

Getting Started with Easycomp

1. Start Easycomp
2. Wait until the splash screen has disappeared then enter the name of the event, e.g. British Open, and click Continue

Please enter information about the event

Easycomp

What is the name of the event?

1

2 How will competitors' names be entered?

They will be imported from an Excel spreadsheet

They will be entered manually

They will not be entered at all

3 What sort of event is it?

Ballroom and Latin

Disco

Continue

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Developed from the "Multiple Dance Scrutineering System" by John and Philip Leach

3. Click on Options, make sure that "Preview recall before printing" and "Preview results before printing" are both ticked, then click on Exit.

Options

Show "Tip Of The Day" at startup

Preview recall before printing

Preview results before printing

Automatically save data after each round

Competitions having more than 5 dances are "ten dance" type

Use ADFP method for recalls (recall all with majority or greater)

How will competitors' names be entered?

They will be imported from an Excel spreadsheet

They will be entered manually

They will not be entered at all

Exit **Cancel**

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4. Enter a competition by clicking on “Add Sheet”
5. Enter the name of the competition, e.g. Amateur Ballroom, and press Enter, then enter the number of dances e.g. 4, then press Enter again

Enter Competition Information

British Open

You cannot use any of the following characters: \ / : * ? " < > | .

Enter Name of Competition

Enter Number of Dances

Cancel

6. Enter the dances by entering their letters, one at a time, followed by Enter e.g. W<Enter>, F<Enter>, T<Enter>, Q<Enter>

Enter Dances

Amateur Ballroom

Dances Already Entered

Waltz
Foxtrot
Tango

Dance Name Input

Dance Codes
W - Waltz
F - Foxtrot
T - Tango
Q - Quickstep
V - Viennese Waltz
R - Rumba
S - Samba
C - Cha Cha Cha
P - Paso doble
J - Jive
O - Other

Enter Dance Code

7. Enter the couples' numbers in that competition by entering their numbers, followed by Enter, e.g. 1<Enter>, 2<Enter>, 3<Enter> and so on. Alternatively

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you can type 1-16<Enter> to automatically enter all the numbers from 1 to 16 inclusive.

Enter Competitors

Amateur Ballroom

Sort

1 15
2 16
3
4
5
6
7
8
9
10
11
12
13
14

Entry Input Section

E - End Entries
R - Remove Entry

Type Entry

Number Entered = 16

8. Press E when you have finished entering competitors' numbers and you will be returned back to the main screen, and you will see that you have 1 competition entered. You can edit this competition by double-clicking on it, and change its name, its dances, its competitors, and so on.

Easycomp

File Names Options Results Help

British Open

Sheet Manager

1>Amateur Ballroom

Add Sheet

Do Sheet

End Program

Kill Sheet

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- Now let's do a recall for this competition. We want to bring back 12 couples for a semi-final, using 3 adjudicators. Click on "Do Sheet"
- Fill in the details as shown, pressing Enter after each one.

Input Data For Round

Amateur Ballroom

Number of adjudicators

Letters

Number of heats

Number to be recalled

- Enter the numbers recalled by adjudicator A. You can see the couples in the competition on the right, and as you enter them, they jump over to the left. Enter whatever numbers you like. (If you enter a number which is not in the competition, the program will ask you if you want to add it.)

