

2025 FINAL

INFORMATION

FOR

ROLLART DATA ENTRY

IN

NEW ZEALAND

Disclaimer: In no way does this manual supersede the Official “WORLD SKATE - ROLLART TECH PANEL - JUDGE / REFEREE PANEL – ROLLART REVIEW USER MANUAL 2025”. 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 2025” 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

- a) 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.
- b) Details are to be entered in **BLOCK** letters. (This affects the final reports).
- c) For *Figure* illustrations, refer to **ROLLART TECH PANEL – JUDGE/REFEREE PANEL – ROLLART REVIEW USER MANUAL 2025** (future reference is **RollArt User Manual 2025**) – this can be downloaded from
<http://www.worldskate.org/artistic/about/regulations/category/788rollart.html>
- d) For local events, ensure the Announcer's Results Monitor is switched on BEFORE turning on the RollArt Programme for the Monitors to be recognised.
 When using the Video Screen Display (NZ and International Championships) refer to NZAO Set Up Video & Cutter Process V1 April 2024.
- e) **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
 Details of Music from Content Sheets and "Blurb" re "Show, Quartets, Precision"
 List of Technical Panel including Event Managers (can be entered later but that is not as efficient).
 List of World Rankings for Junior and Senior are obtainable from NZ Artistic Committee (can be entered later but that is not as efficient). **Applies to Freeskating Short Programme and Style Dance in Grades Junior and Senior at Areas, NZ Championships and International Championships.**
 Photos of Any Sponsors and their website URL
- Additional information may be required for Areas, NZ Championships and International Championships to complete the - **Time Scheduling and Sponsors.**

f)

DO NOT USE ITEMS – EXPORT / SAVE

- i. When a Championship Folder is highlighted on the Event List an "Export All Results" button is displayed.



Because we have several events which require us to use "Mapping to RollArt" it is **NOT SUITABLE** for us. The Export does not recognise our actual domestic event names and overwrites any previous reports, leaving only the last one saved.

- ii. Results   These buttons are just below the Event List to Export All Results to PDF or a File automatically. This method includes the "Referee Files" which we are not allowed to print unless the referee for a particular event requests a copy. Therefore, until we receive instructions to the contrary we **DO NOT USE!**

B. SEGMENTS - A segment of an event depends on the grade and requirements at individual competitions:

FREESKATING -	Short Program or Free Program (Long) or both.
SOLO DANCE –	Compulsory 1, Compulsory 2, and/or Free Dance. Only One Compulsory Dance (select Compulsory 1 and Freedance) Masters Compulsory 1, Compulsory 2 and Separate Style or Freedance Cadet, Youth, Junior and Senior are Style Dance and/or Free Dance.
PAIRS -	Short Program or Free Program (Long) or both.
COUPLES DANCE -	Compulsory 1, Compulsory 2, and/or Free Dance, Only One Compulsory Dance (select Compulsory 1 and Freedance) Cadet, Youth, Junior and Senior are Style Dance and/or Free Dance.
PRECISION -	Novice, Open, Open Mini, Masters, Masters Mini, Junior and Senior
QUARTETS -	Novice, Open, Cadet, Junior and Senior
SHOW -	Large, Small, Junior, Promotional Small, Open Small, Open Large Groups
INLINE FREESKATING -	Open, Tots, Minis, Espoir, Cadet, Youth, Junior and Senior
OTHER -	Other Grades will be Mapped as per the “2025 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 2025.
- **Events** - C:\RollArtSystem\Events – click on the relevant competition folder to locate list of all events.

D. FULL MODE AND LITE MODE

RollArt **5.2** Season 2025 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 the mode to run RollArt as 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 16 to 20, Section 3 Operating Mode, in the RollArt User Manual 2025 Updated 22 November 2024.

