

# USER MANUAL: IFSC COMPETITION MANAGEMENT SOFTWARE

Version 4.1 Last updated on Oct 30, 2023 New in 4: Round Setup changes shown, format description file linked New in 4.1 Quota setup and organisation quotas New in 4.2: Appeals New in 3.8: Tutorial Video Links

Link to HbH Judging-specific manual: https://docs.google.com/document/d/1ATjBKAk0-BFi5xTftNIBoQp7B7k9T-PZciUL5TAZYVw/edit ?usp=sharing

Links to tutorials (Youtube): <u>1 - Season-League, Cup & Event Setup,</u> <u>2 - Membership</u>, <u>3 - First Sign-Up</u> <u>4- Round Set-Up</u> <u>5-Event Basics (Speed)</u>

-> Link to the playlist

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# A. Overview

# A. 0. Glossary

Athlete: Refers to individuals who have an "athlete ID," including active athletes and team officials. Athletes can be registered for competitions.

Admin Judge: The person who uses the Result Service during an event to enter, review, or edit scores, preferably using a laptop or desktop computer.

Admin Judge View (Admin Score Table): The interface used by the Event Official to review scores entered via the Judge Client. It is best viewed on a desktop computer or laptop and requires a reliable internet connection.

Judge Client: The web application used by judges to enter scores for routes, lanes, or boulders. It is mobile-friendly.

Live Ranking: The real-time ranking displayed at the bottom of the Admin Judge View.

Main Menu: The dark gray navigation bar on the left side of the Admin Dashboard and National Federation Dashboard main pages. Its contents depend on the dashboard and the user's access rights.

Navigation Bubbles: Clickable circle icons that provide direct access to different rounds or stages of competitions. The color of each bubble reflects the current status of the round or stage.

Season-League: The organizational entity within the system that represents a competition's location. It serves as the framework for organizing the competition calendar. Users responsible for Calendar Management define the structure of the season-league for their organization.

Score Table: The area in the Admin Judge View where Event Officials review or enter scores. It is best viewed on a laptop or desktop computer.

User: A personal account with login credentials. Users can log in to access and use various parts of the CMS (Content Management System).

# A. 1. The use of this manual

The purpose of this manual is to provide a comprehensive guide to the core features of the Vertical-Life Competition Management Software (CMS). For additional features, please refer to the manuals available here. Please note that if you are not a "super-admin" of the IFSC or your National Federation, you may not have access to all the features of the CMS. Section A.2 provides an overview of different roles within the system.

To familiarize yourself with the system and explore season-league set-up or judging, you might have been granted access to the Stage Website. The Stage Website can be accessed at https://ifsc-stage.results.info, or your national federation's URL (e.g., fasi-stage, etc.).

The manual is structured in a way that allows you to read Section A first, followed by Sections B (Admin Dashboard), C (Judge Client), and D (National Federation Dashboard), which can be read independently. Additionally, Section B.5 (Result Service) can be read separately from the rest of the manual.

When sharing specific parts of the manual with different users, it is important to always include Section A for context and reference.

# A. 2. The main parts and users of the IFSC CMS

The competition management software, known as the Vertical Life CMS, is utilized by the IFSC or national federations for organizing competitions and managing members. Different users may have specific responsibilities within the system.

The system consists of three main parts: the Admin Dashboard (including Calendar Management, License Management, and Result Service), the Registration/National Federation Dashboards, and the (mobile) Judge Client. Additional parts include the media dashboard (for media accreditations), athlete dashboard (for athletes and team officials), and commentator dashboard (for TV commentators).

To access these parts, visit https://ifsc.results.info/users/login. Depending on the user's access rights, they will be redirected to the relevant section or prompted to choose the desired part.

The Admin Dashboard is where super-admins oversee CMS Users, Calendar Management, License Management, and Result Service. Super-admins are the only users with access to Calendar, License, and User Management. Other users, such as IFSC Officials (Event Officials), Result Service Managers (RSM), or Event Organizers (EO), can access the Result Service on a per-event basis if they have been assigned these roles by a super-admin.

- Event Organizers can access registration for a specific event, confirm or remove athletes on-site, and assign bibs.
- IFSC Officials and Result Service Managers can access the result service of assigned events. Only IFSC Officials with the roles of "Technical Delegate" and "Jury President" have the privilege of creating a new User and assigning them as a Result Service Manager for their responsible event. Refer to Section B for more details.

The mobile Judge Client is exclusively accessible to a single user, the generic Judge Account named Generic Judge User. It is used to judge a single route, boulder, or lane in a competition round. The Judge Client enables the entry and editing of an athlete's scores once the start list is created. Edits can be made until the official release of the round's results. See Section C for further information.

The National Federation Dashboard allows users managing a National Federation to create and edit athlete profiles, apply for licenses, view the calendar and event starters, and register athletes for competitions. For more details, refer to Section D.

# A.3 The first log in

To access the system for testing purposes, please go to <u>https://ifsc-stage.results.info/users/login</u> and log in using your provided credentials. If you are using the system for an actual event, please visit <u>https://ifsc.results.info/users/login</u>. If you have not received your login credentials, kindly reach out to the federation office for assistance. In case you have forgotten your password, you can click on "reset password" for assistance.

During your initial login, you will be prompted to set your password. Once completed, you will be automatically redirected to the relevant part of the system based on your user privileges: the Admin Dashboard, NF Dashboard, or Judge Client.

To change your password, simply click on the profile icon located in the upper right corner of the screen.

The login control on the main page can be found at the top right corner, represented by the profile icon.



# A.4. Recommended use of the CMS for a competition

Use an up-to-date version of **Google Chrome** when using the CMS on a laptop or desktop computer.

If you are using the judge client on **iOS**, use an up-to-date version of Safari. On android, use Google Chrome.

For IFSC Officials and Event Organisers:

View this PDF File to see how the CMS is recommended to be used at competitions: <u>https://drive.google.com/file/d/1NGwBwOy4cbRZucUdn5Dzv8AZq3dOJNx5/view?usp=sharing</u>

Red background refers to sections of the manual. Red text indicates critical steps

Super-User Create event Open Registration	NF Managers	Event Organiser A2	Technical Delegate Jury President       IFSC Judge(s)         RSM       A.2	Roles
Assign officials and judge client user	Register Team Officials and Athletes online			
Reg. Deadline	distriction	Assign bibs (print bibs) B.5.6.1	Create all rounds B.5.4 FAQ-4 Share judge client password with Judge Client Users	Log in
Start of on-venue re		Handle on-venue registration B.5.6.2 Confirm present athletes	Close registration for ea. B.5.7.1 discipline	
Start of Round	gistration	Print start lists	Review format, number of boulders, and start order B.5.7.1 FAQ-5 Generate heats -> create start lists B.5.7.1 FAQ-2	
		Print provisional results B.5.8.5		Enter scores C
End of round —			Review and correct scores         B.5.8.3           Make results official         B.5.8.6	
-□ Beginning of appea	ls		Print (and sign) official results B.5.8.7	
-□ End of appeals			Edit scores in case of appeals B.5.8.8	
			Select quota, review who advances B.5.8.9 Advance participants to next round   Finals B.5.8.9	
End of competition			B.5.8.10 Finalise Competition	
Time	-	- And A a	Print official general ranking	

# B. The Admin Dashboard

B.1. // Obsolete after UI change

- B. 2. Calendar Management
- B. 2. 1 The structure and organisation of the IFSC Calendar

Proper structuring of the Calendar is essential in order to get consistent rankings and fast and easy handling of individual competitions. The structuring is defined during the setup of the software.

In order to be able to define default settings for events, the events are created within an entity called Season-League. The league holds all the information that is known upfront about an event: which categories, which rounds, which quotas, etc. apply. Whether or not an event is part of a cup is decided when they are created, however they can only be part of a given cup if they are in the Season-League that contains that cup. As the name suggests, there is one "season" per (calendar) year. There can be as many leagues as you wish. They "live" for as long as you assign them to the Season of a given year.

When setting up your structure, proceed as follows:

- 1) Create at least one Season
- 2) Make a list of all events in the current season, and group them by cups and categories
- 3) Create Leagues based on what makes sense after 2). Assign the Leagues to Seasons.
- 4) Create the events in the correct Season-League.

For most federations, the standard is to have one league with adult categories, and one league with youth categories.

The custom cup additional feature allows more flexibility when assigning events to cups.

#### B. 2. 2. Creating a season

Start by creating a season. Go to >Setup > Seasons. Name it after the year during which it takes place (e.g. 2020). If you received access recently, the current season is probably already created.

#### B. 2. 3. Creating a league

To set up and manage a league effectively, familiarize yourself with the rules and cup structure. When naming your league, make sure it clearly reflects the events it encompasses. For example, you can use "IFSC Youth" for a league focusing on youth events organized by the IFSC in 2020. The corresponding season-league name would be "2020 IFSC Youth Season-League," while the cup for that season would be called the "IFSC Youth Cup."

