

EASYCOMP 10.1

USER GUIDE



September 2024

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Welcome to the Easycomp User Guide

Here you will find everything you need to help you make the most of your Easycomp software. 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 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.

Easycomp DN is the most comprehensive and powerful scrutineering program available, and it has undergone the most extensive and rigorous testing regime of any version to date. However, despite all the new 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?

Easycomp is constantly evolving and improving. This section shows the recent history of its development.

Version 10.1, September 2024

This is a minor upgrade which has a number of minor bug fixes which are of particular interest to Freestyle scrutineers, and one very useful new feature for everyone:

- 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.

Version 10.0, June 2024

This is a major upgrade which offers a large number of new, advanced, features and improvements, as well as several minor bug fixes. The new features which are available to all Easycomp variants include:

- The method of re-doing a recall using existing marks has been greatly improved, and you can now redo a recall when the competition has a different number of entries to when the recall was originally done.
- You can copy all the entries in a competition and paste them into a different one.
- "Other" (O) dances in a competition no longer required a dance name to be entered.

The new features which are only available to Elite and Ultimate include:

- The ability to live stream recalls to the Easycomp website.
- The intelligent timetable generator has had a significant upgrade with many new features and improvements, including:
 - Change the number to be recalled from a competition round.
 - Add an extra round to a competition.
 - Specify how many to recall from competitions having 13 entries.
 - It has an improved algorithm which allows competitions to be consecutive if they have only one dance or have multiple heats.
 - Export a timetable to a spreadsheet.
 - Save an unfinished timetable and open it later to continue working on it.
 - Send a competition to the top or bottom of a timetable with one click.
 - Easily highlight and find all the rounds of a competition by clicking on its name.
- As well as being able to import an entire day's event from a spreadsheet, you can now export it to a spreadsheet too.
- The adjudicators' names screen has a new name, Official's Names, and a new look. It now includes a new Panel Builder tool which allows you to easily build complex panels of adjudicators.
- The competitors' names screen has a new and powerful search facility.

- When re-doing a recall or final using existing marks, you can now choose whether to send the recall to the judges' pads when using EasyPad.
- If you withdraw an entry from a competition, Easycomp will now give you the option of adding one or more replacement entries in their place. Replacement entries will be highlighted in blue on the screen and will be clearly identified on recall and final report sheets.
- You can adjust the EasyPad "ping" timeout value to prevent "red heart" false alarms.
- The event import facility has been enhanced to allow competitors' data to include any competitions for which they have entered.
- Disqualification reports now show the judges' names instead of letters.

Version 9.1, November 2023

This is minor upgrade which focusses on new EasyScreen features (requires EasyScreen 1.1, or later).

- Recalled numbers can be displayed horizontally or vertically.
- The screen can display black numbers on a white background, or white numbers on a black background.
- The font size can be changed.
- Adverts can be turned on and off.

In addition, it also includes several minor bug fixes.

Version 9.0, August 2023

This was a major upgrade and offered a range of new advanced features and improvements.

- Easycomp now has a fully-configurable intelligent timetable generator.
- It supports EasyScreen, an advanced system for displaying recalls and advertisements on large display screens.
- It includes an integrated advanced visual wi-fi scanner to help diagnose and resolve interference when using wi-fi devices such as EasyPad, EasyHost and EasyScreen.
- EasyHost is updated when the user adds or deletes a number in first-round recalls and finals, or when a judge adds a number in a first-round recall.
- Entering IP addresses is now much faster and easier, and it will prevent you from trying to connect to two devices using the same IP address
- When a competition is in work, it is coloured orange on the main screen to easily identify it from the other competitions.
- Easycomp now checks if a later version is available to download.
- When entering a licence number, the cursor automatically moves to the next box after the fifth digit has been entered.
- Easycomp no longer prompts to save an empty event when opening a different one
- Importing an event from a spreadsheet now appends the imported competitions to existing tabs and competitions. It does not create a new event.
- If a non-voting chairperson (NVC) is given an EasyPad, they can now see everything that the judges can see, but they are unable to mark any competitors (requires EasyPad version 4.3, or later).

- When trying to connect Easycomp to EasyPad, EasyHost or EasyScreen, the program will now warn if the computer is not physically connected to the router. This eliminates many “Connection timed out” errors.
- It is possible to print Results Certificates in batches, by choosing to print only those certificates that have not yet been printed.
- EasyPad, EasyHost & EasyScreen now display international characters correctly.

In addition, it also includes many bug fixes, ranging from minor to medium in severity.

Version 8.2, March 2023

This is minor upgrade which includes the following new features: -

All users

- Numbers can be added and deleted in straight finals, without cancelling the final, editing the competition and re-starting the final.
- Competitors’ numbers now appear in the Results Export file.
- You can instantly mark all the numbers in a first-round “all back” with a single mouse click.
- You can change the scrutineer’s name which appears on recall and results printouts.

EasyPad users (requires EasyPad 4.1, or later)

- You can change the number of heats in a competition while it is in progress, and all pads will be updated with the new numbers in each heat.
- You can add and delete numbers in a first-round recall while it is in progress, and all pads will be updated.
- If a judge adds a number in the first-round of a competition, all other numbers retain their original heat allocations and do not move into different heats.
- While doing a competition, if you highlight the next competition by clicking on it, it now remains highlighted after the current competition has completed and the main screen has been updated.

EasyHost users (requires EasyHost 1.4 or later)

- Any changes to a competition which is open in EasyHost with its details displayed, will be automatically updated on the EasyHost screen. This includes added or deleted entry numbers, dances, and the competition’s name.
- The final summary results for a ten-dance competition will be automatically sent to EasyHost after the final of the last of the individual dances has been done.

Version 8.1, December 2022

This is another major upgrade and offers a range of new features and improvements, including: -

All users

- Supports EasyHost, the paperless system for comperes

- When doing a recall, the number of unmarked entries is displayed on the marks input screen, allowing you to check that the correct number of competitors are on the floor before the dance starts
- If Easycomp is unable to bring back the requested number of competitors, the user decision screen now clearly identifies all those competitors who have a majority
- A competition can now be edited when it is in work, although some important boxes are read-only.

Freestyle users

- Easycomp now calculates and prints the lives lost on the result sheets
- A new Lost Lives report is available, which lists all competitions where one or more finalists lost a life, together with the number of entries in its first-round, and the numbers and names of every finalist who lost a life

EasyPad users

- You can disable or enable EasyPad disqualifications in Options (requires EasyPad 4.0, or later)
- You can change the number to be recalled while the competition is in progress, and all pads will be updated with the new number (requires EasyPad 4.0, or later)
- You can move the EasyPad monitor window to another screen, if available, and from then on it will automatically open in that position, until Easycomp is closed

Bug fixes

- When doing a Ten Dance competition, if Easycomp is closed before all its finals have been danced, or if another event file has been opened, the result summary sheet will now be calculated correctly
- Now handles judges who have no name entered
- Import Event now accepts competitions whose dances column contains spaces. Previously, the competition was rejected.
- A judge's non-voting chairman status is now saved when the event is closed

EasyPad related bug fixes

- After importing a ballroom competition from a spreadsheet, if the competition contains an "O" dance, EasyPad will no longer display a lilac Skip button
- Easycomp correctly checks for too many numbers in a heat for EasyPad to display

Version 8.0, April 2022

This is a major upgrade and offers a significant number of new features and improvements, including: -

- The old method of storing event data (ecd file) was completely changed and the separate database file (mdb) was eliminated. The new method (ecx) gives much greater flexibility and allows new features to be added which weren't possible with the old method, such as the ability to undo and re-do recalls and finals using the original marks, even after Easycomp has been closed. Version 8 is unable to read the old format ecd files created by earlier versions.

- Some competitions have different dances in the final to earlier rounds, and it is now possible to define the final dances when setting up the competition. Then, when the user chooses to do the final its dances are automatically updated to the correct ones.
- Competitors' names can now include the full set of international characters, such as é and ü. Brackets are also allowed.
- Adding entries to competitions has been greatly simplified with the ability to paste a list of entry numbers directly from Excel or Word into a competition's detail page.
- A Windows upgrade will often change the Windows default PDF application from Adobe to Microsoft Edge, without asking or informing the user, and this prevents Easycomp from automatically printing recalls and final results. When Easycomp starts it will now warn if that is the case, allowing the user to change it back to Adobe.
- It is possible to print a list of all judges' letters and names.
- Judges' marking sheets show the correct dance name when using O (other) dances.
- You can now change an entry number to a new number for all first-round competitions in which the original number was entered.
- When printing a list of entries for a competition, the printout now includes the entries' names, if names are being used.
- A new Entry Report feature has been added, which creates a printed report for entries, listing all the competitions they have entered (Elite and Ultimate only).
- A new Results Certificate feature has been added, which prints a certificate showing the results of all competitions in which a competitor danced. The information printed on the certificate is very selectable, and there is great flexibility to filter the competitors that will receive the certificates (Elite and Ultimate only).
- When a competition is copied using the right mouse button, the copied competition has its round set to 1, even if the original was not. This allows the user to make any changes or corrections to its entries which come to light after the first-round has been danced, such as a competitor wearing their number upside down in the first-round (it has happened).
- After removing all entries in a competition by using the right mouse button, the cursor is now positioned in the entry box ready to start adding new entries. It might sound like an insignificant change, but it can save a lot of time in the heat of a busy competition when keystrokes are ignored because the cursor is not in the entries box.
- When Easycomp closes it automatically deletes all the temporary PDF files which were created, to tidy up and minimise the amount of disk space used by result files.
- The paper-saving option of printing recalls and final results without the marks information, which was introduced in version 7.0, has been extended to include Ten Dance type competitions.

EasyPad Related Features (Ultimate only)

- A competition can be paused and resumed at a later time, without any loss of judges' incomplete marks.

- The ability to run multiple competitions simultaneously has been improved, and previous issues in printing, and when asking the user for a decision when it is not possible to recall the required number of competitors, have both been resolved.
- A new feature has been added to prevent new numbers being sent to a judge's pad before they have sent their current ones.
- Another new feature prevents the sending of more numbers per heat than the pads can handle, and if required, it suggests a recommended number of heats to use.
- Two new options have been added. The first allows the user to set the time that Easycomp will allow when trying to connect to a judge's pad before giving up. Previously that time was set to 20 seconds, so if the user had entered a wrong IP address, they had to wait a (relatively) long time before they could correct it and try again. Now, that time can be set to between 1 and 10 seconds, with the default being 3.
- The second new option is the ability 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 for all rounds.

Version 7.6, October 2021

This interim version was released to fix a bug which, in very rare circumstances, could incorrectly apply Rule 10 part 2 in Ten Dance type competitions.

Version 7.5, September 2019

- Easycomp Ultimate version was introduced, for use with EasyPad.
- You can define a competition as a qualification competition (Elite version only).
- Judges' recall sheets split the number of heats equally across pages when more than one page is required (Elite version only).
- Ten Dance Sequence Competitions are now supported.
- Find all competitions for which a number is entered.

Version 7.4, February 2019

This version allows you to export the results of an event to a spreadsheet.

Version 7.3, January 2019

This version offered improved functionality.

- Simultaneous recalls and finals. You can work on several recalls or finals at the same time, so if you have a problem with one, you can put it to one side and carry on with another one, then return to it later.
- De-activate licence. This feature allows you to transfer a licence from one computer to another.
- Produce multiple copies of recall and final result printouts.
- Built-in user manual.
- Minor bug fixes

Version 7.2, October 2018

Version 7.2 continued to add new features and improve on the existing ones.

- Entry numbers have been increased from 3 digits to 4 (Elite version only).
- Further improvements when importing an event.
- Championship Reports print entries in numerical order.
- A final summary is printed for single dance competitions.

In addition, version 7.2 included many bug fixes ranging from minor to severe.

Version 7.1, July 2018

Version 7.1 added to the huge technical advances of 7.0 to include the following:

- A greatly improved method of handling competitors' names resulting in significantly improved reliability.
- A new, improved way of undoing finished finals
- The ability to import Freestyle / Street events
- When uploading results, if the upload encounters an error, it will automatically re-try.
- When importing a Ballroom / Latin event, any competitions having more than 5 dances will automatically be converted into a "10 dance" type if the appropriate option is selected.
- There is no limit to the number of competitions that can be entered in the Elite version.

Version 7.0, February 2018

Version 7.0 of Easycomp was, at the time, the most powerful and flexible ever released. It had been completely re-written to take advantage of the latest Microsoft technology, resulting in the most comprehensive range of features ever offered, including: -

Screens

- The main screen now has tabs, like a spreadsheet, to help you easily organise your competitions
- You can reposition competitions on the main screen, and also move them between tabs
- You can re-order competitions on the main screen by any of their displayed properties.
- Recalls and Finals have their own dedicated buttons on the main screen (no more responding to the question "Is this a final?")
- The main screen displays full dance names when the cursor hovers over the Dances column. This is particularly useful when dances are "O" (Other)
- Most screens can now be resized to fit your laptop display

Entering Competition Data

- The method of entering new competitions is much quicker and easier than before

- The maximum length of competition names has been increased from 30 to 40 characters
- If you need to create several similar competitions you can create one, then copy and paste it as many times as you want
- You can copy and paste data from Excel spreadsheets (e.g. competitors' numbers and names)
- You can import a complete event from an Excel spreadsheet, including competitions, entry numbers, competitors' names and adjudicators (Elite only)
- You no longer have to enter "Solo", Pairs" or "Teams" when creating new Freestyle competitions

Recalls and Finals

- The maximum number of adjudicators has been increased from 52 to 104 (Elite only)
- When entering recall or final marks, you can leave a judge's marks incomplete and move on to another judge or another dance, and return later to fill in the missing marks
- You can undo any competition's last recall or final, no matter how long ago it was done (provided that Easycomp has not been shut down). You can then redo it and ask the program to automatically fill in all the marks that you previously entered, so that you can make any amendments before printing a new recall or final
- To save paper, you can choose to print concise recall and final sheets, which just show recalled numbers or final positions without showing any marks. However, the full printouts including all marks and calculations are still created and saved
- Recall printouts show the entries split into heats
- While entering recall marks, the number to be brought back can be changed "on the fly"
- You can add a new dance "on the fly" while entering marks
- When entering recall marks, the screen turns green when the required number of marks have been entered
- When entering final marks, the screen changes colour with each new adjudicator.
- More than one person can enter recall marks for a competition by importing marks from a text file (Elite only).
- You can specify a non-voting chairperson and their name will appear on recall and final printouts

Other New Features

- Easycomp DN will not crash. It might still report the odd error if something goes wrong, but it will never crash
- You can produce a rankings report for competitions (Elite only)
- You can now withdraw entries, even in 10 dance finals
- Backup licences are now available for use in emergencies when your main laptop breaks down. They are very low cost and expire 7 days after first activation.

- You can view and copy Easycomp's error log to help us to diagnose any errors quickly so that we can issue fixes faster.
- The judges' marking sheets for the first-round are now split into heats (Elite only)
- A warning is displayed on start-up when the software licence has less than 2 months remaining.
- You can change competitions to a "10 dance" type at any time, even after their first-rounds have been danced.

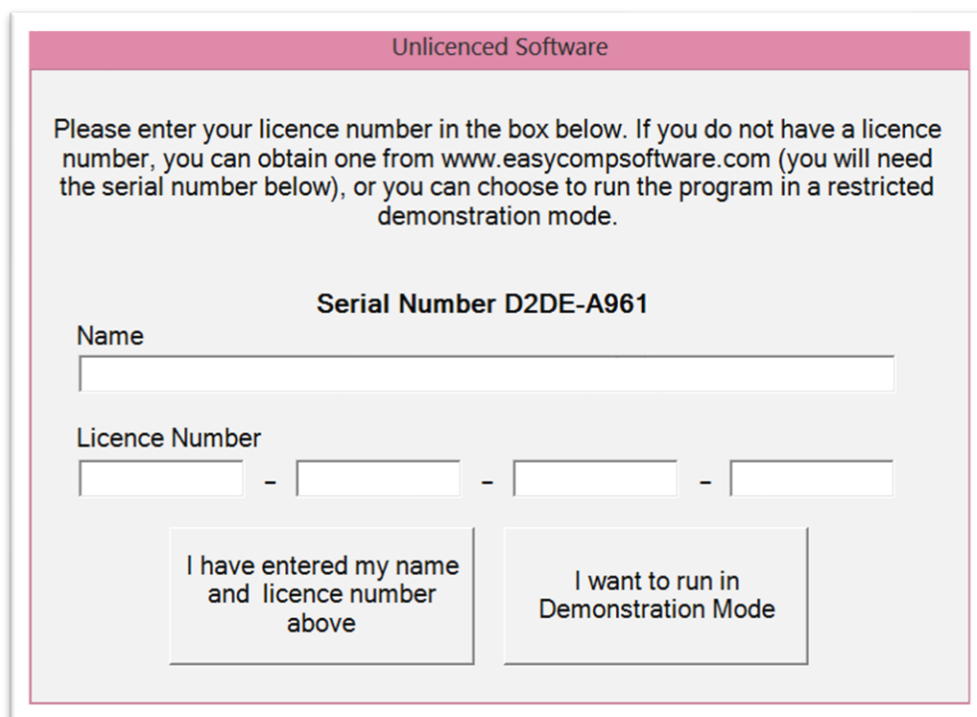
Getting Started

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 from www.easycompsoftware.com/pay.php. 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 (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

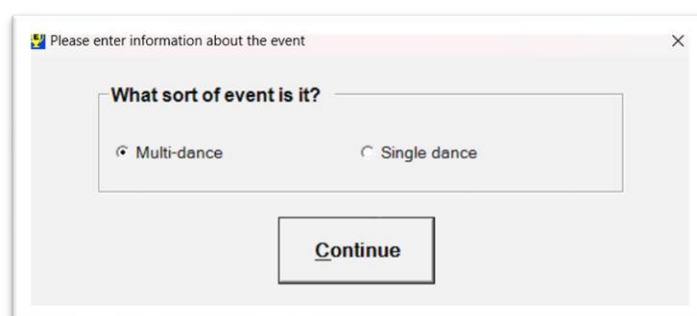
After you have entered your licence number or chosen to run in demonstration mode, you will see a window like the one below, which will show “Basic”, “Pro”, “Elite” or “Ultimate”, depending on your edition of Easycomp. The window will disappear after 5 seconds, or immediately if you click anywhere on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

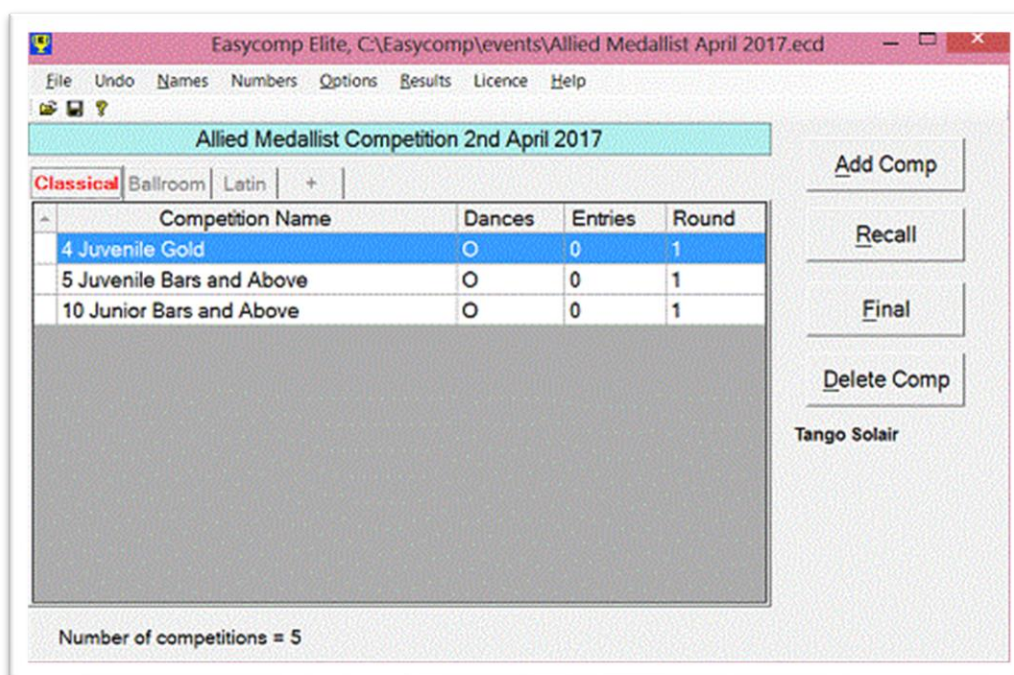


Easycomp Basic will not display this window as the event is automatically set to Single Dance and cannot be changed.

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.

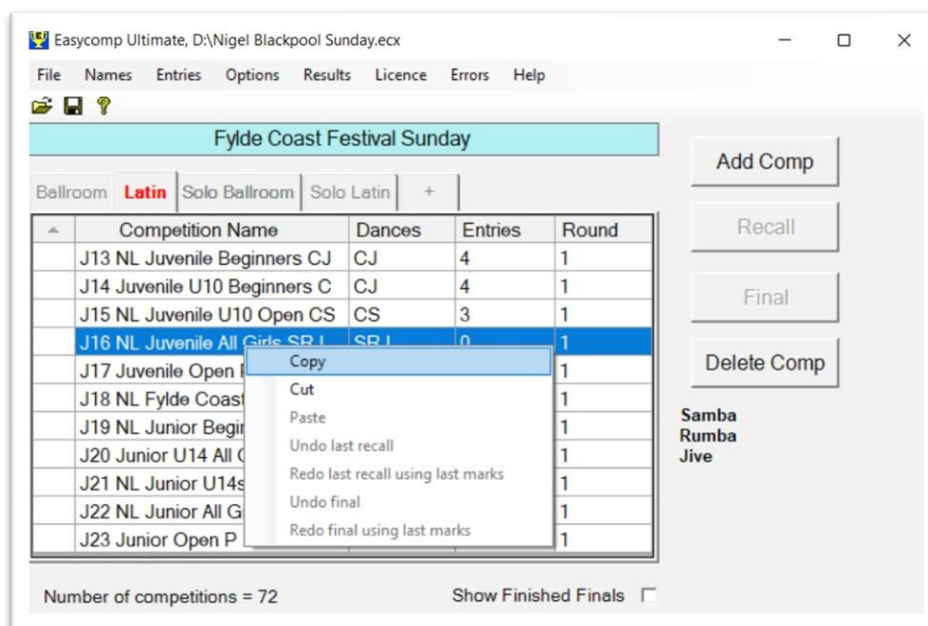
You can set and change the name of the event here by clicking on it and editing it as you wish.



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

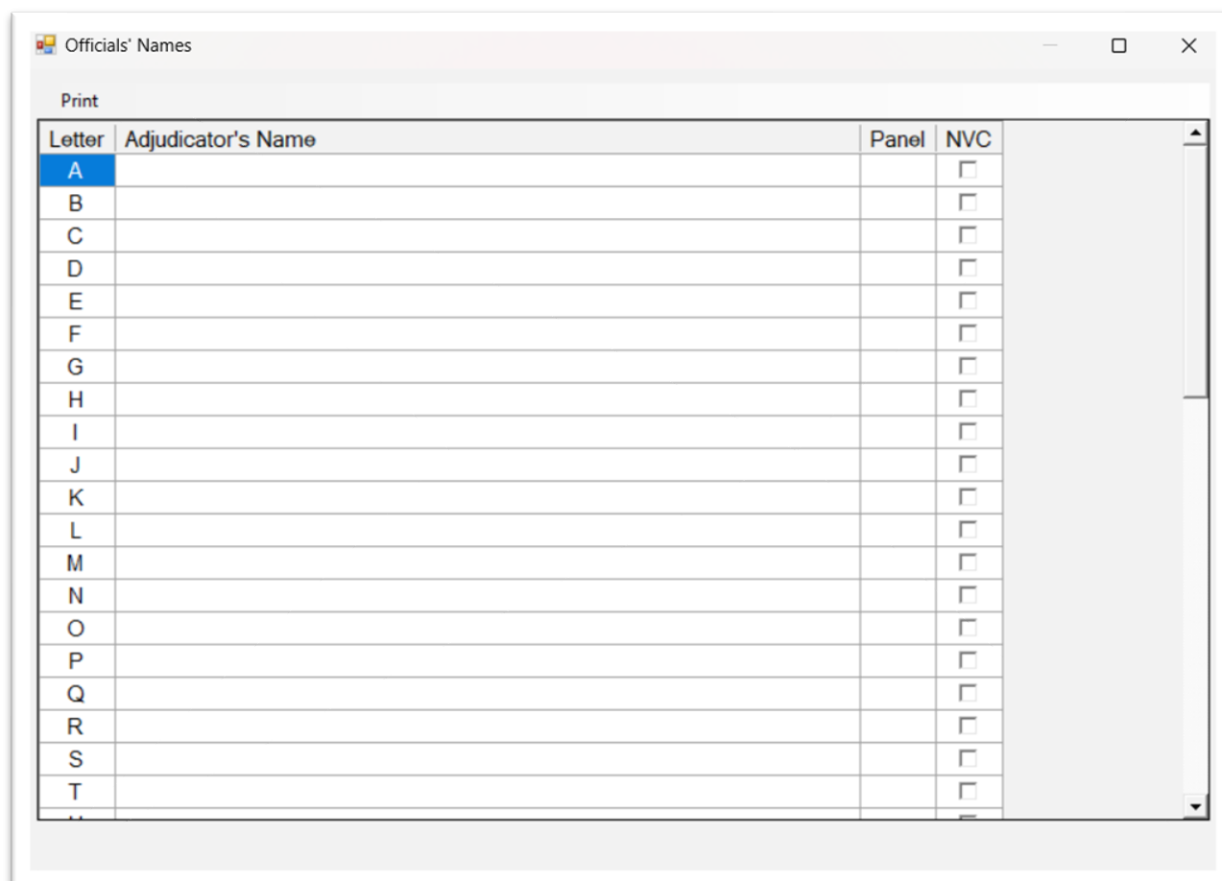
See [Undo and Redo Finals](#)

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, with "A" selected. The "Adjudicator's Name" column is empty. The "Panel" column is empty. The "NVC" column contains checkboxes, all of which are unchecked. A vertical scrollbar is visible 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	ABCEFMQSUX	<input type="checkbox"/>
F	Damian Evans	BCEFMQSUVX	<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"/>

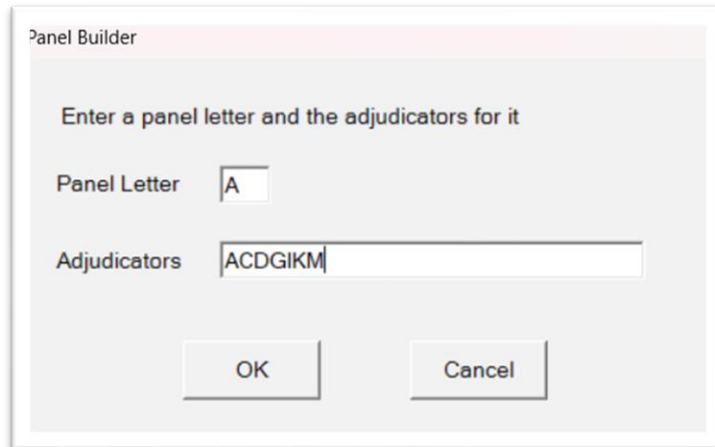
If the event has a non-voting chairperson, enter their name as normal and tick the NVC box on their row. Their name will then appear on all printouts as "Non-voting chairperson". Do not enter a panel letter for non-voting chairs.

Panel Builder (Elite and Ultimate)

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.

A dialog box titled "Panel Builder" with a light gray background. It contains a text prompt "Enter a panel letter and the adjudicators for it". Below this, there are two input fields. The first is labeled "Panel Letter" and contains the letter "A". The second is labeled "Adjudicators" and contains the string "ACDGIKM". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Panel Builder

Enter a panel letter and the adjudicators for it

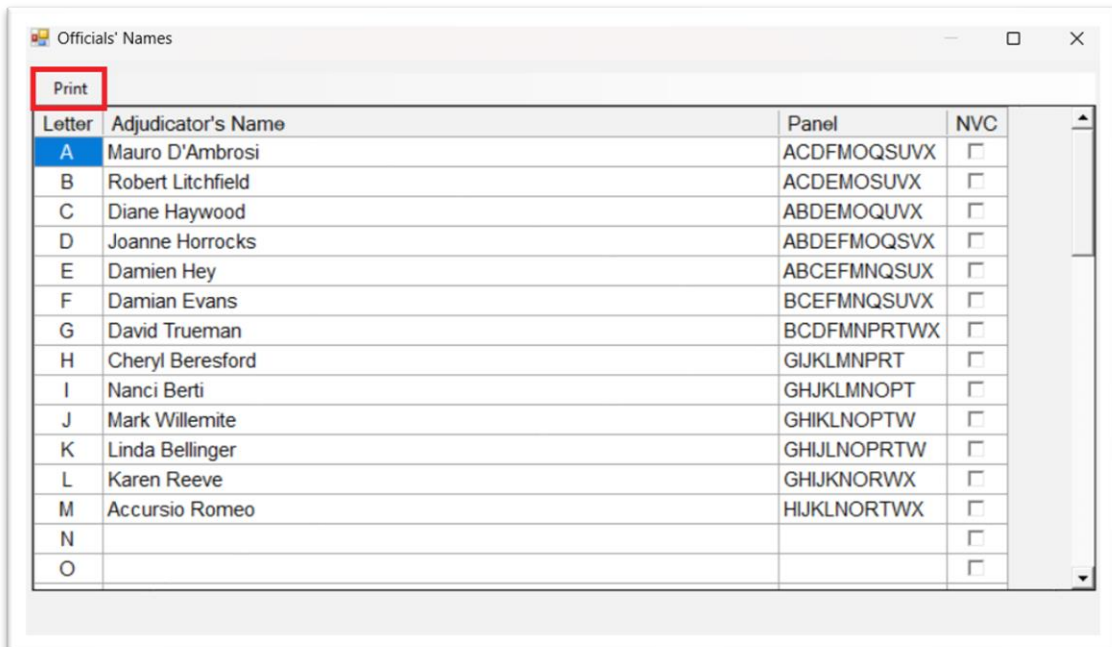
Panel Letter

Adjudicators

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.

A window titled "Officials' Names" with a standard Windows title bar. In the top-left corner, there is a button labeled "Print" which is highlighted with a red rectangle. Below the button is a table with four columns: "Letter", "Adjudicator's Name", "Panel", and "NVC". The table contains 15 rows of data, with the first row (A, Mauro D'Ambrosi) highlighted in blue. The "NVC" column contains checkboxes, all of which are currently unchecked.

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	GIJKLMNPRT	<input type="checkbox"/>
I	Nanci Berti	GHJKLMNOPT	<input type="checkbox"/>
J	Mark Willemite	GHIKLNOPTW	<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

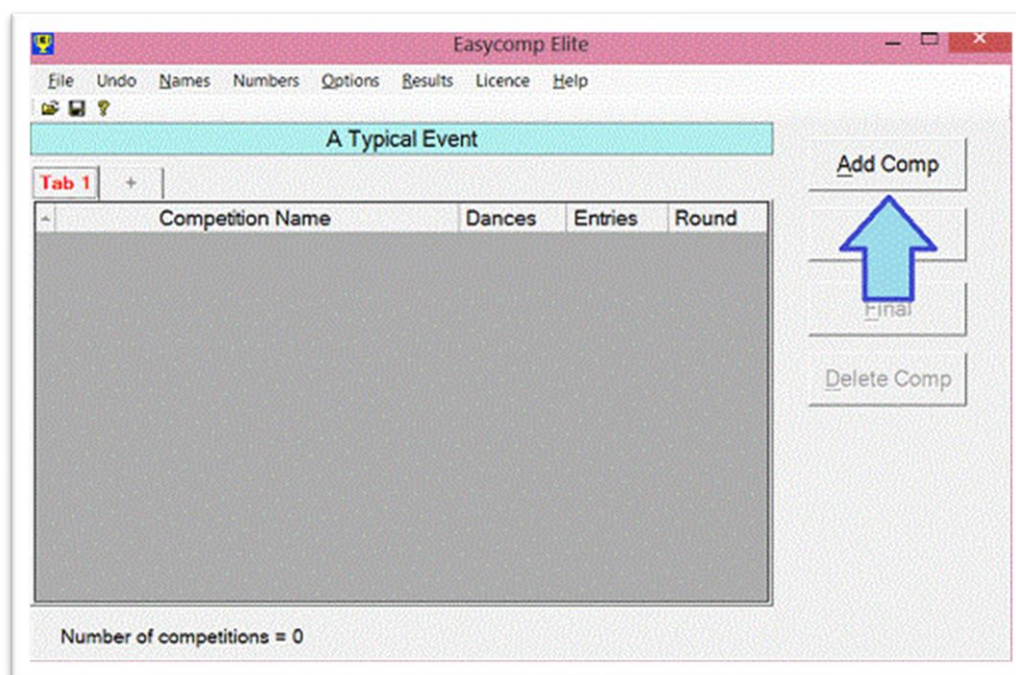
Entering a Competition

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 <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: U14 Starters Solo Round 1

No. of entries = 3

25
33
12

Print Sort

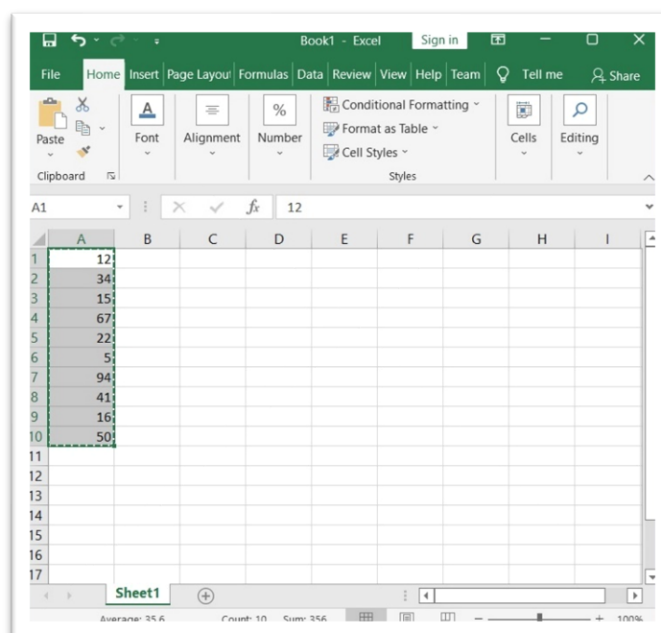
R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

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 Round 1

Junior 4 Dance Championship

Dances Valid Dance Letters Final Dances

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

No. of entries = 10

Paste Print Sort

5
12
15
16
22
34
41
50
67
94

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

Exit

Show Advanced Features ☐

Deleting Entries

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

Junior 4 Dance Championship

Dances Valid Dance Letters

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

No. of entries = 5

Print Sort

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.

The screenshot shows a software window titled "Competition Information". It contains several input fields and buttons. The "Name of Competition" field is set to "Junior 4 Dance Championship" and "Round 1" is displayed next to it. The "Dances" field contains "WTFQ" and the "Valid Dance Letters" field contains "V, R, S, P, C, J, O (Other)". Below these, it says "No. of entries = 5". A list of numbers is displayed: 25, 35, 47, 96, and 49. The number 49 is highlighted with a blue background. To the right of the list are "Print" and "Sort" buttons. At the bottom, there is a text prompt "R to remove, W to withdraw, E or / to end" followed by an empty input field, an "Exit" button, and a "Show Advanced Features" checkbox.

Name of Competition	Round 1
Junior 4 Dance Championship	
Dances	Valid Dance Letters
WTFQ	V, R, S, P, C, J, O (Other)
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.

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

25
35
47
48
9

Remove
Remove All
Withdraw
Un-Withdraw

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

Exit

Show Advanced Features ☐

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.

Competition Information

Name of Competition Round 1

PA509 - Sapphire 40 and Over WTVwFQ

Dances Valid Dance Letters

WTV F, Q, R, S, P, C, J, O (Other)

No. of entries = 9

Print Sort

304*
307**
308
309
310
311
312
313
314

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

315***

Exit

Show Advanced Features ☐

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 of numbers: 25, 35, 47, 49, 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 (Elite edition 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 that, a text box contains '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. In the bottom right corner, there is a 'Show Advanced Features' checkbox.

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 '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 (Elite and 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	
3	

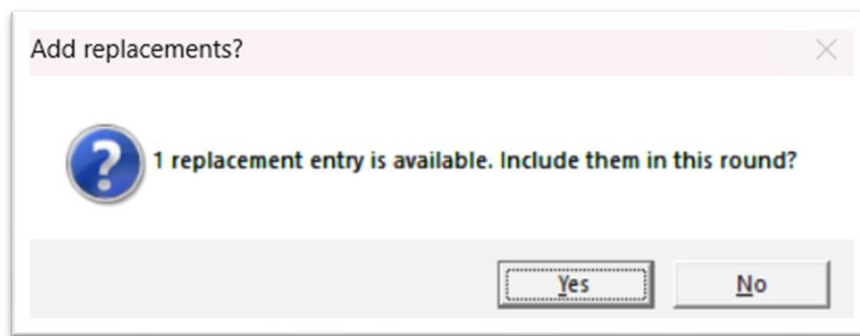
Remove
Remove All
Withdraw
Un-Withdraw
Copy All

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:



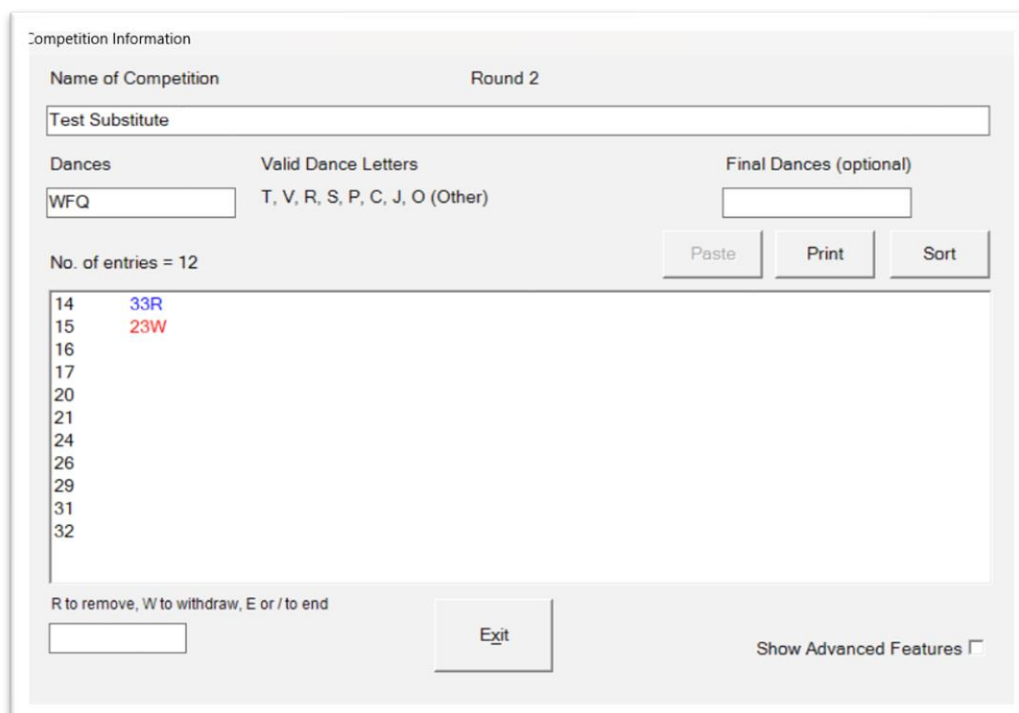
A dialog box titled "Add replacements?" with a close button (X) in the top right corner. It features a blue question mark icon and the text "1 replacement entry is available. Include them in this round?". At the bottom, there are two buttons: "Yes" and "No".

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" screen. The title bar says "Competition Information". The main area is divided into sections. The top section is "Name of Competition" with the text "Round 2" and a text box containing "Test Substitute". Below this is a section for "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. There are three buttons: "Paste", "Print", and "Sort". Below this is a section for "No. of entries = 12" with a list of numbers: 14, 15, 16, 17, 20, 21, 24, 26, 29, 31, 32. The numbers 14 and 15 are followed by "33R" and "23W" respectively. At the bottom, there is a text box for "R to remove, W to withdraw, E or / to end" and an "Exit" button. A link "Show Advanced Features" with a small icon is also present.

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 ☐

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

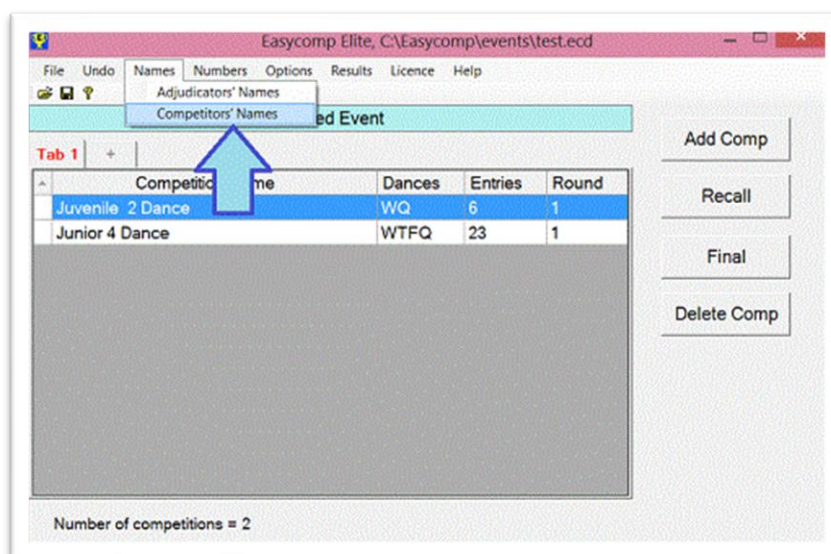
There are three ways of entering competitors' names.

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](#)")

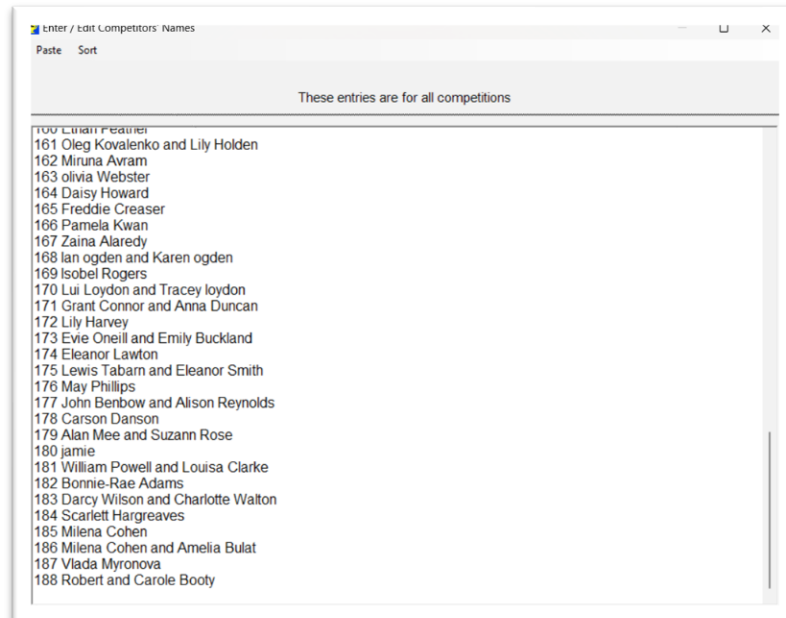
Whichever method you use, the names can be viewed and edited afterwards.

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.



