



# FREESTYLE SOLUTION MANUAL

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We would like to welcome you to our WhatsApp group “WORKING GROUP GSS DATASYSTEM”, a fast way to help each other during the season. Contact Karin Arnold to join the group.

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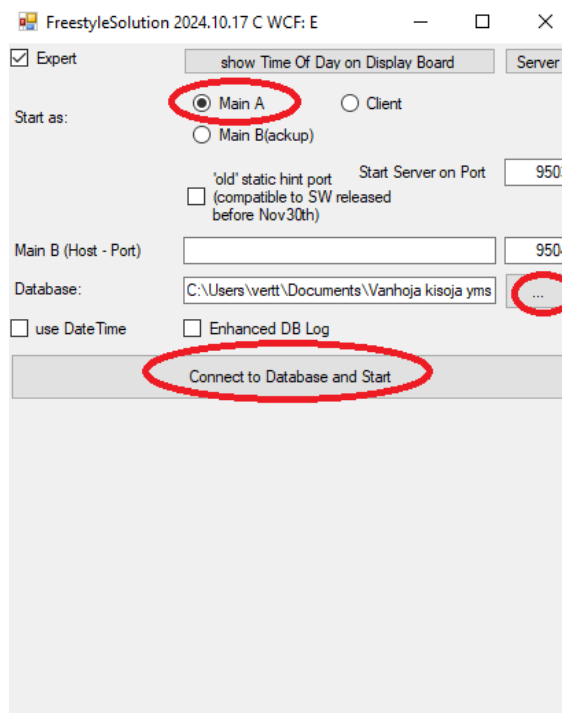
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# Starting the software

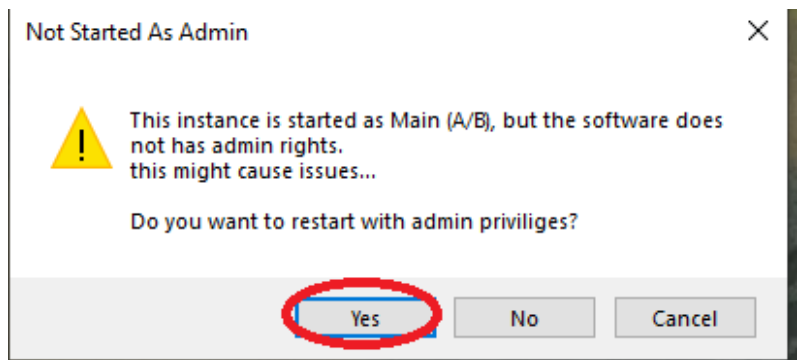
Run "Freestylesolution.exe"

PDFt Ruka EC ka	AnalyseOdfPRJ.exe	23/10/2024 12.06	Application	37 KB
Screenshots	DataChanges.exe	23/10/2024 12.06	Application	40 KB
Tietokannat Ruk	FindServer.exe	18/10/2024 13.22	Application	14 KB
OneDrive - Persor	FreestyleSolution.exe	23/10/2024 12.06	Application	1 393 KB
This PC	FreestyleTests.exe	23/10/2024 12.06	Application	54 KB
	FssLight.exe	23/10/2024 12.06	Application	381 KB
	FssMaster.exe	23/10/2024 12.06	Application	120 KB

Upon starting Freestylesolution.exe a window opens, where you can choose your database '.sdf' file. Please select Main A and click the 3 dots "..." to select the database of your competition. Then click "Connect to Database and Start". **This will start the Main Instance.**



Your computer may ask you to open the program with admin rights. Click "YES," and the program will open.



# Working with Main and Client Instances

Do all the pre-event setup in the Main Instance (which you start by choosing “Main A”).

After assigning the start order, please close the Main Instance.

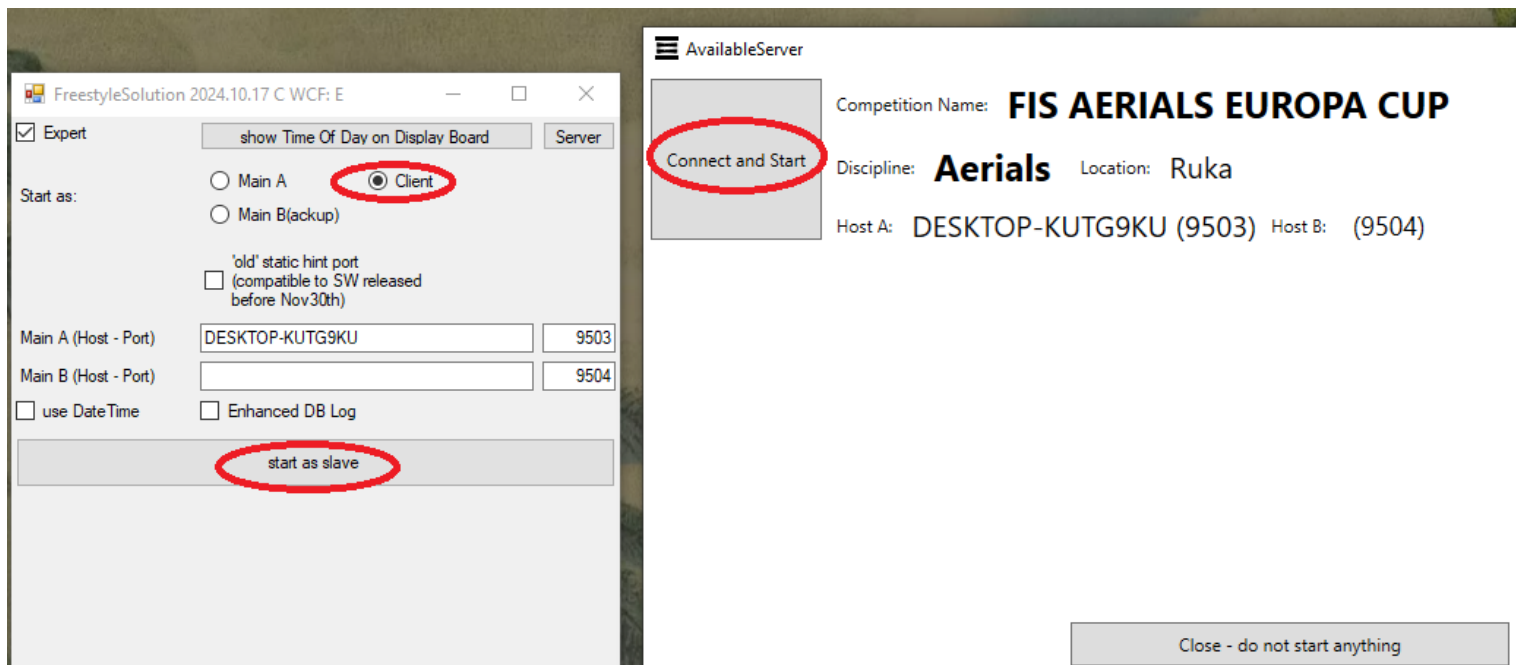
Then you may restart it and leave it running in the background but do not open any windows there.

Everything that is done during the competition (e.g. live scoring, online judging, pdf results, score validation, timing) should be opened in Client Instances.

You can start as many Client Instances as you like.

It is recommended to open a separate Client Instance for every task.

It is possible to utilize more than one computer for these operations. If the judges' tablets are set up (as in Europa Cup), you can add additional computers to the same network (via a switch) and run the Client Instances on them (see chapter Judges' Tablets).



- To start the Client Instance, run “Freestylesolution.exe” and choose “Client” instead of “Main A”
- A window pops up where you should click “Connect and Start”
- If this window does not appear click “start as slave”

# Creating and Opening a Competition

Once you have clicked “Connect to Database and Start”, the event window will open. Here you can select your competition or create a new one.

If you have already created your competition, choose it and click "Start". To create a new competition, click “add Competition (Light)”.

After clicking “add Competition (Light)” a new window named "Add Competition" will open. Select the details, enter all your data and then click “save”.

The 'AddCompetition' window contains the following fields and options:

- Cup:** ☒ FIS Event, ☐ FIS similar Event, ☐ Interscholastic
- Discipline:** ☒ Ski Freestyle, ☐ Snowboard
- Discipline (sub-section):** ☐ Moguls, ☐ Dual Moguls, ☒ Aerials, ☐ Ski Cross, ☐ Half Pipe, ☐ Slopestyle, ☐ Big Air
- Competition Format:** ☒ FIS Format (1-2Q, 1-3F), ☐ 1-2Q (best), 1-3F (2 best), ☐ Dynamic Format, ☐ Olympic (2 Q, 2 F1 (best), 1 F2
- Event Date:** Friday, 13 December 2024
- Event Name:** FIS AERIALS EUROPA CUP
- Location:** Ruka
- Nation:** FIN
- Codex Ladies:** 0
- Codex Mens:** 0
- Buttons:** save, cancel

A red arrow points from the 'Codex Ladies' field to the 'Codex' column in the table below.

The 'SelectCompetition' window displays a table of competitions:

ShortName	LongName
FIS FREESTYLE SKI EUROPA CUP MOGULS	FIS FREESTYLE SKI EUROPA CUP
FIS FREESTYLE SKI EUROPA CUP DUAL MOGULS	FIS FREESTYLE SKI EUROPA CUP

Buttons at the bottom: Start, Edit Competition, add Competition (Light), create Competitions from Online.

You can find the competition codices on the FIS website. Make sure you enter correct ones for women and men:

Ruka Aerials EC							
Status	Date	Codex	Event	Category	Gender	Run	Time
	13 Dec	8557	Aerials	EC	M		
	13 Dec	8558	Aerials	EC	W		
	14 Dec	8559	Aerials	EC	M		
	14 Dec	8560	Aerials	EC	W		

After creating a competition, choose it and click “Start”

The 'SelectCompetition' window shows the same table as before, but with 'FIS AERIALS EUROPA CUP' selected. The 'Start' button is highlighted with a red circle.

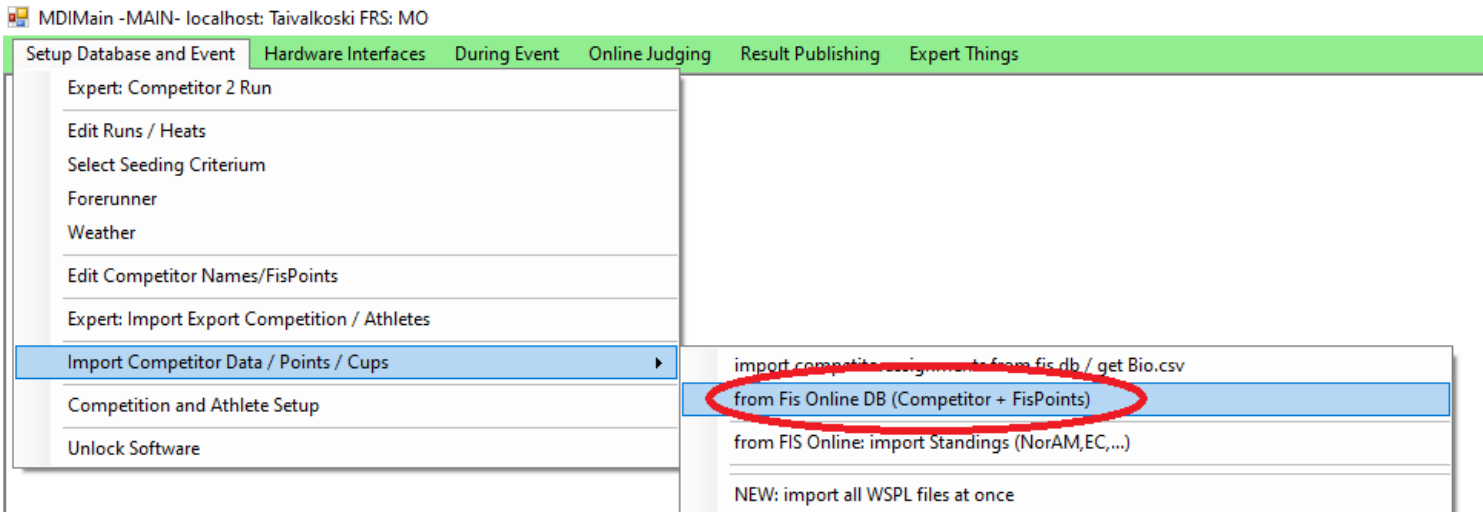
# Import FIS Athlete Data

You need to import into the software the FIS athletes and their FIS points from the FIS database.

To import the FIS athletes and FIS points go to “Setup Database and Event”

-> “Import FIS Competitor Data/Points/Cups”

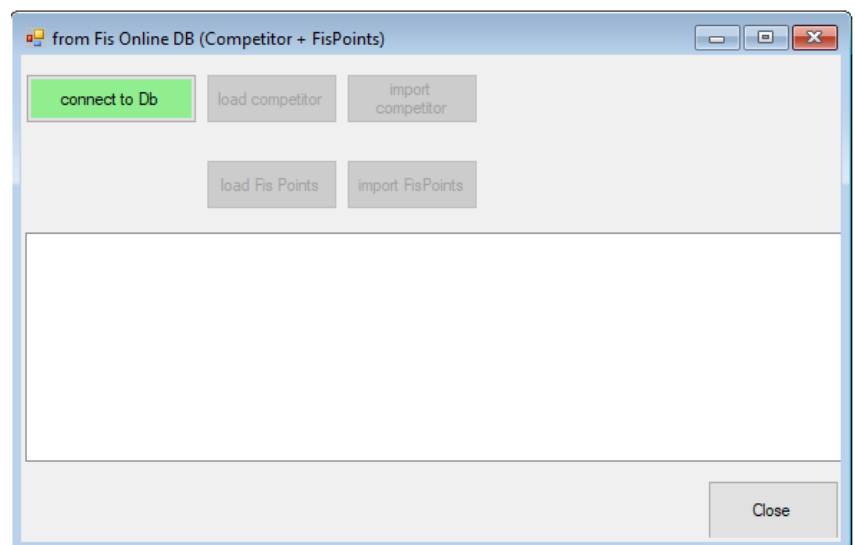
-> “from FIS Online DB (Competitor + FIS Points)”.



A new window will open. Make sure you are connected to the internet before proceeding with the next steps:

- “Connect to Db”
- “load competitor”
- “import competitor”
- “load FisPoints”
- “import FisPoints”

**NOTE:** Each step may take several minutes.



After completion of all the steps, click “Close” and restart the software.

# Import Entries from FIS Online Entry System

In some competitions, for example in all Europa Cup events, you can get the entries from the FIS Online Entry System.

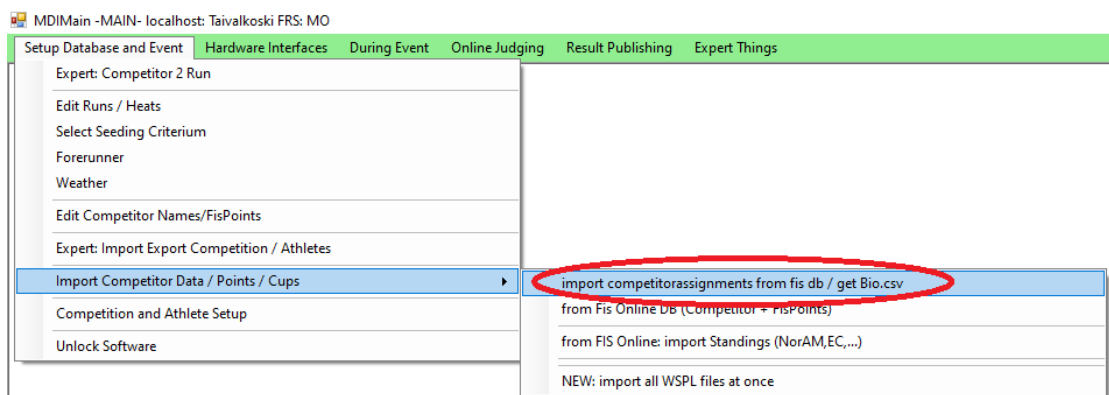
If you don't use the FIS Online Entry System for your event, see chapter Competition and Athlete Setup for how to add competitors.

You can download entries from the FIS Online Entry System as follows:

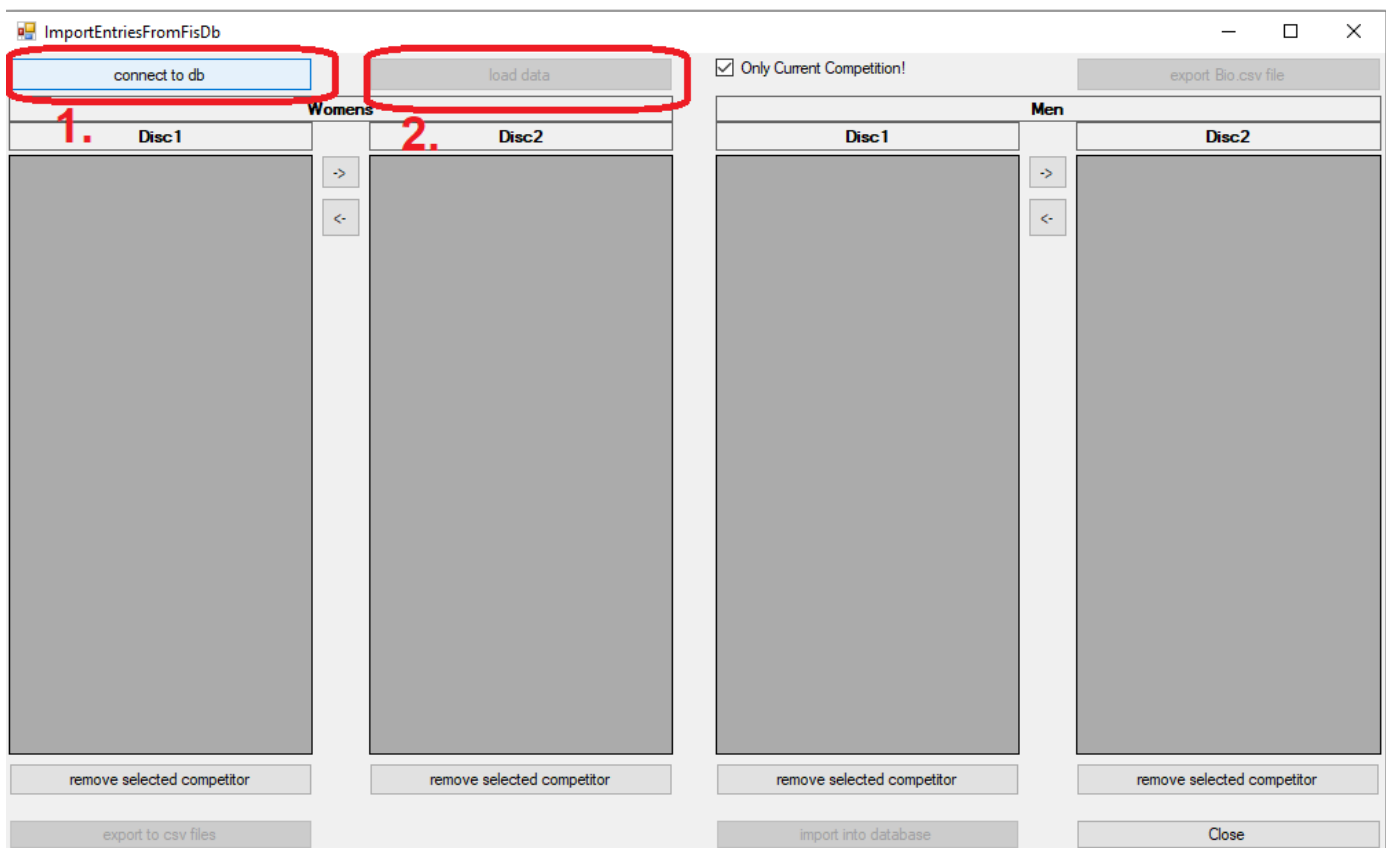
Go to "Setup Database and Event"

-> "Import Competitor Data/Points/Cup"

-> "import competitorassignments from fis db / get Bio.csv"



A new window titled "ImportEntriesFromFisDb" will open. Click "connect to db" and then "load data"





The entries will appear divided by gender. Click “import into database”.

ImportEntriesFromFisDb

connect to db

Womens

MO

FisCode	Name	Natio	MO	Fis
2533937	Voutilainen Riikka	FIN	140 (54)	
2534372	Bierens Pien	NED	69 (115)	
2534483	Samankova Dorota	CZE	77 (106)	
2534864	Lundholm Elis	SWE	90 (93)	
2537443	Duaux Marie	FRA	93 (91)	
2537759	Michl Katharina	GER	100 (80)	
2537789	Stenkula Nicolina	SWE	116 (70)	
2537886	Passaretta Manuela	ITA	83 (99)	
2538028	Joly Lily	FRA	112 (71)	
2538419	Segerius Laura	NED	26 (183)	
2539655	Timpone Sofia Carla	ITA	25 (184)	

Men

MO

FisCode	Name	Natio	MO	Fis
2530808	Bellucci Massimo	ITA	140 (71)	
2531880	Voutilainen Riku	FIN	137 (74)	
2532502	Conedera Martino	SUI	110 (95)	
2533002	Buzzi Enea	SUI	102 (106)	
2533687	Ahvenainen Akseli	FIN	76 (131)	
2534056	Kaisla Aleks	FIN	28 (218)	
2534403	Pascarella Paolo	SUI	180 (57)	
2534862	Waerne Karl	SWE	114 (92)	
2534863	Berg Gordon	SWE	93 (114)	
2535562	Fabiani Mathis	FRA	96 (110)	
2537616	Moberg Elis	SWE	119 (84)	
2537618	Hansson Mathisen Jakob	SWE	172 (60)	
2537619	Lundholm Vilgot	SWE	76 (132)	
2537688	Pacaci Nuri Deniz	TUR	10 (306)	
2537777	Beinhoff Teo	SWE	95 (112)	
2537793	Rubacek Jan	CZE	68 (143)	
2537801	Adriansson Vincent	SWE	87 (124)	
2538029	Crozet Leo	FRA	95 (111)	
2538325	Gravenfors Noel	SWE	90 (117)	
2538534	Zvaleny Filip	CZE	29 (213)	
2538750	Tene Antoine	FRA	46 (177)	

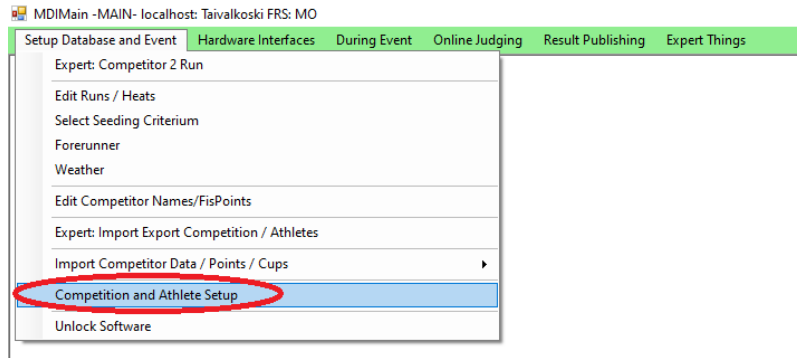
remove selected competitor

export to csv files

import into database

# Competition and Athlete Setup

Go to "Setup Database and Event"  
-> "Competition and Athlete Setup"  
A new window will open.



## Competitor Data

The "Competitor Data" tab allows you to manage data related to the event's competitors. To maintain a clear overview of the athletes, they are separated by gender.

The "Bib" field displays the bib assigned to a competitor, while the "StartNr" field indicates the running order in the selected run.

On the top, you can choose the run you are viewing.

You can edit the competitor's information by double-clicking the respective athlete.

The 'EditCompetitor' window is divided into two main sections: 'General Competitor Data' and 'Event Specific Data'. The 'General Competitor Data' section includes fields for FIS Code (2537789), LastName (Stenkula), First Name (Nicolina), Gender (Female selected), Country (SWE), Add Group, Classification 2, Skiclub, and Day of Birth (Monday, 8 August 2005). The 'Event Specific Data' section includes Bib (38), Start Order (1), and checkboxes for 'MO - 2024-02-10 12:00:00 AM' and 'DM - 2024-02-11 12:00:00 AM'. At the bottom are 'Save' and 'Cancel' buttons.

The 'Competition and Athlete Setup' window has tabs for 'Competitor Data', 'General Event Data', and 'Schedule'. Under 'Competitor Data', there are radio buttons for 'Ladies', 'Men', 'All Events', 'General' (selected), and 'Subgroup'. A 'RUN' label is next to 'Quali 1' and 'F1' radio buttons. Below is a filter bar with fields for Name, Nation, Age Category, and Fis/Snow Code. A table lists competitors with columns: StartNr, Code, Bib, Name, Gender, Country, AddInfo, Yob, FisPoints, FisRk, CupRk, and Group.2. The first row, for Stenkula Nicolina, is highlighted. A red arrow points from the text 'DOUBLE CLICK' to the first row. At the bottom, there are buttons for 'Import Comp (multiple events)', 'Add Competitor Manually', 'Import Comp (one event)', and 'Remove Competitor'. A red box highlights these buttons. To the right, a red box highlights 'Assign StartOrder', 'Assign Bib', and 'use BIB as StartOrder' buttons. A red box also highlights the 'ASSIGN BIBS & START ORDER' label. At the bottom right, it says '# Competitor Currently Shown in List: 8'. The 'Save and Close' button is at the very bottom.

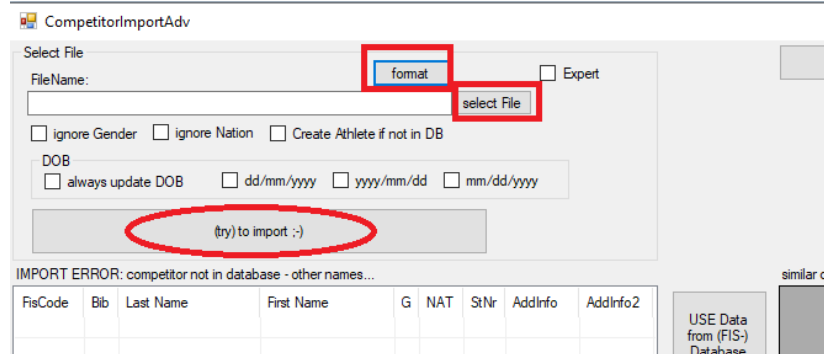
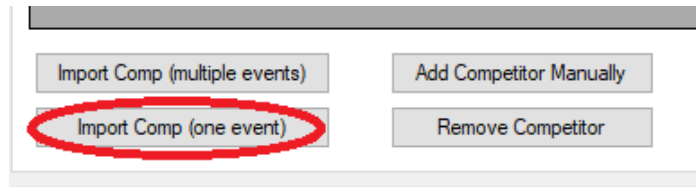
StartNr	Code	Bib	Name	Gender	Country	AddInfo	Yob	FisPoints	FisRk	CupRk	Group.2
1	2537789	3	Stenkula Nicolina	F	SWE		2005	116.00	70	99999	
2	2537886	19	Passaretta Manuela	L	ITA		2006	83.00	99	99999	
3	2539655	20	Timpone Sofia Carla	L	ITA		2007	25.35	184	99999	
4	2534372	22	Bierens Pien	L	NED		2003	69.25	115	99999	
5	2537759	17	Michl Katharina	L	GER		2007	100.00	80	99999	
6	2538028	16	Joly Lily	L	FRA		2006	112.00	71	99999	
7	2537443	15	Duau Marie	L	FRA		2004	93.00	91	99999	
9	2534864	37	Lundholm Elis	L	SWE		2002	90.00	93	99999	

## Import competitors from csv file:

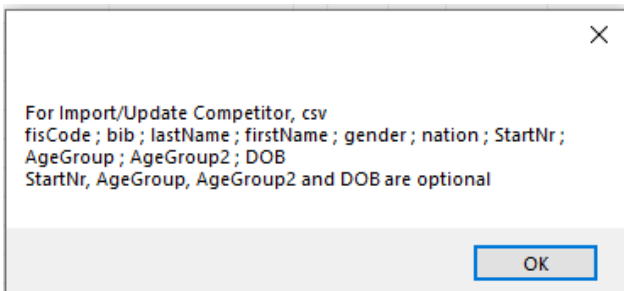
If your event does not use the FIS Online Entry System, you can import entries from a csv file or add competitors manually.