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**.
3. Check the **Settings Window / Events Folder**. **Events Folder** must read **C:\RollArtSystem\Events**. If required, change/delete any other path. *(See Special Note “a” Page 1).*
4. **Results: Note this is under a separate tab on the left now.**
 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!**
 Exporting all results; Use short name (unchecked by default).
 Export pdf after each skater C:/RollArtSystem/Events/Temp default folder (unchecked by default)
 Remove WorldSkate Logo (unchecked by default) **Check this if not required to print**
 and remember to click **Save / Close**.
5. Click **New Competition**.
6. Insert details ensuring the competition name includes the year e.g. Central Areas 2025. Also, insert the actual dates of the competition e.g. 09 May 2025 – 11 May 2025. 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.
7. Click **Insert Competition** and the following message “Operation successfully completed! New folder C:\RollArtSystem\Events\Central Areas 2025” is displayed. Click **OK**.
You can update all the competition details, by selecting the competition in the Event List menu.
8. **Time Scheduling Button:** To update, select Event List / Competition Name e.g. Central Areas 2025/ Detailed Skating Order. This feature opens a new window to generate the Time Schedule of the entire competition by starting from a selected date and time and by setting the interval between two nearby events. Select each event and set the desired starting date and time using the “move up” and “move down” buttons on the right bottom of the window. Use the Confirm and Close button to confirm your changes and close the window.
Only used for Areas, NZ Championships and International Championships.
9. **Sponsors:** To update, select Event List / Competition Name e.g. Central Areas 2025 where It's possible to add up to 3 different sponsors with name, URL and image. Sponsor 1 will be placed at the bottom left of the first page of Skating Order, Results and Final pdf. Sponsor 2 at the bottom centre, Sponsor 3 at the bottom right. The image maximum size is 150 (width) x 90 (height) pixels. It's recommended to set 120x90 or for squared logos 90x90. There is no option to put a sponsor on an individual event.
Header/Footer: By selecting the competition, it's possible to add a header and the footer image for the FINAL, RESULTS, and COMPULSORY.pdf. ALTHOUGH WE CAN SEE OUR IMAGE IN THE HEADER / FOOTER, IT DOES NOT PRINT – POSSIBLY BECAUSE OUR IMAGE IS TOO BIG. APART FROM TITIVATING A REPORT WE DO NOT SEE ANY REAL USE FOR THIS AND SUGGEST IT DOES NOT GET USED.
10. **Create Two New Folders on the Desktop to Save the “Results” and “Skating Order” for your Championship.** To create the Folder, right click on the Desktop / New / Folder and name the Folders as follows - one as e.g. “Results Central Areas 2025” and one as “Skating Order Central Areas 2025”.
11. **Create a New Folder on the “RollArt USB Stick” to back up the Data Files for your Competition** and rename it to e.g. “Backup Central Area 2025”. **Refer Page 7 (H) Backup of Entire Championship.**

F. CREATE AN EVENT(S) *RollArt User Manual 2025 Section 4.2 Pages 23-27*

Settings / Events Folder / Competition Folder e.g., C:\RollArtSystem\Events\ **Select Folder** e.g. Central Areas 2025 / **OK / Save / Close**. **NB: It is imperative you check this setting before adding any event to a competition as it ensures that when you enter event(s) the files will go to this folder.**

New Event / Relevant Competition / Event name e.g. (In Caps) **NOVICE LADIES SOLO DANCE** (Capitals are important due to the mapping of events in New Zealand).

Discipline / Category / Segment(s) / Skater(s) Details e.g. **DOROTHY SMITH (593) / Officials Panel / Insert Event**. Message box “Event inserted with success!” / **OK**.

Note 1: If necessary, use “2025 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: **This is very important when setting up an event with only one (1) Compulsory Dance or the results cannot be obtained for printing.**

Untick Compulsory 2 ONLY i.e. Ensure Compulsory 1 and Free Dance are both left ticked.

Note 5: **Optional Fields:**

Freeskating/Pairs: Short Program and Free Program Information (music, choreographer etc)

Dance: Style Dance and Free Dance information (music, choreographer etc)

Precision: Program title (80 characters maximum)

Show/Quartets: Program title (80 characters maximum) and Short Description (400 characters maximum).

When loading music etc, if you don't have the information to hand insert an “x” in the box and it can then be added later via “Skating Order”. If you don't put the “x” it cannot be added later.

Note 6: 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).

Mandatory Officials: Event Manager, Technical Specialist, Data Operator, Referee and at least 1 Judge:

Note 7: **Mandatory Officials for Show Groups: Event Manager, Referee, Controller/DO and at least 1 Judge.**

Note 8: All AWD (Athlete with Disability), female and male events are separate events.

Note 9: **In Event / Skating Order, the “Info” field** (maximum length is 50) allows more information about the selected skater to be added, such as segment music, skater coach, choreographer and so on. The length of 'Program title' field is 80 for Show Groups, Quartets and Precision (to allow multilanguage program title).

Note 10: Time Scheduling: Opens a new window to generate the Time Schedule of the event/segment by starting from a selected date and time and by setting the skaters per groups (6 skaters by default).

Click on the “**Excel**” button to export the time schedule to excel format **OR**

Click on the “**Print**” button to print the schedule.

