2022 – FINAL

INFORMATION

FOR

ROLLART DATA ENTRY

IN

NEW ZEALAND

Disclaimer:

In no way does this manual supersede the Official "World Skate RollArt Tech Panel User Manual 2022". It is the responsibility of all Data Operators to make themselves conversant with the Official Manual.

This manual is to be used in conjunction with the World Skate Official Manual and is purely a collation of data entry requirements as they relate specifically to Championships within New Zealand.

Bruce Crosby & Raynor Stratford 1st April 2022

SETTING UP ROLLART

This document is a guide for setting up competitions and events in New Zealand.
New in 2022 (in red),   Reminders (in green),   Very Important Notes (in purple)

A. SPECIAL NOTES:

a) These instructions are written for setting up the <u>actual DO computer</u>.   Wherever the actual DO path reads "C:\Rollart**System**\Events" etc., the Demo/Simulator path will read "C:\Rollart**Demo**\Events" etc.

b) Details are to be entered in **BLOCK** letters. (This affects the final reports).

c) For *Figure* illustrations, refer to ROLLART TECH PANEL USER MANUAL 2022 – this can be downloaded from **http://www.worldskate.org/artistic/about/regulations/category/788rollart.html**

Example – *Figure 1 Open Settings* (Manual Page 5)

d) To Load a Competition and Events, you will require:
    Copy of Competition Programme complete with names and artistic numbers
    Competition Event Schedule
    NZ Mapping Document

Note: **NOT CURRENTLY IN USE**
*Special instructions at "F" re Adding a "New Free Category" for <u>NZ Mapped **Freeskating Events Only**</u>.*
Dance Mapped Events *will be created as for previous years.*

e) **The <u>addition and/or deletion of a skater in an event</u> is still under evaluation.   We ask that these features are used very carefully and if there is any occasion that you do have a problem please -**
    1. Check all reports to ensure they include all skaters in the event;
    2. Be sure to also check the Referee reports;
    3. Advise us of the sequence of events where this occurred.

    Please refer to Page 5 "h" and "l" for further details.

Bruce Crosby & Raynor Stratford 1st April 2022

B. <u>SEGMENTS</u>

In the RollArt Computer Program, Freeskating and Pairs "Long" Programmes 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,
Where it is necessary to have only one compulsory dance and Free Dance, always select Compulsory 1 and to print the results refer to special printing instructions "Final Results When Only One Compulsory Dance" on page 14.
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

C. 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.

D. FULL MODE AND LITE MODE

Rollart 4.0 now supports two operating modes. These modes are Full Mode and Lite Mode.

FULL MODE is the standard ROLLART system operation. This requires separate computers for the Data Operator, Referee and each of the Judges.
To change from FULL MODE to LITE MODE click the LITE MODE button.

LITE MODE is a new mode to run Rollart and is a stand-alone version not connected to the Judge and Referee Panel and requiring just the DATA COMPUTER.
To change from LITE MODE to FULL MODE click the FULL MODE button.

For details of operation of the Lite Mode, refer to pages 15 to 18, Point 3 Operating Mode, in the Rollart Technical Panel User Manual 2022 Updated 15 December 2021.

When running the event in the LITE MODE, the number of judges and the referee are indicated in a CYAN colour and the LITE Mode is indicated on the form.

E. 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 26.*

5. Insert details ensuring the competition name includes the year e.g., Central Areas 2022. Also, insert the actual dates of the competition e.g. 29 April 2022 – 01 May 2022. 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 27.*

6. Click **Insert Competition** and the following message "Operation successfully completed! New folder C:\RollartSystem\Events\Central Areas 2022" will be displayed. Click **OK**. *(See Special Note "a" Page 1).*

F. ADDING A NEW FREE CATEGORY FOR NZ MAPPED <u>FREESKATING EVENTS</u> ONLY TO THE OFFICIAL LIST.   THIS SECTION IS NOT CURRENTLY IN USE

All the new categories are not linked to a parameter list.
In all the events with a free new category the CHECK function is disabled.

