EMS Database Build and Results Upload Guide v2.0

Introduction

Database Build Procedures

XML Upload Procedures

Copyright© 2019 by U.S. Figure Skating, Colorado Springs, Colo. The content contained in this manual is copyrighted.

Table of Contents

Introduction....4
What's New with the Build Process?....4
Sample XML of IJS Build File....5
The Importance of the Reg No. and External Ref. Field....5
Reg No. Field....6
External Ref. Field....6
What about the Upload Process?....6
What about 6.0 and Adult Competitions?....7
What about IJS events that did not originate from EMS?....7
Overview of the Build Requirements....7
Database Step-by-Step Build Guide....9
Pre-build Steps....9
EMS Competition Access....9
Downloading Build Files....10
PPE's - Still on Members Only....11
Build Steps....11
Placing IJS Build File....12
Importing the IJS Build File....12
Checking the Info Window....13
Adding the Short Name....14
Merged Events....14
Non-EMS events....15
Instructions for Multiple Competition Surfaces and IJS Live....15
Mulitple Competition Surfaces Only....15
Results Upload Steps....17
Preparing for the Upload....17
Generate PDF Reports with ISUCalcFS Batch Print....17
ISUCalcFS Batch Printing Steps....18
Generating the XML and Zipping the Database....20
IJS Companion XML Creation Menu....20

Select Competition Page 20
Select the Database 21
XML Verify 21
Generate the XML and Zip File 22
Newly Created Zip File Location 22
Add the PDF Results Folder to the Zip File 23
Uploading the Results to EMS 24
EMS Competition Access 24
Overwrite Warning 25
If you have any questions… 25
Appendix A- Quick Guide 26
Pre-build Steps (Page 9) 26
Build Steps (Page 11) 26
Post Competition Upload Steps(Page 17) 27
Appendix B- Database Folder Names 29

Introduction

Note: the terms "event" and "category" are synonymous in this document.

Starting in 2019, we are now collecting all IJS events/categories from non-qualifying competitions that register through the U.S. Figure Skating Event Management System (EMS). This includes all IJS events; both those that are used for the National Qualifying Series (NQS) events and those that are not. EMS will automatically import and store competition results including element scores, component scores, GOEs, deductions and officials' information. These results are used for a variety of purposes to:

- Advance qualifying (regionals and sectionals) skaters
- Advance NQS skaters to Sectionals
- Award CEU credits to officials
- Generate various reports including the SKATING magazine results
- Provide valuable historical data

With respect to NQS, this is based upon the skaters who registered and not the event/category as a whole. There may be some events that include both NQS skaters and non-NQS registered skaters. This will be transparent to the accountant. The accountant will not have to separate the NQS skaters from the non-NQS skaters. They will simply build and run the event in the normal manner and upload the results afterwards. The EMS system will identify the NQS skaters when they are imported.

What's New with the Build Process?

In 2016, we changed the database build procedure and began using standard names and category IDs to facilitate uploading and importing qualifying results. In 2019, with the inclusion of non-qual IJS events, we have improved the build process in that it is now partially automated reducing the initial manual entry for the accountant. The import takes its data directly from EMS ensuring key data is correctly entered in the database.

The changes are as follows:

- The accountant will download an XML file from EMS for their competition and import this file into a newly created database.
- The XML file will build both the event and the categories automatically.
- You will no longer have to read through a list of category names and IDs and manually enter them as the XML file will include the competition sanction number and all the category names and IDs.
- The import process occurs in seconds, significantly reducing manual entry for large competitions.
- There may be a few additional entry steps after the import but these will take a fraction of the time it would take to build it all by hand.

The below screenshot shows what the file looks like however, you will not be editing this file directly.

