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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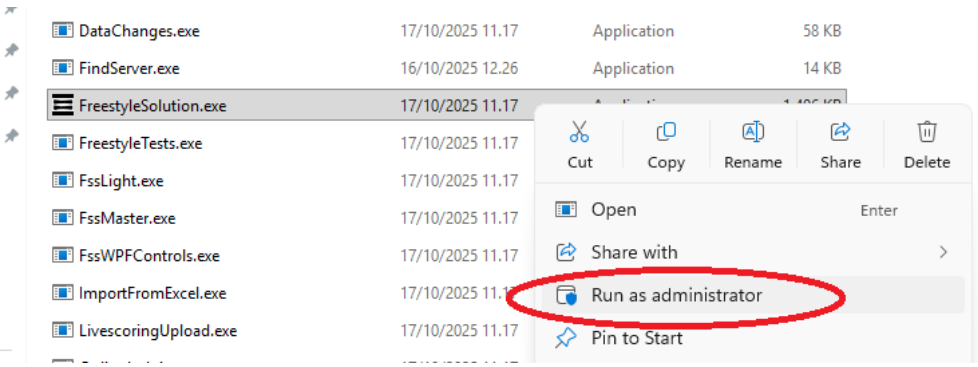
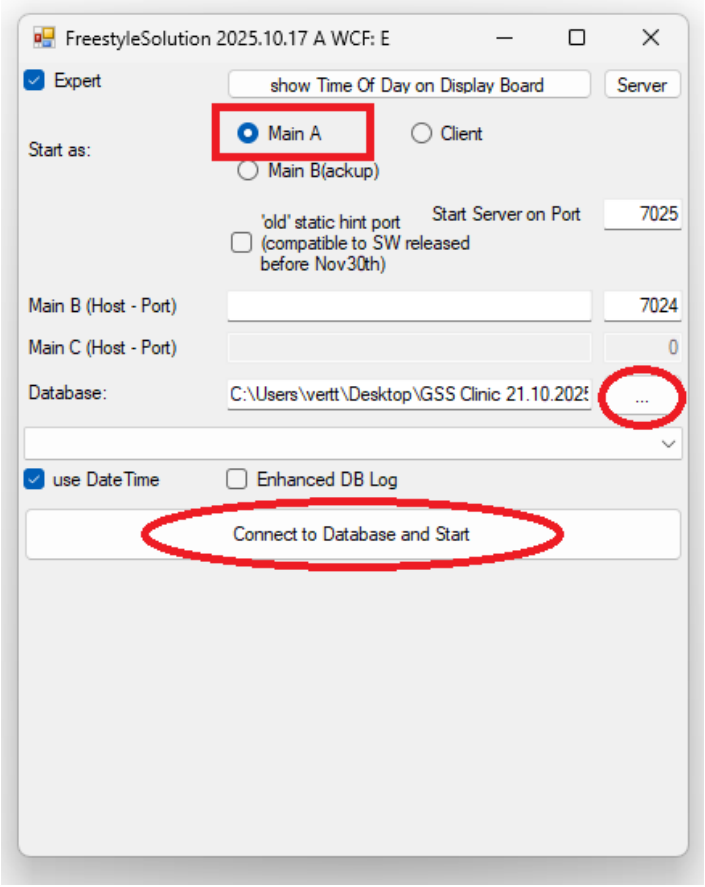
Starting the software

Right-click "Freestylesolution.exe" and run it as administrator.



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



Working with Main and Client Instances

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

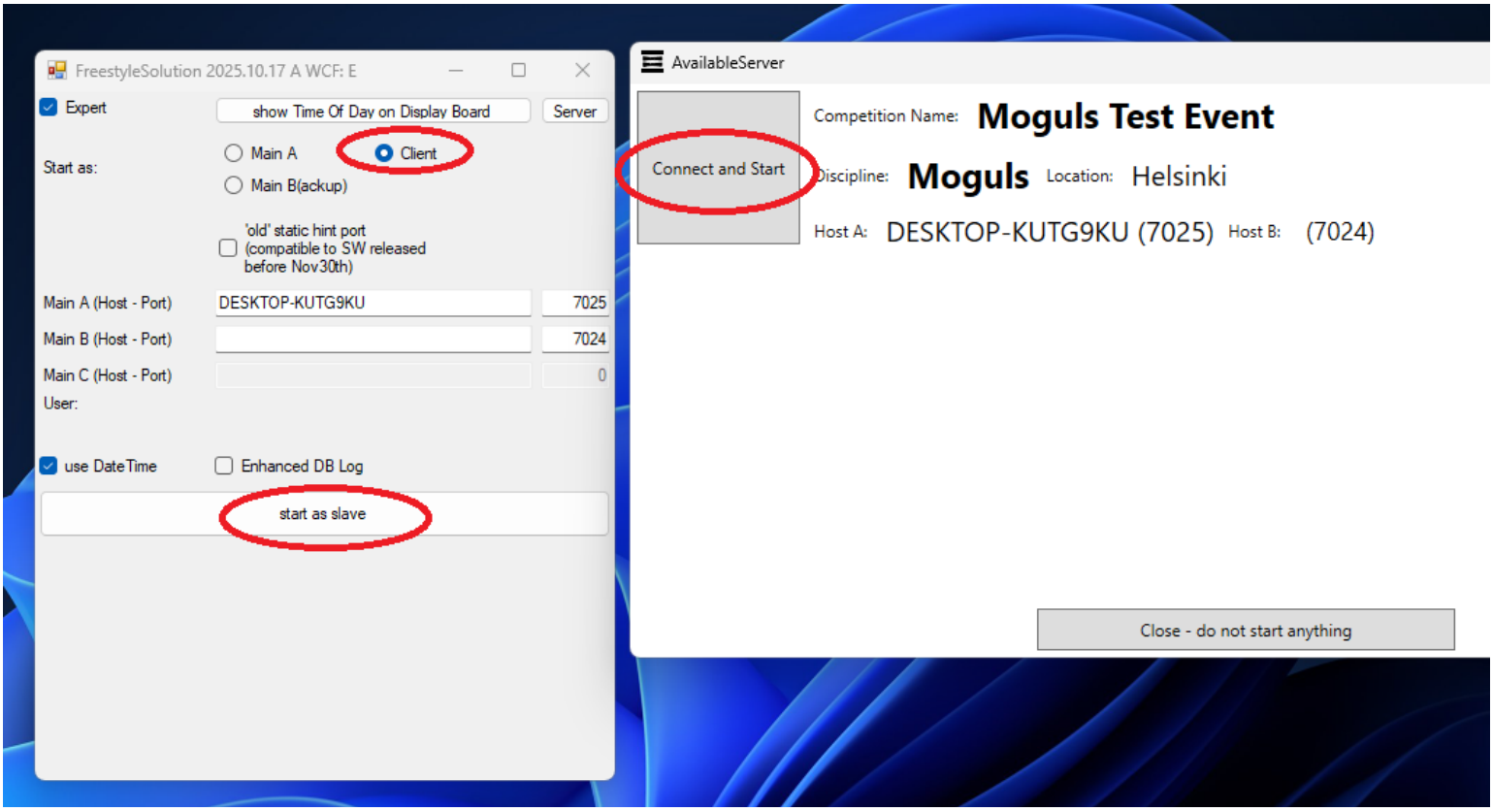
After assigning the start order, please close the Main Instance.

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).



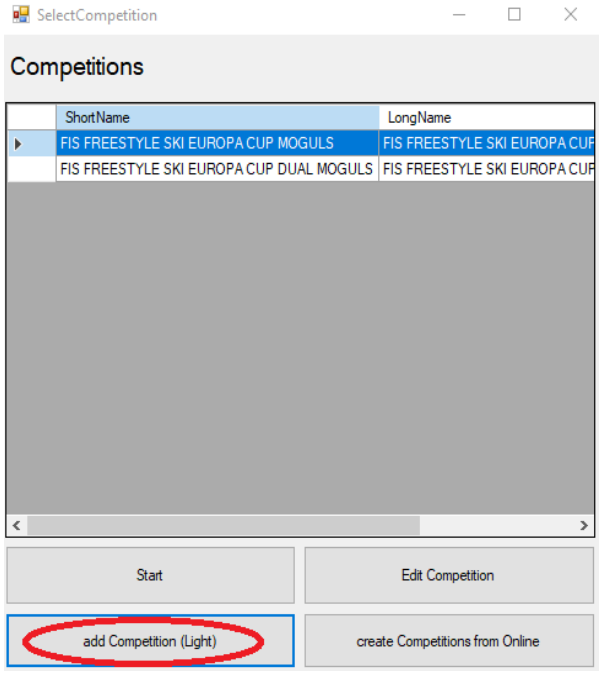
- To start the Client Instance, run “Freestylesolution.exe” and choose “Client” instead of “Main A”
- A window pops up where you should click “Connect and Start”
- If this window does not appear click “start as slave”

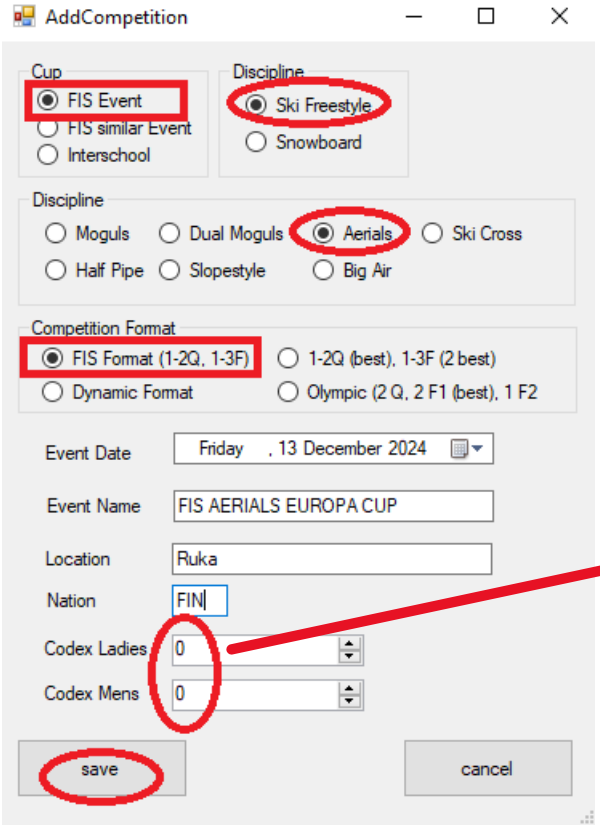
Creating and Opening a Competition

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



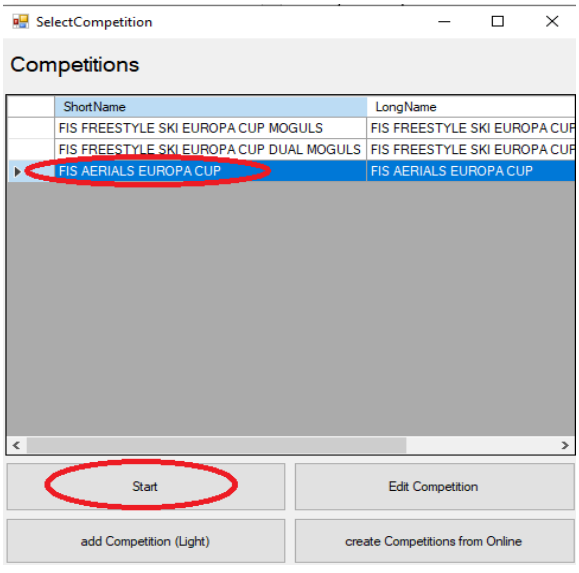


You can find the competition codices on the FIS website. Make sure you enter correct ones for women and men:

Ruka Aerials EC

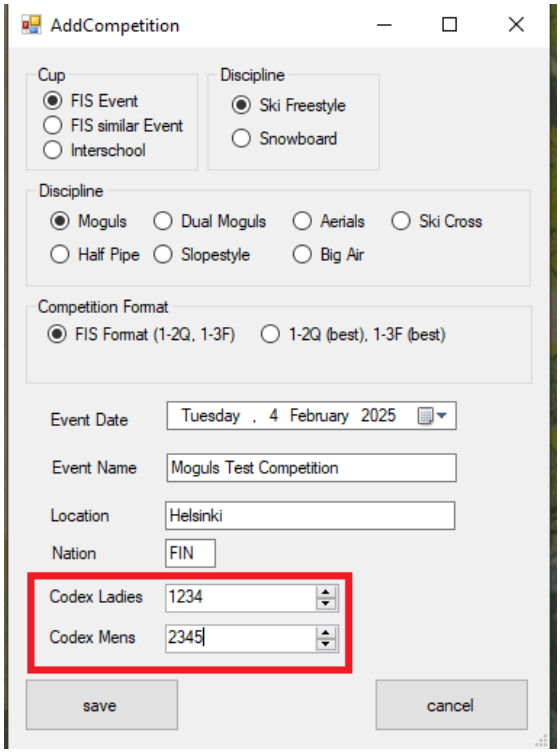
Status	Date	Codex	Event	Category	Gender	Run	Time
	13 Dec	8557	Aerials	EC	M		
	13 Dec	8558	Aerials	EC	W		
	14 Dec	8559	Aerials	EC	M		
	14 Dec	8560	Aerials	EC	W		

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



Creating and Running a Test Event

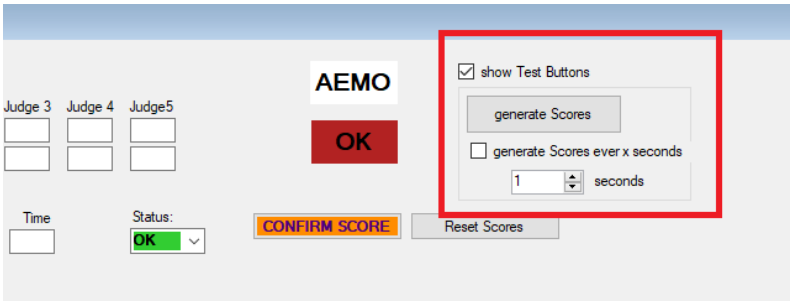
To familiarize yourself with the program, you can create and run a test competition. A test competition is basically created and run as any event. Here are a couple of tips.



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

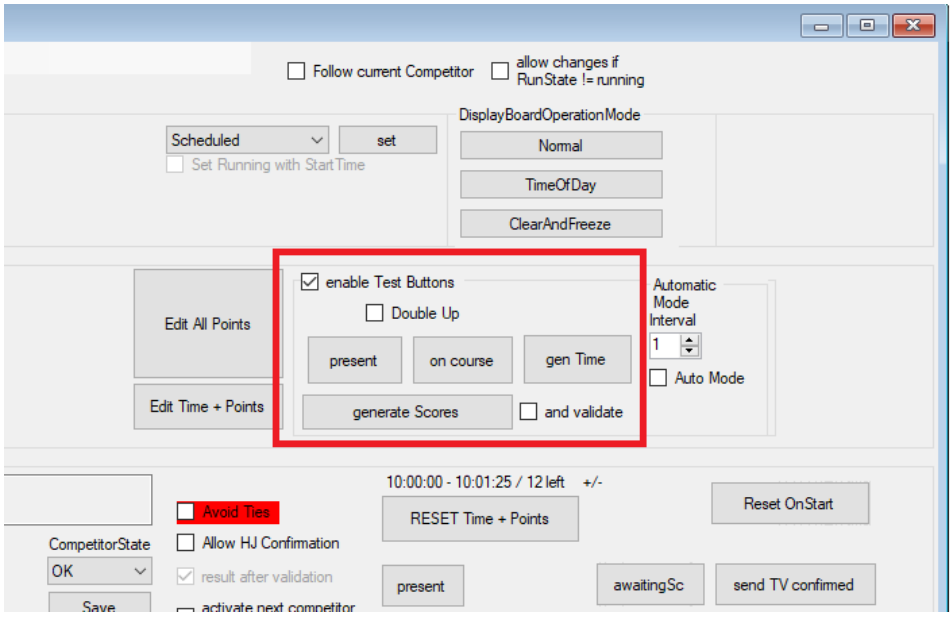
NOTE: Don’t use the same codex as any ongoing freestyle competition at the same time.

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



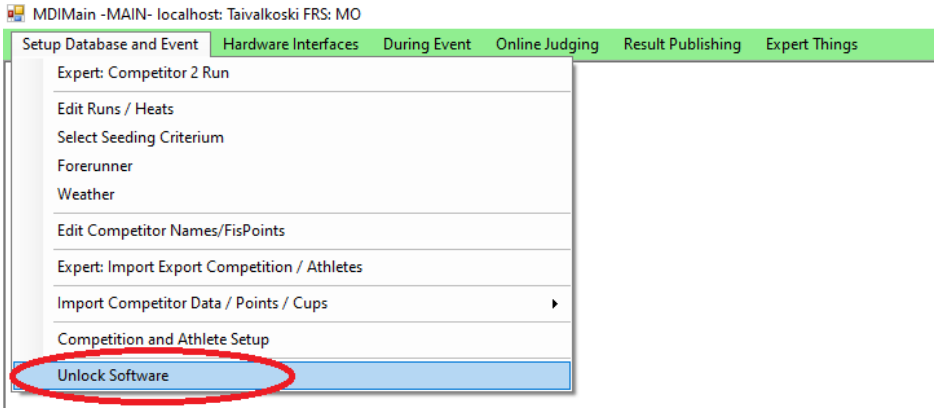
With online judging or judges’ tablets you should use window “During Event” -> “Current Run and Scoring – Advanced User, needed for OnlineJudging”.

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



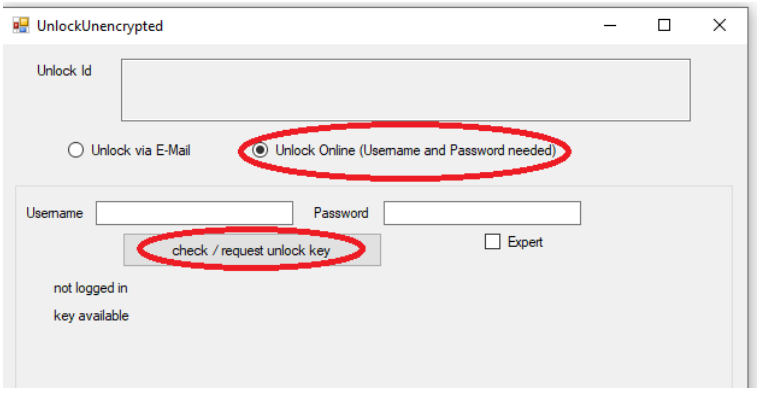
Unlocking the Software

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 processs that lasts a few seconds, after which you will see a message “Successfully unlocked”. Then simply click “ok”.

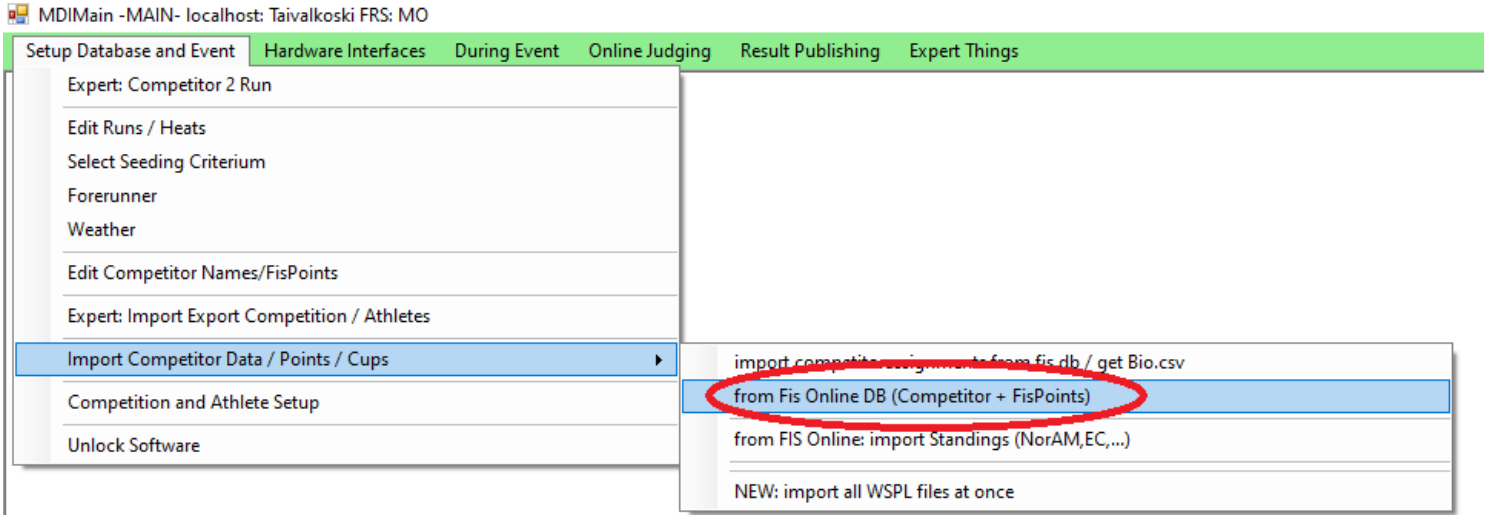


If unlocking doesn’t work, please send an email to Karin Arnold: **karin.arnold@fis-ski.com**.

Import FIS Athlete Data

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

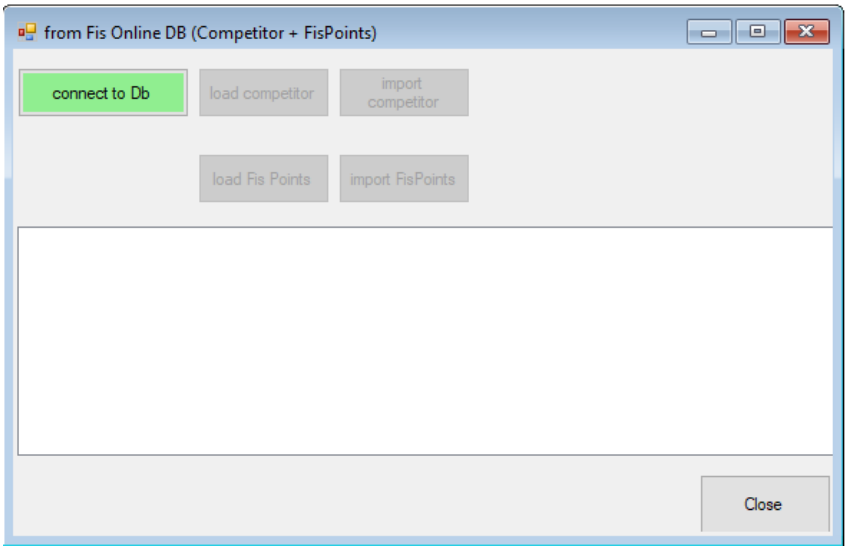
To import the FIS athletes and FIS points go to “Setup Database and Event”
-> “Import FIS Competitor Data/Points/Cups”
-> “from FIS Online DB (Competitor + FIS Points)”.



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.

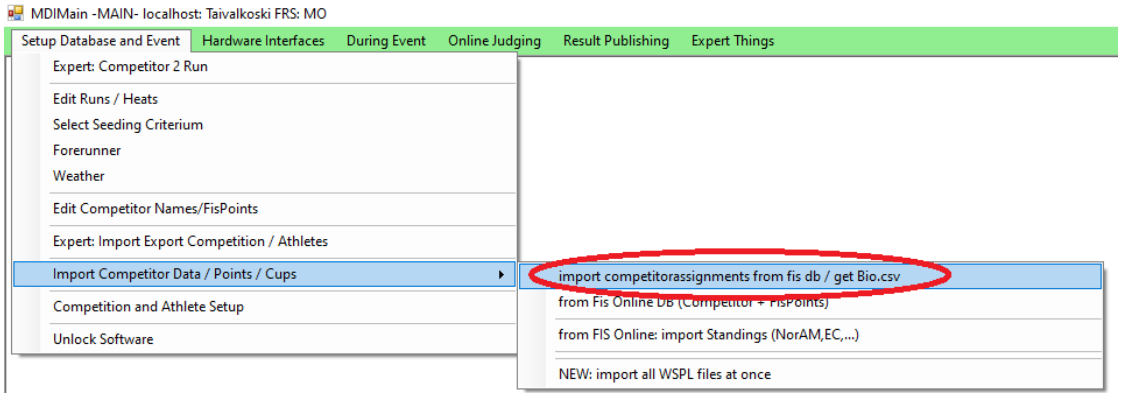
Import Entries from FIS Online Entry System

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

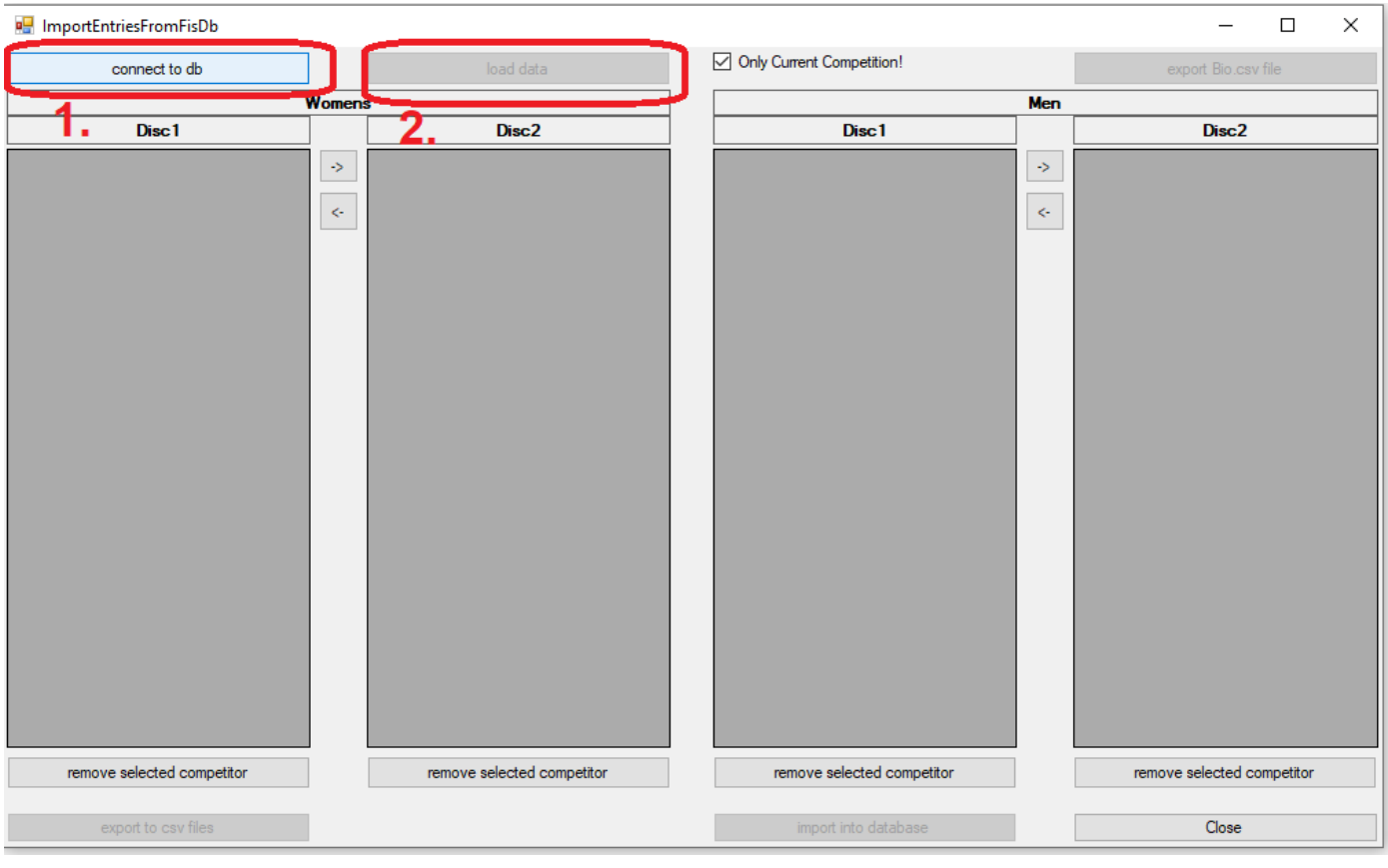
If you don't use the FIS Online Entry System for your event, see chapter Competition and Athlete Setup for how to add competitors.

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

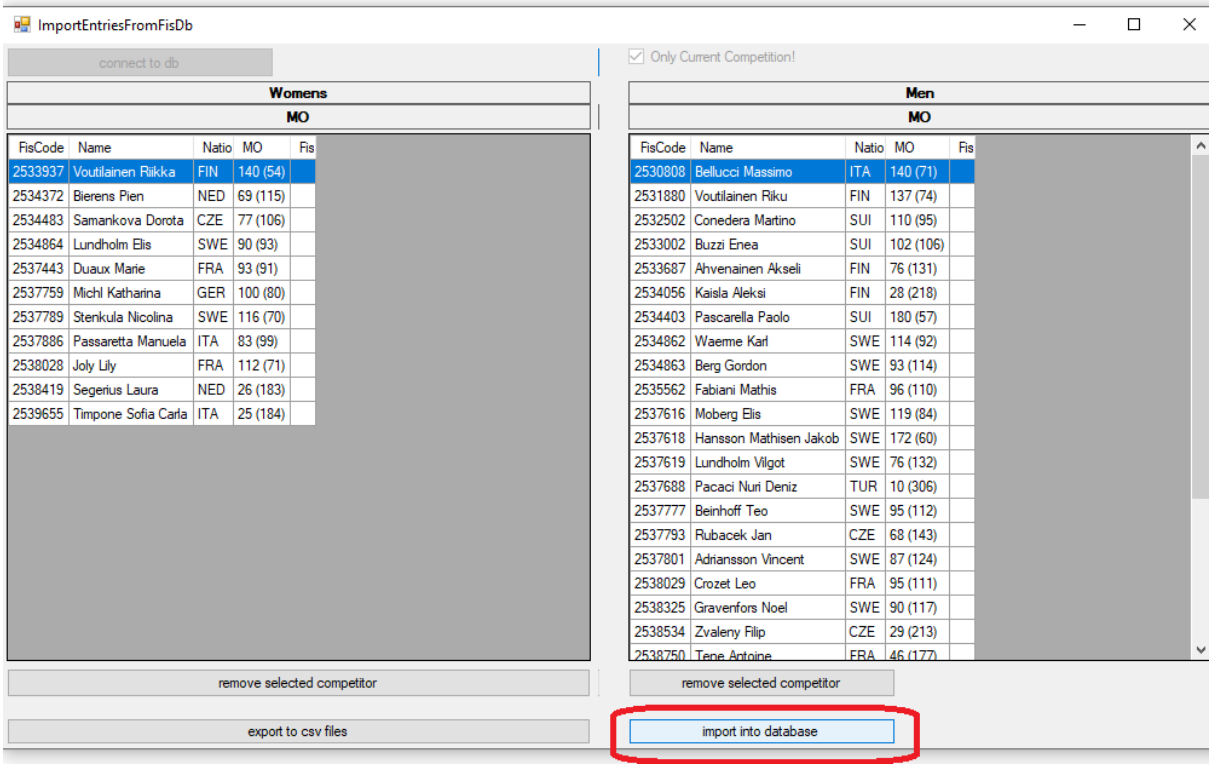
Go to "Setup Database and Event"
-> "Import Competitor Data/Points/Cup"
-> "import competitorassignments from fis db / get Bio.csv"



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

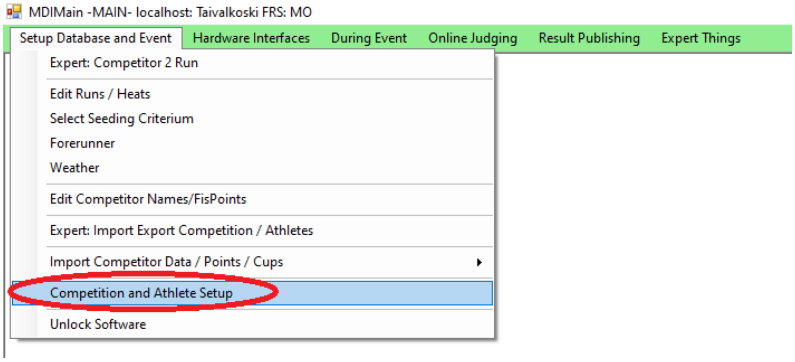


The entries will appear divided by gender. Click “import into database”.



Competition and Athlete Setup

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



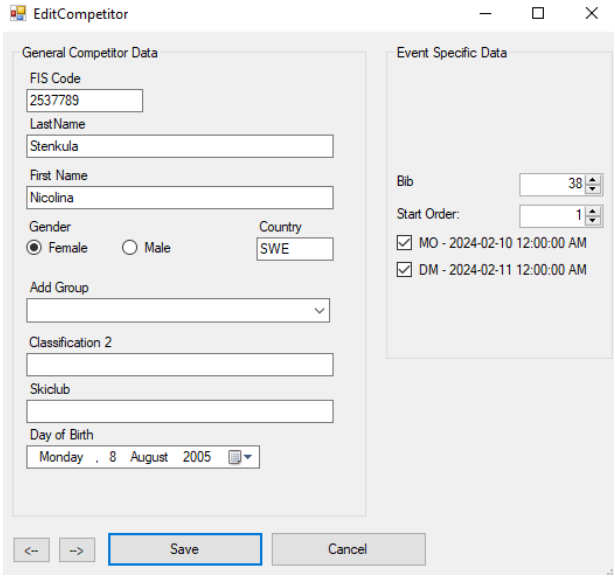
Competitor Data

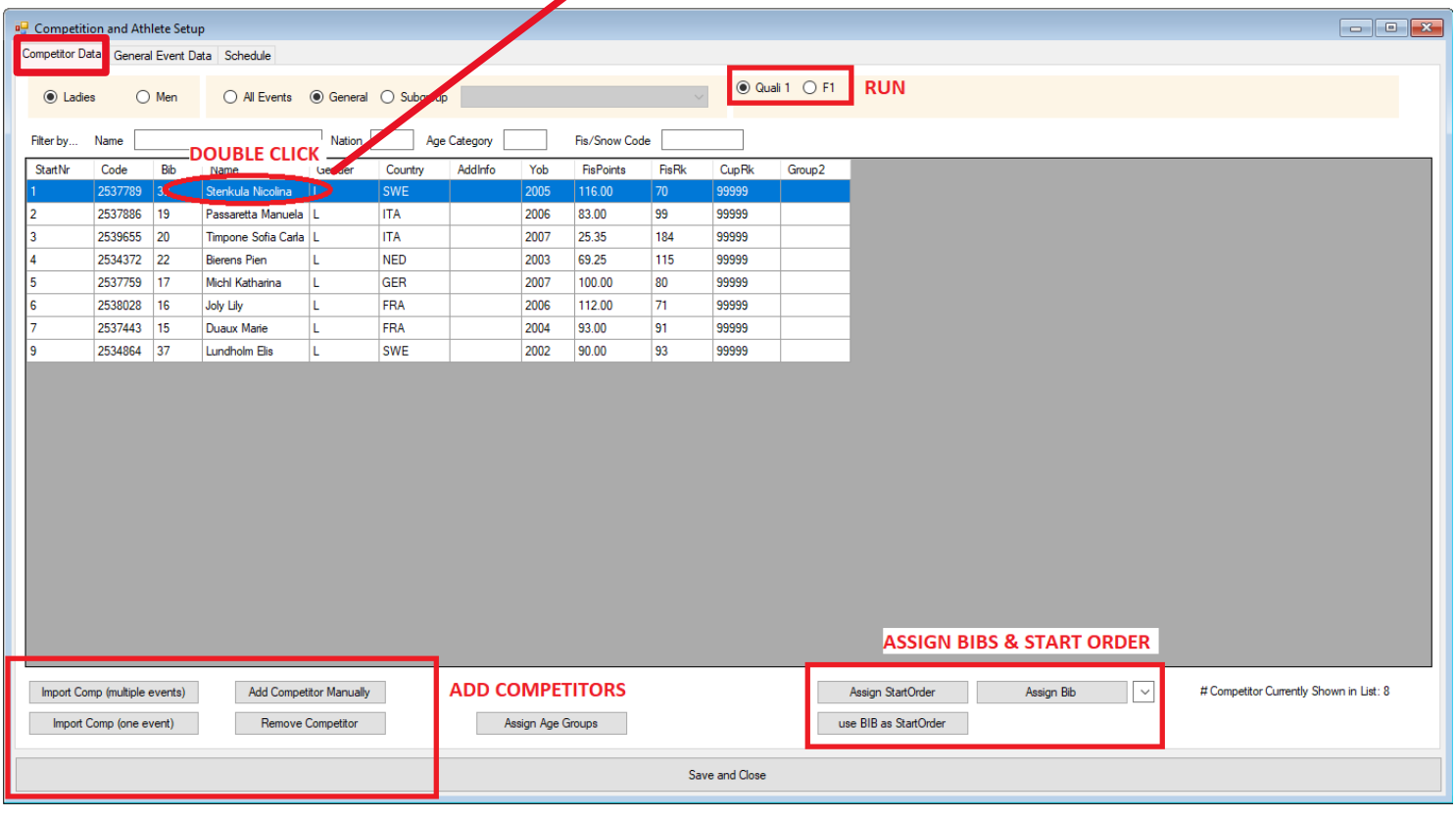
The tab "Competitor Data" allows you to manage data related to the event's competitors. To maintain a clear overview of the athletes, they are separated by gender.

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.

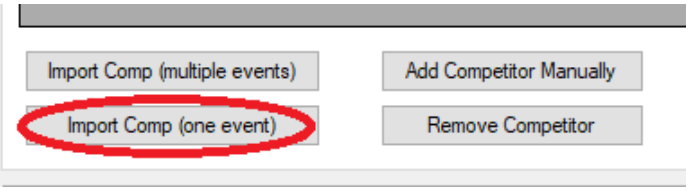
You can edit the competitor’s information by double-clicking the respective athlete.



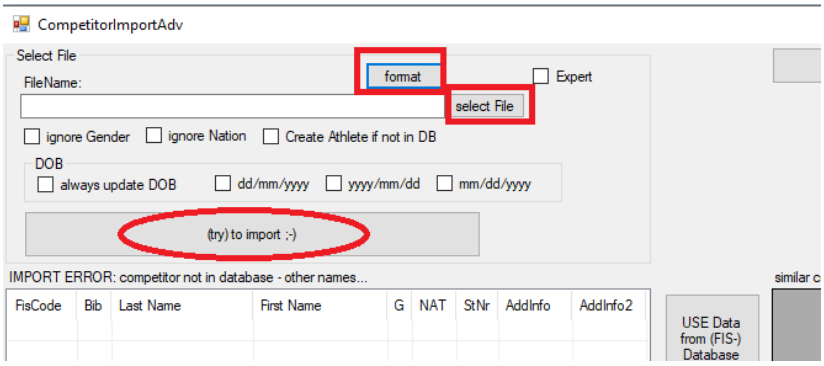


Import competitors from csv file:

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

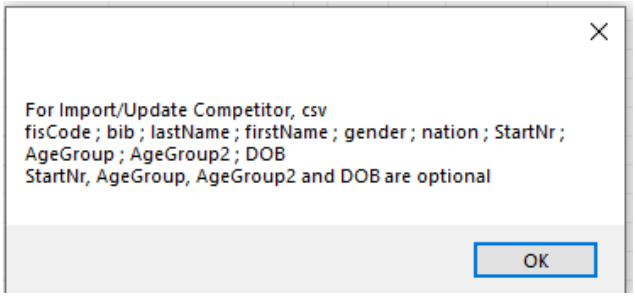


To import competitors from a csv file, click “Import Comp (one event)”. Another window will open titled “CompetitorImportAdv”.