To import competitors from a csv file, click "Import Comp (one event)". Another window will open titled "CompetitorImportAdv".

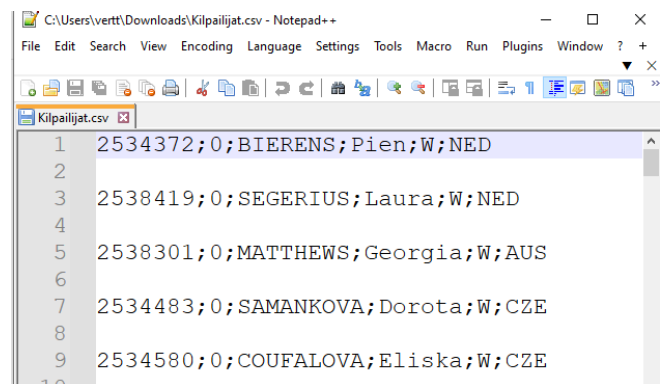
First click "Select File" to choose the import csv file. Make sure this file is correctly formatted.



If you click "format" you will see how the import file should be formatted:



## Example of an import file:

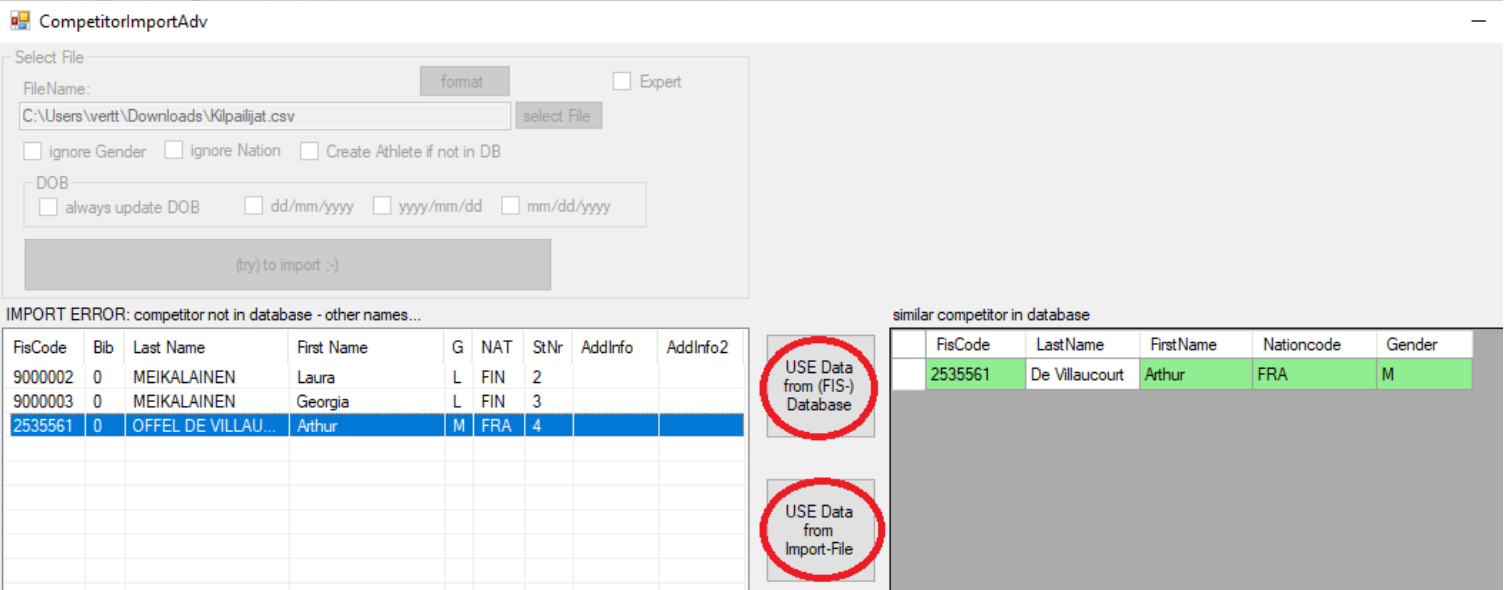


Click "(try) to import :-)" to start the import process.

The program goes through the import file and tries to match the data from your file to data from the FIS Database.

All competitors who are matched successfully will be assigned to the first run.

Those that could not be matched will appear on the list on the left.

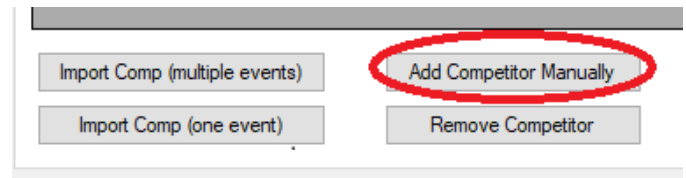


If an unmatched athlete has a FIS license, choose “USE Data from (FIS-) Database”

If an unmatched athlete **does not** have a FIS license but will compete anyway, in National Championships for example, choose “USE Data from Import-File”.

## Add competitors manually

Occasionally, after the bulk of competitors have been imported, due to late entries etc., a competitor may need to be added. Instead of creating another import file you have the possibility to add competitors one by one by clicking the "Add Competitor Manually" button.



You can then search for a competitor from the FIS database or fill in the details manually (if the competitor doesn't have a FIS license).

## Assign random bibs:

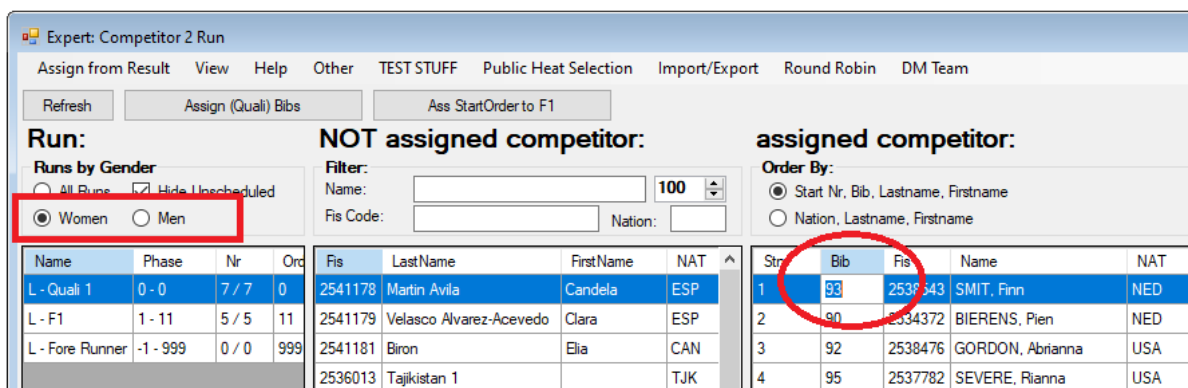
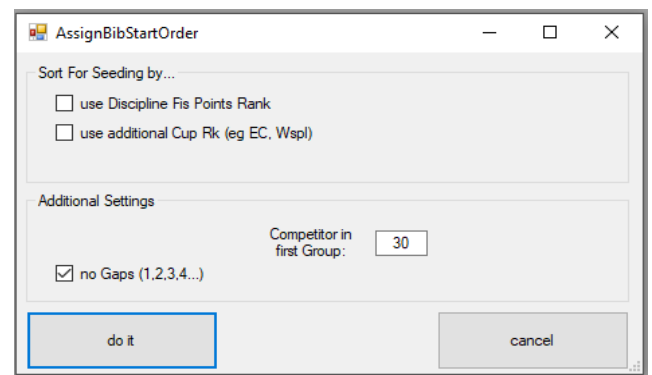
To assign random bibs to your competitors, click the "Assign Bib" button. Do not select any seeding details, just click “do it”.



**NOTE:** For assigning bibs in Continental Cup see chapter “Assign bibs in AE and MO/DM Continental Cup”.

## Assign bibs manually:

If you want to assign bibs manually for every athlete, go to “Setup Database and Event” -> “Expert: Competitor 2 Run”. Choose gender and write in a bib field of the selected athlete



### Assign random start order:

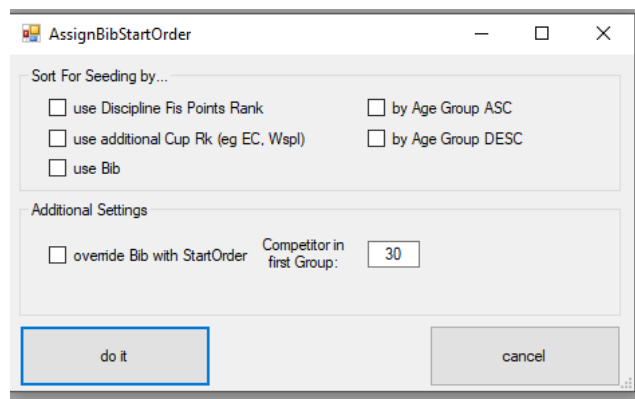
To assign a random start order click “Assign StartOrder”. Do not select any seeding details, just click “do it”.

**NOTE:** A random start order is used in aerals events (see ICR 4114).

**NOTE:** For assigning start order in Moguls Continental Cup, see chapter “Assign start order in Moguls Continental Cup”



A set of three buttons. The first button, "Assign StartOrder", is highlighted with a red oval. To its right is a button labeled "Assign Bib" followed by a small downward-pointing arrow icon. Below the "Assign StartOrder" button is a third button labeled "use BIB as StartOrder".



A dialog box titled "AssignBibStartOrder". It contains two sections: "Sort For Seeding by..." and "Additional Settings".

**Sort For Seeding by...**

<input type="checkbox"/> use Discipline Fis Points Rank	<input type="checkbox"/> by Age Group ASC
<input type="checkbox"/> use additional Cup Rk (eg EC, Wspl)	<input type="checkbox"/> by Age Group DESC
<input type="checkbox"/> use Bib	

**Additional Settings**

<input type="checkbox"/> override Bib with StartOrder	Competitor in first Group: <input type="text" value="30"/>
---	--

At the bottom are two buttons: "do it" (highlighted with a blue border) and "cancel".

## General Event Data

The tab “General Event Data” lets you enter the course data, the judges, the competition mode and the officials.

The screenshot shows the 'Competition and Athlete Setup' window with the 'General Event Data' tab selected. The window is divided into several sections:

- Course Data:** Includes fields for Course Name (Taivalvaara), Course Length (200.0), Course Width (0.0), Gate Width (0.0), Gradient/Inclination (24), min/max FIS Points (0, 0), and Place / Nation (Taivalkoski). A 'Calc Pace' button is present.
- Judges & Scoring:** Includes a 'No of Judges' dropdown (set to 7) and a 'change NoOfJudges' button. Below is a table of judges.
- Competition Mode:** Includes sections for Ladies and Men, each with 'Quali Runs' and 'Final Runs' options. A 'Reverse Q2 StartOrder' checkbox is also present.
- Officials / Jury:** A table listing officials with columns for Jury, Name, Nation, Function, Order, and Print.

Jury	Name	Nation	Function	Order	Print
<input checked="" type="checkbox"/>	SPAN Ales	SLO	FIS Technical Delegate	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	BUHLER John	CAN	Head Judge	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	VOUTILAINEN Petri	FIN	Chief of Competition	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ARNOLD Karin	FIS	FIS Race Director	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ARLING Kai	FIN	Chief of Course	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

At the bottom of the window is a 'Save and Close' button.

## Course data in Moguls:

Once you have entered the course measurements click "Calc Pace". On the right will you will the pace time for each gender. The FIS Technical Delegate should provide you with all the measurements.

This screenshot shows the 'Course Data' tab for Moguls. The 'Calc Pace' button is circled in red. The fields are filled with data for the 'Levi Moguls Course':

- Course Name: Levi Moguls Course
- Course Length: 243.0
- Course Width: 0.0
- Gate Width: 0.0
- Gradient/Inclination: 23
- min/max FIS Points: 0, 0
- Place / Nation: Levi

The 'Pace Time' results are displayed on the right:

- Pace Time Ladies: 9.0 m/s 27.00
- Pace Time Men: 10.3 m/s 23.59

## Course data in Dual Moguls:

In dual moguls, you also have settings regarding seeding the brackets. Usually, you only need to choose between two of them, either “Quali is used to seed Brackets” or “no Quali, seed by SeedCriteria”.

Details regarding seeding by “seed criteria” are explained in the chapter of the manual “Dual Moguls Seeding by Seed Criteria”.

This screenshot shows the 'Course Data' tab for Dual Moguls. The 'Calc Pace' button is circled in red. The fields are filled with data for the 'Taivalkoski' course:

- Course Name: Taivalkoski
- Course Length: 200.0
- Course Width: 0.0
- Gate Width: 0.0
- Gradient/Inclination: 24
- min/max FIS Points: 0, 0
- Place / Nation: Taivalkoski

The 'Pace Time' results are displayed on the right:

- Pace Time Ladies: 9.0 m/s 22.22
- Pace Time Men: 10.3 m/s 19.41

At the bottom, there are four radio button options for seeding criteria:

- ☐ Quali is used to seed Brackets
- ☐ no Quali, seed by Bib
- ☐ no Quali, seed by Fis RK
- ☒ no Quali, seed by SeedCriteria

## Course data in Aerials:

In Aerials you can enter the specs of the kickers. The FIS Technical Delegate should provide you with all the measurements.

**Course Data**

Course Name:  SuperFinal\_OrHeats ?

Distance:  65  26

Inrun:  21

Table:  30  34

Landing:  0  0

min FIS Pnts Scale:  0

max FIS Pnts Scale:  0

Place / Nation: (DAY 1) Ruka

Kickers:

Nr	Distance	Height	Gradient	Delete
1	4	2	56	<input type="checkbox"/>
2	6.7	3.5	65	<input type="checkbox"/>
3	8	4.1	71	<input type="checkbox"/>
4	6.7	3.5	65	<input type="checkbox"/>
*				<input type="checkbox"/>

## Judges:

Choose the number of judges. Enter their full names (LASTNAME Firstname) and nationality. If you are working with the online judging system enter the "OnlineUsername" (email address) as well. You should get judges' online usernames from the Head Judge or Race Director.

**Judges & Scoring**

No of Judges:  5

Nr	Name	Nation	OnlineUsername
1	KLANCAR Marco	SLO	klancar.marco@gmail.com
2	KRIEGER Alexandra	GER	alexandra.sabine.krieger@gmail.com
3	LADIC Dejan	SLO	dejan.ladic@gmail.com
4	ARKAEVA Diana	KAZ	Dishka-93@bk.ru
5	TANAKA-SUNDEQUIST Tina	JPN	tina@yuki.se

## Competition Mode:

Here you can select the number of runs for qualification and final for each gender and how many competitors will qualify for finals.

**Competition Mode**

General Competition Mode

Ladies

Quali Runs: ☐ 1 Run ☒ 2 Runs ☐ no Quali

Final Runs: ☒ 1 Run ☐ 2 Runs ☐ 3 Runs ☐ no Finals

Men

Quali Runs: ☐ 1 Run ☒ 2 Runs ☐ no Quali

Final Runs: ☒ 1 Run ☐ 2 Runs ☐ 3 Runs ☐ no Finals

☐ Use Age Group Ranking as MainRanking

## Officials / Jury:

Enter the members of the jury and other officials. Please remember that only TD, Head Judge and Chief of Competition are members of jury. Check the box on the left for them.

**NOTE:** The nation of the Race Director is "FIS". Enter all the names in FIS format: "LASTNAME Firstname"

**Officials / Jury**

Jury	Name	Nation	Function	Order	Print
<input checked="" type="checkbox"/>	ULRICH Renato	SUI	FIS Technical Delegate	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	POHJAVIRTA Pipsa	FIN	Head Judge	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HEINONEN Kari	FIN	Chief of Competition	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ARNOLD Karin	FIS	FIS Race Director	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SALMELA Hannu	FIN	Asst. Chief of Competition	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	KINNUNEN Risto	FIN	Chief of Course	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>				0	<input checked="" type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

## Schedule

The tab “Schedule” lets you set the timetable for all runs. Choose “scheduled” or “unscheduled” and set the dates and start times.

Competition and Athlete Setup

Competitor Data General Event Data **Schedule**

### Ladies Runs

Fore Runner ☒ Scheduled ☐ Unscheduled StartTime 10.02.2024 00:00:00

Quali 1 ☒ Scheduled ☐ Unscheduled StartTime 10.02.2024 16:40:00

F1 ☒ Scheduled ☐ Unscheduled StartTime 10.02.2024 18:45:00

### Mens Runs

Fore Runner ☒ Scheduled ☐ Unscheduled StartTime 10.02.2024 00:00:00

Quali 1 ☒ Scheduled ☐ Unscheduled StartTime 10.02.2024 16:40:00

F1 ☒ Scheduled ☐ Unscheduled StartTime 10.02.2024 18:55:00

When you are done entering all the information click “Save and Close” at the bottom of the window.

Competition and Athlete Setup

Competitor Data General Event Data **Schedule**

### Course Data

Course Name: Taivalvaara

Course Length: 200.0 Calc Pace Pace Time Ladies: 9.0 m/s 22.22

Course Width: 0.0 Pace Time Men: 10.3 m/s 19.41

Gate Width: 0.0

Gradient/Inclination: 24 min/max FIS Points 0 0

Place / Nation: Taivalkoski FIN

### Judges & Scoring

No of Judges 7 change NoOfJudges

Nr	Name	Nation	OnlineUsername
1	TACK Rasmus	SWE	rasmus.tack@gmail.com
2	DEGTEVA Yulya	KAZ	ysdegteva@gmail.com
3	PICHET Hubert	CAN	hpichet7@gmail.com
4	PUIG CRISOL Josep Maria	ESP	blodkra@hotmail.com
5	CARR Martin	GBR	martin.carr@freestylesnowsp
6	ANTTILA Petri	FIN	petri.brandto@gmail.com
7	RUBIN Gaspard	FRA	gaspard.rubin@gmail.com

### Competition Mode

General Competition Mode

Ladies: Quali Runs ☒ 1 Run 6 Q1 -> F1 16 ☒ 1 Run ☐ 2 Runs ☐ no Quali Final Runs ☒ 1 Run ☐ 2 Runs ☐ 3 Runs ☐ no Finals

Men: Quali Runs ☒ 1 Run ☐ 2 Runs ☐ no Quali Final Runs ☒ 1 Run ☐ 2 Runs ☐ 3 Runs ☐ no Finals

☐ Reverse Q2 StartOrder

☐ Use Age Group Ranking as MainRanking

### Officials / Jury

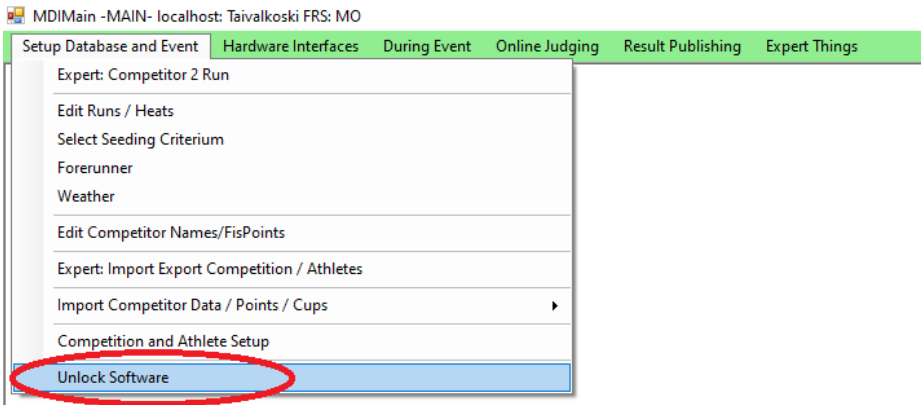
Jury	Name	Nation	Function	Order	Print
<input checked="" type="checkbox"/>	SPAN Ales	SLO	FIS Technical Delegate	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	BUHLER John	CAN	Head Judge	0	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	VOUTILAINEN Petri	FIN	Chief of Competition	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ARNOLD Karin	FIS	FIS Race Director	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ARLING Kai	FIN	Chief of Course	0	<input checked="" type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

Save and Close



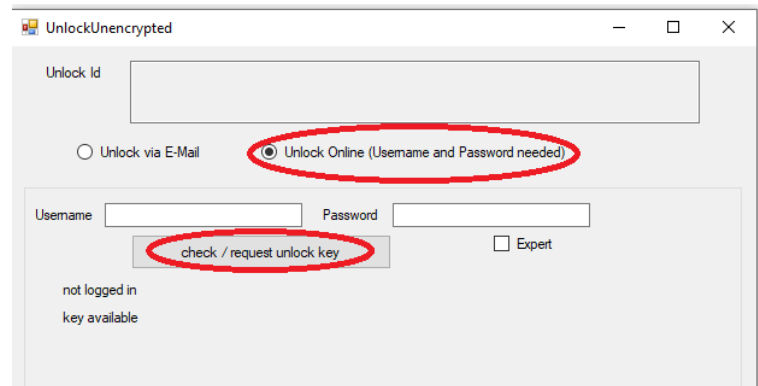
# Unlocking the Software

After creating a competition, you need to unlock the software. This must be done for every competition in a database. Go to “Setup Database and Event” -> “Unlock Software”.



A new window will open. Choose “Unlock Online (Username and Password needed)” and write in Username: **karin.arnold@fis-ski.com** and Password: **ElvisIsInTheHouse** Then click “check / request unlock key”.

Be aware there's a loading process that lasts a few seconds, after which you will see a message “Successfully unlocked”. Then simply click “ok”.



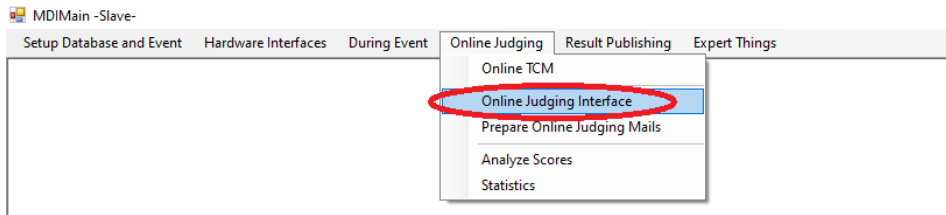
If unlocking doesn't work, please send an email to Karin Arnold: **karin.arnold@fis-ski.com**.

# Online Judging

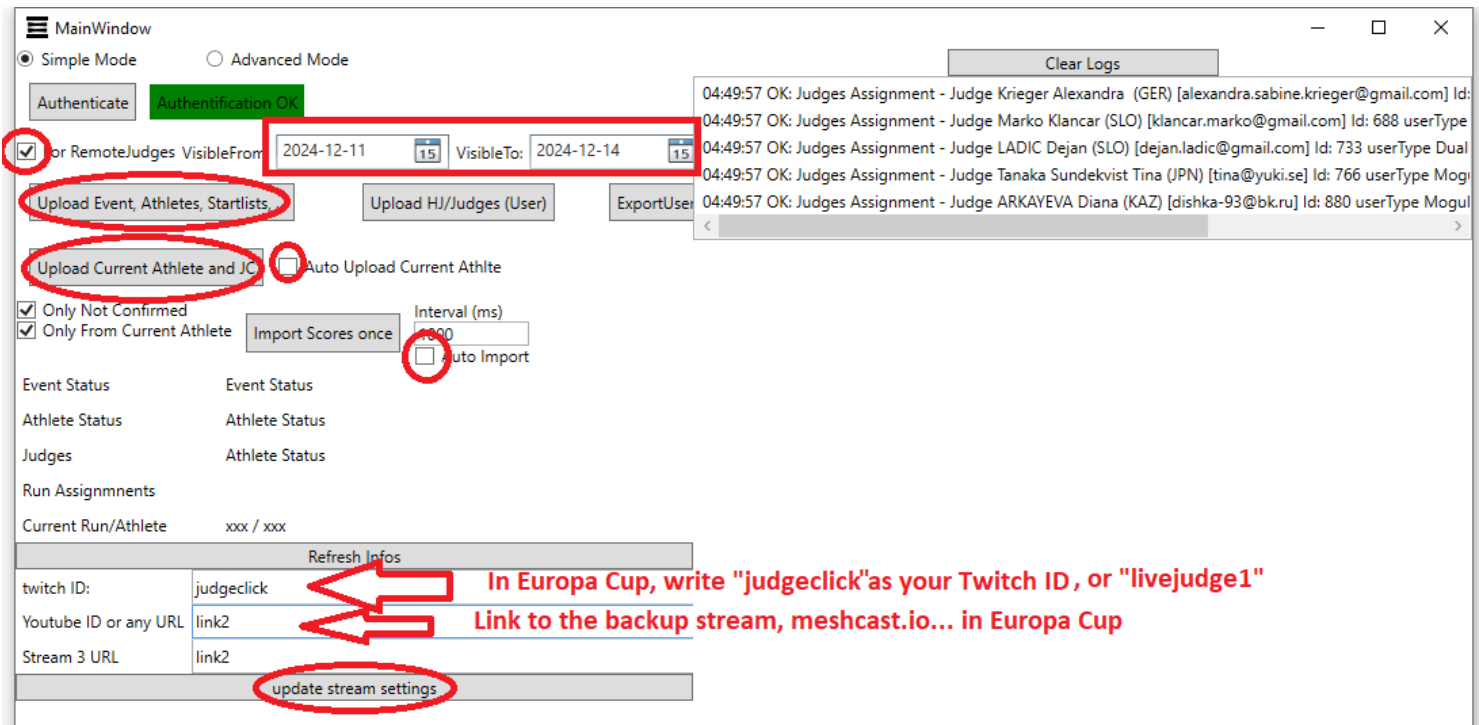
**NOTE:** To use online judging, you must first enter the judges' usernames in "Setup Database and Event" -> "Competitor and Athlete Setup" -> "General Event Data" as described earlier in the manual.

Every Europa Cup and World Cup judge has a username.

For setting up online judging, select "Online Judging" -> "Online Judging Interface". A new window will open.

