

Micropower Pty Ltd

Competition Results and Prizes

User manual

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Section 1

Setting up Reports

1 Introduction

The objectives of the revised Golf Competition reporting system are:

- a. To allow users to define reports with a structure that suits their needs, rather than limiting them to the current, built-in reports (Full Field, Place getters and Ball Rundown).
- b. To extend the range of report components that can be included.
- c. To simplify the system for identifying and resolving countbacks.
- d. To allow any prizes to be posted to the Member's ledger, Prizes accounts or Loyalty system.

Under this system you define your reports independently of any competition. Having defined a report, you can then link it to any competition and the players from the competition are allocated to the report sections automatically.

Once scores and special prizes have been entered, a competition's results (including printed reports, web publication, email publication, and ledger postings (prize member and loyalty) can be processed with a few click.

2 Special Prizes

Before creating any report, you should define all the special prizes that are used by your club. The Special Prizes window is found in the Golf/Reference Files menu.

Special prizes have the following properties:

Name	
Hole	For some prize types (Nearest the Pin, Longest Drive, etc), you can indicate the hole for which the prize is awarded
Maximum Winners	Limits the number of these prizes that can be awarded in any one competitions (0=unlimited). Note that where a Hole is declared, this property limits the prizes awarded to that hole. You could award more prizes of the same type on other holes.
Gender	Limits the prize to players of the gender indicated. Note that in a team prize situation, all players in the team must be of the nominated gender for the team to be eligible.
Grade	Limits the prize to players in the grade indicated.
Award to Team	When used in a team competition, this indicates whether the prize is awarded to an entire team, or just to an individual player.

	This property is not relevant when the prize is applied to a Singles competition.
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The new Special Prizes are more specific than under the previous system; e.g. when defining a “Nearest the Pin” prize, the Hole is now included in the definition. Thus if the Club regularly offers NTP prizes for the 3rd, 8th and 12th holes, each of these will be defined separately under the new system (they might be called eg “NTP 3”, “NTP 8” and “NTP 12”, respectively. Any number of Special Prizes can be defined.



3 Trophies

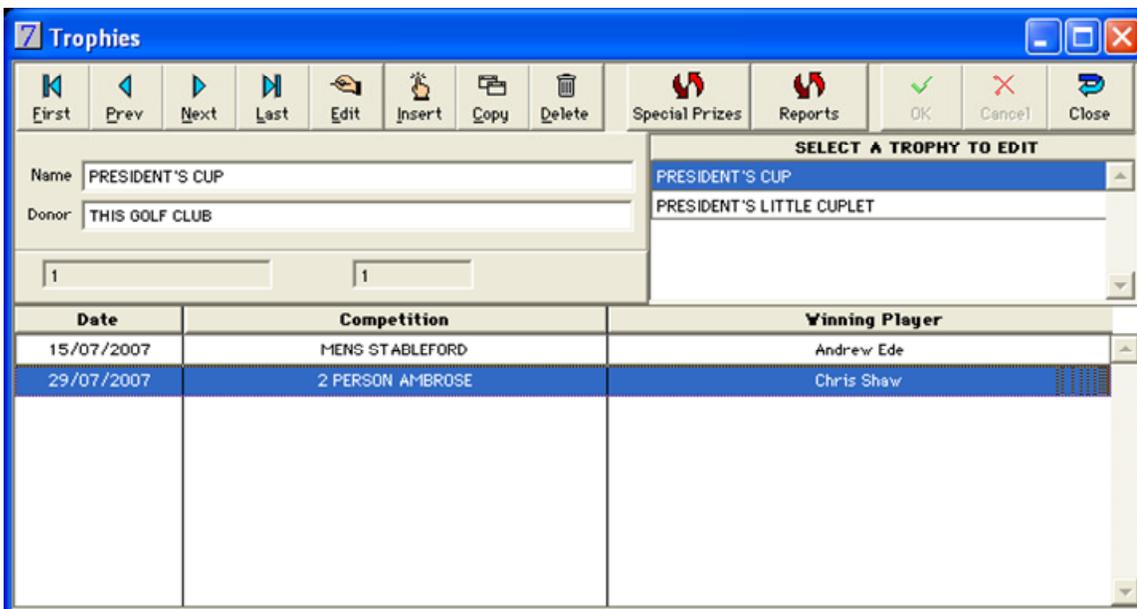
If you have trophies that are awarded more than once, you can declare them in the Trophies window. You can then link individual prizes awarded within reports to these trophies, and as players are awarded the prizes over time, the system creates a permanent record of the players who have won the trophies.

The Trophies window is found in the Golf/Reference Files menu.

Note that it is not necessary to declare all trophies in the Trophies file. You can enter trophy details for a given competition at the time of printing the report.

Trophies have the following properties:

Name	
Donor	Optional



4 Reports

The Reports setup window is found in the Golf/Reference Files menu.

Reports have the following properties:

Name	
Notes	Optional -
Group	By setting this, the players considered for this report will be limited to players who belong to the Member group.
Do not publish Member Numbers	If this is ticked, no member numbers are reported.
Inactive	
Header and Footer Text	The Header and Footers each consist of a Heading field and a Text field. The header and footer are printed above and below the Sections, respectively.
Sections	<p>The report consists of one or more Sections. The main job in creating report is to choose and configure its Sections.</p> <p>There are several types of Sections. The Type of a section will determine the details reported within that section.</p> <p>Each type of Section is described in detail below.</p>
Rules	<p>For Section types that list players from the competition (i.e. all types except Visitor Clubs and Text Only), one or Selection Rules are created.</p> <p>A Selection Rule defines how the one or more</p>

