# WB Events Online

# 1 Tournament Management

This help section shows you how to create and manage a new tournament on the Results Site (wbeventsonline.com). It is best to use a laptop or large tablet for this.
Remember that you first have to be logged in as an administrator to do anything here.

Before launching into details an overview of the process is worthwhile. The list below helps.
Once a tournament has been created (1), populated (2) and configured (3), the matches can be scheduled (4, 5, 6). The tournament can then start (7 - the Group Stage). Match results are then entered (scored) as they come in, normally in batches of session. This continues until the final group stage match has been entered. The next step is to perform the draw (8). Once done, the K/O stage can begin (9). Again, this consists simply of entering scores for the K/O matches as the system will automatically 'promote' the winner through to the next round. With the Final match complete, the system tidies up (eg. Ranking points, statistics,…) and the tournament is marked as "complete".

The following table summarises these steps.

| | | |
|---|---|---|
| 1 | **Create Tournament** | Create the empty template for the tournament. You can always return to this stage from any other stage to make minor modifications, although there are limitations. |
| 2 | **Register Players** | Add (register) players for the tournament. This can be done in several tranches, for example as paid registrations come in. |
| 3 | **Configure Tournament** | This major stage is where the frames, matches & rounds for the tournament are created. A lot happens here.<br>Once you have completed this very few changes are permitted, unless you do a full reconfigure - quite a lot of work. |
| 4 | **Create Sessions** | This stage can occur in tranches during stages 2 & 3. It should be completed before stage 5. It is not necessary for say, Challenge tournament or small tournaments which don't use sessions. |
| 5 | **Populate Groups** | Players have to be assigned to groups depending on their ranking at time of registration (2). This can be done manually or automatically. |
| 6 | **Schedule Matches** | Group matches have to be scheduled according to several criteria, such as num Sessions, num players, num tables, consecutive matches, etc. This can be done manually or automatically. |
| 7 | **Review Tournament** | The whole setup must now be examined for validity and completeness. Scheduling rules must be checked. Referees need to be assigned to matches. Various tweaking WILL be necessary. |
| 8 | **PLAY Group matches** | No further setup is required - play can commence. Each match is scored and results and group performance are all automatically calculated. |
| 9 | **K/O Draw** | Once all group matches have completed, the draw for the K/O stage can occur. This can be done manually or automatically. |
| 10 | **PLAY K/O matches** | The remaining matches (all K/O) are scored. Once the final is complete, the system tidies ranking points for every player (for the whole season). The system will mark the tournament as 'complete' after the final. |

Each of the above sections are now covered in detail.

## 1.1 Create Tournament

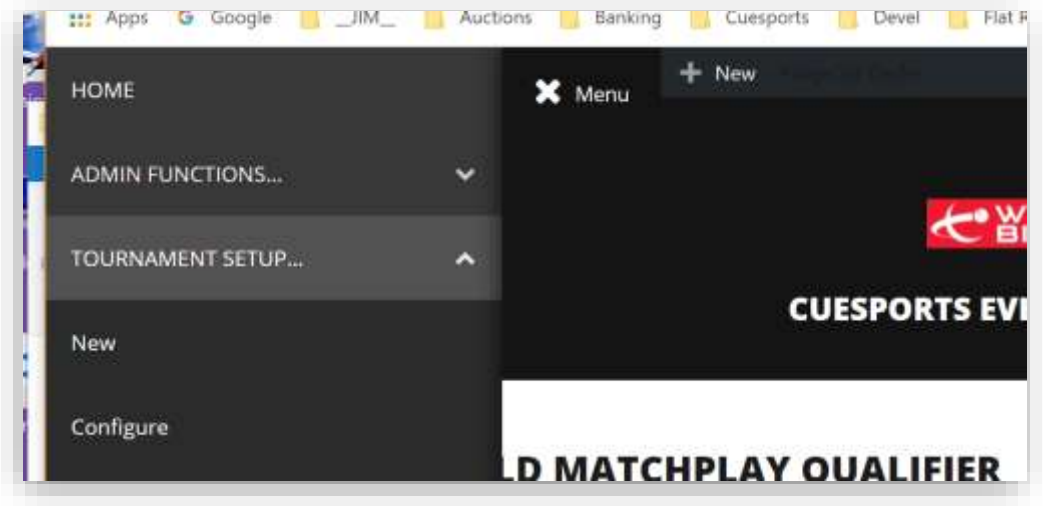
[menu: *Tournament Setup -> New*; also *Admin Functions -> Edit Tournament*]

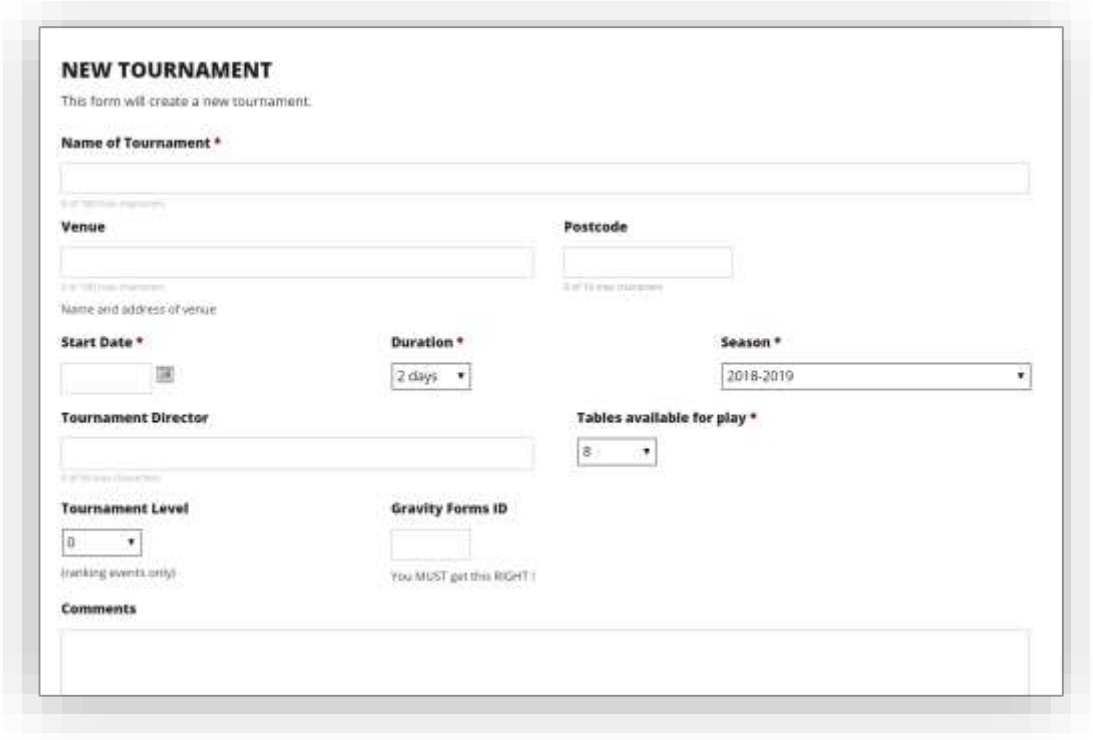
To create the new tournament you must have the following information BEFORE you start :-

- Tournament Name *
  For the moment, do NOT use an apostrophe in the name (eg. “women‘s”, “O’Reilly”). I’ll fix this bug at some point.
- Tournament Director *
- Venue Address *
- Available Tables *
  This is important. When you enter a value here, say 6, it means that on the Session Edit page you will have a maximum of 6 tables (you can always in/de-crease it anytime). It is also used in auto-scheduling.
- Start Date and Duration
  This allows the system to store the start and finish dates. Also used in auto-scheduling.
- Tournament Level
  This should be a number between 1 and 5. If non-zero then you’ll also need …
- Event Number * *[This will appear when the Tournament Level is non-zero]*
  The event number of the current season. You can work this out by looking at the Order of Merit page which numbers all completed tournaments, shown in columns. If the last tournament on the OoM page was say 9, then specify 10 here.

