DCI Reporter™

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When everything is done correctly with DCI Reporter it is a very simple program to use. Errors however, are not always easy to correct. It is very important, especially when first starting to use Reporter to go slow and verify that everything is entered correctly. There are three specific things to double check as they are being entered.

- Player name/DCI number.
- Match results
- Dropped players

Even if the scorekeeper does everything correct, there is still a potential for errors. Players can (and do) fill out the match slip incorrectly. In these cases it is the decision of the Head Judge to let the slip stand as filled out or correct the slip

This document is separated into the following sections.

- **Basic Tournament Operating Instructions (Swiss, Draft, and Teams)**: This is the bare-bones, step by step description of how to run an event using DCI Reporter.
- **Menu Descriptions**: A description of each menu
- **Miscellaneous Hints & Tips**: This section describes the use of some optional features of DCI Reporter.
- **Advanced problem solving**: This section describes specific problems that could come up during an event and how to fix them. Assuming that everything is entered correctly and that the match slips are filled out correctly by the players this section should not be needed.
- **DCI Reporter Lite**: Reporter Lite is the program to run all eight man, single elimination side tournaments with at a premier event.
- **DCI Tools**: Database program used to look up player's DCI numbers or to use multiple computers to enroll players in an event.

Basic Tournament Operating Instructions

1. FILE ➔ Create New Tournament (Ctrl+ N)
2. Enter tournament name, sanctioning number, and event date. Select the *Use Pro Flag* option (for events with amateur prizes only). Click *Save and Exit*
3. Open the tournament by double clicking on it in the main reporter window.
4. Fill out the DCI Electronic Reporting Information Screen. Ask the tournament organizer about any unknown information.
5. **EDIT ➔ PLAYERS** (F2); Click on the *DCI pin.mdb* button. The database should automatically connect.
6. **EDIT ➔ JUDGES** (Ctrl+J); Enter the judges' DCI numbers one at a time and click *Look Up Name*. Enter the judge's level, click return and repeat until all judges have been entered then *Save and Close*.
7. **FILE ➔ LOCAL PLAYERS** (Ctrl+L)

8. Return to the Players: Data Entry window.
9. Enter the players DCI number into the PIN field. If the number is less than eight digits click the *Convert (+=)* button. The player's name should appear in the NAME fields. If it does not verify that the DCI number has been entered correctly then enter the name into the name fields. When a name does appear, make sure that it is the name of the player.
10. Repeat until all players have been entered.
11. In some cases it is necessary to enter a player into the event without knowing their DCI number. This can be done by entering a "1" in the PIN Number field. The player will then be enrolled with a "JOE" number. All JOE numbers should be resolved as soon as possible, while the player is still at the event.
12. **FILE ➔ TOURNAMENT SETUP** (Ctrl+S) Change the number of rounds for the event based on the attendance then *Save and Close*. To check the number of rounds for the current attendance refer to the Tournament Organizer's Handbook.
13. **EDIT ➔ UPDATE PRO FLAGS BY FILE.** Click *Yes* then select the file (for events with amateur prizes only). The tournament organizer should have the latest version of this file.
14. **PRINT ➔ PLAYERS BY NAME**. Post three copies for player review. Make any changes as necessary through the Players: Data Entry window by clicking Change Enrolled then selecting the player to be changed. Corrections to player names and DCI numbers should not be done at this point – the purpose of this is to verify that all players have been enrolled in the event.
15. If the tournament is limited generate the seating for deck registration/construction by going to **PERFORM ➔ SEAT ALL PLAYERS**. Click *Seat All* and print three copies by clicking *Print by Name*.
16. **PERFORM ➔ PAIRINGS** (F7)
17. **PRINT ➔ PAIRINGS BY PLAYER** (F9); Three copies.
18. **PRINT ➔ RESULTS ENTRY SLIPS** (Ctrl+P); Select the *for Cut Machine* option and deselect the *Judge Signature required* option.
19. **EDIT ➔ RESULTS ENTRY** (F3); Enter the match results using method of choice. If a player wishes to drop click the drop box next to their name before entering the result. As the result slips are entered try to keep them in numerical order. This will speed things up if a slip needs to be found later.
20. At the end of the round tell the judges what tables are outstanding.
21. Wrap all the slips for the round with a slip of paper the same size as a result slip. Tape it closed and write the round number on it.
22. Repeat steps 15 through 20.
23. When pairings are posted for the second to last round of swiss print a copy of the standings by going to **PRINT ➔ STANDINGS**. Click *Yes* when DCI reporter asks if whether it should print tiebreakers.
24. Before posting pairings for the last round a copy of the standings needs to be posted for player review. Do not pair the last round until players have had an opportunity to drop.
25. After the swiss rounds are complete go to **PERFORM ➔ PLAYOFF PAIRINGS**. If the tournament is limited select random seating when prompted. Print the Top 8 bracket and give it to the head judge.
26. Enter the Top 8 results by clicking on the name of the winner of each match. Click *Close*.

Team Tournament Operating Instructions

1. **FILE ➔ CREATE NEW TOURNAMENT** (Ctrl+ N)
2. Enter tournament name, sanctioning number, and event date. Select the Team Play option entering the appropriate number for the team size. Select the *Use Pro Flag* option (events with amateur prizes only). Click *Save and Exit*
3. Open the tournament by double clicking on it in the main reporter window.
4. Fill out the DCI Electronic Reporting Information Screen.
5. **EDIT ➔ PLAYERS** (F2); Click on the *DCI pin.mdb* button. The database should automatically connect.
6. **EDIT ➔ JUDGES** (Ctrl+J); Enter the judges' DCI numbers one at a time and click *Look Up Name*. Enter the judge's level, click return and repeat until all judges have been entered then *Save and Close*.
7. **FILE ➔ LOCAL PLAYERS** (Ctrl+L)
8. **EDIT ➔ TEAMS** (Ctrl+T); Click on the yellow *Add New Team* button. Enter the team name and the DCI numbers of the team members. After entering the DCI number of each player (and clicking convert if the number is less than 8 digits) the player name will appear if the player is in one of the connected databases. After all three team members are entered click enroll team.
9. Repeat step 8 until all teams are enrolled then click *Save and Exit*.
10. Run the tournament as normal.

Team problem solving:
Most of the problems that arise during a team event are handled the same way as in an individual event with the team name replacing the player name. There are several problems that are unique to team events that may happen.

