

JUNE 2023

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 2023”. It 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.

It is VERY IMPORTANT AND THE RESPONSIBILITY OF ALL DATA OPERATORS to make themselves conversant with the “World Skate Rules for Artistic Skating Competitions – General 2023” paying particular attention to the “TO’s Code of Ethics” and “Conflict of Interest”. Should you have a Conflict of Interest, you should advise the Referee or the Event Manager immediately.

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SETTING UP ROLLART

This document is a guide for setting up competitions and events in New Zealand.

Additional New Notes

Reminders (in green)

Very Important Notes (in purple)

A. SPECIAL NOTES

- These instructions are written for setting up the actual DO computer. Wherever the actual DO path reads "C:\Rollart**System**\Events" etc., the Demo/Simulator path will read "C:\Rollart**Demo**\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 2023 – this can be downloaded from <http://www.worldskate.org/artistic/about/regulations/category/788rollart.html>

Example – Figure 1 Open Settings (Manual Page 5)



- Ensure the Announcer's Monitor is switched on BEFORE turning on the RollArt Computers for the Monitor to be recognised.**
- 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 NZ Mapped Freeskating Events Only.
Dance Mapped Events will be created as for previous years.

- The addition and/or deletion of a skater in an event 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 6 "i" and "j" for further details.

B. **SEGMENTS** - 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, Cadet, Youth, 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, Cadet, Youth, Junior and Senior are Style Dance and/or Free Dance. The Segment selection depends on the grade and the requirements at individual competitions.
PRECISION -	Junior and Senior
QUARTETS -	Cadet, Junior and Senior
SHOW -	Large, Small, Junior and Promotional Small Groups
INLINE FREESKATING -	Tots, Minis, Espoir, Cadet, Youth, Junior and Senior
OTHER -	As required, other Grades will be Mapped as per the “2023 Mapping to RollArt for All Disciplines” document.

C. **TO LOCATE ROLLART FOLDERS ON COMPUTER**

- **Competition Folder** - C:\RollartSystem\Events\Competition Name e.g. Central Areas 2023.
- **Events** - C:\RollartSystem\Events – click on the relevant competition folder to locate list of all events.

D. **FULL MODE AND LITE MODE**

Rollart 4.3 Season 2023 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 2023 Updated 18 December 2022.

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.

Note: The Clock and Pause button do not show in Lite Mode.

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 **Settings Window / Events Folder**. Figure 2. **Events Folder** must read **C:\RollartSystem\Events**. If required, change/delete any other path. (See Special Note "a" Page 1).

Results:

Create an all-in-one PDF file (checked by default) **Ensure this remains checked**

Add Date and Time to file name (unchecked by default)

Show "Club" for International and World Skate events (unchecked by default)

Show "Nation" for Local/Regional/National (unchecked by default). **For ALL NZ EVENTS TICK THIS!**

and remember to click **Save Settings / Close**.

4. Click **New Competition**.
5. Insert details ensuring the competition name includes the year e.g., Central Areas 2023. Also, insert the actual dates of the competition e.g. 15 April 2023 – 16 April 2023. 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 2023" will be displayed. Click **OK**. (See Special Note "a" Page 1).
7. Create a New Folder on the Desktop to Save the Results for your Competition and rename it to e.g. "Central Area Results 2023".

F. ADDING A NEW FREE CATEGORY FOR NZ MAPPED FREESKATING EVENTS 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.

Without the parameter list each skater's elements would have to be checked manually.

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.

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 2023. Select folder and click **OK**. At the top of the 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 "(Any Competition)" on the left of the green bar at the top 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 "Any Competition" 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 "2023 Mapping to RollArt 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: New Optional Fields:

- Free skating/Pairs: Short Program and Free program information (music, choreographer etc)
- Dance: Style Dance and Free Dance information (music, choreographer etc)
- Precision: Program title (50 characters maximum)
- Show/Quartets: Program title (50 characters maximum) and Short Description (400 characters maximum).

Note 5: Update Event Manager, Video Manager, Cutter, Specialist, Controller, Assistant, Data Operator, Referee, and 3 judges. (If names are unknown, just enter "x" and adjust as required later).

Note 6: Mandatory Officials for Show Groups: Event Manager, Referee, Controller and at least 1 Judge.