To configure your league, click "edit" next to the league name. Begin by setting defaults for categories, rounds, registration deadlines, and quotas. Specify the eligible athletes for each category by providing their name, gender, and birth years. By entering this information, only athletes who meet the gender and age criteria for a specific category can register for competitions within that category.

For each round, define a name, determine the relevant disciplines, and specify the default format. Additionally, establish registration deadlines, which consist of two parts: the deadline for adding athletes to an event, and the deadline for replacing athletes in a given event. Keep in mind that all deadlines should be expressed in Coordinated Universal Time (UTC). Refer to section B.2.9 for further details regarding time zones.

#### B.2.3.1. Quotas

Can be set on league level, cup level and event level. Lower level settings (event is lower than cup is lower than league) override higher level settings.

Categories and Rounds	Registration	Quota setup	Team rankings	Primary Aggregate Rankings	Name
In this section, you can define quotas for ath these settings.	etes and team official registritation	s to events. They set the default quota	as for all events in this league. If needed, diff	erent quota settings can be defined for cups and for individ	dual events that override
Athletes					add Quota Rule
Static Rules:					
Host org. athletes per discipline category	10 Unlimited	×			
Athletes per discipline category	5 🗍 unlimited	×			
Team Officials Quotas					
Head Of Delegation	1 unlimited	×			
Coach	2 Unlimited	×			
Medical Personnel	2 unlimited	×			

Click "add Quota Rule" to add a rule. There are several different types of rules you can add. The modal guides you through the process.

Organisation quotas:

You can restrict which organisations can register athletes to events, or cups / leagues.

For this, you use the toggle "apply organisation specific quotas", and then select the organisation kind on which the quotas should be applied.

Organisation Quotas	
In this section, you can define different quotas for different organisations, or make it so that certain organisations cannot register any athletes. You can apply organisation-specific quotas only for one organisation kind. Note that the organisation kind chosen here does not have any effect on which org. kind the quotas defined above apply.	
Apply organisation specific quotas	
Select organisation kind: Continental Council	
Select all organisations for which registration is possible in this league.	
Council Africa	$\sim$
Council Asia	$\sim$
Council Europe	$\sim$
Council Oceania	$\sim$
Council Pan-America	$\sim$

Update Cup

You can then optionally override the rules defined above for individual organisations:

Select all organisations for which registration is possible in this league.

Council Africa			>			
<ul> <li>Overwrite athlete quotas defined above</li> <li>Overwrite team official quotas defined above</li> </ul>						
(i) Athlete quotas defined above are ignore	d for this organisation.					
Athletes per Event		unlimited				
Athletes per discipline category	2					
Head Of Delegation		unlimited				
Coach		unlimited				
Medical Personnel		unlimited				

If your quota rules only specify the nr of athlet per DCAT or per Event, but not the other, select "unlimited" on the other.

Round formats, reg. deadlines and quotas can be overridden in the event set-up.

Go back to Seasons and assign all your leagues to the 2020 season by clicking assign to all the leagues in the list of unassigned leagues. Refer to Fig. 2 for further instructions.

Name							
IFSC Stage WC Test Leagu	ie 012						1
Categories and Rounds	Registration deadlines	Quota setup					
Round templates					Category templates		
$\equiv$ #1 Qualifications		e	dit	remove	Men	edit	remove
≡ #2 Semi-Final		e	dit	remove	Women	edit	remove
≡ #3 Final		e	dit	remove	New category		
New round							

Figure 2: Editing a league

B. 2. 4. Creating a cup

Cups are assigned to season-leagues. Name the cup and click Add Cup in Setup>Seasons page after selecting the appropriate league.

For every event in a season league where the season has cups, the event can be assigned to one of them (and only one). The points are allocated as specified in the 2019 IFSC Rules. The custom cup additional feature allows custom points.

The quota and pre-qualified athletes are set in the cup itself. Click edit quota/prequalified. Make sure to enter the prequalified athletes before assigning an event to the cup it is part of.

	e to this cup that you do during the season will affect the entire cup calculati	ion.
General info Thre	sholds Basepoints Quotas Prequalified Team Rankings	Included Events
		IFSC - Climbing World Cup (B) - Meiringen (SUI) 2021
Cup Name:	IFSC Climbing World Cup 2021	IFSC - Climbing World Cup (B,S) - Wujiang (CHN) 2021 - CANCELLI IFSC - Climbing World Cup (B,S) - Seoul (KOR) 2021 - CANCELLED
		IFSC - Climbing World Cup (B) - Salt Lake City (USA) 2021
League Season Name:	World Cups and World Championships - 2021	IFSC - Climbing World Cup (B,S) - Salt Lake City (USA) 2021
		IFSC - Climbing World Cup (B,L) - Innsbruck (AUT) 2021
Custom Cup		IFSC - Climbing World Cup (L,S) - Villars (SUI) 2021 IFSC - Climbing World Cup (L) - Chamonix (FRA) 2021
Average Points on T	e	IFSC - Climbing World Cup (L) - Briancon (FRA) 2021

Figure 3: Cup set-up

The cup quotas and pre-qualified can be overridden when a cup event is created.

An example for a cup would be the IFSC Climbing World Cup. The disciplines are each automatically calculated within the cup. For different cup setups, check out the **custom cup** additional feature described <u>here.</u>

#### B. 2. 5. Creating an event

Create events by clicking + New Event in the calendar view.

This opens a page with different tabs in which you first specify the following:

- **Name, cup, league and season of the event.** Select "Standalone Event" for events that are not in a cup.
- Country, City, Timezone, Start Date, End Date
- Registration- and athlete replacement deadlines can be overridden here
- **Info Sheet,** in the pdf format. You can re-upload here when there is an update. The links stays the same
- Additional information [pdf or jpeg]. Can be anything.

- Series Logo: Shows up in the upper left of the printouts. If you don't upload, the federation logo is used. Add padding as needed so that you upload a png that is 150 px wide and 100 px tall.
- Event Logo: Shows up in the upper right of the printouts. If you don't upload, this stays blank. Add padding as needed so that you upload a png that is 150 px wide and 100 px tall.
- Logo bars, for printouts and fullscreens. Make sure you use the correct size.
- Disciplines. For every discipline, a Qualification round with the default format specified in the respective league is created. The format can be changed any time.
   If you add Speed or Combined, you have to specify whether at this competition a Speed Record can be set or not. Check the box next to 'Homologated Speed Wall (WR):' if yes.
   If it is checked, the system will automatically detect a possible WR and show it in the the score when the results of a given round are made official.
- Officials who will use the result service at the event. See <u>User Management</u>.
  - Search for the user you wish to assign as an Official, select their role (For full access to the event, select Jury President or Technical Delegate as their role)
  - Add them to the event by clicking "**Add Official**" The official receives an email notification.
- Judge Client User who will login to results.info and use the mobile judge client to enter scores. (See one page below)
- Quota & Prequalified. Here you can overwrite the quota and pre qualified athletes.

In order to **add events to the calendar without opening the registration**, do not assign a cup to them, and do not add disciplines. They will appear in the calendar (cup and discipline will be evident in the name).

Once you know quotas and pre qualified athletes, proceed as follows:

- 1) Create the cup
- 2) Enter the quotas and the pre qualified athletes to the cup
- 3) Edit the event: assign it to the Cup. Confirm that you want to take the quotas / preq. from that cup.
- 4) Add the disciplines. This will open the registration for NFs.

#### B. 2. 6. Editing events

You can edit your event in the calendar, by clicking the edit button next to the "Result Service" Control.

## B. 2. 7. Creating and editing event rounds

To create and edit the event rounds, click Result Service	Result Service	next to the event in the

calendar view. You get to the Event Overview. Click Edit Rounds Let's you enter which rounds take place in that discipline (in the "Rounds" section). Do not

remove categories unless you are sure that they do not compete. It is recommended to only add the rounds once the schedule is known.

To change the number of boulders in a round, you go to "Routes and Boulders" on the same page. There you can edit the number of routes per category round, and edit names. Topos are created here too, for Lead.

When looking at the start order, there is a direct link to the routes&boulders setup (when clicking reset order).

Overview		Boulder \$ Wom	en 🛊 Registration Qualific	ation Semi-Final Final Final	alize	Setup Resultservice
Review start order 2 confirmed athletes	Qu	alification	Women – Two 5 rout	groups, two boulde res	er sets	> Generate heats
Route setup	Country	Bib	Name	Group	World Rank	World Ranking Points
Reset order		1 🎤		Group A		
Preview groups & Assign bibs		2 🖋		Group B		

Figure 4: Changing the number of boulders

B. 2. 8. Assigning the generic judge user to an event

When creating an event, you generate a user that has judge permissions for this event. The IFSC Officials who are assigned to the event can see and change the credentials.

