- SPORT -

Tournament Manager

Manual

Version 6

Sport Software
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Table of Content

1 Overview

SPORT software supports the organisation of competitions in the sporting disciplines:
1. Badminton
2. Billard
3. Curling
4. Dart
5. Football (Table soccer, Kicker)
6. Judo
7. Martial arts (Kickboxing, Taekwondo, etc.)
8. Petanque (Boule) and Bocce
9. Squash
10. Teamsport (Basketball, Handball, Hockey, Soccer, etc.)
11. Table tennis
12. Tennis
13. Volleyball.

The organisation of a tournament with the SPORT Software proceeds in the following steps:
1. Tournament data
   General information about the tournament have to be entered.
   These are for example the official name of the tournament or the number of courts available.
2. Events
   The events have to be specified.
   For each event, the drawing mode (i.e. round robin, elimination, etc), eventually the number of sets and their length, and the entry fees have to be specified.
3. Entries
   Entries have to be entered or formed out of the players in order to start in the events.
   Each player can start in different events concurrently and there can have different partners.
   (This step is obvious for team sports)
4. Seeding
   After the last entry has been entered for an event, these entries can be assigned to a seed position. This happens in the tree item <Entries> after selection of the corresponding event.
5. Start

   Finally, <Events>+<Start> (or the button) starts the event by calculating the draw.

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2 Tournament modes

2.1 Round Robin System

In the round robin system, all entries get partitioned into groups. In these groups each entry has to play against each other one or two times.

Number of groups
The number of groups has to be specified with the event.

Number of rounds
During specification of the event it must be specified, whether each pair has to play once or whether a second round has to be played. Is this the case, home and guest will be swapped.

Draw
In the round robin system it might be important to set the strongest entries to different groups. To ensure this, seed positions can be attached the entries.

There are two different modes, how to distribute the seeds to the draw:
·   Seed positions
     The draw assigns the seeded entries in the order of their seed positions to the groups: first from top to bottom, then from bottom to top and so on.
     The following example sets 8 entries to 3 groups:
     Group 1:   1, 6, 7, ...
     Group 2:   2, 5, 8, ...
     Group 3:   3, 4, ...
·   Plan positions
     The seed position is interpreted as the number of their group. The draw positions all entries with seed 1 to the first group, all seeds 2 to the second group and so on.

After setting, the remaining entries are placed randomly. The SPORT software tries to prevent placements of players from the same club to one group. Also in cases where this cannot be prevented, the entries get distributed such that only a few matches between players of one club occur.

Matchorder
The order of the matches in each group can be defined via the menu <Options> <Matchorder> (see also chapter 4).

Ranking
The criteria for the computation of the ranking can be specified in the option <Options>+<Ranking criteria> (see also section 4.1).

A tie between exactly two players is broken by the result of the direct match.
The tie-breaking is more sophisticated in table tennis: When two or more players have the same number of points, their ranking gets determined by a sub-ranking taking only the matches between these players into account.

2.2 Elimination (Knock out) system

SPORT supports the following variants of the elimination system, also called knock-out system:

1. **Single elimination**
   Classical knock-out, where the looser of a match is eliminated from the tournament.
2. **Double Elimination**
   Knock-out system with a looser side, where the losers of the matches are playing each other. Those players, who loose a second game, are eliminated from the tournament.
3. **Complete elimination**
   All entries have the same number of matches. The winner of a match plays with the other winners for the upper half of the positions, the loosers play for the lower half.
   The crossing of the losers of the winner side to the losers side is done different in the sporting disciplines:
   Badminton: International Badminton Federation (IBF)
   Dart: Merkur System
   Foosball: British Foosball Association (BFA)

Seeding

In all variants of the elimination system it is important to seed the strongest entries, such that they play each other in a very late round of the tournament. For each entry, a so called seed position can be entered in the tree item <Entries>.

There are two modes, how the entries can be seeded:
- Seed positions
  The draw assigns the seeded entries in the order of their seed positions to fixed positions in the tree. The positioning of the seed numbers to the tournament plan can be displayed in the menu <Options> <Seed positions>.
  When two or more entries are seeded to the same position, SPORT calculates the effective seeding order by random. This enables a seeding in correspondence to the IBF regulations.
- Plan positions
  The seed position is interpreted as the positions in the plan, where all positions get numbered (starting at 1) consecutively from top to bottom. The entry with position 1 gets placed to the top, entry 2 to the next position, etc. So, in the first round the following seed positions play against each other: 1-2, 3-4, etc.

Draw

The draw is computed by SPORT in the following steps:
1. The entries with a seed position are placed into the tournament plan. When two entries have the same seed positions, SPORT computes the effective order by random choice.
2. The dummies are set into the tree. The dummy positions are fixed and can be displayed in the menu <Options> <Seed positions>.
3. All non-seeded entries are placed randomly to the remaining positions in the tree. Here SPORT places entries from the same club to different branches of the tree, i.e. halfes, quartes, eights depending on the number of entries per club. This minimises unattractive matches between players from one club.

Manual Draw

In a manual draw the entries have to be seated according to the table of seed positions, which can be displayed with <Options> <Seed positions>.

In the following example of a draw with 4 entries the table looks like follows:

    1
    4
    3
    2

Then the entries of the first match have to seated to the positions 1 and 4, the entries of the second match to positions 3 and 2.

New entry
New entries can be added by the function <Entry>+<New> to a running event as long as there are free positions in the tree.

After the entry has been entered, you will be asked for the position, where the entry should be set. For this purpose, all free positions get numbered (starting from 1) from top to bottom. For example, when you enter a 2, the new entry will be placed to the second free position in the first round of the tournament.
When SPORT should select the positions by arbitrary choice, you can enter a 0.
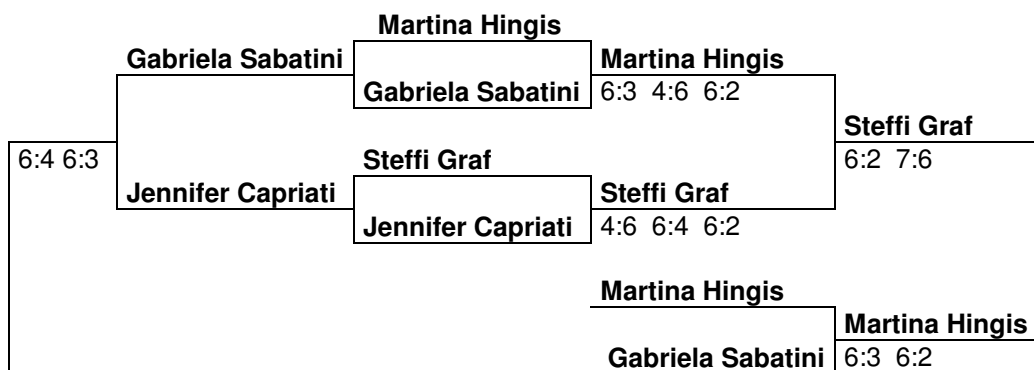
2.3 Poule System

The Poule system is a mixture of the Round robin system and the Elimination system. All entries are partitioned into groups of 4, the so called poules. In these groups, two rounds of a complete elimination system are played. After that, the so called "Barrage" is played, which is a match for the second ranking position and is played between the looser of the final and the winner of the game between the loosers.

