



# Poomsae Pro Operating Guide

*July 2018*

*V3.2*

# Poomsae Pro Operating Guide

The various applications within Poomsae Pro share common administrative features. To this end, the common tasks (such as competitor entry and filling divisions) is covered only once under the Common Tasks section. Application specific tasks, such as Brackets in Recognized poomsae, are covered in the appropriate section.

This versions of each program in effect at the time of this manual are:

<u>Program</u>	<u>Version</u>
Menu	4.2
Recognized	2.0e
Freestyle	1.1b
Breaking	1.0b
Team Trials	2.0a

As new features are being added and current features are being updated, there may be slight differences when referencing this manual for newer versions of each program.

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# Introduction

Thank you for your support and interest in Poomsae Pro. Poomsae Pro is designed to achieve several objectives:

1. To relieve the judges from the tedious tasks of manually recording deductions and then having to calculate the final scores;
2. To save time and ensure accuracy by eliminating the manual tasks of applying the mathematical rules to determine the final scores and rankings;
3. To make the scores and results visible to the audience;
4. To create final standings reports that can be published.

While this manual explains how to use the system not every real-life scenario can be anticipated. Poomsae Pro has continued to evolve by incorporating real-world feedback and observation. All suggestions are welcomed and I look forward to hearing your requests for future improvement.

There will be additional pages added shortly to document the Breaking, Freestyle and Team Trial applications.

# First Time Installation

If you are installing Poomsae Pro for the *first time* the following steps are necessary:

- Copy the **entire** Poomsae Pro folder to your root directory on your C:\ drive.
- Set the desktop to extended mode to display independent screens on both monitors.
- Set ethernet IP4 address to 192.168.176.10 (Default subnet: 255.255.255.0)
- Enable Windows TFTP Client (under Windows features) in order to be able to download firmware updates to the Judge controllers. (Not required for the main Poomsae Pro program)
- Windows Defender and other security software such as Norton or McAfee may prohibit communication with the judge controls. If this happens and you are prompted to allow communication, say yes. This should only happen upon the first time you run each Poomsae Pro application. If you are not prompted, cannot hook up the controls, and are sure you have the ethernet address set as above, then try disabling the security software to rule out that this is the problem. If it now works, you can leave it disabled (not recommended) or refer to that program's help as to how to allow a program to communicate.
- If Microsoft Access 2010 (or later) is not installed on the computer, then the 32-bit version of the Access Database Engine must be installed prior to running Poomsae Pro. If it is not, you will get an error upon running Poomsae Pro and the program will close. This is available in my pre-requisite folder on the FTP site. If you are not sure then run the install program anyway. It will tell you if it is already installed and not needed.
- All fonts in the pre-requisite folder must be installed. Double click on each one individually and hit "Install".
- Go to the C:\Poomsae Pro folder and right click on PoomsaeProMenu.exe and Send to > Desktop (create shortcut). You can right click on the title of the icon if you would like to rename it.

❖ **Required downloads can be found at <ftp://poomsaepro.com>  
User ID: [support@poomsaepro.com](mailto:support@poomsaepro.com) Password: customer**

# Updating Poomsae Pro

Updating Poomsae Pro is straight forward and simple:

- While you can leave all existing files in place during the update, this may leave clutter from previous versions that are no longer required. The cleanest approach would be to delete the C:\Poomsae Pro folder. **Caution:** This will delete any custom files or backed up data files you may have saved in the folder or sub-folders. Be sure to move any files you wish to keep to another location before proceeding with this step.
- Copy the new **entire** Poomsae Pro folder to your root directory on your C:\ drive. This will recreate a clean PoomsaePro folder on your C:\ drive.

The desktop shortcut to Poomsae Pro Menu will still function as-is. If you never set one up or accidentally deleted it:

- Go to the C:\Poomsae Pro folder and right click on PoomsaeProMenu.exe and Send to > Desktop (create shortcut). You can right click on the title of the icon if you would like to rename it.

If any of the text in any of the applications does not fit into the dialog boxes or just looks odd, chances are that some of the fonts required could have been accidentally removed during other program maintenance or uninstallation.

- You can reinstall all required fonts at any time by going to the pre-requisite folder, double clicking on each one individually, and hitting "Install".

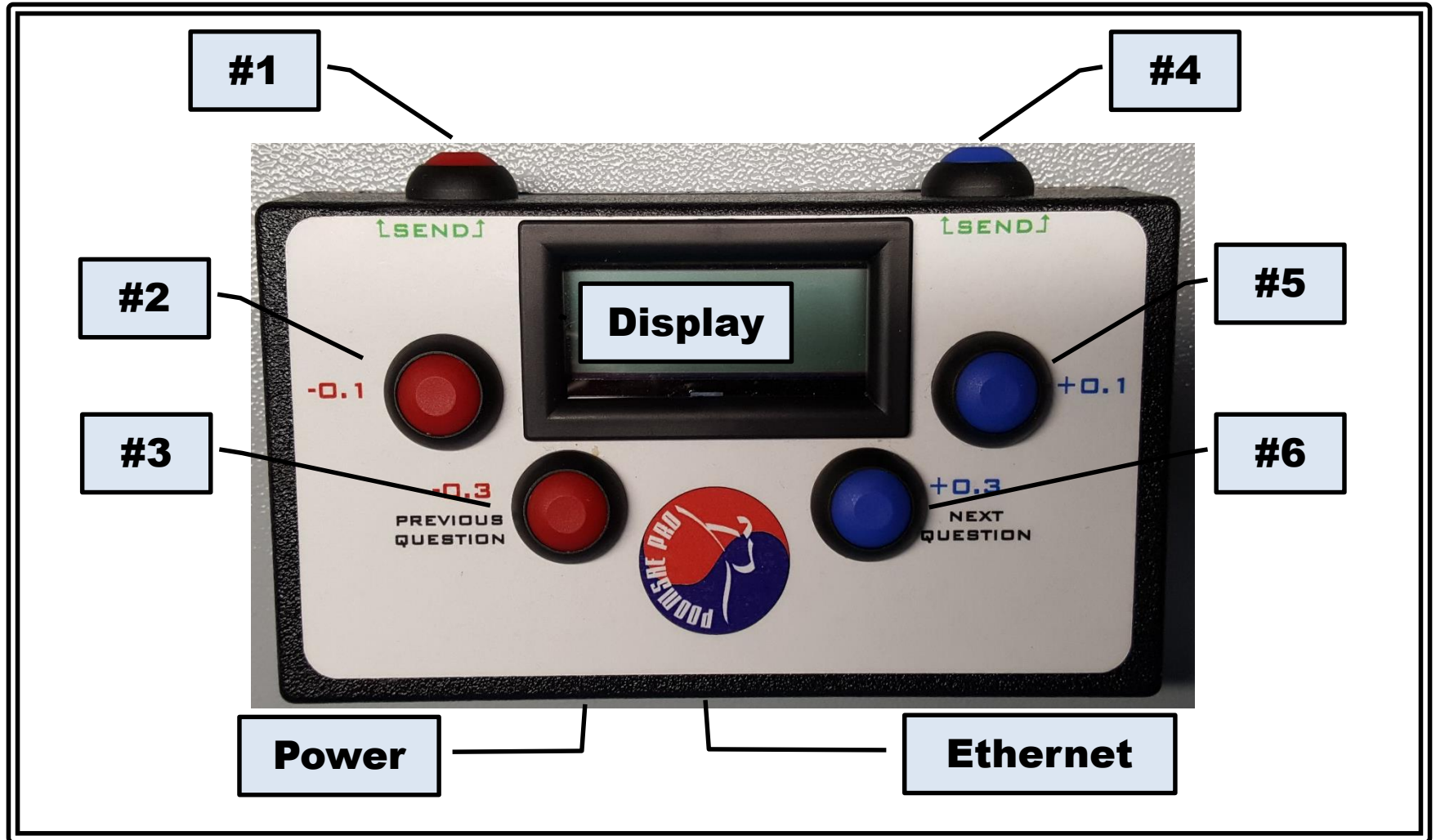
❖ **Required downloads can be found at <ftp://poomsaepro.com>  
User ID: support@poomsaepro.com Password: customer**

# How to set up a Poomsae Pro Ring

- ✓ Plug the network hub power supply (the smallest supplied power supply) into the hub.
- ✓ Plug the 7.5V Triad power supply (the larger black power supply) into the Power Distribution Box. Wrap the cord through the strain relief on the power distribution box with the ferrite box in front of the strain relief. This will ensure that the cord is not pulled out by accident during the event.
- ✓ Plug the power brick into the Computer.
- ✓ Plug in all power transformers into the power hub or plug strip.
- ✓ Connect the Computer to the network hub with an Ethernet cable.
- ✓ Connect the Computer to a secondary display for the audience.
- ✓ Run an Ethernet cable *AND* power cable from *each* judge station to the Power Distribution Box and Network Hub.
- ✓ Set the Judge position on each Judge Control (refer to page 15)
- ✓ Turn on the Computer and log-in.
- ✓ Set the desktop to extended mode.
- ✓ Launch Poomsae Pro Menu.

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# Poomsae Pro Judge Control Buttons



# Judge Control Setup Functions

## Pressing the Buttons

The buttons only require a momentary press for any function. It is not necessary to hold the buttons down.

## Upon Power-Up

If previously configured, upon power-up the Control will attempt to reconnect to the computer based on the previous judge position and re-display the current mode and any scores not sent.

## Upon Power-Up after Re-Initialization

After a 4 second delay the display will present the Software version number and allow the Scoring Mode to be set.

### **FUNCTION**

### **BUTTONS**

To scroll up / down thru Scoring modes: *Sport > Freestyle > Breaking > Demo Team*

**5 or 6**

To lock in the selection and move to selecting the Judge position.

**1 AND 4**

To scroll up / down thru Judge assignments: *R > J1 > J2 > J3 > J4 > J5 > J6 > ST*

**5 or 6**

*(ST = stand alone and will allow you to practice without the computer)*

To lock in the selection and attempt to connect to the Computer.

**1 AND 4**

*(In stand alone mode the control will not attempt to connect to the computer)*

## **To Re-Initialize Judge position and Clear score/mode**

To clear the memory and allow the judge position to be re-selected

**1 AND 4 AND 3**

To cycle the box without losing scores (used only if the box becomes unresponsive)

**1 AND 4 AND 6**

# Judge Control Scoring Buttons

## When Scoring Deductions

The point value will be set based on the selected Scoring mode.

