



# **EASYCOMP 10.4**

## **USER GUIDE**

April 2025

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## Welcome to the Confidance User Guide

Here you will find everything you need to help you make the most of your Confidance software. The Confidance suite is made up of various applications that work together seamlessly. The main application is called EasyComp and most of this guide will be focused on it. It will guide you, step by step, through everything you need to know to scrutineer a competition.

## About Easycomp

Easycomp was launched in 2007 and it quickly became the most popular scrutineering program in the UK. After a number of continuous improvements and upgrades, the decision was taken in 2014 to completely re-write the program to incorporate the very latest Microsoft technology and the result of that, Easycomp DN (V7), was formally released in February 2018. In 2025 EasyComp was launched in South Africa through partnership with Confidance who are the official distributors and service agents for EasyComp internationally.

Easycomp is the most comprehensive and powerful scrutineering program available, and it has undergone the most extensive and rigorous testing regime. However, despite all the powerful features it remains supremely easy to use, and continues to be the scrutineering program of choice.

## Basic Principles

Easycomp works on the principle of Scrutineering Sheets, just as if you were doing the job manually with a pen and paper. Each competition in an event has its own sheet. The sheets contain the competitors' numbers and marks gained in each round, with those competitors having the highest total number of marks being recalled to the next round.

In a competition final, the software creates a Summary Sheet and uses this to calculate the final placings, using rule 10 and rule 11 if necessary to arrive at a final result.

The main Easycomp screen is where all the competitions are displayed and can be worked on. When a competition final has been finished, it disappears from the main screen (although it can still be accessed through the Finished Finals feature).

A report is produced after each round of every competition and these are stored in PDF format for archiving, printing out later, or uploading to an internet website for general viewing.

You don't have to enter competitors' names if you don't want to, but names can be entered manually or they can be imported from an Excel spreadsheet. If they are entered or imported, they will appear on the final reports.

## Terminology

It's important to clarify the *terminology* that will be used throughout this guide, and also in the software itself. When Easycomp was first launched, the words "Competition" and "Event" referred to different things, but as the years have passed the two words have gradually become synonymous. However, this document and the software both distinguish between them according to their original meaning, as defined below.

- A **Competition** consists of one or more dances, whose entries are judged and whose finalists are placed in order. Examples of competitions are "Junior 4 dance ballroom", "Under 35 Pre-Champ Latin", and so on.
- An **Event** is a collection of Competitions, usually lasting one whole day, but large Events can be run over a weekend, or even a week or more. Examples of Events are "Champions of Tomorrow", "Stars of the Future", "Midland Championships", and so on.

## What's New in Version 10.4?

This is a minor upgrade that allows users to stream recalls to a website of their choice by means of a new Options tab.

## Getting Started

So, you've installed Easycomp, and now you want to use it. This section guides you, step by step, through your first event.

- entering your licence number, or running in demonstration mode
- the "splash screen"
- entering the event data
- entering a competition
- entering Adjudicators' names

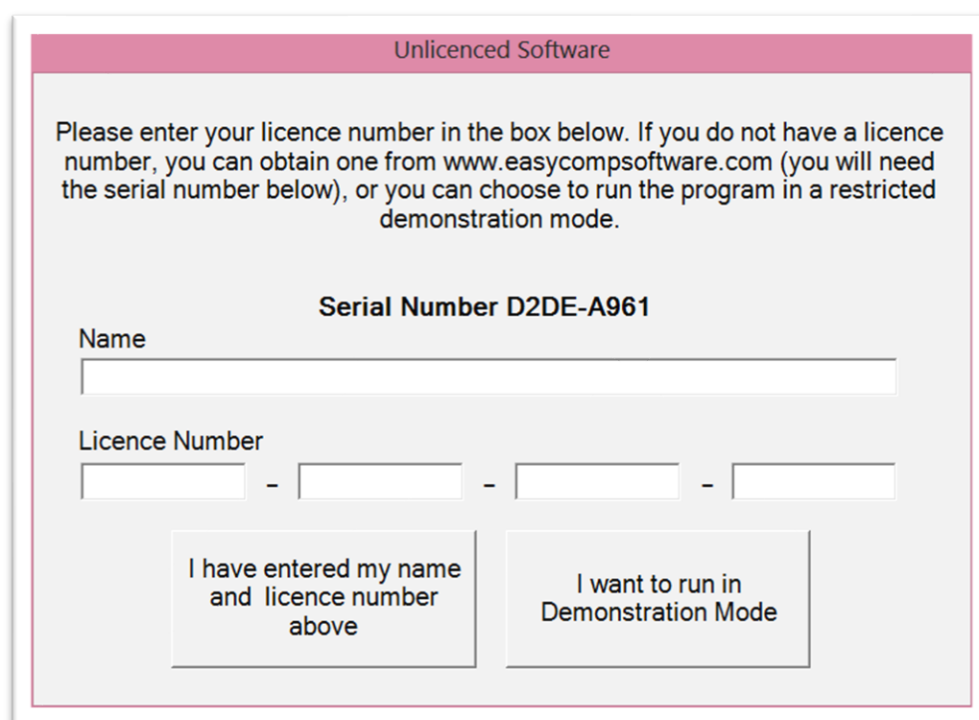
### Entering a Licence Number

When you start Easycomp after installing it, you will see a window like the one below. Make a careful note of the serial number. You will need this in order to buy a licence.

When you get your licence number, enter it in the four boxes and click the left button.

Alternatively, you can run the software in demonstration mode without a licence by clicking on the right button, but some of the software features will be limited or disabled (see

[Running in Demonstration Mode](#))



Unlicensed Software

Please enter your licence number in the box below. If you do not have a licence number, you can obtain one from [www.easycompsoftware.com](http://www.easycompsoftware.com) (you will need the serial number below), or you can choose to run the program in a restricted demonstration mode.

**Serial Number D2DE-A961**

Name

Licence Number  
 -  -  -

### Running in Demonstration Mode

You can run Easycomp without a licence number in demonstration mode. This allows you to try it first before deciding if you want to buy a licence. The software is fully functional in this mode, but it has the following limitations:

- You can only have a maximum of 3 competitions at any one time.
- You can only have a maximum of 15 competitors in any competition.

- You cannot upload competition result files to a website
- The competition results printouts have "Unlicensed software. Not for use in competitions" written across them.

## Splash Screen

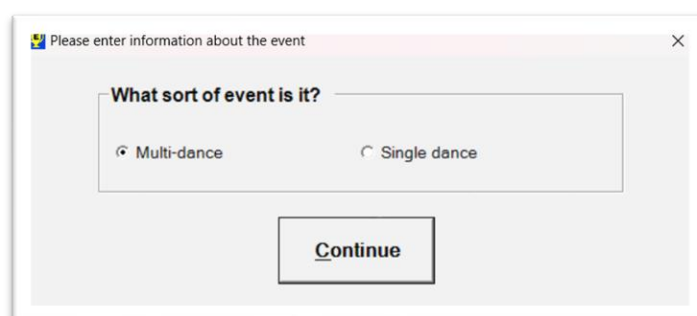
After you have entered your licence number or chosen to run in demonstration mode, you will see a window like the one below, which will show “Basic”, “Pro” or “Ultimate”, depending on your edition of Easycomp. The window will disappear after 5 seconds, or immediately if you click anywhere on it or press the enter key.

The user’s name and expiry date of the licence will be displayed if you have entered a valid licence number.



## Event Type

Next you will see a window like the one below (Pro and Ultimate only) where you enter whether the event is a single dance one like Freestyle or Street, or a multi-dance one, like Ballroom and Latin. This determines the choice of dances that you can enter in a competition (you cannot change this afterwards).

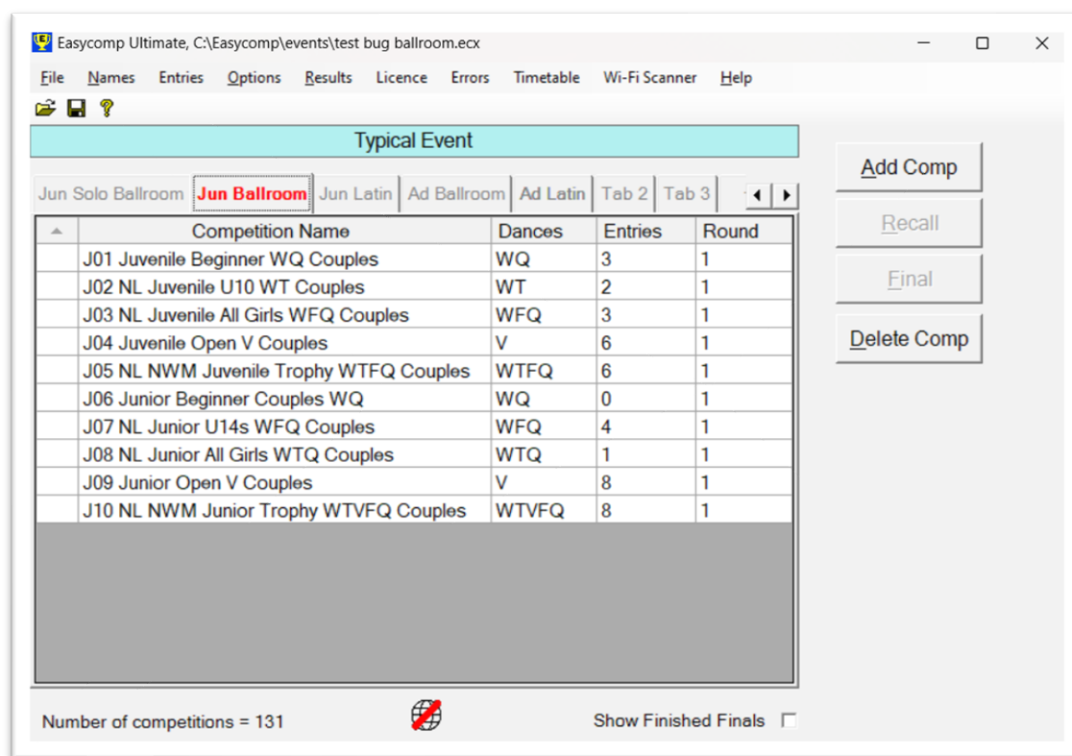




## Main Screen

This is where the competitions are entered and managed. It lists all the competitions entered, the number of entries and the dances for each one, and the round number. The title bar shows the name and location of the file which holds the event data.

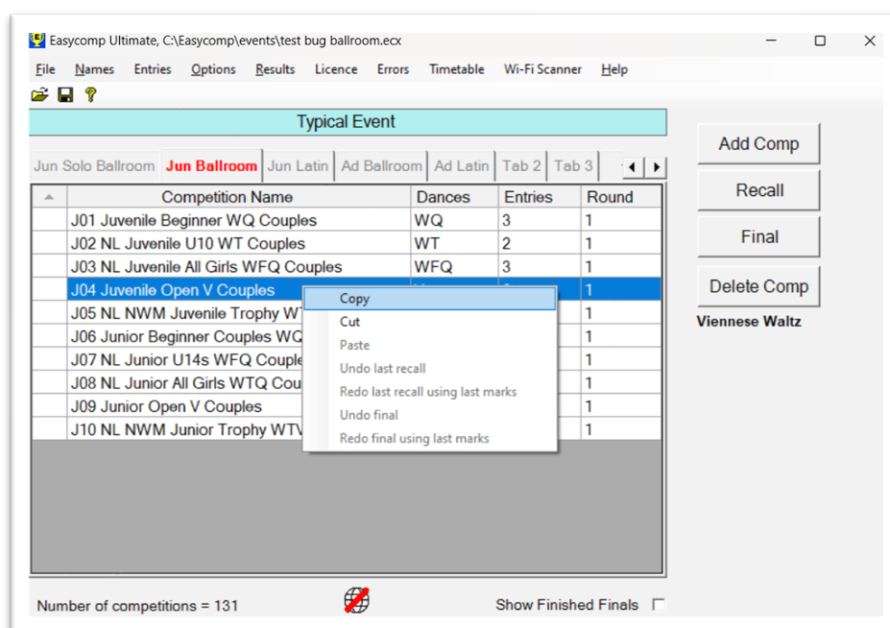
You can set and change the name of the event here by clicking on it and editing it as you wish.



You will notice that this screen has tabs, like a spreadsheet, to make it easy for you to organize your competitions by arranging them in groups. You add new tabs by clicking on the “+” tab. You can rename tabs and delete them by right clicking on the tab name.

If you right-click on a competition, you are given a number of extra functions: -

- Copy a competition
- Cut a competition
- Paste a competition that you have previously Copied or Cut
- Undo last recall
- Redo last recall using last marks
- Undo final
- Redo final using last marks



## Copy a Competition

To copy a competition, right click on it and select Copy.

## Cut a Competition

To cut a competition, right click on it and select Cut.

## Paste a Competition

To paste a competition which has been previously Copied or Cut, right click anywhere in the area where competitions are listed and select Paste. The competition will be pasted into that tab's area. The competition can be pasted onto the same tab or a different tab from where it was originally cut or copied.

If a competition is cut and pasted, the pasted competition is identical in all respects to the original. If a competition is copied and pasted, the pasted competition is identical to the original, except that its round number is set to 1. This allows the user to make changes to its entries, if required.

## Undo Last Recall

See [Undo and Redo Recalls](#)

## Redo Last Recall

See [Undo and Redo Recalls](#)

## Undo Final

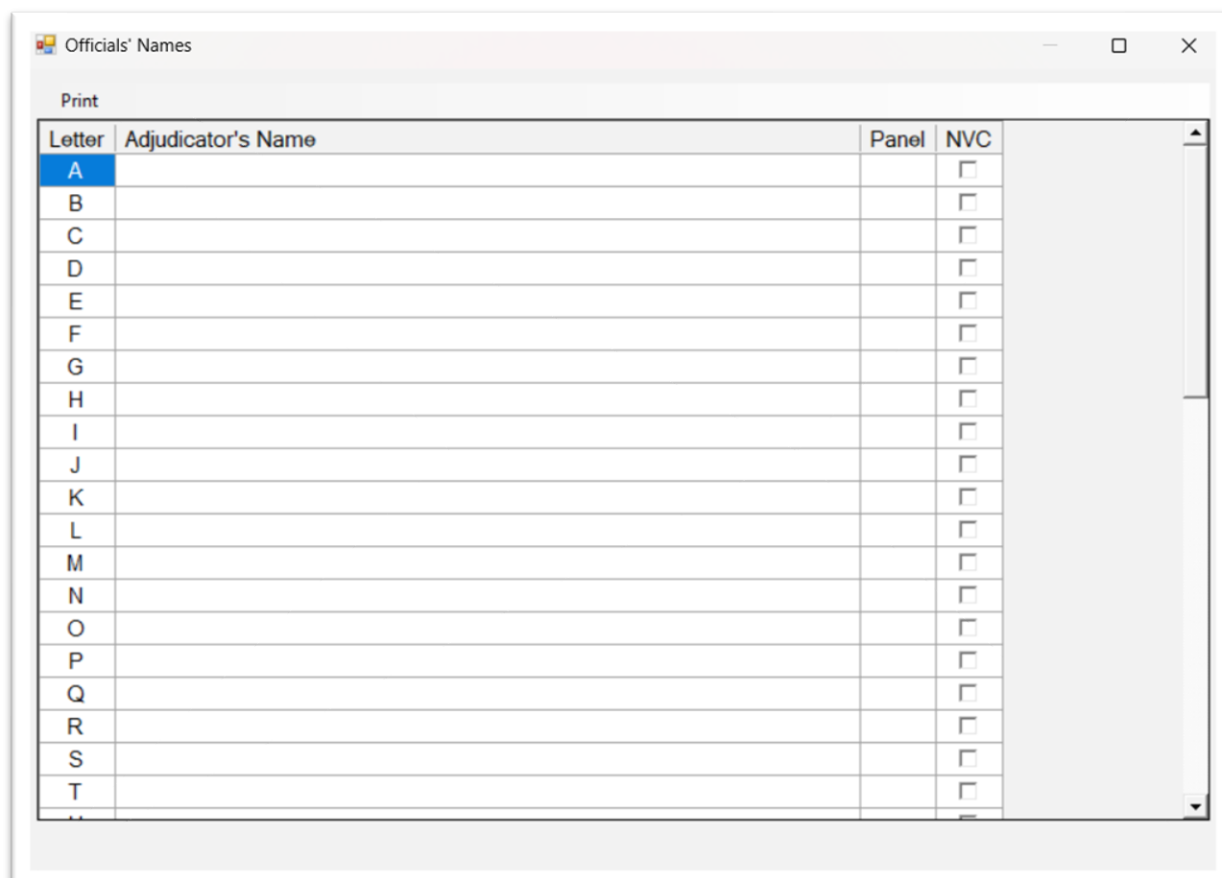
See [Undo and Redo Finals](#)

## Redo Final

See [Undo and Redo Finals](#)

## Adjudicators' Names

To enter the names of the adjudicators for an event, click on Names, Officials' Names at the top of the screen. A new window appears as shown below. Enter the names of the adjudicators in the boxes, using the arrow buttons to scroll up and down, if necessary. You can use this screen to change the names after they have been entered. Don't worry if you don't have enough adjudicators for all the boxes, just enter those that you have.



The screenshot shows a window titled "Officials' Names" with a "Print" button. Below the button is a table with four columns: "Letter", "Adjudicator's Name", "Panel", and "NVC". The "Letter" column contains letters A through T. The "Adjudicator's Name" column is empty. The "Panel" column is empty. The "NVC" column contains checkboxes. A vertical scrollbar is on the right side of the table.

| Letter | Adjudicator's Name | Panel | NVC                      |
|--------|--------------------|-------|--------------------------|
| A      |                    |       | <input type="checkbox"/> |
| B      |                    |       | <input type="checkbox"/> |
| C      |                    |       | <input type="checkbox"/> |
| D      |                    |       | <input type="checkbox"/> |
| E      |                    |       | <input type="checkbox"/> |
| F      |                    |       | <input type="checkbox"/> |
| G      |                    |       | <input type="checkbox"/> |
| H      |                    |       | <input type="checkbox"/> |
| I      |                    |       | <input type="checkbox"/> |
| J      |                    |       | <input type="checkbox"/> |
| K      |                    |       | <input type="checkbox"/> |
| L      |                    |       | <input type="checkbox"/> |
| M      |                    |       | <input type="checkbox"/> |
| N      |                    |       | <input type="checkbox"/> |
| O      |                    |       | <input type="checkbox"/> |
| P      |                    |       | <input type="checkbox"/> |
| Q      |                    |       | <input type="checkbox"/> |
| R      |                    |       | <input type="checkbox"/> |
| S      |                    |       | <input type="checkbox"/> |
| T      |                    |       | <input type="checkbox"/> |

If the event uses panels of adjudicators, you can also enter the panels that each adjudicator is on, as shown below. Then when you come to do a recall or a final, you don't have to enter the number of adjudicators and their letters, you can simply enter the panel letter and Easycomp will automatically enter the correct number of adjudicators and their letters (see [Panels of Adjudicators \(Recall\)](#) and [Panels of Adjudicators \(Final\)](#)).

Officials' Names

Print

| Letter | Adjudicator's Name | Panel       | NVC                      |
|--------|--------------------|-------------|--------------------------|
| A      | Mauro D'Ambrosi    | ACDFMQSUVX  | <input type="checkbox"/> |
| B      | Robert Litchfield  | ACDEMOSUVX  | <input type="checkbox"/> |
| C      | Diane Haywood      | ABDEMOQUVX  | <input type="checkbox"/> |
| D      | Joanne Horrocks    | ABDEFMQSVX  | <input type="checkbox"/> |
| E      | Damien Hey         | ABCEFMNQSUX | <input type="checkbox"/> |
| F      | Damian Evans       | BCEFMNQSUVX | <input type="checkbox"/> |
| G      | David Trueman      | BCDFMNPRTWX | <input type="checkbox"/> |
| H      | Cheryl Beresford   | GIJKLMNPRT  | <input type="checkbox"/> |
| I      | Nanci Berti        | GHJKLMNOPT  | <input type="checkbox"/> |
| J      | Mark Willemite     | GHIKLNPTW   | <input type="checkbox"/> |
| K      | Linda Bellinger    | GHIJLNOPRTW | <input type="checkbox"/> |
| L      | Karen Reeve        | GHIJKNORWX  | <input type="checkbox"/> |
| M      | Accursio Romeo     | HIJKLNORTWX | <input type="checkbox"/> |
| N      |                    |             | <input type="checkbox"/> |
| O      |                    |             | <input type="checkbox"/> |

If the event has a non-voting chairperson, enter their name as normal and tick the NVC box on their row. Their name will then appear on all printouts as "Non-voting chairperson". Do not enter a panel letter for non-voting chairs.

## Panel Builder

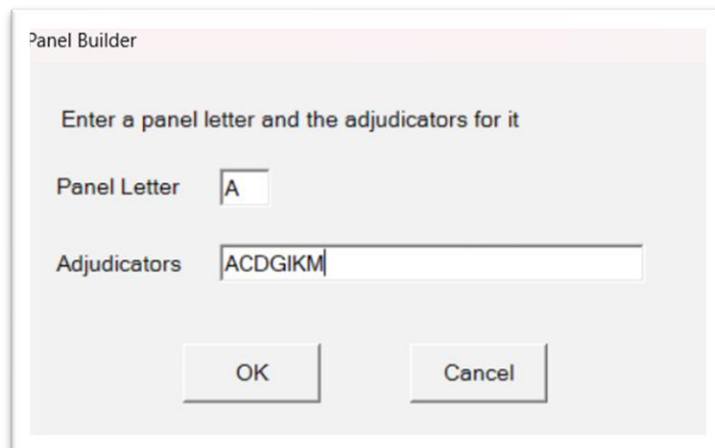
Easycomp incorporates an adjudicators' panel builder tool, which makes it possible to easily and quickly build complex panels of adjudicators. Click the "Panel Builder" menu item.

Officials' Names

Print Clear Addresses **Panel Builder**

| Letter | Adjudicator's Name    | Panel         | NVC                                 |
|--------|-----------------------|---------------|-------------------------------------|
| A      | Mauro D'Ambrosi       | ACDEFGHIJKLM  | <input type="checkbox"/>            |
| B      | Robert Litchfield     | ACDEFGHIJKLM  | <input type="checkbox"/>            |
| C      | Michael Hayton        | ABDEFGHIJKLMN | <input type="checkbox"/>            |
| D      | David Trueman         | ABDEFGHIJKLMN | <input type="checkbox"/>            |
| E      | Nanci Berti           | ABCEFGHIJKLM  | <input type="checkbox"/>            |
| F      | Mark Willemite        | ABCEFGHIJLM   | <input type="checkbox"/>            |
| G      | Karen Reeve           | ABCDFGHIJLM   | <input type="checkbox"/>            |
| H      | Mark Lunn             | ABCDFGHIJKM   | <input type="checkbox"/>            |
| I      | Jason Parkinson       | ABCDEGHIJKM   | <input type="checkbox"/>            |
| J      | Kris Turner           | ABCDEGHIJKLN  | <input type="checkbox"/>            |
| K      | Jane Phillips-Bullock | ABCDEFHIJKL   | <input type="checkbox"/>            |
| L      | Diane Haywood         | BCDEFHIJKLM   | <input type="checkbox"/>            |
| M      | Cheryl Beresford      | BCDEFGIJKLM   | <input type="checkbox"/>            |
| N      | Gary Foster           |               | <input checked="" type="checkbox"/> |
| O      | Hannah Trever         | N             | <input type="checkbox"/>            |

Enter a panel letter and the letters of the adjudicators for that panel.

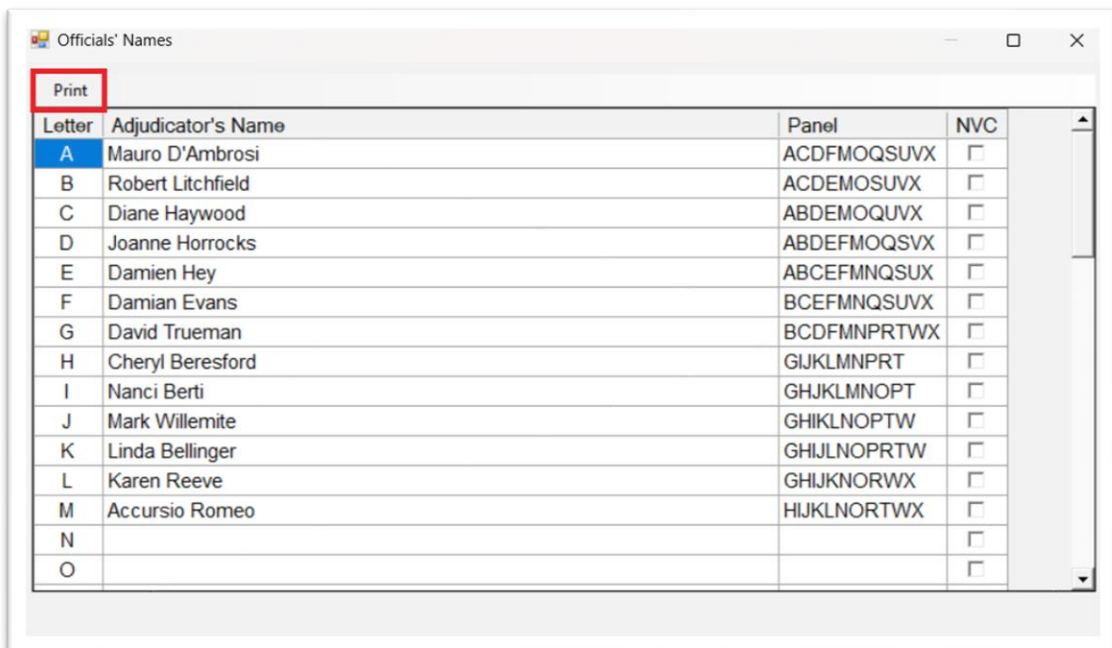


The Panel Builder dialog box is a simple window with a title bar. It contains a label 'Enter a panel letter and the adjudicators for it'. Below this, there are two input fields: 'Panel Letter' with the value 'A' and 'Adjudicators' with the value 'ACDGIKM'. At the bottom, there are 'OK' and 'Cancel' buttons.

Click OK. Any adjudicators currently on the specified panel will first be removed, before the new adjudicators are added. If no adjudicators' letters are specified for a panel letter, that panel letter will be removed from all adjudicators.

### Printing Adjudicators' Names

You can print a list of adjudicators' letters and names by clicking the Print button.



The Officials' Names window is a table with four columns: Letter, Adjudicator's Name, Panel, and NVC. A 'Print' button is located at the top left of the table. The table contains 16 rows of data, with the first row highlighted in blue.

| Letter | Adjudicator's Name | Panel       | NVC                      |
|--------|--------------------|-------------|--------------------------|
| A      | Mauro D'Ambrosi    | ACDFMOQSUVX | <input type="checkbox"/> |
| B      | Robert Litchfield  | ACDEMOSUVX  | <input type="checkbox"/> |
| C      | Diane Haywood      | ABDEMOQUVX  | <input type="checkbox"/> |
| D      | Joanne Horrocks    | ABDEFMOQSVX | <input type="checkbox"/> |
| E      | Damien Hey         | ABCEFMNQSUX | <input type="checkbox"/> |
| F      | Damian Evans       | BCEFMNQSUVX | <input type="checkbox"/> |
| G      | David Trueman      | BCDFMNPRTWX | <input type="checkbox"/> |
| H      | Cheryl Beresford   | GJKLMNOPRT  | <input type="checkbox"/> |
| I      | Nanci Berti        | GHJKLMNOPT  | <input type="checkbox"/> |
| J      | Mark Willemite     | GHIKLNPTW   | <input type="checkbox"/> |
| K      | Linda Bellinger    | GHIJLNOPRTW | <input type="checkbox"/> |
| L      | Karen Reeve        | GHIJKNORWX  | <input type="checkbox"/> |
| M      | Accursio Romeo     | HIJKNORTWX  | <input type="checkbox"/> |
| N      |                    |             | <input type="checkbox"/> |
| O      |                    |             | <input type="checkbox"/> |

A list of all the adjudicators, and their letters will be printed.

## **Adjudicators**

A Mauro D'Ambrosi

B Robert Litchfield

C Diane Haywood

D Joanne Horrocks

E Damien Hey

F Damian Evans

G David Trueman

H Cheryl Beresford

I Nanci Berti

J Mark Willemite

K Linda Bellinger

L Karen Reeve

M Accursio Romeo

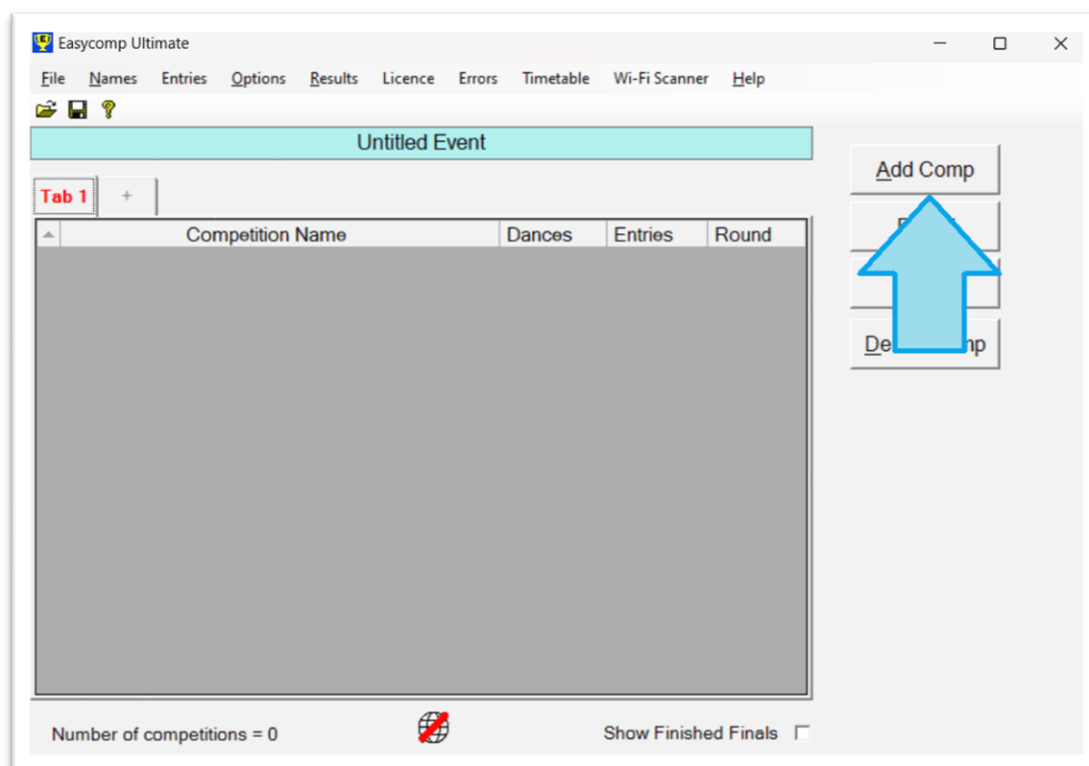
## Entering a Competition

This section will guide you through the process of entering a competition. It will show you: -

- How to enter the competition details
- How to add entries
- How to delete entries
- How to deal with byes
- How to view and amend competition details

## Competition Details

To enter a competition, click on the "Add Comp" button, or Press A on the keyboard.



Type the name of the competition and press Enter. You cannot use any of the following characters in the competition name: - [ ] ( ) ~ ^ ! @ # £ \$ % ^ \* + = | { } " ' " ; , . < > \ / ?

- Type the single letter codes for each dance (not applicable for Freestyle / Street competitions).
- Type the entry numbers.
- If you know that the competition will have different dances in the final, enter those dances in the "Final Dances" box. Then when the time comes to do the final, Easycomp will automatically update the competition's dances. If the final does not have different dances, then the "Final Dances" box may be left empty.
- Tick the "Show Advanced Features" box for the following features.
  - Tick the Championship tick box if the competition is a championship which will require a championship report to be produced (see notes below).
  - Tick the 10 dance type competition, if appropriate (see notes below)
- Click on Exit.

Competition Information

| Name of Competition  |                             | Round 1      |
|--|-----------------------------|--------------|
| Junior 4 Dance Championship  |                             |              |
| Dances   | Valid Dance Letters         | Final Dances |
| WTFQ   | V, R, S, P, C, J, O (Other) | WTFQ         |
| No. of entries = 5   | Paste                       | Print        |
| Sort   |                             |              |
| <div> <div>35</div> <div>47</div> <div>49</div> <div>25</div> <div>96</div> </div> |                             |              |
| R to remove, W to withdraw, E or / to end<br><div>12</div> <div>Exit</div>         |                             |              |
| Show Advanced Features <input type="checkbox"/>                                    |                             |              |

Note:

The "10 dance type competition" tick box will not appear if the "Ten Dance Detect" option is enabled. See [Automatically Detect 10 Dance Type Competitions](#) for more details



Competition Information

Name of Competition Round 1

Junior 4 Dance Championship

Dances Valid Dance Letters Final Dances

WTFQ V, R, S, P, C, J, O (Other) WTFQ

No. of entries = 5

Paste Print Sort

35  
47  
49  
25  
96

R to remove, W to withdraw, E or / to end

12

Exit

Show Advanced Features ☒

☐ 10 dance type  
☐ Championship  
☐ Qualifier Competition

Judges' Sheets Repechage

If you enter "O" (Other), the program will ask you for the name of the dance. You can enter any text that you like, or you can leave it blank. This is very useful for Sequence dances. Although the dances will still be displayed as "O" on the main screen, the names that you entered will be printed on the recall and results sheets.

Competition Information

Name of Competition Round 1

Sequence Competition

Dances Valid Dance Letters

W, T, V, F, Q, R, S, P, C, J, O (Other)

No. of entries = 0

Print Sort

EasycompDotNet

Please enter name of dance

OK

Cancel

Tango Solair

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

The “Dances” box will not appear for Freestyle / Street competitions because they are single dance competitions.

Competition Information

Name of Competition Round 1

U14 Starters Solo

No. of entries = 3

25  
33  
12

Print Sort

R to remove, W to withdraw, E or / to end

Exit

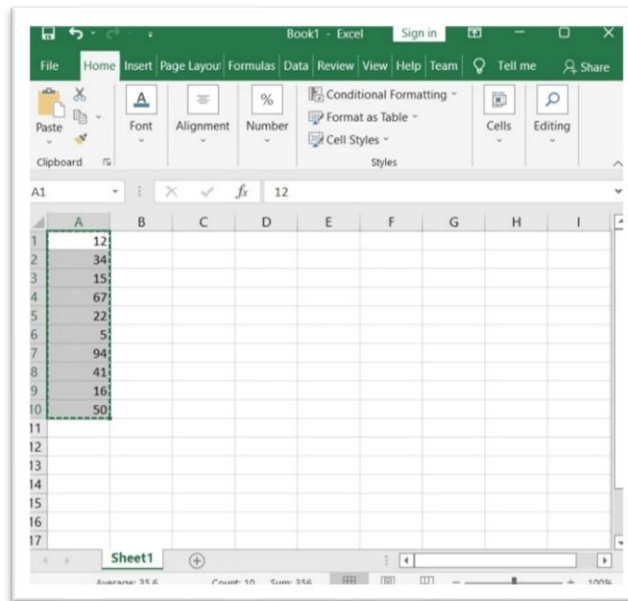
Show Advanced Features

## Adding Entries

To add an entry, type the number in the box and press Enter. To enter a block of numbers, type the lowest and highest numbers, separated by a hyphen. For example, to add every number between 10 and 30, type “10-30” in the box and press Enter.

## Pasting Entries

In addition to manually typing the entries for a competition, you can also copy and paste them from another Windows application, such as Word or Excel. To do that, select the list of numbers in the application and copy them. Then click the Paste button. The entries will be sorted into numerical order and displayed. Duplicated numbers will be ignored, as will any invalid numbers. Examples of invalid numbers include -9, 19.5, 57a, 0.



Competition Information

Name of Competition: Junior 4 Dance Championship

Round 1

Dances: WTFQ

Valid Dance Letters: V, R, S, P, C, J, O (Other)

Final Dances: WTVFQ

No. of entries = 10

5  
12  
15  
16  
22  
34  
41  
50  
67  
94

R to remove, W to withdraw, E or / to end

Paste Print Sort

Exit

Show Advanced Features ☐

## Deleting Entries

You can delete a single entry or a block of entry numbers. There are three ways to delete an entry.

### Method 1

Press R on the keyboard, and then enter the number to be deleted, and press Enter (or click OK) and the number will be removed. If you want to delete a range of numbers, for example 1 to 999, then enter "1-999" and press Enter (or click OK) and all numbers in that range will be deleted.

**Competition Information**

Name of Competition Round 1

Dances Valid Dance Letters

V, R, S, P, C, J, O (Other)

Print Sort

No. of entries = 5

25

35

47

49

96

**EasycompDotNet** ✕

Please enter the number(s) to be removed

OK

Cancel

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

## Method 2

Click on the number to be deleted, and press the Delete key on the keyboard and the number will be removed.

**Competition Information**

Name of Competition Round 1

Dances Valid Dance Letters

V, R, S, P, C, J, O (Other)

Print Sort

No. of entries = 5

25

35

47

96

49

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

## Method 3

Right click on the number to be deleted then click on Remove. The number will be removed. You can also remove all the entries using this method. Use whichever method you prefer.

The screenshot shows a software window titled "Competition Information". It has a header bar with "Name of Competition" and "Round 1". Below this, there's a text field containing "Junior 4 Dance Championship". There are sections for "Dances" (containing "WTFQ"), "Valid Dance Letters" (containing "V, R, S, P, C, J, O (Other)"), and "Final Dances" (containing "WTFQ"). Below these are buttons for "Paste", "Print", and "Sort". A section labeled "No. of entries = 5" contains a list of numbers: 25, 35, 47, 4, and 9. A right-click context menu is open over the number 47, showing options: "Remove", "Remove All", "Withdraw", and "Un-Withdraw". At the bottom, there's a text field with "R to remove, W to withdraw, E or / to end", an "Exit" button, and a "Show Advanced Features" link.

## Byes

If a couple has a bye for one or more rounds, simply type an asterisk (\*) after their entry number for each round for which they have a bye, up to a maximum of three rounds. In the example below, couple number 304 has a bye for one round, couple number 307 has byes for two rounds, and couple number 315 has byes for three rounds.

The screenshot shows a software window titled "Competition Information". It has a header bar with "Name of Competition" and "Round 1". Below this, there's a text field containing "PA509 - Sapphire 40 and Over WTVwFQ". There are sections for "Dances" (containing "WTV"), "Valid Dance Letters" (containing "F, Q, R, S, P, C, J, O (Other)"), and "Final Dances" (containing "WTFQ"). Below these are buttons for "Print" and "Sort". A section labeled "No. of entries = 9" contains a list of numbers: 304\*, 307\*\*, 308, 309, 310, 311, 312, 313, and 314. At the bottom, there's a text field with "R to remove, W to withdraw, E or / to end", an "Exit" button, and a "Show Advanced Features" link.

If you are importing entries from a spreadsheet, see ["Creating an Event Import File"](#) for instructions on how to deal with byes.



## Competition Summary Screen

If you double-click on a competition in the Main Screen, you will see all the details about it; its name, the number of dances, the names of the dances, the round number, its entries, and so on...

The screenshot shows a window titled "Competition Information". It contains several input fields and buttons. At the top, there are two labels: "Name of Competition" and "Round 1". Below "Name of Competition" is a text box containing "Junior 4 Dance Championship". Below "Round 1" is a text box containing "Round 1". In the middle section, there are three labels: "Dances", "Valid Dance Letters", and "Final Dances". Below "Dances" is a text box containing "WTFQ". Below "Valid Dance Letters" is a text box containing "V, R, S, P, C, J, O (Other)". Below "Final Dances" is a text box containing "WTVFQ". Below these three text boxes are three buttons: "Paste", "Print", and "Sort". Below the buttons is a label "No. of entries = 5". Below this label is a list box containing the numbers 25, 35, 47, 49, and 96. At the bottom left, there is a label "R to remove, W to withdraw, E or / to end" and a text box. At the bottom center is an "Exit" button. At the bottom right is a checkbox labeled "Show Advanced Features".

You can change all of the competition details from this screen. For example, you can change its name, add or remove dances, or add and delete entries. If the competition will have different dances in its final round, you can enter those in the "Final Dances" box, and when the time comes to do the final, Easycomp will automatically set up the correct dances for you.

Entries are displayed in the order that they are entered. You can sort them into numerical order by clicking on the "Sort" button.

There are three ways to delete an entry. You can either

- Type R in the entry box, and enter the number to be deleted and click on OK, or
- Click on the entry to be deleted and press the Delete key on the keyboard, or
- Right click on the entry and click "Remove"

Use whichever method you prefer.

If you want to delete all entries in a range of numbers you can type R in the entry box, and enter the first and last number to be deleted, separated by a hyphen. For example, if you wanted to remove all entries from 10 to 45, you would type 1-45 in the box.

If you want to delete all the entries in the competition, you can either type R followed by 1-999, or you can right-click on any number and click "Remove All".

Notes:

- You cannot add or remove entries after the first-round has been danced.
- If any of the dances are “O” (Other), when you position your cursor over the Dances box, a small screen will appear which shows the full names of those dances. The screen will only be visible as long as the cursor is over the Dances box. Although you cannot edit the dance names in the small screen, you can delete and re-enter dances by typing into the Dances box, and if you enter “O” the program will ask you to enter the dance name. You can enter any text that you like, or leave it blank.

Competition Information

Name of Competition Round 1

Sequence Competition

Dances Valid Dance Letters

OO W, T, V, F, Q, R, S, P, C, J, O (Other)

Tango Solair  
Lilac Waltz

Print Sort

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

## Copying All Entries

It is possible to copy all the entries in a competition. Right-click on any number and click “Copy All” on the menu that appears. Open the new competition and click the “Paste” button.

Notes:

1. You can only paste entries into first-round competitions.
2. If you are copying entries from a competition which has been recalled, the copied entries will be those who are still in the competition, and will not include those entries who have been eliminated.

Competition Information

Name of Competition Round 2

Viennese Waltz Trophy

Dances Valid Dance Letters Final Dances (optional)

V W, T, F, Q, R, S, P, C, J, O (Other)

No. of entries = 12 Paste Print Sort

|     |     |
|-----|-----|
| 101 | 130 |
| 104 |     |
| 106 |     |
| 108 |     |
| 111 |     |
| 113 |     |
| 115 |     |
| 118 |     |
| 119 |     |
| 123 |     |
| 128 |     |

R to remove, W to withdraw, E or / to end

Exit Show Advanced Features ☐

## Summary Screen Advanced Features

Click the "Show Advanced Features" box to see the following advanced features:

- 10 Dance – tick this box if the competition is a "10 dance" type. See "[How to do a Ten Dance Type Competition](#)"
- Championship – ticking this box will cause a Championship report to be generated (see "[Championship Reports](#)")
- Qualifier – ticking this box will define this competition as a Qualifier (see "[Qualifier Competitions](#)")
- Edit Names – this button will not be visible if you have chosen not to use entry names (see "[Competitors' Names](#)")
- Judges' Sheets – click this box to print judges' sheets (Pro and Ultimate editions only). See "[Judges' Marking Sheets](#)"
- Repechage - see "[Doing a Repechage](#)"
- Grade Points – click this box if finalists in this (freestyle) competition may gain grade points. See "[Freestyle Grade Points](#)"



## Withdrawing Entries from a Competition

Withdrawing competitors from a competition is very easy. Double click the competition to display its details then right click on the entry to be withdrawn. Click on “Withdraw”.

The screenshot shows the 'Competition Information' window. At the top, it says 'Name of Competition' and 'Round 1'. Below this, there is a text box containing 'Junior 4 Dance'. Under 'Dances', there is a text box with 'WTFQ'. To the right, 'Valid Dance Letters' are listed as 'V, R, S, P, C, J, O (Other)'. There are 'Print' and 'Sort' buttons. Below this, it says 'No. of entries = 18'. A list of entries is shown, with the first column being a number (101 to 109) and the second column being a letter (110 to 112). Entry 104 is highlighted in blue. A right-click context menu is open over entry 104, showing three options: 'Remove', 'Withdraw' (which is highlighted in blue), and 'Un-Withdraw'. At the bottom, there is a text box with the instruction 'R to remove, W to withdraw, E or / to end' and an 'Exit' button. A 'Show Advanced Features' checkbox is also present.

| Name of Competition | Round 1                     |
|---------------------|-----------------------------|
| Junior 4 Dance      |                             |
| Dances              | Valid Dance Letters         |
| WTFQ                | V, R, S, P, C, J, O (Other) |
| No. of entries = 18 |                             |
| 101                 | 110                         |
| 102                 | 111                         |
| 103                 | 112                         |
| 104                 | 112                         |
| 105                 | 1                           |
| 106                 | 1                           |
| 107                 | 1                           |
| 108                 |                             |
| 109                 |                             |

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

The withdrawn entry will move to the end of the list, it will be coloured red with a “W” after the number. To reverse the withdrawal, right click on the entry and choose “Un-Withdraw”.

The screenshot shows the 'Competition Information' window after withdrawing an entry. The 'Name of Competition' and 'Round 1' are the same. The 'Dances' text box still contains 'WTFQ'. The 'Valid Dance Letters' are the same. The 'Print' and 'Sort' buttons are still present. However, the 'No. of entries' is now 17. The list of entries is shown, with the first column being a number (101 to 109) and the second column being a letter (110 to 116). Entry 107 is now highlighted in red and has '113W' next to it. The 'Exit' button and 'Show Advanced Features' checkbox are still present.

| Name of Competition | Round 1                     |
|---------------------|-----------------------------|
| Junior 4 Dance      |                             |
| Dances              | Valid Dance Letters         |
| WTFQ                | V, R, S, P, C, J, O (Other) |
| No. of entries = 17 |                             |
| 101                 | 110                         |
| 102                 | 111                         |
| 103                 | 112                         |
| 104                 | 114                         |
| 105                 | 115                         |
| 106                 | 116                         |
| 107                 | 113W                        |
| 108                 |                             |
| 109                 |                             |

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

When the recall or final result is created, a list of withdrawn entries will appear at the bottom of the printout.

Junior 4 Dance recall from round 1

Waltz  
Tango  
Foxtrot  
Quickstep

Number recalled = 8. Number of heats = 1

101  
102  
103  
104  
107  
109  
110  
111

Number 113 withdrew

### Replacements for Withdrawn Entries (Ultimate only)

If an entry is withdrawn from a competition, after its first round, Easycomp will offer to replace the withdrawn entry with a substitute.

Competition Information

Name of Competition Round 2

Test Substitute

Dances Valid Dance Letters Final Dances (optional)

WFQ T, V, R, S, P, C, J, O (Other)

No. of entries = 12

Paste Print Sort

|    |    |
|----|----|
| 14 | 32 |
| 15 |    |
| 16 |    |
| 17 |    |
| 20 |    |
| 21 |    |
| 22 |    |
| 23 |    |
| 24 |    |
| 25 |    |
| 26 |    |
| 27 |    |
| 28 |    |
| 29 |    |
| 30 |    |
| 31 |    |
| 32 |    |

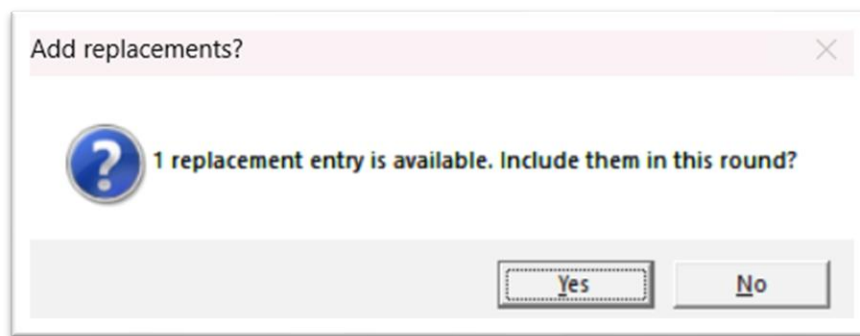
Remove  
Remove All  
Withdraw  
Un-Withdraw  
Copy All

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

After the user clicks on “Withdraw”, the following screen will appear:



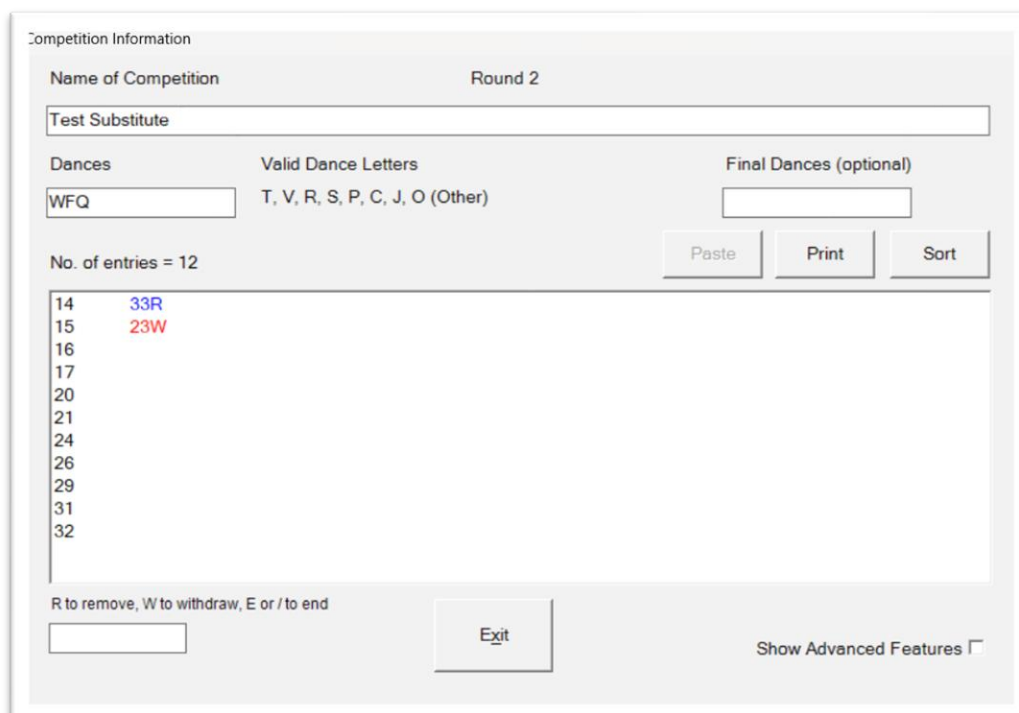
A dialog box titled "Add replacements?" with a close button (X) in the top right corner. It features a blue question mark icon and the text "1 replacement entry is available. Include them in this round?". At the bottom, there are two buttons: "Yes" and "No".

If the user clicks “Yes”, the following screen will appear:



A dialog box titled "Is this authorised?" with a close button (X) in the top right corner. It features a blue question mark icon and the text "Has the chair of adjudicators authorised this replacement?". At the bottom, there are two buttons: "Yes" and "No".

If the user clicks “yes”, the replacement entry or entries will be added to the competition. They will be coloured blue and have the letter “R” appended to their number.



A screenshot of the "Competition Information" window. The title bar says "Competition Information". The main area is divided into sections. The "Name of Competition" section shows "Round 2" and a text box containing "Test Substitute". Below this, there are three columns: "Dances" with a text box containing "WFQ", "Valid Dance Letters" with the text "T, V, R, S, P, C, J, O (Other)", and "Final Dances (optional)" with an empty text box. To the right of these columns are three buttons: "Paste", "Print", and "Sort". Below these buttons, it says "No. of entries = 12". A list of numbers is shown on the left: 14, 15, 16, 17, 20, 21, 24, 26, 29, 31, 32. Next to 14 is "33R" in blue, and next to 15 is "23W" in red. At the bottom, there is a text box with the label "R to remove, W to withdraw, E or / to end" and an "Exit" button. In the bottom right corner, there is a link "Show Advanced Features" with a small icon.

The replacement entry offered will be the entry who gained the most marks of all the entries who were not recalled from the previous round. If more than one entry had the most marks, then more than one replacement will be offered.

NOTE. Authorisation **MUST** be obtained from the Chair of Adjudicators before a replacement entry is added.

If a withdrawn entry subsequently un-withdraws, the replacement entry is removed from the competition.

Competition Information

Name of Competition Round 2

Test Substitute

Dances Valid Dance Letters Final Dances (optional)

WFQ T, V, R, S, P, C, J, O (Other)

No. of entries = 12

Paste Print Sort

14 33R  
15 23W  
16  
17  
20  
21  
24  
26  
29  
31  
32

Remove  
Remove All  
Withdraw  
Un-Withdraw  
Copy All

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

Competition Information

Name of Competition Round 2

Test Substitute

Dances Valid Dance Letters Final Dances (optional)

WFQ T, V, R, S, P, C, J, O (Other)

No. of entries = 12

Paste Print Sort

14 32  
15  
16  
17  
20  
21  
23  
24  
26  
29  
31

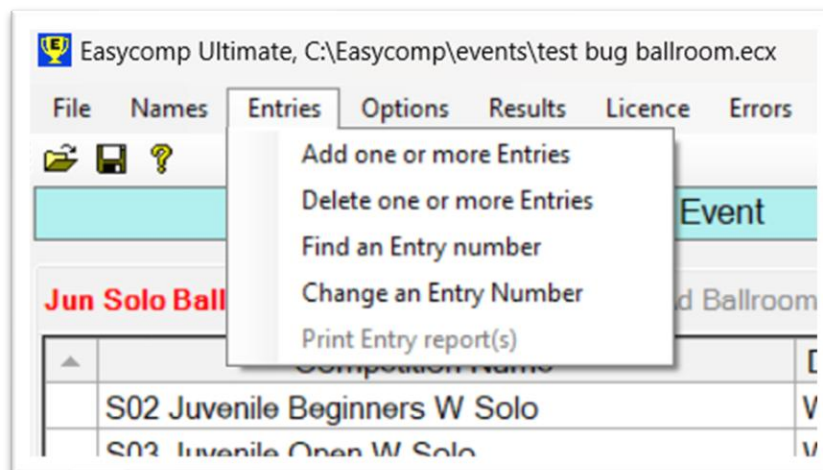
R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

## Entries

Dealing with competition entries is an important part of the scrutineer's job, and Easycomp provides a number of utilities to simplify the task. Clicking on "Entries" on the main menu tab will open a sub-menu as shown:

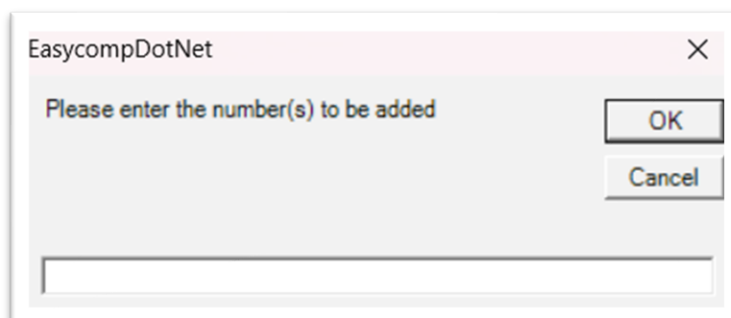


This sub-menu allows you to:

- Add one or more entries to **every** competition.
- Delete one or more entries from every competition which has them.
- Find an entry number, which shows the competitions the number has entered.
- Change an entry number, which allows you to replace a number with a different number.
- Print Entry Reports

## Add Entries

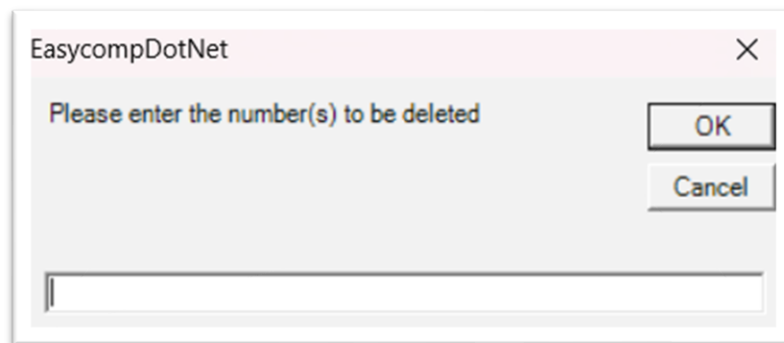
This allows you to add a number or a block of numbers to every first-round competition. This is mainly used when scrutineering freestyle competitions whose entries haven't specified which competitions they will be entering. In these situations, it is common practice for the scrutineer to enter a block of numbers into every competition to enable the first-round recalls to take place.



To add an entry, type the number in the box and press Enter. To enter a block of numbers, type the lowest and highest numbers, separated by a hyphen. For example, to add every number between 10 and 30, type “10-30” in the box and press Enter or click OK.

### Delete Entries

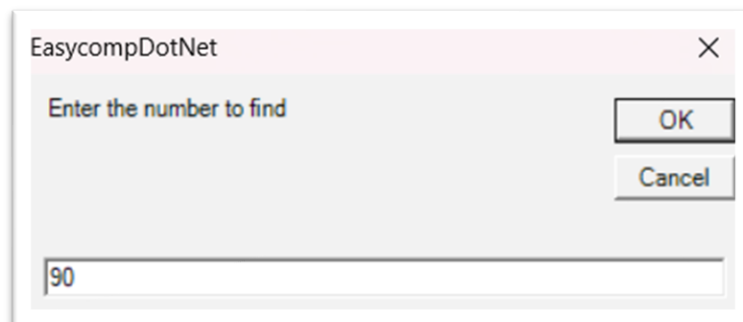
This allows you to delete a number or a block of numbers from every first-round competition.



To delete an entry, type the number in the box and press Enter or click OK. To delete a block of numbers, type the lowest and highest numbers, separated by a hyphen. For example, to delete every number between 10 and 30, type “10-30” in the box and press Enter or click OK.

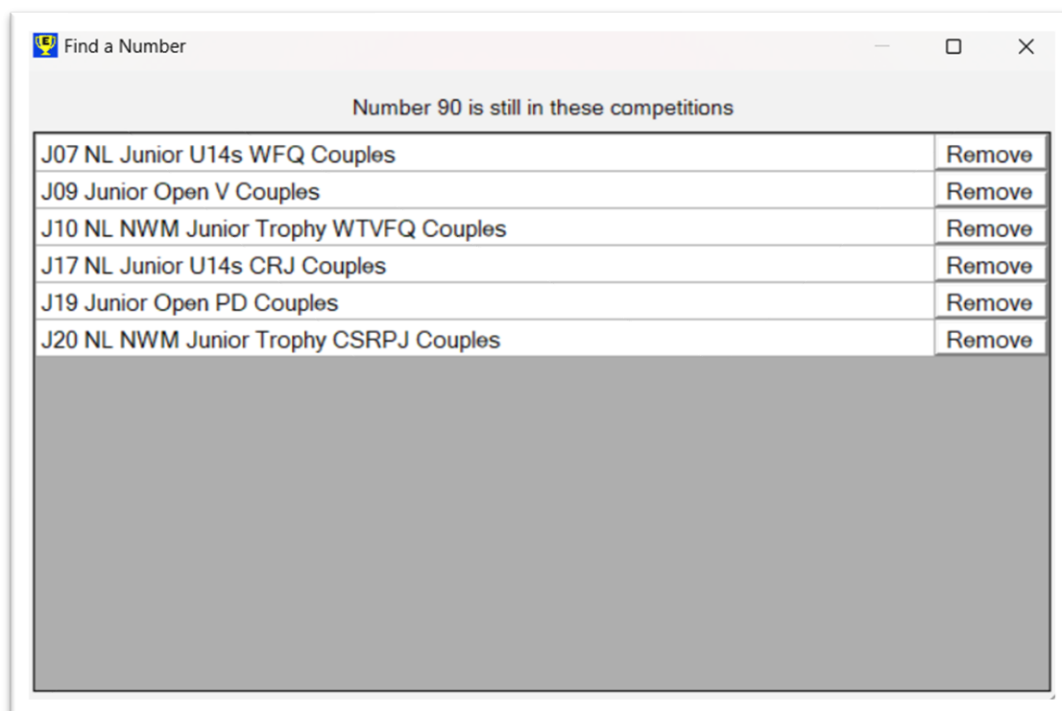
### Find an Entry Number

As a scrutineer, you are very often asked which competitions a certain entry number has entered, or you may be asked to remove an entry from the Ballroom or Latin competitions. This utility comes in very handy for these situations.



Type the entry number to find in the box and press Enter or click OK.

A screen will appear showing every competition in which the number is still competing, excluding all competitions from which they were eliminated or withdrew.

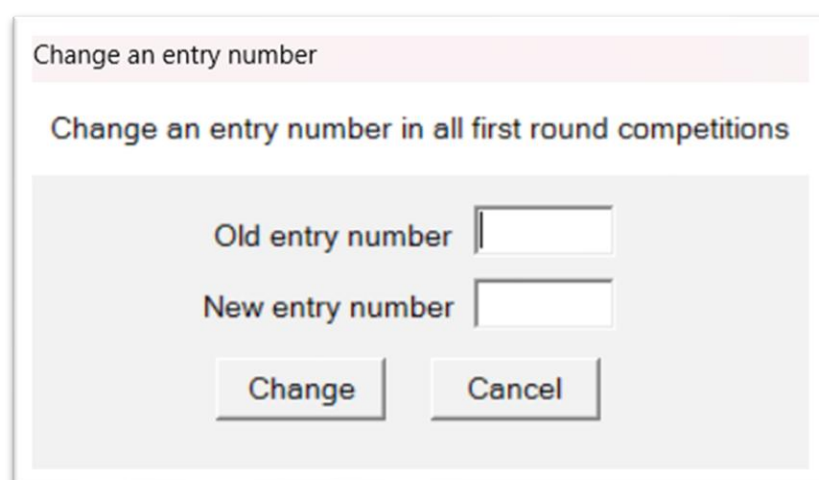


You can easily remove or withdraw the entry from any competition by clicking the Remove button. If the competition is a first-round one, the entry will be deleted immediately. However, after the first-round, clicking the Remove button will open the competition's details page, allowing you to withdraw the entry.

### Change an Entry Number

Scrutineers are often asked to assign a new number to a competitor who has lost their original number. This would be a very tedious task to do manually, as it would involve finding each competition having the original number, opening it, deleting the old number and adding the new one.

This utility automates the task.



Simply enter the old and new numbers and click Change. The old number will be replaced by the new one in all first-round competitions.

This utility will NOT change the entry number in any competition which has completed its first round or final.

### **Print Entry Reports**

See [Entry Reports / Certificates](#)



## Competitors' Names

The ability to enter competitors' names is a very useful feature, and Easycomp is very flexible in the way you deal with them. However, there is one important thing to consider first.

- a. Will every competitor have a different number (unique numbers), or
- b. Is it possible for competitors in different competitions to have the same number (non-unique numbers)?

Easycomp needs to know this because it handles the two cases slightly differently.

This section shows you: -

- An introduction to entering names
- How to manually enter names for unique numbers
- How to manually enter names for non-unique numbers
- An overview of importing names from an Excel spreadsheet
- How to view and edit names after they have been imported

## Entering Competitors' Names

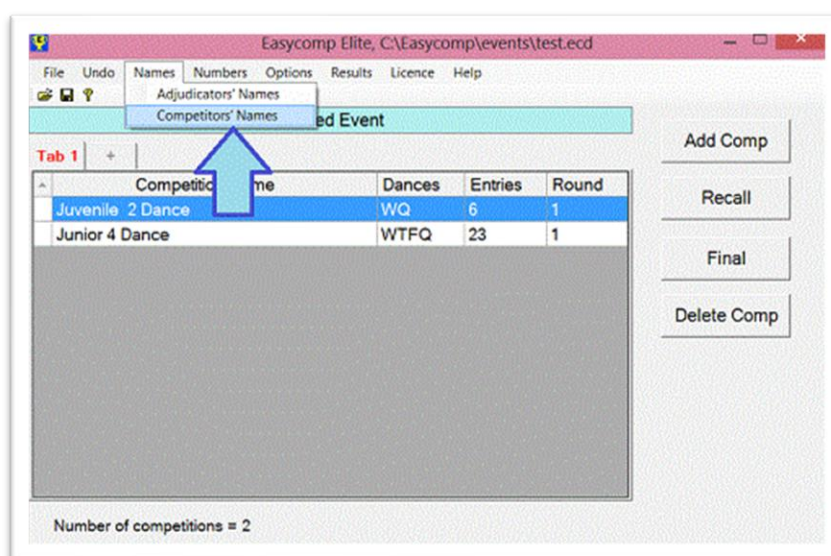
There are three ways of entering competitors' names.

1. You can enter them manually
2. You can copy and paste them from Word or Excel
3. You can import them from an Excel spreadsheet (see "[Importing an Event](#)")

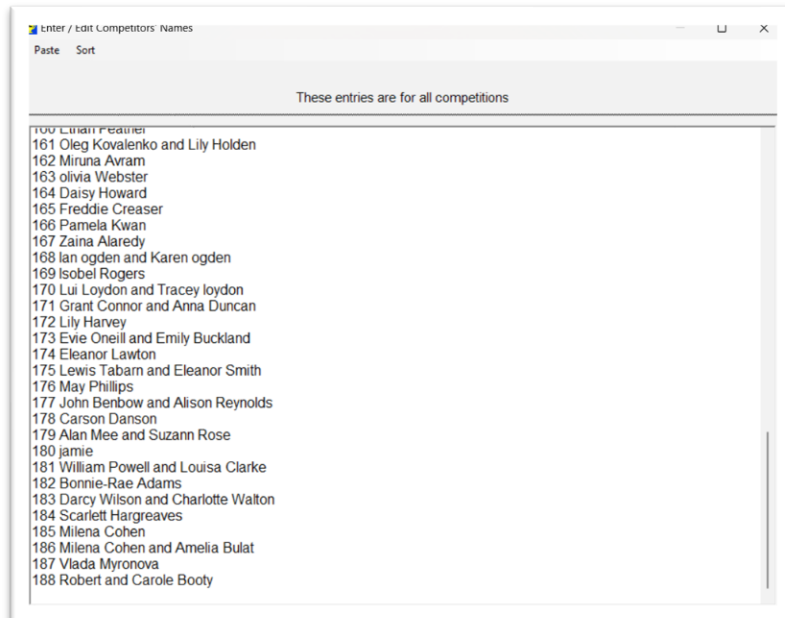
Whichever method you use, the names can be viewed and edited afterwards.

## Manual Entry, Unique Numbers

If every competitor in the event will have a different number, then manually entering their names is a simple matter. You can access the names entry screen from the Main Screen...



Enter the competitors' number and names in the box, separating the numbers from the names by a space. The names can be entered in any order, as clicking on Sort will arrange them in ascending numerical order. NOTE. Each number must be unique. You cannot have two competitors with the same number.



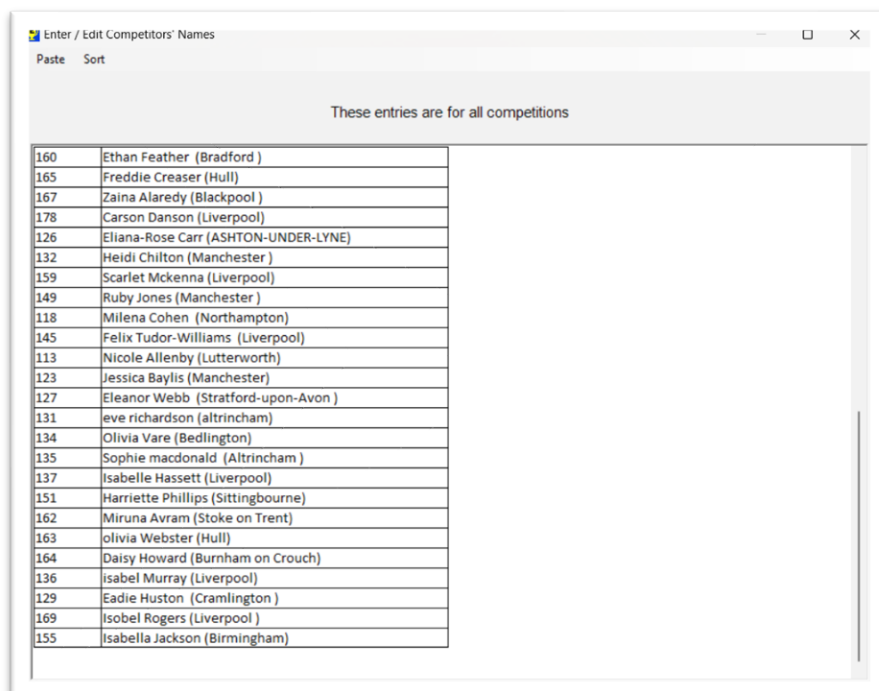
Enter / Edit Competitors' Names

Paste Sort

These entries are for all competitions

|     |                                   |
|-----|-----------------------------------|
| 160 | Ethan Feather                     |
| 161 | Oleg Kovalenko and Lily Holden    |
| 162 | Miruna Avram                      |
| 163 | Olivia Webster                    |
| 164 | Daisy Howard                      |
| 165 | Freddie Creaser                   |
| 166 | Pamela Kwan                       |
| 167 | Zaina Alaredy                     |
| 168 | Ian Ogden and Karen Ogden         |
| 169 | Isobel Rogers                     |
| 170 | Lui Loydon and Tracey Loydon      |
| 171 | Grant Connor and Anna Duncan      |
| 172 | Lily Harvey                       |
| 173 | Evie O'Neill and Emily Buckland   |
| 174 | Eleanor Lawton                    |
| 175 | Lewis Tabern and Eleanor Smith    |
| 176 | May Phillips                      |
| 177 | John Benbow and Alison Reynolds   |
| 178 | Carson Danson                     |
| 179 | Alan Mee and Suzann Rose          |
| 180 | Jamie                             |
| 181 | William Powell and Louisa Clarke  |
| 182 | Bonnie-Rae Adams                  |
| 183 | Darcy Wilson and Charlotte Walton |
| 184 | Scarlett Hargreaves               |
| 185 | Milena Cohen                      |
| 186 | Milena Cohen and Amelia Bulat     |
| 187 | Vlada Myronova                    |
| 188 | Robert and Carole Booty           |

If you prefer, you can cut and paste the numbers and names from another Windows program, such as Excel or Word, using the Paste menu command. If you paste from a Word table or an Excel spreadsheet, your data will look like this...