The poule system ends in a unique ranking:
- the winner is the entry, who won both matches,
- the entry, which looses both matches is on rank 4, and
- the ranks 2 and 3 are played by the barrage.

The following example shows a tournament of the poule system:

```
                         Martina Hingis
         Gabriela Sabatini                 Martina Hingis
                         Gabriela Sabatini  6:3  4:6  6:2
                                                              Steffi Graf
  6:4 6:3                                                     6:2  7:6
         Jennifer Capriati  Steffi Graf     Steffi Graf
                         Jennifer Capriati   4:6  6:4  6:2

                                   Martina Hingis
                                                  Martina Hingis
                         Gabriela Sabatini  6:3  6:2
```

The final ranking is as follows:
- Steffi Graf
- Martina Hingis
- Gabriela Sabatini
- Jennifer Capriati

In comparison with the Round robin system one match is spared, i.e. 5 matches instead of 6. Another advantage is, that the final ranking is unique, because it cannot happen that two (or even more) entries have the same number of won matches. The disadvantage is that the barrage can be a match between two opponents, which have played each other in the first round.

In the poule system it can be important to set the tournament favourites to different poules. This can be done by entering seed positions to the entries. The draw is computed in the same way as the round robin system.

2.4 Round system

The round system is a very simple tournament system. It has been developed for the manual organisation of competitions with a large number of entries. The system does not try to generate a complete ranking, but can be used as qualification for a main competition.

The round system plays a small but fixed number of rounds, where the draw for all rounds is done in advance.

Number of rounds

The number of rounds has to be specified with the event before the draw is computed. This number depends on the number of entries and the number of rankings to qualify. The following table gives a hint to find out the minimal number of rounds:

Entries	16 Ranks	8 Ranks	4 Ranks	2 Ranks
16	-	1	2	3
32	1	2	3	4
64	2	3	4	5
etc.				

In an example tournament with 16 entries, where the first four qualify for a main competition, a minimum of 2 rounds have to be played.

Buchholz mode

For the computation of the rankings different criteria can be defined in the specification of the event:
- The Buchholz number (BHN) of an entry is the sum of points of all his opponents. It is a measure for the strength of his opponents: a high BHN indicates that the entry has played against strong players. When two or more entries have the same number of matches won, the entry with the higher Buchholz number is ahead in the ranking.
- The Fine-Buchholz number (fBHN) of an entry is the sum of Buchholz numbers of all his opponents. It is a refinement of the Buchholz ranking.

Additional criteria for a differentiation of the rankings can be specified in the option <Options>+<Ranking criteria> (see section 4.1).

The ranking mode can be changed by the SPORT software. But to prevent manipulations, it is strongly recommended to specify the mode before the tournament starts!

Seeding

To place the strongest entries to different groups, seed positions can be attached to the entries. The draw then assigns the seeded entries in the order of their seed positions as follows to the groups: first from top to bottom, then from bottom to top and so on.
The following example sets 8 entries to 3 groups:

        Group 1:   1, 6, 7, ...
        Group 2:   2, 5, 8, ...
        Group 3:   3, 4, ...

For a manual draw all entries must be assigned to the seed positions according the above scheme. This means that the entries of the first group have to be seated to the positions 1, 6 and 7.

After seeding, the remaining entries are assigned to the groups by random choice.

Draw

The draw for all rounds is done all at once. The method used by SPORT assures that no pair of entries have to play each other twice.

In the first round SPORT tries to prevent matches between players coming from the same club. All further rounds are computed by a shift strategy. The following tables show this strategy on the examples of 8 and 7 entries:

```
1 2 3 4        1 8 2 3        1 7 8 2        1 6 7 8
| | | |        | | | |        | | | |        | | | |          etc.
8 7 6 5        7 6 5 4        6 5 4 3        5 4 3 2

1 2 3          7 1 2          6 7 1          5 6 7
| | | 4        | | | 3        | | | 2        | | | 1          etc.
7 6 5          6 5 4          5 4 3          4 3 2
```

When the maximal number of rounds is played in a round system, all entries have to play against all others. In this case the round system is equivalent to the round robin system.

Manual Changes of the Draw

From program version 3, SPORT is able to allow manual changes of the draw in the actual round. To change the draw, the tournament plan of the event has to be displayed and an entry has to be

selected. After pushing the edit button you are asked for another entry. After selection, both entries swap their position.

To document manual changes, the display of the event shows the number of manual changes.

2.5 Swiss ladder system

The swiss ladder system has its origin in chess. By the availability of the SPORT software it is becoming very popular also in other sports. The swiss ladder system is a good mixture of the round robin system and the elimination system. It is assured that
- all entries have the same number of matches to play
- players of different levels can participate on the same tournament (i.e. women and men, youths and seniors, strong and weak players)
- most of the matches, especially in the middle and end of the tournament, are between players of nearly equal strength
- the matches between very different players count, because not only win and loss are counted, but also the achieved points
- each entry plays against many other entries, but never twice against the same
- not all players have to play against all others.

Groups

All entries can belong to one group and can be placed into the same SPORT event.

The drawing mode assures that the matches (from about the third round on) are between players of nearly equal level. The organisers have only to guarantee that a sufficient number of rounds can be played. The minimum number is the same number of rounds to be played in the elimination system. In practice, 2 additional rounds have shown to be sufficient.

Number of entries	Minimal Rounds	Suggested Rounds
9 - 16	4	6
17 - 32	5	7
33 - 64	6	8
etc.		

Experiences show that it is better to play shorter matches (i.e. only one set), but therefore a higher number of rounds.

Please notice, that the number of rounds in the swiss ladder system is very low in comparison with a complete round robin system. Therefore the swiss ladder system should not be used with a small number of entries, i.e. below 8. For such tournaments we recommend the round robin system.

Ranking modes

For the computation of the rankings, different criteria can be defined in the specification of the event:
- Buchholz number (BHN)
  The Buchholz number or number of indirect points of an entry is the sum of points of all his opponents. It is a measure for the strength of the opponents: a high BHN indicates that the entry has played against strong players. When two or more entries have the same number of matches won, the entry with the higher Buchholz number is ahead in the ranking. An entry with a bye in a round receives the last entry's number of points for this round.
- Fine-Buchholz number (fBHN)
  The Fine-Buchholz number of an entry is the sum of Buchholz numbers of all his opponents. It is a refinement of the Buchholz ranking.
- Schoch number (Schoch)
  The Schoch number of an entry is the sum of points of all opponents against the player has won. It is a measure for the strength of the defeated opponents: a high Schoch number indicates that the entry has won against strong players. When two or more entries have the same number of matches won, the entry with the higher Schoch number is ahead in the ranking. An entry with a bye in a round receives the last entry's number of points for this round.
- *Progressive or Cumulative*
  Calculated by adding points from a progress table eg if your scores were: Win, Loss, Win, Draw then your progressive scores are 1, 1, 2, 2.5 and your Progress tie-break value is ist sum: 6.5.
  This is an attempt to put a higher value on scores which were achieved by scoring better in the initial rounds than by finishing from behind. It is common knowledge that the latter is usually

much easier to achieve.