1. Click on **Database**.
2. On Categories click on "**+**" to open "New Category" Tab and Click on ✓ to receive message "Category New Category inserted with success."
3. Click on the "**New Category**" to **type the new name required** – message will appear on bottom of screen "Category Name Updated!"
4. Click on "**Save Database Copy**"?
5. Save and Close

Database / Categories / New Category "Masters"
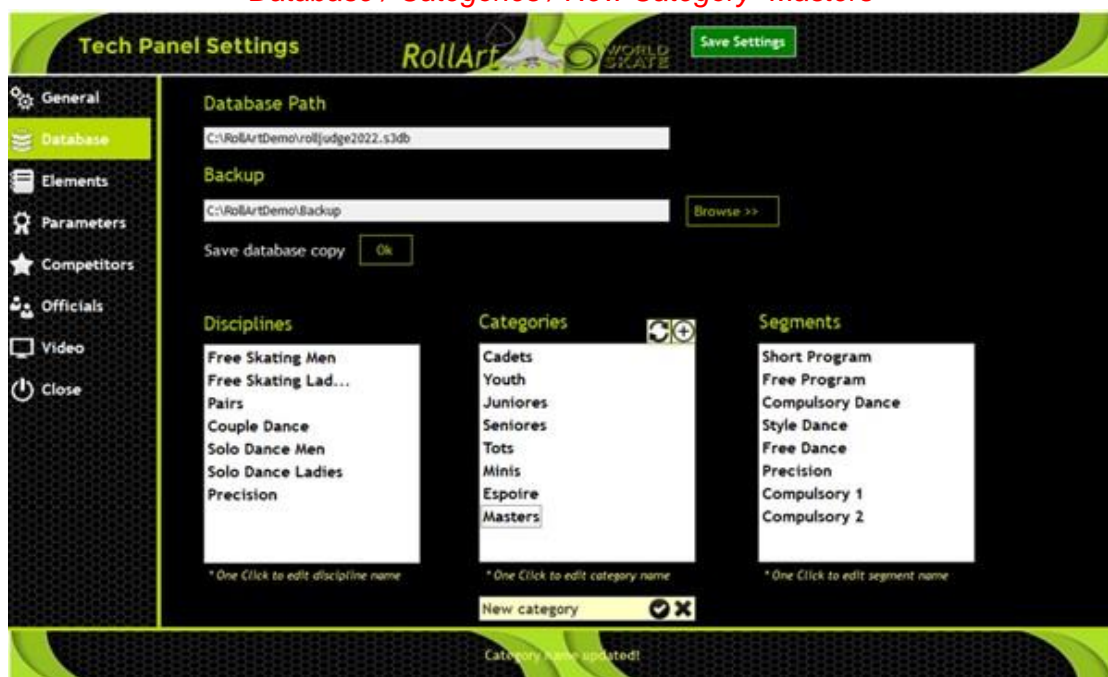
G.   CREATE AN EVENT(S)

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 2022. 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 30)* 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 in CAPS 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 "2022 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 <u>setting up an event with only one (1) Compulsory Dance</u> or the results cannot be obtained for printing.
   <u>Untick Compulsory 2 ONLY</u> i.e. Ensure Free Dance and Compulsory 1 are both left ticked.

   Note 5:   Fill in Event Manager, Technical Specialist, Data Operator, Controller, Assistant, Referee, and 3 judges. (If names are unknown, just enter "x" and adjust 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 ⭐

H. <u>DATA ENTRY OPERATION – CHECK LIST BEFORE START OF EVENTS</u>

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 create 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. **Open Video Software** on desktop to connect to the Announcer's screen.
    Must select Competition Tab
    Click "Get Competition"
    Click "Competition Tab". On drop tab select "Competition"
    Click "Get Events"
    Click "Event" – this must be done for each segment of the current event.
    Click "Get Info". Ensure Announcer can see the details of the current segment.
    Minimise Video Screen to remain on Taskbar. *Must do this for each segment of the event.*

f. Use the dropdown box on the right of the green bar at the top of the Competitions' combo box to select the relevant Competition (*Figure 40)* to show only the relevant Competition and its related events. *(Note: Any stand-alone event(s) will also show in the tree view).*

g. Click on relevant event(s).

h. To add in an **Additional Competitor –** with the event open, click on "Skating Order" / Type Competitor's Name & Details if Required / Click "New" (All the names disappear) / "Confirm and Close" / Click "Changes Applied OK". Go back into "Skating Order" and check everything is correct / "Confirm and Close" / Click "Changes Applied OK".