Issue: Team members are enrolled in the wrong order (For example player A is entered as player B and vice versa)

1. Go to **EDIT ➔ TEAMS**
2. In the team list section of the window find the team that needs to be edited.
3. Select one of the team members that is in the wrong seat by single clicking on that player.
4. Drag that player over the name of the player in the seat they should be in.
5. Repeat until all team members are in the correct seat.

Issue: The team with the bye wants to drop

Currently (version 2.75) DCI reporter can not drop the team with the bye until all results have been entered for that round. As long as one person is doing all the data entry this is not a problem, just do not forget to drop the team **before** pairing the next round.

Issue:

Booster/Rochester Drafts

DCI Reporter supports running draft events, but there are several things that work differently when running a draft. Keep in mind that in draft events players can not be paired against a player in another pod.

When creating pods DCI Reporter will create pods from six to eleven players with no more than one pod having an odd number of players.

To create a draft event:
1. Go to **FILE ➔ CREATE NEW EVENT**
2. Under options select the Draft Pods checkbox
3. Enter the players as normal
4. Go to **PERFORM ➔ POD MANEGMENT**
5. Click on *Make New Pods*
6. Click *Save Pods*
7. Go to **PERFORM ➔ PAIRING.** The Pod Pairings Control Window will appear.
8. Continue event as normal.
9. In events where there is more than one draft go to **PERFORM ➔ POD MANEGMENT** to make the new pods when it is time to do so.
10. Run the remainder of the tournament as normal.

MENU DESCRIPTIONS

This section describes all of the features accessible through the menus. Please keep in mind that depending on the tournament setup not all of these options will be available.

File Menu

- **Tournament Setup**
  Window where the following options can be edited during the event: Default Country Code, Tournament Name, Sanctioned Event, Event ID, Number of Rounds, Points for game won, points for game drawn, points for game lost, points for match won, , points for match drawn, points for match lost, points for bye, Starting table number, Show full name as, Display player number, print player number, Sideboard function, and Use Pro Flag.

- **Change Background Color:**
  This feature is primarily for large events where there is more than one tournament running at the same time. Ideally each tournament is on a different color paper to make it easy to sort the match slips as they are turned in. With this feature the background color in reporter can be set to match the color of the paper being used to run the event.

- **Tiebreaker Options:**
  Option to edit tiebreaker options. This should not be changed in sanctioned events.

- **Pin Conversion**
  Use this feature to convert 4-7 digit DCI numbers to 8 digit numbers

- **Round Clock**
  A simple countdown clock for use in timing the rounds. Depending on the hardware of the computer it can also make time announcements.

- **K-Value Calculator**
  Utility to determine the K-Value of an event based on the number of players, head judge level, REL, and deck verification.

- **Number of Rounds in a GP**
  For Grand Prix events enter the total number of players and the amount of players with a one round, two round, and three round byes to determine the number of rounds in the event.

- **Composite Standings**

- **Pyramid**

- **Multi Format Select Events**:
  To run events with more than one format using DCI Reporter the first thing that needs to be done is to sanction both formats of the tournament as separate events with the DCI. After opening the event the first thing that must be done is set the correct number of rounds in the Tournament Setup window. Next, enter the sanctioning number of the first half of the event in the DCI EDT Information Window. Then go to **FILE ➔ MULTI FORMAT SELECT EVENT** (Ctrl+M). Enter the sanctioning number of the second format of the event and type the round where the format changes. In the event that the playoffs are a different format enter the sanctioning number for that format in the Playoff Sanctioning Number field.

- **Local Players (Ctrl+L)**
  This feature can be used in addition to the PIN.mdb database to track players DCI numbers. Since the PIN.mdb database and DCI Tools are only updated every few months it is helpful to keep a database with new players' DCI numbers in the event that they forget their number.

  The easiest way to set up the database is to add the players from previous events. To set up the database go to **FILE ➔ LOCAL PLAYERS**. Open the first tournament then in the Local Players window click the *Add Tourney* button. Repeat for as many events as desired. After all events have been added, click *Save* and then *Exit*.

- **PIN Database Update**:
  Instead of downloading the whole pin database it is now possible to download an update file and have DCI Reporter update the pin database to the most current version. To do this download the update file from the tournament organizer's website (this site is password protected and requires a registered organizer to access it). Put the appropriate update file in the DCI Reporter directory (the old version of the database should be in there as well). When there is no tournament open go to **FILE ➔ PIN DATABASE UPDATE**. Select

the database to be updated (the old database), then select the update file, and finally the location to save the new database. Click *Update*. This process can take several minutes so be patient.

- **Backup Tournament Files (Ctrl+B)**
  Every round after entering all results for that round a backup of the tournament files should be done. In the event of a major error the tournament can be restored from each backup. Ideally the backup should be on an external drive (such as a floppy disk or USB flash drive) so if the computer crashes the files can be moved to another computer without too much difficulty.

- **Clean Up**
  This function can only be used when there is not a tournament currently open. Use this feature to delete any sanctioned event that is older than one year or any non-sanctioned event in the currently selected directory.

- **Close Tournament (Ctrl+E)**
  Closes the currently open tournament.

- **Exit (Ctrl+Q)**
  Closes the open event and quits DCI Reporter.

<table>
<tr><td>**Edit Menu**</td></tr>
</table>

- **Players (F2)**
  Enter and change player information, drop disqualify, and reenter players for the event here.

- **Teams (Ctrl+T)**
  Enter and change team information, drop, and reenter teams for the event here.

- Risk 2210 (Shift+F2)

- Double Elimination (Shift+F3)

- **Fixed Seating (Ctrl+F)**
  Players who are in a wheelchair or using crutches should be assigned one table to play at throughout the event. First pick a table that the player will be seated at. Be sure that this table is easily accessible to the player and the table will be in use through the entire event. To set the table go to **EDIT ➔ FIXED SEATING**. Select the player to be assigned to a table to and double click on his or her name then enter the table number to assign to them and click *Enter*. Click *Close* when complete.

- Manual Tournament Registration (Ctrl+G)

- **Preregister players by file**
  Imports a csv or tab delimited file of preregisted players. The format must be Last Name,

First Name, DCI number.

- **Update Pro Flags by File**
  This feature is only visible if the Use Pro Flag option was selected when creating the tournament. The Use Pro Flag option can also be turned on in the Tournament Setup Window. Use this feature to flag the Pro Players in events where there is an amateur prize. After going to **EDIT ➜ UPDATE PRO FLAGS BY FILE.** Click yes to reset all flags then select the file that contains the Pro Flag information.