Additional criteria for a differentiation of the rankings can be specified in the option <Options>+<Ranking criteria> (see section 4.1).

This ranking mode can be changed by the SPORT software at any time. But to prevent manipulations, it is strongly recommended to specify the mode before the tournament starts!

Drawing mode - first round
For the drawing of the first round, entries can be seated. By this it can be prevented that favourites play against each other in the very first round. SPORT offers two modes to seed the entries:

Seeding on plan positions:
For this variant the plan gets enumerated from top to bottom. Thus the positions 1 and 2 play against each other, 3 against 4 and so on. The entries can now be seeded to these positions by assigning them the corresponding plan position.

Seeding on seed positions:
The entries have to be numbered after their strength, i.e. the best entry gets seed position 2, the second best number 2 and so on. The draw is computed such that - for a field of 2n entries - the following pairings are generated: 1:2n, 2:2n-1, ... n:n+1. For a plan with 8 entries this results in the matches: 1:8, 2:7, 3:6 and 4:5.
Seed positions can be assigned more than one times. In this case the software computes the order of these entries by random.

When the number of entries is odd, one of the unseated entries or - when all entries are seated - the entry with the lowest seed gets the bye.
All unseated entries are placed randomly to the remaining positions. SPORT tries to prevent matches between entries coming from the same club in order to increase the motivation of all players.

Drawing mode - further rounds
The draw of all further rounds tries to pair players with the same number of matches won. The used method guarantees that two players do not play against each other more than once during the tournament. The assignment of pairs is done as follows: all entries with the same number of won matches form a pool. Out of this pool, the pairs are combined randomly. Is the number of entries in a pool odd, the player with the lowest number of exceptions (i.e. byes or draws to another pool) is moved to the next lower pool.
A special draw is done for the seated entries, which haven't lost a single match. In this case the pairings are not done randomly, but in the same method as for seated players in the elimination system. This ensures the potential final between the favourites to take place in a very late round.

Manual changes of the draw
From program version 2.6, SPORT is able to allow manual changes of the draws. To do this, the tournament plan of the event has to be displayed and an entry has to be selected. After pushing the edit button (that's the one with the pencil) you are asked for another entry. After selection, both entries swap their position.
To document manual changes, the display of the event shows the number of manual changes.

Bye
When the number of entries is odd, one player has to have a bye in each round. In the first round the pausing entry is selected randomly out of the unseated entries. The tournament organisers are asked to accept this decision because the bye should be granted to one of the weaker players. In further rounds one of the entries with minimal number of points gets the bye.
No entry gets more than one bye in the tournament!
The round for the pausing entry is rated as if the match had been won. It is assumed that the dummy opponent would have made half of the possible points; i.e. 15:8 or 21:11, resp. 2:0 for sports with free results like soccer. The computation of the Buchholz-Number is done such that the bye is treated as if it had been played against the worst player of the field, i.e. the number of points of the last player in the ranking is added to the BHN.

Premature Draw

Before a round is finished, the follow-up round can be started by the start button ![button]. Thus, the next round can be started without all players have to wait for the end of the very last match.
The draw is based on the actual ranking at that moment, while not all results are available. Please be aware that half of the active players are set into a pool, which is one too less. Because of this, we recommend to use this function only when the delay of the tournament should be reduced.

Manual Changes of the Draw
From program version 2.6, SPORT is able to allow manual changes of the draws. To do this, the tournament plan of the event has to be displayed and an entry has to be selected. After pushing the edit button (that's the one with the pencil) you are asked for another entry. After selection, both entries swap their position.
To document manual changes, the display of the event shows the number of manual changes.

Late comers and drop outs
In each round new entries can be added. Those start with 0 points and do not get a bye during the remaining tournament.
During the tournament it can happen that players have to drop out. For this player the actual match will be rated as lost when it is still not finished. A player, who dropped out can never come back to the same tournament!

2.6 Mêlée system

In the Mêlée system, double pairings with changing partners are played for a specified number of rounds. In each round, the partners and the opponents change by random order.

The software tries to prevent that players play with each other multiple times, such that each participant can play the tournament with a maximal number of different partners.

By default, the follow-up round is drawn when the last match of the actual round is entered. The function <Event>+<Start> or draws the next round on demand.

Seeding
The Software allows to seed a group of players (up to half of them). By that, it can be ensured that the pairings are never made up out of two seeded (i.e. strong) players.

This is important for mixed events, where all men are seeded automatically to position 1.

Drawing mode - first round
In the first round the partners and the opponents are paired randomly.

Seeded players play always with a non-seeded player.

Drawing mode - further rounds
In each follow-up round, the pairs are reassigned by random. SPORT tries to prevent a pair that has already played with each other in a former round.
As in the first round, seeded entries are paired with an unseeded partner.

After that, the pairs are drawn against each other. Here the software tries to draw them such that the players do not play against each other too often. A perfect pairing can be guaranteed only for the first rounds.

Byes
When the number of players is not dividable by 4 (or 6 in Triplette mode) , up to 3 (5) players get a bye. The round for the pausing players are rated as if the fictive match had been won. It is assumed that the dummy opponent would have made half of the possible points; i.e. 15:8 or 21:11.

Late comers and drop outs
In each round new entries can be added. Those start with 0 points.

During the tournament it can happen that players have to drop out. For this player the actual match will be rated as lost when it is still not finished. A player, who dropped out can never come back to the same tournament!

Ranking
SPORT computes a new ranking at the end of each round. The ranking criteria can be specified at <Options>+<Ranking criteria> (see section 4.1).

3 Data types

3.1 Tournament data
Global parameters for the whole tournament.

File name
Name of the file, where the tournament is stored. This file has the ending SPO.

Second save file
SPORT allows to save the tournament data to a second device. Every time when the tournament is stored, a copy of the resulting file is saved to the second file.

This second file can be used for different purposes:
• Save to a second device (e.g. floppy disk) gives a better security
• Synchronisation with the SPORT Monitor can be done via this file, reducing the access conflicts.

Name
The official name of the tournament, like
        5th Easter-Egg Tournament 2001
        U.S. Championship 2002
This name appears on all print output generated by SPORT.

Language
The SPORT software can interactively change between different languages. The actual version supports
• English
• German
• Francais
• Español
• Nederlands
• Dansk

Automatic save (sec)
SPORT saves the actual state of the tournament to file on your hard disc. With this option, you can select how often this should happen. We suppose to save your data in a relatively short interval (for example 60 seconds), such that you do not loose too much when the PC aborts.

Number of courts
The number of courts/lanes/tables, which are available for the tournament. When this number cannot be specified or is irrelevant, please enter a 0.

Referees
SPORT supports different modes of referees:
• No referees
• Professional Referees, which have to be entered separately. These referees supervise the games in round robin mode, where the referee with the largest break is called next.
• The loser of a match has to referee the following match on the same court.