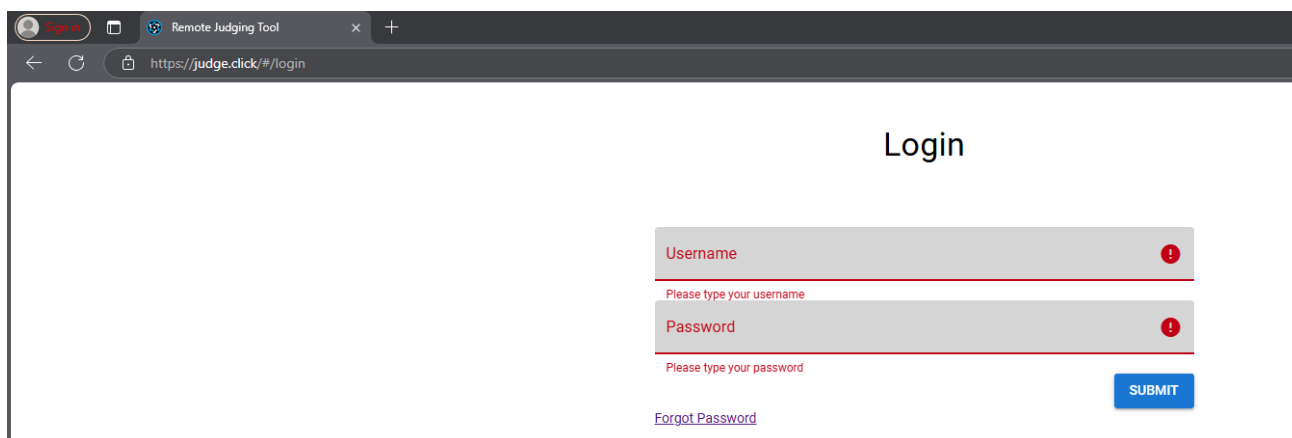


- click "Authenticate"
- check the box "for Remotejudges VisibleFrom:" and set the dates when you want the competition to be visible (it is recommended to select from a day before the competition till a day after).
- click "Upload Event, Athletes, Startlist,..."
- check the box for "Auto upload Current Athlete"
- check the box "Auto import"
- set the Twitch streaming ID and/or backup stream and click "update stream setting"



When you've set up the online judging system, you can check if it's working by visiting the web page <https://judge.click/#/login>

Log in with these  
credentials:  
Username: LLTest  
Password:  
LLTestPassword



Username

Please type your username

Password

Please type your password

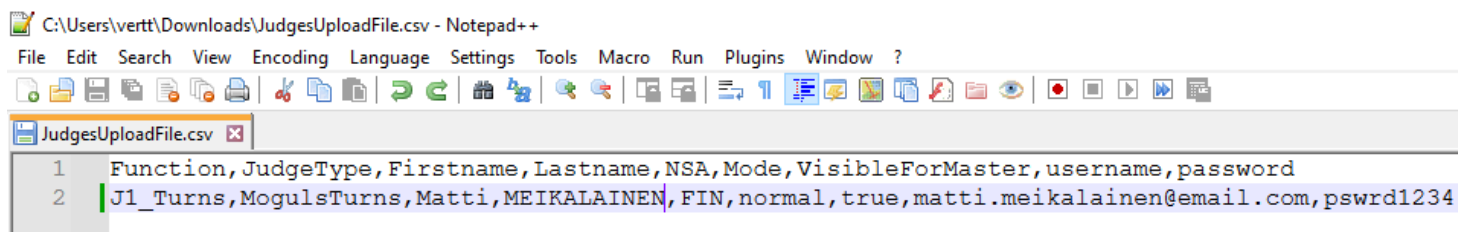
[Forgot Password](#)

SUBMIT

## Create a new username and password

You might work in a competition, in National Championship for example, where a judge is not a Europa Cup or World Cup judge and has no username for judge.click. In these cases, you need to create a username and password manually. Follow these instructions.

Create a csv file like the example below. Make sure you have all the fields.

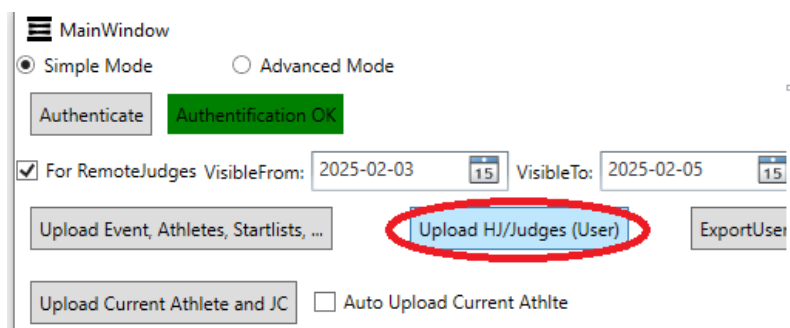


```
1 Function,JudgeType,Firstname,Lastname,NSA,Mode,VisibleForMaster,username,password
2 J1_Turns,MogulsTurns,Matti,MEIKALAINEN,FIN,normal,true,matti.meikalainen@email.com,pswrd1234
```

You may choose "J1\_Turns" for function and "MogulsTurns" for JudgeType, even though that wouldn't be the judge's assignment. You can change the assignment later.

Click "Upload HJ/Judges (User)" in the "Online judging Interface" window and upload the csv file.

After the previous steps, go to  
"Setup Database and Event"  
-> "Competitor and Athlete Setup"  
-> "General Event Data"  
and enter judges' username and details  
assigned for the correct judge number.



MainWindow

☒ Simple Mode ☐ Advanced Mode

Authenticate Authentication OK

☒ For RemoteJudges VisibleFrom: 2025-02-03 15 VisibleTo: 2025-02-05 15

Upload Event, Athletes, Startlists, ... Upload HJ/Judges (User) ExportUser

Upload Current Athlete and JC ☐ Auto Upload Current Athlete

# Online TCM

**NOTE:** If you have two qualification runs in an aerials event you must assign all competitors to both runs before the Online TCM. Otherwise, you cannot import jump codes for the second run. See chapter “Change bibs, assignments and start orders manually” for how to do the assignment to the 2<sup>nd</sup> qualification.

Go to “Online Judging”

-> “Online TCM”. A new window will open.

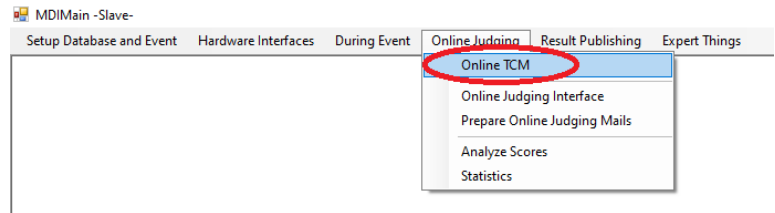
→ click “Authenticate / Login”

→ select “Confirmation Meeting” for “Template”

→ click “Save Settings”

→ click “Upload to Server”

→ click “Send E-mails” and select a .xlsx file with the nations and the respective emails (usually coaches’ emails).



Every nation will receive an email with a link to confirm or scratch athletes.

Remind the teams to check their emails, in a whatsapp group for example.

The screenshot shows the OnlineTcm web interface. The 'Authenticate / Login' button is highlighted. The 'Template' dropdown is set to 'Confirmation Meeting - Confirmation Check for {Discipline} in {Location} ({LocationNation}) - Team {TeamNationDescr}'. The 'Save Settings' button is highlighted. The 'Upload to Server' and 'Import into SW' buttons are highlighted. The 'IN AERIALS' section is highlighted, containing 'Upload Comment Fields/TeamNr', 'Import Jump Codes', 'Add Stance Field', and 'Import Stances/TeamNr'. The 'Send ALL E-Mails' button is highlighted. The 'Overall Link' field is highlighted with the URL: <https://judge.click/#/events/6254c45f-a75d-4467-ac01-363bf58fc400>.

At the bottom of the window, you will find an overall link, open it in your browser and you will see which nations have completed the confirmation process. (In Europa Cup, send the overall link to the Race Director.)

### Overall link opened:

Confirmed Nations: 9  
Partly Confirmed Nations: 0  
Pending Nations: 0

Confirmed Athletes: 51 (Male: 30, Female: 21)  
Pending Athletes: 0 (Male: 0, Female: 0)  
Added Athletes: 0 (Male: 0, Female: 0)  
Scratched Athletes: 0 (Male: 0, Female: 0)

Nation	SHOW ATHLETES (S)	HIDE ATHLETES (H)	Male: Confirmed 1 Scratched 0 Added 0 Pending 0	Female: Confirmed 7 Scratched 0 Added 0 Pending 0	Status
<input type="checkbox"/> AUS - Australia					Confirmed
<input type="checkbox"/> CAN - Canada			Confirmed 10 Scratched 0 Added 0 Pending 0	Confirmed 3 Scratched 0 Added 0 Pending 0	Confirmed
<input type="checkbox"/> CZE - Czechia			Confirmed 2 Scratched 0 Added 0 Pending 0	Confirmed 3 Scratched 0 Added 0 Pending 0	Confirmed
<input type="checkbox"/> FIN - Finland			Confirmed 1 Scratched 0 Added 0 Pending 0	Confirmed 0 Scratched 0 Added 0 Pending 0	Confirmed

● Confirmed  
● Partly Confirmed  
● Not Confirmed

### Coaches' emails file example:

L18					
	A	B	C	D	E
1	nation	email			
2	SUI	firstname.lastname@swiss-ski.ch			
3	CAN	coach@freestylecanada.ski			
4	CZE	coach@czeski.com			
5	AUS	firstname.lastname@skifederation.org			
6	UKR	firstname.lastname@gmail.com			
7	CAN	coach@freestylecanada.ski			
8	GER	firstname.lastname@gmail.com			
9	USA	coach@usaski.com			
10	JPN	coach@outlook.jp			
11	FIN	firstname.lastname@gmail.com			
12	SUI	coach2@swiss-ski.ch			

When all nations have confirmed or scratched their athletes (you can see them marked green if you access the overall link) click "Import into SW".

**NOTE:** In an Aerials event, the coaches can enter jumps codes. To enable this, click on "Upload Comment Fields/TeamNr" **before** sending the emails. When all the teams have confirmed their entries click "Import Jump Codes".

After clicking "Import into SW" go back to "Setup Database and Event" → "Expert Competitor 2 Run", another window will open.

Here you will see athletes' confirmation status, "TcmConfirmed" or "TcmScratched".

You must remove the scratched athletes manually. Right click an athlete and choose "Remove selected Competitor"

**NOTE:** If you have two qualification runs in aerials, remember to remove scratched athletes from both runs.

Expert: Competitor 2 Run

Assign from Result View Help Other TEST STUFF Public Heat Selection Import/Export Round Robin DM Team

Refresh Assign (Quali) Bibs Ass StartOrder to Quali 2 Ass StartOrder to F1

**Run:**

Runs by Gender: ☐ All Runs ☒ Hide Unscheduled ☐ Women ☐ Men

**NOT assigned competitor:**

Filter: Name: [ ] 100 [ ]  
Fis Code: [ ] Nation: [ ]

**assigned competitor:**

Order By: ☒ Start Nr, Bib, Lastname, Firstname ☐ Nation, Lastname, Firstname

Name	Phase	Nr	Ord	Fis	LastName	FirstName	NAT	Strn	Bib	Fis	Name	NAT	State	JC1	Kicker
L - Quali 1	0 - 0	21 / 21	0	2534769	Lipavska	Klara	CZE	1	15	2532659	WEISS, Emma	GER	/ TcmConfirmed	bFF	2
L - Quali 2	0 - 1	21 / 21	1	2534770	Turcinova	Anna	CZE	2	16	2535164	IGARASHI, Runa	JPN	/ TcmConfirmed	bLL	2
L - F1	1 - 11	0 / 0	11	2534771	Odvody	Johana	CZE	3	12	2539795	MERKOVA, Vendula	CZE	/ TcmConfirmed	bL	
L - Fore Runner	-1 - 999	0 / 0	999	2534777	Schranzhofer	Elisa	ITA	4	9	2538292	FONTAINE, Charlie	CAN	/ TcmConfirmed	bLT	
				2534778	Perna	Ylena	FRA	5	4	2535259	FRIGO, Airleigh	AUS	/ TcmConfirmed	bFF	
				2534779	Rubertsson	Alva	SWE	6	7	2539941	COLEIRO, Elise	AUS	/ TcmConfirmed	bFF	
				2534781	Mayer	Laura	GER	7	14	2540637	SIMKOVA, Kristyna	CZE	/ TcmConfirmed	bFF	
				2534782	Gilardoni	Carole	ITA	8	17	2535847	KOZOMARA, Lina	SUI	/ TcmConfirmed	bFF	
				2534794	Zonne	Justine	LAT	9	23	2539904	SNICHUK, Yeva	UKR	/ TcmConfirmed	bFF	
				2534799	Platz	Ursina	SUI	10	5	2539382	PERKINS, Miriana	AUS	/ TcmConfirmed	bFF	
				2534800	Bitner	Rien	USA	11	18	2534499	BRYKINA, Anhelina	UKR	/ TcmConfirmed	bFF	
				2534806	Augustaityte	Egle	LTU	12	3	253871	WILLCOX, Abbey	AUS	/ TcmConfirmed	bFF	
				1014915	Algeria		ALG	13	22	2538217	YABLONSKA, Diana	UKR	/ TcmConfirmed	bFF	
				1019957	Algeria		ALG	14	1	2527702	SCOTT, Danielle	AUS	/ TcmConfirmed	bFF	
				1029970	Andorra		AND	15	21	2538216	YATSIUK, Oksana	UKR	/ TcmConfirmed	bFF	
				1039999	Argentina		ARG	16	8	253887	THEPAIIT, Marion	CAN	/ TcmConfirmed	bFF	

Remove selected Competitor

Move selected Competitor to: ▶

Copy selected Competitor to: ▶

Tie Score Modifier:

+0

+0.001

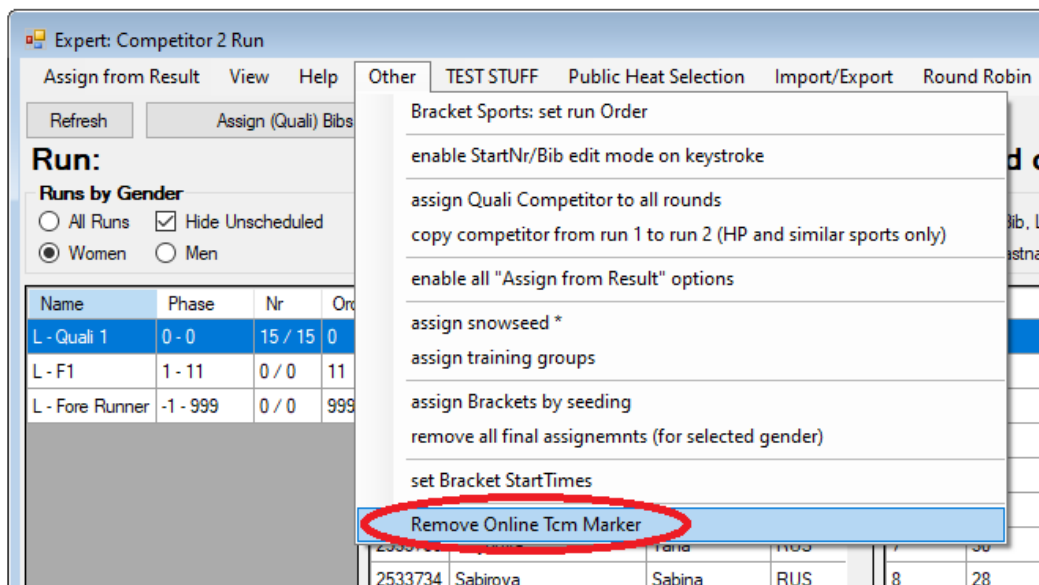
+0.002

+0.003

+0.004

**NOTE:** After removing the scratched athletes, you need to remove the online TCM markers.

Go to “Other” and click “Remove Online Tcm Marker”



## Send confirmation link manually

Sometimes it happens that a coach's email address was missing from the import file or maybe the address was a wrong one. In these cases, you can send a confirmation link manually. Follow these instructions:

Choose “Confirmation Meeting...” for template.

☒ Both Gender ☐ Only Womens ☐ Only Mens

Template: Confirmation Meeting - Confirmation Check for {Discipline} in {Location} ({LocationNation}) - Team {TeamNationDescr} v

Description: Confirmation Meeting

Subject: Confirmation Check for {Discipline} in {Location} ({LocationNation}) - Team {TeamNationDescr}

At the bottom of the window click “Check E-Mail Text / show sample for first nation”.

By clicking it again it shows the next nation etc. Click as many times as needed until you see the nation whose confirmation link you want to send.

Delete Comment Fields

Upload athletes for one nation only, Nation: AUT Upload athletes for selected nation only

Check E-Mail Text / show sample for first nation previous

Send ALL E-Mails Send E-Mail for shown nation only

Overall Link: <https://judge.click/#/events/ff56148a-6ceb-4af6-a263-5cb614a2300a>

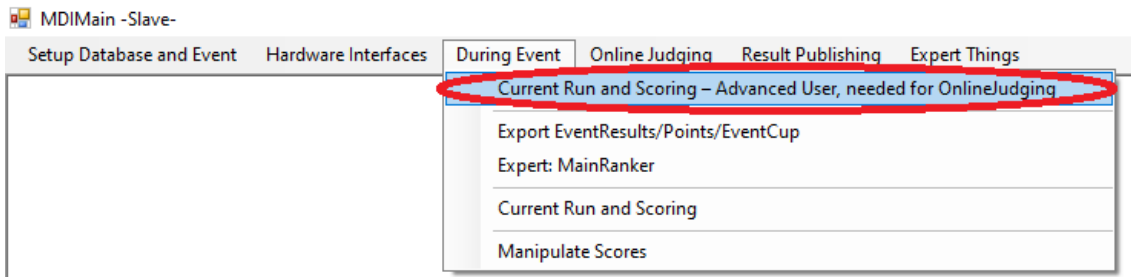
Once you see the nation you want, select and copy the link from the email text sample. Send it to the coach who needs it.



# During Event

## Single Moguls with online judging

This is the window you need during a competition, if you have online judges or use judges' tablets.



Go to "During Event " -> "Current Run and Scoring – Advanced User...". Another window will open.

**Current Run and Scoring - Advanced User, needed for OnlineJudging**

Runs by Gender: ☐ All Runs ☒ Women ☐ Men  ☒ Hide unscheduled runs

Name	Phase	Nr	Ord	Progr
L - Quali 1	0 - 0	8 / 8	0	
L - F1	1 - 11	6 / 6	11	OK
L - Fore Runner	-1 - 999	0 / 0	999	

Strn: Bib Name Time Progr

1	38	Stenkula Nicolina		
2	19	Passaretta Manuela	RT	OK
3	20	Timpone Sofia Carla	RT	OK
4	22	Bierens Pien	RT	OK
5	17	Michi Katharina	RT	OK
6	16	Joly Lily	RT	OK
7	15	Duoux Marie	RT	OK
9	37	Lundholm Elis	RT	OK

make active!

Advanced View Testing

Current Info: Running

Run: Quali 1, Gender: L, Layer: 0

Current Competitor: Bib: 38, StNr: 1, Stenkula Nicolina, SWE

Time: Start Time: Finish Time: Run Time: Speed: Edit Time

Ranking: Rank: 1 Totalscore: 72.58 Score 1: 72.58 Score 2: R1: 0 -

Points: J1 J2 J3 J4 J5 J6 J7

onCourse: ☐ Jumps are similar - only the better one counts

TC 1: Save DD: TC 2: Save DD:

OK-TcmCo

CompetitorState: OK

validate ALL scores

Judge Pads not locked

**Current Run and Scoring - Advanced User, needed for OnlineJudging**

Runs by Gender: ☐ All Runs ☒ Women ☐ Men  ☒ Hide unscheduled runs

Name	Phase	Nr	Ord	Progr
L - Quali 1	0 - 0	8 / 8	0	
L - F1	1 - 11	6 / 6	11	OK
L - Fore Runner	-1 - 999	0 / 0	999	

Strn: Bib Name Time Progr

1	38	Stenkula Nicolina		
2	19	Passaretta Manuela	RT	OK
3	20	Timpone Sofia Carla	RT	OK
4	22	Bierens Pien	RT	OK
5	17	Michi Katharina	RT	OK
6	16	Joly Lily	RT	OK
7	15	Duoux Marie	RT	OK
9	37	Lundholm Elis	RT	OK

make active!

On the left you can select gender, run, and the current competitor. Make sure to click "make active!" for the current athlete.

Be aware that the correct status of a competitor is "OK" if the athlete finishes their run. You can also choose DNS or DNF, please click "Save" if you do.

**OK-TcmCo**

CompetitorState: OK



Current Run: **Running**

Run: Quali 1, Gender: L, Layer: 0

Current Competitor: Bib: 38, StNr: 1, Stenkula Nicolina, SWE

Time: Start Time: Finish Time: Run Time: Speed: Edit Time

Points: J1 J2 J3 J4 J5 J6 J7

Reset Reset Reset Reset Reset Reset Reset

Edit All Points

Edit Time + Points

With online judging, the points will enter automatically into the software from the online judging portal (judge.click). If you need to edit scores click "Edit All Points".

"Run Time" will enter automatically if you connect the timing device to the software (see Timing in Single Moguls). If you need to enter it manually just click "Edit Time" and write the time in the field "Run Time".

Avoid Ties

Allow HJ Confirmation

result after validation

activate next competitor after validation 1

don't ask stupid questions

RESET Time + Points

present awaitingSc

lock Scores validate ALL scores

Judge Pads not lock

Click "validate ALL scores" to confirm the scores.

If you select "Allow HJ Confirmation" the HJ can confirm the scores on his tablet.

If you select "activate next competitor after validation", the next competitor will become active automatically after score validation. For a smooth competition, we recommend you choose only 1 second of delay here.

onCourse

Jumps are similar - only the better one counts

TC 1 bp Save bp DD: 0.81

Jumps different: both count

TC 2 bG Save bG DD: 0.92

An air judge can enter the jump codes on a judge's tablet. If you don't use the tablets, enter the jump codes manually here. If you do so, remember to click "Save". The DD is already in the system.

Running

Running set

Set Running with StartTime

DisplayBoardOpen

Ranking

Rank Totalscore Score

1 72.58 72

R1: 0

Choose here "Running" and click "set".

After Qualification you need to assign the start order for final. Go to "Setup Database and Event" -> "Expert: Competitor 2 Run". Choose gender and click "Ass StartOrder to F1"

Expert: Competitor 2 Run

Assign from Result View Help Other TEST STUFF Public Heat Selection Import/Export Round Robin DM Team

Refresh Assign (Quali) Bibs Assign StartOrder to Quali 2 Ass StartOrder to F1

Run: NOT assigned competitor: assigned competitor:

Runs by Gender: All Runs Hide Unscheduled Women Men

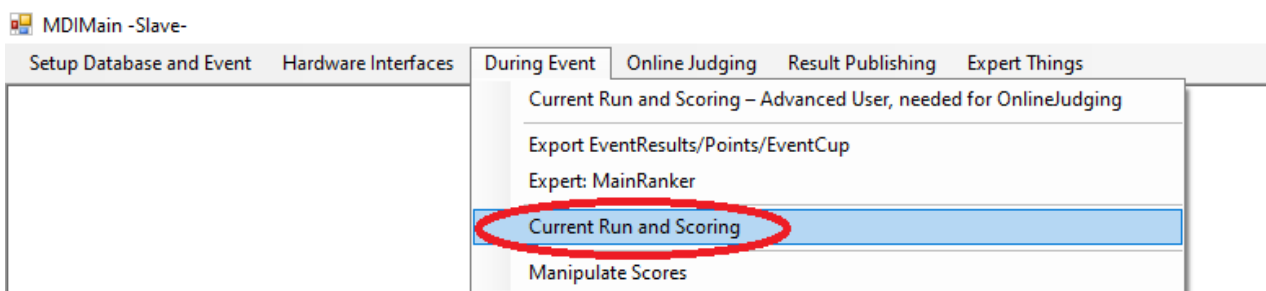
Filter: Name: 100 Fis Code: Nation:

Order By: Start Nr, Bib, Lastname, Firstname Nation, Lastname, Firstname

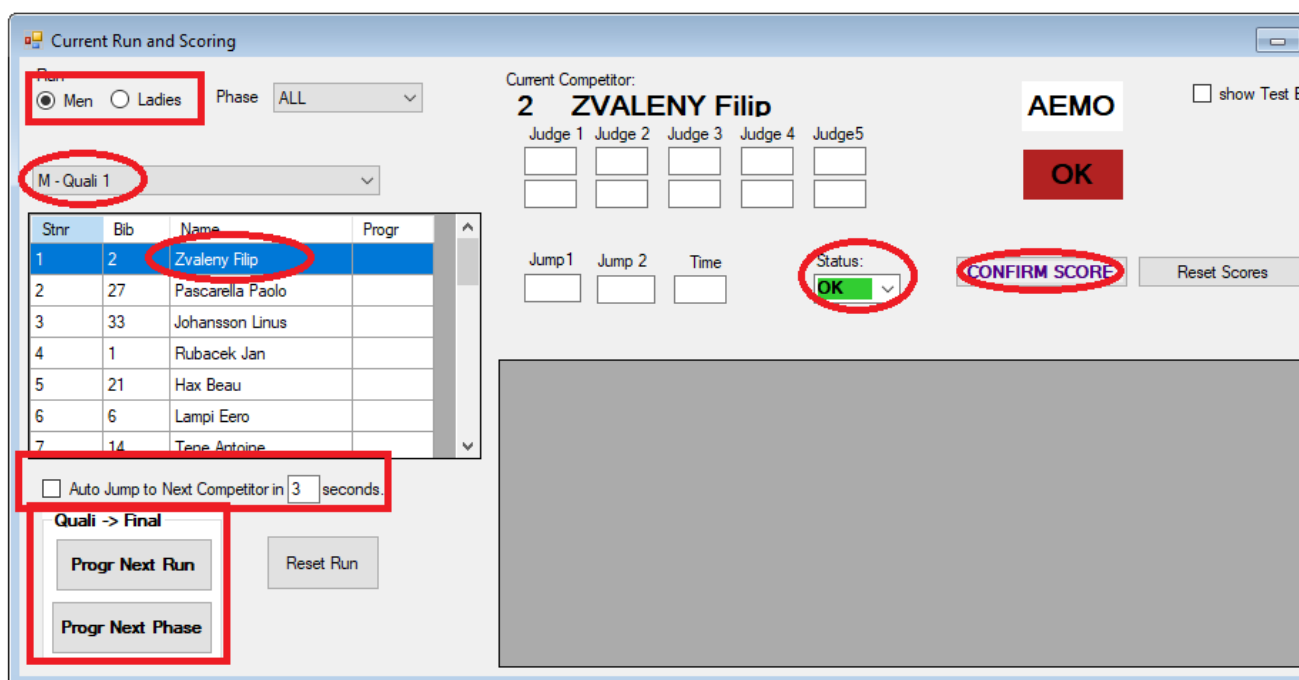
Name	Phase	Nr	Ord	Fis	LastName	FirstName	NAT	Stnr	Bib	Fis	Name	NAT	State
L - Quali 1	0 - 0	21 / 21	0	2534769	Lipavska	Klara	CZE	1	15	2532659	WEISS, Emma	GER	/ TcmConf
L - Quali 2	0 - 1	21 / 21	1	2534770	Turcinova	Anna	CZE	2	16	2535164	IGARASHI, Runa	JPN	/ TcmConf
L - F1	1 - 11	0 / 0	11	2534771	Odvody	Johana	CZE	3	12	2539795	MERKOVA, Vendula	CZE	/ TcmConf

## Single Moguls with on-site judging

If you don't use online judging or judges' tablets, go to "During Event" -> "Current Run and Scoring"



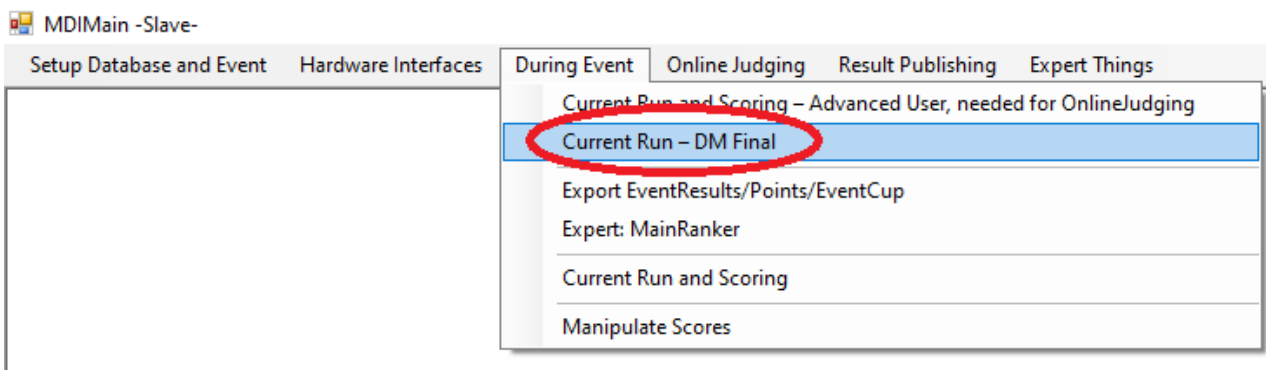
Here you can enter all the scores and times manually. You can choose between "OK", "DNF" and "DNS". You can choose to auto jump to the next competitor after confirming the scores. Between runs and phases of competition, choose "Progr Next Run" or "Progr Next Phase"



## Dual Moguls with online judging

This is the window you need during a competition, if you have online judges or use judges' tablets.

