SKATE CANADA

CSS USER MANUAL

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Introduction

This manual contains detailed instruction on the installation and use of Skate Canada's Competition Scoring System (CSS). CSS is the only software authorized for use in Skate Canada sanctioned competitions and Programs as defined within Skate Canada Rules. It establishes the required components, minimum system requirements, and logical layout.

All detail in this manual related to Video Replay is specific to the Skate Canada provided product that is accessed through LTS login. For instruction on use of the ISUCutter software as included in the latest version of ISUScoreFS, please refer to documentation designed to support that software.

System Hardware

Minimum Hardware Requirements

Skate Canada supports systems that meet the following minimum system requirements (an example list of specific hardware models which may be used is included later in this document):

- A sufficient number of computers to be used for judge/referee, Data Input Operator (DIO), Video Replay Operator (VRO), and announcer stations
- One computer to be configured as the event controller station
- One computer to be configured as the data input operator's station
- All PCs in a set must meet the following minimum specifications:
    - minimum of Windows 10 with S-Mode disabled
    - processor, memory, and hard drive that meets the minimum requirements of the operating system

    1GB of free space for CSS and supporting libraries

    - either touch screen or mouse control capabilities
    - display resolution of at least 1366x768

    - onboard gigabit ethernet adaptor, or separately purchased external gigabit ethernet adaptor for all units
    - gigabit ethernet network equipment and cabling (minimum Cat 6)
- One external display for use by the technical panel. To support this, the VRO computer must have a port available that allows this external display to act as a mirror display
- One gigabit ethernet switch with enough ports for all clients + 5 additional
- Gigabit ethernet (Cat 6) cabling of enough quantity and length for all network connections (see network layout below)
- A gigabit ethernet router with DHCP, and built-in tri-band access point
- A HDMI/Ethernet H.264 1080P multicast video encoder, specifically J-Tech ENCH4
- A digital video camera with tripod mount that has live HDMI output
- (optional but recommended) A UPS battery backup to power switch and router

PC Configuration Checklist

Initial Operating System Set-up for a new computer

When working with a new computer it is recommended to wipe the computers and install a clean copy of Windows 10 directly from the Microsoft website rather than the one that came installed on the computer. Typical factory setups (images) usually contain a fair amount of extra software installed by the manufacturer which sometimes includes third party antivirus or other software that might interfere with CSS and LTS functionality.

Basic instructions on how to complete:

1. Get the media creation tool from Microsoft: https://go.microsoft.com/fwlink/?LinkId=691209
2. Create a Windows 10 installation USB key
3. Boot the computer you want to clean off to the USB key rather than the hard drive and go through Windows 10 set up.
    a. During set up steps for Windows 10 install, used the advanced/edit partitions tool, and delete ALL partitions currently on the hard drive, then select the empty space and proceed with Windows Installation by choosing to install Windows there.
4. Let Windows finish the set up, and when the computer restarts, create a local account only (not a Microsoft account or sign into an existing one)
    a. On Windows 10 pro, there is an option at the bottom left of the screen called “limited experience” or “local account” During set up, this option will be de-emphasized, however it is recommended to use this option.
    b. On Windows 10 home, ensure the computer isn’t connected to wifi or ethernet during the set up process – skip the connection step, and it will allow you to proceed with a local account set up.

For all PCs in a set, the following Windows 10 configurations must be set for reliable operation of the system:

- Complete initial Windows setup (on new computers) by creating a local-only account (not an online/Microsoft account) and apply all available Windows updates prior to continuing with setup.
- The network must be defined as a “private” network profile in Windows
    - When first connecting to the network, Windows will prompt you to indicate whether the computer should access and be accessible by other computers on the network. Click *Yes* in this prompt to set the network as a private network.
    - If no is selected, or this prompt is missed, you’ll need to modify the network profile in the Windows Network Settings to be set to *Private*.
    - The prompt, and the option to change profile type will not be available on computers that are not set to use the DHCP server. In this case, return to this step and configure the DHCP server to continue.
- Run the “Windows Settings.bat” file included in the CSS Core package as Administrator (Right Click + Run As Administrator). This will adjust network and power settings critical to the correct operation of CSS.

- In Display Settings, set the *Change the size of text, apps, and other items* option to 100% as some computers default to values higher than this

Network Configuration Checklist

- On the router's DHCP settings, set the addressing space to 192.168.6.X (Class C) with a subnet mask of 255.255.255.0. Set automatically issued addresses to range from 192.168.6.2 to 192.168.6.254.
- In the DHCP reserved addresses table, set the MAC address of the CSS controller/database system to be assigned the address 192.168.6.40

Video Encoder Configuration Checklist

Note: This checklist only applies to the hardware that is recommended for use with CSS and as listed in the chapter 'Example Set of Hardware Models' as this is the only video encoder tested to work with CSS and LTS.

If any of the options below are unavailable, please update the device to the latest firmware version by obtaining a package from the manufacturer's website.

- In System configuration, enable DHCP (the encoder does not require a fixed address on the network).
- In the Encoder » Main stream page, set the following values:
    - FPS: 30
    - GOP: 30
    - Bitrate(kbit): 2000
    - Encoded size: 1920x1080
    - H.264 Level: baseline profile
    - Bitrate control: cbr
    - Multicast IP: 238.0.0.1 » ENABLE
    - Multicast port: 1234
- In the Encoder » Advanced page, set the following values:
    - Video Only: ENABLED

Software Set-up

The suite of CSS software includes the following components:

- CSS Core
    - This application is the core calculation and system control software
- CSS LTS
    - This application renders the score entry interface on all judge, referee, and DIO, VRO, Scoreboard, and Announcer workstations
- CSS Announcer
    - This application renders an interface suitable to the role of event announcer which displays real-time information about the competition
- Crystal Reports Redistribution

    - This is a library of reporting software used by the CSS Core application to produce report outputs
- Microsoft Access Database Engine
    - This is a library of reporting software used by the CSS Core application to produce report outputs
- Microsoft SQL Server 2014
    - This is software framework which is used to house the CSS database
- VLC 1.0.5
    - This software is used on all judge, referee, VRO, screens to process video feed, recording, and playback functions.
- The "CSS" SQL database
    - This is the structure, pre-defined scoring parameters, and generated result records captured by the system during its normal operation

Event Controller

The operation of the CSS system is governed by one computer acting as the *Event Controller (EC),* and may be supported by other computers on the same network also running CSS as a Data Specialist. This EC keeps the central database of marks, calculation components, and results. It also produces any reports specific to the event. Beyond the basic PC configuration checklist outlined at the beginning of this document, the following components and configurations are also required on this computer (installed in the following order):

- Microsoft SQL Server 2014 (using the bundled SQL setup utility)
- CSS Database installation and upgrade to current version (using the bundled SQL setup utility)
- CSS Core installation
- Crystal Reports Redistribution
- Microsoft Access Database Engine

The CSS Set up Package includes a file called "Express Setup.bat". This file may be used to automate the installation process for all necessary components on the EC/ACC/DS computers. Ensure that you run this package as Administrator (right click + run as administrator) and follow through with all of the instructions and installers that are prompted. If you choose to use this batch file, please ensure that your local copy of the "Current CSS Release" folder and all contents are present and unmodified in the directory structure indicated on the CSS SharePoint site.

Judge/Referee/DIO/VRO

The identification of elements, application of Grades of Execution against these elements, application of Program Components, application of bonuses and violations, and capture and playback of video clips of elements is performed by the various roles served by the LTS application. LTS stands for "laptop system," which marks its evolution from the original collection method using Crestron touch panels.

- VLC 1.0.5 (32-bit)
- CSS LTS installation

Announcer

The provision of all items required to be announced during running of a competition is performed by this application.

Installation of CSS, LTS, or Announcer

It is important to ensure that all files required for installation to ensure function of any component of scoring are installed on the appropriate computer to ensure reliability. For detailed instructions on necessary installation procedure, refer to the *Readme.txt* file included in the distribution of each of the above components. If a readme file is not published to an area of the setup directories, then all files present should be run and installed in no particular order.

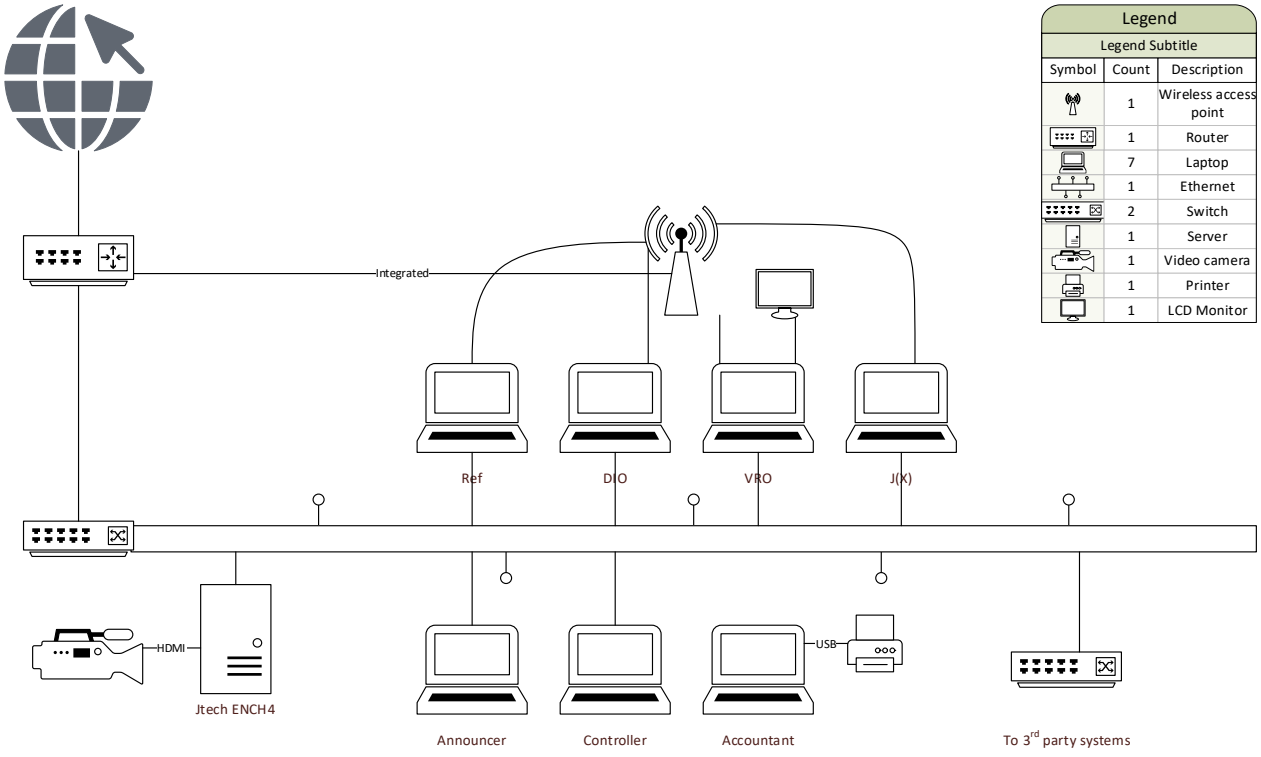
Following initial installation or update of CSS or LTS, version number is confirmed on the initial log in screen of both. The **Check for Updates Screen** accessed from Main Menu Screen is no longer used.

Network Layout

The following generic diagram outlines the network layout of the various devices which comprise a standard CSS system. There is a local area network, with multiple endpoints connected. One of the endpoints has the controller software installed (CSS Core) along with the database server. This computer is logged in as the Event Controller and acts as the competition database.

Results are collected and fed into the database over the local network by judges, DIO, and referee (LTS Module). The entire system may optionally be connected to the Internet in order to facilitate live scoring, and third-party systems may be connected to enable scoreboard, television, or other functions.

This diagram also highlights a recommended but optional wireless backup. Devices may be configured to fail over to a wireless connection if an ethernet connection is lost during an event. If wireless backup is used, it is recommended that you analyze the local 5GHz spectrum in order to utilize a low-congestion channel. Use of the 2.4GHz band is not recommended.



Standard on panel set up:

- Layout all laptops in the proper locations (sometimes dictated by rinkside stand position and size) for the competition. Then position switch, router and printer. Once these are positioned then you can begin to run network cabling.
    - The number of judge terminals will be dictated by the numbers of judges (including trial judges) on the largest panel of the competition
- Network all computers via ethernet cable to the switch via any available port. It is recommended to identify which computer is networked to which port on the switch to aid with possible troubleshooting if a specific connection is not functioning
- USB connection for printer to ACC computer
- Network the video encoder box to the switch
- Connect camera to video encoder via HDMI port
- Network the switch to the router using any port on the switch, and any port on the router except for that identified for internet/WAN
- On the Event Controller itself, connect the CSS application to the database on the same computer: location is identified as localhost\sqlexpress2014
- All other computers will look for database at 192.168.6.40\sqlexpress2014 (or whichever address is reserved/assigned to the EC/database computer)
- Plug in and power up all components. Any item lacking internal battery is plugged into UPS backup battery.

Manual Input Method Competitions with Optional Set Up (Two or More Computers Networked)

Competitions with lots of manual entries may run more efficiently with two or more computers networked using Ethernet (wired) connections and a router. This alignment will allow entry simultaneously on more than one computer using the same database and can potentially minimize the merging of databases. The steps below describe how to network two computers, which would equally apply to networking to additional computers.
Setup the computers by connecting an Ethernet cable from each computer to the router. You will need one cable for each computer. Connect the computer directly to any available LAN port on the router. Ensure the router is plugged into a power source. There may be green lights on your computer and on the router indicating a proper connection. When the computer connects to a router that it has not used before, Windows will prompt you choose whether to treat the new network as a private or as a public network. Choose “private”.

Ensure that the EC has an assigned or known IP address. For a quick ad-hoc network, it may not be necessary to reserve an IP address as you can discover the IP address of the computer you intend to use as the EC, by entering “ipconfig” on the CMD prompt of that computer. If you wish to reserve/fix the address of the EC, add a DHCP address reservation on your router’s configuration for the computer you intend to use as the EC, then use that assigned address on all other computers to connect to the EC/Database computer.

Next it is important to turn off the Firewall settings, which may be simpler than adjusting the Firewall

settings to allow for the Ethernet connections. Do this by navigating to the “Windows Defender Firewall and Advanced Security” screen and select “Windows Defender Firewall Properties”. Under the “Private Profile”, set the “Firewall state:” select off and click ok. With Windows there is usually more than one way to turn off the Firewall settings so find out what works best for you and once you are finished with the competition ensure to restore the Firewall.

Decide which computer will act as the Event Controller (EC) and start your CSS program and select English. At this point a window will appear with “Trying to Connect to database on server: LOCALHOST\SQLEXPRESS2014”. If this is what you see, then this is the setting required for the EC and you won’t need to change it. However, if it includes an IP address rather than “LOCALHOST” select cancel. Change the database server in the box entitled “Enter Database Server Name” to “LOCALHOST\sqlexpress2014” then click on proceed and logon as the EC.

For all other computers follow a similar process, but instead of using “LOCALHOST\SQLEXPRESS2014” ensure that you use the IP of the EC computer i.e. 192.168.2.1 to connect to the database on the EC i.e. “192.168.2.1\SQLEXPRESS2014”.

Logon to all computers not acting as the EC as Event Controller – Manual Mode

Testing following Set-Up

For both configurations, full on panel set up or 2 computer manual set up, test if everything is working by following these steps:

Confirming IP Address

- Type “CMD” in Windows search to open the “Command Prompt” screen. Type “ipconfig”. Look to see if the response includes the IP address configuration for the Ethernet adapter local area connection that you setup for that computer. Note this will only be displayed if you have an Ethernet cable connected to your computer.

Confirming Ethernet Connection to Other Computers

- Using the Command Prompt screen type “ping” and the IP address of another computer to see if you get a positive response e.g.:
- Ping the ip address of the router or the EC (e.g. ping 192.168.6.40).
- Try this from each of the computers you have connected to the switch.

Connectivity issues

If connectivity issues exist, try the following:

- Confirm that all computers are correctly networked

- Confirm all cable connections are solidly established.
- Confirm all computers have been correctly mapped to Event Controller computer
- Confirm if Event Controller has started the event
- Confirm if correct login credentials have been used on all computers

Note: it is recommended that all computers being used at a competition are updated (both Operating System updates and CSS/LTS updates) and tested prior to arrival at a competition site. Alternately, it is recommended that following set-up, that each computer is updated and the entire network is fully tested prior to commencement of the Event.

Example set of Hardware Models

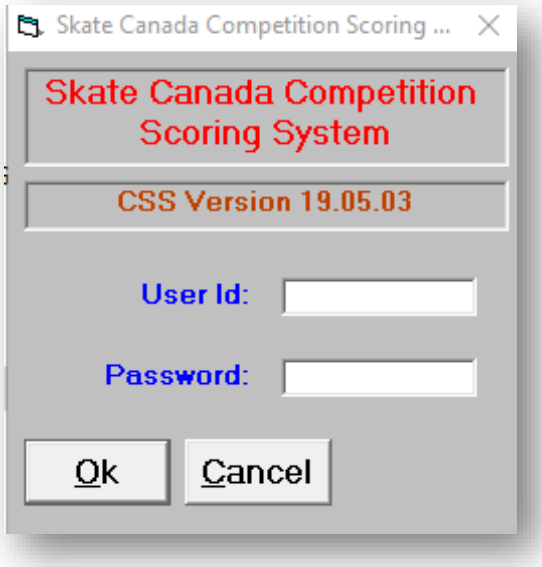
The following set of hardware is a specific example of acceptable computer and networking equipment that can be used to fulfill the minimum requirements of the CSS system. Skate Canada has purchased this equipment to use with the national system, but many other models are able to comfortably meet the minimum requirements of the software:

- Computer (Judges & VRO): HP Elite x2 1012 G2 (1PH92UT#ABA)
- Computer (DIO & EC/ACC/DS): HP ProBook x360 440 G1 (4PY45UT#ABA)
- Router: Linksys Max-Stream AC4000 MU-MIMO Wi-Fi Tri-Band Router (EA9300-CA)
- Switch: Netgear 24-Port Gigabit Ethernet Desktop/Rackmount Switch (GS324)
- External display for technical panel: AOC I1601FWUX
- Video Encoder: J-Tech ENCH4
- Video Camera: Sony FDR-AX33 4K Camcorder
- UPS Battery Backup: APC BE600M1
- Ethernet cabling of appropriate lengths: CAT6
- Miscellaneous supplies:
    a. Capacitive touchscreen stylus pens
    b. Mini USB mice with retractable cables

Logging onto and off of CSS/LTS

Different roles require different login. After double clicking on the program icon you will be taken to the first of 2 login screens. Where you will be directed to choose language:

- Click **English**.
- Click **OK** to any message boxes that appear. The **User ID and Password login screen** will open



Based on the function to be completed, a different login is required. List of roles and logins:

CSS logins

Role	Modules accessible to Role:	User ID	Password
Event Controller (EC)	- Event Setup - Run Competition	ec or ds (either user ID works)	ec or ds (ensure to match password to

	- Reports - Info Maintenance		user ID
Data Specialist (ACC)	- Event Setup - Reports - Info Maintenance - System Info - Data base utilities	acc	acc2004
Event Controller - Manual Mode (access through ACC)	- Info Maintenance - Manual Correction - Additional computer for Manual entry	dsecm	ds%ec$
Announcer	- Announcer	ann	ann2006

LTS logins

Below is a list of all logins for computers running LTS (Judge, Referee, DIO, VRO)

- Judge: based on position login is j then the assigned number (eg. Judge 1 = j1, Judge 2 = j2)
- Referee: J10
- DIO: DIO
- VRO: VRO

Each of the login ID's associated with the LTS application have a corresponding "bypass" login which can be used in limited circumstances to restore a panel position's connection during troubleshooting of a live event. During normal login process, the system checks the database to see if there is a record of the entered position ID already being logged-in to the system. If during a live event the LTS application crashes/closes without successfully completing the logout sequence, the EC may wish to bypass this check to restore a position's login quickly (without needing to alter the judge status on the EC/ACC). If the EC is certain that the position being logged-in is accurate, and is not logged-in on any other terminal, the following bypass step may be used to force-login any position on the panel:

- In the case of judges or referee, replace the "J" portion of the username with "Z" (e.g. Z3, or Z10), or
- In the case of any other position, preface the normal username with "Z" (e.g. ZDIO, ZVRO).