### FUNCTION

### BUTTON

To add a Minor deduction  
To add a Major deduction

2  
3

To subtract (correct) a Minor deduction  
To subtract (correct) a Major deduction

5  
6

## When Scoring Criteria (Questions)

### FUNCTION

### BUTTON

To Decrease the score  
To Increase the score

2  
3

Scroll to previous Criteria(question)  
Scroll to next Criteria(question)

5  
6

***IMPORTANT NOTE: You must score ALL of the questions before sending them. You can scroll thru the questions as many times as you like until you are satisfied with all of your scores.***

## When scoring is complete

To send your scores to the computer (or to advance if in Stand Alone mode)

**1 AND 4**



# Main Menu



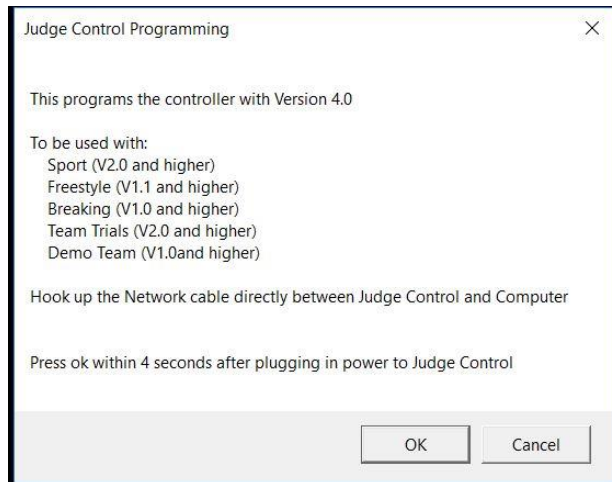
All versions of Poomsae Pro are launched from the menu.

The Utilities allow you to clear/backup each of the databases. After selecting one of the Clear Database options you can navigate to a desired folder and rename the file to preserve the results. The current database will then be over-written with a clean file. If required in the future the backup file can be restored to retrieve results or other information.

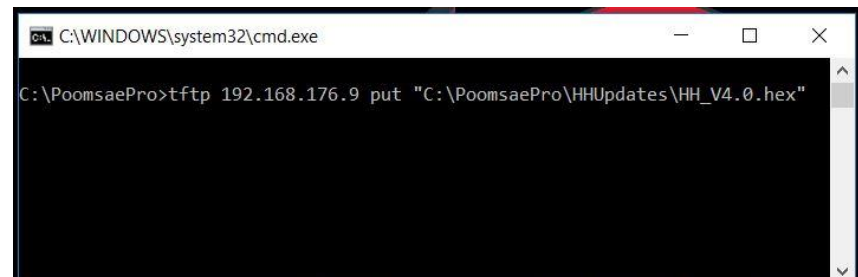
The last utility will allow you to re-program the Judge controls with the latest firmware upgrade.

# Programming a Judge Control

Once you select “Program Judge Control (VX.X)” you will be presented with a screen that details the software versions supported and instructions on how to start the programming.



After you follow the on-screen instructions another window will appear and should look similar to the following.



The command window will stay on the screen during the programming process (approximately 10 – 15 seconds). Once it closes the judge control will reset and display the new software. If it stays on for a long time (> 30 seconds) there may have been a connection issue. If this happens close the command window manually (hit the X), disconnect the judge control, and try again.

If the command window pops up and disappears immediately it means that your IP4 address is not set properly. Please ensure that the address for your ethernet adapter is 192.168.176.10 with a default subnet of 255.255.255.0

# **Common Tasks**

# Basic Operating Sequence

**This is the general operation sequence for all Poomsae Pro modules. Please see the appropriate section for more application specific details.**

1. Select desired scoring program from the Main Menu
2. Set screen size for Administrator screen on the setting page which will come up first
3. Move Audience screen to secondary display and adjust screen size. (Note: The desktop must be set to extended mode)
4. Change any default setting to desired operation and close settings page
5. Add Competitors
6. Select desired Division / Round / Gender / Category (If these are grayed out and cannot be selected, see information on [page 17](#))
7. Fill Divisions / Brackets with Competitors
8. Verify correct competition format (i.e. Cutoff / Single Elimination / Combination: Cutoff + Elimination) if applicable.
9. Move On-Deck Competitor to Current status by hitting **Move On Deck to Current Competitor**
10. Start/End Timer as required by Referee
11. Wait for ALL Judges to enter all scores
12. Allow Judges to view scores before proceeding. (If there is a problem judges can re-send scores)
13. If in a Poomsae division with two forms, move to next poomsae by hitting **Next Poomsae**
  - a. Wait for ALL Judges to score
  - b. Allow Judges to view scores before proceeding. (If there is a problem judges can re-send scores)
14. When complete save scores by hitting **Save & Display**
15. Repeat from step 9 until round is completed
16. Automatically move Competitors to next round, if applicable, using the **MOVE** button at the bottom of the ranking list

**NOTE: You do not have to hit **Display to Audience**. It will happen automatically between competitors.**

# Disabled Selection Dropdowns

In order to avoid scoring the wrong competitor or displaying the wrong scores, the Division/Gender/Round/Category dropdowns are disabled in certain circumstances. In each case, the reason is displayed above the dropdowns.

**Dropdowns are disabled while there is a current competitor**

Division: Junior [15 - 17]    Gender: Male  
Round: Finals    Category: Black Belt

If there is a current competitor or competitors, they can be reset to on-deck by hitting **Reset Competitor To OnDeck** on the toolbar at the bottom of the screen.

**NOTE: This will reset any scores that have not been saved.**

While the scores and rankings are being displayed to the Audience, this function is disabled to prevent displaying the scores for the wrong competitor or division.

**Dropdowns disabled while ranking is displayed**

Division: Junior [15 - 17]    Gender: Male  
Round: Semi-Finals    Category: Black Belt

If there is no longer a need to display the scores you can stop it by hitting the **Stop Displaying to Audience** button on the lower right of the main screen

**NOTE: The time settings to display the scores can be adjusted on the settings page**

-    **Move 2 to Finals**    +  
**Stop Displaying to Audience**  
Print Results

# Competitor Screen

As noted by the asterisks, certain fields are required to enter a new competitor.

Each competitor must have a unique number in order to identify them on other screens. A unique number is auto-populated; however it can be manually assigned as required. It will be checked for availability upon save.

The other mandatory fields are a first name (for individual competitors), last name (or Pair or Team name), and gender.

The navigation buttons are for finding/editing an existing competitor.

Other helpful information can be stored about a competitor (i.e. State) but is not used yet in automated functions.

**Search** allows you to view/sort ALL competitors in a table listing. You can then jump to any competitor by selecting them from the list.

**Export Competitors** will be implemented in a future version.

**Enter Schools** enables the entering of school names to be used in the "School" dropdown.

When you first enter this screen and any time you scroll to another competitor, all data on that page is locked. You **MUST** hit either **Edit** or **Add** in order to update information or add a competitor.

After hitting **Add** you will be presented with a blank competitor. Once you completely enter a new competitor, hit **SAVE COMPETITOR**. Hit **Discard Changes** if you wish to abort the entry.

# Fill / Edit Brackets

After selecting the desired Division / Gender / Round / Category on the administrator screen, press **Fill Division** to enter this screen.

The list will show ALL competitors of the selected Gender who are NOT yet in this division. The list can be sorted by clicking on the appropriate column header. The first click will sort in Ascending order; the second will sort in Descending order.

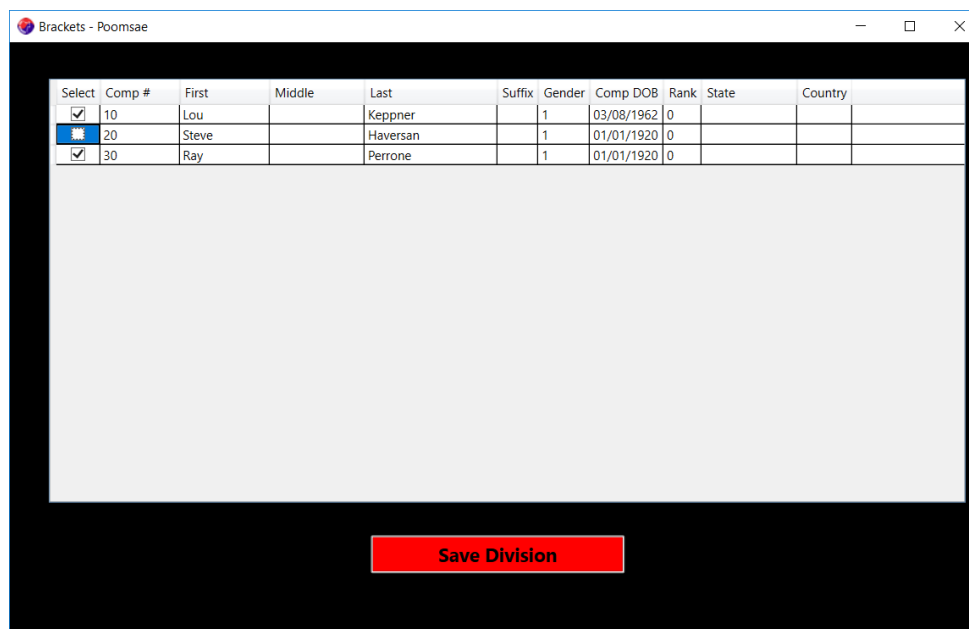
Select competitors to add to the chosen division by clicking twice in the first column (the first click selects the row and the second click checks the box). Any competitors chosen will be ADDED to anyone already in the bracket.

In the event you want to delete someone already in the bracket, this is accomplished on the Administrator screen. When the competitor to be deleted is listed in the “Competitor On Deck” field (and there is NO current competitor) there will be an additional **Remove Competitor** button on the Action bar. Pressing this button will remove them from the bracket. They can be added back in at any time by using this screen.

This feature makes it simple to remove a competitor who is not present at the beginning of a division so they do not keep showing up on deck. And then, if they show up late they can be added back into the division.

If this is a brackets division and final round you will be restricted to selecting a maximum of 8 competitors.

Hit **Save Bracket** to save your selection and exit.



# Changing Order of Competitors

When there is more than one competitor on-deck, there will be a **Change Order** button next to the On-deck dropdown. Hitting that button will open this screen.

After selecting a competitor, you can manually move them up or down in the listing with the appropriate button.