Enter Marks

Amateur Ballroom

Adjudicator A

Waltz

Heat 1

Marked Entries	Unmarked Entries
1	5
3	7
12	8
9	10
6	11
16	13
4	14
2	15

Recalling 12 Number marked 8

E - End adjudicator's marks
R - Remove a mark

Enter mark

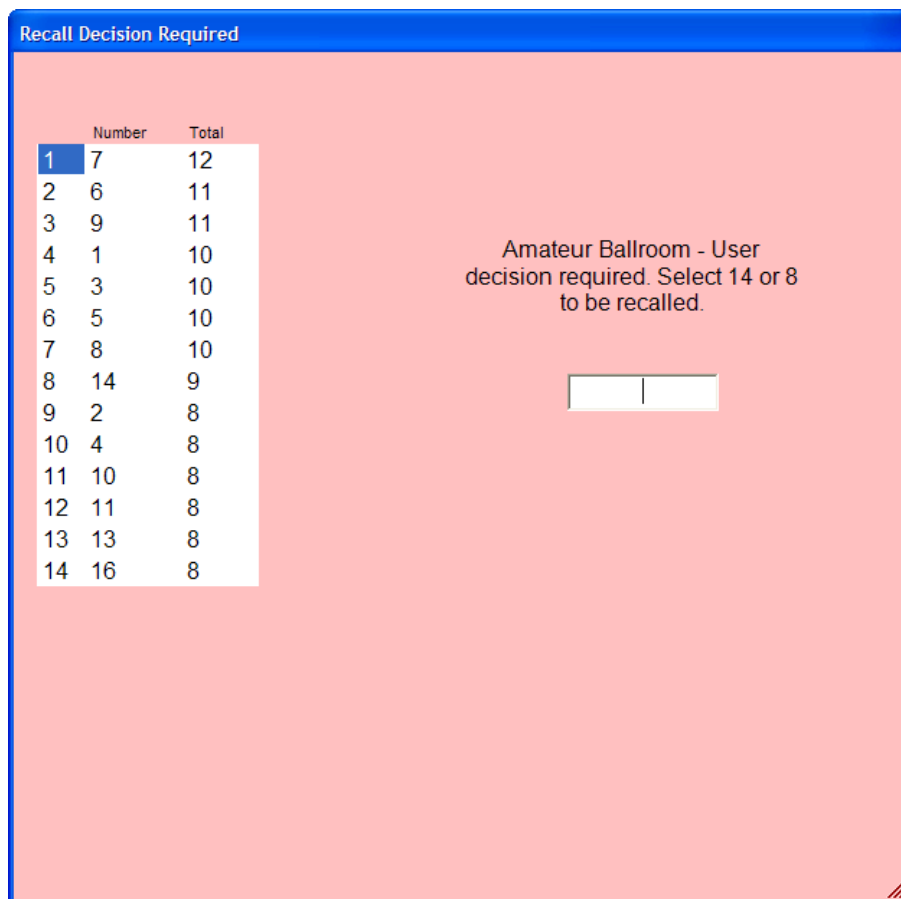
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12. After you have entered all the numbers for adjudicator A, press E and do the same for adjudicator B, and so on, for all adjudicators. You will then see a summary for Waltz. You can change any adjudicator's mark now if you want to, but for now just click on Continue.

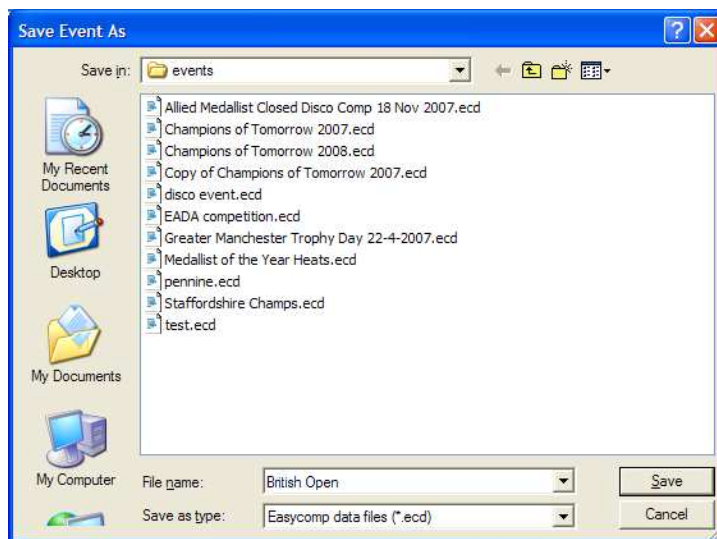
The screenshot shows a software window titled "Check Marks" with a yellow background. At the top, it says "Waltz" and "Amateur Ballroom". Below this is a table with two columns: "Adjudicator" and "Marks". The "Adjudicator" column has three rows: "A", "B", and "C". The "A" row is highlighted in blue. The "Marks" column has 12 rows, numbered 1 through 12. To the right of the table, there is a small tooltip that says "To delete a mark, click on it ar". At the bottom of the window, there is a label "Enter mark" followed by a small white input box, and a green button labeled "Continue".

13. Repeat the process for the Foxtrot, then Tango and Quickstep.
14. When you have entered the last number for the last adjudicator for the Quickstep you will see a summary screen, as usual. Click on Continue.
15. Depending on what numbers you entered, the program may not be able to recall exactly 12 couples, and if so, you will see a screen like this:-

