

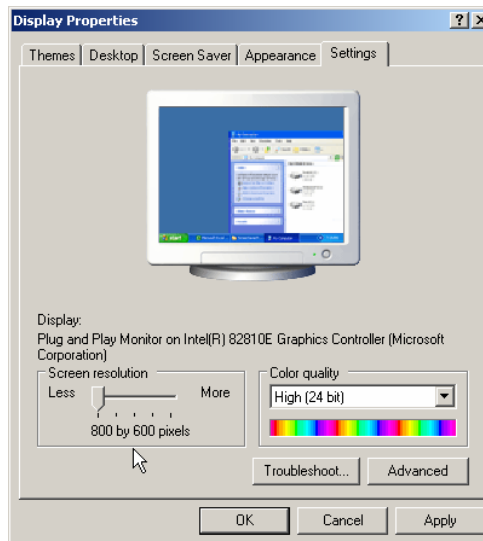


## AutoBracket Tournament Instructions

These instructions are provided to help you understand how AutoBracket is intended to be used. AutoBracket's extensive "Help" library contains step-by-step instructions that will explain every button, function and operation in great detail. Please refer to the "Help" library for more information. The instructions are split into two sections; steps that need to be done in the days leading up to your tournament, and steps that will happen at your tournament.

### 1. About Running AutoBracket

- a. (Optional) AutoBracket is best viewed using a screen resolution of 800x600. To adjust your computers screen resolution, right click somewhere on your screen and select "Properties". On the Display Properties dialog, set the Screen resolution to 800 by 600 as shown below and click "OK".



## Before the day of your tournament

### 2. Importing Your Tournament

- a. Your tournament will be delivered to you by way of an email attachment. This email attachment must be saved to your computer's hard drive. (Usually under "My Documents", but anywhere will work.)
- b. After saving the Tournament file to your hard drive, import it into AutoBracket.
- c. Use the Add Logo button to add your club's logo. This logo will show up on all of the reports that will be printed. Use the Add Water Mark button to add an additional image to be used as a water mark on all of of the reports.
- d. Use the Export Tournament button to back up your tournament to your flash drive.



### 3. Setting your preferences

- a. Unlock the preferences.
- b. Select the “Use Grade Only” or “Use Age Only” option.
- c. Set the number of mats that will be used in your tournament.
- d. Select the Mat Numbering method that you prefer.
- e. Adjust the groups by selecting a group and then clicking the “Update Group” button.
  - By default, the groups have very generic names. (Group 1, Group 2, etc.) Renaming the groups to something more meaningful (1st & 2nd, 3rd & 4th, etc.) will eliminate confusion.
  - Adjust the Grades if using Grades, adjust the Ages if using Ages.
  - Select the Bracket Type for the group.
  - Set the Power Rating differential at a reasonable number. Larger tournaments can probably use a value of 30 where smaller tournaments will need to use a larger value such as 60.
  - Set the Maximum Weight differential at a value that is reasonable. Usually 4 or 5 for the younger kids and 6 or 7 for the older kids.
  - Select the mats that this group will be assigned to use.
  - Select the bracket number prefix or suffix.
  - Click the “Save” button when all changes have been made.
  - Repeat for all groups.
- f. Delete any un-needed groups.
- g. Set up the groups before entering data.
- h. Review the preferences before creating the brackets. The preferences control the way the brackets are created. Changing the preferences does not cause the brackets to be updated. If you have made changes to the preferences after bracketing, you **MUST DROP** the brackets and re-bracket the group.
- i. Use the Export Tournament button to back up your tournament to your flash drive.

### 4. Entering your data

- a. As you receive entry data via mail, email or called in, you may enter your data directly into AutoBracket.
- b. On the Groups view, use the Create Groups button to create the groups that you defined in Preferences.
- c. Use the “Add New Member” function on the Groups view to add each entrant to the appropriate group.
- d. If you add entrants to the “All” view, AutoBracket will assign the entrant to the correct group using the criteria defined in your preferences.
- e. AutoBracket will let you add any entrant to any group. Be sure to add entrants to the correct group. Adding entrants to the “All” tab will ensure that the entrant will end up in the correct group.
- f. You may add the same entrant to two different groups if desired.
- g. If you are not using Birth Date, then each wrestler has to have an Age. If ages are unknown, the same age can be entered for each wrestler in the same grade. For example, all 6th graders could be entered as 12 years old, 5th graders could be entered as 11 years old, etc.



