
Configuring Categories

STRONGVON Tournament Management System

1 Overview

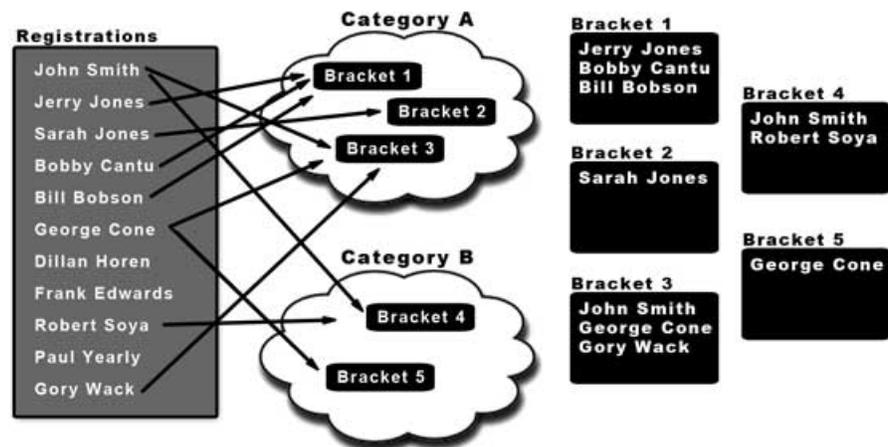
Categories provide you with a powerful resource to segregate the registration list on the STRONGVON Tournament Management System. Instead of having one giant pool of registrations, you can use categories to separate the registrations by gender, age, weight, experience, and any other criteria.

You can configure a category to have one or more fields of selection. The more fields of selection you offer on a category, the better the precision with which the registrants can specify on their registration. You can also configure one or more categories on an event. The more categories you create, the more choices you offer to the registrants.

The brackets of an event can be set up in a single category, or they can be divided among multiple categories. The advantage of having multiple categories is that each category carries its own price schedule, and a registration can be assigned multiple categories. This allows variation in pricing and enables a registrant to belong to multiple brackets. Figure 1 shows you an overview of how categories are used on the system.

Figure 1.

Overview of Categories



2 Usage of Multiple Categories

In many cases, an event needs only one category to specify all its brackets. Thus, the registration list can be divided among the multiple brackets of a single category. However, there are the cases when multiple categories are required for an event, especially for:

- varying criteria among the brackets
- varying prices among the brackets
- multiple brackets possible for a single registration

2.1 Varying Criteria

When all registrants select from the same criteria, such as the same set of belt ranks (for example, “White Belt” and “Green Belt”) and the same set of weight groups (for example, “Light Weight” and “Heavy Weight”), then there is no need to use more than one category. However, when some registrants select from one set of criteria, while other registrants select from an entirely different set of criteria, then it is cleaner to use multiple categories. This is often the case when setting up brackets of multiple disciplines of competition, where the sets of criteria are completely different from one another.

2.2 Varying Prices

When brackets vary in prices for the same event, you must use multiple categories. Each category has its own price schedule, giving you flexibility in assigning prices to divisions such as Adults, Teens, and Kids. You can even specify early, regular, and late fees for the different groups of brackets. For details on how to set up price schedules for a category, read the STRONGVON guide “Registration Pricing”.

2.3 Multiple Brackets per Registration

When you allow someone to register for multiple brackets simultaneously, then you must use multiple categories. A single registration on the STRONGVON system cannot belong to more than one bracket on a single category. However, a single registration can have multiple categories enabled. If someone needs to register for more than one division, it is a more elegant solution to enable multiple categories for a single registration than to have multiple registrations in the system.

2.4 Examples

2.4.1 Multiple Disciplines

An event may hold a Grappling tournament and a Brazilian Jiu Jitsu tournament under one roof. The Grappling divisions are separated by age, gender, and experience level. The Brazilian Jiu Jitsu divisions are separated by age, gender, and belt color. A competitor is invited to compete in both Grappling and Brazilian Jiu Jitsu. The tournament manager will need to create a category called “Grappling” and a category called “Bra-

zilian Jiu-Jitsu.” This way, the competitor can register for both the Grappling tournament and the Brazilian Jiu Jitsu tournaments.

2.4.2 Different Pricing for Child and Adult

A Judo event may offer different registration fees for a child versus an adult. The manager can create a category called “Child” with a registration fee of \$35, and a category called “Adult” with a registration fee of \$50. This way, the tournament manager does not have to set a single price for registration.

2.4.3 Regular and Open Divisions

A Point Karate event may offer an open division in addition to the regular weight divisions. The tournament manager can create a style called “Regular” in which the divisions are separated by age, gender, belt, and weight. Then he can create a category called “Open” in which the divisions are separated only by gender and belt. This way, the competitor can register for both the regular division and the open division.

3 Structure of a Category

A category allows you to create criteria that determine the exact bracket of a registration. You can create as many criteria as necessary to select the most appropriate bracket for a registration. A criterion is expressed by the components of a category on the system. A category comprises one or more of the following:

- **Module** (contains one or more fields)
- **Field** (contains one or more items)
- **Field Item** (selection for the field)

The actual structure of a category depends on the criteria you want to express. Figure 2 shows two examples of how modules, fields, and field items are used within the category.

3.1 Module

3.1.1 General Usage

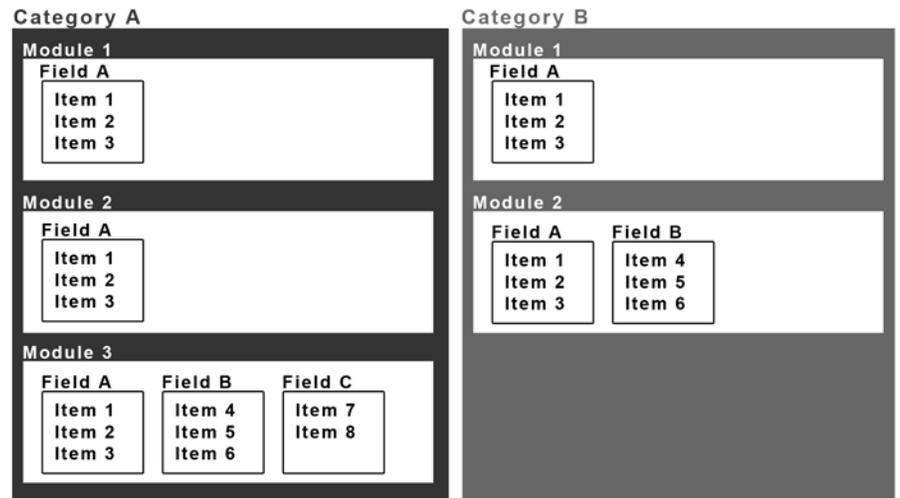
A module is a group of fields that appear under the same label on the registration form. Technically, there is no need to have more than one module. But if you want to make the registration form more intuitive for the person entering the registration, you should create more than one module.

3.1.2 Usage for Brackets

The best use for a module is to use it to model a criterion of a bracket. You can have one module for each criterion of a bracket. A category can have as many modules as required. If you have only one criterion that determines the bracket, then you use only one module. For example, if your event separates its brackets only by age group and no

Figure 2.

Sample Structures of Categories



other criterion, then you need only one module to model the different possible age groups.

If you have multiple criteria that determines the bracket, then you should create more than one module. For example, for an event that separates brackets based on skill level, age group, and weight range, then you create a module to represent the skill level of a bracket, a module to represent the age group, and a module to represent the weight range.

To determine the number of possible brackets created by a category, you multiply the total number of items for each module. In Figure 2, Category A has 72 possible brackets because Module 1 has 3 items, Module 2 has 3 items, and Module 3 has 8 items (3x3x8). Category B has 18 possible brackets because Module 1 has 3 items and Module 2 has 6 items.

3.2 Field and Field Items

3.2.1 General Usage

A category field is a method of collecting data on the registration form, and its field items are the possible values for a category field. The field type describes how a field displays its field items on the registration form.

There are four different types of fields:

- **Select:** This field type displays its selection of field items as a pull down list. Only one field item can be selected. It is the only field type used for determining brackets.
- **Radio:** This field type displays its choice of field items as a list of radio buttons. Only one field item can be selected.

- **Checkbox:** This field type displays its choice of field items as checkboxes. More than one field item can be selected.
- **Input:** This field type has no fixed list of choice of field items. Instead it provides a free form input field to collect a string of text.

3.2.2 Usage for Brackets

The only field type that can be used to model a criterion of a bracket is the “Select” type. The other three field types are used only to collect additional information related to a category, but have no direct bearing on the selection of the bracket. The field items of a “Select” field represent the choices available for the criterion of a module. Section 4 describes in details how “Select” fields are used to create the brackets of a tournament.

4 Use of Select Fields to Create Brackets

4.1 Simple Modeling with Single Field

The “Select” field is a grouping of choices for a criterion of a bracket, and its field item represents a choice within that criterion. Normally, you would not need to use more than one “Select” field to model a bracket’s criterion, especially if the field choices are mutually exclusive. For example if a module represents the criterion for the age group, and the only three choices for the age group are “5-12 years”, “13-17 years” and “18 years up”, then it is clear that all you need is one “Select” field in the module with those three choices as field items, as shown in Figure 3.

Figure 3.

Single Select Field to Model Age Criterion

Age Group

<p>5-12 years 13-17 years 18 years up</p>
--

4.2 Complex Modeling with Multiple Fields

Sometimes a criterion has overlapping choices, so you would need to arrange the choices into mutually exclusive groups. For example, a registrant who weighs 120 lbs can be part of multiple weight ranges that vary based on the age group. Thus, the module that models the weight criterion must have the field items arranged by age group. This can easily be done either with a single “Select” field or with multiple “Select” fields.

For example, the weight ranges for the different age groups can be as follows:

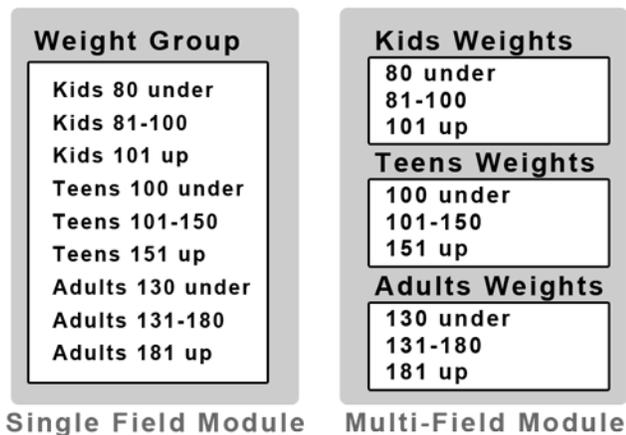
- 5 to 12 years the have ranges “under 80 lbs”, 81-100 lbs”, and “101 lbs up”
- 13 to 17 years have the ranges “under 100 lbs”, 101-150 lbs” and “151 lbs up”
- 18 years up have the ranges “under 130 lbs”, “131-180 lbs”, and “181 lbs up”

This yields a total of 9 different choices for the module. Figure 4 shows two ways to represent the weight criterion for the above example. The option on the left uses a single “Select” field where all 9 field items have a label prefix that indicates the age group to which the weight class belongs. The option on the right divides the 9 field items among three “Select” fields, where the field labels indicate the age group and the field items are grouped accordingly.