If it is necessary to ADD A COMPETITOR when commencing an event, please -
1. *Request the referee and judges to close their computers until the addition is completed. We hope this will ensure the "new" skater is recognised.*
2. *Make the addition as required.*
3. *Double check the skating order for each segment.*
4. *Request the referee and judges to login in again.*
5. *Re-open the event in the Video as in "e" above.*
6. *When event is completed <u>check all the reports very carefully including the Referee ones</u> to ensure all the skaters are on each of the reports.*

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i. Check all personnel (skaters, officials and skating order) are correct. Be sure to re-check the skating order and the panel. Click **"Confirm and Close"** after any alterations are done.
Must check with the Referee and Technical Specialist to ensure all have the same skating order.

Should it be necessary to DELETE A COMPETITOR when commencing an event, please -
1. *Request the referee and judges to close their computers until the addition is completed. We hope this will ensure the "deleted" skater is removed completely.*
2. *Make the deletion as required.*
3. *Double check the skating order for each segment.*
4. *Request the referee and judges to login in again.*
5. *Re-open the event in the Video as in "e" above.*
6. *When event is completed <u>check all the reports very carefully including the Referee' ones</u> to ensure all the skaters are on each of the reports.*

<u>Very Important</u> – as the DELETION OF A COMPETITOR is still being evaluated, we suggest that once a competition has commenced it is better to use "skip" rather than "delete." However, <u>be very careful</u> because once skip has been used for a skater, <u>that skater cannot be reinstated</u>!

j. Check Judges' computers connected.

k. Select the segment for the event e.g., Short or Free Program, Compulsory 1 or 2, Style Dance, Free Dance etc. *Very Important: When <u>the event has only one (1) Compulsory Dance</u> 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.*

l. Click "Start" which automatically opens screen **for the referee to confirm** the segment parameters are correct.

m. Click "Start" to display the Data Operator Panel.

I.   DATA ENTRY OPERATION – READY FOR EVENT TO COMMENCE – FREESKATING *Figure 40*

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 (Elements) from Technical Specialist:

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.

If the Technical Specialist calls "Break" after **one element/entry in a Combo Jump** – Use "Del Last" and re-enter the element/entry as a Solo Jump. The following jump or jumps of that combination will be entered as called by the Technical Specialist (either solo or combination).

If the Technical Specialist calls "Break" after **more than one element/entry in a combo jump** - continue to enter the jumps as called in the same combination. The following jump or jumps of that combination will be entered as called by the Technical Specialist (either solo or combination). This can be split during the review.

If the call is "New" in a Combo Jump – click on "New" and continue entering the calls.
This can happen when a skater has two combination jumps one after the other in the routine.

Spins -
Click on toggle control to change between solo spin / combination spin when called;
"1" button is the base Spin.
"0" button is No Spin.

If the Technical Specialist calls "Break" after **more than one element/entry in a combo spin** - continue to enter the spins as called in the same combination and the Technical Specialist will instruct the DO to mark the spins after the break as illegal with an asterisk (*).

If the call is "New" in a Combo Spin – click on "New Spin" and continue entering the calls.
This can happen when a skater has two combination spins one after the other in the routine.

Spin Percentages and Bonuses
The "percentage" and "bonus" buttons/boxes, as used in previous years, are now located above the spin list in the top right-hand corner in dropdown format. These can be used if that is your preference. Firstly, select the "percentage" and/or "bonuses" then "confirm" by clicking on the relevant "1".

The **new method** of entering the "percentages" and "bonuses" is as per the following diagram.
Select one or more bonus buttons (orange for difficult positions, blue for difficult variations) to assign Bonus to the spin and then click on the "1" button *e.g.* More Than 4 Rotations + Bryant + Inverted = "R4" = "BRY" = "1".

By selecting a spin element from the elements list you can also add a difficult position or a difficult variation to the base position simply by clicking the corresponding button.

By hovering over a difficult position or difficult variation it is possible to check the description and the associated bonus.

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Figure 85. Tooltips on Spins

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.

