Tournament SCORING

Note that this applies only to Group Stages. The Knockout rounds are easier – they automatically 'promote' a match winner through to the next round after the score has been entered.

After the Group Stage has completed you can use the system to perform the draw or do it manually – refer to the 'Draw System' help file.

1. Open a browser (eg. Firefox, Chrome,…)
   Note: if using Microsoft Internet Explorer, then you may have problems with browser refresh. The problem will appear to be that scores are not being entered or refreshed. This is a limitation with Internet Explorer and NOT with Firefox, Chrome, Safari, etc.

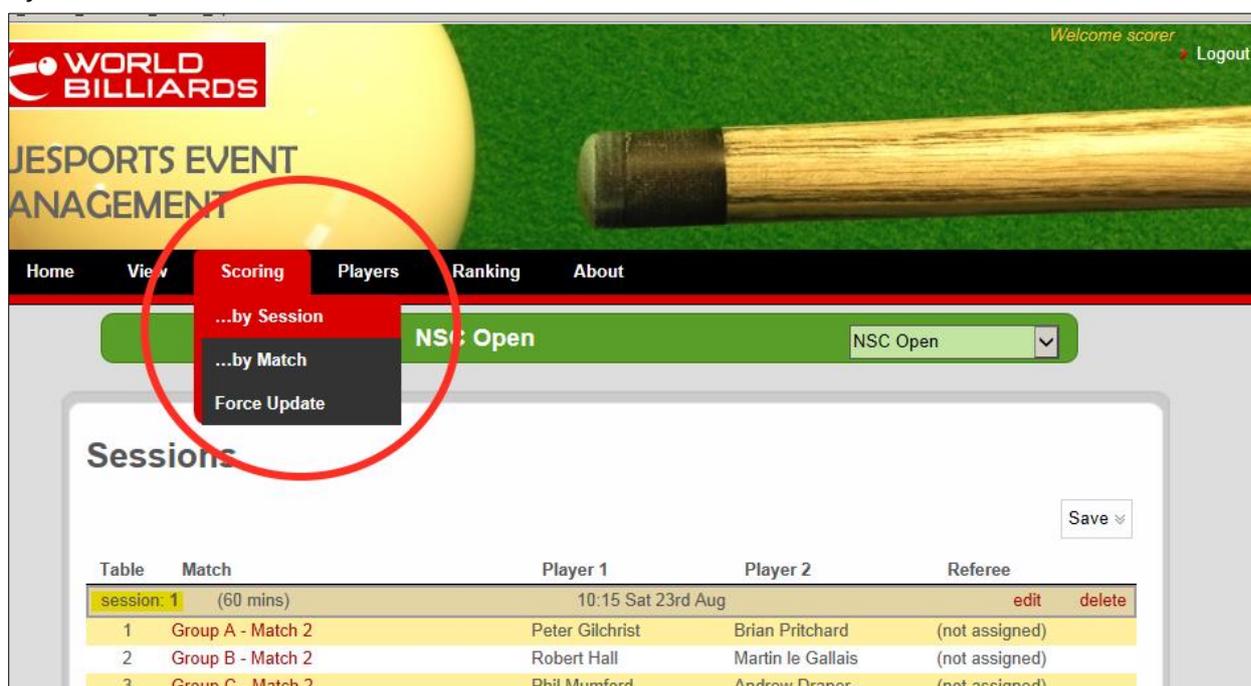2. Go to: http://www.wbeventsonline.com and then login with your credentials.

3. Select the tournament you are going to score. The green banner shows which tournament is 'active'.On the menu bar - *View -> Tournaments* and click on the tournament.
   You can also use the small dropdown on the right of the green banner, however this shows only two season's tournaments – the current and last season.

4. Open the Sessions window - On the menu bar - *Scoring -> …by Session*
   This shows ALL matches in this tournament, organised by session. You can also *Score …by Match*, but the easiest is to score by session.
   Use this screen as an 'index page'. Keep it in a browser tab at all times. To refresh it, hit F5 or click the *refresh* icon.
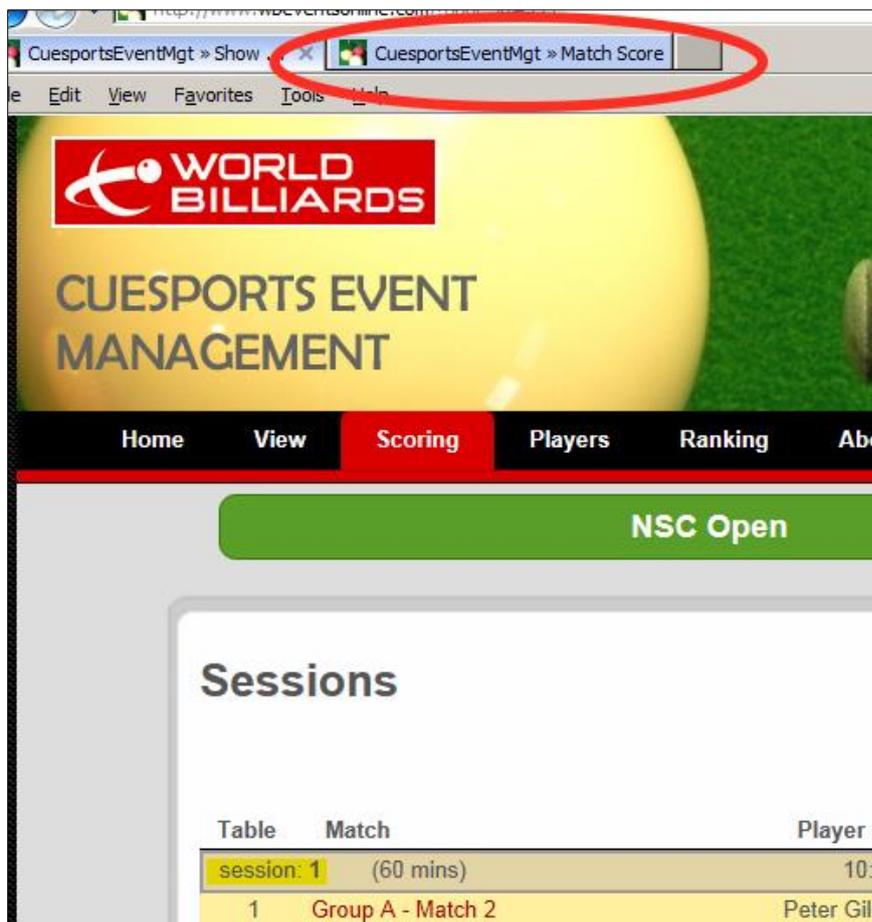
5. Score Match