Court number selection
The assignment of court numbers can be handled in different ways:
        ·   No court numbers
             The court numbers are not handled by SPORT.
        ·   Automatically by the program
             After SPORT has computed a draw for an event, it automatically assigns court numbers to the matches. This is done by random choice.
             This assignment is done only once at the draw, but not during the tournament. This is due to the fact that there is a huge number of matches, which can be started after another

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match has been finished. Normally, SPORT is not able to meet a good decision, especially when players stari in parallel events simultaneously.

· By the tournament leader
The court numbers must be assigned manually by the tournament organisators.

Entry numbers
SPORT can assign continuous numbers to the entries of an event. In this case, the numbers automatically become integral part of the player names, as for example in <007 Boris Becker>. This option has to be set before the first entry gets entered!

Entry fees per player
Each individual player has to pay the given entry fee, which is independent from the number of disciplines, where he/she starts.
Additional to this general fee, each player must pay the fee, which are defined in the events.

Pause display
In the display of a ready pairing, the pause of the incorporated players can be displayed in 3 modes:
· None: no pause is displayed
· Longest: The poause of the player is displayed, who had the longest break since his last match
· Shortest: display the poause of the player, who finished his last match at least.
SPORT displays the minutes and updates them automatically.

Seed mode
In Badminton there exist two seeding modes for the elimination systems:
· IBF (International Badminton Federation), or
· DBV (Deutscher Badminton Verband)
The difference is in the distribution of byes. The actual settings can be viewed by <Options>+<Seed positions>.

Sport
The actual selected sport (i.e. Badminton, Table tennis, ...) is displayed.

Version
When you are working with a demonstrator version of SPORT, this is also displayed. To change to a full version, you have to purchase a license key and enter your password in the function <Options> <License>.

3.2 Event

An event describes a sporting competition for a group of entries. Each event operates in a well defined mode; for example the Single elimination system. SPORT computes the draw and displays all matches on the screen. The results of the matches can be entered and SPORT computes the rankings.

The color of the event shows its actual state:
- · White: the event has not been started, new entries are acquired
- · Yellow: the event is running
- · Grey: The event is finished and the final ranking is available.

A tournament can consist of several events, for example men and ladies, single and double, first and final round. All events have to be specified with their specific parameters, which will be explained in the following section. When the event has not been started, these parameters can be modified arbitrarily. But after computation of the draw by the menu function <Events> <Start>, only those data can be changed, which do not influence the running competition.

The events can be displayed by the tree option <Events>. A event is characterised by the following parameters:

Item	Description	Example
Name	Name of the event. To distinguish the different events, no two of them may have the same name.	Men single
Players per entry	Number of players per entry: 1 = Single or Téte a Téte 2 = Double, Mixed or Doublette 3 = Triplette (This item does not exist for team sports)	2
Sex	Sex of the players: Men Women Mixed (i.e. one man and one woman) Any (for mixed tournaments)	Men
Tournament system	Drawing mode: Round robin system Elimination system Poule system Rond system Swiss ladder system	Elimination system
Sets to win	Number of sets the winner has to win. The number of sets to win can be changed dynamically during the tournament of one event. Thus you are able to play a few rounds for 2 sets, while the more interesting final rounds can run for 3 sets to win. This parameter does not occur for sports, where only one set is played, like soccer or petanque.	2
Points per set	The length of the sets can be varied in some sports, like Badminton (9, 11, 15, or 21 points). When only the set result should be counted, please enter a 2 or 3, depending of the sets to win. For sports running for a fixed amount of time (like soccer) the 99 should be selected. This enables you to enter arbitrary match results.	15
Seeding Mode	Modus, in which the entries are seeded: · **No seeds**: the draws done per random for all entries. **Seed positions**: Some or all of the entries are seeded, where the best gets seed position 1, the	

		second best position 2, and so on. In the draw, the entries are assigned to plan positions, which are specified in the description of each tournament mode. For example, in the elimination systems the entries are seeded to the positions specified in the options <Seed Positions>. **Plan positions**: Some or all of the entries can be positioned directly to the plan. In Round robin system and Poule system, the entries are placed directly into groups, e.g. seed position 2 puts the entry into the group number 2. In all other modes the seeding numbers refer to the positions in the plan, where the topmost position gets number 1, playing against position 2, etc.	
Entry fee	Entry fee per entry. The accumulated list can be displayed by the tree option <Entry Fees>	10.00
First Court **Last Court**	Numbers of the courts, where the matches of the event have to be played. When the court numbers are irrelevant, enter twice a 0.	1 - 8

Depending on the selected tournament system, further parameters have to specified:

Tournament system	Item	Description
Round robin system	Number of groups	The number of groups, into which the entries get partitioned. In each group each entry plays against all the others.
	Two rounds	Specify, whether each pair should play two matches (with home and guest swapped).
Rond system	Number of rounds	Number of rounds to play.
	Score of byes	How is the score of a bye ?
Swiss ladder system	Number of rounds	Number of rounds to play.

	BHN	Criteria to compute the rankings:
		    without BHN (Buchholz number)
		    with BHN
		    with BHN and FBHN (Fine Buchholz number)
		This criterion can be changed during the running competition, but this should be agreed with ALL players, because it affects the ranking!

	Manual changes	Number of manual changes of the draw.
	Score of byes	How is the score of a bye ?
Super Mêlée	Score of byes	Score of byes

Events menu commands

The Events menu offers the following commands:

New	Insert a new event.
Change	Change the data of an existing event. When the tournament of the event has already started, most of the data might not be changed any more.
Delete	Remove an event with all entries and matches.
Start	Start the tournament for an event by computing a draw. After computation of the draw most of the event parameters cannot be changed any more, like the tournament mode.
Import	Reads an event from a file with ending SPD. This file can e.g. be entered on another PC. Thus the distribution of a tournament to multiple PCs can be done.
Export	Stores an event to a file with the ending SPD (=Sport Discipline).
Print	Prints the whole tournament plan for an event.
Save as XML	Saves a finished event with all single match results to an XML file. The format description is given in SPORT.DTD. Via file the resuklts can be post-processed with add-on tools, e.g. for the computation of rankings.
save Ranking as HTML	Saves the rankings to an html file, which can be put into the internet to inform on the tournament results.
Save Winner Sheets	Saves the ranking to an external file. With the help of a serial letter function of a text processing software (like MS-Word) certificates for the winners can be printed. An example for a SPORT generated ranking file is CERTIF.TXT and a serial letter template for Word is CERTIF.DOC.

3.3 Club

The players of the tournament belong to one or more clubs. These clubs have to be entered in order to
- generate entry lists,
- accumulate the list of entry fees, and
- print serial letters.

There must exist a minimum of one club in order to be able to enter players!