Select "During Event" -> "Current Run and DM Final". A new window will open.



On the left you can choose gender, run and pair.  
After selecting the current pair click “make active!” at the bottom left corner.  
Program gets the scores automatically from online judges and judges’ tablets.

Current Run - DM Final

Runs by Gender: ☐ All Runs ☐ Women ☒ Men

Expert DM Tie

☒ refresh RunList ☒ hide unscheduled

Name	Phase	Nr	Ord	Progr
M - Quali 1	0 - 0	28 / 0	0	
M - R32-1	50 - 501	1 / 1	1	Assigned
M - R32-2	50 - 502	2 / 2	2	Assigned
M - R32-3	50 - 503	2 / 2	3	Assigned
M - R32-4	50 - 504	2 / 2	4	Assigned
M - R32-5	50 - 505	2 / 2	5	Assigned
M - R32-6	50 - 506	2 / 2	6	Assigned
M - R32-7	50 - 507	2 / 2	7	Assigned
M - R32-8	50 - 508	1 / 1	8	Assigned
M - R32-9	50 - 509	1 / 1	9	Assigned
M - R32-10	50 - 510	2 / 2	10	Assigned
M - R32-11	50 - 511	2 / 2	11	Assigned
M - R32-12	50 - 512	2 / 2	12	Assigned
M - R32-13	50 - 513	2 / 2	13	Assigned
M - R32-14	50 - 514	2 / 2	14	Assigned
M - R32-15	50 - 515	2 / 2	15	Assigned
M - R32-16	50 - 516	1 / 1	16	Assigned
M - EF-1	60 - 601	1 / 1	17	Assigned
M - EF-2	60 - 602	0 / 0	18	
M - EF-3	60 - 603	0 / 0	19	

Bib	Name	Nation	State	Track	Rank	PrevOrderBy	Card	SanctionState
3	Zvaleny Vit	CZE		R		-1		NoWarning
10	Crozet Leo	FRA		B		-1		NoWarning

Assign Color: Red Blue no Color

☒ Allow Cr Change

Display Board Operational Mode - Run State

**Running**

☒ Set Current Time

gen test J1 J2 J3 J4 J5 J6 J7 Sum gen time Time

3, Zvaleny Vit 0 Time RED

10, Crozet Leo 0 Time BLUE

**Not confirmed**

Name	Descr	Layer	OrderBy
EF-1	Eight Final - 1	60	601

Loser going to:

☒ Set To Unoff   ☒ make Active

DisplayBoard Operation Type:

Choose here “Running” and click “set”

Card SanctionState

NoWarning

NoWarning

Display Board Operational Mode - Run State

**Running**

Running

☒ Set Current Time

In the right bottom corner you can calculate the result and move to the next pair

**Not confirmed**

CZE	R
FRA	B

DisplayBoard Operation Type:

☒ Set To Unoff   ☒ make Active

Timing ties can be entered by choosing “DM Tie” -> “Set 2.5 Time points for each athlete”

☐ Men Expert **DM Tie**

☒ refresh

Set 2.5 Time points for each athlete

If you need to edit points choose “edit points”

The screenshot shows a software interface for managing points. At the top, there are buttons for 'ass Colors by Rule', 'Auto Assign Colors' (checked), and 'no Color'. Below this, there are two rows of data for athletes. The first row is for '3. Zvaleny Vit' (red) and the second row is for '10. Crozet Leo' (blue). Each row has columns for J1 through J7, a 'Sum' column, and a 'Time' column. The 'Sum' column for both athletes shows '0'. To the right of the 'Sum' column, there are buttons for 'Time RED' and 'Time BLUE'. Further right, there are buttons for 'Reset Red' and 'Reset Blue'. At the bottom, there is a red button labeled 'Not confirmed' and a button labeled 'check if breakable'. A red oval highlights the 'edit points' button located below the 'Sum' column.

You can set an athlete DNF or DNS by right clicking the athlete and choosing from the options.

The screenshot shows a software interface with a table of athletes. The table has columns: Bib, Name, Nation, State, Track, Rank, PrevOrderBy, Card, and SanctionState. The first row is for '38 Stenkula Nicolina SWE R' and the second row is for '20 Timpone Sofia Carla ITA B'. A right-click context menu is open over the second row, with 'DNF' selected. The menu options are: OK, DNF, RAL, DNS, NPS, DNI, DSQ, DQB, -----, this athlete is the WINNER (in case of tie), -----, proceed selected Competitor as Winner, and proceed selected Competitor as Loser. Below the table, there is a section for 'Assign Color' with 'Red' and 'Blue' buttons. At the bottom, there are buttons for 'ass Colors by Rule', 'Auto Assign Colors' (checked), and 'no Color'.

## Dual Moguls with on-site judging

If you don't use online judging or the tablets, go to “During Event” -> "Current Run and Scoring". A new window will open.

The screenshot shows a software interface with a menu titled 'MDIMain -Slave-'. The menu has tabs: 'Setup Database and Event', 'Hardware Interfaces', 'During Event', 'Online Judging', 'Result Publishing', and 'Expert Things'. The 'During Event' tab is selected, and a sub-menu is open. The sub-menu options are: 'Current Run and Scoring – Advanced User, needed for OnlineJudging', 'Current Run – DM Final', 'Export EventResults/Points/EventCup', 'Expert: MainRanker', 'Current Run and Scoring' (highlighted with a red oval), and 'Manipulate Scores'.

Here you can enter all the scores manually.  
 You can choose "DNS" instead of "OK", if needed  
 You can choose to auto jump to the next competitor after confirming the scores.

Current Run and Scoring

Run: ☐ Men ☒ Ladies Phase:

Final Brackets:

Name	Phase	Nr	Ord	Progr
QF-1	701	2 / 2	25	Assigned
L - QF-2	702	2 / 2	26	Assigned
L - QF-3	703	2 / 2	27	Assigned
L - QF-4	704	2 / 2	28	Assigned

☒ Auto Jump to Next Competitor in  seconds.

Reset Run

20 Timpone Sofia Carla

BLUE competitor

change Track Assignment

Judge 1 Judge 2 Judge 3 Judge 4 Judge 5 Judge 6 Judge 7

RED competitor

38 Stenkula Nicolina

proceed this competitor as: Winner Loser

OK OK Tot

Reset Scores ☒ autoset scores CONFIRM SCORE

Rk	Bib	Name	Total	Tr-Li
20		Timpone		BLUE
38		Stenkula		RED

Rk	Bib	Name	Total	Tr-Li
22		Bierens		
16		Joly		

Rk	Bib	Name	Total	Tr-Li
15		Duaux		
19		Passaretta		

Rk	Bib	Name	Total	Tr-Li
37		Lundholm		
17		Michl		

## Aerials with online judging

This is the window you need during a competition, if you have online judges or use judges' tablets.

Go to "During Event ->" "Current Run and Scoring – Advanced User, needed for OnlineJudging". Another window will open.

MDIMain -Slave-

Setup Database and Event Hardware Interfaces During Event Online Judging Result Publishing Expert Things

Current Run and Scoring – Advanced User, needed for OnlineJudging

Export EventResults/Points/EventCup

Expert: MainRanker

Current Run and Scoring

Manipulate Scores

The view here is very similar to the one in single moguls. See the previous subchapter “Single Moguls with online judging” for instructions in detail. Jump codes and kicker information are what coaches have entered in online TCM. You can change them if needed. If you do, remember to click “Save” to save the changes.

Current Run and Scoring – Advanced User, needed for OnlineJudging

Runs by Gender: ☐ All Runs ☒ Women ☐ Men ☐ Hide unscheduled

Advanced View Testing ☐ Follow current Competitor ☐ allow changes if RunState != running

Current Run: **Run: Quali 1, Gender: L, Layer: 0** **Running**   DisplayBoardOperationMode: Normal TimeOfDay: ClearAndFreeze

Current Competitor: **Bib: 15, StNr: 1, Weiss Emma, GER**

Time: Start Time: Finish Time: Run Time: Speed: Edit Time

Ranking: Rank: Totalscore: Score 1: Score 2: R1: 0 - R2: 0 -

Points: J1 J2 J3 J4 J5 Edit All Points

TC 1 bdf Save bdf DD: 2.675 OK-TcmCo

CompetitorState: OK ☐ Allow HJ Confirmation ☐ result after validation ☐ activate next competitor after validation ☐ don't ask stupid questions

validate ALL scores

make active!

If you have two runs of qualification in aerials, you must assign start order to the 2<sup>nd</sup> qualification run after completing the 1<sup>st</sup> qualification run.

Go to “Setup Database and Event”  
-> “Expert: Competitor 2 Run”

Choose gender and click “Ass StartOrder to Quali 2”

Expert: Competitor 2 Run

Assign from Result View Help Other TEST STUFF Public Heat Selection Import/Export Round Robin DM T

Refresh Assign (Quali) Bibs **Ass StartOrder to Quali 2** **Ass StartOrder to F1**

Run: **NOT assigned competitor:** **assigned competitor:**

Runs by Gender: ☐ All Runs ☒ Hide Unscheduled ☐ Women ☐ Men

Filter: Name: 100 Fis Code: Nation:

Name	Phase	Nr	Ord	Fis	LastName	FirstName	NAT	Stnr	Bib	Fis
L - Quali 1	0 - 0	8 / 8	0	9000001	MEIKALAINEN	Majja	FIN	1	2	253861
L - Quali 2	0 - 1	8 / 0	1	9000002	MEIKALAINEN	Laura	FIN	2	6	253775
L - F1	1 - 11	0 / 0	11	9000003	MEIKALAINEN	Georgia	FIN	3	8	252957
L - Fore Runner	-1 - 999	0 / 0	999	2533510	Wade	Jessica	AUS	4	5	253516

After Qualification you need to assign the start order for final.

Go to “Setup Database and Event” -> “Expert: Competitor 2 Run”.  
Choose gender and click “Ass StartOrder to F1”

Expert: Competitor 2 Run

Assign from Result View Help Other TEST STUFF Public Heat Selection Import/Export Round Robin DM Team

Refresh Assign (Quali) Bibs **Ass StartOrder to F1**

Run: **NOT assigned competitor:** **assigned competitor:**

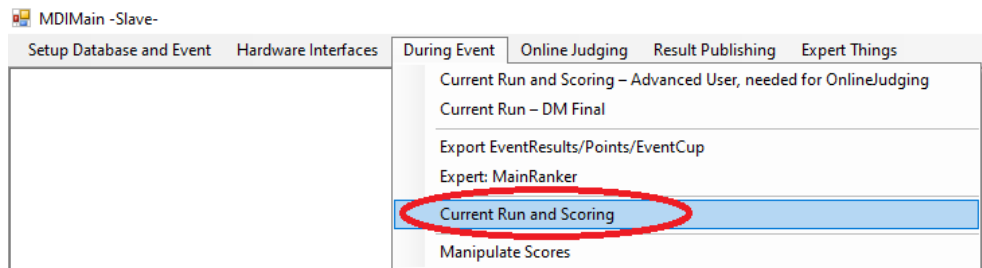
Runs by Gender: ☐ All Runs ☒ Hide Unscheduled ☒ Women ☐ Men

Filter: Name: 100 Fis Code: Nation:

Name	Phase	Nr	Ord	Fis	LastName	FirstName	NAT	Stnr	Bib	Fis	Name	NAT	State
L - Quali 1	0 - 0	21 / 21	0	2534769	Lipavska	Klara	CZE	1	15	2532659	WEISS, Emma	GER	/ TcmConf
L - Quali 2	0 - 1	21 / 21	1	2534770	Turcinova	Anna	CZE	2	16	2535164	IGARASHI, Runa	JPN	/ TcmConf
L - F1	1 - 11	0 / 0	11	2534771	Odvody	Johana	CZE	3	12	2539795	MERKOVA, Vendula	CZE	/ TcmConf

## Aerials with on-site judging

If you don't use online judging or the tablets, go to "During Event" -> "Current Run and Scoring". A new window will open.



Here you can enter all the scores manually. The view here is like the one in moguls, except there's not a field for time. See the previous subchapter "Single Moguls with on-site judging" for more detailed instructions.

**Current Run and Scoring**

Run  
☒ Men ☐ Ladies Phase: ALL

M - Quali 1

Strnr	Bib	Name	Progr
1	28	Duchaine Alexandre	
2	48	Kushnir Volodymyr	
3	33	Primeau Elliot	
4	38	Igarashi Haruto	
5	32	Noel Anthony	

☒ Auto Jump to Next Competitor in 1 seconds.

**Quali -> Final**

Progr Next Run

Progr Next Phase

Reset Run

Current Competitor:  
**28 DUCHAINE Alexandre**

Judge 1 Judge 2 Judge 3 Judge 4 Judge 5

Jump

Status: OK

**CONFIRM SCORE**

Reset Scores

**AEMO**

☐ show Test Buttons

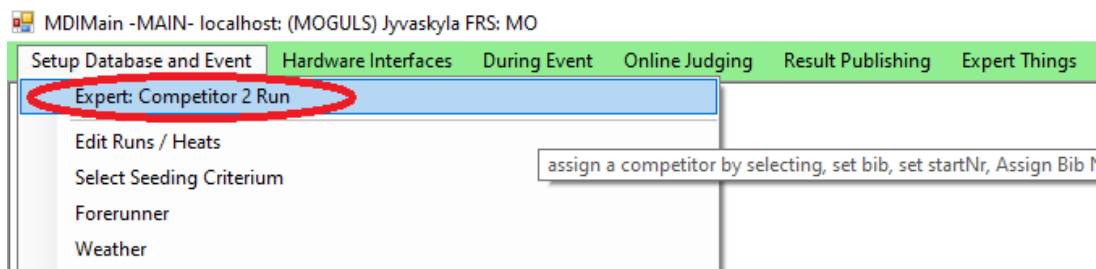
Rank	Bib	Name	Score1	Score2	Score3	Total	AgeGroup
7	28	DUCHAINE Alexandre	109.75	103.12		109.75	
8	29	FONTAINE Miha	81.81	109.38		109.38	
9	48	KUSHNIR Volodymyr	101.46	105.70		105.70	
10	26	COTE Pierre-Olivier	101.08	105.70		105.70	
11	52	OKIPNIUK Oleksandr	98.42	71.28		98.42	
12	34	PRIMEAU Victor	95.17	93.76		95.17	
13	27	DION Gabriel	83.22	90.72		90.72	

# Change bibs, assignments and start orders manually

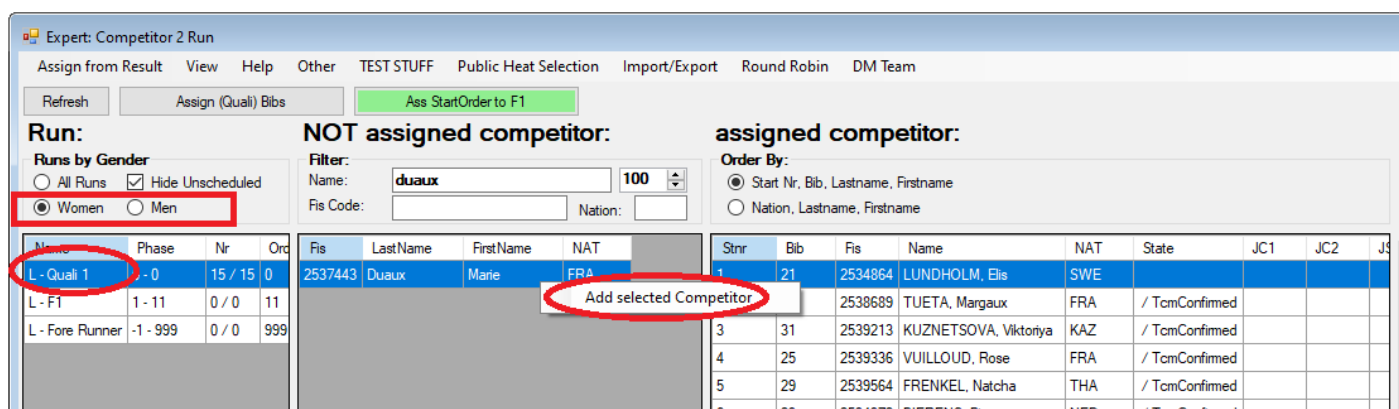
Sometimes you need to make changes to bibs, run assignments or start orders manually before or during a competition. The fastest way to make these kinds of changes is window "Expert: Competitor 2 Run"

Go to "Setup Database and Event"

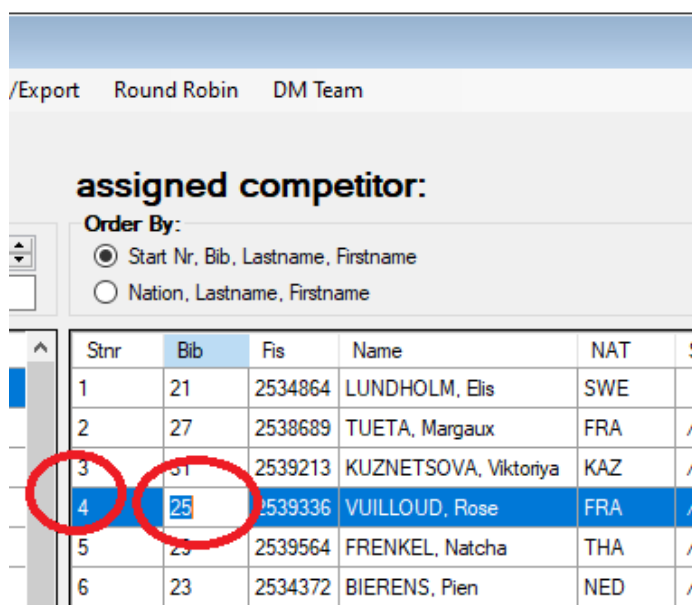
-> "Expert: Competitor 2 Run"



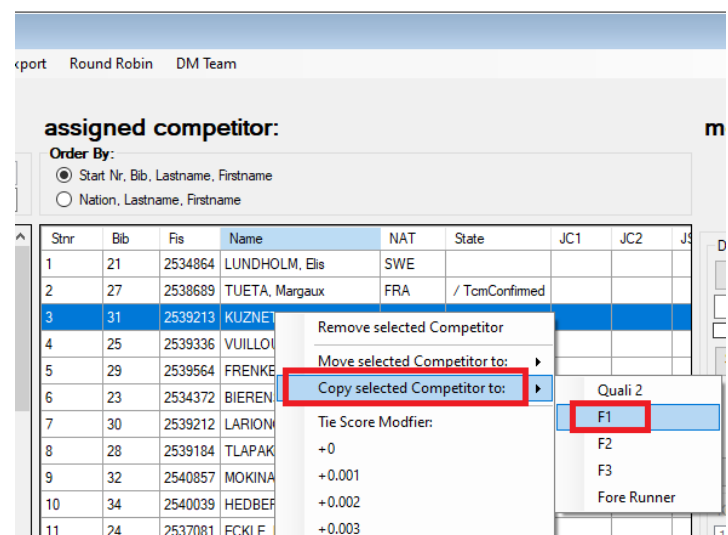
Always select the gender and run first. By using the search feature, you can search for and add competitors to a selected run.



By double clicking a bib or a start number you can change them for the selected athlete.



By right clicking a selected athlete you can copy or move them to another run. In Duals Moguls you can assign the athlete to another position in the brackets.





By right clicking an athlete you can also remove them from the selected run.

The screenshot shows a window titled 'assigned competitor:' with a 'modify JC...' button. Below the title bar, there are tabs for 'ort', 'Round Robin', and 'DM Team'. The 'Order By:' section has two radio buttons: 'Start Nr, Bib, Lastname, Firstname' (selected) and 'Nation, Lastname, Firstname'. A table lists athletes with columns: Stnr, Bib, Fis, Name, NAT, State, JC1, JC2, and J3. Athlete 3 (KUZNETSOV, FIS 2539213) is selected. A right-click context menu is open over this row, with options: 'Remove selected Competitor', 'Move selected Competitor to:', 'Copy selected Competitor to:', and 'Tie Score Modifier: +0'. The 'Remove selected Competitor' option is highlighted with a red box.

## Copy competitors to 2<sup>nd</sup> qualification run in Aerials

In an Aerials event with two qualification runs you must assign competitors to the 2<sup>nd</sup> qualification run before the Online TCM.

**NOTE:** You should assign the bibs before proceeding with these steps.

- select the 2<sup>nd</sup> qualification run from the list on the left
- right click and choose “copy competitor from:” and “Quali 1”

The screenshot shows the 'Expert: Competitor 2 Run' window. It has tabs for 'Assign from Result', 'View', 'Help', 'Other', 'TEST STUFF', 'Public Heat Selection', 'Import/Export', and 'Run'. Below the tabs are buttons: 'Refresh', 'Assign (Quali) Bibs', 'Ass StartOrder to Quali 2', and 'Ass StartOrder to F1'. The 'Run:' section has 'Runs by Gender' (All Runs, Hide Unscheduled, Women selected, Men) and a 'Filter:' section (Name, Fis Code, Nation). A table lists runs with columns: Name, Phase, Nr, and Ord. The run 'L - Quali 2' (Phase 0 - 1, Nr 0 / 0, Ord 1) is selected and circled in red. A right-click context menu is open over this run, with options: 'Bib Offset:', 'StNr offset for selected competitor:', 'skip bibs', 'get Bib from:', 'copy competitor from:', 'Assign Bib ... with special options', 'Assign random Start Nr', 'Assign Start Nr - Season Final (WC Rank)', and 'Remove ALL Competitor'. The 'copy competitor from:' option is highlighted, and a sub-menu is open showing 'Quali 1' (circled in red), 'Quali 2', 'F1', 'F2', 'F3', and 'Fore Runner'.

# Creating and running a test event

To familiarize yourself with the program, you can create and run a test competition. A test competition is basically created and run as any event. Here are a couple of tips.

When you create the test competition you can enter a “fake” competition codex.

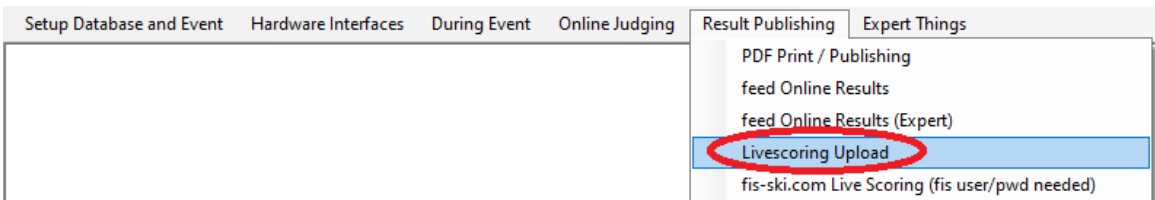
**NOTE:** Don’t use the same codex as any ongoing freestyle competition at the same time.

In the window “During Event”  
-> “Current Run and Scoring” you will find “test buttons” to generate random scores.

With online judging or judges’ tablets you should use window “During Event”  
-> “Current Run and Scoring – Advanced User, needed for OnlineJudging”.

There you can also find buttons to generate times and scores for testing purposes.

# Live Results



To set up the live scoring go to "Result Publishing" -> "Livescoring Upload".

A new window will open.

Click "init and try connect"

-> "publish Competition"

-> "Upload Startlists/Results"

During the competition, turn on auto upload by clicking "Auto Upload Startlist/Results"

**NOTE:** You can edit "Event Identifier" if you want to. Then the live scoring link will also change. But if you close and re-open this window, you just need to write in your custom event identifier again.

A screenshot of the 'Livescoring Upload' window. It has a title bar 'Livescoring Upload' and a 'Status' label. The window contains several input fields and buttons. The 'Event Identifier' field is filled with 'TaivalkoskiDM'. Below it is an 'Event Header' field. The 'Competition Name' field is empty. The 'Full Event Link' field is filled with 'https://fis.live-scoring.com/TaivalkoskiDM'. There are four buttons: 'init and try connect', 'publish Competition', 'Reset Competition', and 'Upload Startlists/Result'. The 'Auto Upload Startlist/Results' button is highlighted in yellow. There are also radio buttons for 'Regular', '(Cross) Training', 'Testing 1', and 'Testing 2', and a checkbox for 'Force Background Colors'.A close-up screenshot of the 'Full Event Link' field in the 'Livescoring Upload' window. The field is labeled 'Full Event Link' and contains the text 'https://fis.live-scoring.com/TaivalkoskiDM'.

Under "Full Event Link" you will find the live scoring link the software generates for the competition. Share it with anyone who wants to follow live results from your competition.

**NOTE:** If you lose your internet connection for a moment, you should reconnect to the live scoring server and click "Upload Startlist/Result".

It's advisable to keep the live scoring link open during the event and follow it to see if it's working correctly.

Gender: Women

Freestyle Skiing Aerials 2024-12-14

FIS

(DAY 2) Ruka (FIN)

Final

II

Rank	STNr	Bib	Name	NSA	YB	Air	Form	Landing	Kicker	Jump	Difficulty	Score
1	20	2	PEEL Laura	AUS	1989	5.4	12.2	8.0		bdFF	3.525	90.24
2	15	8	THENAULT Marion	CAN	2000	5.4	11.5	7.9		bdFF	3.525	87.42
3	19	3	WILLCOX Abbey	AUS	1996	4.9	12.6	7.0		bFF	3.150	77.17
4	17	10	MONTMINY Alexandra	CAN	2006	5.1	12.8	8.0		bLF	2.900	75.11
5	4	15	WEISS Emma	GER	2000	5.1	12.2	6.5	2	bFF	3.150	74.97

**NOTE:** Do not run live results upload during training, to avoid uploading any training scores by mistake.

# Dual Moguls Seeding by Seed Criteria

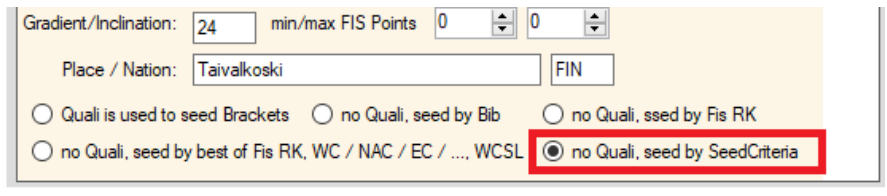
This chapter explains how to seed dual moguls when you start with competing pairs in the beginning and there's no qualification.