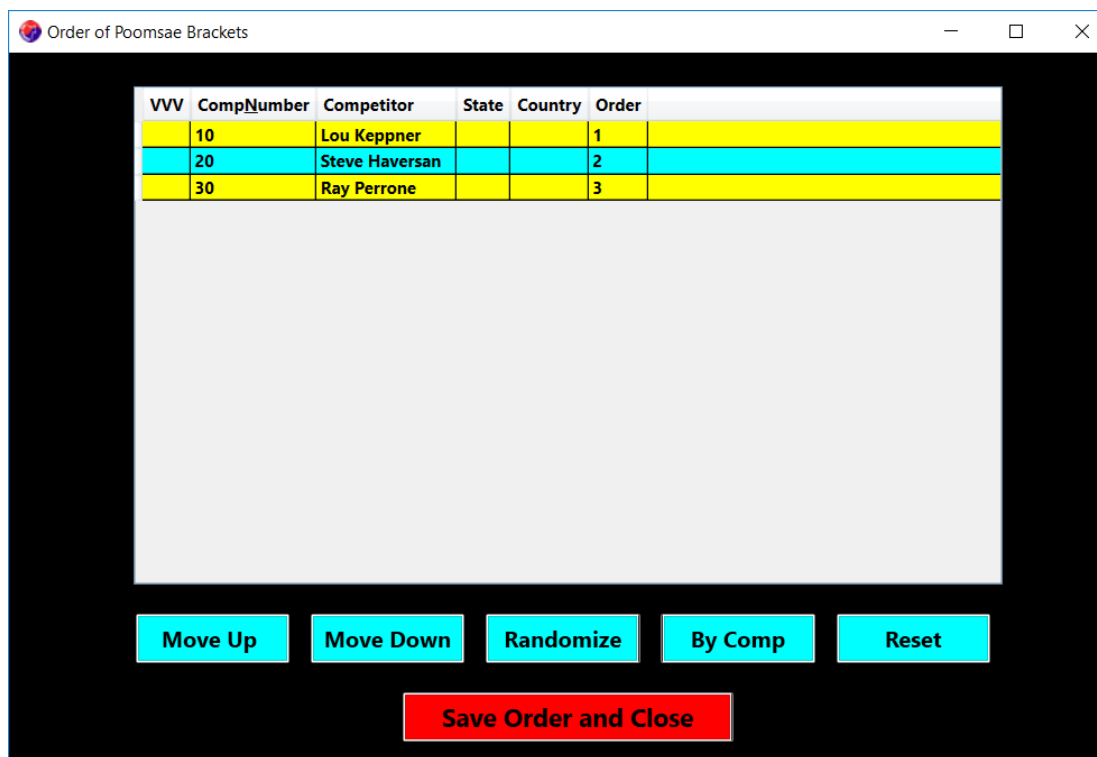
Hitting **Randomize** will put the competitors into a random order.

Hitting the **By Comp** button will arrange the competitors by their competitor number in ascending. Pressing it again will reverse the order and put them in descending order of competitor number.

**Reset** will display the competitors in the order in which they were entered.

Remember that if you are in a brackets division that this order will be used to create pairs and byes.

Hitting **Save Order and Close** will refresh the on-deck list with the revised order for remaining competitors.





# **Recognized Poomsae**

# Recognized Operating Sequence

1. Select Recognized scoring from the Menu
2. Set screen size for Administrator screen
3. Move Audience screen to secondary display and adjust screen size. (Note: The desktop must be set to extended mode)
4. Change any default setting to desired operation and close settings page
5. Add Competitors
6. Select desired Division / Round / Gender / Category
7. Fill Divisions / Brackets with Competitors
8. Verify correct number of forms selected (1 or 2)
9. Verify correct competition format (i.e. Cutoff / Single Elimination / Combination: Cutoff + Elimination)

10. Move On-Deck Competitor to Current status by hitting **Move On Deck to Current Competitor**
11. Select desired form(s).
12. Start/End Timer as required by Referee
13. Wait for ALL Judges to enter both Accuracy and Presentation scores
14. Allow Judges to view scores before proceeding. (If there is a problem judges can re-send scores)
15. If 2 forms (and after 2<sup>nd</sup> competitor if final round in brackets):
  - a. Move to next poomsae by hitting **Next Poomsae**
  - b. Wait for ALL Judges to score
  - c. Allow Judges to view scores before proceeding. (If there is a problem judges can re-send scores)
16. When complete save scores by hitting **Save & Display**
17. Repeat from step 10 until round is completed

*NOTE: Any true tie will display the Competitor in the rankings with an asterisk next their name. They will automatically be added back into the bottom of the On-Deck listing and enter a Tie-Breaker round when they are moved to Current Competitor.*

16. Automatically move Competitors to next round (Preliminary => Semi => Finals) using the **MOVE** button at the bottom of the ranking list

# Administrator Cutoff Screen

The screenshot displays the Administrator Cutoff Screen with the following sections:

- Division / Round:** Includes dropdown menus for Division (Under 6), Gender (Male), Round (One Round Only), and Category (Black Belt). A text field for Cut off is also present.
- RING 1:** A large green box with the number 1.
- Poomsae Timer:** A cyan box showing a timer at 1:30 and a button labeled START POOMSAE TIMER.
- Competitor on Deck:** A dropdown menu for the current competitor, with buttons for Print Division Sheets, Competitors in Division : 0, and Number of Competitors left : 0.
- Current Competitor:** A section for Poomsae 1 and Poomsae 2, including fields for Number, Name, and a table for scores (R, J1, J2, J3, J4, Avg, Penalties, Score). Penalties include oob (0.00) and U/O Time (0.00).
- Round Score:** A section for displaying scores for Accuracy, Presentation, Out of Bounds, Time Limit, and Poomsae Score.
- Print Results:** A button at the bottom right.
- Footer:** Includes buttons for Change Ring #, Enter Competitors, Division Names, Categories, Fill Division, Edit Poomsae, and Settings, along with radio buttons for 1 form per round and 2 forms per round.

This is the main Administrator screen for non-bracket divisions from which all functions are launched or directly implemented and competition information is displayed. The following pages document the major sections of this screen.

# Administrator Elimination Screen

This is the main Administrator screen for bracket divisions from which all functions are launched or directly implemented and competition information is displayed. The following pages document the major sections of this screen.

# Administrator Screen Action Bar

The buttons at the bottom of the administrator screen allow for the most common actions. Details for these actions can be found on the following pages.

- 1) Increases Ring number... (1 - 20).
- 2) Enters new competitors and allows editing of existing ones.
- 3) Enters new divisions and allows editing of existing ones.
- 4) Enters new categories and allows editing of existing ones.
- 5) Allows selection of competitors for the chosen division.
- 6) Allows the removal of the OnDeck Competitor  
(changes to allow you to reset a Current Competitor to OnDeck)
- 7) Enters / Edits poomsae.
- 8) Recalls the Settings page.
- 9) Selects one form or two forms per round.



# Recognized Settings Page

The settings page is displayed upon launching Recognized Poomsae and can be recalled from the main page.

The first step is to adjust the screen size on both the administrator and audience screens so that all data fits on each display.

Poomsae time settings apply to the timer operation. Poomsae Time refers to the time allotted to perform the form. Time Between Poomsae refers to the rest period when set to 2 forms per round.

“Secs to display ranking to audience” sets the time that the Ranking list is on the Audience screen. It allows for a “short” period between competitors and an extended period between divisions.

Numbers/percentages to semifinals and to finals are the defaults for the **MOVE TO ...** button under the Ranking list on the main screen. The number to move can be specified as a fixed number or as a percentage. However the actual number to move can be changed from the Administrator screen during competition.

Event Name is the Title that will be printed on reports (i.e. Division Sheets, Results, etc).

# Recognized Settings Page (Cont.)

The default method by which competitors are advanced to the next round is set here.

The choices are:

**Prev Score Desc:** The order will be by the previous round scores with the highest score going *first*.

**Prev Score Asc:** The order will be by the previous round scores with the highest score going *last*.

**Prev Order:** The order will be the same as the previous round.

**Random:** The order will be randomized

The default number of forms for each round is set on this page.

This can be over-riden manually on the administrator screen; however, setting these here will ensure that the operator does not have to remember to change them at every division change.

For the final round of brackets the seeding can be set. Any competitors below or at the seeding number will be placed according to their previous round score. Any competitors above the seeding number will be placed randomly.

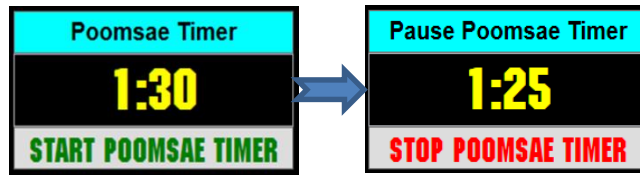
If the “Display scores...” checkbox is selected, scores will be displayed only after BOTH competitors are complete. Otherwise the scores will display after EACH competitor is done.

Hit **Close Settings** to hide the settings page.

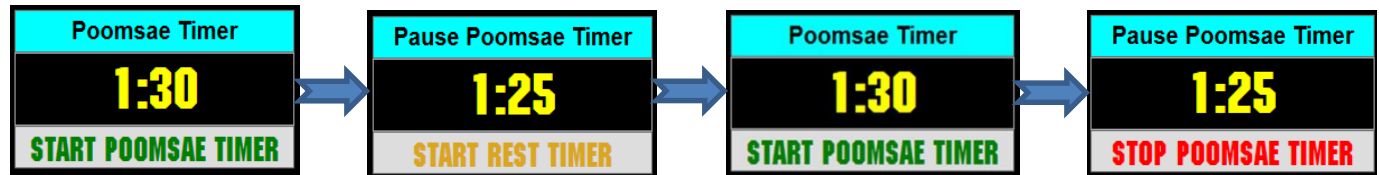
# Poomsae Timer

Check with the TA to determine at what point in the performance to start and stop the timer. The sequence of the timer operation is dependent upon the choice of one form per round or two.

When 1 Form is selected:



When 2 forms are selected:



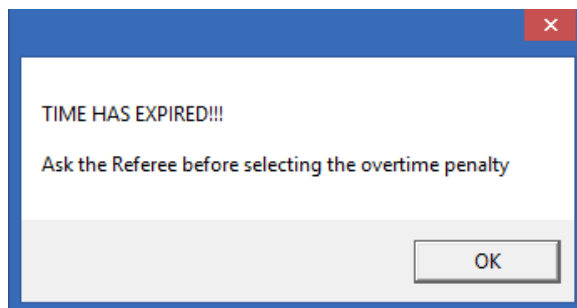
The timer may be paused by pressing **Pause Poomsae Timer** at the top of the timer box. Hitting the same button will resume the countdown.

The poomsae time settings are on the “Settings” page. Both the performance and rest periods are set independently.



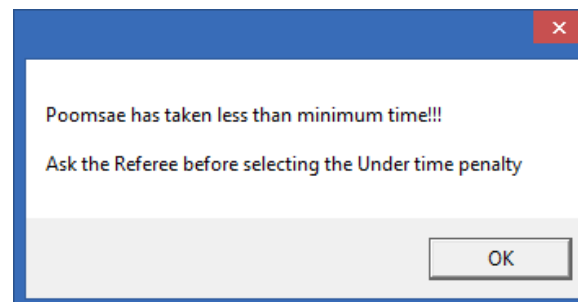
# Poomsae Timer Continued

If the full poomsae performance time (set on the Settings page) has elapsed, a message box will prompt the operator to ask the Referee before checking the Under/Over Time Penalty box.



