

Version 4.0

The Complete Gymnastics Meet Management and Scoring Software

USER'S GUIDE

ProScore

Version 4.0

The Complete Gymnastics Meet Mangament and Scoring Software

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DOCUMENT CONVENTIONS USED IN THIS MANUAL

This documentation assumes you have a working familiarity with personal computers in general, and of the operating conventions used in your version of Microsoft Windows. Therefore, it does not cover the basics such as keyboard and mouse operation. If you are unfamiliar with these basic personal computer and/or Windows conventions, please refer to your computer and/or Windows documentation.

This documentation uses the following conventions and descriptives to indicate keystroke syntax, commands, menus, titles, window components, references to other sections, and to emphasize important text:

- Keystrokes appear in ALL CAPS.
- Sequential keystrokes are separated by commas:

  TAB, R, TAB, T.
- Keys that are held down simultaneously where one is held down while the next is struck, such as combination ALT and CNTL functions, are separated by the "+" sign:

  ALT + U, or CNTL + X.
- Keys that are held down together simultaneously while a third key is struck, such as combination CNTL and SHIFT held together before P is struck, are indicated by the "/" and "+" signs:

  CNTL/SHIFT + P.
- Button labels, menu titles and menu options appear just as they do on your screen—case-specific, bolded and with one letter underlined:

  Setup, **Meet**, **Scoreboards** (etc.).
- Titles for windows, windows sections and dialog boxes also appear as they do on screen:

  ProScore Configuration, **Custom Screen Colors**, **Gym Information** (etc.).
- *Hints, Tips and other handy time savers are italicized.*
- Emphasis is indicated by *italicizing* or underlining appropriate words.
- Data is shown in quote marks and a sans serif typeface, as it appears on screen:

  "August", "42.50", "SH20".
- This documentation uses a narrative style that explains the task first, then how to accomplish it. The instructions typically begin with a keyboard/mouse symbol:

  To do thus and such:

  If you have sufficient grasp of a particular operation and wish to "cut to the chase", just look for the symbol.

Beginnings

–continued–

- The term “window” refers to the immediate (“active”) window you are working in; the term “section” refers to a specific area within a given window.
- Occasionally, a series of instructions brings you to a “fork in the road”. Your choices are presented to you like this:



· To complete the process of entering a transaction, **go directly to step #11**;

· To configure a new tranaction category and enter a new transaction using the new • category, **continue to step #9**.

- When a step uses a function or specific window that was covered in a *previous* section of the manual, the “nugget” graphic appears with the specific reference. A directory tree metaphor is used to indicate the section and subsection:



The **Search for a Gymnast** window was explained previously in:

• **Using ProScore’s Context-sensitive Search Function**

└■ CONDUCTING SIMPLE SEARCHES IN PROSCORE

- When a step uses a function or specific window that was covered earlier in the same section, it is referenced in the text stream parenthetically (italicized here for emphasis):

  If you want your search to be case-sensitive so that results match the case of the data you entered in **Field Value**, check the **Case Sensitive** option. *(The configuration of this window is discussed earlier in this section—see “Configuring Your Search Criteria”.)*

- You will frequently see significant amounts of white space at the bottom of a given page even when a section continues to the next page. This is necessary due to the size of the graphics, and the benefit to you is lots of white space in which to make notes.

HARDWARE AND OPERATING SYSTEM REQUIREMENTS FOR PROSCORE

–continued–

ProScore **software** is supplied on a CD-ROM with includes the scoring, event management and display driver software modules. Full documentation is also included on the CD-ROM in PDF format (Adobe Acrobat Reader software is included for viewing and printing the manual). All software modules will run on your computer without requiring any ProScore hardware.

To run the ProScore 4.0 software only, you will need at minimum:

- A Pentium 133MHz IBM-compatible computer with at least 16MB of RAM;
- A CD-ROM drive (3.5" media available on request for additional charge);
- At least 15MB of hard disk storage available;
- Any printer supported by Microsoft Windows.

What we *recommend* for running ProScore 4.0 software:

- A Pentium 200MHz IBM-compatible computer with at least 32MB of RAM;
- 30MB of hard disk storage available;
- CD-ROM Drive.

The ProScore **hardware** includes keypads and scoring displays, available seperately from Auburn Electronics. Both require the ProScore software and a computer meeting the requirements listed above. The hardware connects to your system using ordinary telephone wire and connectors. Note that the keypads increase the functionality of scoring displays, but the displays can be used without keypads.

For your **operating system**, you will need one of the following versions of Microsoft Windows:

- Windows 95/98 or higher;
- Windows NT version 4.x or higher (requires Service Pack 3 or higher);
- Windows 2000;
- Windows ME.

This product supports multi-user (LAN) systems.

Beginnings

GETTING PROSCORE LOADED AND CONFIGURED ON YOUR COMPUTER

To set up ProScore 4.0 in the Windows 95/98/2000 or NT operating environment:

–continued–

1. Load your Windows operating system. If already loaded, make sure all other applications are closed.

2. Insert the ProScore program CD into your CD-ROM drive. If you have "auto insert notification" selected in your Windows configuration, the ProScore installation process will start the InstallShield and Setup Wizard automatically. (If you need 3.5" floppy disks to run ProScore on your computer, contact Auburn Electronics Group at the number in the front of the manual).

3. After a few moments, the ProScore 4.0 setup screen will appear, then the **Welcome** window will appear. Read the message, then click **Next** when you are ready to proceed.

4. The User Information screen will appear. ProScore requires that you enter your name and your company name. After doing so, click **Next**.

5. The **Choose Destination Directory** window will appear. By default, Setup will select your primary hard drive (usually C:\ drive) to install the ProScore files. If this is acceptable, click **Next** and skip ahead to step #9.

6. If you want Setup to install ProScore on a different hard drive, click on **Browse**.

7. The **Choose Directory** window will appear. You can either designate the drive and directory designation in the **Path** field, or select another directory or subdirectory in the **Directories** box. To select another hard drive for browsing, do so in the **Drives** box. When you have selected the drive and directory on which you want ProScore installed, click **OK**. To default to Setup's original drive path, click on **Cancel**.

8. If you chose an alternate drive path and the directory or subdirectory name you specified does not exist, a dialogue box will appear telling you that, and asking if you want Setup to create the directory or subdirectory you specified. If so, click **Yes**. Setup will create the directory and proceed to install ProScore on the alternate drive and/or directory you designated. Otherwise, click **No** and Setup will take you back to the **Choose Directory** box whereupon you can enter another alternate drive and/or directory path.

Hint: If you ended up here and are confused, just click **Cancel** *and Setup will take you back to the* **Choose Destination Location** *box. With the vast majority of installations, it is safe to let Setup install ProScore on the drive it initially specifies in the* **Destination Directory** *box (next to the* **Browse** *button). If you want to get out of this tangle, click* **Next** *and Setup will proceed.*

9. The **Select Program Folder** window will appear. In almost all cases it's best to let Setup proceed with the installation using its default "ProScore" folder, though you can choose another folder to install your ProScore icons in if you wish. To proceed without changing folders, click **Next**. (Otherwise, enter an alternate folder name and Setup will put your ProScore icons in that folder.)

10. **The Start Copying Files** window will appear, with configuration settings you've chosen in the **Current Settings** box. Click **Next** to proceed.

11. Setup will now proceed to install ProScore on your computer. When Setup has finished the installation, a message will appear telling you "ProScore has been successfully installed!". Click **OK**. The ProScore program group will appear on the screen and ProScore is now ready to run. Proceed to the next section entitled, "Configuring Your Printer for ProScore".

CONFIGURING YOUR PRINTER FOR PROSCORE

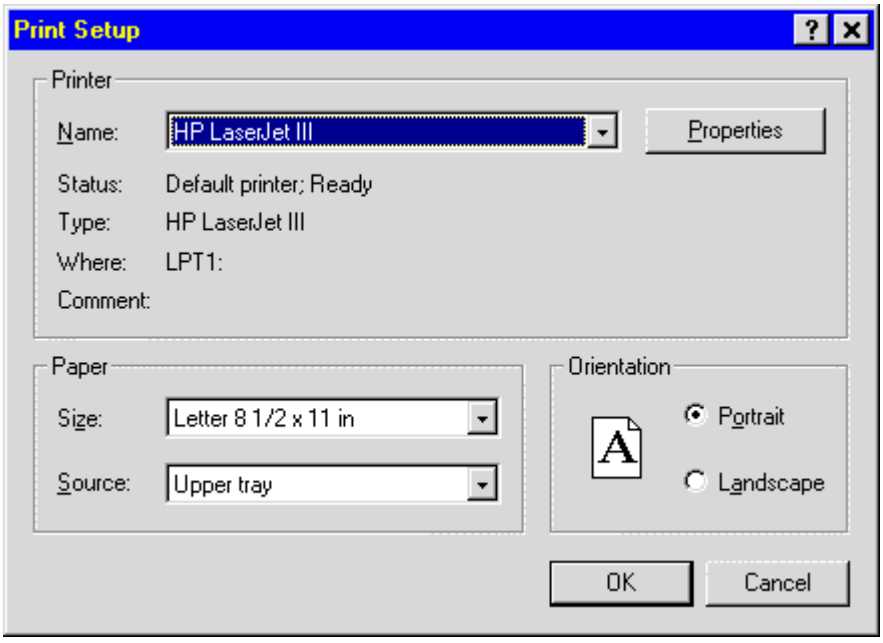
–continued–

ProScore's report printing facilities can be implemented on all popular printers. If you are installing ProScore on an existing computer system, your printer setup will probably not require any further setup procedure. If it does, or if you want to change the print options, it is very simple to do so.

To set up your printer for printing ProScore reports:

1. Start ProScore.

2. On the main menu bar, click on the **File** pull-down menu. Select **Print Setup...** to open the **Print Setup** window:



3. If you are installing ProScore on an existing computer system, **Default Printer** will be selected with your printer's name (or printer type) listed. If this is correct, go directly to step #4. If not, and you want to select a specific printer other than the default printer, click on the down arrow at the right of the **Specific Printer** field to open the pull-down menu. Select the printer of your choice.

4. Select **Portrait** or **Landscape** depending on the orientation of the report you are trying to print. This setting automatically defaults to **Portrait** orientation every time ProScore is started (regardless of the setting during the previous session).

5. In the **Paper** section, select the appropriate paper size. Click on the down arrow at the right of the **Size:** field to open the pull-down menu listing all available choices (your options here will depend on the type of printer you have; the default is typically **Letter 8 1/2 x 11**). Then, choose the appropriate paper source (feed) option. Click on the down arrow at the right of the **Source:** field to open the pull-down menu and select the paper source (feed) option. (This too will depend on the type of printer you have.)

6. Click **Properties** (or **Options...**) to open the **Properties** (or **Options**) window. All options available to your specific printer will be configurable; those that are not will be grayed out. You are probably already familiar with your printer's capabilities, in which case you will know which options to select. For further information, refer to the manual that came with your printer. When you are done selecting options for your printer, click **OK**.

Beginnings

INTRODUCTION

–continued–

ProScore 4.0 is a flexible, easy-to-use software application that makes easy work of managing and scoring your gymnastics meet. It is also powerful; the number of competing gyms and competitors are limited only by the computer on which ProScore is used.

ProScore is expandable as well and grows with you to best meet your needs. For example, you can start with the Program's versatile score keeping tools, then grow into ProScore's powerful event management capabilities. With the addition of various scoring displays and keypads available from Auburn Electronics, ProScore can drive a display system suitable for use in any venue. (For information on the various displays available from Auburn Electronics, contact us at the number in the front of the manual or visit us on our website at www.aegroup.com).

ProScore is a fully integrated software package. The scoring, event management and display control software modules are *all* included in this software package, so you can explore the full range of ProScore's capabilities without purchasing any additional software.

With ProScore, all pertinent meet information—competing gyms, teams, judges and individual contestants—is entered and organized in logical fashion. This information can be accessed instantly on screen or through a variety of report formats.

ProScore also utilizes a dynamic print queue (pronounced "cue"). Reports can be pre-configured so they are available "on tap" at the push of a button or click of a mouse. The data used in the reports is updated by ProScore in real time so that information in the reports is always current.

To keep things running smoothly, ProScore saves entered data in real time (as soon as you confirm the entry by clicking "OK" or equivalent). This feature ensures your data is protected in the event of a system failure or power outage (if you've ever had someone trip on your computer's power cord and kill you system in the middle of a meet, you will really appreciate this feature!). Should your power be interrupted, you can restore your system quickly and continue with minimal interruption.

As with any powerful and highly customizable piece of software, a successful and effective ProScore setup for your gym and meets will take some pre-planning on your part. Please give thoughtful attention to the section entitled, "Configuring ProScore for a Meet". It explains the preparation necessary, and data required, to set up a powerful and efficient scoring and event management configuration.

Thank you for purchasing ProScore. We are confident you will find its power and flexibility a real winner in meeting your gymnastics scoring and event management needs.

A Narrated Glossary Of Key Terms Used in ProScore

–continued–

ProScore's input hierarchy starts with the configuration of the *host*—information on your identity as the host gym. You then enter your *gyms* and *judges* into "archived" databases. This means you only need to enter the information once. It is stored permanently, always menu-accessible for building future meets, and easily updated when the need arises. As a result, configuring a meet is a simple and efficient process.

Next, you configure competitive events by defining *events*, *levels* and *participation awards*. These events are also archived in a menu-accessible database for building future meets.

At this point, you configure the *meet* (a unique event with its own identity) using information from the databases discussed above. You will also build a *gymnast* database, which is a meet-specific database and is available as a whole population for importing into future meets as well.

Building the meet includes the tasks of assigning *sessions* and *squads*, and determining competition *order*. You will also define *team awards* criteria.

ProScore's *meet finance* capabilities are also powerful, yet easy and efficient to use. All transactions occur using the *meet account* (each meet is a unique entity with its own financial records) and *gym accounts* (each gym has its own). The meet account uses *expense* and *income* transactions; the individual gym accounts uses *charge* and *payment* transactions. Transaction input is similar to using a home financial software package using a familiar checkbook metaphor.

All transactions occur within a *transaction cstegory*. ProScore comes right out of the box pre-configured with numerous transaction categories typical of those used in running and managing gymnastics meets. In addition, you can modify the existing categories or add your own—as many as you wish.

ProScore's various utilities make it easy to enter *scores* and generate *meet results*, and find data through configurable *search filters*. You can also generate a large variety of *reports*, including *summaries* that help you track your meet's progress from various competitive and financial perspectives. The labels utility also includes numerous *templates* for printing *awards*, *certificates* and *labels* of different styles and sizes.

Other utilities allow you to *import* or *export* data from or to other ProScore systems. You can even export data in "CSV" (Comma Separated Value) format to programs that can read or import CSV files (such as Microsoft Excel). Not least of all, ProScore ensures the integrity of your data (and your peace of mind) with its *backup* and *restore* capabilities.

The second part of the manual covers ProScore's capabilities when used with the optional scoring hardware. This includes discussions on *keypads* (score entry protocol and syntax), *scoreboard* displays (setup and ID configuration), and *network* setup (cables and dip switch settings).

In ProScore, you possess the most effective and comprehansive set of tools available for the successful management of gymnastics meets. With a diligent and disciplined approach, your mastery of the program is ensured!

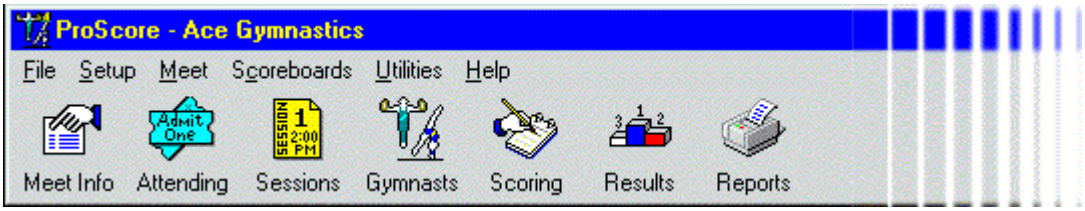
Navigating ProScore's Menus, Functions and Utilities

AN OVERVIEW OF THE PULL-DOWN MENUS AND MAIN BUTTON BAR

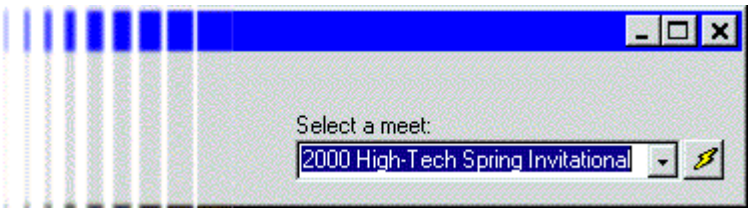
ProScore's main window is actual1ly a floating control panel that that spans the top or your screen and includes multiple pull-down menus and button bar:



In greater detail, the left side appears like this...



...and the right side appears like this:



It is from this window that the ProScore commands, menu choices and various input screens are called.

Navigating ProScore's Menus, Functions and Utilities

–continued–

The large buttons open the key windows in ProScore, giving you quick one-click access to the screens typically used the most. Here's what they do (listed with their pull-down menu equivalent):



Opens the **Meet Information** window, where you enter information to create a new meet, or modify existing meet information.

Also accessed from: **File ➤ New Meet**
Meet ➤ Meet Information.



Opens the **Gyms Attending** window, where you select the gyms that will be attending from the gyms database.

Also accessed from: **Meet ➤ Gyms Attending**



Opens the **Session Information** window, where you enter information to create new sessions, or modify existing sessions.

Also accessed from: **Meet ➤ Session Information**.



Opens the **Gymnast Information** window, where you can add new gymnasts to your gymnast database, or modify or delete existing gymnasts.

Also accessed from: **Meet ➤ Gymnast information**



Opens the **Score Entry** window, where you enter or change scores for the gymnasts.

Also accessed from: **Meet ➤ Score Entry**



Opens the **Meet Results** window, where you can view meet results on-screen in real time, and check for missing scores.

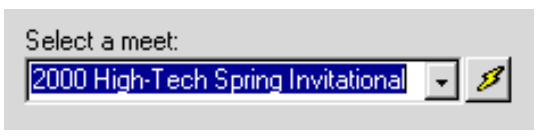
Also accessed from: **Meet ➤ Meet Results**



Opens the **Print Reports** window, where you can configure and print a variety of different reports.

Also accessed from: **File ➤ Reports**

The **Select a Meet:** display appears on the right side of the main button bar, and includes a pull-down menu allowing you to access the records of any previous meet you have run with your ProScore software:



Before your current meet will appear on this display, you must configure it in the **Meet Information** window (see the **Meet** button, described above).

Navigating ProScore's Menus, Functions and Utilities

–continued–

The six pull-down menus contain the following commands:

File

New Meet

Import ➤
Export ➤

Print Setup...
Reports

Exit Alt+X

Setup

Configuration
Gym Information
Judge Information
Label Definitions
Label Setup
Participation Award
Event Definitions
Level Definitions
Transaction Categories

Meet

Meet information
Gyms Attending
Session Information
Gymnast Information
Age Determination
Age Divisions
Score Entry
Meet Results
Account Transactions
Budget Information
Gymnast Counts

Scoreboards

Enable Scoreboard Display
Purge Scoreboard Data

Utilities

Backup/Restore...
Database Maintenance ➤

Help

Contents
Search for Help On...
How to Use Help
About...

Each of the above pull-down menu actions is explained below:

File

New Meet .....for configuring a new meet

Import ➤ **from meet...** .....to import previous meet and gymnast information

from ProScore transfer file... .....to import ProScore files from another system or disk

Export ➤ **Gymnasts to CSV** .....for exporting gymnast information to any software that can read or import CSV (Comma Seperated Version) files

Gyms to CSV .....for exporting gym information to any software that can read or import CSV files

Judges to CSV .....for exporting judge information to any software that can read or import CSV files

to ProScore transfer file .....creates a file for use in transferring all meet data to another ProScore system

Print Setup... .....to configure your printer for ProScore reports

Reports .....to get printouts of almost anything in ProScore

Exit Alt+X .....to exit the program (end your current session)

Setup

Configuration .....to add, modify or delete host information and configure preferences

Gym Information .....to add, modify or delete gym records

Judge Information .....to add, modify or delete judge records

Label Definitions .....a custom label design utility with lots of useful templates

Label Setup .....a menu and template creation utility for labels of all types

Participation Award .....to configure scores and ribbon colors for participation awards

Event Definitions .....to configure competitive event groups

Level Definitions .....to configure competitive levels for the defined event groups

Transaction Categories .....to add, modify or delete transaction categories

Navigating ProScore's Menus, Functions and Utilities

–continued–

Meet

Meet Informtion .....to configure a new meet or modify an existing meet
Gyms Attending .....to select the gyms that will attend the current meet
Session Information .....to configure or modify the sessions for the current meet
Gymnast Information .....to add, modify or delete gymnast records
Age Determination .....to define age determination criteria
Age Divisions .....to define age groupings for gymnasts
Score Entry .....to enter or change individual gymnasts scores
Meet Results .....to view meet results in real time
Account Transactions .....to enter any financial transaction related to the meet
Budget Information .....to configure budget parameters for meet finances
Gymnast Counts .....a configurable utility that returns gymnast counts

Scoreboards

Enable Scoreboard Display .....to enable or disable (toggle) the scoreboard display
Purge Scoreboard Data .....to clear the scoreboard queue of all scoring data that has not yet displayed

Utilities

Backup/Restore... .....to back up data and restore previously backed up data
Database Maintenance ➤
- **Verify/Rebuild Shared Tables** .....to verify and repair damaged shared tables
- **Verify/Rebuild Local Tables** .....to verify and repair damaged localtables
- **Check/Regen Indexes** .....to check and/or regenerate indices
- **Database Explorer** .....a utility that generates data reports

Help

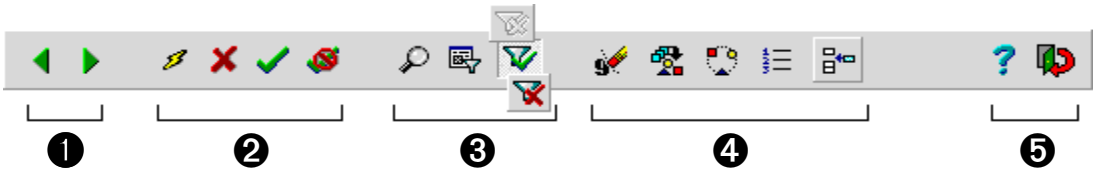
Contents .....a general overview of ProScore's on-line help
Search for Help On .....for finding help on a specific topic
How to Use Help .....guidance for using ProScore's on-line help
About... .....software ID, version, and memory and system resources indicators

(The functions of the pull-down menus are covered in detail in the following sections.)

Navigating ProScore's Menus, Functions and Utilities

–continued–

Using the Input Screen Button Bar



1 Moves you backward or forward in sequence, one record at a time.

2 Save changes to existing record (if any) and blanks out fields for a new record.

Deletes the current record.

Saves changes made to current record.

Cancels changes made to the current record *since last save*.

3 Initiates search for gymnast (used only in **Gymnast Information** window).

Opens **Select Filter Criteria** window for configuration of search filters.

Filter has not been configured.

Filter has been configured and is activated (on) or deactivated (off).

The following button set (#4) appears only in the **Gymnast Information** window:

4 Renumbers gymnasts according to user-defined criteria.

Assigns user-defined groups of gymnasts to the same session, or squad.

Randomly assigns competition orders to gymnasts based on user-defined criteria.

Inserts gymnast placeholders (reserved positions) for a given gym.

5 Opens ProScore help window.

Closes the window.

(The functions of these buttons are covered in detail in the following sections.)

Navigating ProScore's Menus, Functions and Utilities

–continued–

SHORTCUT KEYSTROKES FOR NAVIGATING IN PROSCORE

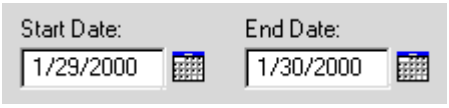
ProScore offers several keyboard shortcuts for efficient navigation and input:

KEY	ACTION
F1	Displays context-sensitive help (same as clicking on ).
CONTROL + F	Opens dialog for editing/defining filters (same as clicking on ).
TAB	Moves cursor to next data field.
PAGE UP	Move to prior record or page (same as clicking on ).
PAGE DOWN	Move to next record or page (same as clicking on ).
CONTROL + PAGE UP	Move to first record or page (same as clicking on ).
CONTROL + PAGE DOWN	Move to last record or page (same as clicking on ).
SHIFT + PAGE UP	Skip a group of records in direction of first record.
SHIFT + PAGE DOWN	Skip a group of records in direction of last record.
INSERT	Insert a new record and clear data fields (same as clicking on ).
CONTROL + DELETE	Delete current record (same as clicking on ).
CONTROL + ENTER	Save changes to current record (same as clicking on ).
CONTROL + BACKSPACE	Cancel changes to current record (same as clicking on ).

Navigating ProScore's Menus, Functions and Utilities

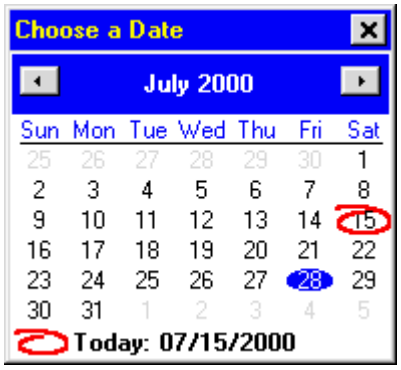
USING PROSCORE'S DATE ENTRY AND POP-UP CALENDAR

In ProScore, numerous windows have date input fields such as this example from the **Meet Information** window:



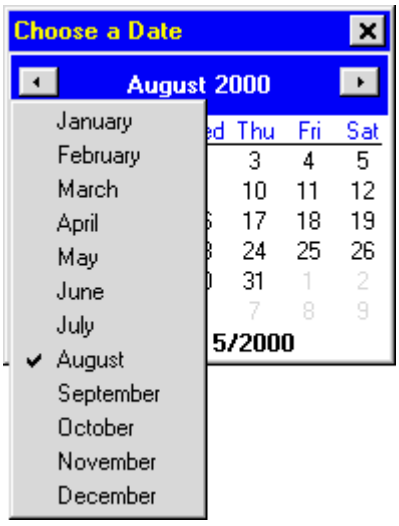
To open ProScore's dynamic pop-up calendar, click  (to the right of the **Date:** field):

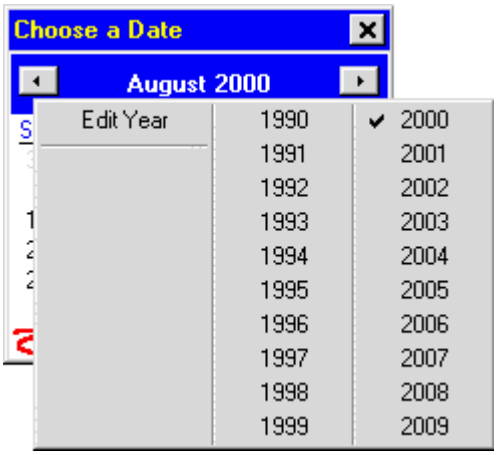
–continued–



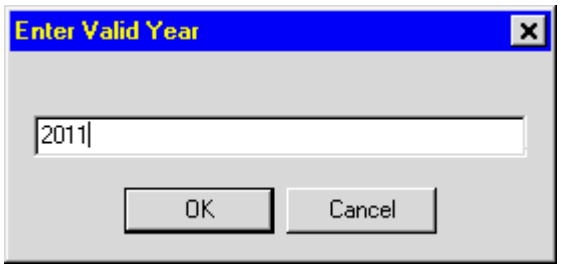
The current date will always be circled in red. The date in blue (the 28th) is the date that was selected in the date field when you opened the pop-up calendar. Regardless of the month you view by using the  or  buttons, the 28th will always appear in blue *until* you choose a new date.

For convenient selection of another month, left click on the month at the top of the calendar to open a month menu (below, left) or on the year to open the year menu (below, right):





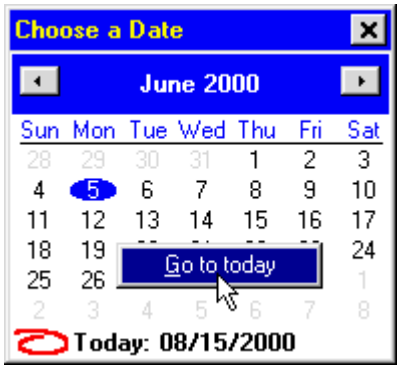
If you want to enter a year that does not appear on the menu, click **Edit Year** to open the **Enter Valid Year** window:



–continued–

Enter the year of your choice and click **OK** to save your entry (or **Cancel** to abort the year entry); either returns you to the **Choose a Date** window.

You can also *right*-click anywhere on the calendar to quickly return to today's date:



As soon as you click on a date or right-click to choose today's date, the pop-up calendar will close and the date you selected will display in the date field.

Preparing the Information You'll Need to Build Your Databases

PREPARING THE DATA YOU'LL NEED TO CONFIGURE PROSCORE

The best way to configure ProScore is to start with solid preparation. Most of the information below is self evident; the purpose of this section is to help you organize this information in the order in which you will input it into ProScore.

Bear in mind that once you enter gyms, judges and other recurring data in ProScore's database, the information is instantly available for future events. This makes event setup faster because this data is available with a few simple keystrokes or mouse clicks.

The following check list will guide you in gathering and organizing the necessary data:

- ❑ Name/address/phone number for the Host (typically your gym), and names of the Meet Director and Meet Coordinator.
- ❑ Name/address/phone numbers, contact names and coaches for your gyms database (typically, any gyms you would ever invite to a meet at your gym).
- ❑ Name/address/phone numbers for the judges (typically, any judge you would ever invite or who would be assigned to officiate at any meet you run with ProScore).
- ❑ Event definitions (gender, long/short event names, scoring and attempt parameters).
- ❑ Level Definitions (level and scoring parameters by event group).
- ❑ Participation award parameters (ribbon color and corresponding score ranges).
- ❑ Transaction categories (admissions, various fees, concession sales, rentals, gifts and so on).
- ❑ Label design paramenters (awards, certificates, mailing labels and so on).

Once you have gathered this information, you're ready to begin configuring ProScore to *your* meet!

Configuring Your Gym's Identity

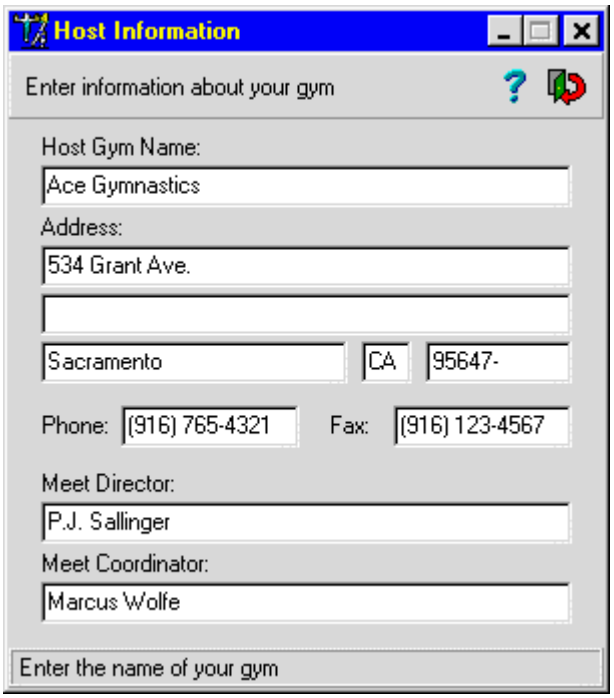
YOUR GYM'S IDENTITY

It is assumed your gym owns the software, and as such, ProScore recognizes your gym as the "host". ProScore setup begins with your gym's information, including the names of the Meet Coordinator and Meet Director.

The first time you run ProScore, the **ProScore Configuration** window (shown below) opens automatically. The program requires you to enter this information before continuing.

To configure ProScore to your gym:

1. Pull down the **Setup** menu and select **Configuration**:



2. Enter your gym's name, address and phone number(s), and the name of the Meet Director and Meet Coordinator.

Hint: in most name fields, ProScore automatically capitalizes the first letter of each word entered.

3. Click to save the changes and close the window.

Building Your ProScore Databases

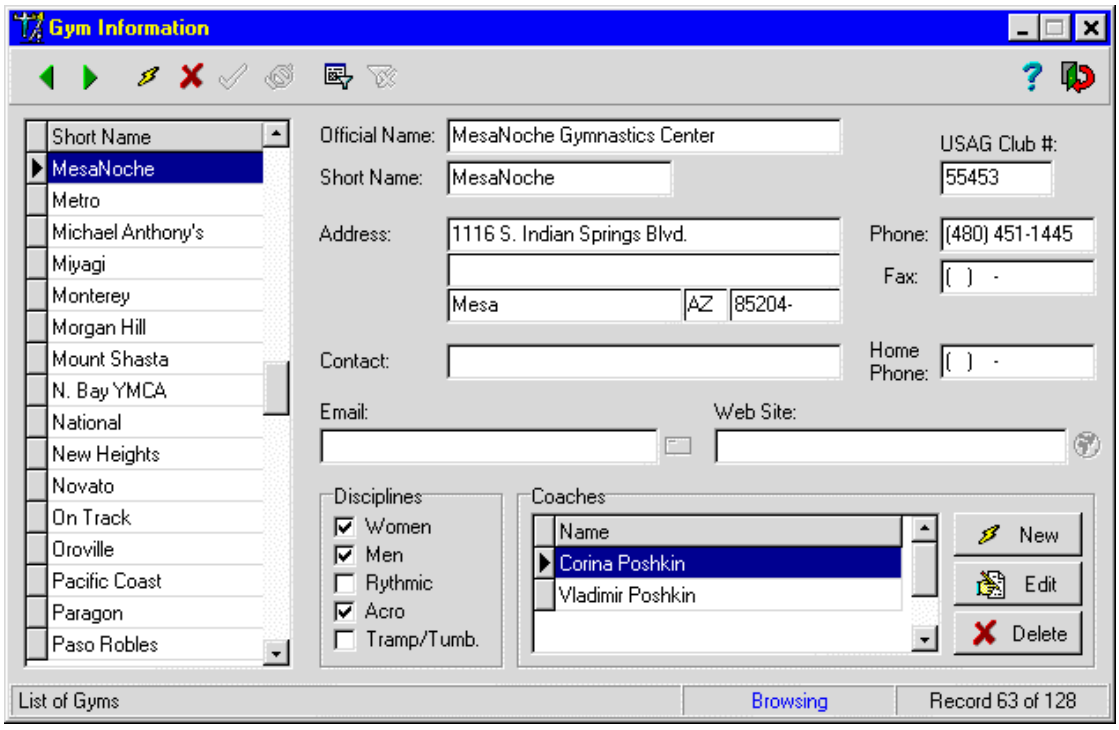
BUILDING YOUR MASTER GYMS DATABASE

ProScore's multiple databases form the foundation of its power and flexibility. The first database you build will be the master database of gyms, which should include any gym you would ever correspond with or invite to a meet. Whenever you configure a meet, you access this database to select the gyms that will be attending that particular meet.

This gyms database, as with other ProScore databases, is archival. Once you enter a record (in this case the name and pertinent information of a particular gym), you never have to enter it again when you configure future meets. You can, however, modify or delect existing gym records at any time.

To add a new gym:

1. Pull down the **Setup** menu and select **Gym Information**:



Note the information given at the bottom of the window. At a glance you can see:

- context-sensitive hints for the field in which the cursor appears;
- whether you are in the "browse" or "edit" mode;
- which record you are currently in and how many total records currently exist;

This information also appears along the bottom of the **Gym Information** and **Judge Information** windows, as well as in most other ProScore windows containing data fields.

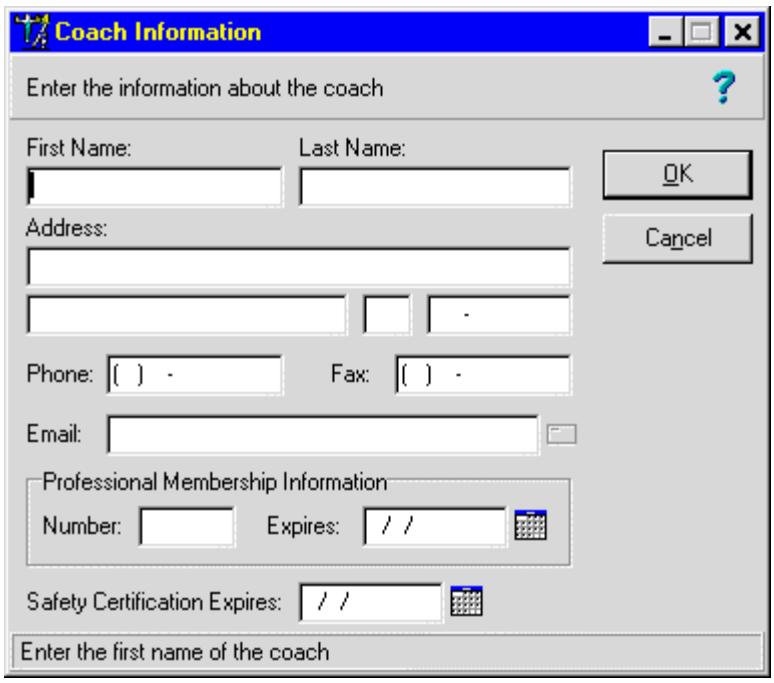
2. Click to create a new gym record. (Note that the status at the bottom of the window changes from "**Browsing**" to "**Inserting**".)

3. Enter the gym, contact and disciplines information in the appropriate fields.

Hint: in most name fields, ProScore automatically capitalizes the first letter of each word entered.

–continued–

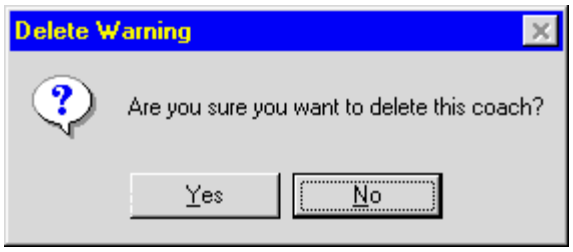
4. To add new coaches for this gym, click **New** in the **Coaches** section to open the **Coach Information** window:



Enter the appropriate information, then click **OK** to save the information and return to the **Gym Information** window (or **Cancel** to abandon any changes and return).

5. To *edit* an existing Coach from the **Gym Information** window, click **Edit** in the **Coaches** section to open the **Coach Information** window and proceed as described above.

6. To *delete* an existing Coach from the **Gym Information** window, select the coach's name and click the **Delete** button in the **Coaches** section. ProScore confirms your intentions:



Click **Yes** to delete the judge, or **No** to return to the **Gym Information** window.

7. When you are done creating or modifying the gym information, click  to save your entry, or  to abandon your changes and revert to the previously saved version of this gym record.

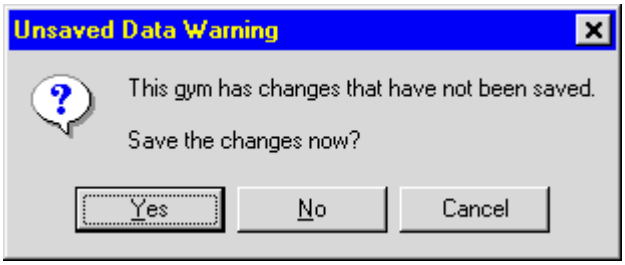
OR...

8. If you want to save this record and enter another gym, click  to save your current entry and blank out the fields for a new record.

Building Your ProScore Databases

–continued–

9. When you are finished entering gyms, click  to close the window. As elsewhere in ProScore, if you try to exit without first saving your most recent entry a confirmation dialog box will appear to clarify your intentions:



Click **Yes** to save your most recent entry and proceed, **No** to proceed without saving your most recent entry, or **Cancel** to return to the previous window.

Building Your ProScore Databases

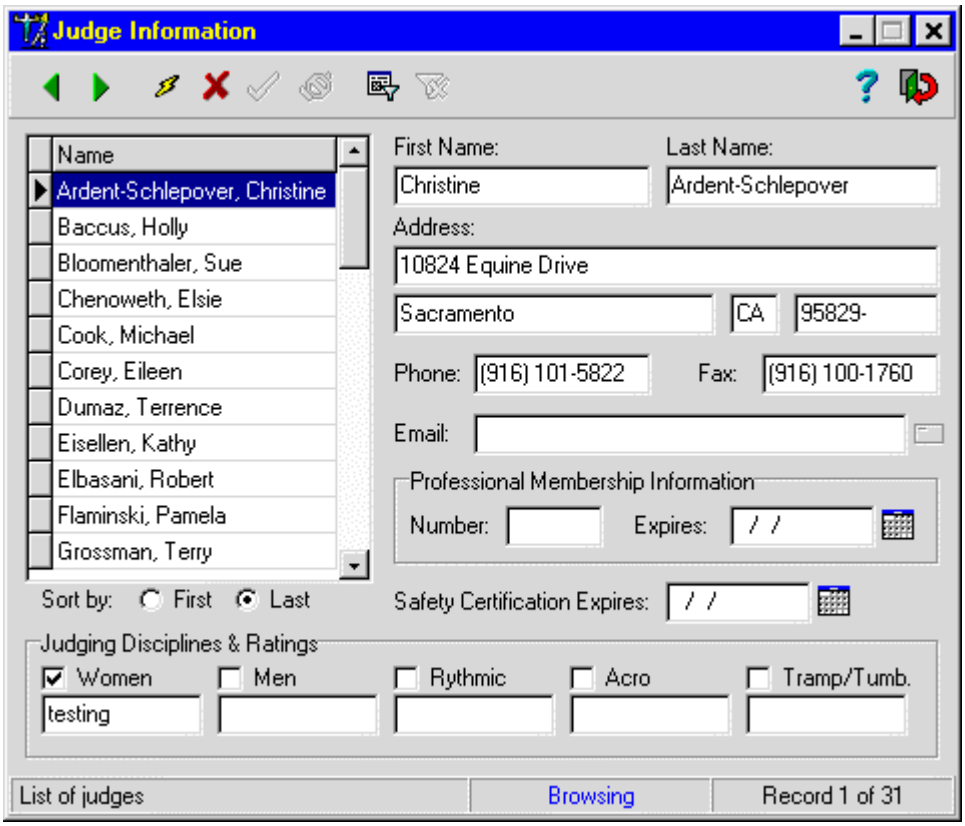
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BUILDING YOUR JUDGES DATABASE

ProScore's master judges database should include any judge you would ever correspond with or invite to officiate at a meet. Whenever you configure a meet, you access this database to select the judges that will be officiating at that particular meet. This judges database is archival; once you enter a record (in this case the name and pertinent information about the judge), you never have to enter it again. As you might expect, judge records can be created, modified or deleted at any time.

To add a new judge:

1. Pull down the **Setup** menu and select **Judge Information**:



2. Click to create a new judge record. (Note that the status at the bottom of the window changes from "**Browsing**" to "**Inserting**".)

3. Enter the judge's name, address and contact phone number(s) in the appropriate fields.

Hint: in most name fields, ProScore automatically capitalizes the first letter of each word entered.

4. Click to save your entry, or to abandon your changes and revert to the previously saved version of this judge's record.

OR...

5. If you want to save this record and enter a new judge, click to save your current entry and blank out the fields for a new record.

7. When you are finished entering judges, click to close the window.

Building Your ProScore Databases

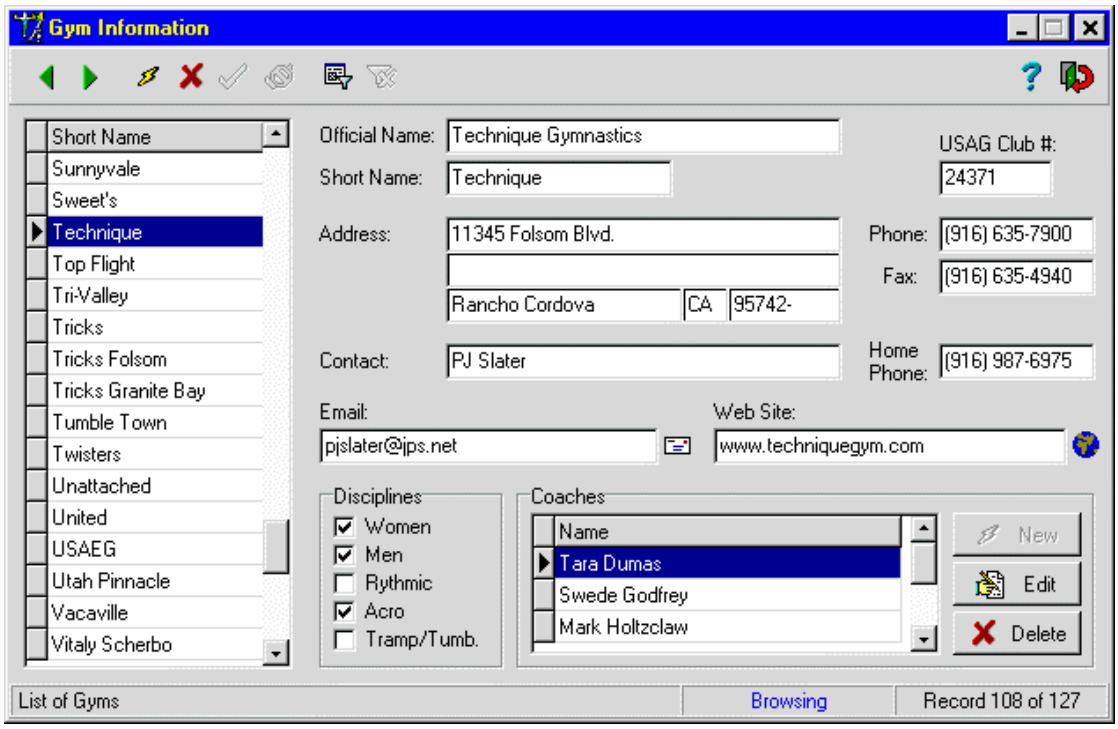
Modifying or Deleting Existing Gym or Judge Records

Modifying or deleting a gym or judge record is simple. The example below uses the Gym database and shows the **Gym Information** window, but modifying or deleting judges would use the same steps in the **Judge Information** window.

To modify Gym records:

–continued–

1. If you are not currently in the **Gym Information** window, pull down the **Setup** menu and select **Gym Information** to open it.



2. In the **Short Name** section, click on the gym you wish to modify (if the name does not appear, scroll through the names to find it).

Another way to find a name quickly is to first click anywhere in the **Short Name** section, then start typing the name you want. As you enter each letter, ProScore searches incrementally, highlighting the first occurrence of a name containing *all* of the characters you've entered. For example, as you type in the name A-b-b-o-t-t, here's what happens (assuming the following names exist in the database):

- type "A" - the first name starting with "A..." is highlighted ("Aaronson");
- type "b" - the first name starting with "Ab..." is highlighted ("Abas");
- type "b" again - the first name starting with "Abb..." is highlighted ("Abbechenko");
- type "o" - the first name starting with "Abbo..." is highlighted ("Abbott");

Unless your database is unusually large or the first part of the name is common to many of the names in your database, you should only have to enter the first two or three characters of the name you are searching for to find it.

Configuring Your Gymnastic Events

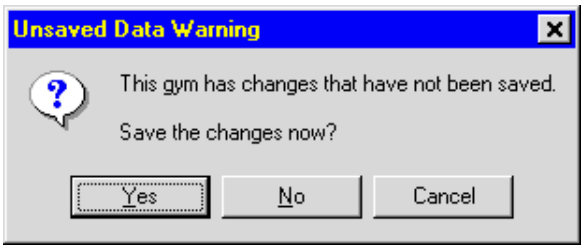
If you are unsure of the gym's name, click to open the **Select Filter Criteria** window. Configure the filter(s) to narrow down the possibilities (a complete discussion for ProScore's filtered search function appears in the section, "Using ProScore's Context-Sensitive Search Function").

3. Make the appropriate changes to the gym's (or judge's) data.

4. Click to save your entry, or to abandon your changes and revert to the previously saved version of this judge's record.

5. Click to close the window.

If you try to close the window and go on to another task without saving your changes, a confirmation dialog box will appear asking you if you want to save your changes:



Click **Yes or No**, as appropriate—or click **Cancel** to return to the window and enter other changes.

To delete Gym or Judge records:

1. In the **Short Name** section, select the record you wish to delete.

2. Click . A **Confirm Delete** dialog box will appear asking you if you want to proceed with the deletion. Click **Yes or No**, as appropriate—or click **Cancel** to return to the previous window.

Note that a gym's records cannot be deleted if that gym has attended one or more meets (in which case you normally wouldn't want to delete it anyway). To delete the gym, you will first have to delete the gym from *every* meet it has attended. This is accomplished through the **Gyms Attending** window for each respective meet.

Configuring Your Gymnastic Events

–continued–

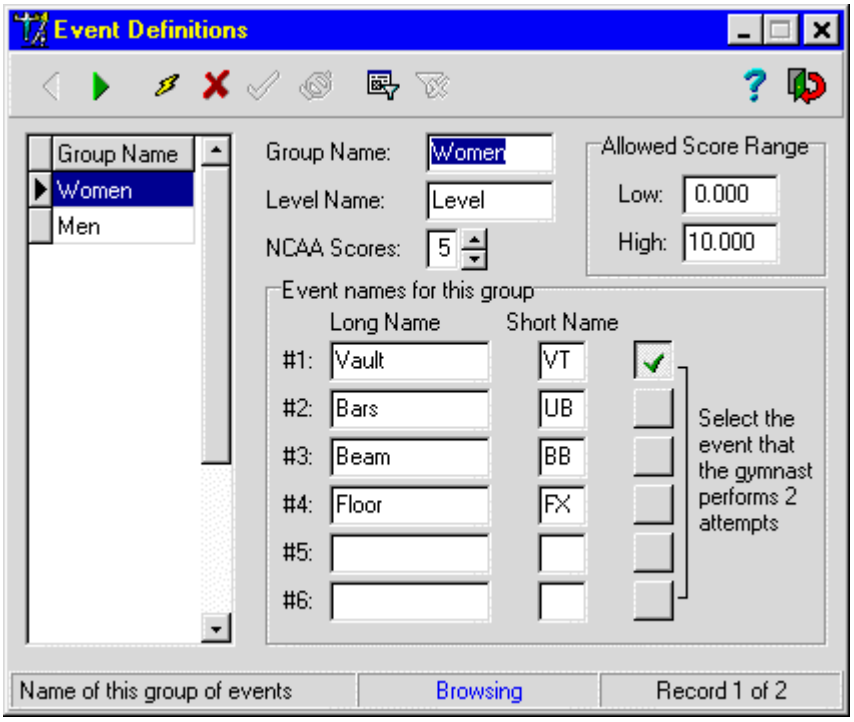
CONFIGURING EVENT DEFINITIONS FOR YOUR MEET

ProScore comes pre-configured with men's and women's events already defined based on the USAG Rules and Policies specifications. This minimizes set-up time. However, you can also customize event definitions to meet the needs of your gym or the meet.

Event definitions are logical groupings of competitive events. ProScore's pre-configured men's and women's event groups can each contain up to 6 different events. The events should be listed in their primary (or Olympic) order.

To modify Events:

1. Pull down the **Setup** menu and select **Event Definitions**:



2. Click to create a new Event. (Note that the status at the bottom of the window changes from "**Browsing**" to "**Inserting**".)

3. Select a Group name by clicking on the appropriate name in the **Group Name** section on the left. (Note: This section displays all group names available, which are a combination of those pre-configured with ProScore and any you previously added in this window).

4. Enter the appropriate level description used for the competitive levels for this group in the **Level Name:** field (for example, "Class" for mens and "Level" for womens).

5. Enter the number of scores per event that will count toward the total team score for NCAA meets (1–6).

6. In the **Allowed Score Range** section, enter the appropriate score range for this event.

7a. In the **Event Names for this Group** section, enter the appropriate event names and corresponding "short" names of the individual events that make up this group in the (for example, "vault", "bars", "beam", and so on).

Configuring Your Gymnastic Events

–continued–

7b. Of the events listed, check the one for which the gymnast will be allowed two attempts.

8. Click  to save your entry, or  to abandon your changes and revert to the previously saved version of this event definition.

OR...

9. If you want to save this record and enter a new event definition, click  to save your current entry and blank out the fields for a new record.

10. When you are finished entering events, click  to close the window.

11. To modify an Event, select it in the **Event Group** section, make your changes and click  to save your entry, or  to abandon your changes and revert to the previous event definition.

12. To delete an Event, select it in the **Event Group** section and click . A **Confirm Delete** dialog box will appear asking you if you want to proceed with the deletion. Click **Yes or No**, as appropriate—or click **Cancel** to return to the previous window.

Note that an Event group cannot be deleted if that group has been used in one or more meets (in which case you wouldn't normally want to delete it anyway). Therefore, to delete an Event group you must first delete any Meets, Gymnasts, Levels and Age Divisions that use the Event group you wish to delete. This can be done in the **Meet Information**, **Gymnast Information**, **Level Definitions** *and* **Age Divisions** *windows respectively, discussed elsewhere in the manual.*

Configuring Your Gymnastic Events

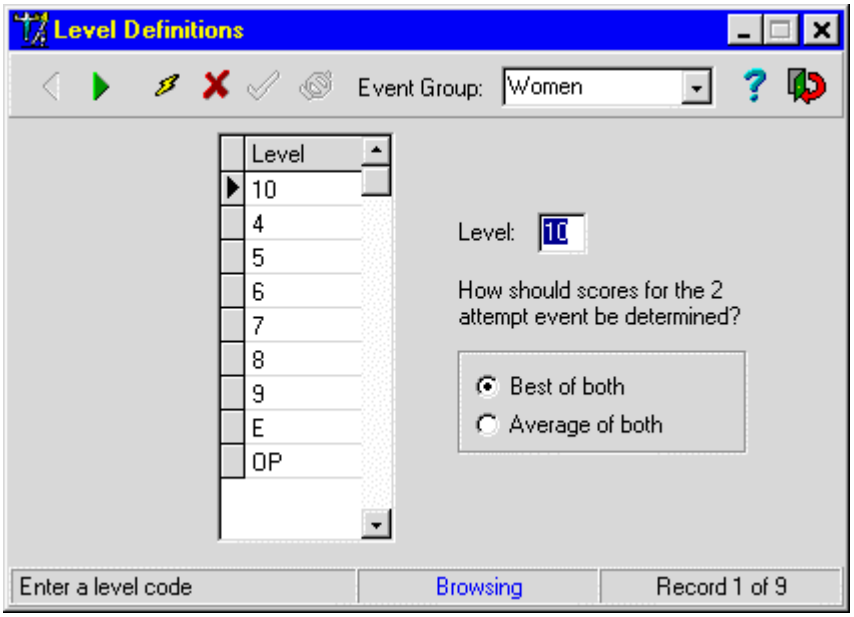
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CONFIGURING LEVEL DEFINITIONS FOR YOUR EVENTS

ProScore come pre-configured with levels defined for women's and men's event groups. If you wish, you can also create additional level definitions. After you have the level definitions you need, you select the score determination method ("best of both" or "average of both") for each of the levels in each group.

To modify Level definitions:

1. Pull down the **Setup** menu and select **Level Definitions**:



2. Select an Event group from the **Event Group:** drop-down menu.

3. Click to create a new Level definition.

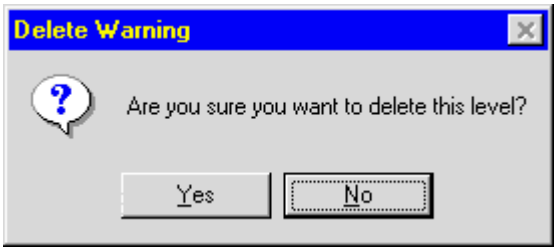
4. Enter the Level code in the **Level** section (up to two alphanumeric characters).

5. In the **How should scores for the 2 attempt event be determined?** section, make the appropriate selection.

6. Click to save your entry, or to abandon your changes and revert to the previously saved version of this level definition.

7. To modify a Level code, select it in the **Level** section, make your changes and click to save your entry.

8. To delete a Level code, select it in the **Level** section and click . A **Confirm Delete** dialog box will appear:



Configuring Your Gymnastic Events

Click **Yes or No**, as appropriate—or click **Cancel** to return to the previous window.

Note that a Level code cannot be deleted unless you first delete any Meets, Gymnasts and Age Divisions that use the Level Code you wish to delete. This can be done in the **Meet Information**, **Gymnast Information** *and* **Age Divisions** *windows respectively, discussed elsewhere in the manual.*

–continued–

Configuring Your Gymnastic Events

–continued–

CONFIGURING PARTICIPATION AWARDS

The Participation Awards window allows you to define the score ranges and ribbon colors to be used when printing Participation Awards. There are two types of participation awards:

- The **Event** type is used for individual events such as vault, bars and so on;
- The **All-Around** type is used for the gymnast's all-around score.

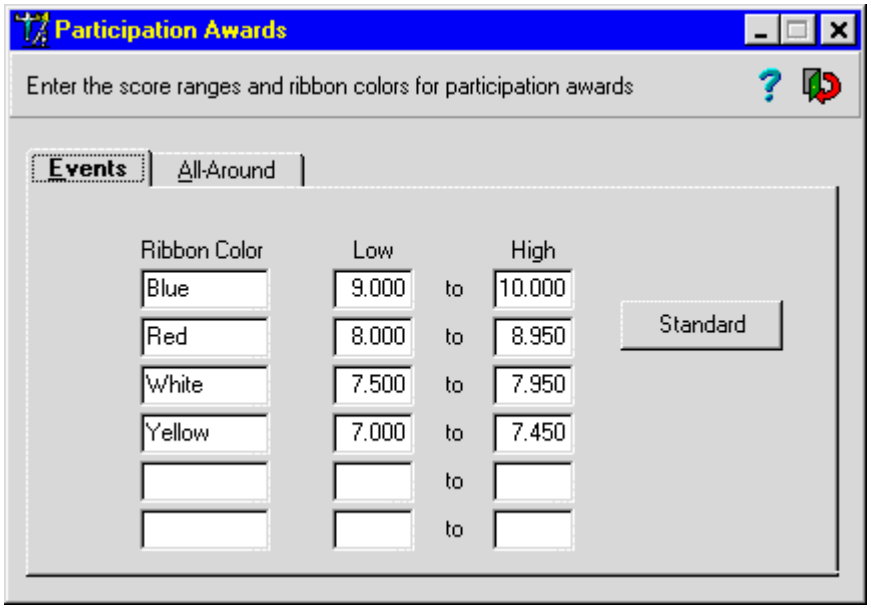
Participation Awards are defined by specifying a score range (low and high score) along with a unique ribbon color. Whenever the gymnast's score falls within that range, he or she receives the ribbon color specified for that range.

For example, suppose you want to give Red ribbons to those gymnasts that scored at least 8.0 but less than a 9.0. You would then define a low score of 8.0 and a high score of 8.995 with a ribbon color of Red.

ProScore comes pre-configured with participation awards as defined in the pink USAG Women's Gymnastics Rules & Policies Handbook. If you want to use these definitions, no modification of the participation Awards window in necessary. However, if you do modify the standard definitions, you can revert back to them at any time with a single click.

To change the definitions for Participation Awards:

1. Pull down the **Setup** menu and select **Participation Awards**:



2. Click on the **Events** (shown above) or **All-Around** tab, depending on which you wish to change.

3. To use the standard USAG-defined values, click the **Standard** button (which may or may not change the data in the fields, depending on whether the default USAG values were previously modified).

OR...

3. Modify the values by entering the appropriate data in the **Ribbon Color**, **Low** and **High** fields.You can define up to six different definitions each for the Events and All-Around award definitions.

Configuring Your Gymnastic Events

All data entry must conform to the following guidelines:

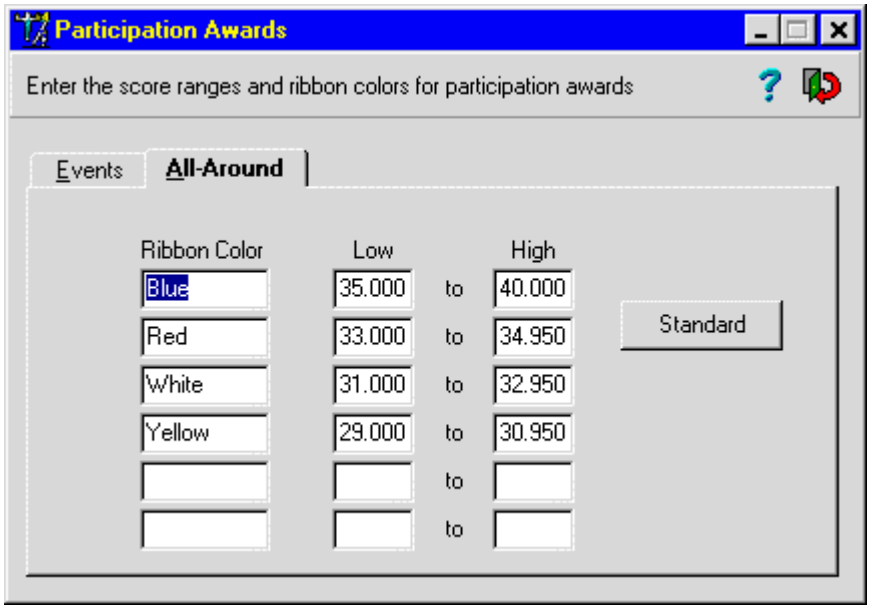
- High and low score must be entered so that the highest range is entered in the top tier and the lowest range entered in the lowest tier;
- The low score for each tier must be greater then the high score of the definition below it;
- Although ProScore allows you to skip a range of scores (non-contiguous), it is *not* recommended;

–continued–

- If you are defining less than six definitions, start with the top tier and work downward so that the lowest fields are left blank (instead of the other way around).

4. When you are finished defining the Event criteria, click  to save your changes and close the window.

5. To define the All-Around participation awards, click on the **All-Around** tab:



6. As with the Events award, you can use the standard USAG-defined values by clicking the **Standard** button or modifying values in the **Ribbon Color**, **Low** and **High** fields.

