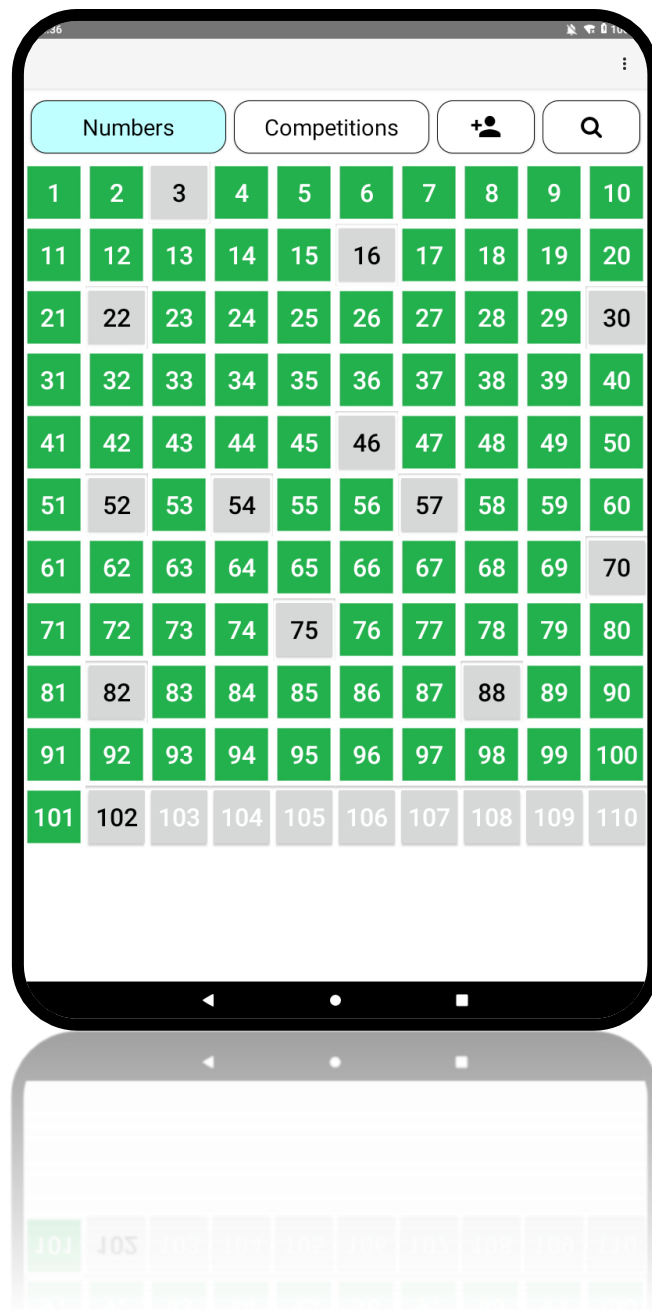


EasyMarshal User Manual



Contents

Introduction	3
Connecting to router.....	4
Connecting to Easycomp.....	7
Marking all entries as absent	9
Sending competitions and entries to EasyMarshal.....	10
SECTION A – entry desk (unique numbers).....	11
When a number is collected	12
Changing a competitor’s details	13
Changing a competitor’s name	13
Removing an entered competition	14
Adding the dancer into a competition.....	15
Changing a number’s “collected” status.....	17
Deleting a number	18
Assigning a number to a competitor.....	19
Search for a name	20
SECTION B – entry desk (duplicated numbers).....	22
When a number is collected	23
Changing a competitor’s name	25
SECTION C – using EasyMarshal in a dancers’ holding area	27
Checking the dancers in a holding area	28
Adding a dancer in a holding area	28
Using EasyMarshal off-line.....	30
Saving and loading data	30
Sending data to Easycomp.....	30

NOTE: This manual has been written for EasyMarshal version 1.3

Introduction

EasyMarshal is a multi-purpose app which is designed for the management of competitors at dance competition events. It can be used in one of two locations:

1. At the entry desk, where it records numbers as they are collected, and allows the entry desk staff to check and correct the competitors' details.
2. In a competitors' holding area, where dancers gather immediately before taking to the floor. It allows a marshal to check that all expected numbers are present, and to make any corrections for missing or unexpected dancers.

Wherever EasyMarshal is used, it automatically updates Easycomp as numbers are collected or when competitors' details are changed, so Easycomp always has the latest information on competitors and competitions.

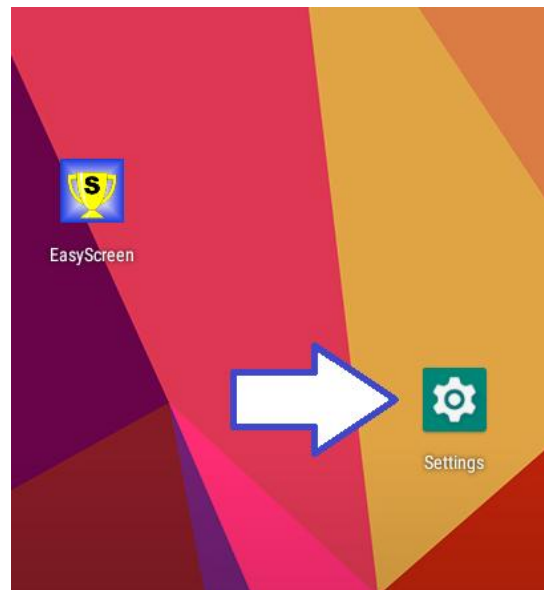
For use at an **entry desk**, when every dancer has a different number, see [Section A](#).

For use at an **entry desk**, when multiple dancers may have the same number, see [Section B](#).

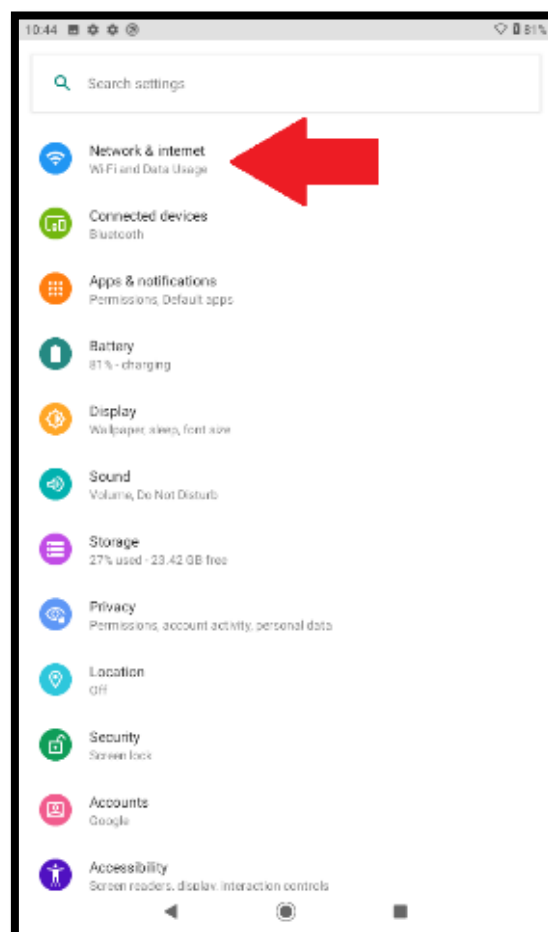
For use in a **holding area**, see [Section C](#).

Connecting to router

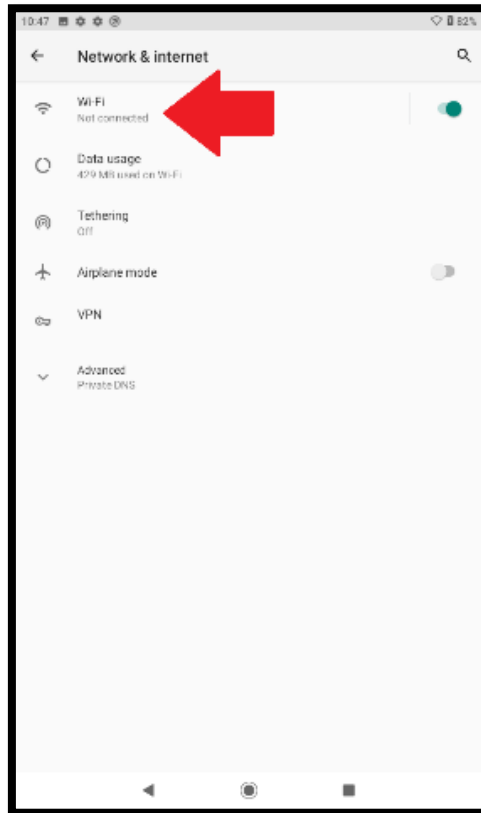
1. Tap the Settings icon on the Home screen



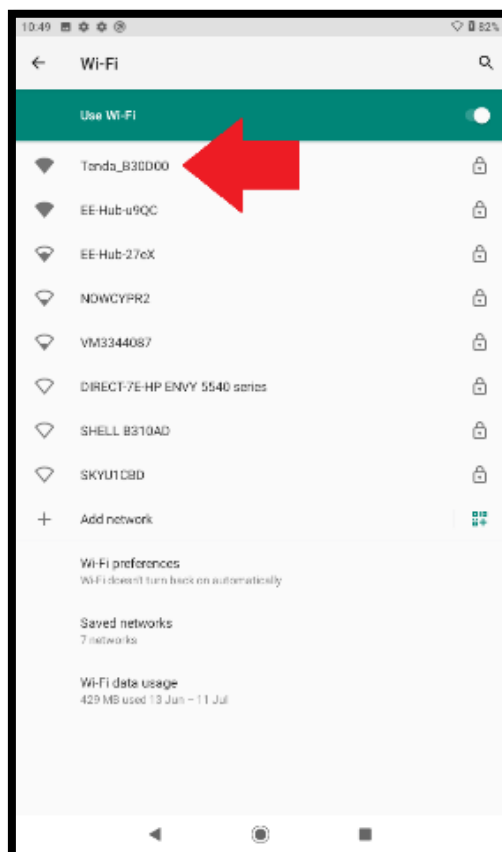
2. The Settings screen will open. Tap “Network and Internet”



