HOW TO

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By i@nseo Team

INDEX

INDEX **2**

FIGURES INDEX **4**

Introducing i@nseo **7**

Chapter 1 ..... **9**
Installing and Updating i@nseo **9**
1.1 Installing i@nseo on Windows operating systems 9
1.2 Installing i@nseo on MacOSs 9
1.3 Installing i@nseo on Linux operating systems 11
1.4 Updating i@nseo 12

Chapter 2 ..... **13**
Early stages of Tournaments Management **13**
2.1 Selecting a Tournament 13
2.1.1 Existing Tournaments 13
2.1.2 Exporting Tournaments 14
2.2 Creating a New Tournament 15
2.3 Competition Settings 17
2.4 Participants Management 21

Chapter 3 ..... **34**
Qualification Rounds **34**
3.1 Scoring and Printouts 34

Chapter 4 ..... **41**
Individual and Team Finals **41**
4.1 Setting the Elimination Round 41
4.2 Setting the Field Layout 42
4.3 Inputting results 45

Chapter 5 ..... **51**
Advanced Tournaments Management **51**
5.1 Shooting Session Management 51
5.2 Qualification Rounds Scheduling 52
5.3 Draw/Target Assignment by Rank 52
5.4 Printing Accreditation documents 53
5.5 Scheduling Finals 57
5.6 Sending data to i@nseo.net 59
5.6.1 Requesting for Credentials 59
5.6.2 Uploading tournament files on i@nseo.net 61
5.7 TV Output 61
5.8 Spotting 63
5.9 Speaker view 64

Final notes and aknowledgements **65**

FIGURES INDEX

1.1 Updating i@nseo 12

2.1 Competition Management menu 13
2.2 Importing an existing tournament 14
2.3 Exporting tournaments 14
2.4 Creating a New Tournament 15
2.5 Main Settings page for a New Tournament 15
2.6 Opening the 'Competition Info' using i@nseo 17
2.7 Commands in the bottom row of the Competition Info section 17
2.8 Shooting Session Management section 18
2.9 Field Crew Management section 18
2.10 Image Management section 19
2.11 Divisions/Classes Management section 19
2.12 SubClasses Management section 19
2.13 Advanced Parameters section 20
2.14 Editing Competition Info from the relevant menu 20
2.15 Participants Management menu 21
2.16 *List (Simple)* section 21
2.17 Athletes Adding section 22
2.18 Archer Status menu 22
2.19 Selecting the second Country/Club for an athlete 23
2.20 Drop-down menus for Division, Category, and Competition Class 23
2.21 Drop-down menu for Individual and Team Matches 23
2.22 Advanced Participant List section 24
2.23 Athlete Status Management section 24
2.24 Athlete Participation in Individual/Team Events section 25
2.25 Targets Manual Assignment section 25
2.26 Accreditation Management menu 26
2.27 Accreditation Management page 26
2.28 Taking Athletes Pictures and system errors (Missing Photo) 27
2.29 Setting the tournament fees 27
2.30 Setting Nonpaying Archers 27
2.31 Accreditation colors management for Badges 28
2.32 Badges Printout page (Simple Version) 28
2.33 New Print Accreditation Badges (Complete Version) 28
2.34 Accreditation Printouts page 29
2.35 Athletes Syncing menu 29

2.36 Athletes Syncing page 30
2.37 Statistics Printouts page 30
2.38 Printing Layout of Statistics, Awards and Events (i@nseo and ORIS layouts) 31
2.39 Printing Layout of the Participant List by Country/Club (i@nseo and ORIS layouts) ... 32
2.40 Participants Printout page 33
2.41 Standard ORIS and advanced Participant List Printout 33

3.1 Scoring through the Standard Table 34
3.2 Scoring through the Extended Table 35
3.3 Arrow by Arrow Scoring 35
3.4 Scorecards View Scoring 36
3.5 Setting an athlete as pulled out or DSQ 36
3.6 Scorecard Printout page 37
3.7 Athlete Numbers composition page 37
3.8 Standard Scorecard print sample 38
3.9 Qualification Field of Play Layout printing sample 39
3.10 Personal Rank output page 39
3.11 Rankings printout customization page 40
3.12 Qualification Round Rankings printout page 40

4.1 The menu highlighting shoot-offs to be broken before starting Final Rounds 41
4.2 Shoot-offs to be broken, with tie scores and Final Ranking position 42
4.3 Individual Finals Setup menu 42
4.4 Managing Individual Events 43
4.5 Managing Targets (after choosing Division and Class) 43
4.6 Managing the number of Arrows per Set (after choosing Division and Class) 43
4.7 Inputting the Targets Number (after choosing Division and Class) 44
4.8 Individual Finals menu 45
4.9 Finals Scorecards Printout page 46
4.10 Athlete Numbers Printout for the Final Rounds 46
4.11 Data insert in Bracket view 47
4.12 Inputting Byes and Shoot-offs scores 47
4.13 Data insert in Table view 48
4.14 Printout menu 48
4.15 Rankings Printout for Final Rounds 49
4.16 Header for Result Printouts page 49
4.17 Awards Ceremony Management page 50
4.18 Printed Sign sample 50

5.1 Scheduler page with a sample Qualification Round 51
5.2 Automatic Target Assignment 53
5.3 Target Assignment by Rank 53
5.4 Print Accreditation Badges module 53
5.5 Managing Accreditation Badges 54
5.6 Badge Customization page 54

5.7 Content drop-down menu 55
5.8 Editable fields for the Badge Customization 56
5.9 Standard Badge variables selection 56
5.10 Standard Badge printout sample 56
5.11 Finals Schedule sample 57
5.12 Manual (Qualification Rounds) and Automatic (Finals) Scheduling of a tournament . 58
5.13 Inputting Warm Up Ends Targets 58
5.14 Layout of the Final Matches field including Warm Up Ends 59
5.15 Login and Credentials Request to upload tournament files on i@nseo.net 59
5.16 Login page for uploading the tournament files on i@nseo.net 60
5.17 Credentials Request description 60
5.18 Credentials Request page 60
5.19 TV Output Selection page 61
5.20 TV Output variables inputting page 62
5.21 Multimedia Content Setup page 62
5.22 TV Output sample (Participant List ordered by Target) 62
5.23 Spotting View samples (Individual Spot inputting, Arrow by Arrow Output view) 63
5.24 Speaker View sample for Final Rounds 64

Introducing i@nseo

i@nseo: *what's that?*

i@nseo is a software for managing archery tournaments results, created as Open Source program, thanks to the economic support of the Italian Archery Federation (FITARCO). The Italian Federation decided to distribute it for free throughout Europe, first, and, then, all around the world. After being translated into several languages (more than 30, though its user interface was originally created in Italian), i@nseo has become the world most up-to-date software for managing archery competitions, the only one that embeds all the rules from World Archery (WA). It constantly evolves, not only to fulfill the new WA requirements, but also to meet the needs of all its stakeholders, from the most important Federations to common users.

Thanks to i@nseo, anyone could manage an archery competition, head to tail, starting from accreditations and ending with printed documents, without forgetting the live video displaying of results (TV, Network, YouTube, and so on). The software is also related to a working group, known as 'i@nseo Team', which boasts the best expertise in organizing and managing archery tournaments in the world. After the initial testing process (in the '90s), i@nseo has become the official tournament management software in 2006. From that moment on, its creators used it to manage the most popular events in the archery world: Olympic Games, World Championships, European Championships, Grand Prix Rounds, World Games, Universiades, University Championships, World Archery Festivals, and many other tournaments, as important as the European Junior Cup and all the Italian National Championships for all the disciplines and classes.

i@nseo as Team is also the official scorer for the Italian Archery Federation (Federazione Italiana Tiro con l'ARCO, FITARCO), the WAE (World Archery Europe), formerly known as EMAU (European and Mediterranean Archery Union), and several World Archery events.

i@nseo: *a unique name*

The acronym **'**i@nseo**'** comes from some selected letters extracted by its creators' names, the so-called 'i@nseo Core Group':

I = ARD**I** (Ardingo Scarzella)
@
N = A**N**DREA (Andrea Gabardi)
S = CRI**S** (Christian Deligant)
E = T**E**O (Matteo Pisani)
O = MARC**O** (Marco Carpignano)

In the last years, some new members, in support of the main team, joined the creators group, helping them during some major events, where accuracy, coordination and organization is needed, creating a team, whose managing skills and organizing expertise are offered and guaranteed worldwide.

This manual was originally conceived to give anyone the chance of exploring the program in all its functionalities and to increase the number of its users.

i@nseo Team

ARDI ANDREA CHRIS TEO MARCO

i@nseo

Beta testers:
Gerrit Buitenhuis
Pit Klein
Alex Vecchio Passerini
Ken Sentell

Supporting team:
Fernando Suarez
Oghuzan Ulucan (Oz)
Malaysian Result Team
Chinese Taipei Result Team

Chapter 1

Installing and Updating i@nseo

1.1 Installing i@nseo on Windows operating systems

To install i@nseo on a Windows operating system, the user should:

1. Download the software from the relevant section on www.ianseo.net.

2. Extract the file in the wished folder (e.g.: in case the user opted to decompress it in *c:*, the system will automatically create a folder, named *c:\ianseo*).
   N.B.: It is highly recommended to operate directly from *c:* and not from the computer desktop.

3. Run the **setup xampp.bat** file, available in the folder. The system will automatically open a terminal window. Two pre-compiled questions are displayed: the user just needs to press '*ENTER*' to both. Once **XAMPP** is set, the user should press '*ENTER*' and, then, the sequence '*X → ENTER'*. This will automatically close the terminal window.

4. After setting up the archives, activate **XAMPP** by clicking on the **Xampp-control** icon, then, in the new window, click on '*Start*' to both *Apache* and *MySql*.
   N.B.: The user can close **XAMPP** control by clicking on '*X*'. Once minimized, **XAMPP** will go on running in background, without any problems.

5. Open an Internet browser, type http://localhost/, and, then, press '*ENTER*'.

1.2 Installing i@nseo on MacOSs

To install i@nseo on a Mac operating system, two key packages are required:

1. **MAMP**,
2. i@nseo.

To download **MAMP**, the following page should be opened:

https://www.mamp.info/en/downloads/.

To launch the installation process, the user should mount the image disk and run the included file. At the end of the installation process, the system will create the **MAMP** subfolder in the *Applications* folder.

Then, the user needs to download the i@nseo package. The *Download* section of the website www.ianseo.net includes a *.zip* package for Linux and MacOSs.

After downloading it, to successfully complete the installation process, the user should:

1. Open the folder *~/Applications/mamp/htdocs*.

2. Create a new subfolder (in this manual, it will be named *ianseo* for ease of reference).

3. Extract the content of the *.zip* file that has just been downloaded in the new subfolder.

4. Open the folder *~/Applications/mamp/htdocs/ianseo/common* and delete the file *config.inc.php* in it. This step is **ESSENTIAL** to successfully complete the installation process.

5. Run the following application: *~/Applications/Utility/terminale*.

6. Type the following command:

   cd/Applications/mamp/htdocs

   It will open the *htdocs* folder.

7. Type the following command:

   sudo chown -R nobody:admin ianseo

   in which *ianseo* should be replaced by the name of the new subfolder, created as per step **#2**. The system will ask the user to enter the user password: before pressing '*ENTER*', it is important to follow instructions, considering that the system won't show anything, not even *.

8. Type the following command:

   sudo chmod -R 777 ianseo

   Should the system ask the user to enter the user password, before pressing '*ENTER*', instructions should be followed, considering that the system won't show any typed symbol.

9. Run the application **Mamp Control Panel** (from the folder *~/Applications/mamp*) and click '*Start*' both for *Apache,* and for *MySQL*.

10. Open an Internet browser and type http://localhost/ianseo (instead of *ianseo*, the user should use the name of the relevant subfolder, created as per step **#2**).

11. Follow the on-screen instructions given by the software.

WARNING: **MAMP** won't set any root password by default, then, when the installer will ask the user to set it, it is important to leave the field *blank*.

WARNING: the other fields, that i@nseo will ask the user to fill in, could be left as is, keeping the default values, since the installation process is meant for a standard use of the software.

1.3 Installing i@nseo on Linux operating systems

For properly installing i@nseo on LinuxOSs, the user should download the following packages:

- apache2,
- mysql-server,
- mysql-client,
- php5,
- php5-mysql,
- php5-gd,
- php5-curl,
- imagemagick,
- php5-imagick,
- extract.

After downloading and installing those packages and assigning the *root* password to *MySQL*, the user should download the last i@nseo release, selecting the latest Linux update available at the following link:

www.ianseo.net/download.

After creating a folder in *Home*, the user can save the downloaded file and extract it (in this manual, the folder will be named *ianseo* for ease of reference). After extracting it, the file *config.inc.php* has to be removed, if included in the folder *~/ianseo/Common/* (should the name of the subfolder be different from *ianseo*, modify it into the wished one). This step is **ESSENTIAL** to ensure that the software will work efficiently. To finalize the system setting up, then, the user should:

1. Open a terminal shell and turn the i@nseo directory into editable from all users:

   chmod -R a+w ianseo

2. Create a file for *Apache*, watching out for any unnecessary spaces, and capitalized letters (and, obviously, for the directory name):

   echo "Alias /ianseo/`pwd`/ianseo/" > ianseo.conf

WARNING: primes are not apostrophes, but reverse quotation marks, that can be added, usually, using the shortcut *ALT + apostrophe*.

3. Activate the superuser mode (*root*) and move the new file to the *Apache* setup directory, using the following command:

   mv/home/USERNAME/ianseo.conf/etc/apache2/conf.d

   (obviously, instead of *USERNAME,* the user should write the relevant one).

4. Relaunch *Apache*, open any browser and type the URL:

   http://localhost/ianseo/

   to finalize the software installation process.

1.4 Updating i@nseo

Updating the software is vital to ensure that it will always work efficiently. To check the software version, the user can look at the title bar, after opening the application in the wished browser. The version is represented by the *release date*.

Updating i@nseo is a straightforward procedure.
After opening the application and with a reliable internet connection, the following command should be launched:

MODULES → Update Ianseo

The system will automatically update i@nseo to the latest stable version (see Figure 1.1).

For i@nseo versions installed before the *2011-06-02* release, the user should manually download the update from the website, then, extract the content in the *htdocs* folder (e.g.: `c:\ianseo\htdocs\`). If the operating system requires any authorization to overwrite those files, the system should be granted the needed permissions.

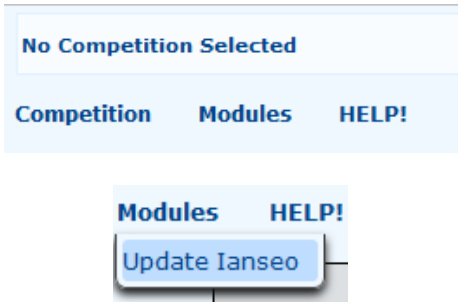


Figure 1.1: Updating i@nseo.

Chapter 2

Early stages of Tournaments Management

2.1 Selecting a Tournament

The first step to familiarize with the software is exploring its main menu. Clicking on **Competition**, a drop-down menu will be displayed (see Figure 2.1). The list of the related commands includes:

NEW: this command enables the user to create a new tournament (see Par. 2.2).

OPEN: this option enables the user to open a tournament that was previously created. To open an existing tournament, the user can reach the screen of the main menu and select the wished competition, clicking on the tournament code (see Par. 2.1.1).

IMPORT TOURNAMENT: this item enables the user to import a tournament that has been previously saved (see Par. 2.1.2);

SELECT LANGUAGE: this command enables the user to select the wished language.

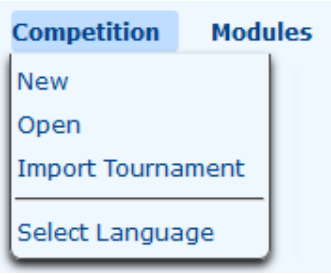


Figure 2.1: Competition Management menu.

2.1.1 Existing Tournaments

The user can open an existing tournament only if **NO** other competition is already open. To close a tournament and open another one, the user just needs to select it from the relevant menu: *Competition → Close*. Conversely, to import a tournament, these simple steps can be followed:

1) From the context menu, the user can launch the command *Competition → Import*. Clicking on it, the program will open a page, from which the user can upload the wished file (see Figure 2.2).

2) In the new window, the user can click on *Browse* to search for the file to be imported in i@nseo. **N.B.**: The file must have *.ianseo* extension. The file to be imported will be named after the tournament code (e.g.: the file to be imported as *Test.ianseo* will be named after its tournament code, '*Test*').

3) The wished option can be confirmed, by clicking on the *Import* button. The application will automatically open the tournament that has just been imported.

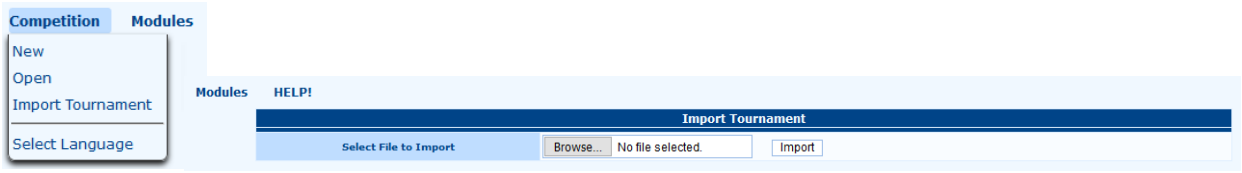


Figure 2.2: Importing an existing tournament.

2.1.2 Exporting Tournaments

i@nseo can export the tournament in use to transfer it from a computer to another one, or even simply to create backups. When the relevant *Details* are complete, it is highly recommended to occasionally create competition backups, so that, in case of irreversible mistakes, the user can start from a safe point, instead of typing again all the strings, or setting up all the fields that were previously finalized.

To import a tournament, these simple steps can be followed:

1. After opening the tournament to be exported, the following command should be launched:

Competition → *Exports* → *Export Tournament* (see Figure 2.3).

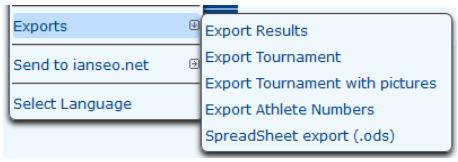


Figure 2.3: Exporting tournaments.

2. The system will open a new window: the user can choose the folder in which the file should be saved, and, then, click on '*Save*'.

2.2 Creating a New Tournament

To create a new tournament, the user can click on '*New*' (see Figure 2.4).

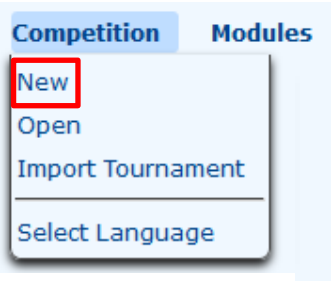


Figure 2.4: Creating a New Tournament.

The following page will be displayed (see Figure 2.5):

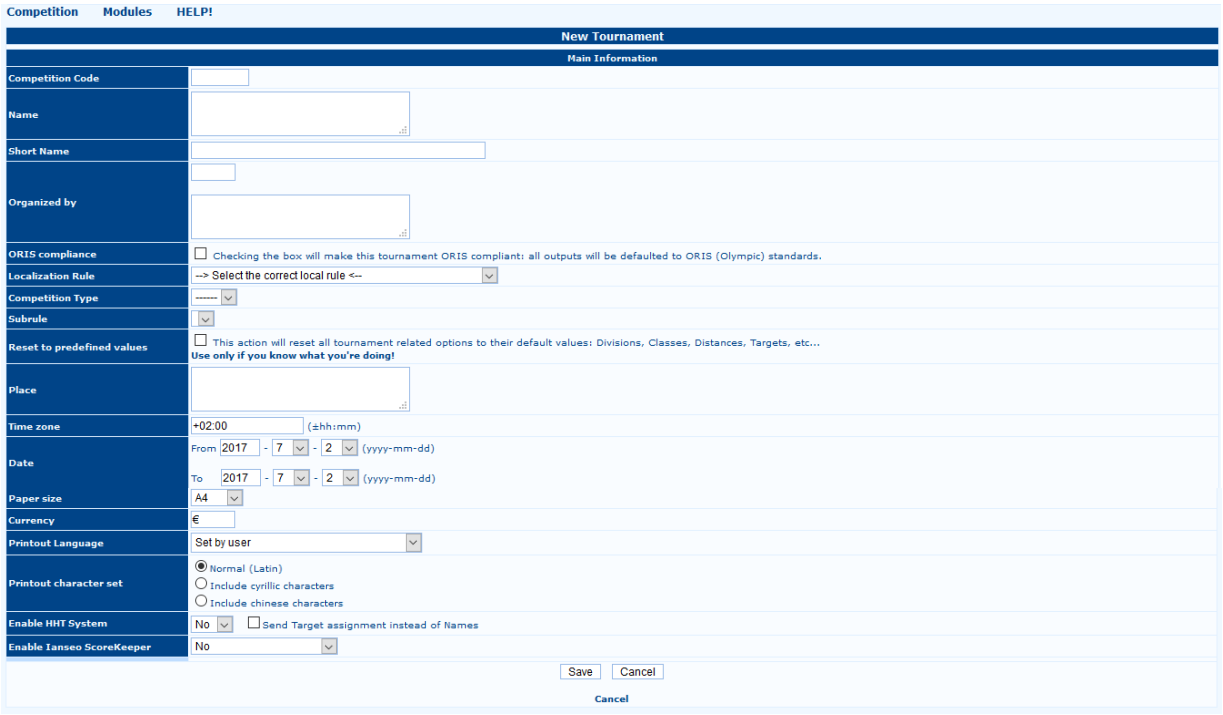


Figure 2.5: Main Settings page for a New Tournament.

The page will display some fields, in which the tournament main information can be recorded. The fields marked with a ∗ are **MANDATORY**, as without them the user cannot create the competition.

***Competition Code:** this is the competition reference code (for local tournaments, it is usually assigned by National Federations).

***Name:** it is the title of the tournament.

***Organized by:** this item is made of two fields. The first one is meant for the club code, and the bigger box is for the full name of the organizing club.

***ORIS compliance:** checking the box, all the outputs will be printed following the International Standard for Results Ranking (**ORIS**). For standard events (local, national, and so on), it is recommended to **AVOID ORIS** printouts, for the ranking and informative outputs will be printed on many different sheets. On the other hand, the i@nseo proprietary printouts are streamlined to economize the layout space and the number of sheets to be used, though they are still perfectly readable.

***Localization Rule:** from the drop-down menu, the user can select the tournament rule (e.g. by selecting the option '*World Archery Tournament Rules*', i@nseo will use the rules set for WA main competitions).

***Competition Type:** the user will be able to select this value only after choosing the localization rule. Then, the drop-down menu will display all the available competitions types.

***Subrule:** the menu will be automatically activated, only when the *Competition Type* is selected; it will enable the user to manage the admissible categories (e.g. all categories, only senior, only under 21).

***Reset to predefined values:** checking this option, all the values will be reset to 0, clearing all the records previously entered. It is recommended to be very careful in using this command (as mentioned by the program in the related description).

***Place:** this item enables the user to enter the city in which the competition will be held.

***Date:** through this option the user can enter the competition date(s).

***Paper size:** outputs are commonly printed in A4 format, but the user can select other possible standard formats (e.g. 'Letter' for English speaking countries).

***Currency:** this option enables the user to choose the currency of the tournament hosting country.

***Printout Language:** through this drop-down menu the user can choose between different languages for the prospect printouts, including the main information about the tournament (targets, tournament schedule, rankings, and so on).

***Printout character set:** by default, this field is set on Latin characters; for tournaments in countries using the Russian Alphabet or Asian Ideograms, the user has to select the Cyrillic or Chinese characters.

***Enable HTT System:** if the tournament will be managed using the electronic scoring system through *HTTs*, the user has to select '*Yes*' from the drop-down menu. Otherwise, the '*No*' option can be kept, which is selected by default (see Chapter 6).

***Enable Ianseo ScoreKeeper:** the last two items enable the user to activate the electronic scoring system through tablets. The first field is related to the server URL, or the IP address, of the device used for the tournament management, on the other hand, the second one, likewise in the *HHT* section, enables the user to activate the system by choosing '*Yes*' (see Chapter 7).

Once all the required fields are entered, the user can save the tournament. If any mistake, or inconsistent detail, is identified, the system won't save it, highlighting any incoherent field in yellow.

2.3 Competition Settings

Once the parameters described in the previous paragraph are customized, the next step is setting the remaining items, to ensure that the software and the tournament file will work efficiently.
The command *Competition → Edit Competition Info → Competition Info* (see Figure 2.6) will open a new page, designed for the tournament details management.

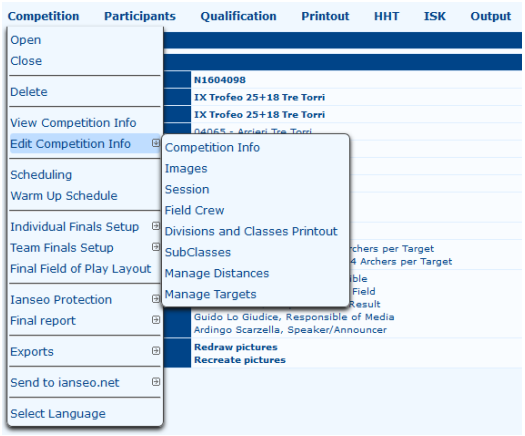


Figure 2.6: Opening the 'Competition Info' using i@nseo.