- **Results Entry (F3)**
  Enter all match results here. Players can be dropped as a result is entered. Results from earlier rounds can also be corrected here.

- **Results Entry + Enrollment**

- **Results, Playoff (Ctrl+F3)**
  Brings up the playoff results window if it had been closed before all results had been entered.

- **Penalties (Ctrl+W)**
  To enter Penalties/Warnings go to **EDIT ➜ PENALTIES** (Ctrl+W). Click on the judge, player, and infraction. If the correct rules enforcement level (REL) is set in the DCI EDT Information screen then the default penalty will be selected. Enter comments into the comments field and click enter *once*.

- **DCI EDT Information (Ctrl+I)**
  This screen must be completely filled out before the tournament can be uploaded. Enter the tournament sanctioning number, format, location, REL, organizer, and head judge information here. This screen should ideally be filled out immediately after creating the event.

- **Copy to Clipboard (Ctrl+C)**
  Copy the selected text to the clipboard

View Menu

Most of the options in the View Menu are self-explanatory. Listed here are those that require more detail.

- **Queries (Ctrl+Y)**
  View statistics regarding the event including dropouts, the event log (in the event that the clock for a round was not started, the time that the round was paired can be looked up here), regular and awarded byes, Country Breakdown, Pro Players, and Rounds in Single/Double Elimination.

- **Look Up Player Data (F12)**:
  This view option shows a player's history throughout the event. It shows current match points, standing, status, the opponent and result for each round

- **Pairing (F7)**
  Function to pair the next round

- **Playoff Pairing (Ctrl+F7)**
  When cutting to a Top 2, 4, 8, 16, or 32 for playoff pairing use this function.

- **Change to Swiss**
  In a multi format event change from Draft Pods to Swiss rounds

- **Change to Draft Pods**
  In a multi format event change from Swiss rounds to Draft Pods

- **Pod Management**
  Create and edit draft pods. For more details see the section regarding running a draft tournament.

- **Pod Pairings Control**
  Use this feature to re-pair a specific pod. More information on this can be found in the draft ordered pairings section.

- **Cut**
  Function to use when cutting a number of players out of the event (not including playoff pairing). For example in a two day event if only the top 96 players continue to the second day this feature would be used. After going to **PREFORM ➔ CUT**, enter the number of players/teams that will continue.

- **Seat all Players**
  In limited events use this feature to determine the seating for deck registration and construction.

- **Seat all Teams**
  This is the same as the previous feature except it applies to team events. When using this feature be sure to check the L-Seating option.

- **Select Random Player or Table (Ctrl+R)**
  This feature can be used to select a player or table(s) for a deck check door prize, etc.

- **Ordered Pod Pairing**
  Ordered pairings for draft events. More information on this can be found in the draft ordered pairings section.

- **Ordered Team Pairing**
  As Ordered Pairing, for team events

- **Ordered Pairing**
  Manually change pairings for the current round. See the Ordered Pairings section for more details.

- **Ordered Table Assignment**
  It is possible to seat a match at a particular table if needed. One reason to do this is if the judges want to easily watch a specific match. To do this go to **PERFORM ➔ ORDERED TABLE ASSIGNMENT**. Find the two tables to swap, double click on them and click *Swap*. Be sure to do this *before* printing the pairings.

- **DCI Electronic Reporting (Ctrl+D)**
  Upload the event into the DCI database. The tournament organizer's password and an internet connection are required.

- **Copy to File**
  Copies following information to file (html or txt): Standings, Pairings, Results, Tournament Summary

- **Generate Sideboard Files**
  For events were Wizards of the Coast is doing event coverage, this feature generates the appropriate files for their coverage.

- **Calculate Ratings Adjustments**
  Utility that can generate the changes in rating for each player throughout the event. Each players starting rating must be entered into the system or imported from a file.

- **Restore Previous Pairings**
  In events where backups have been completed this feature can restore the event to the last backup.

Print Menu

As with the View menu, most of the commands in the Print menu are self-explanatory. Described here are functions that are more complex and require a more detailed explanation.

- **Cancel Default Font**

- **Collected Printouts:**
  Instead of separately telling Reporter to print parings standings, or result slips each round it is possible to click once after pairing and print them all. To use this feature go to **PRINT ➔ COLLECTED PRINTOUTS**. Set the number of copies of each of the supported printouts to print and click print. Do not forget to set the correct options for the match result slips.

BUG ALERT: Currently (Version 2.7.5) There is a bug in this feature. Clicking the up arrow decreases the number of printouts (or does nothing if it is set to zero) and clicking the down arrow increases the number.

- **Set Name Ranges:**
  At large events instead of hanging multiple copies of the pairings it is possible to split the pairings alphabetically. This reduces the number of players trying to view each copy of the pairings and helps speed the whole event up.

  To set the ranges go to **PRINT ➔ SET NAME RANGES**. Click on the *Optimize* button in the top right corner of the window to have Reporter automatically split the letters to balance out the number of players. Enter the number of splits there should be (the more players, the more splits) and click OK. Next click *Save* then *Close*. When printing players by name Reporter will now print a separate set of pairings for each name range.

  When using this feature be sure to hang a large sign above each set of pairings to show what letters are posted there.

<div style="background:red;color:black;text-align:center;font-weight:bold">Miscellaneous Hints & Tips</div>

- **Enrolling a late player during round one**:
  Go to the Players: Data Entry window **EDIT ➔ PLAYERS** (F2). Make sure that the enroll player radio box is selected. Click OK to enable a late enrollment. Enter the player as normal. After clicking enter a dialog box will appear asking if a bye should be awarded for round one. Click *No*. **It is very important not to open the Ordered Pairing window during round one if players have been enrolled this way.** This will release the zero pint bye and it can not be reissued using ordered pairing. Enrolling a player using this method will give them a zero point bye – they will not lose or gain any DCI points, but they will start the tournament as if they lost the first round.

- **Change Start Table Number**:
  To change the starting table number go to **FILE ➔ TOURNAMENT SETUP**. Find the Starting Table Number field and change it to the table desired. This can only be done after a round has been completed.

- **Keypad Hot Keys**:
  When entering results the Keypad Hot Keys can significantly decrease the amount of time it takes. To use the hot keys select the Use Keypad Hot Keys option in the Results Entry window.

