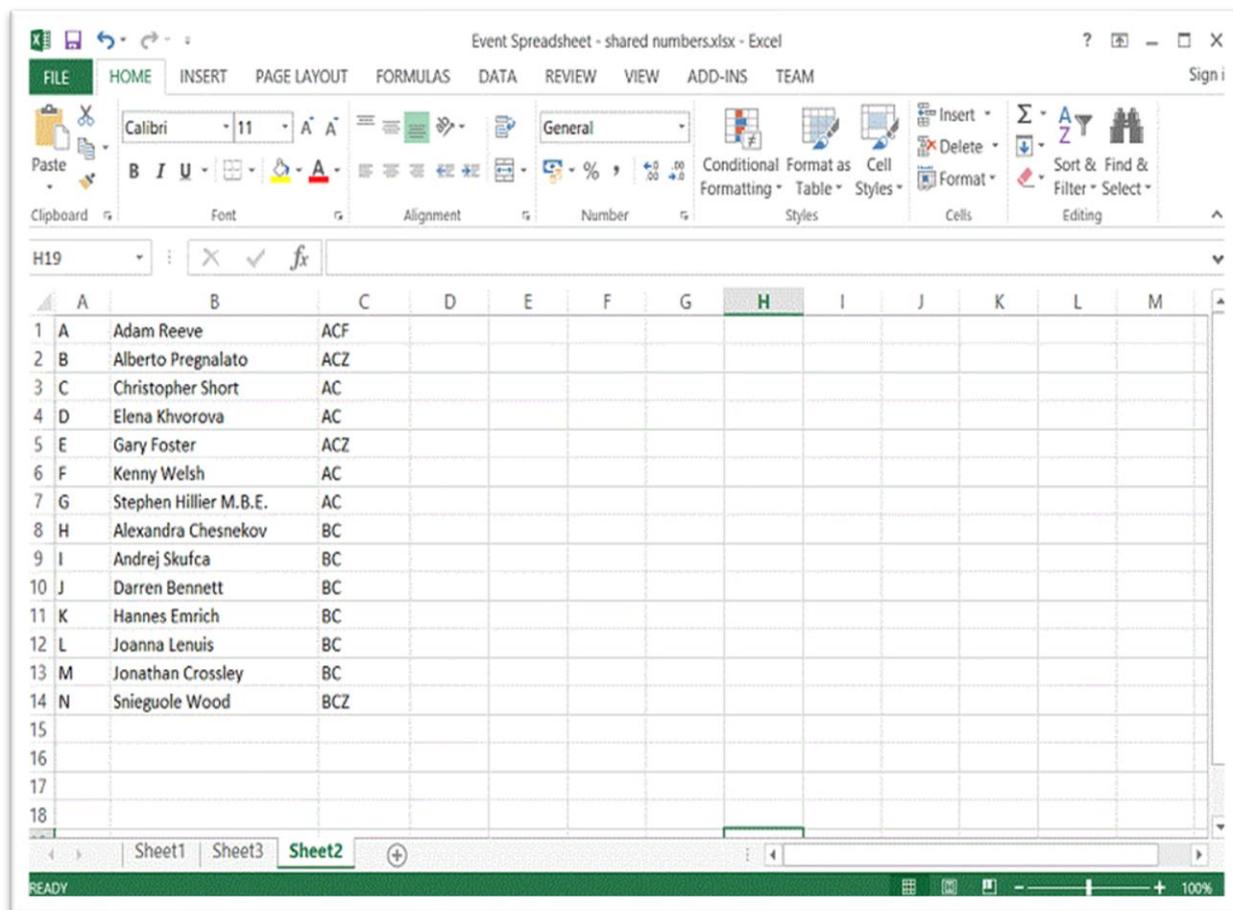


Here is the second sheet, which contains the entries for the competitions. Column A contains the competition names, column B contains the entry numbers and column C contains the entry names.

NOTE: It is important that the competition name is exactly the same as on the first sheet. If it is not, Easycomp will create another competition with the name on this sheet, and put the entries into that one.



The third sheet of this example contains the adjudicators. Column A contains their letters, column B contains their names, and column C contains their panel letters.



NOTE: The sheets do not have to be in a specific order. For example, the adjudicators could be on sheet 1 and the competitions on sheet 2.

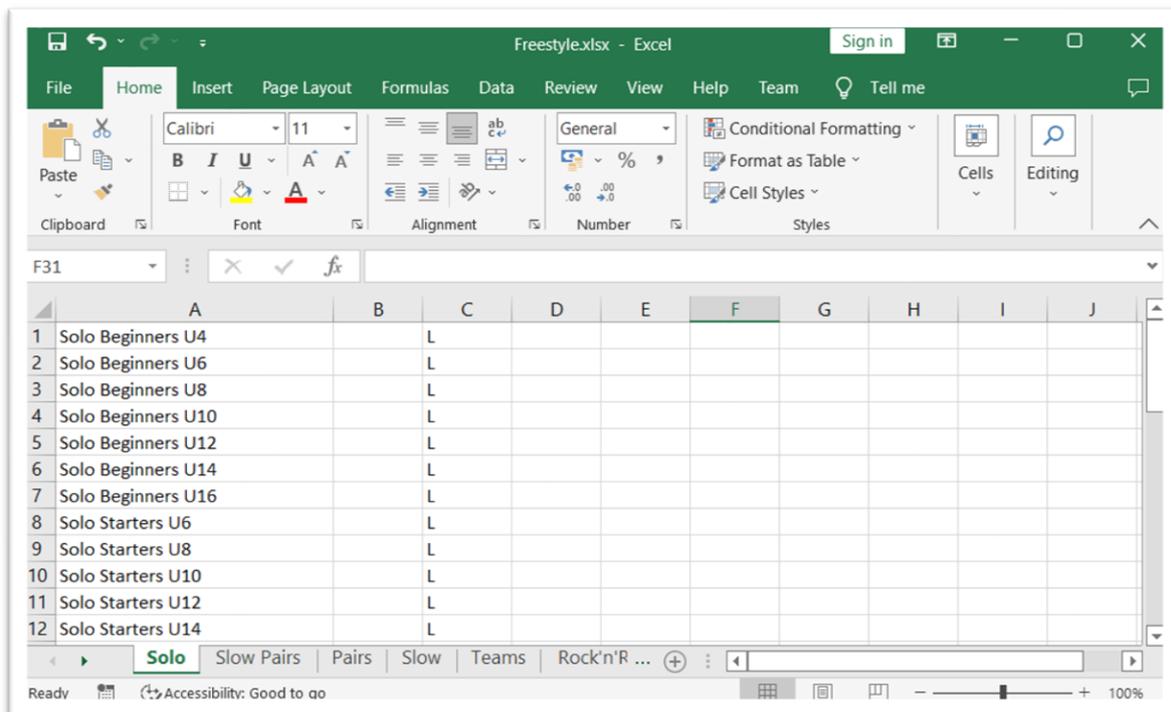
## Freestyle / Street

### *Preparing a Freestyle / Street Event Import File*

An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click.

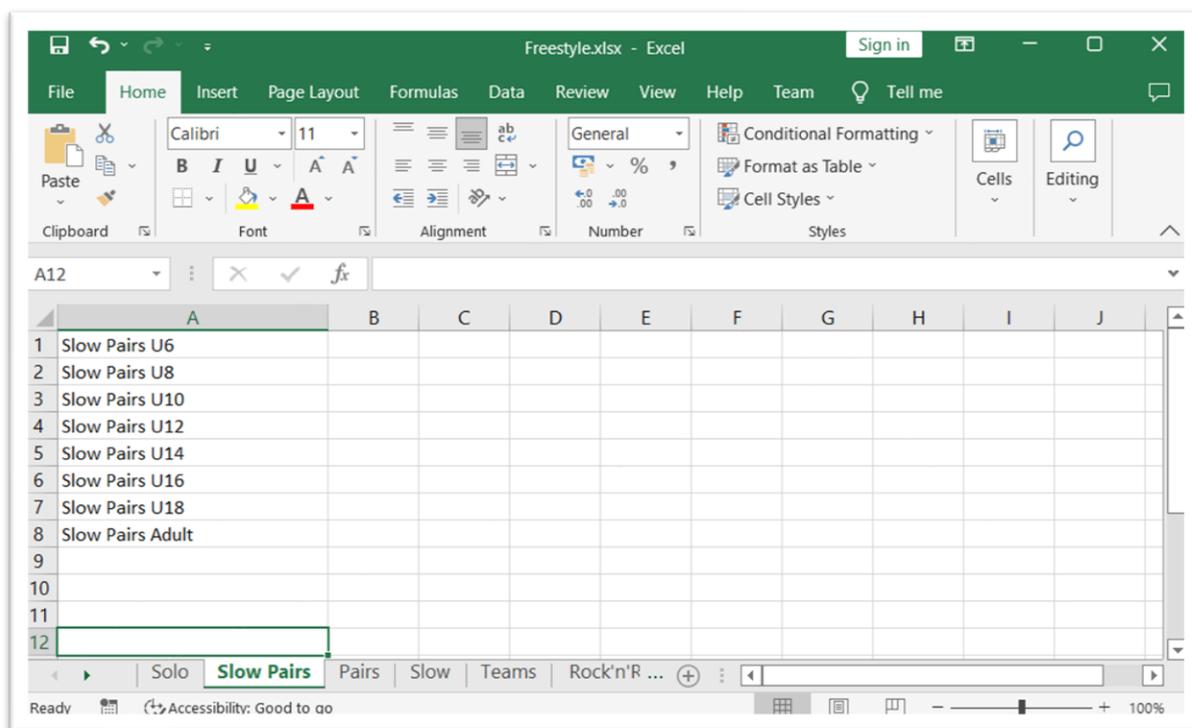
The sheet for competitions is shown here. Column A contains the name of the competitions. Column C contains the letter L, indicating that competitors in these competitions may lose a life. **Note:** Column B must be completely empty as it is used for dance letters and freestyle / street competitions do not have dance letters.

All the competitions on this first sheet will be imported into the first tab on the main screen.

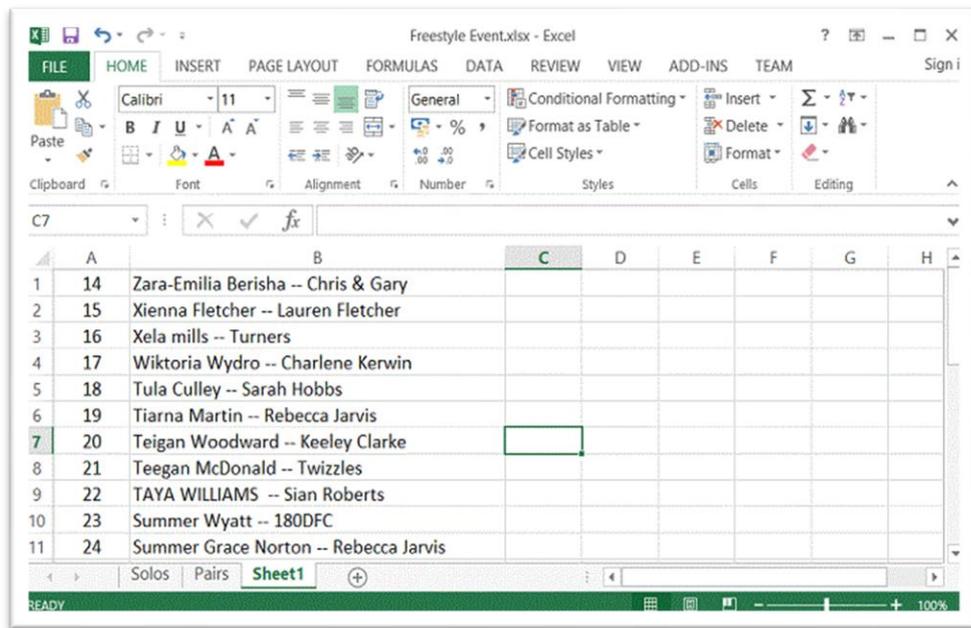


Here is the second sheet, also for competitions. Its format is the same as the first sheet, but all the competitions on this second sheet will be imported into the second tab on the main screen. Column C is empty because competitors in these competitions cannot lose lives.

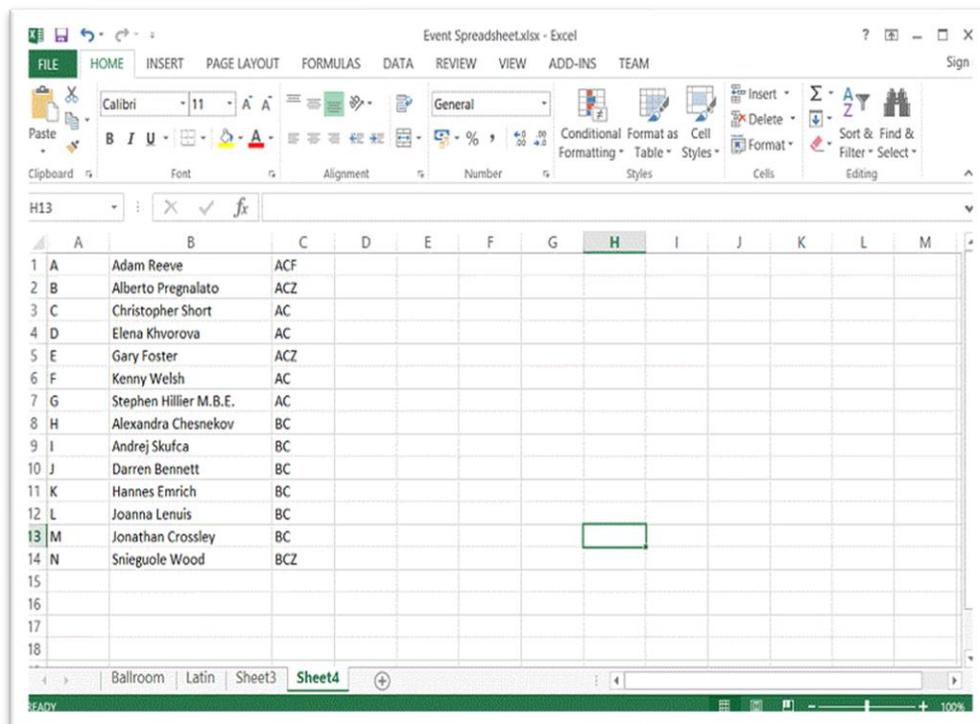
Note that the first sheet was named "Solos" and this sheet is named "Slow Pairs". Whatever name the sheet is given will also be given to the tabs on the main screen.



The third sheet, in this example, is for competitors' numbers and names. Column A contains their numbers and column B contains their names.



The fourth sheet of this example contains the adjudicators. Column A contains their letters, column B contains their names, and column C contains their panel letters.

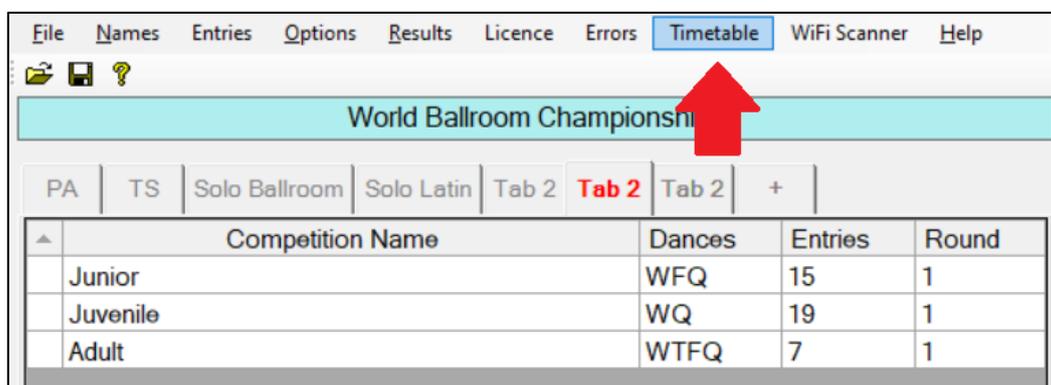


NOTE: The sheets do not have to be in a specific order. For example, the adjudicators could be on sheet 1 and the competitors on sheet 2.