Enter / Edit Competitors' Names

Paste Sort

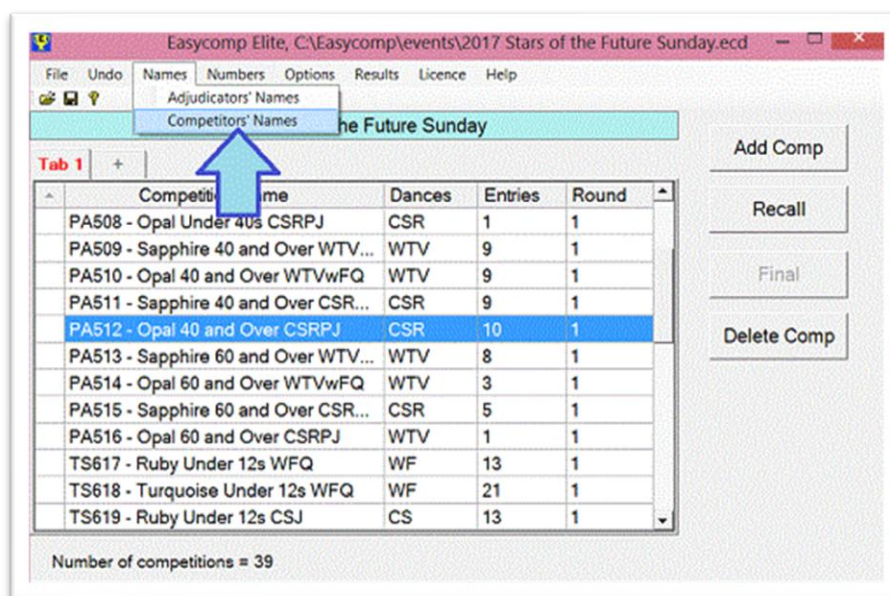
These entries are for all competitions

|     |                                      |
|-----|--------------------------------------|
| 160 | Ethan Feather (Bradford)             |
| 165 | Freddie Creaser (Hull)               |
| 167 | Zaina Alaredy (Blackpool)            |
| 178 | Carson Danson (Liverpool)            |
| 126 | Eliana-Rose Carr (ASHTON-UNDER-LYNE) |
| 132 | Heidi Chilton (Manchester)           |
| 159 | Scarlet McKenna (Liverpool)          |
| 149 | Ruby Jones (Manchester)              |
| 118 | Milena Cohen (Northampton)           |
| 145 | Felix Tudor-Williams (Liverpool)     |
| 113 | Nicole Allenby (Lutterworth)         |
| 123 | Jessica Baylis (Manchester)          |
| 127 | Eleanor Webb (Stratford-upon-Avon)   |
| 131 | eve richardson (altrincham)          |
| 134 | Olivia Vare (Bedlington)             |
| 135 | Sophie macdonald (Altrincham)        |
| 137 | Isabelle Hassett (Liverpool)         |
| 151 | Harriette Phillips (Sittingbourne)   |
| 162 | Miruna Avram (Stoke on Trent)        |
| 163 | olivia Webster (Hull)                |
| 164 | Daisy Howard (Burnham on Crouch)     |
| 136 | isabel Murray (Liverpool)            |
| 129 | Eadie Huston (Cramlington)           |
| 169 | Isobel Rogers (Liverpool)            |
| 155 | Isabella Jackson (Birmingham)        |

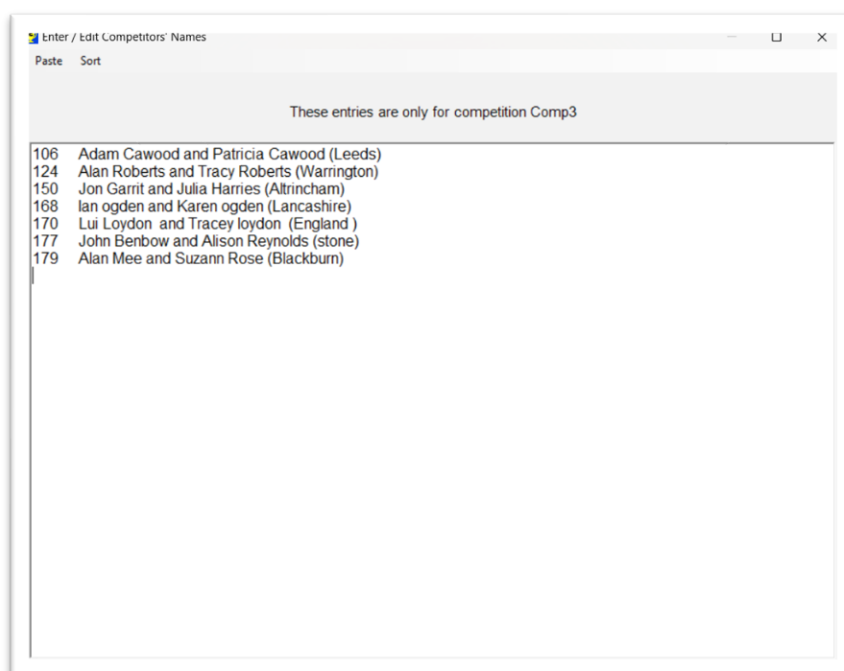
...click on Exit when you have finished and the data will be saved correctly.

## Manual Entry, Non-Unique Numbers

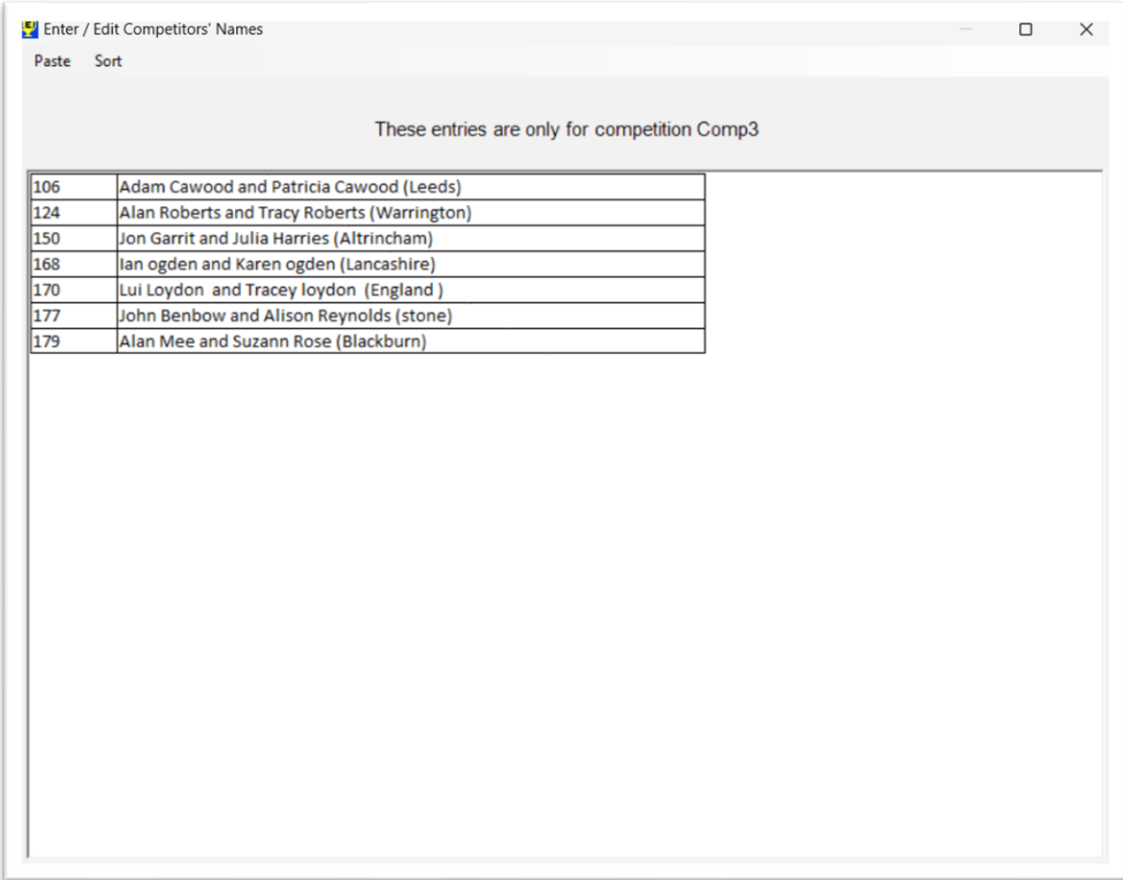
If it is possible for competitors in different competitions to have the same number (the numbers are not unique), then the competitors' names must be entered separately for each competition. Select the competition in Main Screen and then click on Names, Competitors' Names



Enter the competitors' number and names in the box, separating the numbers from the names by a space. The names can be entered in any order, as clicking on Sort will arrange them in ascending numerical order. NOTE. Each number must be unique. You cannot have two competitors with the same number in the same competition.



If you prefer, you can cut and paste the numbers and names from another Windows program, such as Excel or Word. If you paste from a Word table, or an Excel spreadsheet, your data will look like this...



The screenshot shows a window titled "Enter / Edit Competitors' Names" with a menu bar containing "Paste" and "Sort". Below the menu bar is a grey header area with the text "These entries are only for competition Comp3". The main area contains a table with two columns: a numerical ID and a text description of the competitor's name and location.

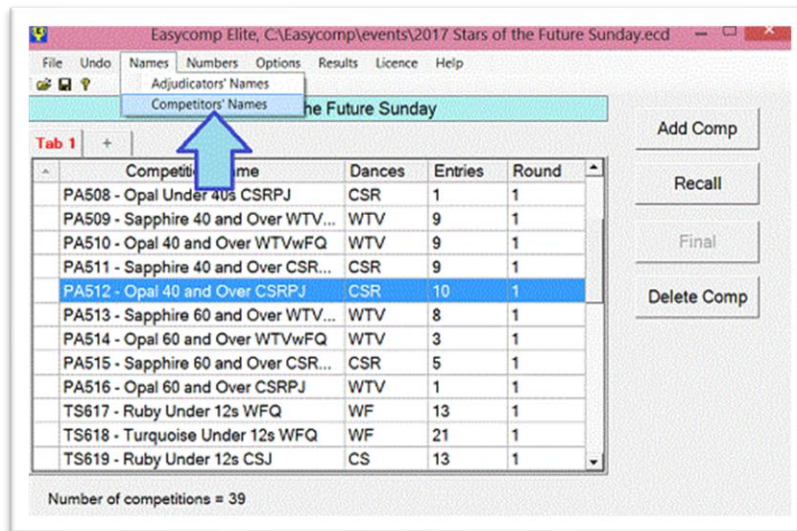
|     |   |
|-----|---|
| 106 | Adam Cawood and Patricia Cawood (Leeds)     |
| 124 | Alan Roberts and Tracy Roberts (Warrington) |
| 150 | Jon Garrit and Julia Harries (Altrincham)   |
| 168 | Ian ogden and Karen ogden (Lancashire)      |
| 170 | Lui Loydon and Tracey Ioydon (England)      |
| 177 | John Benbow and Alison Reynolds (stone)     |
| 179 | Alan Mee and Suzann Rose (Blackburn)        |

...Click on Exit when you have finished and the data will be saved correctly.

Note. Although you can add entries to the competition in this way, you cannot remove them by deleting them from this screen. If you want to delete entries you must do it from the Competition Summary screen.

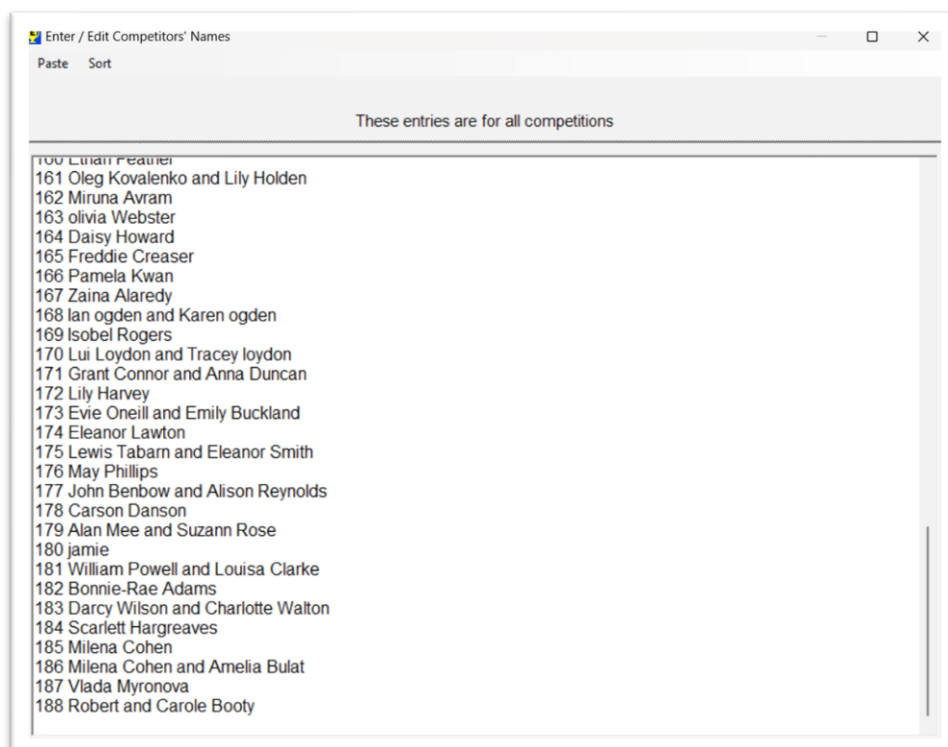
### Viewing and Editing Competitors' Names

No matter how they were entered, competitors' can be viewed and edited if required. Click on Names, Competitors' Names (if using non-unique numbers, you must click on the competition first)



You will see all the names and numbers of the entries. You can edit the names and numbers if required.

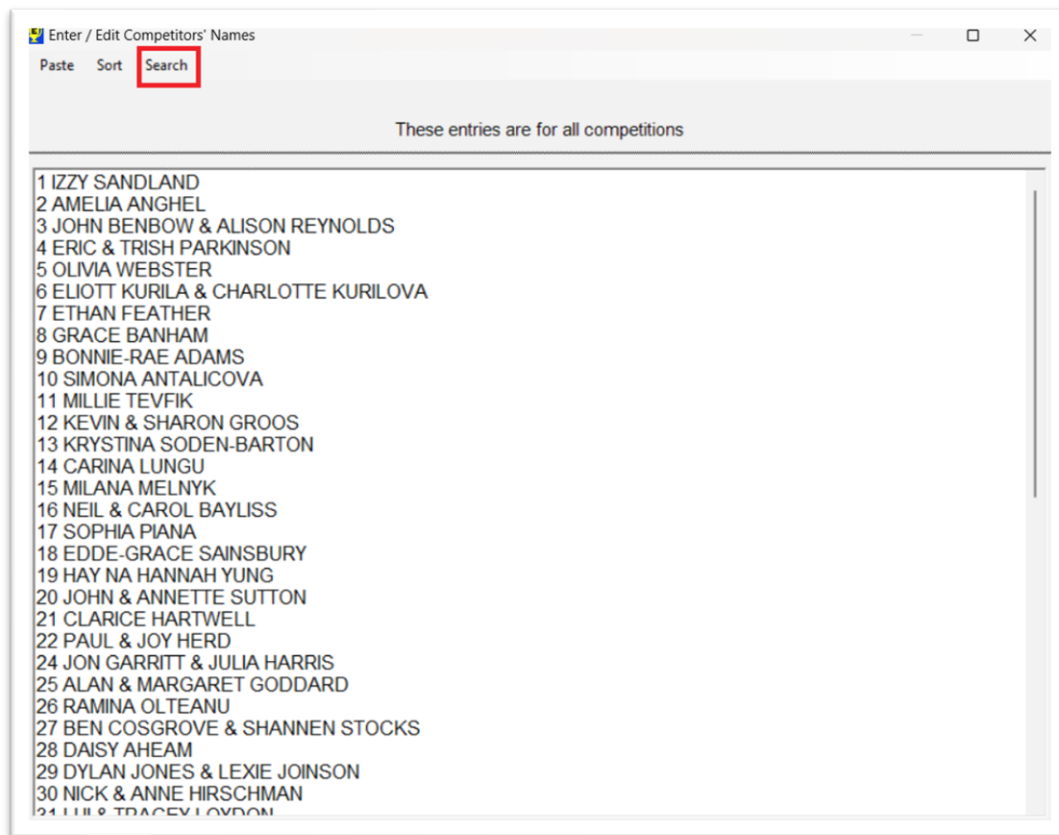
If you are using non-unique numbers, you can add entries to the competition using this screen but you cannot delete them. To delete them you must use the Competition Summary Information screen.



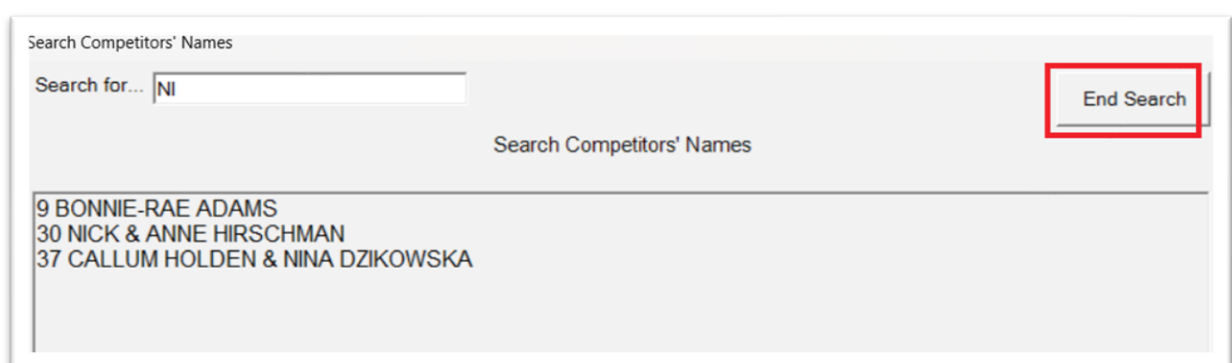
Note that you can also access this screen by double clicking the competition and ticking the "Show Advanced Features" box. Click on the Edit Names button.

## Search Competitors' Names

It is possible to quickly search the competitors' names to find a competitor, even if you don't know the full name or correct spelling. Click the "Search" button in the menu.



As you type letters in the search box, the screen will display only those names which contain the letters in the box.

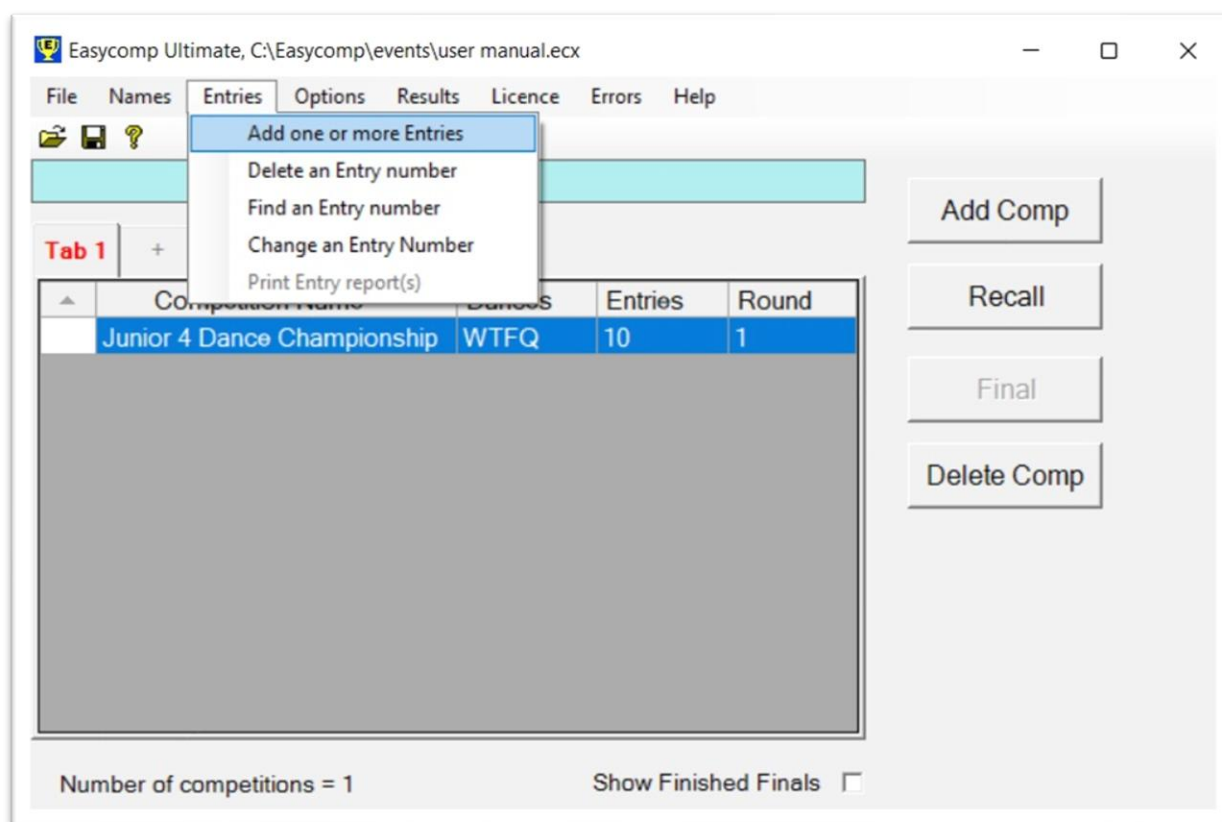


Click the "End Search" button to exit.



## Competitors' Entry Numbers

Easycomp offers several useful tools for easily managing competitors' numbers. They are accessed from the main screen as shown below.



“Add one or more Entries” allows you to quickly add a number or a range of numbers to all first-round competitions. This is very useful after importing a freestyle event from a spreadsheet when all the competitions will be empty of entries. Use this tool to add a range of numbers to all the competitions.

“Delete an Entry number” deletes an entry number from all first-round competitions.

“Find an Entry number” is a very useful tool which shows every competition for which a particular number has been entered. This is especially useful when you are handed a pile of judging sheets and you don’t know which competition they are for. Simply search for a number on the first sheet and you will see a list of possible competitions, which should allow you to easily identify the one you need.

“Change an Entry number” allows you to replace a number with a different number in all first-round competitions. You might use this, for example, when a competitor loses their number and has to be given a new one.

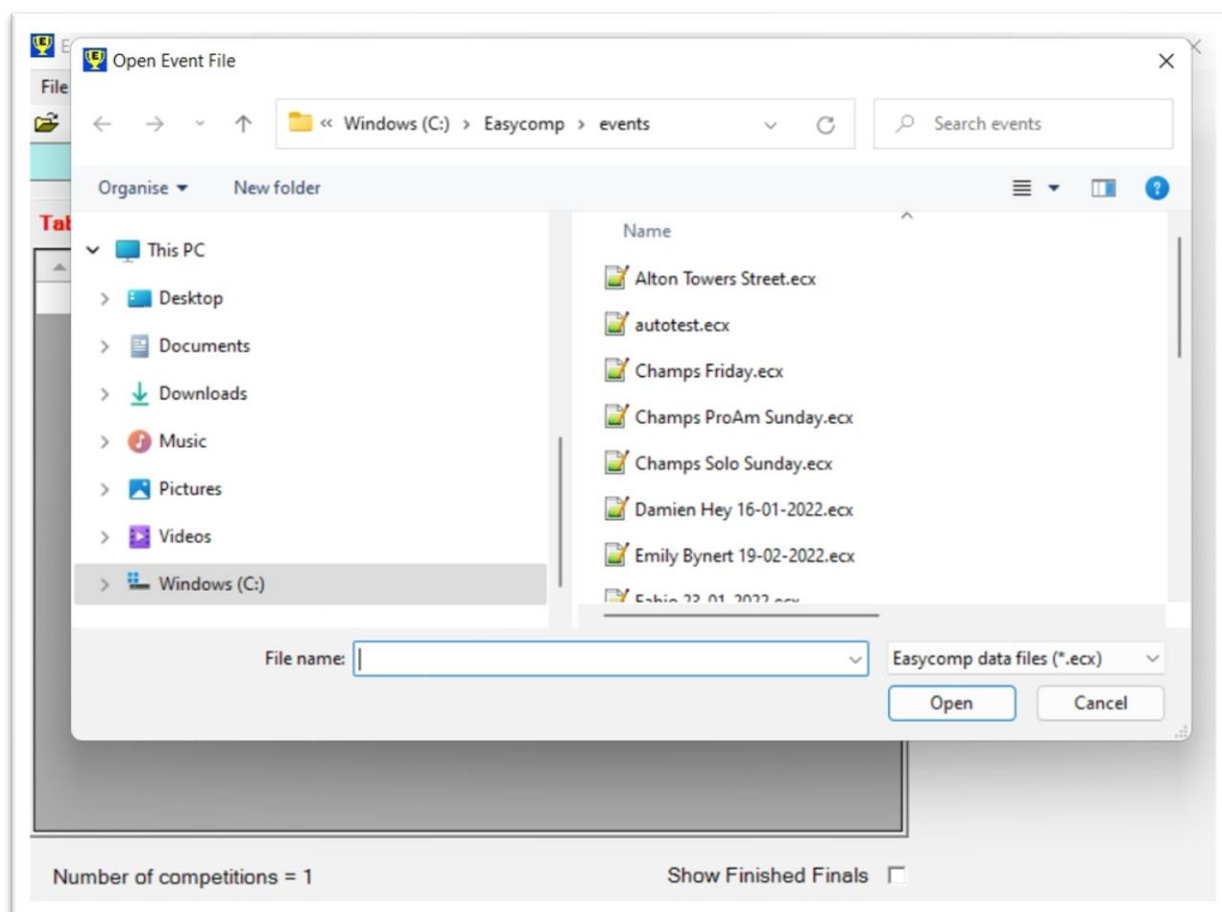
“Print Entry reports” allows you to create a report for each competitor, listing every competition in which they are entered (see Entry )

## Opening an Event File

You can retrieve a previously saved event in one of 2 ways: -

1. Click on File, Open Event
2. Click on the open folder icon on the toolbar

Whichever method you use, the data will be loaded exactly as it was last saved. All data that had been entered before saving will be retrieved. The name of the data file will be displayed in the title bar of main screen.



You cannot open data files which were created by versions of Easycomp before version 8 (files having the extension "ecd").



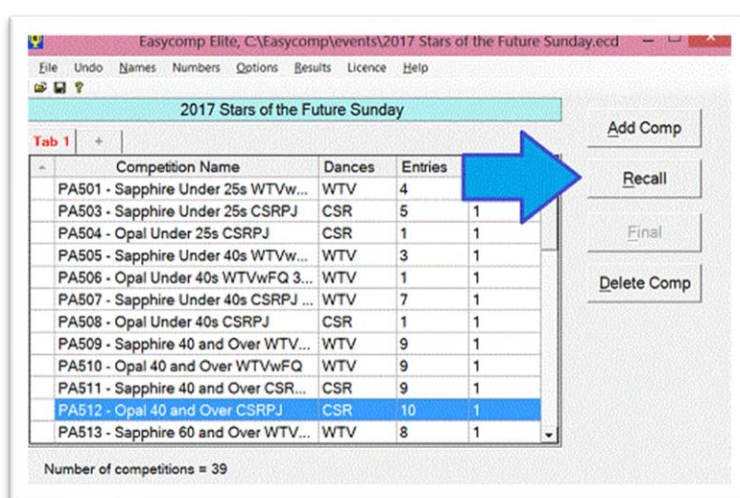
## Recalls

This section shows you how to do a recall. It covers

- Setting up a recall
- Panels of adjudicators
- Bringing back a specific number of competitors
- Entering recall marks
- Adding new entries
- What to do if you can't bring back the required number of competitors
- Recall printouts

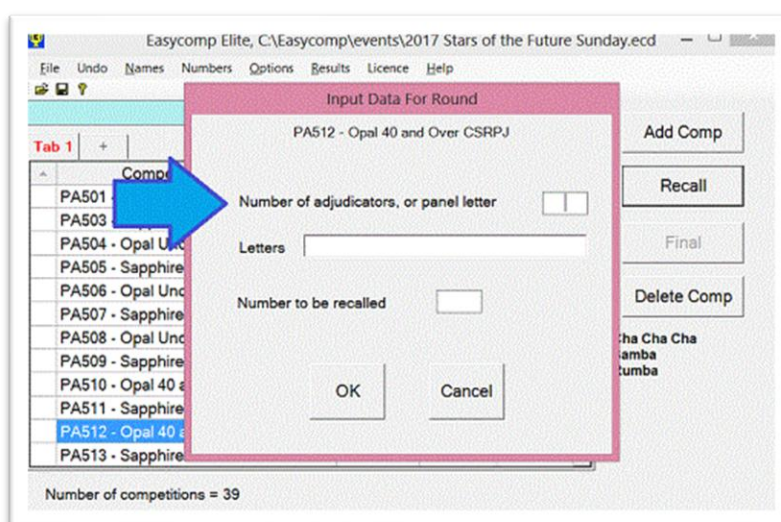
### How to do a Recall

Do a recall by clicking on the competition, then click "Recall" or press R on the keyboard.



### Panels of Adjudicators

When you have selected the competition for which you want to do the recall, the software will then ask you to enter the number of adjudicators. Type the number and hit Enter...



After you have entered the number of adjudicators, the software will automatically fill in the adjudicators' letters. If the adjudicators do not have these letters, simply type in the letters that you want to use.

Easycomp Elite, C:\Easycomp\events\2017 Stars of the Future Sunday.ecd

File Undo Names Numbers Options Results Licence Help

Tab 1

| Competition       |
|-------------------|
| PA501 - Sapphire  |
| PA503 - Sapphire  |
| PA504 - Opal Unc  |
| PA505 - Sapphire  |
| PA506 - Opal Unc  |
| PA507 - Sapphire  |
| PA508 - Opal Unc  |
| PA509 - Sapphire  |
| PA510 - Opal 40 s |
| PA511 - Sapphire  |
| PA512 - Opal 40 s |
| PA513 - Sapphire  |

Number of competitions = 39

**Input Data For Round**

PA512 - Opal 40 and Over CSRPJ

Number of adjudicators, or panel letter: 7

Letters: ABCDEFG

Number to be recalled:

OK Cancel

Add Comp Recall Final Delete Comp

Cha Cha Cha  
Samba  
Tumba

NOTE. If the event uses panels of adjudicators, and you have entered the panels for each adjudicator (see [Adjudicators' Names](#)), instead of entering the number of adjudicators, simply enter the panel letter and Easycomp will fill in the correct number of adjudicators and their letters, as shown below, where the user has selected panel B. Easycomp has then determined that panel B consists of 7 adjudicators whose letters are H,I,J,K,L,M and N.

**Input Data For Round**

SA12 DPA Professional Ballroom WTVFQ

Number of adjudicators, or panel letter: B

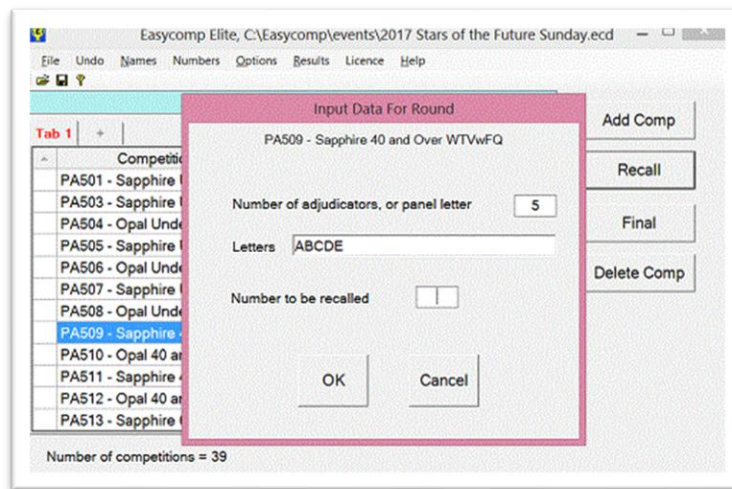
Letters: HIJKLMN

Number to be recalled:

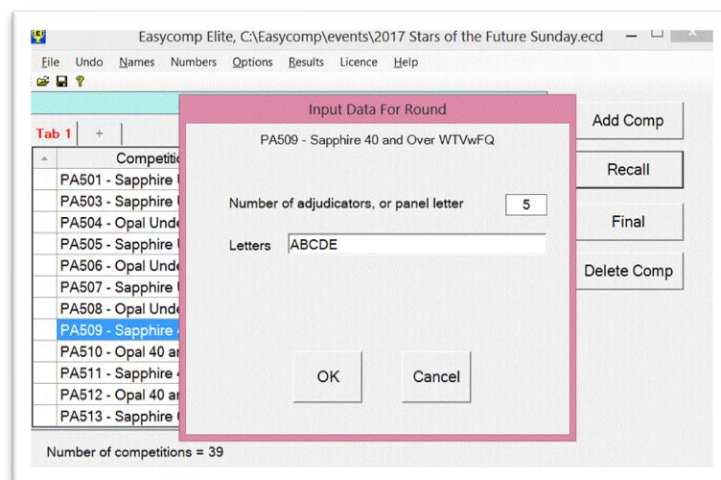
OK Cancel

## Number to recall

When you have entered the number of adjudicators, and you are satisfied with their letters, enter the number of heats, and the number that you want to bring back...



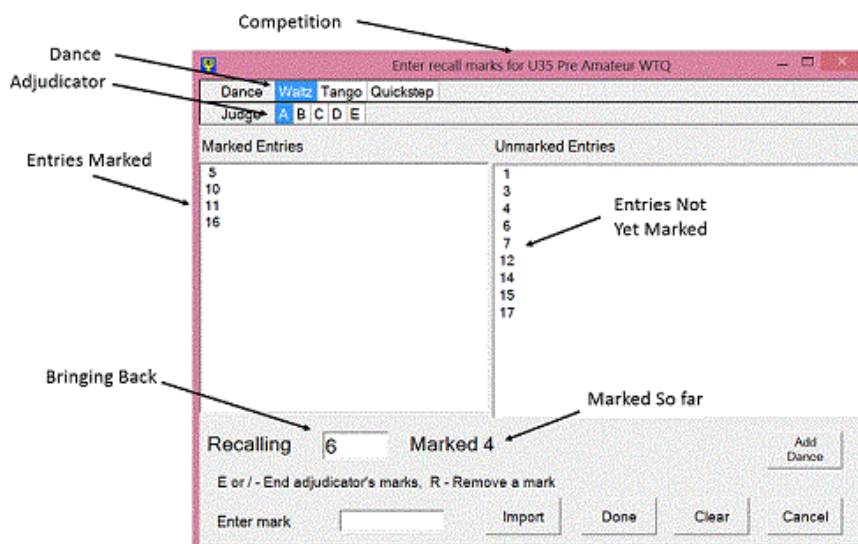
If you are working to the ADFP system (see [ADFP Recalls](#)) where all the entries having a majority or greater are recalled, rather than trying to bring back a specific number, then the "number to be recalled" box will not appear...



## Entering Recall Marks

The screen below is used to enter recall marks. Hit Enter after each mark...

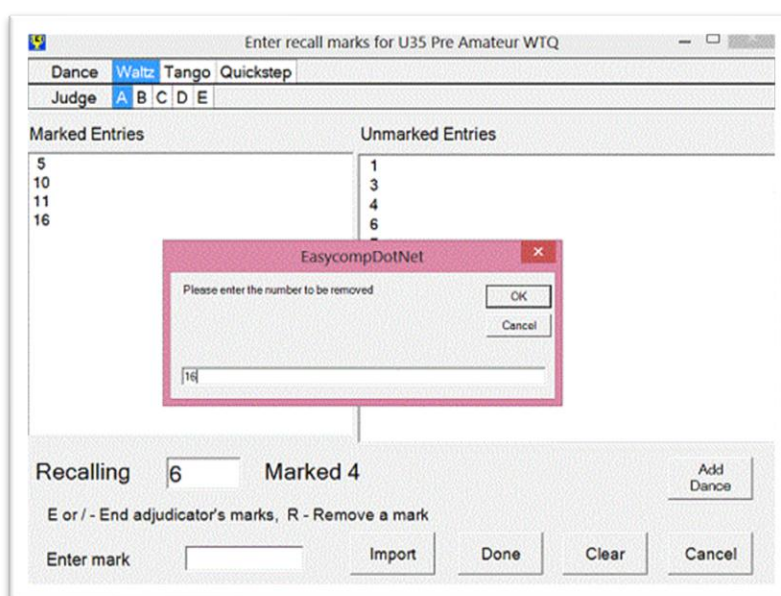




As you enter the marks, the numbers jump across from the "Unmarked entries" box on the right to the "Marked entries" box on the left. Continue entering marks and press E or / when you have finished that adjudicator's marks. The program will then move on to the next adjudicator. When all the adjudicators have been done the program will move on to the next dance.

If you want to skip an adjudicator, click on the next adjudicator's letter at the top of the screen.

If you enter a mark by mistake, you can remove it by pressing R. Enter the number and hit Enter or click OK...



...the mark will be removed, the removed number will be listed in the "Unmarked entries" box, and the "Number marked" total will be updated. You can remove all the marks for that adjudicator by clicking the "Clear" button.

Enter recall marks for U35 Pre Amateur WTQ

Dance **Waltz** Tango Quickstep

Judge **A** B C D E

| Marked Entries | Unmarked Entries |
|----------------|------------------|
| 5              | 1                |
| 10             | 3                |
| 11             | 4                |
|                | 6                |
|                | 7                |
|                | 12               |
|                | 14               |
|                | 15               |
|                | 16               |
|                | 17               |

Recalling  Marked 3

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

When you have entered the required number of marks that you are bringing back, the screen will turn green. If the adjudicator has written down more marks than they were asked to, you can continue entering them.

Enter recall marks for U35 Pre Amateur WTQ

Dance **Waltz** Tango Quickstep

Judge **A** B C D E

| Marked Entries | Unmarked Entries |
|----------------|------------------|
| 5              | 1                |
| 10             | 4                |
| 11             | 6                |
| 15             | 7                |
| 3              | 12               |
| 17             | 14               |
|                | 16               |

Recalling  Marked 6

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

You can change the number of entries to be brought back by editing the number in the "Recalling" box.

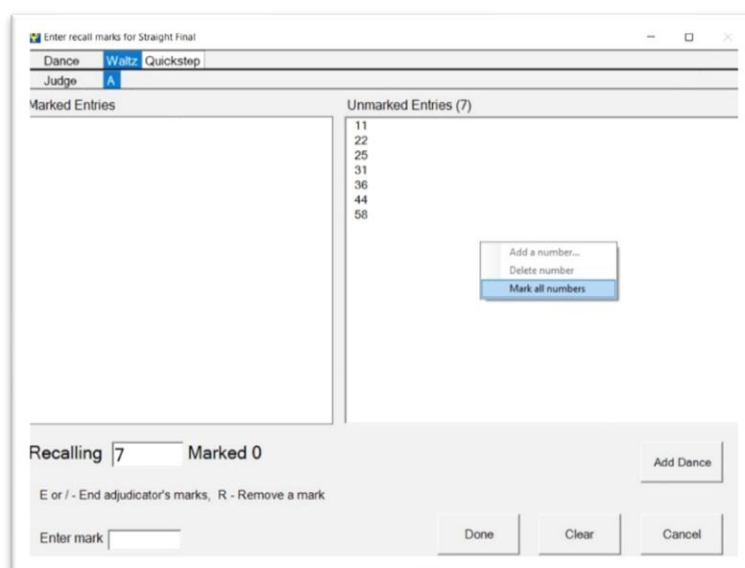
You can temporarily move on to another dance by clicking on that dance at the top of the screen. You can return to your original dance in the same way, and continue entering marks where you left off.

## “All Back” Recalls

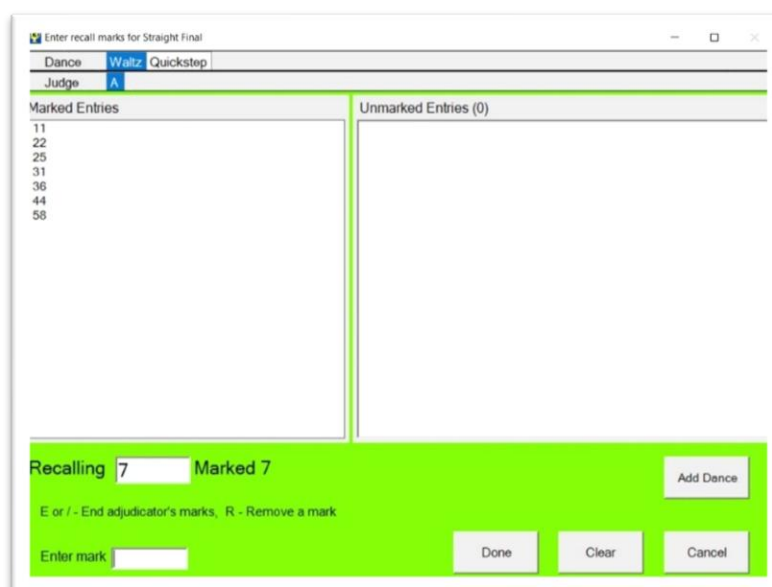
If you are asked to recall all the competitors in the first-round of a competition, you can do that with one mouse click.

**Method 1.** Use one adjudicator and simply click the “Done” button before any entries have been marked.

**Method 2.** Right-click anywhere in the “Unplaced” box and click on “Mark all numbers”.



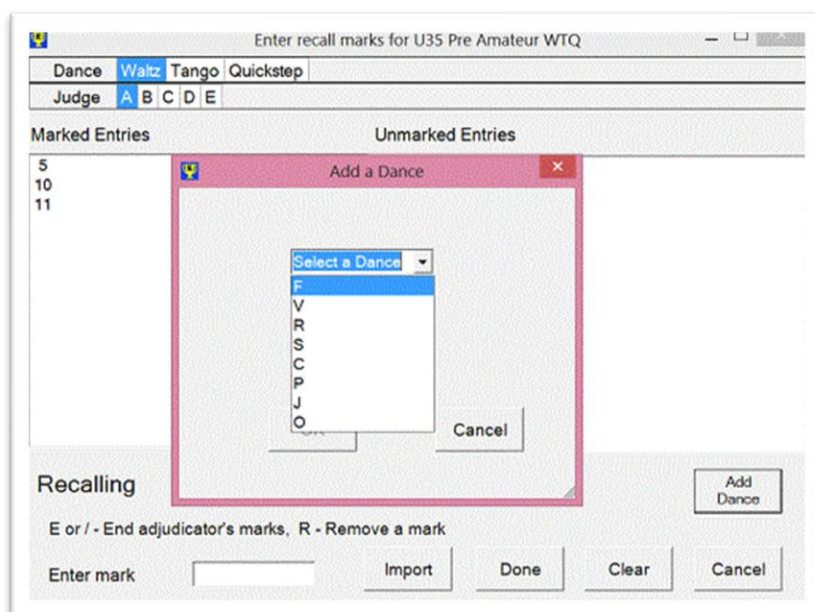
All the unmarked entry numbers will move across to the “Marked Entries” box. Repeat for all other dances in the competition.



This second method is more time-consuming, especially if the competition consists of many dances. Method 1 is the recommended way.

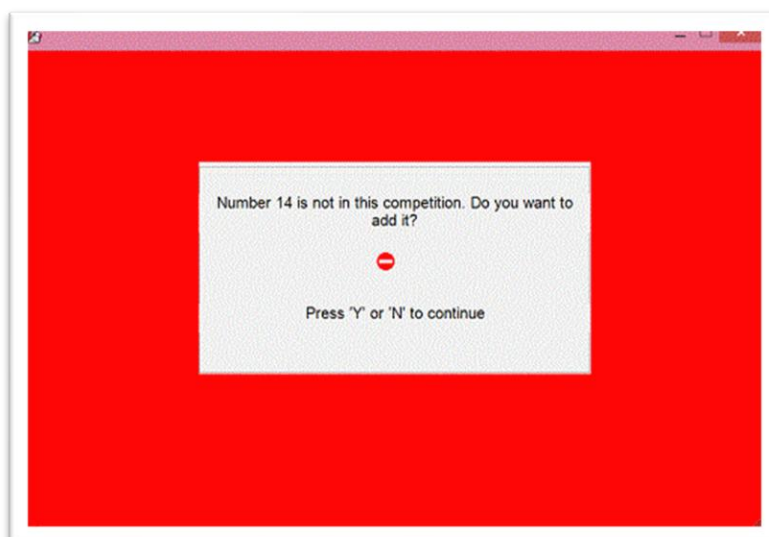
## Adding a Dance

You can add a dance by clicking on the “Add Dance” button. The program will give you a list of allowable dances. Choose one and click OK.



## Adding New Entries

For the first-round only, if you enter a number that has not been entered for the competition, the program will ask you if you want to add it. You cannot add new entries after the first-round.



If the competition is part of a ten-dance type, the program will ask you a second time if you want to add it, because adding a number will change the mean calculation which could affect the overall result.

### Can't Bring Back Required Number

If the software cannot bring back the required number of competitors, it will ask you to decide how many to bring back instead. To help you make that decision, it will show you the total marks gained by all the competitors being considered for recall, and also those competitors who have a majority of marks. In the example below, the software cannot recall 6 for the final, the user must choose between 5 and 9 competitors, but 5 competitors have a majority of marks.

| Number | Marks | Majority |
|--------|-------|----------|
| 11     | 3     | *        |
| 15     | 3     | *        |
| 23     | 3     | *        |
| 7      | 3     | *        |
| 45     | 2     | *        |
| 67     | 1     |          |
| 55     | 1     |          |
| 61     | 1     |          |
| 39     | 1     |          |

Junior Open Waltz cannot recall 6 from 12.  
Bring back 9 or 5?

### Recall Printout

When all the marks have been entered for all the adjudicators in all dances, the recalled numbers will be printed out, as shown below. If the "Preview Recall Before Printing" option is selected (see [Preview Results](#)) the recalled numbers will not be printed out, but they will be displayed on the screen instead using Acrobat reader, and you can print them from there if you wish, by using the "File, Print" command.

If you have selected the option to use names, the printout will include them if:

- a) Fewer than 10 numbers have been recalled, or
- b) You have selected the option to print them for all rounds



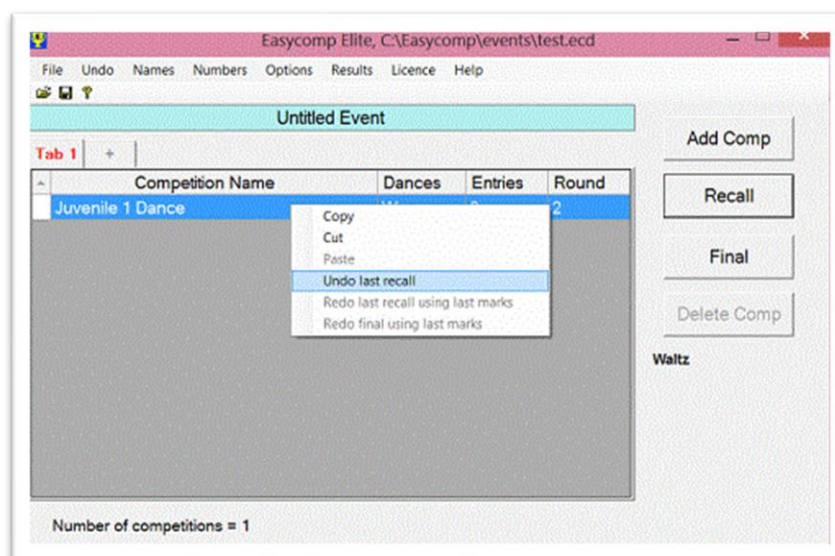
Waltz  
Tango  
Foxtrot  
Quickstep

- 3 CHONG HE and JING SHAN China
- 9 ARTEM KUKLIN and ALIKA DIKA Ukraine
- 31 SICHENG LI and MANNI ZHOU China
- 32 DUSAN DRAGOVIC and LIIS END England
- 48 ALEX PLANT and FAYE EDGE England
- 58 NIKITA DRUZHYNIN and ANASTASIIA SLIUSAR Ukraine
- 73 DIEGO ARIAS PRADO and EKATERINA ERMOLINA Russia
- 75 ANGELO GAETANO and CLARISSA MORELLI USA
- 89 OSKAR WOJCIEC HOWSKI and KAROLINA HOLODY USA
- 97 KYLE CUTLER and VIRGINIE PRIMEAU Canada
- 115 PENG JIANAN and ZHONG JIACI China
- 128 IGOR REZNIK and MARIJA POLISHCHUK Ukraine
- 140 ALEX GUNNARSSON and ANNA TRENZELEVA Iceland
- 152 FEDOR ISAEV and ANNA ZUDILINA Russia

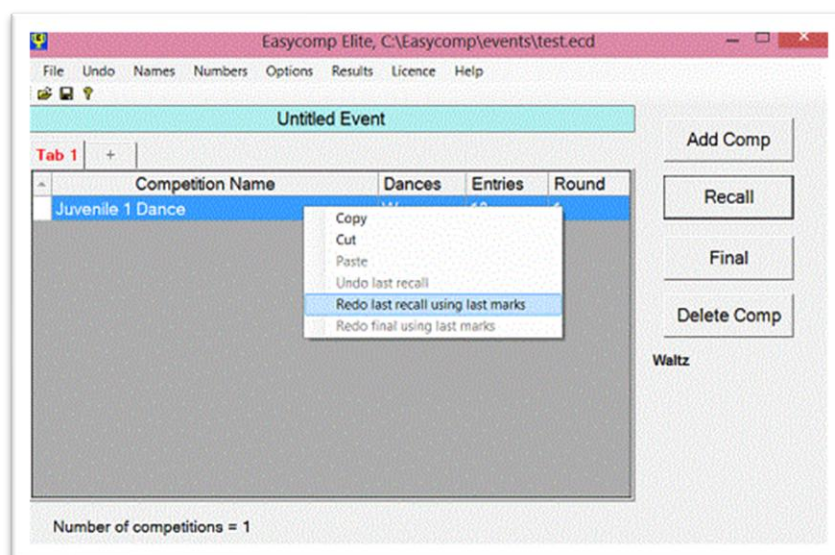
Number recalled = 14

## Undo and Redo Recalls

You can undo the last recall of any competition, no matter how long ago, by right clicking on the competition and clicking on “Undo last recall”.



Having undone the last recall, you can redo the last recall using the last set of marks that you entered for it. You do this by right clicking on the competition and clicking on “Redo last recall using last set of marks”.



The program will open the screen where you enter recall marks, ***with all the previous marks already entered for you***. You can change and amend the marks as you wish, and click on “Done” when you have finished.

Enter recall marks for Juvenile 1 Dance

Dance **Waltz**

Judge **A B C**

| Marked Entries | Unmarked Entries |
|----------------|------------------|
| 1              | 2                |
| 3              | 6                |
| 4              | 8                |
| 5              | 10               |
| 7              |                  |
| 9              |                  |

Recalling  Marked 6

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

This is a very useful feature which you can use in many situations, such as:

- If you want to bring back a different number of competitors
- If you want to correct a mistake with a judge's marks
- If you want to use a different set of judges' letters

NOTE: This feature only works if you use the same number of judges as you originally used. If you want to use a different number of judges, you cannot use this feature. Instead, you must do the recall again by clicking on the "Recall" button and entering the marks yourself, as normal.

## Recalls Using EasyPad

Doing a recall with EasyPad is essentially the same as doing one manually. However, there are some features that are only available when using EasyPad, and they are described in this section.

### Adding a Number

An entry number can be added during a first-round recall, as long as the competition isn't paused, and all the connected pads will be updated with the new number. Right-click anywhere in the Unmarked Entries box and click "Add a number..."

Enter recall marks for Recall

Dance: Waltz, Quickstep

Judge: A

Marked Entries

Unmarked Entries (24)

11 30  
12 31  
13 32  
14 33  
15 34  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29

Add a number...  
Delete number  
Mark all numbers

Recalling 12 Marked 0 Heats 2

Add Dance

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

Pause Done Clear Cancel

Enter the number to be added.

Add a Number

Enter number to be added

OK

Cancel

5

The new number will be inserted into the Unmarked Entries box, and all the connected pads will show the new number.

Enter recall marks for Recall

Dance: **Waltz** Quickstep

Judge: **A**

Marked Entries

Unmarked Entries (24)

|    |    |
|----|----|
| 5  | 29 |
| 11 | 30 |
| 12 | 31 |
| 13 | 32 |
| 14 | 33 |
| 15 | 34 |
| 16 |    |
| 17 |    |
| 18 |    |
| 19 |    |
| 20 |    |
| 21 |    |
| 22 |    |
| 23 |    |
| 24 |    |
| 25 |    |
| 26 |    |
| 27 |    |
| 28 |    |

Recalling  Marked  Heats

Add Dance

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

Pause Done Clear Cancel

## Deleting a Number

An entry number can be deleted during a first-round recall, as long as the competition isn't paused and no marks have been sent. All the connected pads will be updated. Right-click on the number to be removed in the Unmarked Entries box, and click "Delete number".

Enter recall marks for Recall

Dance: **Waltz** Quickstep

Judge: **A**

Marked Entries

Unmarked Entries (24)

|    |    |
|----|----|
| 5  | 29 |
| 11 | 30 |
| 12 | 31 |
| 13 | 32 |
| 14 | 33 |
| 15 | 34 |
| 16 |    |
| 17 |    |
| 18 |    |
| 19 |    |
| 20 |    |
| 21 |    |
| 22 |    |
| 23 |    |
| 24 |    |
| 25 |    |
| 26 |    |
| 27 |    |
| 28 |    |

Recalling  Marked  Heats

Add Dance

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

Pause Done Clear Cancel

The number will be removed from the Unmarked Entries box and all the connected pads.

## Pausing a Recall

If you need to temporarily pause a recall, click the “Pause” button, which will turn red. The software will collect all the recall marks from the adjudicators’ pads and then clear them.

The screen can be minimised but it **MUST NOT** be closed, or all the recall data collected will be lost.

Enter recall marks for Recall

Dance: Waltz Quickstep

Judge: A

Marked Entries

Unmarked Entries (24)

|    |    |
|----|----|
| 5  | 29 |
| 11 | 30 |
| 12 | 31 |
| 13 | 32 |
| 14 | 33 |
| 15 | 34 |
| 16 |    |
| 17 |    |
| 18 |    |
| 19 |    |
| 20 |    |
| 21 |    |
| 22 |    |
| 23 |    |
| 24 |    |
| 25 |    |
| 26 |    |
| 27 |    |
| 28 |    |

Recalling 12 Marked 0 Heats 2

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

Pause Done Clear Cancel

You can continue with other recalls or finals, as you wish.

When you wish to resume the competition, click the button again (its text will read “Resume”) and all the adjudicators’ pads will be updated with the recall data that was previously collected, so they can continue from where they left off.

## Re-doing a Recall Using Existing Marks

If you re-do a recall using the existing marks, Easycomp will ask if the recall should be sent to the pads.

Send recall to pads?

Do you want to send this recall to the pads?

Yes No

If you click “No”, the recall will be done in manual mode. This is very useful when you wish to re-do a recall while other competitions are going on using EasyPad.

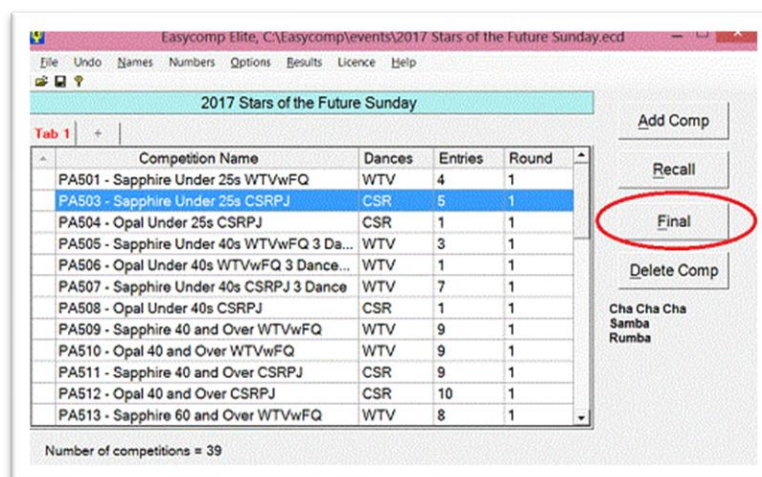
## Finals

This section shows you how to do a final. It covers

- Setting up a final
- Panels of adjudicators
- Entering final marks
- Final printouts

### How to do a Final

Do a final by clicking on the competition, then click the “Final” button

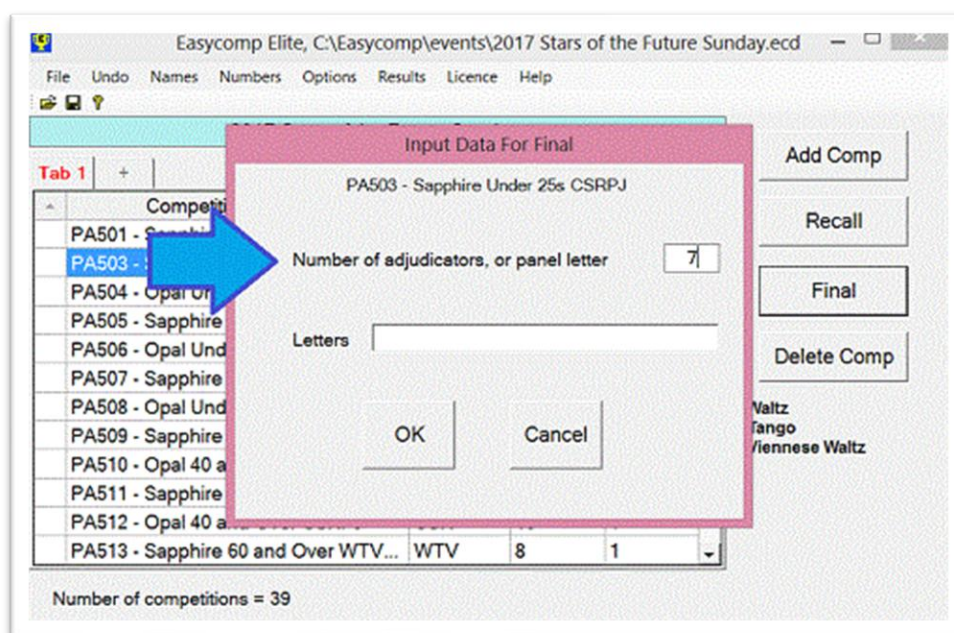


NOTE: The button will only be available if there are fewer than 10 entries in the competition.

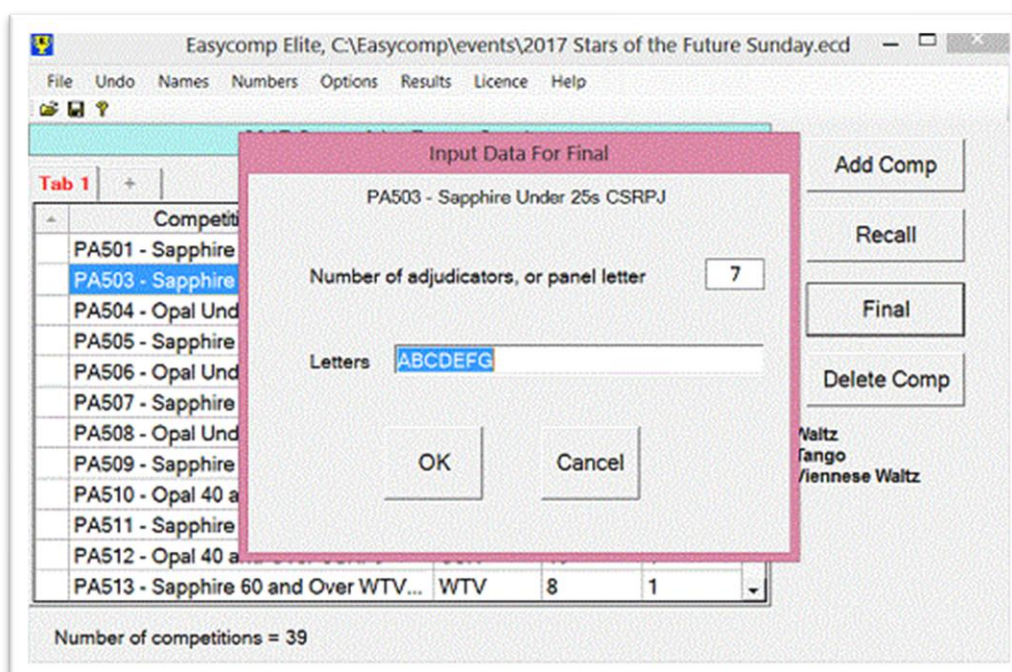
### Panels of Adjudicators

When you have selected the competition for which you want to do the final, the software will then ask you to enter the number of adjudicators. Type the number and hit Enter...





After you have entered the number of adjudicators, the software will automatically fill in the adjudicators' letters. If the adjudicators do not have these letters, simply type in the letters that you want to use.



NOTE. If the event uses panels of adjudicators, and you have entered the panels for each adjudicator (see [Adjudicators' Names](#)), instead of entering the number of adjudicators, simply enter the panel letter and Easycomp will fill in the correct number of adjudicators and their letters, as shown below, where the user has selected panel B. Easycomp has then determined that panel B consists of 7 adjudicators whose letters are H, I, J, K, L, M and N.



**Input Data for Final**

SA12 DPA Professional Ballroom WTVFQ

Number of adjudicators, or panel letter B

Letters HIJKLMN

OK
Cancel

## Entering Final Marks

The screen below is used to enter final marks. There are two ways to enter final marks...

Competition

Enter placings for Junior 4 Dance Championship

Dance Waltz Tango Foxtrot Quickstep

Judge A B C D E

Entries Placed

Entries Not Yet Placed

1st 47

Unplaced

25  
35  
49  
64  
96

Adjudicator

A

Adjudicator

X - skip adjudicator

2nd

Done
Clear
Cancel
Add Dance

### Method 1

Type the numbers in the box and hit Enter after each one. The number will disappear from "Unplaced" and appear in the list of marked finalists.

Enter placings for Junior 4 Dance Championship

|       |       |       |         |           |   |
|-------|-------|-------|---------|-----------|---|
| Dance | Waltz | Tango | Foxtrot | Quickstep |   |
| Judge | A     | B     | C       | D         | E |

1st  
2nd

47  
49

49 moves  
across

Unplaced

25  
35  
64  
96

Adjudicator

# A

X - skip adjudicator

3rd

Done

Clear

Cancel

Add Dance

## Method 2

Click on the numbers in "Unplaced". As you click on them, they jump across to "Positions Entered"

Enter placings for Junior 4 Dance Championship

|       |       |       |         |           |   |
|-------|-------|-------|---------|-----------|---|
| Dance | Waltz | Tango | Foxtrot | Quickstep |   |
| Judge | A     | B     | C       | D         | E |

1st  
2nd

47  
49

64 moves  
across

Unplaced

25  
35  
**64**  
96

Adjudicator

# A

X - skip adjudicator

3rd

Done

Clear

Cancel

Add Dance



Continue entering marks until all the competitors have been placed. The program will then move on to the next adjudicator and the screen will change colour to make it obvious that you have changed adjudicators. When all the adjudicators have been done, the program will move on to the next dance. When you have entered the marks for the last dance the result will be automatically calculated. Before you enter the last mark in the last dance you can go back and review or change any marks by clicking on the appropriate Judge or Dance tab. Click “Done” when you are satisfied with the marks, and the result will be calculated.

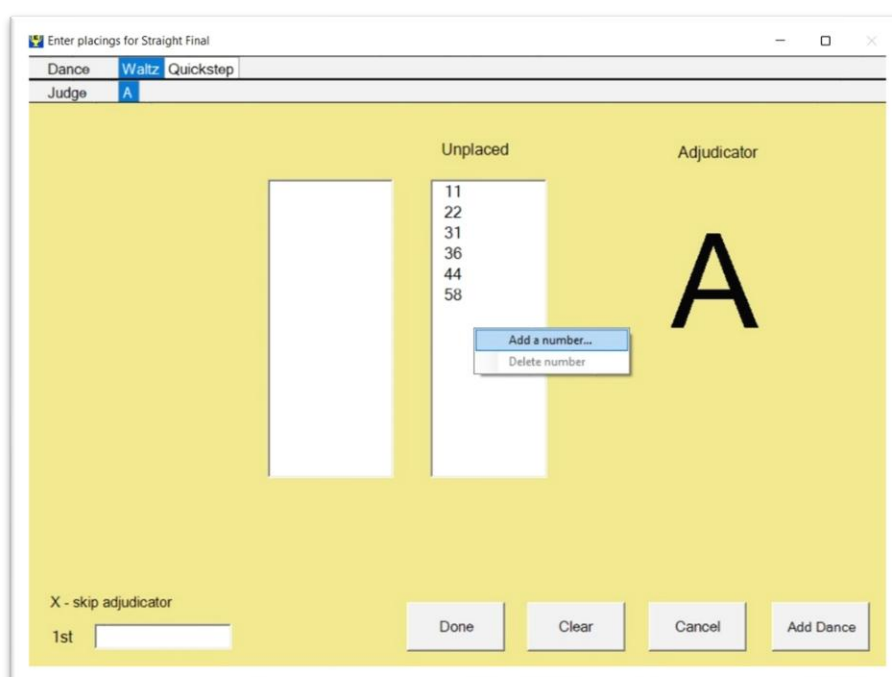
If you make a mistake when entering the marks, click on "Clear", and re-enter the marks for that adjudicator. “Clear” only clears the marks displayed for the current adjudicator. It does not affect any marks already entered for other adjudicators or other dances.

If you want to skip an adjudicator, type X or click on the next adjudicator’s letter at the top of the screen. If you skip one or more adjudicators, Easycomp will automatically recalculate the majority, even if the dance is part of a 10-dance type competition.

You can temporarily move on to another dance by clicking on that dance at the top of the screen. You can return to your original dance in the same way, and continue entering marks where you left off. NOTE: You cannot “skip” a dance like you can skip an adjudicator. You must enter marks for all dances.

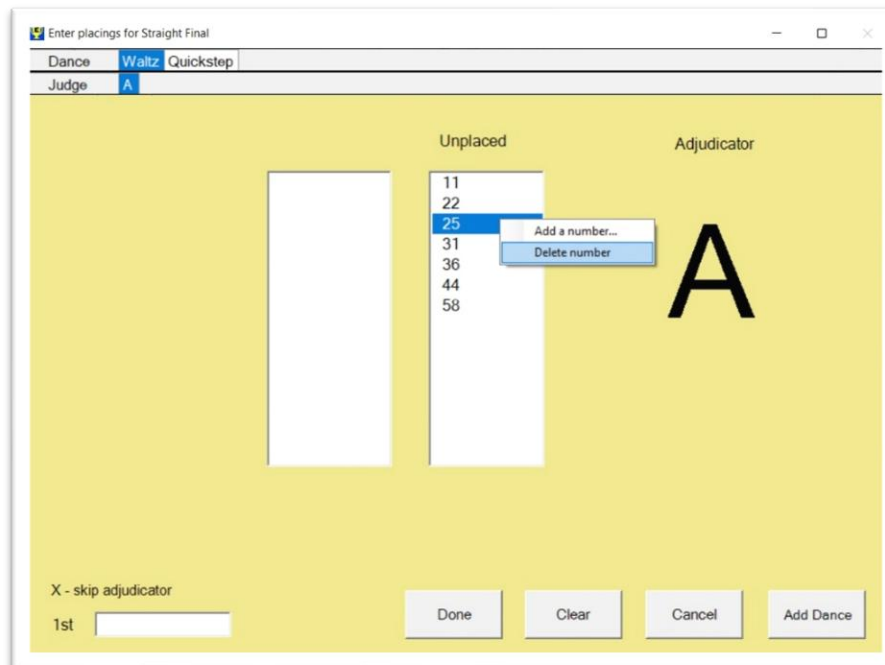
## Adding a Number

You can add a number to a first-round final by right-clicking in the Unplaced box. Click on “Add a number...” and enter the number to be added. You can only add a number while placing the first dance, and any placings already entered will be cleared.



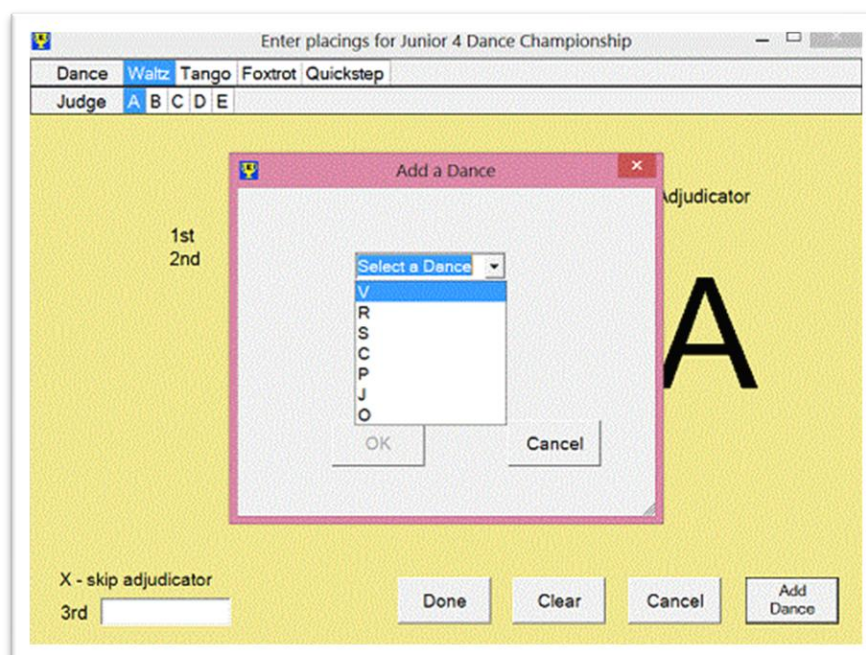
## Deleting a Number

You can delete a number from a first-round final by right-clicking on the number in the Unplaced box. Click on “Delete number”. You can only delete a number while placing the first dance, and any placings already entered will be cleared.



## Adding a Dance

You can add a dance by clicking on the “Add Dance” button. The program will give you a list of allowable dances. Choose one and click OK.



The added dance will appear at the end of the original dances.

| Dance | Waltz | Tango | Foxtrot | Quickstep | Viennese Waltz |
|-------|-------|-------|---------|-----------|----------------|
| Judge | A     | B     | C       | D         | E              |

| 1st | 2nd | Unplaced | Adjudicator |
|-----|-----|----------|-------------|
| 47  | 49  | 25       | A           |
|     |     | 35       |             |
|     |     | 64       |             |
|     |     | 96       |             |

X - skip adjudicator ☐ 3rd

Done Clear Cancel Add Dance

## Final Results

When all the marks have been entered for all the adjudicators in all dances, the final results will be printed out, as shown below. If the "Preview Results Before Printing" option is selected (see [Preview Results](#)), the final results will not be printed out, but they will be displayed on the screen instead using Acrobat reader, and you can print them from there if you wish, by using the "File, Print" command. The printout will also include the competitors' names (if they have been entered).