  After typing in the table number press *Enter* then enter the shortcut associated with the result for that match. For example if the top player on the slip won 2-0 then the shortcut would be 1. Intentional draws are entered using the 0/0 result or hot key 6.
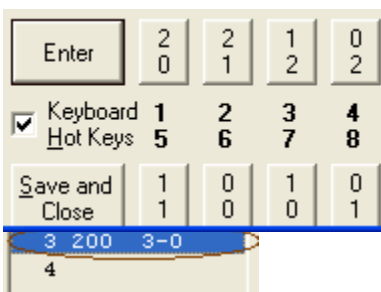

When using the Keypad Hot Keys be sure that the Outstanding Results checkbox is not checked. After

entering the result the table number will be highlighted in the middle section where the result can be verified. In the example to the left at table three the top player on the slip won 2-0 with zero draws earning three match points. The keyboard shortcut to drop the top player is (Alt+1) and the bottom player is (Alt+2). The - key works as a backspace. One option to help speed up the data entry further is to separate the slips by result so all slips with the same result can be entered at the same time.

Most problems with pairings can be fixed in the ordered pairings window. It is fairly simple to use, but running a practice tournament to practice using this function of Reporter is recommended. Most of the example problems below can be easily set up and tried out. Team events work the same way as individual events with the one difference that instead of viewing player names, team names are shown.

Ordered pairings for draft events works differently than for swiss events. See the following section for full details on how to use ordered pairings during draft events.
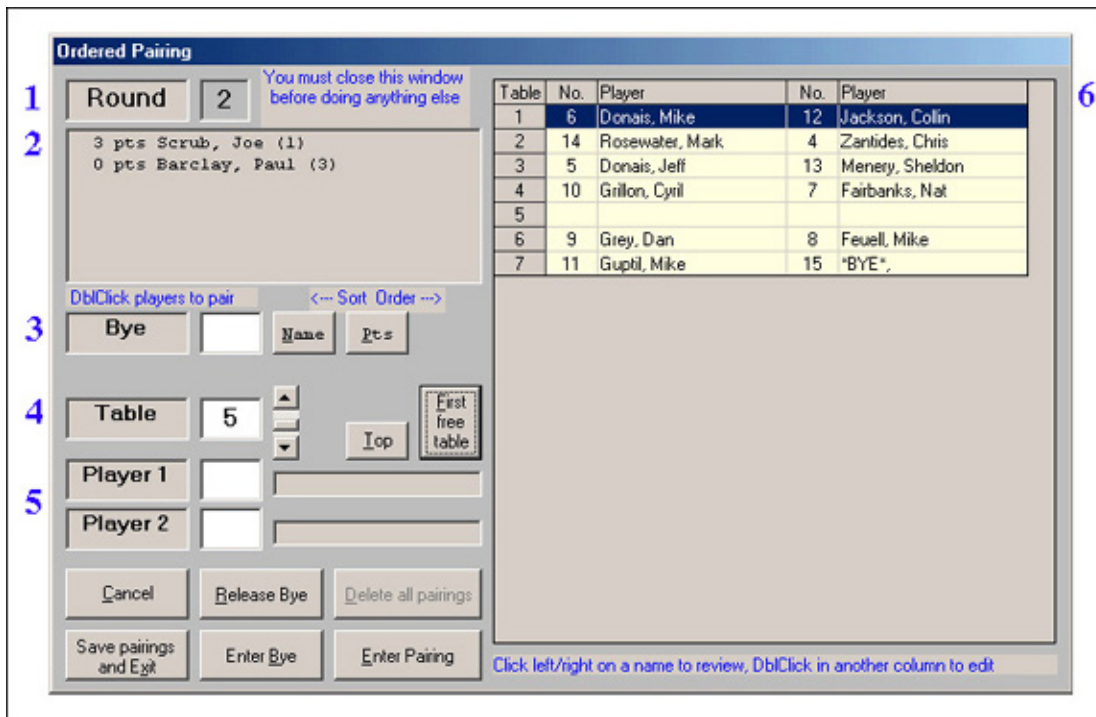
1. The round that is currently being edited. While it is possible to modify pairings after results have been entered, care must be taken to not modify matches that have been completed.
2. Free players area. This is the area of the window where all players not assigned to a match are listed.
3. Bye entry. To enter a bye (for example if one player is left after making the pairings), enter the player number of the player to receive the bye and click the [**Enter Bye**] button. It is not possible to give a bye using Ordered pairing if there are an even number of players or to give more than one bye.
4. Table number: Before a match can be entered, it must be assigned a table. To do so, either enter the table number here (it must be a table without a match assigned to it) or click on the [**First free table**] button.
5. Players: After double clicking on a player, his or her name will appear here. After filling both boxes with a name click the [**Enter Pairing**] button.
6. Pairings: the current pairings. By double clicking on the table number of a match the players in that match are released to the Free Player area.

Buttons:

Name, *Pts*, and *Pin*: These buttons sort the names in the free players area by either name (last) or match points.

Top: Sets the table number as the lowest number (usually one)

First free table: Click on this button to select the lowest table number without a match being played at it.

Cancel: Cancels all changes made.

Release Bye: Clicking this button releases the player who had the bye into the free player area.

Delete all pairings[MV1]:

Save pairings and Close: When any changes are complete click this to save them.

Enter Bye: After typing the player number who has received the bye in the bye area click this to enter it.

Enter Pairing: After selecting two players and a table click this button to enter the pairing.

Ordered Pairings – Draft Events

ADVANCED PROBLEM SOLVING

The majority of these problems should not happen. All results should be verified to make sure that they are entered correctly. Depending on the amount of time that is available it is advisable to also check to make sure that only the correct players have been dropped. Any scorekeeper error should always be corrected, but players have one round to bring the problem to the attention of the staff. Any claims that a match slip is incorrect must be verified with the opponent before changing the result.

In all of the following issues the solutions are the same regardless if the error was made by the player or the scorekeeper. All issues assume that the error is being corrected, though in cases where the player made the error it is up to the head judge weather the error should be corrected or left as is. Players should be reminded that the match result slips should be verified before they sign it.

A note about fixing pairings:

Some of the problems listed will require that some players pairings be swapped. When doing this keep in mind that the match points of the players may not be the same. There are a couple ways of handling this, it is the decision of the head judge to choose what option to use.

In cases where the match points are different by less than three match points in general let the current pairings stand.

When one player in a match has three more match points than the opponent check to see if there is another match that round with the same difference in match points. For example, if by fixing a problem a match would be created where one player has six match points and the opponent has three match points and there is another match where the players have the same points the option is there to instead pair the six point players against each other and the three point players against each other. This should only be done if the other match has not started playing yet.

