



**WSCF WISCONSIN SCHOLASTIC CHESS FEDERATION
Tournament Operation Checklist**

Arrive Time: _____ Date: _____ Code: _____

- WinTD - Preparation for First round -

7:00 a.m.

- Set-up the pc, connect the printer.
- Start the WinTD program
 - MASTER - Open master **player** list - leave open for now
 - MASTER - Open master **team** list - then minimize
 - FILE - Open Tournament
 - Open a **“Player Check-In List”** for each tournament section. Arrange windows neatly.
 - Spot check players for correct team and local rating - **double click a name.**



- Test the Printer by printing something from WinTD.**

- Preparation for the Location -

Tournament Halls/Rooms

- Tables set up
- Boards set up
- Boards numbered
- WSCF Booklets
- Trophies/Medals
- Skittles / Team rooms

Preliminary Board Setups		
Sec.	Pre-Reg	Boards

Registration - Check in

- Check-in Training WSCF / USCF
- Paperwork and Flyers
- Inspect for any problems.

Signage posted

- Front entrance
- Check-in
- Tournament Halls / Skittles Rooms / Team Rooms
- Sales
- Parings & Standings

Assistants and others

- Tournament host _____
- Floor TD's _____
- USCF Certified section TD _____
- Scoring Tables _____
- Other _____



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- BYE'S -

- Check for any Round 1 Bye's
- Double click on the Player
- Click "Assign Bye's" button
- Click on the round to highlight it
- Click on the number of points

Round 1 advance notice = half point bye. Other than round 1 = zero point bye, unless otherwise stated in tournament flyer. Chief TD may assign half point bye under special circumstances. WSCF Rule 13.

<i>Round One Bye List</i>	
Section	Name

Mark rnd 1 bye's OUT.

If you don't Mark Round 1 bye's OUT on the player list, they will be automatically paired in round 2 even if they are not present.

- Add "Walk-in players... -

- Collect "Walk-in registration" slips from chess central (on going)
- Drag existing players from the master list into the correct section window.
- If a walk-in is not in the master player list – **Players – Add a player**
- New Teams must be added to the MASTER TEAM LIST**

- Collect the highlighted check-in sheets from chess central between 8:45 and 9:00am**
- Check-OUT any players that are NOT crossed off on the registration sheet.
- Set sections (accelerated/decelerated) as needed

8:45 a.m.

Use "Standard Accelerated" decelerated parings based on...

<i>Rounds</i>	<i>Decelerate</i>	<i>Accelerate</i>
4	#P<=6	#P>18
5	#P<=12	#P>36
6	#P<=24	#P>72

- BOARD NUMBERS -

All Boards are numbered sequentially by the TD or assistant TD. This includes all sections and is especially important when there is more than one room being used.

- INSPECT BOARD NUMBERS in all rooms BEFORE PROCEEDING.**



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Set Starting board number for each section based on number of players -

- All walk-in players added
- Collect player lists from registration table
- Mark players **OUT** via WinTD if they are **NOT** crossed off the registration list.
- Print (or view) a player list for each section

Count the number of **IN** players for each section **PLUS** round 1 **Bye's**

Round number up to next even number and add 4
Divide by 2 = total number of boards needed for that section.

Example: 29 "in" players' rounds up to 30 + 4 = 34 / 2 = 17 boards needed

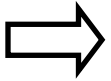
Section	Players	Boards	Start	End

Players	Boards	Players	Boards	Players	Boards	Players	Boards
2	2	27	16	52	28	77	41
3	2	28	16	53	29	78	41
4	3	29	17	54	29	79	42
5	4	30	17	55	30	80	42
6	5	31	18	56	30	81	43
7	6	32	18	57	31	82	43
8	6	33	19	58	31	83	44
9	7	34	19	59	32	84	44
10	7	35	20	60	32	85	45
11	8	36	20	61	33	86	45
12	8	37	21	62	33	87	46
13	9	38	21	63	34	88	46
14	9	39	22	64	34	89	47
15	10	40	22	65	35	90	47
16	10	41	23	66	35	91	48
17	11	42	23	67	36	92	48
18	11	43	24	68	36	93	49
19	12	44	24	69	37	94	49
20	12	45	25	70	37	95	50
21	13	46	25	71	38	96	50
22	13	47	26	72	38	97	51
23	14	48	26	73	39	98	51
24	14	49	27	74	39	99	52
25	15	50	27	75	40	100	52
26	15	51	28	76	40	101	53



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- To pair the first round... -



- ANY **-IN-** or **-OUT-** player corrections, **MAKE THEM NOW!**
- USCF section players **MUST** have **VALID ID's** or mark them **OUT.**

9:00 a.m.

