Scorer Guide v2.1

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Welcome to the BULSCA Scorer Guide. This document should be your first point of call when you need help using the scorer or have run into any problems.

If this document cannot help with your issue or you have further questions, then please see the HELP section at the end of this document.
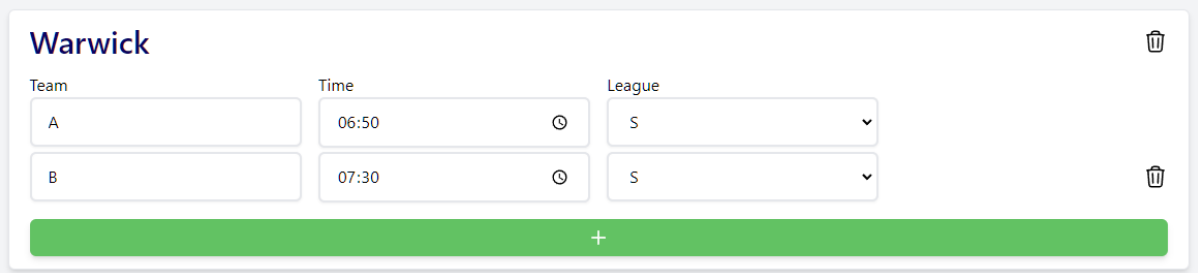
Teams

Teams can be entered by clicking the **Teams** tab on the sidebar or Overview page, then by clicking the **Green** edit button.

You start by providing a club name such as "Warwick" and clicking **Add**. Then you'll see a new card continuing the club name and two default A and B entries. You can remove all entries except the first. To add additional teams press the **green +** button. It will automatically increment the team letter.

For each team enter their Swim & Tow time and select which League they are competing in from: (S)tudent, (F)reshers, (N)on-(C)ounting, (N)on-(S)tudent and (O)ld (B)oys. (More about each can be found in the **Help** section).

If you don't require a A team for a club you can simply change the team letter to B or any other. Teams aren't restricted to letters, and can have completely custom names if you want, but this will cause issues with normal league specific result generation. (If you want custom team names, create a new club for each name and just have a singular A team for each).

A proper club entry looks like the following:

Make sure you save by clicking the green save button at the top, otherwise you'll lose any additions/changes!

If you had previously generated a SERC or Heat order you will need to re-generate them after removing/adding teams.

Heats and Orders

The Heats and Orders system allows you to generate Heats and SERC draws according to the BULSCA manual. Changes can be made to these orders for accessibility requests as needed.

Heats

Generated heats follow the BULSCA manual and generate with the slowest heat first all the way to the fastest. With the fastest team of each heat being in the middle working out.

To edit a generated heat click the **Edit Heats** button on the **Heats/Orders** page. You can swap any two teams by clicking the first one (it will become blue) and then clicking the team to swap with. The page will reload and show the switch if successful.

If you've messed up the heats you can click the red **Reset** button to restore them to default. **You will lose any changes!**

SERC Orders

The generated SERC order is completely random. It can be regenerated by clicking the red **Regen** button in the edit page.

Like with Heats, you can swap teams by selecting one and then selecting the team to swap with. The system records swaps internally, so avoid making too many or pushing your teams in favour as it will be recorded and you may be asked about the reasons for changes.

Events

Events can be added on the **Events** page. They are split into **Speeds** and **SERCs**.

Speeds

A new speed event can be added by clicking the **Add Speed Event** button. And by then selecting the desired event from the drop down and clicking the green **Add** button.

Note: The event will automatically pull the current BULSCA record at the time of creation. Changes to the record later on will not impact this event's scores.

Marking

To mark a speed event, whilst on the event page click the green **Edit** button.
You'll be presented with a table with Team names and an entry for their time, DQ and any penalties (only if the event supports penalties).

Times must be entered in the format **XX:XX.XXX**. *The entry box will automatically format it for you!* Any invalid entry times will be marked in red upon saving.

DQ's must be entered in the format **DQXXX**. *The entry box will automatically format it for you BUT you must add trailing zeros!*

Penalties must be entered as a **comma-separated** list with each being in the format **PXXX**. *Take care as there is no automatic formatting here.*

Note: P900 will be automatically calculated by the scorer and shouldn't be manually added. DQ501 will be automatically applied if too many penalties occur.