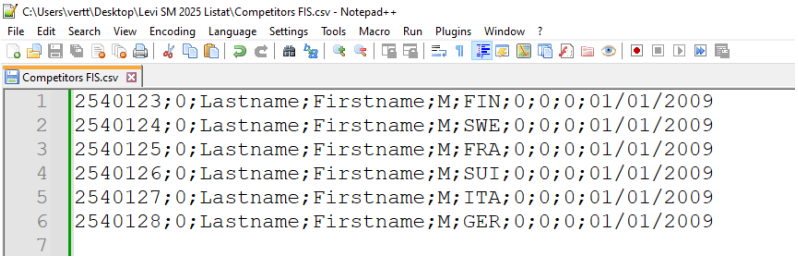


First click "Select File" to choose the import csv file. Make sure this file is correctly formatted.

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



Example of an import file:

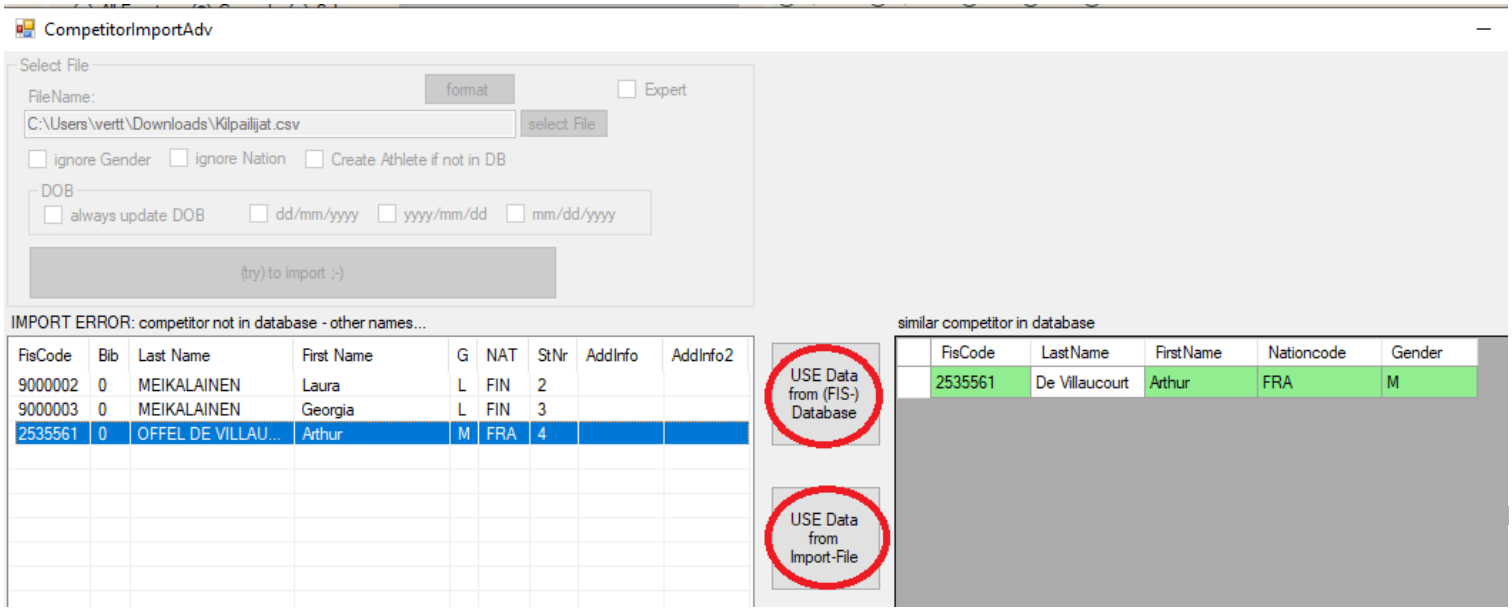


Click “(try) to import :-)” to start the import process.

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.

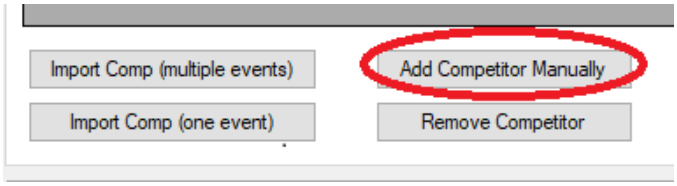


If an unmatched athlete has a FIS license, choose “USE Data from (FIS-) Database”

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.

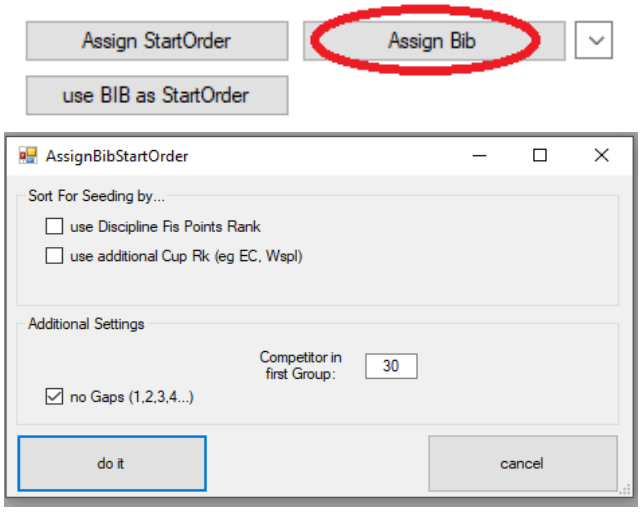


You can then search for a competitor from the FIS database or fill in the details manually (if the competitor doesn’t have a FIS license).

Assign random bibs:

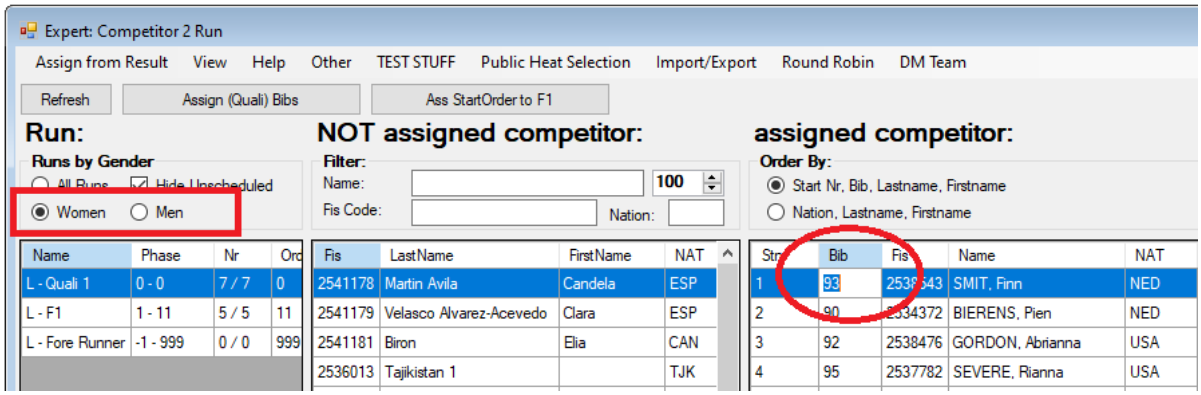
To assign random bibs to your competitors, click the "Assign Bib" button. Do not select any seeding details, just click “do it”.

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 the bib field of the selected athlete

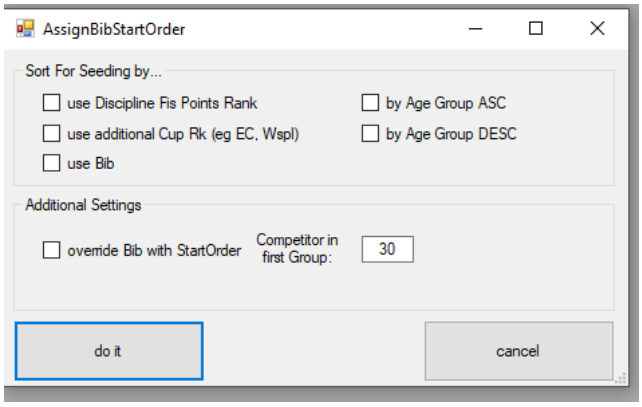


Assign random start order:

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

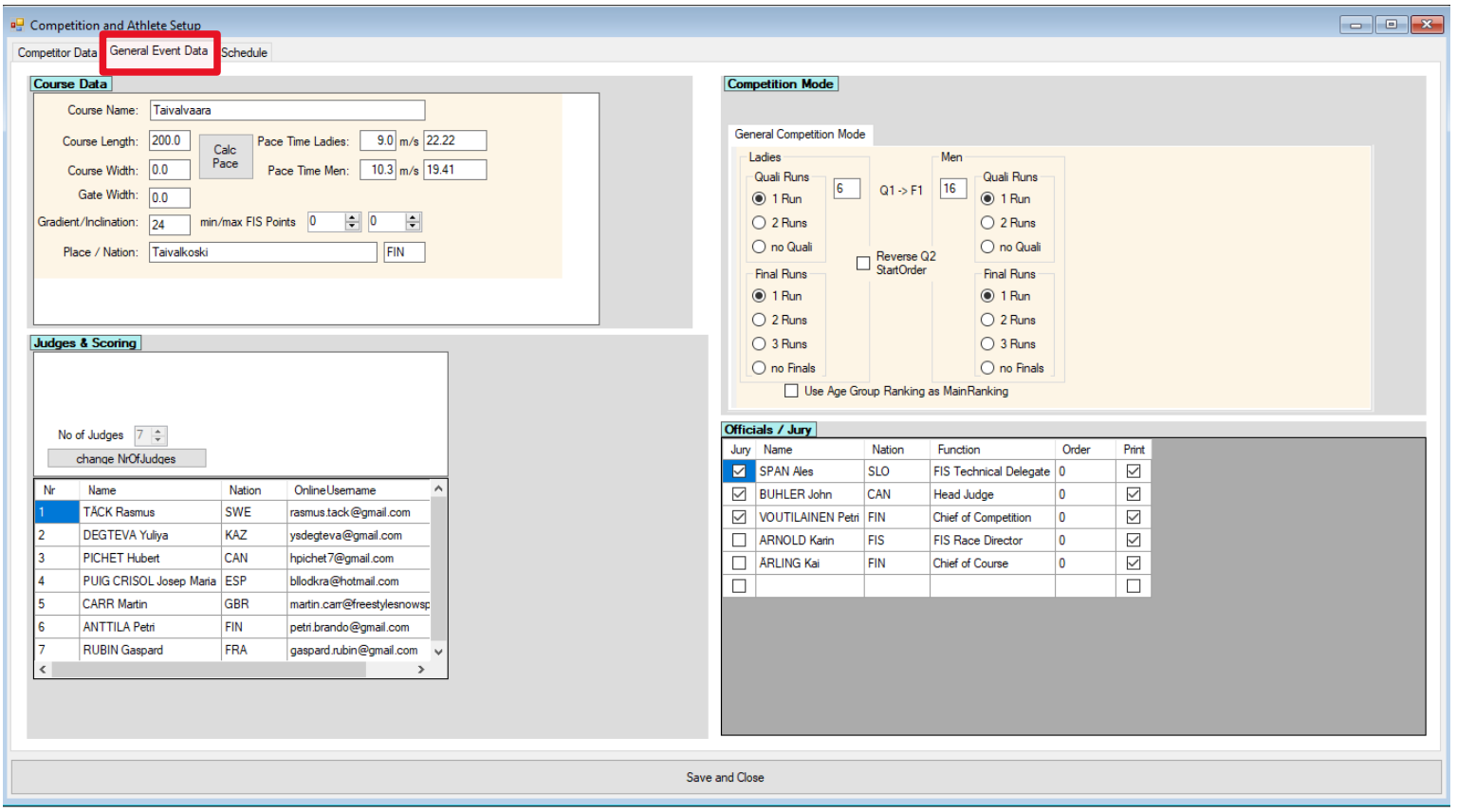
NOTE: A random start order is used in aerials events (see ICR 4114).

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



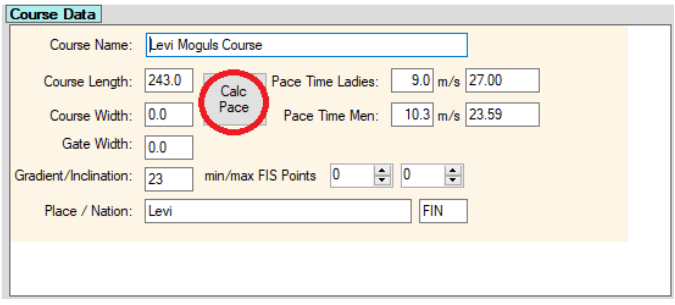
General Event Data

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



Course data in Moguls:

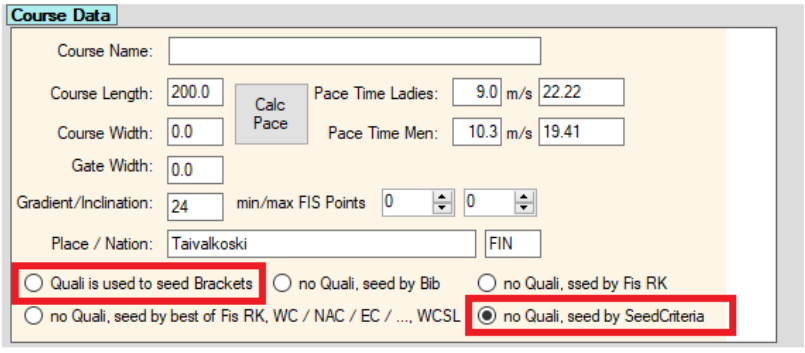
Once you have entered the course measurements click "Calc Pace". On the right will you will the pace time for each gender. The FIS Technical Delegate should provide you with all the measurements.



Course data in Dual Moguls:

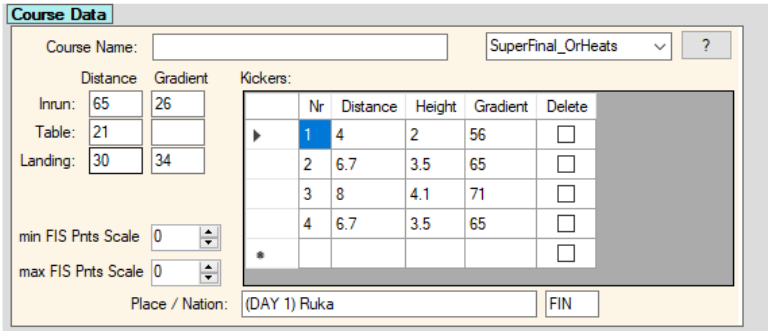
In dual moguls, you also have settings regarding seeding the brackets. Usually, you only need to choose between two of them, either “Quali is used to seed Brackets” or “no Quali, seed by SeedCriteria”.

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



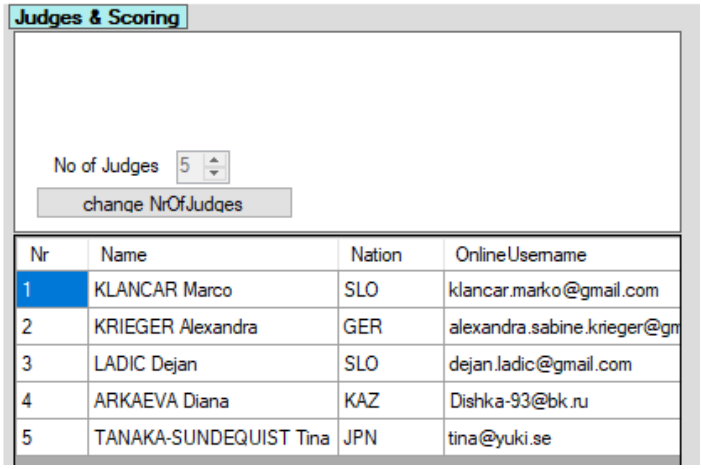
Course data in Aerials:

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



Judges:

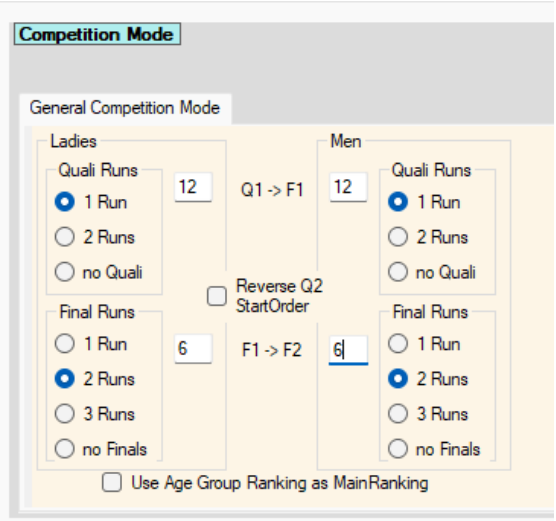
Choose the number of judges. Enter their full names (LASTNAME Firstname) and nationality.
If you are working with the online judging system enter the "OnlineUsername" (email address) as well. You should get judges' online usernames from the Head Judge or Race Director.



Competition Mode:

Here you can select the number of runs for qualification and final for each gender and how many competitors will qualify from qualification to finals or from final 1 to final 2.

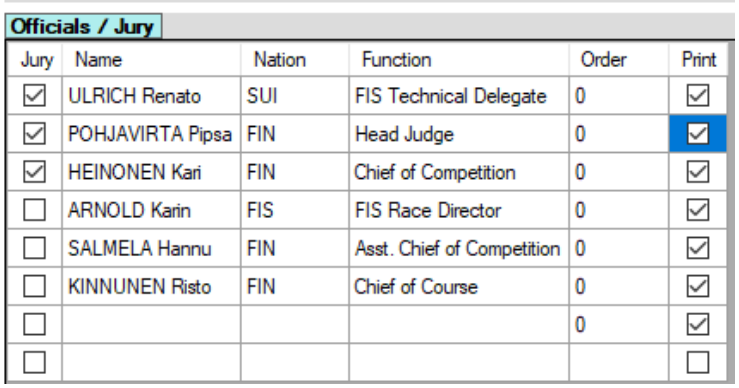
NOTE: The format for moguls in Europa and Nor-Am Cup is one qualification run + two final runs. The format for aerials is two qualification runs + one final run.



Officials / Jury:

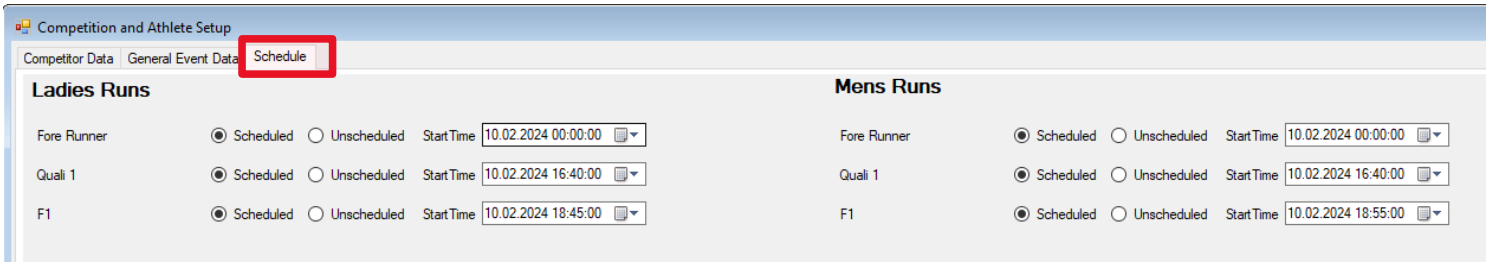
Enter the members of the jury and other officials.
Please remember that only TD, Head Judge and Chief of Competition are members of jury**.** Check the box on the left for them.

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

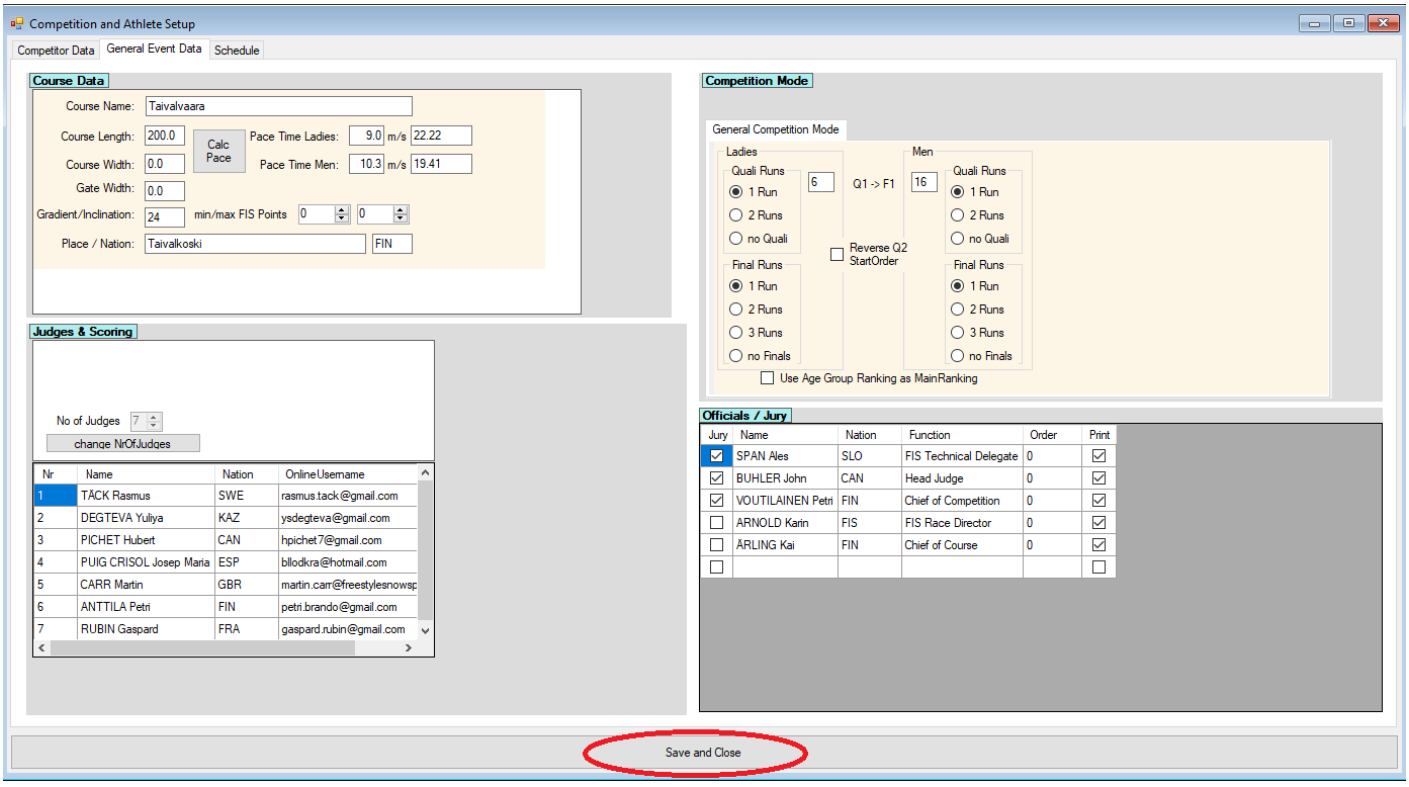


Schedule

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

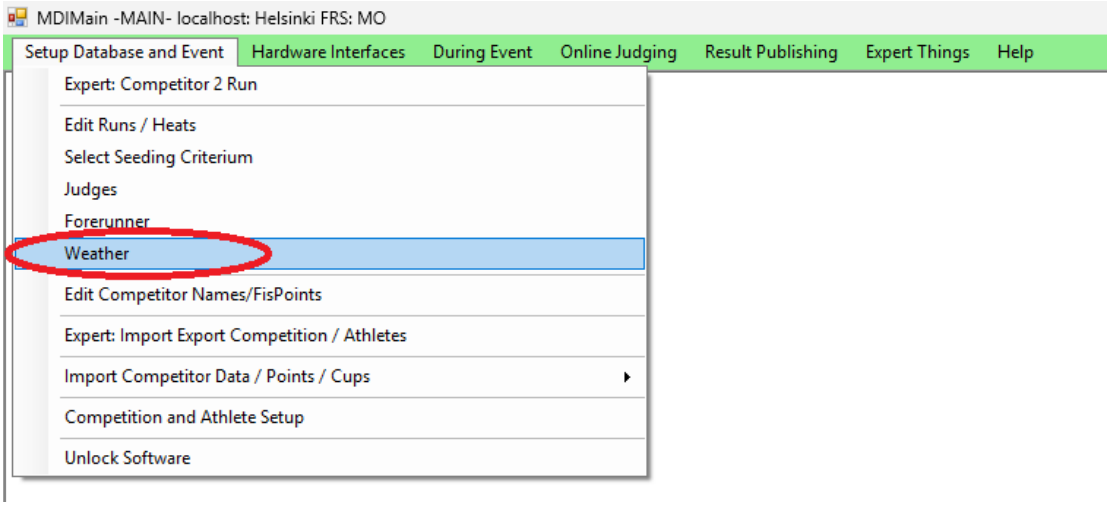


When you are done entering all the information click “Save and Close” at the bottom of the window.

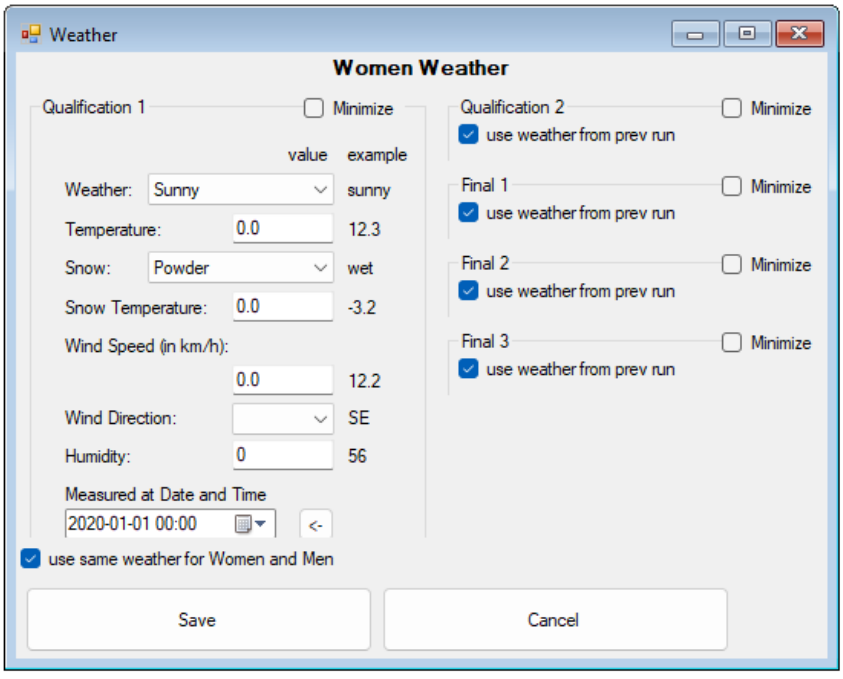


Weather

You can enter weather information that will appear at the end of the result lists. To add weather information go to “Setup Database and Event” -> “Weather”.

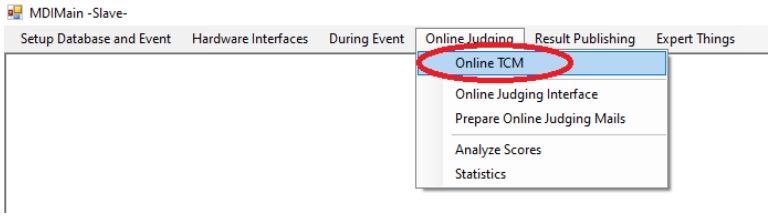


In the window that opens, you can enter all the weather information. In Continental Cup, consult your race director about what information you should enter.



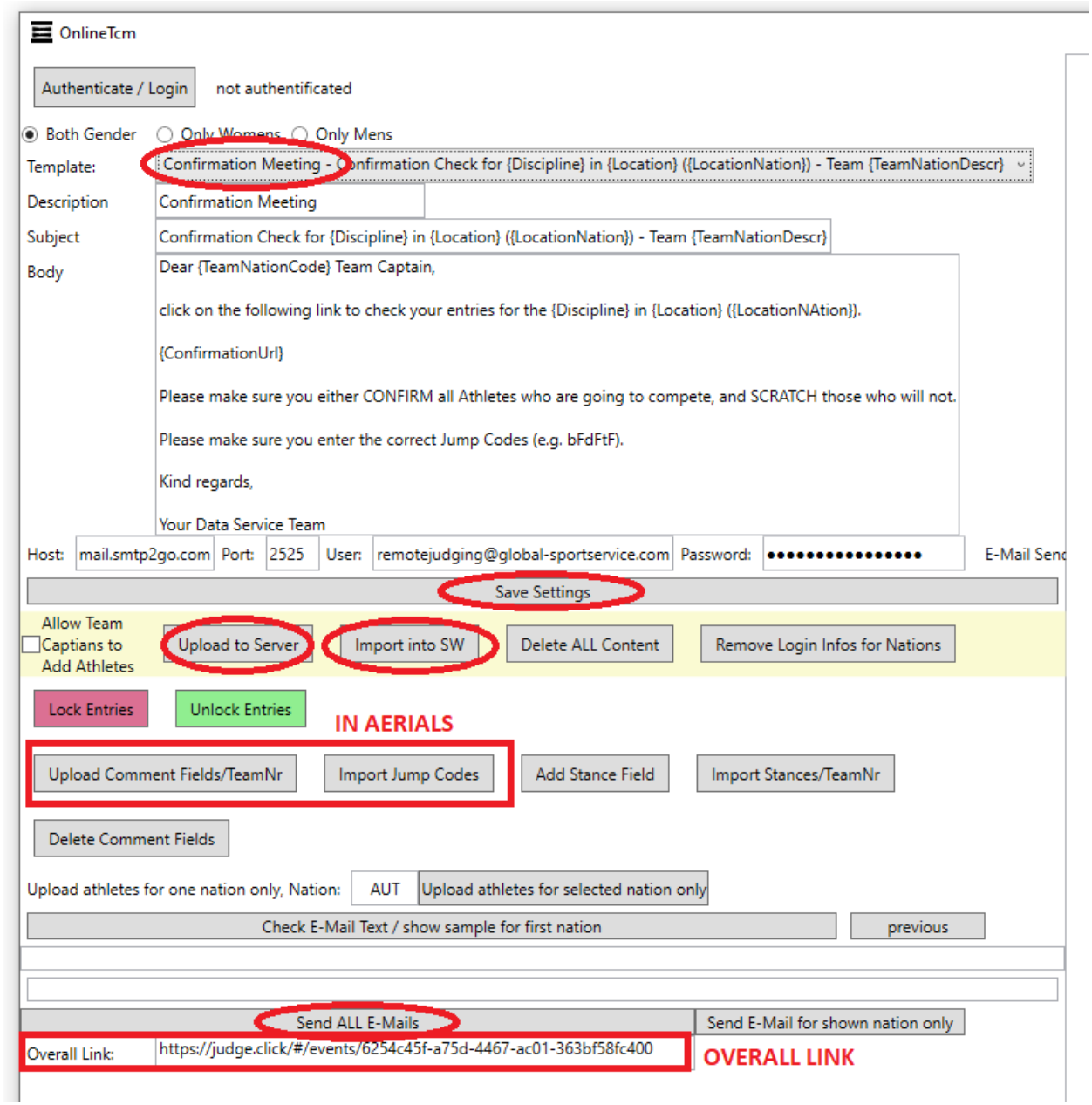
Online TCM

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 2nd qualification.



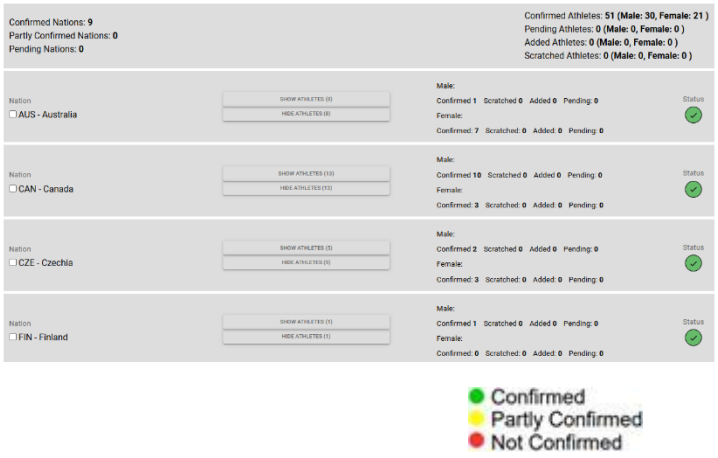
Go to “Online Judging”
-> "Online TCM". A new window will open.
➔ click "Authenticate / Login"
➔ select "Confirmation Meeting” for “Template”
➔ click “Save Settings”
➔ click “Upload to Server”
➔ click “Send E-mails” and select a .xlsx file with the nations and the respective emails (usually coaches’ emails).

Every nation will receive an email with a link to confirm or scratch athletes.
Remind the teams, to check their emails.



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:



Coaches' emails file example:

	A	B
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".

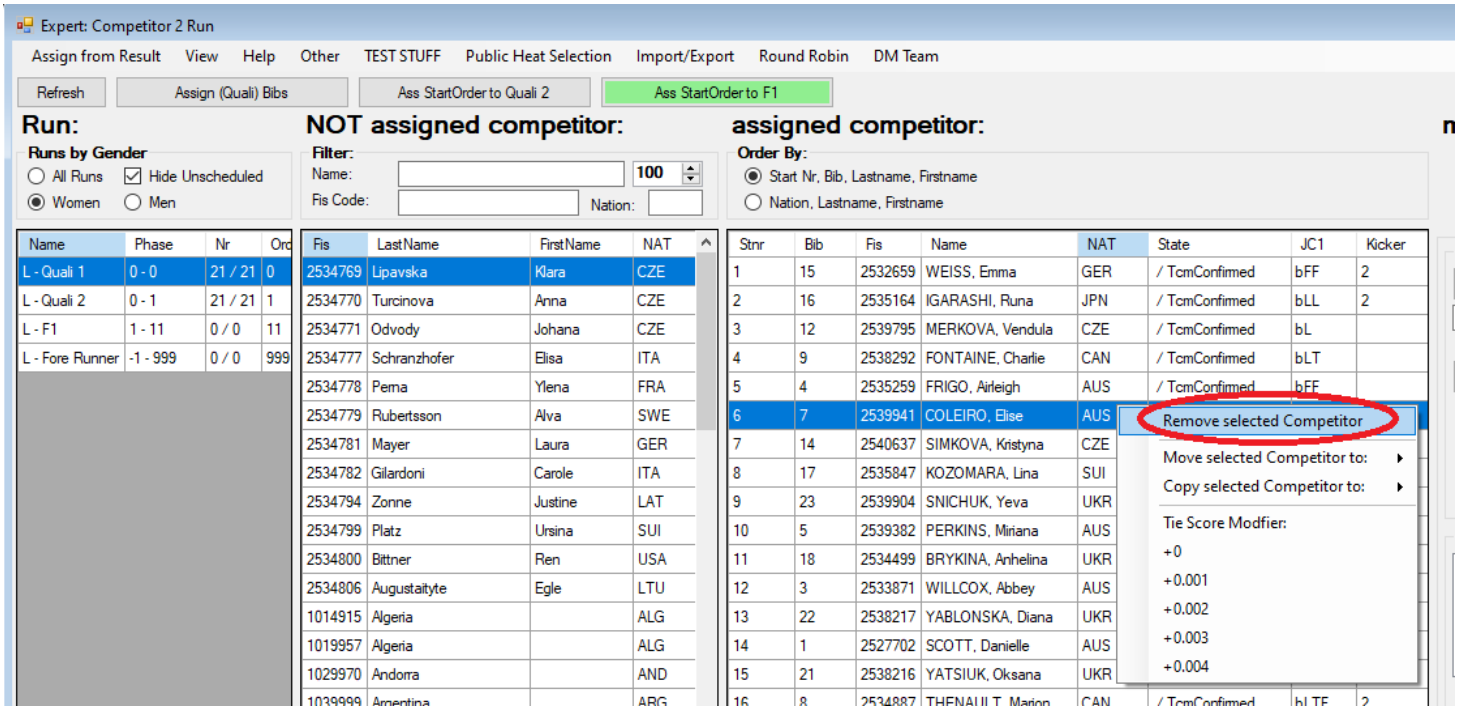
NOTE: In an Aerials event, the coaches can enter jumps codes. To enable this, click on "Upload Comment Fields/TeamNr" **before** sending the emails. When all the teams have confirmed their entries click "Import Jump Codes".

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".

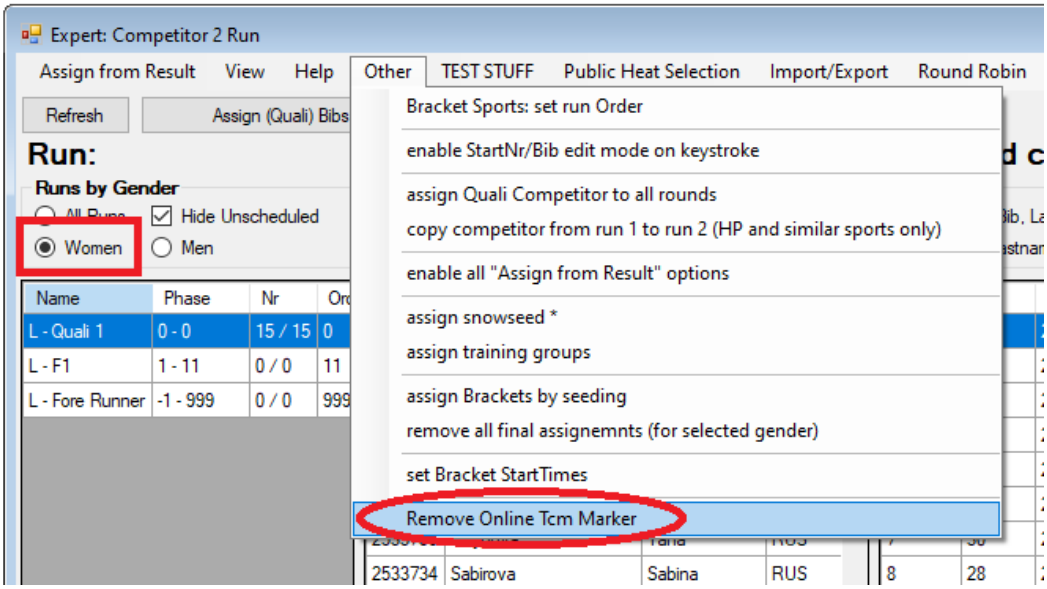
You must remove the scratched athletes manually. Right click an athlete and choose "Remove selected Competitor"

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



NOTE: After removing the scratched athletes, you should remove the online TCM markers for both genders.