## Result Sheet

|        |     |  |         |
|--------|-----|--|---------|
| 1st => | 108 | VLADISLAV ZHIGAREV and DIANA EPEYKINA    | Russia  |
| 2nd => | 6   | ANDREI TOADER and MIA LINNIK-HOLDEN      | England |
| 3rd => | 28  | OLEG MARTYNENKO and DIANA KALITVENTSEVA  | Ukraine |
| 4th => | 19  | HEORHII SYZONENKO and OLESIA KOBYLCHENKO | Ukraine |
| 5th => | 3   | ZHANG WEIXIN and LV CHUNHUA              | China   |
| 6th => | 93  | KYRYLO KOSTRUBA and ANASTASIIA BEREZENKO | Ukraine |

| Waltz | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | 1 | 2 | 3 | 4  | 5 | 6 | Placing |
|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|---|---------|
| 3     | 4 | 3 | 2 | 3 | 6 | 2 | 3 | 6 | 1 | 6 | 5 | 2 | 6 | 1 | 2 | 5 | 2 | 6 | 9 | 10 |   |   | 3       |
| 6     | 1 | 5 | 4 | 4 | 5 | 6 | 2 | 3 | 5 | 2 | 6 | 4 | 5 | 2 | 4 | 2 | 1 | 5 | 6 | 10 |   |   | 5       |
| 19    | 5 | 2 | 3 | 6 | 1 | 5 | 4 | 4 | 6 | 5 | 2 | 3 | 4 | 4 | 6 | 6 | 1 | 3 | 5 | 9  |   |   | 6       |
| 28    | 6 | 6 | 5 | 2 | 4 | 4 | 5 | 2 | 2 | 3 | 3 | 1 | 2 | 3 | 5 | 1 | 2 | 6 | 9 | 11 |   |   | 2       |
| 93    | 3 | 4 | 6 | 5 | 2 | 3 | 6 | 1 | 4 | 4 | 1 | 5 | 3 | 5 | 3 | 4 | 2 | 3 | 7 | 11 |   |   | 4       |
| 108   | 2 | 1 | 1 | 1 | 3 | 1 | 1 | 5 | 3 | 1 | 4 | 6 | 1 | 6 | 1 | 3 | 8 | 9 |   |    |   |   | 1       |

| Tango | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | 1 | 2 | 3  | 4  | 5  | 6 | Placing |
|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|---|---------|
| 3     | 6 | 4 | 1 | 1 | 6 | 3 | 1 | 4 | 1 | 2 | 6 | 2 | 6 | 2 | 3 | 4 | 4 | 7 | 9  |    |    |   | 3       |
| 6     | 1 | 1 | 2 | 5 | 2 | 2 | 2 | 5 | 5 | 5 | 5 | 2 | 4 | 4 | 2 |   | 2 | 9 |    |    |    |   | 1       |
| 19    | 4 | 2 | 4 | 6 | 1 | 4 | 4 | 1 | 6 | 4 | 2 | 3 | 4 | 3 | 6 | 1 | 3 | 5 | 7  | 13 |    |   | 4       |
| 28    | 5 | 6 | 5 | 3 | 3 | 6 | 6 | 5 | 3 | 6 | 3 | 1 | 3 | 1 | 5 | 6 | 2 | 2 | 7  | 7  | 11 |   | 6       |
| 93    | 3 | 5 | 6 | 4 | 2 | 5 | 5 | 3 | 4 | 3 | 4 | 4 | 5 | 5 | 2 | 5 | 2 | 5 | 9  |    |    |   | 5       |
| 108   | 2 | 3 | 3 | 5 | 4 | 1 | 3 | 6 | 2 | 1 | 1 | 6 | 1 | 6 | 1 | 3 | 5 | 7 | 11 |    |    |   | 2       |

| Viennese Waltz | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | 1 | 2  | 3 | 4  | 5  | 6 | Placing |
|----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|----|----|---|---------|
| 3              | 4 | 5 | 2 | 3 | 5 | 6 | 3 | 6 | 2 | 6 | 5 | 5 | 6 | 4 | 2 | 6 | 3 | 5  | 7 | 11 |    |   | 6       |
| 6              | 1 | 3 | 5 | 5 | 6 | 4 | 2 | 3 | 4 | 3 | 6 | 6 | 1 | 3 | 4 | 5 | 2 | 3  | 7 | 10 |    |   | 4       |
| 19             | 5 | 4 | 4 | 6 | 1 | 2 | 4 | 2 | 6 | 2 | 2 | 3 | 5 | 2 | 6 | 2 | 1 | 7  | 8 | 11 |    |   | 3       |
| 28             | 6 | 2 | 3 | 2 | 4 | 3 | 6 | 4 | 3 | 1 | 1 | 2 | 4 | 1 | 5 | 4 | 3 | 6  | 9 |    |    |   | 2       |
| 93             | 3 | 6 | 6 | 4 | 2 | 5 | 5 | 5 | 5 | 4 | 1 | 3 | 5 | 3 | 1 |   | 2 | 3  | 6 | 8  | 14 |   | 5       |
| 108            | 2 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 4 | 3 | 4 | 2 | 6 | 1 | 3 | 8 | 10 |   |    |    |   | 1       |

| Foxtrot | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | 1 | 2 | 3  | 4  | 5  | 6 | Placing |
|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|---|---------|
| 3       | 4 | 5 | 5 | 5 | 5 | 5 | 3 | 6 | 1 | 6 | 6 | 1 | 4 | 1 | 3 | 5 | 3 | 3 | 5  | 7  | 13 |   | 6       |
| 6       | 2 | 6 | 2 | 6 | 6 | 4 | 2 | 2 | 2 | 4 | 5 | 6 | 1 | 2 | 2 | 1 | 2 | 9 |    |    |    |   | 2       |
| 19      | 5 | 2 | 4 | 3 | 2 | 2 | 4 | 1 | 6 | 3 | 3 | 3 | 3 | 4 | 6 | 2 | 1 | 5 | 10 |    |    |   | 3       |
| 28      | 6 | 3 | 3 | 4 | 4 | 3 | 6 | 4 | 5 | 5 | 2 | 2 | 6 | 5 | 4 | 6 | 2 | 5 | 9  |    |    |   | 5       |
| 93      | 3 | 4 | 6 | 2 | 1 | 6 | 5 | 3 | 3 | 2 | 4 | 4 | 5 | 6 | 5 | 3 | 1 | 3 | 7  | 10 |    |   | 4       |
| 108     | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 5 | 4 | 1 | 1 | 5 | 2 | 3 | 1 | 4 | 9 |   |    |    |    |   | 1       |

| Quickstep | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | 1 | 2  | 3  | 4  | 5 | 6 | Placing |
|-----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|---|---|---------|
| 3         | 6 | 4 | 2 | 4 | 5 | 5 | 1 | 6 | 2 | 2 | 6 | 2 | 5 | 1 | 4 | 6 | 2 | 6  | 6  | 9  |   |   | 5       |
| 6         | 2 | 6 | 3 | 6 | 6 | 4 | 3 | 2 | 4 | 5 | 5 | 6 | 2 | 4 | 2 | 2 | 5 | 7  | 10 |    |   |   | 3       |
| 19        | 5 | 3 | 5 | 5 | 1 | 3 | 4 | 3 | 6 | 4 | 3 | 3 | 4 | 5 | 6 | 1 | 2 | 2  | 7  | 10 |   |   | 4       |
| 28        | 4 | 2 | 4 | 1 | 4 | 2 | 6 | 4 | 1 | 3 | 2 | 1 | 1 | 2 | 3 | 5 | 4 | 8  | 10 |    |   |   | 2       |
| 93        | 3 | 5 | 6 | 3 | 3 | 6 | 5 | 5 | 3 | 6 | 4 | 4 | 6 | 6 | 5 | 4 | 4 | 7  | 11 |    |   |   | 6       |
| 108       | 1 | 1 | 1 | 2 | 2 | 1 | 2 | 1 | 5 | 1 | 1 | 5 | 3 | 3 | 1 | 3 | 8 | 11 |    |    |   |   | 1       |

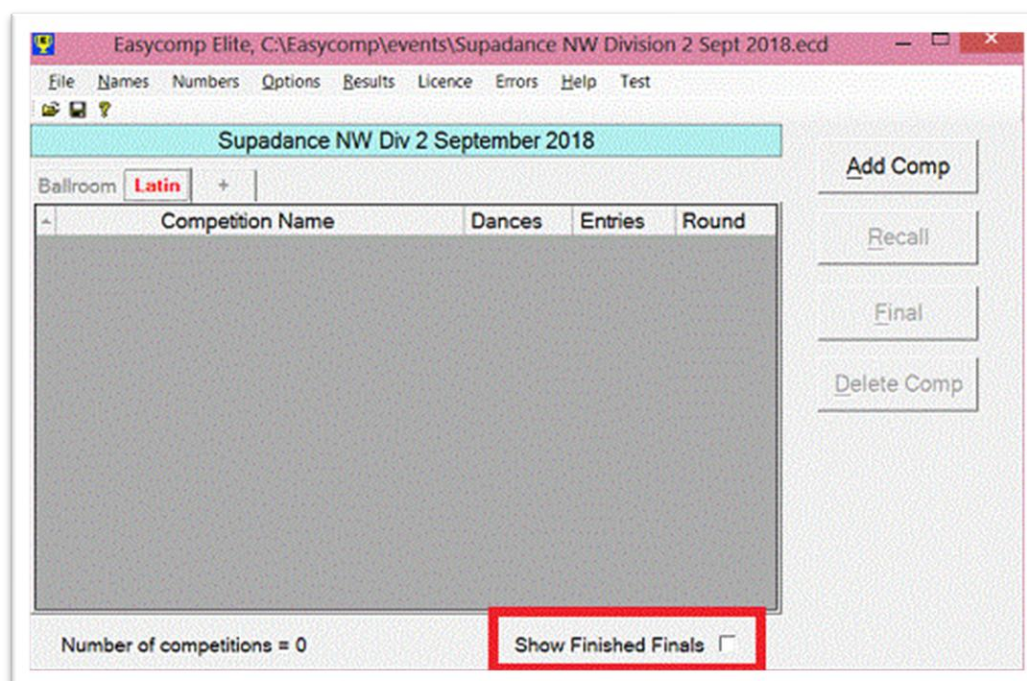
| Summary | W | T | V | F | Q | Total | Result |
|---------|---|---|---|---|---|-------|--------|
| 3       | 3 | 3 | 6 | 6 | 5 | 23    | 5      |
| 6       | 5 | 1 | 4 | 2 | 3 | 15    | 2      |
| 19      | 6 | 4 | 3 | 3 | 4 | 20    | 4      |
| 28      | 2 | 6 | 2 | 5 | 2 | 17    | 3      |
| 93      | 4 | 5 | 5 | 4 | 6 | 24    | 6      |
| 108     | 1 | 2 | 1 | 1 | 1 | 6     | 1      |

Adjudicators  
 A - GARY FOSTER  
 B - KOJI HIYAMA  
 C - SASCHA KARABEV  
 D - GREEN LEE

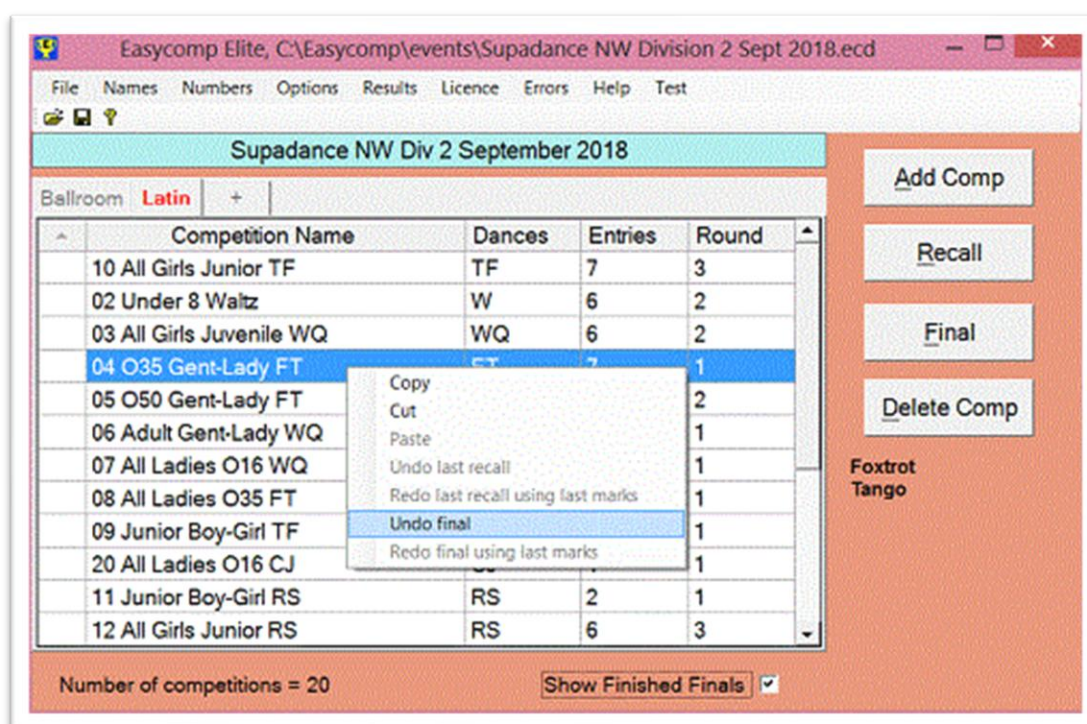


## Undo and Redo Finals

You can undo the last final of any competition, no matter how long ago, by ticking the “Show Finished Finals” box.



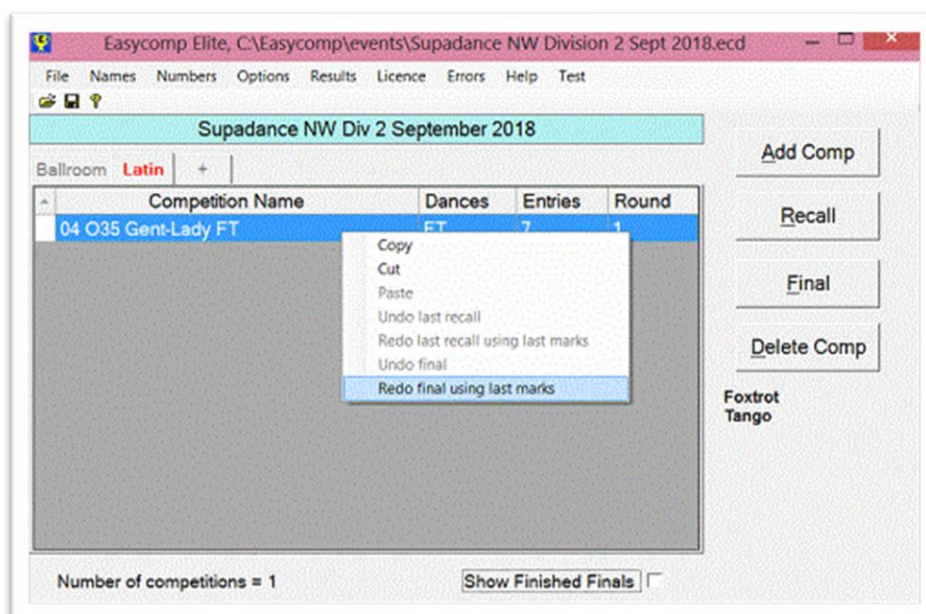
The screen will show all the completed competitions, and its background colour will change to red to indicate that it is displaying finished competitions instead of current ones. Right-click the competition you wish to undo, and click “Undo Final”.



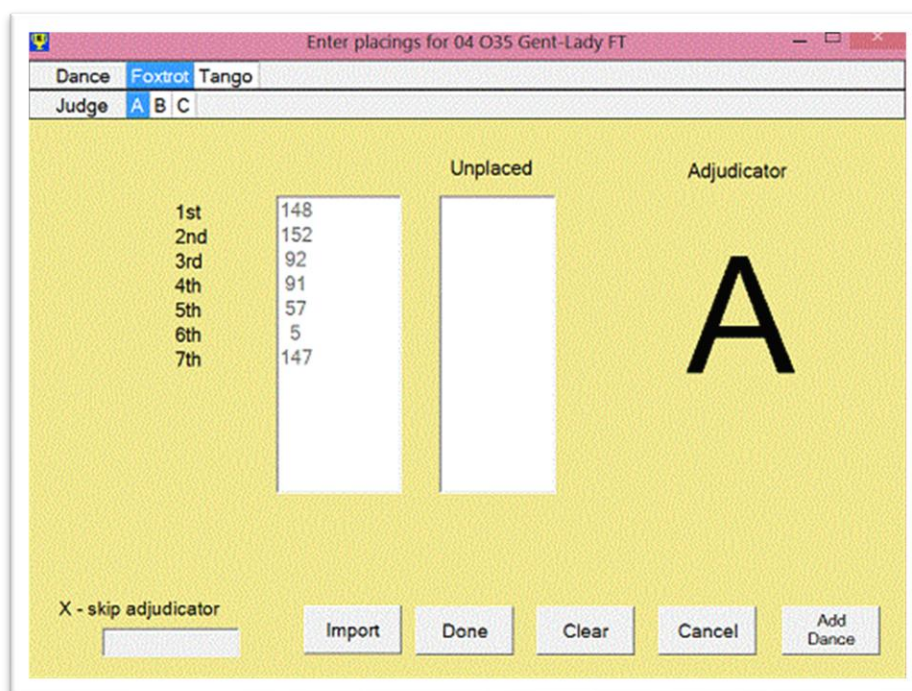


Un-tick the “Show Finished Finals” screen to return to the normal display.

Having undone the final, you can redo the final using the last set of marks that you entered for it by right clicking on the competition and clicking on “Redo final using last set of marks”.



The program will open the screen where you enter final placing marks, **with all the previous marks already entered for you**. You can change and amend the marks as you wish, and click on “Done” when you have finished.



This is a very useful feature which you can use in situations such as:

- If you want to correct a mistake with a judge's marks
- If you want to use a different set of judges' letters

NOTE: This feature only works if you use the same number of judges as you originally used. If you want to use a different number of judges, you cannot use this feature. Instead, you must do the final again by clicking on the "Final" button and entering the marks yourself, as normal.

## Straight Finals

If there are insufficient competition entries for elimination rounds, the first round of the competition is the final round, unless a "warm up" or "all back" round is done, where all the competitors are recalled to the final.

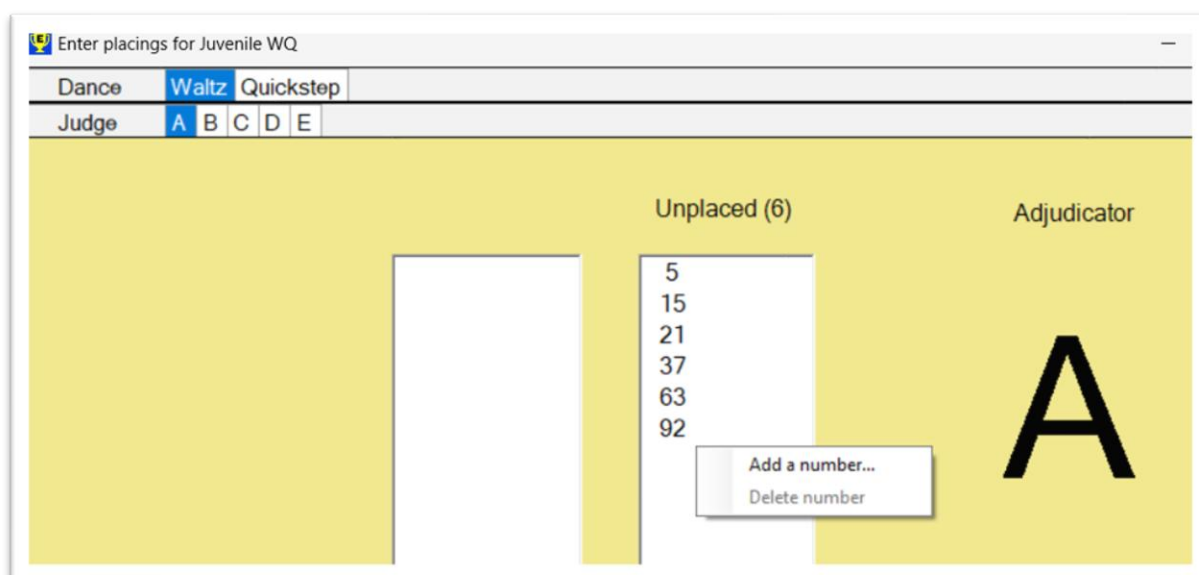
If there is only one competitor in the final, the final result sheet can be created by using one adjudicator and clicking "Done" before placing the finalist.

## Finals Using EasyPad

Doing a final with EasyPad is essentially the same as doing one manually. Numbers can be added and deleted in first-round finals, and finals can be re-done using existing marks.

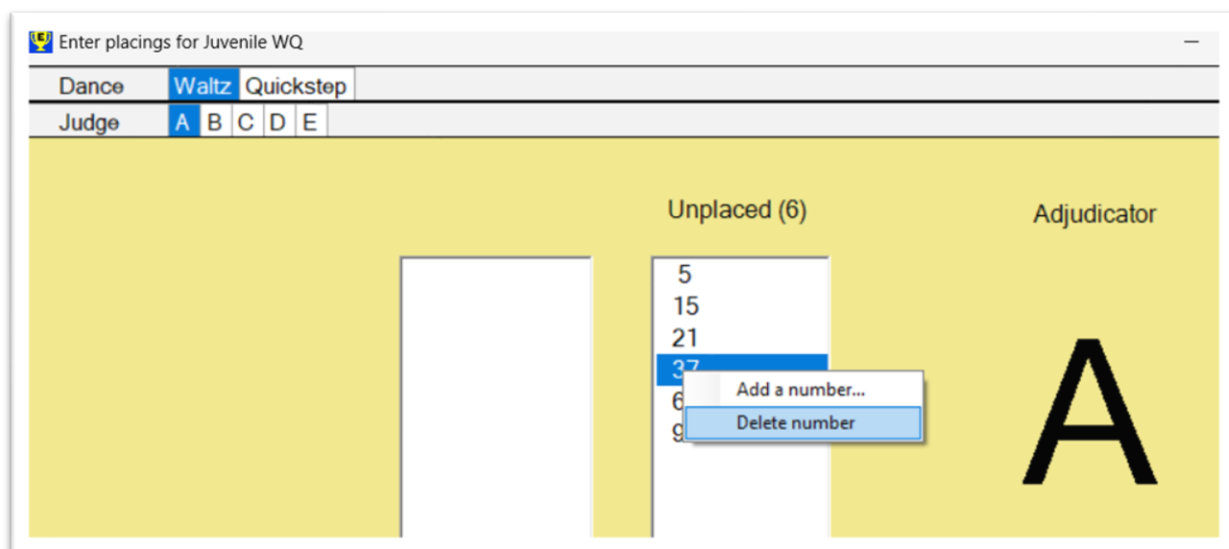
### Adding a Number

To add a number to a first-round final, right-click on any unplaced number and click "Add a number...". The new number will be added to the final and all the adjudicators' pads will be updated.



### Deleting a Number

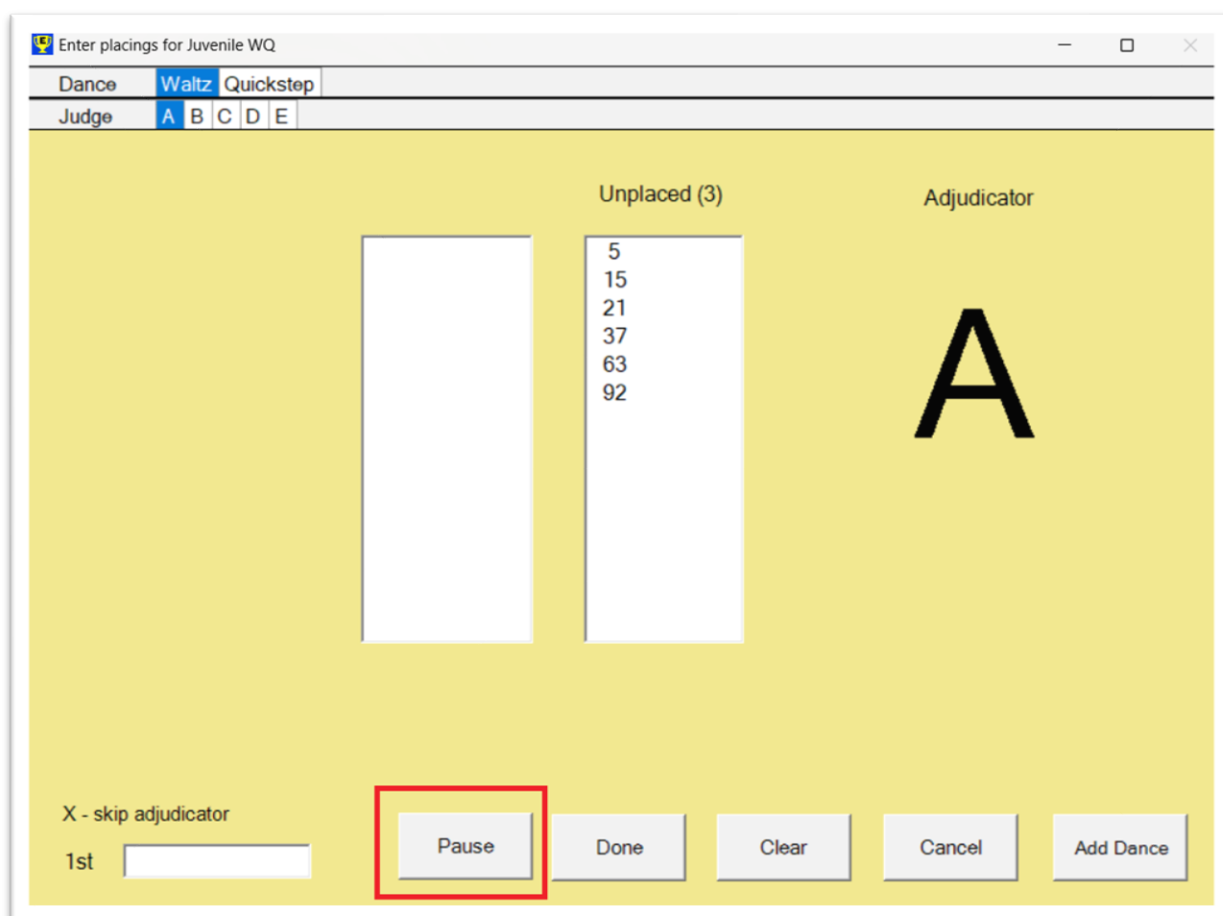
To delete a number from a first-round final, right-click on any unplaced number and click "Delete number...". The number will be deleted from the final and all the adjudicators' pads will be updated.



## Pausing a Final

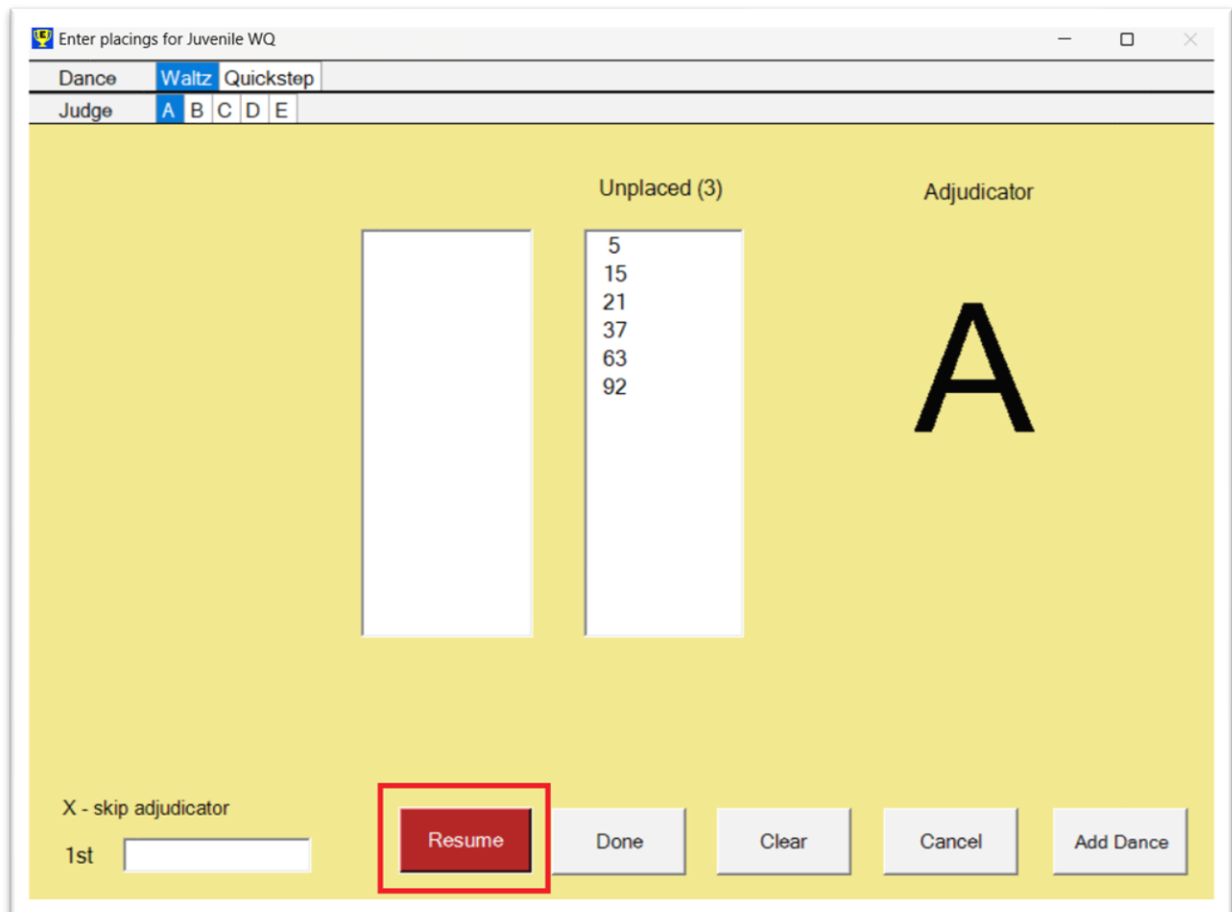
If you need to temporarily pause a final, click the “Pause” button, which will turn red. The software will collect all the placings from the adjudicators’ pads and then clear them.

The screen can be minimised but it **MUST NOT** be closed, or all the final data collected will be lost.



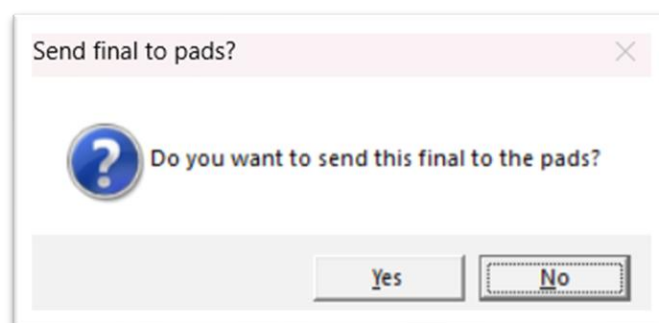
You can continue with other recalls or finals, as you wish.

When you wish to resume the competition, click the button again (its text will read “Resume”) and all the adjudicators’ pads will be updated with the final data that was previously collected, so they can continue from where they left off.



### Re-doing a Final Using Existing Marks

If you re-do a final using the existing marks, Easycomp will ask if the final should be sent to the pads.



If you click “No”, the final will be done in manual mode. This is very useful when you wish to re-do a final while other competitions are going on using EasyPad.

## Freestyle Grade Points

Freestyle competitors compete in different ability categories; beginners, starters, champs and so on. They move up into the next higher category after gaining a certain number of grade points in their current category. The number of finalists in a competition who gain grade points depends on the number of competitors in its first-round, as shown in the following table.

| Number in first-round | Number of finalists gaining grade points |
|-----------------------|--|
| 1 to 6                | 0  |
| 7 to 13               | 1  |
| 14 to 20              | 2  |
| 21 to 27              | 3  |
| 28 to 34              | 4  |
| 35 to 41              | 5  |
| 42 to 48              | 6  |

## Calculating Grade Points

Easycomp can calculate the number of grade points awarded, and indicate on the results printout sheet those finalists who have gained them:

|                              |     |
|------------------------------|-----|
| 03 Solo Beginners U8 - Final |     |
| Result Sheet                 |     |
| GP 1st =>                    | 99  |
| GP 2nd =>                    | 184 |
| 3rd =>                       | 175 |
| 4th =>                       | 194 |
| 5th =>                       | 76  |
| 6th =>                       | 219 |

However, not all freestyle competitions have the ability to gain grade points. For example, Fast Pairs do, but Slow Pairs currently do not. When you create a Freestyle competition you must specify if Grade Points can be gained in it. You do this by ticking the box "Show Advanced

Features” then tick the box “Finalists may gain grade points”. You can also set this box when importing from a spreadsheet (see Preparing a Freestyle / Street Event Import File)

Competition Information

Name of Competition Round 4

03 Solo Beginners U8

No. of entries = 6

76  
99  
175  
184  
194  
219

Paste Print Sort

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☒

☐ Qualifier Competition

☒ Finalists may gain grade points

Edit Names Judges' Sheets Repechage

When it is time to do the first recall of the competition, an extra box will appear, labelled “Number of Entries”. Type the number of competitors in the first-round into this box, then continue as normal.

Input Data For Round

Solo Starters U10

Number of adjudicators, or panel letter

Letters

Number of Entries

Number to be recalled

OK Cancel

After the user has typed the number of entries into the box, the software calculates two-thirds of the number and displays it next to the “Number to be recalled” box. This is the minimum number that should be recalled, although the user can specify a higher number, if desired.

The dialog box is titled "Input Data For Round" and "Solo Starters U10". It contains the following fields and controls:

- "Number of adjudicators, or panel letter": A text box containing the value "7".
- "Letters": A text box containing the value "ABCDEFGH".
- "Number of Entries": A text box containing the value "26".
- "Number to be recalled": A text box containing the value "1", followed by the text  $\frac{2}{3} = 18$  in blue.
- "OK" and "Cancel" buttons at the bottom.

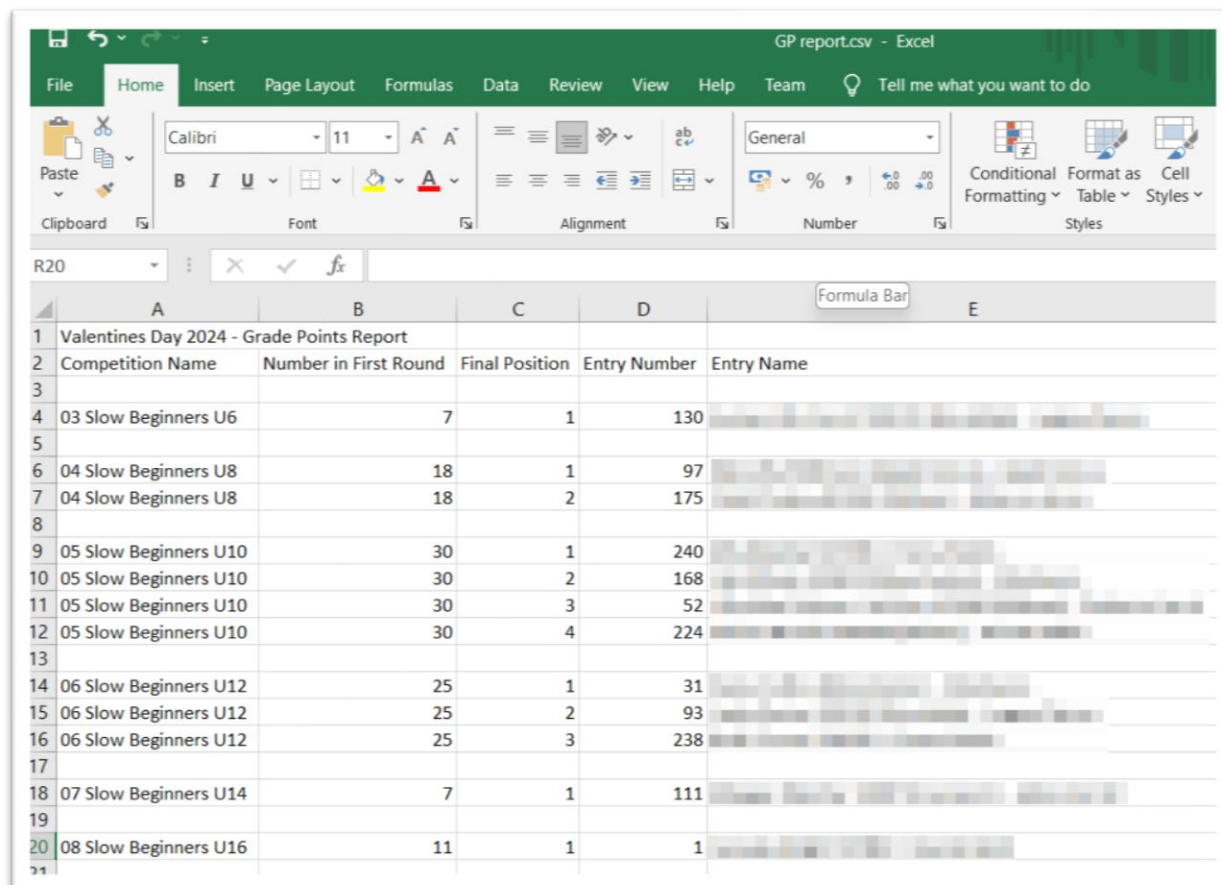
After the first-round recall has been completed, the number of entries in the competition can be changed, if necessary, by double-clicking the competition on the main screen to display its details. This feature is useful to correct any errors made when counting the entries.

The dialog box is titled "Competition Information" and "Round 2". It contains the following fields and controls:

- "Name of Competition": A text box containing the value "Solo Starters U10".
- "No. of entries = 18": A label next to a text box containing the value "26", which is highlighted with a red border. This text box is labeled "Entries in first round".
- "Paste", "Print", and "Sort" buttons to the right of the "Entries in first round" text box.
- A list of numbers from 1 to 11, with corresponding numbers 12 to 18 next to them, displayed in a table format.
- "R to remove, W to withdraw, E or / to end": A label next to a text box.
- "Exit" button at the bottom center.
- "Show Advanced Features" checkbox at the bottom right.

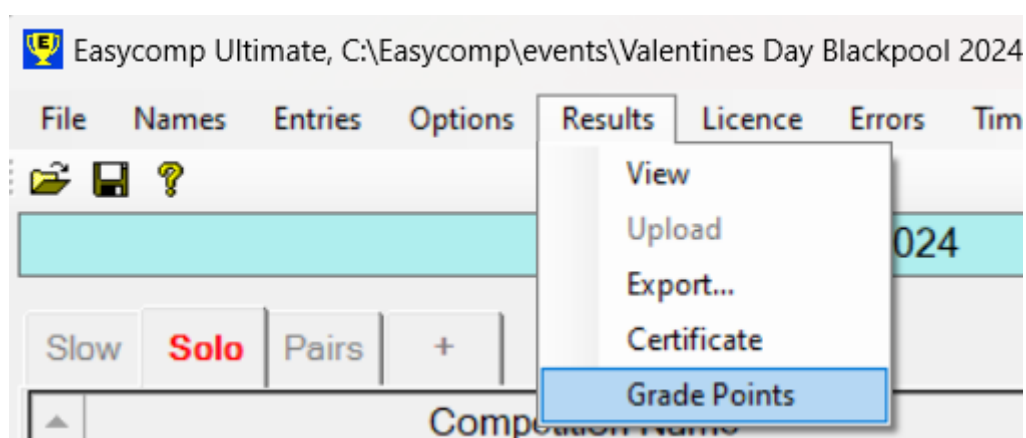
## Grade Points Report

Easycomp also has the facility to print a Grade Points report in the form of a spreadsheet, which lists all those competitions in which Grade Points were gained, the number of entries in their first-rounds, and the numbers and names of all finalists who gained Grade Points:



| Competition Name      | Number in First Round | Final Position | Entry Number | Entry Name |
|-----------------------|-----------------------|----------------|--------------|------------|
| 03 Slow Beginners U6  | 7                     | 1              | 130          |            |
| 04 Slow Beginners U8  | 18                    | 1              | 97           |            |
| 04 Slow Beginners U8  | 18                    | 2              | 175          |            |
| 05 Slow Beginners U10 | 30                    | 1              | 240          |            |
| 05 Slow Beginners U10 | 30                    | 2              | 168          |            |
| 05 Slow Beginners U10 | 30                    | 3              | 52           |            |
| 05 Slow Beginners U10 | 30                    | 4              | 224          |            |
| 06 Slow Beginners U12 | 25                    | 1              | 31           |            |
| 06 Slow Beginners U12 | 25                    | 2              | 93           |            |
| 06 Slow Beginners U12 | 25                    | 3              | 238          |            |
| 07 Slow Beginners U14 | 7                     | 1              | 111          |            |
| 08 Slow Beginners U16 | 11                    | 1              | 1            |            |

To produce the report, click on Results, Grade Points, then choose a location for the spreadsheet to be saved.





## Repechage

“Repechage” is a French word, which literally means “to fish again”.

It is used in dance competitions to give a second chance to those competitors who do not get recalled to the next round. All those eliminated competitors dance again in a Repechage round, and a number of them are recalled to join those already recalled to the next round.

To illustrate how a repechage is done, we will work through an example. The following competition had 24 entries in the first-round, and numbers 1 to 12 inclusive were recalled. Numbers 13 to 24 were therefore eliminated. In order to create a repechage round, double click on the competition in the main screen to show its details...

Competition Information

Name of Competition: Junior 1 Dance

Round 2

Dances: W

Valid Dance Letters: T, V, F, Q, R, S, P, C, J, O (Other)

No. of entries = 12

|   |    |
|---|----|
| 1 | 10 |
| 2 | 11 |
| 3 | 12 |
| 4 |    |
| 5 |    |
| 6 |    |
| 7 |    |
| 8 |    |
| 9 |    |

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☒

☐ 10 dance type

☐ Championship

Edit Names

Repechage

Tick the “Show Advanced Features” box and click on the "Repechage" button. The program will ask you to confirm that you want to create a repechage...

Competition Information

Name of Competition Round 2

Junior 1 Dance

Dances Valid Dance Letters

W T, V, F, Q, R, S, P, C, J, O (Other)

Print Sort

No. of entries = 12

|   |    |
|---|----|
| 1 | 10 |
| 2 | 11 |
| 3 | 12 |
| 4 |    |
| 5 |    |
| 6 |    |
| 7 |    |
| 8 |    |
| 9 |    |

EasycompDotNet

Are you sure you want to create a repechage? This cannot be undone.

Yes No

R to remove, W

Exit

Show Advanced Features ☒

☐ 10 dance type  
☐ Championship

Edit Names

Judges' Sheets

Repechage

Click on Yes, or type Y. The program will produce a recall sheet for the repechage round...

Junior 1 Dance Untitled Event

Waltz

|    |
|----|
| 13 |
| 14 |
| 15 |
| 16 |
| 17 |
| 18 |
| 19 |
| 20 |
| 21 |
| 22 |
| 23 |
| 24 |

Number Recalled for Repechage = 12

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The competition details show that: -

- all 24 entries are still in the competition
- competitors 1 to 12 have been given a bye for this round
- the Repechage button is now disabled

The screenshot shows a software window titled "Competition Information". It contains the following elements:

- Name of Competition:** Junior 1 Dance
- Round:** Round 2
- Dances:** A text box containing "W".
- Valid Dance Letters:** T, V, F, Q, R, S, P, C, J, O (Other)
- No. of entries:** 24
- Buttons:** "Print" and "Sort".
- Table of Entries:**

|    |     |    |
|----|-----|----|
| 1* | 10* | 19 |
| 2* | 11* | 20 |
| 3* | 12* | 21 |
| 4* | 13  | 22 |
| 5* | 14  | 23 |
| 6* | 15  | 24 |
| 7* | 16  |    |
| 8* | 17  |    |
| 9* | 18  |    |
- Footer:** "R to remove, W to withdraw, E or / to end" with a text box, an "Exit" button, and a "Show Advanced Features" checkbox.
- Bottom Bar:** Contains checkboxes for "10 dance type" and "Championship", and buttons for "Edit Names", "Judges' Sheets", and a disabled "Repechage" button.

After the repechage round has been danced and marked, do the recall for the competition as normal. In our example, numbers 13, 15, 17, 19, 21 and 23 were recalled from the repechage round. The printout for the next round shows 18 competitors going through, 1 to 12 from the original recall, and 13, 15, 17, 19, 21 and 23 from the repechage round.

The screenshot shows a printout titled "Junior 1 Dance (including Repechage) recall from round 1". It lists the following competitors:

Waltz

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
15  
17  
19  
21  
23

Number recalled = 18

At the bottom, it says "Produced by Easycomp Elite V7.0.13 serial number D2DE-A961 licensed to David Brinkley" and "page 1 of 1".

The competition details now show that: -

- there are 18 entries in the competition (12 from the original recall and 6 from the repechage)
- the Repechage button is enabled again

**Competition Information**

Name of Competition: Junior 1 Dance  
Round 2

Dances: W Valid Dance Letters: T, V, F, Q, R, S, P, C, J, O (Other)

No. of entries = 18

|   |    |
|---|----|
| 1 | 10 |
| 2 | 11 |
| 3 | 12 |
| 4 | 13 |
| 5 | 15 |
| 6 | 17 |
| 7 | 19 |
| 8 | 21 |
| 9 | 23 |

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☒

☐ 10 dance type  
☐ Championship

Edit Names

Judges' Sheets

Repechage



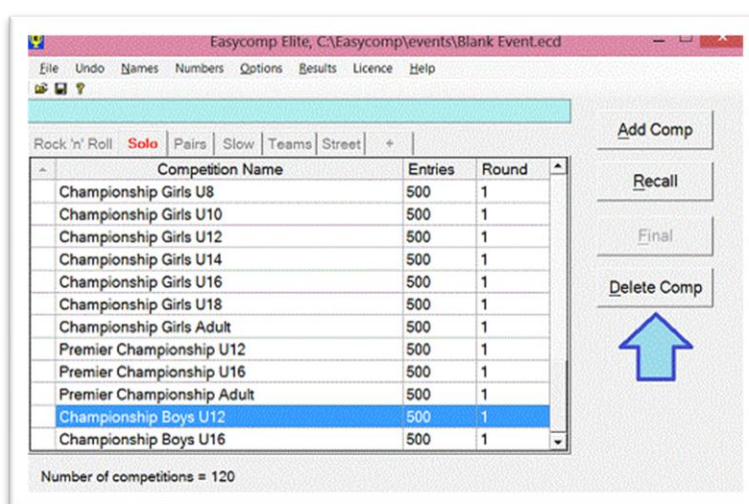
## Delete a Competition

It is unusual to want to delete a competition, because competitions are automatically removed from the main screen once their finals have been done (although you can still access them, see [Undo and Redo Finals](#))

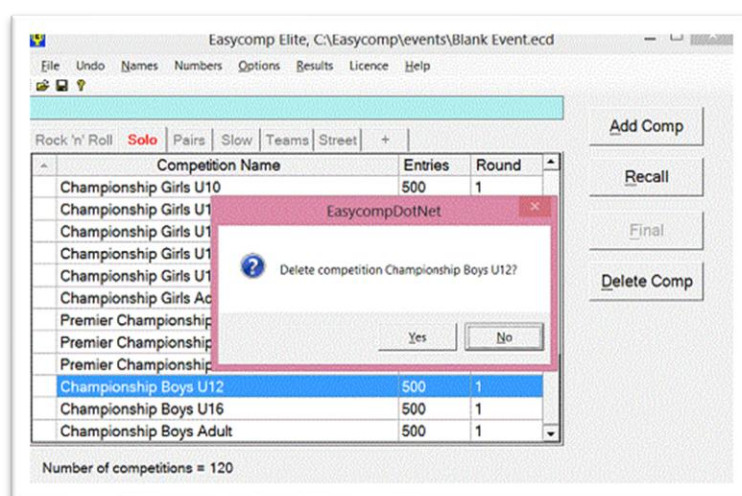
However, you might occasionally want to delete a competition, either because you entered it simply to test that everything is working before the day begins, or because you made mistakes when entering it and you decide that it's easier to delete it and start again than to try to correct the errors.

Competitions are deleted from the main screen. To delete a competition, click on it to highlight it, then either:

- Click on "Delete Comp", or
- Press D on the keyboard



The program will ask you to confirm that you wish to delete the competition. Click on Yes or type Y to delete it, click on No or type N to cancel.



## Ten Dance Competitions

The term "Ten Dance Competition" is used to refer to any competition where each dance is judged separately, where each dance has its own finalists and results, and the overall winner determined from the all the results of the individual dances.

Such competitions do not necessarily have 10 dances. 6 dances is a common variation. Regardless of the actual number of dances, the one thing that they all have in common is that they consist of a mixture of Ballroom and Latin dances.

This section shows you how to scrutineer a "10 dance" type competition. It covers

- Basic principles
- How to enter the marks
- What to do if a couple withdraws

### Basic Principles of 10 Dance Type Competitions

A "Ten Dance Type" competition is any competition in which each dance is danced and judged as a separate one dance competition, with its own recalls and final results. The overall winner is decided from the results of all the individual dances as in a normal competition, but with some important differences.

It is possible, and indeed likely, that not every couple will dance in every final, but even though a couple might not dance in a final, they must still be awarded a placing, and this placing is the average of the last round in which they danced. For example, if there are 12 competitors in the semi-final of the Waltz, and 6 competitors in the final, the six competitors who dance in the semi-final but not in the final will finish between 7th and 12th in the competition. In fact, they will all finish in the average of 7th to 12th, i.e. in position 9.5

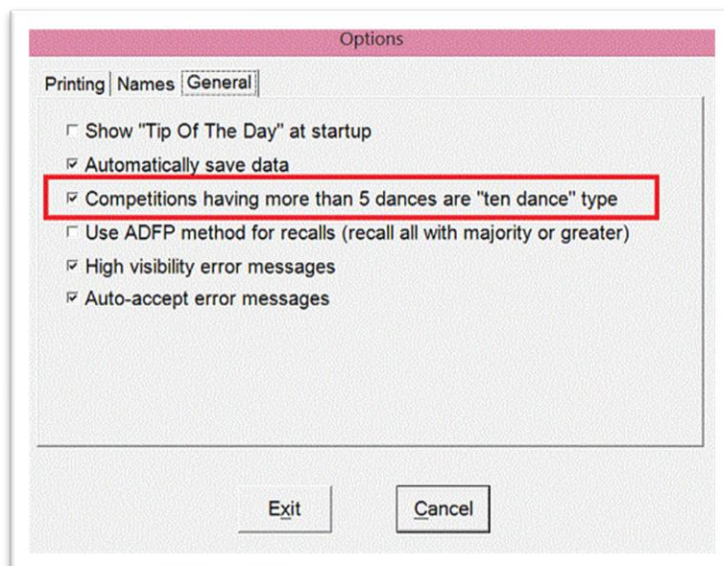
Similarly, those competitors who dance in the quarter final (20 competitors), but not in the semi-final, will finish in the average of 13th to 20th, i.e. in position 16.5

Apart from that difference, the overall results are arrived at as in a normal competition, except in the event of a tie. In this case, Rule 10 is applied, but Rule 11 can only be applied if the tied competitors have danced in an equal number of finals. If not, the couple who have danced in the greater number of finals is awarded the place being contested. If Rule 11 is applied, the majority is calculated based on the number of adjudicators who actually gave marks, so the majority will be correct even if one or more adjudicators were absent for one or more dances.

Finally, placings are only awarded to 6th position.

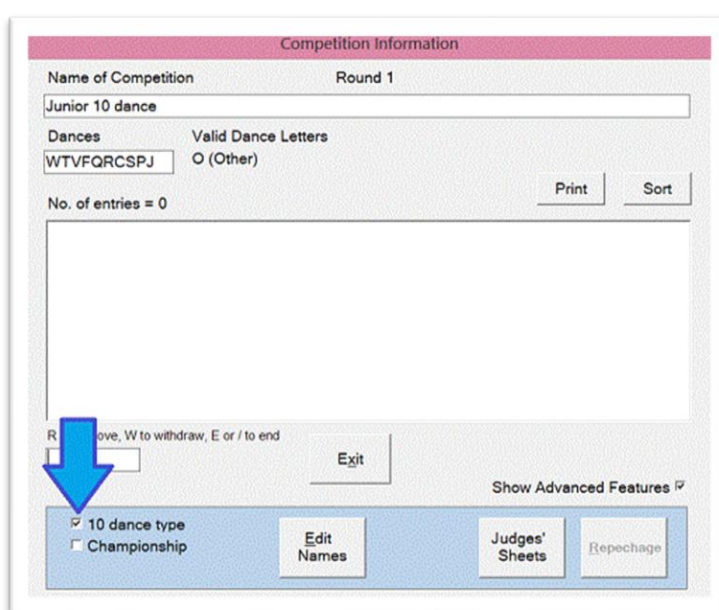
## How to do a Ten Dance Type Competition

Most, if not all, "Ten Dance Type" competitions have more than 5 dances, Therefore, if the relevant option is set in Options (see below), any competition having more than 5 dances is automatically assumed to be a "Ten Dance Type".



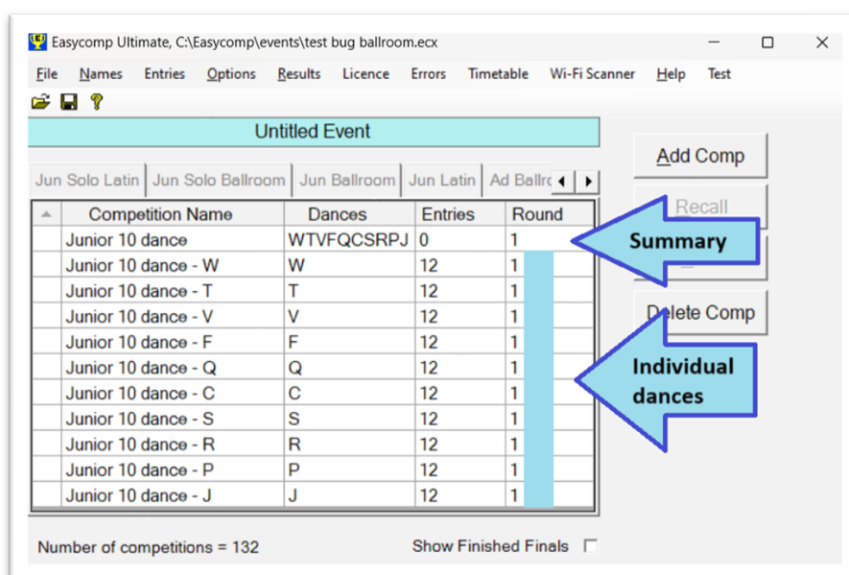
If the option is set, when entering a competition where the number of dances is greater than 5 will cause the "10 dance type" check box to be ticked when the cursor leaves the Dances box. The "10 dance type" check box is visible when you tick "Advanced Features" on the Competition Details screen.

If the option is NOT set, you will have to tick the box yourself when you want the competition to be a "10 dance type" one.



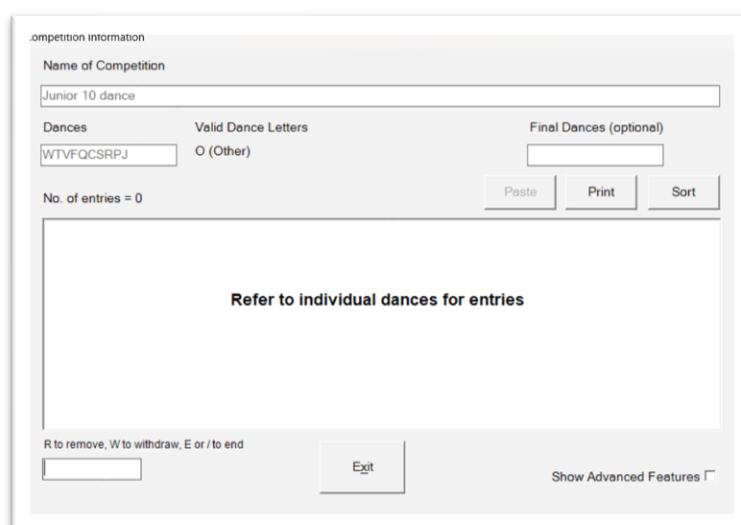


Whichever method is used to enter a Ten Dance Type competition, when all its details and entries have been entered, the program creates separate "one dance" competitions for the Summary competition just entered...



The details of each of the individual dance competitions show the entries in that dance. In the first-round, of course, every individual dance will have identical entries, but after the first-round there will probably be differences as different competitors are eliminated. No details of the individual dances can be changed, and entries cannot be added or deleted. Until the first-round has been danced, entries can be added and deleted in the Summary competition, and any changes made will automatically be reflected in all the individual dances.

As soon as any of the individual dance competitions have danced their first-round, it is meaningless to display the entries in the Summary, as some of them will have been eliminated, so the Summary details will then show: -



When all the finals of all the individual dance competitions have been danced, the program will automatically produce a Summary printout to show the overall result.

| Junior Ten Dance Championship |      |    |      |      |      |    |      |      |     |    |       |        |
|-------------------------------|------|----|------|------|------|----|------|------|-----|----|-------|--------|
| Summary                       | W    | T  | V    | F    | Q    | C  | S    | R    | P   | J  | Total | Result |
| 64                            | 9.5  | 10 | 9.5  | 11   | 9.5  | 5  | 4    | 5    | 6   | 4  | 73.5  | 6      |
| 67                            | 6    | 10 | 9.5  | 6    | 6    | 10 | 9.5  | 10.5 | 9.5 | 10 | 87    | -      |
| 68                            | 15.5 | 10 | 9.5  | 11   | 15.5 | 10 | 6    | 10.5 | 9.5 | 10 | 107.5 | -      |
| 69                            | 4    | 4  | 4    | 3    | 5    | 6  | 5    | 7    | 2   | 3  | 43    | 4      |
| 70                            | 15.5 | 16 | 15.5 | 16.5 | 15.5 | 3  | 15.5 | 2    | 9.5 | 10 | 119   | -      |
| 71                            | 1    | 1  | 1    | 1    | 1    | 1  | 1    | 1    | 1   | 1  | 10    | 1      |
| 75                            | 2    | 2  | 2    | 2    | 2    | 4  | 3    | 6    | 5   | 5  | 33    | 3      |
| 76                            | 9.5  | 10 | 9.5  | 11   | 9.5  | 10 | 9.5  | 4    | 3   | 6  | 82    | -      |
| 77                            | 3    | 3  | 3    | 4    | 3    | 2  | 2    | 3    | 4   | 2  | 29    | 2      |
| 81                            | 9.5  | 6  | 6    | 7    | 9.5  | 7  | 9.5  | 10.5 | 9.5 | 10 | 84.5  | -      |
| 84                            | 5    | 5  | 5    | 5    | 4    | 10 | 9.5  | 10.5 | 9.5 | 7  | 70.5  | 5      |

## Special Considerations of Ten Dance Competitions

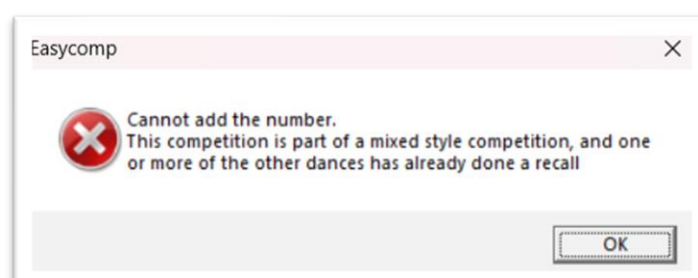
Because of the way that the overall results of ten dance competitions are calculated, there are a number of restrictions and limitations that Easycomp will apply in order to ensure that the results can be produced without any issues. They are:

1. Late entries to a ten-dance competition will not be accepted if any of its individual dances have taken to the floor for a first-round recall or straight final.
2. Entries cannot be removed (deleted) from ten-dance competitions if any of its individual dances have danced.
3. If an entry has danced one or more dances and is unable to carry on competing, they cannot be withdrawn. They must remain in the competition and any recall marks which they had gained will stand. In the case of straight finals, they must be placed last in any final which they don't dance and the overall results will be calculated as normal.

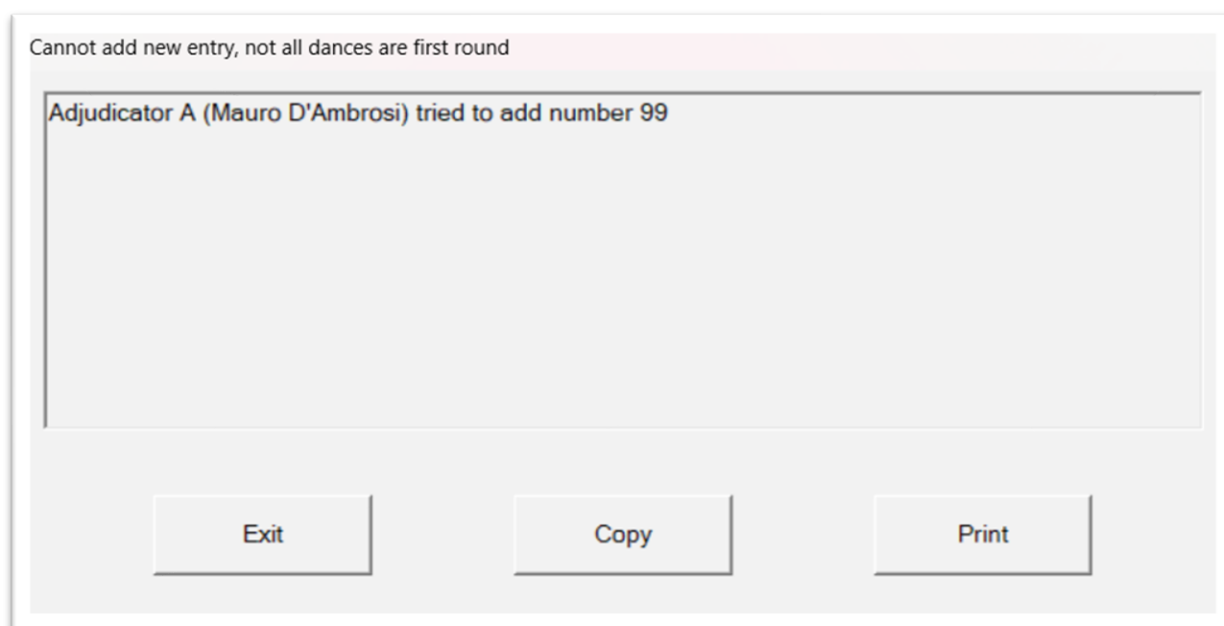
## Adding Entries in a Ten Dance Competition

Entries can only be added if none of the individual dances have taken to the floor. They can be added during the first-round of the **first** individual dance, but not afterwards.

If you try to add a number after the first dance has been danced, the number will be rejected and an error message displayed:



When using EasyPad, if a judge tries to manually add a number after the first dance has been danced, when the judge sends their marks the additional number will be rejected and the following message will be displayed:



You can print the message, or if you don't have a printer available you can copy it so that it can be subsequently pasted into another Windows program.

All instances of trying to add a number to a ten-dance competition **must** be reported to the Chair of adjudicators so that the correct number of competitors taking part can be established. Failing to do so may possibly lead to incorrect or missing final results.

### **Removing Entries from a Ten Dance Competition**

Entries can only be removed if all the individual dances are still in their first rounds. If any of the dances have progressed beyond the first round, no entries can be removed.

### **Withdrawing Entries in a Ten Dance Competition**

If an entry has danced one or more dances and is unable to carry on competing, they cannot be withdrawn. They must remain in the competition and any recall marks which they had gained will stand. In the case of straight finals, they must be placed last in any final which they don't dance and the overall results will be calculated as normal.

## Options

You can easily configure Easycomp to suit your own preferences. For example, you can preview the results on screen before you print them out. You can also: -

- Produce ranking documents
- Split recalls into heats
- Save paper by only printing recalled numbers and final results, excluding the marks sheet
- choose to use competitors' names
- get a different tip every time you start Easycomp
- automatically detect 10 dance type competitions
- do ADFP Recalls
- show high visibility error messages
- have error messages automatically disappear after 3 seconds

## Preview Results

The screenshot shows the 'Options' dialog box with the 'Printing' tab selected. The 'Preview recalls before printing' and 'Preview results before printing' checkboxes are highlighted with a red box. Other options include 'Split recalls into heats' (checked), 'Produce ranking documents' (unchecked), and settings for printing recalls and finals. The 'Recall - number of copies' and 'Final results - number of copies' are both set to 1. The 'Recall into final - number of copies' is also set to 1. The 'Certificate Margins' section shows 'Top (mm)' set to 120 and 'Left (mm)' set to 35. The 'Exit' and 'Cancel' buttons are at the bottom.

| Option                          | Status    |
|---------------------------------|-----------|
| Preview recalls before printing | Unchecked |
| Preview results before printing | Unchecked |
| Split recalls into heats        | Checked   |
| Produce ranking documents       | Unchecked |

When printing recalls...  
☒ Print recalled numbers only  
☐ Print recalled numbers and marks

When printing finals...  
☒ Print results only  
☐ Print results and marks

Recall - number of copies: 1

Final results - number of copies: 1

Recall into final - number of copies: 1

Certificate Margins  
Top (mm): 120  
Left (mm): 35

Exit Cancel

If the "Preview recall" or "Preview results" is enabled, the recall results and final results will be displayed on the screen instead of being printed out. You can print them from the preview screen by clicking on File, Print, or by clicking on the Printer icon on the toolbar, or by typing CTRL+P.

## Split Recalls into Heats

Options

Printing | Names | General | EasyThings

☐ Preview recalls before printing ☒ Split recalls into heats ☐ Produce ranking documents

☐ Preview results before printing

When printing recalls...  
☒ Print recalled numbers only  
☐ Print recalled numbers and marks

When printing finals...  
☒ Print results only  
☐ Print results and marks

Recall - number of copies  
1

Final results - number of copies  
1

Recall into final - number of copies  
1

Certificate Margins  
Top (mm) 120  
Left (mm) 35

Exit Cancel

If this option is ticked, the program will ask you for the number of heats before producing a recall sheet. If you enter a number greater than 1, it will split the recall into heats and print the numbers in their heats.

Please enter the number of heats

Recalling 18. How many heats?

2

OK Cancel

Number recalled = 18. Number of heats = 2

Heat 1 has 9 competitors.

11

12

13

14

15

16

17

18

19

Heat 2 has 9 competitors.

20

21

22

23

24

25

26

27

28

## Ranking Reports (Ultimate Only)

Options

Printing | Names | General | EasyThings |

☐ Preview recalls before printing      ☒ Split recalls into heats

☐ Preview results before printing      ☐ Produce ranking documents

When printing recalls...      When printing finals...

☒ Print recalled numbers only      ☒ Print results only

☐ Print recalled numbers and marks      ☐ Print results and marks

Recall - number of copies      Final results - number of copies

1      1

Recall into final - number of copies

1

Certificate Margins

Top (mm)      120

Left (mm)      35

Exit      Cancel

If this option is ticked, a ranking report will be generated at the end of each final. See “[Ranking Reports](#)” for more details.



## Paper-Saving Option

The screenshot shows the 'Options' dialog box with the 'Printing' tab selected. The 'Printing' section contains several options:

- ☐ Preview recalls before printing
- ☒ Split recalls into heats
- ☐ Preview results before printing
- ☐ Produce ranking documents

A red box highlights two sections:

- When printing recalls...**
  - ☒ Print recalled numbers only
  - ☐ Print recalled numbers and marks
- When printing finals...**
  - ☒ Print results only
  - ☐ Print results and marks

Below these are three dropdown menus for the number of copies:

- Recall - number of copies: 1
- Final results - number of copies: 1
- Recall into final - number of copies: 1

At the bottom, there is a 'Certificate Margins' section with two dropdown menus:

- Top (mm): 120
- Left (mm): 35

At the very bottom are 'Exit' and 'Cancel' buttons.

You can choose to save paper when printing recall sheets or final sheets by choosing to print only the recalled numbers and final results, and not printing the sheets showing all the marks and calculations. Please note that if you select this feature, the marks and calculations sheets will still be created and you will be able to view or print them later, if you wish.

## Printout Copies

Options

Printing | Names | General | EasyThings

☐ Preview recalls before printing      ☒ Split recalls into heats

☐ Preview results before printing      ☐ Produce ranking documents

When printing recalls...      When printing finals...

☒ Print recalled numbers only      ☒ Print results only

☐ Print recalled numbers and marks      ☐ Print results and marks

Recall - number of copies      Final results - number of copies

1      1

Recall into final - number of copies

1

Certificate Margins

Top (mm)      120

Left (mm)      35

Exit      Cancel

When printing recall sheets and final results, you can select the number of copies to be printed. The default is one, but you can choose up to 5 from the drop-down list, or up to 9 if you type the number in the box.

## Certificate Margins

The screenshot shows the 'Options' dialog box with the 'Printing' tab selected. The 'Certificate Margins' section is highlighted with a red box. It contains two dropdown menus: 'Top (mm)' set to 120 and 'Left (mm)' set to 35. Other options in the dialog include checkboxes for 'Preview recalls before printing', 'Split recalls into heats', 'Preview results before printing', and 'Produce ranking documents'. There are also sections for 'When printing recalls...', 'When printing finals...', 'Recall - number of copies', 'Final results - number of copies', and 'Recall into final - number of copies', each with a dropdown menu set to 1. The 'Exit' and 'Cancel' buttons are at the bottom.

Options

Printing | Names | General | EasyThings

☐ Preview recalls before printing ☒ Split recalls into heats

☐ Preview results before printing ☐ Produce ranking documents

When printing recalls... ☒ Print recalled numbers only ☐ Print recalled numbers and marks

When printing finals... ☒ Print results only ☐ Print results and marks

Recall - number of copies 1

Final results - number of copies 1

Recall into final - number of copies 1

**Certificate Margins**

Top (mm) 120

Left (mm) 35

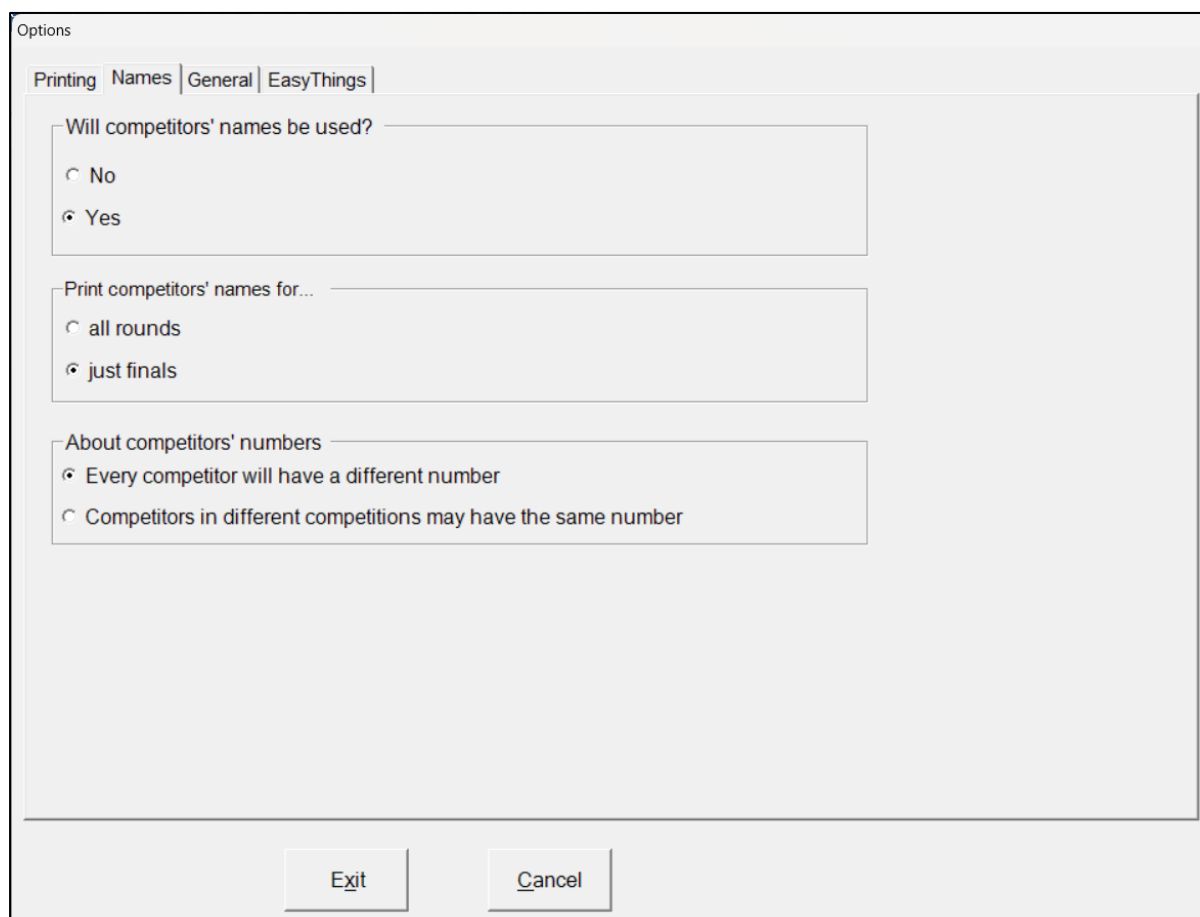
Exit Cancel

When printing Result Certificates (Pro and Ultimate only) or Entry Certificates (Ultimate only), you can specify the top and left margins to be applied to the printed text. This is useful if you are printing onto paper with a pre-printed border that you don't want the text to print over.