SERCs

SERCs setup is slightly more complex than Speeds.

You must give your SERC a name. (Dry SERC/Wet SERC is most applicable).

Then you must individually add Judges/Objectives and their respective marking points. You **cannot** reorder marking points without manually copy pasting them around currently.

Weights support any numerical value, but should be kept to 1 decimal place.

Note: It is advisable to have each entered judge correspond to one casualty/objective. This allows the marking to be easier and results viewing simpler. It also makes DigitalJudging easier if judges have to mark more than one casualty/objective.

Note cont'd: If you need to split a marking point across two judges like mentioned above, ensure that you give each marking point the same name and identify that they are related. Then give each a weighting that is equal to the original weight divided by the total number of points sharing the original. (E.g. if original had weight 1.5, and was split among 3 then each of the 3 would have weight 0.5)

Marking

Teams will be ordered in the same order as the inputted SERC order if one was generated. To mark a team click the blue **Edit** button next to the team's name.

You'll be presented with a table that's split into sections. The first section is always for DQ's and Penalties.

The following are for each judge. For each marking point provide a value between 0 and 10. Values outside this range will be set back to either 0 or 10 depending on which they are closer to.

DQ's and Penalties should be entered in the format **DQXXX** and **PXXX** (multiple penalties should be comma-separated).

Specifically for SERC Penalties:
Enter the penalty code and then **zero** out the affected marking points. (This may be the entire set of marking points, or after a certain one).

Click the green **Save & Next** button to save scores. This will also automatically take you to the next team as given by the SERC order.

Results

Results are managed via the **Results** tab.

You should wait until all events have been added before generating results sheets
If not you will need to delete and re-create a results sheet to add new events.

Generating

In most cases clicking the green **Quick Generate** button will suffice. It will automatically produce A, B and Overall league sheets using all the events using default weightings (Weighting of 2 for SERCs and 1 for Speeds).

If you need to adjust weightings click the **Add Results** button.
Here you can enter the desired weightings for each event, and provide a custom name for the result sheet.

Specific Leagues

The League selector lets you target specific leagues for results. The majority are self-explanatory.
A-League: Targets all A teams only in the Student League (S)
B-League: Targets all non A teams only in the Student League (S)
Freshers League: Targets teams in the Freshers League (F) and that aren't an A team
Non-counting, Non-student & Old Boys: Target the respective leagues only including all teams (you may have an Old Boys A, that's set as an OB team.)

Note: Overall includes all teams from all leagues!

Public and Provisional

The scorer provides the ability for scores to be viewable on any device at https://results.bulsca.co.uk. By default competition results a not public and marked as provisional.

Once you have announced results you can make the results publicly viewable by clicking the green **Publish Results** button. Once clicked it will reveal a direct link and a printable QR code. (For private competitions your competition will not show up on the public results page, and will only be accessible by the given link/QR).

These viewable results will have a warning displayed to remind competitors that these results are *provisional* and subject to change.

Once results have been confirmed you can click the green **Make Final** button to remove this warning.

If you need to hide a public results sheet. You can go into the sheets page and click the red **Hide Results Sheet** button. This will remove it from being viewable by the public.

Printing

Printing the results sheets can be done in several ways. You're free to just print the results page, but the scorer has specific options to specially print results for you. Two options are available:

1. **Print Places:** Will print a minimal table containing Team names, total points and their place. It will be ordered by place as well from top to bottom (1st -> last)
2. **Print Detailed:** Will print a detailed table containing Team names, each event, total points and place. For each event the teams position is given in brackets and the total points after

Digital Judging

DigitalJudging is an advanced feature of the scorer. It facilitates the use of mobile devices to enter scores in real time instead of having a runner move around paper scores.

Please see the DigitalJudging guide for information on how to get set up and ready for the day, as well as what to tell judges and helpers.

Please come and find me (Noah Hollowell - Warwick Pres/BULSCA Data Manager) on the day if you have any issues. If I am competing and am not yet through Isolation I may not be able to assist, or will be able to assist but you'll have to be very careful about where you take me and what you show me. This will be on a per competition basis. If i'm out of isolation I should be able to help with any issues as this wouldn't pose any unfair advantage.