The clubs are sorted alphabetically and can be displayed by the tree option <Clubs>

For a club the following data can be entered:

Item	Description	Example
Prefix	Prefix of the club name.	FC Bayern
Name	Name of the club, i.e the name of the town. This name is used for sorting.. The complete name consists of prefix and name. No two clubs may have the same name.	München
Name	Name of the club. No two clubs may have the same name.	Sedona Rocks
Contact person	Name of the representative.	Charly Miller
Street	Address of the contact person.	90, Main street
City, state, ZIP	City of the contact person.	Sedona, AZ, 12345
Phone	Phone number of the contact person.	01234-56789
Fax	Fax number of the contact person.	01234-56780
Handy	Mobile telefon	0160-1234567
eMail	eMail-Address	ok@abc.de
Remark	For free usage.	

The name of the club must be entered; all other items are optional.

Every player must be assigned to exactly one club. Therefore you have to enter the clubs before players can be entered.

Clubs menu commands

The Clubs menu offers the following commands:

New	Creates a new club.
Edit	Edits an existing club.
Delete	Deletes an existing club. This is only possible when no more entry from this club is participating the tournament.
Import	Load club addresses from a TXT file, which has been created by an earlier SPORT tournament (by using the Club-Export function) or by a database. The result is protocolled in a logfile SPORT.LOG
Export	Saves the addresses of the clubs in a TXT file. This file can either be used to import the clubs to SPORT in a follow-up tournament. The file can also be used to be imported into a database, or it can be used with a text processing software like MS-Word to print **standard letters**. An example for a letter production is given in LETTER.DOC with the club addresses being held in LETTER.TXT. The export file contains the fee, such that receipes can be printed via a Word serial letter. An exaplle can be found in FEE.DOC
Print	Prints the data of one or all clubs.

3.4 Players

Players are the active individual participants on a sporting tournament.
For team sports (like soccer or volleyball) the notion player is equivalent to team.

Each player has to be assigned to exactly one club. This club has to be entered before the player.

One player can participate on different events with different partners concurrently. So it can happen that a player starts in the Men Single, Men Double and Mixed Double events. In this case the player has to be entered exactly once, and after that can be combined with different partners to entries of several events.

The name and club have have to be entered for a player, all other fields are optional.

Name	(Second) name of the player. To identify the players uniquely, no two players may have the same name, which is constucted by First Name + Name.	Becker
First Name	First name of the player.	Boris
Pass ID	Text field for a pass ID. This number can be used for fast setup by <Entries>+<New (per ID)>	1210
Birthdate	Text field for the birthday	20.10.1980
Court	Actual status of the player: • When the player is in a match, the court number is shown • Whenn the player is active as referee, the status "Referee" is shown. Also in this case, the player cannot be called for a new match. When the player has temporary left the location, his status is "Absent" • The player gets "Inactive" when he has been deleted. This status is final and cannot be reset any more.	Court 2 or Referee or Absent or Inaktive
Item	Description	Example
Name	Name of the player. To identify the players uniquely, no two players may have the same name.	Boris Becker
Blocked	When the player is blocked, he cannot be called for a new match. The player is blocked automatically when he is still playing. Manual blocking and de-blocking is possible by this option.	Blocked
Club	Club, from which the player is coming.	Bonn Lions
Sex	M for male, F for female	M
Street	Address of the contact person.	90, Main street
City, state, ZIP	City of the contact person.	Sedona, AZ, 12345
Phone	Phone number of the contact person.	01234-56789
Fax	Fax number of the contact person.	01234-56780
Handy	Mobile telefon	0160-1234567
Remark	For free usage, e.g. year of birth.	1958

The players are sorted alphabetically and displayed in the tree option of the <Clubs>.

Players menu commands

The Players menu offers the following commands:

New	Creates a new player.
Edit	Edits the data of an existing player.
Print	Prints the players of one or all clubs.
Import	Load player data from a TXT file, which has been created by an earlier SPORT tournament (by using the Club-Export function). The interface file can also be created by a database.
Export	Saves the data of all players to a TXT file. This file can either be used to re-import the players to SPORT for a follow-up tournament. Furthermore the data can be used to be stored in a database, or they can be used with a text processing software like MS-Word to produce standard letters. The format is CSV, i.e. Comma Separated Values.
Delete	Deletes a player. A player should only be deleted when he really drops off the tournament, for example because he did not appear or has been hurt. When a player gets erased all his matches of all the running events are cancelled immediately!

3.5 Entry

Entries are combinations of players and are assigned to exactly one event. For example can the two players <Boris Becker> and <Michael Stich> be combined to the entry <Boris Becker / Michael Stich> for the event <Men Double>. The number of players in an entry has to be specified in the event.

The following data have to be entered for an entry:

Item	Description	Example
Entry number	Number of the entry. This number is set by the SPORT software automatically.	007
Pseudonym	Short form for the players name. This short name is used in the plans. When the pseudonym is empty, all player names are displayed.	Graf/Becker (D)
Names	Names of the players.	Steffi Graf Boris Becker
Clubs	The player's clubs.	Bonn Lions Berlin Bears
Sex	Sex of the players: M for male, F for female	F M

In the definition of the general tournament parameters it can be specified, whether the entries will get numbers automatically. In this case SPORT generates a unique number for each new entry and adds this number to the player names. For example, the above entry results in <007 Steffi Graf / Boris Becker>.

Team sport
SPORT needs names of the clubs to be entered as Club: e.g. Bonn Lions. Entries are the teams, coming from these clubs, like <Bonn Lions - 2. Men Team> or <Berliner Bears - Girls to 16 years>.

For a tournament in a team sport, where each club has not more than one team, the data can be entered in the followed simplified manner:
1. The clubs are NOT entered as <Club>. Instead one dummy club with arbitrary name (e.g. -) should be entered.
2. Then the participating teams are directly entered as entries. This ensures that clubs must be entered only once. Otherwise you have to enter the club names twice: as club and as entry.

Seed positions
The entries of an event can be listed by selecting the tree option <Entries>.
A so called seed position can be entered for each entry. These positions are used for the computation of the draw and have the purpose to set the favourites to positions, which let them play each other in the final round. The following rules have to be obeyed when entering seed positions:
·   The positions start with 1 (indicating the favourite) and continue with 2, 3, ...
·   The same seed position can be assigned to more than one entry. In the draw SPORT selects the effective order by random choice. In Round robin system and in Poule System the entries with the same seed position are placed into the same group.
·   All entries without a seed position will be drawn randomly to the free positions of the tournament plan.

Entry fees
The tree option Entree fees displays the list of total entries, sorted by clubs and events.

Entries menu commands

The Entries menu offers the following commands:

New (per ID)	Fast mode to create entries from the actual list of players. For a new entry, only the pass id must be entered.
New	Creates a new entry for a given event.
Edit	Edits the data of an existing entry. This command changes the combination of players, but cannot be used to change the names of individual players! This has to be done in the menu command <Players> <edit>.
Delete	Deletes an existing entry. This entry is immediately removed from all events and cannot be activated again!
Print	Prints the entries of one or all events.

Transfer	Transfer entries from a finished event to a new event, which has not jet been started. With this function a set of ranks can simply be transferred into a final round.
	
	Has the finished event be run in the round robin or poule mode, the corresponding ranks of each group will be transferred !
	Example: Predecessor had 4 gropus with 4 entries each,
	      transfer positions 1-2: the first two ranks of each group (i.e in total 8
	      entries) will be transferred to the final event.