VL Moscow Test Event			
General info Deadlines Disciplines Files Officials	Quotas		Setup checklist
Assign Officials			This is a speed event that is not on a homologated wall. No WR!
Search users by firstname, lastname or email. At least 3 characters.		Search	<ol> <li>This is not a cup event</li> </ol>
Can't find the person you are looking for? Create a new user here.		Coulon	<ol> <li>Quotas are specified for this event</li> </ol>
Role	Name		① Event is in World Cups and World Championships league
IFSC Judge	horton huh	×	
Result Service Manager	Martin Hammerer		
Result Service Manager	JOHN DOE	×	
Generate Judge Account			
Currently assigned judges: • Login credentials: ifsc2723@results.info, password: test-event	change		

The login page for the judge is the same as for the other users.

#### B. 2. 9. Time Zones

The CMS references all times back to UTC (Coordinated Universal Time) and only shows event start- and end dates in local times.

When a deadline is set, it is set to a UTC time on the chosen number of days before the first day of an event.

Example: Event Time Zone: Tokyo (+9) Event start date in Tokyo: 25.8.2020

If the registration deadline is set to 15 days before the first event at 23:59:00 UTC == 10.8.2020 at 23:59:00 UTC and shows up as 10/08/2020, 23:59:00 UTC (11/08/2020, 00:59 Central European Summer Time) on National Federation Dashboards. The time in parentheses is the local time of the browser of the NF manager. This means that for all national federations, the local time and date relative to the event start date doesn't change from one event to the next. If all events start on a Friday they can rely on the deadline happening on e.g., a Thursday at 13:00 local time.

Should there be an issue with a deadline, super-admins and jury presidents can register athletes at any time by using the manual registration.

# B. 3. User Management

If you want someone to carry out a task for the IFSC by using the CMS, you can create them as a user and send them an invitation.

There are the following types of users:

- Event managers (Non-Super-Admins): Users who are assigned to events as Event Officials (see <u>section A2</u>) when an event is created or edited (cf. <u>Event Creation</u> <u>Section</u>).
- Judges: Has judge permission to one event, created only in the event set-up!
- National Federation Managers: Have access to the National Federation Dashboard of their federation. If you want a user to become a National Fed. manager, select the checkbox and enter the federation.
- Athlete Managers: have access to one or more athlete statistics and can register themselves / their children of self-registration is allowed, or request / confirm licences
- Super-Admins: Have access to the entire system. Any user can be made a super admin by another super admin if they click the "Super Admin" checkbox in the user's profile.
- Commentators: Have access to the API Documentation and the statistics sections
- Classifiers: Have access to the licence section of paraclimbing athletes to edit sport class and sport class status
- Media: Have access to the media licence and accreditation features

To create a new user, go to Membership > Users in the main menu and click the New User control in the upper right corner. By clicking the edit control next to the user, you can edit their details and update them.

You can add and remove all management rights from users by clicking edit user. In order to change an athlete's manager do as follows:

1) Revoke athlete management rights from the current athlete manager

2) Create a new user, and give them athlete management rights.

# B. 4. Athlete- and Licence Management

Team officials and Athletes are all managed in Membership > Athletes. Team Officials and athletes can both be registered to events, and as such are "athletes". Their licence role defines whether they can be registered to an event as an athlete or as a team official.

Licences are optional and can be ignored by the system if wished.

## B. 4. 1. Creating new athletes

Athletes can be created by Super Admins and by National Federation Managers. Go to Membership>Athletes>New Athlete and fill out all required fields. Make sure to enter the correct National Federation, as this determines the athlete's country! The National Federation can then complete the profile at any time.

## B. 4. 2. Editing athlete profiles

To edit an athlete profile, search for the athlete in Membership>Athlete and click Edit. Changing an athlete's name doesn't affect their presence in previous or future rankings or start lists, so feel free to correct athletes where Name and First Name have been confounded, or where the name is all upper/lower case.

- The passport check can be checked or unchecked and will then appear as such in the future on venue registration lists (see B.5.6.)
- To edit additional information, click the "edit details" control. To save your input, click "Update details" at the bottom of the page.

#### B. 4. 3. Licence Management

Licences are set up in Setup > Licence Setup.

Licence Role Setup	
Athlete Team Official Paraclimbing Athle	te 4
Name	Athlete
Associated to Team Officials:	3
Associated to Paraclimbing:	0
	save
Season	
2021	×
	1
Allow Application:	
+ GDPR Agreement (Adults)	<b>D</b>
+ GDPR Agreement (minors)	Û
+ IFSC Licence Agreement (Adult Athletes)	
+ IFSC Licence Agreement (minor Athletes)	tin a start a s
+ IFSC Licence Agreement (NF For Adults)	<b>1</b>
+ IFSC Licence Agreement (NF For Minors)	<b>a</b>
+ Parent Agreement	<b>a</b>
New Document	2 +

Click the green + button (2) to add a document or a check. You can choose who sees the document, which sentence the check contains, and upload the document.

After finishing with the setup, you can open the applications any time by clicking the checkbox (1).

You must do the setup for each role. The roles are accessed by clicking on the respective tab (4). Make sure to associate roles to team officials / paraclimbing where needed so the appropriate rules are taken into account (3).

## B. 4. 3. 1. Confirmed licences

As soon as a National Federation Manager has submitted an application for an athlete or team official, their name shows up in Membership>Licences. The licence status is "applied by organisation". Once the athlete has confirmed their licence, the status changes to confirmed.

## B. 4. 3. 2. Application statuses

You can choose whether the status of an athlete's licence has any effect on their ability to be registered to events. To register to IFSC competitions, the athlete / team official must have a confirmed licence. "Suspended" allows you to register because the suspension might be removed before the event.

You can change the status of a licence on the right side of the table that shows all licence applications that have come in.

By using the manual registration, assigned Jury Presidents, Technical Delegates and the IFSC office can register athletes who do not have the right licence status to compete. See section B. 5. 6. 3. This action is logged in the Audit Log (see section B .5. 5.).

# B. 5. Result Service

## B. 5. 1. Overview

The result service covers everything from the on-venue registration to the upload of the results into cup rankings. For each event, there is an Overview Page which shows the state of every category-discipline that competes at the event with the Navigation Bubbles.

There are three types of controls that will help you navigate the result service, these are found throughout all steps during an event:

A blue control, usually at the upper right of the screen: this control takes you to the next step. Click it when you want to proceed to the next step.

A yellow or colorless control, usually in the upper left of the screen: this control allows you to do something at the step that you are currently at.

The ••• Control which provides access to other options.

Printouts, fullscreens and the on-venue registration can be carried out by a user with the role 'event organiser'. <u>Click here for instructions to give to them (1 page)</u>.

## B. 5. 2. Navigating to the event

## // Obsolete after UI changes.

#### B. 5. 3. The event overview

After clicking Result Service , you see the *event overview*. From this page, you can access:

- The registration and all rounds for each discipline category (bubbles, color indicates state (green frame → finished, orange frame → going on, grey frame → pending)
- The Round setup for all disciplines **use this to add rounds**, see B.5.4.
- The on-venue registration page for event organisers (Registrations Button)
- The event set-up and the event Audit/Log (behind context menu)

- All printouts and result displays (printouts, scorecards, fullscreen links)

IFSC	TEST / STAGE ENVIRONMENT	. Logout
🛱 Calendar	$\left(\leftarrow$ Calendar	
📰 Rankings	Test event 01	
제품 Membership	2023-01-31 - 2023-01-31 TestCity	
ı∭ı Statistics	Event setup 🔥 Round setup Registration Printouts	
ද්රාූි Setup	Lead Filt rounds	
	Men Participants Qualification Final Finalize Sanctions	
	Women Participants Qualification Final Finalize	
	Speed Fait rounds	
	Men Participants Qualification Final Finalize	
	Women Participants Qualification Final Finalize	

Figure 7: The event overview. For each category in each discipline, the "bubbles" indicate the progress made in the competition. A green bubble with a checkmark means that the step is finished. A blinking green bubble means that the step is in progress. White means that this step has not been started yet.

#### B. 5. 4. Adding new users for an event on the venue

When the TD or JP are at the venue, they can create new users and assign them as Result Service Manager and Event Organiser in the Event Set-Up. It is recommended to always create an event organiser user who takes care of the on venue registration, the fullscreen setup and the printouts. They have no access to critical parts of the system.

To do this, go to the event setup (purple frame in Fig 7) and - if the person is not in the system yet - click '**here**' below the Officials Search bar on the second part of the dialogue.

This opens a new tab, where you enter the user's details and click 'Create User'.

Now go back to the other tab, search for the user and assign him/her with the Event Organiser Role. Same for Result Service Manager, but only do this if you trust that person 100%.

Instructions to share with the Event Organiser User are here.

See section B.2.8. for details on how to assign the generic judge client user.

#### B. 5. 5. Finishing the event round set-up (before the event)

#### **!!** This step is very important, as otherwise events only contain qualifications **!!**

When an event is created, it by default contains a qualification round for every category in the league that it is created in. Only when the schedule and round formats are known, should the set-up be completed. To edit the rounds, go to the Event Overview (described here) and click Round setup (blue button near the top of the page) for each discipline. This opens a page where all relevant information for rounds (categories, which rounds take place, format, number of boulders / routes, scoring parameters, etc) can be set.