Sample XML of IJS Build File

```
<?xml version="1.0" encoding="utf-8"?>
<ISUCalcFS xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
  <Event EVT_CALCTM="B" EVT_NATTXT="Nation" EVT_STAT="A" EVT_CMPTYP="L" EVT_TYPE="T" EVT_R1SIZE="30m*60m" EVT_PLANG="E" EVT_R1COND=
  "very good" EVT_R1NAM="Olympicview Arena" EVT_ENDDAT="20190602" EVT_BEGDAT="20190530" EVT_PLACE="Mountlake Ter, WA" EVT_SNAME=""
  EVT_LNAME="2019 Ice Fest (Singles: Juvenile - Senior Only)" EVT_NAME="2019 Ice Fest (Singles: Juvenile - Senior Only)" EVT_REGNO=
  "28660" EVT_ID="1">
    <Categories_List>
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="2" CAT_NDPP="2" CAT_TVNAME="Intermediate Ladies
      Combined QR Grp A" CAT_NAME="Intermediate Ladies Combined QR Grp A" CAT_EXTDT="2495-QR-A" CAT_ID="1" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="2" CAT_NDPP="2" CAT_TVNAME="Intermediate Ladies
      Combined QR Grp B" CAT_NAME="Intermediate Ladies Combined QR Grp B" CAT_EXTDT="2495-QR-B" CAT_ID="2" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="P" CAT_GENDER="T" CAT_LEVEL="1" CAT_NDPP="2" CAT_TVNAME="Novice Pairs Combined"
      CAT_NAME="Novice Pairs Combined" CAT_EXTDT="2688-CR" CAT_ID="3" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="J" CAT_NDPP="2" CAT_TVNAME="Junior Ladies Combined"
      CAT_NAME="Junior Ladies Combined" CAT_EXTDT="2499-CR" CAT_ID="4" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="1" CAT_NDPP="2" CAT_TVNAME="Novice Ladies Combined"
      CAT_NAME="Novice Ladies Combined" CAT_EXTDT="2497-CR" CAT_ID="5" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="2" CAT_NDPP="2" CAT_TVNAME="Intermediate Ladies
      Combined" CAT_NAME="Intermediate Ladies Combined" CAT_EXTDT="2495-CR" CAT_ID="6" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="M" CAT_LEVEL="2" CAT_NDPP="2" CAT_TVNAME="Intermediate Men
      Combined" CAT_NAME="Intermediate Men Combined" CAT_EXTDT="2496-CR" CAT_ID="7" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="M" CAT_LEVEL="1" CAT_NDPP="2" CAT_TVNAME="Novice Men Combined"
      CAT_NAME="Novice Men Combined" CAT_EXTDT="2498-CR" CAT_ID="8" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="M" CAT_LEVEL="J" CAT_NDPP="2" CAT_TVNAME="Junior Men Combined"
      CAT_NAME="Junior Men Combined" CAT_EXTDT="2500-CR" CAT_ID="9" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="S" CAT_NDPP="2" CAT_TVNAME="Senior Ladies Combined"
      CAT_NAME="Senior Ladies Combined" CAT_EXTDT="2501-CR" CAT_ID="10" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="2" CAT_NDPP="2" CAT_TVNAME="Intermediate Ladies
      Combined BR" CAT_NAME="Intermediate Ladies Combined BR" CAT_EXTDT="2495-BR" CAT_ID="11" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="F" CAT_LEVEL="3" CAT_NDPP="2" CAT_TVNAME="Juvenile Girls FS"
      CAT_NAME="Juvenile Girls FS" CAT_EXTDT="2470-CR" CAT_ID="12" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="P" CAT_GENDER="T" CAT_LEVEL="3" CAT_NDPP="2" CAT_TVNAME="Juvenile Pairs FS"
      CAT_NAME="Juvenile Pairs FS" CAT_EXTDT="2679-CR" CAT_ID="13" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="P" CAT_GENDER="T" CAT_LEVEL="2" CAT_NDPP="2" CAT_TVNAME="Intermediate Pairs FS"
      CAT_NAME="Intermediate Pairs FS" CAT_EXTDT="2680-CR" CAT_ID="14" />
      <Category EVT_ID="1" CAT_STAT="A" CAT_TYPE="S" CAT_GENDER="M" CAT_LEVEL="3" CAT_NDPP="2" CAT_TVNAME="Juvenile Boys FS"
      CAT_NAME="Juvenile Boys FS" CAT_EXTDT="2471-CR" CAT_ID="15" />
    </Categories_List>
  </Event>
</ISUCalcFS>
```

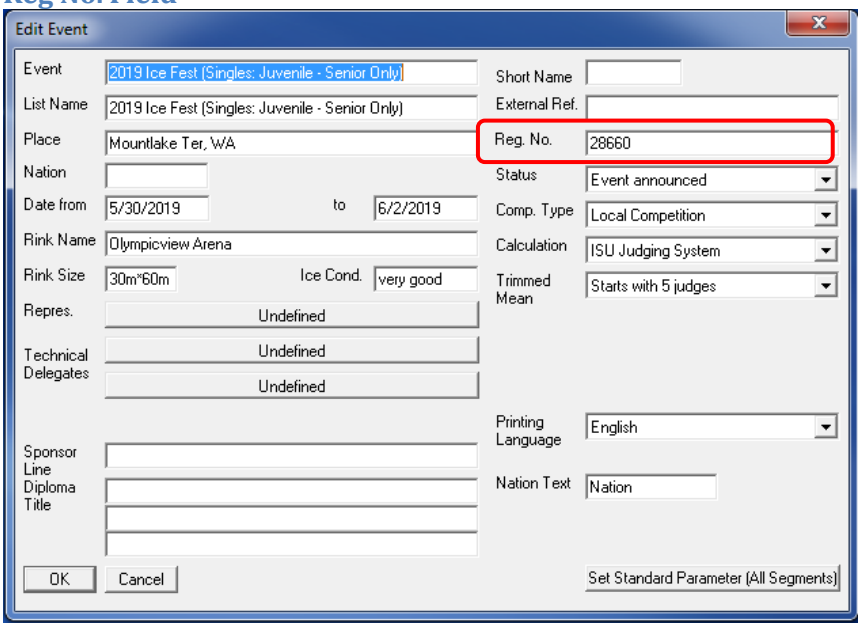
The Importance of the Reg No. and External Ref. Field

