DigitalJudge Guide v2.1

Updated on 21/11/2023
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Welcome to the DigitalJudge Guide. This guide is presented chronologically as if you were reading it for each section of your competition as it happens. It is split into 3 sections: Before the Competition, On the Day and After the Competition.

The system is still a work in progress, and your feedback is greatly appreciated, whether it's constructive criticism about something you don't like or hate, or an idea to make something better or different. All feedback is welcome!

Before the Competition

Enable DigitalJudge

The very first thing to do in order to use DigitalJudge is to enable it in your competition overview.

You'll see a card titled "Digital Judging" with a **green** button. Click this to enable Digital Judging.

The card will expand providing more information. Most notably:
- **URL**: The URL to give out to all judges to log into the Judging Portal
- **Judge Pin**: This pin is for all individual judges and allows them to login to the judge portal
- **Head Judge/SERC Setter Pin**: This allows the Head Judge/SERC Setters to view and edit all team scores even after being marked. (This allows mistakes to be rectified in real time instead of having to tell the scorer operator)
- **Judging Log**: This link takes you to a log that records every change made to scores by all judges. This exists to ensure that no malicious score changes have been made by a rogue judge. (It can be filtered)

*You'll also need to enable DigitalJudge per event. This can be done in the DijitalJudge settings page **OR** by visiting each event and pressing the **green** enable button in the options card of the right (or at the bottom on mobile)*

Adding Teams, Heats and Orders

Once you know all your teams, it's time to add them into the system. You should see the 📄 BULSCA Scorer Guide v2.1 for instructions on how to do this if you get stuck.

Once you've entered all your teams you'll need to generate your Heat and SERC orders. Without this you won't be able to start judging teams. You can manage the Heats and Orders in the Heats/Orders tab. For help visit the corresponding section in the 📄 BULSCA Scorer Guide v2.1 .

SERC Setup

You'll also want to make sure you've created your SERCs so that they are ready for the day.

As mentioned in the Scorer Guide:
"**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."

Thus if you have any combined casualties under one Judge, you may want to split them. This gives you the flexibility on the day in case you don't have enough judges or have too many judges.

Judges can mark multiple objectives/judges at once to account for not having enough judges which is why you should split up all casualties to a single judge in the system. Then if you do wish for one physical judge to mark both (Say both casualties are locked), they can select both on their device.

On the Day

Welcome to your competition day. Hopefully you read this part in advance, and aren't reading it the morning of!

You'll want to write down both **Judge Pins** somewhere. There is attached printable template at the end of this document for both Judges and Head Judges/SERC Setters with pointers you may wish to print.

Getting Started

You'll want to gather all the judges or just the head judge and serc setters and run them through getting logged on to the Judge Portal, and provide them with copies of **both pins** in case anyone gets logged out.

You'll need to make it very clear that every Judge must enter either their full name or initials when logging in to ensure that all marking can be properly recorded against a judge for a data trail and to ensure no malicious behaviour occurs. *FAILURE TO DO SO MAY RESULT IN A FINE OR REMOVAL OF YOUR COMPETITION FROM THE LEAGUE!*

SERCs: Making Weighting Changes

You may need to make a quick weighting adjustment on the day. Only the Head Ref/SERC Setter can do this (other than the scorer operator) via their phones.

When logged in as a SERC Setter/Head Ref click the "Manage" button in the bottom-middle of your screen. Then select the SERC. You'll be shown a list of Judges with their respective marking points and weights. Click the marking point you want to change, and change the weighting, click "Save" when done and accept the confirmation prompt. The page will refresh and the weighting will have changed.

I need to remove an objective/casualty?
If you're removing part of an objective, simply 0 out the weightings for the affected areas, and ask the scorer operator to remove the elements in the SERC editor. Whilst the elements still exist, judges should mark them as zero until it is removed.

If you need to remove an entire casualty then tell the scorer to remove it and ignore it in the judging list when selecting a judge to mark.

I need to add an objective/casualty?
You'll need to talk with the scorer operator to have this added before starting SERCs. The competition organiser can also do this for you.

SERCs: Assigning Judges

Each Judge should select the casualty/objective/judge they are marking from the available list. They will then be shown a page listing all the marking points for that judge. They should click "Continue" if it's what they expect, or raise an issue with the SERC Setter if something is wrong.

If a Judge is marking multiple they should select one first and then click the **blue** "Add Casualty/Objective" link and then select the additional item. (Repeat again for additional items).

Additional marking items can be removed by clicking the **blue** "Remove Casualty/Objective" link.

