

2021 – V2

INFORMATION

FOR

ROLLART DATA ENTRY

IN

NEW ZEALAND

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SETTING UP ROLLART

This document is a guide for setting up competitions and events in New Zealand.
Very Important Notes (in red), Extra Notes (in green), New in 2021 (in purple)

A. SPECIAL NOTES:

- These instructions are written for setting up the actual DEO computer. Wherever the actual DEO path reads "C:\RollartSystem\Events" etc., the Demo/Simulator path will read "C:\RollartDemo\Events" etc.
- Details are to be entered in **BLOCK** letters. (This affects the final reports).
- For **Figure** illustrations, refer to ROLLART TECH PANEL USER MANUAL 2021 – this can be downloaded from <http://www.worldskate.org/artistic/about/regulations/category/788rollart.html?download=4691:rollart-usermanual-2021>

Example – Figure 1 Open Settings (Manual Page 5)



d) **SEGMENTS**

In the RollArt Computer Program, Freeskating Long Program and Pairs are called “Free Program”.

A SEGMENT of an event can be:

- FREESKATING -** Short Program or Free Program (Long) or both depending on the grade and the requirements at individual competitions.
- SOLO DANCE -** Compulsory 1, Compulsory 2, and/or Free Dance, Junior and Senior are Style Dance and/or Free Dance. The Segment selection depends on the grade and the requirements at individual competitions.
- PAIRS -** Short Program or Free Program (Long) or both depending on the grade and the requirements at individual competitions.
- COUPLES DANCE -** Compulsory 1, Compulsory 2, and/or Free Dance, Junior and Senior are Style Dance and/or Free Dance. The Segment selection depends on the grade and the requirements at individual competitions.
- PRECISION -** Precision only for Junior and Senior

B. TO LOCATE ROLLART FOLDERS ON COMPUTER

- **Competition Folder** - C:\RollartSystem\Events\Competition Name e.g. Central Areas 2021.
- **Events** - C:\RollartSystem\Events – click on the relevant competition folder to locate list of all events.

C. CREATE A COMPETITION

1. Open Data Operator program.
2. Before entering any competition and/or events click on **Settings**. See *Figure 1*.
3. Check the **Events Folder**. *Figure 2*. Must read **C:\RollartSystem\Events**. If required, change / delete any other path and remember to click **Save Settings / Close**. (See *Special Note "a" Page 1*).
4. Click **New Competition**. *Figure 18*.
5. Insert details ensuring the competition name includes the year e.g., Central Areas 2021. Where there is an asterisk (*) the details must be filled in. Non-asterisk boxes may be updated later by selecting the **Competition** in the Event menu. *Figure 19*.
6. Click **Insert Competition** and the following message "Operation successfully completed! New folder C:\RollartSystem\Events\Central Areas 2021" will be displayed. Click **OK**. (See *Special Note "a" Page 1*).

D. CREATE AN EVENT(S)

1. Click on **Settings**. This will open *Figure 2*.
2. Under heading **Events Folder** use the Browse button to locate the folder name of the competition you have created e.g., C:\RollartSystem\Events\Central Areas 2021. Select folder and click **OK**. At the top of right side of *Figure 2* click **Save Settings / Close**. This ensures that when you enter event(s) the files will go to this folder.
NB: It is imperative you check this setting before adding any event to any competition.
3. Use the dropdown box on the right of the green bar at the top of the Competitions' Combobox to select the relevant Competition (*Figure 29*) to show only the relevant Competition and its related events i.e. those events which have already been added or events as they are added. (Note: Any stand-alone event(s) will also show in the tree view).

NB: *It is best to use this method rather than selecting the competition from the list, otherwise it reverts to "Standalone Event" after each entry.*

4. Select **New Event** / Select **relevant competition** and under **Event name** type actual event e.g. NOVICE LADIES SOLO DANCE (*This is important due to the mapping of events in New Zealand*).

Update - **Discipline / Category / Segment(s)** / Add **Skater(s)** details with the **Artistic Number** in brackets after the name e.g. DOROTHY SMITH (593) / **Officials Panel** / **Insert Event**.
Message box "Event inserted with success!".