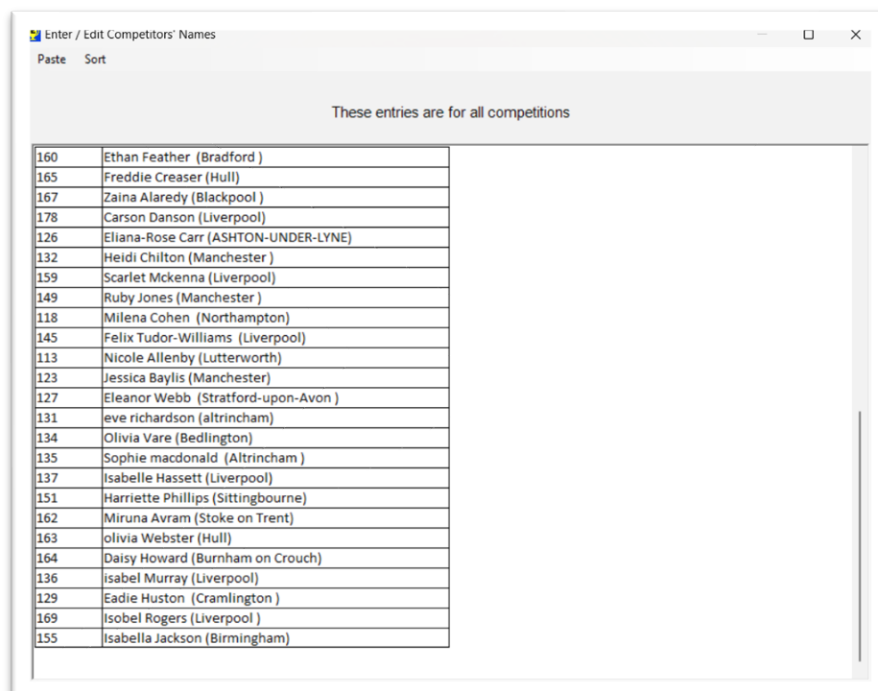
Enter / Edit Competitors' Names

Paste Sort

These entries are for all competitions

100	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 Oneill and Emily Buckland
174	Eleanor Lawton
175	Lewis Tabarn 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

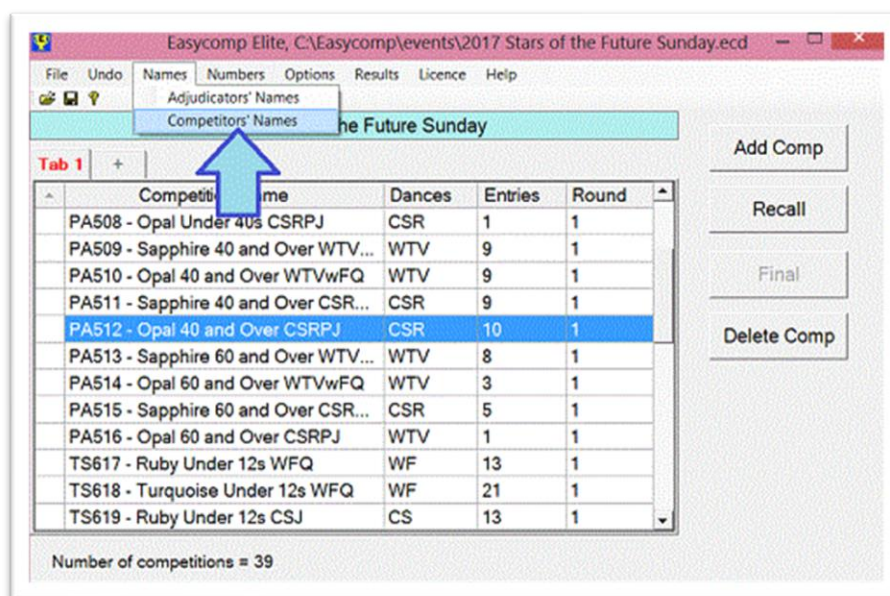
These entries are for all competitions

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)

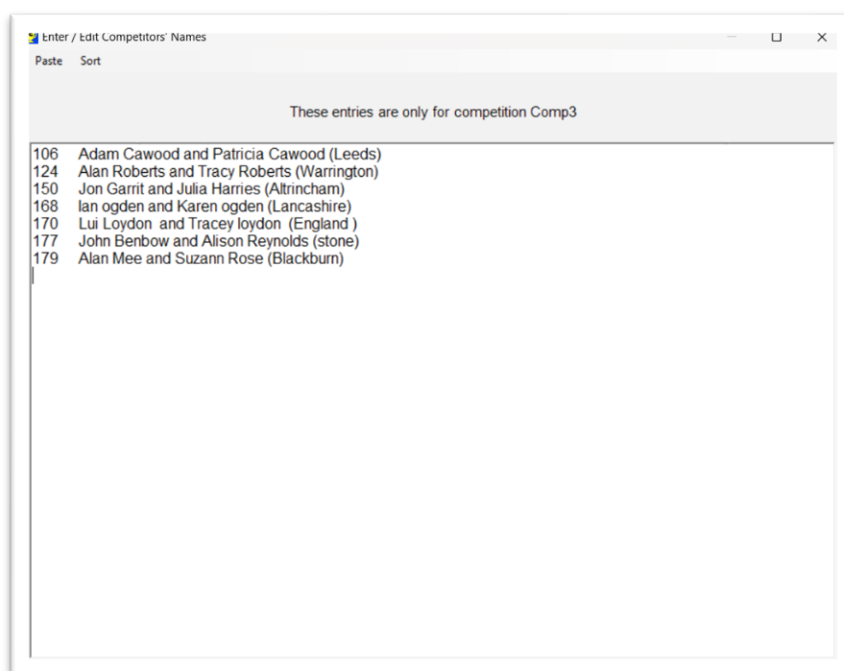
...click on Exit when you have finished and the data will be saved correctly.

Manual Entry, Non-Unique Numbers

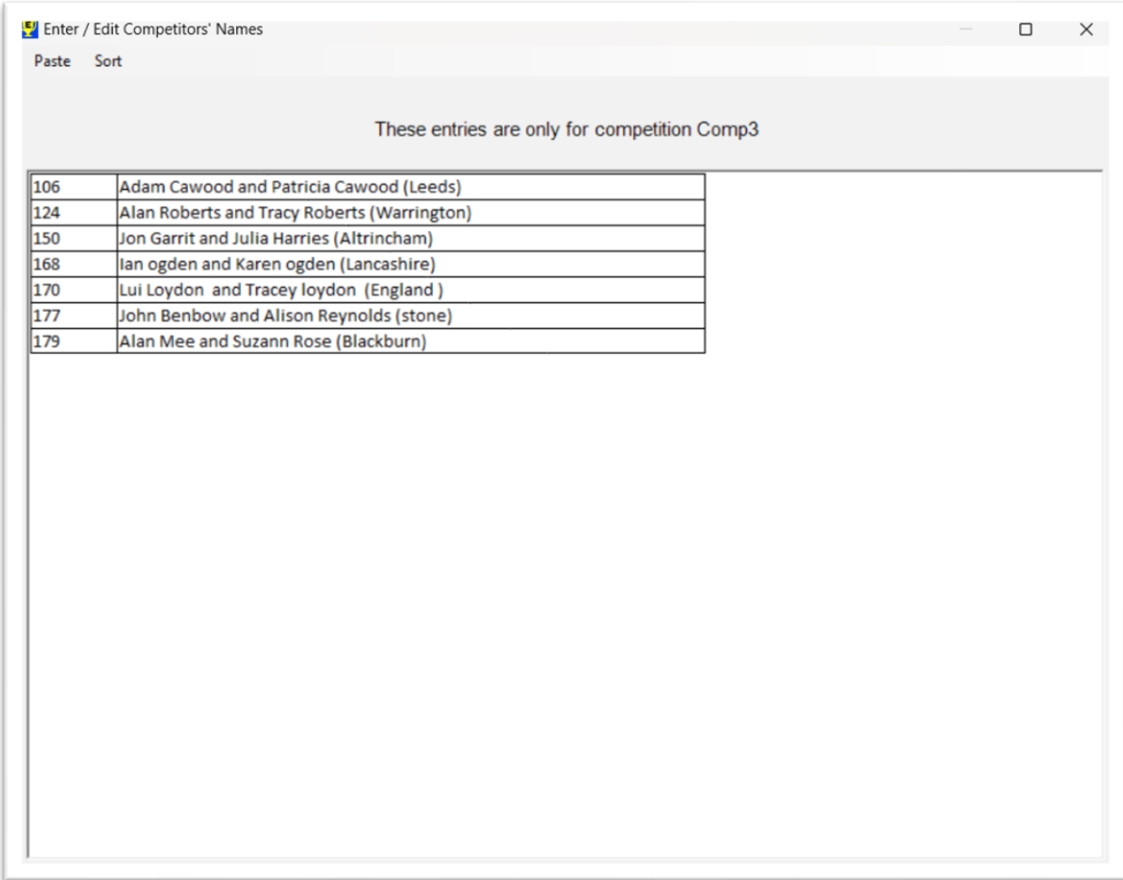
If it is possible for competitors in different competitions to have the same number (the numbers are not unique), then the competitors' names must be entered separately for each competition. Select the competition in Main Screen and then click on Names, Competitors' Names



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 header area with the text "These entries are only for competition Comp3". The main area contains a table with competitor data.

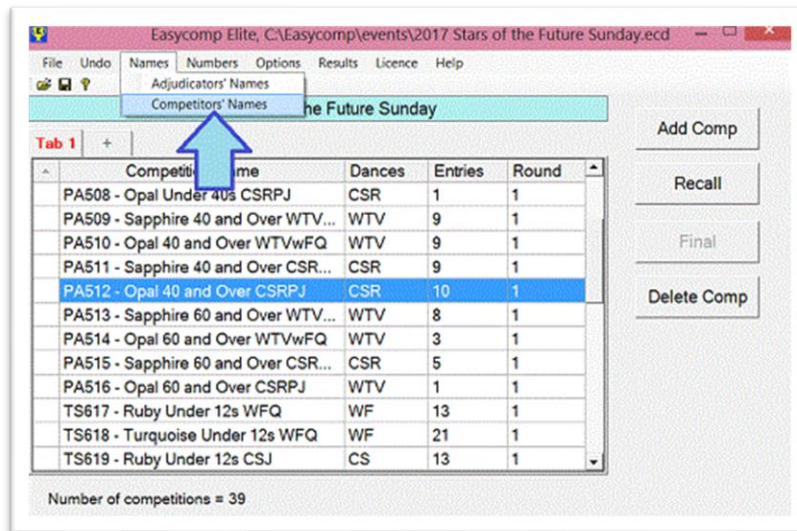
106	Adam Cawood and Patricia Cawood (Leeds)
124	Alan Roberts and Tracy Roberts (Warrington)
150	Jon Garrit and Julia Harries (Altrincham)
168	Ian ogden and Karen ogden (Lancashire)
170	Lui Loydon and Tracey Ioydon (England)
177	John Benbow and Alison Reynolds (stone)
179	Alan Mee and Suzann Rose (Blackburn)

...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.

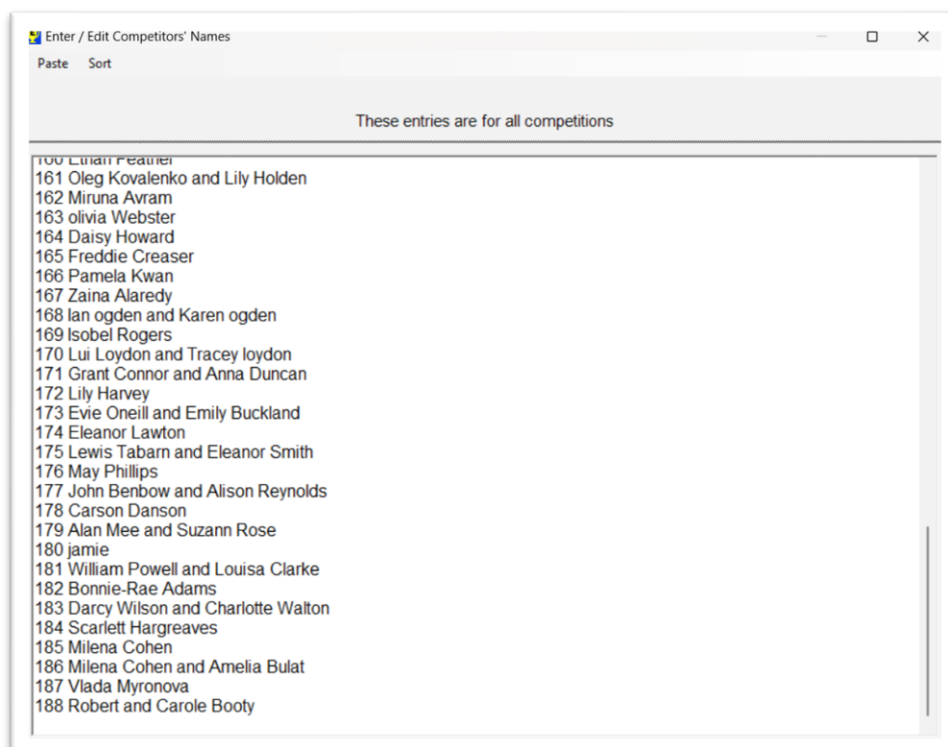
Viewing and Editing Competitors' Names

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.

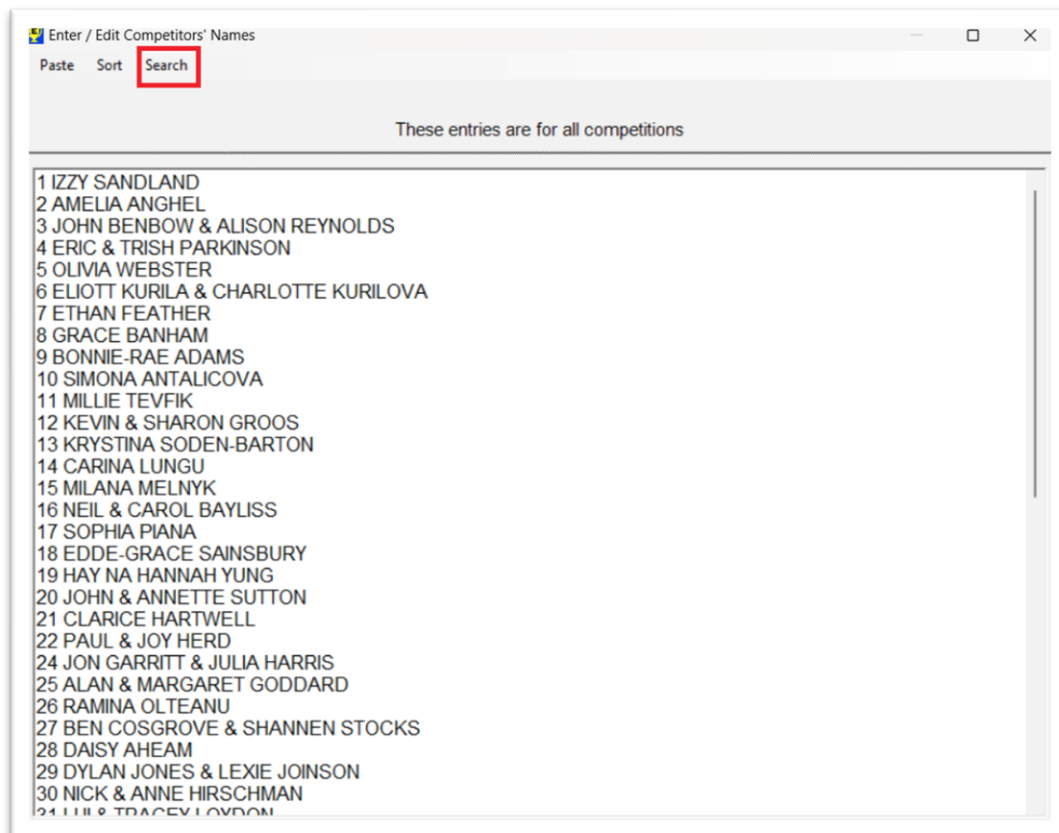
If you are using non-unique numbers, you can add entries to the competition using this screen but you cannot delete them. To delete them you must use the Competition Summary Information screen.



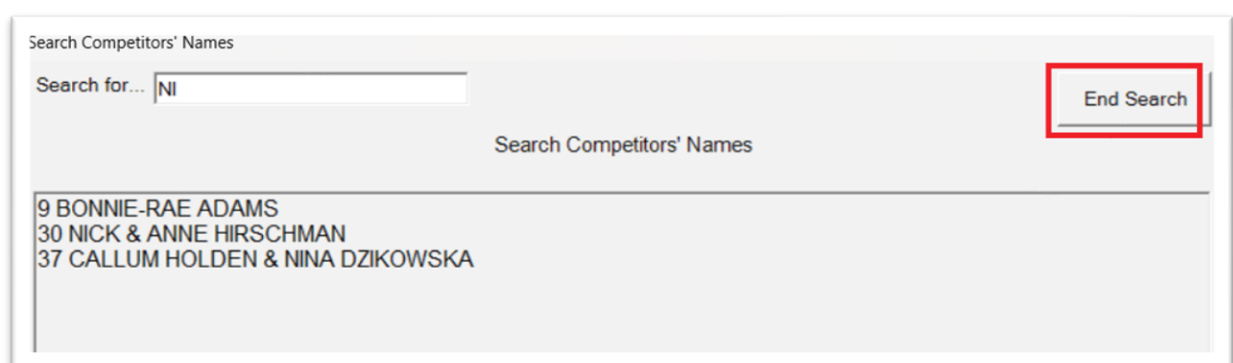
Note that you can also access this screen by double clicking the competition and ticking the "Show Advanced Features" box. Click on the Edit Names button.

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.



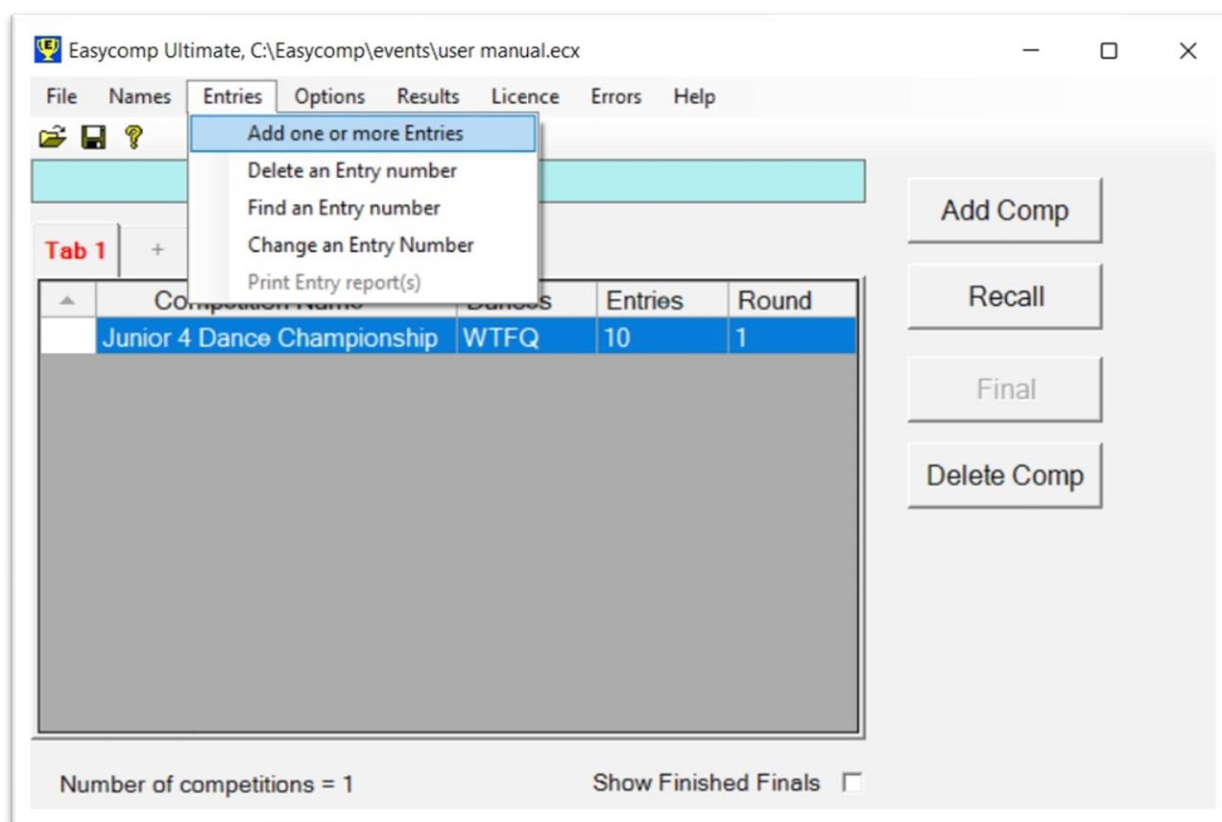
As you type letters in the search box, the screen will display only those names which contain the letters in the box.



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.

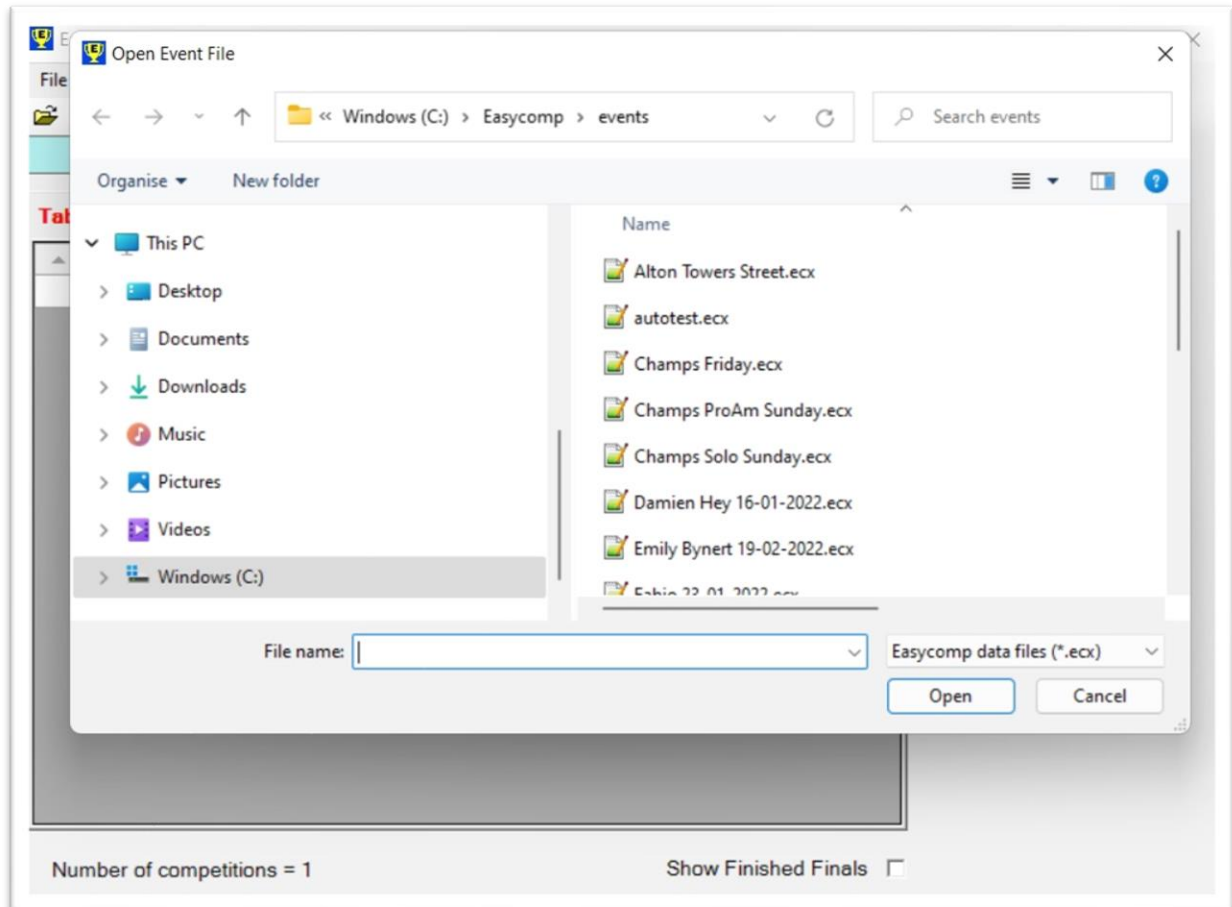
“Print Entry reports” allows you to create a report for each competitor, listing every competition in which they are entered (see Entry)

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").

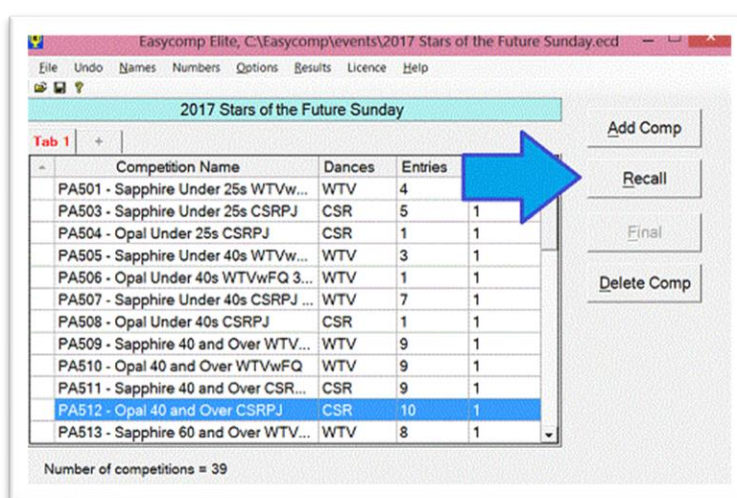
Recalls

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

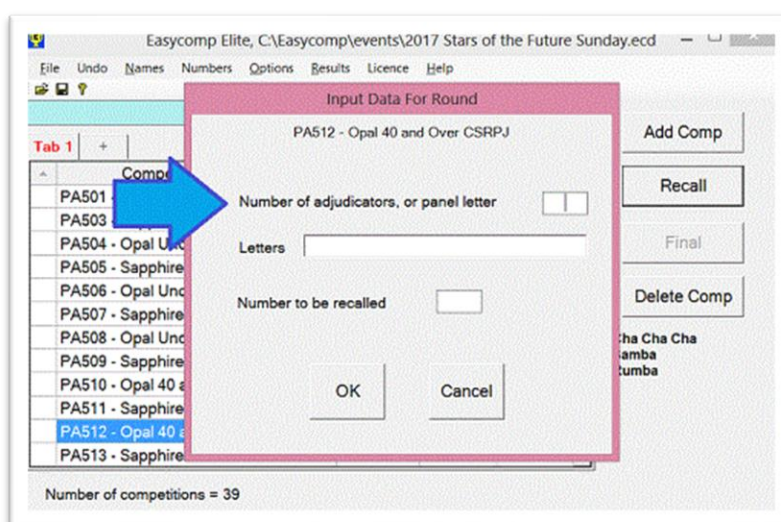
How to do a Recall

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

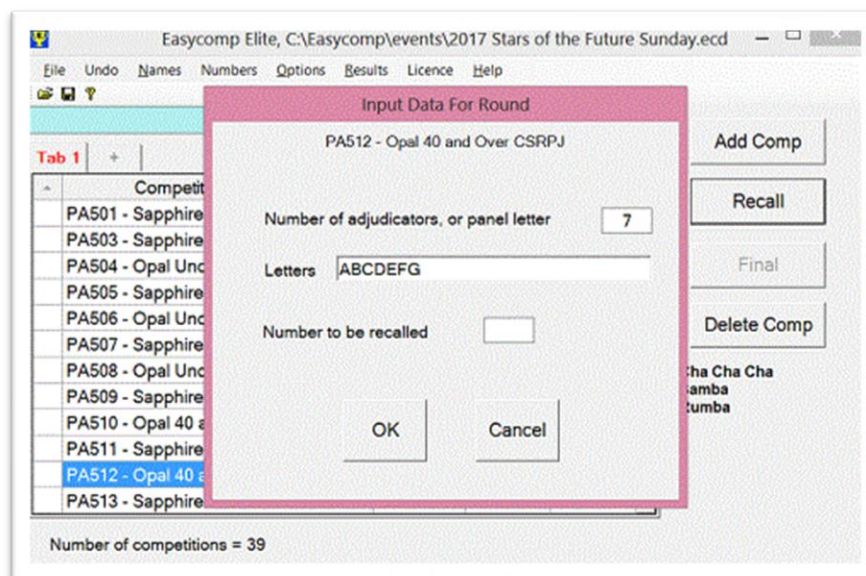


Panels of Adjudicators

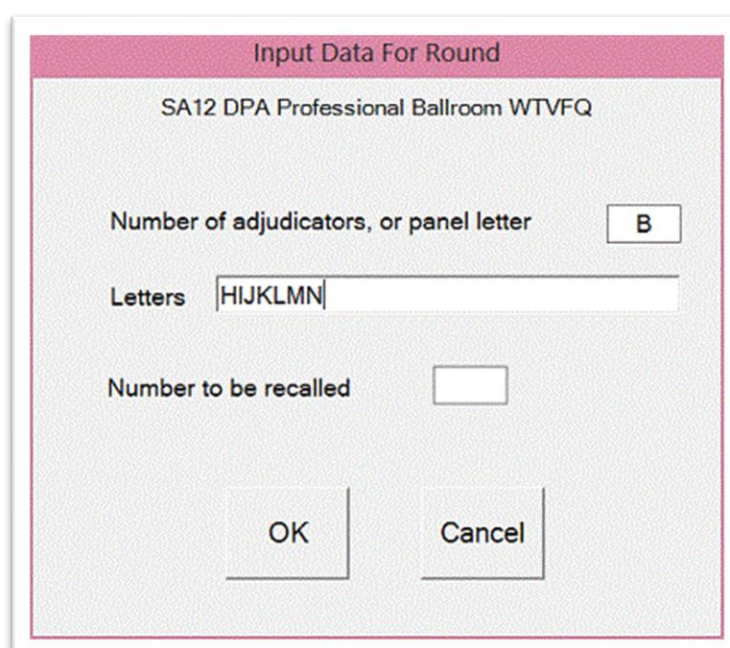
When you have selected the competition for which you want to do the recall, the software will then ask you to enter the number of adjudicators. Type the number and hit Enter...



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.

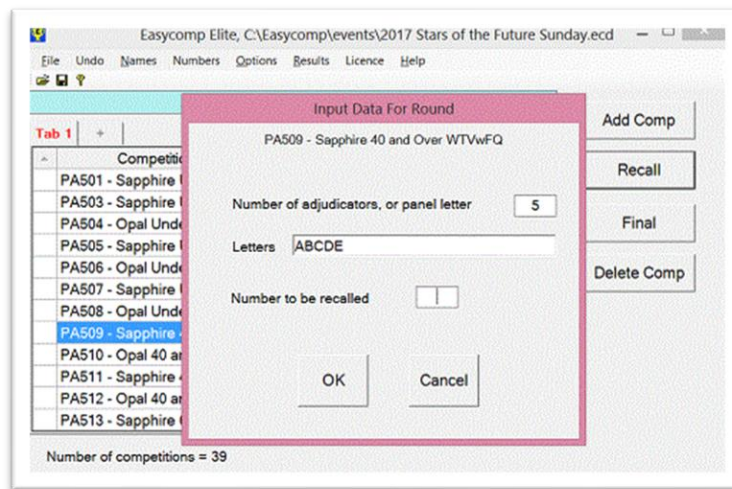


NOTE. If the event uses panels of adjudicators, and you have entered the panels for each adjudicator (see [Adjudicators' Names](#)), instead of entering the number of adjudicators, simply enter the panel letter and Easycomp will fill in the correct number of adjudicators and their letters, as shown below, 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.

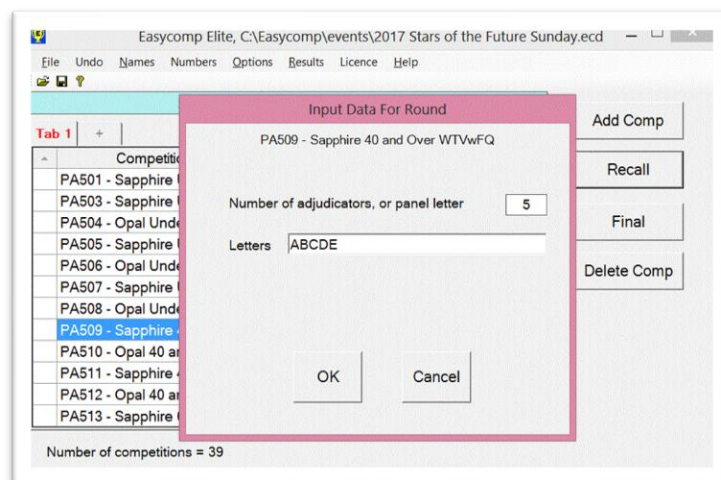


Number to recall

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...

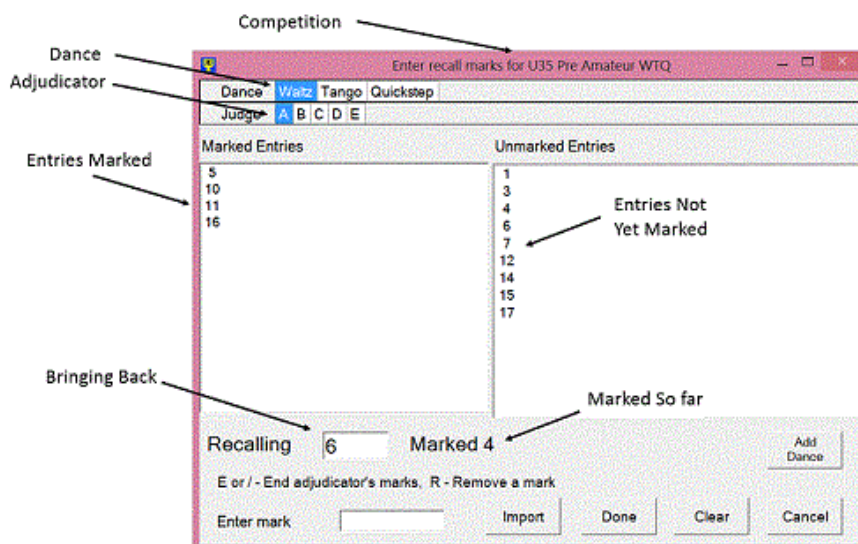


If you are working to the ADFP system (see [ADFP Recalls](#)) where all the entries having a majority or greater are recalled, rather than trying to bring back a specific number, then the "number to be recalled" box will not appear...



Entering Recall Marks

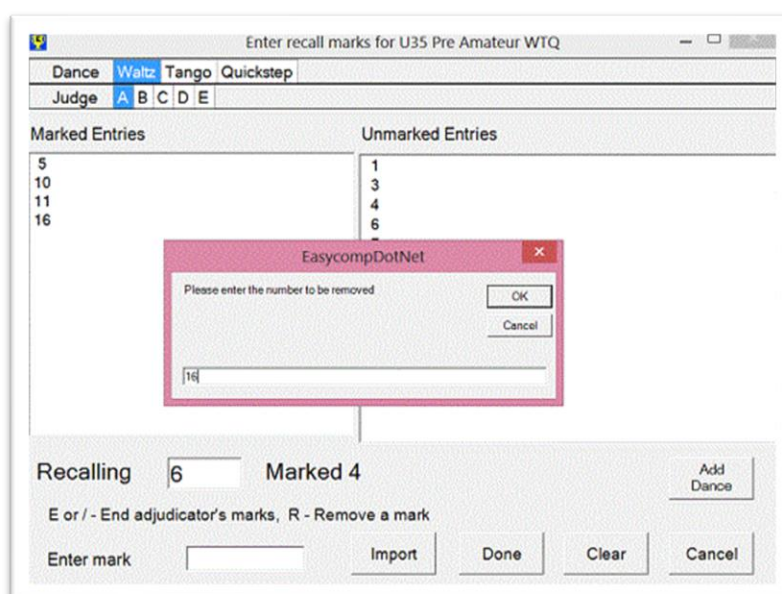
The screen below is used to enter recall marks. Hit Enter after each mark...



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 a mouse click. Right-click anywhere in the “Unplaced” box and click on “Mark all numbers”.

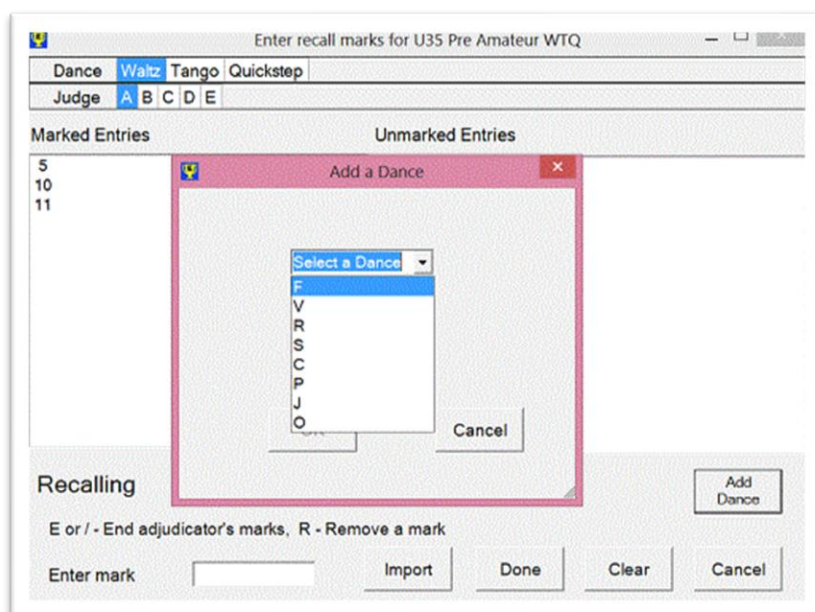
The screenshot shows a window titled "Enter recall marks for Straight Final". At the top, there are tabs for "Dance" (Waltz, Quickstep) and "Judge" (A). Below these are two main sections: "Marked Entries" on the left and "Unmarked Entries (7)" on the right. The "Unmarked Entries" section contains a list of numbers: 11, 22, 25, 31, 36, 44, and 58. A context menu is open over the "Unmarked Entries" list, showing three options: "Add a number...", "Delete number", and "Mark all numbers" (which is highlighted in blue). At the bottom of the window, there is a status bar that says "Recalling 7 Marked 0". Below this, there is a text input field for "Enter mark" and three buttons: "Done", "Clear", and "Cancel".

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

The screenshot shows the same window as before, but now the "Marked Entries" section contains the list of numbers: 11, 22, 25, 31, 36, 44, and 58. The "Unmarked Entries (0)" section is now empty. The status bar at the bottom now says "Recalling 7 Marked 7". The "Enter mark" field and the "Done", "Clear", and "Cancel" buttons are still present.

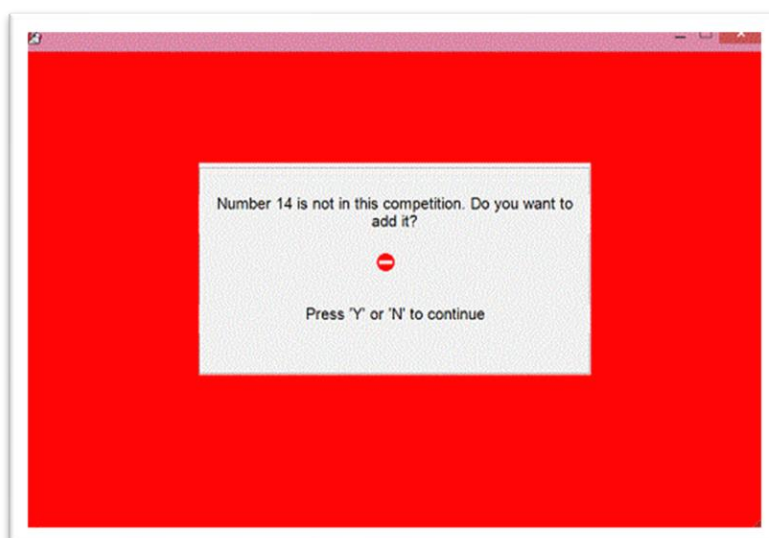
Adding a Dance

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

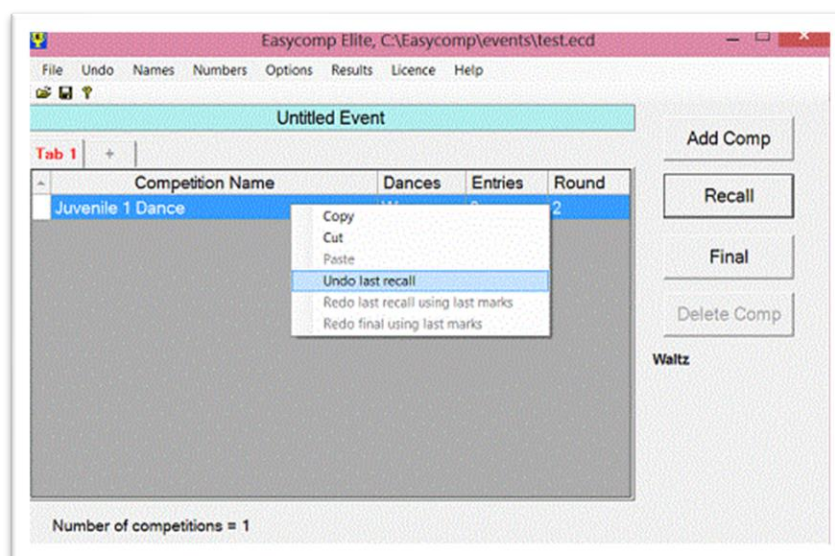
Waltz
Tango
Foxtrot
Quickstep

- 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

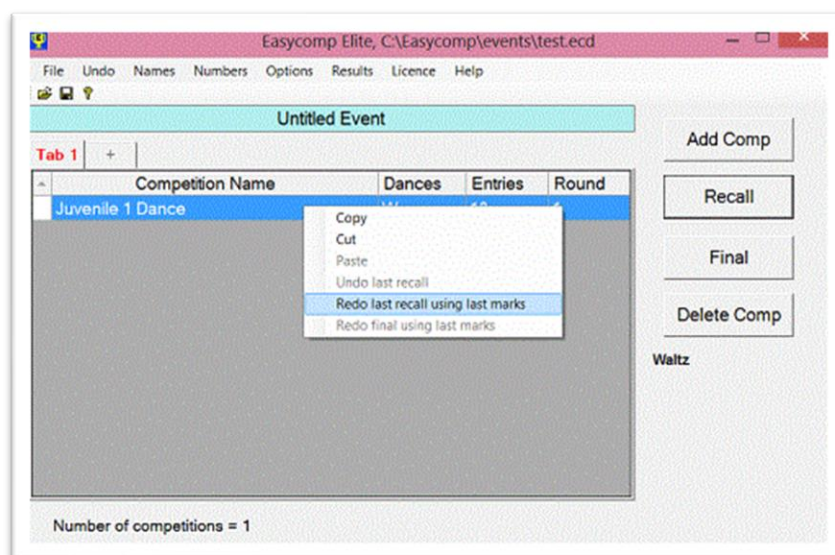
Number recalled = 14

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: 6 Marked 6

Add Dance

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

Enter mark: [] Import Done Clear Cancel

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 Marked Heats

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

Enter mark

Enter the number to be added.

Add a Number

Enter number to be added

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

Add Dance

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.