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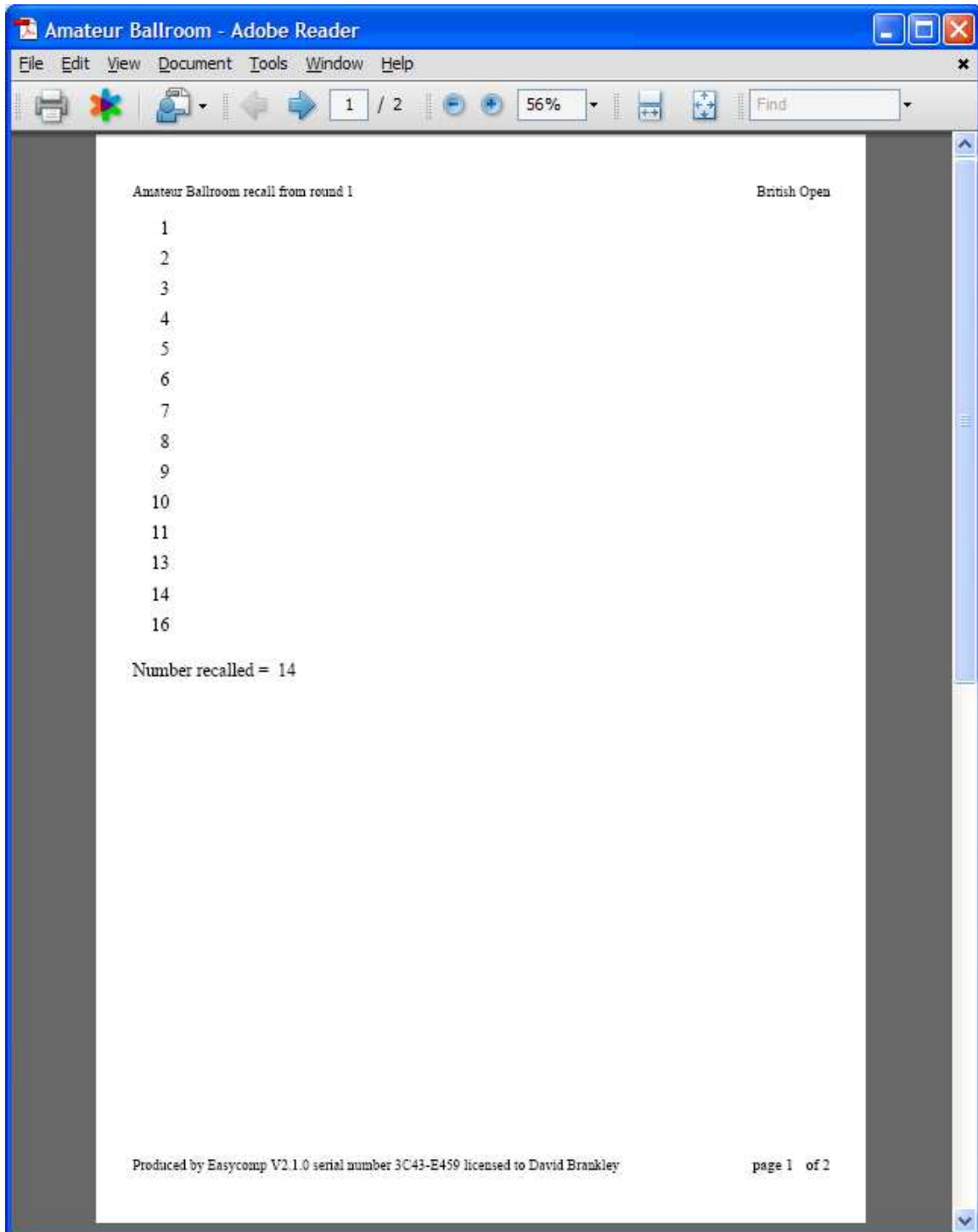


16. Decide how many you want to bring back (I will choose 14 in this case)
17. The program will now ask you to save your work. Choose a name for your file (it makes sense to call it something meaningful so that you can find it again in the future). I will give mine the same name as the event, "British Open". Click on Save.



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18. You should then see displayed on your screen, the recall sheets for the competition. You can print them off if you wish, or just close the window if not.



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Amateur Ballroom recall from round 1

British Open

Waltz	Foxtrot	Tango	Quickstep	Total	Recall
1 XXXX	1 X X	1 XX	1 XXXX	10	-
2 XXXX	2 XX	2 XX	2 X	8	-
3 XXXX	3 XXXX	3 XXXX	3 X	10	-
4 XX	4 X	4 XX	4 XXXX	8	-
5 XX	5 XXXX	5 XX	5 XXXX	10	-
6 X X	6 XXXX	6 XXXX	6 XXXX	11	-
7 XXXX	7 XXXX	7 XXXX	7 XXXX	12	-
8 X X	8 XXXX	8 X X	8 XXXX	10	-
9 XXXX	9 XXXX	9 XXXX	9 X X	11	-
10 X	10 X X	10 X X	10 XXXX	8	-
11 XXXX	11 XX	11 X X	11 X	8	-
12 XX	12 XX	12 XX	12 X	7	-
13 XX	13 X	13 XXXX	13 XX	8	-
14 X	14 XXX	14 XXXX	14 XXXX	9	-
15 XX	15 XX	15 X	15 X	6	-
16 XX	16 XX	16 X	16 XXXX	8	-

Number Recalled = 14

Adjudicators
A -
B -
C -

Produced by Easycomp V2.1.0 serial number 3C43-E459 licensed to David Brankley

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19. The next round is done in exactly the same way. Click on “Do Sheet” and follow the same procedure. When there are less than 9 competitors left in the competition, the program will ask you if this is a final, and if you say Yes, it will place all the finalists and produce a Final sheet instead of a recall sheet.

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This has been a very brief introduction, but hopefully you now have some idea of how to use the program. Please look at the Help for more details, and if you have any questions at all, don't hesitate to contact us at info@easycompsoftware.com

Happy Scrutineering!

The Easycomp team.