Note 7: 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 -

Not Started



Started



Completed



Event Selected



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

- a. **Ensure the Announcer's Monitor is switched on BEFORE turning on the RollArt Computers for the Monitor to be recognised.**
- b. 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.
- c. Open the RollArt Program.
- d. Before entering any competition and/or events click on **Settings**. See Figure 1.
- e. **Settings General Figure 3:**

Events Folder must read **C:\RollartSystem\Events**. If required, change/delete any other path.

Results:

Create an all-in-one PDF file (checked by default) **Ensure this remains checked**

Add Date and Time to file name (unchecked by default)

Show "Club" for International and WorldSkate events (unchecked by default)

Show "Nation" for Local/Regional/National (unchecked by default) **Ensure this is checked**

and remember to click **Save Settings / Close**.

- f. Use the green bar at the top of the events list to open competition/event (Figure 40):
Click "Any Competition" to select the relevant competition
Click "Any Discipline" to select relevant discipline
Click "Any Category" to select relevant category
(Note: Any stand-alone event(s) will also show in the tree view).
- g. 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.

Note: Skating Order for World Skate Top Ranked Skaters – Applies to Short Programme & Style Dance only. A new feature allows the Top Ranked Skaters to be selected by right clicking on the selected skaters to assign a "star" status to the skater to draw them in the last groups. (See Fig 54).
This is for World Skate Competition only. WE ARE NOT USING.

- h. **To add in an Additional Competitor** – with the event open, click on "Skating Order" / Click elsewhere on the page to remove highlight from 1st Competitor / Type Competitor's Name & Details as Required / Click "New" / Click "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 above.**
- 3. Double check the skating order for each segment.**

4. Request the referee and judges to login in again.
5. When event is completed check all the reports very carefully including the Referee ones to ensure all the skaters are on each of the reports.

- j. If it is 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 / Click “Confirm and Close” / Click “Changes Applied OK”.
 3. Double check the skating order for each segment.
 4. Request the referee and judges to log in again.
 5. When event is completed check all the reports very carefully including the Referee’ ones to ensure all the skaters are on each of the reports.

Very Important – 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, be very careful because once skip has been used for a skater, that skater cannot be reinstated!

- k. If it is necessary to UPDATE, ADD OR DELETE AN OFFICIAL when commencing an event -
1. Request the referee and judges to close their computers until the alteration is completed.
 2. Use a context menu by right clicking once on the selected official to update, delete or add to the event:
 - > Update button: update the official’s name
 - > Delete button: delete a panel official (between Assistant & Controller), the referee or a judge
 - > Add button: Add an official
 Remember to click Enter for the alteration to register.
 3. Request the referee and judges to log in again.
- l. Check Judges’ and Referee computers are connected. For each, the current “connection” state is displayed (**red – not connected, green – connected**) and all must be connected to start an event.
- m. Select the segment for the event e.g., Short or Free Program, Compulsory 1 or 2, Style Dance, Free Dance etc.
- n. Ensure the name of the Compulsory Dance / Style Dance is selected (**some may be mapped**).
- o. Click “Start” which automatically opens screen **for the referee to confirm** the segment parameters are correct. (*See “q” below if Referee requires view of the Segment Info*)
- p. Click “Start” to display the Data Operator Panel.
- q. Should the Referee wish to check the segment parameters, the following is available -
- “INFO”: Displays current segment details. Click just before starting the segment for the first competitor to confirm segment parameters are correct

Figure 71 – Segment Info

Info

Event name: Test Junior Ladies Free
Date: 05/12/2021
Place: Perth
Discipline: Free Skating Ladies
Category: Juniores
Judges: 1
Competitors: 4
Program Time: 02:45
Factor: 1
Segment: Short Program

Elements	#
Jumps	
Total Jumps	6
Solo Jumps	1
Combo Jumps	1
Max Combo Jumps	4
Min Combo Jumps	2
Spins	
Total Spins	2
Solo Spins	1
Combo Spins	1
Steps	
Step Sequence	1

Close

I. **DATA OPERATION – READY FOR EVENT TO COMMENCE – FREESKATING** *Figure 83*

- Select the segment for the event e.g. Short or Free Program.
- Always check the **Competitor name and number** on the screen is correct for each skater.
- Listen for call “**Start**” and press “Start”.
- 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.