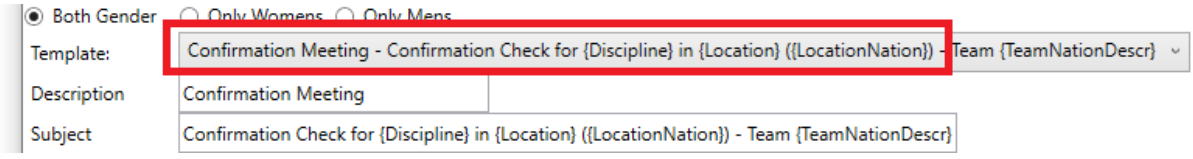
Choose the gender and go to “Other” and click “Remove Online Tcm Marker”



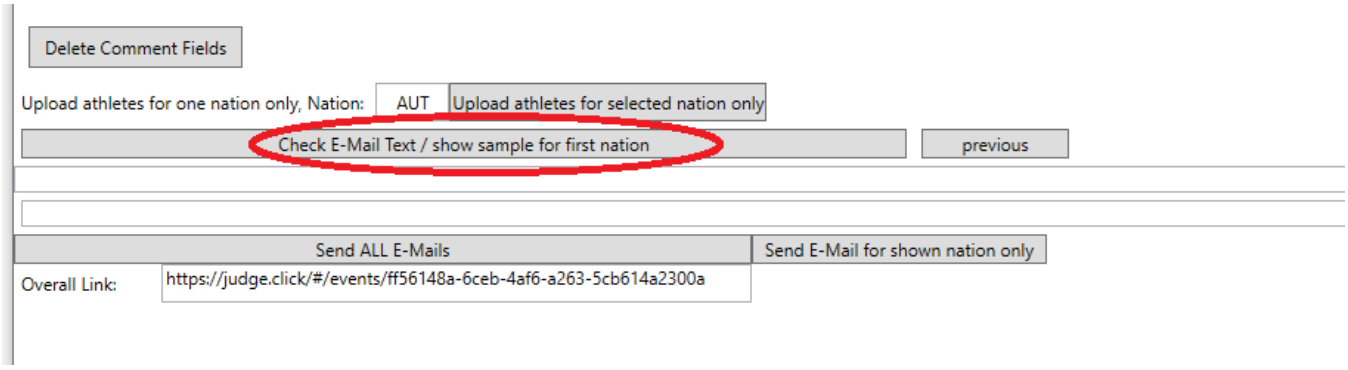
Send confirmation link manually

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:

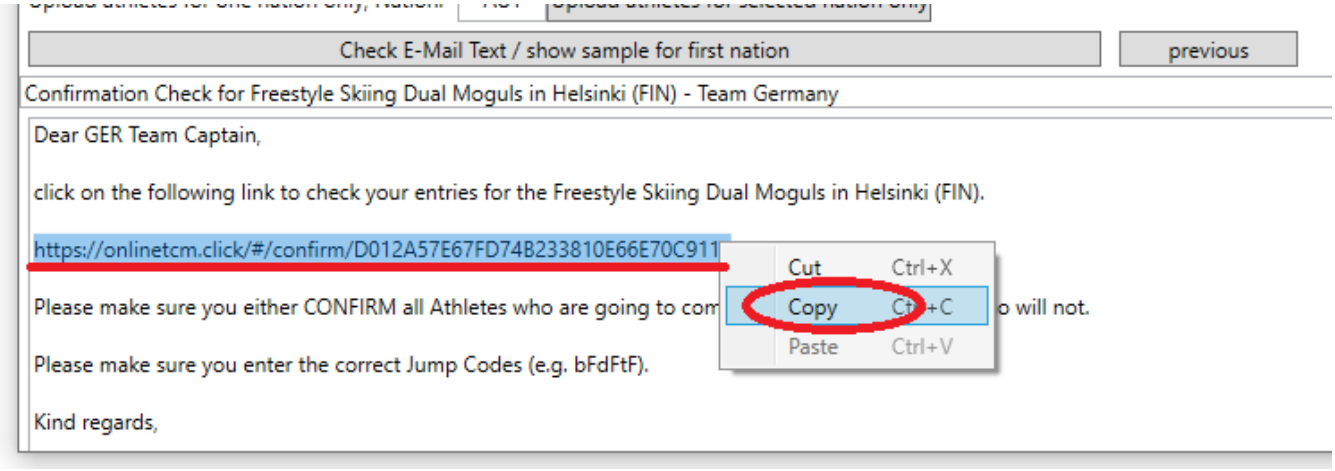
Choose “Confirmation Meeting…” for template.



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.



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.



Assign Bibs in AE and MO/DM Continental Cup

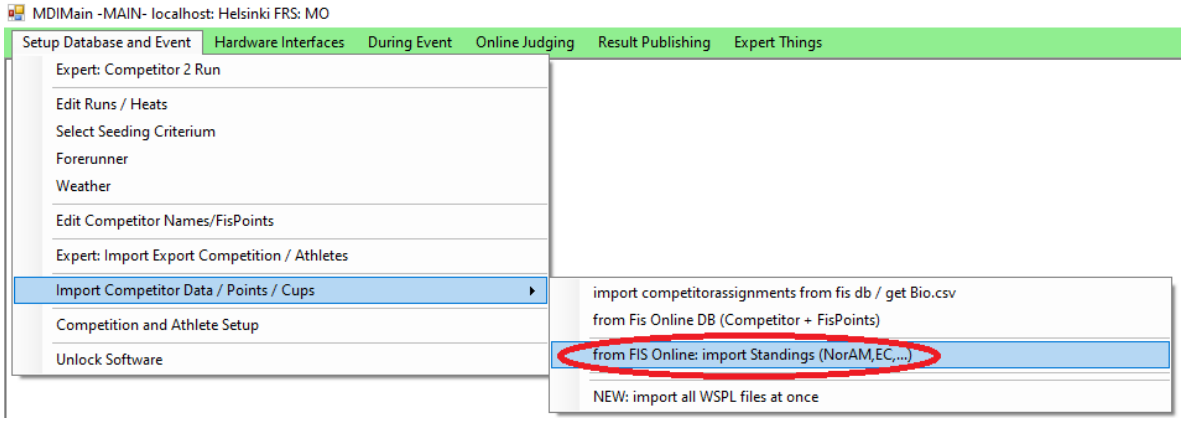
In Continental Cup events bibs should be assigned by Cup standings. In the first event of the season, when standings are not yet available, the FIS points list should be used instead.

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:

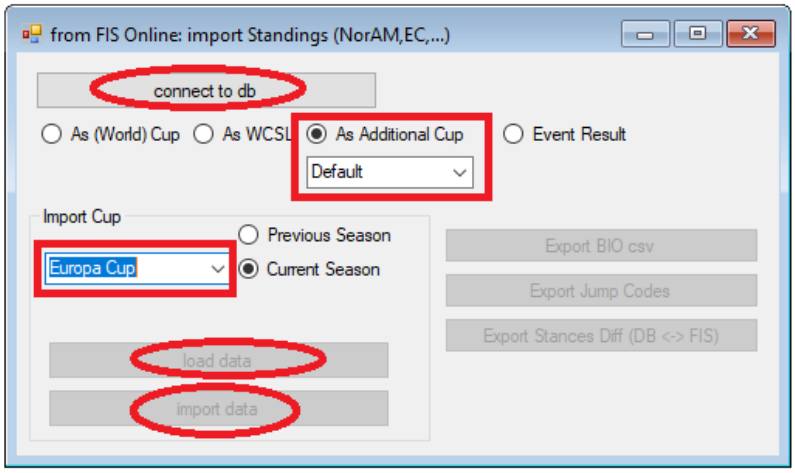
Go to “Setup Database and Event”
-> “Import Competitor Data / Points / Cups”
-> “from FIS Online: import Standings (NorAM, EC, …)”
A window opens.



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

- Select your cup, “Europa cup” for example

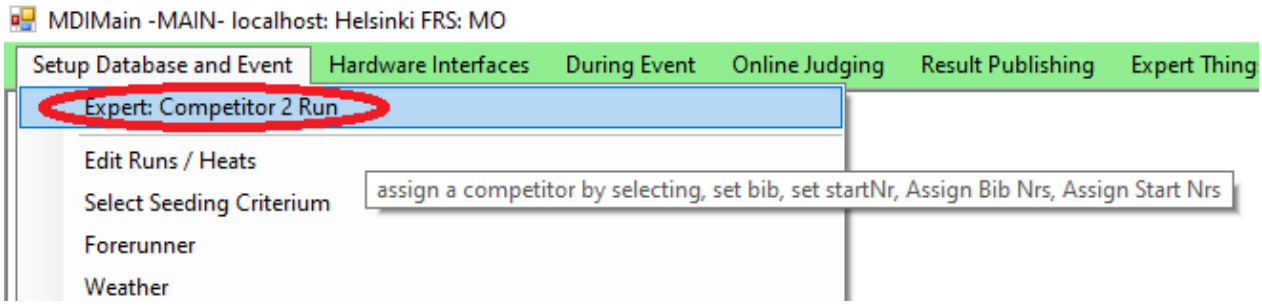
- Click “connect to db”
-> “load data”
-> “import data”



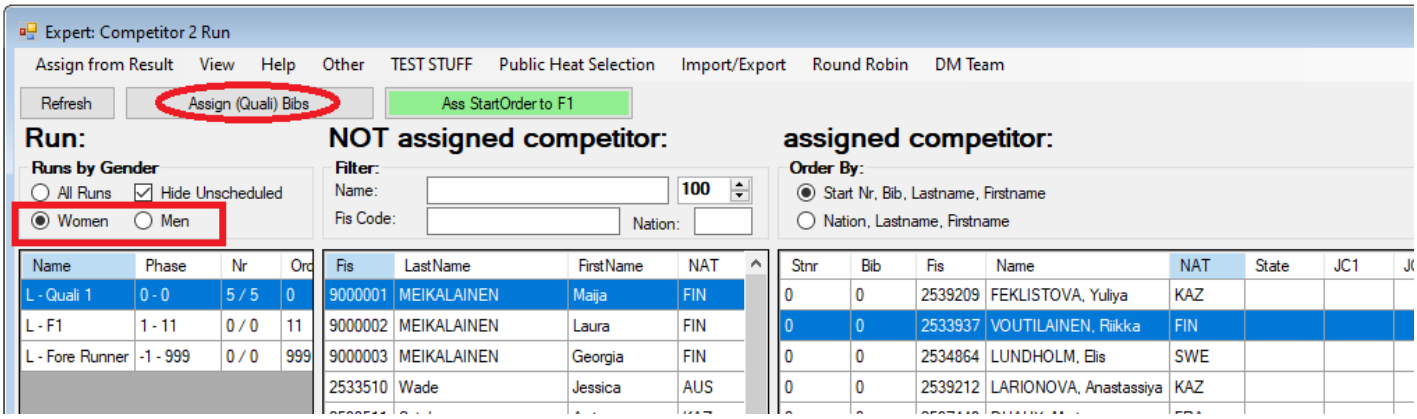
NOTE: After the import, please restart the software.

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”

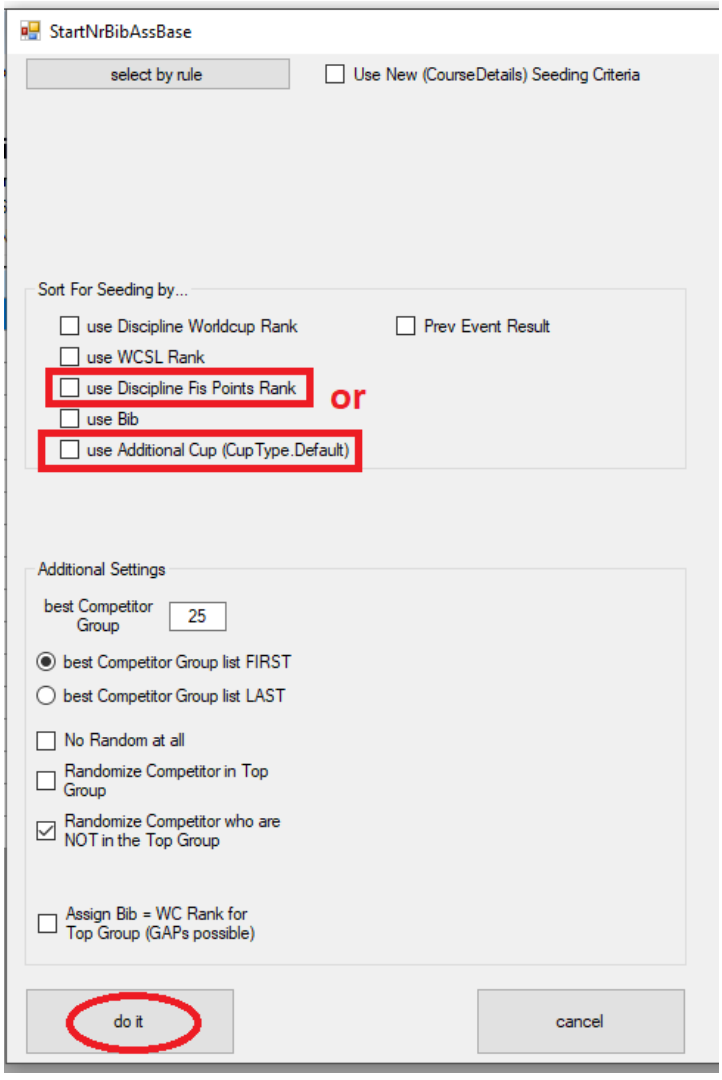


Choose gender and click “Assign (Quali) Bibs”. A new window will open



- 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.

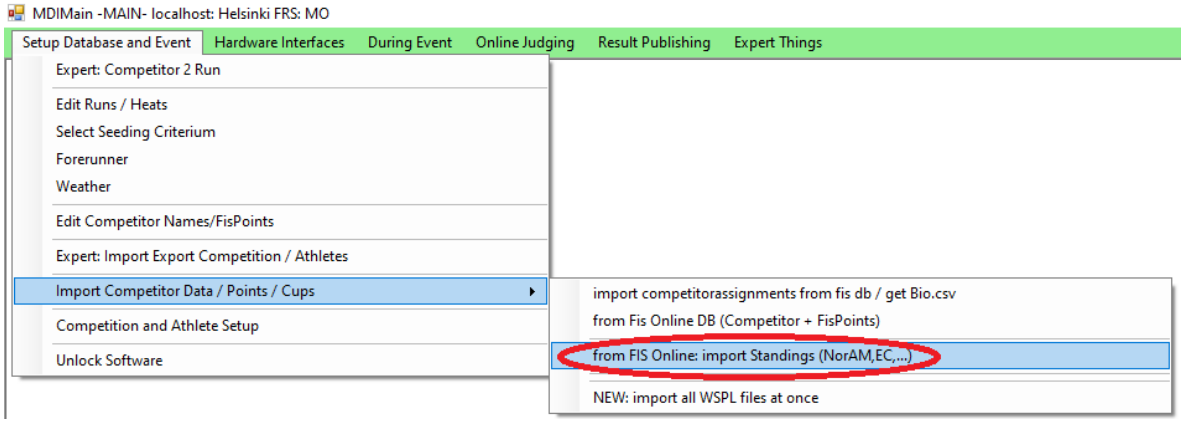
The top 30 competitors will be randomly drawn to the first 30 positions on the startlist, with the rest of the athletes drawn randomly to the remaining positions.

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:

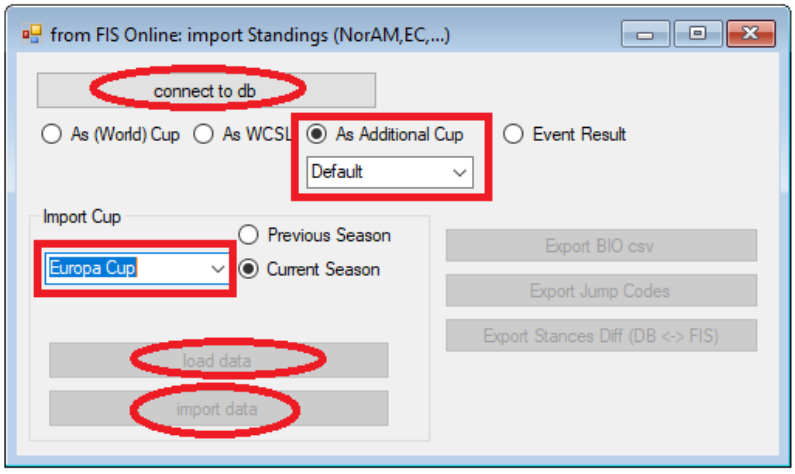
Go to “Setup Database and Event”
-> “Import Competitor Data / Points / Cups”
-> “from FIS Online: import Standings (NorAM, EC, …)”
A window opens.



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

- Select your cup, “Europa cup” for example

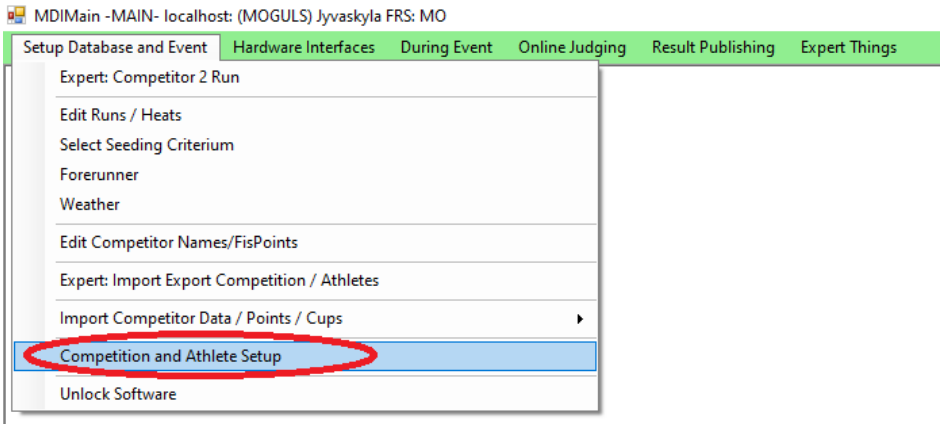
- Click “connect to db”
-> “load data”
-> “import data”



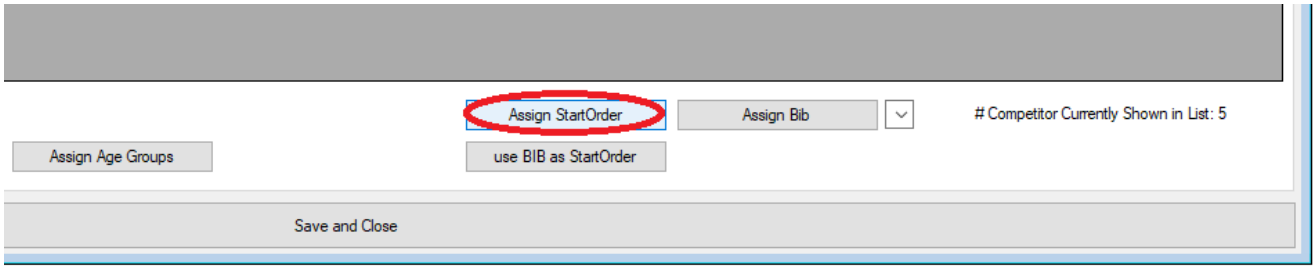
NOTE: After the import, please restart the software.

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”

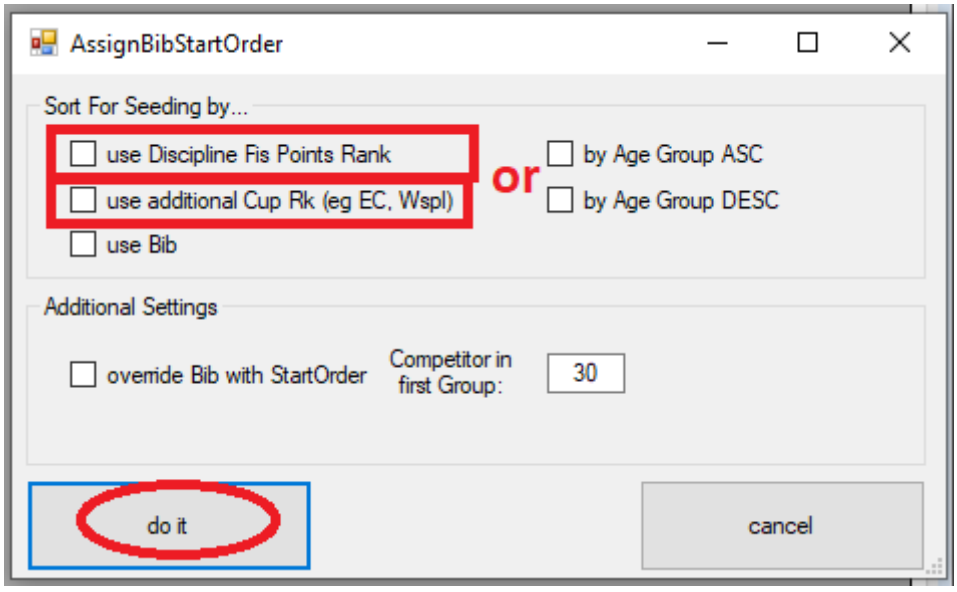
For the assignment, go to “Setup Database and Event” -> “Competition and Athlete Setup”



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



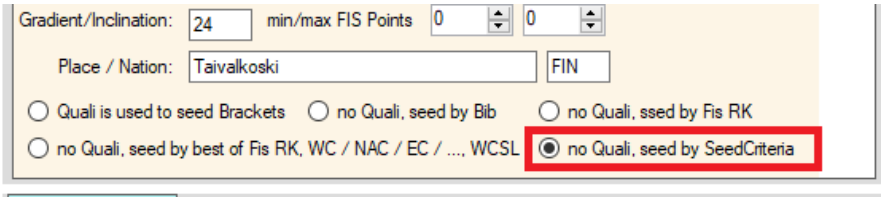
Select here “use additional Cup Rk (eg EC, Wspl)” or “use Discipline Fis Points Rank” and click “do it”.

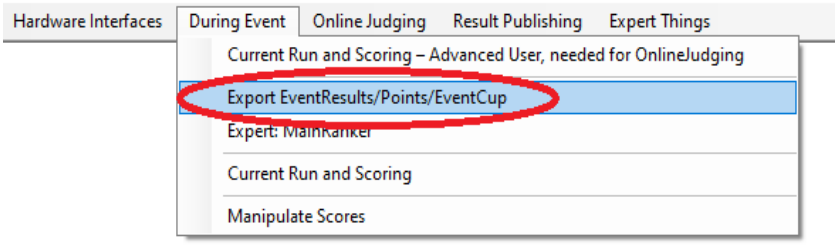


Dual Moguls Seeding by Seed Criteria

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"





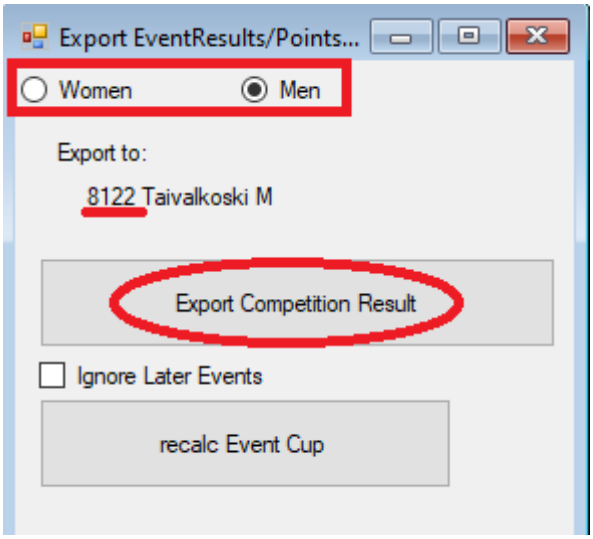
Export Single Moguls Result

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"

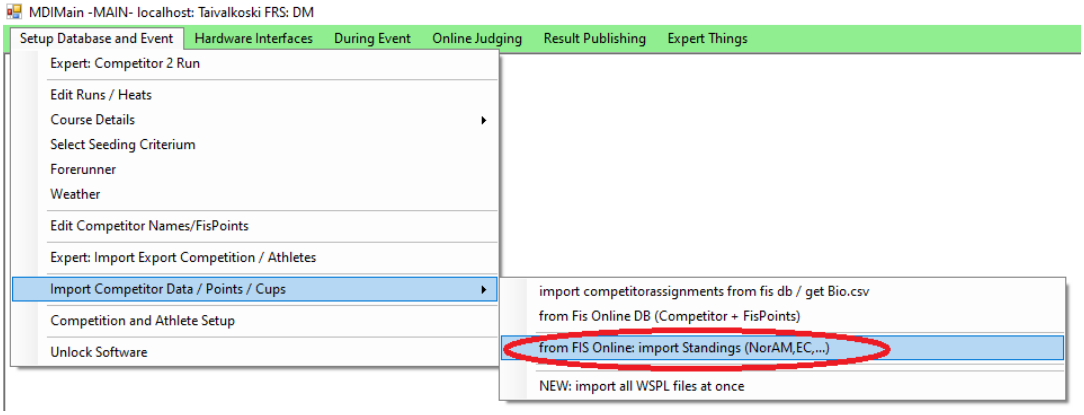
Another window will open. Select gender and click "Export Competition Result". Make sure the competition codex is correct.



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,…)"

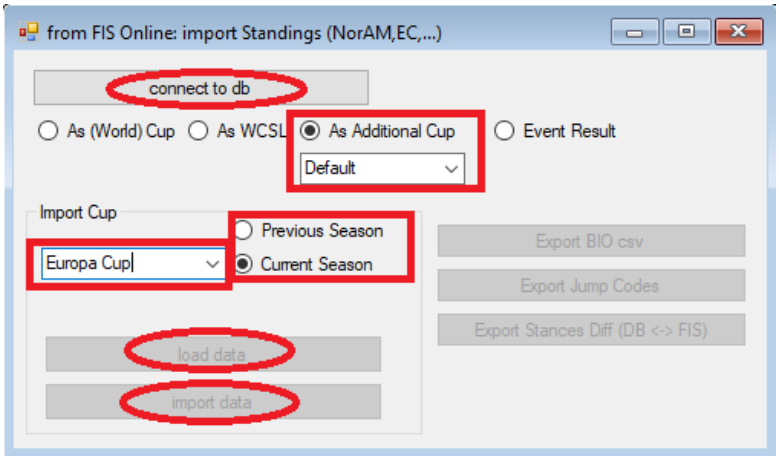


Another widow will open.

- 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.

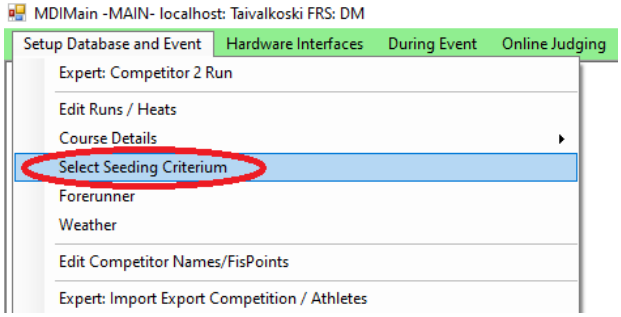
* ***NOTE:*** If this does not work, choose “As (World) Cup” instead of “As additional Cup” and “Default”



Select Seeding Criteria

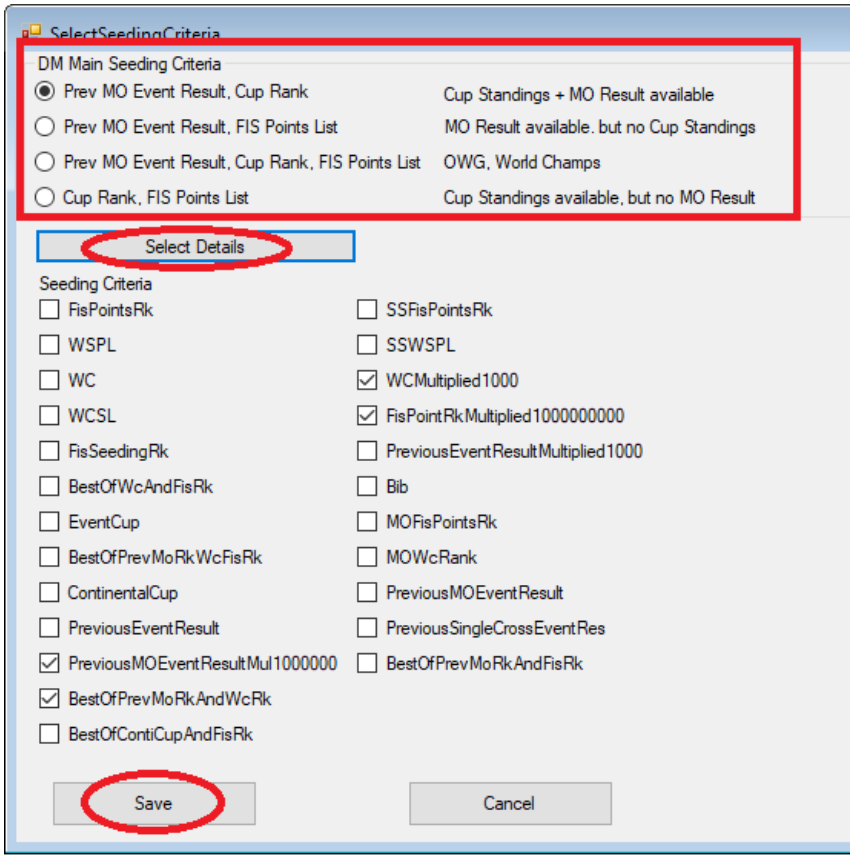
Then you need to select the seeding criteria.

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”

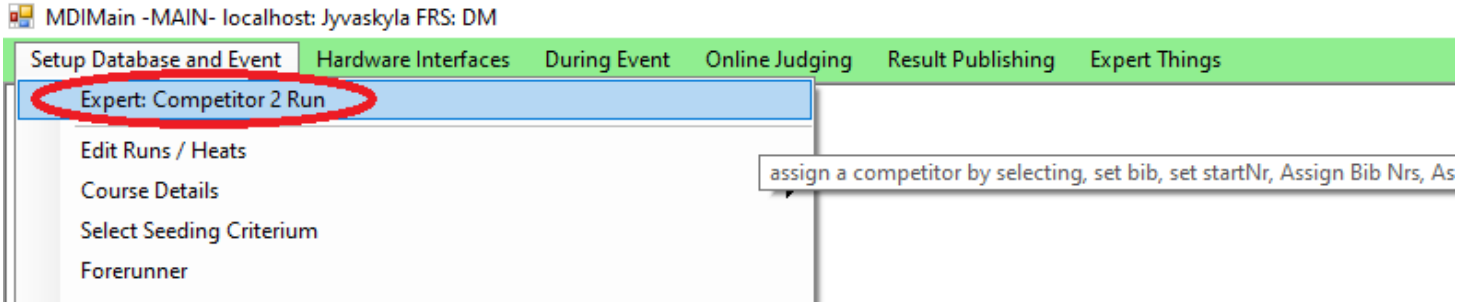
In later events:
- Choose “Prev MO Event Result, Cup Rank”
- If there’s no MO competition in the event choose “Cup Rank, FIS Points List”

Other Continental Cups:
Consult your Race Director.

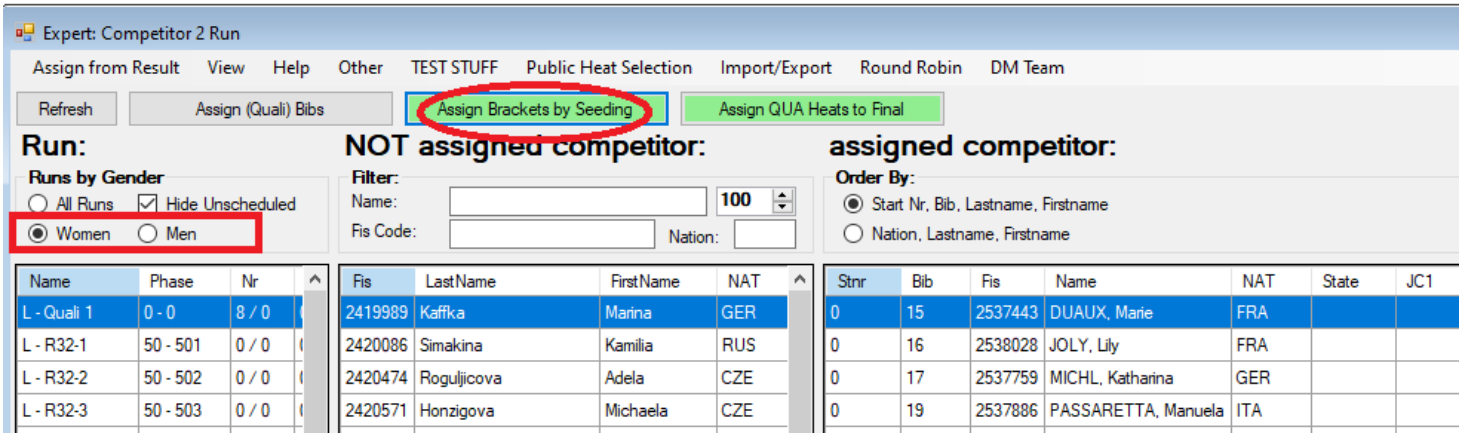
Other FIS competitions:
- Choose “Prev MO Event Result, FIS Points List”
- If there’s no MO competition in the event, choose the same as above. The program will then use only FIS points.

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”



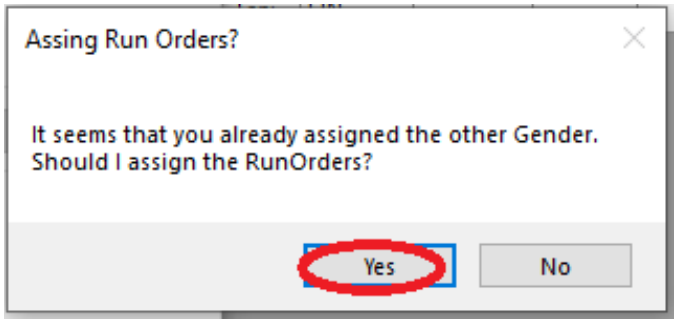
Select a gender and click "Assign Brackets by Seeding"

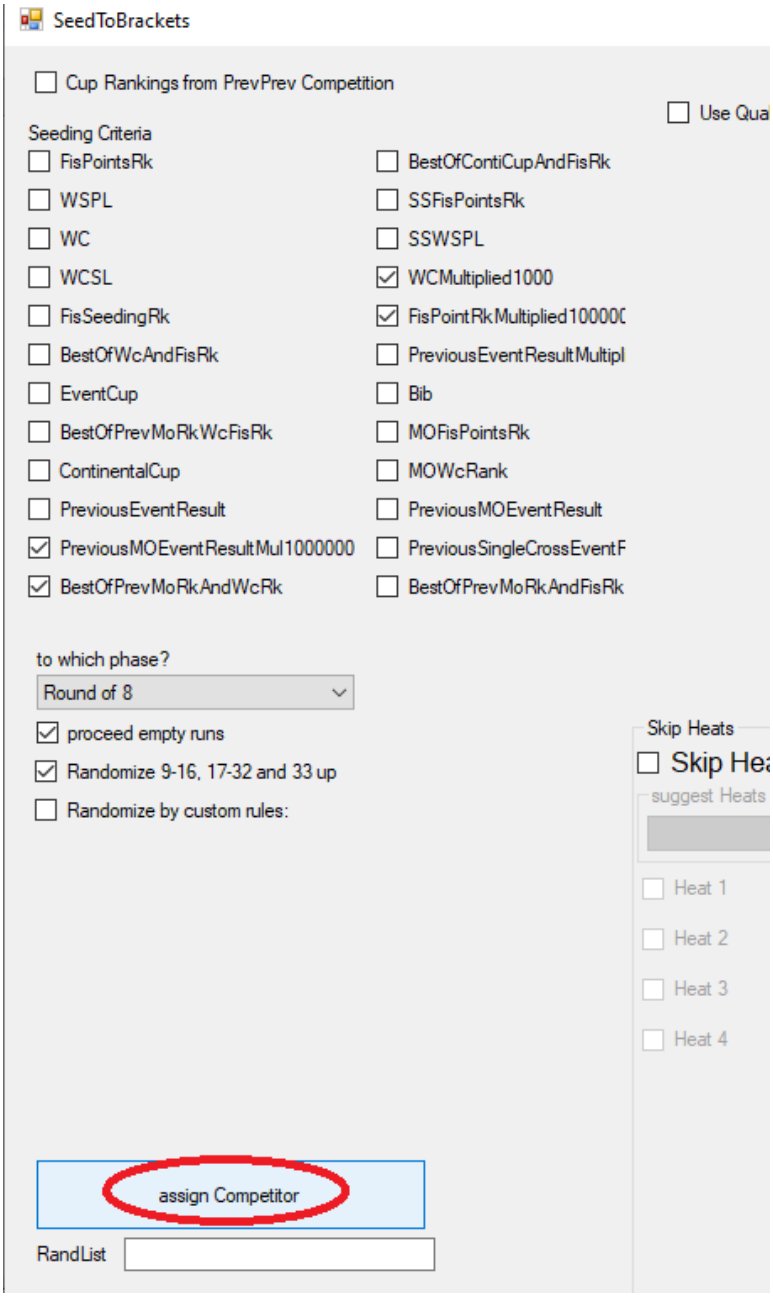


A new window opens titled “SeedToBrackets”.

