

# Winfree

## The Windows Freestyle Scoring Program

2018-11-13



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## **General Information**

See the following topics.

## **Contacting Help**

To reach help (in priority order):

- Cell phone: 440-463-0463
- Email: DickStone@Cedar-Soft.com

## Winfree 2019

The major changes are:

1. New jump code abbreviation system built in:

Enter:	As short for:	FIS mogul back exception:
b p	b <b>P</b> p	Except b <b>L</b> p in FIS moguls
b G	b <b>P</b> G	Except b <b>L</b> G in FIS moguls
f p	f <b>P</b> p	
f G	f <b>P</b> G	
l	s <b>P</b>	

2. Mogul airs use 2017 DDs for US meets, and FIS 2019 DDs for others

3. There is no longer any credit for uprights or grabs done with an aerial invert

4. A second run runorder that puts the best person first can now use any breakpoint (e.g. 5th,4th,3rd,2nd,1st,6th,7th,8th,9th,10th,11<sup>th</sup>,...)

## **Getting Started**

Use the F1 key from any dialog to get help on that dialog.

Recommended reading includes:

Using Windows

If you are a Windows pro, then continue with this sequence:

1. Get a listing of this page, and then go back to Winfree.
2. In the Starting Menu Dialog, pick New for a new meet, Open to open any meet, and Last to Open the Last Meet.
3. You can use File-import to import from the DOS FREE program using the Merge  
See the following topics.  
  
Merge. You will need to import names and each event-run separately by using the extension selection at the bottom.
4. After the Starting Menu, you will see the Main: Menu Dialog with the meet name at the top.
5. To set options use Options: Option Selection. Then use tabs to pick pages for meet type, judges, pacesetters, titles, etc.
6. To register entrants, use Registration  
See the following topics.  
  
Registration: Dialog or the button with the picture of the skier.
7. To set a runorder, use Order: Wizard or the button with the picture of the three skiers.
8. To enter scores, use Scores: Scores Dialog or the button with the picture of the three pages.
9. Use the Print or Preview button, the Print or File-Print menu, or the buttons with the picture of the printer or monitor.
10. The system automatically saves every 5 changes. Additionally, you can use File-Save or the button with the picture of the diskette. Remember, power is flaky on mountains. See up Options: Meet Advanced

Also, try looking at Tips, which gives advise on how to do various functions.

Good luck!

## **Tips**

- o If you are running a Dual Mogul meet, read the section on [Entering Scores - Dual Moguls](#) or [How To](#)
- o To create a new meet with the names from an old meet: start with "New". Then import using "Names" only.
- o The fastest way to change scores (or registration) is to:
  - keep the cursor in the Find box,
  - enter the bib number and hit enter,
  - enter each of the scores in the Score entry dialog using enter after each,
  - repeat the above steps when you go back in the list of scores
- o Use PrintPreview. If the last printed page only has a few lines, decrease the font size slightly and you will get fewer pages printed.
- o When printing runorders, use the single-page format. Decrease the font size if necessary.
- o To create an A-B seeded run, where B seeds ski first, enter the groups as "MA" for Male-A or "FB" for Female-B, etc. Then create the runorder as a seeded runorder. The order will be Female-B, Male-B, Female-A, and then Male-A. Any letters will work. The sort order is Blank Z..A. (See also [Order: Wizard](#))
- o For elimination meets, set the elimination option. Also, the second run can be seeded, with cutoffs (See also [Order: Wizard](#))



## **Checking for Accuracy**

As Chief of Scoring, you should check for errors in the judges sheets and your entries.

Check on the judges sheets. Send any discrepancies back to the judges with a note.

- Check that the sheets are in order of judge number.
- Check that the sheets are all for the same bib number.
- Check that the bib hasn't been entered before (Winfree will warn you).
- Check that the addition(s) are all correct.
- Check the mogul airs to make sure the two types of jumps are the same.
- Check the aerial jump type to make sure the judges agree on type of jump.
- Check that the scores don't differ by more than 2 points.

Check your work. After entering the scores:

- During entry, read them back from dialog.
- After the scores are in, print out in bib order and check against the original sheets.
- After the mogul scores are in, print out in run order and check times against the time machine printout from the hill.
- In inverted aerials watch, make sure the case is correct (case sensitive).
- Check the options. Particularly, make sure that that inverted option is correct (inverted aerial scores add).
- Make sure the options are complete. Event ID, date, title, and location are required.
- Check the printout for reasonableness.

Finally, protect yourself:

- NEVER cross out or write over a judge's score.
- Make sure you are in the correct run.
- Don't let the same person read the scores when checking, as read it the first time (they'll make the same mis-reads).

## **Using Windows**

There are always three ways to get to screens:

- Pick the button off the dialog in the middle of the dialog.
- Pick it from the menus at the top
- Pick from the toolbar below the top menu.

To pick anything:

- You can use the mouse to pick it.
- Hit alt-x (if x is the letter which is underlined)

To get around in dialogs:

- TAB or ENTER takes you forward, Shift-TAB takes you back one.
- Go directly by hitting alt-F (if F is the letter which is underlined)

If there is a radio button to set, there are three ways to do it.

- Tab to the field and hit space,
- Hit alt and the underlined letter
- Click on it with your mouse.

Many choices have alternate buttons under the menu on the toolbar. These may take some interpretation, but are faster when you learn them.

Often, as you push a toolbar button, there is a description that appears at the button of the dialog. If you change your mind once you see the description, move the cursor off the button before releasing the mouse button.

When you are in a field that requires a number or name, you can edit that field. See [Editing Fields](#)

When there is a down-arrow to the right of a field, click it for choices, or use the arrow keys.

## **Editing Fields**

When you start a field that requires a number or name, the field is highlighted. Typing then over-writes all of the highlighted information. Using the arrows before starting to type changes to a bar cursor, which allows insertions and additions.

Highlight by holding the shift while using the arrows -- then copy, cut and paste can be used. Cut moves text to the clipboard, and uses Edit-Cut, or control X, or the scissors button. Copy copies text to the clipboard, and uses Edit-Copy, or control-C, or the two pages button. Paste copies text back from the clipboard, and uses Edit-Paste, or control-V, or the clipboard button.

## **Software Limits and Defaults**

### **Limits:**

9	Number of runs per event, including Big Air
7	Number of events per meet
500	Number of competitors in meet
1500	Number of printed lines (approximately 100 pages)
128	Number of dual moguls competitors
200	Different aerial jumps
7	Number of judges per person per run
2	Sexes
(5-70)	Range of legal ages
1280x800 Minimum screen resolution	

### **Defaults:**

9.5	Starting font pitch
Blue	Background color

## Terminology and French

Most of the terminology is obvious, but a few that aren't include:

English **	French **	Meaning
Run	Descente	One time down a course
Event	Épreuve	One or more runs that result in a winner. Sometimes 2 events (a semifinal and final) may combine into a single event.
Meet	Événement	One or more events which are grouped common results. Usually run at the same location and on consecutive days. This is a single Winfree file.
Heat	Vague	One sub-group in a run, who run against each other.
Dual Moguls	Bosses en parallèle	Moguls run 2 at a time
Pacesetter	Temps de base	Someone that goes down ahead of time to set the course timing
Seeds	Classements	A preset ordering of people used to make a draw fair

\*\* To set the language, go into Options. Then pick the language (or automatic to use the same language as the computer). Finally, shut down Winfree and restart.

## **Starting Menu Dialog**

When Winfree starts, a dialog box will come up containing these choices:

- New**      Used to create a new meet.
- Open**     Load in a previous meet. A list of meets will come up to allow selection of the specific meet
- Last**     Load the last meet accessed. The name shows to the left.
- Help**     Access to the help system.

## **Main: Menu Dialog**

The main dialog is always open once a meet has been selected. The name of the meet appears at the top (use File-SaveAs to change the meet name).

Choices are:

**Register:** Open the menu to add or change data on registrants. See [Registration](#)

[See](#) the following topics.

Registration: Dialog

**Order:** Look at, or change an event's runorder. See [Order: Wizard](#)

**Scores:** Enter judge's scores for an event. See [Scores: Scores Dialog](#)

**Merge** Combine one or more events from another meet. Allows selection of which scores, options, registration are included. See [Merge](#)

See the following topics.

Merge.

**Export** Write to a file. Most often used to write FIS format data for the USSA after a meet. See [Export](#)

**Options:** Change options such as number of judges, judge names, pacesetter time, etc. See [Options: Option Selection](#)

**Status:** Quick look, by sex & event, for event Ids and how many are registered and have run. See [Status: Dialog](#)

**Preview:** Look at a printout will look at. Brings up the Print Dialog, shows the output on the dialog, and then allows it to be printed if desired. See [Print](#)

**Print:** Brings up the Print Dialog and then prints the results. . See [Print](#)

**Help:** Access this help system.

**Exit:** Shuts down the meet and exits Winfree.

## **Registration**

See the following topics.



## **Registration: Dialog**

**Find Field:** Put the cursor into the find box with the mouse or hit alt-F. Then, as you type each character, Winfree hunts down the list for you. Hit enter when you get the name you want. This will take you the Registration: Person Entry Dialog. This is the fastest way to change an entrant.

**Entrant Matrix:** Put the cursor into the entrant box with the mouse, hit alt-D, or hit tab. You can now use the arrow keys or the scroll bar. When an entry is highlighted:

- Select an entrant by hitting enter, or by double clicking. This will go to Registration: Person Entry Dialog.