IFSC		TEST /	STAGE ENVIRONMENT		C: Logo
🗐 Calendar	Test event 01           2023-01-31 - 2023-01	-31 TestCity			
Rankings	Round setup	Lead	Speed	Boulder	Boulder&Lead
底 Membership	Categories		Defaults are defined in the leas	gue settings. Formats are explained here	
ැලි Setup	Rounds Routes & Boulders Scoring	Rounds and their fo			
		Qualification			>
		🕑 all categories	Round format	No staggering	
		🥑 Women 🕑 Men	IFSC: 1 route IFSC: 2 routes	<ul><li>✓</li><li>✓</li><li>✓</li></ul>	
		🗌 Semi-Final			>
		🕑 Final			>

#### Figure 8: Editing the rounds

Create all the rounds that take place for at least one category by clicking the checkboxes next to the round name. If for one category, a round doesn't take place, uncheck the category below the round. Do not uncheck checkboxes of categories that take place! Select the round formats from the dropdowns. They are prefilled with the default settings from the league.

B.5.5.1. Description of available round formats

#### See here

#### B. 5. 5. 2 Setting up a B&L Competition

B&L is its own discipline, you create a B&L competition like any other. In the Round setup, in the section "Scoring", you can specify the scores per LZ, HZ, Top, and the number of holds considered in Lead (from the top down) and the increments applied. The default settings are the

IFSC rules, visible initially. Note that filling in tze number of holds is mandatory for all Lead Routes in B&L .

# B. 5. 6. The Audit Log

Critical actions are logged in the audit log of each event. The audit log is accessed by clicking the ••• control in the upper right of the event overview.

You can sort the audit log by clicking the column names. You can search by using the filter bar.

## B. 5. 7. The On-Venue Registration

The on-venue registration is accessed by clicking the Registration control in the event overview (orange frame in Fig. 7). The system is set up so that athlete registrations are done by the managers of the National Federations. The IFSC official or event organiser assigns the bibs and confirms the presence of each athlete at the venue as described below. It is however possible to manually register athletes to a category-discipline (as described further below) for the Technical Delegate and the Jury President.

ODF Test Conti	nental C	ham	pionships M	lunich 20	)22 - Regist	ration 🔍	erview						
57 athletes (30 male, 27 fe 0 team officials registered		tered											
					Athle	tes Team o	fficials Media	Accreditations					
Assign bibs	Confirm all		Download CSV								Confirmatio	on status: show	all
Search by CC, bib numb	er or name												
Name	cc.	Bib		Men lead	Men speed	Men boulder	Men combined	Women lead	Women speed	Women boulder	Women combined	Passport Checked	
KAPLINA Iuliia	BUL		unconfirm all					×	~	~			*
COSSER Christopher	CRO	17,3,4	unconfirm all	×	<b>~</b>	×							*
STERKENBURG Erin	CRO	14,1,27	confirm all					× ×	×				*

Figure 9: On-venue registration

On the right of the page, there is a passport checked control. If an athlete appears for the first time at an IFSC event, this checkbox should be checked if their identity and date of birth have been verified. This cannot be unchecked in the on-venue registration. A Super-Admin can uncheck this checkbox by going to the Athlete's profile in the Membership management (see B.4.2). It is possible to confirm all athletes at once, by clicking the 'Confirm all' control above the search bar.

## B. 5. 7. 1. Assigning the bibs

It is possible to assign the bibs at virtually any stage of the event. In order to facilitate the organisation of events, it's recommended to assign one set of bibs to all athletes with a different

starting bib for men and women after the online registration and replacement deadlines have passed. Then the bibs can be printed and distributed at the technical meeting and every athlete keeps their bib across rounds and disciplines.

In order to do this, click Assign bibs (yellow control marked by blue frame in Fig. 9 below) on the top of the on-venue registration page.

Bibs can be assigned for each discipline category, and also for each round, if this is required. The assign bibs control will then be found behind the ••• control (cf <u>here</u>)

You can manually edit bibs by clicking the "edit" icon next to the bib number.

If you assign bibs at the on-venue registration, you choose a sequence of bib numbers for each Category. Avoid duplicates. Manually editing bibs in the on-venue registration is not recommended as the system doesn't check for duplicates.

#### B. 5. 7. 2. Boulder: Printing scorecards

Event organisers and event officials can print scorecards that are prefilled with the athlete's name, their group in case of two groups, and their bib number.

The print scorecard control can be found in the main printouts section and, after the heats have been generated for a round, next to the print startlist control.

If the scorecards are printed after the heats are generated (recommended), the scorecard pdf has the scorecards in the start order of the competition.

B. 5. 7. 3. Confirming present athletes on-venue

Go to the on-venue registration. To do so, click the blue control named "Registration" in the Event Overview (Orange frame in Fig. 7, above).

ODF Test Contin	ental Championship	s Munich 2022	- Registration [	< Overview					
57 athletes (30 male, 27 fe 0 team officials registered	nale) registered								
			Athletes Te	am officials Medi	a Accreditations				
Assign bibs	Confirm all Download C	SV						Confirmation status:	show all
Search by CC, bib numbe	r or name								
Name	CC. Bib	Men lead	Men speed Men bou	lder Men combined	Women lead	Women speed	Women boulder		nssport necked
KAPLINA luliia	BUL unconfirm all				×	<b>*</b>	×	U	*
COSSER Christopher	CRO 17,3,4 unconfirm all		<b>*</b>	I					💌
STERKENBURG Erin	CRO	]			<b>×</b>	<b>× ×</b>	× ×		🔻
ONDRA Adam	CZE 21,11,12 unconfirm all		<b>~</b>						*

Figure 10: The on-venue registration. Blue rectangles indicate where to assign the bib numbers. To get back to the event overview, click "back" right of the title. Download the contents of this page by clicking Download CSV (orange frame).

The table for the on-venue registration can be sorted by Name and by Country. To **sort** the table, click the column name. You can **search** for names in the bar above the table. You can also search for country codes. If someone is present and competes in all disciplines they registered for, click confirm all. If someone wants to only participate in one discipline, but is registered in both, confirm only that discipline by clicking the confirm control in the column of that discipline (green frame in Fig. 10). Only confirmed athletes end up on the startlist. The 'Confirm all' control (red frame in Fig. 10) lets you confirm everyone.

You can confirm team officials by clicking the team officials tab below the search bar. If you confirm presence by country, and search for the country code in the search bar, it filters athletes and team officials at the same time.

You can also track who is **not attending** by clicking the red x button. It is indicated by a black rectangle in the figure above.

#### B. 5. 7. 4. The manual registration

The manual registration can only be used by the Jury President, the Technical Delegate or a Super-Admin.

To register someone who was not registered online to e.g., Women Lead, click the bubble named "Registration" next to Women Lead in the Event Overview. After clicking Open Registration, the screen then looks like this:

Overview	v	Speed	∼ Men	Participants Qualification	Final	Finalize	
🖋 Edit bibs	Aanual registration	Import Registered Athletes					Close registration
Search by CC,	bib number or name						
cc.	Bib	≜ Name			Yob	Attendance	\$
SUI	17 💉	LEHMANN Sascha			1998	*	
SWE	7 🔊	CHON Jongwon			1996	<b>*</b>	
ESP	27 🇪	GRANJA Carlos			1999	<b>*</b>	
AUT	5 🎤	SCHUBERT Jakob			1990	× ×	

Figure 11: The discipline registration. The green rectangle indicates the manual registration.

Click "Manual Registration". It opens a dialogue where you can search for an athlete and register them by clicking "Register" (green rectangle in Fig. 12).

Manual athlete	e registration			×
Search by <b>Firstna</b>	<b>me or Lastname</b> . 3 or n	nore symbols are r	equired.	
SEARCH Jane				GO
Search res	ults			
LASTNAME	FIRSTNAME	GENDER	COUNTRY	Actions
SMITH	Jane	female	United States (USA)	Register



The manual registration is only to be used in exceptional cases. It allows users with sufficiently high clearance to register athletes who do not have a licence in the system.

#### B. 5. 7. 5. Adding a new athlete on the venue

If the search in the manual registration doesn't yield an athlete, then they are not in the database. The Technical Delegate or the Jury President have to create their profile. Click "go to Athlete management" below the search bar. This opens the athlete management in a new tab. Fill out the athlete profile and create the new athlete. Now add them to the registration list using the manual registration. (cf. Fig. 13)

Manual ath	lete registration	ж	
Search by First	tname or Lastname. 3 or more symbols are	required.	
SEARCH		GO	
If an athlete is	not in the list, <u>go to Athlete management</u>		
< Nuck	Athletes Search by Firstname or Lastname. 3 or more symbols are required.	C Logical	
Users Athletes	SEARCH CO T	60	
		Athletes Search by Finitemen of Latename. 3 or more symbols are required.	
		SEARCH	60
		Kame Events	
		Sumaine (second)	
		Gender Stores	
		Email	
		Birthday	
		dd/mm/yyyy Phone	
		Country Country Country	
	thlete' to add the athlete to the database,	Federation (Peters)	
then ac	d the athlete via manual registration	→ New athlete	

Figure 13: Manually adding a new athlete to the database

## B. 5. 8. Creating and printing the startlist

You can only get the startlist of a discipline category after closing the registration. If in doubt, confirm missing athletes in the registration before closing, that way they end up on the startlist. You can mark them as DNS if they do not start.