- Click to highlight one section in the tournament window.
- Click Section – Assign Pairing Numbers.
- Click Section – Pair a Round
- Make sure effort level is set to 20
- Click the “G” icon to show game for current round
- INSPECT round 1 Bye’s show as 0.5 BYE REQUESTED
- Click the printer icon to print the Pairing sheet

Repeat “To pair the first round” for each section

<i>Preliminary Player Count for round 1</i>						
Pre-Reg	+	On Site	-	No Shows	=	Rnd1 Starts
	+		-		=	

9:15 a.m.

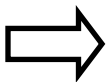
- Announcements and the start of Round one at 9:30 or before!**
- Spectators allowed during round? Yes ___ No ___

Special Procedures for Round One Manual Pairings

Some players will forfeit round one as a “no-show”.
Some players may have been crossed off the player list inadvertently. **IN – but missing.**
Some players are present but not crossed off – so they are marked **OUT incorrectly.**
This will necessitate the manual pairing of players to begin round one.

- Manually enter the correct **player names** on a pairing sheet – writing the correct name for each **board** on the sheet.
- These corrections must be entered in WinTD as soon as possible.**

You may drag players on the pairing sheet to move them around the screen.



- PLAYERS NOT PLAYING ROUND ONE MUST BE MARKED –OUT-**
- Corrected pairing sheets should be printed as soon as possible and used for scoring at the scoring table.



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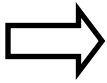
Procedures at the end of each round

- Click to highlight one section in the tournament window
- Click the big “G” button to bring up the current game
- Enter scores for WHITE using W=win L=loss D=draw N=no result

Check your entries carefully - avoid mistakes

- Click the “section” menu item
- Click “Update scores standings”
- Click the tournament window
- Click “File”
- Click “Save Tournament”

Click to highlight that same section in the tournament window



- ANY **-IN-** or **-OUT-** player corrections, **MAKE THEM NOW!**
 - Click “Section”
 - Click “Pair a round” (effort level = 20)
 - Click the game window
 - Print the new pairings for the next round – click the printer icon
 - When pairing round 4, 5 or 6 – check the “Final Round” box.

Produce the Standings after round 2 and every round thereafter

- Click to **highlight one section** in the tournament window
- Click the “**Ptx**” button to bring up the current individual standings
- Click the **layout** button – then double click “**standings**” – then click **ok**
- Click the **refresh** button – then click the **printer icon**
- Then click **Reports** – **show team standings** - enter the correct round number and “**20**” teams and **check the box** and click **ok**.
- Then click the **printer icon** to print the team standings.
- (Repeat for each section)
- Same procedure for final results – make sure to save all windows before closing.

- Pairing Corrections -

Players can Drag-Drop to change sections if no games have been Played/Scored.
Add players to the new section if round 1 has been scored.



HOW TO - Redo all the pairings for a section BEFORE the round starts.

- First make any Section changes, marking players IN or OUT as needed.
- Bring up the **games window** for the section you need to redo.
- Edit, Select All** to select all boards.
- Edit, Clear (Delete)** to blow away the pairings for the current **UNSTARTED** round.

Did you remember to make any Section changes, marking players IN or OUT as needed?

- Section, Pair a Round** and make sure the round number is correct.



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Have you printed and delivered the Host Invoice? ____ Yes ____ N/A

NOTES:

K-	Game	Start	End
Round 1			
Round 2			
Round 3			
Round 4			
Round 5			
Round 6			
Round 7			

K-	Game	Start	End
Round 1			
Round 2			
Round 3			
Round 4			
Round 5			
Round 6			
Round 7			

K-	Game	Start	End
Round 1			
Round 2			
Round 3			
Round 4			
Round 5			
Round 6			
Round 7			

Final Count	
Pre-Reg	
+	
On-Site	
-	
No-Show	
Final Count	

Awards Start _____ All Done _____