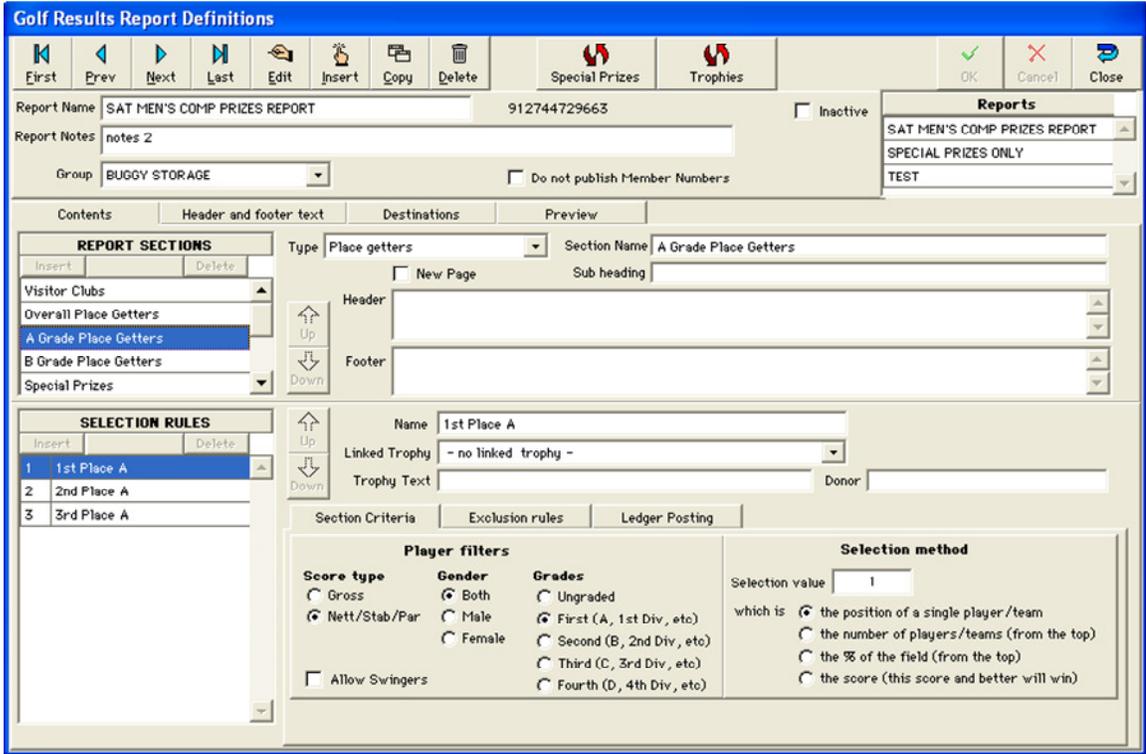
	<p>players will be chosen to be reported in this section.</p> <p>A Full Field section only ever contains one Rule, but for Place getters, Ball Rundown and Special Prizes Sections, you can define as many Rules as required.</p>
--	---

The Report Window contains two main sections:

- a. the area where the Report name etc are defined
- b. a tabbed area where the Contents, Header and Footer, and destinations are defined. There is also a Preview tab which displays the structure of the report.

When the Contents tab is selected, the Tabbed area is divided into two areas:

- a. an area where the sections are defined
- b. an area where the selection criteria for the sections are defined..



5 Report Sections

5.1 Sections - introduction

All Sections have the following properties:

Type	There are Six types: Full Field, Placegetters, Special Prizes, Ball competition, Visitor Home Clubs, Text only.
Name	This will be printed as the section Heading

Sub Heading	Optional. This will be printed under the Heading.
Header	Optional. This will be printed under the Sub-Heading.
Footer	Optional. This will be printed at the bottom of the Section.
New Page	If ticked, this causes the Section to start on a new page in the printed version of the report.

There may be other properties, dependant on the type of the Section. These are defined within the Selection Rules that are created within the section.

5.2 Creating new sections

When you create a new Report it contains no Sections. You must add the Sections you require. To add a new section,

- a. click the Insert button in the REPORT SECTIONS list
- b. select a section type from the drop down list of types.
- c. The name will be filled by the system after you have selected a type – edit this if required. Remember the name will be printed at the top of the section.
- d. Add sub-headings, header and footer Text as required.
- e. Depending on the type of section you are adding, you may need to add Rules (see section 5, below).

5.3 Deleting sections

- a. Click on the section to be deleted in the REPORT SECTIONS list
- b. Click the Delete button in the REPORT SECTIONS list.

5.4 Re-ordering sections

If you need to change the order of the sections, do the following:

- a. Click on the section to be moved in the REPORT SECTIONS list – it will appear as the selected row in the table.
- b. Click either the Up or Down arrow located on the right of the REPORT SECTIONS list.

6 Report Selection Rules

6.1 Rules- introduction

Report Sections that are intended to include the players who have achieved something in the competition (e.g. placegetters, or players who have won a special prize, etc) contain one or more “Selection Rules”.

The Selection Rules define the criteria used by the system for selecting who will appear in this Section of the report when it is printed. The Selection Rules also define whether there is a posting to a ledger associated with this achievement.

Some Rules ‘select’ just one player. Others select groups of players. It all depends on the type of section and the criteria you enter.

6.2 Creating new rules

When you create a new Section it contains no Rules (except for Full field Sections – the system creates a single Rule for these). You must add the Rules you require. To add a new Rule,

- a. click the Insert button in the SELECTION RULES table
- b. Fill the fields for the Rule as required – see below for a detailed description of all the fields associated with Rules.

6.3 Deleting rules

- a. Click on the rule to be deleted in the SELECTION RULES table
- b. Click the Delete button in the SELECTION RULES table.