## Timetable Generator (Ultimate only)

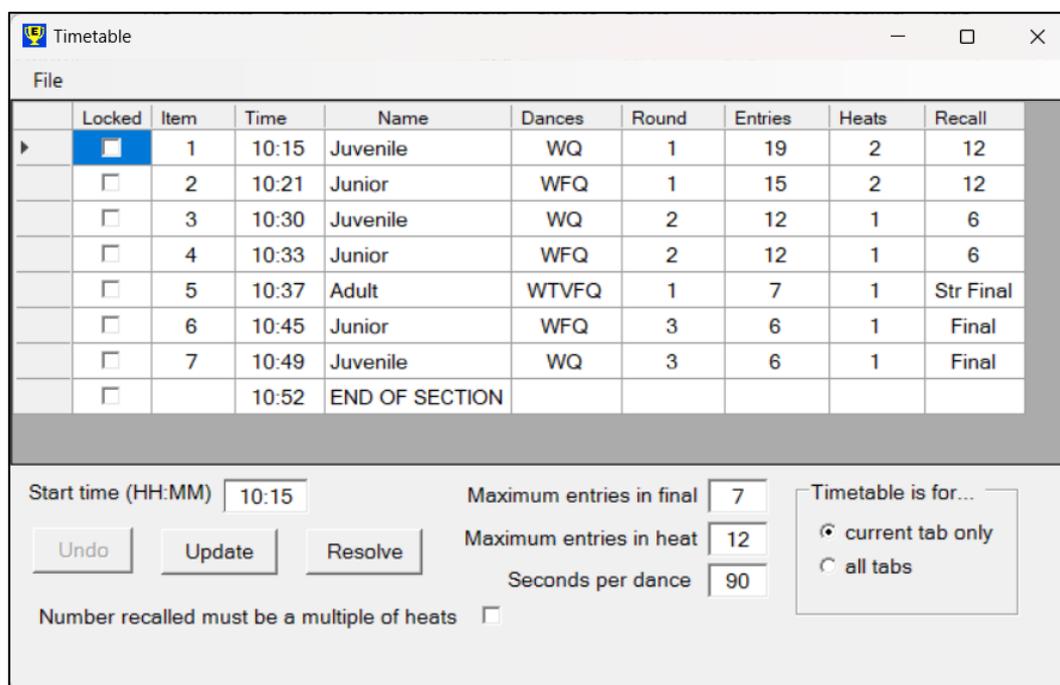
Easycomp has the ability to create an optimized timetable for the competitions on the current tab, or for all competitions. It offers the user great flexibility to customise the timetable and its use and operation is best described and explained with simple examples.

Consider the following simple example:



The section consists of only three competitions, and no competitors are entered in more than one competition. The Adult competition has been set up to include a Viennese Waltz in the final.

If we click on “Timetable” in the top menu strip, the following screen appears:

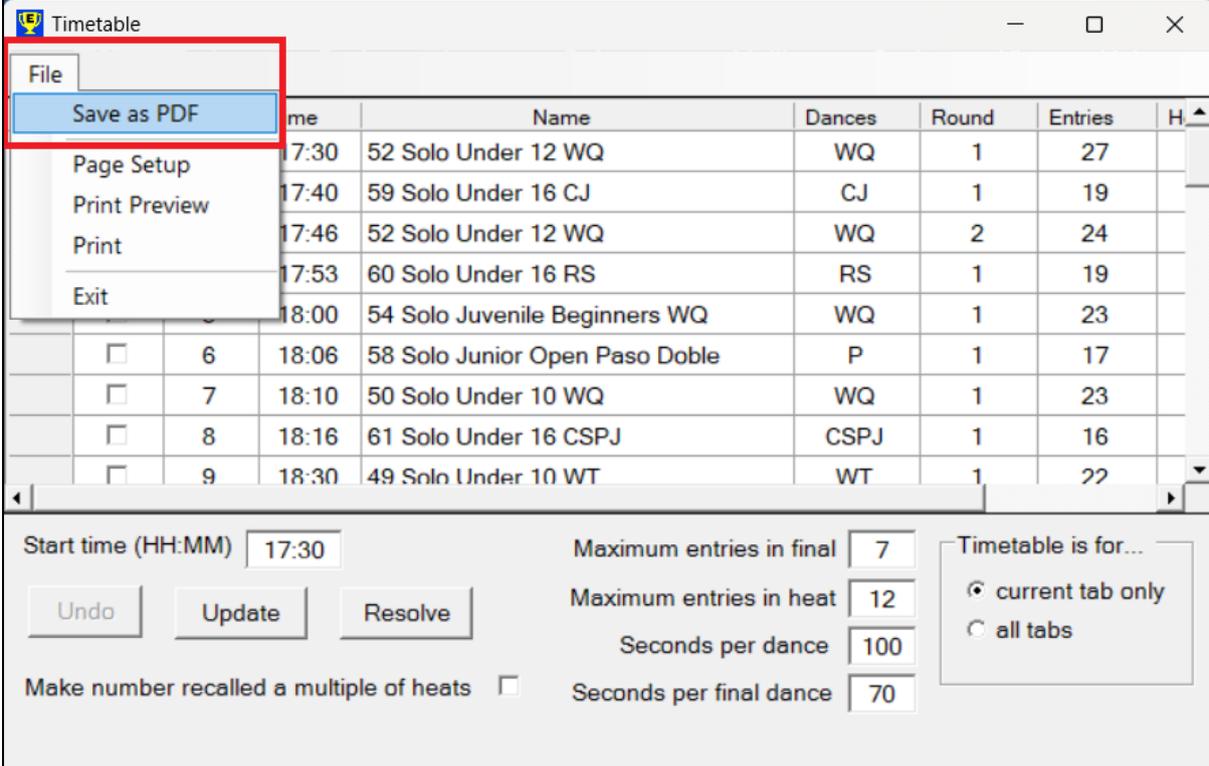


Easycomp has created an optimised timetable for the competitions on the tab. It has placed the competitions with the largest number of entries first, and those with the least number of entries last. It has recognised that the “Adult” competition is a straight final and so it has added the extra dance, Viennese Waltz.

## Save Timetable as PDF

You can save the timetable as a PDF which can be emailed and distributed to all the people who need it.

Click on the “File” tab, then click “Save as PDF”. The program will prompt you to enter a location and file name for the PDF.



The screenshot shows the 'Timetable' application window. The 'File' menu is open, and 'Save as PDF' is highlighted. The main window contains a table of dance events and a control panel at the bottom.

	Time	Name	Dances	Round	Entries	H
	17:30	52 Solo Under 12 WQ	WQ	1	27	
	17:40	59 Solo Under 16 CJ	CJ	1	19	
	17:46	52 Solo Under 12 WQ	WQ	2	24	
	17:53	60 Solo Under 16 RS	RS	1	19	
	18:00	54 Solo Juvenile Beginners WQ	WQ	1	23	
<input type="checkbox"/>	6	18:06	58 Solo Junior Open Paso Doble	P	1	17
<input type="checkbox"/>	7	18:10	50 Solo Under 10 WQ	WQ	1	23
<input type="checkbox"/>	8	18:16	61 Solo Under 16 CSPJ	CSPJ	1	16
<input type="checkbox"/>	9	18:30	49 Solo Under 10 WT	WT	1	22

Start time (HH:MM)       Maximum entries in final   
              Maximum entries in heat   
Seconds per dance   
Make number recalled a multiple of heats       Seconds per final dance   
Timetable is for...  
 current tab only  
 all tabs

## Print Timetable

You can print the timetable, preview it and change the page setup. Click on the “File” tab, then click on whichever option you want.

The screenshot shows the 'Timetable' application window. The 'File' menu is open, highlighting 'Page Setup'. The main window contains a table of dance events and a control panel at the bottom.

Time	Name	Dances	Round	Entries	H
7:30	52 Solo Under 12 WQ	WQ	1	27	
7:40	59 Solo Under 16 CJ	CJ	1	19	
7:46	52 Solo Under 12 WQ	WQ	2	24	
7:53	60 Solo Under 16 RS	RS	1	19	
18:00	54 Solo Juvenile Beginners WQ	WQ	1	23	
<input type="checkbox"/> 6	18:06 58 Solo Junior Open Paso Doble	P	1	17	
<input type="checkbox"/> 7	18:10 50 Solo Under 10 WQ	WQ	1	23	
<input type="checkbox"/> 8	18:16 61 Solo Under 16 CSPJ	CSPJ	1	16	
<input type="checkbox"/> 9	18:30 49 Solo Under 10 WT	WT	1	22	

Control Panel:

- Start time (HH:MM): 17:30
- Maximum entries in final: 7
- Maximum entries in heat: 12
- Seconds per dance: 100
- Seconds per final dance: 70
- Timetable is for...
  - current tab only
  - all tabs
- Make number recalled a multiple of heats:
- Buttons: Undo, Update, Resolve

## Change the Start Time

The screenshot shows the 'Timetable' application window. At the top is a 'File' menu. Below it is a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The first row is selected, and its 'Locked' checkbox is checked. Below the table are control elements: a 'Start time (HH:MM)' input field set to '9:15', 'Undo', 'Update', and 'Resolve' buttons, and several numeric input fields for 'Maximum entries in final' (7), 'Maximum entries in heat' (12), and 'Seconds per dance' (90). A checkbox for 'Number recalled must be a multiple of heats' is present. On the right, a 'Timetable is for...' dropdown menu is set to 'current tab only'.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	09:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	09:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	09:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	09:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	09:37	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	09:45	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	09:49	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		09:52	END OF SECTION					

If we want the section to begin at a different time, edit the “Start time” box and click the “Update” button. The start time of the section and all subsequent rows of the timetable will be updated to reflect the new time.

This screenshot shows the same 'Timetable' application window after the start time has been changed. The 'Start time (HH:MM)' input field now displays '11:15'. The 'Update' button is highlighted, indicating it has been clicked. The table below shows that the 'Time' column for all rows from item 1 to 7 has been updated to reflect the new start time, with the 'END OF SECTION' row also updated to 11:52.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	11:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	11:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	11:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	11:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	11:37	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	11:45	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	11:49	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		11:52	END OF SECTION					

## Manually Move Competitions

You may want to move some competitions in the automatically generated timetable. For example, you might want to start or end the section with a particular competition. We will show you how to do this. Suppose that we want to start the section with the “Junior” competition and end it with the “Adult” competition.

The screenshot shows the 'Timetable' application window. At the top is a menu bar with 'File'. Below is a table with the following data:

	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
▶	<input type="checkbox"/>	1	09:25	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	2	09:31	Junior	WFQ	1	15	2	12
Junior	<input type="checkbox"/>	3	09:41	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	4	09:45	Junior	WFQ	2	12	1	6
	<input type="checkbox"/>	5	09:50	Adult	WTVFQ	1	7	1	Str Final
	<input type="checkbox"/>	6	09:58	Junior	WFQ	3	6	1	Final
	<input type="checkbox"/>	7	10:03	Juvenile	WQ	3	6	1	Final
	<input type="checkbox"/>		10:06	END OF SECTION					

Below the table are control elements:

- Start time (HH:MM):
- Maximum entries in final:
- Maximum entries in heat:
- Seconds per dance:
- Timetable is for...:  current tab only,  all tabs
- Buttons: Undo, Update, Resolve
- Number recalled must be a multiple of heats:

Click the header cell of the “Junior” row (the header cell is the first cell in the row, and it displays an arrow when clicked). Click and drag it to the very top of the timetable then release the mouse button.

The screenshot shows the 'Timetable' application window after the row has been moved. The table data is as follows:

	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
	<input type="checkbox"/>	1	09:25	Junior	WFQ	1	15	2	12
▶	<input type="checkbox"/>	2	09:35	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	3	09:41	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	4	09:45	Junior	WFQ	2	12	1	6
	<input type="checkbox"/>	5	09:50	Adult	WTVFQ	1	7	1	Str Final
	<input type="checkbox"/>	6	09:58	Junior	WFQ	3	6	1	Final
	<input type="checkbox"/>	7	10:03	Juvenile	WQ	3	6	1	Final
	<input type="checkbox"/>		10:06	END OF SECTION					

The control elements below the table are identical to the previous screenshot.

The action of moving the “Junior” competition has resulted in two rounds of the “Juvenile” competition being scheduled consecutively, and the two rows concerned are highlighted in red because the competitors in round two will have just finished dancing in round one, which is undesirable. Ignore that for now, and click the “Locked” box for the “Junior” competition, to fix it in place and prevent it being moved.

The screenshot shows the 'Timetable' application window. At the top is a 'File' menu. Below it is a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains the following data:

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	09:25	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	2	09:35	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	09:41	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	09:45	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	09:50	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	09:58	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:03	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		10:06	END OF SECTION					

Below the table are control elements: 'Start time (HH:MM)' set to 09:25, 'Maximum entries in final' set to 7, 'Maximum entries in heat' set to 12, and 'Seconds per dance' set to 100. There are 'Undo', 'Update', and 'Resolve' buttons. A 'Timetable is for...' section has radio buttons for 'current tab only' (selected) and 'all tabs'. A checkbox for 'Number recalled must be a multiple of heats' is unchecked.

In the same way, move the “Adult” competition to the end, and lock it in place.

The screenshot shows the 'Timetable' application window after adjustments. The table data is as follows:

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	09:25	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	2	09:35	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	09:41	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	09:45	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	09:50	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	6	09:55	Juvenile	WQ	3	6	1	Final
<input checked="" type="checkbox"/>	7	09:58	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>		10:06	END OF SECTION					

The control elements at the bottom are identical to the previous screenshot, with the 'Timetable is for...' section still set to 'current tab only'.

That movement has created two more conflicting rows, highlighted in red. To correct the conflicts, click the “Resolve” button.

The screenshot shows a window titled 'Timetable' with a 'File' menu. Below the menu is a table with the following data:

	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
	<input checked="" type="checkbox"/>	1	09:25	Junior	WFQ	1	15	2	12
	<input type="checkbox"/>	2	09:35	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	3	09:41	Junior	WFQ	2	12	1	6
	<input type="checkbox"/>	4	09:46	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	5	09:50	Junior	WFQ	3	6	1	Final
	<input type="checkbox"/>	6	09:55	Juvenile	WQ	3	6	1	Final
▶	<input checked="" type="checkbox"/>	7	09:58	Adult	WTVFQ	1	7	1	Str Final
	<input type="checkbox"/>		10:06	END OF SECTION					

Below the table are control elements:

- Start time (HH:MM)
- Maximum entries in final
- Maximum entries in heat
- Seconds per dance
- Buttons:
- Number recalled must be a multiple of heats
- Timetable is for...
  - current tab only
  - all tabs

The software will re-arrange the competitions to ensure that no two competitions are placed together if they have common entries. Note that it has not moved the “Junior” round 1 or the “Adult” straight final, because they were locked in position.

If it is not possible to resolve the conflicts by re-arranging the competitions, the software will insert a general dance between conflicting rows, to give the competitors a short break.

## Change Time Per Dance

You can set the number of seconds allocated for each dance to any value you like.

The screenshot shows the 'Timetable' application window. It features a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 7 items, with the 7th item (Adult, WTVFQ) selected. Below the table are control fields: Start time (10:15), Maximum entries in final (7), Maximum entries in heat (12), Seconds per dance (100), and a radio button for 'Timetable is for...' (current tab only selected). There are also 'Undo', 'Update', and 'Resolve' buttons.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	2	10:25	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	10:31	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	4	10:36	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	5	10:40	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	6	10:45	Juvenile	WQ	3	6	1	Final
<input checked="" type="checkbox"/>	7	10:48	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>		10:56	END OF SECTION					

Start time (HH:MM)  Maximum entries in final   
Undo   Maximum entries in heat   
Seconds per dance   
Timetable is for...  current tab only  all tabs  
Number recalled must be a multiple of heats

Edit the "Seconds per dance" box and click "Update".

The screenshot shows the 'Timetable' application window after the 'Seconds per dance' field has been updated from 100 to 90. The table data is identical to the previous screenshot, but the 'Time' column for the 7th item (Adult) is now 10:45, and the 'END OF SECTION' time is 10:52. The 'Seconds per dance' field in the control panel is now 90.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	2	10:24	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	10:30	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	4	10:34	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	6	10:42	Juvenile	WQ	3	6	1	Final
<input checked="" type="checkbox"/>	7	10:45	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>		10:52	END OF SECTION					

Start time (HH:MM)  Maximum entries in final   
Undo   Maximum entries in heat   
Seconds per dance   
Timetable is for...  current tab only  all tabs  
Number recalled must be a multiple of heats

Reducing the seconds per dance from 100 to 90 has resulted in a time saving of 4 minutes over the whole section.

## Adding a Presentation

If we wanted to add a prize presentation at the end of all the finals, we would right-click anywhere on the “Item 7” row, and select “Insert Presentation below”.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	2	10:24	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	10:30	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	4	10:34	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	6	10:42	Juvenile	WQ	3	6	1	Final
<input checked="" type="checkbox"/>	7	10:45	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>		10:52	END OF SECTION					

Start time (HH:MM)  Maximum entries in heat  Timetable is for...  
 current tab only  
 all tabs  
 Undo Update Resolve Seconds per dance   
 Number recalled must be a multiple of heats

A new line is added below item 7, with a default time of 10 minutes (shown in the Dances column). You can edit this time by double-clicking on it and changing it to anything you want. Click “Update” after you have made the change, for it to take effect.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	2	10:24	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	10:30	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	4	10:34	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	6	10:42	Juvenile	WQ	3	6	1	Final
<input checked="" type="checkbox"/>	7	10:45	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>		10:52	Presentation	10				
<input type="checkbox"/>		11:02	END OF SECTION					

Start time (HH:MM)  Maximum entries in final  Timetable is for...  
 current tab only  
 all tabs  
 Undo Update Resolve Maximum entries in heat  Seconds per dance   
 Number recalled must be a multiple of heats

## Changing Heat Size

You can set the maximum number of competitors in a heat, based on the size of the floor.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	10:45	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:49	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		10:52	END OF SECTION					

Start time (HH:MM)       Maximum entries in final

             Maximum entries in heat

Seconds per dance       Timetable is for...  
 current tab only  
 all tabs

Number recalled must be a multiple of heats

In this example, we will set the maximum number in a heat to 10, and see the effect. Click in the “Maximum entries in heat” box, and change it to 10, then click “Update” for the change to take effect.