#### B. 5. 8. 1. Creating the startlists

In the event overview, go to the registration for the discipline and category that you want to create the start list for. 2 or more athletes are required to create a startlist. Close the registration, and click "quali heats" to proceed to the heat creation. (cf. Fig. 14)

Overview		Lead   Women  Kegistration  Qualifications  Finalize	_	_
Edit bibs Manual registration			1	Close registration
Search by country, bib number or name				
Country	$\Leftrightarrow$ Bib	Anne	Confirmed	¢
Austria (AUT)	NA 🧨	MUSTERFRAU Maxima	Confirmed	
< Overview		Lead   Women  Women  Kegistration  Qualifications  Finalize	_	
Re-open registration				2 • Quali heats
Search by country, bib number or name				
	Bib	Name	Confirmed	é
Country	· •			4

Close registration

Proceed to heat (startlist) creation

Figure 14: Closing registration and proceeding to heat creation

Review the start order, group allocations and the route set-up. This is also where you can change the number of boulders and change the group allocation if needed.

Overview		Boulder :	MEN \$ Registration Qua	ali Finalize	Setup Resultse	ervice
Review start order 3 confirmed athletes	1) CLIC	K HERE				
	2) CLIC	K HERE			Senerate heat	ts
Route setup der	Country	Bib	Name	World Rank	World Ranking Points	
Reset order	Italy (ITA)	1 🖉	GHISOLFI Stefano			
	Italy (ITA)	2 🎤	PICCOLRUAZ Michael			
Assign bibs	Italy (ITA)	3 🎤	FOSSALI Ludovico			

Figure 15: Editing the number of boulders in a round

By default, the registration list gets randomized or the order is based on the CUWR, depending on the discipline.

If there is an issue / error, drag the athletes in the right order by using the handle. This also allows you to change the group allocations in case of two groups. Athletes in positions 1, 4, 5, 8, 9 ... are in group A, positions 2, 3, 6, 7, 10, 11 ... are in group B. If the wrong ordering method was used (you expected random but see some other order), click "Reset order" (Fig. 15). Note that the reset cannot be undone.

If someone is missing on the start list because they were not confirmed, click registration, re-open registration, confirm the athlete, and proceed to the heat creation again. If you only notice this after the you have generated the heats, make sure you view the "Setup" (upper right of the screen) of the current round. Click the ••• control and click delete the heats.

By clicking on the ••• control, you can also download a .csv file of everyone on the startlist.

			3) F	Review start order	and generate heats		
< Over	view	Lead 🗘	Women \$ Regi	stration Qualification Final	Finalize	Setup Re	sultservice
	v start order ned athletes					Senerate	e heats
Handle	Starting order	Country	Bib	Name	World Rank	World Ranking Points	
=	1	United States (USA)	2 🔪	SMITH Jane			
*	2	Austria (AUT)	1 🔪	MUSTERFRAU Maxima			
e handle	to drag and drop	o athletes if start orde	er is wrong				

Figure 16: Start Order Review and Heat Creation

Then generate the heats: this step creates the startlists and should not be undone. If for some reason, you need to "delete the start list" click the ••• control and then Delete Heats (Fig. 16). Caution: this removes participants and results of all rounds after the one of which you are deleting the heats.

#### B. 5. 8. 2. Printing the start list

Once the start list is created, you can print it by clicking the control "Print Startlist" (cf. Fig. 17). Once you are in the judging view, you can print the start list by clicking the " ••• " Icon and selecting "Print startlist". You can also print the scorecards at this step.

< Overview	tartlist	Lead 🗘 Wome		inal Finalize	Setup Resultservice
Review star 2 confirmed at Print startlist					Proceed to judging
Starting order	Country	Bib	Name	World Rank	Work Ranking Points
1	United States (USA)	2 🔌	SMITH Jane		
2	Austria (AUT)	1 🔪	MUSTERFRAU Maxima		

Figure 17: Printing the startlist

To do the same for a different category or discipline, use the dropdown in the navigation bar on top of the page (cf Fig. 18 and see also the section on Admin Judging).

	Switch	category			
Switch disc	cipline	Lead ¢ Vom	Registration Qualification	 Finalize	Setup Resultservice
Review start 2 confirmed ath Print startlist					Proceed to judging
Starting order	Country	Bib	Name	World Rank	World Ranking Points
1	United States (USA)	2 🔪	SMITH Jane		
2	Austria (AUT)	1 🔪	MUSTERFRAU Maxima		

Figure 18: Navigating between categories and disciplines in the Single Discipline Registration View

Once the heats have been generated, the route judges who use their tablet to enter scores can log in at https://ifsc.results.info with the email and password shown in the event setup.

The judges can proceed to judge on their tablet or phone (if using an iOS device, use Safari). Remind the judges to **never refresh a page** when offline and to **never let their browser go to sleep** while the timer is running. **If time is essential for scoring, use a back-up to time the climbers.** Remind the judges to review their scores carefully before confirming them on their tablet. Refer to <u>Section C</u> for details.

#### B. 5. 9. Admin Judging

The Admin Judge interface can be used by Super Admins and by Event Officials and Result Service Managers that were assigned to the event. It is primarily used to:

- review and edit scores during a round (cf <u>here</u>)
- share live result screen links (cf here),
- print start lists (cf here), the scorecards, (cf here) and provisional results (cf here),
- make results official (cf here),
- print official results,
- deal with appeals (cf here),
- proceed from one round to the next (cf here)
- and finishing the competition (cf here)

Each of these actions is described in one of the following subsections.

#### B. 5. 9. 1. Round states and general navigation

The upper part of the screen in Fig. 19 contains the navigation toolbar. The control "< Overview" in the upper left of the screen takes you back to the event overview. To change disciplines or categories, use the dropdown. The bubbles indicate what state the round is in.

The ••• control shows more options when you click on it. The blue control on the upper right of the screen indicates the next step. Controls on the left indicate action that might be done in the current state.



The jury president can choose between two modes. The old "score mode" in which all scores can be entered quickly (used when there are no routes judges) and the new "review mode" in which the Admin follows the action and only reviews and edits occasionally when needed.

						Switch to 'ol	ld' mode where all ascent	are editable
Search by b	ib number or name	9						Edit All Ascents
Lastname	Firstname	≑ IRM	♦ Bib	<b>≑ cc.</b>	Heat # 🔶	Route 1	Heat # 🔶	Route 2
MANUAL	Athlete 14	$\bigcirc$	1	RUS	1		9	
MANUAL	Athlete 9	0	2	AUT	2		Edit	
MANUAL	Athlete 10	0	3	AUS	3		SCORE PLUS TOP	TIME x
MANUAL	Athlete 2	0	4	SLO	4		12	
MANUAL	Athlete 3	0	5	SLO	5		13	

Print provisio	onal results							> Make results official
						Green box indicate confirmed this asc		S
Search by b	ib number or name	9			Lock prevents r	oute judge from any change		Edit All Ascents
Lastname	Firstname	≑ IRM	e Bib	<b>≑ cc.</b>	Heat # 🔶	Route 1		oorder indicates that the climber i / judged at this moment.
MANUAL	Athlete 14	0	1	RUS	1	22.0, 00:00 🤷 🗸 🖍	9	
MANUAL	Athlete 9	0	2	AUT	2	4.0, 00:00 🔒 🗸 🖍	10	

Once a score has been checked by the JP, the JP can lock it prevent further changes. To edit a locked ascent, the lock must be clicked and opened, which only IFSC officials can do.

#### B. 5. 9. 2. Showing live results on a big screen / fullscreen

To show the live results on a big screen on the venue, you generate a link that you share with the person who is managing the big screen content. See also section **B. 5. 4.** Click the ••• control in and follow the instructions in the figure below.

Please note that you need an up-to-date version of Chrome to show fullscreens via a raspberry pi.

Overview	Lead 🗘 Women 🖨	Registration Qualif	fication Semi-Final	Final Fin	alize	S	etup Resultsen
Print provisional results						> Make res	sults official
Search by bib number or name	Fullscreen results						
Lastname 💠 Firstpame	· · · · · · · · · · · · · · · · · · ·	<b>*</b>	Route 1	Heat	<b>#</b> \$	Route 2	
MUSTERFRAU Maxima 1	AUT 1	SCORE	PLUS TOP	TIME 2	SCORE	PLUS TOP	TIME
Opens the fullscree Fullscreen setu • Copy the lini the Full-HD Choose ro Semi-Final Final Choose ta	up k, and open it in a browser of screen ound	a device connected to	× Select a ro	ound and	1+ categ	ories	
Men 🗌 Women 🛛 🖌	screen optimized version?						

Figure 20: Fullscreen / Big Screen Set-Up

The link at the bottom of the dialogue should be copied into the browser on the computer connected to the big screen. Enter fullscreen mode by clicking the grey symbol in the lower right of the screen.