No match should be created where there is more than a three point difference between the players unless it is possible for that match to be generated using the normal swiss pairing rules.

ISSUE: An incorrect player has been entered into the event by mistyping a DCI number.

This issue will typically happen when entering DCI numbers that are less than eight digits.

Should a player that is not actually at the event accidentally get enrolled in the tournament there are two options. That player can simply be deleted or their information can be edited to a player that is there.

To delete the player simply click in the delete radio box, select the player, and click enter. The problem with this method is it keeps the player in the system. A much cleaner fix is to instead click the Change enrolled radio box and enter the next player's information over the player who is not there.

This problem is completely avoidable if the scorekeeper is paying attention. Currently (version 2.75) there is no auto conversion of DCI numbers by clicking enter after entering a less than eight digit DCI number. After entering the DCI number and clicking convert the player's name associated with the DCI number is brought up (assuming that they are in the database). Verify that this is the name of the player who is currently enrolling, if it is not re-enter the DCI number and click convert again. In the event that another player's name continues to appear the DCI should be notified about the error in the database.

The first step to fix this problem is to go to the Results Entry window **EDIT ➔ RESULTS ENTRY** (F3). Click on the Previous Round radio box and enter the number of the round that needs to be corrected. Locate one of the players names in the section on the right and double click on it then enter the correct match result and click *Save and Exit*.

There are now two ways to proceed. The best option is to swap the opponents of the players whose results were entered incorrectly. For example, player A and player B had their match result entered incorrectly. After fixing the match points pair player A against the player that player B's opponent and player B against player A's opponent. Alternatively the round could be repaired. While repairing the round is easier for the scorekeeper, it should be avoided as it is very disruptive to the tournament.

To correct the pairing the first thing that should be done (ideally by another judge or staff member) is look at the pairings to see who each player was originally paired against. Call the player to the judge's station or go to the table where he or she is sitting. Explain the problem with the pairings and tell them who their new opponent is. The round should be started at this point if it has not been already.

To finish fixing the problem go to **PERFORM ➔ ORDERED PAIRING**. DCI Reporter will say that a new round has been paired, continue? Click *Yes*. *Note that no other results for this round can have been entered.* Double click on Player A and player B's table numbers to release the pairings for those tables. Next fix the pairings by double clicking on the names of the first two players that need to be paired against each other. After double clicking on the first two players their names should appear in the player 1 and player 2 fields. Click on the *First free table* button to select the table that they will be playing at or type it into the table number field then click *Enter Bye*. Repeat for the other match then click *Save pairings and Close*

Assuming that the match slips for this round have not been printed, print them as normal. If the slips have already been printed and passed out slips need to be printed for the two matches that were changed. To do this go to **PRINT ➔ RESULTS ENTRY SLIPS**. Make sure that the round listed is the current round. In the First Table and Last Table boxes enter the table assigned to the match in Ordered Pairing. Click Print and give them the slip. Repeat this for the other table.

To repair the round, go to **PERFORM ➔ PAIRING** (F7). A dialog box will ask for confirmation that the current rounds pairings should be deleted. Click *OK* then click *Yes* followed by *Pair* to make the new pairings for the round.

This issue is very similar to the previous issue, however there are a couple added steps to adjust for the wrong player being dropped. This problem can happen when either the players transpose the results when filling out the slip or the scorekeeper entering it reversed.

As in the previous issue the first step to fix this problem is to go to the Results Entry window **EDIT ➔ RESULTS ENTRY** (F3). Click on the Previous Round radio box and enter the number

of the round that needs to be corrected. Locate one of the players names in the section on the right and double click on it then enter the correct match result and click *Save and Exit*.

Next the correct player needs to be dropped and the dropped player needs to be reentered. To do this go to the Edit Players window **EDIT ➜ PLAYERS** (F2). Click the Re-enter radio box, double click on the player who was accidentally dropped and click enter. DCI Reporter will ask for confirmation that the pairing will be fixed in Ordered Pairing, click [**OK**]. Next, click the drop radio box, double click on the player who should have been dropped and press enter. DCI Reporter will now go through several dialogue boxes:

"A Match result for this player has not been entered. Continue?" [**OK**]
"Does this mean that the opponent wins by maximum points?" [**NO**]
"Should the opponent drop out too?" [**NO**]
"Ordered Bye?" [**OK**]

Now save and exit out of the Players: Data Entry window.

The best way to continue is to pair the player who was dropped by accident against the opponent of the player who should have been dropped. This will minimize the disruption to the rest of the event and save time in the long run.

To correct the pairing the first thing that should be done (ideally by another judge or staff member) is look at the pairings to see who the dropped player was paired against. Call that player to the judge's station or go to the table where he or she is sitting. Explain that there was a problem with the pairings and introduce the two players who will now be playing each other. The round should be started at this point if it has not already.

To finish fixing the problem go to **PERFORM ➜ ORDERED PAIRING**. DCI Reporter will say that a new round has been paired, continue? Click *Yes*. The player who had been incorrectly dropped will appear in the top left of the window with the correct number of match points. Click on the *Release Bye* button. The player with the ordered bye now appears in that window. Click on the *First free table* button. The table where they should be playing appears in the Table box. Remember this number. Next, double click on each players name so that it appears next to either Player 1 or Player 2. Click *Enter Pairing*, then *Save and Close*.

To repair the round, go to **PERFORM ➜ PAIRING** (F7). A dialog box will ask for confirmation that the current rounds pairings should be deleted. Click *OK* then click *Yes* followed by *Pair* to make the new pairings for the round.

Assuming that the match slips for this round have not been printed, print them as normal. If the slips have already been printed and passed out slips need to be printed for the match that was changed. To do this go to **PRINT ➜ RESULTS ENTRY SLIPS**. Make sure that the round listed is the current round. In the First Table and Last Table boxes enter the table assigned to the match in Ordered Pairing. Click Print and give them the slip.

ISSUE: The result is entered correctly but the wrong player is dropped.

In this case, the fix is almost identical to the previous problem. The only difference is that the step where the match result is changed is skipped..