- h. If you are using Birth Date, don't enter an age; AutoBracket will compute the exact age for you.
- i. Even if you are bracketing by Age, AutoBracket expects to see a Grade for each wrestler. To keep things simple, just enter a "1" for each wrestler's grade.
- j. "Years of Experience" is optional. If not used, the default value is "0".
- k. "Wins" and "Losses" are optional. If not used, the default values are "0". If Wins and Losses are to be used, then you have to decide how to handle the entrant that did not submit a WL record. If left at 0 and 0, the wrestler's power rating will be artificially low. Entering a default value of your own would probably be a good thing to do. In this situation, I usually enter a WL record of 10-10. This record catches my attention when I am bracketing.
- l. If you are having weigh-ins, don't enter the wrestlers weight until the wrestler has weighed-in. This gives you the ability to easily find the entrants that have not weighed-in yet because they will have a weight of "0".
- m. Use the Export Tournament button to back up your tournament to your flash drive.

## 5. Entering your data using a spreadsheet. (optional)

- a. Any spread sheet that will allow saving as a "CSV" file can be used for data entry.
- b. The data import function expects a couple of things
  - First Name and Last Name need to be in separate columns.
  - Even if bracketing by ages, grades need to be entered for each entrant. This can be faked in. For instance, all 12 year olds can be assigned to 6th grade and all 10 year olds can be assigned to 4th grade, etc.
  - All data items can be stored in the spreadsheet as AutoBracket can be instructed to ignore unnecessary data when importing.
- c. Use the "Load From File" button to import your data from the CSV file.
- d. Use the Export Tournament button to back up your tournament to your flash drive.

## 6. Printing your check in cards

- a. AutoBracket has the ability to create your check-in cards automatically, eliminating the need to hand write the cards.
- b. This should be done the night before the tournament.
- c. After you data has been entered into AutoBracket, you can simply use the Check-In Card report to print the cards for you.
- d. Use the same color of paper for your check in cards that you plan on using for each groups brackets.



## The Day of the your Tournament

### 7. Entering weights at weigh-in.

- a. Have your person that is running the scale check the cards for completeness. Tell him not to accept cards that are not complete.
- b. As the cards show up in the bracket room, simply find the entrant in the data, highlight the entrant, click the "Update" button and enter the weight and click the "Save Changes" button.
- c. At any time during this process, you can use the Export Tournament button to back up your tournament to your flash drive.

### 8. Bracketing

- a. After a group's weigh-in session has closed, it is time to begin bracketing. Do not do any bracketing before the weigh-in session has closed.
- b. Use the Export Tournament button to back up your tournament to your flash drive.
- c. While still in the Groups View, sort the group by weight. Double clicking on the "Weight" column heading will do this. All of the entrants that have a "0" weight did not check in and can be scratched.
- d. Sort the group by "Last Name" and check for duplicate entrants. If duplicates are found, simply delete one of the entries.
- e. Sort the group by "Grade" or "Age" and check for entrants that are in the wrong group. If any are found, scratch the entrant and then go to the "Scratched" tab and Un-scratch the entrant to the correct group.
- f. After you are satisfied with the data, go to the Brackets View and create the brackets for the group.
- g. Use the Export Tournament button to back up your tournament to your flash drive.
- h. AutoBracket points out brackets with problems by color-coding them. Your goal is to fix the problem brackets where possible.
- i. Use the tools provided to make any adjustments necessary to the brackets.
- j. Swap, move entrants, add byes as needed.
- k. Late entrants can be added after the brackets have been created using the "Late Entry" function. You can add a fifth entrant to a 4 man bracket resulting in a 5 man round robin or you can add the late entry and then use the "Bump" button to move everyone below the "Late Entry" down one slot.
- l. AutoBracket will automatically adjust the brackets when it sees only two names, three names with a bye, four names, five and even 6 names.
  - Two names produces a "best two out of three" bracket.
  - Three names with a bye produces a four man with a bye. (Style is defined in preferences)
  - Four names produces a normal 4 man bracket. (Style is defined in preferences)
  - Five names with a bye produces a 6 man Round Robin with a bye.
  - Six names produces a 6 man Round Robin with a bye
- m. Adjust the mat assignments and bracket types if needed.
- n. Use the Export Tournament button to back up your tournament to your flash drive.



## **9. Printing**

- a. I recommend using a different color of paper for each group.
- b. Immediately throw away any outdated reports so that they don't get mixed up with the new reports.
- c. Print the "Detailed Bracket Report" first. It is a good backup and a record of your bracketing. This report is designed for the tournament director to hold.
- d. Print the "Team Score Sheet" next. This gives the coaches time to review the data before wrestling starts. Print 4 or 5 copies of this as the coaches really like this report.
- e. Print the "Brackets" third. Two or three sets will be needed.
- f. Print the "Score Sheets" last.
- g. Change the color of the paper in the printer to be ready for the next group.

## **10. Additional Information**

- a. In the event that you experience computer problems during your tournament, use the following procedure:
  - Remove the flash drive from the computer that is having problems.
  - Plug the flash drive into the backup computer that has AutoBracket installed.
  - Go to the Tournaments view and import the backed up tournament. This will allow you to pick up where you left off before the computer problems started.