It is extremely important that caution is used when logging in an official to LTS using the bypass process above. If this process is used and the corresponding official is in fact logged in on another terminal a conflict will arise between the two, causing serious issues with scoring.

CSS Screens

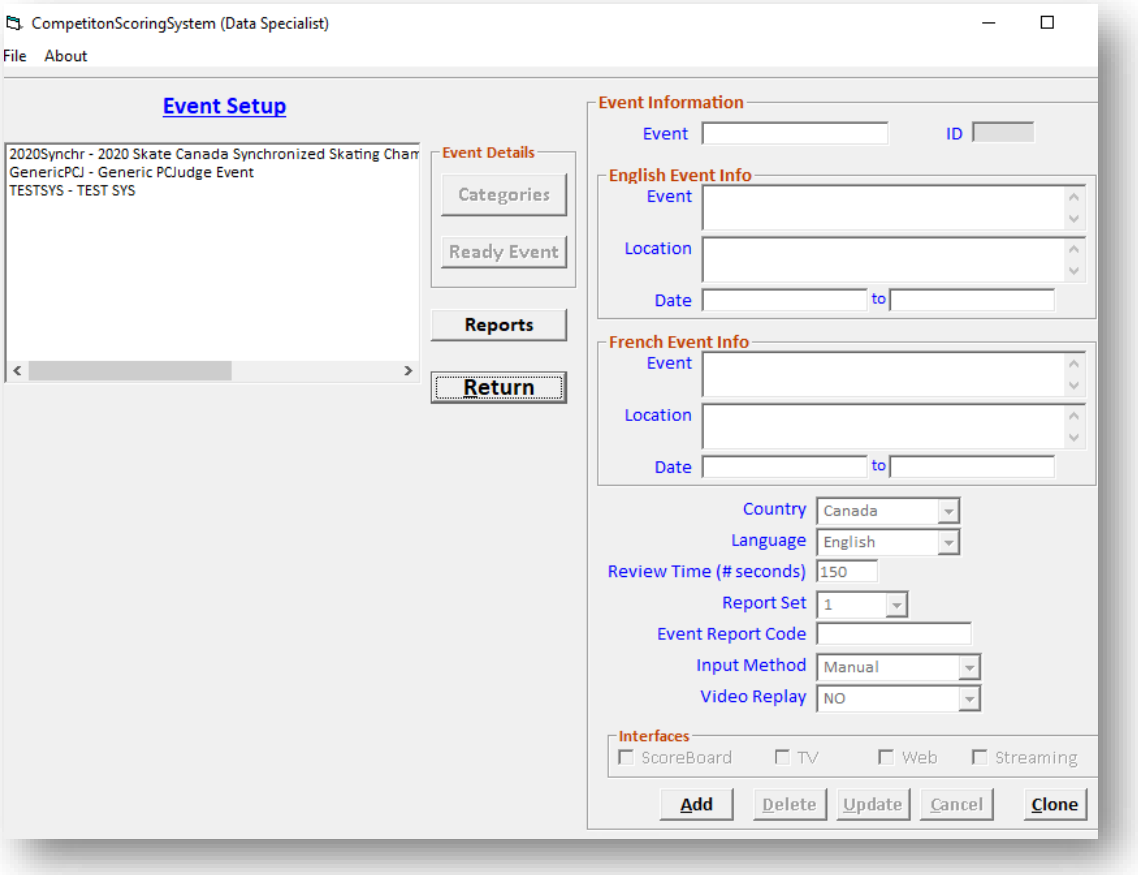
Below is a list of all screens accessible from the Main Menu screen as well as that screen, with a brief summary of function. Full description of how these are used are in chapters aligned to each of these functions.

Main Menu Screen

Function: Following login, the Main menu screen will appear which provides access to all other functions accessible to that login.

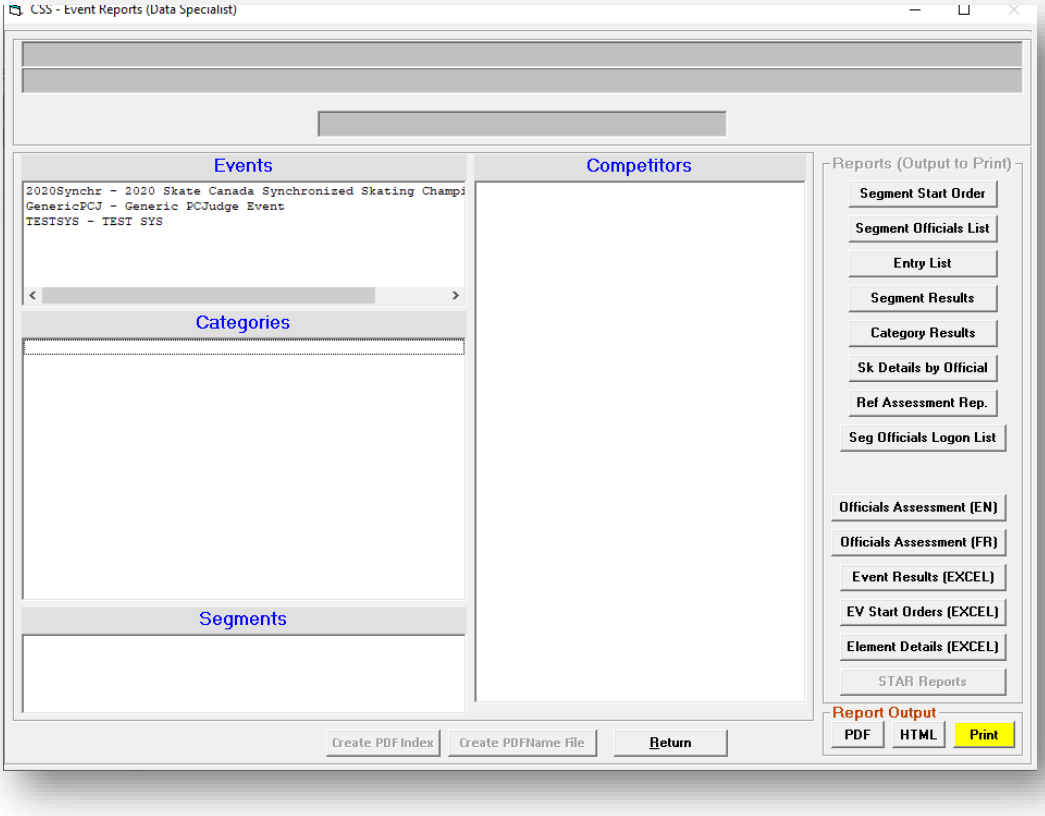
Event Setup Screen

Function: used to create events.



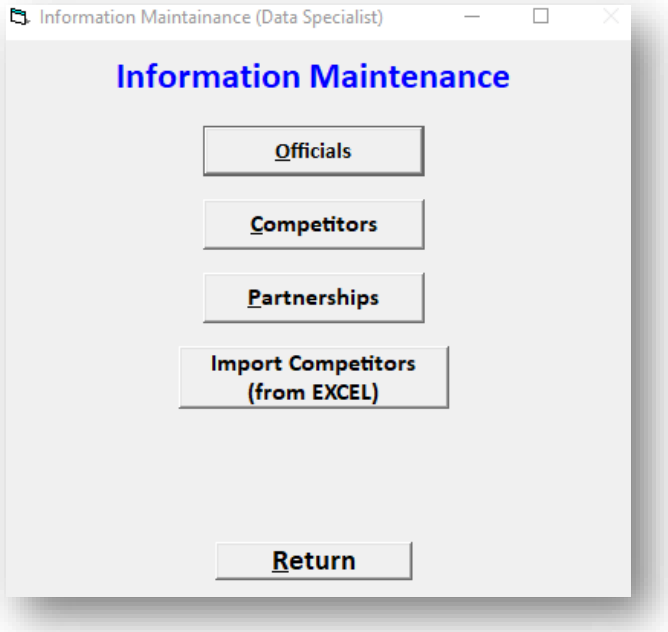
Reports Screen

Function: outputting of all reports (including index file) in various formats – print, PDF, HTML, xlsx.



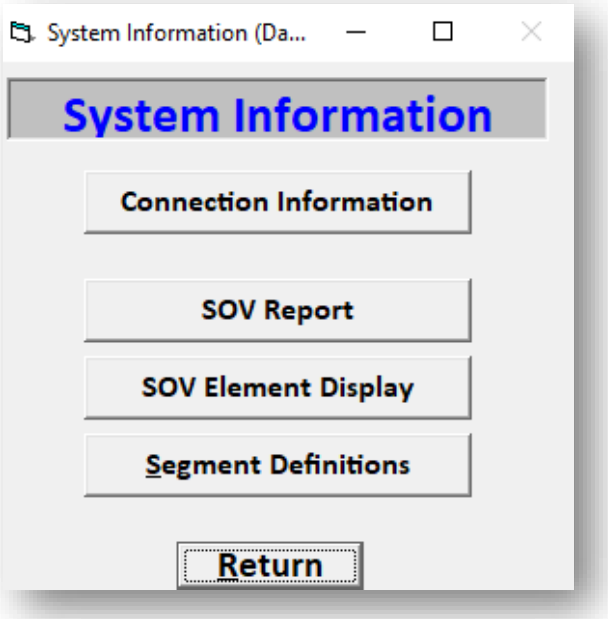
Info Maintenance Screen

Function: location of comprehensive list of officials, competitors, and partnerships in data base.



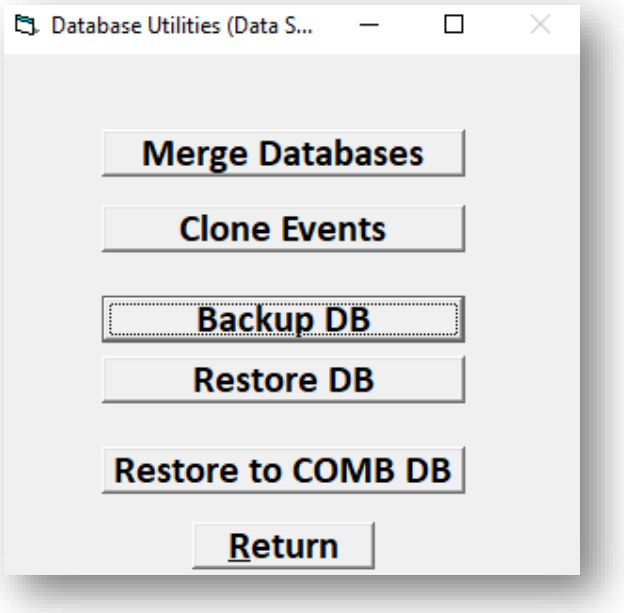
System Info Screen

Function: provides information on element values in SOV, definitions of scoring parameters for all segments of all categories. Note that Connection Information and SOV Element Display are no longer functioning modules so are not required to be accessed.



Database Utilities (DB Utils) Screen

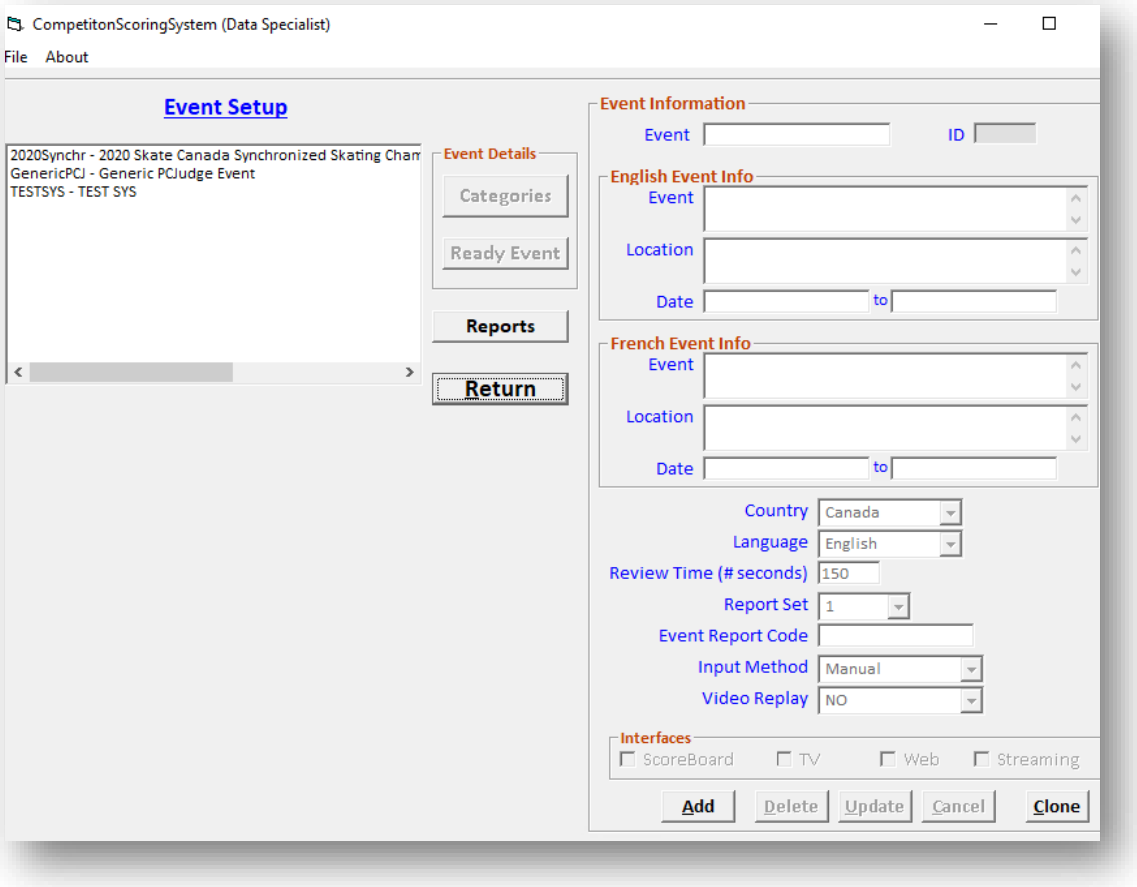
Function: management of Event data base including but not limited to merging, cloning, backing up, and restoring.



Creating an Event

Create an event by following the steps below. It is recommended to do so in the order listed.

- It is recommended to start with a blank data base.
- Go to **Event Setup Screen**

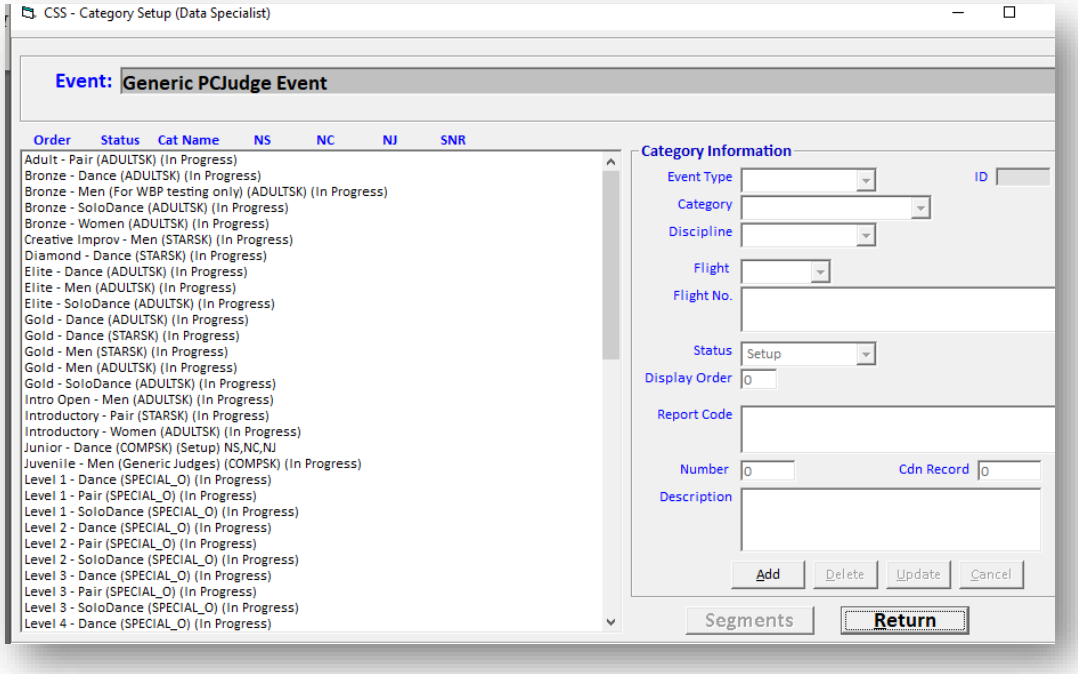


- Click **Add** at bottom of screen.
- Enter the **Event Code** as provided, at **Event** field under **Event Info Pane**. If not provided, determine a unique **Event Code.** In all cases, this must be maximum 12 characters in length.
- Based on language enter English or French event information in the appropriate **Event Info Pane**
    - Enter Event name at **Event**. Maximum characters are 45 lowercase or 40 uppercase in one line
    - Enter location at **Location.** Maximum characters are 45 lowercase or 40 uppercase in one line
    - Enter start and finish dates at **Date**
- Select **Language**

- Select **Input Method**: LTSSystem or Manual
- Select **Video Replay:** NO (not using video replay), DIO Only or DIO and Judges (used with LTS when judges will be able to see video replay).
- Click **Update**
- Your event now appears in **Event Setup Pane** and all buttons in **Event Details Pane** become active.