The Fix:

1. Go to the Player: Data Entry window **EDIT ➔ PLAYERS** (F2).
2. Re-enter the player that was accidentally dropped.
3. Confirm with DCI Reporter that the re-entry will be fixed in ordered pairing.
4. Drop the player that should have been dropped.
   "A Match result for this player has not been entered. Continue?" *OK*
   "Does this mean that the opponent wins by maximum points?" *No*
   "Should the opponent drop out too?" *No*
   "Ordered Bye?" *OK*
5. Save and Exit
6. Go to **PERFORM ➔ ORDERED PAIRING**
7. Click Release bye
8. Click First free table
9. Double click on each players' name so that it appears in the player fields.
10. Click Enter pairing
11. Save pairings and close
12. Print a result slip for that match

ISSUE: A player marked drop on the slip, but was not dropped.

When this happens, it is usually not brought up by the player who dropped. Before entering any no-show results, check to see if the player had marked drop on the previous round's slip. Players who intended to drop and were not dropped, should not have his or her DCI rating penalized because of a scorekeeper error. The solution here is to give the player they had been paired against an ordered bye. That player still gets three match points (though they will not get DCI points) and the other player is not penalized for a scorekeeping error.

The Fix:

1. Go to the Player: Data Entry window **EDIT ➔ PLAYERS** (F2).
2. Drop the player who should have been dropped.
   "A Match result for this player has not been entered. Continue?" *OK*
   "Does this mean that the opponent wins by maximum points?" *No*
   "Should the opponent drop out too?" *No*
   "Ordered Bye?" *OK*
3. Save and Exit
4. Inform the player who was present for the match that they have an ordered bye for the round because their opponent should have been dropped, but was not.

ISSUE: A player was dropped by mistake.

This problem can be a hassle to fix depending on the record of the dropped player. In general the only way to adequately fix this situation is to repair the round after re-entering the dropped player. Depending on the record of the dropped player it is possible to either pair the player against the bye (if there is one) or just assign the player a bye. The head judge should make the decision about what

option to use. It is not possible to give more than one bye using the Ordered Pairing function.

To re-enter the player:

1. Go to the Player: Data Entry window **EDIT ➜ PLAYERS** (F2).
2. Re-enter the player that was accidentally dropped.
3. Confirm with DCI Reporter that the re-entry will be fixed in ordered pairing.
4. Save and Exit

To repair the round:

1. **PERFORM ➜ PAIRING** (F7).
2. Confirm the deletion of the current pairings.
3. Click *OK*, then *Pair*

To pair the player against the bye:

1. **GO TO PERFORM ➜ ORDERED PAIRING**
2. Click *Release bye*
3. Click *First free table*
4. Double click on each players' name so that it appears in the player fields.
5. Click *Enter pairing*
6. *Save pairings and close*
7. Print a result slip for that match

To give the dropped player a bye:

1. Go to **PERFORM ➜ ORDERED PAIRING**
2. Enter the player number of the dropped player into the bye field.
3. Click Enter Bye
4. Save Pairings and Close

ISSUE: Both players were accidentally dropped.

Note: This case is very unlikely to happen by accident. In the event that it does happen the head judge should be the person who makes the decision about what option to use.

There are two ways to fix this issue. The first is to randomly pick a match in which the players would be eligible to play against the dropped players and pair them against each other. The other option is to repair the round.

Make sure that the match result was entered correctly before re-entering the players and proceeding any further.

Option 1: Pair them against players in another match.

In this example Mike Feuell (6pts) and Jeff Donais (6pts) were both accidentally dropped after their round three match.

1. Re-enter both players into the tournament in the Player: Data window.

2. Look at the pairings for matches that are eligible to be split up to make the corrected pairings. In this example there are three matches that could be broken up to add the dropped players in: Tables 1, 2, and 3.
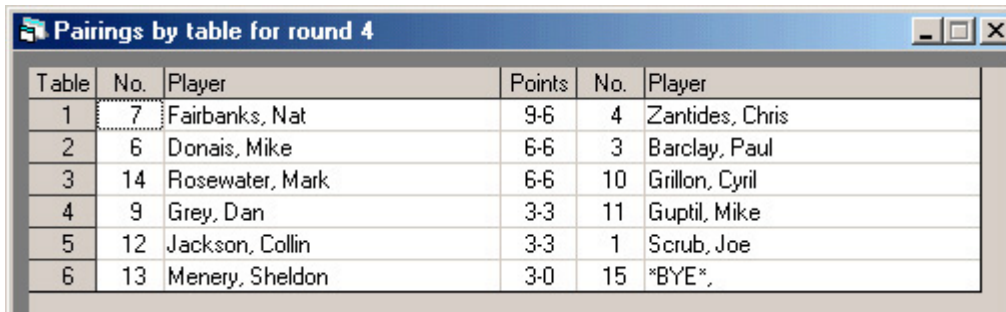
Table	No.	Player	Points	No.	Player
1	7	Fairbanks, Nat	9-6	4	Zantides, Chris
2	6	Donais, Mike	6-6	3	Barclay, Paul
3	14	Rosewater, Mark	6-6	10	Grillon, Cyril
4	9	Grey, Dan	3-3	11	Guptil, Mike
5	12	Jackson, Collin	3-3	1	Scrub, Joe
6	13	Menery, Sheldon	3-0	15	*BYE*,

Pairings by table for round 4

3. Pick one of these matches randomly and check to see if the players involved have already played against the people that need to be added in. Using the **VIEW ➔ PLAYER DATA** option is probably the easiest way to do this.
4. In the Ordered Pairing window double click on table two line to release the Mike Donais/Paul Barclay pairing. Their names should now appear in the free players area.
5. Click *First free table* and select Mike Feuell and Paul Barclay, then *Enter Pairing*
6. Repeat with Jeff Donais and Mike Donais.
7. Save and Close
8. Print match slips

Option 2: Repair the round

1. Re-enter both players into the tournament in the Player: Data window.
2. Go to **PERFORM ➔ PAIRING** (F7)
3. Confirm the deletion of the current pairings.
4. Click *Yes* then *Pair* to make the new pairings.
5. Print and post the new pairings.

DCI Reporter Lite (version 1.8.0)

DCI Reporter Lite is a tool for premier tournament organizers running Pro Tour Qualifiers, Grand Prixs and Pro Tour side events. It is designed to manage all eight player, single elimination side tournaments throughout the event. After the event Reporter Lite can print an event summary with the number of tournaments completed, a breakdown of completed tournament formats, the number of different players, and fees collected for the event.

All eight player, single elimination side events at a premier tournament need to be run using Reporter Lite. Unlike DCI reporter where one copy of the program must be open for each event running, only one event needs to be created in Reporter Lite to run all side tournaments for an event.