7. When you are finished defining the All-Around event criteria, click  to save your changes and close the window.

Configuring Your Gymnastics Meet

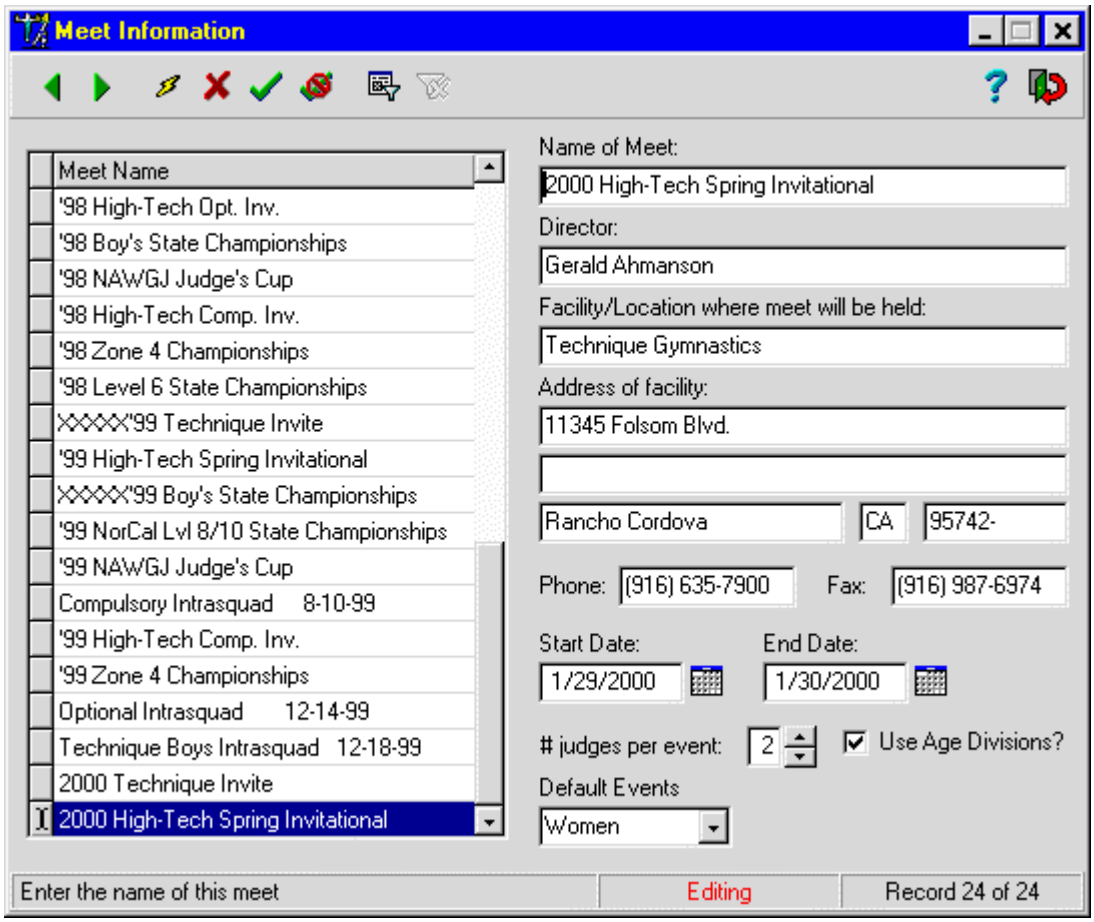
Creating A New Meet

When a new meet is created, ProScore will automatically initialize other key information—such as age divisions and age determination dates—based on the current default values (see the chapter on defaults for more information). Age determination dates are initialized to the end date of the meet for each event group and level.

The first thing you'll do is enter the meet information—Title, Meet Dates, Number of Judges and Use Age Division fields. This information will appear on most of the reports typically printed during a meet, so *it is important to enter this information accurately and update it regularly as the meet progresses* so that reports remain accurate throughout the course of the meet.

To enter meet information for a new meet:

1. Pull down the **Meet** menu and select **Meet Information**:



2. Click  to enter a new meet.

3. Enter the name of the meet and meet director, facility/location information, phone numbers, beginning/ending dates and number of judges in the appropriate fields (remember: if you need a calendar for the date entries, you can access ProScore's pop-up calendar function by clicking ).

4. If your meet is going to use age divisions, check the **Age Divisions?** box (the date used to determine ages is entered in a following section entitled, **Configuring Age Determination Dates:**).

Configuring Your Gymnastics Meet

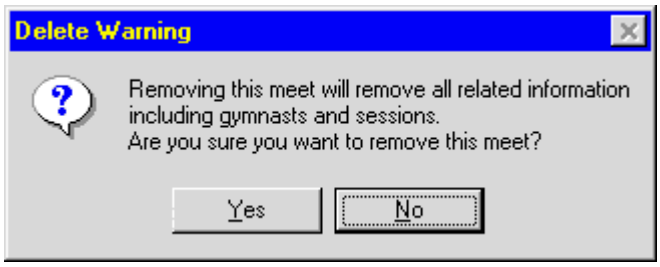
5. Select the primary event group in the **Default Events** drop-down menu.

6. When you are done entering your meet data, click  to save your entry.

7. To modify a Meet, select it in the **Meet Name** section, make your changes and click  to save them, or  to abandon your changes and revert to the previously saved version of this meet.

8. To delete a Meet, select it in the **Meet Name** section and click . A **Confirm Delete** dialog box will appear:

–continued–



Click **Yes** to delete the meet *and all related information including gymnasts and sessions that were part of this meet*, or **No** to abort the meet deletion. Either choice returns you to the to the **Meet Information** window.

Configuring Your Gymnastics Meet

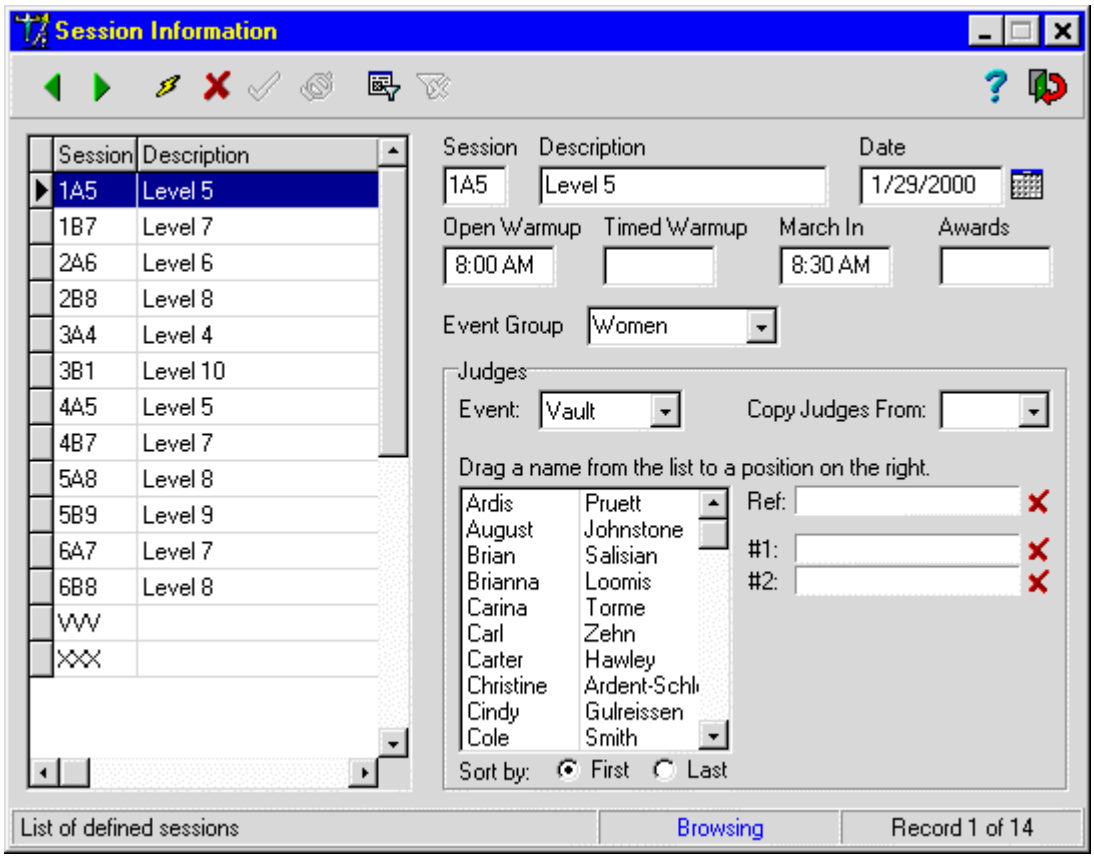
ENTERING SESSION INFORMATION

The session information includes the details on each session in your meet. If you are running a large meet spanning several days, this information becomes invaluable. Even at a smaller meet, the user can run reports to show the times, description and judges for selected sessions.

To enter session information for your meet:

–continued–

1. Pull down the **Setup** menu and select **Session Information**:



2. Click to enter a new session.

3. Enter the session identification (one to three alphanumeric characters), date, times and event information in the appropriate fields. (click to use the pop-up calendar).

4. In the **Judges** section, select the event using the **Event:** pull-down menu, then assign the judges by dragging the judge's name to the appropriate field (**Ref:**, **#1** through **#7**, depending on how many judges were configured in the **Meet Information** window). To delete a judges name from any of the fields, click . If you want to change the order of the judges names list, select the **Sort by:** option you prefer (**First** or **Last**).

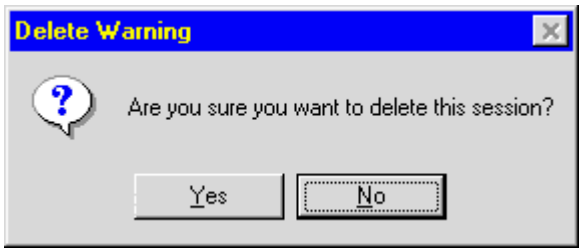
5. When you are done entering your session data, click to save your entry.

6. To modify session data, select it in the **Session / Description** section on the left and make the appropriate changes.

7. Click to save your changes, or to abandon your changes and revert to the previously saved version of this session.

–continued–

8. To delete a session, select it in the **Session / Description** section and click . A **Confirm Delete** dialog box will appear:



Click **Yes** to delete the session, or **No** to abort the session deletion.

ProScore will not let you delete a session that has gymnasts assigned to it. If you clicked **Yes** above, the Program first checks to see if there are; if so, you'll see this message:



Click **OK** and proceed accordingly.

Configuring Your Gymnastics Meet

Defining Age Determination Dates

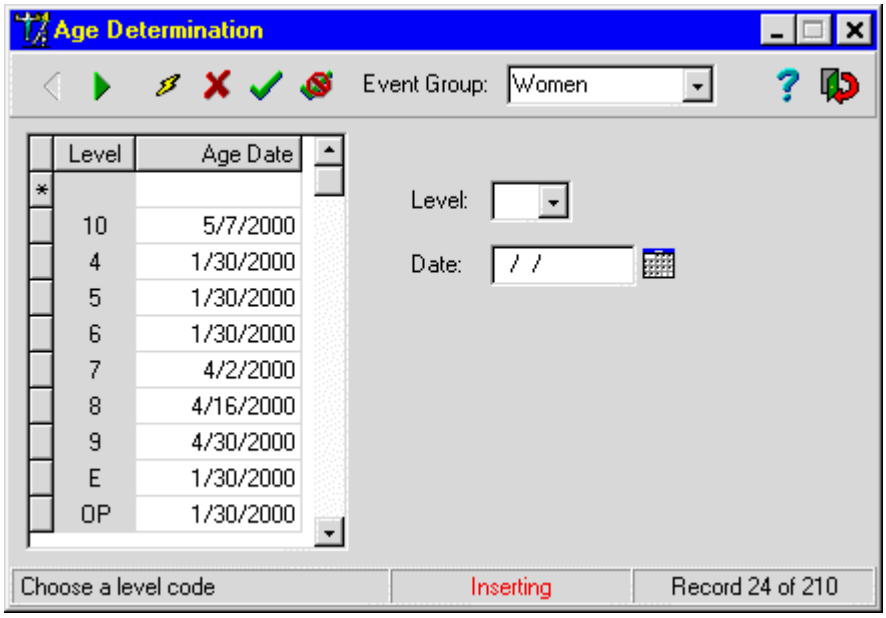
Age Determination Dates are dates that ProScore compares to the gymnast's birthday to compute how old the gymnast will be at the time they compete in a given meet. ProScore allows you to define a specific date for each Event Group and Level for use in determining the gymnast's age. USAG Rules and Policies states that the gymnast's age for use in age divisions is to be determined by the culminating meet for the gymnast's level. (See the USAG Rules & Policies for more information regarding age determination.)

–continued–

When a new meet is created, ProScore automatically creates Age Determination records for each event group and level using the ending date of the meet as a default value. Therefore, this window serves two purposes: Changing age determination dates for *existing* levels and/or classes, and setting age determination dates for *new* levels and/or classes you have added to the program.

To change age determination dates:

1. Pull down the **Meet** menu and select **Age Determination**:



2. Select an Event group from the **Event Group:** drop-down menu. All existing levels or classes (a combination of those pre-configured in ProScore and any you have added) will be displayed in the **Level** (or **Class**) **/ Age Date** section on the left.

3. To *modify* the age determination date for an existing event group and level or class, select the appropriate level or class by clicking on it, enter the new in the **Date:** field (click to use the pop-up calendar), and click to save it (or to abandon your changes and revert to the previously saved date for this level or class).

4. To configure a *new* age determination date for a level or class you've created, click to blank out the **Date:** field, select your new level or class using the **Level:** or **Class:** drop-down menu, enter the new date in the **Date:** field (click to use the pop-up calendar), and click to save it (or to abandon your entry).

Configuring Your Gymnastics Meet

–continued–

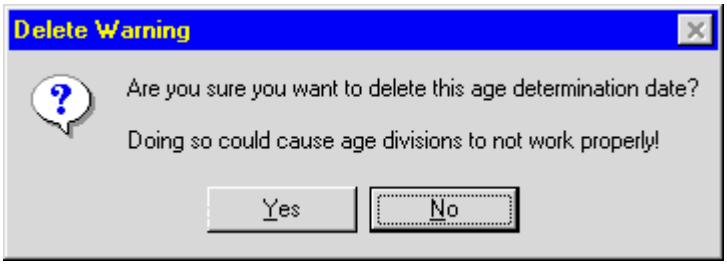
ProScore will not allow you to change the dates for existing levels or classes using the icon; if you do so and then try to save the change, you'll see this message:



If you get this message, click **OK**, then click to to abort your entry. You can then proceed to change the date for the selected level as described above in step #3.

5. Click to save your entry.

6. To delete an age determination date, select it in the **Level** (or **Class**) **/ Age Date** section and click . A **Delete Warning** confirmation box will appear:



Click **Yes** to delete this age determination date, or **No** to abort the deletion. Either choice returns you to the to the **Age Determination** window. *Deleting age determination dates is NOT reccommended, and is not necessary. Doing so can cause the age divisions to work improperly!*

Configuring Your Gymnastics Meet

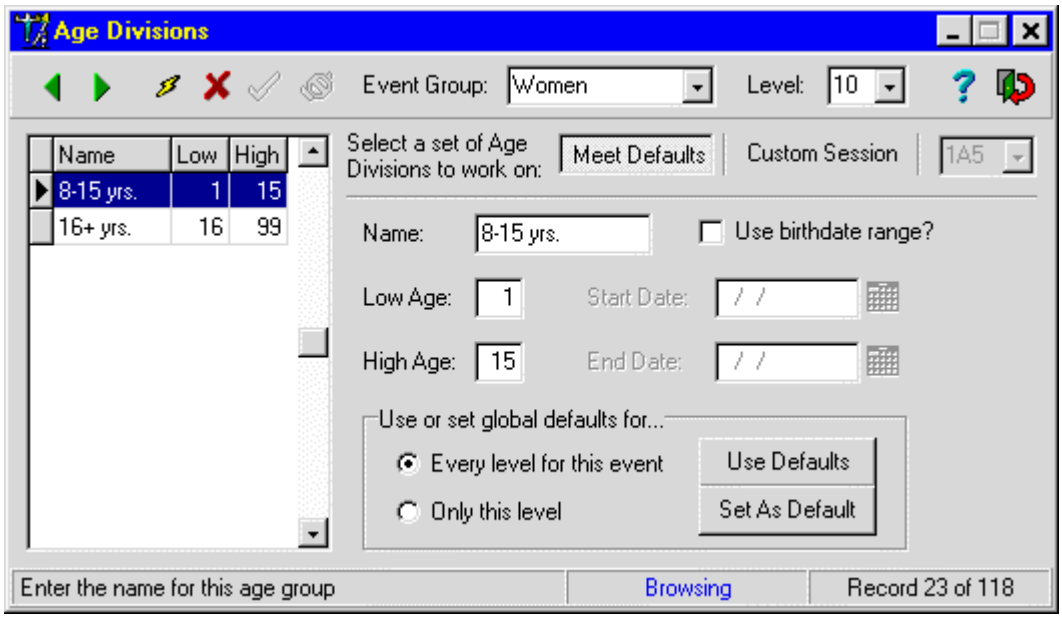
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CUSTOMIZING AGE DIVISIONS

Age Divisions are used to group gymnasts by age. ProScore comes pre-configured with the standard age divisions for men's and women's events and levels as outlined in the USAG Rules and Policies handbook. However, ProScore also allows you to modify these divisions if you wish to suit your particular situation.

To customize age divisions for your meet:

1. Pull down the **Meet** menu and select **Age Divisions**:



2. Select an Event group from the **Event Group:** drop-down menu.

3. Select a level (for women) or class (for men) from the **Level:** / **Class:** drop-down menu.

4. In the **Select a set of Age Divisions to work on:** section, click one of the following buttons:

   - **Meet Defaults** to work on changes or additions to the default age divisions, or;
   - **Custom Session** to work on a session you added previously (use the drop-down menu to select it).

5. In the **Name** field, enter the name that describes a specific age division (such as "8-11 yrs", "Juniors", etc.).

6. In the **Low Age** field, enter the lowest age for this division (set this value to "1" for the youngest age range in your meet).

7. In the **High Age** field, enter the highest age for this division (set this value to "99" for the oldest age range in your meet);

OR...

If you wish to use a birthdate range instead of ages, click **Use birthdate range?** and enter the appropriate dates (click to use the pop-up calendar).

–continued–

8. In the **Use or set global defaults for...** section, you can exercise the following options:

- Select **Every level for this event** if you want your new default to include the current age settings for *all levels in the selected event group*;
- Select **Only this level** if you want your new default to include the current age settings for *only the selected event group and level*.

Furthermore, you can select the levels affected by either of the above choices through one of the following options:

- click on the **Use Defaults** button to revert to ProScore's pre-configured USAG Rules and Regulations defaults.
- click **Set As Default** to create a new default using the values you have entered in the appropriate fields.

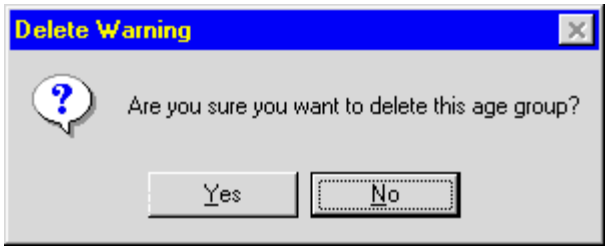
! Any age divisions that were already defined for the chosen event group and level will be *replaced* with any new defaults you create using the **Set As Default** button. However, setting default age divisions will *not* affect any existing meets that have already been created—it only affects the currently selected meet. If you want to change the age divisions for an existing meet to your new defaults, you first have to select that meet, then change the defaults.

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9. Click  to save your entry.

10. To modify an existing age division, select it in the **Event Group:** and **Level:** sections, make your changes and click  to save them, or  to abandon your changes and revert to the previously saved version of this age division.

11. To delete an age division, select it in the **Event Group:** and **Level:** sections and click . A **Confirm Delete** dialog box will appear:



Click **Yes** to delete this age group, or **No** to abort the session deletion. Either choice returns you to the to the **Age Divisions** window.

Configuring Your Gymnastics Meet

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GYMS ATTENDING

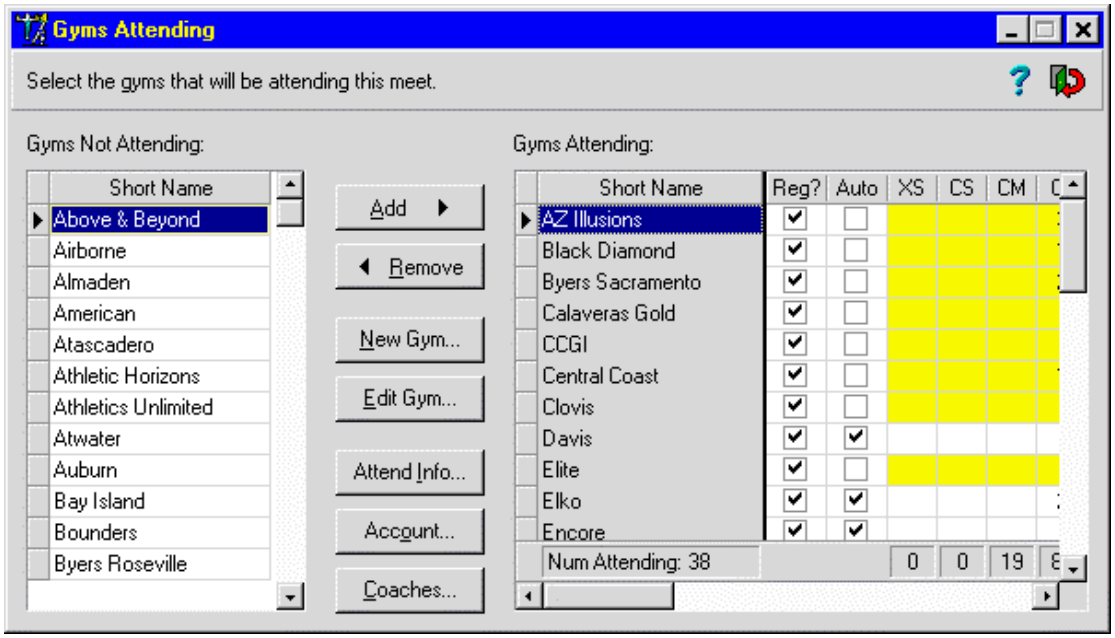
ProScore's Gyms Attending function offers you an efficient way of tracking the gyms that are attending your meet. You can record useful information such as the quantity and sizes of T-shirts requested for each gym, relevant comments and more. Then, you can then print a detailed meet summary that includes information about each gym such as the number of T-shirts ordered, how many gymnasts are coming, pertinent comments, and financial information (such as how much you should make). Using ProScore's report generating function, you can generate mailing labels for all gyms attending *this* particular meet, which makes quick work of mailing out meet change notices, delinquent notices and so on.

The Gyms Attending function accesses the master gyms database (which, to review, includes all gyms previously entered). Therefore, any gym that you've entered previously does *not* have to be re-entered here; instead, you need only to select the gym from the menu that appears in the window.

On the other hand, if you want to add a gym into the "gyms attending" database that has not been entered previously into ProScore's master gym database, the Program allows you to do so directly from the Gyms Attending window. Doing so automatically adds the new gym to the "gyms attending" database as well. Note this important distinction: *All gyms must be entered into the master gyms database, which is an archived permanent database, before they can be added to the "gyms attending database" (which is a meet-specific database).*

To build your Gyms Attending database:

1. Pull down the **Meet** menu and select **Gyms Attending**:

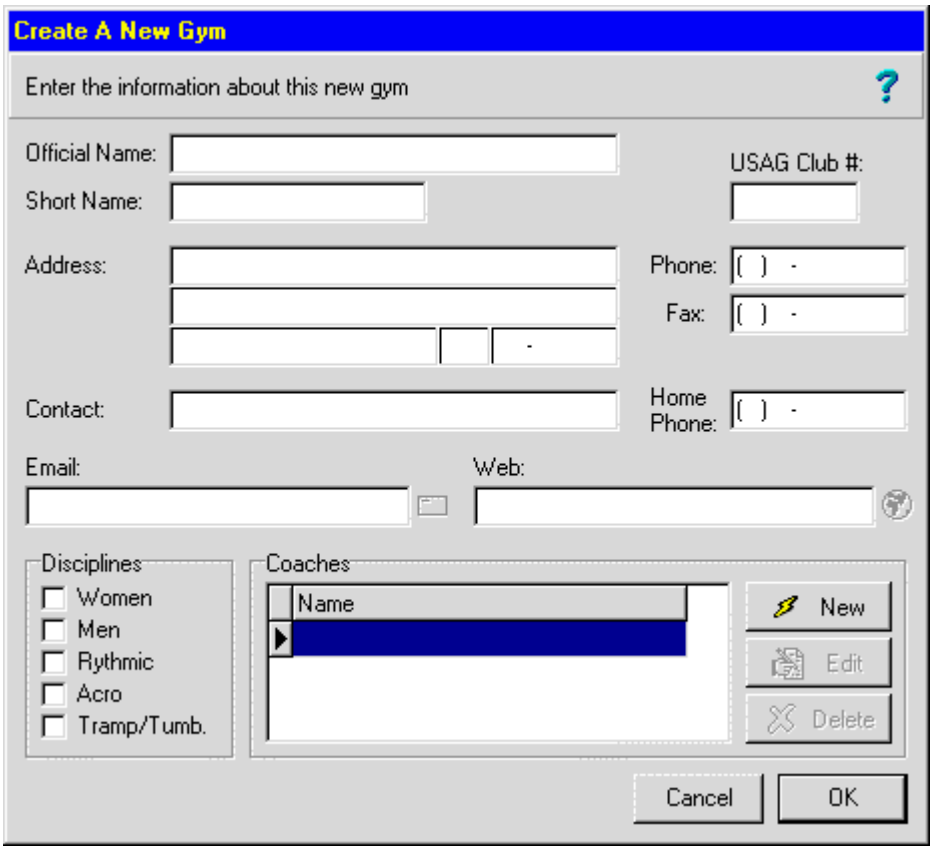


2. Scroll through the **Gyms Not Attending:** menu at the left of the window to find the gym you wish to add to the gyms attending database for this meet.

3. Add the gym by highlighting it (click on it once), then clicking **Add-->**. The gym's name will then be added to the **Gyms Attending:** section at the right of the window.

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4. If the gym you wish to include in this meet is not listed in the **Gyms Not Attending:** menu, it must be added to the master gym database. To do so, click the **New Gym...** button to open the **Add A New Gym** window:



The entry of information is the same as in the **Gym Information** window.



Entering new gyms into the master gyms database was explained previously in:

- **Building Your ProScore Databases**
  - BUILDING YOUR GYMS DATABASE

5. After you complete the entry of information for the new gym, click **OK** to save the new gym and return to the **Gyms Attending** window (or **Cancel** to abandon your entries and return). If you completed the entry of a new gym, it will now appear in the **Gyms Attending:** menu (any time you add a new gym to your master gyms database via the **Gyms Attending** window, ProScore automatically adds it to the **Gyms Attending:** section as well).

6. To edit a gym, select it in the **Gyms Not Attending:** menu, then click **Edit...** to open the **Edit Gym Information** window. *This window is essentially identical to the* **Add A New Gym** *window as shown and discussed immediately above.*

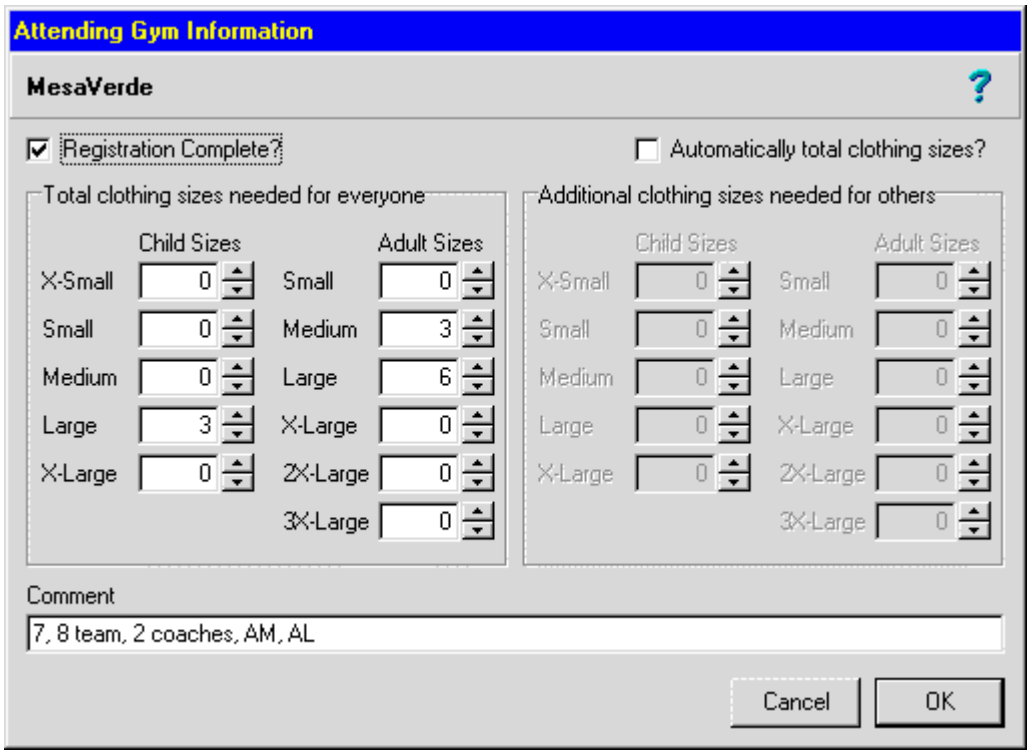
When you are done editing, click **OK** to save your entry and return to the **Gyms Attending** window.

7. To remove a gym from the **Gyms Attending:** section—such as would be the case if a gym cancels and cannot attend the meet—highlight its name in the **Gyms Attending** section and click **<--Remove** (the gym will still be retained in the master gyms database for future use).

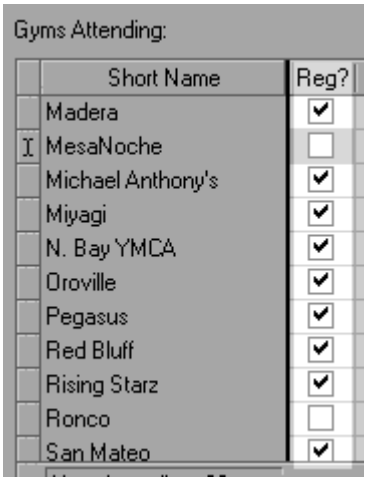
Configuring Your Gymnastics Meet

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8. To access additional information for any gym listed in the **Gyms Attending** section, highlight the gyms's name and click **Attend Info...** to open the **Attending Gym Information** window:



9. When an attending gym has submitted all necessary paperwork and satisfied all other registration requirements, check the **Registration complete?** box. In the **Gyms Attending** window, this registration status is indicated in the **Reg?** column:



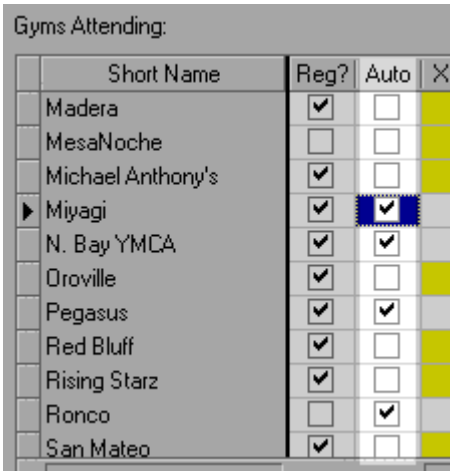
This status check box is "live" in both this window and in the **Attending Gym Information** window, so you can conveniently change an attending gym's status from either window. The status in one will reflect changes made to the status in the other.

In the process of organizing your meet, you will come to appreciate this feature because it also appears on some ProScore reports, and assists you in monitoring the registration status of all the attending gyms.

Configuring Your Gymnastics Meet

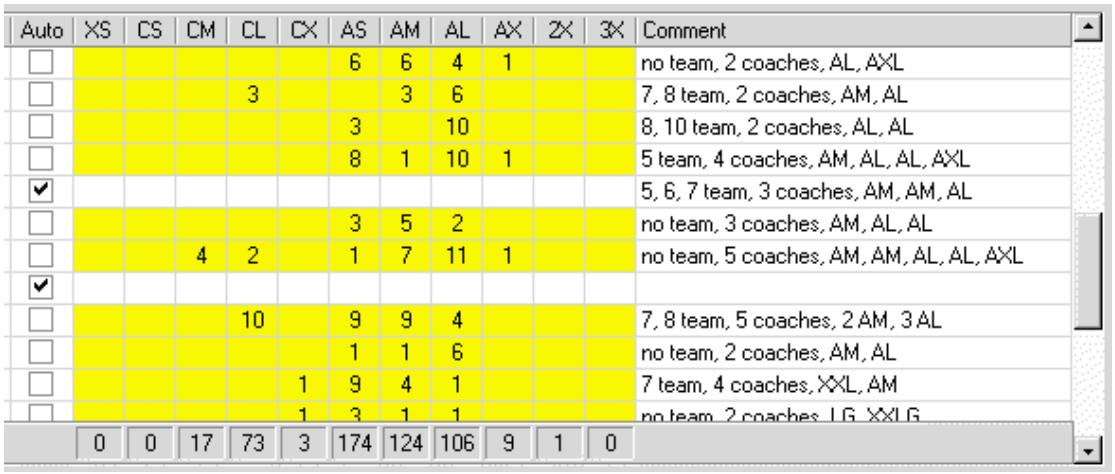
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10. For each gym, you can select whether you want ProScore to track the T-Shirt tally automatically (based on the gymnast records for this meet), or let you do it manually. In the **Gyms Attending** window, this T-Shirt tally status is indicated in the **Auto?** column:



This status check box is "live" in both this window and in the **Attending Gym Information** window, so you can conveniently change the T-Shirt tally status from either window. The status in one will reflect changes made to the status in the other.

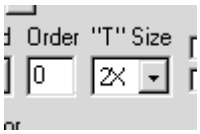
The tally for meet clothing (T-shirts and so on) also appears in the **Attending Gyms** window:



Hint: The width of this section is substantial and it will not normally display in its entirety (full width) when you open the **Attending Gyms** *window. To view this entire section, use the horizontal scroll bar directly underneath, or resize this window on your monitor's display. If you do resize the window, it will display at the resized dimensions every time it is opened in this and future ProScore work sessions.*

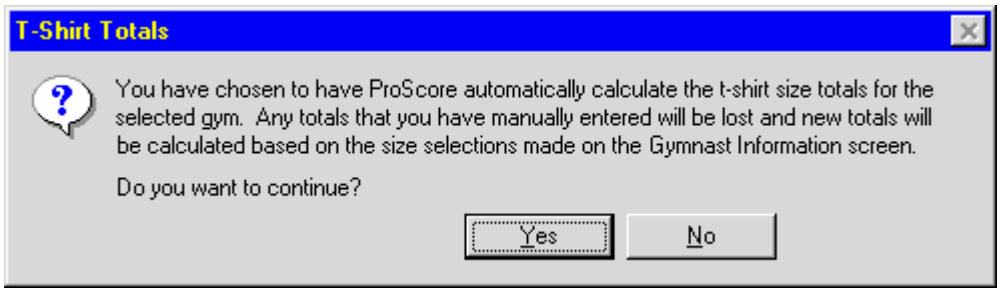
Configuring Your Gymnastics Meet

11. If you want ProScore to automatically tally clothing orders, check the **Automatically total clothing sizes?** box. ProScore will then tally the clothing order based on the information entered in the **Gymnast Information** window:



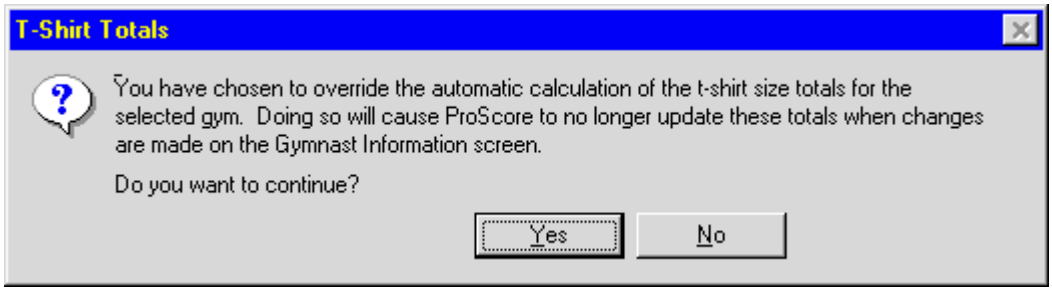
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However, if you already have manually-entered quantities in the **Total clothing sizes needed for everyone** section when you check the the **Automatically total clothing sizes?** box, a confirmation box appears:



Before you proceed by clicking **Yes**, be certain you don't want to retain the manually-entered quantities you previously entered! Those tallies will *not* be retained after you click **Yes**, so if you do so, then decide to return later to the manual tally system, you'll have to start your tallies from scratch.

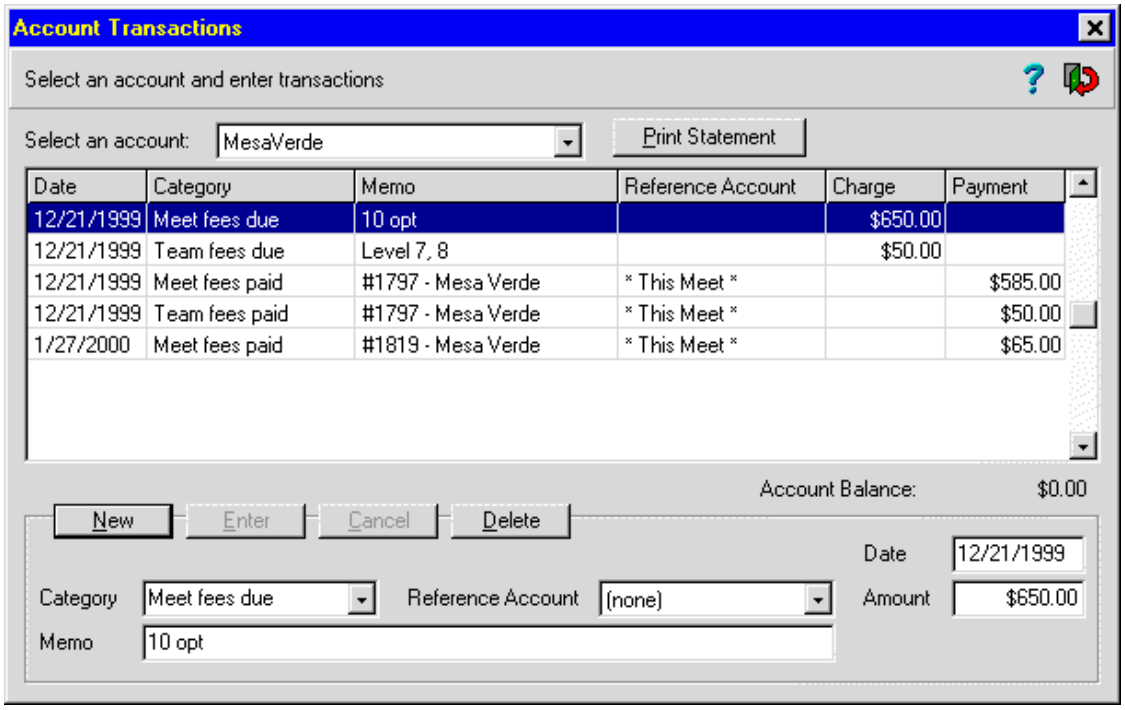
On the other hand, if the automatic tally option is already selected and you wish to change it so you can manually tally the clothing, unchecking this option results in this message:



12. When you are done in the **Attending Gym Information** window, click **OK** to save your entry and return to the **Gyms Attending** window.

–continued–

13. To access a specific gym's account information from the **Gyms Attending** window, highlight the gym's name in the **Gyms Attending:** section and click **Account...** to open the **Account Transactions** window:



The functions of this window, and a thorough discussion of meet- and gym-related finances, are covered later in a later section entitled, "Managing Your Meet's Finances".

14. After you are done in this window, click  to close it and return to the **Gyms Attending** window.

15. To select the coaches from a specific gym that will be attending this meet, highlight the gym's name in the **Gyms Attending:** section and click **Coaches...** to open the **Which Coaches Are Attending This Meet** window:



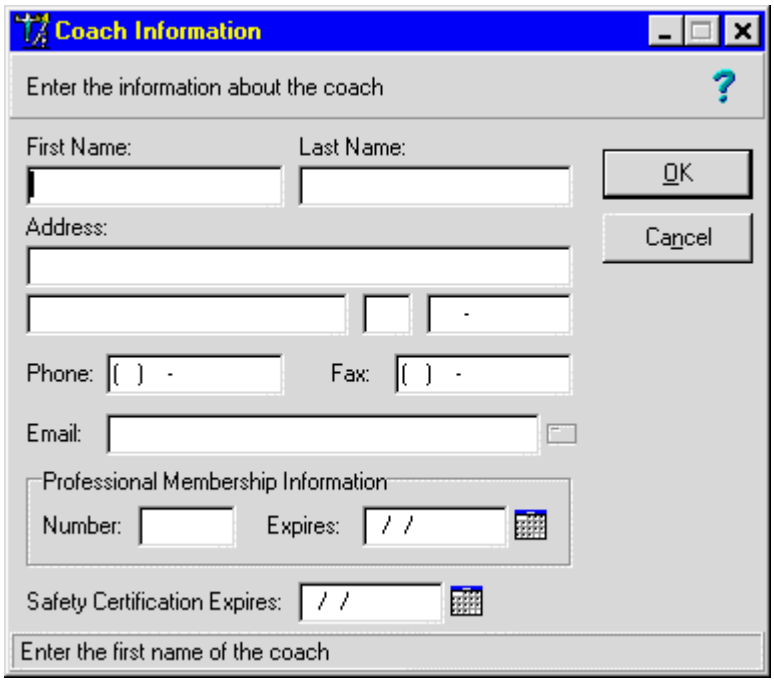
Configuring Your Gymnastics Meet

16. Scroll through the **Coaches Not Attending:** menu on the left to find the coach you wish to add to the "coaches attending" database for this meet.

17. Add the coach by highlighting him or her (click on the name once), then clicking **Add-->**. The coaches's name will then be added to the **Coaches Attending:** section at the right.

18. If the coach you wish to include in this meet is not listed in the **Coaches Not Attending:** menu, it must be added to the list of coaches for this gym. To do so, click the **New Coach** button to open the **Coach Information** window:

–continued–





Entering new coaches to a gym was explained previously in:

- **Building Your ProScore Databases**
  - BUILDING YOUR GYMS DATABASE

19. After you complete the entry of information for the new coach, click **OK** to save the new entry and return to the **Gyms Attending** window (or **Cancel** to abandon your entries and return). If you completed and saved the new coach, he or she will now appear in the **Coaches Attending:** menu (any time you add a new coach to a gym via the **Which Coaches Are Attending This Meet** window, ProScore automatically adds it to the **Coaches Attending:** section of the window as well).

20. After you are done making changes to the records of the attending coaches, click  to close it and return to the **Gyms Attending** window.

21. When you are done viewing the **Gyms Attending** window, click  to close it.

Configuring Your Gymnastics Meet

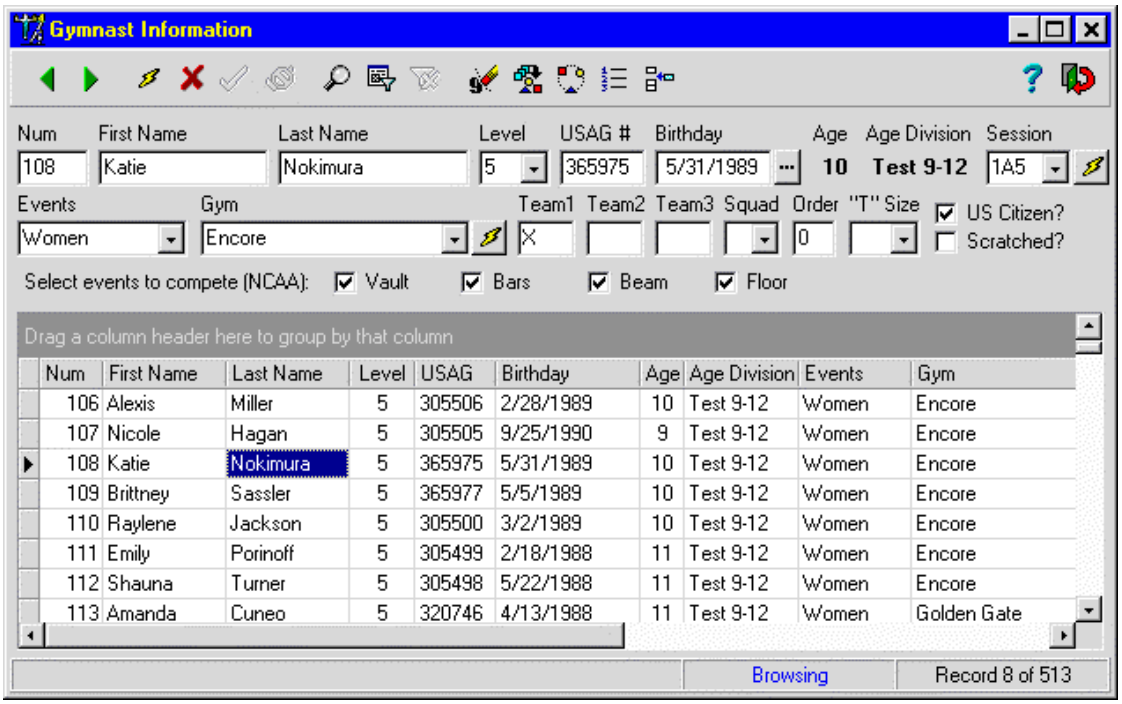
BUILDING YOUR GYMNAST DATABASE

The Gymnast Information window is where all information about each competitor is entered. You will use this window to assign numbers to the gymnasts, place gymnasts into sessions and define teams for team awards. Of all the information you will enter into ProScore for a meet, *this is the most critical because 95 percent of all reports and functions performed with ProScore use this information in some way*. Therefore, the importance of accuracy and keeping information updated in a timely fashion cannot be overstated!

–continued–

To add a new gymnast:

1. In the main toolbar, Pull down the **Meet** menu and select **Gymnst Information**:



As shown above, the window is arranged as a grid showing the current list of gymnasts competing in the meet, as well as the fields used to display, add or edit the information.

2. Click  to add a new gymnast record. (As when adding judges, the status at the bottom of the window changes from "**Browsing**" to "**Inserting**".)

Note that the **Num** field automatically defaults to the next competition number; however, you can edit this field to add the number of your choice if you wish.

3. Enter the gymnast's first and last names in the appropriate fields.

4. Click on the **Level** drop-down menu to select the appropriate level from among those defined for the current event as selected above.

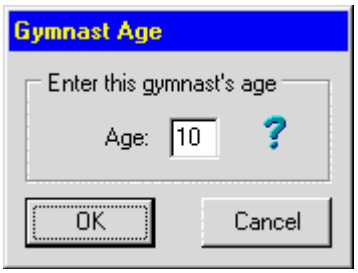
Configuring Your Gymnastics Meet

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5. Enter the gymnast's USAG number in the **USAG #** field. If you do not know the gymnast's USAG number, enter "999999" *or* leave the field blank.

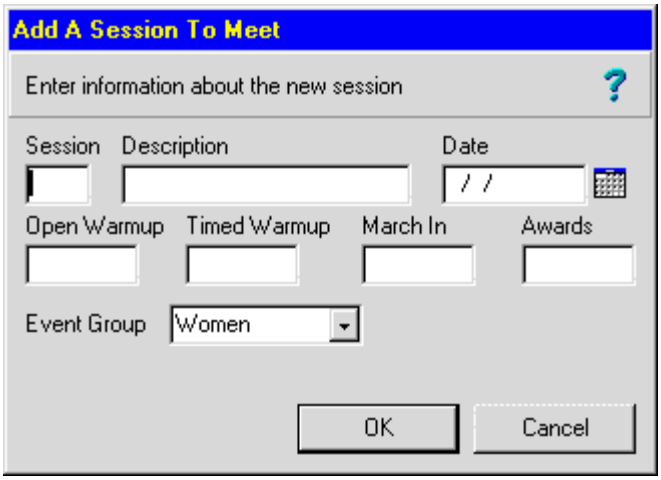
6. Enter the gymnast's birthdate in the **Birthday** field. Note the following distinctions about this field:

- If you have chosen *not* to use age divisions in the **Meet Information** window, this field will be deactivated and ProScore will automatically enter 1/1/1980 as the birthday;
- If you *are* using age divisions but don't know the gymnast's birth date, click ... immediately to the right of the birthday field to open the **Gymnast Age** window:



Enter the gymnast't age and click **OK** to return to the **Gymnast Information** window. ProScore will calculate a birthdate based on the age determination date for the selected level, thus providing the gymnast with a birthdate that ProScore can use for the meet.

7. Select the session that the gymnast will compete in from the **Session** drop-down menu. If the session is not listed, you can add it by clicking to open the **Add A Session** window:



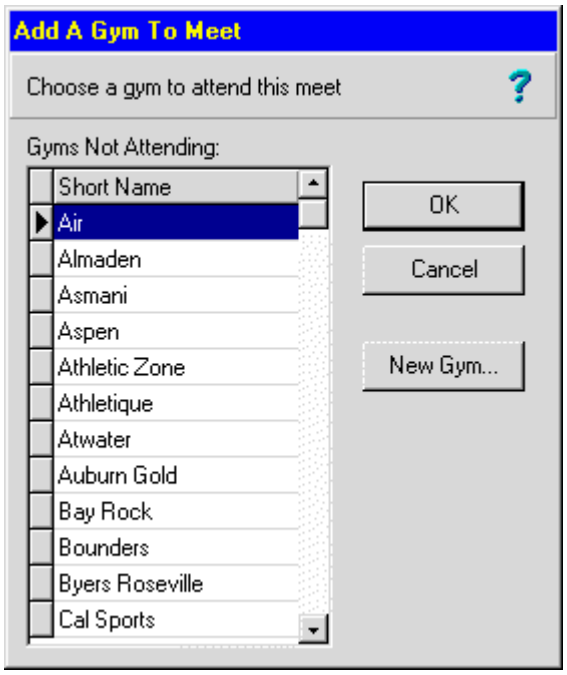
Enter the appropriate information and click **OK** to return to the previous window. You will now find your newly-created session available on the drop-down **Session** menu.

8. In the **Events** field, use the drop-down menu to select the events this gymnast will be competing in. Note that this field defaults to the setting defined in the **Meet Information** window. If you change this setting, ProScore automatically clears the **Level** field in preparation for your entry there.

Configuring Your Gymnastics Meet

–continued–

9. Select the gym for whom the gymnast will be competing by using the drop-down menu in **Gym** field. If the gym has not been previously entered into ProScore's attending gyms database, it will not appear on the drop-down menu. To add it, click  to open the **Add A Gym To Meet** window...



This window contains all the gyms that have been defined in ProScore but are *not* attending this meet.

If the gym you want is on the list, select it and click **OK** to return to the previous window. If not, you can add it to ProScore's gyms database by clicking **New Gym** to open the **Create a New Gym** window.



Entering new gyms into the master gyms database was explained previously in:

- **Setting Up the ProScore System**
  - BUILDING YOUR GYM DATABASE

In the next step, you will define teams. First, however, it's important to understand how ProScore defines a team and how the program handles them.

In ProScore, a team is a distinct entity. It is a *subset* of gymnasts from a given gym (where a gym is defined as including every gymnast entered for that gym).

Each team includes a selected group of gymnasts assigned a team code (explained below, beginning in step #10). Therefore, all gymnasts belonging to a particular gym that share the same team code—whether four gymnasts of the same level, or all gymnasts from a given gym regarless of level—are considered to be on the same team.

Team codes are highly configurable and offer you a great deal of flexibility as to how you define your teams for team competition. For example, you can assign each gymnast to a maximum of three teams, or none at all (team designations are optional).

10. If the gymnast is competing in team competition, assign the appropriate team code by entering it into the first (**Team1**) team code field using one to three alphanumeric characters. Each gymnast record has three team code fields, so you can include a gymnast in up to three different types of team competitions by assigning the gymnast up to three team codes.

Configuring Your Gymnastics Meet

Note: Each code is unique within a single gym, so if you used "A" as a team code for one gym, you can use "A" as a team code for another gym (ProScore knows the difference).

For example, team awards are given for each level, so the gyms could designate groups of four gymnasts for each level to create teams. You would typically use the **Team1** field to assign each gymnast to the appropriate team using team codes such as "A", "B", "C" and so on.

But let's say you also want to give an overall team award regardless of level: You would therefore define *all* gymnasts from a given gym as one big team. To do this, you would mark *every* gymnast from a given team by entering the same code, such as an "X". For every gym you wish to include in the competition for the overall team award, you would place that same code ("X") in the same field (such as **Team2**) in the individual gymnast's record. Remember, ProScore knows the difference from one gym to the next, so you can use the same codes in a given team codes field.

–continued–

Using both examples above, which are common in actual meets, would result in the following:

- the **Team1** field would be used to designate the individual four-member teams from each gym ("A", "B", "C" and so on);
- the **Team2** field would be used to assign each gymnast to the larger entire gym team by using the same code, such as an "X", in every team code field for every gynast from that gym.

The team code fields can be used to set up other types of team configurations as well, such as large, medium, and small man teams.

As a final note, be aware that an individual gymnast's scores will count towards the team score *only* if a code is assigned to that gymnast.

11. Select the squad that the gymnast will be in for event rotation. "**A**" corresponds to the first competitive event of those chosen specifically for this gymnast, "**B**" corresponds to the second competitive event, "**C**" to the third, and so on. You can skip this step if you do not want to assign squads, or wish to assign them using the automated Assign Squads function (discussed below in the section entitled, "Assigning Squads").

12. Enter the number corresponding to the competition order in which the gymnast will be competing, within their assigned squad. You may leave the field blank if competition orders are not being predetermined or if you are going to randomly assign the order using the Randomizing Order function (discussed below in the section entitled, "Randomizing Order").

13. Uncheck the **U.S. Citizen?** box if this gymnast is not a U.S. citizen. When you print the results, you have the option of not allowing a foreign athlete to take the place of a U.S. citizen.

14. If the gymnast scratches the entire meet, check the **Scratched** box. (If the meet has not begun, you can simply delete the gymnast; however, after the meet begins, checking this box will remove this gymnast from all reports although they will still appear on the gym roster.)

MODIFYING OR DELETING EXISTING GYMNASTS

Modifying or deleting a gymnast from ProScore is a simple process, and is similar to deleting records for judges and gyms.

To modify gymnast records:

–continued–

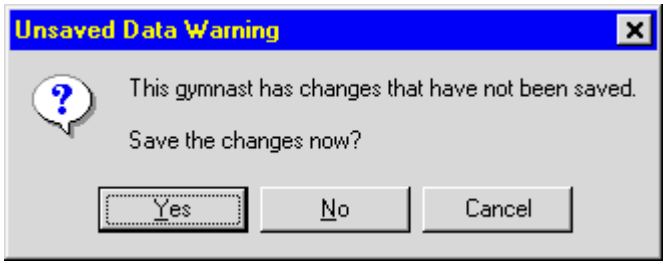
1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

2. Select the gymnast whose record you wish to modify by selecting the name in the **Gymnast Name** section. That gymnast's imformation will then appear in the various fields.

3. Make the appropriate changes to the Gymnast's data. When you are done, click to save the changes (or to abandon your changes and revert to the previously saved version of this gymnast's record).

Note: If you make changes to a gymnast's information but do not *click before selecting another gymnast's name, ProScore automatically saves the changes you made to the last gymnast.*

If you make changes to a gymnast's information then click to close the **Gymnast Information** window, ProScore does *not* automatically save the changes. Instead, a confirmation dialog box will appear:



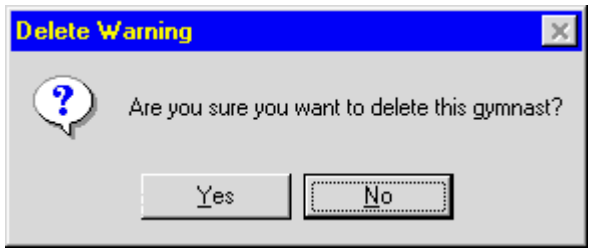
Click **Yes or No**, as appropriate—or click **Cancel** to return to the previous window and enter other changes.

To delete a gymnast's record:

1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

2. Select the gymnast you wish to delete by selecting the name in the **Gymnast Name** section.

3. Click . A **Confirm Delete** dialog box will appear asking you if you want to proceed with the deletion:



Click **Yes** to delete the gymnast or **No**, as appropriate; either option returns you to the **Gymnast Information** window.

Configuring Your Gymnastics Meet

GYMNAST MAINTENANCE

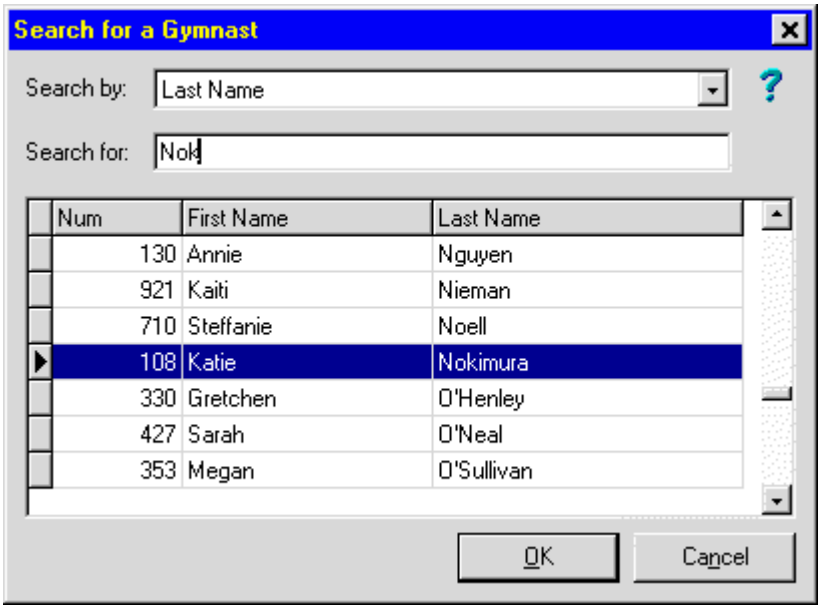
You will often find yourself with a need to change gymnast information. ProScore allows you an easy way to accomplish tasks such as finding a gymnast, renumbering gymnasts, assigning sessions, assigning squads and randomizing competition order.

To search for a gymnast record:

–continued–

1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

2. Click (the magnifying glass) to open the **Search for a Gymnast** window:



3. In the **Search by:** field, use the drop-down menu to select the criteria you wish to use in the search. For example, suppose you need to enter some additional information for a gymnast whose first name you cannot remember, but whose last you do, though you are unsure of the spelling—"Nok**i**mura"?, "Nok**a**mura"? Click the down arrow at the right end of the **Search by:** field, and select **Last Name**.

4. Enter the Gymnast's last name in the **Search for:** field. As you enter the characters of the name, the name listings in the pane immediately below will respond by displaying names that match the characters you've entered thus far. When you finish inputting the name, the first instance of a gymnast with the "last" name you entered will be highlighted.

From this point you can ferret out each gymnast with the same last name (assuming there are multiples), until you find the one you want. When you find it, click **OK** to return to the **Gymnast Information** window. The gymnast you found will now be active and ready for modification or deletion.

Configuring Your Gymnastics Meet

RENUMBERING GYMNASTS

In certain situations, it becomes necessary to renumber the gymnasts in a meet. ProScore makes it easy and relatively quick to renumber gymnasts in a multi-tiered numbering scheme that reflects gym, level and relative alphabetical order of each gymnast, if you wish. The key here is that ProScore's user-definable renumbering parameters allow you tremendous flexibility as to *how* you want to renumber your gymnasts.

–continued–

In the renumbering process, ProScore automatically assigns a unique number to each gymnast entered in the meet. ProScore does this by sorting the gymnasts according to a user-defined set of parameters, assigning each a sequential number beginning with a number chosen by you (for the example below, we'll use "501"). ProScore then renumbers each gymnast in sequence (501, 502, 503...) until the value of any one of the three user-defined break point fields changes. ProScore will then increase the numbering to the next numbering tier (a whole number divisible by a defined value for that break point); in the example below, we jump from the 500's to the 600's by starting the numbering assignments at "601".

When you initiate the renumbering process, ProScore first asks you to specify which fields you want to sort within, and in which direction (ascending or descending).

You will then select which of these fields will cause the numbering sequence to "break" and step to a higher number (ProScore will default the beginning number to 101 but you can change this to any number—such as the value we chose for the example, "501"). Depending on the break points chosen, you will then choose which number ProScore should skip to when the value of the break point changes.

Many times it is nice to have the hundreds value of the number (500, 600, 700...) represent the level of the gymnast (similar to college course numbering schemes). You can achieve this by selecting "level" as the first field to sort on and checking the **Break?** box. Set the sort order to ascending and the starting number to 501. Finally, select the value of 100 for the "1st break go to next" option. Assuming that you do not have more than 100 gymnasts in each level, ProScore will then number the level 5's starting at 501, the level 6's starting at 601, the level 7's starting at 701, and so on.

For example, let's assume your meet consists of 78 level 5's, 62 level 6's, and 23 level 7's. You configure ProScore to renumber the gymnasts according to the following prioritized criteria:

- firstly, the gymnast's numbers will reflect their level;
- secondly, the numbering will proceed sequentially by gym, and;
- thirdly, the numbering sequence will correspond alphabetically—that is, by the gymnast's last name (1=A, 2=B, 3=C and so on).

You would select "level" for the first sort, "gym" for the second sort and "last name" for the third. For each, you would select the ascending sort order. Next, you would tell ProScore that you want the first sort criterion—"level"— to define the break point. This break point would be further defined by setting the **Start at number:** value at 501, and then selecting 100 for the "**1st break goto next**" value. ProScore will then number the level 5's as 501-578, the level 6's will be numbered as 601-662 and the level 7's will be numbered as 701-723. Within each level, the gyms will be sorted alphabetically, and within each gym, the gymnasts will be sorted alphabetically.