**Single Click / Spreadsheet mode** may be turned on. Then, click the S/M/D/A columns to register or unregister a person. You can also click on the data on the left, and then use arrows or tab to move around (Use ESC or Enter to end).

The register dialog has the following buttons:

**New Button:** Use to add another entrant.

**Undo Button:** Use to reverse the last change.

**Delete Button:** Delete an entrant. You will be asked to verify (twice if the entrant has scores)

**Change All:** Bring up a new menu to make global changes (change all locations, or merge registration from one event to another) to all entrants at once.

**Close Button:** Done when you complete the entrants. Note that you don't have to close this window; you can leave it open as you use other features.

## Registration: Person Entry Dialog

The screenshot shows a dialog box titled "Enter one person" with the following fields and options:

- Name (Last,First): BLEDIG, Camilla
- ID #: [Empty]
- FIS #: 2532171
- Sex (M,F,?): F
- Yr Born: 1999
- Location: [Empty]
- Nation: ITA
- Events:
  - Elimination
  - Duals FIS
  - Duals None FIS
  - FIS Moguls
  - British Duals Elm
  - British Duals FIS FI
  - British Duals Final
  - British Single Mogul
- Bib (0 for none): 102
- Advanced: Cost, Alternates, & Heats
- Buttons: OK, Cancel

This dialog is used to enter the data on one person after a person is picked. Use tabs or enters to move from field to field. The fields are:

**Name:** Person's name as "Last,First". You can type in any case and the name will be corrected to proper cases, with spaces removed. You cannot leave this field with a blank or duplicate name.

**USSA Number:** A 7-digit number supplied by the USSA. Leave blank if unknown. You cannot leave this field with a duplicate USSA number as someone else.

**FIS Number:** A 7-digit number supplied by FIS. Leave blank if unknown. You cannot leave this field with a duplicate number as someone else.

**Location:** Affiliation. Can be a ski club, country, or region. Use the down arrow to access previously typed location names.

**Sex:** M for Male, F for Female, or ? for unknown. Do not enter age group.

**Year Born:** Year of birth (see [Age Groups](#)).

**Events:** Select as many as appropriate of Aerials, Moguls, or Dual Moguls. You can set with a mouse click, Alt-A, or tab to it and hit a space.

**Bib:** Bib number. Leave as zero if unknown. **However, you will not be able to enter scores or set a runorder for this entrant without a bib!**

**Costs and Alts Button:** Used to bring up form to enter information on entry fees and alternate status.

**Close Button:** Finish the form.

**AutoReg Button:** Pick a USSA database entry to fill in the information. There will still be a chance to correct it (see [AutoReg](#))

See the following topics.

AutoReg: Dialog).

If the name, USSA number, or bib is incorrect, you will not be able to exit until it is fixed.

## Age Groups

To find the person's age, use:  
 ( EventYear - BirthYear - 1 )

New Group	Old Group	US	FIS		New Group	Old Group	Canada	Canada B&J	Canada JO
U07	7	0-6			U08	7	0-7	0-7	
U09	6	7-8	0-8		U10	6	0-9	8-9	
U11	5	9-10	9-10		U12	5	10-11	10-11	
U13	4	11-12	11-12		U14	4	12-13	12-13	0-13
U15	3	13-14	13-14		U16	3	14-15	14-15	14-15
U17	2	15-16	15-16		U19	2	16-18	16-18	16-18
U19	1	17-18	17-18		Sr	1	19-	19-	19-
Sr	S	19-21	19-21			S			
Vt	V	22-	22-			V			

## **AutoReg**

See the following topics.

## **AutoReg: Dialog**

**Click on a row:** This will put an “Add” (if adding), or “Mod” (if modifying), or “Get” (if returning info) next to the competitor.

For “Mod”, the new information will replace the old on the right. If the name, USSA #, etc. are in parenthesis, it was different.

For “Get”, the information is returned to the name dialog.

**OK:** If this list was started on the main screen, all the entries with “Add” or “Mod” will be added or changed. If started from the Person Entry dialog, only one entry will be used to fill in the fields (but there will still be a chance to correct the information). No changes are made until you hit OK.

**Mark fixes:** (Appears only if used from main screen) Pushing this button will add “Mod” to all USSA entries which differ from the registered information. No changes are made until you hit OK.

**Find next:** (Appears only if used from main screen) Jump to next fix

(Note that using the up/down arrows and hitting enter is equivalent to clicking on a row.)

There is a list of names (for details, see [AutoReg: List](#)).

There are three uses for AutoReg:

- (1) To add new people at the beginning of a meet, hit AutoReg from the main window, and then select the people you want;
- (2) To correct existing people, hit AutoReg from the main window, then CheckFix;
- (3) To add one person, start adding the person as before, and then hit the AutoReg button next to the person's name.

Recommended order to use:

1. Make sure that the latest USSA list is downloaded and in “C:\ProgramFiles\Winfree\People.txt”
2. If you need bib numbers, start by merging in names from an old meet.
3. Download the registration from the Internet, and merge in.
4. Use AutoReg and CheckFixes to correct.

## **AutoReg: List**

The list shows one row per USSA name

Left columns contain information from the USSA:

**Add/Mod/Get:** Clicking on a row will successively select or deselect this.

**US:** A “yes” will appear if the person is registered for the current year.

**Name:** Person’s name in USSA database.

**USSA#:** Person’s USSA number in USSA database.

**Sx:** M or F in USSA database.

**Year:** Year of birth in USSA database.

Right columns contain existing registration information. If blank, the USSA info will create a new entrant. If non-blank, the USSA info will replace it. If parenthesized, the USSA info differs and will correct it. It contains:

**Name, USSA#, Sx, Year:** Same as above, except that it’s in the registration information and will be replaced by the left information.

## **Order**

See the following topics.



## **Order: Wizard**

The Wizard of Winfree will lead you through building a run-order. Entries here are optional, and can be reset later.

**Event:** Select an event.

**Run:** 1 or 2. Note that if no order is set for run 2, the order for run 1 is repeated.

**Sex:** Male, Female, or Both

The wizard will step through whichever are the appropriate screens for the given event. Some of these include:

[Order Event Select](#)

[Order: Type Select](#)

[Order: Options](#)

[Order: Where](#)

[Order Duals From](#)

[Order: Cutoffs](#)

[Order: Random Number](#)

[Order: Dialog](#)

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## **Order Event Select**

The Wizard of Winfree will lead you through building a run-order. Entries here are optional, and can be reset later.

**Event:** Select an event.

**Run:** 1 or 2. Note that if no order is set for run 2, the order for run 1 is repeated.

**Sex:** Male, Female, or Both

## **Order: Type Select**

The runorder types are used to set or change run orders. The choices (for other than duals) are:

**Set runorder (by sex)** - Sets a random runorder with females before males.

**Set runorder for B (by group/sex)** - Used by EQS B to set the runorder by group, and by sex within groups. Order is F5, M5, F4, M4, ... F1, M1, FS, MS, FV, MV.

**Set runorder for Rocky (by group)** - Set the runorder by group, without regard for sex.

**Set runorder for FW (by J5, J4, others)** - Set the runorder for J5, then J4, then all others.

**Set seeded runorder (FB, MB, FA, MA)** - Used for a seeded order by group, and by sex within groups. Order is FA, MA, FB, MB (see [Tips](#)).

**Set run2 ordered elimination** - Set the runorder for the second run, using the reverse of the finish for the first run. Cutoff boxes will appear that can be used to restrict the number of skiers to the top from the first run.

**Add/Del from runorder** - Leave skiers with a runorder alone, and insert skiers that don't have a runorder into the group.

If dual moguls:

**Set duals from other event** - Allows selection of another event, and number of males and females taken. The current seed order will be the same as the results of the other event.

**Set/change dual seeds manually** - Allows seeds to be manually entered, changed, or deleted.

## **Order: Options**

Normally, the B seed runs first. Would you like to reverse this?

Normally, the seeds run in straight reverse order. Eastern Elimination puts the top 16 men and 8 women before the others.

**Order: Where**

Where to insert new registrants. Insert at Front, Back, or at Random.

**Order Duals From**

Event to use for seeding

## **Order: Cutoffs**

Set the number of skiers to compete in either dual moguls or in the second run of an elimination.

Also allows setting the first and second randomization points.

**Order: Random Number**

Pick a number from 1 to 1000. This will set the random seed.



## **Order: Dialog**

The Wizard of Winfree will lead you through building a run-order. Some of the elements are:

**Event:** Air, Moguls, etc.

**Run:** 1 or 2. Note that if no order is set for run 2, the order for run 1 is repeated.

**Sex:** Male, Female, or Both

**Type of Order:** Sets how to set or update. (see [Order: Dialog Types](#))

**Front/Back/Random:** Appears only for "Add/Del from runorder". Where to insert new skiers.

**From Event:** Appears only for Dual Moguls' "Set duals from other event". Use this event for seeding.

**Male/Female Cutoff:** Set for number of males/females in a final. Initially set to all males/females. Appears for "Set run2 ordered elimination".

**Eastern Elimination:** Used to put first 16 males and 8 females first. Appears for "Set run2 ordered elimination".

**Set A Seed First:** Put A seeds before B in "Set seeded runorder"

**Random Number:** Enter a random number from 1 to 1000. To get back a previous order, use the same random number (only works if the skiers are exactly the same). Notice that random numbers are continually selected for you if you don't chose to enter your own.