SERCs: Marking

To start marking each Judge should click the **green** "Start Judging" button.

They will see a screen displaying which Judge(s) they are, the current team they are marking and a list of each Judge and its respective marking points:

Each marking point has the numbers 1-10 and a ZERO option to mark the team for that objective.

A Judge must select an option for each marking point. If a marking point has been discarded last minute then they should mark it as ZERO, as it will be removed by the scorer operator later.

Under each judge is a "Previous Marks" link that can be clicked to see all your previous marks.

Under each marking point is the "Min", "Max" and "Avg" score you've given out so far for reference.

Notes

Type your notes for this team...

I acknowledge that the above results are
correct and cannot be changed, and
submission of this form acts as signing it
digitally.
(Clicking the text will also check the box!)

Submit

At the bottom of the page is a box to enter any notes on the team.

Below is a declaration that the entered results are correct, and acts as a way to digitally sign the marks against each judge. (Like how judges sign paper copies).

Once a Judge is happy they should click the **Green** "Submit" button.

This will save the scores and automatically push the judge to the next team in the SERC order.

Notes
Any notes a judge makes can be viewed at any time by the Judge by clicking the **Blue** tab in the top right of the screen. This will show a list of the teams they made notes for and what the note was.

Getting back to scoring after being logged out
Clicking the "Start Judging" button will automatically jump a Judge to the next team that requires marking. (Essentially where they left off). If the judge hadn't saved the scores for that team, they will need to re-enter them. Ideally judges should save scores immediately after entering them. Mistakes can be rectified by the SERC Setter/Head Judge later on.

SERC Setter is also marking
The SERC Setter can mark teams whilst logged in as a Head Ref/SERC Setter the same way normal judges can. The only difference is that all marks will be pre-selected as 0 for unjudged teams, and a blue edit button will appear by each team to allow for changes.

Speeds: Assigning Judges and Marking

Speeds requires the Head Timekeeper, Head/Deputy Ref and the Order of Finish Judge to utilise their phones between heats to collect an enter time, order of finish and any disqualifications.

Head Timekeeper

Between each heat they should walk down the lanes to collect times, much liek they would do when normally collecting times on paper. Instead they should enter it into the table on their phone:

1		
2	Other A	Ropes In OR 00:00.000
3	Other C	Ropes In OR 00:00.000
4	Other B	Ropes In OR 00:00.000
5		
6		

The table lists all the lanes for the heat. Only lanes with teams in according to the heat draw will have teams listed and a time entry box.

You should enter a time in the format **XX:XX.XXX**. The entry will attempt to add a ":" and "." automatically as you enter a time. For **Rope Throw** either enter a time for all ropes in, or a value between 0-3 representing how many ropes in.

Team X didn't swim or Finish the event?
Enter either **DNS** or **DNF**. The team will be given a time of 0 and the respective DQ code. *EXCEPT* for rope throw. DNF doesn't exist for Rope throw, enter # ropes instead!

Order of Finish Judge

For the OOF judge you're going to want to write down the order of finish on scrap paper as when two teams are neck and neck this will be much faster to do and avoids you missing anything.

You'll see a list of lanes with the team name like so:

You should click the teams in the order that they finished. After clicking a team, it will turn **green** and a number representing the order will appear in the **white** boxes on the left.

If you make a mistake, click the **red** "Re-assign" button and re-select the correct order.

Team X didn't finish or only got <4 ropes in?
You should only click the lanes that finished the event. Any lanes that didn't finish or start should be left unpositioned.

Head Ref

You've got the easiest bit. You'll do your normal bit of running the competition and conversing with judges about any DQ/Penalties at the end of each Heat.

You'll find it best to have someone enter DQ/Pens on their behalf as they will be busy!

You're responsible for inputting any DQ/Penalties that are provided. **You must still fill out a paper DQ/Penalty form in addition to entering the code online!.**

To enter a DQ/Penalty, click the "DQ/Penalty" tab at the bottom right of your screen. Then select and event, then a team, then click either "DQ" or "Penalty" and then enter the full code including the "DQ" or "P" parts ensuring its a three digit number, including any leading or trailing zeros (DQ001, P500, DQ050, etc).

When adding multiple penalties you should enter them as a comma-separated list (P001, P002, P003). If you give **multiple of the same** penalty you should enter it multiple times (e.g. P100, P100, P100).

Please note that DQ/Penalty entry is logged, and any changes!

I need to change a DQ/Penalty?
Simply reselect the event, team and type (DQ/Penalty). The entry box will populate with your previous input. You can change the value.