Scrolling down the screen, the commands opening the available sections are displayed in **bold type** (see Figure 2.7).

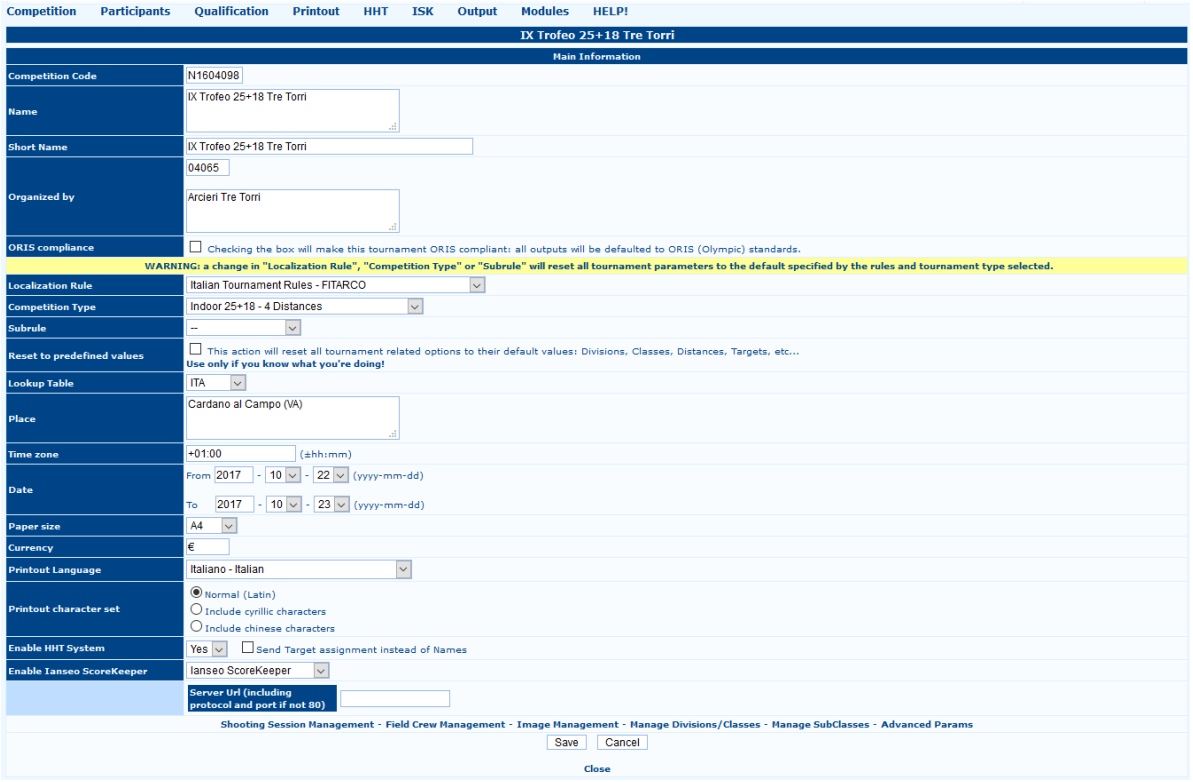


Figure 2.7: Commands in the bottom row of the Competition Info section.

The commands in the bottom row enable the user to manage all the needed details regarding a tournament.

Shooting Session Management: in this section (see Figure 2.8), the user can manage the *Number of Sessions* (that can be edited from the drop-down menu), plus the number of *Targets per Session* (revising the number of targets in each session) and *Archers per Target* (deciding the number of athletes on each target). After setting these fields, changes should be saved.

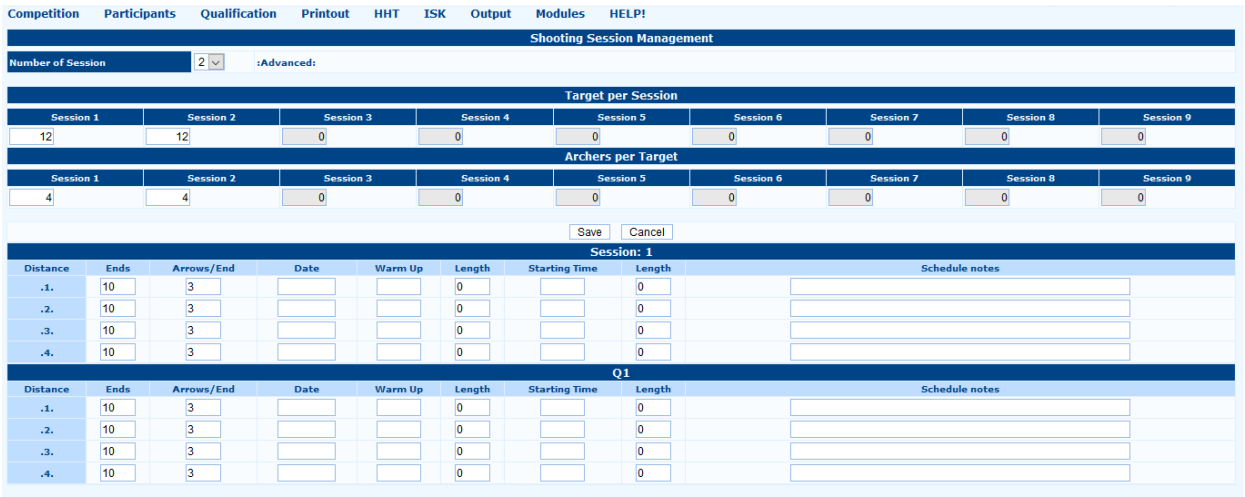


Figure 2.8: Shooting Session Management section.

The following fields will be described in the advanced management section (see Par. 5.1).

Field Crew Management: using this option the user can manage the names of people helping with the tournament management (see Figure 2.9). The first field of this screen enables the user to add the names of people involved in the competition as organizing staff. The user can type either a BIB number, if the person is a member of its National Federation, or a full name. The screen will also display different kinds of tasks: judges (*Chairman of Judges*, *Judge*), shooting direction (*Director of Shooting*, *D.O.S. Assistant*), Jury of Appeal (*Chairman of Jury of Appeal*, *Jury of Appeal (Alternate)*, *Member of Jury of Appeal*), OC or club delegates (*Technical Delegate*), and LOC staff (*O.C. Responsible*, *Responsible of Field*, *Responsible of Media*, *Sport presentation*, *Responsible of Logistic*, *Responsible of Result*). Usually, in a local competition, the tasks to be edited are **judges**, **D.O.S.** and the **Responsible of Organizing Committee**.

Figure 2.9: Field Crew Management section.

Image Management: this section (see Figure 2.10) enables the user to upload images that are relevant for the competition management, such as the organizing club logo, or the event badge, the National Federation logo, and the elements to be shown in the advertising banner, displayed at the bottom of each printed document. Images should be *.jpg* or *.png* files. The maximum size of pictures, accepted by the software, is **64 KB**. The program won't upload any bigger file.

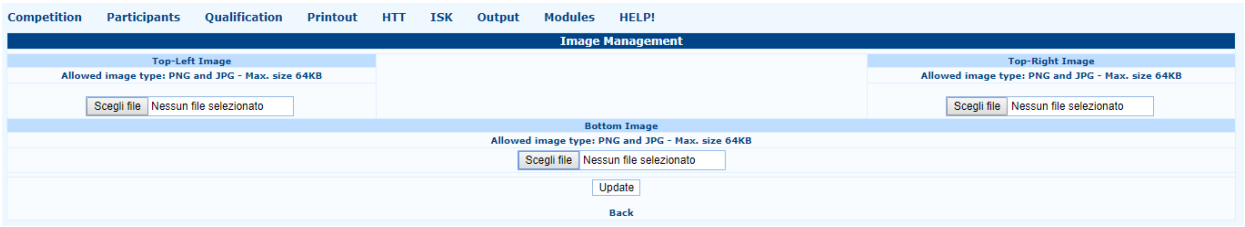


Figure 2.10: Image Management section.

Manage Divisions/Classes: through this section (see Figure 2.11) the user can manage Divisions and Classes. When the user is setting a new tournament, the software automatically compiles this section based on the National Federation rules. Except for some special instances, it is **NOT** recommended to edit any default value on this page.

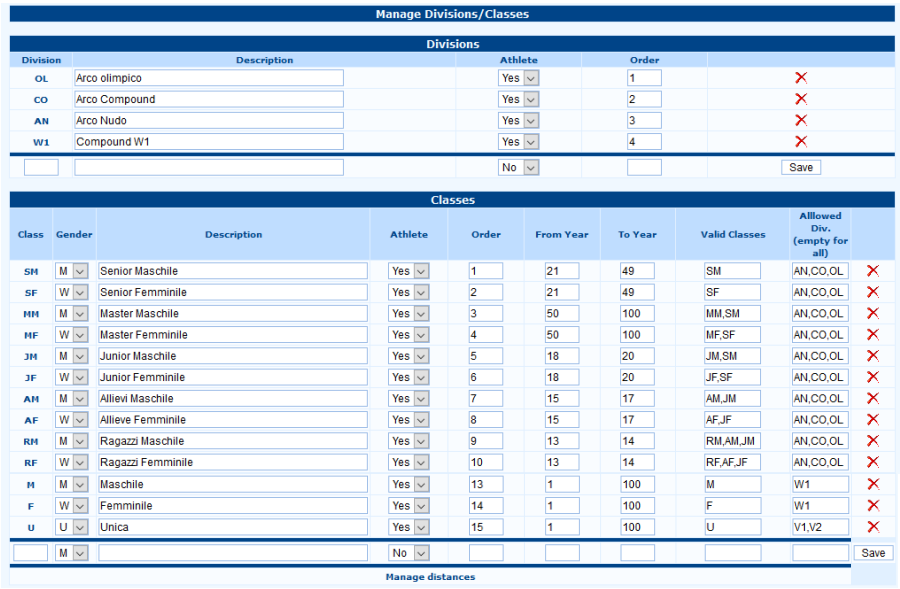


Figure 2.11: Divisions/Classes Management section.

Manage Subclasses: see section *Manage Divisions/Classes* (see Figure 2.12).

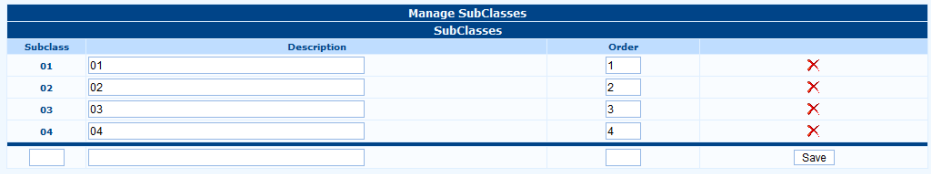


Figure 2.12: SubClasses Management section.

Advanced Parameters: this section enables the user to manage the competition rules (see Figure 2.13). It is **NOT** recommended to edit any default value, that has been automatically compiled by the program, when the user selects the *Competition Type*.

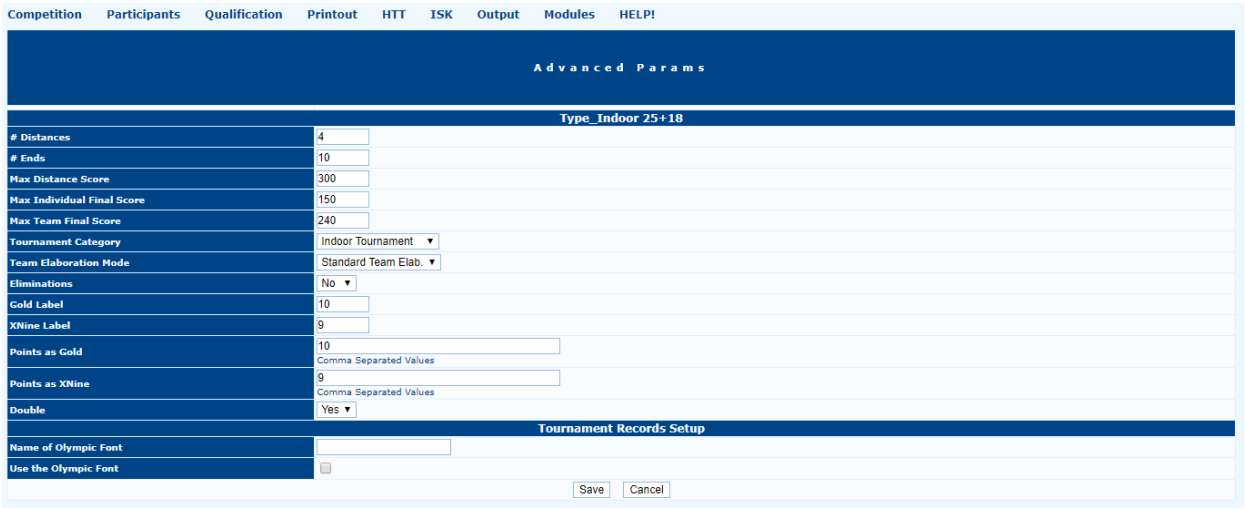


Figure 2.13: Advanced Parameters section.

The user can directly modify all the values described in the previous paragraphs, even without opening the *Competition Info* section. By opening the *Edit Competition Info* menu, the user can choose to directly open the following sections: *Images, Session, Field Crew, Divisions and Classes Printout,* and *SubClasses* (see Figure 2.14).

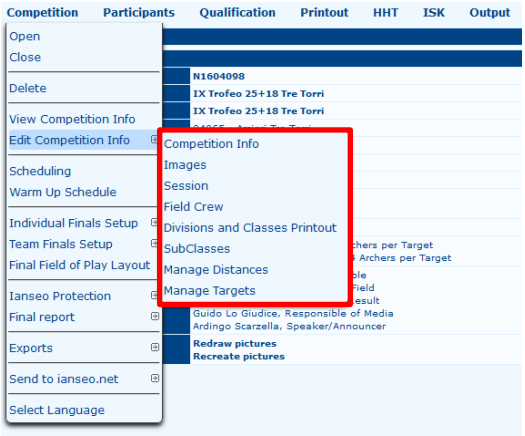


Figure 2.14: Editing Competition Info from the relevant menu.

The **Manage Distances** and **Manage Targets** commands are to be explored separately, for they are automatically compiled by the program, using the National Federation rules and, based on that, it is **NOT** recommended to edit any default value. The **Scheduling** and **Warm Up Schedule** options will be described in the *Advanced Tournaments Management* chapter (see Par. 5.2 and Par. 5.5).

2.4 Participants Management

The second step in managing a competition is entering the participants info in the relevant lists. The second item in the main tournament menu is specifically designed for the **Participants Management.** This menu includes all the commands that users need for entering, managing and printing Participants *Lists* for any competition (see Figure 2.15).

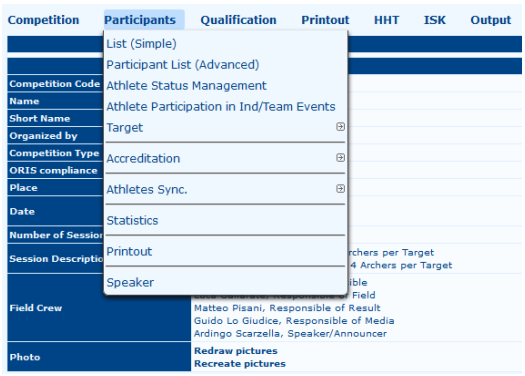


Figure 2.15: Participants Management menu.

Items related to the Participants Management are explained in the following pages.

List (Simple): it is the first item in the menu and the most important one (see Figure 2.16). This command enables the user to populate the athletes lists for the tournament in a simple and fast way. For an empty tournament, or after creating a new one, the screen will only display a command: *Add*. Clicking on it, the program will open a new window, where the user can add any wished athlete.

Figure 2.16: *List (Simple)* section.

This new window will display different items, related to archers, that the user can compile (see Figure 2.17). From this window, the user can:

1. **Manually populate the list**: the user can complete the participants lists by typing all the info about archers. For correctly completing this procedure, the user has to type, for each archer, *BIB Number*, *Family Name*, *Name*, *Gender*, *Club*, *Short Name*, *Division*, *Age Class*, *Competition Class,* and *Target Type*. Once the archer profile has been created, the user can click on '*Save*' (if the user wishes to close the window, after saving), or on '*Save & Continue*' (if the user wishes to keep the window open, after saving, to add another athlete).

2. **Automatically populate the list:** using an existing database (for those National Federations/Associations that participate in the i@nseo project), the user can add a record in a simple and fast way. At the bottom of the window for the management of athlete details, the software will display an empty row with some items, such as *BIB number*, *Athlete*, *Country*, *Division*, *Class Tournament*, and *Category*. The last button is '*Search*'. Basically, knowing which kind of information the program requires, the user can search anything included in the database. If the program will find a record matching the searched details, it will show the corresponding athlete in the row below the *Search* interface. To add any record in the above chart, the user can simply click on the *BIB number* and the program will automatically display the required information in the main section.

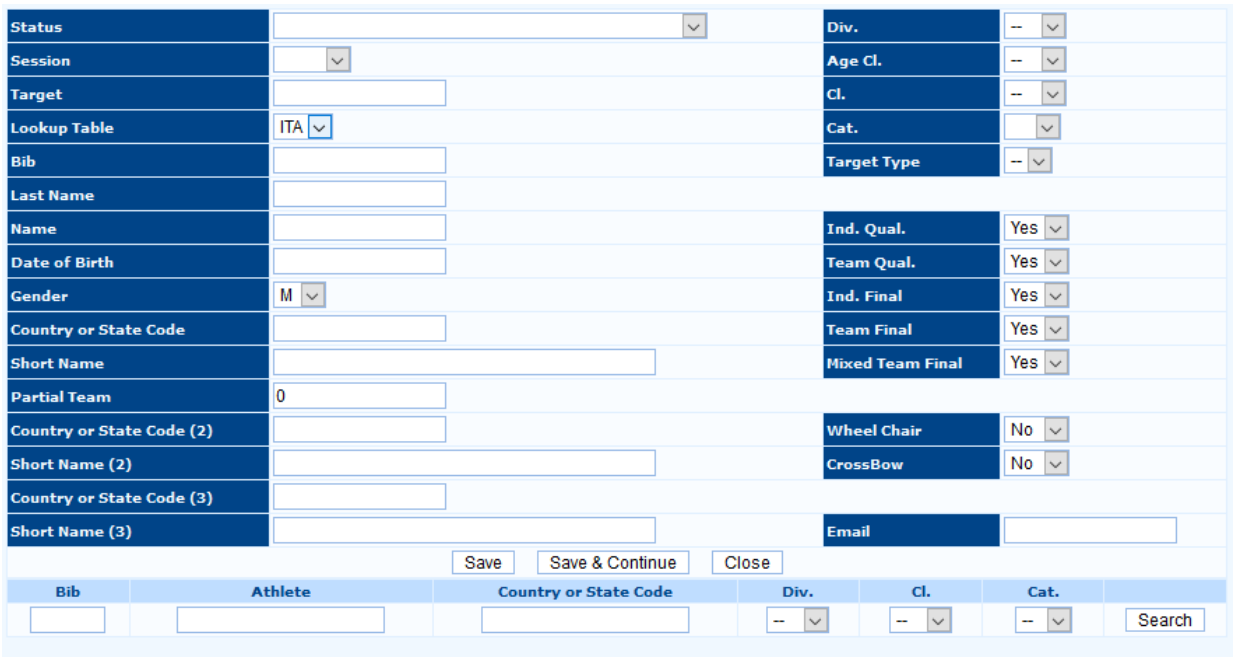


Figure 2.17: Athletes Adding section.

N.B.: In the following part, some useful tips for correctly adding the relevant athletes are highlighted (after the International rules).

1. **Status**: the user is called for managing an athlete *Status*, if the archer cannot participate to the tournament. In most instances, when the program finds an error, it displays one of the following options: *Cannot participate - Incomplete documentation*, or *Unknown status by the date of the tournament* (see Figure 2.18). It means that the athlete documentation is incomplete and, to take part to the competition, the archer will have to add, or replace, the mentioned documents in the Federation database. Otherwise, the athlete **CANNOT** participate to the tournament.

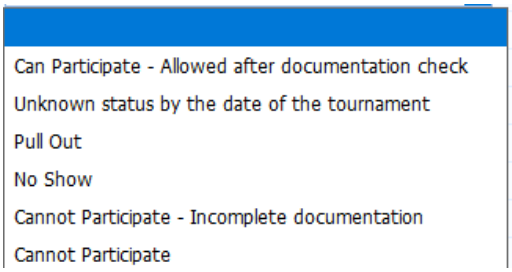


Figure 2.18: Archer Status menu.

2. **Country (2/3) and Short Name (2/3)**: the user has to type the second Country/Club of the athlete, so that the archer can be included in the relevant teams (for athletes participating in the name of more than a Country/Club; see Figure 2.19).

Figure 2.19: Selecting the second Country/Club for an athlete.

3. **Division, Category, Competition Class and Target Type**: if an athlete wants to participate in a different *Division*, *Category*, or *Class* from the default classification in the database, the user can simply open the corresponding drop-down menu and choose the wished item (see Figure 2.20). In the same way, the user can select the *Target Type*, e.g. for indoor competitions, in which an athlete shooting in the *Recurve* division can shoot on normal faces, or on triple faces.

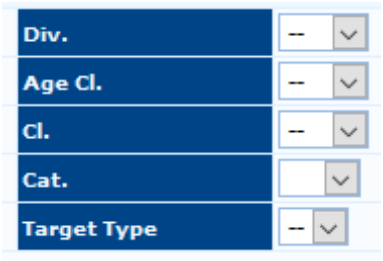


Figure 2.20: Drop-down menus for Division, Category, and Competition Class.

4. The 5 items below the *Target Type* are related to the athletes management for Final Matches (see Figure 2.21). This command is very useful, if any athlete cannot participate to Individual Matches, but can shoot in Team Matches, or the other way round. In this case, the user can simply choose '*Yes*' or '*No*' in the drop-down menu of the wished item. Same for Para-Archers, or crossbowers.

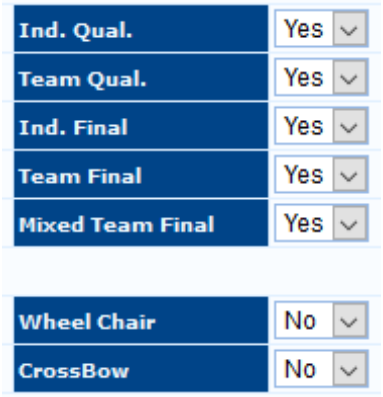
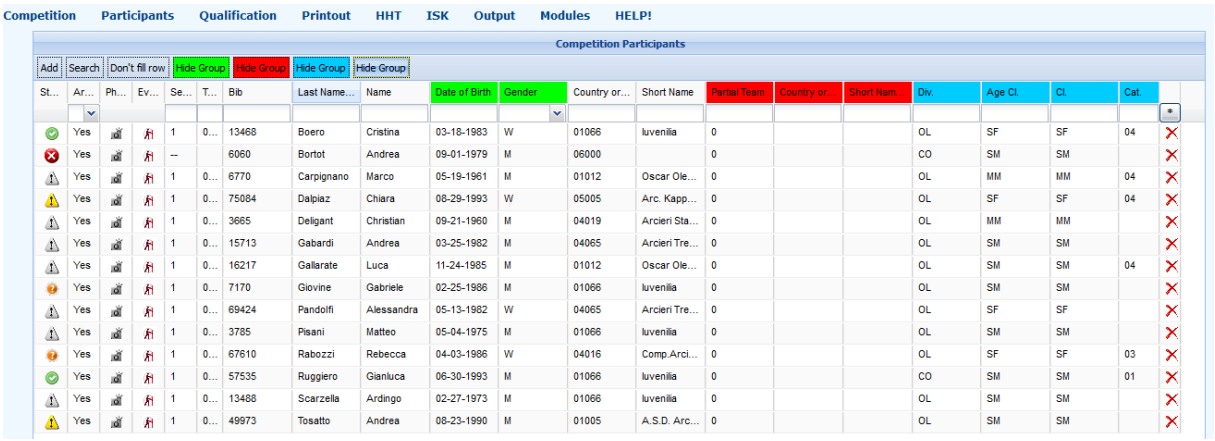


Figure 2.21: Drop-down menu for Individual and Team Matches.