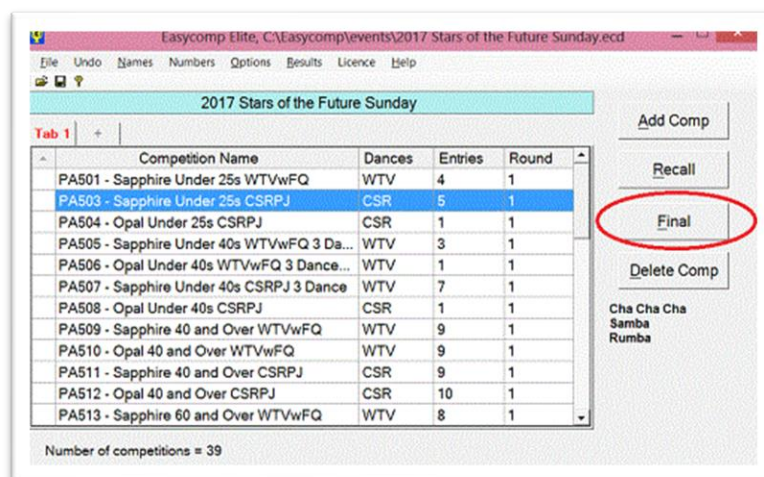
Finals

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

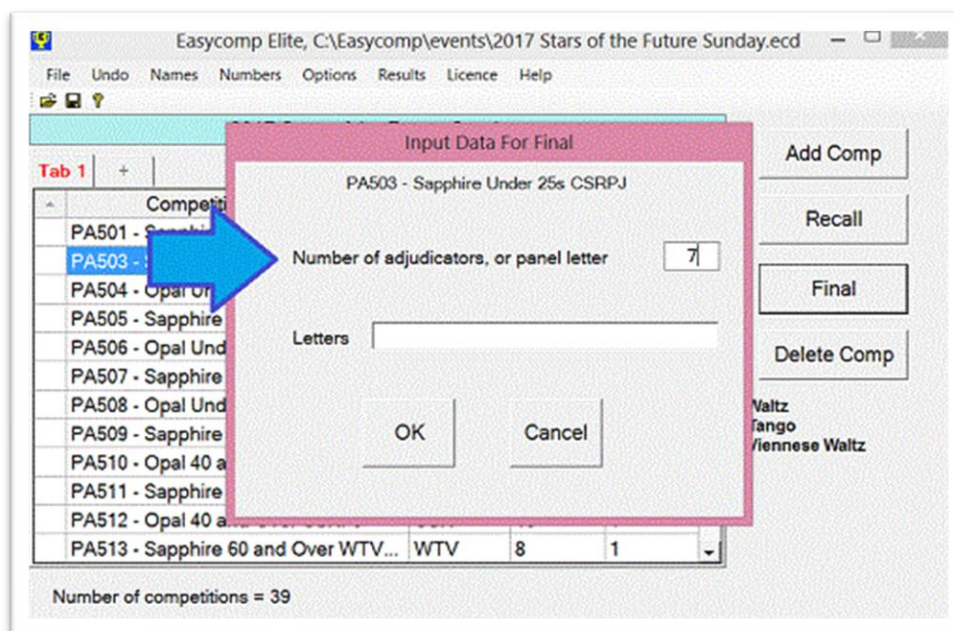
Do a final by clicking on the competition, then click the “Final” button



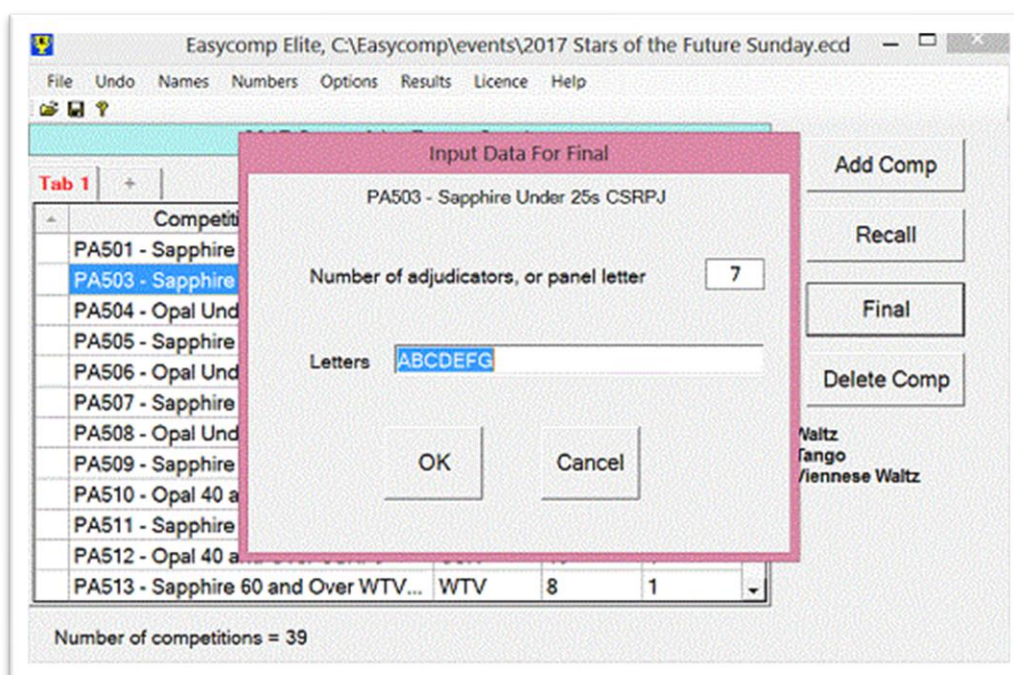
NOTE: The button will only be available if there are fewer than 10 entries in the competition.

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.

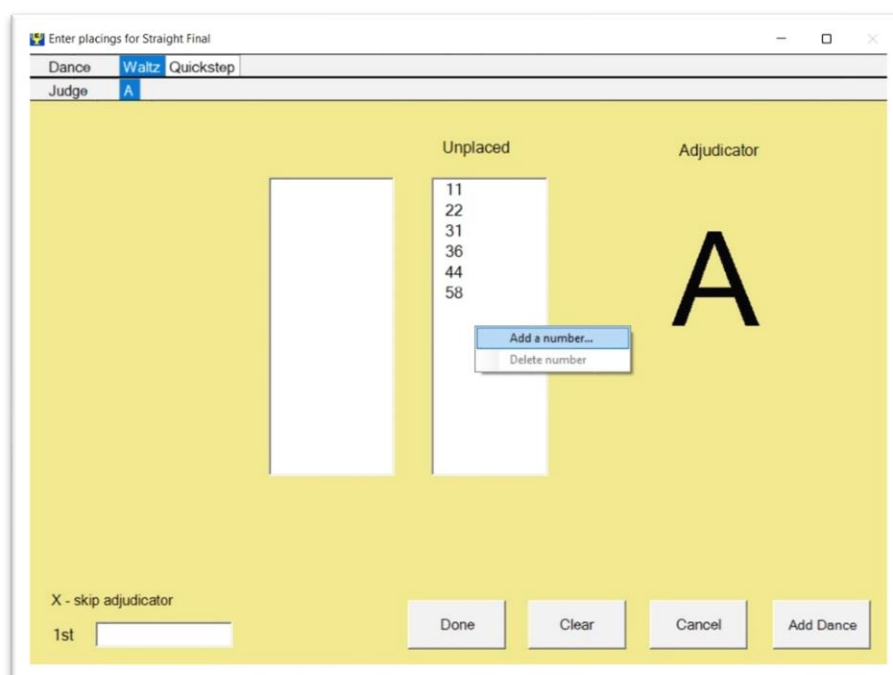
If you make a mistake when entering the marks, click on "Clear", and re-enter the marks for that adjudicator. "Clear" only clears the marks displayed for the current adjudicator. It does not affect any marks already entered for other adjudicators or other dances.

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.

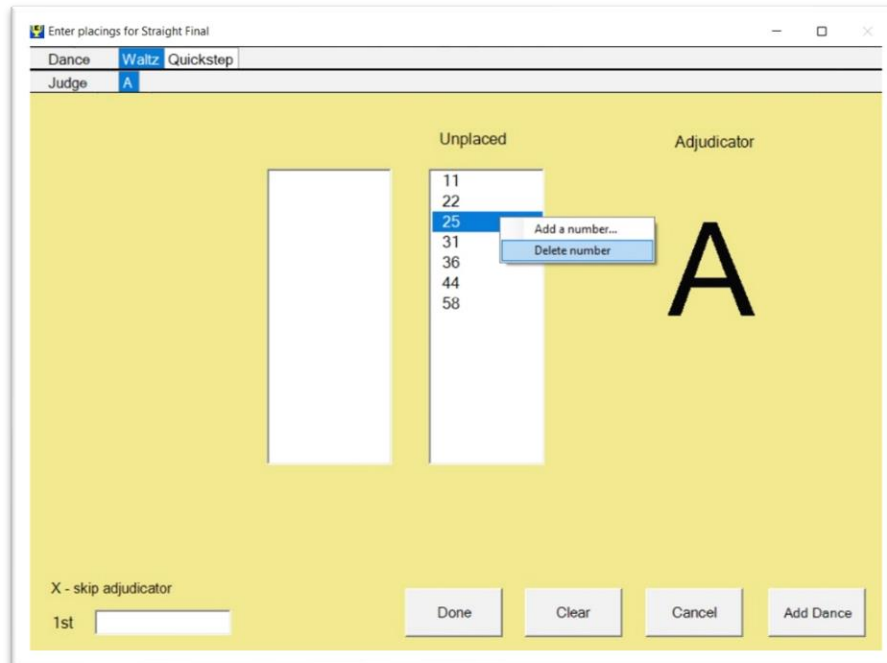
Adding a Number

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.



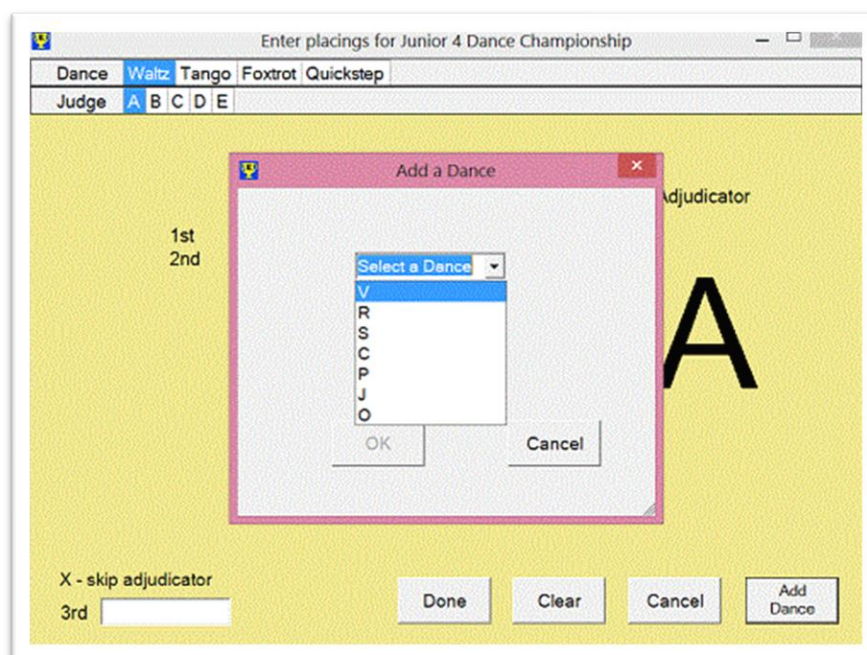
Deleting a Number

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	25		A
49	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

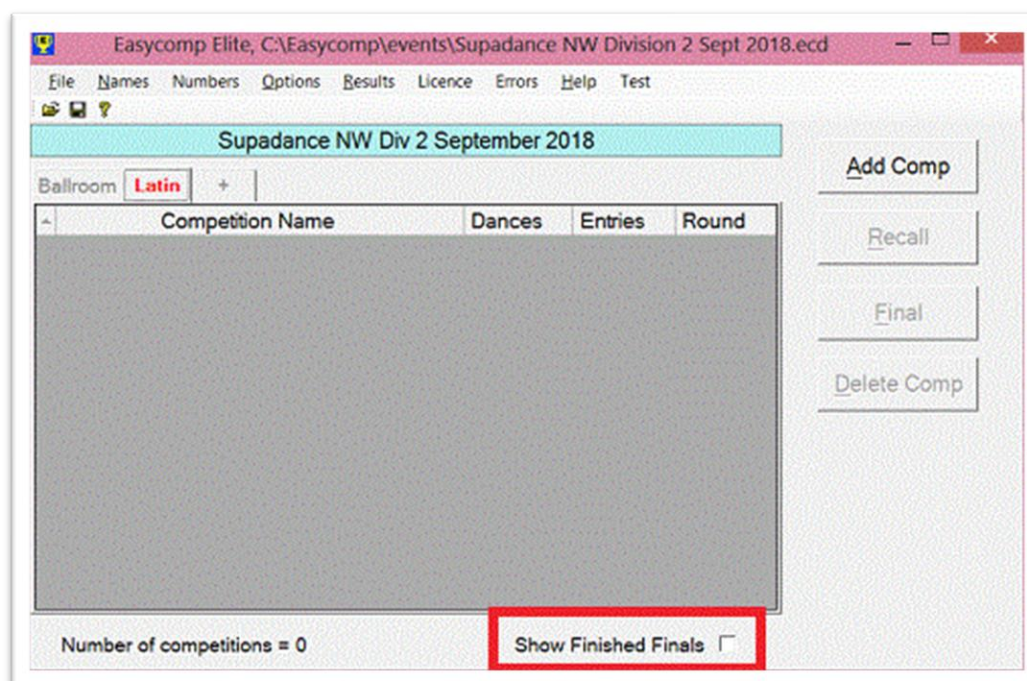
Quickstep	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	2	3	4	5	6	Placing
3	6	4	2	4	5	5	1	6	2	2	6	2	5	1	4	6	2	6	6	9			5
6	2	6	3	6	6	4	3	2	4	5	5	6	2	4	2	2	5	7	10			3	
19	5	3	5	5	1	3	4	3	6	4	3	3	4	5	6	1	2	2	7	10			4
28	4	2	4	1	4	2	6	4	1	3	2	1	1	2	3	5	4	8	10				2
93	3	5	6	3	3	6	5	5	3	6	4	4	6	6	5	4	4	7	11				6
108	1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

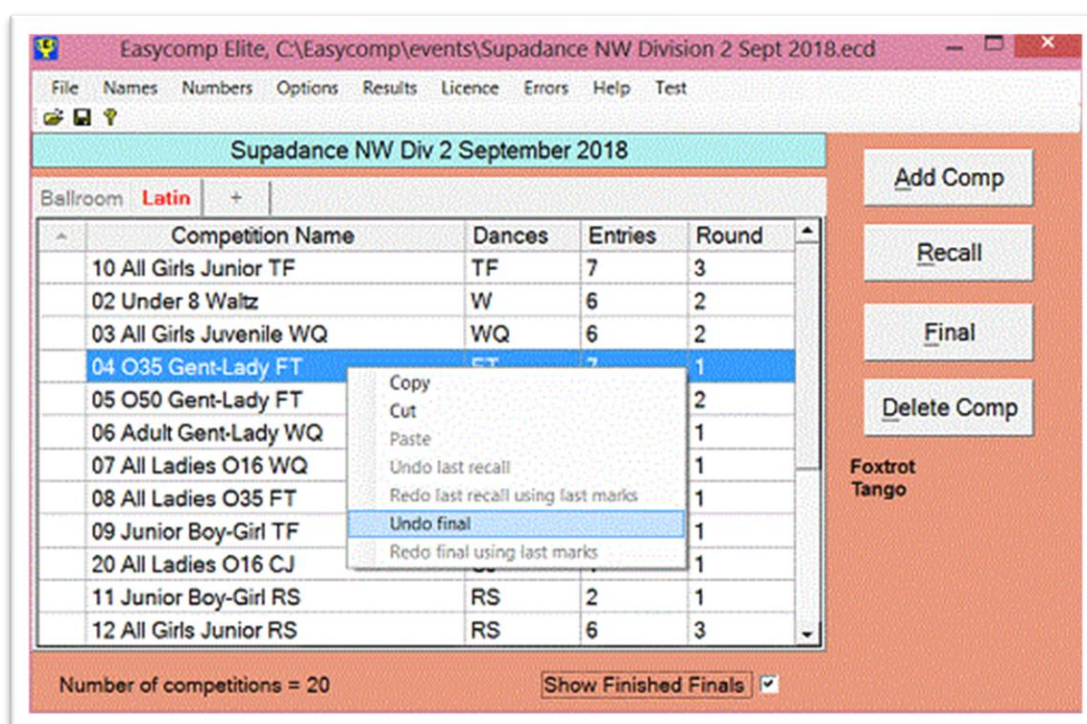
Adjudicators
 A - GARY FOSTER
 B - KOJI HIYAMA
 C - SASCHA KARABEV
 D - GREEN LEE

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.

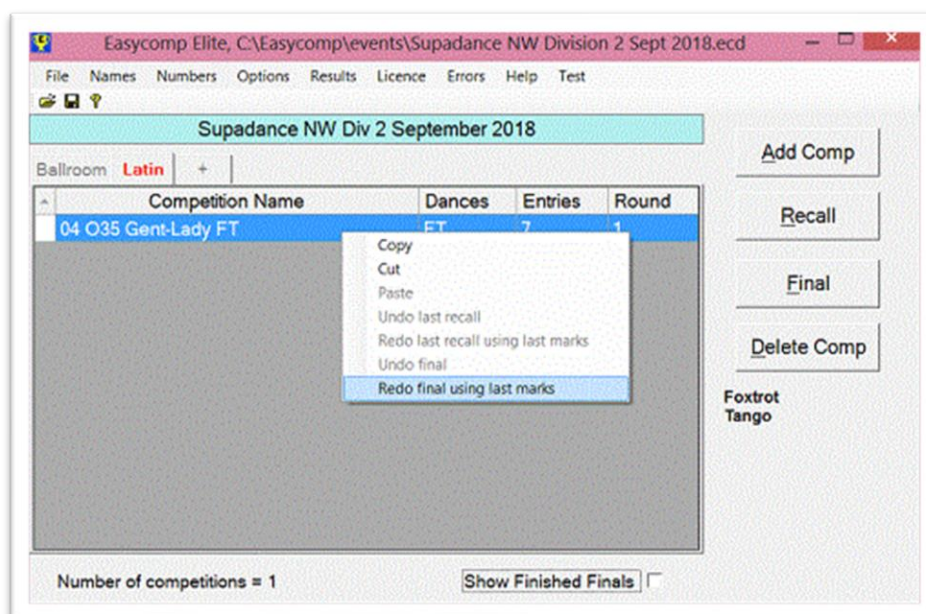


The screen will show all the completed competitions, and its background colour will change to red to indicate that it is displaying finished competitions instead of current ones. Right-click the competition you wish to undo, and click "Undo Final".

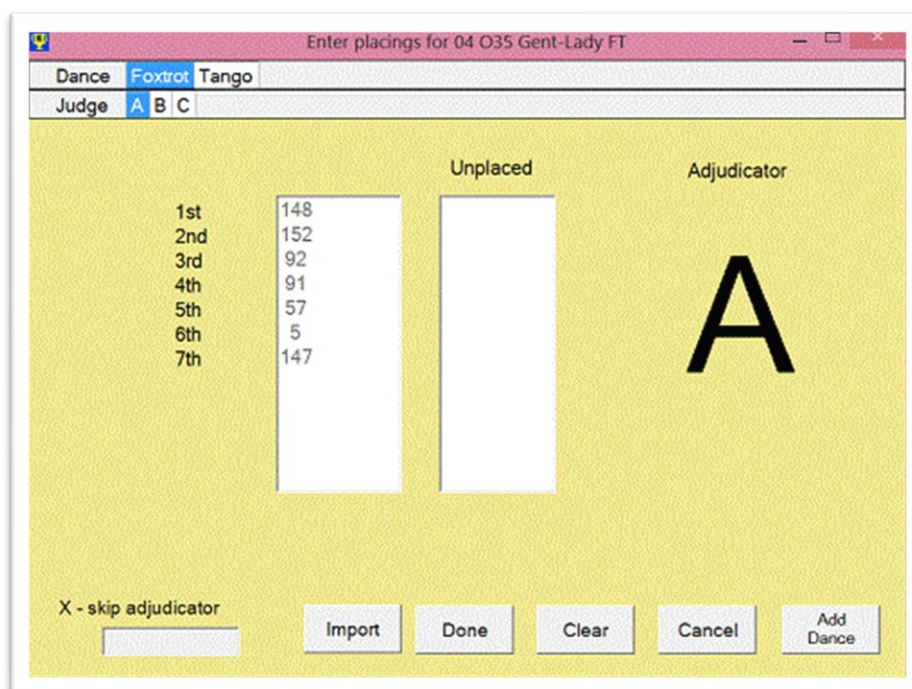


Un-tick the “Show Finished Finals” screen to return to the normal display.

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

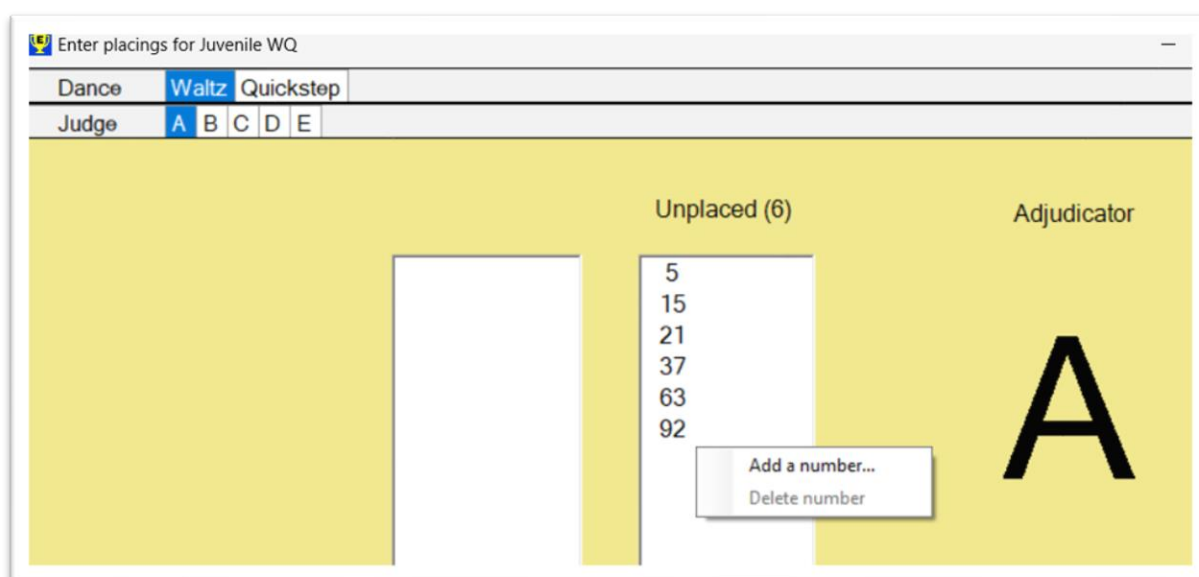
NOTE: This feature only works if you use the same number of judges as you originally used. If you want to use a different number of judges, you cannot use this feature. Instead, you must do the final again by clicking on the "Final" button and entering the marks yourself, as normal.

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.

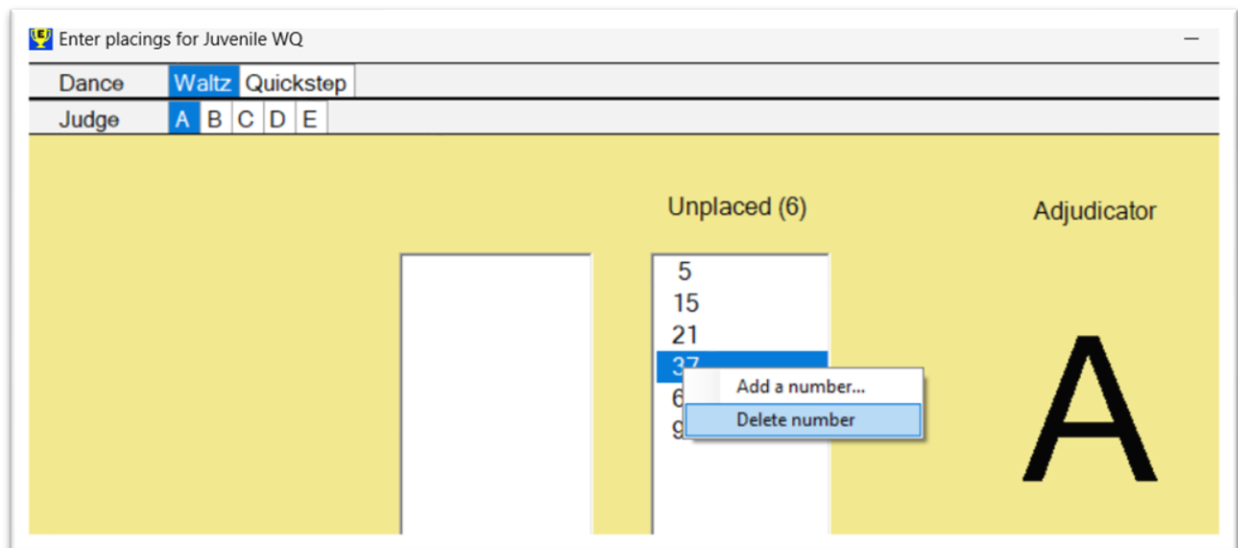
Adding a Number

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

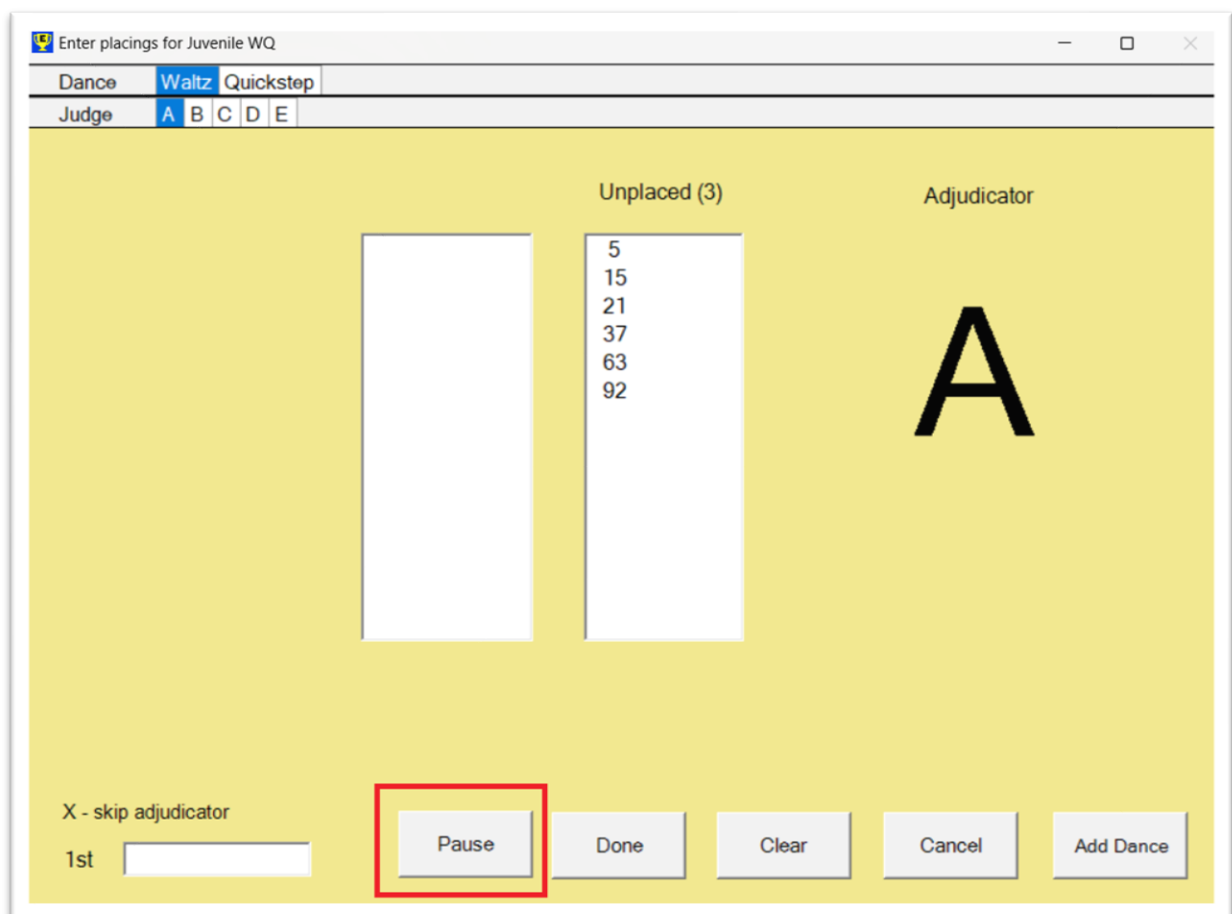
To delete a number from a first-round final, right-click on any unplaced number and click "Delete number...". The number will be deleted from the final and all the adjudicators' pads will be updated.



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.

Enter placings for Juvenile WQ

Dance Waltz Quickstep

Judge A B C D E

Unplaced (3)

5
15
21
37
63
92

Adjudicator

A

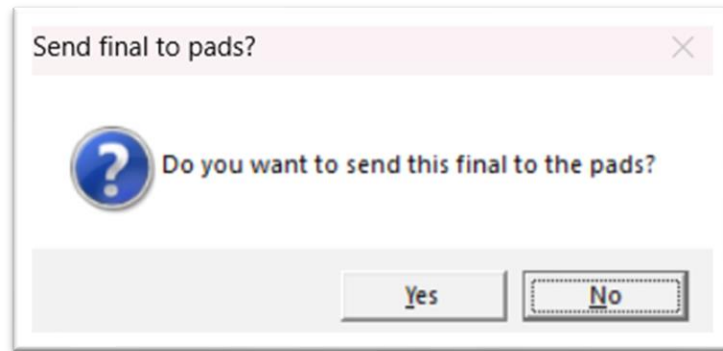
X - skip adjudicator

1st

Resume Done Clear Cancel Add Dance

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

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 2

Letters

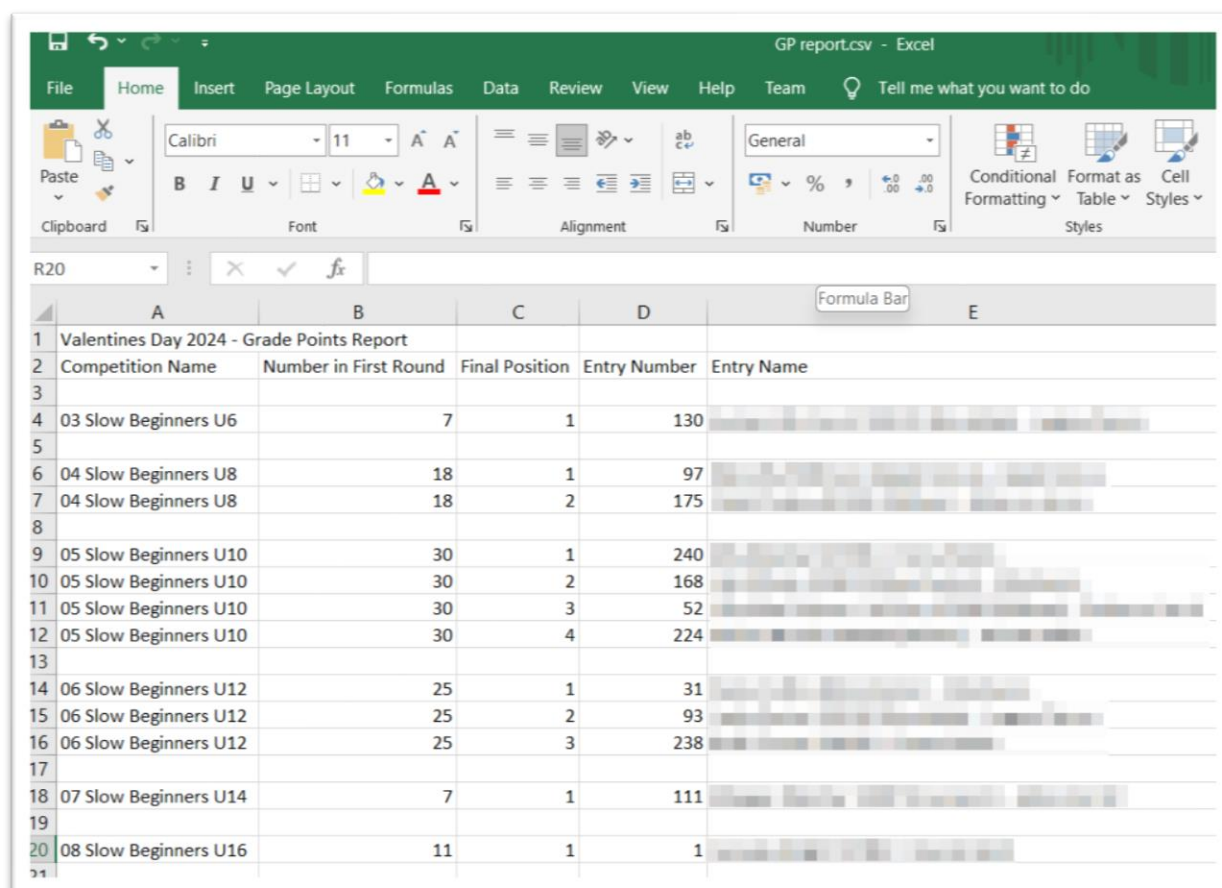
Number of Entries

Number to be recalled

OK Cancel

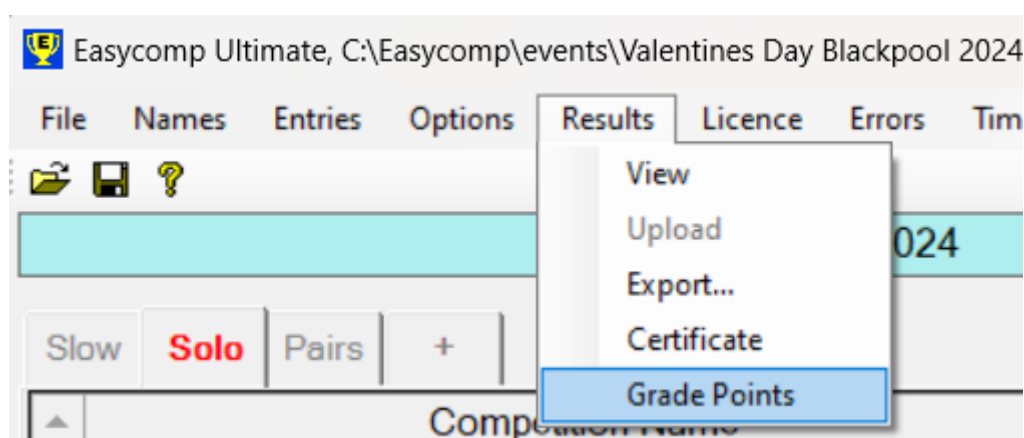
Grade Points Report

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: Round 2
Junior 1 Dance

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	

R to remove, W

Exit

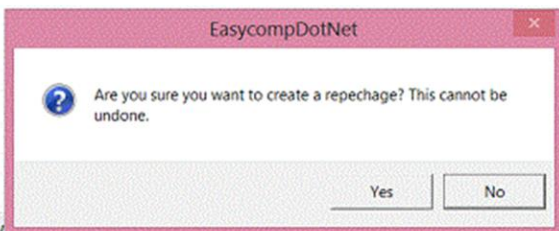
Show Advanced Features ☒

☐ 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 fields and controls:

- Name of Competition:** Junior 1 Dance
- Round:** Round 2
- Dances:** W
- Valid Dance Letters:** T, V, F, Q, R, S, P, C, J, O (Other)
- No. of entries:** 24
- Buttons:** Print, Sort, Exit
- 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, Show Advanced Features (checked), 10 dance type, Championship, Edit Names, Judges' Sheets, Repechage (disabled).

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

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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

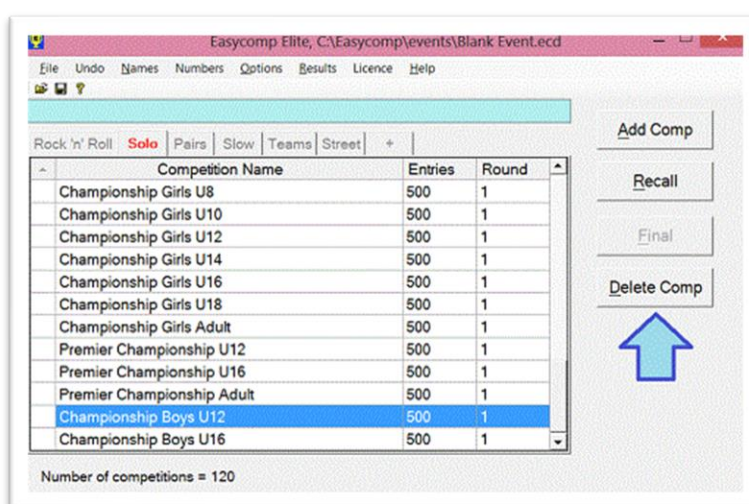
Delete a Competition

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](#))

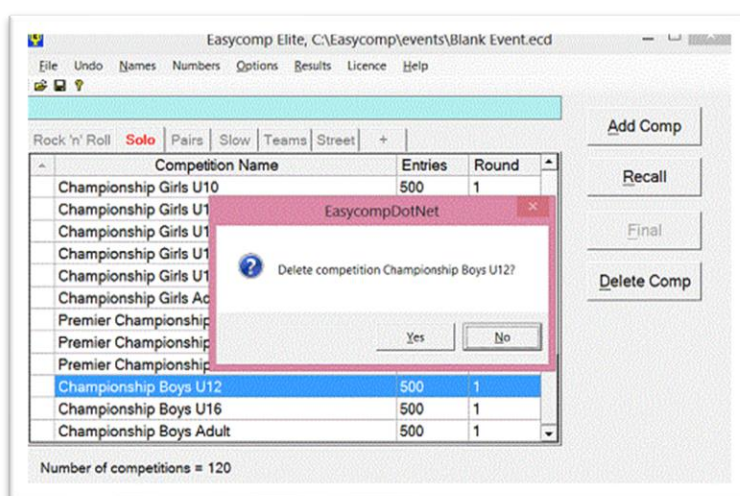
However, you might occasionally want to delete a competition, either because you entered it simply to test that everything is working before the day begins, or because you made mistakes when entering it and you decide that it's easier to delete it and start again than to try to correct the errors.

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

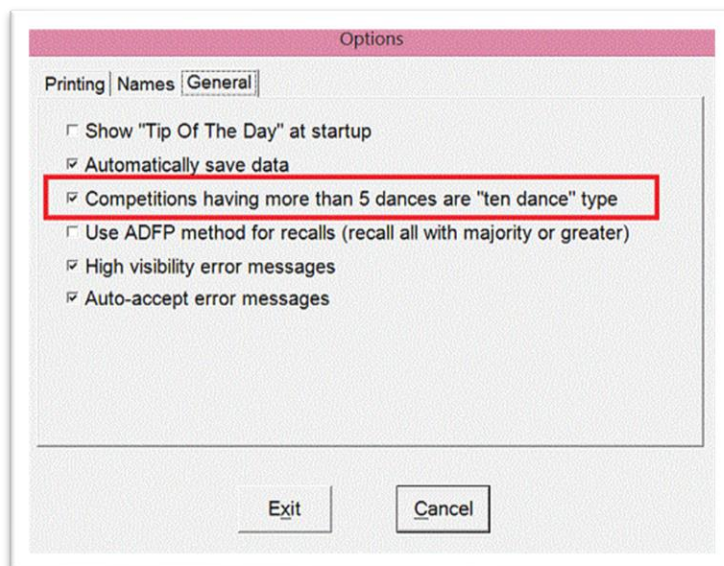
Similarly, those competitors who dance in the quarter final (20 competitors), but not in the semi-final, will finish in the average of 13th to 20th, i.e. in position 16.5

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.

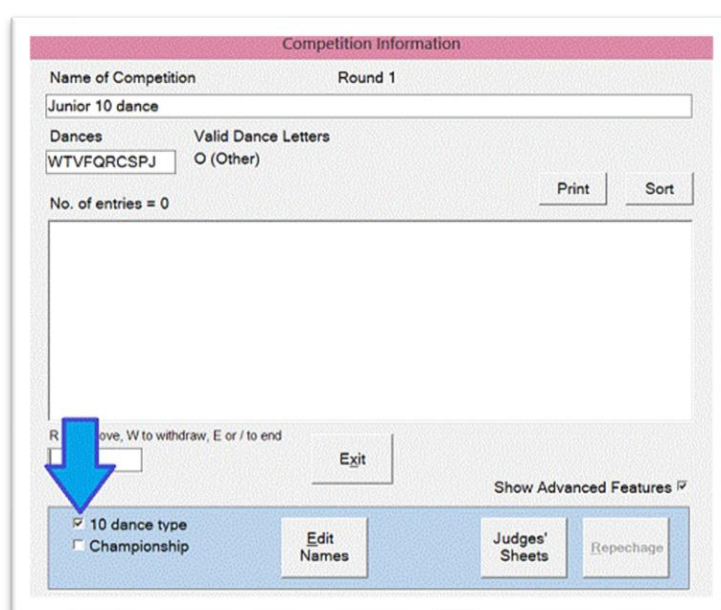
How to do a Ten Dance Type Competition

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 (children) for the (parent) competition just entered...

Competition Name	Dances	Entries	Round
Junior 10 dance	WTVFQRCSPJ	0	1
Junior 10 dance - W	W	0	1
Junior 10 dance - T	T	0	1
Junior 10 dance - V	V	0	1
Junior 10 dance - F	F	0	1
Junior 10 dance - Q	Q	0	1
Junior 10 dance - R	R	0	1
Junior 10 dance - C	C	0	1
Junior 10 dance - S	S	0	1
Junior 10 dance - P	P	0	1
Junior 10 dance - J	J	0	1

Number of competitions = 11

The details of each of the "children" competitions show the entries in that dance. In the first-round, of course, every "child" 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 "Parent", and any changes made will automatically be reflected in all the children.

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

Competition Information

Name of Competition
Junior 10 dance

Dances
WTVFQCSRPJ

Valid Dance Letters
O (Other)

No. of entries = 16

Print Sort

Refer to individual dances for entries

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

Exit

Show Advanced Features

When all the finals of all the "children" 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

Withdrawing Entries in a Ten Dance Competition

Withdrawing competitors from a ten-dance type competition is done in the same way as any other competition. Double click the competition to display its details then right click on the entry to be withdrawn. Click on "Withdraw" in the drop-down menu.

Competition Information

Name of Competition: Junior 10 Dance - T Round 1

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

No. of entries = 20

101	110	119
102	111	120
103	112	
104	113	
105	114	
106	115	
107	116	
108	117	
109	118	

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, its colour will change to red with a "W" after the number. To reverse the withdrawal, right click on the entry and choose "Un-Withdraw".

Competition Information		
Name of Competition		Round 1
Junior 10 Dance - T		
Dances	Valid Dance Letters	
T	W, V, F, Q, R, S, P, C, J, O (Other)	
No. of entries = 19		<input type="button" value="Print"/> <input type="button" value="Sort"/>
101	110	120
102	111	116W
103	112	
104	113	
105	114	
106	115	
107	117	
108	118	
109	119	
R to remove, W to withdraw, E or / to end <input type="text"/> <input type="button" value="Exit"/>		
Show Advanced Features <input type="checkbox"/>		

If a couple withdraws in the final of a ten dance competition, they will automatically be given last place. If two or more competitors withdraw from a final, they will all be given last place.

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

Options

Printing | Names | General | EasyThings |

☐ Preview recalls before printing

☐ Preview results before printing

☒ Split recalls into heats

☐ 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

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

☐ 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

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 (Elite 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

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

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 or Entry Certificates (Elite and 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](#).

Options

Printing Names General EasyThings

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

Exit Cancel

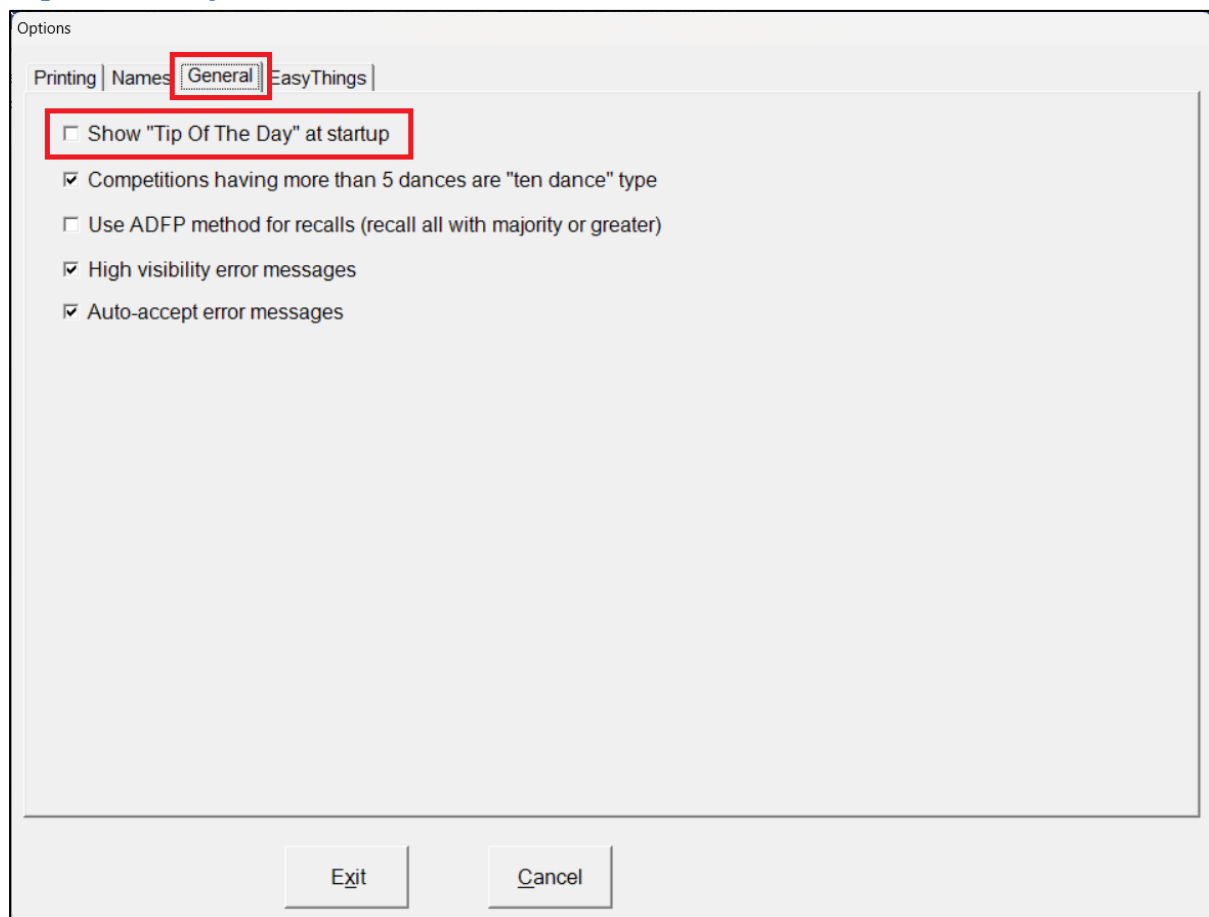
Unique and Non-Unique Numbers

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.