Go to "Setup Database and Event"

-> "General Event Data"

-> "Course Data"

Make sure you have selected  
"no Quali, seed by SeedCriteria"



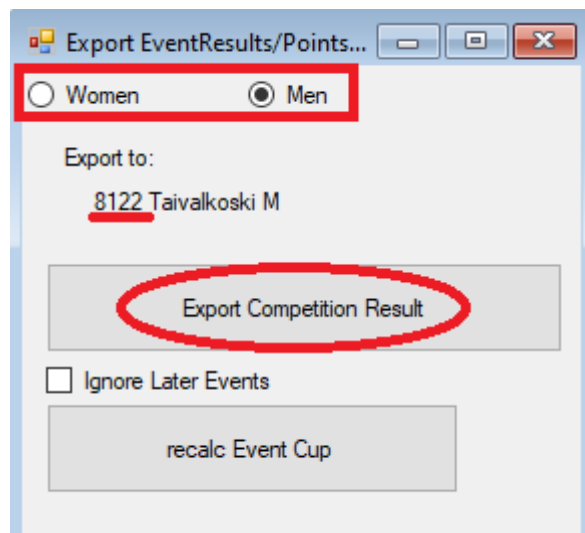
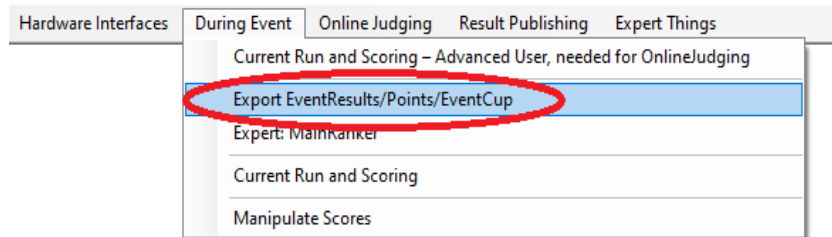
## Export Single Moguls Result

If you have an MO competition in the same event you need to export results from that competition. You need to have the MO competition open in the program when you do this.

**NOTE:** You should have both DM and MO competitions in the same database to do this.

Go to "During Event" -> "Export EventResult"

Another window will open. Select gender and click "Export Competition Result". Make sure the competition codex is correct.



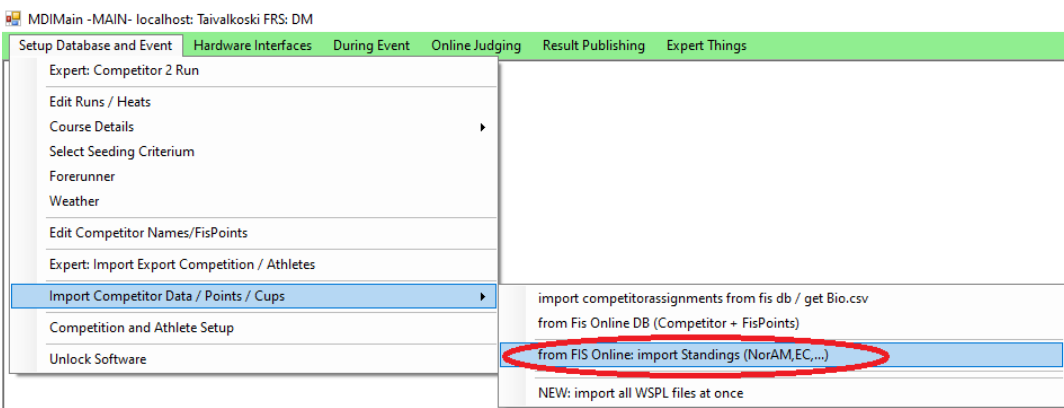
## Import Dual Moguls Cup standings

Open the Dual Moguls competition. If your event is part of Continental Cup, you must import the current cup standings. If your event is not part of Continental Cup, you can skip this step. If your event has the first duals competition of the season and there's no cup standing yet, you can also skip this step.

Go to "Setup Database and Event"

-> Import Competitor Data / Points / Cups"

-> "from FIS Online: import Standings (NorAM,EC,...)"

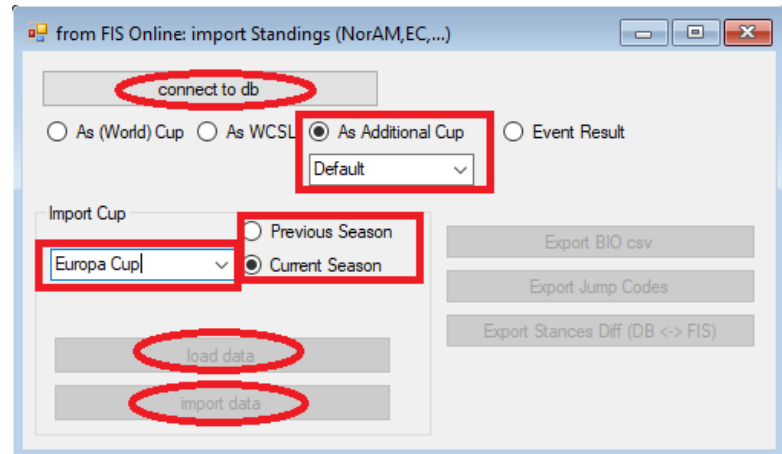


Another window will open.

- Click "connect to db".
- Choose "As additional cup" and "Default" \*
- Select your cup and season
- Click "load data" and "import data"

**NOTE:** After the import, restart the software.

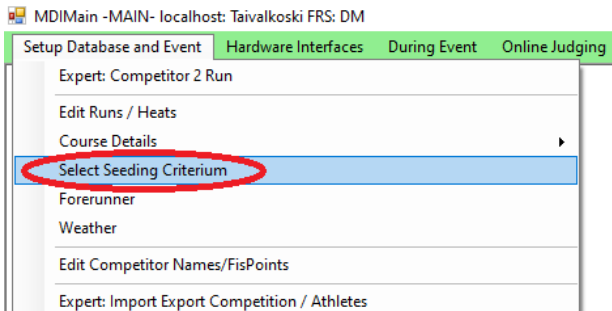
\* **NOTE:** If this does not work, choose "As (World) Cup" instead of "As additional Cup" and "Default"



## Select Seeding Criteria

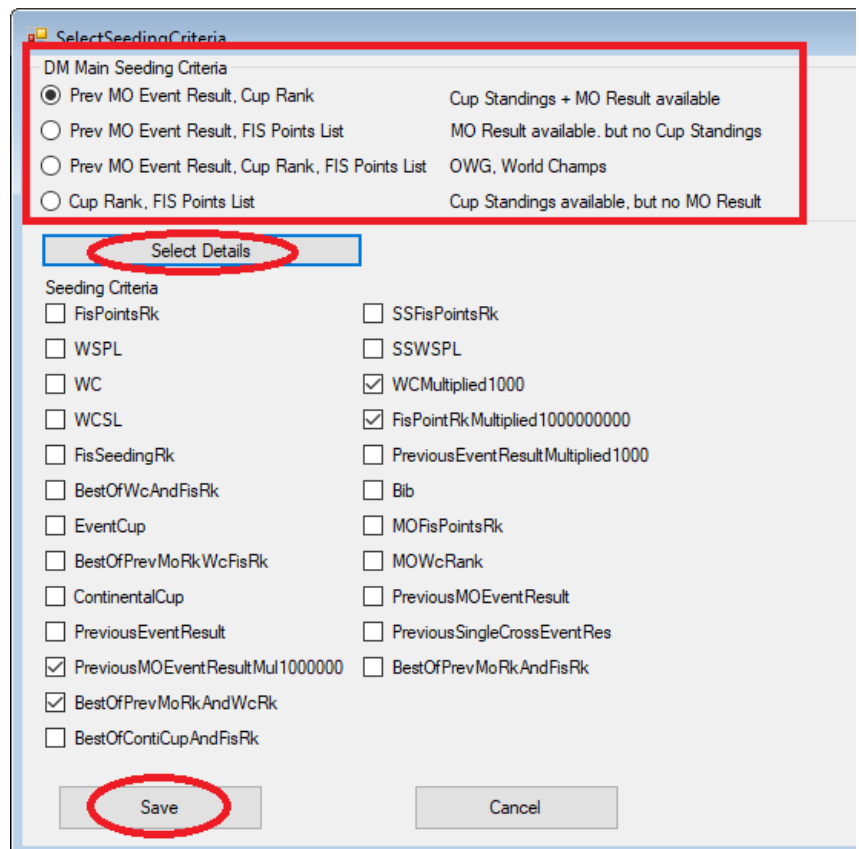
Then you need to select the seeding criteria.

Go to "Setup Database and Event"  
-> "Select Seeding Criterium"



A new window opens titled  
"SelectSeedingCriteria"

- Select the seeding criteria you need
- click "Select Details"
- click "Save"



## Which seeding criteria to choose for Dual Moguls?

### Europa Cup:

In the first duals event of the season, choose "Prev MO Event Result, FIS Points List"

In later events:

- Choose "Prev MO Event Result, Cup Rank"
- If there's no MO competition in the event choose "Cup Rank, FIS Points List"

### Other Continental Cups:

Consult your Race Director.

### Other FIS competitions:

- Choose "Prev MO Event Result, FIS Points List"
- If there's no MO competition in the event, choose the same as above. The program will then use only FIS points.

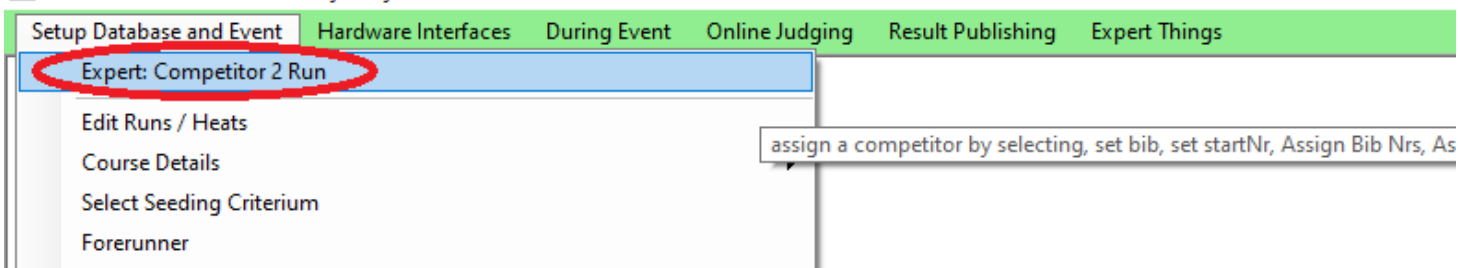
## Assign Brackets by Seeding

After completing the previous steps, you can finally assign the brackets.

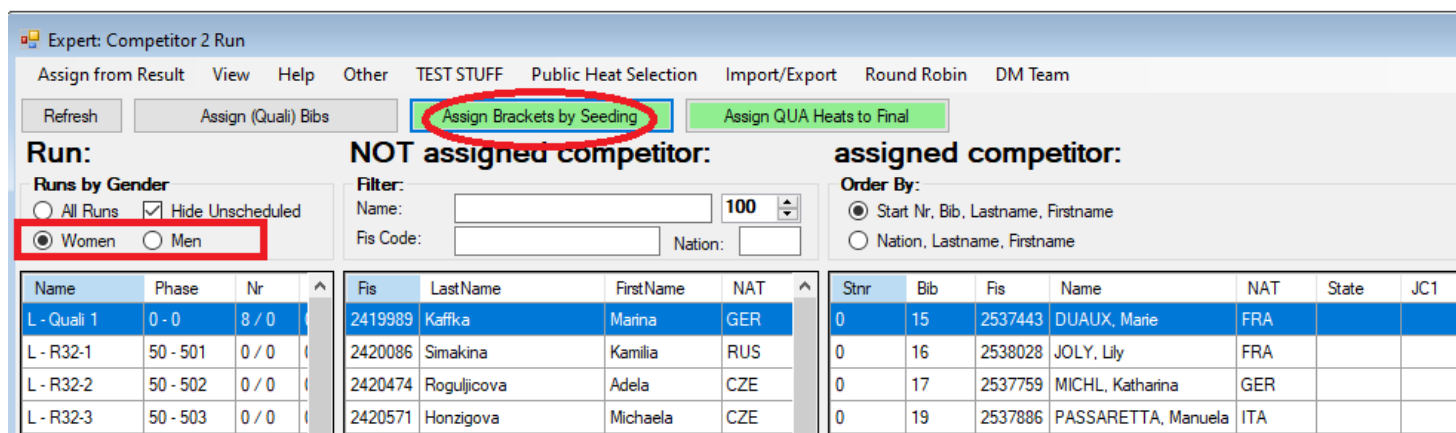
Go to "Setup Database and Event"

-> "Expert: Competitor 2 Run"

MDIMain -MAIN- localhost: Jyvaszkyla FRS: DM



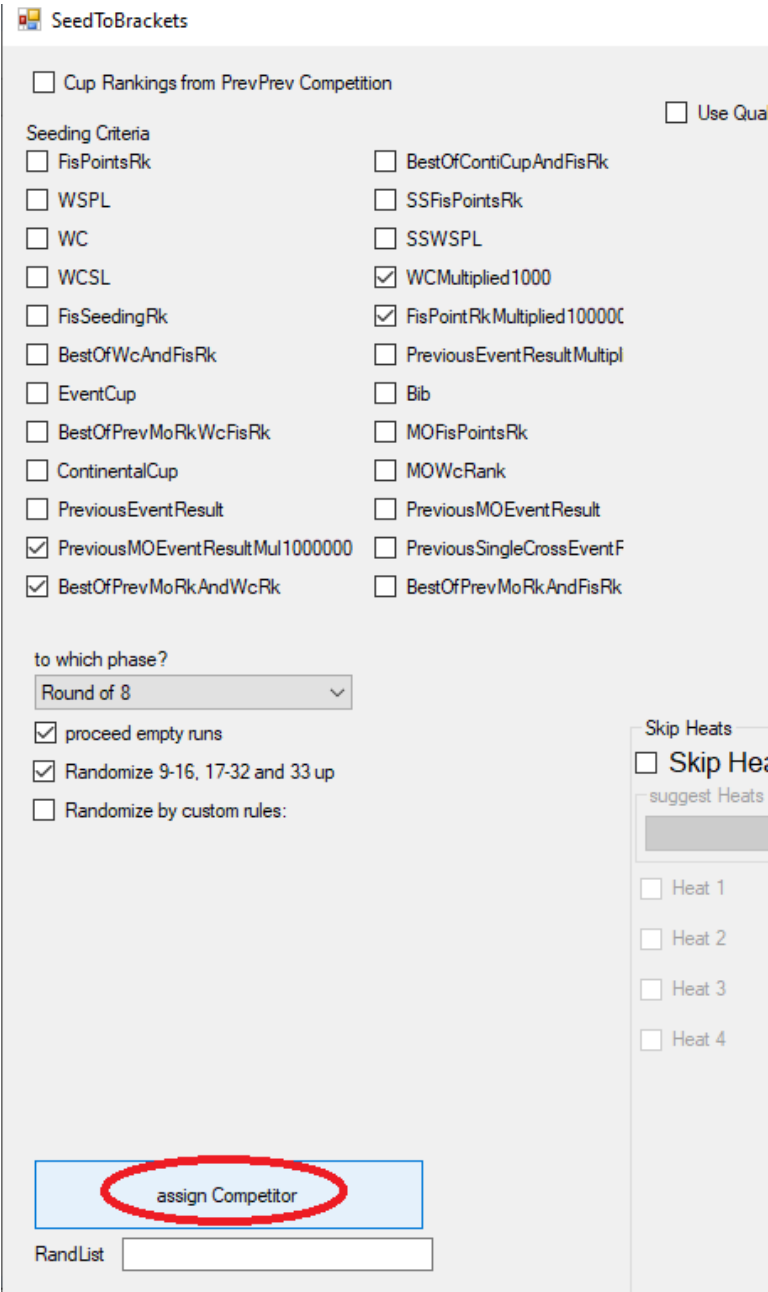
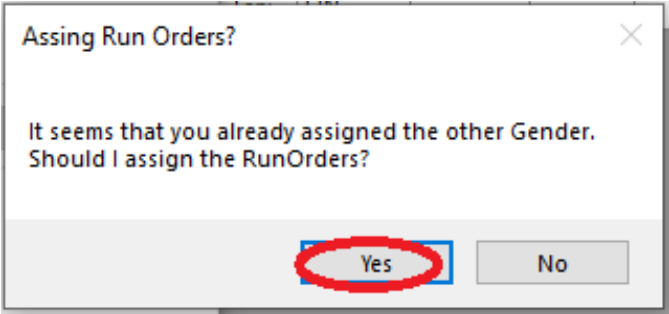
Select a gender and click "Assign Brackets by Seeding"



A new window opens titled “SeedToBrackets”.

- You **don’t** need to change or select any criteria in this window.
- Just click “assign Competitor”.

After you have assigned the brackets for both genders, the program will ask you if you want to assign run orders. Choose “Yes”.

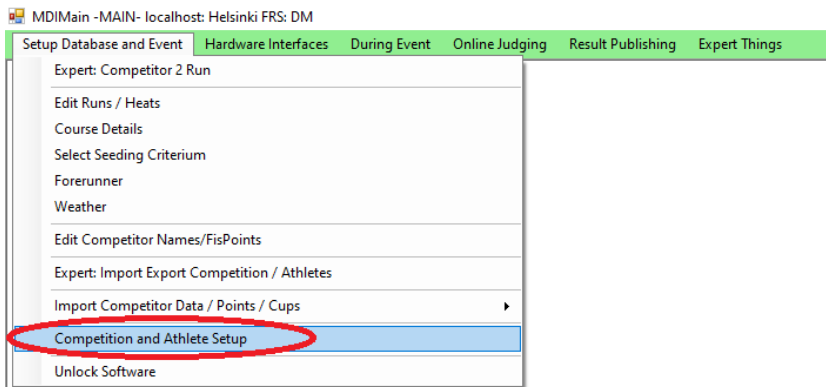




# Dual Moguls Seeding by Single Moguls Qualification

This chapter explains how to seed dual moguls with a single moguls qualification round.

Go to "Setup Database and Event" -> "Competition and Athlete Setup"  
Open tab "General Event Data"



In the section "Course Data" select "Quali is used to seed Brackets"

Course Name:

Course Length:   Pace Time Ladies:  m/s

Course Width:  Pace Time Men:  m/s

Gate Width:

Gradient/Inclination:  min/max FIS Points

Place / Nation:

☒ Quali is used to seed Brackets ☐ no Quali, seed by Bib ☐ no Quali, ssed by Fis RK

☐ no Quali, seed by best of Fis RK, WC / NAC / EC / ..., WCSL ☐ no Quali, seed by SeedCriteria

In the section "Competition Mode", you need to define how many athletes will proceed from qualification to final brackets.

General Competition Mode

Ladies Qualification: ☒ 1 Run ☐ 2 Runs ☐ no Quali

Men Qualification: ☒ 1 Run ☐ 2 Runs ☐ no Quali

☐ Reverse Q2 StartOrder

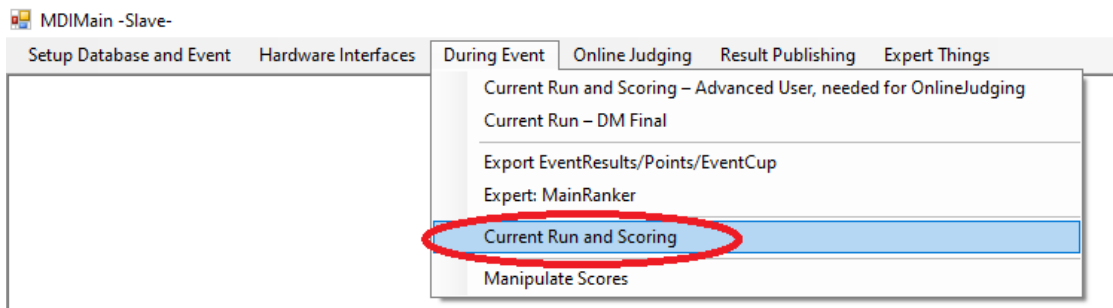
☒ Overall ☐ by Age Groups

Ladies Qualification to Finals:

Mens Qualification to Finals:

Once you're done with the setup you can proceed with the qualification as in any moguls competition. See chapter During Event for details, e.g. how to assign start orders, bibs etc.

After the qualification round, go to "During Event" -> "Current Run and Scoring". A new window will open. If you don't have online judges or judges' tablets, you should be already working in this window.



To assign the brackets, choose "Progr Next Phase". Then you can proceed with the rest of the competition.

**Current Run and Scoring**

Run: ☐ Men ☒ Ladies Phase: all Runs

L - Quali 1

Name	Strnr	Bib	Progr
Kuivalainen Lina	1	10	OK
Vinecki Winter	2	6	OK
Duaux Marie	3	1	OK
Sora-Aho Saara-Sofia	4	8	OK
Aldabergenova Zhanbota	5	9	OK
Voutilainen Riikka	6	2	OK
Weiss Emma	7	5	OK
Larionova Anastassiya	8	3	OK
Fearing-Fahlen Lili	9	4	OK
Peel Laura	10	7	OK

☒ Auto Jump to Next Competitor in 1 seconds.

Quali -> Final

Progr Next Run

Progr Next Phase

Reset Run

Current Competitor: **7 PEEL Laura**

Judge 1 Judge 2 Judge 3 Judge 4 Judge 5

17.0	4.1	16.7	7.0	11.2
18.8	32.7	52.6	9.1	86.6

Jump 1 Jump 2 Time Status:

3o fdF 1.31 OK

**AEMO** ☐ show Test Buttons

**OK**

**CONFIRM SCORE** **Reset Scores**

Rank	Bib	Name	Score1	Score2	Score3	Total	AgeGroup
1	1	DUAUX Marie	30.19			30.19	
2	5	WEISS Emma	21.67			21.67	
3	10	KUIIVALAINEN Lina	19.55			19.55	
4	6	VINECKI Winter	19.30			19.30	
5	8	SORA-AHO Saara-Sofia	18.96			18.96	
6	7	PEEL Laura	17.39			17.39	
7	9	ALDABERGENOVA Zhanbota	17.16			17.16	
8	3	LARIONOVA Anastassiya	15.93			15.93	
9	4	FEARING-FAHLEN Lili	11.97			11.97	
10	2	VOUTILAINEN Riikka	11.03			11.03	

# Assign bibs in AE and MO/DM Continental Cup

In Continental Cup events bibs should be assigned by Cup standings. In the first event of the season, when standings are not yet available, the FIS points list should be used instead.

The top 25 competitors will get their bibs according to the standings. The rest of the athletes get randomized.

**NOTE:** If you use the FIS point list to assign the bibs, see chapter “Import FIS Athlete Data” on how to import FIS points. Complete those steps before you proceed with the bib assignment.

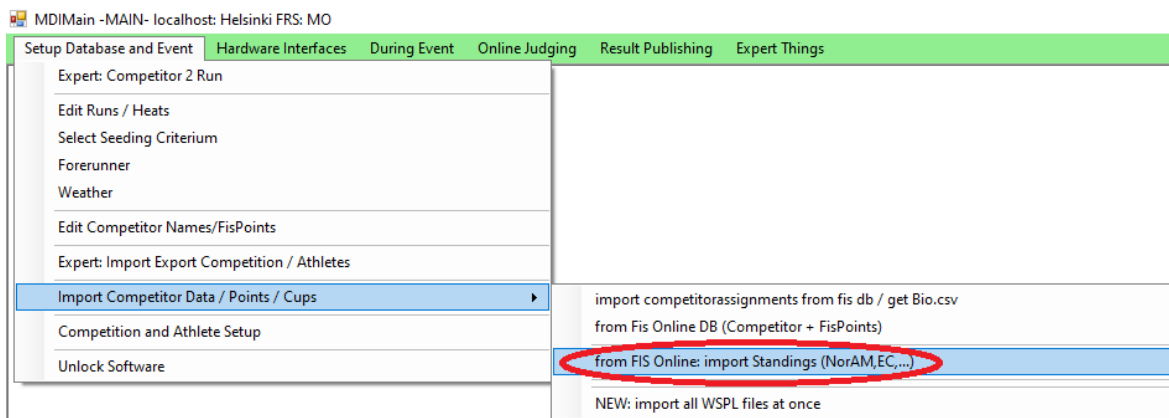
If you use cup standings, follow these instructions for cup standings import:

Go to “Setup Database and Event”

-> “Import Competitor Data / Points / Cups”

-> “from FIS Online: import Standings (NorAM, EC, ...)”

A window opens.



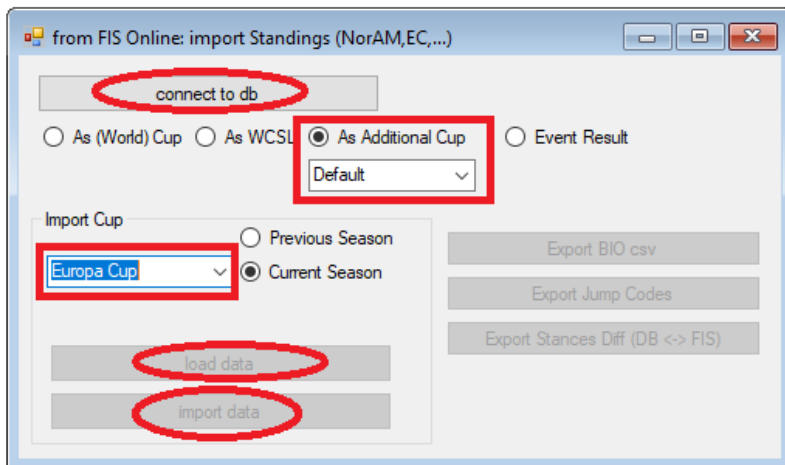
- Select “As Additional cup” and “Default”.