**NOTE: The timer MUST be cleared before the system will resume normal operation.**

Likewise, if the performance is Under the minimum time allowed, a message will display prompting the operator to ask the Referee before checking the Under/Over Time Penalty box.



Checking the penalty box will apply the correct score penalty.

Under/Over Time

0.30

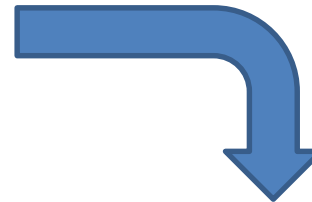
# Moving On-Deck to Current

## (Non-Brackets)

The screenshot shows the software interface with the following details:

- Competitor on Deck:** 2712 - Lou Keppner
- Buttons:** Print Division Sheets, Competitors In Division : 2, Number of Competitors left : 2, Change Order, Display Order to Audience, and a red button labeled "Move On Deck to Current Competitor".
- Current Competitor:** Poomsae 1 and Poomsae 2 dropdowns.
- Competitor Details:** Number (2712), Name (Lou Keppner), and a table for scores (R, J1, J2, J3, J4) and penalties (Avg, Penalties, OOB, UO Time).
- Round Score:** Accuracy, Presentation, Out of Bounds, Time Limit, Poomsae Score, and Total Score.

To move the on-deck competitor to be the current competitor, press the **Move On Deck to Current Competitor** next to the on-deck dropdown.



If a different competitor than the one shown is to compete, use the dropdown until the proper competitor is on-deck. Then move them to the Current Competitor field.

If it is necessary to move the competitor back to On-Deck status, hit

**Reset Competitor to On-Deck**

at the bottom of the screen. This will move them back on-deck and erase any scores that may have been entered

for an incomplete (non-saved) form. If you need to erase ALL scores (including a previously scored performance) put the competitor back to on-deck status and then remove them from the bracket.

The screenshot shows the software interface with the following details:

- Competitor on Deck:** 2722 - Steve Haverson
- Buttons:** Print Division Sheets, Competitors In Division : 2, Number of Competitors left : 1, and a red button labeled "Move On Deck to Current Competitor".
- Current Competitor:** Poomsae 1 and Poomsae 2 dropdowns.
- Competitor Details:** Number (2712), Name (Lou Keppner), and a table for scores (R, J1, J2, J3, J4) and penalties (Avg, Penalties, OOB, UO Time).
- Round Score:** Accuracy, Presentation, Out of Bounds, Time Limit, Poomsae Score, and Total Score.

# Moving On-Deck to Current

## (Brackets)

Competitors on Deck: 2712 - L. Keppner : 2722 - S. Haverson F3 Move On Deck to Current Competitor

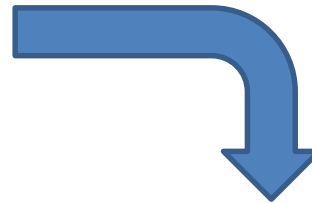
Print Division Sheets Brackets in Division : 7 Number of Matches left: 1 Change Order

Current Competitors  
Poomsae 1 Poomsae 2

Number Name Avg Penalties Score  
R J1 J2 J3 J4 OOB 0.00  
Acc Pres U/O Time 0.00

Make Comp 2 Active

To move the on-deck competitors to be current competitors, press the **Move On Deck to Current Competitor** next to the on-deck dropdown.



If different competitors than the ones shown are to compete, use the dropdown until the proper competitors are on-deck. Then move them to the Current Competitor field.

If it is necessary to move the competitor back to On-Deck status, hit

**Reset Competitors to On-Deck**

at the bottom of the screen. This will move them back on-deck and erase any scores that may have been entered

for an incomplete (non-saved) form. If you need to erase ALL scores (including a previously scored performance) put the competitor back to on-deck status and then remove them from the bracket.

Current Competitors  
Poomsae 1 Poomsae 2

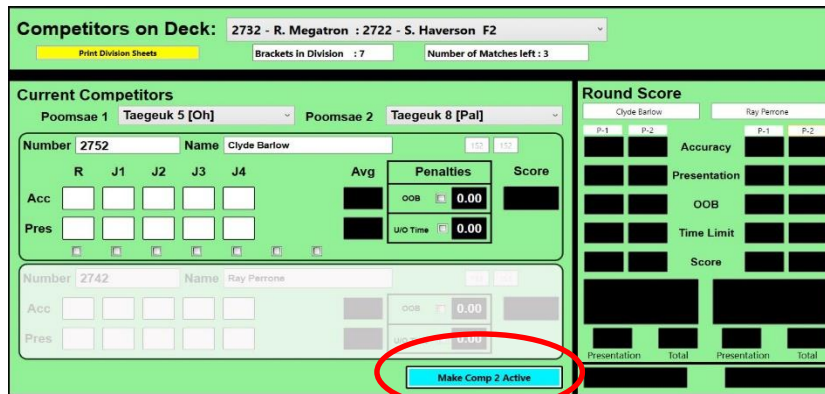
Number Name Avg Penalties Score  
R J1 J2 J3 J4 OOB 0.00  
Acc Pres U/O Time 0.00

Number Name Avg Penalties Score  
R J1 J2 J3 J4 OOB 0.00  
Acc Pres U/O Time 0.00

Make Comp 2 Active

Round Score  
Lou Keppner Steve Haverson  
P-1 P-2 Accuracy P-1 P-2  
Presentation OOB  
Time Limit  
Score  
Presentation Total Presentation Total

# Selecting Active Competitor (Brackets)



The active competitor is the competitor to whom the judge scores will be assigned. By default the first competitor (top line in bracket) will become active.

Poomsae Pro will automatically switch competitors as needed for scoring. However, pressing the **Make Comp 2 Active** button will switch to the second competitor for scoring if you need to go out of order or to correct a score.



Likewise, pressing the **Make Comp 1 Active** button will switch to the first competitor for scoring.

# Audience Display (Brackets)

The audience display clearly shows which Competitor is active.

Black Belt - WC - Cadet (12 - 14) - Male 1:30  
Finals - Round 1

Clyde Barlow					Total Score	
R	J1	J2	J3	J4	Avg	

Taeguk 5 [Oh] Total Score  
Taeguk 8 [Pal]

Pres Total

---

Ray Perrone

R	J1	J2	J3	J4	Avg	

Taeguk 5 [Oh] Total Score  
Taeguk 8 [Pal]

Pres Total

**Competitor 1**

**Competitor 2**

Black Belt - WC - Cadet (12 - 14) - Male 1:30  
Finals - Round 1

Clyde Barlow					Total Score	
R	J1	J2	J3	J4	Avg	

Taeguk 5 [Oh] Total Score  
Taeguk 8 [Pal]

Pres Total

---

Ray Perrone					Total Score	
R	J1	J2	J3	J4	Avg	

Taeguk 5 [Oh] Total Score  
Taeguk 8 [Pal]

Pres Total

# Saving Form Scores

Competitor on Deck: 2722 - Steve Haverson

Print Division Sheets Competitors in Division : 2 Number of Competitors left : 1

Current Competitor  
Poomsae 1 Keumgang Poomsae 2 Taegeuk 8 [Pal]

Number 2712 Name Lou Keppner

	R	J1	J2	J3	J4	Avg	Penalties	Score
Acc	2.4	2.8	3.1	1.9	1.2	2.37	0.00	5.64
Pres	3.6	3.1	3.3	2.9	3.4	3.27	0.00	

Penalties: oob 0.00 U/O Time 0.00

Round Score

2.37	Accuracy	0.00
3.27	Presentation	0.00
0.00	Out of Bounds	0.00
0.00	Time Limit	0.00
5.64	Poomsae Score	0.00

3.27 5.64 27.7  
Presentation Total Score

Next Poomsae

After all judges transmit their scores, the display will highlight which judges have been dropped (for 5 or 7 judge systems).

***Allow judges to review their scores before moving forward.***

If necessary, a judge can re-send their Accuracy and Presentation scores to correct them before they are saved.

If the round consists of 2 forms, hit **Next Poomsae** to display totals, clear scores, and allow the second form scoring.

After all forms in the round have completed hit **Save & Display** to move competitor to the Ranking display and to clear scores.

Competitor on Deck: 2722 - Steve Haverson

Print Division Sheets Competitors in Division : 2 Number of Competitors left : 1

Current Competitor  
Poomsae 1 Keumgang Poomsae 2 Taegeuk 8 [Pal]

Number 2712 Name Lou Keppner

	R	J1	J2	J3	J4	Avg	Penalties	Score
Acc	3.4	3.5	2.9	2.1	3.6	3.27	0.00	6.40
Pres	4.1	3.2	3.8	1.7	2.4	3.13	0.00	

Penalties: oob 0.00 U/O Time 0.00

Round Score

	Keumgang	Taegeuk 8 [Pal]
2.37	Accuracy	3.27
3.27	Presentation	3.13
0.00	Out of Bounds	0.00
0.00	Time Limit	0.00
5.64	Poomsae Score	6.40

6.40 6.02 58.4  
Presentation Total Score

Save & Display

# Competitor Ranking Display

(Non-Brackets)

## Administrator Screen

Place	Competitor	Score	Pres	Total	-	TB	TBTot
1	Steve Haverson	7.00					
2	Lou Keppner	6.02					

The Administrator Screen features a large green rectangular area. At the bottom, there are three buttons: a pink button labeled "Move 2 to Finals" flanked by minus and plus signs, a grey button labeled "Display to Audience", and a grey button labeled "Print Results".

The Ranking list only shows columns beyond the Score when needed to break ties.

The button at the bottom allows you to move **X** number of competitors to the next round. The default is based on the selection on the Settings page. You can adjust it using the +/- buttons. Once pressed, move the mouse off of the button and the button will turn green when the action is complete.

**Display to Audience** is only used to re-display the rankings to the audience if it has already timed out.

Double clicking on any row will allow you to review/edit the history of this round for that competitor. (See following pages)

**Print Results** will allow you to print/export results.

## Audience Screen

Place	Competitor	Score	Pres	Total	-	TB	TBTot
1	Steve Haverson	6.50					
2	Lou Keppner	6.02					

The Ranking list displays on the audience screen between competitors and divisions. The time this displays to the audience is controlled on the Settings page.

# Competitor Ranking Display

(Brackets)

**Quarter Finals**

(1) Lou Keppner	Lou Keppner
(8) <bye>	
(5) Clyde Barlow	
(4) Ray Perrone	
(3) Russell Megatron	Russell Megatron
(6) <bye>	
(7) <bye>	
(2) Steve Haverson	Steve Haverson

**Semi Finals**

Lou Keppner	
Russell Megatron	
Steve Haverson	

**Finals**

--	--

**Winners**

First: \_\_\_\_\_  
Second: \_\_\_\_\_  
Third: \_\_\_\_\_  
Third: \_\_\_\_\_

**Display to Audience**

**Print Results**

## Administrator Screen

The Bracket standing shows Final rounds 1, 2 & 3 at a glance.