- 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”

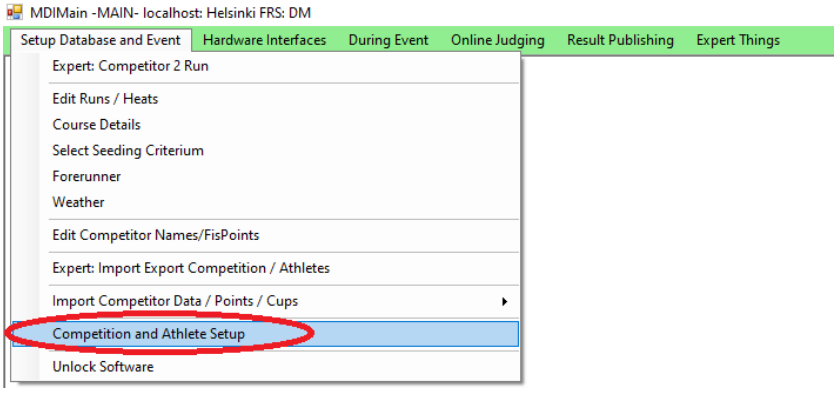




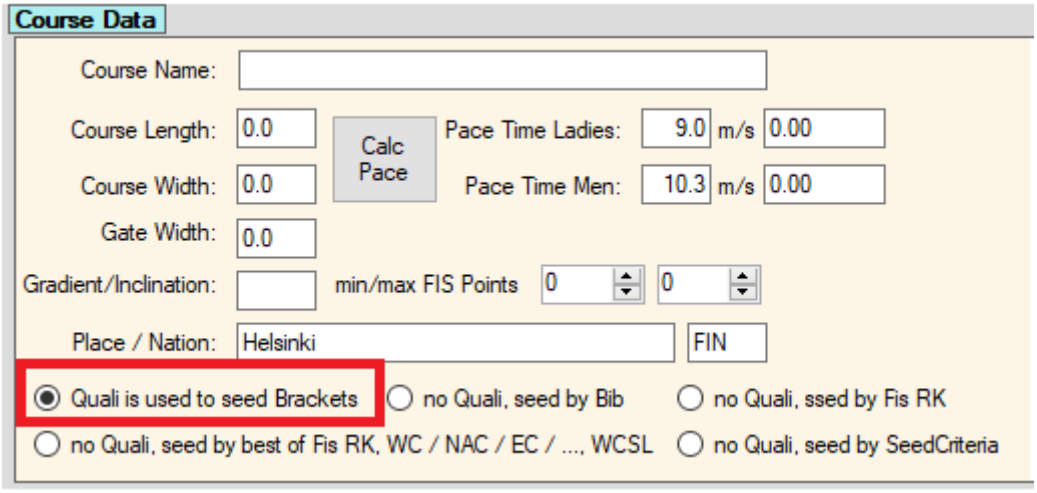
Dual Moguls Seeding by Single Moguls Qualification

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

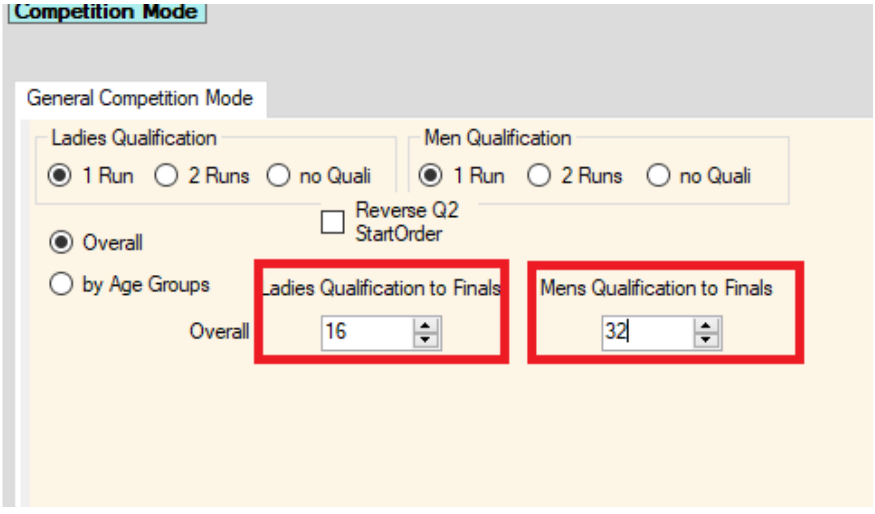
Go to “Setup Database and Event” -> “Competition and Athlete Setup”
Open tab “General Event Data”



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

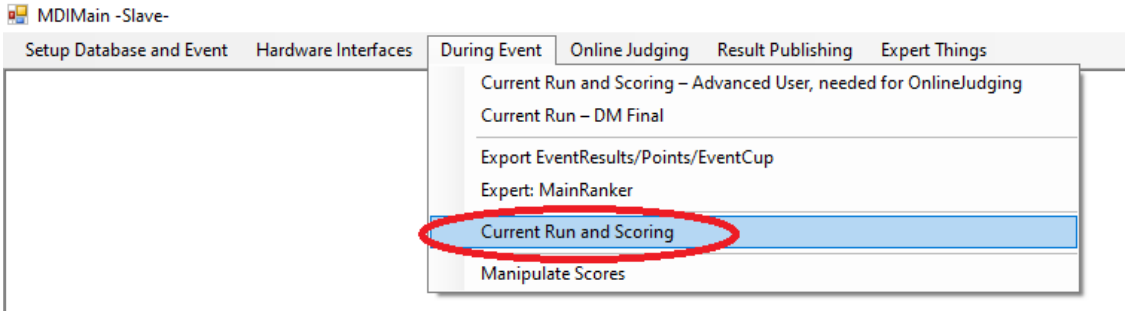


In the section “Competition Mode”, you need to define how many athletes will proceed from qualification to final brackets.

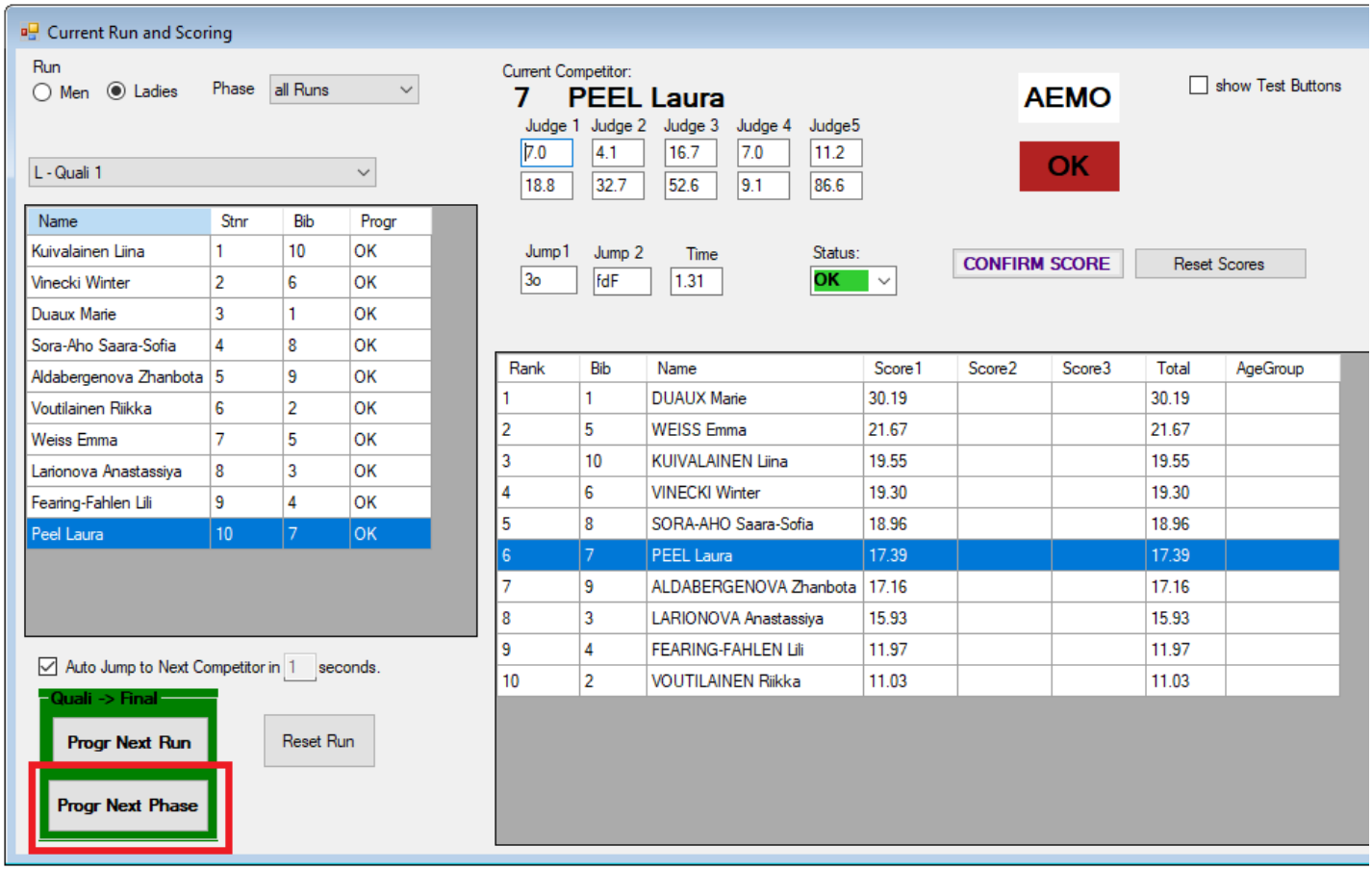


Once you're done with the setup you can proceed with the qualification as in any moguls competition. See chapter During Event for details, e.g. how to assign start orders, bibs etc.

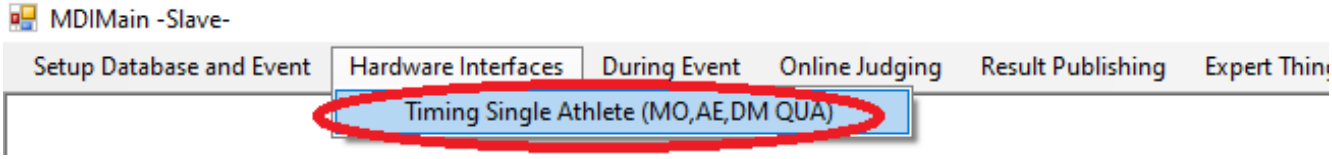
After the qualification round, go to "During Event" -> "Current Run and Scoring". A new window will open. If you don't have online judges or judges' tablets, you should be already working in this window.



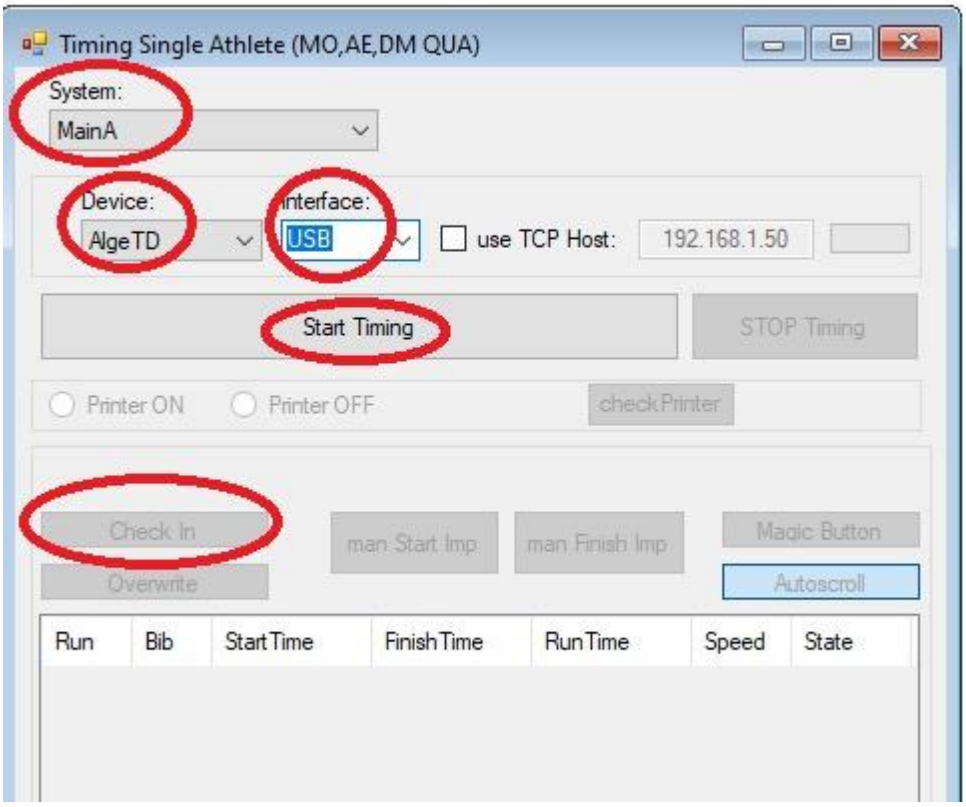
To assign the brackets, choose "Progr Next Phase". Then you can proceed with the rest of the competition.



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

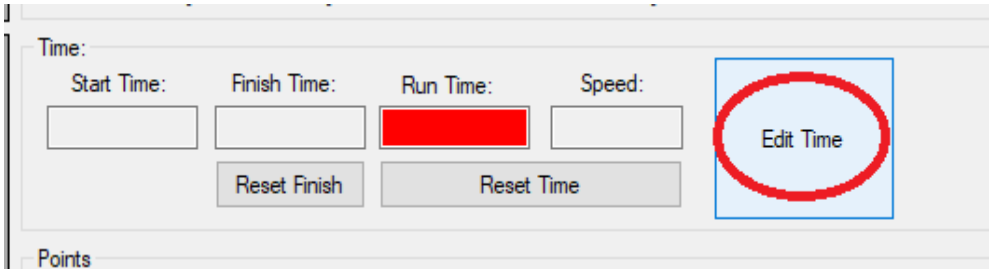
NOTE: If you have problems with Alge Timing, please update Timy driver software on the scoring laptop as a first step.

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”

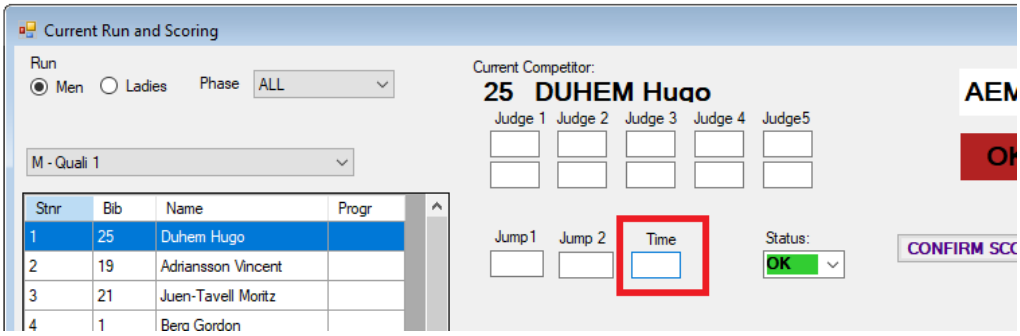


If you have only on-site judges and you don’t use the tablets, do as follows:

- You can enter the times in the window where you enter all the scores

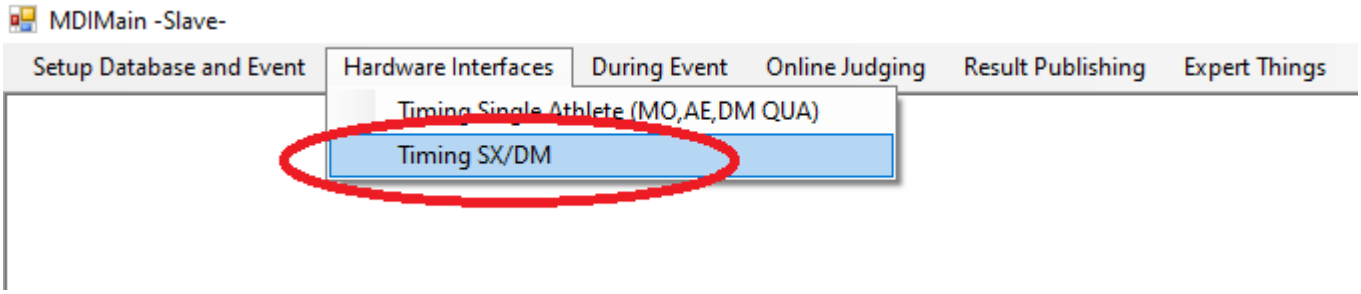
- Go to “During Event” -> "Current Run and Scoring”

- There’s a field for time



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”.

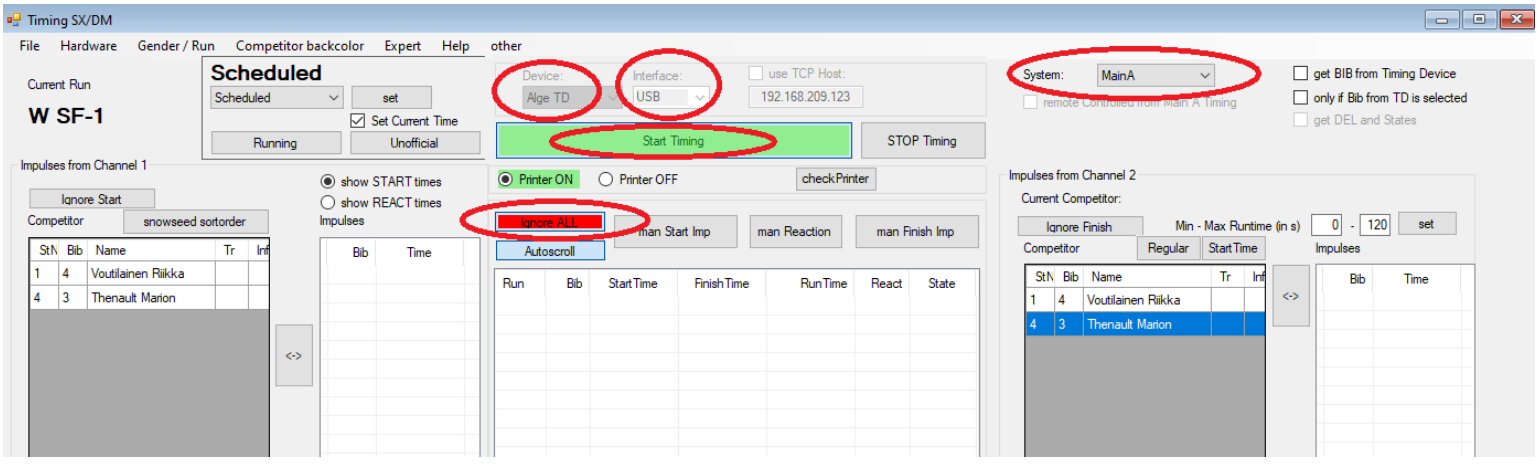
If you are connected to the timing device via USB, write “USB” in the field named “Interface”.

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.



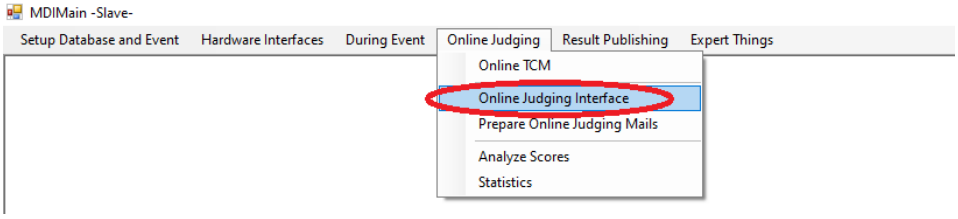
NOTE: If your timing device is not compatible with the software, e.g. Microgate, the speed judge must calculate the timing scores. If you’re connected to the judges’ tablets, the speed judge can enter the scores on his/her tablet.

Online Judging

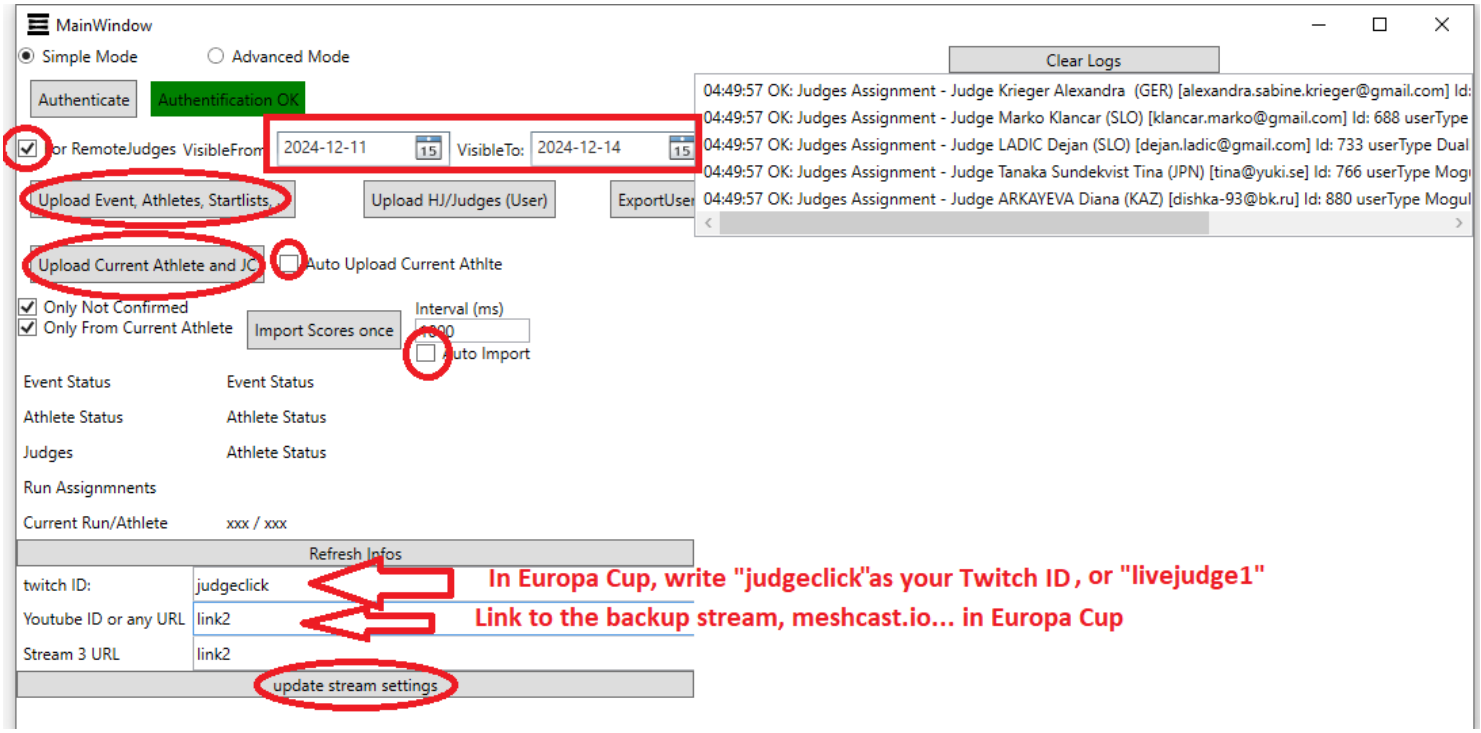
NOTE: To use online judging, you must first enter the judges' usernames in "Setup Database and Event" -> "Competitor and Athlete Setup" -> "General Event Data" as described earlier in the manual.

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.

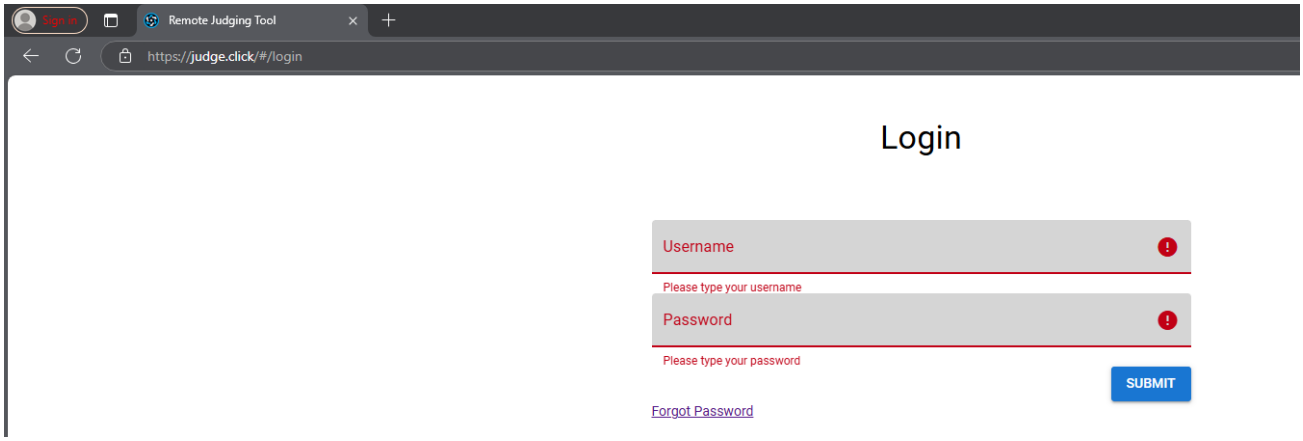


➔ click "Authenticate"
➔ check the box "for Remotejudges VisibleFrom:" and set the dates when you want the competition to be visible (it is recommended to select from a day before the competition till a day after).
➔ click "Upload Event, Athletes, Startlist,…"
➔ check the box for "Auto upload Current 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

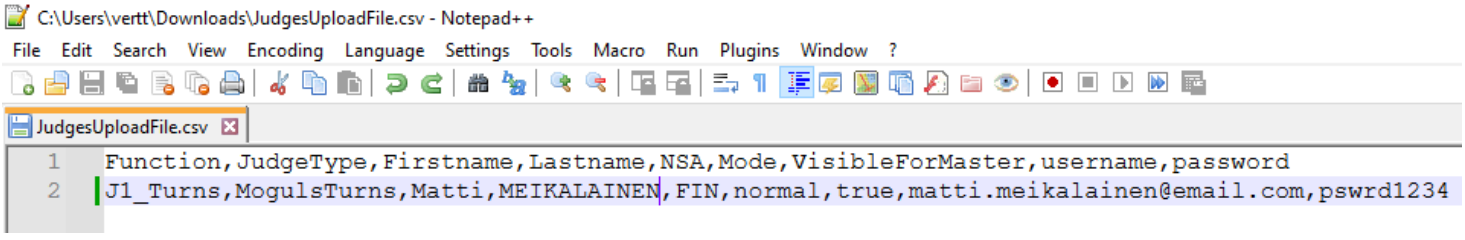
Log in with these credentials:
Username: LLTest
Password:
LLTestPassword



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.

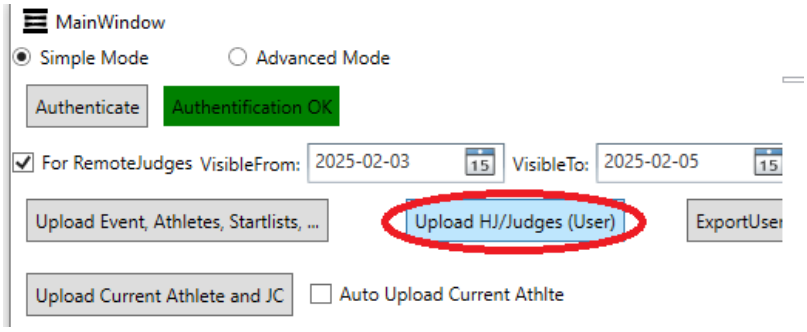
Create a csv file like the example below. Make sure you have all the fields.



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.



Judges' Tablets

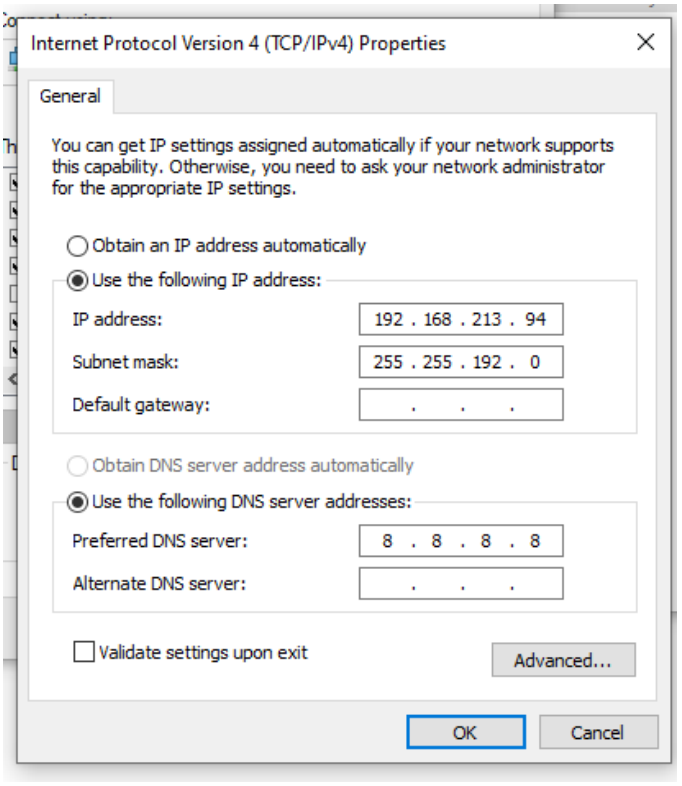
Judges' tablets are Windows tablets where judges, who are on site, can enter their scores. Tablets can also be set up for the Head Judge to review the scores, and for the announcer to follow the results. Instead of tablets, also computers can be used for this purpose. Tablets must have the GSS software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

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

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

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

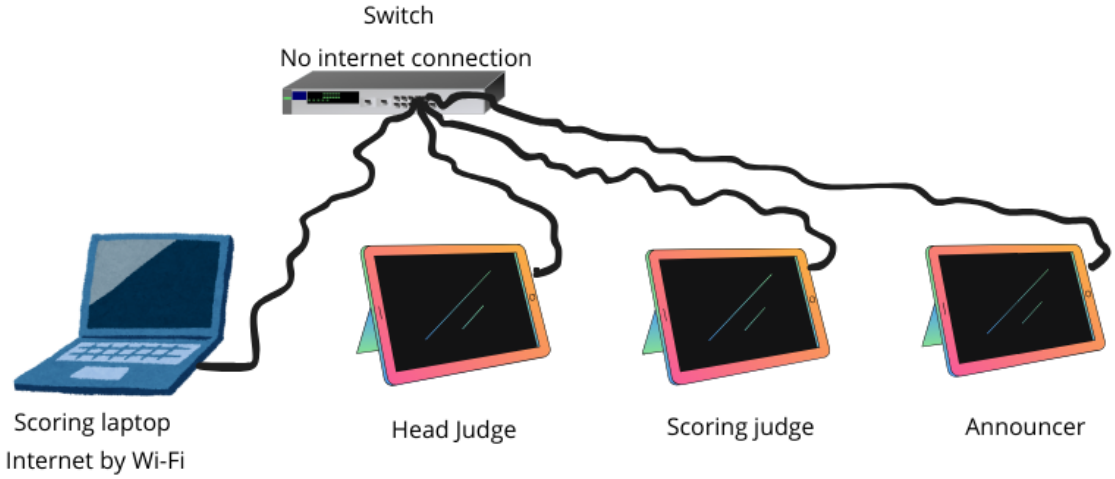
Set a static IP address as shown in the screenshot.



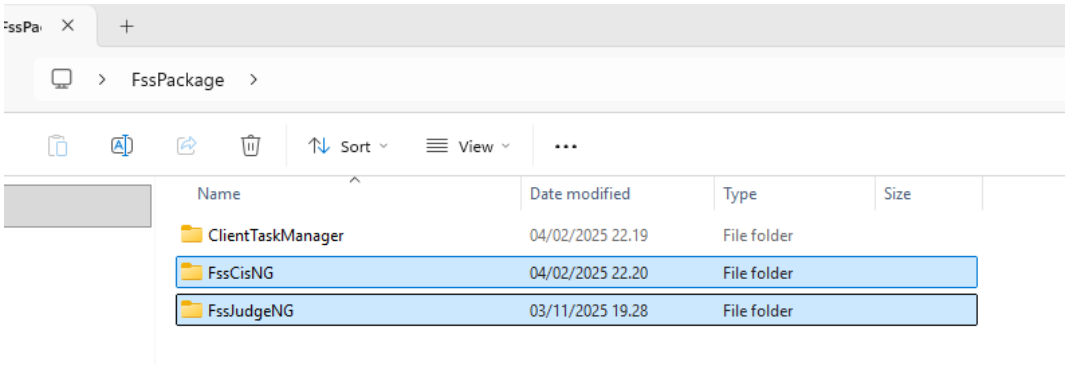
NOTE: The tablets must also have a static IP address, as any other devices in the same setup.
All the IP addresses must be within a certain range:

- 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

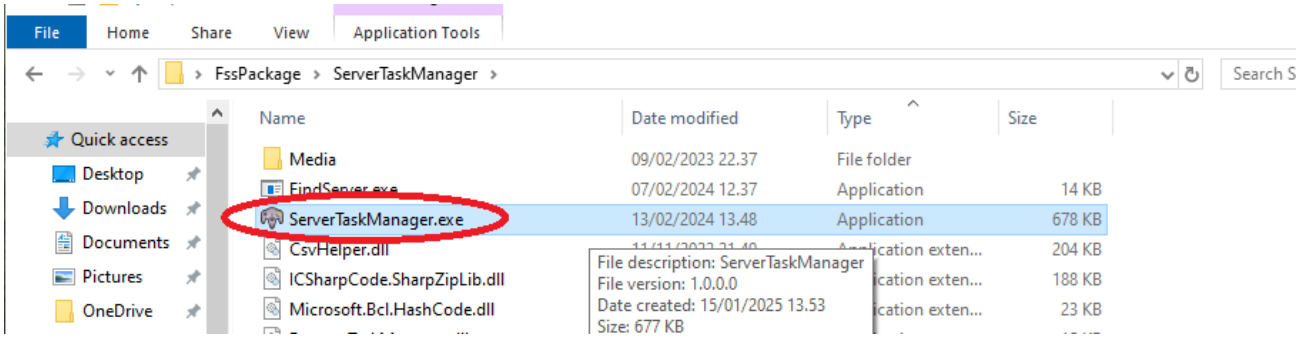
Tablets are connected to the scoring laptop by network cable and via a switch. Do not connect the switch to the internet. The scoring laptop must get internet via Wi-Fi.



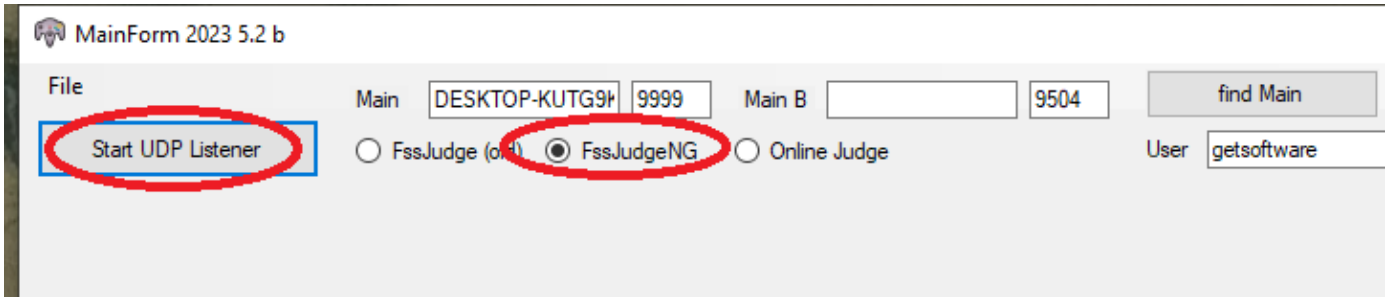
NOTE: The software on the tablets should be installed in the same folder/level as the folder for ClientTaskManager. The folders for tablets' software must be named: "FssJudgeNG" and "FssCisNG"



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



Choose "FssJudgeNG" and click "Start UDP Listener".

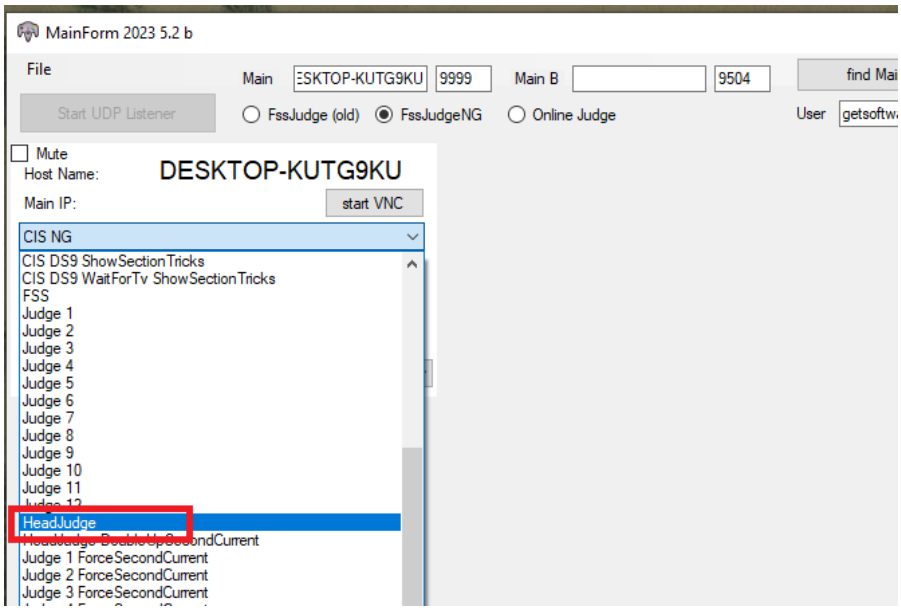


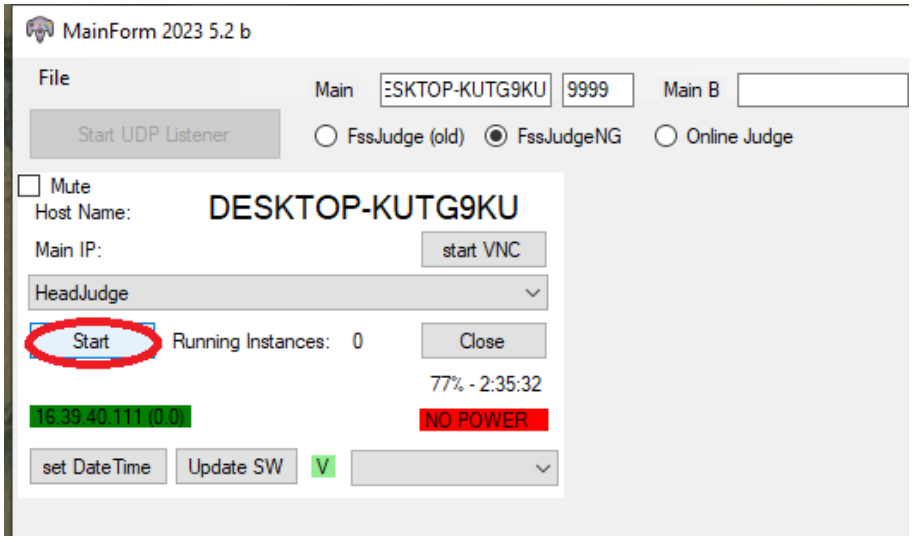
You will then see all the tablets that are connected. You need to choose whom each tablet is for.

The options you need are:

- 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.