There are two critical fields that everything else will hinge upon. The **Reg No.** field- which contains the competition sanction number- and the **External Ref.** field- which contains the category ID number. These fields will be automatically populated by the XML file and **must not be modified!**

Likewise, you **must not modify the XML file in anyway**. It must be the exact same file that you originally downloaded from EMS.

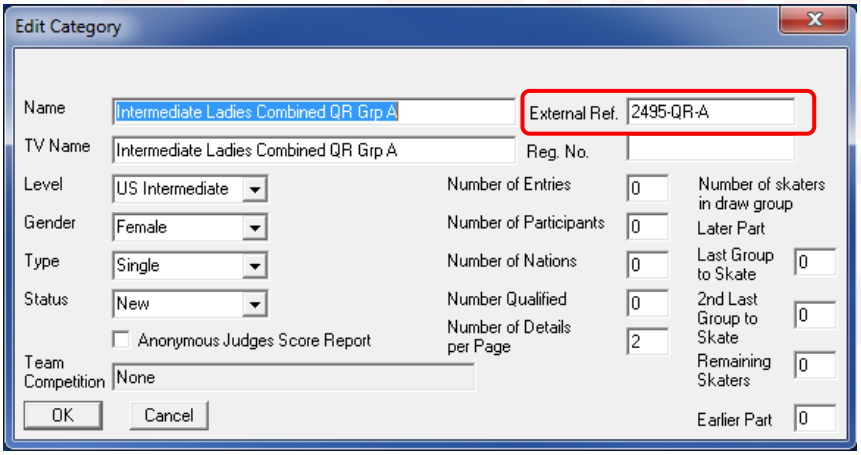
If any of these are changed in anyway, IJS Companion will prevent you from generating the XML file at the end of the competition and force you to correct the fields first. It should tell you which fields are in error and what they are supposed to contain.

Reg No. Field



Do Not Modify!

External Ref. Field



Do Not Modify!

Note: The category ID number will be in a new format as show above.

- For multi-rounds the ID will appear as:"**2495-QR-A**" combining the EMS-generated ID with the round and the group
- If there is only one round, the ID will appear as: **"2501-CR"**

What about the Upload Process?

The upload process consists of three main steps:

- Generate the results XML in IJS Companion using the same steps as before.
- Generate PDFs using ISUCalcFS's batch print function
- Zip the resulting files and upload directly in EMS.

What about 6.0 and Adult Competitions?

The EMS system has not yet been developed to handle 6.0 results so 6.0 databases from qualifying synchro and adult events will still need to be sent directly to U.S. Figure Skating for manual processing. Non-qualifying 6.0 events will not be sent to Headquarters as there is no place for them to "live" in the database. This might change in the future.

Adult events will now be included in the upload however, there will be more initial manual entry required for merged events/categories. More on this later.

What about IJS events that did not originate from EMS?

If the competition is using events not originating from EMS, the accountant will need to build these manually.

- If desired, you can include them in the same IJS database as the EMS events however, you **MUST** leave the category External ID field blank. Do not place anything at all in that field.
- You can upload the entire database including the non EMS events and the EMS system will ignore any categories with a blank External ID.
- If you prefer, you may instead build a separate database for these events which you will not upload to EMS.

Overview of the Build Requirements

As you know now, there are several important pieces of information that need to be present in the database in order for the results to seamlessly import into EMS. The good news is that the XML import takes care of most of these up front. That said, let's review these important requirements. Detailed steps will follow in the next section.