3.6 Referees

When in the general <u>Tournament data</u> professional referees has been selected, these referees can be entered with their addresses.

The addresses can exported by <Referee>+<Export> to a text file, which can be used by MS-Word to write a serial letter to all referees.

During the tournament, all newly started matches get assigned a referee. This the referee with the longest pause. The referee is shown in the list of matches and can there be exchanged manually, if required.

For a referee, the name and cklb must be set. The other fields are optional.

	Description	Example
Name	Name of the Referee. To identify the referees uniquely, no two may have the same name	Peter Piper
Court	Actual status of the referee: * When the referee is active, the court number is shown. * When the referee is not available, his status is "Absent	Court 2 or Absent
<u>**Club**</u>	Club, from which the player is coming.	Bonn Lions
Street	Address of the contact person.	90, Main street
City, state, ZIP	City of the contact person.	Sedona, AZ, 12345
Phone	Phone number of the contact person.	01234-56789
Fax	Fax number of the contact person.	01234-56780
Handy	Mobile telefon	0160-1234567
eMail	eMail address	ok@abc.de
Remark	For free usage.	

The referees are sorted alphabetical and can be displayed in the Referee iten in the tree.

Referees Menu

The referees menu has the following functions:

New	Creates a new <u>referee</u>
Edit	Edits the data of an existing <u>referee</u>.
Delete	Deletes a <u>referee</u>
Import	Read a list of referees from a text file, which has e.g. been created by anoother torurnament (by using the <Referee>+<Export> function). The interface file can also be created by a database. The result of the import will be protocolled in a logfile SPORT.LOG.
Export	Saves the data of all referees to a TXT file. This file can either be used to re-import the players to SPORT for a follow-up tournament. Furthermore the data can be used to be stored in a database, or they can be used with a text processing software like MS-Word to produce standard letters.

4 Options

SPORT can be configured by the following set of options.

Sport
SPORT supports tournaments in different sports:
- Badminton
- Billard
- Curling
- Dart
- Footbal (Kicker, Table soccer)
- Judo
- Martial arts (Kickboxing, Taekwondo, etc.)
- Petanque (Boule) and Bocce
- Squash
- Teamsport (Basketball, Handball, Hockey, Soccer, etc.)
- Tennis
- Table tennis
- Volleyball.

The author offers to generate program versions of additional sports on request.

At any point in time, only one sport can be active!

Licensing of SPORT has to be separate for each sport. So you need a separate license and password for each sport you want to use.

License
The SPORT software has the whole functionality only after entering a password combination. This consists of the following two parts:
1. name of the licensee. This name will be displayed in and printed on all printer outputs of SPORT.
2. a separate password for each sport.

Both can be entered in the menu <Options>+<License>.

When no password is known, SPORT starts in the demonstrator mode. This version has the functionality, but does not allow the saving of tournaments to file. So all actions you do will be lost when you leave the program.

Courts
In the tournament data the number of courts have been specified. These courts are numbered, starting from 1. When a court is not available to play (e.g. because a machine in dart is broken) it can be blocked for further matches. This court gets marked by an X.

Blocking of a court is valid for this tournament only. When the SPORT software is started from new, all courts will be activated again.

Referee forms
SPORT has several options to print referee forms. Standard or user defined formats can be printed at the start of the tournament or for single matches (see also section 4.2).

Points per won match
In some modes (e.g. round robin, round and swiss ladder system), won matches can be evaluated in different ways. While a tie always shares the points with 1:1, a won match can be worth 2:0 or 3:0.

Ranking criteria
In some tournament systems (round robin, round, super mêlée and swiss ladder system) a ranking is computed due to a list of criteria. These criteria and their priorities can be specified in this option (see also section 4.1).

Matchorder
The order of matches for the round robin system gets drawn once before the start of a tournament.

SPORT orders the matches in a standard order, which is shown for the example of a group with four entries:
    Round 1: 1-2   3-4
    Round 2: 1-3   2-4
    Round 3: 1-4   2-3

This standard order can changed manually with the menu option <Options>+<Matchorder>.
This must happen **before** the draw!

When changing the match order, you will be asked for the size of the group. Here you should enter only the size of the **largest** group you want to play! SPORT is able to compute the match order of smaller groups automatically. As example we mention the order of matches for a group with 3 entries, which gets extracted from the above order for 4 entries:
    Round 1: 1-2   bye = 3
    Round 2: 1-3   bye = 2
    Round 3: 2-3   bye = 1

To enter the order of matches, all entries are numbered consecutively, starting at 1. SPORT displays a table, where for each round the opponents of the first entry are listed. In a round, where the first player has a bye, 0 must be entered.

The following example shows the match order for the above mentioned group with 4 entries:
    Round   Opponent
      1   2
      2   3
      3   4

Seed positions
In the elimination systems it might be important to set the favourites. This means, that they have to be positioned wide apart from each other in the tournament plan. To ensure this a so called seed position can be assigned to each entry before the draw.

The menu <Options> <Seed positions> shows the placement of the seeded entries in the tournament plan. Additional, the position of dummies is displayed, which will be used when the number of entries is less than the positions of the tree.

SPORT asks you for the size of the tree. Your input will be rounded up to the next larger possible size of a tree, which is 4, 8, 16, 32, etc. The following table shows the positions of the seeds and the dummies for a tree with 8 entries:

	Setzposition	Freilos
1	1	
2	8	1
3	4	
4	5	
5	6	3
6	3	
7	7	2
8	2	

An event with 7 entries will result in the following first round draw:
    1 – Bye / 4 – 5 / 6 – 3 / 7 - 2

In the actual version of SPORT it is not possible to change the seed and dummy positions!

4.1 Ranking criteria

In some tournament systems (round robin, round, super melee and swiss ladder system) a ranking is computed due to list of criteria. These criteria and their priorities can be specified in this option.

Each criterion gets a priority:
Priority 0 says that this criterion is not used for the ranking.
The other criteria must get consecutive priorities, starting from 1. Criteria are:

SPORT offers the following criteria:

Matches	Difference	between the number of won and lost matches
	Won	number of won matches
	Quotient	between the number of won and lost matches
Sets	Difference	between the number of won and lost sets
	Won	number of won sets
	Quotient	between the number of won and lost sets
Points	Difference	between the number of won and lost points
	Won	number of won points
	Quotient	between the number of won and lost points

The ranking is done in such a way that the players get sorted by the highest criterion, that is the criterion with number 1. In the case when two or more players have the same value, they are compared by the next criterion. They get the same ranking position only when they are equal in all active criteria.

The default setting is as follows:
1. Matches: difference between the number of won and lost matches
2. Matches: number of won matches
3. Sets: difference between the number of won and lost sets
4. Sets: number of won sets
5. Points: difference between the number of won and lost points
6. Points: number of won points

4.2 Referee forms

SPORT is able to print referee forms for the matches of the tournament. This option specifies the point in time and the format of the forms.

Referee forms
Printing can be started at different points in time:
- No referee forms at all
- Printing at the start of a match
- Print all forms immediately after the draw of an event.