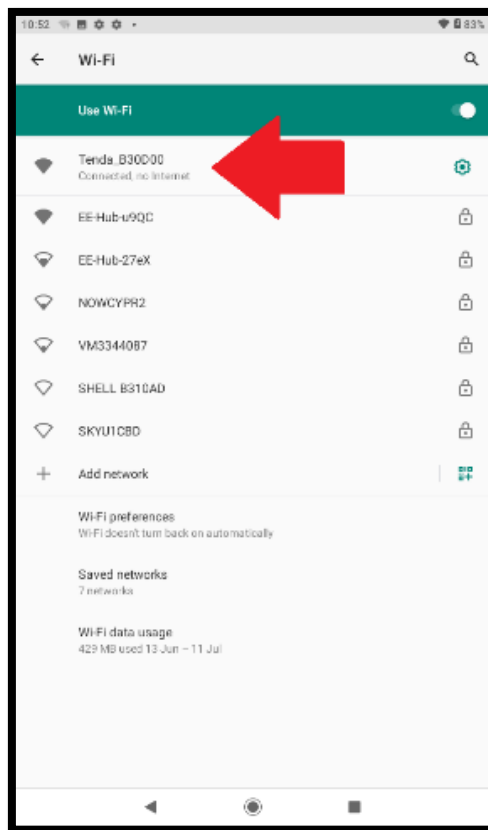
3. Tap “Wi-Fi”



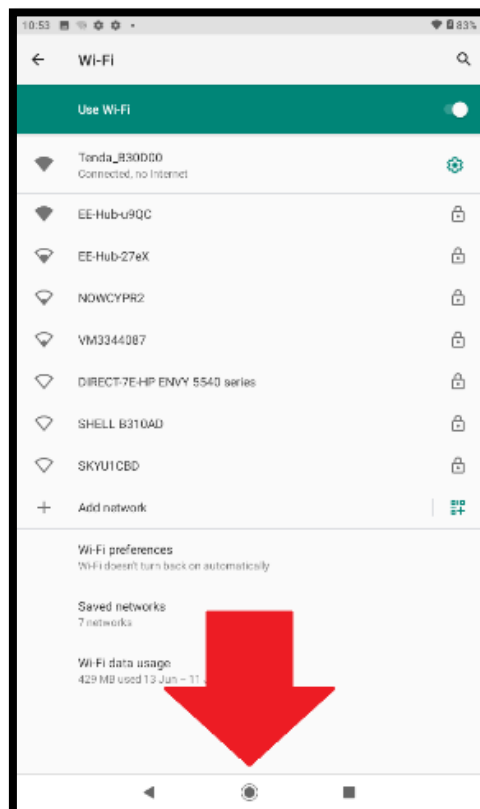
4. The screen will display all the available Wi-Fi networks. Tap the Tenda network



5. The Wi-Fi screen will show that the tablet is connected to the Tenda router, which has no internet connection.

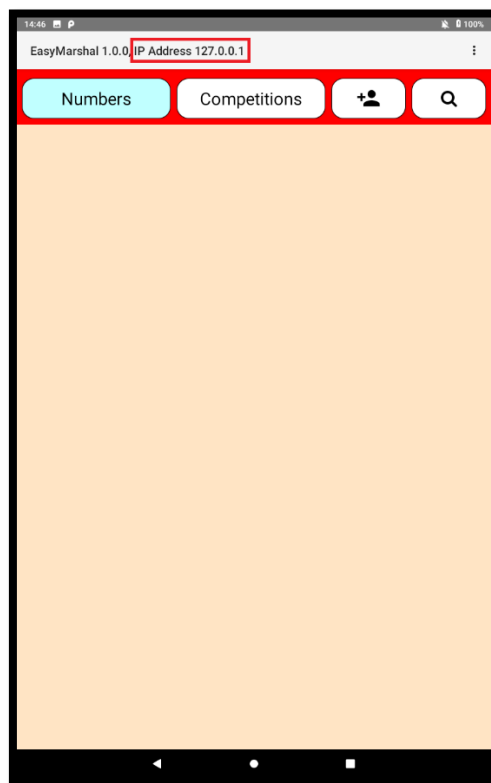


6. Touch the Home button to return to the home screen

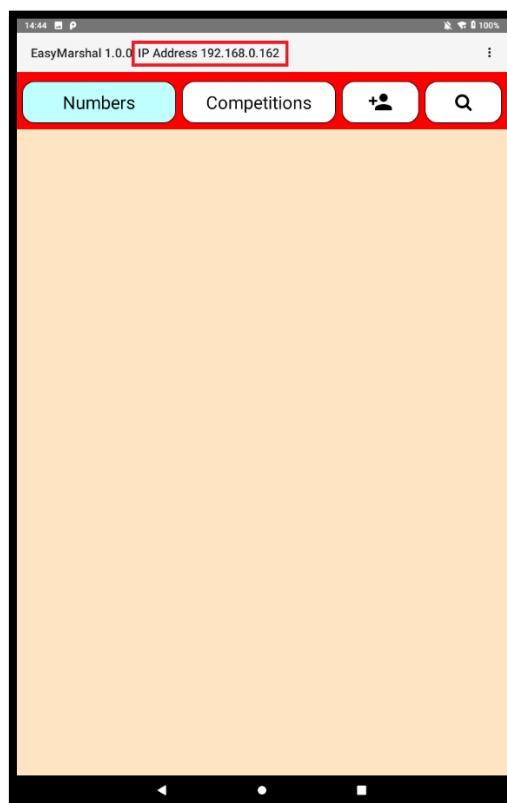


Connecting to Easycomp

If the tablet is not connected to the router, the displayed IP address will be “127.0.0.1”



When the tablet is connected to the router, the displayed IP address will be “192.168.0.xxx”, where “xxx” is a three-digit number that is different for every tablet.



Type the IP address into the Easycomp Official's Names page, in the IP address box for the desired marshal. Then Click the Connect button next to it.

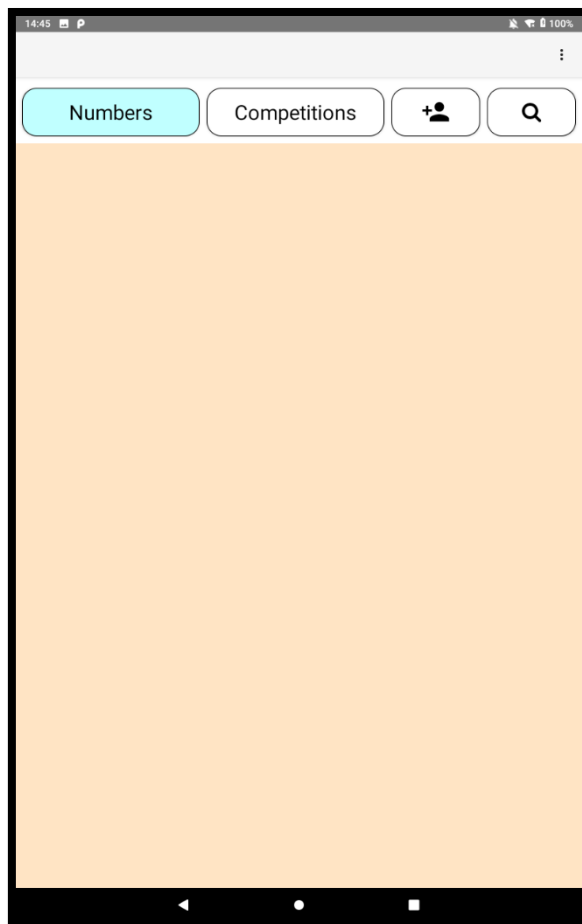
Letter	Adjudicator's Name	Panel	NVC	IP Address	Connect	Status
A	Elliott Whitaker	A	<input type="checkbox"/>	192.168.0.199	Connect	
B	Paul Taylor	A	<input type="checkbox"/>	192.168.0.123	Connect	
C	Hannah Trever	A	<input type="checkbox"/>	192.168.0.198	Connect	
D	Amy D'Angelo		<input type="checkbox"/>		Connect	
E	Sean Perry	B	<input type="checkbox"/>		Connect	
F	Anna Sevastijanova	B	<input type="checkbox"/>		Connect	
G	Gary Foster (chair)	B	<input type="checkbox"/>		Connect	
H			<input type="checkbox"/>		Connect	
I			<input type="checkbox"/>		Connect	
J			<input type="checkbox"/>		Connect	
K			<input type="checkbox"/>		Connect	
L			<input type="checkbox"/>		Connect	
M			<input type="checkbox"/>		Connect	
N			<input type="checkbox"/>		Connect	
O			<input type="checkbox"/>		Connect	

Host IP Address	Connect	Status
192.168.0.169	Connect	
192.168.0.240	Connect	
	Connect	
	Connect	

Marshal IP Address	Connect	Status
192.168.0.162	Connect	
	Connect	

Screen IP Address	Connect	Status
192.168.0.156	Connect	
	Connect	

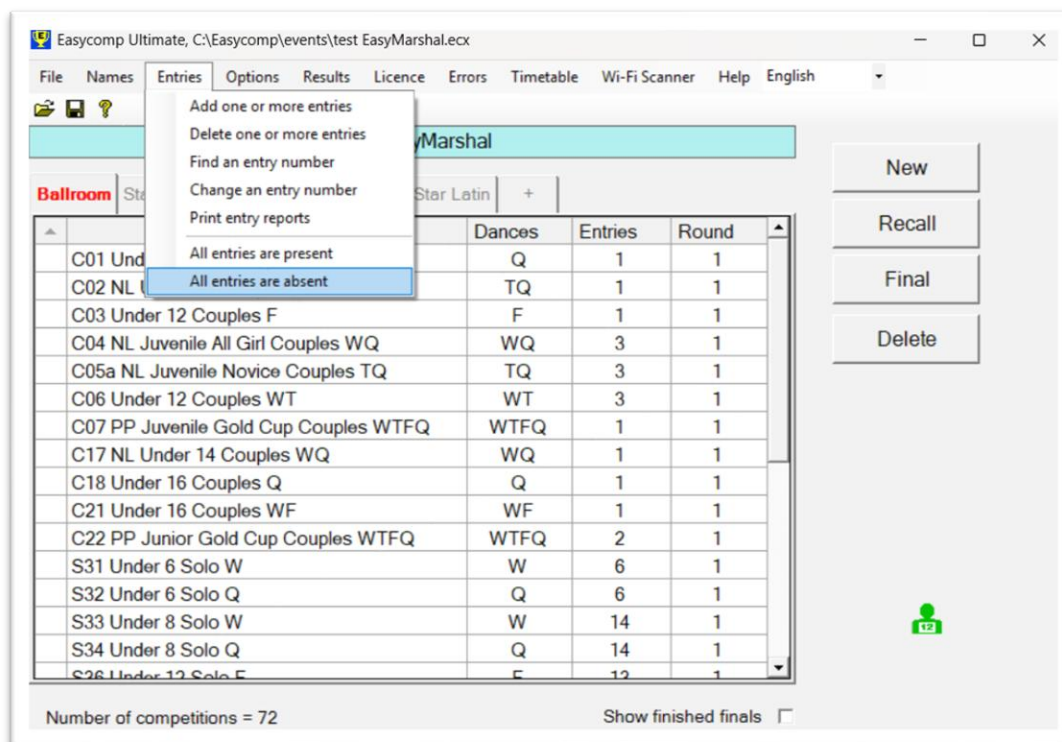
The tablet will be connected to Easycomp and the red area at the top of the screen will disappear, as will the IP address and the software version number.