Items 3 and 4 (Juvenile and Junior semi-finals), which were previously danced in one heat, will now be danced in two heats, and this has added an extra 8 minutes to the section.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	2	6
<input type="checkbox"/>	4	10:36	Junior	WFQ	2	12	2	6
<input type="checkbox"/>	5	10:45	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	10:52	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:57	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		11:00	END OF SECTION					

Start time (HH:MM)       Maximum entries in final

             Maximum entries in heat

Seconds per dance       Timetable is for...  
 current tab only  
 all tabs

Number recalled must be a multiple of heats

You may decide that the Juvenile semi-final can be safely danced in one heat, because of the size and age of the competitors, so you can change that one competition by double-clicking on its “Heats” cell and changing the 2 to 1, and clicking the “Update” button for the change to take effect.

The screenshot shows a window titled 'Timetable' with a 'File' menu. Below the menu is a table with the following data:

	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
	<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
▶	<input checked="" type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	2	6
	<input type="checkbox"/>	5	10:42	Adult	WTVFQ	1	7	1	Str Final
	<input type="checkbox"/>	6	10:49	Junior	WFQ	3	6	1	Final
	<input type="checkbox"/>	7	10:54	Juvenile	WQ	3	6	1	Final
	<input type="checkbox"/>		10:57	END OF SECTION					

Below the table are control elements:

- Start time (HH:MM)
- Maximum entries in final
- Maximum entries in heat
- Seconds per dance
- Number recalled must be a multiple of heats
- Buttons: Undo, Update, Resolve
- Timetable is for...  current tab only,  all tabs

The Juvenile semi-final will now be danced in one heat, while the Junior semi-final remains in two heats. This has resulted in a saving of three minutes overall.

## Changing Final Size

You can set the maximum number of competitors allowed in a final to be a minimum of 6 and a maximum of 9, based on the size of the floor. In this example, there are 7 competitors in the “Adult” competition, with a maximum of 6 in a final.

The screenshot shows the Timetable software interface. At the top is a menu bar with 'File'. Below it is a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 8 rows of event data, with the last row being 'END OF SECTION' at 10:58. Below the table are control elements: 'Start time (HH:MM)' set to 10:15, 'Maximum entries in final' set to 6, 'Maximum entries in heat' set to 12, and 'Seconds per dance' set to 90. There are 'Undo', 'Update', and 'Resolve' buttons. A 'Timetable is for...' dropdown is set to 'current tab only'. A checkbox for 'Number recalled must be a multiple of heats' is unchecked.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Adult	WTFQ	1	7	1	6
<input type="checkbox"/>	6	10:43	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:48	Adult	WTVFQ	2	6	1	Final
<input type="checkbox"/>	8	10:55	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		10:58	END OF SECTION					

The software has created a semi-final with 7 entries, recalling 6 for a final. We will edit the “Maximum entries in a final” box to change the 6 to 7 and click “Update”.

The screenshot shows the Timetable software interface after the edit. The table now has 7 rows of event data, with the last row being 'END OF SECTION' at 10:52. The 'Maximum entries in final' box is now set to 7. The 'Adult' competition (item 5) now has 'Str Final' in the Recall column. The 'Update' button is highlighted.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	10:45	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:49	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		10:52	END OF SECTION					

The semi-final round has disappeared and the “Adult” competition is now a straight final.

## Adding an “All Back” Round

It is possible to add a “warm-up” or “all back” round for a competition that doesn’t have enough entries for a semi-final round. In this example, we will add an “all back” round for the “Adult” competition, which has 7 entries.

The screenshot shows the 'Timetable' application window. At the top is a 'File' menu. Below it is a table with the following data:

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	10:45	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:49	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		10:52	END OF SECTION					

Below the table are control elements:

- Start time (HH:MM): 10:15
- Maximum entries in final: 7
- Maximum entries in heat: 12
- Seconds per dance: 90
- Timetable is for...:  current tab only,  all tabs
- Buttons: Undo, Update, Resolve
- Number recalled must be a multiple of heats:

Right-click anywhere on the “Adult” row and select “Insert ‘All Back’ round above”

This screenshot is identical to the previous one, but with a context menu open over the 'Adult' row (Item 5). The menu options are:

- Insert Presentation below
- Insert General Dancing below
- Insert "All Back" round above
- Delete

An extra round has been inserted above the original “Adult” row, and this has created a conflict, as the two rounds are scheduled to run consecutively, with the same competitors.

Timetable

File

	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
	<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
	<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
▶	<input checked="" type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	All Back
	<input checked="" type="checkbox"/>	6	10:45	Adult	WTVFQ	2	7	1	Final
	<input type="checkbox"/>	7	10:52	Junior	WFQ	3	6	1	Final
	<input type="checkbox"/>	8	10:57	Juvenile	WQ	3	6	1	Final
	<input type="checkbox"/>		11:00	END OF SECTION					

Start time (HH:MM)  Maximum entries in final

Maximum entries in heat

Seconds per dance  Timetable is for...

current tab only  
 all tabs

Number recalled must be a multiple of heats

To correct this, click the “Resolve” button.

Timetable

File

	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
	<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
	<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
▶	<input checked="" type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	All Back
	<input type="checkbox"/>	6	10:45	Junior	WFQ	3	6	1	Final
	<input type="checkbox"/>	7	10:49	Adult	WTVFQ	2	7	1	Final
	<input type="checkbox"/>	8	10:57	Juvenile	WQ	3	6	1	Final
	<input type="checkbox"/>		11:00	END OF SECTION					

Start time (HH:MM)  Maximum entries in final

Maximum entries in heat

Seconds per dance  Timetable is for...

current tab only  
 all tabs

Number recalled must be a multiple of heats

The software has re-arranged the competitions to overcome the conflict.

## Changing the Dances

It is sometimes necessary to manually change the dances in a competition. Let us take the following example.

The screenshot shows the 'Timetable' application window. At the top is a 'File' menu. Below it is a table with the following data:

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input checked="" type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	All Back
<input type="checkbox"/>	6	10:45	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:49	Adult	WTVFQ	2	7	1	Final
<input type="checkbox"/>	8	10:57	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		11:00	END OF SECTION					

Below the table are control elements:

- Start time (HH:MM): 10:15
- Maximum entries in final: 7
- Maximum entries in heat: 12
- Seconds per dance: 90
- Buttons: Undo, Update, Resolve
- Number recalled must be a multiple of heats:
- Timetable is for...:
  - current tab only
  - all tabs

We have created a “warm up” or “all back” round for the “Adult” competition. However, we don’t want the extra round to be all five dances, we only want to dance the Waltz and Quickstep. Double-click on the “Dances” box and edit it as required, then click “Update” for the changes to take effect.

The screenshot shows the 'Timetable' application window after editing. The table data is as follows:

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input checked="" type="checkbox"/>	5	10:37	Adult	WQ	1	7	1	All Back
<input type="checkbox"/>	6	10:40	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>	7	10:45	Adult	WTVFQ	2	7	1	Final
<input type="checkbox"/>	8	10:52	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>		10:55	END OF SECTION					

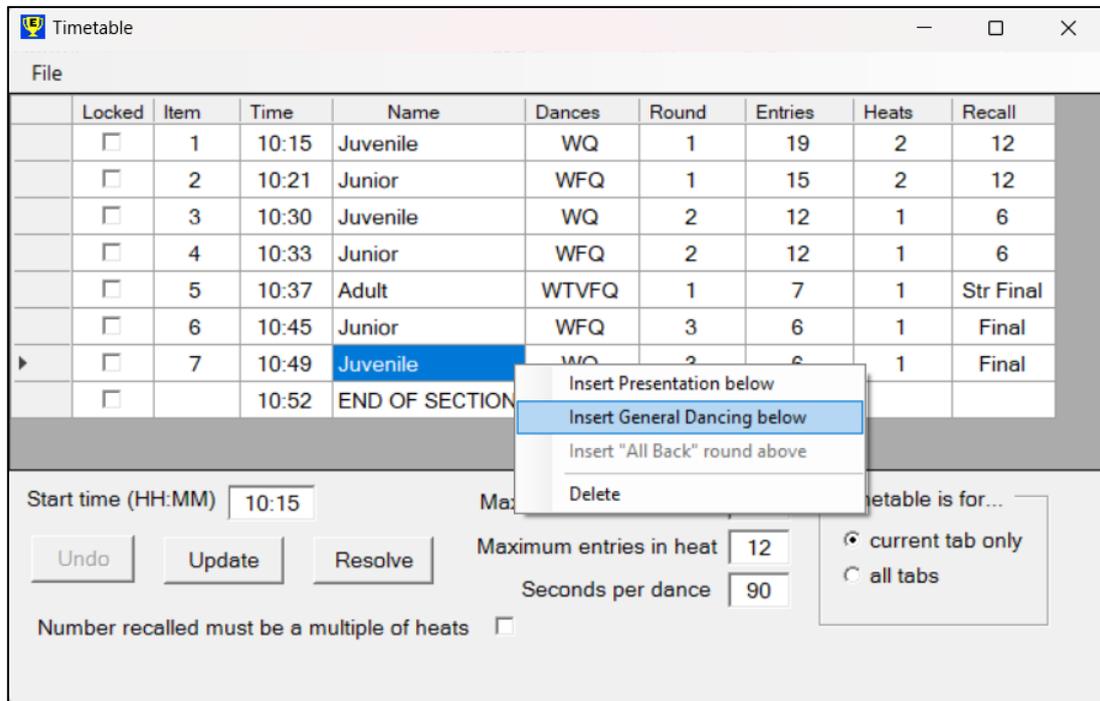
The control elements below the table are:

- Start time (HH:MM): 10:15
- Maximum entries in final: 7
- Maximum entries in heat: 12
- Seconds per dance: 90
- Buttons: Undo, Update, Resolve
- Number recalled must be a multiple of heats:
- Timetable is for...:
  - current tab only
  - all tabs

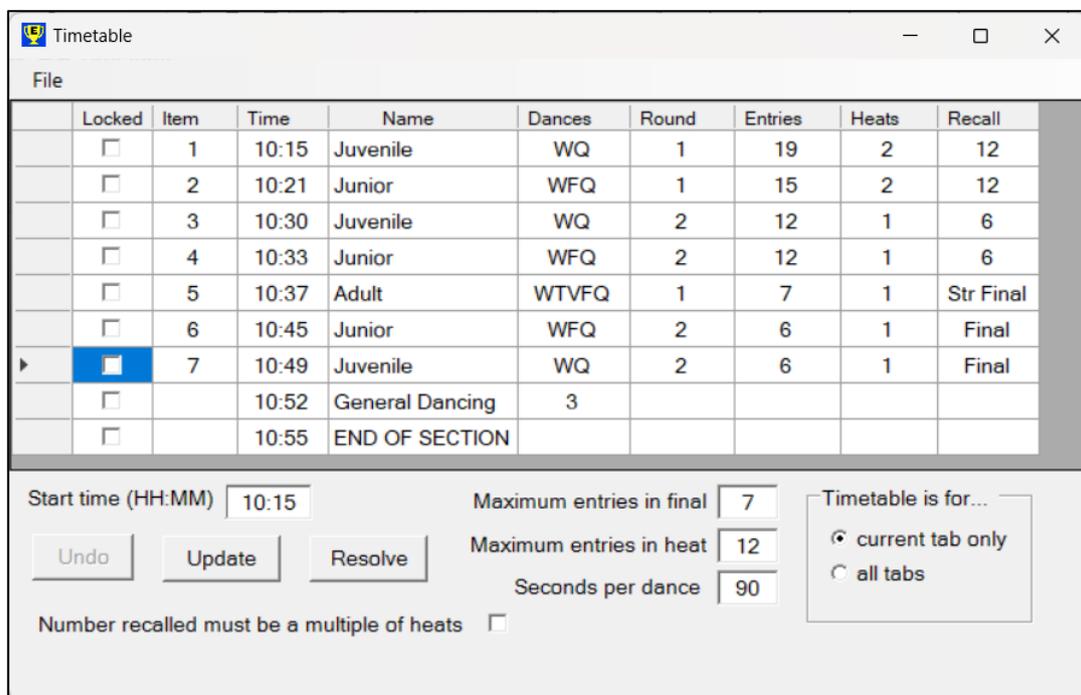
The “all back” round now has the desired dances and the overall time has reduced by 5 minutes.

## Adding a General Dance

You can add a “general dance” anywhere in the timetable.



Right-click anywhere on a row immediately above where you want to insert the general dance, and select “Insert General Dancing below”.



A general dance will be inserted with a default time of 3 minutes. You can edit this time by double-clicking on it and changing it to anything you want. Click “Update” after you have made the change, for it to take effect.

## Deleting Timetable Rows

You can delete any row in the timetable by right-clicking on it and selecting “Delete”.

The screenshot shows the 'Timetable' application window. A table lists dance items with columns for Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The row for 'General Dancing' at 10:52 is selected. A context menu is open over this row, offering options: 'Insert Presentation below', 'Insert General Dancing below', 'Insert "All Back" round above', and 'Delete'. The 'Delete' option is highlighted. Below the table, there are control fields for 'Start time (HH:MM)' (10:15), 'Maximum entries in final' (12), 'Maximum entries in heat' (12), and 'Seconds per dance' (90). There are also 'Undo', 'Update', and 'Resolve' buttons, and a checkbox for 'Number recalled must be a multiple of heats'.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	10:45	Junior	WFQ	2	6	1	Final
<input type="checkbox"/>	7	10:49	Juvenile	WQ	2	6	1	Final
<input type="checkbox"/>		10:52	General Dancing	3				
<input type="checkbox"/>		10:55	END OF SECTION					

In this example, we are deleting the general dance that we previously added.

The screenshot shows the 'Timetable' application window after the 'General Dancing' row has been removed. The table now ends with the 'END OF SECTION' row at 10:52. The context menu is no longer visible. The control fields below the table are updated: 'Maximum entries in final' is now 7, and 'Maximum entries in heat' is 12. The 'Undo', 'Update', and 'Resolve' buttons are still present, along with the 'Number recalled must be a multiple of heats' checkbox. A 'Timetable is for...' dialog box is also visible, with 'current tab only' selected.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	5	10:37	Adult	WTVFQ	1	7	1	Str Final
<input type="checkbox"/>	6	10:45	Junior	WFQ	2	6	1	Final
<input type="checkbox"/>	7	10:49	Juvenile	WQ	2	6	1	Final
<input type="checkbox"/>		10:52	END OF SECTION					

NOTE: Use this command with caution. If you accidentally delete a row, you can bring it back by clicking the “Undo” button, but it will only undo the last deletion, so if you delete several rows, “Undo” will only bring back the last one.

## Red and Yellow Conflicts

The software will indicate by means of colours, if any competitions having common entries, or possibly having common entries, are placed next to each other.

If the competitions definitely have common entries, the rows are coloured red. If the competitions might have common entries, depending on which competitors are recalled, the rows are coloured yellow.

Consider the following example.

The screenshot shows a window titled 'Timetable' with a 'File' menu. Below the menu is a table with the following columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 10 rows of data, with rows 6 and 7 highlighted in red, and rows 9 and 10 highlighted in yellow. Row 6 is 'Adult' at 10:40 with 'All Back' recall. Row 7 is 'Adult' at 10:48 with 'Final' recall. Row 9 is 'Under 14' at 10:58 with 'Final' recall. Row 10 is 'Junior' at 11:01 with 'Final' recall. Row 11 is 'END OF SECTION' at 11:06. Below the table are controls for 'Start time (HH:MM)' (10:15), 'Maximum entries in final' (7), 'Maximum entries in heat' (12), 'Seconds per dance' (90), and 'Timetable is for...' (radio buttons for 'current tab only' and 'all tabs'). There are also 'Undo', 'Update', and 'Resolve' buttons, and a checkbox for 'Number recalled must be a multiple of heats'.

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input type="checkbox"/>	1	10:15	Under 14	WQ	1	11	1	6
<input type="checkbox"/>	2	10:18	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	10:24	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	4	10:33	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	5	10:36	Junior	WFQ	2	12	1	6
<input checked="" type="checkbox"/>	6	10:40	Adult	WTVFQ	1	7	1	All Back
<input checked="" type="checkbox"/>	7	10:48	Adult	WTVFQ	2	7	1	Final
<input type="checkbox"/>	8	10:55	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>	9	10:58	Under 14	WQ	2	6	1	Final
<input type="checkbox"/>	10	11:01	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>		11:06	END OF SECTION					

A timetable has been created and manually amended by adding an “all back” round to the “Adult” competition, and by moving the Juvenile final, which results in the Junior final and the Under 14 final next to each other.

The red rows signify that the items 6 and 7 undoubtedly have common entries. The yellow rows signify that items 9 and 10 potentially might have common entries, depending on which competitors are recalled to the final of each.

Clicking “Resolve” results in a timetable with no issues, as the software has re-ordered the competitions to eliminate any conflicts.