Format
SPORT has different formats for printouts referee forms:
- An own standard format, which cannot be changed at all
- The Badminton format in Din A4 portrait size
- A free defineable format, which can be defined with <Options>+<Referee form format>.

Paper size
Size of the paper, which can be: A4, ½ A4 (= A5 landscape), 1/3 A4, or ¼ A4.

Forms per page
SPORT can print up to 8 forms per page. To save paper, we suggest to print many forms per page.

When you select more than one form per page, SPORT spools the referee forms and waits with printing until the page is full. You can force SPORT to print the forms by the menu command

<File>+<Print referee forms> or the button

Form with referee name
The name of the referee can be printed on the referee forms.

Form with signatures
When this item is selected with "Yes", space for the signatures of the opponents is printed on the referee forms.

File name
Name of the template, which is used to print referee forms. An example is given in the file REFEREE.TXT.

Please notice, that the format file must be a plain ASCII file, which may not contain any formatting, e.g. fonts or colors !!!

4.3 User Defined Referee forms

SPORT allows the definition of individual referee forms. For this, an integrated editor can be called with <Options + Format Referee Forms>.

This editor allows to define the referee form by a definable number of rows. The <+> button adds a new line at the cursor position and the <-> button deletes the row with the cursor position.

A row can contain three items:
- Left: a left aligned text
- Center: a text getting centered in the row
- Right: a right aligned text.

These texts can contain keywords from the following table, which get replaced by the actual value of the match. E.g. the keyword [COURT] gets replaced by the actual number of the court.

Pressing the OK-button saves the format in the file SPORT-REFEREE.XML

SPORT replaces the following keywords with the actual values:

[CLUB1]	All clubs of the home team.
[CLUB2]	All clubs of the guest team.
[CLUB11] **[CLUB12]** **[CLUB13]** **[CLUB14]**	Club of the 1. - 4. Player of the home team.
[CLUB21] **[CLUB22]** **[CLUB23]** **[CLUB24]**	Club of the 1. - 4. Player of the guest team.
[COMMENT]	Semi-final, Final or position match.
[COURT]	Number of the court
[DATE]	Actual date
[ENTRY1]	Name of the home team
[ENTRY2]	Name of the guest team
[EVENT]	Name of the event
[LICENSE]	Organisator of the tournament
[NO]	Number of the match
[PLAYER11] **[PLAYER12]** **[PLAYER13]** **[PLAYER14]**	Name of the 1. - 4. player of the home entry. In single competition only the first name is filled and in double competitions only the first two names.
[PLAYER21] **[PLAYER22]** **[PLAYER23]**	Name of the 1. - 4. player of the guest entry. In single competition only the first name is filled and in double competitions only the first two names.

[PLAYER24]

[REFEREE]   Name of the referee

[TIME]   Actual time (hh:mm)

[TOURNAMENT]   Name of the tournament

5 Summaries

5.1 Schedule

This top view gives an overview on the whole tournament.

The right view shows the list of rounds for each event, which have to be played during the tournament. The green columns **Date** and **Time** can be changed manually, such that a schedule of the whole tournament can be specified.

Round	List of rounds to be played
Games	Number of first and last match of the round
Date	Date when the round will be started (editable)
Time	Time when the round is started (editable)
Number	Number of matches and events to play. The title row shows the number of matches, which have to be played in the tournament.

All matches of the events get a unique consecutive number.

(An automatic computation of the schedule is planned for a future version)

5.2 Matches

The display the matches of the tournament can be done in two ways:
- Display the actual matches of all events
- Display all matches of a single event.

Matches of all Events
Selecting the tree option <Matches> displays the matches of all events. The matches must be either RUNNING or READY.
SPORT displays only those matches of the actual round of the events. This should give an improved overview for the tournament manager.

Matches of one Event
Selecting a sub-option of <Matches> displays all matches of one event. The matches correspond to 4 classes: READY, RUNNING, BLOCKED and FINISHED.

Class READY
The match is ready to start. This is the case when none of its players is playing another match.

A match can be started by two different ways:
1. A click on the selected court (in the button row) starts the match
2. The number of the court can be entered into the first (yellow) column.
Immediately after entering the court number, the match changes into the running class.

The time column displays the break of the players. This is a hint for the tournament manager to distribute the pauses equally among the players.

Class RUNNING
The match is running and waits for the final result, which has to be entered into the green fields for each set, like in table-tennis: 21:15 <TAB> 21:1. As in other table oriented programs, the <TAB> and <ENTER> keys jump to the next set. To enter single digit results (0-9), the second digit has to be entered too: i.e. 01:15. In this case a space (before or behind the digit) can be entered instead of the leading 0.

In some sports it is possible that exotic match results occur, like in Soccer results of 10 and more goals or in Basketball the games above 100. These results cannot be entered directly, because SPORT is optimises for entering the majority of standard results very simple. In the exotic cases you must enter any result (e.g. 99) and after that you can set the correct result in the correction mode.

Entering a match result can be aborted by the ESC-button.

When a correct result has been entered, the match disappears and can only be displayed in the <Draw> option. There also the result can be changed for the case that a wrong result has been entered.

A running match can be changed back to READY by pushing the delete button:

The second-last column shows the minutes since the start of the match just for your information.

Class BLOCKED
A match is blocked when one of the players cannot play. There are several reasons for that:
• The player is active in another match
• The player is referee in another running match
• The player is absent (tournament manager can mark this in the list of players)
All blocked entries are marked grey.

A match is blocked when one or more of its players is still playing another match. A blocked match changes automatically to the class of ready matches when all predecessor matches are finished.

Class FINISHED
Finished matches occur only in the sub-option <Draw>. The final result can be changed at any time by clicking and selecting the <Change> button:

Result corrections
Incorrect match results can be changed at any time. To do this, the incorrect result has to be clicked and the <Edit> function (or the pencil-button or <Ctrl+E>) has to be activated.

In the edit-dialog a comment can be added to the match. This is for example necessary when a walk over took place (w.o.).

A selected match can be brought back to the class READY by the <Delete> function (or cross-button or <Ctrl+D>). But notice, that this function works only when re-setting the match makes sense. E.g. in the swiss ladder system a match cannot be reset when the following round has been drawn.

5.3 Entry fee

Entry fees are computed by two components:
- Each participant has to pay the fee, independent on the number of events, where the player plays. This individual fee is defined in the tournament data.
- Each entry in an event has to pay the fee, which is defined in the event specification.
  The amount has to be paid by the players individually and therefore the fee of an entry is divided by the number of players per entry.
  Example: in the
     event <Men double> with an entry fee of 20.00
  and for an
     entry <Boris Becker / Michael Stich>
  each
     player <Boris Becker> and <Michael Stich>
  has to pay 10.00 as entry fee.

The total sum of entries per club are displayed in the Entry Fee item.

SPORT displays the accumulated entry fees in the tree option <Entry fees>. The level of detail can be switched between the display of events and a complete list of individual players.