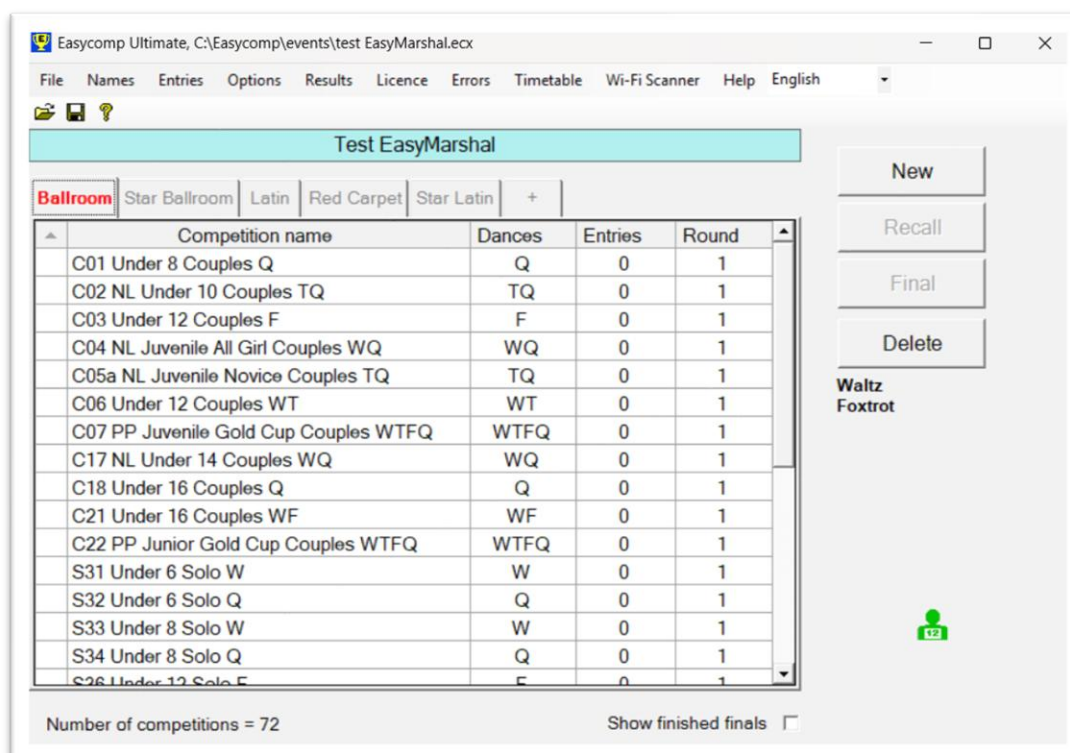
Marking all entries as absent

NOTE. If the competitors' numbers are distributed to the dance schools before the competition starts, this section should be skipped.

In order for EasyMarshal to inform Easycomp when a number is collected, it is first necessary to clear all the entries from Easycomp. To do that, click on "Entries", "All entries are absent"



Easycomp will then show zero entries in every competition. The entries are still in Easycomp, but they are marked as absent until they have been collected.



To demonstrate this, double-click any competition and you will see that all its entries are struck through, indicating that they are absent.

Competition Information

Name of Competition Round 1

S42 Under 8 Solo R

Dances Valid Dance Letters Final Dances (optional)

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

No. of entries = 0 Paste Print Sort

3	64
12	66
19	68
23	71
32	93
36	94
40	98
50	
56	
57	
62	

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

Exit Show Advanced Features

Sending competitions and entries to EasyMarshal

Open the officials' names screen. Click on the "upload" button (outlined in red below) beneath the EasyMarshal icon.

Officials' Names * Non-voting chairperson


Print Clear addresses Panel builder Network tester

Letter	Adjudicator's Name	Panel	* IP Address	Connect	Status
A	Elliott Whitaker	A	192.168.0.198	Connect	
B	Paul Taylor	A	192.168.0.103	Connect	
C	Hannah Trever	A	192.168.0.240	Connect	
D	Amy D'Angelo		192.168.0.225	Connect	
E	Sean Perry	B		Connect	
F	Anna Sevastjanova	B		Connect	
G	Gary Foster (chair)	B		Connect	
H				Connect	
I				Connect	
J				Connect	
K				Connect	
L				Connect	
M				Connect	
N				Connect	
O				Connect	

Host IP Address	Connect	Status
192.168.0.240	Connect	
	Connect	
	Connect	
	Connect	

Marshal IP Address	Connect	Status
192.168.0.162	Disconnect	
	Connect	

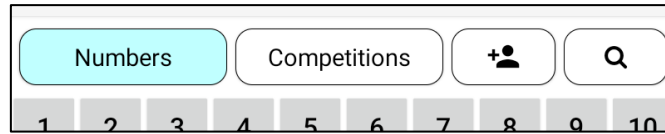
Screen IP Address	Connect	Status
	Connect	
	Connect	



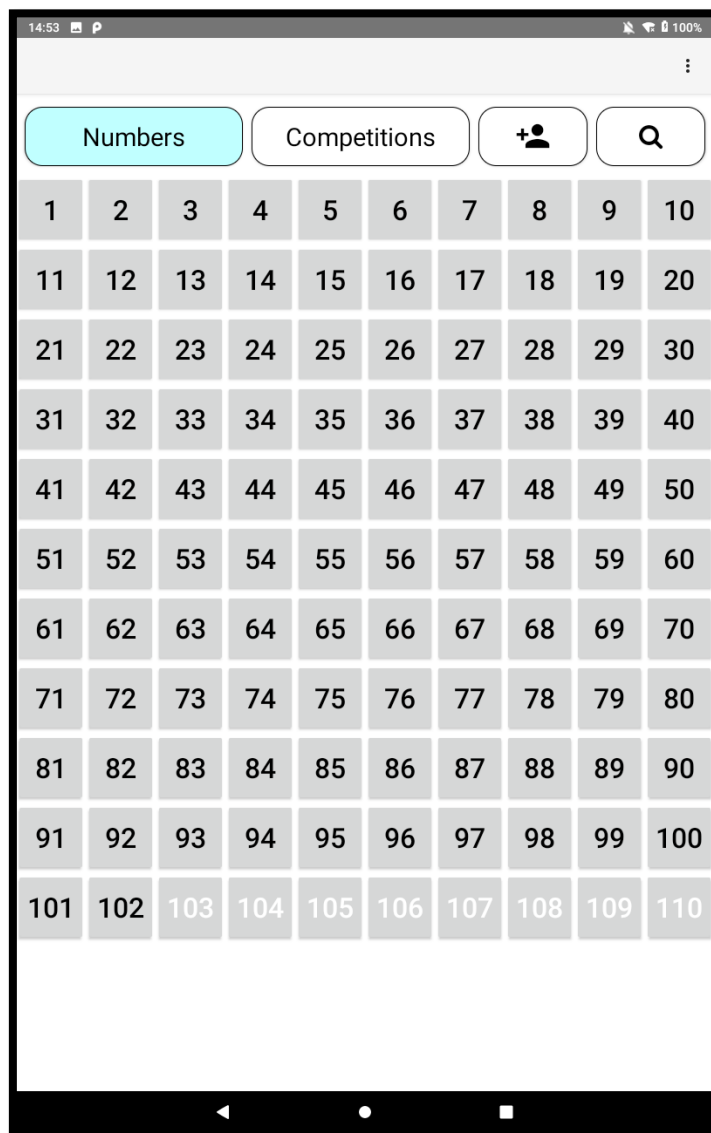
↑

SECTION A – entry desk (unique numbers)

When using EasyMarshal at an entry desk, the “Numbers” button is used. This is the default mode when EasyMarshal starts.



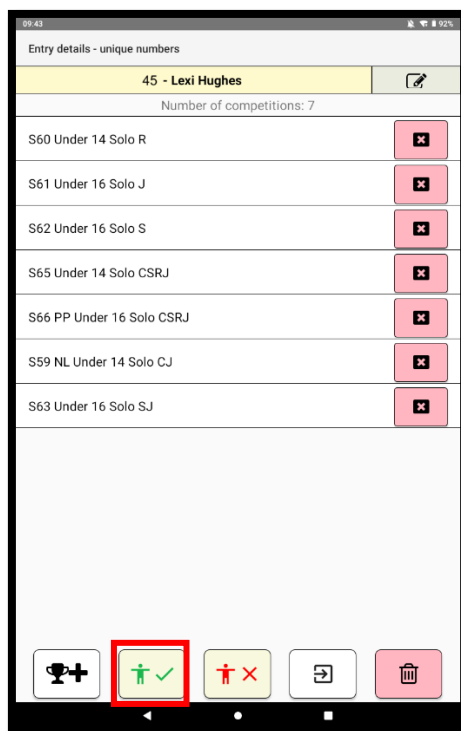
If every dancer will have a different number, which is the most common situation, the screen will display all the event’s allocated numbers. The example below shows that numbers 1 to 102 inclusive have been allocated, and none have been collected. Numbers 103 and above have not been allocated to any dancers and they are available for any unexpected dancers.



