

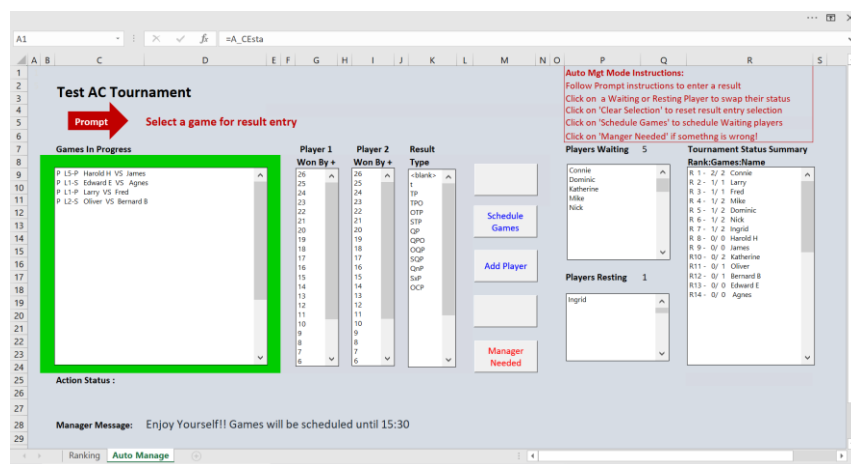
## Swiss Tournament Management Spreadsheet – Quick Start Guide

### First Time Usage

The spreadsheet uses Excel Macros. You may be prompted to enable Macros before the program will operate.

As downloaded, the spreadsheet is set up as an in-progress flexible Swiss tournament to allow the new user to get familiar with the basic functions before creating a new tournament or using the extended scheduling and management functions.

The main screen (Auto Manage tab), shown below, is used for adding users, scheduling games and entering results. The prompts in red text should be all you need to get started.



Switching to the 'Ranking' tab, shown below, shows the status of the tournament

	Count	Larry	Fred	Mike	Dominic	Nick	Ingrid	Harold H	James	Katherine	Oliver	Bernard B	Edward E	Agnes	Games Played	Games Won	Net Points	Win % (Winning)	GP % (Winning)	Other Rating	
Connie				+24			+17			+13L					2	2	37	100%	1	1	1
Larry											+17				1	1	17	100%	1	1	2
Fred												+17			1	1	17	100%	1	1	3
Mike															2	1	0	50%	2	1	4
Dominic														+16TP	2	1	4	50%	2	1	5
Nick															2	1	-12	50%	2	1	6
Ingrid															2	1	-1	50%	2	1	7
Harold H															0	0	0	0%	3		8
James															0	0	0	0%	3		9
Katherine															2	0	-29	0%	3		10
Oliver															1	0	-17	0%	3		11
Bernard B															1	0	-16	0%	3		12
Edward E															0	0	0	0%	3		13
Agnes															0	0	0	0%	3		14

Selecting 'Manager Needed' on the main screen and entering the password (default is 12345) opens up additional management functions. These include, modifying results, manual scheduling and specific lawn allocations.

The key steps to starting a new tournament are outlined below. See the more detailed User Manual for a fuller description of all the spreadsheets functions and notes on usage

## Setting up a new tournament

**Set before games are scheduled**

Lawn Usage

Primaries

Secondaries

Primary & Secondaries

Unspecified

3

6 # Lawns  ▼

Scoring Format

Absolute Value

Relative Value

2

13 Points/Game  ▼

**Create New Tournament**

Action Status :

1. If not in 'Manager' Mode, select "Manager Needed" on the "Auto Manage" screen and enter the password (default 12345)
2. Switch to the "Set-up" tab
3. Click the 'New Tournament Button'. This resets the spreadsheet for a new tournament. You will have the option to retain or delete all the old player data.
4. Select one of the 4 options on the lawn usage panel. This determines how games are allocated to lawns.
  - Primaries, 1 game using primary colours per lawn
  - Secondaries, 1 game using secondary colours per lawn
  - Primaries & Secondaries, 2 games per lawn
  - Unspecified, No specified lawn usage by the program
5. Click on the '# Lawns' dropdown to specify the number of lawns to use. If 'Lawn Usage' has been set to 'Unspecified' then the '# Lawns' will be zero.
6. Select the scoring format.
  - Absolute, scores for both players are entered – eg: 26:12
  - Relative, only the score for the winning player is entered – eg: +3
7. Click on the 'Points/Game' dropdown to select the number of points per game. (26 for normal AC, 7 for GC, 13 for 1 ball etc.)
8. Once games have been scheduled the above parameters can not be changed.
9. Other parameters on the "Set-up" tab can be changed at anytime during the tournament.
10. Switch back to the "Auto Manage" tab to add players and to start the tournament
11. Click on 'File'>'Save As' to save the tournament as a new file
12. If you want players to self manage then click "Auto Manage" to limit the functionality to result entry and auto scheduling