Only used for Areas, NZ Championships and International Championships.

G. EVENTS LIST *RollArt User Manual 2025 Section 4.3 Pages 27-29*

For the location of all Competitions and Events.

The status of each event is indicated as -

Not Started  Started  Completed  Event Selected 

Below the Events List are several buttons -



Be very careful when selecting one of these buttons as you could Delete the entire Competition!!!

There is a new option in 2025 - Top Row 3rd from Left Button” - allows duplication of a selected event. NB: The Demo Version shows only 6 buttons not 7 as in the DO Computer.

H. BACKUP OF ENTIRE EVENTS LIST (Backups performed by designated personnel).

If for any reason the DO Computer crashed during a championship, we do need a method to rectify the situation.

We will already have made a Backup Folder on the RollArt USB Stick (see Page 3 Point 10) and will also use the “Backup Current Database” button (centre bottom of the picture above) to REGULARLY BACKUP our database throughout the championship as follows:

(a) The Data Operator should do this “Backup of the Entire Events List” as often as possible.

Below the Events List -

Click on button “Backup Current Database” (centre bottom of the picture above). This will automatically complete the backup to C:RollartSystem\Backup – Click Save.

Message “Operation Successfully Completed” – Click “OK”.

(Note: the file will automatically be labelled with the Date and Time for locating the most recent Backup).

It is hoped we would never need to use this System Backup to Restore our database. However, should it be necessary, it must only be used with consensus of Referee, Controller Technical Specialist and Event Manager - refer to Page 6, “I”.

(b) Additionally, and as time allows, specified personnel will “Backup the Current Database” to the Folder on the RollArt USB Stick. **THIS IS VERY IMPORTANT. In the event of the Data Computer crashing entirely during a competition, this USB Stick backup would be the only source of the already completed events available to us.**

(Note: the file will automatically be labelled with the Date and Time for locating the most recent Backup).

It is hoped we would never need to use this System Backup to Restore our database. However, should it be necessary, it must only be used with consensus of Referee, Controller Technical Specialist and Event Manager - refer to Page 6, “I”.

I. RESTORE OF DATABASE

Should it be necessary to restore our database the following is the method -

NB 1: Restore can only be performed after consultation/direction of the Referee, Controller, Technical Specialist and Data Operator.

NB 2: It will be necessary to ascertain whether the most recent backup (recognised by the date and time) is in the C:Drive\RollArtSystem\Backup or in the USB Stick Folder.

Open the Backup Folders for the Championship in both C:Drive\Rollart System \ Backup and the RollArt USB stick to locate the latest file - use Date and Time to ascertain this.

If the most recent backup is on the RollArt USB Stick, copy this file and paste to - C:Drive \ Rollart System \ Backup.

With the Event List showing –

NB: Because the icons are different to both those used last year and the 2025 Demo, use the mouse to hover over the icons to read the names ensuring selection is correct.

Click on “Restore a Database” (bottom right in the picture on page 5).

Message: Do you want to continue – Click “OK”.

Locate the file to restore in C:Drive\Rollart System \ Backup\ Use Date and Time to ensure it is most recent file – Click on file to highlight it – Click “Open”.

The database will be restored to the Events List.

J. CHECK LIST BEFORE START OF ALL EVENTS

- a. For local events with screen connected directly to DO Computer, ensure the Announcer's Results Monitor is switched on BEFORE turning on the RollArt programme for the Monitors to be recognised.
When using the Video Screen Display (Areas, NZ Championships and International Championships) refer to NZAO Set Up Video & Cutter Process V1 April 2024.
- 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.
Note: There are now 3 Options for Saving Results – Refer Pages 1 & 18-20.
- c. To ensure a Regular Backup of the entire Championship can be saved, check the "RollArt USB Stick" is inserted and that it contains a folder labelled with the name of the competition e.g. Backup Central Areas 2025 (**Refer Page 3 Point 10**).
- d. Open the RollArt Program.

Before entering any competition and/or events click on **Settings / Settings General**.
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**
Export the "Judges Panel" pdf after each skater (unchecked by default)
C:/RollArtSystem/Events/Temp default folder) (unchecked by default)
and remember to click Save / Close.

- e. Use the green bar at the top of the events list to open competition/event
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).
- f. **Check all Personnel (Skaters, Officials), Skating Order, Groups and POSSIBLY Time Scheduling at NZ Championships, International Events)**

By selecting the icon  Rollart allows to set up the judge/referee panel before the event starts with judge name, discipline, category, segment. Not mandatory to start an event. Right Click wherever you wish to make addition/deletion/alteration and remember to press enter to complete the entry.