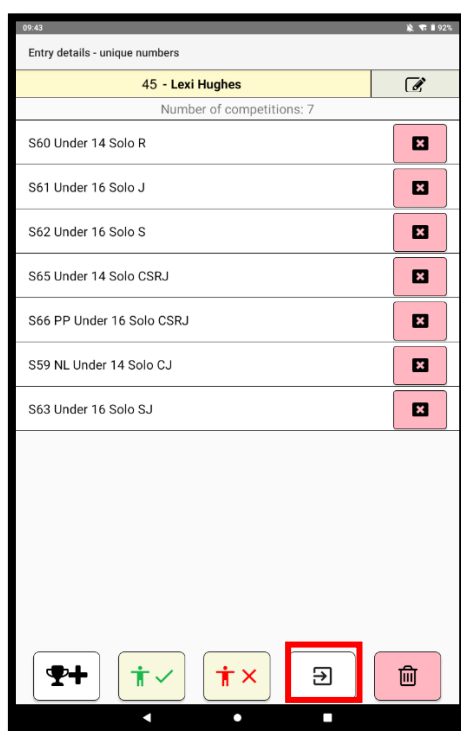
When a number is collected

When a competitor arrives at the entry desk to collect their number, touch their number on the main screen.

EasyMarshal will display all the information about that competitor, including their number, name and all the competitions they have entered. All this information can be changed, if necessary, which will be explained in the next section. If their details are correct, touch the “green tick” button.



If you wish to exit this screen without making any changes, touch the white Exit button

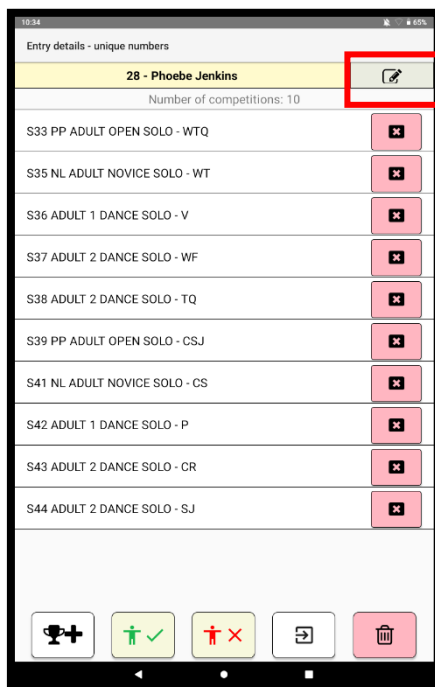


Changing a competitor's details

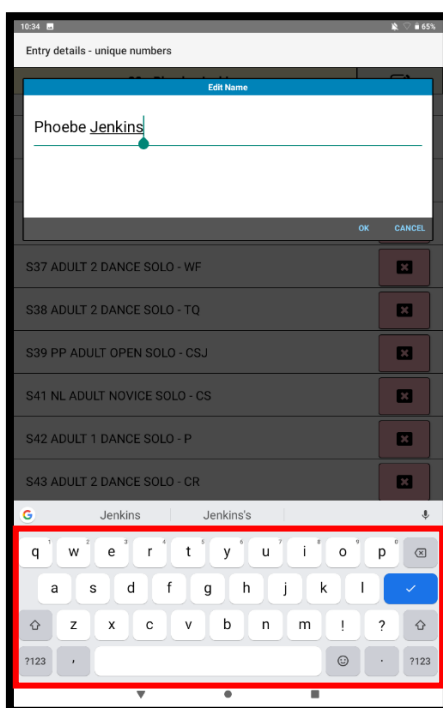
All the competitor's details can be changed, if required. Touch the competitor's number on the main screen to view their details.

Changing a competitor's name

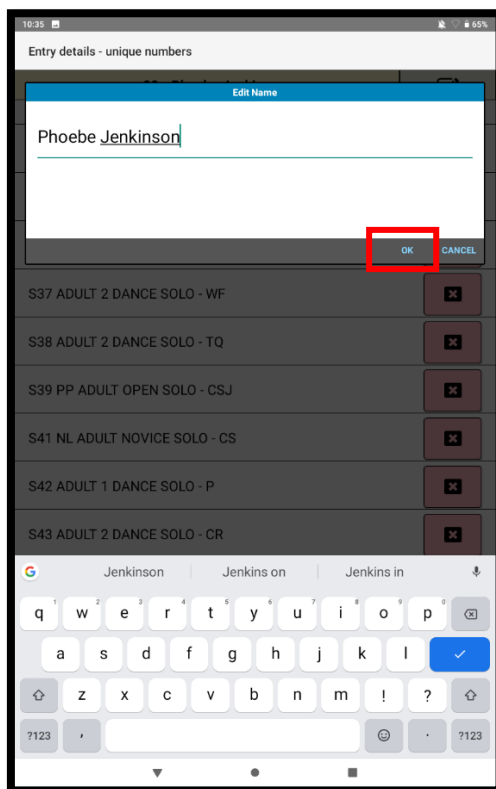
Touch the Edit icon next to their name.



The Edit screen will open. Touch the "Edit Name" box and an on-screen keyboard will appear.

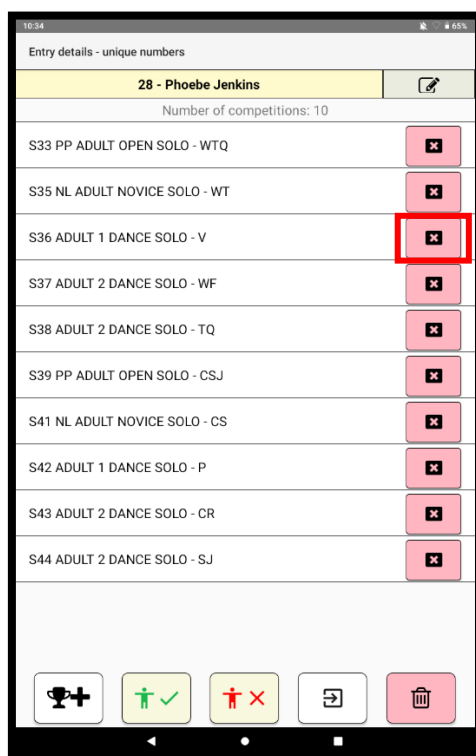


Make the desired changes to the name, then touch "OK".

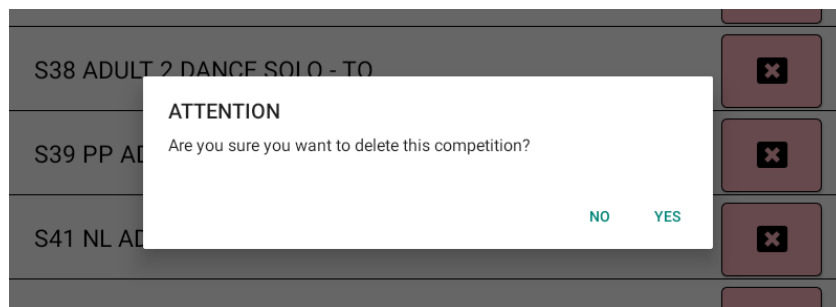


Removing an entered competition

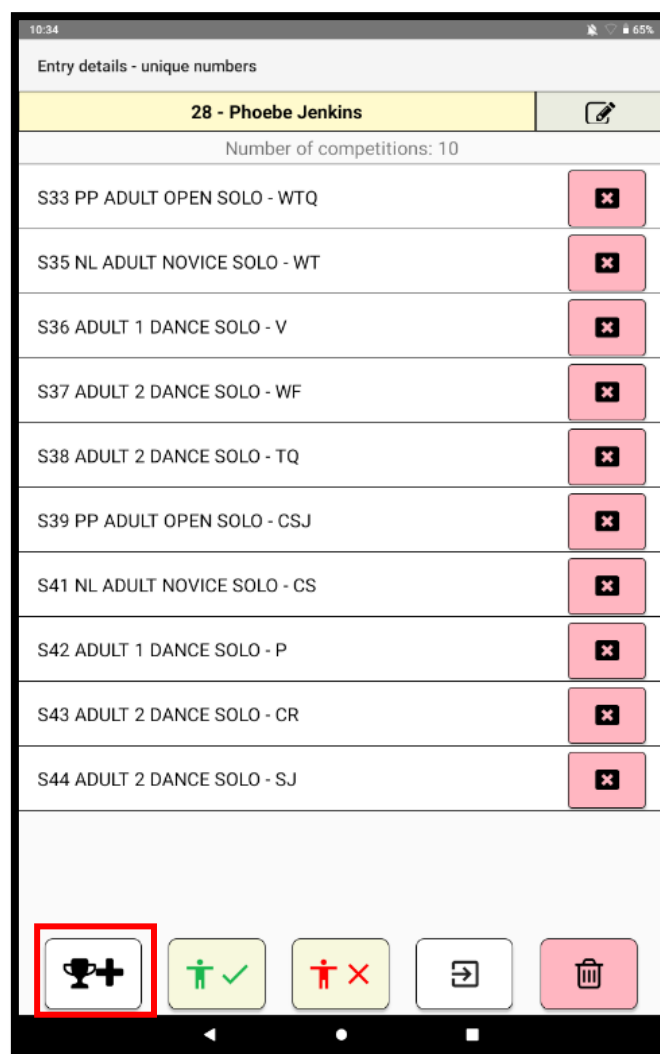
Touch the red Delete button for the competition you wish to remove. For example, S36 Adult Viennese Waltz.



You will be prompted to confirm the competition's removal for this competitor. If you touch "YES" the competitor will be removed from the competition.



Adding the dancer into a competition
Touch the "Add competition" button.



A list of all available competitions will appear. Touch the competition you wish to add, or touch the black Cross button to exit the screen without adding a competition.