The following sample shows the complete listing of all clubs:

Sum				180.00
Bonn Lions	X			**70.00**
		Men single	40.00	
		Men double	30.00	
Berlin Bears				**110.00**
		Men single	60.00	
		Men double	50.00	

Behind each player / club you find a tick.-box. Here you can mark those players / clubs who have paid their fees.

6 Menu commands

Open command (File menu)
Use this command to open an existing tournament.
You can create new tournaments with the New command.
Shortcuts

Toolbar:
Keys: CTRL+O

You will be asked for the file name of the tournament by a **File Open dialog box:**

The following options allow you to specify which file to open:

Directory
    Type or select the directory which contains the file.

File Name
    Type or select the filename you want to open. This box lists files with the extension you select
    in the List Files of Type box. The program SPORT stores ist tournaments with the ending
    SPO.

List Files of Type
    Select the type of file you want to open:
    .SPO   SPORT file

Save command (File menu)
Use this command to save the active tournament to its current name and directory. When you save a
document for the first time, SPORT displays the Save As dialog box so you can name your document.
If you want to change the name and directory of an existing tournament before you save it, choose the
Save As command.
Shortcuts

Toolbar:
Keys: CTRL+S

Save As command (File menu)
Use this command to save and name the active tournament. SPORT displays the Save As dialog box
(see below) so you can name your document.
To save a document with its existing name and directory, use the Save command.

File Save As dialog box
The following options allow you to specify the name and location of the file you're about to save:

Directory
    Select the directory in which you want to store the tournament.

File Name
    Type a new filename to save the tournament with a different name. To be compatible with
    older windows versions, a filename should contain up to eight characters and an extension of
    up to three characters. SPORT adds the extension you specify in the Save File As Type box
    (i.e. .SPO).

Save as Text (File Menu)
This command saves the content of the right screen in the ASCII format into a txt file. This file then can be post-processed by other programs, for example by a text processor, a spreadsheet or databases.

The format of the file is the "Comma Separated Files" (csv) format, as it is used by the Microsoft products, like Excel and Access. The format contains a new line for each line of the grid. The items are separated by a comma, like in the following example:

    Name,Club,Rank
    Steffi Graf,Germany,1
    Monica Seles,USA,2
    Gabriela Sabatini,Argentina,3
    Martina Hingis,Switzerland,4

The name of the text file and its target directory can be specified in the following Windows dialog.

Save as HTML (File Menu)
This command saves the content of the right screen in the HTML (Hypertext Markup Language) format to a html file. So the results or the final ranking can be published to the Internet easily.

Html-fans have the chance to manipulate the style of the html pages by the following concept: All files generated by SPORT are linked with a cascaded style sheet with the fixed name
        SPORT.CSS
In the standard distribution this style sheet contains all definitions for the display of trees in elimination and poule systems. These definitions should not be deleted. But an extension of the css gives the chance to change style elements (like colors or fonts) for the generated html pages.

Print Setup command (File menu)
Installs the printer device.
The printer, its paper format and the orientation (portrait or landscape) can be specified here.
The orientation can be specified individually for each display in the SPORT software. These settings are kept during one tournament and will be lost after SPORT has been quitted.

Print Preview command (File menu)
Displays the right pane of the window document on the screen as it will be printed by the Print command.
Shortcuts

    Toolbar:

Print command (File menu)
Prints the actual view, as seen in the right pane of the window.
A preview can bee displayed with the Print Preview command.
Shortcuts

    Toolbar:
    Keys: CTRL+P

Setup referee forms printer (File Menu)
Optionally, the SPORT Software is able to print the referee fiorms on a separate printer. This allows to use speciel paper without any changes on the printer device.

Setup the printer for printing referee forms. As default, the standard printer is selected.

Print referee forms (File menu)

Prints the stored referee forms.

In the Options Referee forms you can specify, that up to 8 referee forms can be printed per page. In this case, the forms are stored until the page is completely filled. This mode saves paper.

This function starts printing of the stored referee forms, also when the form is not completely full.

Printing the stored referee forms can also be started by the 5. Button. Its symbol shows the actual number of stored forms.

Shortcuts

Toolbar:

Exit command (File menu)

Use this command to end your SPORT session. SPORT prompts you to save the actual tournament when it has unsaved changes.

Shortcuts

      Keys: ALT+F4

Edit menu
The Edit menu offers the following commands:

New	Creates a new icon: discipline, club, entry or player corresponding to the actual selection in the left screen
Edit	Edits the actual selected item (discipline, club, entry, player or match result)
Delete	A selected discipline, club, entry or player gets deleted. When a match is selected, ist status gets reset to READY
Find...	Searches for a string (Cntr+F)
Find next	Repeats the search with the last search-string (F3)
Cut	Move the selected text to the clipboard.
Copy	Copy the selected text to the clipboard.
Paste	Paste the Clipboard text at the insertion point.
Default Font Size	Sets the default font size of all screens
Reduce	Reduce the font.
Enlarge	Enlarge the font.
Detail	Changes the detail of the actual screen. This function is available for a few screens, like the tournament plan or the entry fees

Window menu

The Window menu offers the following commands:

Courts	Shows the status of the courts in a dockable toolbar
Toolbar	Shows or hides the toolbar (on top of the window)
Columns	Displays the active columns in a dockable toolbar
Status bar	Inserts or hides the status bar (on the bottom of the window)

Help menu

The Help menu offers the following commands, which provide you assistance with this application:

Index	Offers you an index to topics on which you can get help.
Using Help	Provides general instructions on using help.
About	Displays the version number of this application.

7 Toolbar

The toolbar includes buttons for some of the most common commands in SPORT, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in SPORT.

To hide or display the Toolbar, choose Toolbar from the Window menu.

Click	To
	Open an existing tournament. SPORT displays the Open dialog box, in which you can locate and open the desired file.
	Save the active tournament with its current name. If you have not named the document, SPORT displays the Save As dialog box.
	Displays the active view on the screen as it would appear printed.
	Print the active view.
	Print the stored referee forms. The digit in the icon shows the number of spooled forms.
	Create a new item, i.e. event, club, player, or entry.
	Edit the selected item, i.e. event, club, player, or entry.
	Delete the selected item, i.e. event, club, player, or entry. A running match will be brought back to the list of ready matches.
	Start the selected event by computing the draw.
	Enlarge the display font.
	Reduce the display font.
	Changes the level of detail.
	Moves the actual row one row to the top.
	Move the actual row one row to the bottom.

8   Monitor

The SPORT Monitor observes a running tournament and displays
- the running matches,
- a draw of an events, or
- a* final ranking.

The SPORT Monitor allows the observation of the tournament on a second screen. Changes of the tournament data, like entering match results, is not possible. All views can also be printed.

We suggest to project the monitor view with a beamer. Thus, the players are always informed on the state of the tournament. So you can prevent disturbing questions and time and money consuming print-outs.

The monitor reads the *.SPO file of the SPORT software in regular intervals. This interval can be set in the monitor's options, the default value is 10 seconds.

To optimise the co-operation between the SPORT software and the monitor, the save interval of SPORT should be set accordingly. The default values are:
- SPORT save-Interval: 1 minute
- Monitor refresh: 10 seconds