Figure 54. Event Setup

UNDER EVALUATION. This "lady" icon is not operating from the Data Computer. We believe it may be for use on the Event Manager's computer when one is connected and will test when the entire system is live. --

Skating Order and Groups

Must check with the Referee and Technical Specialist /Controller to ensure all have the same Skating Order and Groups for all segments.



button:

Allows to set the **maximum number of skaters per group** and to show/hide the groups for the current segment.

Skating Order for World Skate Top Ranked Skaters (RollArt User Manual 2025 Page 36).



Top Ranked Skater: Right clicking it is possible to assign a “star” status to the selected skater and draw it in the last top groups.

Unranked Skaters: Right clicking it is possible to assign a “red bullet” that allows to select the skaters with no World Skate ranking and drawn to skate before those listed in the ranking (Applies to Short program and Style Dance only in Cadet, Youth, Junior and Senior grades).

According to the 2025 World Skate rule (Skaters/Teams will skate in reverse order of the ranking), apply the following procedure:

1. Mark as “Unranked” all the skaters not listed on the World Skate ranking
2. Click on button to draw randomly the unranked skaters in the first groups
3. The other ranked skaters will have to be moved manually with the arrow buttons according to the WS ranking
4. Confirm and Close the draw.

Currently only used for Areas, NZ Championships and International Championships.

National Ranked Groups: Right clicking it is possible to assign a “green bullet” that allows to select the groups with National World Skate ranking and drawn to skate before those listed in the ranking but after the unranked groups (applies to Show, Quartets and Precision).

No mark to any skaters	Some skaters marked as "unranked"	Some skaters marked as "top ranked"	Some skaters marked as "top ranked", others marked as "unranked"	Some groups marked as "national ranked", others marked as "top ranked"																																																			
Random button allows to draw all the skaters randomly without priority	The unranked skaters will be drawn randomly. The other skaters will have to be manually moved according to the WS ranking	All the skaters will be drawn randomly, and the top ranked drawn in the last group	All the skaters will be drawn randomly, the top ranked put in the last group, the unranked in the first	National ranked groups will be drawn just before the top ranked, the top ranked put in the last group																																																			
	<p>Group 1 (5 skaters)</p> <ul style="list-style-type: none"> 1 SKATER 10 CHI 2 SKATER 3 GER 3 SKATER 7 FRA 4 SKATER 1 USA 5 SKATER 2 ITA <p>Group 2 (5 skaters)</p> <ul style="list-style-type: none"> 6 SKATER 4 IND 7 SKATER 5 ESP 8 SKATER 6 AUS 9 SKATER 8 SUI 10 SKATER 9 TPE 	<p>Group 1 (5 skaters)</p> <ul style="list-style-type: none"> 1 SKATER 7 FRA 2 SKATER 1 USA 3 SKATER 2 ITA 4 SKATER 5 ESP 5 SKATER 4 IND <p>Group 2 (5 skaters)</p> <ul style="list-style-type: none"> 6 SKATER 9 TPE 7 SKATER 8 SUI 8 SKATER 3 GER 9 SKATER 10 CHI 10 SKATER 6 AUS 	<p>Group 1 (5 skaters)</p> <ul style="list-style-type: none"> 1 SKATER 1 USA 2 SKATER 4 IND 3 SKATER 8 SUI 4 SKATER 9 TPE 5 SKATER 5 ESP <p>Group 2 (5 skaters)</p> <ul style="list-style-type: none"> 6 SKATER 7 FRA 7 SKATER 2 ITA 8 SKATER 3 GER 9 SKATER 10 CHI 10 SKATER 6 AUS 	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Nation</th> </tr> </thead> <tbody> <tr><td>1</td><td>CP SANT QUIRZE (LET T...</td><td>ESP</td></tr> <tr><td>2</td><td>DYNAMI SMALL GROUP (...)</td><td>BRA</td></tr> <tr><td>3</td><td>TEAMNL - RC DE KER-R...</td><td>NED</td></tr> <tr><td>4</td><td>PHIDEAS (THE HANDMA...</td><td>BRA</td></tr> <tr><td>5</td><td>EVOLUTION (GAIA- IN TH...</td><td>ITA</td></tr> <tr><td>6</td><td>CLUBE PATINAGEM DO S...</td><td>POR</td></tr> <tr><td>7</td><td>ODVELAS SHOW TEAM ...</td><td>POR</td></tr> <tr><td>8</td><td>AGUAI (COMEN BETWEE...</td><td>ARG</td></tr> <tr><td>9</td><td>ANNY FLY (GRACIAS MA...</td><td>ARG</td></tr> <tr><td>10</td><td>ROLARSKBSHOW (THE A...</td><td>POR</td></tr> <tr><td>11</td><td>ONYX (EDWARD)</td><td>FRA</td></tr> <tr><td>12</td><td>ARGENSHOW (SOMEBO...</td><td>ARG</td></tr> <tr><td>13</td><td>DEJA VU (THE HAPPENIN...</td><td>ITA</td></tr> <tr><td>14</td><td>ROMA ROLLER TEAM (TH...</td><td>ITA</td></tr> <tr><td>15</td><td>ARTISTIC SKATING CUNI...</td><td>ESP</td></tr> <tr><td>16</td><td>CPA TONA (ETERNAL DA...</td><td>ESP</td></tr> </tbody> </table>	Order	Name	Nation	1	CP SANT QUIRZE (LET T...	ESP	2	DYNAMI SMALL GROUP (...)	BRA	3	TEAMNL - RC DE KER-R...	NED	4	PHIDEAS (THE HANDMA...	BRA	5	EVOLUTION (GAIA- IN TH...	ITA	6	CLUBE PATINAGEM DO S...	POR	7	ODVELAS SHOW TEAM ...	POR	8	AGUAI (COMEN BETWEE...	ARG	9	ANNY FLY (GRACIAS MA...	ARG	10	ROLARSKBSHOW (THE A...	POR	11	ONYX (EDWARD)	FRA	12	ARGENSHOW (SOMEBO...	ARG	13	DEJA VU (THE HAPPENIN...	ITA	14	ROMA ROLLER TEAM (TH...	ITA	15	ARTISTIC SKATING CUNI...	ESP	16	CPA TONA (ETERNAL DA...	ESP
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Figure 55. Skating Order – Top, Ranked, Unranked Skaters

