

Quick Guide to Scoring USA Usage

Scoring USA is best used on a desktop or laptop, rather than a phone or tablet. You will also need a printer, and a good network connection, since the program is web-based. You should check your connection at the rink beforehand, and if possible get your wifi access through the rink's "private" UUID rather than the public access point (usually the private connections are faster, especially when 300 parents are all trying to access wifi through their phone during the competition).

Go to sk8stuff.com, scroll down to the blue **Log In** button, and click to get to logon screen. Enter the credentials you were given. You'll go to a landing page that has a button for your comp. click it to get there.

Once in, you'll see a black menu on left side, with several pages that you can go to. The one you'll use for most accounting/marketing activities is **"Scoring Officials"**, but there are several menu pages that include tools for general use and competition administration by the LOC.

Overview of General Competition Administration

When you first "get" your competition setup from sk8stuff (assuming you used EMS or Entryeeze for registration), all skaters will be included in the database. If the schedule has been already generated it will also be known to the database, and the kids will have already been placed into flights (sorted by age if there are multiple flights at any levels). You will be sent a file called the "displaysked" file which will show your competition schedule in a pretty format that you could include in your program booklet if you make one, and a "flight reference file" that shows all of the skaters and reflects which events they are assigned to (it shows their ages too). You should check both of these files before you do anything else to make sure that everything was imported the way you expected, and that all skaters are included and are flighted the way you want. The flighting will have been performed according to age (which is the typical method) and distributed evenly throughout the flights for their level. If necessary you may use tools from the **"Scoring Officials"** menu page to adjust flighting.

You can use the **"Skater and Coach"** page to adjust spelling for kid's names, enter or update their club or coach information, update or add pronunciation guides for them, and other functions.

There are tools to enter their coach compliance information (if you used EMS for registration then all coaches are known to be compliant by the time you get the registration information, but if you used Entryeeze or sk8stuff for registration you will need to go to the USFS website to verify the coach compliance, then you can indicate it using the tool here).

Note that there is a button to DELETE skaters, but you should only do that if they were erroneously entered or are totally not part of the competition. If they are only scratching from specific events you should delete them from those events but don't delete the whole skater (which would remove them from everything).

You can use the **"Final Prep"** page to get a lot of reports that you might find useful for general info. These include skater checkin sheets, pdfs that you can print out to include in your "program booklet" for skaters, name badges for judges and competition volunteers, etc.

There's also a **"Practice Ice"** page to manage practice ice assignments if you have included practice ice sessions in the schedule.

And there's a **"Dashboard"** page that's full of links that you may or may not find useful.

For the **"Scoring Officials"** page there are several links that you will need to use.

JUDGE ASSIGNMENTS

As a general workflow, you should start by entering your judge's names on the ["Add or Update Judges"](#) page then you should assign them to events using the ["Assign Judges to Events"](#) page. On that page you also may enter the name of your Chief Scoring Official (the person responsible for entering marks, and doing the event setups). This name applies to all events and is the name that is printed at the bottom of all results sheets for signature (next to the event referee signature).

MOVING KIDS AROUND

You can review the skater's flight assignments (for any levels that have multiple groups like Grp A, Grp B, etc) by clicking the ["Flights Reference List"](#) link in the green box in the "Reports" section. Initially, they will be assigned by age, which is typical but if you have different needs it can be adjusted in multiple ways:

The easiest way to adjust assignments in a multi-flight family is to select one of the flights that would be in that grouping from the "Event Select" dropdown box, then click the red **Reflight Family** button. You'll get a page that shows the skaters for each of the groups in the family, grouped according to which flight they are currently in (each skater box also shows the skater's age as a reference). Just click and drag skaters around to move them from flight to flight.