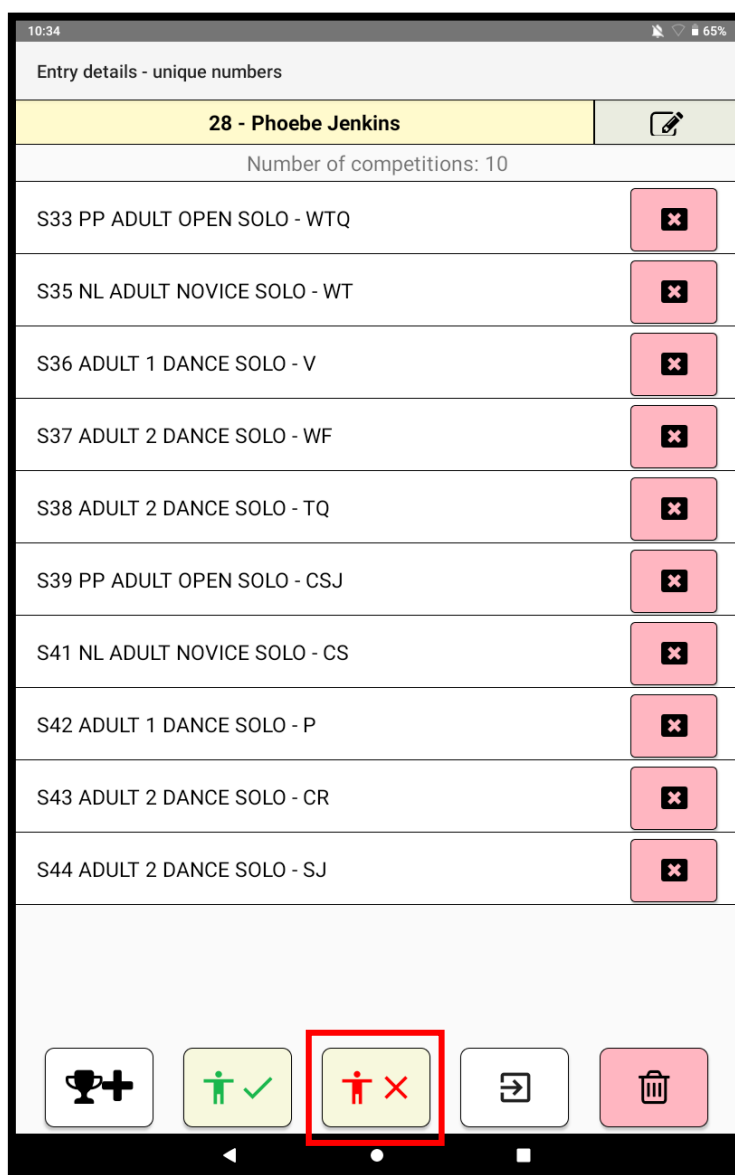
The right of the screen shows the number of entries in each competition and in brackets, the number of dancers who have collected their numbers.



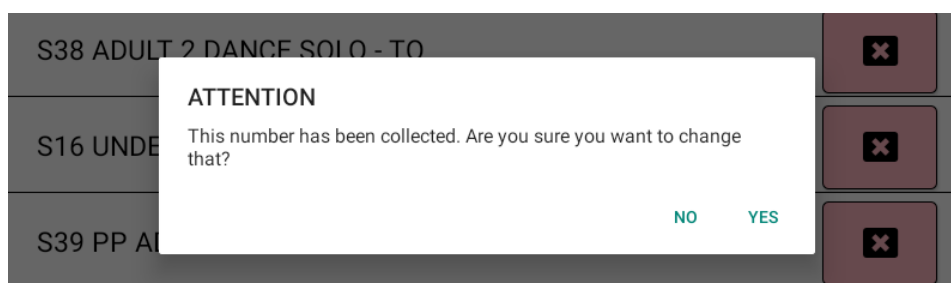
Competition Code	Competition Name	Entries	Dancers
C08	Under 8 Couples C	2	(2)
C09	NL Under 10 Couples CJ	5	(2)
C10	Under 12 Couples S	10	(6)
C11	PP Juvenile All Girl Couples CJ	8	(5)
C12	NL Juvenile Beginner Couples CS	9	(5)
C12a	NL Juvenile Novice Couples RJ	9	(6)
C13	Under 12 Couples SR	9	(5)
C14	PP Juvenile Gold Cup Couples CSRJ	10	(6)
C15	Juvenile Couples Star W	0	(0)
C17	NL Under 14 Couples WQ	1	(1)
C18	Under 16 Couples Q	1	(1)
C21	Under 16 Couples WF	1	(1)
C22	PP Junior Gold Cup Couples WTFQ	2	(2)
C23	NL Under 14 Couples CS	3	(1)
C24	Under 16 Couples R	4	(2)
C25	PP Junior All Girl Couples SJ	3	(1)
C27	Under 16 Couples CR	4	(2)
C28	PP Junior Gold Cup Couples CSRJ	4	(2)
C29	Junior Couples Star W	0	(0)

Changing a number's "collected" status

If a number has been accidentally marked as collected, touch it on the main screen to view its details. Touch the red cross button.



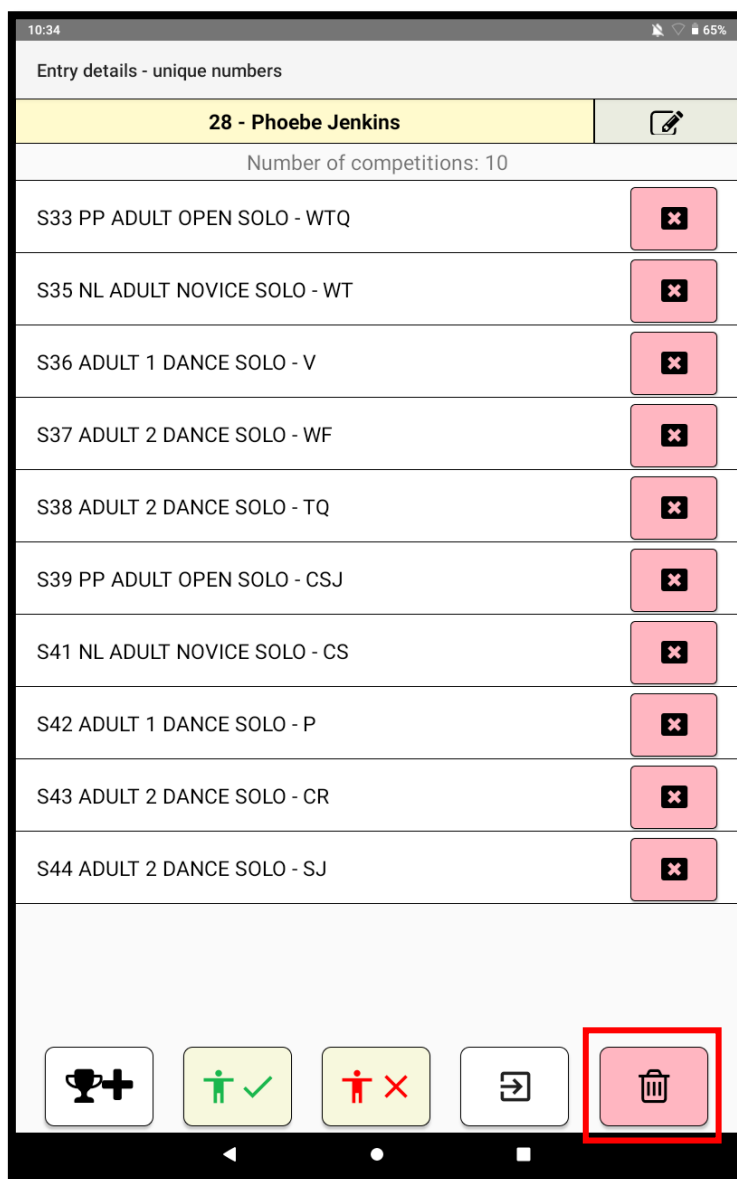
You will be asked to confirm the action.



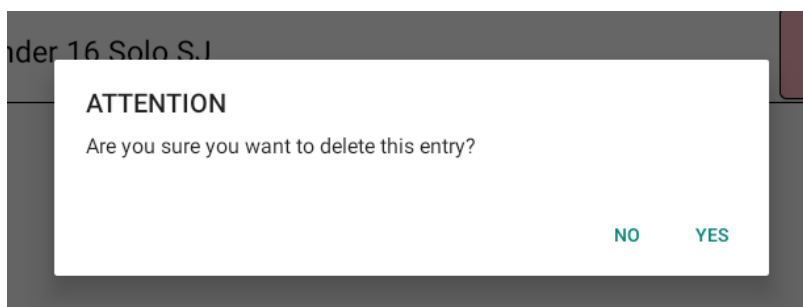
CAUTION! Incorrectly marking a number as uncollected will have serious consequences if the competitor has actually collected it because they will then be excluded from all competitions, including any in which they have already been recalled. Make absolutely sure that the number is still on the entry table before taking this action.

Deleting a number

If a competitor has told the organiser that they will not be attending the event, their number can be safely deleted from the system. Touch their number on the main screen to view their details. Touch the red Delete button.

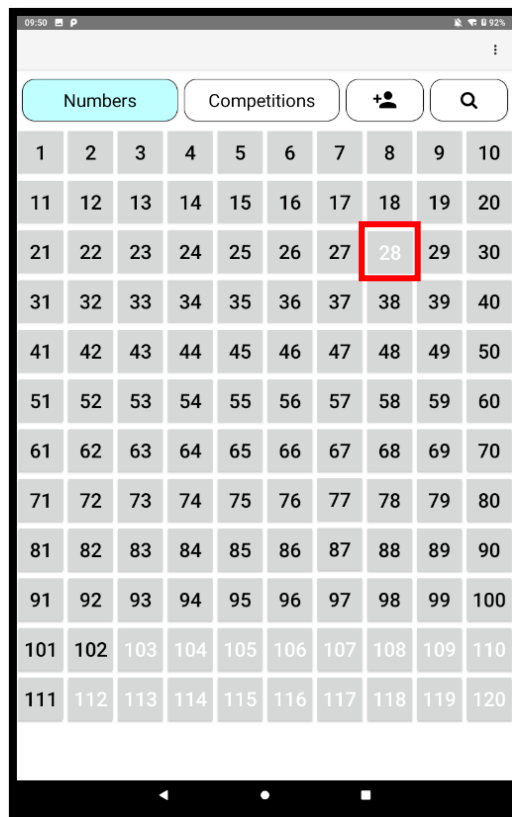


You will be asked to confirm the action.