Difficult Positions

Basic positions	Difficult positions	Code	Value to add to basic position
Upright	Biellmann	UB	3 + 60%
	Biellmann Heel	UBH	4 + 60%
	Split	US	2 + 50%
	Torso	UT	1 + 40%
	Layback	UL	1
	Forward	UF	1
	Heel	UH	50%
Sit	Sideways	SS	60%
	Twist	ST	50%
	Forward	SF	40%
	Behind	SB	20%
Camel	Forward	CF	40%
	Sideways	CS	60%
	Layover	CL	20%
Heel	Forward	HF	40%
	Sideways	HS	60%
	Layover	HL	20%
Inverted	Bryant	IB	25%
Any	Standard Variation	SV	20%

Difficult Variations

Difficult variation	Options	Code	Value and application
Difficult entry	Fly camel	DE	15% on just the first position if confirmed
	Butterfly		
	Leg Hold		
	Illusion		
Difficult change (of position/foot)	Butterfly	DC	15% on the positions following the change
	Fly Camel		
	Illusion		
Sit in between Camel		SBC	15% on the sit and on all the positions following the sit
Revolutions solo spins	6 or more	R6	20%
	4 or more for inverted and Biellmann	R4	20%
Using CCW and CW spinning direction		BD	60% on all the positions following the change of direction

Context Menu – New

Once the element has been inserted by the DO, it's possible to use the Context Menu by right clicking once on the selected element. Based on the element type (jump, spin, step, lift, spiral…) the available functions are the following:

Jumps (Solo, Combo, Throws, Twist)	Spins (Solo, combo) E.g. Context menu on Camel	Contact Spins (Solo, Combo) E.g. Context menu on Sit Hazel	Steps, Lifts, Spirals,…
Add/Remove *	Add/Remove *	Add/Remove *	Add/Remove *
Complete	Forward	DPL - Difficult position of the lady	Review
UNDER	Sideways	DPM - Difficult position of the man	
HALF	Layover	DEA - Difficult entry	
DOWN	DE - Difficult entry	R4 - More than 4 rotations	
	R6 - More 6 rotations	DCR - Complete rotation of the lady on her axis	
Time Bonus	R4 - More 4 rotations	DCB - Lady passing over the man's back	
Wrong Edge	SBC - Sit between camel		
	DC - Difficult change	Review	
	BD - Using both CCW and CW		
Review	Review		

If the element already contains the selected bonus, by clicking on the same menu item RollArt will remove the bonus from the element.

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.

Falls Enter the falls called by the Technical Specialist. Note that the penalty increases from fall 3 onwards.

Deductions Enter the deductions called by the Technical Panel e.g. Missing or illegal Element or Opening Bars Penalty.

e. **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").*

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"	*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. Single click on the first element of the new combination/solo element.*
"Cancel"	Enabled in Update mode only.
"Stop"	(Finish) - Press button when called,

Similarly, any elements with (*) can be deleted in the same manner *if required by the referee.*

f. **Reset**: If required, resets the segment time and deletes all inserted elements for the current competitor. This allows a re-skate to be judged for the skater, for example, in case of Interruption of skating re music fault.

Refer to Page 13 (M iii) for the method to use if it becomes necessary to change the skating order for the skater to do a re-skate later in the competition.

g. **Top Toolbar – New Button**
VERIFY: Verifies elements and advises of any missing elements by displaying error message at the bottom of the elements display panel. Enables the CONFIRM button. This message must be communicated to and **checked by Technical Panel.**

h. **Confirm:** Confirms segment to all Judge's panels. This advises the judges that elements have been checked and are correct. Press "Confirm" when button changes to green 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 **"World Skate Logo"** (top right of screen) this returns to the marks screen, press **"Next"** 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.

J. DATA ENTRY OPERATION – FREEPAIRS
Freepairs data entry has some special entries. If you are required to be the DO for a Freepairs event, study the 2022 User Manual "Section 7 Pages 52-58".

K. DATA ENTRY OPERATION – READY FOR EVENT TO COMMENCE – SOLO DANCE

Depending upon the type of dance event selected (Compulsory, Style Dance, Free Dance), different panel layouts are displayed. Refer to Figures 100 – 110.

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 NZ Mapped Events – refer to the** *"2022 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 (Elements) from Technical Specialist.

e. For ease of alteration try to put in any call even if it is not the correct one.

f. **Applicable to Compulsory & Style Dance**
When **"Start Section"** is called, click on **"Pattern Section"** as applicable (this advises the Judges of the section start);
Key Points – Before confirming the pattern level, the DO inserts the "Key Points" confirmed by the panel by clicking on the relevant **KP1, KP2, KP3, KP4** buttons level when called.
NB: the button turns green and are inserted in the Judges' scores. *See Very Important Note 1.*

Pattern Level – Insert the level when it is called.

