

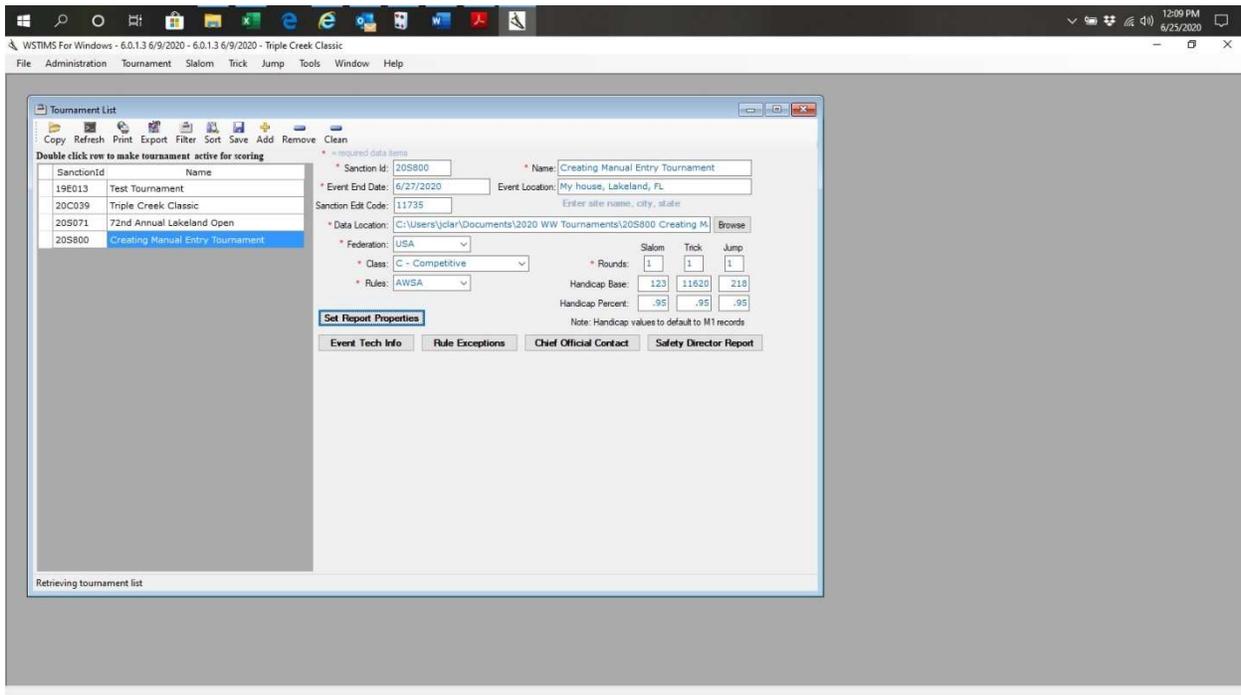
New Procedures For Setting Up Your Tournament With Mailed Entries

When the LOC has their entries sent in via mail and they give you a list of the entries, the days of downloading a registration template from USA-WSWS website is now a thing of the past and we will now be setting up the tournament from within WSTIMS using our internet connection to the USA-WSWS membership database that contains the membership information, skiing event ranking scores and their officials ratings which is used in the operations of the WSTIMS program. The process in WSTIMS will be the same as we have used last year to add a participant on the fly within the program. Once you have done this, you will find that the time to do this task will be about the same as was involved in the past, if not quicker.

Next, we will perform the following steps and I have used a special demo version tournament to show you the steps visually.

So, let's get started! The LOC has sent you the list of entries and officials and they also gave you the sanction number and the edit code for the tournament and you are ready to go to work.