Timetable

File

Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input type="checkbox"/>	1	10:15	Under 14	WQ	1	11	1	6
<input type="checkbox"/>	2	10:18	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	3	10:24	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	4	10:33	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	5	10:36	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	6	10:40	Adult	WTVFQ	1	7	1	All Back
<input type="checkbox"/>	7	10:48	Juvenile	WQ	3	6	1	Final
<input type="checkbox"/>	8	10:51	Under 14	WQ	2	6	1	Final
<input checked="" type="checkbox"/>	9	10:54	Adult	WTVFQ	2	7	1	Final
<input type="checkbox"/>	10	11:01	Junior	WFQ	3	6	1	Final
<input type="checkbox"/>		11:06	END OF SECTION					

Start time (HH:MM)  Maximum entries in final

Maximum entries in heat

Seconds per dance

Timetable is for...

current tab only

all tabs

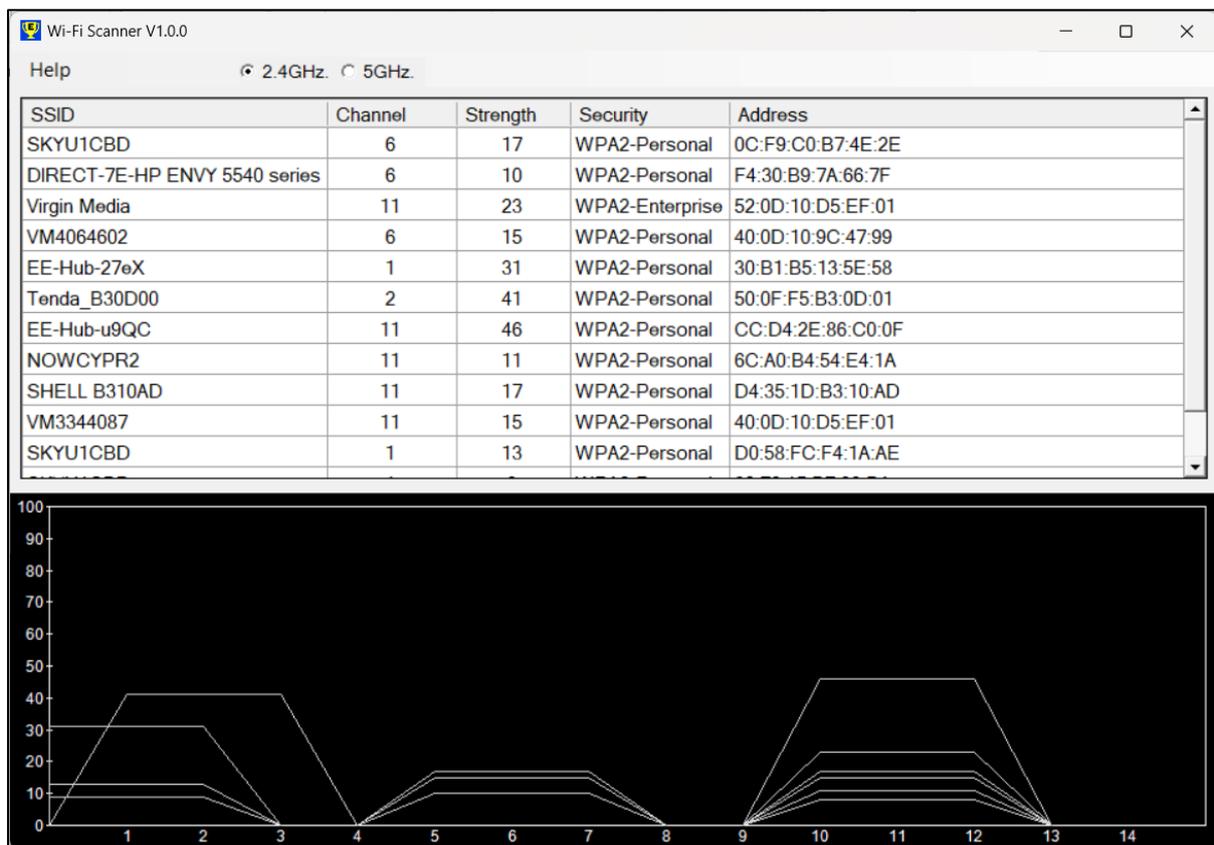
Number recalled must be a multiple of heats

## Wi-Fi Scanner (Ultimate only)

If you use EasyPad you will probably have seen occasional red hearts on the monitor window, caused by interference on the wi-fi network, but you might not have been able to locate the source of the interference, unless it was very obvious, such as a live radio microphone close to the router. However, Easycomp now has a built-in wi-fi scanner to help you see all the wi-fi networks in your locality, and identify those that could be causing problems.

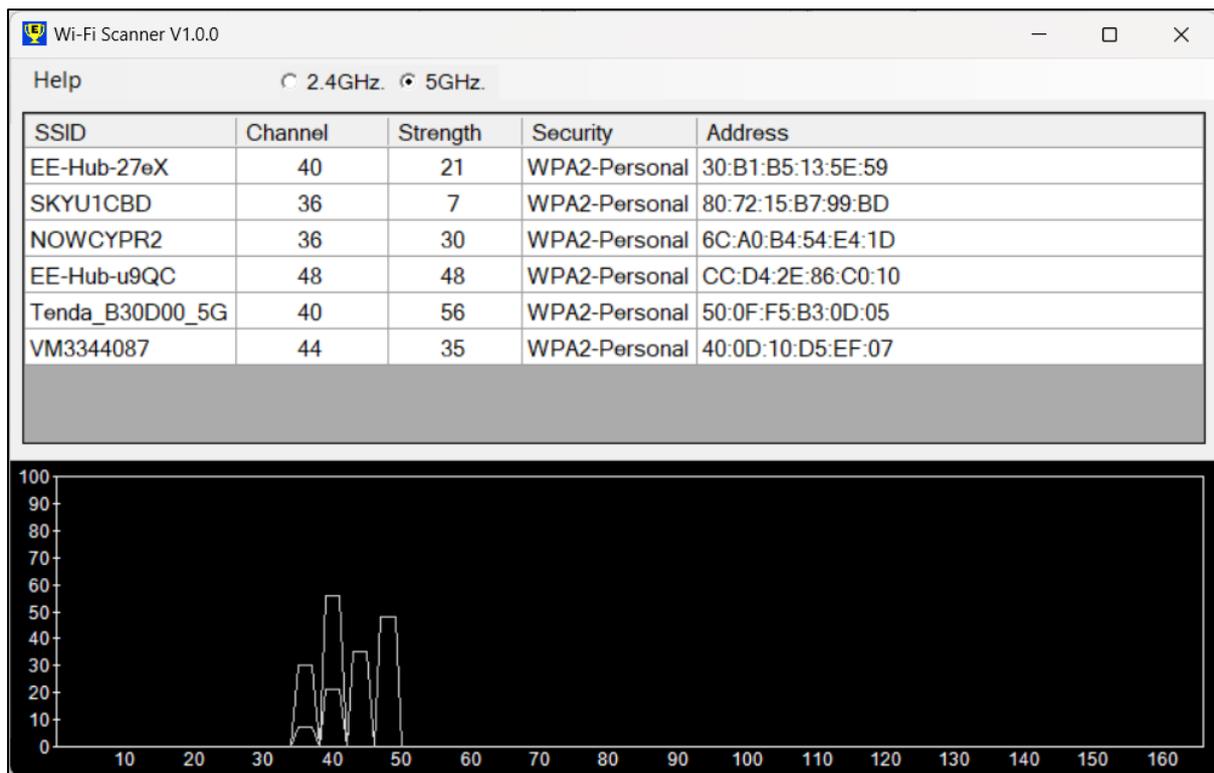


Click on “Wi-Fi Scanner” in the top menu, and the wi-fi scanner application will start, as shown below.



The upper half of the screen lists all the wi-fi networks found, with their details, while the lower half of the screen gives a visual representation of the networks and their transmission channels.

Two bands are available for wi-fi networks, 2.4GHz and 5GHz, and two radio buttons are available at the top of the screen to select the band to be displayed. The image above shows the networks found on the 2.4GHz band, and the image below shows the networks on the 5GHz band. **Please note that EasyPad currently only uses the 2.4GHz network.**



## Wi-Fi Terminology

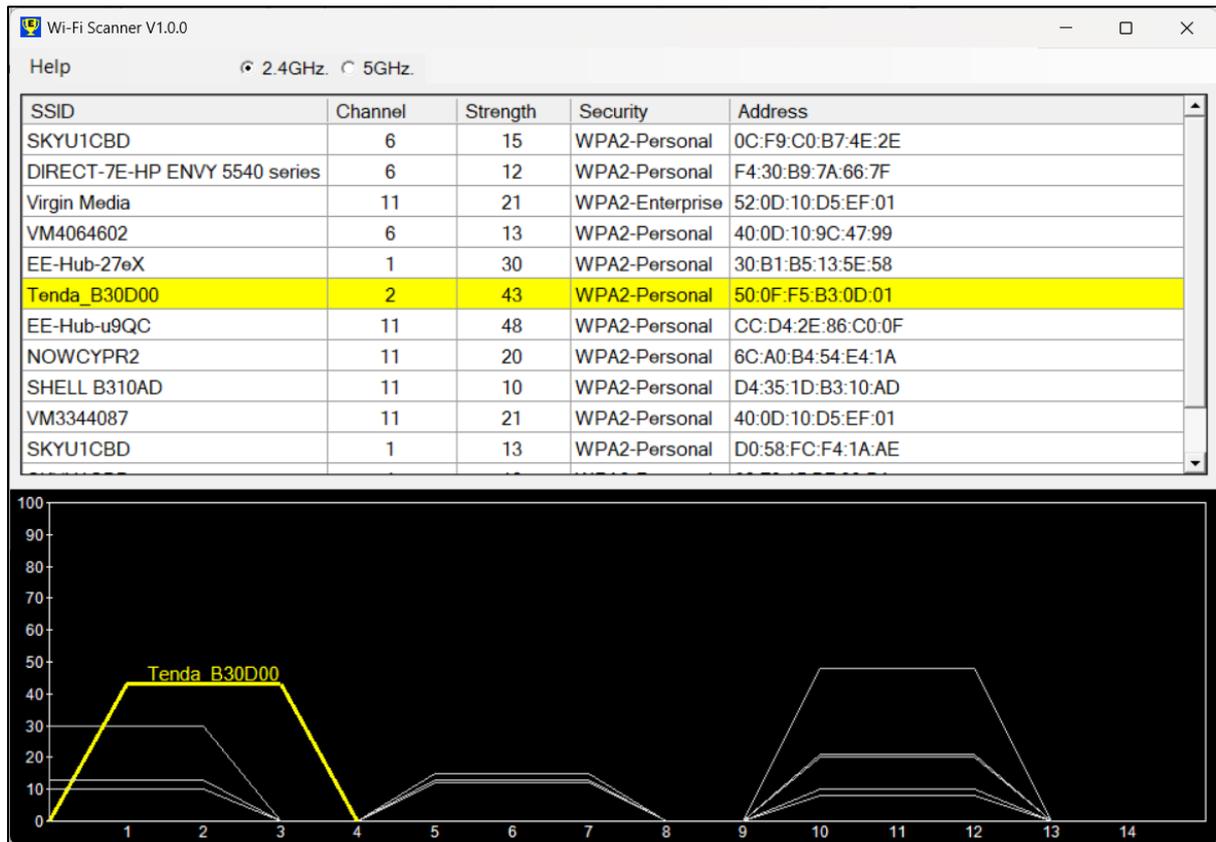
The words used when discussing wi-fi can be very confusing for the lay-person, so here is a simple explanation of the most common ones.

- SSID is short for “Service Set Identifier”, which simply means the name of the network.
- Band. A band is a range of frequencies that that a device can use to send or receive data. Two bands are commonly used for wi-fi; 2.4GHz and 5GHz. 1GHz is one thousand million cycles per second, and to put that figure into context, FM radio signals are typically around 100 million cycles per second, so wi-fi transmits at a much higher frequency than FM radio. **EasyPad devices are currently only able to use the 2.4GHz band**, so the 5GHz band is not used at all for our purposes.
- Channel. This refers to the frequency on which the network is transmitting within a band. The 2.4GHz band, which EasyPad uses, consists of 14 channels, numbered 1 to 14. The 5GHz band, which EasyPad does NOT use, uses channels 36 to 165.
- Strength, as the name implies, is a measure of the quality of the signal. The higher the number, the stronger the signal.
- Security. This describes the type of encryption used to protect the data on the network.
- Address, or to give it its full title, MAC Address (media access control address), is a unique identifier given to every device capable of transmitting on a network.

## Using the Scanner

Search through the list of networks to find the one used by the EasyPad router, in this case, Tenda\_B30D00. If there are lots of different networks shown, it may be difficult to find the one you're looking for, so if that is the case, click the "SSID" box at the top of the column to sort them alphabetically.

When you have found the EasyPad network, click it, and it will be highlighted in yellow, as will its trace on the lower half of the screen.



The horizontal axis of the graph shows the channels used by the networks, and the vertical axis shows their strength. The higher the strength, the better the network.

Networks on the same channel co-operate with each other, and as a result, only one network transmits at any one time, so they do not interfere with each other. However, overlapping networks do not co-operate, and they can cause interference with each other.

Although 14 channels are available on the 2.4GHz band, each channel can affect the two channels on either side, so in practice, the only non-overlapping channels available for use are channels 1, 6 and 11.

We can see from the above display that our router is on channel 2, and will therefore be susceptible to interference from the three networks on channel 1, and also from the three on channel 6. From this information, we should decide to move our router to a different channel.

### Which Channel Should I Use?

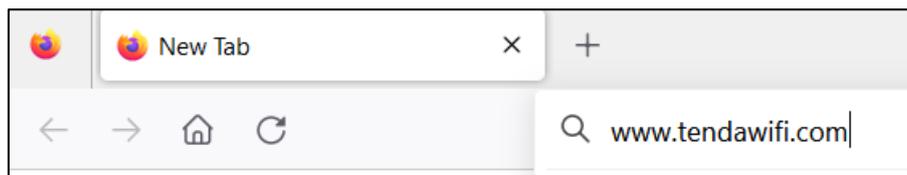
As we have seen, if we wish to avoid over-lapping channels, we only have a choice of three; channels 1, 6 and 11. We should use the information given to us by the scanner to choose the quietest channel with the least number of high-strength networks. From the display above, channel 6 would be a good choice, because it has only three low-strength networks. By contrast, channel 11 has five networks, one of which is a very strong one, and channel 1 also has a strong network on it.

### Changing the Router Channel

It is a simple procedure to change the router channel, which entails going into the router's control panel and making the desired changes. The following instructions are written for the Tenda AC6 router, which is supplied as standard with all EasyPad kits. If you have bought a different router then you will have to search on-line for instructions, but the procedure is likely to be very similar to the this one.

Connect the router to the computer with an ethernet cable, and make sure the computer is disconnected from any other network, and has no internet connection.

Open an Internet browser and type [www.tendawifi.com](http://www.tendawifi.com) into the address box.



The Tenda AC6 router is available in two, slightly different versions. One version (type A) has 8 LEDs on the front panel, while the other (type B) has 4.



**Type A**

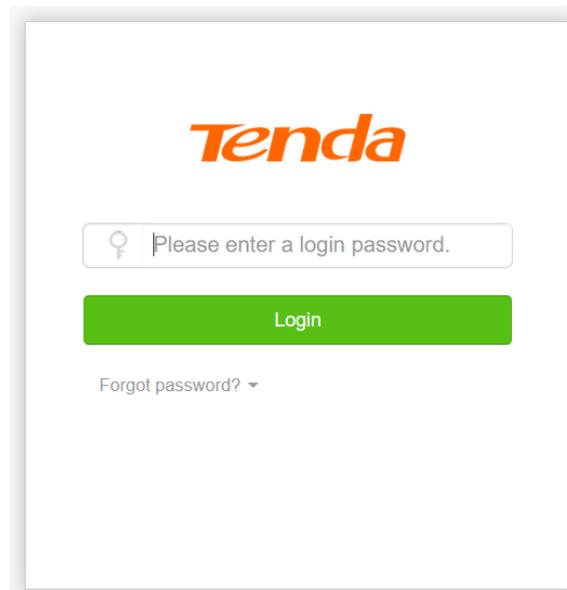


**Type B**

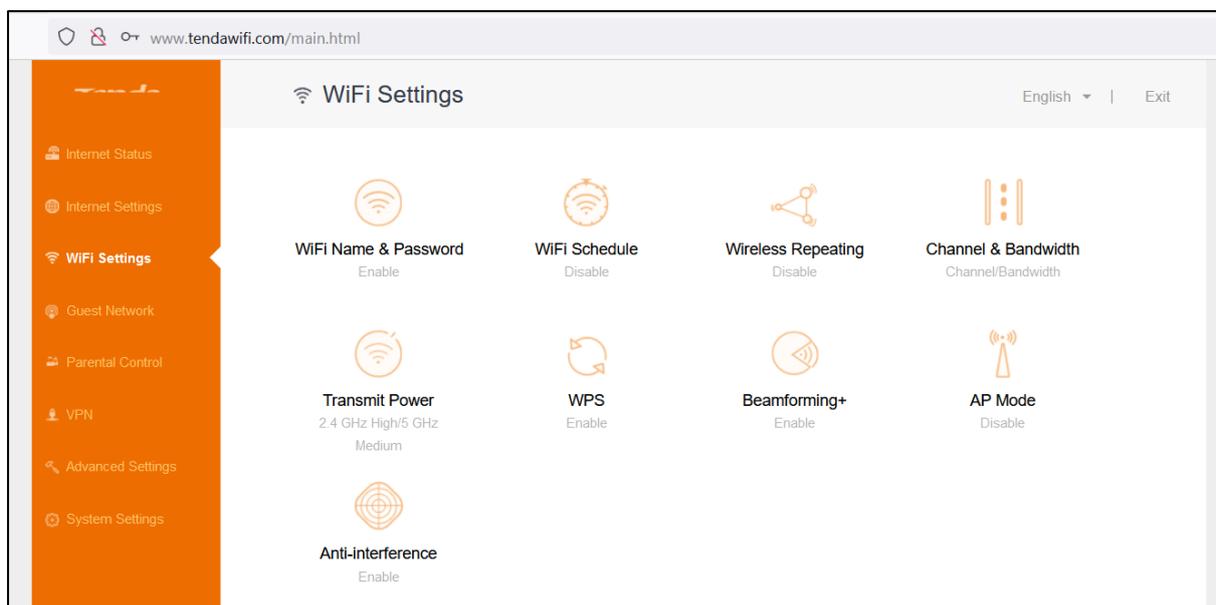
The procedure is slightly different for the two types. Identify your router type and refer to the appropriate section for it.