Competitors are promoted automatically and added to the On-Deck list as the bracket develops.

Byes are also shown where needed.

**Display to Audience** is only used to re-display the rankings to the audience if it has already timed out.

Hovering over any pair of names will display the scores for this round

Double clicking on any row will allow you to review/edit the history of this round for that competitor. (*See following pages*)

**Print Results** will allow you to print/export results as detailed on future pages.



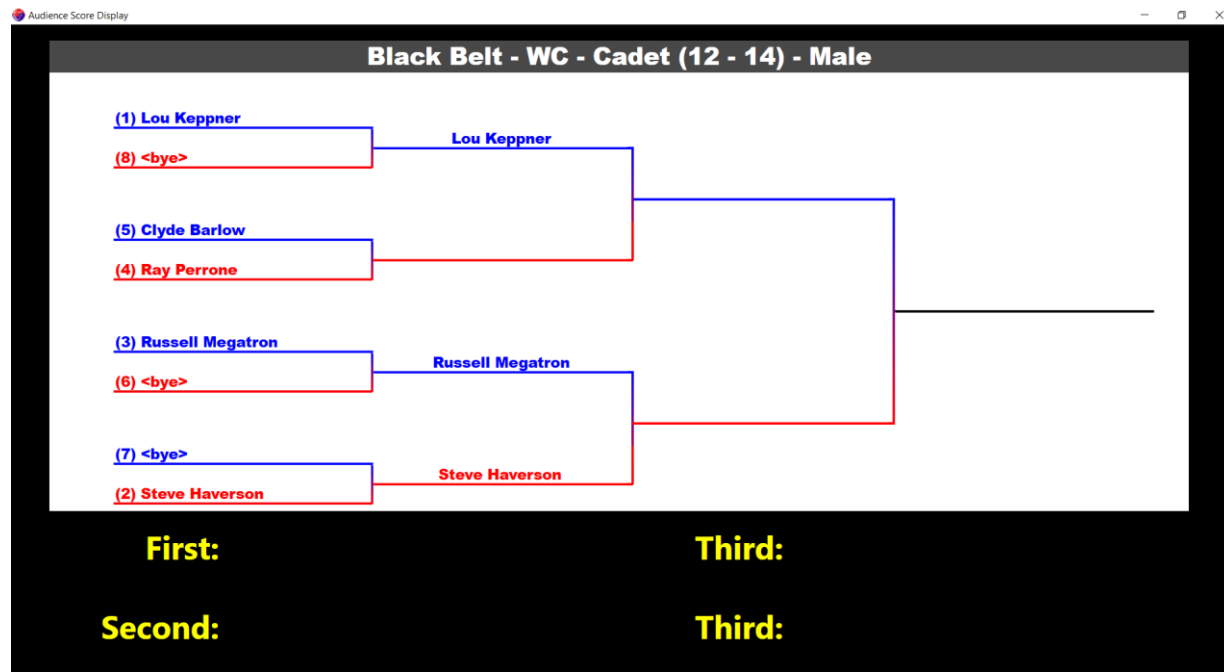
# Competitor Ranking Display

## (Brackets)

### Audience Screen

The Audience screen shows the bracket information in a Landscape orientation. The brackets are also color coded to better keep track of competitors.

The time this displays to the audience between competitors or divisions is controlled on the Settings page.



# Audience Screen

(Non-brackets)

The screenshot shows the Audience Screen for a Taekwondo Poomsae competition. At the top, it displays the event name "Black Belt - WC - Cadet (12 - 14) - Male" and the round "Semi-Finals". A timer in the top right corner shows "1:00". The current competitor is "Steve Haversham". The screen displays a grid for judges' scores (R, J1, J2, J3, J4) and an "Avg" column. The "Total Poomsae Score" is shown in a large black box. Below the grid, the poomsae name "Taegeuk 4 [Sa]" is displayed. At the bottom, there are "Pres" and "Total" buttons. A red bar at the bottom indicates the next competitor: "On Deck: Ray Perrone". The number "2" in the bottom right corner indicates the number of competitors left in the round.

R	J1	J2	J3	J4	Avg

On Deck: Ray Perrone

2

The Audience display provides a view of the current Competitor complete with timer, scores, and any penalties along with the name of the competitor on-deck.

The number appearing in the bottom right corner is the number of competitors left in the round after the current competitor.

The word "**OK**" appears in place of the scores until ALL judges have been received.

# Audience Screen

(Brackets)

Black Belt - WC - Cadet (12 - 14) - Male  
Finals - Round 1

1:00

**Russell Megatron**

R	J1	J2	J3	J4	Avg

Total Score

Pres Total

**Clyde Barlow**

R	J1	J2	J3	J4	Avg

Total Score

Pres Total

**On Deck: R. Perrone : S. Haversham F2**

3

The Audience display provides a view of the current Competitors complete with timer, scores, and any penalties along with the names of the competitors on-deck.

The number appearing in the bottom right corner is the number of pairs of competitors left in the round after the current competitor.

The word “**OK**” appears in place of the scores until ALL judges have been received.

# Completed Score Review

Double clicking on a row in the Ranking list on the Administrator screen will show the history of scoring for that competitor in this round.

*NOTE: Double clicking on the Total Form Score on the administrative screen prior to saving will also bring up this review enabling you to make scoring changes between forms.*

Double clicking on any score on this display will enable editing.

Form	Competitor	R	J1	J2	J3	J4	J5	J6	AVG	OOB	Time	Score
Form 1	KEUMGANG	2.4	2.8	3.1	1.9	1.2			2.37	0.00	0.00	5.64
Form 2	TAEGEUK 8 [PAL]	3.4	3.5	2.9	2.1	3.6			3.27	0.00	0.00	6.40
Tie Breaker Form									0.00	0.00	0.00	0.00

# How to change scores

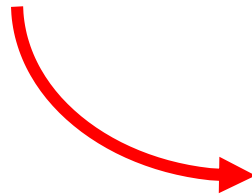
Double click on any judge score to put it into edit mode and display the change controls.

Enter the password (poomsae).

Enter the new score in the text box and repeat if changing more than one score.

Hit **Change** when done.

Form	Acc	R	J1	J2	J3	J4	J5	J6	AVG	OOB	Time	Score
Form 1 (KEUMGANG)	2.4	2.8	3.1	1.9	1.2				2.37	0.00	0.00	5.64
Form 2 (TAEGEUK 8 [PAL])	3.4	3.5	2.9	2.1	3.6				3.27	0.00	0.00	6.40
Tie Breaker Form									0.00	0.00	0.00	0.00



All score averages and totals will automatically update.

Hit **Finalize & Close** to exit the review screen.

Form	Acc	R	J1	J2	J3	J4	J5	J6	AVG	OOB	Time	Score
Form 1 (KEUMGANG)	2.4	2.8	3.1	1.9	1.2				2.37	0.00	0.00	6.10
Form 2 (TAEGEUK 8 [PAL])	3.4	3.5	3.4	2.1	3.6				3.43	0.00	0.00	6.56
Tie Breaker Form									0.00	0.00	0.00	0.00

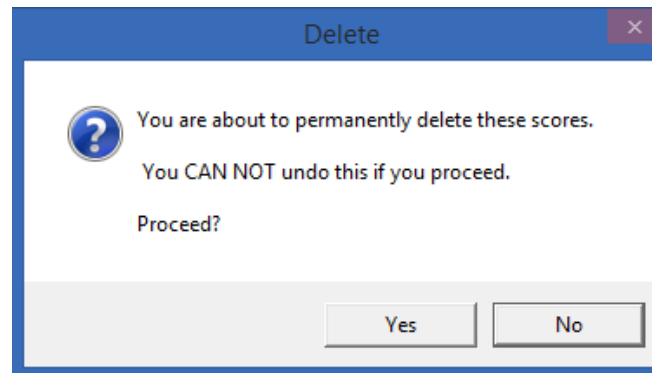
# How to swap/delete scores

In the event that it is determined that the scores were awarded to the wrong competitor, **Change Competitors** can be used to correct the situation. Enter the change password (poomsae) and press this button to present a list of everyone in the division.

Double click on a row and a confirmation box will appear. Select **Yes** to complete the reassignment or **No** to cancel the action.

---

If the entire performance needs to be deleted, enter the change password and press **Delete ENTIRE Result**. This will display the following confirmation.



Select **Yes** to complete the deletion or **No** to cancel the action.

After results are deleted, you can add this person back into the division.

# Print / Export Results

Hitting **Print Results** will create a report of ALL results.

The report header is set on the Settings page by filling in the Event Name.

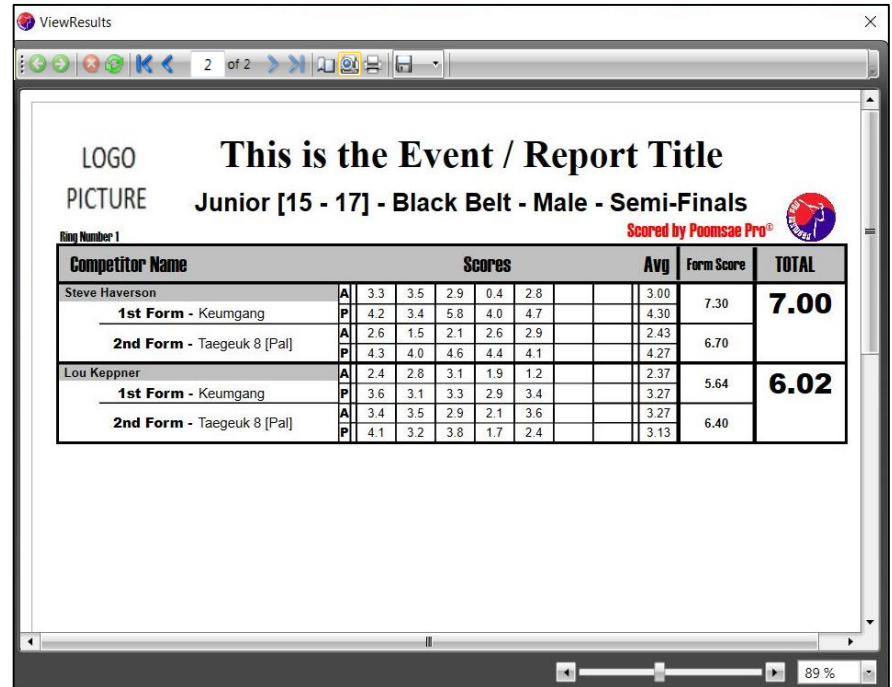
You can customize the report logo by supplying a JPG file in the Poomsae Pro folder.  
(It must be named TournamentLogo.jpg)

**NOTE: You will get an error creating the report if this files does not exist.**

Using the navigation buttons along the top you can scroll through the pages for review.  
The icons on the command bar allow you to set up your page layout (margins, etc), to print the entire report (or select pages), and/or to save the report.