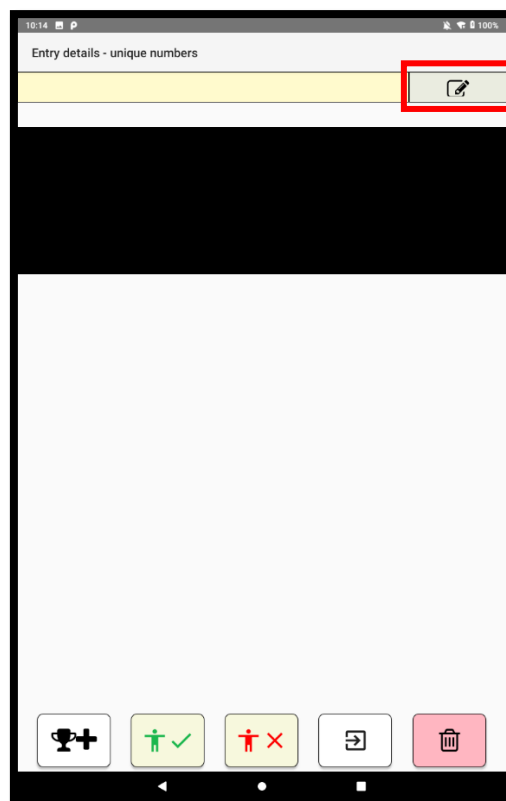
Caution! This action cannot be undone.

Deleted numbers are shown in white on the main screen. They can be assigned to another competitor, if desired.

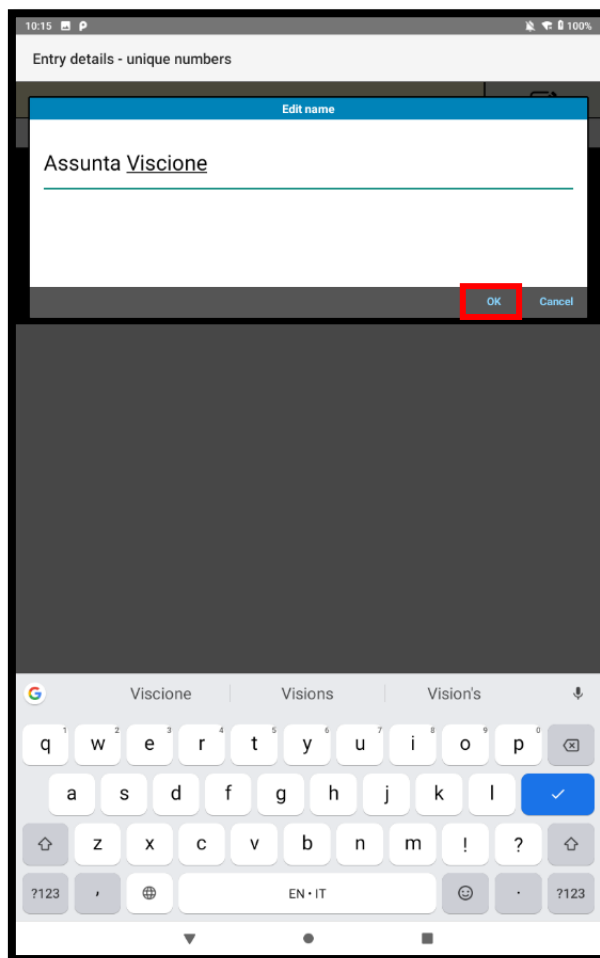


Assigning a number to a competitor

Touch a white number. A blank entry screen will appear. Touch the Edit button



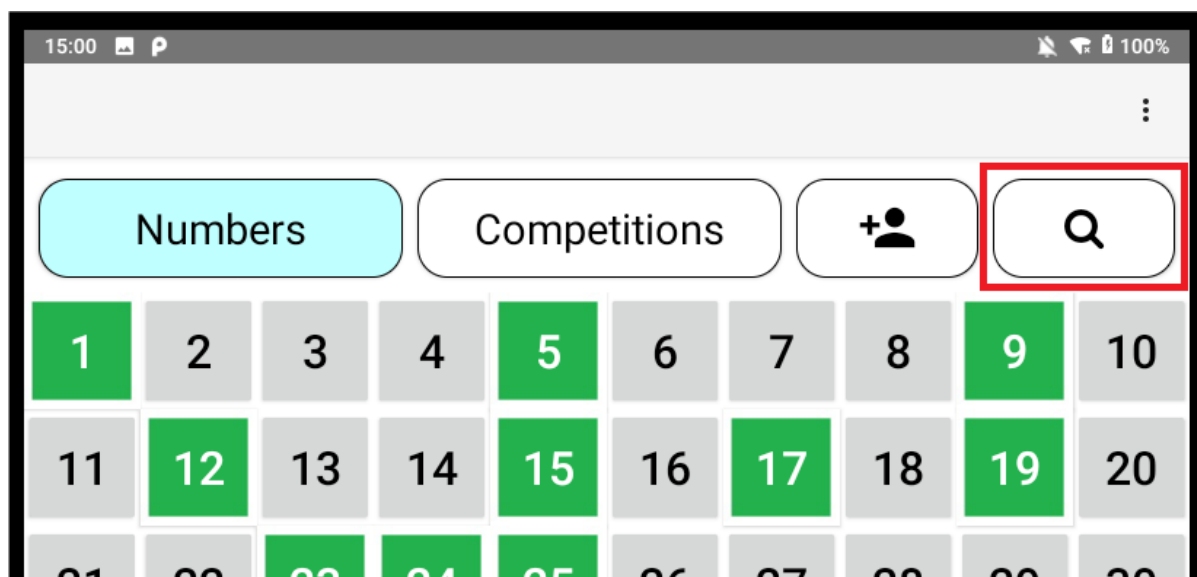
Type the name of the new entry then press OK.



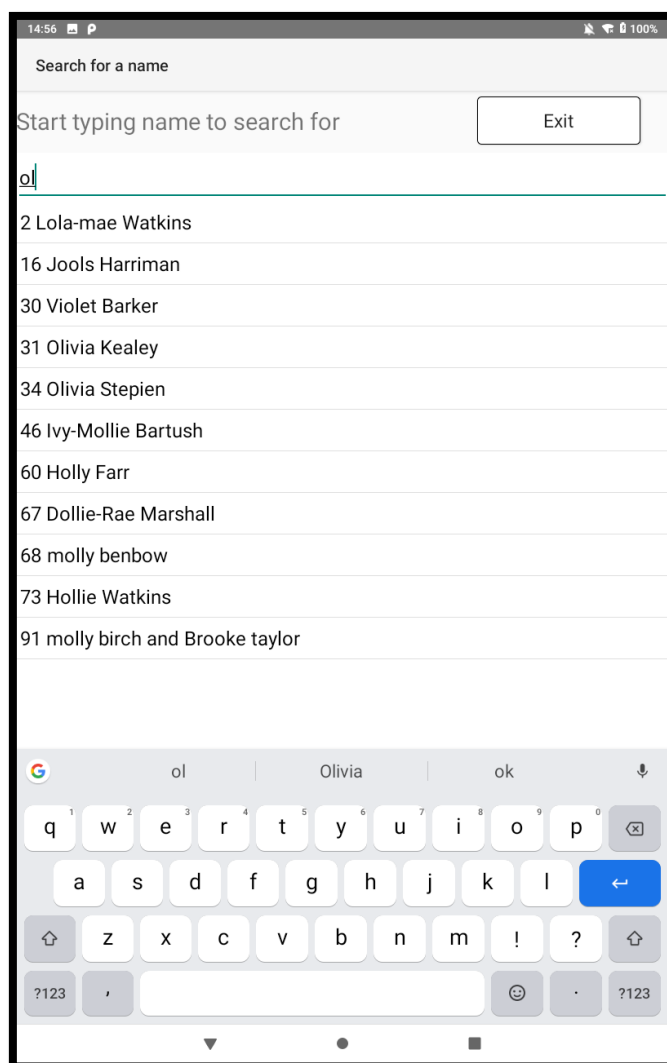
Add the competitions that the new entry wishes to take part in, by touching the “Add competitions” button, then follow the procedure previously described in the section “Adding the dancer into a competition”

Search for a name

You can search for a competitor’s name by touching the Search button



Type the first few letters of the name. The screen will show the names that match the letters. Touch the name that you are searching for to open the entry's details page.

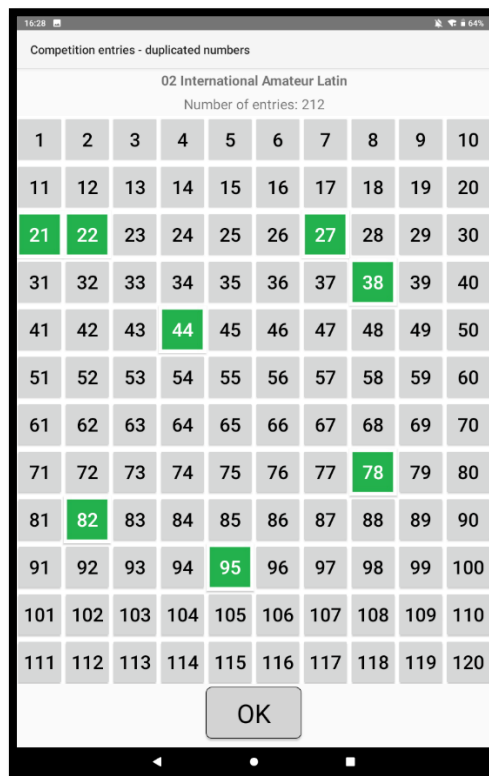


SECTION B – entry desk (duplicated numbers)

When using EasyMarshal at an entry desk, and different dancers may have the same number (duplicated numbers), the screen will display a list of all the competitions.



Touching a competition will open it, showing all the numbers entered in that competition. Numbers that have been collected are coloured green.