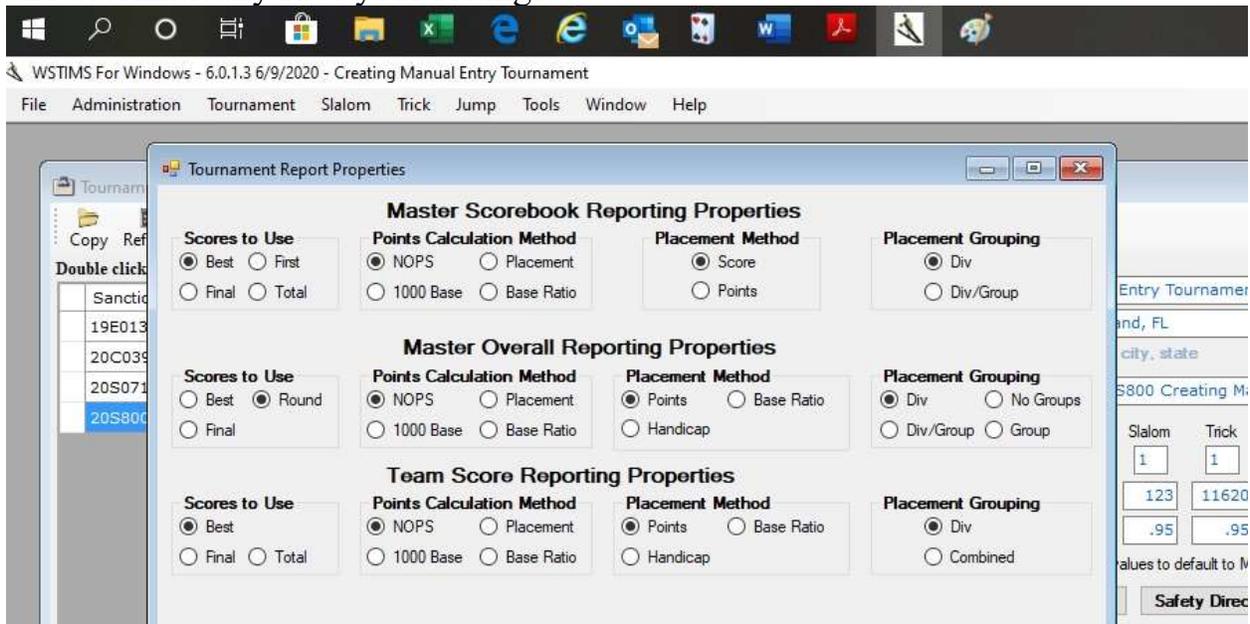
Open the program and in the main toolbar > click on the Administration tab > then click on the Tournament List tab > click on the > Add tab to bring up a fresh form to complete for your tournament. Now you will complete the setup of this page and then > click on Save in the Tournament List toolbar.



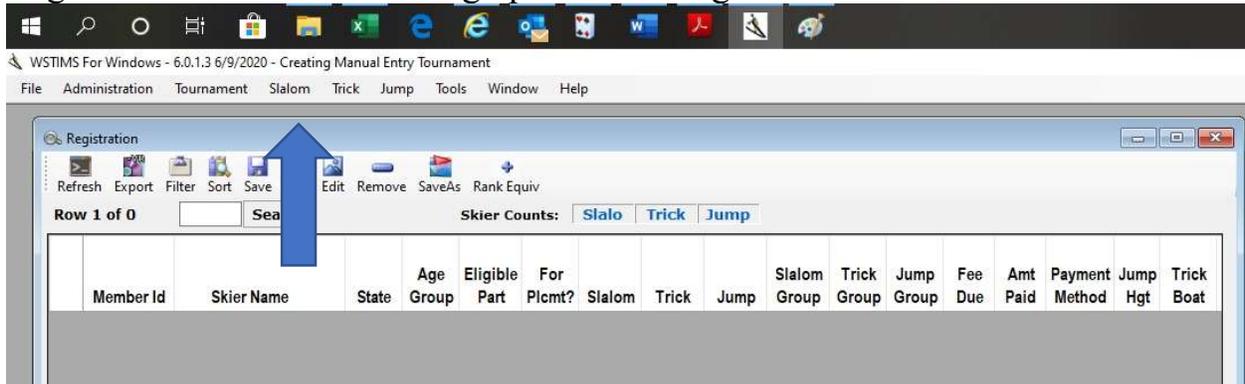
Even though you are setting up your tournament manually and you are not using the OLR option, you will need the officials that the LOC entered in their sanctioning process for the program, so you should go to > Administration > Import > Import Registrations (OLR) and this will import the chief and appointed officials defined by the sanction setup.

It's now time to build your Registration list of the competitors and other non-skiing officials. On the Main toolbar > click the Tournament tab > then click on the Registration tab, but before you can leave the Tournament List screen a new panel will come up for you to complete before you can move on to the Registration screen.