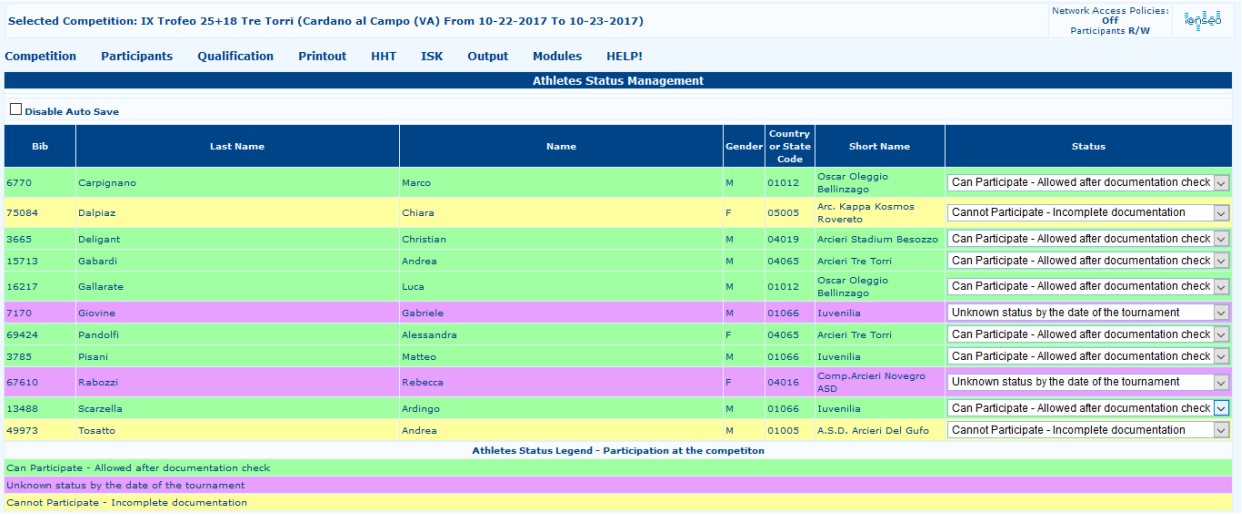
Participant List (Advanced): the *Advanced Participant List* will display a different view of the basic participants lists, that is not opening any new window for adding records (see Figure 2.22). Plus, the functions of this section are very useful. Specifically, after adding the record to the list, the row displays all the participant details, including if the athlete can participate to the tournament, the picture of the archer, and all the other information available in the basic list. The *Quick Search Bar* is very useful, as it enables the user to search for a record based on one or more values, selected by the user.



St...	Ar...	Ph...	Ev...	Se...	T...	Bib	Last Name...	Name	Date of Birth	Gender	Country or...	Short Name	Partial Team	Country or...	Short Nam...	Div.	Age Cl.	Cl.	Cat.
	Yes			1	0...	13468	Boero	Cristina	03-18-1983	W	01066	Iuvenilia	0			OL	SF	SF	04
	Yes			--		6060	Bortot	Andrea	09-01-1979	M	06000		0			CO	SM	SM	
	Yes			1	0...	6770	Carpignano	Marco	05-19-1961	M	01012	Oscar Ole...	0			OL	MM	MM	04
	Yes			1	0...	75084	Dalpiaz	Chiara	08-29-1993	W	05005	Arc. Kapp...	0			OL	SF	SF	04
	Yes			1	0...	3665	Deligant	Christian	09-21-1960	M	04019	Arcieri Sta...	0			OL	MM	MM	
	Yes			1	0...	15713	Gabardi	Andrea	03-25-1982	M	04065	Arcieri Tre...	0			OL	SM	SM	
	Yes			1	0...	16217	Gallarate	Luca	11-24-1985	M	01012	Oscar Ole...	0			OL	SM	SM	04
	Yes			1	0...	7170	Giovine	Gabriele	02-25-1986	M	01066	Iuvenilia	0			OL	SM	SM	
	Yes			1	0...	69424	Pandolfi	Alessandra	05-13-1982	W	04065	Arcieri Tre...	0			OL	SF	SF	
	Yes			1	0...	3785	Pisani	Matteo	05-04-1975	M	01066	Iuvenilia	0			OL	SM	SM	
	Yes			1	0...	67610	Rabozzi	Rebecca	04-03-1986	W	04016	Comp.Arci...	0			OL	SF	SF	03
	Yes			1	0...	57535	Ruggiero	Gianluca	06-30-1993	M	01066	Iuvenilia	0			CO	SM	SM	01
	Yes			1	0...	13488	Scarzella	Ardingo	02-27-1973	M	01066	Iuvenilia	0			OL	SM	SM	
	Yes			1	0...	49973	Tosatto	Andrea	08-23-1990	M	01005	A.S.D. Arc...	0			OL	SM	SM	

Figure 2.22: Advanced Participant List section.

Athlete Status Management: this section of the software is very useful for instantly displaying athletes that cannot participate to the tournament (see Figure 2.23). For any change, when it is not possible to update the database from the relevant website, the user can modify the record manually, always carefully considering the effects of any modification.



Bib	Last Name	Name	Gender	Country or State Code	Short Name	Status
6770	Carpignano	Marco	M	01012	Oscar Oleggio Bellinzago	Can Participate - Allowed after documentation check
75084	Dalpiaz	Chiara	F	05005	Arc. Kappa Kosmos Rovereto	Cannot Participate - Incomplete documentation
3665	Deligant	Christian	M	04019	Arcieri Stadium Besozzo	Can Participate - Allowed after documentation check
15713	Gabardi	Andrea	M	04065	Arcieri Tre Torri	Can Participate - Allowed after documentation check
16217	Gallarate	Luca	M	01012	Oscar Oleggio Bellinzago	Can Participate - Allowed after documentation check
7170	Giovine	Gabriele	M	01066	Iuvenilia	Unknown status by the date of the tournament
69424	Pandolfi	Alessandra	F	04065	Arcieri Tre Torri	Can Participate - Allowed after documentation check
3785	Pisani	Matteo	M	01066	Iuvenilia	Can Participate - Allowed after documentation check
67610	Rabozzi	Rebecca	F	04016	Comp.Arcieri Novegro ASD	Unknown status by the date of the tournament
13488	Scarzella	Ardingo	M	01066	Iuvenilia	Can Participate - Allowed after documentation check
49973	Tosatto	Andrea	M	01005	A.S.D. Arcieri Del Gufo	Cannot Participate - Incomplete documentation

Athletes Status Legend - Participation at the competiton
Can Participate - Allowed after documentation check
Unknown status by the date of the tournament
Cannot Participate - Incomplete documentation

Figure 2.23: Athlete Status Management section.

Athlete Participation in Individual/Team Events: this section enables the user to select if an athlete can participate to *Individual or Team Events* scheduled in the tournament, both for the Qualification Round, and in the Final Rounds of the competition (see Figure 2.24). As previously described for adding a record, once the wished athlete is found, the user can choose '*Yes*' or '*No*' in the corresponding drop-down menu.

Figure 2.24: Athlete Participation in Individual/Team Events section.

Target: the Target Assignment is an essential task in the early stages of the competition management. The software offers 3 different ways for assigning targets to athletes: the *Manual Assignment*, described in this part of the manual, the *Draw* Assignment, and *Target Assignment by Rank*, that will be both explained in the *Advanced Tournaments Management* chapter (see Par. 5.3).
The *Manual Assignment* tool is easy to use, as it is really intuitive (see Figure 2.25). Clicking on the corresponding command, the program opens a screen with all the records added until then. The user can edit only two fields: the *Session*, that shouldn't be changed, if the *Status* has been previously set, and the *Target*. To modify the *Target,* the user can simply type the number and the letter corresponding to any athletes place. If the *Target* number/letter is not correct (e.g. if the field has 20 targets and the user adds an athlete at Target #21), or if two athletes have been assigned to the same target, the program will report an error, highlighting in red the corresponding target box, so that the user can immediately identify any mistake.

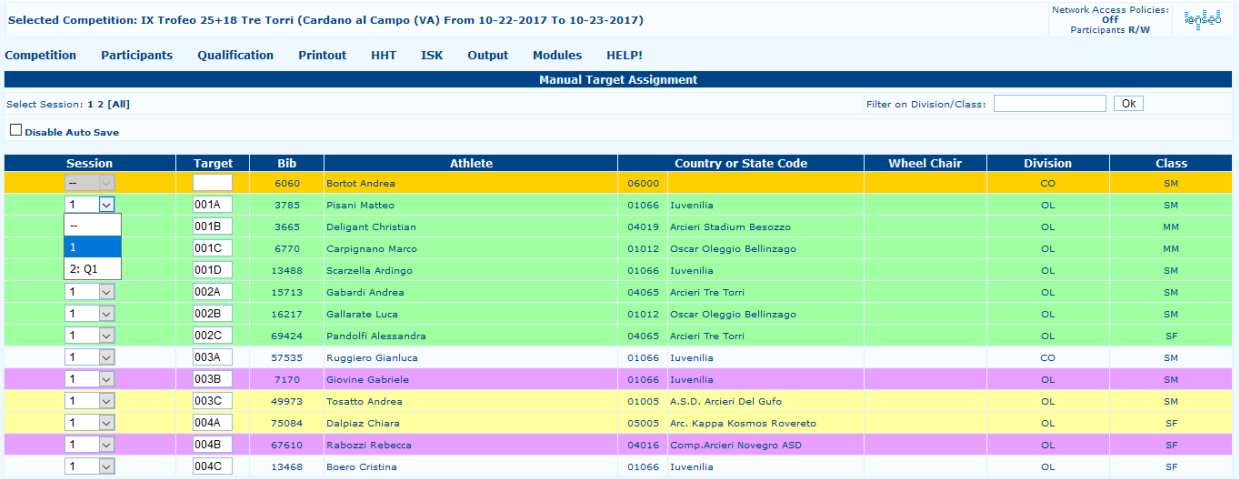


Figure 2.25: Targets Manual Assignment section.

Accreditation: this process is really important for the economic management of a competition. From this section, the user can manage not only prices and currencies, but also the actual participation status of athletes enrolled in the tournament, being promptly aware of participants that are attending the competition or not (meaning athletes that have already being accredited or not; see Figure 2.26).

Figure 2.26: Accreditation Management menu.

In the Accreditation management menu, the user will find the following items:

Accreditation: this item opens the main page in the Accreditation process. Based on the selected *Session*, it enables the user to shoot a picture for each participant, or to proceed in the athletes *Accreditation* Management and in the *Equipment Inspection* procedure (see Figure 2.27).

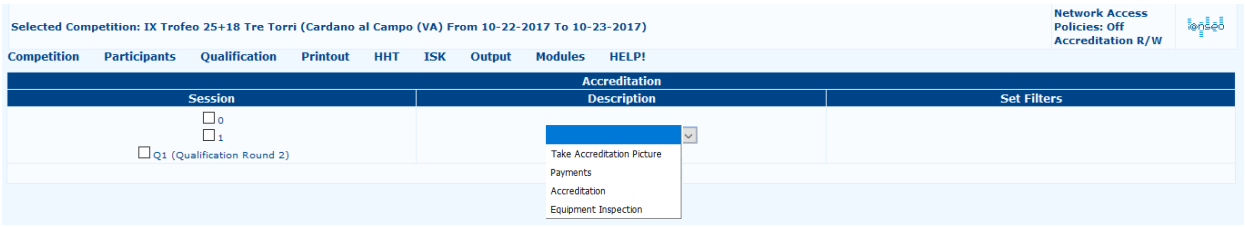


Figure 2.27: Accreditation Management options.

Clicking on *Accreditation*, the program opens a page showing all the athletes enrolled in the tournament. First of all, for ensuring that this option will work properly, the user has to click on *Open Bill* from the *Accreditation* main page, to set the tournament revenues counter to 0. Now, the system will add, to the initial value, the corresponding fees for each athlete that has completed the Accreditation procedure (for setting prices, see the following steps). To complete the Accreditation procedure for any athlete, the user can simply search him/her (manually, or using the search bar), and, then, click on the *BIB number*, opening a new window. Clicking on '*OK*', the window will be automatically closed, and the Accreditation procedure will be, then, completed. If the system will return any error, the user can search the athlete and *Cancel* his/her Accreditation, by using the corresponding button, made available by the system right under the archer name.

Take Accreditation Picture: through this option, the user can manage the parameters needed for shooting pictures for athletes that don't have one in the official database (see Figure 2.28). When an athlete doesn't have a picture in the system, the program returns an error, highlighting the corresponding row, as shown in the following picture.

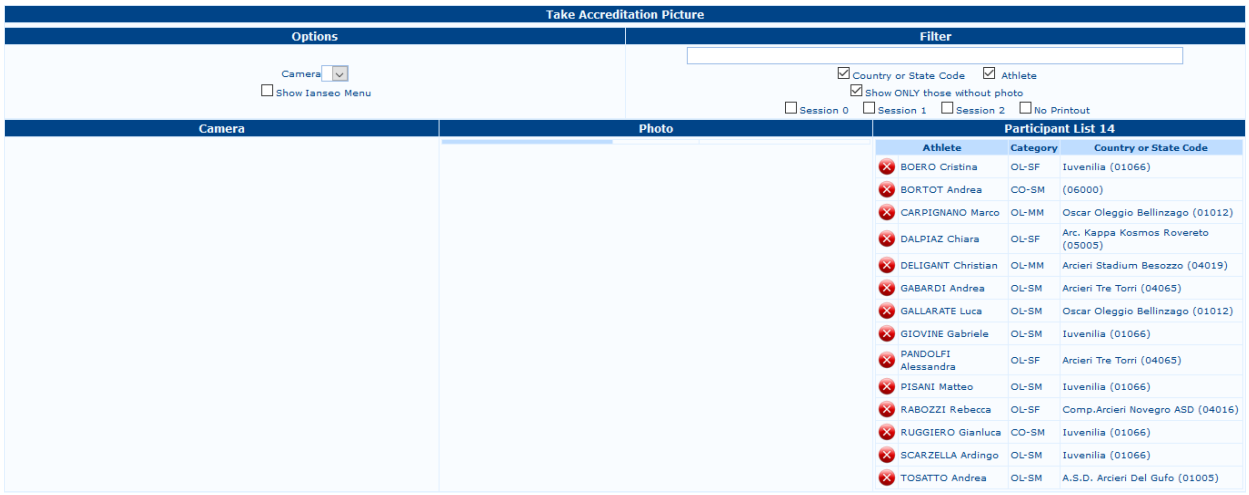


Figure 2.28: Taking Athletes Pictures and system errors (Missing Photo).

Fees setup: the payment page displays only two drop-down menus and a box, where the user can type the tournament fees for every division and class combination (see Figure 2.29). As for the previous screens, by pressing and holding *CTRL*, the user can select more items at the same time. Once the selection is complete, the user can upload the fees into the system by clicking on the '*Save*' button.

Figure 2.29: Setting the tournament fees.

Nonpaying Archers: as it can be easily understood, through this option, the user can manage athletes that, for several reasons, won't have to pay for participating in the tournament. Searching and selecting these athletes from the drop-down menu, in the *Payment* page, the user can choose if any archer will have to pay the tournament fees ('*Yes*'), or not ('*No*'; see Figure 2.30). If any archer won't have to pay these fees, the user will be able to edit the archers details as any other one, during the Accreditation procedure, with the only difference that tournament revenues won't be changed accordingly.

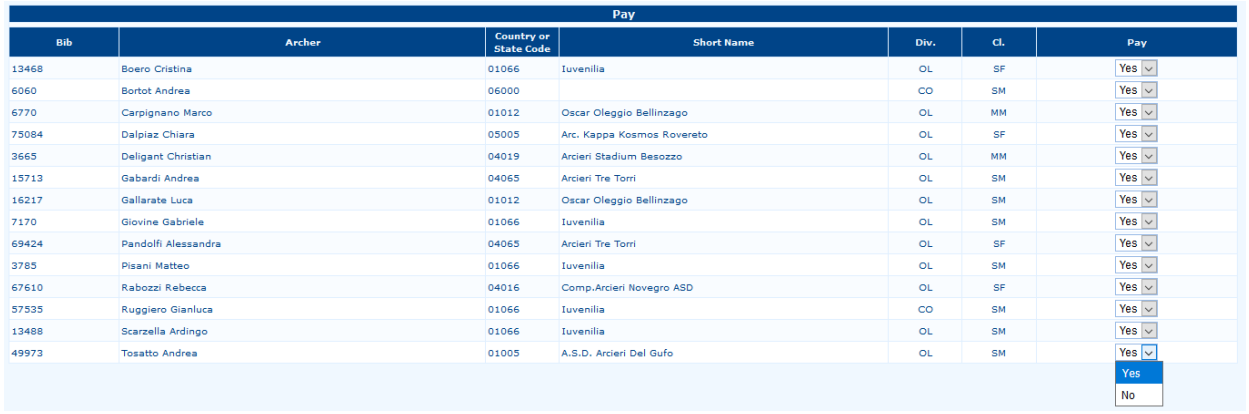


Figure 2.30: Setting Nonpaying Archers.

Accreditation colors management: this function enables the user to manage colors for Accreditation badges, depending on the access rights granted to different participants classes (see Figure 2.31).

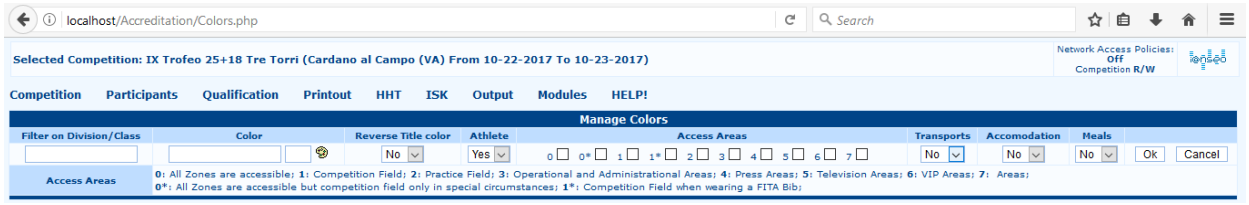


Figure 2.31: Accreditation colors management for Badges.

Print Accreditation Badges: this page enables the user to print Accreditation Badges. The module includes many different options, and, for this reason, it has been improved, making the printable items position editable from users (see Figure 2.32).

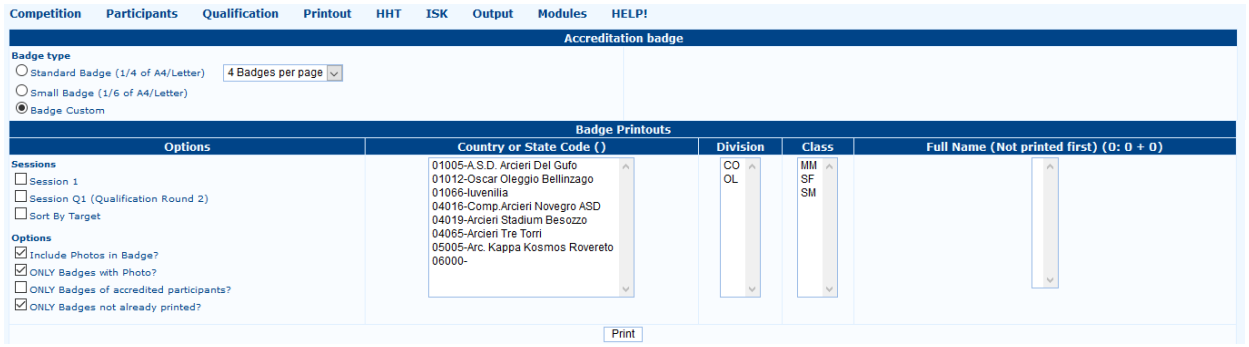


Figure 2.32: Badges Printout page (Simple Version).

New Print Accreditation Badges: this new module for creating and printing Accreditation documents is more complete (see Figure 2.33). For the description of this module use, see Par. 5.4.

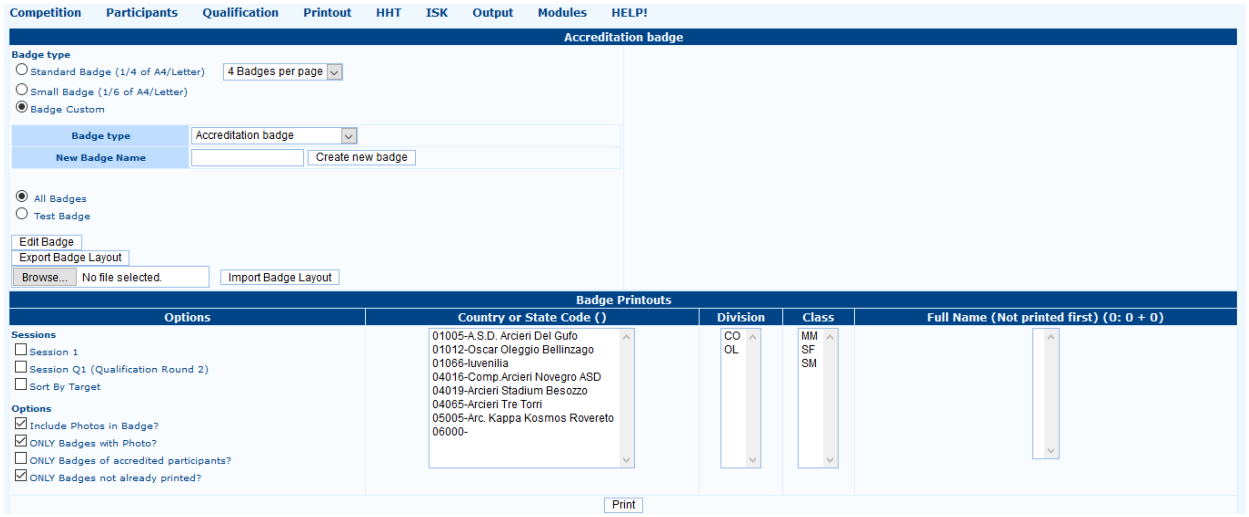


Figure 2.33: New Print Accreditation Badges (Complete Version).

Printout: this section shows different printing documents (see Figure 2.34). In the first three rows, the usual printouts are displayed, together with other useful templates (*participant List ordered by Targets, group by Country* and *in Alphabetical Order*), both for **Accreditation** and **Equipment Inspection** phases. The fourth row displays Accreditation printouts, or *Card* and *Labels* templates, plus *Barcodes*, that the program automatically assigns to athletes (which are useful when the user needs to search for an archer in a tournament with many participants, or for drawing any prizes). The last row, instead, enables the user to print both *Bills* for accreditation payments, and the *Total Bill Report* for payments made until then, divided by session and cost classes.
Then, after standard printouts, the system displays an advanced selection section, that enables the user to print documents with specific parameters. E.g. this is very useful when the user needs to print *Bills* for a single Country/Club, instead of the document including all the countries/clubs in the tournament.

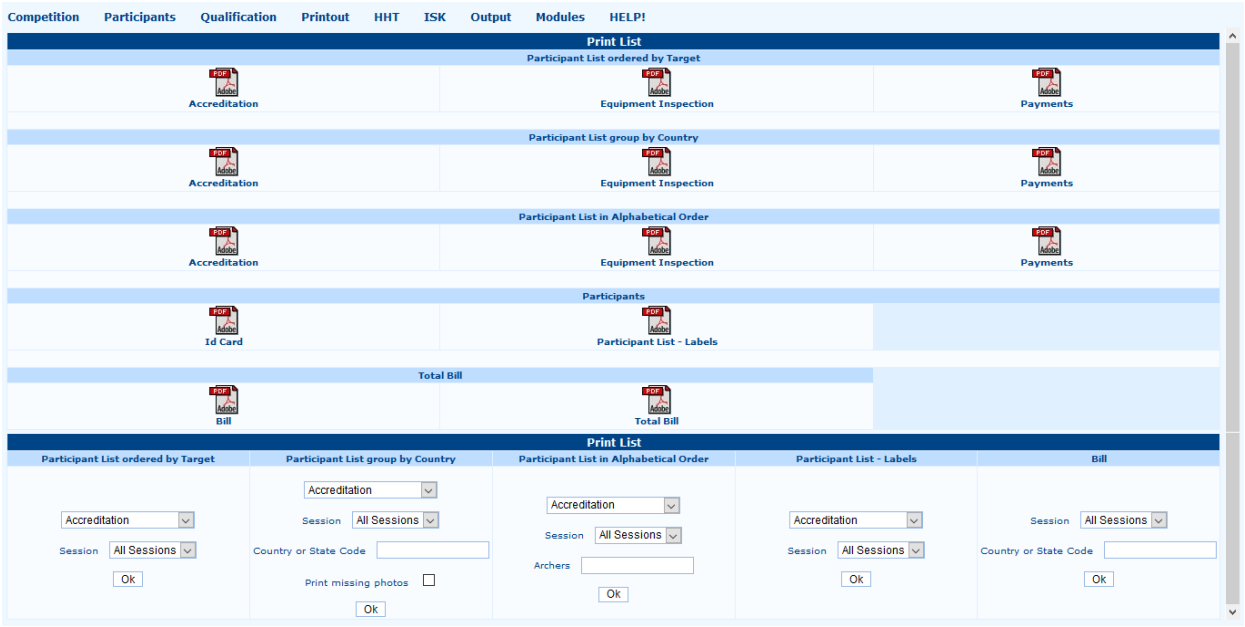


Figure 2.34: Accreditation Printouts page.

Athletes Syncing: the more used and most important item in this menu is the first one (see Figure 2.35).