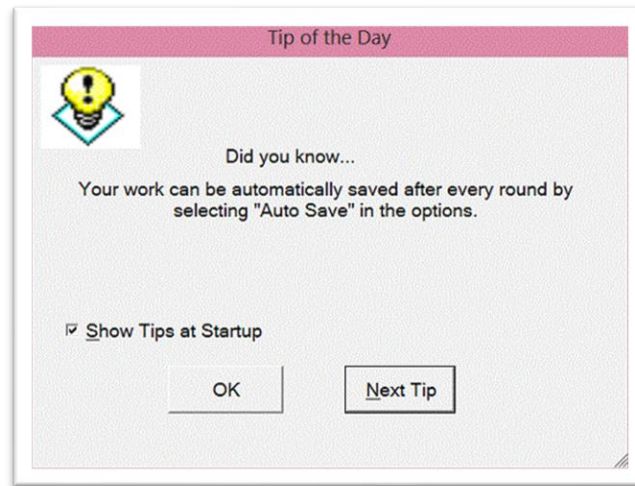
Some dance competitions, however, give the same number to different competitors, and in those cases the entry numbers are said to be non-unique. For example, a junior couple may wear number 5 and an adult couple may also wear number 5. Although there are two number 5s in the event, there is no possibility 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.

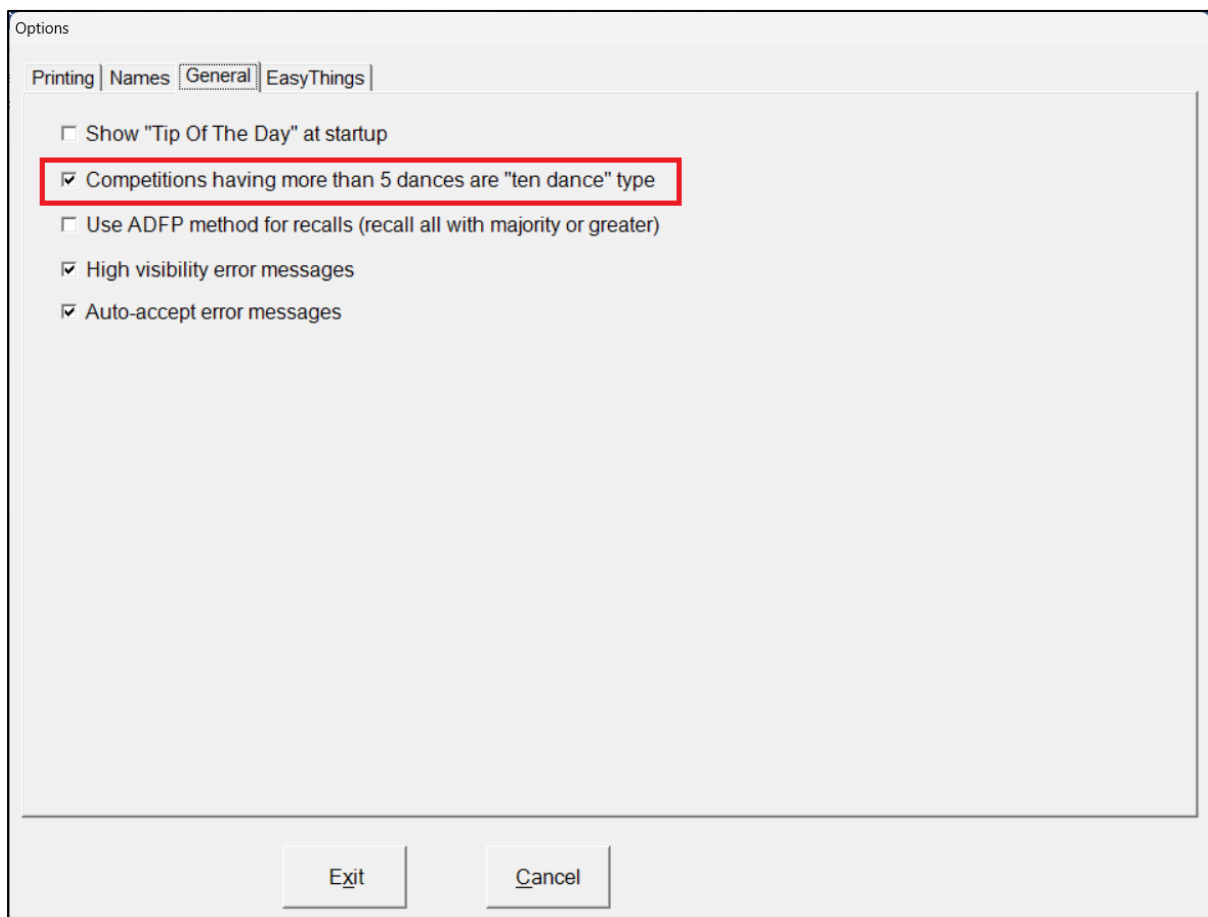
Tip of the Day



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.



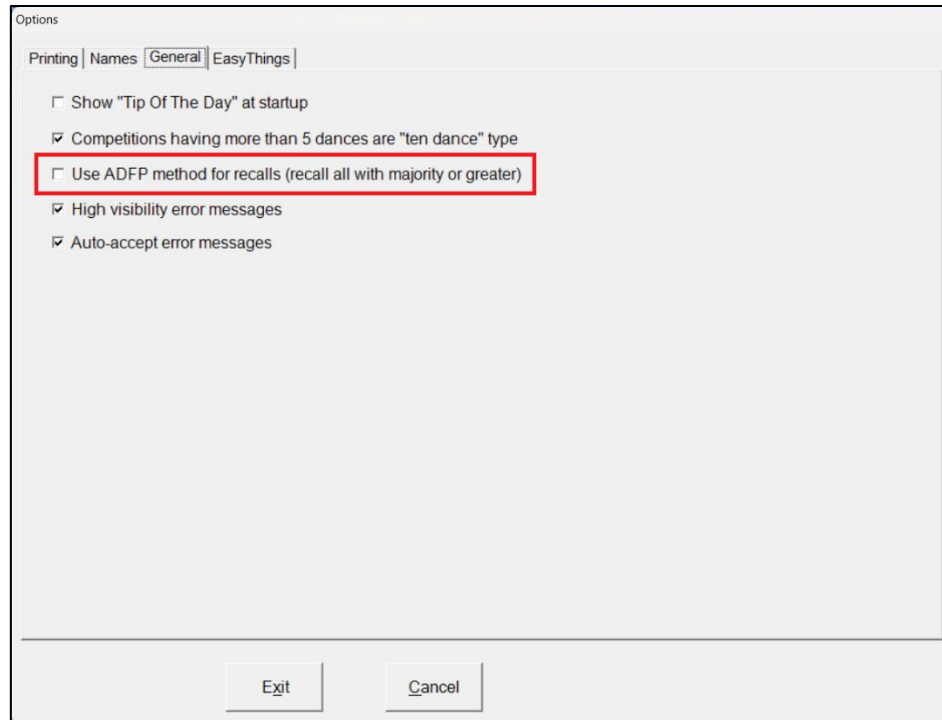
Automatically Detect Ten Dance Type Competitions



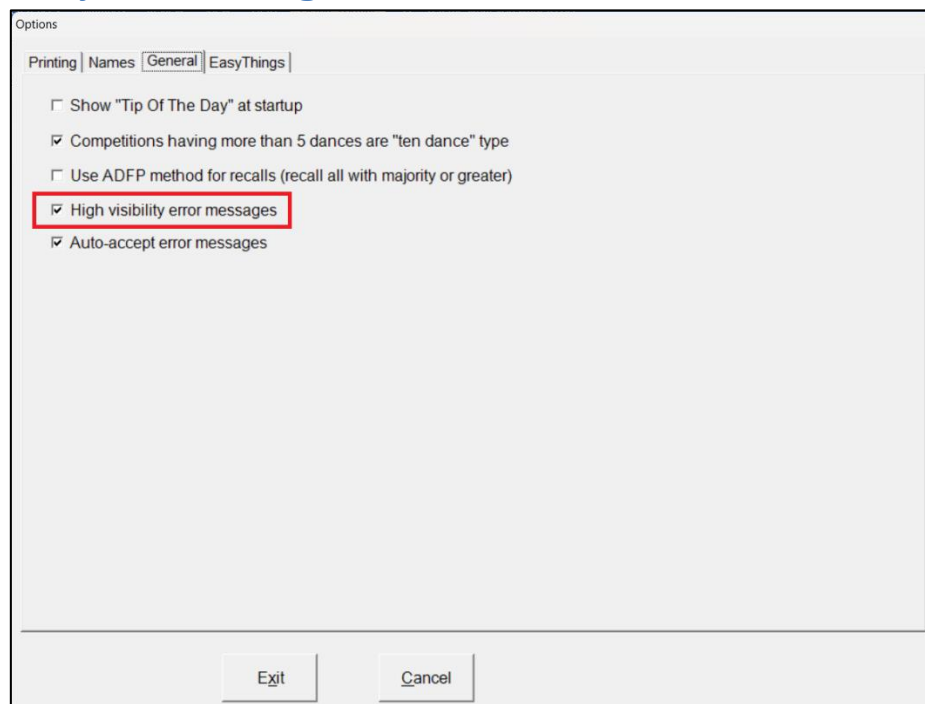
If this option is enabled, whenever you enter a competition having more than 5 dances, the program will assume that it is a "Ten Dance Type" competition (see [How to do a Ten Dance Type Competition](#))

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

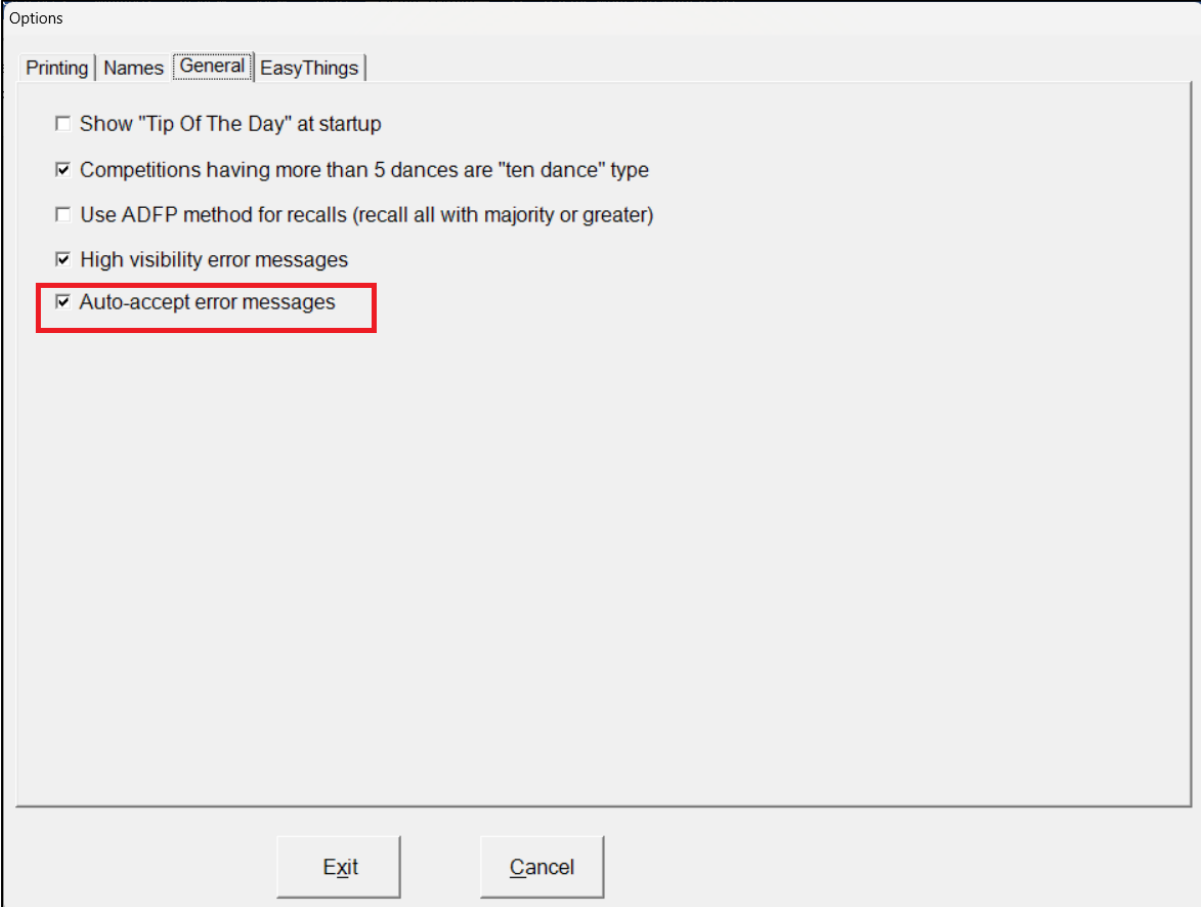


If Easycomp needs to display an error message, for example when entering a recall number that has already been entered for an adjudicator, or trying to place a couple in a final when

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



The screenshot shows a dialog box titled "Options" with four tabs: "Printing", "Names", "General", and "EasyThings". The "General" tab is selected. Inside the dialog, there are five checkboxes:

- ☐ Show "Tip Of The Day" at startup
- ☒ Competitions having more than 5 dances are "ten dance" type
- ☐ Use ADFP method for recalls (recall all with majority or greater)
- ☒ High visibility error messages
- ☒ Auto-accept error messages

The "Auto-accept error messages" checkbox is highlighted with a red rectangle. At the bottom of the dialog are two buttons: "Exit" and "Cancel".

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.

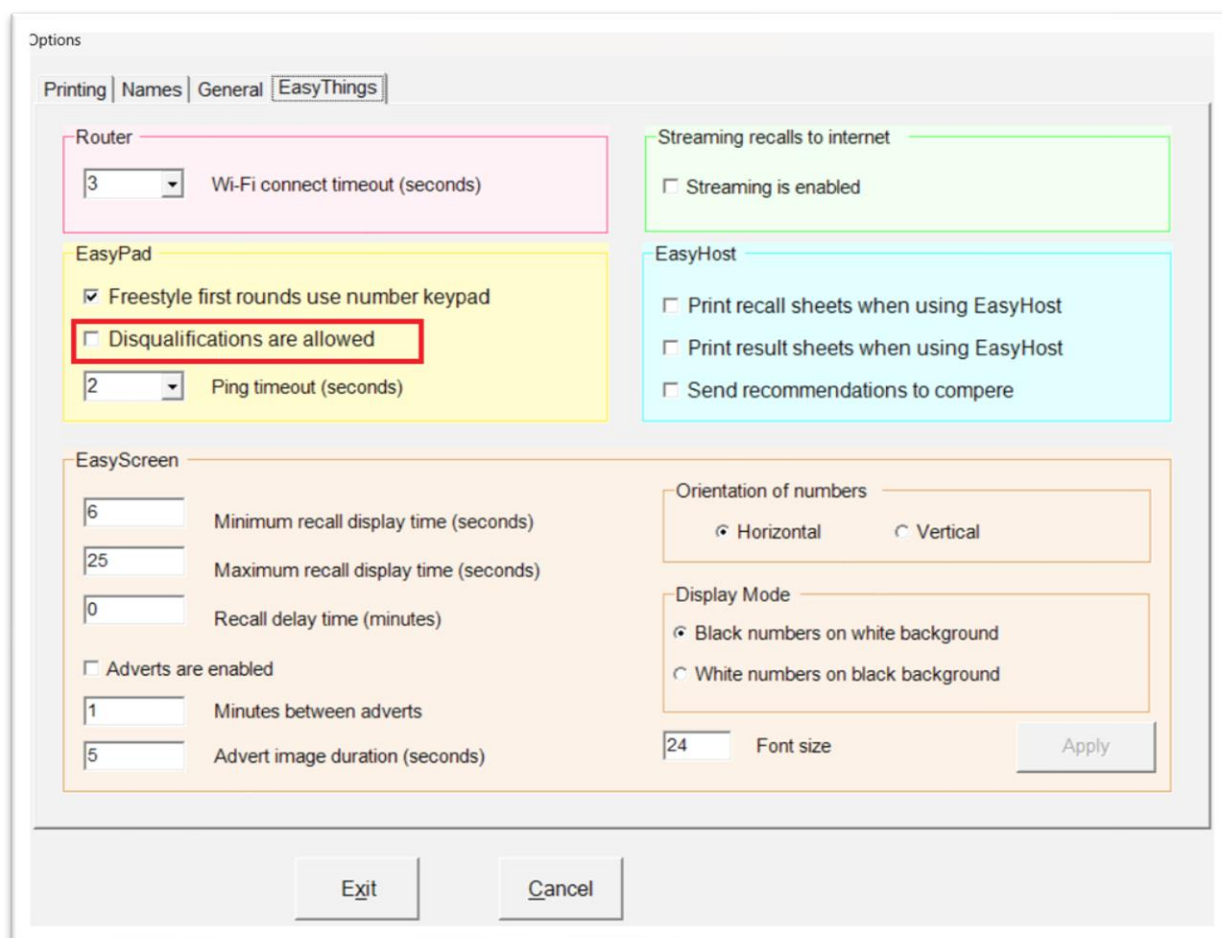
The screenshot shows the 'Options' dialog box with the 'EasyThings' tab selected. The 'Freestyle first rounds use number keypad' checkbox is checked and highlighted with a red rectangle. Other settings include:

- Router:** Wi-Fi connect timeout (seconds) set to 3.
- Streaming recalls to internet:** Streaming is enabled (unchecked).
- EasyPad:** Disqualifications are allowed (unchecked), Ping timeout (seconds) set to 2.
- EasyHost:** Print recall sheets when using EasyHost (unchecked), Print result sheets when using EasyHost (unchecked), Send recommendations to compere (unchecked).
- EasyScreen:** 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:** Horizontal (selected), Vertical (unselected).
- Display Mode:** Black numbers on white background (selected), White numbers on black background (unselected).
- Font size:** 24.

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

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:

- Router:** Wi-Fi connect timeout (seconds) is set to 3.
- EasyPad:**
 - ☒ Freestyle first rounds use number keypad
 - ☒ Disqualifications are allowed (highlighted with a red box)
 - Ping timeout (seconds) is set to 2.

Other sections visible include:

- 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 include 'Exit', 'Cancel', and '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 has options for 'Freestyle first rounds use number keypad', 'Disqualifications are allowed', and 'Ping timeout (seconds)'. The 'EasyScreen' section includes settings for 'Minimum recall display time (seconds)', 'Maximum recall display time (seconds)', 'Recall delay time (minutes)', 'Adverts are enabled', 'Minutes between adverts', 'Advert image duration (seconds)', 'Orientation of numbers' (Horizontal/Vertical), 'Display Mode' (Black numbers on white background/White numbers on black background), and 'Font size'. The 'Router' section has a 'Wi-Fi connect timeout (seconds)' dropdown. The 'Apply', '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 checkbox 'Send recommendations to compere', which is highlighted with a red rectangular box. Other sections include 'Router' (Wi-Fi connect timeout), 'EasyPad' (Freestyle first rounds use number keypad, Disqualifications are allowed, Ping timeout), 'EasyScreen' (Minimum/Maximum recall display time, Recall delay time, Adverts enabled, Minutes between adverts, Advert image duration), 'Streaming recalls to internet' (Streaming is enabled), and 'EasyHost' (Print recall sheets, Print result sheets, Send recommendations to compere, Orientation of numbers, Display Mode, Font size). The 'Apply' button is at the bottom right of the 'EasyHost' section.

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 screenshot shows the 'Message to Compere' dialog box. It has a title bar with a close button (X). The main text reads 'Recalled 24. Enter an optional message to the compere'. There are 'OK' and 'Cancel' buttons on the right. At the bottom, there is a text input field containing the text '12 from 2 heats'.

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)' at 6, 'Maximum recall display time (seconds)' at 25, 'Adverts are enabled' (unchecked), 'Minutes between adverts' at 1, and 'Advert image duration (seconds)' at 5. To the right of the 'EasyScreen' section, the 'Orientation of numbers' is set to 'Horizontal' and the 'Display Mode' is set to 'Black numbers on white background'. The 'Font size' is set to 24. At the bottom right of the 'EasyScreen' section is an 'Apply' button. At the bottom of the dialog box are 'Exit' and 'Cancel' buttons.

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, 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 with an orange border. Within this section, the 'Adverts are enabled' checkbox is checked and highlighted with a red rectangle. Other settings in the 'EasyScreen' section include: 'Minimum recall display time (seconds)' set to 6, 'Maximum recall display time (seconds)' set to 25, 'Recall delay time (minutes)' set to 0, 'Minutes between adverts' set to 1, and 'Advert image duration (seconds)' set to 5. To the right of the 'EasyScreen' section, the 'Orientation of numbers' is set to 'Horizontal' and the 'Display Mode' is set to 'Black numbers on white background'. The 'Font size' is set to 24. At the bottom right of the 'EasyScreen' section is an 'Apply' button. At the bottom of the dialog box are 'Exit' and 'Cancel' buttons.

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, 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 contains several settings. The 'Minutes between adverts' field, which has the value '1', is highlighted with a red rectangular box. 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' (checked), 'Advert image duration (seconds)' at 5, '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 has 'Freestyle first rounds use number keypad' checked and 'Ping timeout (seconds)' at 2. The 'EasyHost' section has three unchecked options: 'Print recall sheets when using EasyHost', 'Print result sheets when using EasyHost', and 'Send recommendations to compere'. 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.

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
EasyScreen	Minimum recall display time (seconds)	6
	Maximum recall display time (seconds)	25
	Recall delay time (minutes)	0
	Adverts are enabled	<input checked="" 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	
EasyHost	Print recall sheets when using EasyHost	<input type="checkbox"/>
	Print result sheets when using EasyHost	<input type="checkbox"/>
EasyHost	Send recommendations to compere	<input type="checkbox"/>
	Font size	24

Buttons: Exit, Cancel, Apply

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 contains the following settings:

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

At the bottom of the window are 'Exit' and 'Cancel' buttons.

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), and the 'Display Mode' is set to 'Black numbers on white background' (radio button selected). The 'Apply' button is also highlighted with a red border. Other settings visible include 'Router' (3 seconds), 'EasyPad' (Freestyle first rounds use number keypad checked, Disqualifications are allowed unchecked, Ping timeout 2 seconds), 'EasyHost' (Streaming recalls to internet unchecked, Print recall sheets unchecked, Print result sheets unchecked, Send recommendations to compere unchecked), 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, Font size 24).

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, 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 an orange border. Within this section, the 'Display Mode' sub-section is highlighted with a red border. The 'Display Mode' options are 'Black numbers on white background' (selected) and 'White numbers on black background'. Other settings in the 'EasyScreen' section 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, 'Advert image duration (seconds)' set to 5, 'Orientation of numbers' set to 'Horizontal', and 'Font size' set to 24. The '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)

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, 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 is highlighted in orange and contains the following settings:

- 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 (highlighted with a red box)
- Apply button (highlighted with a red box)

Other sections visible in the dialog include:

- Router** (pink box): Wi-Fi connect timeout (seconds) set to 3.
- EasyPad** (yellow box): ☒ Freestyle first rounds use number keypad, ☐ Disqualifications are allowed, Ping timeout (seconds) set to 2.
- Streaming recalls to internet** (green box): ☐ Streaming is enabled.
- EasyHost** (cyan box): ☐ Print recall sheets when using EasyHost, ☐ Print result sheets when using EasyHost, ☐ Send recommendations to compere.

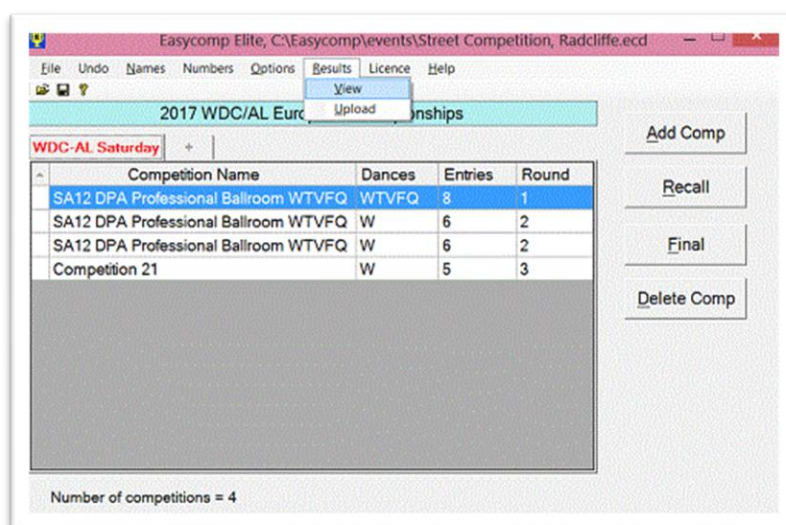
At the bottom of the dialog are 'Exit' and 'Cancel' buttons.

Results

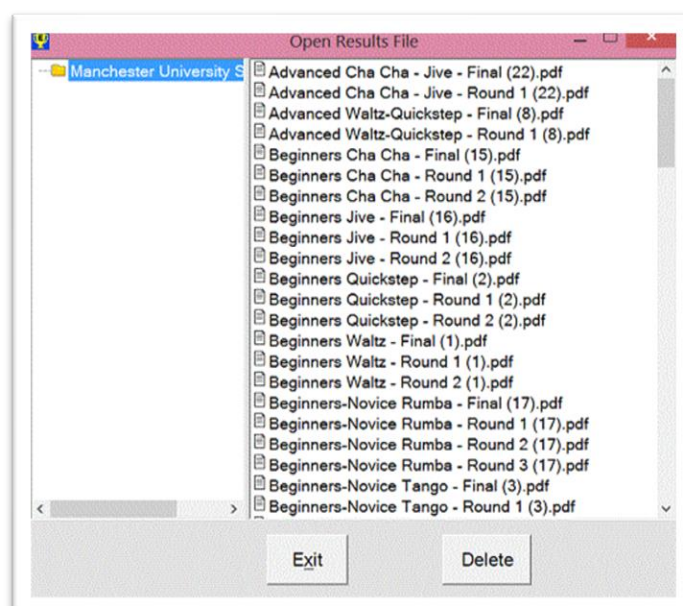
You can view and delete results, or upload them to an Internet website. Read on to find out how...

Viewing Stored Results

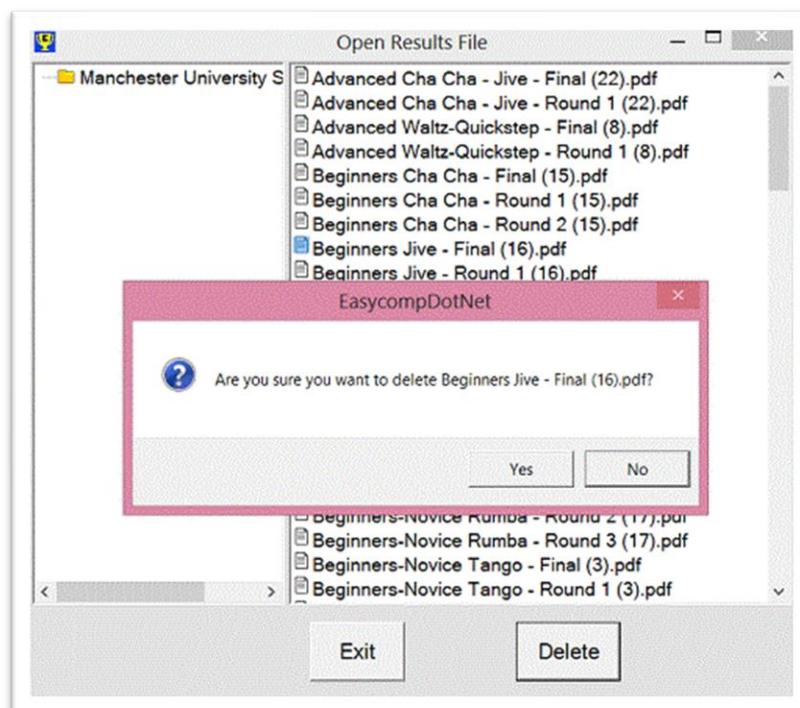
All result printouts, whether for recalls or finals, are saved on the hard drive in a folder which has the same name as the event. They are saved in PDF format, and can be viewed and printed with Acrobat Reader. You can view the stored results by clicking on Results, View...



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.

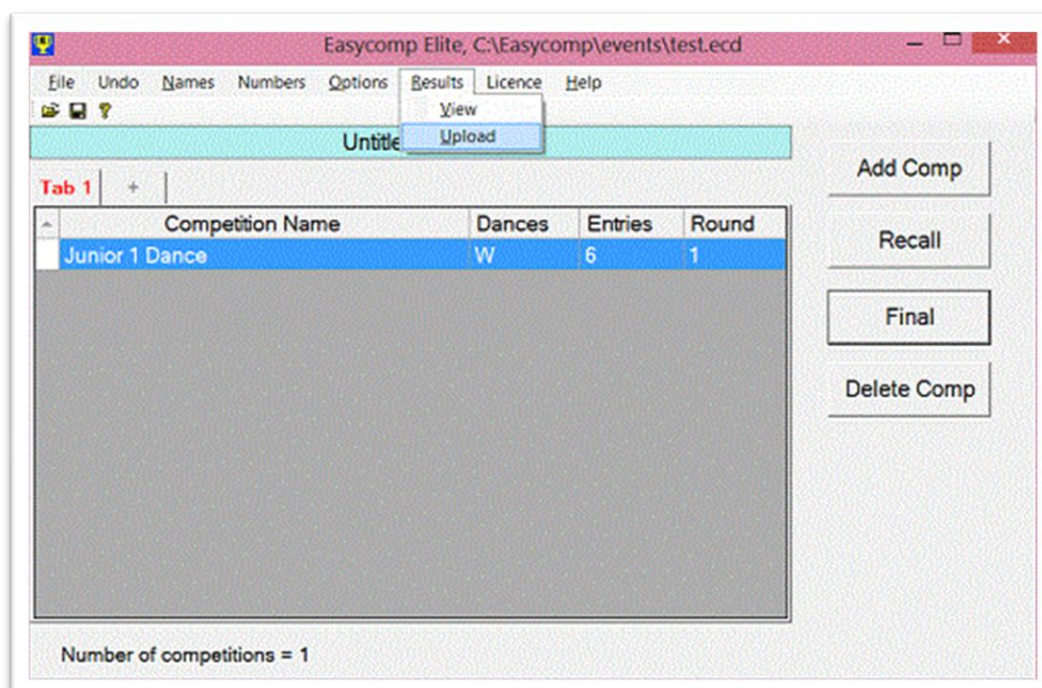


You can delete a printout by selecting it, then clicking on “Delete”. The program will ask you to confirm before the file is deleted.



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.

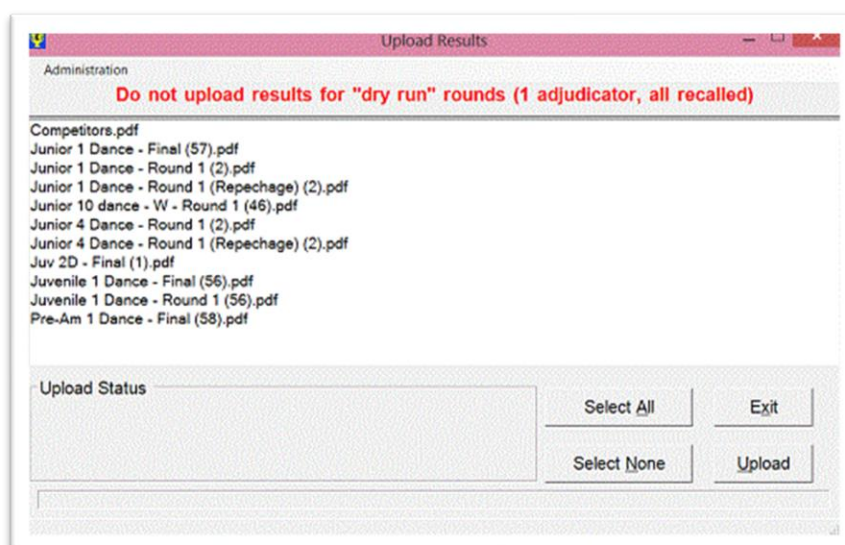


Notes

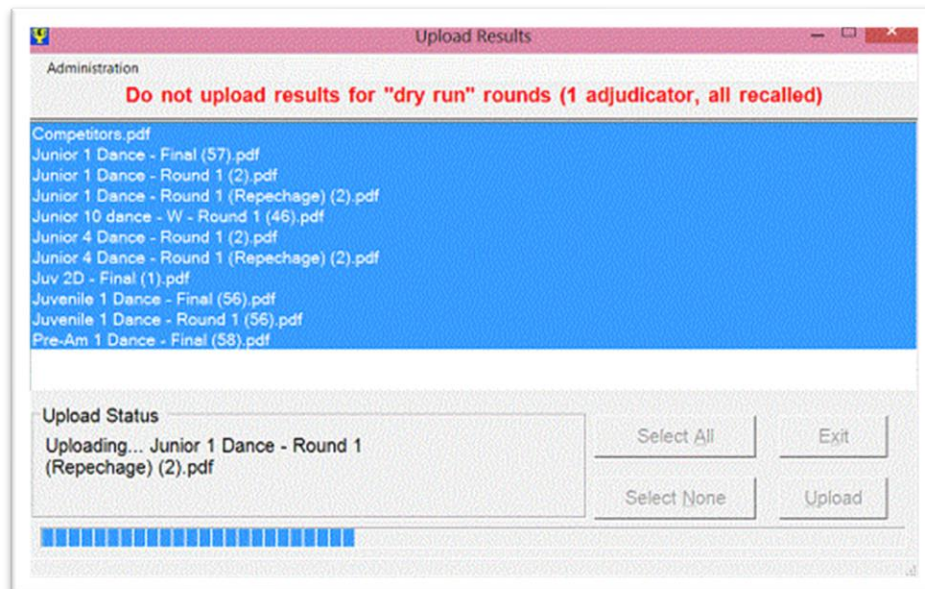
- You can only upload results for any event once.
- You cannot upload results for Disco/Freestyle/Street events.

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.

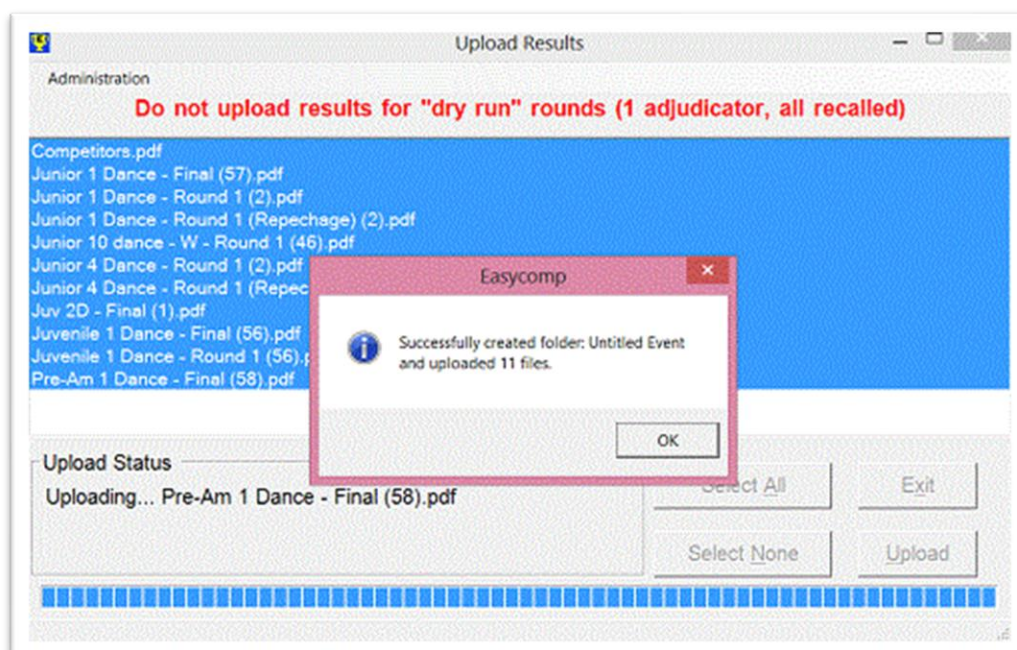
You can select individual files to upload by clicking on them, or you can select all the files by clicking on "Select All". Deselect all the files by clicking on "Select None"



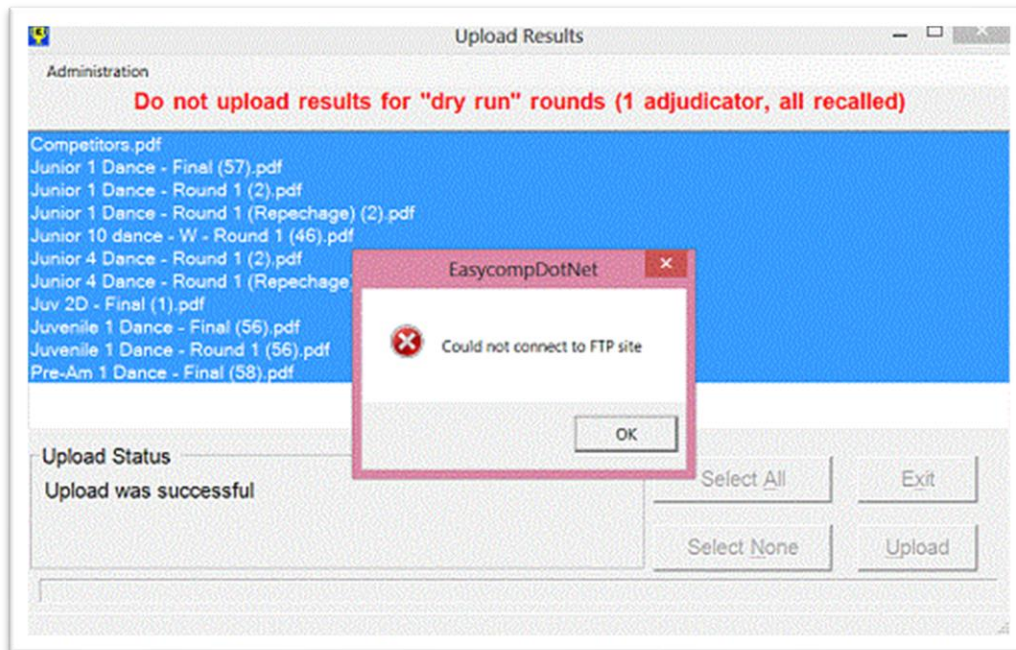
When you have chosen the files to upload, make sure that your computer is connected to the internet, then click on "Upload" and the upload process will begin. The status box will tell you the name of the file being sent, and a progress bar along the bottom gives you a visual indication of the upload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



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

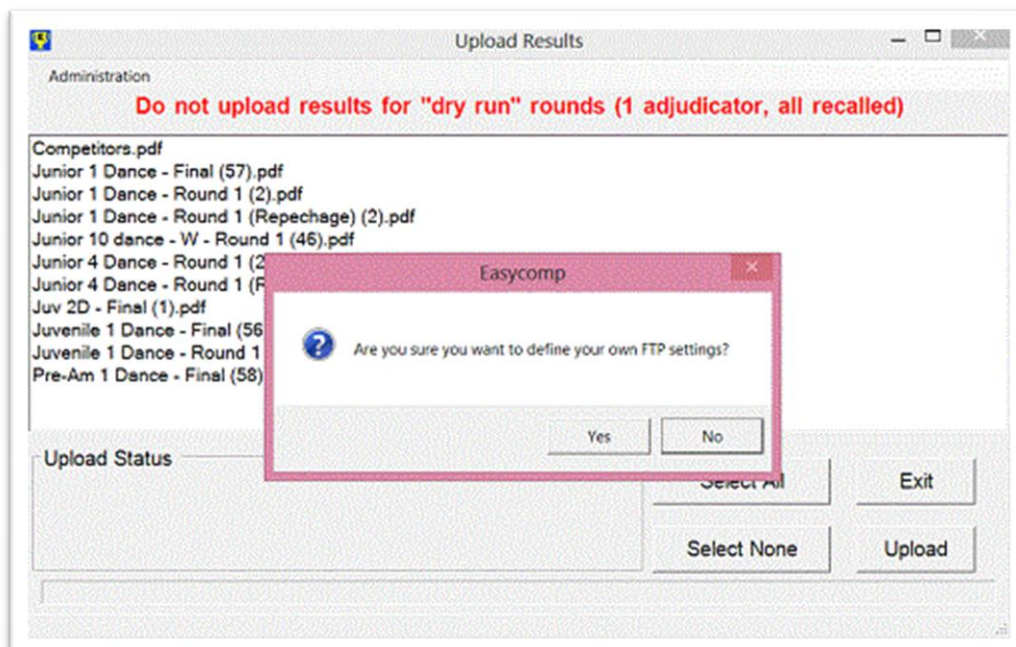


If you are not connected to the Internet, you will get an error message...



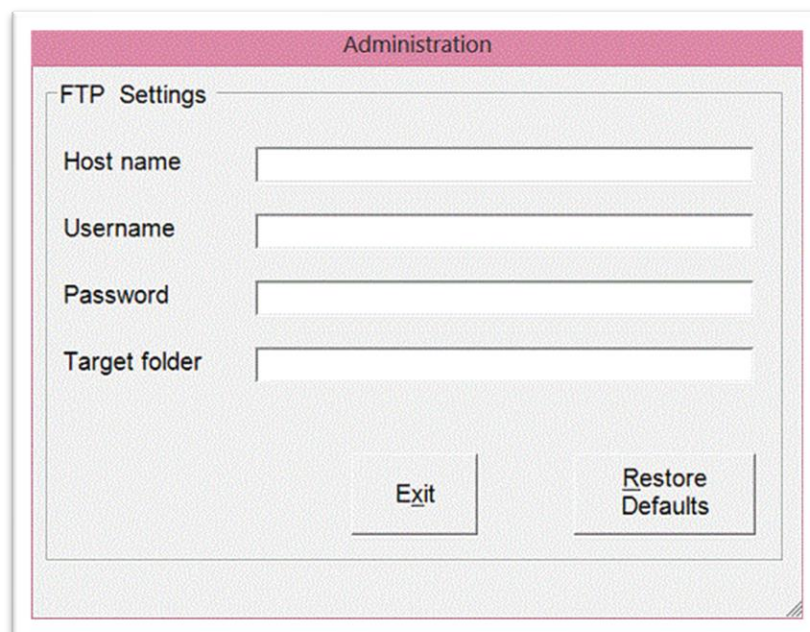
Results, Upload Options

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 Upload Administration settings by clicking on "Administration". The program will ask you to confirm that you want to define your own settings.



The Administration screen allows you to change the FTP (File Transfer Protocol) settings for

the upload website. Change these to suit your own website. If you want to revert back to using the Easycomp website, simply click on the "Restore Defaults" button, and all the correct settings will be restored, so you can't really do much damage in here...



The image shows a software window titled "Administration" with a pink header bar. Inside the window, there is a section titled "FTP Settings" which contains four text input fields labeled "Host name", "Username", "Password", and "Target folder". At the bottom of the window, there are two buttons: "Exit" and "Restore Defaults".