g. Event Time Schedule (RollArt User Manual 2025 Figure 53, Pages 33-34).

By selecting the time icon  Rollart opens a new window to generate the Time Schedule of the event/segment by starting from a selected date and time and by setting the skaters per groups (6 skaters by default). Click on the “Excel” button to export the time schedule to excel format or click on the “Print” button to print the schedule. Click “Confirm and Close” after any alterations are done.

- h. To add in an **Additional Competitor before a Championship has commenced** – 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” / “Confirm and Close” / “Changes Applied OK”. Go back into “Skating Order” and check everything is correct Click “Confirm and Close” / “Changes Applied OK”.

If it is necessary to ADD OR DELETE A COMPETITOR when commencing an event, please -

1. Request the referee and judges to close their programmes until the addition or deletion is completed. We hope this will ensure the addition/deletion is recognised.
2. Make the addition as above or deletion as required.
3. Click “Confirm and Close” / “Changes Applied OK”.
4. Double check the skating order for each segment.
5. Request the referee and judges to login in again.

Very Important – as the DELETION OF A COMPETITOR is still being evaluated, we suggest that once an event 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 competition skater cannot be reinstated! WE HAVE NOT HEARD BACK RE THIS BEING FIXED.

i. **If it is necessary to ADD OR DELETE AN OFFICIAL when commencing an event -**

1. Request the referee and judges to close their programmes 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 open their programmes again.

- j. 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.
- k. Select the segment for the event e.g., Short or Free Programme, Compulsory 1 or 2, Style Dance, Free Dance etc.
- l. Ensure the name of the Compulsory Dance / Style Dance is selected (**some may be mapped**).

K. DATA OPERATION – COMMON *RollArt User Manual 2025 Section 5 Pages 47-52*

When the **START** button is clicked on the event management form for any event, the Data Operator Panel will be displayed. The elements available will change to suit the event discipline, but the main layout is the same for all disciplines. **The World Skate Manual describes the operation of the common interface in full.**

In case of interruption, RollArt allows adjustment of the program time through the buttons  (this option is enabled for Free Skating only).

Click “Start” for Relevant Segment e.g. Short Programme.

Automatically opens “Figure 51 - Check before starting”. **Data Operator checks “competitors” and “name”**

For segments partially completed (e.g. first groups in long program and last two groups after) the button displays “Start from N”, with N – 1 skaters completed.



Figure 50. Start Segment – Check Before Starting

Click “Start” to display the Data Operator Panel.