6.4 Re-ordering rules

If you need to change the order of the rules, do the following:

- a. Click on the rule to be moved in the SELECTION RULES list – it will appear as the selected row in the list.
- b. Click either the Up or Down arrow located on the right of the SELECTION RULES list.

6.5 Common Fields – Name and Trophy details

All Rules have the following properties:

Name	This field will be filled automatically by the system with appropriate text if you leave it blank.
Linked Trophy	Optional. You can link any rule to a trophy declared in the Trophy table (see section 3, above), to create a permanent record of the trophy winners over time.
Trophy Text	Optional. This is the text that will appear in the report. If you have selected a Trophy in the Linked Trophy field, this field will be populated with the Linked Trophy’s name, but this can be changed.
Donor	Optional. This is the text that will appear in the report. If you have selected a Trophy in the Linked Trophy field, this field will be populated with the Linked Trophy’s donor, but this can be changed.

The screenshot shows a software interface for managing selection rules. On the left, a table titled 'SELECTION RULES' contains three rows: '1 1st Place Overall', '2 2nd Place Overall', and '3 3rd Place Overall'. The first row is selected. To the right of the table are 'Up' and 'Down' arrow buttons. Further right is a form for editing the selected rule, with fields for 'Name' (1st Place Overall), 'Linked Trophy' (PRESIDENT'S CUP), 'Trophy Text' (PRESIDENT'S CUP), and 'Donor' (THIS GOLF CLUB). At the bottom of the form are three tabs: 'Section Criteria', 'Exclusion rules', and 'Ledger Posting'.

6.6 Common Fields – Selection criteria - Player Filters

The Full Field, Placegetters and Ball Competition Sections contain Selection Rules that have properties that help determine which players are included on the report:

Score Type	You can select players based on their Nett or Gross scores. It is important that a report that includes Gross scores is only used with competitions where the gross scores are available, i.e. Stroke events, or certain Nett events when hole-by-hole scores have been entered.
Gender	This will restrict the players reported by Gender.
Grade	This will restrict the players reported by Grade. Note that if the Gender is set to “Both”, the grades will include men and women. If you then select e.g. the “First” grade, the men from their top grade and the women from their top grade will all be reported together in the section, even though the cut off handicaps might be different for these grades. If you wish to report the entire field by Grade, you will need to create a Full Field section for each grade.
Allow Swingers	This property only applies to the Ball Competitions.

Player filters

Score type	Gender	Grades
<input type="radio"/> Gross	<input checked="" type="radio"/> Both	<input checked="" type="radio"/> Ungraded
<input checked="" type="radio"/> Nett/Stab/Par	<input type="radio"/> Male	<input type="radio"/> First (A, 1st Div, etc)
	<input type="radio"/> Female	<input type="radio"/> Second (B, 2nd Div, etc)
		<input type="radio"/> Third (C, 3rd Div, etc)
		<input type="radio"/> Fourth (D, 4th Div, etc)
<input type="checkbox"/> Allow Swingers		

6.7 Common Fields – Selection criteria - Selection method

The Placegetters and Ball Competition Sections contain a Selection Method area that contains fields that help to determine which players are included on the report:

Selection value	This field accepts a numeric value, the significance of which is determined by the value assigned to the next field.
Selection type ("which is")	This field has four possible values: <ul style="list-style-type: none"> a. “The position of a single player/team”. This setting is used if you want to indicate that the player with a certain ranking (1st, 2nd, 3rd, etc) is to be selected. The number in the Selection Value defined the ranking. b. “the number of players/teams...” This setting allows you to select e.g. the “top 20” players or teams.

	<p>c. "The % of the field" This setting allows you to select e.g. the top 20% of the field.</p> <p>d. "the score...". This setting allows you to select e.g. all players or teams with a score of 20 points or better.</p>

Note: the only value for Selection Type allowed for rules in placegetters sections is the first.

This means if you wish to include three placegetters, you must create one rule that selects the first placed player, another rule that selects the second placed players, and a third rule that selects the third placed player.

Selection method

Selection value

which is

- the position of a single player /team
- the number of players/teams (from the top)
- the % of the field (from the top)
- the score (this score and better will win)

6.8 Common Fields – Exclusion Rules

Players can be excluded from consideration for a given rule if they have already been selected by another nominated rule.

The Exclusions panel displays two lists of rules, both of which contain all the rules defined for this report except the one currently being edited:

- If a rule is ticked in the left hand list, it means any players who win that rule (the one in the list) cannot be the winner of the rule being edited now.
- If a rule is ticked in the right hand list, it means that any players who win the rule being edited now cannot be the winner of the ticked rule in the list.

This means that each 'exclusion' can be defined from either rule involved.

For example, you may wish to exclude Overall placegetters from being a placegetter in the individual grades. Or you may wish to exclude any player who is a placegetter from winning a Ball in the Ball Competition.

As an example, to exclude all placegetters from winning a Ball in the Ball Competition, you first create the placegetters sections containing all the rules that select the placegetters. Then you create the Ball Competition section, and for each Ball Competition rule, tick all the placegetter rules in the left hand list as follows:

SELECTION RULES		Up	Name	1st in Ball Rundown	Linked Trophy	- no linked trophy -	Trophy Text	Donor
Insert	Delete							
1	1st in Ball Rundown							
2	2nd in Ball Rundown							
3	Ball Rundown (top 25% of field)							

