

## Handling ProAm competitions with TopTurnier

This guideline describes how to prepare and run ProAm competitions in TopTurnier. With TopTurnier from Version 9.5 it is possible to generate ProAm competitions, arrange them into to a schedule plan. This schedule plan can be optimized by “crunching” several finals with same dance(s) together into one heat.

With this first ProAm capable version it is possible to work through a smooth ProAm day, but there are also some limitations. Please find them listed in a chapter at the end of this document.

### Attention!

Before you run a real ProAm competition with TopTurnier, please do a copy of your event and do extensive tests to learn how TopTurnier manages ProAm events and to learn the existing limits of this first version of TopTurnier that is able to run ProAm schedules.

**Minimum requirements:** TopTurnier version 9.5 and DAS version 9.50.

## 1. Preparation of TopTurnier for your own ProAm age, class and disciplines structure

If you plan an event with ProAm competitions, you first need to define the list of your age groups (e.g. A,B,C,D), the available classes (e.g. Bronze, Silber, Gold) and your disciplines with all dances in TopTurnier.

You can do this for each new event in the *ProAm* tab of dialog *Event data* or you can pre-define it for all future events in menu *Extras->Options->ProAm*. For an easier beginning, we already defined the most widely used ages, classes and disciplines for default. You may remove un-needed values or add your specifically needed values.

### Managing Judges at ProAm events

To work with TopTurnier at your ProAm events, you have to assign panels of judges in dialog *Event Data*. It is not possible to simply just assign judges to a ProAm competition as it is possible for other events.

## 2. Definition of superordinate ProAm competitions

In the dialog *Comp data* you can define competitions of category *ProAm*. For these you define the grade *Single Dance*, *Challenge* or *Scholarship* and the needed discipline. In tab *Dances* you then can check, if you want to use all dances in this competition or only a part of them.

On *ProAm Comps* tab, add all the age and class combinations you want to allow for your competition to the list and complete them with their respective import IDs. All these combinations of ages and classes can then be run as a part of your event (but don't have to if there will be no participants in a particular class).

### Single dance SOLO competitions

If you plan to include single dance SOLO competitions to your event (these can also be included in the later defined heat schedule), please define comps of category *Solo* and of grade *Schedulable Single Dances*.

All other Solo competitions will be handled as usual competitions like Amateur or Pro competitions.

## 3. Import of participants to your ProAm comps and manual editing

It is possible to import participants to your event by using one file for all imports. Please define a txt file (UTF8 encoded) with the following column format (one separate line for each participant entry):

```
compImportID;lastNameAmat, firstNameAmat;lastNamePro, firstNamePro;Country/school;1;start-number
```

Example entry:

```
2;Schwarzenegger, Arnold;Connor, Sarah;United States;1;123
```

Using this format, you can import all participants, not only the ProAms, but for all other competitions, the *compImportID* has to be defined on the first tab of the *Comp data* dialog of your competitions.

Additionally, you can use the TopTurnier Online Entry System to allow your participants to register online and you then can easily import all registrations. If you plan to use the Online Entry System for your ProAm event, please contact me via [info@TopTurnier.de](mailto:info@TopTurnier.de).

### Manual editing the startlist

For ProAm participants you should only use the tab *By comp* and not tab *All starters*. On tab *All starters* you can see the global participation of the couples, but you cannot add or remove them to comps like usually possible for other non-ProAm events.

In the startlist *By comp*, for ProAm competitions, you will find more detail fields in the right edit column at which you can define/add the individual competition ages+classes the couple like to participate in for the respective ProAm super-comp (e.g. SingleDances Ballroom). For each separate age+class combination, you have to define if the couple want to participate in or is de-registered.

Additionally, you can add the single dance information, if needed. Please always click on button *Save* before you proceed with a next participant or before you click on button *Accept*. Otherwise, the last ProAm class modifications of the respective participant are not safely stored.

### Late registrations / cancellations (after start of the ProAm schedule)

In this first TopTurnier version being able to run ProAm Schedules, late registration can only be added and cancellations only be made using the special functions button within the running competition schedule.