Figure 87 - Tooltips on Spins

Spins									
SoloSpin		SBC	3BP						
New Spin	0	R4	R6	BD	DC	DE	SV		
UPRIGHT	0	F	L	S	H		1		
		B	BH	T					
SIT	0	F	T	S	B		1		
CAMEL	BACK	0	F	S	L		1		
	FORW								
HEEL	BACK	0	F	S	I		1		
	FORW	0							
BROKEN	0						1		
INVERTED	0			BRY			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.

Difficult Positions

Basic positions	Difficult positions	Code	Value to add to basic position
Upright	Biellmann	UB	2 + 80%
	Biellmann Heel	UBH	3 + 40%
	Split	US	1 + 50%
	Torso	UT	1 + 40%
	Layback	UL	1
	Forward	UF	1
	Heel	UH	50%
Sit	Sideways	SS	60%
	Twist	ST	60%
	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

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 etc) the available functions are the following:

Jumps (Solo, Combo, Throws, Twist)	Spins (Solo, combo) <i>E.g. Context menu on Camel</i>	Contact Spins (Solo, Combo) <i>E.g. Context menu on Sit Hazel</i>	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	
Time Bonus	R6 - More 6 rotations	DCR - Complete rotation of the lady on her axis	
Wrong Edge	R4 - More 4 rotations	DCB - Lady passing over the man's back	
Review	SBC - Sit between camel	Review	
	DC - Difficult change		
	BD - Using both CCW and CW		
	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. *Note that the Clock and the Pause button are not available in Lite Mode.*

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 i.e. Missing or illegal Element or Opening Bars Penalty. **Three examples follow on page 11 -**

- i. If there is a missing mandatory Axel, star out the last jump unless there is a Waltz Jump done somewhere else in the programme.
 - ii. If there are too many Sit Spins and they were in a combo, choose the combo which has the lesser value and star out the entire combo.
 - iii. Junior and Senior, one rotation jumps placed on the first or last position of the combination jump will be called, given NO VALUE and count toward the total number of jumps allowed.
- e. **Compare Elements** on data entry computer with Controller. *Learn codes for all elements for all disciplines 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.
(The “T” may not be removable from some elements e.g. “downgraded”).

When the “Referee & 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/star 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. *The “T” is removed from all other events.*
- “!” Press to add/remove a wrong edge penalty of 70% 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 15 (P 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 Pause Button**
 Button: Allows pausing of the current segment and timer, used in case of interruption of skating (Illness or injury, mechanical failure, costume failure, music failure, etc). Click pause button again on paused routine to resume. (For other information re skating interruptions see Page 15, Section “P”).
- h.  Button: Allows the display of the score of the previous competitor (does not apply to the last skater). This is used if in error, “Next” is pressed a second time before the results are read and are lost to the announcer,

- i. **Verify**: Verifies elements and advises of any missing elements by displaying an 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.**
- j. **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. Before all the judges have sent their values, the data operator can click on STOP button to cancel the confirmation.**
- k. 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.**

J. DATA OPERATION – FREE PAIRS

Freepairs data entry has some special entries. If you are required to be the DO for a Free Pairs event, study the "2023 User Manual "Section 7 Pages 55-61".

K. DATA OPERATION – PRECISION

Precision data entry has some special entries. If you are required to be the DO for a Precision event, study the 2023 User Manual "Section 9 Pages 68--69". **Note: All domestic precision grades are mapped to the full World Skate Junior Precision grade.**

L. DATA OPERATION - QUARTETS

Quartet data entry has some special entries. If you are required to be the DO for a Quartet event, study the 2023 User Manual "Section 10 Pages 70-71".

M. DATA OPERATION – SHOW GROUP

Show Group data entry has some special entries. If you are required to be the DO for a Show Group event, study the 2023 User Manual "Section 11 Pages 72-74". **Note: Our National Grades of Open Small Show and Open Large Show are to be mapped to the corresponding World Skate Grades of Small Show and Large Show. There is a minute longer for both the World Skate Grades so this will need to be allowed for.**

N. DATA OPERATION – READY FOR EVENT TO COMMENCE – COUPLE & SOLO DANCE

Depending upon the type of dance event selected (Compulsory, Style Dance, Free Dance), different panel layouts are displayed. Refer to Figures 102 – 112.

Note 1: We do substitute the dance pattern for some of our NZ Mapped Events – refer to the “2023 Mapping to RollArt All Disciplines” Document. This must be done before the event starts.

Note 2: In some cases e.g. the Section used in a Style Dance or the Mapping of a Compulsory Dance and our screen shows both Section 1 and Section 2, the Controller will advise which Section we are to use.