Configuring Your Gymnastics Meet

–continued–

Here is an abbreviated listing of that sorting configuration for the first level:

501	Apex Gymnastics	Robert Applebee
502	Apex Gymnastics	Reno Bustanave
503	Apex Gymnastics	Jamie Coruzzo
504	Apex Gymnastics	Marrisa Danes
505	Apex Gymnastics	Luka Foster
506	Apex Gymnastics	Lana Goodstein
507	Apex Gymnastics	Hans Ingelbretsen
508	Apex Gymnastics	Latisha Lawson
509	Apex Gymnastics	Jana Munsing
510	Apex Gymnastics	Bheta Nostromos
511	Apex Gymnastics	Katie O'Toole
512	Apex Gymnastics	Tad Poole
513	Apex Gymnastics	Gigi Stevens
514	Apex Gymnastics	Roberta Verrazzo
515	Apex Gymnastics	Penny Zebrinski
520	GymnasticoFantastico	Teresa Ariens
521	GymnasticoFantastico	Mona Dixon
522	GymnasticoFantastico	Terrina Goodman
523	GymnasticoFantastico	Enrique Jones
524	GymnasticoFantastico	Harriet Mason
525	GymnasticoFantastico	Willy Ponns
526	GymnasticoFantastico	Reuben Thomas
527	GymnasticoFantastico	Jonnie Wells
531	Serrano Gymnastics Center	Paul Baker
532	Serrano Gymnastics Center	Tamara Ephron
533	Serrano Gymnastics Center	Joel Harris
534	Serrano Gymnastics Center	Joan Kelly
535	Serrano Gymnastics Center	Susan Nelson
536	Serrano Gymnastics Center	Bridget Robison
537	Serrano Gymnastics Center	Sophie Underwood
538	Serrano Gymnastics Center	Francesca Yost

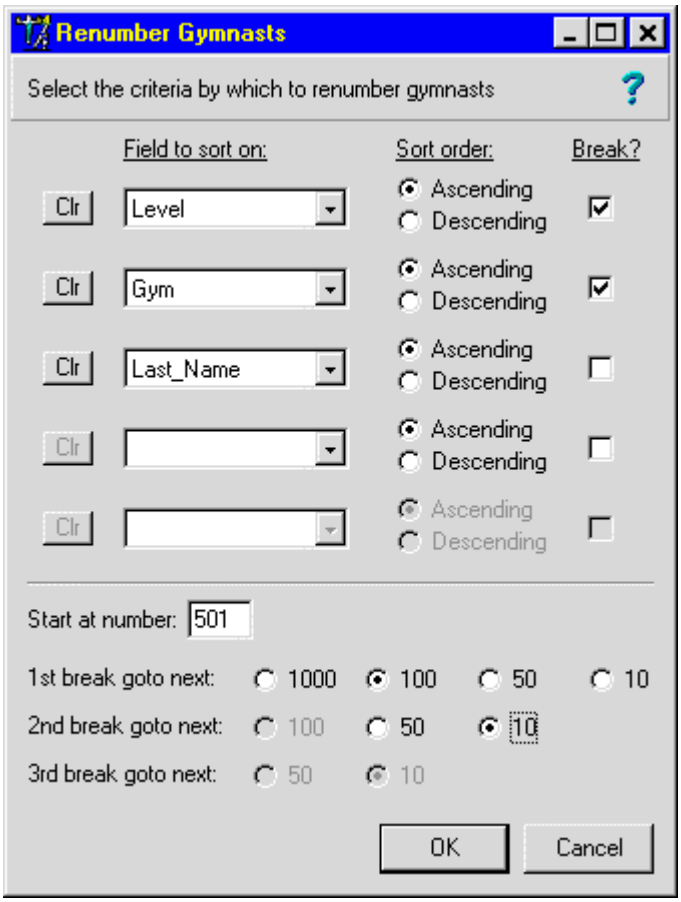
For successive levels, the level/gym/gymnast hierarchy would be as above; only the numbers would be different (601..., 701... and so on).

To re-number gymnasts:

1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

2. Click to open the **Renumber Gymnasts** window:

–continued–



3. In the **Field to sort on:** section, use the drop-down menu to select the criterion you wish to enter for each successive sort tier. You can use only one sort tier, or as many as five (the window above is configured with the data used in the preceeding example).

4. For each sort tier used, select either **Ascending** or **Descending** order.

5. If you are using multiple sort tiers, select which tier(s) you want to determine the break point in the numbering scheme by selecting the appropriate **Break?** check box(es). Note that ProScore allows you to "nest" break points. This means that you can establish break points in up to three criteria so that the numbering scheme reflects those breaks (although, in the **Renumber Gymnasts** window above, only the first two tiers are selected to break).

This is why, in the example used at the beginning of this section, the numbering scheme breaks in multiples of 100 for levels (because the selected **1st break goto next:** value is 100) and in multiples of 10 for gyms (because the selected **2nd break goto next:** value is 10).

Note that the first listing of gymnasts (numbers 501 through 515) resulted in a break point that started the next group of gymnasts (from GymnasticoFantastico) with number 520, even though the break point was set in increments of 10. Why is this? Because ProScore used the *next logical* break point of 520 following the last gymnast's assigned number from the previous group (515).

Configuring Your Gymnastics Meet

Remember that all the gymnasts in the listing shown above are in the same level; they are listed as expressed below:

- **LEVEL** (ascending numerically)
  - **GYM** (ascending A–Z)
    - **LAST NAME** (ascending A–Z)

When you are done conguring the settings, click **OK** to renumber the gymnasts and return to the previous window.

–continued–

Note the following key points about the gymnast renumbering process:

- You can renumber the gymnasts as often and as many times as you like;
- If you renumber the symnasts and later find that you need to add a new gymnast, you can add the new gymnast using any unused number, then renumber the gymnasts again. ProScore then assigns the new gymnast a number that falls within the specified sequence of all the other gymnasts from that gym.
- ProScore remembers the settings used for the previous renumbering so you do *not* have to remember them, or reselect them for the next renumbering.

ASSIGNING SESSIONS

ProScore's "Assigning Sessions" function lets you assign the same session code to a group of gymnasts. You do this by selecting different criteria that, when combined, produce a list of gymnasts meeting the specified criteria. These gymnasts will then have the "Session" field set to the value entered.

–continued–

To assign gymnasts to sessions:

1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

2. Click (Assign Sessions) to open the **Assign Sessions** window:



3. From the **Events** drop-down menu, select the event for this assigned session.

4. Use the **Level:** drop-down menu to select a level or class, or click and ProScore will automatically include all levels or classes.

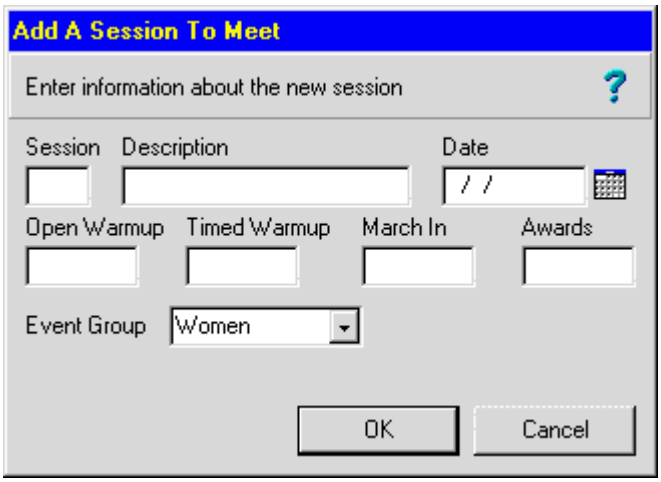
5. Use the **Gym:** drop-down menu to select a subset of gyms to use in assigning sessions, or click and ProScore will automatically include all gyms attending this meet.

6. If you selected a specific level or class above, enter the age you wish to specify in the **Age:** field, or leave the field blank if you do not wish to use age as a criterion. (If you selected All for the levels or classes, the **Age:** field will be grayed out.)

Configuring Your Gymnastics Meet

–continued–

7. Enter the session you wish to assign the gymnasts to by using the drop-down menu. If you wish to use a session that doesn't yet exist (not previously configured), click to open the **Add Session To A Meet** window:



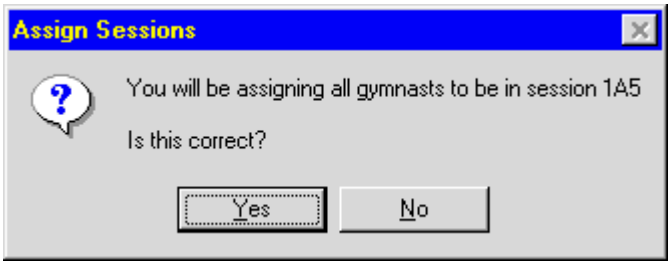
Enter the appropriate information and click **OK** to return to the previous window.



Creating new sessions was explained previously in:

- **Configuring Your Gymnastic Events**
  - ENTERING SESSION INFORMATION

8. Click **Assign** to assign this session. A confirmation dialog box will appear:



9. Click **Yes** to accept the session assignment, or **No** to abandon the session assignments and return to the previous window.

ASSIGNING SQUADS

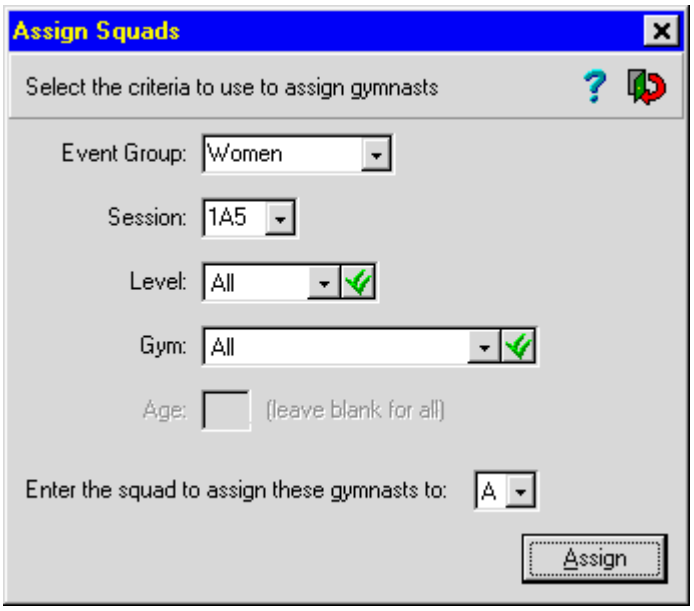
ProScore's "Assigning Squads" function lets you assign individual gymnasts or gyms to specific squads for rotation orders. You do this by selecting different criteria that, when combined, produce a list of gymnasts that meet the specified criteria. These gymnasts will then have the "Squad" field set to the value entered.

–continued–

To assign gymnasts to squads:

1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

2. Click (Assign Squads) button:



3. From the **Events** drop-down menu, select the event for this assigned squad.

4. Use the **Session:** drop-down menu to select a session, or click and ProScore will automatically include all sessions.

5. Use the **Level:** drop-down menu to select a level or class, or click and ProScore will automatically include all levels or classes.

6. Use the **Gym:** drop-down menu to select a subset of gyms to use in assigning squads, or click and ProScore will automatically include all gyms attending this meet.

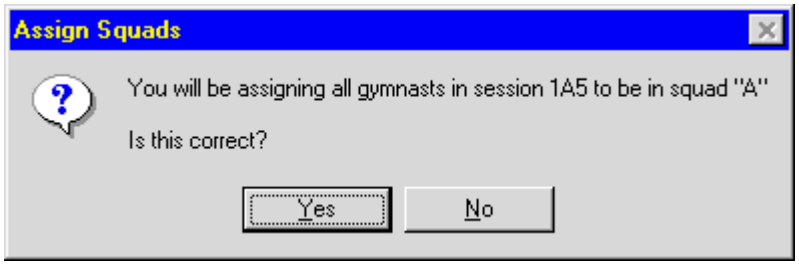
7. If you selected a specific level or class above, enter the age you wish to specify in the **Age:** field, or leave the field blank if you do not wish to use age as a criterion. (If you selected All for the levels or classes, the **Age:** field will be grayed out.)

8. Indicate the squad to which you want to assign these gymnasts (the drop-down menu lists all squads available).

Configuring Your Gymnastics Meet

–continued–

9. Click **Assign** to initiate the assignments. A confirmation dialog box will appear:



10. Click **Yes** to accept the squad assignment, or **No** to abandon the squad assignments; either returns you to the previous window.

RANDOMIZING ORDER

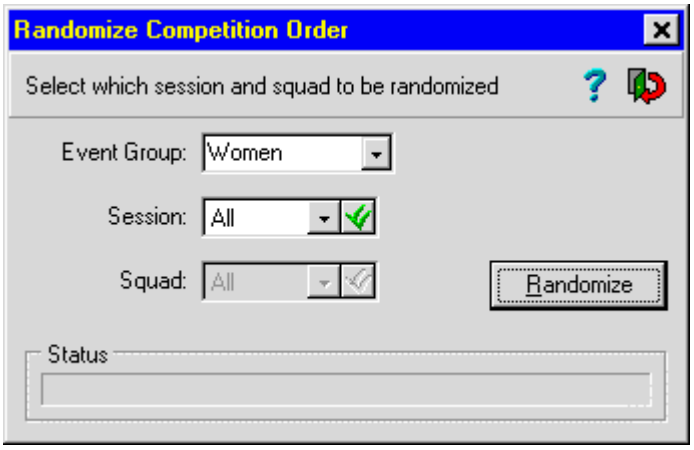
ProScore allows you to randomly assign the event competition order based on the session and squad criteria you configure. You can include all sessions and squads in the randomization scheme, or a combination of the two.

To randomize the competition order for a given session and squad:

–continued–

1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

2. Click (Randomize) to open the **Randomize Competition Order** window:

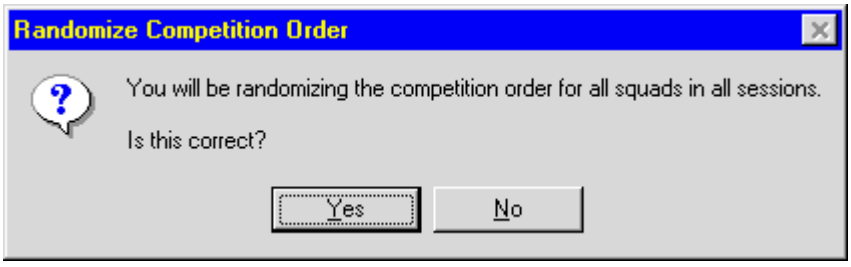


3. From the **Event Group** drop-down menu, select the event for this assigned squad.

4. Use the **Session:** drop-down menu to select a session, or click and ProScore will automatically include all sessions.

5. Use the **Squad:** drop-down menu to select a squad, or click and ProScore will automatically include all squads.

6. Click **Randomize** to assign the random order according to your configuration. A confirmation dialog box will appear:



The message in the above dialog box will vary somewhat depending on which randomization scheme you chose.

7. Click **Yes** to initiate the randomizing sequence (the progress will be indicated in the **Status** gage), or **No** to abandon randomization and return to the previous window.

Configuring Your Gymnastics Meet

INSERTING PLACEHOLDERS

ProScore allows you to insert placeholders for specific gyms and levels without actually having yet received the gym's registration for those gymnasts. This is typically done in anticipation of those gymnasts coming to the meet.

To insert placeholders for gymnasts that are not yet registered for the meet:

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1. If you are not currently in the **Gymnast Information** window, pull down the **Meet** menu and select **Gymnast Information** to open it.

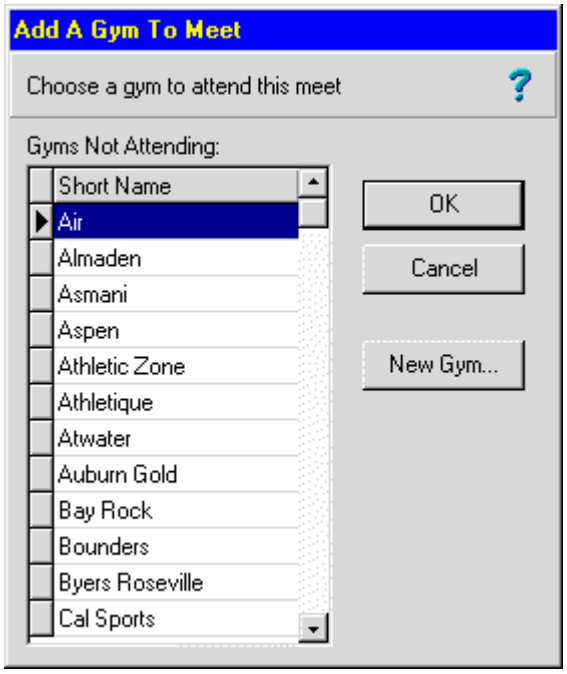
2. Click (Insert Placeholders) to open the **Insert Placeholders** window:



3. From the **Event** drop-down menu, select the event in which you wish to insert the placeholders.

4. Use the **Session:** drop-down menu to select the session in which you want to insert the placeholder(s).

5. Use the **Gym:** drop-down menu to select the gym affiliation of the gymnast(s) for whom you are inserting the placeholder(s). If this is a new gym, click to open the **Add A Gym To Meet** window:



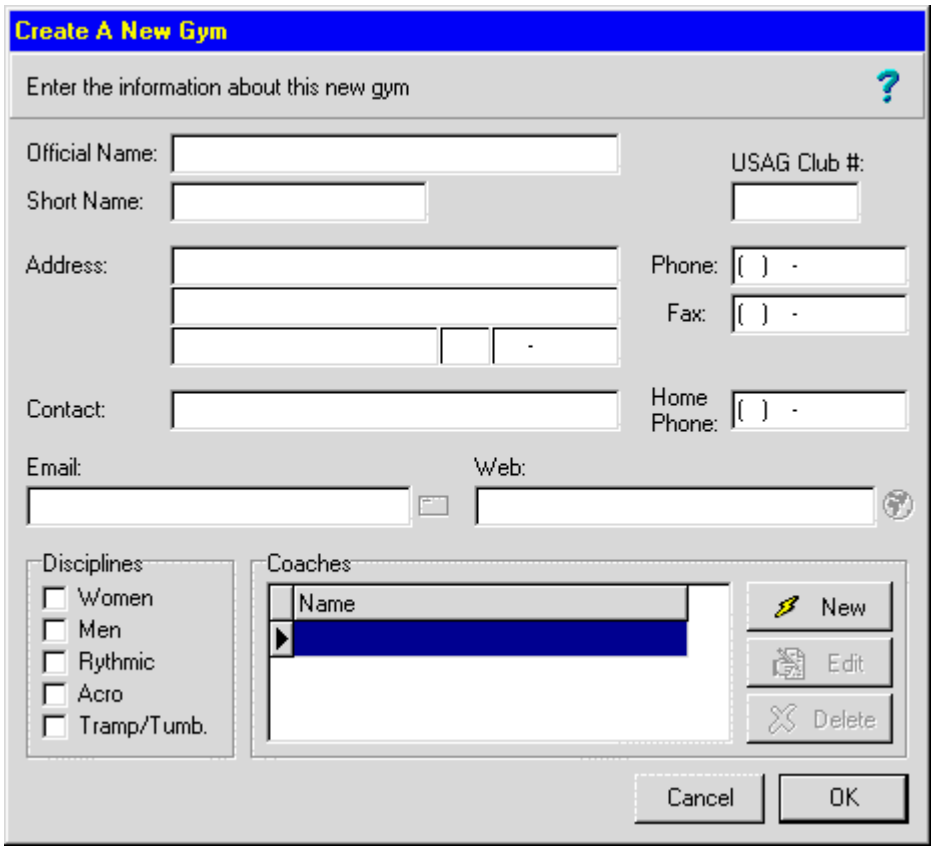
Configuring Your Gymnastics Meet

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6a. Select the gym you want to add by clicking on it once, then clicking **OK**. You will return to the **Insert Placeholders** window and the gym's name will now appear on the **Gym:** drop-down menu, available for selection.

OR...

6b. If the gym you wish to include in this meet is not listed in the **Gyms Not Attending:** menu, it must be added to the master gym database. To do so, click the **New Gym...** button to open the **Add A New Gym** window:



The entry of information is the same as in the **Gym Information** window.



Entering new gyms into the master gyms database was explained previously in:

- **Building Your ProScore Databases**
  - BUILDING YOUR GYMS DATABASE

7. After you complete the entry of information for the new gym, click **OK** to save the new gym and return to the **Add A Gym To Meet** window (or **Cancel** to abandon your entries and return). The new gym will now appear in the **Gym:** field and you can now continue with the process of inserting the desired placeholder(s).

8. In the **Number of placeholders to insert:** field, click the up or down arrow to indicate how many placeholders you want inserted.

9. Use the **Level:** or **Class:** drop-down menu to select the level or class in which to insert the placeholder(s).

10. Click the **Insert** button to complete the insertion of the placeholder(s) you configured.

Configuring Your Gymnastics Meet

–continued–

ProScore will confirm your intentions:



11. Click **Yes** to insert the placeholders and return to the **Gymnast Information** window, or **No** to return to the **Insert Placeholders** window, where you can reconfigure the placeholders you wish to insert (or abandon the effort entirely and return to the **Gymnast Information** window).

Managing Your Meet's Finances

Understanding ProScore Transaction Categories

ProScore helps you simplify meet finances by organizing income and expense transactions into specific categories. This approach makes it easy to track expenditures and income, keeping you current with the status of your meet's financial condition at all times. The program updates all financial transactions in real time, so updates are available at any time—as often as you wish!

You can modify existing transaction categories or creat new ones, if you wish, without limit. Furthermore, ProScore's transaction categories are global, meaning they are always available for all meets you run with the program.

Following is a list of transaction categories included with ProScore "right out of the box":

- admissions;
- announcer's Fees;
- awards - gymnasts
- awards - team
- coaches Fees
- concessions
- concessions supplies
- copying/printing
- decorations
- director's fees
- equipment rental
- facilities fees
- hospitality
- judge assignor's fee
- judge's gifts
- judges fees, mileage, per diem
- meet fees due
- meet fees paid
- miscellaneous
- phone calls
- photographer
- postage
- pro shop
- program ads
- programs
- raffle
- refund
- sanction fee
- shirt presale due
- shirt presale paid
- state subsidy
- supplies (paper, labels, etc.)
- T-shirts for gymnasts
- team fees due
- team fees paid
- uncategorized expense
- uncategorized income
- uniforms

...and whatever else you wish to add!

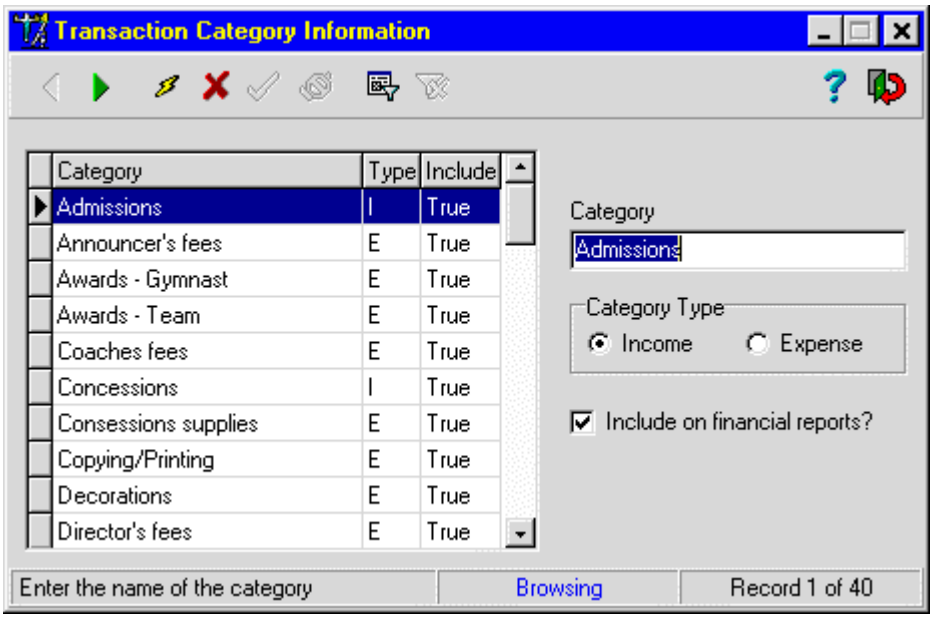
Managing Your Meet's Finances

CREATING TRANSACTION CATEGORIES

To create ProScore transaction categories:

1. Click on the **Setup** pull-down menu and select **Transaction Categories** to open the **Transaction Categories Setup** window:

–continued–



2. Click to clear the fields for your new entry.

3. Enter a name up to 25 characters long in the **Category** field.

4. Designate whether this will be an income or expense category by clicking on the appropriate choice in the **Category Type** field.

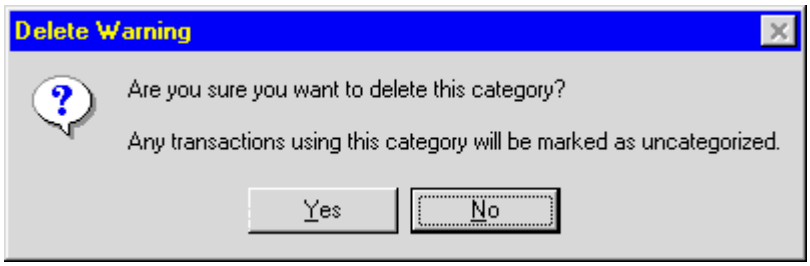
5. Check **Include on financial reports?** if you want this transaction category to be used in the creation of financial reports. For example, the "Meet Fees Due" category is used for a transaction in which the gym owes the host for attending the meet. But while this is an expense the gym has to pay, it is not an actual amount of money that the host actually paid. Therefore, you would not want this amount of money to appear on the expenses side of a financial statement because it isn't an actual expense (unlike an actual expense such as buying decorations). If this did appear on the expense side of the statement, it would cancel out the "Meet Fees Paid" on the Income side and your financial statement would not indicate that you made any money.

6. When you are done adding your new transaction category, click to save the changes (or to abandon your changes).

7. To enter another Transaction Category, click to save the current entry and clear the fields for your next entry.

–continued–

8. To delete an existing transaction category, select it and click . A **Delete Warning** dialog box will appear asking you if you want to proceed with the deletion:



Click **Yes** to delete the transaction category or **No**, as appropriate; either option returns you to the **Transaction Categories Setup** window.

9. When you are finished creating Transaction Categories, click  to close the window.

Now that you have laid a solid foundation by configuring ProScore transaction categories, you are ready to move into the next phase: Entering transactions.

Managing Your Meet's Finances

–continued–

UNDERSTANDING HOW PROSCORE HANDLES ACCOUNT TRANSACTIONS

ProScore allows you to track *every* financial transaction involved in hosting and running a meet. All expenditures and receipts, from the purchase of ribbons, awards and concession snacks to the proceeds generated by meet fees, T-shirt sales and the snack bar, are entered into ProScore. The program performs recalculations in real time, you can easily see at a glance how much money you have made (or lost) on the meet.

Transactions are entered into ProScore in much the same way as you would enter household transactions into your home PC's financial software program. You simply enter the date and amount, select a category and enter a brief memo. ProScore does the rest.

Much of this work is done automatically in the background. For example, as you select participating gyms for a given meet, ProScore automatically creates individual accounts for each on-the-fly. These individual **gym accounts** are where you would enter transactions for a specific gym such as meet fees due, recording deposits and payments, and so on.

ProScore also creates a special account for the meet itself called "*This Meet*". The **meet account** is where you would enter non-gym related expenses for thigs such as supplies, awards, concession snacks, payments to judges, announcer fees and so on.

There is one important distinction between the meet account and the gym accounts:

- transactions entered in the *meet* account are entered as either **income** (fees, admission, snack bar revenue and so on), or an **expense** (decorations, awards, snack bar supplies, judges payments and so on);
- transactions entered in any *gym* account are entered as either a **charge** (meet fees, T-shirt sales, team fees and so on) or a **payment** (monies received on account from the gyms).



In ProScore, this transaction entry process is simple and logical, and does not require bookkeeping experience. It does, however, require attention to detail and self-discipline on the part of you and your staff to make sure that all income and expense transactions are entered. They don't have to be entered in chronological order, though doing so preserves ProScore's ability to give you a running account of your meet's financial condition. And if things get hectic, transactons can even be "batched" during breaks in the action—as long as they are entered.

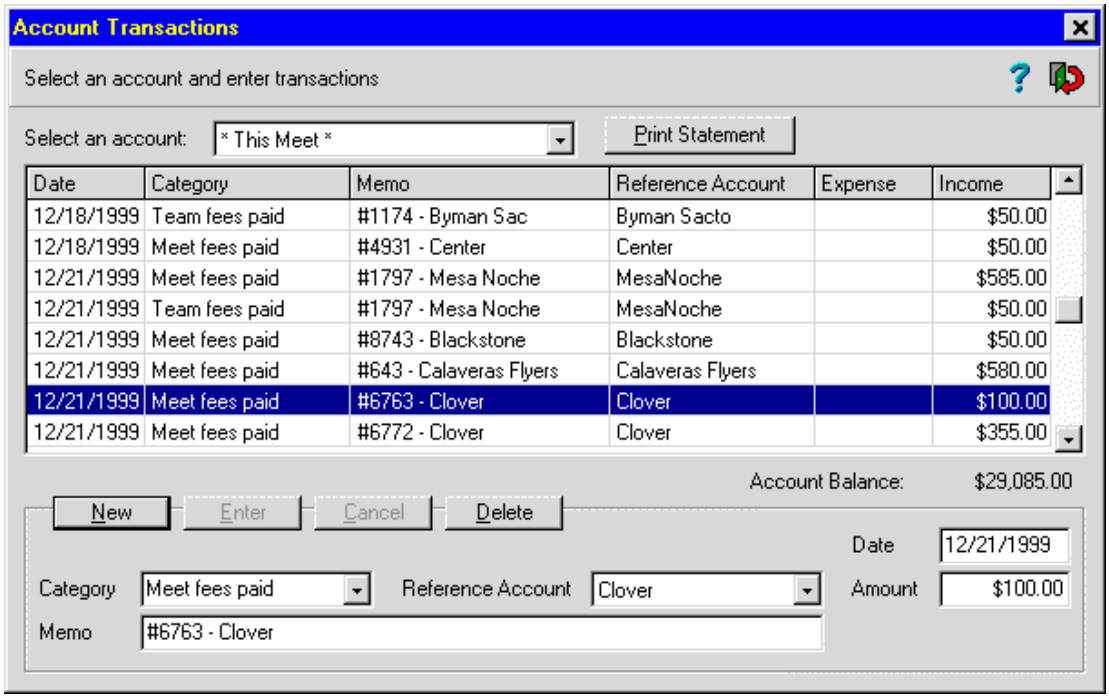
For our first example, we'll enter an expense transaction for the meet—in this case, the fee charged by the meet's announcer. The account would be "This Meet" and the category would be "Announcer's fees".

Managing Your Meet's Finances

–continued–

To enter a transaction into ProScore:

1. Click on the **Meet** pull-down menu and select **Account Transactions** to open the **Account Transactions** window:



Note that ProScore always defaults to the meet account ("*This Meet*") when you open the **Account Transactions** window. Note too, that the **Account Balance:** figure keeps you abreast of your meet's financial standing. It is updated in real time whenever you enter financial transactions.

2. Make sure "*This Meet*" appears in the **Select an account:** field; if not, select it using the drop-down menu.

3. Click the **New** button to clear the fields for your new entry.

4. In the **Category** field, select "Announcer's fees".

5. In the Reference Account field, use the drop-dowen menu to select "none" (remember: general meet-related expenses do not require a reference account).

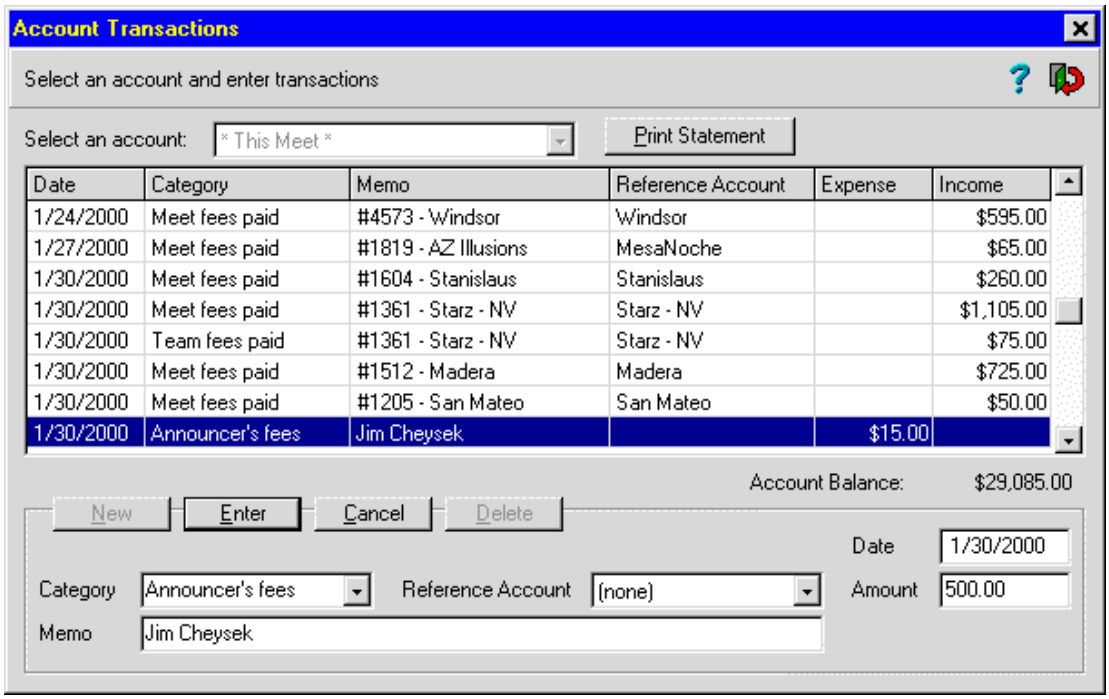
6. Enter the date and amount in the respective fields.

7. Enter a brief description in the **Memo** field (think in terms of a "paper trail"—anything to help you refer back to this transaction in the future). In this type of transaction, we suggest using the announcer's name and the check number he was paid on.

Managing Your Meet's Finances

–continued–

Your transaction entry should now look like this:

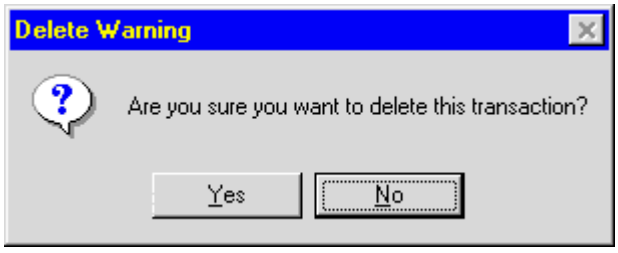


8. Review your input. If it is correct, click the **Enter** button to enter and save the transaction. Note that after you do, the **Enter** button grays out.

Hint: The appearance of the **Enter** *button always indicates whether or not a transaction has been entered and saved. If you're in the process of entering several transactions and get distracted, you will know if you entered the current transaction by whether or not the* **Enter** *button is grayed out. The same applies to changes made to an existing transaction—if the* **Enter** *button* isn't *grayed out, the transaction changes have* not *yet been entered (saved).*

9. To **modify** a transaction, select it, make the appropriate changes and click the **Enter** button.

10. To **delete** a transaction, select it and click the **Delete** button. A dialog box will appear to confirm your intentions:



11. Click **Yes** to proceed with the deletion, or **No** to cancel it; either returns you to the **Account Transactions** window.

Note that in the above example, the **Reference Account** field shows "(none)". Here's why: All transactions involving expenditures and receipts of money related to the running of the meet itself, *and which do not relate specifically to any gym account*, do not require a reference account. Since the announcer's fees are not related to any gym accounts, a reference account is not necessary in the above transaction.

Managing Your Meet's Finances

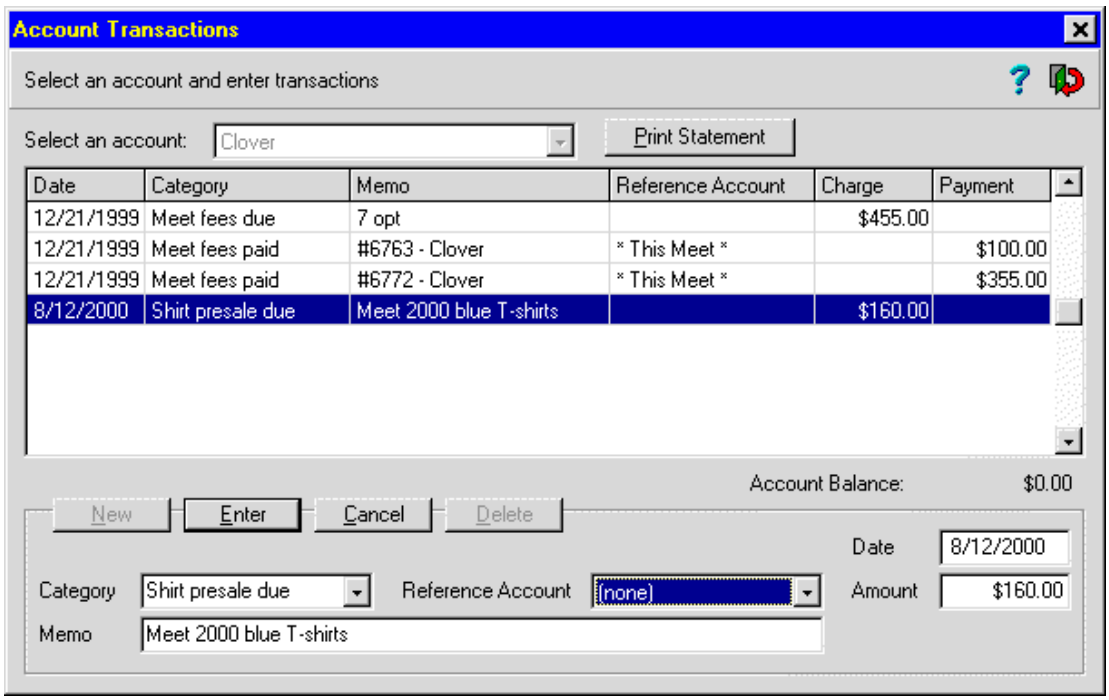
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A great many transactions *will* involve reference accounts, though, and the **Reference Account** field shows which account is tied to a given transaction. For example, if you are entering a new charge for a gym or receiving payment from a gym for an existing charge, you would select that gym's name in the **Select an Account:** field, and select "***This Meet***" in the **Reference Account** field.

In this context, ProScore's transaction entry process is similar to the traditional "double entry" method of bookkeeping in which a debit to one account is linked to—and offset by—a credit to another related account. By their nature, reference account links only work between a gym account and the meet account; ProScore will not allow reference links between two gym acccounts (nor is it necessary).

The next two examples illustrate the above process. We will first enter a *charge* transaction for the Clover gym for a T-shirt pre-sales order in the amount of $160. Then, we'll enter the *payment* transaction to show the gym's payment of that charge.

For the Clover gym's $160 T-shirt pre-sales order, the **Account Transactions** window would look like this:



Note that the **Reference Account** field entry is "*None*", which is the correct choice when entering a *charge* against a gym or other non-meet account. This is because you are not actually receiving payment at this time. Later, when payment is actually received and you enter that transaction into the **Account Transactions** window, you will select "*This Meet*" as the reference account in the **Reference Account** field.

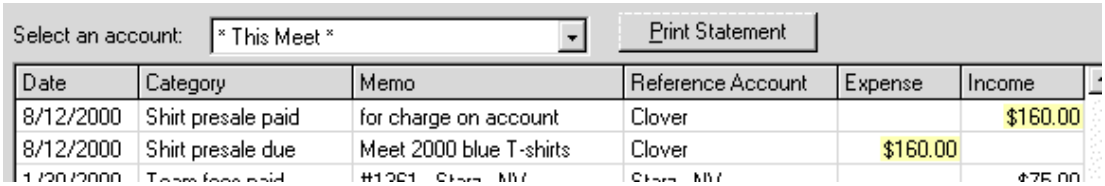
Managing Your Meet's Finances

–continued–

If you incorrectly select "*This Meet*" as the reference account in the **Reference Account** field when you enter a *charge* such as shown above (instead of correctly selecting "*None*"), ProScore's double-entry system offsets the charge entry with a corresponding entry in the "income" column of the "This Meet" account.

Then, when you later enter the *payment* against the charge and select "*This Meet*" as the reference account in the **Reference Account** field (which is correct), the payment will be reflected in the gym account as a payment (or credit), and ProScore's double-entry system offsets the payment entry with a corresponding entry in the "expense" column of the "This Meet" account. **Therefore, the two transactions—as reflected in the "meet" account—will cancel each other out.**

This is how it would appear in the "This Meet" account:



The results will be twofold:

- the meet account will not correctly reflect the income from the sale of the T-Shirts, and;
- the meet's revenues will be incorrectly stated (underreported).

The bottom line: **WHENEVER YOU ENTER A CHARGE AGAINST A GYM OR OTHER NON-MEET ACCOUNT, SELECT "*None*" AS THE REFERENCE ACCOUNT!**

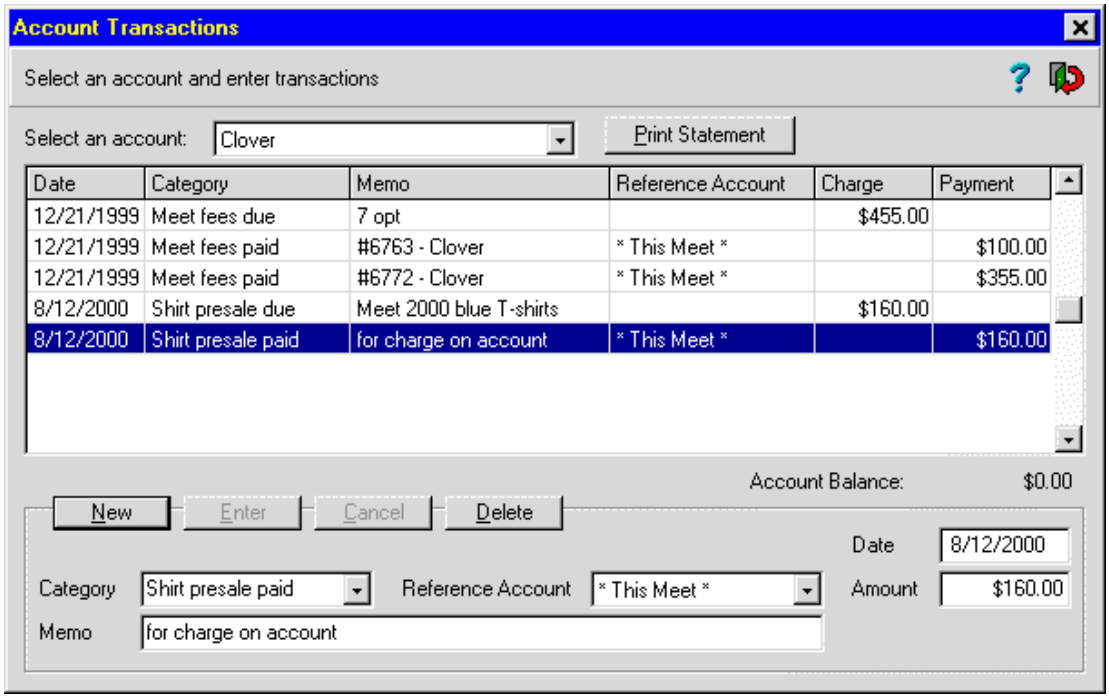
With the *correct* entry of the above charge transaction, Clover gym now owes you, the meet host, $160 for the pre-sales order of T-shirts. Note the transaction category "Shirt presale due" (emphasis added here)—the Clover gym's account has now been charged for this T-shirt order, but payment *has not yet been received* for the sale.

Note once again: The **Reference Account** field entry is "*None*", which is the appropriate choice whenever a charge is entered against a gym account (as explained above).

Managing Your Meet's Finances

–continued–

For our third example, we will enter a *payment* transaction in which Clover gym pays us in full for the $160 T-shirt order:



Note the transaction category "Shirt presale paid" (emphasis added here)—the Clover gym is now paying for the pre-sales T-shirt order we entered as a charge transaction in the previous example .

Transaction entry is that simple. It is highly customizable as well; ProScore gives you the flexibility to add, modify or delete transaction categories at will to suit your style of meet management. In the next section, we'll see how ProScore's budgeting tools enhance your control of meet finances.

Managing Your Meet's Finances

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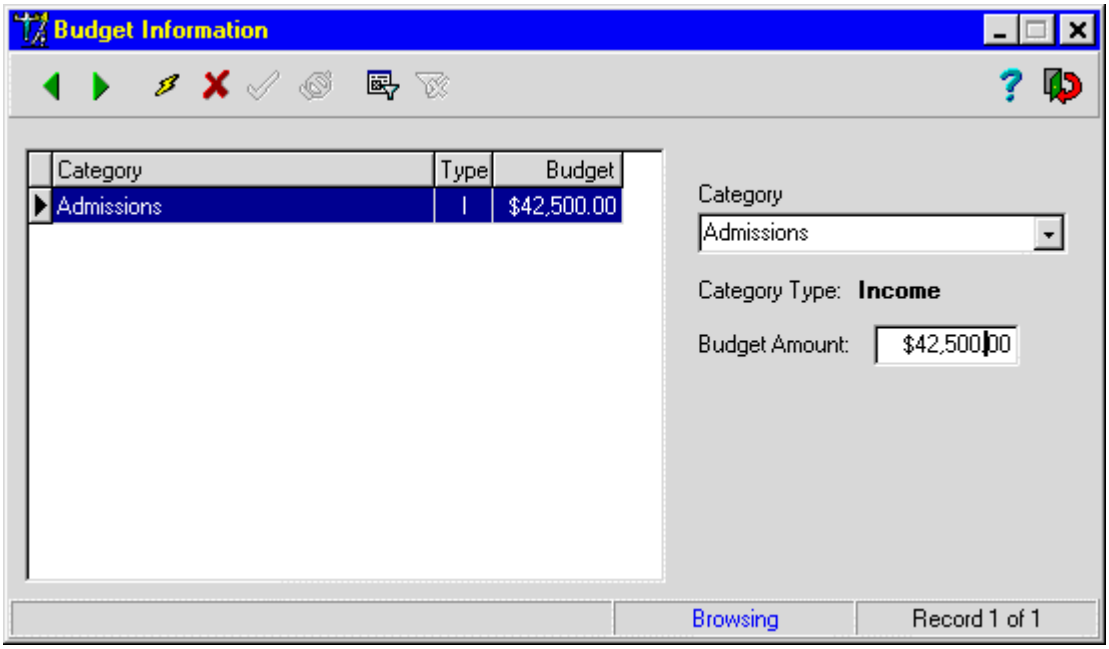
UNDERSTANDING PROSCORE'S BUDGETING TOOLS

ProScore allows you to create budgets for each meet you create. ProScore's budgeting tools are very flexible and allow you to set budget amounts for any or all categories defined in the program. ProScore will then produce comparisons of your budget amounts for those selected categories so you can see how well you are staying within your budget.

ProScore gives you the flexibility to budget as much or as little of your meet finances as you wish—or none at all. For example, you may wish to include only some of the categories you use in meet finances. Or you may wish to include a variety of categories in your budget, even though some—such as "uncategorized expenses"—may never be used throughout the course of the meet. The number and type of categories you choose to include in your budget—or not—have no bearing on the categories actually used in the running of your meet.

To create a budget for your meet:

1. Click on the **Meet** pull-down menu and select **Budget Information** to open the **Budget Information** window:



Note that in the above window, only one category has been configured for inclusion in the meet budget. This means simply that any time you print out a budget report, only this category and its amount will appear along side the actual admission receipts figure. In other words, no other categories were configured in the budget shown above so none other than "Admissions" will appear on the budget report. This is perfectly allowable in ProScore and in no way restricts the use of any other categories.

2. Click to clear the fields for your new budget entry.

3. Use the **Category** drop-down menu to select the category you wish to add to this budget. Note that the category type ("income" or "expense") is also displayed.

4. Enter the appropriate dollar amount in the **Budget Amount:** field.

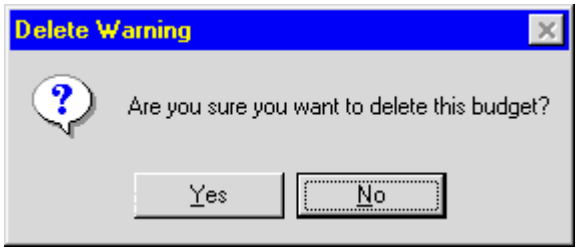
5. When you are done adding your new budget category, click to save the changes (or to abandon your changes).

Managing Your Meet's Finances

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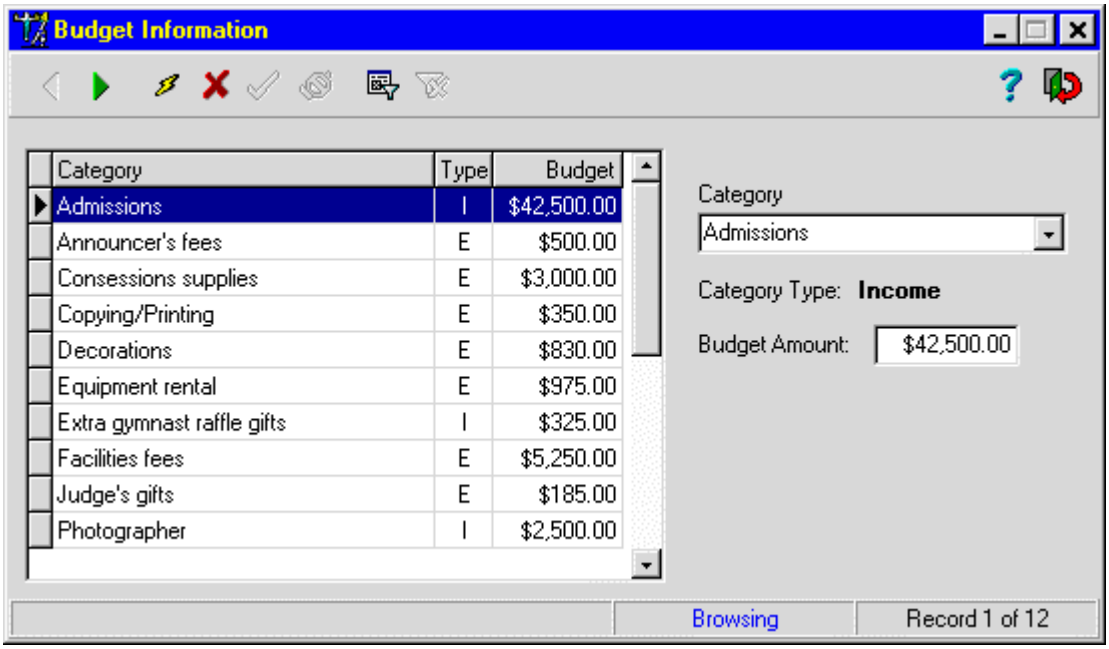
6. To enter another category into your budget, click  to save the current entry and clear the fields for your next entry.

7. To **delete** an existing budget category, select it and click . A **Delete Warning** dialog box will appear asking you if you want to proceed with the deletion:



Click **Yes** to delete the budget category or **No**, as appropriate; either option returns you to the **Budget Information** window.

After you've added multiple categories, the budget window will look something like this:



You can use the green arrows to move up and down through the list.

8. When you are finished creating Billing Categories, click  to close the window.

Scoring Your Meet and Generating Meet Results

–continued–

ENTERING SCORES ON THE COMPUTER KEYBOARD

In a meet, scores can be entered using the computer keyboard, or from the judge's entry keypads. These keypads are optional and available seperately from Auburn Electronics (call for more information). Note, however, that *the full functionality of the ProScore software is accessible without the use of any additional hardware.* In fact, Score entry works best when performed with the keyboard since most of the data entry is keyboard-based.

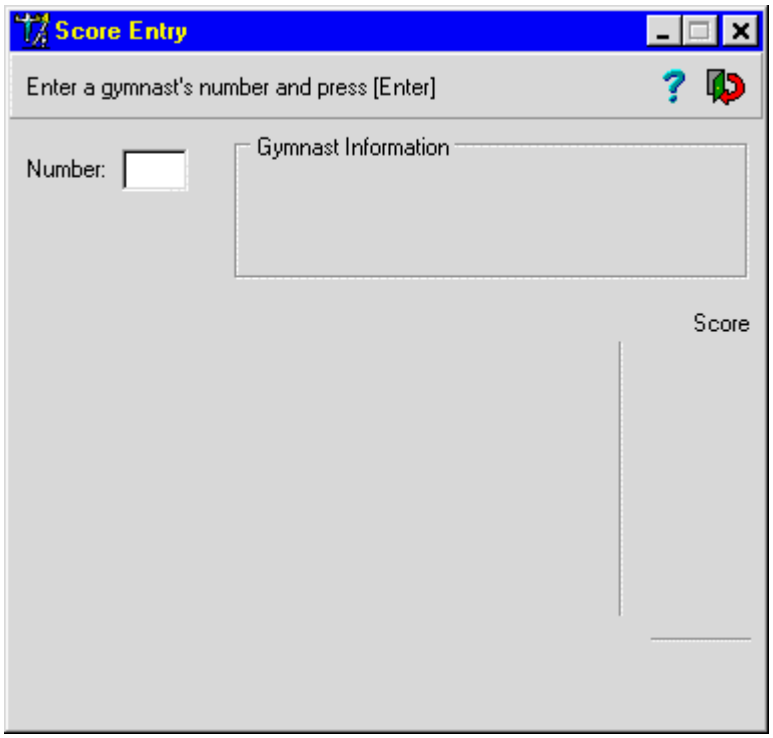
ProScore stores each score received by a gymnast throughout the competition based on the input you provide via the Score Entry window. You can also change scores here should the need arise.

When entering scores, you will soon learn that the Enter key is used most often. Hitting Enter tells ProScore to retrieve a gymnast's current scores and display them on screen for you to add to or modify. After you have done so, hitting Enter a second time saves the new or modified score to the gymnast's record.

ProScore has been optimized for numerical entry, so inputing scores will be most easily done on the ten-key pad at the right of the keyboard (though you can use the number keys across the top of the keyboard if you wish).

To enter scores:

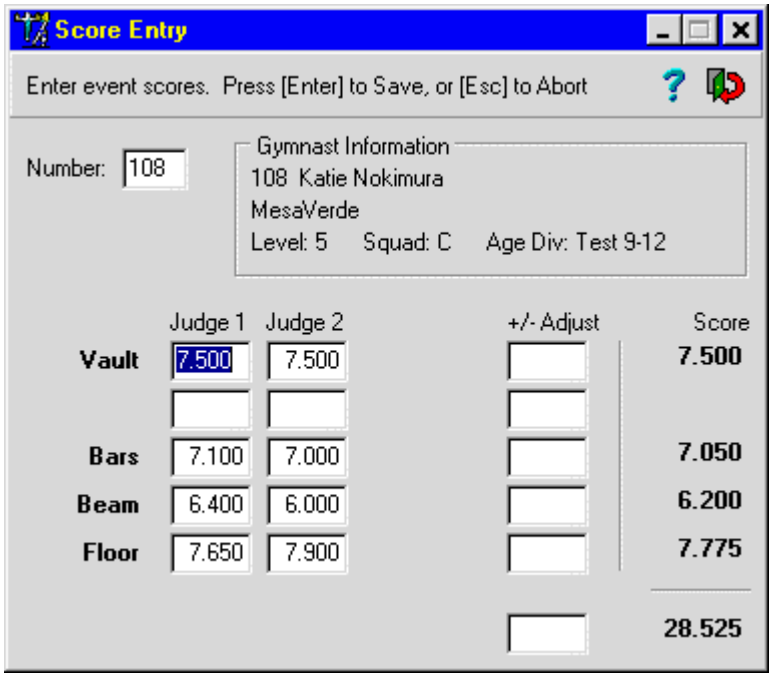
1. Click on the toolbar, or click on the **Meet** drop-down menu and select **Score Entry**:



Note that the Score Entry window is essentially a blank slate at this point.

–continued–

2. Enter the gymnast's number in the **Number:** field and hit the Enter key. The Score Entry window now changes to include all the information on the gymnast whose number you've entered:



3. Select the appropriate event for which you wish to enter scores. You can navigate through the various events using the Tab key, or on the ten-key pad using the "+" key.

4. Enter each judge's scores for the event (the window above shows two judges, but the actual number is determined by how many judges you configure for this meet in the **Meet Configuration** window (up to seven).

5. If you wish to adjust the score (such as for neutral deductions), enter the appropriate value preceeded by a "–" in the **+/– Adjust** field (such as "-.1"for a one-tenth point deduction). If you wish to adjust the score by adding a value, simply enter the value (such as ".1"; a "+" is not necessary).

6. Hit the Enter key. ProScore averages the scores and displays the result in the far right **Score** field. The cursor automatically returns to the Number field and waits for you to enter the next gymnast's number.

If you wish to change a previously-entered score, the process is much the same as above.

To change a previously-entered score:

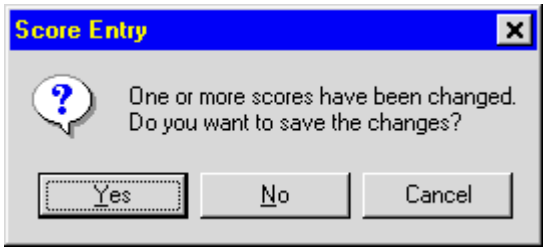
1. Enter the gymnast's number in the **Number:** field and hit the Enter key.

2. Select the appropriate event.

3. Make the appropriate changes to any of the judges' scores for the event and hit the Enter key. ProScore recalculates a new averaged score based on the value(s) you entered.

Scoring Your Meet and Generating Meet Results

A dialog box appears to confirm your modified score(s):



4. Click **Yes** to accept the score or **No** to revert to the previous scores.

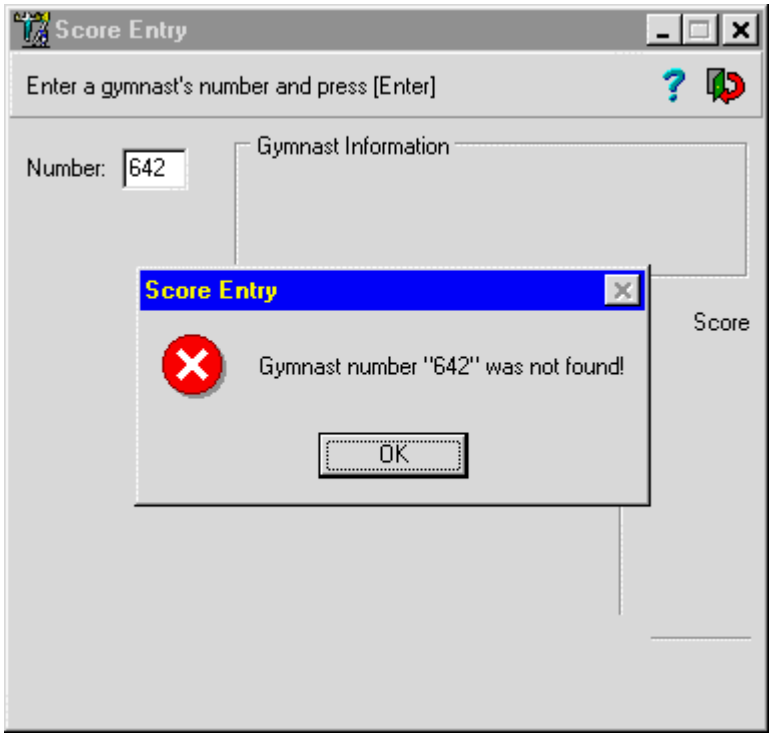
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Hint: ProScore is highly intuitive and will anticipate your data entry in the **Score Entry** *window. For example, after entering the competition number and hitting Enter, the cursor automatically advances to the first score field (“***Judge 1***”) and awaits your entry. Then, while in any of the score entry fields, moving the cursor to the* **Number:** *field is interperted by ProScore to mean you are done entering scores. Therefore, any newly-entered scores are saved and a new average score is calulated.*

Note too that ProScore will still present you with a dialog box asking you to confirm your changes—so it you moved your cursor back to the **Number:** *field by mistake, you will have a chance to “back up”. On the other hand, if you are in any of the score value fields and decide to abort the changes, you can hit* Esc *to return the cursor to the* **Number:** *field and abandon any changes you made.*

To retrieve scores for a gymnast:

Enter the gymnast’s number in the **Number:** field and hit Enter. The gymnast’s scores and current information will be displayed. However, if you entered an erroneous competition number (such as if you had renumbered your gymnasts and entered a number that is no longer valid), ProScore informs you of this:



Click **OK** to return to the score entry window and enter another competition number.

Scoring Your Meet and Generating Meet Results

MEET RESULTS

ProScore's Meet Results function is a viewer of scoring results that is updated in real time whenever a new score is entered into ProScore. The user can display results for any session, level, age division, gym, event or any combination thereof. The user can even display results that wouldn't normally receive awards—for example, when there are two level 5 sessions. The user would normally give out awards for each session individually.

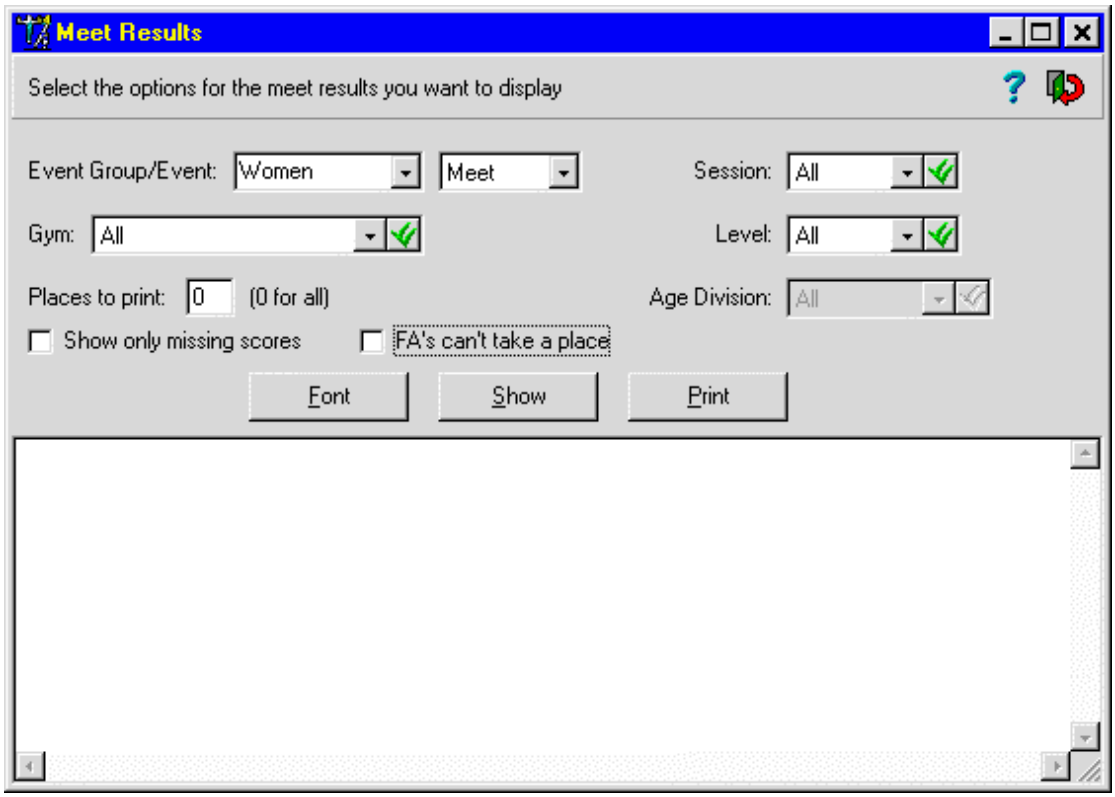
If you want to know how each competitor would have placed if both sessions were combined into one big session, the Meet Results function will do this for you quickly and easily. You simply tell ProScore which results to monitor and it does the rest.