The easiest way to do this is (while on the *Show Sessions* page), to open a new browser tab for each match. To do this quickly, hold the Control key and click on the match you want to score. A new tab will appear in your browser for each match.

In the diagram below note how I have opened 5 extra tabs at the top – one for each match.
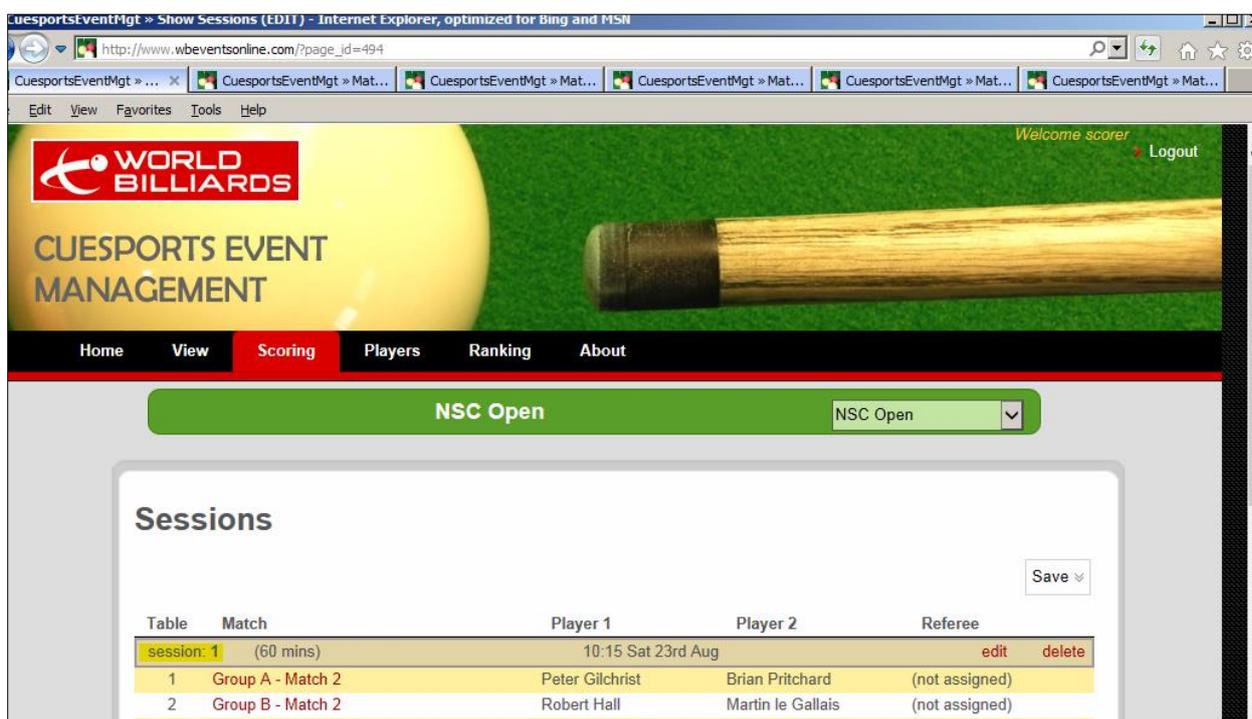
Once you have done this then you can switch to each match by clicking on the tab. [the shortcut for this is Control-TAB]

6. <u>Score a single match</u>

When you click on a tab you should see the following Score Match screen:-

Enter the points score for each player, followed by the breaks. [the shortcut to move to the next input field is TAB]

Note that an UNFINISHED break is entered as a negative number (eg. "-123"). The system recognises this and will show it later as "123u".

Lastly, click **Submit** [the shortcut is to just press ENTER]

You can now wait for it to complete then close the tab (click the small X on the tab), or you can proceed to score the next match and close it later. I prefer to NOT wait and move on to the next match and close them all once the last has finished.

Note that if this is a multi-frame match (eg. "Best of 5 x 150-up") then there will be FIVE sections on the above screen for entering the score and breaks for each of the five frames. If the score was 3-0 then just enter the results for the three frames – the system will recognise a final score of 3-0.

7. How to enter a **Walkover**

    Click on *Advanced*. A new area will open up where you can enter a walkover for either player from a dropdown.

8. How to enter Official(s)

    Click on "Click to enter officials". A new area will open up where you can enter the referee and marker, from dropdowns, or you can just type their name(s).

    You can also enter referees on the *Edit Sessions* page.

9. Verify your scoring

    There are a few quick ways you can verify that your data has been entered correctly :-

    a) Refresh the Session screen. The winner of the match you have entered should show **in bold**.

    b) Select *View -> Groups* to see the Group positions. The group tables should have updated with what you have entered

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