When creating multiple “Select” fields into the same module, only one field item can be selected within the module so if you want a registrant to be able to select two field items, you need to put the field items into separate modules.

Figure 4.

Different Options for Modeling the Weight Criterion



4.3 Merging Criteria

4.3.1 Modeling of Second Criterion in Same Module

When you model a criterion, you sometimes end up modeling a second criterion on the same module. Dividing a list of choices into different groups to model one criterion inherently models a second criterion. In the example of Figure 4, when the registrant selects a field item for the weight criterion, he also makes his selection of the age group criterion. Thus, there is no need to create another module to model the age group criterion as done in Figure 3. Doing so will only increase the number of possible brackets, thus increasing the number of unused brackets in the event.

4.3.2 Using Single Field or Multiple Fields in a Module

Figure 5 shows two different ways to model the brackets. Both options yield the same number of possible brackets using different structures of a category. This example shows that you can model your event with a single “Select” field, with multiple “Select” fields, or a combination of both.

Option 1 on the left of Figure 5 uses three modules. The first module models the gender criterion with a single field of 2 choices. The second module models the skills criterion with a single field of 3 choices. The third module models both the age and weight criteria with 3 different fields with a total of 9 choices. This yields a total of 54 possible brackets, derived from 2 gender choices x 3 skills choices x 9 age/weight choices.

Option 2 on the right of Figure 5 uses two modules. The first module combines the gender and skills criteria into a single “Select” field with 6 choices. The second module combines the age and weight criteria into a single “Select” field with 9 possible choices. This yields a total of 54 possible brackets, derived from 6 gender/skill choices x 9 age/weight choices.

Figure 5.

Using Single or Multiple Fields to Merge Criteria

Category Option 1

Gender

Gender

Male
Female

Skills

Level

Beg
Int
Adv

Weight

5-12yrs	13-17yrs	18yrs up
80 under 81-100 101 up	100 under 101-150 151 up	130 under 131-180 181 up

Category Option 2

Gender and Skills

Level

Male Beg	Female Beg
Male Int	Female Int
Male Adv	Female Adv

Age and Weight

Weight Class

Kids 80 under
Kids 71-100
Kids 101 up
Teens 100 under
Teens 101-150
Teens 151 up
Adult 130 under
Adult 131-180
Adult 181 up

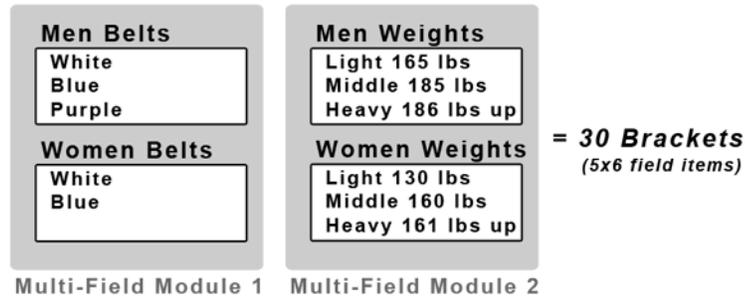
The advantage of combining criteria using multiple “Select” fields over using a single “Select” field is a cleaner presentation of the registration form (as shown in Option 1 of Section 5). With multiple “Select” fields, you divide the same list of choices into smaller lists instead one big list. This is more intuitive for the person completing the registration form.

4.4 Advice on Multiple Select Fields

You should avoid creating multiple “Select” fields on more than one module of a category. Doing so will create a large number of unused brackets. A better way to model the brackets would be to use more than one category.

Figure 6.

Multiple Select Fields on Multiple Modules of a Category



For example, Figure 6 shows two modules with each having 2 “Select” fields. The total number of potential brackets created is 30 brackets (5 x 6 field items), even though only 15 of those brackets will be used. Combinations of field items such as these do not make sense:

- “Men Belts = White” AND “Women Weights = Light 130 lbs”
- “Women Belts =Blue” AND “Men Weights = Heavy 186 lbs up”

A better way to model the brackets of Figure 6 would be to create one category for men and one category for women. Having two separate categories would create 9 brackets for men and 6 brackets for women.

5 Events with No Brackets

5.1 Categories without Brackets

If your event has no brackets, you can still use the modules, fields, and field items to construct the registration form and collect the required registration data. This is useful for events such as seminars or workshops. You can use a mix of field types and group them as required. The only difference is that you will not be using any of the brackets that may be created by your category structure. Thus, you are unlikely to find any use for the “Brackets” tab of the full version of the Administration Software. To add modules and fields to your event without the use of brackets, follow the same instructions used for modeling brackets in Section 6 and Section 7.

5.2 Events without Categories

You don’t need to use categories to create your event, but if you want to use the online registration form, you must have at least one category with a current price. The registrant will be unable to submit an online registration form without the selection of one category. A category will not appear on the online form unless it has at least one unexpired price. Events without categories are useful only if you use the event’s website for information only, or if you use the Administration Software for tracking manual entries for registrations.

6 Creating a Category

You can create a category from either the server database or the local database. When you use the server database to create or modify a category, you are making the changes directly on the server so you must synchronize or reload the event to download the category settings to your local database. When you use the local database, you are making the changes only on the local database, so you must synchronize the event to upload the changes to the server database.

6.1 On Server Database

Creating or modifying a category on the server database immediately affects the central database, thus there is no reversal mechanism to retrieve the configuration before the changes. Also, changes to the categories on the server database immediately affect the online registration form.

To add a category on the server database:

1. Run the full version or web version of the Administration Software and log into the server.
2. On the full version, click on the “Server” tab after logging in.
3. Click on the word “Tournament” on the left side to display the list of tournaments on the right side.
4. Select the event from the right side.
5. Click on the word “Categories” on the left side to display the list of categories for the selected event.
6. Click on the “Add” button at the bottom of the list of categories. This opens the in “Add Category” window where you select the method of creation.
7. Click on “Blank” to create the category from scratch. Alternatively, if you want to copy from a category from a previous event, select from the list of existing categories and click on “Add”. You can make modifications as required from a copy. Figure 7 shows the “Add Category” window where you enter the minimum data for a category.
8. Enter the value for the “Name” of the category. On the online registration form this value is displayed next to the checkbox that enables the category. On the Administration Software, this value appears as a tab on the “Update Registrant” window. You should keep this value as short as possible. This field should be plain text.
9. Enter the value for the Description of the category. On the online registration form, this value is displayed under the checkbox that enables the category. On the Administration Software, this value only appears in this window, and does not appear in the “Update Registrant” window. This field can be rendered using HTML tags on the online registration form.
10. Click on the “Add” button in the “Pricing” are to add a price to the price schedule.
11. Double click on the cell under the “Price” column and enter a price.

12. Click on the cell under the “End Date” and select an expiration date and time for the price.
13. Repeat steps 11 and 12 to accommodate other price deadlines for the category.
14. If you would like to model brackets, or you want to create fields for the registration form, skip to Section 7.5.
15. Click “Submit” to complete the creation. The online registration form immediately displays the new category, and the “Update Registrant” window on the server database immediately shows a tab to represent the new category.

Figure 7.

Adding a Category on Server Database

Price	End Date
50	3/3/2009 11:59 PM
75	Aug/5/2009 11:59 PM

6.2 On Local Database

You can also create a new category on the local database. However, after you create the category, you must first synchronize with the server before you can assign the new category to a registration.

To add a category on the local database:

1. Run the full version of the Administration Software. You do not need to log into the server.
2. Select the event from pull down list of events in the upper right of the window.
3. Click on the “Categories” tab.
4. Click on the “New” button in the lower right of the window.
5. If you are logged into the server, you will be prompted to select the method of creation. Click on “Blank” to create the category from scratch. Alternatively, if you want to copy from a category from a previous event, select from the list of existing categories and click on “Add”. You can make modifications as required from a copy.

If you are not logged into the server, you will immediately see a window that looks very similar to the “Add Category” window in Figure 7.

6. Enter the value for the “Name” of the category. On the online registration form this value is displayed next to the checkbox that enables the category. On the Administration Software, this value appears as a tab on the “Update Registrant” window. You should keep this value as short as possible. This field should be plain text.
7. Enter the value for the Description of the category. On the online registration form, this value is displayed under the checkbox that enables the category. On the Administration Software, this value only appears in the “Update Category” window, and does not appear in the “Update Registrant” window. This field can be rendered using HTML tags.
8. Click on the “Add” button in the “Pricing” are to add a price to the price schedule.
9. Double click on the cell under the “Price” column and enter a price.
10. Click on the cell under the “End Date” and select an expiration date and time for the price.
11. Repeat steps 10 and 11 to accommodate other price deadlines for the category.
12. If you would like to model brackets, or you want to create fields for the registration form, skip to Section 7.5.
13. Click on “Submit” to complete the creation. The category’s “ID” field is assigned a temporary ID number starting with the prefix “IN_”.
14. Click on “Sync” button at the top. If you are not logged into the server, you will be prompted to log in before continuing.
15. You will be asked if you want to backup the local database before continuing to the “Select a Sync Option” window.
16. Select “Sync Current” and click “Ok” to initiate the synchronization. Do not select “Reload Current” or “Reload All” because this deletes data from your local database and replaces it with data from the server.

After synchronization, the new category will appear on the online registration form, and the “Update Registrant” window will display a tab for the new category.

7 Modeling Brackets

7.1 Deciding on the Category Structure

To create brackets on the event, you need to add modules, “Select” fields, and “Select” field items to a category. Before following the instructions in this section, you must first decide on how you will be structuring your category. Read Section 3 to learn how the structure of a category models the brackets of your event.

7.2 Bracket Configuration Window

The “Bracket Configuration” window is the only window where you can create modules, fields, and field types. There are three areas of display on this window: “Fields” pane, “Preview” pane, “Hierarchy” pane.

7.2.1 Fields Pane

The “Fields” pane is where you add, modify, and delete components of the category. It appears on the left side of the “Bracket Configuration” window. You gain access to different popup menus by right mouse clicking on the components within this pane.

7.2.2 Preview Pane

The “Preview” pane appears on the right side of the “Bracket Configuration” window. It displays a mock up of how the category fields will be presented on the registration form. The “Preview” pane allows you to instantly see how the changes to the modules, fields, and field items affect the display of the online form. As components are added, deleted, and modified on the left side, the “Preview” pane is updated in real time on the right side. The “Preview” pane cannot be directly modified because it is only an output of the what you configure in the “Fields” pane.