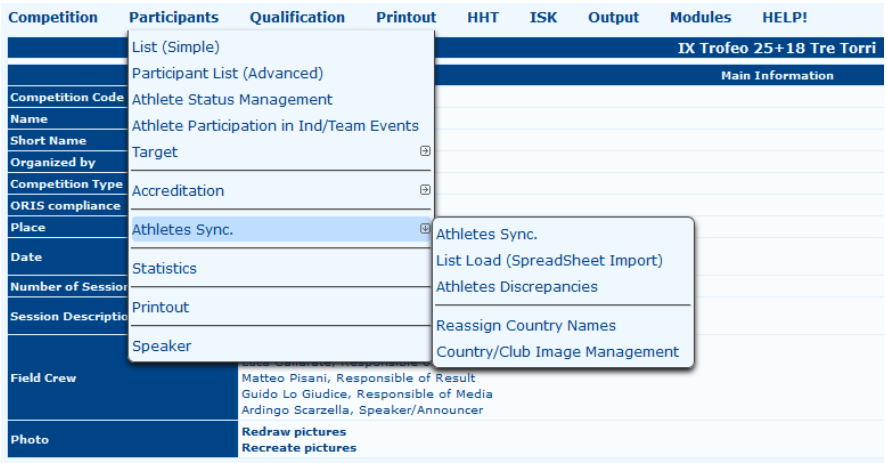


Figure 2.35: Athletes Syncing menu.

The *Athletes Syncing* option enables the user to download, or update, the archers details in the program, by downloading them from the relevant National Federation database, or using a file including the athletes data (see Figure 2.36).

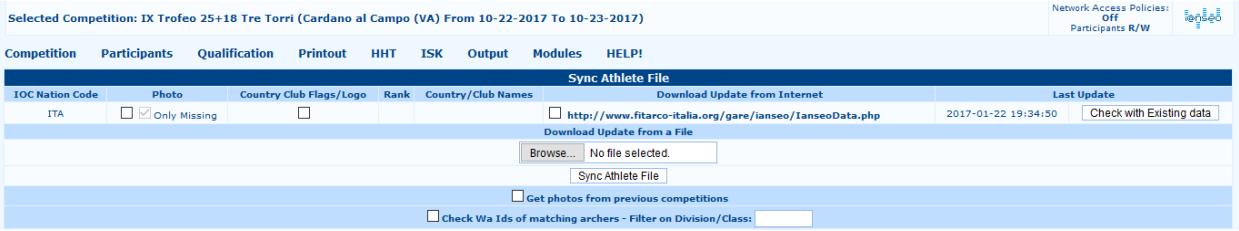


Figure 2.36: Athletes Syncing page.

The second item, called '*List Load (SpreadSheet Import)*', is to be used mainly when all the records are already saved in an Excel file (SpreadSheet).

Statistics: the program will open a page, displaying all the useful printouts for the general reporting and analysis activities of the competition, both in a visual and numeric way (see Figure 2.37).

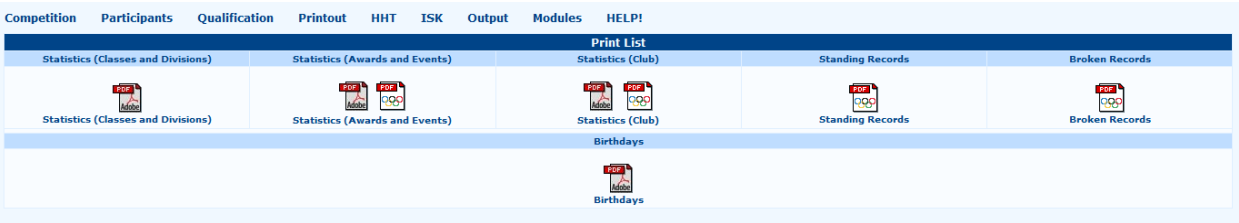
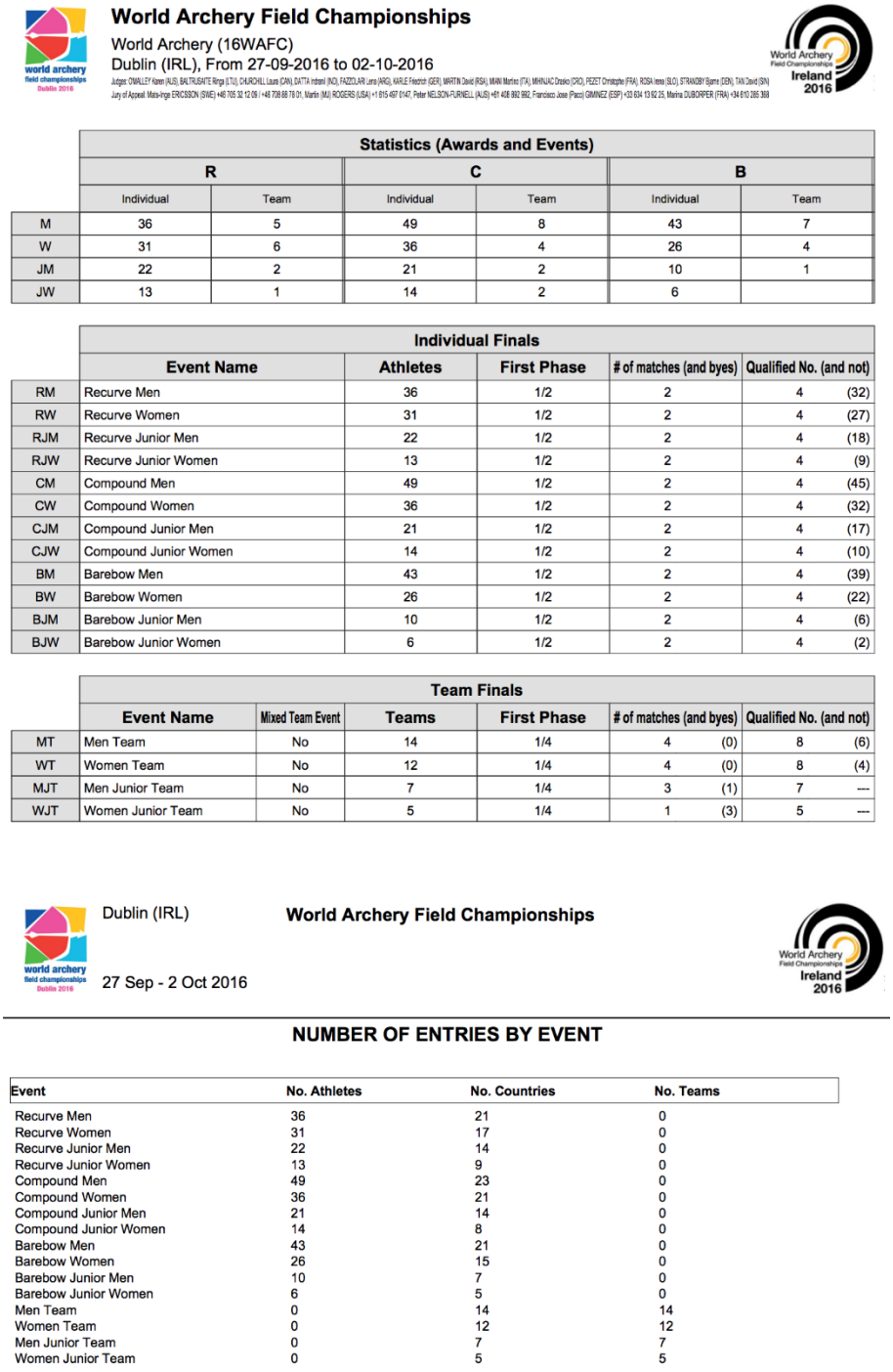


Figure 2.37: Statistics Printouts page.

The first row is divided into five parts: the first one, related to the **Statistics for Divisions and Classes**, displays the relevant Divisions and Classes for each Session, and the total both for Divisions and Classes. The third part, called **Statistics of Participants by Club** (see Figure 2.39), lists the archers number for all the countries/clubs, divided in Divisions and Classes, plus the total. The second, **Statistics (Awards and Events)**, is more synthetic than the two previous ones (see Figure 2.38). It shows a general overview of Divisions and Classes, and the sheet displays also the *Number of Participants for the Final Rounds*, both for Individual and Team Events (for Olympic Round tournaments). It is very useful for any organizing committee, to check the number and kind of awards. The second row, instead, highlights if there will be the chance of celebrating the birthday of any athlete during the tournament.



World Archery Field Championships

World Archery (16WAFC)

Dublin (IRL), From 27-09-2016 to 02-10-2016

Judges: O'MALLEY Karen (RJS), BALTRUSAITE Ringa (LTU), CHURCHILL Laura (CAN), DATTA Indranil (IND), FAZZOLARI Lena (ARG), KARLE Friedrich (GER), MARTIN David (RSA), MIANI Martino (ITA), MIHNJAC Drasko (CRO), PEZET Christophe (FRA), ROSA Irena (SLO), STRANDBY Bjarne (DEN), TAN David (SIN)

Jury of Appeal: Mats-Inge ERICSSON (SWE) +46 705 32 12 09 / +44 708 68 76 01, Martin (MJ) ROGERS (USA) +1 815 457 0147, Peter NELSON-FURNELL (AUS) +61 408 892 992, Francisco Jose (Paco) GIMINEZ (ESP) +33 634 13 92 25, Marina DUBORPER (FRA) +34 610 286 368

Statistics (Awards and Events)

	R		C		B	
	Individual	Team	Individual	Team	Individual	Team
M	36	5	49	8	43	7
W	31	6	36	4	26	4
JM	22	2	21	2	10	1
JW	13	1	14	2	6	

Individual Finals

	Event Name	Athletes	First Phase	# of matches (and byes)	Qualified No. (and not)
RM	Recurve Men	36	1/2	2	4 (32)
RW	Recurve Women	31	1/2	2	4 (27)
RJM	Recurve Junior Men	22	1/2	2	4 (18)
RJW	Recurve Junior Women	13	1/2	2	4 (9)
CM	Compound Men	49	1/2	2	4 (45)
CW	Compound Women	36	1/2	2	4 (32)
CJM	Compound Junior Men	21	1/2	2	4 (17)
CJW	Compound Junior Women	14	1/2	2	4 (10)
BM	Barebow Men	43	1/2	2	4 (39)
BW	Barebow Women	26	1/2	2	4 (22)
BJM	Barebow Junior Men	10	1/2	2	4 (6)
BJW	Barebow Junior Women	6	1/2	2	4 (2)

Team Finals

	Event Name	Mixed Team Event	Teams	First Phase	# of matches (and byes)	Qualified No. (and not)
MT	Men Team	No	14	1/4	4 (0)	8 (6)
WT	Women Team	No	12	1/4	4 (0)	8 (4)
MJT	Men Junior Team	No	7	1/4	3 (1)	7 ---
WJT	Women Junior Team	No	5	1/4	1 (3)	5 ---

Dublin (IRL)

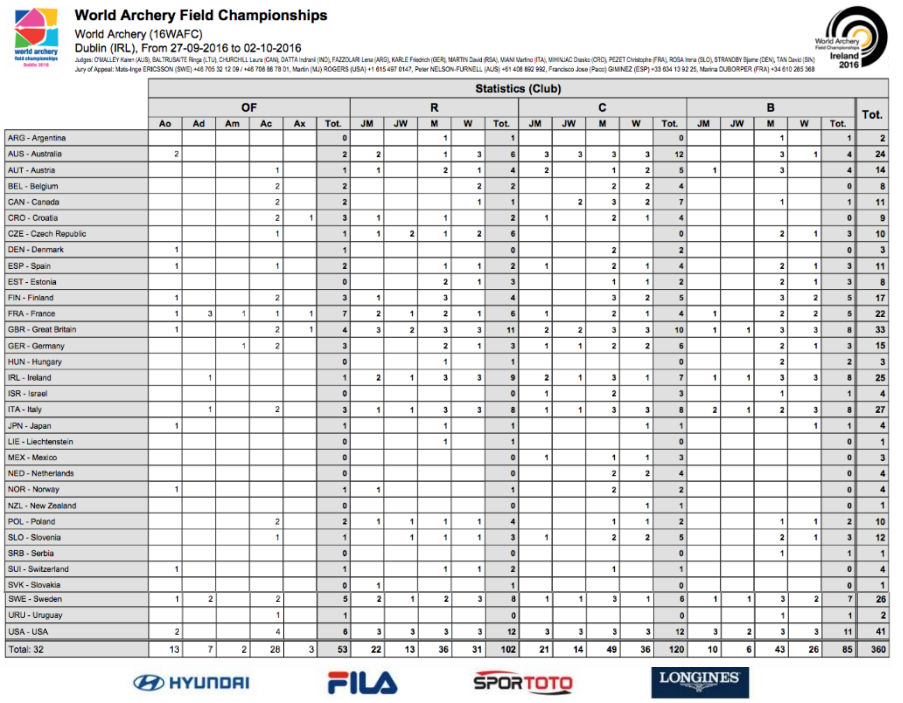
27 Sep - 2 Oct 2016

World Archery Field Championships

NUMBER OF ENTRIES BY EVENT

Event	No. Athletes	No. Countries	No. Teams
Recurve Men	36	21	0
Recurve Women	31	17	0
Recurve Junior Men	22	14	0
Recurve Junior Women	13	9	0
Compound Men	49	23	0
Compound Women	36	21	0
Compound Junior Men	21	14	0
Compound Junior Women	14	8	0
Barebow Men	43	21	0
Barebow Women	26	15	0
Barebow Junior Men	10	7	0
Barebow Junior Women	6	5	0
Men Team	0	14	14
Women Team	0	12	12
Men Junior Team	0	7	7
Women Junior Team	0	5	5

Figure 2.38: Printing Layout of Statistics, Awards and Events (i@nseo and ORIS layouts).



World Archery Field Championships

World Archery (16WAFC)

Dublin (IRL), From 27-09-2016 to 02-10-2016

Judges: O'MALLEY Karen (AUS), BALTRUSAITE Ringa (LTU), CHURCHILL Laura (CAN), DATTA Indranil (IND), FAZZOLARI Lena (ARG), KARLE Friedrich (GER), MARTIN David (RSA), MIANI Martino (ITA), MIHALAC Drasko (CRO), PEZET Christophe (FRA), ROSA Irena (SLO), STRANDBY Bjarne (DEN), TAN Daniel (SIN)

Jury of Appeal: Mats-Inge ERICSSON (SWE) +46 705 32 12 09 / +46 708 88 78 01, Martin (MJ) ROGERS (USA) +1 615 497 0147, Peter NELSON-FURNELL (AUS) +61 408 892 992, Francisco Jose (Paco) GIMINEZ (ESP) +33 634 13 92 25, Marina DUBORPER (FRA) +34 610 265 368

Statistics (Club)

	OF						R					C					B					Tot.
	Ao	Ad	Am	Ac	Ax	Tot.	JM	JW	M	W	Tot.	JM	JW	M	W	Tot.	JM	JW	M	W	Tot.	
ARG - Argentina						0			1		1					0			1		1	2
AUS - Australia	2					2	2		1	3	6	3	3	3	3	12			3	1	4	24
AUT - Austria				1		1	1		2	1	4	2		1	2	5	1		3		4	14
BEL - Belgium				2		2				2	2			2	2	4					0	8
CAN - Canada				2		2				1	1		2	3	2	7			1		1	11
CRO - Croatia				2	1	3	1		1		2	1		2	1	4					0	9
CZE - Czech Republic				1		1	1	2	1	2	6					0			2	1	3	10
DEN - Denmark	1					1					0			2		2					0	3
ESP - Spain	1			1		2			1	1	2	1		2	1	4			2	1	3	11
EST - Estonia						0			2	1	3			1	1	2			2	1	3	8
FIN - Finland	1			2		3	1		3		4			3	2	5			3	2	5	17
FRA - France	1	3	1	1	1	7	2	1	2	1	6	1		2	1	4	1		2	2	5	22
GBR - Great Britain	1			2	1	4	3	2	3	3	11	2	2	3	3	10	1	1	3	3	8	33
GER - Germany			1	2		3			2	1	3	1	1	2	2	6			2	1	3	15
HUN - Hungary						0			1		1					0			2		2	3
IRL - Ireland		1				1	2	1	3	3	9	2	1	3	1	7	1	1	3	3	8	25
ISR - Israel						0					0	1		2		3			1		1	4
ITA - Italy		1		2		3	1	1	3	3	8	1	1	3	3	8	2	1	2	3	8	27
JPN - Japan	1					1			1		1				1	1				1	1	4
LIE - Liechtenstein						0			1		1					0					0	1
MEX - Mexico						0					0	1		1	1	3					0	3
NED - Netherlands						0					0			2	2	4					0	4
NOR - Norway	1					1	1				1			2		2					0	4
NZL - New Zealand						0					0				1	1					0	1
POL - Poland				2		2	1	1	1	1	4			1	1	2			1	1	2	10
SLO - Slovenia				1		1		1	1	1	3	1		2	2	5			2	1	3	12
SRB - Serbia						0					0					0			1		1	1
SUI - Switzerland	1					1			1	1	2			1		1					0	4
SVK - Slovakia						0	1				1					0					0	1
SWE - Sweden	1	2		2		5	2	1	2	3	8	1	1	3	1	6	1	1	3	2	7	26
URU - Uruguay				1		1					0					0			1		1	2
USA - USA	2			4		6	3	3	3	3	12	3	3	3	3	12	3	2	3	3	11	41
Total: 32	13	7	2	28	3	53	22	13	36	31	102	21	14	49	36	120	10	6	43	26	85	360

HYUNDAI FILA SPORTOTO LONGINES

Dublin (IRL)

27 Sep - 2 Oct 2016

World Archery Field Championships

NUMBER OF ENTRIES BY COUNTRY

NOC		Men	Women	Total Competitors	Officials	Total
ARG	Argentina	2	0	2	0	2
AUS	Australia	12	10	22	2	24
AUT	Austria	10	3	13	1	14
BEL	Belgium	2	4	6	2	8
CAN	Canada	4	5	9	2	11
CRO	Croatia	5	1	6	3	9
CZE	Czech Republic	4	5	9	1	10
DEN	Denmark	2	0	2	1	3
ESP	Spain	6	3	9	2	11
EST	Estonia	5	3	8	0	8
FIN	Finland	10	4	14	3	17
FRA	France	10	5	15	7	22
GBR	Great Britain	15	14	29	4	33
GER	Germany	7	5	12	3	15
HUN	Hungary	3	0	3	0	3
IRL	Ireland	14	10	24	1	25
ISR	Israel	4	0	4	0	4
ITA	Italy	12	12	24	3	27
JPN	Japan	1	2	3	1	4
LIE	Liechtenstein	1	0	1	0	1
MEX	Mexico	2	1	3	0	3
NED	Netherlands	2	2	4	0	4
NOR	Norway	3	0	3	1	4
NZL	New Zealand	0	1	1	0	1
POL	Poland	4	4	8	2	10
SLO	Slovenia	6	5	11	1	12
SRB	Serbia	1	0	1	0	1
SUI	Switzerland	2	1	3	1	4
SVK	Slovakia	1	0	1	0	1
SWE	Sweden	12	9	21	5	26
URU	Uruguay	1	0	1	1	2
USA	USA	18	17	35	6	41
	Total: 32	181	126	307	53	360

Figure 2.39: Printing Layout of the Participant List by Country/Club (i@nseo and ORIS layouts).

Participants Printout: similarly to the printout section for the Accreditation procedure, the Participants *Printout* page displays different options for printing the selected Participant Lists (see Figure 2.40). The first three ones refer to lists with the three usual orders, or better *Participant List ordered by Target*, *Participant List ordered by Country/Club* and *Participant List in Alphabetical Order*. After that, the system will display the Printout for *Participant List grouped by Category* and any warning about the athletes status, with the corresponding identification code.

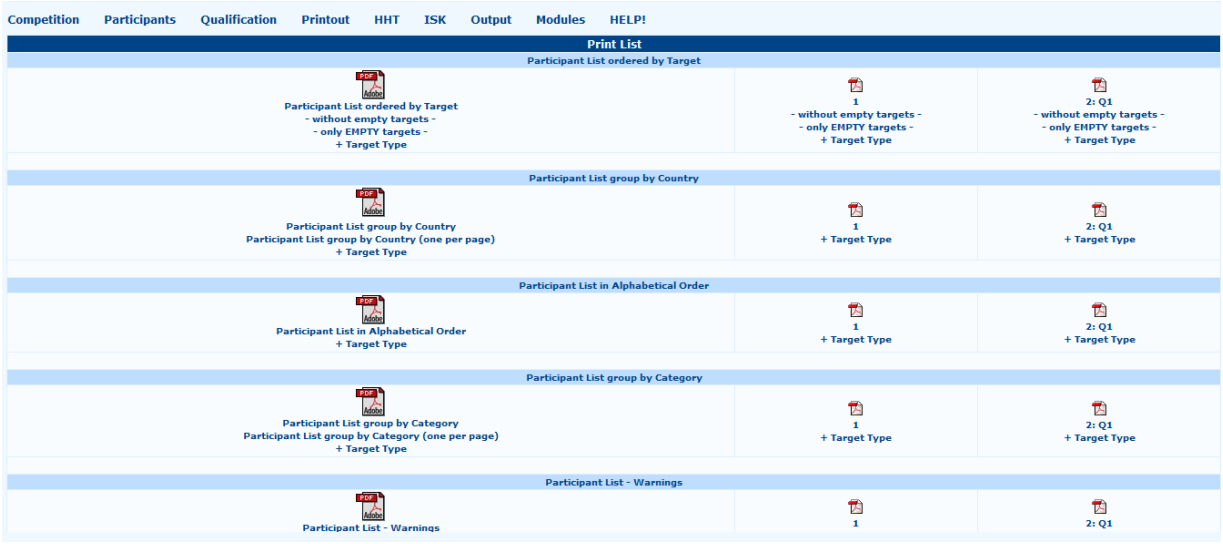


Figure 2.40: Participants Printout page.

Under this first section, the page will display the *Standard ORIS printout* options for the same lists shown above (these printout layouts are meant for World Archery international competitions, WRE and Olympic Tournaments). Then, as for all the printout pages in the software, the system will display some editable fields, that the user can customize for printing only some selected information, based on specific needs (see Figure 2.41).

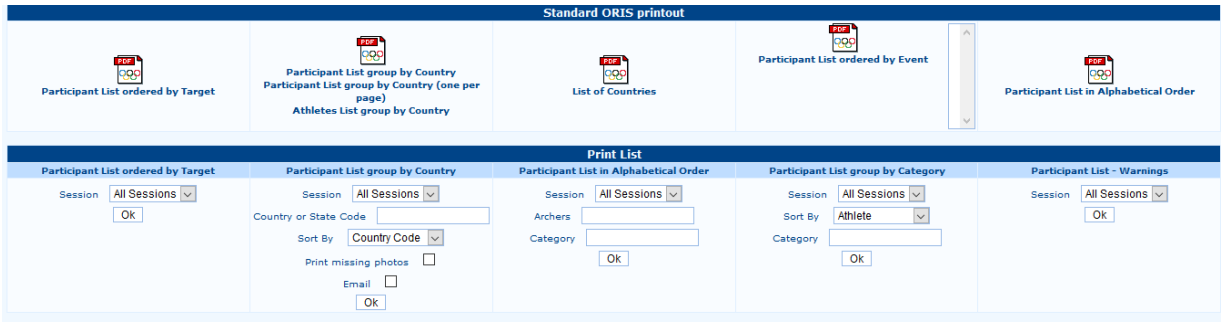


Figure 2.41: Standard ORIS and advanced Participant List Printout.

Chapter 3

Qualification Rounds

The Qualification Round is a key phase in each tournament, from local ones to the most important competitions in Archery. For what concerns i@nseo, everything that is related to scoring, scorecards, and printouts is available in the **Qualification** item of the main menu.

3.1 Scoring and Printouts

The *Qualification* item in the main menu of the software includes the following functions:

Input Score: the main feature in the scores management. Selecting this option, the software will open drop-down submenu with some other items, which are related to the different procedures through which users can input scores in i@nseo. Users can enter scores in the system in four separate ways:

1) **Standard Table**: after selecting the whished Session, Targets and Distance, clicking on *OK*, a screen with a spreadsheet layout will be displayed: here the user can input scores in a simple and fast way (see Figure 3.1). Ticking the box *G/X*, the user can manage *10s* and *Xs* (or *9s* in indoor tournaments) that each athlete will shoot. Generally, this is a required activity during competitions; it can be skipped when the user needs to manage only some parts of scorecards and golds are not relevant (e.g. for scoring at half distance).

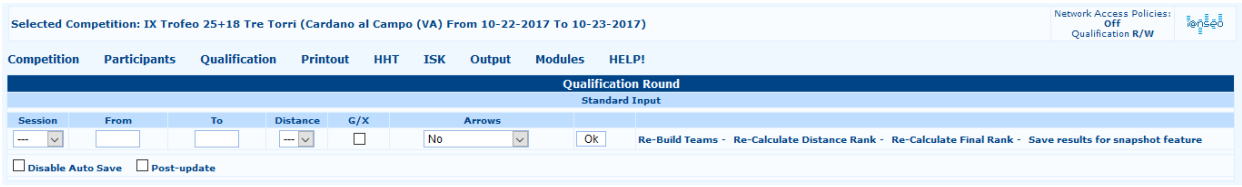


Figure 3.1: Scoring through the Standard Table.