### Type A

Your browser may open a window, asking for a password, as shown below. The password is the network password for the router, which will be displayed on a sticker on the router



Click on “Wi-Fi Settings” in the left-hand column, then click on “Channel & Bandwidth” in the right-hand section.



Click the box labelled “Wi-Fi Channel” in the “2.4GHz Network” section (highlighted in red, below). You can ignore all the other settings.

Channel & Bandwidth

2.4 GHz Network

Network Mode: 11b/g/n mixed

WiFi Channel: Auto

WiFi Bandwidth: 20/40

5 GHz Network

Network Mode: 11a/n/ac mixed

WiFi Channel: Auto

WiFi Bandwidth: 20/40/80

Save

Select the desired channel from the drop-down list. In our example, we will choose channel 6.

Channel & Bandwidth

2.4 GHz Network

Network Mode: 11b/g/n mixed

WiFi Channel: Auto

WiFi Bandwidth:

5 GHz Network

Network Mode:

WiFi Channel:

WiFi Bandwidth:

- Auto
- Channel 1
- Channel 2
- Channel 3
- Channel 4
- Channel 5
- Channel 6
- Channel 7
- Channel 8
- Channel 9
- Channel 10
- Channel 11
- Channel 12
- Channel 13

Click “Save”

Channel & Bandwidth ✕

---

2.4 GHz Network

Network Mode: 11b/g/n mixed ▾

WiFi Channel: Channel 6 ▾

WiFi Bandwidth: 20/40 ▾

5 GHz Network

Network Mode: 11a/n/ac mixed ▾

WiFi Channel: Auto ▾

WiFi Bandwidth: 20/40/80 ▾

[Save](#)

NOTE. It is not recommended to choose the “Auto” setting for two reasons.

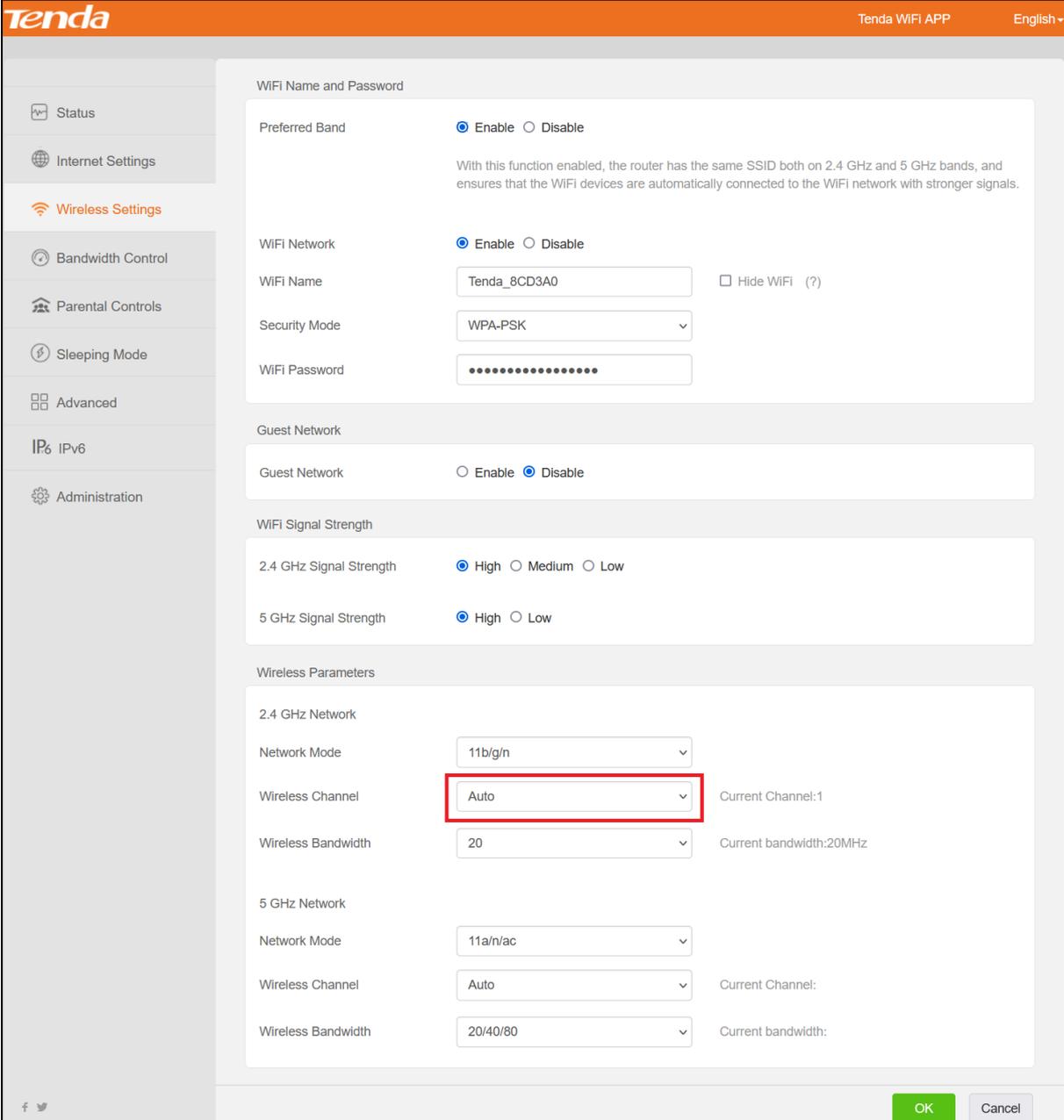
1. The router may choose an overlapping channel (i.e., not 1, 6 or 11), leading to greater interference.
2. The router may decide, mid-competition, to switch channels if it thinks that a quieter one would be better. Doing so would disconnect all your devices for a few minutes, while they re-connect to the new channel, and you would not want that to happen.

It is much better to manually set the channel to avoid these problems.

## Type B

Your router, by default, does not require a password to log in if you are connected via a cable, although you can set one if you wish to do so. The window shown below will be displayed.

Click on “Wireless Settings” in the left-hand column, and scroll down until the “Wireless Channel” box outlined in red below, is visible. You can ignore all the other settings on this page.



The screenshot shows the Tenda WiFi APP interface. The left sidebar contains navigation options: Status, Internet Settings, **Wireless Settings**, Bandwidth Control, Parental Controls, Sleeping Mode, Advanced, IPv6, and Administration. The main content area is titled "WiFi Name and Password" and includes sections for "WiFi Network", "Guest Network", "WiFi Signal Strength", and "Wireless Parameters".

The "WiFi Network" section has the following settings:

- Preferred Band:  Enable  Disable
- WiFi Network:  Enable  Disable
- WiFi Name: Tenda\_8CD3A0
- Security Mode: WPA-PSK
- WiFi Password: [Redacted]

The "Guest Network" section has the following setting:

- Guest Network:  Enable  Disable

The "WiFi Signal Strength" section has the following settings:

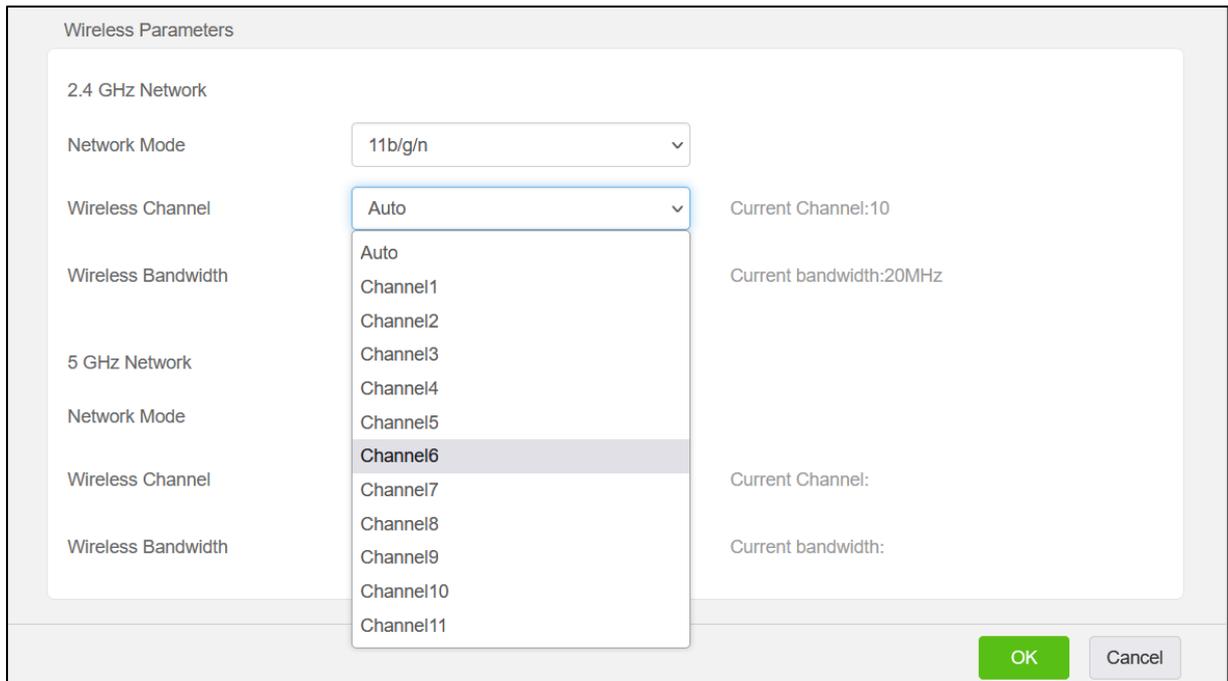
- 2.4 GHz Signal Strength:  High  Medium  Low
- 5 GHz Signal Strength:  High  Low

The "Wireless Parameters" section has the following settings:

- 2.4 GHz Network:
  - Network Mode: 11b/g/n
  - Wireless Channel: **Auto** (highlighted with a red box)
  - Wireless Bandwidth: 20
- 5 GHz Network:
  - Network Mode: 11a/n/ac
  - Wireless Channel: Auto
  - Wireless Bandwidth: 20/40/80

At the bottom right, there are "OK" and "Cancel" buttons.

Select the desired channel from the drop-down list. In our example, we will choose channel 6. Click OK.



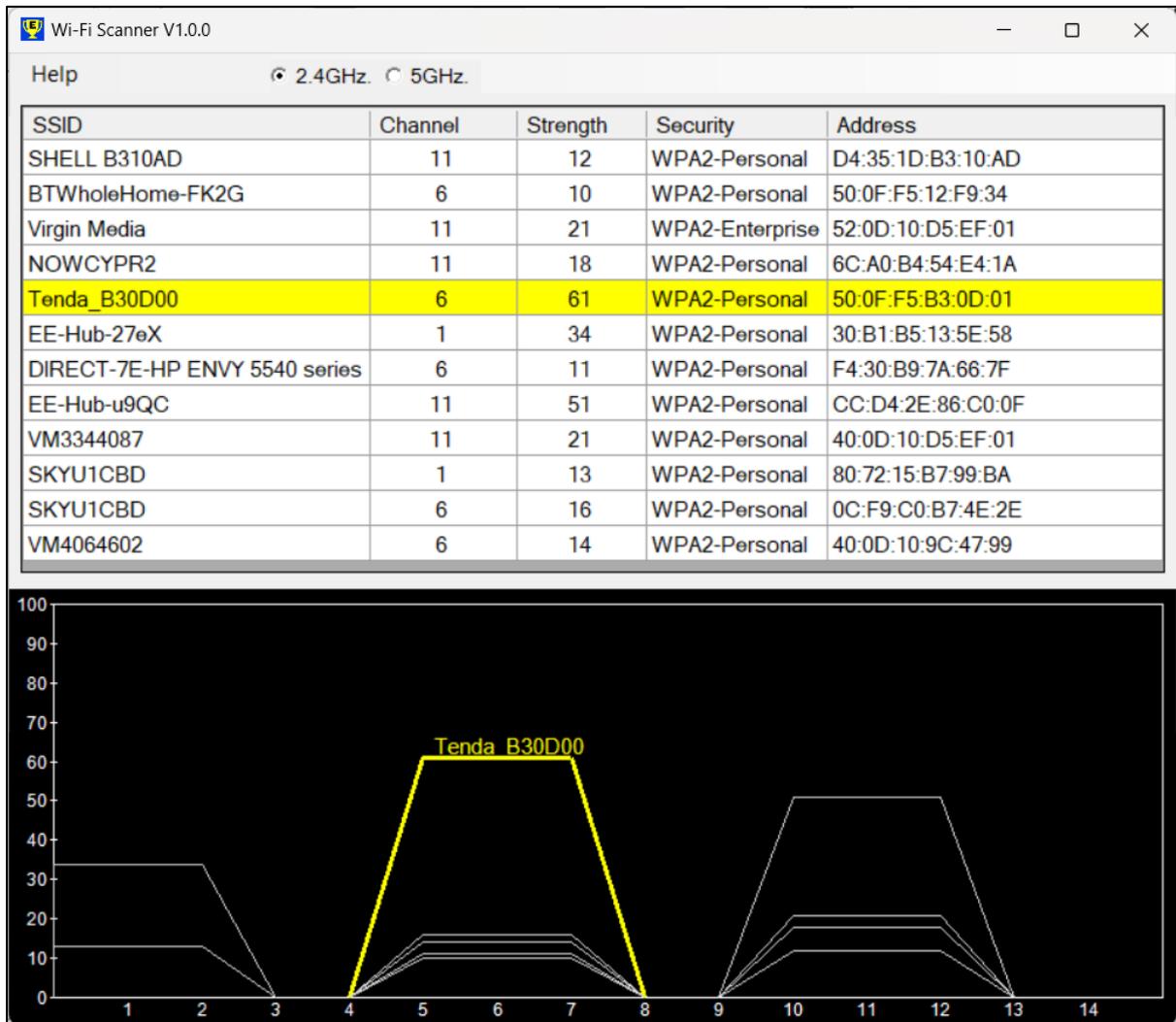
NOTE. It is not recommended to choose the “Auto” setting for two reasons.

1. The router may choose an overlapping channel (i.e., not 1, 6 or 11), leading to greater interference.
2. The router may decide, mid-competition, to switch channels if it thinks that a quieter one would be better. Doing so would disconnect all your devices for a few minutes, while they re-connect to the new channel, and you would not want that to happen.

It is much better to manually set the channel to avoid these problems.

## After Changing the Router Channel

After you have changed the router channel, re-start the wi-fi scanner and you should see that the router is now on its new channel, as shown below.



## EasyPad Features (Ultimate only)

### Monitor

When doing a recall or final using EasyPad, the EasyPad Monitor screen will be displayed. It shows the judges' letters and names, the amount of charge remaining in the battery, and the strength of the pad's Wi-Fi signal.

In addition, it shows a flashing green heart if the communication between Easycomp and the pad is good, and it also shows in the far right-hand column the number of entries marked by the judge and the time, in seconds, since the pad was connected to Easycomp. All of these things give reassurance that the communication channel between Easycomp and the pads is working and data is being received from the pad.

It also gives visual indications that the last message was sent to the pad and that it was received and acknowledged by the pad.

The screenshot shows the 'EasyPad Monitor' interface for a 'Waltz' event. It features a table with columns for Adjudicator, Battery, WiFi, Sent, Reply, and Marked. Each row includes a green heart icon in the first column. Callouts with arrows point to specific elements: 'Message was sent to EasyPad' points to the 'Sent' column, 'Message was received by EasyPad' points to the 'Reply' column, 'Connection is OK' points to the heart icon, and 'Marked : Time' points to the 'Marked' column.

	Adjudicator	Battery	WiFi	Sent	Reply	Marked
♥	A Kristi Boyce	71%	100%			5: 163
♥	B Tony Bennett	82%	100%			3: 121
♥	C Kristie White	83%	100%			3: 158
♥	D Paul Taylor	82%	100%			4: 106
♥	E Martin Cutler	85%	100%			5: 106
♥	F Amy D'Angelo	82%	100%			5: 107
♥	G Damien Hey	91%	100%			5: 108
♥	H Jason Parkinson	87%	100%			3: 108
♥	I Gary Foster (chair)	84%	100%			3: 111

Status data is sent from each pad every second, and this results in the flashing green hearts. If no data has been received from a pad for over two seconds, then the flashing green heart is replaced by a constant red heart, and this is a clear indication that communication with the pad has been lost. In this situation the right-hand column will no longer give updated information, the elapsed time counter will be frozen and the judge will be unable to send their marks.