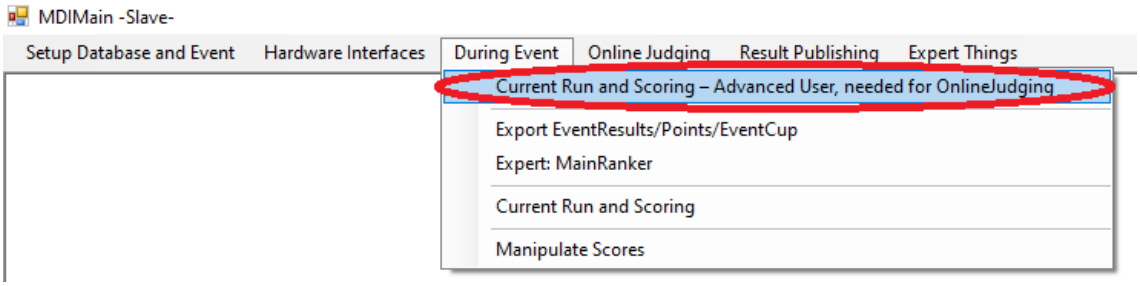




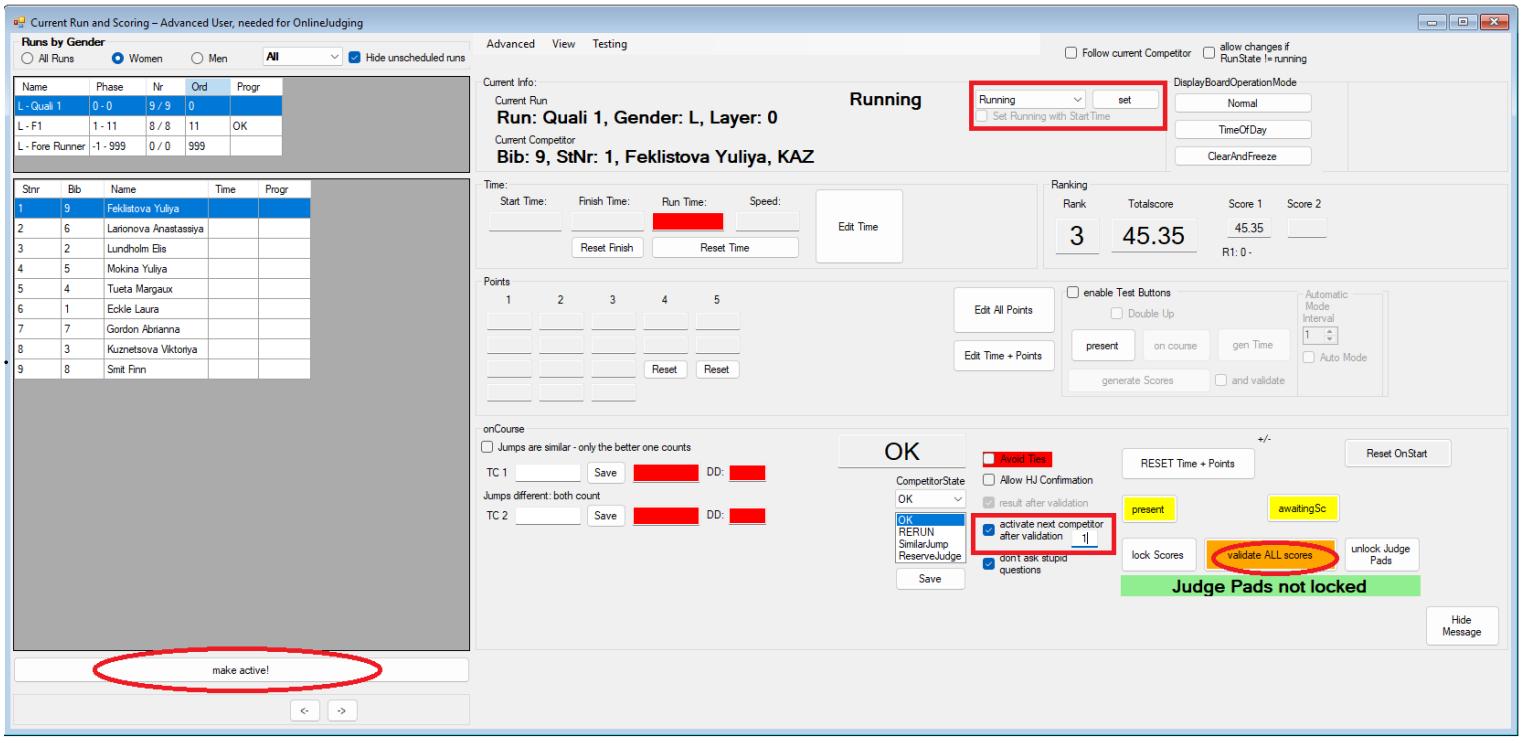
During Event

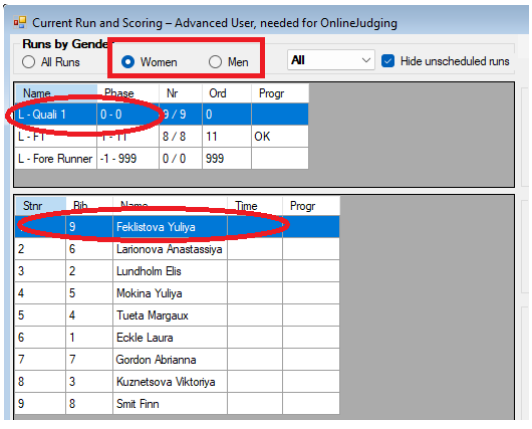
Single Moguls with online judging

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



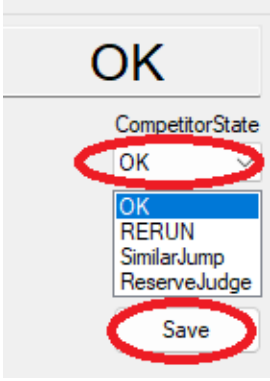
Go to "During Event " -> "Current Run and Scoring – Advanced User…". Another window will open.

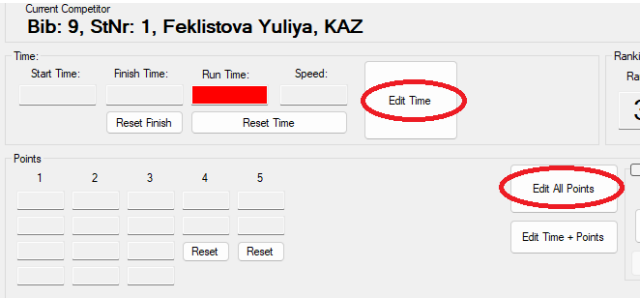




On the left you can select gender, run, and the current competitor. Make sure to click "make active!" for the current athlete.

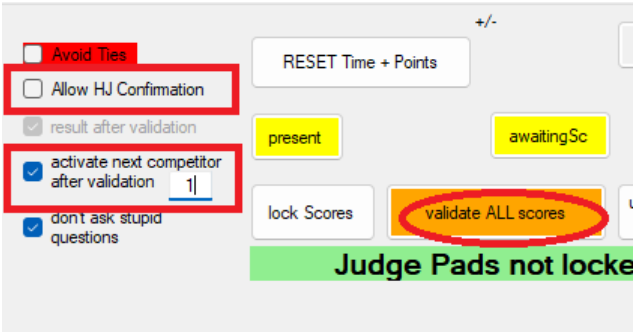
Be aware that the correct status of a competitor is "OK" if the athlete finishes their run. You can also choose DNS or DNF, please click "Save" if you do.





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".

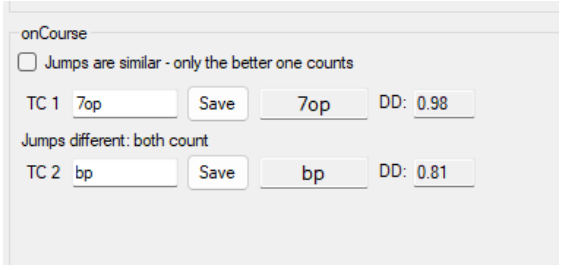
"Run Time" will enter automatically if you connect the timing device to the software (see Timing in Single Moguls). If you need to enter it manually just click "Edit Time" and write the time in the field “Run Time”.



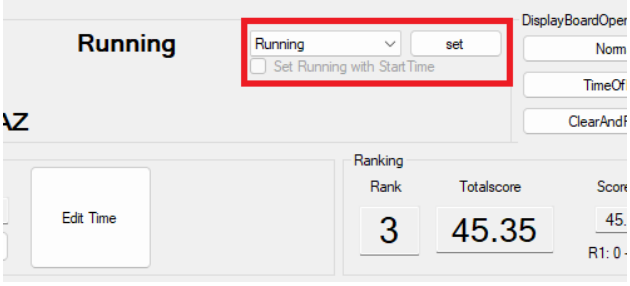
Click "validate ALL scores" to confirm the scores.

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

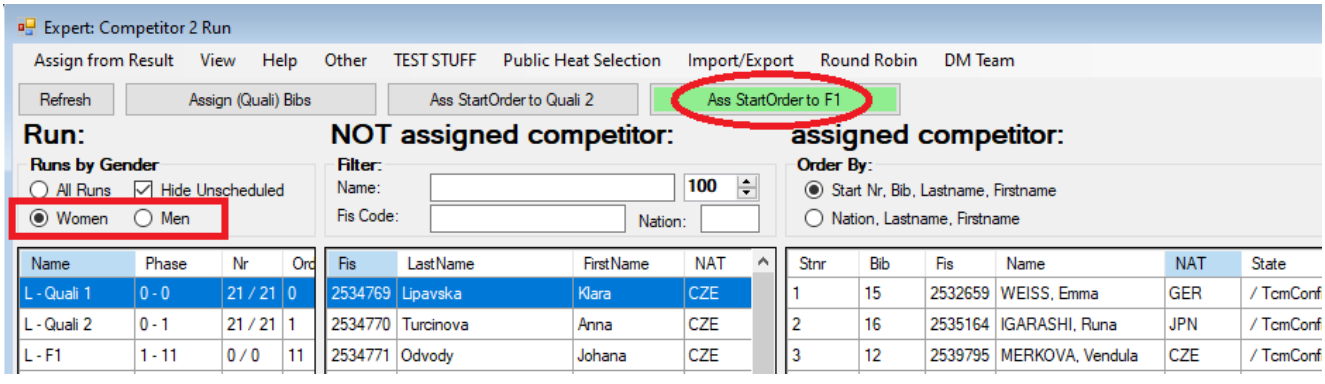


An air judge can enter the jump codes on a judge’s tablet. If you don’t use the tablets, you can enter the jump codes manually here. If you do so, remember to click “Save”. The DDs are already in the system.



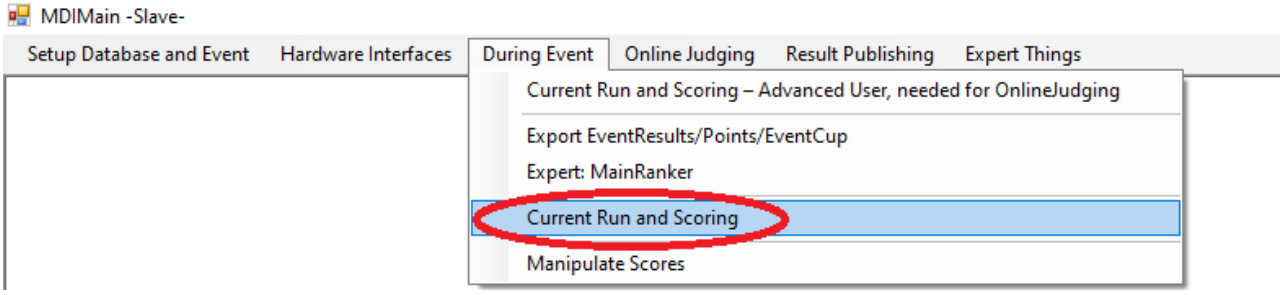
Choose here “Running” and click “set”.

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”

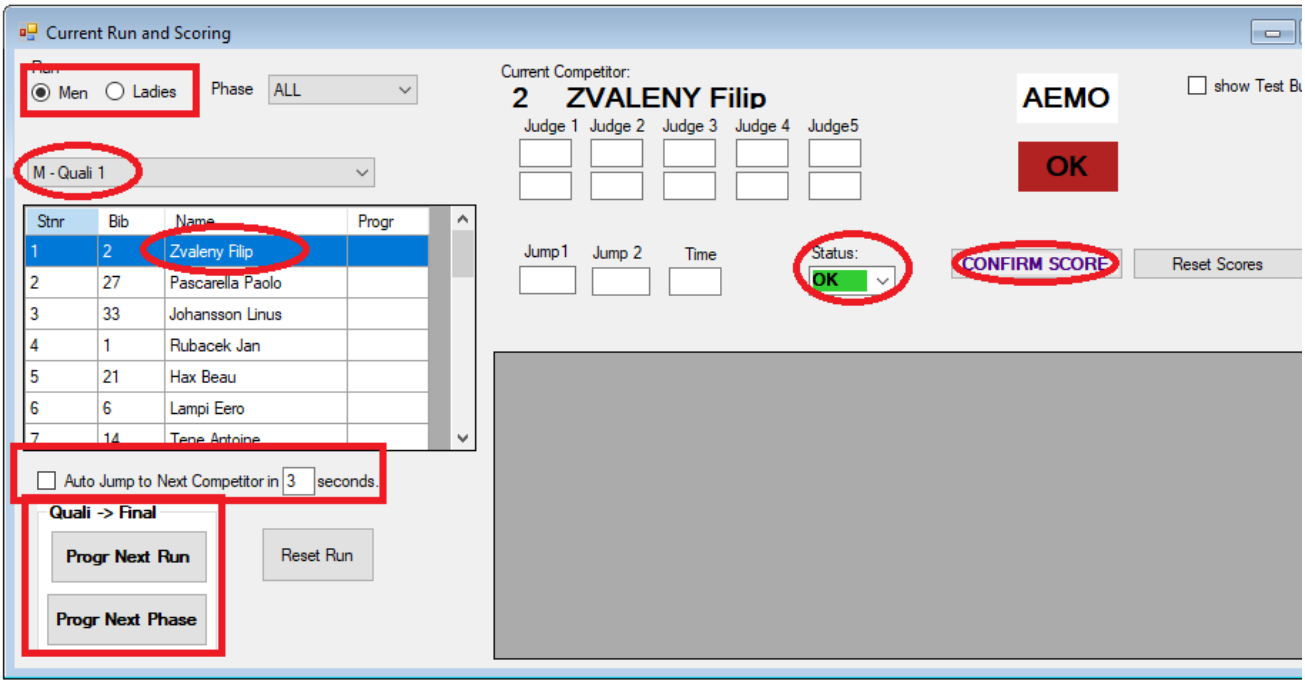


Single Moguls with on-site judging

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



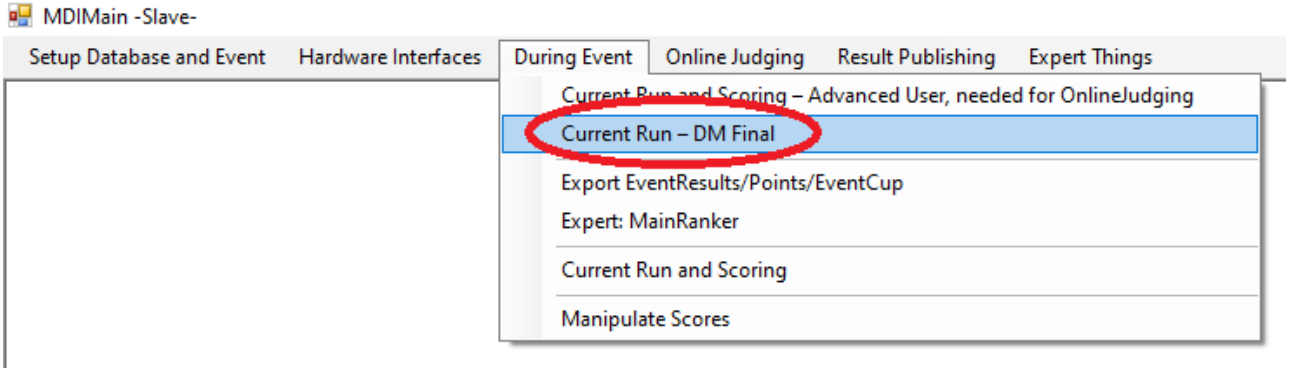
Here you can enter all the scores and times manually. You can choose between "OK", "DNF" and "DNS".
You can choose to auto jump to the next competitor after confirming the scores.
Between runs and phases of competition, choose "Progr Next Run" or "Progr Next Phase"



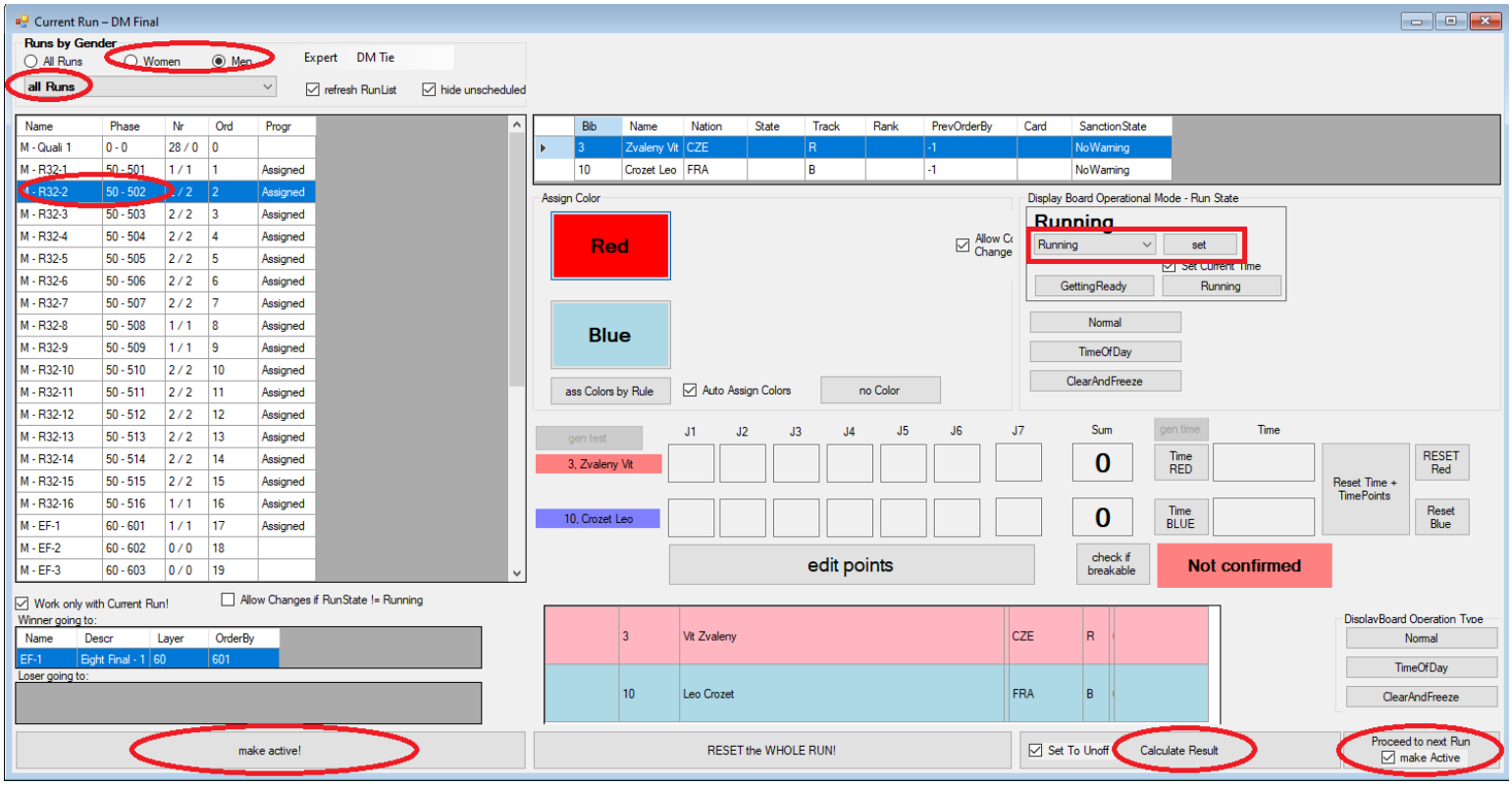
Dual Moguls with online judging

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

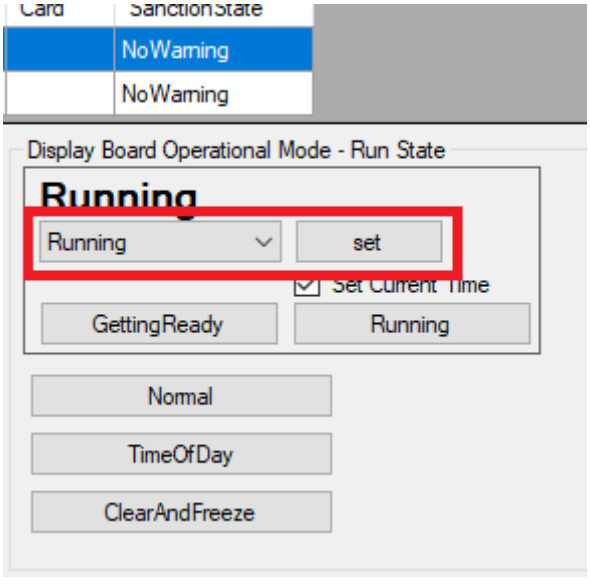
Select "During Event" -> "Current Run and DM Final". A new window will open.



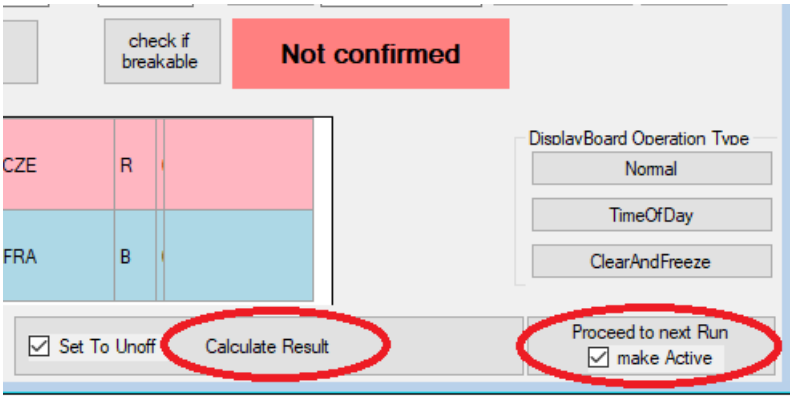
On the left you can choose gender, run and pair.
After selecting the current pair click “make active!” at the bottom left corner.
Program gets the scores automatically from online judges and judges’ tablets.



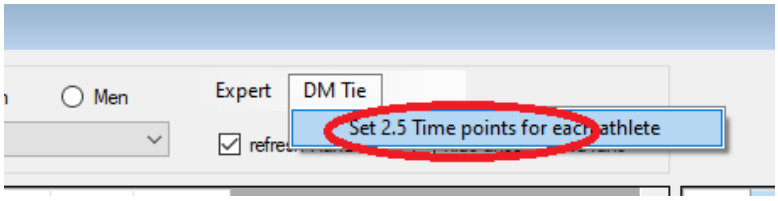
Choose here “Running” and click “set”



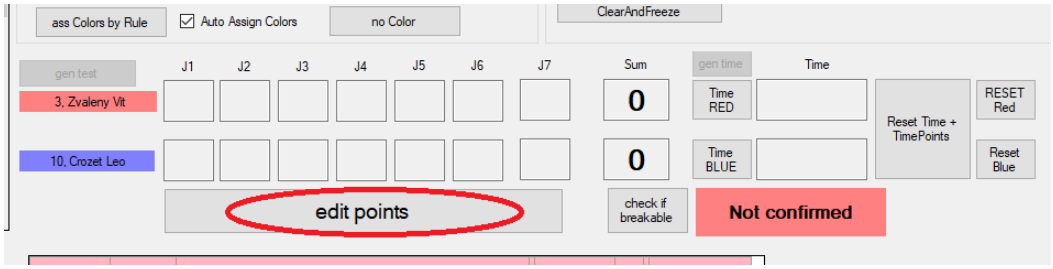
In the right bottom corner you can calculate the result and move to the next pair



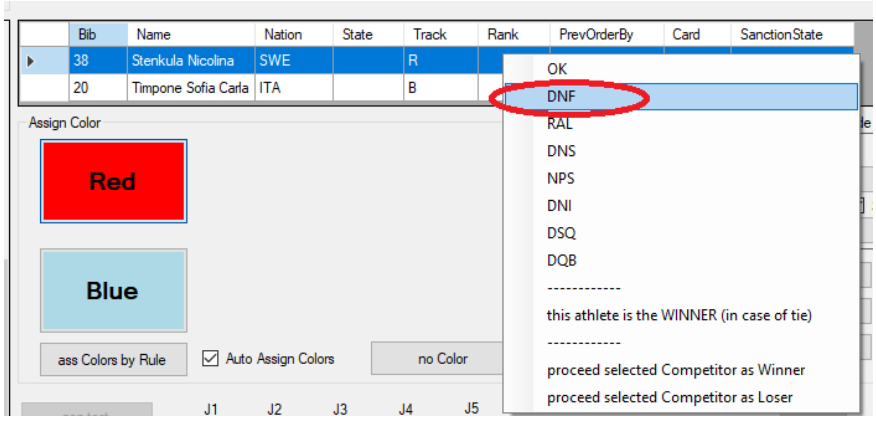
Timing ties can be entered by choosing “DM Tie” -> “Set 2.5 Time points for each athlete”



If you need to edit points choose “edit points”

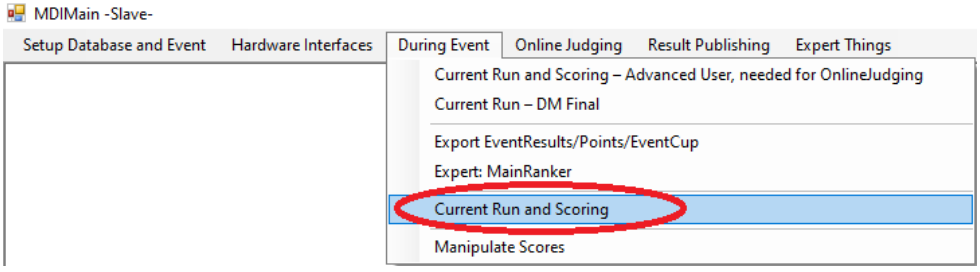


You can set an athlete DNF or DNS by right clicking the athlete and choosing from the options.

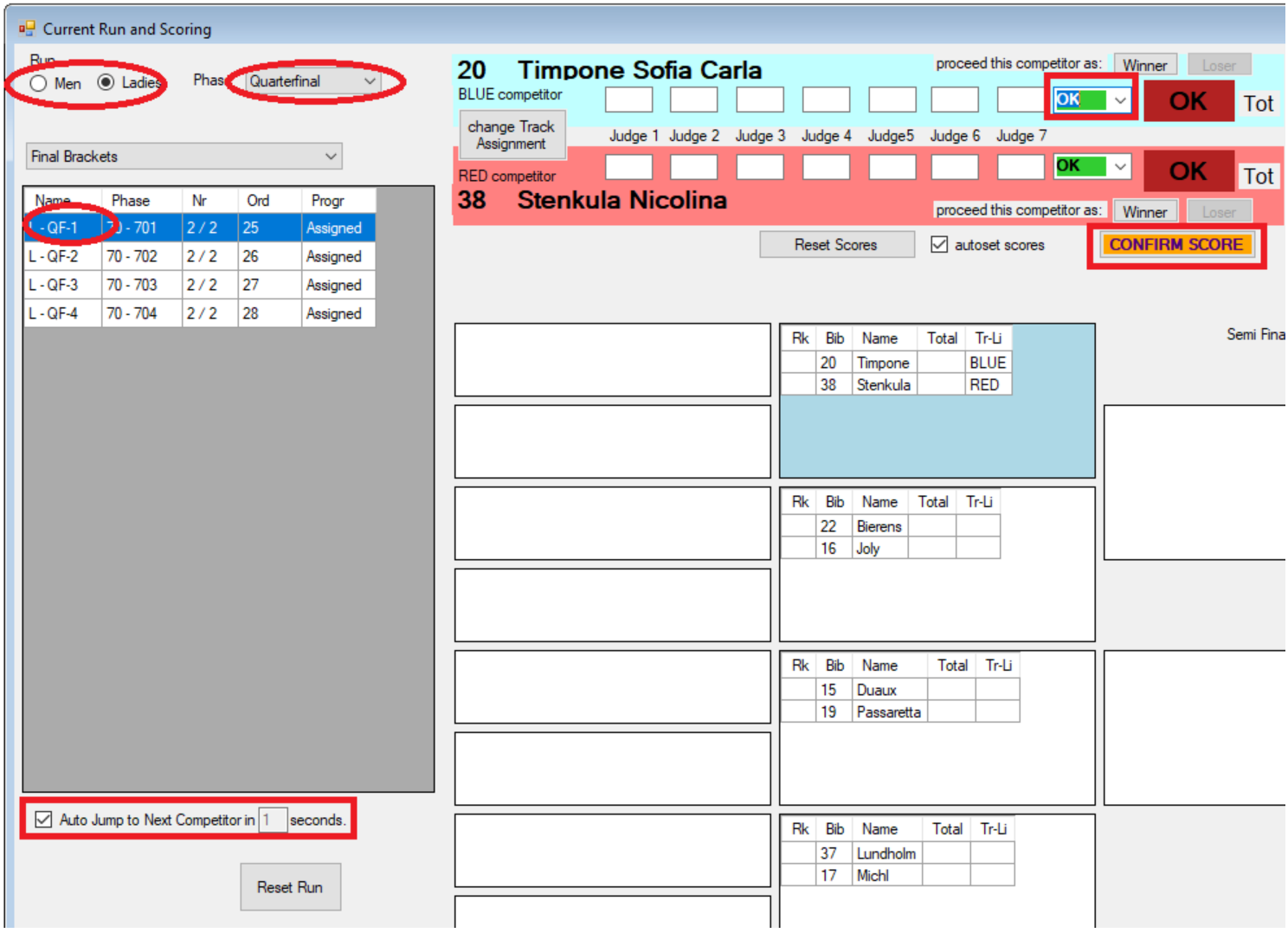


Dual Moguls with on-site judging

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



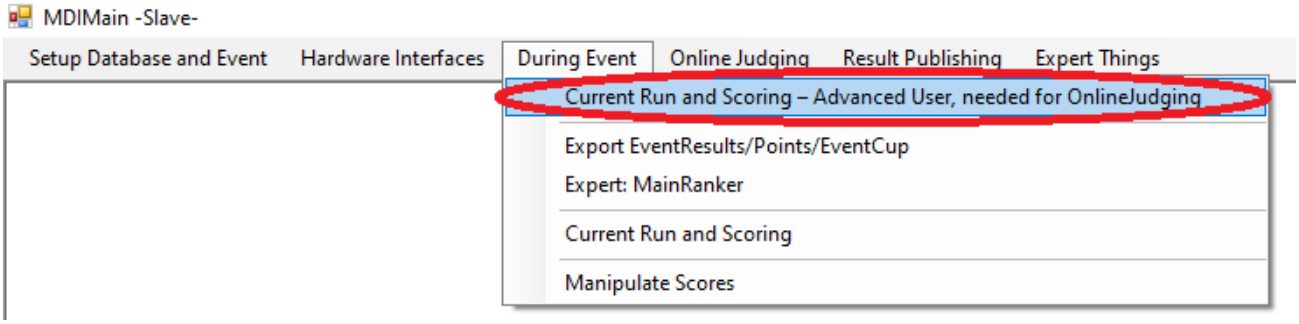
Here you can enter all the scores manually.
You can choose “DNS” instead of “OK”, if needed
You can choose to auto jump to the next competitor after confirming the scores.



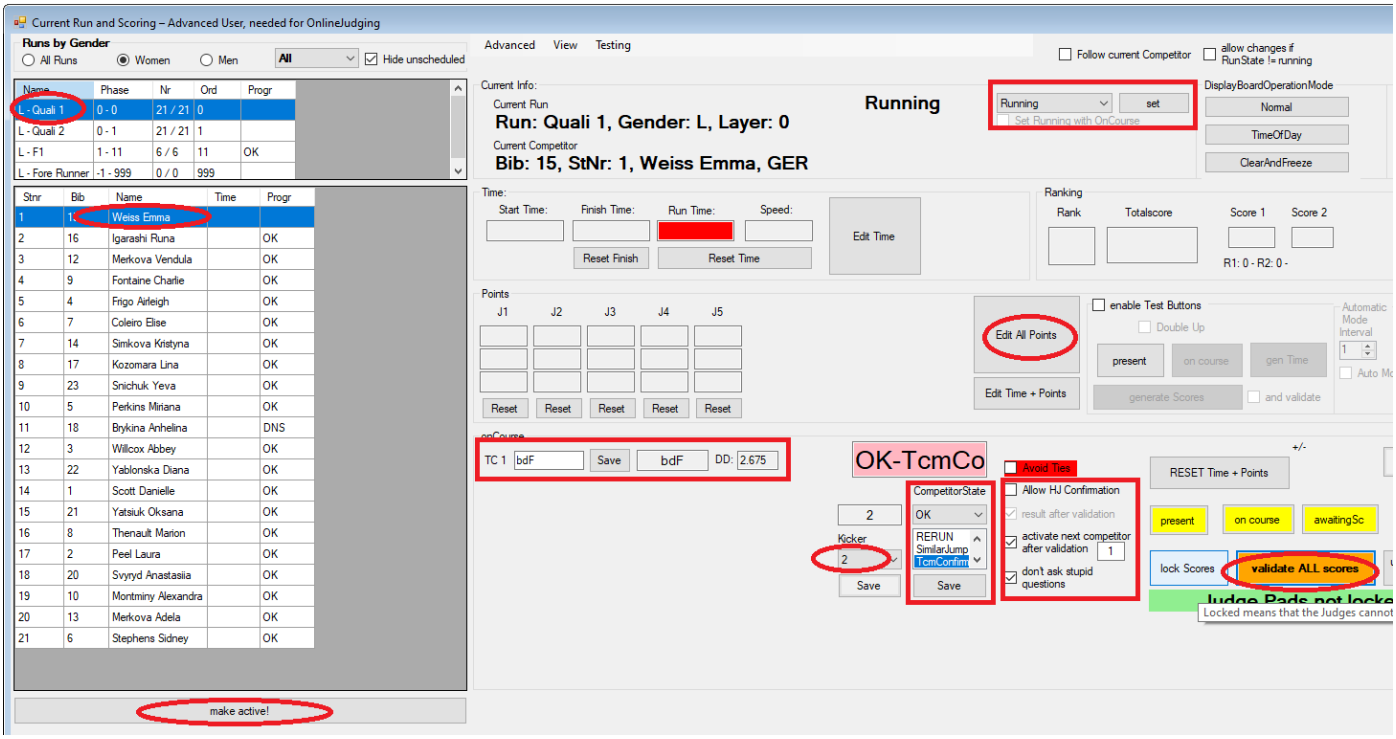
Aerials with online judging

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.



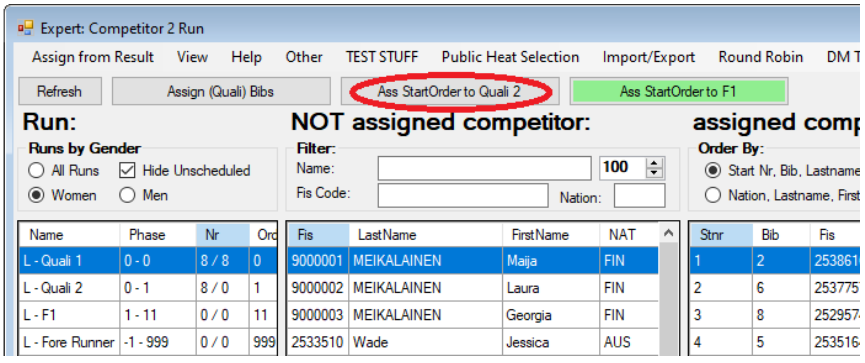
The view here is very similar to the one in single moguls. See the previous subchapter “Single Moguls with online judging” for instructions in detail. Jump codes and kicker information are what coaches have entered in online TCM. You can change them if needed. If you do, remember to click “Save” to save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



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

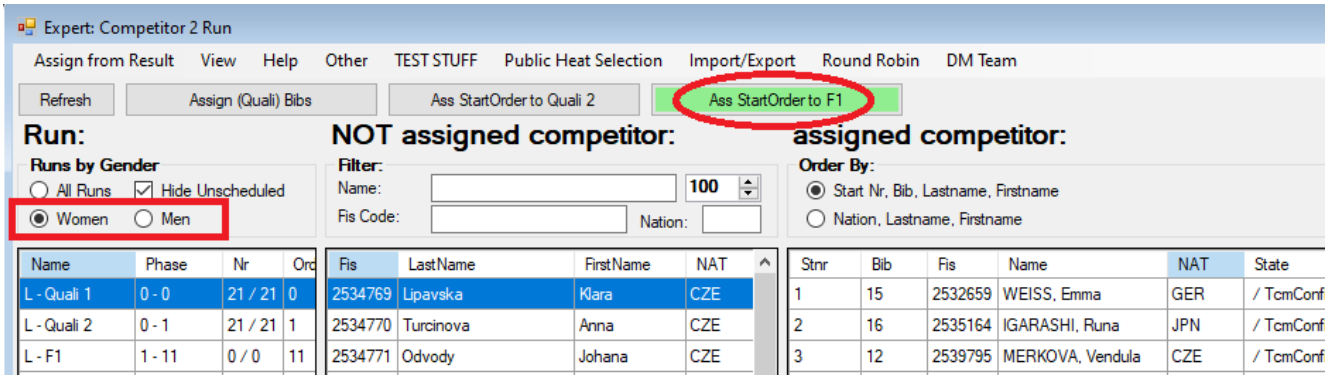
Go to “Setup Database and Event”
-> “Expert: Competitor 2 Run”

Choose gender and click “Ass StartOrder to Quali 2”



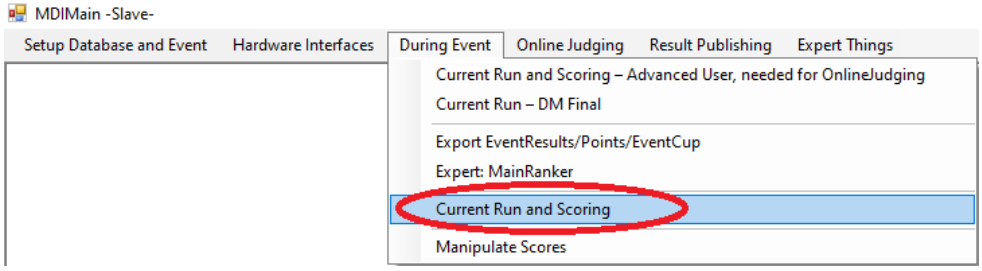
After Qualification you need to assign the start order for final.