## **Order: Dialog Types**

The runorder types are used to set or change run orders. The choices are:

**Set runorder (by sex)** - Sets a random runorder with females before males.

**Set runorder for B (by group/sex)** - Used by EQS B to set the runorder by group, and by sex within groups. Order is F5, M5, F4, M4, ... F1, M1, FS, MS, FV, MV.

**Set runorder for Rocky (by group)** - Set the runorder by group, without regard for sex.

**Set seeded runorder (FB, MB, FA, MA)** - Used for a seeded order by group, and by sex within groups. Order is FA, MA, FB, MB (see [Tips](#)).

**Set run2 seeded elimination** - Set the runorder for the second run, using the reverse of the finish for the first run. Cutoff boxes will appear that can be used to restrict the number of skiers to the top from the first run.

**Set duals from other event** - Allows selection of another event, and number of males and females taken. The current seed order will be the same as the results of the other event.

**Set/change dual seeds manually** - Allows seeds to be manually entered, changed, or deleted.

**Add/Del from runorder** - Leave skiers with a runorder alone, and insert skiers that don't have a runorder into the group.

## **Scores**

See the following topics.

## **Scores: Scores Dialog**

This dialog shows a list of scores for an event/run and allows you to pick one to change.

**Find Field:** Put the cursor into the find box with the mouse, hit alt-F, or hit tab. The box will turn yellow. Then, as you type each character, Winfree hunts down the list for you. Hit enter when you get the name you want. This is the fastest way to change an entrant.

**Scores Matrix:** Put the cursor into the scores box with the mouse or hit alt-D. You can now use the arrow keys or the scroll bar. Select an entrant by hitting enter or double clicking. This will cause the Scores: Entry Dialog to appear.

The fields are:

**Event:** Use this to change which event is being scored. It is changed by clicking on the down arrow.

**Run:** Use this to change which run is being scored. It is changed by clicking on the down arrow.

**Order:** Use this to change which the sort order of the matrix (you can also click at the top of Bib or Event). Sort by Event to see leaders, or Runorder to see missing results.

**Calculator:** Bring up a calculator. Can be used for cutting and pasting.

**Undo:** Reverse the effect of the last score change.

**Registration:** Select a person and hit this button to change the person's registration.

**Leaders:** Used to reopen the Leader Board Scores: Leader Board if it has been closed.

**Fast Print:** Go to printing without closing the scores dialog. [Note: turns on the option to print only skiers changed since last print. Unclick "Changed only" for all skiers]

**Close Button:** Finish the form.

## **Scores: Leader Board**

This dialog shows a list of leaders (on the left) and the most recent changes (on the right).

**Leaders (left):** Entries appear for top 3, the most recent, and the position the program has been set to watch (usually used for announcing bubble score for eliminations).

Columns include rank, event score, bib number, and name.

**Changes (right):** Entries appear at the top and move down as each new person is changes. Someone appears twice if they have been changes twice. This field can be scrolled to see people that moved off the bottom.

**Sex:** Button to change which sex appears on left side.

**Watch:** Change the bubble score.

**Close:** Close this window. Use the "Leaders" button on Scores to re-open it.

## **Scores: Entry Dialog**

This dialog allows entry of one person's run score. Use tab or enter to move from field to field. The fields are:

**Bib n:** The current bib number. This is for information and cannot be changed.

**Time or Jump:** For aerials, enter the jumps as DTS or bLF (see [Scores: Aerial Jump Names](#)). For moguls, enter the time as 34.23 or 1:30.23 for the number of seconds. If there is no automatic time, use the Manual Button

**Manual Button:** Used to calculate average of manual times (see [Scores: Moguls Manual Times](#)).

**First column judges:** Enter the judges score down the first column. For BigAir with multiple features, use two numbers separated with a slash (as in "53/86"). You may use a number or formulas, as explained in [Scores: Using Formulas](#).

**Second column judges:** For split judging, enter the remaining judges in the second column. Don't worry, the program hops to the right place. If this is a mogul event, enter both jumps separated by a slash (as in "12/17" for 1.2 and 1.7) (or "13" for a single jump of 1.3)(empty for no jump).

**Jump(s):** This is used for mogul airs to enter the two jump names (see [Scores: Mogul Air](#))

**OK:** Accept the change.

**Cancel:** Ignore anything entered in this dialog.

**RNS:** Flag the current run as "Run Not Scored"

**DNS:** Flag the current run as "Did Not Start" (note: everyone begins with DNS)

**DSQ:** Flag the current event as "Disqualified"

## Scores: Using Formulas

### INTRODUCTION

**Formulas** (or “formulae” if you’re an English major) **can be entered wherever a score can be entered**. For example, scores could be:

- $5.6 - .2 - .4$  Mogul turns and line of 5.6, with deductions of .2 and .4
- $1.1 + 3.4 + 1.7$  Overall aerial scoring for Air of 1.1, Form of 3.4, and Landing of 1.7
- $1.0 + 0.1 + 1.5 + 1.5 + 1.4 - 1.0 + 1.0 + .7$  Same aerial scoring as above, but by sub-components (Takeoff, etc.)

This means that judges never need to do arithmetic, increasing the speed of on-hill scoring and reducing the chance of math errors.

### PARENTHESIS

**Parentheses are optional**. They are the standard math format, and are used to **make it clearer which numbers go with which “components”**. For example

- $5.6 + (-.2 - .4)$  Mogul turns and line of 5.6, with deductions of .2 and .4
- $5.6 - (.2 + .4)$  Mogul turns and line of 5.6, with deductions of .2 and .4 (same as above)
- Overall aerial scoring for  
Air (Takeoff of 1.0, Height/Distance of 0.1), plus  
Form (Positions of 1.5, 1.5, and 1.4, with a deduction of 1.0)  
Landing (Touchdown of 1.0, Exit of .7)

There are 2 components in moguls:

- **Turns and Line** Basic score
- **Deductions** All reductions in basic score (optional)

There are 3 components in aerials:

- **Air** Score for Air (including Takeoff and Height/Distance)
- **Form** Score for all Air (including all Positions and a deduction)
- **Landing** Score for Landing (including Touchdown and Exit)

### AUTOMATIC PARENTHESIS

When you enter **scores without parenthesis**, such in the examples in Section 1.1, **Winfree automatically changes them to the clearer parenthesized format** shown in Section 1.2.

### **USE OF COMPONENTS IN FIS**

The total score calculation in **FIS aerials and moguls** uses the components, rather than the total for each judge. As a result, **you must enter each component**.

This means that, for FIS meets, the parenthesized format is required. This allows Winfree to pick out the components needed for the score calculation.

As described above, this is automatically done for you when you type in a formula. You generally don't have to worry about parenthesis.

### **NUMBER OF COMPONENTS**

In FIS moguls and aerials, you must enter the correct number of components:

- For **FIS aerials**, there must be **exactly 3 components**. Anything else will produce an error.
- For **FIS moguls**, there must be **exactly 1 component if there are no deductions** and **exactly 2 components when there are deductions**. Anything else will produce an error.



## **Scores: Moguls Manual Times**

This dialog allows calculating a time from two hand times. The fields are:

**Hand 1/2:** The two hand times, in seconds (such as 72.21 or 1:12.41). As they are entered, the average appears next to them.

If the second number is a decimal, it uses the whole part of the first. For example, entering 34.14 and .20 is the same as entering 34.14 and 34.20.

**Hand Times Low By:** If it is known how much hand times differ from the automatic, enter it here. Use positive for hand times low, and negative for hand-times high. If you end with a <tab>, the total will appear in the results.

**Factor Button:** Use this to recalculate the amount by which hand times differ from automatic. This should ideally be done every time (but at least once per meet). See [Scores: Moguls Time Factors](#).

## **Scores: Moguls Time Factors**

This dialog allows calculating the amount that hand times differ from automatic (see Comp Guide).

There are three rows. Use the most recent three good results. As rows are entered, if you use the <tab> key, the row and total difference will change. For each row:

**Hand 1/2:** The two hand times, in seconds (such as 63.21).

**Auto:** The corresponding automatic time.

## **Scores: Mogul Air Jump Names**

The two jumps are entered separated by slashes, as in "DTS/bL". For one jump, enter it, as in "Hp".

If there are no jumps, leave it blank.

The jumps are case sensitive, but you can enter them with any case and Winfree will try to correct it (so far, it's never missed – but you can tell it not to correct if you want).

<b><u>Uprights</u></b>		<b><u>Rot Modifiers</u></b>	
Backscratch	Y	Grab - hold	g
Daffy	D	Grab - tweaked	G
Iron X or Leg X	X	Position	p
Kosack	K	Off-axis	o
Mule Kick	M	Dspin/ Loopfull	A
Neutral	N	Cork/ Misty/ Bio	B
Spread	S	Rodeo/ Flat spin	C
Twister	T	<b><u>Invert Start</u></b>	
Zudnick	Z	Side	s
Switch (TO/Land)	-	Back	b
<b><u>Rotations</u></b>		Front	f
Loop	1	<b><u>Inverts</u></b>	
180	1	Lay	L
360 / Heli	3	Tuck	T
540	5	Pike	P
720	7	Full	F
900	9	Half	H
1080	10	<b><u>Inv Modifiers</u></b>	
		Double Full	dF
		Triple Full	tF
		Half lay	HI

## Scores: Aerial Jump Names

<b>Uprights</b>		<b>Rot Modifiers</b>	
Back Scratch	Y	Off Axis Modifier	o
Daffy	D	<b>Invert Start</b>	
Grab	G	Side	s
<b>Two-hand Grab</b>	<b>dG</b>	Back	b
<b>Tuck</b>	<b>Tk</b>	Front	f
<b>Pike</b>	<b>Pk</b>	<b>Inverts</b>	
Iron X or Leg X	X	Flip	L
Kosak	K	<b>Pike</b>	<b>P</b>
Mule Kick	M	<b>Piike</b>	<b>Pk</b>
Neutral	N	<b>Tuck</b>	<b>Tk</b>
Spread Eagle	S	Half twist(0.5 tw)	H
Twister	T	Full twist (1 tw)	F
Switch (TO/Land)	-	<b>Inv Modifiers</b>	
<b>Rotations</b>		Double Full (2 tw)	dF
180	1	Triple Full (3 tw)	tF
360 (Helicopter)	3	Quad Full (4 tw)	qF
540	5	Rudy (1.5 tw)	Ru
720	7	Randy (2.5 tw)	Ra
900	9	Adolf (3.5 tw)	Rz
1080	10	Half w pos	Hp
1260	12		
1440	14		
1620	16		
1800	18		

## **Scores: Dual Mogul Entry Dialog**

This dialog allows entry of two people's dual run scores. Use tab or enter to move from field to field. The fields are:

**Bib n:** The current bib number. This is for information and cannot be changed.

**First column:** Enter the first person's scores down the first column. Use 0 to 5 if based on 5 points. Use 0 or 1 if win/lose.