Section Criteria		Exclusion rules		Ledger Posting	
The winners of the ticked rules below are ineligible for selection by the current rule.			The winners of the current rule are ineligible for selection by the ticked rules below.		
Ineligible	Rule	Ineligible	Rule	Ineligible	Rule
<input checked="" type="checkbox"/>	1st Place Overall	<input type="checkbox"/>	1st Place Overall	<input type="checkbox"/>	1st Place Overall
<input checked="" type="checkbox"/>	2nd Place Overall	<input type="checkbox"/>	2nd Place Overall	<input type="checkbox"/>	2nd Place Overall
<input checked="" type="checkbox"/>	3rd Place Overall	<input type="checkbox"/>	3rd Place Overall	<input type="checkbox"/>	3rd Place Overall
<input checked="" type="checkbox"/>	1st Place A	<input type="checkbox"/>	1st Place A	<input type="checkbox"/>	1st Place A
<input checked="" type="checkbox"/>	2nd Place A	<input type="checkbox"/>	2nd Place A	<input type="checkbox"/>	2nd Place A
<input checked="" type="checkbox"/>	3rd Place A	<input type="checkbox"/>	3rd Place A	<input type="checkbox"/>	3rd Place A

If you now view the exclusions for any of the placegetters rules you will find the following exclusion has appeared in the right hand list:

SELECTION RULES		Up	Name	1st Place Overall	Linked Trophy	PRESIDENT'S CUP	Trophy Text	PRESIDENT'S CUP	Donor	THIS GOLF CLUB
Insert	Delete									
1	1st Place Overall									
2	2nd Place Overall									
3	3rd Place Overall									

Section Criteria		Exclusion rules		Ledger Posting	
The winners of the ticked rules below are ineligible for selection by the current rule.			The winners of the current rule are ineligible for selection by the ticked rules below.		
Ineligible	Rule	Ineligible	Rule	Ineligible	Rule
<input type="checkbox"/>	2nd Place Overall	<input type="checkbox"/>	Longest Drive 8	<input type="checkbox"/>	local special
<input type="checkbox"/>	3rd Place Overall	<input type="checkbox"/>	1st in Ball Rundown	<input checked="" type="checkbox"/>	1st in Ball Rundown
<input type="checkbox"/>	1st Place A	<input type="checkbox"/>	2nd in Ball Rundown	<input type="checkbox"/>	2nd in Ball Rundown
<input type="checkbox"/>	2nd Place A	<input type="checkbox"/>	Ball Rundown (top 25% of field)	<input type="checkbox"/>	Ball Rundown (top 25% of field)
<input type="checkbox"/>	3rd Place A	<input type="checkbox"/>	Full Field	<input type="checkbox"/>	Full Field
<input type="checkbox"/>	1st Place B				

(You would repeat this for each Ball Competition Rule.)

Where exclusions are to be applied, a good approach is to create the rules that anyone can win first. Then create the rules that are subject to exclusions, and tick the appropriate existing rules in the left list.

You can have multiple 'levels' of exclusion: e.g. winners of Rule A cannot win Rule B, and winners of Rule B cannot win Rule C. In this context it is clear that winners of Rule A cannot win Rule C, even though it has not been explicitly defined.

It is of course possible to define 'circular' exclusions: e.g. winners of Rule A cannot win Rule B, and winners of Rule B cannot win Rule A. These exclusions are incompatible because they are ambiguous: depending on which exclusion is applied first, a player could win either A or B but not both. You will not be able to save a report with such settings. The system will advise you that you must correct the problem before saving.

6.9 Common Fields – Ledger Postings

Any Rule can generate a posting to one of three ledgers: The Prizes ledger, the Loyalty Ledger or the Member's Ledger.

Postings have the following properties:

Post To	You have a choice of the three ledgers.
Post Type	<p>The options available here depend on the “Post to” Setting.</p> <ul style="list-style-type: none"> • If Posting to the Prizes Ledger, the options are the various Prize types defined in the Ball Prize Ledger Screen. • If Posting to the Member’s Ledger, the options are the various charge codes suitable for a credit to a house account. • Postings to the Loyalty ledger have no ‘Type’ options..
Narrative	The system will provide a default Narrative for all postings. It is not necessary to fill this field.
Value and value type	<p>Prize Ledger postings can be of \$ or Numeric value.</p> <p>Member’s Ledger postings are always \$values.</p> <p>Loyalty Ledger postings are always numeric values.</p>
Post to swingers	If swingers are not eligible for postings , the original member is eligible. Effectively this setting prevents a player who acted as a swinger from receiving two postings for the same achievement.

The screenshot shows a software interface for creating selection rules. On the left, a table titled "SELECTION RULES" lists three rules:

	Insert	Delete
1	1st in Ball Rundown	
2	2nd in Ball Rundown	
3	Ball Rundown (top 25% of field)	

The "1st in Ball Rundown" rule is selected. To the right, the configuration for this rule is shown in the "Ledger Posting" tab. The configuration includes:

- Name: 1st in Ball Rundown
- Linked Trophy: - no linked trophy -
- Trophy Text: (empty field)
- Donor: (empty field)
- Section Criteria: (empty field)
- Exclusion rules: (empty field)
- Ledger Posting:
 - Post to: Prizes ledger
 - Prize type: Ball
 - Narration: (empty field)
 - Value: 4
 - Value type: Numeric (selected)
 - Post to Swingers: (unchecked)

Hint: For Ball Competitions where you award a different number of balls to the higher ranked winners, you need to create a rule for each level of award.

For example, the player who is first in the Ball Competition is awarded 4 balls, the player who is second receives 2 balls, and the remaining ball competition winners receive one ball each. This requires three Rules as in the illustration above.

(Note, too, that in this example you would use exclusion rules to prevent the winners of 1st and 2nd from also being selected by the top 25% Rule.)

6.10 Full Field Sections

The Full Field section always contains one Rule. This will default to Nett scores, both genders, ungraded.

If you wish to report the entire field by Grade, you will need to create a Full Field section for each grade. No selection method is required for a Full Field rule.

6.11 Placegetters Sections

The Placegetters sections can contains an unlimited number of Rules. Each Rule will select one player.