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Since ProScore allows you to have multiple windows open at once, you can leave the Meet Results *and* Score Entry windows open at the same time. Then, as you enter scores during the meet, the current results will be instantaneously updated and displayed on your screen. At any time, you can change what type of results to display.

To activate ProScore's Meet Results viewer:

1. Pull down the **Meet** menu and select **Meet Results**:



2. Use the **Event Group/Event:** drop-down menus to make the appropriate selection. Note that in the **Event** drop-down menu, one of the choices is "Meet". This options is selected when you want the the meet results to include *all* events. For global results (such as a listing of all gymnasts with missing scores, as explained below), select "Meet".

3. Configure the remaining options (Gyms, Sessions, Levels, Age Divisions, etc.). Clicking chooses all the available choices for the fields that display this button. If you want global results (such as a listing of all gymnasts with missing scores), click for all applicable fields.

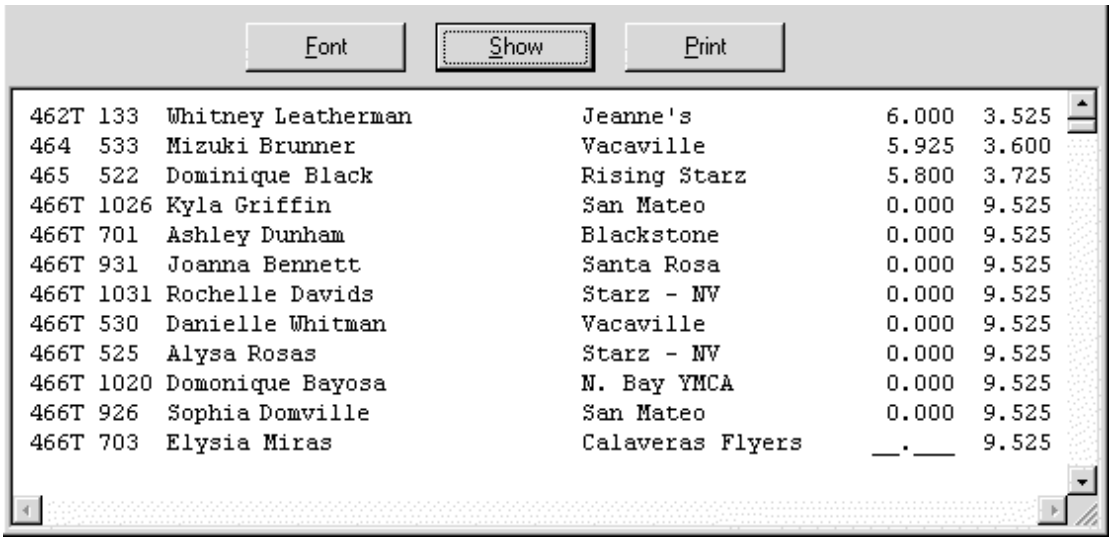
Scoring Your Meet and Generating Meet Results

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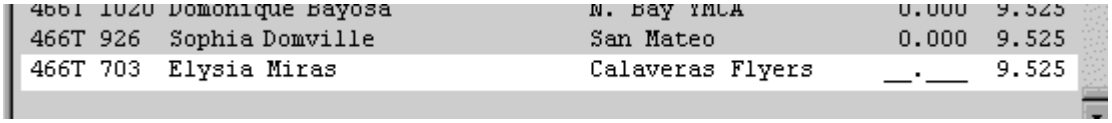
4. If foreign athletes cannot place in this meet, check the **FA's can't take a place** box.

5. In the **Places to Print:** box, indicate the number of places you wish to view or print (the default value of "0" would display or print all places). For example, if you enter "4", the meet results summary will display or print only those gymnasts tho placed 4th or better; no gymnasts placing 5th or lower would be displayed or printed.

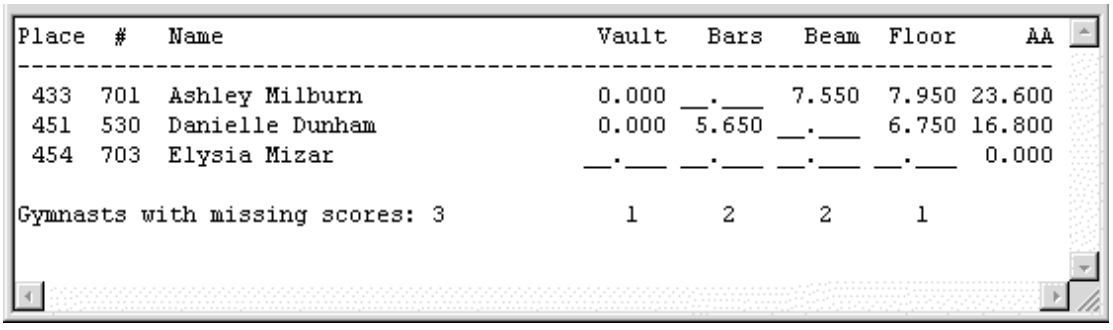
6. Click **Show** to activate the viewer's display:



Note that any gymnast that does not yet have a score will display as "__.___":



This makes it easy to see which results are missing. If you want to view *only* those gynasts who are missing scores, check the **Show only missing scores** box to get the following result:



This option can be very helpful when, in the course of a meet, you need to get an immediate and up-to-date accounting of all gymnasts who are missing scores so you can get those scores from the judges and entered into ProScore.

7. Click **Font** to change the font used in the viewer's display.

8. Click **Print** to print out the results at that point in time (think of it as a "snapshot" of scores).

9. Click  to close the Meet Results window.

Using ProScore's Context-Sensitive Search Tools

PROSCORE'S SEARCH TOOLS: AN OVERVIEW

As your ProScore databases grow, you will find the need for a quick and effective way to locate specific data based on certain criteria. ProScore's context-sensitive search function offers you this capability in the form of two convenient search options.

The first is a simple yet powerful search function for Gymnasts, which is invoked using the the (magnifying glass) icon. Gymnasts represent the largest database in ProScore, so you'll probably use this tool quite a bit.



The Search for a Gymnast function was explained previously in:

- **Setting Up the ProScore System**
  - GYMNAST MAINTENANCE

The second option is a powerful search filter function that is available for searches in any of these windows:

- Gym Information
- Judge Information
- Label Definitions
- Event Definitions
- Transaction Categories
- Meet Information
- Session Information
- Gymnast Information
- Budget Information

These functions are activated by the following buttons located on the window's button bar:



The filtered search function invoked by these buttons allows you to configure a search with exacting criteria and can save you a great deal of time in managing your ProScore databases, particulalry when configuring and running large meets.

Using ProScore's Context-Sensitive Search Tools

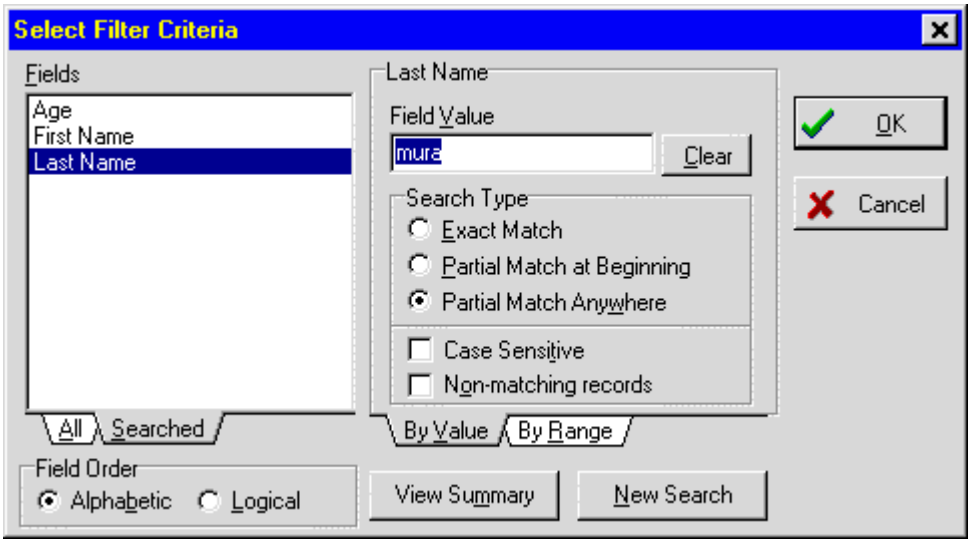
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CONFIGURING THE "SELECT FILTER CRITERIA" WINDOW

When dealing with ProScore's multiple databases, some of which can be very large, you will sometimes have situations where you quickly need to access a single record—or a related group of records—within certain parameters.

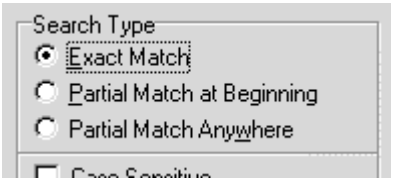
These exacting parameters are established by configuring filters in the **Select Filter Criteria** window. It is here that you can configure searches using just a single field—or sophisticated searches using numerous criteria from any combination of the choices appearing in the **Fields** menu.

Fields are arranged either alphabetically or logically. You can change the order by selecting the appropriate button in the **Field Order** section (lower left-hand corner); **Logical** is the default.



The "Field" defines your first (or only) search criterion. You can select from several field types, but the menu options vary depending on which window you are in when you click on the "Filter Data" button. The choices available duplicate the data fields in each respective window.

Once a field is selected, a value can be entered. In addition, the **Search Type** options allow you to configure your search to the degree to which you wish the value(s) to be matched:



- The **Exact Match** option would match the value exactly (the value "Jones" would return the result "Jones" exactly);
- The **Partial Match at Beginning** option would match the value partially at the beginning (the value "Jo" would return "Johnson", "Jones", "Joplin", etc.);
- The **Partial Match Anywhere** option would match the value partially anywhere in the string (the value "es" would return "Essinger", "Lourdes", "Nessman", etc.).

Using ProScore's Context-Sensitive Search Tools

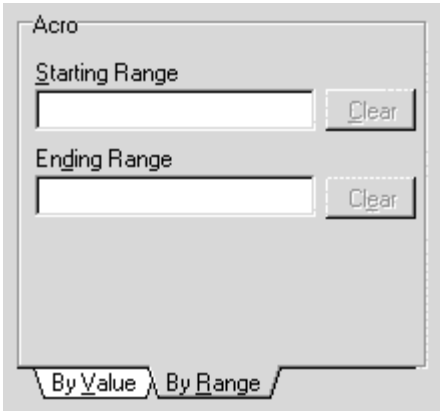
-continued-

In addition to the above, you can activate a case-sensitive filter if you want the search results to match the upper/lower case attributes of the field value exactly:



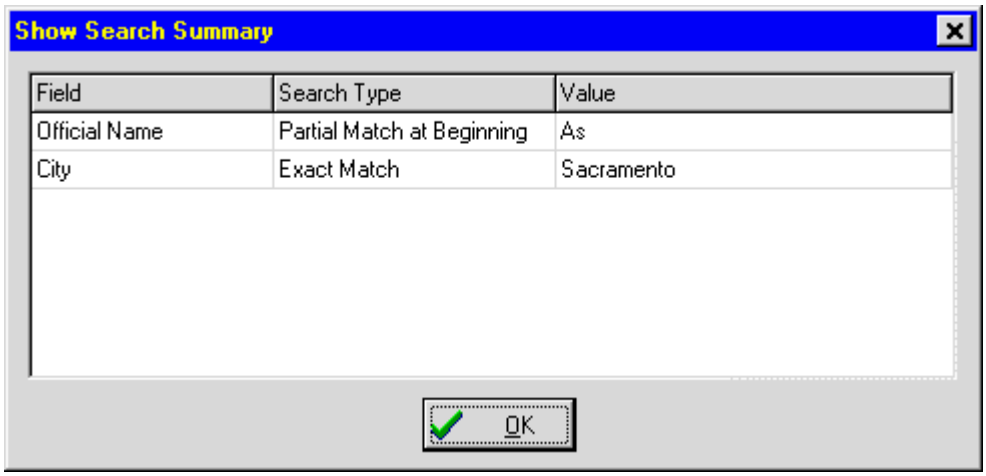
This can be useful, for example, if you are searching for a gymnast's name but only remember the first two letters, such as "As". By activating the case-sensitive filter, the search will return only those names containing exactly that string—an upper case "A" and lowercase "s" (Asberger, Asprich). Otherwise, the search results will return all names containing the string "as", regardless of case or where the string occurs in the name (Morasman, Zurasch).

If you want to return values that fall only within a specified range, you can do so by specifying the starting and ending values which are accessed by clicking on the **By Range** tab:



The range configuration varies depending on the type of field (names, numbers, etc.) but all types allow a range-specific search.

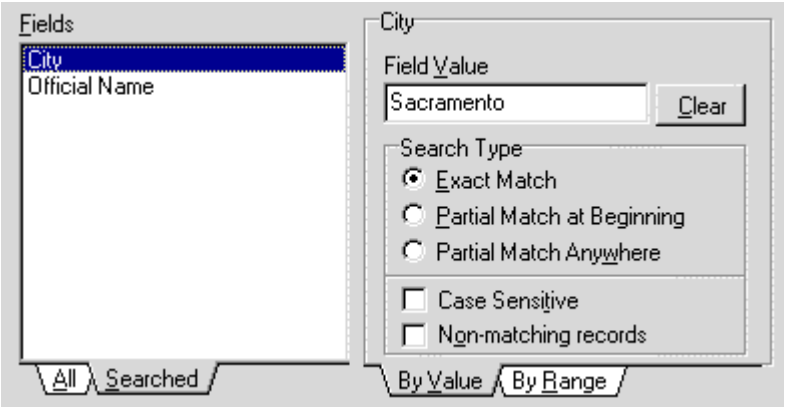
All search parameters, including values, can be viewed at a glance by clicking on **View Summary** (though they are not editable in this window):



Using ProScore's Context-Sensitive Search Tools

-continued-

A concise listing of all configured fields can also be found by clicking the **Searched** tab of the **Fields** section:



Once a field is selected, its parameters can be edited in the **By Value** and/or **By Range** tabbed sections.

The filter button set uses the funnel metaphor. The individual buttons appear as follows:


A grayed-out funnel button indicates the filter has not been configured (no data has been entered into the **Select Filter Criteria** window);


The funnel button appears with a green check mark (and "pushed in"), when the **Select Filter Criteria** window has been configured and the filter is active (turned on).


The funnel button appears with a red "X" when the **Select Filter Criteria** window has been configured but the filter is not active (turned off).

If you have configured a filter and have the filter activated, the listings at the left of the main window (the window from which you invoked the filter, such as **Gym Information**) displays *only* the results (names, categories and so on) that satisfy the search criteria set forth in the **Select Filter Criteria** window. To display *all* listings, click on the filter button to turn off the filter (from  to ).

In the example below, we will use the Edit Filter function to configure a search for a female gymnast whose first and last names we can't remember completely. All we can remember are the following pieces of information:

- her first name starts with the letter "K" (was it Karen? ...Kristen? ...Kelly?);
- her last name, which we know to be Oriental, ends with "mura";
- she is younger, probably between six and 12 years of age.

Using ProScore's Context-Sensitive Search Tools

-continued-

To configure the filters for more exacting searches (using the above example):

1. Open the **Gymnast Information** window by clicking on the **Meet** pull-down menu and clicking **Gymnast Information** (shown above in the previous section).

2. Click to open the **Select Filter Criteria** window.

3. In the **Fields** section, click the **All** tab to display all field options.

4. Select "First Name".

5. Select the **By Value** tab.

6. In the **Field Value** field, enter "K".

7. In the **Search Type** section, select **Partial Match at Beginning** and check **Case Sensitive**. This will configure the search to include only those names beginning with an uppercase "K", regardless of spelling. Note this distinction: If you had entered a lowercase "k", the search would focus *only* on gymnasts whose first name started with a lowercase "k" since you checked the **Case Sensitive** box. Watch your cases!).

8. In the **Fields** section, select "Last Name".

9. Select the **By Value** tab.

10. In the **Field Value** field, enter "mura".

11. In the **Search Type** section, select **Partial Match Anywhere** and *do not* check **Case Sensitive**. This will configure the search to include only those last names which contain the string "mura" (all lower case), regardless of where that string occurs in the spelling.

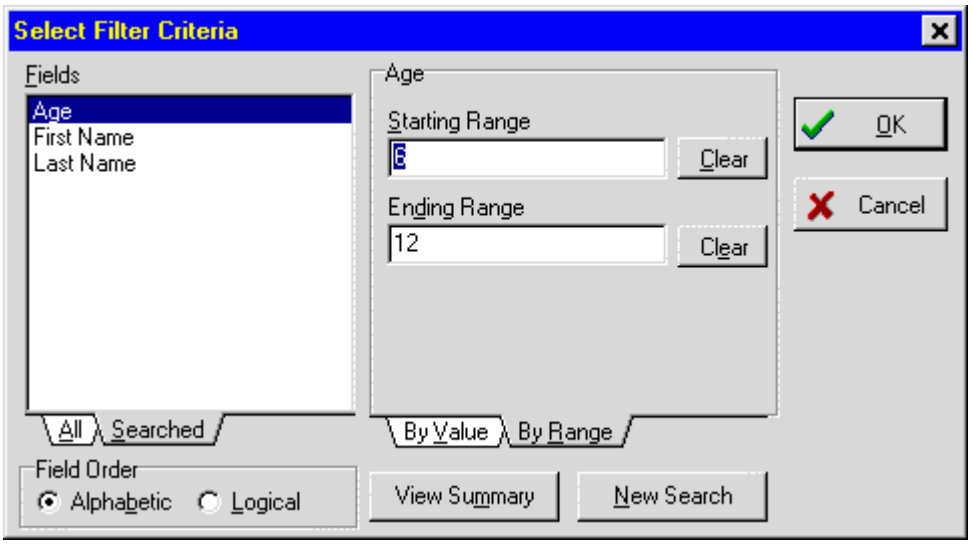
12. In the **Fields** section, select "Age".

13. Select the **By Range** tab.

14. In the **Starting Range** field, enter "6" (since we know the gymnast we're looking for is at least six years of age).

15. In the **Ending Range** field, enter "12" (we also know our gymnast is nine or 10 years of age, but since we're not sure we'll use "12" to make sure we don't over-limit our search and possibly exclude our gymnast from the search results!).

16. In the **Fields** section, select the **Searched** tab so that only the fields you have configured will be displayed:

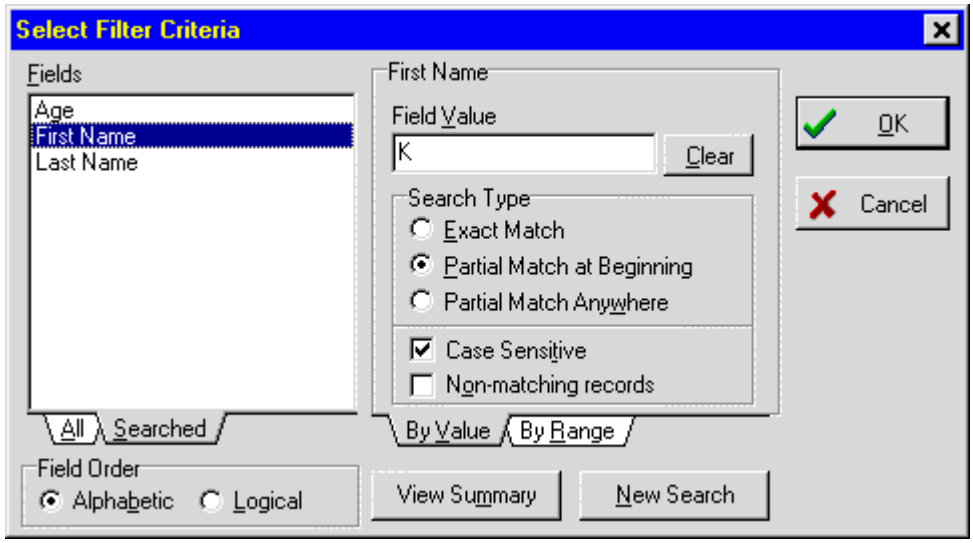


Using ProScore's Context-Sensitive Search Tools

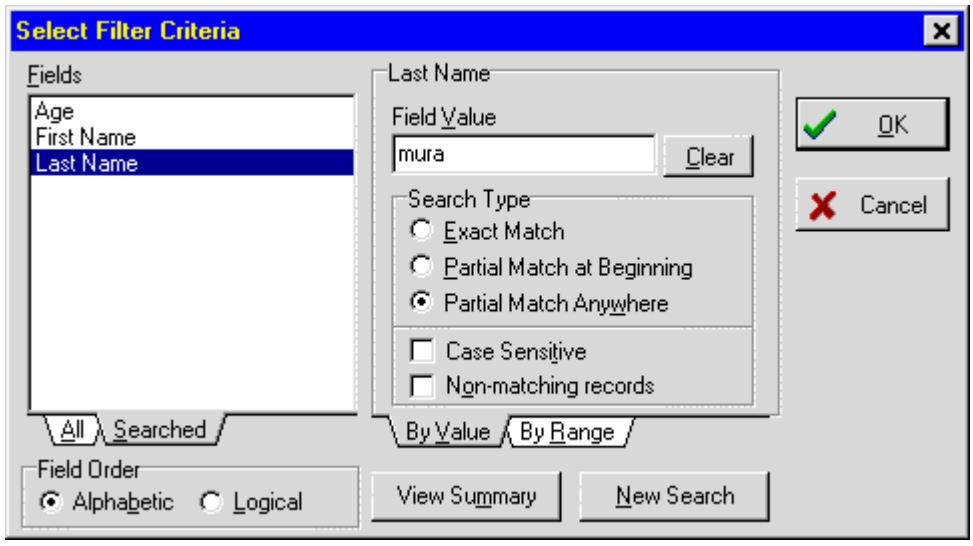
-continued-

The window above displays the values you input for the "Age" criteria. Note that ProScore displays the fields alphabetically, even though you may not have configured your search in that order (even though you configured the "Age" field last, it is listed first). ProScore does not rank search criteria; our results will include only those gymnasts who meet *all* criteria you have selected (displayed in the **Fields** section).

When you select "First Name", the **Field Value** section displays the value you input in the previous steps (the letter "K"):



When you select "Last Name", the **Field Value** section displays the value you input in the previous steps ("mura"):

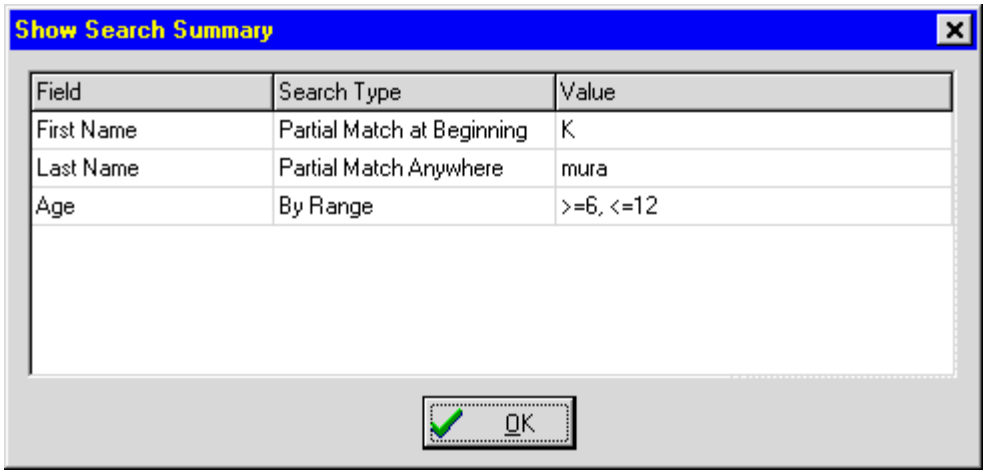


By clicking on any of the three fields, you can modify the values if you wish to make changes to your search parameters.

Using ProScore's Context-Sensitive Search Tools

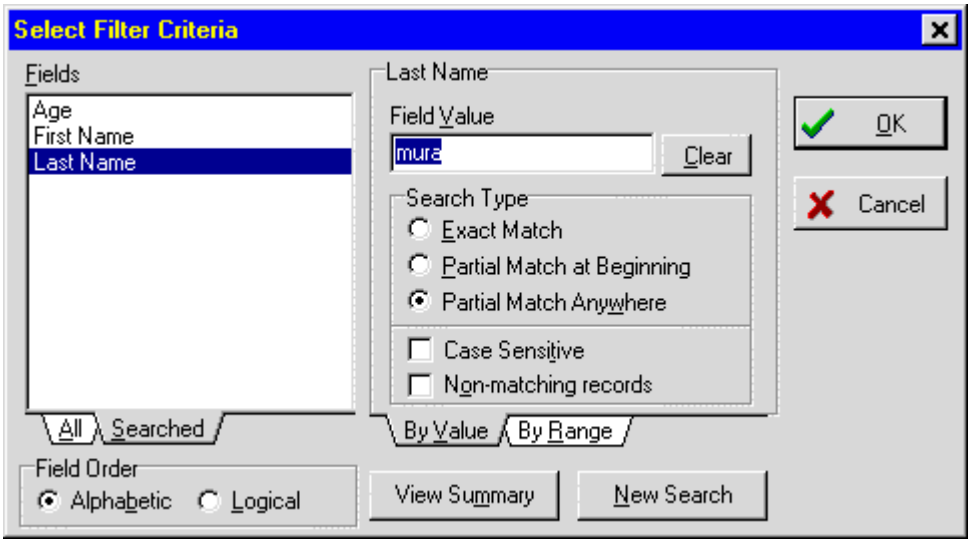
-continued-

17. To confirm all parameters are correct, click **View Summary** to open the **Show Search Summary** window:



The **Show Search Summary** window lists the three fields we chose in configuring our search, and the parameters for each. Note that this window does not allow modification of any parameters (which can be done from the previous window, as shown above).

Click **OK** to return to the **Select Filter Criteria** window:



At this point, you have three options:

- click **OK** to to view the results of your search (which we'll do on the next page);
- click **New Search** to discard the existing search criteria andconfigure a new search;
- click **Cancel** to abort the entire process and return to the **Gymnast Information** window.

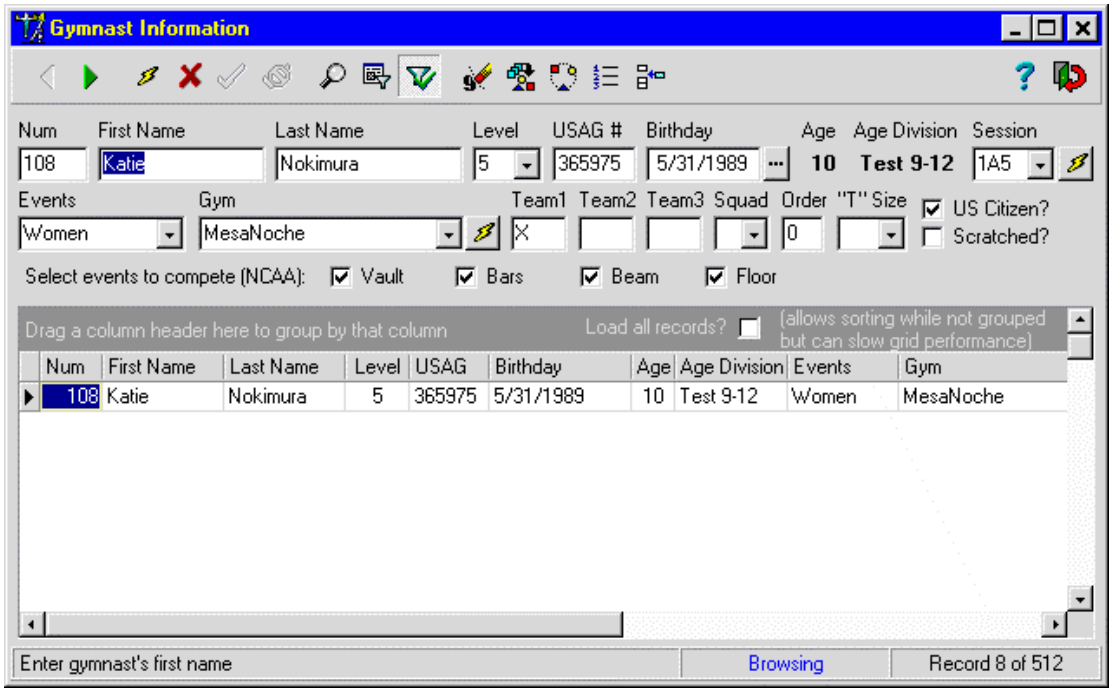
Using ProScore's Context-Sensitive Search Tools

-continued-

Let's review the information we began with at the beginning of the search:

- first name starts with the letter "K";
- last name contains "mura";
- younger in age, probably between six and 12 years old.

Clicking **OK** lets you review the results of your search in the **Gymnast Information** window:



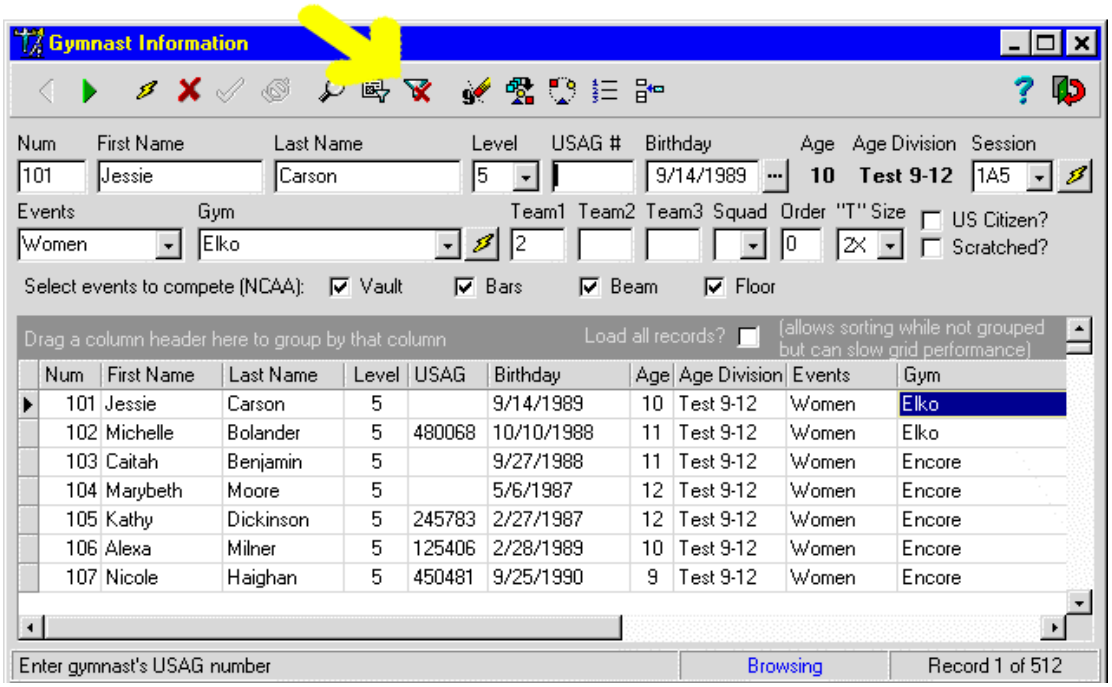
As shown above, our "found" gymnast is 10-year-old Katie Nokimura.

At this point, your filters are "active", as indicated by the button at the top of the window. Therefore, *only* the gymnasts meeting your parameters will appear (in this case, just Katie).

Using ProScore's Context-Sensitive Search Tools

-continued-

To display *all* Gymnasts, simply click  to turn off the filter (the button will change to  to indicate its inactive status):



18. If you want to modify your search criteria or begin a new search, click  to return to the **Select Filter Criteria** window and proceed as outlined above.

Hint: The best way to become familiar with ProScore's filter and search functions is to experiment with them. Since none of the results change the values in the database, you cannot accidentally damage or corrupt the database by such experimentation.

Working with ProScore's Label Definitions and Templates

Understanding ProScore's Label Definitions and Templates

ProScore Label Definitions include four different types. Each includes specific information related to various aspects of running a meet:

- **award** labels (printed at the end of the meet and affixed to the gymnast's ribbons or medals);
- **cards** (typically affixed to the gymnast's score card);
- **mailing** labels (for bulk mailings);
- **certificate** labels (containing the gymnast's name and scoring information, typically affixed to the certificate or award at the end of the meet).

In addition, ProScore gives you the option of printing the above labels using a variety of standardized Avery label styles. For example, the popular Avery address label #5160 is used for many labels but you have many other options as well:

- 3112 - round;
- 5095 - name badge (red);
- 5096 - 3.5" diskette (red);
- 5097 - 5.25" diskette (red);
- 5160, 5161 and 5162 - address;
- 5163 and 5164 - address/shipping;
- 5196 - 3.5" diskette;
- 5197 - 5.25" diskette;
- 5198 - audio cassette;
- 5260, 5261 and 5262 - address;
- 5395 - name (blue);
- 5895 - name (blue);
- 5896 - 3.5" diskette (blue);
- 5897 - 5.25" diskette (blue);
- 6460 - (30) labels per page;
- 6464 - (6) labels per page;
- 6490 - 3.5" diskette (face only);
- 8160, 8161, 8162 - address;
- 8163 and 8164 - address/shipping.

You can also print "one up" (one to a page), "two up" (two to a page) or "four up" (four to a page) for use with full-, half- or quarter-page sheet label or perforated card stock.

ProScore gives you the option of changing the dimensions of any label definition to suit your needs by giving you complete control of key design parameters such as the dimensions, margins, across/down quantities, fonts and so forth.

Working with ProScore's Label Definitions and Templates

-continued-

These various functions are found in two utilities:

The **Label Setup** utility allows you to:

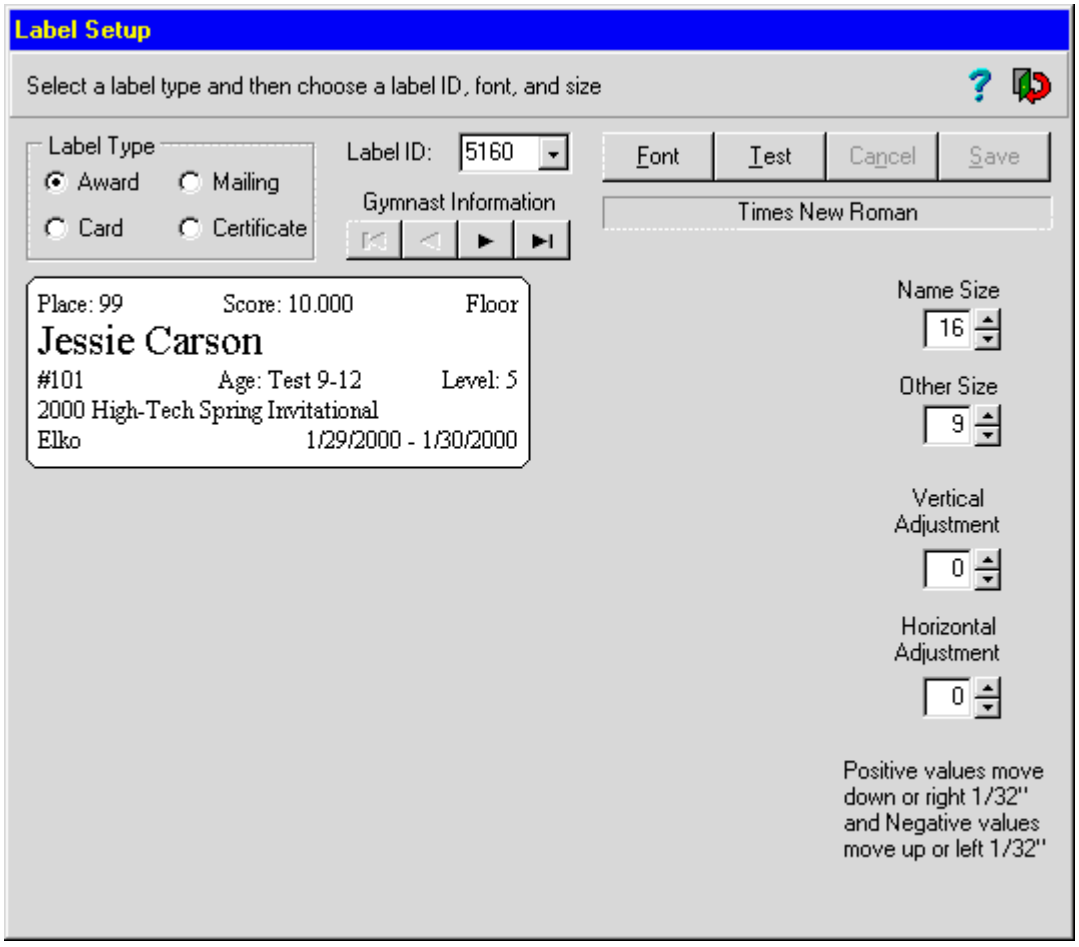
- choose the label type to be printed (award, card, mailing or certificate) and preview it on screen before printing;
- select the font used;
- select the font size used for the name and address lines (independently of each other);
- set print alignment (vertical and horizontal adjustment).

The **Label Definition** utility allows you to:

- access various label definitions (over 30 definitions are supplied with ProScore);
- modify existing label definitions (and save the modified design under a unique name for future use);
- create unique new label definitions to suit your needs, and save them for future use;
- set and modify parameters such as formatting for multi-label sheets.

To set up labels with the Label Setup utility:

1. On the main menu bar, click on the **Setup** pull-down menu and select **Label Setup** to open the **Label Setup** window:



2a. Select the label type by clicking **Award**, **Card**, **Mailing** or **Certificate**. The preview display will change to reflect the default label style for the type you select.

Working with ProScore's Label Definitions and Templates

-continued-

2b. Click on the down-arrow in the **Label ID:** field to access the drop-down menu and select a label style. As above, the preview display will change to reflect your choice.

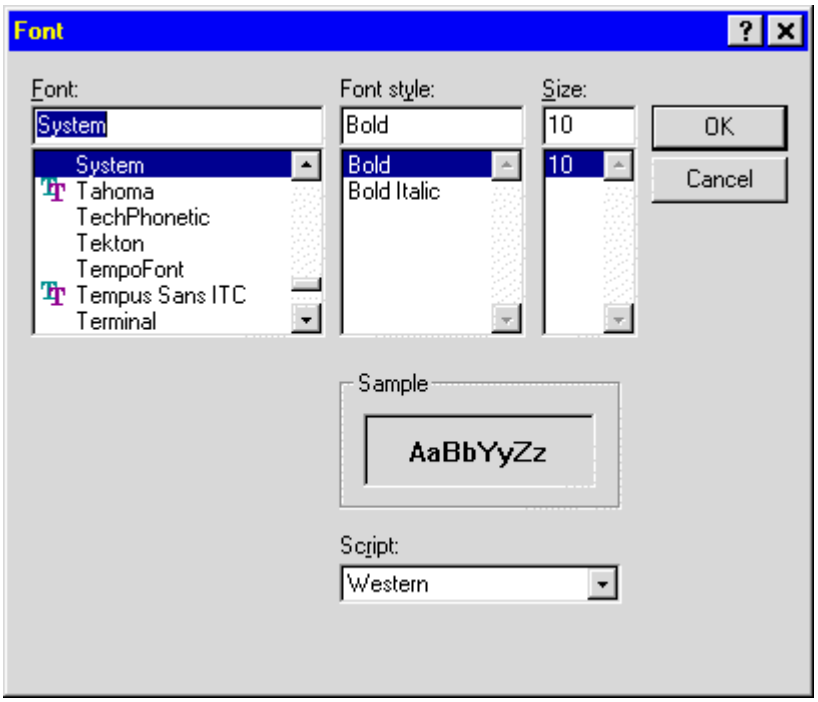
Hint: To scroll *through the various labels in the* **Label ID:** *window and display each in the* **Label Setup** *window when highlighted, try using the UP/DOWN keys. This allows you a rough comparison of the various label definitions, their relative size and layout differences.*

2c. To *select* a label style, click on it with the mouse, or highlight it using the up/down keys and hit ENTER. That label style will then be displayed in the preview window.

3. The see how different gymnast's names will appear using the label type and style you have selected, use the **Gymnast Informationt** buttons to move through the database of gymnast names:

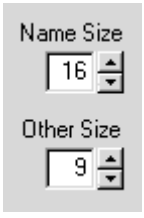


4. To change the typeface, click **Font** to open the **Font** window:



Select the font, attributes and size you wish in the **Font:**, **Font Style:** and **Size:** sections, respectively. Your choices will be displayed in the **Sample** section. When you are done, click **OK** to implement the changes and return to the **Label Setup** window.

5. To change the font size for the addressee's *name* line, click the up- and down-arrows in the **Name Size:** field to select the size you wish (or key in the font size manually):



Working with ProScore's Label Definitions and Templates

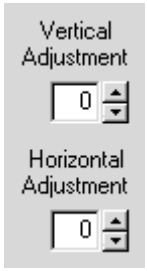
-continued-

6. To change the font size for the addressee's *address* lines, click the up- and down-arrows in the **Other Size:** field (shown above) to select the size you wish (or key in the font size manually).

7. To print a test label, use a clean sheet of white bond paper (not label stock!), load it into your printer and click **Test**. ProScore will print one sheet of the label specified in the **Label ID:** field. You don't have to worry about entering name and address data—ProScore uses generic entries for the test print.

8. After printing, place the printed sheet behind a clean sheet of label stock, align the edges and hold the two sheets up to a bright light. You should be able to make out the printed characters through the label sheet well enough to determine the alignment (which is the relationship between the edges of the labels and the text placement).

9. If the print alignment is off, adjust it by changing the values in the **Vertical Adjustment** and **Horizontal Adjustment** fields as necessary (either by clicking the up- and down-arrows to arrive at the desired value, or manually keying in offset values):



An increment of one equals 1/32", so these common values would translate as follows:

2 = 1/16"	**4** = 1/8"	**6** = 3/16"	**8** = 1/4"
10 = 5/16"	**12** = 3/8"	**14** = 7/16"	...and so on.

The above examples use positive values; for negative values, precede the value with a "**–**" (minus) sign, found on the numeric keypad on the right of your keyboard—or use a dash. The maximum offset value is **99**; the maximum negative offset is **–99**. Experiment with raising or lowering the values to get the proper alignment as follows:

- *horizontal* alignment – positive values move the text right; negative values move the text left—a value of **8** would move the text right by ¼"; a value of **–8** moves it left by ¼".
- *vertical* alignment – positive values move the text down; negative values move the text up—a value of **8** would move the text down ¼"; a value of **–8** would move it up ¼".

10. When you are finished selecting print parameters for the selected label definition, click the **Save** button to save the changes, or **Cancel** to discard the changes.

11. Click  to close the **Label Setup** window.

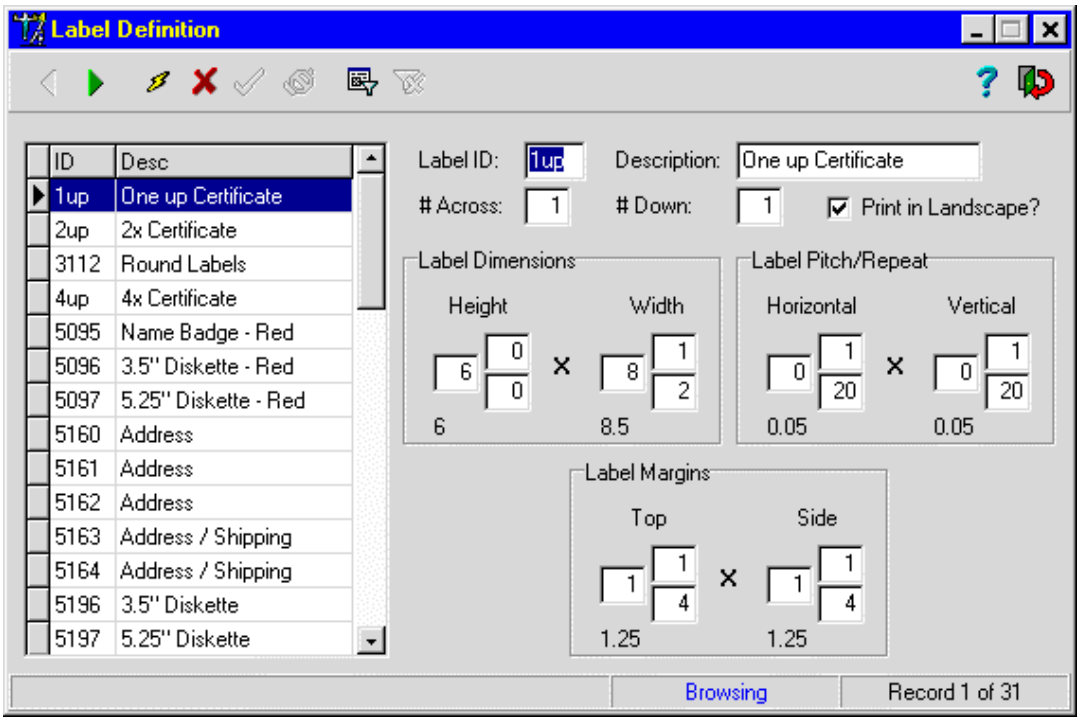
Hint: Remember... The above **Label Setup** *window deals with the selection, overall alignment and type characteristics of your labels. The* **Label Definition** *window, explained in the following section, deals with the actual* design *and* modification *of labels.*

Working with ProScore's Label Definitions and Templates

-continued-

To design and modify label styles using the Label Definition utility:

1. On the main menu bar, click on thse **Setup** pull-down menu and select **Label Definition** to open the **Label Definition** window:



2. Select a label definition in the **ID/Desc** section. After you do, the title and specifications for the selected label will appear in various fields in the **Label Definition** window. Here is what they mean and how to modify them to suit your purposes:

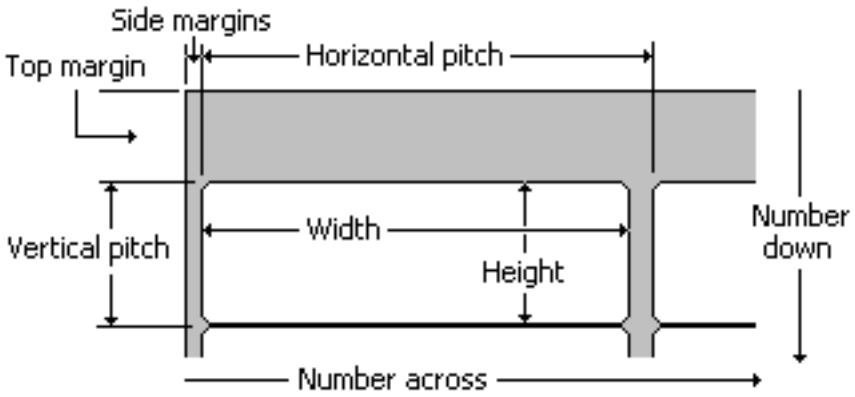
- The **Label ID:** and **Description:** fields identify the currently selected label definition;
- The **# Across:** field refers to how many labels *wide* your label sheet stock is;
- The **# Down:** field refers to how many labels *tall* your label sheet stock is;
- The **Label Dimensions** section contains the gross (absolute) outside dimensions of a *single* label;
- The **Print in Landscape?** checkbox gives you the option of printing in the horizontal ("landscape") orientation if the label or paper stock you are using requires it;
- The **Label Pitch/Repeat** section specifies two dimensions that call out how much space the printer advances before printing a "repeat" impression on an adjacent label:
  - **Horizontal** is the dimension from the left or right edge of one column of labels to the same edge on the *next* column of labels;
  - **Vertical** is the dimension from the top or bottom edge of one row of labels to the same edge on the next row of labels;
- The **Label Margins** section specifies two dimensions: **Top** is from the top edge of the sheet stock down to the top die-cut edge of the top row of labels. **Side** is from the left edge of the sheet to the left-most die-cut edge of the left-most column of labels.

Working with ProScore's Label Definitions and Templates

-continued-

Note that most of ProScore's label definitions have the same dimension for **Label Dimension – Height** as for **Label Pitch – Repeat**. When this is *not* the case, the dimension specified in **Label Pitch – Repeat** will always be the greater of the two, if only slightly. This slight excess in the "repeat" dimensions allows for the width of the die-cut "gutter" (the strip that runs vertically between adjacent columns of labels on some label sheet stock).

The following diagram illustrates the various dimensions of labels and how they relate to each other:



3. When you are done modifying the curent label definition, click  to save the changes (or  to abandon your changes and revert to the previous specifications for this label).

4. To create an entirely new label using a unique name, click  to blank out the fields, then enter a name for the new definition and the appropriate specifications. When you are done defining your new label, save it as in step #3, above.

5. Click  to close the **Label Setup** window.

"...Yikes!?! What if I don't want to mess around with modifying label definitions? Is there an easier way?" Yes. For most users, ProScore's standard 31 label definitions will provide everything necessary for just about any label need. Remember: Most of these definitions, are based on popular 8½" x 11" die-cut sheet label stock ("15 labels/sheet", etc.), available from Avery/Dennison at better office supply stores. And if all this discussion of label definitions seems complicated, don't worry about the details—just use the labels that suit your needs for now. Then, as you become more familiar with ProScore label definitions, you may wish to modify them or add your own at a later time.

Creating ProScore Reports

ProScore Reports: An Overview

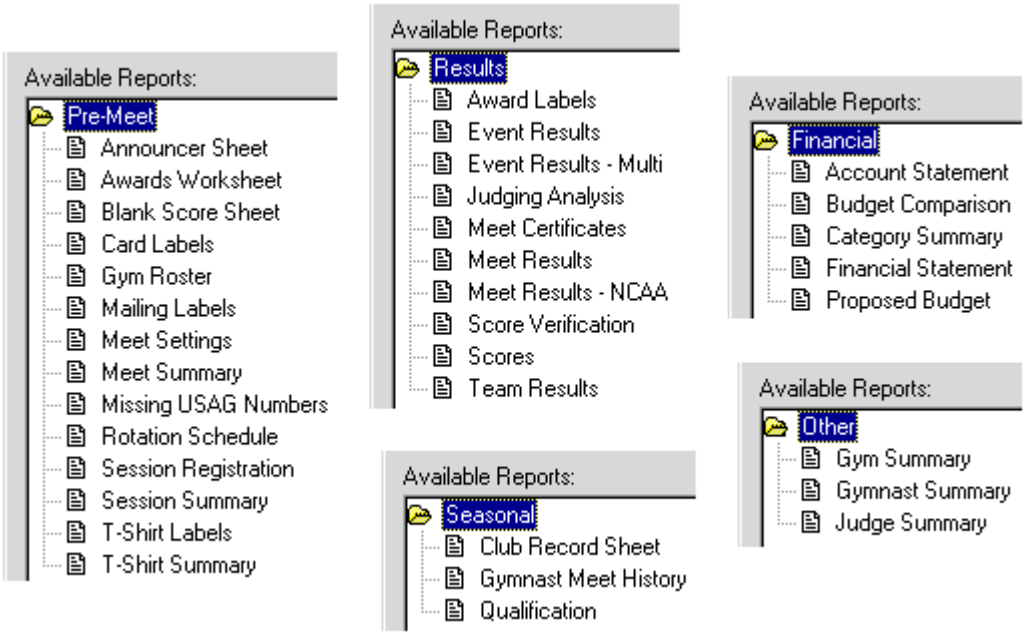
ProScore's report generating function offers you 35 different reports, each configurable to display exactly the information you seek. To effectively present and explain the elements that make ProScore reports such a powerful tool, this section is organized as follows:

- explanation of the report hierarchy (what your're reading now);
- a compendium of the reports, by group, listing key features of each;
- a discussion on using filter criteria (available in some reports);
- a discussion on the sort utility (available in some reports);
- a discussion on ProScore's print queue (pronounced like the word "cue");
- specific instructions for each report (listed alphabetically, within group).

ProScore's reports are organized into five general categories:

- **PreMeet** – the events and tasks that typically preceed a meet;
- **Results** – scoring, standings and results;
- **Financial** – all aspects of meet finances;
- **Seasonal** – club records, meet histories and qualifications;
- **Other** – gym, gymnast and judge summaries.

The reports are accessed in the **Print Reports** window (via the main button bar). They are arranged categorically using a directory tree metaphor with collapsible branches:



Per Windows convention, you can expand or collapse any of the five folders by clicking on them.

The features and options of each report are explained beginning on the next page.

Creating ProScore Reports

A COMPENDIUM OF PROSCORE REPORTS

• ProScore reports are organized into five general categories: "Pre-Meet", "Results", "Financial", "Seasonal" and "Other". The key features of each report are listed below.

The Pre-Meet category includes the following reports:

-continued-

• **Announcer Roll Sheet** – prints a summary for each session that has been defined in Session Information. It lists the date and times of the session, the judges that are assigned to the session, the events they are judging, and the gyms that are competing in the session (including the coaches names).

• **Awards Worksheet** – prints a worksheet that you can use to help determine the number of awards that are needed for each session/level/age division. The report lists each session, broken down by level and age division, with blank lines for you to record the number of places of awards to be given for each event and team.

• **Blank Score Sheet** – prints a score sheet that can be included in your meet program. You can list the gymnasts by number, grouped by gym, or grouped by squad (this one is useful as a "Heat Sheet"). It shows the competition number, age group and spaces to enter the scores during the meet.

• **Card Labels** – prints a special kind of label that is perfect for the score cards. It shows the gymnast's name, number, age group, gym, and level.

• **Gym Roster** – lists all information for every gymnast entered, grouped by gym (each gym begins on a new page). This report is useful for verifying the information given to you by the gym versus the information that was entered.

• **Mailing Labels** – prints labels that contain address information from different databases in ProScore (Gym Information, Judge Information, Gyms Attending). You can filter the information so that you only print the labels you want. Each label lists a name, contact, address, and a PostNet bar code.

• **Meet Settings** – prints all the parameters that you have selected for the meet, including the location, number of sessions, number of gyms and gymnasts, level/age division settings, and age determination dates. This report is useful for checking that the meet has been setup properly and that the age divisions and levels are correct.

• **Meet Summary** – prints a summary listing each record from the Gyms Attending database. It shows the gym's name, the number of gymnasts for each level that have been entered into Gymnast Information, transaction amounts showing amount charged/paid/due, clothing sizes, and comments. A grand total is printed at the end of the report.

• **Missing USAG numbers** – lists those gymnasts that do not have USAG numbers (those with either blanks or 999999 as the USAG number).

• **Rotation Schedule** – prints a rotation schedule in one of two formats. The first lists all the session information along with each squad, the gyms in that squad, and the number of gymnasts for each gym. The second lists all the session information along with each squad, and the gymnasts competing in that squad in competition order. Both of these reports are useful for inclusion in the coach's packets.

• **Session Registration** – prints a list of gymnasts that have been assigned to each session. It lists the gymnast's name, number, gym, and age group. Each session starts on a new page. This report is useful for inclusion in the coach's packets.

• **Session Summary** – prints a summary for every session in the meet listing all session information, each gym that is in each session and the number of gymnasts in each session.

Creating ProScore Reports

-continued-

• **T-Shirt Labels** – prints a label for each gymnast that has had a t-shirt size designated. The label has the gymnast's name and t-shirt size as well as the gym name, session and level. These labels can then be affixed to the t-shirts to ensure the gymnast receives the correct size and that no one is overlooked.

• **T-Shirt Summary** – prints a summary of all the gymnasts and their t-shirt sizes. The report is grouped by gym and can also be grouped by session. This report is useful for providing a list to the coach or for having each t-shirt signed for when they are handed out.

The Results category includes the following reports:

• **Award Labels** – prints the award labels that you would affix to the medals or ribbons. Each label contains the gymnast's number, name, gym, score, place and event as well as the meet name and dates. You also have the option of printing "Participation Award"-style ribbons, in which case ProScore prints a special label each time a new ribbon color should be given. This label will display the score range and the ribbon color that the following labels should be affixed to. Each award label still displays the same information as stated above including placement and tie indications.

• **Event Results** – prints the results for the chosen event. This report is similar to the Award Labels report except that this report prints a paper report instead of a label. It shows the gymnast's name, gym, placement, score, and how far out of 1st place the gymnast is. This report is useful for the announcer to read from during the awards presentation.

• **Event Results - Multi** – prints a combined events results using scores for gymnasts that competed in multiple meets. This report would be used in competitions where the gymnast performs multiple routines (compulsory and optional) and the combination (or weighting) of those scores determines the final event score. You can select up to 4 different meets and can specify different percentages to use for each meet. The report lists the gymnast's name, gym, the score received for the meets selected and the final weighted score from all meets.

• **Judging Analysis** – prints a statistical analysis of the judge's scores for a given event and session. For each gymnast, it shows each judge's score along with the final score, as well as the margin between the high and low score. It indicates how far off the average each judge was, if the judge's score was used in computing the final score, and a statistical summary showing the high, low, and average score for the final score and for each judge. It also lists the high, low, and average score margin, the judges tendency to be higher or lower, the number of "bingos" as well as the percentage of times the judge's scores were used. These statistical summaries are printed for each gym in the session as well as for the entire session. This report is useful for the judges at the end of each session so they can evaluate their performance.

• **Meet Certificates** – prints a summary for each gymnast that displays their scores and places for each event and all-around. The report is formatted to be printed on the back of certificates or on card stock to be given to the gymnasts at the end of the meet. The report is set up like labels since the card stock chosen could have more than one certificate per page.

• **Meet Results** – prints the official USA Gymnastics meet results that you can have the meet referee sign. It lists each gymnast's name, scores for all events, and placements for each event. This report is also useful to post on a bulletin board during the meet and to give to the coaches.

• **Meet Results - NCAA** – prints the official NCAA meet results that you can have the coaches and judges sign. It lists the gymnasts that competed in each event and the all-arounders along with each event's score and the running team score.

• **Score Verification** – prints a list of gymnasts along with scores from ALL judges. You can print the report for each event or by rotation. The report is useful for verifying the accuracy of entered scores, and for posting so that everyone can see the entered scores. Judges may also use this report for analysis of how well the judges on a particular event did together.

Creating ProScore Reports

-continued-

• **Scores** – prints all scores for each gymnast. The report is grouped by gym and sorted by the gymnast's last name. This report is useful for record keeping of scores received throughout the season.

• **Team Results** – prints the results of the team competition. Each gymnast that was assigned a team code will be used during this report. The report uses the top number of scores for each event to compute a score for each event. These totals are then added to give the team score. The report lists the placement of each team and gym name. It shows the individual event totals and the placement that the team took on each event. It also shows which gymnast's scores counted towards the overall team score.

The Financial category includes the following reports:

• **Account Statement** – prints an "invoice"-style report for the chosen accounts. It details all account activity showing all charges and payments and a final account balance. It can be folded to fit into standard "window"-style envelopes.

• **Budget Comparison** – prints a comparison of the budgeted amounts to the actual amounts for all Transaction Categories used during the meet. It shows the budgeted amount, the actual amount, and the amount over/under the budgeted amount. The report is subtotalled by income and expense with grand totals at the bottom.

• **Category Summary** – prints a detailed list of all account transactions for a specified Category, and includes the transaction date, memo, reference account and amount. Each Category is totaled.

• **Financial Statement** – prints the totals for all Transaction Categories used during the meet. It shows each category and the total amount of all transactions for that category. The report is subtotalled by income and expense with grand totals at the bottom.

• **Proposed Budget** – prints the budgeted category amounts. It shows each category and the amount budgeted for that category. The report is sub-totaled by income and expense with grand totals at the bottom.

The Seasonal category includes the following reports:

• **Club Record Sheet** – prints a summary of all meets within a given date range (season) for the selected gym. It shows each gymnast and the All-Around scores received at each meet. This report is useful for tracking the gymnast's progress over the course of a season.

• **Gymnast Meet History** – prints a summary of all meets that a gymnast attended. It lists each gymnast for the selected gym and all the meets that gymnast attended within the date range given. Every score for all events and all-around are printed for each meet. The Hi, Low, and Average score for each event and all-around are also printed for each gymnast. Averages for each event and all-around are computed based on the number of meets with scores for those events.

• **Qualification** – prints all gymnasts who have scored higher than a given score. It lists the gymnast's name, gym, level, age, USAG #, all-around score, and the meet in which they qualified. The report includes only those meets within the given date range and only lists each gymnast once even if the gymnast qualified more than once—in which case, only the highest qualifying score is listed.

Creating ProScore Reports

-continued-

The Other category includes the following reports:

- **Gym Summary** – prints all information about the gyms in the Gym Information database. You have the option of specifying criteria to produce a list of gyms in any type of "ad-hoc" format you like.

- **Gymnast Summary** – prints all information that has been entered for the gymnasts in the meet. You have the option of specifying criteria to produce a list of gymnasts in any type of "ad-hoc" format you like. This allows you to produce a list of gymnasts that no other report in ProScore can generate.

- **Judge Summary** – prints all information about the judges in the Judge Information database. You have the option of specifying criteria to produce a list of judges in any type of "ad-hoc" format you like.

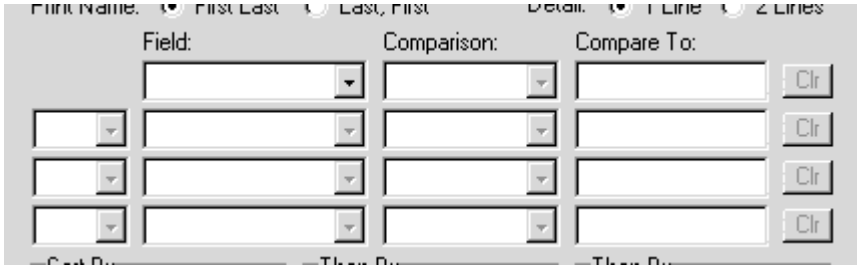
Creating ProScore Reports

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Using Filter Criteria In ProScore Reports

Some ProScore reports are based on the entire Gym, Gymnast and Judge databases, which could number in the hundreds or even thousands. This can result in extremely long reports that aren't always necessary. For this reason, ProScore offers you the ability to filter your report results to a more manageable and practical length, particularly in situations where you don't need entire populations on a given report.

Every ProScore report that utilizes the databases in a way that might require the use of a filter contains a **Field** / **Comparison** / **Compare To** data matrix:



The **Field:** defines your first (or only) search criterion. ProScore gives you tremendous power and flexibility in that you can configure the **Field:** entry based on virtually any type of data associated with:

- gyms, gymnasts, teams, coaches and judges;
- competitive elements (events, sessions, levels and so on);
- scores, rankings and USAG numbers.

The type of data a field will accept is context-sensitive and varies from one window to the next. However, any field contains a drop-down menu listing the available data options.