Some options to save the report include:

- PDF
- Comma Delimited (CSV)
- Excel 97-2003
- Web Archive
- XPS Document.



The screenshot shows a web browser window titled 'ViewResults'. The report header includes a logo placeholder, the event title 'This is the Event / Report Title', and the event name 'Junior [15 - 17] - Black Belt - Male - Semi-Finals'. It is scored by 'Poomsae Pro'. The main content is a table with columns for Competitor Name, Scores, Avg, Form Score, and TOTAL. The table lists two competitors: Steve Haverson and Lou Keppner, each with two forms. Steve Haverson's total score is 7.00, and Lou Keppner's total score is 6.02. A zoom slider at the bottom of the window is set to 89%.

Ring Number	Competitor Name	Scores						Avg	Form Score	TOTAL
	Steve Haverson	A	3.3	3.5	2.9	0.4	2.8	3.00		
	1st Form - Keumgang	P	4.2	3.4	5.8	4.0	4.7	4.30	7.30	7.00
	2nd Form - Taegeuk 8 [Pal]	A	2.6	1.5	2.1	2.6	2.9	2.43	6.70	
		P	4.3	4.0	4.6	4.4	4.1	4.27		
	Lou Keppner	A	2.4	2.8	3.1	1.9	1.2	2.37	5.64	6.02
	1st Form - Keumgang	P	3.6	3.1	3.3	2.9	3.4	3.27	6.40	
	2nd Form - Taegeuk 8 [Pal]	A	3.4	3.5	2.9	2.1	3.6	3.27		
		P	4.1	3.2	3.8	1.7	2.4	3.13		

Use the slider on the bottom of the window to zoom in / out of the report.

# Print Division Sheets

Hitting **Print Results** will create a report of ALL divisions with Competitors who have not yet competed.

The report header is set on the Settings page by filling in the Event Name.

You can customize the report logo by supplying a JPG file in the Poomsae Pro folder.

(It must be named TournamentLogo.jpg)

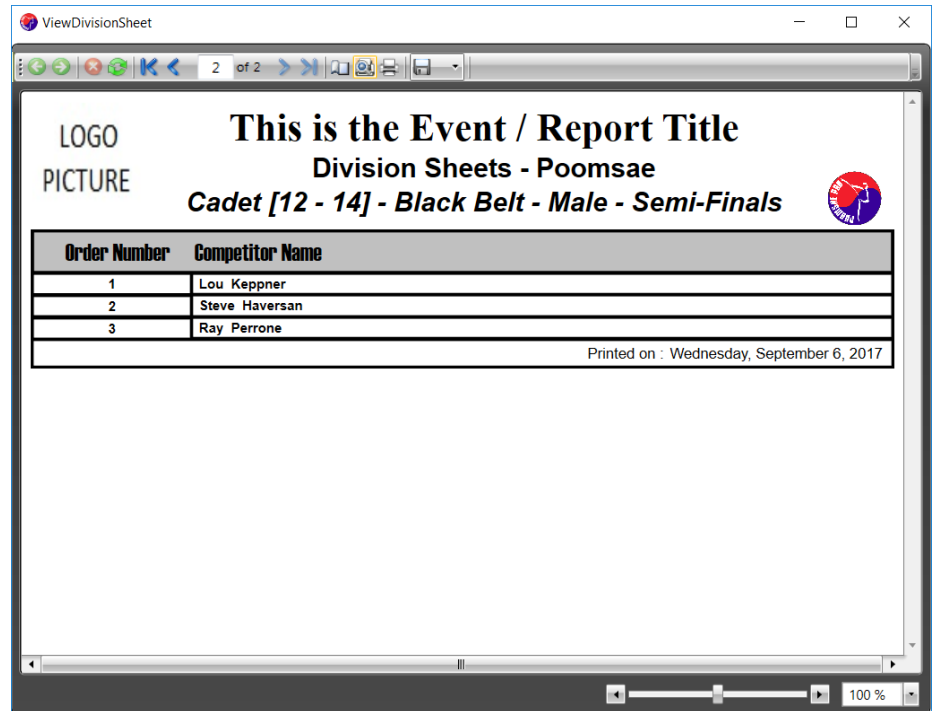
**NOTE: You will get an error creating the report if this files does not exist.**

Using the navigation buttons along the top you can scroll through the pages for review.

The icons on the command bar allow you to set up your page layout (margins, etc), to print the entire report (or select pages), and/or to save the report.

Some options to save the report include:

- PDF
- Comma Delimited (CSV)
- Excel 97-2003
- Web Archive
- XPS Document.



Use the slider on the bottom of the window to zoom in / out of the report.



**Breaking**

# Breaking Operating Sequence

1. Select Breaking scoring from the Main Menu
2. Set screen size for Administrator screen on the setting page which will come up first
3. Move Audience screen to secondary display and adjust screen size. (Note: The desktop must be set to extended mode)
4. Change any default setting to desired operation and close settings page
5. Add Competitors
6. Select desired Division / Gender / Category (If these are grayed out and cannot be selected, see information on [page 18](#))
7. Fill Divisions with Competitors
8. Move On-Deck Competitor to Current status by hitting **Move On Deck to Current Competitor**
9. Enter the number of boards the Competitor is bringing into the ring
  - ❖ This can be adjusted using the **+/-** buttons if changes are required after entry
10. Start/End Timer as required by Referee
11. Wait for Judges to enter all scores (Only **R** enters Technical deductions, **ALL** judges enter Difficulty and Presentation scores)
12. Allow Judges to view scores before proceeding. (If there is a problem judges can re-send scores)
13. If the performance, including setup and cleanup, takes longer than the allowed time the system will automatically calculate and display the deduction. If the referee instructs that this is to be modified, the **+/-** buttons next to Procedural Deduction can be used to adjust this number. When ready, hit **Apply Procedural Deduction** to finalize score.
14. When complete, save scores by hitting **Save & Display**
15. Repeat from step 8 until round is completed

**NOTE:** You do not have to hit **Display to Audience**. It will happen automatically between competitors.

# Administrator Screen

Dropdowns are disabled while there is a current competitor

Division: Under 6 Gender: Male Category: Black Belt

**RING**  
1

**Breaking Timer**  
3:00  
START BREAKING TIMER

Place Competitor Score Pres All Judges Tech Ded

Competitor On Deck: 1972 - RAY HAVERSON  
Print Division Sheets Competitors in Division : 2 Number of Competitors left : 1

Current Competitor: Number 1962 Name LOU KEPPNER

Number of Boards [ ] +/- Board Value [ ]

Difficulty [ ] [ ] [ ] [ ] [ ] Avg [ ]

Technical Deduction [ ]

Technical Total [ ] Subtotal [ ]

Presentation [ ] [ ] [ ] [ ] [ ] Avg [ ]

R J1 J2 J3 J4 Procedural Deduction [ ] +/-

Print Results

**Breaking Score**  
[ ] All Judge [ ]

Change Ring # Enter Competitors Division Names Categories Fill Division Reset Competitor To OnDeck Disqualify Competitor Settings

This is the main Administrator screen for Breaking from which all functions are launched or directly implemented and competition information is displayed. The following pages document the major sections of this screen.

# Administrator Screen Action Bar

The buttons at the bottom of the administrator screen allow for the most common actions. Details for these actions can be found on the following pages.

- 1) Increases Ring number... (1 - 20).
- 2) Enters new competitors and allows editing of existing ones.
- 3) Enters new divisions and allows editing of existing ones.
- 4) Enters new categories and allows editing of existing ones.
- 5) Allows selection of competitors for the chosen division.
- 6) Allows the removal of the OnDeck Competitor  
(changes to allow you to reset a Current Competitor to OnDeck)
- 7) Recalls the Settings page.



# Breaking Settings Page

The settings page is displayed upon launching Breaking and can be recalled from the main page.

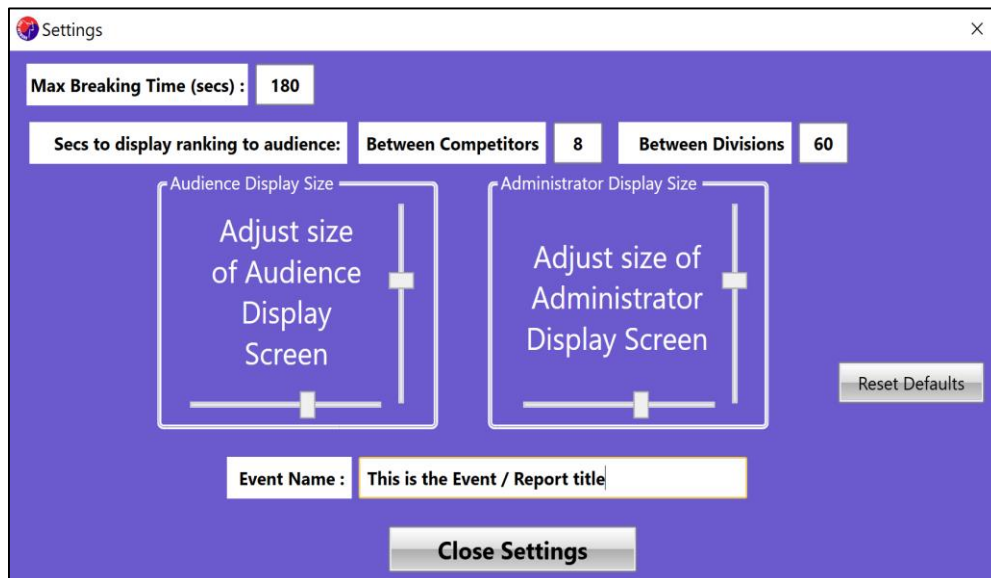
The first step is to adjust the screen size on both the administrator and audience screens so that all data fits on each display.

Breaking time settings apply to the timer operation. Breaking Time refers to the time allotted to Setup, Break, and Cleanup.

“Secs to display ranking to audience” sets the time that the Ranking list is on the Audience screen. It allows for a “short” period between competitors and an extended period between divisions.

Event Name is the Title that will be printed on reports (i.e. Division Sheets, Results, etc).

**Reset Defaults** button is for future functionality.



# Breaking Timer

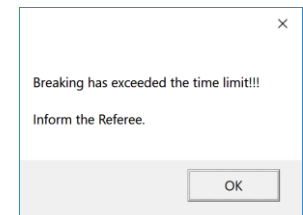
Time should be started when the competitor is brought into the ring with his/her holders and is given the command to bow. The time shall encompass the set-up, breaking, and cleanup.