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

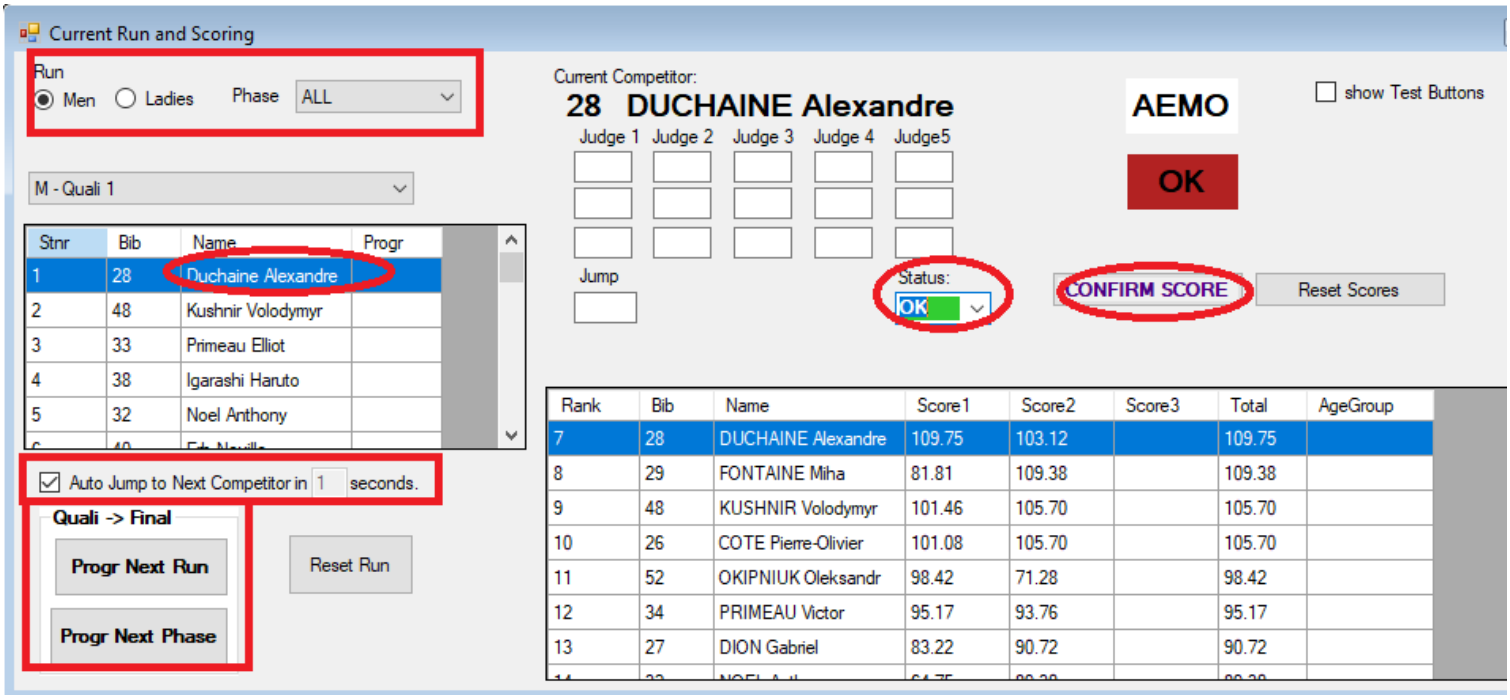


Aerials with on-site judging

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



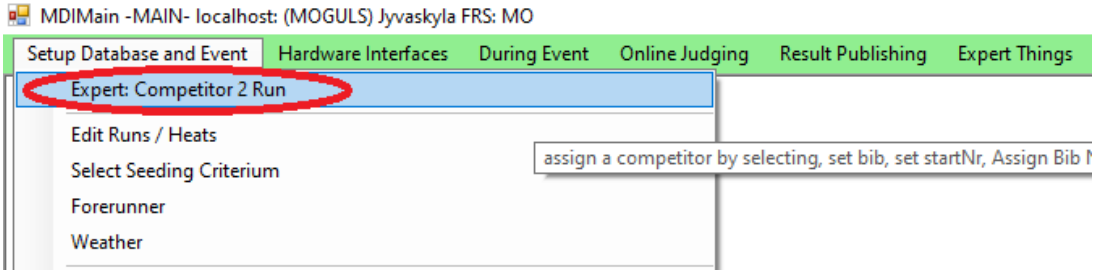
Here you can enter all the scores manually. The view here is like the one in moguls, except there's not a field for time. See the previous subchapter "Single Moguls with on-site judging" for more detailed instructions.



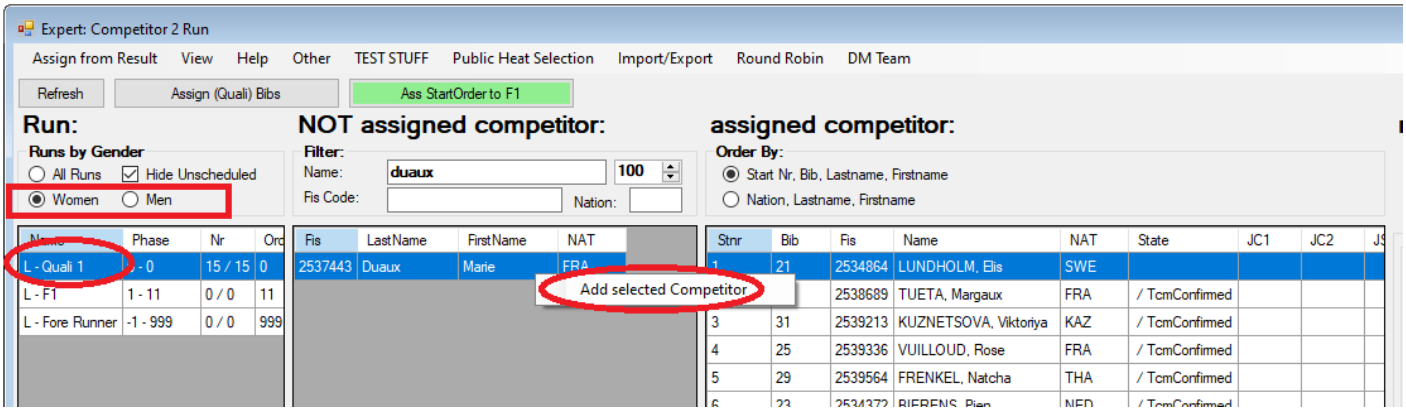
Change Bibs, Assignments and Start Orders Manually

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”

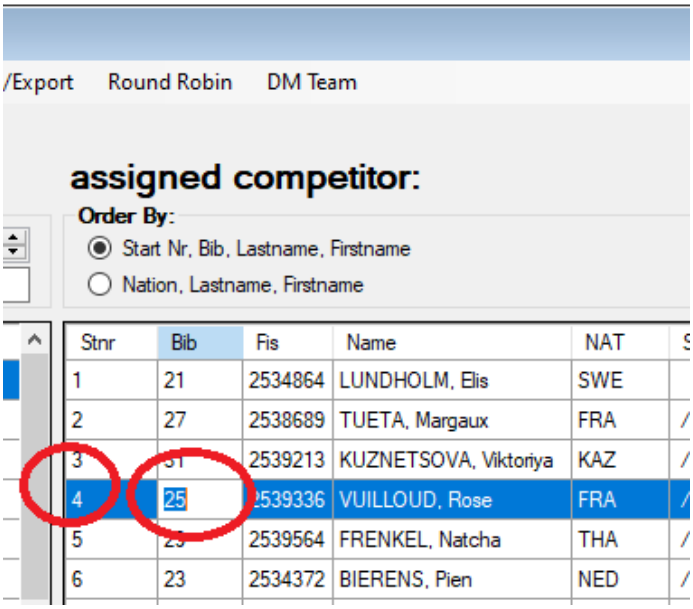
Go to “Setup Database and Event”
-> “Expert: Competitor 2 Run”



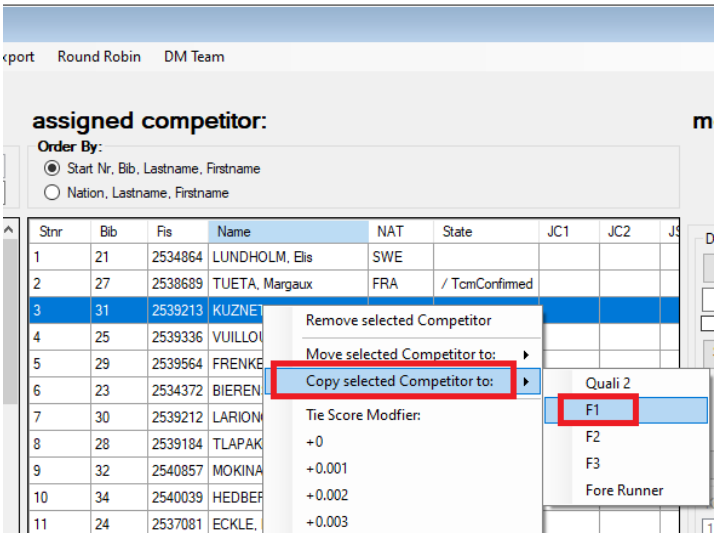
Always select the gender and run first. By using the search feature, you can search for and add competitors to a selected run.



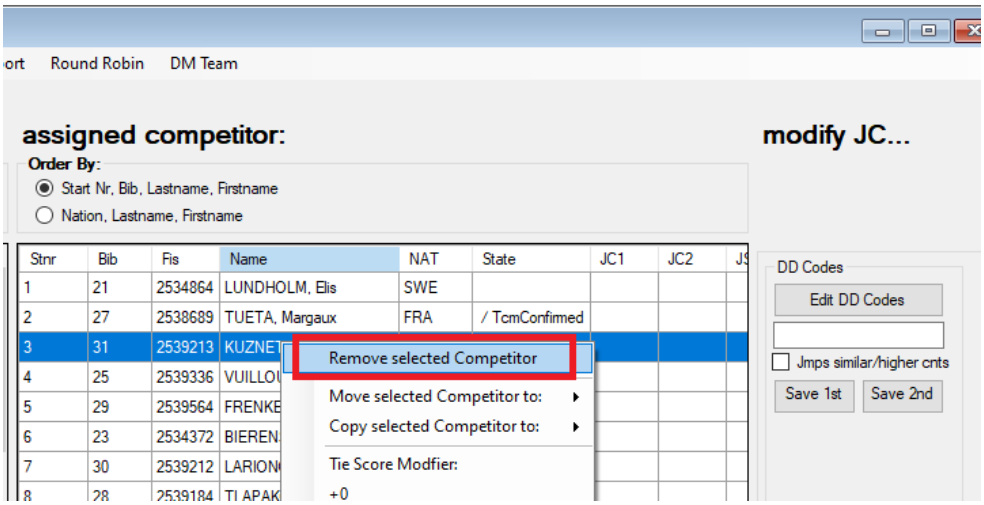
By double clicking a bib or a start number you can change them for the selected athlete.



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.



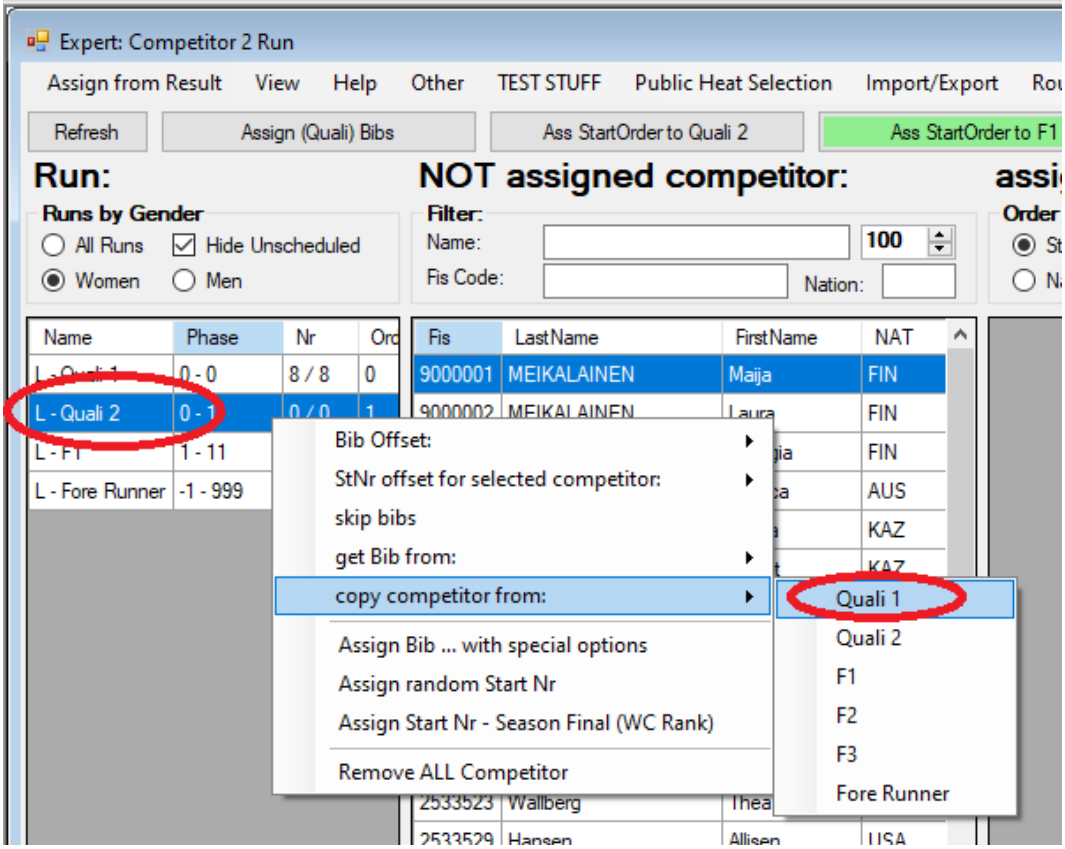
Copy competitors to 2nd qualification run in Aerials

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

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

- select the 2nd qualification run from the list on the left

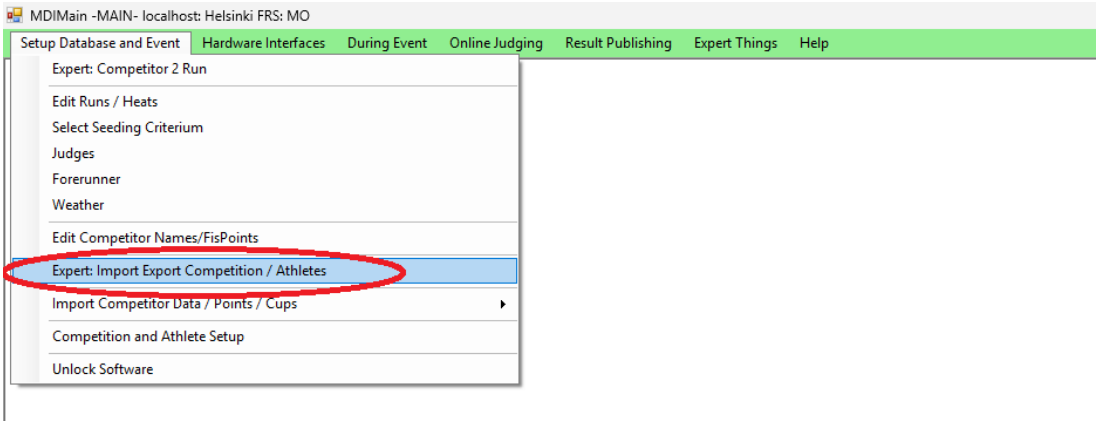
- right click and choose “copy competitor from:” and “Quali 1”



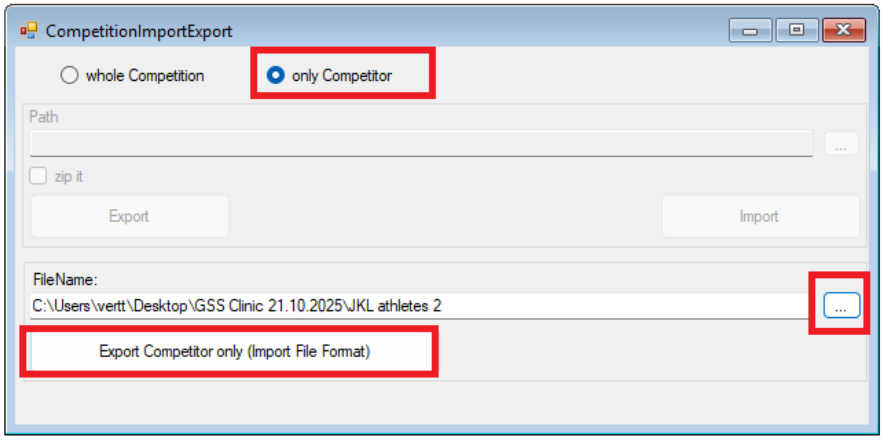
Export Competitors to a .csv File

Sometimes it's useful to export competitors to a .csv file. This may be the case when you want to transfer already assigned bibs from one discipline to another e.g. from MO to DM.

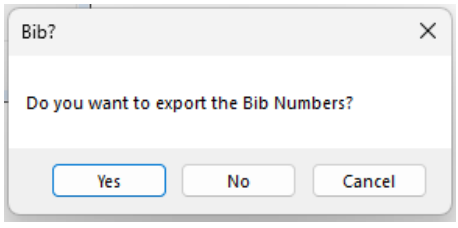
Go to "Setup Database and Event"
-> "Expert: Import Export Competition / Athletes"

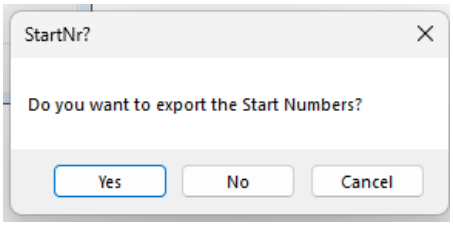


- select "only Competitor"
- choose file name and location by clicking the three dots
- export by clicking "Export Competitor only"



The program will then ask you if you want to include bibs and start order.

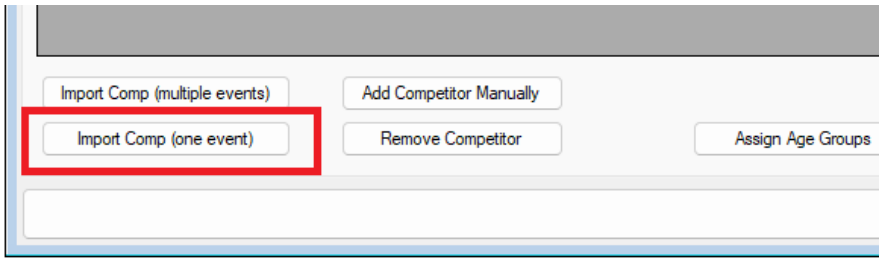




You can use the .csv file that you to import athletes to a different discipline, as explained earlier in the manual.

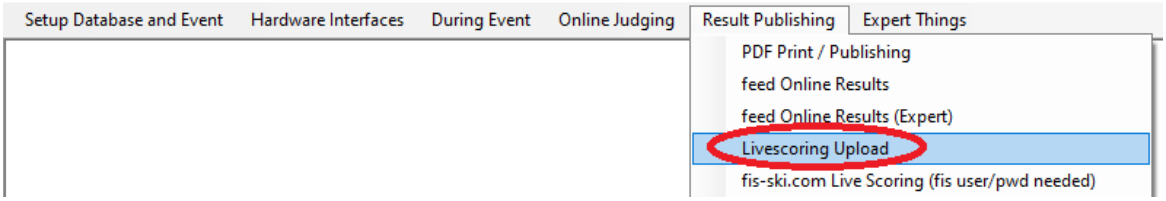
Go to "Setup Database and Event"
-> "Competition and Athlete Setup"

Choose "Import Comp (one event)" and select the .csv file, you have created.



Live Results

NOTE: This chapter explains how to use the built in live scoring system in the program. For FIS Live Scoring see the next chapter.

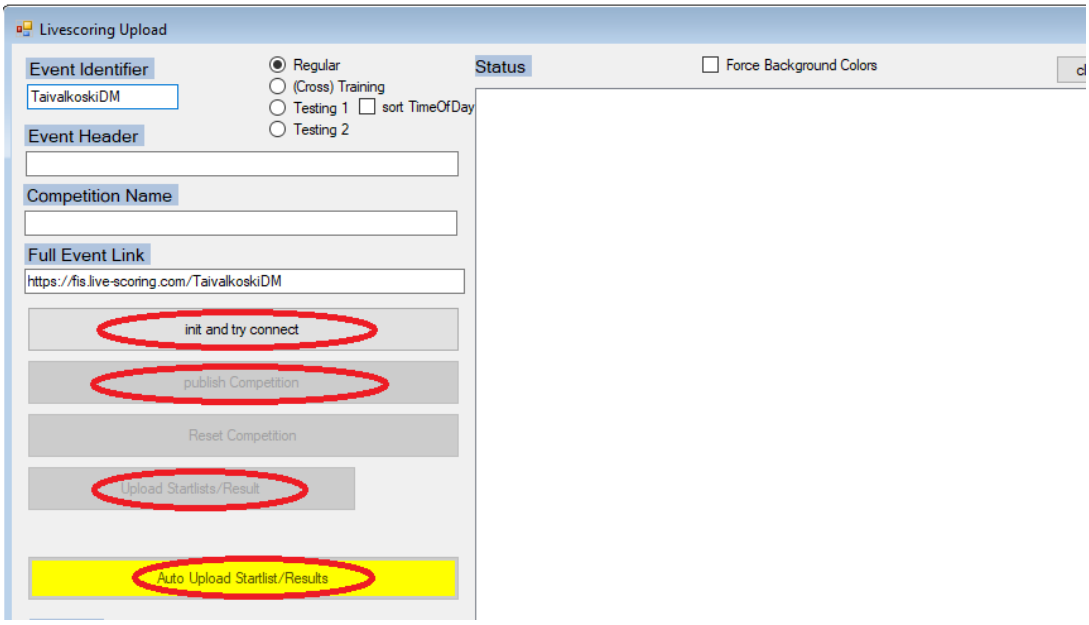


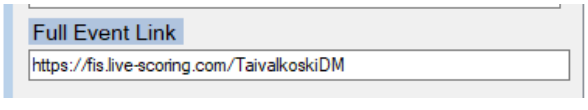
To set up the live scoring go to "Result Publishing" -> "Livescoring Upload".
A new window will open.

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 Indentifier” 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 indentifier again.

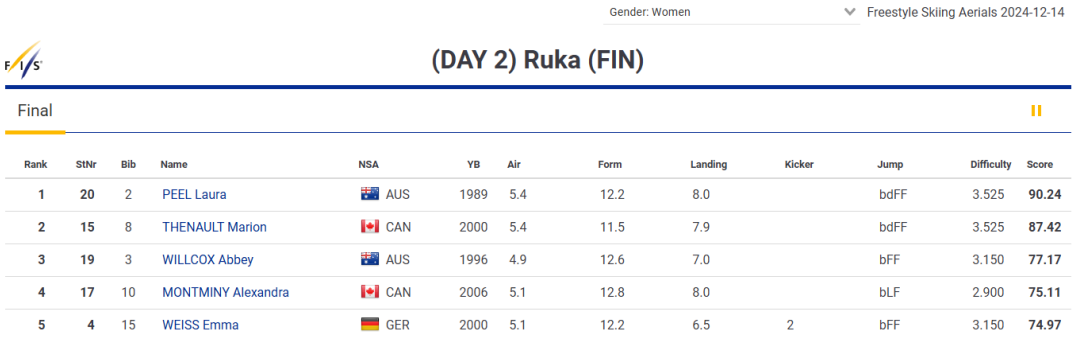




Under "Full Event Link" you will find the live scoring link the software generates for the competition. Share it with anyone who wants to follow live results from your competition.

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 recommended 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

(DAY 2) Ruka (FIN)

Final

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.

FIS Live Scoring

Create FIS live scoring account

In order to use the FIS live scoring you will need to request a Live Registration account. You can do this by sending the following information to it@fis-ski.com:

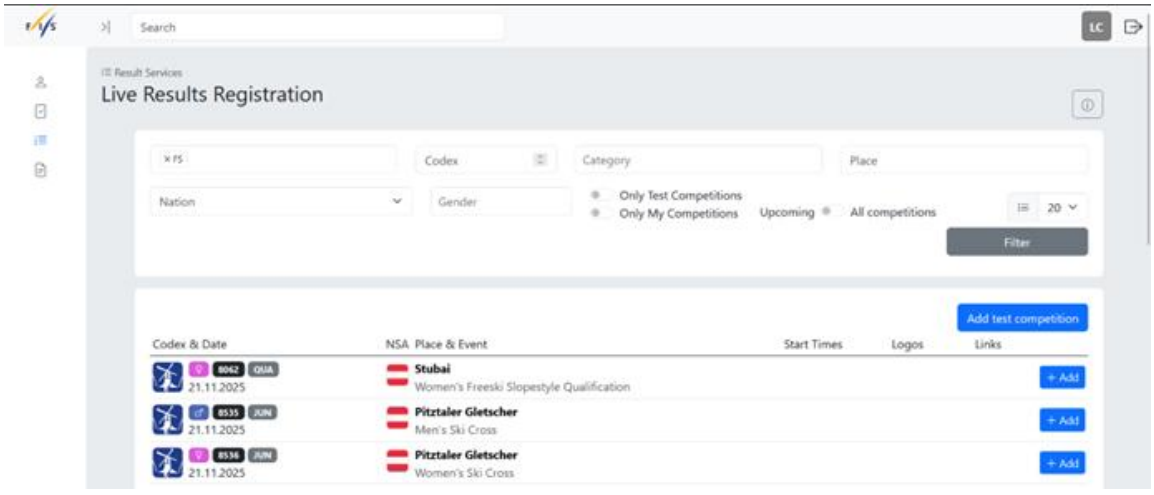
- name
- country
- address and telephone number (optional)
- email address that will become your username
- the FIS discipline you want to use the FIS live result system for

After your account is created you will be able to set up your password to be used for all competitions you manage on this website https://profile.fis-ski.com/

NOTE: For more detailed instructions on how to create a FIS live scoring account see Live Result Registration instructions in the FIS document library: https://www.fis-ski.com/inside-fis/general-fis-documents/timing-data#Live%20Results

Live results registration

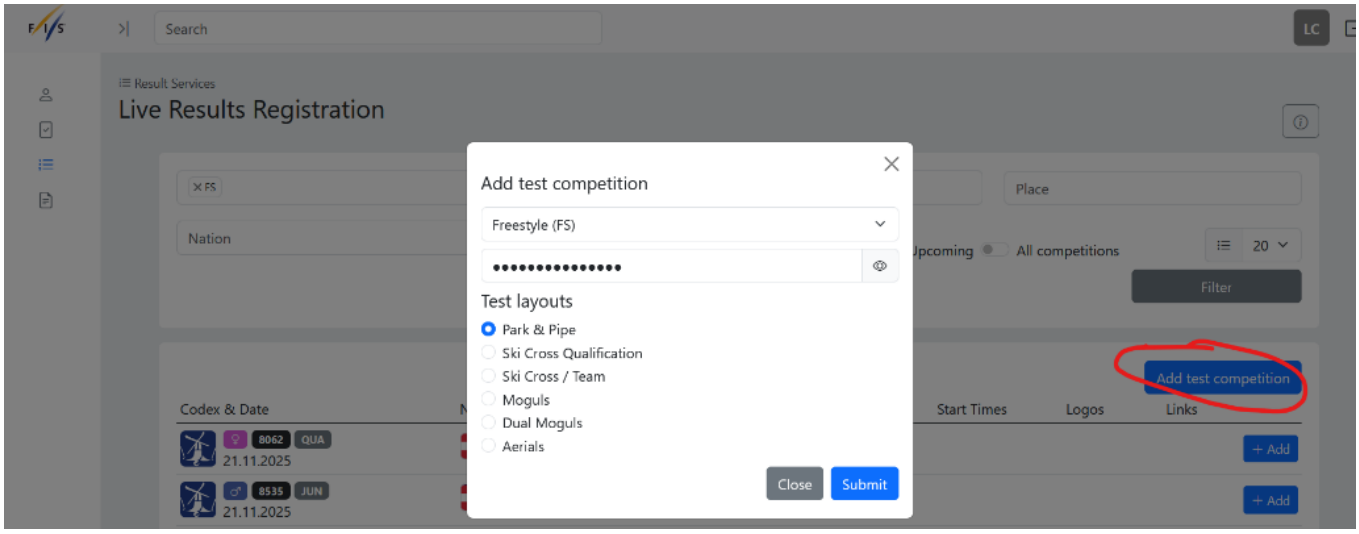
Before using the live results for your competitions, you need to register the competitions here: https://profile.fis-ski.com/results/live-registration



From the list of available competitions, find the one that you will work on and click “Add”. You will be asked for your password.

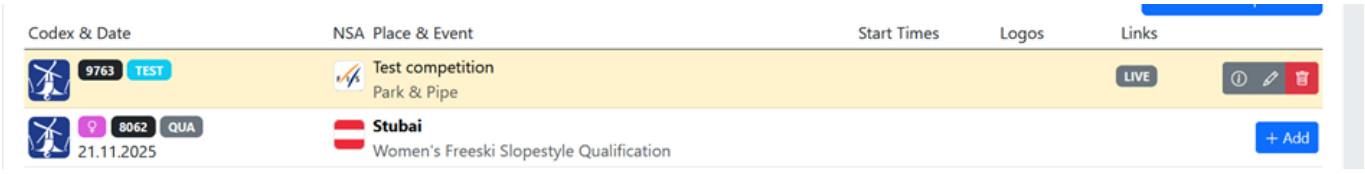
Adding a test competition

For testing purposes, you can create a test event by clicking on “Add test competition”.

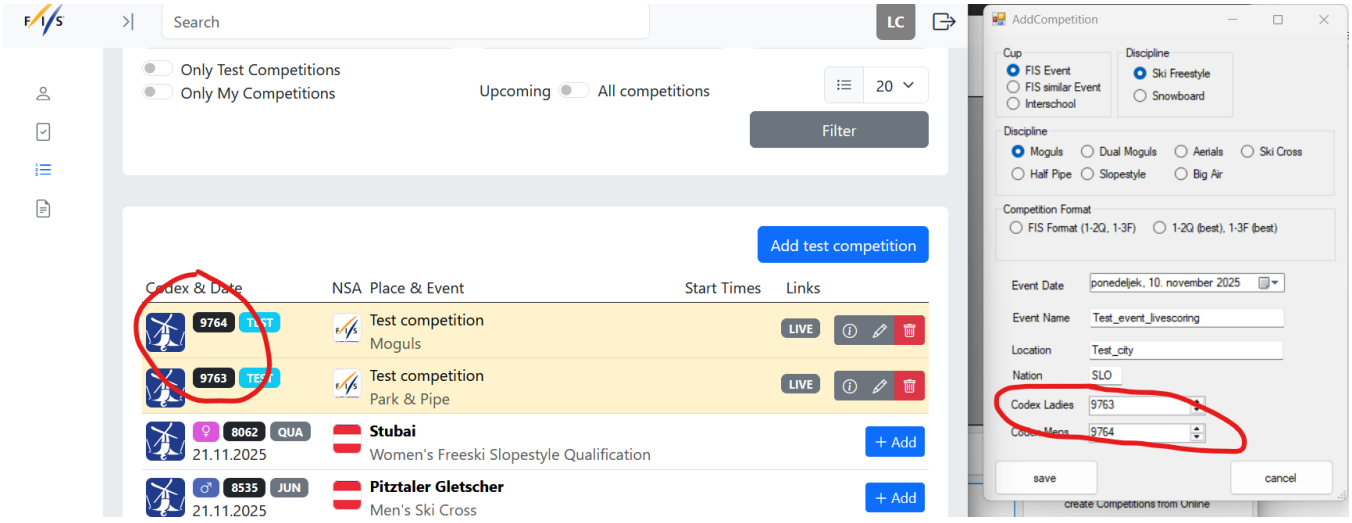


A window will open where you will be asked for your password, and you will need to select a discipline e.g. Moguls. To create a test competition, click “Submit”.

The competition should now appear among other competitions on the list:



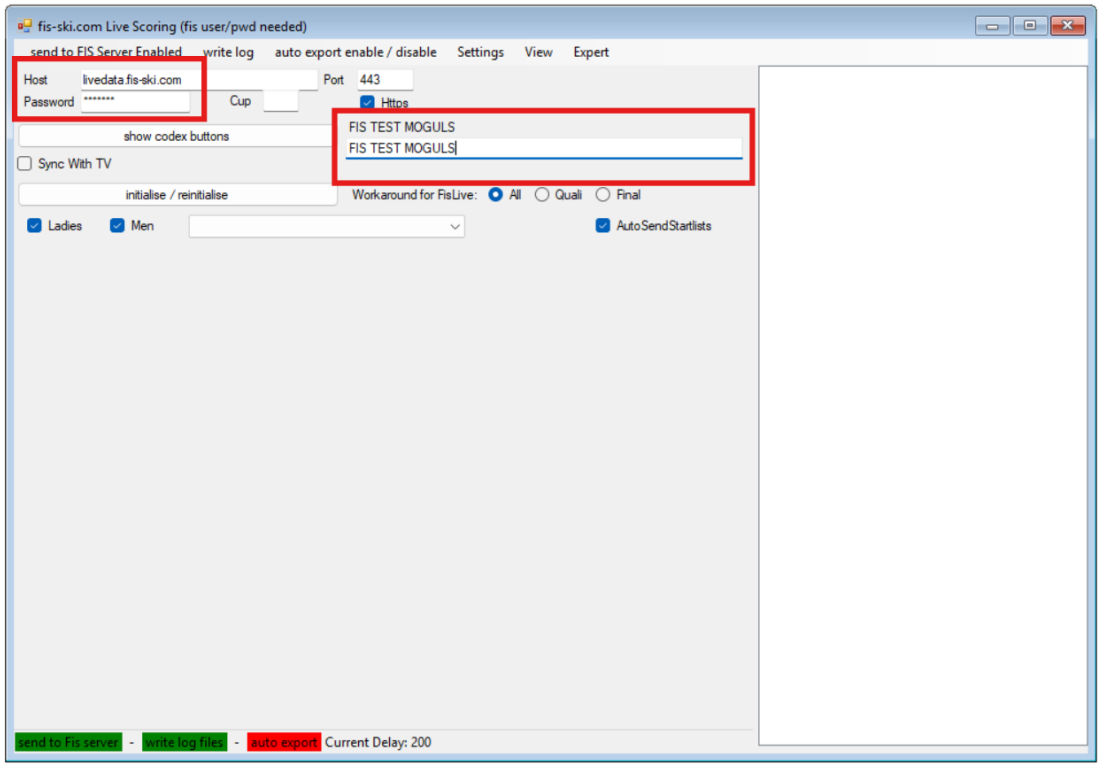
A test codex was created, which must match the codex of the event in the FSS software.



Running FIS Live scoring from the FSS software

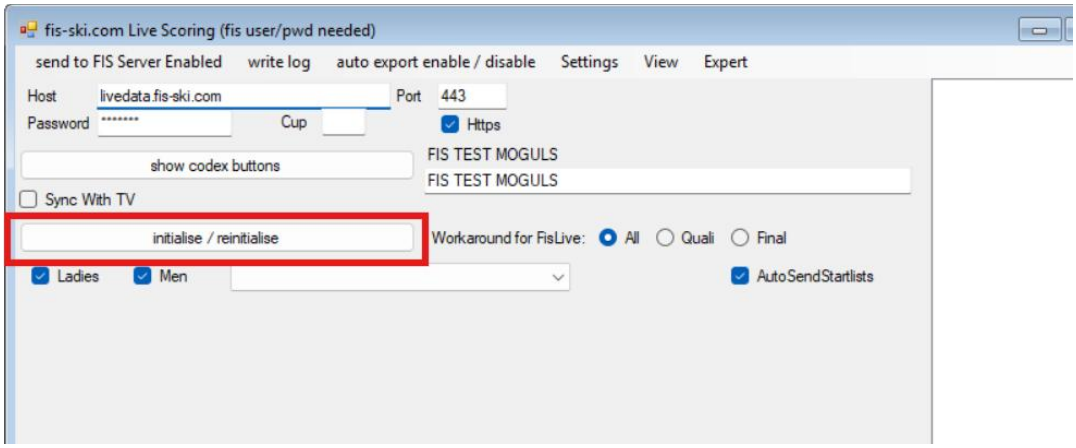
In the Freestyle Solution software go to the result publishing tab and select “fis-ski.com Live Soring (fis user/pwd needed)”:

This will open the live scoring window:

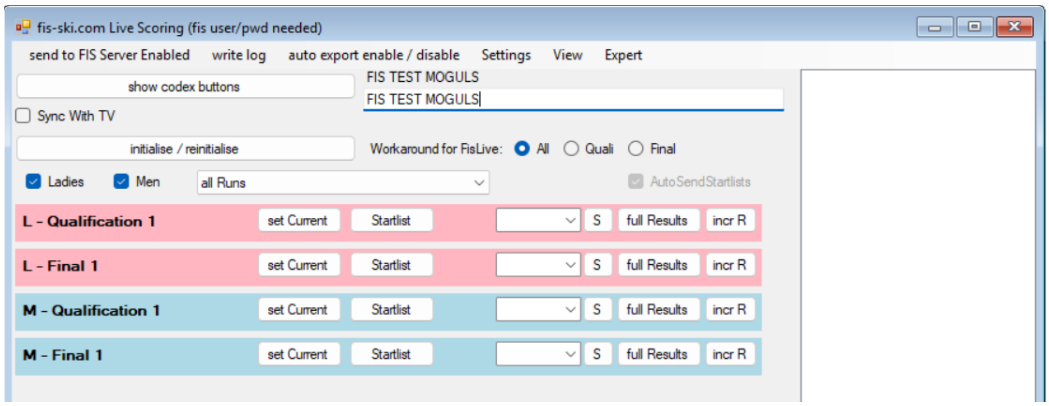


For the field “Host” enter *livedata.fis-ski.com*. In the field “Password” enter the password you used for the registration above. You can also specify a name for the competition to be displayed the live results page.