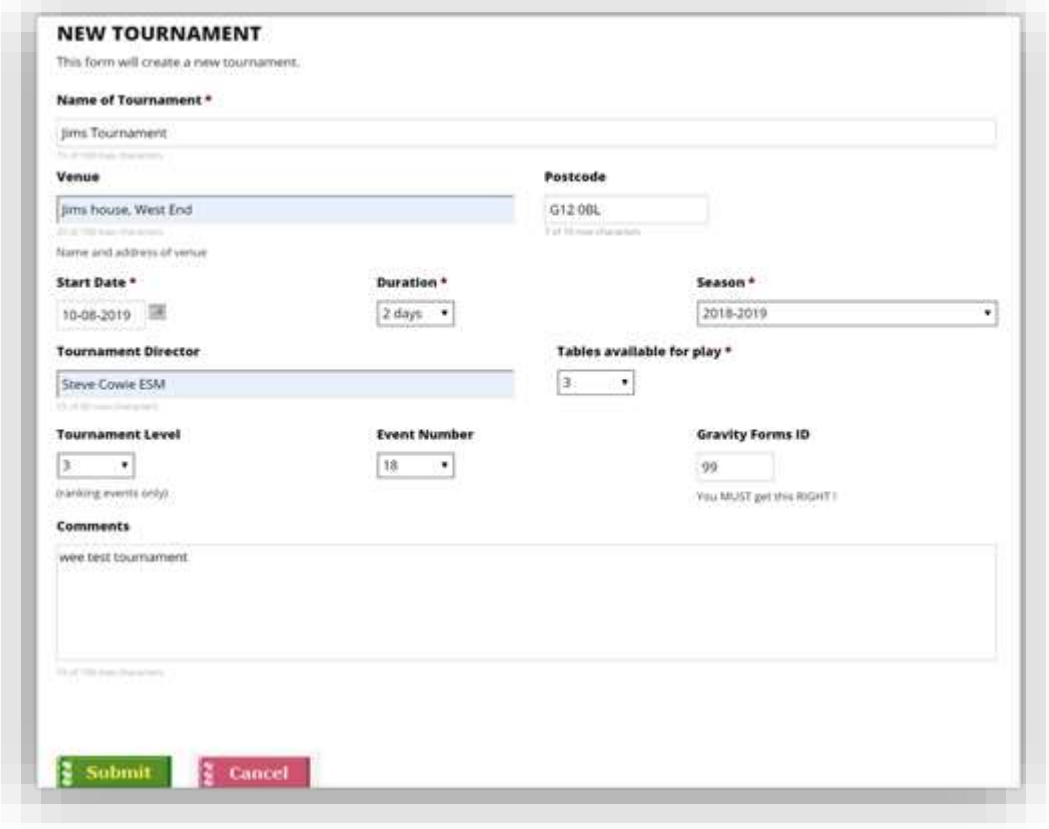
  * these can be edited later, so you can ‘dummy’ them for now.

To kick off the process, from the ‘hamburger’ icon select ***Tournament Setup -> New***.






The boxes are self evident. Note that most of the data can be changed later if necessary.
The next screen shows the completed form. Click ***Submit*** to continue. *[Do NOT keep resubmitting this form. Each time you submit the form it creates entries in two database tables]*

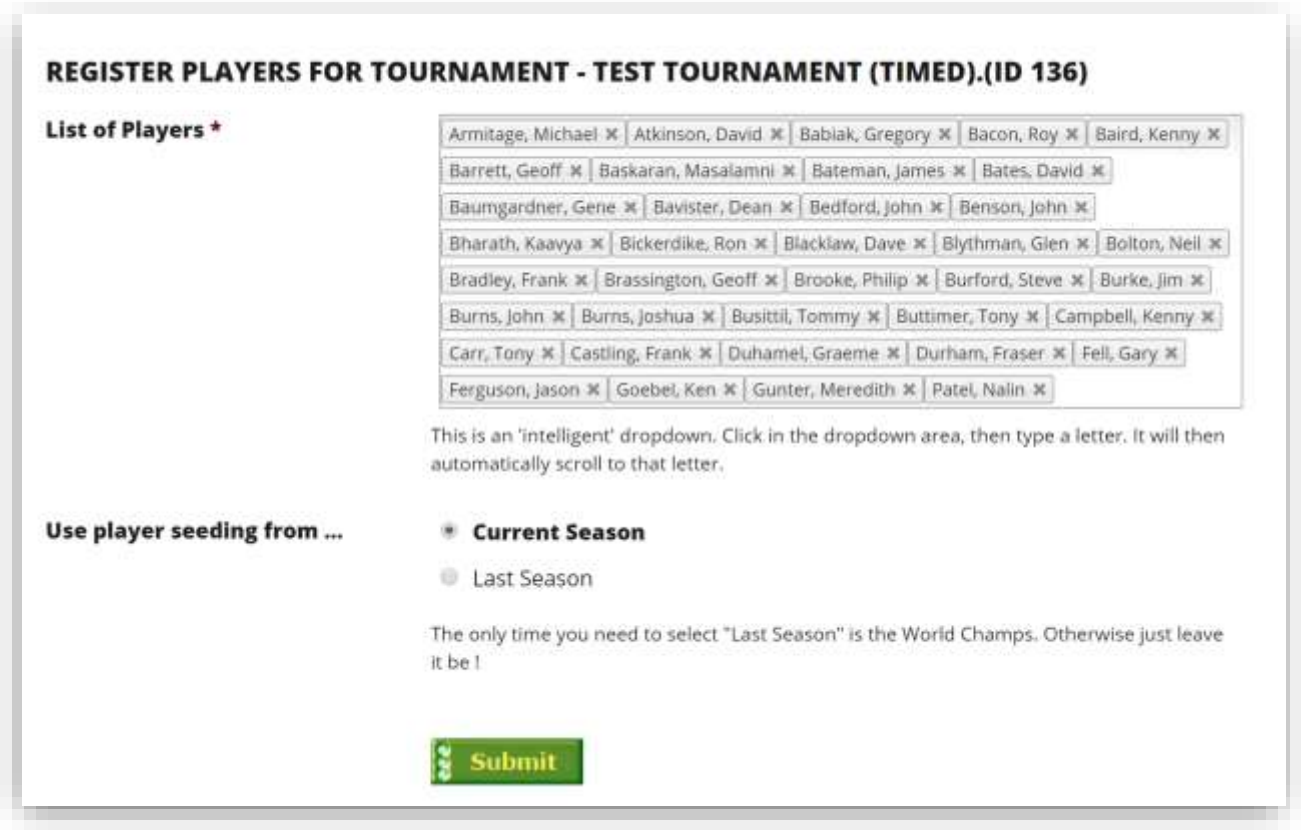


## 1.2 Register Players

[menu: *Players -> Register*]

You need to register the players who have entered (& paid for) the tournament. Go to the registration page and you can enter players in the List of Players box. Just ensure that the banner ("TEST TOURNAMENT" below) is the tournament you're working on, otherwise you may damage an older one !

This box is 'smart'. That is, to enter a name such as "Burke", just click within the box and a small textbox will appear. Enter "bur" and it will bring up all player names with "bur" in the forename or surname. This is very handy and speeds up player name & entry.




You can return to this list of players anytime and add or remove players (the 'X' means delete). However be careful that the groups have all been populated. See below for more info on this.

*Use player seeding from…* -> The system will extract the latest ranking for each player and append it onto the player name – eg. "Jim Burke (103)". However for certain tournaments (eg. World Championship) you may need to force the system to use the last ranking from the previous season. The default is *Current*.

Note that you can play with the players registered right up until you **configure** the tournament – at that point you need the exact number.

HINT: **It is MUCH easier to remove a player than to add a new one.** To remove a player there are two ways :-

1. *Players -> Register* Just click the X against the player.
2. *Players -> Withdraw/Replace* Select the player and click Submit.

To add a player to a fully configured tournament is a nono ! (requires full reconfig !). One possible way round this is to register 1 or more "dummy" players such as "Spare Player A". You can then, on the day, remove them no problem.

Finally remember to force an update (*Maintenance -> Force Update*)

## 1.3 ConfigureTournament

[menu: *Tournament Setup -> Configure* and also *Tournament Setup -> Ranking Setup*]

This process is the most important and extensive of all. Once you configure the tournament and click Submit, LOTS of stuff happens at the database level. The system will work out, from your input parameters, how many rounds, matches, frames are needed and then create 'objects' for each (this can exceed 300 in total) . You CANNOT do this step until you know exactly how many players are in the tournament. You can however create "dummy" players who can be removed later (see Hints 4).

Before you do this, the data you will need comprises :-

1. EXACT number of players
   You will specify the number of players in ranges 5-8, 9-16, 17-32, etc. This is important. If you specify say 9-16 and later you have 18 players, then this configuration process will have to be repeated from scratch and you may lose data (but NOT the players registered note). If you have set up sessions then these will all be lost.

2. Number of Group Stages
   For a Plate / Challenge Cup tournament, just select *None (all knockout).* Otherwise specify *One Round Robin Stage*. [The *Two Round Robin Stages* format hasn't been used in over 10 years]

3. Size of Knockout round
   This is self explanatory. All depends on how many players are in. Note that Last 12 (or 24) are catered for.
   *Refer to the help doc – **Knockout Draw** for full info on these 12/24 rounds.*

4. Match Format of all rounds
   For traditional timed matches, just specify the duration. This is the easiest setup.
   The system will accept multi-frame points matches, such as "best of 5" or "long up 400".
   Remember that in such matches you can have "best of 5" and "all of 5". It's important to note that the system distinguishes between "best of" and "all of" when scoring. With the latter, it will expect ALL frames to be played & entered before it declares a winner. However with "best of", it will declare a winner when the remaining frames are 'dead rubbers'. For example, in a "best of 5", a score of 3-0 will automatically terminate the match.

5. Groups
   Enter the number of groups in the tournament. Also enter the format of each group stage match (eg. "60 mins").

6. Group Sizes
   For each group, enter the number of players. You can list groups of 4 and 5 as you please – there's no need to group all '4's at the top for example.

7. Finalise
   Check the box "*I am happy that I have configured …"* and click Submit.
   It may take a few seconds as a lot happens ! Especially in a multi-frame tournament. In such a tournament with say 36 players it can create over 60 matches and over 400 frames !