- Select your cup, “Europa cup” for example

- Click “connect to db”

-> “load data”

-> “import data”

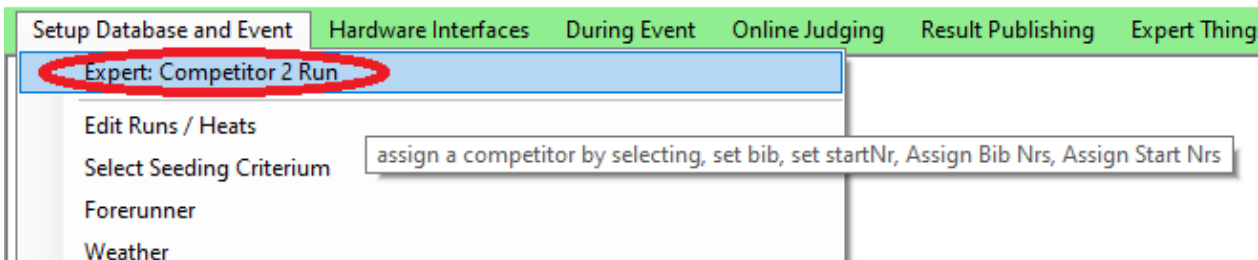


**NOTE:** After the import, please restart the software.

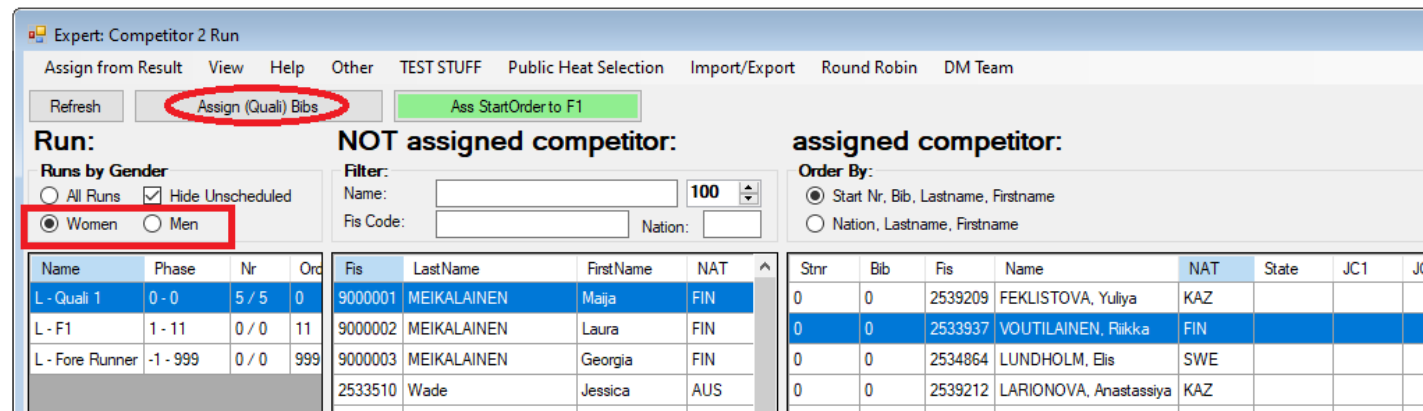
**NOTE:** If you cannot see the cup points on the bib assignment list, and you want to add them, please redo the cup standing import. When you redo it, choose “As (World) Cup” instead of “As additional Cup” and “Default”

To assign the bibs go to “Setup Database and Event” -> “Expert: Competitor 2 Run”

MDIMain -MAIN- localhost: Helsinki FRS: MO

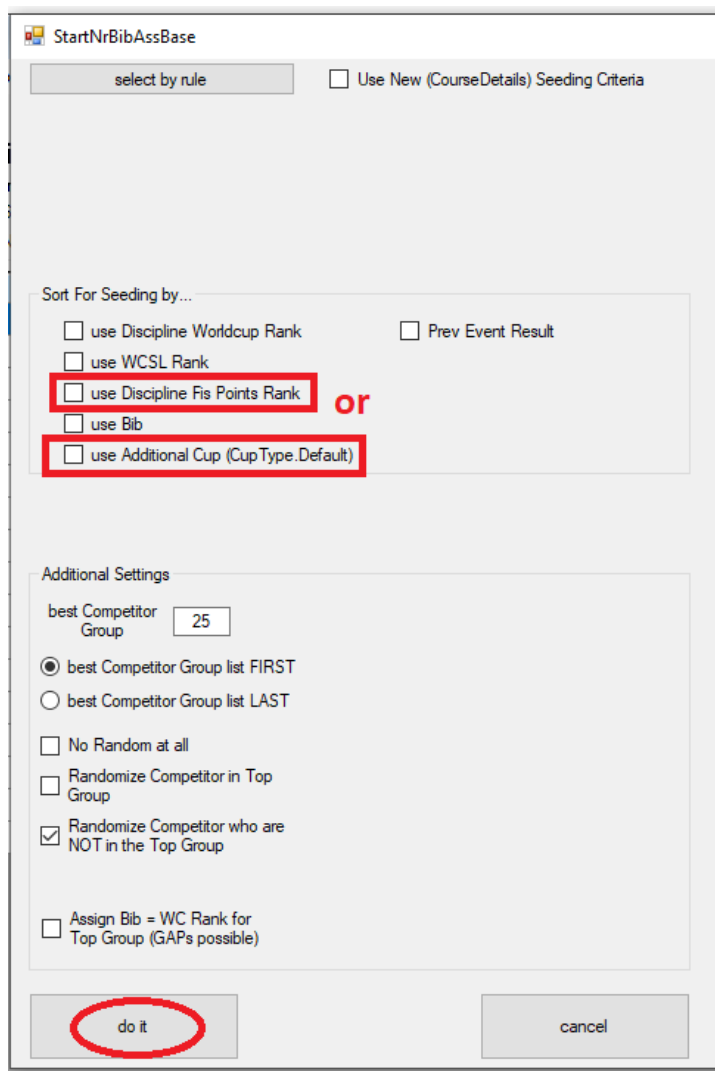


Choose gender and click “Assign (Quali) Bibs”. A new window will open



- Choose “use Discipline Fis Points Rank” or “use Additional Cup (Cup Type Default)”

- click “do it”



# Assign start order in Moguls Continental Cup

In Moguls Continental Cup events start order should be assigned by Cup standings. In the first event of the season, when standings are not yet available, FIS points list should be used instead.

The top 30 competitors will be randomly drawn to the first 30 positions on the startlist, with the rest of the athletes drawn randomly to the remaining positions.

To assign the start order, follow these instructions.

**NOTE:** If you use the FIS point list to assign the start order, see chapter “Import FIS Athlete Data” on how to import FIS points. Complete those steps before you proceed with the draw.

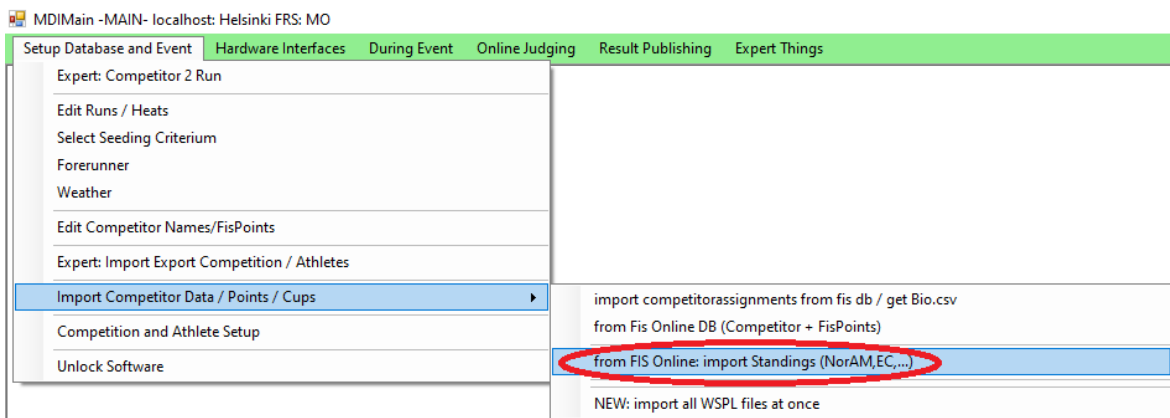
If you use cup standings, follow these instructions for cup standings import:

Go to “Setup Database and Event”

-> “Import Competitor Data / Points / Cups”

-> “from FIS Online: import Standings (NorAM, EC, ...)”

A window opens.



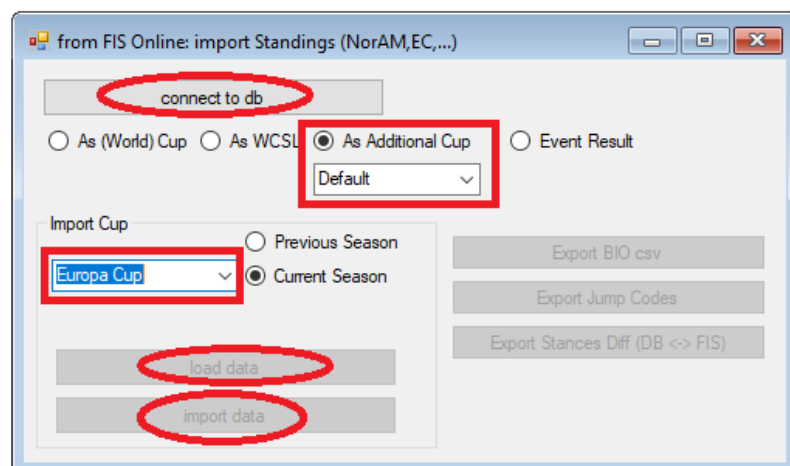
- Select “As Additional cup” and “Default”.

- Select your cup, “Europa cup” for example

- Click “connect to db”

-> “load data”

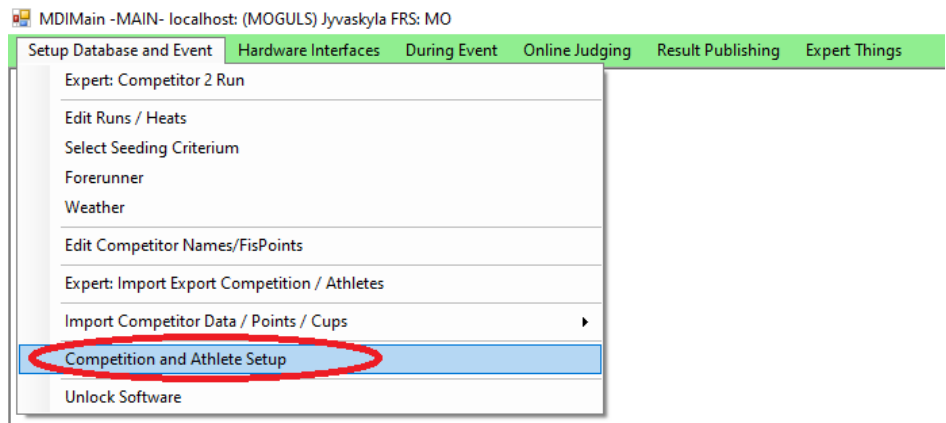
-> “import data”



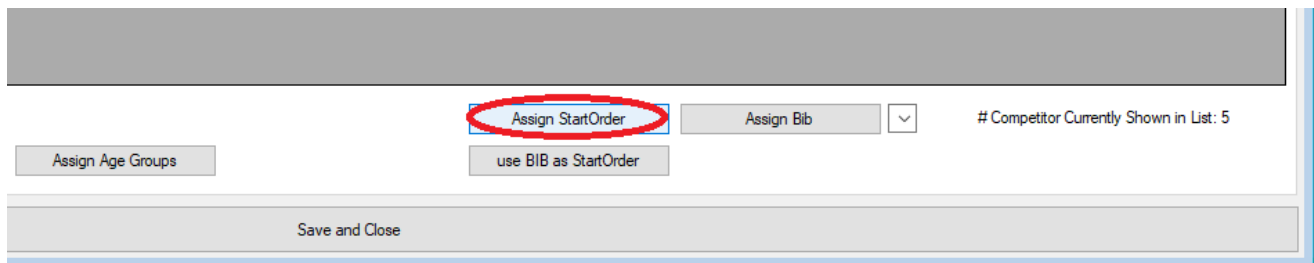
**NOTE:** After the import, please restart the software.

**NOTE:** If you cannot see the cup points on the start list, and you want to add them, please redo the cup standing import. When you redo it, choose “As (World) Cup” instead of “As additional Cup” and “Default”

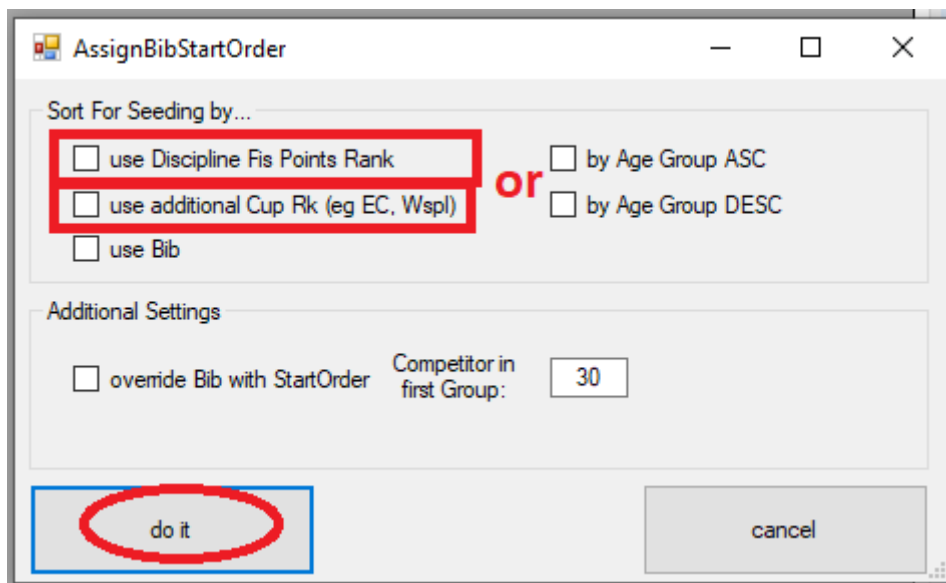
For the assignment, go to  
“Setup Database and Event”  
-> “Competition and  
Athlete Setup”



Click “Assign StartOrder” at the bottom of the window. A new window will open.



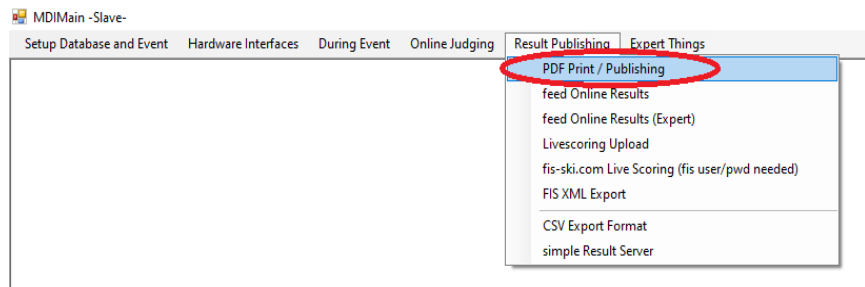
Select here “use additional Cup Rk (eg EC, Wspl)” or “use Discipline Fis Points Rank” and click “do it”.



# Result Publishing

## Print and generate .pdf files

Go to “Result Publishing”  
-> “PDF Print/Publishing”.



By clicking on the Buttons “TCM Lists”, “Start Lists”, “Result” and “cup List” on the top left you can show and hide the respective documents on the list.



First, select the phase (Quali, Final) in the dropdown, then the gender. Click on the list you want to generate on the left.

**FIS FREESTYLE SKI EUROPA CUP 2024**  
**Start List - Qualification**  
**Men's Moguls**  
TAIVALKOSKI (FIN)  
SAT 10 FEB 2024 Start Time: 16:40

Number of Competitors: 29, Number of NSAs: 8

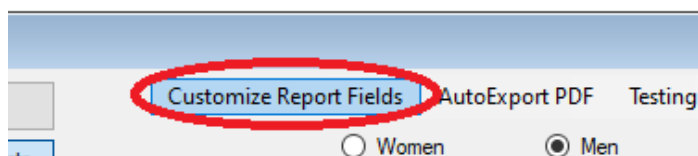
Start Order	Bib	FIS Code	Name	NSA Code	YB	FIS Points (Rk)	World Cup Points (Rk)	WCSL Points (Rk)
1	2	2538534	ZVALENY Filip	CZE	2008	29.30 (213.)		
2	27	2534403	PASCARELLA Paolo	SUI	2004	180.00 (57.)		
3	33	2540040	JOHANSSON Linus	SWE	2007	68.00 (150.)		
4	1	2537793	RUBACEK Jan	CZE	2004	68.25 (143.)		
5	21	2539291	HAX Beau	NED	2005	25.20 (230.)		
6	6	2539446	LAMPI Eero	FIN	2007	49.60 (170.)		
7	14	2538750	TENE Antoine	FRA	2006	46.30 (177.)		

You can print the list directly without saving a pdf file first.

**FIS FREESTYLE SKI EUROPA CUP 2024**  
**QUALIFICATION RESULTS Qualification**  
**Men's Moguls**  
TAIVALKOSKI (FIN)  
SAT 10 FEB 2024 Start Time: 16:40

Number of Competitors: 29, Number of NSAs: 8

Rank	Bib	FIS Code	Name	NSA Code	YB	Time		Air		Turns		Run Score	Tie
						Seconds	Time Points	J1	J2	DD	TD		
1	4	2533857	AHVENAINEN Anni	FIN	2002	15.51	17.48	7.9	8.0	0.0	0.0	B: 16.5 16.2 16.2 16.2 16.6 48.9 77.17	
												D: -0.4 -0.7 -0.6 -0.6 -0.4 -1.7	
												27.2	
2	15	2530000	BELLUCCI Massimo	ITA	1999	15.62	16.97	6.5	6.7	0.0	0.0	B: 15.5 15.9 16.6 15.5 16.6 47.5 75.34	
												D: -0.8 -0.6 -0.6 -1.0 -0.6 -2.4	
												45.1	
3	27	2534403	PASCARELLA Paolo	SUI	2004	19.97	15.07	6.1	7.3	0.0	0.0	B: 16.6 15.6 15.5 16.6 16.3 47.9 75.14	



Select "Customize Report Fields" to open "ReportFieldsEditor".

In "ReportFieldsEditor" you can edit the name of the competition or cup that will appear on all pdfs.

In Europa Cup write for name "FIS FREESTYLE EUROPA CUP 20XX"

You can also select the cup code.

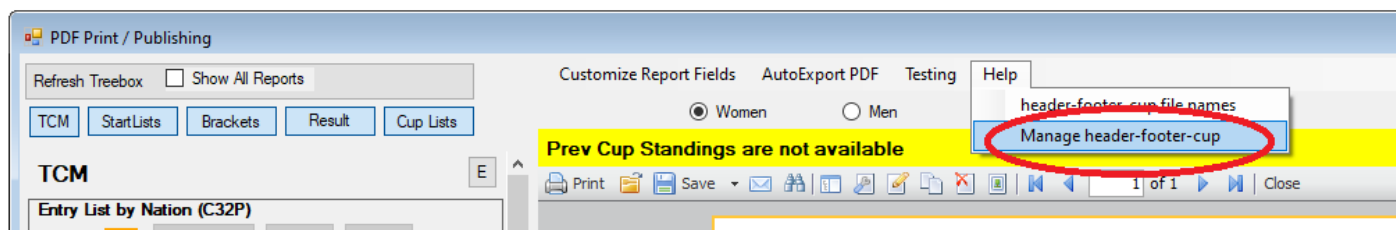
**NOTE:** If you have problems generating pdfs, choose cup code "WC".

Here are the pdfs you usually need in a competition:

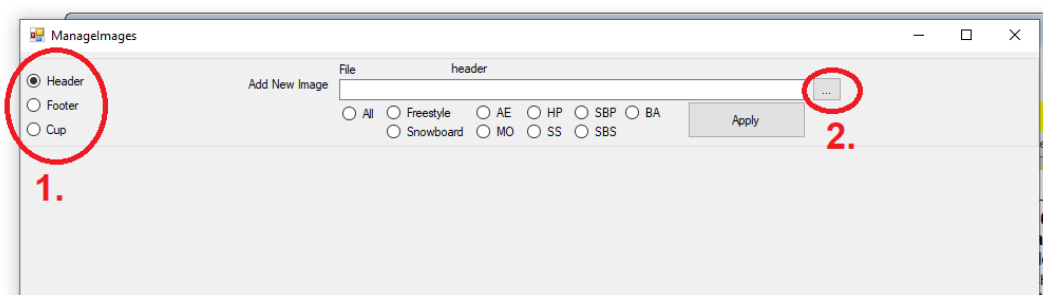


## Add logos to pdf results

Go to "PDF Print / publishing" -> "Help" -> "Manage header-footer-cup"

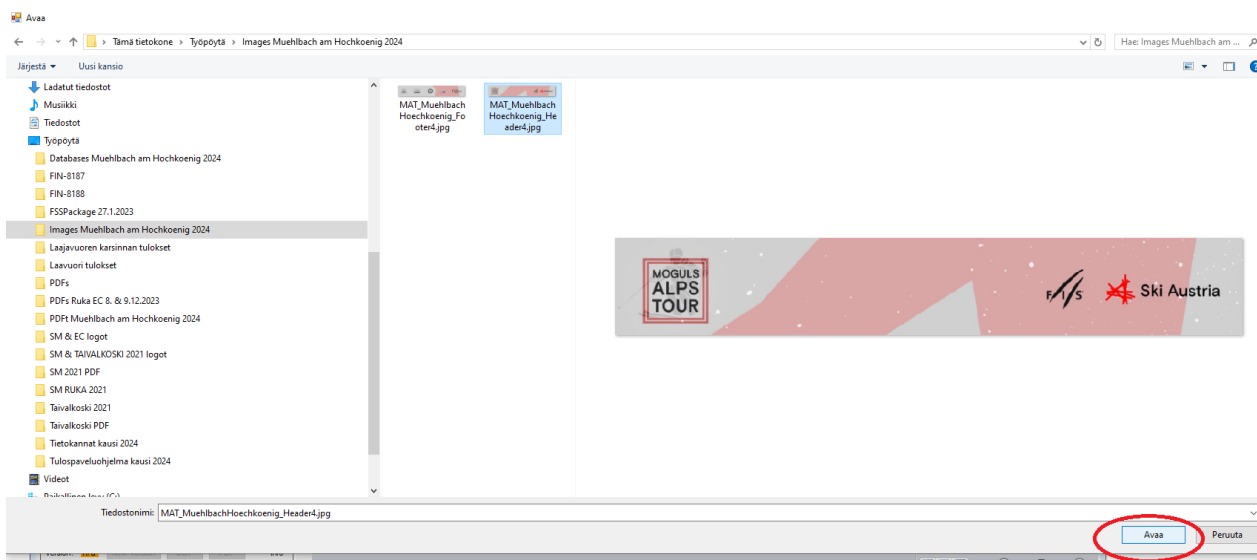


Another window will open. Select first "Header", "footer" or "Cup" (logo next to the event title), then click the 3 dots "..." on the right.

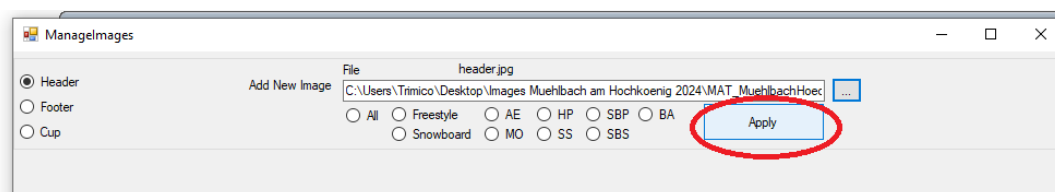


Select the picture file that you need.

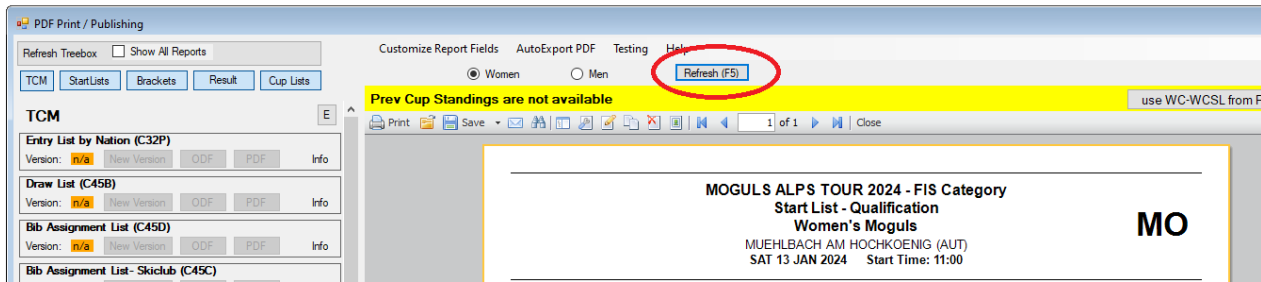
**NOTE:** Both header and footer must be sized 2291 x 354.



Click "Apply"



Once you click "Refresh(F5)" the graphic will show up on all documents.

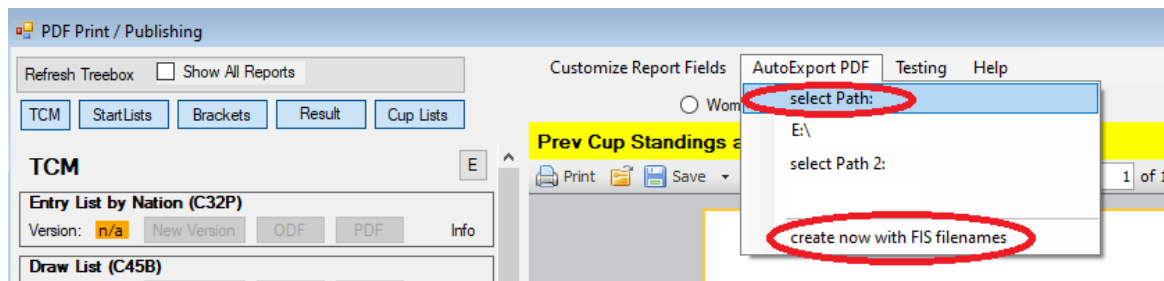


## How to save a .pdf file

First you must choose the location where you want to save the pdfs on your computer. The location will be saved, so it's enough to choose it once for every competition.

To select a location, go to "AutoExport PDF" -> "select Path".

After selecting the location, you can save the pdf by clicking "create now with FIS filenames".



You can also choose "Save" or "Print" -> "print to pdf", but then you need to name the file manually.

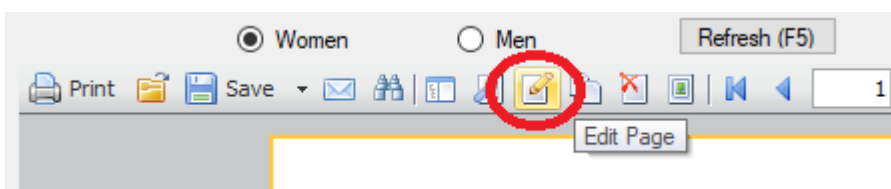


## How to edit a pdf file

In some cases, you must edit the pdf files:

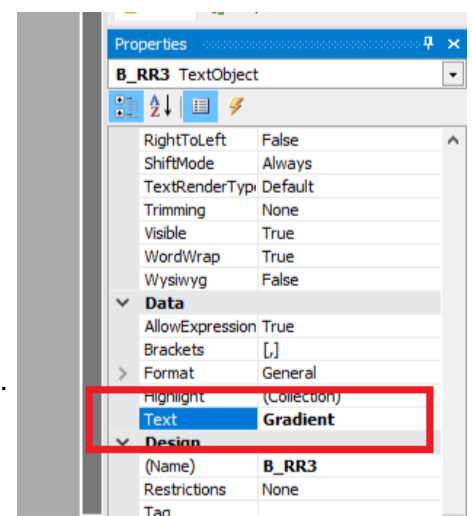
- If you import Continental Cup standings as World Cup, you will find "World Cup Points" instead of "Europa Cup Points" in some pdfs
- If the course length or gradient is missing from the result pdf
- If the descriptions of judges' assignments are not correct

To edit a pdf, choose the list you want, and click the edit icon to open the pdf editor in the program.



Once you have opened the pdf editor, select the text you want to edit or the place where you want to add text in the pdf. Then you can write in the text field that you find on the list on the right in the pdf editor.

**NOTE:** You must print or save the pdf immediately after editing, before selecting another list in the program. Changes cannot be saved for later.