There are two types of full screen layouts: "High contrast LED screen optimized version" (left) and the standard version (right). **Check the box next to "High contrast...**" if you are in an outdoor venue or have a standard screen quality. Only high-quality screens indoors are suitable for the non-optimized version (right).

VL IFSC MANUAL	CUP -	WOM	EN LE	AD		IFSC	v	L IFSC Manual	Cup - Lead Q Women	ualification		IFSO	
QUALIF		ON			Rank	Name	Bib	Country	R1 Score	R1 Rank	R2 Score	R2 Rank	Agg.Pts
					1	SMITH Jane	2	ASU 🔤	33+	1	29+	1	1.0
# NAME	BIB	CC	RT.1	RT.2	2	MUSTERFRAU Maxima	1	AUT	33	2	28	2	2.0
1 SMITH J.	2	USA	34	29+									
2 MUSTERFRAU M.	1	AUT	34.5	28									
				~									<b>N</b>

#### B. 5. 9. 3. Editing and reviewing scores

Edit and review scores in the Admin Judge Review Mode. This is also where you can mark athletes with an IRM (they then do not enter the ranking).

1. The old "score mode" in which all scores can be entered quickly (used when there are no routes judges) and the new "review mode" in which the Admin follows the action and only reviews and edits occasionally when needed. Scores come in automatically!

	onal results	]						Make results official
						Switch to 'o	ld' mode where all asce	nts are editable
Search by b	ib number or name	9						Edit All Ascents
Lastname	Firstname	≑ IRM	≑ Bib	<b>♦ CC.</b>	Heat # 🔶	Route 1	Heat # 🔶	Route 2
MANUAL	Athlete 14	$\bigcirc$	1	RUS	1		9	
MANUAL	Athlete 9	0	2	AUT	2		Edit	
MANUAL	Athlete 10	0	3	AUS	3		SCORE PLUS TO	
MANUAL	Athlete 2	0	4	SLO	4		12	
MANUAL	Athlete 3	0	5	SLO	5		13	
Print provisi	onal results							Make results official
						Green box indicates confirmed this asce		
	bib number or name	3			Lock prevents r	oute judge from any change		Edit All Ascents
Search by b							U	
	Firstname	♦ IRM	Bib	<b>♦ CC.</b>	Heat #  🔶	Route 1		
Search by b Lastname MANUAL	Firstname Athlete 14	♦ IRM	Bib	<b>♦ CC.</b> RUS	Heat # ♦	22.0, 00:00		indicates that the climber ed at this moment.

To edit a locked ascent, the lock must be clicked and opened.

Below the review and score mode, is the live ranking.

2. <u>The live ranking</u>, which is synced automatically. At all times, you see the scores as they have been entered by the route judges (if online) or you. You cannot edit the scores in the ranking.

	Print provisio	nal results		]					l	> Make re	sults officia
	Search by bi	b number or nam	e								
	Lastname	Firstname	\$ Bib \$	Country	🕆 Heat # 🔶	Route	1	Heat# 💠		Route 2	
ore table	MUSTERFRAU	Maxima	1	AUT	1	SCORE PLUS	TOP TIME	2	SCORE 22	PLUS TOP	TIME 0
	SMITH	Jane	2	USA	2	SCORE PLUS	TOP TIME	1	SCORE	PLUS TOP	TIME 0
		1.05V									
		,,			1	nk / corrective rank	2 50	ore / rank / corr	ective rank	Q	ualified
	Downloa Rank Ath	lete	в	ib Score	i score / ra						
ranking	Rank Ath	lete th Jane	2		33+ / 1 / 1	in / corrective rank		in 00:00 / 1 / 1			

Figure 21: Score table and live rankings

B. 5. 9. 4. Marking an athlete as DNS (Did Not Start), DSQ or DSB

To mark an athlete as DNS, click the red DNS, DSQ or DSB control interval in the Admin Score table and select the relevant IRM. They then do not get a ranking in that round (they are listed at the bottom of the ranking table). If a JP wishes to change an IRM , e.g. from DNS to DQB, then they need to (a) uncheck DNS and check DQB (in any sequence).

#### B. 5. 9. 5. Printing provisional results

At all times during the round, you can print the provisional results. The time of printing is indicated on the printout. Click "print provisional results" in the upper left of the score table (Fig. 28).

#### B. 5. 9. 6. Making results official

Once the round is finished and you have reviewed all scores, make the results official by clicking "make results official", the blue control in the upper right of the screen (Fig. 21).

You can then **print the official results.** On an official results printout, you specify the signing official, the time of publication and where to put a thick horizontal line.

				\$ Me		Registratio	on Qualificat	ion Semi-Fina	Final	Finalize		
Print official re	esults	Edit official r	result	-	•						> Ad	lvance participa
Search by bil	o number or name	9										
Search by bil	o number or name		\$ Bib \$	Country	/ \$ H	eat # 🌲		Route 1		Heat # 💠	Route	2

Figure 22: Admin view of official results

#### B. 5. 9. 7. Printing official results

When printing official results, a dialogue opens and you are asked to enter the time at which the result will be published (by default, it takes the time it is when you click print), the name of the IFSC official who will sign the results, and where you want to put a thick line. You can choose to add previous round results if you wish to show them.

#### B. 5. 9. 8. Appeals

While the round is ongoing, you can enter appeals:

All users with access to the admin score table can access the create appeal form via the context menu on the admin score table:



That opens a modal to submit the appeal, technical incident, or safety appeal. Enter at **least 3 letters to find a TO or Athlete.**
Add new Appeal	×
Discipline	Round
boulder ~	Men Qualification
Туре	
Appeal	~
Raised by:	
test teamofficial 1/1/1990 • FRA	×
Participant:	
Ghisolfi Stefano 2/18/1993 · ITA	×
On (required)	
Group A Boulder 1	~
Subject (required)	
Zone Attempt	~
Description (optional)	
	Cancel Create

The ascent cell is then yellow and can be clicked to resolve the appeal:



This opens a modal:

① Warning
You are about to <b>close</b> the Appeal from teamofficial test (FRA) on the participant <b>Stefano GHISOLFI (ITA)</b> .
Subject: zone attempt
Description:
What would you like to do?
Vuphold X Reject O Invalid
Score GHISOLFI, Boulder 1:
T Ta Z Za I
You can explain your decision here. (optional)
Cancel

Click Uphold or Reject or Invalid, change the ascent if needed and save. Safety appeals have no participant and must be resolved on the events page.

In the API, the participant and the ascent have an 'under\_appeal' status.

In case of an appeal after the results have been made official, click "Edit round result" above the score table of that round (yellow control in Fig. 22). You can then edit the result before making it official again.

B. 5. 9. 9. Proceeding to the next round

Once appeals time is over, click the blue control "Advance participants" to send participants to the next round.

Clicking "Advance participants" opens a dialog, where you enter the quota [cut-off rank for next round, as defined in IFSC Rules] and click GO ( cf Fig. 23 ).

FINISH WO	MEN QUALIFICATION		×
QUOTA 0	9	۲	GO
Rank	Name		
			Proceed

Figure 23: Quota selection before proceeding to next round

You see the athletes who will go to the next round. Make sure to review that all athletes who qualified move to the next round. Click Proceed (Fig. 23).

As described in Section B.5.3.1., you generate the heats, print the startlist, and proceed to judging.

#### B. 5. 9. 10. Finishing the competition

For the results of a competition to enter cup rankings, you must finish the competition after the last round. This step is also mandatory to print an official general result. Click "Proceed to next round" after finals results are official, and click Finish Category Discipline (green control in upper right corner of the screen). Use the navigation bar to go back to the Event Overview or to switch Disciplines / Categories.

#### B. 5. 10. Speed Competitions

**Caution:** Speed rounds that follow a "elimination" format, e.g. Speed Finals, have to be judged entirely in the Admin Judge Scoretable. This is because after each stage, the following stage needs to be computed. There is no offline mode, you need to have a working internet connection when clicking 'finish stage'. Should the following stage be computed wrong (in case

of a sudden drop in connection at the wrong time, this could happen), re-open the previous stage and try finishing it again.

# The newly introduced "not started" checkbox is only to be used when an athlete does not show up to a race! In the first stage, use DNS IRM in this case. Never use it if the opponent false starts.

The Admin Judge enters all the times, of the athletes for each stage. Only after review, should the "Finish Stage" Control be clicked. This generates the next stage heats.

The screenshot below shows how to score a False Start and a "Not started". -> No score for the opponent.



Figure 24: Finishing a speed stage to generate the next stage

This can be undone by clicking "Re-Open Stage". Note that re-opening a stage will remove **all** stages that have happened after the stage you re-open.

Example: you finished  $\frac{1}{8}$  stage, then realised there was an error. If you now reopen the  $\frac{1}{8}$  stage, the  $\frac{1}{4}$  stage heats are deleted. They will be created when you finish  $\frac{1}{8}$  final again.