7.2.3 Hierarchy Pane

The “Hierarchy” pane displays a summary of how the brackets are presented in the “Brackets” tab of the full version. This pane appears in the lower left corner of the “Bracket Configuration” window and displays the hierarchy of “Select” fields. The left most field is the top most “Select” field in the “Fields” pane. The field that starts furthest to the right is the bottom most “Select” field in the “Fields” pane. This hierarchy in this pane is same as that presented in the “Brackets” tab, which is in a tree format with the top most field being the root branch. The tree format on the “Brackets” tab gives you an intuitive means of navigating through a plethora of possible brackets.

Technically, the order of the “Select” fields in the “Fields” pane does not affect the number of brackets or your access to the brackets. However, the order does affect how the brackets will be arranged in the “Brackets” tab. For easy navigation, put the field that is least likely to be change in the outermost position to the left, and the field that is the most likely to change in the innermost position to the right. This makes it easier for you to see your options when considering the move of a registration to another bracket.

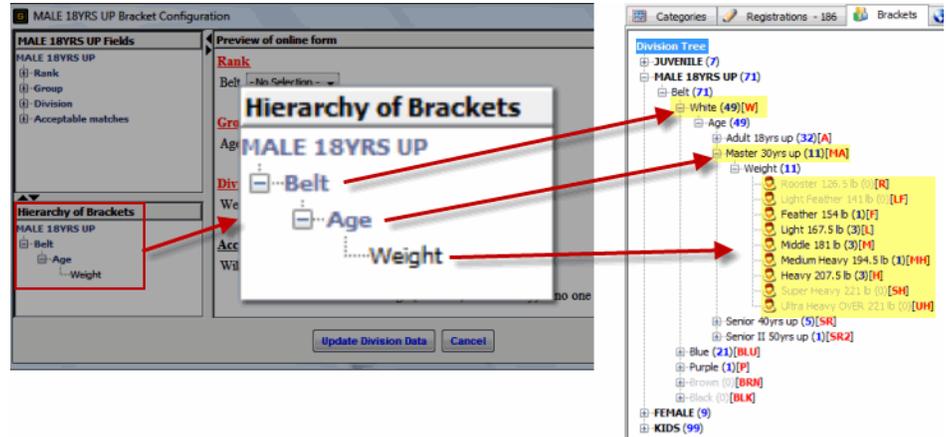
For example, in Figure 8 the category “MALE 18YRS UP” has this hierarchy:

Belt >> Age >> Weight

The format of the division tree of the “Brackets” tab shows the values for the “Belts” field in the first level of branches off the category branch. The values for the “Age” field appears as the second level of branches, and the values for the “Weight” field appears as the innermost level of branches. Because the “Weight” field appears at the lowest level of the division tree, the weight values are presented next to each other within the same

Figure 8.

Hierarchy of Fields



age group. Because the weight was the criterion that was most likely to change for a registration, this hierarchy was the most appropriate. You could easily see what weight class is best suited to accommodate the move if there were too few registrants in a bracket.

In the above example, the specific bracket for the following criteria has only one registration:

White >> Master 30yrs up >> Feather 154 lb

The division tree in the example shows that a suitable bracket to which this registration can be moved is the “Light 167.5 lbs” which has 3 registrations. However, if you are more likely to change the registrant’s age group to “Adult 18yrs up” than to change than the weight class, then the hierarchy of the category should be this to accommodate an easier view of the division tree:

Belt >> Weight >> Age

You cannot directly configure anything in the “Hierarchy” pane because it is an output of what you configure in the “Fields” pane. To change the hierarchy, you must change the order of the modules in the “Fields” pane using the “Move Up” and “Move Down” actions of the popup menu.

7.3 Accessing the “Bracket Configuration” Window

The components of a category (modules, fields, and field items) are created only from the “Bracket Configuration” window, which is accessible only from the “Update Category” window. You can access the “Update Category” window from either the local database or from the server database. If you have not already created the category, see Section 6 for instructions on how to create a category.

7.3.1 From Sever Database

To access the “Bracket Configuration” window from the server database:

1. Run the full version or web version of the Administration Software and log into the server.
2. On the full version, click on the “Server” tab after logging in.
3. Click on the word “Tournament” on the left side to display the list of tournaments on the right side.
4. Select the event from the right side.
5. Click on the word “Categories” on the left side to display the list of categories for the selected event.
6. Double click on the category, or click on it once and then click on the “Edit” button at the bottom of the list of categories. This opens the “Update Category” window. If you have not already created the category, see Section 6.1 for instructions on how to create a category on the server database.
7. Click on the “Configure Brackets” button. If you have previously modeled brackets on your account, you can select to copy an existing category structure. If you prefer to not copy and start from scratch, click on “Blank”. Either way, this opens the “Bracket Configuration” window.

7.3.2 From Local Database

To access the “Bracket Configuration” window for an existing category on the local database:

1. Run the full version of the Administration Software. You do not need to log into the server.
2. Select the event from pull down list of events in the upper right of the window.
3. Click on the “Categories” tab.
4. Double click on the category, or click on it once and then click on the “Edit” button at the bottom of the window. This opens the “Update Category” window.
5. Click on the “Configure Brackets” button. If you are logged in and you have previously modeled brackets on your account, you can select to copy an existing category structure. If you prefer to not copy and start from scratch, click on “Blank”. Either way, this opens the “Bracket Configuration” window.

7.4 Adding Individual Components

To add modules, fields, or field items on a category, you need access to the “Bracket Configuration” window for that category. Following are instruction sets on how to create the individual components from the “Bracket Configuration” window. See Section 7.3 if you need to learn how to access the “Bracket Configuration” window. See

Section 7.5 for full instructions on how to create all components from scratch in a sequential manner.

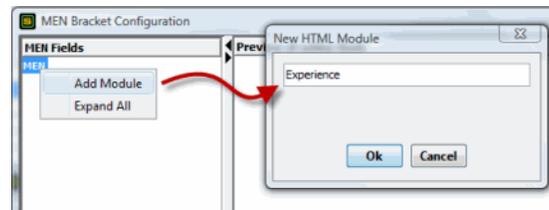
7.4.1 Adding a Module

To create a module on the “Bracket Configuration” window:

1. Right mouse click on the category name that appears on the left just under the title bar of the “Bracket Configuration” window. A popup menu appears.
2. Select “Add Module” from the popup menu as shown in Figure 9. See Section 3.1 for details on how modules are used in a category.
3. Enter the name of the module.
4. Click on “Ok” to create the module. The name of the module appears as a branch off the category name on the left side.

Figure 9.

Adding a Module



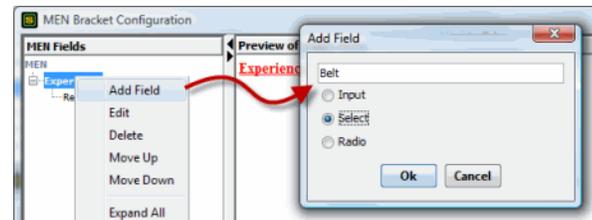
7.4.2 Adding a Select Field

Fields are added to modules, so they cannot be created until the module exist. To add a field to a module:

1. Right mouse click on the module name on the left and select “Add Field” from the popup. This displays the “Add Field” window as shown in Figure 10.
2. Enter the name of the field and select the “Select” field type. See Section 4 for details on how the “Select” field is used for creating brackets.
3. Click on “Ok” to create the field. The field name appears as a branch off the module name.

Figure 10.

Adding a Field



7.4.3 Creating a Field Item

Field items can only be created if a field exist. To create field item for a field:

1. Right mouse click on the word “Select” that appears under the field name on the left side, and select “Add Item” from the popup menu, as shown in Figure 11. This opens the “Add Item” window.
2. Enter a value in the “Item Label”. This is the minimum requirement for a field item. See Section 12 for instructions on how to use the restrictions of a field item and Section 13 for instructions on how to use the division codes.
3. Click on “Add” to close the “Add Field” window and complete the field item. The field item appears as a branch off the word “Select” under the field name.

Figure 11.

Adding a Field Item

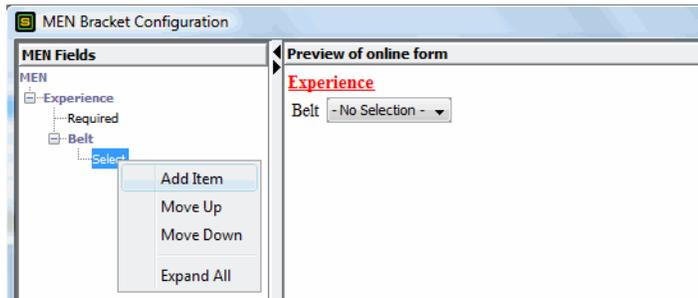
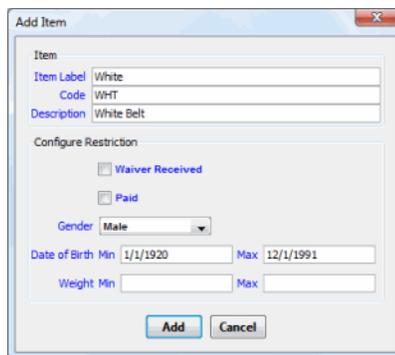


Figure 12.

Configuring a Field Item



7.5 Full Instructions

Here are full instructions on how to model brackets on a category starting from the “Update Category” window. These are step-by-step instructions on how to model the brackets from blank:

1. Click on the “Configure Brackets” button to open the “Bracket Configuration” window for that category.
2. Right mouse click on the category name that appears on the left just under the title bar of the “Bracket Configuration” window. A popup menu appears.
3. Select “Add Module” from the popup menu as shown in Figure 9. See Section 3.1 for details on how modules are used in a category.
4. Enter the name of the module. If the a selection of a field item in this module is required on the online registration form, enable the “Required” checkbox.
5. Click on “Ok” to create the module. The name of the module appears as a branch off the category name on the left side.
6. Right mouse click on the module name on the left and select “Add Field” from the popup. This displays the “Add Field” window as shown in Figure 10.
7. Enter the name of the field and select the “Select” field type. See Section 4 for details on how the “Select” field is used for creating brackets.
8. Click on “Ok” to create the field. The field name appears as a branch off the module name.
9. Right mouse click on the word “Select” that appears under the field name on the left side, and select “Add Item” from the popup menu, as shown in Figure 11. This opens the “Add Item” window.
10. Enter a value in the “Item Label”. This is the minimum requirement for a field item. See Section 12 for instructions on how to use the restrictions of a field item and Section 13 for instructions on how to use the division codes.
11. Click on “Add” to close the “Add Field” window and complete the field item.
12. Repeat steps 9 to 11 for each field item you wish to create for the field. At this point, you need only to define only one “Select” field for each module. Do not create the second “Select” field on a module until all the modules are created. Each time you create another field item, that item appears as a branch off the “Select” word under the field name as shown in Figure 13
13. Repeat steps 2 to 8 for each module you wish to create in this category. Each time you add module, you right mouse click on the category name on the left side as shown in Figure 14. All modules appear as branches off the category name on the left side.
14. Once you have added all the required modules to model the brackets, repeat steps 6 to 12 to add the subsequent “Select” fields to the module that you have chosen to carry multiple “Select” fields. If you do not wish to have any modules carry multiple “Select” fields, then skip this step.