Once scores of all archers are inputted, the user has to click on *Re-Build Teams*, *Re-Calculate Distance Rank* and, then, *Re-Calculate Final Rank*. The software will open 3 different pop-ups: always click *OK*. The software will, then, generate the Final Rank for the tournament. The user could also click on *Save results for snapshot feature*, to generate data for the real time displaying of ranks, but it is not necessary, unless there are visual electronic devices (TV or similar systems) in use, for they need to manage in real time the athletes ranks or positions in the entire competition. Plus, without using HTTs, this command is partly effective, for results will be ranked and displayed only considering sessions and distances in the tournament.

2) **Extended Table**: it works just as the Standard Table. It differs only for the output, that shows, in addition to scores to be inputted, the scores of the previous end (after the first one), or the sum of the scores of the previous ends (see Figure 3.2). It is useful to check that scores, that have been previously inputted, have been entered without mistakes.

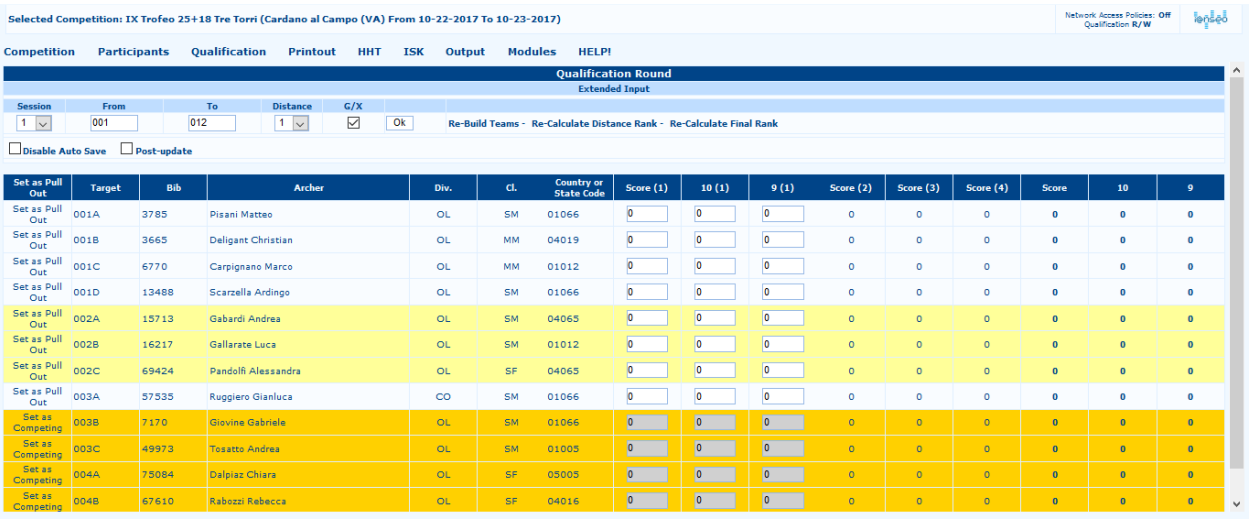


Figure 3.2: Scoring through the Extended Table.

3) **Arrow by Arrow (Advanced users)**: this function enables the user to manage the score of each arrow in an end for each athlete (see Figure 3.3). This scoring method should not be used when scoring with electronic devices, for the user can enter in the program only the total scores per end, and not the score of each arrow.

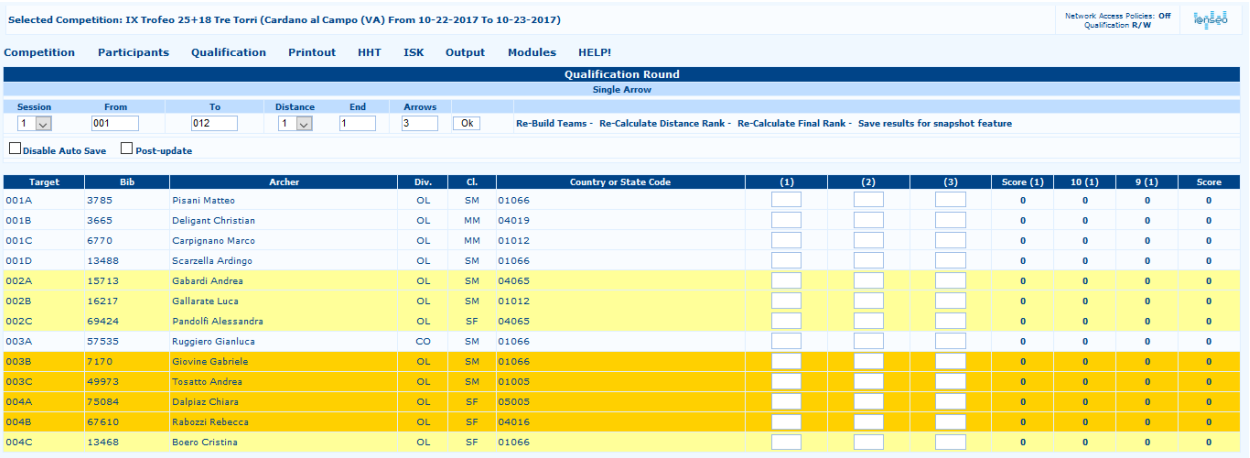


Figure 3.3: Arrow by Arrow Scoring.

4) **Arrow by Arrow (Scorecards View)**: this function works just as the previous method, but on a different view, that displays a chart, which is similar to a standard printed scorecard (see Figure 3.4).

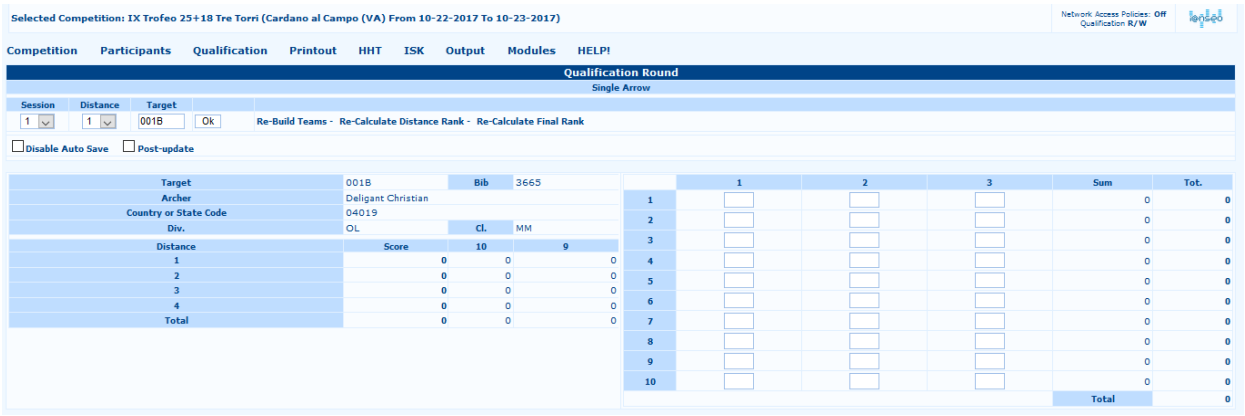


Figure 3.4: Scorecards View Scoring.

Under the same menu (**Input Score**), the user can also find:

Check Data Update: this command enables the user to check *Data Updates* of scores, when the competition is managed with different networked computers.

If an athlete decides to retire from the competition, or he/she has been disqualified, the user can set the archer as 'pulled out'. The athlete will still be counted in the tournament statistics (payments, targets list, and so on), but the software won't let the user input any scores. To set an archer as retired, the user just has to click on the two options on the left of the athlete's name in the Scoring Panel: *Set as Pull Out* or *Set as DSQ*. The row will be turned into red, for athletes that have been set as disqualified, and yellow, for archers that have been set as pulled out, and any of their previously entered scores will be deleted (see Figure 3.5).

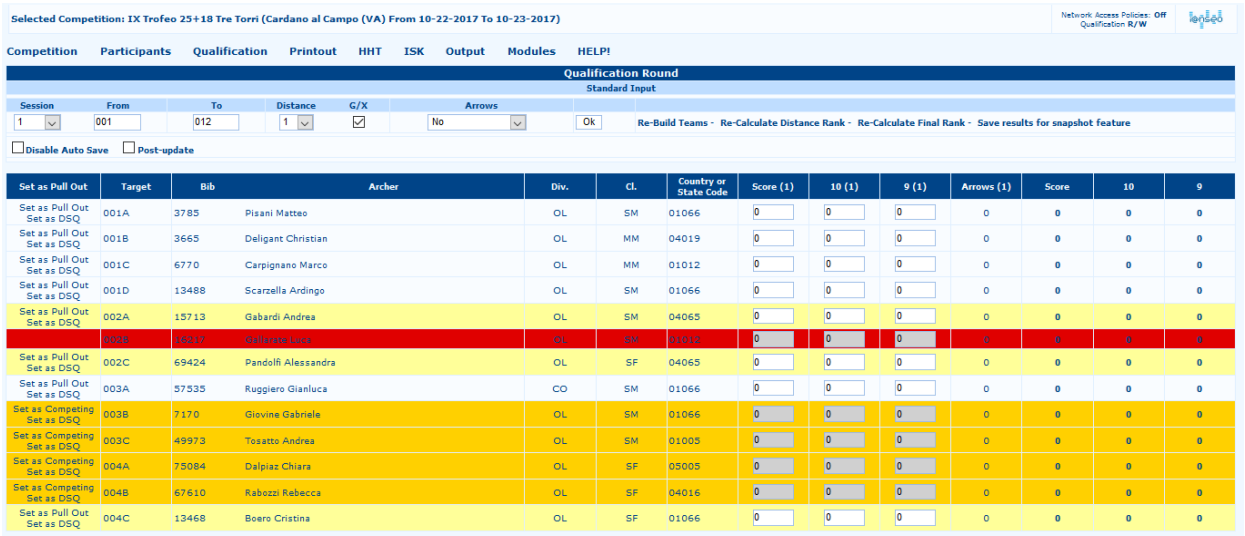


Figure 3.5: Setting an athlete as pulled out or DSQ.

Export text file: as for the item name, this function enables the user to save a text file (*.txt*) with all the scores inputted in the tournament.

Scorecard Printout: this function has been recently optimized for being as adaptable as possible. The first part is split into two columns, where the user can manage all the variables needed for customizing the Scorecard Printout. Generally, to help users printing what they need, the first part of the screen includes the REQUIRED options for composing a standard printed scorecard (see Figure 3.6).

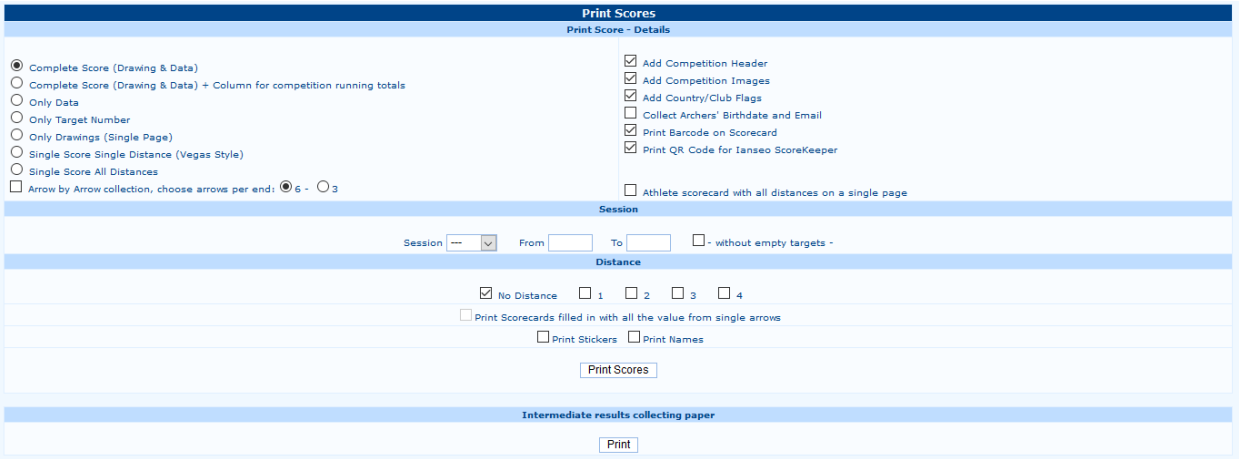


Figure 3.6: Scorecard Printout page.

Should the user need to print any other kind of scorecards (e.g. *Only Data*, *Only Target Number*, or *Only Drawings*), the screen offers a selection list (on the left), where the user can choose the wished option. Obviously, the user can also modify a scorecard, to omit any text string, or picture included in the tournament. Once the scorecard type is selected and the final appearance is composed, the user can proceed to the actual printing page. In the lower row, the software shows some editable boxes, that enable the user to choose the wished Session and Number of Targets to be printed. The program, once the Session is selected, autocompletes any empty part with all the available targets.
The user can also print all the targets, except for the empty ones only, by ticking the box on the right part of the row. Once Session and Targets are selected, the user has to choose the wished distance to be printed (see Figure 3.8). When electronic devices are in use for the automatic scores management, the user can print also scorecards created by the software with scores inputted directly by the archers. Eventually, the user can also print *Mini Scorecards*, to manually collect partial scoring results.

Athlete Numbers: this option enables the user to print the Athlete Numbers for the wished event. Editing the parameters, the user can modify the page composition, moving the *Target Number*, the *Athlete Name* and *Country/Club*. Plus, this page offers the tools both for adding customized images and importing graphic settings from another program (see Figure 3.7). The printing procedure is similar to the Scorecards one, for the user needs to select the wished Session and Targets.

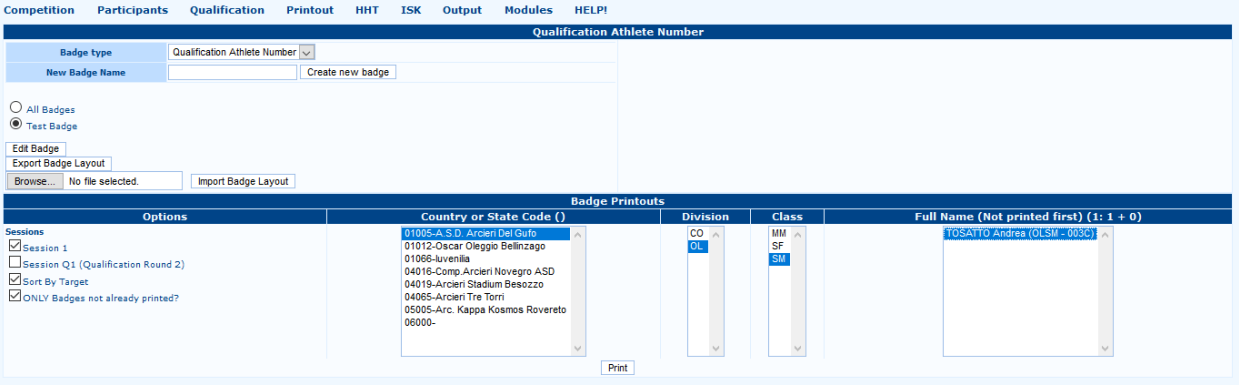


Figure 3.7: Athlete Numbers composition page.

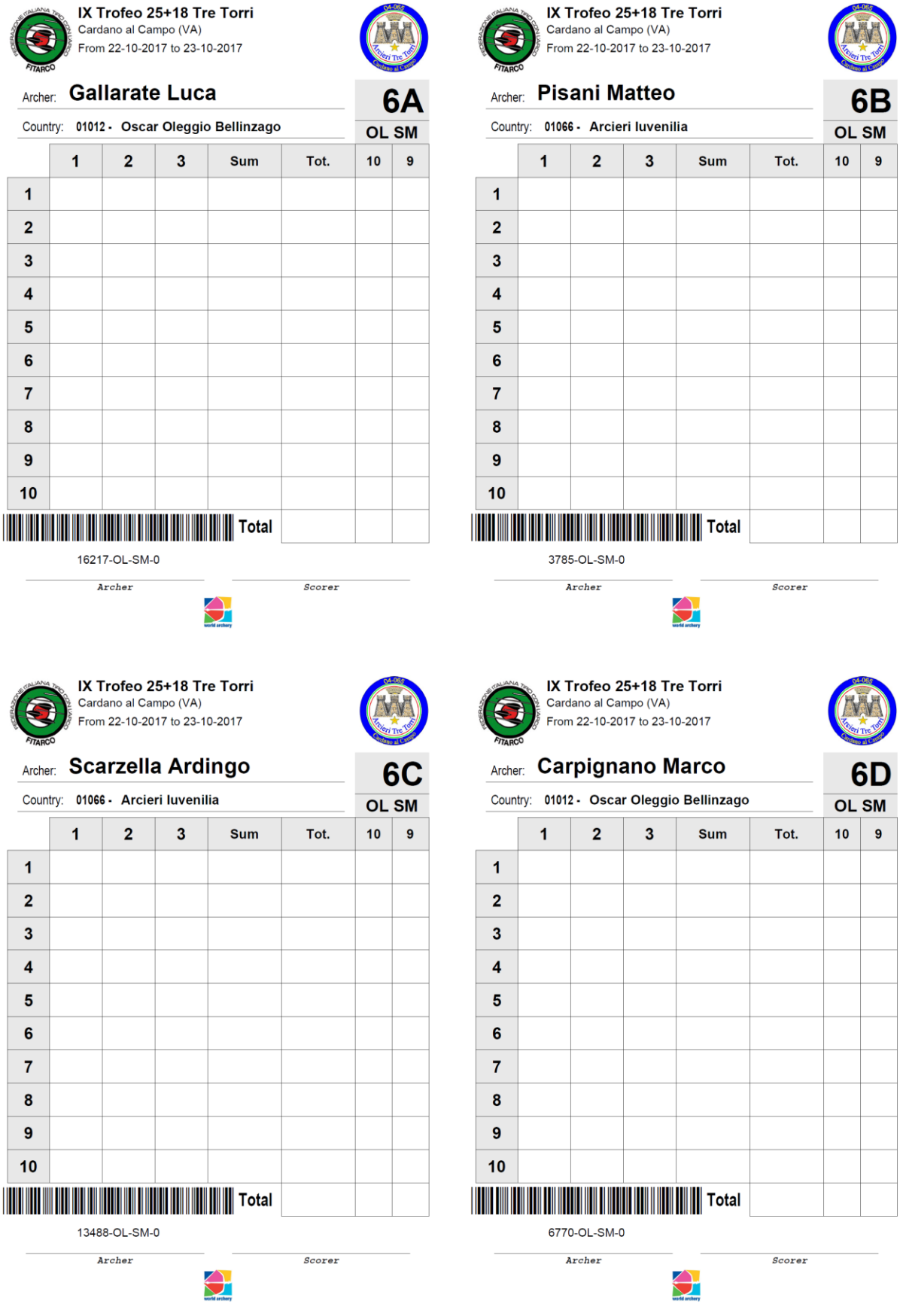


Figure 3.8: Standard Scorecard print sample.

Qualification Field of Play Layout: clicking on this item, the user can view the composition page for the targets positioning in the tournament field. It enables the user to view distances and the related Target Numbers in an intuitive and direct way (see Figure 3.9).

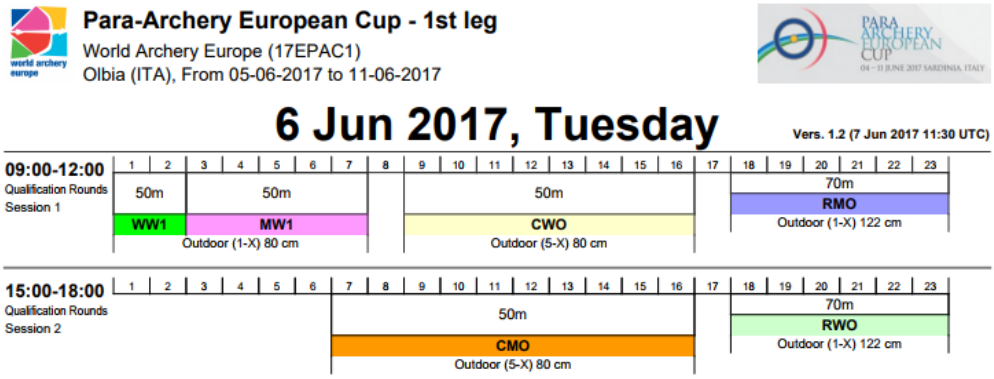


Figure 3.9: Qualification Field of Play Layout printing sample.

Personal Rank: this option enables the user to view the wished athlete in the referring Division and Class Ranking. As search values, the user can opt for the *BIB number*, the *Family Name* or the *Name* of the archer. After clicking on 'OK', the software will open a page displaying the athlete position in the ranking (the corresponding row will be highlighted in yellow), together with the archers in the two places before and after the wished one (see Figure 3.10).

Figure 3.10: Personal Rank output page.

Division/Class Result List: clicking on this item, the software will open all the printout layouts for the Qualification Rounds. On this page, the main function is represented by the central icon **Division/Class Result List**. Clicking on this command, the user can print the Division and Class Ranking, both in the *Individual* and in the *Team* lists. Similarly, the user can click on the corresponding command on the right and on the left, but, then, only Individual (*left*) or Team Rankings (*right*) will be printed. Below these options, the software offers another row of icons that enable the user to print the rankings, where Medals Winners are highlighted. As for the above section, these commands enable the user to choose the rankings to be printed, by Division and Class, or extracting a specific number of places and scores (starting from a cutoff) and so on (see Figure 3.11).

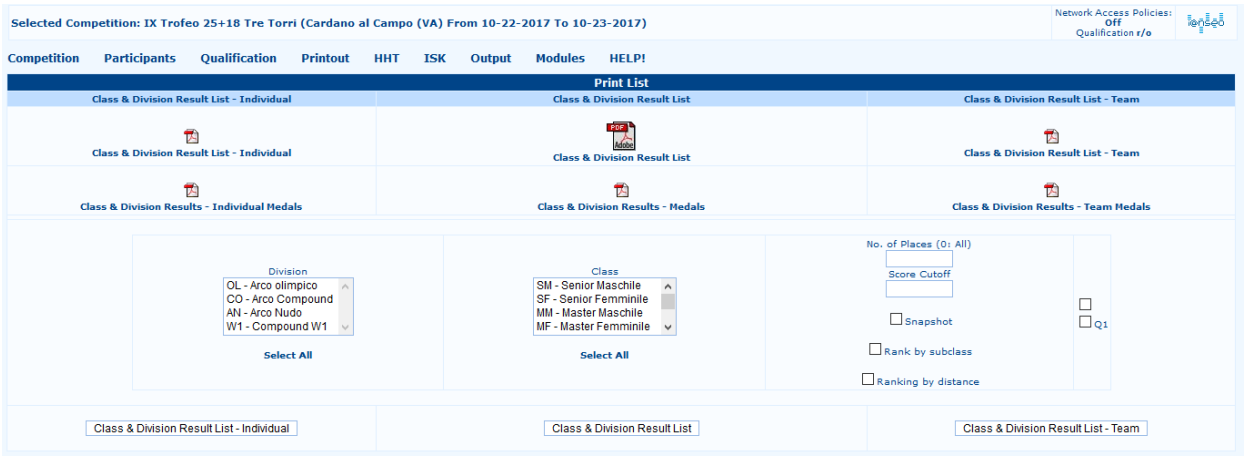


Figure 3.11: Rankings printout customization page.

Qualification Round Printout: this page displays another set of printout layouts. From this page, the user can manage the printing of the tournament *Qualification Round*. Obviously, these printouts are very important if in the tournament there is a scheduled *Elimination and Final Round*, on the other hand, they are not necessary for any competition that is not including this kind of matches. As for the previous printout pages, there is a *.pdf* file in the central part of the screen, with the complete Qualification Round Report, on the side columns, instead, the user can find the Individual and the Team ones. Still in the other printout pages, there is a parameter section, through which the user can customize the layouts. Plus, the last default *.pdf* created by the software is **Shoot Off/Coin Toss Status Printout**, that immediately displays if there is any *Shot-Off* or *Coin Toss* to be broken, before proceeding to the Elimination and Final Round (see Figure 3.12).

Figure 3.12: Qualification Round Rankings printout page.

Speaker: this page displays the video printouts for the on-venue speaker. These printouts are mainly used in national and international events (see Par. 5.10).

Chapter 4

Individual and Team Finals

The *Individual and Team Finals*, or *Elimination and Final Rounds*, are one of the most important stages in a tournament. Though they can seem hard to be managed at first, once the user will learn the basic management method, organizing national competitions will be much easier and flawless.