EasyPad Monitor

**Waltz**

	Adjudicator	Battery	WiFi	Sent	Reply	Marked
	A Kristi Boyce	70%	100%			5: 219
	B Tony Bennett	82%	100%			3: 177
	C Kristie White	82%	100%			3: 202
	D Paul Taylor	82%	100%			4: 162
	E Martin Cutler	85%	100%			5: 162
	F Amy D'Angelo	81%	100%			5: 163
	G Damien Hey	91%	100%			5: 164
	H Jason Parkinson	86%	100%			3: 164
	I Gary Foster (chair)	83%	100%			3: 167

## EasyPad Tools

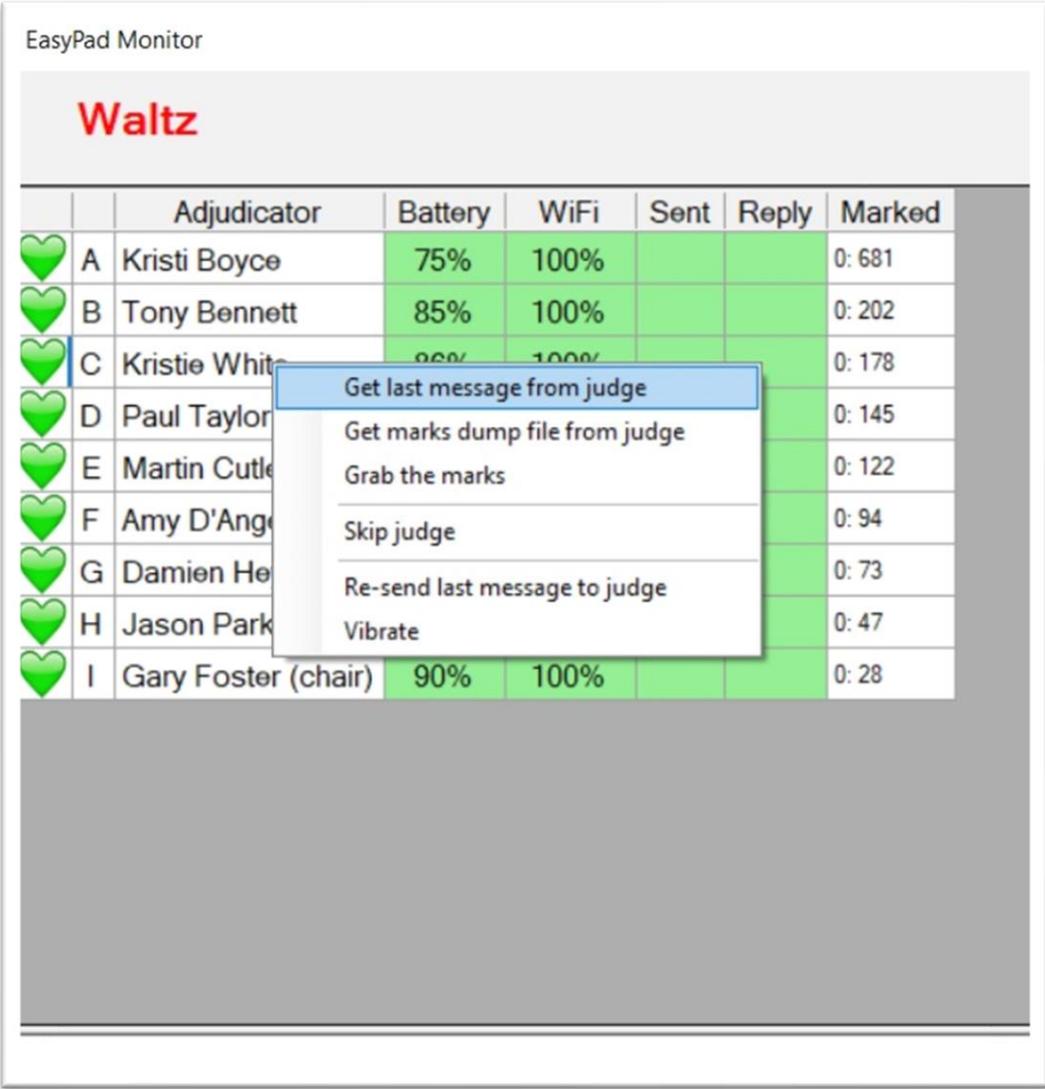
**NOTE:** All the tools in this section require EasyPad software version 3.0 or later to be installed on the judges' pads.

### Get Judge's Last Message

It may happen that a judge sends their marks to you, but you erase them by accidentally clicking on the Clear button. This would leave you with an incomplete set of marks and you would be unable to complete the recall or final.

It is possible to recover this situation by right clicking on the judge, and clicking on "Get last message from judge". The judge's pad will re-send its last message and you will have the missing marks.

Hopefully, you will never need to use this facility but it's good to know that it's there if you ever need it.



The screenshot shows the 'EasyPad Monitor' interface for a 'Waltz' event. It features a table with columns for Adjudicator, Battery, WiFi, Sent, Reply, and Marked. A context menu is open over row C, listing several actions: 'Get last message from judge', 'Get marks dump file from judge', 'Grab the marks', 'Skip judge', 'Re-send last message to judge', and 'Vibrate'.

	Adjudicator	Battery	WiFi	Sent	Reply	Marked
♥ A	Kristi Boyce	75%	100%			0: 681
♥ B	Tony Bennett	85%	100%			0: 202
♥ C	Kristie White	90%	100%			0: 178
♥ D	Paul Taylor					0: 145
♥ E	Martin Cutler					0: 122
♥ F	Amy D'Angelo					0: 94
♥ G	Damien Healy					0: 73
♥ H	Jason Park					0: 47
♥ I	Gary Foster (chair)	90%	100%			0: 28

## Grab Judge's Marks

If a judge forgets to send the marks at the end of a dance, you can take them directly from the judge's pad without the judge sending them. Right click on the judge's name and click on "Grab the marks". The marks will be received and the judge's status box will turn green.

EasyPad Monitor

### Waltz

	Adjudicator	Battery	WiFi	Sent	Reply	Marked
♥	A Kristi Boyce	74%	100%			0: 1085
♥	B Tony Bennett	84%	100%			0: 607
♥	C Kristie White	95%	100%			6: 583
♥	D Paul Taylor					0: 550
♥	E Martin Cutler					0: 527
♥	F Amy D'Angelo					0: 499
♥	G Damien Hey					0: 478
♥	H Jason Parkinson					0: 452
♥	I Gary Foster (chair)	87%	100%			0: 433

Context menu for Kristie White:

- Get last message from judge
- Get marks dump file from judge
- Grab the marks**
- Skip judge
- Re-send last message to judge
- Vibrate

## Skip Judge

If a judge is unable to mark a round, for whatever reason, you can omit them and continue the round without them. Right click on the judge's name and click on "Skip judge". The judge's status box will turn green.

EasyPad Monitor

### Waltz

	Adjudicator	Battery	WiFi	Sent	Reply	Marked
♥	A Kristi Boyce	74%	100%			0: 1347
♥	B Tony Bennett	83%	100%			0: 868
♥	C Kristie White	84%	100%			0: 844
♥	D Paul Taylor	84%	100%			0: 812
♥	E Martin Cutler	87%	100%			0: 788
♥	F Amy D'Angelo	83%	100%			0: 761
♥	G Damien Hey	93%	100%			0: 739
♥	H Jason Parkinson	90%	100%			5: 713
♥	I Gary Foster (chair)	85%	100%			0: 694

- Get last message from judge
- Get marks dump file from judge
- Grab the marks
- Skip judge**
- Re-send last message to judge
- Vibrate

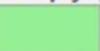
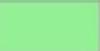
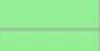
## Resend Message

When Easycomp sends the numbers for a dance to the judges' pads, the "Sent" column fills with green boxes as each message is sent. As each message is received by the pads, and acted upon, they send an acknowledgement message back to Easycomp, which gives a visual indication of that by filling the "Reply" column with green boxes as each acknowledgement is received. Two green boxes for each judge mean that the message was both sent and received correctly.

If a judge's pad does not receive and acknowledge the message, the "Reply" box for that judge remains white, and this tells you that the judge does not have the numbers displayed on their pad and therefore cannot judge the dance. It should be said that the chance of this happening is extremely rare, and most scrutineers will never experience it.

EasyPad Monitor

**Waltz**

	Adjudicator	Battery	WiFi	Sent	Reply	Marked
	A Kristi Boyce	70%	100%			5: 486
	B Tony Bennett	80%	100%			3: 444
	C Kristie White	82%	100%			3: 429
	D Paul Taylor	81%	100%			4: 429
	E Martin Cutler	84%	100%			5: 429
	F Amy D'Angelo	80%	100%			5: 430
	G Damien Hey	90%	100%			4: 431
	H Jason Parkinson	85%	100%			3: 431
	I Gary Foster (chair)	82%	100%			3: 434

However, if this situation ever happens, right click on the judge and click on "Re-send last message to judge". The message will be sent again, and hopefully acknowledged this time.

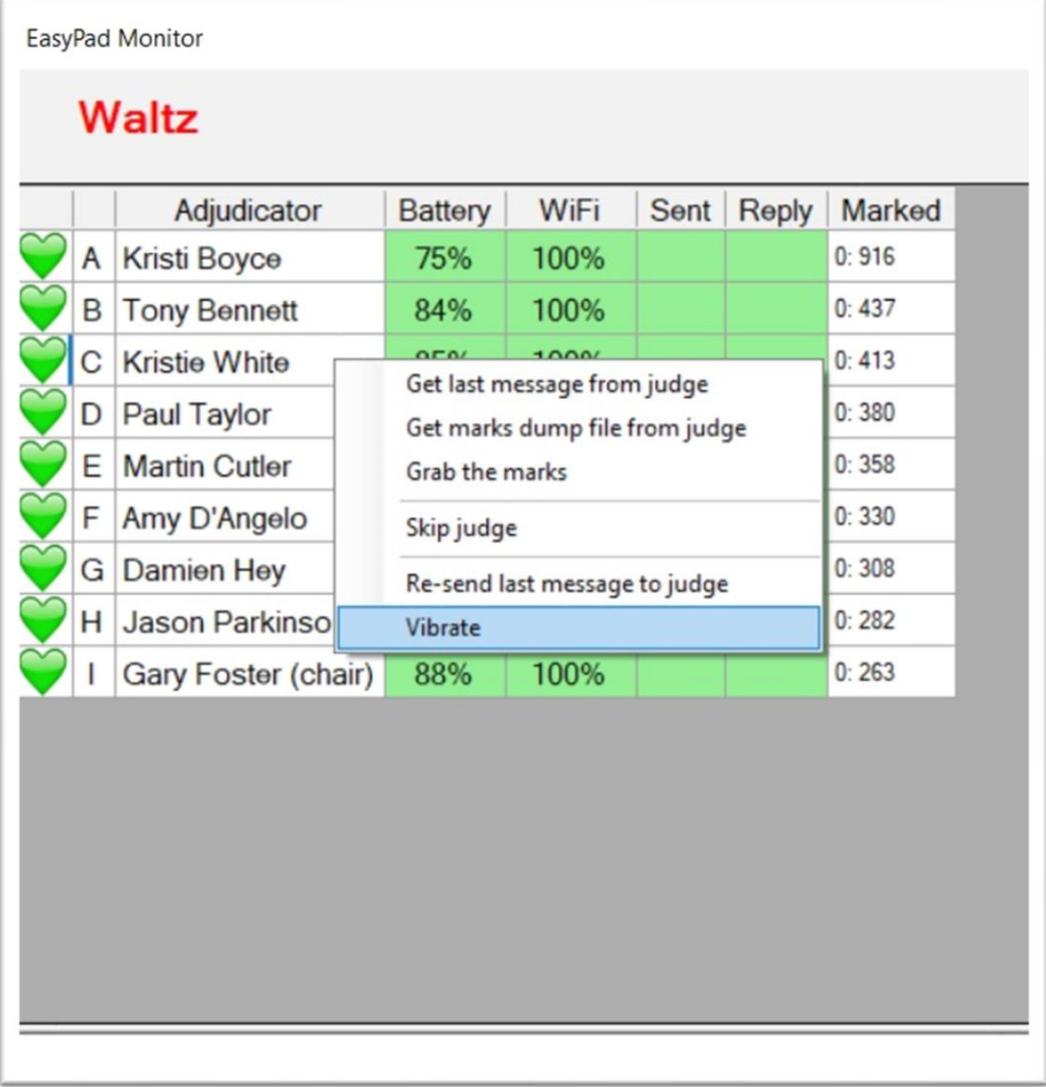
**Waltz**

		Adjudicator	Battery	WiFi	Sent	Reply	Marked
	A	Kristi Boyce	70%	100%			5: 660
	B	Tony Bennett	80%	100%			3: 617
	C	Kristie White	81%	100%			3: 188
	D	P					4: 602
	E	M					5: 603
	F	A					5: 603
	G	D					4: 605
	H	J					3: 605
	I	Gary Foster (chair)	81%	100%			3: 607

- Get last message from judge
- Get marks dump file from judge
- Grab the marks
- Skip judge
- Re-send last message to judge
- Vibrate

## Vibrate Pad

Sometimes you may want to attract the attention of a judge, for example when they have forgotten to send their marks. Right click on the judge's name and click on "Vibrate". The judge's pad will vibrate for one second.



The screenshot shows the 'EasyPad Monitor' interface for a session titled 'Waltz'. It features a table with columns for Adjudicator, Battery, WiFi, Sent, Reply, and Marked. A context menu is open over the 'H Jason Parkinso' row, with the 'Vibrate' option highlighted in blue. The table data is as follows:

	Adjudicator	Battery	WiFi	Sent	Reply	Marked
♥ A	Kristi Boyce	75%	100%			0: 916
♥ B	Tony Bennett	84%	100%			0: 437
♥ C	Kristie White	85%	100%			0: 413
♥ D	Paul Taylor					0: 380
♥ E	Martin Cutler					0: 358
♥ F	Amy D'Angelo					0: 330
♥ G	Damien Hey					0: 308
♥ H	Jason Parkinso					0: 282
♥ I	Gary Foster (chair)	88%	100%			0: 263

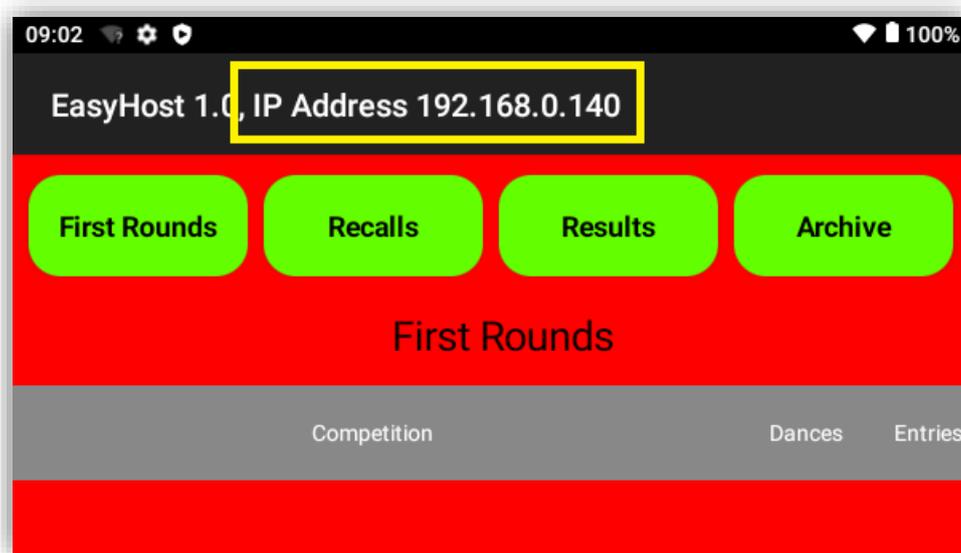
## EasyHost (Ultimate Only)

### Features

EasyHost is a paperless system for presenting competition recalls and final results to a compere. It displays the information on a small Android tablet, and the compere can use it to show first-rounds, recalls and final results. The compere can also use it to split a competition into heats, which is a very useful feature when used with EasyPad because the numbers in each heat will be same on the compere's screen as on the judges' pads.

### Connecting to a Compere

Connect the compere's tablet to the Easycomp's Wi-Fi network, and make a note of the IP address displayed at the top of the screen. The screen's background is red to indicate that the tablet is not yet connected to Easycomp.



Open the officials' names screen and enter the tablet's IP address in the box, then click the Connect button.