Note 1: *If necessary, use "2021 Mapping All Disciplines" Doc.*

Note 2: *Ensure the correct segments are selected e.g. "Short and Free" for freeskating.*

Note 3: *If event is a "non-combined event" or only doing "Free" select "Free" Segment.*

Note 4: *This is very important when setting up an event with only one (1) Compulsory Dance or the results cannot be obtained for printing. To date the RollArt Program is not programmed to do this in the usual manner. Untick Compulsory 2 ONLY i.e. Ensure Free Dance and Compulsory 1 are both left ticked.*

Note 5: *Fill in Judges/Officials section wherever there is an asterisk. (Unless you know how many judges for an event, suggest you only enter one and add as required later).*

Note 6: *All AWD (Athlete with Disability), female and male events are separate events.*

5. To locate all Competitions and Events click on **Events List**. *Figure 28*.
The status of each event is indicated as (*Shows below Figure 28*)

Not Started



Started



Completed



Event Selected



E. DATA ENTRY OPERATION – CHECK LIST BEFORE START OF EVENTS

- a. A PDF copy of all results files for each competition is saved in a separate folder. The saving of these files will only occur as an opportunity arises or at the end of the competition. Before the start of a competition, please ensure there is a folder on the desktop for this purpose. If required to make the Folder, right click on the Desktop / New / Folder and name the Folder with the name of the competition.
- b. Open the RollArt Program.
- c. Before entering any competition and/or events click on **Settings**. See *Figure 1*.
- d. Check the **Events Folder**. *Figure 2*. Must read **C:\RollartSystem\Events**. If required, change/delete any other path and remember to click **Save Settings / Close**.
- e. Use the dropdown box on the right of the green bar at the top of the Competitions Combobox to select the relevant Competition (*Figure 29*) to show only the relevant Competition and its related events. **(Note: Any stand-alone event(s) will also show in the tree view).**
- f. Click on relevant event(s).
- g. Check all personnel (skaters, officials and skating order) are correct. **Must check with the Referee and Technical Specialist to ensure all have the same skating order.** Should buttons “Update”, “New” or “Delete” be used, be sure to re-check the skating order and the panel. Click **“Confirm and Close”** after any alterations are done.
- h. Check judges’ computers connected.
- i. Select the segment for the event e.g., Short or Free Program, Compulsory 1 or 2, Style Dance, Free Dance etc.
Very Important: When the event has only one (1) Compulsory Dance it is imperative that Free Dance and Compulsory 1 are both left ticked or the results cannot be obtained for printing. Compulsory Dance 2 must be unticked. To date the RollArt Program is not programmed to do this in the usual manner.
- j. Click “Start” which automatically opens screen **for the referee to confirm** the segment parameters are correct.
- k. Click “Start” to display the Data Operator Panel.

F. DATA ENTRY OPERATION – READY FOR EVENT TO COMMENCE – FREESKATING Figure 71

- a. Select the segment for the event e.g. Short or Free Program.
- b. Always check the **competitor name and number** on the screen is correct for each skater.
- c. Listen for call “Start” and press “Start”.
- d. Listen for calls from Technical Specialist:
 - Spins** -
Click on spin to change to combination spin when called;
Hover over the spin name to find “percentage” and listen for “bonuses” (separate box) if required before “confirming” by clicking on “1”. For ease of alteration try to put in any spin for each call even if it is not the correct one. Percentages and Bonuses can be added at the end of the routine if required.
 - Jumps** -
Wait for under-rotated, half-rotated or downgraded to be called for jumps before entering the type of jump. For ease of alteration try to put in any jump for each call even if it is not the correct one.
 - Various** -
When “**Review**” is called, single click on element and press “Review” button (it is an add/remove button) on lower part of screen.
If “**Start Footwork**” or “**Start Choreo**” **AND** the “**Time**” is called by the caller/scribe, click on relevant button 5 seconds before actual time is reached (this advises the judges of the imminent start) then press the level when called. Otherwise, click on relevant button when the Technical Specialist calls the start.

When the “Referee and Controller request the removal / amendment / addition of any element”:

With element selected (only done at the end of each routine) -

*	Press to add/remove the asterisk to the column note of a selected element. (Needed for decision whether to have a value assigned or to be set to zero),
“T”	Press to add/remove a time bonus on a selected element (for jumps only). Only used for the Free Program for Cadet, Youth, Junior and Senior.
“!”	Press to add/remove a wrong edge penalty of 50% on a selected element (for Lutz jump only).
"Split"	<i>Button on the bottom toolbar - Allows combo jumps or combo spins to be split, by adding a new element. This can be used when we do not press the "new combination" button when there are two combinations one after the other and will save us deleting. The element to select is the first element of the new combination/solo element.</i>
Stop”	(Finish) - Press button when called.
- e. *“Average” - DEOs will no longer have to send for average - that button has gone from our screen.*
- f. Compare elements on data entry computer with Controller. **Learn codes to read back to Controller**. If any elements are to be deleted in the free program for Cadet, Youth, Junior or Senior, note where “T” appears as when re-entering elements (having pressed “Start” again) the computer will add in “Ts” due to timing. Any extra “Ts” which are added when re-entering are deleted immediately they appear by clicking once on that element then on “T” at foot of screen. (NB: The “T” may not be removable from some elements e.g. “downgraded”).