## 4. Working with the Heat Manager

### Attention!

Please define the heat schedule as the last step in your event preparation. After you have started this

definition process, it will no longer be possible to modify specific details of your ProAm super-competition in the *Comp data* dialog and it will no longer be possible to import further participants.

### **General Information**

The Heat manager dialog is split in the left side (catalog of all available competitions) and the right side (the defined heat schedule).

For each day of your multi-day event, you can define an own heat schedule with a specific begin time and a specific first heat number.

With the *tooth wheel* button, you can define the generally used timing for one-dance, two-dance etc. heats. Please define that timing before you begin with the definition of your first heat schedule.

### **Defining the Heat Schedule**

Please select your competition of choice on the left side and click on “>” to add it to a heat. If you want to get an overall schedule for all competitions of your event, you may also add your amateur/pro/non-ProAm competitions to the schedule, but this is only for the documents. The work process of these non-ProAm competitions are the same as usually and are not influenced by being part of your schedule plan.

Alternatively, you may define breaks into your schedule to fill the times used for the non-ProAm rounds.

If you have created a final round heat on the right side (e.g. Waltz A Bronze), you may add competitions of the same super-comp with the same dance (e.g. Waltz B Silver) to the same heat. By that way, you can “crunch” your schedule to need less time for the whole competition day. The maximum participant limit for crunched heats is eight participants in one heat.

In the prepared schedule, you can move heats up and down in your schedule and you can insert breaks in between heats. Breaks are obligatory when in the following heat the panel of judges is different and when the following heat contains a later round of the same competition of the previous heat.

All heats between two breaks are one block in your schedule (see the block count in the right upper corner of each heat slot).

If you use DAS devices: Before each block, the DAS must be loaded with the heat data, and after each block the judges must sign their vote and the devices are “emptied” again.

### **Assigning panels of Judges to the heats**

As long as a heat has no assigned judges, it is drawn in red color. Using the button *Adj*, you have to assign to each heat a panel of judges. If you assign different panels to two succeeding heats, there will automatically be added a short break in-between. You can modify the length of this break by using *Edit*.

Before you can run a heat schedule on your competition day, you have to assign a panel of judges to all heats (including the scheduled non-ProAm competitions, even if they have their judges definition in the comp data dialog).

### Prepare printed Heat Schedules for Speaker and participants

By using the *text export* function (menu *Output*), you can write RTF files for the full schedule, a reduced form of it and for individual participant schedules (which contain only their personal heats with the planned time). You may modify the schedules before mailing or printing using a word processor software.

## 5. Running the Heat Schedule on event day

To run a heat schedule, please click it in the menu *Start competition*.

In principal, you can print adjudicators' sheets for each heat block and run the competition by manual marks input, but for having a smooth and fast processing, we strongly recommend to use DAS for collecting the votes.

Before beginning a heat block, please enable the PIN assignment or push the data to the DAS devices. Then you run the block heat by heat and after each heat, you can print the needed paper sheets (result + diplomas). At the end of the block, the judges finish their vote by signing on the devices and the devices get "empty" again.

Then you can repeat that with the next heat block or with a non-ProAm competition round (usual 5 dance amateur or professional competition).

In the recent version of TopTurnier, the TopVideo tool is ready for showing the heats on a LED wall or projection wall.

At the moment, it is not possible to do price presentations for ProAm competitions with TopVideo.

TopProjector is not ready for ProAm competitions (and is not yet planned to be modified for).

## 6. Limitations in TopTurnier in this first implementation

- ProAm startlist editing limited on tab *All starters* for safety. Please use tab *By comp*
- Technically, each ProAm competition must be beginning and ending on the same day.
- Not yet possible to use the TopCheckin for ProAm competitions. All ProAm participants with status *ok* and *present* will take part. Only participants marked as *excused* or *in-excused* will not participate.

In the respective super-comp startlist you can mark single class entries of a participant to *de-registered* to remove the participant from schedule.

- Not yet possible to use the TabletServer for ProAm competitions. It will only show the general participant list of the super-comps defined.
- Only supported rating forms for ProAm and Scheduled Solo comps: marks in preliminary rounds, skating in final rounds

## 7. Troubleshooting

Problem	Solution
To be defined	....