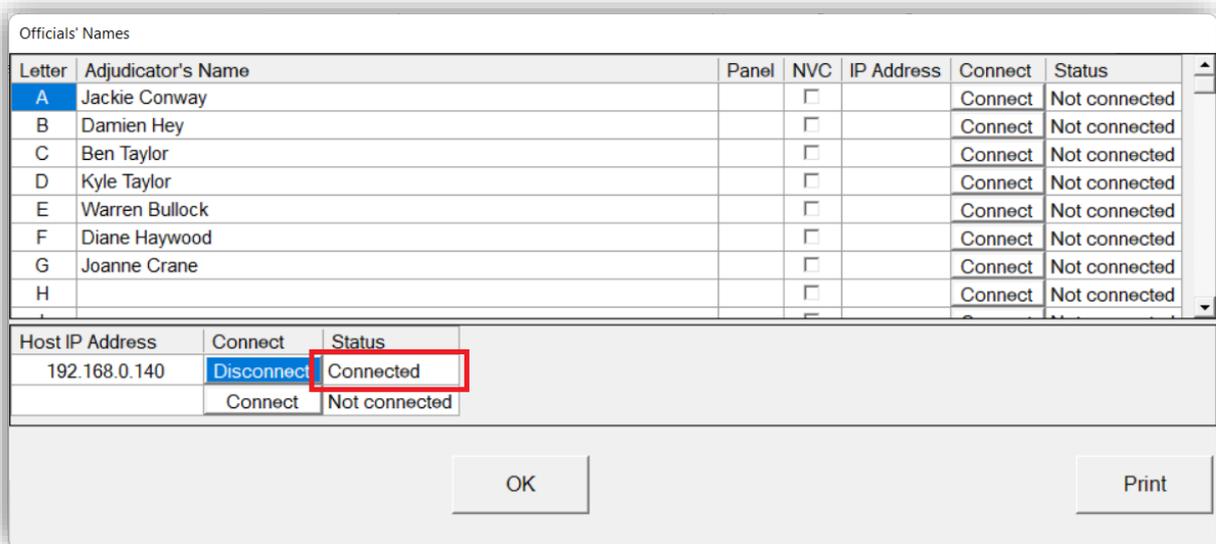
Letter	Adjudicator's Name	Panel	NVC	IP Address	Connect	Status
A	Jackie Conway		<input type="checkbox"/>		Connect	Not connected
B	Damien Hey		<input type="checkbox"/>		Connect	Not connected
C	Ben Taylor		<input type="checkbox"/>		Connect	Not connected
D	Kyle Taylor		<input type="checkbox"/>		Connect	Not connected
E	Warren Bullock		<input type="checkbox"/>		Connect	Not connected
F	Diane Haywood		<input type="checkbox"/>		Connect	Not connected
G	Joanne Crane		<input type="checkbox"/>		Connect	Not connected
H			<input type="checkbox"/>		Connect	Not connected

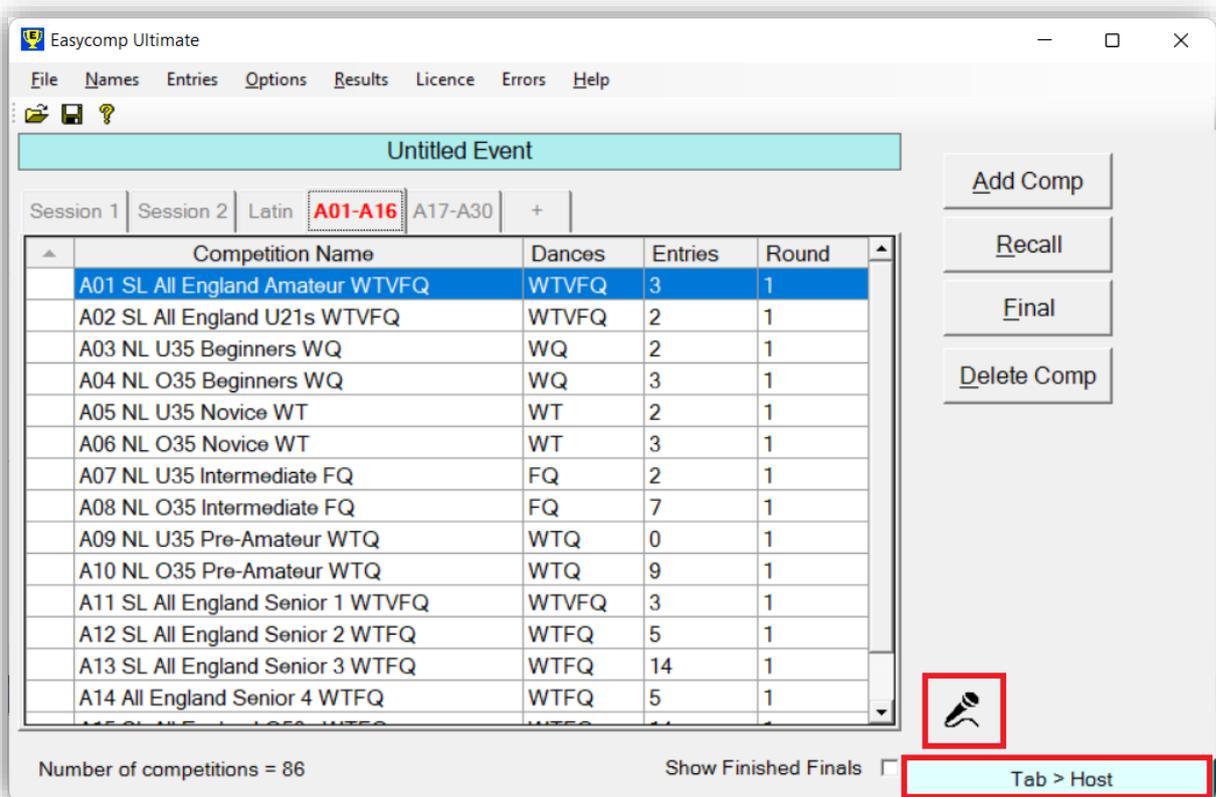
Host IP Address	Connect	Status
192.168.0.140	Connect	Not connected
	Connect	Not connected

OK Print

The Connection Status will say “Connected”.



Easycomp’s main screen will show a button with the caption “Tab > Host” with a picture of a black microphone above it. These signify that Easycomp is connected to the compere. You can connect up to four comperes at the same time.

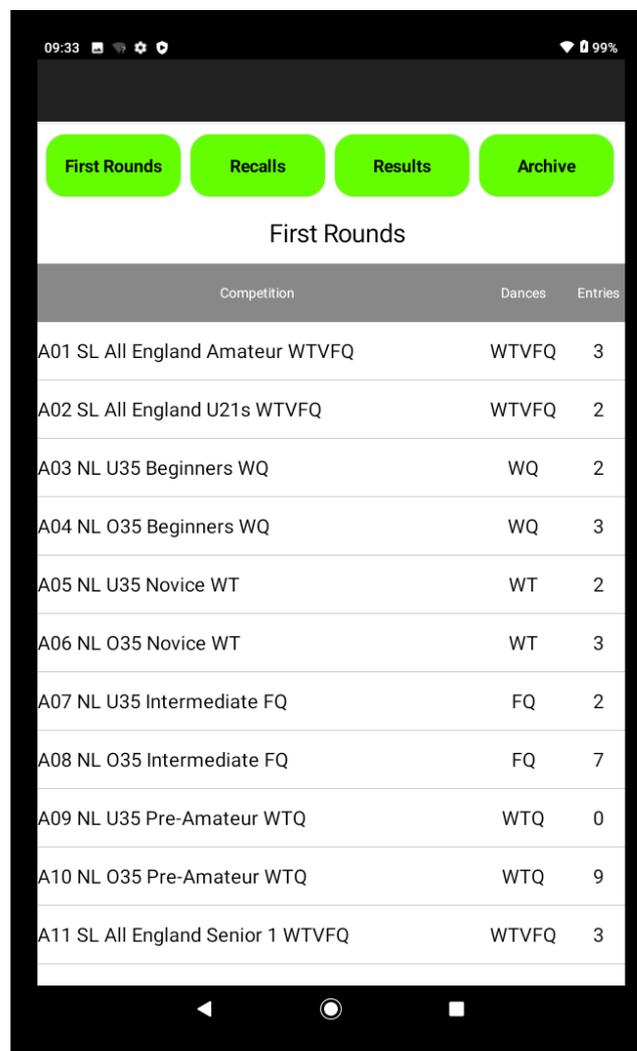


## Sending Competitions to EasyHost

Click the button “Tab > Host” (Tab to Host) and all the competitions on the current tab will be sent to the EasyHost tablet. The black microphone will turn green, signifying a successful transfer. If it turns red then the transfer was unsuccessful, so check the Wi-Fi connection again.



Those competitions which are round 1 will be displayed on EasyHost’s First-round screen, and any which are round 2 or above will be shown on EasyHost’s Recalls screen.

A screenshot of a tablet screen. At the top, there are four green buttons: 'First Rounds', 'Recalls', 'Results', and 'Archive'. Below these buttons is the title 'First Rounds'. Underneath the title is a table with three columns: 'Competition', 'Dances', and 'Entries'. The table contains 11 rows of data.

Competition	Dances	Entries
A01 SL All England Amateur WTVFQ	WTVFQ	3
A02 SL All England U21s WTVFQ	WTVFQ	2
A03 NL U35 Beginners WQ	WQ	2
A04 NL O35 Beginners WQ	WQ	3
A05 NL U35 Novice WT	WT	2
A06 NL O35 Novice WT	WT	3
A07 NL U35 Intermediate FQ	FQ	2
A08 NL O35 Intermediate FQ	FQ	7
A09 NL U35 Pre-Amateur WTQ	WTQ	0
A10 NL O35 Pre-Amateur WTQ	WTQ	9
A11 SL All England Senior 1 WTVFQ	WTVFQ	3

Once the connection has been established, EasyHost’s screen will automatically be updated whenever:

- A competition is edited
- A competition’s recall or final is done
- A competition is added or deleted

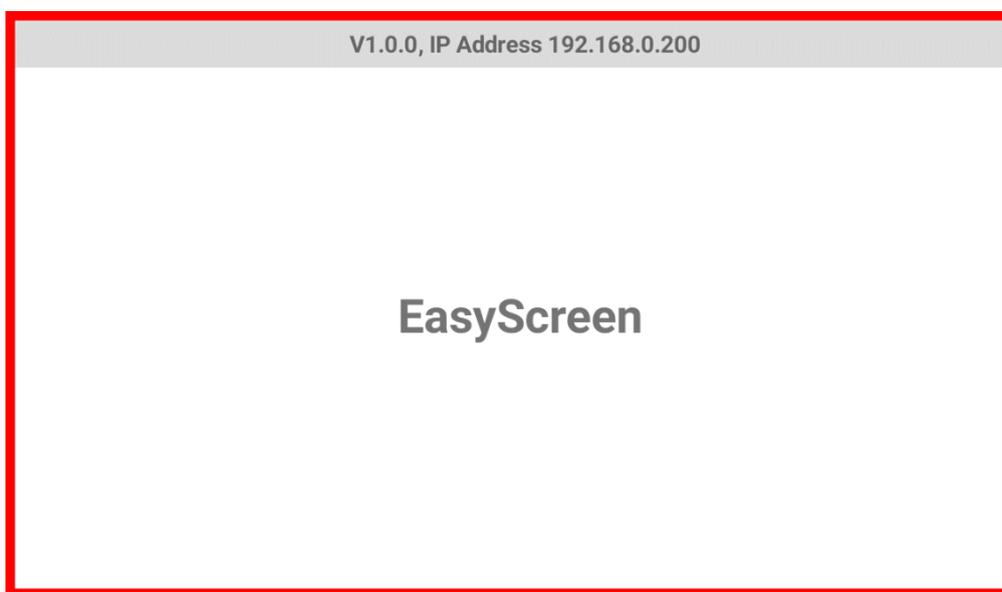
## EasyScreen (Ultimate Only)

### Features

EasyScreen is a simple system for displaying recalled numbers on large displays, such as TV screens, projector screens and large LED screens. It displays the information on a small Android tablet which is connected to the large display screen by an HDMI cable. One tablet may connect to several display screens by using a low-cost HDMI video-splitter.

### Connecting to a Screen

Connect the EasyScreen tablet to the Easycomp's Wi-Fi network, and make a note of the IP address displayed at the top of the screen. The screen's border is coloured red to indicate that the tablet is not yet connected to Easycomp.



Open the officials' names screen and enter the tablet's IP address in the box, then click the Connect button.

Letter	Adjudicator's Name	Panel	NVC	IP Address	Connect	Status
A	Katie Geddes	A	<input type="checkbox"/>		Connect	Not connected
B	Laura Hair	A	<input type="checkbox"/>		Connect	Not connected
C	Damien Hey	A	<input type="checkbox"/>		Connect	Not connected
D	Ben Jones	A	<input type="checkbox"/>		Connect	Not connected
E	Martin Cutler (Chair)	A	<input type="checkbox"/>		Connect	Not connected
F			<input type="checkbox"/>		Connect	Not connected
G			<input type="checkbox"/>		Connect	Not connected
H			<input type="checkbox"/>		Connect	Not connected
I			<input type="checkbox"/>		Connect	Not connected
J			<input type="checkbox"/>		Connect	Not connected
K			<input type="checkbox"/>		Connect	Not connected
L			<input type="checkbox"/>		Connect	Not connected
M			<input type="checkbox"/>		Connect	Not connected
N			<input type="checkbox"/>		Connect	Not connected

Host IP Address	Connect	Status
	Connect	Not connected



Screen IP Address	Connect	Status
192.168.0.200	Connect	Not connected
	Connect	Not connected
	Connect	Not connected
	Connect	Not connected



OK      Print      Clear Addresses

The Connection Status will say “Connected”.

Officials' Names

Letter	Adjudicator's Name	Panel	NVC	IP Address	Connect	Status
A	Katie Geddes	A	<input type="checkbox"/>		Connect	Not connected
B	Laura Hair	A	<input type="checkbox"/>		Connect	Not connected
C	Damien Hey	A	<input type="checkbox"/>		Connect	Not connected
D	Ben Jones	A	<input type="checkbox"/>		Connect	Not connected
E	Martin Cutler (Chair)	A	<input type="checkbox"/>		Connect	Not connected
F			<input type="checkbox"/>		Connect	Not connected
G			<input type="checkbox"/>		Connect	Not connected
H			<input type="checkbox"/>		Connect	Not connected
I			<input type="checkbox"/>		Connect	Not connected
J			<input type="checkbox"/>		Connect	Not connected
K			<input type="checkbox"/>		Connect	Not connected
L			<input type="checkbox"/>		Connect	Not connected
M			<input type="checkbox"/>		Connect	Not connected
N			<input type="checkbox"/>		Connect	Not connected

Host IP Address	Connect	Status
	Connect	Not connected

Screen IP Address	Connect	Status
192.168.0.200	Disconnect	Connected
	Connect	Not connected
	Connect	Not connected
	Connect	Not connected

OK      Print      Clear Addresses

Easycomp’s main screen will show a picture of a black screen (highlighted in red below), which signifies that Easycomp is connected to the screen. You can connect up to four screens at the same time.

Easycomp Ultimate, C:\Easycomp\events\Richard Rose 16 July 2023.ecx

File Names Entries Options Results Licence Errors Timetable Wi-Fi Scanner Help

The City of Birmingham Super League Day July 2023

Session 1 | Session 2 | Section 3 | Section 4 | +

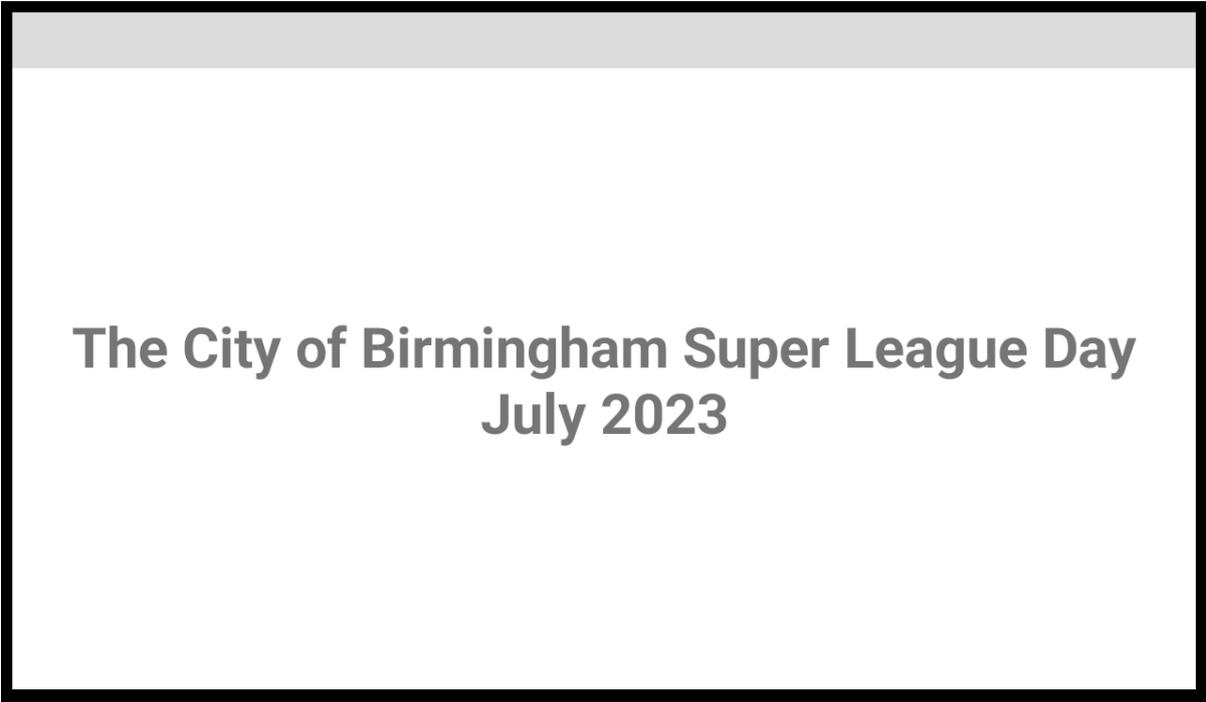
Competition Name	Dances	Entries	Round
01 SL Juvenile Latin CSRJ	CSRJ	13	1
02 Juvenile Open Paso	P	5	1
03 Under 8 years CJ	CJ	3	1
04 NL Under 10 CR	CR	10	1
05 NL Juvenile All Girls CSJ	CSJ	6	1
06 Juvenile Novice CS	CS	12	1
07 Juvenile Beginners CJ	CJ	14	1
08 SL Junior Ballroom WTFQ	WTFQ	6	1
09 Junior Open VW	V	6	1
10 NL Under 14 WFQ	WFQ	2	1
11 Under 14 All Girls WQ	WQ	2	1
12 NL Junior All Girls WTO	WTO	4	1

Add Comp  
Recall  
Final  
Delete Comp

Number of competitions = 66      Show Finished Finals

The EasyScreen display’s red border has disappeared, together with the EasyScreen version and IP address, signifying that it is now connected to Easycomp, and it shows the name of

the event, as entered into Easycomp's main screen. This text will be displayed whenever EasyScreen has no recalls to show.