Figure 13. Adding Another Field Item

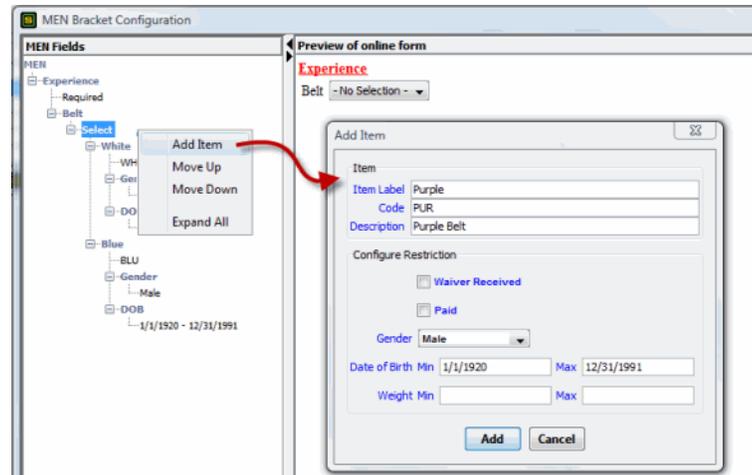
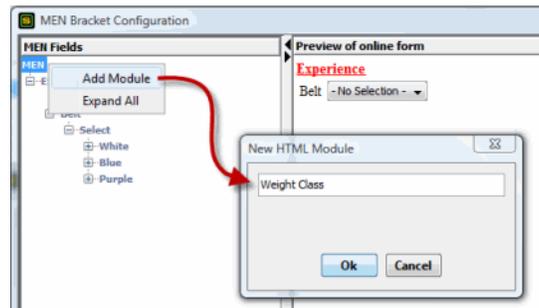


Figure 14. Adding Another Module



15. Click on “Update Division Data” to complete the changes and close the “Bracket Configuration” window.
16. Click on the “Submit” button to save changes and close the “Update Category” window.

If you are working on the local database, continue with these instructions to upload the changes to the server database.

17. Click on “Sync” button at the top. If you are not logged into the server, you will be prompted to log in before continuing.
18. You will be asked if you want to backup the local database before continuing to the “Select a Sync Option” window.
19. Select “Sync Current” and click “Ok” to initiate the synchronization. Do not select “Reload Current” or “Reload All” because this deletes data from your local database and replaces it with data from the server.

After synchronization, the changes will appear on the online registration form, and the “Update Registrant” window will display a tab for the new category.

8 Using Other Field Types

The “Input”, “Checkbox”, and “Radio” field types allow you to collect data related to the category without affecting the modeling or hierarchy of the brackets. You add these field types in the same manner as adding the “Select” field. However, the field items are added slightly different. You must have the “Bracket Configuration” window open to add other field types to a category. See Section 7.3 for details on accessing this window.

8.1 Checkbox Field Type

8.1.1 Usage

Checkbox fields are added to modules, so they cannot be added until the module exists. The items of a “Checkbox” field are selected by enabling the checkbox that appears next to the item label. Use this field type if you allow more than one item to be selected for the field.

For example, you can create a “Checkbox” field that asks them the type of bracket into which they agree to move if no one is in their registered division. The field items of this “Checkbox” field are independently enabled so the registrant can agree to more than one condition.

8.1.2 Adding a Checkbox Field and Items

To add a complete checkbox field to a module:

1. Right mouse click on the module name on the left and select “Add Field” from the popup. This displays the “Add Field” window as shown in Figure 15.
2. Enter the name of the field and select the “Checkbox” field type.
3. Click on “Ok” to create the field. The field name appears as a branch off the module name.
4. Right mouse click on the word “Check” that appears as a branch off the field name. This displays a popup menu.
5. Select “Add Item” from the popup menu. This displays the “Add Item” as shown in Figure 16.
6. Enter the name of the item. This value is required, and is displayed on the registration form. Enter the other values” as required. See Section 13 for details on how the “Code” and “Description” values are used.
7. Click “Ok” to create the item. The checkbox item appears as a branch off the word “Check” beneath the field name.
8. Repeat steps 4 to 7 for each item you wish to add to the “Checkbox” field.

Figure 15. Adding a Checkbox Field Type

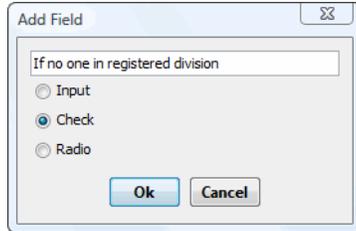


Figure 16. Adding a Checkbox Field Item

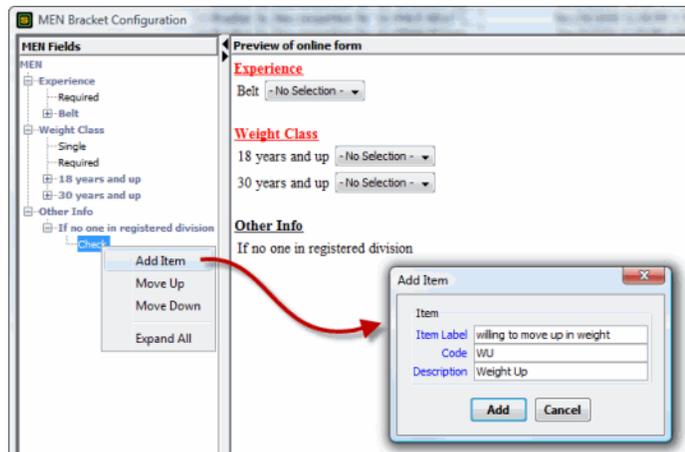
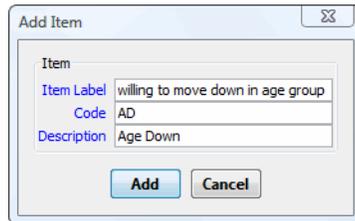


Figure 17. Adding another Checkbox Field Item



8.2 Radio Field Type

8.2.1 Usage

The “Radio” field type displays its field items as a selection of radio buttons. You can have as many field items as required, but only one radio button can be enabled. Thus only one field item can be selected.

8.2.2 Adding a Radio Field and Items

To add a complete “Radio” field to a module:

1. Right mouse click on the module name on the left and select “Add Field” from the popup. This displays the “Add Field” window as shown in Figure 18.
2. Enter the name of the field and select the “Radio” field type.
3. Click on “Ok” to create the field. The field name appears as a branch off the module name.
4. Right mouse click on the word “Radio” that appears as a branch off the field name. This displays a popup menu.
5. Select “Add Item” from the popup menu. This displays the “Add Item” as shown in Figure 19.
6. Enter the name of the item. This value is required, and is displayed on the registration form. Enter the other values” as required. See Section 13 for details on how the “Code” and “Description” values are used.
7. Click “Ok” to create the item. The checkbox item appears as a branch off the word “Check” beneath the field name.
8. Repeat steps 4 to 7 for each item you wish to add to the “Radio” field.

Figure 18.

Adding a Radio Field

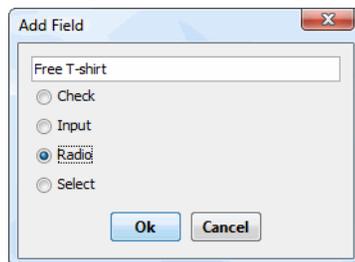
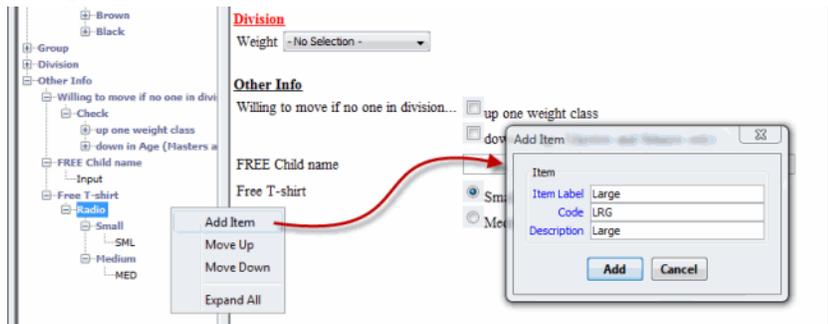


Figure 19.

Adding a Radio Field Item



8.3 Input Field Type

8.3.1 Usage

The “Input” field collects a string of text characters. This data can be used to help you determine where to move a registrant if there is no one registered in his division. For example, if you want to collect the number of months a competitor has been training, you can create a field of type “Input” and name it “Number of months training”.

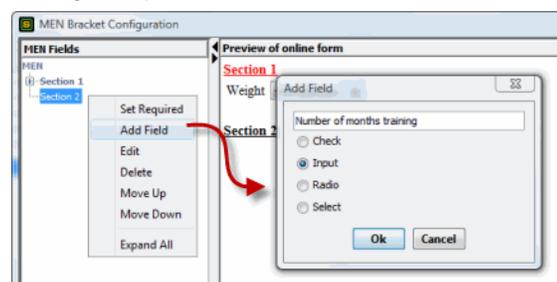
8.3.2 Adding an Input Field

To add a complete “Input” field to a module:

1. Right mouse click on the module name on the left and select “Add Field” from the popup. This displays the “Add Field” window as shown in Figure 20.

Figure 20.

Adding an Input Field



2. Enter the name of the field and select the “Input” field type.
3. Click on “Ok” to create the field. The field name appears as a branch off the module name.

9 Required Modules

You can configure a module so that all its fields are mandatory on the online registration form. When a module is required, the module name appears in red on the online registration form. The registrant must enter a value for each field of a required module before he can submit his online registration form. If you are manually entering or importing the registration from the Administration Software, required modules are displayed in red in the “Update Registrant” window but are not mandatory.

