



# Automatic Tournament Management Instructions

This Spreadsheet is intended for players to self manage a flexible Swiss tournament

Click on your name in the 'Resting' list to switch your status to 'Waiting'

Use the mouse to click on buttons or list-box items to enter your results and to schedule new games when sufficient players are available.

If you do not want to play any more games then please change your status to 'Resting' by clicking on your name in the 'Waiting list'

If there are any problems blame the computer and not the  
Manager!

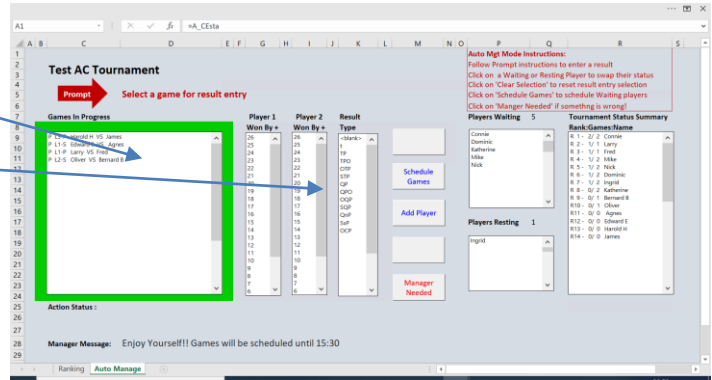
Any feedback on use of the system will be gratefully received  
so that the program can be improved.



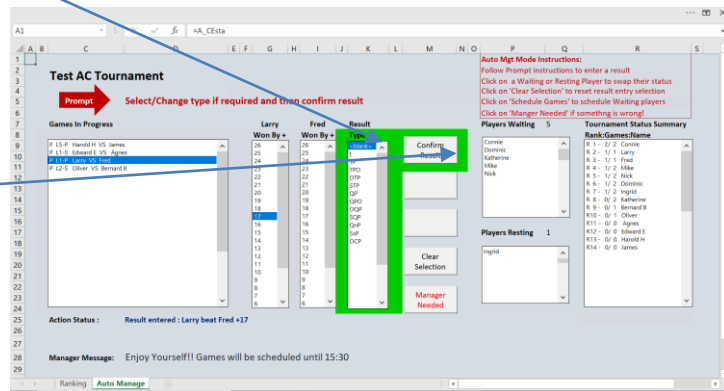
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## To Enter a Result

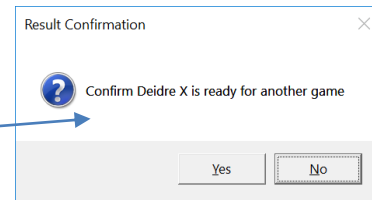
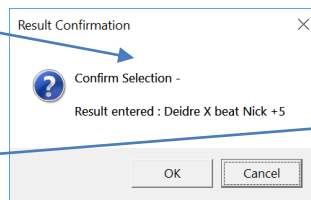
- Click on the game
- Select the margin for the winning player
- The 'Result Type' is 't' for a game going to time, otherwise blank unless a peeling finish



- Click 'Confirm Result'

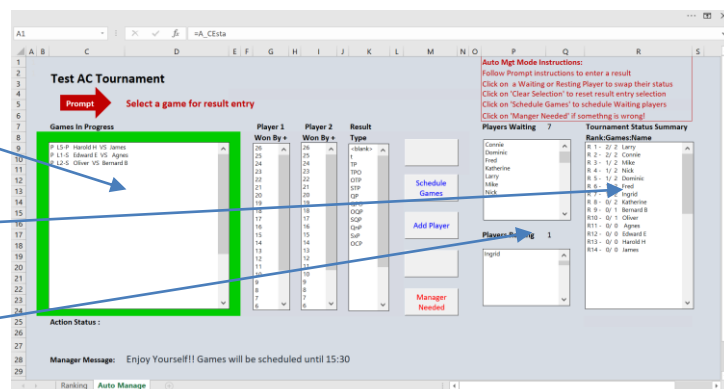


- You will be prompted to re-confirm the result and whether each player is ready for another game



Once confirmed:

- Game is removed from Active List
- Result is added to Summary Status
- Players are added to 'Waiting' or 'Resting' List