? Button: Displays the current segment details. Click just before starting the segment for the first competitor to **confirm segment parameters are correct if required by the Referee.**

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

Element Time: For each interface and discipline, RollArt adds the element time for each element inserted by the Data Operator (this is located to the left of the element number).

00:02	1	2S	1.85	CombJump 1
00:04		NJ	0.00	CombJump 2
00:04		2F	2.28	CombJump 3
00:09	2	CFD	1.20	CombSpin 1
00:10		S	1.28	CombSpin 2 +60% (ST)
00:21		U	1.75	CombSpin 3 1p+50% (US)
00:21	3	2S	1.70	Jump
00:23	4	2A	6.10	Jump
00:25	5	St1	2.30	Steps

Figure 76a Element Time

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.

RE-SET Button: 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 14 (R 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.



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 14, Section “R”.**

If **“Start Footwork”, “Start Travelling”, “Start Choreo” etc 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.

Verify: **Click VERIFY immediately the skater has finished and before calling elements back to ascertain any missing or incorrect elements. If VERIFY is clicked after the callback, changes may be made by RollArt which will then need to be re-addressed or perhaps even missed.**

Before all the Judges have sent their values, the Data Operator can click on STOP button to cancel the confirmation.

Backup Regularly: Whenever time allows the Data Operator is to backup the entire Events List
Refer Page 5, H (a) Backup of Entire Event List.

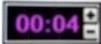
L. DATA OPERATION – READY FOR EVENT TO COMMENCE – FREESKATING

RollArt User Manual 2025 Section 6 Pages 53-58.

SPECIAL NOTES FOR FREESKATING

Start/Stop

Starts/Stops the event timer. Elements are enabled once the event has been started.

In case of interruption, RollArt allows adjustment of the program time through the buttons  (this option is enabled for Free Skating only).

Jumps -

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*).

If there is a missing mandatory Axel, star out the last jump unless there is a Waltz Jump done somewhere else in the programme.

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.

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”*).

The Difference Between a “NO JUMP” and a “FAILED” or “UNRECOGNISABLE” JUMP In solo or combo jumps.

if a jump is called as a NO JUMP, use the “0” button. The jump will receive zero value and will not be counted in the total number of jumps performed.

In combo jumps, if a jump is called as a FAILED or UNRECOGNISABLE jump, use the “X” button. The jump will receive zero value but it will count in the total number of jumps performed. If the “X” button is used in error when a NO JUMP is called, it may cause an incorrect warning message saying that the total number of jumps has been exceeded. A FAILED or UNRECOGNISABLE jump is not often called.

Spins -

Percentages and Bonuses can be added at the end of the routine if required.

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*).

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.

Failed Combo Spin

This is something which will be decided by the Tech Panel, but DOs need to be aware of it.

Short Program -

- Pre call is combo spin
- Skater falls on first spin. TS says camel backward not confirmed – fall
- The TC tells DO "that was a solo spin" and the DO records it as such
- The DO and TC need to remember the spin was planned as combo. The Skater gets the benefit of the doubt that the combo including the sit has been attempted. There is no penalty for missing combo spin or missing sit
- Program continues and all jump elements are completed satisfactorily then there are 2 options for what happens with the remaining spin element

Option 1

- The Skater does the planned solo spin
- This is starred out as an extra element and the Skater gets no value - the Skater has already done a solo spin

Option 2

- The Skater adjusts the program and does a combination spin including sit spin – the Skater gets the appropriate value for the confirmed spin positions
- There is now one solo spin and one combo spin
- The pre call for the first combo spin is irrelevant as a solo spin was performed
- If the Skater takes this option and doesn't attempt a sit spin there is 1.0 penalty.

The system is the same for jumps and long programme taking permitted content into account.

Combo Spins – Mandatory Position Not Confirmed

The 2025 RollArt software will apply a 50% deduction of the value of confirmed positions in a combo spin if a mandatory position is not confirmed.

For all National stream events, if this deduction is applied by RollArt due to a sit spin not being confirmed, the DO must seek the Tech Controller's instruction to remove it.

The deduction is added when VERIFY is used – it puts "!" after the code e.g. CFD!

To remove the mark so that the skaters receive 100% of the value of the confirmed spins in the combo - select each of the confirmed positions (one at a time) in the combo spin and click "!". It will give you a warning – click YES. If there are 2 confirmed positions where "!" has been applied, you need to do this twice, once for each position.

VERY IMPORTANT - Before clicking CONFIRM, you MUST click CHECK to disable that function, otherwise it will put the 50% reduction back again – it's grey when disabled.

After CONFIRM has been clicked, with CHECK disabled, the "!" marks have been removed.