If on competition day (or anytime really) you find that you need to just add or delete skaters from a specific flight, you can also do it on a flight-by-flight basis by selecting the appropriate flight from that "Event Select" dropdown, then clicking the blue **Setup** button. That gives you a page that lists the kids in that flight, in starting order order. You can drag the kids around to adjust starting order manually (although you would generally use a generic "Randomize Orders" function that randomizes ALL flights orders at once; more on that later). You can also remove skaters from the flight by clicking the "x" icon near the right of their box; you can add skaters to the flight by selecting a name from the "Add a Skater" dropdown then clicking the **Add Skater** button. These features are probably most useful on day-of-competition when you find out about last-minute changes or scratches. You can also adjust the judge assignments for that flight from this page, if for instance there is a last minute judging change on day-of-competition (like when a judge forgets to come to the judging table so they do a quick substitution)

If you find that a group grows too big and you need to add a new flight for a particular level, you can select an event using the "Event Select" dropdown then the purple **Split this flight** button. It will give you the opportunity to automatically create a new group of the same flavor as the selected group (but with a new group letter), then take you to the "Reflight Family" page so you can move the kids appropriately.

Note that there is a safety feature for skaters called "Lock". When you Lock Orders (there are lock buttons in multiple places, but the most obvious is right in the middle of the "Scoring Officials" page), then you become unable to change the starting order for skaters, or add or remove them from flights (if orders are locked, then the skater names on the "Event Setup" page or the "Reflight Family" pages are pink and you cannot drag them;

if orders are unlocked the boxes are green and draggable). This is just a safety feature to help you minimize the chances of making a goof once you've printed or published starting orders. You can freely lock or unlock orders but you should make a habit of keeping them locked except when you purposely plan on making changes. Locking / Unlocking is a global feature that applies to ALL events.

Once you've got the kids all in their proper events, you should randomize the starting orders, otherwise they'll be skating in alphabetic order. There is a link on the "**Scoring Officials**" page called "[Randomize Skating Order for ALL Events \(BE CAREFUL !!\)](#)". click this and it randomizes ALL events. If you have special needs like a skater needs to skate first or last in their flight (often because of short intervals between a couple of their events), you may go to the Setup page for the appropriate event and drag the skater to the appropriate place for that event(s), after you have done the general randomization.

PRINTING PAPER

Once all the skaters and judges are where they belong, you can print starting orders, and judge papers, and referee papers. There are several ways to do each of the above, depending on how many events you are doing it for, and how big the paper tray is on your printer.

The slowest way to print any of these papers is to go to the "**Scoring Officials**" page then select the appropriate event from the dropdown, then click a blue button near it ([Prt Order](#), [Prt Ancr](#), [Jdg Wksht](#), [Ref WkSht](#)). Note that the Ancr worksheet is similar to the Starting Order sheet, but includes special instructions for the announcer, as well as any phonetic spelling tips that the skaters have entered.

If you are printing lots of pages you can do them in bulk as well. In order for the bulk printing features to appear on the menu you must have starting orders LOCKED.

There is a "[Print All Starting Orders](#)" link, and a "[Print All Starting Orders for Announcer](#)" link. Clicking either will generate a PDF that has all of the selected types of sheet in a single file.

There are multiple ways to bulk print judge's papers:

- You can select a judge's name from the "judge papers" dropdown then click the blue button [Print Judge Worksheets](#) to generate a single PDF with all papers for that judge.
- You can select the link "[Print ALL Judge Worksheets \(one sheet per event; good for table spares\)](#)" to generate a PDF with 1 sheet for every event
- You can select the link "[Print ALL Referee Worksheets \(one sheet per event; good for table spares\)](#)"
- You can select the link "[Print ALL Judge Worksheets \(collated by judge\)](#)" to generate a single (very long) PDF that has all sheets, for all judges (sorted by judge). This is my favorite way, because you can just turn it on then go get a cup of coffee while your printer labors.

Note that Judge worksheets and Referee worksheets should be printed in "Landscape" mode (wider than they are tall) on your printer, to maximize the amount of space for judge's notes.

You should print the USFS scoring guides for your judges (typically a set for each judge). You can get these from the USFS website, or from the "**Scoring Officials**" page (in the green Reports box, under the heading "Help for Guest Judges - CJS". Note that there are sheets for each discipline as well as a general How-To guide for judges

Note you can also post starting orders online if you choose to. Near the center of the "**Scoring Officials**" page you will see a large blue circle badge that says "Orders Hidden". If you click the yellow **Show** button under it, then starting orders will be displayed on the public schedule display page. you can click the corresponding **UnShow** button to make them disappear.

Once you've done all these things you're pretty much ready for the competition.