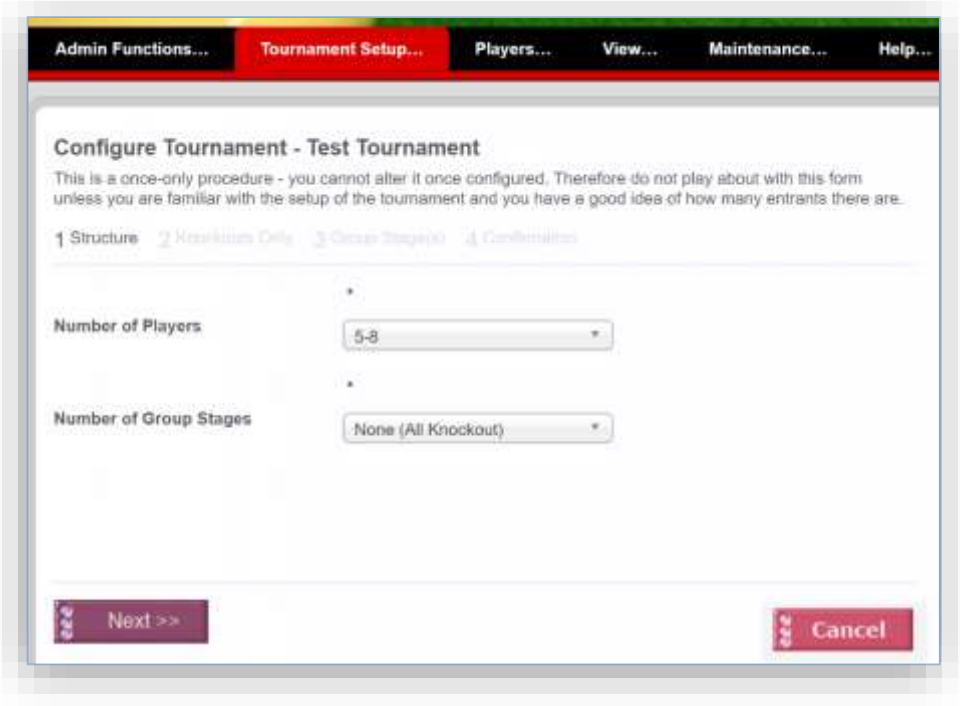
8. Ranking
   This is under *Tournament Setup -> Ranking Setup*.
   Specify the tournament level. First click "Auto Setup" and select the level. After you submit this the system will assign appropriate ranking points to each match in the tournament. For a non-rankling tournament, there's a checkbox for that.
   You can repeat this step any time safely, even during the actual tournament. What happens is that when you do this, the system goes through each match and assigned ranking points available to the winner of that match. Thus, you can safely change a running tournament from level 3 to level 4 no problem, provided you do this step.

Sanitary Check (!)

There are a few checks you can do to double-check that you have set the tournament up properly. If you have made an error somewhere, one of these steps is sure to flag it up.

- ***View Matches*** to check that all matches have been created.
- ***View Rounds*** should show the rounds and formats as well as ranking points available in that round.
- ***View Groups*** will not show anything as players have not yet been assigned to groups.

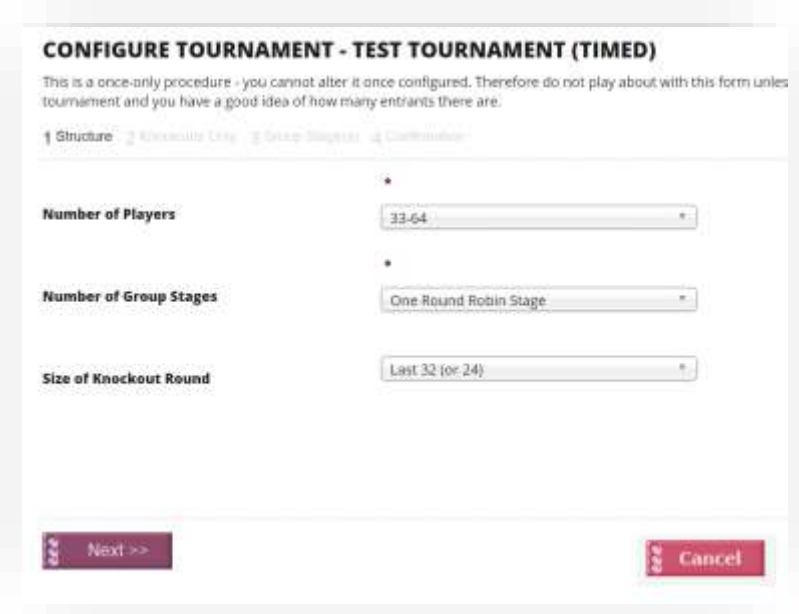
The following diagrams illustrate the full configuration process.

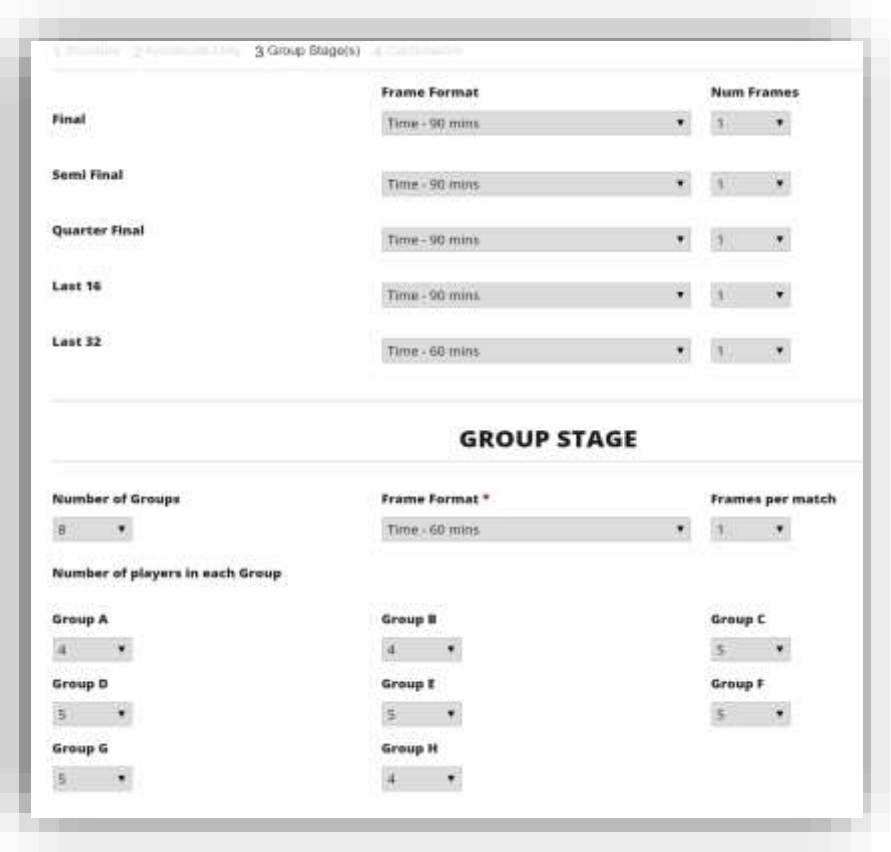


*Number of Players:* Select the range of numbers – ie. “5-8”, 9-16”, 17-32”, etc. Note that this must be correct - you cannot change it later !

*Number of Group Stages:* For a straight knockout (eg. The Challenge Cup), just leave it as is (*None*…). For a standard group stage followed by k/o stage, select *One Round Robin Stage*.

The next two diagrams show the setup for our test tournament, with 37 players across 8 groups going to a last 24.



Note how there are 5 groups of 5 and 3 groups of 4, making up 37 players in total.
This tournament is set up as a Timed tournament. To configure it as a multi-frame points-up tournament, see "Match Format" above.

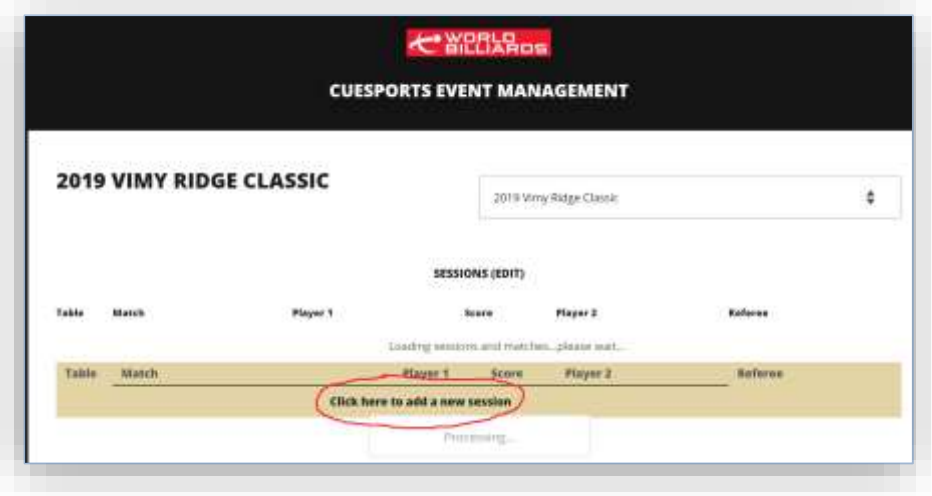
## 1.4 Sessions Setup

You cannot set up the sessions unless you have went through the previous setup tasks.
There are two parts to session setup – *session creation* and *session population*.