If you get to the results screen and the "!" hasn't been removed, you will need to use RollArt Review under instruction from the Tech Specialist to change the values of the confirmed positions in the combo – the base values will need to be doubled for the confirmed positions. Neither the printed results reports nor RollArt Review make any mention of the deduction and the "!" doesn't show in the printed reports or in RollArt Review.

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.

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

Two new items for Freeskating and Pairs spins have been added to the context menu - 3BP (three different basic positions) and SV (Standard Variations).

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	
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 spinning direction		
	3BP - Three different basic positions		
	SV - Standard Variations		
	Review		

Checking Jumps – the lower left-hand side of the Data Operator interface for freeskating allows the checking of solo jumps, combo jumps and total jumps inserted.



Fig 88 Freeskating – Checking Jumps

Below each executed jump, RollArt also displays a small square, green ■ permitted jump, red ■ starred out.

M. DATA OPERATION – FREESKATING PAIRS - RollArt User Manual 2025 Section 7 Pages 59-65

N. DATA OPERATION – READY FOR EVENT TO COMMENCE – COUPLES & SOLO DANCE RollArt User Manual 2025 Section 8 Pages 66-71

SPECIAL NOTES FOR COUPLES & SOLO DANCE

Dance Hold, Dance No Hold and One Partner are for Couple Dance Only.

Choreo Step/Pose is Choreographic Sequence for Solo Dance.

Choreographic Stop or **Choreo Stop** element levels: 0 (No Level) or 1 can be selected by first clicking the **ELEMENT** button and after the level is called, 0 or B.

Only One Compulsory Dance (**select Compulsory 1 and Freedance**)

We do substitute the dance pattern for some of our NZ Mapped Events – refer to the “2025 Mapping to RollArt All Disciplines” Document. This must be done before the event starts.

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.

O. DATA OPERATION – READY FOR EVENT TO COMMENCE – PRECISION

RollArt User Manual 2025 Section 9 Pages 72-73

NB: RollArt includes both Senior and Junior Precision. All other National Precision Grades are mapped to the full World Skate Junior Precision grade.

P. DATA OPERATION – READY FOR EVENT TO COMMENCE -- QUARTETS

RollArt User Manual 2025 Section 10 Pages 74-75

Q. DATA OPERATION – READY FOR EVENT TO COMMENCE – SHOW GROUP

RollArt User Manual 2025 Section 11 Pages 76-78

NB: 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.

R. 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 –

NB: At present, the skating order can be changed for Compulsory 1 but not Compulsory 2 because Compulsory 1 marks have already been entered. UNDER EVALUATION

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 as required. 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.

S. DRAW IF 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 Event Manager**

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 Event Manager**.



button: allows a random skating order to be generated. For “completed” and “in progress” segments, the button is hidden. For Compulsory Dance 2 it allows an automatic skating order to be generated **RollArt User Manual 2025 Section 4.3.7 Page 35**.

Important: The Dice MUST be clicked ONCE ONLY or the skating order will be incorrect. If clicked more than once in an event the Up / Down buttons must be used. Remember to check your order with the Referee.

Note – The Skating Order after Compulsory Dance 1 ready for the Second Compulsory Dance is done the same as for Figures (WS Rules for Artistic Skating / General / 2.8).



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. (2025 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.*



Can be used to change the **Skating Order after Compulsory Dance 1 ready for the Second Compulsory Dance. Draw is same as for Figures (WS Rules for Artistic Skating / General / 2.8)**

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”

- a) Click the “Printer Icon” beside “Skating Order” \ Select Printer, Printer & No of copies \ OK, to print copies for the Referee, Event Manager, Announcer, Marshall and Noticeboard. Ensure relevant Officials receive their copy.
NB: As there seems to be an intermittent fault with this, if this report does not operate use Print the “New Skating Order b”
- b) If not done previously, create a folder e.g. “Skating Order Central Areas 2025” on the Desktop. From the Event List, open the relevant Event.
“Click the “Printer Icon” beside “Skating Order” \ Select PDF \ OK.
Locate Folder on Desktop \ e.g. “Skating Order Central Areas 2025” \ OK.
The Skating Order Folder will open automatically for you to Click on relevant Event Skating Order Report to open it. **Note: Your report will be there but may be hidden behind the previous folder screen – just click to the side of the smaller screen to bring it forward.**
Print number of reports required as usual.