**Second column judges:** Enter the second person's scores down the second column. Use 0 to 5 if based on 5 points. Use 0 or 1 if win/lose.

**OK:** Accept the change.

**Cancel:** Ignore anything entered in this dialog.

**For each skier, you can enter:**

- **RNS:** Flag the current run as "Run Not Scored"
- **DNS:** Flag the current run as "Did Not Start" (note: everyone begins with DNS)
- **DSQ:** Flag the current event as "Disqualified"

## **Options**

See the following topics.

## **Options: Option Selection**

The main options dialog lets you (1) set meet options, (2) set event options for *one* event, (3) add another event.

The meet and event options dialog is organized like a loose-leaf notebook, with tabs across the top. Each tab shows a different set of options. When you have set all the options you want, hit OK at the bottom. CANCEL will ignore all changes made. The tab key moves from field to field. The enter key is equivalent to OK.

To create a new event, and it's button, chose Options: Add Event

The meet tabs include:

Options: Meet-Options

Options: Meet Logo

The event tabs will appear for the event selected, and include:

Options: Event Scoring

Options: Event Date & ID

Options: Event Statistics

Options: Event Do-It-Yourself Statistics

Options: Event Officials

### **Options: Add Event**

Select an Event Type and hit OK.

You may have to find out from the judges or organizer which type of event will be used:

IF THE JUDGING WILL BE:	THEN
A competitor goes down through moguls Any number of judges First judges are Turn/Line, last are Air First judges give 0.0 - 5.0, last give 0.0 - 2.5 per jump	Pick "Moguls"
Two competitors goes down through moguls Any number of judges Judges either picking a winner or giving points Points are 0 - 5	Pick "Dual Moguls" In Advanced Options, set to 0-1 or 0-5
A competitor calls a jump, which is recorded and gets a Degree of Difficulty Any number of judges The first judge(s) are Takeoff/Air, the last are Landing First judges give 0.0 - 7.0, last give 0.0 - 3.0	Pick "Aerials"
Course is Big Air, Half Pipe, Quarterpipe, etc. Any number of judges All judges are the same Points are 0 - 100	Pick that event
Course has different "features" (terrain park, quarterpipe to Big Air, etc) Each judge sends multiple scores (usually one for each feature) Points are 0 - 100 for each feature	Pick Multi-feature In options, select the number of features
None of the above	Have someone pick one of the above to use.



## **Options: Meet-Options**

For a general discussion of options, see [Options: Option Selection](#).

**Title:** The name of the meet, such as “1995 Waterville Phil’s Hill Meet”. It should include the year, and enough information to differentiate this meet from others.

**Location:** Where the meet is being run, such as “Waterville Valley, NH”

**Type:** Use the radio buttons to pick the type of meet.

Winfree will ask if it should automatically change other options to be consistent with this choice. It will show you the changed options.

**Logo (tab at top):** Applies logo to the top of printouts.

- You can create your own logos by creating .bmp, .png, .jpg, etc. files with a picture editor. This can be used for regional or local advertising. It can be a logo, text (“Shop Ski Market”), or picture (of a mountain or winner).
- The left and right images will be shrunk or expanded to be, at most, 2-1/4 inches wide by 2-1/4 inches high. Larger, thicker fonts look better. For most printers, make sure the image looks good in blank-and-white or gray scale.
- The bottom will be centered and shrunk or expanded to be, at most, 1/2 inch high by 6 inches wide. It is best as a small logo, or as a long thin series of logos.
- Files can be created by scanning (this can be done at copy services), or grabbing from the web, or creating you own in Start-Programs-Accessories-Paint.
- Use scaling to make the files larger or smaller.
- If it’s not a .bmp, .png, .jpg, etc., load using Start-Programs-Accessories-Paint and save to a bmp format. **DO NOT JUST RENAME A DIFFERENT FORMAT TO BMP, ETC.!**

## **Options: Meet Logo**

For a general discussion of options, see [Options: Option Selection](#).

**Left:** The name of a file with a reasonably square logo or picture in any image format (.bmp,.jpg,.png,.tif,.gif). The Browse button can be used to locate the file. The percent field can be used to scale the picture up or down. This will appear in the upper left.

**Right:** The name of a file with a reasonably square logo or picture in any image format (.bmp,.jpg,.png,.tif,.gif). The Browse button can be used to locate the file. The percent field can be used to scale the picture up or down. This will appear in the upper right.

**Bottom:** The name of a file with a very wide and very short (roughly 4000x140) logo or picture in any image format (.bmp,.jpg,.png,.tif,.gif). Typically, used for a series of tiny logos of all the sponsors. The Browse button can be used to locate the file. The percent field can be used to scale the picture up or down. This will appear along the bottom of the page.

## **Options: Meet Costs**

For a general discussion of options, see [Options: Option Selection](#).

**Costs in \$:** Enter the cost of being in 1 event, 2 events, etc. If being in multiple events is a multiple of the first, only the first needs to be entered

**Update present skiers:** Applies the costs to all skiers. Watch out! This will change all skiers entered costs (but not the paid amount).

## **Options: Event Scoring**

For a general discussion of options, see [Options: Option Selection](#).

**Pacesetter Times:** Enter the Male and Female pacesetter times. Times can be entered in forms such as 15 (15 seconds), or 1:15.23 (1 minute, 15 seconds, 23 hundredths), or 99.99 (skier did not finish or time was too high).

**Number of Judges:** Under each event, enter the number of counting judges.

**Elimination Event:** If the event has a second run with fewer skiers, check the box under the appropriate event. This affects Combined sores.

**Inverted Aerials:** Check under Aerials if this is an inverted meet. This causes the two aerial runs to be added for the event score.

**Optional: Meet Ranking:** A value from 1-300 used to rank the meet when printing Individual Rankings.

**Optional: Watch:** The position to watch. For example, a 16 in Female to Watch, will result in the 16th female always appearing on the leader board (used to see current cutoff score for eliminations)

**Dates:** One line each for aerials, moguls, etc. Enter month (1-12), day (1-31) and year (1970-2030) that each event occurs.

## **Options: Event Date & ID**

For a general discussion of options, see [Options: Option Selection](#).

**Event Subtitle:** Not currently used.

**Dates:** Date the event will run. This is checked when scores are entered.

**Event IDs:** Female and Male ID numbers supplied by the USSA.

## **Options: Event Statistics**

For a general discussion of options, see [Options: Option Selection](#).

Enter the course name and homologation statistics from the TD under the appropriate event.

## **Options: Event Do-It-Yourself Statistics**

For a general discussion of options, see [Options: Option Selection](#).

To enter data:

- Click on a cell
- Enter the text
- Hit TAB to go to the next field

There are five fields

- (1) L or R (left or right wide of the header)
- (2) Line number (which can be decimals, or 0 for remove)
- (3) A name (Potential names: 'Male Pacesetter', 'Start Time', 'Temperature', etc.)
- (4) The value (such as 'Dick Stone', '8:34 AM', '32 deg')

## **Options: Event Officials**

For a general discussion of options, see [Options: Option Selection](#).

Enter all officials and judges names, ***last name first***. For national and international events, include the location, such as:

“Blow, Joe [PNSA]”

Use the down arrow and select to save typing of the names of judges that were previously entered in another event.



## **Options: Meet Advanced**

For a general discussion of options, see [Options: Option Selection](#).

### **Computer Options:** (retained for all meets on this computer)

**Input mogul airs as:** Select whether to enter moguls airs as row/column, or as letters and numbers (e.g. d14 for double-14) for all mogul events.

**Reading Assistant:** Turn on or off the assistant to read back the scores aloud for all events

**Screen Colors:** Set the colors for background, startup, and forms. Can be standard, customized, or random.

**Supersave:** Every time the file is changed, a copy will be put in a zip. Can be used to recover to any previous point.

**Language:** Automatic uses the same language as the computer. English or French forces Winfree to use the given language. Changing this requires a restart of Winfree.

**County:** Not currently used.

### **Meet Options:** (retained for every load of the current meet)

**Bib #s:** Check boxes to allow (1) males and females to share common numbers, or (2) for a person to have different bib numbers in each event. Requires a FIS event. Commonly used to allow bib numbers to be the same as seeding.