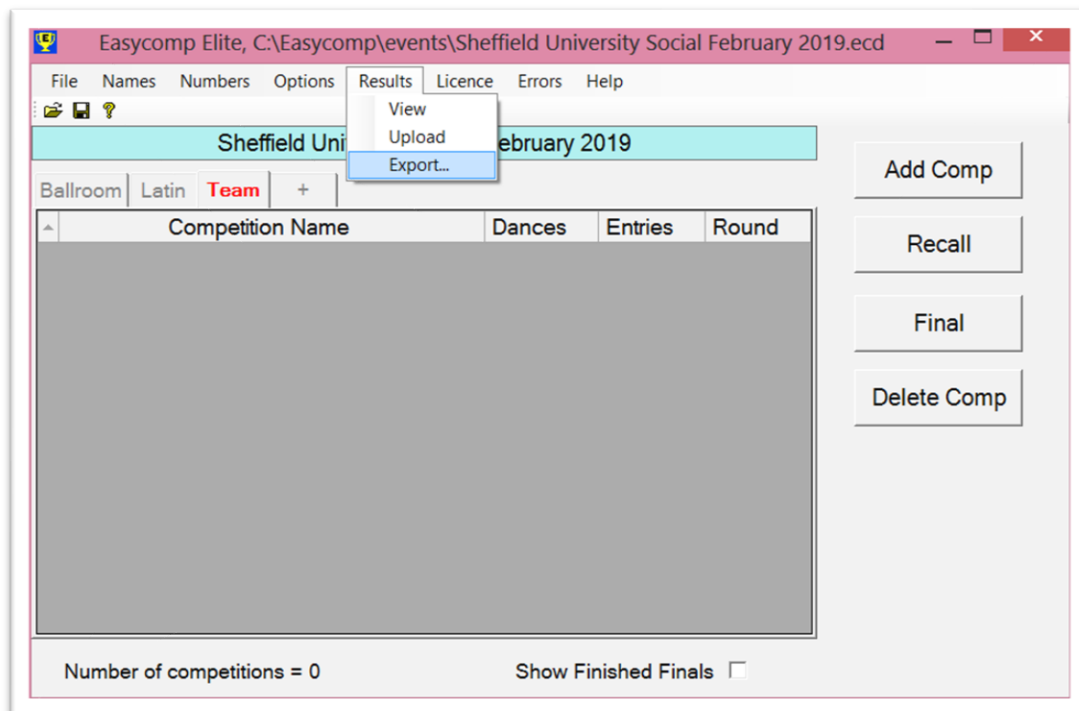
Click on Exit when you have finished.

As soon as you have uploaded the files to the Easycomp website, they will be available for everyone to see via the Internet.

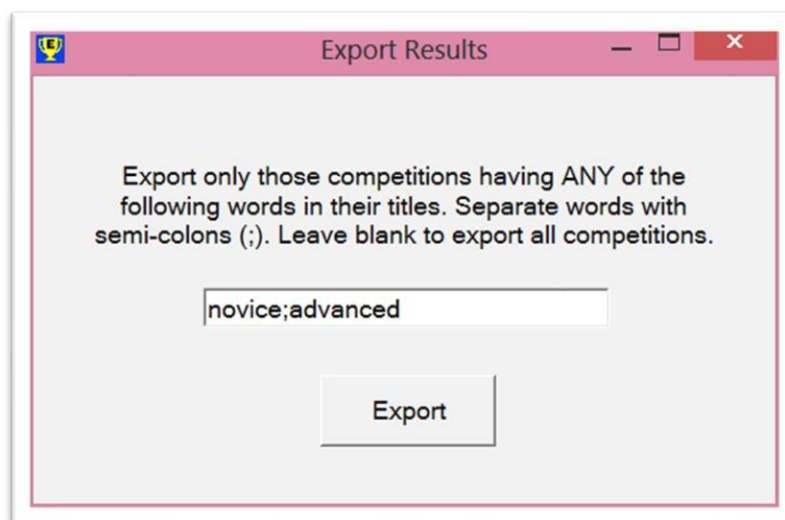
Go to www.easycompsoftware.com/results and find your event in the list. Click on the event and all your uploaded results files will be listed. Double-click on any file to open it in Acrobat Reader.

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.

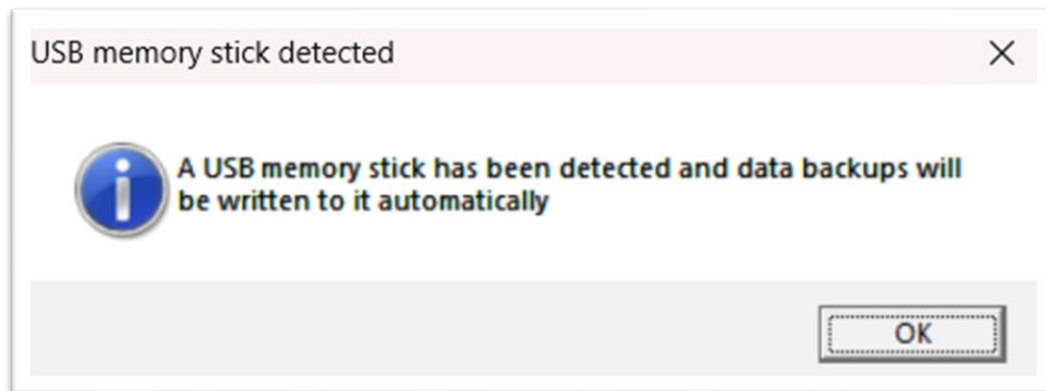
Competition Name	10D Dance	10D Summary	Number of Rounds	Entry Name	Last Round Danced	Final Position
BeginnerNovice Samba	no	no	3	Miryam Prasetyo and Laura Halliwell	3	1
BeginnerNovice Samba	no	no	3	Timothy Grimshaw and Anca Voinea	3	2
BeginnerNovice Samba	no	no	3	Henriette Stainer and Rachel Kelsall	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.

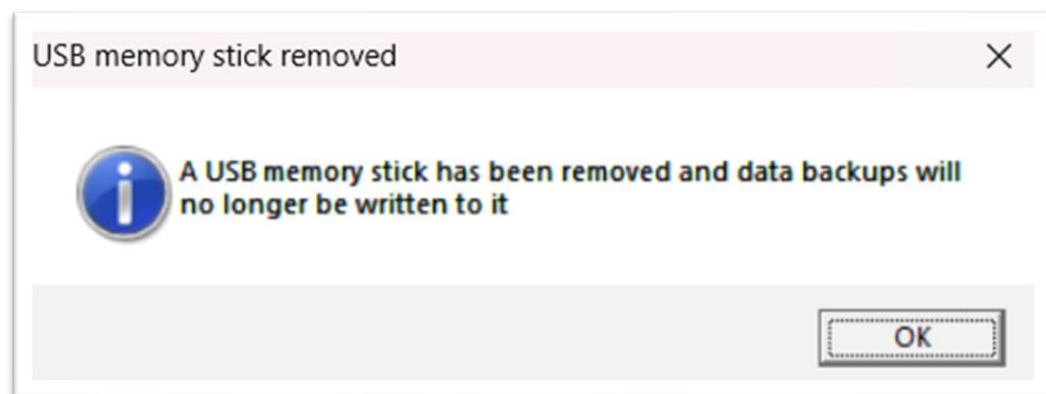
Data Backups

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.



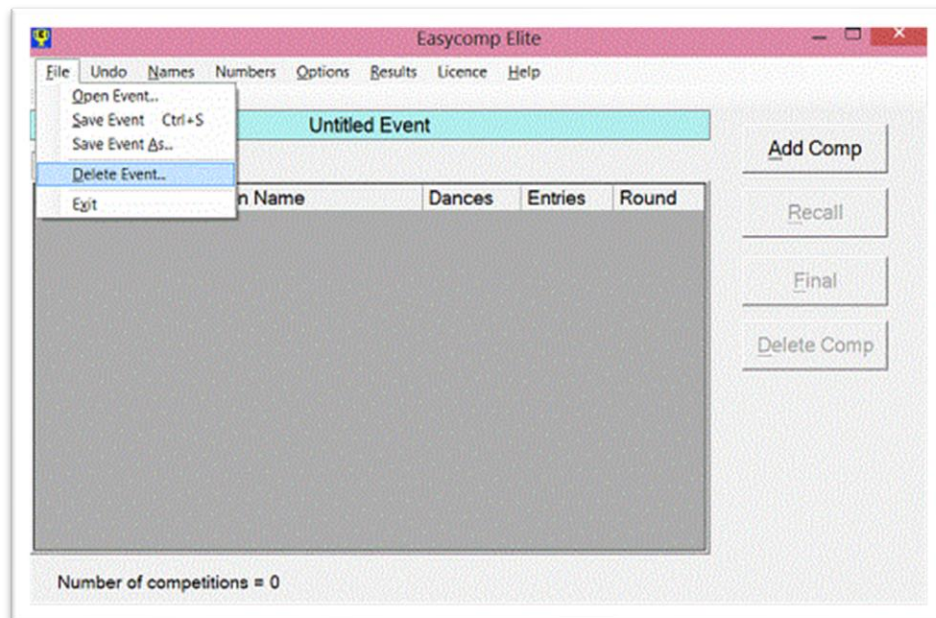
When the memory stick is removed, a similar message will appear on the screen.



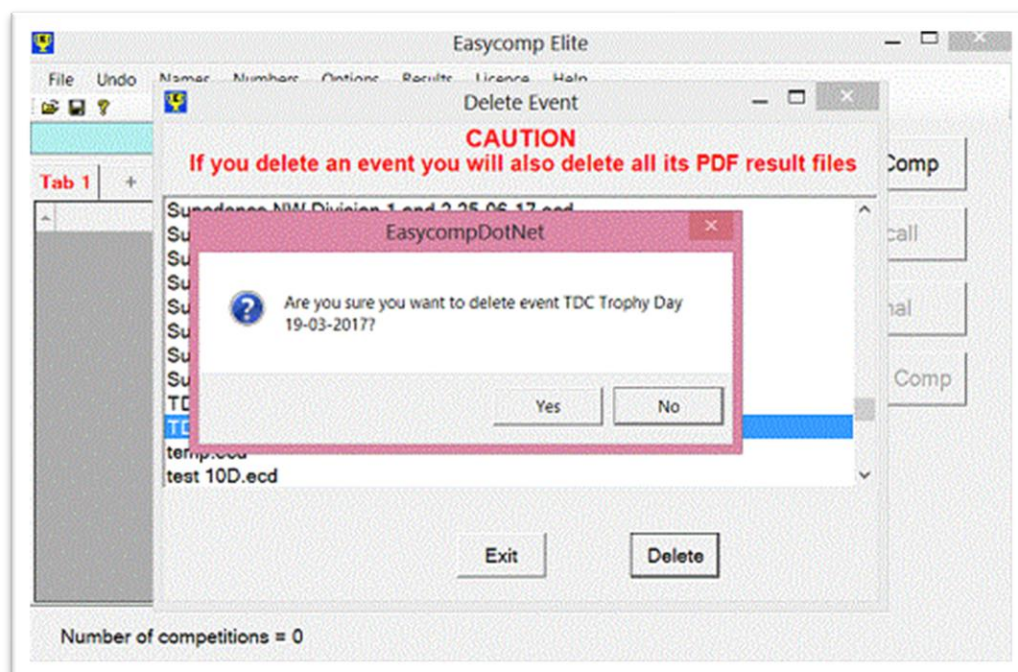
NOTE: This feature will only work with memory sticks, also known as “pen drives”. It will not work with external hard drives because Windows treats those as “fixed” drives (even though they are actually removable) and Easycomp cannot differentiate between the computer’s hard drive and an external hard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

Delete an Event

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



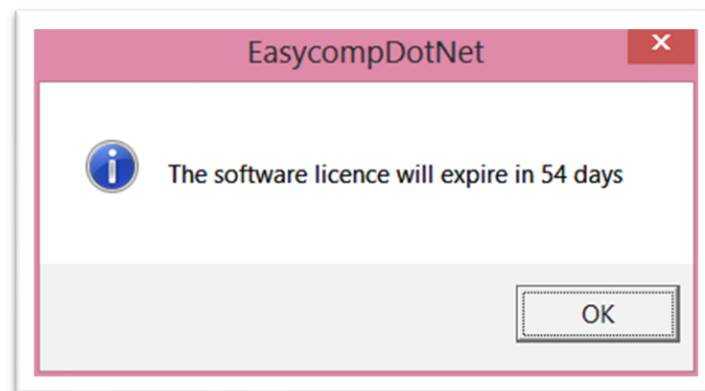
Select the event that you wish to delete and click on Delete



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!

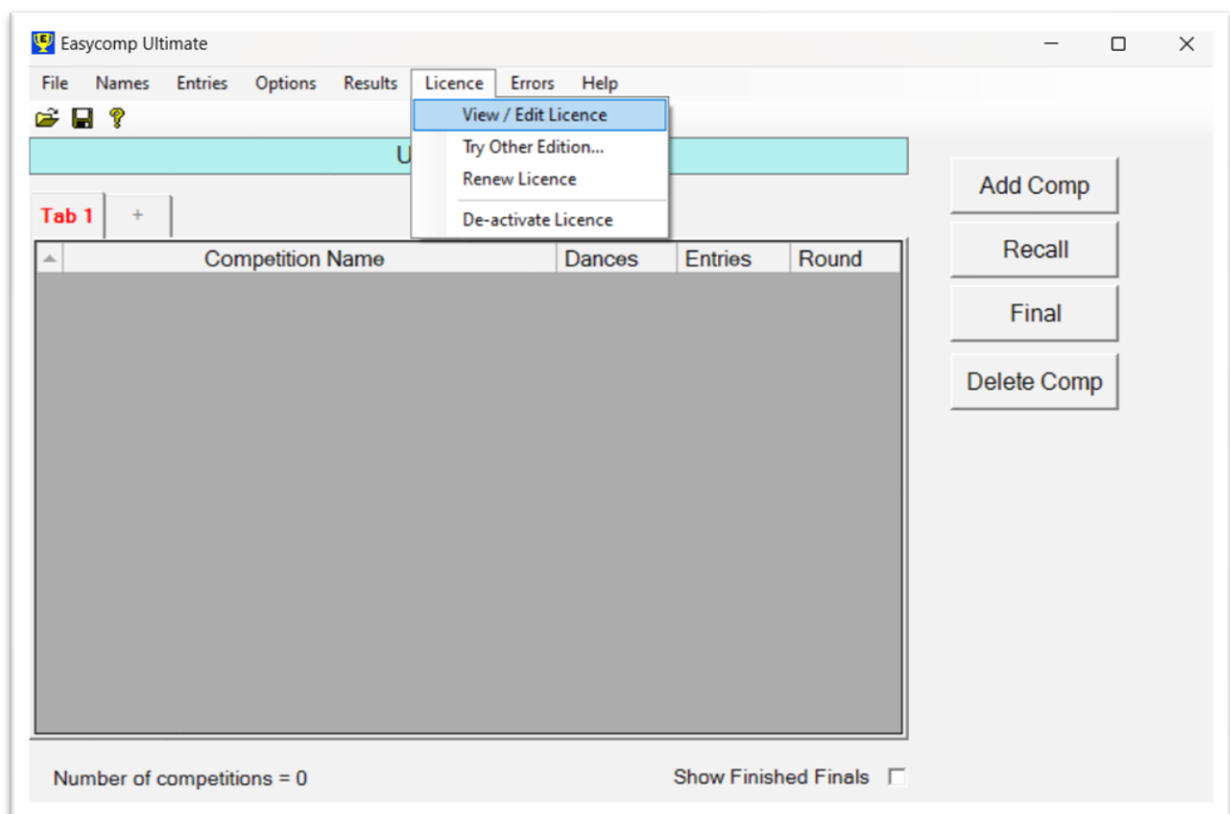
Software Licence

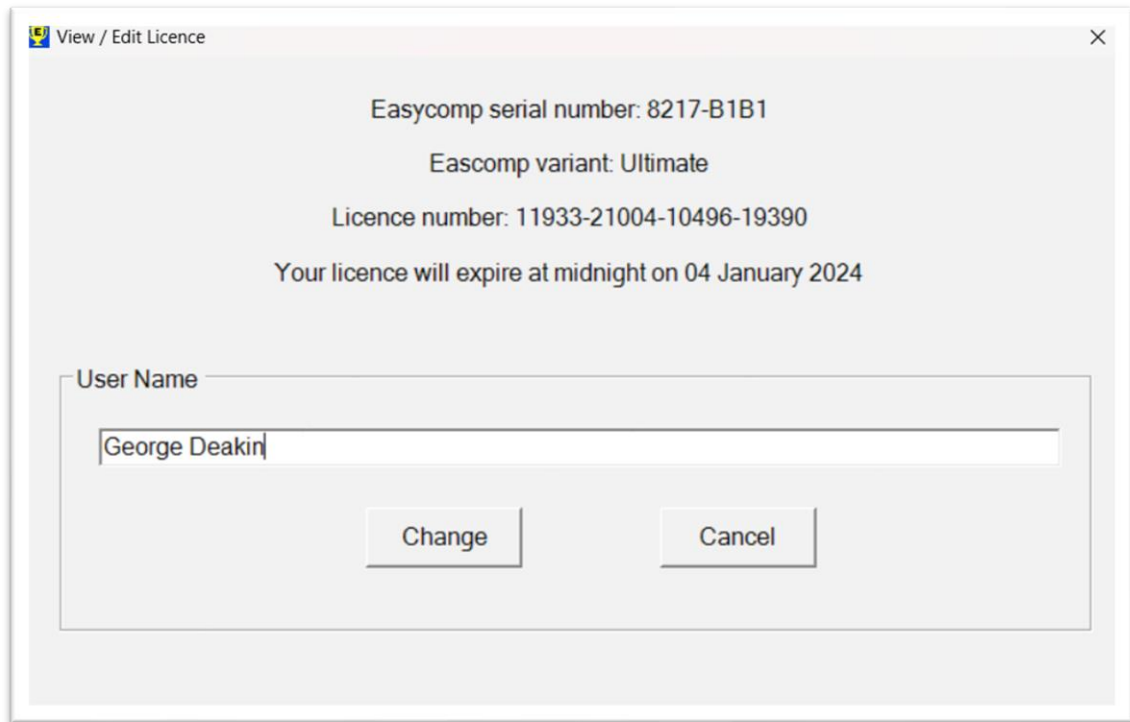
Easycomp licences must be renewed annually. If the licence is due for renewal within the next two months, a warning message is displayed when Easycomp is run.



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.

Renew the Licence

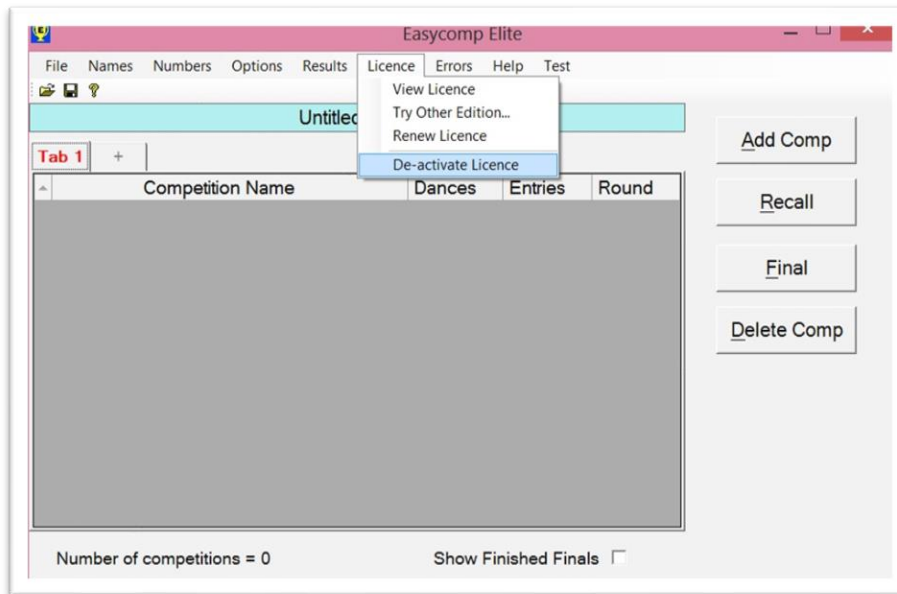
To renew your Easycomp licence, go to www.easycompsoftware.co.uk/pay.php and enter your Easycomp serial number. Select the “renew licence” option then click on one of the following buttons:

- Buy Basic
- Buy Pro
- Buy Elite
- Buy Ultimate

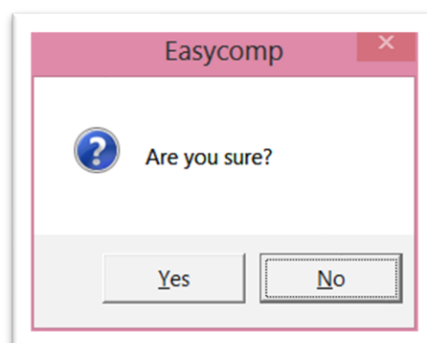
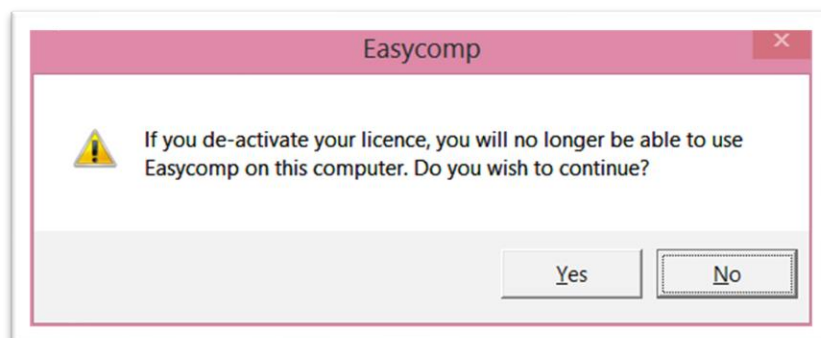
After paying the licence fee via PayPal, your licence number will be displayed on-screen.

De-Activate the Licence

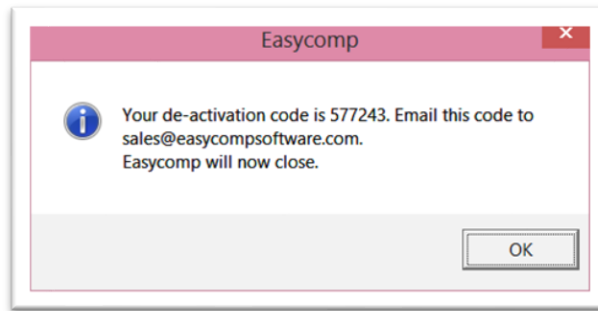
It is possible to transfer your Easycomp licence to another computer, but you must first de-activate the licence on the computer you wish to transfer it from. To do this, click on Licence on the top menu then click on “De-activate Licence”.



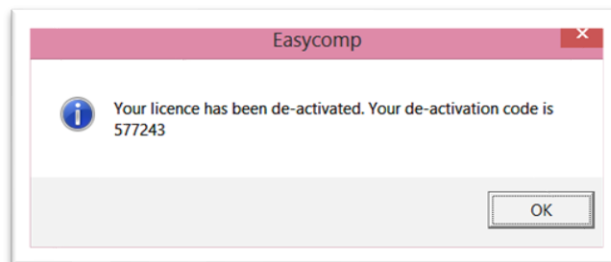
You will twice be asked to confirm that you wish to continue.



If you click on “Yes” both times, you will be given a de-activation code, which you MUST email to sales@easycompsoftware.com. 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 (Elite and Ultimate Only)

Easycomp has some very powerful advanced features that are only available in the Elite version:

- Qualifier Competitions
- Judges' marking sheets
- Ranking reports
- Entry reports
- 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 with the following fields and options:

- Name of Competition:** Junior 4 Dance Championship
- Round:** Round 1
- Dances:** WTFQ
- Valid Dance Letters:** V, R, S, P, C, J, O (Other)
- No. of entries = 5**
- Print** and **Sort** buttons.
- Exit** button.
- Show Advanced Features** (checked)
- 10 dance type** (checked)
- Championship** (checked)
- Judges' Sheets** button.
- Repechage** button.

Click the Judges' Sheets button and enter the required data

The 'Enter Data for Judges' Sheets' dialog box is shown with the following fields and options:

- Panel Letter:** B
- Number of Heats:** 6
- Number of Copies:** 1
- Number Recalling:** 60
- 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

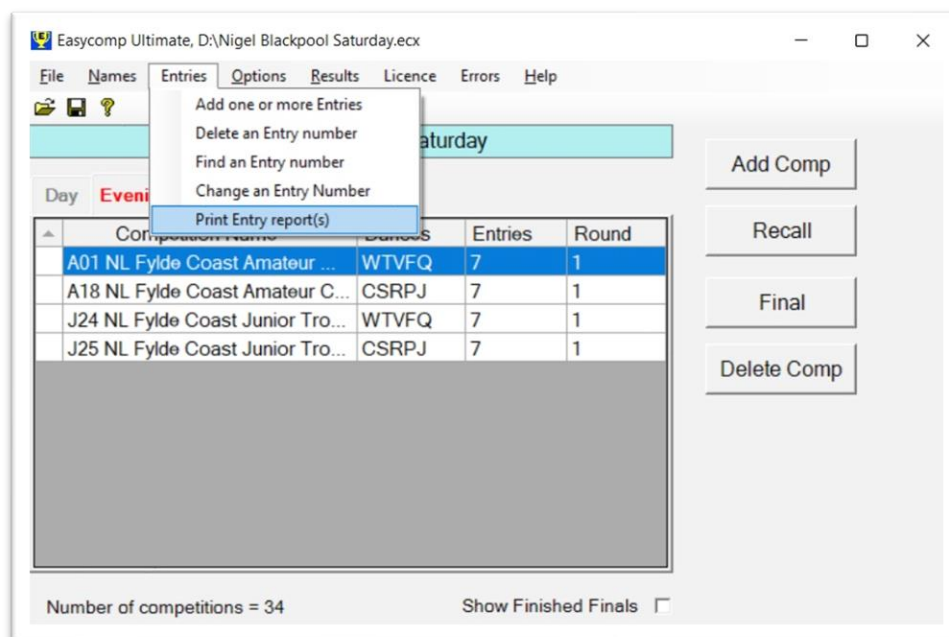
- | | | |
|----|----|---|
| 7 | 34 | DI LI and LEI ZHAO China |
| 8 | 31 | SERGEY GUSEV and ANASTASIA USOLTSEVA Russia |
| 9 | 29 | CEDRIC CHAN and JENNIFER TIN Hong Kong |
| 10 | 24 | QIANG FU and JINGWEN LI China |
| 11 | 22 | DAISUKE MASUDA and MAMI TSUKADA Japan |
| 12 | 19 | DMITRY BAROV and EKATERINA 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

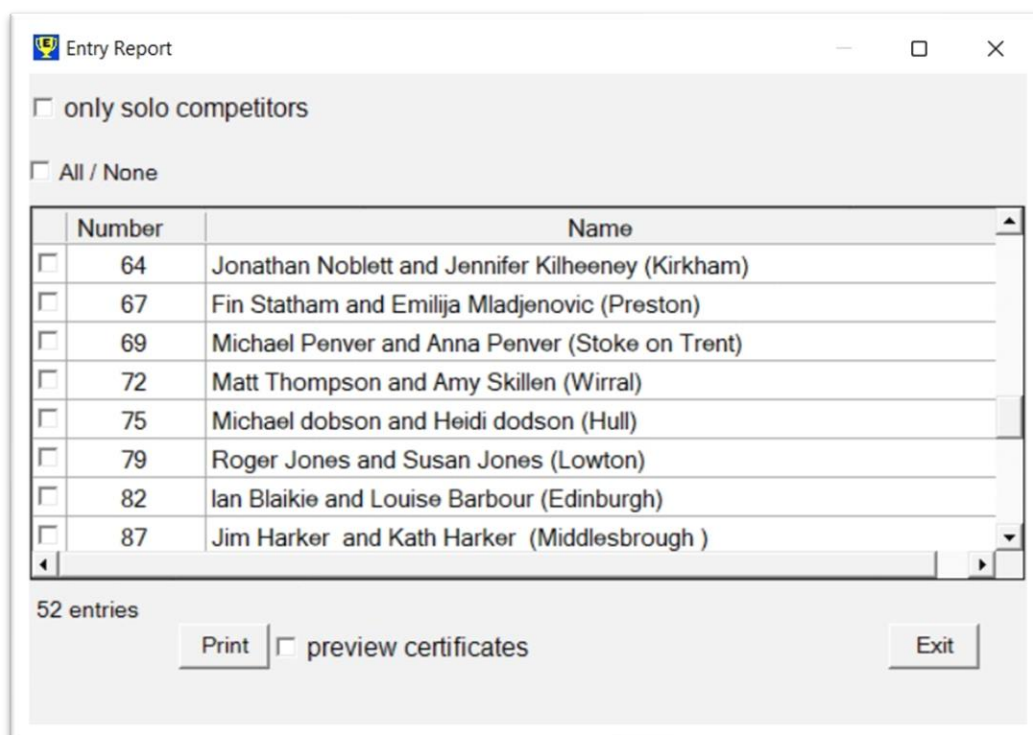
- | | | |
|----|----|---|
| 16 | 14 | ANDREW ESCOLME and AMY BAKER USA |
| 16 | 14 | Aleksandar Vukosavljevic and Joanna Meller USA |
| 18 | 12 | JUN LUO and TING SONG China |
| 18 | 12 | KONSTANTIN CHIGIREV and DARIA MIKHALSKAYA Russia |
| 20 | 11 | JAKE DAVIES and ALYONA KALININA England |
| 20 | 11 | 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 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

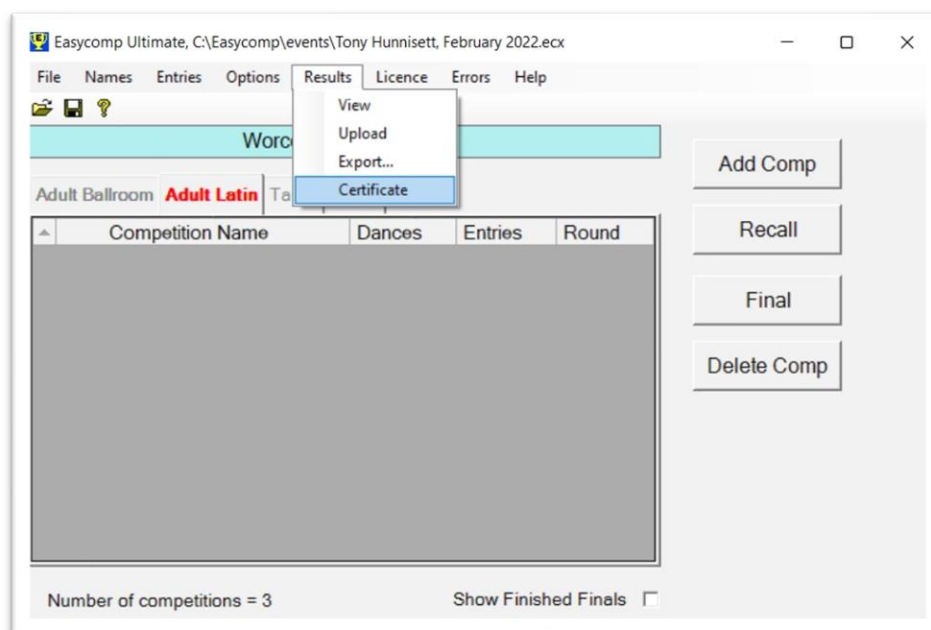
A18 NL Fylde Coast Amateur CSRPJ

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.

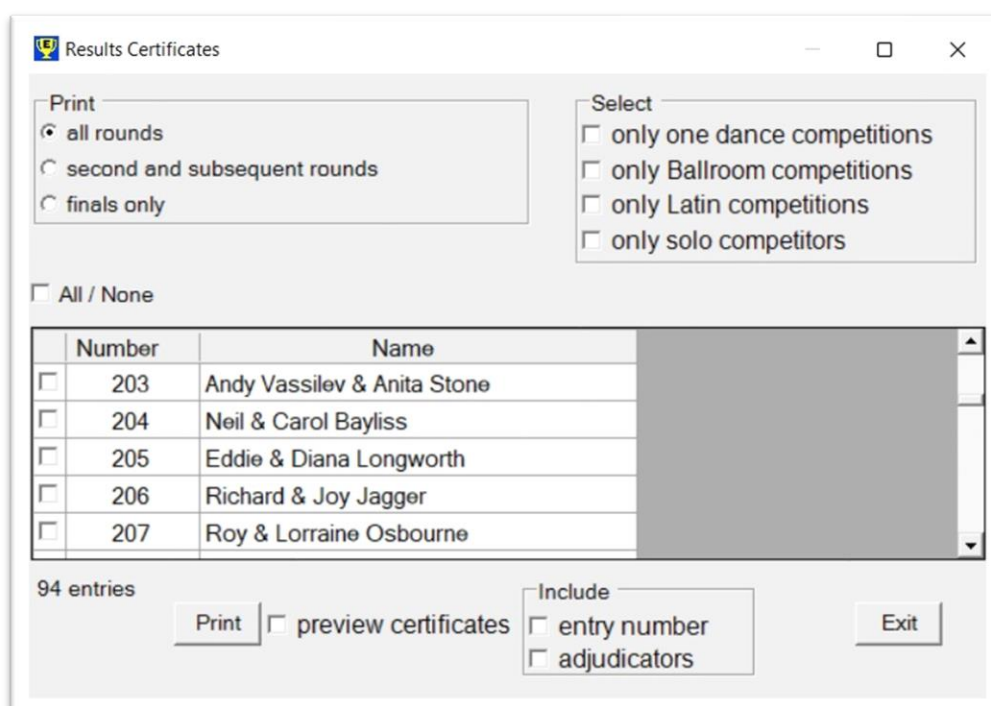
If you are using this facility to produce certificates, you can adjust the position of the text on the paper by setting the certificate margins in Options, Printing, Certificate Margins. This is particularly useful if you are printing onto paper with pre-printed borders.

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

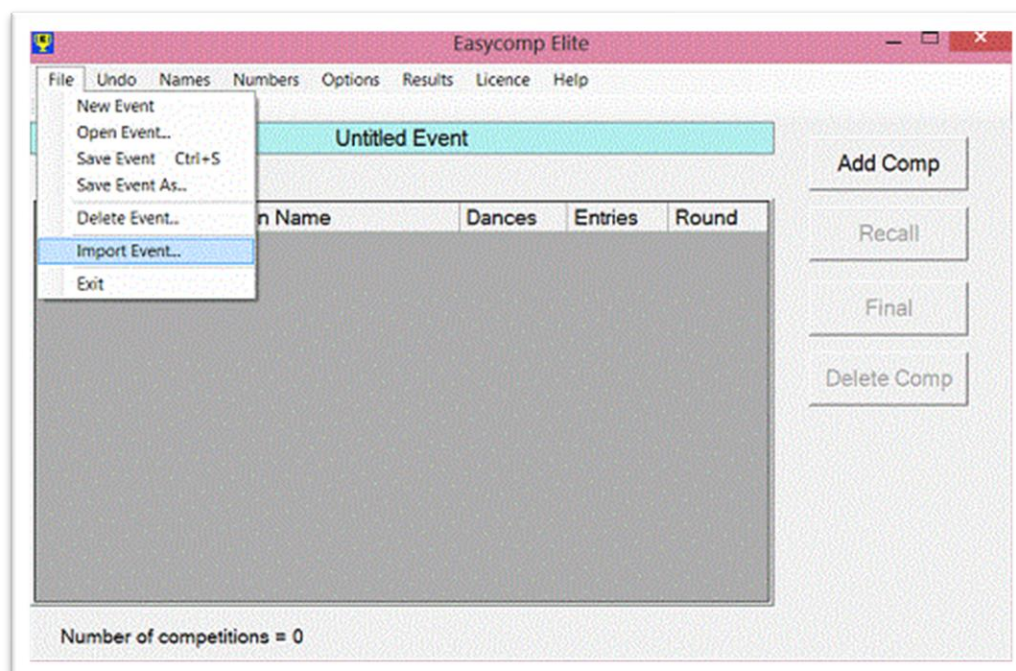
Danced in round 1 of competition 29 NL Jun Solo U16 SJ

Danced in round 1 of competition 30 Jun Solo U16 Rumba

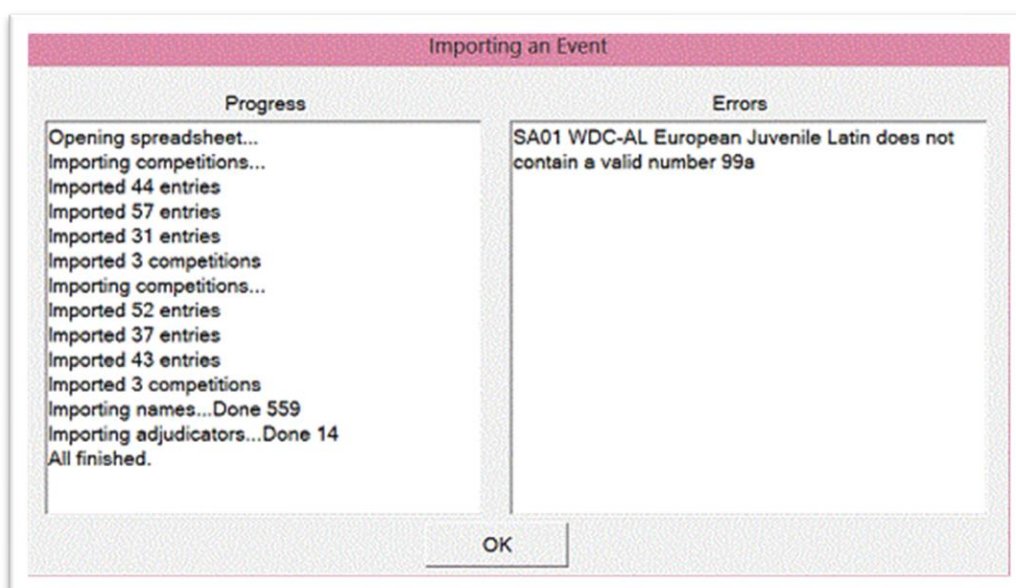
Adjudicators: Linda Chatterley, Alexandra Hixson, Argo Oblikas
Morgan Hemphill, Ben Jones, Accursio Romeo, Richard Rose (Chairman)

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...

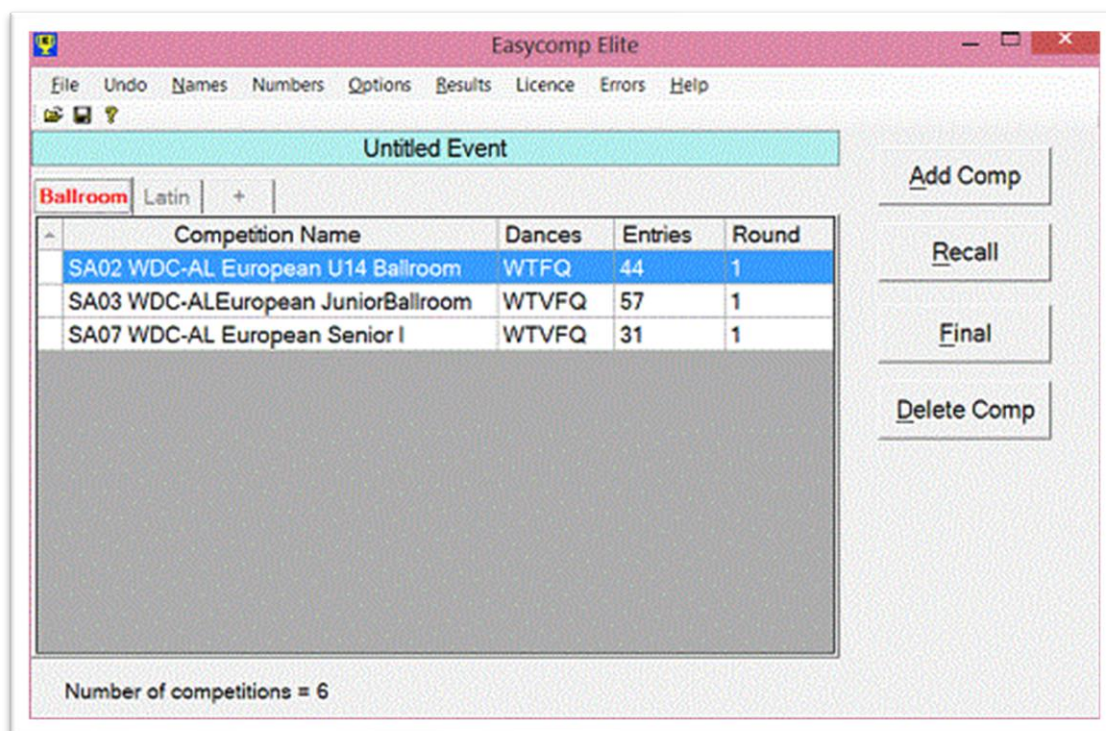


The program will first ask you if you want to save your data, then it will ask you for the Excel file. When you have selected the Excel import file, its contents will be imported into Easycomp.



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			

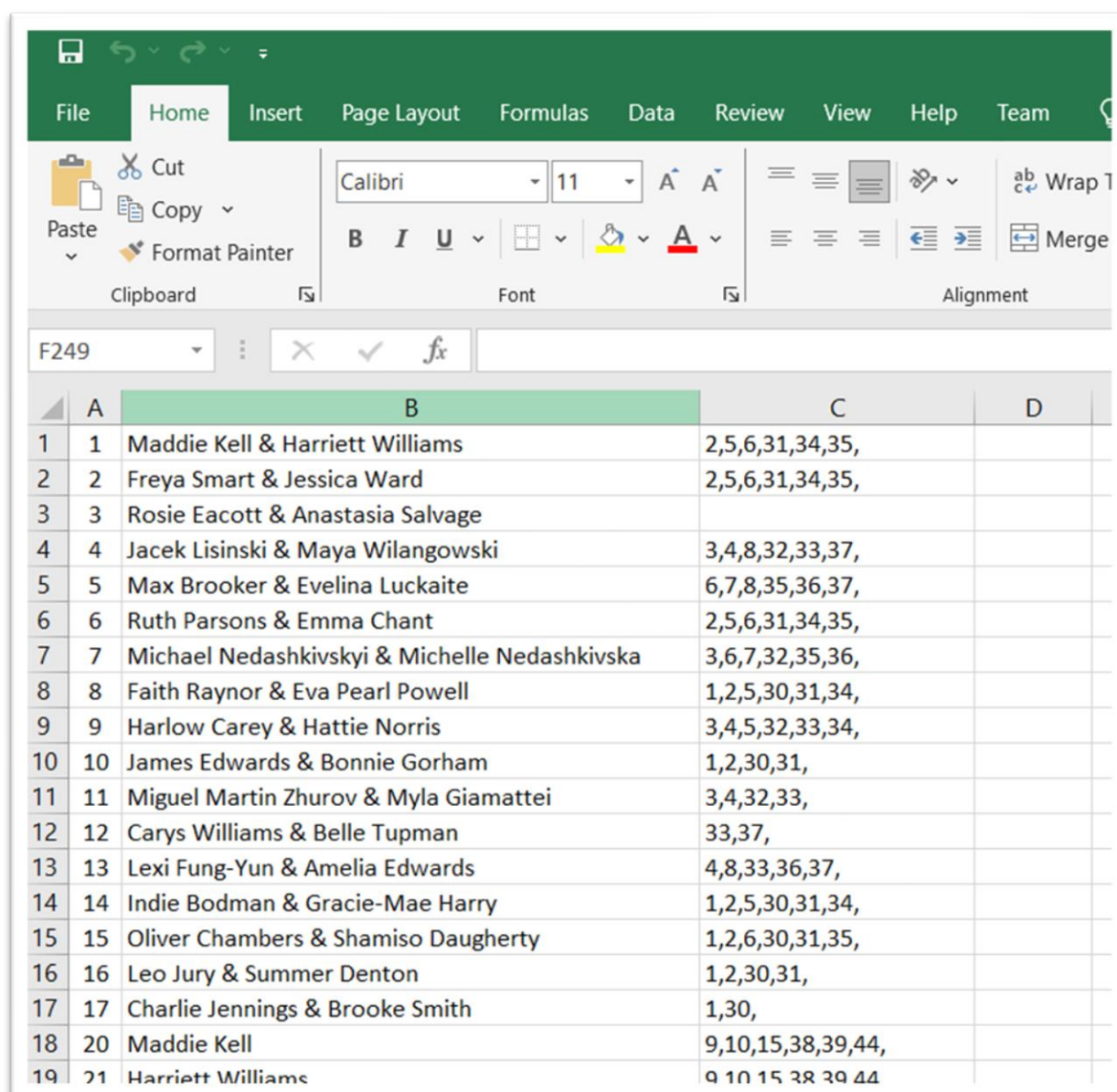
Here is the second sheet, also for competitions. Its format is the same as the first sheet, but all the competitions on this second sheet will be imported into the second tab on the main screen. Note that the first sheet was named “Ballroom” and this sheet is named “Latin”. Whatever name the sheet is 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 active cell is F249. Below the ribbon is a table with 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.