4.1 Setting the Elimination Round

Before starting the Elimination Round, the user has to check for any tied scores, mainly, in the last place granting access to the Finals. When there are tied archers, the user can check their ranking through the windows that can be opened clicking on:

Individual Finals → Check shoot-off before final rounds

All the tournament Divisions and Classes highlighted in red concern tied archers (as in the first row of both the **Individual Finals** menu, and the **Team Finals** one; see Figure 4.1). This is not a mistake in the data management, it simply points out the shoot-offs to be broken before starting Final Rounds.

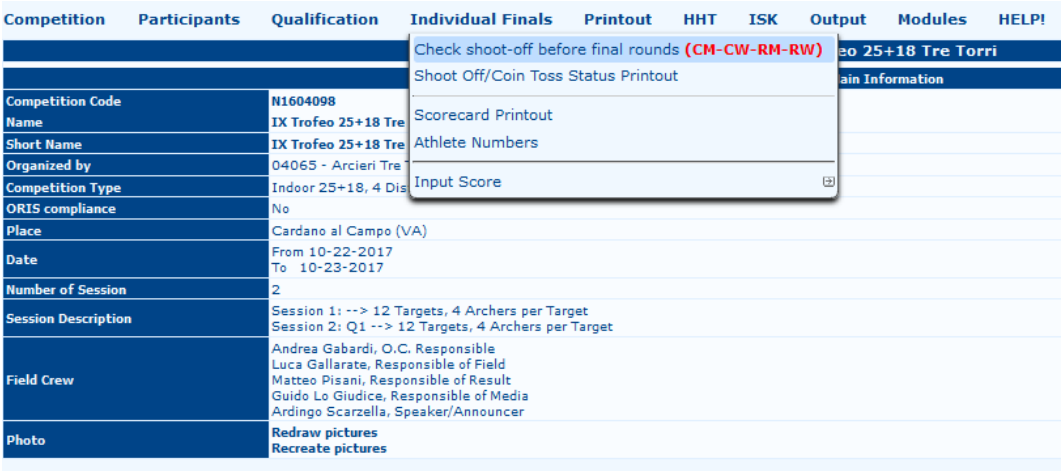


Figure 4.1: The menu highlighting shoot-offs to be broken before starting Final Rounds.

To break shoot-offs and proceed to Elimination and Final Rounds, the user has to click '*OK*' on each screen, after choosing *All* (or the wished Division) in the drop-down menu (meaning that the user has to confirm each selected Division and Class), so that the program will save that there are no shoot-offs to break. In case of shoot-offs, matches will be highlighted, and, once ties are shot, the user can simply input the scores of the shooting athletes to break them (on the *right*) and modify the relative position in final rankings (on the *left*).

Figure 4.2: Shoot-offs to be broken, with tie scores and Final Ranking position.

Once scores are entered, the user can click on '*OK*' and break the tie (see Figure 4.2). To view the last updates in the rankings and check for shot-offs, the user can click on the second item in the menu, **Shoot Off/Coin Toss Status Printout**, which will print a document with the names of tied archers (see Figure 3.11).

4.2 Setting the Field Layout

Before explaining how to manage matches and the related printouts, the user has to set up a quick, but important, section, related to the Field Layout for Finals, which could rise planning issues, as organizing committees perfectly know. To manage the Field Layout setup, the user should open the page:

Competition → Individual Finals Setup.

In this section, the user can set a list of parameters that enable organizing committees to manage all the tasks related to Individual and Team Finals (see Figure 4.3).

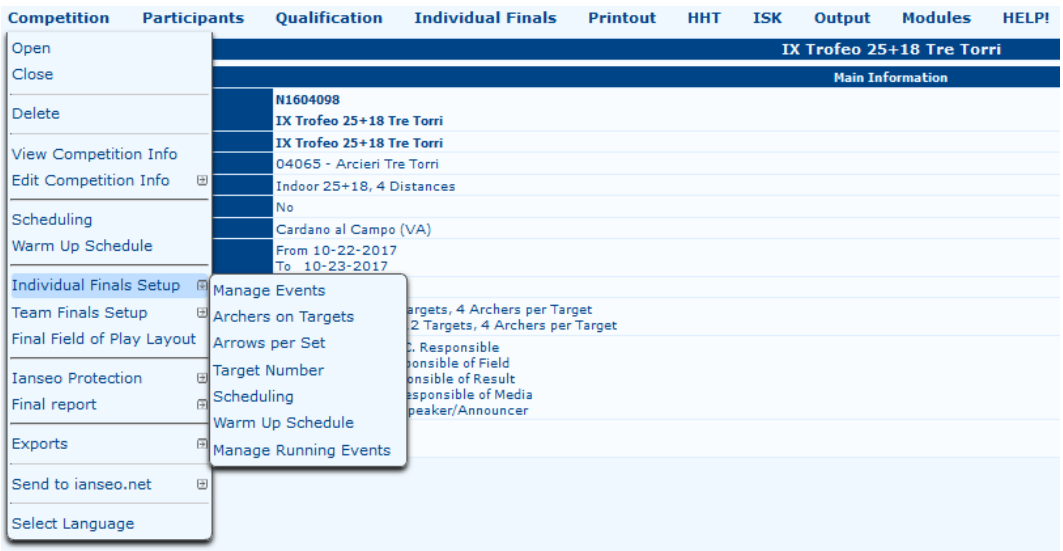


Figure 4.3: Individual Finals Setup menu.

Manage Events: this option shows the list of all the Individual Events that can be edited row by row. Obviously, the most important item is the *Initial stage*. Using the drop-down menu, the user can customize the first event (*Session*) in the Elimination and Final Rounds (see Figure 4.4).

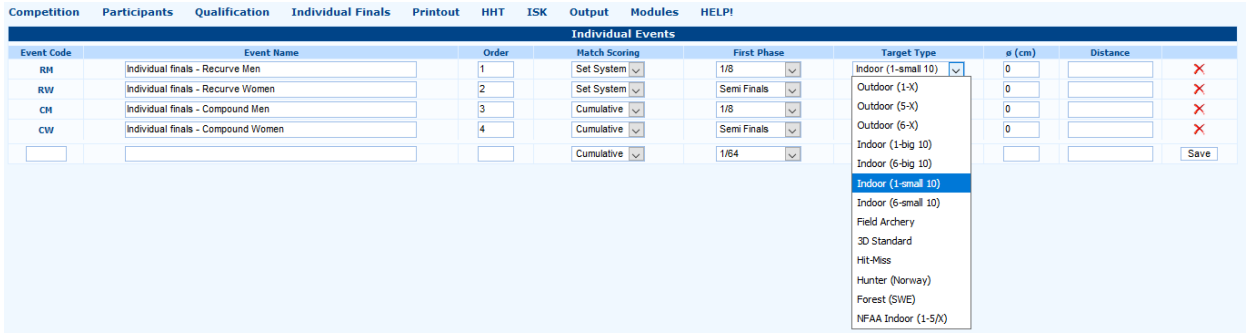


Figure 4.4: Managing Individual Events.

Archers on Targets: clicking on this item, the software will open an empty page, where the user can choose the wished event. Clicking, then, on '*OK*', the software will enable the user to manage the number of athletes per target (see Figure 4.5). By clicking on **Field of Play Layout**, the user can print the *Layout of the Final Matches Field*. This view is really useful for organizing committees, since it enables the user to intuitively arrange targets for the final rounds in a fast way.

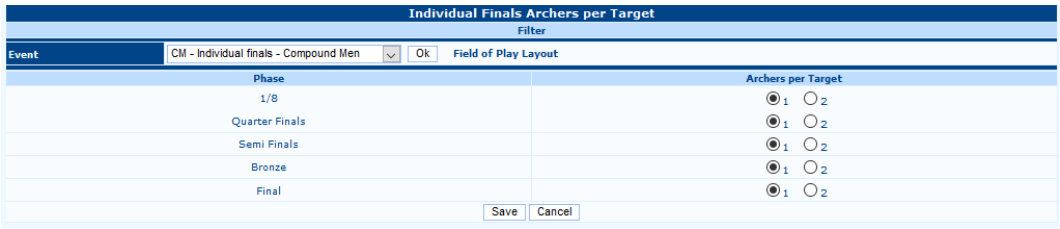


Figure 4.5: Managing Targets (after choosing Division and Class).

Arrows per Set: generally, this screen is used only as informative reference, since the number of arrows and ends doesn't change from tournament to tournament, but it's always defined by the existing rules (see Figure 4.6).

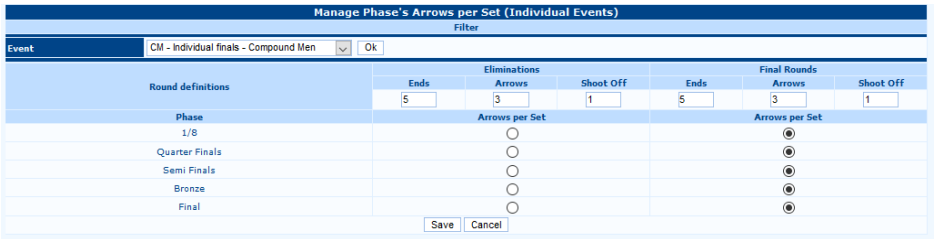


Figure 4.6: Managing the number of Arrows per Set (after choosing Division and Class).

Targets Number: it enables the user to manage the *Targets Number* (in *Grid View* mode) for each event. Starting from the first step, the user can input the Targets Number to arrange the Finals Field Layout for each set of matches (see Figure 4.7).

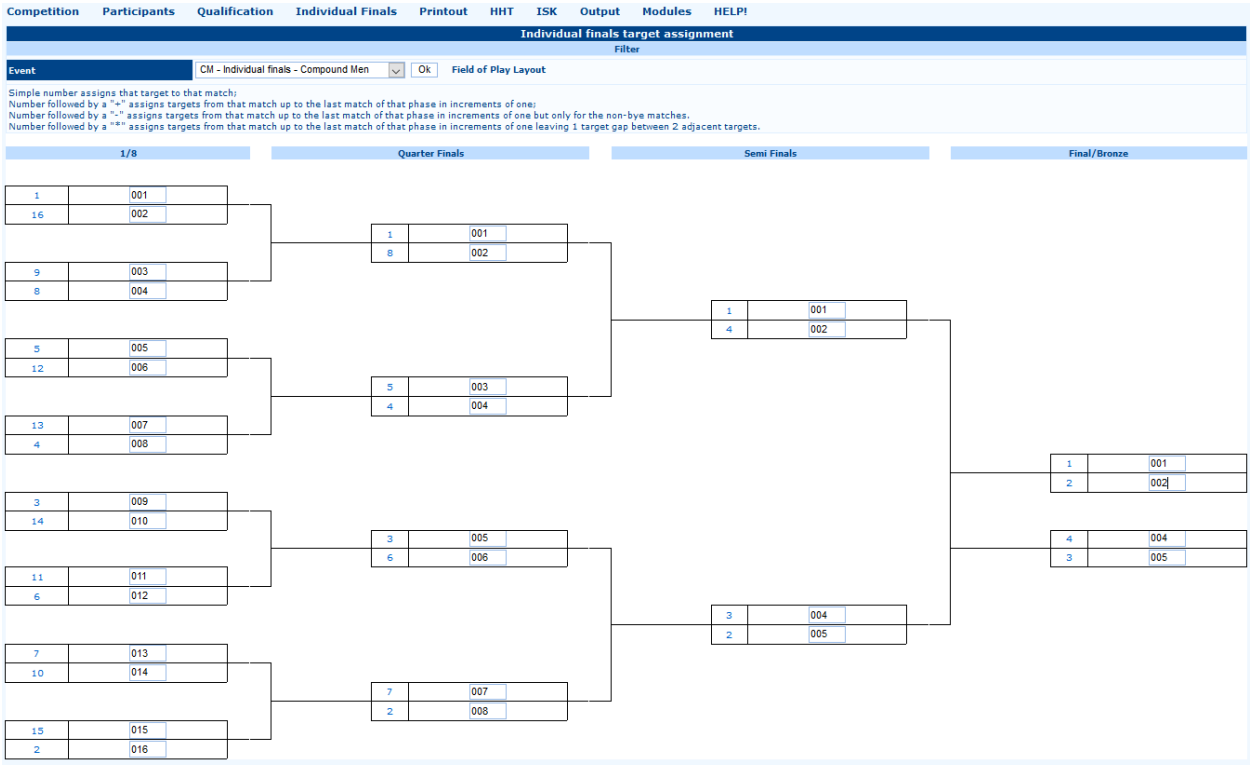


Figure 4.7: Inputting the Targets Number (after choosing Division and Class).

Scheduling: from this section, the user can create the tournament agenda (*Scheduling*) for the Elimination and Finals Rounds. It is a major step, but it is not vital for the tournament management (see Par. 5.5).

Warm Up Schedule: in this section the user can manage, if needed, the number of targets on which archers can shoot the scheduled Warm Up Ends (see Par. 5.5).

Manage Running Events: this section is meant for managing *Running* Events.

The description sequence is based on the events order, or, following the explanation of each command, the user can create a schedule for a tournament in a simple, complete and fast way.

4.3 Inputting results

Inputting results of Elimination and Final Rounds is a simple task. In the *Individual Finals/Team Finals* menu (see Figure 4.8) the software offers the following options.

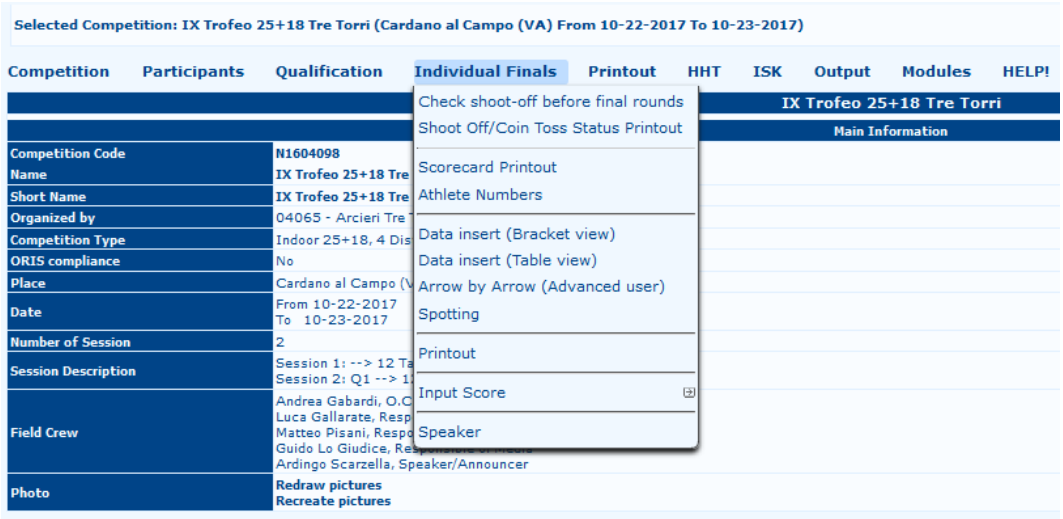


Figure 4.8: Individual Finals menu.

Scorecard Printout: as per its title, this command enables the user to print *Scorecards for the Final Rounds* (see Figure 4.9). The software upholds two types of scorecards: **Single score with all matches** (on the *left*) and **Score for single match** (on the *right*). These two types of scorecards only differ for their convenience. The right templates combine all Elimination and Final Rounds for a single athlete on a *single sheet*, as the archer will have to keep the scorecard up to the last match shot, the other templates are divided per *match*, as shown by columns divisions.
From the *graphic* point of view, it is recommended to print a blank scorecard each time, without previous scores from shot Elimination and Final Rounds. It is, then, suggested to avoid using these scorecards, except for tournaments in which electronic scoring devices are in use, or when enough volunteers are available to collect and rearrange scorecards, for the data inputting before proceeding in the tournament might be significantly time consuming.
As for the previous printouts pages, the software offers all the needed files, divided by Matches in the *first row*, Division and Class, in the *second row*, and for the user selection in the scroll-down window *in the lowest part*. The user can also print Labels for each single athlete for the Final Rounds, just as for Qualification Rounds. Similarly, in the single scorecard area, the user can print scorecards with all the values from single arrows (available for tournaments in which electronic scoring devices are in use). Scrolling down the page, the software offers other printouts, including blank scorecards without names and, eventually, the chance of printing participants to Elimination and Final Rounds, by choosing to print all the archers, or just the wished athletes.

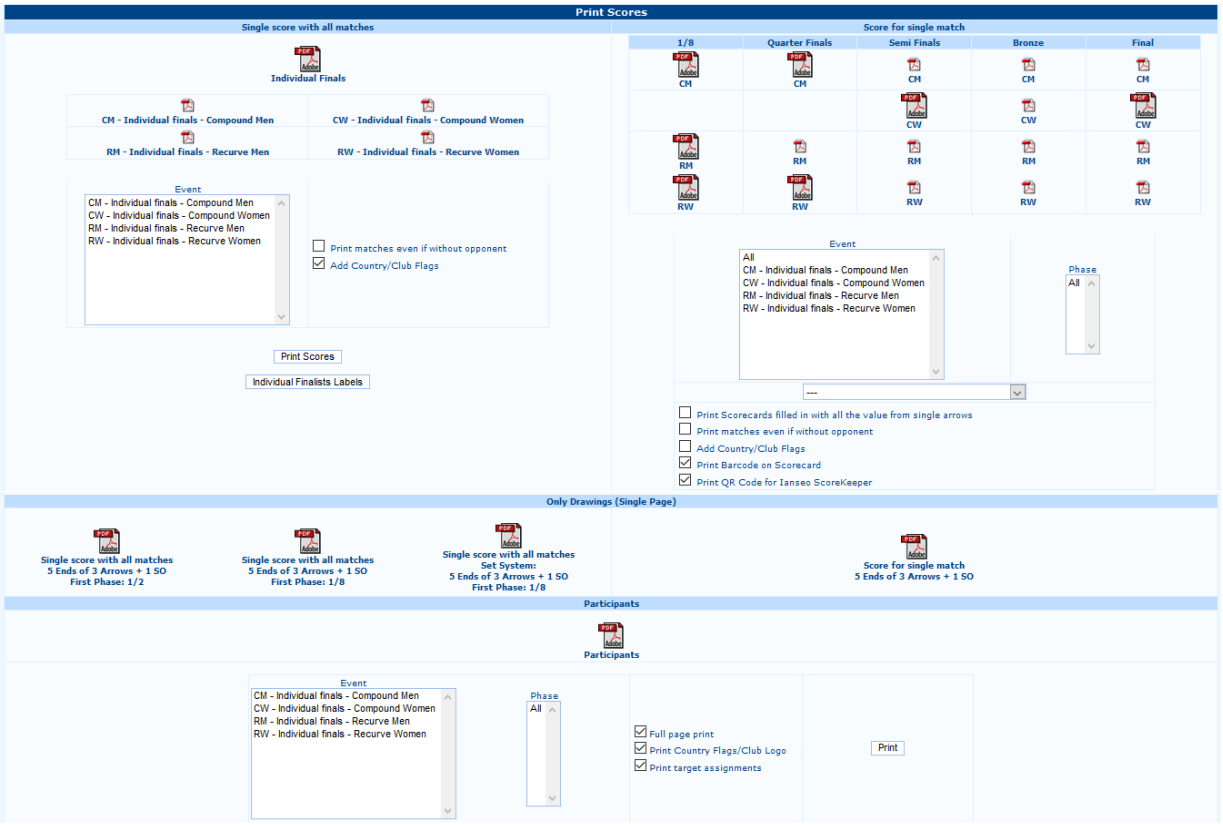


Figure 4.9: Finals Scorecards Printout page.

Athlete Numbers: similarly to the Qualification Rounds, the user can print Athlete Numbers for the Final Rounds (see Figure 4.10).

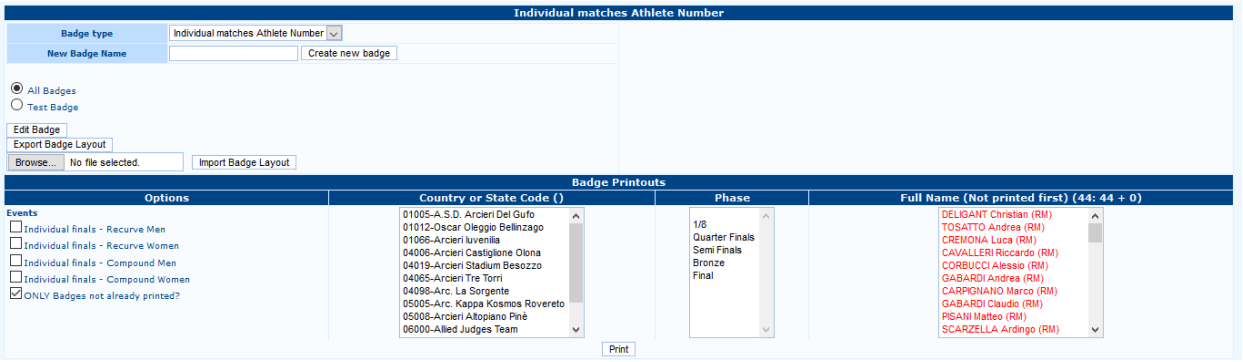


Figure 4.10: Athlete Numbers Printout for the Final Rounds.

Data insert (Bracket view): this is the most efficient way of inputting data for Elimination Rounds. Clicking on this command, the software will open a drop-down menu, from which the user can manage the wished event. After choosing and confirming the selected option, the application will display a bracket template, with the same framework of Elimination and Final Rounds, but with names and boxes for inputting scores (see Figure 4.11).

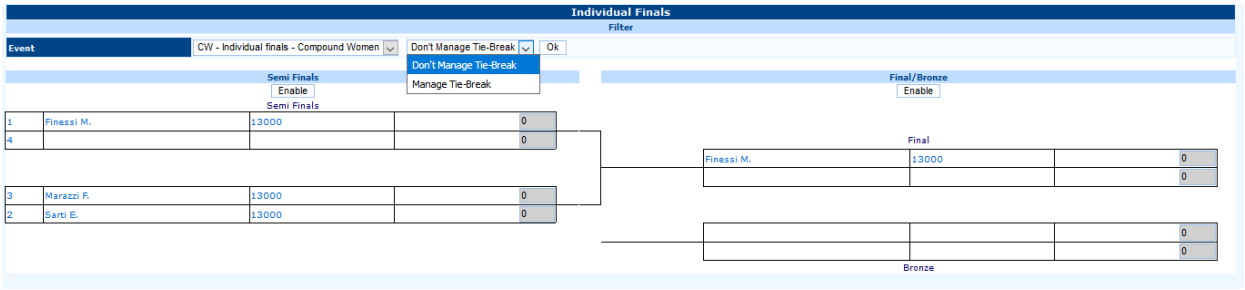


Figure 4.11: Data insert in Bracket view.

N.B.: Before choosing any event, the user should select any shot-offs that need breaking from the drop-down menu on the right (*Manage Tie-Break*), to input any scores from the corresponding shoot-offs. For inputting scores, both in the *Set Systems* and in the *Cumulative Systems*, the user has to click Enable on the wished column, to edit the scores fields. In case of *Byes*, the user has to choose the option '**Bye**' in the drop-down menu beside the winner's name. By default, the program will make the athlete advance to the following rounds. Should an athlete have no opponents, i@nseo will move the archer directly to the next round.
In case of tied matches, the user has to input the score of each shoot-off arrow in the last empty box on the *left* of each row and, then, select '**Tie Winner**' in the drop-down menu beside the winner's name. In case of tied scores, usually, a star is added after the score of the shoot-off arrow of the winner athlete (for it is the closest to the face center; see Figure 4.12).

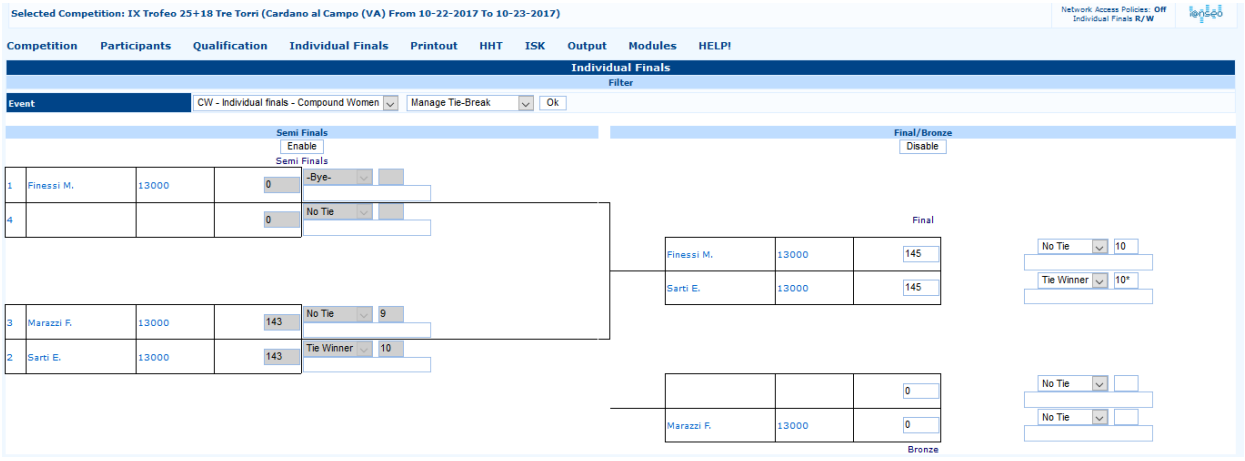


Figure 4.12: Inputting Byes and Shoot-offs scores.