9.1 Setting a Module as Required

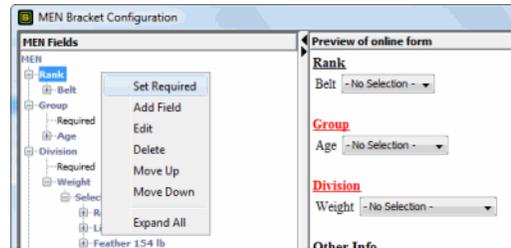
To set a module as required:

1. Access the “Bracket Configuration” window. See Section 7.3 if you need to know how to do this.

2. Right mouse click on the module name in the “Fields” pane. A popup menu appears.
3. Select “Set Required” from the popup menu as shown in Figure 21. When a module is set required, the word “Required” appears as a branch below the module name. If you do not see the selection “Set Required”, the module is already set as required.

Figure 21.

Setting a Module as Required



9.2 Removing Requirement from Module

You can remove the requirement of a module at any time. To remove the requirement from a module, right mouse click on the module name in the “Fields” pane on the left and select “Remove Required” from the popup menu.

9.3 Special Cases for Required Module

9.3.1 Multiple Select Fields

When there are more than one “Select” fields in a required module only one selection among all the “Select” fields is allowed. Thus only one selection among all the “Select” fields is required on the online registration form. If none of the “Select” fields of a required module has a selection, then the online registration form cannot be submitted.

For example, if you have a required module for the selection of a weight class, and this module has a “Select” field called “Men’s Classes” and a “Select” field called “Women’s Classes”, the online registrant must make one selection in either the “Men’s Classes” or the “Women’s Classes” to meet the requirement of that module.

9.3.2 Checkbox Field

A checkbox field that is put in a required module must be enabled on the online registration form before the registrant can submit the form. If the registrant leaves the checkbox disabled (in other words, he leaves the checkbox unchecked), he cannot submit the form.

Do not put a checkbox field in a required module, unless you require him to enable it before submitting his form. This is useful only if you want the registrant to acknowledge certain things before he registers for the category. If you want to have a checkbox field that the registrant can leave disabled, put the checkbox field in a module that is not required.

10 Editing, Moving, and Deleting a Component

You have access to edit, move, and delete any component of the category from the “Bracket Configuration” window. When you right mouse click on the component, you get access to a popup window that allows you to manipulate the component. Changes on the “Bracket Configuration” window affect the display of the component in the registration form (online form and on the Administration Software) and the display within the “Brackets” tab of full version of the software.

10.1 Editing

The name of a module, field, or field item appears on the registration form and the “Brackets” tab. To edit the name, right mouse click on the component and select “Edit” from the popup menu. This opens window that allows you to modify the name.

10.2 Moving

The display order of a module, field, or field item on the registration form and the “Brackets” tab is determined by its display order in the “Bracket Configuration” window. To move a component up one position in the display order, right mouse click on the component and select “Move Up”. To move a component down one position in the display order, right mouse click on the component and select “Move Down”.

10.3 Deleting

When you delete a module, field, or field item from the “Bracket Configuration” window, you delete it from the registration form and the “Brackets” tab. To delete a component, right mouse click on the component and select “Delete”.

11 Example of Completed Category

Figure 22 shows an example of a completed category in the “Bracket Configuration” window. Figure 23 shows how the online registration form will appear when the registrant enables this category.

The category uses two modules to model two criteria for brackets, and a third module to collect extra data related to placement of the registrant if there is no one in his division.

The first criterion is the belt rank, which is modeled in the required module “Experience”. This module has only one “Select” field called “Belt”. The online registrant is required to make a selection from the “Belt” field.

The second and third criteria are weight and age group. Both criteria are modeled in the required module “Weight Class”. See Section 4.3 for details on how two criteria can be merged into the same module. The online registrant is required to make a selection from one of the “Select” fields in this module. He cannot select more than one field item in the “Weight Class” module.

Restrictions

The extra data is collected in the third module “Other Info”, which will help the bracket manager determine whether or not the registration can be moved to another bracket. There is only one “Checkbox” field called “If no one in registered division”. The choices for this field two provide checkboxes that can individually be enabled or disabled. This module cannot be set as required because there is a “Checkbox” field type. See Section 9 for the conditions before a module can be set as required

Figure 22.

Completed Category Configuration

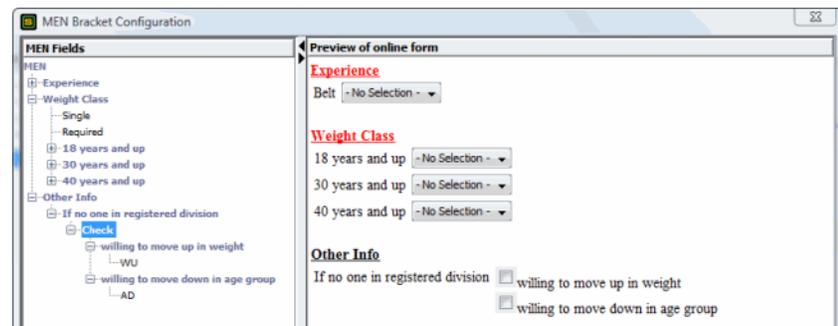
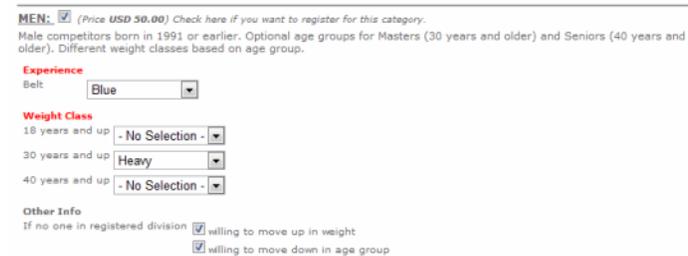


Figure 23.

Selecting Category on Online Registration



12 Restrictions

You can create restrictions on a category field item to indicate discrepancies in the placement of a registrant. These discrepancies can be based on any combination of date of birth, weight, gender, paid flag, and waiver flag. When a registration has enabled a category field item for which that registration is not qualified, the system immediately indicates that a violation has occurred. The violation can be flagged on the online registration form or on the Administration Software, depending on where the violating values are entered.

12.1 Qualification Fields

There are six standard registration fields that can be used as qualifications that restrict a field item:

- **Date of Birth:** This field contains the date of birth of the registrant. You can define a range of dates that qualifies a registrant for a category field item.
- **Official Weight:** This field contains the official weight of the competitor, not the weight that is collected on the online registration form. It is used to indicate discrepancy only in the Administration Software; it is not used to indicate discrepancy on the online registration form. You can define a range of weight that qualifies a competitor for a category field item.
- **Weight:** This field contains the estimated weight of the competitor, not the official weight. This field is saved with the weight that is collected from the online registration form. It is used to indicate discrepancy only on the online form; it is not used to indicate discrepancy in the Administration Software. You can define a range of values that qualifies a competitor for a category field item.
- **Gender:** This field is either Male or Female. You restrict a category field item to either gender.
- **Paid Registration Fees:** This is a checkbox field that indicates when a registration has its registration fees paid. It is automatically enabled when you manually approve a pending registration, or when the value in the “Paid Amount” field equals or exceed the value in the “Categories Amount” field; however, you can override this checkbox setting at any time. You can restrict a category field item to registrations that have this checkbox enabled.
- **Waiver:** This is a checkbox field that indicates that the registrant has agreed to the terms of participation. This field is automatically enabled when the online registrant agrees to the terms from the online registration form. You can also override this checkbox setting at any time. You can restrict a category field item to registrations that have this checkbox enabled.

12.2 Creating a Restriction

A restriction affects only items of the category field type “Select.” You cannot set restrictions on items of the “Radio”, “Checkbox”, or “Input” field types. You can specify any combination of restrictions to the same category field item. For example, for the “Heavy” field item, you can set a restriction for a paid registration within a specific weight range and a specific date of birth range.

Restrictions can be set at any time. However the procedure to add restrictions depends on when you set them. The procedure at the time you first create the field item differs from the procedure after the field item already exists.

12.2.1 Upon Adding a Field Item

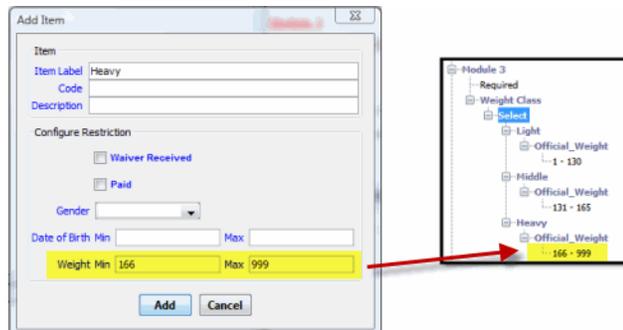
You can add restrictions at the time you add a field item to a “Select” field. The “Add Field” window for a “Select” field allows you to set any combination of restrictions to the item (see Section 7.4.2 and Section 7.4.3 for instructions on how to add a “Select” field and field item). When enter a value in the “Configure Restriction” area, that value is used to define a restriction. Figure 24 shows an example of adding a “Select” field item called “Heavy” with a weight restriction of 166 to 999 lbs.

The guidelines for each restriction type are as follows:

- **Waiver Received:** Enable this checkbox if you require that the registration have the “Waiver Received” checkbox enabled before it qualifies for the field item. If you leave it disabled, the system will not evaluate the “Waiver Received” checkbox for the field item.
- **Paid:** Enable this checkbox if you require that the registration have the “Paid Registration Fees” checkbox enabled before it qualifies for the field item. If you leave it disabled, the system will not evaluate the “Paid Registration Fees” checkbox for the field item.
- **Gender:** If you require a specific gender for the field item, pull down the menu and select “Male” or “Female”. If you do not specify a gender, the system will not evaluate the gender for this field item.
- **Date of Birth:** If you require a specific range for the date of birth, enter the earliest date of birth in the “Min” field and the latest date of birth in the “Max” field. When you click on the field, you will get a calendar date picker. Alternatively, you can type in the date, but you must use the format “dd/mm/yyyy”. If the restriction is for a specific date of birth, enter the same value in both “Min” and “Max” fields. If this range is left blank, the system will not evaluate the date of birth for the field item.
- **Weight:** If you require a specific range of weight values, enter the lightest value in the “Min” field and the heaviest value in the “Max” field. For the online registration form, the value that will be evaluated will be in the “Weight” field. For the Administration Software, the value that will be evaluated will be in the “Official Weight” range. If the restriction is for only one weight value, enter the same value in both the “Min” and “Max” fields. If this range is left blank, the system will not evaluate the weight for the field item.

Figure 24.

Adding Restrictions to New Field Item



12.2.2 Existing Field Item

When you add a restriction to a “Select” field item after it’s already been added, you need to configure each restriction separately.