T. TO EXPORT AND / OR PRINT A SPECIFIC REPORT

To Export a Specific Report: Open Relevant Report / Click on the button “Export Report” (on the left of the report menu bar at the top of the form) / Browse for Folder in which to Save It / Complete “File Name” / “Save as Type” - Select “PDF” / Save. Message “Export Completed OK” – Click OK.



Figure 69. Crystal Reports toolbar

To Print a Specific Report: Follow the method “To Export a Specific Report” but instead of the button “Export Report”, Select the Printer button (second to left of the report menu bar at the top of the form) and print.

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

VERY IMPORTANT: The system retains the layout of the previously printed report, therefore, it is imperative that for all Final Reports other than Compulsory Dance 2 you ensure you print the report labelled ‘View Results / FINAL RESULT’ and check that it is for the current/correct event.

For Compulsory Dance the final result is obtained from “View Results Compulsory Dance 2 / COMPULSORY DANCES”. This report will be headed “RESULTS DETAILS” and **MUST** show results for both CD1 & CD2.

Between events there is often very little time to save all the files because we also need to open 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 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 Championship Manager.

NB3: **It is very important that when printing the Results, check they are correct!! Check placings are numbered correctly, in the correct order and no duplicates in the names.**

NB4: **If there is an Equal Placing / Tie advise the Referee.**

Placements are decided on the highest total score. If there are ties -

For the short program/style dance/compulsory dance, the Skater with the highest technical score will win.

For the free long /free dance program, the Skater with the highest artistic impression score will win.

For an overall tie, the highest total score in the long/free dance program will win (if the tie remains after this, the highest total score of the short program/style dance will determine the winner).

However, there have been several instances of tied Skaters recently, and the ties haven’t been broken by RollArt and nor does it mark the placings as tied if the tie is unbreakable. For example, at a recent competition the Skaters skated 2 compulsory dances. The total marks for both Skaters were the same, but the tie should have been broken because one Skater had a higher technical mark than the other Skater. However, RollArt awarded a higher placing to the Skater with the lower technical mark and the Skater with the higher technical mark was placed lower. It appears that RollArt did not break the tie and the placings awarded were incorrect. Please look out for Skaters who have the same total marks and look into whether or not the tie can be broken.

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.

a) FINAL RESULTS FREESKATING & FREESKATING 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.

b) FINAL RESULTS DANCE

Compulsory 1 Report Only – 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 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. *Although labelled “Results Details”, this is the “Final Report” for a Style Dance Only event.*

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

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

There are 3 Options for Saving Results but we are using this Current Method See Page 1 A (f).

CURRENT METHOD

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: (Located when report is open on bottom left of screen)



Figure 61. View Results toolbar

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 appearing in One (1) PDF file are:

- > **Freeskating & Pairs Short** – Two (2) reports - “Segment Results”, “Judges’ Scores (Panel)”.
- > **Freeskating & 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 (Pages 19 - 20)

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.

NEW File naming:

- **FINAL:** “Category Discipline FINAL.pdf”
 - Ex. “Cadets Freeskating Ladies FINAL.pdf”;
- **RESULTS:** “SEGMENT Category Discipline RESULTS.pdf”
 - Ex. “STYLE DANCE Junior Solo Dance Men RESULTS.pdf”;
- **COMPULSORY:** “COMPULSORY Category Discipline.pdf”
 - Ex. “COMPULSORY Espoir Couple Dance.pdf”;
- **PANEL:** “SEGMENT Category Discipline PANEL.pdf”
 - Ex. “STYLE DANCE Junior Solo Dance Men PANEL.pdf”;
- **REF:** “REFEREE - SEGMENT Category Discipline.pdf”
 - Ex. “REFEREE - STYLE DANCE Junior Solo Dance Men.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” Applies to New Entrants Only in 2025

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.*

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.*

Although labelled “Results Details”, this is the “Final Report” for One Compulsory Dance.

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).*

W. DISTRIBUTION OF PDF FILES AT CONCLUSION OF COMPETITION

This is the instruction if the files are not being uploaded by a designated person to the web.

The Championship Manager of the competition will appoint a person who will be responsible for the distribution of all the PDF Result files, both White and RollArt systems, to each 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.

X. 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 1: The mouse lead for one DO Computer is missing, therefore, until a new one is purchased Judge 5 box will not have a mouse in it.

Note 2: Currently, the DO2 Computer is packed separately in a computer bag with its leads and mouse. Additionally, there is a USB 4 Port Hub, a USB Backup Stick and copies of the Mapping Document plus the four WS 2025 RollArt manuals included in this computer bag.

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

Your assistance with this is appreciated.