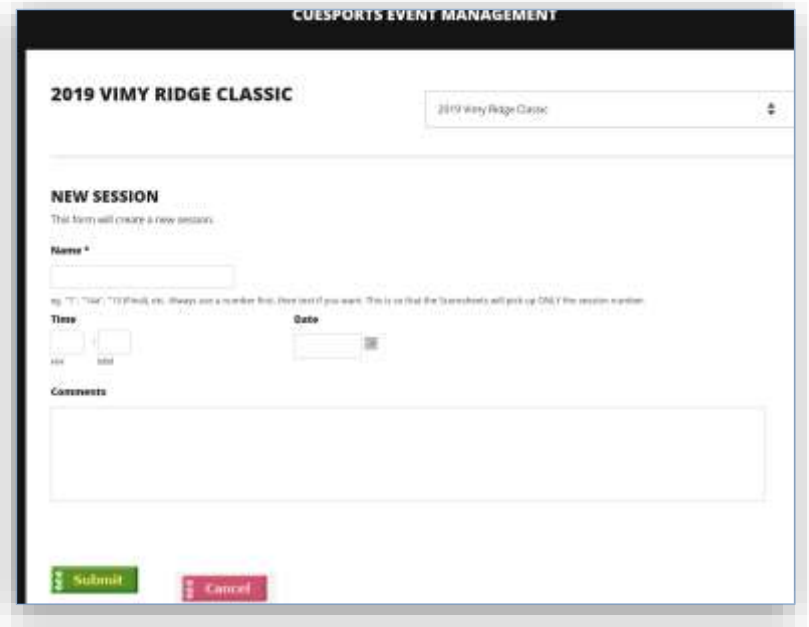
### 1.4.1 Session Creation

[menu: *Admin Functions -> Edit Sessions*]

This is easy. All you need is the session time (& date).
Select *Admin Functions – Edit Sessions*. The following form will appear.




For each session scheduled, click "*Click here to add a new session*". The following form will appear.



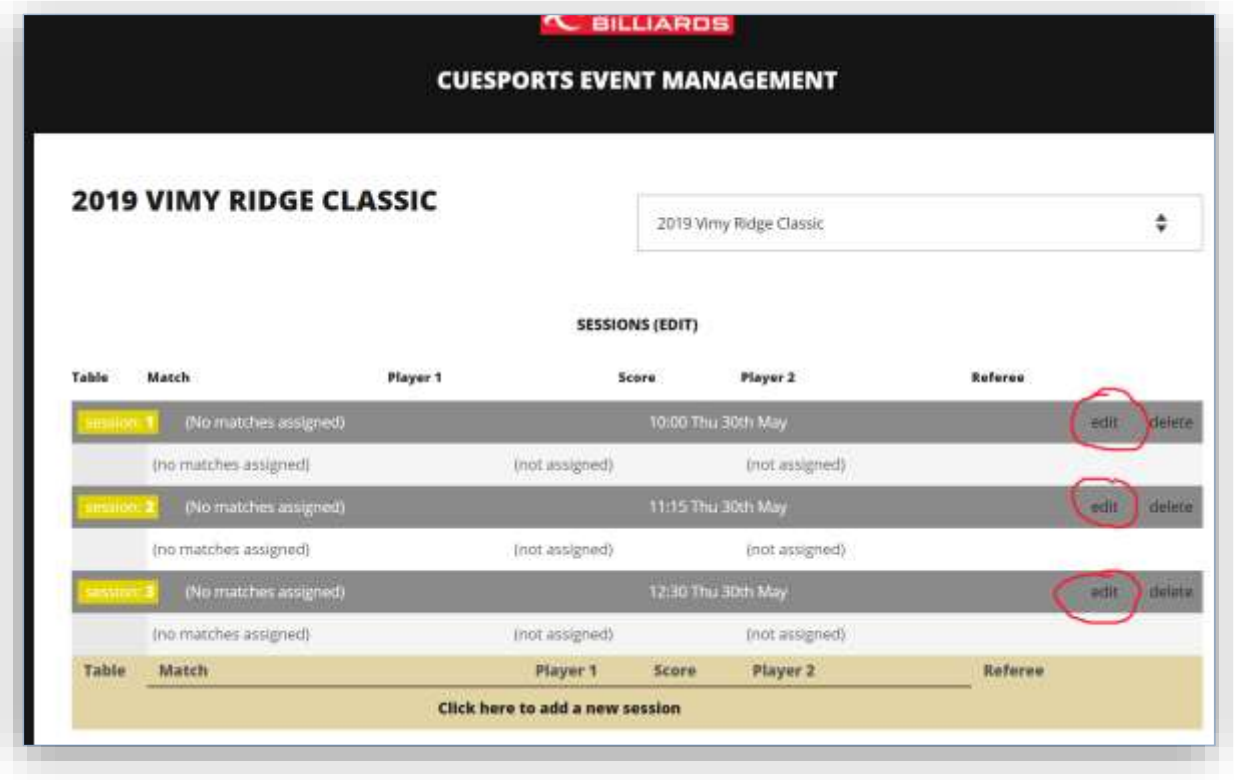
I recommend that you number (ie. “name”) ALL sessions starting from 1. This way it looks better in the list of sessions. Occasionally it is necessary to assign a session name such as “8a” and “8b”.

Enter the *time* and *date.*

You can add comments, however although these comments will be stored alongside the session, there is no way to view the comments except by coming into this form again. I plan to change this at some point so that the comments are visible (or at least available) in the list of sessions. Sometimes it’s handy to attach a comment such as “30 min break after 6 frames”.

Note that sessions are ordered by time/date, therefore if you have entered a wrong date/time it will show up like a sore thumb !

Once you have created say, 3 sessions you will see the list of sessions :-




The Edit links highlighted in red above will allow you to populate (& edit) an individual session.

## 1.5 Populate Groups

Populating groups can be done manually, automatically or a mix of both. The best way is to try an automatic population, then later make any adjustments as you see fit.
The same applies to populating the knockout stage – use automatic population first then make any necessary tweaks – this is much faster than doing it all manually.

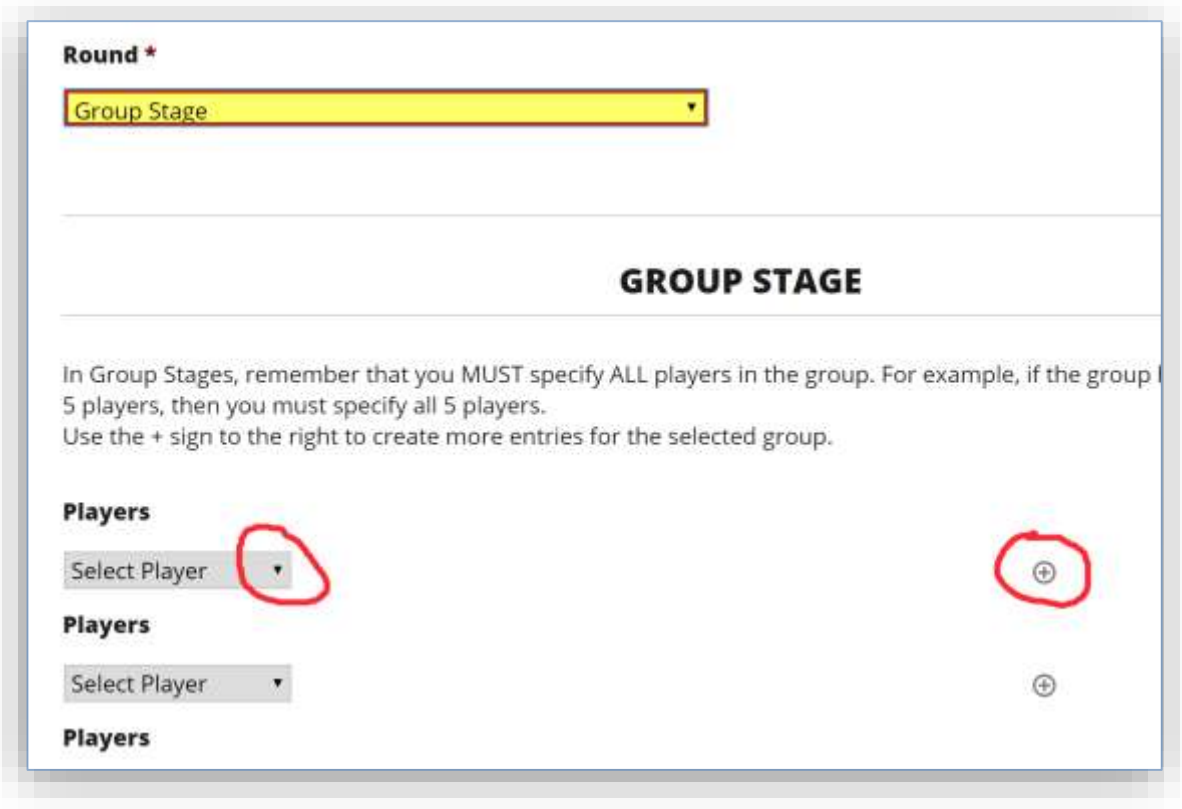
### 1.5.1 Manual Setup

[Menu: *Players -> Schedule*]

This is the process of manually assigning players to groups or knockout rounds.