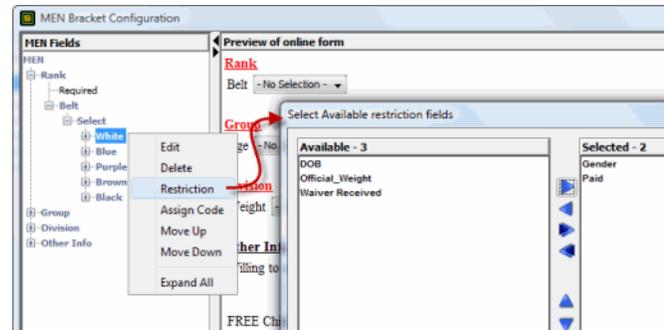
Restrictions

To create a restriction flag on an existing field item in the “Bracket Configuration” window:

1. Right mouse click on a field item. This displays a popup menu as shown in Figure 25.

Figure 25.

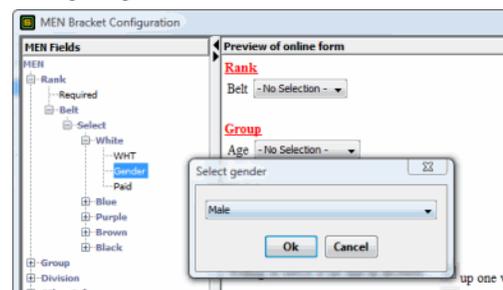
Adding a Restriction to Existing Field Item



2. Select “Restriction” from the popup menu to open the “Select Available restriction fields” window as shown in Figure 25. The list of unused qualifications for this field appear on the left, and the list of used qualifications appear on the right.
3. For each qualification that you want added to the field item, double click on the qualification on the left to move it to the right. Alternatively, select it and click on the right arrow in the center of the window.
4. Click on “Ok” once you have finished selecting the fields. The name of each qualification appears directly below the name of the field item on the upper left pane of the “Fields” pane. For example, Figure 26 shows that the qualifications for the field item “White” are gender and the “Paid Registration Fees” checkbox.

Figure 26.

Configuring Values for Restriction



5. For the qualifications of gender, weight, and date of birth, you will need to set the restriction values. Right mouse click on the name of the qualification that you wish to configure. This opens a window where you enter the parameters required for the qualification. For example in Figure 26, when you click on the gender qualification, you are prompted to choose the gender for the restriction.

6. Enter the parameters required for qualifying, and click “Ok”. The “Fields” pane should now show the restriction values as a branch off the qualification name.

12.3 Modifying Restriction Parameters

You can modify the parameters that have already been set for existing qualifications of a field item. To modify the parameters of a qualification, click on the value of the qualification in the “Fields” pane, which appears as a branch off the qualification name. For example, if the required weight range for a field item is 100 to 150, then the range “100-150” appears as a branch off the word “Weight” on the field item. To modify that range, click on the range in the “Fields” pane, and you will be prompted for the new values.

12.4 Indication of Violation

12.4.1 On Online Registration Form

Violations on the online registration form are evaluated at the time the registrant tries to select the restricted field item. The values entered for the qualification fields in the first part of the form are immediately evaluated when the registrant selects the field item. When there is a violation, the registrant will not be able to submit his online registration form.

For example, in Figure 27 the registrant enters a date of birth of March 1st 1979. In Figure 28 when he attempts to register for the “MEN” category by selecting the field item “Senior 40 yrs up” for the “Age” field, he gets an error message indicating that he is not qualified to select that field item. This is because the field item “Senior 40 yrs up” is configured with a restricted range of dates for the “Date of Birth” field that precludes the registrant’s birth date.

Figure 27.

Entering Qualification Fields

REGISTRATION INFORMATION *(Fields labeled in red are required)*

Competitor:

First Name: Bob

Last Name: Smith

Date Of Birth: Mar / 1 / 1979

Gender: Male Female

Weight (nearest lb): 160

Contact Information:

Address: _____

City: _____

State: California

Emergency Contact:

Name: _____

Phone: _____

Academy, Gym, or Club:

Select Academy from list:

- ABC Academy
- DEF Martial Arts
- HU Mixed Martial Arts

(If academy is not on list, type name below)

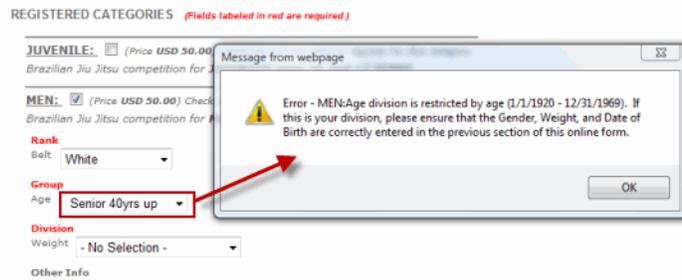
Academy: _____

Address: _____

When the registrant clicks on “Ok” to close the error message, his selection of the violated field item is cleared so he must make his selection again.

Figure 28.

Violating the Date of Birth Restriction



12.4.2 On Administration Software

Violation of restrictions are shown on the full version of the Administration Software; the web version will not show violations. You must be viewing data from the local database to see the violations, so you should first reload or synchronize the event to get the latest data from the server database.

You can see violations from the “Registrations” tab or the “Brackets” tab of the Administration Software; the “Server” tab will not show violations. When a registration is configured for a field item for which it is not qualified, the registrant’s name appears in red to mark the violation, as shown in Figure 29. Violations are only visual on the Administration Software. They do not affect the way a registration is placed in the “Brackets” tab, nor do they affect your ability to make changes to the registrations. Violations inform you of a possibility that a registration has been misplaced in a division, but you still have the option to continue as normal.

Figure 29.

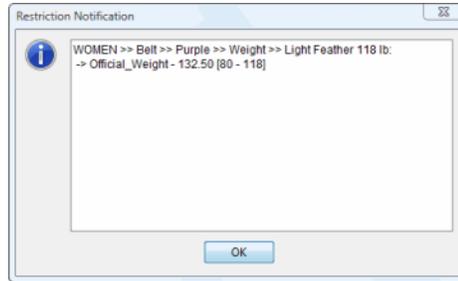
Violation Shown on Registrations Tab

ID	Reg ID	Published	Type	First Name	Last	School	Age	Gender	Weight	Official_Weight
2...	101	Y	Online	Bob	Smith	ABC Academy	20	M	140	139.50
2...	102	Y	Online	Sarah	Jones	DEF Martial Arts	22	F	123	132.50
2...	103	Y	Online	Gary	Marshall	ABC Academy	83	M	123	122.00
2...	104	Y	Online	Steven	Johnson		42	M	123	0.00

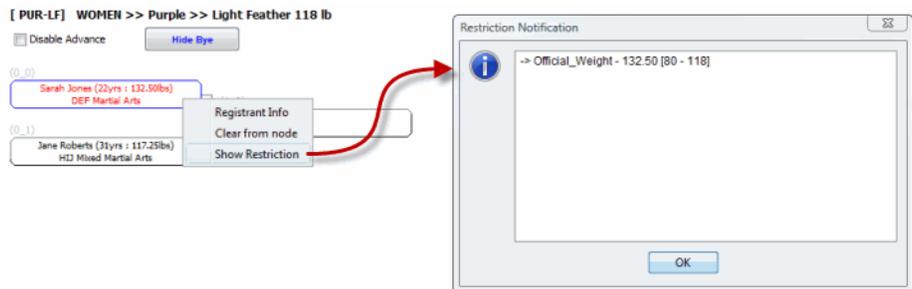
To see which qualifications has been violated from the “Registrations” tab, take one of the following actions:

- Double click on the registration in the table view at cell under the “ID” column.
- Select the registration in the table view, right mouse click on that row, and select “Show Restriction” from the popup menu.

The exact violation appears in the “Restriction Notification” window as shown in Figure 30. To clear the violation, you must change the value in the qualification field to fall in the restricted range of the field item.

Figure 30.**Exact Violation Shown on Registrations Tab**

The registrant's name of a violating registration also appears in red in the bracket on the "Brackets" tab. To view the exact violation from the "Brackets" tab, right mouse click on the name and select "Show Restriction" from the popup menu.

Figure 31.**Exact Violation Shown on Brackets Tab**

For example, in Figure 30 and Figure 31, the registration for Sarah Jones has the value "132.50" in the "Official Weight" field, but the selected field item "Light Feather 118 lb" is restricted to the range 80 to 118. If you change the "Official Weight" field of Sarah's registration to "112" the violation will be cleared and the Sarah's name will no longer appear in red in either the "Registrations" tab or "Brackets" tab.

12.4.3 Refreshing Restriction

When you change a qualification value on a registration, the indication of violation is immediately updated on both the "Registrations" tab and the "Brackets" tab. However, if you change the selection of a restricted field item (i.e., change the bracket), the indication of violation is not updated until you refresh the restrictions on the "Registrations" tab. To refresh the restrictions on the "Registrations" tab, right mouse click somewhere in the table view, and select "Refresh Restriction" from the popup menu.

13 Division Codes

13.1 Usage

A division code is a short text string that represents a field item, which is often a very abbreviated form of the field item's name. For example, the field item whose name is "Light Feather 118 lb" can have the division code "LF" to represent its selection for a registration.

The assignment of a division code to a field item is optional. A division code can be assigned to the field items of any field type, except for the "Input" field. The most important uses for division codes are:

- Viewing the configuration of categories in the table view of the registration list of either the local database or server database (see Section 13.2)
- Importing registrations into the local database.

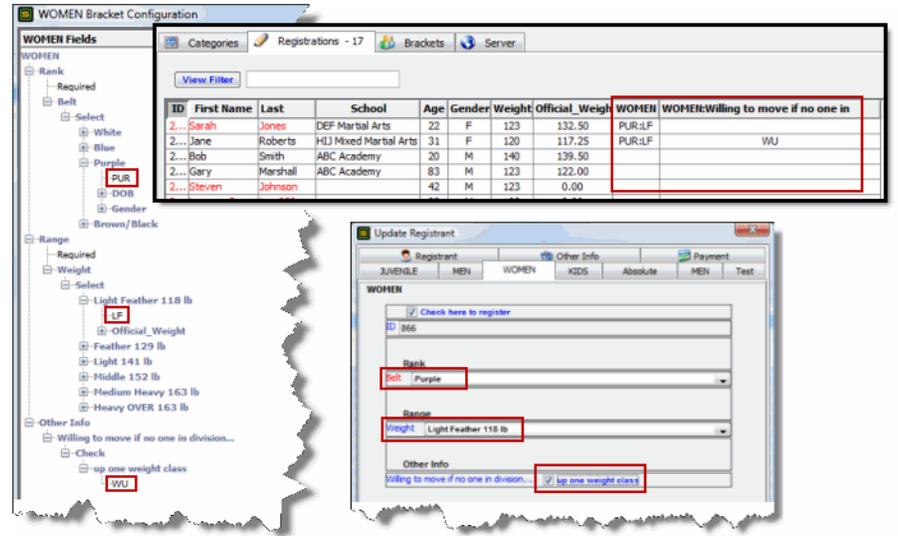
13.2 Displayed in Registration List

The table view of the registration list can display one or more columns for each category. The content displayed in these columns depends on whether or not there are division codes assigned to the field items. If there are no division codes assigned, then each category column displays a "Y" to indicate that the category has been enabled on the registration.