Setting up a category

- On **Event Setup** screen, click on the name of the event in which you want to set up categories
- Click on **Categories** under Event Details
- **Category Setup screen** opens:



- Click **Add** at bottom of **Category Information Pane** to activate Category Information fields.
- **Event Type -**select Event Type from the pull-down list

Event Type	Event
COMPSK	Competitive
SYNCHRO	Synchronized skating
STARSK	STARSKATE
ADULTSK	ADULT
SPECIAL_O	Special Olympic

- **Category** – select the category you want to set up from the pull-down list. All the categories of the selected Event Type will be listed.
- **Discipline** –select the discipline from the pull-down list. The discipline available from the pull-down list depend on the category selected.
- **Flight** – select Group or Flight or leave it blank
- **Flight No -** type in the flight number or group number, or type in a description of the Category e.g. U13 301 Free Program Flt 1. This will print out in the category title within a bracket.
- **Status** – default is **Setup** (must select setup to be able to enter competitors or make any category changes). Select the status from the following options in the drop-down list:

    - Set up – to set up the event, category and segment.
    - Ready – to run the competition.
    - In progress – the segment or category is being run.
    - Completed – indicates the segment or category has been completed
    - Cancelled – indicate the segment or category has been cancelled.
- **Display Order** - Accept the default "0 ". The category will be displayed on the left pane in Alpha order by default.
- **Report Code -** Leave this blank. This will automatically populate (combination of Category, Discipline and Flight No Field that forms the 2nd part of the name of the PDF file generated through Reports Screen).
- **Number**. Accept the default "0". This will automatically populate once all the skaters of the segment have been entered.
- **Cdn Record.** Do not do anything with this field.
- **Description -** Type in a description or a reminder if you want to. Otherwise leave it blank. The description or reminder will not be printed in any report forms.
- Verify the entries
- Click **Update** to finish setup of category.
- Repeat the above process to set up other categories in the competition

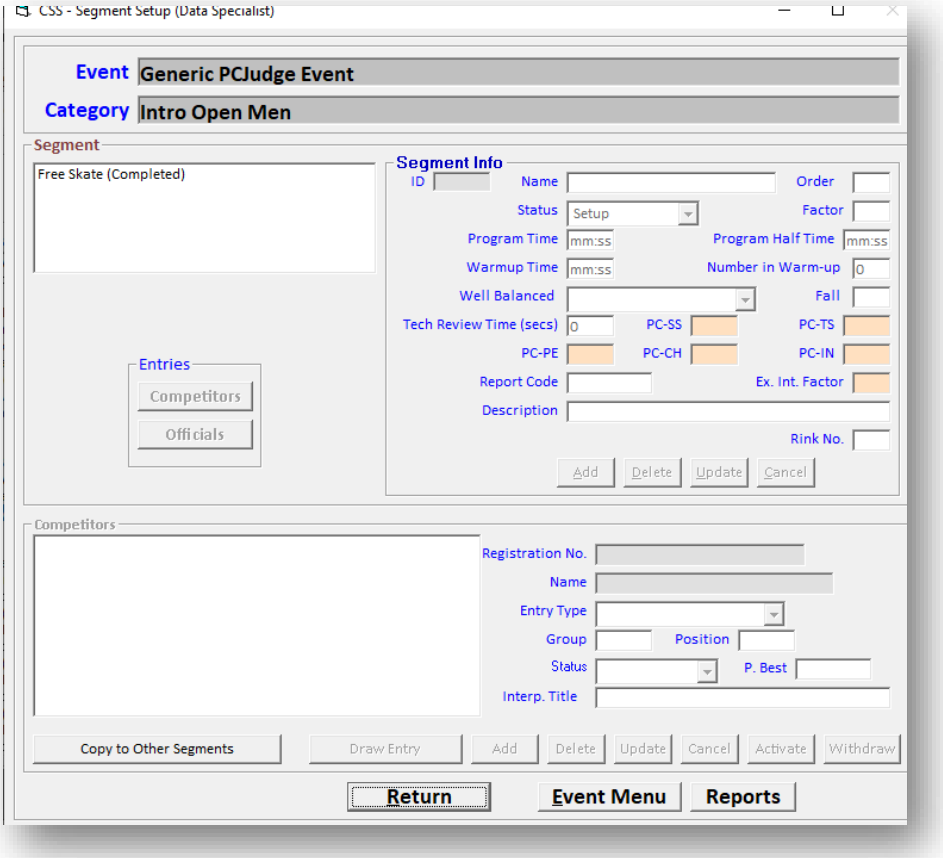
Note: Abbreviations on the Title line of the category list stand for the following:
Order – the order the categories appear on screen – Alpha or Display Order
Status – Status of the category – Setup, Ready, In Progress, Completed or Cancelled
Cat Name – name of the category
NS – no segment set up
NC – no competitor set up
NJ – no judges set up
SNR – segment not ready

You can click on the abbreviation to sort the categories, as this is a useful tool to check completeness of segment and category setup. Example: Clicking on NS will sort in

alphabetical order all categories with no segment.

Adding a Segment

- In **Category Setup Screen**, click the Category where you want to add a segment.
- Click on **Segments**. You will be taken to **Segment Setup Screen**



- Click **Add** in **Segment Info Pane.**
- Click the down arrow at **Segment to Add** - select the desired segment from the pull- down list.
- Once selected, the default values of the segment will populate automatically – Name, Order, Status, Factor, Program Time, Program Half Time (where relevant), Warmup Time, Number in Warm-up Group, Well Balanced Program (WBP) (where relevant), Fall factor, Tech Review Time (sec), PC-SS, PC-TS, PC-PE, PC-CH, PC-IN, Report Code, Ex. Int. Factor.
- Check all the default values for accuracy. Accept the default value if they are correct. Where permitted, adjust if necessary.
- Check **Status** field value is **Setup**
- **For Singles, and Pair Free Program Segments *(Competitive and STAR only)*** – The WBP will automatically populate. If the WBP is not populated as expected, select WBP from the pull-down list.
- **All other Segments:** There is NO WBP for all other segments in

all other categories. In some cases a WBP description may appear. Simply disregard.

- **For Pattern Dance (PD) Segment (except Novice)**
  - Select the proper PD from the pull-down list in the **Dance** field. The pattern dances are listed in alpha order.
  - After selecting dance **Order** field should show a 1.
  - For events where more than one dance is to be skated, repeat the segment selection process for both, ensuring that the **Order** field correctly identifies the order in which the dances are to be skated.
  - In addition, check that the **Report Code** matches the order in which the dances are to be skated. For the Pattern Dance where the **Order** is identified as 1, the **Report Code** should end in 1. For the Pattern Dance where the **Order** is identified as 2, the **Report Code** should be updated to end in 2.
  -
- **For Novice Pattern Dance:** these are defaulted on a yearly basis to specific dances with key points (KP). Selection process is same as above.
- Click **Update**.
- Repeat process to enter segments for all categories.

Adding Competitors

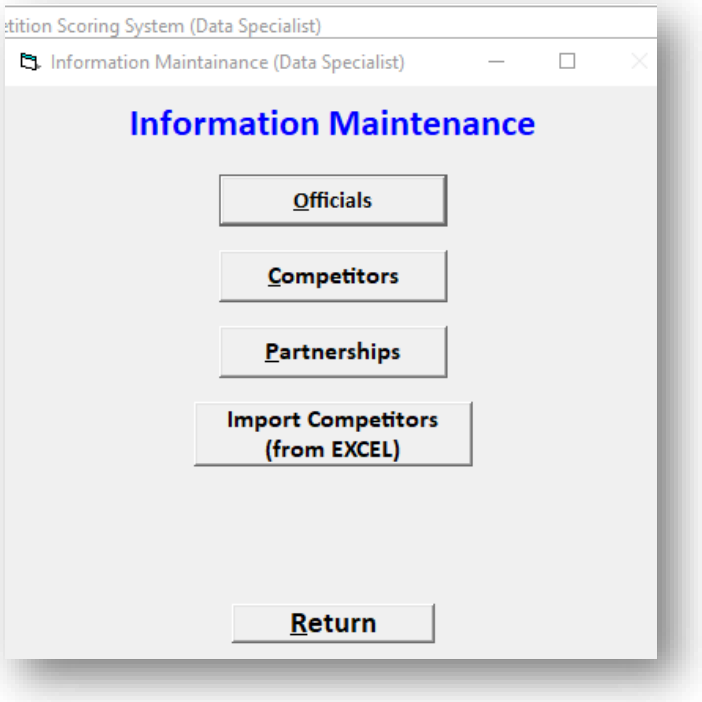
There are two methods of adding competitors: via an import file, and manually.

Import file:

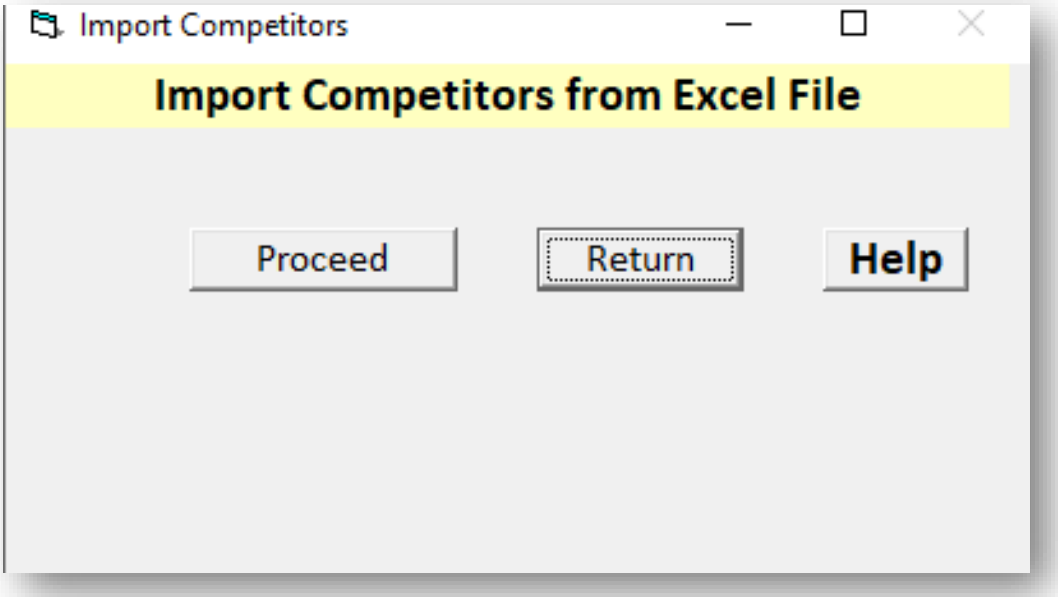
Prior to import via pre-configured import file template, ensure the following:

- Ensure you are using the most up to date version of the import file. Because the template has been specifically configured to the purpose of importing competitors, the information in each column must match exactly to the function of a particular column to be successful. Always use the most up to date version as posted to the Skate Canada CSS Sharepoint site.
- Ensure all categories and segments are created. This will reduce the number of error messages logged after the import.
- Ensure you have a backup copy of the data base

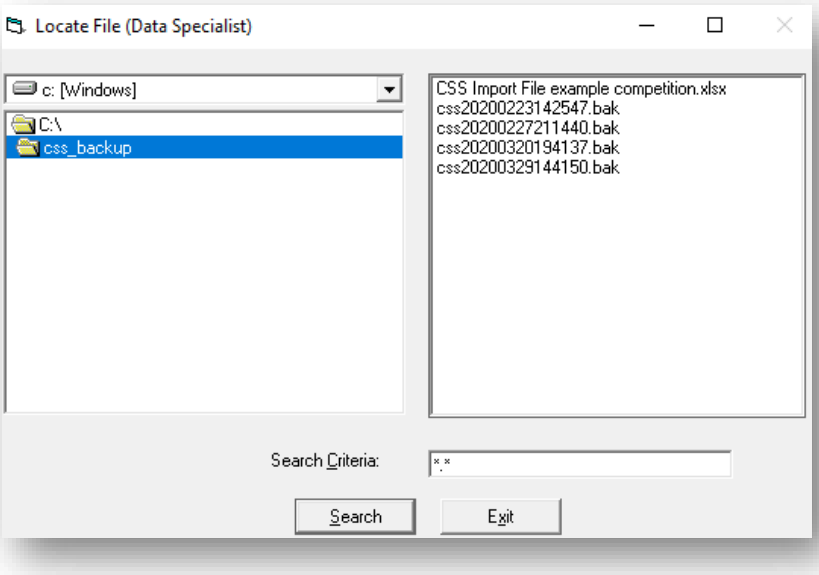
- Go to **Info Maintenance Screen**



- Click on **Import Competitors (from EXCEL). Import Competitors Screen** opens



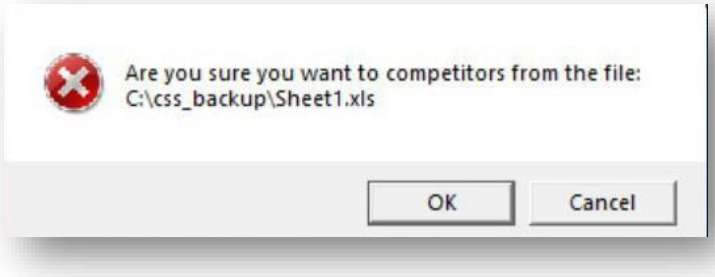
- Click **Proceed** to open the **Locate File screen**



- Select **c:\css_backup**
- Click on appropriate excel (xlsx) file

Note: the tab within the file where competition data is located must maintain the default name Sheet1 or import will not be successful

- Click **OK** at **Exit Import?**

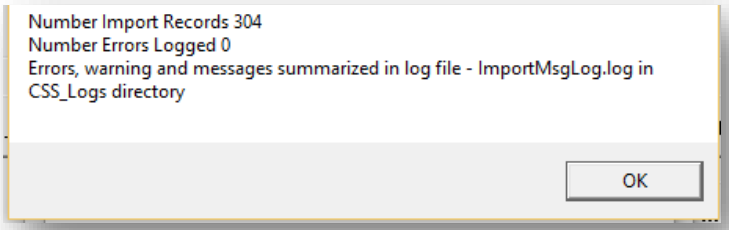


- The following reminder appears

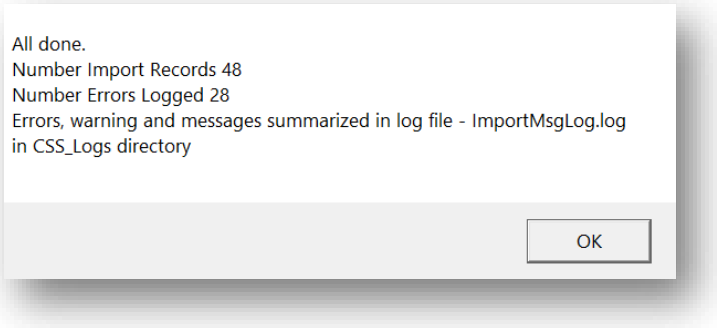
- Click **OK** to continue.

Note:
If you get an error message that the import excel file cannot be read by your computer. Most likely your computer is missing a Microsoft Access file to read the Excel worksheet. Check with your technical support to get the file "AccessDatabaseEngine.exe". Install the file and start the import again. If you still have issues, you will need to contact Skate Canada Technical Support for assistance.

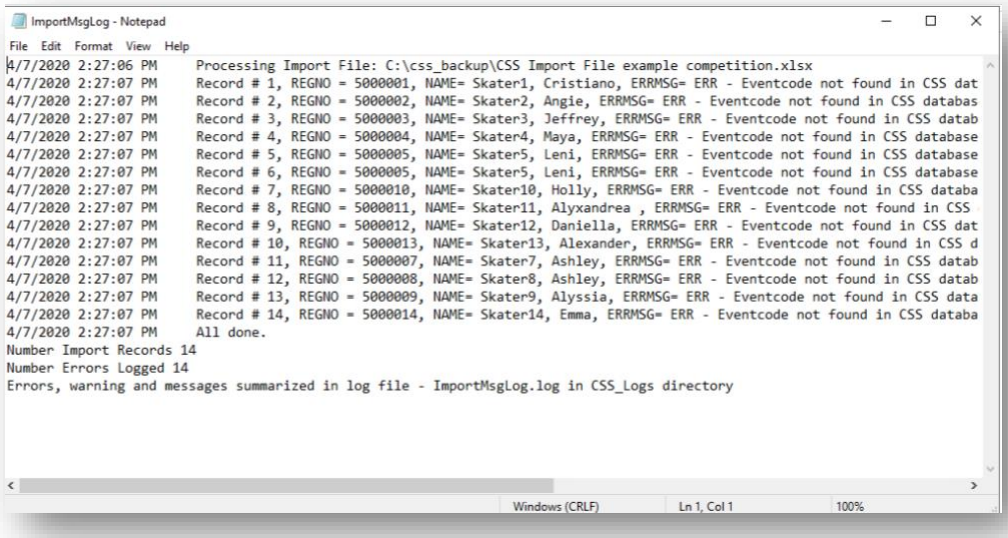
- If there are no errors on data import, the following message appears. In this case it shows 304 records imported and 0 errors logged.



- If there are errors on data import, the following error message appears. It summarizes the errors and where to find the errors log. In this case it shows 48 records imported and 28 errors logged.



- Click **OK** to return to the **Import Competitors screen**:
- Click **Return** to return to the **Information Maintenance screen**
- Click **Return** to return to the **Main Menu screen**.
- You can find the list of the errors in the log file **ImportMsqLog.log** located at **C:\css_logs folder**. See example below of error log:



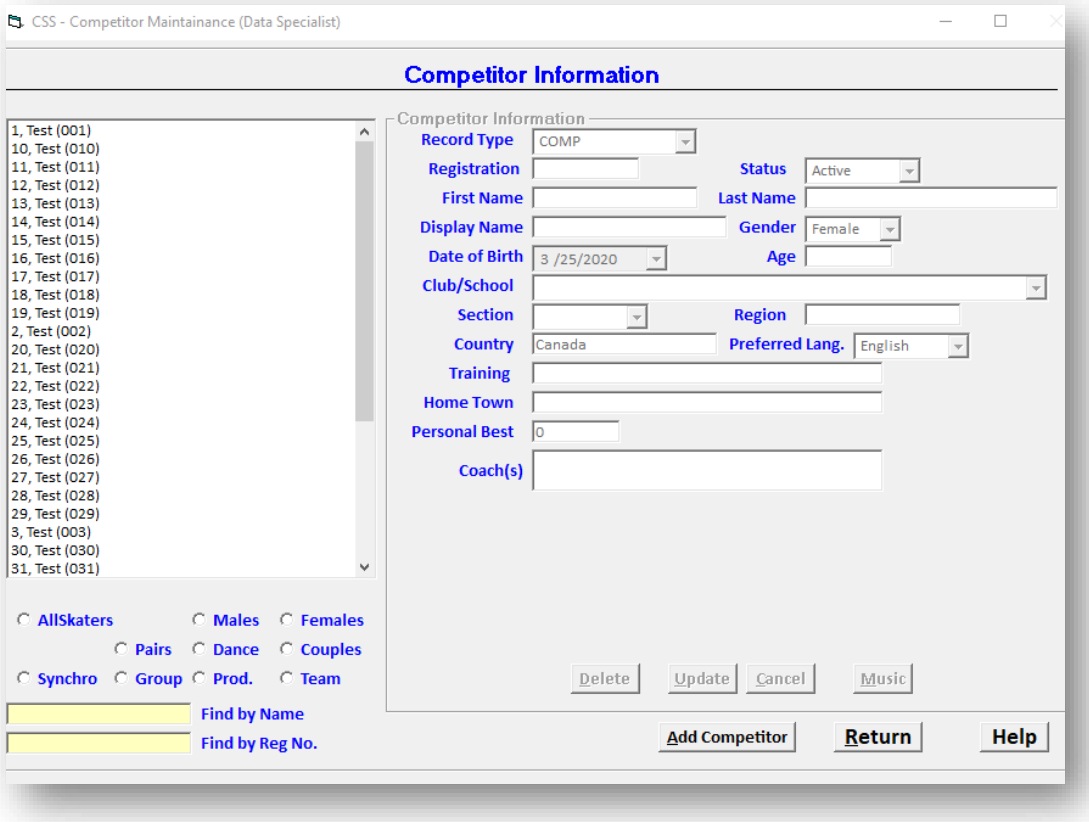
- Make corrections to the import file according to the **ImportMsqLog.log** and re-import.
- There are two options to re-import:
  - re-import only the corrected data
  - re-import all data again to a new database. In this case ensure you have a backup copy of your setup database.
- If no error, you will get a message that the import is completed and successful as shown above.
- If you have error message again, make the correction and re-import to a fresh data base.
- Repeat the process until you have successfully imported the data with noerrors.
- Review segment competitors to confirm all imported information is correct.