#7		TIME FALSE FALL 0 START 🗸		TIME FALSE FALL 5.993 START
#8		TIME FALSE FALL 0 START		TIME FALSE FALL 0 START
				REOPEN 1/8 STAGE
		1/4 stage	)	
	Lane A		Lane	e B
#9		TIME FALSE FALL 0 START		TIME FALSE FALL 0 START

Figure 25: Reopening a speed stage in case a subsequent stage has an error

### B. 5. 11. Exceptional cases

In this section, edge cases that are not straightforward to deal with using the CMS Resultservice are described.

B. 5. 11. 1. How to break a tie for finalists after qualis in Speed

In the unlikely case that two athletes have the same best and second best time after Speed Qualifications and are tied for 16th place: Edit their second time based on their direct comparison that you have to run in this case.

#### B. 5. 11. 2. Abandoning a round (How to Delete Heats)

In order to abandon a round that has already begun, you have to delete the heats of that round. This is possible until you have made the results official. **Do not delete heats unless you are absolutely sure you want to remove all scores / participants of a round.** Click Setup in the upper right corner of the Admin Score Table view.

< Overview		Lead \$ Men	Registration Qualifica	tion Semi-Final Fina	al Finalize	Setup	Resultservice
Print provision	al results					Make results official	
Search by bit	number or name						
Search by bit	number or name	∳ IRM	Bib	💠 Heat # 🔶		Route 1	

You find the delete heats control behind the ••• control:

Overview		Lead 🗘 Men	Registration Qualification Semi-	-Final Final Finalize		S	etup Resultservice
Review start or 22 confirmed athle Print startlist		Semi-Fi	nal Men - One grou 1 routes	up, one route			
Starting order Cou	Assign bibs	Name	Previous Round Rank	Previous Round Score	World Rank	World Ranking Points	Actions
1	Download CSV		21	8.12			Remove
2			21	11.0			Remove
3	Delete all heats		19	7.75			Remove

Once the heats are deleted, you can delete the round altogether in the edit rounds dialogue if needed.

B. 5. 11. 3. An athlete does not start in a speed elimination race after the first

If an athlete runs, e.g. 1/8th finals, but not ¼ finals, their opponent in ¼ finals won't have to run in order to advance. Select the 'Not started' checkbox for the athlete who is not present.

#### B. 6. Cup Rankings

Cup Rankings can be seen under Rankings in the main navigation bar. Select the season, the cup, the discipline and then the category, to see the ranking. The control to print a pdf of the cup ranking is visible in the upper left of the screen.

B. 7. Additional Rankings for events

#### B. 7. 1. Combined Ranking from three single disciplines

If you wish to calculate a combined ranking based on single discipline competitions at the same event, proceed as follows:

- In the event overview, select Additional Rankings and then Combined Ranking.

If for each discipline, there is an official result, you can calculate this ranking (and use it to determine who qualifies for a Combined Qualification, e.g.)

#### B. 7. 2. National Team Ranking (for NFs: Club/Region-Ranking)

Select Additional Rankings and then National Team Ranking. By default, the results are available for all categories, according to the 2019 IFSC results.

#### B.7.3. Computed Combined Ranking for Boulder and Lead

#### Step 1:

Check the checkbox in Event Setup "Custom Combined" in Disciplines Tab

IFSC Europe - Continental Youth Championship (L,S) - Augsburg (GER) 2022

General info Deadlines	Disciplines Files	Officials	Public Information	Quotas	Setup checklist
Team Rankings					This is a speed event that is not on a homologate wall. No WR!
isciplines					Please upload a logo bar for this event
Homologated Speed	d Wall (WR):				Please fill in public information
Lead				remove	① This is not a cup event
Printout sponsor logo bar (900x100 px): Fullscreen sponsor logo bar	Choose file No file chos	en			<ul> <li>Quotas are specified for this event</li> <li>Event is in IFSC Europe Youth league</li> </ul>
(1800x100 px):	Choose file No file chos	en			Event Tags
Speed Printout sponsor logo bar (900x100 px): Fullscreen sponsor logo bar (1800x100 px):	Choose file No file chos			remove	Add Tags World Championships  Continental Championships  World Cup  add new tag
Custom combined:					
Boulder			~	Add Discipline	

Step 2: go to the additional rankings -> compute combined rankings from disciplines

🧲 Calendar	
Test event 01	
2023-01-31 - 2023-01-31 TestCity	
Event setup 🛕 Round setup Registration Printouts	
	Compute combined rankings
Lead CEdit rounds	Team Rankings
Lead <u>Flait rounds</u>	Sanctions
Men Participants Qualification Final Finalize	Audit log
Women Participants Qualification Final Finalize	

Step 3: click edit settings, then select the format on the left and which events you want to pull the discipline ranking from. All events need to have the checkbox (see step 1) set.

Combined rankings			
Settings Format	Disciplines		
Boulder & Lead ~	boulder lead	IFSC	IFSC Europe - Continental Youth Championship (B) - Graz (AUT) 2022 C Europe - Continental Youth Championship (L,S) - Augsburg (GER) 2022 Edit Settings
Juniors Male Youth A Male Youth B Male	Juniors Female	Youth A Female	Youth B Female

Step 4: Click 'Save Settings & compute rankings''.

Combined rankings		
Settings		
Format	Disciplines	
Boulder & Lead ~	boulder	IFSC Europe - Continental Youth Championship (B) - Graz (AUT) 2022 change
	lead	IFSC Europe - Continental Youth Championship (L,S) - Augsburg (GER) 2022 change
		Save Settings & Compute Rankings cancel

### B. 8. API Key Management

API Key Management: Super-Admins can create API Keys in the system. This allows them to share access to the API with Media / Analysts, etc. The API keys can be disabled at any time.

# C. Mobile Judge Client

# C. 1. Overview

The Mobile Judge Client is a web application that allows judges to enter scores of an athlete on one route, speed lane, or boulder. The Judge User is generic.

The JP and the TD can generate a user to share with the route and boulder judges in the Event Set-Up.



On the second page of the set-up dialogue, click 'Generate Judge Account' to see the login credentials.

#### **IMPORTANT:**

- Set your phone or tablet to never go to sleep. The browser goes to sleep if the phone goes to sleep, meaning that the timer stops running. You can also manually edit or enter the time. Using an additional timing device is recommended when timing is relevant for scoring (Combined Lead and Lead Finals).

- If your phone goes offline, keep judging. DO NOT refresh the page. Once you are back online, your scores enter the ranking.

- To go to the next starter, you need to confirm the score that you entered. Once confirmed, the button that takes you to the next starter appears.

- If you are using an iOS device, use Safari. On Android, use Google Chrome or Mozilla Firefox.

- The Judge Client **cannot** be used for Speed Finals. Speed Finals can only be judged by the admin, because the stage results need to be reviewed and confirmed before the next stage is generated.

**To log in**, every judge goes to https://ifsc.results.info/users/login on their mobile or tablet and enters the credentials provided by the IFSC or by the IFSC Official at the venue.

All current and future events to which the judge user has been assigned are visible.

**Scores can be entered** from the moment that the Admin Judge generates the heats, until the round results are made official. Events are only visible in the list shown after login until their last day.



Figure 26: Judge Client Navigation and Lead Judging

ine 20. Judge Client Navigation and Lead Judging

BACK TO EVENTS BOULDER, Qualification, Men Group A Boulder 1	
#6 CXCHN.I Manuel (FRA)	Add attempt
Zone 3 Top 0	Click toggle when zone/top is achieved
confirm Top 0 Zone 3	

Figure 27: Boulder Judging

# Hold By Hold Live Judging

**Important:** It is recommended to do live judging on an android phone! On iOS devices, there is no vibration feedback and no fullscreen, as these are blocked by the operating system. The route judge (or an assistant) log in to the result service (e.g. ifsc.results.info) and find the round and athlete to judge.

The judge then selects 'Live Judging View' to enter a fullscreen mode



Once there, swiping up add 1 to the athletes score, and swiping down removes 1.

10.32 23 99	ш <b>т</b> ж ы
#19 Pedersen Jonas Ryttov	(DEN)
Swipe Up for +1	
$\diamond$	
41	
$\bowtie$	
Swipe Down for -1	

Note that you **must use an external timing device** for accurate timing.

If the Jury President (Admin) decides to lock an ascent, the judge sees this on their screen. There is a lock symbol in the confirm cell.

# D. National Federation (Club) Dashboard

# D. 1. Overview

The National federation Dashboard is accessed by Users who are managers of a National Federation or Club. Every user is automatically redirected to their National Federation or Club when logging in, unless they are also super-admin, then they choose the dashboard.

After logging in, you see the calendar list of all events in the current season.

And the second second second				1 😔 Logout
Registration				
Athietes 2	2020   All events	• 5		
W America Z	Date	* Name	0 Cup	¢
≣ Licenses <mark>3</mark>	24/02/2020 - 01/03/2020	the second of the second of the second second		4 Registration Starters
Federation 7	04/04/2020 - 05/01/2020	IFSC World Cup (B) - Meiringen (SUI) 2020	IFSC Climbing World Cup	Registration Starters info sheet 6
	01/05/2020 - 01/05/2020	The second		Registration Starters

Figure 28: The online registration dashboard. Here you see all FED events.