The timer may be paused by pressing **Pause Breaking Timer** at the top of the timer box. Hitting **CONTINUE** will resume the countdown.

If the timer has expired it will display **OVER TIME** and continue to count.

Once **STOP TIMER** is pressed, a message will display if time has exceeded the period. If the time has expired the program will calculate and fill the Procedural Penalty.



The Breaking maximum time is set on the "Settings" page.

# Moving On-Deck to Current

Division: Under 6 Gender: Male Category: Black Belt

RING 1 Breaking Timer 3:00 START BREAKING TIMER

Competitor On Deck: 1962 - LOU KEPPNER **Move On Deck to Current Competitor**

Current Competitor: Number Name

Number of Boards Board Value

Difficulty Avg

Technical Deduction

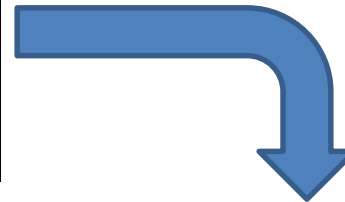
Technical Total Subtotal

Presentation Avg

R J1 J2 J3 J4 Procedural Deduction

Breaking Score All Judge

To move the on-deck competitor to be the current competitor, press the **Move On Deck to Current Competitor** next to the on-deck dropdown.



If a different competitor than the one shown is to compete, use the dropdown until the proper competitor is on-deck. Then move them to the Current Competitor field.

If it is necessary to move the competitor back to On-Deck status, hit

**Reset Competitor to On-Deck**

at the bottom of the screen. This will move them back on-deck and erase any scores that may have been entered for an incomplete performance.

Dropdowns are disabled while there is a current competitor.

Division: Under 6 Gender: Male Category: Black Belt

RING 1 Breaking Timer 3:00 START BREAKING TIMER

Competitor On Deck: 1972 - RAY HAVERSON

Current Competitor: Number 1962 Name LOU KEPPNER

Number of Boards Board Value

Difficulty Avg

Technical Deduction

Technical Total Subtotal

Presentation Avg

R J1 J2 J3 J4 Procedural Deduction

Breaking Score All Judge

# Saving Breaking Scores

Dropdowns are disabled while there is a current competitor

Division: Under 6 Gender: Male Category: Black Belt

RING 1 Breaking Timer 3:00 START TIMER

Competitor On Deck: 1972 - RAY HAVERSON

Current Competitor: Number 1962 Name LOU KEPNER

Number of Boards 22 Board Value 2.20

Difficulty 2.2 2.3 2.5 2.4 2.4 Avg 2.37

Technical Deduction -2.30

Technical Total 2.27 Subtotal 5.20

Presentation 3.0 2.9 3.1 2.8 2.9 Avg 2.93

R J1 J2 J3 J4 Procedural Deduction 0.50

Apply Procedural Deduction

After all judges transmit their scores, the display will highlight which judges have been dropped (for 5 or 7 judge systems).

***Allow judges to review their scores before moving forward.***

If necessary, a judge can re-send their Difficulty and Presentation scores to correct them before they are saved.

Once the Judges have submitted all scores, adjust the Procedural Deduction if necessary. When ready, hit

**Apply Procedural Deduction**

to display totals.

After all scores are complete hit

**Save & Display**

to move competitor to the Ranking display and to clear scores.

Dropdowns are disabled while there is a current competitor

Division: Under 6 Gender: Male Category: Black Belt

RING 1 Breaking Timer 3:00 START TIMER

Competitor On Deck: 1972 - RAY HAVERSON

Current Competitor: Number 1962 Name LOU KEPNER

Number of Boards 22 Board Value 2.20

Difficulty 2.2 2.3 2.5 2.4 2.4 Avg 2.37

Technical Deduction -2.30

Technical Total 2.27 Subtotal 5.20

Presentation 3.0 2.9 3.1 2.8 2.9 Avg 2.93

R J1 J2 J3 J4 Procedural Deduction 0.50

Save & Display

Breaking Score 4.70 All Judge 4.70



# Audience Screen

**Black Belt - Under 6 - Male** **3:00**

**LOU KEPPNER** **Breaking Score**

Number of Boards  Board Value

Difficulty      Avg

Technical Deduction

Technical Total

Presentation      Avg

**R J1 J2 J3 J4**

SubTotal  Procedural Deductions

**On Deck: RAY HAVERSON** **1**

The Audience display provides a view of the current Competitor complete with timer, scores, and any penalties along with the name of the competitor on-deck.

The number appearing in the bottom right corner is the number of competitors left in the round after the current competitor.

The word “**OK**” appears in place of the scores until ALL judges have been received.

# Competitor Ranking Display

## Breaking Ranking Screen

Place	Competitor	Score	Pres	All Judges	Tech Ded
1	LOU KEPPNER	4.70			

Display to Audience

Print Results

The Ranking list only shows columns beyond the Score when needed to break ties.

**Display to Audience** is only used to redisplay the rankings to the audience if it has already timed out.

Double clicking on any row will allow you to review/edit the history of this round for that competitor. (See following pages)

**Print Results** will allow you to print/export results.

The Ranking list also displays on the audience screen between competitors and divisions. The time this displays to the audience is controlled on the Settings page.

# Completed Score Review

Double clicking on a row in the Ranking list on the Administrator screen will show the scoring for that competitor in this round.

Double clicking on any score on this display will enable editing.

**LOU KEPPNER**

3  
PID

Enter Password to Edit

Number of Boards **22** Board Value **2.20**

Difficulty **2.2** **2.3** **2.5** **2.4** **2.4** Avg **2.37**

Manually Edited

Technical Deduction **2.30**

Technical Total **2.27** Subtotal

Presentation **3.0** **2.9** **3.1** **2.8** **2.9** Avg **2.93** **5.20**

All Judges Included **4.70** Procedural Deduction **0.50**

**Breaking Score**  
**4.70**

Finalize & Close

Change Competitors

Delete ENTIRE Result

# How to change scores

LOU KEPPNER					
Number of Boards	22	Board Value	2.20		
Difficulty	2.2 2.3 2.5 2.4 2.4	Avg	2.37		
Manually Edited	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Technical Deduction	2.30		
		Technical Total	2.27	Subtotal	5.20
Presentation	3.0 2.9 3.1 2.8 2.9	Avg	2.93		
All Judges Included	4.70	Procedural Deduction	0.50		
Breaking Score		4.70			

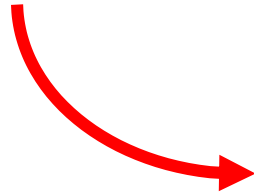
Double click on any score component to put it into edit mode and display the change controls.

Enter the password (poomsae).

Enter the new score in the text box

Hit **Change** when done.

Repeat for each score to be edited.



All score averages and totals will automatically update.

Hit **Finalize & Close** to exit the review screen.

LOU KEPPNER					
Number of Boards	22	Board Value	2.20		
Difficulty	2.2 2.3 2.5 2.4 2.4	Avg	2.37		
Manually Edited	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Technical Deduction	2.30		
		Technical Total	2.27	Subtotal	5.14
Presentation	3.0 2.9 2.7 2.8 2.9	Avg	2.87		
All Judges Included	4.62	Procedural Deduction	0.50		
Breaking Score		4.64			

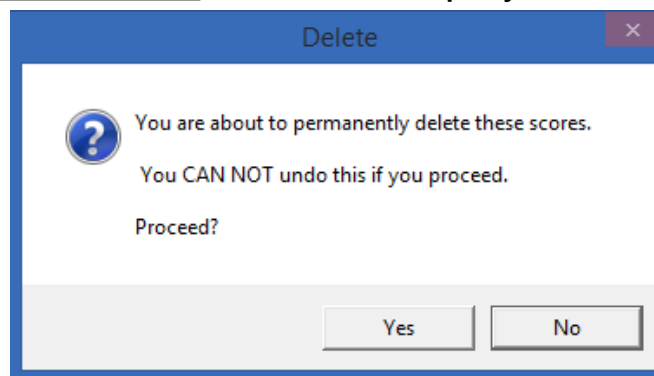
# How to swap/delete scores

In the event that it is determined that the scores were awarded to the wrong competitor, **Change Competitors** can be used to correct the situation. Enter the change password (poomsae) and press this button to present a list of everyone in the division.

Double click on a row and a confirmation box will appear. Select **Yes** to complete the reassignment or **No** to cancel the action.

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If the entire performance needs to be deleted, enter the change password and press **Delete ENTIRE Result**. This will display the following confirmation.



Select **Yes** to complete the deletion or **No** to cancel the action.

After results are deleted, you can add this person back into the division.

# Print / Export Results

Hitting **Print Results** will create a report of ALL results.

The report header is set on the Settings page by filling in the Event Name.

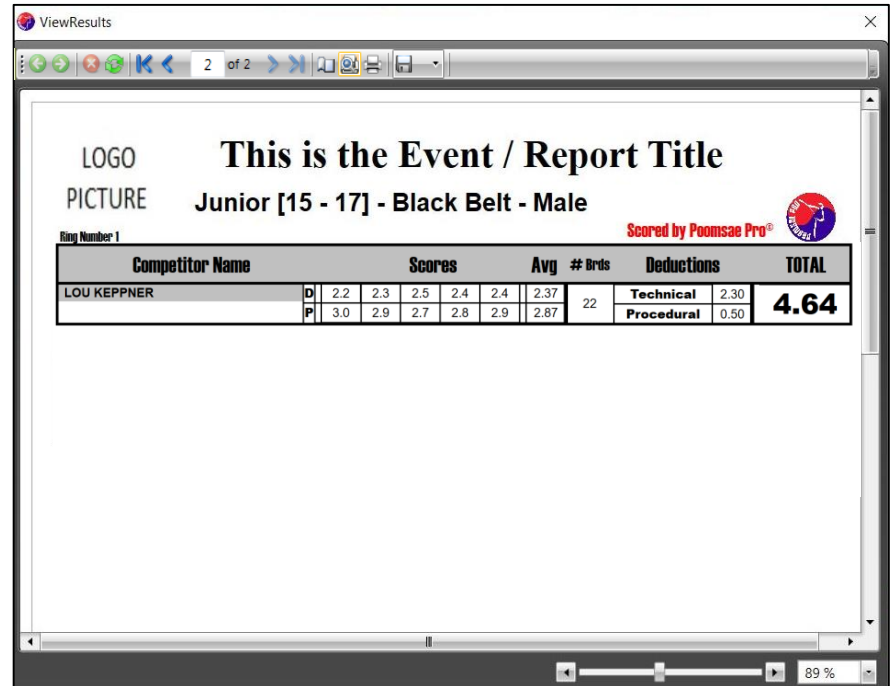
You can customize the report logo by supplying a JPG file in the Poomsae Pro folder.  
(It must be named TournamentLogo.jpg)

**NOTE: You will get an error creating the report if this files does not exist.**

Using the navigation buttons along the top you can scroll through the pages for review.  
The icons on the command bar allow you to set up your page layout (margins, etc), to print the entire report (or select pages), and/or to save the report.