*The advantage of this "round assignment" system is that you can later target a single group and repopulate manually, a round (eg. Semis) or even a single match. This has come in very handy in recent years. Occasionally you do need to override the system.*

First of all you need to select *Players -> Schedule*. On this form, select the round. The following screen should appear.




Click the little + sign on the right as many times as there are players in that group. Note that the system will NOT allow you to enter say 5 players in a group configured for 4, so you don't need to be concerned about this.

Next, select the assigned players in that group using the dropdown under Players.

You can Save now, or complete all groups then Save.

The players you assign to groups must be done using their ranking at showing in the Show Players page. This effectively shows the ranking of each player at the time they were registered.

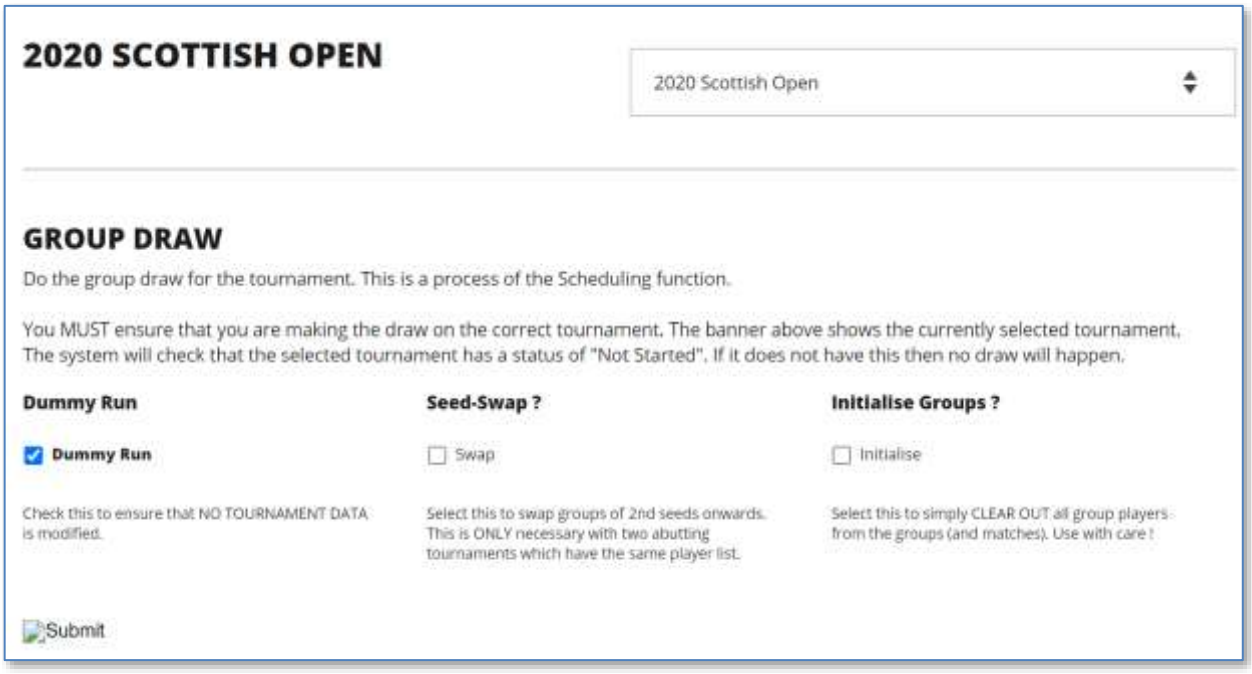
For knockout rounds, select the round then expand it (the wee '+' sign) until all matches in that round are visible. You can target a single match here – this can be very handy.

### 1.5.2 Automatic Setup ("Auto Populate Groups")

[menu: *Tournament Setup -> Auto -> Populate Groups*]

The system can do a completely automatic setup of this part of the system. It will assign players to groups according to their ranking. This is by far the best way to populate the groups.
Remember that if you do perform an *Auto Populate Groups*, you can always manually tweak the automatic setup afterwards.

To get started, select :- *Menu -> Tournament Setup -> Auto -> Populate Groups.* The following page will appear.




There are restrictions on running this. For example, the system will prevent you running this on a tournament which has completed or has no players registered (makes sense !).

### 1.5.2.1 Dummy Run

This allows you a dummy run which will let you see how a 'real' run would look. This is "safe mode" and is a good feature. When you un-check this and run it, the system will make the changes to the database.
I recommend you always do a dummy run first.

### 1.5.2.2 Seed-Swap

Sometimes, such as at a World Championship we have a warmup tournament. We obviously want to have different groups in each tournament. This is where the seed-swap comes in. Normally (unchecked) the system will assign adjacent seeds into groups. When checked, the system will assign next-plus-one seeds. If the two tournaments have identical player lists, then when this option is applied to one of the two tournaments, the player distribution in the groups are NOT the same in both tournaments.
Normally, just leave this **unchecked**.

### 1.5.2.3 Initialise Groups

Use this carefully. If you have had an unsuccessful attempt at auto-setup of groups, then use this. It will ensure that there is no leftover from your previous unsuccessful attempt(s).
Normally, just leave this **unchecked**.

Click **Submit** to continue.

Having completed populating the groups, it is essential to check that all groups and players have been assigned correctly. The easiest way to do this is :-

1. *Players -> Show*
   Look down the "Round Reached" column and each player should be shown in a group. If not then

that player has not been assigned to a group for some reason.

2. *View -> Groups*
   Check that all players are in the correct group.

## 1.6 Schedule Matches

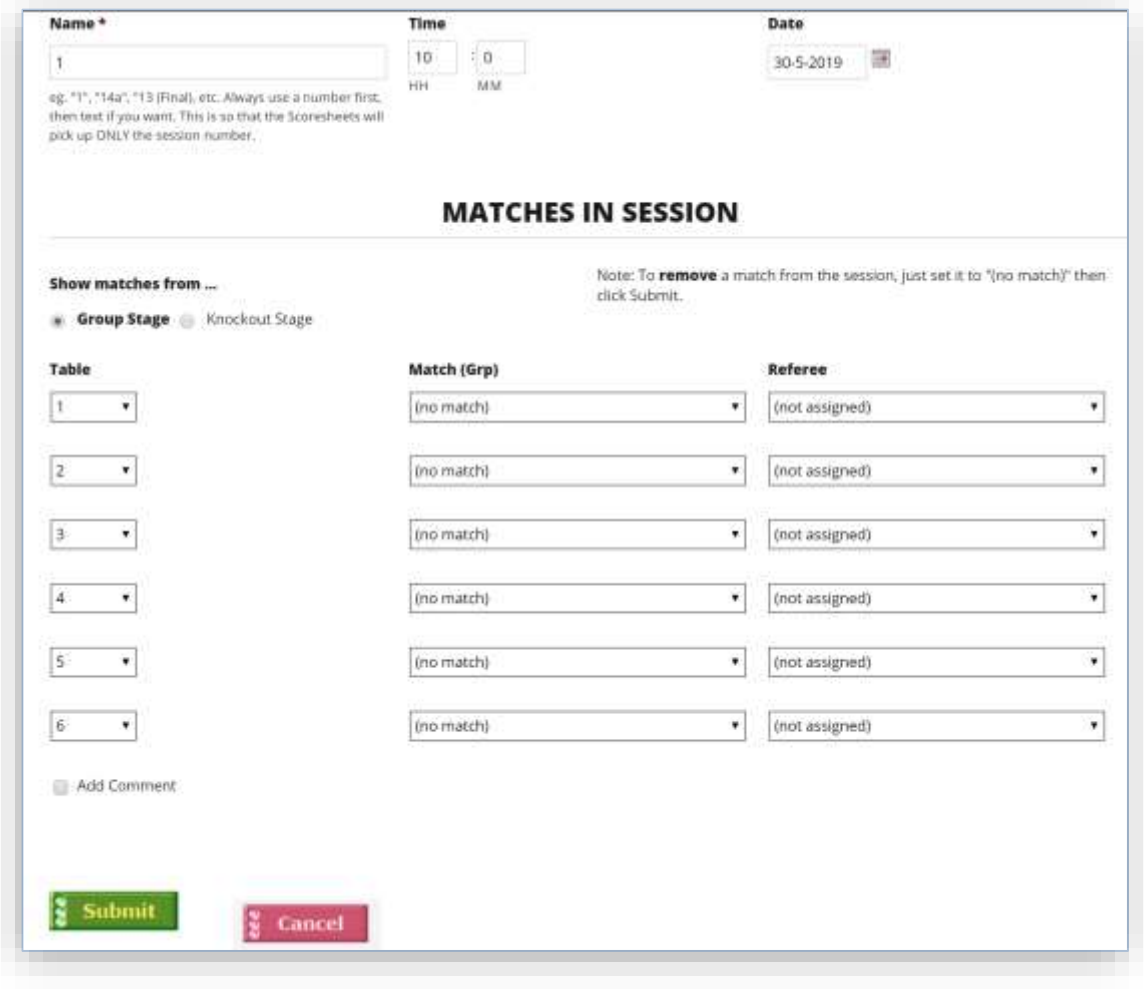
This is the process where you assign matches to sessions.
The same applies to populating the knockout stage – use automatic population first then make any necessary tweaks using manual population. Both processes are explained below.