- **All databases must include the competition sanction number**
  - The EMS database uses the sanction number to identify the competition.
  - This will be entered by the XML file into the **Reg No** field in the **Edit Event** window.
  - You no longer need to reference a list on Accounting Central.
  - **DO NOT CHANGE THIS NUMBER!**
- **All categories must include an EMS-generated category ID**
  - Similar to the sanction number which identifies the competition, the category ID is an alpha-numeric value used by EMS to identify each event/category.
  - This will be entered by the XML file into the **External Ref.** field in the **Edit Category** window.
  - You no longer need to reference a list on Accounting Central.
  - **DO NOT CHANGE THIS VALUE!**
- **All* category names will be generated by EMS**
  - These will be entered by the XML file into the **Name** and **TV Name** fields in the **Edit Category** window.
  - You no longer need to reference a list on Accounting Central.
  - **DO NOT CHANGE THESE NAMES** with the exception of "merged" events (See below).
  - Important naming changes moving forward:

  - Multiple segment events will be referred to as "combined", i.e., **Junior Ladies Combined**. This practice is already in place for solo dance.
  - Single segment events will contain "SP", "FS", "RD" or "FD" as appropriate to the event, i.e., **Juvenile Girls FS**
  - Events consisting of what would otherwise be separate categories- such as Silver Ladies I,II & III or lower level events consisting of both girls and boys- will be referred to as "**merged**".
    - In this case the XML file will use the term "merged" and the accountant will have to manually enter the name according to the type of event.
    - The name should be as short as possible and must remain under 50 characters.

- **All qualifying database folders must follow a standard naming convention**
  - Naming the actual database folder(s) is still done manually and we would like you to continue using the established naming conventions for regional, sectional and national qualifying competitions.
  - The database folder names are listed in **Appendix B** at the end of this document and will remain available on Accounting Central.
  - For NQS and non-qual competitions, the folder names can be created at your discretion but you are encouraged to follow a similar format as the qualifying folder names.
- **All competitors and officials must have their U.S. Figure Skating number included in the database.**
  - This is largely in place already with the build file that comes from EMS but it could become an issue if a new skater (or official) is manually entered without their U.S. Figure Skating number or an existing entry is incorrectly edited.
- **Keeping event, category, segment, and competitor information 100% consistent across multiple databases for dual-surface competitions.**
  - This is also not a "new" practice but it is crucial that all split databases are identical in every way excepting the actual results for the segments skated. If this is not the case, the XML creation process will fail.
  - Where this can become a real issue is inconsistent (or missing) manual edits between the split databases. Any changes made to the "Rink A" database must also be made in precisely the same way in the "Rink B" database, including the spelling of a name.