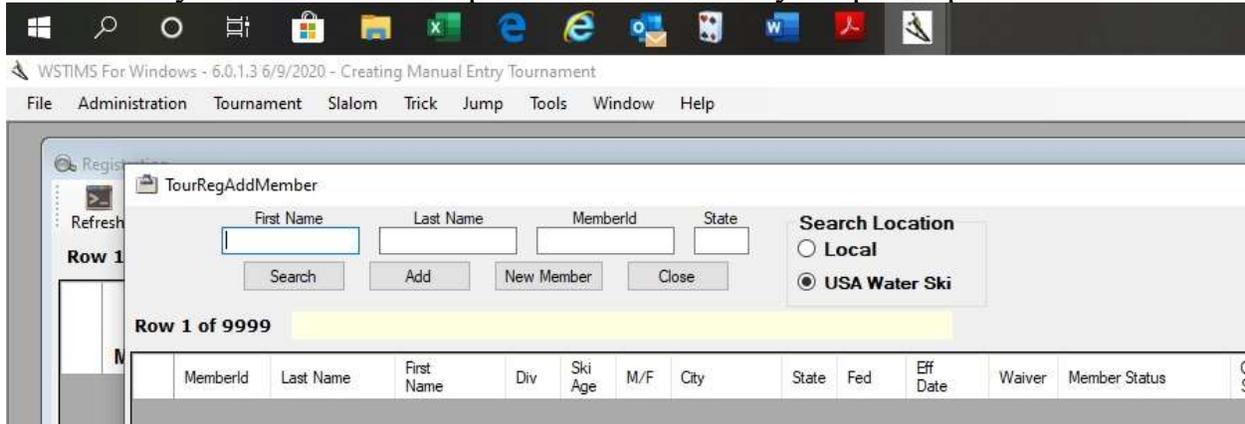
This will be the Tournament Report Properties screen and it will ask you to set the scoring parameters for your scorebook. You can accept the default settings (normal) or edit to suit your unique tournaments competitors score reports. When you have everything set > click on the X in the top right corner of the panel to exit and automatically save your settings.



Go back to the main Toolbar and > click the Tournament tab > then click on the Registration tab. This will bring up the blank registration form.

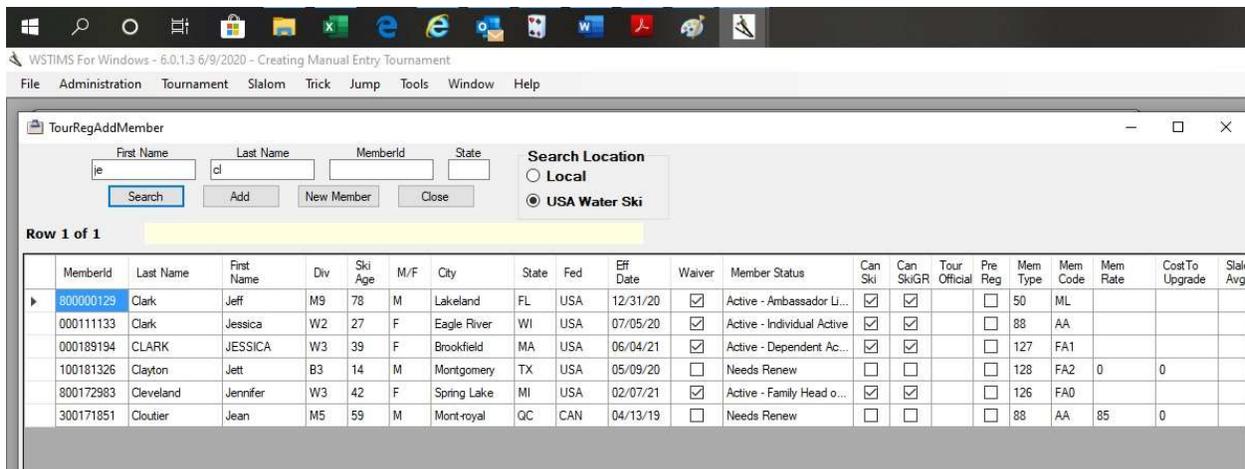


To add participants to the form > click on the Add Icon and this will bring up the screen that you will use to complete the addition of your participants.