**1**: Clicking on the icon takes you to your user profile. This is where you edit your information and your password. See section A.3. of this document.

2: The athletes management dashboard. Here you can see all your athletes that can be registered if they have a licence. You can also create new athlete profiles. See section D. 2 of this document.

**3**: The licence management dashboard. Here you can download licence applications for your athletes. You can also upload your applications to the system so that the IFSC can review and confirm the application. See section 4 of this document.

**4**: Clicking on Registration takes you the registration of the given event. See section D.4. The control Starters takes you to the list of registered athletes of the event.

5 : Instead of showing "All events", you can apply a filter to only show events of one league.

- 6 : Download link to the current event info sheet
- 7: Your Federation Profile

# D. 2. Athlete Management

#### D. 2. 1. Athlete overview

Click on "Athletes" (2 in Fig. 28) in the main menu to see all your athlete and **team official** profiles.

All athletes in the IFSC database that have been registered by your National Federation have automatically been transferred to the new system.

In order to register an athlete or team official to a competition (see section 2), the athlete or team official needs to have an "athlete" profile.

Nationaniane Training in	artistant.					CO Logout
Registration	Athletes	New athlete				
Athletes	(and a second	1				
Eicenses	Last name	\$ F	irst name	Birth year	\$	
	(provident)		-	-	Edit 2	
() Federation	Render .		and.	-	Edit	

Figure 29: National Federation Athlete Overview

- 1: Search for an athlete by Name
- 2: Edit the athlete profile
- 3 : Create a new athlete
- D. 2. 2. Creating a new athlete profile

For athletes or team officials that you plan to register for the first time to a IFSC competition, click New athlete (3 in Fig. 29)

This opens up the following window:

Edit Musterfrau Ma	xima
Last name:	Musterfrau
First name:	Maxima
Birthday:	01/01/1990
Gender:	female
	Save

Figure 30: Creating a new athlete

Enter all the fields and click save.

Once the required fields have been entered and the profile is created, you can enter additional information below.

Edit Musterfrau Ma	ima	
Last name:	Musterfrau	
First name:	Maxima	
Birthday:	01/01/1990	
Gender:	female	\$
		Save
Contact Information	Biographic Data Favourite Things Social Media Of	ther Information
Email		
Phone		
Mobile		
Address		
Zip		
City		
		Save Profile

Figure 31: Additional athlete information

Note that there are several tabs. Click Save Profile at the bottom of the page after updating the additional information.

# D. 3. Licence Management

Click on Licences ( 3 in Fig. 28) in the main menu to see all your athlete licences applications. Only when the status is "applied", "confirmed" or "pending" can an athlete be registered to an event.

Katterwhend Determich Dee		) Logout
Registration	2020   athletes  ATHLETE applications  TEAM OFF. applications  1	
M Athletes	Filter athletes by name 2	
🗮 Licenses	Athlete Name 🔹 Licence Role 💠 Status 🗐 🕆 Licence Agreement 🔶 Gdpr	÷
O Federation	athlete applied licence_2019_athlete_ pdf re-upload file licence_2019_athletepdf re-upload	file
	athlete applied licence_2019_athletepdf re-upload file gdpr_athletepdf re-upload file	
	athlete not applied upload file 5 upload file	

Figure 32: National Federation Licence Overview

1: Download new applications

2: Search for athletes / team officials in the list

3 : Licence role is either Team Official or Athlete

**4**: Status is either "not applied", "applied", "confirmed", "pending" or "suspended". You can sort the list by Status by clicking Status next to **4**.

**5**: Upload the application and the GDPR agreement to change the status from not applied to applied. **Only then can an athlete be registered to a competition!** 

# D.3.1. Applying for a licence

# See HERE

# D. 4. Registrations

Don't forget that you need to upload the licence applications before you can register athletes (Section D. 3) Click Registration (4 in Fig. 28) next to an event to register athletes for that event.

Registration				
Deadlines: • Registration open unt • Replacement open un	iil 01/05/2020, 00:00:00 UTC. ntil 01/05/2020, 00:00:00 UTC.	1		
		Athletes	Team officials 8	
Overview				
Men lead				2 Register
Spots left: 2				
LASTNAME	FIRSTNAME		Actions	
10110-00007	1000		register prequalified 7	
10000.00	1000		replace remove 6	REGISTERED
Search by Firstname	or Lastname. 3 or more symbol	s are required.		
SEARCH	3			GO
Search resu	lts			
LASTNAME		FIRSTNAME	А	actions
TREVE AND		104		Register 4
clear				
Can't find the person	you are looking for? Create a new	w athlete here. 5		

Figure 34: The event registration

1: The registration deadline is shown in UTC (Coordinated Universal Time), with the browser's local time in parentheses.

2 :Opens the registration for a discipline category.

3: Search by name for athletes prior to registering them. The search automatically filters by gender and age.

4 : Click Register to register an athlete that you searched for

5 : Click "here" to add a new athlete, if the athlete you want to register doesn't have a profile.

6 : Once registered, you can replace an athlete by clicking replace and searching for a new athlete in the dialogue that opens. Click remove to remove the athlete.

7: This control registers pre qualified athletes. If you have a pre qualified athlete in an event, they show up in the list. If you do not click "register pre qualified" they are not registered!

8 : Team official registration

To register an athlete, proceed as follows:

- 1) Registration is done by Discipline and Category. Click Register (2 in Fig. 34) to register your athletes for each discipline.
- 2) Search for your athlete by typing her or his name into the search bar 3 and clicking GO.
- 3) Click Register (4 in Fig. 34) next to an athlete to register that athlete.

- 4) The athlete will then show up in the list as **REGISTERED**. If you cannot find an athlete, he or she may not be in the database. Click on the link below the search bar to create a new athlete profile. Note that athletes that don't have a birthday in the database cannot be registered.
- 5) You can replace an athlete by clicking "replace", and remove an athlete from a registration list by clicking remove **6**.

# D. 5. Federation Profile

By clicking on Federation in the main menu, you reach your federation's information. Please enter the contact-, office- and additional information here.

If the person who manages your National Federation Dashboard changes, please get in touch with the IFSC. They can change the Manager email address.

# E. FAQ

1) I can't find the event I am looking for after logging in. What could be the cause? The most common error is that users log in to <u>https://ifsc-stage.results.info</u> instead of <u>https://ifsc.results.info</u>. Please double check the URL and make sure you are on <u>https://ifsc.results.info</u>.

### 2) I created the startlists for qualifications or another round and someone is missing. What can I do?

In order to delete the startlist ("delete the heats"), you need to look at the Setup of the round you are in. You can do this by clicking Setup in the upper right of your screen. In Setup, click the ••• control and click "Delete Heats". Re-open registration, confirm the missing athlete (or manually add her/him) and proceed to the heat generation again. This will create a new startlist. If the route/boulder judge has loaded the startlist before, ask them to refresh the page

# 3) I logged in as a judge user (mobile judge client) and can't find the event I am judging on.

The most common error is that users log in to <u>https://ifsc-stage.results.info</u> instead of <u>https://ifsc.results.info</u> for a real event. Please double check the URL and make sure you are on <u>https://ifsc.results.info</u>.

### 4) I am about to generate the heats / startlist, and the number of boulders is wrong. How do I change the number of boulders?

Click the ••• Control and select Route Setup from the Menu. You can add or remove boulders as needed.

# 5) What is a heat? And what is a heat #?

The system generates the heats in order to compute the startlist. A heat is what's also called running order or start order of a round. If there is one route, the heat # is the position of an athlete in the startlist. If there are more routes, the heat # is the position of the athlete in the starting order of the entire round. In a bouldering semi-final, only one athlete has heat # 1. It is the first athlete in the startlist, who is alone on the FOP, on the first boulder. Two athletes have heat # 3: The first athlete in the startlist (on boulder 2) and the third athlete in the startlist (on boulder 1). If two or more athletes have the same heat # in a round, it means that they start at the same moment in the round.

6) I need someone to handle the result service in the office at the venue. Do I have to give them my password?

No. Never share your password with anyone. As a Technical Delegate or Jury President, you can create a new user and assign this user to your event as a result service manager or event organiser. For printing, registration and fullscreen results, the Event Organiser Role is ideal.

# 7) I moved participants to semis or finals, but there is an issue, and I would like to undo this. What can I do?

If you created a round which has an issue (too few participants, wrong participants, score table is not there), the best choice is to delete the heats. In order to delete the startlist ("delete the heats"), you need to look at the Setup of the round you are in. You can do this by clicking Setup in the upper right of your screen. In Setup, click the ••• control and click "Delete Heats".

# 8) I have invited an athlete with an email address they no longer have access to. What can I do?

Go to the athlete profile and change the email address in the the additional information box. Click save in the lower right corner. Then go to "Athletes & Team Officials" and click "Create User Credentials". Search for the athlete and invite them to join the result service with the correct address.