- Select the segment for the event i.e. the Dance Pattern for Compulsory; the Pattern Sequence for Style Dance; Style or Free Dance. Must check with the Referee and Technical Specialist to ensure all have the same skating order for all segments and where applicable which “Section” to use.
- Always check the **Competitor name and number** on the screen is correct for each skater.
- Listen for call “**Start**” and press “Start”.
- Listen for calls (Elements) from Technical Specialist.
- 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.

Pattern Level – Insert the level when it is called.

Figure 103 Dance

Element	Value	Type	KPI/Bonus
1 RRS1L1	4.00	Pattern	1-3-4
2 Section2		Pattern	2-3-4 (*)

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: 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. **Note that the Clock and Pause button are not available in Lite Mode.** 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.*

- g. **“Stop”** (Finish) - Press button when called.
- h. **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.
- i. **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.**
- j. **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. **Before all the judges have sent their values, the data operator can click on STOP button to cancel the confirmation.**
- k. 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.

O. DATA ENTRY OPERATION – COUPLE DANCE / FREE DANCE WS Figures 102 – 112

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 “2023 User Manual Section 8 Pages 62-67”.

P. 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.

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

Between events there is often very little time to save all the files because we also need to open up the next event and do all the relevant checks for the new event before it can be commenced. 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 COMPULSORY DANCE 1			Judges Scores	Judges Scores (Ref)
Couple – Solo Dance COMPULSORY DANCE 2		Compulsory Dances	Judges Scores	Judges Scores (Ref)
Couple – Solo Dance STYLE DANCE		Segment Result	Judges Scores	Judges Scores (Ref)
Couple – Solo Dance FREE DANCE	Final Result	Segment Result	Judges Scores	Judges Scores (Ref)
Precision/Quartets	Final Result	Segment Result	Judges Scores	Judges Scores (Ref)
Show Groups		Final Result	Judges Scores	Judges Scores (Ref)

(a) FINAL RESULTS FREESKATING & FREE PAIRS

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

Compulsory 1 Report Only – When Compulsory Dance 1 is completed, re-open the event. Open Event / Click “Compulsory 1 View Results” / “Segment Result” / Print “Results Details” Report. *Although labelled “Results Details”, this is the “Final Report” for one compulsory dance. (Note: This report which is headed “Results Details” can be printed but not saved unless converted to a PDF).*

Compulsory 2 Report (Which 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.

R. DRAW REQUIRED FOR 2ND HALF OF AN EVENT

Required after the Freeskating Short Program – 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.*

Required after Compulsory 1 (when only 1 Compulsory), Compulsory 2 or Style Dance – Open the event, click relevant “View Results” then print one copy of the relevant report – either “Compulsory Dance 1 or 2” or “Segment Result” and *give it to the referee to check against the “new skating order” report.*



button: Gives a random skating order and is currently not used by us.

Note – The Skating Order after Compulsory Dance 1 ready for the Second Compulsory Dance is done the same as for Figures (2023 Artistic Rules & Regulations Ref 10.02.01). (See Up/Down Arrows Below).

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. (2023 Artistic Rules & Regulations Ref 10.02.01).

For Short Program, Style Dance and Compulsory Dances the button is hidden.



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 and/or Controller.*



Is used to change the **Skating Order after Compulsory Dance 1 ready for the Second Compulsory Dance.** (Draw is same as for Figures (2023 Artistic Rules & Regulations Ref 10.02.01). *Is also used to make alterations to the order of skate if advised by the Referee or Controller.*

Open Event / Click “Free Dance or Free Programme Skating Order” / Update Order / Confirm and Close / OK.

Print the “New Skating Order”

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 report previously printed (see “R” above) and sign all copies. Ensure the other Officials receive their copy.

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

Important Notes re Saving Files

- Complete the entire saving of one event before saving the next i.e. Short & Free Program / Style & Free Dance.
- Because we use "Mapping" for some of our NZ Events **it is imperative we check that the "Mapped File Name" also shows its correct "Event Name"** e.g. the files may read "Minis" where they may really be "NOVICE 2", "INTERMEDIATE" etc.
- When using "Export All", ensure selection is "PDF" and "Open Folder after Exporting" and "Export Event Name into File Name" are all ticked. **Very Important to ensure the correct name(s) are on our Mapped Files.**

Export All Button:

By default, the "Export All" function **allows the export of the Final, Results and Panel reports in a single PDF file.**

- > Final Results – the "Final Result" of the event.
- > Segment Result – the "Results Details" of the selected segment
- > Judges Scores – "Judges Details Per Skater"
- > Compulsory Dances – "Results Details" of the sum of Compulsory Dance 1 and Compulsory Dance 2 segments.