Data insert (Table view): another way of inputting scores during Elimination and Final Rounds is using the Table view. In this case, the page won't display brackets, but a chart, from which the user can input both *scores of single ends*, and *set/cumulative scores*. For a standard tournament, when electronic devices are not in use, the effectiveness of this scoring method is significantly lessened. Plus, in the first top row, the software offers a list of commands to browse the wished round of matches, as the user can move to the *Previous Phase* or to the *Next Phase*, view the *Brackets* up until then, and print the *Next Phase Scorecards* (even for a single match, obviously), or the *Next Phase Names* to prepare athletes name stands (see Figure 4.13).

Figure 4.13: Data insert in Table view.

Spotting: this function is used for the **Arrow by Arrow** inputting. It enables the user to input the match results live, and, consequently, on sight. This method is meant for national tournaments and international competitions (see Par. 5.9).

Printout: see Par. 4.4.

Speaker: this page enables the announcer to read the general overview of all the running Elimination and Final Rounds, both ended or not, to promptly announce the results to onsite spectators. It is meant for international competitions and national tournaments (see Par. 5.10).

Likewise, the user can also manage Team Matches. The procedure is similar, as it starts by *setting* the tournament field in the same way of the Individual Finals, opening the command

Competition → Team Finals Setup

and printing *Brackets*, *Scorecards* and *Results*, using the menu for **Team Finals**. All the tasks follow the same procedure that has been previously described for the Individual Finals management.

4.1 Final Rounds Printout

This menu integrates all Printout commands and templates available in the software. Opening the main page and clicking on *Printout*, the following commands will be displayed (see Figure 4.14):

Figure 4.14: Printout menu.

Participant Lists: it enables the user to print all the Participants in the tournament (see Figure 2.40 and Figure 2.41 in Par. 2.4).

Statistics: this command prints all the Statistics about the competition (see Figure 2.37 in Par. 2.4).

Div/Class Result List: from this function, the user can print rankings for Qualification Rounds (see Figure 3.11 in Par. 3.1).

Qualification Round Printout: from this command, the user can print Final Rankings for the tournament to be used in the Elimination and Final Rounds (see Figure 3.12 in Par. 3.1).

Final Rounds: this function prints rankings for the Final Rounds, using both Brackets and Final Rankings templates (see Figure 4.15).

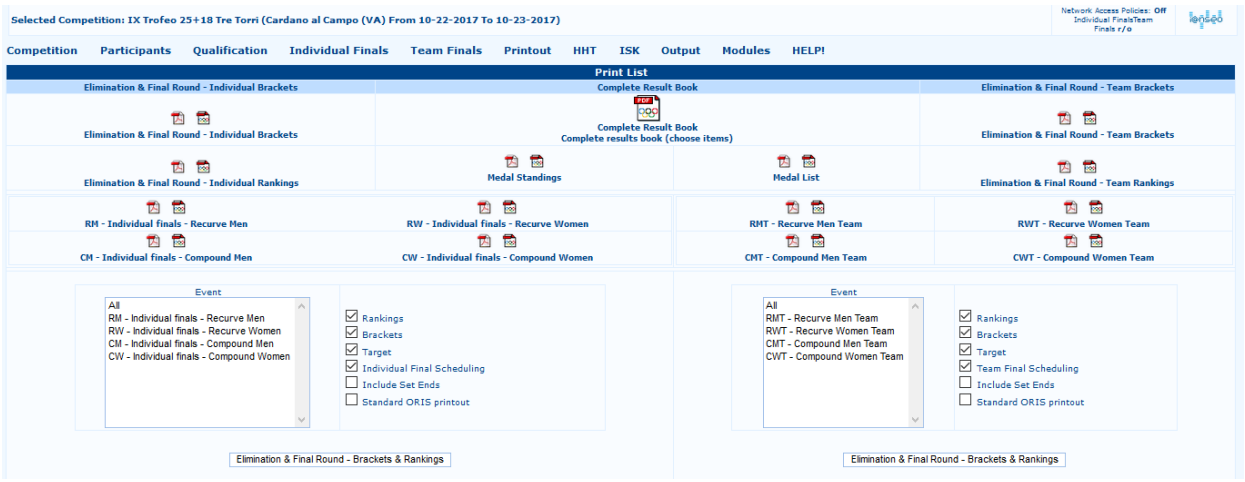


Figure 4.15: Rankings Printout for Final Rounds.

Header for Result Printouts: it enables the user to input a row, based on the tournament management (e.g. *non-official results*), on rankings to be printed, simply selecting the Session and entering the wished text in the empty box (see Figure 4.16).

Figure 4.16: Header for Result Printouts page.

Awards Ceremony Management: from this section, the user can manage the Awards Ceremony for archers in the tournament, choosing the *Number of Awarded Athletes* for each event, the *Name of the Cup* and the *Awarder*. It is mainly meant for Awards Ceremonies of international competitions and national tournaments (see Figure 4.17).

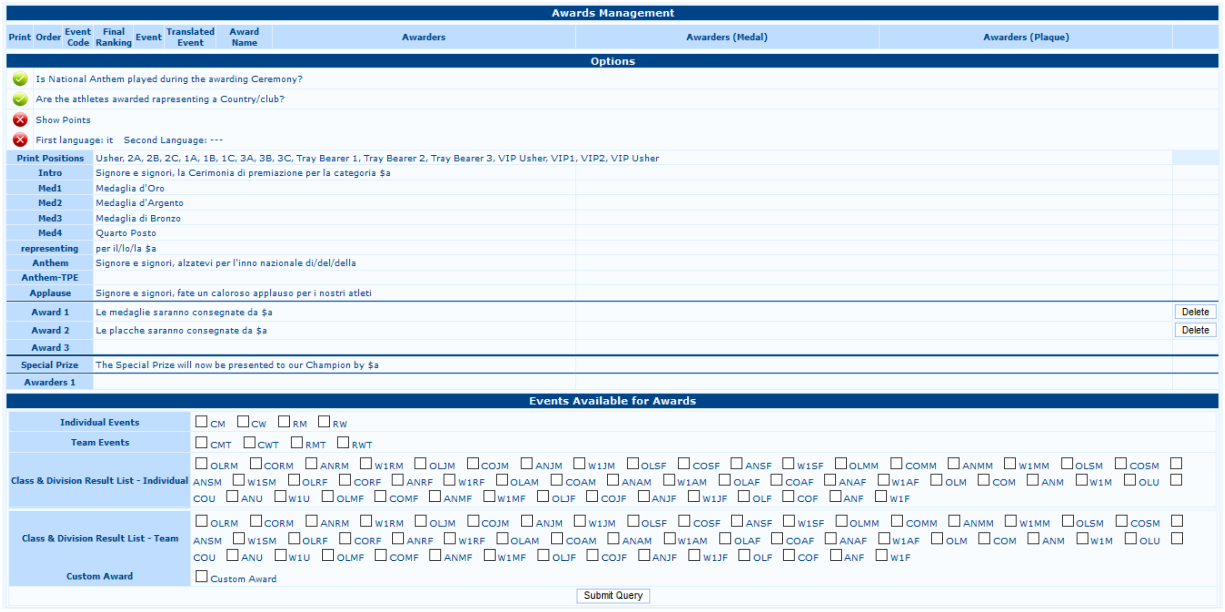


Figure 4.17: Awards Ceremony Management page.

Awards Printout: this command prints the Awards Ceremony schedule including Athletes, Awards and Awarders entered in the previous section.

Print Sign: from this section, the user can print any Sign (e.g. any direction) needed for correctly directing athletes on the tournament field. Usually, the first row includes any instructions, and the second one should add any directions. Symbols usually typed in the rows are '>' for the *Right Turn Indication*, '<' for the *Left Turn Indication* and ⋀⋀ for the '*Go Straight' Indication*. These symbols should be entered without adding any other character. Otherwise, the program will add that alphanumeric character in the print (see Figure 4.18).

Figure 4.18: Printed Sign sample.

Chapter 5

Advanced Tournaments Management

The advanced management includes all the tasks needed for managing tournaments to the best, both for organizing committees and for the audience and the live information release.

5.1 Shooting Session Management

The user can access to this section by opening the page:

Competition → Edit Competition Info → Competition Info → Shooting Session Management

In this section, the user can both choose the number of *Targets per Session* and of *Athletes per Target* (see Par. 2.3), and manage the scheduling of the tournament, adding a timetable and other useful details. The user can set all this information using the lowest part of the screen (see Figure 2.8). Through the empty boxes, the user can manage the number of *Ends* and of *Arrows per End*. Plus, the following boxes are related to the *Date of the event*, the *Warm Up* time and *Length*, the *Starting Time* and the provisional tournament duration. Plus, in the last box, the user can input a text string and add any other useful detail for athletes.

N.B.: Any duration is measured in minutes, then, should the tournament last, e.g., *2 hours*, the user will have to type *120 [min]*.

Once the needed edits are made, the user can simply confirm them by clicking on Save. To check the new tournament schedule, the user can open the page:

Competition → Scheduling

From this page, clicking on the complete schedule, the user can print a *.pdf* file with the new schedule. It is important to point out that, up until that moment, only the Qualification Round row is displayed. When the following phases will be added, e.g. Final Rounds, the schedule will include as many rows as the number of Scheduled Events (see Figure 5.1).

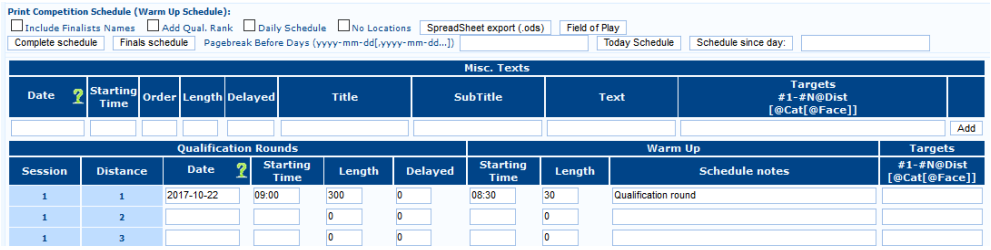


Figure 5.1: Scheduler page with a sample Qualification Round.

5.2 Qualification Rounds Scheduling

Through i@nseo the user can create a tournament schedule with timing, locations and any other detail needed. The user can directly manage it from the *Scheduling* page. The user can both print the entire tournament schedule and create new events.
Similarly to the procedure that was previously described and filling the relevant fields of printouts in the correct way (with *Date*, *Starting Time*, *Scheduling Order*, *Timing* and other *useful details*), the program will create a new schedule. Once completed, the user can click on '*Add*' to display, right under it, a row for any new item in the tournament schedule. It is important to point out that, if the schedule details for the Qualification Rounds, or the events timing, are already inputted in the software, i@nseo will automatically sort the events by date and hour (see Figure 5.1).

5.3 Draw/Target Assignment by Rank

Assigning Targets through the '*Draw*' function is convenient, when many archers are enrolled in a tournament. This option enables the user to assign all the archers to targets on the field, using few commands.

After opening the relevant page (*Participants* → *Target* → *Draw*), the user will have to fill the following details:

Select Session: it refers to the Session that the user wishes to assign targets to.

Filter on Division/Class: it filters the relevant athletes based on Divisions and Classes to be selected. E.g. if the user wishes to assign targets to all the athletes included in the *Recurve* Division and *Men* Class, the code to be typed is **RM**.

N.B.: On the other hand, if the user wishes to assign targets to all the athletes shooting in the same Division, e.g. Recurve *Men and Women*, the code to be typed is **R_**, where the *'underscore'* symbol will replace all the Classes of the same Division. It is **CRUCIAL** to input all the relevant letters, even though replaced by underscores (**__**), otherwise, i@nseo won't assign any target to archers.

Draw Type: this menu enables the user to select the Assignment Method (*Standard*, *Oris*, or *Field/3D*).

Separate Divisions: through this option, the user can automatically isolate shooting Divisions on the field.

Separate Classes: this option works just like the previous one, but on Classes.

Exclude categories already assigned: by selecting this option, the program *WON'T* re-assign targets to Classes, or Divisions, that are already allocated on the field.

Assign to targets: by ticking this box, i@nseo will turn the Target Assignment into definitive, using the options that the user selected through the previous functions.

Targets: this command enables the user to input the range of targets, which the previous parameters should be applied to, by typing the relevant numbers in the two empty boxes.

Once all the wished parameters are entered in the required fields, after clicking on OK, the software will display the list of athletes names and assigned *Targets* in the lower part of the page. If the user won't tick the box *Assign to targets*, the program will display a provisional Assignment. If the user will tick the same box, the program will display the definitive Target Assignment (see Figure 5.2).

To reset all the previously assigned targets, the user can click on Erase assigned targets. The program will erase all the assigned targets, if no parameters are set through the previous options; on the other hand, by inputting filters, only the selected items will be reset.

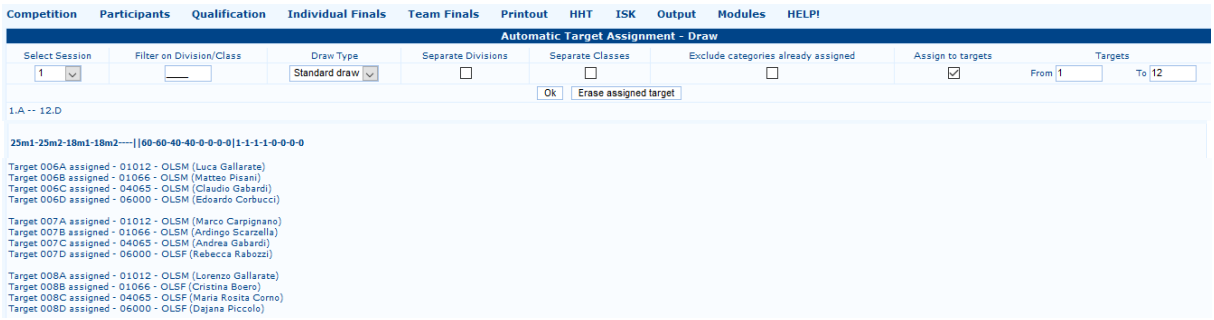


Figure 5.2: Automatic Target Assignment.

The user can also assign Targets using an existing rank: this method is, usually, applied referring to National Federation databases, to sort competing athletes and to allocate targets using the relevant national rank. This method enables the user to allot athletes in the same range to the same targets. This function is easy to be used: the user only has to filter archers by *Class* and *Division*, as previously described, and, then, select the relevant *Session* and *Number of Targets* to be assigned, and the program will sort the athletes by default.

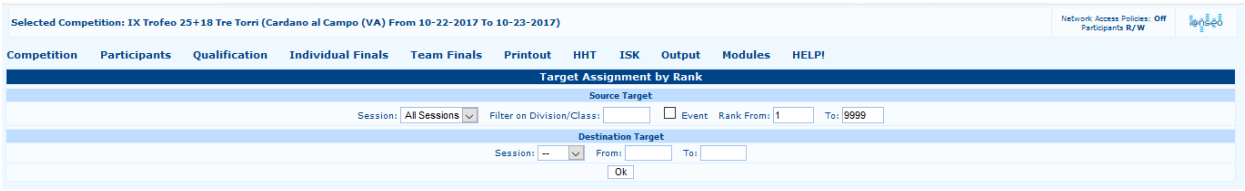


Figure 5.3: Target Assignment by Rank.

5.4 Printing Accreditation documents

Printing Accreditation documents is not a common task. Typically, this function is used in the main events, such as national or international competitions, but the user might need to use these commands in regular tournaments, too, e.g. to manage archers flows on the tournament field during local championships (it is not that uncommon that similar competitions enroll up to 200 athletes or more, meaning organizing committees need to be able to manage coaches and other people that are granted regular access on the field).

The new module for **Accreditation Badges** includes all the relevant functions for correctly managing this task. By selecting *Print Accreditation Badges* from the menu, i@nseo will open this page (see Figure 5.4). The screen includes a drop-down menu (**Badge type**), a free field (**New Badge Name**) and the button Create new badge. If no badge template has been previously created, the page will be blank. To create a new Badge type, the user has to input the **New Badge Name** in the blank field. I.e. to create Athlete Numbers, the user can simply type in the field *'Numbers'* and, then, click on Create new badge. Then, the user can populate the other required fields to setup the Numbers template.

Figure 5.4: Print Accreditation Badges module.

The screen is divided in two parts. The first one includes the badge setting parameters, the main items position in the template, the printing format and any existing picture to be uploaded in the software. The second part, instead, concerns the printing variables, enabling the user to choose printing options, in order to print badges in a fast and easy way (see Figure 5.5).

Figure 5.5: Managing Accreditation Badges.

In the first part of the screen, as previously explained, the user can create a customized badge. Clicking on the button Edit Badge, the program will open a new page, where the user can customize the wished items, inputting any relevant detail to be printed on Badges (see Figure 5.6).

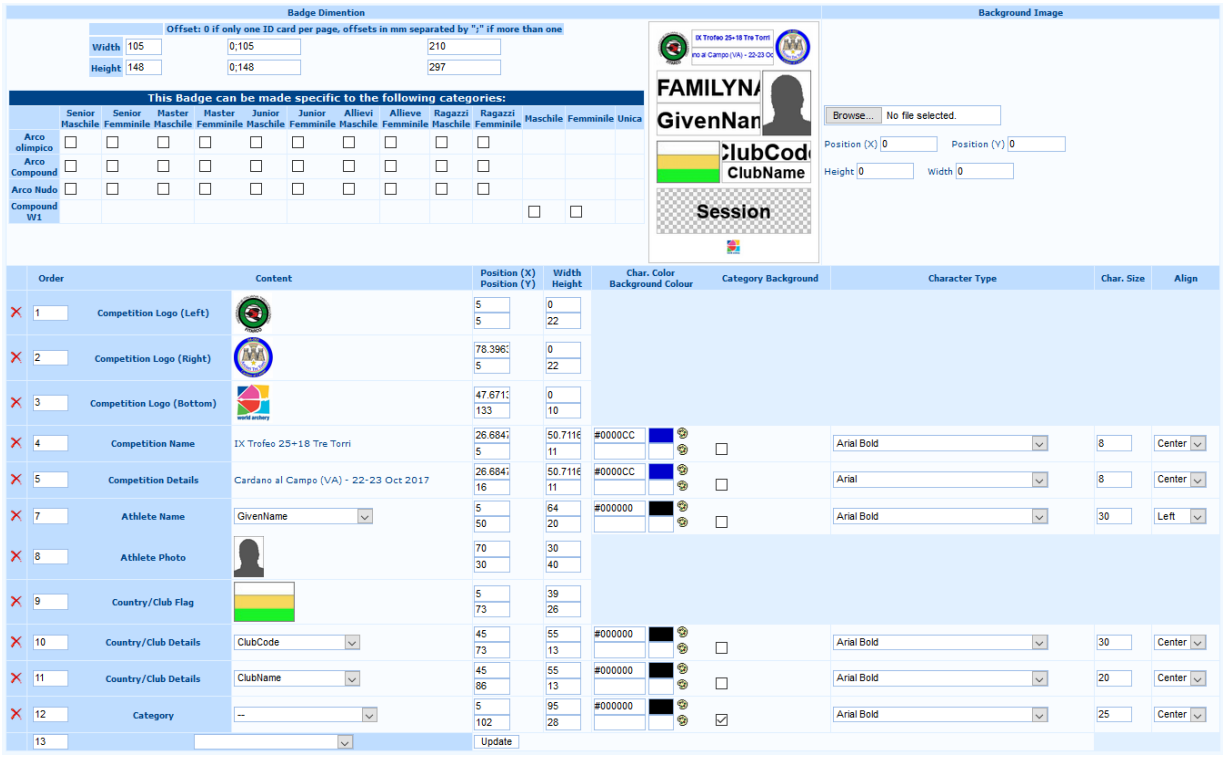


Figure 5.6: Badge Customization page.

The Badge Customization page is divided in two sections. The first part concerns the badge size, and the second section enables the user to manage the relevant athlete details to be included in the template.

N.B.: The badge size refers to a single badge, and not to the printout sheet area (typically, the template is designed for 4 badges to be printed on an A4 or Letter format).

It is highly recommended to keep the default badge size, since the template is optimized to reduce blank spaces on the sheet format, but the user can still modify the template to the wished size, using the top blank fields on the left of the screen. The only concern might be the correct spacing calculation for the final printout.

WARNING: i@nseo calculates the page size in pixels, and not in mm, or cm.

Using the relevant function on the right side of the Badge Customization page, the user can upload a badge model, that was previously created with another program, and add it to the final badge template. From the lower part of the screen, instead, the user can add the competition and athlete details, plus any other useful detail to be printed. As per Figure 5.6, the software initially offers a single empty row to add any new detail. The user can input any relevant detail, adding and sorting all the required rows. Opening the drop-down menu in the *Content* field, the user can choose from a full list of details to be inputted (see Figure 5.7).

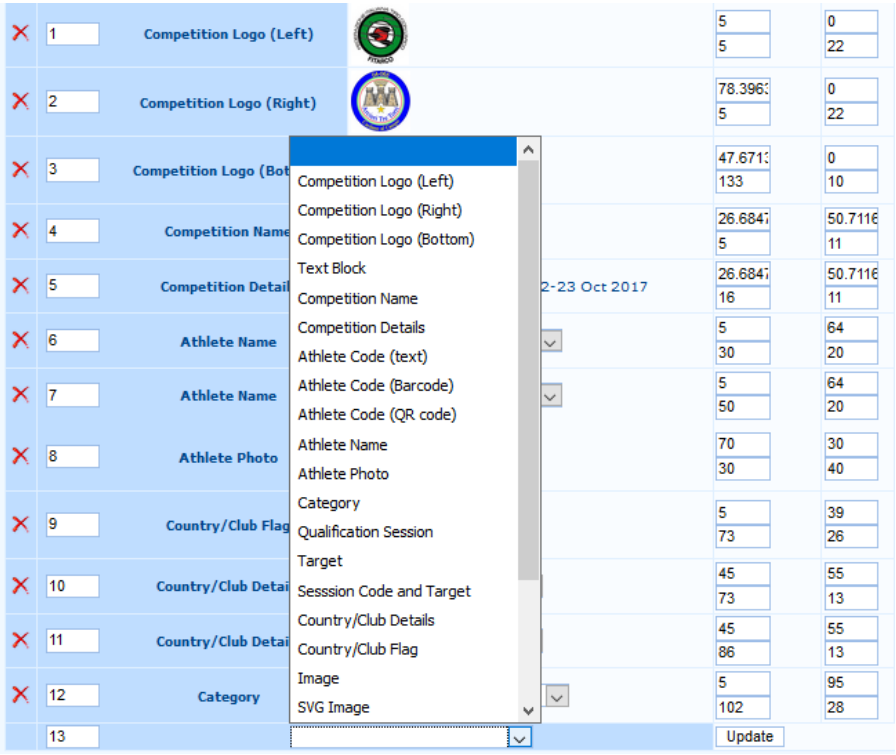


Figure 5.7: Content drop-down menu.

Based on the user selection, i@nseo will add as many blank fields as the items placed on the print page, and, if needed, any other detail that could help in properly viewing text strings, pictures, and so on (see Figure 5.8).

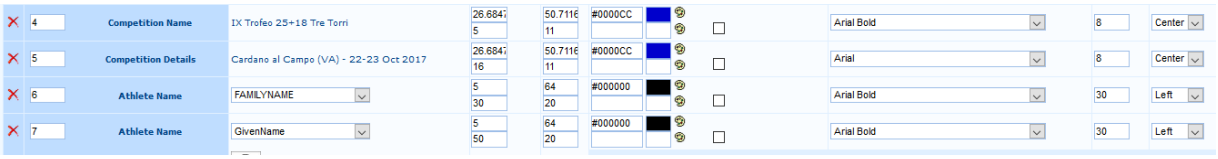


Figure 5.8: Editable fields for the Badge Customization.

This module is designed for an expert user, that is why i@nseo includes an easier module for badges, that beginners and average users can use. This easy-to-use version is embedded in the Accreditation Badge page, where the user can tick the *Standard Badge* item. The software will, then, use the standard module, that includes all the relevant details for correctly identifying any archer on the field (see Figure 5.9).

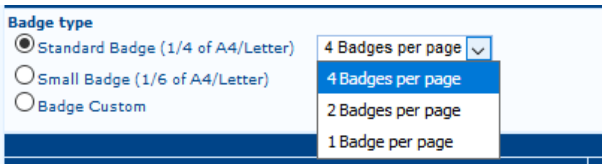


Figure 5.9: Standard Badge variables selection.