A note on terminology: In Reporter Lite an event is a collection of eight player tournaments. Event refers to all of the eight player tournaments and a tournament is a single eight player.

Reporter Lite Menus

File

- **Setup (Ctrl+S)**: Edit the event name, sanctioning number, organization, name order prize for runner up and prize for 3rd/4th options.

- **Create New Event (Ctrl+N)**: This option can only be used if there is not an event currently open. Setup all options for a new side event.

- **Pin Conversion**: Convert a 4-7 digit DCI number to an eight digit number

- **Back Up Files (Ctrl+B)**: Back up all tournament files to another directory. This can be used to move the events to another computer.

- **Clean Up**: Delete any non-sanctioned event or sanctioned event older than one year in the current directory.

- **Close Tournament (Ctrl+W)**: Closes the current tournament.

- **Exit (Ctrl+Q)**: Quits Reporter Lite

Edit

- **Prizes (Ctrl+Z)**: A checklist of all players who have finished in a prize winning position.

- **Judges (Ctrl+J)**: All judges who are judging side events should be entered here. This should be completed before any events are created.

- **Bracket Text**: Option to edit the text that appears underneath the bracket on the tournament printout. This should be completed before any events are created.

- **DCI EDT Information (Ctrl+I)**: Edit the sanctioning number, organization, organizer , and head judge information. This should be completed before any events are created.

View

Several of the View menu items are self explanatory. These items are not listed here.

- **Judge Load**: Shows a breakdown by judge of the number of tournaments running, completed, and total tournaments judged.

- **Composite Standings**: Shows standings compiled from all completed tournaments.

- **Event Master List**: List of all player names with the players DCI number, number of tournaments entered, and number of tournaments where they won a prize.

- **Player Master List (F2)**: Master list of all player names and DCI numbers in all tournaments in the event.

- **DCI Event Report**: The raw data file that is imported into the DCI ratings database.

- **Event Summary (F7)**: Statistics on the total number of tournaments run, the breakdown of how many tournaments in each format, the amount of different players, players who played in X or more tournaments, and total entry fees (theoretically) collected.

Perform

- **Global Pin Correction**: Correct a player's incorrectly entered or incorrect DCI number here. Enter the incorrect number, the correct number, and the player's name then click *Update*.

- **DCI Electronic Reporting (Ctrl+D)**: Creates a reporting file that is sent to Linda Roberts (lindar@wizards.com) . Reporter Lite does not upload directly into the ratings database as DCI Reporter does.

Print

Most of the print menu items simply print items that are viewable in the View menu.

- **All Winners + X random players**: Prints the winners of all the tournaments in the event plus any number of other players.

These are the options available in the view menu for printing

- Open Tournaments (F8)

- Running Tournaments (F9)

- All Tournaments (F11)

- DCI Master List

- DCI Event Summary

- Event Summary (F12)

This is the main Reporter Lite window.

The name of the event currently being viewed.

Tournament – Add/Change/Delete: Tournaments are added, modified, and deleted through the options in this section. To modify or delete a tournament it must be the currently selected tournament.

Tournament Management: The buttons in this section manage the event from start to finish. Seatings and pairings are generated and printed, prizes are recorded as given and extra copies of the brackets or seatings can be printed.

- *Seat, Pair and Start*; This is the one click button to get a tournament started. It will seat the players and print seatings (in a draft event), pair the players, and print the brackets. In general only this button and the *Prizes* button need to be clicked during the event.
- *Start*: Starts the event without pairing the players.
- *Prizes*: Brings up a checklist of all players that have won prizes. Check the box next to each player as they receive their prize.
- *Print Brackets*: Prints an additional copy of the bracket.
- *Print Seatings*: Prints an additional copy of the draft seatings.

Player Window: Players are entered into the event, marked as paid, and results are recorded in this section

- PIN Field: Enter the player's DCI number here. JOE numbers are not supported.
- Last Name Field: Enter the player's last name here
- First Name Field: Enter the player's first name here.
- *Connect to DCI Pin Database (checkbox)*: Select the checkbox to connect to the pin.mdb database file. Numbers entered into the tournament that are in the database will automatically fill in the name fields.

- *Enroll*: Click after entering a player's DCI number and name to enroll that player in the tournament.
- *Change*: Click to modify a player's name
- *Complete*: Change tournament status to complete.
- *Re-Open*: Reopens enrollment in a tournament after it has been started.
- *Convert*: Converts a 4-7 digit DCI number to a 8 digit number
- Info:

To Set up the event
1. Go to **FILE ➔ CREATE NEW EVENT**
2. Enter the Event name and sanctioning number of the host tournament and the Organization name. If prizes are being given to the runner up and 3rd and 4th check the appropriate boxes.
3. Click *OK*
4. Open the event by double clicking on it.
5. Go to **EDIT ➔ DCI EDT INFORMATION** (Ctrl+I). Enter the Tournament Organizer and Head Judge. Then click *Save and Close*.
6. Go to **EDIT ➔ JUDGES** (Ctrl+J). Enter in all judges that will be running side events. Judges can be added to this later if necessary.
7. Click on the Connect to DCI PIN Database by checking the check box.

To create a new tournament:
1. Enter the Tournament Name in the Text field, the entry fee in the fee field and double click on the format of the event (the event code will appear in the box next to the delete button

2. Click on the Judges radio button and double click on the judge who will be running the event.
3. Click *Add*

Reporter Lite can have many eight player side tournaments running at the same time. The formats do not have to be the same. Be sure when enrolling a player that the player is entered into the correct event.

To enroll players enter the player's DCI number in the first field (the one above the *Enroll* button). If the number is less than eight digits click the *Convert* button. The player's name should appear in the name fields, if it does not type it in. The last name goes in the first field and the players first name goes in the next. Click Enroll and then click in the paid column next to the players name. After clicking in the paid column the word OK should appear there.

After eight players have been enrolled and marked paid. Click on the *Pair* Button. In a limited event click in option 2 when Reporter Lite asks for the Seating and pairing method. Click *Pair*, then *Start*. Reporter will print the seatings for the draft. Give this printout to the judge running the event. Click *Print Brackets* to print the pairings for the draft. Click *No* to just print one copy of the bracket on the page.

To enter results double click in the winner column next to the name of the player who won the match. To delete an incorrect result double click on the X. After the event is complete Go to **EDIT ➔ PRIZES** (F2) and check the players as they get their prizes.

Problem Solving

There are not that many problems that can occur in Reporter Lite

Issue: A player enrolled in a started draft tournament needs to be replaced with another player.