**Dual Judges Range:** Either 5 point or red/blue for all dual events.

## **Options: Event Advanced**

For a general discussion of options, see [Options: Option Selection](#).

### **Event Options: (used and retained for the current event)**

**Score to Watch for Event:** The place that is always displayed on the leader board. Commonly used to show the 'bubble' score in elimination.

**Combined Weighting for Event:** Weighting to be used in combined. For example, if there is one aerial and two mogul events, and aerials and moguls should get equal weighting, then aerials would get a weighting of 100, and each of the mogul events would get a weighting of 50.

## **Print**

This dialog appears for both printing and print-previews (upper left corner shows which).

You can use the switch to select:

- Print: Simple Printing
- Print: Advanced Printing

## **Print: Simple Printing**

**Format for:** Select the type of printing for the stage of the event. The system will pick advanced options for you. You can see what was picked and change them, if desired, in

<b>Format for</b>	<b>Meaning</b>
Prior day:	Done the day before the event
1 - Registration	Listing of registered skiers, alphabetically
2 - Team Leaders Meeting	Listing for the team leader meeting, by location
Before:	Done the morning of the event
3 - Runorder	Listing of the runorder, by run
4 - Practice	Listing by bib number
5 - Listing for officials	Triple spaced runorder
During:	Done as scores are entered
6a- Run checking (by runorder)	Listing of recent entries, by runorder
6b- Run checking (by bib)	Listing of recent entries, by bib
7 - Run posting	Listing to be posted, in score order
End:	Done when the event is completed
8a- Judges' check (by runorder)	Listing for judges to verify, by runorder
8b- Judges' check (by bib)	Listing for judges to verify, by bib
After:	Done after scores are verified
9 - One run results	Listing for a single run (often used for a one run semi-final)
10 - Event results	Listing for the entire event
11 - Results for finals	Listing when 2 events (semi and final) are put together
12 - Group awards	Listing by groups
13 - Combined/Overall winners	Listing for combined awards across all events

**Event:** Select the event or "Everyone" for people registered in all events. This field will not appear if inappropriate (e.g. combined results).

**Sex:** Male, Female, or Both

**Title:** A short phrase to be added to the titles.

## **Print: Advanced Printing**

The elements are (for details, see [Print: Advanced Printing Details](#)):

**Draft:** Check this box to eliminate the titles. Used only for results that will not be seen by others.

**Print Format:** Used to select the format (event results, registration, etc.).

**Event:** Select the event or “Everyone” for people registered in all events. This field will not appear if inappropriate (e.g. combined results).

**Run:** Select run 1 or 2. This field will not appear if inappropriate (e.g. event results).

**Sex:** Male, Female, or Both

**Title:** A short phrase to be added to the titles.

**Font Size:** Select character size from three options:

**FontWizard sets pitch:** Starts with 10.1. For single page output, reduces the font to fit on one page. For multi-page, reduces the font to save one page, but not less than 7.5 pitch.

**Use default pitch (10.1): Reset size to default**

**Set specific pitch:** Enter a number for character size.

**Go:** Start previewing or printing.

## **Print: Advanced Printing Details**

Format choices are:

<u>Format</u>	<u>Meaning</u>
Reg/Runorder (Single)	List of skiers with registration and runorder
Reg/runorder (Triple)	Same, but triple spaced for use on the hill
Run results (Normal)	Results of one run
Run results (Mogul)	Same, but 2 lines/run for moguls
Event results (Normal)	Results of both runs
Event results (Press)	Same, but abbreviated for the press
Multi-Event (Qual/Final)	Results of a qualifier and final run (often used for HP)
Multi-Event (Combine)	Combines many events into a combined score

Sort Order choices are:

<u>Sort Order</u>	<u>Meaning</u>
Alphabetic	Sort by name
Bib	Sort by bib number
Scores	Sort by run, event, or combined score (as appropriate)
Group	Sort by sex and age group
Club	Sort by location

Check boxes are (appear for different formats):

<u>Check Box</u>	<u>For Format</u>	<u>Meaning</u>
Draft	(All)	Removing heading and print lighter
Single Page	Names & Reg	Fit onto one page using columns
Incl Financials	Names & Reg	Include money paid and owed
Press Release	Event	Remove judges scores
Changed Only	Run	Show only changes since last print
Incl Non-Combined	Combined	Show all skiers. Non-standard totals.

For example, use:

<u>Example</u>	<u>For</u>
Name-Alpha-Financials	Registration
Name-Bib-SinglePage	Runorder
Run-Bib-Draft	Interim checking
Run-Score-Draft	Interim posting
Event-Score	Final results
Run-2-Score-Group	Awards

## **Print: Dual Pages Dialog**

This dialog appears for both printing and print-previews when you print Duals. The first time used for a particular printout it will take a guess about pages numbers and fonts.

Any values you set will be lost if you change what you're printing, so write down your choices if you modify values.

**Runorder:** Select Female or Males to run first in the first round. Generally, if one sex (often Males) has an additional round, that sex should run first.

**2 per page:** Checking this will cause Winfree to take a guess about page numbers and fonts for 2/page printing. You can also pick values yourself, or modify Winfree's choices.

**Reset:** Winfree wipes out the values and starts over.

**Cancel:** Skip this printout, and leave the previous values intact.

**Page Numbers:** What physical page this information should go on. There may be more than one type of information on a page.

**Font Size:** This is the pitch. Values below 8.5 are hard to write on and poor for runorders. Values below 7.5 are hard to see for us old timers.

## **Export**

Export is used to put out information for FREE to use. Merge is used to merge two files  
The elements are:

**Format (Export):** Determines if the file format is:

**TD** – Output a TD report that can be completed and sent in.

**Report** - A listing of results, such as normally printed, to a file. Often used to export for publishing. At the end, the print dialog will appear to control what to put out. **Web Page** creates Internet WWW format; **Text** has no format; **Excel** is a spreadsheet.

**Transmit** (Build file for USSA or FIS)- Export a file for the USSA.

**Meet:** Name of the meet (without a file extension, such as "US95!").

**Directory:** Name of the directory where the files are located.

**Browse:** Use this button to graphically select a meet and directory.

**Start:** Three guesses.



## **Merge**

See the following topics.

## **Merge: Dialog**

File/Merge is used to merge two files. For example, to calculate combined using Moguls & Aerials from MeetA and Aerials from MeetB

**Format (Merge):** Determines if the file format is:

**Winfree** - Other Winfree meets. Most often used to import part of another meet -- such as people only, or people + bibs, or people + bibs + moguls, etc. (see [Merge: Usage](#)).

**Excel** – Merge CSV files from Excel. . (see [Merge: Spreadsheet](#))

**Names:** Check this box to import/export entrants.

**Bibs and Registration:** Respectively, these apply to the bib numbers, and the Aerial/Mogul/etc. registration for each entrant.

**Scores:** Import/export scores (brings up the [Merge: Event Selection](#) to pick which ones)

**Event Options:** Include the event options (judges' names, etc.)

**Meet Options:** Include meet options (titles, etc.).

**Results:** Export results to a file.

## **Merge: Usage**

Steps:

- 1 Close all files.
- 2 Open a New meet
- 3 Merge MeetA
  - Check the “options” box.
  - Select Moguls and Aerials (don’t select other events), reading them into new events M and A. See [Merge: Event Selection](#).
- 4 Merge MeetB:
  - Check the “options” box.
  - Select Aerials (don’t select other events), reading it into new event A2. See [Merge Merge: Event Selection](#).
- 5 Check all the options (particularly the mogul times from MeetA)
- 6 Print Aerials, Moguls, and Aerials3 event results and check against the printout from MeetA and MeetB. **This is very important!**
- 7 Do a “Save as” immediately. This is particularly important if you are merging into an existing meet, as you would otherwise not be able to get back to the previous meet.
- 8 Print combined. Check off all boxes.

Merge should do pretty much what you want, but it is a complicated algorithm that might not always do what you expect (this is why you need to check!). For those interested, the merge algorithm to merge MeetB into MeetA is:

-Do not change meetname for MeetA or any parameters

-For each skier in MeetB

-If the name or USSA number exactly match any skier in MeetA

-Use the MeetB data (name, mountain, etc.)

-Use the MeetA bib number

-Combine the Registration for the two meets

-If an event is being merged, and the skier has MeetB scores, use them

-Other event scores from MeetA will not be changed

-If there is no match

-Add the skier as new

-Use the MeetB bib number.

-If the bib he same as a MeetA bib number, change to a high number

-Use all MeetB data and registration

-If an event is being merged, and the skier has MeetB scores, use them

-Do not change any MeetA skiers that don’t correspond to one in MeetB

## **Merge: Event Selection**

For each event read in, Merge needs to know whether the event should be (a) not read, (b) read into an existing event, or (c) used to create a new event. If an existing event, which one.

For example, the current meet has two aerals and a moguls, and the incoming meet has an aerals. There are four possibilities for the incoming aerals – it could be skipped, it could be read into the current Aerial1, it could be read into the current Aerial2, or it could become a new Aerial3.

The top of this dialog has each incoming event, with the appropriate choices in the box below each.