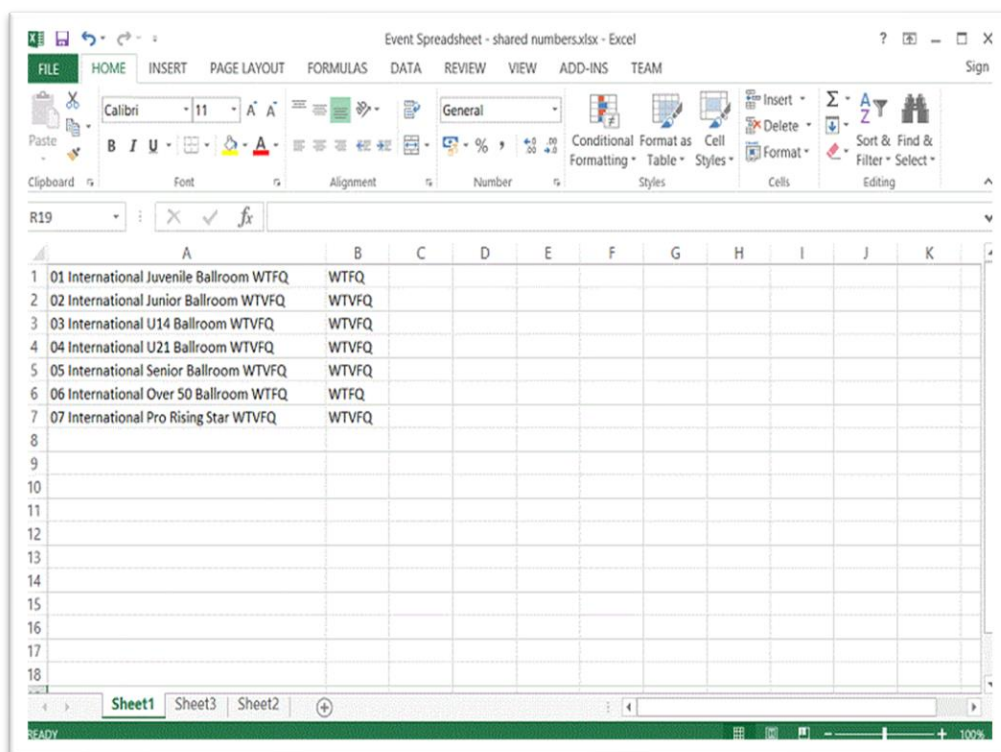
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	A	Adam Reeve	ACF										
2	B	Alberto Pregalato	ACZ										
3	C	Christopher Short	AC										
4	D	Elena Khvorova	AC										
5	E	Gary Foster	ACZ										
6	F	Kenny Welsh	AC										
7	G	Stephen Hillier M.B.E.	AC										
8	H	Alexandra Chesnekov	BC										
9	I	Andrej 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

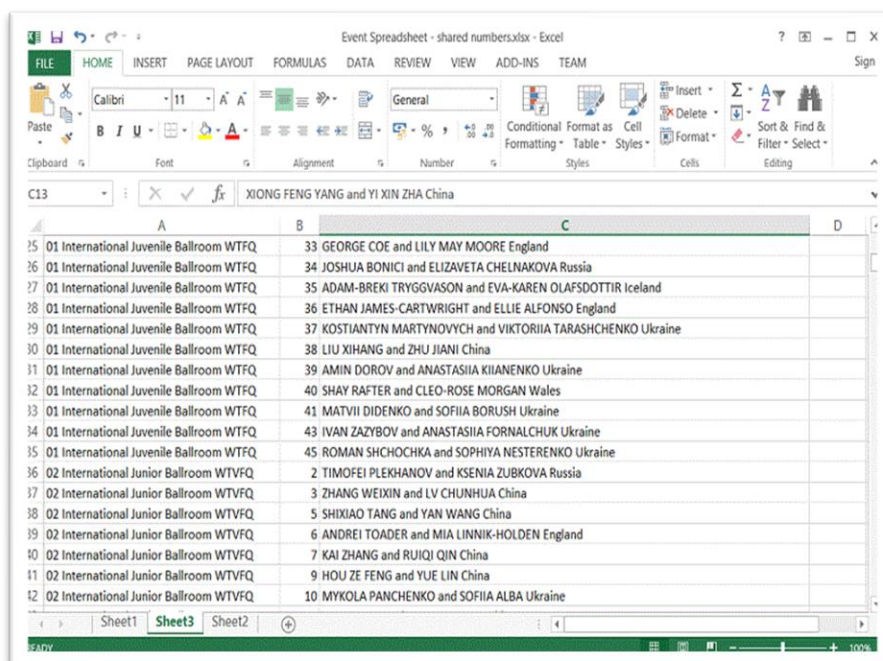
An entire event (competitions, entries, competitors' names and adjudicators) can all be automatically imported from an Excel spreadsheet with one mouse click.

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.



Here is the second sheet, which contains the entries for the competitions. Column A contains the competition names, column B contains the entry numbers and column C contains the entry names.

NOTE: It is important that the competition name is exactly the same as on the first sheet. If it is not, Easycomp will create another competition with the name on this sheet, and put the entries into that one.



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.

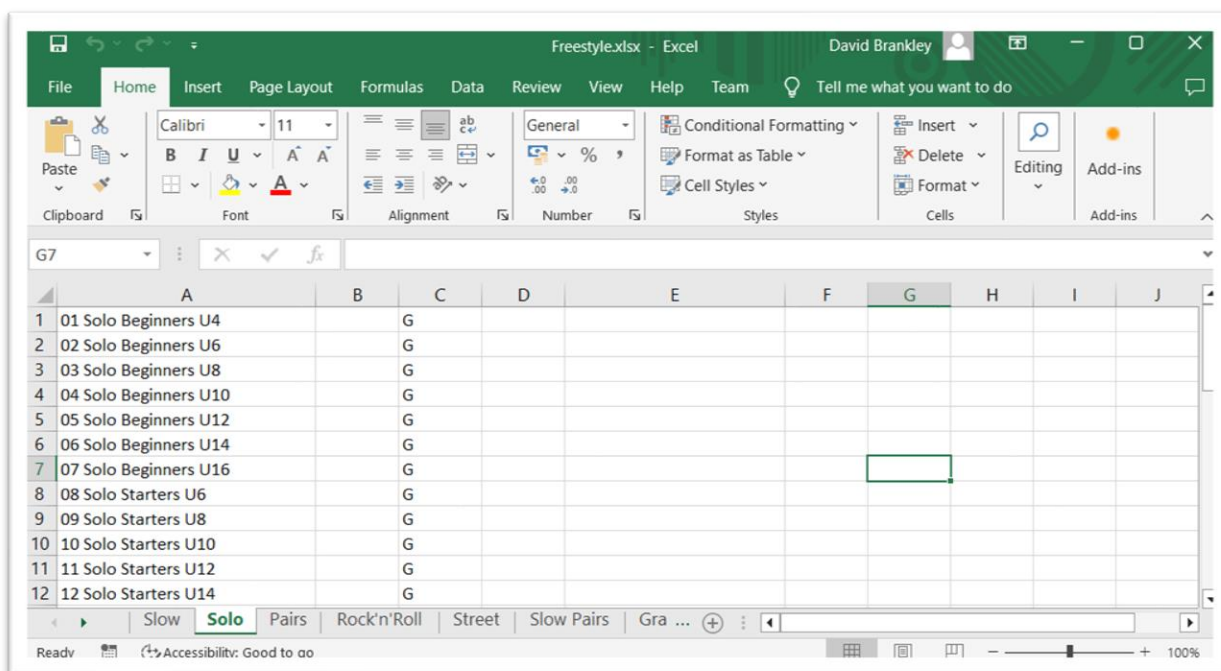
Freestyle / Street

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.

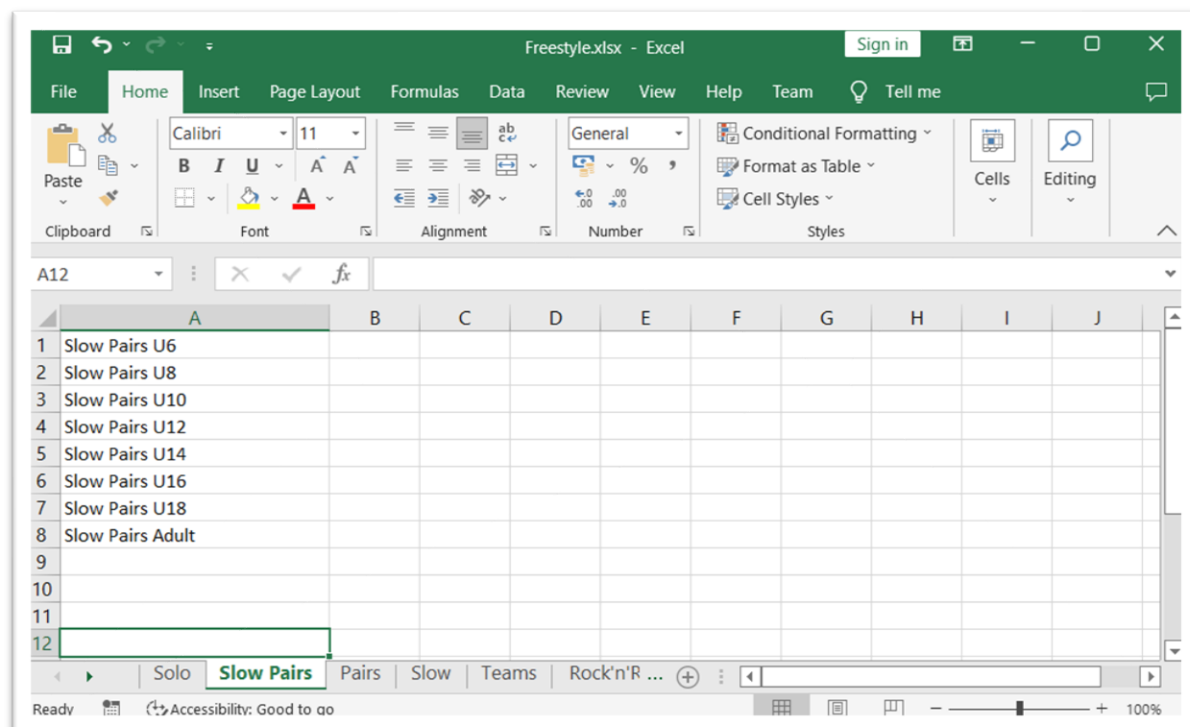
The sheet for competitions is shown here. Column A contains the name of the competitions. Column C contains the letter G, indicating that competitors in these competitions may gain a Grade Point. **Note:** Column B must be completely empty as it is used for dance letters and freestyle / street competitions 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.

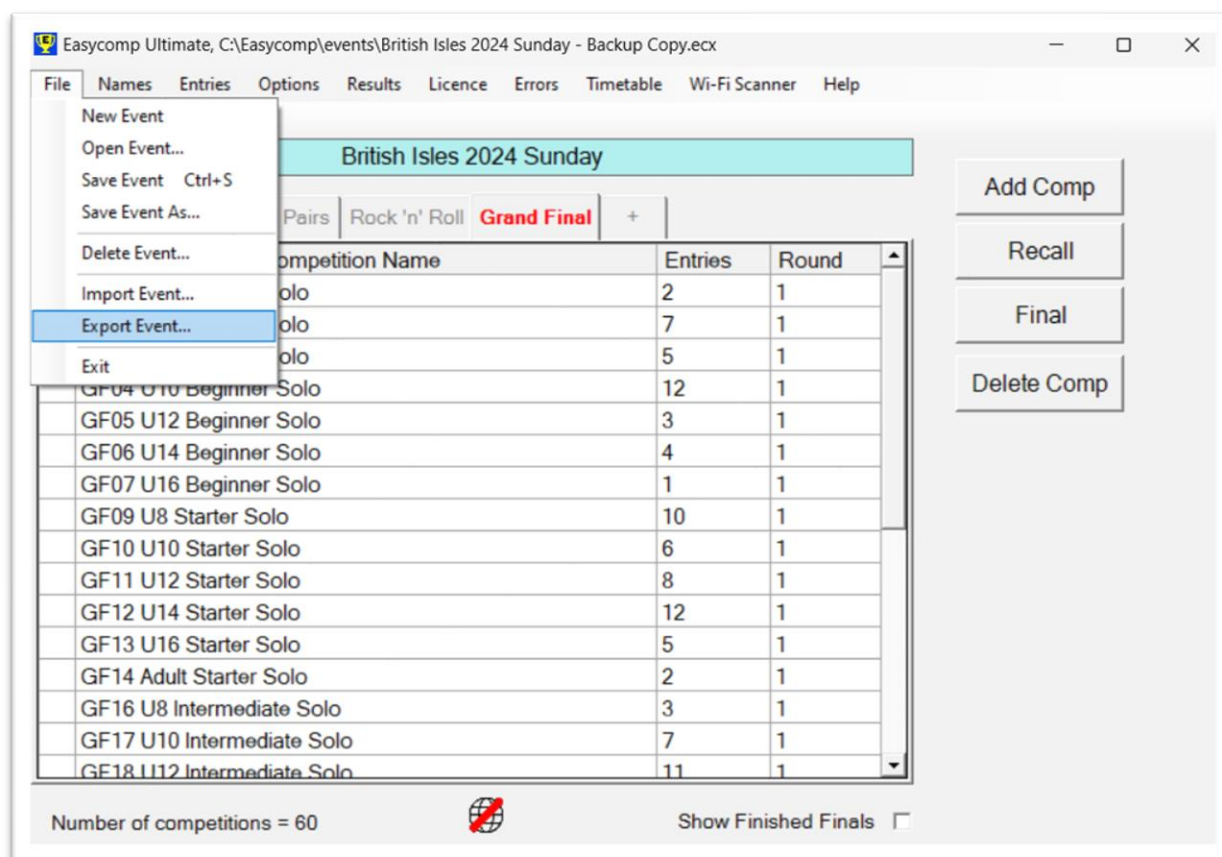
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	A	Adam Reeve	ACF										
2	B	Alberto Pregalato	ACZ										
3	C	Christopher Short	AC										
4	D	Elena Khvorova	AC										
5	E	Gary Foster	ACZ										
6	F	Kenny Welsh	AC										
7	G	Stephen Hillier M.B.E.	AC										
8	H	Alexandra Chesnekov	BC										
9	I	Andrej 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.

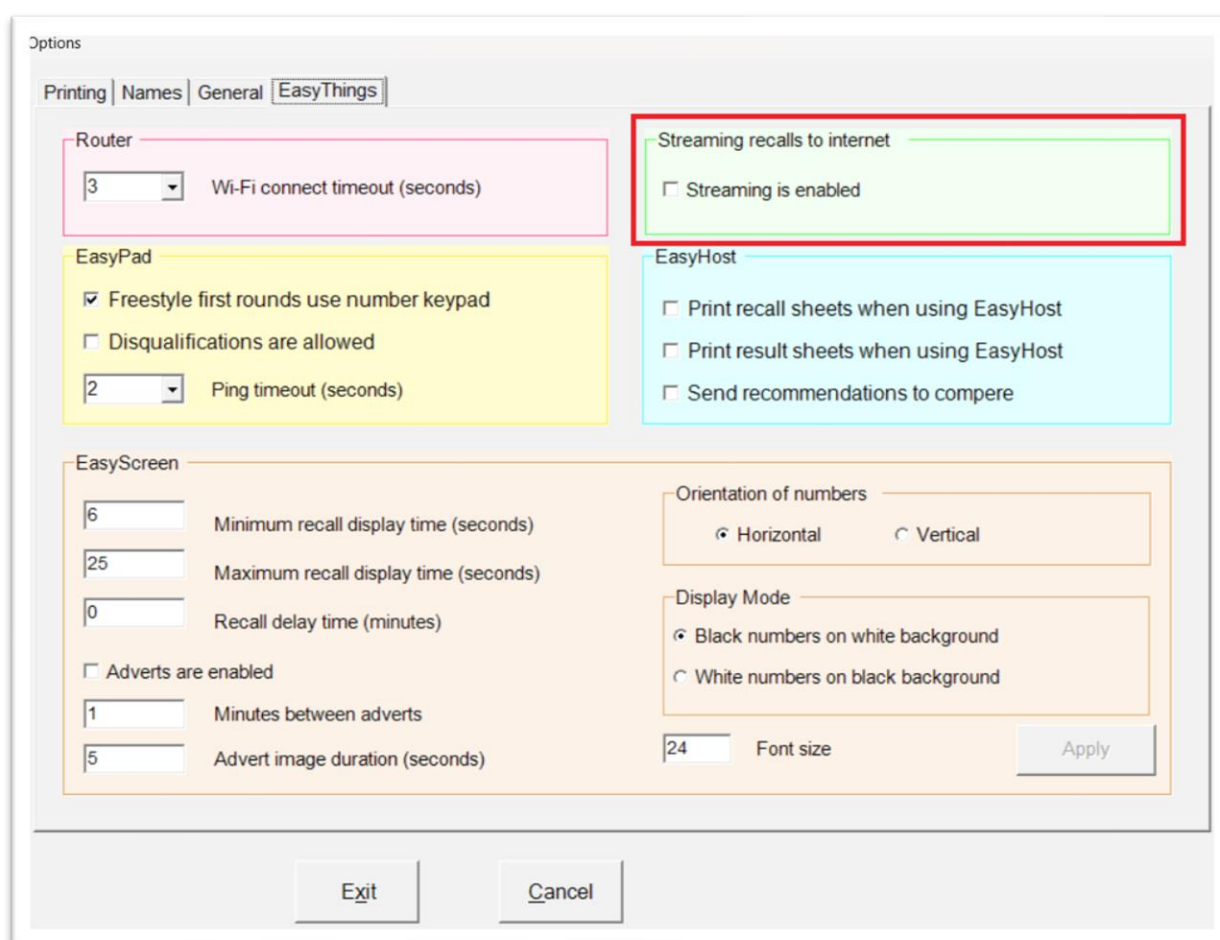


Stream Recalls to Internet (Ultimate only)

Easycomp Ultimate has the capability of live-streaming recalls to the Easycomp 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.



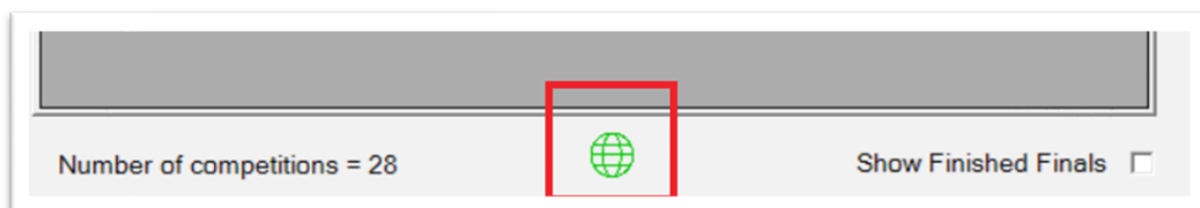
The diagonal red bar through the globe signifies that although the computer has internet access, streaming of recalls is disabled. In order to enable streaming of recalls, go to "Options", "EasyThings" and tick the box labelled "Streaming is enabled".



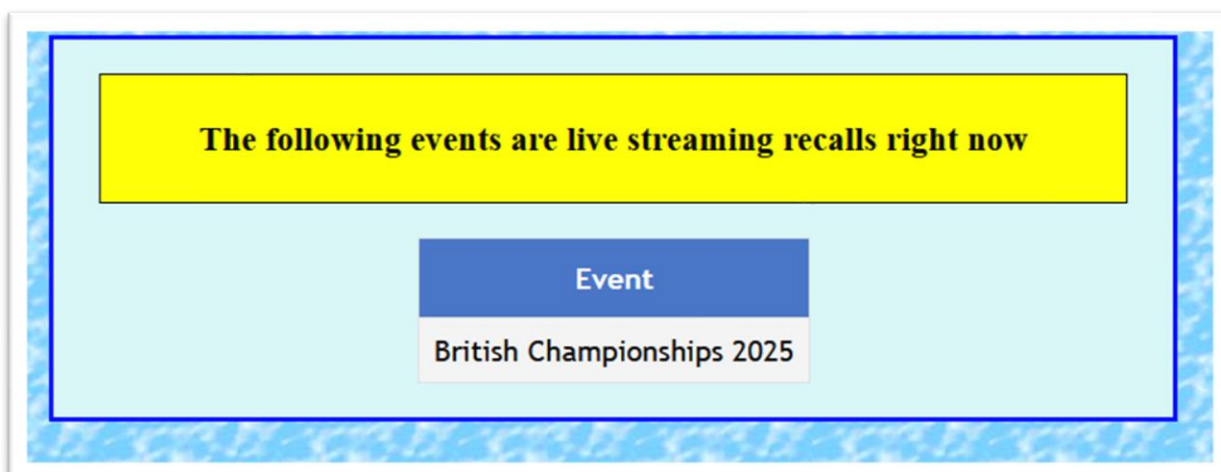
After exiting Options, the symbol at the bottom of the main screen will be:



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 Easycomp website. Any person going to www.easycompsoftware.co.uk/recalls.php will see the following screen. Note that the title “British Championships 2025” is purely for demonstration purposes. The actual text displayed will be the name of the event as entered on the Easycomp main screen. If several events are streaming recalls on that day, they will all appear on this page.



Anyone clicking the “British Championships 2025” box will see:

Recalls for British Championships 2025	Time
Viennese Waltz Trophy	11:45

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.

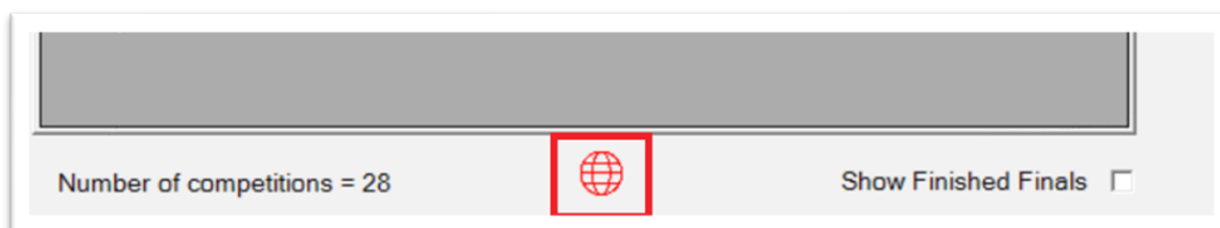
```

Viennese Waltz Trophy
Recall into round 3, in 1 heat

Heat 1
104 106 111 113 118 128

```

If a recall fails to successfully transfer to the Easycomp website, the symbol at the bottom of the screen will be:



Recalls Website Address





The address to visit to view streamed recalls is www.easycompsoftware.co.uk/recalls.php

The following QR code will also take you there:



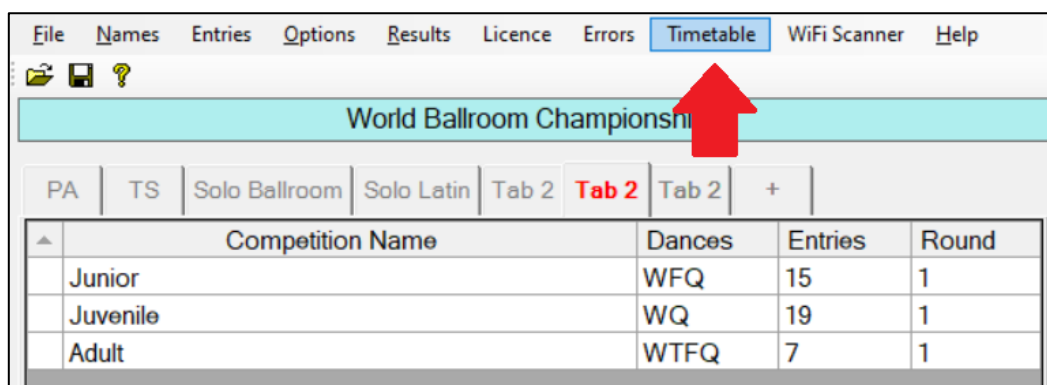
Streaming Recalls Symbols

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.

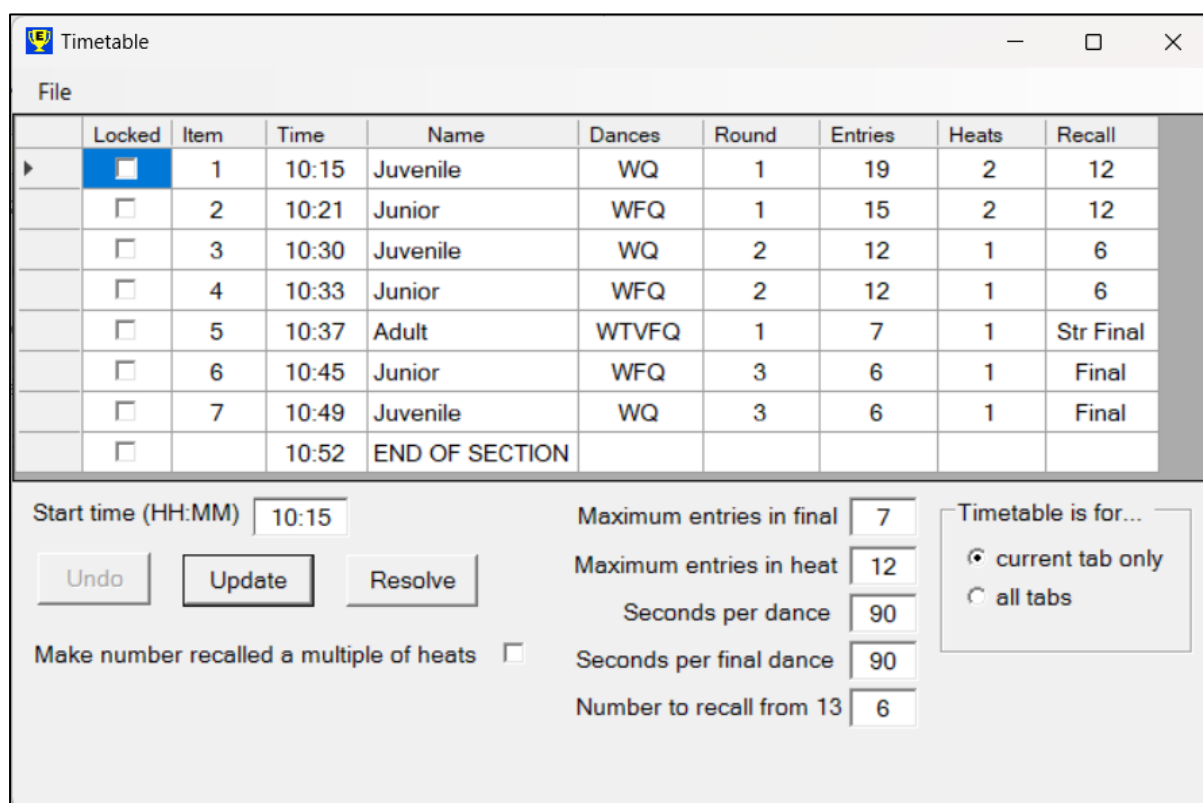
Symbol	Meaning
No symbol	No internet connection detected
	Internet connection is detected but streaming of recalls is disabled
	Streaming of recalls is enabled but no recalls have been uploaded yet
	The last recall was uploaded successfully
	The last recall failed to upload

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 "Locked" checkbox in the second row, 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 checked="" 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) 09:25

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

Undo

Update

Resolve

Timetable is for...

☒ current tab only
 ☐ all tabs

Make number recalled a multiple of heats ☐

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) 09:25

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

Undo

Update

Resolve

Timetable is for...

☒ current tab only
 ☐ all tabs

Make number recalled a multiple of heats ☐

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

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 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

Undo Update Resolve

Make number recalled a multiple of heats ☐

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

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 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

Undo Update Resolve

Make number recalled a multiple of heats ☐

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.

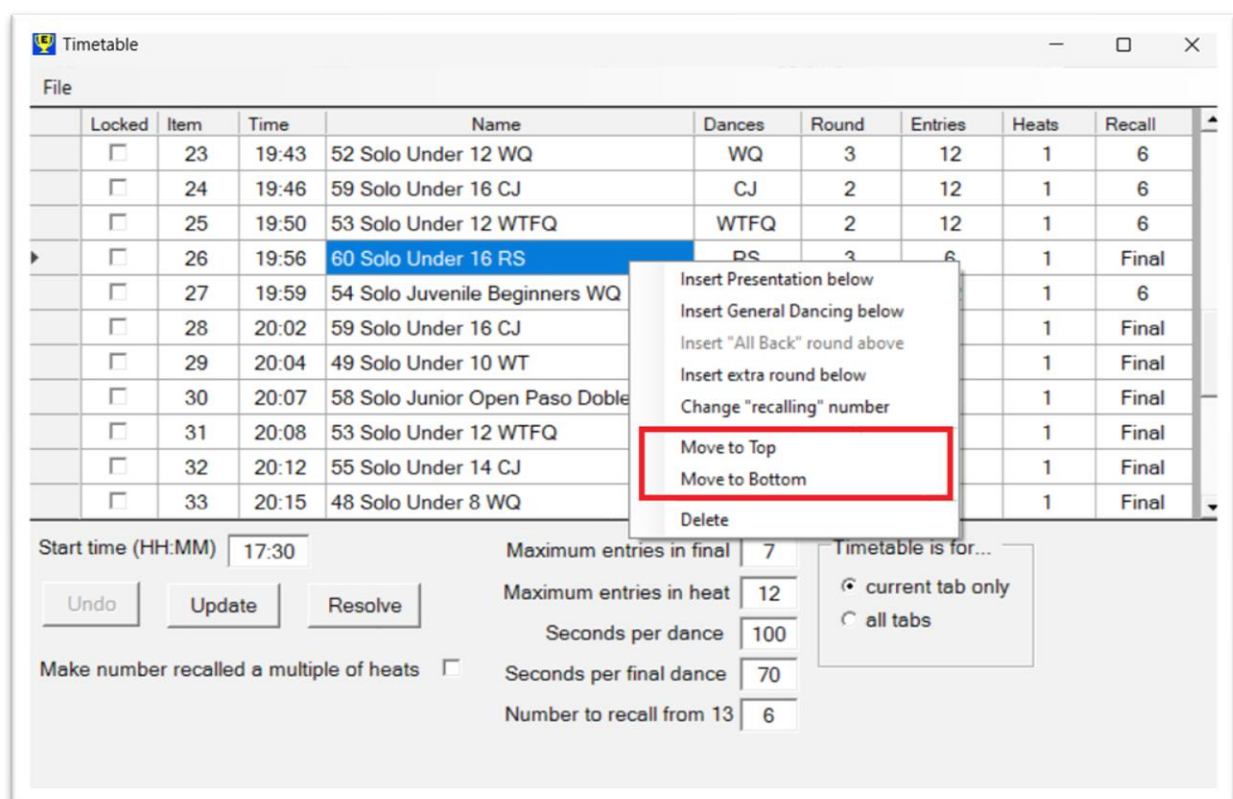
If it is not possible to resolve the conflicts by re-arranging the competitions, the software will insert a general dance between conflicting rows, to give the competitors a short break.

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: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. Rows 6 and 7 are highlighted in red, indicating definite conflicts. Rows 9 and 10 are highlighted in yellow, indicating potential conflicts. The 'Recall' column contains 'All Back' for row 6 and 'Final' for rows 7, 9, and 10. Below the table are controls for 'Start time (HH:MM)' (10:15), 'Maximum entries in final' (7), 'Maximum entries in heat' (12), 'Seconds per dance' (90), and a 'Timetable is for...' dropdown (set to 'current tab only'). There are also 'Undo', 'Update', and 'Resolve' buttons, 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	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

Maximum entries in heat

Seconds per dance

Timetable is for...

☒ current tab only

☐ all tabs

Number recalled must be a multiple of heats ☐

Change Time Per Dance

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

Timetable

File

	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

Maximum entries in heat

12

Seconds per dance

100

Timetable is for...

☒ current tab only
 ☐ all tabs

Undo

Update

Resolve

Number recalled must be a multiple of heats

☐

Edit the “Seconds per dance” box and click “Update”.

Timetable

File

	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

Maximum entries in heat

12

Seconds per dance

90

Timetable is for...

☒ current tab only
 ☐ all tabs

Undo

Update

Resolve

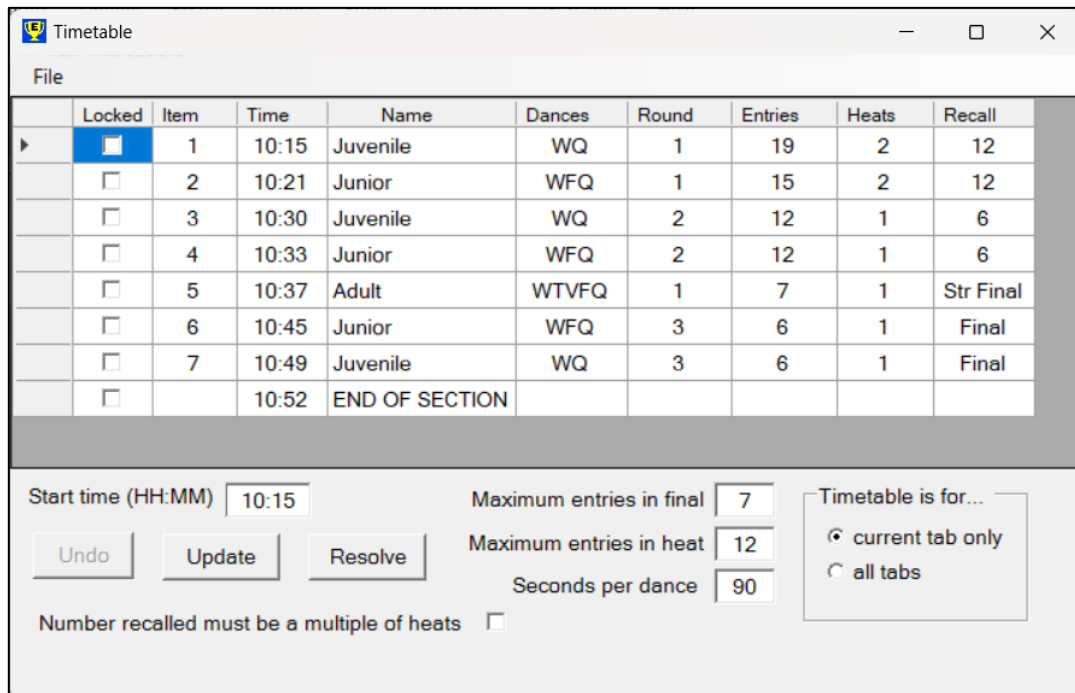
Number recalled must be a multiple of heats

☐

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' window with a table of events and control buttons below it.

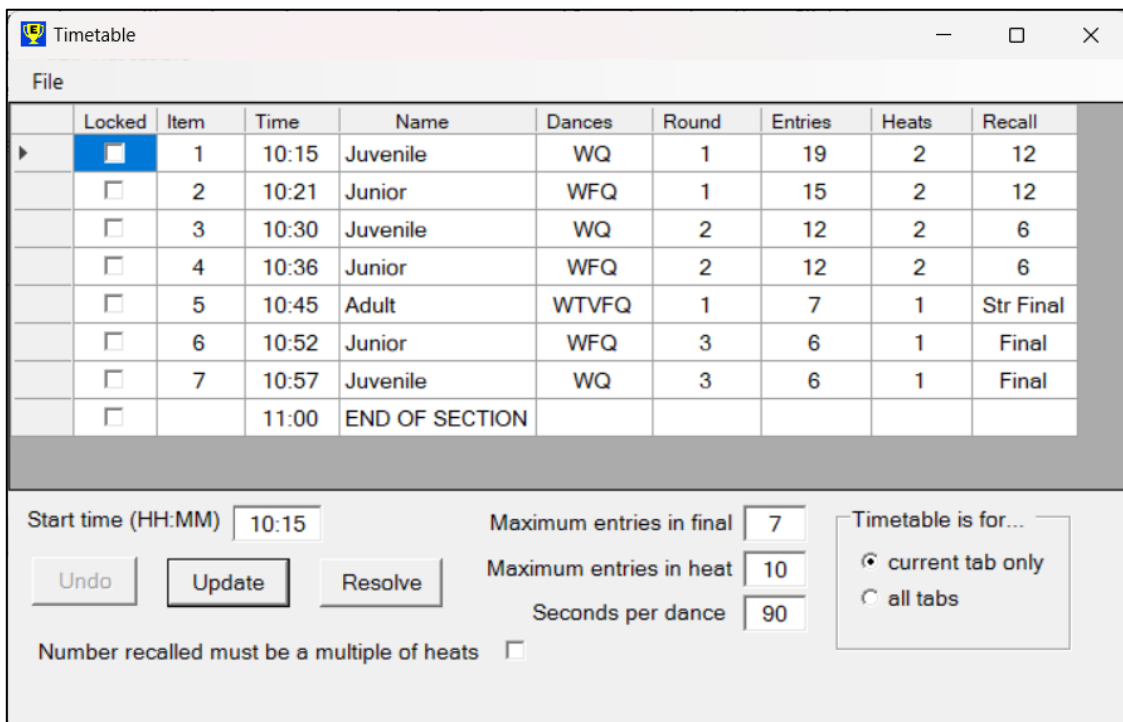
Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
<input checked="" type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
<input type="checkbox"/>	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 buttons and settings:

- 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
- 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' window after the change. The table and control buttons are updated.

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					

Below the table, the control buttons and settings are updated:

- Start time (HH:MM): 10:15
- Maximum entries in final: 7
- Maximum entries in heat: 10
- Seconds per dance: 90
- Timetable is for...:
 - ☒ current tab only
 - ☐ all tabs
- Buttons: Undo, Update, Resolve
- 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, with the 'Junior' competition (Item 2) highlighted. In this row, the 'Entries' value is 13 and the 'Recall' value is 6, both of which are circled in red. Below the table, there are configuration options including 'Start time (HH:MM)' set to 10:15, 'Maximum entries in final' set to 7, 'Maximum entries in heat' set to 10, 'Seconds per dance' set to 90, 'Seconds per final dance' set to 90, and 'Number to recall from 13' set to 6. The 'Number to recall from 13' field is also circled in red. There are buttons for 'Undo', 'Update', and 'Resolve', and a checkbox for 'Make number recalled a multiple of heats'. 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	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

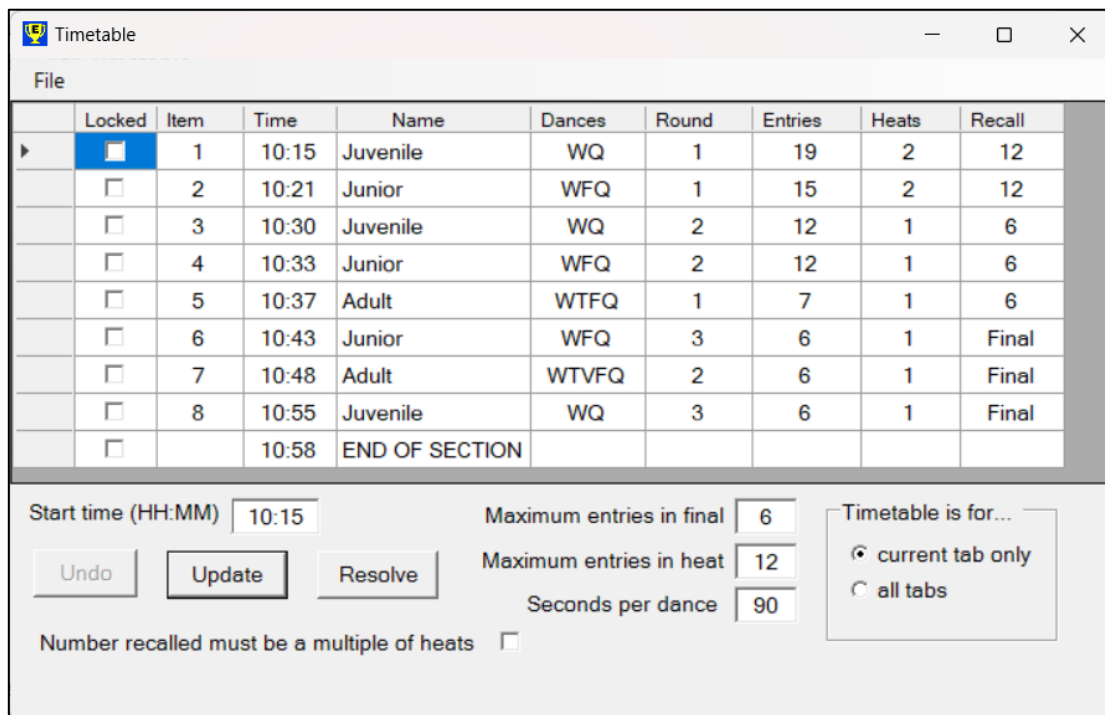
Timetable is for...

☒ 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.