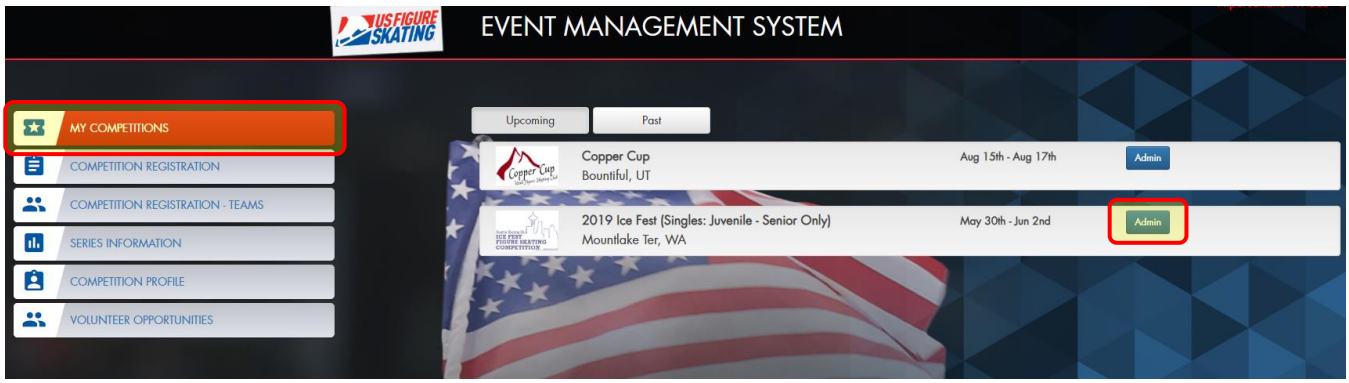
Database Step-by-Step Build Guide

Pre-build Steps

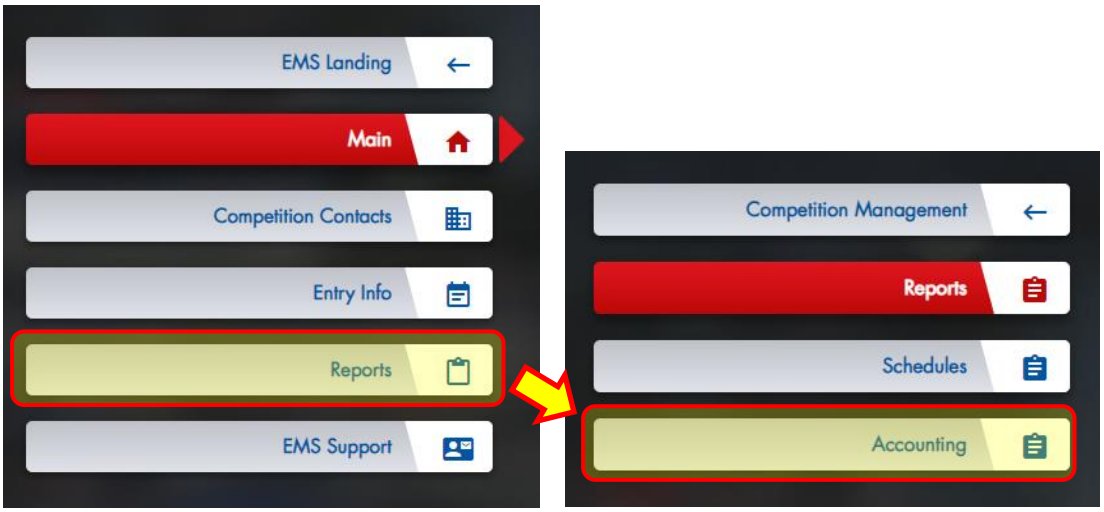
Follow these steps in preparation for building your database.

1. Ensure that you have the latest season release version of ISUCalcFS installed and the latest release of IJS Companion.
2. Confirm with the LOC/Referee that the schedule is complete. Do not proceed until this occurs.
3. Login to EMS https://www.usfsaonline.org/Ems and access your competition.
   Note: if you access EMS through Members Only you'll need to select the **Competition Management (Desktop View)** link as shown below.