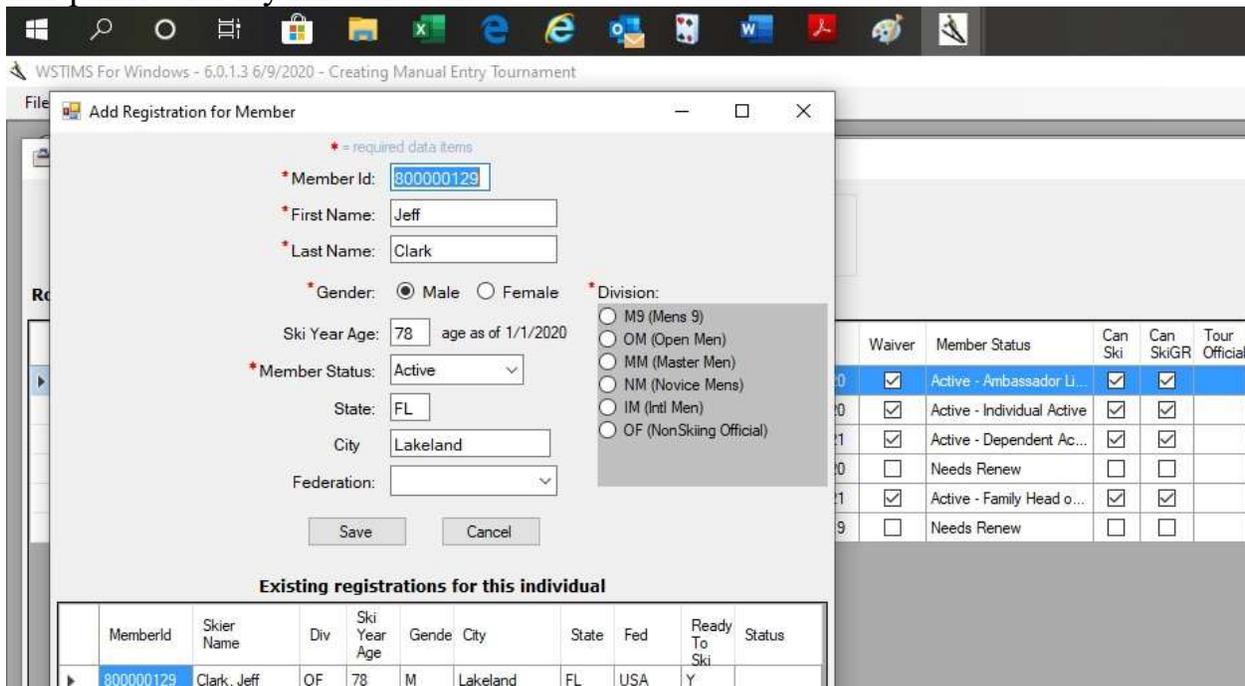


This is the form that you will be working in to search the USA-WSWS database for and to add your participants to the registration files. Familiarize yourself with the cells and the titles and the operational tabs on the screen. Now we will put this to work for us.

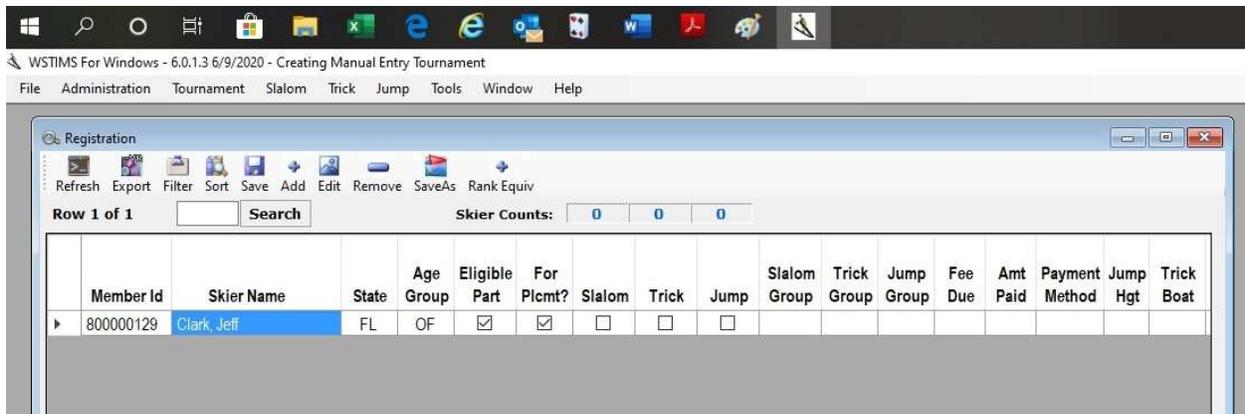
The program does a Boolean search of the USA-WSWS membership database so you will see that I put in a couple of letters of my first name and last name and then > clicked on Search and I now have the results of the search.



My next step is to > click on my name line and then > click Add which brings up this panel with my information.



Here you will complete my information for the Registration list. I am a OF (Non-Skiing Official) so > click that bubble next to the option and then > click the down arrow on the Federation Cell and > click on the USA option and then > click Save and the panel will close and automatically save the information to the Registration file list.



You will repeat this process for each of your entries and you can just enter any or all of the last name if you have family entries and switch back and forth as you work through your entries. Don't forget to enter all of your non skiing officials when you are building your registration template.

When you have your template partially or totally completed, you can tab through your entry list and in place of their age division change this to the event codes for your administrative event groupings for scoring purposes if you will be using them and this will automatically populate to the individual event scoring screens. Note: The State, Regional and National championships use the age divisions only.

As you use this new process for building your Registration template, you will find it to be quite easy and as quick as when you had the big templates to work through and very accurate.

June 28, 2020