Note

- *The import will create all categories.*
- *For categories with one segment, the segment will be created bythe import and competitors imported.*
- *For categories with multiple segments, no segment will be created. You will have to manually create the segments of the category. All competitors are imported into the first segment and you must then manually place into the other segments. You can rectify this by altering the import file so that competitors are already placed into separate segments within the category.*

Adding competitors manually

- Click **"Competitors"** on the **Information Maintenance Screen** to open the **Competitor Information Screen**



- Click **Add Competitor**
- Begin entering the following information

  - **Record Type**: (**mandatory**) - The default is COMP. You can change to any of the other drop-down menu items if required.
  - **Registration Number** (**mandatory**) - Type in the competitor's Skate Canada Registration number if available. If not available assign a temporary number ofyour choice (must be a unique combination of 10 alphanumeric characters). Change back to the official Skate Canada Registration number when and if available.
  - **Status** – accept the default Active (other options are: In Active, Retired or Injured)
  - **First Name** (**mandatory**) – type in the first name from your final registration list. (type in middle initial if you have two skaters with the same first and last name)
  - **Last Name** (**mandatory**) – type in the last name from your final registration list.
  - **Display Name** – leave it empty as it will automatically populate when you click

Update.

- **Gender** (**mandatory**) – select Male or Female using the down arrow. The default is Female
- **Date of Birth** – enter if available (format: mm/dd/yyyy) or use the down arrowto open the calendar screen to select)
- **Age** – enter if available
- **Club/School** – select club or school from the pull-down list. Or type in the first few letters of the club or school name and pick from what automatic appear. You can add the club manually if not listed.
- **Section** – Select Section from the pull-down list. (BC/YK, AB/NT/NU, SK, MB, ON, QC, NB, NS, NL, PE)
- **Region** – enter if available but not necessary.
- **Country** – accept the default **Canada**
- **Preferred Lang.** – select language preference
- **Training** – no longer required. Leave blank.
- **Home Town** – no longer required. Leave blank.
- **Personal Best** – no longer required. Leave blank.
- **Coach(s)** – no longer required. Leave blank.

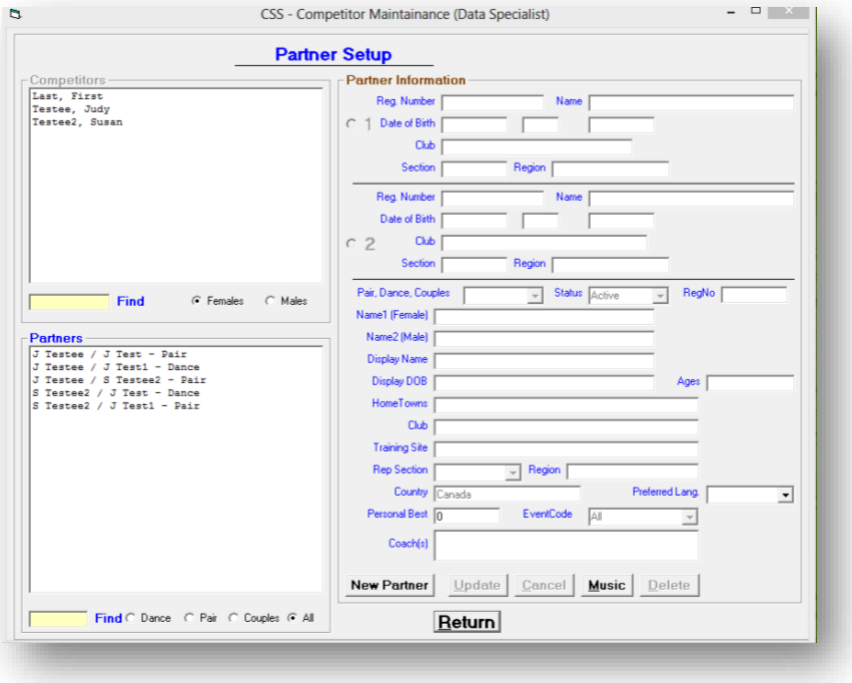
- Check all your entries.
- Click on **Update** to save**.**
  - **You must complete all mandatory fields before clicking Update.**

Note: Music information is no longer required

- Repeat the above process to enter data for other competitors.
- Click **Return** when all competitors' data have been entered.

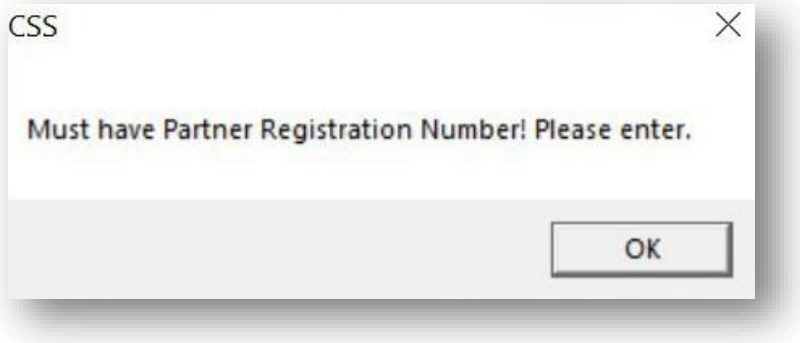
Creating partnerships manually:

Click **Partnerships** on the **Information Maintenance Screen**. The **Partner Setup Screen opens:**



- Click **New Partner** on the Partner Setup Window
- Accept the default **Females** radio button in **Competitors Pane**. All female competitors will appear.
- Accept the default **1** radio button in **Partner Information Pane**.
- Click on the female member of the partnership to populate the female competitor's information to position 1.
- Click on radio button **2** in **Partner Information Pane**.
- Click on radio button **Males** in **Competitors pane** All the male competitors will appear on the left pane.
- Select the **2** radio button in **Partner Information Pane**.
- Click on the male member of the partnership to populate the male competitor's information to position 2.
- Select the correct discipline in **Partner Information Pane:** Pair, Dance, Couples
- **Status:** accept the default Active. (other options are InActive, Retired, or Injured)
- **RegNo:** enter the registration number of the partnership. This is the unique registration number that is different from the Skate Canada registration number of the female or male competitor. If you do not have an assigned registration number, create a unique value for this field.

- If a **RegNo** is not entered, you will get an error message when you click the update button.

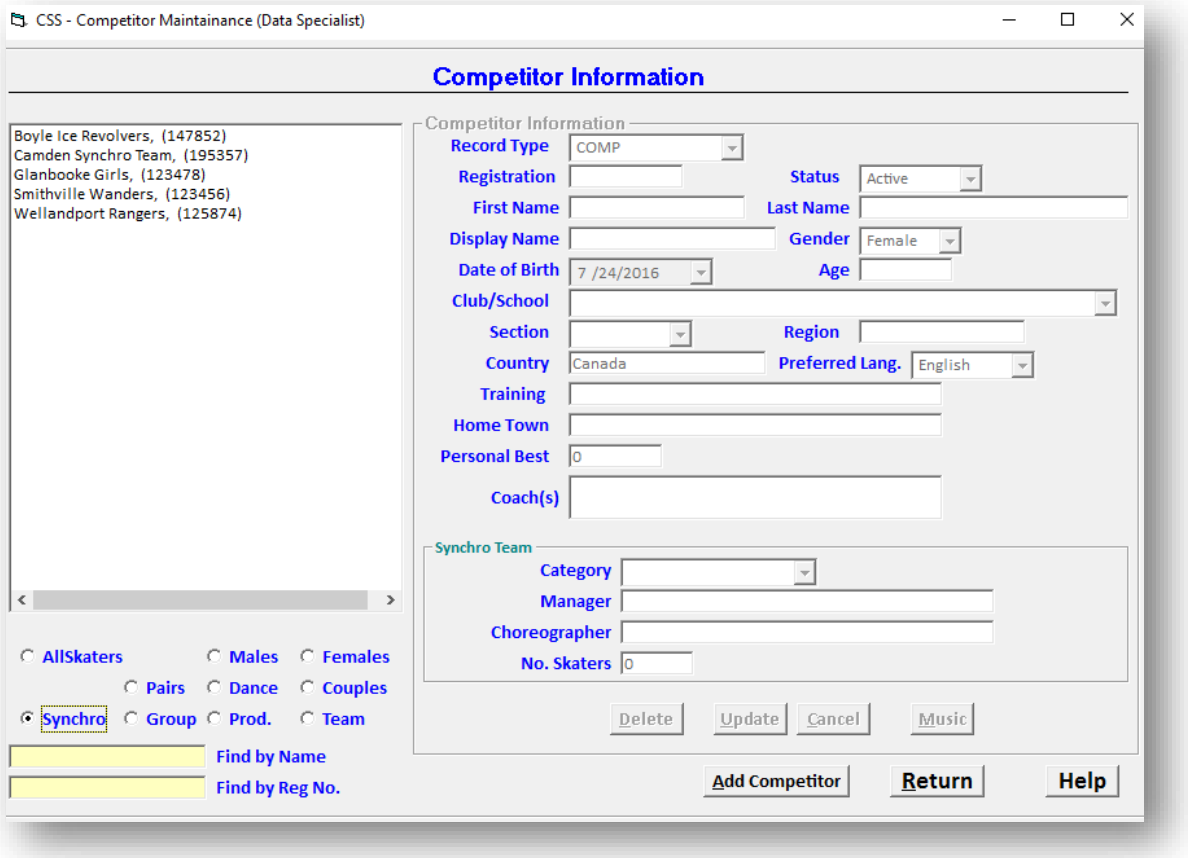


- Check if all the auto populated fields of the partnership (lower half of the right pane) arecorrect. Make any adjustment ifnecessary.
- **EventCode** is defaulted to **All.**
- Check if the **Rep Section** field is correct. This will default to the Section of partner #1, however may require adjustment if the team is representing a different Section.
- Click on **Update**
  - The Partner name will appear in **Partners Pane**
- Repeat the above process until all partnerships have been created.
- Click on **Return** when finished

Note: Music information is no longer required to be added

Creating Synchronized Skating Teams manually:

- In **Info Maintenance Screen,** click on **Competitors**. The **Competitor Information Screen** opens



- Click the radio button **Synchro** to give you the **Synchro Team Pane.**

- Click **Add Competitor**
- **Record Type** – select Synchro from the drop-down list
- **Registration number** (**mandatory**). Type in the team's Skate Canada Registration number if available. If you do not have an assigned registration number, create a unique value for this field.
- **Status** – accept the default Active (other options are: InActive, Retired or Injured)
- **First Name** – leave empty.
- **Last Name** (**mandatory**) – type in the team name from your list
- **Display Name** – no action required as this will be auto populated when **Update** button is pressed.

Note: *If you need to edit the team name, edit in the* ***Last Name*** *field, then delete previous name from* ***Display Name*** *field, then* ***Update*** *or changes will not complete.*

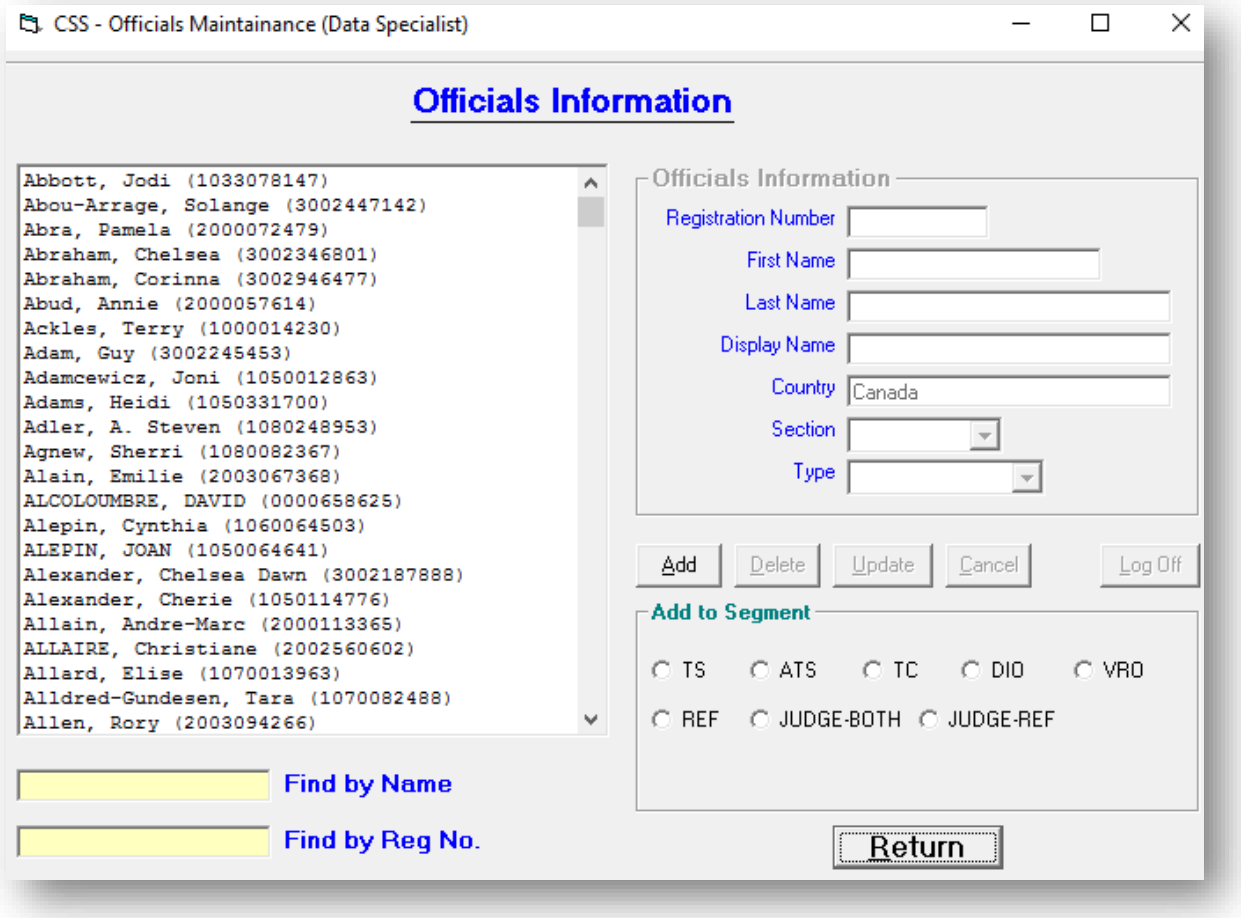
- **Gender** – leave this blank

- **Date of Birth -** accept the default.
- **Age** – leave this blank
- **Club/School** – select the club from the drop-down list.
- **Section** –select the Section from the drop-down list. (BC/YK, AB/NT/NU, SK, MB, ON, QC, NB, NS, NL, PE)
- **Region** – enter if available but not required
- **Country** – accept the default Canada
- **Preferred Lang.** – select language preference
- **Training** – no longer required. Leave blank.
- **Home Town –** no longer required. Leave blank.
- **Personal Best** – accept the default 0. Enter if available.
- **Coach(s)** – no longer required. Leave blank.
- Synchro Team information
    - **Category** (**mandatory**) – select the category from the drop-down list (Senior, Junior, Novice, Pre-Novice, Juvenile, Pre-Juvenile, Intermediate, Adult Sys I, Adult Sys II, Adult Sys III, Open, Elementary, Beginner I or Beginner II).
    - **Manager** – no longer required. Leave blank.
    - **Choreographer** no longer required. Leave blank.
    - **No. Skaters**– no longer required. Leave blank.
- Check all your entries
- Click **Update**

Note: Music information is no longer required to be added

Creating Officials manually

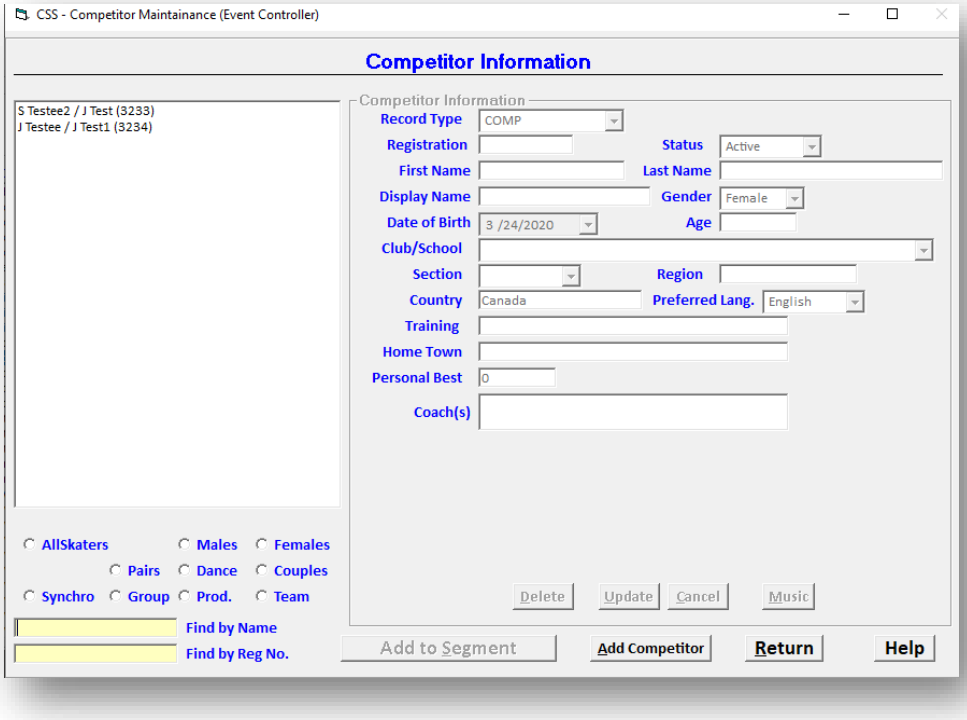
- Click **Officials** on the **Information Maintenance screen** to open the **Officials Information screen**.



- Use the **Find by Name** (type in the first three characters of the last name of the official) or **Find by Reg No** (type in the Skate Canada registration of the official) to search for the Official you want to add. If the official is not in the database, manually add by doing the following: .
- Click **Add** to activate the Official Information fields.
- Follow same process as adding a competitor.
- **Type** (mandatory) – select Official, or Data Specialist from the drop-down list. Staff is no longer a required option.
- Click **Update**
- Repeat the above process for each official you need to add.
- Click **Return** when all the officials have been entered.