Help

I've tried my best to answer common questions or issues below. If you're still having an issue come and find me and I'll do my best to help

League Types

The scorer uses two league types. The first corresponds to the entered team and can be on of:
- Student
- Fresher
- Non-counting
- Non-student
- Old-boys

The second is used to calculate specific league results. The options are:
- Overall - All teams
- A-League - Only *student* A teams
- B-League - Only *student* teams that *are not* A
- Freshers League - Only *freshers* teams that *are not* A

- Non-counting - Only *non-counting* teams
- Non-student - Only *non-student* teams
- Old-boys - Only *old-boys* teams

FAQ

What do we do if the Scorer breaks or is inaccessible for some reason?

It is highly likely that the scorer will be unavailable unless the internet fails. But if it does please use the original excel based scorer. It can be found at the following links:
- https://www.bulsca.co.uk/resources/view/429311d3-50b1-4539-a7d5-9d0c0f58b92e
- ⊠ (OLD) Competition Scoresheet v17.3 (Blank) (1) (6).xlsm

Or the Data Manager should have a copy of it on their Phone/USB stick

My times/DQ's/Penalties aren't being saved?

Make sure that times follow the **XX:XX.XXX** format and have any trailing/leading zeros added. Make sure DQ's follow the format **DQXXX** and penalties follow the format **PXXX**. Time and DQ entry boxes should self format the "DQ", ":" and "." parts. Penalties must be comma-separated.

How do I change a Club name?

If you need to change the name of a club, go into the teams edit page. And then click the club name at the top of each clubs section. You can edit the name. Then click save. The name change will apply to all the clubs teams for the current competition only.

I only want one team for a club?

Click the bin icon for the clubs teams until there is only one row. You can change the team letter if a club's only team is not an A team.

I need to change how many lanes are in each heat?

Click the **purple** "Settings" button on the DigitalJudging card. Then change the max lanes and click save.

Teams are missing from the results?

If a team doesn't have any event scores entered they may not show up on the results sheet. If you need the team to show up regardless, find any marking point in a SERC and set it to 0, or DQ them from a Speeds event.

Checklist

Before the Competition

- ☐ Get email and password for your competition account
- ☐ Read the Scorer Guide above
- ☐ Input all your teams
    - ☐ Check you've selected the right league per team
    - ☐ Check you've entered their swim and tow time correctly
- ☐ Add your speed events
- ☐ Add your SERCs
    - ☐ Fill out all the objectives and marking points
    - ☐ Double check all the weightings
- ☐ Generate your Heats
    - ☐ Adjust heats for any accessibility requests from the Welfare Officer or League requirements
- ☐ Generate your SERC Order
    - ☐ Adjust order for any accessibility requests from the Welfare Officer
- ☐ **If** you're using DigitalJudge:
    - ☐ Read and follow the 📄 DigitalJudge Gude v2.1
- ☐ **Print DQ and Penalty forms**

On the Day

- ☐ Make any final changes in the morning:
    - ☐ Has a team dropped out or changed their league?
    - ☐ Has a SERC writer changed a weighting or scrapped a judge?
- ☐ Choose someone to input scores **or** monitor if you're using DigitalJudge.
- ☐ Generate results with the correct setup:
    - ☐ For a normal competition use "Quick Generate"
    - ☐ For **Freshers** comp use "Quick Generate", then delete the "B-League" sheet and manually create it selecting "Freshers" as the target league
        - ☐ Use the suggested weightings unless an event is skipped
- ☐ Print a few copies of results and/or QR to online results
- ☐ Read out results
- ☐ Publicise Results, keeping them provisional
    - ☐ Share around the link or QR for those that want it
- ☐ Relax knowing your not going to get a random excel error that breaks your results

After the Competition (post Saturday)

- ☐ If you had paper scores that a scorer typed in:
    - ☐ Double check all the results for all events for mis-inputs

- [ ] Check DQ's and Penalties
- [ ] If you used DigitalJudge:
    - [ ] Check DQ's and Penalties
    - [ ] Have a brief look at the log for any strange behaviour
- [ ] Once happy:
    - [ ] Send results link to committee to be checked and approved
    - [ ] Mark results as final once approved
    - [ ] Cook smores over the burning pile of paper scoresheets (or not if you used DigitalJudge)