The **Comparison:**, or "operator", determines the type of test ProScore will apply to your data. For each tier, you configure the potential search range to possibilities that are one of the following:

- *equal* to the Operand ("="),
- *not equal* to the Operand ("<>");
- *greater than* the Operand (">");
- *less than* the Operand ("<");
- *greater than or equal to* the Operand (">=");
- *less than or equal to* the Operand ("<=").
- *blank* only (no data);
- *non-blank* only (any data regardless of type);
- *like* (for finding matches using the "?" and "%" wildcard characters);
- *not like* (for finding *non*-matches using the "?" and "%" wildcard characters).

Comparisons are used for numerical values *and* for alphabetical characters sorted in standard alphabetical order (defined as values beginning with "a"—the lowest value—and ascending in value to "z").

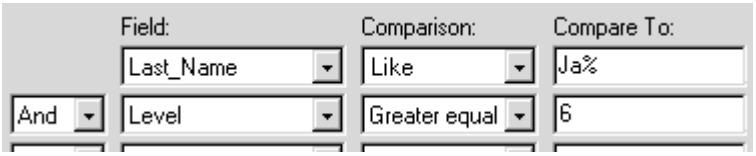
Creating ProScore Reports

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The "?" (for a single character) and "%" (for multiple characters) wildcard characters are used when you only know part of a word. For example, if you were searching for a name with a spelling you were unsure of—such as Lahttenskaya—entering "La%" would return all names beginning with "La" regardless of how the remainder of the name was spelled.

The **Compare to:** field (technically known as the "operand") is the piece of data to which ProScore will apply the test you define using the Field(s) and Comparison(s). The **Compare to:** value can be a number (such as an amount), name, date or other piece of information.

Comparisons work on alphabetical characters as well as numerals. For example, if you wanted to search the gymnast database for all gymnasts whose last name started with "Ja" (Jaanmar, Jaeger, James, etc.), *and* further limit the search to those gymnasts who compete in level 6 or above, you would enter the following choices and data into the first two tiers:



The operator **Like** tells the search engine to begin the search with any name that begins with "Ja" (specified in **Compare to:**). Note that the wildcard character "%" is tacked onto the end of "Ja". This tells ProScore to return any name beginning with "Ja" regardless of the rest of the name's spelling (remember, the "%" character is the wildcard for multiple characters while the "?" character is the wildcard for single characters; if you had wanted to limit your search to three-letter names starting with "Ja", you would have used the "?" instead).

The second condition, or tier, begins with the **And** designation. It further instructs the search engine to limit the results to Gymnasts who compete in level 6 or above by using the "Greater Equal" (equal to or greater than) operand. Configured this way, ProScore would filter the results to include only those gymnasts whose name begins in "Ja" *and* who compete at level 6 or above.

Hint: The best way to familiarize yourself with the filter function used in ProScore reports is to select any report that uses the filter data matrix and experiment with the various criteria in the **Field**, **Comparison** *and* **Compare To** *fields. Then, click* **Preview...** *to see the results. Page through to observe how different filter criteria impact the report results. When you're done viewing the results in the* **Print Preview** *window, click*  *to return to the* **Print Reports** *window where you can experiment further with different filter criteria. Nothing you do will change the ProScore databases, so try whatever comes to mind.*

Creating ProScore Reports

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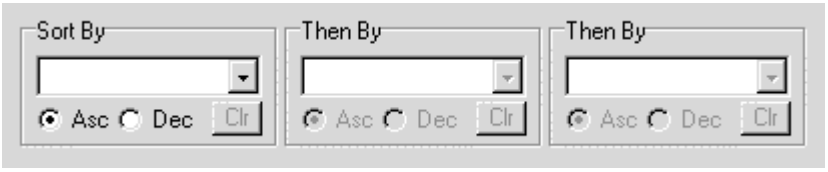
Using the Sort Utility In ProScore Reports

Several ProScore reports give you the option of sorting data to organize the results of your report. These include the Gym Roster, Mailing Labels, Session Registration, T-Shirt Labels, T-Shirt Summary, Gym Summary, Gymnast Summary and Judge Summary. The sorting utility is configured directly in the **Print Reports** window with the other criteria:



To use the Sort By function:

1. Click on the down-arrow in the **Sort By** section and choose the type of data you want ProScore to use in its first-level sort.



Note: The **Sort By**/**Then By**/**Then By** options are context-sensitive so they vary among reports. However, all three sort levels will contain the same options within a given report.

2. Indicate the sort order you want ProScore to use for the selected field data by selecting either **Ascending** (lowest to highest, A to Z) or **Descending** (highest to lowest, Z to A).

Hint: To clear the criteria selected in any sort level section, click the appropriate **Clr** *button.*

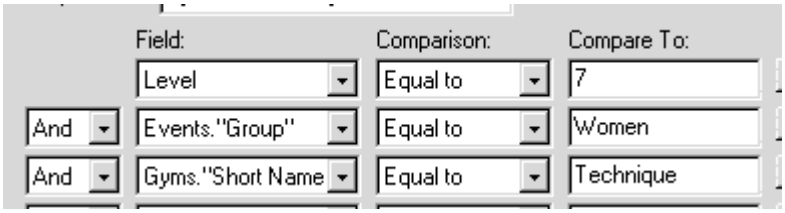
3. To tighten the specificity of your report, click on the down-arrow in the middle **Then By** section and choose the type of data you want ProScore to use in its second-level sort. Indicate the sort order desired (**Ascending** or **Descending**).

4. To tighten the specificity of your report further, click on the down-arrow in the right **Then By** section and choose the type of data you want ProScore to use in its third-level sort. Indicate the sort order desired (**Ascending** or **Descending**).

For example, let's say you want to print a **Gymnast Summary** report sorted to include only gymnasts in the Women's events who are level 7, from one specific gym:

- first, by level, to include only levels 7;
- second, by event group, to include only the Women's event groups;
- third, by the gym's short name, to include only those gymnasts from Technique.

The configuration based on the above criteria would look like this:



Based on the above sort criteria, the report would print the following results:

Num	Name	Gym	Level	Events
230	Kelly Herbert	Technique	7	Women
227	Danica Hartley	Technique	7	Women
226	Leah Sato	Technique	7	Women
225	Ashley Thaler	Technique	7	Women
224	Kristin Slater	Technique	7	Women
223	Samantha Travers	Technique	7	Women
228	Mizuki Ronson	Technique	7	Women
231	Kasey Longacre	Technique	7	Women
229	Sydney Johnson	Technique	7	Women

Note that the above results are abbreviated (the actual report generated by ProScore would be much wider than this page). The actual Gymnast Summary report would also include several other pieces of information for each gymnast such as Team #, USAG #, birthday, Age, Age Division, Session, Squad, and others.

Hint: The best way to familiarize yourself with the sorting function used in ProScore reports is to select any report that uses the sort function and experiment with the various criteria. Then, click **Preview** *to see the results. Page through to observe how different sort criteria impact the report order. When you're done viewing the results, click*  *to return to the* **Print Reports** *window where you can experiment further with different sorting criteria. Nothing you do will change the ProScore databases, so try whatever comes to mind.*

Creating ProScore Reports

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UNDERSTANDING PROSCORE'S PRINT QUEUE FUNCTION

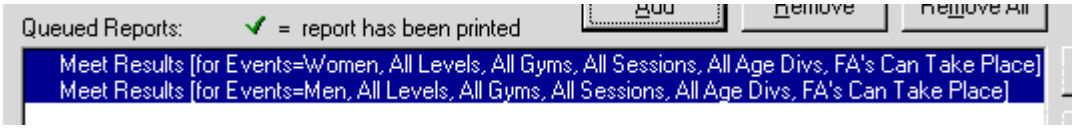
ProScore's print queue (pronounced like the word "cue") is a convenient and functional tool that can save you lots of time with *recurring* reports—those you typically print out several times throughout the course of a meet. ProScore updates all queued prints constantly—in real time—whenever any of the data changes (such as with scores). Therefore, whenever you print a report, it is current *as of the moment you click the* **Print** *button*, (provided you enter your data in a timely fashion).

Reports must first be added to the print queue *before* they can be previewed or printed (although label-type reports cannot be previewed, only printed). Reports can also be removed from the queue whenever you wish. Here's how:

- to *add* the current report to the print queue, first make sure you have configured the appropriate options, then click the **Add** button;
- to *remove* a report from the queue, click on its title in the **Queued Reports:** section and click **Remove**;
- to remove *all* queued reports from the queue, click **Remove All**.

When reports are added to the queue, the report's description in the **Queued Reports:** section includes *specific details* as to the configuration you selected. Therefore, if you configure a report a certain way and add it to the queue, then configured the same report using different parameters and add *that* report to the queue also, ProScore handles these as *two separate reports* and lists them as such in the print queue.

For example, if you configured the Meet Results report to display the Women's event group and click **Add**, then configured the report to show the Men's event group and click **Add**, the queue would display each as a separate report:



Each of these reports will remain in the print queue until you remove them (click on the report to select it and click **Remove**, or click **Remove All** to remove all reports from the queue). This feature gives you tremendous flexibility as to the types of reports you can configure. As you grow with ProScore, you will find that the numerous ways to use the 35 available reports and multiple configurations for most of them, in concert with the flexibility of the print queue, will enable you to run your meet more efficiently and with less hassle.

If you change a report's configuration, the changes do *not* effect existing reports in the print queue, and will not remove them from the queue. Therefore, if you want to replace an existing queued report with a new version, you must remove the *old* version from the print queue. If you leave it there, both old and new versions will remain in the queue until you remove one or both.

ProScore's print queue also utilizes a useful function designed to eliminate the waste that results from partially-printed sheets of label and card stock. For example, if you are printing multiple reports of the same type—such as multiple award label reports—you can configure the queue so that it does *not* eject the sheet of label stock between each of the reports. Instead, the printer halts, then resumes printing on the next blank label when the next report in queue starts printing. Note that this will only occur when you are printing consecutive reports of the same type.

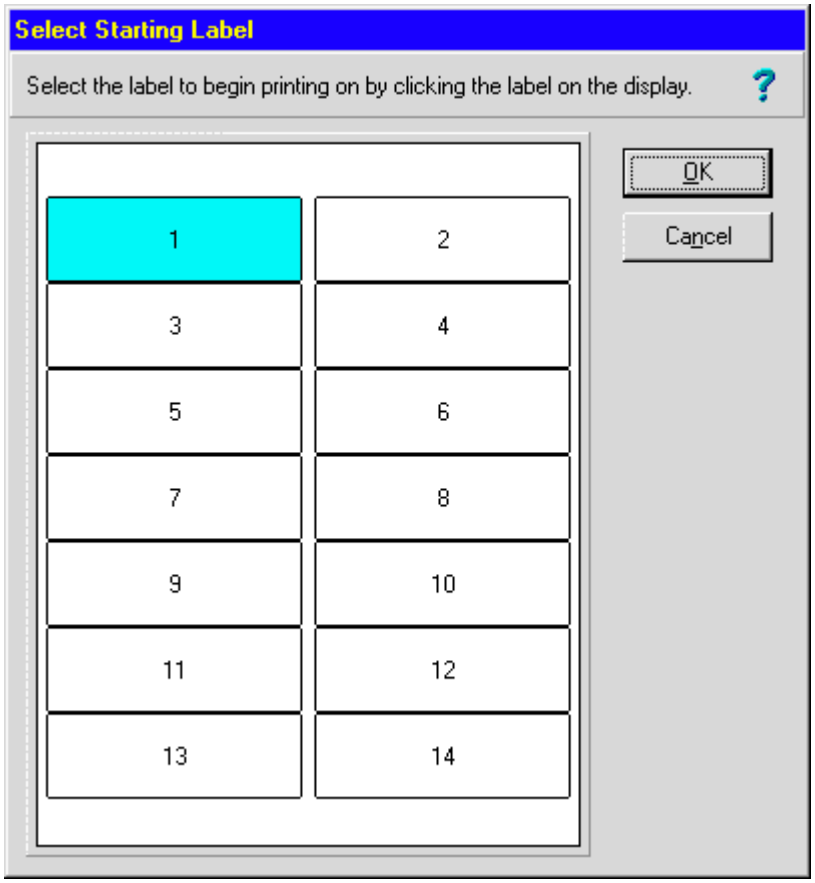
Creating ProScore Reports

To prevent the printer from ejecting the final page of the current "labels" report print job, check the **Don't eject page between label reports of same type** box:



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Upon beginning any print job configured to use a specific style of label or card stock (as defined in ProScore's label definitions), ProScore will first prompt you to indicate *which* label (or card) on the sheet you want to begin printing on:

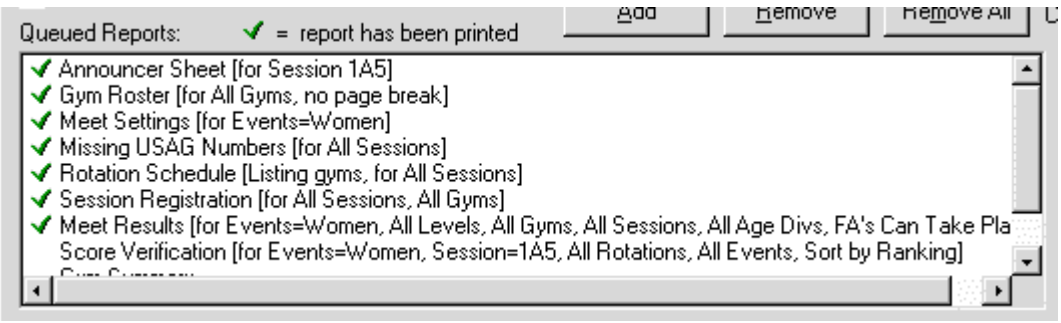


You simply indicate if you want ProScore to begin printing on the first label (the default, as shown above) or another label you specify by clicking on it.

Creating ProScore Reports

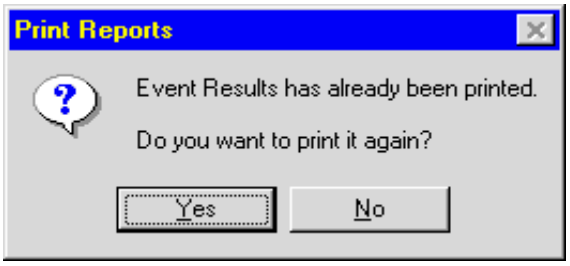
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ProScore's print queue also gives you a dynamic indication of whether or not a report has been printed by marking printed reports with a green check mark at the left of the title:



This is particularly helpful when you're printing several reports. At a glance, you can see which reports in this print job have been printed and which ones haven't.

ProScore also allows you to manually *unmark* reports that it has printed and marked with the green check. This usually comes into play with certain reports typically printed multiple times throughout the course of the meet, such as session summaries. You would typically unmark such reports at some point after printing them, because ProScore always prompts you before printing a marked report:



By unmarking these recurring reports after each printing, you avoid this prompt.

Note: If you unmark a report by mistake and wish to return it to "marked" status (that is, restore the green check mark), select the report title you wish to mark (click on it) and click the **Mark** *button.*

Typically, ProScore users set up the print queue at the beginning of a meet by "loading" it with the most common recurring reports. Then, with a few clicks, you can easily reprint them knowing they will contain the most current information.

Creating ProScore Reports

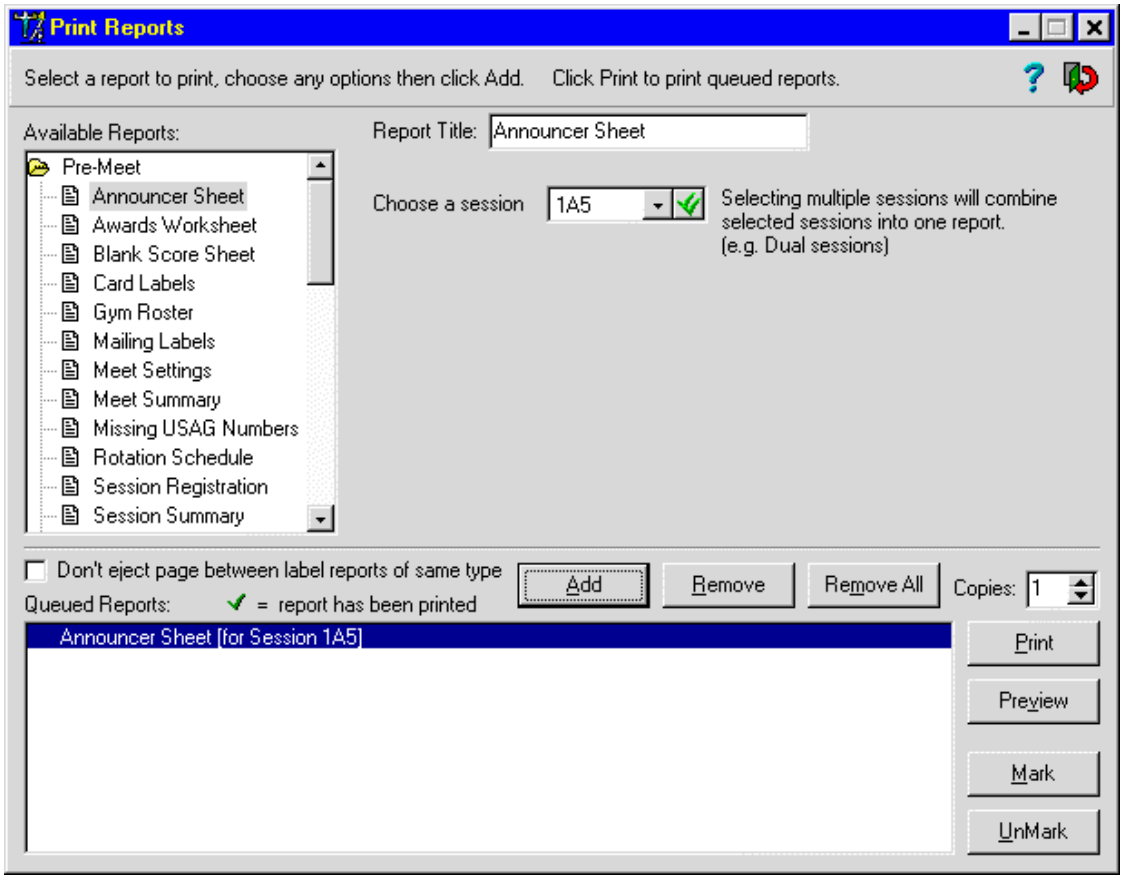
STARTING THE REPORT–BUILDING PROCESS

ProScore's report generating function is powerful yet easy to use. Many of the 35 available reports are highly configurable as well, for additional versatility.

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To generate a report:

1. Click **Reports** on the main button bar. The **Print Reports** window appears, offering you a choice of reports:



ANNOUNCER SHEET (shown above)

• *Prints a summary for each session that has been defined in Session Information. It lists the date and times of the session, the judges that are assigned to the session and which events they are judging, and the gyms that are competing in the session (including the coaches names).*

2. In the **Available Reports:** section, select Pre-Meet / Announcer Sheet.

3. If you want to use a title for this report other than the default ("Announcer Sheet"), enter it in the **Report Title:** field.

4. To select specific sessions for inclusion in the report, click the down-arrow in the **Choose A Session** field and make the appropriate choices. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click and ProScore will automatically check all boxes.

Creating ProScore Reports

-continued-

5. To preview or print the Announcer Sheet report, first add it to the print queue by clicking the **Add** button.

6. To *print* the report immediately, click the **Print** button.

7. To *preview* the report on your screen before sending it to the printer, click on the **Preview** button. ProScore then builds your Announcer Sheet report and displays a window with a progress gauge ("ProScore is preparing your report. Please wait..."). This report-building stage can take several seconds, depending on the report you've selected, the amount of data being processed and the speed of your computer's processor. (To stop the report building process, click **Cancel** to return to the **Print Reports** window.)

When the report preview appears on your screen, you can scroll across, up or down the report by using the scroll bars at the bottom and right sides of the screen. In addition, the button bar at the top of the **Print Preview** window gives you several options:



A. green **left-to-beginning/left-one-page** arrows – to move backward (toward first page);

B. green **right-to-end/right-one-page** arrows – to move forward (toward last page);

C. zoom menu – offers several viewing magnifications from **10%** to **Whole Page**:

D. progress gage – indicates ProScore's report-generating progress in real time;

E. print – to print the report;

F. help – opens ProScore's context-sensitive help window;

G. close window – closes the preview window and returns you to the **Print Reports** window.

8. When you are done, click  to close the **Print Preview** window and return to the **Print Reports** window.

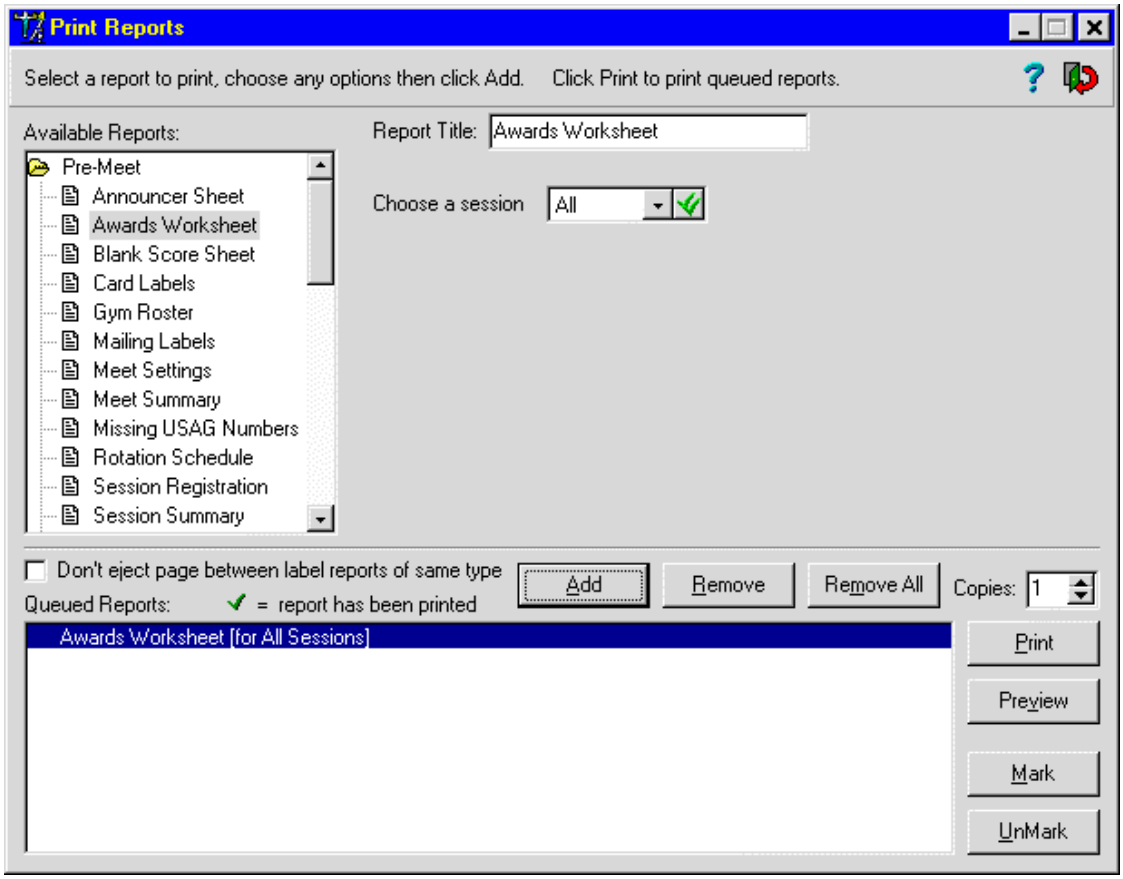
Creating ProScore Reports

AWARDS WORKSHEET

• Prints a worksheet that you can use to help determine the number of awards that are needed for each session/level/age division. The report lists each session broken down by level and age division with blank lines for you to record the number of places of awards to be given for each event and team.

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1. In the **Available Reports:** section, select Pre-Meet / Awards Worksheet:



2. If you want to use a title for this report other than the default ("Awards Worksheet"), enter it in the **Report Title:** field.

3. To select specific sessions for inclusion in the report, click the down-arrow in the **Choose A Session** field and make the appropriate choices. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click ✔ and ProScore will automatically check all boxes.

4. To preview or print the Awards Worksheet report, first add it to the print queue by clicking the **Add** button.

5. To *print* the report immediately, click the **Print** button.

6. To *preview* the report on your screen before sending it to the printer, click on the **Preview** button. ProScore will build your report and open the **Print Preview** window to display it. You can navigate around it using the scroll bar(s) or left/right buttons on the button bar. You can also exercise other options using the appropriate buttons in the button bar (explained in detail in the Pre-Meet / Announcer Sheet report, the first report in this section).

Creating ProScore Reports

7. To print the report from the **Print Preview** window, click  on the upper right-hand side of the button bar.

8. When you are done, click  to return to the **Print Reports** window.

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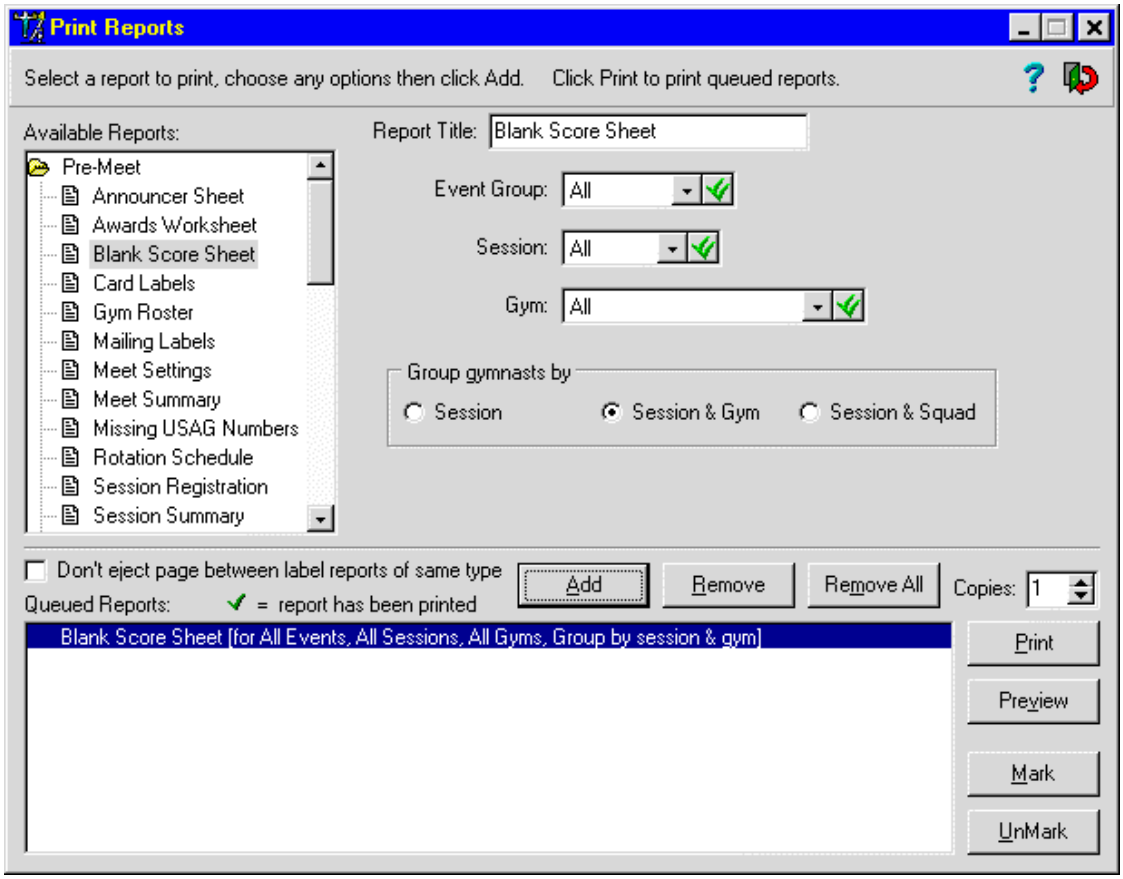
Creating ProScore Reports

BLANK SCORE SHEET

• *Prints a score sheet that can be included in your meet program. You can list the gymnasts by number, grouped by gym, or grouped by squad (this one is useful as a "Heat Sheet"). It shows the competition number, age group and spaces to enter the scores during the meet.*

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1. In the **Available Reports:** section, select Pre-Meet / Blank Score Sheet:



2. Use the **Event Group:** drop-down menu to select Women or Men, or another event group you have created. Click ✓ if you want ProScore to include all event groups on the blank score sheet(s).

3. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click ✓ and ProScore will automatically check all boxes.

4. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click ✓ and ProScore will automatically include all participating gyms.

Creating ProScore Reports

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5. In the **Group gymnasts by** section, click on the appropriate choice:

- **Session** to print a blank score sheet for all gymnasts in the selected sessions, sorted by competition order;
- **Session & Gym** to print as above, but separated by gym, showing a heading with the gym's name;
- **Session & Squad** to print same as in "Session", above, but organized by squad and sorted by competition order.

6. To preview or print the Blank Score Sheet report, first add it to the print queue by clicking the **Add** button.

7. To *print* the report immediately, click the **Print** button.

8. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

9. When you are done, click  to return to the **Print Reports** window.

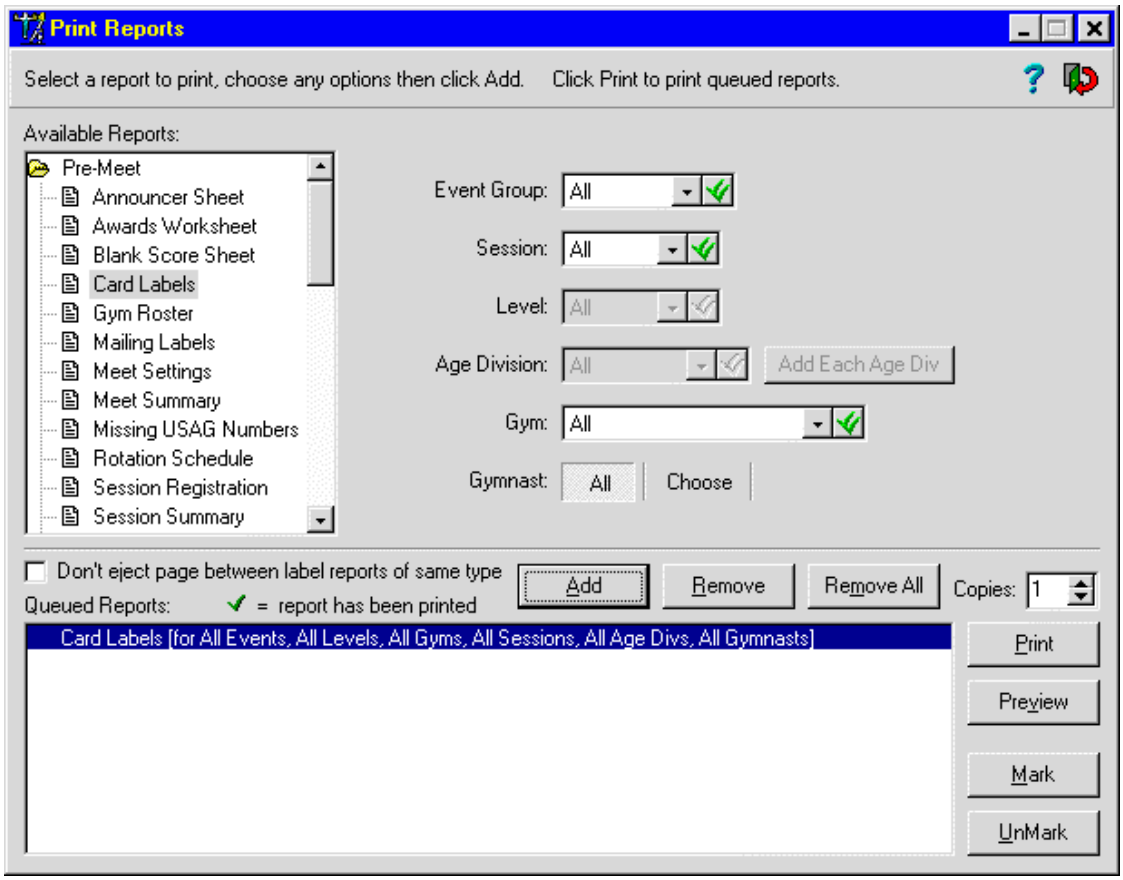
Creating ProScore Reports

CARD LABELS

• *Prints a special kind of label that is perfect for the score cards. It shows the gymnast's name, number, age group, gym, and level.*

1. In the **Available Reports:** section, select Pre-Meet / Card Labels:

-continued-



2. If you want to use a title for this report other than the default ("Card labels"), enter it in the **Report Title:** field.

3. Use the **Event Group:** drop-down menu to select Women or Men, or another event group you have created. Click ✓ if you want ProScore to include all event groups on the blank score sheet(s).

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click ✓.

5. If you selected a single event group (not all or a subset) in the **Event Group:** section in step #3 above, use the **Level:** drop-down menu to select a subgroup of levels you wish to include, or click ✓ and ProScore will automatically include all levels. (If you selected All or a subset for the **Event Group:** section, the **Level:** options remain grayed out.)

6. If you selected a specific level in step #5 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click ✓ and ProScore will automatically include all age divisions. (If you selected All or a subset in the **Level:** section, the **Age Division:** options remain grayed out.)

Creating ProScore Reports

-continued-

7. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue (you won't have to add these reports using the **Add** button.)

8. If you wish to include specific gymnasts on the report, but they as a subgroup cannot be easily configured using the criteria available in the above steps, you can select them *individually* in the **Gymnast:** section. To do this, click the **Choose**: button to open the **Select Gymnast** window, click on your selection and click **OK**. Then click **Add** to add that gymnast's individual report into the print queue.

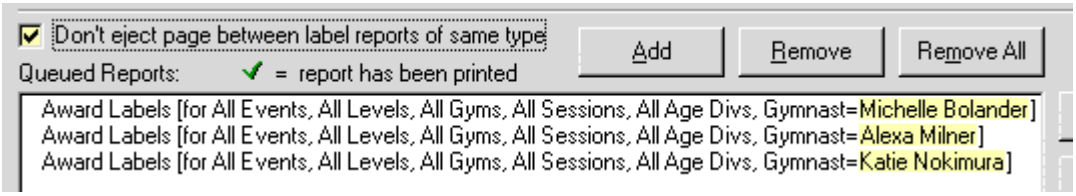
If you select gymnasts individually, it is assumed you will print each of their individual reports in a single print job for efficiency and to save card stock. Therefore, make sure you select the **Don't eject page between label reports of same type** option. ProScore will then print all individual gymnast cards in a continuous run, using all cards on each page of stock until all the individual gymnasts are printed.



The **Don't eject page between...** option was explained previously in:

- **Creating ProScore Reports**
  - UNDERSTANDING PROSCORE'S PRINT QUEUE FUNCTION

To illustrate the above scenario, let's say you needed to print cards for three gymnasts. The print queue would look like this (yellow emphasis added):



On the other hand, there are times when you may need to print an individual report on a single card or label (such as for an individual gymnast). Set the report up and add it to the queue as you normally would, but make sure the **Don't eject page between label reports of same type** option is *unchecked* so the report (card or label) will eject from the printer after it prints.

9. To print the report, first add it to the print queue by clicking the **Add** button.

Note: Reports that print labels, cards and certificates cannot be previewed. If you add such a report to the print queue and click the **Preview** button, the following dialog box will appear:



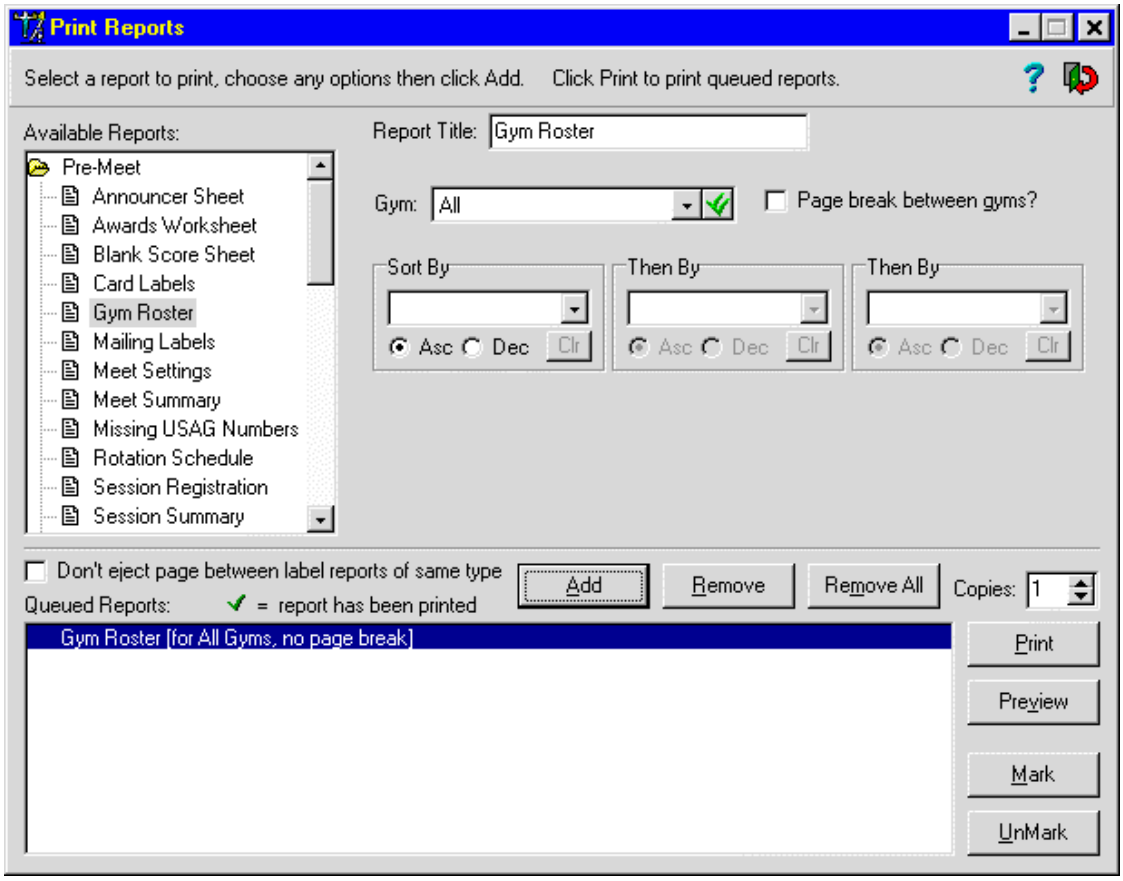
10. To print the report, click the **Print** button.

GYM ROSTER

• *Lists all information for every gymnast entered and is grouped by gym (each gym begins on a new page). This report is useful for verifying the information given to you by the gym versus the information that was entered.*

-continued-

1. In the **Available Reports:** section, select Pre-Meet / Gym Roster:



2. If you want to use a title for this report other than the default ("Gym Roster"), enter it in the **Report Title:** field.

3. Use the **Gym:** drop-down menu to select a subset of gyms to include in the roster report, or click ✔ and ProScore will automatically include all gyms attending this meet.

4. To specify the order in which the gyms appear on the roster report, configure the **Sort By**/**Then by**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - USING THE SORT UTILITY IN PROSCORE REPORTS

5. To preview or print the Gym Roster report, first add it to the print queue by clicking the **Add** button.

6. To *print* the report immediately, click the **Print** button.

Creating ProScore Reports

7. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

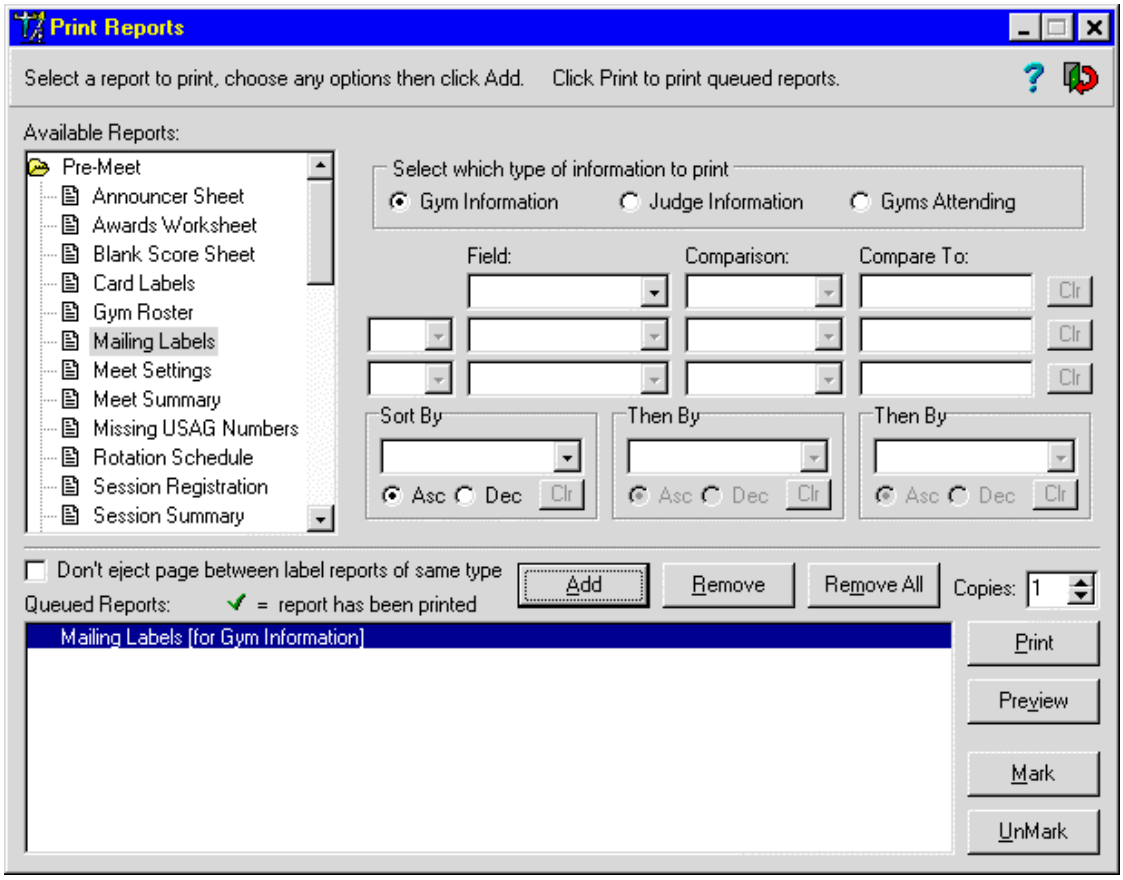
8. When you are done, click  to return to the **Print Reports** window.

-continued-

■ MAILING LABELS

• *Prints labels that contain address information from different databases in ProScore (Gym Information, Judge Information, Gyms Attending). You can filter the information so that you only print the labels you want. Each label lists a name, contact, address, and a PostNet bar code.*

1. In the **Available Reports:** section, select Pre-Meet / Mailing Labels:



2. In the **Select which type of information to print** section, you must indicate the kind of information on which you will base your mailing list:

- **Gym Information** - to base your mailing list on general gym-related criteria;
- **Judge Information** - to base your mailing list on judge-related criteria;
- **Gyms Attending** - to base your mailing list on only those gyms attending the current meet.

3. To focus or restrict the list of mailing labels that will print, you can use the filter criteria fields (**Field:**/**Comparison:**/**Compare To:**) to configure the filter data accordingly.



The Filtered Search Function was explained previously in:

• **Creating ProScore Reports**

└■ USING FILTER CRITERIA IN PROSCORE REPORTS

Creating ProScore Reports

4. To specify the order in which the mailing labels print, configure the **Sort By**/**Then by**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - ■ USING THE SORT UTILITY IN PROSCORE REPORTS

-continued-

5. To print the labels, first add this report to the print queue by clicking the **Add** button (this report cannot be previewed).

6. Click the **Print** button to begin printing.

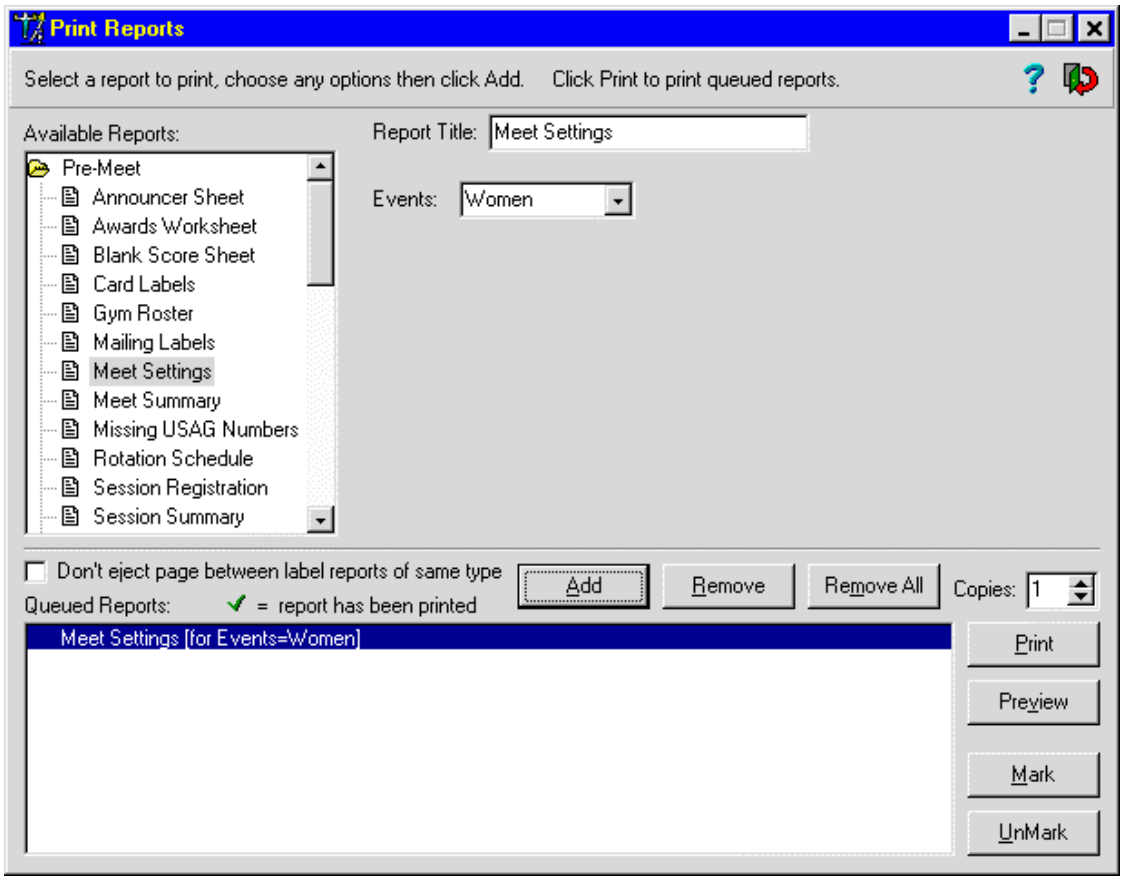
Creating ProScore Reports

MEET SETTINGS

• *Prints all the parameters you have selected for the meet including the location, number of sessions, number of gyms and gymnasts, level/age division settings and age determination dates. This report is useful for checking that the meet has been setup properly and that the age divisions and levels are correct.*

-continued-

1. In the **Available Reports:** section, select Pre-Meet / Meet Settings:



2. If you want to use a title for this report other than the default ("Meet Settings"), enter it in the **Report Title:** field.

3. Use the **Events:** drop-down menu to select whether you want this report to include meet settings for the women's or men's event groups or other event group you have created.

4. To preview or print the Meet Settings report, add it to the print queue by clicking the **Add** button.

5. To *print* the report immediately, click the **Print** button.

6. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

7. When you are done, click to return to the **Print Reports** window.

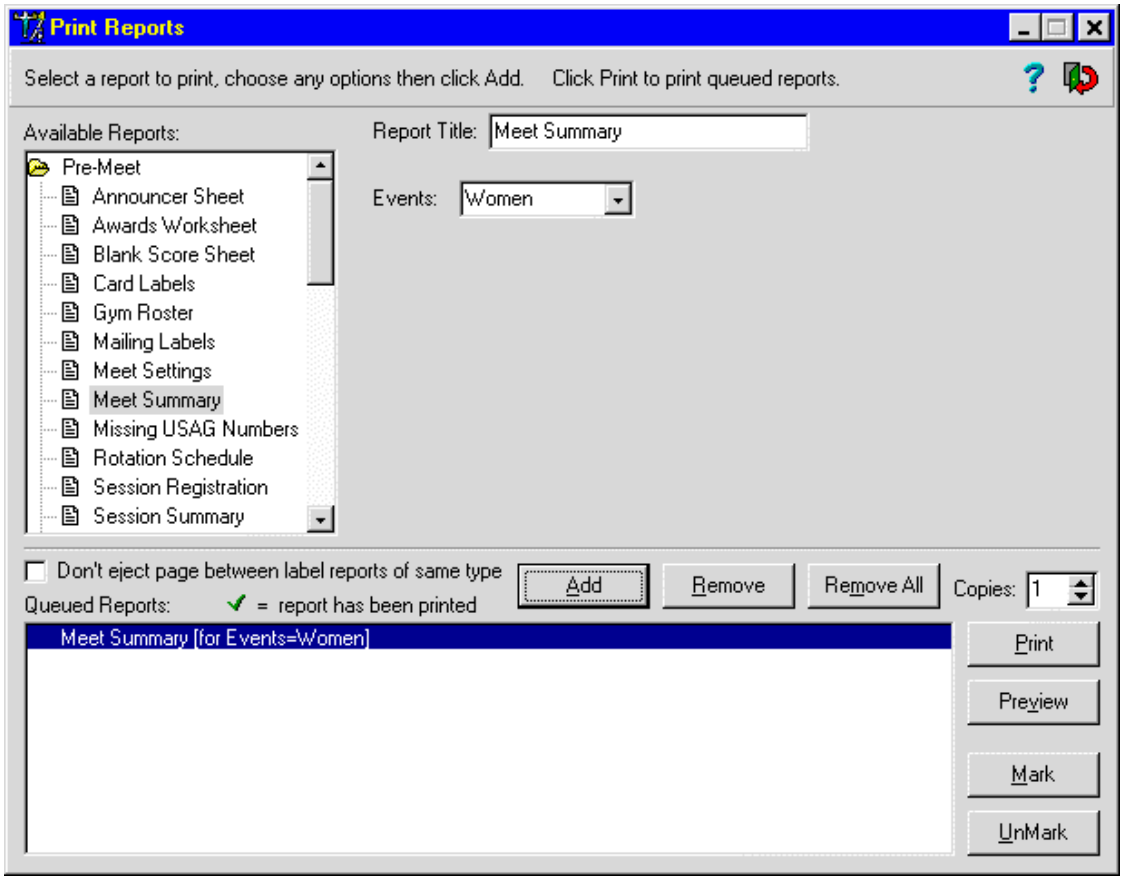
Creating ProScore Reports

MEET SUMMARY

• Prints a summary listing each record from the Gyms Attending database. The summary shows the gym's name, the number of gymnasts for each level that have been entered into Gymnast Information, transaction amounts showing amount charged, paid, due, clothing sizes, and comments. A grand total is printed at the end of the report.

-continued-

1. In the **Available Reports:** section, select Pre-Meet / Meet Summary:



2. If you want to use a title for this report other than the default ("Meet Summary"), enter it in the **Report Title:** field.

3. Use the **Events:** drop-down menu to select whether you want this report to include meet settings for the women's or men's event groups or other event group you have created.

4. To preview or print the Meet Summary report, first add it to the print queue by clicking the **Add** button.

5. To *print* the report immediately, click the **Print** button.

6. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

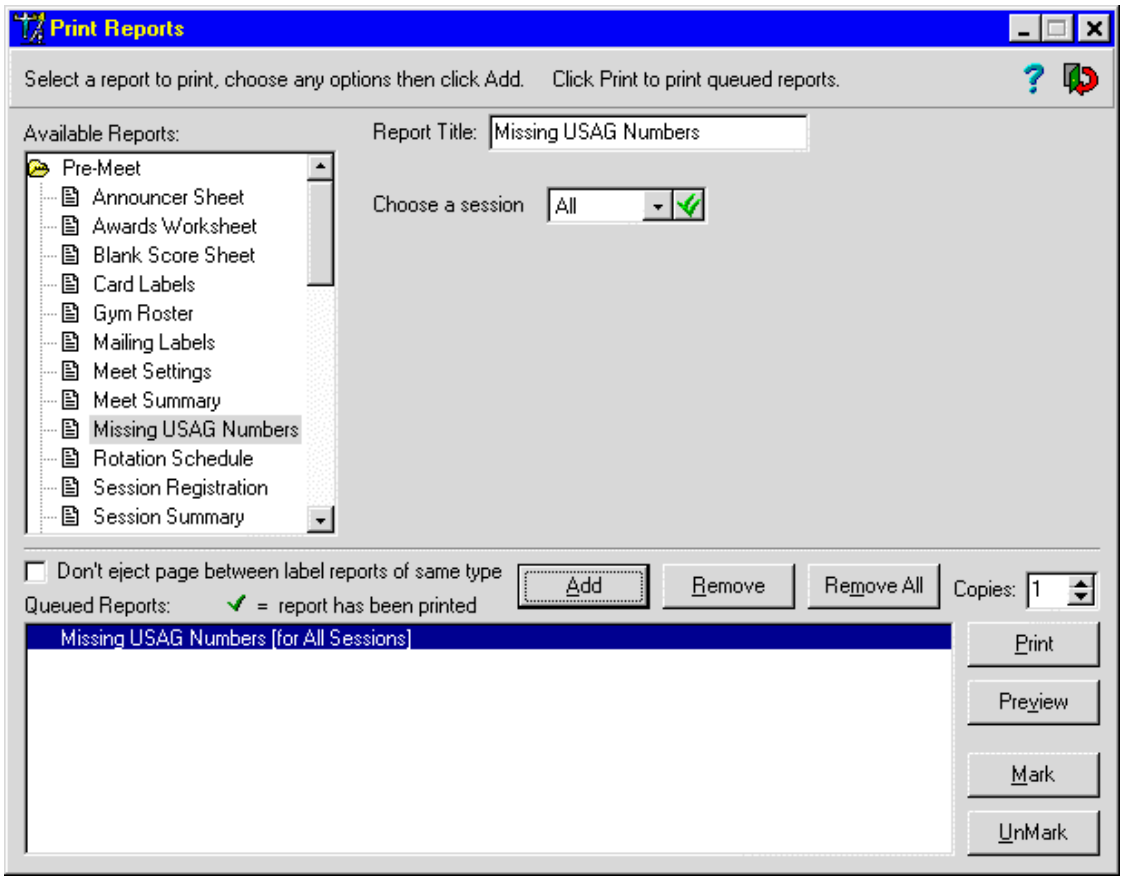
7. When you are done, click to return to the **Print Reports** window.

MISSING USAG NUMBERS

• *Lists those gymnasts that do not have USAG numbers (any gymnast with blanks or 999999 as the USAG number).*

1. In the **Available Reports:** section, select Pre-Meet / Missing USAG Numbers:

-continued-



2. If you want to use a title for this report other than the default ("Missing USAG Numbers"), enter it in the **Report Title:** field.

3. Use the **Choose A Session:** drop-down menu to select which session to include on this report.

4. To preview or print the Missing USAG Numbers report, first add it to the print queue by clicking the **Add** button.

5. To *print* the report immediately, click the **Print** button.

6. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report page by page, and then print it by clicking on the upper right-hand side of the button bar.

7. When you are done, click to return to the **Print Reports** window.

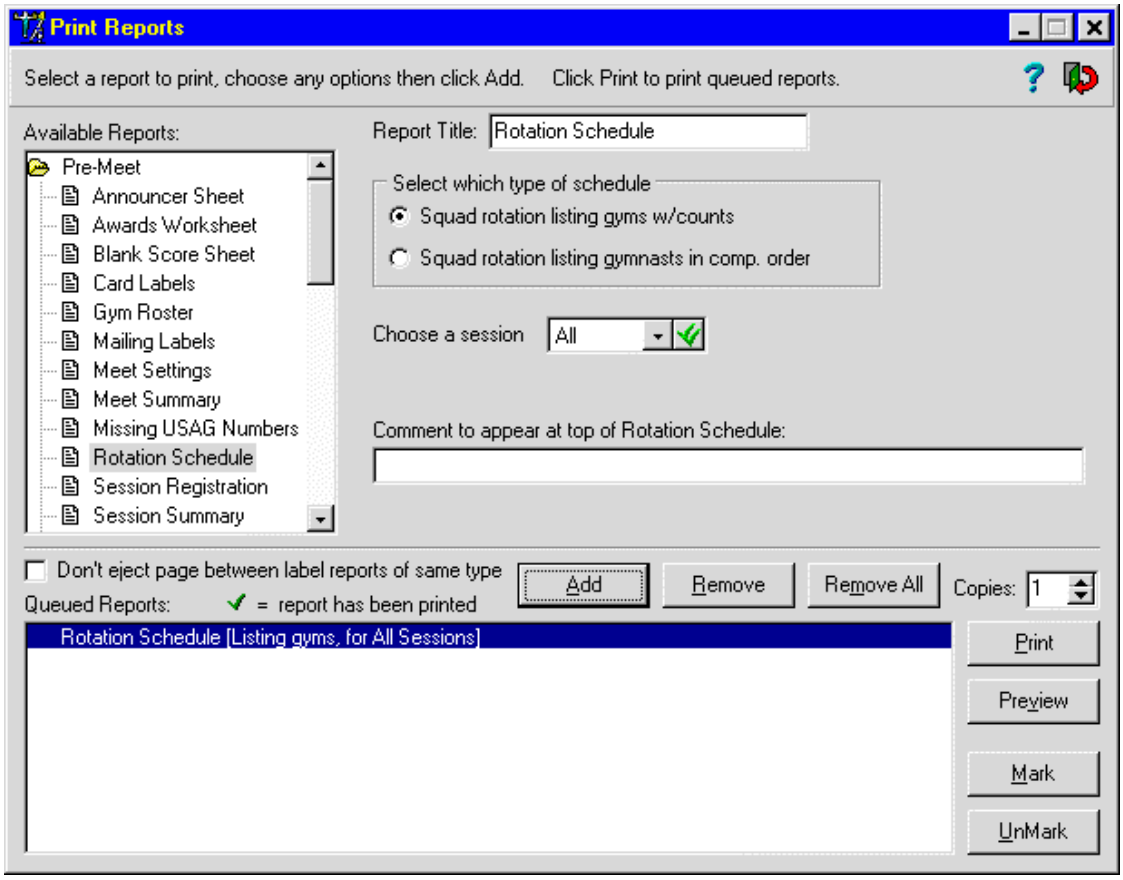
Creating ProScore Reports

ROTATION SCHEDULE

• *Prints a rotation schedule in one of two formats. The first lists all the session information along with each squad, the gyms in that squad, and the number of gymnasts for each gym. The second lists all the session information along with each squad, and the gymnasts competing in that squad in competition order. Both of these reports are useful for inclusion in the coach's packets.*

-continued-

1. In the **Available Reports:** section, select Pre-Meet / Rotation Schedule:



2. If you want to use a title for this report other than the default ("Rotation Schedule"), enter it in the **Report Title:** field.

3. In the **Select which type of schedule** section, select one of the following:

- **Squad rotation listing gyms with count** - rotations appear in chronological order, each listing specific gyms and number of gymnasts each has competing in the given rotation;
- **Squad rotation listing gymnasts in competitive order**.

4. Use the **Choose a Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

5. If you wish to enter a comment that will appear at the top of the rotation schedule, enter it in the **Comment to appear...** field.

6. To preview or print the Rotation Schedule report, first add it to the print queue by clicking the **Add** button.

Creating ProScore Reports

7. To *print* the report immediately, click the **Print** button.

8. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

9. When you are done, click  to return to the **Print Reports** window.

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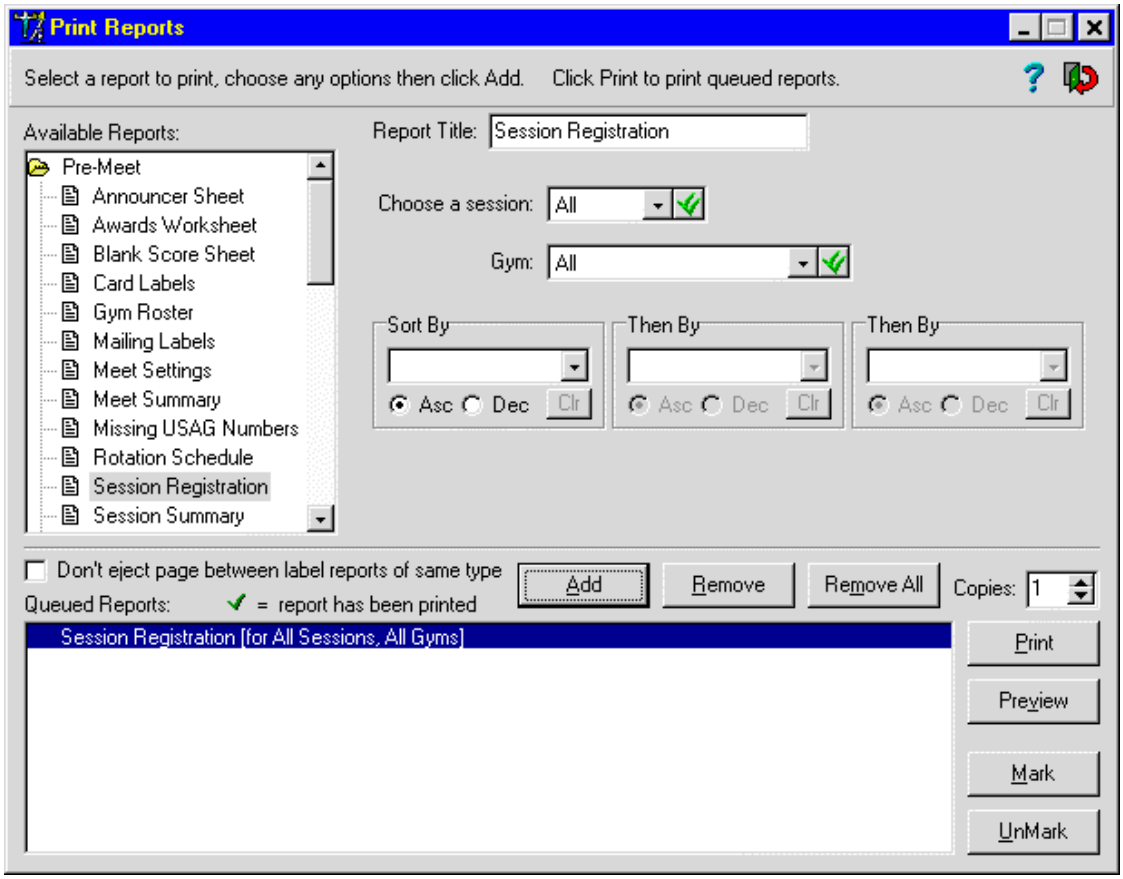
Creating ProScore Reports

-continued-

■ SESSION REGISTRATION

• Prints a list of gymnasts that have been assigned to each session. It lists the gymnast's name, number, gym, and age group (each session starts on a new page). This report is useful for inclusion in the coaches packets.