EMS Competition Access

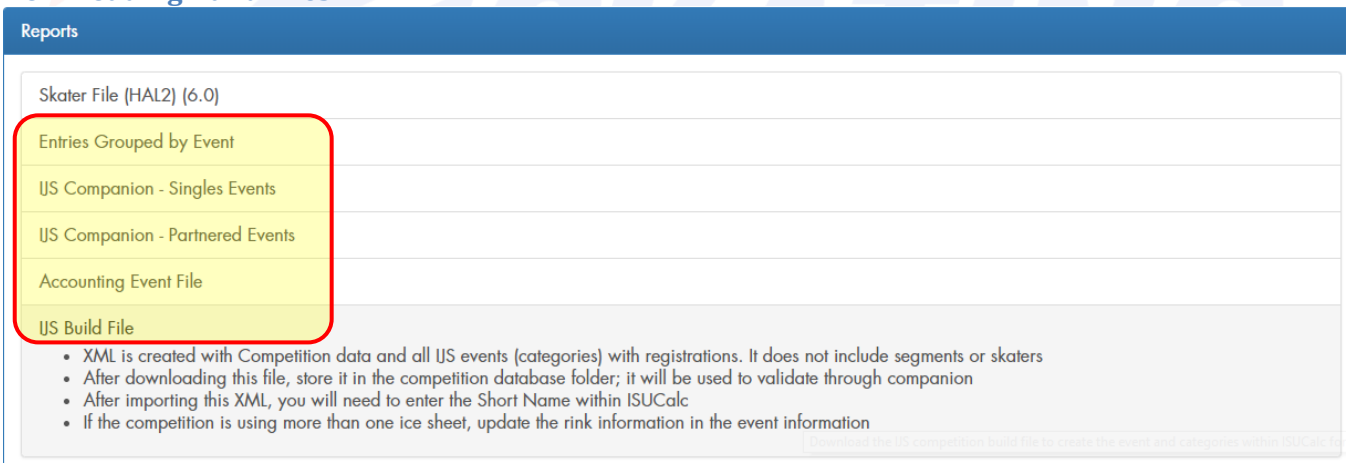


4. Click **Reports**, then **Accounting**



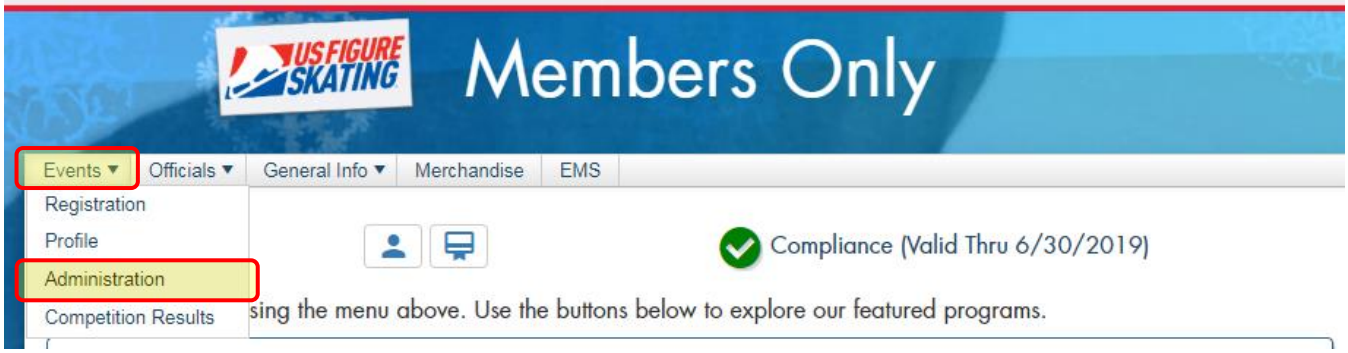
5. Download:
   - **Entries Grouped by Event**
   - **IJS Companion – Singles Events**
   - **IJS Companion – Partnered Events** (If used)
   - **Accounting Event File**
   - **IJS build file**

Downloading Build Files



6. Download the planned program elements for your competition from **Members Only**.

PPE's - Still on Members Only



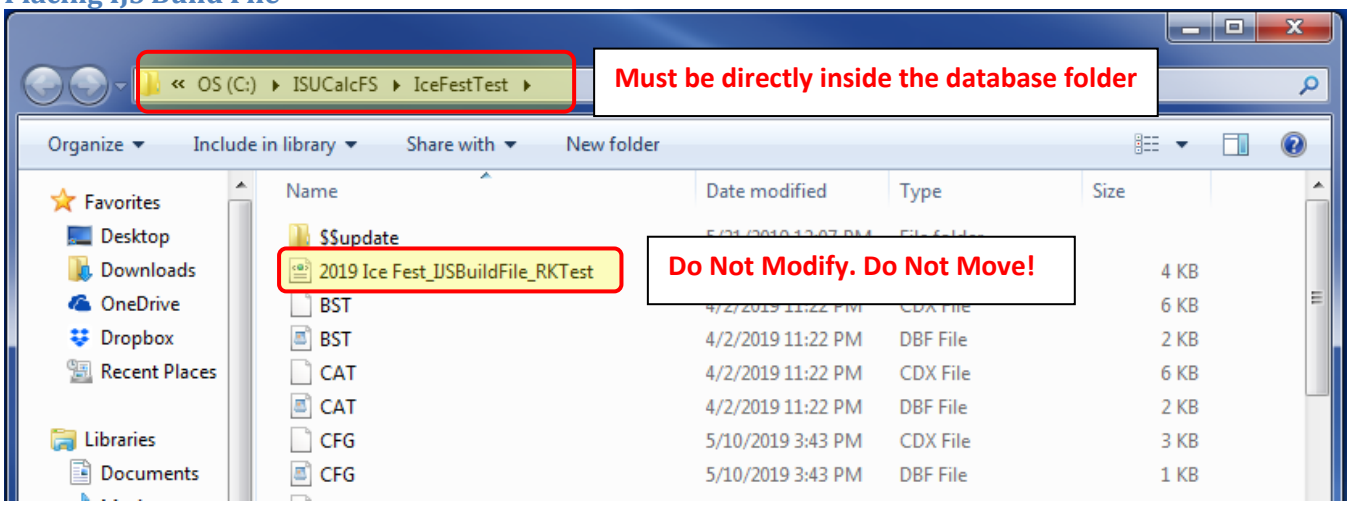
You should now be ready to build your database.

Build Steps

Follow these steps for building your ISUCalcFS database.