The Reports for Each Event (see Page 16 "Diagram of Buttons Enabled per Segment Type & Discipline) and appearing in One (1) PDF file are:

- > **Freestyle & Pairs Short** – Two (2) reports - "Segment Results", "Judges' Scores (Panel)".
- > **Freestyle & Pairs Long** - Three (3) reports - "Final", "Segment Results", "Judges' Scores (Panel)".
- > **Couple & Solo Compulsory Dance 1** – One (1) report – "Judges' Scores (Panel)".
- > **Couple & Solo Compulsory Dance 2** - Two (2) reports - "Compulsory Dances" "Judges Scores (Panel)".
- > **Couple & Solo Style Dance** – Two (2) reports - "Segment Results", "Judges' Scores (Panel)".
- > **Couple & Solo Free Dance** - Three (3) reports - "Final", "Segment Results", "Judges' Scores (Panel)".
- > **Precision** - Three (3) reports - "Final", "Segment Results", "Judges' Scores (Panel)".
- > **Quartets** - Three (3) reports - "Final", "Segment Results", "Judges' Scores (Panel)".
- > **Show** - Two (2) reports - "Final" and "Judges' Scores (Panel)".

Save Each Event as Follows:

Note 1: Before saving any files ensure a "Competition Results" Folder has been created on the "Desktop".

Note 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.

Note 3: There are two separate sections for Saving Files (See Page 19) -

1. World Skate Events
2. NZ Mapped Events / Categories / Segments

TO SAVE WORLD SKATE EVENTS:

Open Event / "View Results" / PDF (by default) / Select either "Final Result" or "Segment Result" or "Judges' Scores" or "Compulsory Dances" as applicable / "Export All" / Locate and Click on Results Folder / OK.

Files are Named:


- Short Programme: "RESULTS **Discipline Category** SHORT PROGRAM.pdf"
- Style Dance: "RESULTS **Discipline Category** STYLE DANCE.pdf"
- Final Results: "FINAL **Discipline Category**.pdf"

TO SAVE NZ MAPPED EVENTS / CATEGORIES / SEGMENTS

Saving Files when "Free (Long) Segment" Only

Open Event / "View Results" / PDF (by default) / "Final Result" / "Export All" / Locate and Click on Results Folder / Click OK. Reports in PDF File are – *Final Result, Results Details and Judges Scores (Panel)*.

Saving Files when "One Compulsory Dance Only"

Open Event / Click "Compulsory 1 View Results" / "Segment Result" /  Select "Microsoft Print to PDF" / Click "Print" / Select Relevant Folder / Type "File Name" e.g. "FINAL Open Solo Dance Ladies Compulsory" / Click Save. *Report is – Results Details Compulsory 1.*

Although labelled "Results Details", this is the "Final Report" for "one compulsory dance".

To obtain Judges' Scores (Panel) Reports - Click "Compulsory 1 View Results" / Judges Scores" / Export All / Select Relevant Folder / Click OK. *Report is – Judges Scores (Panel) Compulsory 1.*

Saving Files when "Two Compulsory Dances Only" i.e. No Freedance

Open Event / "Compulsory 2 View Results" / "Compulsory Dances" / Export All / Select Relevant Folder / Click OK. *Reports in PDF File are – Results Details Compulsory Dance", Judges Scores (Panel) Compulsory 1 and Judges Scores (Panel) Compulsory 2.*

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

Saving Files when "Style Dance Only"

Open Event / "View Results" / "Segment Result" / Export All / Locate and Click on Results Folder / OK. *Report is – Results Details, Judges Scores (Panel).*

Saving Files when "Free Dance Only"

Open Event / "View Results" / "Final Result" / Export All / Locate and Click on Results Folder / OK. *Report is – Final Result, Results Details, Judges Scores (Panel).*

T. 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.

U. SETTING UP AND PACKING UP OF ROLLART EQUIPMENT

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).

Note: The mouse lead for the DO Computer is missing, therefore, we are using Judge 5 mouse lead and that must be put into the DO box.

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

Your assistance with this will be appreciated.