1. In the **Available Reports:** section, select Pre-Meet / Session Registration:



2. If you want to use a title for this report other than the default ("Session Registration"), enter it in the **Report Title:** field.

3. Use the **Choose a Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

4. Use the **Gym:** drop-down menu to select a subset of gyms to include in the report, or click and ProScore will automatically include all gyms attending this meet.

5. To specify the order in which the gyms appear on the report, configure the **Sort By**/**Then by**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - ■ USING THE SORT UTILITY IN PROSCORE REPORTS

6. To preview or print the Session Registration report, first add it to the print queue by clicking the **Add** button.

Creating ProScore Reports

7. To *print* the report immediately, click the **Print** button.

8. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

9. When you are done, click  to return to the **Print Reports** window.

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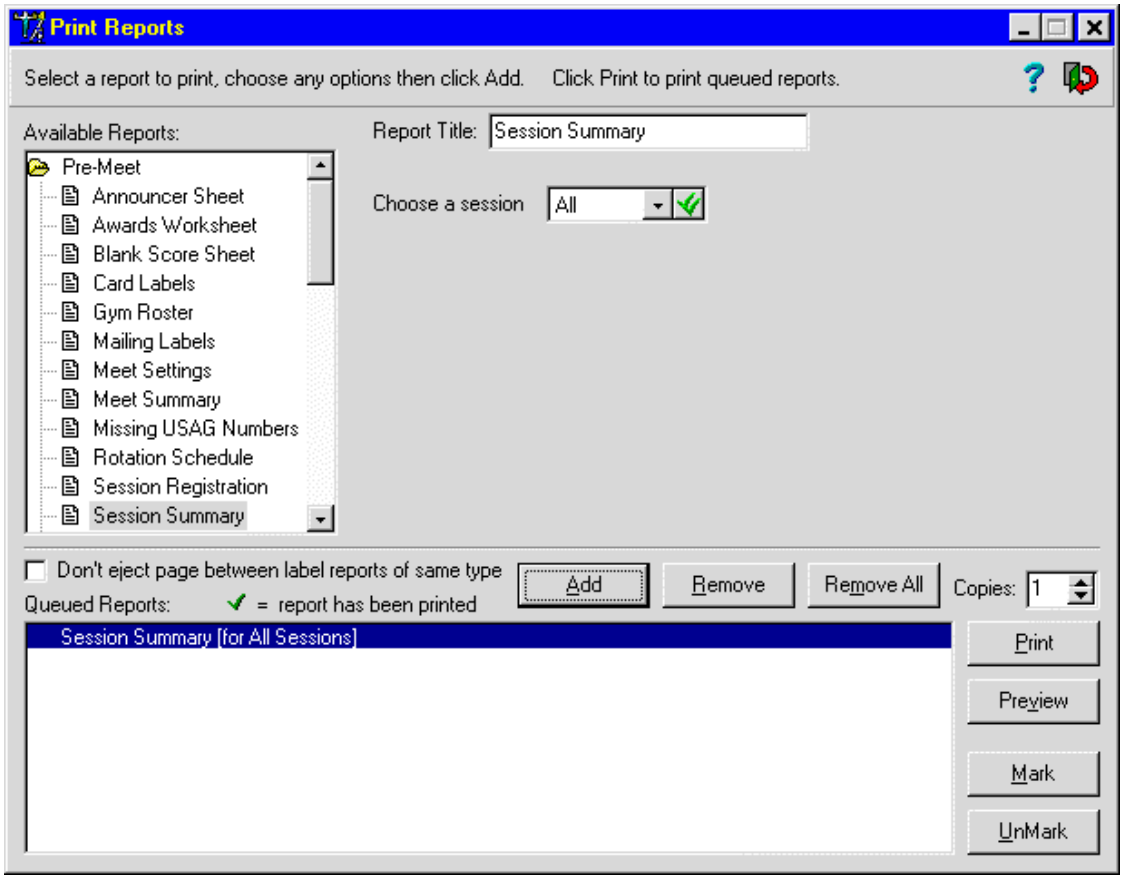
Creating ProScore Reports

SESSION SUMMARY

• *Prints a summary for every session in the meet. It lists all session information, each gym that is participating in each session and the number of gymnasts in each session.*

1. In the **Available Reports:** section, select Pre-Meet / Session Summary:

-continued-



2. If you want to use a title for this report other than the default ("Session Summary"), enter it in the **Report Title:** field.

3. Use the **Choose a Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

4. To preview or print the Session Summary report, first add it to the print queue by clicking the **Add** button.

5. To *print* the report immediately, click the **Print** button.

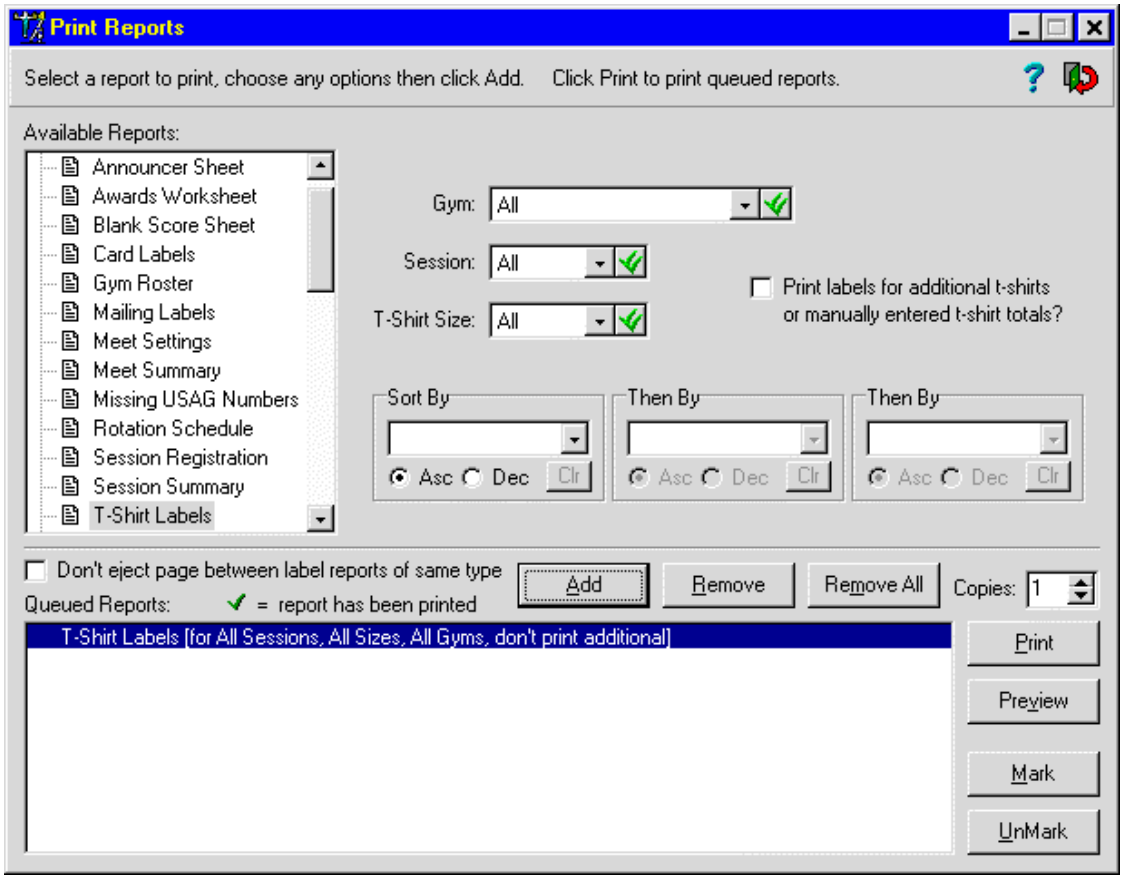
6. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

7. When you are done, click to return to the **Print Reports** window.

T-SHIRT LABELS

• Prints a label for each gymnast that has had a t-shirt size designated. The label has the gymnast's name and t-shirt size as well as the gym name, session and level. These labels can then be affixed to the t-shirts so that the gymnasts receives the correct sizes, thus insuring no one is overlooked.

1. In the **Available Reports:** section, select Pre-Meet / T-Shirt Labels:



2. Use the **Gym:** drop-down menu to select a subset of gyms to include in the report, or click and ProScore will automatically include all gyms attending this meet.

3. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

4. Use the **T-Shirt Size:** drop-down menu to select a subset of shirt sizes to include in the report, or click and ProScore will automatically include all shirt sizes.

5. If you want ProScore to print labels for any manually tallied T-Shirts that are in addition to those automatically tallied by ProScore, check the **Print labels for additional T-Shirts or manually entered t-shirt totals?** box. If you have configured ProScore not to automatically tally T-Shirt totals, checking this box will result in T-Shirt labels being printed for *only* the manually tallied totals.

Creating ProScore Reports

6. To specify the order in which the labels print, configure the **Sort By**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - ■ USING THE SORT UTILITY IN PROSCORE REPORTS

-continued-

7. To print the T-Shirt Labels report, first add it to the print queue by clicking the **Add** button (this report cannot be previewed).

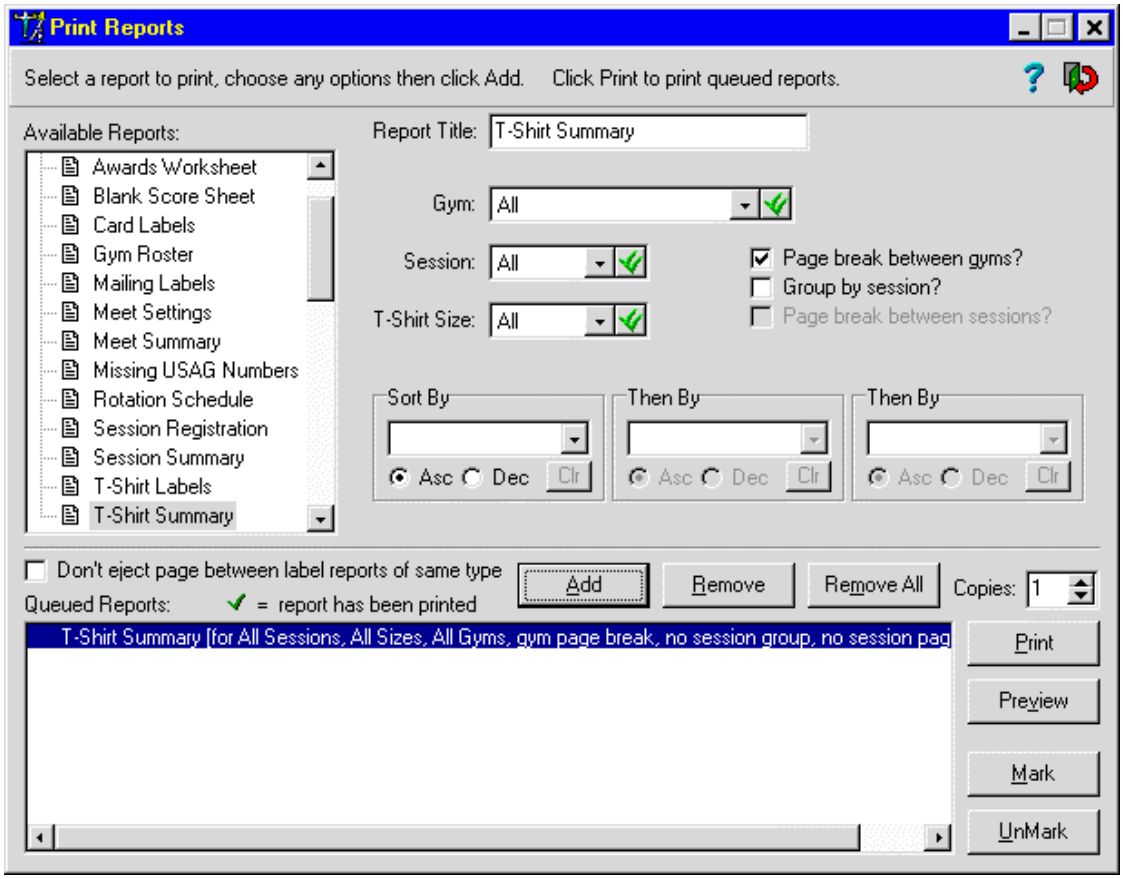
8. To print the report, click the **Print** button.

T-SHIRT SUMMARY

• Prints a summary of all the gymnasts and their t-shirt sizes. The report is grouped by gym and can also be grouped by session. This report is useful for providing a list to the coach or for having each t-shirt signed for when they are handed out.

-continued-

1. In the **Available Reports:** section, select Pre-Meet / T-Shirt Summary:



2. If you want to use a title for this report other than the default ("T-Shirt Summary"), enter it in the **Report Title:** field.

3. Use the **Gym:** drop-down menu to select a subset of gyms to include in the report, or click ✓ and ProScore will automatically include all gyms attending this meet.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click ✓.

5. Use the **T-Shirt Size:** drop-down menu to select a subset of shirt sizes to include in the report, or click ✓ and ProScore will automatically include all shirt sizes.

6. If you want a page break to occur before each successive gym prints out, check the **Page break between gyms?** box.

7. If you want the report to be grouped by sessions, check the **Group by session?** box. Then, check the **Page break between sessions?** box if you want a page break to occur between sessions.

Creating ProScore Reports

8. To specify the order in which the gyms print, configure the **Sort By**/**Then by**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - ■ USING THE SORT UTILITY IN PROSCORE REPORTS

-continued-

9. To preview or print the T-Shirt Summary report, first add it to the print queue by clicking the **Add** button.

10. To *print* the report immediately, click the **Print** button.

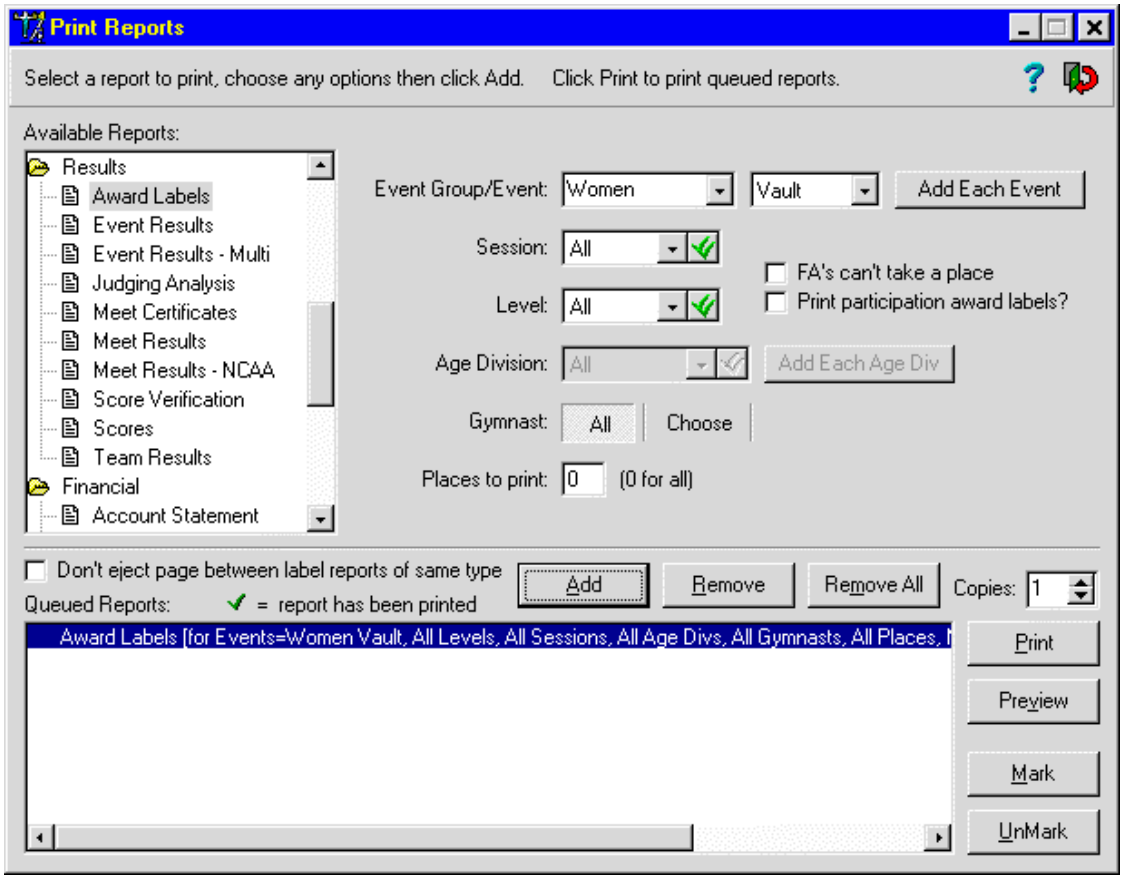
11. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

12. When you are done, click  to return to the **Print Reports** window.

AWARD LABELS

• Prints the award labels that you would affix to medals or ribbons. Each label contains the gymnast's number, name, gym, score, place and event as well as the meet name and dates. You have the option of printing "Participation Award"-style ribbons. In this case, ProScore will print a special label each time a new ribbon color should be given. This label will display the score range and the ribbon color that the following labels should be affixed to. Each award label still displays the same information as stated above, including placement and tie indications.

1. In the **Available Reports:** section, select Results / Award Labels:



2. Use the **Event Group/Event:** drop-down menus to select the event group, and the event. If you wish to create a separate report for each event, click the **Add Each Event** button. ProScore will immediately do so and add the reports to the print queue.

3. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

4. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click and ProScore will automatically include all levels.

5. If you selected a specific level in step #5 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click and ProScore will automatically include all age divisions. (If you selected All or a subset for the **Level:** section, the **Age Division:** options remain grayed out.)

Creating ProScore Reports

-continued-

6. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue (you won't have to add these reports using the **Add** button.)

7. If you want to print participation awards for all the gymnast included in this report, select the **Print participation award labels?** box.

8. If you want to enable the foreign athlete placing option, check the **FA's can't take** box.

9. If you wish to include specific gymnasts on the report, but they as a subgroup cannot be easily configured using the criteria available in the above steps, you can select them *individually* in the **Gymnast:** section. To do this, click the **Choose**: button to open the **Select Gymnast** window, click on your selection and click **OK**. Then click **Add** to add that gymnast's individual report into the print queue.

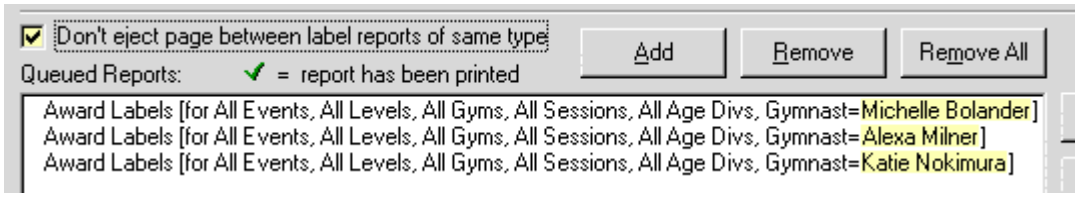
If you select gymnasts individually, it is assumed you will print each of their individual reports in a single print job for efficiency and to save label stock. Therefore, make sure you select the **Don't eject page between label reports of same type** option. ProScore will then print all individual labels in a continuous run, using all labels on each page of stock until all the individual gymnasts are printed.



The **Don't eject page between...** option was explained previously in:

- **Creating ProScore Reports**
  - UNDERSTANDING PROSCORE'S PRINT QUEUE FUNCTION

To illustrate the above scenario, let's say you needed to print labels for three gymnasts. The print queue would look like this (yellow emphasis added):



On the other hand, there are times when you may need to print an individual report on a single card or label (such as for an individual gymnast). Set the report up and add it to the queue as you normally would, but make sure the **Don't eject page between label reports of same type** option is *unchecked* so the report (card or label) will eject from the printer after it prints.

10. In the **Places to Print:** box, indicate the number of places out to which you wish to print awards labels (the default value of "0" would print awards labels for all places). For example, if you enter "4", the report will only print out awards labels for those gymnasts who placed 4th or better; no awards labels would print for those placing 5th or lower.

11. To print the Award Labels report, first add it to the print queue by clicking the **Add** button (this report cannot be previewed.)

12. To print the report, click the **Print** button.

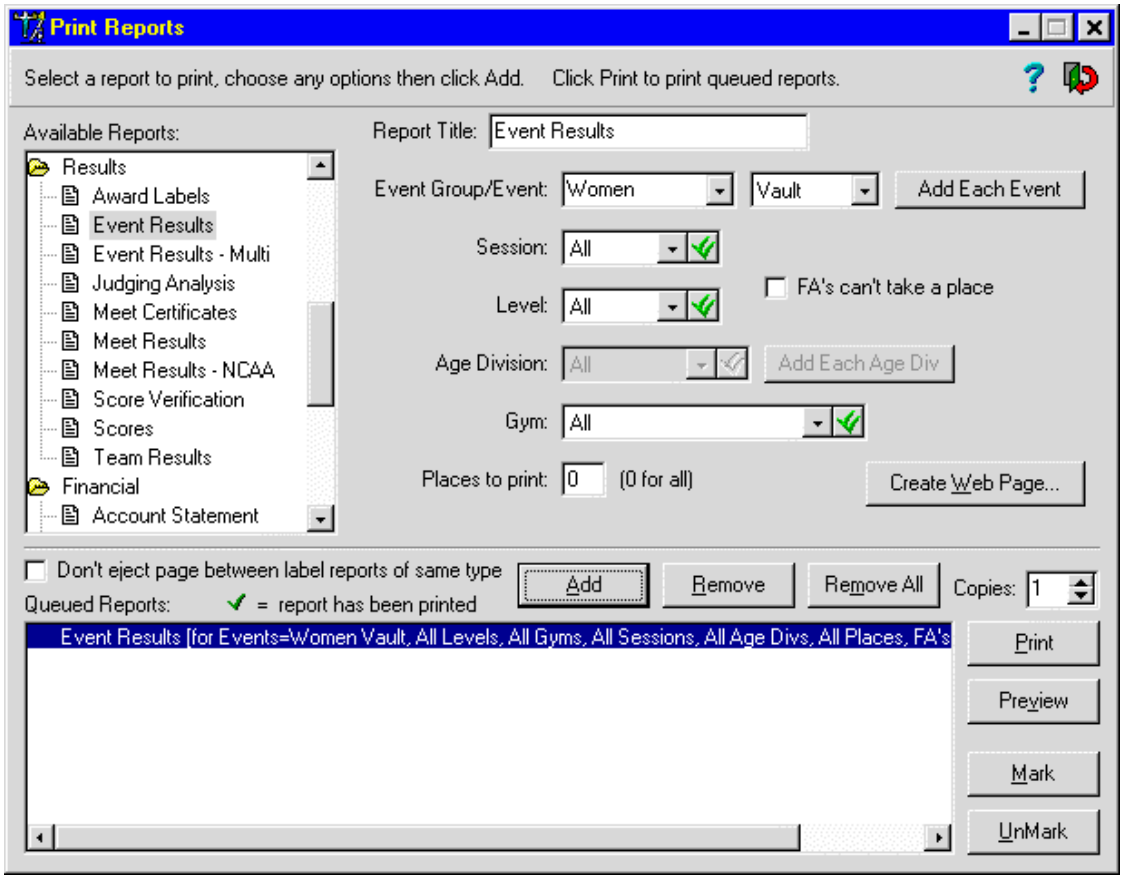
Creating ProScore Reports

EVENT RESULTS

• Prints the results for the chosen event. It is similar to the Award Labels report except that this report prints a paper report instead of a label. It shows the gymnast's name, gym, placement, score, and how far out of 1st place the gymnast is. This report is useful for the announcer to read from during the awards presentation.

-continued-

1. In the **Available Reports:** section, select Results / Event Results:



2. If you want to use a title for this report other than the default ("Event Results"), enter it in the **Report Title:** field.

3. Use the **Event Group/Event:** drop-down menus to select the event group, and the event. If you wish to create a separate report for each event, click the **Add Each Event** button. ProScore will immediately do so and add the reports to the print queue.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click ✔.

5. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click ✔ and ProScore will automatically include all levels.

6. If you selected a specific level in step #5 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click ✔ and ProScore will automatically include all age divisions. (If you selected All or a subset for the **Level:** section, the **Age Division:** options remain grayed out.)

Creating ProScore Reports

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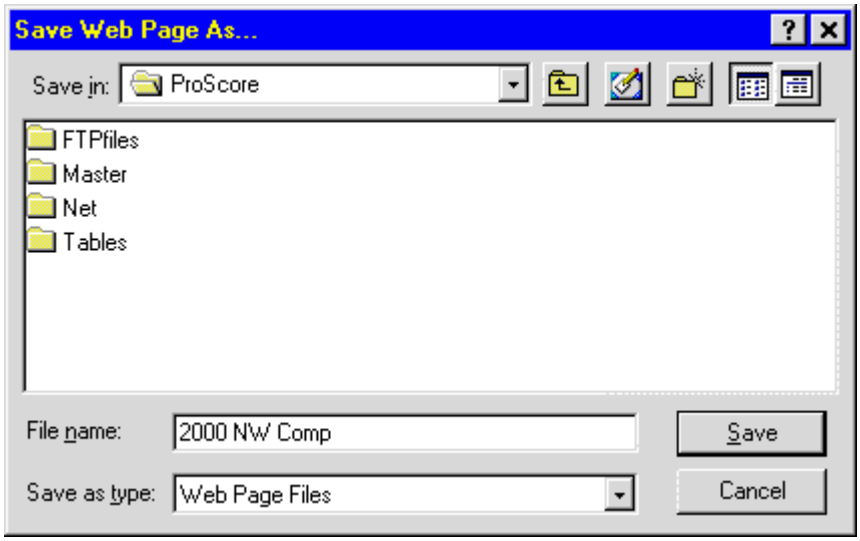
7. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click  and ProScore will automatically include all gyms.

8. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue (you won't have to add these reports using the **Add** button.)

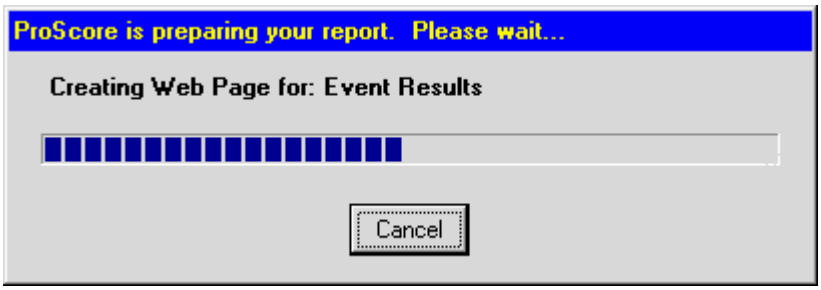
9. If you want to enable the foreign athlete placing option, check the **FA's can't take** box.

10. In the **Places to Print:** box, indicate the number of places out to which you wish to print awards labels (the default value of "0" would print awards labels for all places). For example, if you enter "4", the report will only print out awards labels for those gymnasts who placed 4th or better; no awards labels would print for those placing 5th or lower.

11. To create a web page containing the event results you have configured, click the **Create Web Page...** button. You will then be directed to specify where you want the web page file to be saved:



sSelect the appropriate directory or subdirectory, and click **Save**. ProScore will then begin building a web page according to your configuration, and display the progress:



You can access the web page from any web page editing software. It will be stored using the name and location you specified above, and will contain a conventional ".htm" extension. If you have Windows Internet Explorer, for example, you can locate the file (using "My Computer") and simply double-click on the file to view it in Internet Explorer. This web page is built much the same as the printed version would be, subject to the parameters you already configured in the preceding steps.

Creating ProScore Reports

12. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

13. When you are done, click  to return to the **Print Reports** window.

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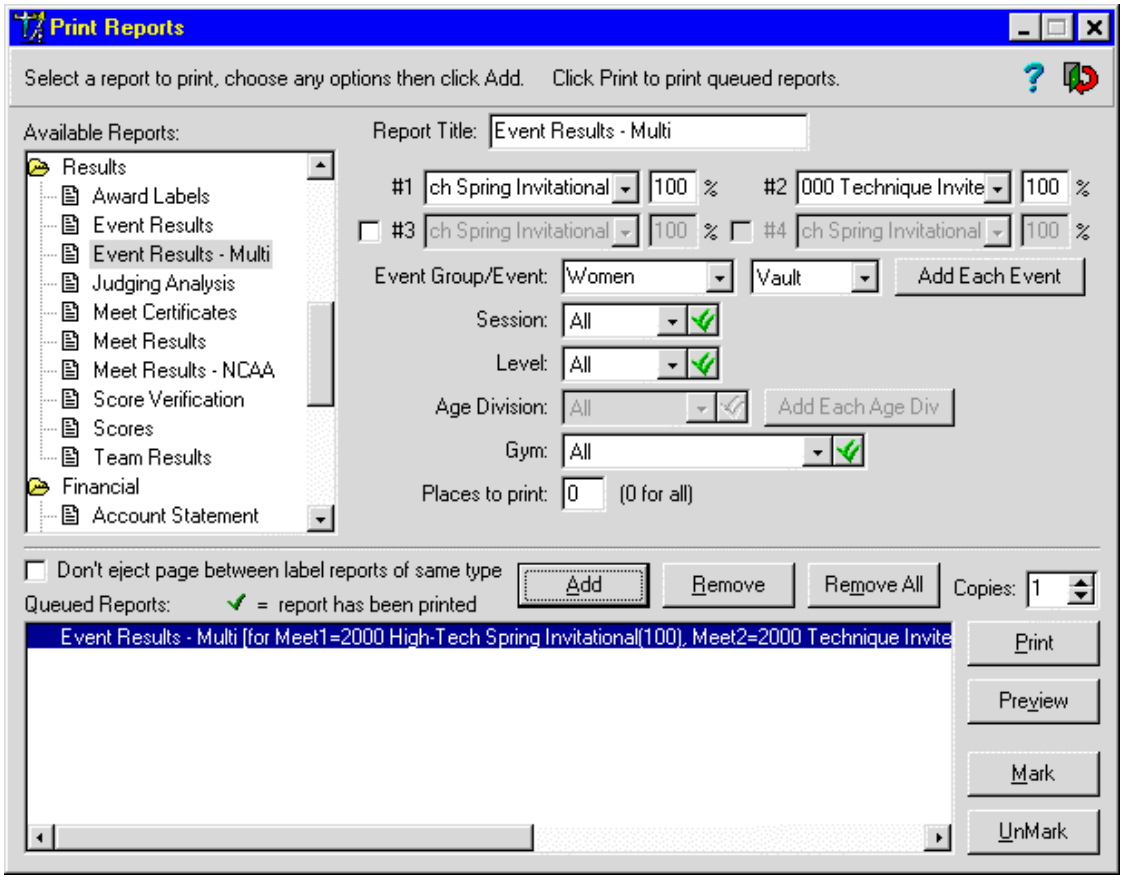
Creating ProScore Reports

-continued-

EVENT RESULTS - MULTI

• Prints a combined events results report using scores for gymnasts that competed in multiple meets. This report would be used in competitions where the gymnast performs multiple routines (compulsory and optional); the combination (or weighting) of those scores determines the final event score. You can select up to 4 different meets and can specify different percentages to use for each meet. The report lists the gymnast's name, gym, the score received for the meets selected and the final weighted score from all meets.

1. In the **Available Reports:** section, select Results / Event Results - Multi:



2. If you want to use a title for this report other than the default ("Event Results - Multi"), enter it in the **Report Title:** field.

3. Choose up to four events using the drop-down menus. Each of the meets chosen must be unique; if you duplicate events, an error message will prompt you:



Note that event #3 remains grayed out until you select a meet for event #2, and event #4 remains grayed out until you select a meet for event #3. Also, if the meet name exceeds the space in the field (below, left), a "rollover" effect reveals the whole name (below, right):



-continued-

4. Use the **Event Group/Event:** drop-down menus to select the event group, and the event. If you wish to create a separate report for each event, click the **Add Each Event** button. ProScore will immediately do so and add the reports to the print queue.

5. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

6. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click  and ProScore will automatically include all levels.

7. If you selected a specific level in step #5 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click  and ProScore will automatically include all age divisions. (If you selected All or a subset for the **Level:** section, the **Age Division:** options remain grayed out.)

8. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click  and ProScore will automatically include all gyms.

9. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue.

10. In the **Places to Print:** box, indicate the number of places out to which you wish to print awards labels (the default value of "0" would print awards labels for all places). For example, if you enter "4", the report will only print out awards labels for those gymnasts who placed 4th or better; no awards labels would print for those placing 5th or lower.

11. To print or preview the Event Results - Multi report, first add it to the print queue by clicking the **Add** button.

12. To *print* the report immediately, click the **Print** button.

13. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

14. When you are done, click  to return to the **Print Reports** window.

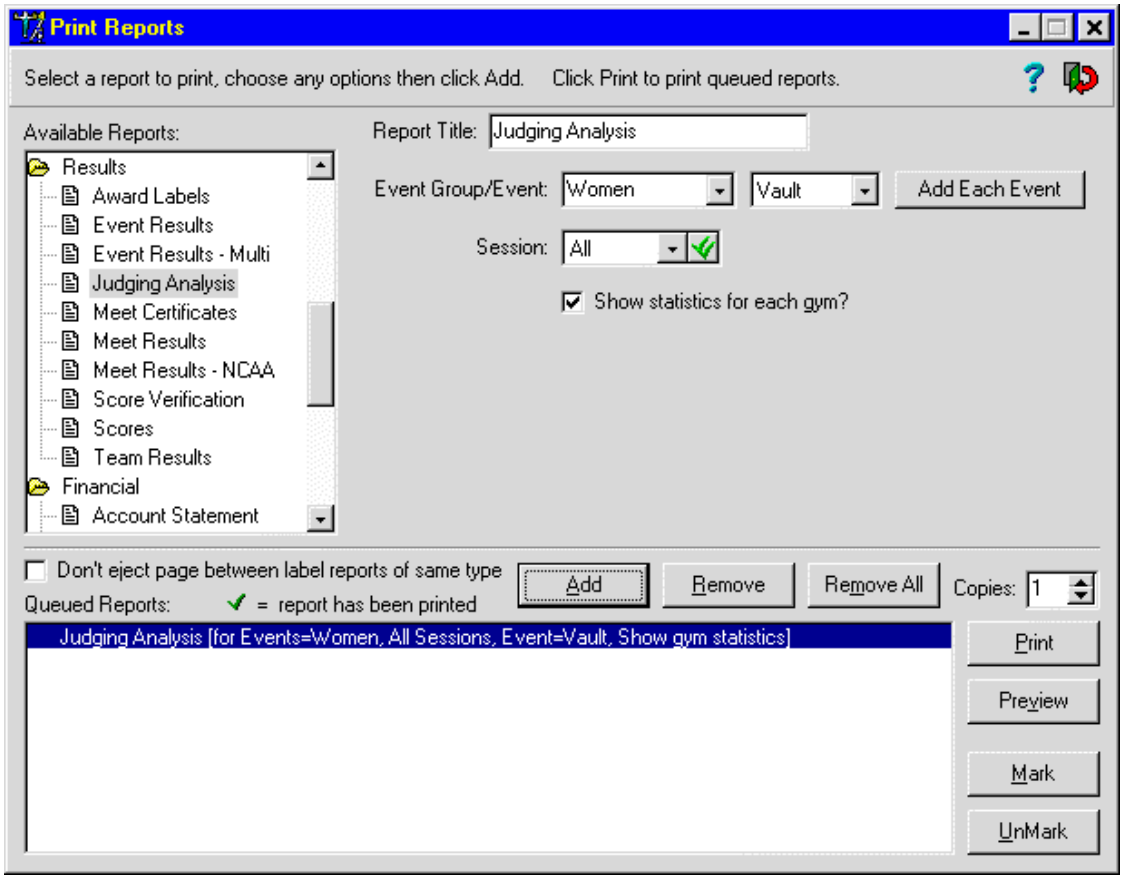
Creating ProScore Reports

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JUDGING ANALYSIS

• Prints a statistical analysis of the judge's scores for a given event and session. For each gymnast, it shows each judge's score along with the final score as well as the margin between the high and low score. It also shows how far off the average each judge was and if the judge's score was used in computing the final score. It features a statistical summary showing the high, low, and average score for the final score, and for each judge. It also lists the high, low, and average score margin, the judge's tendency to be higher or lower, the number of "bingos" as well as the percentage of times the judge's scores were used. These statistical summaries are printed for each gym in the session as well as for the entire session. This report is useful for giving to the judges at the end of each session for their use in evaluating their performance.

1. In the **Available Reports:** section, select Results / Judging Analysis:



2. If you want to use a title for this report other than the default ("Judging Analysis"), enter it in the **Report Title:** field.

3. Use the **Event Group/Event:** drop-down menus to select the event group, and the event. If you wish to create a separate report for each event, click the **Add Each Event** button. ProScore will immediately do so and add the reports to the print queue.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

5. If you want the report to include complete statistics for each gym attending the meet, check the **Show statistics for each gym?** box.

Creating ProScore Reports

6. To print or preview the Judging Analysis report, first add it to the print queue by clicking the **Add** button.

7. To *print* the report immediately, click the **Print** button.

8. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

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9. When you are done, click  to return to the **Print Reports** window.

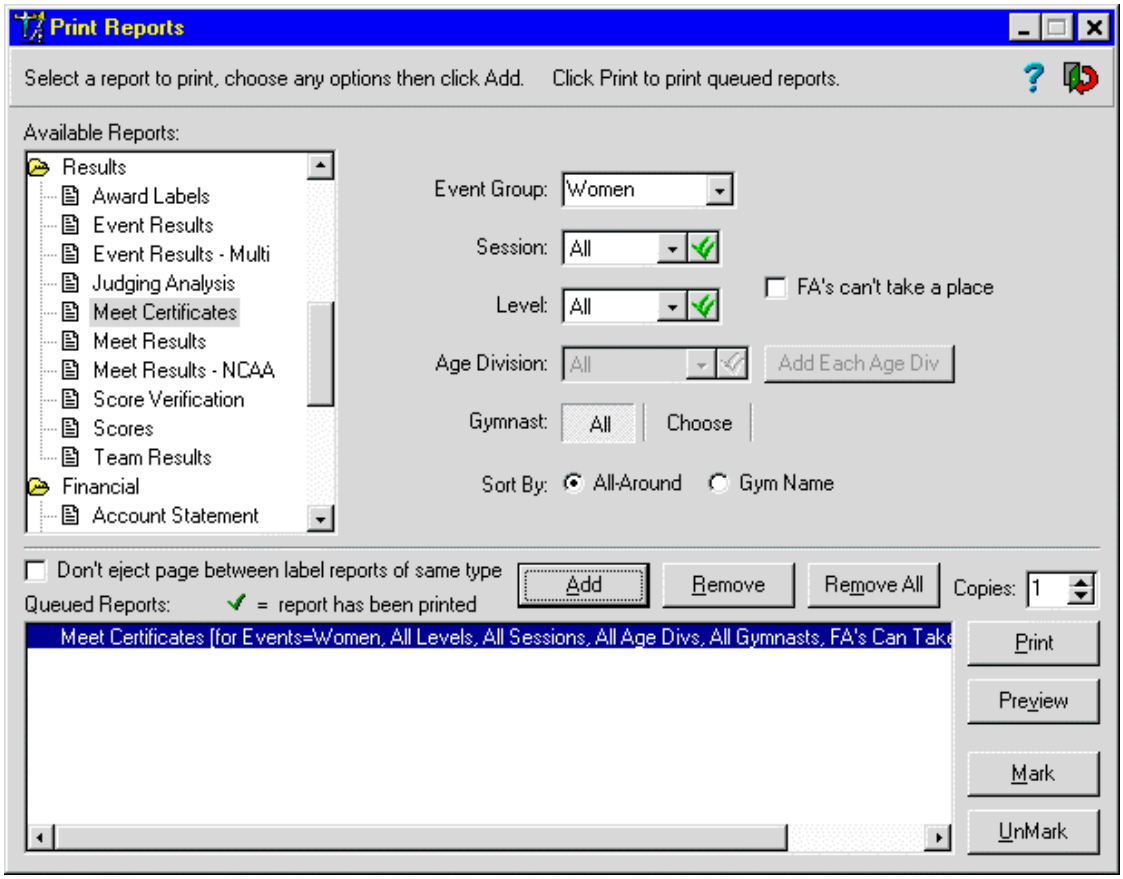
Creating ProScore Reports

MEET CERTIFICATES

• Prints a summary for each gymnast that displays their scores and places for each event, and all-around. The report is formatted to be printed on the back of certificates or on card stock to be given to the gymnasts at the end of the meet. The report is set up like labels since the card stock chosen could have more than one certificate per page.

-continued-

1. In the **Available Reports:** section, select Results / Meet Certificates:



2. Use the **Event Group/Event:** drop-down menus to select the event group.

3. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

4. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click and ProScore will automatically include all levels.

5. If you selected a specific level in step #4 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click and ProScore will automatically include all age divisions. (If you selected All or a subset for the **Level:** section, the **Age Division:** options remain grayed out.)

6. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue.

7. If you want to print participation awards for all the gymnast included in this report, select the **Print participation award labels?** box.

8. If you want to enable the foreign athlete placing option, check the **FA's can't take** box.

9. If you wish to include specific gymnasts on the report, but they as a subgroup cannot be easily configured using the criteria available in the above steps, you can select them *individually* in the **Gymnast:** section. To do this, click the **Choose**: button to open the **Select Gymnast** window, click on your selection and click **OK**. Then click **Add** to add that gymnast's individual report into the print queue.

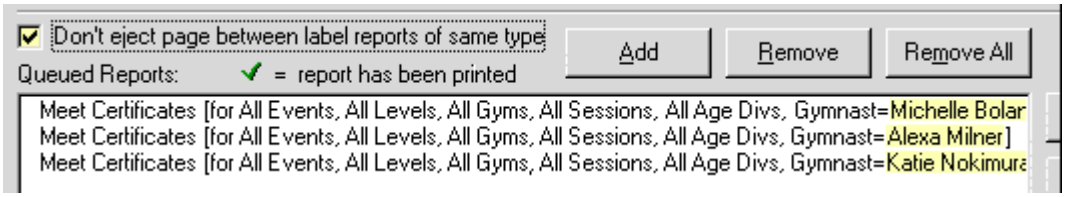
If you select gymnasts individually, it is assumed you will print each of their individual reports in a single print job for efficiency and to save card stock. Therefore, make sure you select the **Don't eject page between label reports of same type** option. ProScore will then print all individual gymnast cards in a continuous run, using all cards on each page of stock until all the individual gymnasts are printed.



The **Don't eject page between...** option was explained previously in:

- **Creating ProScore Reports**
  - UNDERSTANDING PROSCORE'S PRINT QUEUE FUNCTION

To illustrate the above scenario, let's say you needed to print meet certificates for three gymnasts. The print queue would look like this (yellow emphasis added):



On the other hand, there are times when you may need to print an individual report on a single card or label (such as for an individual gymnast). Set the report up and add it to the queue as you normally would, but make sure the **Don't eject page between label reports of same type** option is *unchecked* so the report (card or label) will eject from the printer after it prints.

10. Determine how the results will be sorted but clicking on the appropriate **Sort by:** option:

- **All-Around** - if you want to sort results irrespective of gym affiliation;
- **Gym name** - to sort the results by gym affiliation.

11. To print the Meet Certificates report, first add it to the print queue by clicking the **Add** button (this report cannot be previewed.)

12. To *print* the report immediately, click the **Print** button.

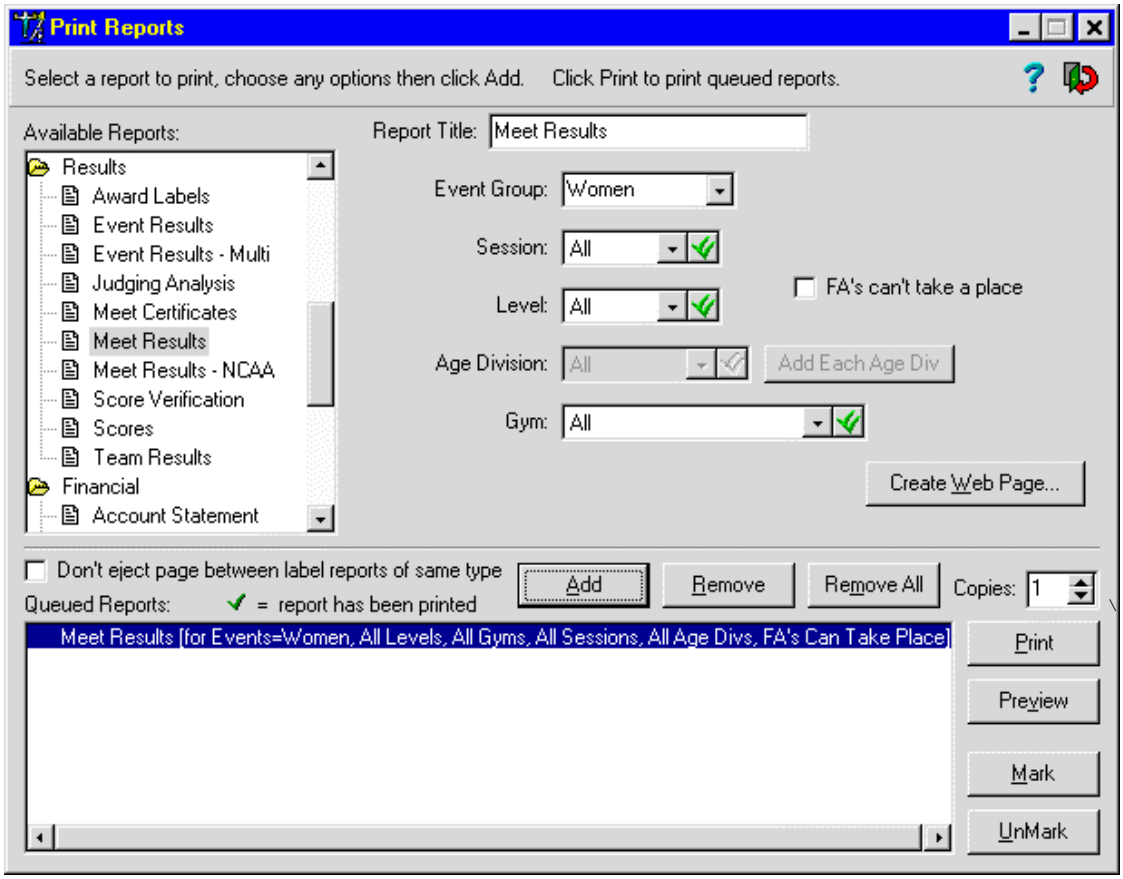
Creating ProScore Reports

MEET RESULTS

• Prints the official USA Gymnastics meet results that you can have the meet referee sign. It lists each gymnast's name, scores for all events, and placements for each event. This report is also useful for posting on a bulletin board during the meet and to give to the coaches.

-continued-

1. In the **Available Reports:** section, select Results / Meet Results:



2. If you want to use a title for this report other than the default ("Meet Results"), enter it in the **Report Title:** field.

3. Use the **Event Group/Event:** drop-down menus to select the event group.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click ✔.

5. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click ✔ and ProScore will automatically include all levels.

6. If you selected a specific level in step #5 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click ✔ and ProScore will automatically include all age divisions. (If you selected All or a subset for the **Level:** section, the **Age Division:** options remain grayed out.)

7. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click ✔ and ProScore will automatically include all gyms.

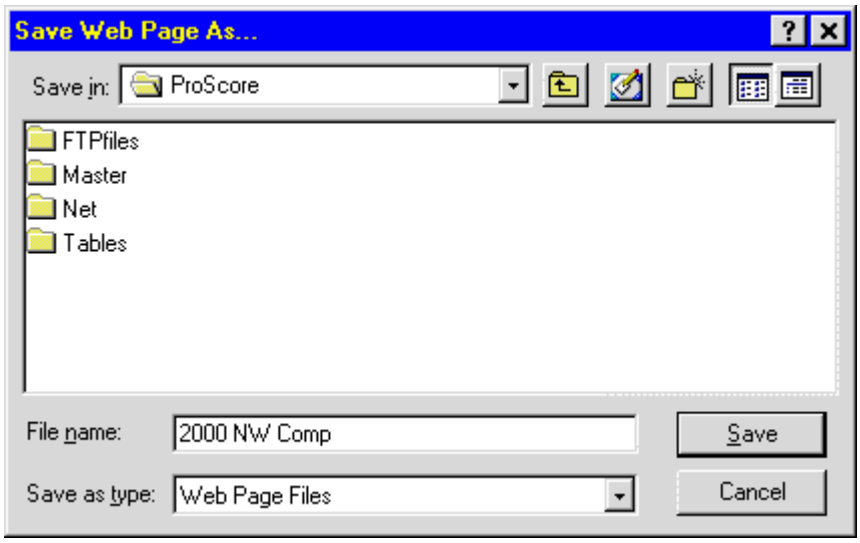
Creating ProScore Reports

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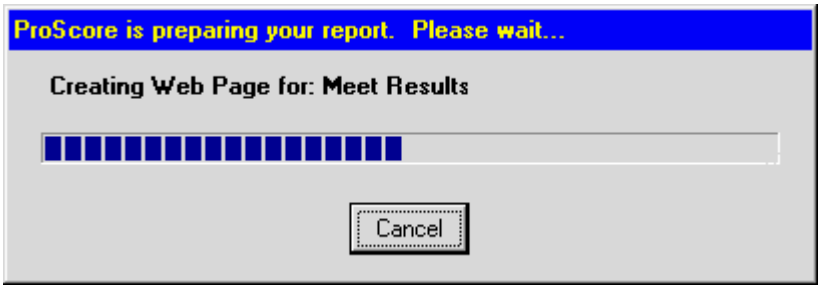
8. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue (you won't have to add these reports using the **Add** button.)

9. If you want to enable the foreign athlete placing option, check the **FA's can't take** box.

10. To create a web page containing the meet results you have configured, click the **Create Web Page...** button. You will then be directed to specify where you want the web page file to be saved:



Select the appropriate directory or subdirectory, and click **Save**. ProScore will then begin building a web page according to your configuration, and display the progress:



You can access the web page from any web page editing software. It will be stored using the name and location you specified above, and will contain a conventional ".htm" extension. If you have Windows Internet Explorer, for example, you can locate the file (using "My Computer") and simply double-click on the file to view it in Internet Explorer. This web page is built much the same as the printed version would be, subject to the parameters you already configured in the preceding steps.

11. To print or preview the Meet Results report, first add it to the print queue by clicking the **Add** button.

12. To *print* the report immediately, click the **Print** button.

13. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

14. When you are done, click to return to the **Print Reports** window.

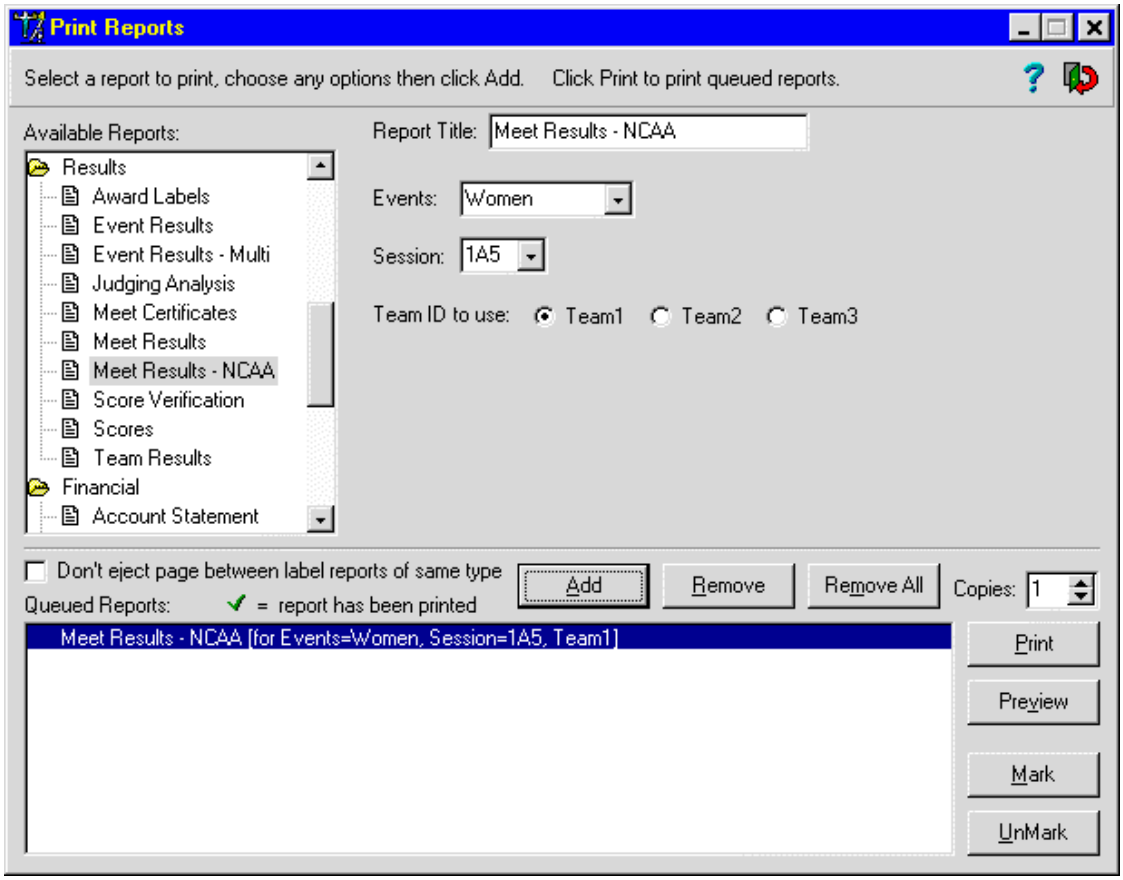
Creating ProScore Reports

MEET RESULTS - NCAA

• *Prints the official NCAA meet results that you can have the coaches and judges sign. It lists the gymnasts that competed in each event and the all-arounders, along with each events score and running team score.*

-continued-

1. In the **Available Reports:** section, select Results / Meet Results - NCAA:



2. If you want to use a title for this report other than the default ("Meet Results - NCAA"), enter it in the **Report Title:** field.

3. Use the **Event:** drop-down menu to select the event group.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

5. In the **Team ID to use:** section, make the appropriate selection (**Team1**, **Team2** or **Team3**).

6. To preview or print the Meet Results - NCAA report, first add it to the print queue by clicking the **Add** button.

7. To *print* the report immediately, click the **Print** button.

8. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

9. When you are done, click to return to the **Print Reports** window.

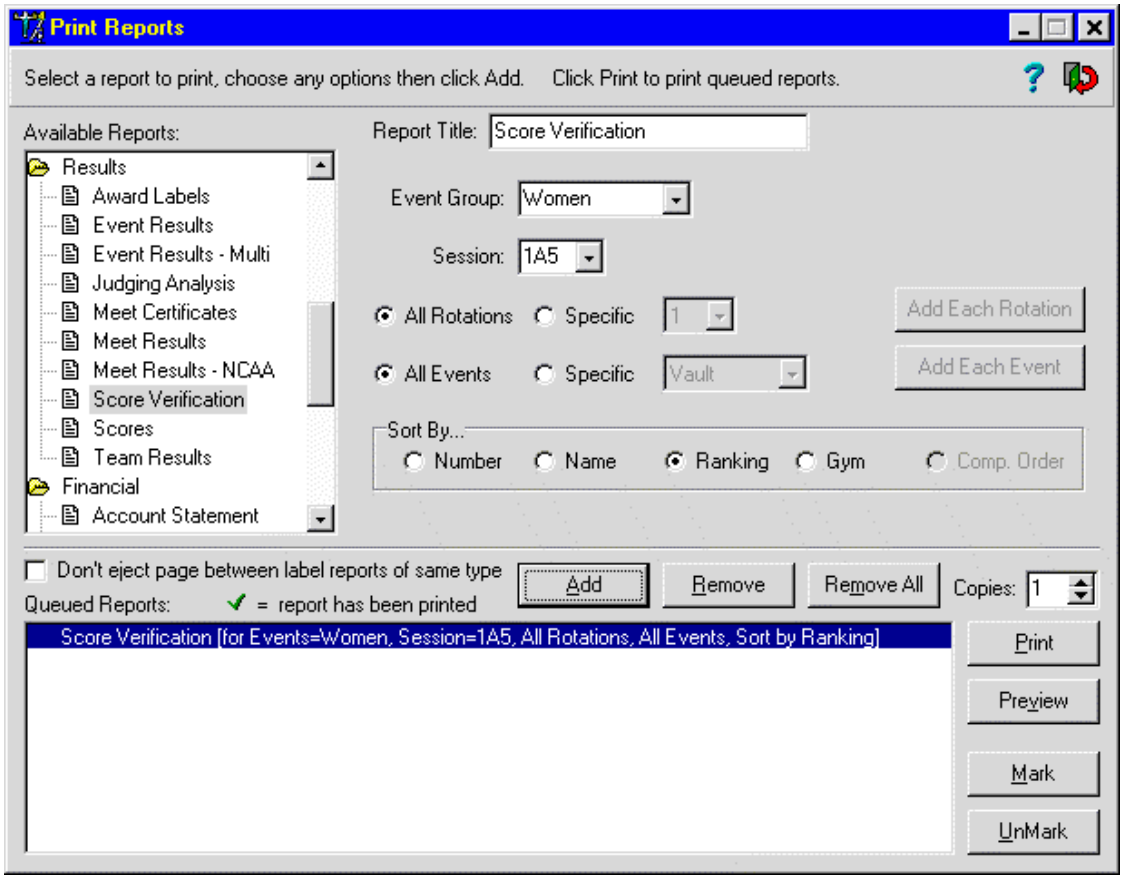
Creating ProScore Reports

SCORE VERIFICATION

• *Prints a list of gymnasts along with scores from ALL judges. You can print the report for each event or by rotation. The report is useful for verifying the entered scores for accuracy or for posting so that everyone can see the scores that have been entered. Judges may also use this report for analysis of how well the judges on a particular event did together.*

-continued-

1. In the **Available Reports:** section, select Results / Score Verification:



2. If you want to use a title for this report other than the default ("Score Verification"), enter it in the **Report Title:** field.

3. Use the **Events:** drop-down menu to select the event group.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

5. Determine which rotations you wish to include in the report. Select **All Rotations**, or select **Specific:** and use the drop-down menu to specify the rotations you wish to include.

6. To add each rotation you have configured as a separate report, click the **Add Each Rotation** button. ProScore will create the reports and add them to the queue immediately.

7. Determine which events you wish to include in the report. Select **All Events**, or select **Specific:** and use the drop-down menu to specify the events you wish to include.

8. To add each event you have configured as a separate report, click the **Add Each Event** button. ProScore will create the reports and add them to the queue immediately.

Creating ProScore Reports

9. Determine how you want the report sorted by selecting the appropriate choice in the **Sort by...** section (**Number**, **Name**, **Ranking**, **Gym**, or **Comp. Order** for competitive order). The configuration of rotations and events will logically determine which of these options is available; those that are not will be grayed out.

10. To preview or print the Score Verification report, first add it to the print queue by clicking the **Add** button.

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11. To *print* the report immediately, click the **Print** button.

12. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

13. When you are done, click  to return to the **Print Reports** window.

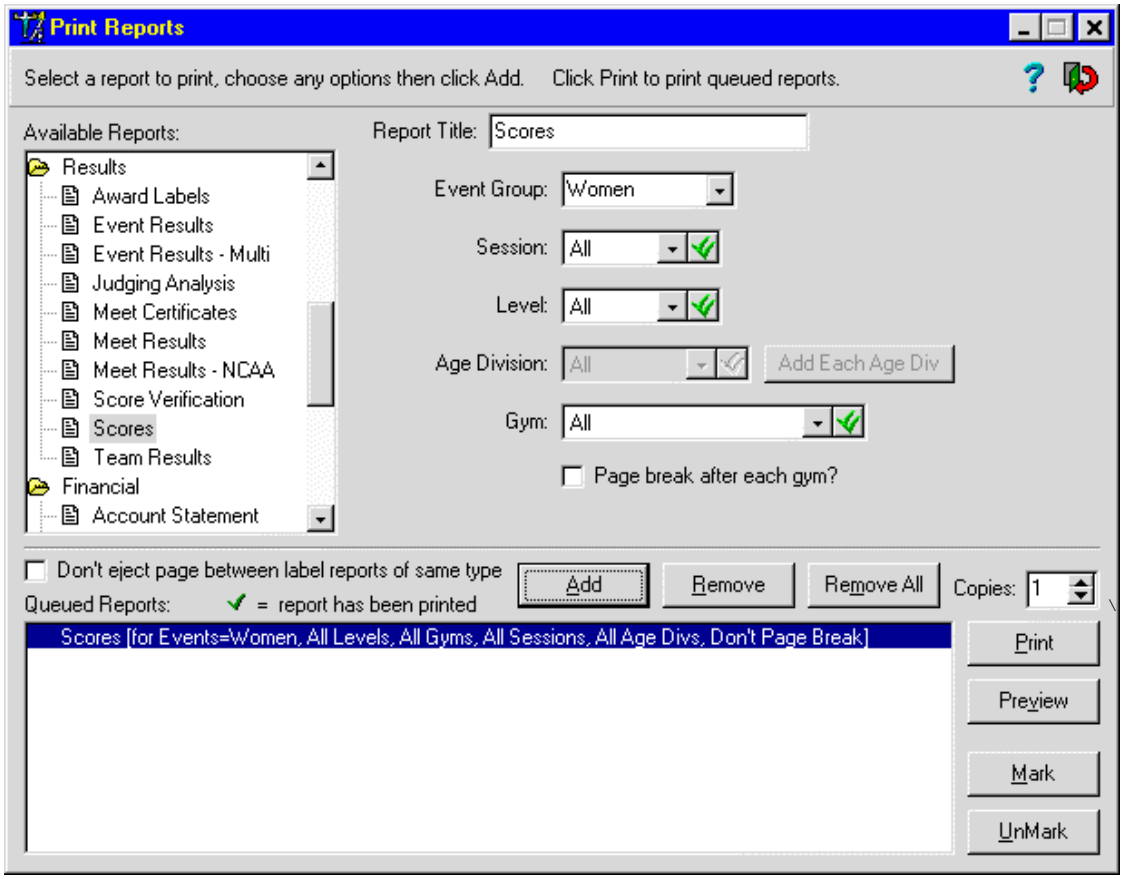
Creating ProScore Reports

SCORES

• Prints all scores for each gymnast. The report is grouped by gym and sorted by the gymnast's last name. This report is useful for record keeping of scores received throughout the season.