## Upload pdf documents to the FIS website

In order to upload pdfs to the FIS website:

- send an email to **results@fis-ski.com**
- write as subject "stfs1234"
- attach the pdfs you want to upload

The program should name the files correctly. If you name them manually, make sure the names are correct.

- Name example: 2025FS8389RLF.pdf
- A file name must include the following parts in this order:  
*season + "FS" + competition codex + type of list*
- The type of list is an abbreviation: RLF = result list final, SLQ = startlist qualification, SBLF= start bracket list final etc.

**NOTE:** If the email upload doesn't work, ask your Continental Cup Race Director to upload the files, or contact Karin Arnold at [karin.arnold@fis-ski.com](mailto:karin.arnold@fis-ski.com)

## What pdfs should be uploaded to the FIS website

**In all FIS events**, you must upload the final results (final + those who didn't qualify). This is the minimum, you can upload startlists too for example, if you want to.

**In Europa cup**, you must upload the following lists:

Moguls and Aerials:

- Startlist for qualification
- Results from qualification
- Startlist for final
- Final results (final + those who didn't qualify)

Dual Moguls:

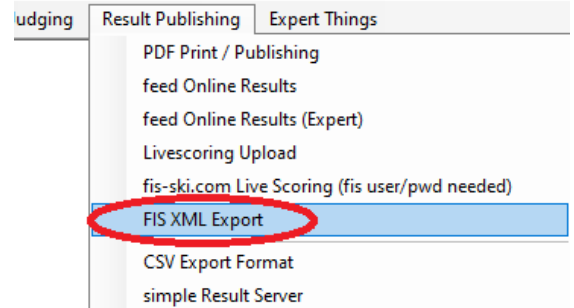
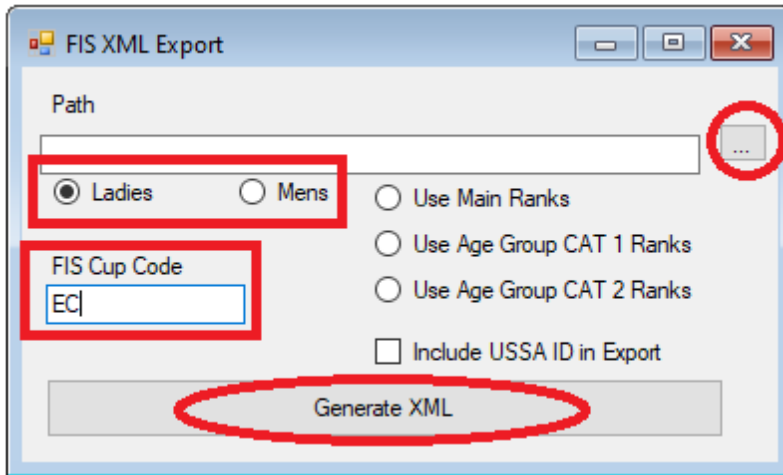
- startlist (brackets)
- final result list
- final result brackets

### **In other Continental Cups**

- consult your Race Director

# .xml export

Go to “Result Publishing” -> “FIS XML Export”.  
The following window will open:



- by clicking the 3 dots "... " you can choose the location on your computer where you export the xml files.
- choose the gender
- write in correct cup code, for example EC, FIS, NAC etc.
- click “Generate XML” to create the file for selected gender

In order to upload xml files to the FIS website:

- send an email to **results@fis-ski.com**
- attach the file you want to upload
- You can attach one xml file per email

# Judges' Tablets

Judges' tablets are Windows tablets where judges, who are on site, can enter their scores. Tablets can also be set up for the Head Judge to review the scores, and for the announcer to follow the results. Instead of tablets, also computers can be used for this purpose. Tablets must have the GSS software package installed on them.

In Europa Cup the FIS Race Director will provide you with the tablets.

In order to connect the tablets, you need to set a fixed IP address on your scoring laptop. Follow these instructions on Windows 10:

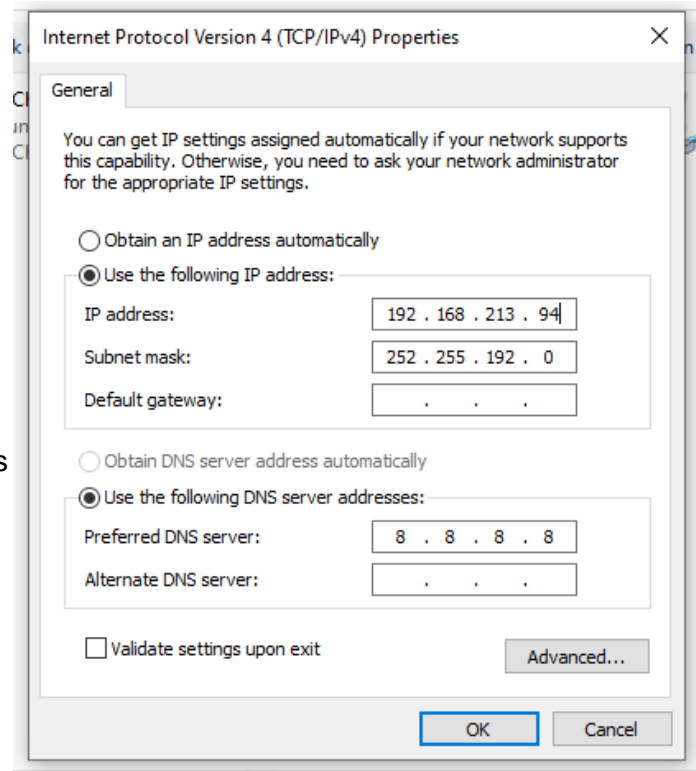
Go to Control panel  
-> Network and Internet  
-> Network and Sharing Center  
-> Change adapter settings  
-> Ethernet  
-> Properties  
-> Internet Protocol Version 4 (TCP/IPv4)  
-> Properties

Set a fixed IP address as shown in the screenshot.

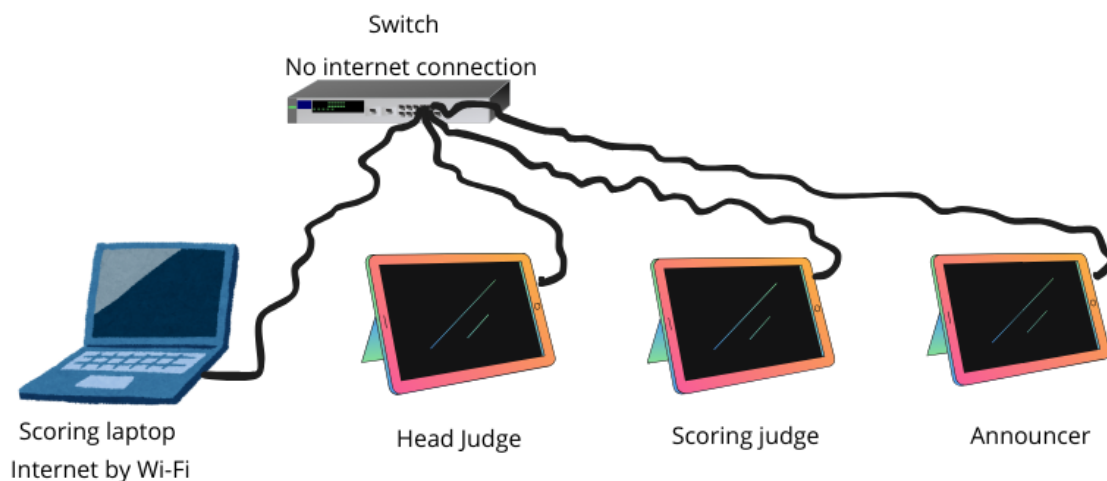
**NOTE:** The tablets must also have a fixed IP address, as any other devices in the same setup.

All the IP addresses must be within a certain range:

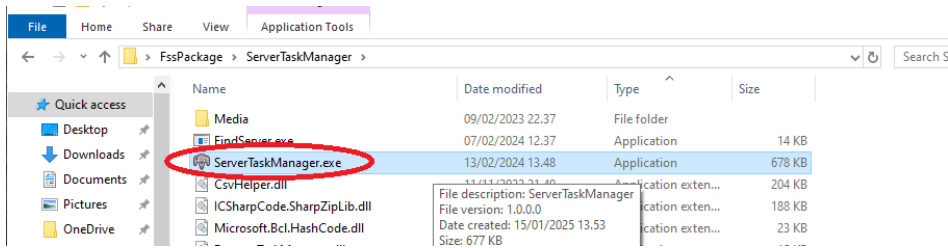
- subnet: 255.255.192.0
- IP addresses: 192.168.213.XX
- for the last two numbers of the IP addresses, use numbers from 94 to 99
- don't use the same IP address for two devices



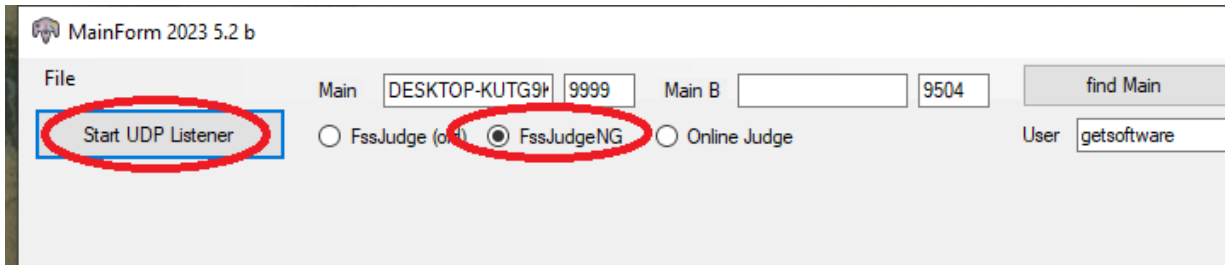
Tablets are connected to the scoring laptop by network cable and via a switch. Do not connect the switch to the internet. The scoring laptop must get internet via Wi-Fi.



To start the tablets, first make sure that ClientTaskManager is running on them (and started as admin). Then start ServerTaskManager on the scoring laptop.



Choose “FssJudgeNG” and click “Start UDP Listener”.

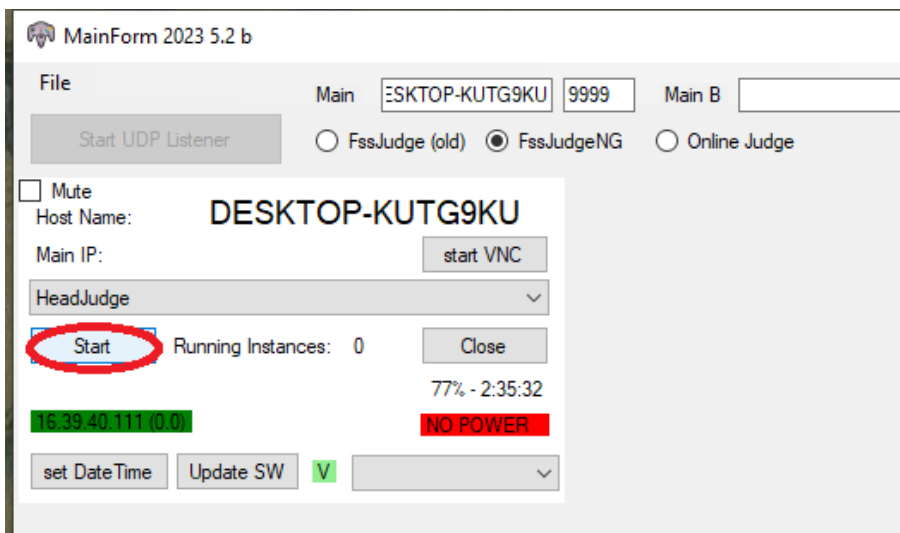
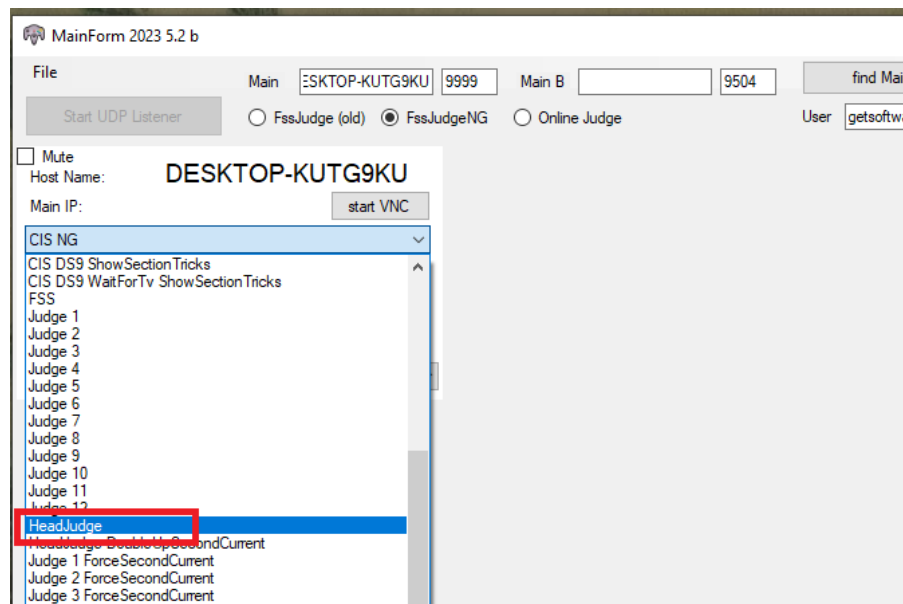


You will then see all the tablets that are connected. You need to choose whom each tablet is for.

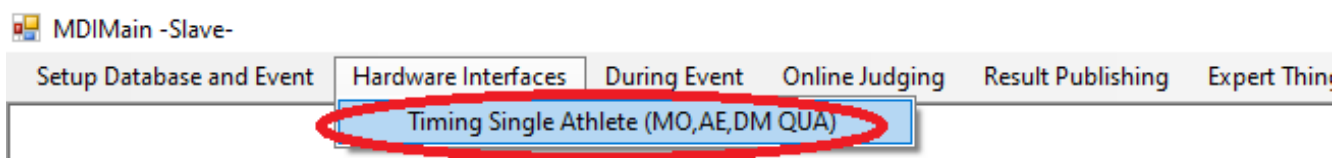
The options you need:

- Judge 1, 2, 3 etc. for scoring judges
- “HeadJudge” for the Head Judge
- “CIS NG” for the announcer

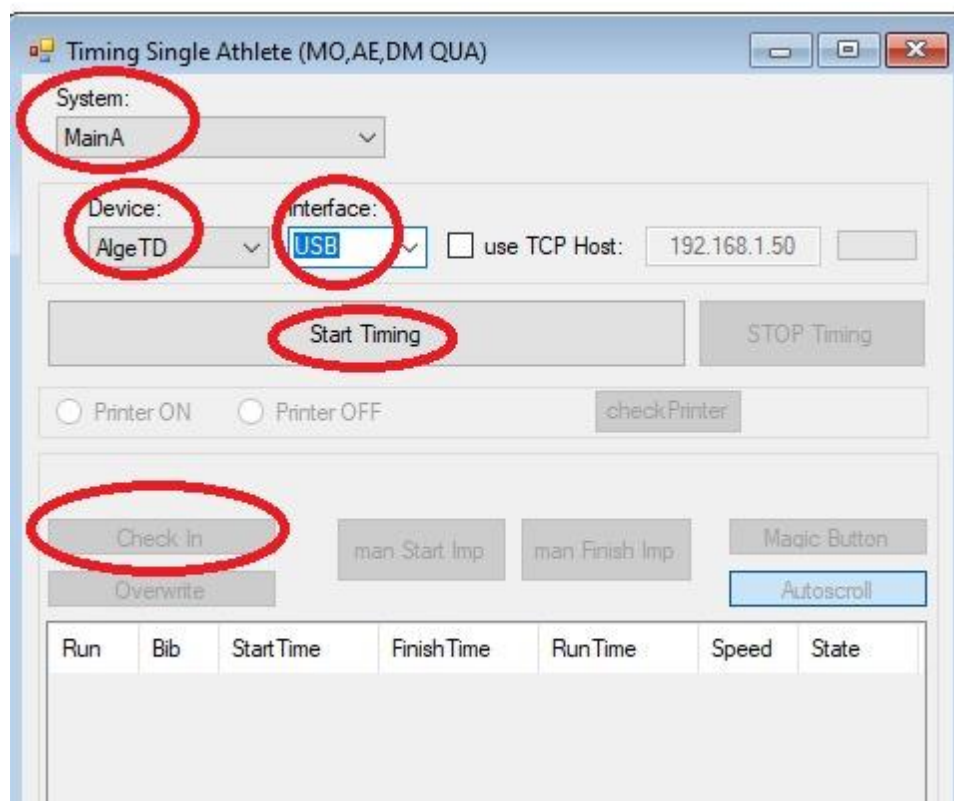
Choose what you need to, and click “Start”, which will start the software on a tablet.



# Timing in Single Moguls



Go to "Hardware Interfaces" -> "Timing Single Athlete".  
Another window will open where you can select the "Device" and "Interface".



Then click "Start Timing" and you should see the runtime entering automatically in the "Current Run and Scoring – Advanced user" window.

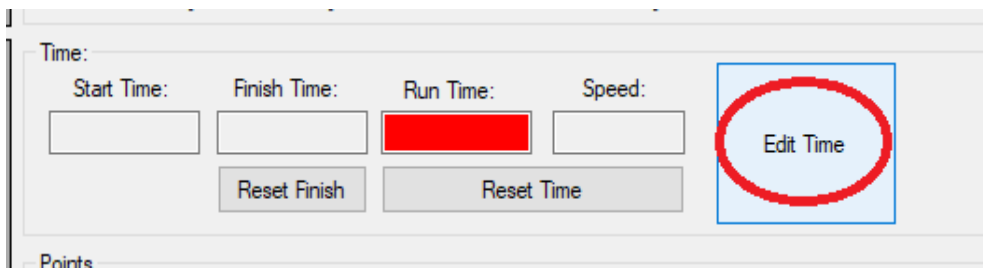
"Check In" blocks the timing impulses; you can use it during breaks in the competition

**NOTE:** If you have problems with Alge Timing, please update Timy driver software on the scoring laptop as a first step.

**NOTE:** If the timing hardware you are using is not compatible with the software (for example Microgate) you must enter the times manually.

If you have online judges or use the tablets enter the times as follows:

- Go to “During Event ->” "Current Run and Scoring – Advanced User needed for OnlineJudging" -> “Edit Time”
- Enter the times in the field “Run Time”



Time:

Start Time: Finish Time: Run Time: Speed:

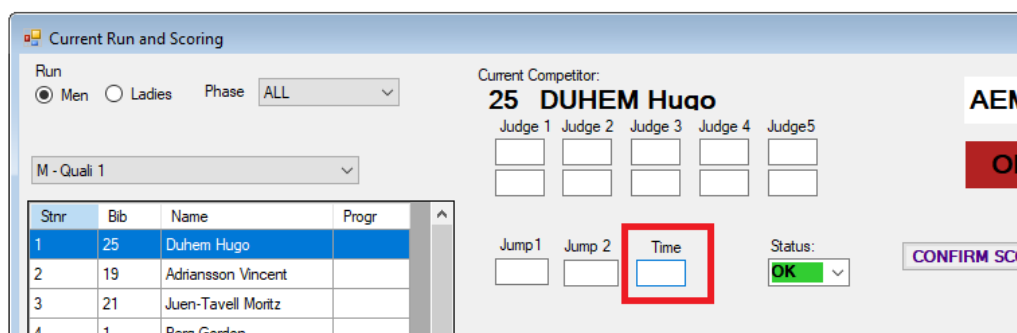
Reset Finish Reset Time

Edit Time

Points

If you have only on-site judges and you don't use the tablets, do as follows:

- You can enter the times in the window where you enter all the scores
- Go to “During Event” -> "Current Run and Scoring"
- There's a field for time



Current Run and Scoring

Run  
☒ Men ☐ Ladies Phase ALL

M - Quali 1

Stnr	Bib	Name	Progr
1	25	Duhem Hugo	
2	19	Adriansson Vincent	
3	21	Juen-Tavell Moritz	
4	1	Bera Gordon	

Current Competitor:  
**25 DUHEM Hugo**

Judge 1 Judge 2 Judge 3 Judge 4 Judge 5

Jump 1 Jump 2 Time

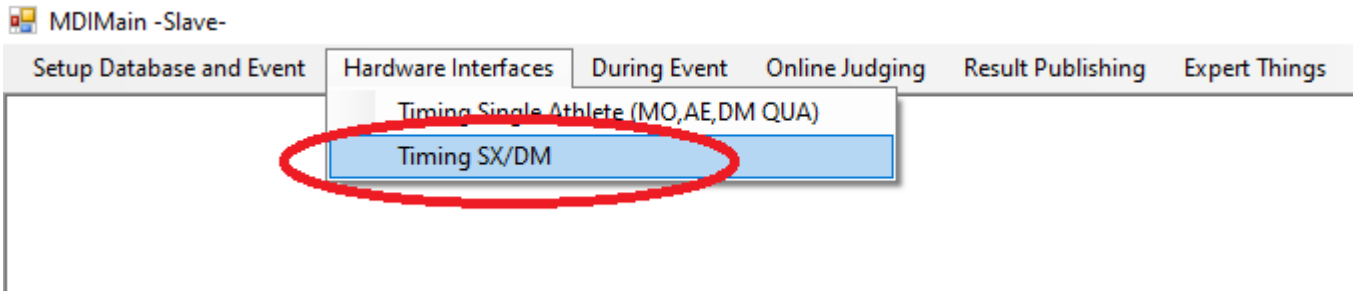
Status: OK

CONFIRM SCORE



# Timing in Dual Moguls

To set up the timing in dual moguls, go to “Hardware Interfaces” -> “Timing SX/DM”



Here you can choose the hardware e. g. "Alge TD".

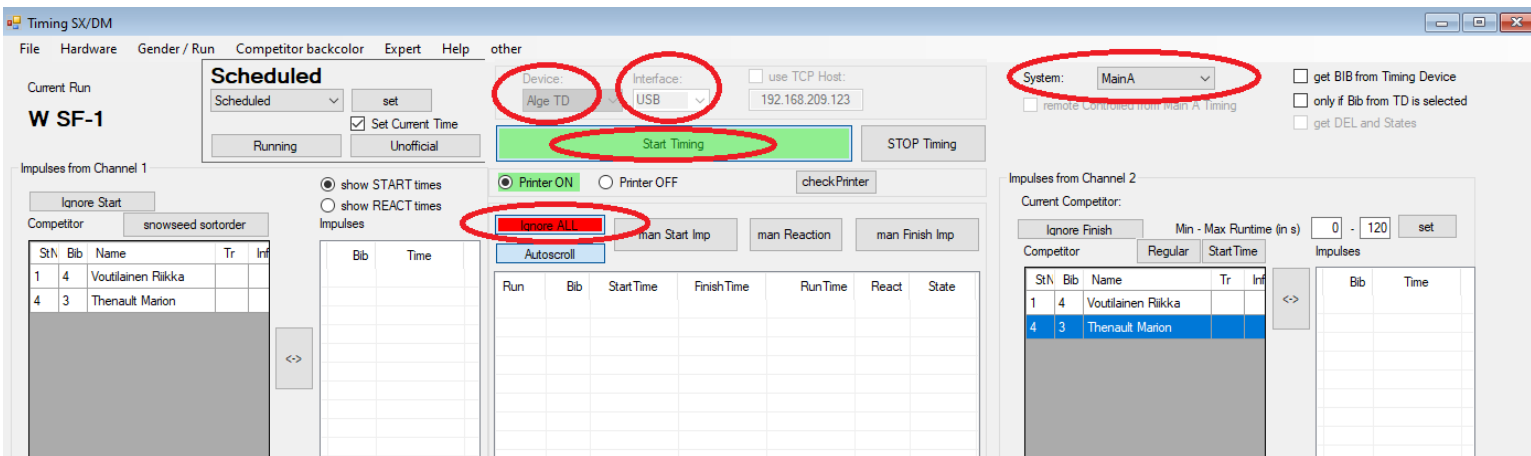
If you are connected to the timing device via USB, write “USB” in the field named “Interface”.

You can also choose COM3, for example, if that's how your timing device is connected to the computer.

Choose "MainA" in the field named "System"

To start the timing click “Start Timing”

**NOTE:** If the “Ignore All” button is red, you must click it. Otherwise, the times will not appear in the scoring window.



**NOTE:** If your timing device is not compatible with the software, e.g. Microgate, the speed judge must calculate the timing scores. If you're connected to the judges' tablets, the speed judge can enter the scores on his/her tablet.

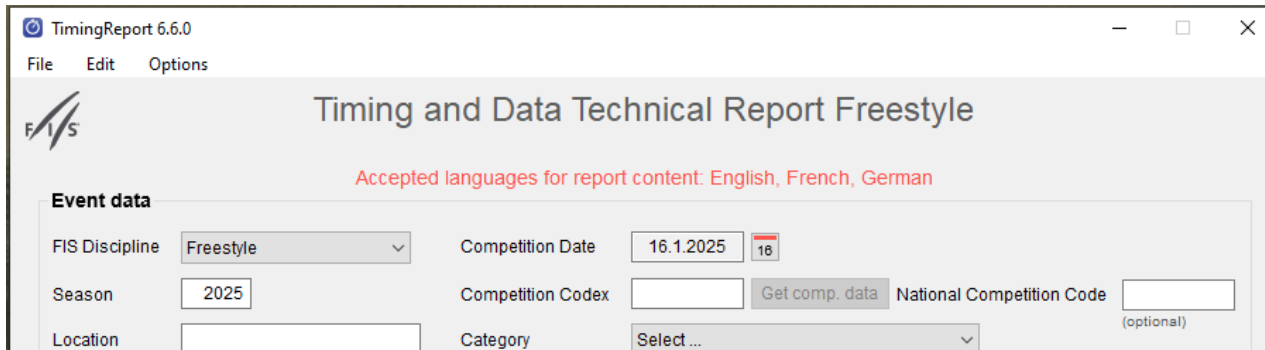
# Timing Report

From every Moguls and Dual Moguls event a timing report must be prepared and sent to FIS. The timing report is usually prepared by the Chief of Timing of the event. You must do a separate timing report for each gender.

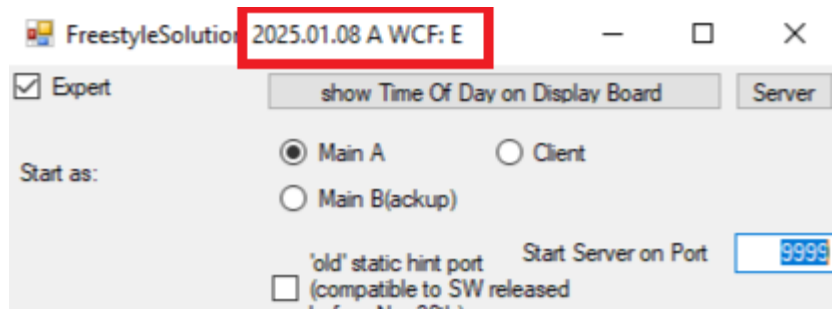
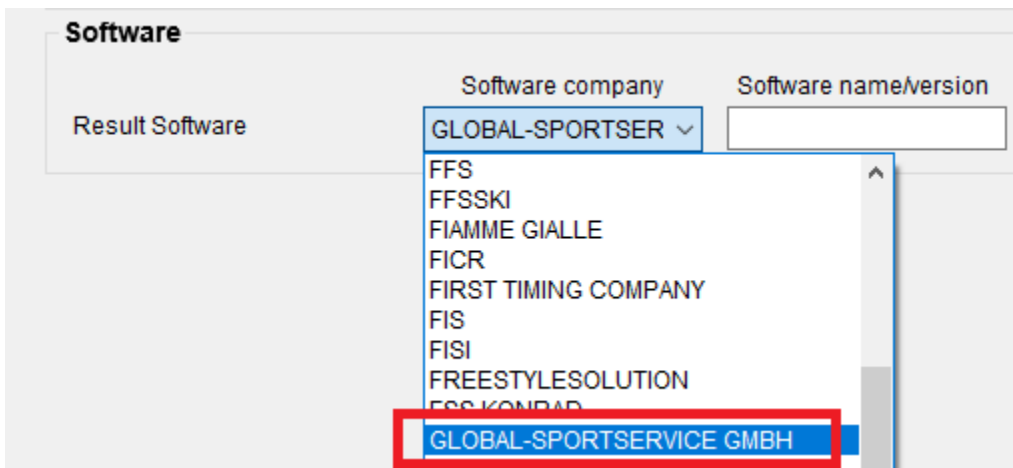
In order to create the report, download the Timing Report software from the FIS website and install it on your computer:

<https://www.fis-ski.com/inside-fis/general-fis-documents/timing-data#Timing%20Report>

The program lets you create the report, as an xml file, which you must send to FIS by email.