### Showing Recalls

When a recall has been done, the recalled numbers and heats are automatically sent to EasyScreen. Alternate heats are shaded in white and blue to help readability. The top left-hand corner of the screen shows the number of recalls in its memory. In this case, it only has one recall to display.

A screenshot of the EasyScreen interface showing a table of dance heats. The table has a grey header bar with "1 of 1" on the left and "Junior Ballroom Open 5 Dance Trophy - round 2" in the center. The table contains three rows of data, each representing a heat. The first row is white, the second is light blue, and the third is white. The columns represent individual dance numbers within each heat.

1 of 1		Junior Ballroom Open 5 Dance Trophy - round 2										
Heat 1	1	3	4	5	7	8	9	11	12	13	14	16
Heat 2	17	18	20	21	22	24	25	27	28	29	30	32
Heat 3	33	34	35	37	38	40	41	42	43	45	46	48

When a second recall is received, it is immediately displayed on the screen, although that can be changed in Easycomp's Options.

2 of 2		Amateur Ballroom Open 5 Dance Trophy - round 2											16
Heat 1	901	902	904	905	907	908	909	910	912	913	914	915	
Heat 2	916	918	919	920	921	923	924	925	927	928	929	930	
Heat 3	932	933	934	935	936	938	939	940	941	943	944	945	
Heat 4	946	947	948	950	951	952	953	955	956	957	958	959	
Heat 5	961	962	963	964	965	968	969	970	971	972	973	975	
Heat 6	977	978	980	981	983	984	985	986	987	988	989	990	
Heat 7	991	992	994	995	996	997	999	1000	1001	1002	1004	1005	
Heat 8	1006	1007	1009	1010	1011	1013	1014	1015	1016	1018	1019	1020	

The upper left-hand corner now indicates that there are two recalls in the system, and that it is currently displaying the second of them. The upper right-hand corner shows a green progress bar and countdown timer, indicating the number of seconds remaining before the next recall is shown. The display time for each screen is decided by EasyScreen, depending on the number of heats on the screen, within limits set by the scrutineer in Easycomp (see EasyScreen Display Time).

When the countdown timer reaches zero, the next recall is shown.

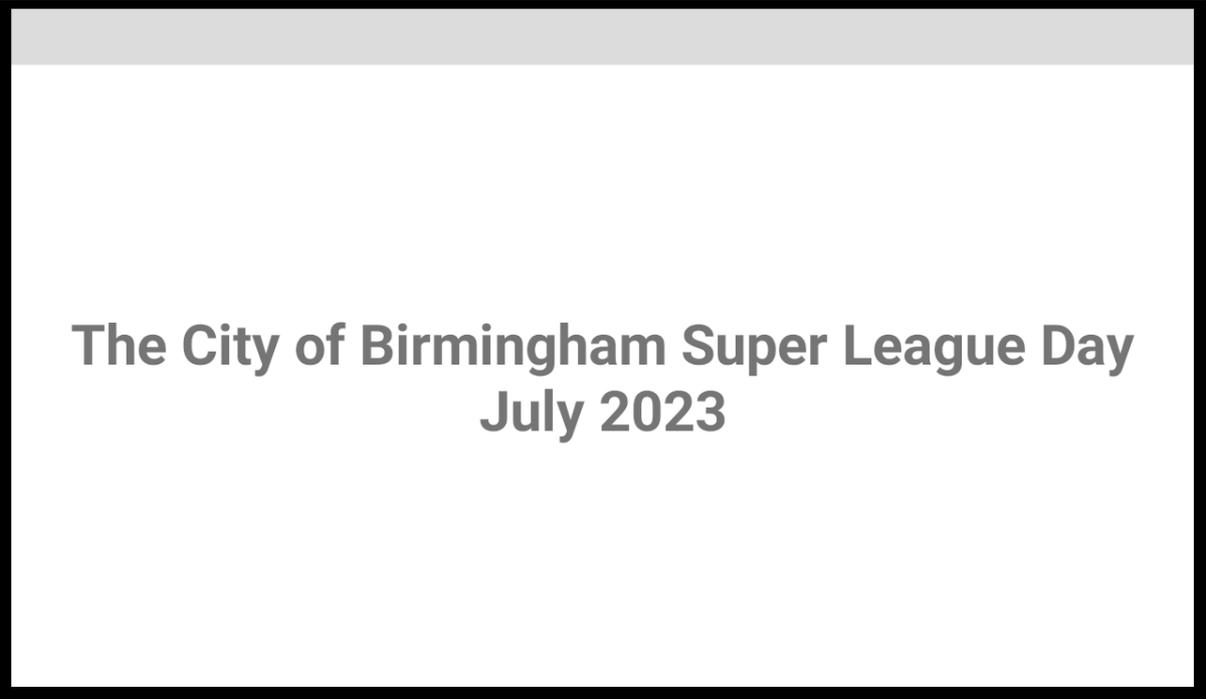
1 of 2		Junior Ballroom Open 5 Dance Trophy - round 2											8
Heat 1	1	3	4	5	7	8	9	11	12	13	14	16	
Heat 2	17	18	20	21	22	24	25	27	28	29	30	32	
Heat 3	33	34	35	37	38	40	41	42	43	45	46	48	

EasyScreen continues to cycle through its recalls in this way.

## **Final Results**

A competition will be displayed throughout its various rounds until its final placings have been calculated, at which time it will be deleted from EasyScreen. Final results cannot be displayed on EasyScreen.

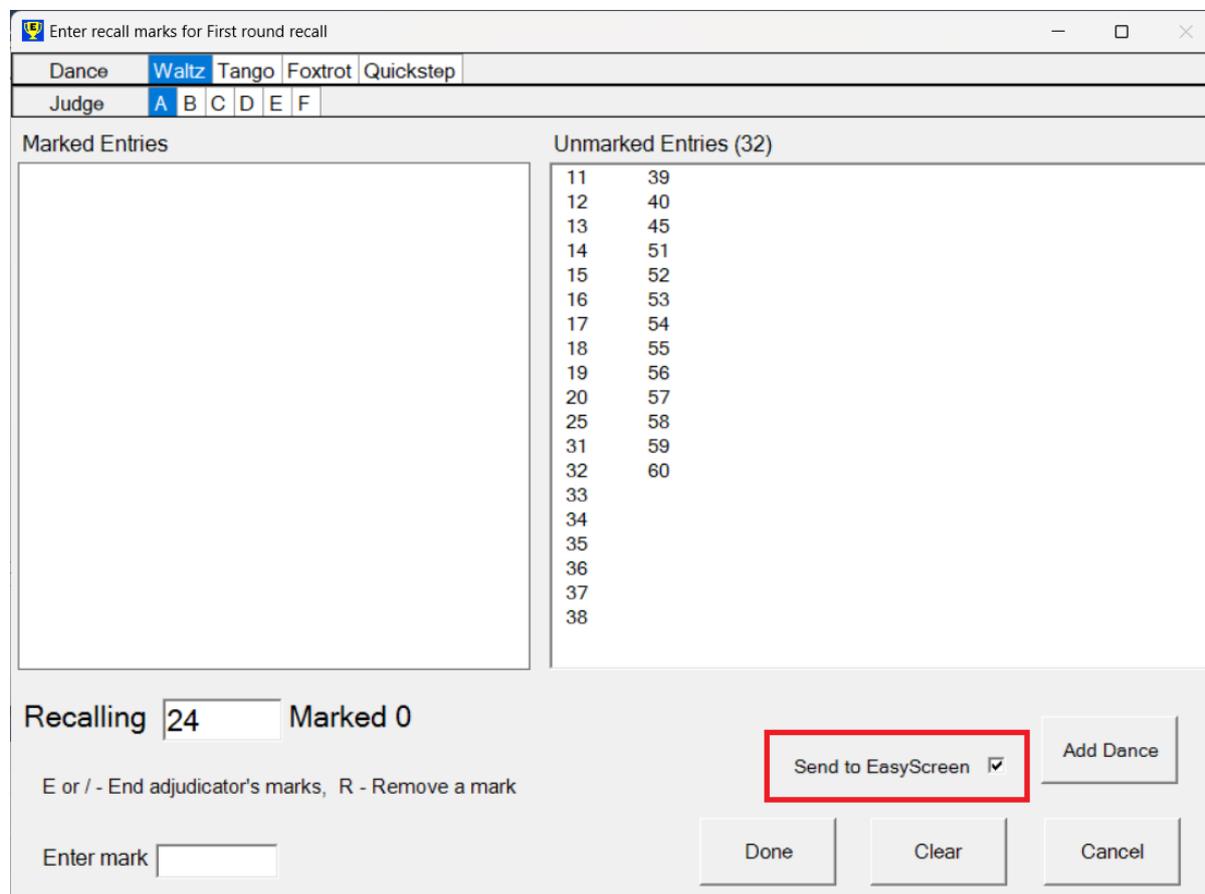
When there are no more recalls left to display, EasyScreen will again display the name of the event, as entered into Easycomp's main screen.



**The City of Birmingham Super League Day  
July 2023**

## Disabling a Recall

If you wish the recall for a particular competition not to be displayed by EasyScreen, you can easily disable it for that competition whilst keeping it enabled for all the rest. Simply start the recall as normal, and un-tick the box labelled “Send to EasyScreen”.



Enter recall marks for First round recall

Dance: Waltz | Tango | Foxtrot | Quickstep

Judge: A | B | C | D | E | F

Marked Entries	Unmarked Entries (32)
	11 39
	12 40
	13 45
	14 51
	15 52
	16 53
	17 54
	18 55
	19 56
	20 57
	25 58
	31 59
	32 60
	33
	34
	35
	36
	37
	38

Recalling  Marked 0

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

Send to EasyScreen

Easycomp will remember that the competition shouldn't send recalls to EasyScreen, so the next time you do a recall on that competition, the box will be un-ticked automatically.

## Manually Updating Screens

When Easycomp calculates a recall it automatically sends that recall to all connected EasyScreen devices. However, it is possible that one or more devices fail to receive the recall, possibly because of wi-fi issues, or because the device was switched off at the time.

It is possible to re-send all recalls to all connected devices. To do this, right-click on any of the EasyScreen icons on the main Easycomp screen, and click on “Update EasyScreen”. All connected EasyScreen devices will be updated with the latest recalls available.

Note: It does not matter which icon you click on. All connected devices will be updated whichever icon you use.

Easycomp Ultimate, C:\Easycomp\events\Test EasyScreen.ecx

File Names Entries Options Results Licence Errors Timetable Wi-Fi Scanner Help

Test EasyScreen Event - 26 June 2023 xxxxxxxxxxxxxx

Tab 1 Tab 2 +

▲	Competition Name	Dances	Entries	Round
	comp 228 entries 12 heats	W	228	2
	02 comp 228 entries 6 heats	W	228	1
	Comp 120 entries 6 heats	W	120	2
	03 Comp 120 entries 12 heats	W	120	2
	Comp 120 entries 3 heats	W	120	2
	06 Comp 120 entries 1 heat	W	120	2
	07 Test Quickstep	Q	6	2
	08 recall quickstep	Q	6	2
	09 Comp 132 entries 11 heats	C	132	2
	11 comp 11	W	6	2
	12 comp 12	Q	6	4

Add Comp

Recall

Final

Delete Comp

Update EasyScreen

Number of competitions = 13

Show Finished Finals

## **Frequently Asked Questions (FAQs)**

**I want to upload the results from yesterday's comp to the website, but when I go into "Results", "Upload" it won't let me open the folder where my results are stored. Why?**

You must first open the Event by using File, Open Event... and select your event from the list. Then when you go to "Results", "Upload" you will see all your results. This is intentional behaviour to prevent users from uploading the results of Freestyle comps to the website. By forcing the user to open the event first, Easycomp can check if the event was a Freestyle one, and if so, it will prevent the upload.

**When I was printing a results sheet, my printer had a paper jam / ran out of toner / chewed up the paper / had coffee spilled over it etc. Is there any way to print another copy or do I have to enter all the marks again?**

There is no need to enter all the marks again. Easycomp saves all the results sheets so that you print them again if you want to. Simply go to Results, View, double-click on the result sheet that you want and print it again from Acrobat Reader.

**My disk drive is getting full of old events and results. How can I get rid of them?**

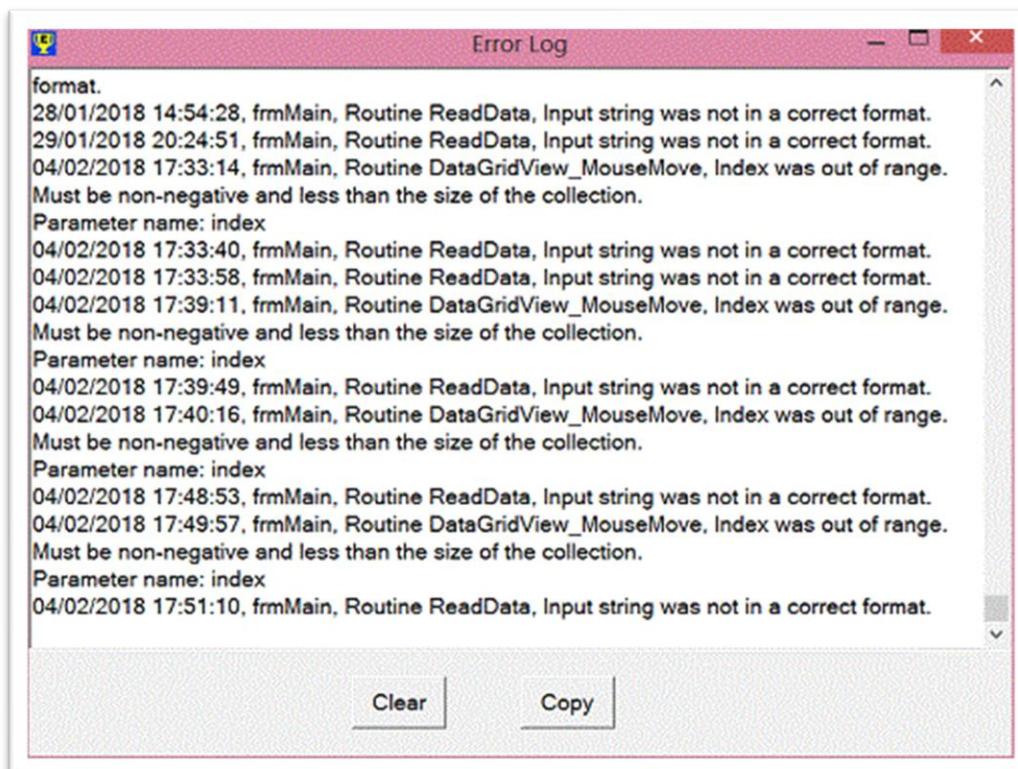
Go to File, Delete Event, and select the events that you no longer want. Easycomp will delete the event file, results folder and all its PDF result files.

**I am running Windows 10/11 and Easycomp doesn't automatically print recall and final sheets. Why?**

Windows 10 contains a new type of Internet Explorer browser, called Microsoft Edge, which also has the ability to open and display PDF files. Unfortunately, it makes this the default application to open PDF files, instead of Acrobat Reader which Easycomp needs. So, when Easycomp tries to open and print a recall sheet, it is Microsoft Edge that takes the task instead of Adobe Acrobat, and Microsoft Edge does not understand the commands given to it by Easycomp, so it does not print the file. The solution is to change the default application associated with PDF files from Microsoft Edge to Adobe Acrobat. Type "change default app to open pdf" into your Internet search engine to find out how to do this.

## Errors

If Easycomp encounters an error it stores the details of the error in a log file, which is very useful when trying to diagnose what went wrong. You can see the contents of the error log if you click on Errors on the main screen's menu bar.



The information displayed might not mean very much to you, but it is very useful to the program's developers. If you suspect that you have found a bug, click the Copy button, then paste the contents of the error log into a text file which you should email to [info@easycompsoftware.com](mailto:info@easycompsoftware.com).

Clicking the Clear button will permanently delete the contents of the error log.

## Contact Details

If you have any questions about Easycomp, or if you have suggestions for improvements, if you want to report a suspected bug, or you just want to tell us what you think of Easycomp (good or bad), please get in touch with us at [info@easycompsoftware.com](mailto:info@easycompsoftware.com). We're always glad to hear from you, and we always reply to all emails.

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