<p style="text-align:center">Figure 101 Dance</p>

**VERY IMPORTANT NOTE 1: There is currently an error re the Key Points.
Therefore, until this is rectified, if a Key Point requires changing or adding we need to delete the entry(s) to the point of error and re-enter correctly.**

VERY IMPORTANT NOTE 2: Masters Solo Style Dance and Couples Dance have 2 sections of pattern and it comes up with an asterisk as an illegal element.   We need to be aware and remove the asterisk.

VERY IMPORTANT NOTE 3: Senior Couples Solo Dance has the Starlight Waltz steps 20-34 and we need to use Section 2 only.

g. **Various -**
When **"Review"** is called, single click on item and press "Review" button (it is an add/remove button) on lower part of screen.

Falls Insert the falls called by the Technical Specialist. Note that the penalty increases from fall 3 onwards.

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.

Travelling New Features
Before confirming the travelling level, the DO can confirm **only one** of the following features:
a. Third traveling set (+0.5) - click the TT button;
b. Changing the level of the free leg with a continuous wave motion (+1.0) - click the WM button;
c. Core of body is shifted from vertical axis or torso twisted at least 45 degrees (+1.5) - click CB;
d. Changing the level of the skating leg (knee) with a continuous wave motion (+2.0) - click WK.

Note: Dance Hold, Dance No Hold and One Partner are for Couple Dance Only.
Choreo Step/Pose is Choreographic Sequence for Solo Dance.

Figure 105 Dance Sequences

h. **"Stop"** (Finish) - Press button when called.

i. **Compare elements** on data entry computer with Controller. Learn codes to read back to Controller.

When the Referee and / or Controller requests the removal / amendment / addition of any element -
a. Highlight the element and alter accordingly.
b. An (*) showing on an element can be deleted by clicking once on the element and then on * at bottom of screen. (Needed for decision whether to have a value assigned or to be set to zero).
c. Enter any Deductions e.g. Missing or illegal Element or Opening Bars Penalty.

j. **Top Toolbar – New Button**
VERIFY: Verifies elements and advises if any missing elements by displaying error message at the bottom of the elements display panel. Enables the CONFIRM button. This message must be communicated to and **checked by Technical Panel.**

k. **CONFIRM:** *Referee must confirm segment before we do - a warning will appear if we are too quick.* Press "**Confirm**" when button changes to green and await judges' marks.

l. Press "**Show Results**" and results will be displayed for announcer to read.   Once announced, press **"World Skate Logo"** (top right of screen) this returns to the marks screen, press **"Next"** 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.

L. **DATA ENTRY OPERATION – COUPLES DANCE / FREE DANCE** *WS Figures 100 – 110*
Couples Dance / Free Dance data entry has some other entries.   If you are required to be the DO for a Couple Dance / Free Dance event, study the 2022 User Manual "Section 8 Pages 59-64".

M. **IF IT IS NECESSARY TO CHANGE THE ORDER OF SKATE ONCE AN EVENT HAS COMMENCED**

This can happen for various reasons as listed below with correction examples –

i. **The 1ˢᵗ Skater Announced is not as on the DO Screen;**
Immediately inform the referee and ask for a halt to be called.
As the event has not been started, re-check the DO skating order with the referee and make any alterations we require.   If our skating order is correct, the referee will sort the problem and advise any further action to be taken;

ii. **If During the Event a Skater Announced is not as on the DO Screen;**
Immediately inform the referee and ask for a halt to be called.
Re-check the DO skating order with the referee to ascertain the correct order.
If our skating order is the error, "Quit" the current competition then re-open the competition. Go to "Skating Order" and make necessary corrections;
Continue with the event.   Note in the box to start the competition it will say e.g. "Start Skater 3" where 3 is the order of the next competitor.

iii. **If During His/Her Routine a Skater Breaks a Skate or is Sick Part Way Through the Routine and a Decision is Made to Allow Time to Rectify the Situation while Another Skater Continues;**
Listen for the instruction to "Stop" the routine or ask the referee if necessary.
Note the time from the screen (this is just a check in case you are asked for it).
Write down all the elements already skated and ensure all judges write down their entries too.
Click "Reset" and receive message "Quit Current Competition" / Click "Yes".
Re-open the competition. Go to "Skating Order" and alter the order of that skater as advised by the referee; "Confirm and Close" / "Changes Applied OK".
Continue the event with the next skater etc.   When the "Time-out" skater returns to the floor, quickly re-enter the elements from your hand-written list (supervised by the Referee or Controller). Listen for the call "Start" and be aware that the judging will only re-commence when the skater reaches that point in his/her routine.