Similarly, any elements with (*) can be deleted in a similar manner **if required by the Referee**.
- g. If “Check” button is “Green” click before doing “Confirm” – **to be checked by Referee**.
- h. Press “Confirm” when referee requests and await judges’ marks.
Referee must confirm segment before we do - a warning will come up if we are too quick.
- i. Press “**Show Results**” and results will be displayed for announcer to read. Once announced, press “Next” (World Skate Logo top right of screen)” to move to the next skater. After the last skater “Next” takes you back to the list of events.

NB: If in error, “Next” is pressed a second time before the results are read and are lost to the announcer, press the “Monitor Icon” on the top toolbar to display them again. Once announced press “World Skate” button. Does not work for the last skater in the event.

- G. DATA ENTRY OPERATION – READY FOR EVENT TO COMMENCE – DANCE** *Figures 98 -102*
- a. Select the segment for the event i.e. the Dance Pattern for Compulsory; the Pattern Sequence for Style Dance; Style or Free Dance. **Note that we do substitute the dance pattern for some of our National events – refer to the “2021 Mapping All Disciplines” Document.** This must be done before the event starts. Must check with the Referee and Technical Specialist to ensure all have the same skating order for all segments.
 - b. Always check the **competitor name and number** on the screen is correct for each skater.
 - c. Listen for call “**Start**” and press “Start”.
 - d. Listen for calls from specialist.
 - e. For ease of alteration try to put in any call even if it is not the correct one.
 - f. **Various -**
When “**Review**” is called, single click on item and press “Review” button (it is an add/remove button) on lower part of screen.
If “**Start Pattern / Start Section / Start Compulsory**” is called, click on Section 1 or 2 as applicable (this advises the Judges of the start) and then click on the level when called (ignore all other conversation during the compulsory section).
If “**Start Travelling**”, “**Start Cluster**”, “**Start Footwork**”, “**Start Artistic Footwork**” or “**Start Choreo**” **AND** the “**Time**” is called by the caller/scribe, click on relevant button 5 seconds before actual time is reached (this advises the judges of the imminent start), then press the level when called. Otherwise click on relevant button when the Technical Specialist Calls the start.
- When the “Referee and Controller request the removal/amendment/addition of any element”:**
With element highlighted (only done at the end of each routine) -
* Press to add/remove the asterisk to the column note of a selected element. (Needed for decision whether to have a value assigned or to be set to zero).
“**Stop**” (Finish) - Press button when called.
- g. **“Average” - DEOs will no longer have to send for average - that button has gone from our screen.**
 - h. Compare elements on data entry computer with Controller. **Learn codes to read back to Controller.**
If required by the referee, an element with (*) can be deleted by clicking once on the element and then on * at bottom of screen.
Referee must confirm segment before we do - a warning will come up if we are too quick.
 - i. Press “Confirm” when referee has agreed there are no penalties to be added and await judges’ marks.
 - j. Press “**Show Results**” and results will be displayed for announcer to read. Once announced, press “Next” (World Skate Logo top right of screen) to move to the next skater. After the last skater “Next” takes you back to the list of events.

NB: If in error, “Next” is pressed a second time before the results are read and are lost to the announcer, press the “Monitor Icon” on the top toolbar to display them again. Once announced press the “OK” button. Does not work for the last skater in the event.

For **Compulsory 2**, it is necessary to go back into the Program, and re-commence from “a” above. It is important to ensure correct dance has been selected and check the correct order of skaters.

H. PRINTING “FINAL RESULT ONLY” AT CONCLUSION OF EVENT

Between events there is often very little time to save all the files because we also have to open up the next event and do all the relevant checks for the new event before it can be started. Therefore, it is important that the “Final Result” ONLY is printed at this point, with the “Entire Event Reports” being saved in PDF format when a gap allows enough time e.g. during a break.

NB1: The print icon for all these reports is located on the left side of top menu bar.

NB2: Number of Copies Required:

At some events 2 or 3 copies may be required for announcer, trophy steward and the results board. We suggest that it is only necessary to print one for a local event (and or other events) and this one copy can be passed to announcer, to trophy steward, then put on the board. We consider this will alleviate wastage of both paper and printer ink.