Approving Results

The Head Ref/Judge will need to approve all the scores from their device.

By each SERC name and Speed event is a **white** "Confirm Results" button. They should click this, check all the results and then click the **green** "Confirm" button.

You will not be able to generate results sheets until the results have been confirmed!

Before Results

You should now take a moment to sit down with the Scorer and go through any physical DQ/Penalty forms and check they have been entered correctly (or removed if they were protested successfully).

You should also check that all teams have scores for all aspects. (You can quickly see all the speed scores, and quickly click save and next through all the SERC teams).

Once you're happy you can go ahead and generate your results as per the
📄 BULSCA Scorer Guide v2.1 .

After the Competition

You'll want to double check any issues raised by clubs (Hopefully there are none!).

You may also wish to check the Judging log for any odd behaviour. But it's unlikely that a Judge would intentionally sabotage marks.

Send me feedback about how it went. Were there any issues or problems, do you have any praise? Either come find me at the comp if something has gone wrong, fill out this form or email me data@bulsca.co.uk or noah.hollowell@warwick.ac.uk.

Printables

Please see the next pages

Judge Info Pack

DigitalJudge v2.1
Portal Link: https://judge.bulsca.co.uk/ (or use QR)

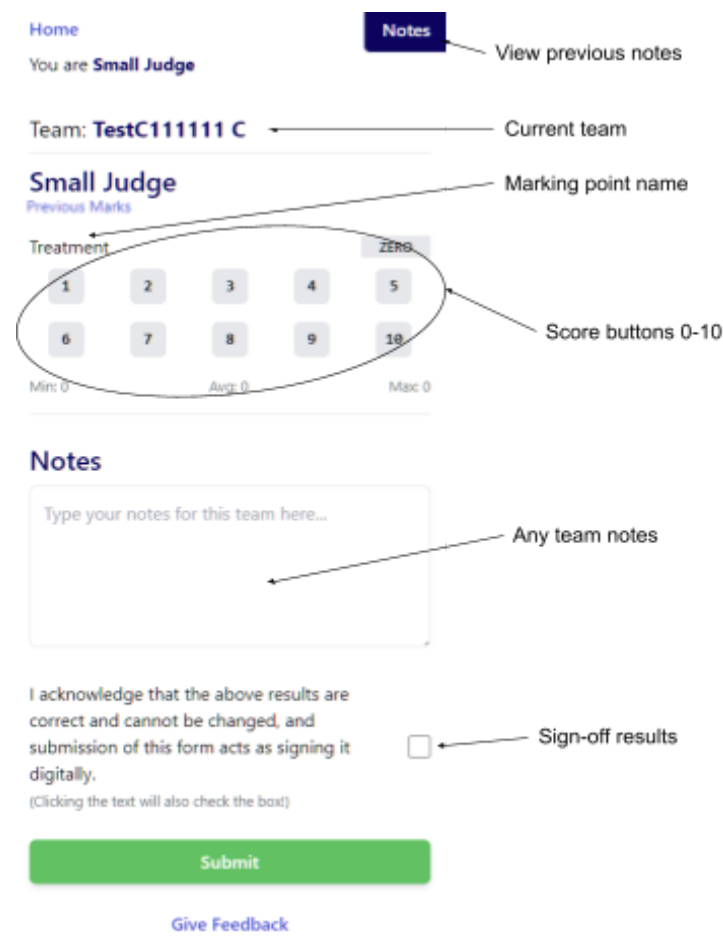## Judge Pin:_____

1. Enter you **name** *or* **initials** under the pin option
2. Select the SERC objective or Speed option you are judging
   a. For SERCs, check the marking points of the confirmation screen matchup with what you have in person
   b. Click "Start Judging" when you're ready to go
   c. You'll automatically see the next team after marking the current one. Check the team name matches what you're expecting!

You cannot change a mark after you submit a team. If you have made a mistake, tell the SERC Setter/Head Ref and they can change it. Or let the scorer operator know and they can change it.

What it looks like

Head Ref/SERC Setter Info Pack

DigitalJudge v2.1
Portal Link: https://judge.bulsca.co.uk/ (or use QR)

Head Judge/SERC Setter Pin:_____

You can:
- Override judge scores to fix mistakes
- Manage SERC weightings for last minute changes
- Enter DQ/Penalties into the system.

You have a navigation bar at the bottom of your screen with the following options:
- Judge - Judge teams normally and edit scores to fix mistakes, etc
- Manage - Alter SERC weightings
- DQ/Penalty - Apply/change DQ/Penalties