For the final badge printing, the lower part of the Accreditation Badge page offers several different options for printouts (see Figure 5.5). On the left of the page, the software displays the main **Options**, enabling the user to choose the wished printouts and, then, the specific content to be printed, filtering archers by Country, Division, Class and single Athletes.
It is generally suggested to print Badges by keeping the default variables (meaning, all the boxes, except for the last one, should be ticked), but the user can deselect, or select, any option, based on specific needs. Obviously, the software will print Badges only **after selecting** the wished Session in the tournament. After selecting the wished Session, Country and Athletes (press and hold *CTRL* to select multiple items), clicking on Print, i@nseo will open a new page displaying all the badges of the selected archers (see Figure 5.10).

Figure 5.10: Standard Badge printout sample.

5.5 Scheduling Finals

This function enables the user to manage the *Scheduling* and the *Layout of the Tournament Field* for the Individual and Team Finals. Clicking on *Scheduling* in the Individual, or Team finals submenu of the *Competition* menu, i@nseo will open a page, where the user can select the wished event. After selecting the event and clicking on OK, the software will display, in the lower part of the page, a brackets template with blank and editable fields. In each row, the user can input *Date*, *Time* and *Duration* of the relevant event.
After inputting the needed details, the user can click on *Set To All* and the program will automatically compile all the remaining rows with the same details for all the Elimination and Final Rounds in the event.
In case of overlapping events, the user can choose any concurrent event from the drop-down menu under the *Set To All* option, before clicking on it, and i@nseo will automatically populate all the rows in the column, using the selected event details. The user can repeat the same procedure for all the events (see Figure 5.11).

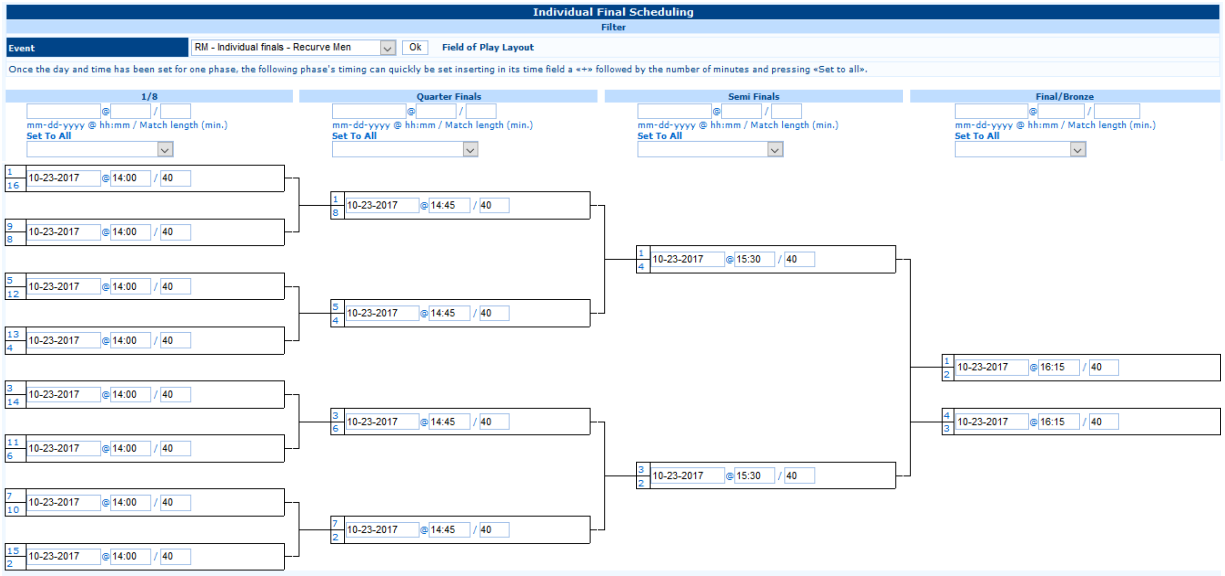


Figure 5.11: Finals Schedule sample.

The result of the Finals Scheduling will be automatically reported also in the **Final Field of Play Layout**. Clicking on the corresponding item in the *Competition* menu, the software will open in the browser a *.pdf* file, displaying the *Layout* of the Finals Field, based on the details that the user inputted in the Individual and Team Finals Scheduling pages. Clicking, instead, on *Warm Up Schedule*, the user can manage time and location on the field for the Warm Up Ends, required before any events, divided by Divisions and Classes. In detail, clicking on *Scheduling*, as previously described for the Qualification Rounds (see Par. 5.2), the user can manually create any required event and modify the tournament schedule. When the user creates any Finals event, adding the corresponding *Time* and *Targets Number* for each Division and Class, the software will add by default the relevant row in the *lower part* of the schedule, where the *Individual and Team Finals* are displayed (see Figure 5.12).
The page will include the list of all the events with relevant *Sessions*, *Dates*, *Starting Times* and *Length*, or all the details inputted in the *Finals Scheduling* sections. On this page, the user can input the details of the Warm Up Ends, required before any events, divided by Divisions and Classes. On the right side of the page, after the *Delay* column (that the user can edit, should the event be delayed for any reason), the software offers three editable fields, where the user can input the details of any warm up ends. The first two fields concern, respectively, the *Starting Time* and the *Length* of the Warm Up Ends, the third, instead, is for the event description (this is an optional field).

Figure 5.12: Manual (Qualification Rounds) and Automatic (Finals) Scheduling of a tournament.

Once the selection is complete and comprises all the details for all the events, including the Warm Up Ends, the user can open the *Warm Up Schedule* section (see Figure 5.13). The software will open a page, displaying all the events, for which the user added the relevant *Warm Up Ends* (events, for which no ends are to be provided, won't be displayed). In this page, the user can check some of the ends details, that *CANNOT* be edited, and manage the selection of the *Warm Up Targets*. Selecting the wished event and clicking on the button with the <= symbol, the user can add by default the relevant *Warm Up Targets*.
N.B.: The program suggests by default the targets assigned to the following event (e.g. if the Warm Up Ends are to be scheduled before the 1/8 event, the targets highlighted under '*Match targets/Schedule notes*' will be the same on which archers will shoot the following event). Nevertheless, the user can input any of the wished targets numbers. The user has to manually set the *Warm Up Targets* directly from this page.

Figure 5.13: Inputting Warm Up Ends Targets.

Once the *Warm Up Schedule* is complete, the user can print the *Final Field of Play Layout,* which will, then, include also the *Warm Up Schedule* (in grey) for all the included events, highlighted by default using different colors (see Figure 5.14).

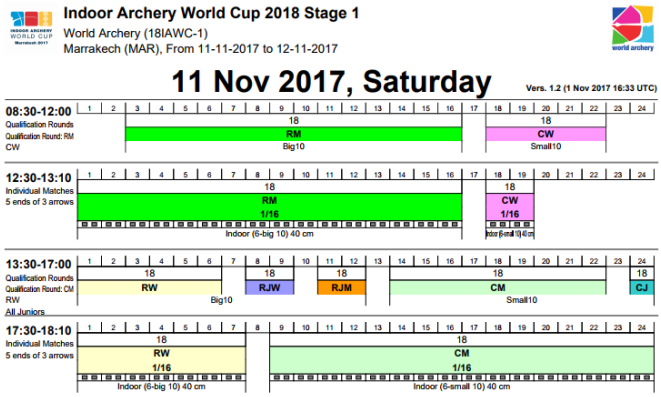


Figure 5.14: Layout of the Final Matches field including Warm Up Ends.

5.6 Sending data to i@nseo.net

5.6.1 Requesting for Credentials

The user can send files to i@nseo.net to publish results *online* both for letting users follow the competition in real time, and for posting the final ranking of tournaments. Requesting for credentials to publish the tournament results on i@nseo.net is a user-friendly procedure. Clicking on *Send to i@nseo.net*, the software will automatically display the login screen, from which the user can upload the tournament files on www.ianseo.net (see Figure 5.15)

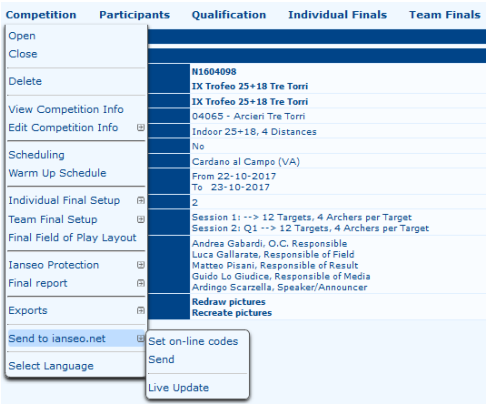


Figure 5.15: Login and Credentials Request to upload tournament files on i@nseo.net.

The next page is divided into 2 parts.
The first part concerns the login tasks, after which the user can upload the tournament files, using the credentials given by the i@nseo staff (see Figure 5.16).

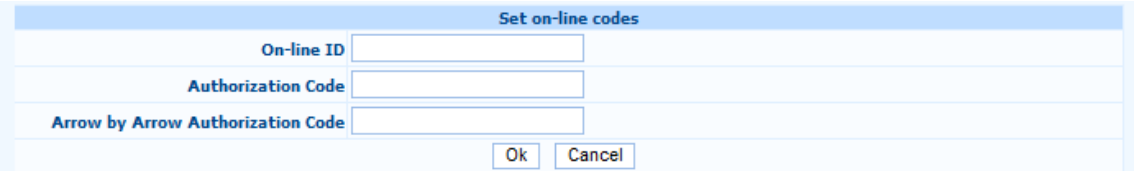


Figure 5.16: Login page for uploading the tournament files on i@nseo.net.

The second part describes how the user can request for credentials to the i@nseo staff, to create a new tournament on the website (see Figure 5.17).

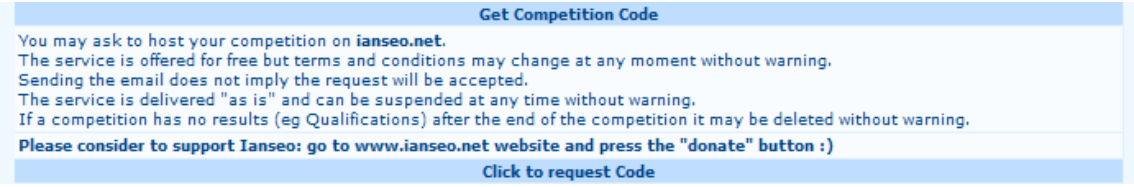


Figure 5.17: Credentials Request description.

Hitting *Click to request code*, the software will open another default page, from which the user can enter the country of the tournament location (*Country Name*), the login password (*Choose a password for publication*) and an e-mail address (*Results Responsible Email*), where credentials will be sent (see Figure 5.18).

Figure 5.18: Credentials Request page.

Hitting, then, Click to request code, the software will automatically send a request to the i@nseo team.

5.6.2 Uploading tournament files on i@nseo.net

The user can access to the C*ontrol Panel* using the command:

Competition → Send to ianseo.net → Send

(in the fields of the *Set online codes* box, the user should enter the given credentials only the first time, then, the program will automatically use those details to access to i@nseo.net). Once the upload page is opened, the user can choose which files should be published on the website. The user can send different kind of files, including *Targets lists*, *Participant lists*, *Tournament* results, and so on: after selecting the wished files, by clicking on Send, the program will automatically publish all the files on www.ianseo.net.

5.7 TV Output

The software can create a video output for each rank of the tournament: the user can choose the wished output by selecting one of the options in the **Output** menu. After opening the menu, if one or more rules has already been set, the program will display the list of the existing options, otherwise, the user can create a new rule, by typing a new name in the blank box and clicking on New Rule. The software will, then, display a new page, where the user can mainly edit three parameters: *Change name to*, that enables the user to modify the name in a new one, *Add Tournament content* and *Add Multimedia content* (see Figure 5.19).

Figure 5.19: TV Output Selection page.

Add Tournament content: clicking on this option, the program will open another page, from which the user can choose different items to be displayed on the whished video device. As the choice options are fairly detailed, the program includes a description of each command (on the *right*), and of its functioning (see Figure 5.20). In the following lines, some useful suggestions to improve the spectators experience are summed up.

As easily noticeable from the interface, by simply changing the *Page Selection*, the lower section of the screen will show different preset lists of commands. Usually, the font size of the tournament contents should be adapted to the video size (from 20 a 25 px), in order to let spectators read names and scores of all the athletes in the available events in an effective way.

The *Freeze Time* and the *Scroll Time* options should be set in a way that let spectators read names and scores with the correct timing. The suggested *Freeze Time* is *no more than 5 seconds*, for the video will be displayed more fluently, and the *Scroll Time* is from *10 to 12 seconds*. The user should tick the following items only when the corresponding options are applicable.

The user can also modify the page background colors, by using the options that the program offers in the lower part of the page: colors can be changed by typing the wished hexadecimal code in the corresponding precompiled boxes.

After saving, the program will re-open the initial page, where a new row will be displayed: this will correspond to the new rule. Obviously, using the buttons available in the **Action** column, the user can *Edit*, *Delete* and *Change* the viewing order of the available rules (moving them *Up*, or *Down*).

Figure 5.20: TV Output variables inputting page.

Add Multimedia content: from this page, the user can add any multimedia content, as *the Competition* or the *Sponsor logos*. Clicking on the button, the software will open a page, divided into two main sections. The first one enables the user to input the i@nseo logo in the wished rule, the second one concerns the upload of a different logo, selected by the organizing committee (see Figure 5.21).

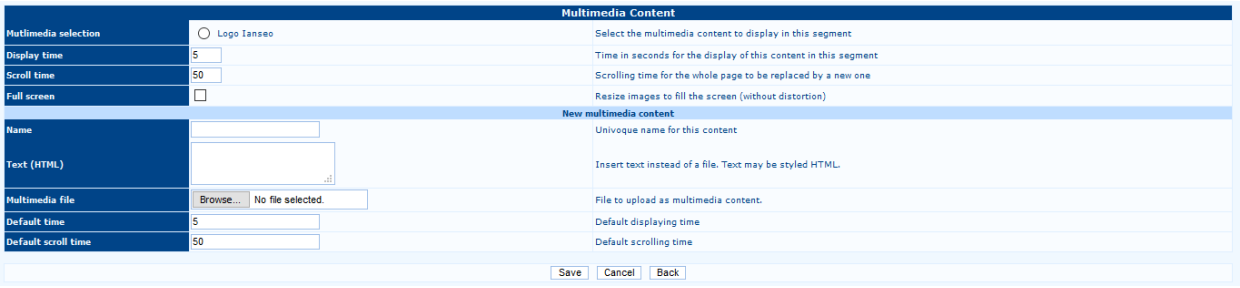
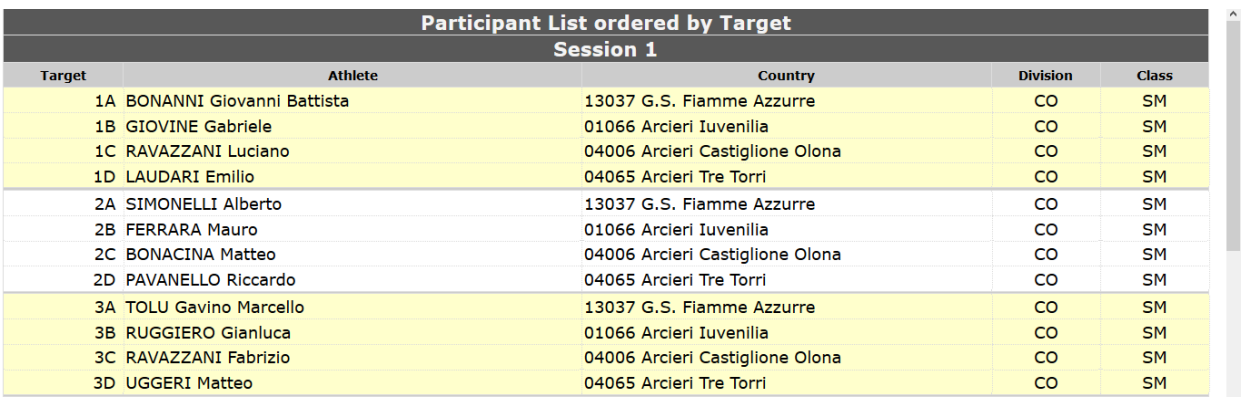


Figure 5.21: Multimedia Content Setup page.

As for the previous options, clicking on Save the software will add a row in the main screen, from which the use can *Edit*, *Delete* and *Change* the viewing order of all the available rules.



Participant List ordered by Target

Session 1

Target	Athlete	Country	Division	Class
1A	BONANNI Giovanni Battista	13037 G.S. Fiamme Azzurre	CO	SM
1B	GIOVINE Gabriele	01066 Arcieri Iuvenilia	CO	SM
1C	RAVAZZANI Luciano	04006 Arcieri Castiglione Olona	CO	SM
1D	LAUDARI Emilio	04065 Arcieri Tre Torri	CO	SM
2A	SIMONELLI Alberto	13037 G.S. Fiamme Azzurre	CO	SM
2B	FERRARA Mauro	01066 Arcieri Iuvenilia	CO	SM
2C	BONACINA Matteo	04006 Arcieri Castiglione Olona	CO	SM
2D	PAVANELLO Riccardo	04065 Arcieri Tre Torri	CO	SM
3A	TOLU Gavino Marcello	13037 G.S. Fiamme Azzurre	CO	SM
3B	RUGGIERO Gianluca	01066 Arcieri Iuvenilia	CO	SM
3C	RAVAZZANI Fabrizio	04006 Arcieri Castiglione Olona	CO	SM
3D	UGGERI Matteo	04065 Arcieri Tre Torri	CO	SM

Figure 5.22: TV Output sample (Participant List ordered by Target).

5.8 Spotting

The spotting options in i@nseo concern an advanced method of scores digital inputting, based on reading the results directly from athletes target faces, mainly used during *Streaming/ Live* events of Finals Rounds. First, the user has to request the online authorization of use for the *Arrow by Arrow* option (the user can add the application to the credentials request for the data upload on i@nseo.net). After obtaining the due authorization, the user can manage the wished event by opening the *Spotting* page from the *Individual Finals/ Team Finals* menu, before selecting the wished options about *Event*, *Phase*, and *Match No.*, and, then, clicking on OK. From the drop-down menu on the right, the user can also choose the wished spotting style:

Arrow by Arrow (Scorecards View): in this mode, the software will display two sets of blank boxes, in which the user can manually input each arrow score.

Individual Spot: the program will display a target face, on which the user can manually input the impact area of each arrow, using a pointing device (mouse).

Review: this method is designed for inputting live comments on running matches.

To launch the spotting interface for the TV Output, the user has to select the command:

Output → Spotting

The software will, then, open a new page, on which athletes scores and targets are displayed (see Figure 5.23).

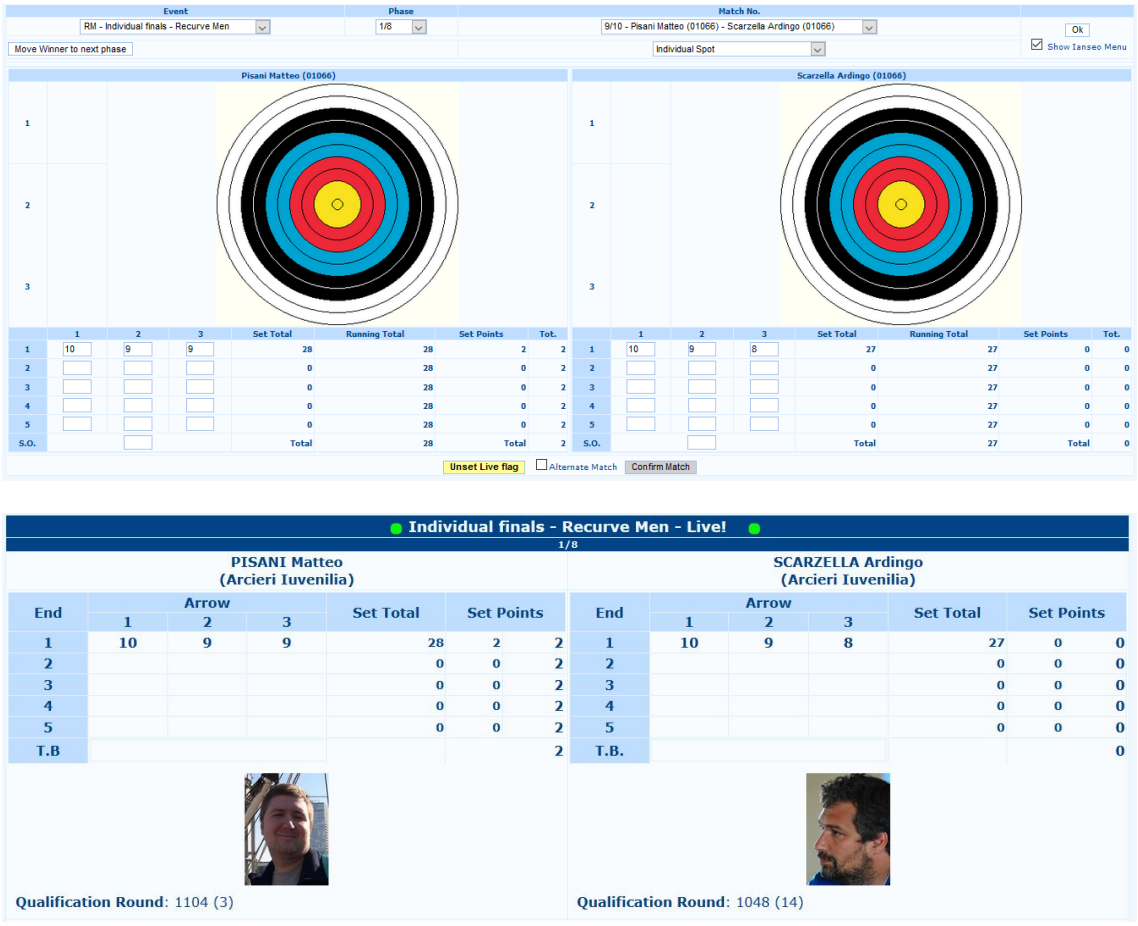


Figure 5.23: Spotting View samples (Individual Spot inputting, Arrow by Arrow Output view).

5.9 Speaker view

HTTs and other electronic devices can provide live scores feedback, creating an issue related to the huge data mass that spectators and speakers should contemporarily overview. During competitions, speakers, announcers and commentators need to give spectators, or athletes, live details about scores and positions, both on field, and on TV/Live Streaming channels. Having a single overview including all matches is also convenient for field managers and staff members, that need to know when they can start rearranging the field for any new phase. For all of those needs and any related task, i@nseo offers a single option, mainly designed for tablets and electronic devices.
After selecting the wished phase, the *Speaker View* offers a convenient set of tools to manage and check the tournament evolution. By receiving scores from *HTTs* (or manually inputting values from networked computers), the software will immediately display a colored row, to point out that results for that match have just been entered, highlighting in fuchsia all the matches that have already come to an end.
The user can choose to hide matches, that have already been read or come to an end, by clicking/tapping on the corresponding row.
For tournaments in which *HTTs* are in use, as soon as scores are typed on devices, the software will color any corresponding row, enabling the speakers to instantly read the relevant results for spectators and athletes. Plus, the color of any match that has already been read fades accordingly, while any new score typed (and any related results) will be highlighted for the speaker to be read.

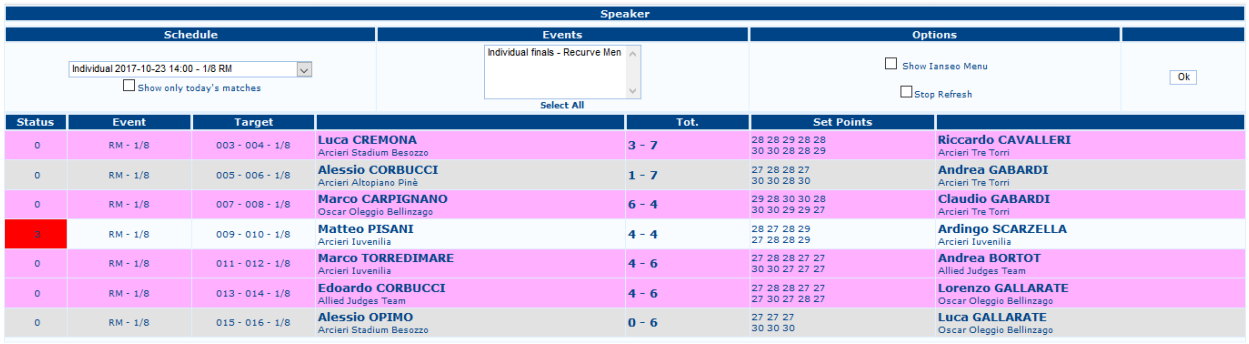


Figure 5.24: Speaker View sample for Final Rounds.

Final notes and acknowledgements

For the *HTTs* use together with i@nseo, please, download the *HHT English User Guide* (with the contribution of Katrina Weiss) available on www.ianseo.net.

For the *Ianseo Scorekeeper* use together with i@nseo, please, download the *Ianseo Scorekeeper Manual* (with the contribution of Ken Sentell) available on www.ianseo.net.

For any other manual, or release, please, check http://ianseo.net/Releases.php.

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ISK Development
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ISK Integration
Matteo Pisani - Christian Deligant

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Manuals and Support
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English Manual
A. Gabardi

HHT Integration
Matteo Pisani - Erik Konberg

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