If you wish to include e.g. three placegetters for a given grade, you must create one rule that selects the first placed player, another rule that selects the second placed players, and a third rule that selects the third placed player.

Note that when you insert the first Rule in a placegetters section, it will default to Nett scores, Both genders, ungraded and selecting the player in the first position. You should change the Grade to what you require. Subsequent rules will default to the settings on the first Rule, except that the player position will be incremented. This means that you should be able to simply click the Insert Rule button for as many places as you required (changing the grade for the first Rule), and the system will configure the rules correctly for you.

6.12 Special Prizes Sections

Special Prizes rules are linked to records in the Special Prizes table.

The screenshot displays the 'SELECTION RULES' configuration window. On the left, a table lists six rules:

SELECTION RULES	
Insert	Delete
1	Nearest the Pin 6
2	Longest Drive 12
3	Putting comp
4	EAGLES NEST
5	Longest Drive 8
6	local special

On the right, the configuration for the selected rule 'Nearest the Pin 6' is shown:

- Name: Nearest the Pin 6
- Linked Trophy: - no linked trophy -
- Trophy Text: (empty field)
- Donor: (empty field)

Below these fields are three tabs: 'Section Criteria', 'Exclusion rules', and 'Ledger Posting'. The 'Section Criteria' tab is active, showing a 'Special Prize' dropdown menu with 'Nearest the Pin 6' selected.

6.13 Ball Competition Sections

While the Ball competition section can contains an unlimited number of Rules, often just one rule is required to select the winners, e.g. Nett scores, Both genders, Ungraded, Select the top 25% of the field.

For Ball Competitions where you award a different number of balls in the Ledger postings to the higher ranked winners, you will need to create a rule for each level of award.

For example, if the player who is first in the Ball Competition is to be awarded 4 balls, the player who is second is to be awarded 2 balls, and the remaining

ball competition winners are to be awarded one ball each, you will need three rules. The first two rules will use a selection method based on “The position of a single player/team”. The third rule will use a selection method based on “The % of the field”. The Ledger postings “Value” will have to set appropriately for each rule. Remember to exclude the winners of the first two rules from being selected for the third.

6.14 Visitor Home Clubs Sections

The Visitor Home Club section requires no Rules.

6.15 Text only Sections



The screenshot shows a software interface for managing report sections. At the top, there are tabs for 'Contents', 'Header and footer text', 'Destinations', and 'Preview'. Below these is a 'REPORT SECTIONS' panel with 'Insert' and 'Delete' buttons. A list of sections includes 'A Grade Place Getters', 'B Grade Place Getters', 'Special Prizes', 'this is an announcement' (highlighted), and 'Ball Competition'. To the right, a configuration panel for the selected section shows 'Type' set to 'Header or Footer Text only', 'Section Name' as 'this is an announcement', and a 'New Page' checkbox. Below this, there are 'Header' and 'Footer' text input fields with 'Up' and 'Down' navigation buttons.

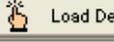
The Text sections require no Rules.

This type of section allows you to insert text fields between any other sections. Add the required text to the Section Header and/or Footer.

7 Report Header and Footer

The Report’s Header and Footer can be used for Club Notices or any other text – based information. Text entered in these fields will be included whenever the report is printed for individual competitions. However, before printing for any competition you can change the text.

Therefore if you wish to include some text every time a report is printed, or over a number of competitions, then enter the text in the Report’s Header and Footer fields. However if you wish to include some text in just one competition’s report, do not enter it into the report record – just enter it when printing the report for that competition (see below).

Report Name	SAT MEN'S COMP PRIZES REPORT	912744729663
Report Notes		
Group	<input type="text"/>	<input type="checkbox"/> Do not publish Member Numbers
Contents	Header and footer text	Destinations
Report Header Text		
AGM and Committee Elections		
Members are advised that the Agenda for the AGM, to be held on 17th August, is available from the office.		
Nomination forms for the various office bearer positions are also available.		
Report Footer Text		

8 Report Destinations

The Report's Destinations feature is not active in this version of the reports.

9 Report Preview

The Report Preview is designed to allow you to check the structure of the report.

It displays the various sections defined and their Rules.

Report Name	SAT MEN'S COMP PRIZES REPORT	912744729663	<input type="checkbox"/> Inactive
Report Notes			
Group	<input type="text"/>	<input type="checkbox"/> Do not publish Member Numbers	
Contents	Header and footer text	Destinations	Preview
AGM and Committee Elections			
<i>Members are advised that the Agenda for the AGM, to be held on 17th August, is available from the office.</i>			
Visitor Clubs			
We welcome all visitors to our Club from:			
Home club name/s			
Overall Place Getters			
1st Place Overall	PRESIDENT'S CUP	THE CLUB	
2nd Place Overall	Crystal Jug	The Club	
3rd Place Overall	Crystal Jug	The Club	
A Grade Place Getters			
1st Place A			
2nd Place A			
3rd Place A			
B Grade Place Getters			
1st Place B			
2nd Place B			
3rd Place B			

Section 2

Competition Results Reporting

10 Competition Results

Having defined your Special Prizes, Trophies and Reports, you are ready to report the results of a Competition.

The steps in reporting a Competition are as follows:

- a. Enter the scores
- b. Rank players and Resolve count-backs
- c. Enter Special Prizes
- d. Enter any Competition-specific details in the report
- e. Print, Send to web, or export the report, as required.
- f. Post to Ledgers if required.

The first of these steps, “Enter the Scores”, has not changed with this version of the Competition results reporting. Score entry can be performed through a number of screens – touch screen score entry through the Kiosk, through the Inconjunction Competition score entry window, or through the standard competition score entry window. Score entry by scanning a scorecard and score entry via a mobile phone are also possible.