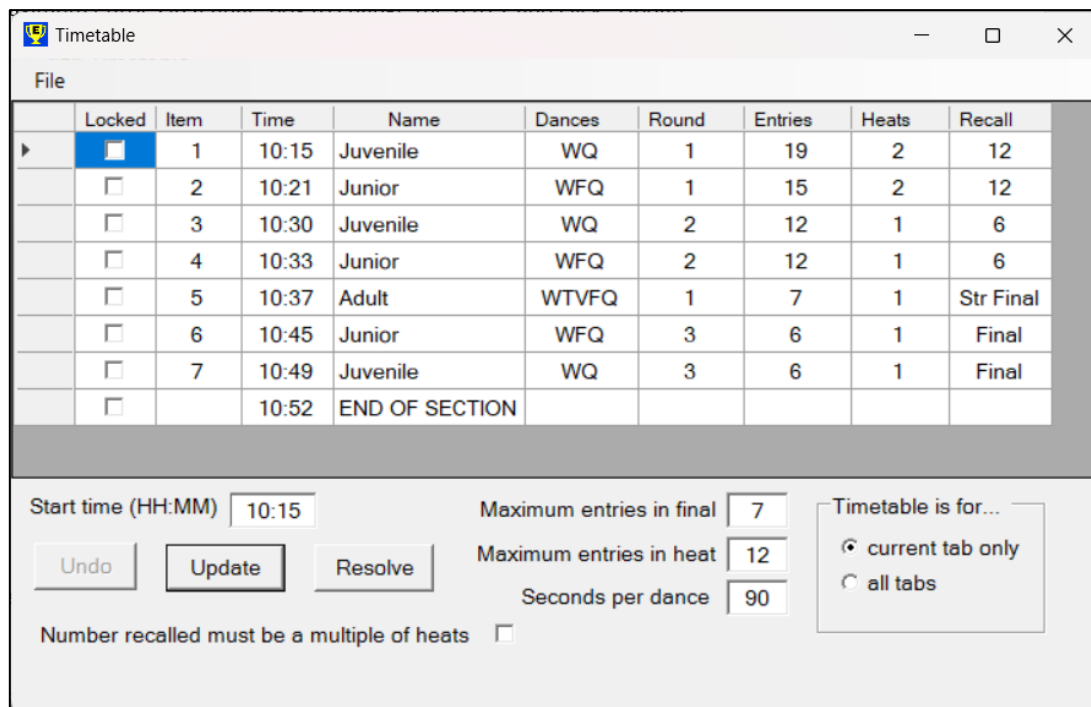


	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
▶	<input checked="" type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
	<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
	<input type="checkbox"/>	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					

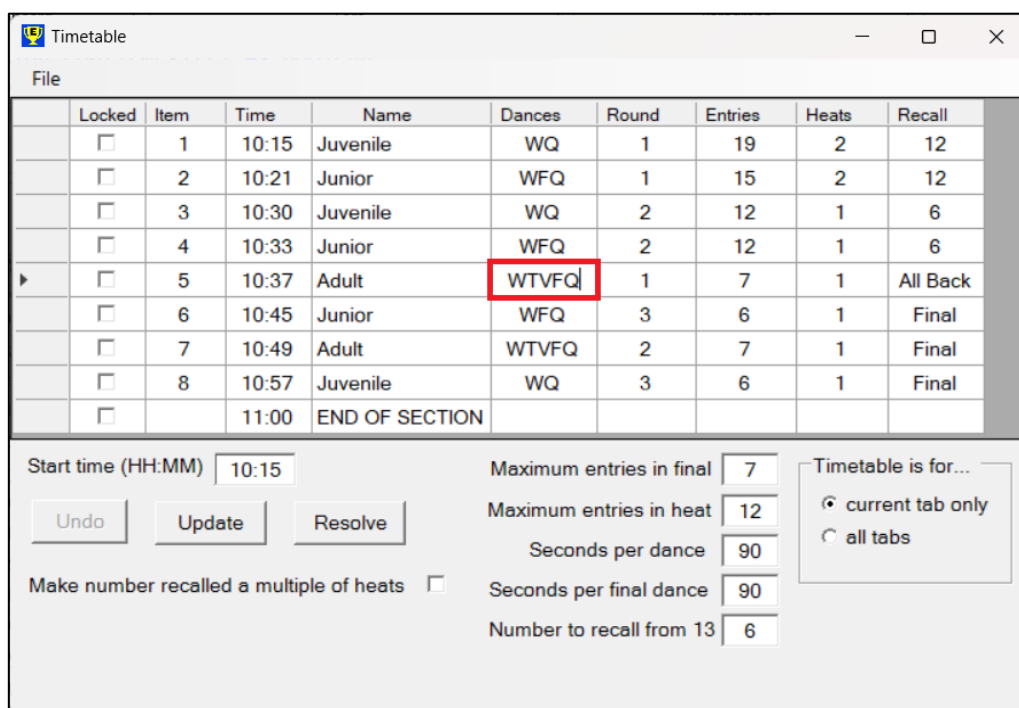
Start time (HH:MM) Maximum entries in final Timetable is for...
☒ current tab only
☐ all tabs

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

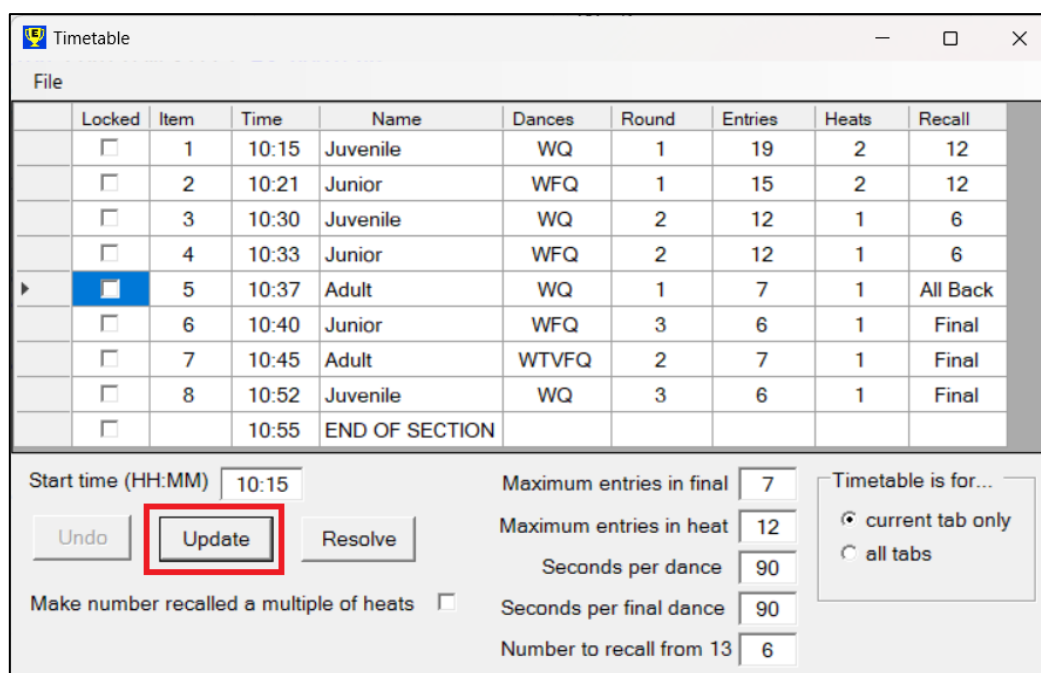
Number to recall from 13

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

Make number recalled a multiple of heats ☐

Buttons: 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 ☐

Buttons: 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 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	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					

Below the table are control elements:

- Start time (HH:MM): 10:15
- Buttons: Undo, Update, Resolve
- Make number recalled a multiple of heats: ☐
- 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

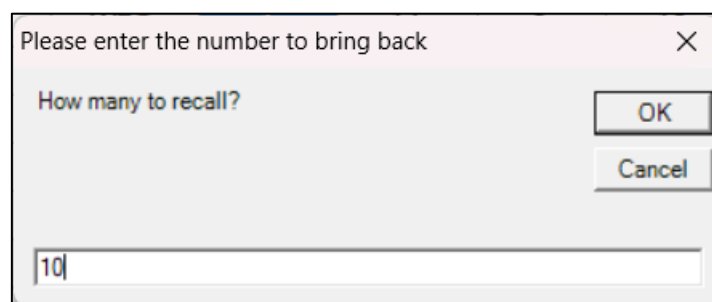
Right-click anywhere on the competition line, and click "Change recalling number".

This screenshot shows the same interface as the previous one, but with a right-click context menu open over the second row (Junior, Round 1). The menu options are:

- Insert Presentation below
- Insert General Dancing below
- Insert "All Back" round above
- Insert extra round below
- Change "recalling" number** (highlighted with a red box)
- Move to Top
- Move to Bottom
- Delete

The 'Recall' value for this row is currently 12.

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



Please enter the number to bring back

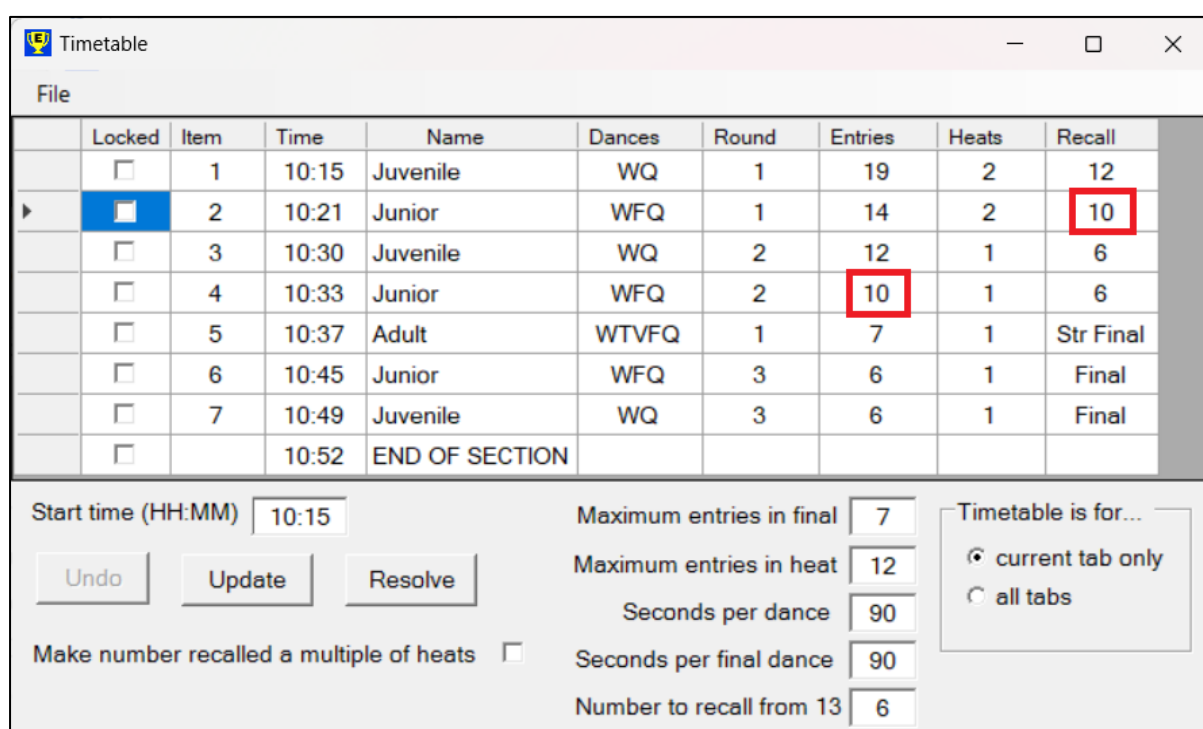
How many to recall?

OK

Cancel

10

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

Timetable is for...

☒ current tab only

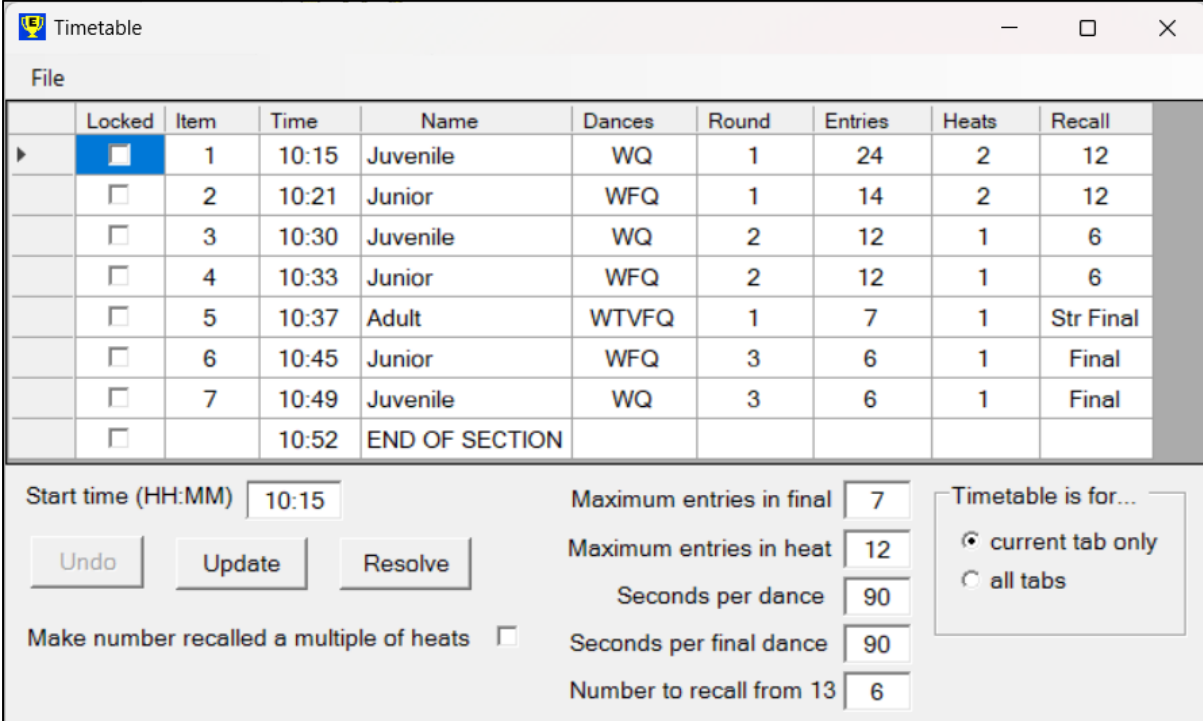
☐ all tabs

Make number recalled a multiple of heats ☐

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.



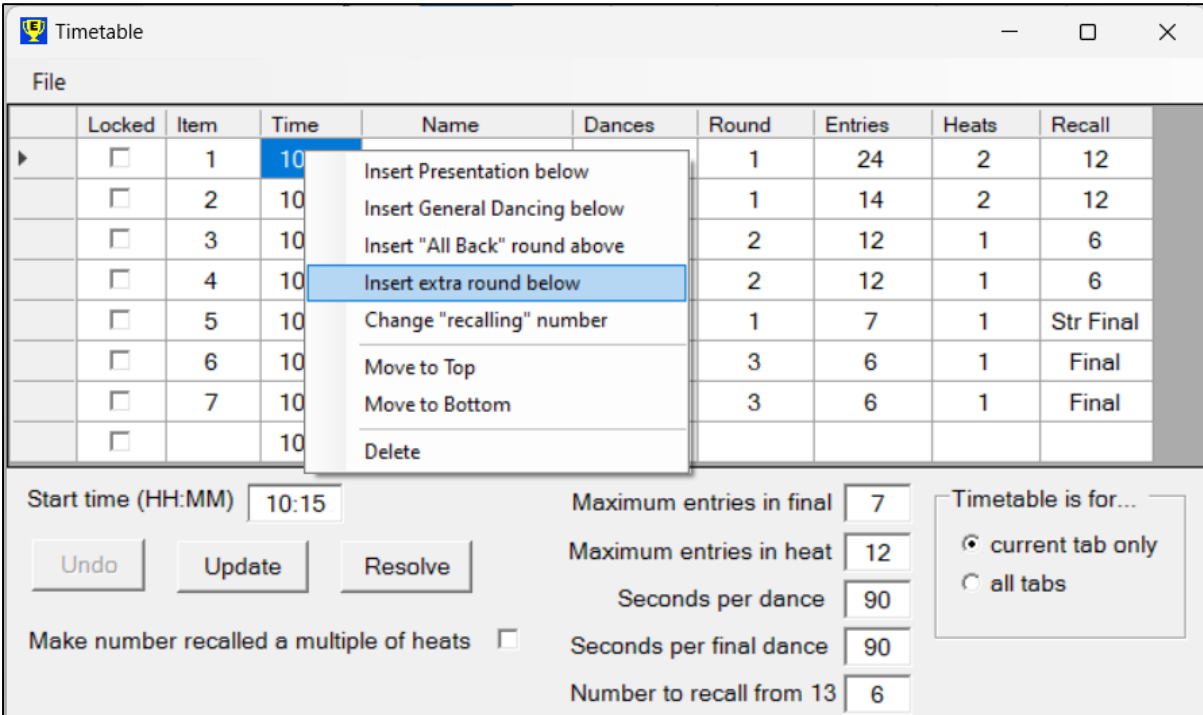
The screenshot shows the 'Timetable' application window. At the top is a 'File' menu. Below it is a table with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The table contains 8 rows of data for various competitions. Below the table are several control elements: a 'Start 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 several input fields for 'Maximum entries in final', 'Maximum entries in heat', 'Seconds per dance', 'Seconds per final dance', and 'Number to recall from 13'. On the right, there is a section titled 'Timetable is for...' with radio buttons for 'current tab only' 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					

Start time (HH:MM) Maximum entries in final
 Undo Update Resolve Maximum entries in heat
 Seconds per dance
 Make number recalled a multiple of heats ☐ Seconds per final dance
 Number to recall from 13

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

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



This screenshot is similar to the previous one, but a right-click context menu is open over the first row of the table. The menu options are: 'Insert Presentation below', 'Insert General Dancing below', 'Insert "All Back" round above', 'Insert extra round below' (which is highlighted), 'Change "recalling" number', 'Move to Top', 'Move to Bottom', and 'Delete'.

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					

Start time (HH:MM) Maximum entries in final
 Undo Update Resolve Maximum entries in heat
 Seconds per dance
 Make number recalled a multiple of heats ☐ Seconds per final dance
 Number to recall from 13

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

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

Make number recalled a multiple of heats ☐

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

Undo Update Resolve

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

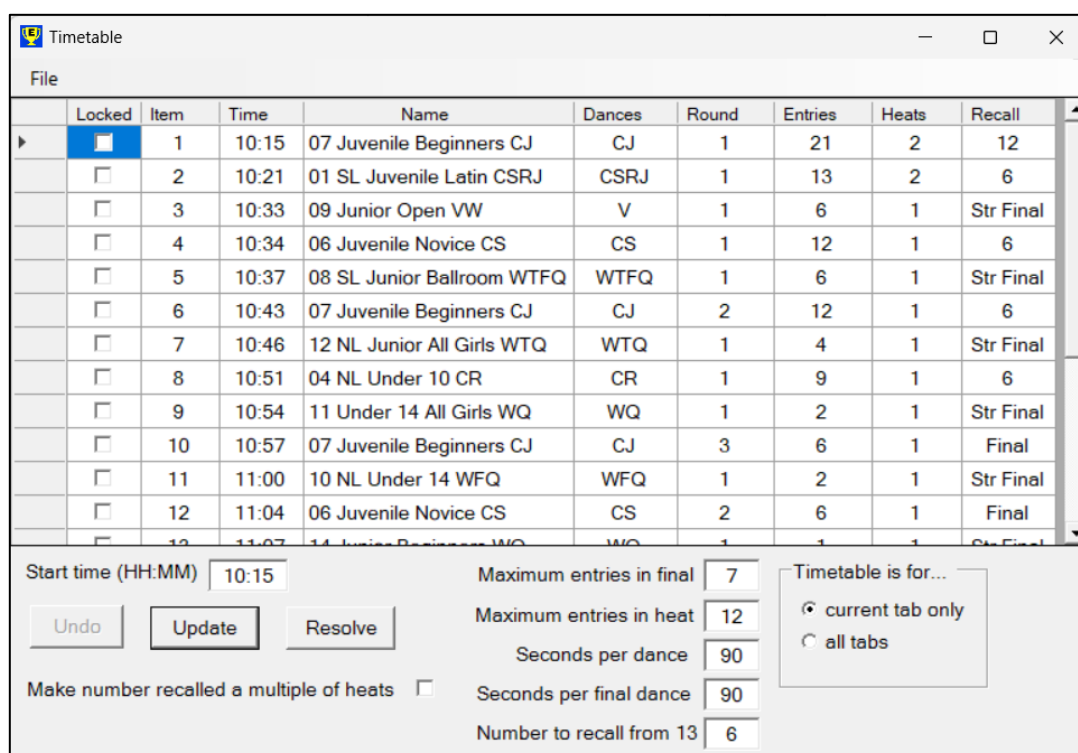
Make number recalled a multiple of heats ☐

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

Undo Update Resolve

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.

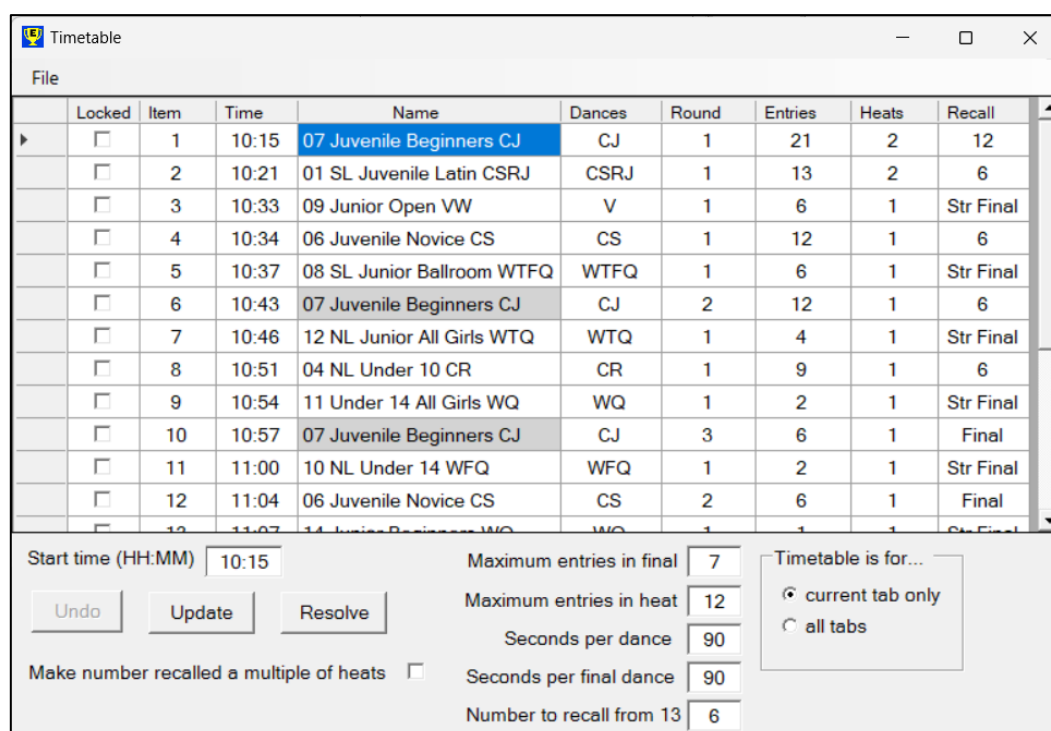


The screenshot shows the 'Timetable' application window. The main table lists events with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The first event, '07 Juvenile Beginners CJ', is selected, and its rounds (1, 2, and 3) are highlighted in the table. Below the table, there are controls for the selected event, including 'Start time (HH:MM)' set to 10:15, 'Maximum entries in final' set to 7, 'Maximum entries in heat' set to 12, 'Seconds per dance' set to 90, 'Seconds per final dance' set to 90, and 'Number to recall from 13' set to 6. There are also buttons for 'Undo', 'Update', and 'Resolve', and a checkbox for 'Make number recalled a multiple of heats'.

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

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
 Seconds per final dance 90
 Number to recall from 13 6
 Make number recalled a multiple of heats ☐

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.



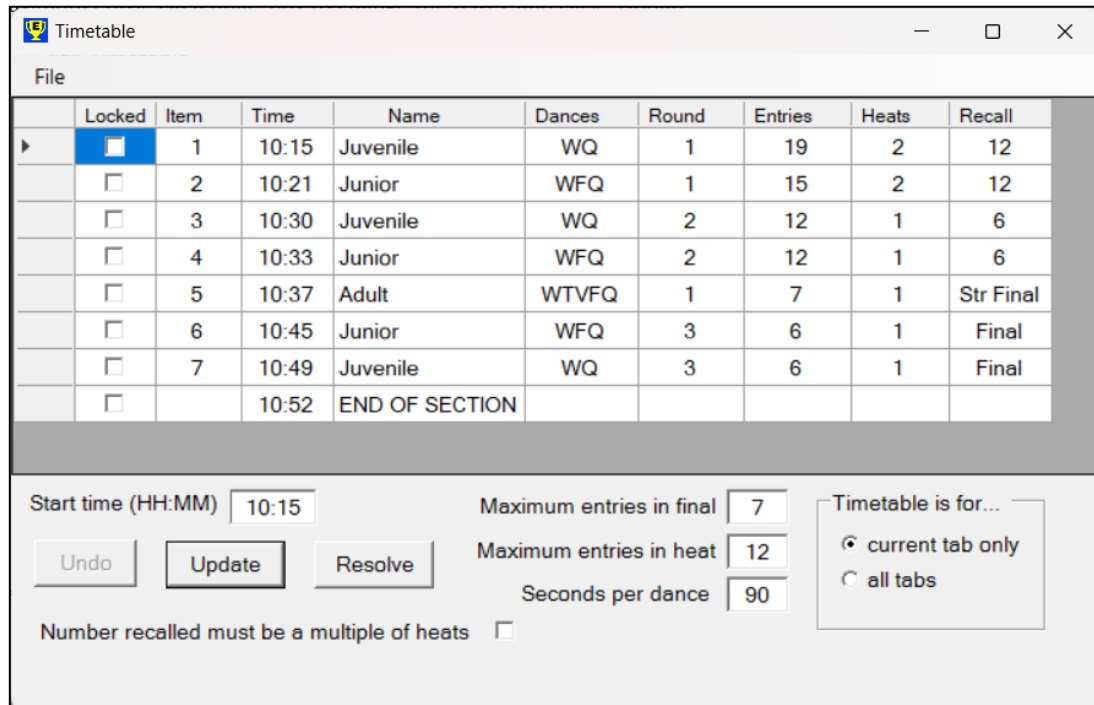
The screenshot shows the 'Timetable' application window. The main table lists events with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The second round of the selected competition, '07 Juvenile Beginners CJ', is clicked, and all rounds of that competition are highlighted in the table. Below the table, there are controls for the selected event, including 'Start time (HH:MM)' set to 10:15, 'Maximum entries in final' set to 7, 'Maximum entries in heat' set to 12, 'Seconds per dance' set to 90, 'Seconds per final dance' set to 90, and 'Number to recall from 13' set to 6. There are also buttons for 'Undo', 'Update', and 'Resolve', and a checkbox for 'Make number recalled a multiple of heats'.

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

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
 Seconds per final dance 90
 Number to recall from 13 6
 Make number recalled a multiple of heats ☐

Adding an “All Back” Round

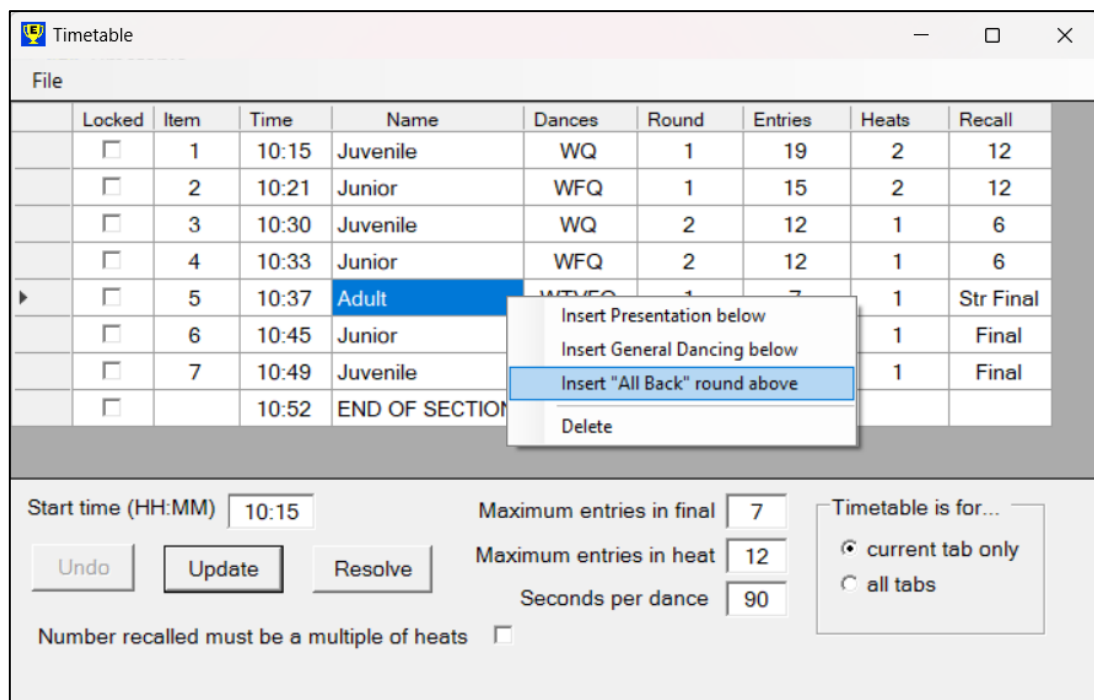
It is possible to add a “warm-up” or “all back” round for a competition that doesn’t have enough entries for a semi-final round. In this example, we will add an “all back” round for the “Adult” competition, which has 7 entries.



The screenshot shows the 'Timetable' application window. It 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 competitions. 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, 'Seconds per dance' set to 90, and a radio button for 'Timetable is for...' with 'current tab only' selected. There are also 'Undo', 'Update', and 'Resolve' buttons, and a checkbox for 'Number recalled must be a multiple of heats'.

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					

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



This screenshot shows the same Timetable application window, 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' (which is highlighted), and 'Delete'. The rest of the 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 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					

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
 Maximum entries in heat
Seconds per dance Timetable is for...
☒ current tab only
☐ all tabs
Number recalled must be a multiple of heats ☐

To correct this, click the “Resolve” button.

Timetable

File

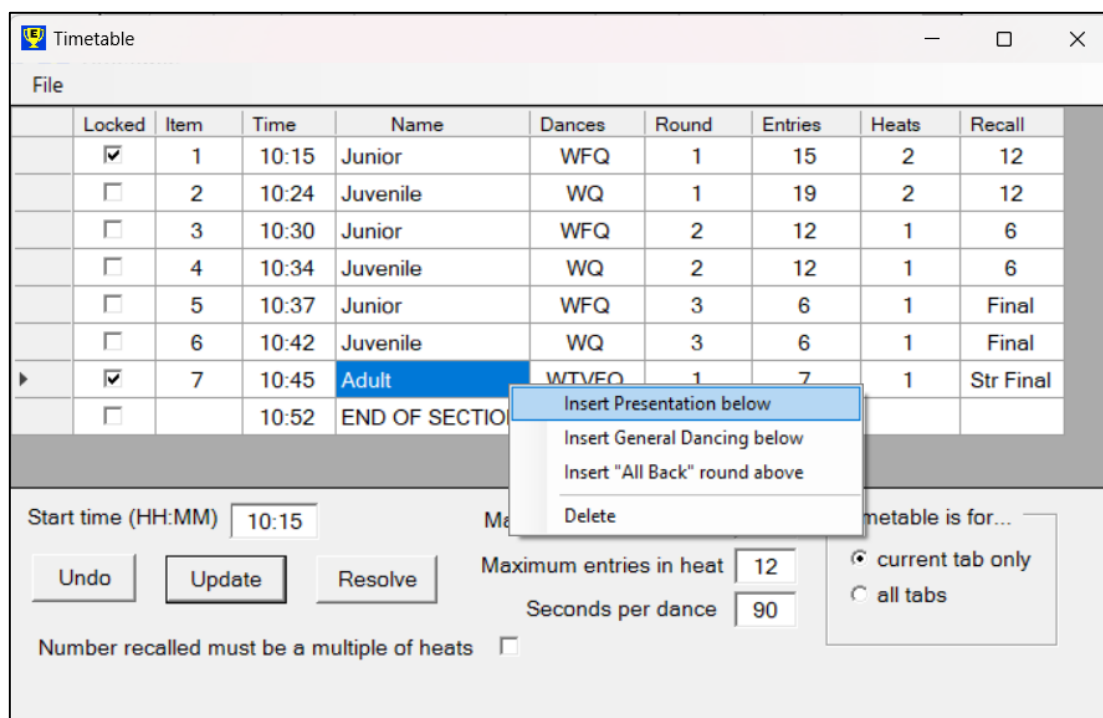
	Locked	Item	Time	Name	Dances	Round	Entries	Heats	Recall
	<input type="checkbox"/>	1	10:15	Juvenile	WQ	1	19	2	12
	<input type="checkbox"/>	2	10:21	Junior	WFQ	1	15	2	12
	<input type="checkbox"/>	3	10:30	Juvenile	WQ	2	12	1	6
	<input type="checkbox"/>	4	10:33	Junior	WFQ	2	12	1	6
▶	<input checked="" type="checkbox"/>	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
 Maximum entries in heat
Seconds per dance Timetable is for...
☒ current tab only
☐ all tabs
Number recalled must be a multiple of heats ☐

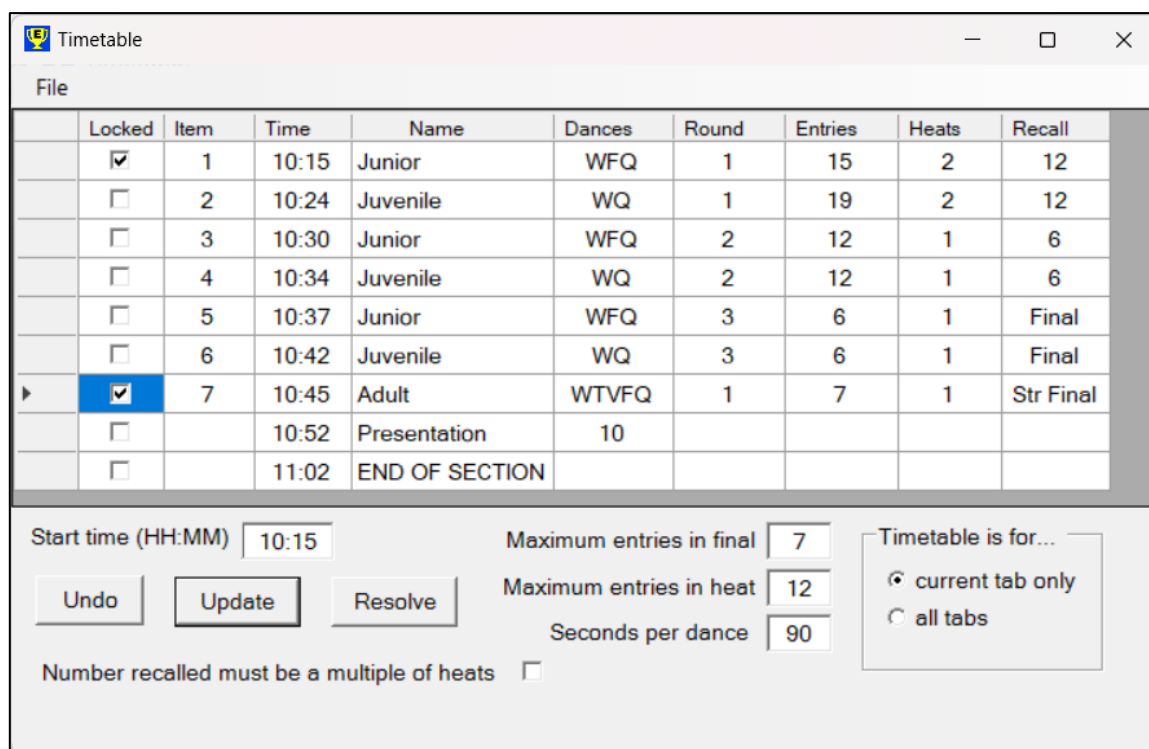
The software has re-arranged the competitions to overcome the conflict.

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 with 10 columns (Locked, Item, Time, Name, Dances, Round, Entries, Heats, Recall) contains 7 rows of dance events. 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 has 8 rows. Row 7 is highlighted in blue. The 'Dances' column for row 7 is '3'. The 'Recall' column for row 7 is 'Final'. The 'Time' column for row 7 is '10:49'. The 'Name' column for row 7 is 'Juvenile'. The 'Dances' column for row 8 is '3'. The 'Recall' column for row 8 is 'Final'. The 'Time' column for row 8 is '10:52'. The 'Name' column for row 8 is 'General Dancing'. The 'Dances' column for row 9 is '3'. The 'Recall' column for row 9 is 'Final'. The 'Time' column for row 9 is '10:55'. The 'Name' column for row 9 is 'END OF SECTION'. Below the table, there are input fields for 'Start time (HH:MM)' (10:15), 'Maximum entries in final' (7), '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	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. A table lists dance events with columns: Locked, Item, Time, Name, Dances, Round, Entries, Heats, and Recall. The row for 'General Dancing' (Item 8, Time 10:52, Dances 3) is selected. A right-click context menu is open over this 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 input fields 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'. Buttons for 'Undo', 'Update', and 'Resolve' are also 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					

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 table now ends with the 'END OF SECTION' row (Item 8, Time 10:52). The context menu is no longer visible. The 'Maximum entries in final' field is now set to 7. The 'Timetable is for...' section shows 'current tab only' selected. The 'Update' button is highlighted.

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					

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 main window displays a table of dance events with columns for Name, Dances, Round, Entries, and H. Below the table, there are input fields for 'Start time (HH:MM)' set to 17:30, 'Maximum entries in final' set to 7, 'Maximum entries in heat' set to 12, 'Seconds per dance' set to 100, 'Seconds per final dance' set to 70, and 'Number to recall from 13' set to 6. There are also buttons for 'Undo', 'Update', and 'Resolve', and a checkbox for 'Make number recalled a multiple of heats'. A dialog box on the right asks 'Timetable is for...' with options 'current tab only' (selected) and 'all tabs'.

				Name	Dances	Round	Entries	H.
				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	
<input type="checkbox"/>	9	18:33		58 Solo Junior Open Paso Doble	P	1	17	
<input type="checkbox"/>	10	18:36		51 Solo Juvenile Open Viennese Waltz	V	1	16	

Start time (HH:MM) 17:30

Maximum entries in final 7

Maximum entries in heat 12

Seconds per dance 100

Seconds per final dance 70

Number to recall from 13 6

Undo Update Resolve

Make number recalled a multiple of heats ☐

Timetable is for...

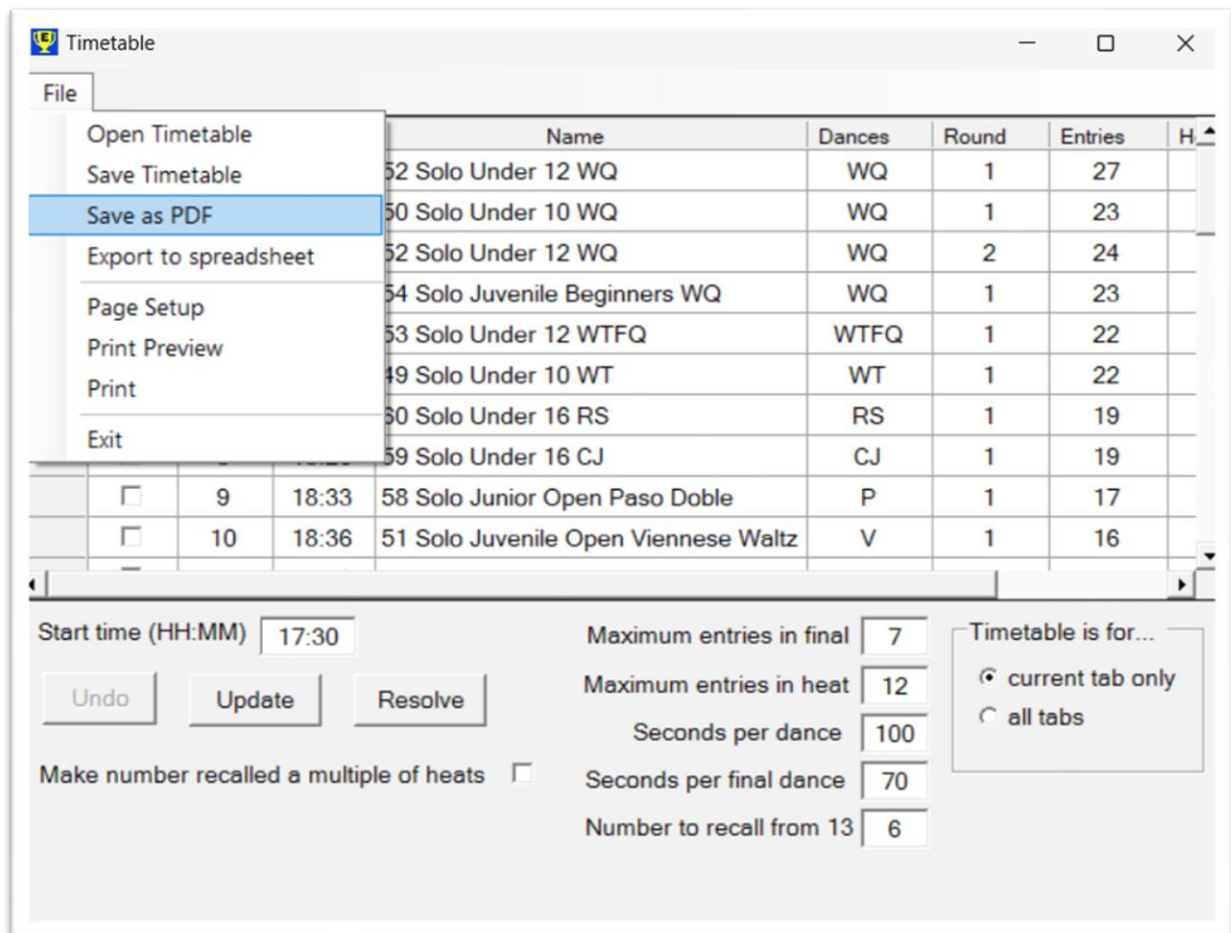
☒ current tab only

☐ all tabs

Save Timetable as PDF

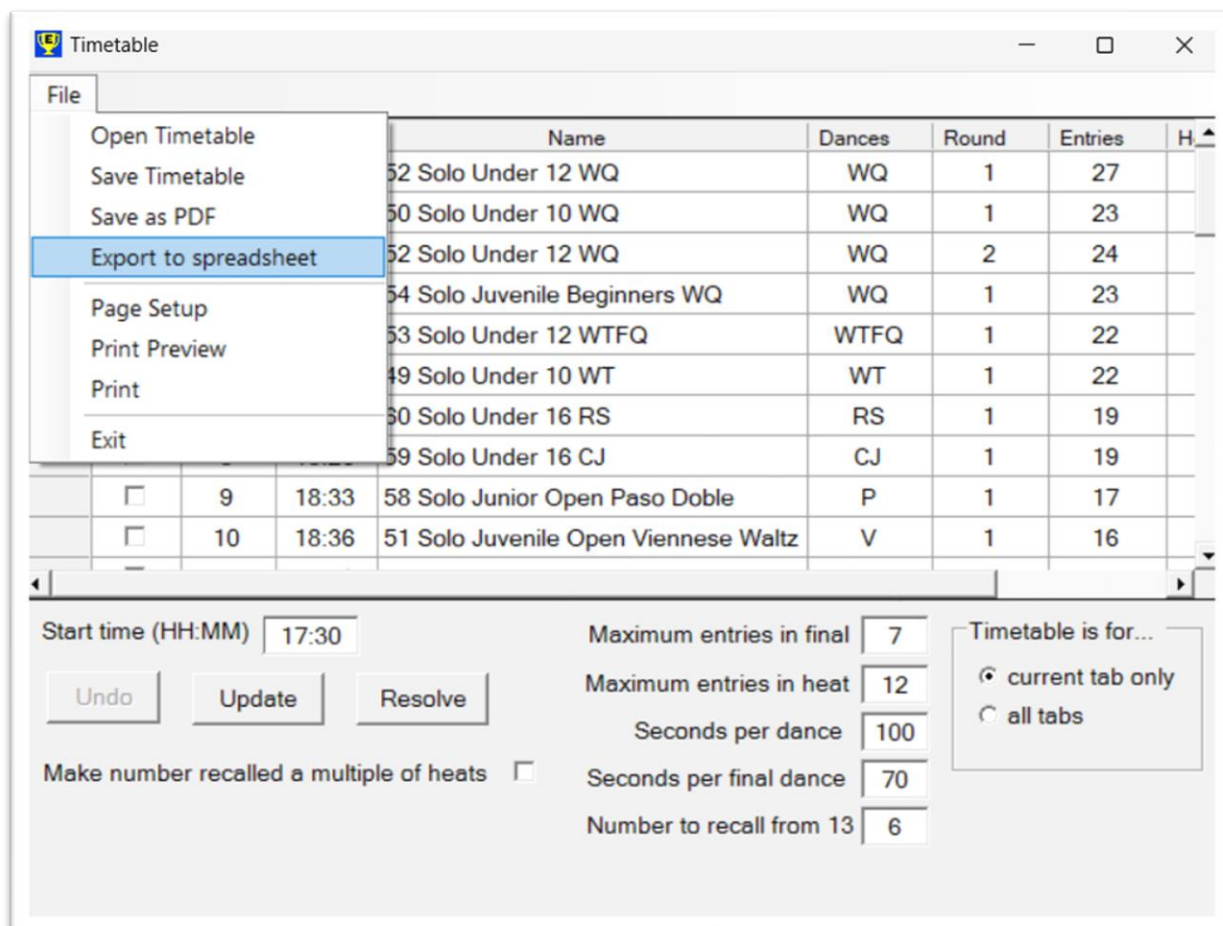
You can save the timetable as a PDF which can be emailed and distributed to all the people who need it.