1. In the **Available Reports:** section, select Results / Scores:

-continued-



2. If you want to use a title for this report other than the default ("Scores"), enter it in the **Report Title:** field.

3. Use the **Events:** drop-down menus to select the event.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click ✓.

5. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click ✓ and ProScore will automatically include all levels.

6. If you selected a specific level in step #5 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click ✓ and ProScore will automatically include all age divisions. (If you selected All or a subset for the **Level:** section, the **Age Division:** options remain grayed out.)

7. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue.

Creating ProScore Reports

-continued-

8. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click  and ProScore will automatically include all gyms.

9. If you want a page break to occur before each successive gym prints out, check the **Page break between gyms?** box.

10. To print the Scores report, first add it to the print queue by clicking the **Add** button.

11. To *print* the report immediately, click the **Print** button.

12. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

13. When you are done, click  to return to the **Print Reports** window.

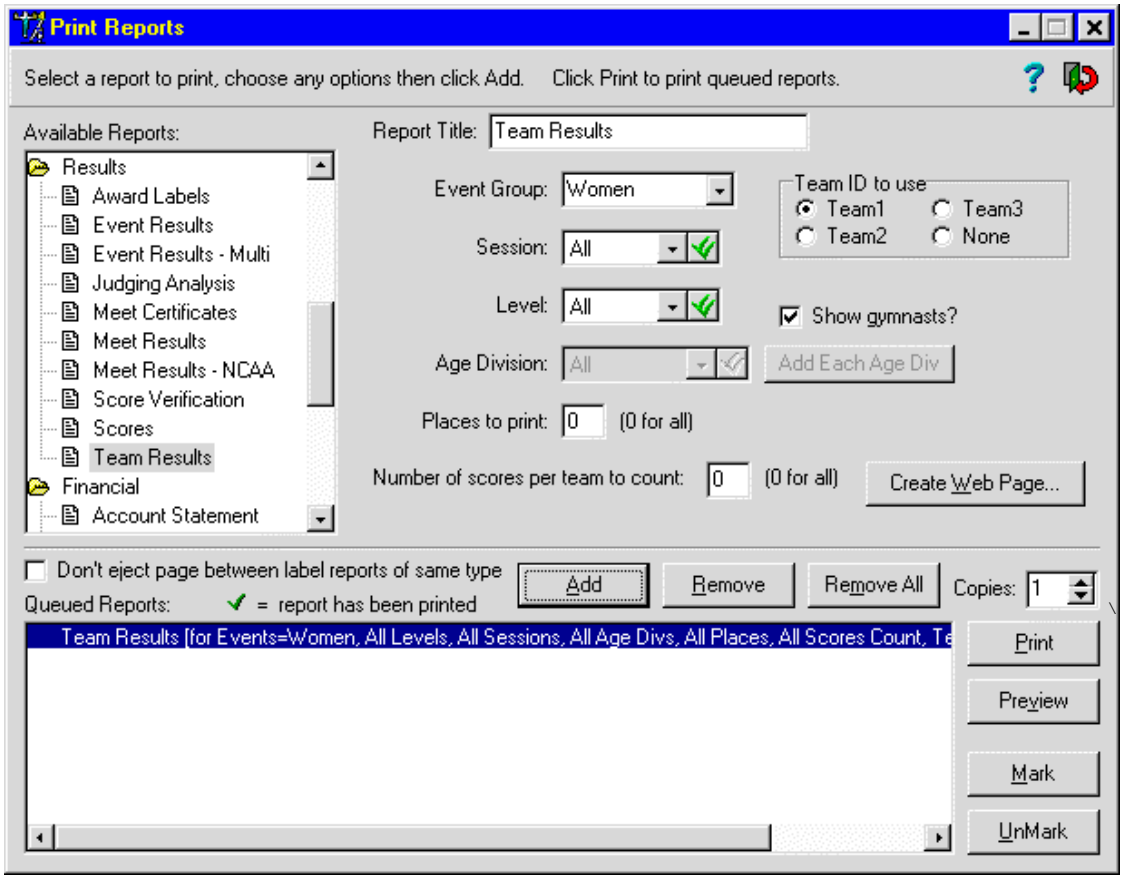
Creating ProScore Reports

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TEAM RESULTS

• *Prints the results of the team competition. Each gymnast who was assigned a team code will be used during this report. The report uses the top number of scores for each event to compute a score for each event. These totals are then added to give the team score. The report lists the placement of each team and gym name. It shows the individual event totals and the placement that the team took on each event, as well as which gymnast's scores counted toward the overall team score.*

1. In the **Available Reports:** section, select Results / Team Results:



2. If you want to use a title for this report other than the default ("Team Results"), enter it in the **Report Title:** field.

3. Use the **Event Group:** drop-down menu to select the event group.

4. Use the **Session:** drop-down menu to select a subgroup of the sessions you wish to include. When you click on any single session's check box, the others will automatically clear. You can select as many sessions as you wish to include in your subgroup by using CNTRL + click or SHIFT + click. To include all sessions in the report (the default), click .

5. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click and ProScore will automatically include all levels.

6. If you selected a specific level in step #5 above, use the **Age Division:** drop-down menu to select a subgroup of the age divisions you wish to include on this report, or click and ProScore will automatically include all age divisions. (If you selected All or a subset for the **Level:** section, the **Age Division:** options remain grayed out.)

Creating ProScore Reports

-continued-

7. If you want ProScore to break out each age division as a separate report, click the **Add Each Age Div** button. ProScore will create a separate report for each age division that appears in the **Age Division:** drop-down menu and immediately add it to the print queue.

8. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click  and ProScore will automatically include all gyms.

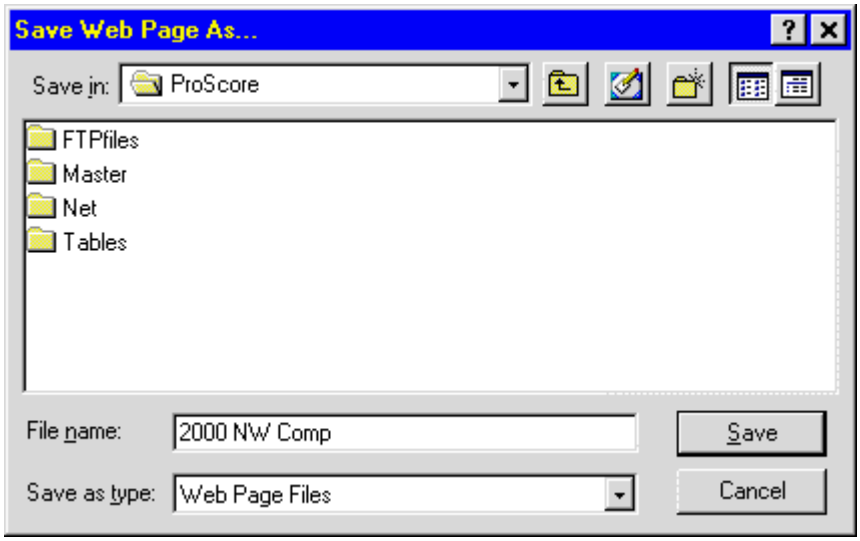
9. In the **Number of scores for team to count:** box, indicate how many scores you want the report to used when computing team ranking (the default value of "0" would cause all scores to be used). For example, if you enter "5", the report will base team ranking on only the five top scores for each gymnast in each event.

10. In the **Team ID to use:** section, make the appropriate selection to determine which Team ID the report will use to determine which gymnasts have been designated as a team (**Team1**, **Team2** or **Team3** or **None**).

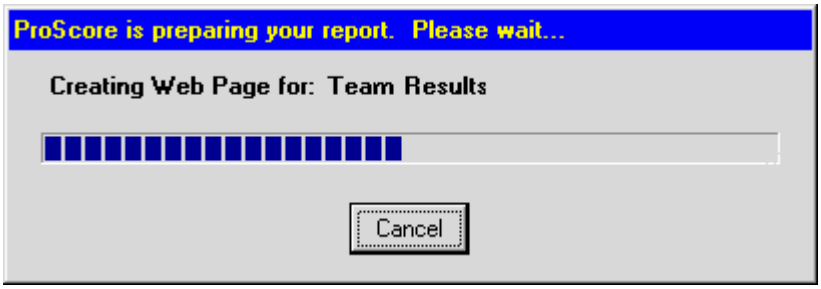
11. If you want the report to list the individual gymnasts, check the **Show gymnasts?** box (the default). Otherwise, the report will list scores by gym only.

12. In the **Places to Print:** box, indicate the number of places out to which you wish to print the team results labels (the default value of "0" would print awards labels for all places). Fo example, if you enter "4", the report will only print out awards labels for those gymnasts ho placed 4th or better; no awards labels would print for those placing 5th or lower.

13. To create a web page containing the team results you have configured, click the **Create Web Page...** button. You will then be directed to specify where you want the web page file to be saved:



Select the appropriate directory or subdirectory, and click **Save**. ProScore will then begin building a web page according to your configuration, and display the progress:



Creating ProScore Reports

-continued-

You can access the web page from any web page editing software. It will be stored using the name and location you specified above, and will contain a conventional ".htm" extension. If you have Windows Internet Explorer, for example, you can locate the file (using "My Computer") and simply double-click on the file to view it in Internet Explorer. This web page is built much the same as the printed version would be, subject to the parameters you already configured in the preceding steps.

14. To preview or print the Team Results report, first add it to the print queue by clicking the **Add** button.

15. To *print* the report immediately, click the **Print** button.

16. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

17. When you are done, click  to return to the **Print Reports** window.

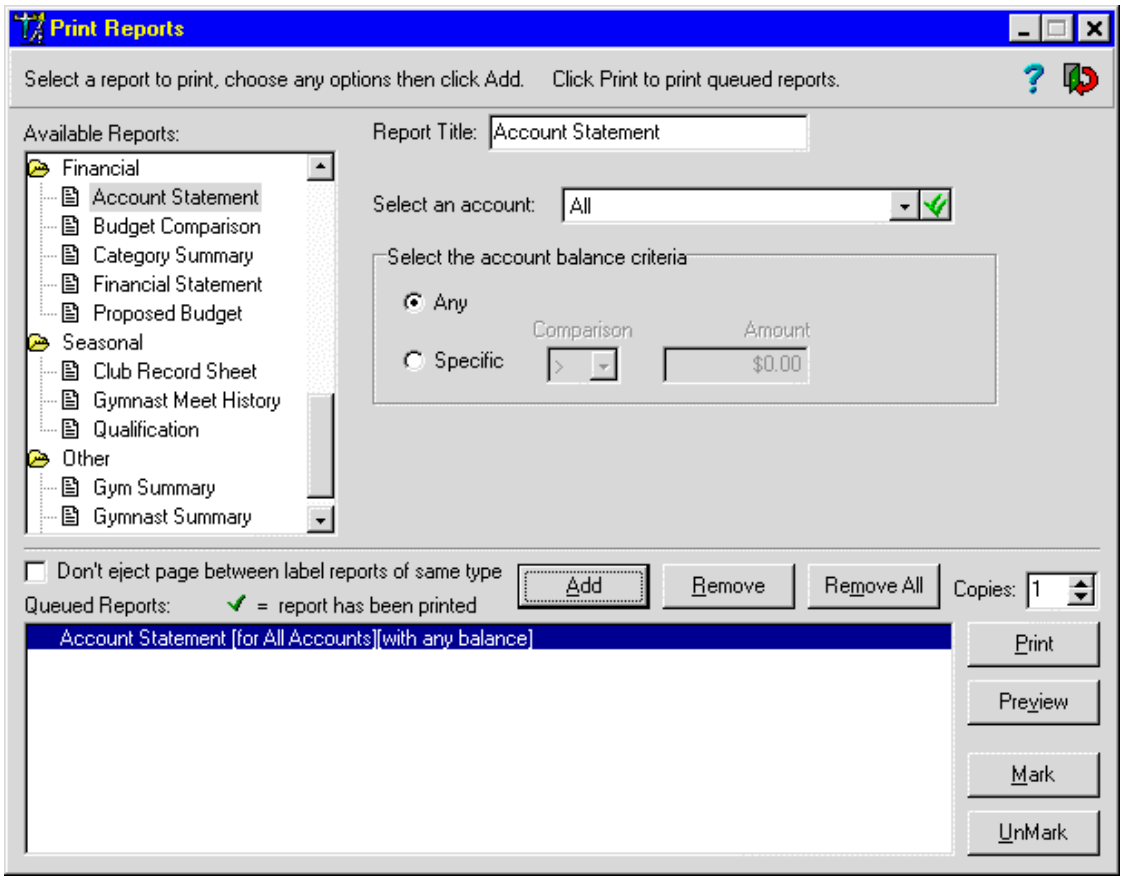
Creating ProScore Reports

ACCOUNT STATEMENT

• Prints an "invoice"-style report for the chosen accounts. It details all account activity showing all charges and payments and a final account balance. It can be folded to fit into standard "window" style envelopes.

-continued-

1. In the **Available Reports:** section, select Finances / Account Statement:



2. If you want to use a title for this report other than the default ("Account Summary"), enter it in the **Report Title:** field.

3. Use the **Select an account:** drop-down menu to select a subset of accounts to include in the report, or click  and ProScore will automatically include all accounts.

4. In the **Select the balance criteria** section, click **Any** (to include all accounts in the report regardless of their balance);

OR...

4b. Click **Specific**, then click on the down-arrow at the right of the **Comparison** field and select the operator you wish to use:

"**=**" selects only those accounts whose balance equals the **Amount** value;

"**< >**" selects only those accounts whose balance is less than or greater than, but not equal to, the **Amount** value;

"**<**" selects only those accounts whose balance is less than the **Amount** value;

"**>**" selects only those accounts whose balance is greater than the **Amount** value;

"**<=**" selects only those accounts whose balance is less than or equal to the **Amount** value;

"**>=**" selects only those accounts whose balance is greater than or equal to the **Amount** value;

4c. In the **Amount** field, enter the threshold balance amount you wish the chosen operator to use in its search.

-continued-

5. To preview or print the Account Summary report, first add it to the print queue by clicking the **Add** button.

6. To *print* the report immediately, click the **Print** button.

7. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

8. When you are done, click  to close this window and return to the **Print Reports** window.

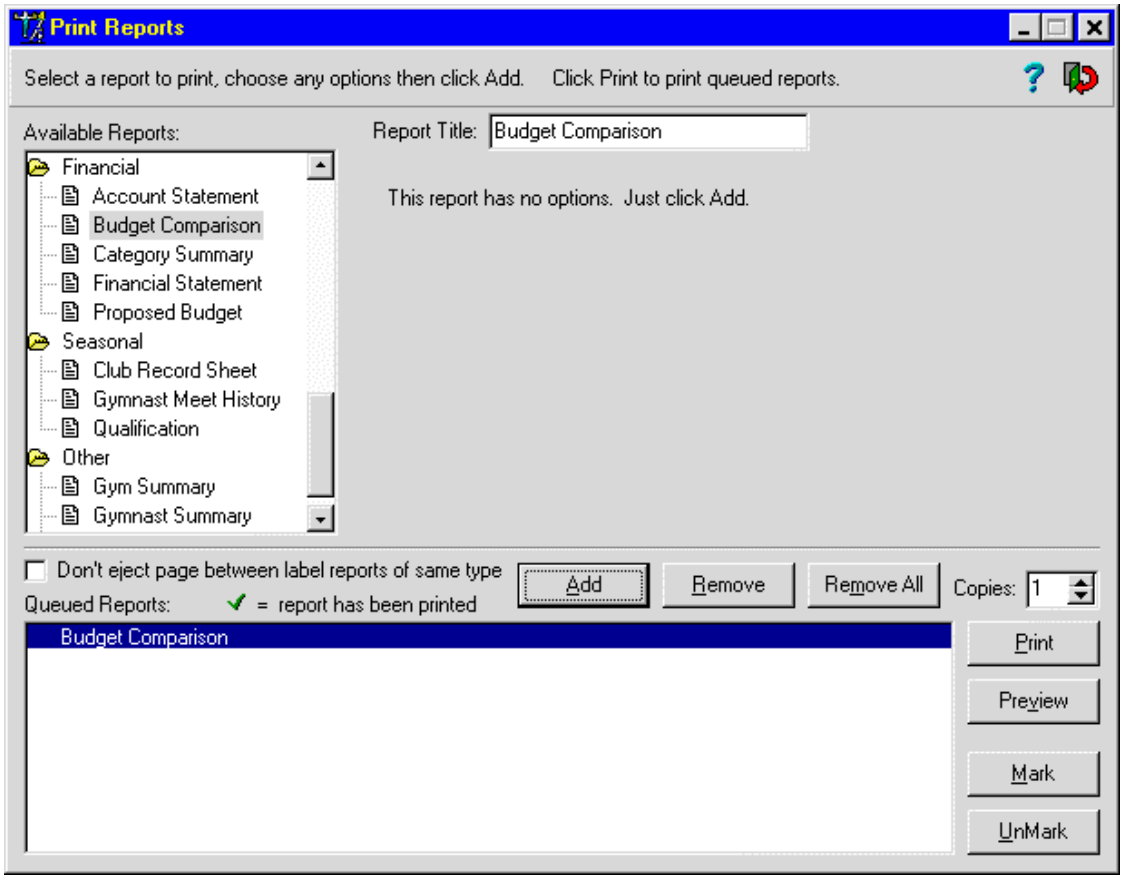
Creating ProScore Reports

BUDGET COMPARISON

• *Prints a comparison of the budgeted amounts to the actual amounts for all Transaction Categories used during the meet. It shows the budgeted amount, the actual amount, and the amount over/under the budgeted amount. The report is sub-totaled by income and expense with grand totals at the bottom.*

-continued-

1. In the **Available Reports:** section, select Finances / Budget Comparison:



2. If you want to use a title for this report other than the default ("Budget Comparison"), enter it in the **Report Title:** field.

Note: The Budget Comparison report has no options. Its purpose is to help you track how well you are staying within budget by comparing budgeted amounts to actual expenditures. Many ProScore users find this to be a very useful report, and add it to the print queue as soon as they start configuring a new meet so they can track how well they are staying within budget.

3. To preview or print the Budget Comparison report, first add it to the print queue by clicking the **Add** button.

4. To *print* the report immediately, click the **Print** button.

5. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

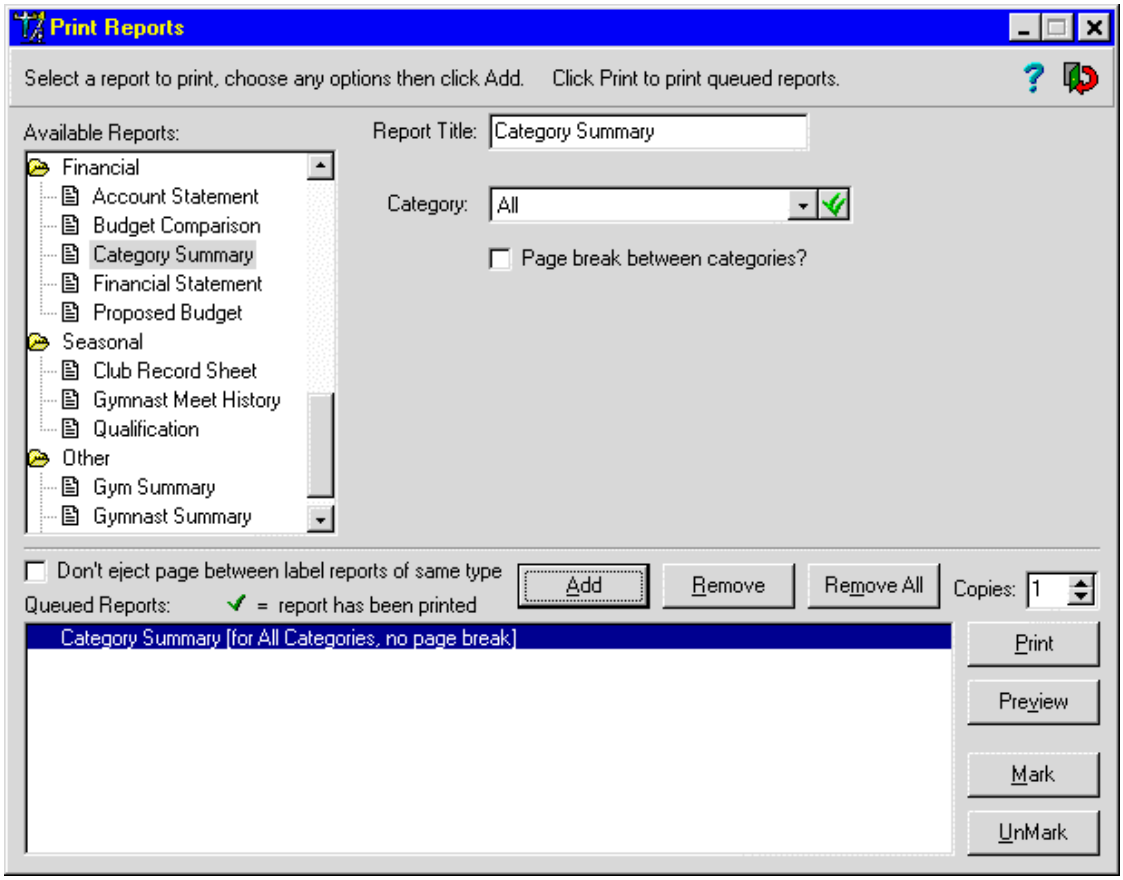
6. When you are done, click to close this window and return to the **Print Reports** window.

CATEGORY SUMMARY

• *Prints a detailed list of all account transactions for a specified Category. It shows the transaction date, memo, reference account and amount. Each Category is totaled.*

1. In the **Available Reports:** section, select Finances / Category Summary:

-continued-



2. If you want to use a title for this report other than the default ("Category Summary"), enter it in the **Report Title:** field.

3. Use the **Category:** drop-down menu to select a subset of categories to include in the report, or click  and ProScore will automatically include all categories.

4. If you want a page break to occur before each category, check the **Page break between categories?** box.

5. To preview or print the Category Summary report, first add it to the print queue by clicking the **Add** button.

6. To *print* the report immediately, click the **Print** button.

7. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

8. When you are done, click  to close this window and return to the **Print Reports** window.

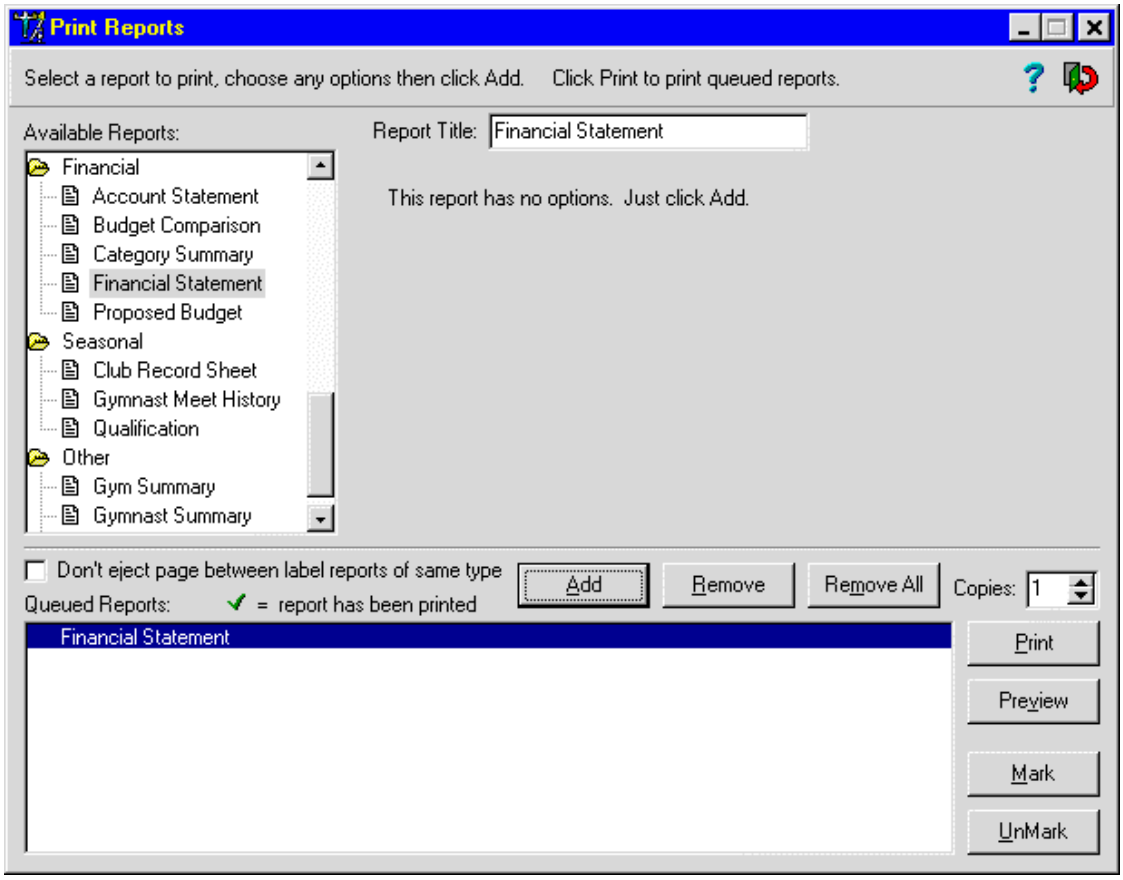
Creating ProScore Reports

-continued-

FINANCIAL STATEMENT

• *Prints the totals for all Transaction Categories used during the meet. It shows each category and the total amount of all transactions for that category. The report is sub-totaled by income and expense with grand totals at the bottom.*

1. In the **Available Reports:** section, select Finances / Financial Statement:



2. If you want to use a title for this report other than the default ("Financial Statement"), enter it in the **Report Title:** field.

Note: The Financial Statement report has no options. Its purpose is to give you the bottom line on your meet's financial condition.

3. To preview or print the Financial Statement report, first add it to the print queue by clicking the **Add** button.

4. To *print* the report immediately, click the **Print** button.

5. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

6. When you are done, click to close this window and return to the **Print Reports** window.

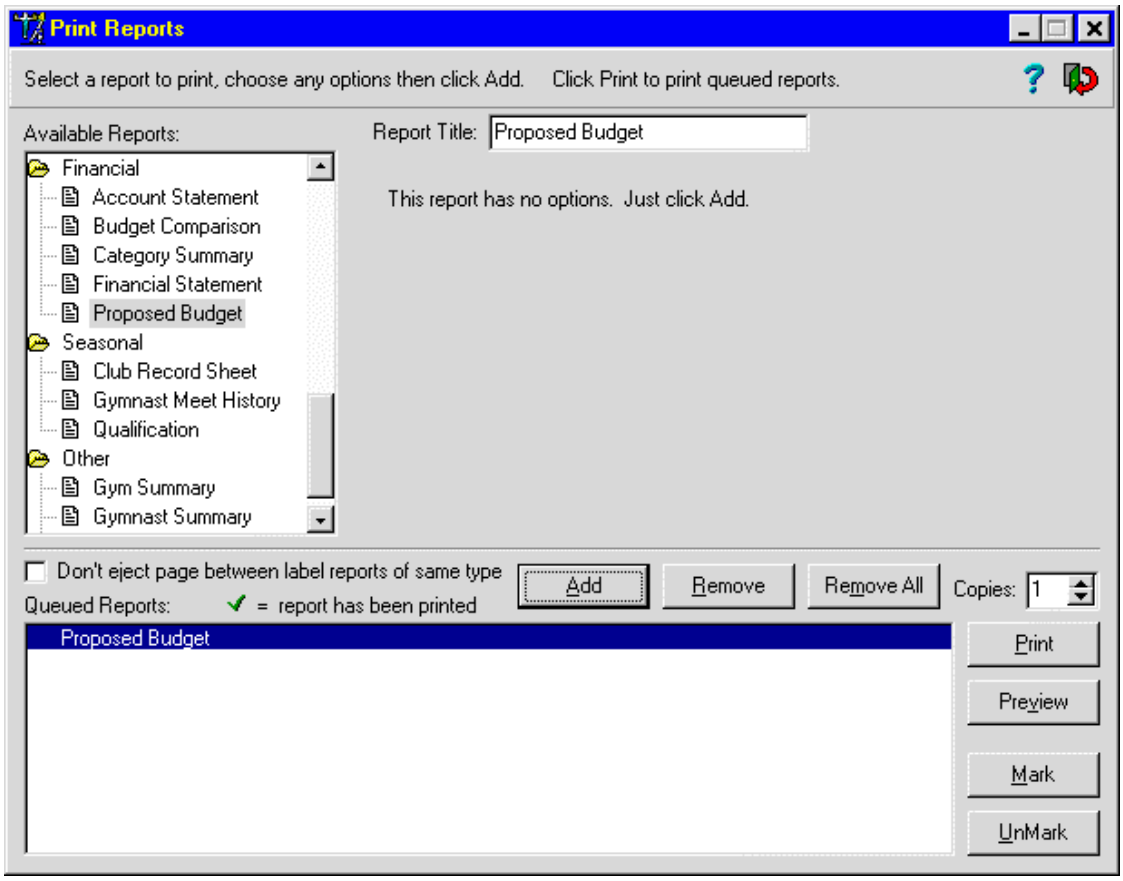
Creating ProScore Reports

PROPOSED BUDGET

• *Prints the budgeted category amounts. It shows each category and the amount budgeted for that category. The report is sub-totaled by income and expense with grand totals at the bottom.*

1. In the **Available Reports:** section, select Finances / Proposed Budget:

-continued-



2. If you want to use a title for this report other than the default ("Proposed Budget"), enter it in the **Report Title:** field.

Note: The Budget Comparison report has no options. Its purpose is to summarize budgeted categories to help you manage your meet finances.

3. To preview or print the Proposed Budget report, first add it to the print queue by clicking the **Add** button.

4. To *print* the report immediately, click the **Print** button.

5. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking on the upper right-hand side of the button bar.

6. When you are done, click to close this window and return to the **Print Reports** window.

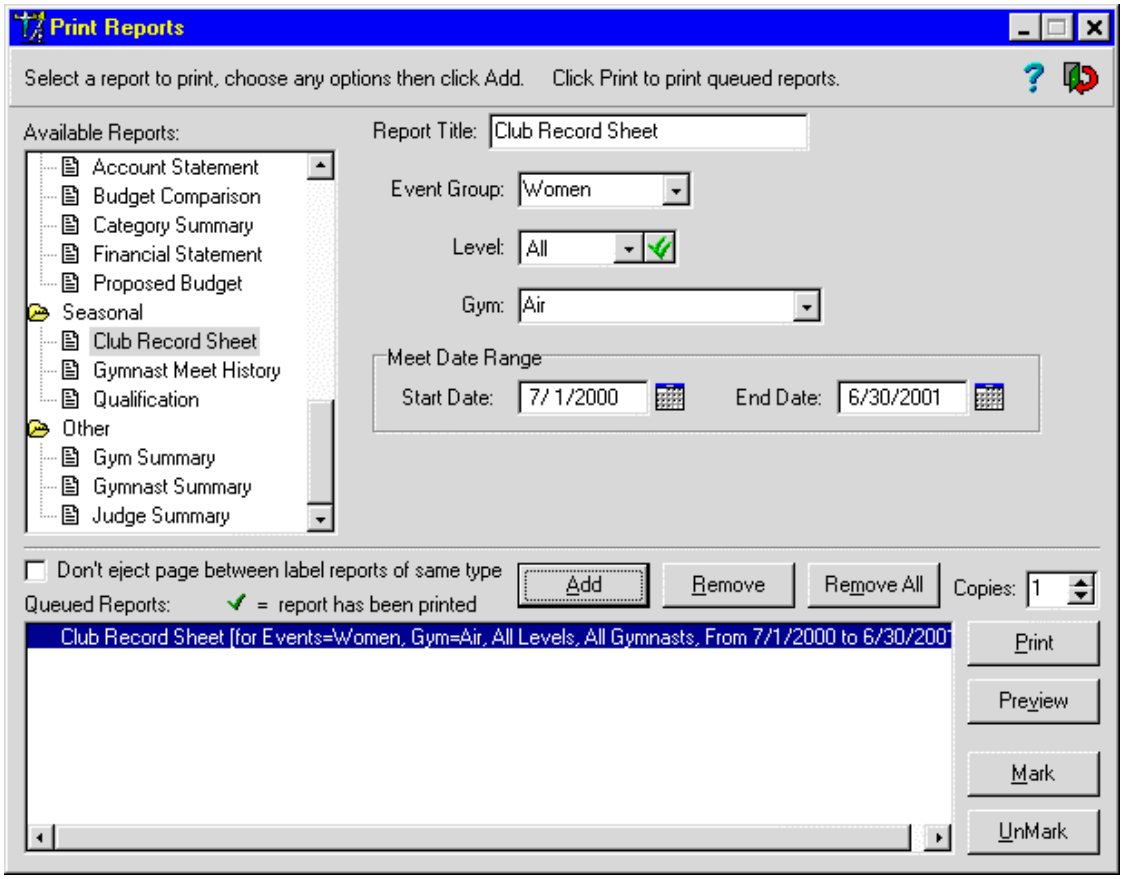
Creating ProScore Reports

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CLUB RECORD SHEET

• *Prints a summary of all meets within a given date range (season) for the selected gym. It shows each gymnast and the All-Around scores received at each meet. This report is useful for tracking the gymnast's progress over the course of a season.*

1. In the **Available Reports:** section, select Seasonal / Club Record Sheet:



2. If you want to use a title for this report other than the default ("Club Record Sheet"), enter it in the **Report Title:** field.

3. Use the **Event Group:** drop-down menus to select the event group.

4. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click ✔ and ProScore will automatically include all levels.

5. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click ✔ and ProScore will automatically include all gyms.

6. In the **Meet Date Range** section, enter the appropriate starting and ending dates (click 📅 to use the pop-up calendar).

7. To print or preview the Club Record Sheet report, first add it to the print queue by clicking the **Add** button.

8. To *print* the report immediately, click the **Print** button.

Creating ProScore Reports

9. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

10. When you are done, click  to return to the **Print Reports** window.

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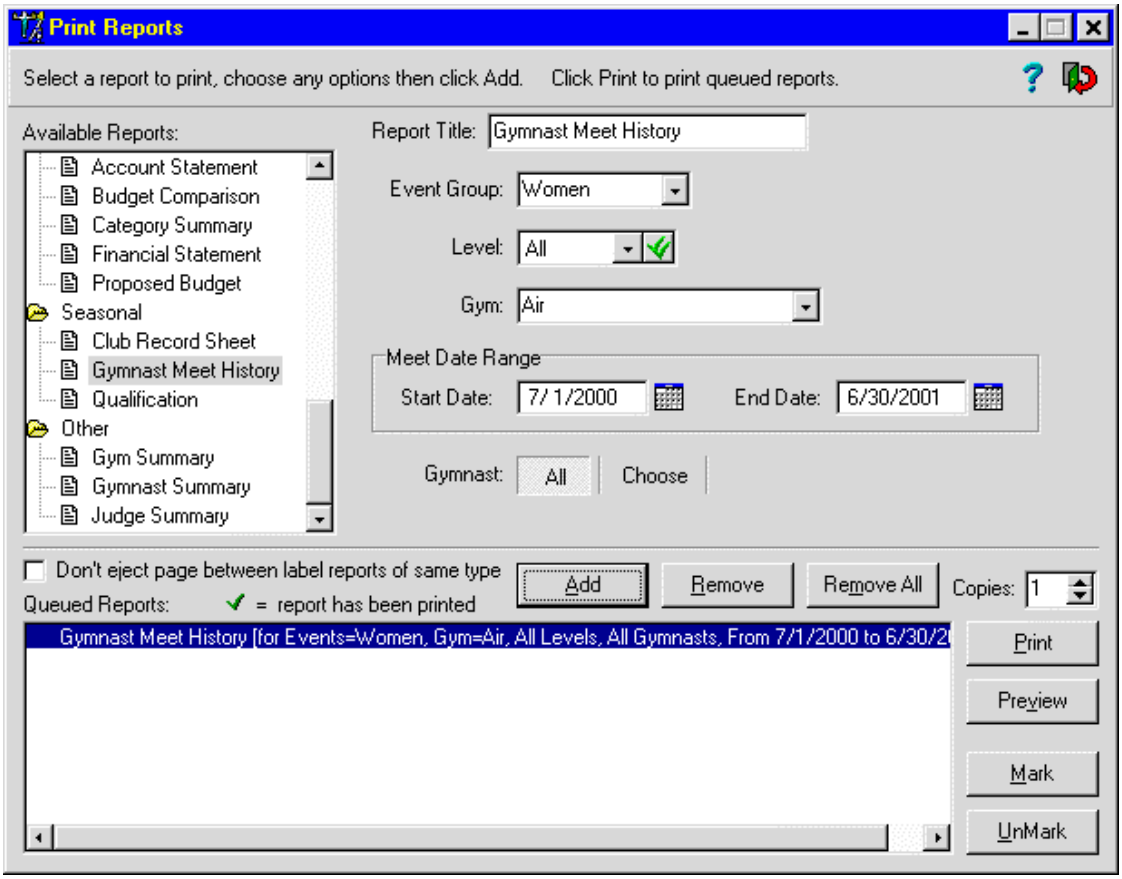
Creating ProScore Reports

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GYMNAST MEET HISTORY

• Prints a summary of all meets a gymnast has attended. It lists each gymnast for the selected gym and all the meets that gymnast attended within the date range given. Every score for all events and all-around are printed for each meet. The Hi, Low, and Average score for each event and all-around are also printed for each gymnast. Averages for each event and all-around are computed based on the number of meets with scores for those events.

1. In the **Available Reports:** section, select Seasonal / Gymnast Meet History:



2. If you want to use a title for this report other than the default ("Gymnast Meet History"), enter it in the **Report Title:** field.

3. Use the **Event Group:** drop-down menus to select the event group.

4. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click  and ProScore will automatically include all levels.

5. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click  and ProScore will automatically include all gyms.

6. In the **Meet Date Range** section, enter the appropriate starting and ending dates (click  to use the pop-up calendar).

7. If you wish to include specific gymnasts on the report, but they as a subgroup cannot be easily configured using the criteria available in the above steps, you can select them *individually* in the **Gymnast:** section. To do this, click the **Choose**: button to open the **Select Gymnast** window, click on your selection and click **OK**. Then click **Add** to add that gymnast's individual report into the print queue.

Creating ProScore Reports

8. To print or preview the Gymnast Meet History report, first add it to the print queue by clicking the **Add** button.

9. To *print* the report immediately, click the **Print** button.

10. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

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11. When you are done, click  to return to the **Print Reports** window.

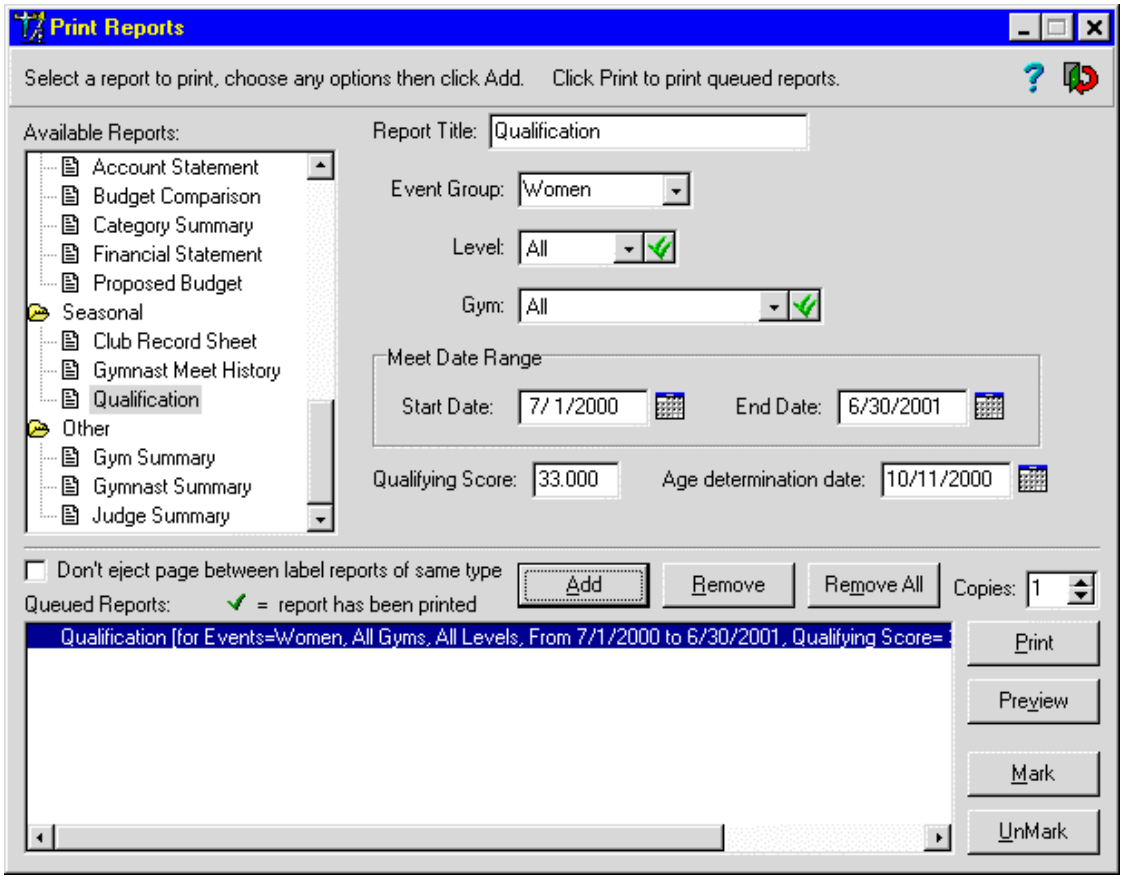
Creating ProScore Reports

QUALIFICATION

• *Prints all gymnasts who have scored higher than a given score. It lists the gymnast's name, gym, level, age USAG #, all-around score, and the meet in which they qualified. The report includes only those meets within the given date range and only lists each gymnast once even if the gymnast qualified more than once (in which case, only the highest qualifying score is listed).*

-continued-

1. In the **Available Reports:** section, select Seasonal / Qualification:



2. If you want to use a title for this report other than the default ("Qualification"), enter it in the **Report Title:** field.

3. Use the **Event Group:** drop-down menus to select the event group.

4. Use the **Level:** drop-down menu to select a subgroup of the levels you wish to include, or click ✓ and ProScore will automatically include all levels.

5. Use the **Gym:** drop-down menu to select a subgroup of the gyms you wish to include, or click ✓ and ProScore will automatically include all gyms.

6. In the **Meet Date Range** section, enter the appropriate starting and ending dates (click to use the pop-up calendar).

7. Enter the appropriate value in the **Qualifying Score:** section.

8. Enter the appropriate date in the In the **Age Determination Date:** section (click to use the pop-up calendar).

9. To print or preview the Qualification report, first add it to the print queue by clicking the **Add** button.

10. To *print* the report immediately, click the **Print** button.

11. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

12. When you are done, click  to return to the **Print Reports** window.

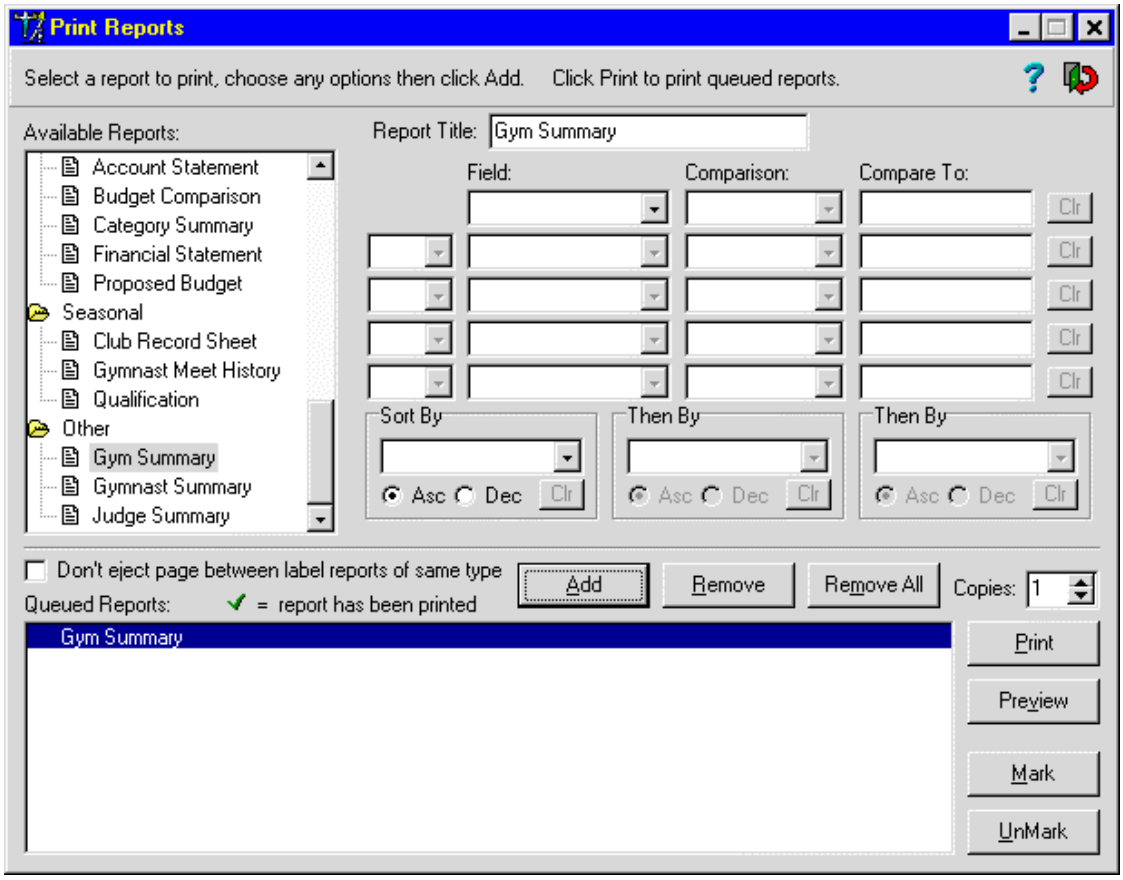
Creating ProScore Reports

■ GYM SUMMARY

• *Prints all information about gyms in the Gym Information database. You have the option of specifying criteria to produce a list of gyms in any type of "ad-hoc" format you like.*

1. In the **Available Reports:** section, select Other / Gym Summary:

-continued-



2. If you want to use a title for this report other than the default ("Gym Summary"), enter it in the **Report Title:** field.

3. To filter the summary, you can use the filter criteria fields (**Field:**/**Comparison:**/**Compare To:**) to configure the filter data accordingly. There are five fields available, which allows a very narrow and specific summary to be configured, if necessary.



The Filtered Search Function was explained previously in:

- **Creating ProScore Reports**
  - ■ USING FILTER CRITERIA IN PROSCORE REPORTS

4. To specify the order in which the mailing labels print, configure the **Sort By**/**Then by**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - ■ USING THE SORT UTILITY IN PROSCORE REPORTS

5. To print or preview the Gym Summary report, first add it to the print queue by clicking the **Add** button.

Creating ProScore Reports

6. To *print* the report immediately, click the **Print** button.

7. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

8. When you are done, click  to return to the **Print Reports** window.

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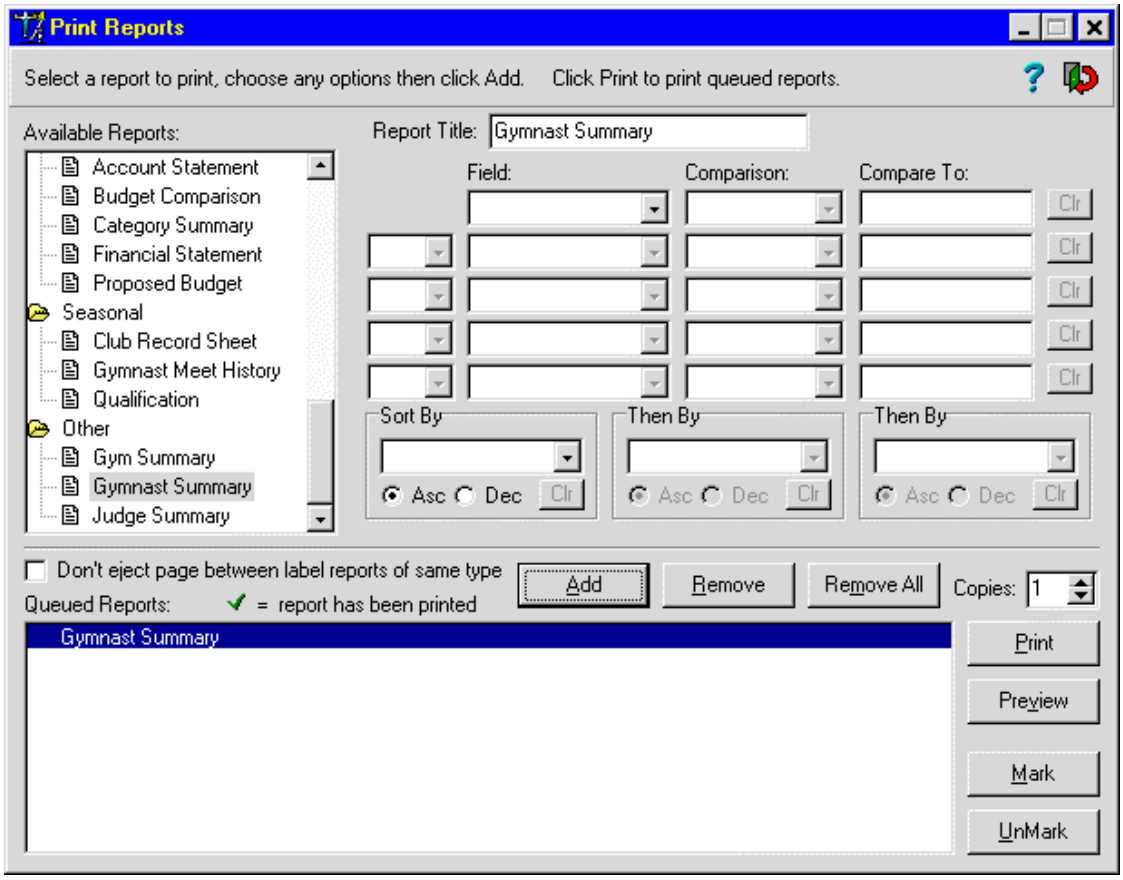
Creating ProScore Reports

■ GYMNAST SUMMARY

• *Prints all information that has been entered for gymnasts in the meet. You have the option of specifying criteria to produce a list of gymnasts in any type of "ad-hoc" format you like. This allows you to produce a list of gymnasts that no other report in ProScore can generate.*

-continued-

1. In the **Available Reports:** section, select Other / Gymnast Summary:



2. If you want to use a title for this report other than the default ("Gymnast Summary"), enter it in the **Report Title:** field.

3. To filter the summary, you can use the filter criteria fields (**Field:**/**Comparison:**/**Compare To:**) to configure the filter data accordingly. There are five fields available, which allows a very narrow and specific summary to be configured, if necessary.



The Filtered Search Function was explained previously in:

- **Creating ProScore Reports**
  - ■ USING FILTER CRITERIA IN PROSCORE REPORTS

4. To specify the order in which the mailing labels print, configure the **Sort By**/**Then by**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - ■ USING THE SORT UTILITY IN PROSCORE REPORTS

Creating ProScore Reports

5. To print or preview the Gymnast Summary report, first add it to the print queue by clicking the **Add** button.

6. To *print* the report immediately, click the **Print** button.

7. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

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8. When you are done, click  to return to the **Print Reports** window.

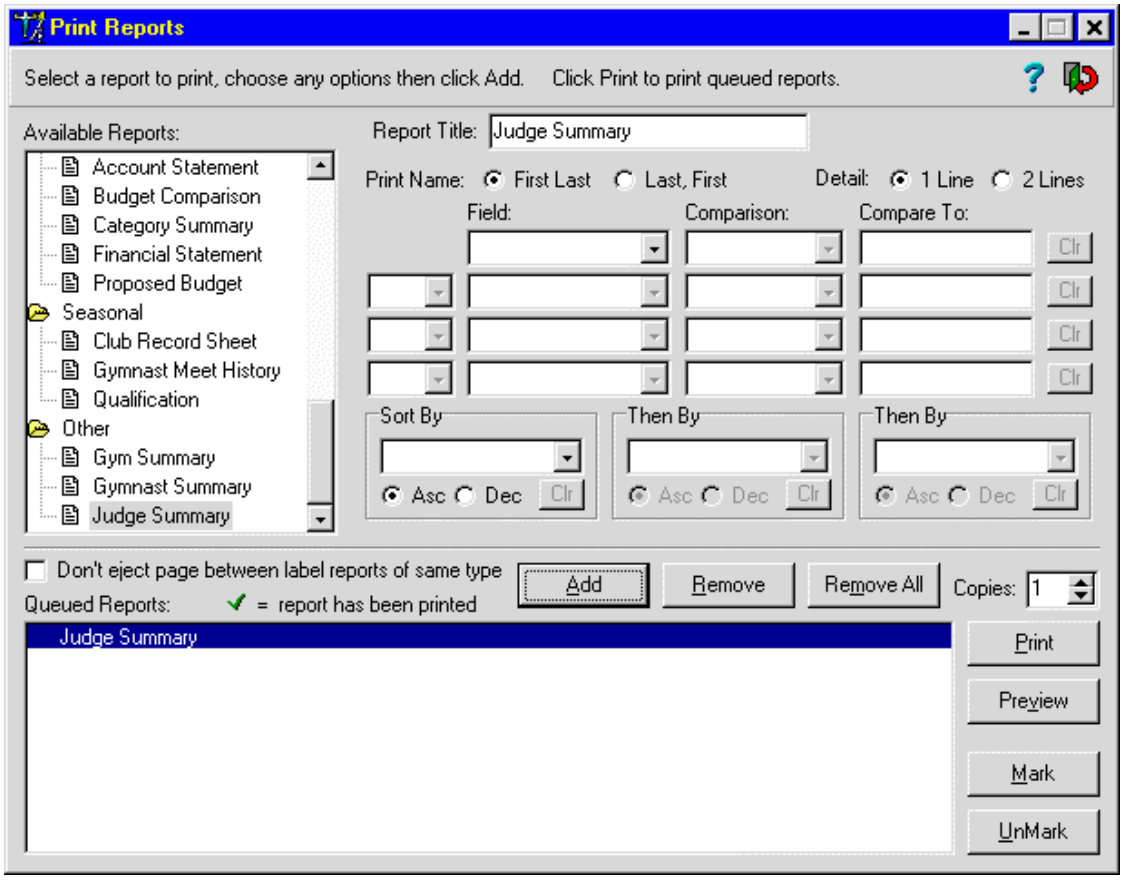
Creating ProScore Reports

JUDGE SUMMARY

• *Prints all information about judges in the Judge Information database. You have the option of specifying criteria to produce a list of judges in any type of "ad-hoc" format you like.*

1. In the **Available Reports:** section, select Other / Judge Summary:

-continued-



2. If you want to use a title for this report other than the default ("Judge Summary"), enter it in the **Report Title:** field.

3. Determine how the Judge's names will appear on the report by selecting the appropriate **Print Name:** option: **First Last** or **Last, First**.

4. Specify the level of detail you want the report to include by selecting the appropriate **Detail:** option: **1 Line** or **2 Lines**.

5. To filter the summary, you can use the filter criteria fields (**Field:**/**Comparison:**/**Compare To:**) to configure the filter data accordingly. There are five fields available, which allows a very narrow and specific summary to be configured, if necessary.



The Filtered Search Function was explained previously in:

- **Creating ProScore Reports**
  - USING FILTER CRITERIA IN PROSCORE REPORTS

6. To specify the order in which the mailing labels print, configure the **Sort By**/**Then by**/**Then by** fields accordingly.



The Sort Utility was explained previously in:

- **Creating ProScore Reports**
  - ■ USING THE SORT UTILITY IN PROSCORE REPORTS

-continued-

7. To print or preview the Judge Summary report, first add it to the print queue by clicking the **Add** button.

8. To *print* the report immediately, click the **Print** button.

9. To *preview* the report prior to printing, click on the **Preview** button. ProScore will build your report and display it in the **Print Preview** window. You can inspect the report in detail, then print it by clicking  on the upper right-hand side of the button bar.

10. When you are done, click  to return to the **Print Reports** window.

Configuring the Hardware

SETTING UP THE SCOREBOARDS

The ProScore scoring system uses three different types of score boards:

- **four-digit numeric display** - flashes the competitor's number and score for the various events;
- **2 x 12 alphanumeric display** - a larger display than the numeric display, this model displays two characters high and 12 characters wide (it functions much like the above display, but is capable of displaying more info at one time);
- **4' x 8' LED graphics display** - the largest display currently offered by Auburn Electronics for the ScoreGen system, this graphics display so named because of its ability to display graphics (in 192 x 96 resolution) as well as alphanumeric text of multiple sizes and styles.

All displays are capable of serving as countdown timers for timed warm-ups. The user has complete control over how the score and competition number are displayed.

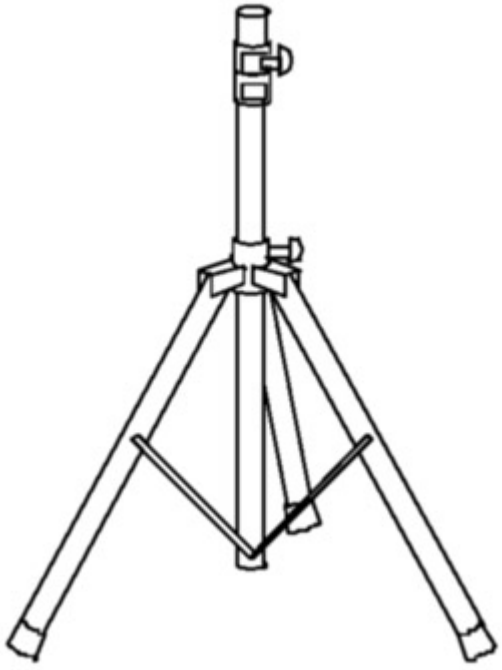
All three display types can be mounted on lightweight aluminum stands, or on the wall; mounting them on stands allows greater flexibility as to where the scoreboards will be located (such as a scoreboard placed at each event, or together in one central location). Mounting on a wall provides a more permanent solution.

The large graphics display can mounted on the wall.

The numeric and alphanumeric scoreboards and associated hardware have been designed to be easy to set up and configure. Just make sure all knobs and wing nuts are tightened to ensure safe operation during the meet.

To mount the numeric or alphanumeric scoreboards on the stand:

1. Spread out the tripod legs of the stand far enough to ensure stable support. Lock the legs in position by tightening the lower adjustment knob.

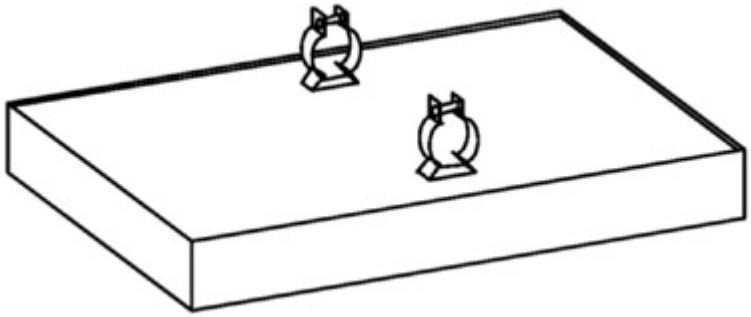


Configuring the Hardware

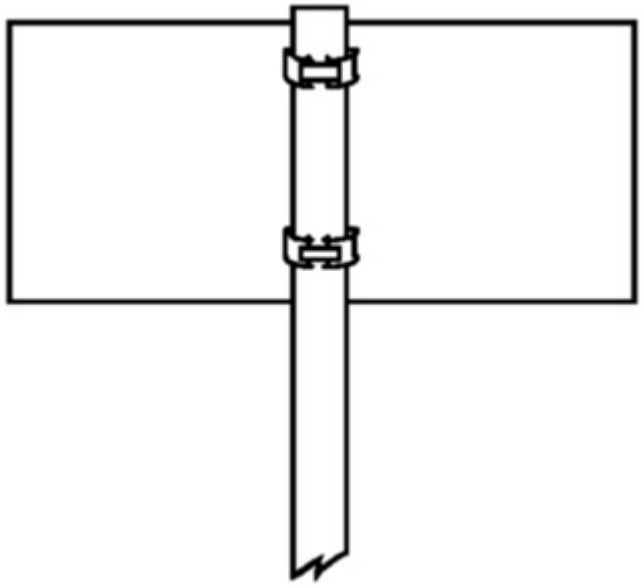
2. Extend the neck of the stand up as far as it will go and lock it into position by tightening the upper adjustment knob.

3. Attach the metal clamps to the back of the scoreboard using the screws that are provided.

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4. Slide the scoreboard onto the stand with the neck passing through the metal clamps. You may have to loosen the wing nuts and widen the clamps so that they fit around the neck.



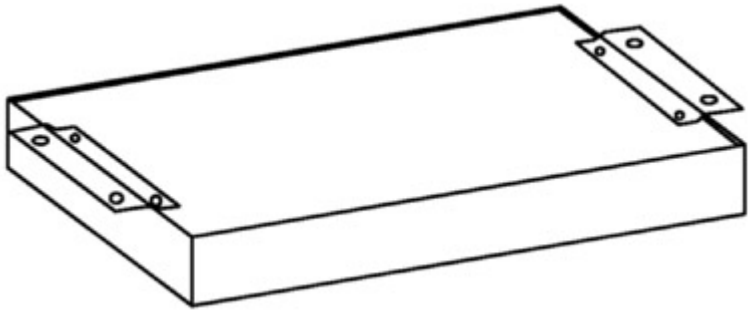
5. Position the scoreboard at the top of the neck and tighten the wing nuts to secure the scoreboard to the stand.

Configuring the Hardware

To mount the numeric or alphanumeric scoreboards on a wall:

1. Attach the wall mount brackets to the back of the scoreboard using the screws that are provided.

-continued-



2. Find a good location, preferably one that has the most visibility, and attach the scoreboards to the wall using whatever method is appropriate for your conditions. The wall mount brackets have two holes that you can use to bolt the scoreboards on the wall.

Mounting the large graphics scoreboard:

Due to this unit's large size and considerable weight, special attention must be given to the structural considerations and hardware used. Therefore, installation is done only by Auburn Electronics Group (call Technical Support for additional information).