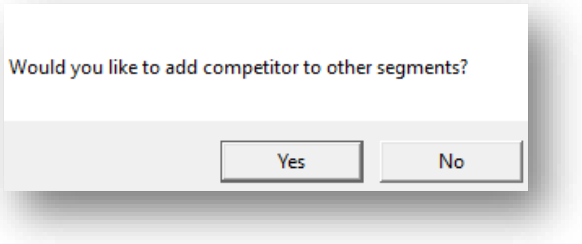
Adding Competitors to Each Segment of a Category

- In **Segment Setup Screen**, click first Segment of the Category
- Click **Competitors**
- Click **Add** at bottom of **Competitors Pane** to open the **Competitor Information Screen**:



- Set the radio button under the list of competitors to either **AllSkaters** or the type that aligns to the Segment you are populating with competitors.

- Locate and click the competitor on the competitors' list in the left pane.
- Click **Add to Segment**.
- The **ADD to Other Segments?** screen will appear if other segments have been created in this category.



- Answer **Yes** if you want to add the competitor to other segments**.** The competitor will add to all the segments of the category. Click **No** if you do not wish to all to other Segments.
- Repeat for all competitors in thecategory.
- If the competitor is not in the list, enter the competitor manually. Then select the competitor. The competitor info will populate in the competitor information screen. Then add the competitor to the segment.
- Once all competitors have been added, click **Return** to return to **Segment Setup Screen**
- To remove a competitor, in **Segment Setup Screen**, click the competitor you want to remove.
- Click **Delete.**
- Click **OK**
- If needed, go to other Segments and remove using same process.
- Repeat to add all competitors to all categories of the Event.

Entering Start Orders and Warm-Up Groups

There are 3 methods to assign Start Orders and Warm-up groups: manually, Draw Entry function, and via Import File. The first two are explained below, with instruction on how to complete through Import File included in that portion of the manual.

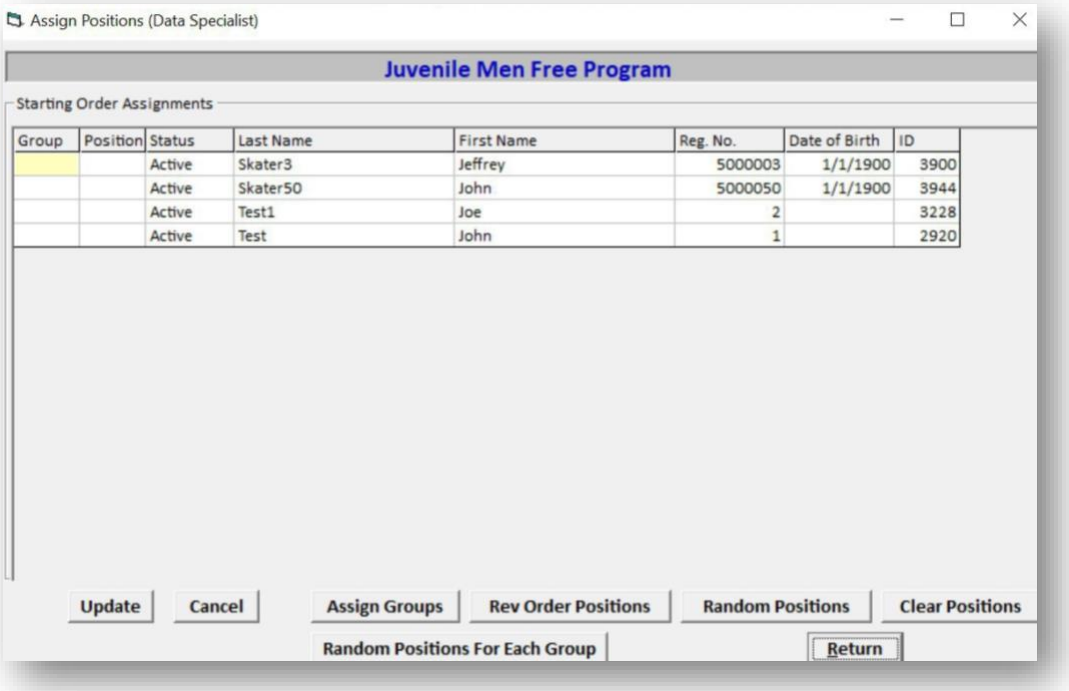
In **Segment Setup Screen**, click on **Segment** then click on **Competitors**

Manually

- Click on First Competitor as showing in **Competitors Pane**
- In **Group** field, type in the number which defines the competitor's Warmup Group.
- In **Position field,** type in the number which defines the Start Order.
- Click **Update**
- Repeat process for all competitors
- For Categories where draw for subsequent segment is based on the results of a previous segment, this process is to be completed following completion of the previous segment.

Draw Entry Function

- Click on the **Draw Entry** button. This opens the **Assign Positions Screen**



- There are 2 choices available: Random, and Reverse Order.

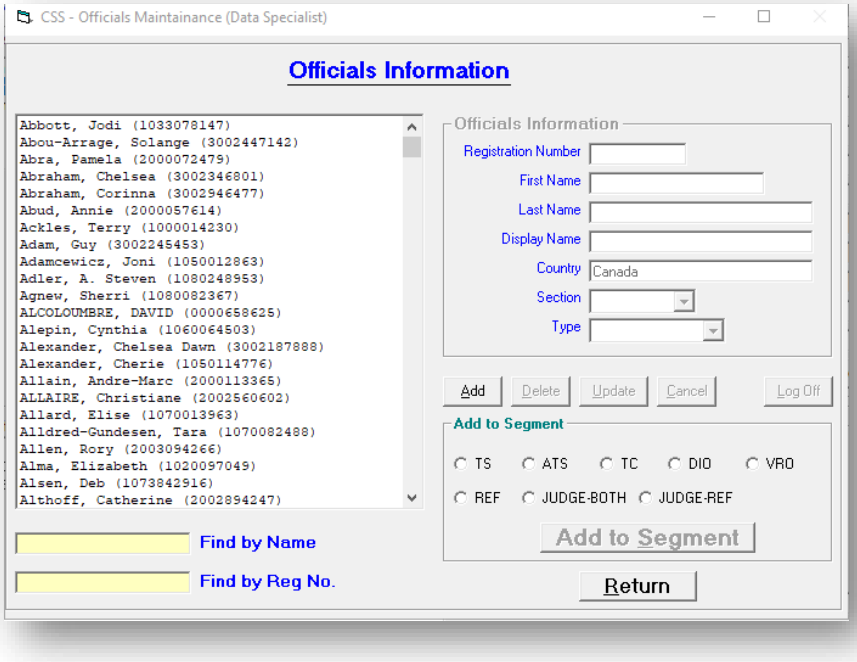
Note: Sub-Groups Within a Warm-Up Group Draw for subsequent segments as defined in Skate Canada rules is not currently available.

- To assign random positions, click the **Random Positions** button.
- Click **Yes** to the dialogue box that appears.
- Click the **Assign Groups** button, to assign competitors to warm up groups.
- Click **Update**
- To assign positions in reverse order for a subsequent segment, click the **Rev Order Positions** button.
- Click **Yes** to the dialogue box that appears.
- Click the **Assign Groups** button, to assign competitors to warm up groups.
- Click **Update**
- Click **Return** to return to the Segment Setup screen.

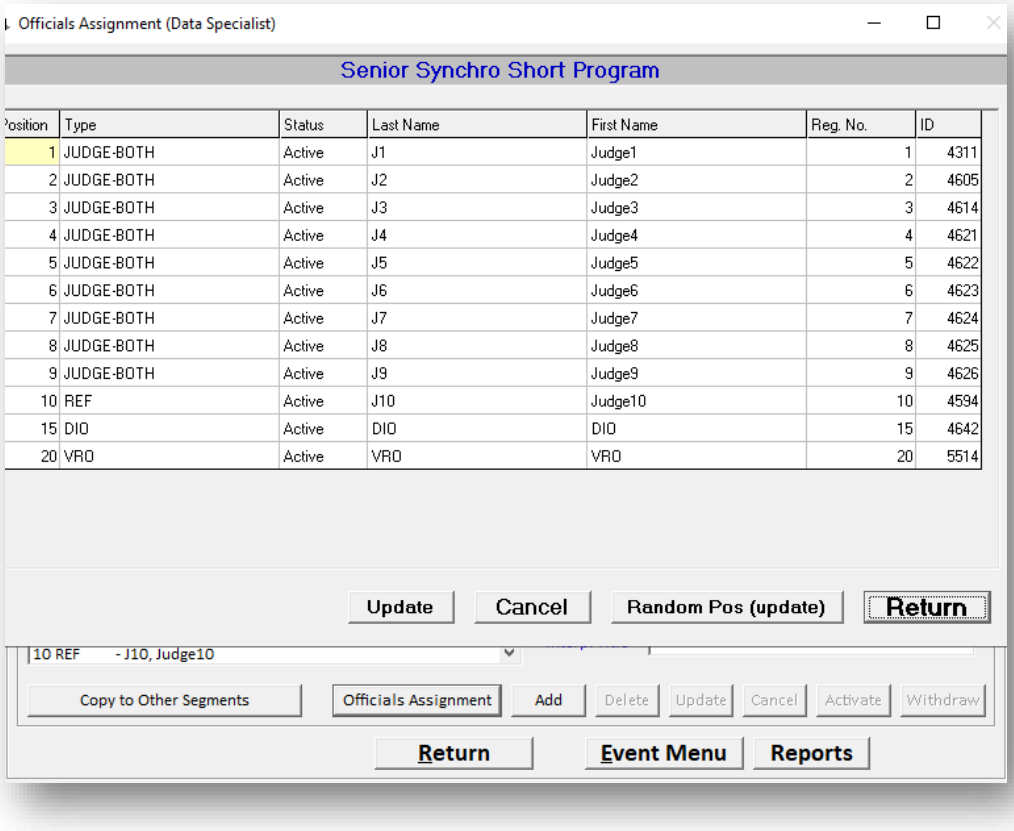
Adding officials to a segment

- Click on segment to which you wish to add officials

- Click on **Officials** in **Segment Setup screen** then click **Add.** This will open the **Officials Information screen**.



- Locate and Select an Official from the list on the left side of screen
- Individuals can be found in this list by either scrolling through the list or by using the **Find by Name** (last name) or **Find by Reg No** (Skate Canada Registrant number).
- Click on Official type based on assignment within **Add to Segment Pane** (TS, ATS, TC, DIO, VRO, REF, JUDGE-BOTH, JUDGE-REF) then click **Add to Segment** button.
- If the official is not listed, enter the official manually byclicking the **Add** button under the **Officials Information Pane** to activate this function.
- Enter the official's information then click **Update** to add the official into the list. Once added, assign using process above.
- Repeat the above steps until all officials are added to the segment.
- Click **Return** to return to the **Segment Setup** screen.
- If the category has multiple segments and the panel of officials is the same for all segments, click **Copy to Other Segments** under **Officials Pane.**
- In some cases, further definition of an official is required. To complete this, highlight an official by clicking on their name in the Officials list in the **Segment Setup Screen**. Click **Entry Type** and select from the available options
- To assign judge positions click on **Officials Assignment** at bottom of **Officials Pane**. The **Officials Assignment Screen** will open:



- Click **Random Pos (update),** to assign positions to all assigned Judges. All other positions are assigned by default and do not require update.
- If you need to make any correction to the type and position, click on the **Type** field and use the down arrow to select the correct Type. You will also need to manually update the number of the position.
- Click **Update.**
- Click **Return** to return to **Segment Setup Screen**
- Manually assign Judge positions can also be done via the **Segment Setup screen**. Type in the judges' drawn seating position in the **Position** field. You do not need to enter the position for any other officials on panel as they are assigned by default.

Setting all segments and categories to ready

After competitors have been added and assigned a start order and warm up group, and all officials have been assigned, the status for each segment must be set to ready. If while setting the segment to ready error messages are generated, follow the instruction in the error message and attempt to ready the event again until no error messages are received.

There two ways to complete this process:

Individually by Segment

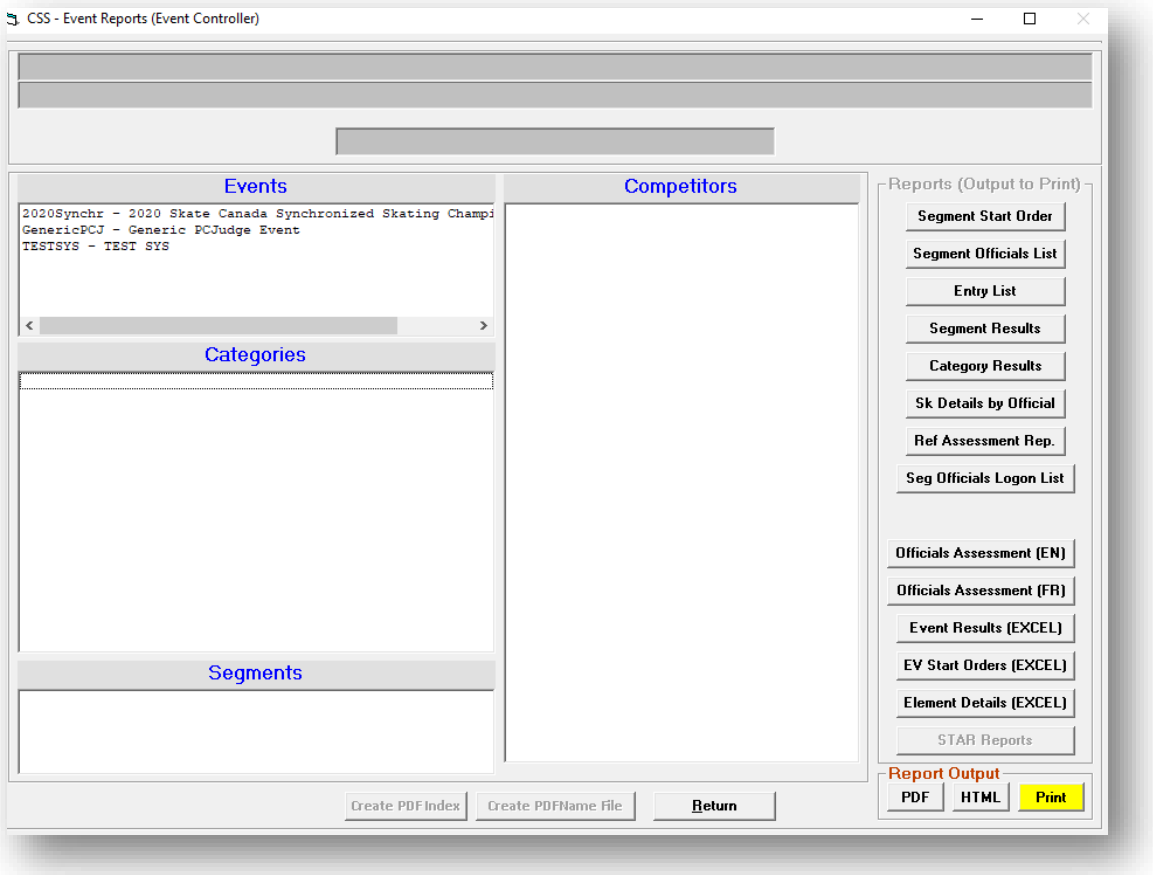
- In **Segment Setup Screen**, select the Segment.
- In **Segment Info pane**, click on down arrow of the **Status** field and select **Ready**
- Click **Update**

All Categories and Segments in an Event

- In **Event Setup Screen**, click on the Event you wish to set all Segments to Ready, then click **Ready Event**.
- Click **OK**

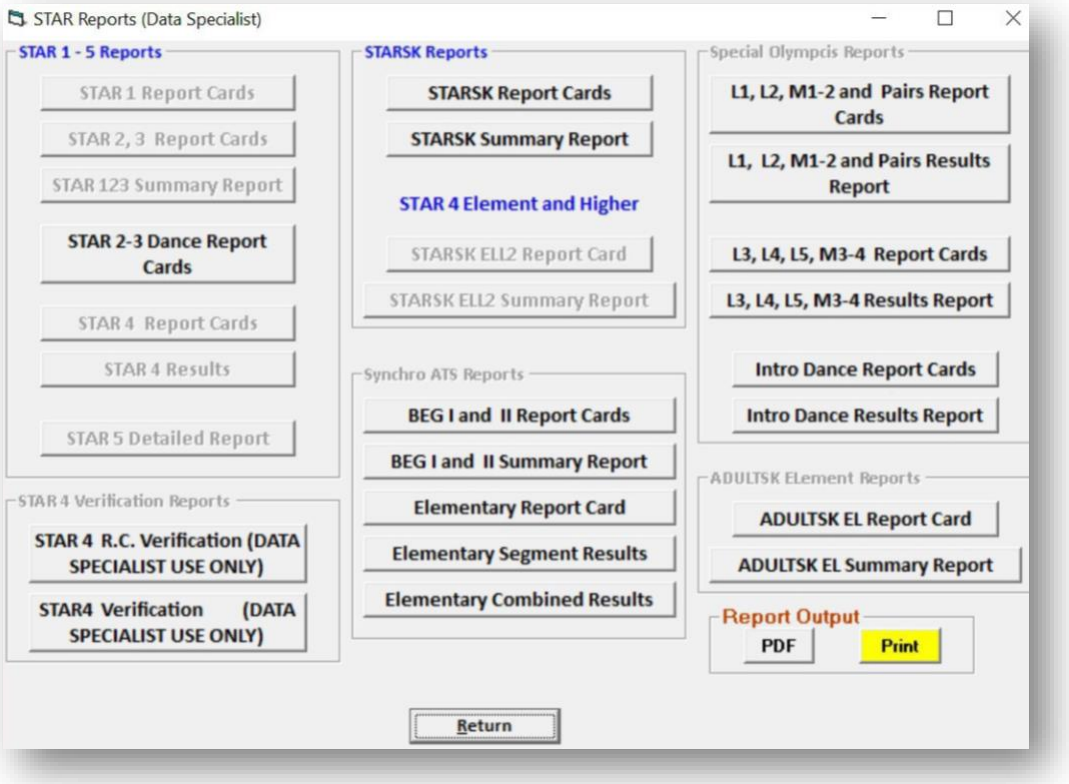
Printing Reports

The reports module can be accessed from different screens (Main Menu, Event Setup, Segment Setup) and always through clicking on **Reports** button. This will take you to the **Event Reports Screen**



Creating reports:

- All reports are configured to be output to the following formats: PDF, HTML, and PRINT. Select by clicking the appropriate button in the lower right corner in the **Report Output pane**. This will turn this option yellow.
- Select the Event by clicking on the Event title in the **Events pane**
- Select the Category by clicking on the Category title in the **Categories pane**
- Select the Segment by clicking on the Segment title in the **Segments pane**
- Select the report by clicking on the appropriate report name in the **Reports (Output to …) pane**
- Click **OK**
- If you selected PDF as report output, the report will be filed at C:\css_PDF_reports
- If you selected HTML as report output, the report will be filed at C:\css_HTML_reports
- If you selected Print as report output, a print dialogue box will appear. To print, click the print icon on the tool bar. The document will print on your computer's default printer.
- Some reports specific to STAR, Adult and Special Olympics Categories are available by selecting the segment using the instructions above and clicking on **STAR Reports** at bottom of **Reports (Output to…) Pane.** This screen will only be accessible if the Segment requires reports from this screen. **STAR Reports Screen:**



Note: *certain fields are variable when generating reports through the* ***Parameter Values Screen****, accessed when clicking on the name of a report and prior to clicking OK as described above.*
Parameter Values Screen:

Examples:

To update report to only show Section and not Club/Skating School of competitor:

- Click on **cluborsection** in **Parameter Fields Pane**
- At **Discrete Value** drop down select **Section**.
- Click **OK**.