The remaining steps are performed in the new Competition Results window. This window is accessed by choosing “Comp. Results” or “Ball Comp” from the Competition Details window.

11 Ranking players by score and resolving count-backs

After all scores have been entered for a competition, each Card must be allocated a place in one or both of two ordered indexes: Nett Score Index and Gross Score Index.

When you first open the new Competition Results window, the system will rank the cards in the competition.

Any Card whose ranking is displayed with a white background has an unambiguous ranking. Any two or more players that have the same score will be displayed with their ranking displayed with a common background colour.

It is not necessary to resolve all dead heats in the rankings. Only dead-heats for places that are linked to prizes really need to be resolved.

If a resolution of the ‘dead heat’ is required, you can move players within the group using the arrows provided.

A tick in the ‘OK’ checkbox indicates that this player’s ranking is either unambiguous or has been specifically set:

- The system will tick the players with unique scores.
- Moving a player up or down will tick both cards involved in the position swap.

- You should un-tick any players you have moved but whose position in the ranking is not fully determined yet.
- You should add a tick to any players in a count-back group who do need to be moved.

Once you have applied the count-backs and marked the players as 'OK', the resulting indexes should be saved. Any subsequent reporting for this competition will use the saved indexes.

Competition Results for MENS STABLEFORD, 15/07/2007

NETT ranking and countbacks | GROSS ranking and countbacks | Special Prizes | Reports | Close

Move players to resolve countbacks for Nett results... Save

Rank	Member No.	Move	OK	Name	H/c	Score	Countback	Status	Grade	Home Club
1	3010202726	↓	<input checked="" type="checkbox"/>	Andrew Ede	24	44	0/0/0	OK	B	
2	3010201783	↑	<input checked="" type="checkbox"/>	Brett May	9	44	0/0/0	OK	A	
3	3210600004		<input checked="" type="checkbox"/>	Peter Dixon	18	40	20/13/6	OK	B	CAMBERWELL FW G
4	3010201277		<input checked="" type="checkbox"/>	Ken Smith	12	40	0/0/0	OK	A	
5	3010203205	↓	<input checked="" type="checkbox"/>	Charles Cody	30	39	0/0/0	OK	B	
6	3010202711	↑ ↓	<input checked="" type="checkbox"/>	Travis Strong	14	39	0/0/0	OK	A	
7	3010203268	↑ ↓	<input checked="" type="checkbox"/>	Steven Flinn	13	39	0/0/0	OK	A	
8	3010200016	↑	<input checked="" type="checkbox"/>	John Allpress	13	39	0/0/0	OK	A	
9	3010203156		<input checked="" type="checkbox"/>	Willie Krolkowski	32	38	0/0/0	OK	B	
10	3010203309	↓	<input type="checkbox"/>	Adrian Flowerday	8	37	0/0/0	OK	A	
11	3010203004	↑ ↓	<input type="checkbox"/>	Neil Kavanagh	19	37	0/0/0	OK	B	
12	3010203063	↑ ↓	<input type="checkbox"/>	Barry Wunhym	21	37	0/0/0	OK	B	
13	3010203223	↑	<input type="checkbox"/>	Chris Moreom	29	37	0/0/0	OK	B	
14	3170101088	↓	<input type="checkbox"/>	James Blair	10	36	0/0/0	OK	A	COWES GOLF CLUB
15	3010201058	↑ ↓	<input type="checkbox"/>	Gary Parker	9	36	0/0/0	OK	A	
16	3010203352	↑ ↓	<input type="checkbox"/>	Michael Augustin	11	36	0/0/0	OK	A	
17	3010203372	↑ ↓	<input type="checkbox"/>	Christopher Burt	13	36	0/0/0	OK	A	

During the ranking process, cards are also allocated one of the defined Grades for that competition. (As in the previous version, the cards will be graded when the players are registered, but previously, it was necessary to manually re-grade the cards if any player's handicaps were adjusted, or the grading break points were changed, before the results were processed. This manually re-grading process is no longer necessary.)

12 Special Prizes

12.1 Defining Special Prizes

The new system allows for the definition of any number of Special Prizes that can then be used in Reports (See Section 2, above).

12.2 Awarding Special Prizes

All Special Prizes that have been linked to a rule in any Report will be displayed. For each prize, enter any additional information in the Description column (e.g. "Nearest The Pin" distances), and select a player in the Player ID column.

Competition Results for MENS STABLEFORD, 15/07/2007									
NETT ranking and countbacks		GROSS ranking and countbacks		Special Prizes		Reports		Close	
Identify Special Prizes winners by entering their code or number in the Player ID column...									
Prize	Hole	Gender	Grade	Description	Player ID	Player Name	Hoop	Score	HomeClub
Club special award		Both			3010200731	Paul Kaiser	31	27	
Club special award		Both			3010200201	Graham Burton	29	29	
Club special award		Both					0		
Club special award		Both					0		
Club special award		Both					0		
Club special award		Both					0		
EAGLES NEST		Both		1.2 m	3010200533	Robert Gleeson	20	24	
Longest Drive 12	12	Both		301 M	3010201944	Giuseppe Di Pierro	21	33	
Longest Drive 8	8	Both		287 M	3010203149	Allan Nitz	23	33	
Nearest the Pin 6	6	Both		31 cm	3010202709	Tony Trueman	16	28	
Putting comp		Both			3010203143	Simon Webb	17	35	

You can choose not to award any of the prizes simply by not linking a player to it.

If you are awarding the prize to a team, you can enter the ID of any of the team's players to 'find' the team.

Once you have awarded the Prizes, **Save** the details.

13 Reports

13.1 Selecting Reports

At the top of the Report pane, there are two lists. Initially the list on the right contains all the Reports defined in the system, and the list on the left is empty.