Some options to save the report include:

- PDF
- Comma Delimited (CSV)
- Excel 97-2003
- Web Archive
- XPS Document.



The screenshot shows a web browser window titled "ViewResults". The report content includes a logo placeholder, the event title "This is the Event / Report Title", and the event name "Junior [15 - 17] - Black Belt - Male". It is scored by "Poomsae Pro". A table lists competitor results for "LOU KEPPNER".

Ring Number	Competitor Name	Scores						Avg	# Brds	Deductions		TOTAL
	LOU KEPPNER	DI	2.2	2.3	2.5	2.4	2.4	2.37	22	Technical	2.30	4.64
		PI	3.0	2.9	2.7	2.8	2.9	2.87		Procedural	0.50	

Use the slider on the bottom of the window to zoom in / out of the report.

# Print Division Sheets

Hitting **Print Results** will create a report of ALL divisions with Competitors who have not yet competed.

The report header is set on the Settings page by filling in the Event Name.

You can customize the report logo by supplying a JPG file in the Poomsae Pro folder.

(It must be named TournamentLogo.jpg)

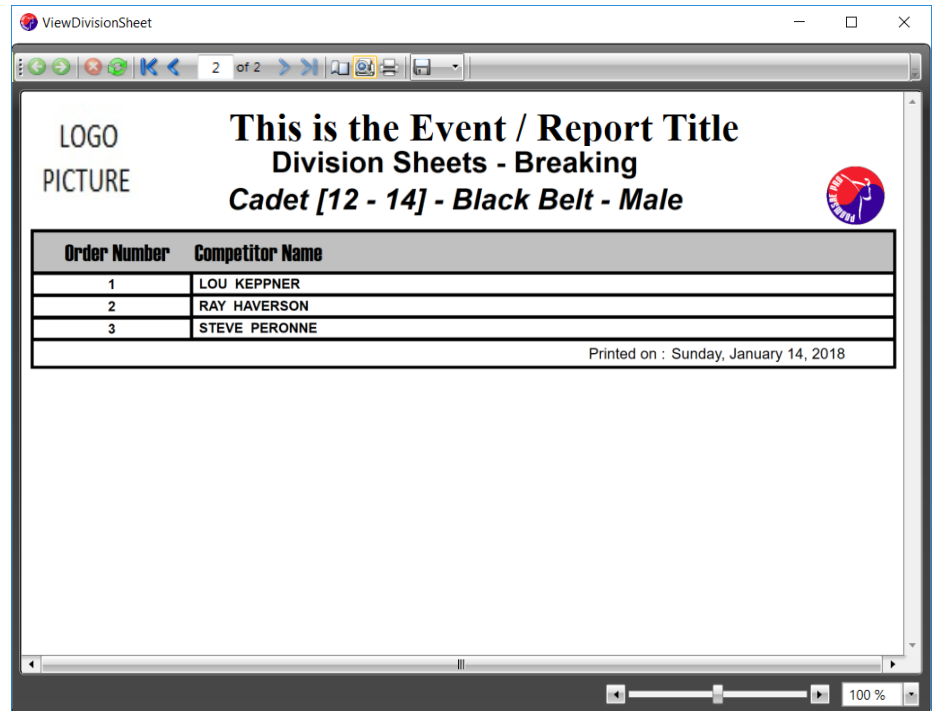
**NOTE: You will get an error creating the report if this files does not exist.**

Using the navigation buttons along the top you can scroll through the pages for review.

The icons on the command bar allow you to set up your page layout (margins, etc), to print the entire report (or select pages), and/or to save the report.

Some options to save the report include:

- PDF
- Comma Delimited (CSV)
- Excel 97-2003
- Web Archive
- XPS Document.



Use the slider on the bottom of the window to zoom in / out of the report.

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# **Team Trials Poomsae**

**To Be Updated**

# **Freestyle Poomsae**

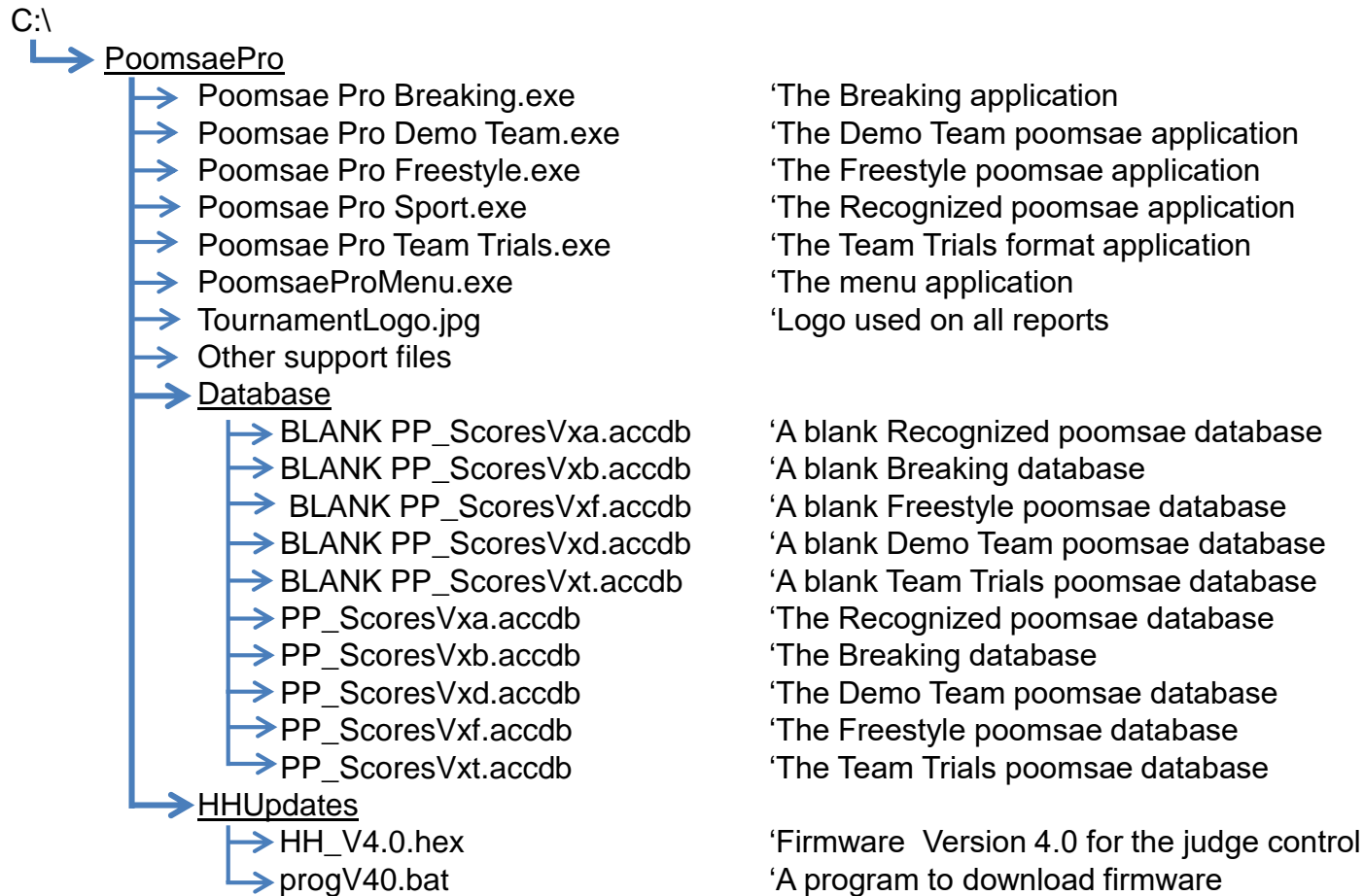
**To Be Updated**

# **Demo Team**

# Demo Team

This section will be updated as the rules and program are updated and finalized

# Poomsae Pro Folder Structure



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# Quick Reference Guide

## *Running a Division*

1. Select desired Division / Round / Gender / Category.
2. For Recognized poomsae Make sure proper number of forms is selected (bottom right on screen)
3. Move On-Deck Competitor(s) to Current status by hitting **Move On Deck to Current Competitor**
4. If appropriate for current Mode, select desired form(s).
5. Start/End Timer as required by Referee
6. Wait for Judges to enter all scores.
7. Allow Judges to view scores before proceeding. (If there is a problem judges can re-send scores)
8. If Recognized poomsae with 2 forms:
  - a. Move to next Poomsae by hitting **Next Poomsae**
  - b. Wait for Judges to score
  - c. Allow Judges to view scores before proceeding. (If there is a problem judges can re-send scores)
9. When complete save scores by hitting **Save & Display**
10. Repeat from step 3 until round is completed

## *Entering Competitor(s) Into Bracket*

1. Select desired Division / Round / Gender / Category
2. Press Fill / Edit to enter this screen
3. Select competitors by clicking twice in the check box (the first click selects the row - the second click checks the box)
4. Hit **Save Bracket** to save your selection and exit

## *Removing a Competitor From Bracket*

1. Select competitor in the "Competitor On Deck" field (making sure there is NO current competitor)
2. Press **Remove Competitor**

# Quick Reference Guide

## ***Adding / Editing Competitors***

1. Hit **Enter Competitor**
2. Hit either **Edit** or **Add**
3. If Editing:
  - a) Navigate to desired Competitor. (Hitting **Search** allows you to view ALL competitors in a list and jump to any competitor)
  - b) Edit Data
4. If Adding:
  - a) Fill in Competitor Number or leave the default number and continue to next field  
*NOTE: Each competitor must have a unique number in order to identify them on other screens. A unique number is auto-populated; however it can be manually assigned as required. It will be checked for availability upon save.*
  - b) Fill in First Name (for individual competitors only)
  - c) Fill in Last Name (or Pair or Team name),
  - d) Select Gender.
5. Hit **SAVE COMPETITOR** Or **Discard Changes** if you wish to abort the entry.

## ***Changing Order of Competitors***

1. Hit **Change Order**
2. Select a competitor
3. Reorder by any of the following methods:
  1. Manually move them up or down in the listing with either **Move Up** or **Move Down**
  2. Hit **Randomize** to put the competitors into a random order.
  3. Hit **By Comp** to arrange competitors by their competitor number (Toggles between ascending/descending)
  4. **Reset** will display the competitors in the order in which they were entered.
4. Hitting **Close** will exit this screen and refresh the on-deck list with the revised order for remaining competitors

# Contact Information

## Mailing & Shipping Address

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