To update any report to show as Revised:

- Click on **Revised** in **Parameter Fields Pane**
- At **Discrete Value** drop down select **Yes**.
- Click **OK**.

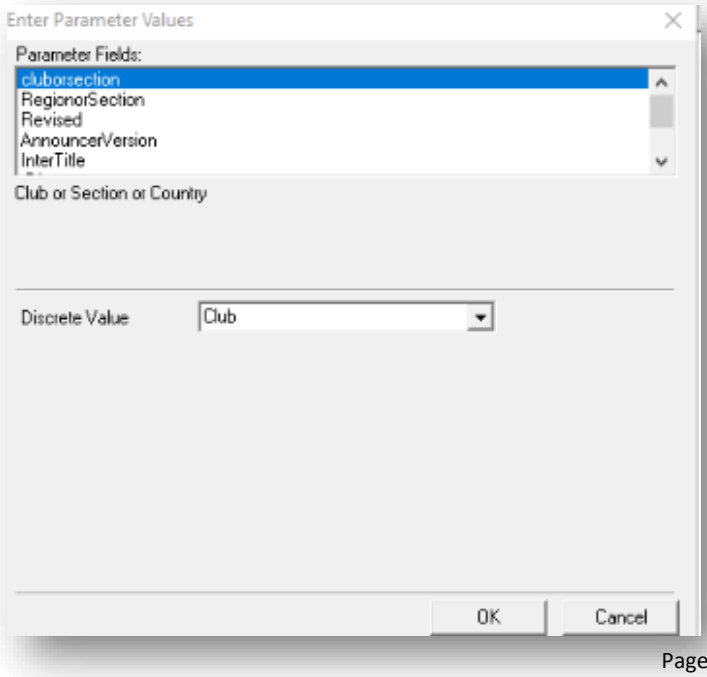
To update the **Skater Details by Official Report** to show Trial Judge but not Referee marks:

- Click on **@refereesrpt** in **Parameter Fields Pane**
- At **Discrete Value** drop down select **Trial Judges (No Referee).**
- Click **OK**.

Creating an index file:

An index file can be created that can be used to post the following to web:

- Entries
- Start Orders
- Results
- Officials
- Detail Sheets



To generate the index file, do the following

- Select the Event by clicking on the Event title in the **Events pane**
- Click on **Create PDF Index**
- An HTML index will be created and filed at **C:\css_PDF_reports**
- An additional report can be generated which provides the list of names of all reports posted to the Index file to generate do the following:
- Select the Event by clicking on the Event title in the **Events pane**
- Click on **Create PDFName File**
- A .csv file will be created and filed at **C:\css_PDF_reports**

Additional reports that allow for Event and Category analysis can also be generated from the **Reports Screen**. These reports are at the bottom of the **Reports (Output to…) Pane** and generate .csv files to **C:\css_PDF_reports:**

- **Event Results (EXCEL)**
- **EV Start Orders (EXCEL)**
- **Element Details (EXCEL)**

Printing ALL Starting orders and ALL Official Lists of the Event

A function exists to print all of these reports in one batch print.

To print all Start Orders for an Event do the following:

- Select **Print** in **Report Output pane**
- Select the Event by clicking on the Event title in the **Events pane**
- Select ANY Category by clicking on any Category title in the **Categories pane**
- Select ANY Segment by clicking on any Segment title in the **Segments pane**
- Select **Select All** in **Competitors pane**
- Select **Segment Start Order** in **Reports (Output to Print) pane**
- Select **@segmentid** of the **Parameter Field pane**
- Change the **Discrete Value** to 9999
- Click **OK**
- Print per normal and as outlined above
- This will print all the Start Orders by Segment in alpha order

To print all Officials Lists for an Event do the following:

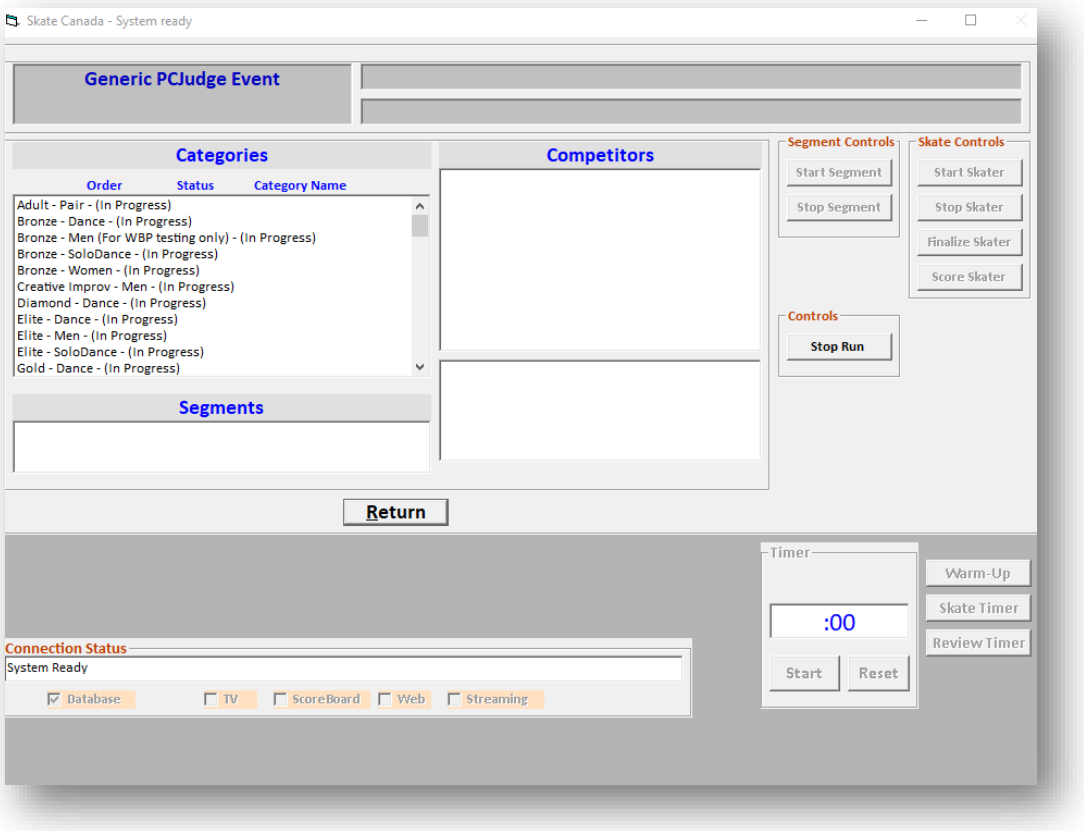
- Select **Print** in **Report Output pane**
- Select the Event by clicking on the Event title in the **Events pane**
- Select ANY Category by clicking on any Category title in the **Categories pane**
- Select ANY Segment by clicking on any Segment title in the **Segments pane**
- Select **Segment Officials List** in **Reports (Output to Print) pane**
- Select **@segorcat** of the **Parameter Field pane**
- Change the **Discrete Value** to **CAT** to print all category officials lists.
    - Or

- Change the **Discrete Value** to **SEG** to print all segment officials lists.
- Select **@segmentid** of the **Parameter Field pane**
- Change the **Discrete Value** to 9999
- Click **OK**
- Print per normal and as outlined above
- This will print all Officials Lists in alpha order

Running a Competition

Using LTS

- Log onto **CSS** as EC
- Click **Events** to Open **Event Setup Screen**.
- Select event to be run. **Run Competition** becomes active as do other boxes.
- Confirm **Input Method** is set to **LTSystem**. If this is a change, click **Update**
- Confirm Video Replay is set as desired by competition and as outlined in chapter Setting up an Event
- Click **Run Competition**. This will open the **Run Competition Screen**

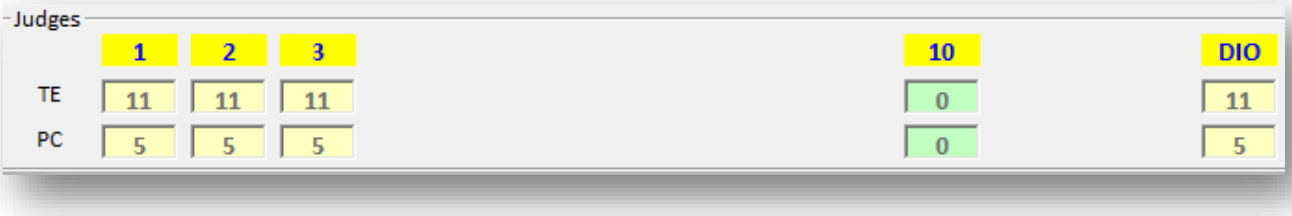


- Click on **Category** to be run from **Category Pane**.
- Click on **Segment** to be run from **Segments Pane**.
-

Note: Category/Segment must be set to Ready to be run. If not set to Ready, follow instruction in Setting all segments and categories to ready chapter

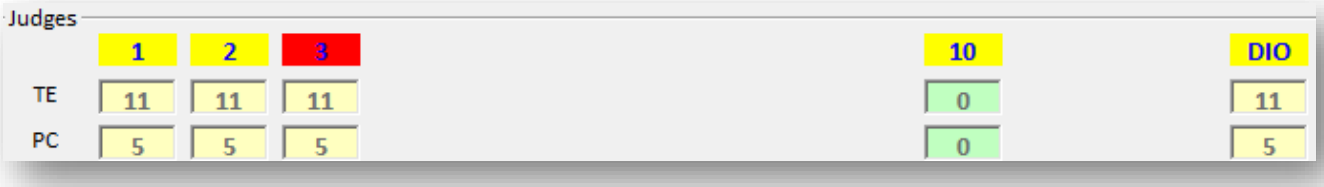
- Once Segment is selected, the following will occur:
  - Competitor names appear in **Competitors Pane**
  - Officials mark entry status appears in **Judges Pane**
  - **Start Segment** is active.

- Click **Start Segment** in **Segment Controls Pane**
- Click first skater's name in **Competitors Pane.**
- Click **Start Skater** in **Skate Controls Pane**
- All items above must be completed prior to competitor commencing performance
- Click **Start** in **Timer Pane** at first movement by competitor
- During performance, the number of elements identified by the Technical Panel, and entered by the Data Input Operator (DIO) will show under **DIO** and in **TE** field in **Judges Pane**
- During and after performance, the number of Grades of Execution (GOE) and Program Components (PC) each Judge (and Referee if also scoring event) will show under each Judge number and next to either **TC** or **PC** as appropriate in the **Judges Pane**.
- After the skater has completed performance, do the following:
    - Click **Stop Timer** in **Timer Pane** at last movement by competitor
    - Click **Stop Skater** in **Skate Controls Pane**.
- During and after performance, the number of Grades of Execution (GOE) and Program Components (PC) each Judge (and Referee if also scoring event) will show under each Judge number and next to either **TC** or **PC** as appropriate in the **Judges Pane**.
- Click **Finalize Skater** in **Skate Controls Pane** when this button becomes available.
    - Although this becomes available when the DIO clicks **Finalize** on the **DIO LTS Screen**, wait until all Judges have clicked Submitted on their individual **Judge LTS Screens**, causing the number that identifies the judge to turn yellow in the **Judge Pane**
    - The referee has access to a similar pane through their screen that shows them progress of submission of all GOEs and PCs by all judges on panel. Although it is good practice to inform the referee when a particular judge has omitted entering a mark, it is not required.



- After clicking **Finalize**, the referee will click **Finalize** on the **referee LTS screen**. When this is completed, Click **Score Skater** in **Skate Controls Pane** as this button will then be available.
- Repeat process for all skaters in the segment.
- After scoring all skaters, click **Stop Segment** in **Segment Controls Pane**.
- Click **Stop Run** in **Controls Pane**

*Note: if at any time prior to clicking **Score Skater**, a judge's number turns red, this indicates that they need to make a change or are having functionality issues with their computer that requires attention. As it may simply be that they need to make a change, as a first step, allow them access to their LTS Screen by clicking on the Judges number which will be highlighted red. Click Yes in dialogue box to allow them access to their LTS Screen. If it is an issue with their computer, proceed to their station to troubleshoot.*



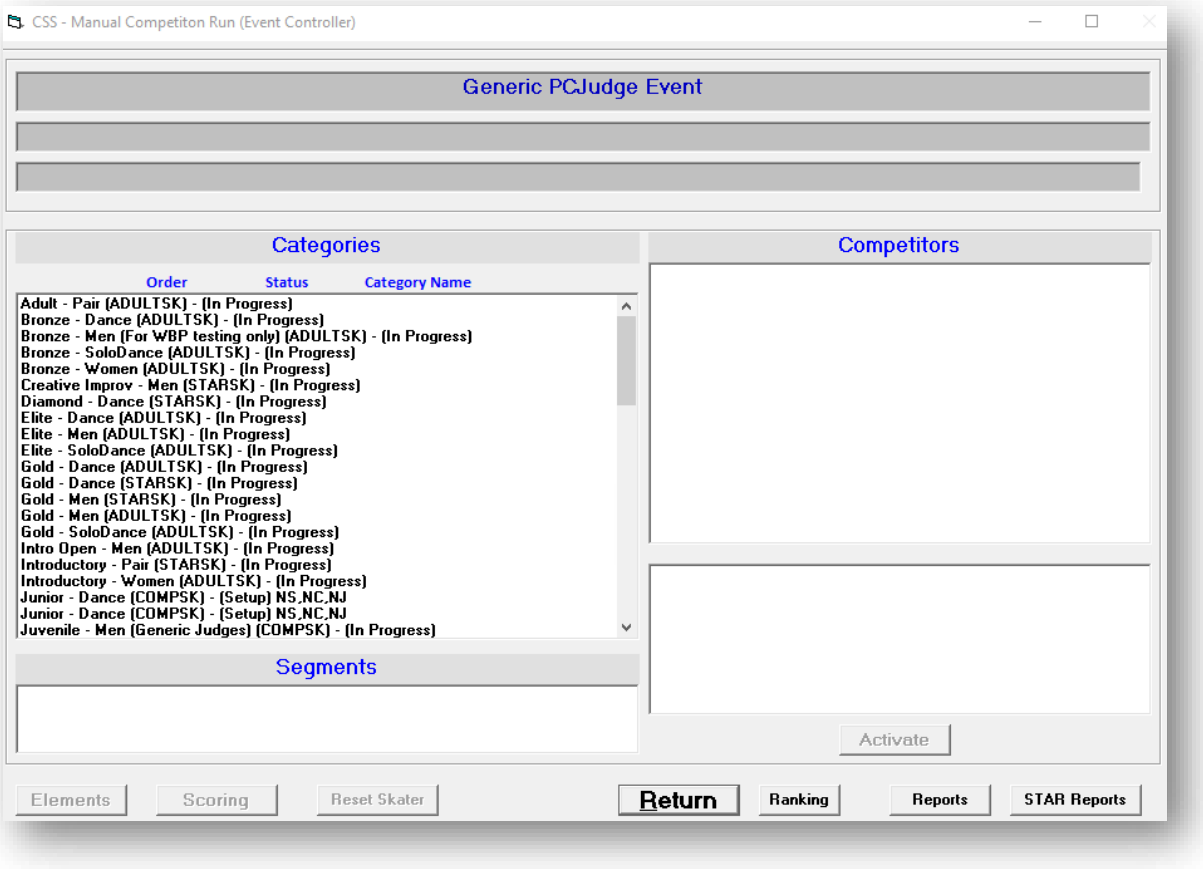
- Repeat entire process for all other categories and/or segments.
- To exit **Run Competition Screen** after conclusion of last segment, and last clicking of **Stop Run**, click **Return**

*Note: in **Run Competition** mode, clicking the **Stop Segment** button will change the status to **Completed.** No editing is possible to the data of the segment or category until the status has been re-reset to **Ready**. Additionally, the segment must be set to **Completed** before it can be merged to other segment.*

Using Manual Entry

Manual Entry is typically used during STAR 1-4 categories, however it can be used for any Category and Segment in any Program (STAR, Competitive, Synchronized Skating, etc)

- Log onto **CSS** as **EC**
- Click **Events** to Open **Event Setup Screen**.
- Select event to be run. **Run Competition** becomes active as do other boxes.
- Confirm **Input Method** is set to **Manual**. If this is a change, click **Update**
- Confirm **Video Replay** is set as desired by competition and as outlined in chapter Setting up an Event
- Click **Run Competition**. This will open **CSS-Manual Competition Run Screen:**



- Click on the Category to be run from **Category Pane**.
- Click on the Segment to be run from **Segments Pane**.
-

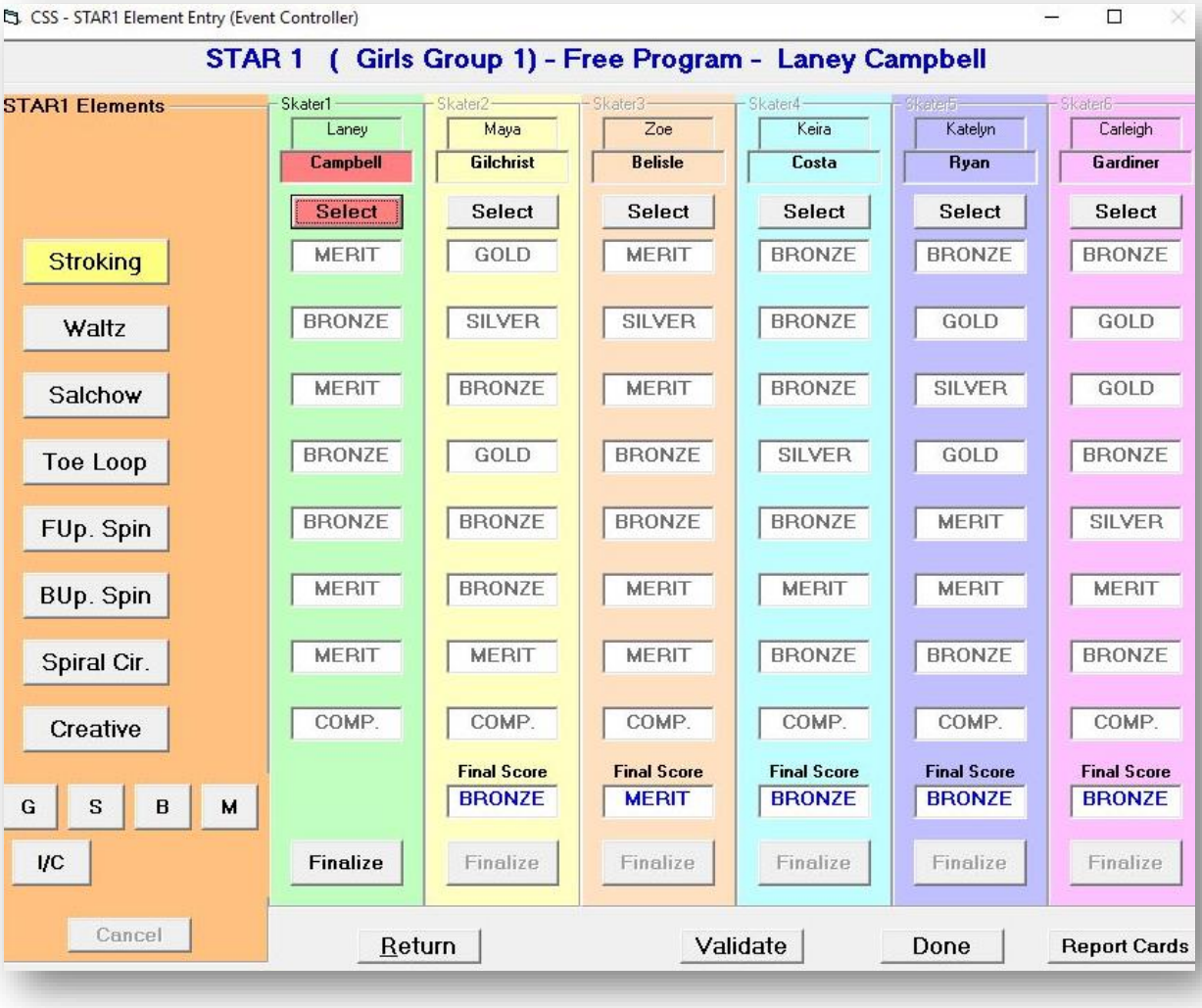
*Note: Category/Segment must be set to **Ready** to be run. If not set to **Ready**, follow instruction in Setting all Segments and Categories to Ready chapter*

- Once Segment is selected, the following will occur:
    - Competitor's names appear in **Competitors Pane**

- Click first competitor's name in **Competitors Pane**
- Click on **Elements.** This will take you to the appropriate entry screen.