This problem will occur when you have paired the round and created seatings for the draft and a player does not show up for the draft. There must be eight players in the event to run the draft so when a player does not report for the draft he/she should be replaced with another player. This problem will not occur in eight player constructed events. Players who do not show up after the required amount of time should be penalized for tardiness.

1. Click on the *Re-Open* button.
2. Click with both mouse buttons on the player that needs to be removed from the event. This will remove that player from the event.
3. Enroll the player that will be replacing the missing player as normal. The player should be put into the same spot as the deleted player.
4. Click the *Start* button. Do **not** click on the *Seat, Pair and Start button*.
5. Finish the tournament as usual.

Issue: Ordered Pairings

In the event that pairings in a draft need to be done manually (for example if every player in the event plays the wrong opponent).

1. Delete the original tournament if necessary.

2. Enroll the players as normal in the order that they will be paired. The first player enrolled will play the second, the third will play the fourth and so on.

3. Click the *Start* button.

4. If it is a draft event click the *Print Seatings* button. Otherwise skip to the *Print Brackets* button.
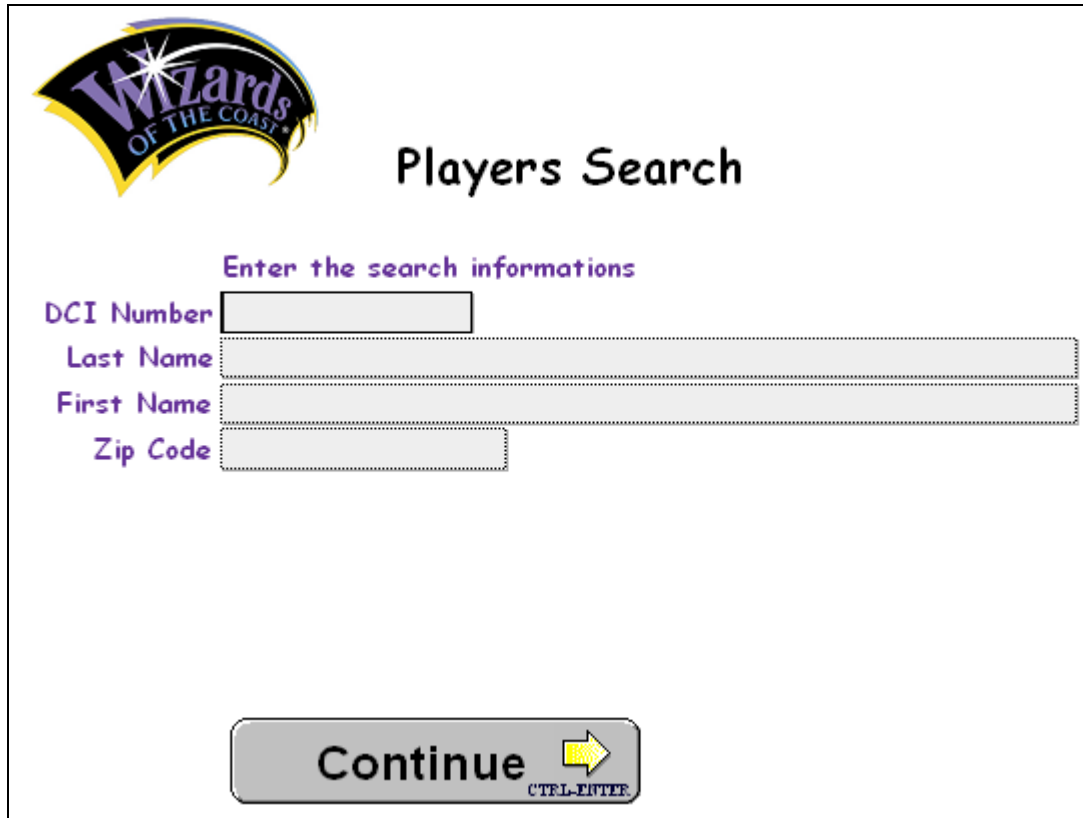
5. Enter the results as normal.

Issue:

DCI Tools

There are two levels of use for DCI Tools. It can be used to simply look up player's DCI numbers or it can also be used to generate a file of players to import into a tournament in Reporter. This second function important at large events where you can have more than one data entry station to help speed up the data entry.

DCI Number lookup:
After launching DCI Tools click on the player information button in the top right corner. The Players Search window will now appear.

Enter in the player's last name. The player's first name can also be entered, but be aware it needs to be the name as it is in the system. For example if the player is registered as Matt, typing Matthew in the first name field will skip over the player.

After clicking continue, the players list information window will appear. It is sortable by clicking on any of the column heads (DCI Pin, 8-digits Pin, First Name, Last Name, Country, and Zip Code). Zip Code information is not available for all players. Either the player did not provide the information when signing up or it is being withheld by the DCI for privacy reasons (either the player is under age or there is no age information on the player)

In instances where more than one name appears check the zip code to confirm that you are using the correct DCI number. When the correct DCI number can not be determined do not guess and just randomly pick one – issue a new number and have the player email the DCI to find their old number and combine it with the new number.

Another thing to notice is that DCI numbers that have less than eight digits appear twice in the database. Each number is there as it was originally issued (in this example six digits) and as an eight digit number with the check digits inserted into the beginning.

After finding the correct number, highlight the eight digit pin, copy it and paste it into Reporter.

Player Entry
At events where there are a large number of players it is possible to use DCI Tools to create a file of players that can be imported into DCI Reporter. By doing this it is possible to enter players into two (or more) computers significantly speeding up player entry.

When using this all data entry needs to be done through DCI Tools, even on the computer that will be running DCI Reporter. After creating the player list files in tools, the files must be opened in Excel and combined into one Tab Delimited file which is then imported into DCI Reporter. Once the file is imported all further data entry needs to be done directly into DCI Reporter.

To create the event click the *Start a new tournament* button. Click Yes on the dialog box to confirm the opening of a new registration file. Enter the event name and click on either the Standard (for individual tournaments) or Team radio box. DCI tools will then return to the main admin window. Click on the Start registrations button to begin entering players.

To enroll a player click the Search Player button. Enter the player's DCI number or last name. When a DCI number is entered the name will appear in the above screen. Click on the Registration Complete button to enroll the player. Repeat until all players are enrolled. In cases where the player is not in the database a new player button will appear at the top of the player search window or DCI Tools will return to the registration window with the last name that was searched for in the last name field.