You should choose one or more Reports for use with this competition. You link them to the competition by moving them from the right hand list to the left hand list. To do this, highlight the report in the right and click the "Use" button. Alternatively, double click the report in the right hand list.

Once you have the required report/s in the Left list, highlight one in that list and the system will apply that Report's selection rules to the players in the Competition, resulting in a list of all cards that have been selected by the rules within the competition.

The green and yellow bands indicate the various Sections within the report.

At this point the system will have done most of the work for you. All you need to do is add any competition-specific details to the results and save the report.

Once saved, you can print the report, send it to the Web site, export the results, or post the prizes to the ledger.

Note that you cannot load a report for editing that another operator is currently editing on another workstation.

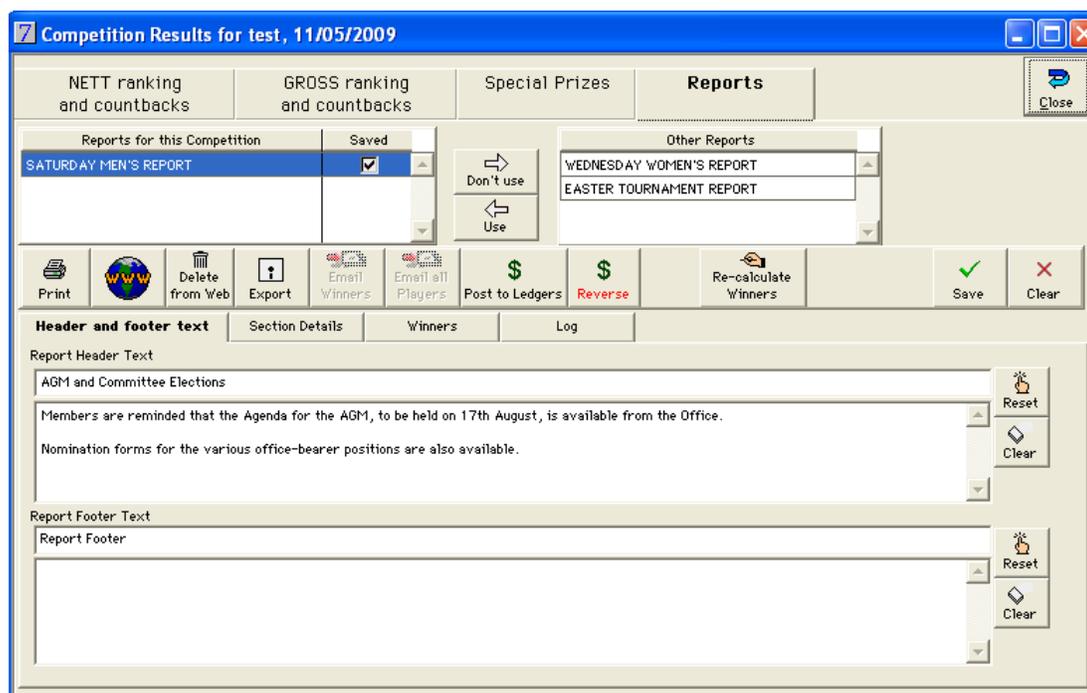
13.2 Report header and footer

You can edit the Report's Header and Footer. By default, the text entered during the Report setup will be loaded into this competition's report. You can edit this text as you choose.

When you save the report your changes will be preserved.

The “Clear” buttons allow you to quickly remove the contents of the fields.

The “Reset” button returns the data to the values from the original Report.

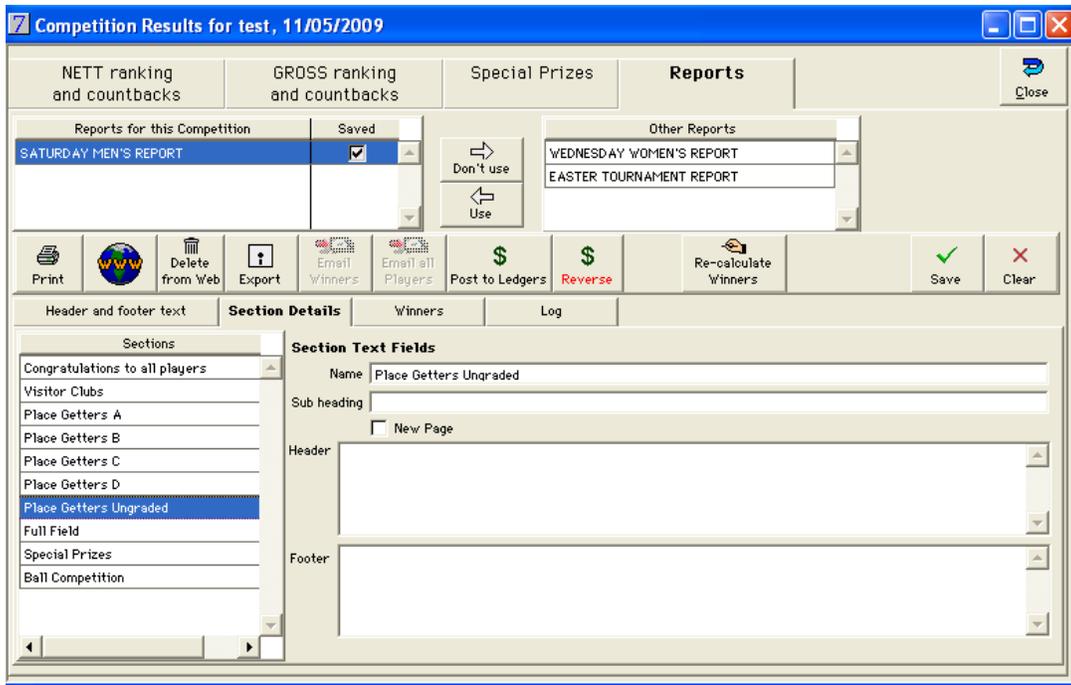


13.3 Section Details

You can edit each Section’s details.