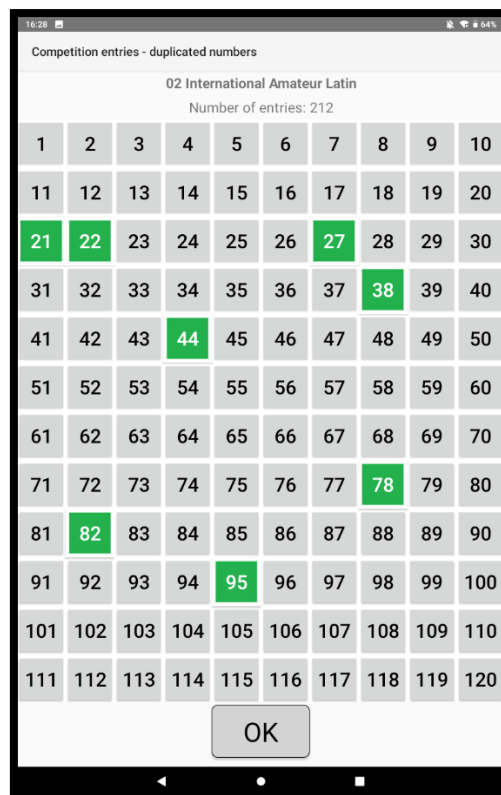


When a number is collected

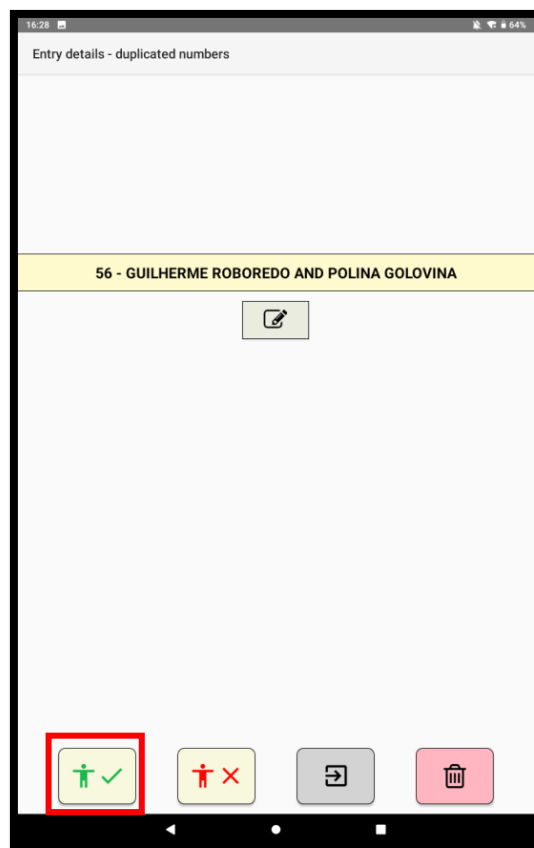
When a competitor arrives at the entry desk to collect their number, first find out which competition they want to collect their number for (they may have different numbers in different competitions).



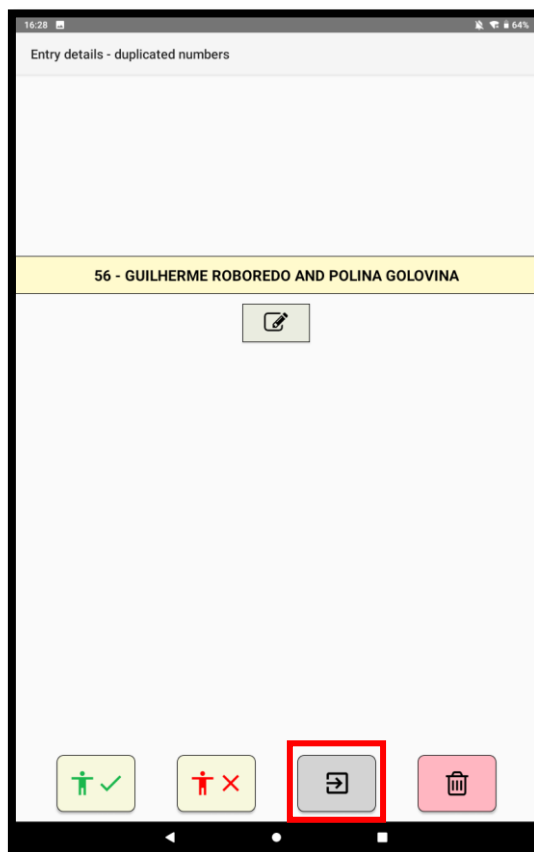
Touch the competition to show all allocated numbers in that competition.



Touch the competitor's number to show their name. If their names are correct, touch the green "tick" button.

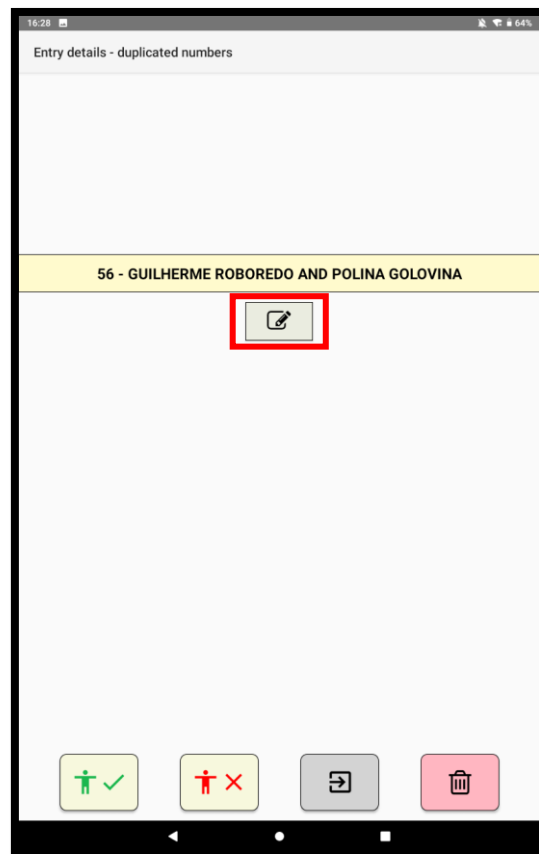


If you wish to exit this screen without making any changes, touch the white Exit button

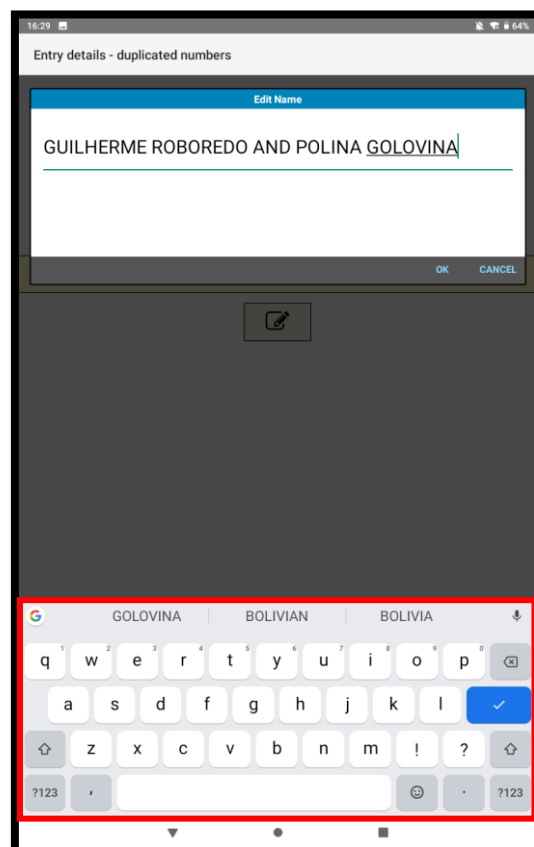


Changing a competitor's name

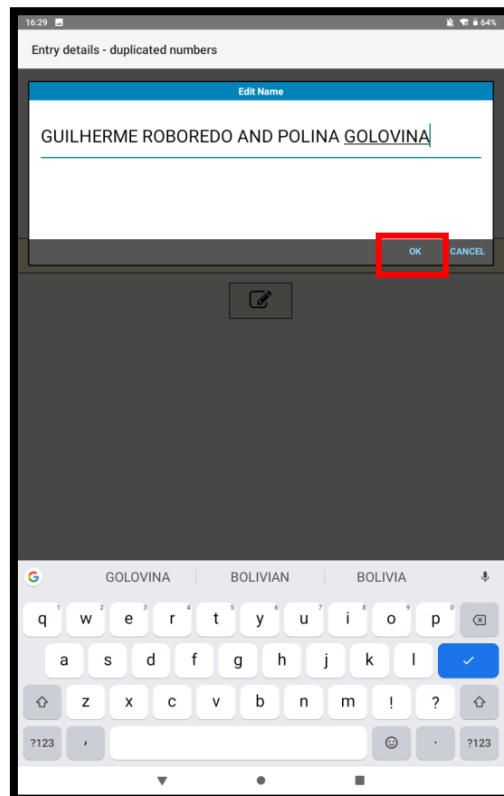
Touch the Edit icon beneath their name.



The Edit screen will open. Touch the "Edit Name" box and an on-screen keyboard will appear.

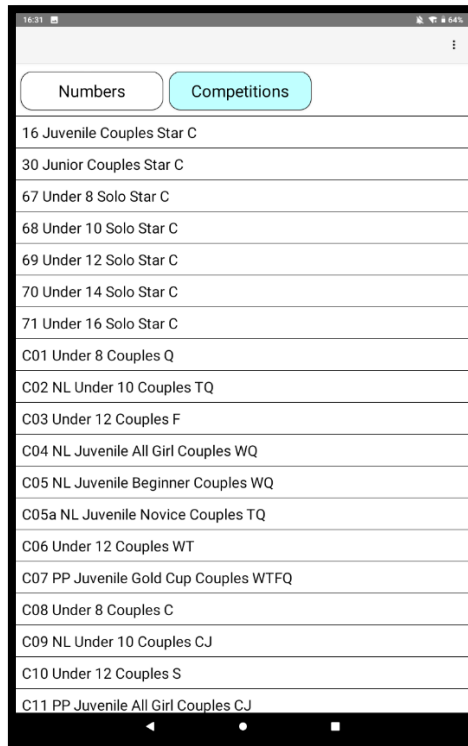


Make the desired changes to the name, then touch “OK”.

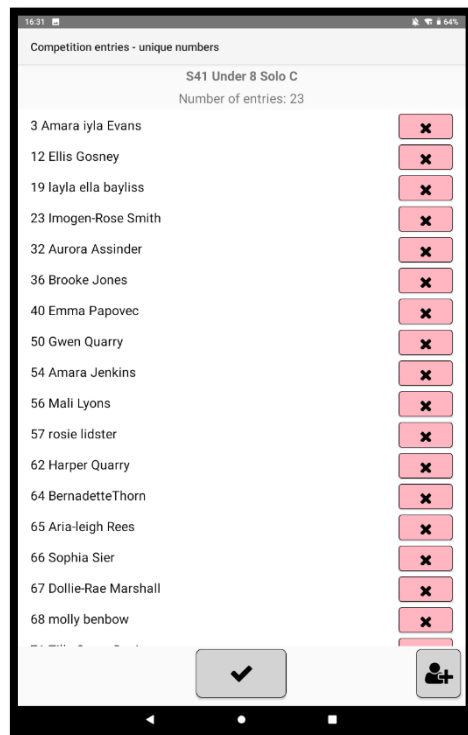


SECTION C – using EasyMarshal in a dancers' holding area

When using EasyMarshal in a holding area, the “Competitions” button is used. The screen displays a list of all competitions.