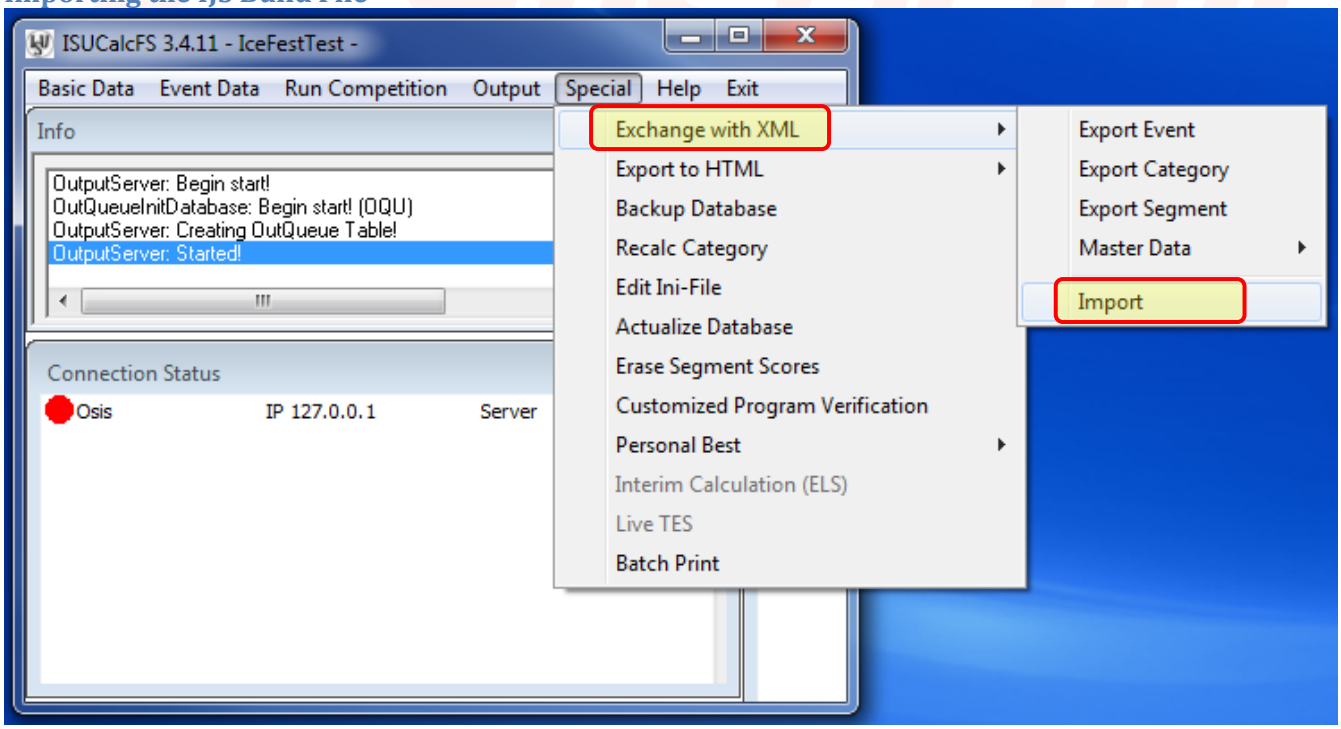
1. **Create a new ISUCalcFS database**
   a. It is recommended that you use IJS Companion to create your database but you may also directly copy EmptyDB if preferred.
   b. For qualifying competitions, name your database folder according to the folder names in Appendix B.
   c. For NQS and non-quals, please follow a similar format, i.e., **2019IceFest**
2. **Place the downloaded IJS build file directly inside your newly created database.**
   a. Do not place the IJS build file inside a subfolder. It must be directly inside the database folder.
   b. **DO NOT MODIFY** the IJS build file in anyway.
   c. **DO NOT MOVE** the IJS build file after placing it.