You can select a margin from 0 to 130mm, in 5mm increments.

## Competitors' Names

You can choose to use competitors' names, or not, in this section. You can also define when names are to be used (all rounds or just finals), and if every competitor will have a different number (unique numbers), or if numbers may be duplicated across competitions (non-unique numbers). For more information about entering names please see [Competitors' Names](#).



The screenshot shows a software window titled "Options" with a tabbed interface. The "Names" tab is selected, showing three sections of options:

- Will competitors' names be used?**
  - ☐ No
  - ☒ Yes
- Print competitors' names for...**
  - ☐ all rounds
  - ☒ just finals
- About competitors' numbers**
  - ☒ Every competitor will have a different number
  - ☐ Competitors in different competitions may have the same number

At the bottom of the window are two buttons: "Exit" and "Cancel".

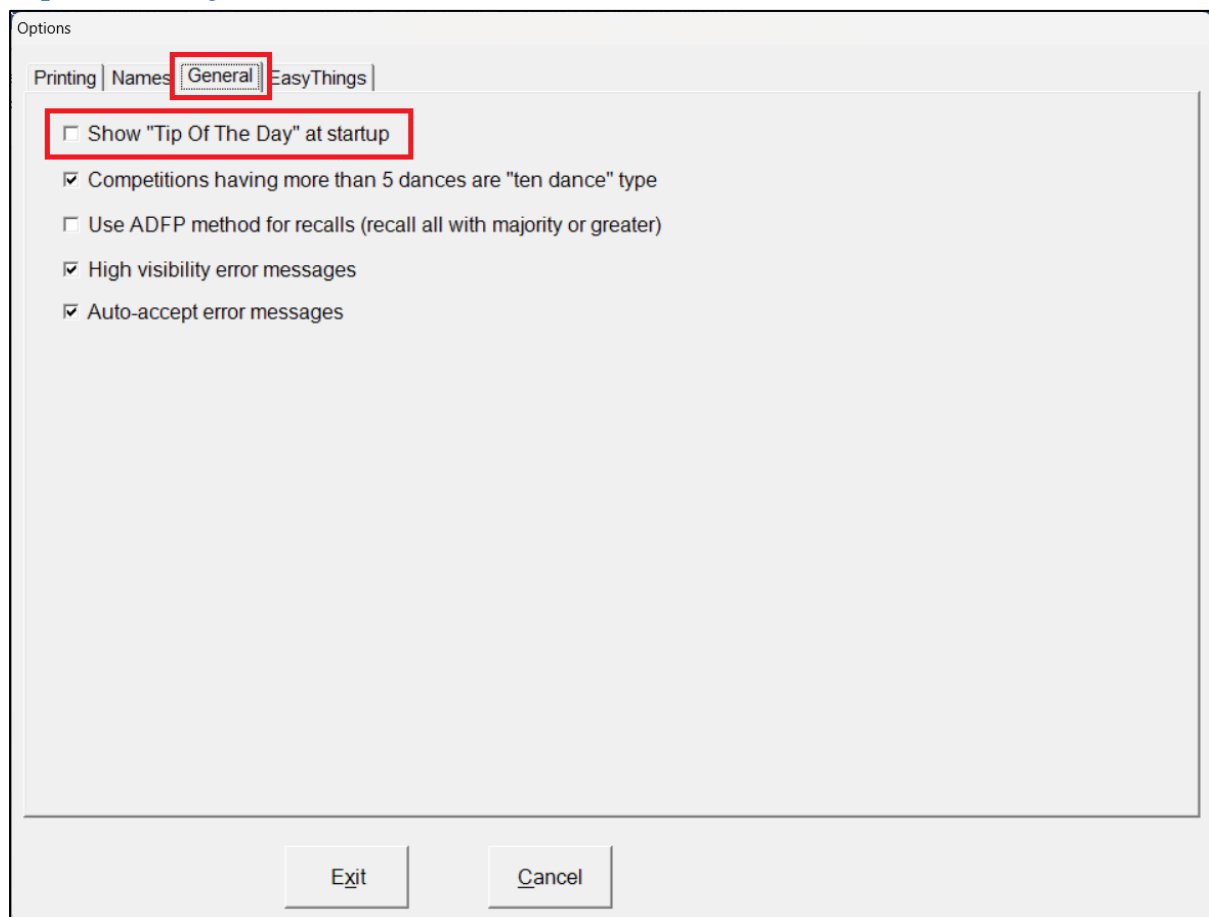
## Unique and Non-Unique Numbers

If every competitor has a different number, then the numbers are said to be unique, and all competitors' names may be stored in one list, like a telephone directory, where any competitor's name can be found by looking up their number. The vast majority of dance competitions use unique numbers.

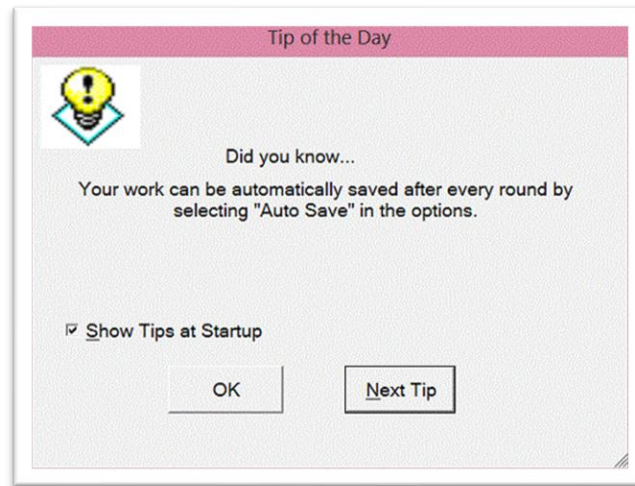
Some dance competitions, however, give the same number to different competitors, and in those cases the entry numbers are said to be non-unique. For example, a junior couple may wear number 5 and an adult couple may also wear number 5. Although there are two number 5s in the event, there is no possibility of both competitors being in the same competition, so there can be no conflict. However, it is no longer possible to find the name of couple number 5 by referring to a single list, as with unique numbers, because the list would give us two names for the same number.

Non-unique numbers and names are therefore stored in the competition in which they are entered. In our example, if we wanted the names of our junior couple, we would look in the Junior 4 Dance competition and get the names of couple number 5. If we wanted the names of our adult couple, we would look in the Adult 5 Dance competition to get them.

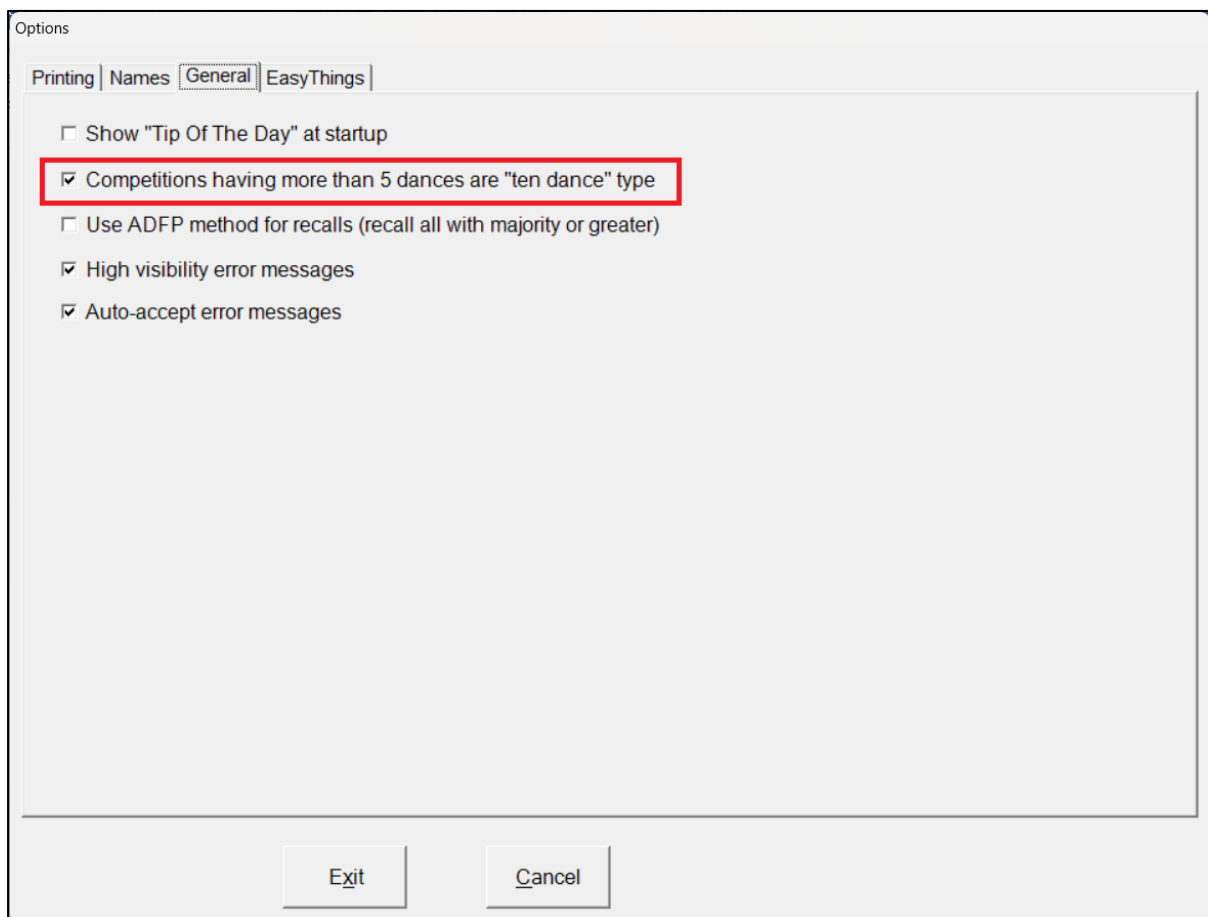
## Tip of the Day



If the "tip of the Day" option is enabled, every time Easycomp is started, a window will appear, giving a random tip to help you get the best out of the software. You can turn off this feature by disabling the option, or by unchecking the tick box on the tip screen itself. Whilst the tip screen is displayed, you can cycle through the tips by clicking on "Next Tip". Click on OK to close the window.



## Automatically Detect Ten Dance Type Competitions

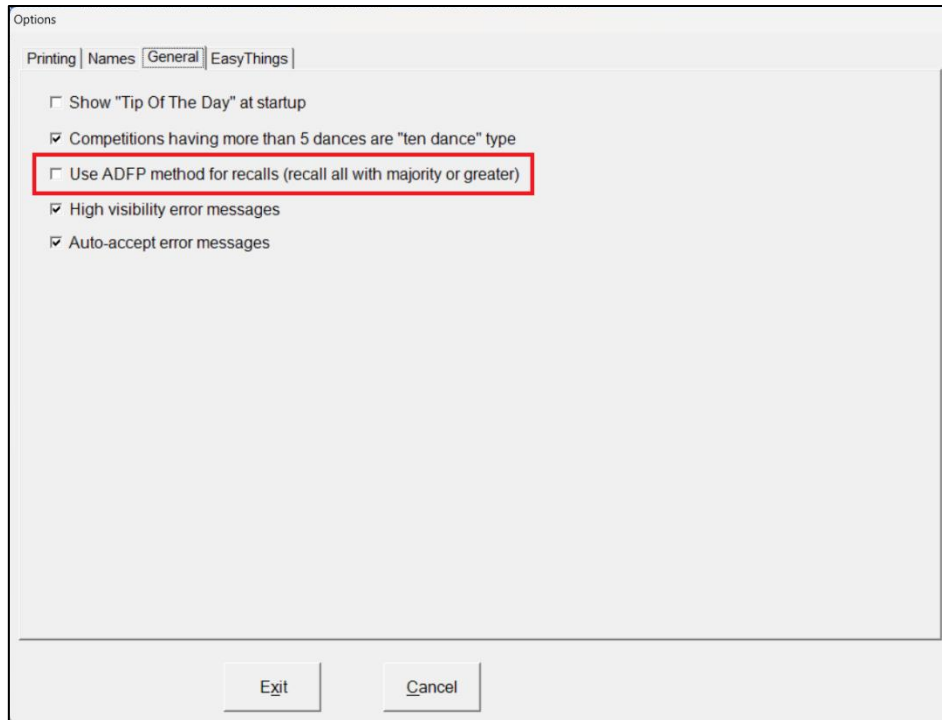


If this option is enabled, whenever you enter a competition having more than 5 dances, the program will assume that it is a "Ten Dance Type" competition (see [How to do a Ten Dance Type Competition](#))

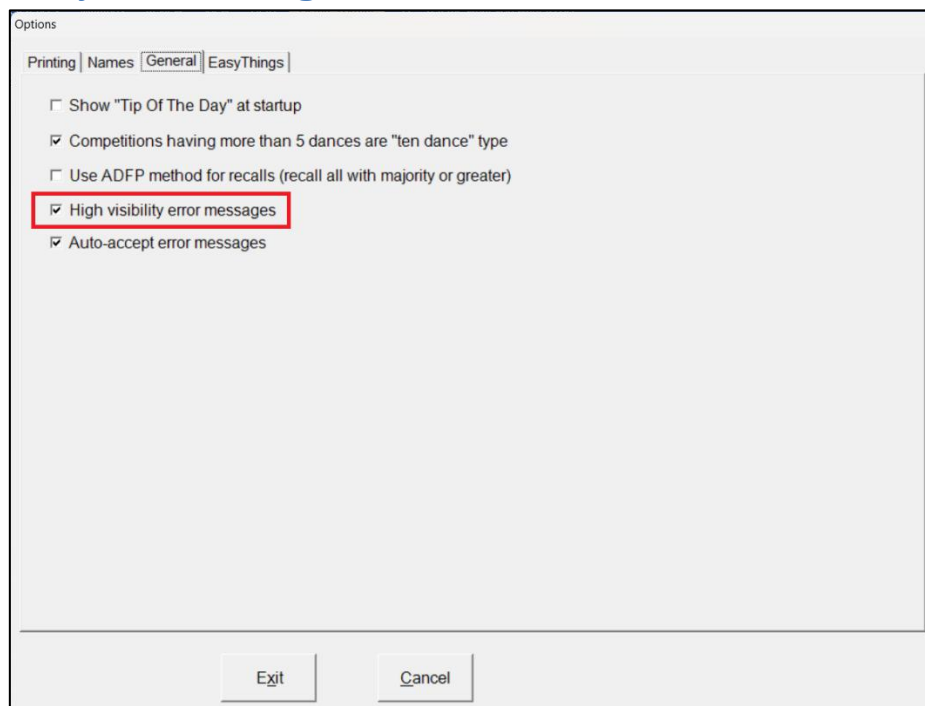


## ADFP Recalls

ADFP competitions recall all entries having a majority of the marks, regardless of how many competitors will be brought back. If you want your recalls to be calculated in this way instead of attempting to recall a specific number of competitors, then set this option.



## High Visibility Error Messages

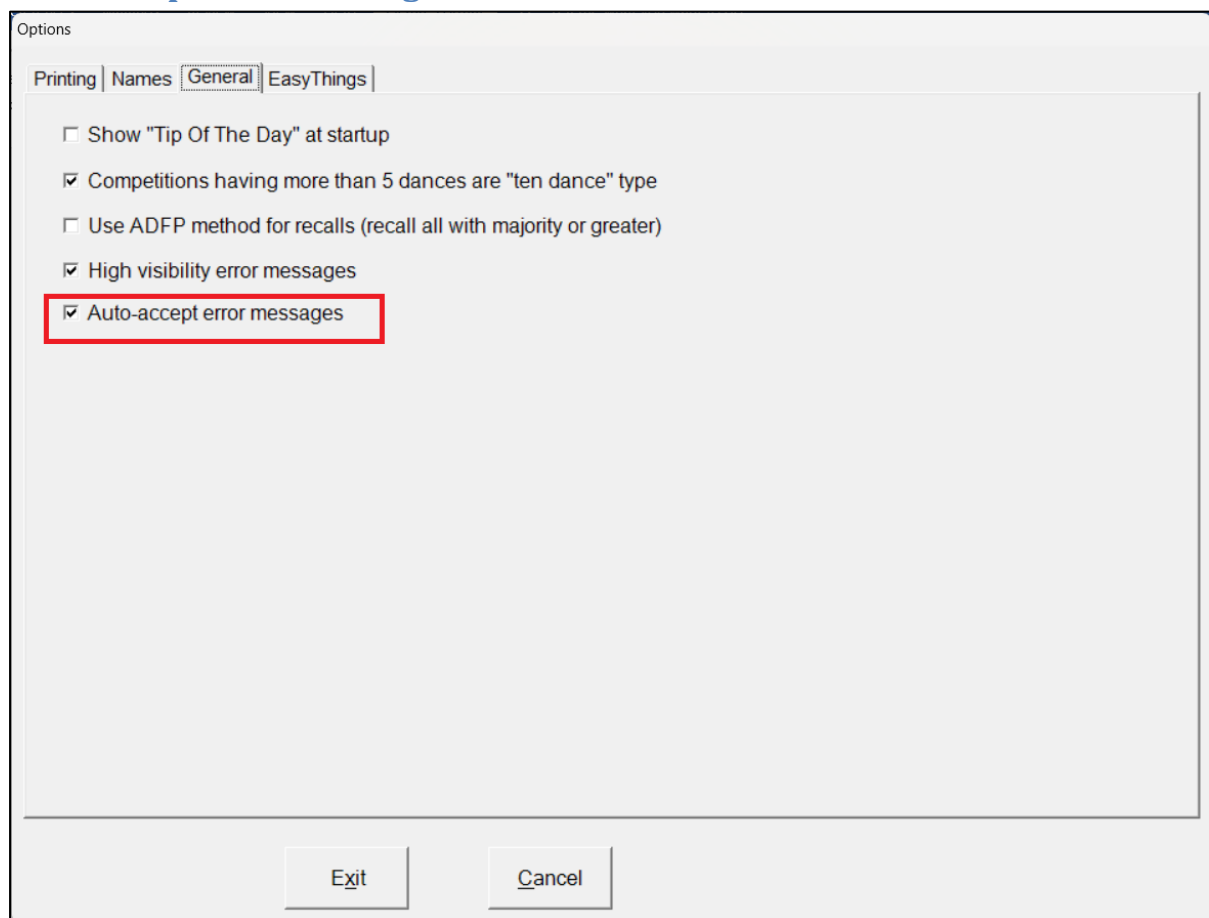


If Easycomp needs to display an error message, for example when entering a recall number that has already been entered for an adjudicator, or trying to place a couple in a final when

they have already been placed, the software will display a large red error message that fills most of the screen and is not easily missed. However, to further increase the visibility of such error messages it is possible to make them flash on and off rapidly which will almost certainly attract the user's attention even when not looking at the screen. This can save much wasted time entering numbers which Easycomp is ignoring because it is waiting for a response to the error message which the user has not noticed. Use the "High visibility error messages" option on the "General" tab to make the error messages flash.

**WARNING!** If you or anyone else nearby who might see the screen, are adversely affected by flashing lights, you should NOT enable high visibility error messages

### Auto-Accept Error Messages



If this option is set, any error messages that Easycomp needs to display will automatically disappear after two seconds. This feature allows you to be alerted to a problem without having to use one hand to acknowledge the error message.

## EasyThings Options (Ultimate only)

### Router Connect Timeout

This allows you to set the time that Easycomp will wait when trying to connect to a wi-fi device, before giving up. The time can be set to between 1 and 10 seconds, with the default being 5.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**EasyHost**

☐ Streaming recalls to internet

☐ Streaming is enabled

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyPad Freestyle First-rounds

This allows you to over-ride the rule that Freestyle competitions' first-rounds must always use a number keypad. Many events now insist on entries in advance and such a restriction is no longer appropriate. Those events that know the entry numbers for each competition can now be judged using on-screen numbers in all rounds, by un-ticking this option.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyPad' section is highlighted with a yellow background. Within this section, the checkbox 'Freestyle first rounds use number keypad' is checked and enclosed in a red rectangular box. Other options in the 'EasyPad' section include 'Disqualifications are allowed' (unchecked) and 'Ping timeout (seconds)' set to 2. The 'Router' section (pink background) shows 'Wi-Fi connect timeout (seconds)' set to 3. The 'Streaming recalls to internet' section (green background) has 'Streaming is enabled' unchecked. The 'EasyHost' section (cyan background) has three options: 'Print recall sheets when using EasyHost' (unchecked), 'Print result sheets when using EasyHost' (unchecked), and 'Send recommendations to compere' (unchecked). The 'EasyScreen' section (orange background) contains several settings: 'Minimum recall display time (seconds)' set to 6, 'Maximum recall display time (seconds)' set to 25, 'Recall delay time (minutes)' set to 0, 'Adverts are enabled' (unchecked), 'Minutes between adverts' set to 1, 'Advert image duration (seconds)' set to 5, 'Orientation of numbers' set to 'Horizontal', 'Display Mode' set to 'Black numbers on white background', and 'Font size' set to 24. An 'Apply' button is located at the bottom right of the 'EasyScreen' section. At the bottom of the dialog are 'Exit' and 'Cancel' buttons.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**Streaming recalls to internet**

☐ Streaming is enabled

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**EasyHost**

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

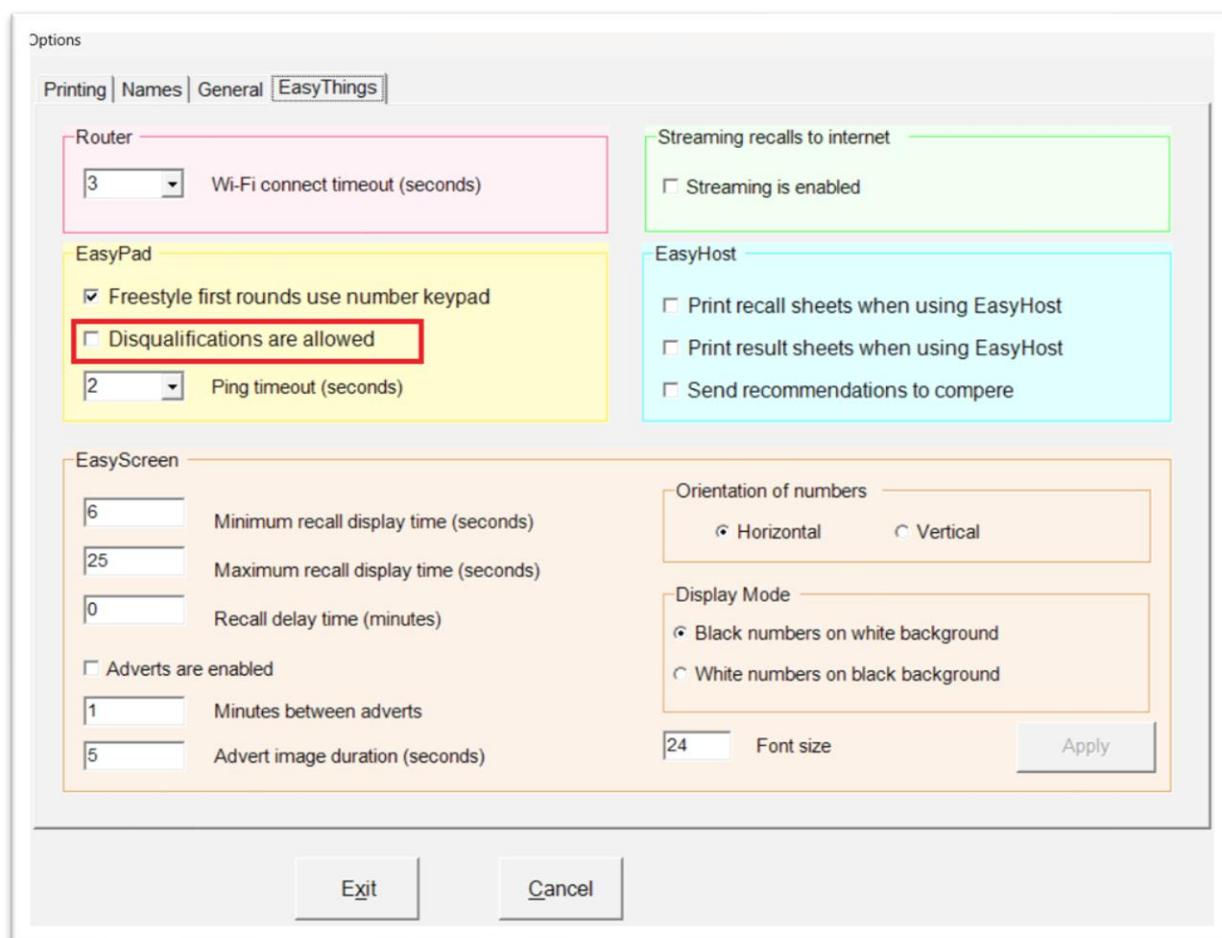
24 Font size

Apply

Exit Cancel

## EasyPad Disqualifications

This allows you to enable or disable EasyPad disqualifications (requires EasyPad version 4.0 or later).



The screenshot shows the 'Options' window with the 'EasyThings' tab selected. The 'EasyPad' section is highlighted in yellow and contains the following settings:

- ☒ Freestyle first rounds use number keypad
- ☒ Disqualifications are allowed (highlighted with a red box)
- Ping timeout (seconds): 2

Other sections visible include:

- Router:** Wi-Fi connect timeout (seconds): 3
- Streaming recalls to internet:** ☐ Streaming is enabled
- EasyHost:** ☐ Print recall sheets when using EasyHost, ☐ Print result sheets when using EasyHost, ☐ Send recommendations to compere
- EasyScreen:** Minimum recall display time (seconds): 6, Maximum recall display time (seconds): 25, Recall delay time (minutes): 0, ☐ Adverts are enabled, Minutes between adverts: 1, Advert image duration (seconds): 5, Orientation of numbers: ☒ Horizontal, ☐ Vertical, Display Mode: ☒ Black numbers on white background, ☐ White numbers on black background, Font size: 24

Buttons at the bottom: Exit, Cancel, Apply.










## EasyPad Ping Timeout

Every second, each connected EasyPad device sends a “ping” message to Easycomp, containing information about the battery state, the wi-fi signal level, the number of marked entries or placed finalists, and an incrementing number to confirm that the information is current. This regular message also provides confirmation that the device is connected to Easycomp and that communications between the two are functioning.

As long as ping messages are received regularly, Easycomp displays a flashing green heart icon which signifies that all is well. If, however, Easycomp does not receive a ping for a number of seconds, it displays a red heart to draw the user’s attention to the fact that communications with the device may be compromised.

EasyPad Monitor

**Waltz**

|   | Adjudicator           | Battery | WiFi | Sent | Reply | Marked |
|---|-----------------------|---------|------|------|-------|--------|
|  | A Kristi Boyce        | 70%     | 100% |      |       | 5: 219 |
|  | B Tony Bennett        | 82%     | 100% |      |       | 3: 177 |
|  | C Kristie White       | 82%     | 100% |      |       | 3: 202 |
|  | D Paul Taylor         | 82%     | 100% |      |       | 4: 162 |
|  | E Martin Cutler       | 85%     | 100% |      |       | 5: 162 |
|  | F Amy D'Angelo        | 81%     | 100% |      |       | 5: 163 |
|  | G Damien Hey          | 91%     | 100% |      |       | 5: 164 |
|  | H Jason Parkinson     | 86%     | 100% |      |       | 3: 164 |
|  | I Gary Foster (chair) | 83%     | 100% |      |       | 3: 167 |

There are a number of possible reasons why ping messages may not be received by Easycomp.

1. The EasyPad device has failed, or has been put into a sleep state.
2. The wi-fi communication is suffering from electrical interference.
3. The wi-fi communication channel is being used by other networks which are sending or receiving large amounts of data.

In the third case, networks sharing the same wi-fi channel co-operate with each other to avoid data corruption, and when a device wishes to transmit data, it will wait until the channel is not be used by another network before transmitting its data. If the channel has heavy data traffic, an EasyPad device may have to wait an appreciable time before being able to send its ping message, resulting in Easycomp displaying a red heart. Red hearts resulting from this cause are false alarms, as there is nothing wrong with the device or the communication link.

If heavy data traffic is suspected to be the cause of intermittent red hearts, the user can set a longer timeout period to see if that fixes the issue. Click on the "Ping timeout" drop-down box and select a different timeout period. The standard default time is 2 seconds, but this can be extended up to 8 seconds, if necessary.

It is advisable to choose the shortest time period necessary to fix the problem, as using a timeout period that is too long may mask data corruption issues caused by electrical interference.



Options

Printing | Names | General | **EasyThings**

Router

3 Wi-Fi connect timeout (seconds)

Streaming recalls to internet

☐ Streaming is enabled

EasyPad

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

EasyHost

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

EasyScreen

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

Orientation of numbers

☒ Horizontal ☐ Vertical

Display Mode

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

Options

Printing | Names | General | **EasyThings**

Router

3 Wi-Fi connect timeout (seconds)

Streaming recalls to internet

☐ Streaming is enabled

EasyPad

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

EasyHost

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

EasyScreen

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

Orientation of numbers

☒ Horizontal ☐ Vertical

Display Mode

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyHost Options (Ultimate only)

### Printing Recall and Results Sheets

This allows you to specify if paper copies of recalls and results should be printed when using EasyHost. The default is to print paper copies.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyHost' section is highlighted with a light blue background. Within this section, the checkbox 'Print recall sheets when using EasyHost' is highlighted with a red border. Other options include 'Streaming recalls to internet', 'Print result sheets when using EasyHost', and 'Send recommendations to compere'. The 'EasyPad' section is highlighted with a light yellow background, and the 'EasyScreen' section is highlighted with a light orange background. The 'Router' section is highlighted with a light pink background. The 'Printing' tab is selected in the top navigation bar. The 'Exit' and 'Cancel' buttons are at the bottom.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**EasyHost**

☒ Streaming recalls to internet

☐ Streaming is enabled

☒ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## Recommendations to Compere

This allows you to send a message to the compere along with a competition's recall or results. The message will appear at the top of the compere's screen when the competition is opened. A typical message would be a recommendation of how many competitors to bring back for the next round, for example, "12 from 2 heats". Some comperes don't need or want such recommendations, while others rely on them.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyHost' section contains the following options:

- ☐ Streaming recalls to internet
  - ☐ Streaming is enabled
- ☐ Print recall sheets when using EasyHost
- ☐ Print result sheets when using EasyHost
- ☒ Send recommendations to compere

The 'Send recommendations to compere' checkbox is highlighted with a red border. Other sections visible include 'Router' (Wi-Fi connect timeout: 3 seconds), 'EasyPad' (Freestyle first rounds use number keypad: checked, Disqualifications are allowed: unchecked, Ping timeout: 2 seconds), and 'EasyScreen' (Minimum recall display time: 6 seconds, Maximum recall display time: 25 seconds, Recall delay time: 0 minutes, Adverts are enabled: unchecked, Minutes between adverts: 1, Advert image duration: 5 seconds, Orientation of numbers: Horizontal, Display Mode: Black numbers on white background, Font size: 24).

If the box is ticked, after the recall or final has been calculated the following message box will appear on the screen. You can enter whatever text you like in the box then click OK, or you can click Cancel if you don't want to send a message.

The 'Message to Compere' dialog box is shown. It contains the text 'Recalled 24. Enter an optional message to the compere' and a text input field with the text '12 from 2 heats'. There are 'OK' and 'Cancel' buttons.

## EasyScreen Options (Ultimate only)

### EasyScreen Display Time

EasyScreen will decide how long to display a recall on screen, based on the number of heats it has. The more heats a recall has, the longer it will be displayed, up to the maximum time set here. The fewer the heats, the shorter the display time, down to the minimum time set here.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with a red box. The settings are as follows:

| Section      | Setting  | Value  |
|--------------|--|--|
| Router       | Wi-Fi connect timeout (seconds)  | 3  |
|              | Streaming recalls to internet  | <input type="checkbox"/> Streaming is enabled                              |
| EasyPad      | Freestyle first rounds use number keypad   | <input checked="" type="checkbox"/>  |
|              | Disqualifications are allowed  | <input type="checkbox"/>   |
|              | Ping timeout (seconds)   | 2  |
| EasyHost     | Print recall sheets when using EasyHost  | <input type="checkbox"/>   |
|              | Print result sheets when using EasyHost  | <input type="checkbox"/>   |
|              | Send recommendations to compere  | <input type="checkbox"/>   |
| EasyScreen   | Minimum recall display time (seconds)  | 6  |
|              | Maximum recall display time (seconds)  | 25   |
|              | Recall delay time (minutes)  | 0  |
|              | Adverts are enabled  | <input type="checkbox"/>   |
|              | Minutes between adverts  | 1  |
|              | Advert image duration (seconds)  | 5  |
|              | Orientation of numbers   | <input checked="" type="radio"/> Horizontal <input type="radio"/> Vertical |
| Display Mode | <input checked="" type="radio"/> Black numbers on white background <input type="radio"/> White numbers on black background |  |
| Font size    | 24   |  |

Buttons: Exit, Cancel, Apply

## EasyScreen Delay Time

When EasyScreen receives a recall, it will be displayed immediately, unless a delay time is set here, in which case it will only be displayed when that time has elapsed.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with an orange border. Within this section, the 'Recall delay time (minutes)' field is set to '0' and is enclosed in a red rectangular box. Other settings in the 'EasyScreen' section include: 'Minimum recall display time (seconds)' set to 6, 'Maximum recall display time (seconds)' set to 25, 'Adverts are enabled' unchecked, 'Minutes between adverts' set to 1, 'Advert image duration (seconds)' set to 5, 'Orientation of numbers' set to Horizontal, 'Display Mode' set to Black numbers on white background, and 'Font size' set to 24. Other tabs visible include 'Printing', 'Names', and 'General'. The 'Router' section shows 'Wi-Fi connect timeout (seconds)' set to 3. The 'EasyPad' section has 'Freestyle first rounds use number keypad' checked and 'Ping timeout (seconds)' set to 2. The 'EasyHost' section has three unchecked options: 'Streaming recalls to internet', 'Print recall sheets when using EasyHost', and 'Print result sheets when using EasyHost'. The 'Streaming recalls to internet' section has 'Streaming is enabled' unchecked. At the bottom are 'Exit' and 'Cancel' buttons, and an 'Apply' button is next to the 'Font size' field.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**EasyHost**

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**Streaming recalls to internet**

☐ Streaming is enabled

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

**0** Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyScreen, Enable / Disable Adverts

Adverts can be enabled and disabled by using this check box.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted in orange and contains the following settings:

- Router: 3 (Wi-Fi connect timeout (seconds))
- EasyPad:
  - ☒ Freestyle first rounds use number keypad
  - ☐ Disqualifications are allowed
  - 2 (Ping timeout (seconds))
- EasyScreen:
  - 6 (Minimum recall display time (seconds))
  - 25 (Maximum recall display time (seconds))
  - 0 (Recall delay time (minutes))
  - ☐ Adverts are enabled (highlighted with a red box)
  - 1 (Minutes between adverts)
  - 5 (Advert image duration (seconds))
- Streaming recalls to internet:
  - ☐ Streaming is enabled
- EasyHost:
  - ☐ Print recall sheets when using EasyHost
  - ☐ Print result sheets when using EasyHost
  - ☐ Send recommendations to compere
- Orientation of numbers:
  - ☒ Horizontal
  - ☐ Vertical
- Display Mode:
  - ☒ Black numbers on white background
  - ☐ White numbers on black background
- Font size: 24

Buttons at the bottom: Exit, Cancel, and Apply.



## EasyScreen, Time Between Adverts

If the EasyScreen device has been pre-loaded with adverts, they will be automatically displayed at regular intervals, the times of which are set here.

The screenshot shows the 'Options' window with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with an orange border. Within this section, the 'Minutes between adverts' field, which contains the value '1', is enclosed in a red rectangular box. Other settings visible include 'Router' (3 seconds), 'EasyPad' (Freestyle first rounds use number keypad checked, Ping timeout 2 seconds), 'Streaming recalls to internet' (disabled), 'EasyHost' (all options disabled), 'Orientation of numbers' (Horizontal selected), 'Display Mode' (Black numbers on white background selected), and 'Font size' (24). The 'Adverts are enabled' checkbox is also present and checked.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**Streaming recalls to internet**

☐ Streaming is enabled

**EasyHost**

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☒ Adverts are enabled

**1** Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyScreen, Advert Duration Time

If the EasyScreen device has been pre-loaded with advertising images, they will be displayed for the length of time specified here.

The screenshot shows the 'Options' window with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with an orange border. Within this section, the 'Advert image duration (seconds)' is set to 5 and is highlighted with a red border. Other settings include 'Minimum recall display time (seconds)' at 6, 'Maximum recall display time (seconds)' at 25, 'Recall delay time (minutes)' at 0, 'Adverts are enabled' (unchecked), 'Minutes between adverts' at 1, 'Orientation of numbers' set to Horizontal, 'Display Mode' set to Black numbers on white background, and 'Font size' at 24. The 'Router' section shows 'Wi-Fi connect timeout (seconds)' at 3. The 'EasyPad' section shows 'Freestyle first rounds use number keypad' (checked) and 'Ping timeout (seconds)' at 2. The 'EasyHost' section shows 'Streaming recalls to internet' (unchecked), 'Print recall sheets when using EasyHost' (unchecked), 'Print result sheets when using EasyHost' (unchecked), and 'Send recommendations to compere' (unchecked). The 'Apply' button is visible at the bottom right of the EasyScreen section.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**EasyHost**

☐ Streaming recalls to internet

☐ Streaming is enabled

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

**5 Advert image duration (seconds)**

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyScreen, Numbers Orientation

Recalled numbers can be displayed in horizontal rows or in vertical columns. Click the “Apply” button after making a change to immediately see the effect.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with a red border. Within this section, the 'Orientation of numbers' is set to 'Horizontal' (radio button selected). The 'Display Mode' is set to 'Black numbers on white background' (radio button selected). The 'Font size' is set to 24. The 'Apply' button is also highlighted with a red border. Other sections include 'Router' (Wi-Fi connect timeout: 3 seconds), 'EasyPad' (Freestyle first rounds use number keypad: checked, Disqualifications are allowed: unchecked, Ping timeout: 2 seconds), 'EasyHost' (Print recall sheets: unchecked, Print result sheets: unchecked, Send recommendations: unchecked), and 'Streaming recalls to internet' (Streaming is enabled: unchecked). The 'Exit' and 'Cancel' buttons are at the bottom.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**EasyHost**

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**Streaming recalls to internet**

☐ Streaming is enabled

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyScreen, Display Colours

Recalled numbers can be displayed in black on a white background, or in white on a black background. Click the “Apply” button after making a change to immediately see the effect.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section is highlighted with a red box, and the 'Display Mode' sub-section is also highlighted with a red box. The 'Display Mode' section shows two radio buttons: 'Black numbers on white background' (selected) and 'White numbers on black background'. The 'Apply' button is also highlighted with a red box.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**Streaming recalls to internet**

☐ Streaming is enabled

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**EasyHost**

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background

☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## EasyScreen, Display Font Size

The font size of recalled numbers can be set. Click the “Apply” button after making a change to immediately see the effect.

The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'EasyScreen' section contains several settings. The 'Font size' is set to 24 and is highlighted with a red box. The 'Apply' button is also highlighted with a red box. Other settings include 'Minimum recall display time (seconds)' set to 6, 'Maximum recall display time (seconds)' set to 25, 'Recall delay time (minutes)' set to 0, 'Adverts are enabled' (unchecked), 'Minutes between adverts' set to 1, and 'Advert image duration (seconds)' set to 5. The 'Orientation of numbers' is set to 'Horizontal' and 'Display Mode' is set to 'Black numbers on white background'.

Options

Printing | Names | General | **EasyThings**

**Router**

3 Wi-Fi connect timeout (seconds)

**EasyPad**

☒ Freestyle first rounds use number keypad

☐ Disqualifications are allowed

2 Ping timeout (seconds)

**Streaming recalls to internet**

☐ Streaming is enabled

**EasyHost**

☐ Print recall sheets when using EasyHost

☐ Print result sheets when using EasyHost

☐ Send recommendations to compere

**EasyScreen**

6 Minimum recall display time (seconds)

25 Maximum recall display time (seconds)

0 Recall delay time (minutes)

☐ Adverts are enabled

1 Minutes between adverts

5 Advert image duration (seconds)

**Orientation of numbers**

☒ Horizontal ☐ Vertical

**Display Mode**

☒ Black numbers on white background ☐ White numbers on black background

24 Font size

Apply

Exit Cancel

## Website Options (Ultimate only)

### Changing Results Upload Website

By default, PDF files are uploaded to the Easycomp website, but you can upload them to any other website that you choose (provided of course that you have the correct authorisation to do so). To change the upload website, go into the “Internet” tab and click “Another website”. Enter the correct FTP data for your results website.

“Target folder” is the path and name of the server’s root folder which has been created to hold the results for all your events. Do not include any event names in that folder path. For example, if your target folder is “htdocs/results” and you upload results for an event called “Eastern Trophy Day”, Easycomp will create the following folder on the server to upload the results into: “/htdocs/results/eastern trophy day”

If you subsequently upload results for a different event called “Starlight Championships”, Easycomp will create the following folder on the server to upload the results into: “/htdocs/results/starlight championships”

All uploaded event results will have a dedicated folder created for them by Easycomp in the “htdocs/results” folder i.e. the “Target folder”.

The screenshot shows a software window titled "Options" with a tabbed interface. The "Internet" tab is selected. Inside this tab, there are two main sections. The first section, "Upload results to...", has two radio buttons: "Easycomp website" (unselected) and "Another website" (selected). Below these are four text input fields: "Host name" with the value "ftp.example.com", "Username" with "example.com", "Password" with "password", and "Target folder" with "/htdocs/results". The second section, "Stream recalls to...", also has two radio buttons: "Easycomp website" (selected) and "Another website" (unselected). At the bottom of the window are two buttons: "Exit" and "Cancel".



## Changing Streamed Recalls Website

By default, recalls are streamed to the Easycomp website, but you can stream them to any other website that you choose (provided of course that you have the correct authorisation to do so). To change the website, go into the “Internet” tab and click “Another website”. Enter the correct FTP data for your website.

“Target folder” is the path and name of the server’s root folder which has been created to hold the recalls for your events. Do not include any event names in that folder path. For example, if your target folder is “htdocs/recalls” and you stream recalls for an event called “Eastern Trophy Day”, Easycomp will create the following folder on the server to upload its recalls into: “/htdocs/recalls/eastern trophy day”

All events which stream recalls will have a dedicated folder created for them by Easycomp in the “htdocs/recalls” folder i.e. the “Target folder”.

The screenshot shows a dialog box titled "Options" with a tabbed interface. The "Internet" tab is selected. It contains two main sections: "Upload results to..." and "Stream recalls to...".

**Upload results to...** (highlighted in light blue):

- ☒ Easycomp website
- ☐ Another website

**Stream recalls to...** (highlighted in light green):

- ☐ Easycomp website
- ☒ Another website

Below the "Stream recalls to..." section, there are four text input fields:

- Host name: ftp.example.com
- Username: example.com
- Password: password
- Target folder: /htdocs/recalls

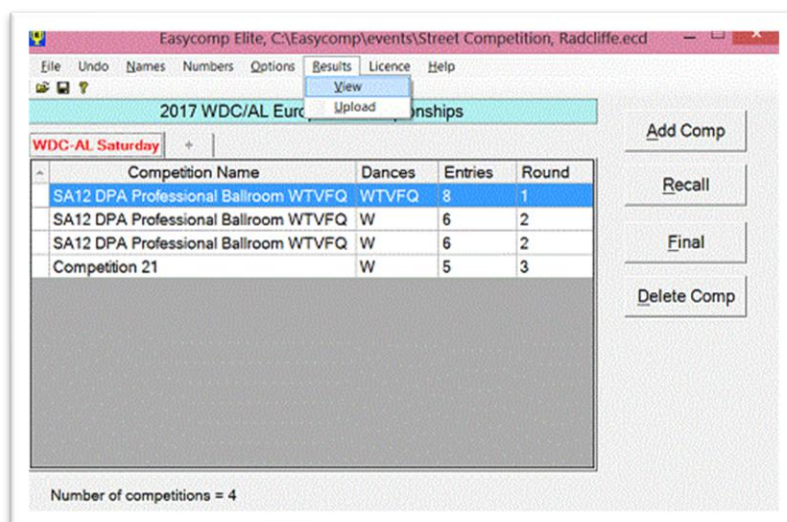
At the bottom of the dialog box are two buttons: "Exit" and "Cancel".

## Results

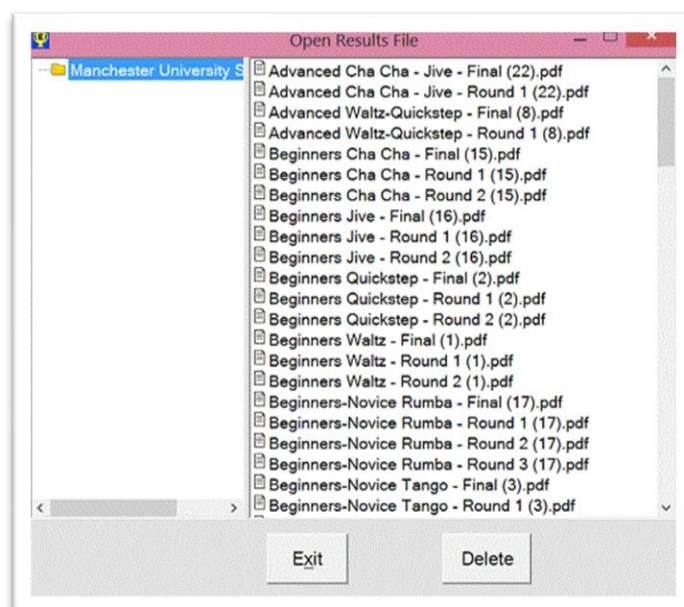
You can view and delete results, or upload them to an Internet website. Read on to find out how...

### Viewing Stored Results

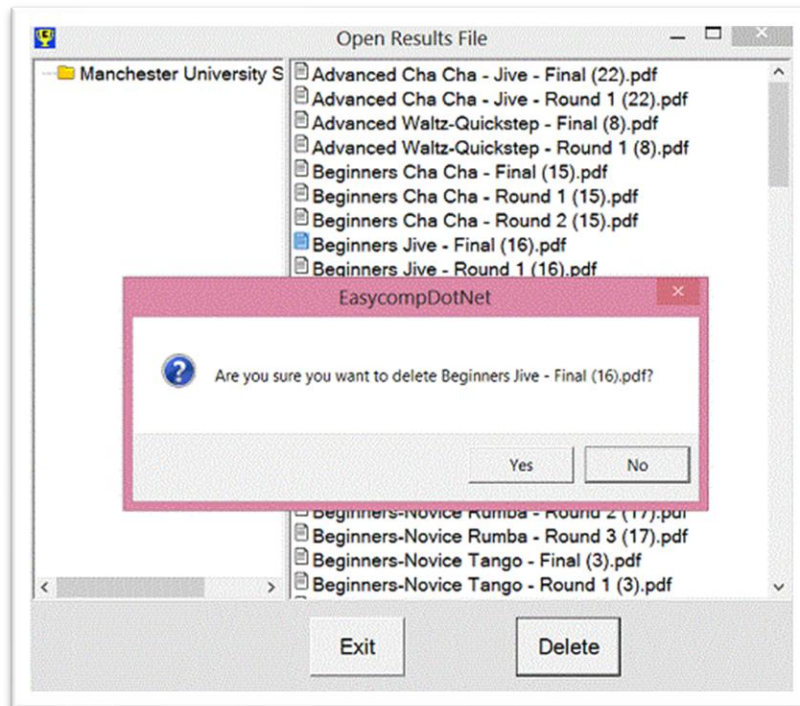
All result printouts, whether for recalls or finals, are saved on the hard drive in a folder which has the same name as the event. They are saved in PDF format, and can be viewed and printed with Acrobat Reader. You can view the stored results by clicking on Results, View...



This displays all the stored printouts for the event, and you can view any individual printout by double-clicking on it in the right-hand list.

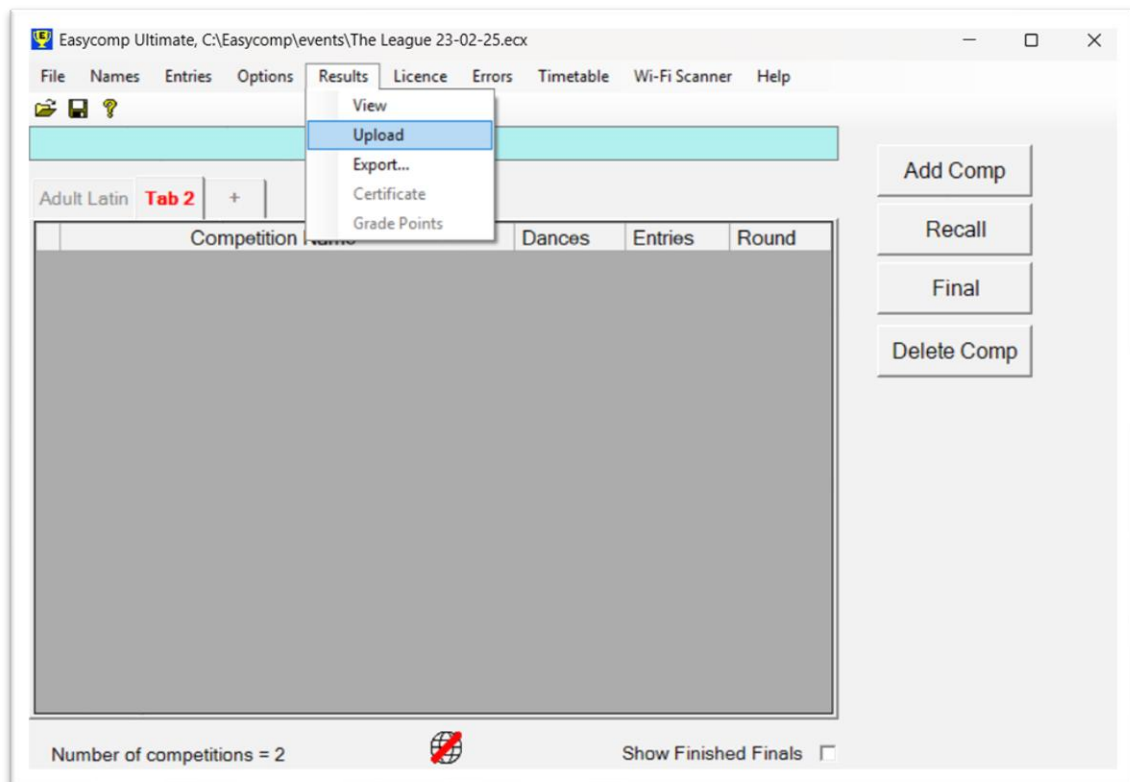


You can delete a printout by selecting it, then clicking on "Delete". The program will ask you to confirm before the file is deleted.

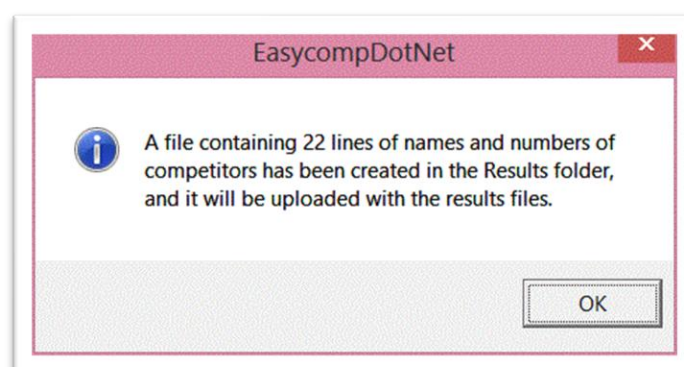


## Uploading Results to a Website

After the event has finished, you can upload all the results PDF files to a website, if your computer has Internet access. Easycomp will upload the files to the Easycomp website by default, but you can choose your own website to upload to if you don't want to use the Easycomp one. You access the upload screen by clicking on Results, Upload...



If you have chosen to use competitors' names, a message box will appear informing you that a file containing all the competitors' names has been created, which will be uploaded with the results.

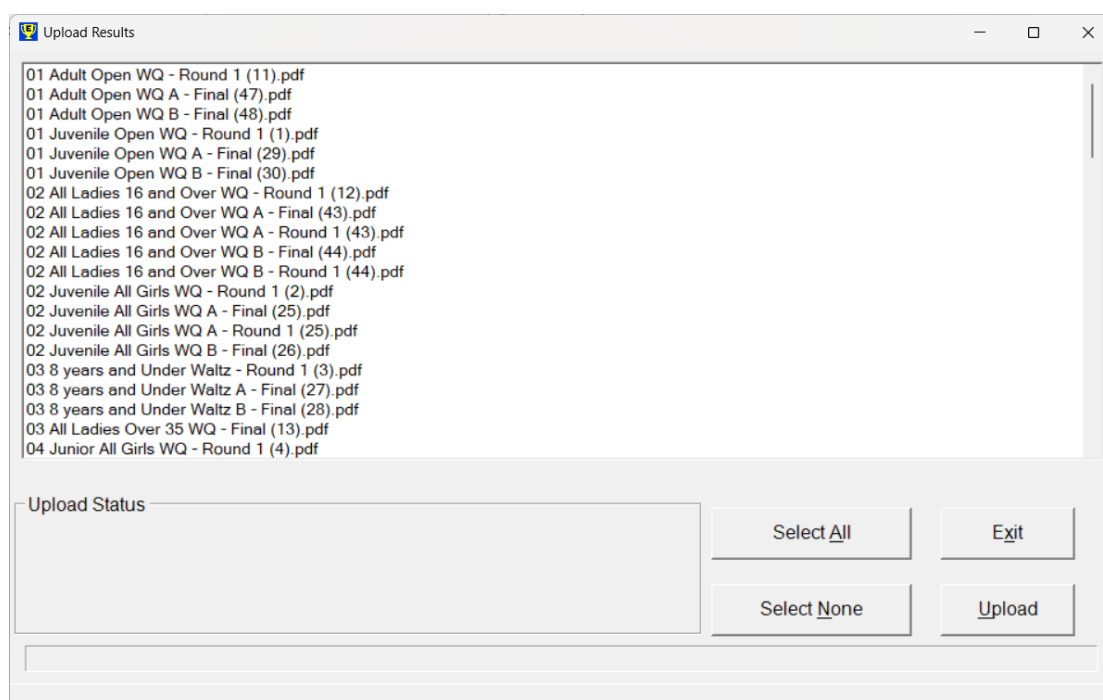


## Notes

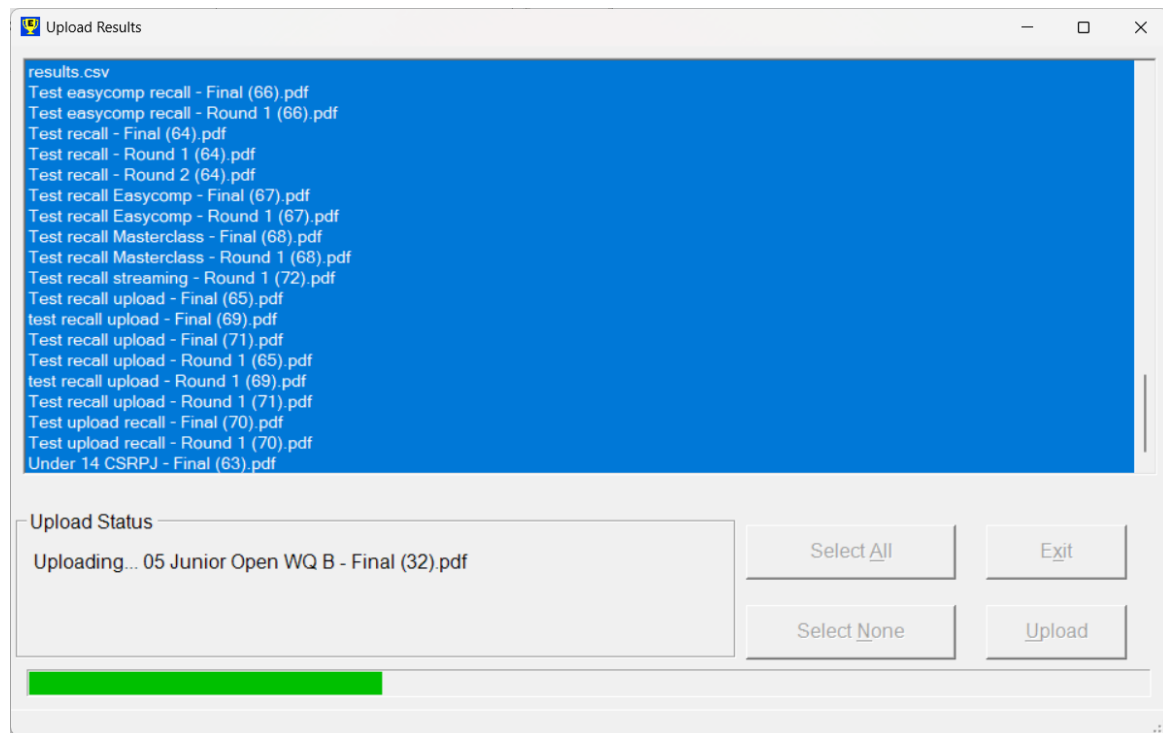
- You can only upload results for any event once.
- You cannot upload results for Disco/Freestyle/Street events.

The upload screen shows you the results for the event. You can only upload results for the event currently loaded. If you want to upload events for a different event, you must first open that event by using File, Open Event... in the main screen.

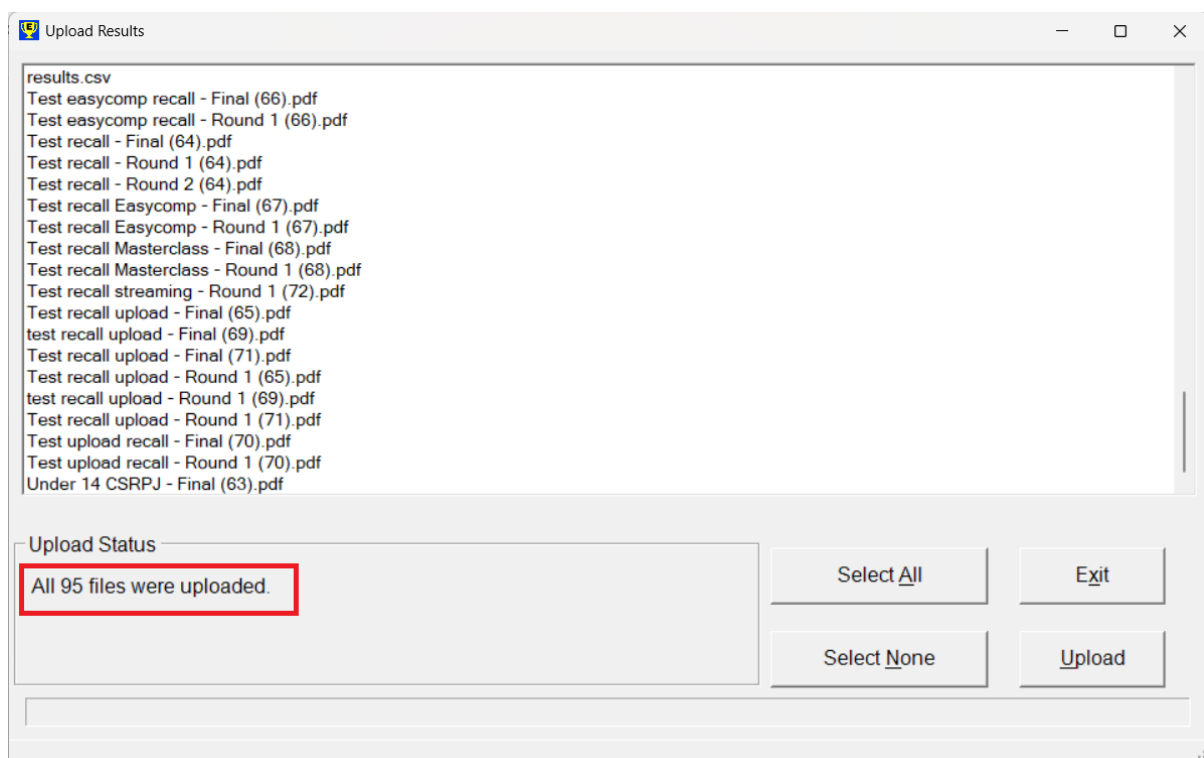
You can select individual files to upload by clicking on them, or you can select all the files by clicking on "Select All". Deselect all the files by clicking on "Select None"



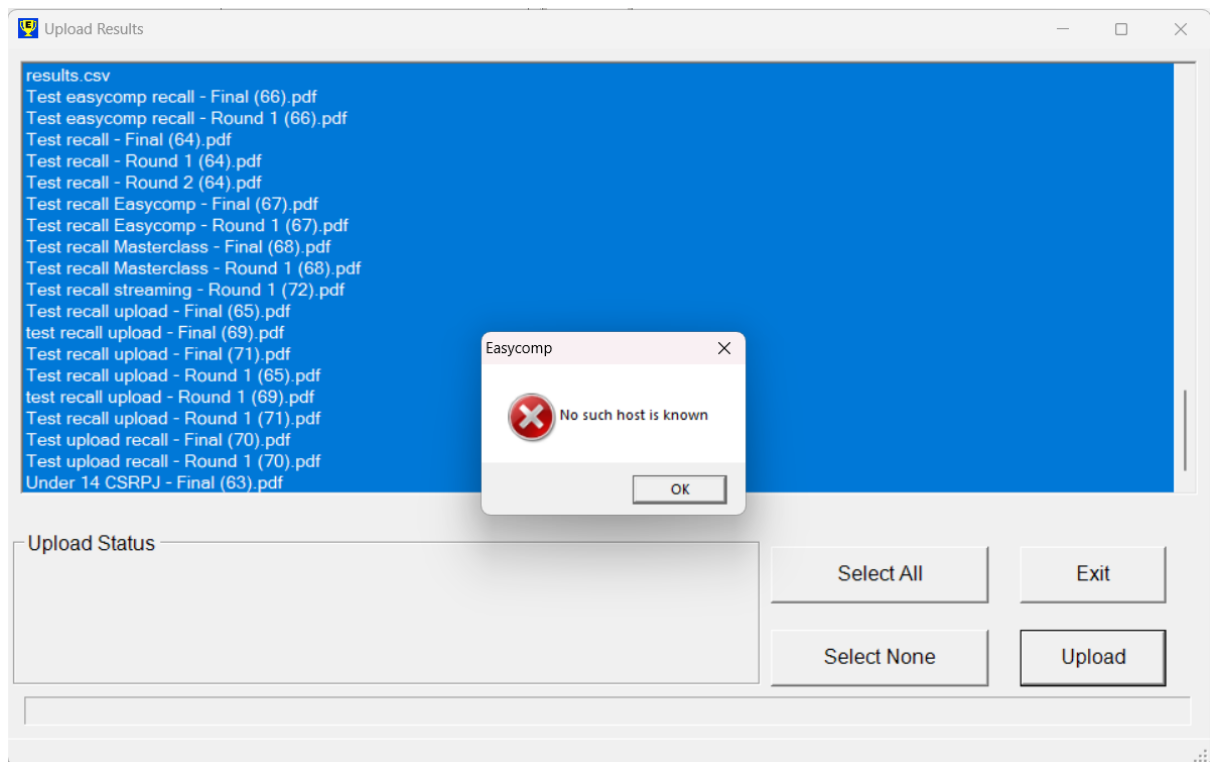
When you have chosen the files to upload, make sure that your computer is connected to the internet, then click on "Upload" and the upload process will begin. The status box will tell you the name of the file being sent, and a progress bar along the bottom gives you a visual indication of the upload progress.



When all the files have been uploaded to the website, the software will tell you how many files were sent...



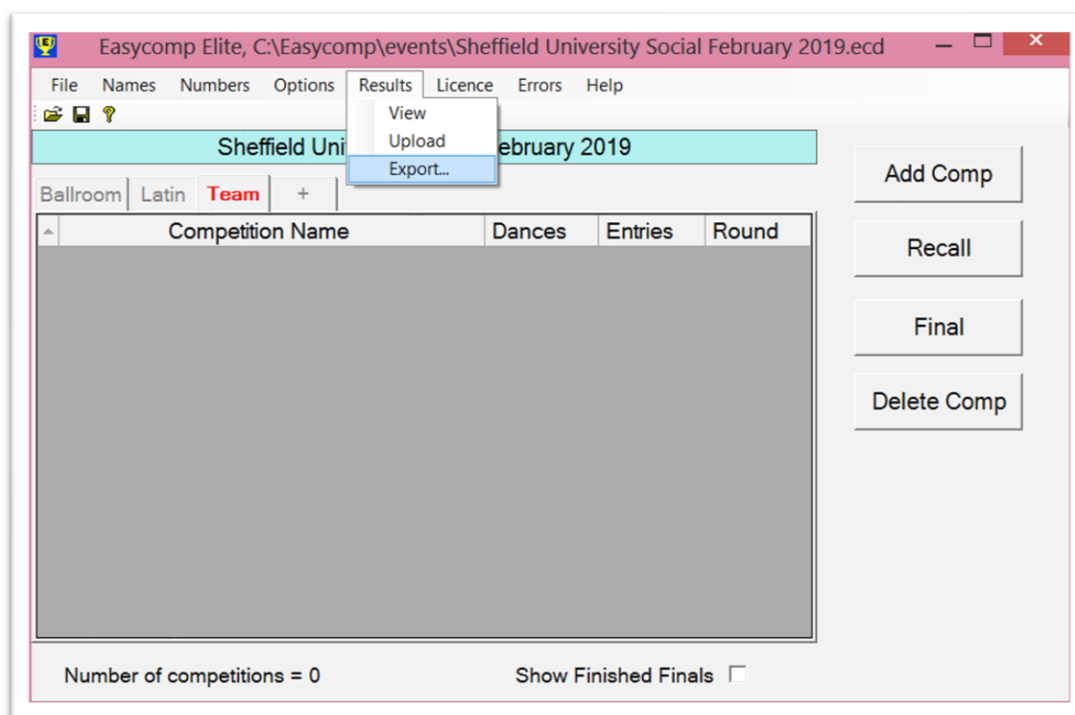
If you are not connected to the Internet, you will get an error message...



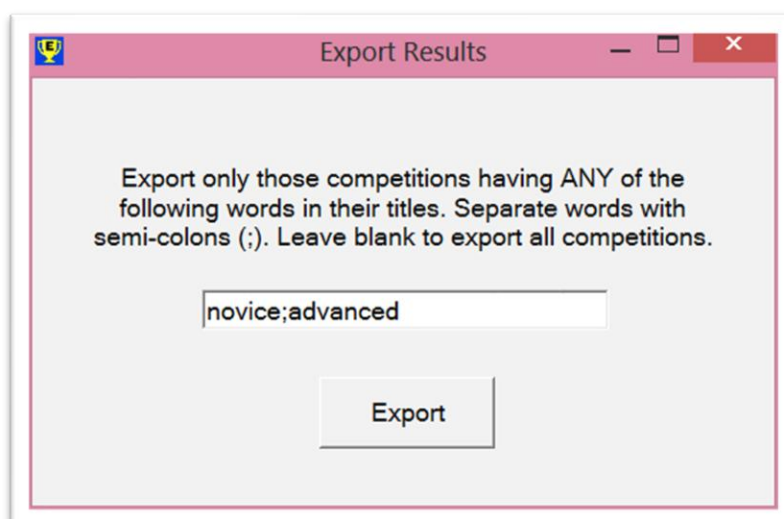
Followed by:

## Export Results

You can export some, or all competitions in an event to a CSV file, which can be opened as a spreadsheet.



After selecting the name of the CSV file, you will be asked if you would like to export all the results, or a selection of them.



In the example above, only those competitions having the words “novice” or “advanced” in their titles will have their results exported. You could equally choose “junior”, “NL”, “SL” or any other filter words that you choose. If you leave the box blank, all the results will be exported. Make sure to separate your words with a semicolon (;).



Click the “Export” button to continue, or close the window to cancel. The table below shows part of an exported file.