N. 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

			Judges Scores	Judges Scores (Ref)
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.

The Referee must sign all reports before announcing or distributing the result.

(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"** / Click on and Print **"Final Result"** Report / Click **"Back"**. This report will have the Skater's name and details.

"Final Result" Report		**"Judges Details Per Skater" Report**
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.

O. TO PRINT ONE COMPULSORY DANCE WHEN DRAW IS REQUIRED FOR A FREEDANCE
Background - One Compulsory and Freedance was done at Laurie Hastie 2021 when it was necessary to save time because there were huge entries so one of the solo dances was not done.

To View Results for only one compulsory dance (using Compulsory 1) when there is a Freedance as well.   It is necessary to do the following to get the result required to do the draw for the Freedance.

The "View Results" report cannot be printed, therefore, we suggest using the following work around:

Need to have a screenshot folder on the desktop – Locate "This PC/Pictures/Screenshots" – right click on screenshots and "Send to / Desktop" (this creates a shortcut on the desktop).

Go back into the event / Solo Dance 1 / Results – this shows the results with the "Rank" on the left (but there is no printing option).

Do a screenshot i.e use Windows Button + Prt Sc.

Minimise the RollArt programme.

Open the Shortcut Screenshots / re-name the screenshot file to e.g. Espoir Compulsory Result / Open the file (if required crop the file) and Print it.

P. DRAW REQUIRED FOR 2ND HALF OF AN EVENT

<u>**Required after the Freeskating Short Program**</u> – Open Event / Click "View Results" / "Segment Result" / Print "Segment Result" Report and *give it to the referee to check against the new skating order report.*

<u>**Required after Compulsory 2 or Style Dance**</u> – 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 to check against the new skating order report*.

button: The skating order for a second dance is done the same as for figures. <u>**For Compulsory Dance 2 only**</u> the dice is used *(be careful to click only once and check the order is correct with the referee). For "completed" and "in progress" segments, the button is hidden*.

button: The skating order for Freeskating and Freedance is to be set by reversing the placement obtained from the short program / style dance / compulsory dance. This double-arrow button is used. <u>For Short Program, Style Dance and Compulsory Dances the button is hidden.</u>

button: If required this button is used to set the maximum number of skaters per group and to show/hide the groups for the current segment: *Only used in conjunction with Referee or Controller.*

<u>**Alternatively, the Order of Skate can be Entered as Follows**</u>

ASAP after the Draw has been done, enter the "Order of Skate" into the 2nd part of event on the DO 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.

Bruce Crosby & Raynor Stratford 1st April 2022

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

Important Notes re Saving Files

➢ *Complete the saving of one event before saving the next. This will make it easier to locate the files.*

➢ *The files for each event are saved by the programme with the date at the beginning of each file name. We remove this date (not the one at the end of the file name) from each file to make them easier for us to locate, as then the "Final" results files will be together, the "Panel" files will be together, the "Result" files will be together.*

➢ *Because we use "Mapping" for some of our NZ Events, in addition to removing the date at the beginning of the file name, it is imperative we change the "Mapped Name" to it's correct "Event Name" e.g. the files may read "Minis" where they may really be "NOVICE 2", "INTERMEDIATE" etc.*

The Files for Each Event are:

➢ **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.

Save Each Event as Follows:

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 if the Referee requires it, can be printed and given to the Referee ONLY.*

3) **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.

R. <u>DISTRIBUTION OF PDF FILES AT CONCLUSION OF COMPETITION</u>

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.

S. <u>SETTING UP AND PACKING UP OF ROLLART EQUIPMENT</u>

It is very important that all Data Operators make themselves conversant with both setting up the equipment and packing it up at the end of a competition. You are requested to make yourself available for this whenever possible.

As you know, we don't always use all the computers and it is necessary to pack everything up correctly so nothing needs to be searched for in one of the other boxes.

Basically, each of the computer boxes takes two computers complete with their leads etc. Each piece of equipment is labelled e.g. the DO computer, individual leads, leads, mouse etc are all labelled DEO and must go together in their box (Judge One is packed into the same box).

There are separate boxes for the headsets, battery chargers, power leads etc

Your assistance with this will be appreciated.