You will need a decision from the Competition Manager.

NB3: It is very important that when printing the Results, before getting them signed, check they are correct!! Check the placings are numbered correctly, in the correct order and no duplicates in the names. If there is an equal placing advise the Referee.

As per the World Skate Ruling, any alteration must be verified and each copy of the report signed by the Referee, Controller, Technical Specialist and Data Operator.

This table shows the buttons enabled per segment type and discipline

Free Skating - Pairs SHORT PROGRAM		Segment Result	Judges Scores	Judges Scores (Ref)
Free Skating - Pairs FREE PROGRAM	Final Result	Segment Result	Judges Scores	Judges Scores (Ref)
Couple – Solo Dance (until Youth) COMPULSORY DANCE 1			Judges Scores	Judges Scores (Ref)
Couple – Solo Dance (until Youth) COMPULSORY DANCE 2		Compulsory Dances	Judges Scores	Judges Scores (Ref)
Couple – Solo Dance (Junior - Senior) STYLE DANCE		Segment Result	Judges Scores	Judges Scores (Ref)
Couple – Solo Dance FREE DANCE	Final Result	Segment Result	Judges Scores	Judges Scores (Ref)
Precision	Final Result	Segment Result	Judges Scores	Judges Scores (Ref)

(a) FINAL RESULTS FREESKATING

Short Program – Open Event / Click “View Results” / “Segment Result” / Print “Segment Result” Report.

Free Program – Open Event / Click “View Results” / “Final Results” / Print “Final Results” Report.

NB: Referee must sign all reports before distributing.

(b) FINAL RESULTS DANCE

Where there is “Only One (1) Compulsory Dance” see Special Instructions Below at Point (c).

Compulsories Only – Open Event / Compulsory 2 Report (Includes Dances 1 and 2) – Click “Compulsory 2 View Results” / Click “Compulsory Dances” / Print “Results Details” Report.

Although labelled “Results Details”, this is the “Final Report” for the two compulsory dances.

Style Dance – Open Event / Click “Style Dance View Results” / “Segment Result” / Print “Segment Result” Report.

Free Dance – Open Event / Click “Free Dance View Results” / “Final Results” / Print “Final Results” Report.

Referee must sign all reports before distributing.

(c) FINAL RESULTS WHEN ONLY ONE COMPULSORY DANCE

When Compulsory Dance 1 is completed, re-open the event. With the Referee and Judges still connected click **Start Free Dance** and for each skater in the event click **SKIP** then **YES** to the warning note. When all skaters have been skipped the event will close.

Open the event and click “**Free Dance**” / “**View Results**” / Print “**Final Result**” Report / Click “**Back**”. This report will have the Skater’s name and details.

<u>“Final Result” Report</u>	=	<u>“Judges Details Per Skater” Report</u>
Points	=	Total Segment Score
CD	=	Rank

Open the event and for **Compulsory One (1)**, click “**View Results**” / “**Judges’ Scores**”.

The referee can check the “**Judges Scores**” (Judges Details Per Skater) report by comparing it to the printed “**Free Dance Final Result**” Report. The “**Judges Scores**” can be printed if required.

The Referee must sign the “Final Result” Report before announcing or distributing the result.

I. DRAW REQUIRED FOR 2ND HALF OF AN EVENT

DO NOT USE COMPUTER PROGRAM VERSION

We must still do the draw manually.

This is due to a conflict of the method used between the World Skate Rules and NZ Rules & Regulations.

Required after the Freeskating Short Program – Open Event / Click “View Results” / “Segment Result” / Print “Segment Result” Report and **give it to the referee for the draw and signing.**

Required after Compulsory 2 or Style Dance – Open the event, click relevant “View Results” then print one copy of the relevant report – either “Compulsory Dances” or “Segment Result” and **give it to the referee for the draw and signing.**

Enter the Order of Skate

ASAP after the Draw has been done, enter the “Order of Skate” into the 2nd part of event on the DEO computer. Open Event / Click “Free Dance Skating Order” / Update Order / Confirm and Close / OK.

Click the “Printer Icon” beside “Skating Order” / Select Printer, Printer & No of copies / OK - to print copies for the Referee, Technical Specialist, Announcer, Marshall and Noticeboard. The Referee must check against the draw previously done and sign all copies. Ensure the other Officials receive their copy.