If there are division codes, then the category columns displays the division codes that represents the selection of field items. When a registration in the table view displays more than one division code in the category column, there are more than one field items selected.

For example, in Figure 32 the table view displays has two category columns: "WOMEN" and "WOMEN:Willing to move if no one in division...". These two columns represent the selection in the "WOMEN" category for the registrations. Registrations that have this column blank do not have this category enabled. The top two registrations have this category enabled and the division codes indicate what the selections are for the field items. Figure 32 shows how the division code assignment in the "Bracket Configuration" window correlate with the division codes shown in the table view. For Sarah Jones and Jane Roberts, the first category column has "PUR:LF" which indicates that the selected field items for the bracket fields are "Purple" and "Light Feather 118 lb". Figure 32 also shows how the registration settings on the "WOMEN" tab correlate with the division codes in the table view. The "Checkbox" field called "Willing to move if no one in division..." has one field item called "up one weight class". The registration for Jane Roberts has this checkbox field item enabled, so the division code for the column shows the division code "WU" in the second category column on the table view.

Figure 32. Division Codes Displayed in Table View



13.3 Used for Importing

You must use division codes when importing category data. The category data on the import file must be prepared in the same manner as the way category data is displayed in the table view on the Administration Software. The import file must have the division codes for bracket fields of a category in a single column, and it must have the division codes for each additional category field in its own column. See the guide “Managing Registrations” for details on how to import data into the local database.

Figure 33 shows an example of an tab delimited import file containing division codes for all the columns that represent the “MEN” category. There is a column for the bracket configuration, a column for the additional “Checkbox” field, a column for the additional “Input” field, and a column for the “Radio” field. Figure 34 shows how the headers on import file are mapped to the category columns of the table view. Figure 35 shows how the table view displays the category data after the import file has been imported.

Figure 33. Import File with Multiple Category Columns

First	Last	School	Age	Gender	Weight	MEN-Codes	MEN-Willing	Free Child	Shirt
David	Carry	Gracie Barra	28	M	202	PUR:MAS:H	WU AD	Bobby	SML
Henry	Fisher	Subfighter	27	M	190	PUR:MAS:H	AD	Karen	SML
Bob	Hone	10th planet	31	M	140	WHT:ADU:F	WU	Billy Jo	MED
Robert	Miller	independent	20	F	185	BLK:SR:H	WU		LRG
Edward	Ranks	10th planet	18	M	135	PUR:MAS:LF	WU	Uruy	SML
Jaime	Hernandez	independent	20	M	138	PUR:MAS:LF	WU AD		MED
David	Ellis	Gracie Barra	28	M	150	WHT:ADU:F	WU AD	Ignacio	MED
William	Bones	Subfighter	27	M	149	WHT:ADU:F	WU AD	Sarah	LRG
Adam	Yeager	10th planet	31	F	150	WHT:ADU:F	WU AD	John	
Frank	Yearly	independent	20	M	195	BLK:SR:H	AD	Mary	SML

Figure 34. Mapping Import File to Category Fields

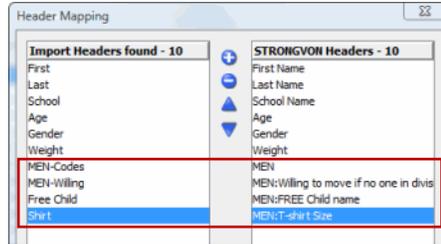


Figure 35. Category Data After Import

	MEN	MEN:Willing to move if no one in division...	MEN:FREE Child	MEN:T-shirt
	PUR:MAS:H	AD WU	Bobby	SML
	PUR:MAS:H	AD	Karen	SML
	WHT:ADU:F	WU	Billy Jo	MED
	BLK:SR:H	WU		LRG
	PUR:MAS:LF	WU	Uruy	SML
	PUR:MAS:LF	AD WU		MED
	WHT:ADU:F	AD WU	Ignacio	MED
	WHT:ADU:F	AD WU	Sarah	LRG
	WHT:ADU:F	AD WU	John	
	BLK:SR:H	AD	Mary	SML

13.3.1 Importing the Bracket Column

The division codes that represent the field items for the bracket are imported from a single column, just as it is displayed in a single column on the table view. The codes of this column are separated by colons. For example in Figure 35, the code combination of “PUR:MAS:H” represents the bracket for:

MEN >> Purple >> Masters >> Heavy

The order of appearance for the codes must match the order of appearance for the “Select” field items in the “Bracket Configuration” window. For example, the first code in the bracket column must represent the first “Select” field item in the “Bracket Configuration” window.

Ensure that you map the header of the bracket column from the import file to the database field entitled with only the category name. For example, in Figure 34 the bracket column called “MEN-Codes” on the import file is mapped to the bracket column called “MEN” on the local database.

If a code is missing from the bracket column, then bracket cannot be determined for the registration. For example, if there should be 3 division codes in the bracket column, but one of the imported registrations had only 2 of the division codes, then that registration is incomplete because there is no bracket assigned.

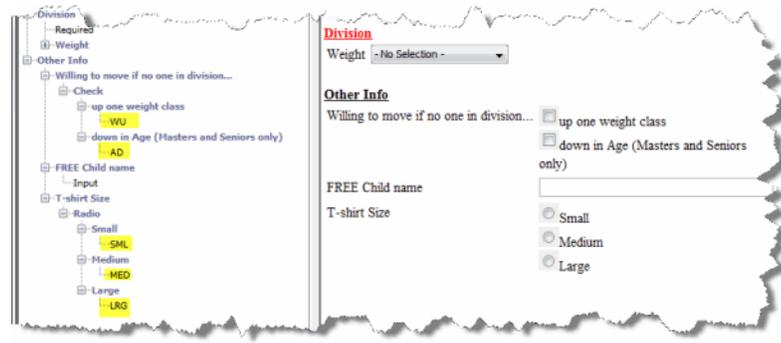
13.3.2 Importing the Checkbox Field

Figure 36 shows an example of how division codes are assigned to items of a “Checkbox” field. Each “Checkbox” field is imported from its own column on the import file. All selected field items of the “Checkbox” field are separated by a vertical bar (“|”). If the division code for that field item is not in the column, then the checkbox for that field item is not enabled on the registration. Figure 35 shows how the division codes for a “Checkbox” field is imported.

Ensure that you map the header of the “Checkbox” column from the import file to the proper database field, which contains the category name in the prefix. For example, in Figure 34 the column called “MEN-Willing” on the import file is mapped to the column called “MEN:Willing to move if no one in division” on the local database.

Figure 36.

Assigning Division Codes for Checkbox and Radio Fields



13.3.3 Importing the Radio Field

Figure 36 shows an example of how division codes are assigned to items of a “Radio” field. Each “Radio” field is imported from its own column on the import file. There can only be one selected item in a “Radio” field, and the division code for the selected item should be the only code in the imported column, as shown in Figure 35.

Ensure that you map the header of the “Radio” column from the import file to the proper database field, which contains the category name in the prefix. For example, in Figure 34 the column called “Shirt” on the import file is mapped to the column called “MEN:T-shirt size” on the local database.

13.4 Code Description

The “Description” of a field item is a longer text string that is associated with the division code. The value for the “Description” enhances the identification of the field item. Often, you would assign it the same value as that of field item’s name. When a division code is assigned to a field item, the code’s description is displayed on the bracket and published registration list. When a division code is not assigned, the field item’s name appears instead.

13.5 Assigning Division Codes

13.5.1 Upon Adding Field Item

You can assign the division code and code description at the time you add a field item. To assign a division code to a new field item, enter the division code and code description in the “Add Item” window as shown in Figure 37.

Figure 37.

Assignment of Division Code on New Item

The screenshot shows a dialog box titled "Add Item" with a close button in the top right corner. The dialog is divided into two main sections. The top section, labeled "Item", contains three text input fields: "Item Label" with the value "Purple", "Code" with the value "PUR", and "Description" with the value "Purple Belt". A red rectangular box highlights the "Code" and "Description" fields. The bottom section, labeled "Configure Restriction", contains several options: a checkbox for "Waiver Received" which is unchecked, a checkbox for "Paid" which is checked, a "Gender" dropdown menu set to "Female", and two pairs of "Date of Brth" (Min and Max) and "Weight" (Min and Max) input fields. At the bottom of the dialog are "Add" and "Cancel" buttons.

13.5.2 To Existing Field Item

To assign a division code to an existing field item:

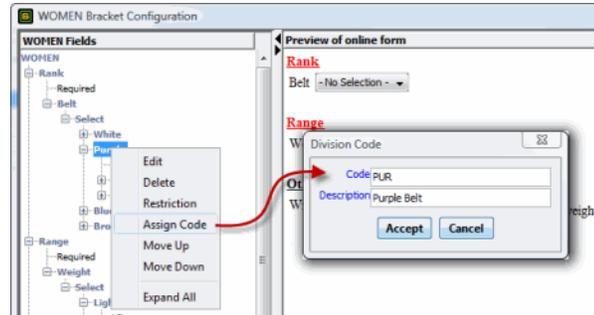
1. Access the “Bracket Configuration” window. See Section 7.3 for instructions on how to access this window.
2. Right mouse click on the field item name in the “Fields” pane on the left. This displays a popup menu.
3. Select “Assign Code” from the popup menu as shown in Figure 38. This opens the “Division Code” window.
4. Enter the division code in the “Code” field and the code description in the “Description” field.
5. Click on the “Accept” button to save the change and close the “Division Code” window. The new division code appears as a branch under the field item name in the “Fields” pane.

13.6 Displayed in Brackets Tab

13.6.1 Division Tree and Bracket Title

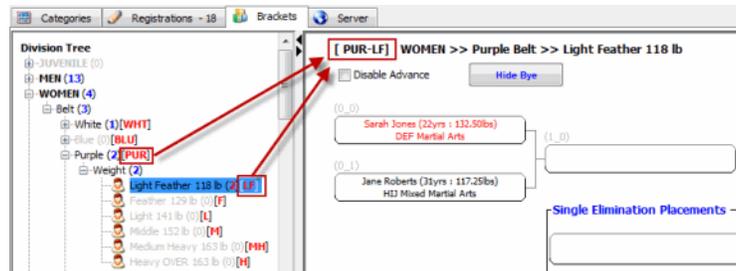
Division codes are also used in the “Brackets” tab to display an abbreviation for the field items. Figure 39 shows how the division codes are displayed next to the field item in the “Division Tree” on the left, and how they are displayed in the title of the bracket on the right. In this example, the division codes PUR and LF are concatenated in the

Figure 38. Assignment of Division Code on Existing Item



bracket's title to provide an short identification of the combination of field items that create the bracket.