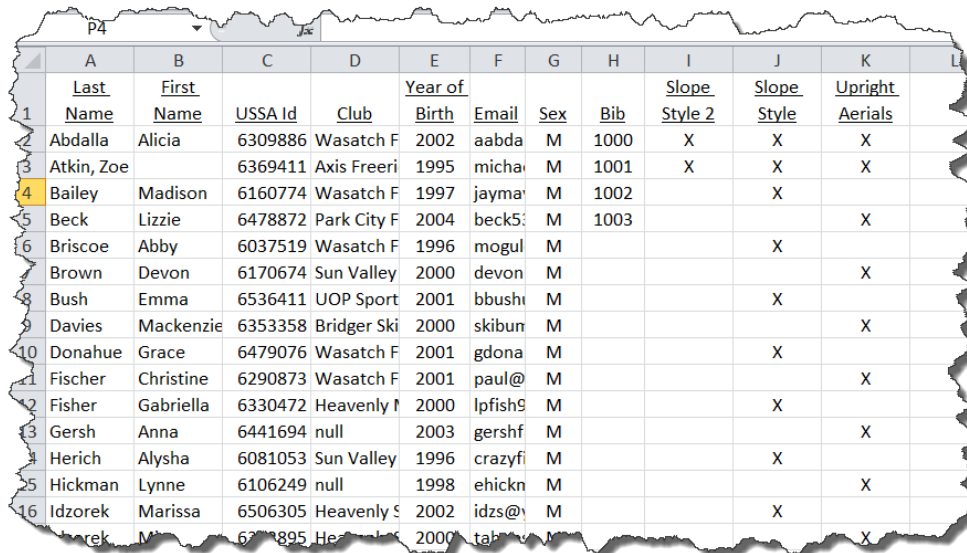
## Merge: Spreadsheet

### 1) Use Winfree to:

- Create a meet and add all the events you need.
- Make sure any meet options are set (such as men/women with same bib, type of meet, etc.)
- [Skip for USSA files] Write down the long event names from Options, or short event name from Registration (also, these appear in the Status screen).

### 2) [Skip for USSA files] Bring up the spreadsheet in Excel. This is not needed if it's a USSA registration. Make sure some of the column headers are taken from the following):

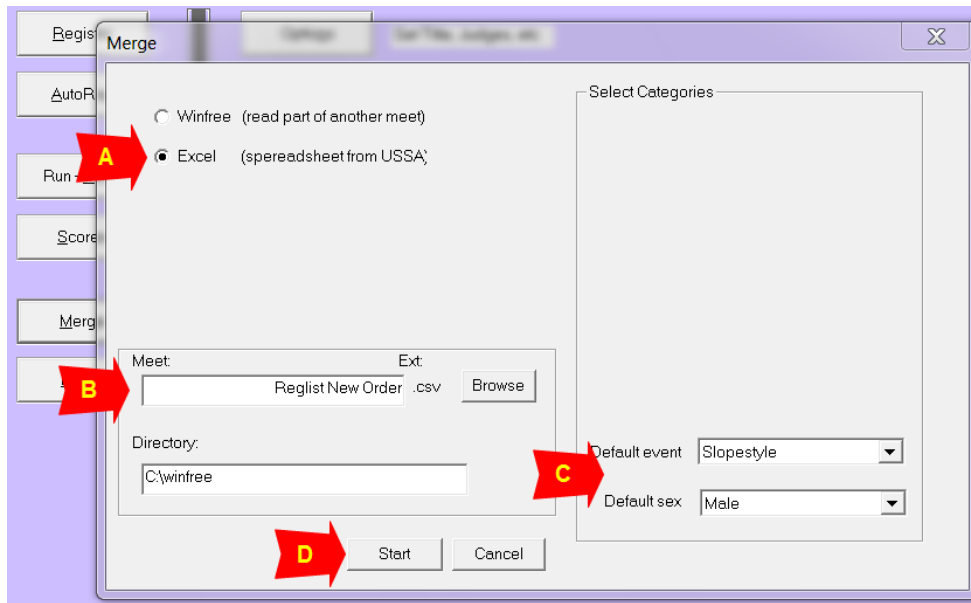
- **Last Name** (or Name, Last, Nom de Famille, Dernier, Nom)
- **First Name** (or First, Prénom, Première)
- **Sex** (or Gender, Sexe, Grp)
- **Year of Birth** (or Born, Birthday, Année de Naissance, Né)
- **ID** (or USSA ID, USSA#)
- **FIS ID** (or FIS#)
- **Club** (or Mountain, Montagne, Rep)
- **Nation**
- **Bib** (or Dossard)
- Events registered as either:
  - One column per event with X's (or other non-blank). The header must have an Option window name, (like Moguls), a short Registration window name (like M), or a national event ID (like U4020). These can be found in the Status window.
  - A single column with multiple short event names (like MDSA) per person. The header must be "**Events**" (or Épreuves).
- Anything else will be ignored



	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	USSA Id	Club	Year of Birth	Email	Sex	Bib	Slope Style 2	Slope Style	Upright Aerials	
2	Abdalla	Alicia	6309886	Wasatch F	2002	aabda	M	1000	X	X	X	
3	Atkin, Zoe		6369411	Axis Freeri	1995	micha	M	1001	X	X	X	
4	Bailey	Madison	6160774	Wasatch F	1997	jayma	M	1002		X		
5	Beck	Lizzie	6478872	Park City F	2004	beck5	M	1003			X	
6	Briscoe	Abby	6037519	Wasatch F	1996	mogul	M			X		
7	Brown	Devon	6170674	Sun Valley	2000	devon	M				X	
8	Bush	Emma	6536411	UOP Sport	2001	bbushi	M			X		
9	Davies	Mackenzie	6353358	Bridger Ski	2000	skibun	M				X	
10	Donahue	Grace	6479076	Wasatch F	2001	gdona	M			X		
11	Fischer	Christine	6290873	Wasatch F	2001	paul@	M				X	
12	Fisher	Gabriella	6330472	Heavenly F	2000	lpfish9	M			X		
13	Gersh	Anna	6441694	null	2003	gershf	M				X	
14	Herich	Alysha	6081053	Sun Valley	1996	crazyfi	M			X		
15	Hickman	Lynne	6106249	null	1998	ehickn	M				X	
16	Idzorek	Marissa	6506305	Heavenly S	2002	idzs@	M			X		
	Idzorek, Marissa		6506305	Heavenly S	2002	idzs@	M				X	

### 3) [Skip for USSA files] Save as CSV file.

#### 4) Go into Winfree and merge it:



Where:

- A = Pick Excel
- B = Pick filename picked with Browse
- C = **[Skip for USSA files]** Optionally, pick default event/sex – used only if there is no other event information
- D = Hit Start button.

#### 5) Check the registration to make sure it's OK.

## **Status: Dialog**

This dialog contains one row for each event. On the left is Females and on the right are males.

For each sex, the first column shows the USSA ID, the second the number of skiers registered, the third shows the number of skiers left to run in the first run, and the last the number of skiers left to run in the second run.

## “How To”

The following are guides provided to show how to handle more complex operations.

Guide	Location
New User Guide (below)	New User Guide (included here)
Guide to Using Formulas	<a href="http://www.cedar-soft.com/wf/Winfree%20-%20Formulas.pdf">http://www.cedar-soft.com/wf/Winfree%20-%20Formulas.pdf</a>  ---or--- <a href="C:\Program Files\Winfree\Winfree - Formulas.pdf">C:\Program Files\Winfree\Winfree - Formulas.pdf</a>
Guide to Importing Spreadsheets	<a href="http://www.cedar-soft.com/wf/Winfree%20-%20Importing%20Spreadsheets.pdf">http://www.cedar-soft.com/wf/Winfree%20-%20Importing%20Spreadsheets.pdf</a>  ---or--- <a href="C:\Program Files\Winfree\Winfree - Importing Spreadsheets.pdf">C:\Program Files\Winfree\Winfree - Importing Spreadsheets.pdf</a>
Guide to Dual Moguls in Winfree	<a href="http://www.cedarsoft.us/wf/Winfree%20-%20Dual%20Moguls.pdf">http://www.cedarsoft.us/wf/Winfree%20-%20Dual%20Moguls.pdf</a>
Guide to Aerial Phases in Winfree	<a href="http://www.cedarsoft.us/wf/Winfree%20-%20Phases.pdf">http://www.cedarsoft.us/wf/Winfree%20-%20Phases.pdf</a>
Guide to Heats in Winfree	<a href="http://www.cedarsoft.us/wf/Winfree%20-%20Heats.pdf">http://www.cedarsoft.us/wf/Winfree%20-%20Heats.pdf</a>



## New User Guide

### Download

- Go to <http://www.cedarsoft.us.htm> ([http://www.cedarsoft.us/index\\_fr.htm](http://www.cedarsoft.us/index_fr.htm) for French) to download Winfree
- Click on Winfree download..., save on your PC or laptop in your location of choice.

For easier access, create a Cedarsoft shortcut.

If your computer has an Internet connection and you are connected, Winfree will notify you immediately of any available updates and will ask you if you would like to download the latest version of the program.

If your computer does not have an Internet connection download the latest version. (To find out which Winfree version is on your computer, use [Help > About](#).)

### New Competition

- **Creating a competition**: (Creating without a copy of an already existing competition)
  - Start the Winfree program
  - Select **NEW**, (to create)
    - Click on **OPTIONS** and then on **MEET**
    - You are in the Meet Options tab: **ENTER THE TITLE OF YOUR COMPETITION\_**(meet title)
    - Enter location (location meet) and select a meet type with **CANADIAN RULES**
    - Click on the **MEET LOGOS** tab and check to see if the inserted logos correspond with your competition. If they do not match, search for them by clicking on browse and selecting the correct logos installed on your computer. Logos must be in .bmp, .png, .jpg, etc. format; you can reduce the size by minimizing the 100%. The same thing can be done for the right, left and lower logos.
    - Exit this screen by clicking on **OK** on the lower right.
- **Saving a competition**: Normally, Winfree will pop up a 'Save as' window while you are working. All you need to do is confirm the title and the location where you wish to save your document. Be sure to use the .fre extension (important). However, if you wish to play it safe, you may save your document immediately by clicking on File and then on Save as, name your document and save the file wherever you wish while

being sure to use the .fre file extension format (important). Note that as soon as you save your file in the .fre format, the program will create another saved document with the same name under the .zip file extension.