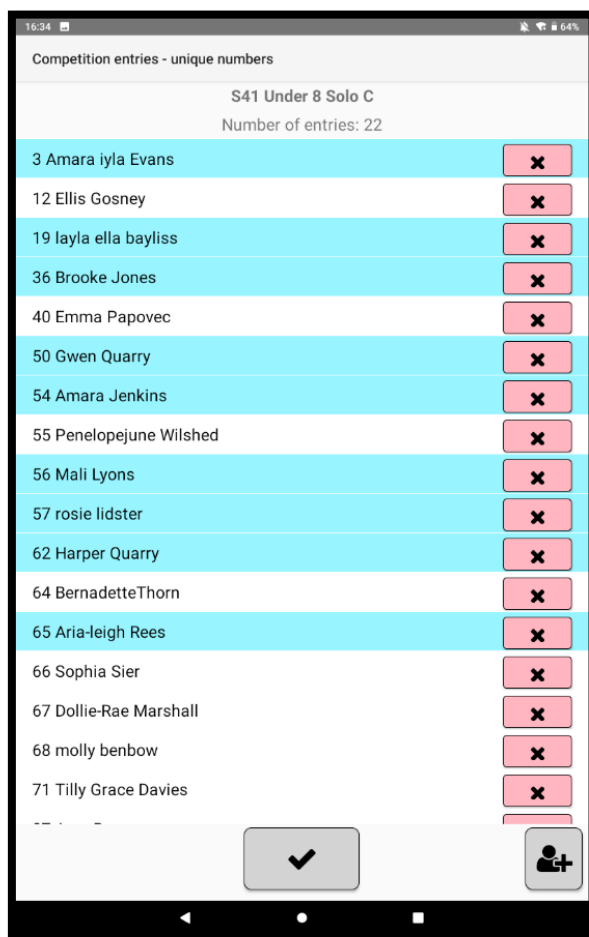
Touching a competition will open it to show its entries. Touch the “tick” button to exit the screen.



Checking the dancers in a holding area

It is usual practice for the dancers to form a line, and as the marshal walks down the line reading their numbers, the corresponding number on the screen is touched. As each number is touched, it turns blue, which makes it easy to spot any missing dancers.

If a missing dancer cannot be found, they can be removed from the competition by touching the red "X" button. Note that the user will not be asked to confirm the deletion, so be careful not to touch the button accidentally.

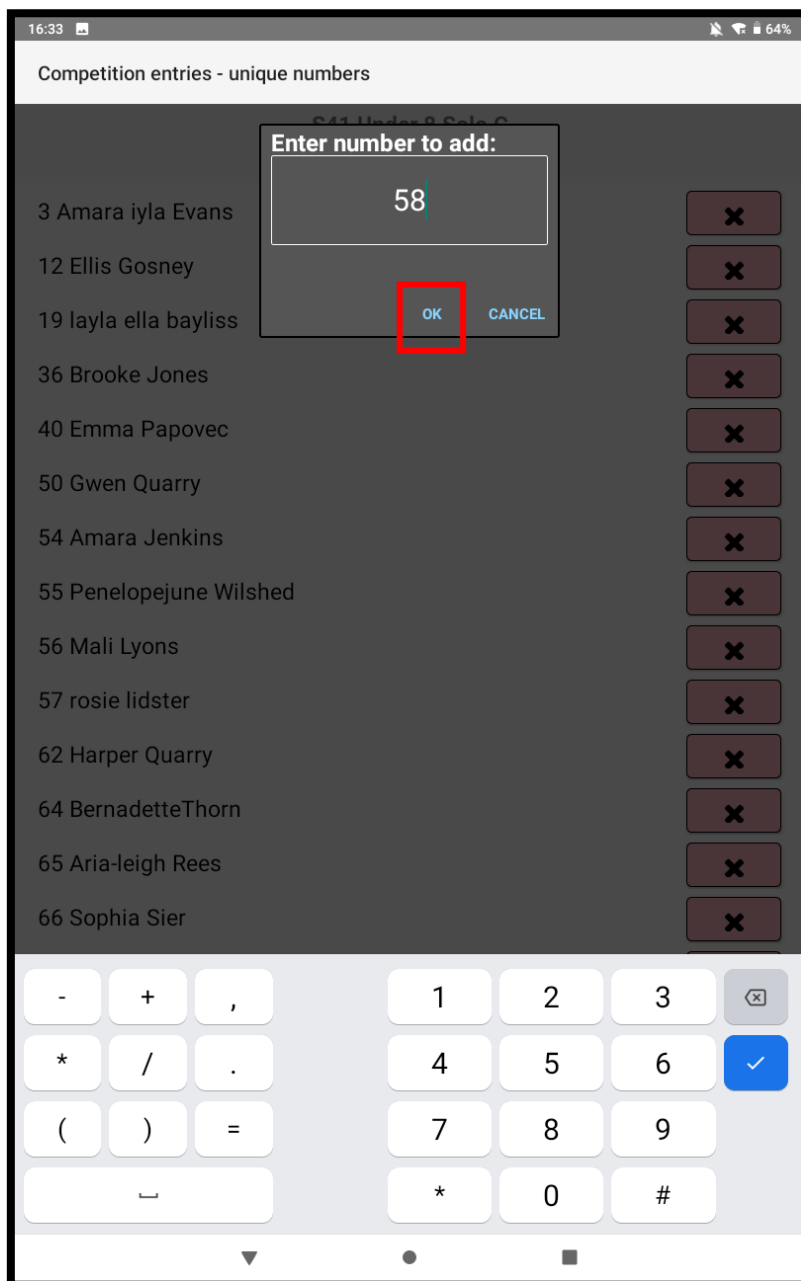


Adding a dancer in a holding area

If a dancer is in the holding area and their number does not appear on the screen, they can be added into the competition by touching the "+" button in the bottom right-hand corner.



Using the on-screen keyboard, enter the number to be added, then touch OK.



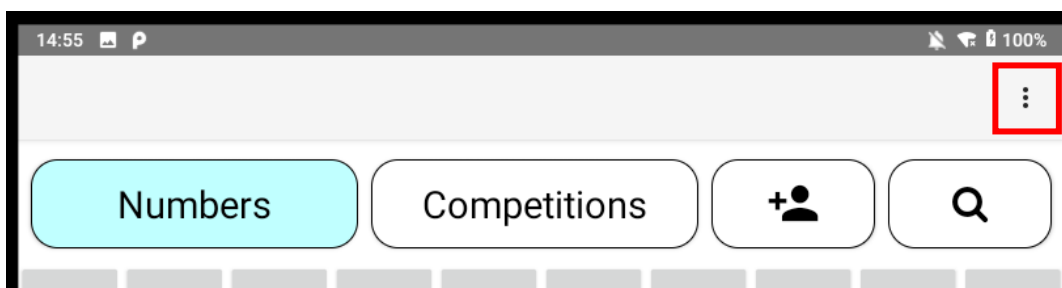
The new number will appear in the list of competition entries.

Using EasyMarshal off-line

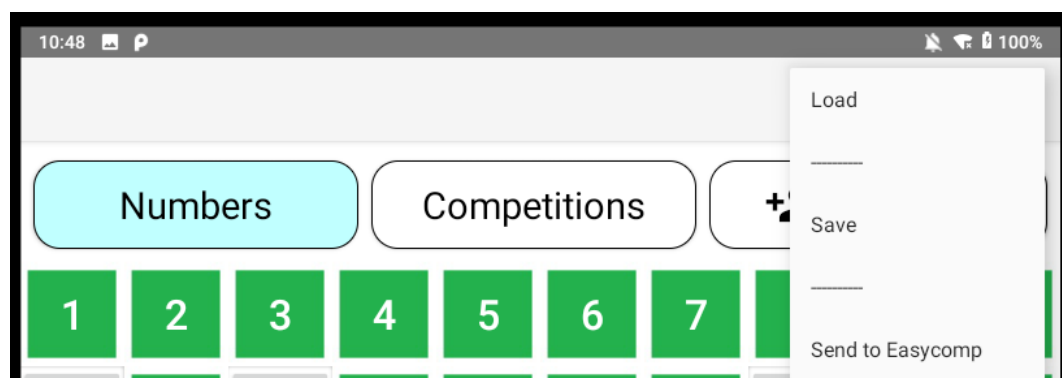
If EasyMarshal becomes disconnected from Easycomp, it continues to fully function in an off-line mode. No updates can be sent to Easycomp when it is off-line, although they are safely stored in memory. As soon as EasyMarshal is connected to Easycomp again, all the pending updates are automatically sent to Easycomp. This process could take several seconds to complete, depending on the number of updates that need to be sent.

Saving and loading data

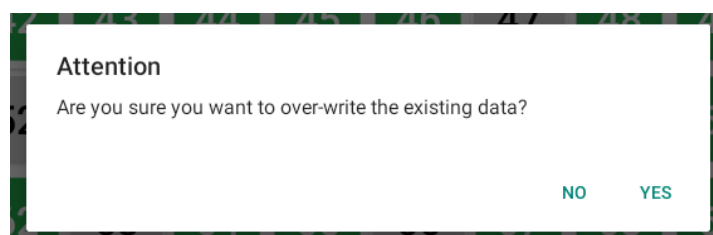
Touch the three dots in the top right-hand corner of the screen.



A drop-down menu will appear.



Touching "Save" will save all the current EasyMarshal data into the tablet's internal storage. If data already exists in the storage area you will be asked to confirm that you want to over-write it.



Touching "Load" will load EasyMarshal with previously saved data. All data contained in EasyMarshal will be over-written with the saved data. **No confirmation will be requested.**

Sending data to Easycomp

EasyMarshal automatically sends updated data to Easycomp whenever there is a change, so it should not be necessary to manually send any data. However, this command may be used if the automatic updates to Easycomp should fail, for whatever reason.