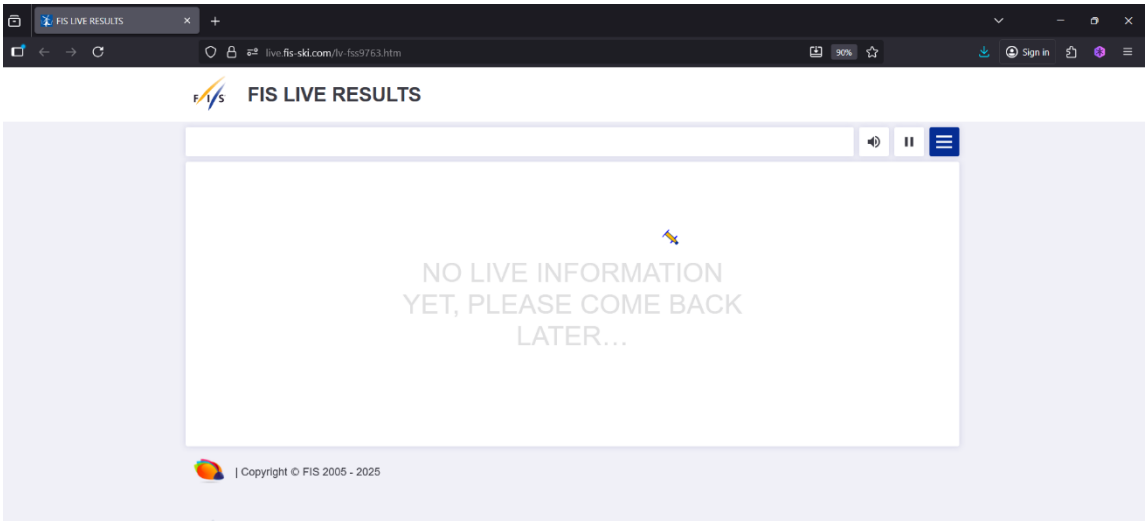
After filling in the information click “initialise/reinitialise”:



The window will change and all scheduled runs of the competition will appear:

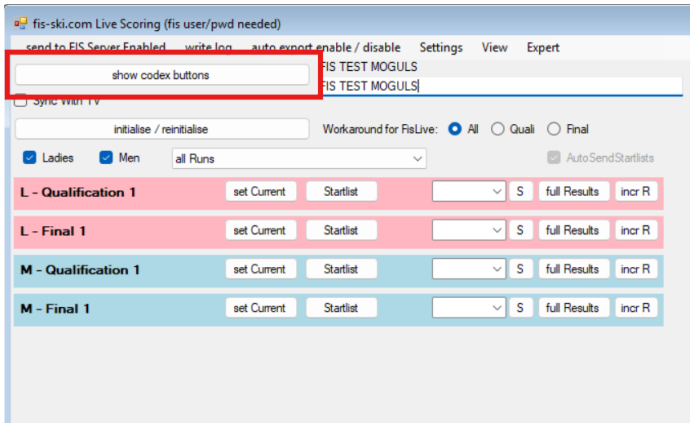


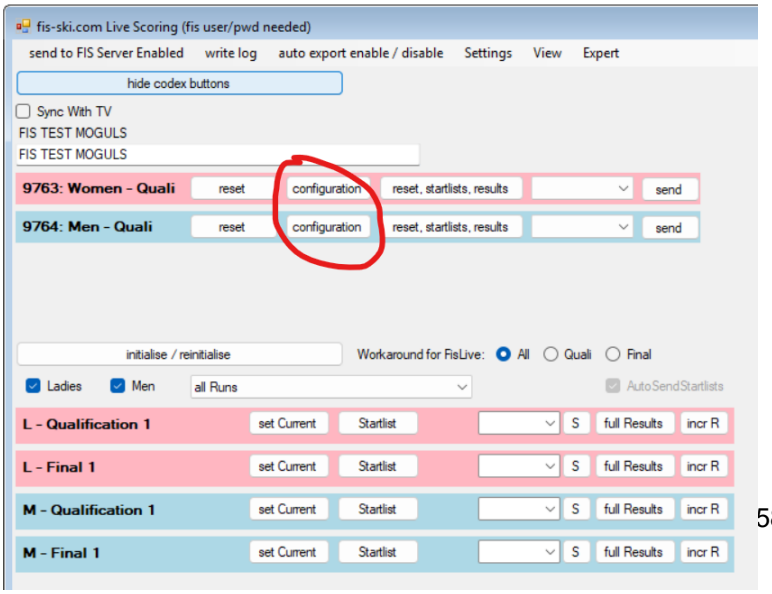
At this point, there is still no data on the live scoring page:



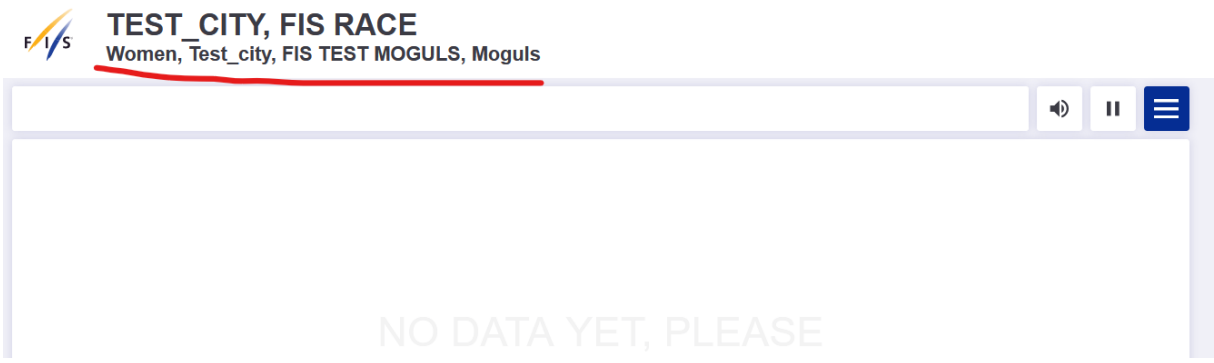
If you click “show codex buttons”, you will be able to send the competition configuration to the live scoring page by clicking “configuration” for each gender

NOTE: You might have to click twice on the “show codex button” to see the genders.

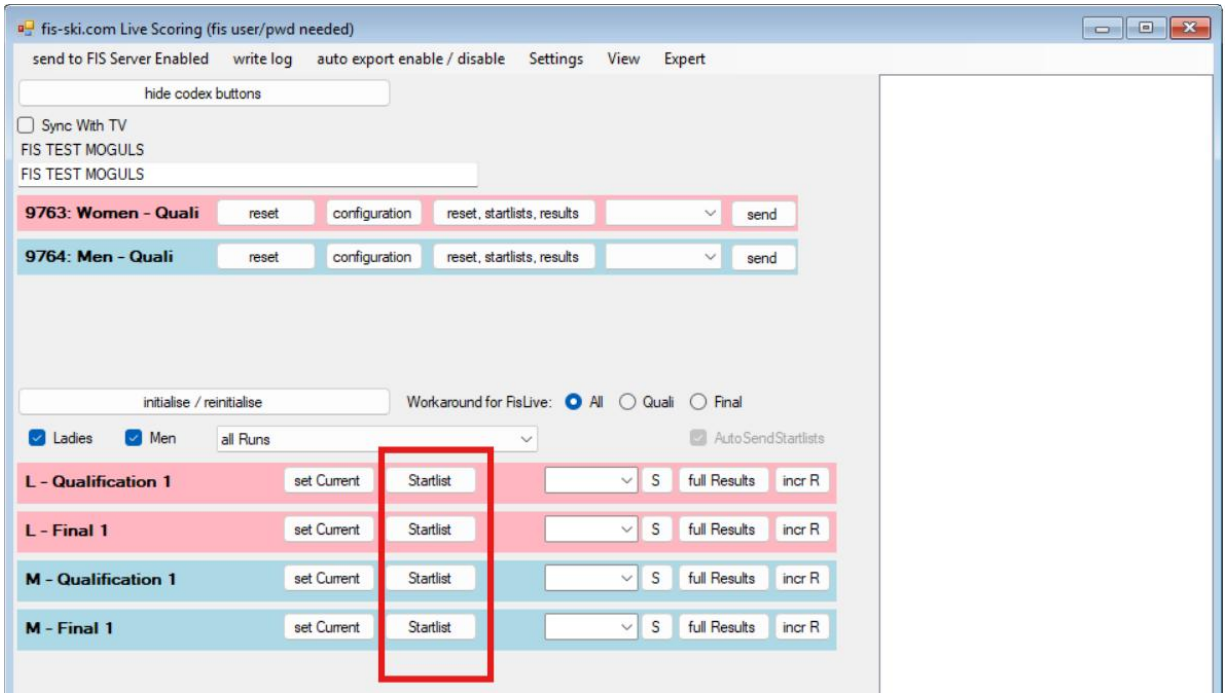




Clicking “configuration” will update the basic information on the live scoring page:

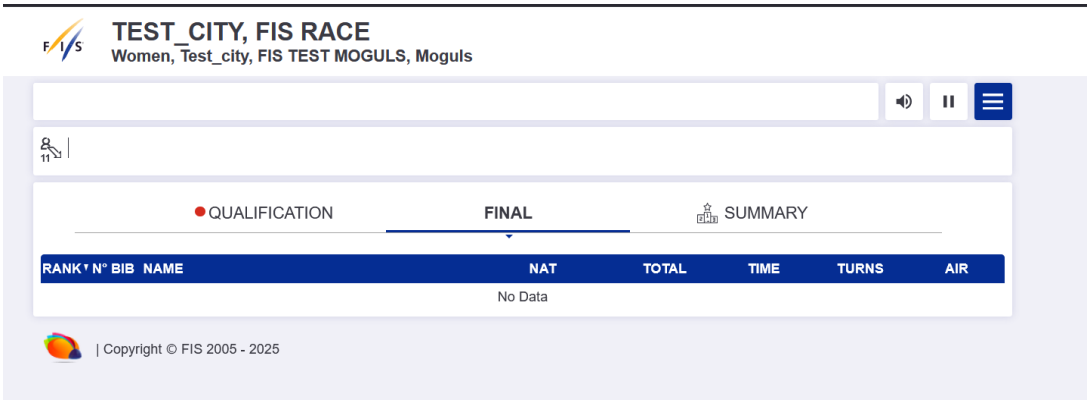


You can upload the start lists by clicking “Startlist” for each of the runs:



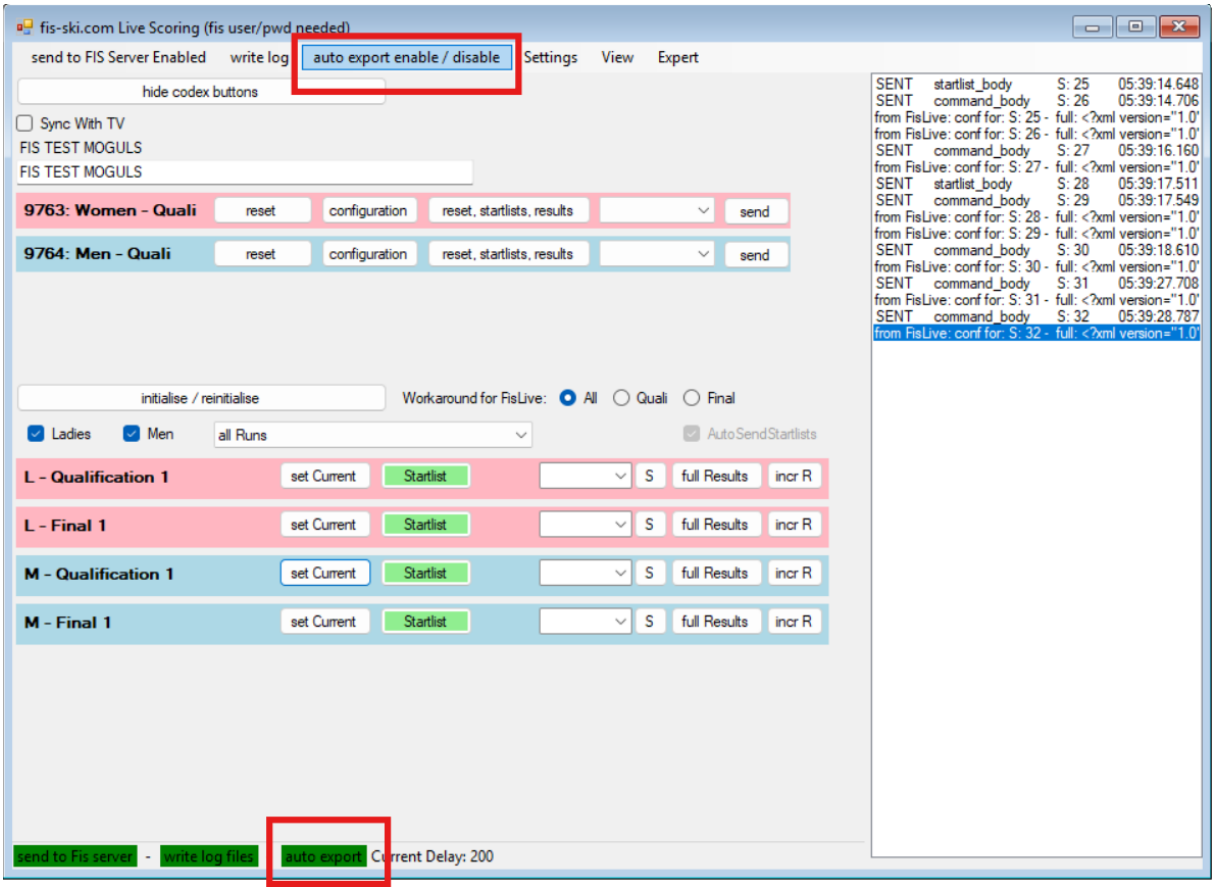
This will update the live scoring page to include the start lists

NOTE: You won't see the final start list until you create it in the FSS software after the qualification run is finished.



Clicking "set Current" in the FSS software will move the red dot on the live scoring page to that run.

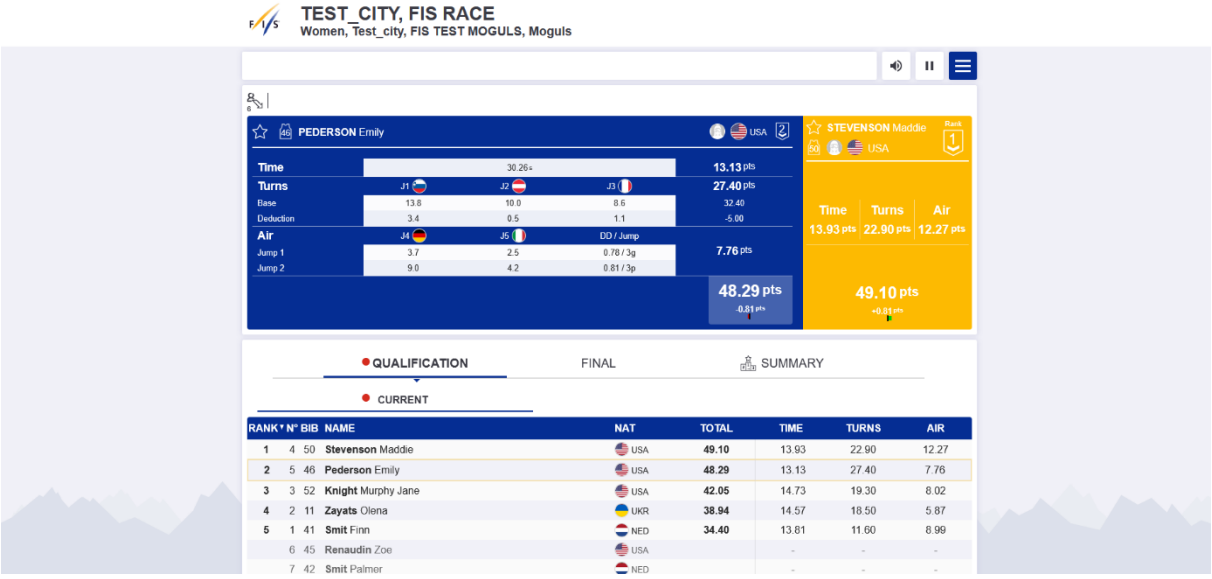
If you want the results to be automatically updated during the competition (which is recommended) you can select "auto export enable / disable". The "auto export" indicator at the bottom of the window should turn green.



Now you are ready to run the competition, and the scores should be automatically updated on the live scoring page.

In the window “Current Run and Scoring – Advanced User…” make sure that you choose “Running” for the current run:

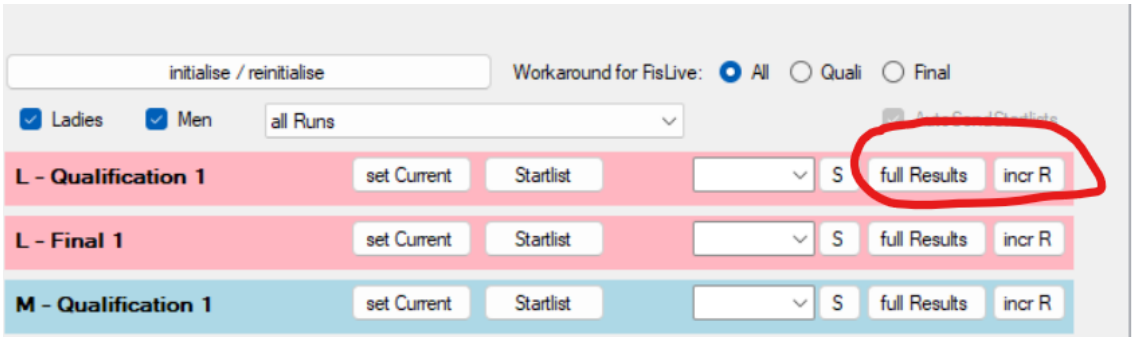
The results will then automatically update for each of the athletes once the scores are validated:



Some known issues

It may happen that the results will not be updated automatically, even if you have auto export enabled (see above) and even if your run is set to “Running” in the window “Current Run and Scoring – Advanced User…”.

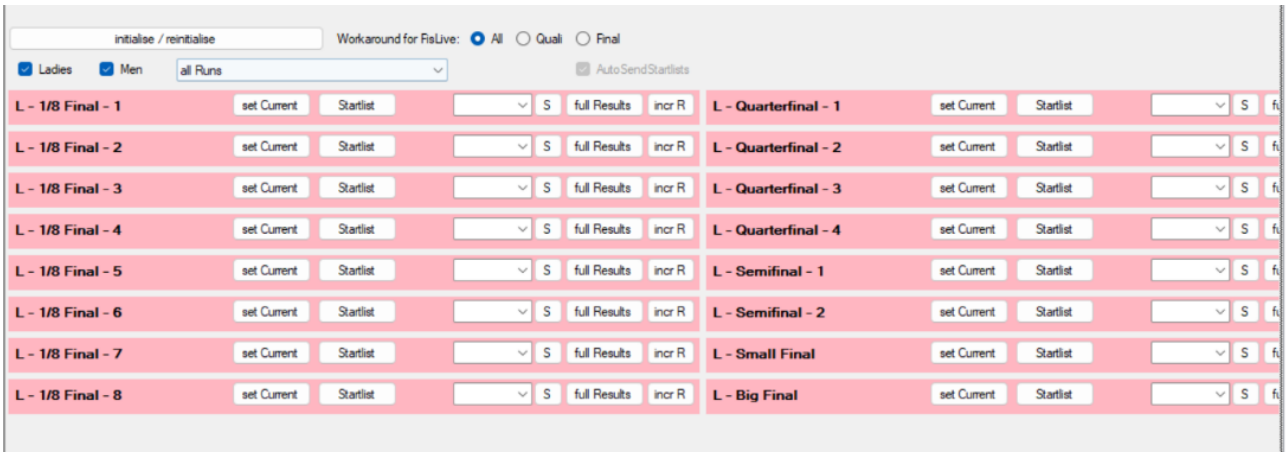
In most cases the reason lies in the FIS live scoring server. In that case you will have to update the results manually. You can do that by choosing either “incr R” or “full Results”:



The first one will send only the latest result if the results have changed from the previous state and the second one will upload all results that are available.

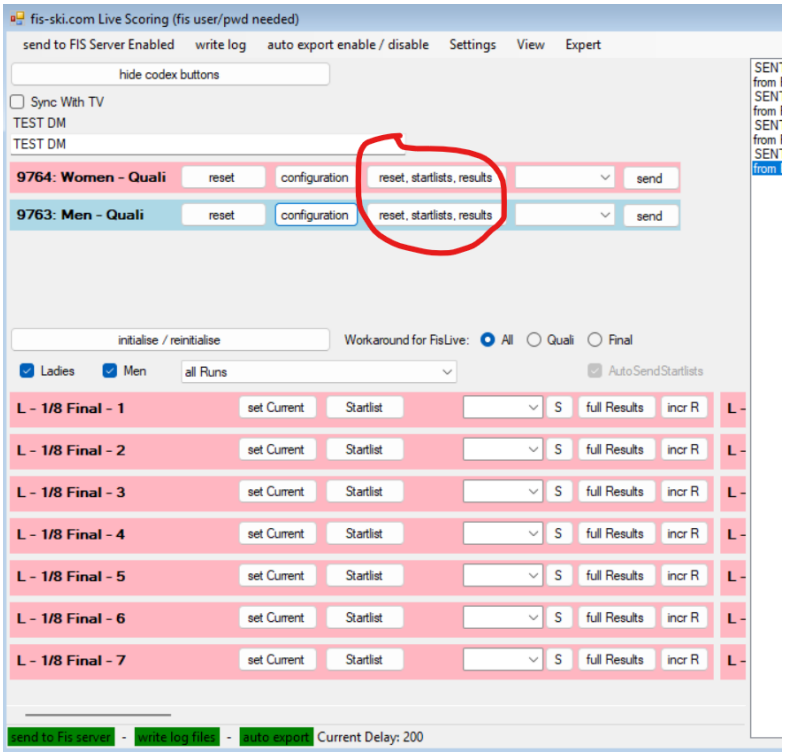
Dual Moguls

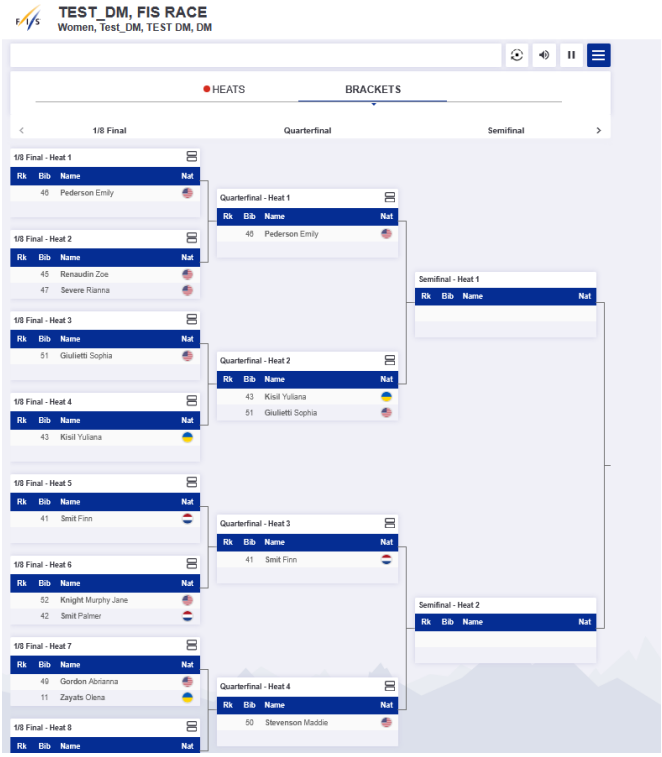
For dual moguls the initial steps are the same. The only difference is that you will now see all the heats in the live scoring window:



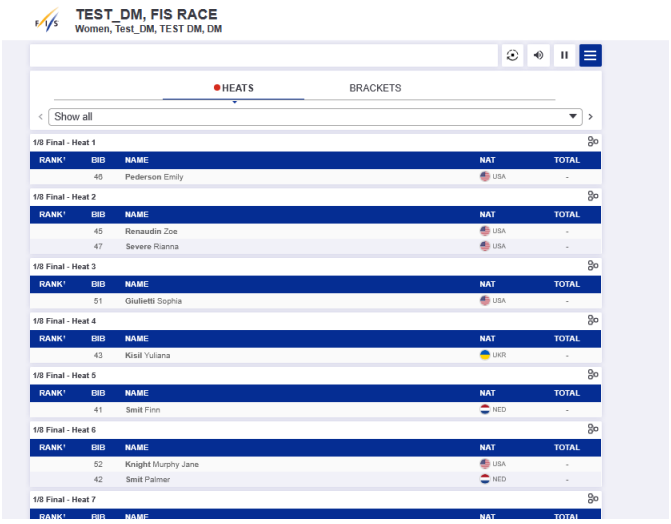
You could take the same approach as for an MO event and press “Startlist” button for each heat to upload the competitors. However, that is not recommended, because it will take a lot of time.

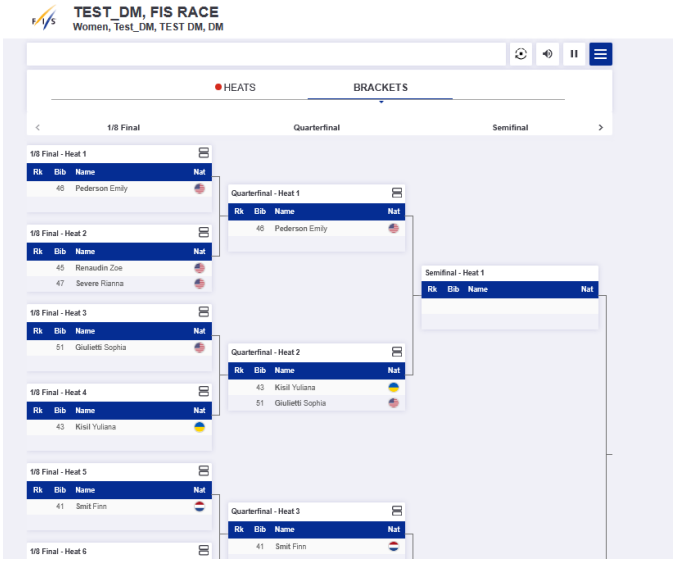
An alternative is to click “reset, startlist, results” which will upload all the competitors and assign them to appropriate brackets.



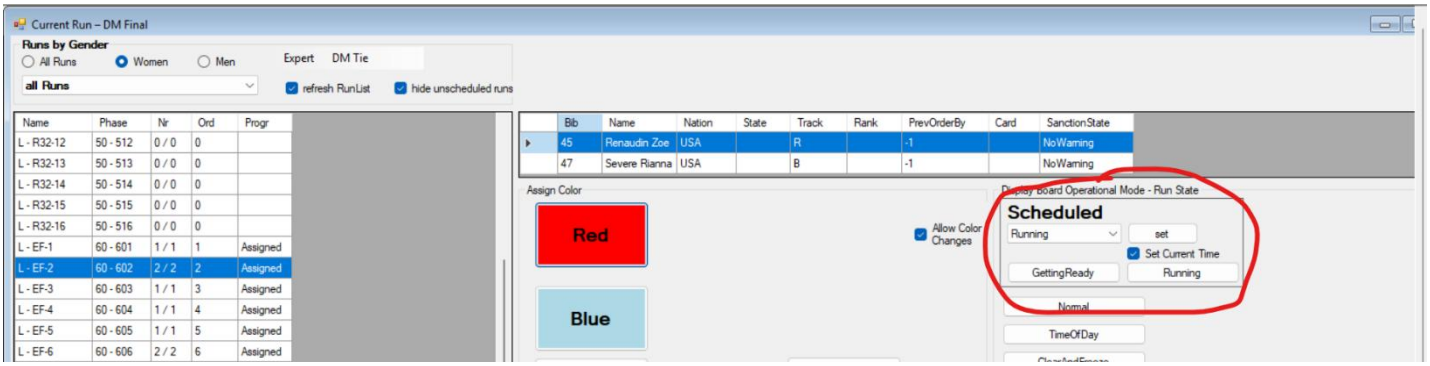


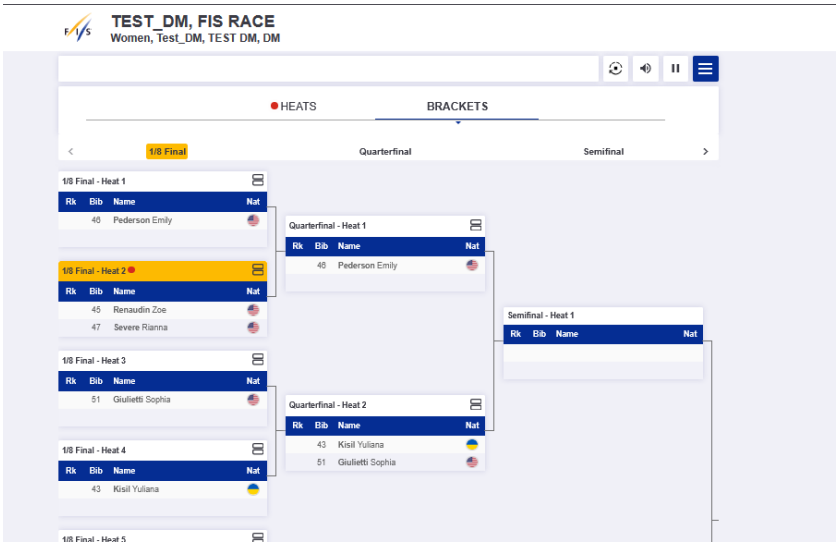
You have the option to view either heats or brackets on the live scoring page.





If you have auto export enabled (same as with MO) and run state set to “Running” (see below), the results should be updated automatically, and the current heat should be highlighted. If this does not work you can update the results manually for each heat as in MO.

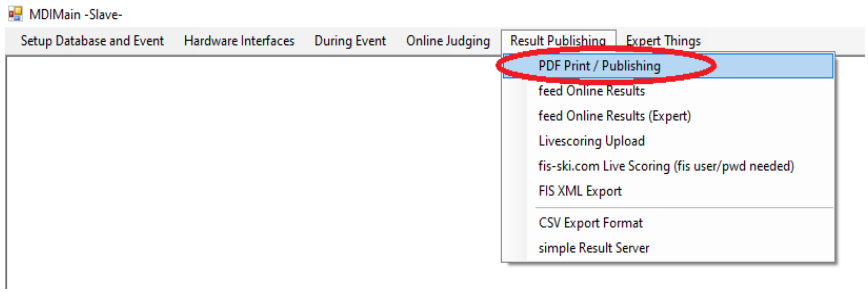




Result Publishing

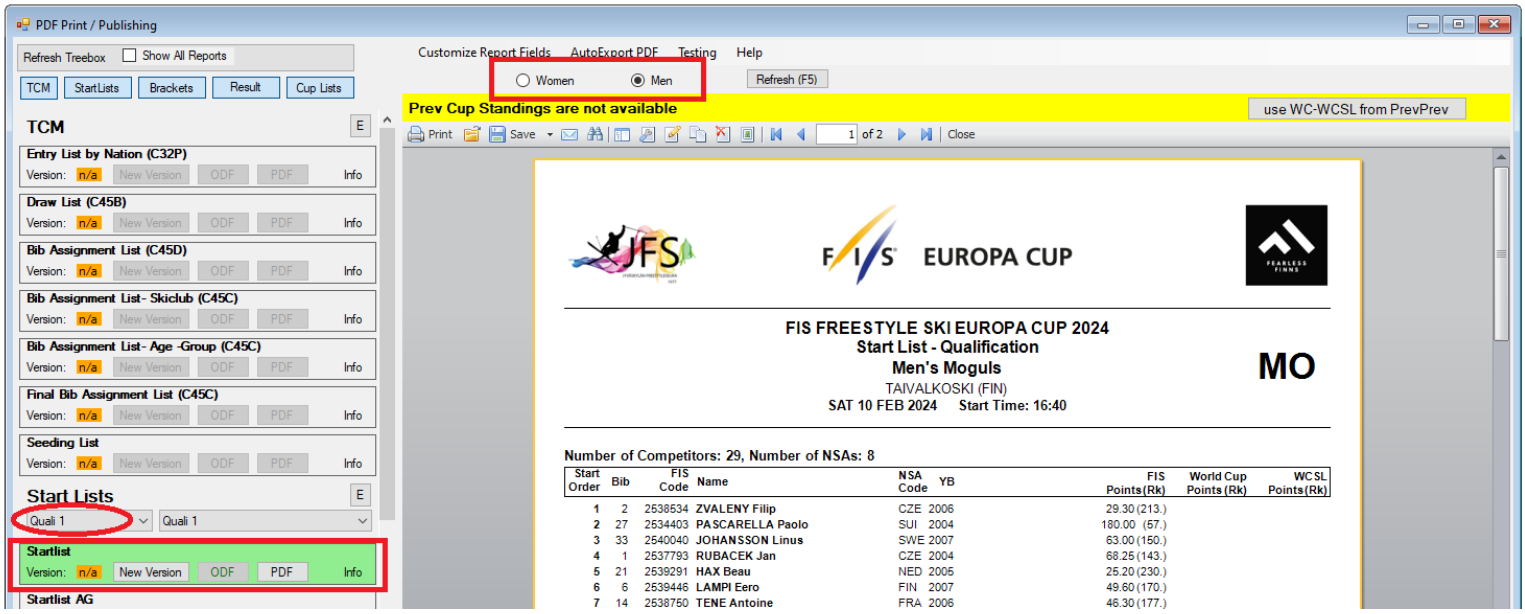
Print and generate .pdf files

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

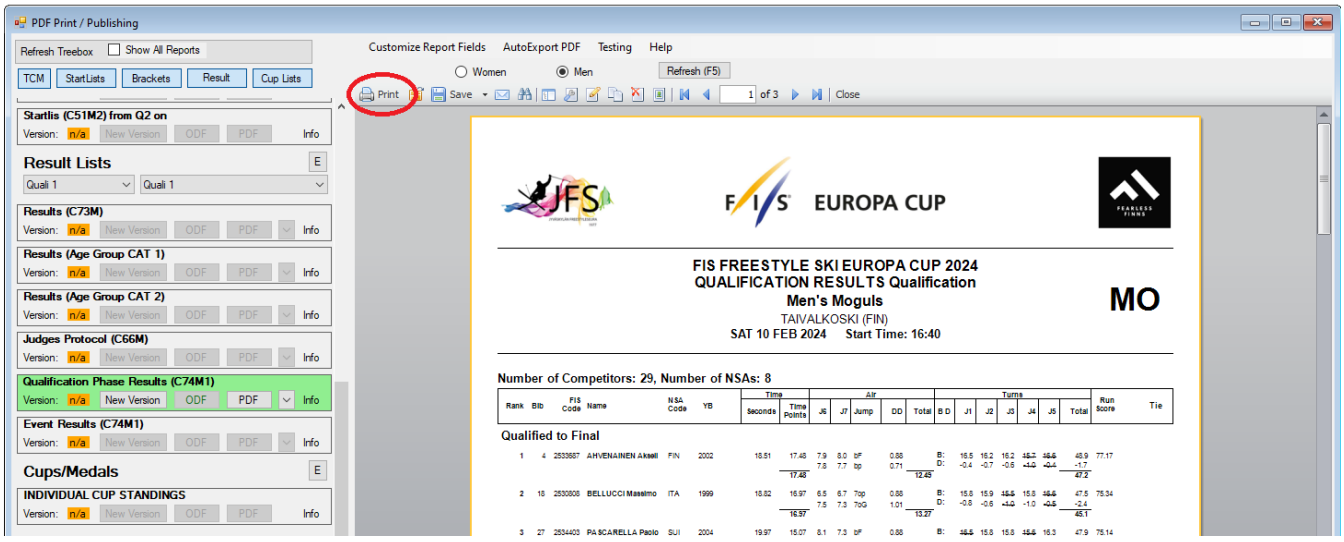


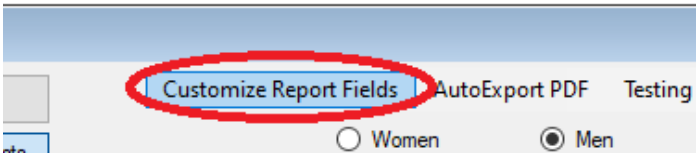
By clicking on the Buttons “TCM Lists”, “Start Lists”, “Result” and “cup List” on the top left you can show and hide the respective documents on the list.

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

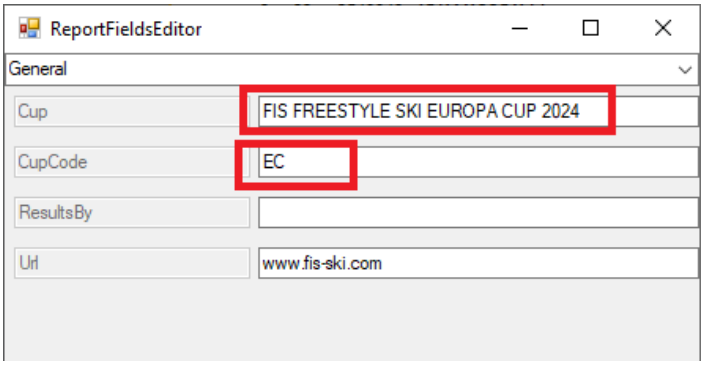


You can print the list directly without saving a pdf file first.





Select “Customize Report Fields” to open “ReportFieldsEditor”.



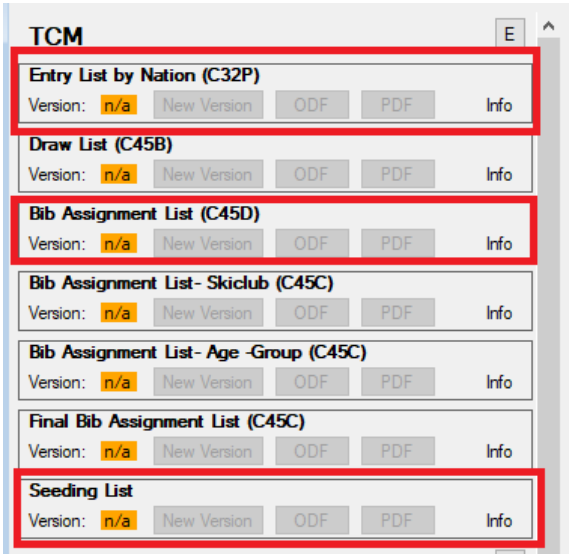
In “ReportFieldsEditor” you can edit the name of the competition or cup that will appear on all pdfs.

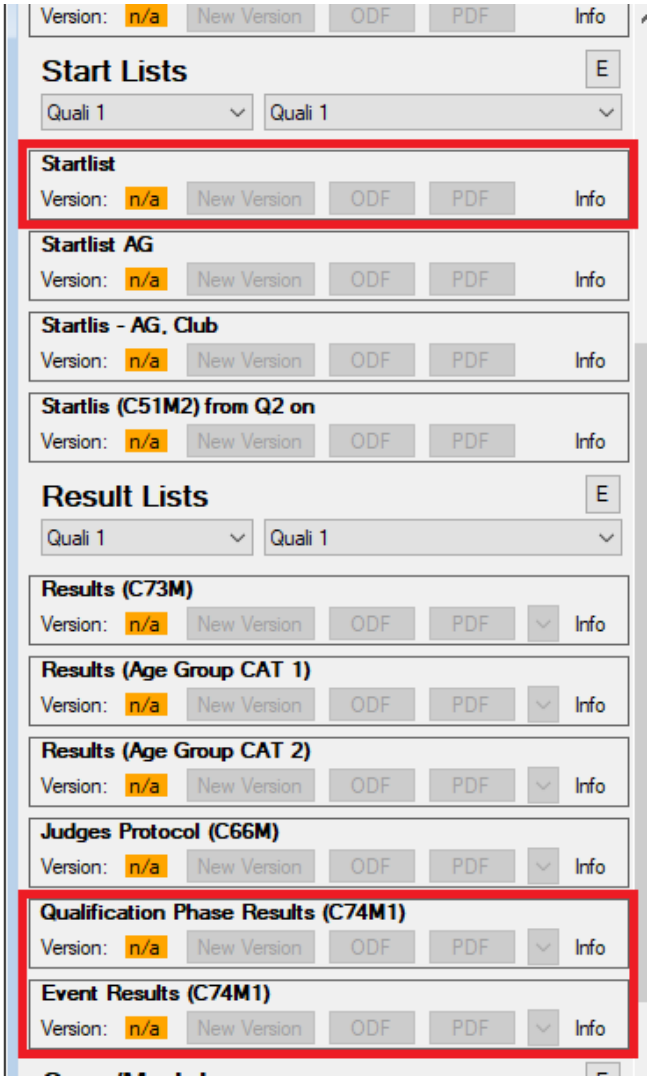
In Europa Cup write for name “FIS FREESTYLE EUROPA CUP 20XX”

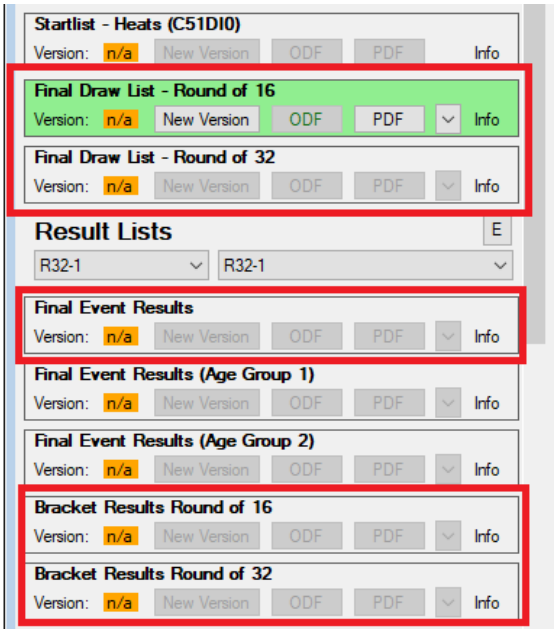
You can also select the cup code.