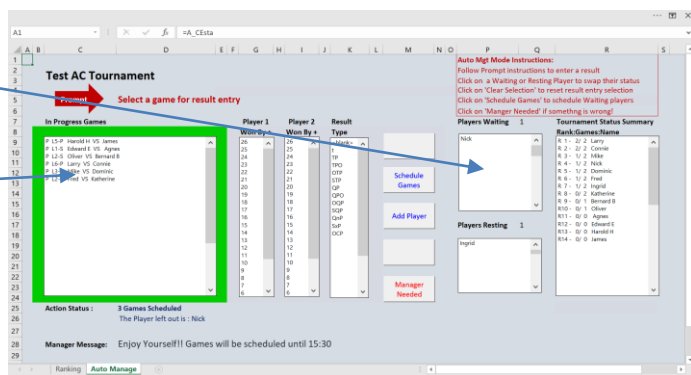
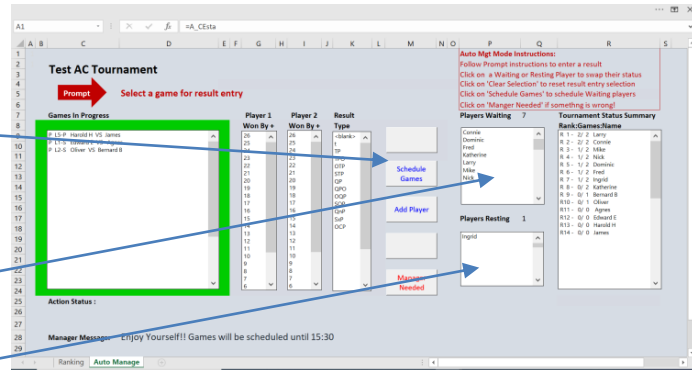




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## To Schedule Games

- Click on the 'Schedule Games' Button
- The System will schedule players on the 'Waiting list'
- 'Resting' players will not be scheduled
- Once scheduled, players are removed from the 'Waiting' list
- The Scheduled games are added to the 'In Progress' List
- Check who your opponent is, the allocated lawn and start playing!



### Scheduling Notes:

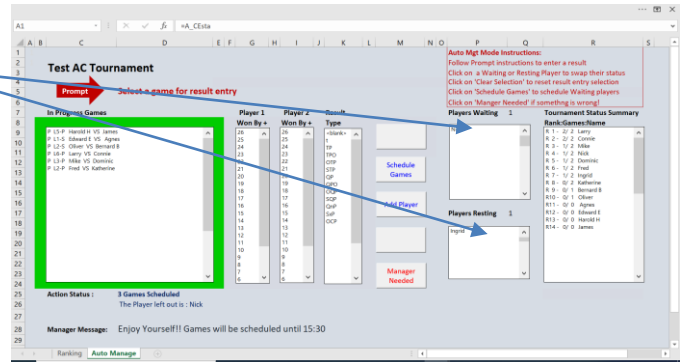
- Players will not be scheduled against a player that they have already played
- 'Waiting' players with the highest ranking will be matched together
- If there are an odd number of players the 'Last' player to become available is left out and will remain on the 'Waiting' list
- When a result is entered one of the 2 players is randomly deemed to have become available before the other.



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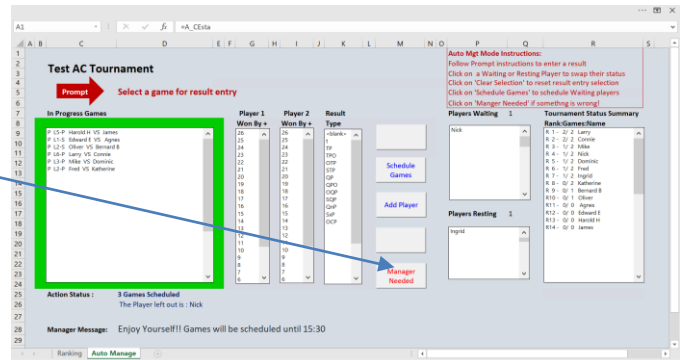
## To Change status between Waiting and Resting

- Click on a player in the 'Waiting' or 'Resting' list to move them to the other list



## If you have entered an incorrect result or scheduled a game with a player who wants to rest

- Click on 'Manager Needed'



- You will be asked to confirm that the manager is needed.
- If you click 'cancel' then system will return to automatic mode
- If you click 'OK' the System will be locked out until the Manager comes to sort out the problem