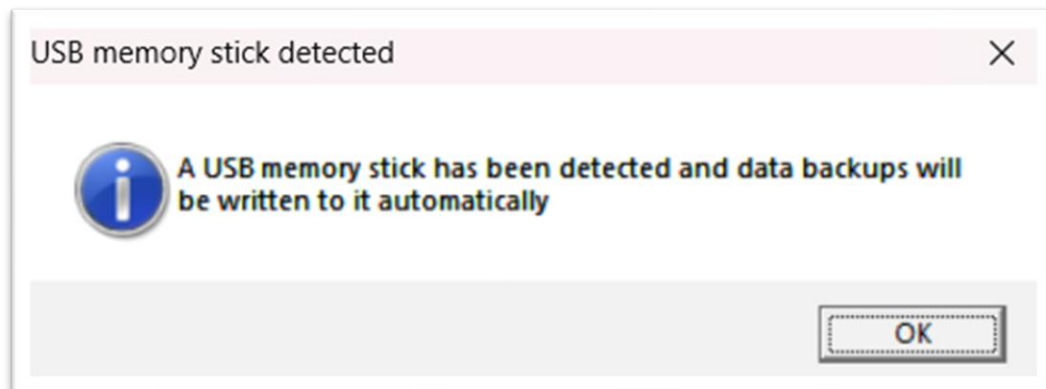
| Competition Name     | 10D Dance | 10D Summary | Number of Rounds | Entry Name                                     | Last Round Danced | Final Position |
|----------------------|-----------|-------------|------------------|--|-------------------|----------------|
| BeginnerNovice Samba | no        | no          | 3                | Miryam Prasetyo and Laura Halliwell            | 3                 | 1              |
| BeginnerNovice Samba | no        | no          | 3                | Timothy Grimshaw and Anca Voinea               | 3                 | 2              |
| BeginnerNovice Samba | no        | no          | 3                | Henriette Stainer and Rachel Kelsall           | 3                 | 3              |
| BeginnerNovice Samba | no        | no          | 3                | Effie Hastelow and Bethan Jones                | 3                 | 4              |
| BeginnerNovice Samba | no        | no          | 3                | Aidan Custy and Georgia Howard                 | 3                 | 5              |
| BeginnerNovice Samba | no        | no          | 3                | Connor Thompson and Bethan Atkins              | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Sarah Baird and Rebecca Stones                 | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Jonny Janecki and Nina Ip                      | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Matthew Barrett and Rosie Judd                 | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Thomas Whorton and Abigail Thornbury           | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Ben Price and Frankie Adams                    | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Will Hammerton and Zoe Willis                  | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Yiheng Yang and Lauren Jones                   | 2                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Panagiotis Alexandropoulos and Jennifer Kuczaj | 1                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Sophie Armitage and Natalie Page               | 1                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Rebecca Dunn and Maggie Bates                  | 1                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Zoltan Antal and Nina Sobierajska              | 1                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Kirsty Tennick and Laura Keys                  | 1                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Joseph Wakerley and Amy Mai                    | 1                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Gordon Zeng and Annie Lu                       | 1                 | 0              |
| BeginnerNovice Samba | no        | no          | 3                | Luke Rickard and Charlotte Schofield           | 1                 | 0              |

Columns 2 and 3 are only used for 10 dance type competitions. Column 4 shows the number of rounds in the competition, in this case 3. Column 6 shows the last round in which the competitors danced. In this example those competitors who danced in round 3 were finalists, and those who danced in round 2 were semi-finalists. The last column shows the final position of the competitors. Those competitors who did not make the final will have zero in this column.

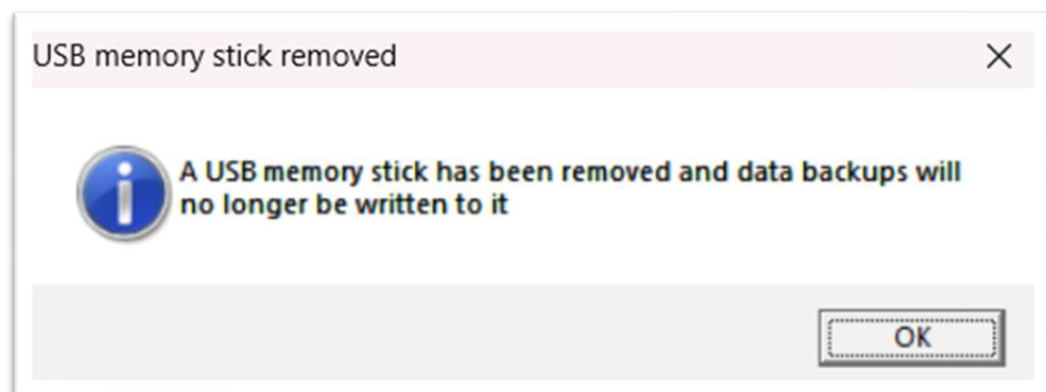
## Data Backups

If Easycomp detects the presence of a USB memory stick, it will make automatic backups of its data to it after every recall and final. If your computer should break down, the memory stick will hold a record of the latest data for every competition, and it can be inserted into a backup computer, enabling you to carry on scrutineering seamlessly.

When a memory stick is inserted into a USB port, a message will appear on the screen.



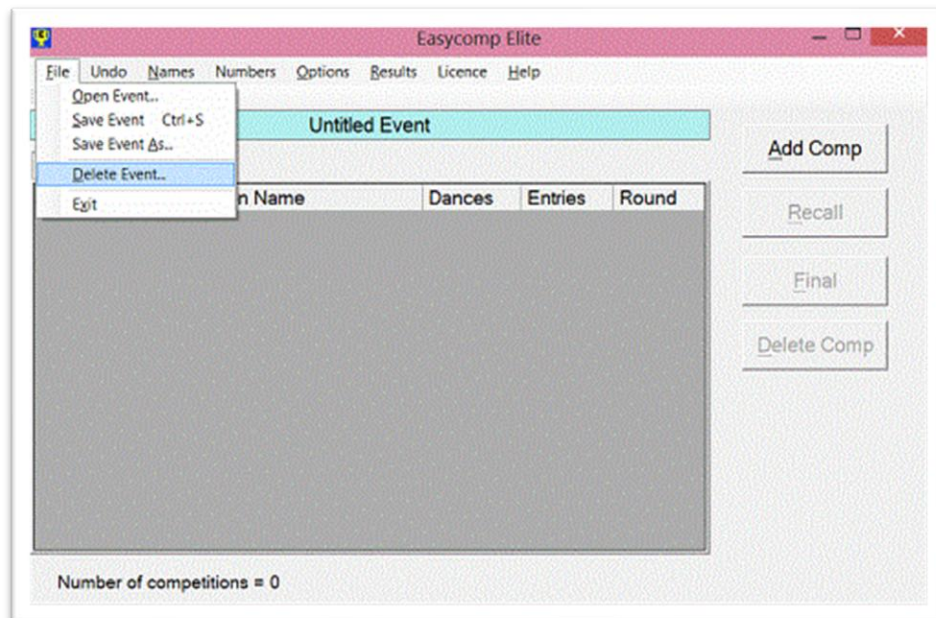
When the memory stick is removed, a similar message will appear on the screen.



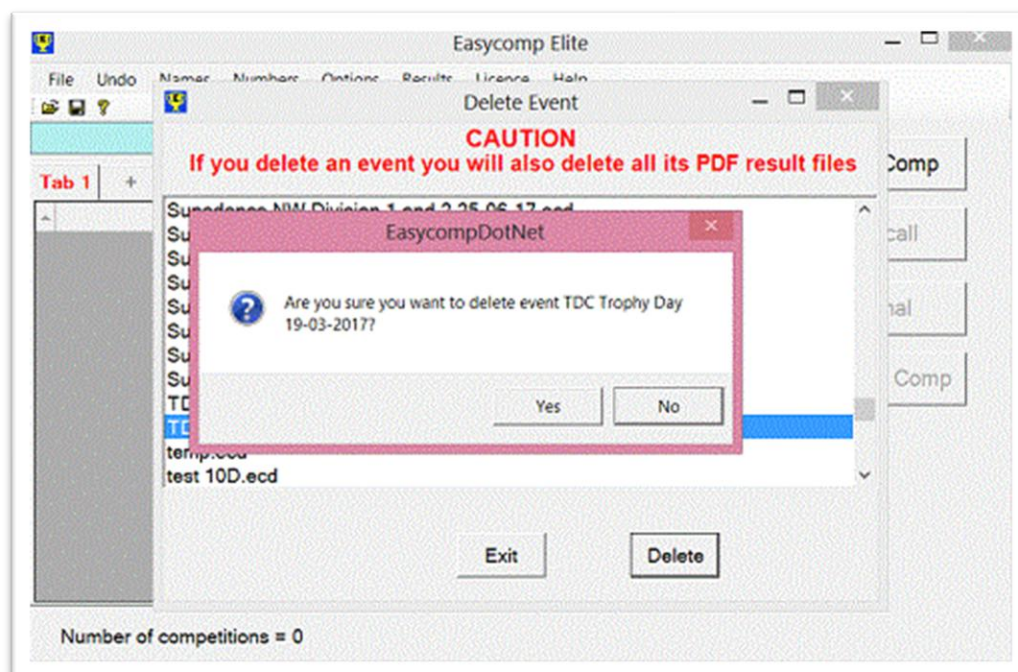
**NOTE:** This feature will only work with memory sticks, also known as “pen drives”. It will not work with external hard drives because Windows treats those as “fixed” drives (even though they are actually removable) and Easycomp cannot differentiate between the computer’s hard drive and an external hard drive.

## Delete an Event

To completely remove an event from your hard drive, click on File, Delete Event in the main screen



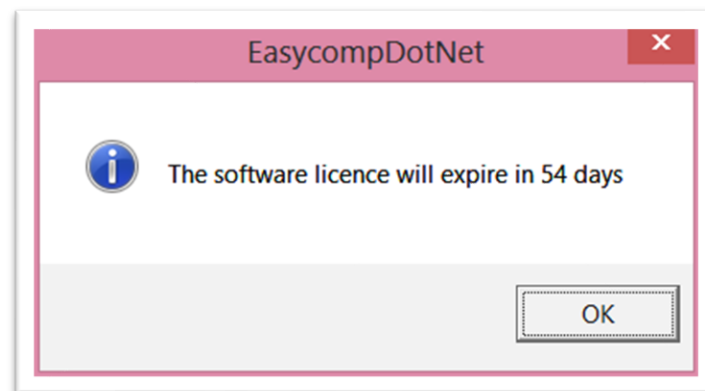
Select the event that you wish to delete and click on Delete



If you confirm that you wish to delete the event, its data file, results folder, and all its results PDF files will be permanently deleted. You cannot recover the files once they have been deleted, so take care!

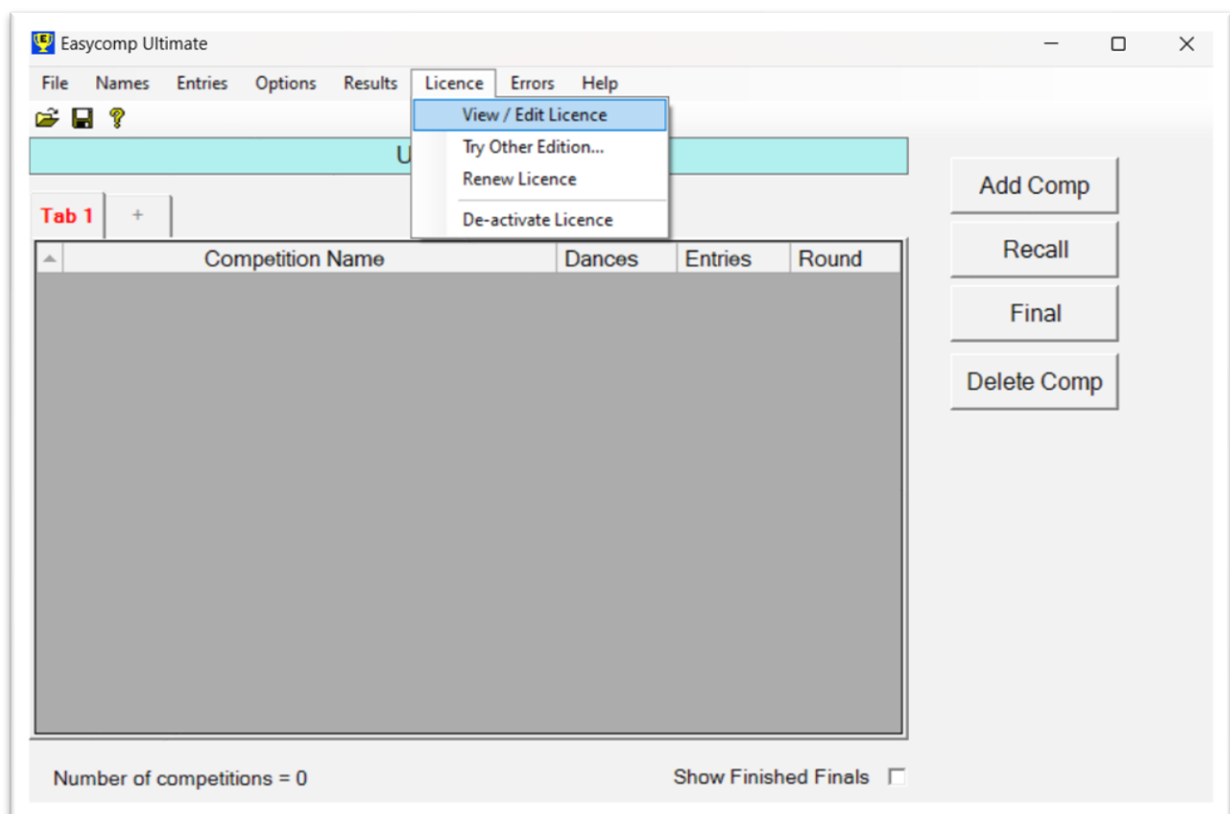
## Software Licence

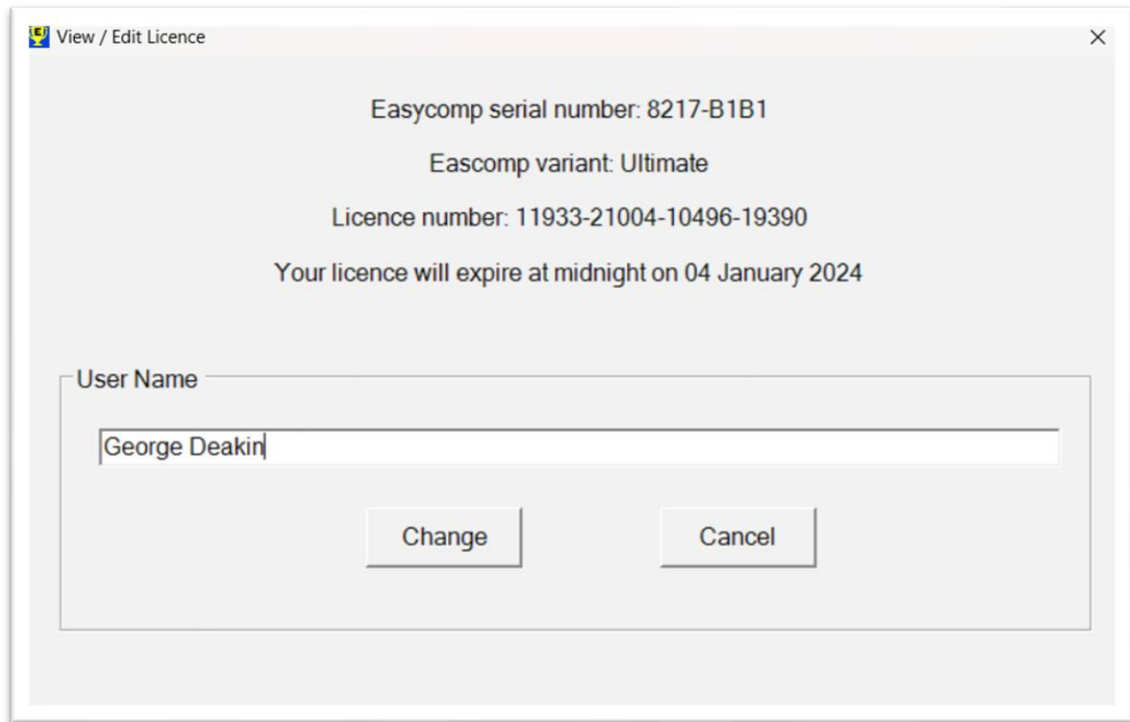
Easycomp licences must be renewed annually. If the licence is due for renewal within the next two months, a warning message is displayed when Easycomp is run.



You can renew your licence up to 2 months before it expires, and the new licence will run consecutively from the end of the old one, so you will not lose any licence time.

You can view your licence details at any time by clicking on Licence on the top menu, then click on "View / Edit Licence".

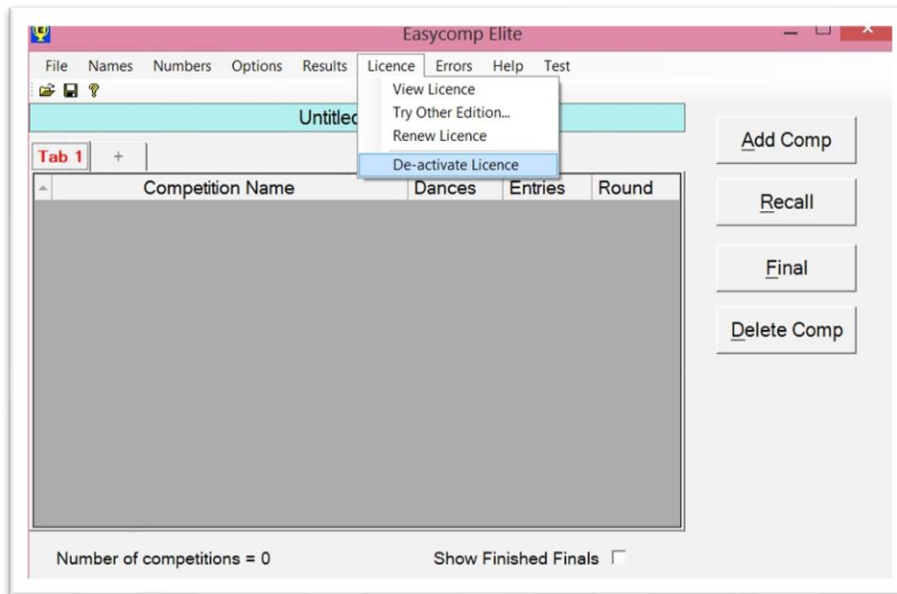




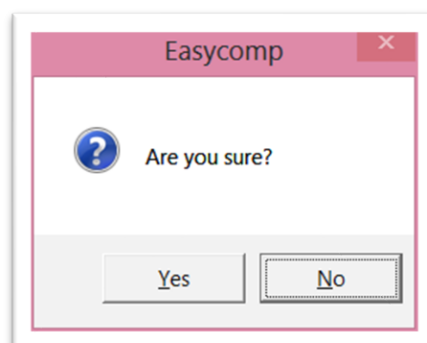
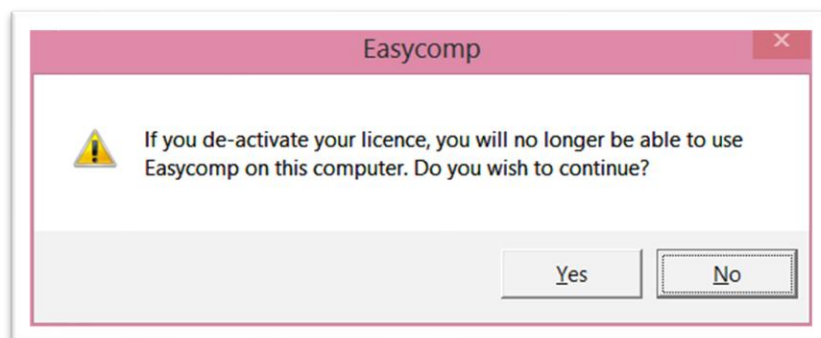
As well as displaying full details of the licence, you can also edit and change the User Name which appears on all recall and final results printouts.

### De-Activate the Licence

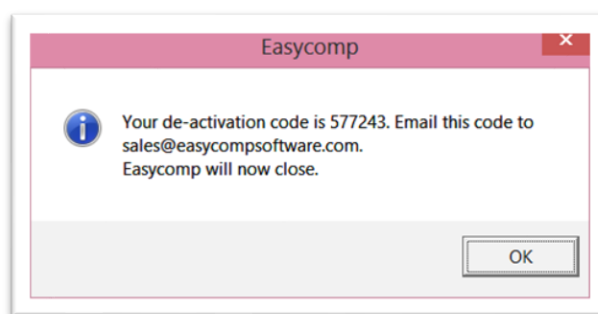
It is possible to transfer your Easycomp licence to another computer, but you must first de-activate the licence on the computer you wish to transfer it from. To do this, click on Licence on the top menu then click on "De-activate Licence".



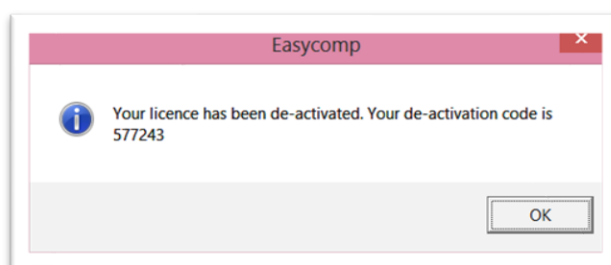
You will twice be asked to confirm that you wish to continue.



If you click on “Yes” both times, you will be given a de-activation code, which you MUST email to [andrew@confidance.co.za](mailto:andrew@confidance.co.za). After you click on OK, Easycomp will shut down.



If you attempt to run Easycomp after the de-activating the licence, you will see a message like this:



After clicking on OK, the normal Unregistered Software screen will appear, prompting you to enter a new licence number, or run in Demonstration Mode.

## Advanced Features (Pro and Ultimate Only)

Easycomp has some very powerful advanced features that are only available in the Pro and Ultimate versions (not all features are available in Pro, see below):

- Qualifier Competitions
- Judges' marking sheets
- Ranking reports
- Entry reports (Ultimate only)
- Results certificates
- Importing events
- Exporting events
- Live streaming recalls to internet

## Qualifier Competitions

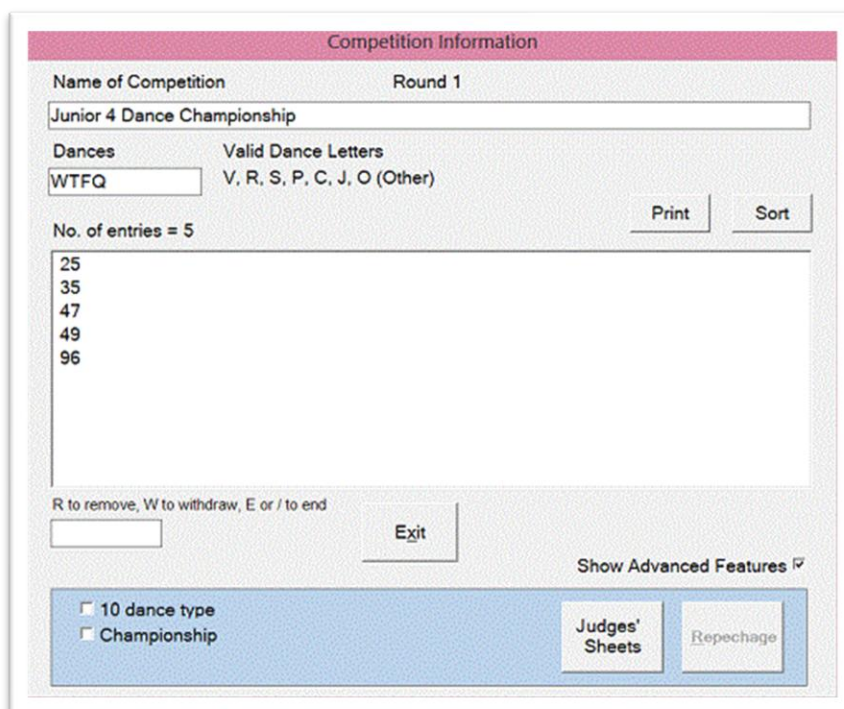
When you define a competition as a qualification competition, Easycomp will create two new competitions with the same name as the qualification competition, but with "A" and "B" appended to their names. When the first-round recall of the original competition is finished, the "A" competition will contain all the entries who were recalled, and the "B" competition will contain all the entries who were not.



## Judges' Marking Sheets

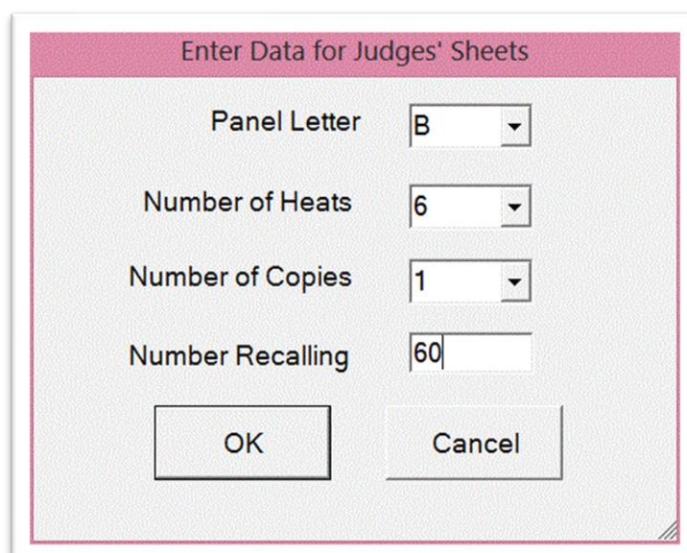
Easycomp can automatically create pre-printed marking sheets for all rounds and finals of a competition. Such sheets are typically used in very large championship events.

To print judges' marking sheets for a competition, double-click it and tick the "Show Advanced Features" box.



The 'Competition Information' dialog box is shown. It has a title bar 'Competition Information'. Inside, there are two text boxes: 'Name of Competition' containing 'Junior 4 Dance Championship' and 'Round 1'. Below these are two more text boxes: 'Dances' containing 'WTFQ' and 'Valid Dance Letters' containing 'V, R, S, P, C, J, O (Other)'. To the right of these are 'Print' and 'Sort' buttons. Below is a label 'No. of entries = 5' and a list box containing the numbers 25, 35, 47, 49, and 96. At the bottom left is a label 'R to remove, W to withdraw, E or / to end' and a text box. To the right is an 'Exit' button. At the bottom right is a checkbox 'Show Advanced Features' which is checked. Below this is a blue bar containing two checkboxes: '10 dance type' and 'Championship'. To the right of this bar are two buttons: 'Judges' Sheets' and 'Repechage'.

Click the Judges' Sheets button and enter the required data



The 'Enter Data for Judges' Sheets' dialog box is shown. It has a title bar 'Enter Data for Judges' Sheets'. Inside, there are four labels with corresponding text boxes or dropdowns: 'Panel Letter' with a dropdown showing 'B', 'Number of Heats' with a dropdown showing '6', 'Number of Copies' with a dropdown showing '1', and 'Number Recalling' with a text box containing '60'. At the bottom are 'OK' and 'Cancel' buttons.

A typical judges' sheet is shown here:

UK Amateur Ballroom Championship - Waltz

**KAREN HARDY (D)**

Recalling 60 from 6 heats

| Heat 1 | Heat 2 | Heat 3 | Heat 4 | Heat 5 | Heat 6 |
|--------|--------|--------|--------|--------|--------|
| 19     | 18     | 18     | 18     | 18     | 18     |
| 1      | 28     | 50     | 74     | 95     | 117    |
| 4      | 29     | 51     | 75     | 96     | 118    |
| 5      | 30     | 54     | 76     | 98     | 119    |
| 6      | 31     | 55     | 77     | 99     | 120    |
| 7      | 32     | 56     | 79     | 100    | 121    |
| 9      | 34     | 57     | 80     | 101    | 123    |
| 10     | 35     | 58     | 81     | 102    | 124    |
| 11     | 36     | 60     | 82     | 104    | 125    |
| 12     | 37     | 61     | 83     | 105    | 126    |
| 15     | 38     | 62     | 85     | 106    | 127    |
| 16     | 39     | 64     | 86     | 107    | 128    |
| 17     | 41     | 66     | 87     | 108    | 130    |
| 18     | 42     | 67     | 88     | 110    | 131    |
| 19     | 44     | 68     | 89     | 111    | 132    |
| 20     | 46     | 69     | 91     | 112    | 133    |
| 22     | 47     | 70     | 92     | 113    | 134    |
| 24     | 48     | 72     | 93     | 114    | 135    |
| 25     | 49     | 73     | 94     | 115    | 136    |
| 26     |        |        |        |        |        |

## Ranking Reports

A ranking report attempts to allocate a placing to every competitor in a competition, based on the number of marks they gained in each round. It shows the overall placing and number of marks gained for all non-finalists. A typical ranking report is shown here (this example is fictitious and is used purely to illustrate the principle).

## Ranking Report

Competition: Competition 1

Date: 28/12/2018

### Final

- |   |  |  |
|---|--|--|
| 1 |  | RICHARD LIFSHITZ and LAURA ROBINSON Canada       |
| 2 |  | OLEKSANDR ALTUKHOV and CHEYENNE MURILLO USA      |
| 3 |  | JI WANG and JIAN HUI PAN China                   |
| 4 |  | KIM MINJE and HAM HYEBIN Korea                   |
| 5 |  | JAAK VAINOMAA and TIINA TULIKALLIO Finland       |
| 6 |  | MARC JIMENEZ BLANCH and VALERYIA URYMAHAVA Spain |

Round 2, number in round = 15

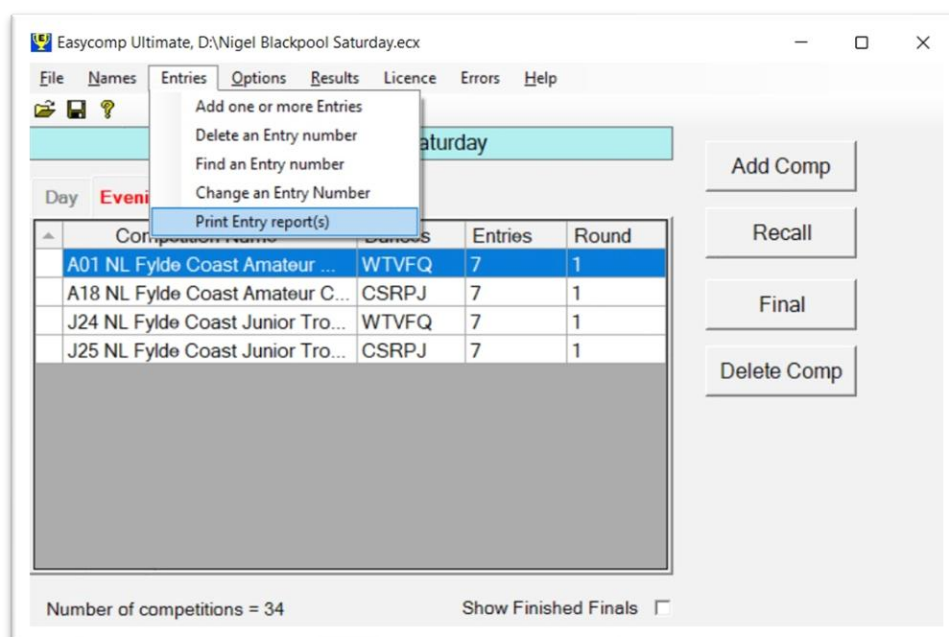
- |    |    |   |
|----|----|---|
| 7  | 34 | DI LI and LEI ZHAO China                    |
| 8  | 31 | SERGEY GUSEV and ANASTASIA USOLTSEVA Russia |
| 9  | 29 | CEDRIC CHAN and JENNIFER TIN Hong Kong      |
| 10 | 24 | QIANG FU and JINGWEN LI China               |
| 11 | 22 | DAISUKE MASUDA and MAMI TSUKADA Japan       |
| 12 | 19 | DMITRY BAROV and EKATERINA KALUGINA Germany |
| 13 | 15 | ZHENG CAO and FAN SUN China                 |
| 14 | 14 | JAE HO JUNG and SO YEON YOON South Korea    |
| 15 | 13 | KIRILL NIKITIN and JENYA KANCHUKOVA USA     |

Round 1, number in round = 32

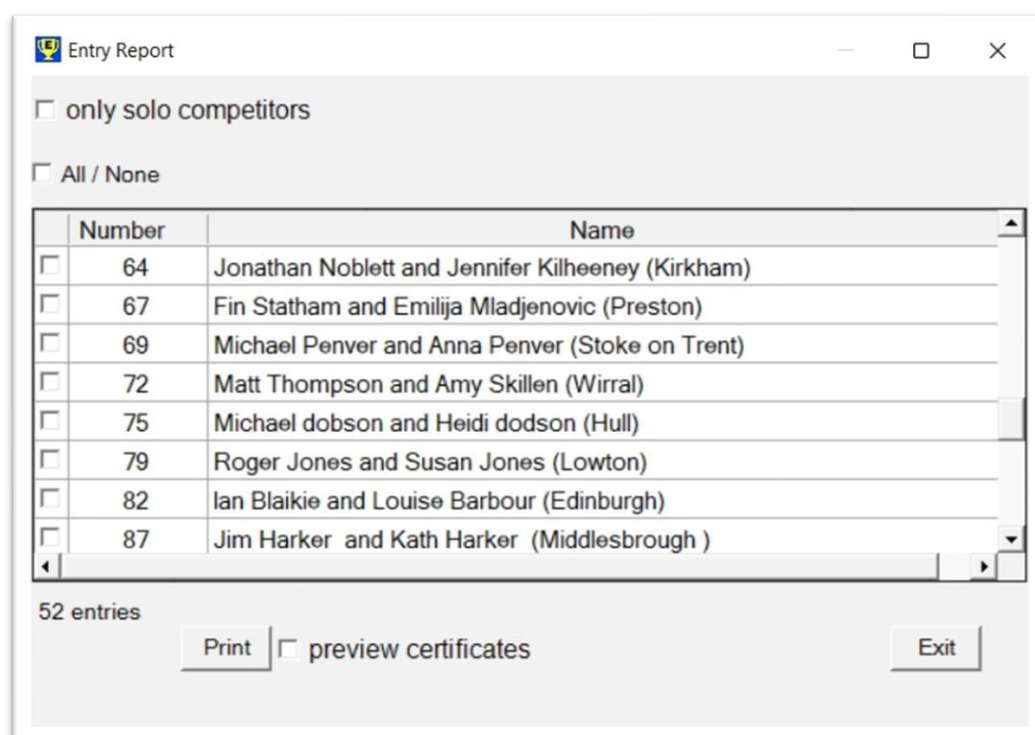
- |    |    |   |
|----|----|---|
| 16 | 14 | ANDREW ESCOLME and AMY BAKER USA                        |
| 16 | 14 | Aleksandar Vukosavljevic and Joanna Meller USA          |
| 18 | 12 | JUN LUO and TING SONG China                             |
| 18 | 12 | KONSTANTIN CHIGIREV and DARIA MIKHALSKAYA Russia        |
| 20 | 11 | JAKE DAVIES and ALYONA KALININA England                 |
| 20 | 11 | ROMAN MALKOV and EWA MALIK England                      |
| 20 | 11 | MITKO DIMITROV and PELAGIA KALYVA Greece                |
| 20 | 11 | JONAS KAZLAUSKAS and KATHLEEN ILO USA                   |
| 24 | 10 | KRYSTOF GRZELAK and NATALIA KRZYSTOSZEK England         |
| 25 | 9  | DAVID RIEGLER and KSENIA MAKHORTOVA Germany             |
| 26 | 5  | IGAL GINZBURG and SONIA SAVOSTIANOV Israel              |
| 26 | 5  | MICHAEL VAGANAY and AMANDINE MAUCERI France             |
| 26 | 5  | JOSEPH HOPWOOD and ALEXANDRA HAWLEY GOLOVCHENKO England |
| 26 | 5  | STEFAN GOLUBOVIC and AGNE MALINAUSKAITE Lithuania       |
| 30 | 4  | MARCO MANCINI and NADIYA DYATLOVA Italy                 |
| 31 | 2  | FABIO OBINO and ELENA MELIS Italy                       |
| 32 | 1  | FEDOR ARTEMEV and EKATERINA ARTEMEVA Russia             |

## Entry Reports / Certificates

You can create a report / certificate for competitors, listing every competition for which they are entered. Click on Entries, Print Entry report(s). This feature is only available if the event uses names, and if every competitor has a different number (unique numbers).



The screen below will be displayed. You can choose to select only solo competitors (if there are any), and to preview the reports before printing. Select all the competitors for which you wish to produce a report, and click Print.



A report will be printed for each selected competitor, showing every competition for which they entered.

Fylde Coast Festival Saturday

23 and ( )

entered the following competitions

A10 Fylde Coast Open Foxtrot

A17 NL Fylde Coast Youth WTVFQ

A31 Fylde Coast Open Rumba

A32 NL Fylde Coast Youth CSRPJ

A01 NL Fylde Coast Amateur WTVFQ

A18 NL Fylde Coast Amateur CSRPJ

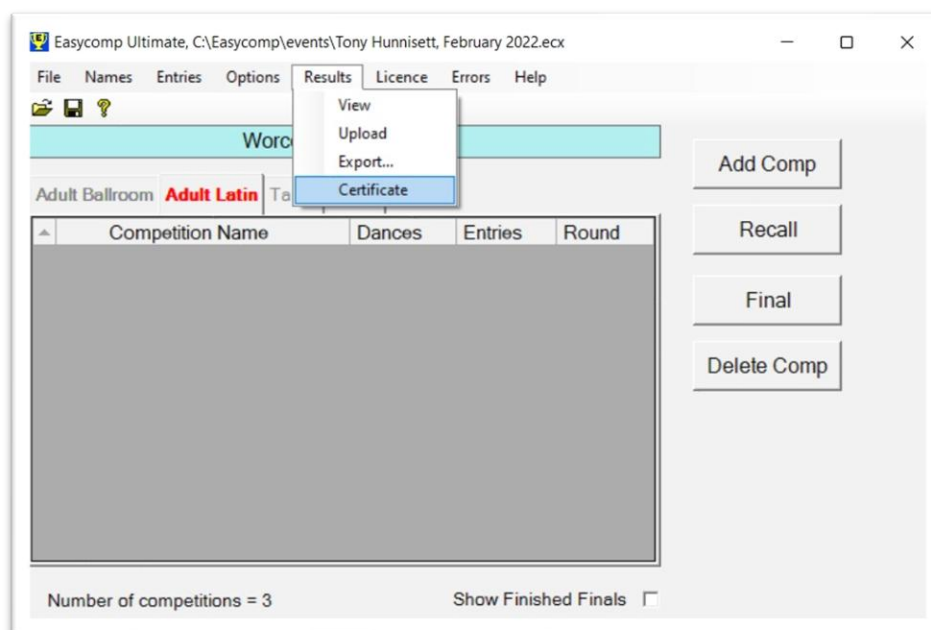
You can choose to print the certificates in name order or number order. To print them in name order, click the “Name” heading at the top of the column and the list will be sorted alphabetically, A to Z. If you click it again the list will be reversed, Z to A. Similarly, to print them in number order, click the “Number” heading and the list will be sorted in ascending or descending numerical order.

If you are using this facility to produce certificates, you can adjust the position of the text on the paper by setting the certificate margins in Options, Printing, Certificate Margins. This is particularly useful if you are printing onto paper with pre-printed borders.

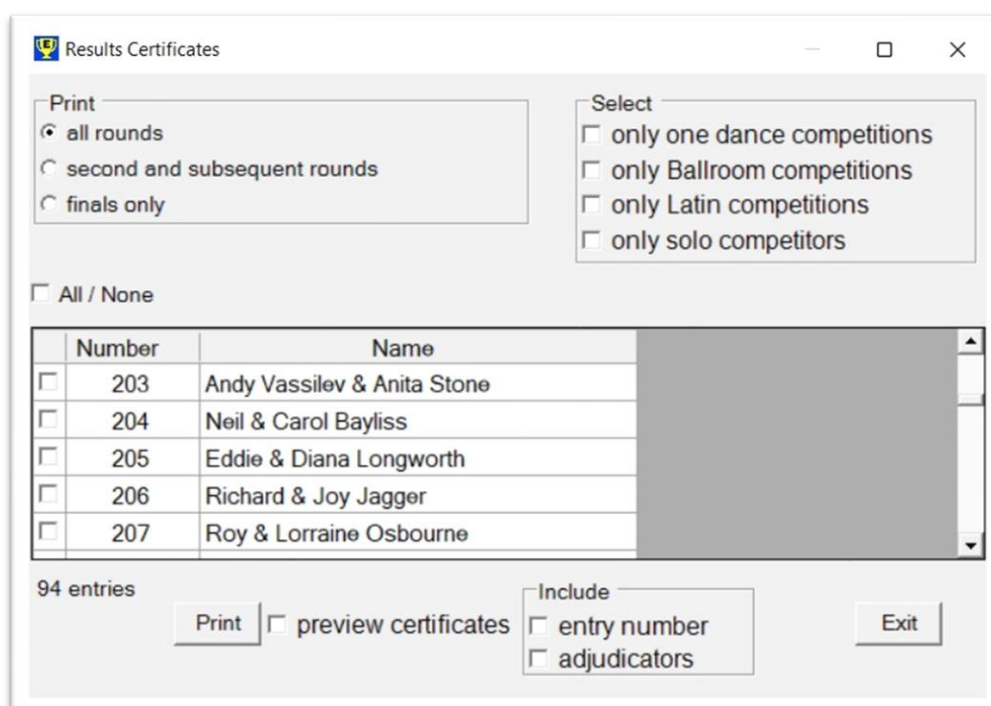


## Results Certificate

You can create certificates for competitors, showing the results for every competition they entered. Click on Results, Certificate. This feature is only available if the event uses names, and if every competitor has a different number (unique numbers).



The screen below will be displayed. You have a great deal of flexibility in selecting which competitors will receive a certificate, and what information to include on the certificate. You can also choose to preview the certificates before printing. Select all the competitors for which you wish to produce a certificate, and click Print.



You can choose to print the reports in name order or number order. To print them in name order, click the "Name" heading at the top of the column and the list will be sorted alphabetically, A to Z. If you click it again the list will be reversed, Z to A.

Similarly, to print them in number order, click the "Number" heading and the list will be sorted in ascending or descending numerical order.

A typical results certificate is shown below (the competitors' names have been blanked for privacy).

## Worcester Open Titles

23 March 2022

**This is to certify that**

Achieved 4th place in competition 01 NL Juv Open Trophy Ballroom

Achieved 1st place in competition 03 NL Under 10 FQ

Achieved 2nd place in competition 04 NL Juv All Girls WTQ

Achieved 3rd place in competition 05 Juv Novice TQ

Achieved 3rd place in competition 06 NL Juv Beginners WQ

Danced in the semi-final of competition 27 Jun Solo U16 Quickstep

Achieved 7th place in competition 13 NL Juv Open Latin Trophy

Achieved 3rd place in competition 15 NL Juv U10 RJ

Achieved 5th place in competition 16 NL Juv All Girls CSJ

Achieved 6th place in competition 17 Juv Novice RS

Achieved 6th place in competition 18 NL Juv Beginners CJ

Danced in round 1 of competition 28 NL Jun Solo U14 CR

Danced in round 1 of competition 29 NL Jun Solo U16 SJ

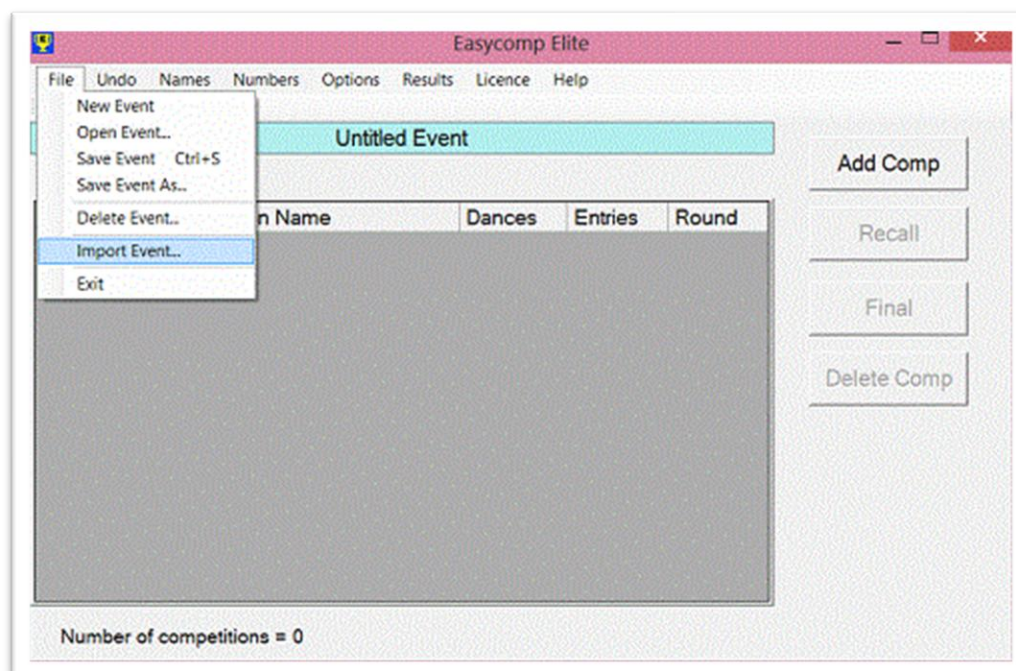
Danced in round 1 of competition 30 Jun Solo U16 Rumba

Adjudicators: Linda Chatterley, Alexandra Hixson, Argo Oblikas  
Morgan Hemphill, Ben Jones, Accursio Romeo, Richard Rose (Chairman)

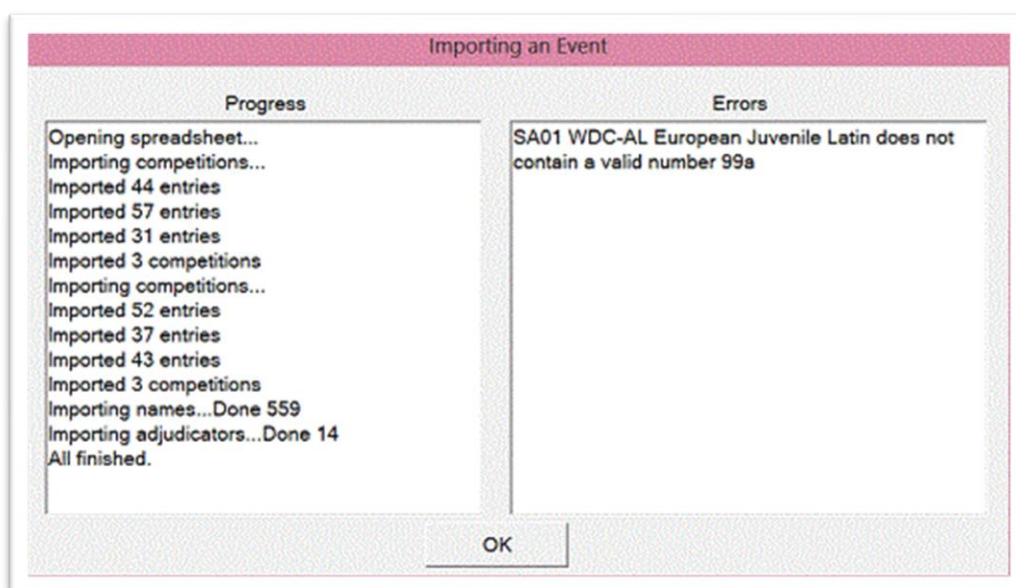


## Importing an Event from a Spreadsheet

It is possible to import an entire event from an Excel spreadsheet. You can import the competitions, their entries, the competitors' names and the adjudicators all with a single click of the mouse. From the main screen, click on File, Import Event...

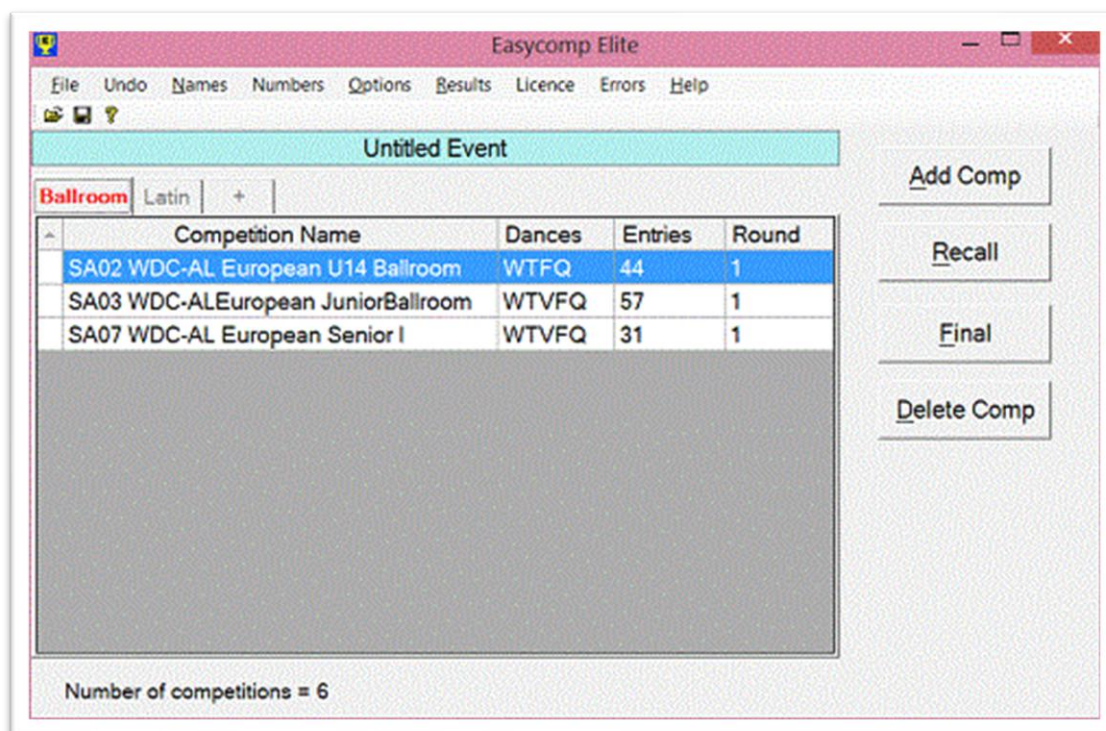


The program will first ask you if you want to save your data, then it will ask you for the Excel file. When you have selected the Excel import file, its contents will be imported into Easycomp.



The example above shows that 3 competitions were imported from sheet 1 of the spreadsheet, with 44, 57 and 31 entries respectively, and a further 3 competitions from sheet 2, with 52, 37 and 43 entries. 559 competitors' names and 14 adjudicators were also imported. There was one error; the Juvenile Latin had an invalid entry number "99a".

After clicking "OK", the main screen shows...



## Creating an Event Import File

An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click. However, the content of the Excel spreadsheet is slightly different for Ballroom/Latin and Freestyle/Street events.

### Ballroom / Latin

The content of the Excel file is slightly different when using unique numbers and non-unique numbers.

### Preparing a Ballroom / Latin Event Import File Using Unique Numbers

An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click.

The sheet for competitions is shown here. Column A contains the name of the competitions. Column B contains their dance letters. Column C contains all their entry numbers. Any entries with byes have one or more asterisks after their number (see entry 156 in the U14 Ballroom competition). If you do not know the entries for the competitions, column C can be left blank.

All the competitions on this first sheet will be imported into the first tab on the main screen.

|   | A                                    | B     | C   |
|---|--------------------------------------|-------|---|
| 1 | SA02 WDC-AL European U14 Ballroom    | WTFQ  | 1,155,156*,157,158,159,160,161,162,163,164,165,167,168,169,170,171,173,174,175,177,178,179,180,181,183,184,185,186,187,188,189,190,191,192,193,194,614,615,618,655,658,659,667  |
| 2 | SA03 WDC-AL European Junior Ballroom | WTVFQ | 201,203,204,205,206,207,208,209,210,212,213,214,215,217,218,219,220,221,222,223,225,226,227,228,229,230,231,232,233,234,235,236,237,238,239,241,242,243,244,245,248,249,250,252,253,254,256,257,258,260,261,262,263,264,265,269,622 |
| 3 | SA07 WDC-AL European Senior I        | WTVFQ | 401,402,404,406,407,408,409,411,412,413,414,415,416,417,418,419,420,421,423,424,425,427,429,430,431,432,433,434,435,436,651   |
| 4 | SA08 WDC-AL European Senior II       | WTVFQ | 441,442,443,444,445,446,447,448,450,451,452,453,454,455,457,458,460,461,462,463,466,467,468,469,470,471,472,474,475,476,477   |
| 5 | SA09 WDC-AL European Senior III      | WTVFQ | 491,492,493,494,495,497,498,499,501,502,503,504,505,506,507,508,509,511,512,513,514,515,516,518,519,646   |
| 6 | SA11 WDC-AL European O35 Pre Amt     | WTFQ  | 546,547,548,549,550,552,553,554,555,556,557,558,559,561,563,564,565,566,567,569,571,572,573,574,576,577,672   |
| 7 | SA12 DPA Professional Ballroom       | WTVFQ | 585,586,587,588,590,591,592,593   |
| 8 |                                      |       |   |
| 9 |                                      |       |   |

Here is the second sheet, also for competitions. Its format is the same as the first sheet, but all the competitions on this second sheet will be imported into the second tab on the main screen. Note that the first sheet was named “Ballroom” and this sheet is named “Latin”. Whatever name the sheet is given will also be given to the tabs on the main screen.

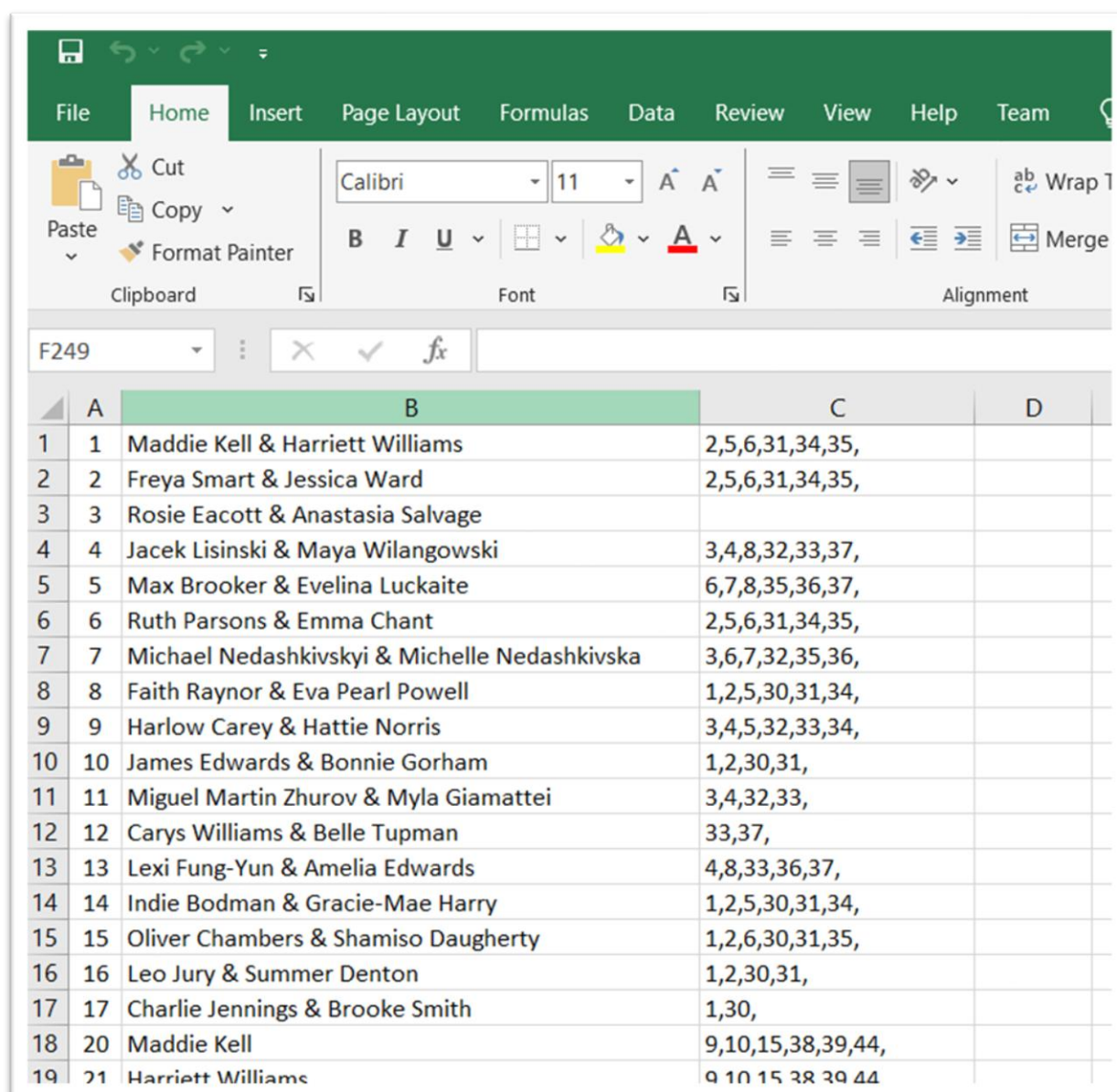


|    | A                                   | B     | C   | D | E | F |
|----|-------------------------------------|-------|---|---|---|---|
| 1  | SA01 WDC-AL European Juvenile Latin | CSRJ  | 101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,119,121,122,123,125,126,127,128,130,131,133,134,135,136,138,139,140,141,142,143,144,145,146,601,602,603,604,605,606,607,611,612,637,645,656 |   |   |   |
| 2  | SA04 WDC-AL European U19 Latin      | CSRPJ | 271,272,273,275,276,278,279,280,283,285,287,289,290,295,296,299,300,301,304,305,308,310,314,315,317,319,630,631,632,657,660,661,664,665,666,669,670   |   |   |   |
| 3  | SA05 WDC-AL European U21 Latin      | CSRPJ | 331,333,334,336,337,338,339,341,342,343,344,345,346,347,349,350,351,352,353,355,356,358,360,361,362,363,364,365,367,368,370,371,372,373,375,376,378,379,636,639,640,643,644                                     |   |   |   |
| 4  | SA06 WDC-AL European Latin          | CSRPJ | 1,2,3,6,7,9,10,11,12,13,15,16,17,18,19,22,23,24,25,27,28,29,30,31,34,35,37,38,39,41,42,43,44,47,48,49,50,51,52,53,54,55,56,58,59,60,63,65,66,67,68,70,72,73,75,76,77,78,79,80,81,85,87,88,89,93,94,654          |   |   |   |
| 5  | SA10 WDC-AL European U35 Pre Amt    | CSRJ  | 527,528,529,530,531,532,533,534,538,663   |   |   |   |
| 6  |                                     |       |   |   |   |   |
| 7  |                                     |       |   |   |   |   |
| 8  |                                     |       |   |   |   |   |
| 9  |                                     |       |   |   |   |   |
| 10 |                                     |       |   |   |   |   |
| 11 |                                     |       |   |   |   |   |

The third sheet, in this example, is for competitors' numbers and names. Column A contains their numbers and column B contains their names.

|    | A  | B  | C | D | E | F | G | H | I |
|----|----|--|---|---|---|---|---|---|---|
| 1  | 1  | Bartosz Bojanczyk and Georgiana Muja (England)       |   |   |   |   |   |   |   |
| 2  | 2  | Ionut Ciubotariu and Lisa Ruf (Germany)              |   |   |   |   |   |   |   |
| 3  | 3  | Cameron Robinson and Joanne Banham (England)         |   |   |   |   |   |   |   |
| 4  | 4  | Anton Nesterko and Dariya Mariushchenko (Ukraine)    |   |   |   |   |   |   |   |
| 5  | 5  | Petur Gunnarsson and Polina Oddr (Iceland)           |   |   |   |   |   |   |   |
| 6  | 6  | Jonathon Salmon and Jessica Ball (England)           |   |   |   |   |   |   |   |
| 7  | 7  | Wouter Grootendorst and Evi Luijten (Netherlands)    |   |   |   |   |   |   |   |
| 8  | 8  | Lenell Artist and Thanique (Netherlands)             |   |   |   |   |   |   |   |
| 9  | 9  | Lewis Baker and Katie Williams (England)             |   |   |   |   |   |   |   |
| 10 | 10 | Loyd Griffiths and Bethany Miah (Wales)              |   |   |   |   |   |   |   |
| 11 | 11 | Aleksander Holod and Magdalena Kogut (Poland)        |   |   |   |   |   |   |   |
| 12 | 12 | Harrison Keep and Georgia Blatch (England)           |   |   |   |   |   |   |   |
| 13 | 13 | Jason Cicard and Regina Klyaynfelder (France)        |   |   |   |   |   |   |   |
| 14 | 14 | Oliver Beardmore and Lydia Hall (England)            |   |   |   |   |   |   |   |
| 15 | 15 | Vadim Potapov and Elena Pilipenko (Portugal)         |   |   |   |   |   |   |   |
| 16 | 16 | Ruslan Khisamutdinov and Alena Rabinovich (Russia)   |   |   |   |   |   |   |   |
| 17 | 17 | Tobias Fladby and Hanna Cresswell Melstrom (England) |   |   |   |   |   |   |   |
| 18 | 18 | Pizzo Dario and D'albundo Karen (France)             |   |   |   |   |   |   |   |

It is also possible to (optionally) add the competitions that competitors have entered. To do this, list all the competitions, separated by commas, for each competitor in column C, as shown below.



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, and Alignment. The spreadsheet has four columns: A, B, C, and D. Column A contains row numbers 1 through 21. Column B contains competitor names. Column C contains a list of competition numbers entered by each competitor, separated by commas. Column D is empty.

|    | A  | B   | C                 | D |
|----|----|---|-------------------|---|
| 1  | 1  | Maddie Kell & Harriett Williams               | 2,5,6,31,34,35,   |   |
| 2  | 2  | Freya Smart & Jessica Ward                    | 2,5,6,31,34,35,   |   |
| 3  | 3  | Rosie Eacott & Anastasia Salvage              |                   |   |
| 4  | 4  | Jacek Lisinski & Maya Wilangowski             | 3,4,8,32,33,37,   |   |
| 5  | 5  | Max Brooker & Evelina Luckaite                | 6,7,8,35,36,37,   |   |
| 6  | 6  | Ruth Parsons & Emma Chant                     | 2,5,6,31,34,35,   |   |
| 7  | 7  | Michael Nedashkivskyi & Michelle Nedashkivska | 3,6,7,32,35,36,   |   |
| 8  | 8  | Faith Raynor & Eva Pearl Powell               | 1,2,5,30,31,34,   |   |
| 9  | 9  | Harlow Carey & Hattie Norris                  | 3,4,5,32,33,34,   |   |
| 10 | 10 | James Edwards & Bonnie Gorham                 | 1,2,30,31,        |   |
| 11 | 11 | Miguel Martin Zhurov & Myla Giamattei         | 3,4,32,33,        |   |
| 12 | 12 | Carys Williams & Belle Tupman                 | 33,37,            |   |
| 13 | 13 | Lexi Fung-Yun & Amelia Edwards                | 4,8,33,36,37,     |   |
| 14 | 14 | Indie Bodman & Gracie-Mae Harry               | 1,2,5,30,31,34,   |   |
| 15 | 15 | Oliver Chambers & Shamiso Daugherty           | 1,2,6,30,31,35,   |   |
| 16 | 16 | Leo Jury & Summer Denton                      | 1,2,30,31,        |   |
| 17 | 17 | Charlie Jennings & Brooke Smith               | 1,30,             |   |
| 18 | 20 | Maddie Kell                                   | 9,10,15,38,39,44, |   |
| 19 | 21 | Harriett Williams                             | 9 10 15 38 39 44  |   |

The competition numbers refer to the order in which competitions have been entered. For example, if sheet 1 contains 30 competitions and sheet 2 contains another 15, the competitions on sheet 1 will be numbered 1 to 30 inclusive, and those on sheet 2 will be numbered 31 to 45.

The fourth sheet of this example contains the adjudicators. Column A contains their letters, column B contains their names, and column C contains their panel letters.

|    | A | B                      | C   | D | E | F | G | H | I | J | K | L | M |
|----|---|------------------------|-----|---|---|---|---|---|---|---|---|---|---|
| 1  | A | Adam Reeve             | ACF |   |   |   |   |   |   |   |   |   |   |
| 2  | B | Alberto Pregalato      | ACZ |   |   |   |   |   |   |   |   |   |   |
| 3  | C | Christopher Short      | AC  |   |   |   |   |   |   |   |   |   |   |
| 4  | D | Elena Khvorova         | AC  |   |   |   |   |   |   |   |   |   |   |
| 5  | E | Gary Foster            | ACZ |   |   |   |   |   |   |   |   |   |   |
| 6  | F | Kenny Welsh            | AC  |   |   |   |   |   |   |   |   |   |   |
| 7  | G | Stephen Hillier M.B.E. | AC  |   |   |   |   |   |   |   |   |   |   |
| 8  | H | Alexandra Chesnekov    | BC  |   |   |   |   |   |   |   |   |   |   |
| 9  | I | Andrej Skufca          | BC  |   |   |   |   |   |   |   |   |   |   |
| 10 | J | Darren Bennett         | BC  |   |   |   |   |   |   |   |   |   |   |
| 11 | K | Hannes Emrich          | BC  |   |   |   |   |   |   |   |   |   |   |
| 12 | L | Joanna Lenuis          | BC  |   |   |   |   |   |   |   |   |   |   |
| 13 | M | Jonathan Crossley      | BC  |   |   |   |   |   |   |   |   |   |   |
| 14 | N | Snieguole Wood         | BCZ |   |   |   |   |   |   |   |   |   |   |
| 15 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 16 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 17 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 18 |   |                        |     |   |   |   |   |   |   |   |   |   |   |

NOTE: The sheets do not have to be in a specific order. For example, the adjudicators could be on sheet 1 and the competitors on sheet 2.

### *Preparing a Ballroom / Latin Event Import File Using Non-Unique Numbers*

An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click.

The sheet for competitions is shown here. Column A contains the name of the competitions and column B contains their dance letters. All the competitions on this first sheet will be imported into the first tab on the main screen.







The third sheet of this example contains the adjudicators. Column A contains their letters, column B contains their names, and column C contains their panel letters.

|    | A | B                      | C   | D | E | F | G | H | I | J | K | L | M |
|----|---|------------------------|-----|---|---|---|---|---|---|---|---|---|---|
| 1  | A | Adam Reeve             | ACF |   |   |   |   |   |   |   |   |   |   |
| 2  | B | Alberto Pregalato      | ACZ |   |   |   |   |   |   |   |   |   |   |
| 3  | C | Christopher Short      | AC  |   |   |   |   |   |   |   |   |   |   |
| 4  | D | Elena Khvorova         | AC  |   |   |   |   |   |   |   |   |   |   |
| 5  | E | Gary Foster            | ACZ |   |   |   |   |   |   |   |   |   |   |
| 6  | F | Kenny Welsh            | AC  |   |   |   |   |   |   |   |   |   |   |
| 7  | G | Stephen Hillier M.B.E. | AC  |   |   |   |   |   |   |   |   |   |   |
| 8  | H | Alexandra Chesnekov    | BC  |   |   |   |   |   |   |   |   |   |   |
| 9  | I | Andrej Skufca          | BC  |   |   |   |   |   |   |   |   |   |   |
| 10 | J | Darren Bennett         | BC  |   |   |   |   |   |   |   |   |   |   |
| 11 | K | Hannes Emrich          | BC  |   |   |   |   |   |   |   |   |   |   |
| 12 | L | Joanna Lenuis          | BC  |   |   |   |   |   |   |   |   |   |   |
| 13 | M | Jonathan Crossley      | BC  |   |   |   |   |   |   |   |   |   |   |
| 14 | N | Snieguole Wood         | BCZ |   |   |   |   |   |   |   |   |   |   |
| 15 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 16 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 17 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 18 |   |                        |     |   |   |   |   |   |   |   |   |   |   |

NOTE: The sheets do not have to be in a specific order. For example, the adjudicators could be on sheet 1 and the competitions on sheet 2.

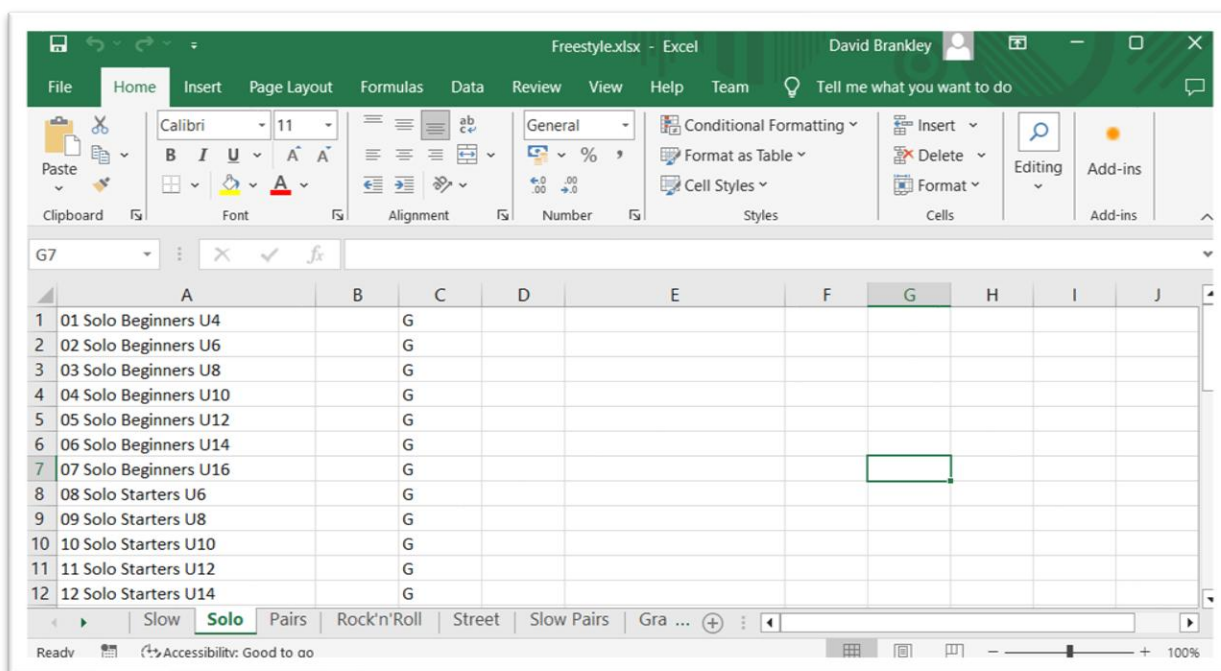
## Freestyle / Street

### *Preparing a Freestyle / Street Event Import File*

An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click.