### 1.6.1 Manual Session Population

[menu: *Admin Functions -> Edit Sessions*, then click on *Edit* link on desired session]

**You do NOT need this stage if you do an automatic population – see *Schedule Matches*.**

This is where you assign matches to a session, therefore you need the match, player names, table number and optionally, referee. You can also change the session name, time or date here. Click on an Edit link and you will get the following form :-




As a minimum, you must select a Match. You can leave the Table and Referee blank and fill these in later. However you **must** assign a match for it to be stored in the session.

Note the "Show matches from …" radio buttons. This is to reduce the long list of matches to make it a bit easier. The default (Group Stage) shows only Group Stage matches. The Knockout Stage button limits the dropdowns to K/O stage matches only.

> *If you see "double-spaced" dropdown entries, then this is a browser limitation (eg. Chrome, Firefox). The dropdown list will be DOUBLE spaced. Instead use Internet Explorer which does not do this.*

To verify your session input there is a quick double-check: Go to *Show Matches* and inspect the **Session** column. All matches should appear with a Session number assigned. The only exception is a Last 12 / 24 where BYE'd matches will not have a session number.
To fully verify the session population you will need to compare the h/copy with the *Edit Session* page.

This process can take some time as there is quite a lot of data to enter. To help me enter matches quickly, I read from the (Excel) schedule – Group and Player surnames. For example – "B Gilchrist and Burke". This makes it a little easier to scroll and select the match from the dropdown. But easily the the best way is simply to do an automatic *Schedule Matches* and then tweak it if necessary.

## 1.6.2 Automatic Setup ("Auto Populate Groups")

[menu: *Tournament Setup -> Auto -> Populate Groups*]

### 1.6.2.1 How this works

The system has many (> 200) prebuilt templates for tournaments, all stored in the database. They are organised with three parameters – **Players**, **Sessions** and **Tables**. So if you have a tournament with say, 39 players, 9 tables, 8 sessions, there should be at least one prebuilt schedule template for this particular configuration. That is, someone has already worked out the details of an acceptable schedule.

In most cases, you will have a choice of schedule templates. When you specify your constraints (Players, Tables, Sessions) the system should offer you two or more suitable templates. There may be minor differences, for example, number of sessions/tables (but NOT players). This gives some flexibility so that you can play with the options and select the best fit.

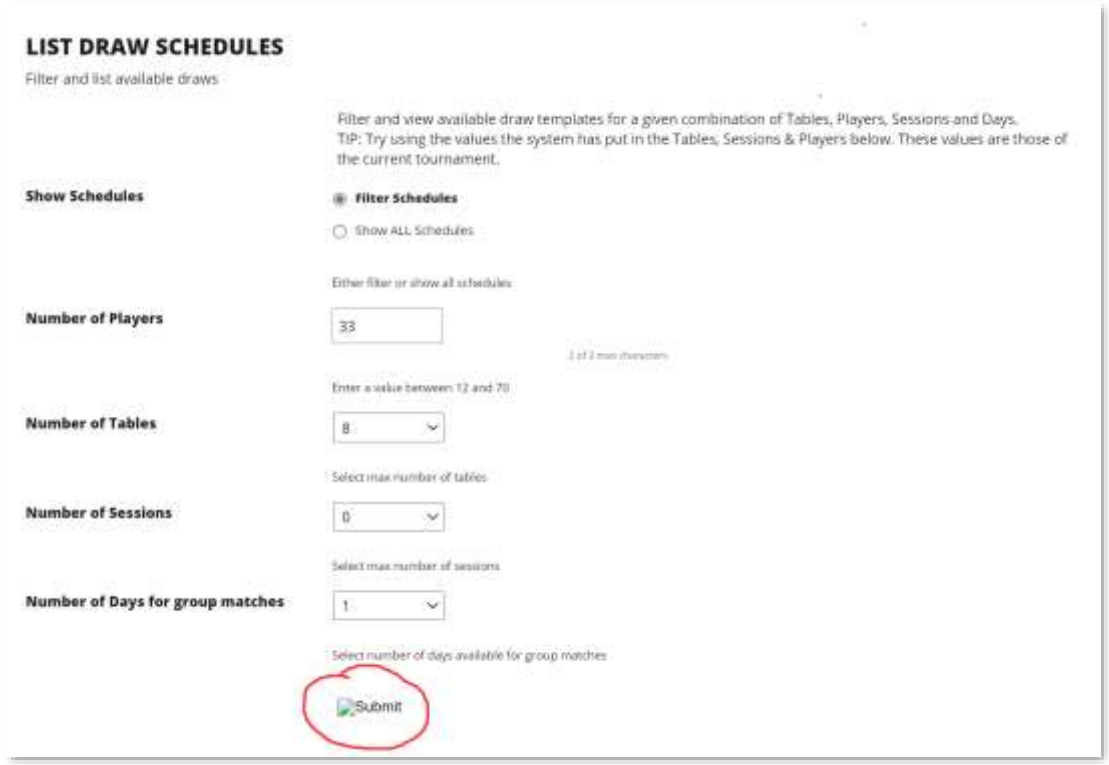
### 1.6.2.2 How to use it

[Menu: *Tournament Setup -> Auto -> Show Schedules*; also *Tournament Setup -> Auto -> Schedule Group Matches*]

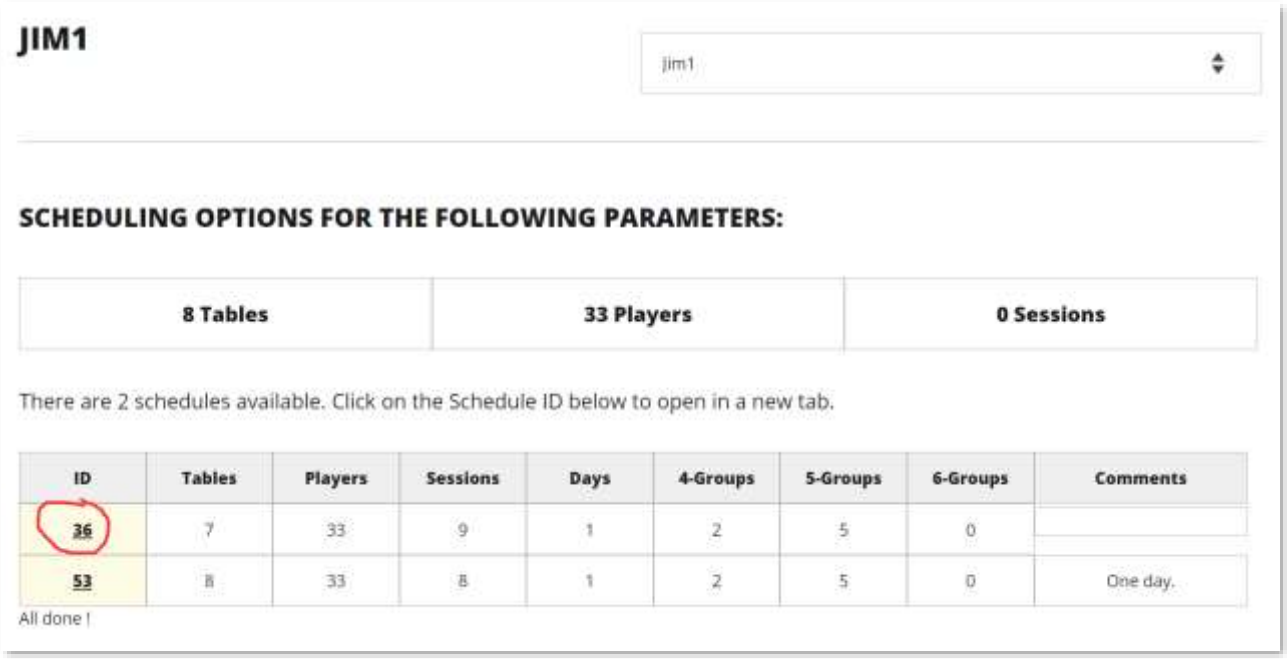
This is done in two stages – get a schedule ID and apply a schedule template.