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

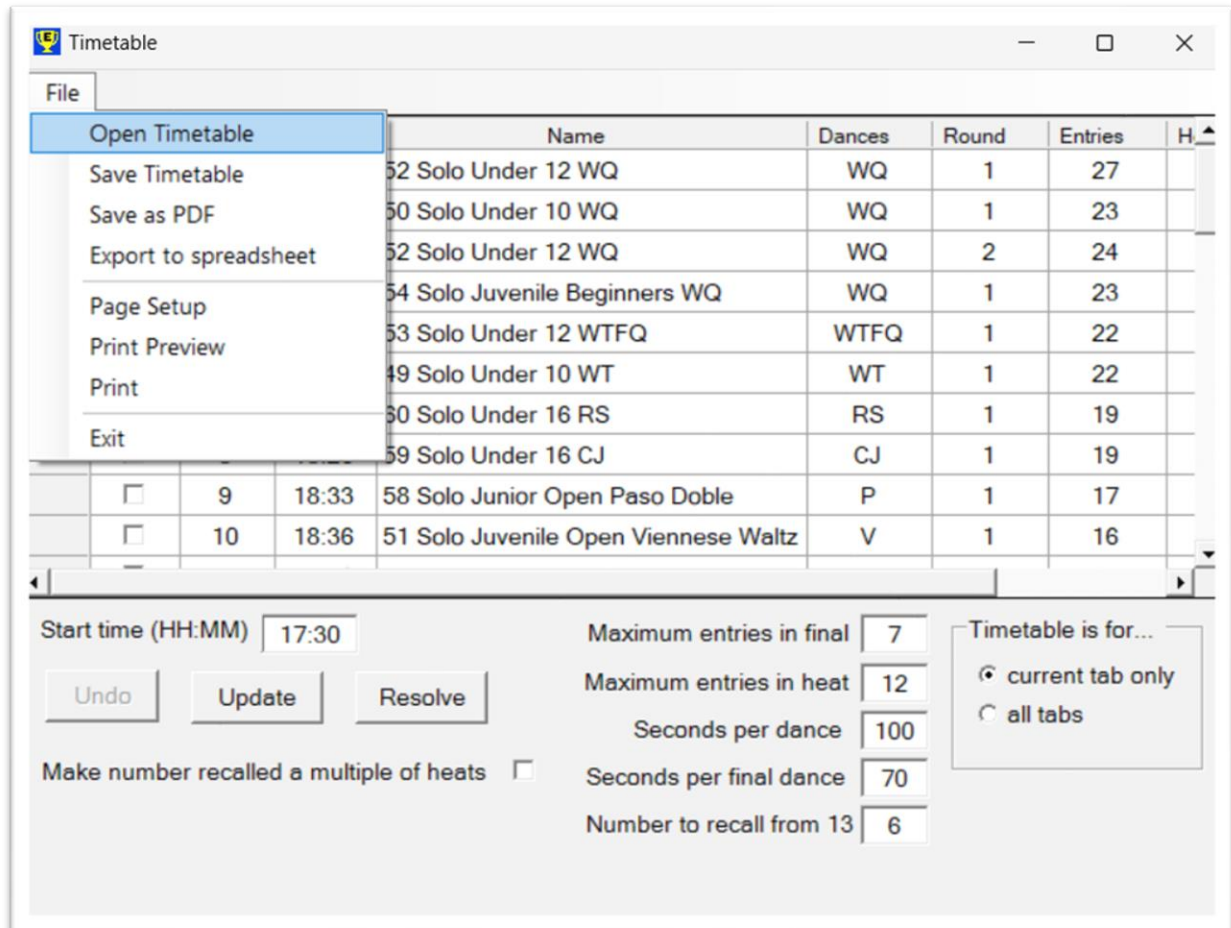
You can export the timetable to a spreadsheet, allowing you to edit it as you wish. Click on the “File” tab, then click “Export to spreadsheet”. The program will prompt you to enter a location and file name for the CSV file, that can be opened by a number of spreadsheet applications, including Excel.



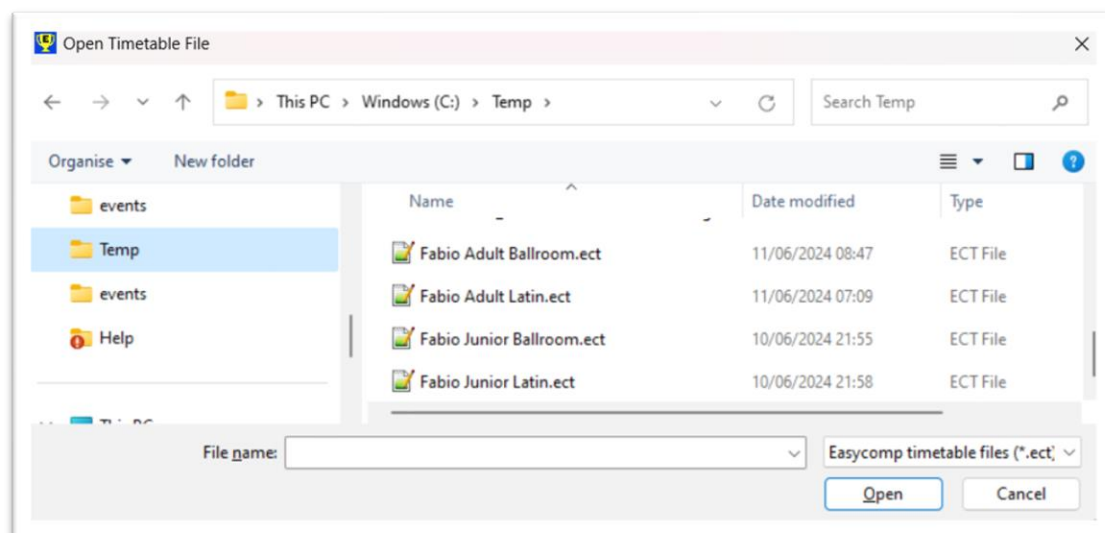
Note: A timetable exported to a spreadsheet in this way cannot be subsequently imported back into Easycomp.

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.

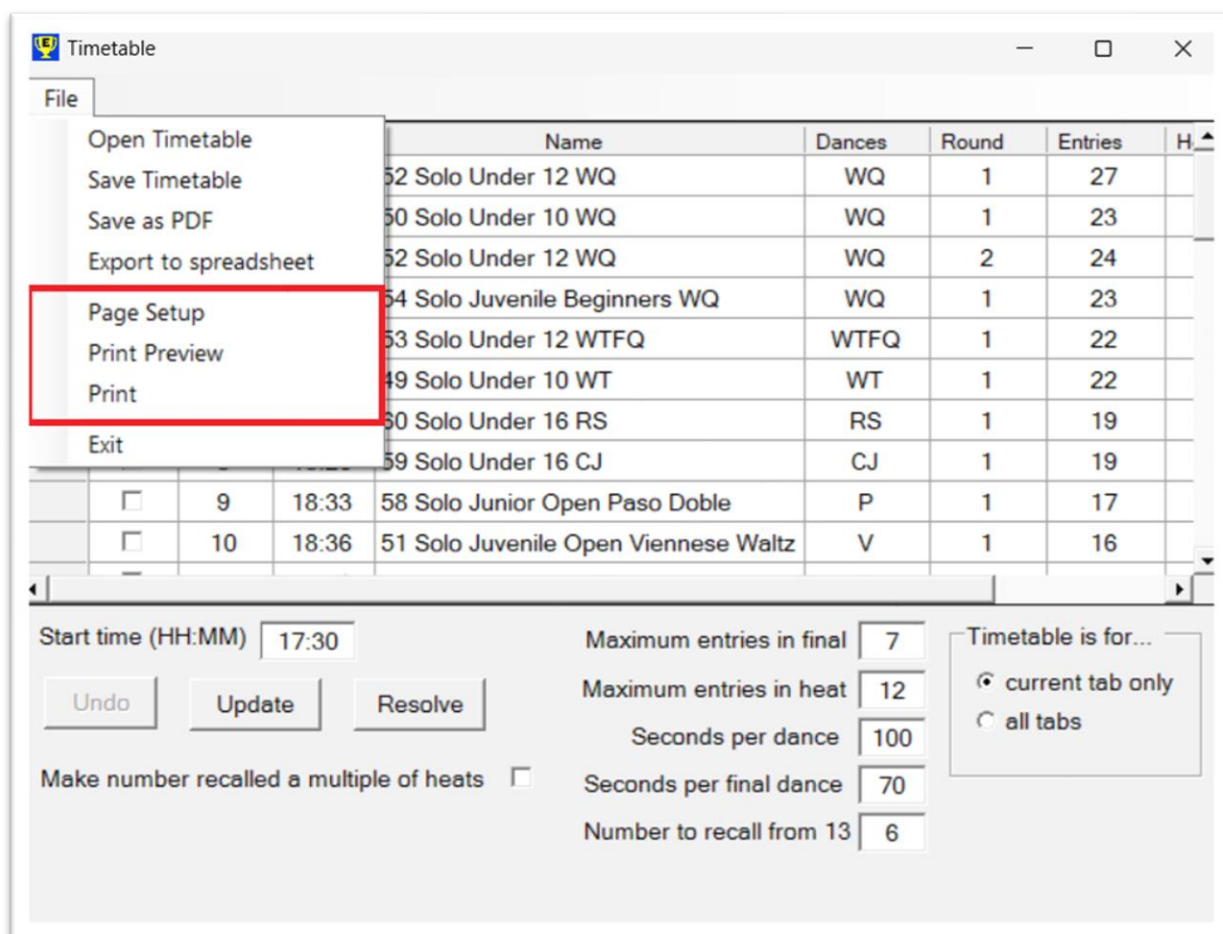


A window will open, allowing you to select the file you wish to open. Select the file and click “Open”.



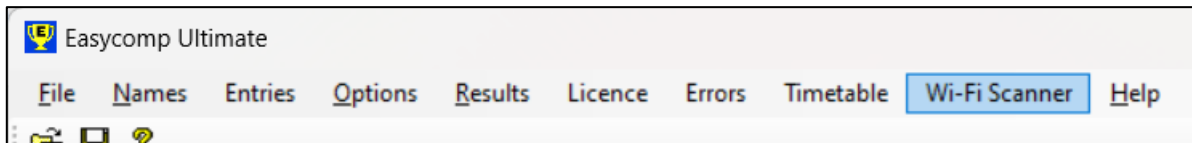
Print Timetable

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

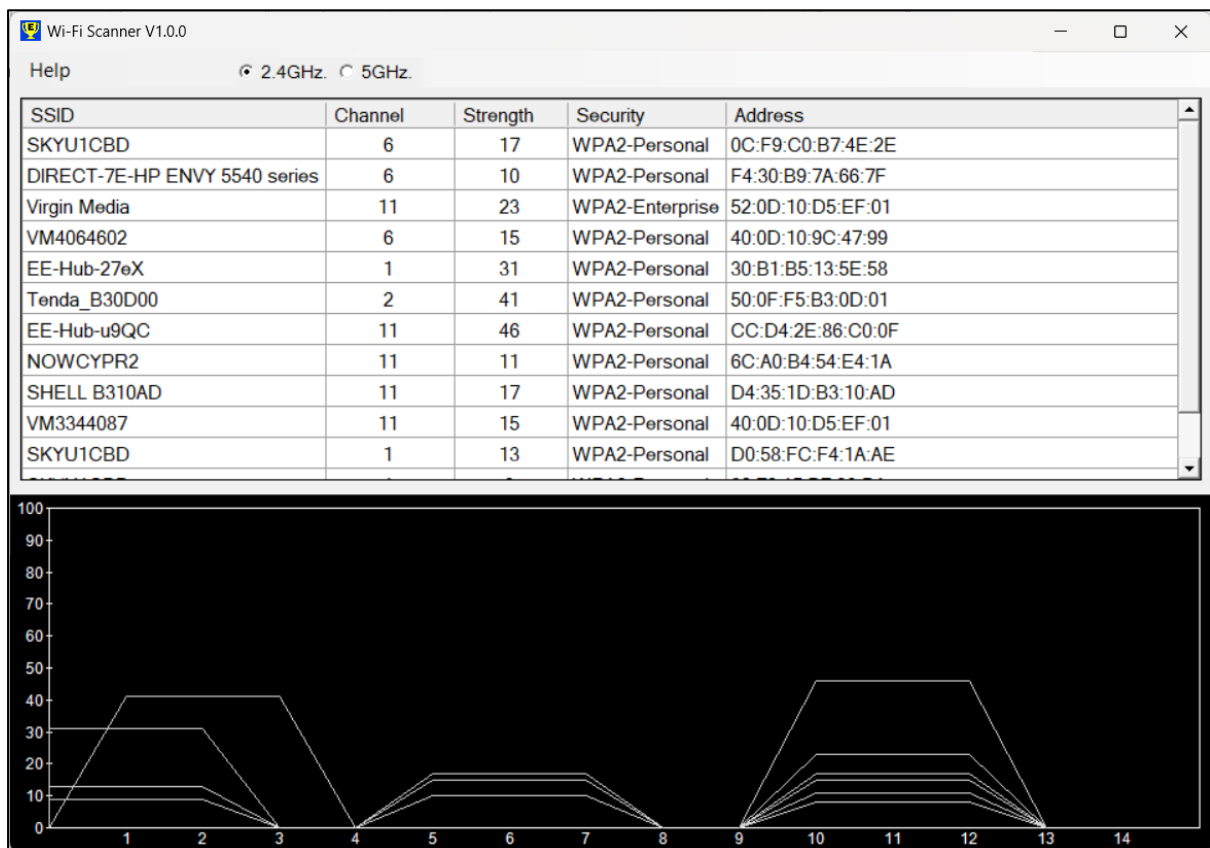


Wi-Fi Scanner (Ultimate only)

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.

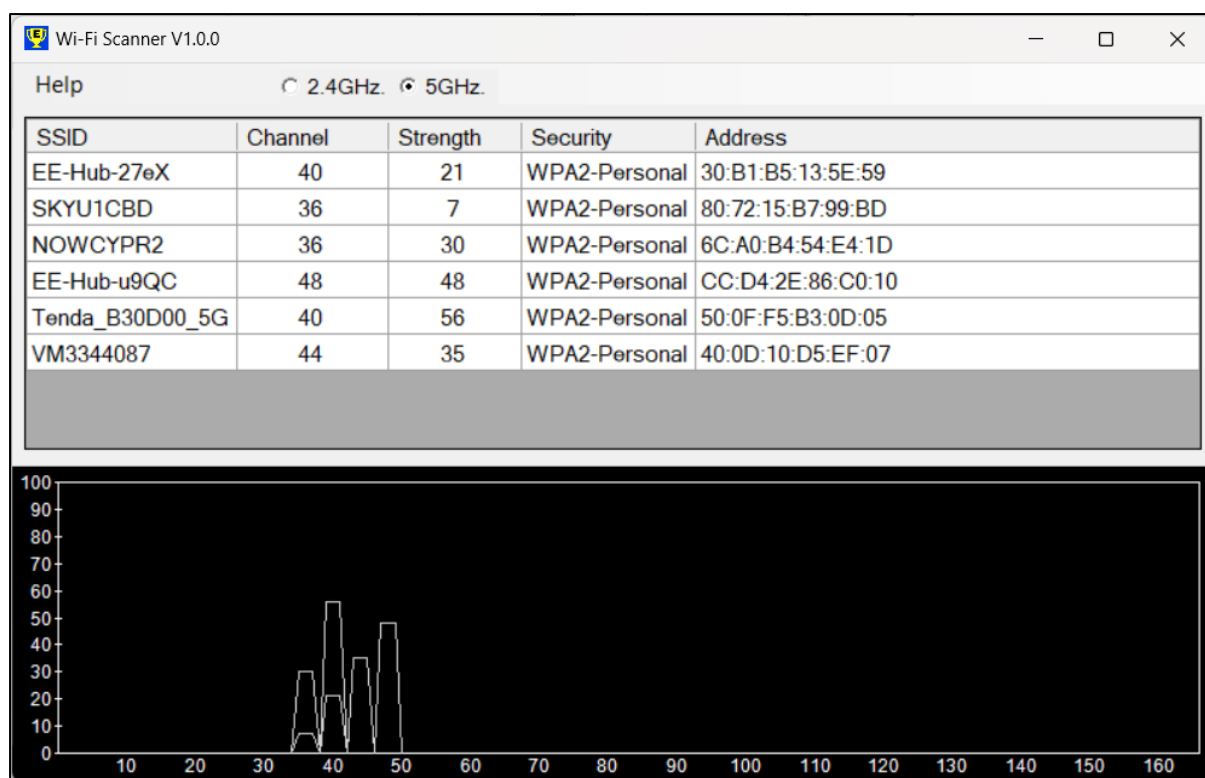


Click on “Wi-Fi Scanner” in the top menu, and the wi-fi scanner application will start, as shown below.



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

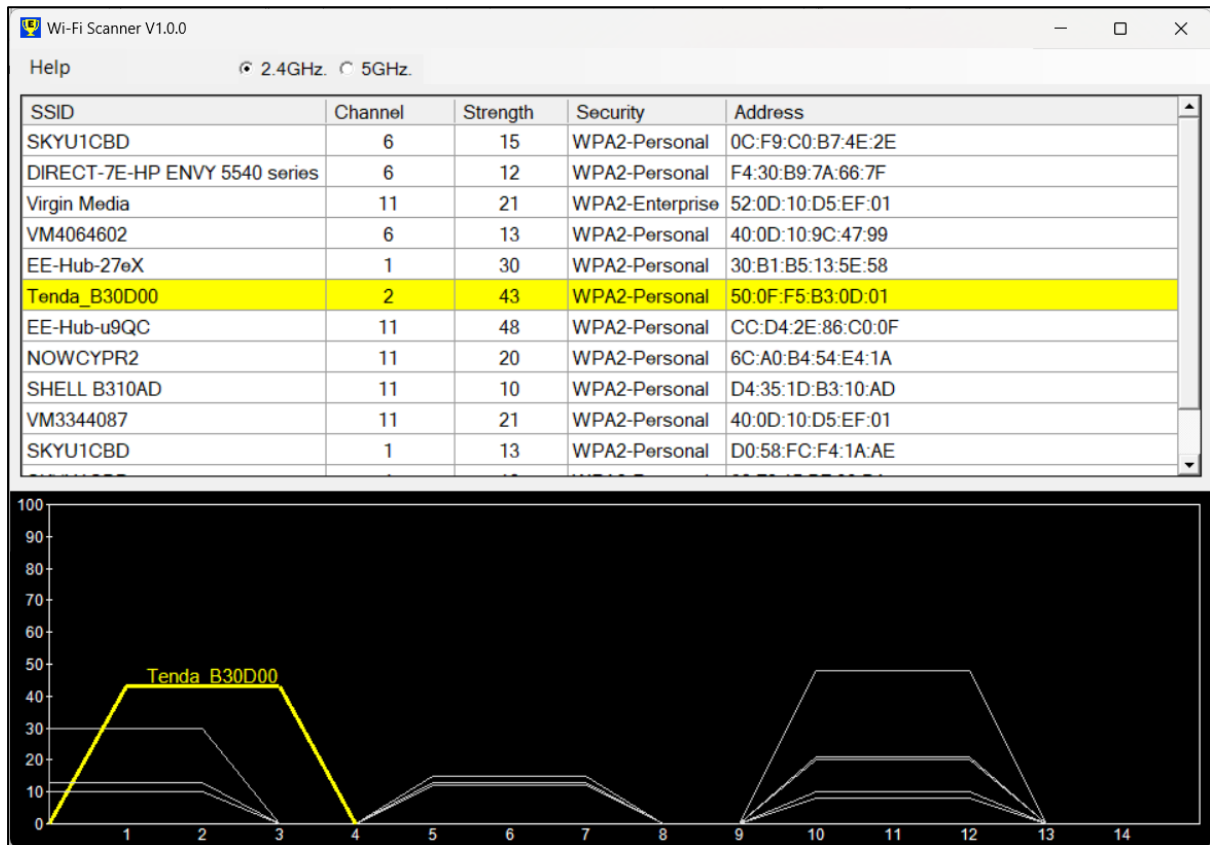
The words used when discussing wi-fi can be very confusing for the lay-person, so here is a simple explanation of the most common ones.

- 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. **EasyPad devices are currently only able to use the 2.4GHz band**, so the 5GHz band is not used at all for our purposes.
- Channel. This refers to the frequency on which the network is transmitting within a band. The 2.4GHz band, which EasyPad uses, consists of 14 channels, numbered 1 to 14. The 5GHz band, which EasyPad does NOT use, uses channels 36 to 165.
- 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, overlapping 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?

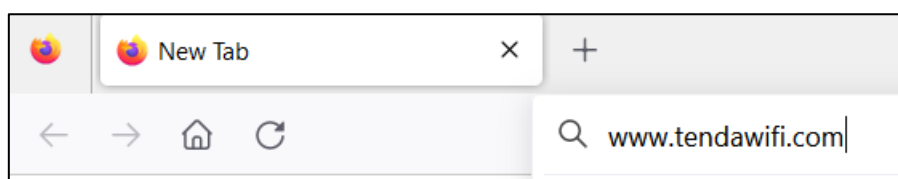
As we have seen, if we wish to avoid over-lapping channels, we only have a choice of three; channels 1, 6 and 11. We should use the information given to us by the scanner to choose the quietest channel with the least number of high-strength networks. From the display above, channel 6 would be a good 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 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

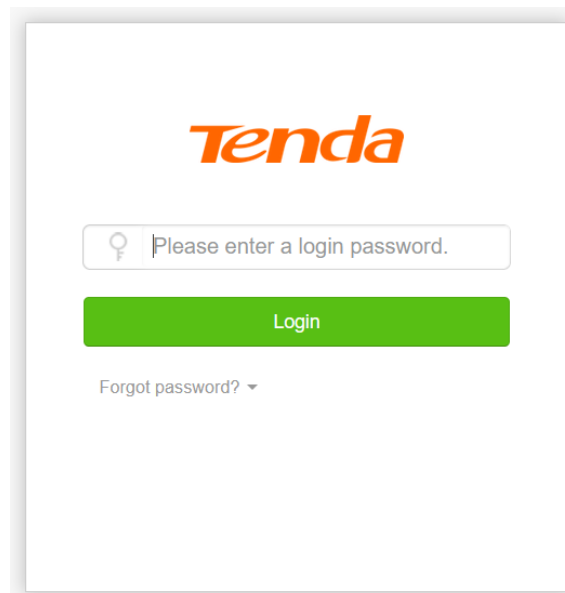


Type B

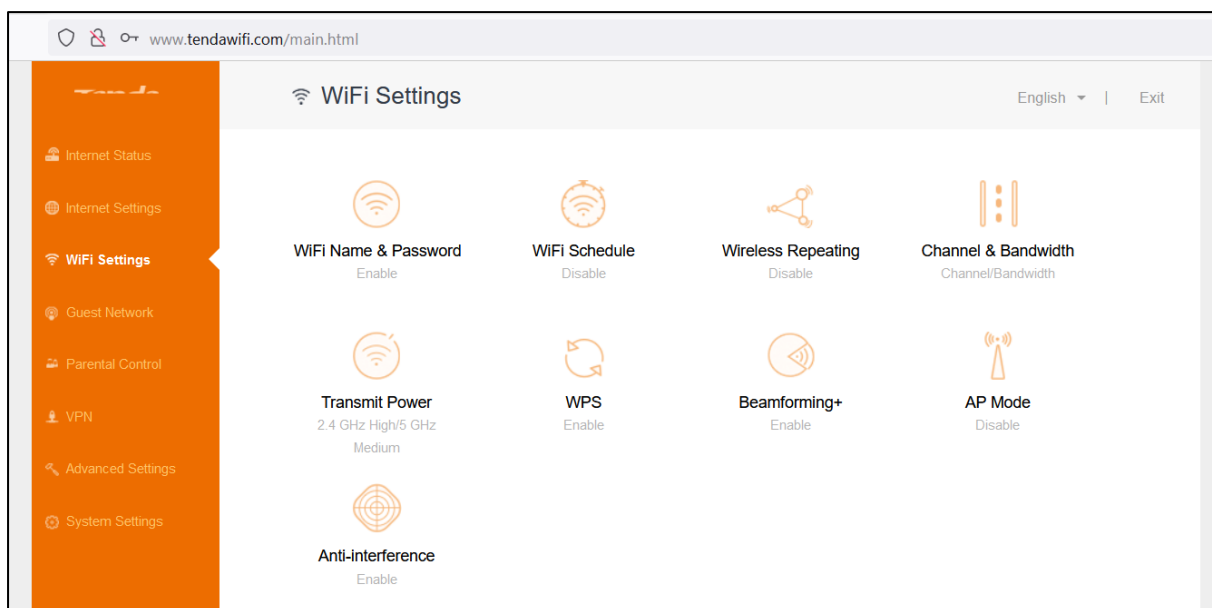
The procedure is slightly different for the two types. Identify your router type and refer to the appropriate section for it.

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 sidebar contains navigation links: Status, Internet Settings, **Wireless Settings**, Bandwidth Control, Parental Controls, Sleeping Mode, Advanced, IPv6, and Administration. The main content area is titled 'Wireless Settings' and includes the following 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'.
- 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 settings for both 2.4 GHz and 5 GHz networks.
 - 2.4 GHz Network:** Network Mode (11b/g/n), **Wireless Channel (Auto)** (highlighted with a red box), Wireless Bandwidth (20).
 - 5 GHz Network:** Network Mode (11a/n/ac), Wireless Channel (Auto), Wireless Bandwidth (20/40/80).

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:

5 GHz Network

Network Mode:

Wireless Channel:

Wireless Bandwidth:

Current Channel:10

Current bandwidth:20MHz

Current Channel:

Current bandwidth:

OK Cancel

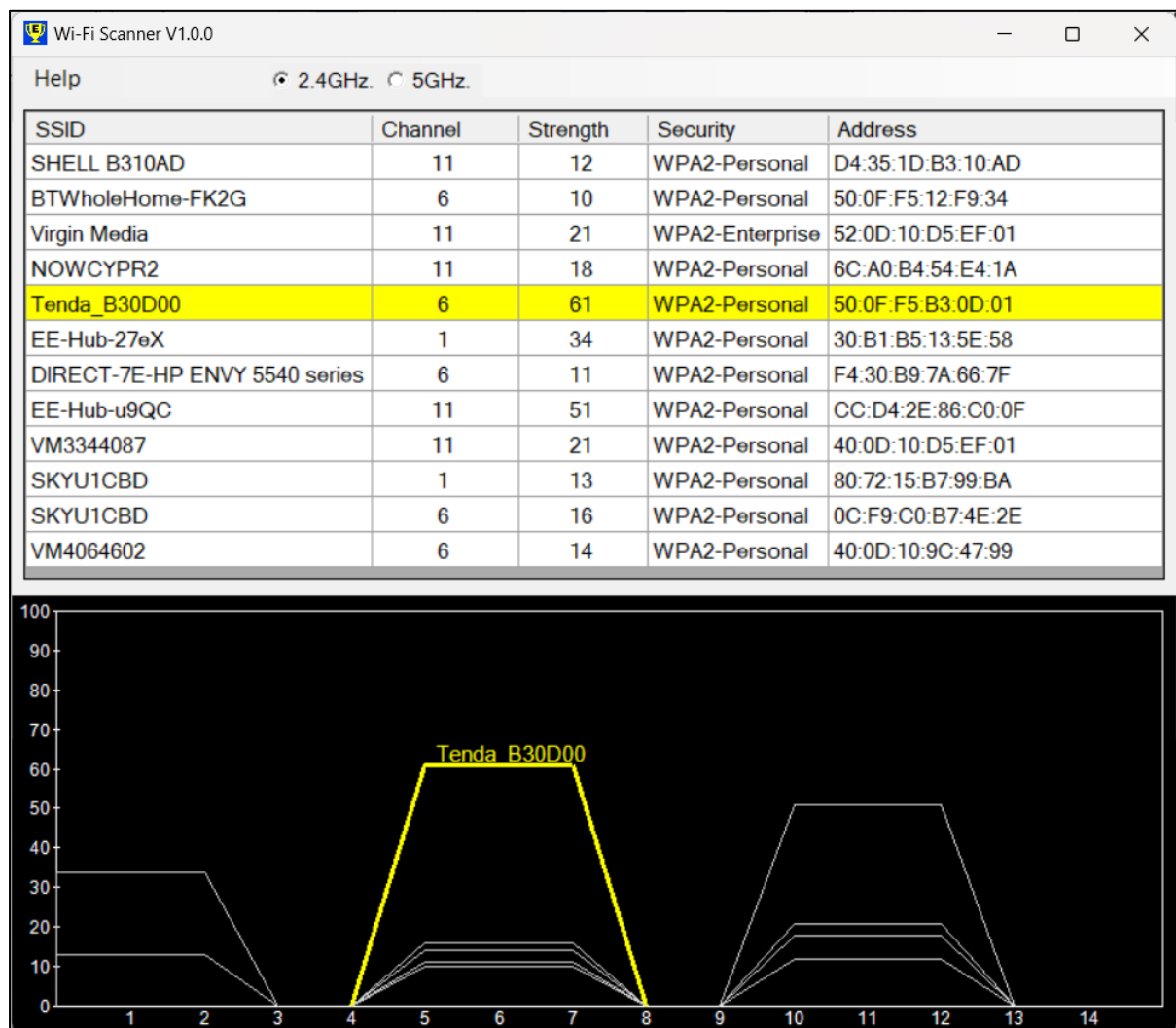
NOTE. It is not recommended to choose the “Auto” setting for two reasons.

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 (Ultimate only)

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 word 'Waltz' is displayed in red. Below it is a table with columns: Adjudicator, Battery, WiFi, Sent, Reply, and Marked. The 'Marked' column contains judge letters (A-I), names, and a time/entry count (e.g., '5: 163'). 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 a green heart icon in the first column; and 'Marked : Time' points to the time/entry count in 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 the following columns: Adjudicator, Battery, WiFi, Sent, Reply, and Marked. The table lists nine adjudicators, each with a green heart icon to their left. A right-click context menu is open over the row for 'C Kristie White'. The menu options are: '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

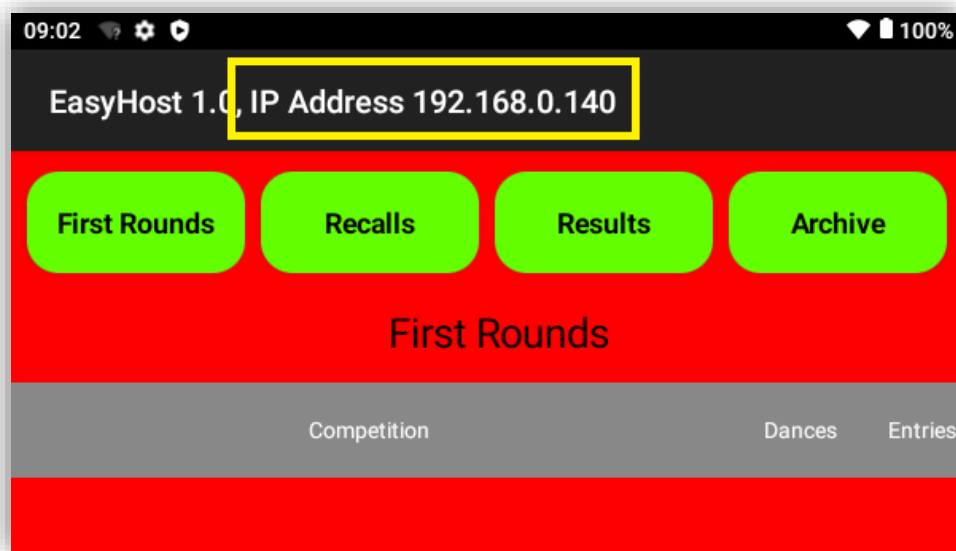
EasyHost (Ultimate Only)

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 comperes 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 WTVFQ	WTVFQ	5	1
A13 SL All England Senior 3 WTVFQ	WTVFQ	14	1
A14 All England Senior 4 WTVFQ	WTVFQ	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

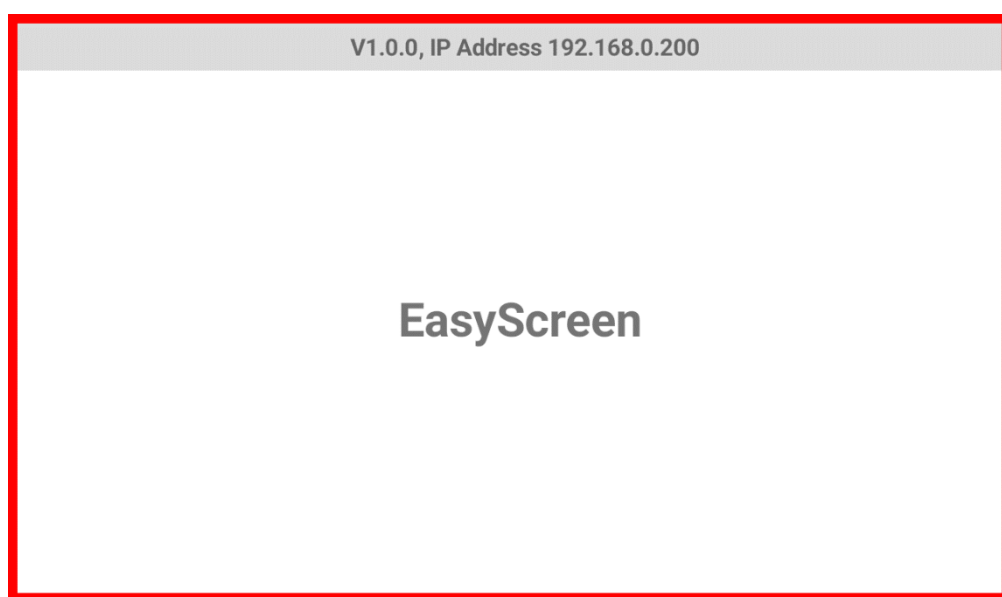
EasyScreen (Ultimate Only)

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



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.ex

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 Session 3 Session 4 +

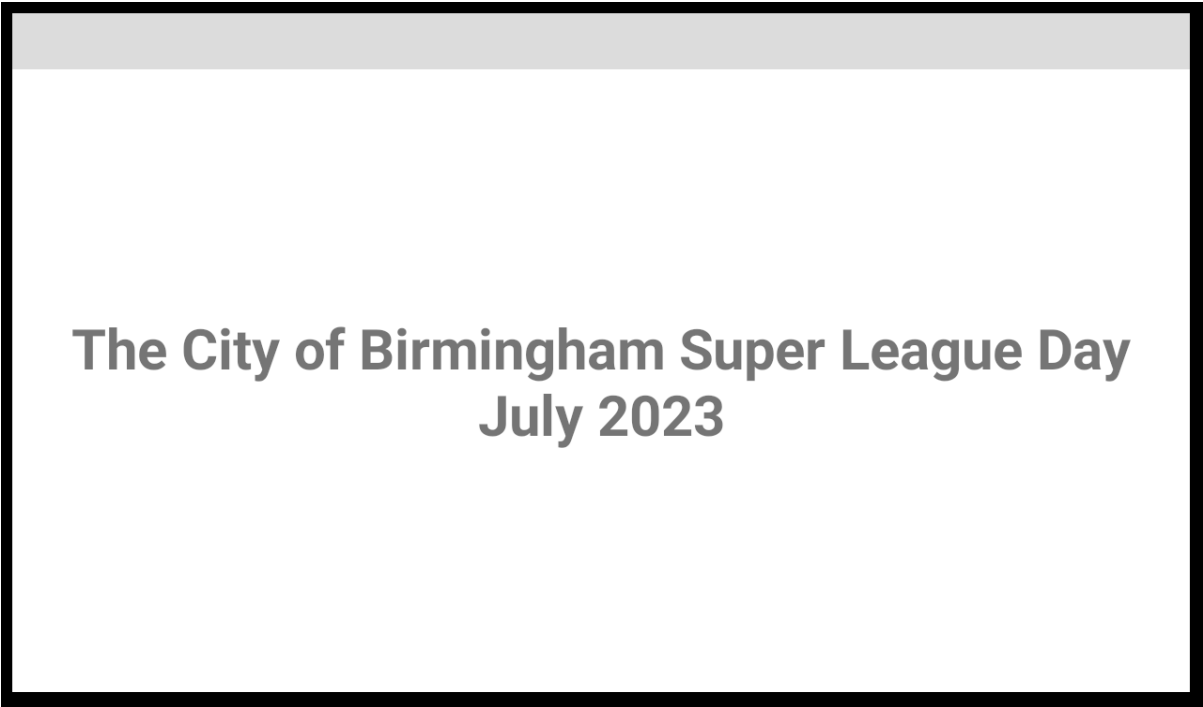
Competition Name	Dances	Entries	Round
01 SL Juvenile Latin CSRJ	CSRJ	13	1
02 Juvenile Open Paso	P	5	1
03 Under 8 years CJ	CJ	3	1
04 NL Under 10 CR	CR	10	1
05 NL Juvenile All Girls CSJ	CSJ	6	1
06 Juvenile Novice CS	CS	12	1
07 Juvenile Beginners CJ	CJ	14	1
08 SL Junior Ballroom WTFQ	WTFQ	6	1
09 Junior 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.

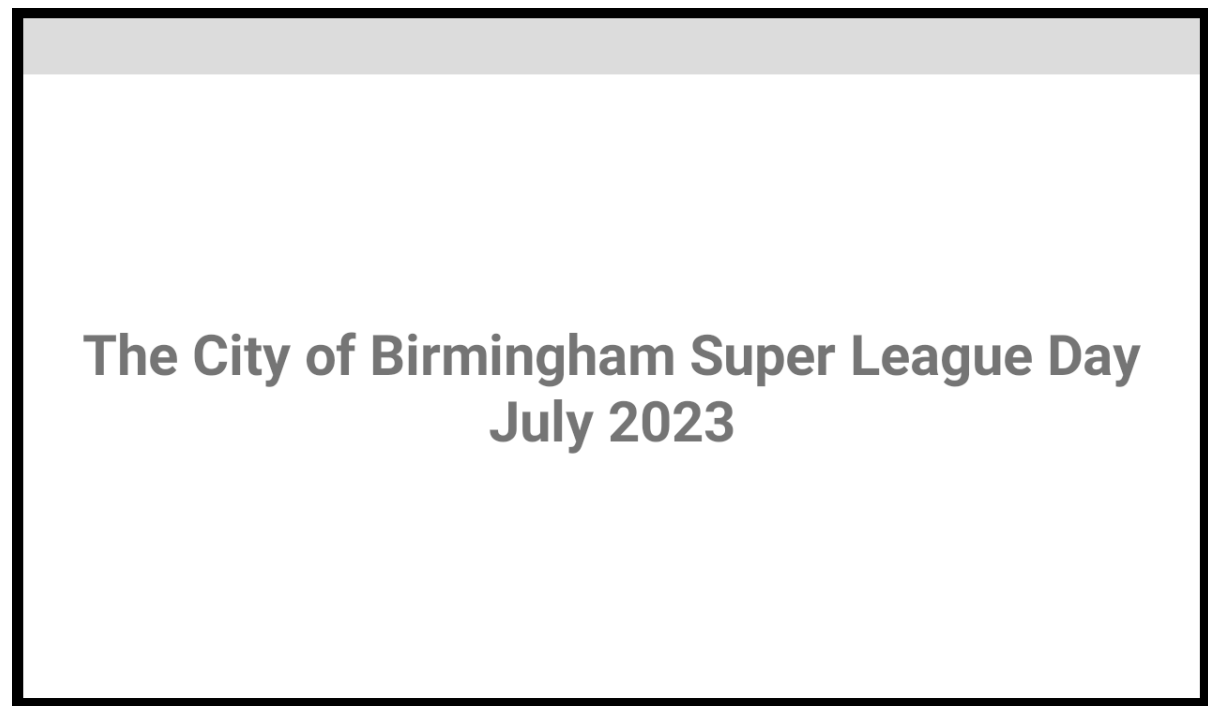
1 of 2	Junior Ballroom Open 5 Dance Trophy - round 2												8
Heat 1	1	3	4	5	7	8	9	11	12	13	14	16	
Heat 2	17	18	20	21	22	24	25	27	28	29	30	32	
Heat 3	33	34	35	37	38	40	41	42	43	45	46	48	

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

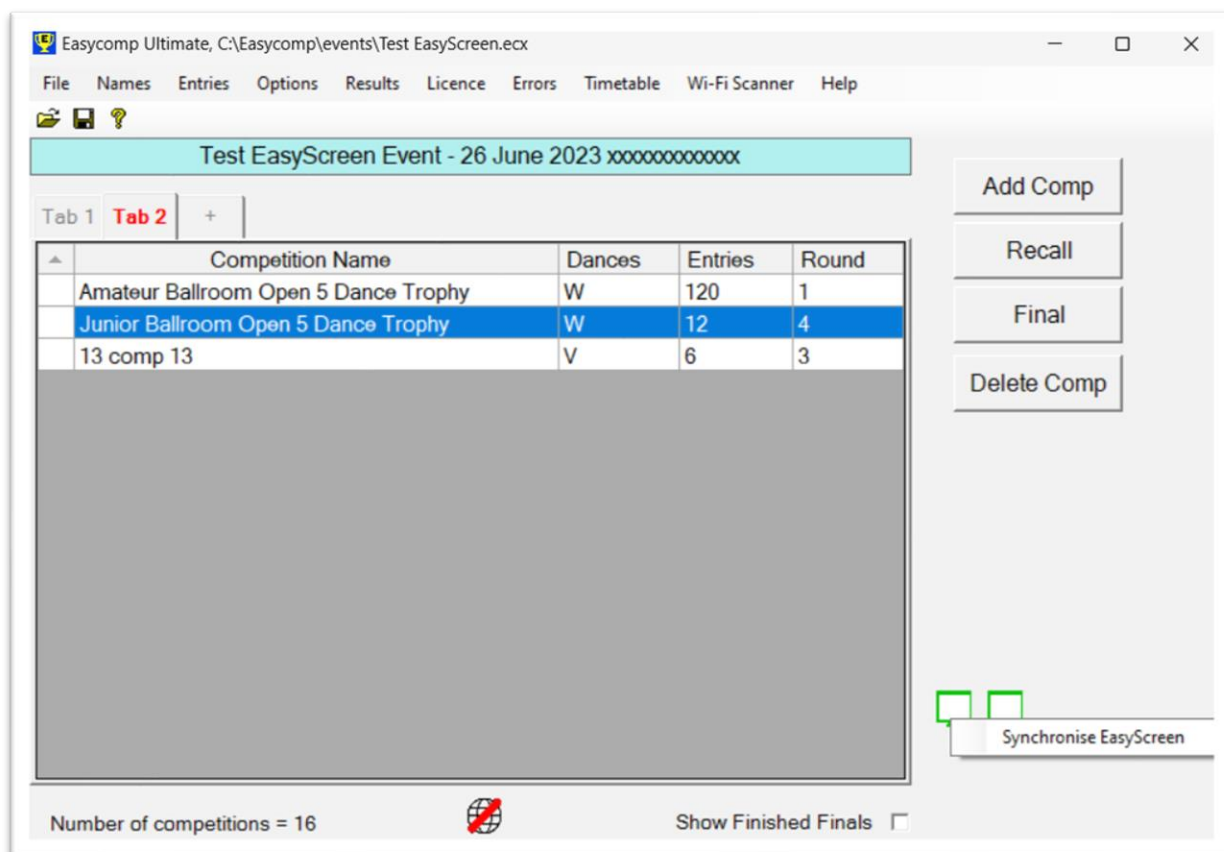
Easycomp will remember that the competition shouldn't send recalls to EasyScreen, so the next time you do a recall on that competition, the box will be un-ticked automatically.

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?

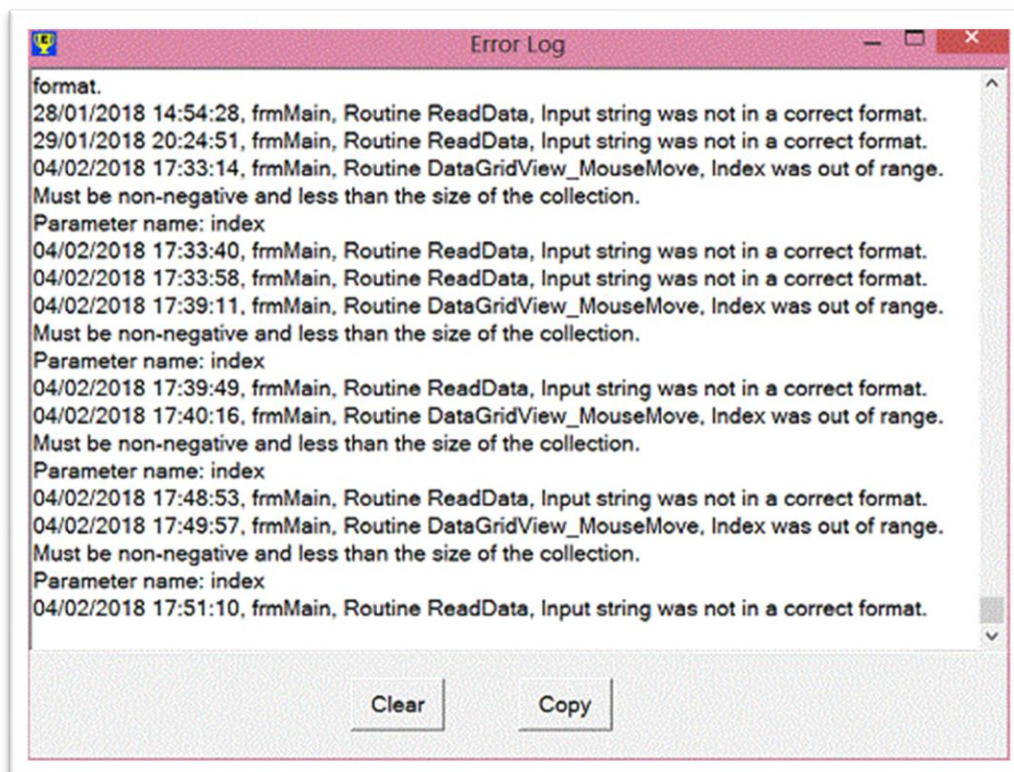
Go to File, Delete Event, and select the events that you no longer want. Easycomp will delete the event file, results folder and all its PDF result files.

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 info@easycompsoftware.com.

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 info@easycompsoftware.com. We're always glad to hear from you, and we always reply to all emails.

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