- Saves are automatic (every 5 changes) after the first
- You can use "Save as" if you want to start saving to a different name or location
- You can use "Backup copy" if you want to save one to a different name or location

### **Creating Events (creating one or several events)**

- Click on **ADD EVENT** and make your first choice

You may only make one choice at a time. If you have several events planned during your weekend, you must click on **ADD EVENT** as many times as you have events planned and then make your choice (Aerials, moguls, dual moguls...)

- You have returned to the **SELECT EVENT** option, you must now click on your moguls or aerials event...

You must always provide some information about the events you have created.

- Click on **MOGULS** and it will bring you to the **EVENT INFO** section. There, you will be able to make any desired name changes and then you must choose the number of Judges (normally either 5 or 7 depending on whether the event is regional or provincial).
- Click on the following tab (Event date + Id) and then choose the date of your competition by using the calendar.
- Click on the **EVENT STATS** tab and fill out the name of the ski trail, its length, width and **INCLINATION** by using the information given to you by the Technical Delegate.

Please note that by entering the length, a systematic calculation will be made to represent the pace set time for both the men and the women. The Set pace time must be given to the Technical Delegate for the team leaders meeting. However, if during the team leaders meeting a decision is made to adjust the Set pace times, you may then check the **OVERRIDE** box. This way by checking it, you will just need to write down the women's and/or men's time that was given to you but not for each category. You may also check the **COPY SPECS** box so that if you have two moguls competitions on the same weekend (moguls and dual moguls), the same information will be transferred over for another event.

- Click on the **EVENT OFFICIALS** tab and fill out the requested information. This will be given to you by the organizing committee and the Head Judge.

Please begin by writing the last name followed by a comma between the last name and the first name and note that all letters must be either upper or lower case. The system will automatically modify all names so that they are consistent with this format. You may also check the **COPY OFFICIALS** box, which allows you to retrieve information from the first column and re-enter it if you have another event. Please take notice of the second column as it pertains to the position of the judges during your moguls event. So, if you have another moguls or dual moguls event, you will more than likely have to enter the same judges' names but in different positions hence the reason for not recopying from one event to another.

Your event has now been completed and created. You must now perform the same task with your other weekend events. However, you must know that for aerial events, you must make your choice while you are browsing the **EVENT INFO** and in:

### Event Types

- Aerials – Jumps have degrees of difficulty (DDs); there are air and landing judges
- Tabletop / Hybrid / Canada Big Air – Same as aerials, except that USSA upright DDs are used, and best of the jumps is an option
- Knockoff – Aerials, two people at a time
- Moguls
- Dual Moguls – Moguls, two people at a time
- Halfpipe – Normally: 10 points, 3/4/5 judges, judges are different. Note: can use Slopestyle scoring (ask the head judge)
- Slopestyle, BigAir – Normally: 100 points, any number of judges, judges are the same. Note: can use Halfpipe scoring (ask the head judge)

### **Registration**

- You may now choose to enter your athletes in AutoReg:

You must now click the **ADD** box to see the word **ADD** appear on the line of each individual athlete and for all other registered athletes. Run a check by using the same date of birth. For those who do not appear on the list, keep reading and there will be an alternate step to follow (register). Once the athletes have been chosen, click on **APPLY**. The entire list has now been copied onto the register table. Click on **REGISTER** where you see your list appear. You may now create your athletes that do not appear in the database by clicking on **NEW** and by entering the athlete's contact information. It is important to have the athlete's month and year of birth since

the software program uses this information to put athletes in their corresponding categories.

You may also double click on an existing athlete and edit or add missing information.

To allot bibs to the events in which the athletes are participating, just click on the **ENABLE SINGLE-CLICK** box and with a simple click you can enter the bib by clicking on the athlete's matching BIB box, hit enter and click on the events that the athlete will participate in either **M** and/or **A** and/or **D**, whatever the case may be. (For example, it is possible for athletes to participate in certain events like moguls and not participate in aerials). In this table you may: create, cancel, and edit your athlete information. When your list is ready, exit by clicking on **CLOSE** and not on the **X** because you will not be able to escape.

- Go to print and then to the print **PREVIEW** of your list. In this step, you check your list and compare it to the registrations that have been received. Select "Registration" and pick the event name, Run 1, and Both. Think about taking out the checkmark in **SINGLE PAGE OUTPUT** for a clearer printing and insert a **TITLE** like **ATHLETES BY CLUB**. Hit print if it's OK.

Check off people's names and see that all the registrations match. Have this task be completed by a colleague who will not have performed any of the previous data entry and therefore he/she will be more prone to catching mistakes. This sheet must be ready to be presented to each Club's head coach for approval and must confirm the participation or non-participation of his/her athletes registered for the event that will be taking place. The same thing is recommended if you have several events (print the list by event). It may also be a good idea to make a list in the following order:

- Go to print and then to the print **PREVIEW** of your list. In this step, you check your list and compare it to the registrations that have been received. Select "Team Leader Meeting" and pick the event name, Run 1, and Both. Think about taking out the checkmark in **SINGLE PAGE OUTPUT** for a clearer printing and insert a **TITLE** like **ATHLETES BY CLUB**. Hit print if it's ok
- Hit **PREVIEW**. Pick **ADVANCED**, and use Name AND REGISTRATION, z, Run 1, Moguls or Aerials...Both and give it a title like Athletes by category.

This way, you can immediately identify athletes that are lone entrants in their category and discuss it at the team leaders meeting. You may be asked to combine categories.

- If there are any changes, just return to the **REGISTER** table, double click on the **ATHLETE'S NAME** and make any necessary changes (when this regards a group of athletes, simply modify the birth year; it will become erroneous, however, it has been accepted by the different people at the team leaders meeting) or simply cancel an athlete by going to the athlete and clicking on **DELETE**. Once the changes have been

made, exit by clicking on **CLOSE**. **PRINT** out a new copy to make sure your changes have been made.

## **Run-Order**

### All Events Except Dual Moguls and Knockoff

- When the coaches have given you their approval, and the course details, the pace set time and details concerning officials have been confirmed, just go to **RUN\_ORDER** and make your selections based on the event you are working on (for example, Moguls, Run 1, Both).
  - Next click on **USE WIZARD** to create...
  - Then click on **NEXT**,
  - If the information is correct, click on **NEXT**.
  - Normally for our types of competitions, we perform a **SET ORDER BY SEX** (However, many options are offered): click on **NEXT**,
  - Do not make random changes: click on **NEXT** and then click on **FINISH**.
  - The run order list will appear on your screen with all women's and men's categories together.
  - Exit by going to **CLOSE**.
- We may now draw the start list. Go to **PREVIEW**, select "Runorder", your **MOGULS** or **AERIALS...RUN 1, BOTH** event and give it a **TITLE** on it like **START LIST**. Do not forget to uncheck the **SINGLE PAGE** box output for a clearer printing.

Calculate a logical start list quantity for the judges (max 7), coaches (1 per coach) and put up copies along the course...a minimum of 30 copies of the start list.

- It is also very important to print out copies for the timers if you are working on a Moguls competition. Also, go to **PREVIEW**, "Listing for Officials", select Moguls or **AERIALS...RUN 1, BOTH** and give it a **TITLE** like **TIMER**.

Print out at least 4 and give them to the different electronic and manual timers.

### Dual Moguls

- Go to **RUN ORDER** and make your selections based on the event you are working on (for example, Duals, Run 1, Both).
  - Next click on **USE WIZARD TO CREATE...**
  - Then click on **NEXT**,
  - If the information is correct, click on **NEXT**.
  - Use **SET DUALS FROM ANOTHER EVENT**

- Use **SEEDED FROM ANOTHER EVENT**, pick the mogul event, and **USE CURRENT EVENT REGISTRATION**
  - Pick the cutoff for men and women
  - Randomize using z
  - Exit by going to **FINISH**.
- Go to Print and use to print out the runorder to print the results

## **Scores**

### Starting Scores

- From the main table, click on **SCORES**.
- Two tables appear. If you don't want to see the Leaderboard, you can close it
- In event, select the event in which you are going to type scores (**MOGULS** or **AERIALS...**), then **RUN 1** and select **RUN ORDER** (this way you can enter the scores in the same order that appears on the judges' documents and the start list).
- Duals Moguls Notes:
  - After each round, change the round number.
  - If someone is ineligible for the current round, or doesn't have a competitor, Winfree will take you back to the previous round

### Entering Scores - Moguls

- Either enter a bib number at the top under "Find Bib", or double click on the athlete of your choice. This will go to score entry.
- **Time**, (you must use a "." to separate the decimals).
  - If there is no time because an athlete has suffered a fall, leave the box empty.
- **Technical marks** are located in a range of .1 to 5.0 (there may never be a 0 in the technical marks and you should not use the "." to separate the decimals) All boxes should be filled in with a minimum of .1

- **Air marks:** two marks separated by a “/”; marks are between 1 and 25 (Do not need “.” to separate decimals).
  - If there is no jump, leave box empty.
  - If only one jump is made or if only the higher mark of two jumps is being considered, do not use “/” to separate, enter only one value.
- **Jump names,** two jumps separated by one “/”.
  - Pay particular attention to lower and upper case letters. The software program can transform the entered data: always look to see if the transformed reference is identical to that which is on the judge’s sheet.
  - If there is no jump then there is no mark, leave box empty.
  - If there is only one jump, do not use separator “/”, only enter one reference.
- **Competitor errors**
  - If the judge’s sheet marks DNS select DNR or leave it DNS to appear by default.
  - If judge’s sheet is marked RNS select RNS.