When you enter the name of the results software company choose “Global-Sportservice GmbH”. For the software name, write “Fss Light”. You can find the software version in the first window, when you open the scoring software.



Finally, you must send the timing report to FIS.

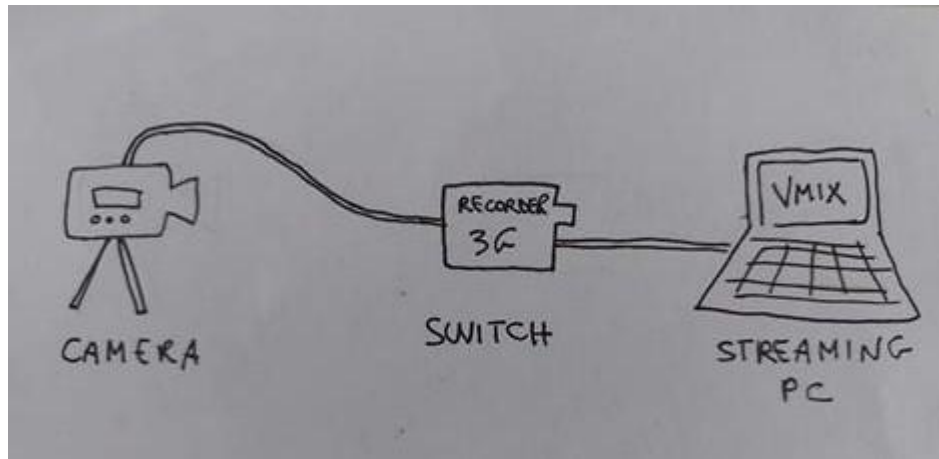
- send an email to **results@fis-ski.com**
- write as subject *nation + competition codex*, for example: FRA1234
- attach the xml

**NOTE:** For more detailed instructions, see the Timing Report User Manual on the FIS website:  
<https://www.fis-ski.com/inside-fis/general-fis-documents/timing-data#Timing%20Report>

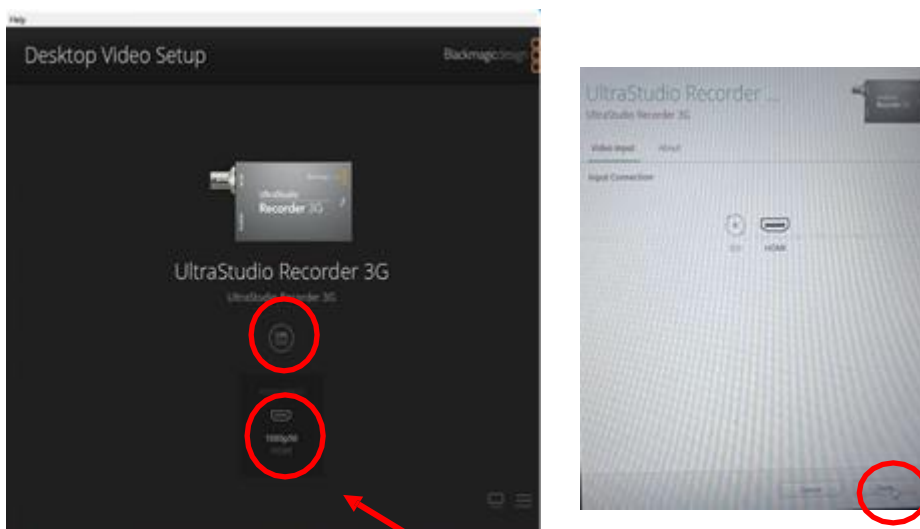
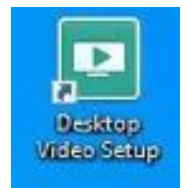
# Vmix

VMix is the streaming program for online judging.

Connect the “UltraStudio Recorder 3G” to the camera and the streaming computer.  
Then turn on the camera.



Open “Desktop Video Setup” and choose the connection of the video cable to the UltraStudio Recorder 3G (HDMI/SDI), then click “save”, the white light on the Blackmagic should be on.



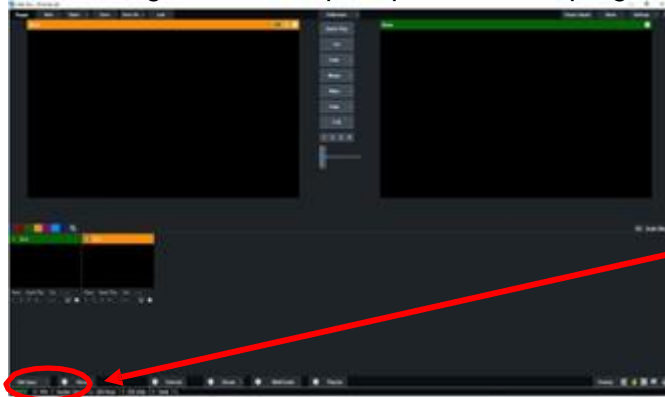
check the resolution

When you open Vmix this window will open.

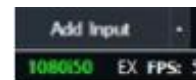
Click on “new”: all the settings are going to be saved, click on “last”: you get the last saved setting.



After setting the Video Input open the Vmix program: This window will open.



Click on “Add Input” (bottom left)  
→ next window will open.

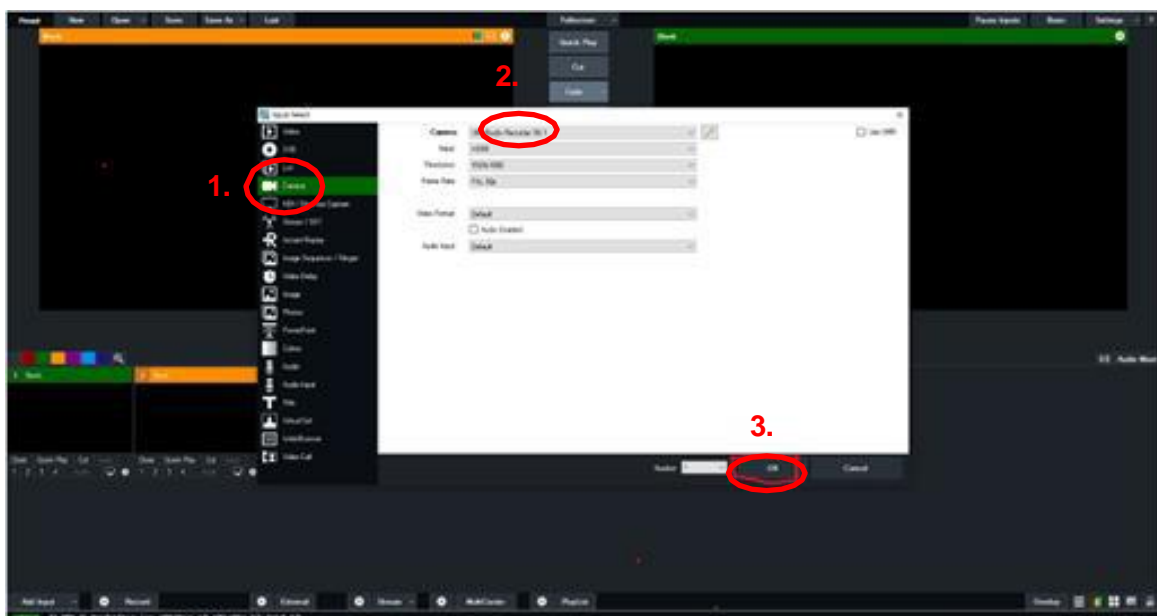


→ click on "Camera"

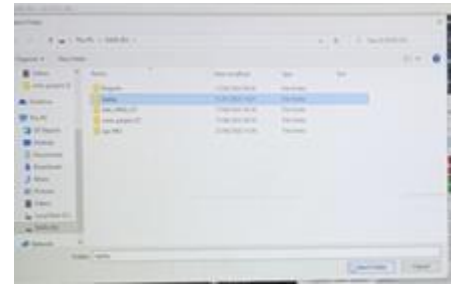
→ Choose “UltraStudioRecorder 3G”

→ Click “ok”

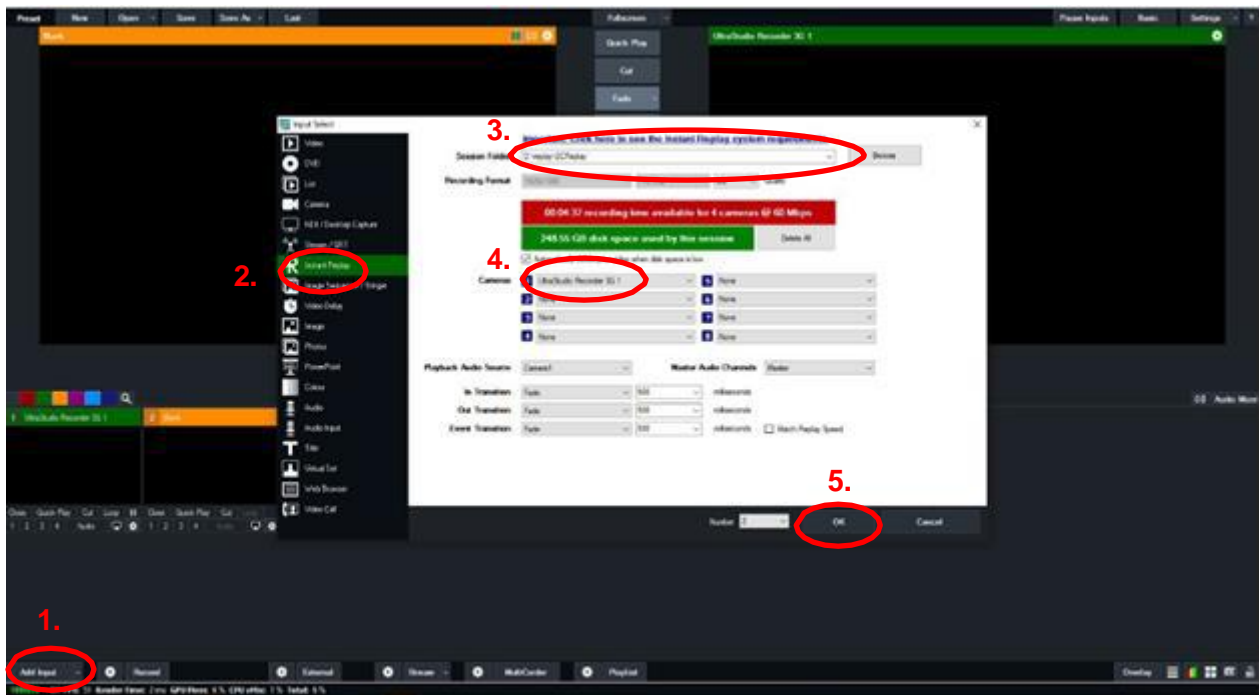
Resolution and Frame rate has to be the same!



- Click “Add Input”
- Click “Instant Replay”
- Choose the correct folder for the Videos (create a new folder for every competition)
- Make sure the right camera is inserted
- Click “ok”

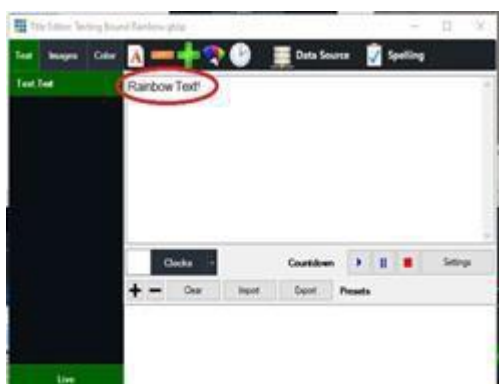
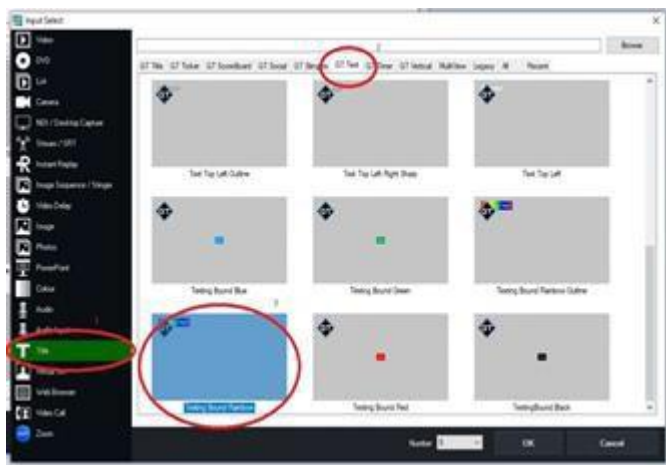
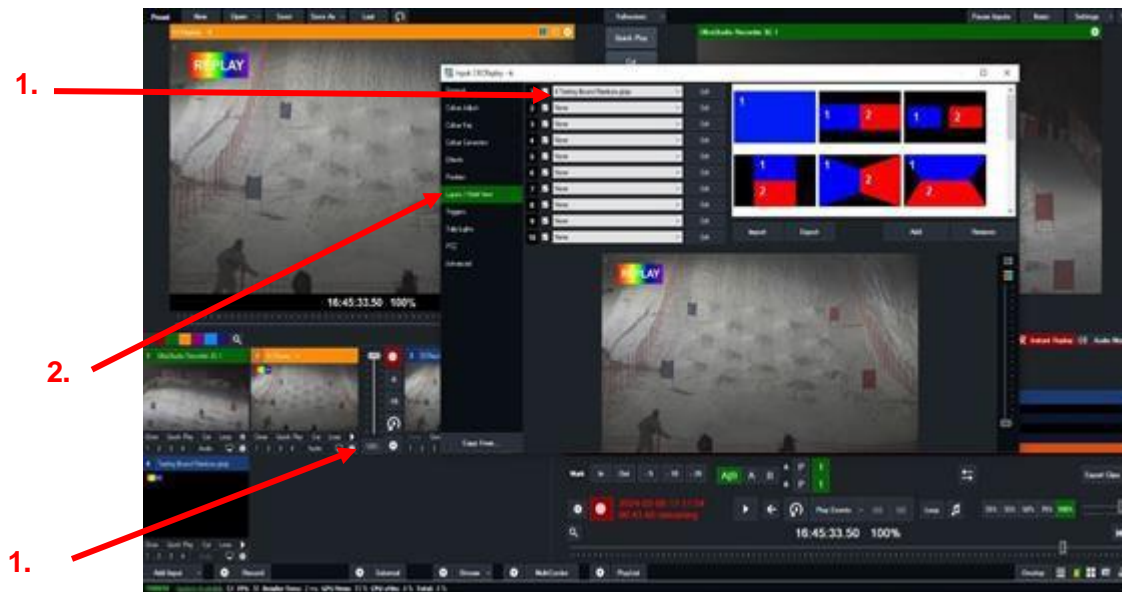


Control that the settings for resolution and frame rate are the same here as above.



## Replay:

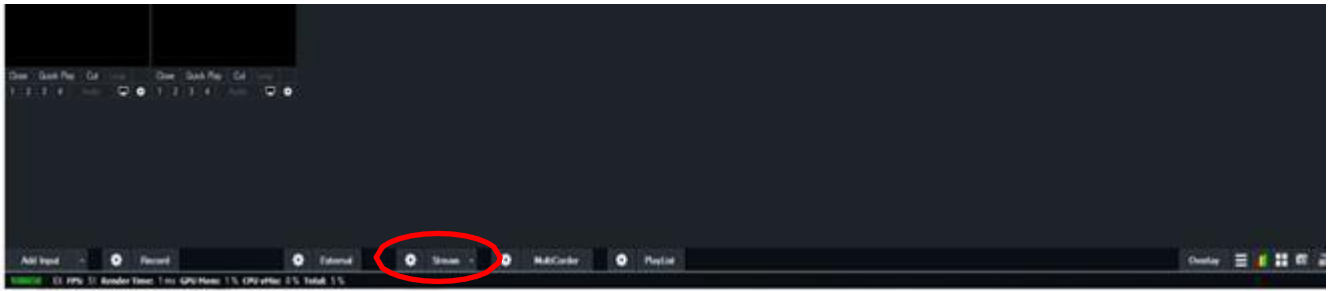
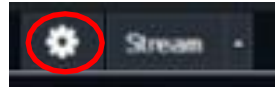
- click on the “wheel”
- click on “Layers”
- choose: “Texting Bound Rainbow gtzip”
- close this window



Change “Rainbow text” to “REPLAY” and press “ok”

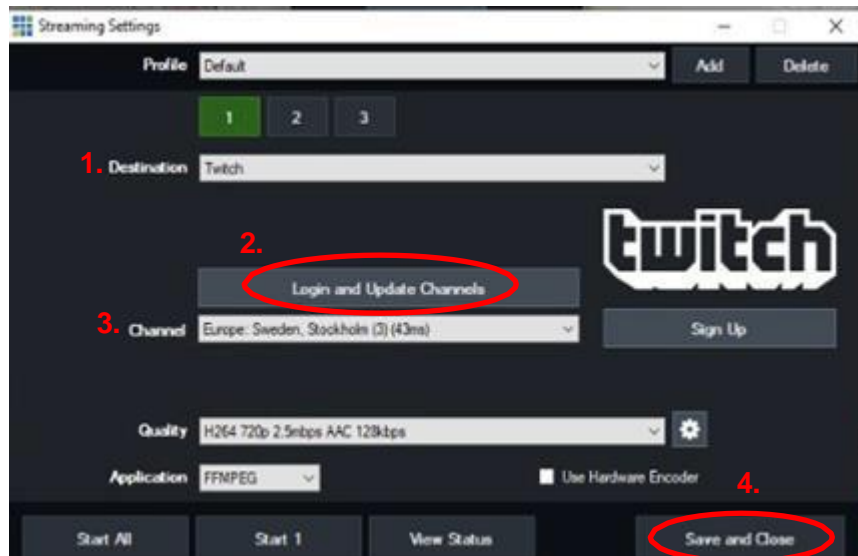
## Twitch

Then click on “Stream” setting.

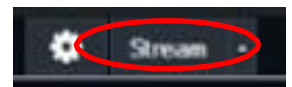


Another window will open:

- choose the streaming destination: Twitch
- click on “Login and Update Channels”
- Wait until you see a channel
- click “Save and Close”



once you are connected with “twitch” click on “Stream” and wait until it turns red (see the picture in the next page).



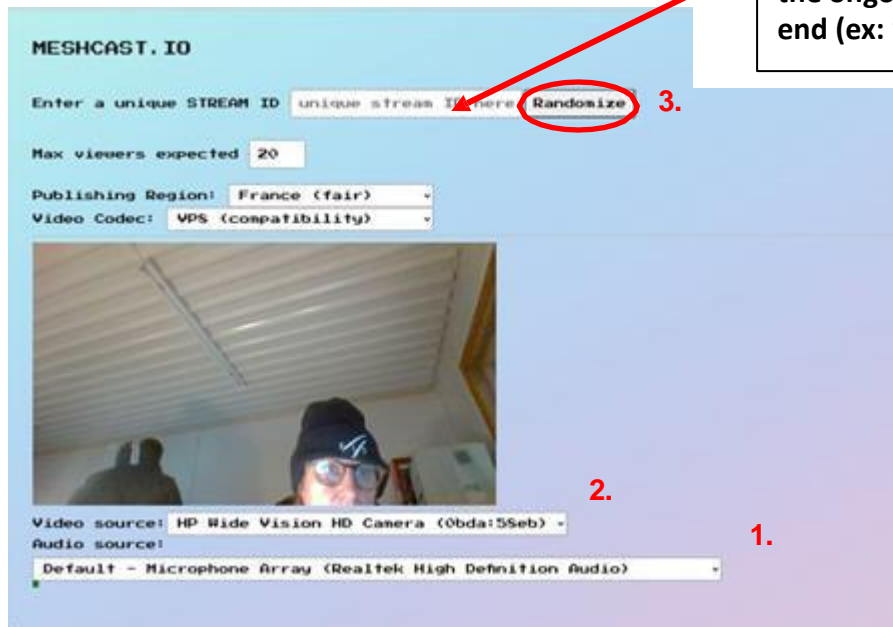


## MESHCAST.IO: Backup streaming

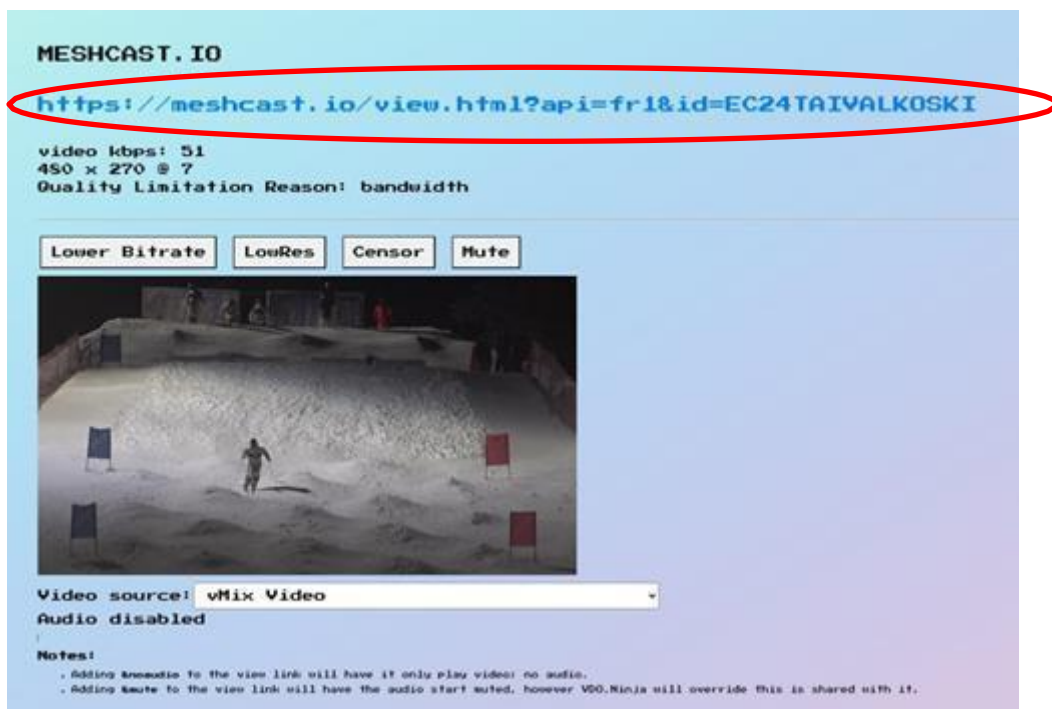
Go to your browser and search “meshcast.io”. This window open:

- click on “no audio”
- click on “ViMix” Video
- click on “Randomize”--> see the next picture, that shows the link

Always use the same link with the ongoing events name at the end (ex: “ecairolo”).



This link has to be inserted in the GSS Data Programm when you are setting the Online Judging (view page n°12), it is needed as a backup streaming if Twitch does not work.



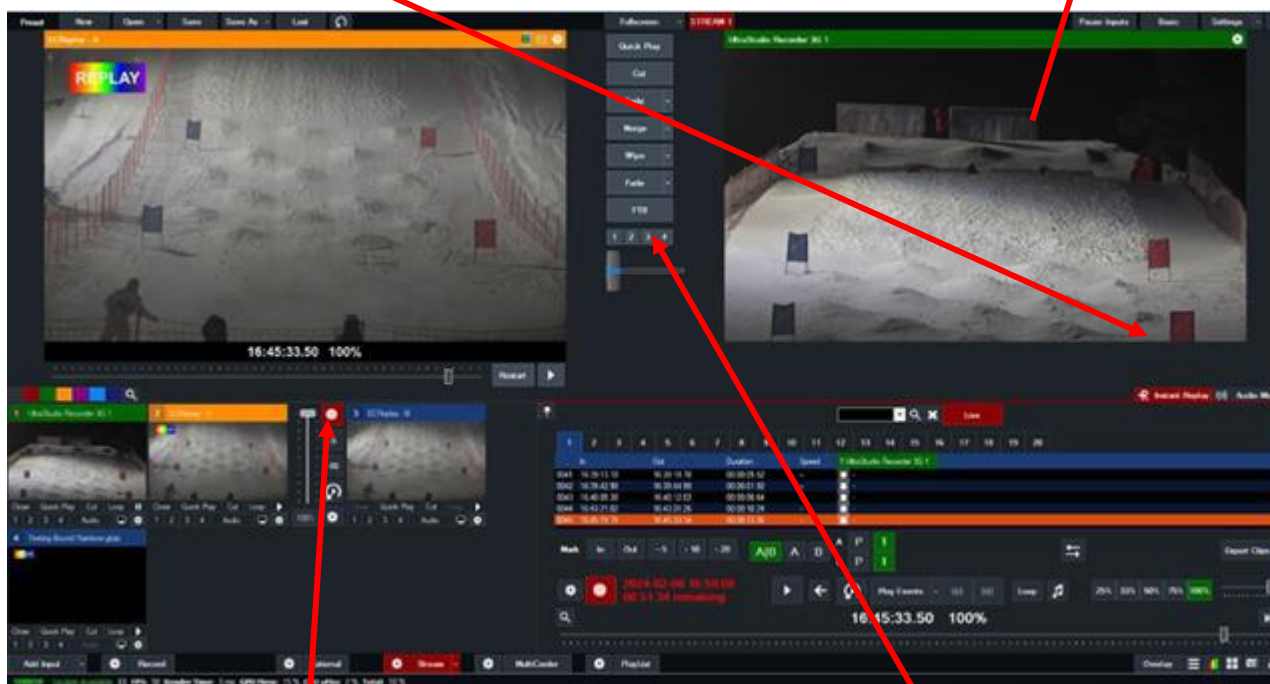
Keep open this window to make sure Meshcast is running.

## Replay recording

this picture shows the streaming

Turn on the camera and you should see this screen with the live event you are filming.

Click on “instant replay”



Click on this sign to be ready to stream

With this bottom you change the two pictures.  
Judges see what is on the right side.  
To show the replay change the “screens”

## During competition

For replay: push “in” when the athlete starts their run and “out” when they cross the finish line.

To show the replay to the judges what do you press? So, you can see the last run.

how to slow down? MO 100% and AE 50%.



If you need to see older runs you need to choose the right clip and click here and manually change the two sliders so the judges can see the replay.