Note that screens may be different based on the category and segment. Some examples are below, with the main difference being between Skate to Standard and Cumulative Points Calculation categories.

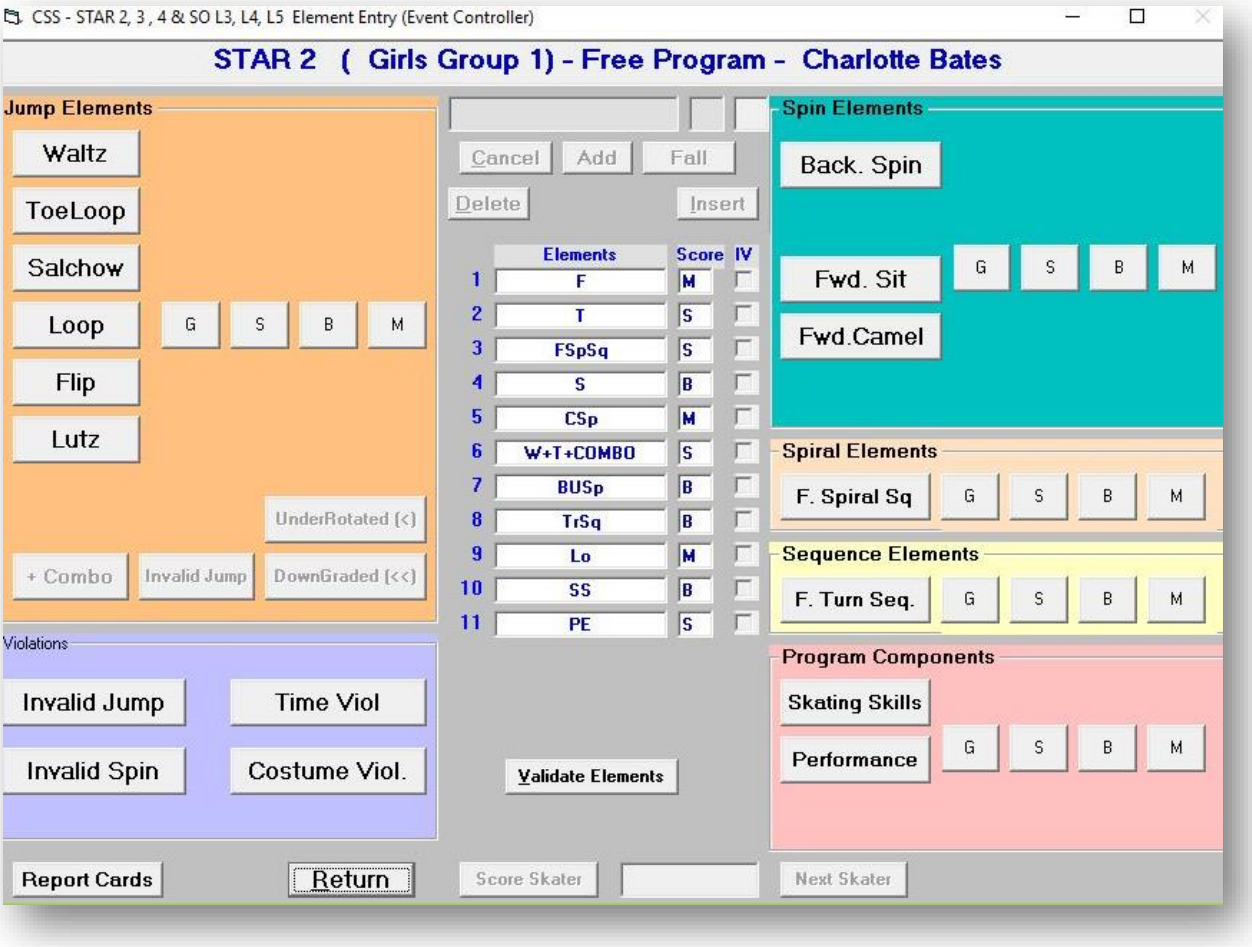
STAR 1 - Skate to Standard Element Entry Screen:



- Click **Select** to select a Competitor
- Click **Stroking** then click the assessment **G**, **S**, **B**, or **M**.
- Repeat for all other elements, with variation for **Creative**
- Click **Creative** then click the assessment **I/C** (incomplete) or **Complete**.
- Repeat for other Competitors.
- Once all competitors have been entered, click **Validate**.

- Click **Select** individual for each Competitor, then click **Finalize** at bottom of column for that Competitor.
- Repeat for all Competitors
- Click **Done**

Star 2 and 3 - Skate to Standard Element Entry Screen

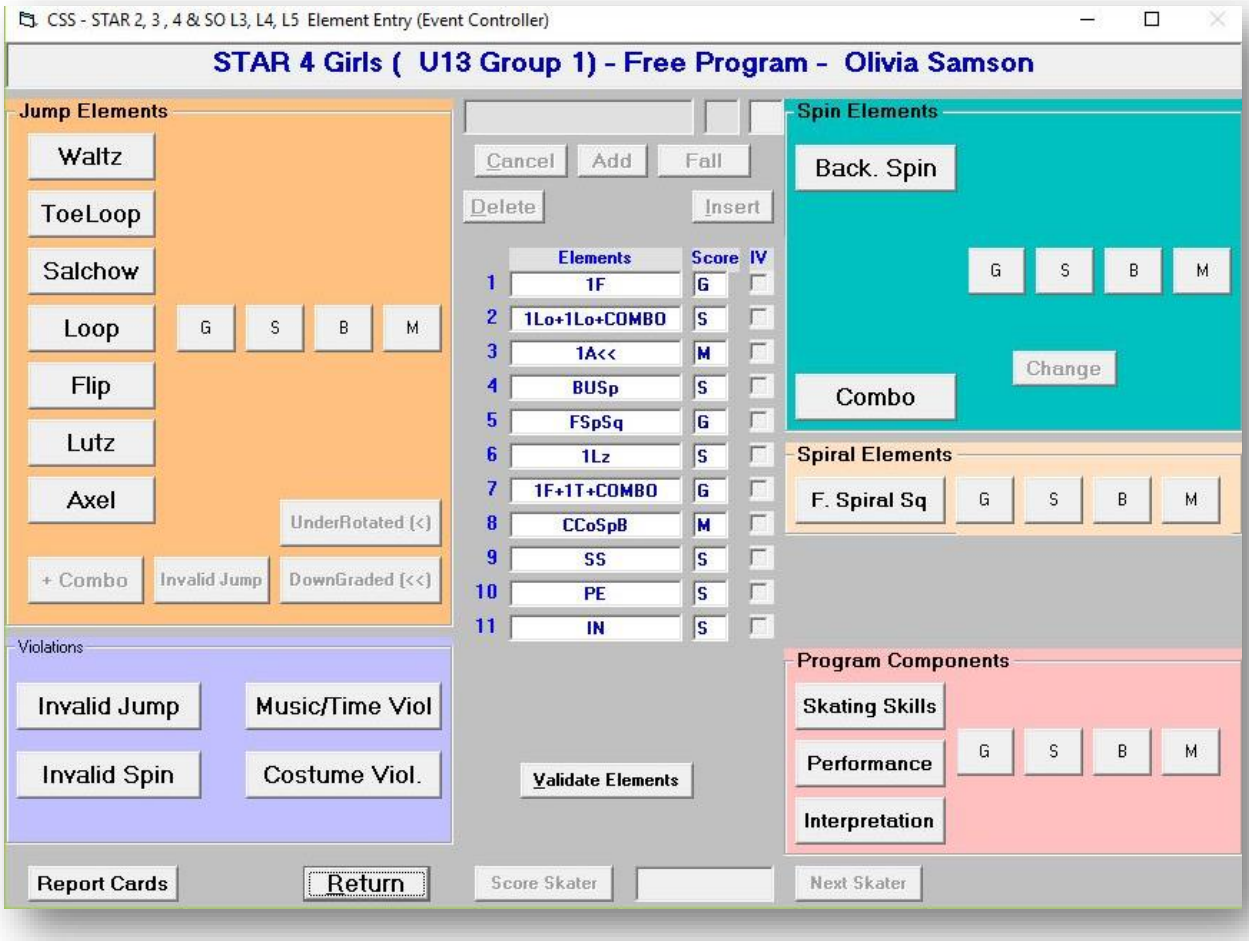


This is a Star 2 elements screen. The Star 3 will look very similar but will have some slight differences, e.g., Spin Elements entry, however process of entry is the same.

- Click Element or Program Component.to enter, then click assessment, **G, S, B,** or **M**.
- Click **Add**.
- If there is a Violation, select the correct one, in **Violations Pane**, then click **Add**.
- If you need to change an element or program component, click the element name in the centre column. It will turn yellow. Repeat the process above to select the element or component and assessment. Click **Change** when it appears.
- After entering and confirming all elements and components are entered, click **Validate Elements**.

- Click **Score Skater**
- Click **Next Skater**. This will return to **CSS-Manual Competition Run Screen**
- Click on next competitor and repeat process until all competitors have been scored.

Star 4 – Standard with Ranking Element Entry Screen

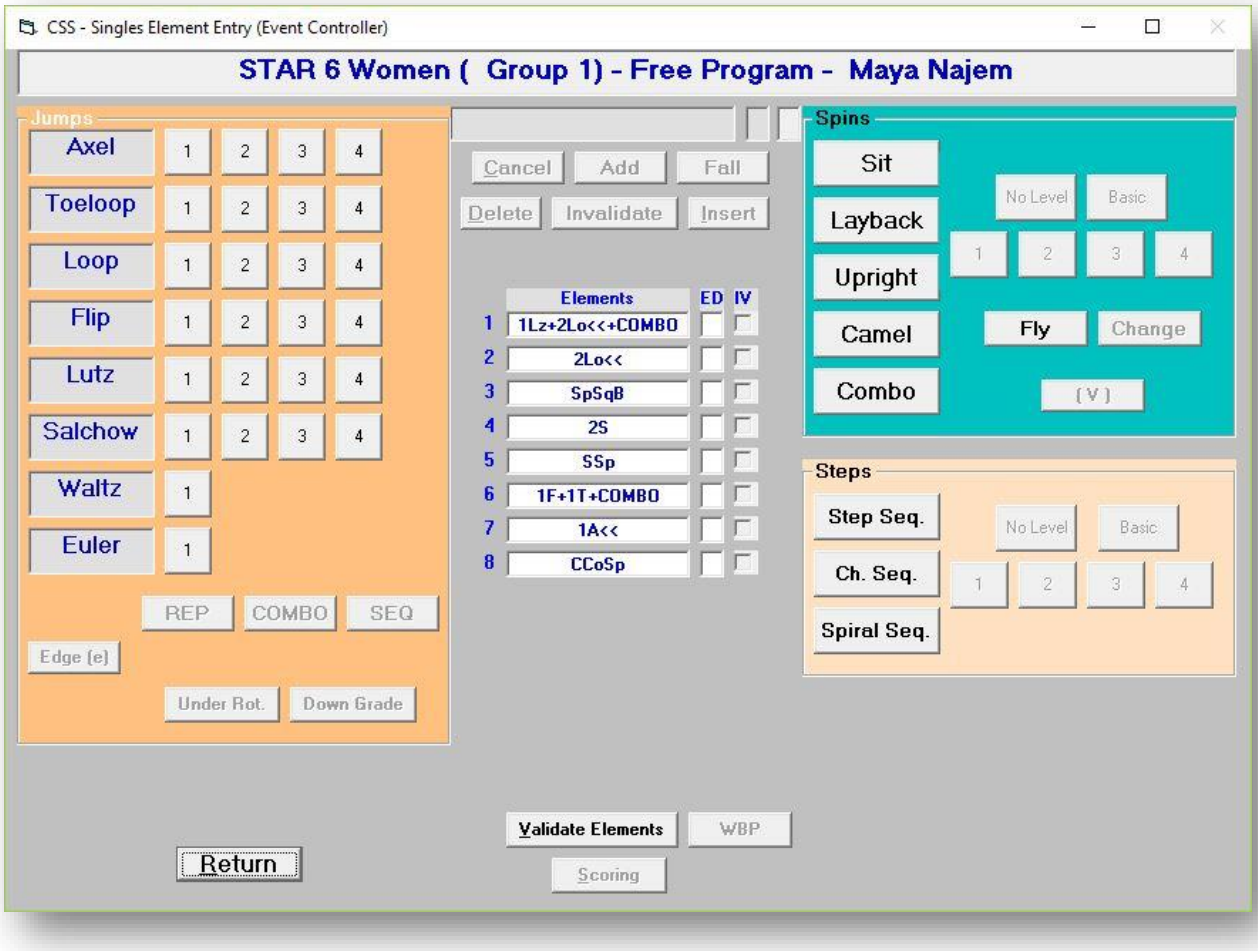


Star 4 functions in a similar fashion as Star 2 and 3. Again there will be slight differences to the screen (different Spin Elements, additional buttons under Jumps in Jump Elements Pane)

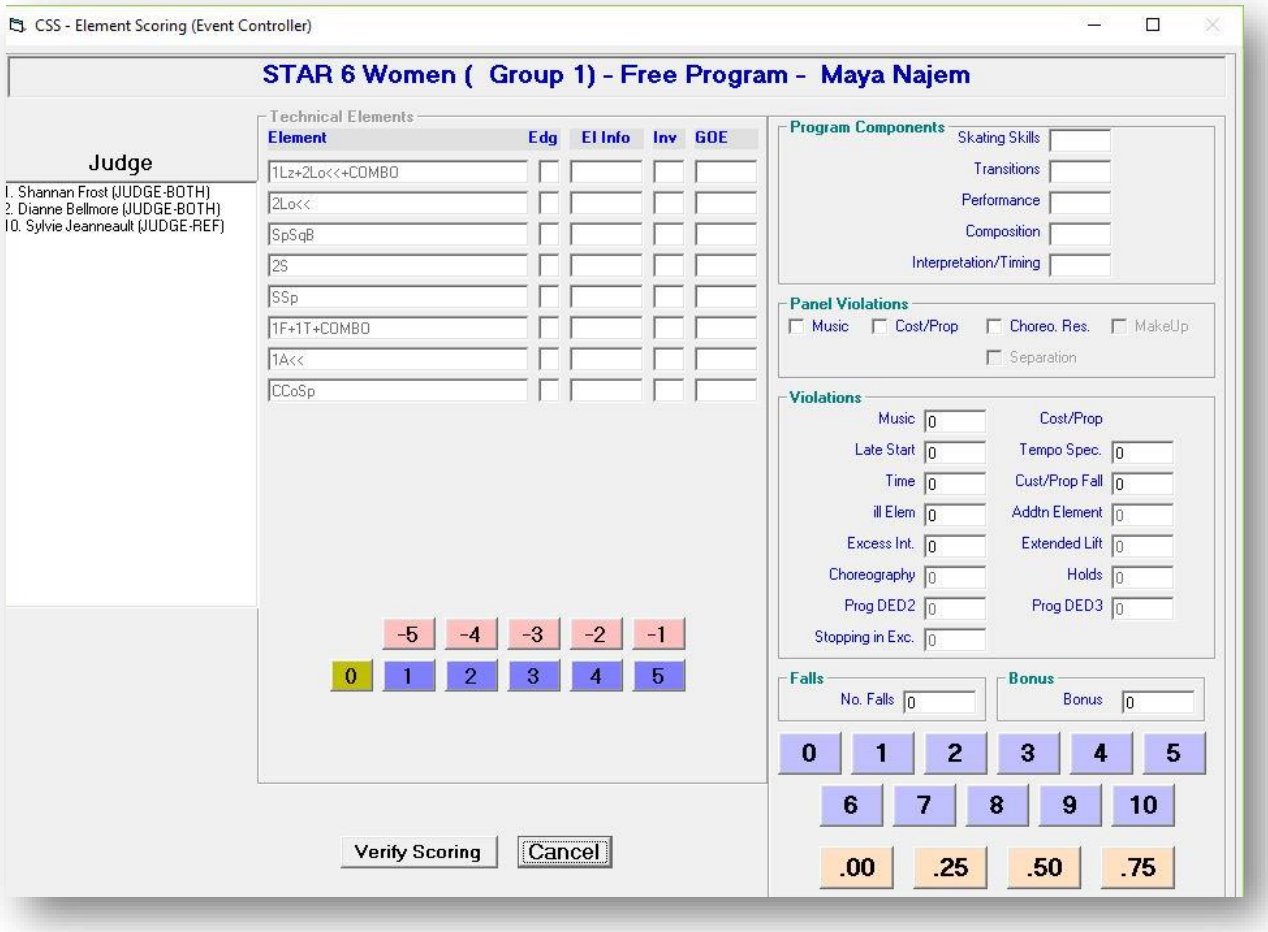
- Enter all elements, components, and violations using the same process for Star 2 and 3.