### Entering Scores - Aerials

- Either enter a bib number at the top under “Find Bib”, or double click on the athlete of your choice. This will go to score entry.

- **Jump**

Pay particular attention to lower and upper case letters. The software program can transform the entered data: always look to see if the transformed reference is identical to that which is on the judge’s sheet.

If the judge’s sheet marks DNS select DNR or leave it DNS to appear by default.

If judge’s sheet is marked RNS select RNS.

- **Technical marks,** in a range of .1 to 7.0 (your technical mark can never be 0 and you must use a . to separate the decimals). All boxes must be filled in with a minimum of .1
- **Air marks, which may vary between .1 and 3.0 (must use . to separate decimals).**

- Competitor errors
  - If the judge's sheet marks DNS select DNR or leave it DNS to appear by default.
  - If judge's sheet is marked RNS select RNS.

### Entering Scores - Dual Moguls

- Enter each competitor's scores in the correct column.

If the judge's sheet marks DNS select DNR or leave it DNS to appear by default.

If judge's sheet is marked RNS select RNS.

### After Entering Scores in Either Moguls or Aerials

- We recommend that you print out one copy during the women's competition so that the assistant judge may begin reviewing.
  - Hit the **FAST PRINT** button" and **RUN CHECKING BY BIB** and the event and run. Does not need title or print request. Sort the score sheets in order and give the printout and score sheets to the assistant judge to begin reviewing.
  - If there is no assistant judge, use your own assistant.
  - If necessary, repeat this procedure several times so that the assistant judge is able to check all the scores in their entirety.
  - Once women's Run 1 has completed and all the women's scores are verified, the assistant judge may release the unofficial results (in case there has been a recording error or any other type of error, mark your athlete's bib in the box find BIB, the cursor will be placed immediately above, just double click on the athlete, answer yes to wanting to make changes and proceed to do so).
- **CAUTION:** When taking results out from your data input table, going to preview and then going back to your data input scores table, always repeat the confirmation of your event for which you type in your scores (Moguls or Aerials...), then Run 1 and select Run order (this way you can record in the same order as the judge's documents and the start list).
- To print the list of reviewed unofficial results: click on **PRINT** and select **RUN POSTING** and your event and run. Female and give it a title like: UNOFFICIAL RESULTS and post them.
- Follow the same procedure for the men. Enter results as you go along, print results regularly for the assistant judge and at the end, print the unofficial results.



- Once Run 1 is finished for both the women and men the Head Judge must check for problems with the electronic or manual timers for each athlete.
  - Do a **PRINT** using **CHECKING BY RUNORDER** for your event and run. Give this and the timing sheet to the Head Judge.
  - If an error has occurred, it is possible to make changes by double clicking on the athlete, accepting to make changes and then proceeding to do so. Exit with **CLOSE**.
- The competition will resume for Run 2, also we must repeat the same procedure from Run 1.

### End of the Day

- If scores are only by age category, print using **GROUP AWARDS**.
- If scores are by sex, print using **EVENT RESULTS**
- Have these results be signed by the Chief Judge, the Technical Delegate and the Chief of Scoring.
- Ask the Organizing Committee if the results can be displayed immediately or if they wish to keep the competitors in suspense until the medal ceremony.
- Send a signed results sheet to make copies for the result book.

### **Submitting Results**

#### **SEND THE RESULTS TO THE DIFFERENT CLUB PRESIDENTS, TO THE FEDERATION...**

- Click on export, Manual export then html report
- Choose a title for your results
- Move your file into the location of your choice by using Browse
- Start
- Exit Winfree. (REPEAT THE SAME PROCEDURE IF THERE ARE MANY RESULTS FROM DIFFERENT EVENTS)
- Search for the results file, make a copy, paste and save as a .doc
- Work on the .doc version by formatting the results sheet(s), insert the logos that disappeared, put in the names of the categories between the athletes...integrate the different sheets for your result book by simply cutting and pasting into your file. Your result book is now completed.

- You are in your file, create file, print and in your printer options, select your .pdf file converter (Bullzip, or other). A new file will be created, make an on-screen request and you will see the file appear with the .pdf extension.
- Now, go on the Web, and attach the .pdf version of your result book so that it can easily be downloaded onto the different sites of your contacts.

### **SUBMITTING RESULTS TO FIS**

- Use **EXPORT**, and then **TRANSMIT**.
- Pick a filename and location
- Hit **START**
- Find the file and send to FIS

Note: You must have only FIS athletes, if you don't use **OPTION > MEET > ADV OPTION** Tab. Then **SUPPRESS PRINTING/SENDING NON-FIS SKIERS**

### **Moving Competitions (create a competition from another competition)**

- Start the Winfree program
- Select **NEW**
- Then **MERGE**, select your copy options, and select the competition that you wish to copy with browse in addition to any other options you see fit, then click on **START**.

Please note that some information was copied, however, you must repeat the different steps described above in order for your competition to reflect the decisions that were made during meetings, the additions or deletions of athletes, bibs that might have been misplaced, the course's specs, the judges...

### **Miscellaneous**

- Use F1 for Help

### **Dual Moguls**

- 1) **Create** a Dual Mogul event using the **Options / AddAnEvent / DualMogul**.
- 2a) If you don't have a mogul event, **Import** one.

To set the **runorder**, go into **Order**. Select Event = **Duals**, Type = **Set Duals From Other Event**, From Event = **Moguls**, MaleCutoff=**16**, FemaleCutoff=**8**. Hit the **Make** button.

- **'Bye's** print nicely, so don't be afraid of using numbers like 9 or 12!

- Automatically splits into 5 pages if more than 16 competitors per sex.
  - Note that male seeds above 16 (females 8) are **randomized**.
- 2b) A second way is to seed the **runorder** manually. Go to Order and select Event = **Duals**, Type = **Set Change Dual Seeds Manually**. Hit the **Make** button.
- Use numbers like 2.5 to insert, 0 to remove. Registration is automatic.
- 4) To **print** a runorder, go to Print or **Preview**. Select Format = **Names**, Order = **Runorder**, Event = **Duals**, **Graphic Output** = Yes. Hit the **Go** button.
- It's recommended to use Sex = **Both**, since this puts the women on the first page with the header, and the men on the larger second page.
  - You can **also try** the File / PrintSetup / **Landscape** if there are 16 or fewer skiers per sex.
- 5) To enter **scores**, go to Scores. Select **Duals** and **Run1**. Click on any person who has a Pair number and enter the scores. Enter the scores for both people. Use **RNS** if a person **defaults** in a run (does not appear for the run).
- 6) To **quickly print** the results of a round, print using Format=**Run**, Order = **Bibs**.
- 7) To enter **scores** for another round, go to Scores, Select **Duals** and the **Run**. Click on any person who has a Pair number and enter the scores.
- 8) To **print** an event listing at any time, go to Print or Preview. Select Format = **Event**, Order = **Scores**.

Notes:

\* If a person wins, his pair number in the next round is 1/2 the current pair number (rounded up).

### **FIS-Style Dual Moguls**

FIS-style duals are a preliminary run of moguls, followed by a run of Duals.

Options:

- In the Dual Mogul event options, use the window at the bottom to link to the mogul qualifying event. For previously scored meets, this is the only step necessary.
- In the Mogul event, you need to only set number of judges, and the course length (needed for runorders).
- In the Mogul event options, don't bother setting any other options (Event ID, Officials, etc.), since this event won't be sent in. The scores will be included in the Dual transmission.

Runorders:

- Type is "Set duals from other event".
- Seed from your mogul event.
- Use mogul registration
- Cutoff is 4, 8, 16 (or any other number).
- Randomize point is set to a high number, like 1000.

## **Printing**

- For the mogul run, print normally.
- For the duals run, print normally. Ignore run-off in positions 4 to 8.
- To get the final event result, print event/scores/duals/both and check "Press Release".

## **Sending Meets to FIS**

1) Set up folder for files

- Create a folder called "c:\Winfree"

2) Check for all competitors to have FIS numbers

- Start Winfree > Register
- Fix any empty FIS numbers (or their results won't go in)
- If you're sure all empty FIS numbers aren't FIS skiers, hide them with:
  - Options > Meet > Advanced tab
  - Check "Suppress printing/sending non-FIS skiers"

3) Enter FIS Codecs for all events in Options > (event) > Date

4) Print results FIS wants (not sure which)

- Print whatever results are needed
- Print to Bullzip (download from <http://www.bullzip.com> if you don't have it)
- Save to folder C:\Winfree with a meaningful name like "Montreal NorAm Dual Results.PDF"

5) Save FIS file

- Export > Manual Export
- Create the file
  - Select “Transmit (build for USSA and FIS)”
  - Pick c:\winfree as folder and a reasonable filename like “Montreal NorAm FIS”
  - Hit Start and note the name
- Correct any errors

6) Email to FIS

- Email to FIS
  - Go into your email program,
  - Attach all files,
  - Email to FIS
- Fix whatever programs they get back with (for example, names must be exactly what FIS has)