By default, the Section details entered during the Report setup will be loaded into this competition’s report. You can edit these details as you choose.

When you save the report your changes will be preserved.



13.4 The Winners List

Section	Description	Details	Hide	Trophy	Donor	Score	Grade	Player Name	Hcap	Hrr
Congratulations to all			<input type="checkbox"/>						0	
Visitor Clubs	NEW BRIGHTON GOLF		<input type="checkbox"/>						0	
Visitor Clubs	Yarra Yarra Golf		<input type="checkbox"/>						0	
Place Getters A	1st Place Nett A		<input type="checkbox"/>	President's Trophy	Jim's hardware	60	A GRADE	Rachel Atkinson	20	
Place Getters A	2nd Place Nett A		<input type="checkbox"/>			70	A GRADE	Bridget Baker	10	Yarr
Place Getters B	1st Place Nett B		<input type="checkbox"/>	President's Trophy	Jim's hardware	59	B GRADE	GRAHAM WALLACE	16	NEW
Place Getters B	2nd Place B Grade		<input type="checkbox"/>			68	B GRADE	Kay Servante	34	
Place Getters C	1st Place Nett C		<input type="checkbox"/>			67	C GRADE	Anthony Abbott	23	
Place Getters D	1st Place Nett D		<input type="checkbox"/>			69	D GRADE	Neville Duff	31	
Place Getters Ungraded	1st Place Nett		<input type="checkbox"/>			59	B GRADE	GRAHAM WALLACE	16	NEW
Place Getters Ungraded	2nd Place Nett		<input type="checkbox"/>			60	A GRADE	Rachel Atkinson	20	

Some fields (the ones with the white background) in the Winners card list can be edited.

For instance, the trophy and trophy donors may change from week to week. These changes from the default values must be entered for a Competition and saved before the Report is printed, published to the web, etc.

If for any reason you need to withdraw a particular line in the list from publication, you can tick the "Hide" checkbox on that line. One use of this might be to adjust the number of Ball competition winners to match the available prizes

Once all the changes have been made for a particular Competition, the Card List can be saved.

Next time you view the Report, the save details will be re-presented. You have an option to return to the default values, as per the Report definition.

13.4.1 Printing

Once a report has been saved, it may be printed.

Lines marked as Hidden will not print. If all lines in a section are hidden, the entire section (including its heading, sub heading, header text and footer text, will be excluded.

13.4.2 Web Publishing

Once a report has been saved, it may be published to the Web, assuming your Club uses MicroPower's Online Member Services.

Lines marked as Hidden will not be included. If all lines in a section are hidden, the entire section (including its heading, sub heading, header text and footer text, will be excluded.

13.4.3 Exporting

Once a report has been saved, it may be exported to a tab-delimited text file.

You have the option to exclude header and footer text from the export. If you choose to exclude text, Text Only Sections will be also excluded.

You will be prompted for the name of the export file.

Lines marked as Hidden will not be included. If all lines in a section are hidden, the entire section (including its heading, sub heading, header text and footer text, will be excluded.

Note that tab-delimited files are best viewed in a spreadsheet.

13.4.4 Emailing

The ability to email the report to winners, all players, or nominated recipients will be available in a later version.

13.4.5 Posting Prizes to the Ledgers

Once a report has been saved, you can post the prizes to the ledgers.

All prizes, except hidden lines, will be posted.

If you need to reverse a posting, click the Reverse button. All prizes posted from the report will be reversed, unless they have been consumed in their respective ledger (e.g. Ball prize or Loyalty points have redeemed, or a Credit in the Member's ledger has been offset against an Invoice.)

13.4.6 Recalculate Winners

If , having made changes and saving your report, you find it necessary to adjust the competition's data (modify a score, change a ranking, etc), you can rebuild the Winners list without losing changes made in the Header and Footer text, or the Section Details. Remember to save the report.

Note that when you Recalculate Winners, changes previously made in the Winners pane (Trophies, donors, hiding lines, etc) will be lost.

13.5 Report Log

Whenever you save, clear, print, publish to web, export or post to the ledgers the system makes a record in the log. This can be viewed at any time.

Competition Results for test, 11/05/2009										
NETT ranking and countbacks		GROSS ranking and countbacks		Special Prizes		Reports			Close	
Reports for this Competition				Saved		Other Reports				
SATURDAY MEN'S REPORT				<input checked="" type="checkbox"/>		EASTER TOURNAMENT REPORT				
WEDNESDAY WOMEN'S REPORT				<input checked="" type="checkbox"/>						
Print WWW Delete from Web Export Email Winners Email all Players Post to Ledgers Reverse Recalculate Winners Save Clear										
Header and footer text		Section Details		Winners		Log				
Date Time	Action	Type	Specifics	Recipient	Format	Auto	Result	Comment	Reference	Refer
12/05/09 10:11.34	Report Saved		0			<input type="checkbox"/>	0			Prize /
12/05/09 10:35.38	Report Saved		0			<input type="checkbox"/>	0			Prize /
12/05/09 10:36.04	Printed	Print	0	Screen		<input type="checkbox"/>	0			Prize /
12/05/09 11:40.38	Report Saved		0			<input type="checkbox"/>	0			Prize /
12/05/09 11:40.41	Report Saved		0			<input type="checkbox"/>	0			Prize /
12/05/09 11:40.48	Report Saved		0			<input type="checkbox"/>	0			Prize /
12/05/09 11:44.06	Report Saved		0			<input type="checkbox"/>	0			Prize /