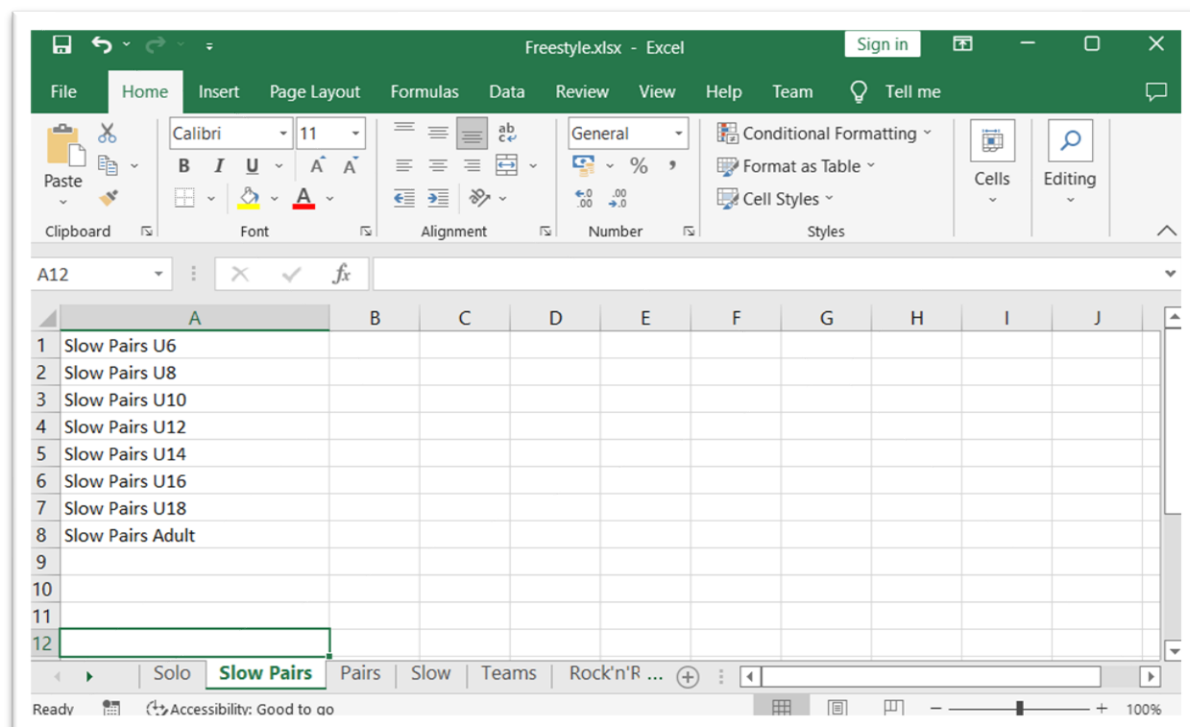
The sheet for competitions is shown here. Column A contains the name of the competitions. Column C contains the letter G, indicating that competitors in these competitions may gain a Grade Point. **Note:** Column B must be completely empty as it is used for dance letters and freestyle / street competitions do not have dance letters.

All the competitions on this first sheet will be imported into the first tab on the main screen.

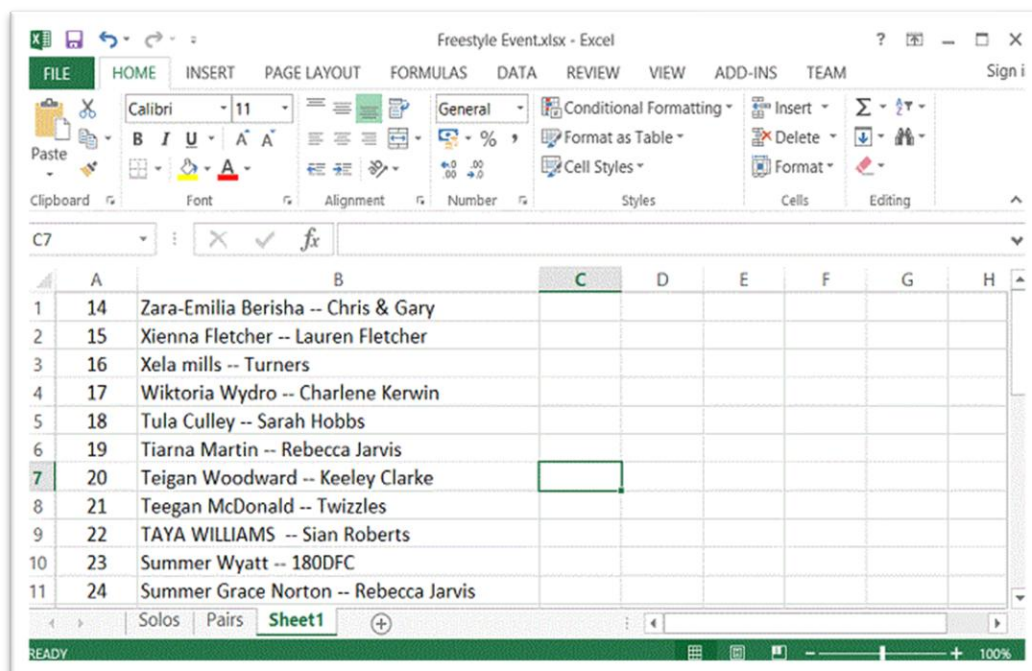


Here is the second sheet, also for competitions. Its format is the same as the first sheet, but all the competitions on this second sheet will be imported into the second tab on the main screen. Column C is empty because competitors in these competitions cannot lose lives.

Note that the first sheet was named “Solos” and this sheet is named “Slow Pairs”. Whatever name the sheet is given will also be given to the tabs on the main screen.

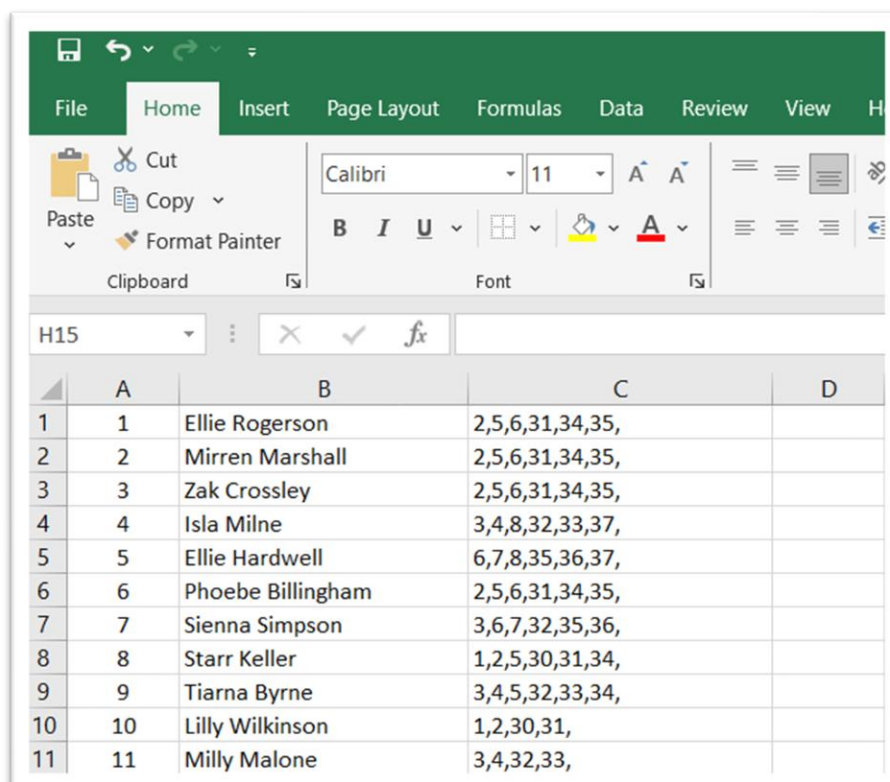


The third sheet, in this example, is for competitors' numbers and names. Column A contains their numbers and column B contains their names.



|    | A  | B                                     | C | D | E | F | G | H |
|----|----|---------------------------------------|---|---|---|---|---|---|
| 1  | 14 | Zara-Emilia Berisha -- Chris & Gary   |   |   |   |   |   |   |
| 2  | 15 | Xienna Fletcher -- Lauren Fletcher    |   |   |   |   |   |   |
| 3  | 16 | Xela mills -- Turners                 |   |   |   |   |   |   |
| 4  | 17 | Wiktor Wydro -- Charlene Kerwin       |   |   |   |   |   |   |
| 5  | 18 | Tula Culley -- Sarah Hobbs            |   |   |   |   |   |   |
| 6  | 19 | Tiarna Martin -- Rebecca Jarvis       |   |   |   |   |   |   |
| 7  | 20 | Teigan Woodward -- Keeley Clarke      |   |   |   |   |   |   |
| 8  | 21 | Teegan McDonald -- Twizzles           |   |   |   |   |   |   |
| 9  | 22 | TAYA WILLIAMS -- Sian Roberts         |   |   |   |   |   |   |
| 10 | 23 | Summer Wyatt -- 180DFC                |   |   |   |   |   |   |
| 11 | 24 | Summer Grace Norton -- Rebecca Jarvis |   |   |   |   |   |   |

It is also possible to (optionally) add the competitions that competitors have entered. To do this, list all the competitions, separated by commas, for each competitor in column C, as shown below.



|    | A  | B                 | C               | D |
|----|----|-------------------|-----------------|---|
| 1  | 1  | Ellie Rogerson    | 2,5,6,31,34,35, |   |
| 2  | 2  | Mirren Marshall   | 2,5,6,31,34,35, |   |
| 3  | 3  | Zak Crossley      | 2,5,6,31,34,35, |   |
| 4  | 4  | Isla Milne        | 3,4,8,32,33,37, |   |
| 5  | 5  | Ellie Hardwell    | 6,7,8,35,36,37, |   |
| 6  | 6  | Phoebe Billingham | 2,5,6,31,34,35, |   |
| 7  | 7  | Sienna Simpson    | 3,6,7,32,35,36, |   |
| 8  | 8  | Starr Keller      | 1,2,5,30,31,34, |   |
| 9  | 9  | Tiarna Byrne      | 3,4,5,32,33,34, |   |
| 10 | 10 | Lilly Wilkinson   | 1,2,30,31,      |   |
| 11 | 11 | Milly Malone      | 3,4,32,33,      |   |

The competition numbers refer to the order in which competitions have been entered. For example, if sheet 1 contains 30 competitions and sheet 2 contains another 15, the competitions on sheet 1 will be numbered 1 to 30 inclusive, and those on sheet 2 will be numbered 31 to 45.

The fourth sheet of this example contains the adjudicators. Column A contains their letters, column B contains their names, and column C contains their panel letters.

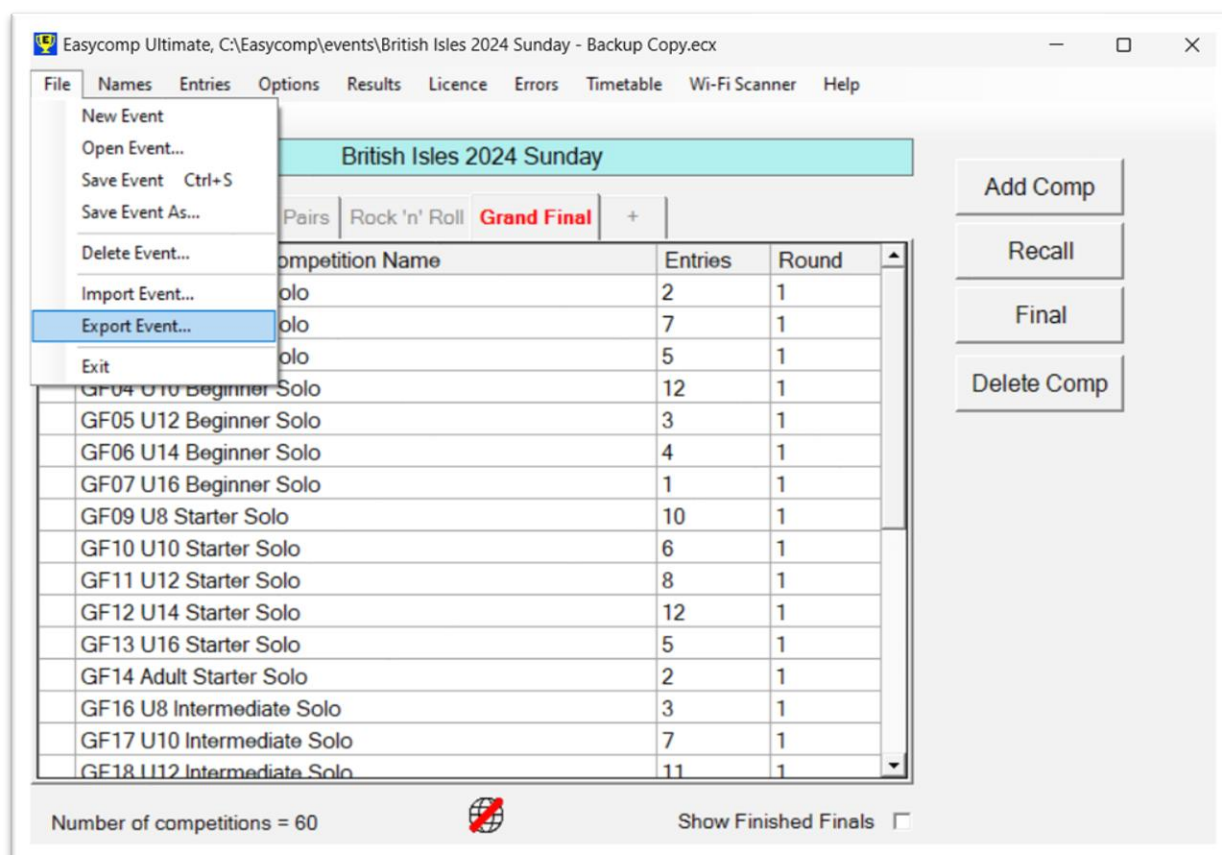
|    | A | B                      | C   | D | E | F | G | H | I | J | K | L | M |
|----|---|------------------------|-----|---|---|---|---|---|---|---|---|---|---|
| 1  | A | Adam Reeve             | ACF |   |   |   |   |   |   |   |   |   |   |
| 2  | B | Alberto Pregalato      | ACZ |   |   |   |   |   |   |   |   |   |   |
| 3  | C | Christopher Short      | AC  |   |   |   |   |   |   |   |   |   |   |
| 4  | D | Elena Khvorova         | AC  |   |   |   |   |   |   |   |   |   |   |
| 5  | E | Gary Foster            | ACZ |   |   |   |   |   |   |   |   |   |   |
| 6  | F | Kenny Welsh            | AC  |   |   |   |   |   |   |   |   |   |   |
| 7  | G | Stephen Hillier M.B.E. | AC  |   |   |   |   |   |   |   |   |   |   |
| 8  | H | Alexandra Chesnekov    | BC  |   |   |   |   |   |   |   |   |   |   |
| 9  | I | Andrej Skufca          | BC  |   |   |   |   |   |   |   |   |   |   |
| 10 | J | Darren Bennett         | BC  |   |   |   |   |   |   |   |   |   |   |
| 11 | K | Hannes Emrich          | BC  |   |   |   |   |   |   |   |   |   |   |
| 12 | L | Joanna Lenuis          | BC  |   |   |   |   |   |   |   |   |   |   |
| 13 | M | Jonathan Crossley      | BC  |   |   |   |   |   |   |   |   |   |   |
| 14 | N | Snieguole Wood         | BCZ |   |   |   |   |   |   |   |   |   |   |
| 15 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 16 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 17 |   |                        |     |   |   |   |   |   |   |   |   |   |   |
| 18 |   |                        |     |   |   |   |   |   |   |   |   |   |   |

NOTE: The sheets do not have to be in a specific order. For example, the adjudicators could be on sheet 1 and the competitors on sheet 2.

## Export an Event to a Spreadsheet

Just as you can import an entire day's competitions, entries and adjudicators from a spreadsheet, you can also export all the data for a day to a spreadsheet.

Click on "File", "Export Event..." and choose a location to save the exported file.



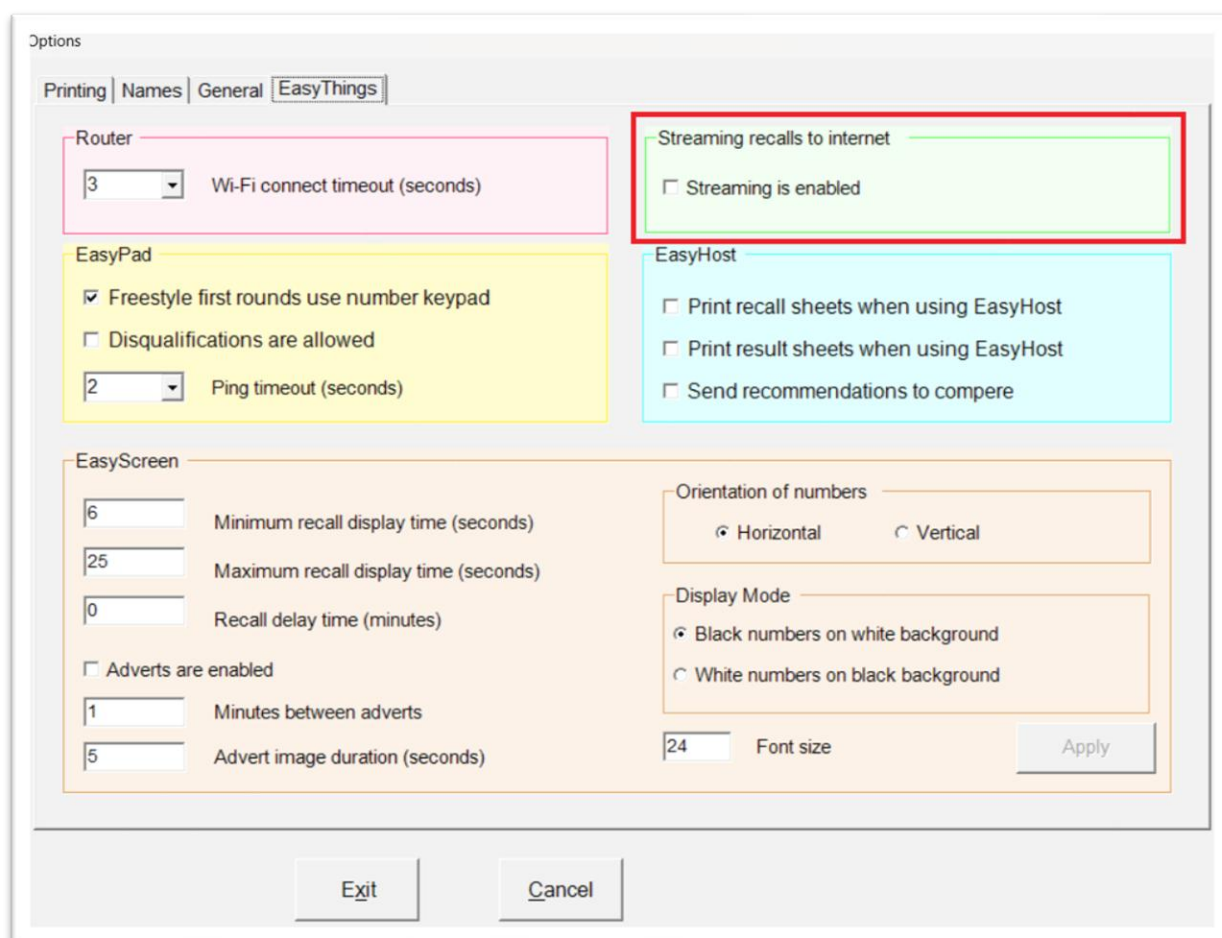


## Stream Recalls to Internet

Easycomp Ultimate has the capability of live-streaming recalls to the Confidance website, where they can be viewed by anyone with Internet access. To do this, the computer running Easycomp must be connected to a wi-fi network with Internet access. Please note that this must be different network to that which is used for EasyPad. If the computer has Internet access, the following symbol will be shown at the bottom of the main screen.

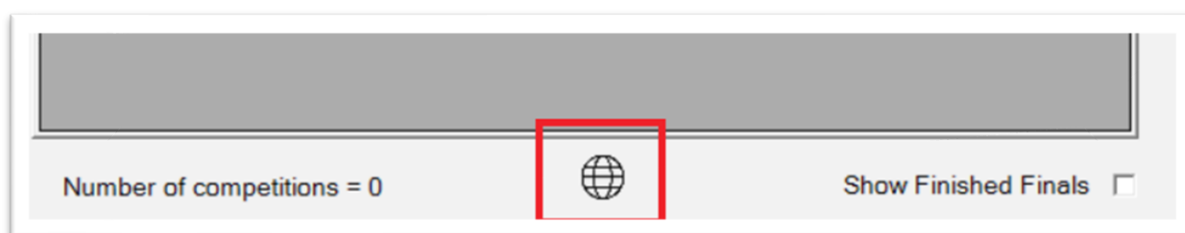


The diagonal red bar through the globe signifies that although the computer has internet access, streaming of recalls is disabled. In order to enable streaming of recalls, go to “Options”, “EasyThings” and tick the box labelled “Streaming is enabled”.



After exiting Options, the symbol at the bottom of the main screen will be:





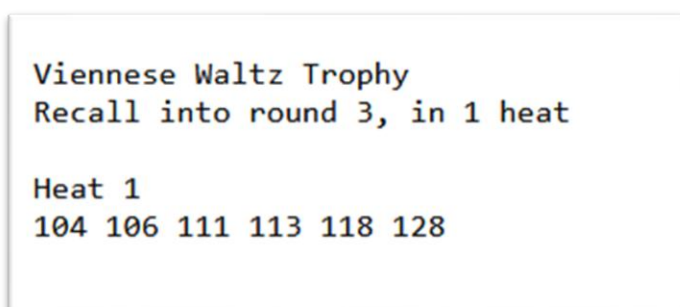
This symbol signifies that the computer has internet access, and recall streaming is enabled. After a recall has been done, the symbol changes to:



This symbol signifies that a recall has been successfully transferred to the Confidance website. Any person going to [www.confidance.co.za](http://www.confidance.co.za) will be able to click on live events and see the recalls as they happen in real time.

The page will show all the available recalls for the event. Recalls will be automatically updated when the next round has been danced, and they will disappear when the final results have been calculated.

Anyone clicking the “Viennese Waltz Trophy” box will see the following recall information.









You can also stream recalls to a different website of your choice. See [“Changing Streamed Recalls Website”](#) for more information.

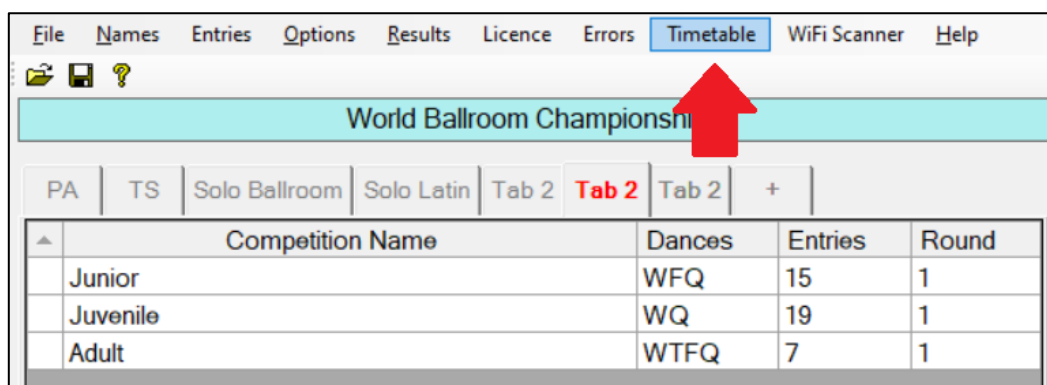
### Streaming Recalls Symbols

The following is a list of symbols and their meanings that may be displayed at the bottom of the Easycomp main screen when streaming recalls.

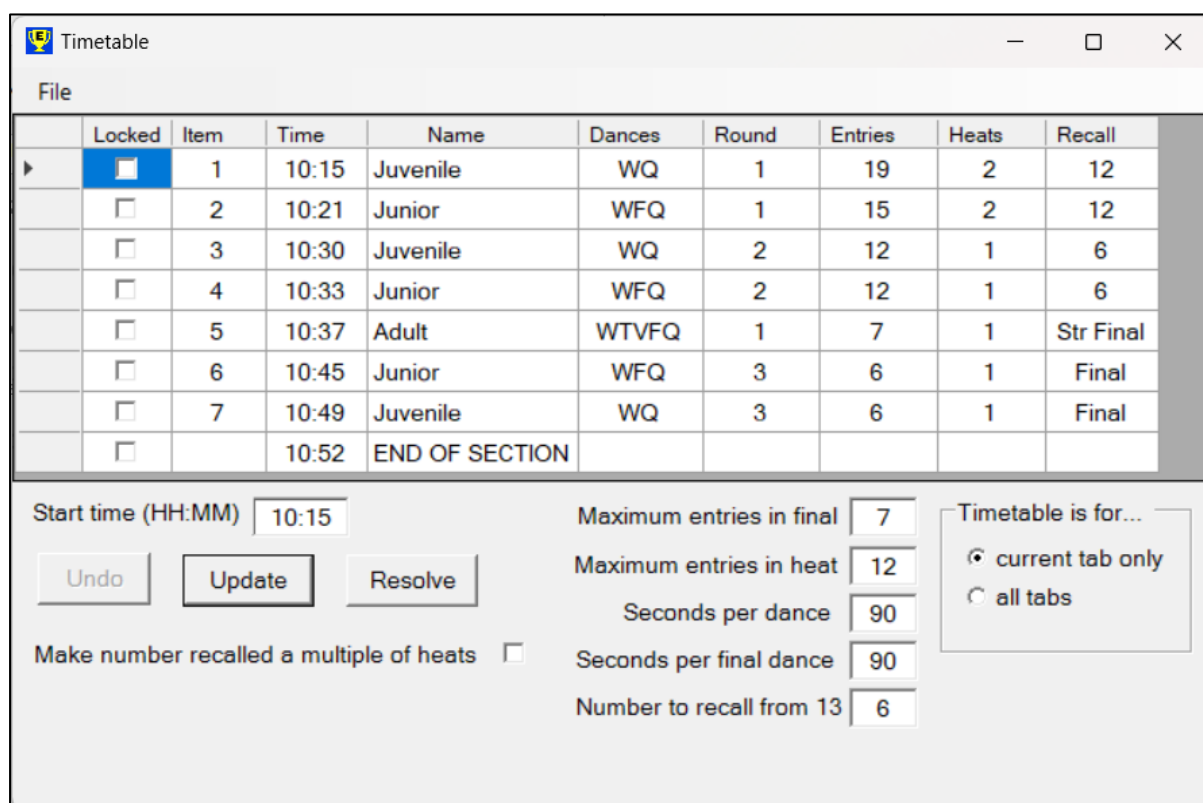
| Symbol  | Meaning   |
|---|---|
| No symbol   | No internet connection detected                                       |
|  | Internet connection is detected but streaming of recalls is disabled  |
|  | Streaming of recalls is enabled but no recalls have been uploaded yet |
|  | The last recall was uploaded successfully                             |
|  | The last recall failed to upload                                      |

## Timetable Generator (Ultimate only)

Easycomp has the ability to create an optimized timetable for the competitions on the current tab, or for all competitions. It offers the user great flexibility to customise the timetable and its use and operation is best described and explained with simple examples. Consider the following simple example:



The section consists of only three competitions, and no competitors are entered in more than one competition. The Adult competition has been set up to include a Viennese Waltz in the final. If we click on “Timetable” in the top menu strip, the following screen appears:



Easycomp has created an optimised timetable for the competitions on the tab. It has placed the competitions with the largest number of entries first, and those with the least number of entries last. It has recognised that the “Adult” competition is a straight final and so it has added the extra dance, Viennese Waltz.

## Change the Start Time

If we want the section to begin at a different time, edit the “Start time” box and click the “Update” button. The start time of the section and all subsequent rows of the timetable will be updated to reflect the new time.

Timetable

File

|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| ▶ | <input checked="" type="checkbox"/> | 1    | 11:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|   | <input type="checkbox"/>            | 2    | 11:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
|   | <input type="checkbox"/>            | 3    | 11:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 4    | 11:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 5    | 11:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|   | <input type="checkbox"/>            | 6    | 11:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            | 7    | 11:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            |      | 11:52 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM)

Undo

Update

Resolve

Make number recalled a multiple of heats ☐

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

Number to recall from 13

Timetable is for...  
☒ current tab only  
☐ all tabs

## Manually Move Competitions

You may want to move some competitions in the automatically generated timetable. For example, you might want to start or end the section with a particular competition. We will show you how to do this. Suppose that we want to start the section with the “Junior” competition and end it with the “Adult” competition.

Click the header cell of the “Junior” row (the header cell is the first cell in the row, and it displays an arrow when clicked).

The screenshot shows a window titled "Timetable" with a menu bar containing "File". Below the menu bar is a table with the following columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 8 rows of data. The second row, representing the "Junior" competition, is highlighted with a blue background. A red rectangle is drawn around the first cell of this row (the "Locked" column), which contains a right-pointing arrow. Below the table is a control panel with several input fields and buttons. The "Start time (HH:MM)" field is set to "09:25". There are buttons for "Undo", "Update", and "Resolve". To the right of these buttons are several input fields: "Maximum entries in final" (7), "Maximum entries in heat" (12), "Seconds per dance" (90), "Seconds per final dance" (90), and "Number to recall from 13" (6). On the far right, there is a section titled "Timetable is for..." with two radio buttons: "current tab only" (selected) and "all tabs".

| Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|--------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/> | 1    | 09:25 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/> | 2    | 09:31 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/> | 3    | 09:40 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 4    | 09:43 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 5    | 09:47 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/> | 6    | 09:55 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/> | 7    | 09:59 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/> |      | 10:02 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM)

Make number recalled a multiple of heats ☐

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

Number to recall from 13

Timetable is for...

☒ current tab only

☐ all tabs

Click and drag it to the very top of the timetable then release the mouse button.



Timetable

File

|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
|   | <input type="checkbox"/>            | 1    | 09:25 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| ▶ | <input checked="" type="checkbox"/> | 2    | 09:34 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|   | <input checked="" type="checkbox"/> | 3    | 09:40 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 4    | 09:43 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 5    | 09:47 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|   | <input type="checkbox"/>            | 6    | 09:55 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            | 7    | 09:59 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            |      | 10:02 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM) 
Maximum entries in final 
Maximum entries in heat 
Seconds per dance 
Seconds per final dance 
Number to recall from 13

Undo Update Resolve

Make number recalled a multiple of heats ☐

Timetable is for...  
☒ current tab only  
☐ all tabs

The action of moving the “Junior” competition has resulted in two rounds of the “Juvenile” competition being scheduled consecutively, and the two rows concerned are highlighted in red because the competitors in round two will have just finished dancing in round one, which is undesirable. Ignore that for now, and click the “Locked” box for the “Junior” competition, to fix it in place and prevent it being moved.

Timetable

File

|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| ✎ | <input checked="" type="checkbox"/> | 1    | 09:25 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
|   | <input checked="" type="checkbox"/> | 2    | 09:34 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|   | <input checked="" type="checkbox"/> | 3    | 09:40 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 4    | 09:43 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 5    | 09:47 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|   | <input type="checkbox"/>            | 6    | 09:55 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            | 7    | 09:59 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            |      | 10:02 | END OF SECTION |        |       |         |       |           |

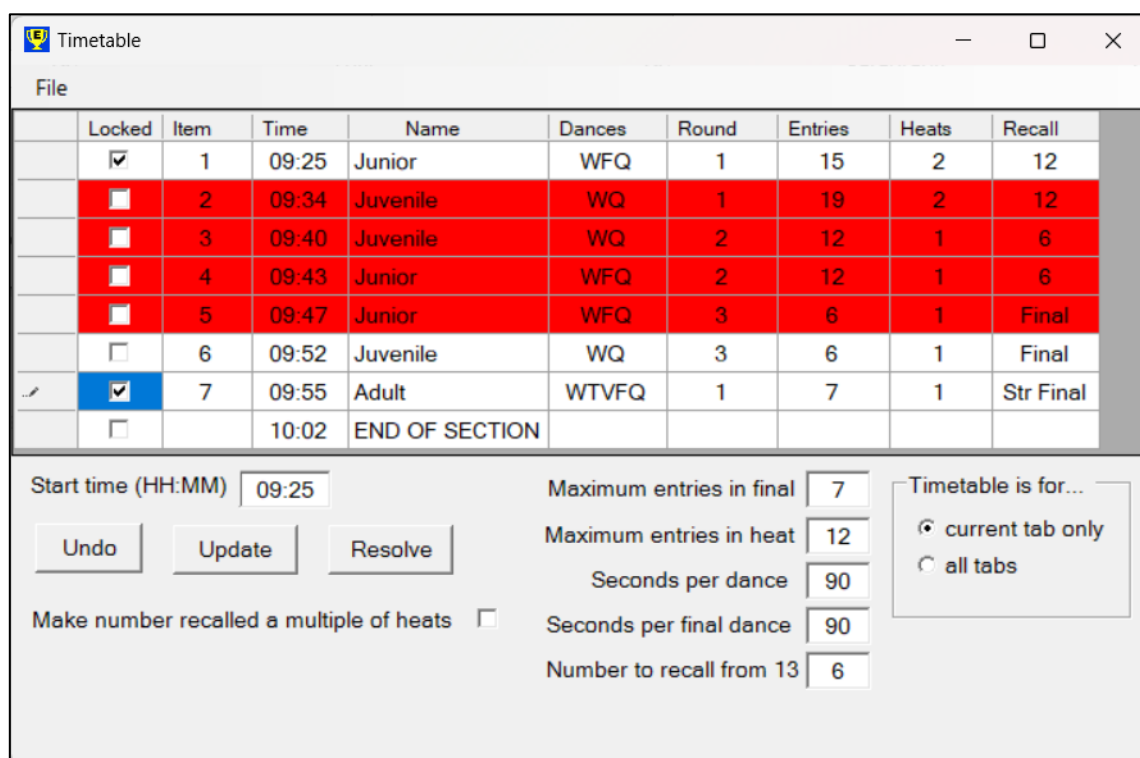
Start time (HH:MM) 
Maximum entries in final 
Maximum entries in heat 
Seconds per dance 
Seconds per final dance 
Number to recall from 13

Undo Update Resolve

Make number recalled a multiple of heats ☐

Timetable is for...  
☒ current tab only  
☐ all tabs

In the same way, move the “Adult” competition to the end, and lock it in place.



|  | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|--|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
|  | <input checked="" type="checkbox"/> | 1    | 09:25 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
|  | <input type="checkbox"/>            | 2    | 09:34 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|  | <input type="checkbox"/>            | 3    | 09:40 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|  | <input type="checkbox"/>            | 4    | 09:43 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
|  | <input type="checkbox"/>            | 5    | 09:47 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|  | <input type="checkbox"/>            | 6    | 09:52 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|  | <input checked="" type="checkbox"/> | 7    | 09:55 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|  | <input type="checkbox"/>            |      | 10:02 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM)

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

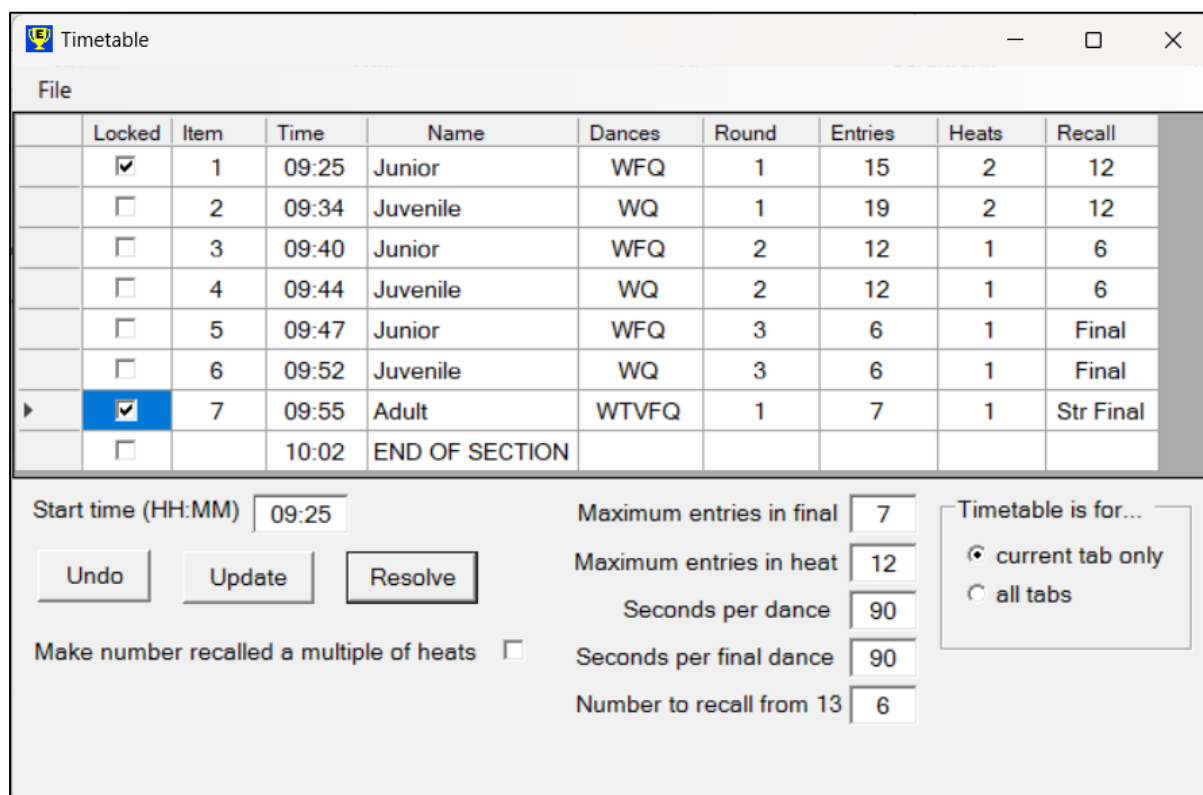
Number to recall from 13

Timetable is for...  
☒ current tab only  
☐ all tabs

Make number recalled a multiple of heats ☐

Undo Update Resolve

That movement has created two more conflicting rows, highlighted in red. To correct the conflicts, click the “Resolve” button.



|  | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|--|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
|  | <input checked="" type="checkbox"/> | 1    | 09:25 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
|  | <input type="checkbox"/>            | 2    | 09:34 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|  | <input type="checkbox"/>            | 3    | 09:40 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
|  | <input type="checkbox"/>            | 4    | 09:44 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|  | <input type="checkbox"/>            | 5    | 09:47 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|  | <input type="checkbox"/>            | 6    | 09:52 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|  | <input checked="" type="checkbox"/> | 7    | 09:55 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|  | <input type="checkbox"/>            |      | 10:02 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM)

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

Number to recall from 13

Timetable is for...  
☒ current tab only  
☐ all tabs

Make number recalled a multiple of heats ☐

Undo Update Resolve

The software will re-arrange the competitions to ensure that no two competitions are placed together if they have common entries. Note that it has not moved the “Junior” round 1 or the “Adult” straight final, because they were locked in position.

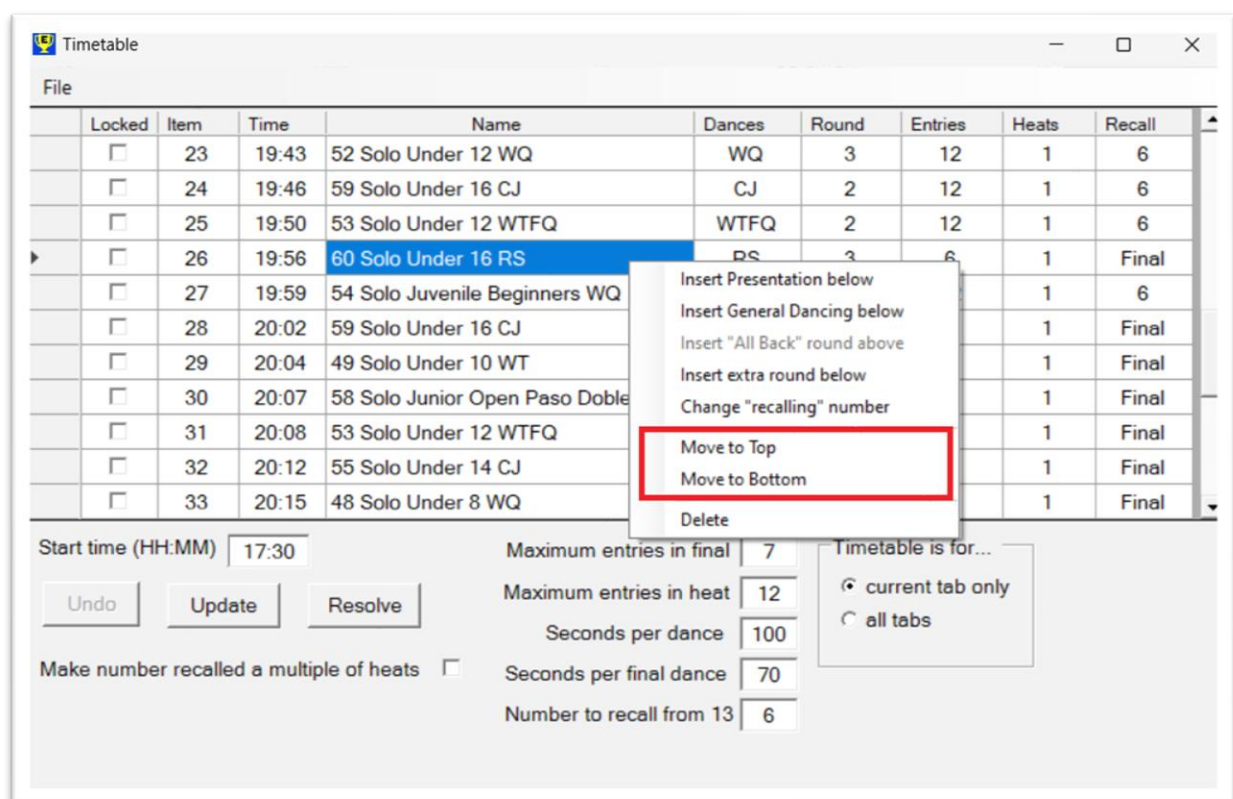
If it is not possible to resolve the conflicts by re-arranging the competitions, the software will insert a general dance between conflicting rows, to give the competitors a short break.

Note:

There is a quick way to send a competition to the top or bottom of the timetable. Read on for more details.

### Send Competition to Top or Bottom

You can very quickly send a competition to the top or bottom of the timetable. To do this, right-click anywhere on the competition’s line, and click on “Move to Top” or “Move to Bottom”, as desired.



## Red and Yellow Conflicts

The software will indicate by means of colours, if any competitions having common entries, or possibly having common entries, are placed next to each other.

If the competitions definitely have common entries, the rows are coloured red. If the competitions might have common entries, depending on which competitors are recalled, the rows are coloured yellow.

Consider the following example.

The screenshot shows a window titled 'Timetable' with a 'File' menu. Below the menu is a table with 10 rows and 10 columns. The columns are: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. Rows 6 and 7 are highlighted in red, and rows 9 and 10 are highlighted in yellow. Below the table is a control panel with various settings and buttons.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall   |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|----------|
| <input type="checkbox"/>            | 1    | 10:15 | Under 14       | WQ     | 1     | 11      | 1     | 6        |
| <input type="checkbox"/>            | 2    | 10:18 | Juvenile       | WQ     | 1     | 19      | 2     | 12       |
| <input type="checkbox"/>            | 3    | 10:24 | Junior         | WFQ    | 1     | 15      | 2     | 12       |
| <input type="checkbox"/>            | 4    | 10:33 | Juvenile       | WQ     | 2     | 12      | 1     | 6        |
| <input type="checkbox"/>            | 5    | 10:36 | Junior         | WFQ    | 2     | 12      | 1     | 6        |
| <input checked="" type="checkbox"/> | 6    | 10:40 | Adult          | WTVFQ  | 1     | 7       | 1     | All Back |
| <input checked="" type="checkbox"/> | 7    | 10:48 | Adult          | WTVFQ  | 2     | 7       | 1     | Final    |
| <input type="checkbox"/>            | 8    | 10:55 | Juvenile       | WQ     | 3     | 6       | 1     | Final    |
| <input type="checkbox"/>            | 9    | 10:58 | Under 14       | WQ     | 2     | 6       | 1     | Final    |
| <input type="checkbox"/>            | 10   | 11:01 | Junior         | WFQ    | 3     | 6       | 1     | Final    |
| <input type="checkbox"/>            |      | 11:06 | END OF SECTION |        |       |         |       |          |

Start time (HH:MM)  Maximum entries in final   
Maximum entries in heat   
Seconds per dance   
Timetable is for...  
☒ current tab only  
☐ all tabs  
Undo Update Resolve  
Number recalled must be a multiple of heats ☐

A timetable has been created and manually amended by adding an “all back” round to the “Adult” competition, and by moving the Juvenile final, which results in the Junior final and the Under 14 final next to each other.

The red rows signify that the items 6 and 7 undoubtedly have common entries. The yellow rows signify that items 9 and 10 potentially might have common entries, depending on which competitors are recalled to the final of each.

Clicking “Resolve” results in a timetable with no issues, as the software has re-ordered the competitions to eliminate any conflicts.

Timetable

File

|  | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall   |
|--|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|----------|
|  | <input type="checkbox"/>            | 1    | 10:15 | Under 14       | WQ     | 1     | 11      | 1     | 6        |
|  | <input type="checkbox"/>            | 2    | 10:18 | Juvenile       | WQ     | 1     | 19      | 2     | 12       |
|  | <input type="checkbox"/>            | 3    | 10:24 | Junior         | WFQ    | 1     | 15      | 2     | 12       |
|  | <input type="checkbox"/>            | 4    | 10:33 | Juvenile       | WQ     | 2     | 12      | 1     | 6        |
|  | <input type="checkbox"/>            | 5    | 10:36 | Junior         | WFQ    | 2     | 12      | 1     | 6        |
|  | <input type="checkbox"/>            | 6    | 10:40 | Adult          | WTVFQ  | 1     | 7       | 1     | All Back |
|  | <input type="checkbox"/>            | 7    | 10:48 | Juvenile       | WQ     | 3     | 6       | 1     | Final    |
|  | <input type="checkbox"/>            | 8    | 10:51 | Under 14       | WQ     | 2     | 6       | 1     | Final    |
|  | <input checked="" type="checkbox"/> | 9    | 10:54 | Adult          | WTVFQ  | 2     | 7       | 1     | Final    |
|  | <input type="checkbox"/>            | 10   | 11:01 | Junior         | WFQ    | 3     | 6       | 1     | Final    |
|  | <input type="checkbox"/>            |      | 11:06 | END OF SECTION |        |       |         |       |          |

Start time (HH:MM)  Maximum entries in final  Timetable is for...  
☒ current tab only  
☐ all tabs

Maximum entries in heat  Seconds per dance

Undo Update Resolve

Number recalled must be a multiple of heats ☐

## Prioritising Competitions

It is sometimes desirable to run certain competitions before others. For example, you may wish to schedule the beginners' competitions first, so that the competitors can change from their plain dresses before dancing in the higher-grade competitions. The timetable generator allows you to prioritise competitions containing certain words. For example, the timetable below shows the effect of entering the text "begin" in the "Prioritise" box.

Timetable

File

|  | Locked                              | Item | Time  | Name                          | Dances | Round | Entries | Heats | Recall    |
|--|-------------------------------------|------|-------|-------------------------------|--------|-------|---------|-------|-----------|
|  | <input checked="" type="checkbox"/> | 1    | 09:00 | S08 Junior Beginners W Solo   | W      | 1     | 2       | 1     | Str Final |
|  | <input type="checkbox"/>            | 2    | 09:01 | S02 Juvenile Beginners W Solo | W      | 1     | 19      | 2     | 12        |
|  | <input type="checkbox"/>            | 3    | 09:04 | S03 Juvenile Open W Solo      | W      | 1     | 24      | 2     | 12        |
|  | <input type="checkbox"/>            | 4    | 09:07 | S02 Juvenile Beginners W Solo | W      | 2     | 12      | 1     | 6         |
|  | <input type="checkbox"/>            | 5    | 09:08 | S04 Juvenile Open T Solo      | T      | 1     | 21      | 2     | 12        |
|  | <input type="checkbox"/>            | 6    | 09:11 | S02 Juvenile Beginners W Solo | W      | 3     | 6       | 1     | Final     |
|  | <input type="checkbox"/>            | 7    | 09:12 | S05 Juvenile Open F Solo      | F      | 1     | 17      | 2     | 12        |
|  | <input type="checkbox"/>            | 8    | 09:15 | S06 NL Juvenile U10s WQ Solo  | WQ     | 1     | 15      | 2     | 12        |
|  | <input type="checkbox"/>            | 9    | 09:21 | S07 NL Juvenile U12s WFT Solo | WFT    | 1     | 14      | 2     | 12        |
|  | <input type="checkbox"/>            | 10   | 09:30 | S13 NL Junior U16s WTQ Solo   | WTQ    | 1     | 12      | 1     | 6         |
|  | <input type="checkbox"/>            | 11   | 09:35 | S05 Juvenile Open F Solo      | F      | 2     | 12      | 1     | 6         |

Start time (HH:MM)  Maximum entries in final  Timetable is for...  
☒ current tab only  
☐ all tabs

Prioritise competitions containing  Maximum entries in heat  Seconds per dance

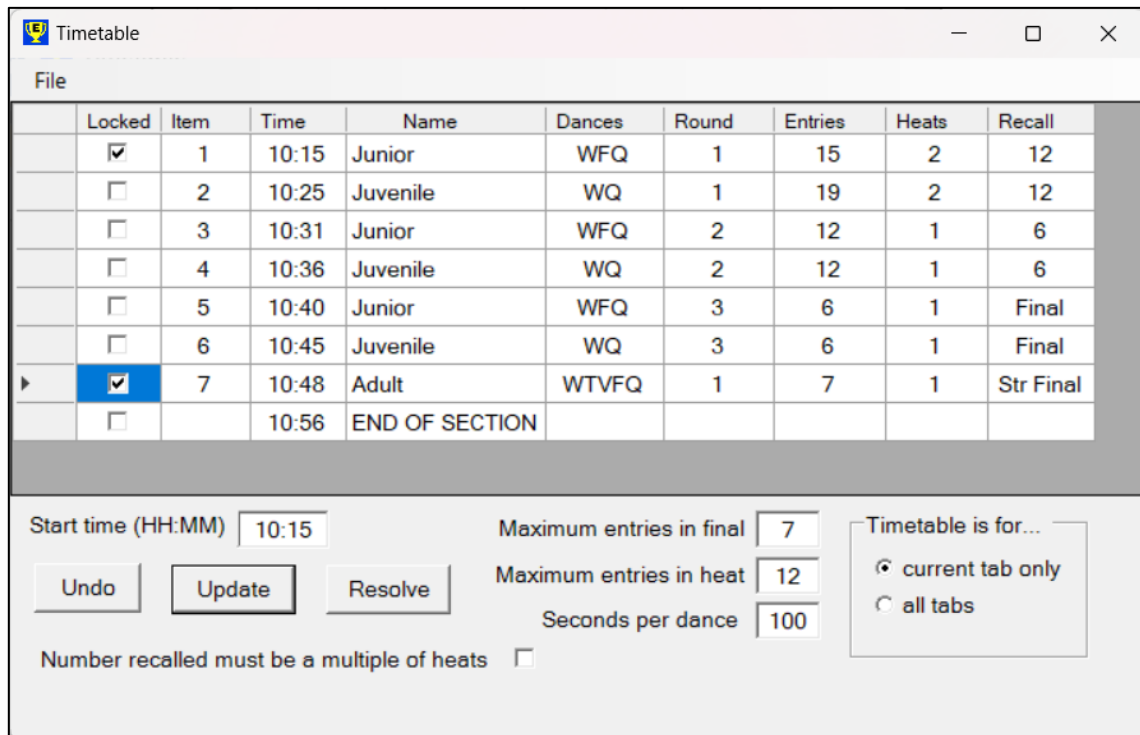
Make number recalled a multiple of heats ☐ Seconds per final dance

Undo Update Resolve

Number to recall from 13

## Change Time Per Dance

You can set the number of seconds allocated for each dance to any value you like.



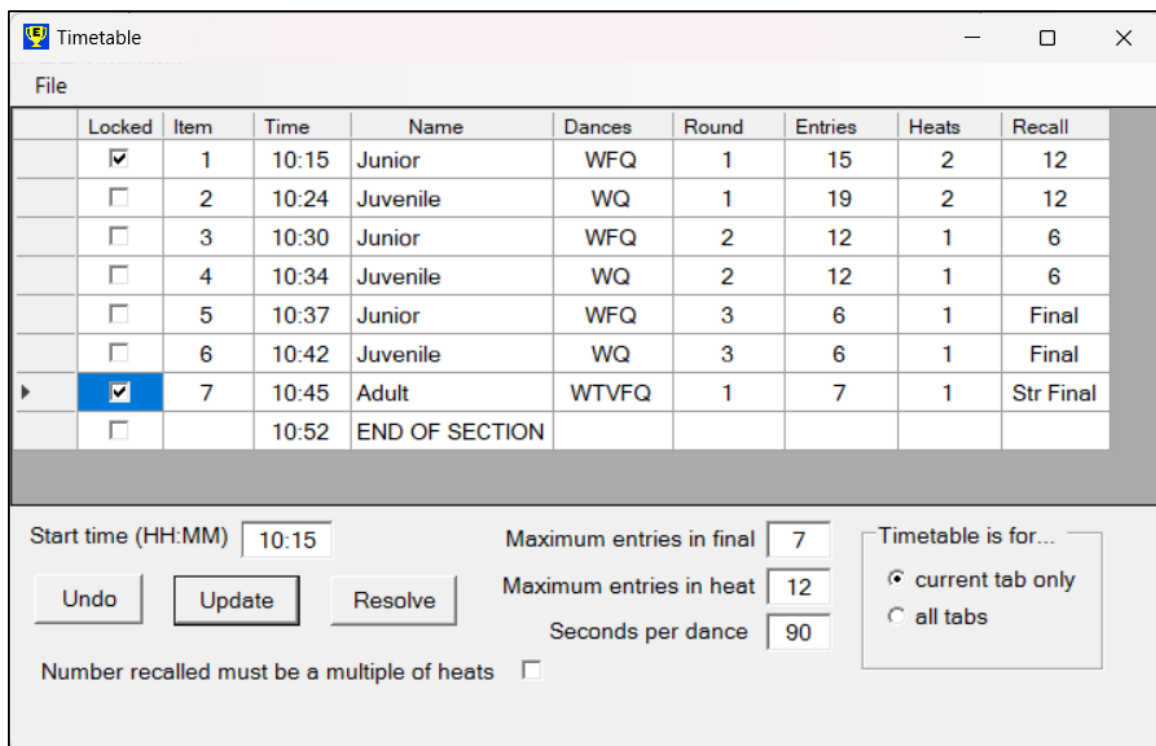
The screenshot shows the 'Timetable' application window. It features a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 7 rows of dance events, with the 7th row (Adult, WTVFQ, Round 1, 7 entries, 1 heat, Str Final) selected. Below the table are control elements: 'Start time (HH:MM)' set to 10:15, 'Maximum entries in final' set to 7, 'Maximum entries in heat' set to 12, and 'Seconds per dance' set to 100. There are 'Undo', 'Update', and 'Resolve' buttons. A checkbox for 'Number recalled must be a multiple of heats' is present and unchecked. A dropdown menu 'Timetable is for...' is set to 'current tab only'.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:25 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/>            | 3    | 10:31 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 4    | 10:36 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:40 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 6    | 10:45 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input checked="" type="checkbox"/> | 7    | 10:48 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            |      | 10:56 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM) 10:15      Maximum entries in final 7  
 Undo    Update    Resolve      Maximum entries in heat 12  
    Seconds per dance 100  
 Number recalled must be a multiple of heats ☐

Timetable is for...  
☒ current tab only  
☐ all tabs

Edit the "Seconds per dance" box and click "Update".



This screenshot shows the same 'Timetable' application window after the 'Seconds per dance' value has been changed from 100 to 90. The table data remains the same, but the 'Update' button is now highlighted. The 'Seconds per dance' field now displays 90.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:24 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/>            | 3    | 10:30 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 4    | 10:34 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:37 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 6    | 10:42 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input checked="" type="checkbox"/> | 7    | 10:45 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |           |

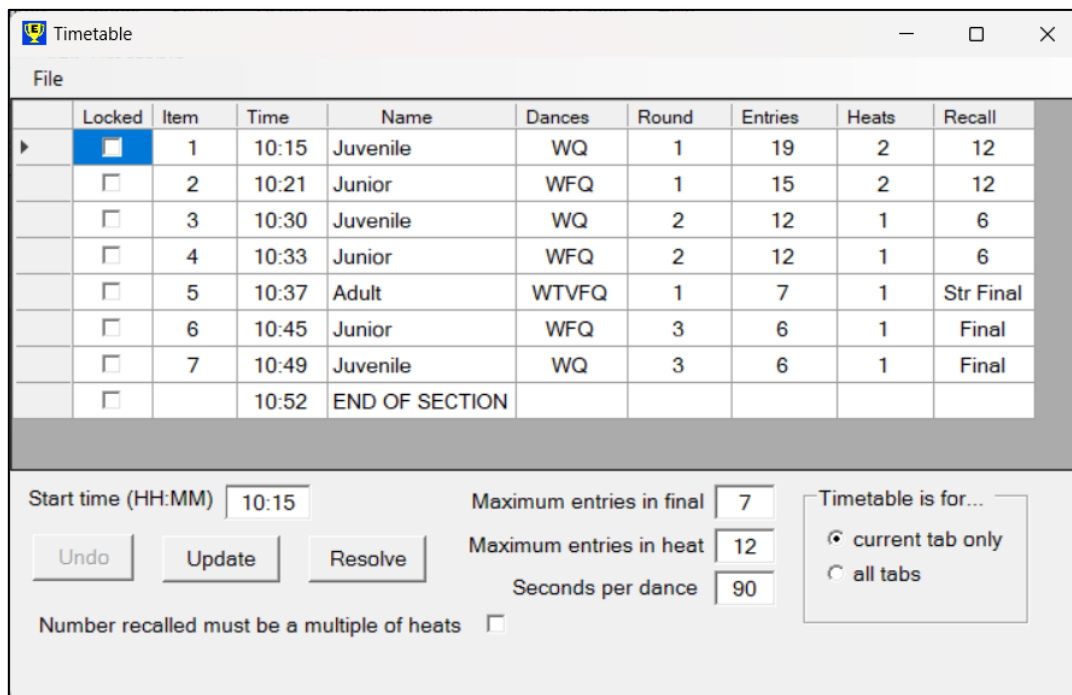
Start time (HH:MM) 10:15      Maximum entries in final 7  
 Undo    Update    Resolve      Maximum entries in heat 12  
    Seconds per dance 90  
 Number recalled must be a multiple of heats ☐

Timetable is for...  
☒ current tab only  
☐ all tabs

Reducing the seconds per dance from 100 to 90 has resulted in a time saving of 4 minutes over the whole section.

## Changing Heat Size

You can set the maximum number of competitors in a heat, based on the size of the floor.



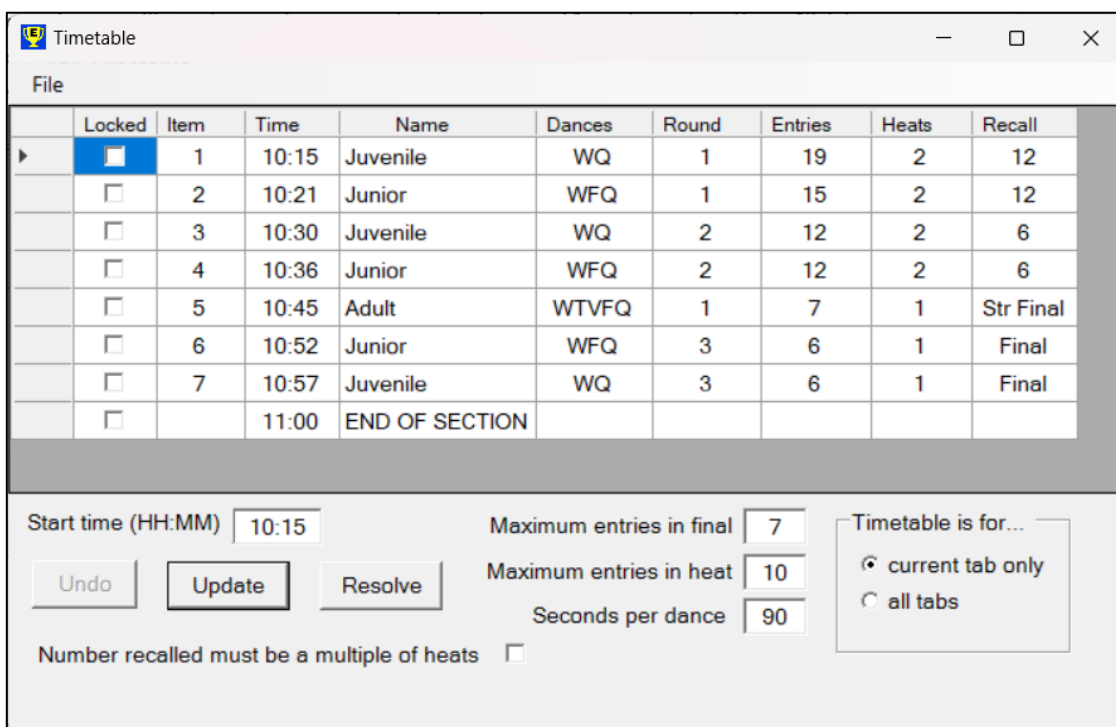
The screenshot shows the 'Timetable' application window. It features a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 8 rows of data, including 'Juvenile', 'Junior', and 'Adult' categories, ending with 'END OF SECTION' at 10:52. Below the table, there are control elements: 'Start time (HH:MM)' set to 10:15, 'Maximum entries in final' set to 7, 'Maximum entries in heat' set to 12, and 'Seconds per dance' set to 90. There are buttons for 'Undo', 'Update', and 'Resolve'. A checkbox for 'Number recalled must be a multiple of heats' is unchecked. A dropdown menu 'Timetable is for...' is set to 'current tab only'.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 7    | 10:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM) 10:15    Maximum entries in final 7    Timetable is for...  
☐ current tab only  
☐ all tabs  
 Maximum entries in heat 12  
 Seconds per dance 90  
 Number recalled must be a multiple of heats ☐

In this example, we will set the maximum number in a heat to 10, and see the effect. Click in the "Maximum entries in heat" box, and change it to 10, then click "Update" for the change to take effect.

Items 3 and 4 (Juvenile and Junior semi-finals), which were previously danced in one heat, will now be danced in two heats, and this has added an extra 8 minutes to the section.



The screenshot shows the 'Timetable' application window after the change. The table now shows 8 rows of data, including 'Juvenile', 'Junior', and 'Adult' categories, ending with 'END OF SECTION' at 11:00. The 'Maximum entries in heat' has been changed to 10. The 'Update' button is highlighted. The 'Timetable is for...' dropdown is still set to 'current tab only'.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 2     | 6         |
| <input type="checkbox"/>            | 4    | 10:36 | Junior         | WFQ    | 2     | 12      | 2     | 6         |
| <input type="checkbox"/>            | 5    | 10:45 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            | 6    | 10:52 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 7    | 10:57 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            |      | 11:00 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM) 10:15    Maximum entries in final 7    Timetable is for...  
☐ current tab only  
☐ all tabs  
 Maximum entries in heat 10  
 Seconds per dance 90  
 Number recalled must be a multiple of heats ☐



You may decide that the Juvenile semi-final can be safely danced in one heat, because of the size and age of the competitors, so you can change that one competition by double-clicking on its “Heats” cell and changing the 2 to 1, and clicking the “Update” button for the change to take effect.

The screenshot shows a window titled "Timetable" with a menu bar containing "File". Below the menu bar is a table with the following data:

|   | Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|---|--------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
|   | <input type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|   | <input type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| ▶ | <input type="checkbox"/> | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/> | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 2     | 6         |
|   | <input type="checkbox"/> | 5    | 10:42 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|   | <input type="checkbox"/> | 6    | 10:49 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/> | 7    | 10:54 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/> |      | 10:57 | END OF SECTION |        |       |         |       |           |

Below the table is a control panel with the following elements:

- Start time (HH:MM)
- Buttons:
- Maximum entries in final
- Maximum entries in heat
- Seconds per dance
- Seconds per final dance
- Number to recall from 13
- Make number recalled a multiple of heats ☐
- Timetable is for...
  - ☒ current tab only
  - ☐ all tabs

The Juvenile semi-final will now be danced in one heat, while the Junior semi-final remains in two heats. This has resulted in a saving of three minutes overall.

## Competitions With 13 Entries

Normally, competitions having between 13 and 24 entries in the first round will recall 12 for a semi-final. However, you may choose to recall a different number if the number of entries is 13.

For example, the Junior competition below has 13 entries, and the user has chosen to always recall 6 if a competition has 13 entries. The user could have chosen a different number, 10 for example.

The screenshot shows the 'Timetable' application window. It features a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table lists several competitions, including 'Junior' with 13 entries, where the 'Recall' value is set to 6. Below the table, there are configuration options for the timetable, including start time, maximum entries in final/heat, seconds per dance/final dance, and a specific setting for 'Number to recall from 13' which is set to 6. The 'Timetable is for...' section is set to 'current tab only'.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 13      | 2     | 6         |
| <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 2     | 6         |
| <input type="checkbox"/>            | 4    | 10:36 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            | 5    | 10:43 | Junior         | WFQ    | 2     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 6    | 10:48 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            |      | 10:51 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM)

Make number recalled a multiple of heats ☐

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

Number to recall from 13

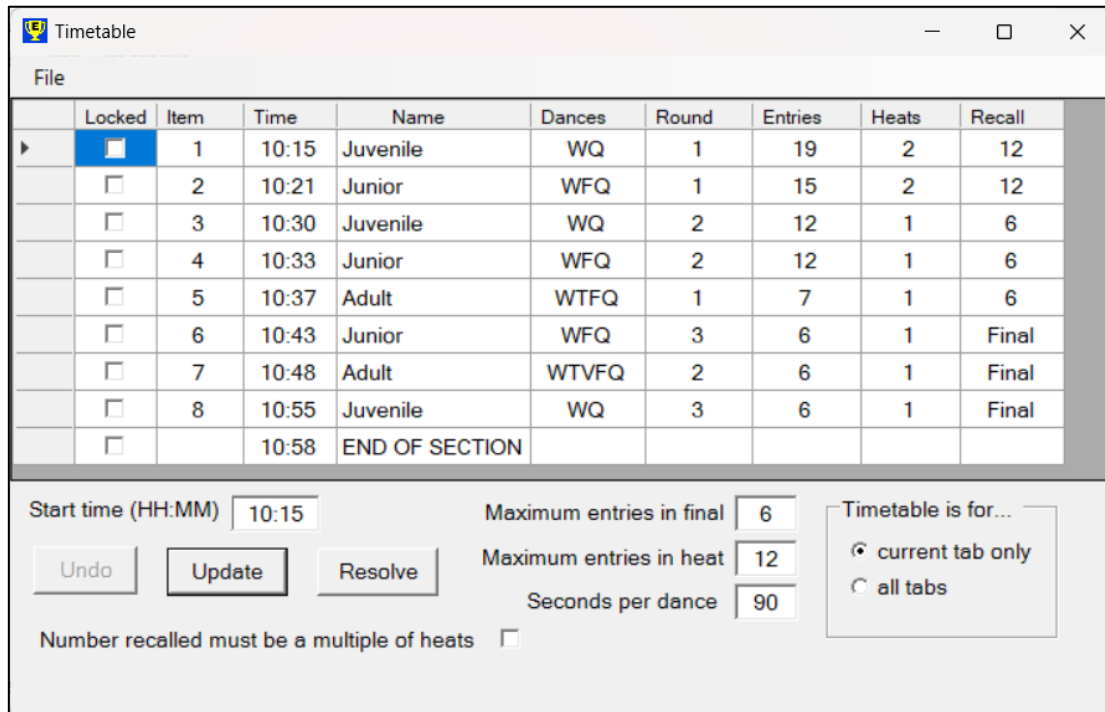
Timetable is for...

☒ current tab only

☐ all tabs

## Changing Final Size

You can set the maximum number of competitors allowed in a final to be a minimum of 6 and a maximum of 9, based on the size of the floor. In this example, there are 7 competitors in the “Adult” competition, with a maximum of 6 in a final.

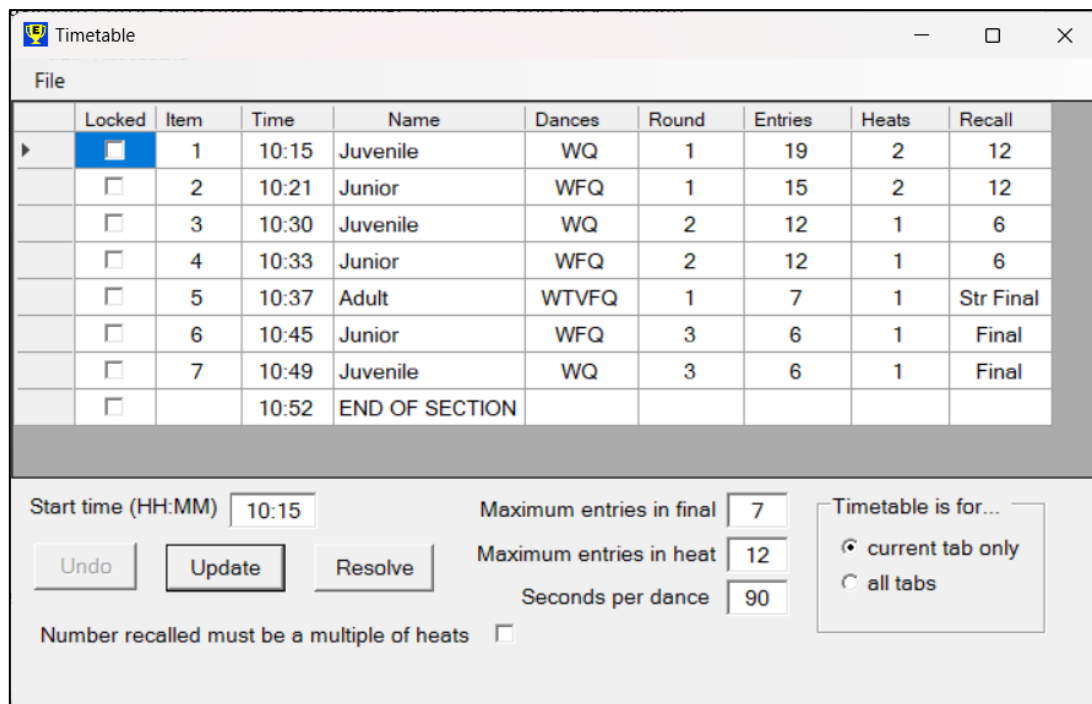


|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|--------|
| ▶ | <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12     |
|   | <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12     |
|   | <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6      |
|   | <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6      |
|   | <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTFQ   | 1     | 7       | 1     | 6      |
|   | <input type="checkbox"/>            | 6    | 10:43 | Junior         | WFQ    | 3     | 6       | 1     | Final  |
|   | <input type="checkbox"/>            | 7    | 10:48 | Adult          | WTVFQ  | 2     | 6       | 1     | Final  |
|   | <input type="checkbox"/>            | 8    | 10:55 | Juvenile       | WQ     | 3     | 6       | 1     | Final  |
|   | <input type="checkbox"/>            |      | 10:58 | END OF SECTION |        |       |         |       |        |

Start time (HH:MM)  Maximum entries in final  Timetable is for...   
☒ current tab only   
☐ all tabs

Undo Update Resolve Maximum entries in heat    
Seconds per dance    
Number recalled must be a multiple of heats ☐

The software has created a semi-final with 7 entries, recalling 6 for a final. We will edit the “Maximum entries in a final” box to change the 6 to 7 and click “Update”.



|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| ▶ | <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|   | <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
|   | <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|   | <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            | 7    | 10:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |           |

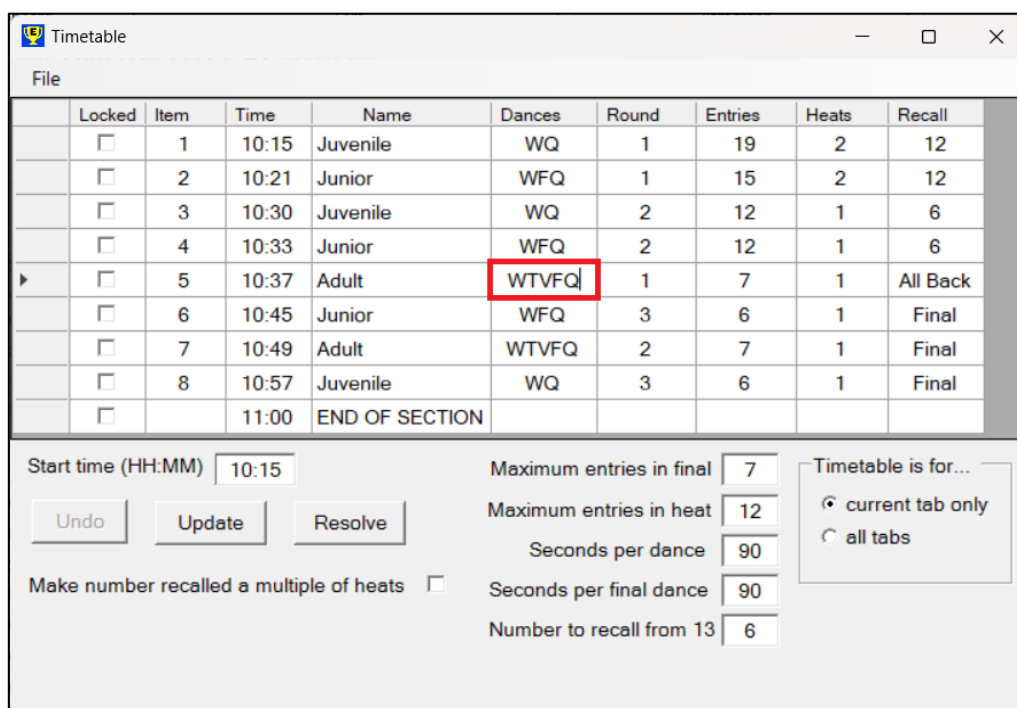
Start time (HH:MM)  Maximum entries in final  Timetable is for...   
☒ current tab only   
☐ all tabs

Undo Update Resolve Maximum entries in heat    
Seconds per dance    
Number recalled must be a multiple of heats ☐

The semi-final round has disappeared and the “Adult” competition is now a straight final.