NOTE: If you have problems generating pdfs, choose cup code “WC”.

Here are the pdfs you usually need in a competition:

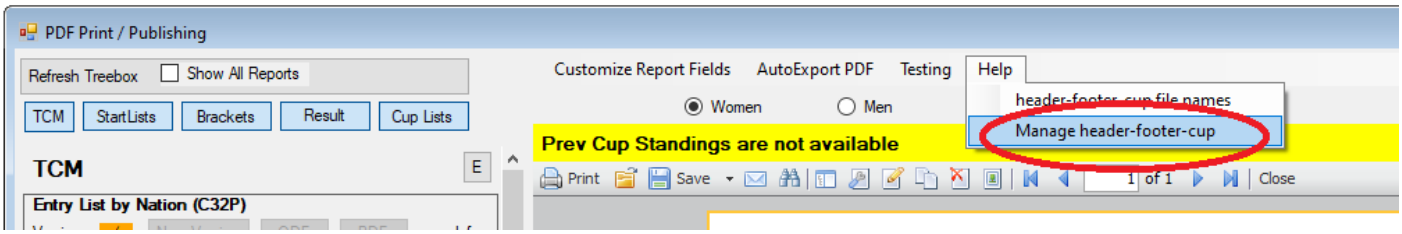




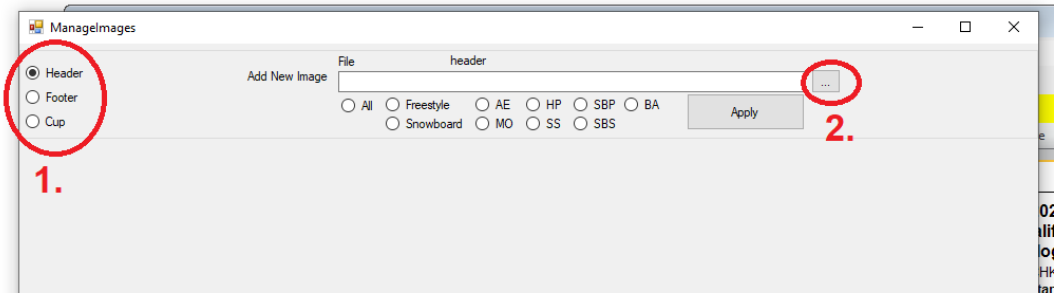


Add logos to pdf results

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

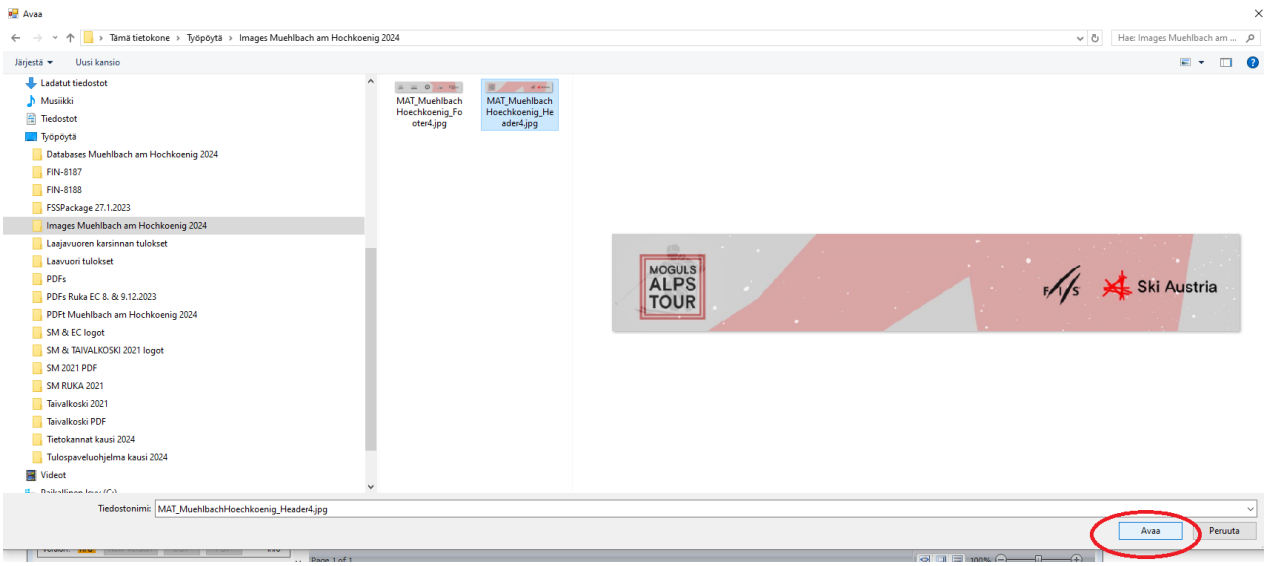


Another window will open. Select first "Header", "footer" or "Cup" (logo next to the event title), then click the 3 dots "…" on the right.

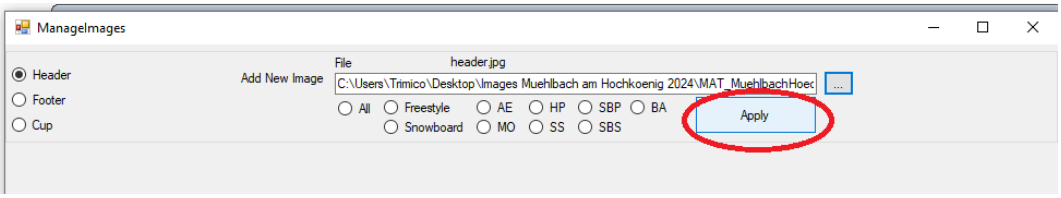


Select the picture file that you need.

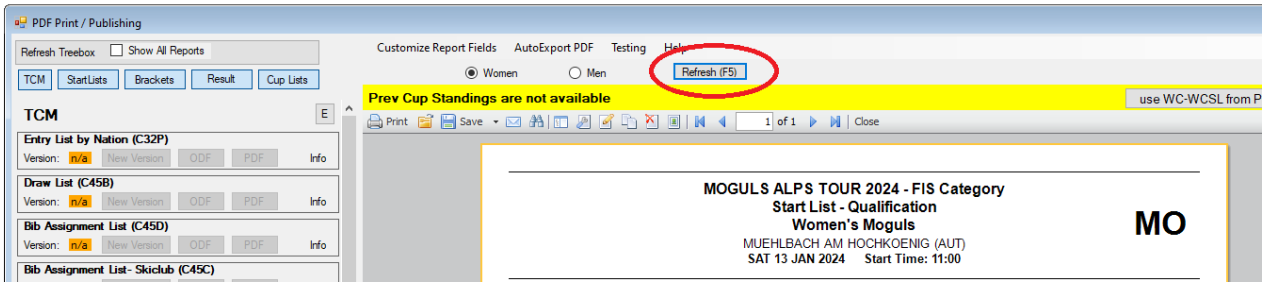
NOTE: Both header and footer must be sized 2291 x 354.



Click "Apply"



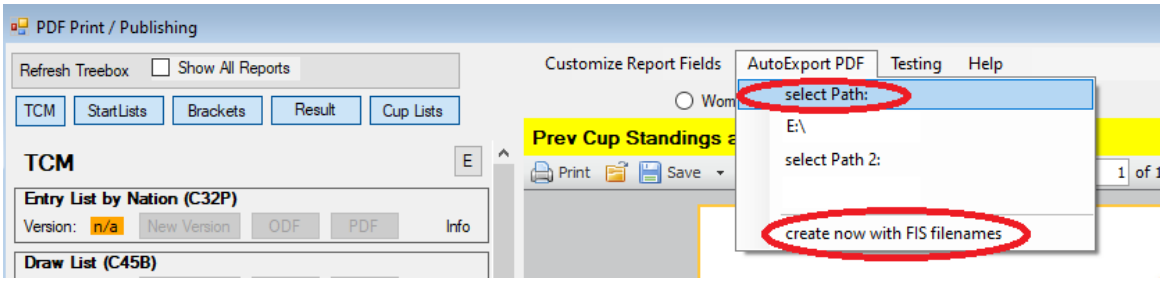
Once you click "Refresh(F5)" the graphic will show up on all documents.



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".

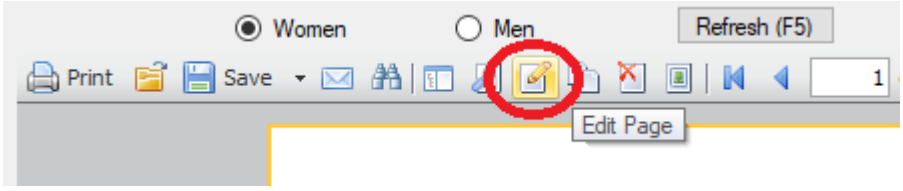


You can also choose "Save" or "Print" -> "print to pdf", but then you need to name the file manually.

How to edit a pdf file

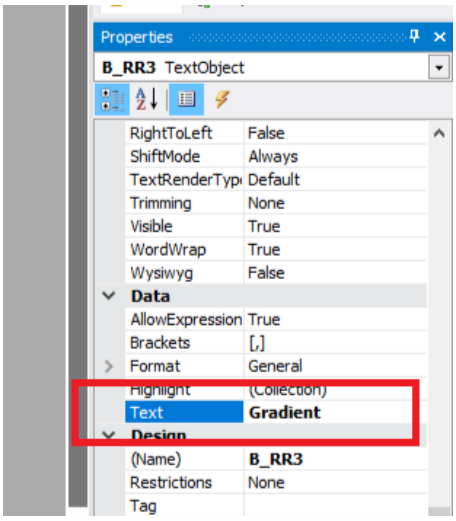
In some cases, you must edit the pdf files:
- If you import Continental Cup standings as World Cup, you will find "World Cup Points" instead of "Europa Cup Points" in some pdfs
- If the course length or gradient is missing from the result pdf
- If the descriptions of judges' assignments are not correct

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 you need to send them to Kathrin Hostettler of FIS, who will upload the files.

- send the pdfs by email to hostettler@fis-ski.com

NOTE: Make sure the files are named correctly before you send them to Kathrin Hostettler.

The pdf files must be named according to a specific FIS format, and the program should name them 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.

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:

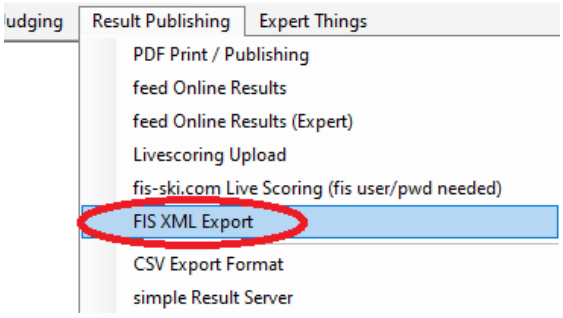
Moguls and Aerials:
- Startlist for qualification
- Results from qualification
- Startlist for final
- Final results (final + those who didn't qualify)

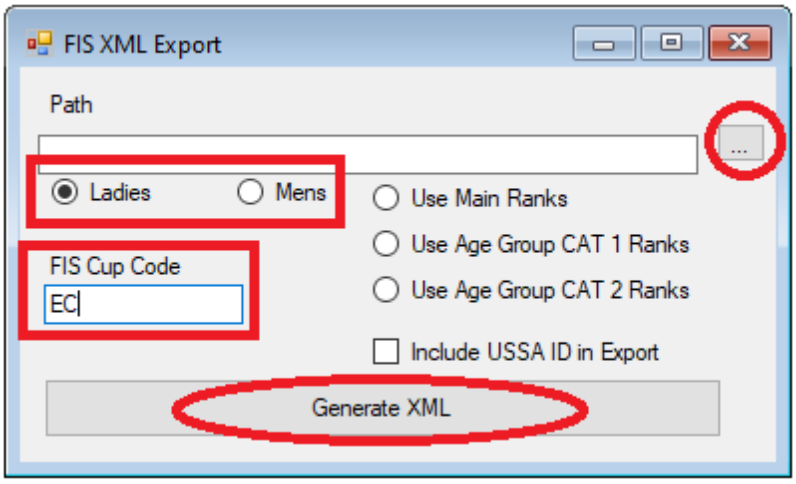
Dual Moguls:
- startlist (brackets)
- final result list
- final result brackets

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 three 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

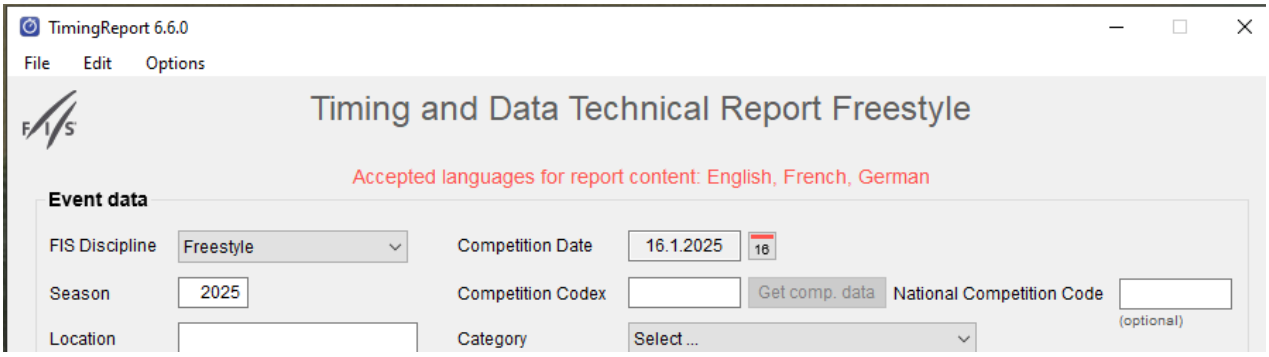
Timing Report

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.

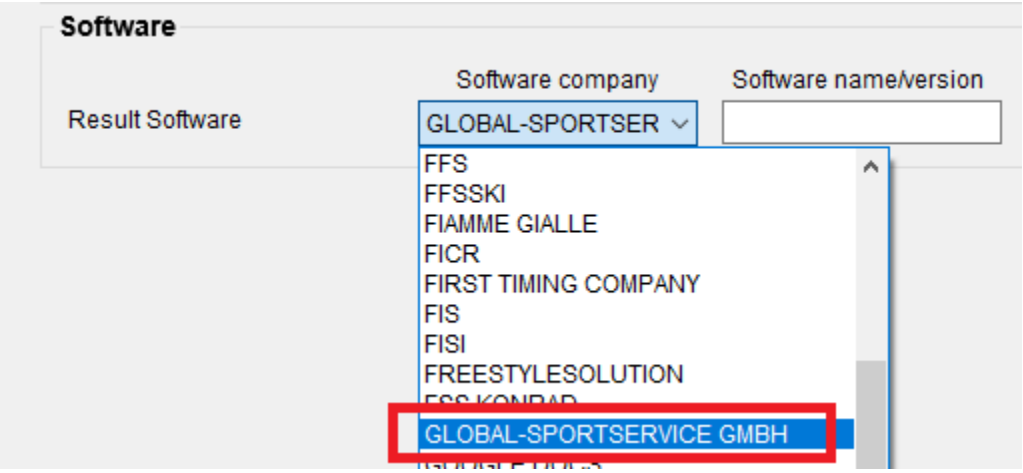
In order to create the report, download the Timing Report software from the FIS website and install it on your computer:

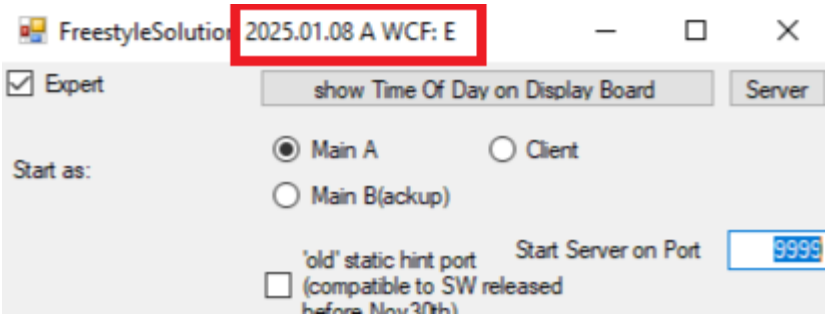
https://www.fis-ski.com/inside-fis/general-fis-documents/timing-data#Timing%20Report

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.

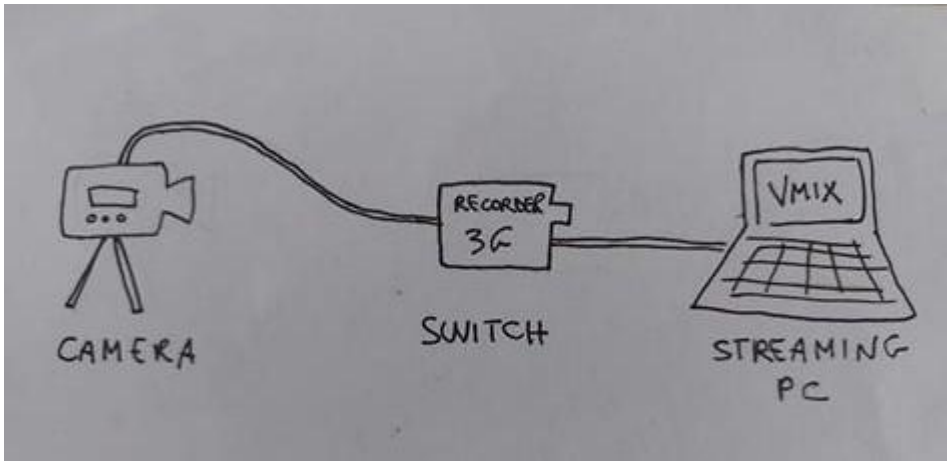
- send an email to **results@fis-ski.com**
- write as subject *nation* + *competition codex,* for example: FRA1234
- attach the xml

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

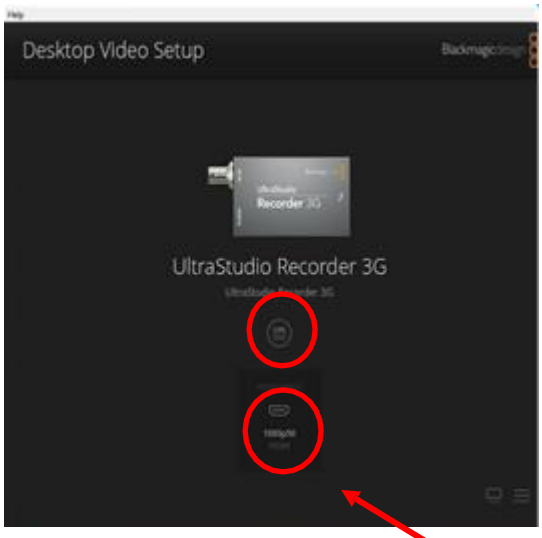
Vmix

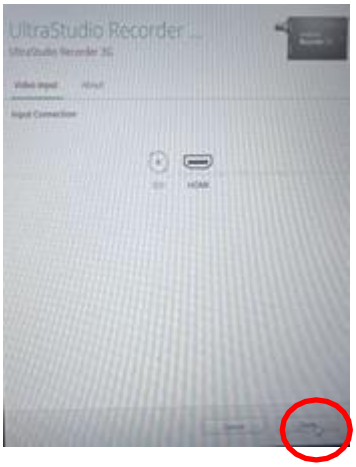
VMix is the streaming program for online judging.

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.

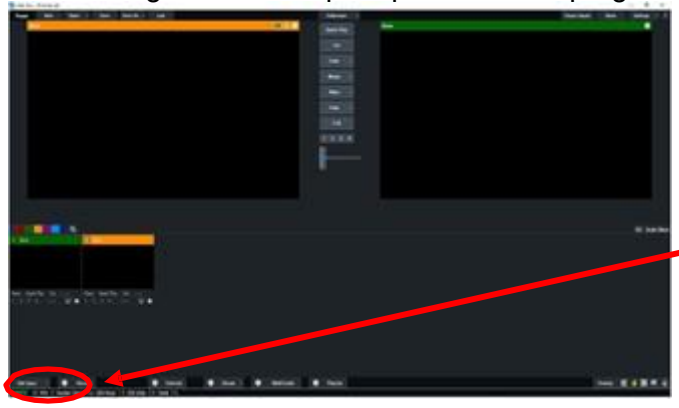




check the resolution

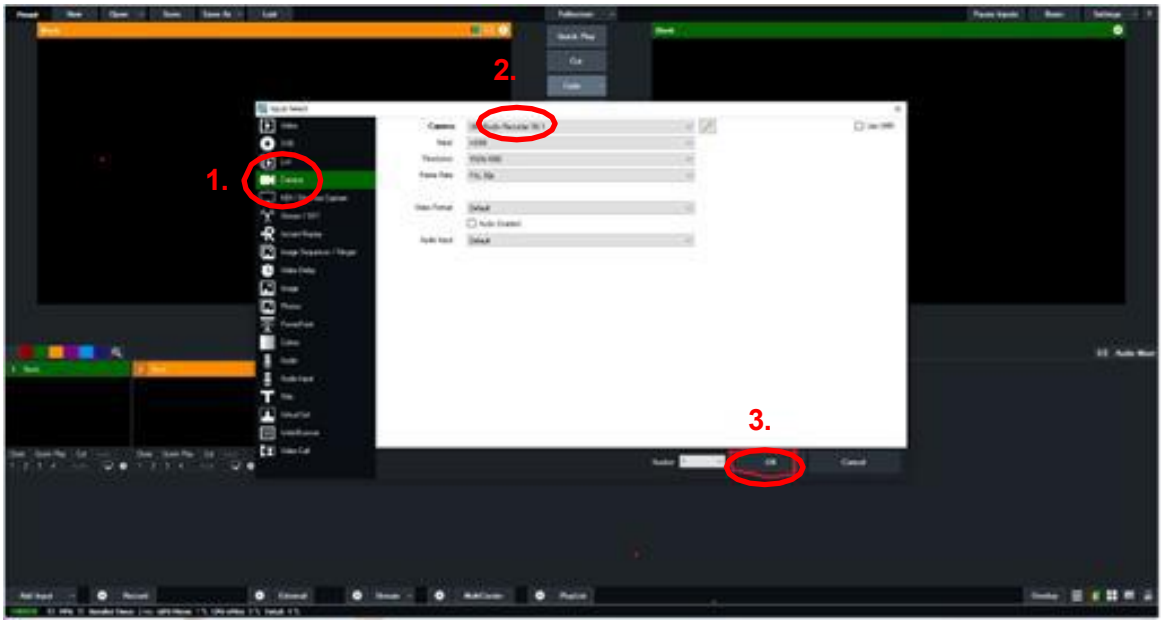
When you open Vmix this window will open.
Click on “new”: all the settings are going to be saved, click on “last”: you get the last saved setting.

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

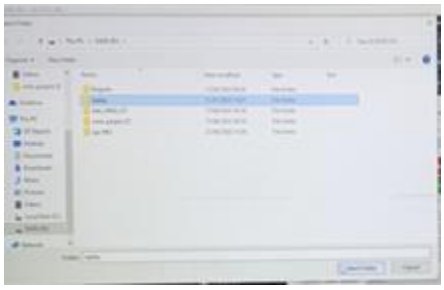


Click on “Add Input” (bottom left)
→ next window will open.

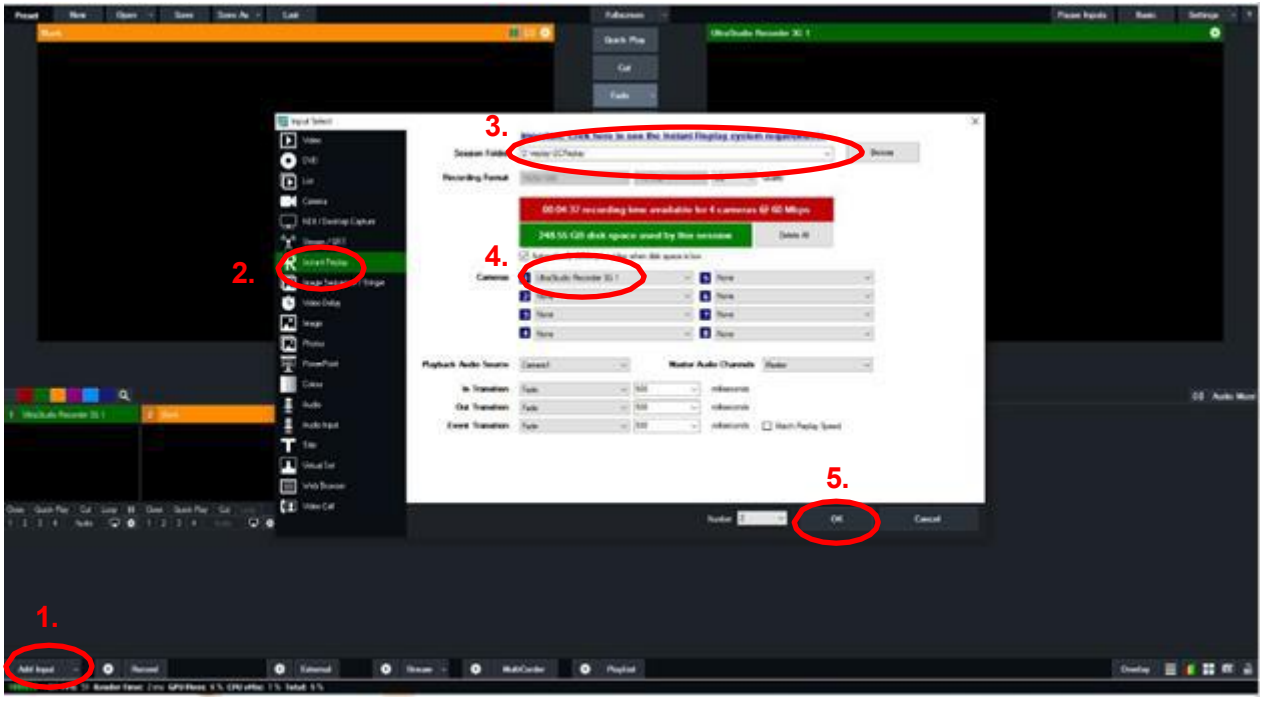
➔ click on "Camera"
➔ Choose “UltraStudioRecorder 3G”
➔ Click “ok”
Resolution and Frame rate has to be the same!



➔ 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”

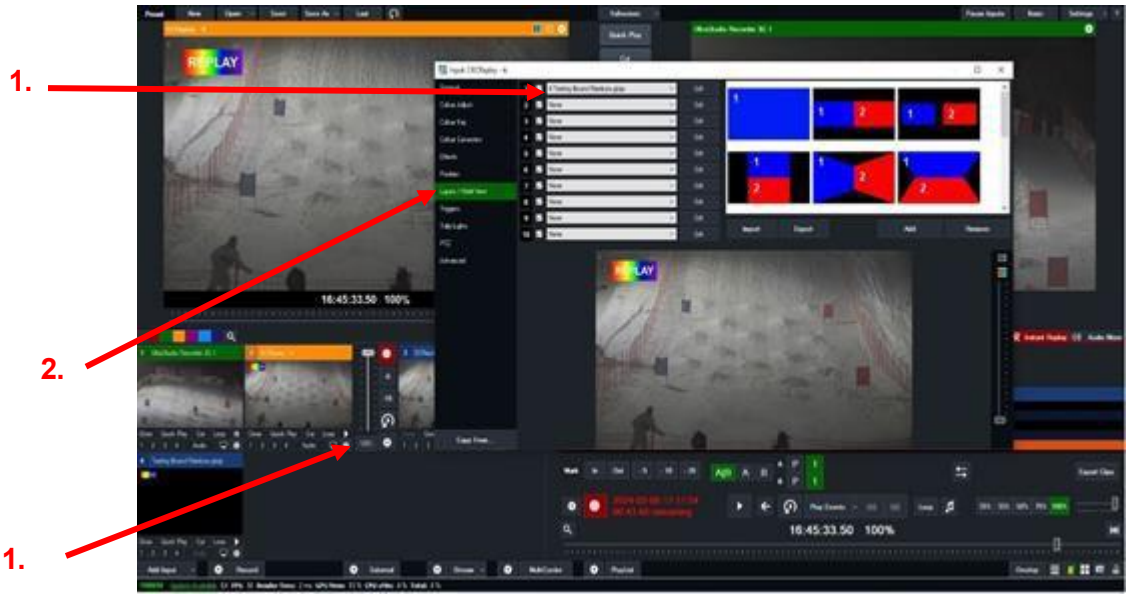


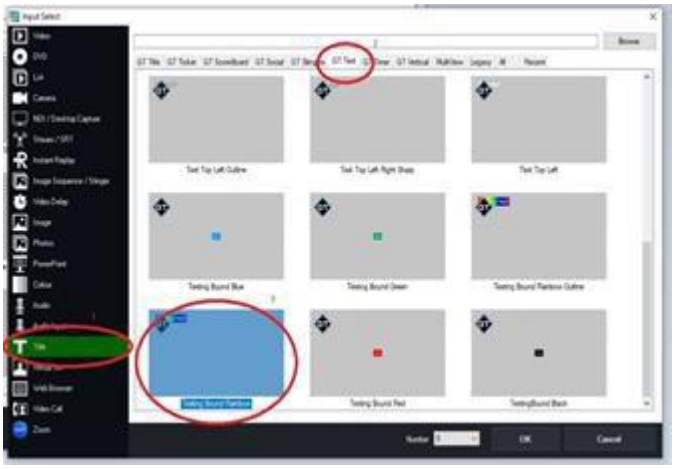
Control that the settings for resolution and frame rate are the same here as above.

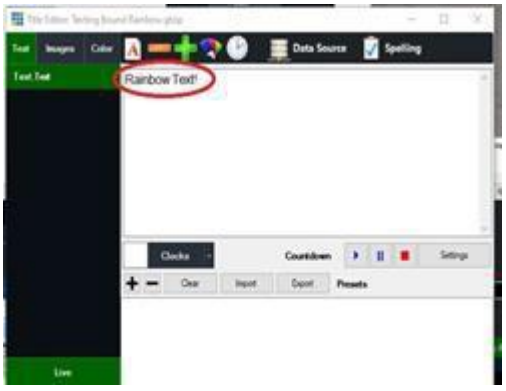


Replay:

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



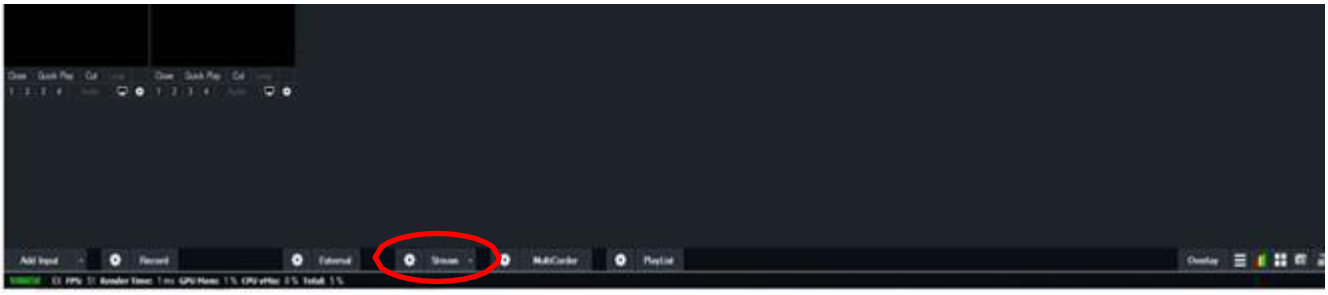




Change “Rainbow text” to “REPLAY” and press “ok”

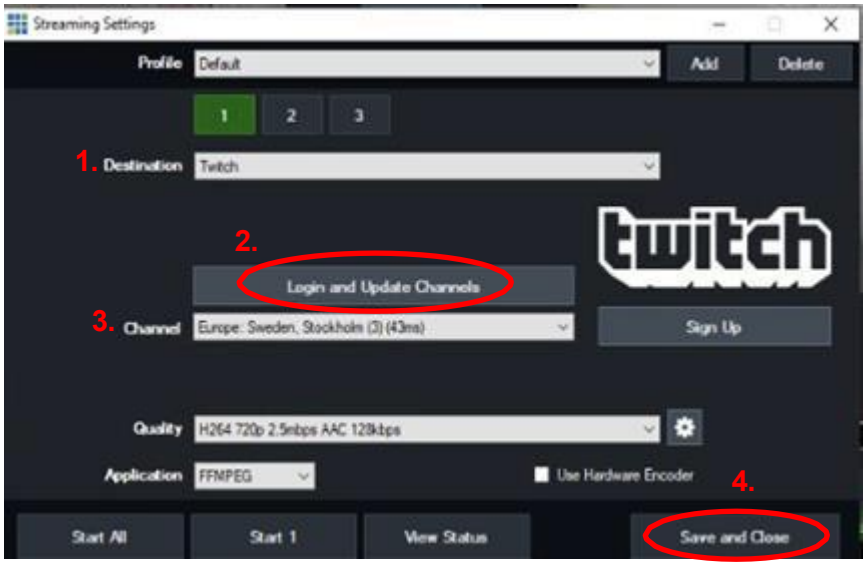
Twitch

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”



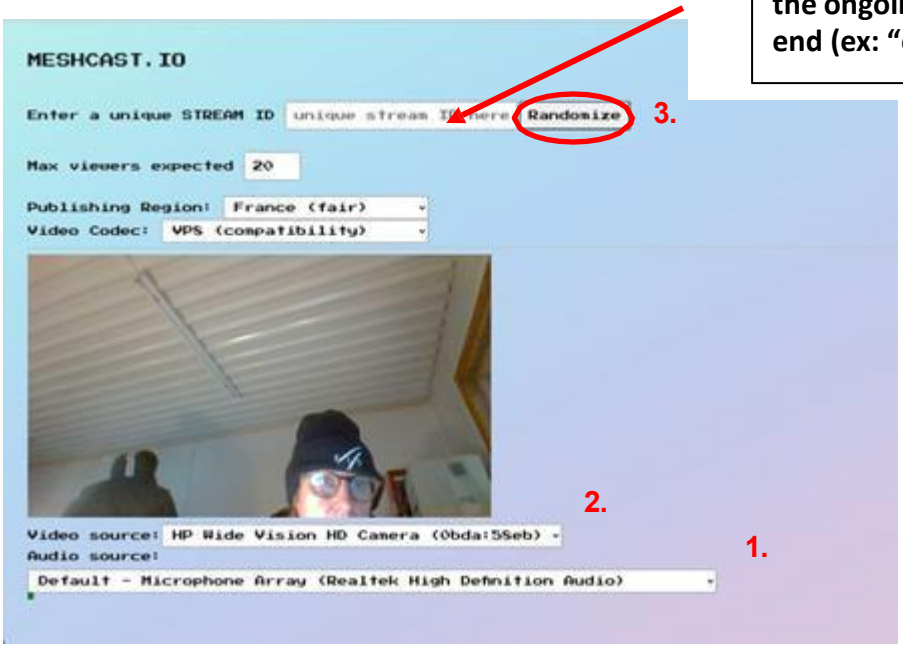
once you are connected with “twitch” click on “Stream” and wait until it turns red (see the picture in the next page).

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”).



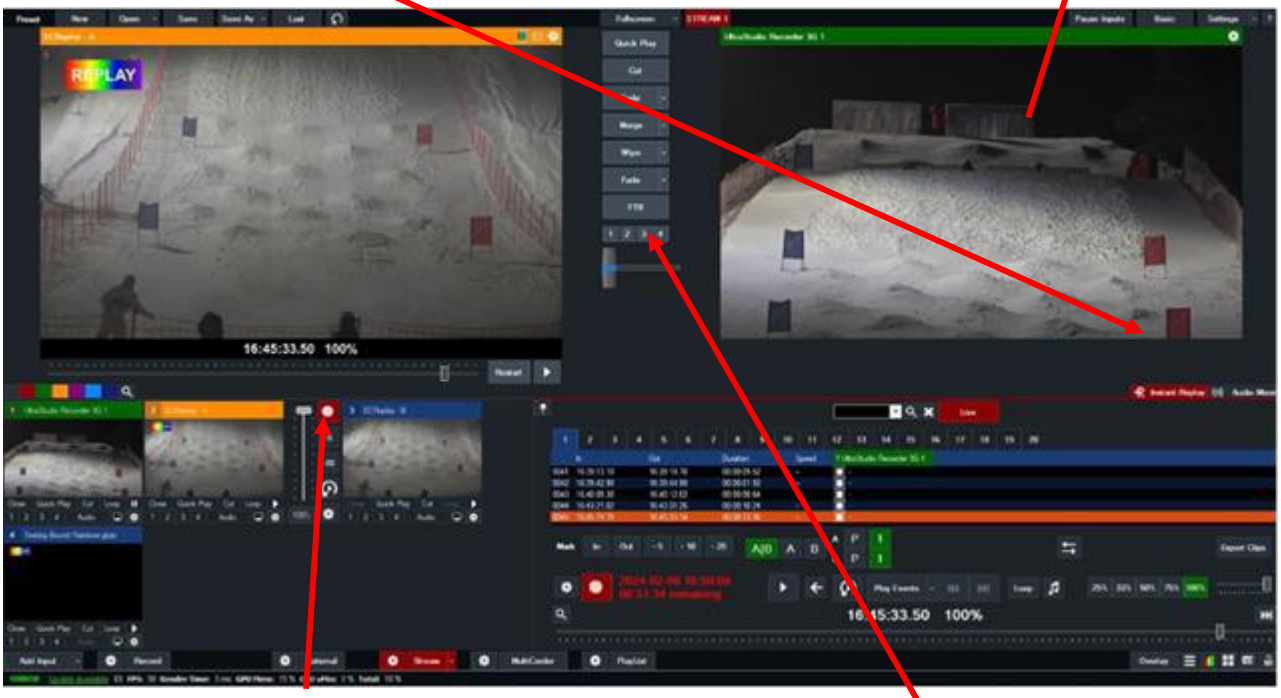
This link has to be inserted in the GSS Data Programm when you are setting the Online Judging (view page n°12), it is needed as a backup streaming if Twitch does not work.

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.