



WSCF WISCONSIN SCHOLASTIC CHESS FEDERATION
WinTD – Steps to create Final Results

These are the steps to finalize the tournament, create the finalized files, and the PDF final results document for posting on the WSCF web site. This work can be done at home after the tournament has ended.

Deliver the final files and documents – as instructed – or email to:

bobpsumwalt@sbcglobal.net

scott@s-sager.com

-SETUP- TOURNAMENT DATE: _____ CODE _____

- 1) Open the Master Player List (**Master menu, Open Master list**) – keep this window open
- 2) Open the Master Team List (**Master menu, Open Team list**) – minimize this window
- 3) Open the Current Tournament (**File menu, Open Tournament**) – keep this window open

-UPDATE THE MASTER FILE-

- 4) Click to highlight all sections in the Tournament window
- 5) Click on Players > List Players Combined Sections.
- 6) Click on **Players menu** - click on – “**Coordinate with Master File**”
Some player names will disappear from the Cross Table Window.

WARNING – CRUCIAL STEP – DATABASE INTEGRITY WILL BE AFFECTED IN STEP 7

You must make absolutely certain that any remaining players do NOT exist in the master player file.

After step 6, the remaining names should be players that have never played in a WSCF tournament until now.

It is possible that players were entered into the tournament section incorrectly or with misspelled names.

ALWAYS - Check the remaining names against the master player list before proceeding.

THE REMAINING NAMES MUST BE CORRECT IN THE PTX WINDOW BEFORE STEP 7.

- 7) Highlight and Drag (all/any) remaining players (all new players) from the Player List window into the Master Player window
- 8) Close the Player List window
- 9) Click on Players > List Players Combined Sections.
- 10) Click on **Players menu** - click on – “**Coordinate with Master File**”
(This time all names should disappear, this is a safeguard to insure you got them all into the Master Player list.)
- 12) Click on the Master Player window – Then Click **File menu** and “**Save Master File**”
- 13) Click on the Tournament window – Then Click **File menu** and “**Save Tournament**”
- 14) Highlight all sections and click the **Pxt** button



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-DEFINE THE Ptx LAYOUT STYLE-

Note: if you have the proper “preference set” in WinTD – the correct Ptx layout will be pre-defined, and you may skip step 15

- 15) Click the **Edit menu** - click **“Change Layout”** (or click change layout button)
Put a check in the “apply to all windows” box
First Sort - By Points
Second Sort - By Standings
Show – all
Add to Current
Number
Name
Team
Local Rating
Points
Tie Brk 1
Tie Brk 2
Tie Brk 3
Rounds

Click the **“Define Style”** button
Select the **X-Table** item by clicking on it
Click **“OK”** and then click **“OK”** to replace existing style?

-UPDATE THE MASTER FILE - PART 2-

- 16) Click on the Master Player List window
Click on the **Master menu** then click – **“Update from Tournament”**
Click the Formula radio button = **USCF**

Elementary	Average Rating = 500
Middle School	Average Rating = 700
High School	Average Rating = 900

- 17) Click on the Tournament window
Click **File menu** – and click **“Save Tournament”**
Close all Player Cross Tables
- 18) Click on the Master Player window – Then Click **File menu** and **“Save Master File”**



-UPDATE THE CROSS TABLES-

- 19) Click once to Highlight the first section in the Tournament window
- 20) Click on **Pxt** (Player Cross Table) button
- 21) Click the **Players menu** then click - **“Update from Master File”**
(Post tournament ratings will appear in the local column.)
- 22) Click the **REFRESH** button
- 23) Click the File Menu then click Save Tournament
- 24) Repeat steps 18 – 22 with every section
- ** NEW in 2008 – repeat steps 14 thru 24 again**

Note: you may want to leave the Ptx windows open for each section - for use in the next step.

-PRODUCE THE INDIVIDULE RESULTS FILES-

- 24) Click on the first cross table window

Edit layout to match previous cross table (if necessary)

Number

Name

Team

Local Rating

Points

Tie Brk 1

Tie Brk 2

Tie Brk 3

Rounds

- 25) Click the **REFRESH** button – make sure all players have **orderly** scores and tie breaks
- 26) Manually edit any player with a local rating less than 100 to make the rating 100 in **both the cross table, and the master player window.**
- 27) Click the **File menu** then click **“Export to .XLS file “**
- 28) Repeat steps 24 - 27 with each sections cross table
When section is USCF rated you do NOT include the local rating



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- 29) Close the Player Cross Table windows.

-PRODUCE THE TEAM RESULTS FILES-

- 30) Click on the first section in the tournament window
Click on the **Reports menu** then click **Show Team Standings**
Check the box “do not include teams with one player”
List top scorers for teams 1 - **20**
- 31) Click the **File menu** then click “**Export to .XLS file**”
Name the file appropriately for later identification
- 32) Repeat steps 30 and 31 with all sections

-PRODUCE THE PDF FINAL WinTD FILES-

- 33) Click on the Master Player list window
Click on the **File Menu**
Click “**Save Master File as**” (date-School)

Example: **2007-01-01-wglc**

- 34) Click on the Master Team list window
Click on the **File Menu**
Click “**Save Team List as**” (date-School)

Example: **2007-01-01-wglc**

- 35) Click on the Tournament window
Click on the **File Menu**
Click “**Save Tournament as**” (date-School-final)

Example: **2007-01-01-wglc-final**

-PRODUCE THE PDF FINAL RESULTS DOCUMENT-

- 36) Put all exported excel files into one spreadsheet – neatly formatted. (there is a template)
Label the local rating column “Wisconsin Rating”
Watch out for negative local rates – set them to 100 in the spreadsheet
Closely examine this document for problems/errors and correct as necessary
- 37) Print the spreadsheet to a PDF file.
Closely examine this document for problems/errors and correct as necessary
- 38) Post the results on the WSCF website or email to the address below.



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- 39) Email Final files to bobpsumwalt@sbcglobal.net and scott@s-sager.com