J. TO SAVE FILES / REPORTS OF ENTIRE EVENT AS A PDF FILE (done when time allows)

- 1) Before saving any files ensure a “**Competition Results**” Folder has been created to save them in on the “**Desktop**”.
- 2) **The Judges’ Scores (Referee) Report must not be published but printed and given to the Referee ONLY. Check with the Referee to see if required.**
- 3) **Once saved, it is easiest to find these files in their folder by using the document date and time.**

4) FREESKATING

- i) Freeskating Event **when only one segment** i.e., Short or Free segment – save as follows:.

“Export All” is for Entire Saving Only. Open Event / “View Results” / PDF (by default) / “Final Result” / “Export All” / Locate and Click on Results Folder / OK.

This will save “Final” (Placings for Entire Event), “Panel” (Judges Details Per Skater Free Program) and “Results” (Placings for the Free Program).

- ii) **Combined freeskating event** must be saved separately as follows:

Short Program – Open Event / “View Results” / PDF (by default) / “Segment Result” / Export All / Locate Results Folder / OK.

*This will save “Panel” (Judges Details Per Skater Free Program), “Results” (Placings for the Short Program) and “Final” (Placings for Combined Event). **In the “Competition Results” folder locate and delete the “Final” for the Short Program as the same report prints when saving the Free Program.***

Free Program – View Results / Final Results / PDF (by default) / Export All / Locate Results Folder / OK.

This has saved “Final” (Placings for Combined Event), “Panel” and “Results” (Placings for the Free Program).

4) DANCE **Where there is “Only One (1) Compulsory Dance” see special Instructions at iii below.**

- i. Dance Event **when only one segment** e.g. Style Dance Only

“Export All” is for Entire Saving Only. Open Event / View Results / Final Result / PDF (by default) / Export All / Locate Results Folder / OK.

This will save “Final” (Placings for Entire Event), “Panel” (Judges Details Per Skater) and “Results” (Results Details).

- ii. **Combined Dance Event** must be saved separately as follows:

Compulsory One - Open Event / “View Results” / PDF (by default) / “Judges’ Scores” / Export All / Locate Results Folder / OK / Back.

(One file “Panel Compulsory 1” – Judges Details Per Skater).

Compulsory Two - “View Results” / PDF (by default) / “Judges’ Scores” / Export All / Locate Results Folder / OK / Back.

(Two files “Panel Compulsory Dance 2” - Judges Details Per Skater and “Compulsory” (Results Details for both)).

Style Dance - Open the event / “View Results” / PDF (by default) / “Segment Result” / Export All / Locate Results Folder / OK / Click Back.

(Three files “Panel” (Judges Details Per Skater), “Results Details” (Placings for Segment Style Dance) and “Final” (Final Result for Segment Style Dance)).

Free Dance - Open the event / “View Results” / “Final Results” / Export All / Locate Results Folder / OK

(Three files “Panel” (Judges Details Per Skater), “Results Details” (Placings for Segment Free Dance) and “Final” (Final Results for Entire Event)).

iii. **Only One (1) Compulsory Dance (Ensure path is set for the Result Folder)**

- **Compulsory 1 Dance** – Open Event / View Results / Judges Scores / Export All / Locate Results Folder / OK / Click Back.
- **Free Dance** - View Results / Final Result / Export All / Locate Results Folder / OK / Back.
- Go to Results Folder.
- Rename COMPULSORY 1 to name of event e.g., New Entrants.
- Rename FINAL to name of event e.g., New Entrants.
- Delete the PANEL Free Dance file and the Results Free Dance File as they are blank and not required.

5. **WHEN “MAPPING” HAS BEEN USED FOR AN EVENT** - the saved files do not overwrite the original in our folder but do need re-naming to the correct Event names.

Note – The date and time saved makes it easier to find the relevant files in the Results Folder.

- **Freeskating** there are three (3) files - “Final”, “Panel” and “Results”.
- **Compulsory Dance** there are three (3) files - “Compulsory 1”, “Compulsory 2” “Judges Score”.
- **Style Dance** there are three (3) files – “Final”, “Panel”, “Results”.
- **Free Dance** there are three (3) files - “Final”, “Panel” and “Results”.

6. **DISTRIBUTION OF PDF FILES AT CONCLUSION OF COMPETITION**

The Championship Manager of a competition will appoint a person who will be responsible for the distribution of all the PDF result files, both White and RollArt systems, to the Club Secretary (or a person appointed by the Club).

These files are to go to all the Clubs competing at that competition and to any other Official who may request them. The PDF files will be sent by email and are to be sent within seven (7) days of the end of a competition.

It is the Clubs' responsibility to distribute these files to their members.