## Changing the Dances

It is sometimes necessary to manually change the dances in a competition. Let us take the following example. We have created a “warm up” or “all back” round for the “Adult” competition. However, we don’t want the extra round to be all five dances, we only want to dance the Waltz and Quickstep. Double-click on the “Dances” box and edit it as required.



| Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall   |
|--------------------------|------|-------|----------------|--------|-------|---------|-------|----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12       |
| <input type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12       |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6        |
| <input type="checkbox"/> | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6        |
| <input type="checkbox"/> | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | All Back |
| <input type="checkbox"/> | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final    |
| <input type="checkbox"/> | 7    | 10:49 | Adult          | WTVFQ  | 2     | 7       | 1     | Final    |
| <input type="checkbox"/> | 8    | 10:57 | Juvenile       | WQ     | 3     | 6       | 1     | Final    |
| <input type="checkbox"/> |      | 11:00 | END OF SECTION |        |       |         |       |          |

Start time (HH:MM)

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

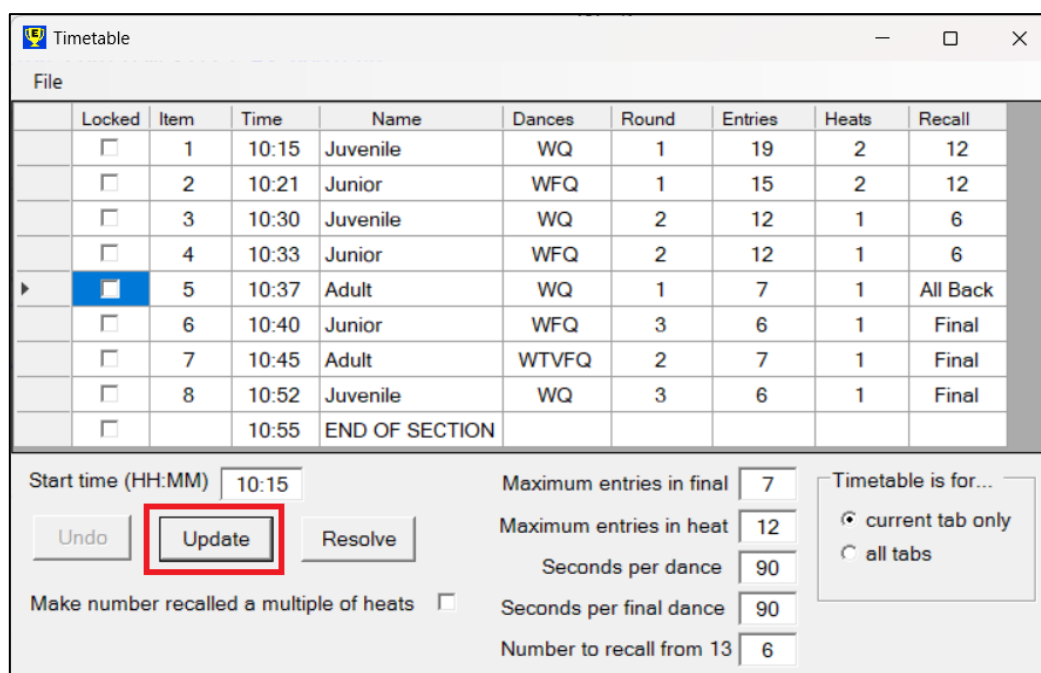
Number to recall from 13

Timetable is for...   
☒ current tab only   
☐ all tabs

Make number recalled a multiple of heats ☐

Undo Update Resolve

Click “Update” for the changes to take effect.



| Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall   |
|--------------------------|------|-------|----------------|--------|-------|---------|-------|----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12       |
| <input type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12       |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6        |
| <input type="checkbox"/> | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6        |
| <input type="checkbox"/> | 5    | 10:37 | Adult          | WQ     | 1     | 7       | 1     | All Back |
| <input type="checkbox"/> | 6    | 10:40 | Junior         | WFQ    | 3     | 6       | 1     | Final    |
| <input type="checkbox"/> | 7    | 10:45 | Adult          | WTVFQ  | 2     | 7       | 1     | Final    |
| <input type="checkbox"/> | 8    | 10:52 | Juvenile       | WQ     | 3     | 6       | 1     | Final    |
| <input type="checkbox"/> |      | 10:55 | END OF SECTION |        |       |         |       |          |

Start time (HH:MM)

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

Number to recall from 13

Timetable is for...   
☒ current tab only   
☐ all tabs

Make number recalled a multiple of heats ☐

Undo Update Resolve

The “all back” round now has the desired dances and the overall time has reduced by 5 minutes.

## Change Number to be Recalled

The timetable generator will normally recall the standard number of entries from each round, i.e. 24 from 48, 12 from 24, and so on. However, there are times when we might want to recall a different number. Take this example. The Junior competition has 14 entries, and the timetable generator is recalling 12 for a semi-final. There is a very real possibility that the judges' marks won't allow us to select 12, and we may be offered a choice of 8 or 13 instead. It's very undesirable to eliminate one entry, so in this case we may decide that a better option would be to recall 10 from 14.

The screenshot shows the 'Timetable' application window. It features a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 8 rows of data, including a final row for 'END OF SECTION'. Below the table are several control elements: a 'Start time (HH:MM)' field set to 10:15, buttons for 'Undo', 'Update', and 'Resolve', a checkbox for 'Make number recalled a multiple of heats', and input fields for 'Maximum entries in final' (7), 'Maximum entries in heat' (12), 'Seconds per dance' (90), 'Seconds per final dance' (90), and 'Number to recall from 13' (6). On the right, a dropdown menu 'Timetable is for...' is set to 'current tab only'.

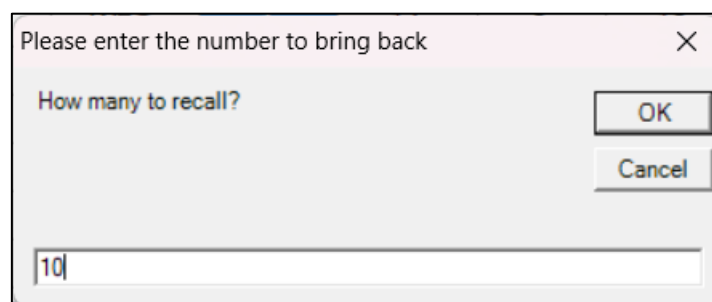
| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 14      | 2     | 12        |
| <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 7    | 10:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |           |

Right-click anywhere on the competition line, and click "Change recalling number".

This screenshot shows the same 'Timetable' application window, but with a right-click context menu open over the second row (Junior, Round 1). The menu options include: 'Insert Presentation below', 'Insert General Dancing below', 'Insert "All Back" round above', 'Insert extra round below', 'Change "recalling" number' (highlighted with a red rectangle), 'Move to Top', 'Move to Bottom', and 'Delete'. The background interface remains the same as in the previous screenshot.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|--------|
| <input type="checkbox"/>            | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12     |
| <input checked="" type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 14      | 2     | 12     |
| <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     |         |       |        |
| <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     |         |       |        |
| <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTVFQ  | 1     |         |       |        |
| <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     |         |       |        |
| <input type="checkbox"/>            | 7    | 10:49 | Juvenile       | WQ     | 3     |         |       |        |
| <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |        |

A small window will appear which allows you to enter the number to recall.



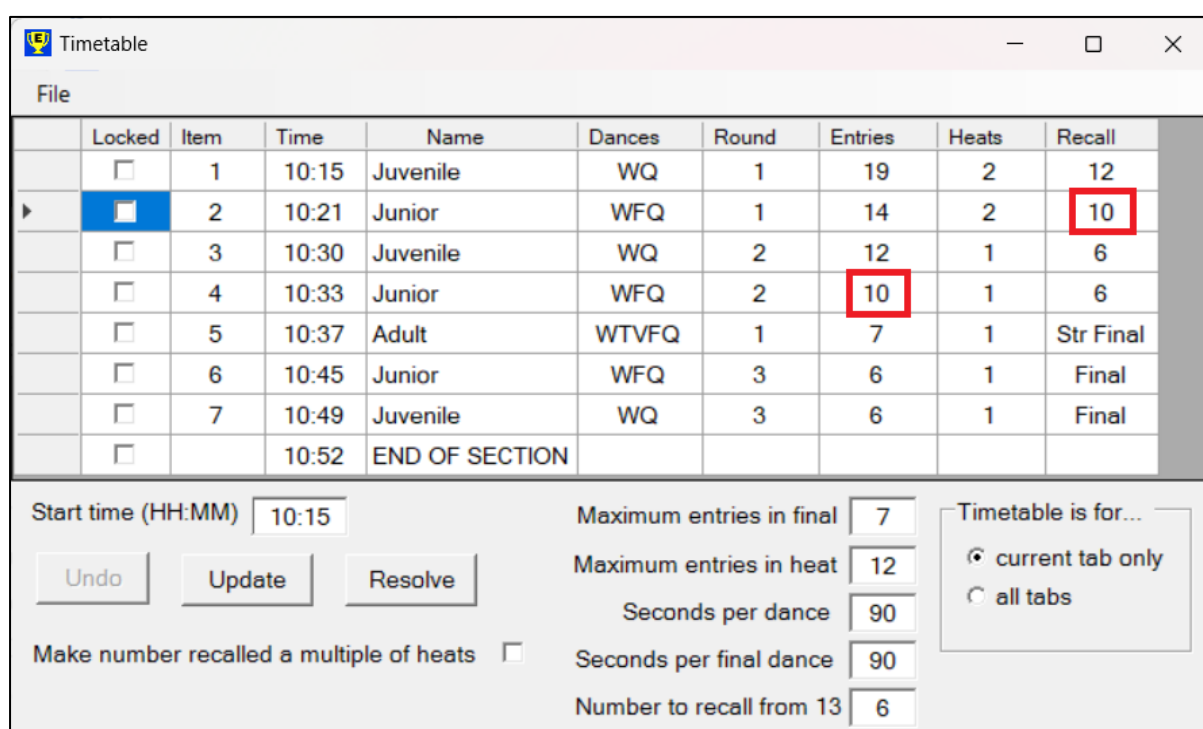
Please enter the number to bring back

How many to recall?

10

OK Cancel

The first round of the Junior competition will now recall 10, and the second round has also been updated to reflect the change.



| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/>            | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input checked="" type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 14      | 2     | 10        |
| <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 10      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 7    | 10:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM) 10:15

Maximum entries in final 7

Maximum entries in heat 12

Seconds per dance 90

Seconds per final dance 90

Number to recall from 13 6

Make number recalled a multiple of heats ☐

Timetable is for...

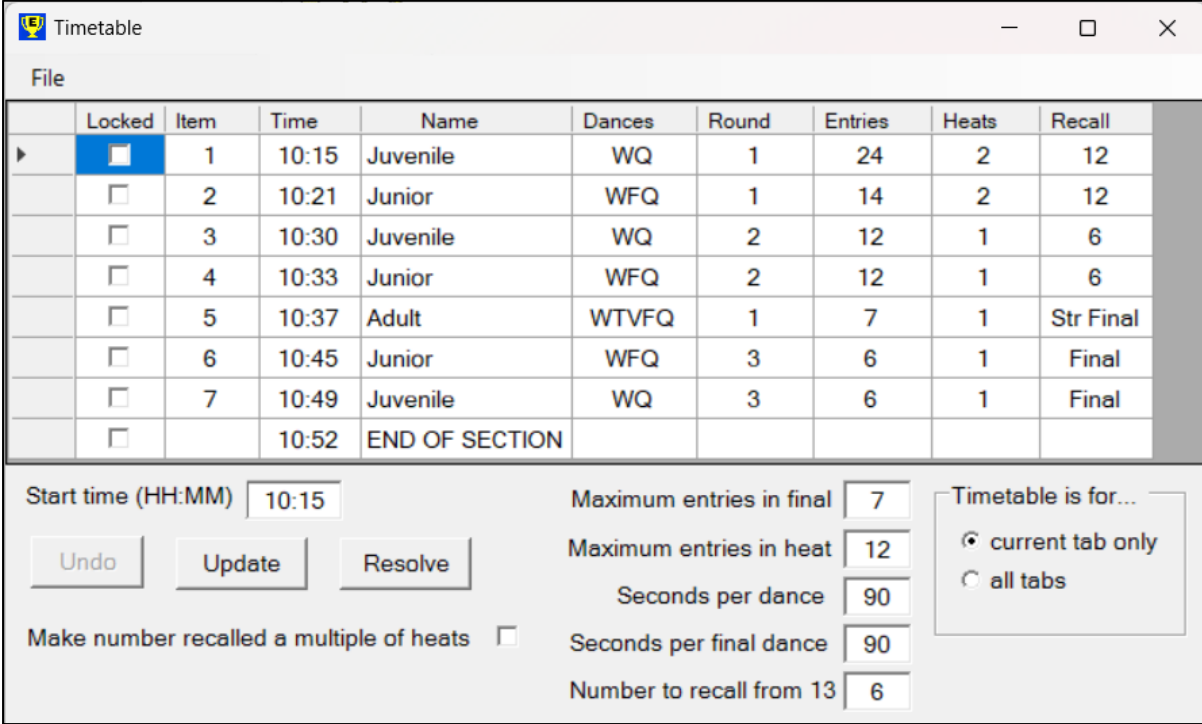
☒ current tab only

☐ all tabs

Undo Update Resolve

## Add Extra Round

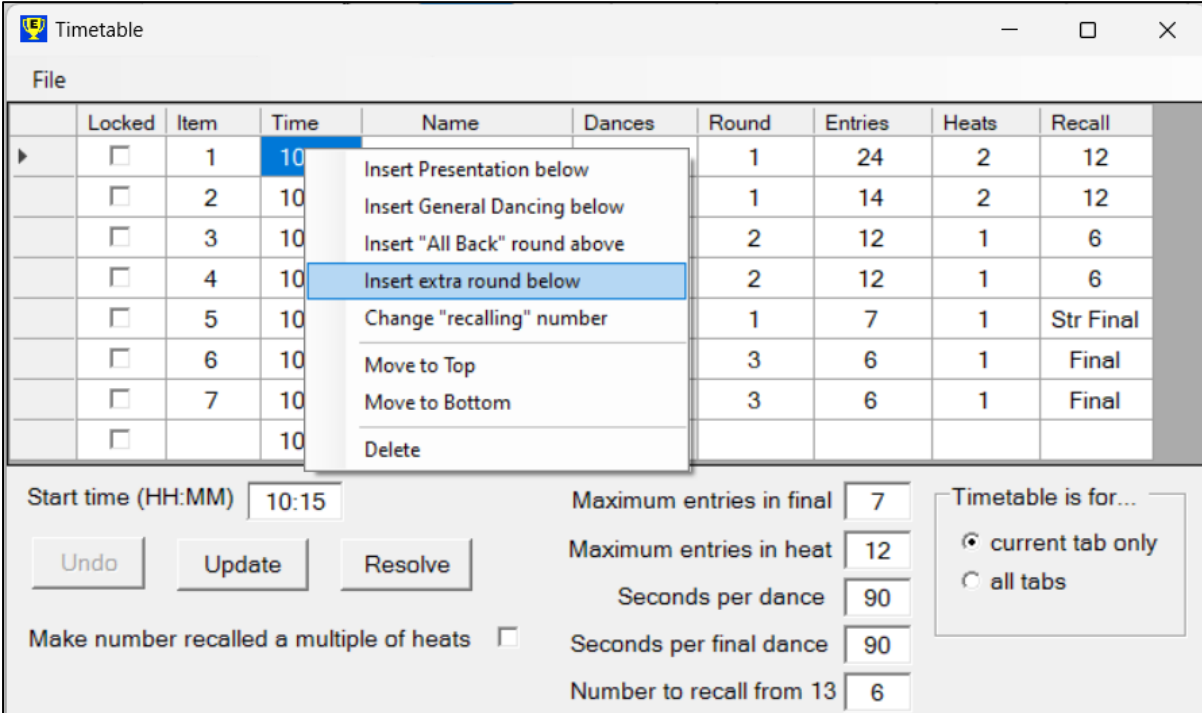
There are times when we might want to add an extra round into a competition. Take this example. The Juvenile competition has 24 entries and the timetable generator is recalling 12 for a semi-final. We might decide that we want to add an extra round, recalling 18 from 24.



The screenshot shows the 'Timetable' application window. At the top is a 'File' menu. Below it is a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 8 rows of data for various competitions. Below the table are several controls: 'Start time (HH:MM)' set to 10:15, buttons for 'Undo', 'Update', and 'Resolve', a checkbox for 'Make number recalled a multiple of heats', and input fields for 'Maximum entries in final' (7), 'Maximum entries in heat' (12), 'Seconds per dance' (90), 'Seconds per final dance' (90), and 'Number to recall from 13' (6). On the right, a 'Timetable is for...' section has radio buttons for 'current tab only' (selected) and 'all tabs'.

| Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 24      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 14      | 2     | 12        |
| <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 7    | 10:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |           |

Right-click anywhere on the Competition's row, and click on "Insert extra round below"



This screenshot shows the same 'Timetable' application window, but with a right-click context menu open over the first row (Item 1, Juvenile). The menu options are: 'Insert Presentation below', 'Insert General Dancing below', 'Insert "All Back" round above', 'Insert extra round below' (highlighted in blue), 'Change "recalling" number', 'Move to Top', 'Move to Bottom', and 'Delete'. The rest of the interface, including the table and control buttons, remains the same as in the previous screenshot.

| Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|--------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 24      | 2     | 12        |
| <input type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 14      | 2     | 12        |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/> | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/> | 7    | 10:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/> |      | 10:52 | END OF SECTION |        |       |         |       |           |



A small window will appear, asking how many should be recalled to the extra round. Enter the number required and click OK.

Please enter the number to recall to the extra round

How many to recall to extra round?

18

OK Cancel

An extra round will be inserted below the Juvenile competition, which will cause a conflict, because round 2 will have some of the same entries as round 1.

| Locked                              | Item | Time  | Name     | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile | WQ     | 1     | 24      | 2     | 18        |
| <input checked="" type="checkbox"/> | 2    | 10:21 | Juvenile | WQ     | 2     | 18      | 2     | 12        |
| <input type="checkbox"/>            | 3    | 10:27 | Junior   | WFQ    | 1     | 14      | 2     | 12        |
| <input type="checkbox"/>            | 4    | 10:36 | Juvenile | WQ     | 3     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:39 | Junior   | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 6    | 10:43 | Adult    | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/>            | 7    | 10:51 | Junior   | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 8    | 10:55 | Juvenile | WQ     | 4     | 6       | 1     | Final     |

Start time (HH:MM) 10:15

Maximum entries in final 7

Maximum entries in heat 12

Seconds per dance 90

Seconds per final dance 90

Number to recall from 13 6

Timetable is for...  
☒ current tab only  
☐ all tabs

Undo Update Resolve

Make number recalled a multiple of heats ☐

Click Resolve to fix the conflict. The Juvenile competition now has four rounds.

| Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|--------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 24      | 2     | 18        |
| <input type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 14      | 2     | 12        |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile       | WQ     | 2     | 18      | 2     | 12        |
| <input type="checkbox"/> | 4    | 10:36 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 5    | 10:40 | Juvenile       | WQ     | 3     | 12      | 1     | 6         |
| <input type="checkbox"/> | 6    | 10:43 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/> | 7    | 10:51 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/> | 8    | 10:55 | Juvenile       | WQ     | 4     | 6       | 1     | Final     |
| <input type="checkbox"/> |      | 10:58 | END OF SECTION |        |       |         |       |           |

Start time (HH:MM) 10:15

Maximum entries in final 7

Maximum entries in heat 12

Seconds per dance 90

Seconds per final dance 90

Number to recall from 13 6

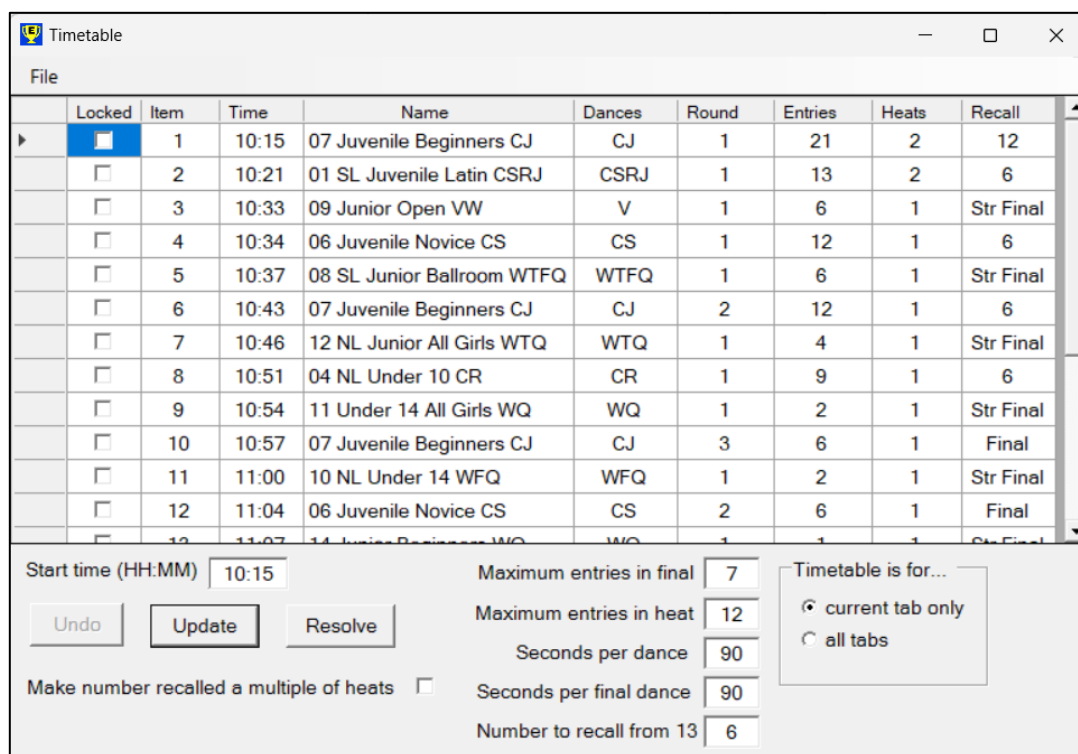
Timetable is for...  
☒ current tab only  
☐ all tabs

Undo Update Resolve

Make number recalled a multiple of heats ☐

## Show Competition's Rounds

Sometimes, a timetable contains many rounds of many competitions, and it can be difficult to find all the rounds of one particular competition. Take this example.



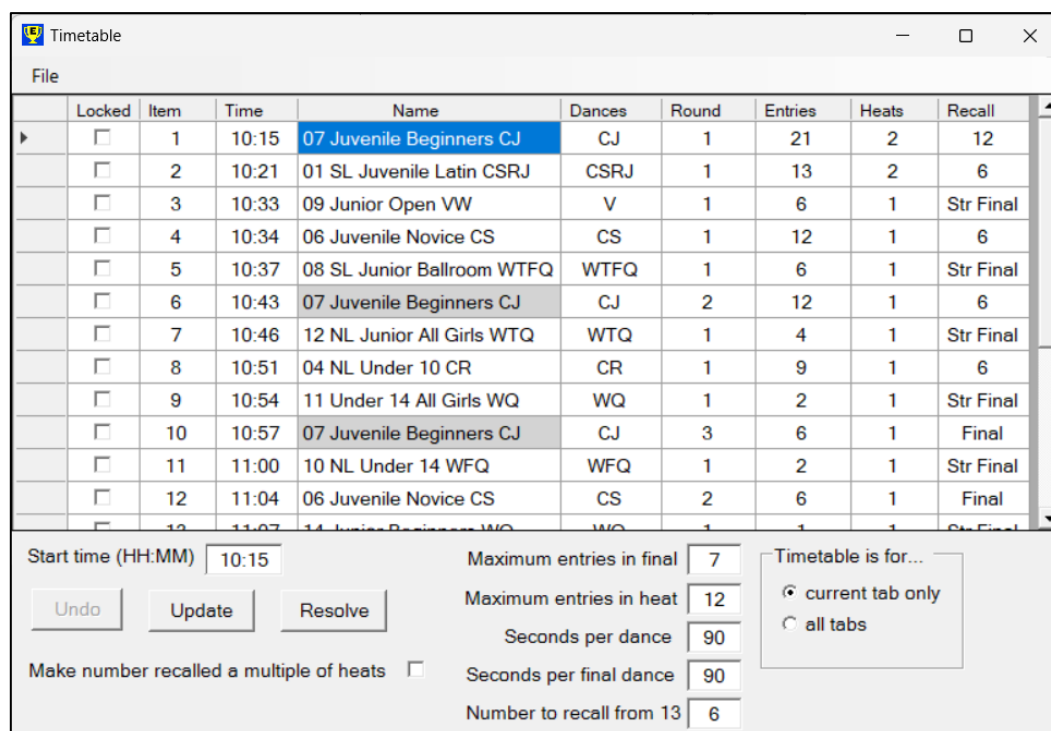
The screenshot shows the 'Timetable' application window. It features a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table lists 12 events. Below the table is a control panel with various settings.

| Locked                              | Item | Time  | Name                       | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | 07 Juvenile Beginners CJ   | CJ     | 1     | 21      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:21 | 01 SL Juvenile Latin CSRJ  | CSRJ   | 1     | 13      | 2     | 6         |
| <input type="checkbox"/>            | 3    | 10:33 | 09 Junior Open VW          | V      | 1     | 6       | 1     | Str Final |
| <input type="checkbox"/>            | 4    | 10:34 | 06 Juvenile Novice CS      | CS     | 1     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:37 | 08 SL Junior Ballroom WTFQ | WTFQ   | 1     | 6       | 1     | Str Final |
| <input type="checkbox"/>            | 6    | 10:43 | 07 Juvenile Beginners CJ   | CJ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 7    | 10:46 | 12 NL Junior All Girls WTQ | WTQ    | 1     | 4       | 1     | Str Final |
| <input type="checkbox"/>            | 8    | 10:51 | 04 NL Under 10 CR          | CR     | 1     | 9       | 1     | 6         |
| <input type="checkbox"/>            | 9    | 10:54 | 11 Under 14 All Girls WQ   | WQ     | 1     | 2       | 1     | Str Final |
| <input type="checkbox"/>            | 10   | 10:57 | 07 Juvenile Beginners CJ   | CJ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 11   | 11:00 | 10 NL Under 14 WFQ         | WFQ    | 1     | 2       | 1     | Str Final |
| <input type="checkbox"/>            | 12   | 11:04 | 06 Juvenile Novice CS      | CS     | 2     | 6       | 1     | Final     |

Control Panel:

- Start time (HH:MM): 10:15
- Maximum entries in final: 7
- Maximum entries in heat: 12
- Seconds per dance: 90
- Seconds per final dance: 90
- Number to recall from 13: 6
- Timetable is for...:
  - ☒ current tab only
  - ☐ all tabs
- Make number recalled a multiple of heats: ☐
- Buttons: Undo, Update, Resolve

If we want to check all the rounds of the competition "07 Juvenile Beginners CJ", it's quite difficult to spot them. However, if we click on any round of a competition, all the rounds of that competition are highlighted.



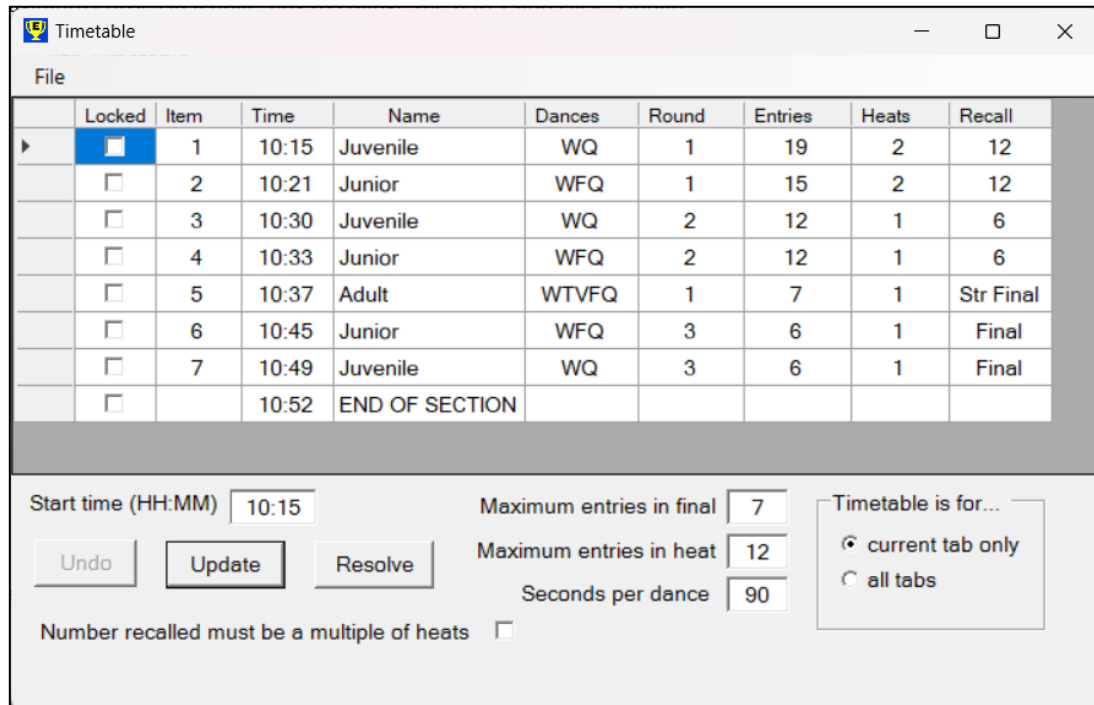
This screenshot shows the same 'Timetable' application window, but with the rows for the competition '07 Juvenile Beginners CJ' highlighted in blue. These rows are Item 1 (Round 1), Item 6 (Round 2), and Item 10 (Round 3).

| Locked                              | Item | Time  | Name                       | Dances | Round | Entries | Heats | Recall    |
|-------------------------------------|------|-------|----------------------------|--------|-------|---------|-------|-----------|
| <input checked="" type="checkbox"/> | 1    | 10:15 | 07 Juvenile Beginners CJ   | CJ     | 1     | 21      | 2     | 12        |
| <input type="checkbox"/>            | 2    | 10:21 | 01 SL Juvenile Latin CSRJ  | CSRJ   | 1     | 13      | 2     | 6         |
| <input type="checkbox"/>            | 3    | 10:33 | 09 Junior Open VW          | V      | 1     | 6       | 1     | Str Final |
| <input type="checkbox"/>            | 4    | 10:34 | 06 Juvenile Novice CS      | CS     | 1     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 5    | 10:37 | 08 SL Junior Ballroom WTFQ | WTFQ   | 1     | 6       | 1     | Str Final |
| <input type="checkbox"/>            | 6    | 10:43 | 07 Juvenile Beginners CJ   | CJ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/>            | 7    | 10:46 | 12 NL Junior All Girls WTQ | WTQ    | 1     | 4       | 1     | Str Final |
| <input type="checkbox"/>            | 8    | 10:51 | 04 NL Under 10 CR          | CR     | 1     | 9       | 1     | 6         |
| <input type="checkbox"/>            | 9    | 10:54 | 11 Under 14 All Girls WQ   | WQ     | 1     | 2       | 1     | Str Final |
| <input type="checkbox"/>            | 10   | 10:57 | 07 Juvenile Beginners CJ   | CJ     | 3     | 6       | 1     | Final     |
| <input type="checkbox"/>            | 11   | 11:00 | 10 NL Under 14 WFQ         | WFQ    | 1     | 2       | 1     | Str Final |
| <input type="checkbox"/>            | 12   | 11:04 | 06 Juvenile Novice CS      | CS     | 2     | 6       | 1     | Final     |

The control panel at the bottom remains the same as in the previous screenshot.

## Adding an “All Back” Round

It is possible to add a “warm-up” or “all back” round for a competition that doesn’t have enough entries for a semi-final round. In this example, we will add an “all back” round for the “Adult” competition, which has 7 entries.



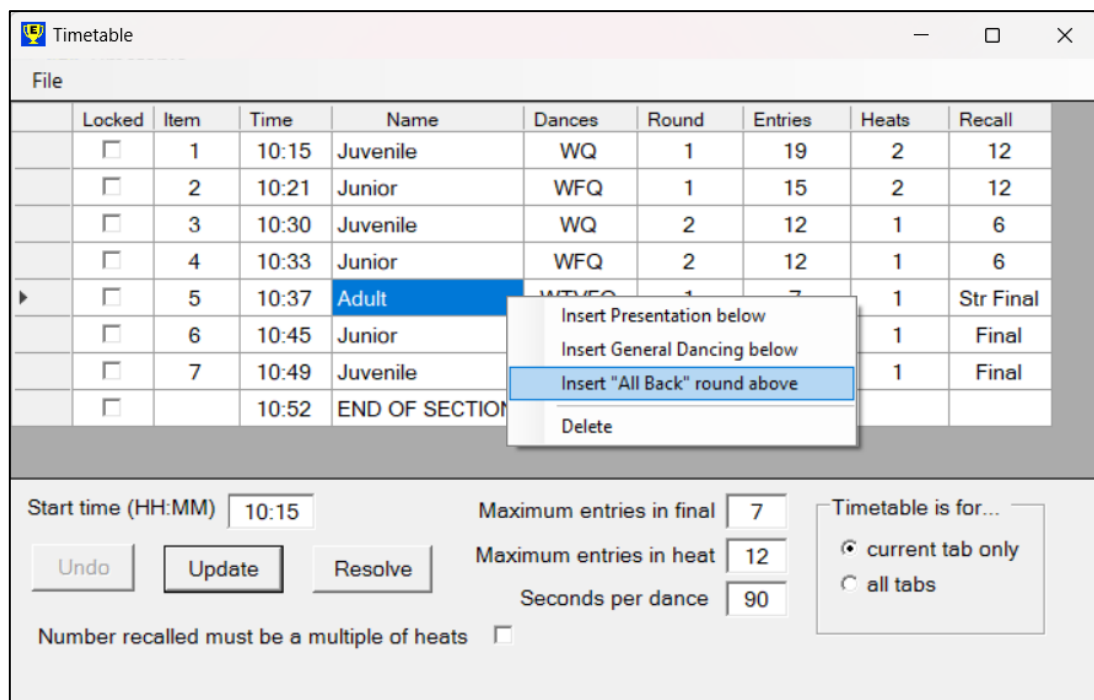
The screenshot shows the 'Timetable' application window. It contains a table with the following data:

|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| ▶ | <input checked="" type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
|   | <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
|   | <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
|   | <input type="checkbox"/>            | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
|   | <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            | 7    | 10:49 | Juvenile       | WQ     | 3     | 6       | 1     | Final     |
|   | <input type="checkbox"/>            |      | 10:52 | END OF SECTION |        |       |         |       |           |

Below the table, there are control elements:

- Start time (HH:MM): 10:15
- Maximum entries in final: 7
- Maximum entries in heat: 12
- Seconds per dance: 90
- Timetable is for...:
  - ☒ current tab only
  - ☐ all tabs
- Buttons: Undo, Update, Resolve
- Checkbox: Number recalled must be a multiple of heats ☐

Right-click anywhere on the “Adult” row and select “Insert ‘All Back’ round above”



This screenshot shows the same interface as the previous one, but with a right-click context menu open over the 'Adult' row (Item 5). The menu options are:

- Insert Presentation below
- Insert General Dancing below
- Insert "All Back" round above (highlighted)
- Delete

The rest of the interface, including the table and control buttons, remains the same.

An extra round has been inserted above the original “Adult” row, and this has created a conflict, as the two rounds are scheduled to run consecutively, with the same competitors.

Timetable

File

|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall   |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|----------|
|   | <input type="checkbox"/>            | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12       |
|   | <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12       |
|   | <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6        |
|   | <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6        |
| ▶ | <input checked="" type="checkbox"/> | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | All Back |
|   | <input checked="" type="checkbox"/> | 6    | 10:45 | Adult          | WTVFQ  | 2     | 7       | 1     | Final    |
|   | <input type="checkbox"/>            | 7    | 10:52 | Junior         | WFQ    | 3     | 6       | 1     | Final    |
|   | <input type="checkbox"/>            | 8    | 10:57 | Juvenile       | WQ     | 3     | 6       | 1     | Final    |
|   | <input type="checkbox"/>            |      | 11:00 | END OF SECTION |        |       |         |       |          |

Start time (HH:MM)  Maximum entries in final   
 Undo Update Resolve Maximum entries in heat   
 Seconds per dance   
 Number recalled must be a multiple of heats ☐

Timetable is for...  
☒ current tab only  
☐ all tabs

To correct this, click the “Resolve” button.

Timetable

File

|   | Locked                              | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall   |
|---|-------------------------------------|------|-------|----------------|--------|-------|---------|-------|----------|
|   | <input type="checkbox"/>            | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12       |
|   | <input type="checkbox"/>            | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12       |
|   | <input type="checkbox"/>            | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6        |
|   | <input type="checkbox"/>            | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6        |
| ▶ | <input checked="" type="checkbox"/> | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | All Back |
|   | <input type="checkbox"/>            | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final    |
|   | <input type="checkbox"/>            | 7    | 10:49 | Adult          | WTVFQ  | 2     | 7       | 1     | Final    |
|   | <input type="checkbox"/>            | 8    | 10:57 | Juvenile       | WQ     | 3     | 6       | 1     | Final    |
|   | <input type="checkbox"/>            |      | 11:00 | END OF SECTION |        |       |         |       |          |

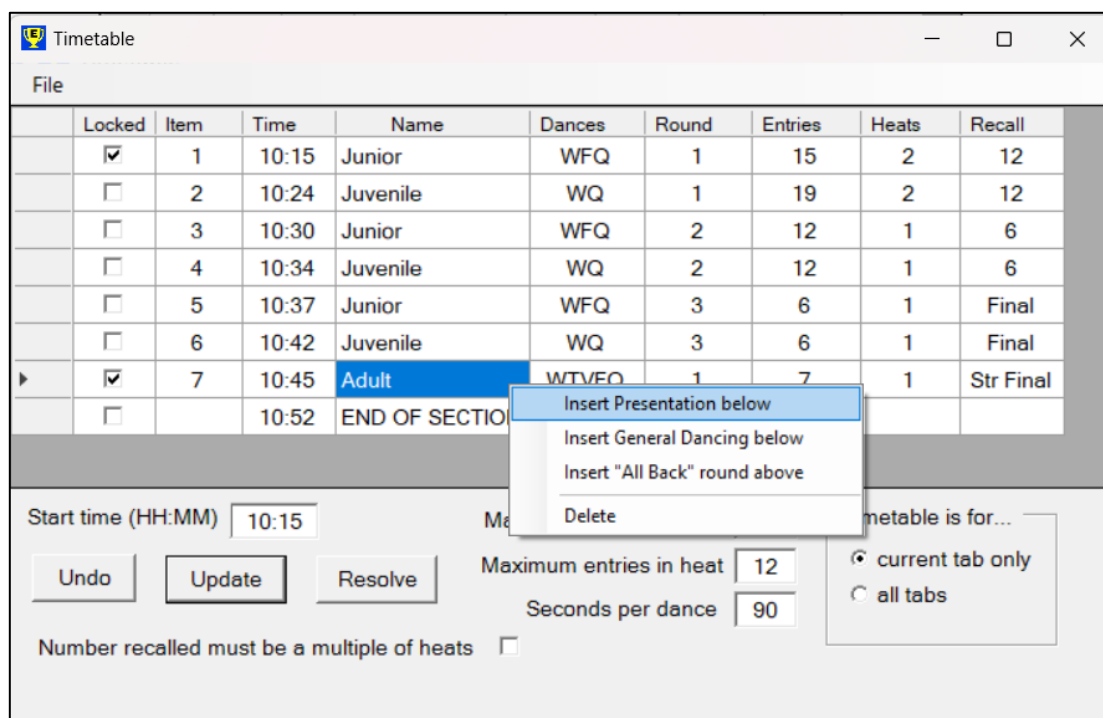
Start time (HH:MM)  Maximum entries in final   
 Undo Update Resolve Maximum entries in heat   
 Seconds per dance   
 Number recalled must be a multiple of heats ☐

Timetable is for...  
☒ current tab only  
☐ all tabs

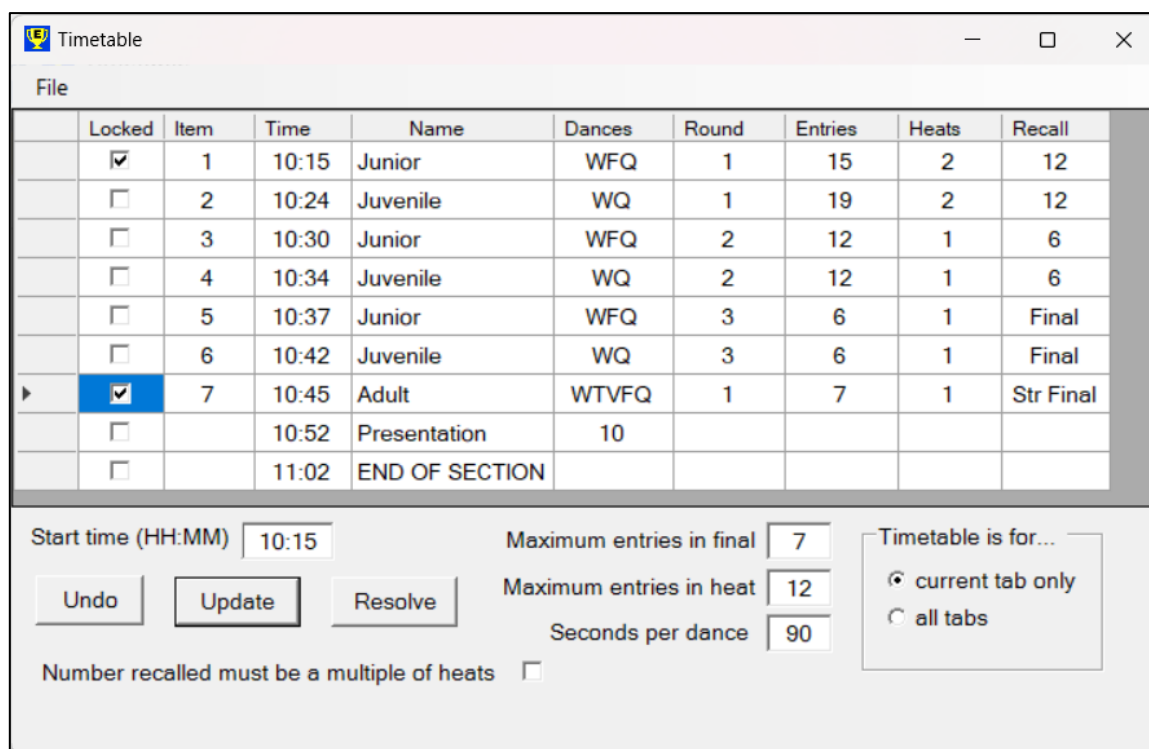
The software has re-arranged the competitions to overcome the conflict.

## Adding a Presentation

If we wanted to add a prize presentation at the end of all the finals, we would right-click anywhere on the “Item 7” row, and select “Insert Presentation below”.



A new line is added below item 7, with a default time of 10 minutes (shown in the Dances column). You can edit this time by double-clicking on it and changing it to anything you want. Click “Update” after you have made the change, for it to take effect.



## Adding a General Dance

You can add a “general dance” anywhere in the timetable.

The screenshot shows the 'Timetable' application window. A table lists dance events with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. Row 7 is highlighted in blue. A right-click context menu is open over row 7, showing options: 'Insert Presentation below', 'Insert General Dancing below' (highlighted), 'Insert "All Back" round above', and 'Delete'. Below the table, there are input fields for 'Start time (HH:MM)' (10:15), 'Maximum entries in heat' (12), and 'Seconds per dance' (90). There are also buttons for 'Undo', 'Update', and 'Resolve', and a checkbox for 'Number recalled must be a multiple of heats'.

| Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|--------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/> | 6    | 10:45 | Junior         | WFQ    | 3     | 6       | 1     | Final     |
| <input type="checkbox"/> | 7    | 10:49 | Juvenile       | WQ     | 2     | 6       | 1     | Final     |
| <input type="checkbox"/> |      | 10:52 | END OF SECTION |        |       |         |       |           |

Right-click anywhere on a row immediately above where you want to insert the general dance, and select “Insert General Dancing below”.

The screenshot shows the 'Timetable' application window after inserting a general dance. The table now includes a new row for 'General Dancing' at 10:52. The context menu is no longer visible. The 'Start time (HH:MM)' is still 10:15. The 'Maximum entries in final' field is now set to 7. The 'Maximum entries in heat' is still 12, and 'Seconds per dance' is still 90. The 'Number recalled must be a multiple of heats' checkbox is still present.

| Locked                   | Item | Time  | Name            | Dances | Round | Entries | Heats | Recall    |
|--------------------------|------|-------|-----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile        | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/> | 2    | 10:21 | Junior          | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile        | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 4    | 10:33 | Junior          | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 5    | 10:37 | Adult           | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/> | 6    | 10:45 | Junior          | WFQ    | 2     | 6       | 1     | Final     |
| <input type="checkbox"/> | 7    | 10:49 | Juvenile        | WQ     | 2     | 6       | 1     | Final     |
| <input type="checkbox"/> |      | 10:52 | General Dancing | 3      |       |         |       |           |
| <input type="checkbox"/> |      | 10:55 | END OF SECTION  |        |       |         |       |           |

A general dance will be inserted with a default time of 3 minutes. You can edit this time by double-clicking on it and changing it to anything you want. Click “Update” after you have made the change, for it to take effect.

## Deleting Timetable Rows

You can delete any row in the timetable by right-clicking on it and selecting “Delete”.

The screenshot shows the 'Timetable' application window. The main table contains the following data:

| Locked                   | Item | Time  | Name            | Dances | Round | Entries | Heats | Recall    |
|--------------------------|------|-------|-----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile        | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/> | 2    | 10:21 | Junior          | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile        | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 4    | 10:33 | Junior          | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 5    | 10:37 | Adult           | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/> | 6    | 10:45 | Junior          | WFQ    | 2     | 6       | 1     | Final     |
| <input type="checkbox"/> | 7    | 10:49 | Juvenile        | WQ     | 2     | 6       | 1     | Final     |
| <input type="checkbox"/> |      | 10:52 | General Dancing | 3      |       |         |       |           |
| <input type="checkbox"/> |      | 10:55 | END OF SECTION  |        |       |         |       |           |

A right-click context menu is open over the 'General Dancing' row, showing options: 'Insert Presentation below', 'Insert General Dancing below', 'Insert "All Back" round above', and 'Delete'. The 'Delete' option is highlighted. Below the table, there are controls for 'Start time (HH:MM)' (10:15), 'Maximum entries in final' (12), 'Maximum entries in heat' (12), 'Seconds per dance' (90), and a checkbox for 'Number recalled must be a multiple of heats'.

In this example, we are deleting the general dance that we previously added.

The screenshot shows the 'Timetable' application window after the 'General Dancing' row has been deleted. The main table now contains the following data:

| Locked                   | Item | Time  | Name           | Dances | Round | Entries | Heats | Recall    |
|--------------------------|------|-------|----------------|--------|-------|---------|-------|-----------|
| <input type="checkbox"/> | 1    | 10:15 | Juvenile       | WQ     | 1     | 19      | 2     | 12        |
| <input type="checkbox"/> | 2    | 10:21 | Junior         | WFQ    | 1     | 15      | 2     | 12        |
| <input type="checkbox"/> | 3    | 10:30 | Juvenile       | WQ     | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 4    | 10:33 | Junior         | WFQ    | 2     | 12      | 1     | 6         |
| <input type="checkbox"/> | 5    | 10:37 | Adult          | WTVFQ  | 1     | 7       | 1     | Str Final |
| <input type="checkbox"/> | 6    | 10:45 | Junior         | WFQ    | 2     | 6       | 1     | Final     |
| <input type="checkbox"/> | 7    | 10:49 | Juvenile       | WQ     | 2     | 6       | 1     | Final     |
| <input type="checkbox"/> |      | 10:52 | END OF SECTION |        |       |         |       |           |

The 'General Dancing' row is no longer present. The context menu is no longer visible. The controls at the bottom remain the same, but the 'Maximum entries in final' value is now 7.



NOTE: Use this command with caution. If you accidentally delete a row, you can bring it back by clicking the “Undo” button, but it will only undo the last deletion, so if you delete several rows, “Undo” will only bring back the last one.

## Save Timetable

You can save a timetable so that you can open it again at a later time and continue working on it.

Click on the “File” tab, then click “Save Timetable”. The program will prompt you to enter a location and file name for the timetable. The file will have an extension name “ECT” (Easycomp timetable).

The screenshot shows the 'Timetable' application window. The 'File' menu is open, and 'Save Timetable' is selected. The background displays a table of dance events with columns for Name, Dances, Round, and Entries. At the bottom, there are input fields for start time, maximum entries, seconds per dance, and a section for 'Timetable is for...' with radio buttons for 'current tab only' and 'all tabs'.

| Name                                 | Dances | Round | Entries |
|--------------------------------------|--------|-------|---------|
| 52 Solo Under 12 WQ                  | WQ     | 1     | 27      |
| 50 Solo Under 10 WQ                  | WQ     | 1     | 23      |
| 52 Solo Under 12 WQ                  | WQ     | 2     | 24      |
| 54 Solo Juvenile Beginners WQ        | WQ     | 1     | 23      |
| 53 Solo Under 12 WTFQ                | WTFQ   | 1     | 22      |
| 49 Solo Under 10 WT                  | WT     | 1     | 22      |
| 50 Solo Under 16 RS                  | RS     | 1     | 19      |
| 59 Solo Under 16 CJ                  | CJ     | 1     | 19      |
| 58 Solo Junior Open Paso Doble       | P      | 1     | 17      |
| 51 Solo Juvenile Open Viennese Waltz | V      | 1     | 16      |

Start time (HH:MM)

Maximum entries in final

Maximum entries in heat

Seconds per dance

Seconds per final dance

Number to recall from 13

Timetable is for...

☒ current tab only

☐ all tabs

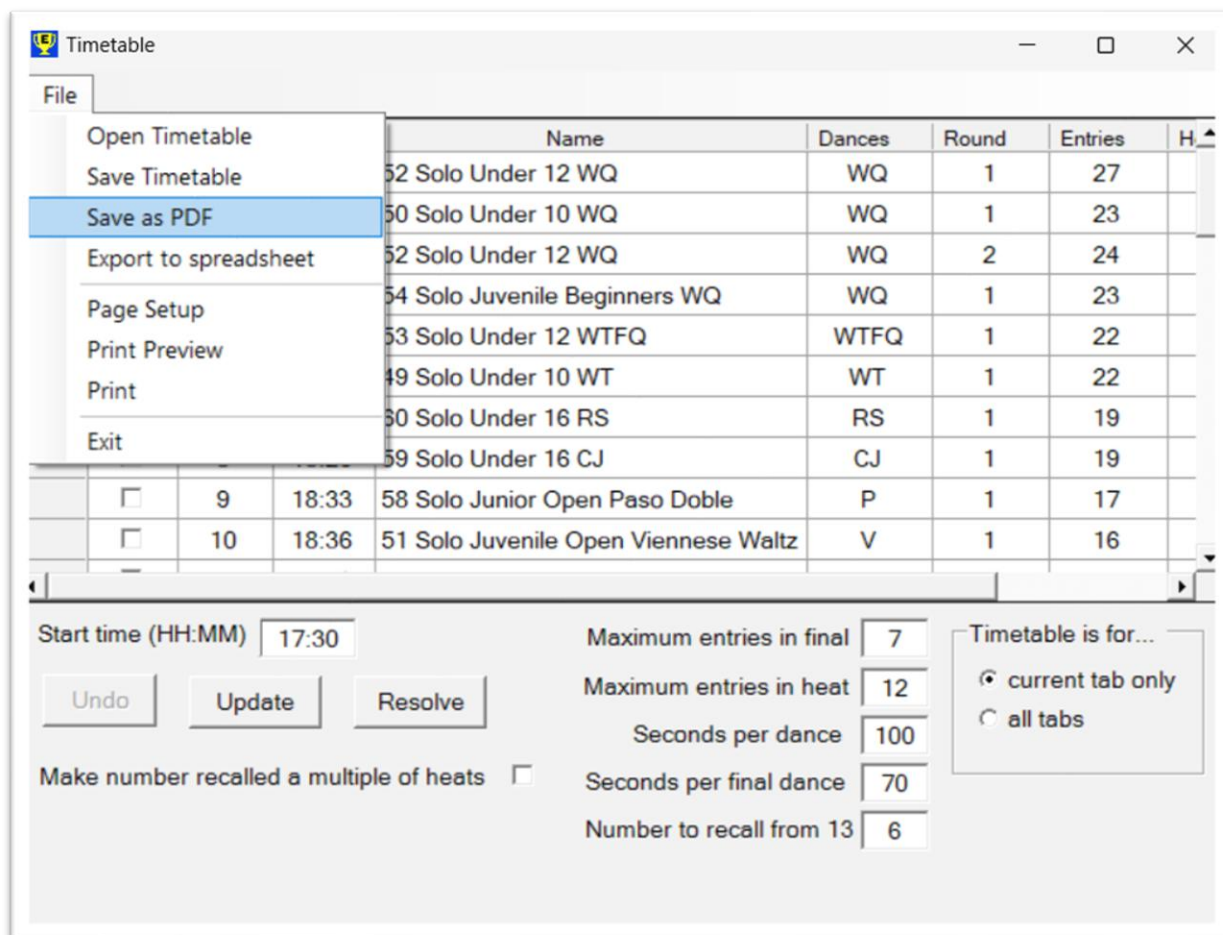
Make number recalled a multiple of heats ☐

Buttons: Undo, Update, Resolve

## Save Timetable as PDF

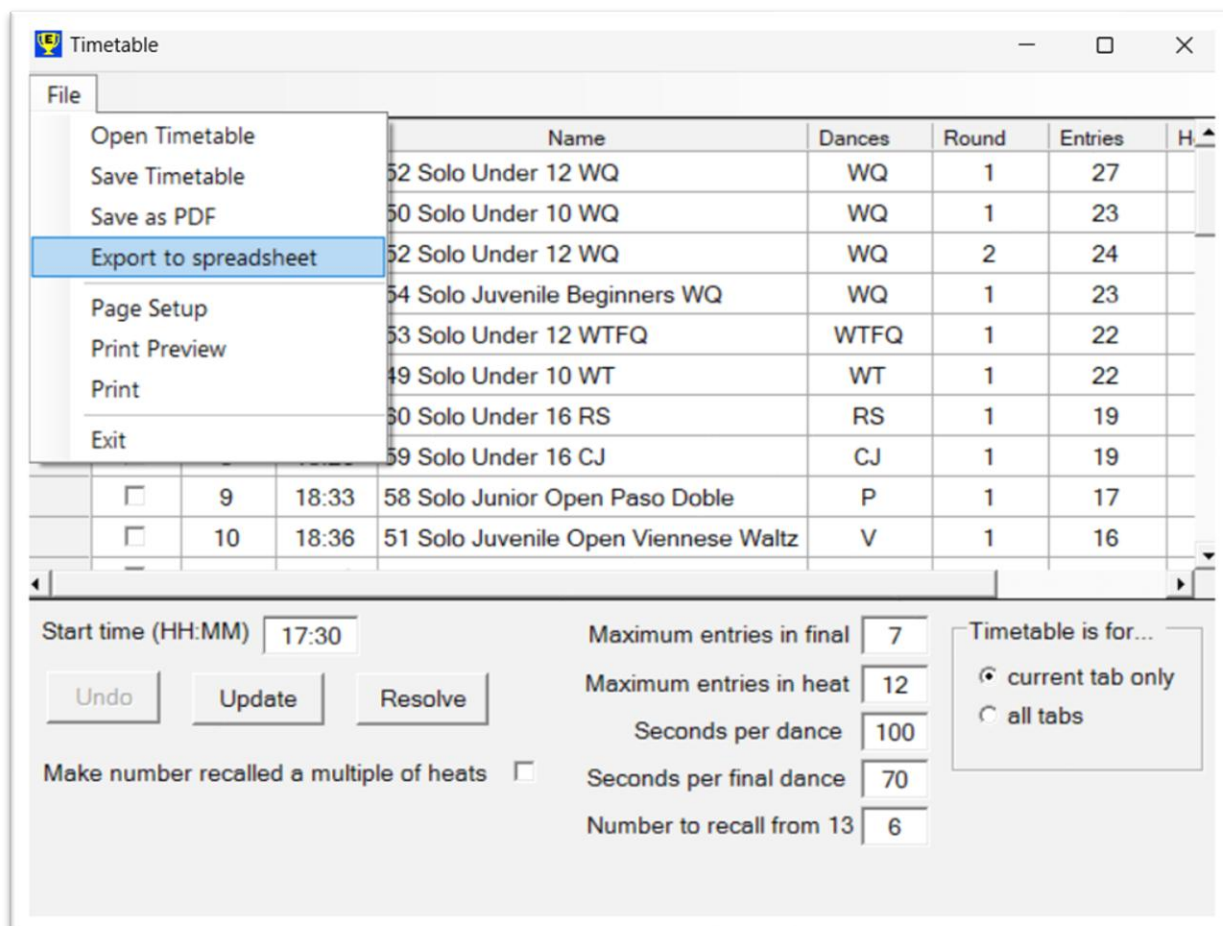
You can save the timetable as a PDF which can be emailed and distributed to all the people who need it.

Click on the “File” tab, then click “Save as PDF”. The program will prompt you to enter a location and file name for the PDF.



## Export Timetable to Spreadsheet

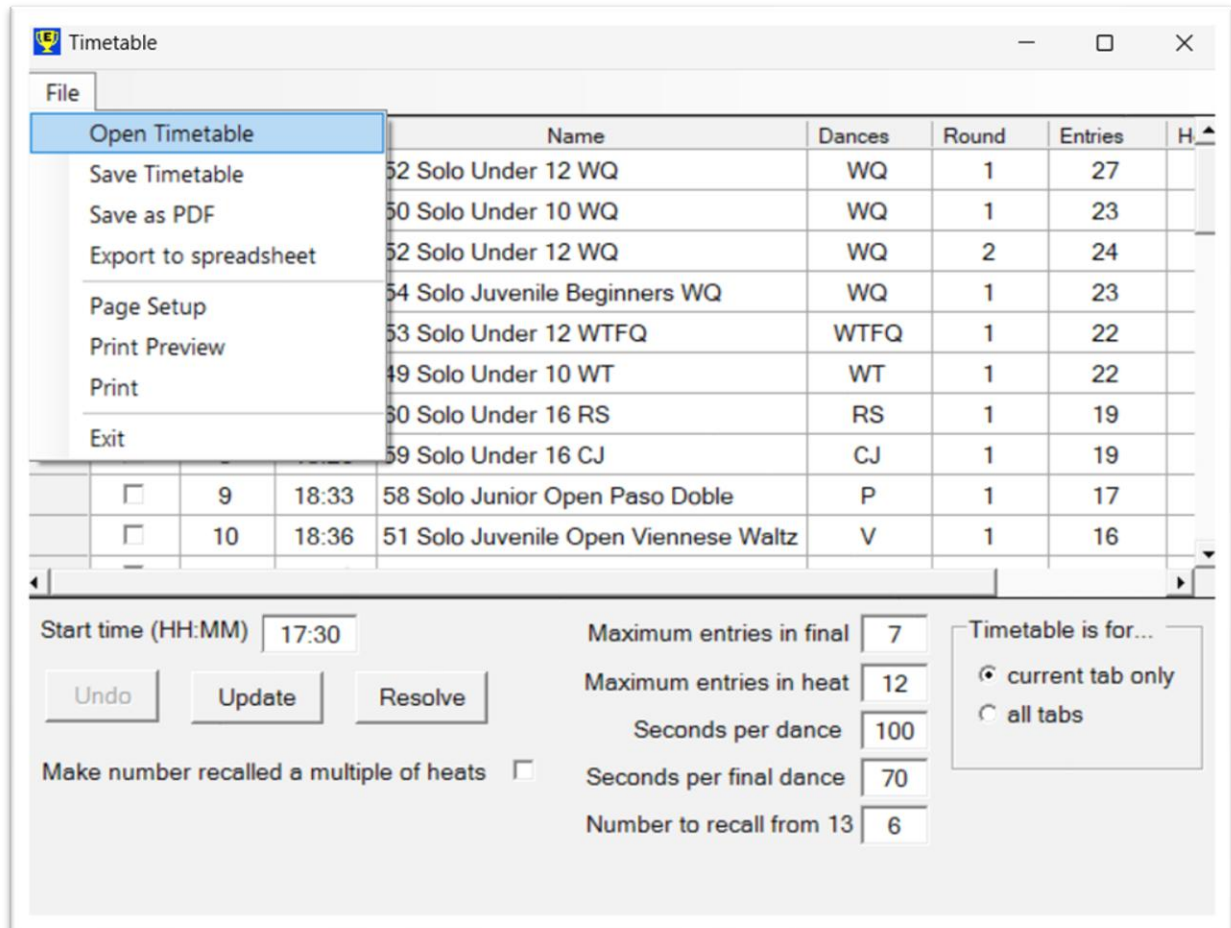
You can export the timetable to a spreadsheet, allowing you to edit it as you wish. Click on the “File” tab, then click “Export to spreadsheet”. The program will prompt you to enter a location and file name for the CSV file, that can be opened by a number of spreadsheet applications, including Excel.



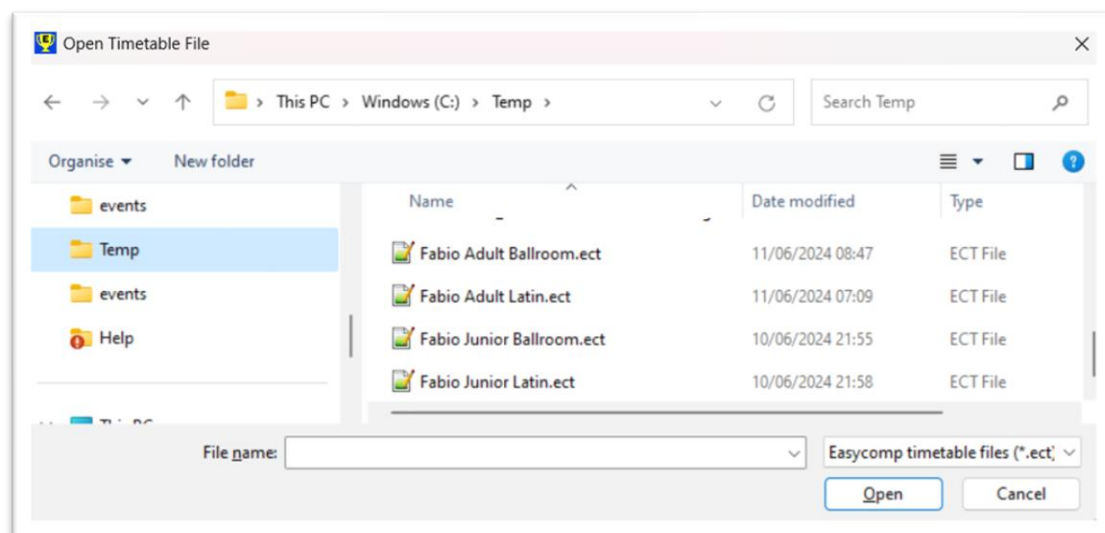
Note: A timetable exported to a spreadsheet in this way cannot be subsequently imported back into Easycomp.

## Open Timetable

You can open a timetable that was previously saved, so that you can continue working on it. Click on the “File” tab, then click “Open Timetable”. A window will open, allowing you to select the file you wish to open.

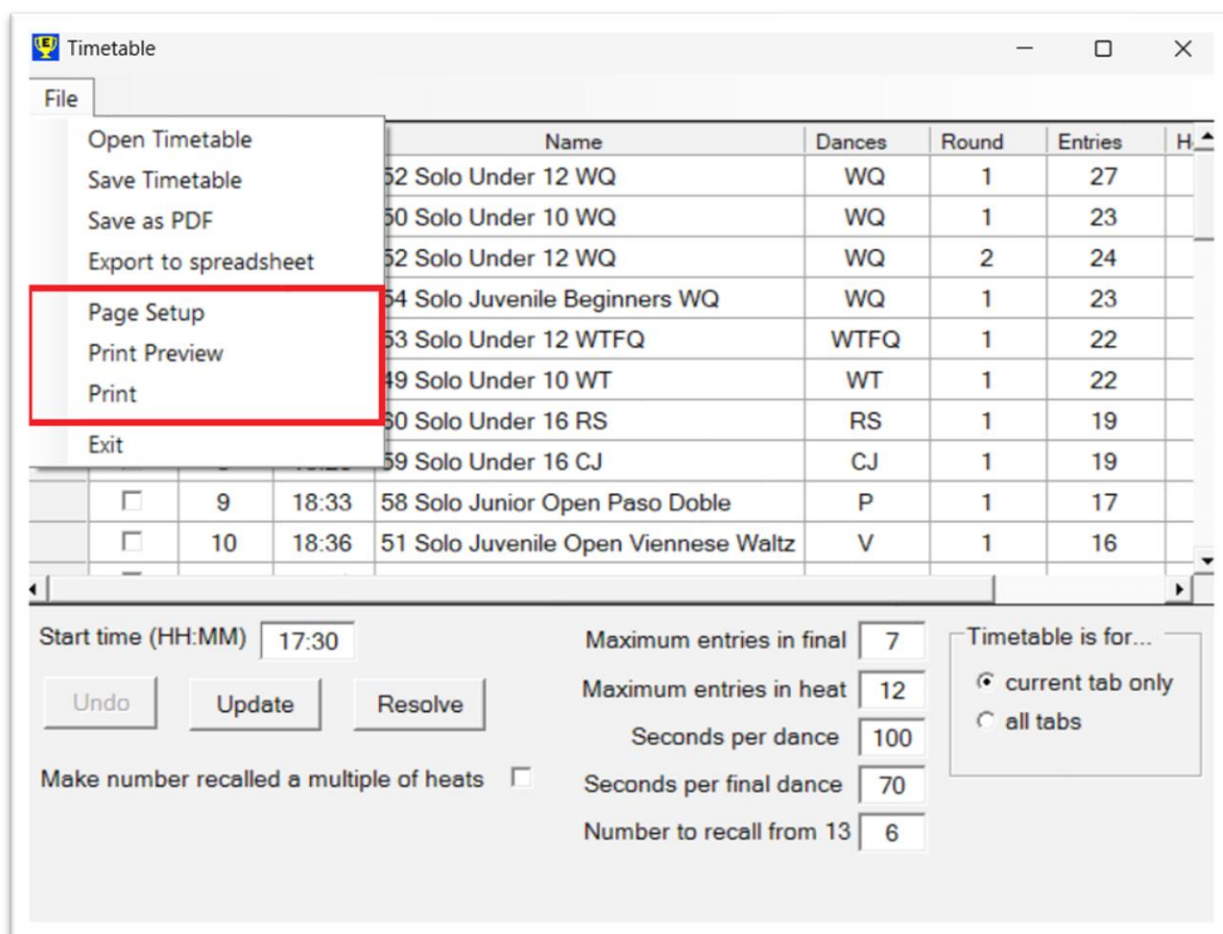


A window will open, allowing you to select the file you wish to open. Select the file and click “Open”.



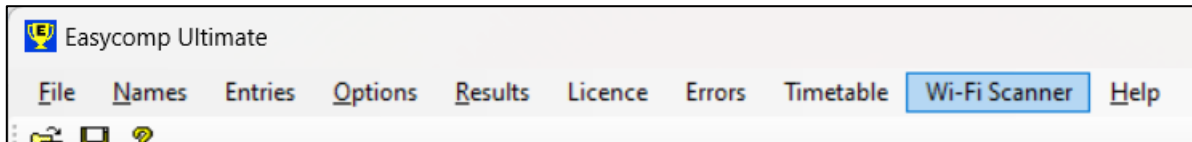
## Print Timetable

You can print the timetable, preview it and change the page setup. Click on the “File” tab, then click on whichever option you want.