Scoreboard ID settings

In the ProScore system, each scoreboard must have its own unique ID so the computer knows which information is going to which scoreboard. These IDs are set on the bottom of the scoreboard, using a DIP switch. **THESE SETTINGS ARE PRESET BY AUBURN ELECTRONICS AT THE FACTORY AND DO NOT NORMALLY NEED TO BE MODIFIED!**

However, there are situations in which you may need to modify the settings, such as if you add a new scoreboard to your system. If you need to modify the DIP switch settings, see Appendix A entitled "Changing the DIP Switch Settings On ProScore Scoreboards and Keypads".

Configuring the Hardware

SETTING UP THE KEYPADS

The ProScore Keypad is a hand-held device each judge uses to enter the scores for the various events. Each judge can have his or her own keypad. This eliminates the need for runners since the chief judge automatically receives a score entered by the panel judge. The scores entered by the judges are automatically recorded in ProScore and saved. The scores are then automatically displayed on the ProScore Scoreboards.

-continued-

Keypad ID settings
In the ProScore system, each keypad must have its own unique ID so the computer knows which keypad (and therefore which judge) it is receiving information from. As with the scoreboards, these IDs are set on the rear of the keypad using a DIP switch. **THESE SETTINGS ARE PRESET BY AUBURN ELECTRONICS AT THE FACTORY AND DO NOT NORMALLY NEED TO BE MODIFIED!**

However, there are situations in which you may need to modify the settings, such as if you add a new keypad to your system. If you need to modify the keypad's DIP switch settings, see Appendix A entitled, "Changing the DIP Switch Settings On ProScore Scoreboards and Keypads".

Configuring the Hardware

Sorting Out the Cabling For Your Hardware System

Before you begin to setup the scoreboards and keypads, make sure you have all of the following cabling components on hand:

- 1,000 ft (approximate total, composed of various lengths) of 6-conductor modular phone wire, as included with the purchase of the hardware system;
- RS-232 modem (serial) cable, also included with the hardware system;
- 6-position/6-conductor "straight-through" in-line coupler (included with the hardware system), which will be necessary if you wish to connect two shorter cables together to make a longer one.

-continued-

ProScore hardware cabling comes from the factory with plugs installed on each end.

The total length of wire needed will depend on the size of your facility and the location, and placement of the judges and scoreboards. As mentioned above, you can use an in-line coupler to enable longer cable runs. The RS-232 modem cable is a standard "straight-through" serial cable that connects the junction box to your computer.

Configuring the Hardware

CONNECTING THE SCOREBOARDS AND KEYPADS

The scoreboards, keypads and junction box are all wired together in a "daisy-chain" configuration using 6-conductor modular wire (similar to telephone wire except it has six conductors instead of just four). The cabling supplied with your hardware system has the plugs attached at the factory. However, the need may arise to make new cables, such as when you spread your scoreboards and keyboards throughout a larger facility, or need to repair broken plugs on the ends of the cables. For detailed instructions on how to crimp modular connectors onto modular wire, see Appendix B entitled, "Installing New Modular Plugs Onto Your Cables".

-continued-

The units can be wired together in any order. Just begin at the junction box and continue round the gym until you have each unit in the "daisy-chain". Once you reach the last unit, you do *not* have to run a cable back to the junction box.

Configuring the Hardware

Connecting the Junction Box To Your Computer

The junction box is the small black box that came with your hardware system. It is connected to your computer using a standard RS-232 "straight-through" modem cable (supplied). The junction box also requires a power source (supplied by any of the included power supplies used with the ProScore hardware system).

You will also need an unused COM port available in your computer for the junction box and ProScore software. Note that no other devices in your computer can be using the IRQ assigned to this COM port.

-continued-

Configuring the ScoreGen Software

UNDERSTANDING SCOREGEN'S MENU STRUCTURE AND OPTIONS

ScoreGen is the software that coordinates score entry from the keypads and drives the scoreboards. ScoreGen is a component of, and fully integrated with, the ProScore software. As a result, the input and display of scores is a simple and streamlined process.

The six pull-down menus contain the following commands:

File	Utility	Graphics	Alpha	Help
Exit	Setup Units	Display Graphic	Display Message	About
	Reset Scoreboards	Display Text Message		
	Reset Keypads	Script Generator...		
	Clear Scoreboard Displays	Clear Graphics/Text		
	Countdown Timer			
	Enable Keypad Score Display			
	Require Scores From Each Judge			
	Bypass Head Judge Score Entry			

Each of the above pull-down menu actions is explained below:

File

Exit .....to exit the program (end your current ScoreGen session)

Utility

Setup Units .....to define and configure keypads and scoreboards

Reset Scoreboards .....to clear and reset scoreboards (for troubleshooting only)

Reset Keypads .....to clear and reset keypads (for troubleshooting only)

Clear Scoreboard Displays .....immediately clears all scoreboards of any data

Countdown Timer .....opens the countdown timer utility

Enable Keypad Score Display .....by default, displays individual scores on scoreboard

Require Scores From Each Judge .....requires all judges scores before scores are saved

Bypass Head Judge Score Entry .....allows head judge to *not* have to enter their score before seeing other judge's scores

Graphics

Display Graphic .....allows selection/loading of graphic file for graphics scoreboard

Display Text Message .....opens text editor utility

Script Generator... .....opens script generator utility for graphics scoreboard*

Clear Graphics/Text .....immediately clears large graphics scoreboard only

Alpha

Display Message .....opens the message editor utility

Help

About... .....software ID, version and copyright information

* The script generator is a special application for the large graphics scoreboard and requires assistance from Technical Support to implement. It is *not* documented in this User's Guide.

Configuring the ScoreGen Software

CONFIGURING SCOREGEN

Before you can use the hardware, it must be configured with ScoreGen—a simple and straightforward process. After the initial configuration is complete, subsequent setups for future meets are quick and easy (assuming you run them with the same computer, since the setup of the system is specific to the computer it is run on).

To configure your hardware with ScoreGen:

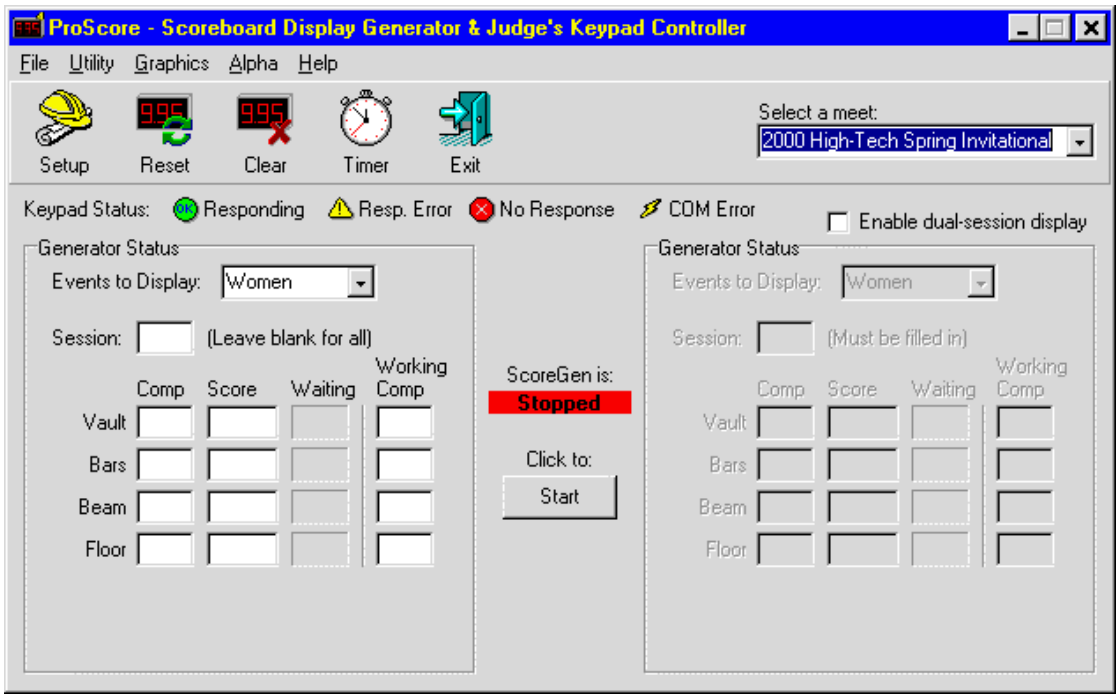
-continued-

1. Click on the Windows **Start** menu and choose **Programs.**

2. Select the **ProScore** program group.

3. Click 

to open the **ProScore - Scoreboard Display Generator...** window:

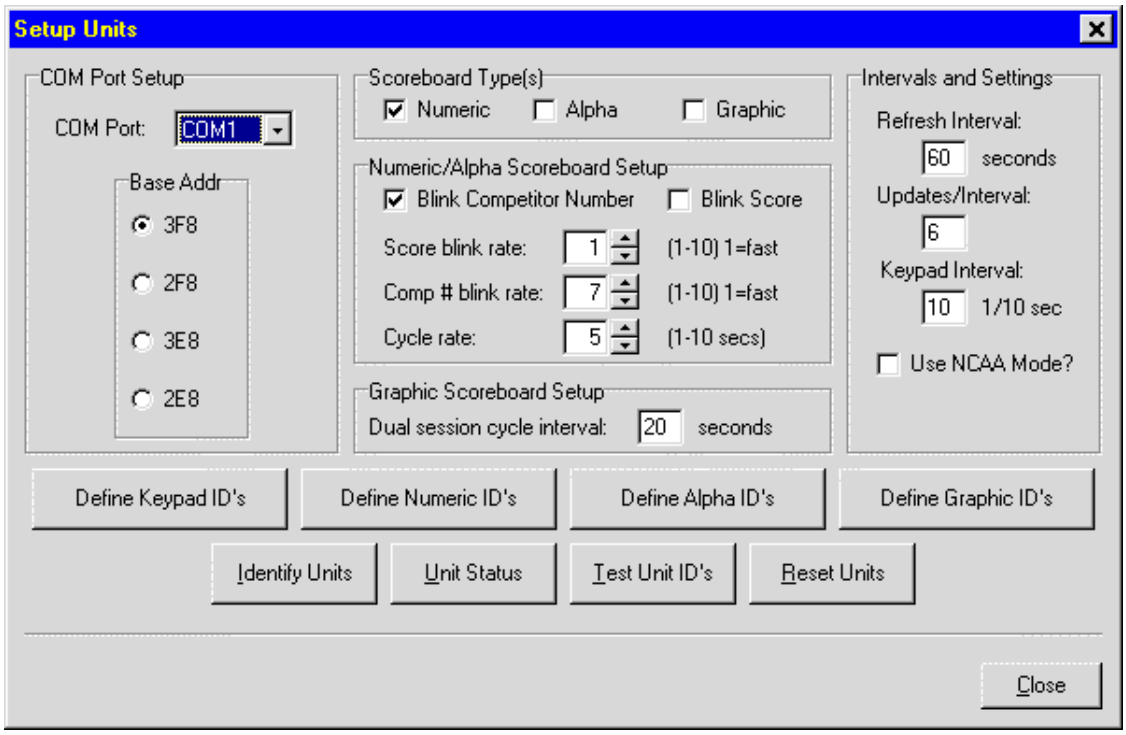


Configuring the ScoreGen Software

-continued-

4. On the main button bar, click 

to open the **Setup Units** window:



5. In the **COM Port Setup** section, use the drop-down menu to select the COM port your computer has available for ScoreGen. When you do, the **Base Addr** options will change automatically to the base address most commonly associated with the COM port you selected. If your base address differs from the norm, you can select it manually after setting the COM port address.

6. In the **Scoreboard Type(s)** section, select the scoreboard(s) you will be using with your system for this meet IF this is the first time you have set up the system, OR if you changed your scoreboard compliment since the last time you used ScoreGen.

7. If you are using the numeric and/or alphanumeric scoreboards: In the **Numeric/Alpha Scoreboard Setup** section, make the appropriate selections:

- **Blink Competitor Number** - Check this box if you want the gymnast's number to blink when displayed on the scoreboards; clear it if not (the default is checked).
- **Blink Score** - Check this box if you want the gymnast's score to blink when displayed on the scoreboards; clear it if not (the default is cleared).
- **Score Blink Rate** - This is how fast the score blinks on the scoreboards (lower values are faster; higher values are slower). This setting only applies if the above Blink Score option is checked or when a changed score is displayed (the default is 1).
- **Competitor Blink Rate** - This is how fast the competitor number blinks on the scoreboards (lower values are faster; higher values are slower). This value is used if the Blink Competitor Number option is checked. (The default is 7.)

Configuring the ScoreGen Software

- **Cycle Rate** - This is how long the competitor number or score displays before alternating to the other. For example, a value of 5 means the scoreboard will cycle between the competitor number and score every five seconds. The scoreboard will continue to do this for the time defined in the Refresh Interval field on the main screen (the default is 5).

8. If you are using the large graphic scoreboard: In the **Graphic Scoreboard Setup** section, indicate how often—in seconds—you want the dual session cycle interval to be.

9. In the **Intervals and Settings** section, indicate your preferences as follows:

-continued-

- **Refresh Interval** - how long a gymnasts competitive number and score will display (the default is 60 seconds and the range is 1–99);
- **Updates/Interval** - the number of times *per refresh interval* that ScoreGen checks for new scores entered into the score queue (all scores entered from the keypads or from ProScore are recorded in the gymnast's record *and* put into a queue that ScoreGen uses for the scoreboard displays). The value you enter is divided into the refresh interval value to determine the number of seconds between each check of the queue (the default is 6 and the range is from 1 to 99).
- **Keypad Interval** - this value (in tenths of a second) determines how often ScoreGen polls each keypad for new input data. As a starting point, we recommend a value of 10 for four to eight keypads, 14 for nine to 12 keypads, and 17 for 13-16 keypads. Note that the speed of your computer and the number of keypads determine what this value should be, so some experimentation may be necessary. On slower computers, it is possible to set the value too low, in which ScoreGen would constantly be processing keypad commands without displaying them. If this happens, raise the value somewhat (the default is 10 tenths of a second).

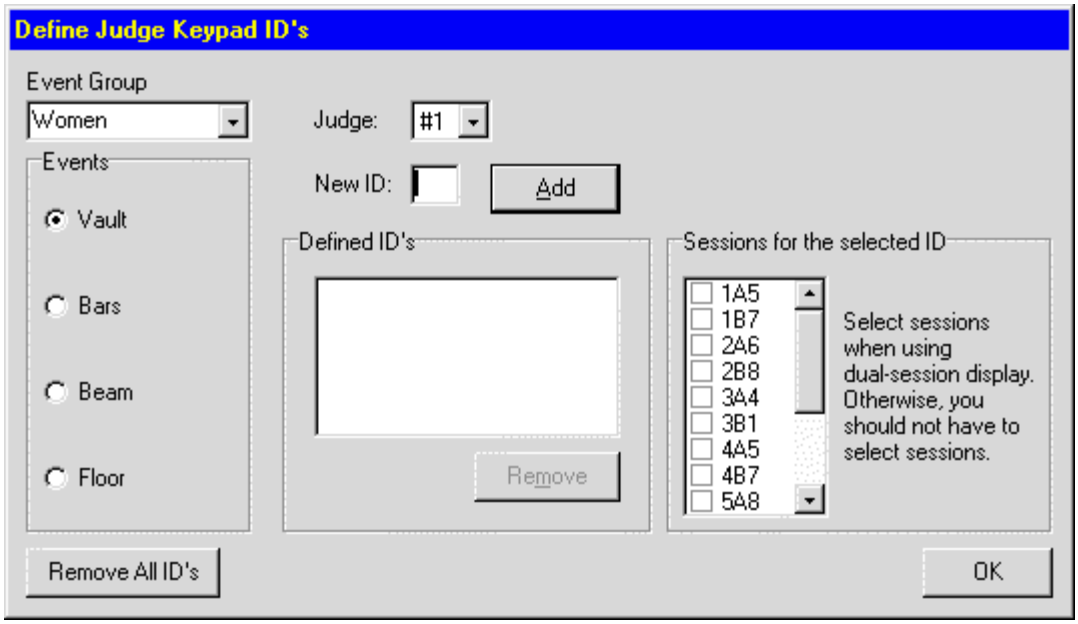
10. Click the **Identify Units** button. This will command each keypad and scoreboard to display its own ID. The display will remain until reset, so the displays will be useful in the steps that follow. The way in which the identity is displayed will vary depending on the unit (the examples below use arbitrary display IDs):

- numeric display - ***1A.00*** (where the ID is "1A");
- alphanumeric display - ***Address: 2B*** (where the ID is "2B");
- graphics display - ***Device Address: 3A*** (where the ID is 3A);
- keypad - ***Device Address: 4B*** (where the ID is 4B).

Configuring the ScoreGen Software

-continued-

11. Click the **Define Keypad ID's** button to open the **Define Judge Keypad ID's** window:



In this window, you will define the keypads by indicating the specific event group and event it will be used to judge. Then, you will assign this keypad a unique identifying number.

12. Use the **Event Group:** drop-down menu to select the event group you are defining this keypad ID for.

13. In the **Events** section, select which event this keypad will be used to judge.

14. Use the **Judge:** drop-down menu to select which judge will use this keypad (#1–7, depending on how many were configured to officiate at this meet).

15. Enter the ID displayed on the keypad to be used by this judge for this event. The IDs you have already defined for other keypads, if any, will appear in the **Defined ID's** section).

16. If you want to remove (delete) an existing ID, select it then click **Remove**. If you want to remove all IDs (for example, to start with a new ID scheme), simply click **Remove All ID's**.

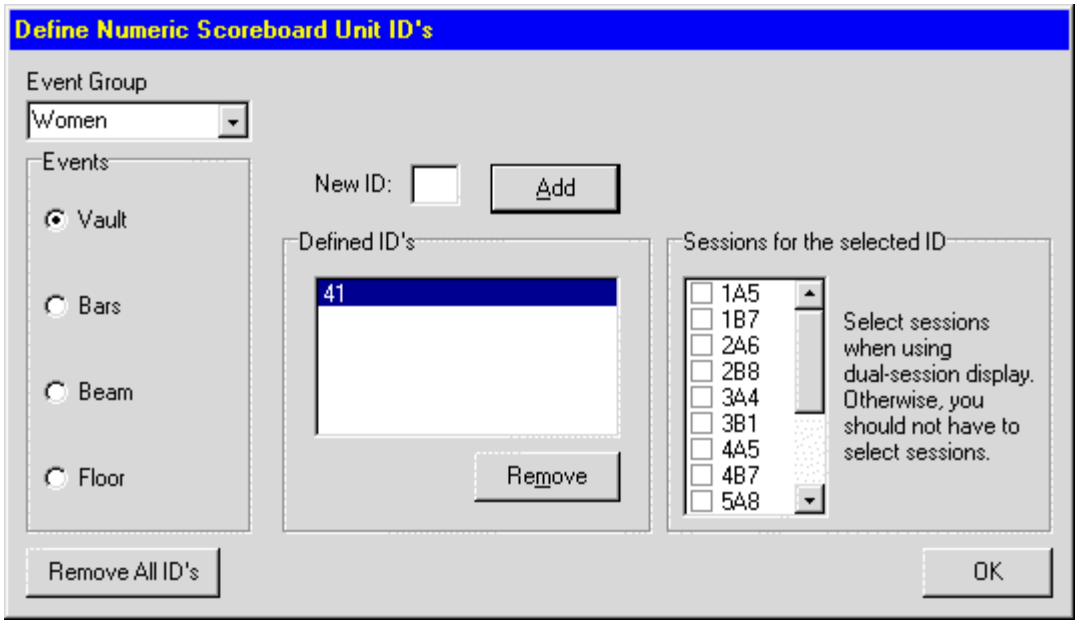
17. If you are using a dual-session display, indicate the sessions that the selected keypad will be used in by selecting them in the **Sessions for the selected ID** section (if you are not using a dual display, it is not necessary to make selections).

18. When you are done defining the IDs for the judges's keypads, click **OK** to return to the **Setup Units** window.

Configuring the ScoreGen Software

-continued-

19. Click the **Define Numeric ID's** button to open the **Define Numeric Scoreboard Unit ID's** window:



In this window, you will define the *numeric* scoreboard by indicating the specific event group and event it will be used to judge. Then, you will assign this specific scoreboard a unique identifying number.

20. Use the **Event Group:** drop-down menu to select the event group you are defining this numeric scoreboard ID for.

21. In the **Events** section, select which this scoreboard will be used to display.

22. Enter the ID displayed on the numeric scoreboard to be used for this event. The IDs you have already defined for other numeric scoreboards, if any, will appear in the **Defined ID's** section).

23. If you want to remove (delete) an existing ID, select it then click **Remove**. If you want to remove all IDs (for example, to start with a new ID scheme), simply click **Remove All ID's**.

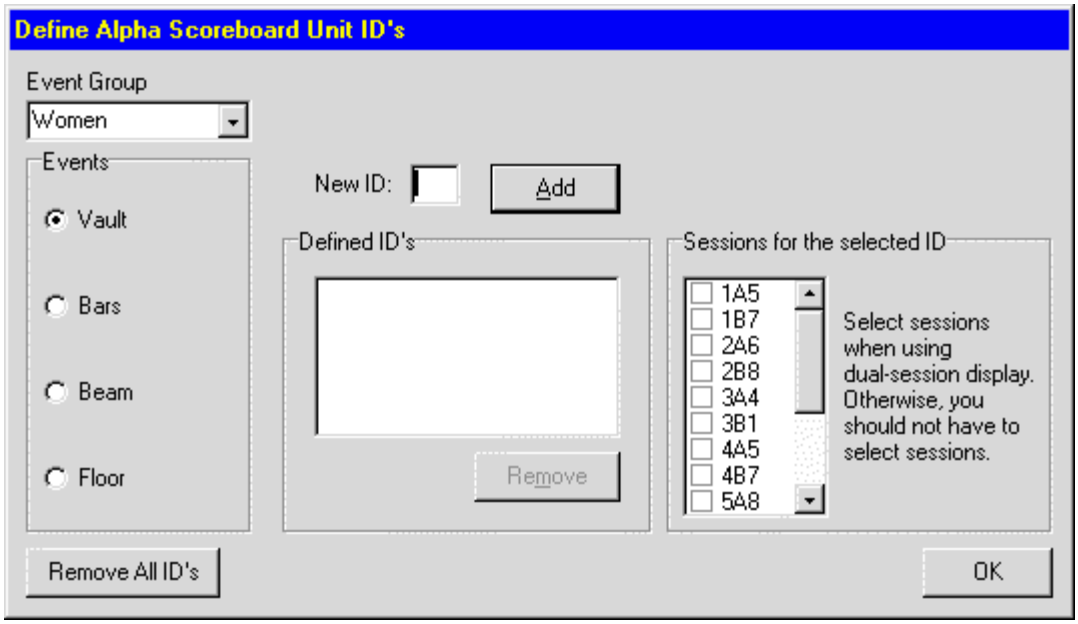
24. If you are using this scoreboard as a dual-session display, indicate the sessions that the selected numeric scoreboard will be displaying by selecting them in the **Sessions for the selected ID** section (if you are not using this scoreboard as a dual-session display, it is not necessary to make selections).

25. When you are done defining the IDs for numeric scoreboards, click **OK** to return to the **Setup Units** window.

Configuring the ScoreGen Software

-continued-

26. Click the **Define Alpha ID's** button to open the **Define Alpha Scoreboard Unit ID's** window:



In this window, you will define each *alphanumeric* scoreboard by indicating the specific event group and event it will be used to judge. Then, you will assign this specific scoreboard a unique identifying number.

27. Use the **Event Group:** drop-down menu to select the event group you are defining this alphanumeric scoreboard ID for.

28. In the **Events** section, select which this alphanumeric scoreboard will be used to display.

29. Enter the ID displayed on the alphanumeric scoreboard to be used for this event. The IDs you have already defined for other numeric scoreboards, if any, will appear in the **Defined ID's** section).

30. If you want to remove (delete) an existing ID, select it then click **Remove**. If you want to remove all IDs (for example, to start with a new ID scheme), simply click **Remove All ID's**.

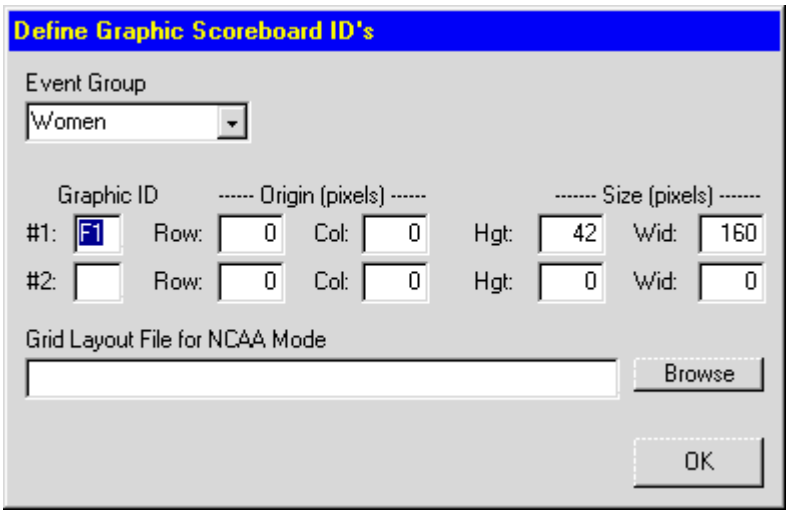
31. If you are using this scoreboard as a dual-session display, indicate the sessions that the selected alphanumeric scoreboard will be displaying by selecting them in the **Sessions for the selected ID** section (if you are not using this scoreboard as a dual-session display, it is not necessary to make selections).

32. When you are done defining the IDs for the alphanumeric scoreboards, click **OK** to return to the **Setup Units** window.

Configuring the ScoreGen Software

-continued-

33. Click the **Define Graphic ID's** button to open the **Define Graphic Scoreboard ID's** window:



In this window, you will define one or two *graphic* scoreboard IDs by indicating the specific event group and event it will be used to judge. Then, you will assign one (or two) graphic scoreboards a unique identifying number.

34. Use the **Event Group:** drop-down menu to select the event group you are defining this graphic scoreboard ID for.

35. In the **Graphic ID** section (**#1**, **#2**), enter a value ranging from F1 to F9 *only* (any other ID values will cause improper operation, or none at all).

36. In the **Origin (pixels)** and **Size (pixels)** sections, enter the following values:



These values instruct ScoreGen how to display information correctly on the large graphics scoreboard. If you enter different values, the information will not display correctly.

The above values will not change *unless* you are using a custom configuration, such as ganging two graphics scoreboard units together to create one huge unit (as is done in very large venues). Such configurations are beyond the scope of this User's Guide, so if you have questions about such custom configurations, call Technical Support.

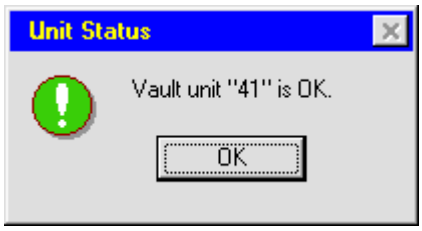
37. If you are running the scoreboards in the NCAA scoring mode, you can specify a grid layout file that defines how the display on the large graphics scoreboard will display. To use such a file, enter its file path in the **Grid Layout File for NCAA Mode** field, or click the **Browse** button so search for it in your system.

38. When you are done configuring the graphics scoreboard(s), click **OK** to return to the **Setup Units** window.

The next several steps cover the testing of your system's components and verification of the IDs assigned to each component.

Configuring the ScoreGen Software

39. To determine the status of each unit, click **Unit Status**. A display will appear:



-continued-

If any scoreboards are not configured correctly, or are connected improperly, the following message will appear with the display's identifying information (as you defined it):



This specific message tells you that either the scoreboard "41" the Vault event is not hooked up, or that you identified this scoreboard incorrectly (perhaps it's ID is 40, 42, etc.). A message like this will appear separately for every unit that is *not* hooked up or is identified incorrectly.

40. To test each scoreboard's ID number, click **Test Unit ID's**. The scoreboards will display competitor number ***234*** and a score that identifies each scoreboard. The first scoreboard of the first event will have a score of ***4.001***, and additional scoreboards (if any) for the same event will display ***4.002, 4.003***, and so on. The subsequent events will have scores one point higher (***5.001, 6.001, 7.001*** and so on).

For example, two alphanumeric scoreboards would be display the following (assuming it is a women's event group, in which case the vault would be the first event):

234 4.001
Vault Unit

234 5.001
Bars Unit

41. To reset all units (which clears each keypad and scoreboard of anything currently on it's display), click **Reset Units**.

42. When you are done setting the IDs, click the **Close** button to return to the main ScoreGen window.

43. To test each keypad, click the **Start** button (in the main ScoreGen screen). Each keypad should display its respective judge number and event name. The head judge's keypad should be prompting for a competitor number:

Judge: 1 Vault:
Enter Comp #:

Configuring the ScoreGen Software

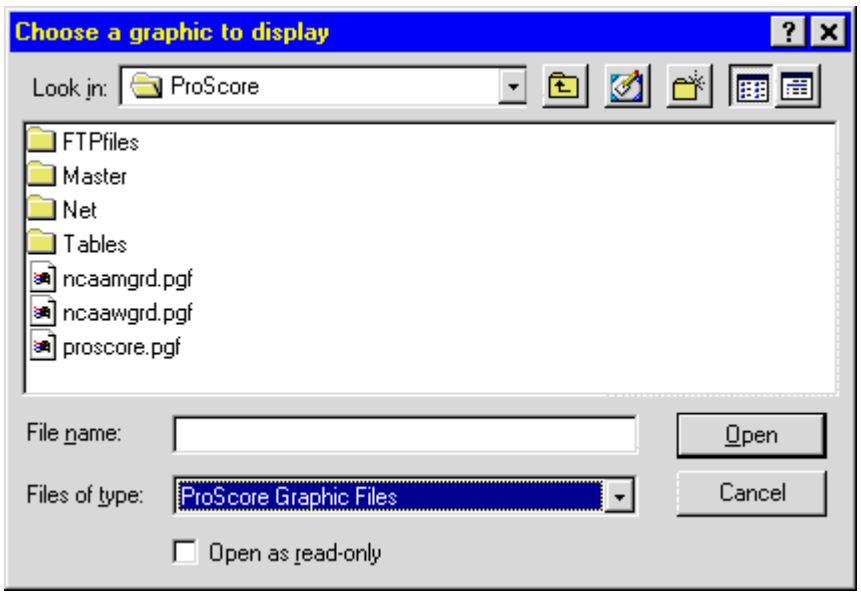
CONFIGURING GRAPHICS AND TEXT MESSAGES FOR DISPLAY

In addition to displaying the basic competitor and score data, ScoreGen allows you to display text messages on the alphanumeric scoreboard, and text messages and graphics on the large graphics scoreboard. Various utilities help you configure these elements.

To load a graphic for display on the graphics scoreboard:

2. Select **Display Graphic** from the **Graphic** menu to open the **Choose a graphic to display** window:

-continued-



3. Select the appropriate graphic file and click the **Open** button. The graphic will display immediately on the graphics scoreboard(s).

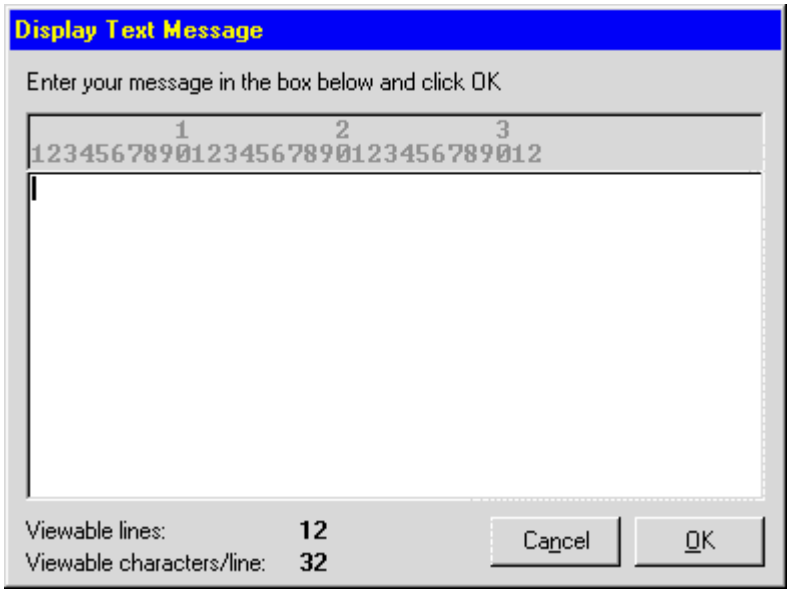
4. To *reset the keypads*, select **Reset Keypads > [All** *or* select **Event1–6**] from the **Utility** menu. As above, this option exists for troubleshooting purposes and is not required for normal operation of ScoreGen because the Program resets the keypads automatically when necessary.

Configuring the ScoreGen Software

-continued-

To create messages for display on the graphics scoreboard:

1. Select **Display Text Message** from the **Graphic** menu to open the **Choose a graphic to display** window:



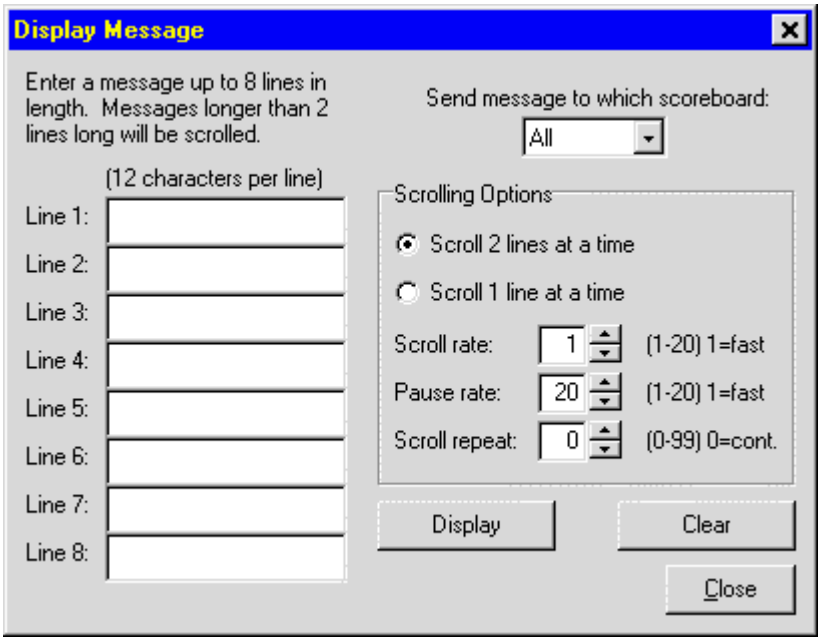
2. Enter the message you want to display on the scoreboard and click **OK** (or **Cancel** to return to the previous window). The message will appear immediately on the scoreboard. The position of the message will correspond to the position in the grid provided in the above window.

Operating the ScoreGen Software

-continued-

To create messages for display on the alphanumeric scoreboard:

1. Select **Display Message** from the **Alpha** menu to open the **Display Message** window:



2. Enter the message you want to display in the **Line 1:–8:** fields (the program will automatically scroll messages occupying more than two lines).

3. Select which scoreboards will display this message by using the **Send message to which scoreboard** drop-down menu.

4. In the **Scrolling Options** box, indicate your preferences for how many lines to scroll, the scroll speed, pause rate and number of times to repeat (select "0" for an infinite scroll).

5. To begin displaying your message on the designated scoreboard(s), click the **Display** button.

6. To clear the current message, click the **Clear** button.

7. When you are done configuring your message, click **Close** to return to the previous window).

RUNNING DUAL SESSIONS WITH SCOREGEN

If you are setting up a meet that is run using dual sessions (that is, two sessions running simultaneously), then the definition of the scoreboard and keypad IDs requires additional information.

Dual-session meets require an additional set of hardware since each session requires its own set. For example, you would need 16 keypads and eight scoreboards for a dual-session women's meet that uses two judges per event. (If you use only one judge per event then you would need only eight keypads.)

-continued-

In non dual-session meets, all scoreboards and keypads are used for every session. However, in dual-session meets, half of the keypads are used for the first session and the other half are used for the second. In our previous example you would have two scoreboards for Vault, two for Bars, two for Beam, and two for Floor. You would also have two keypads for both head judges for Vault and two keypads for both panel judges for Vault, and so on for the other events.

When entering the IDs into ScoreGen, follow the directions in the previous section on adding the IDs—but this time, add the session IDs that each particular scoreboard or keypad will be used in.

The following chart outlines an example for Vault in a dual-session meet with two judges per event:

SCOREBOARDS	
ID	**Session**
11	1A
	2A
	3A
12	1B
	2B
	3B

KEYPADS		
Judge	**ID**	**Session**
#1	21	1A
		2A
		3A
	22	1B
		2B
		3B
#2	23	1A
		2A
		3A
	24	1B
		2B
		3B

As shown above, scoreboard ID #11 will display scores for gymnasts competing in sessions 1A, 2A, and 3A. Notice that two scoreboard IDs are defined for each event and two keypad ID's are defined for each judge for each event.

If you enter multiple IDs for the same event but do not define sessions for each ID, then in the gymnast number and score for that event will be displayed on *every* scoreboard listed for that event. This allows you to have multiple scoreboards placed around a large venue displaying the *same* information. In this configuration, only the first keypad listed will be activated for use for that event.

Note: If you are not running dual sessions, leave the ***Session:*** *field blank in the* ***Generator Status*** *section.*

Operating the ScoreGen Software

STARTING AND STOPPING THE SCOREBOARDS AND KEYPADS

Starting the scoreboards and keypads invokes the ***server*** process in which ScoreGen processes keypad data input and scans the score queue for new scores to be displayed on the scoreboards. Once this process is begun, you may notice that any other work attempted on the computer will run a bit more slowly since your computer's CPU is being devoted to ScoreGen's scoring tasks. Therefore, we recommend not using the computer for any CPU-intensive tasks while ScoreGen is running.

-continued-

To configure ScoreGen for this meet, and then START ScoreGen:

1. In the main ScoreGen window, click on the **Select a meet:** drop-down menu to select the appropriate meet (ScoreGen always defaults to the last meet conducted in ProScore).

2. If the session about to start is a *dual* session then check the **Enable dual-session display** box.

3a. Configure your first session (or only session, if you are not using the dual-session display) in the left-hand **Generator Status** section as follows:

- use the **Events to Display** drop-down menu to select which event you want to display in this session (Men, Women or other event you previously configured, if any);
- if this is to be a dual session, enter this session's code in the **Session:** field (if you are not running dual sessions, leave this field blank!);

The other fields represent the information displayed on the scoreboards, and do not accept input.

3b. If you are running a dual session, enter the data as described above (#3a) in the right-hand **Generator Status** section.

*Note: Entering a session code into the **Session** field will cause ScoreGen to use only those keypads and scoreboards that have been associated with the session code entered. Any keypads and scoreboards not associated with the session code entered will not be initialized. Leave the **Session** field blank when you are not running a **dual** session.*

4. Click the **Start** button. The keypads and scoreboards will first reset and then be initialized using the settings you have chosen on the **Setup Units** screen.

5. To stop the ScoreGen scoring process, click the **Stop** button. This will cause the keypads to reset but the scoreboards will still display the last score and competitor number sent to them.

Note: Since the keypads are reset whenever they are stopped, **we recommend you NOT stop ScoreGen during the course of a session**. Here's why: If the judges are in the process of entering scores for a gymnast when ScoreGen is stopped, the scores they are inputting will be lost and *no changes to that gymnast's score record will be made.*

On the other hand, we DO recommend stopping the keyboards and scoreboards at the completion of each session *once all scores have been entered and flashed*. Doing so frees the CPU from keypad communication tasks and enables the computer to print awards and results more quickly.

Operating the ScoreGen Software

USING THE SCOREGEN UTILITIES

To streamline the scoring process, ScoreGen features some useful utilities for timing warm-ups, resetting the scoring system and changing the way scores are handled.

To initiate the various ScoreGen utilities:

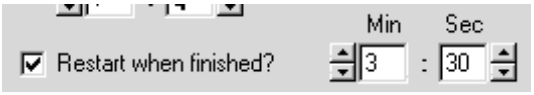
1a. To start the **countdown timer** (useful for timed warm-ups or open stretches before the start of a session), click the **Timer** toolbar button (or select **Countdown Timer** on the **Utility** menu).

-continued-

1b. Enter the minutes you want counted, then click **Start**. The minutes and seconds remaining are displayed during countdown.

1c. You can stop the timer at any time by clicking **Stop**.

1d. You can also configure the specific period of time that elapses between countdowns by checking the **Restart when finished?** box and entering the value:



When the current segment ends, the timed period between countdowns—in this example, 3:30—will start. When it gets to **0:00**, a new countdown will begin.

1e. When you're done with the timer, click **Close** to return to the main ScoreGen window.

2. To *reset the scoreboards*, click the **Reset** toolbar button or select **Reset Scoreboards** from the **Utility** menu. This option exists for troubleshooting purposes and is not required for normal operation of ScoreGen because the Program resets the scoreboards automatically when necessary.

3. To *reset the keypads*, select **Reset Keypads > [All** *or* select **Event1–6**] from the **Utility** menu. As above, this option exists for troubleshooting purposes and is not required for normal operation of ScoreGen because the Program resets the keypads automatically when necessary.

4. To *clear all scoreboard displays*, click the **Clear** toolbar button or select **Clear Scoreboard Displays** from the **Utility** menu.

5. When the **Enable Keypad Score Display** option is checked on the **Utility** menu (which it normally is by default), scores entered into the keypads are immediately put into the scoreboard queue to be displayed on the scoreboards. This option should only be unchecked when you *don't* want individual keypad scores displayed on the scoreboards.

6. When the **Require Scores From Each Judge** option is checked on the **Utility** menu (which it normally is by default), ScoreGen will not allow the scores entered from the keypads to be saved until a score from each judge has been entered. This is a safeguard against accidentally saving scores before all judges' scores have been entered.

7. When the **Bypass Head Judge Score Entry** option is checked on the **Utility** menu, ScoreGen will not prompt the head judge on each event for their score after the competitor's number has been entered. In this case, the head judge must enter the competitor number, then press **Change**. The keypad will then prompt the head judge for each judge's score.

This option is unchecked by default.

Inputing the Scores With the Keypads

KEYPAD SCORING ENTRY: AN OVERVIEW

The keypads are used by the judges to enter the gymnast's competitive number and scores. Typically, the head (#1) judge (also referred to as the "chief" judge) enters a score. Then, judge #2 enters a score. ProScore computes the average and displays it on the head judge's keypad. Once the average score is accepted by the head judge, the average is displayed on the scoreboard display.

There are several different sets of instructions that will be used depending on how you have configured ScoreGen for your purposes. However, note that the configuration only affects how the chief (#1) judge's keypad will operate; the input protocol for the other judges remains the same regardless of configuration.

The next several pages will outline the different steps required to enter scores into the keypads.

The following judge's entry instructions each appear on their own page so they can be printed out for the individual use of each judge.

Inputing the Scores With the Keypads

Chief Judge Instructions • Initial Score Entry

Configuration: Multiple keypads per event (1 for each judge)

(Bypass head judge score entry = **Unchecked**)

STEP	COMMENTS AND ACTIONS YOU TAKE...	KEYPAD DISPLAYS:
1	This is the initial state of the keypad.	***Judge: 1 Floor Enter Comp #:***
2	Enter the competitor's number and press **ENTER**. The system will retrieve the gymnast info and display it on the screen and you will be prompted to enter your score.	***117 Joan Smith J1 Score:***
3	Enter your score and press **ENTER**. You do not have to enter a decimal (e.g. 895 = 8.95).	***117 Joan Smith J1 Score: 9.2***
4	The keypad will now show you the score you entered.	***117 Joan Smith J1: 9.200 J2:***
5	Wait until the #2 judge has entered their score. It will automatically be displayed when this is done.	***117 Joan Smith J1: 9.200 2: 9.100***
6	If you have an adjustment to enter such as overtime or out-of-bounds, then press **ADJUST** now. If not, skip to step #8.	***117 Joan Smith Adjustment:***
7	Enter your adjustment and press **ENTER**. If the adjustment subtracts from the average make sure to enter the minus sign ("–").	***117 Joan Smith Adjustment:–.2***
8	Pressing **REVIEW** will alternate between the judge's scores and the current average.	***117 Joan Smith J1: 9.200 2: 9.100***
	The current average will be displayed as "*.***" if both judge's scores are NOT entered. Once both scores have been entered, the actual average will be displayed.	***117 Joan Smith Adj:–0.2 Ave: *.******
	If the scores are out of range, you should consult now and then see instructions for changing scores.	***117 Joan Smith Adj:–0.2 Ave:8.950***
9	Press the **END** to save these scores. Go back to step 1.	

-continued-

Inputing the Scores With the Keypads

Chief Judge Instructions • Initial Score Entry

Configuration: Multiple keypads per event (1 for each judge)

(Bypass head judge score entry = **Checked**)

STEP	COMMENTS AND ACTIONS YOU TAKE...	KEYPAD DISPLAYS:
1	This is the initial state of the keypad.	***Judge: 1 Floor*** ***Enter Comp #:***
2	Enter the competitor's number and press **ENTER**. The system will retrieve the gymnast info and display it on the screen.	***117 Joan Smith*** ***J1: J2:***
3	Wait until judge #2 has entered his score. It will *automatically* be displayed when this is done.	***117 Joan Smith*** ***J1: J2: 9.100***
4	Press the **CHANGE** button to enter your score.	***117 Joan Smith*** ***J1 Score:***
5	Enter your score and press **ENTER**. You do not have to enter the decimal ("895" is converted automatically to "8.95").	***117 Joan Smith*** ***J1 Score: 9.2***
6	You will now be given the chance to change the panel (#2) judge's score. If no change is required, press **ENTER**; otherwise, enter the new score and then press **ENTER**.	***117 Joan Smith*** ***J2 Score: 9.100***
7	The keypad will now display the current average.	***117 Joan Smith*** ***Adj: Ave: 9.150***
8	If you have an adjustment to enter such as overtime or out-of-bounds, press **ADJUST** now. If not, skip ahead to step #10.	***117 Joan Smith*** ***Adjustment:***
9	Enter your adjustment and press **ENTER**. If the adjustment *subtracts* from the average make sure to enter the minus sign ("–").	***117 Joan Smith*** ***Adjustment:–.2***
10	Pressing **REVIEW** will alternate between the judges scores and the current average.	***117 Joan Smith*** ***J1: 9.200 J2: 9.100***
	The current average will be displayed as "*.***" if both judge's scores are NOT entered. Once both scores have been entered, the actual average will be displayed.	***117 Joan Smith*** ***Adj:–0.2 Ave:*.******
	If the scores are out of range, you should consult now and then see instructions for changing scores (below).	***117 Joan Smith*** ***Adj:–0.2 Ave:8.950***
11	Press **END** to save these scores. Go back to step 1.	

-continued-

Inputing the Scores With the Keypads

Chief Judge Instructions • Initial Score Entry

Configuration: Single keypad per event

(Bypass head judge score entry = **Unchecked**)

STEP	COMMENTS AND ACTIONS YOU TAKE...	KEYPAD DISPLAYS:
1	This is the initial state of the keypad.	***Judge: 1 Floor Enter Comp #:***
2	Enter the competitor's number and press **ENTER**. The system will retrieve the gymnast info and display it on the screen and you will be prompted to enter your score.	***117 Joan Smith J1 Score:***
4	Enter judge #1's score and press **ENTER**. You do not have to enter the decimal ("895" is converted automatically to "8.95").	***117 Joan Smith J1 Score: 9.2***
5	Enter judge #2's score and press **ENTER**.	***117 Joan Smith J2 Score: 9.1***
6	The keypad will now display the current average.	***117 Joan Smith Adj: Ave: 9.150***
7	If you have an adjustment to enter such as overtime or out-of-bounds, press **ADJUST** now. If not, skip ahead to step #9.	***117 Joan Smith Adjustment:***
8	Enter your adjustment and press **ENTER**. If the adjustment *subtracts* from the average make sure to enter the minus sign ("–").	***117 Joan Smith Adjustment:–.2***
9	Press **END** to save these scores. Go back to step 1.	

-continued-

Inputing the Scores With the Keypads

Chief Judge Instructions • Changing Scores

STEP	COMMENTS AND ACTIONS YOU TAKE...	KEYPAD DISPLAYS:
1	If the gymnast whose score needs to be changed is not on your screen then enter the competitor's number and press **ENTER**. The system will retrieve the gymnast info and display it on the screen. Otherwise, go on to the next step.	***Judge: 1 Floor*** ***Enter Comp #:***
2	Press **CHANGE**.	
3	The screen will display the current score for judge #1. If this score does not need to be changed just press **ENTER** and go to step 4. Otherwise, enter the new score for judge #1 and press **ENTER**. You do not have to enter a decimal (e.g. 895 = 8.95).	***117 Joan Smith*** ***J1 Score: 9.2***
4	The screen will display the current score for judge #2. If this score does not need to be changed just press **ENTER** and go to step 5. Otherwise, enter the new score for judge #2 and press **ENTER**.	***117 Joan Smith*** ***J2 Score: 9.150***
5	The keypad will now show the current adjustment (if any) and average.	***117 Joan Smith*** ***Adj: Ave: 9.175***
6	Press **ENTER** to verify your scores and average and then press **END** to save the changes.	

-continued-

Inputing the Scores With the Keypads

Chief Judge Instructions • Changing Adjustments

STEP	COMMENTS AND ACTIONS YOU TAKE...	KEYPAD DISPLAYS:
1	If the gymnast whose score needs to be changed is not on your screen then enter the competitor's number and press **ENTER**. The system will retrieve the gymnast info and display it on the screen. Otherwise, go on to the next step.	***Judge: 1 Floor Enter Comp #:***
2	Press **ADJUST**.	
3	The screen will display the current adjustment. You can now change it. Use the "**<–**" button to erase the current adjustment. Press **ENTER** when you are finished. Remember to use the minus sign ("**–**") if the adjustment subtracts from the average.	***117 Joan Smith Adjustment:–.2***
4	The keypad will now show the current adjustment and average.	***117 Joan Smith Adjustment:–.1***
5	Press **REVIEW** to verify your scores and average and then press **END** to save the changes.	***117 Joan Smith Adj:–.1 Ave: 9.050***

-continued-

Inputing the Scores With the Keypads

Panel Judge Instructions • Initial Score Entry

Configuration: Multiple keypads per event
(one for each judge)

STEP	COMMENTS AND ACTIONS YOU TAKE...	KEYPAD DISPLAYS:
1	This is the initial state of the keypad./ Judge 2: Floor	***Judge: 2 Floor***
2	After the head (#1) judge has entered the competitor's number, the gymnast's name and number will automatically appear on your keypad display and you will be prompted to enter your score.	***117 Joan Smith J2 Score:***
3	Enter your score and press **ENTER**. You do not have to enter a decimal (e.g. 895 = 8.95).	***117 Joan Smith J2 Score: 9.1***
4	The keypad will now show you the score you entered. The keypad will not display the head (#1) judge's score.	***117 Joan Smith J1: J2: 9.100***
5	If you happen to enter the wrong score, you can change it by pressing **CHANGE**; otherwise, skip to step #8.	***117 Joan Smith J2 Score: 9.100***
6	The screen will display your current score. You can now change it. Press **ENTER** when you are finished.	***117 Joan Smith J2 Score: 9.00***
7	The keypad will now show you the score you entered. The keypad will *not* display the head (#1) judge's score.	***117 Joan Smith J1: J2: 9.000***
8	Press **END** to send your score to the head (#1) judge. The keypad will now indicate that it is waiting for the average to be computed by the head (#1) judge. NOTE: Once you send your score to the head (#1) judge, you can no longer change it. The head judge will have to make any changes.	***117 Joan Smith Waiting...***
9	Once the head (#1) judge has finished entering their score and any adjustments the average score will be displayed on the keypad. This average will only be displayed for 5 seconds. Go back to step 1.	***117 Joan Smith Average: 9.075***

-continued-

Inputing the Scores With the Keypads

ENTERING TWO VAULT ATTEMPTS

ProScore and ScoreGen now support the entry of *two* vault attempts. Here is an example of how to do this (the steps listed below should be incorporated into the existing entry procedures as explained above):

1. Enter the gymnasts competitor number and enter the scores for the first vault attempt. The keypad that information as follows:

143 James Holt

#1 Adj: Av: 9.150

-continued-

This is no different than earlier versions of ProScore *except* for the "#1" (emphasis added), which indicates this is the *first* vault score.

If you press **Review** the keypad will display the gymnast's final score for this event so far:

143 James Holt

Final Score: 9.150

To enter the score for the second vault attempt, the head judge presses **FUNCTION** and then **1** (it is not necessary to press the "ENTER" key!). The keypad will now ask for a new set of scores just as it did the first time.

After entering the second set of scores the keypad will show the following:

143 James Holt

#2 Adj: Av: 9.300

Notice the "#2" in front, which indicates this is the *second* vault score.

If you press **Review** the keypad will show you the gymnasts final score for this event:

143 James Holt

Final Score: 9.225

The final score is either the best of both scores *or* the average of both scores (we used the average in the above example). Which ("best" or "average") is determined by the settings you configure in the Level Definitions screen in ProScore.

When the head judge presses **END** to save the scores, the Final Score is displayed on all keypads including the head judge's.

Note: The **FUNCTION** key on the keypad is now being used. When you press **FUNCTION**, the keypad will ask for a number:

- enter **0** to display the current date and time on the keypad (chief or panel judge keypad);
- enter **1** to toggles back and forth between the 1st and 2nd score attempts (this option only works on the head judge's keypad);

Any other number entered will return an error.

Appendix A

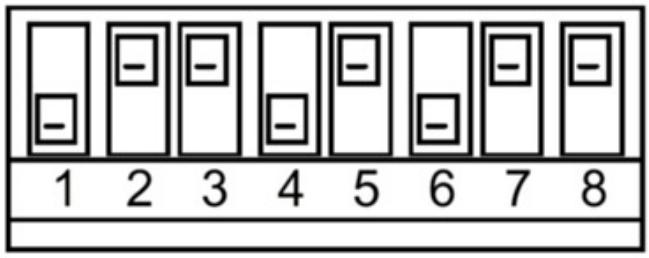
CHANGING THE DIP SWITCH SETTINGS ON SCOREBOARDS AND KEYPADS

Each individual scoreboard and keypad in a system has a uniqe ID the system uses to identify it. This ID number is not used by any other component in the system.

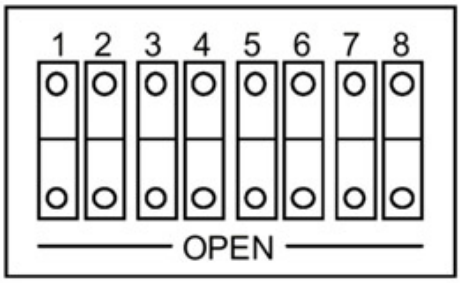
The IDs can be changed by setting the DIP switches on the bottom of the scoreboard. **THESE SETTINGS ARE PRESET BY AUBURN ELECTRONICS AT THE FACTORY AND DO NOT NORMALLY NEED TO BE MODIFIED!** However, if you add a new scoreboard or keypad to your system, you may need to modify the settings so the new unit has its own unique ID compared to the other units.

To change the DIP switch setting on a scoreboard:

1. Locate the dip switch on the bottom of the scoreboard or rear of the keypad. On the scoreboard, it will look similar to this:



On the keypad, it will look similar to this:



2. Using the tip of a pen or pencil, flip each of the eight switches to either the Open (Off) or Closed (On) position.

The ID is a two-digit hexadecimal number that is defined by the positions of the DIP switches as shown above. Each of the 2 digits is defined by setting half of the switches to a specific pattern that defines that digit.

The first digit of the ID is defined by switches 5–8 and the second digit is defined by switches 1–4.

Appendix A

The following table lists the different switch settings for the various scoreboard ID numbers:

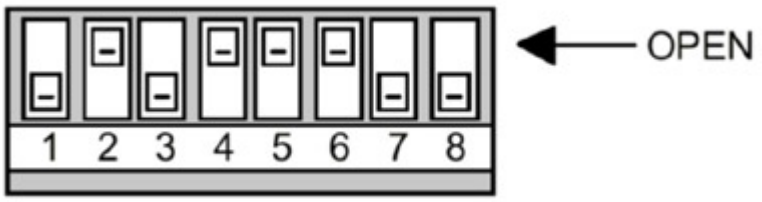
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	2nd Digit of ID number					1st Digit of ID number				
Digit	**#1**	**#2**	**#3**	**#4**		**Digit**	**#5**	**#6**	**#7**	**#8**
0	**CLOSED**	**CLOSED**	**CLOSED**	**CLOSED**		**0**	**CLOSED**	**CLOSED**	**CLOSED**	**CLOSED**
1	OPEN	**CLOSED**	**CLOSED**	**CLOSED**		**1**	OPEN	**CLOSED**	**CLOSED**	**CLOSED**
2	**CLOSED**	OPEN	**CLOSED**	**CLOSED**		**2**	**CLOSED**	OPEN	**CLOSED**	**CLOSED**
3	OPEN	OPEN	**CLOSED**	**CLOSED**		**3**	OPEN	OPEN	**CLOSED**	**CLOSED**
4	**CLOSED**	**CLOSED**	OPEN	**CLOSED**		**4**	**CLOSED**	**CLOSED**	OPEN	**CLOSED**
5	OPEN	**CLOSED**	OPEN	**CLOSED**		**5**	OPEN	**CLOSED**	OPEN	**CLOSED**
6	**CLOSED**	OPEN	OPEN	**CLOSED**		**6**	**CLOSED**	OPEN	OPEN	**CLOSED**
7	OPEN	OPEN	OPEN	**CLOSED**		**7**	OPEN	OPEN	OPEN	**CLOSED**
8	**CLOSED**	**CLOSED**	**CLOSED**	OPEN		**8**	**CLOSED**	**CLOSED**	**CLOSED**	OPEN
9	OPEN	**CLOSED**	**CLOSED**	OPEN		**9**	OPEN	**CLOSED**	**CLOSED**	OPEN
A	**CLOSED**	OPEN	**CLOSED**	OPEN		**A**	**CLOSED**	OPEN	**CLOSED**	OPEN
B	OPEN	OPEN	**CLOSED**	OPEN		**B**	OPEN	OPEN	**CLOSED**	OPEN
C	**CLOSED**	**CLOSED**	OPEN	OPEN		**C**	**CLOSED**	**CLOSED**	OPEN	OPEN
D	OPEN	**CLOSED**	OPEN	OPEN		**D**	OPEN	**CLOSED**	OPEN	OPEN
E	**CLOSED**	OPEN	OPEN	OPEN		**E**	**CLOSED**	OPEN	OPEN	OPEN
F	OPEN	OPEN	OPEN	OPEN		**F**	OPEN	OPEN	OPEN	OPEN

For example, if the ID is "3A" then the position for switches 1-8 would be:

#1	#2	#3	#4	#5	#6	#7	#8
CLOSED	OPEN	**CLOSED**	OPEN	OPEN	OPEN	**CLOSED**	**CLOSED**
.....	**A**	.....		.....	**3**	.....	

Set this way, the DIP would look like this:



Make sure each scoreboard and each keypad has its own unique ID number! Otherwise, the system will not work correctly. Almost all technical support calls for the scoreboard and keypads "not working correctly" are due to incorrect or duplicate settings. If you have problems, check your DIP switch settings first and make sure *each one* is set to a uniqe setting!

Appendix B

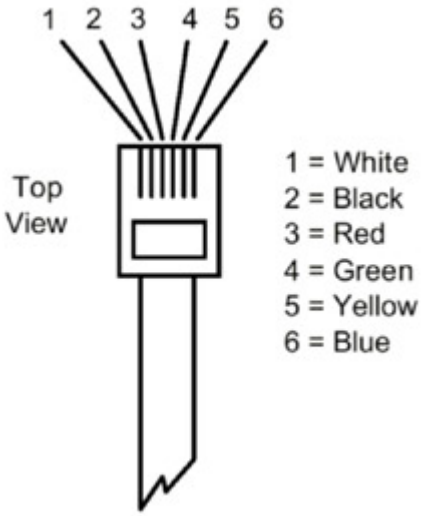
Installing New Modular Plugs Onto Your Cables

Sometimes the need arises for additional system cables, or the plug on a cable gets damaged and needs replacement. First, it is very important that you use 6-conductor modular phone wire. The connectors used are 6-position/6-conductor modular plugs.

These connectors are "crimped" onto the wire using a special crimping tool. The crimping tool must be equipped with a 6-position crimping head.

The cords that connect one unit to the next are what is known as "straight through" cables. This means that pin 1 on one end of the cable terminates at pin one on the *opposite* end—pin two through to the opposite end's pin two, and so on.

To tell if the cord was made correctly, align the plugs side-by-side with the contacts facing you (as shown below) and compare the wire colors from left to right. If the colors appear in the same order on both plugs, the cord is wired "straight-through". If the colors appear reversed on the second plug (from right to left), the cord is wired "reversed" and will not work correctly with the ProScore hardware.



If you are fabricating new cables, measure you runs carefully and add five or 10 percent to the length just to be sure. A cable that's too long is not a problem; a cable that's too short, is!

When you make your cuts, ensure the ends are straight and uniform with no exposed copper wire (it's very fine wire and even a single tiny strand can cause a short and a cable failure—so scrutenize your cuts carefully!). Here's how you do it:

1. Insert the cut end into the stripper section of the crimping tool until it reaches the stop.

2. Depress the handle and pull away from the cord to remove the outer jacket. Do not remove or break the colored insulation on the inner conductors.

3. Align the inner conductors of the cut-and-stripped cord as closely as possible without overlapping.

4. Insert the cord into the modular plug until the conductors are flush to the tip of the plug (refer to the diagram above to make sure the proper color is on the left).

5. Insert the modular plug and cord assembly into the crimping cavity—the spring clip will snap into place when positioned correctly.

6. Depress the handle until the upper handle arm meets the rear stop, and hold for a few seconds to complete the connection.

Appendix C

TECHNICAL SUPPORT RESOURCES

The ProScore software and its extensive help screens have been designed to be as user-friendly as possible. They should always be your *first* resort when a question or problem arises.

Secondly, this user's guide covers virtually *every* facet of the software's operation in complete detail. It's fully illustrated and explains ProScore and ScoreGen in a nontechnical way to make it more accessible. Consider it your "second line of defense".

So if you have a question or problem, *please consult your on-line help or this manual first*. We have found that over 98 percent of our technical support calls are unnecessary because the problems could easily have been answered by consulting the on-line help or reading the User's Guide first.

You can also send us e-mail about your question or problem at techsupp@aegroup.com.

For technical support by phone, we are normally available Monday through Friday from 9:00 a.m. to 5:00 p.m., Pacific Standard time. If you cannot find the answer in the on-line help or in this manual, call us at 916-852-2900 and we will be happy to help you solve your ProScore -related problem. If yours is a general computer-related problem, however, please consult your computer system's dealer. We are *not* equipped to handle general "...how do I get Windows running?"–type questions.

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