COMPETITION DAY

On competition day, you will sit patiently in your scoring office and wait for papers to come in from the rink.

Once you get a batch of papers for an event, you should first review them all to make sure there were no skater adds/scratches or judge changes noted, and if there are, you should go to the event Setup page for that event and make the corrections before you start entering marks.

Once you've made any adjustments needed, select the event from the "Event Select" dropdown then click the blue **Enter Marks** button. That will take you to a screen where you will be able to enter marks.

Marks are entered on a judge-by-judge basis -- note that the upper right corner of the page has buttons to select which judge you are entering for.

Select a judge, then you will enter the marks from that judge's paper.

Note that you will always enter 3 digits for each mark -- leave the decimal point out, but enter 3 digits to represent each mark then it will auto-advance to the next field. Typical entries would be like "125" (for 1.25), "200" (for 2.00), or "050" (for 0.50). Note that all marks must be on 0.25 increments and it will turn a box yellow if you enter an inappropriate score.

Once you've entered 3 digits the cursor will automatically go DOWN to the next skater in the list (you enter all the marks for component #1 first, then component #2, etc for as many components as there are for that type of event).

Once you've hit the final skater in a column it will advance to the top of the next column. You may use the mouse to click on any box if you need to make adjustments to a specific mark. (Note that for single-skater events the auto-advance does not work, you will need to use tab or mouse clicks to advance between component fields)

When all the marks boxes are filled for the judge you are currently doing, click the **Save** button to save the entries. If you still have any invalid marks entered, it will yell at you and ask you to fix the offending boxes. Just click into the offending box, then backspace or whatever you need to do to fix it, then click the **Save** button again.

When your marks are saved you will see a quick summary screen showing that judge's marks, so you can review your entries. If you wish, you can click the red **Verify Marks** button to have the computer speak the entries back to you so you can compare it to the sheet.

When all looks correct and has been saved, you can click another judge's button at top right of screen and repeat the process until all judges are entered.

You can enter any deductions that the referee may have noted by clicking the green **Referee** button. If the referee didn't indicate any issues you do not need to visit the page.

When everything is in and happy, click the green **Calculate Result** button (it will not appear until all judges have been entered). This will calculate the result and show you a verification screen. If everything looks good, you can hit the purple **Print for Posting** button and it will give you a pdf that you can print. If something looks wrong you can click the purple **Adjust Judges Marks** button to make your corrections, then recalculate.

Once you've printed your paper, have the runner take it to get signed, then relax until the next papers come in.

POSTING LIVE RESULTS and/or REPRINTING RESULTS LATER

If you want to post live results, look down near the bottom of the right column of the "**Scoring Officials**" page. You'll see a box called "View Completed Results". you can select any event that is listed (it shows only the ones that have been entered and calculated), then click the blue **Print** button to reprint the sheet, or click the blue **Post** button to post a copy of the results to the web (it will show up on the public page for that event).

Generally, you should wait until you get the signed copy of the printed paper back from the referee before you live post.

PUBLIC DISPLAY PAGE

Once your schedule is built, skaters can go the <https://www.sk8stuff.com/> site and find your competition in the "Upcoming Events" box. If they click it they will go to a page for your comp that has links to the announcement, shows contact info for you, and shows your rink address and a has a button to show google driving directions/map (this page is called the base "menu" page for your event, and many clubs make a QR code with a link to this page and post it at their rink on competition day).

The public page will have dropdowns and buttons to view the schedule as "Daily Schedule" (shows all events and their times, with links to show all the kids in each flight), and also shows dropdowns with buttons to view schedules by skater, by club, or by coach.

If you've elected to post starting orders, then there will be a dropdown to view the orders.

If you've elected to post live results, then as results are posted there will be a "**(results)**" link on the daily schedule next to each event that has finalized results. There will also be a dropdown on the event menu page that lists all of the completed events to view them that way.

Note that there is a tool that produces a PDF for a sign that displays a QR code pointing to the public display page for your competition. You can print and post at your rink on competition day to help skaters find your online results. The link to produce this sign is on the "**Scoring Officials**" page, in the "Reports" section of the green-topped "Reports" box (it also appears on the "Final Prep" page and the "Dashboard").