Star 5 and higher (CPC), and all other Program Categories Entry Screen

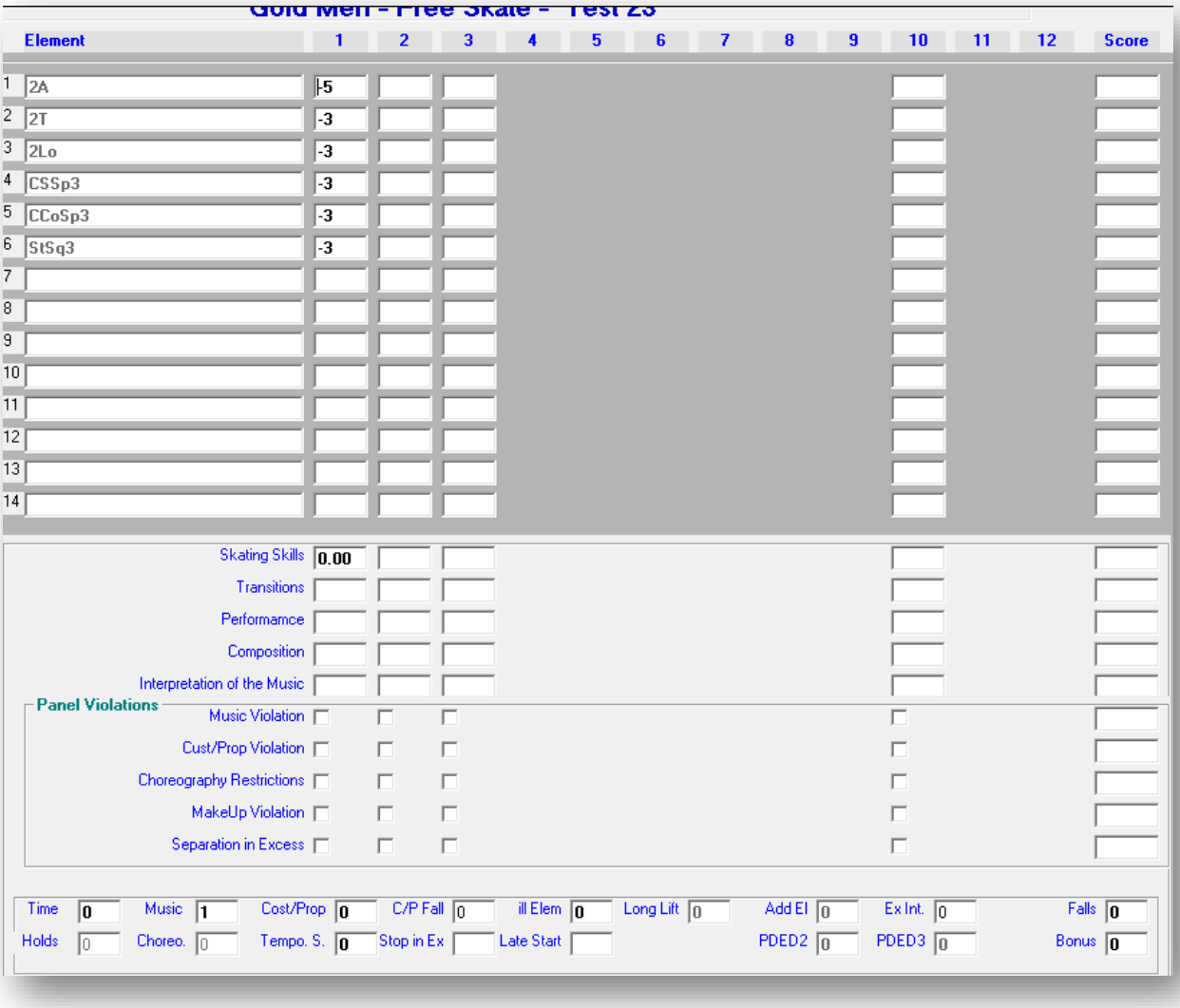
Screens for Cumulative Points Calculation events are all similar to each other and Skate to Standard category screens with the main differences outlined below.



- Enter all elements as identified. **Please refer to the Skate Canada Data Input Operator Manual for process for entering elements, as Manual Mode entry is the same as used by the DIO using the LTS screen**
- Click **Validate Elements** after all elements have been entered.
- Click **WBP** (Well Balanced Program).
- Click **OK** on dialogue box that opens
- Click **Scoring**. This will take you to the **Element Scoring Screen:**



- Click on a specific judge in the **Judge Pane**.
- Click in the first box in the GOE column in the **Technical Elements Pane**.
- Click on the appropriate GOE at bottom of **Technical Elements Pane** to enter this GOE
- The next GOE box will now be available for GOE entry. Enter all GOEs
- After entering the GOE for the last element, the cursor will move to the first Program Component in the **Program Components Pane**. If it does not, then select this box.
- Select a value ranging from 0.00 to 10.00 for each Program Component. Values are found at the bottom right corner of the screen and must be entered with a full number value followed by a decimal value. If both are not entered, the system will not accept this value.
- Click on any panel violations in the **Panel Violations Pane** that the judge identified
- Follow the above process for all judges
- Click on the referee. If the referee was scoring GOEs and PCs add those using the process outlined above.
- To enter any referee violations, click in the box next to the specific violation in the **Violations Pane.** Using computer keypad enter the number of that particular violation.
- Click **Verify Scoring.** The **Verify Screen** opens



- The **Verify Scoring screen** is where all entries for each official are confirmed. If a correction is required:
    - To identified element: click **Return** in **Verify Screen**, click **Return** in **Element Scoring Screen**. Change element per process identified above
    - To GOEs, PCs, and Violations: click **Return** in **Verify Screen**. Change value per process identified above to input original value.
    - Return to **Verify Scoring screen** again to confirm entries are correct.
- Click **Submit Scores** if all entries are correct
- Click **Next Comp**.
- Continue to enter competitors. This will return to **CSS-Manual Competition Run Screen**
- Click on next competitor and repeat process until all competitors have been scored.

Database utilities

Below is a description of functions related to management of the competition database. It is important that only experienced Level II Data Specialists use these functions. Incorrect use of any of the functions below could result in irretrievable loss of competition score information.

Backing-up Database

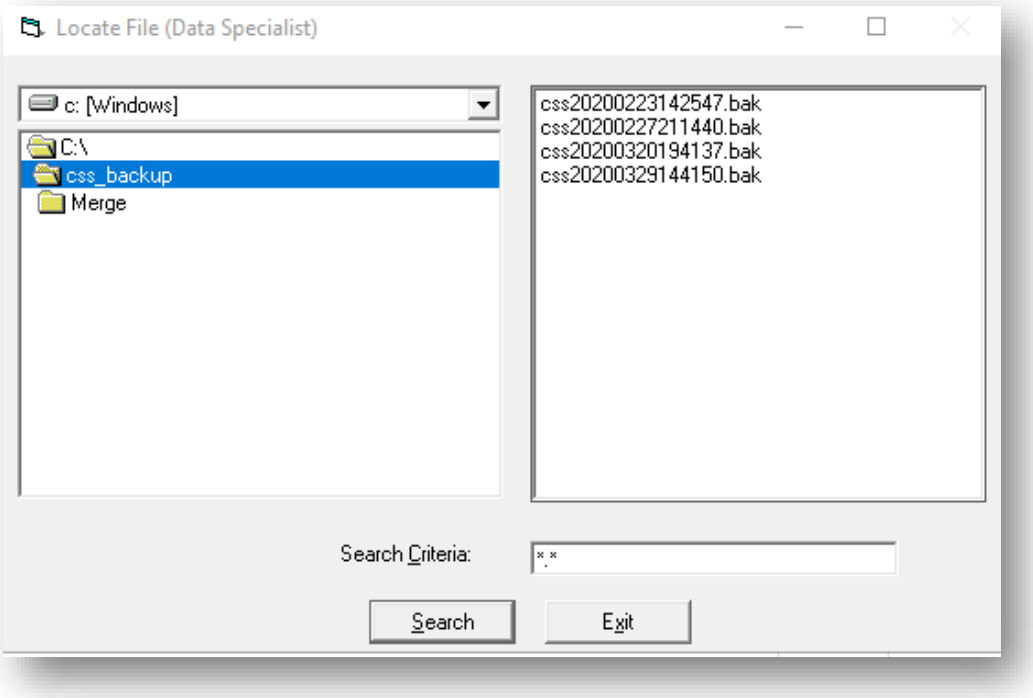
It is good practice to back-up the database at the end of each competition segment to ensure that all scoring information is saved.

- Following completion of **Run Competition**, go to **Database Utilities Screen**
- Click **Backup DB**
- Click OK to the message that confirms that a back-up of the database has been successfully created and saved to **c:\css_backup**
- The back-up file name is based on the day and time at which the file was created using Greenwich Mean Time (GMT) as a reference. The first 4 numbers of the file represent the year, the next 2 month, the next 2 date, the next 2 hour, the next 2 minute, and final 2 the seconds in GMT when the file was created. (eg: 20200329144150.bak was created at 2:50 PM GMT on March 29, 2020).
- This file name can be changed to a different name if desired, however do NOT change the file extension from .bak to anything else or the file will become inoperable

Restoring from a database.

If there is a need to restore the database from another version or load the data base from one computer to another, complete the following steps.

- Click on **Restore DB.**
- Click **OK** to the message that appears confirming where the database file is to be located prior to the restore.
- This will open the **Locate File Screen**



- Click on the version of the database you wish to restore to.
- Click **OK** to all messages that appear.

Merging Databases

The merge function is used when you want to combine competition databases from a competition on multiple rinks. It is also required when categories with two or more segments are split across two rinks. In this case a merge will be required before the subsequent segments can be competed.

In order to successfully merge, both (master and import) databases must be identical in structure, event name, event ID, categories and segments. It is important to note that when the database was created, CSS assigned an event ID to each category and to each segment. If for some reason you had to delete and recreate a category or a segment in the competition databases (master or import) CSS likely assigned a new event ID. These IDs can't be manually changed and therefore, the merge cannot be completed. If this is the case, you will be able to merge all other categories/segments except the one that has a mismatched event ID. If for some reason, there was a change to other database information it would likely be possible to perform the required updates in both the master and import databases to allow the merge to proceed.

All categories/segments in the master database that will receive data from the import database must have the status of Setup or Ready. If any categories/segments have a status of Completed, but still show the competitors as Active, change the status of segment/category to Setup or Ready.

It is important to confirm that all events in the import database that will be imported have a status of Completed, meaning competitors have a status of Competed. If, you have successfully merged a number of categories/segments and discover a category/segment that does not have a status of Completed,

create a backup of the merged database up until that point and then restart the process after that category/segment in the import file is updated to Completed.

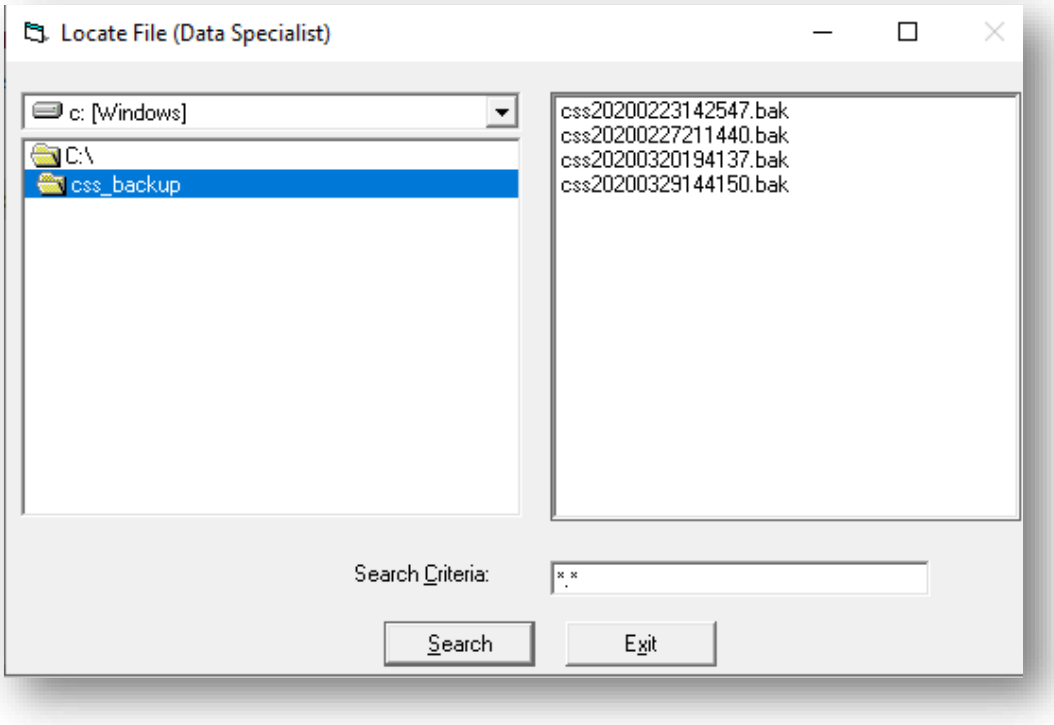
Preparation

Prepare for the merge by obtaining the database from the rinks you wish to merge. Select one to be the Master database and another to be the Import database. The master database should be the one with the most categories/segments completed.

Merging Segments

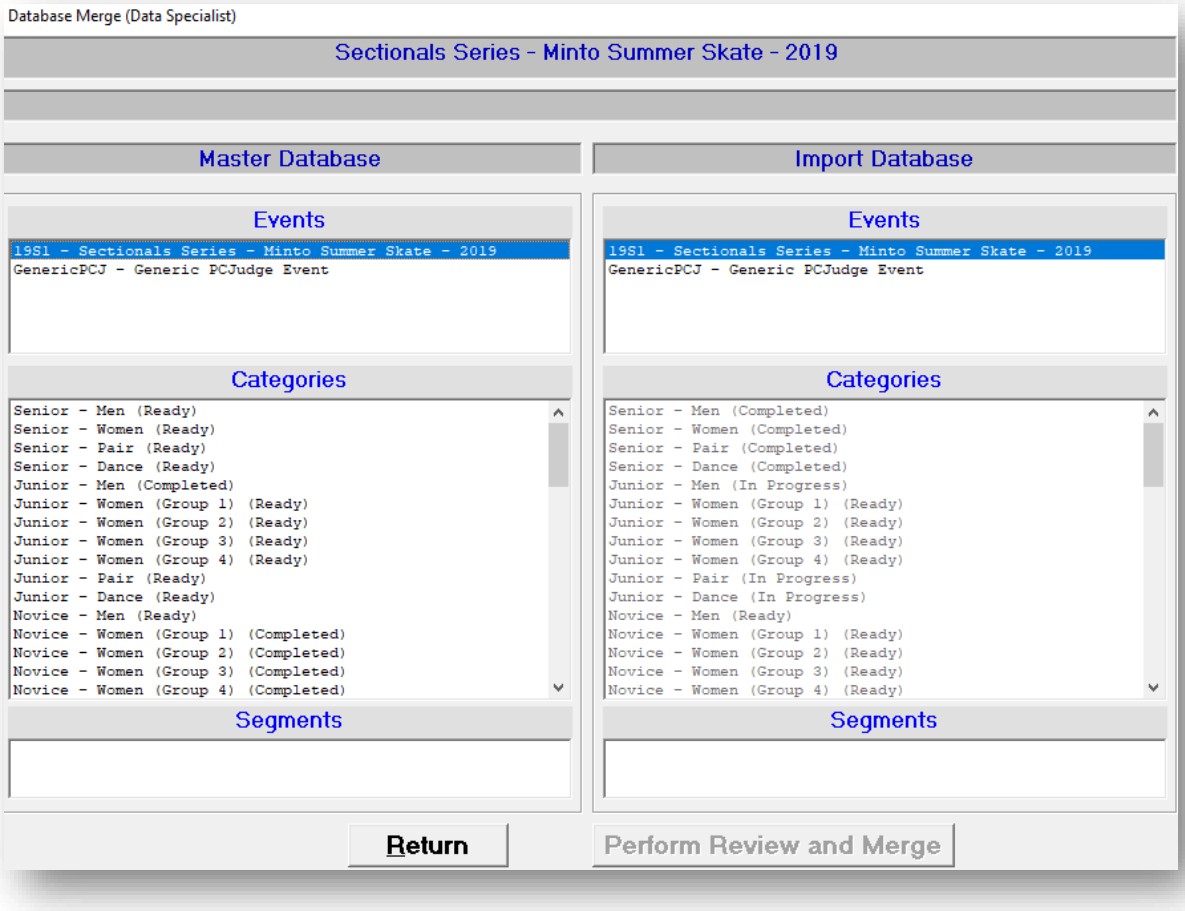
- Login as ACC
- Place the .bak file to be imported into the **c:\css_backup** file on the computer where the master database resides. Be sure to note the file name.

- In **Database Utilities Screen**, click **Restore to COMB DB.** This opens the **Locate File Screen**



.

- Double-click the .bak file identified above to be imported into the master database**.** Click **OK** to all messages that appear. This will return you to **Database Utilities Screen**
- In **Database Utilities Screen**, click **Merge Databases.** Click **OK** to message that appears This opens the **Database Merge Screen**



- Identify Event you wish to merge under **Master Database - Events Pane** and **Import Database – Events Pane**
- Confirm status of categories and segments in Master are either Setup or Ready
- Confirm status of categories and segments in Import are Completed

*Note: If category and segment statuses are not in this state, exit **Merge Database Screen**, and update statuses in **Segment Setup Screen** and re-start merge process from the beginning*

- In **Import Database Pane** select the category in **Categories Pane** and segment in **Segments Pane** you wish to merge into **Master Data base.**
- Click **Perform Review and Merge.** Click **OK**
- If the merge was successful, a **Merge all done!** window appears. Click **OK**.
- Following successful merge, status for the merged segment will update to **Completed** in **Master Database**.
- If the merge was not successful, the **Merge NOT done!** window appears. Click **OK.** Review whether there is a database mismatch or whether the category and/or segment statuses were incorrect as reasons for the unsuccessful merge. Once error has been corrected, re-start merge process from beginning.
- Repeat process above for all categories and segments you wish to merge.
- Create a backup of your new master file with the imported categories and segments and

rename it.
- Repeat process above to merge additional rinks into the new master file.

Merging Start Orders

- Prior to merging Start Orders complete the merge for all completed segments as described above.
- Open **Database Merge Screen**
- Identify Event you wish to merge under **Master Database - Events Pane** and **Import Database – Events Pane**
- Confirm status of categories and segments in Master are either Setup or Ready
- Confirm status of categories and segments in Import are Ready
- In **Import Database Pane** select the category in **Category Pane** and segment in **Segments Pane** you wish to merge into Master Data base.
- In **Master Database Pane** select the matching category in **Category Pane** and segment in **Segments Pane**
- Click **Perform Review and Merge.** Click **OK**
- Confirm that Master Database has the correct start order for the merged segment
- If start order did not merge, either repeat process or consider adding start order manually to Master Database

Manual Correction

Manual Correction should only be done when no segment is currently running (ie. during a flood or at the end of a segment) and preferably by the Computer DS. Never make a manual correction while a segment is running.

Remember that should you have to make a correction you are doing so LIVE! Any errors you make could have significant consequences to the competition. If you are not sure. DON'T DO IT! ASK!

- If completing on a computer where log-in is as the Data Specialist (ACC), always log-off, then log in as **Event Controller – Manual Mode**
- If completing on a computer already logged in as the Event Controller continue with instruction below
- Proceed to **CSS-Manual Competition Run Screen** per process outlined above
- Select Category, Segment and Competitor per process outlined above where change is to be made.
- Select **Activate** at bottom of **Competitors Pane** to activate competitor.
- Follow process as outlined above to initially enter elements, judge scores and violations to correct the error, verify and score the skater.
- If making the correction on the computer that was originally logged in as the ACC and switched for this purpose, once you have made the correction, continue to click **Return** until you are brought back to the **Main Menu Screen.**
- Click **Logoff.**

- Log back in as the ACC

Error reporting

During set up or running of a competition, errors in operations or scoring by CSS may become apparent. To ensure that attention is paid to these issues, please use the CSS Error Reporting Form to inform Skate Canada of the error. This file is in the General folder on the CSS Sharepoint Site.