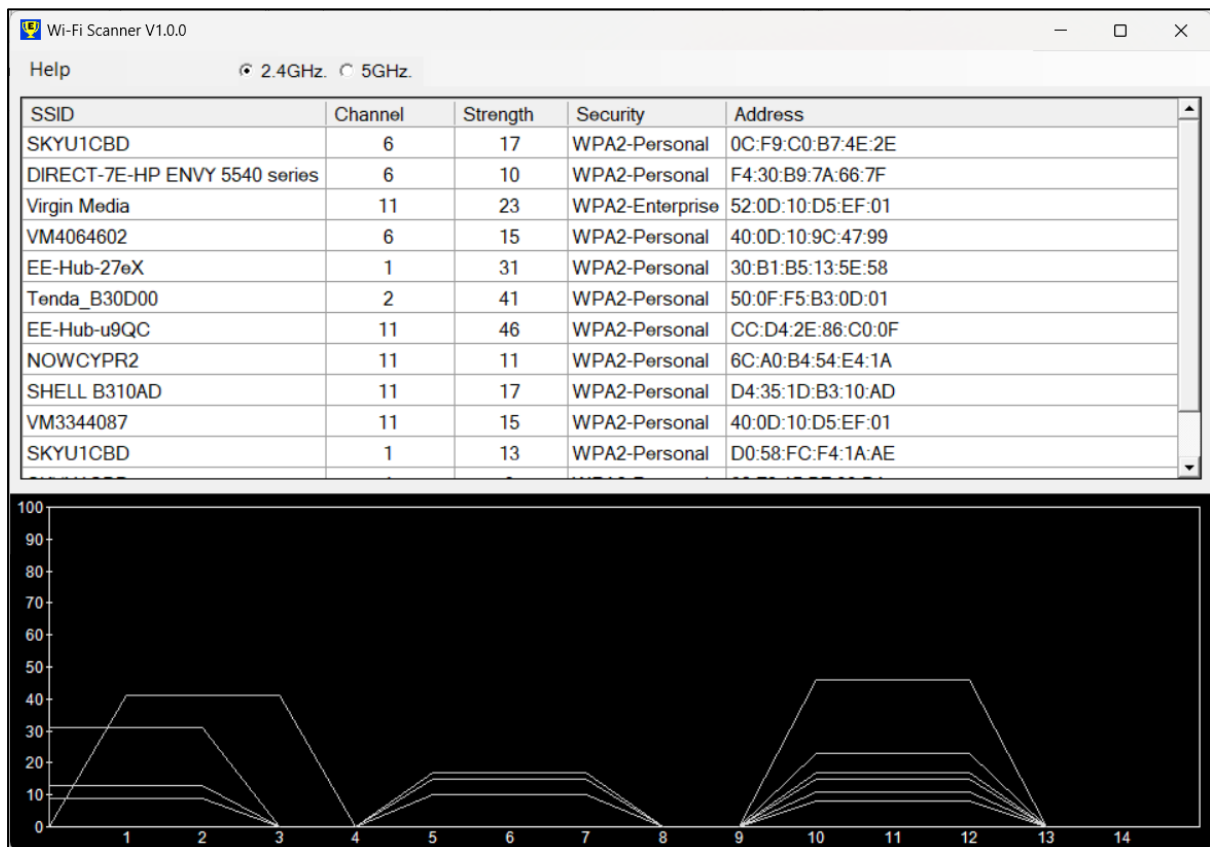


## Wi-Fi Scanner (Ultimate only)

If you use EasyPad you will probably have seen occasional red hearts on the monitor window, caused by interference on the wi-fi network, but you might not have been able to locate the source of the interference, unless it was very obvious, such as a live radio microphone close to the router. However, Easycomp now has a built-in wi-fi scanner to help you see all the wi-fi networks in your locality, and identify those that could be causing problems.



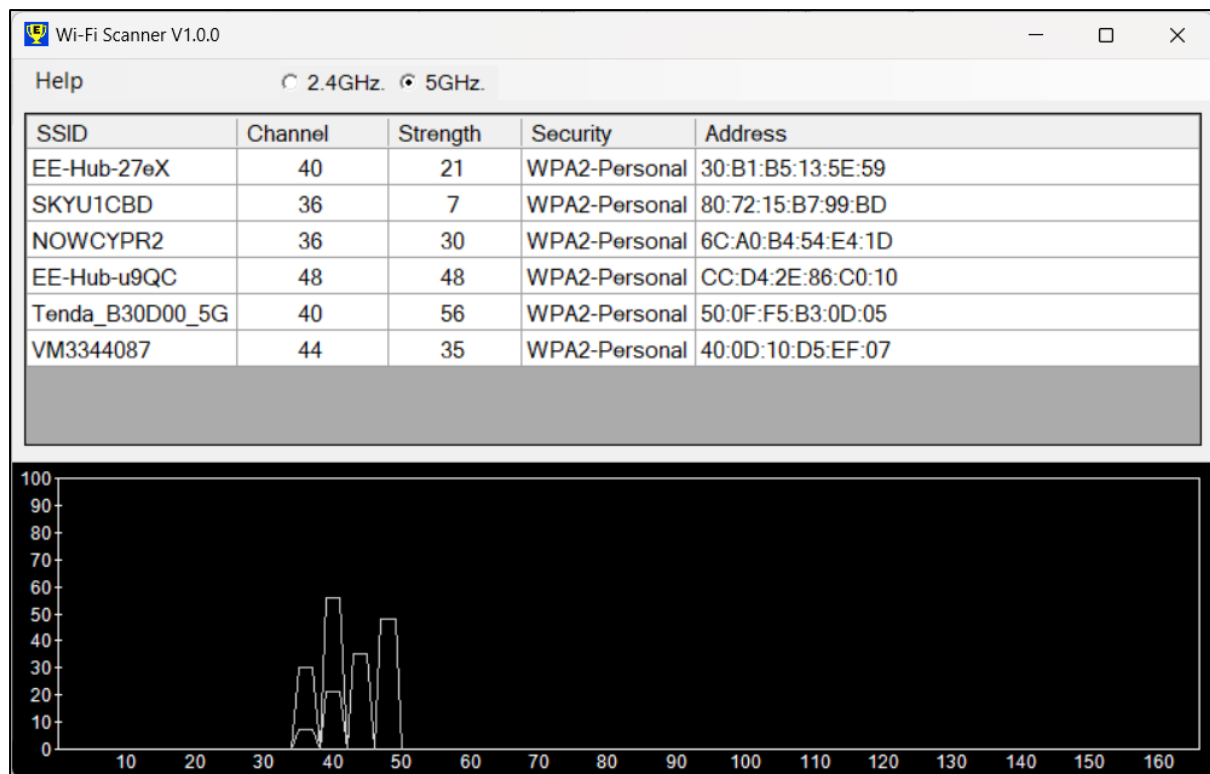
Click on “Wi-Fi Scanner” in the top menu, and the wi-fi scanner application will start, as shown below.



The upper half of the screen lists all the wi-fi networks found, with their details, while the lower half of the screen gives a visual representation of the networks and their transmission channels.

Two bands are available for wi-fi networks, 2.4GHz and 5GHz, and two radio buttons are available at the top of the screen to select the band to be displayed. The image above shows the networks found on the 2.4GHz band, and the image below shows the networks on the 5GHz band. **Please note that EasyPad currently only uses the 2.4GHz network.**





## Wi-Fi Terminology

The words used when discussing wi-fi can be very confusing for the lay-person, so here is a simple explanation of the most common ones.

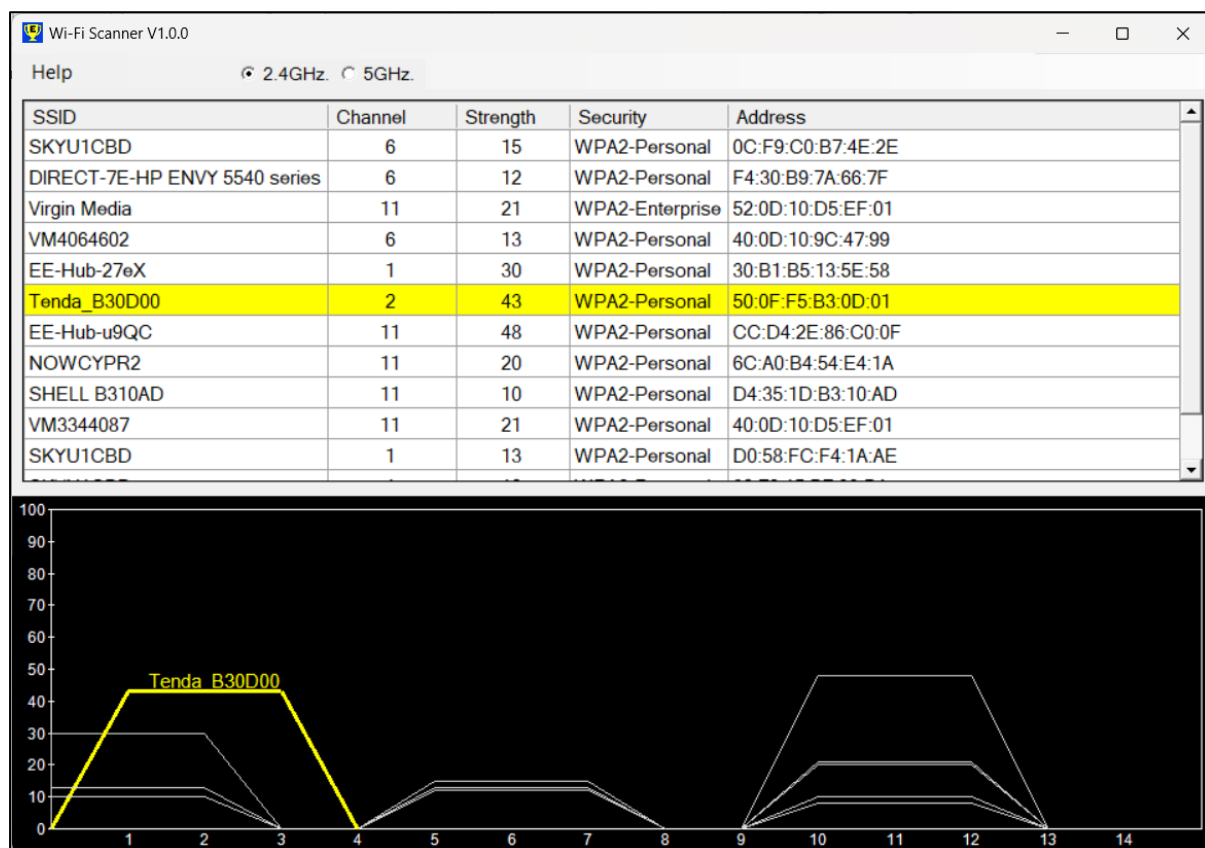
- SSID is short for “Service Set Identifier”, which simply means the name of the network.
- Band. A band is a range of frequencies that a device can use to send or receive data. Two bands are commonly used for wi-fi; 2.4GHz and 5GHz. 1GHz is one thousand million cycles per second, and to put that figure into context, FM radio signals are typically around 100 million cycles per second, so wi-fi transmits at a much higher frequency than FM radio.
- Strength, as the name implies, is a measure of the quality of the signal. The higher the number, the stronger the signal.
- Security. This describes the type of encryption used to protect the data on the network.
- Address, or to give it its full title, MAC Address (media access control address), is a unique identifier given to every device capable of transmitting on a network.



## Using the Scanner

Search through the list of networks to find the one used by the EasyPad router, in this case, Tenda\_B30D00. If there are lots of different networks shown, it may be difficult to find the one you're looking for, so if that is the case, click the "SSID" box at the top of the column to sort them alphabetically.

When you have found the EasyPad network, click it, and it will be highlighted in yellow, as will its trace on the lower half of the screen.



The horizontal axis of the graph shows the channels used by the networks, and the vertical axis shows their strength. The higher the strength, the better the network.

Networks on the same channel co-operate with each other, and as a result, only one network transmits at any one time, so they do not interfere with each other. However, over-lapping networks do not co-operate, and they can cause interference with each other.

Although 14 channels are available on the 2.4GHz band, each channel can affect the two channels on either side, so in practice, the only non-overlapping channels available for use are channels 1, 6 and 11.

We can see from the above display that our router is on channel 2, and will therefore be susceptible to interference from the three networks on channel 1, and also from the three on channel 6. From this information, we should decide to move our router to a different channel.

### Which Channel Should I Use?

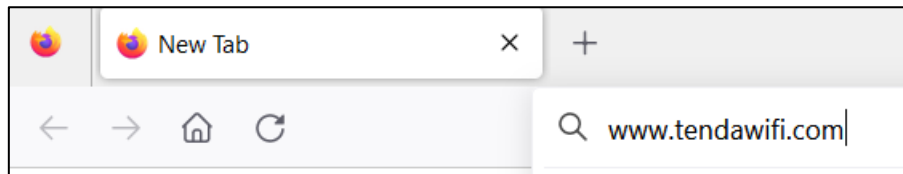
As we have seen, if we wish to avoid over-lapping channels, we only have a choice of three; channels 1, 6 and 11. We should use the information given to us by the scanner to choose the quietest channel with the least number of high-strength networks. From the display above, channel 6 would be a good choice, because it has only three low-strength networks. By contrast, channel 11 has five networks, one of which is a very strong one, and channel 1 also has a strong network on it.

### Changing the Router Channel

It is a simple procedure to change the router channel, which entails going into the router's control panel and making the desired changes. The following instructions are written for the Tenda AC6 router, which is supplied as standard with all EasyPad kits. If you have bought a different router then you will have to search on-line for instructions, but the procedure is likely to be very similar to the this one.

Connect the router to the computer with an ethernet cable, and make sure the computer is disconnected from any other network, and has no internet connection.

Open an Internet browser and type [www.tendawifi.com](http://www.tendawifi.com) into the address box.



The Tenda AC6 router is available in two, slightly different versions. One version (type A) has 8 LEDs on the front panel, while the other (type B) has 4.



**Type A**

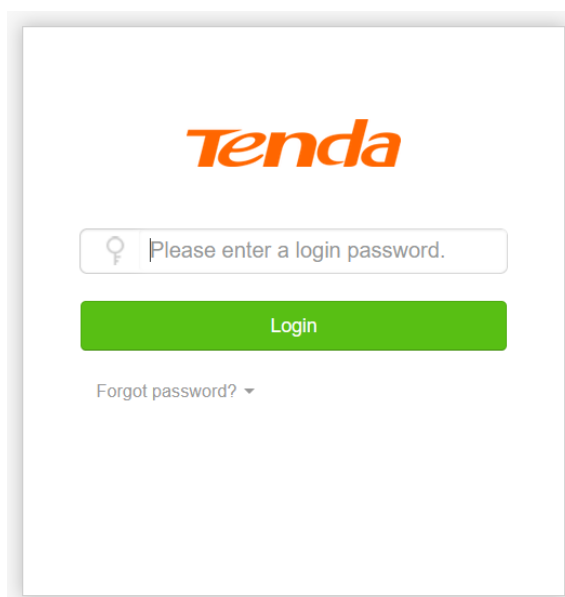


**Type B**

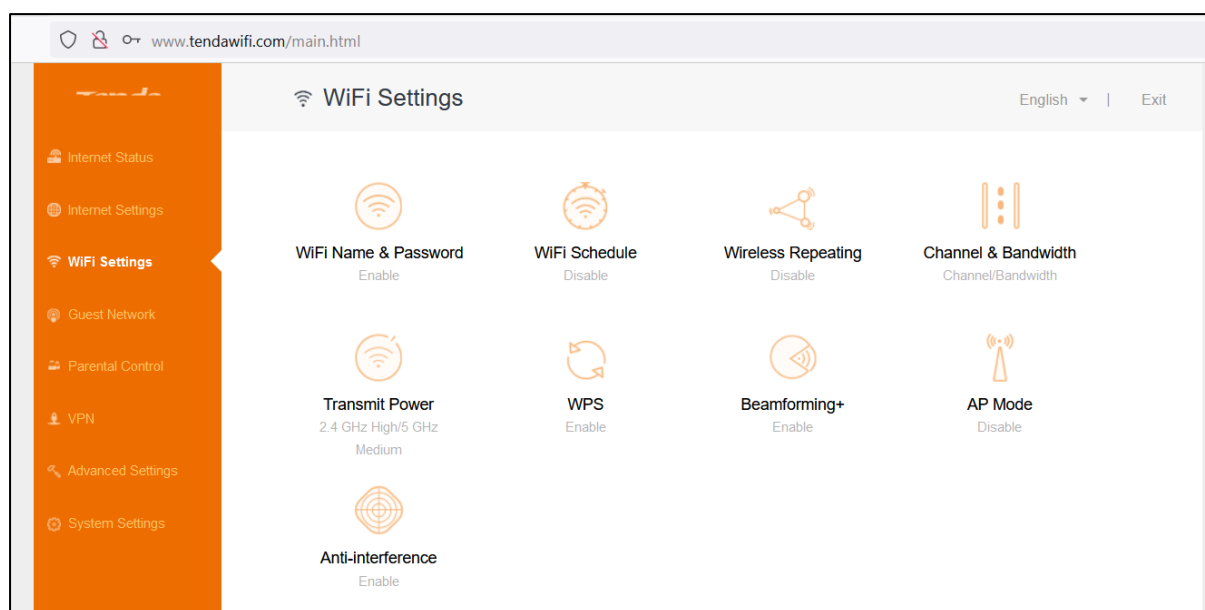
The procedure is slightly different for the two types. Identify your router type and refer to the appropriate section for it.

### Type A

Your browser may open a window, asking for a password, as shown below. The password is the network password for the router, which will be displayed on a sticker on the router



Click on “Wi-Fi Settings” in the left-hand column, then click on “Channel & Bandwidth” in the right-hand section.



Click the box labelled “Wi-Fi Channel” in the “2.4GHz Network” section (highlighted in red, below). You can ignore all the other settings.

Channel & Bandwidth

2.4 GHz Network

Network Mode: 11b/g/n mixed

WiFi Channel: Auto

WiFi Bandwidth: 20/40

5 GHz Network

Network Mode: 11a/n/ac mixed

WiFi Channel: Auto

WiFi Bandwidth: 20/40/80

Save

Select the desired channel from the drop-down list. In our example, we will choose channel 6.

Channel & Bandwidth

2.4 GHz Network

Network Mode: 11b/g/n mixed

WiFi Channel: Auto

WiFi Bandwidth:

5 GHz Network

Network Mode:

WiFi Channel:

WiFi Bandwidth:

Auto  
Channel 1  
Channel 2  
Channel 3  
Channel 4  
Channel 5  
Channel 6  
Channel 7  
Channel 8  
Channel 9  
Channel 10  
Channel 11  
Channel 12  
Channel 13

Click “Save”

Channel & Bandwidth

2.4 GHz Network

Network Mode:

11b/g/n mixed

WiFi Channel:

Channel 6

WiFi Bandwidth:

20/40

5 GHz Network

Network Mode:

11a/n/ac mixed

WiFi Channel:

Auto

WiFi Bandwidth:

20/40/80

Save

NOTE. It is not recommended to choose the “Auto” setting for two reasons.

1. The router may choose an overlapping channel (i.e., not 1, 6 or 11), leading to greater interference.
2. The router may decide, mid-competition, to switch channels if it thinks that a quieter one would be better. Doing so would disconnect all your devices for a few minutes, while they re-connect to the new channel, and you would not want that to happen.

It is much better to manually set the channel to avoid these problems.

## Type B

Your router, by default, does not require a password to log in if you are connected via a cable, although you can set one if you wish to do so. The window shown below will be displayed.

Click on “Wireless Settings” in the left-hand column, and scroll down until the “Wireless Channel” box outlined in red below, is visible. You can ignore all the other settings on this page.

The screenshot shows the Tenda router's web interface. The left-hand column contains a navigation menu with the following items: Status, Internet Settings, **Wireless Settings** (highlighted in orange), Bandwidth Control, Parental Controls, Sleeping Mode, Advanced, IPv6, and Administration. The main content area is titled 'Wireless Settings' and contains several sections:

- WiFi Name and Password**: Includes 'Preferred Band' (Enable/Disable), 'WiFi Network' (Enable/Disable), 'WiFi Name' (Tenda\_8CD3A0), 'Security Mode' (WPA-PSK), and 'WiFi Password' (masked).
- Guest Network**: Includes 'Guest Network' (Enable/Disable).
- WiFi Signal Strength**: Includes '2.4 GHz Signal Strength' (High/Medium/Low) and '5 GHz Signal Strength' (High/Low).
- Wireless Parameters**: Includes '2.4 GHz Network' and '5 GHz Network' settings. The '2.4 GHz Network' section has a red box around the 'Wireless Channel' dropdown menu, which is currently set to 'Auto'. Other settings include 'Network Mode' (11b/g/n), 'Wireless Bandwidth' (20), and 'Current Channel:1'.

At the bottom right, there are 'OK' and 'Cancel' buttons.

Select the desired channel from the drop-down list. In our example, we will choose channel 6. Click OK.

Wireless Parameters

2.4 GHz Network

Network Mode: 11b/g/n

Wireless Channel: Auto

Wireless Bandwidth: 20MHz

5 GHz Network

Network Mode: Auto

Wireless Channel: Channel6

Wireless Bandwidth: 20MHz

Current Channel:10

Current bandwidth:20MHz

OK Cancel

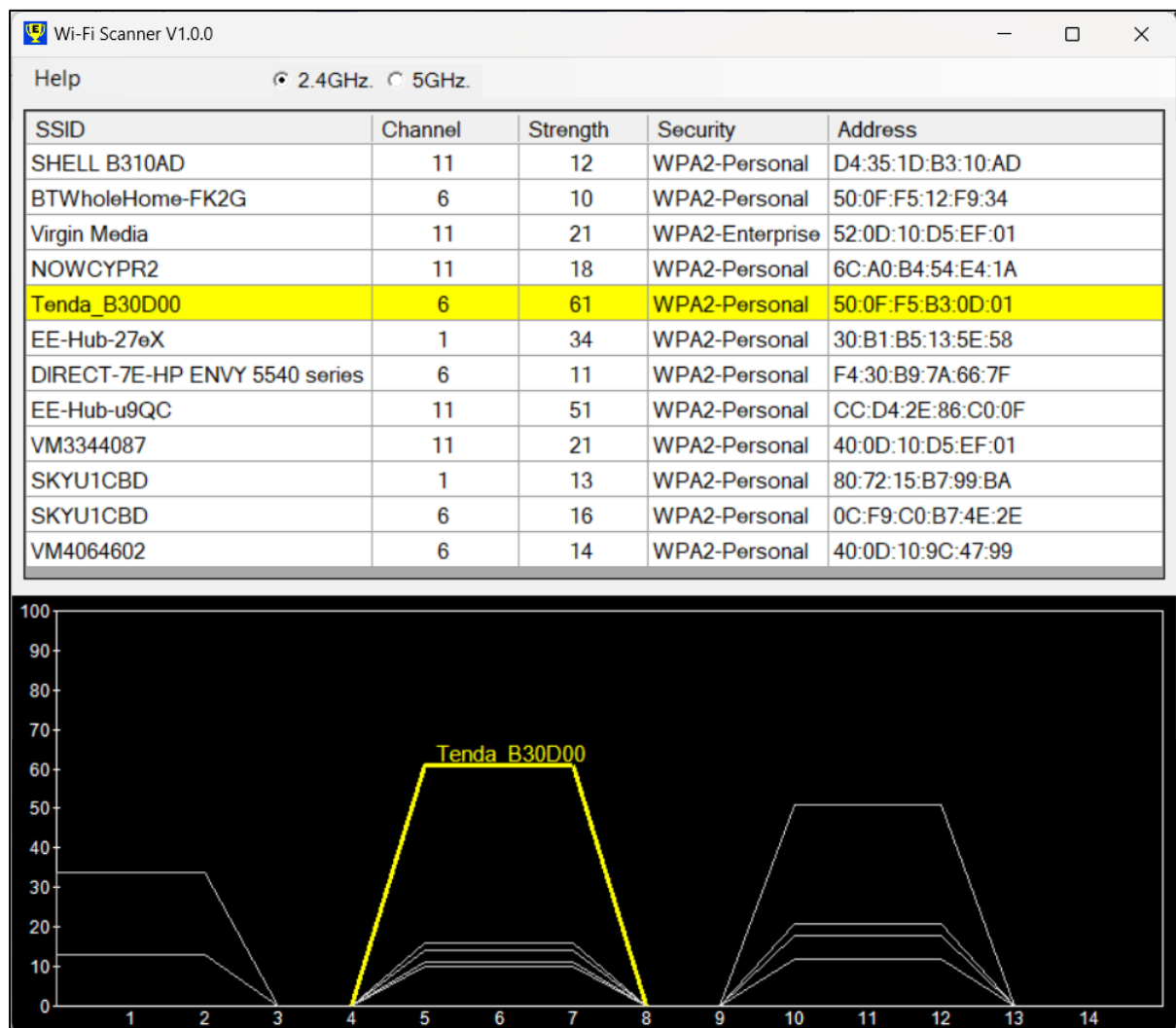
NOTE. It is not recommended to choose the “Auto” setting for two reasons.

1. The router may choose an overlapping channel (i.e., not 1, 6 or 11), leading to greater interference.
  2. The router may decide, mid-competition, to switch channels if it thinks that a quieter one would be better. Doing so would disconnect all your devices for a few minutes, while they re-connect to the new channel, and you would not want that to happen.
- It is much better to manually set the channel to avoid these problems.



## After Changing the Router Channel

After you have changed the router channel, re-start the wi-fi scanner and you should see that the router is now on its new channel, as shown below.



## EasyPad Features

### Monitor

When doing a recall or final using EasyPad, the EasyPad Monitor screen will be displayed. It shows the judges' letters and names, the amount of charge remaining in the battery, and the strength of the pad's Wi-Fi signal.










In addition, it shows a flashing green heart if the communication between Easycomp and the pad is good, and it also shows in the far right-hand column the number of entries marked by the judge and the time, in seconds, since the pad was connected to Easycomp. All of these things give reassurance that the communication channel between Easycomp and the pads is working and data is being received from the pad.

It also gives visual indications that the last message was sent to the pad and that it was received and acknowledged by the pad.

The screenshot shows the 'EasyPad Monitor' interface. At the top, the name 'Waltz' is displayed in red. Below this is a table with columns: Adjudicator, Battery, WiFi, Sent, Reply, and Marked. Each row represents a judge, with a green heart icon in the first column. Annotations with yellow arrows point to specific features: 'Message was sent to EasyPad' points to the 'Sent' column, 'Message was received by EasyPad' points to the 'Reply' column, 'Connection is OK' points to the green heart icon, and 'Marked : Time' points to the 'Marked' column.

|   | Adjudicator           | Battery | WiFi | Sent | Reply | Marked |
|---|-----------------------|---------|------|------|-------|--------|
| ♥ | A Kristi Boyce        | 71%     | 100% |      |       | 5: 163 |
| ♥ | B Tony Bennett        | 82%     | 100% |      |       | 3: 121 |
| ♥ | C Kristie White       | 83%     | 100% |      |       | 3: 158 |
| ♥ | D Paul Taylor         | 82%     | 100% |      |       | 4: 106 |
| ♥ | E Martin Cutler       | 85%     | 100% |      |       | 5: 106 |
| ♥ | F Amy D'Angelo        | 82%     | 100% |      |       | 5: 107 |
| ♥ | G Damien Hey          | 91%     | 100% |      |       | 5: 108 |
| ♥ | H Jason Parkinson     | 87%     | 100% |      |       | 3: 108 |
| ♥ | I Gary Foster (chair) | 84%     | 100% |      |       | 3: 111 |

Status data is sent from each pad every second, and this results in the flashing green hearts. If no data has been received from a pad for a period of time, then the flashing green heart is replaced by a constant red heart, and this is a clear indication that communication with the pad has been lost. In this situation the right-hand column will no longer give updated information, the elapsed time counter will be frozen and the judge will be unable to send their marks.

| EasyPad Monitor   |   |                     |         |      |      |       |        |
|---|---|---------------------|---------|------|------|-------|--------|
| Waltz   |   |                     |         |      |      |       |        |
|   |   | Adjudicator         | Battery | WiFi | Sent | Reply | Marked |
|    | A | Kristi Boyce        | 70%     | 100% |      |       | 5: 219 |
|    | B | Tony Bennett        | 82%     | 100% |      |       | 3: 177 |
|    | C | Kristie White       | 82%     | 100% |      |       | 3: 202 |
|    | D | Paul Taylor         | 82%     | 100% |      |       | 4: 162 |
|   | E | Martin Cutler       | 85%     | 100% |      |       | 5: 162 |
|  | F | Amy D'Angelo        | 81%     | 100% |      |       | 5: 163 |
|  | G | Damien Hey          | 91%     | 100% |      |       | 5: 164 |
|  | H | Jason Parkinson     | 86%     | 100% |      |       | 3: 164 |
|  | I | Gary Foster (chair) | 83%     | 100% |      |       | 3: 167 |

## EasyPad Tools

**NOTE:** All the tools in this section require EasyPad software version 3.0 or later to be installed on the judges' pads.

### Get Judge's Last Message

It may happen that a judge sends their marks to you, but you erase them by accidentally clicking on the Clear button. This would leave you with an incomplete set of marks and you would be unable to complete the recall or final.

It is possible to recover this situation by right clicking on the judge, and clicking on "Get last message from judge". The judge's pad will re-send its last message and you will have the missing marks.

Hopefully, you will never need to use this facility but it's good to know that it's there if you ever need it.

The screenshot shows the 'EasyPad Monitor' window. At the top, the word 'Waltz' is displayed in red. Below it is a table with columns: Adjudicator, Battery, WiFi, Sent, Reply, and Marked. The table lists nine judges, each with a green heart icon to the left. A context menu is open over the row for 'C Kristie White', showing the following options: 'Get last message from judge' (highlighted in blue), 'Get marks dump file from judge', 'Grab the marks', 'Skip judge', 'Re-send last message to judge', and 'Vibrate'.

|     | Adjudicator         | Battery | WiFi | Sent | Reply | Marked |
|-----|---------------------|---------|------|------|-------|--------|
| ♥ A | Kristi Boyce        | 75%     | 100% |      |       | 0: 681 |
| ♥ B | Tony Bennett        | 85%     | 100% |      |       | 0: 202 |
| ♥ C | Kristie White       | 96%     | 100% |      |       | 0: 178 |
| ♥ D | Paul Taylor         |         |      |      |       | 0: 145 |
| ♥ E | Martin Cutler       |         |      |      |       | 0: 122 |
| ♥ F | Amy D'Angelo        |         |      |      |       | 0: 94  |
| ♥ G | Damien Healy        |         |      |      |       | 0: 73  |
| ♥ H | Jason Park          |         |      |      |       | 0: 47  |
| ♥ I | Gary Foster (chair) | 90%     | 100% |      |       | 0: 28  |

## Grab Judge's Marks

If a judge forgets to send the marks at the end of a dance, you can take them directly from the judge's pad without the judge sending them. Right click on the judge's name and click on "Grab the marks". The marks will be received and the judge's status box will turn green.

EasyPad Monitor

### Waltz

|     | Adjudicator         | Battery | WiFi | Sent | Reply | Marked  |
|-----|---------------------|---------|------|------|-------|---------|
| ♥ A | Kristi Boyce        | 74%     | 100% |      |       | 0: 1085 |
| ♥ B | Tony Bennett        | 84%     | 100% |      |       | 0: 607  |
| ♥ C | Kristie White       | 85%     | 100% |      |       | 6: 583  |
| ♥ D | Paul Taylor         |         |      |      |       | 0: 550  |
| ♥ E | Martin Cutler       |         |      |      |       | 0: 527  |
| ♥ F | Amy D'Angelo        |         |      |      |       | 0: 499  |
| ♥ G | Damien Hey          |         |      |      |       | 0: 478  |
| ♥ H | Jason Parkinson     |         |      |      |       | 0: 452  |
| ♥ I | Gary Foster (chair) | 87%     | 100% |      |       | 0: 433  |










- Get last message from judge
- Get marks dump file from judge
- Grab the marks
- Skip judge
- Re-send last message to judge
- Vibrate

## Skip Judge

If a judge is unable to mark a round, for whatever reason, you can omit them and continue the round without them. Right click on the judge's name and click on "Skip judge". The judge's status box will turn green.

EasyPad Monitor

### Waltz

|   | Adjudicator           | Battery | WiFi | Sent | Reply | Marked  |
|---|-----------------------|---------|------|------|-------|---------|
|    | A Kristi Boyce        | 74%     | 100% |      |       | 0: 1347 |
|    | B Tony Bennett        | 83%     | 100% |      |       | 0: 868  |
|    | C Kristie White       | 84%     | 100% |      |       | 0: 844  |
|    | D Paul Taylor         | 84%     | 100% |      |       | 0: 812  |
|    | E Martin Cutler       | 87%     | 100% |      |       | 0: 788  |
|    | F Amy D'Angelo        | 83%     | 100% |      |       | 0: 761  |
|   | G Damien Hey          | 93%     | 100% |      |       | 0: 739  |
|  | H Jason Parkinson     | 90%     | 100% |      |       | 5: 713  |
|  | I Gary Foster (chair) | 85%     | 100% |      |       | 0: 694  |










- Get last message from judge
- Get marks dump file from judge
- Grab the marks
- Skip judge**
- Re-send last message to judge
- Vibrate



## Resend Message

When Easycomp sends the numbers for a dance to the judges' pads, the "Sent" column fills with green boxes as each message is sent. As each message is received by the pads, and acted upon, they send an acknowledgement message back to Easycomp, which gives a visual indication of that by filling the "Reply" column with green boxes as each acknowledgement is received. Two green boxes for each judge mean that the message was both sent and received correctly.










If a judge's pad does not receive and acknowledge the message, the "Reply" box for that judge remains white, and this tells you that the judge does not have the numbers displayed on their pad and therefore cannot judge the dance. It should be said that the chance of this happening is extremely rare, and most scrutineers will never experience it.

| EasyPad Monitor   |   |                     |         |      |      |       |        |
|---|---|---------------------|---------|------|------|-------|--------|
| Waltz   |   |                     |         |      |      |       |        |
|   |   | Adjudicator         | Battery | WiFi | Sent | Reply | Marked |
|   | A | Kristi Boyce        | 70%     | 100% |      |       | 5: 486 |
|  | B | Tony Bennett        | 80%     | 100% |      |       | 3: 444 |
|  | C | Kristie White       | 82%     | 100% |      |       | 3: 429 |
|  | D | Paul Taylor         | 81%     | 100% |      |       | 4: 429 |
|  | E | Martin Cutler       | 84%     | 100% |      |       | 5: 429 |
|  | F | Amy D'Angelo        | 80%     | 100% |      |       | 5: 430 |
|  | G | Damien Hey          | 90%     | 100% |      |       | 4: 431 |
|  | H | Jason Parkinson     | 85%     | 100% |      |       | 3: 431 |
|  | I | Gary Foster (chair) | 82%     | 100% |      |       | 3: 434 |

However, if this situation ever happens, right click on the judge and click on "Re-send last message to judge". The message will be sent again, and hopefully acknowledged this time.



## Waltz

|   |   | Adjudicator         | Battery | WiFi | Sent | Reply | Marked |
|---|---|---------------------|---------|------|------|-------|--------|
|  | A | Kristi Boyce        | 70%     | 100% |      |       | 5: 660 |
|  | B | Tony Bennett        | 80%     | 100% |      |       | 3: 617 |
|  | C | Kristie White       | 81%     | 100% |      |       | 3: 188 |
|  | D | P                   |         |      |      |       | 4: 602 |
|  | E | M                   |         |      |      |       | 5: 603 |
|  | F | A                   |         |      |      |       | 5: 603 |
|  | G | D                   |         |      |      |       | 4: 605 |
|  | H | J                   |         |      |      |       | 3: 605 |
|  | I | Gary Foster (chair) | 81%     | 100% |      |       | 3: 607 |

- Get last message from judge
- Get marks dump file from judge
- Grab the marks
- Skip judge
- Re-send last message to judge
- Vibrate

## Vibrate Pad

Sometimes you may want to attract the attention of a judge, for example when they have forgotten to send their marks. Right click on the judge's name and click on "Vibrate". The judge's pad will vibrate for one second.

EasyPad Monitor

**Waltz**

|   |   | Adjudicator         | Battery | WiFi | Sent | Reply | Marked |
|---|---|---------------------|---------|------|------|-------|--------|
| ♥ | A | Kristi Boyce        | 75%     | 100% |      |       | 0: 916 |
| ♥ | B | Tony Bennett        | 84%     | 100% |      |       | 0: 437 |
| ♥ | C | Kristie White       | 85%     | 100% |      |       | 0: 413 |
| ♥ | D | Paul Taylor         |         |      |      |       | 0: 380 |
| ♥ | E | Martin Cutler       |         |      |      |       | 0: 358 |
| ♥ | F | Amy D'Angelo        |         |      |      |       | 0: 330 |
| ♥ | G | Damien Hey          |         |      |      |       | 0: 308 |
| ♥ | H | Jason Parkinso      |         |      |      |       | 0: 282 |
| ♥ | I | Gary Foster (chair) | 88%     | 100% |      |       | 0: 263 |

Get last message from judge

Get marks dump file from judge

Grab the marks

Skip judge

Re-send last message to judge

Vibrate

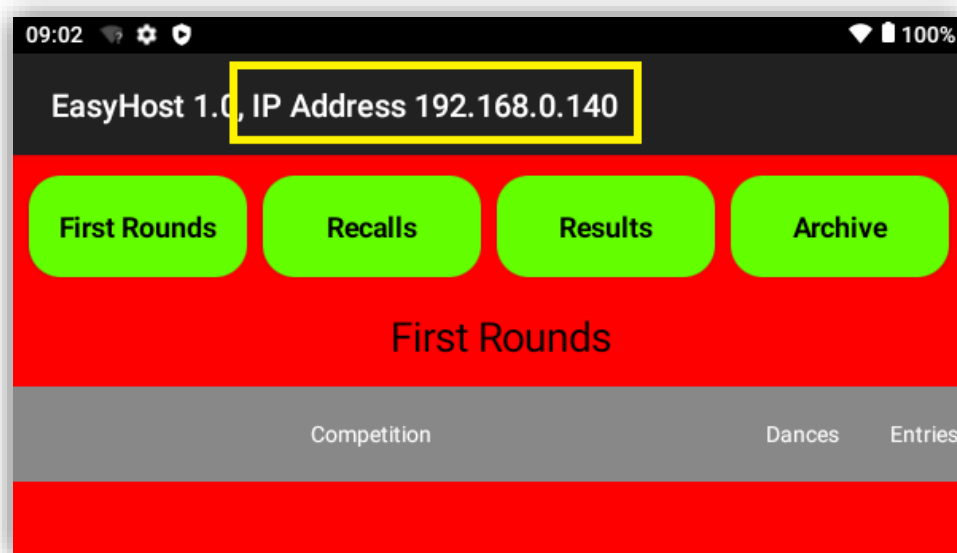
## EasyHost (Ultimate Only)

### Features

EasyHost is a paperless system for presenting competition recalls and final results to a compere. It displays the information on a small Android tablet, and the compere can use it to show first-rounds, recalls and final results. The compere can also use it to split a competition into heats, which is a very useful feature when used with EasyPad because the numbers in each heat will be same on the compere's screen as on the judges' pads.

### Connecting to a Compere

Connect the compere's tablet to the Easycomp's Wi-Fi network, and make a note of the IP address displayed at the top of the screen. The screen's background is red to indicate that the tablet is not yet connected to Easycomp.



Open the officials' names screen and enter the tablet's IP address in the box, then click the Connect button.

| Letter | Adjudicator's Name | Panel | NVC                      | IP Address | Connect | Status        |
|--------|--------------------|-------|--------------------------|------------|---------|---------------|
| A      | Jackie Conway      |       | <input type="checkbox"/> |            | Connect | Not connected |
| B      | Damien Hey         |       | <input type="checkbox"/> |            | Connect | Not connected |
| C      | Ben Taylor         |       | <input type="checkbox"/> |            | Connect | Not connected |
| D      | Kyle Taylor        |       | <input type="checkbox"/> |            | Connect | Not connected |
| E      | Warren Bullock     |       | <input type="checkbox"/> |            | Connect | Not connected |
| F      | Diane Haywood      |       | <input type="checkbox"/> |            | Connect | Not connected |
| G      | Joanne Crane       |       | <input type="checkbox"/> |            | Connect | Not connected |
| H      |                    |       | <input type="checkbox"/> |            | Connect | Not connected |

| Host IP Address | Connect | Status        |
|-----------------|---------|---------------|
| 192.168.0.140   | Connect | Not connected |
|                 | Connect | Not connected |

OK Print

The Connection Status will say “Connected”.

| Letter | Adjudicator's Name | Panel | NVC                      | IP Address | Connect | Status        |
|--------|--------------------|-------|--------------------------|------------|---------|---------------|
| A      | Jackie Conway      |       | <input type="checkbox"/> |            | Connect | Not connected |
| B      | Damien Hey         |       | <input type="checkbox"/> |            | Connect | Not connected |
| C      | Ben Taylor         |       | <input type="checkbox"/> |            | Connect | Not connected |
| D      | Kyle Taylor        |       | <input type="checkbox"/> |            | Connect | Not connected |
| E      | Warren Bullock     |       | <input type="checkbox"/> |            | Connect | Not connected |
| F      | Diane Haywood      |       | <input type="checkbox"/> |            | Connect | Not connected |
| G      | Joanne Crane       |       | <input type="checkbox"/> |            | Connect | Not connected |
| H      |                    |       | <input type="checkbox"/> |            | Connect | Not connected |

| Host IP Address | Connect    | Status        |
|-----------------|------------|---------------|
| 192.168.0.140   | Disconnect | Connected     |
|                 | Connect    | Not connected |

Easycomp's main screen will show a button with the caption "Tab > Host" with a picture of a black microphone above it. These signify that Easycomp is connected to the compere. You can connect up to four comperees at the same time.

Easycomp Ultimate

File Names Entries Options Results Licence Errors Help


Untitled Event

Session 1 Session 2 Latin **A01-A16** A17-A30 +

| Competition Name                  | Dances | Entries | Round |
|-----------------------------------|--------|---------|-------|
| A01 SL All England Amateur WTVFQ  | WTVFQ  | 3       | 1     |
| A02 SL All England U21s WTVFQ     | WTVFQ  | 2       | 1     |
| A03 NL U35 Beginners WQ           | WQ     | 2       | 1     |
| A04 NL O35 Beginners WQ           | WQ     | 3       | 1     |
| A05 NL U35 Novice WT              | WT     | 2       | 1     |
| A06 NL O35 Novice WT              | WT     | 3       | 1     |
| A07 NL U35 Intermediate FQ        | FQ     | 2       | 1     |
| A08 NL O35 Intermediate FQ        | FQ     | 7       | 1     |
| A09 NL U35 Pre-Amateur WTQ        | WTQ    | 0       | 1     |
| A10 NL O35 Pre-Amateur WTQ        | WTQ    | 9       | 1     |
| A11 SL All England Senior 1 WTVFQ | WTVFQ  | 3       | 1     |
| A12 SL All England Senior 2 WTFQ  | WTFQ   | 5       | 1     |
| A13 SL All England Senior 3 WTFQ  | WTFQ   | 14      | 1     |
| A14 All England Senior 4 WTFQ     | WTFQ   | 5       | 1     |

Number of competitions = 86

Show Finished Finals ☐



## Sending Competitions to EasyHost

Click the button “Tab > Host” (Tab to Host) and all the competitions on the current tab will be sent to the EasyHost tablet. The black microphone will turn green, signifying a successful transfer. If it turns red then the transfer was unsuccessful, so check the Wi-Fi connection again.



Those competitions which are round 1 will be displayed on EasyHost’s First-round screen, and any which are round 2 or above will be shown on EasyHost’s Recalls screen.

A screenshot of a tablet screen displaying the 'First Rounds' section of the EasyHost application. At the top, there are four green buttons: 'First Rounds', 'Recalls', 'Results', and 'Archive'. Below these buttons is the title 'First Rounds'. Underneath the title is a table with three columns: 'Competition', 'Dances', and 'Entries'. The table lists 11 competitions, each with its name, the dance type, and the number of entries.

| Competition                       | Dances | Entries |
|-----------------------------------|--------|---------|
| A01 SL All England Amateur WTVFQ  | WTVFQ  | 3       |
| A02 SL All England U21s WTVFQ     | WTVFQ  | 2       |
| A03 NL U35 Beginners WQ           | WQ     | 2       |
| A04 NL O35 Beginners WQ           | WQ     | 3       |
| A05 NL U35 Novice WT              | WT     | 2       |
| A06 NL O35 Novice WT              | WT     | 3       |
| A07 NL U35 Intermediate FQ        | FQ     | 2       |
| A08 NL O35 Intermediate FQ        | FQ     | 7       |
| A09 NL U35 Pre-Amateur WTQ        | WTQ    | 0       |
| A10 NL O35 Pre-Amateur WTQ        | WTQ    | 9       |
| A11 SL All England Senior 1 WTVFQ | WTVFQ  | 3       |

Once the connection has been established, EasyHost’s screen will automatically be updated whenever:

- A competition is edited
- A competition’s recall or final is done
- A competition is added or deleted

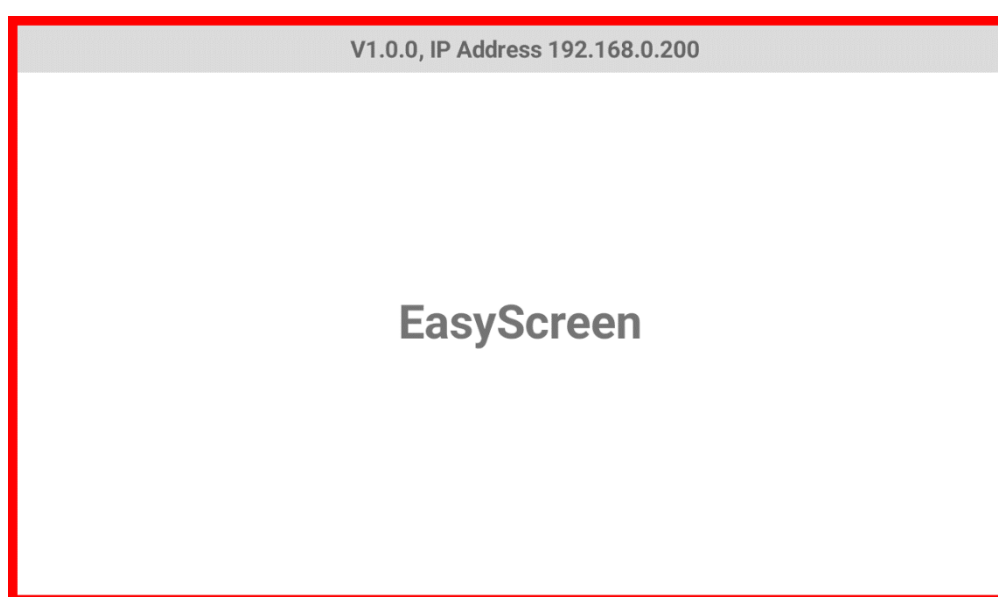
## EasyScreen (Ultimate Only)

### Features

EasyScreen is a simple system for displaying recalled numbers on large displays, such as TV screens, projector screens and large LED screens. It displays the information on a small Android tablet which is connected to the large display screen by an HDMI cable. One tablet may connect to several display screens by using a low-cost HDMI video-splitter.

### Connecting to a Screen

Connect the EasyScreen tablet to the Easycomp's Wi-Fi network, and make a note of the IP address displayed at the top of the screen. The screen's border is coloured red to indicate that the tablet is not yet connected to Easycomp.




Open the officials' names screen and enter the tablet's IP address in the box, then click the Connect button.

Officials' Names


| Letter | Adjudicator's Name    | Panel | NVC                      | IP Address | Connect | Status        |
|--------|-----------------------|-------|--------------------------|------------|---------|---------------|
| A      | Katie Geddes          | A     | <input type="checkbox"/> |            | Connect | Not connected |
| B      | Laura Hair            | A     | <input type="checkbox"/> |            | Connect | Not connected |
| C      | Damien Hey            | A     | <input type="checkbox"/> |            | Connect | Not connected |
| D      | Ben Jones             | A     | <input type="checkbox"/> |            | Connect | Not connected |
| E      | Martin Cutler (Chair) | A     | <input type="checkbox"/> |            | Connect | Not connected |
| F      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| G      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| H      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| I      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| J      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| K      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| L      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| M      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| N      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |

| Host IP Address | Connect | Status        |
|-----------------|---------|---------------|
|                 | Connect | Not connected |
|                 | Connect | Not connected |
|                 | Connect | Not connected |
|                 | Connect | Not connected |



| Screen IP Address | Connect | Status        |
|-------------------|---------|---------------|
| 192.168.0.200     | Connect | Not connected |
|                   | Connect | Not connected |
|                   | Connect | Not connected |
|                   | Connect | Not connected |



OK Print Clear Addresses

The Connection Status will say “Connected”.

Officials' Names

| Letter | Adjudicator's Name    | Panel | NVC                      | IP Address | Connect | Status        |
|--------|-----------------------|-------|--------------------------|------------|---------|---------------|
| A      | Katie Geddes          | A     | <input type="checkbox"/> |            | Connect | Not connected |
| B      | Laura Hair            | A     | <input type="checkbox"/> |            | Connect | Not connected |
| C      | Damien Hey            | A     | <input type="checkbox"/> |            | Connect | Not connected |
| D      | Ben Jones             | A     | <input type="checkbox"/> |            | Connect | Not connected |
| E      | Martin Cutler (Chair) | A     | <input type="checkbox"/> |            | Connect | Not connected |
| F      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| G      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| H      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| I      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| J      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| K      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| L      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| M      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |
| N      |                       |       | <input type="checkbox"/> |            | Connect | Not connected |

| Host IP Address | Connect | Status        |
|-----------------|---------|---------------|
|                 | Connect | Not connected |
|                 | Connect | Not connected |
|                 | Connect | Not connected |
|                 | Connect | Not connected |

| Screen IP Address | Connect    | Status        |
|-------------------|------------|---------------|
| 192.168.0.200     | Disconnect | Connected     |
|                   | Connect    | Not connected |
|                   | Connect    | Not connected |
|                   | Connect    | Not connected |

OK Print Clear Addresses

Easycomp's main screen will show a picture of a black screen (highlighted in red below), which signifies that Easycomp is connected to the screen. You can connect up to four screens at the same time.

Easycomp Ultimate, C:\Easycomp\events\Richard Rose 16 July 2023.ecx

File Names Entries Options Results Licence Errors Timetable Wi-Fi Scanner Help

The City of Birmingham Super League Day July 2023

Session 1 Session 2 Section 3 Section 4 +

| Competition Name             | Dances | Entries | Round |
|------------------------------|--------|---------|-------|
| 01 SL Juvenile Latin CSRJ    | CSRJ   | 13      | 1     |
| 02 Juvenile Open Paso        | P      | 5       | 1     |
| 03 Under 8 years CJ          | CJ     | 3       | 1     |
| 04 NL Under 10 CR            | CR     | 10      | 1     |
| 05 NL Juvenile All Girls CSJ | CSJ    | 6       | 1     |
| 06 Juvenile Novice CS        | CS     | 12      | 1     |
| 07 Juvenile Beginners CJ     | CJ     | 14      | 1     |
| 08 SL Junior Ballroom WTFQ   | WTFQ   | 6       | 1     |
| 09 Junior Open VW            | V      | 6       | 1     |
| 10 NL Under 14 WFQ           | WFQ    | 2       | 1     |
| 11 Under 14 All Girls WQ     | WQ     | 2       | 1     |
| 12 NL Junior All Girls WTO   | WTO    | 4       | 1     |

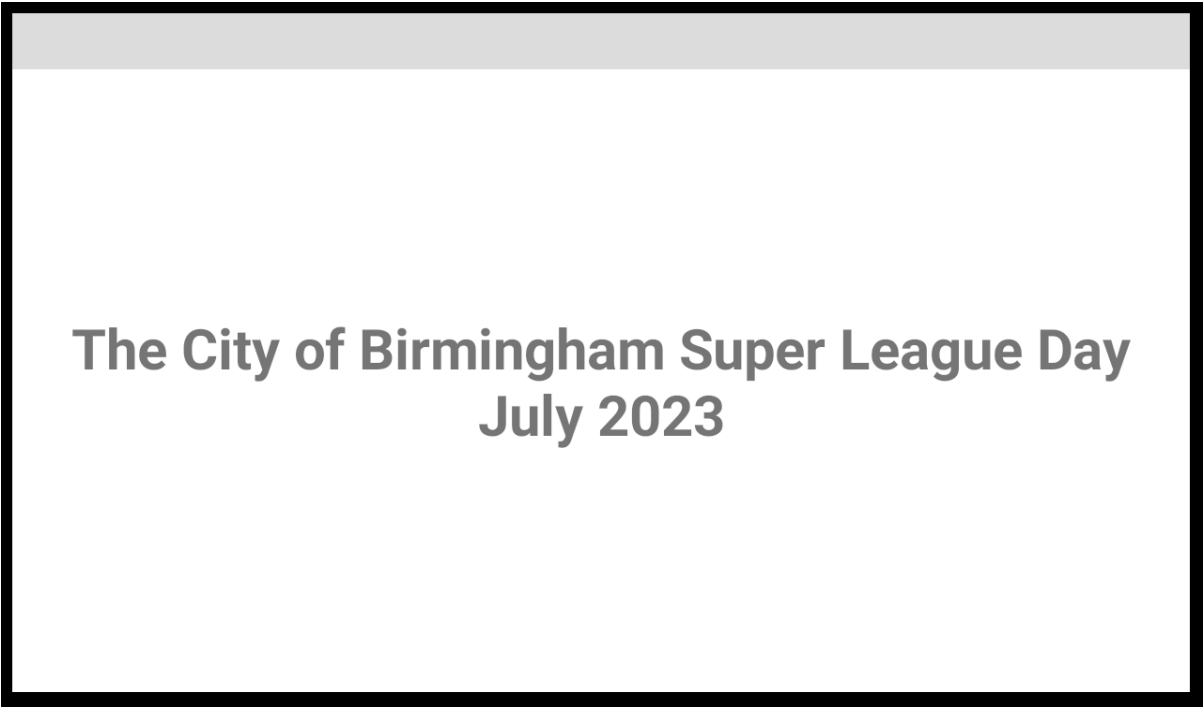
Add Comp Recall Final Delete Comp

Number of competitions = 66 Show Finished Finals ☐

The EasyScreen display's red border has disappeared, together with the EasyScreen version and IP address, signifying that it is now connected to Easycomp, and it shows the name of



the event, as entered into Easycomp’s main screen. This text will be displayed whenever EasyScreen has no recalls to show.



**Showing Recalls**

When a recall has been done, the recalled numbers and heats are automatically sent to EasyScreen. Alternate heats are shaded in white and blue to help readability. The top left-hand corner of the screen shows the number of recalls in its memory. In this case, it only has one recall to display.

|        |   |    |    |    |    |    |    |    |    |    |    |    |
|--------|---|----|----|----|----|----|----|----|----|----|----|----|
| 1 of 1 | Junior Ballroom Open 5 Dance Trophy - round 2 |    |    |    |    |    |    |    |    |    |    |    |
| Heat 1 | 1   | 3  | 4  | 5  | 7  | 8  | 9  | 11 | 12 | 13 | 14 | 16 |
| Heat 2 | 17  | 18 | 20 | 21 | 22 | 24 | 25 | 27 | 28 | 29 | 30 | 32 |
| Heat 3 | 33  | 34 | 35 | 37 | 38 | 40 | 41 | 42 | 43 | 45 | 46 | 48 |

When a second recall is received, it is immediately displayed on the screen, although that can be changed in Easycomp's Options.

|        |  |      |      |      |      |      |      |      |      |      |      |      |    |
|--------|--|------|------|------|------|------|------|------|------|------|------|------|----|
| 2 of 2 | Amateur Ballroom Open 5 Dance Trophy - round 2 |      |      |      |      |      |      |      |      |      |      |      | 16 |
| Heat 1 | 901  | 902  | 904  | 905  | 907  | 908  | 909  | 910  | 912  | 913  | 914  | 915  |    |
| Heat 2 | 916  | 918  | 919  | 920  | 921  | 923  | 924  | 925  | 927  | 928  | 929  | 930  |    |
| Heat 3 | 932  | 933  | 934  | 935  | 936  | 938  | 939  | 940  | 941  | 943  | 944  | 945  |    |
| Heat 4 | 946  | 947  | 948  | 950  | 951  | 952  | 953  | 955  | 956  | 957  | 958  | 959  |    |
| Heat 5 | 961  | 962  | 963  | 964  | 965  | 968  | 969  | 970  | 971  | 972  | 973  | 975  |    |
| Heat 6 | 977  | 978  | 980  | 981  | 983  | 984  | 985  | 986  | 987  | 988  | 989  | 990  |    |
| Heat 7 | 991  | 992  | 994  | 995  | 996  | 997  | 999  | 1000 | 1001 | 1002 | 1004 | 1005 |    |
| Heat 8 | 1006   | 1007 | 1009 | 1010 | 1011 | 1013 | 1014 | 1015 | 1016 | 1018 | 1019 | 1020 |    |

The upper left-hand corner now indicates that there are two recalls in the system, and that it is currently displaying the second of them. The upper right-hand corner shows a green progress bar and countdown timer, indicating the number of seconds remaining before the next recall is shown. The display time for each screen is decided by EasyScreen, depending on the number of heats on the screen, within limits set by the scrutineer in Easycomp (see EasyScreen Display Time).

When the countdown timer reaches zero, the next recall is shown.

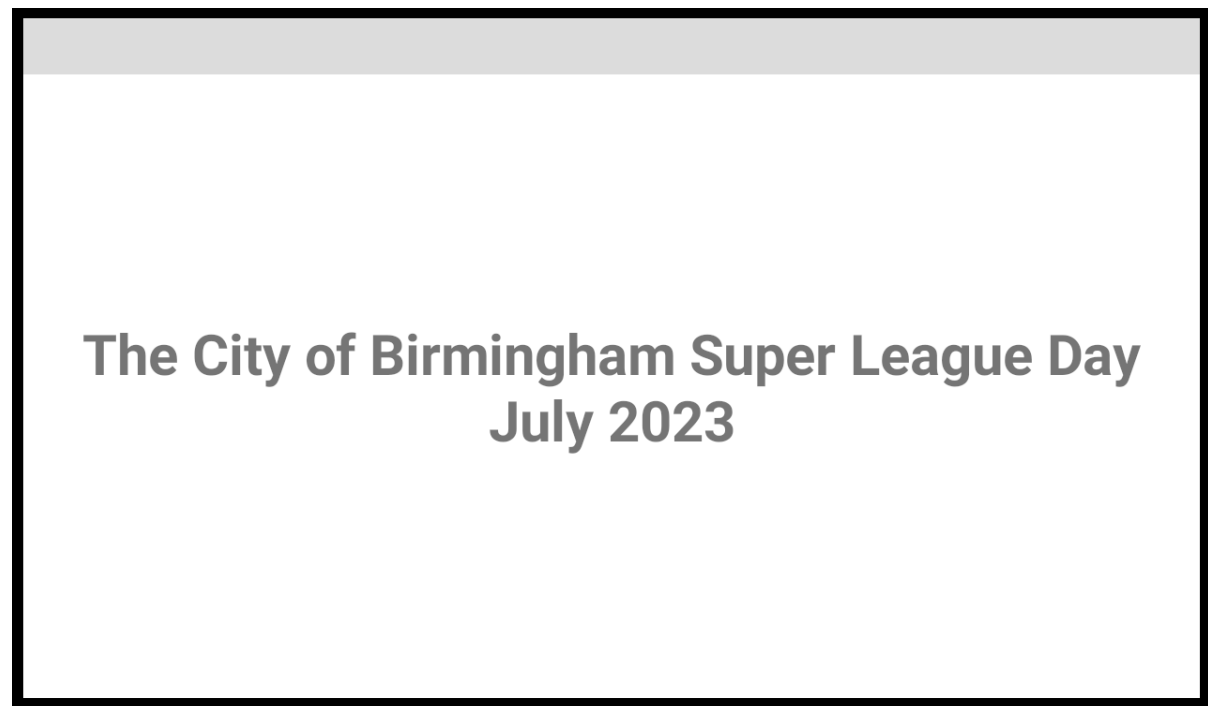
|        |   |    |    |    |    |    |    |    |    |    |    |    |   |
|--------|---|----|----|----|----|----|----|----|----|----|----|----|---|
| 1 of 2 | Junior Ballroom Open 5 Dance Trophy - round 2 |    |    |    |    |    |    |    |    |    |    |    | 8 |
| Heat 1 | 1   | 3  | 4  | 5  | 7  | 8  | 9  | 11 | 12 | 13 | 14 | 16 |   |
| Heat 2 | 17  | 18 | 20 | 21 | 22 | 24 | 25 | 27 | 28 | 29 | 30 | 32 |   |
| Heat 3 | 33  | 34 | 35 | 37 | 38 | 40 | 41 | 42 | 43 | 45 | 46 | 48 |   |

EasyScreen continues to cycle through its recalls in this way.

### **Final Results**

A competition will be displayed throughout its various rounds until its final placings have been calculated, at which time it will be deleted from EasyScreen. Final results cannot be displayed on EasyScreen.

When there are no more recalls left to display, EasyScreen will again display the name of the event, as entered into Easycomp's main screen.



## Disabling a Recall

If you wish the recall for a particular competition not to be displayed by EasyScreen, you can easily disable it for that competition whilst keeping it enabled for all the rest. Simply start the recall as normal, and un-tick the box labelled “Send to EasyScreen”.

Enter recall marks for First round recall

Dance: **Waltz** | Tango | Foxtrot | Quickstep

Judge: **A** | B | C | D | E | F

| Marked Entries | Unmarked Entries (32) |
|----------------|-----------------------|
|                | 11 39                 |
|                | 12 40                 |
|                | 13 45                 |
|                | 14 51                 |
|                | 15 52                 |
|                | 16 53                 |
|                | 17 54                 |
|                | 18 55                 |
|                | 19 56                 |
|                | 20 57                 |
|                | 25 58                 |
|                | 31 59                 |
|                | 32 60                 |
|                | 33                    |
|                | 34                    |
|                | 35                    |
|                | 36                    |
|                | 37                    |
|                | 38                    |

Recalling  Marked 0

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

☒ Send to EasyScreen

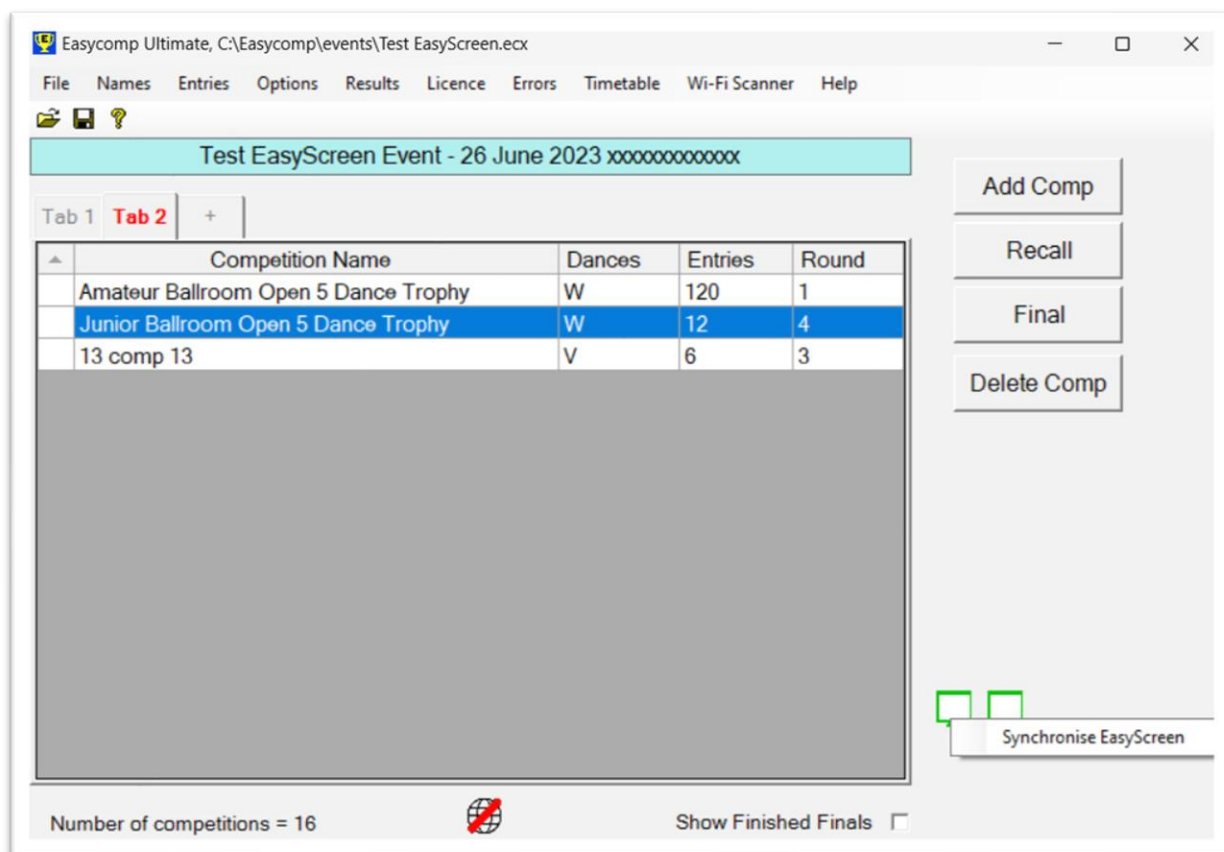
Easycomp will remember that the competition shouldn't send recalls to EasyScreen, so the next time you do a recall on that competition, the box will be un-ticked automatically.

## Manually Updating Screens

When Easycomp calculates a recall it automatically sends that recall to all connected EasyScreen devices. However, it is possible that one or more devices fail to receive the recall, possibly because of wi-fi issues, or because the device was switched off at the time.

It is possible to re-send all recalls to all connected devices. To do this, right-click on any of the EasyScreen icons on the main Easycomp screen, and click on “Synchronise EasyScreen”. All connected EasyScreen devices will be updated with the latest recalls available.

Note: It does not matter which icon you click on. All connected devices will be updated whichever icon you use.



## Frequently Asked Questions (FAQs)

**I want to upload the results from yesterday's comp to the website, but when I go into "Results", "Upload" it won't let me open the folder where my results are stored. Why?**

You must first open the Event by using File, Open Event... and select your event from the list. Then when you go to "Results", "Upload" you will see all your results. This is intentional behaviour to prevent users from uploading the results of Freestyle comps to the website. By forcing the user to open the event first, Easycomp can check if the event was a Freestyle one, and if so, it will prevent the upload.

**When I was printing a results sheet, my printer had a paper jam / ran out of toner / chewed up the paper / had coffee spilled over it etc. Is there any way to print another copy or do I have to enter all the marks again?**

There is no need to enter all the marks again. Easycomp saves all the results sheets so that you print them again if you want to. Simply go to Results, View, double-click on the result sheet that you want and print it again from Acrobat Reader.

**My disk drive is getting full of old events and results. How can I get rid of them?**

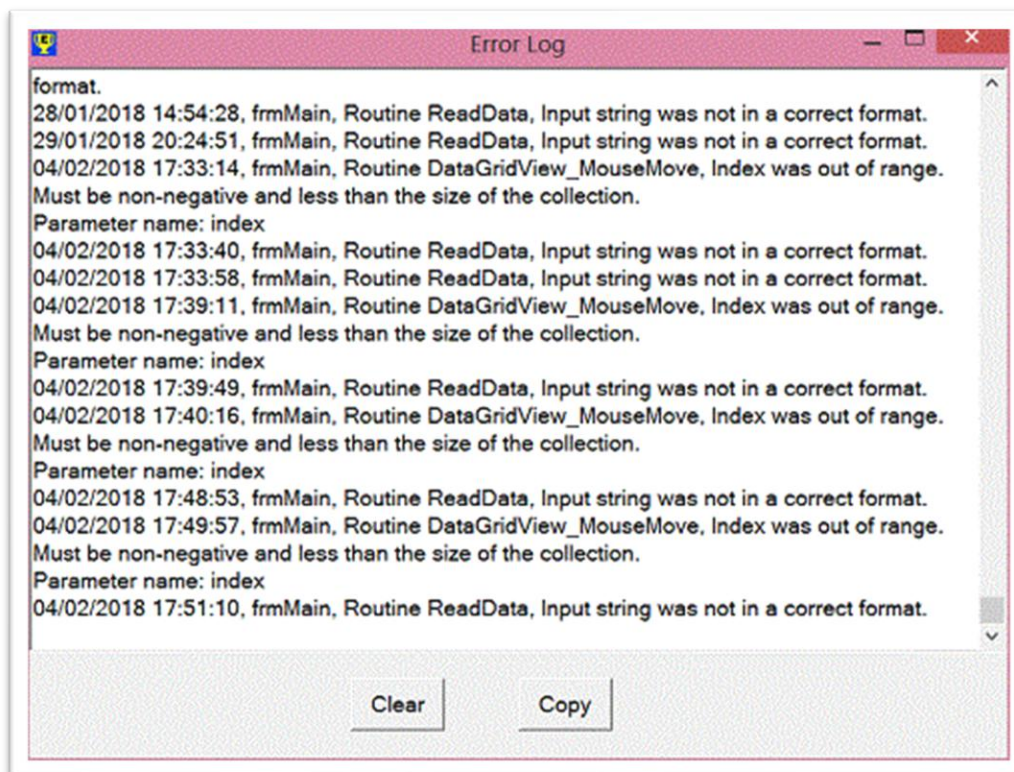
Go to File, Delete Event, and select the events that you no longer want. Easycomp will delete the event file, results folder and all its PDF result files.

**I am running Windows 10/11 and Easycomp doesn't automatically print recall and final sheets. Why?**

Windows 10 contains a new type of Internet Explorer browser, called Microsoft Edge, which also has the ability to open and display PDF files. Unfortunately, it makes this the default application to open PDF files, instead of Acrobat Reader which Easycomp needs. So, when Easycomp tries to open and print a recall sheet, it is Microsoft Edge that takes the task instead of Adobe Acrobat, and Microsoft Edge does not understand the commands given to it by Easycomp, so it does not print the file. The solution is to change the default application associated with PDF files from Microsoft Edge to Adobe Acrobat. Type "change default app to open pdf" into your Internet search engine to find out how to do this.

## Errors

If Easycomp encounters an error it stores the details of the error in a log file, which is very useful when trying to diagnose what went wrong. You can see the contents of the error log if you click on Errors on the main screen's menu bar.



The information displayed might not mean very much to you, but it is very useful to the program's developers. If you suspect that you have found a bug, click the Copy button, then paste the contents of the error log into a text file which you should email to [andrew@confidance.co.za](mailto:andrew@confidance.co.za)

Clicking the Clear button will permanently delete the contents of the error log.

## Contact Details

If you have any questions about Easycomp, or if you have suggestions for improvements, if you want to report a suspected bug, or you just want to tell us what you think of Easycomp (good or bad), please get in touch with us at [andrew@confidance.co.za](mailto:andrew@confidance.co.za) We're always glad to hear from you, and we always reply to all emails.



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