Figure 39. Division Codes in Brackets Tab



13.6.2 Bracket Title when Division Code or Code Description is Missing

When you see that a bracket has the field name and the field item name in title, the assignment of division code is not complete. In this case, either the division code or the code description is not assigned to one or more of the field items that create the bracket.

For example, in Figure 39 the field item “Purple” has been assigned to it the code “PUR” and code description “Purple Belt”, while the field item “Light Feather 118 lbs” has been assigned the code “LF” and code description “Light Feather 118 lb”. All field items of this bracket are assigned with codes and code descriptions so the title of the bracket is:

WOMEN >> Purple Belt >> Light Feather 118 lb

If a division code was not assigned to the field item “Purple”, then the title of the bracket will default to using the field names and field item names, and will look like this:

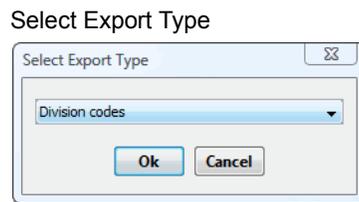
WOMEN >> Belt _Purple >> Weight _Light Feather 118 lb

The same thing will happen if the division code was assigned, but the code description was left blank. If you do not want to see the field name in the title, ensure that you assign both a division code and a code description for the field item.

14 Exporting Category Data

You can export the registration list with all category data from the “Registrations” tab of the full version. This is done by clicking on the “Export” button at the bottom of the table view, or by right mouse clicking on the table view and selecting “Export” from the popup menu. The resulting exported file is a tab-delimited text file. Once the data is in this format, you can import the data into software programs like Excel. There are two different ways to present the data in export file. The selected type will determine how the categories fields will be saved in the export file.

Figure 40.



14.1 Export using Division Codes

The first type exports the fields exactly as it is on the table view. Any category fields that are displayed in the table view are displayed the same way in the export file, which is using division codes.

To export the registrations from the table view exactly as you see it in the table view:

1. Arrange the view of field columns as desired using methods. Use the “Change View” function of the right mouse click menu to add missing fields. You can also leave the current view in the default view.
2. Click on the “Export” button at the bottom of the table view. Alternatively, right mouse click on the table view and select “Export” from the popup menu.
3. Select the export file type “Division codes” in the “Select Export Type” window of Figure 40.
4. Browse for the directory where the export file will be saved.
5. Enter a name for the file, and give it a file extension of “txt”.

14.2 Export using Separate Category Fields

The second type exports the standard registration fields allows you to export the each category field as its own field. The exported value of each field would be the full item name instead of division code.

For example, the category “ADULT” may have the following properties:

- 1 select field for the rank called “Belt”
- 3 select fields for the weight divisions called “18YRS”, “30YRS”, “40YRS”
- 2 checkbox fields called “Move up in weight” and “Move down in age”.
- 1 input field called “FREE entry name”
- 1 radio field called “T-shirt size”

The are 8 exported fields related to the “ADULT” category are as follows:

- “ADULT:Belt”: Sample field values can be “White” and “Blue”
- “ADULT:18YRS”: Sample field values can be “Light”, “Medium”, and “Heavy”
- “ADULT:30YRS”: Sample field values can be “Light” and Heavy”
- “ADULT:40YRS”: Sample field values can be “Light” and Heavy”
- “ADULT:Move up in weight”: The value for this export fields is either blank or “Y”
- “ADULT:Move down in age”: The value for this export fields is either blank or “Y”
- “ADULT:FREE entry name”: Sample field values can be “John Smith” or “Jenny”
- “ADULT:T-shirt size”: Sample field values can be “Medium” or “Large”

To export the registrations from the table view using separate fields for each category field:

1. Arrange the view of field columns as desired using methods. Use the “Change View” function from the right mouse click menu to add missing fields. You can also leave the current view in the default view.
2. Click on the “Export” button at the bottom of the table view. Alternatively, right mouse click on the table view and select “Export” from the popup menu.
3. Select the export file type “Separate columns for each field” in the “Select Export Type” window of Figure 40.
4. Browse for the directory where the export file will be saved.
5. Enter a name for the file, and give it a file extension of “txt”.
6. Select the standard registrations fields that will appear in the selection window. Ensure that all the desired fields appear on the right, and that fields you don’t want in the export file should be moved to the left. The list of available registrations will be limited to the fields that are in the current table view. If a field that you want in the export file is not on this selection of available fields, then cancel out of the export and use the “Change View” function to add the field to the current table view.
7. Click “Ok”.
8. Select the category fields that you want to included in the export file. Each category field is represented by a line in the selection window, with the related category in the prefix.
9. Click “Ok” to complete the export.

15 Trouble Shooting

Figure 41. Trouble Shooting Configuration of Categories

#	Problem	Resolution
1	Registrant cannot make a selection on more than one “Select” field on the online registration form.	<i>Only one field item selection is allowed per module, regardless of the number of “Select” fields in that module. If you want each “Select” field to be selected independently, put them in separate modules. See Section 4 for details on using multiple “Select” fields.</i>
2	One or more categories is not appearing in the online registration form.	<i>Category must have a valid price before it appears in the online form. If there is no category price or the price has expired, then the category will not appear on the online form, even if it appears in the Administration Software.</i>
3	The online registration form is not letting the registrant submit his form unless he enables a checkbox that shouldn’t be mandatory.	<i>If you want a checkbox field to not be mandatory, remove it from a required module. See Section 9.3.2 for details.</i>
4	Received an online registration with incomplete category configuration, even though all appropriate modules were mandatory.	<i>The javascript on the registrant’s local browser has failed, so all the checks performed on the selection has failed. Registrants who experience issues with the javascript should close all their browsers and re access the online registration form.</i>
5	Registrant can select only one category on the online form, but the Administration Software allows selection of multiple categories.	<i>The restriction of only one category can be set only for the online registration form. However, the Administration Software allows you to enable any number of categories for a registration.</i>
6	One category column in the table view shows only “Y” while another category shows division codes.	<i>The category column that has the “Y” does not have any division codes configured for the field items. The “Y” indicates that the category is selected.</i>
7	A registration shows “Y” for a category in the table view, but all field items for that category has division codes assigned.	<i>Ensure that the registration has a completed category. The “Y” appears if the category is enabled, but there are no field items selected.</i>
8	Some registrations in the table view do not show a complete set of division codes.	<i>Not all the category field items have division codes assigned. This is the case when a registration displays some division codes in the bracket column, but not the correct number of division codes. Ensure that all field items of that category have division codes enabled.</i>
9	Some imported registrations did not have all category field items correctly imported into the local database.	<i>Ensure that the import file contains the correct division codes for these registrations. Also ensure that the latest division codes are downloaded to the local database. If a division code in the import file does not exist for the categories in the local database, then the data that the code represents will not be imported.</i>
10	Cannot import any category data.	<i>Ensure that the import file contains the correct division codes and correct order of the codes for the bracket column. The first code must be a code from top most “Select” field, the second code must be a code from the second “Select” field from the top, and so on.</i>
11	Cannot import category data from Excel file.	<i>The import file must be a tab delimited text file with a filename extension “txt”.</i>
12	Field name appears on title of some brackets but not on other brackets.	<i>The brackets without the field names in the title have division codes and code descriptions assigned to the field items that create the bracket. The brackets that have the field names in the title have one or more of the field items missing the division code and code description. See Section 13.6.2 for details on how the bracket title is affected by the division code and code description.</i>
13	Cannot see all the categories in the table view.	<i>The current view is currently excluding some of the categories. Right mouse click in the table view and select “Reset View” or “Change View” to add the category into the current view.</i>

Figure 41. Trouble Shooting Configuration of Categories

#	Problem	Resolution
14	Cannot see a new category that was created from a previous session on the Administration Software.	<i>If you created the new category on the local database (from “Categories” tab of full version), you’ll need to synchronize before you can see that new category on the “Server” tab or web version. If you created the new category on the server database (from “Server” tab or web version), you need to synchronize or reload before you can see the new category on the “Categories” tab.</i>
15	Cannot enable a new category on a registration.	<i>After you create a new category on the local database, you must synchronize at least once before you are allowed to enable the new category to registrations.</i>
16	Category price is wrong on the registration.	<i>The category price for a registration depends the registration date, which defaults to the date that the registration was created. The current price for the category may have changed even though the category’s price does not change. If you want the category price for a registration to match the current price, change the registration date on the registration or change the price schedule on the “Update Category” window.</i>
17	Cannot see the non-bracket settings of a category in the table view.	<i>Each category field item that does not affect the brackets is represented in its own column of the table view. The column header of such a field has the category name in the prefix (for example “MEN:T-shirt size”). If a specific category field item is not appearing as a column in the table view, right mouse click on the table view and select “Change View” from the popup menu. Then add the field to the selection list.</i>
18	The description of a field item is not being saved.	<i>The “Description” of an item is reserved for use with a division code. You cannot save a value in the “Description” of a field item unless there is a value for the “Code” of that item. If you want the bracket title to display something different from the field item name, then assign a division code to the field item so that you can use the code description.</i>
19	Cannot create a category field using the “Select” field type without disturbing the brackets.	<i>The “Select” field type is reserved for modeling brackets. If you need to offer a selection of possible field items that do not affect the brackets, then use the “Radio” field type.</i>
20	Added another “Select” field to an existing category in the “Categories” tab, but the new brackets are not displayed in the “Brackets” tab.	<i>If you are adding another “Select” field to an existing field in the local database, you are changing the hierarchy of the brackets. To update the hierarchy on the “Brackets” tab, you must either synchronize or save and exit the Administration Software.</i>
21	Some registrations have lost their category configuration.	<i>A registration that had a fully configured category but has since lost that configuration is usually the result of either a field being deleted or the entire category being deleted. Check to see if the original category or any of the related fields were not deleted.</i>
22	The “Checkbox” field that is added to a category has no checkbox next to it in the registration form.	<i>The “Checkbox” field itself does not display a checkbox until you add a field item. The field item names are the labels that appear next to a checkbox on the registration form. Ensure that the “Checkbox” field has at least one field item.</i>
23	The names of all registrations appear in red in the full version of the Administration Software even though they all qualify for their brackets.	<i>If all registrations seem to have violations, then it’s likely that the values of the “Official Weight” have not yet been populated. Restrictions that were using the “Weight” field on the online registration form use the “Official Weight” field in the Administration Software. See Section 12.4.2 for details on using the “Copy Weight to Official Weight” function to accurately see the violations.</i>
24	A registration is still showing a violation of restrictions, even after it has been moved to an appropriate division where it qualifies.	<i>When you move a registration to another bracket, the indication of violation on the table view of the registration list is not refreshed until you switch to the “Brackets” tab or select “Refresh Restriction” from the right mouse popup menu.</i>