#### 1.6.2.2.1 GET SCHEDULE ID

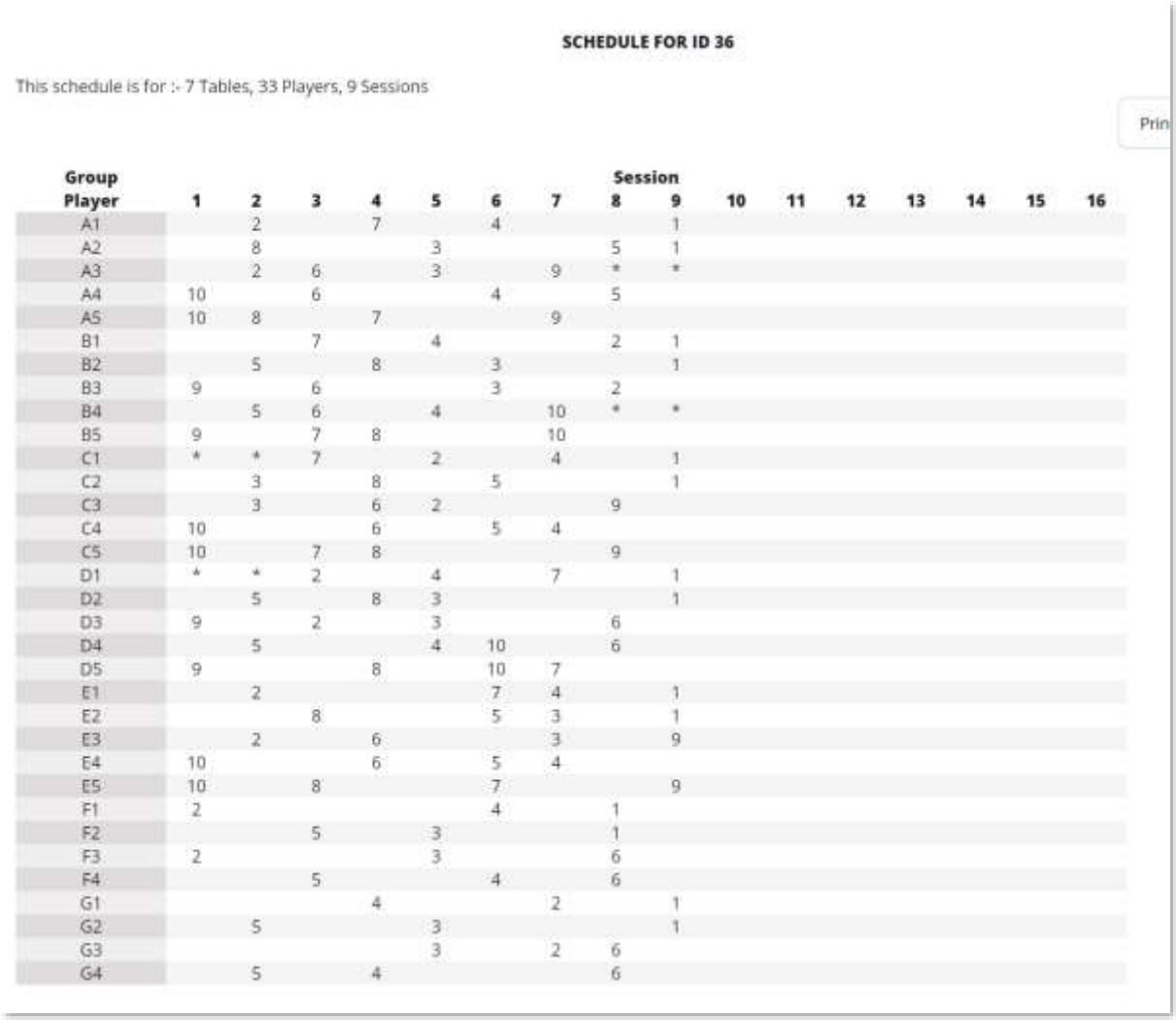
The first thing is to examine what options you have for your particular tournament configuration. You need – Players, Sessions and Tables.
Go to *Tournament Setup -> Auto -> Show Schedules* and you will get the following page :-




Enter your parameters (players, tables, sessions). Then select the number of days you have for the group stage. Finally click **Submit** and you get :-




This gives you TWO options showing details of the schedule ID of each. The important bit is the schedule ID (36 or 37 here). Click on 36 and you get full details of that template schedule :-



**SCHEDULE FOR ID 36**

This schedule is for :- 7 Tables, 33 Players, 9 Sessions

Prin

| Group Player | Session 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A1 | | 2 | | 7 | | 4 | | | 1 | | | | | | | |
| A2 | | 8 | | | 3 | | | 5 | 1 | | | | | | | |
| A3 | | 2 | 6 | | 3 | | 9 | * | * | | | | | | | |
| A4 | 10 | | 6 | | | 4 | | 5 | | | | | | | | |
| A5 | 10 | 8 | | 7 | | | 9 | | | | | | | | | |
| B1 | | | 7 | | 4 | | | 2 | 1 | | | | | | | |
| B2 | | 5 | | 8 | | 3 | | | 1 | | | | | | | |
| B3 | 9 | | 6 | | | 3 | | 2 | | | | | | | | |
| B4 | | 5 | 6 | | 4 | | 10 | * | * | | | | | | | |
| B5 | 9 | | 7 | 8 | | | 10 | | | | | | | | | |
| C1 | * | * | 7 | | 2 | | 4 | | 1 | | | | | | | |
| C2 | | 3 | | 8 | | 5 | | | 1 | | | | | | | |
| C3 | | 3 | | 6 | 2 | | | 9 | | | | | | | | |
| C4 | 10 | | | 6 | | 5 | 4 | | | | | | | | | |
| C5 | 10 | | 7 | 8 | | | | 9 | | | | | | | | |
| D1 | * | * | 2 | | 4 | | 7 | | 1 | | | | | | | |
| D2 | | 5 | | 8 | 3 | | | | 1 | | | | | | | |
| D3 | 9 | | 2 | | 3 | | | 6 | | | | | | | | |
| D4 | | 5 | | | 4 | 10 | | 6 | | | | | | | | |
| D5 | 9 | | | 8 | | 10 | 7 | | | | | | | | | |
| E1 | | 2 | | | | 7 | 4 | | 1 | | | | | | | |
| E2 | | | 8 | | | 5 | 3 | | 1 | | | | | | | |
| E3 | | 2 | | 6 | | | 3 | | 9 | | | | | | | |
| E4 | 10 | | | 6 | | 5 | 4 | | | | | | | | | |
| E5 | 10 | | 8 | | | 7 | | | 9 | | | | | | | |
| F1 | 2 | | | | | 4 | | 1 | | | | | | | | |
| F2 | | | 5 | | 3 | | | 1 | | | | | | | | |
| F3 | 2 | | | | 3 | | | 6 | | | | | | | | |
| F4 | | | 5 | | | 4 | | 6 | | | | | | | | |
| G1 | | | | 4 | | | 2 | | 1 | | | | | | | |
| G2 | | 5 | | | 3 | | | | 1 | | | | | | | |
| G3 | | | | | 3 | | 2 | 6 | | | | | | | | |
| G4 | | 5 | | 4 | | | | 6 | | | | | | | | |

Some explanation is required here.

16 sessions are shown, although only 9 exist. This is purely cosmetic.

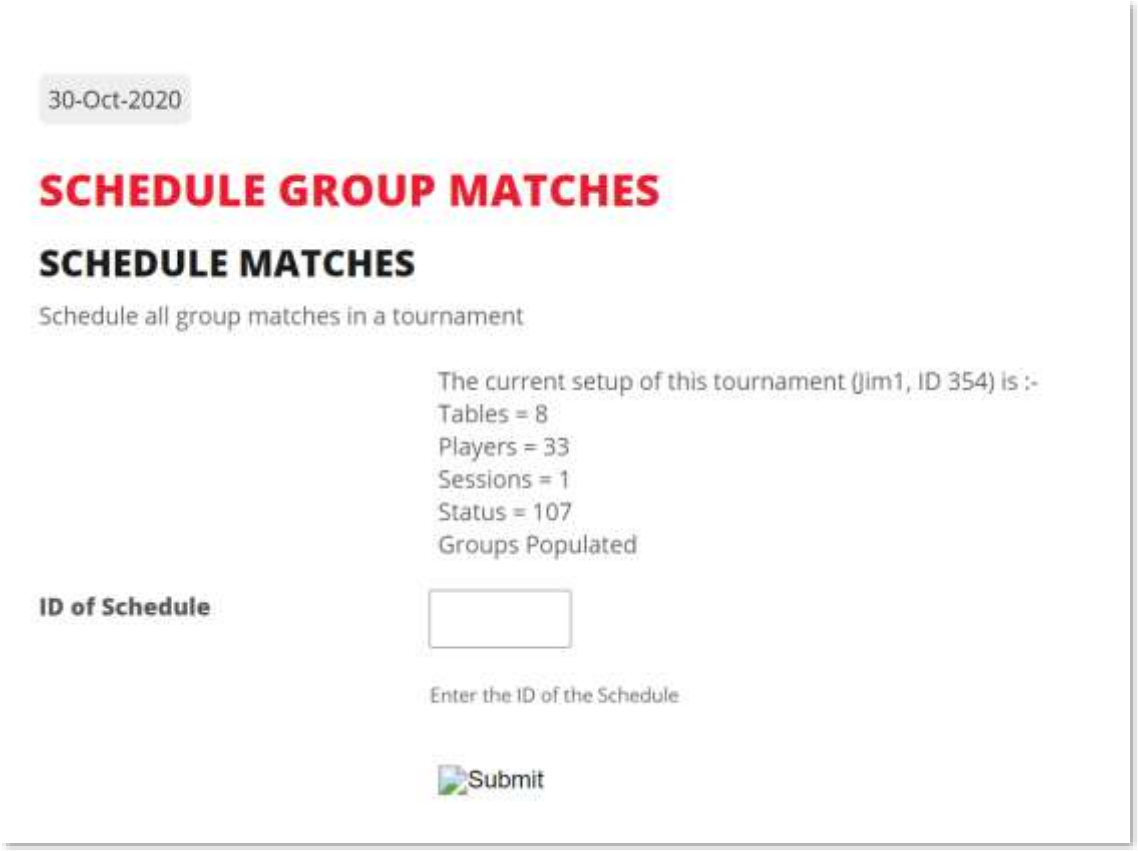
Examining player D1 :-

- Players are grouped and numbered. So player D1 is the top seed in group D, and so on.
- The numbers in the matrix show the match number of that group. For example, player D1's first match (group D match 2) is not until session 3.
- Remember that each match is uniquely numbered – "Group D02" in the above example.
- An asterisk (*) against a match indicates that these are the only sessions where that player can referee (see 1.7.1). You can see that for D1, if he were reffing in sessions 4, 6 or 8, then he would be 'on duty' three sessions in a row which is unacceptable.

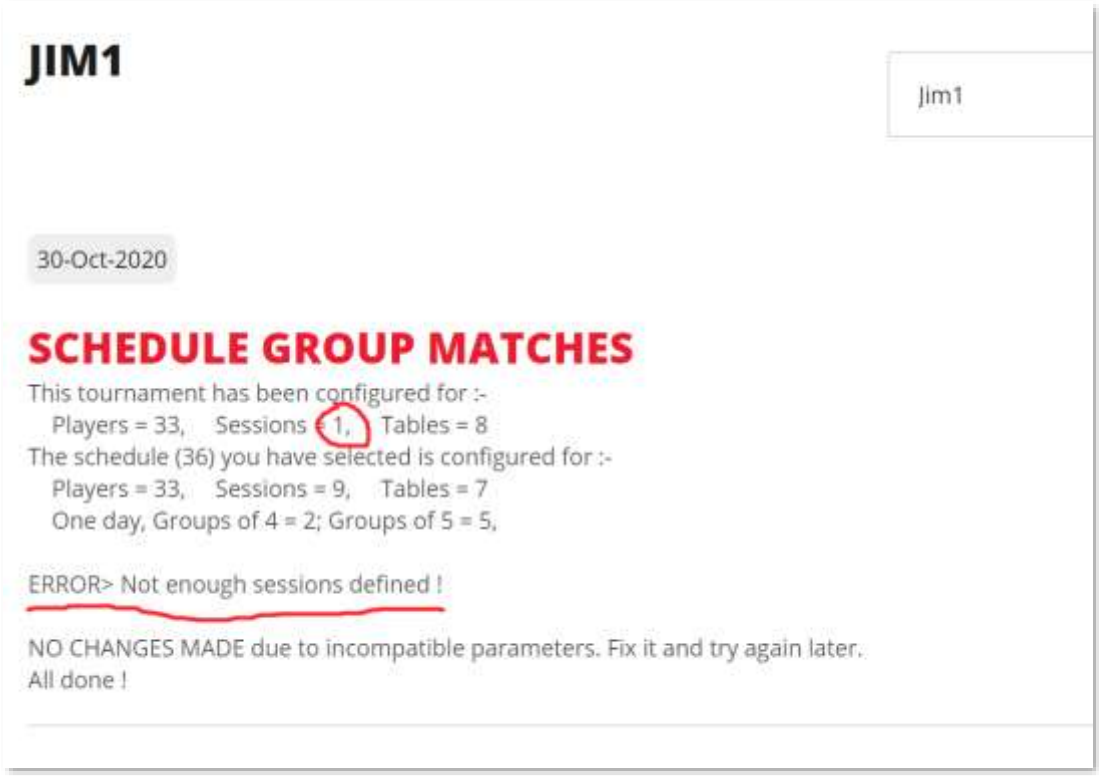
So at this stage we have checked and it looks like **schedule template 36** is suitable for us. Let's apply it.

#### *1.6.2.2.1.1 APPLY SCHEDULE ID*

Go to Menu: *Tournament Setup -> Auto -> Schedule Group Matches*




Enter 36 for the schedule ID and you get …




This shows the consistency checking that the system does before it will attempt to apply a template. In our example tournament (“jim1”), only a single session has been created – this is wrong.

I created another 8 sessions (total 9) and repeated the step, getting this page for Edit Sessions :-

You can see the full 9 sessions now. Note how I have pushed session 9 into the Sunday morning.

Go back to Menu: *Tournament Setup -> Auto -> Schedule Group Matches* and apply schedule 36, then **Submit**.

This show success – it has applied schedule ID 36 to our tournament. Go to *Edit Sessions* (or *Show Sessions*) to see the result.

## 1.7 Review Tournament

The tournament now has to be reviewed to ensure that player scheduling fulfils scheduling constraints as much as possible. Some tournament setups may be difficult, resulting in perhaps 1 or more players being asked for example, to play the first and last sessions. Another example is where a player has asked to miss the first session(s). This is where you juggle matches to accommodate the player.

The best way to review this is via the *Edit Sessions* page (Menu: *Tournament Setup -> Edit Session*).

### 1.7.1 Assign Referees

Referees have to be assigned. Use *Session Edit* (1.6.1) for this.
Note that there is another way of assigning referees – Menu: *Edit Match* -> select match to be edited. This gives more details, for example you can assign a marker as well as a referee here but do be careful as you can mess up the match !

When assigning players to referee, remember that you cannot ask a player to perform (ie. play or referee) in three consecutive sessions. Also, non-player refs (ie. 'real' refs) cannot be asked to ref every session – give them a break or two !

The *Schedule Matches* automatic setup (1.6.2) is capable of assigning some "awkward" players. By this I mean that in some sessions of particular (busy) tournaments it may be that there is only one or two sessions where a player can referee without breaching the "three in a row" constraint. Unfortunately I haven't completely implemented this yet, but the 'mechanics' have been done. To be precise, most schedule templates indicate matches where only one or two players can referee. These show up in the schedule as asterisks.
I'll get round to implementing this eventually as it will save a fair bit of time in this section.

### 1.7.2 Check integrity of Schedule

At this point you should check that the distribution of players & matches fulfil (as much as possible) the constraints of scheduling :-

- [non negotiable] No player should be asked to 'perform' in three consecutive sessions.
- [non negotiable] Players should not referee a match in their own group.
- [negotiable] Top seeds should play their last match in the closing session)s).
- [negotiable] Players should not have to play in both the first and last sessions of the tournament (ie. Lots of waiting about).

## 1.8 Play Group Matches

[menu: *Tournament Setup -> Score Match* -> select match to score]

As match results come in, the scores are recorded by using page - *Score Match*. This is all that is required – the result is analysed and group results automatically updated.

The system will automatically detect the last group match being entered. When it does this, it does an internal 'Force Update' which will update rankings for all players.
It also enable the next section – K/O Draw. Up to this point it will not allow you to do a K/O draw because group matches are incomplete.

## 1.9 Knockout Draw

[menu: *Tournament Setup -> Knockout Draw*]

Refer to Help document "**Doing the Draw**" for full information on this stage.

## 1.10 Play Knockout Matches

[menu: *Tournament Setup -> Score Match ->* select match to score]

As match results come in, the scores are recorded by using page - *Score Match*. This is all that is required – the result is analysed and the winner is automatically put through to the next round.

The system will automatically detect the final. When it does this, it does an internal 'Force Update' which will update rankings for all players.

# 2 Major Hints

1. **Force Update**
   Running ***Force Update*** is always safe and ensures that any changes you have made have propagated through the system.
2. **"I've entered the scores on to the wrong players"**
   Occasionally a referee will score a match to the wrong player.
   This is an awkward situation and is not as simple as you think. To explain, the system is written to automatically 'promote' a winner to the next round. This involves changing TWO match rounds, not one. This is where the problem lies. Fixing this is awkward – it require editing the actual **frames** associated with the matches.
   I've looked at implementing a fix for this on a couple of occasions and it is not simple, unless we abandon the feature where it automatically promotes the match winner.
3. **Remove/Withdraw Player**
   You can't backtrack from removing a player from a tournament. It'll require major reconfiguration. Be warned !
4. **Swapping players groups**
   Sometimes it's necessary to swap players in groups. Be careful here - do NOT remove a player. Instead, introduce (viz. Register) a dummy player say, "Spare Player A". So, if you are swapping Jim Burke (Group A) with Chris Coumbe (Group C), do it in THREE steps
   (1) Swap Jim Burke with Spare Player A in Group A. This effectively puts Jim in 'limbo' – ie. not assigned to any group.
   (2) Swap Chris Coumbe with Jim Burke in Group C. This puts Chris into 'limbo' and Jim into group C.
   (3) Swap Spare Player A with Chris Coumbe in Group A. Puts Chris into group A and Spare Player into 'limbo'.
   (4) Remove Spare Player A.

---- end of document; 5-June-2021 -----