Placing IJS Build File

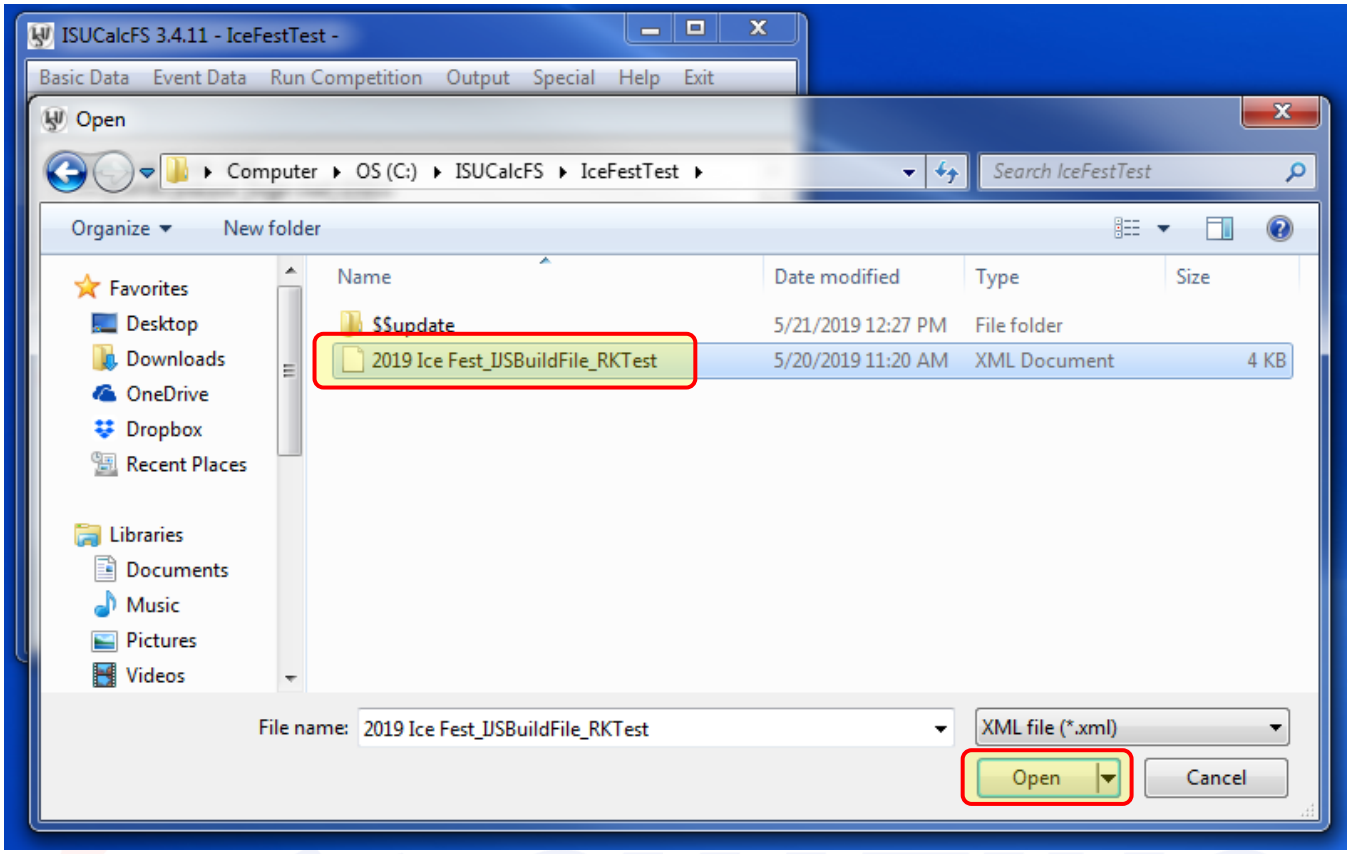


3. **Import the IJS Build File.**
   a. Open your new database in ISUCalcFS and go to **Special→ Exchange with XML→ Import**

Importing the IJS Build File

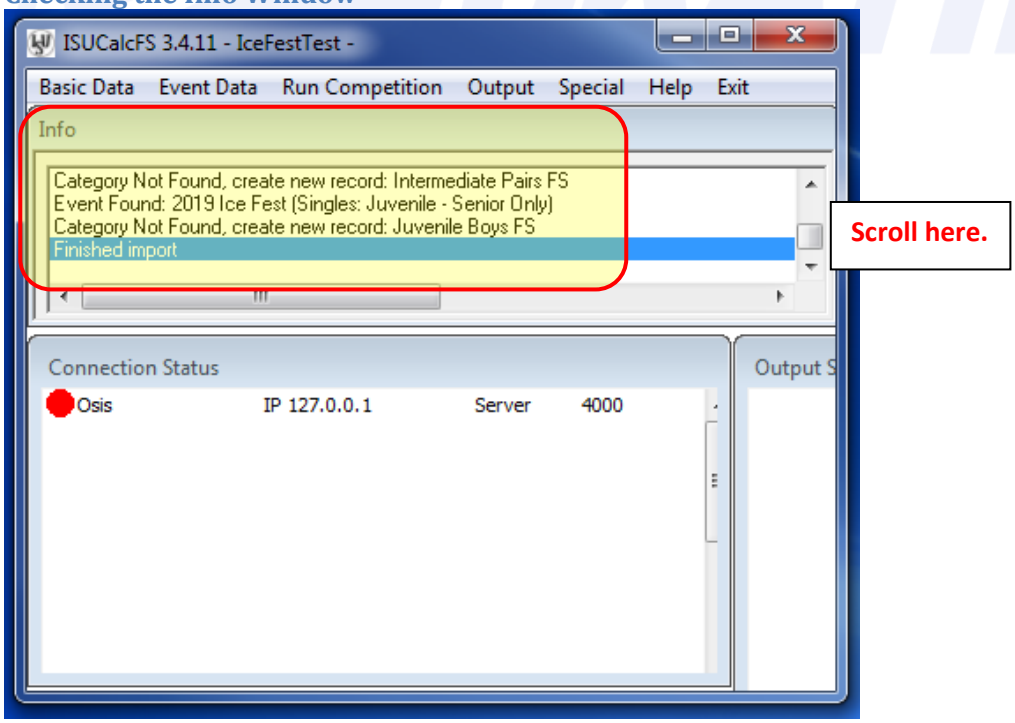


   b. Browse to the IJS Build File, select it and click **Open**. The import should only take a second or two.



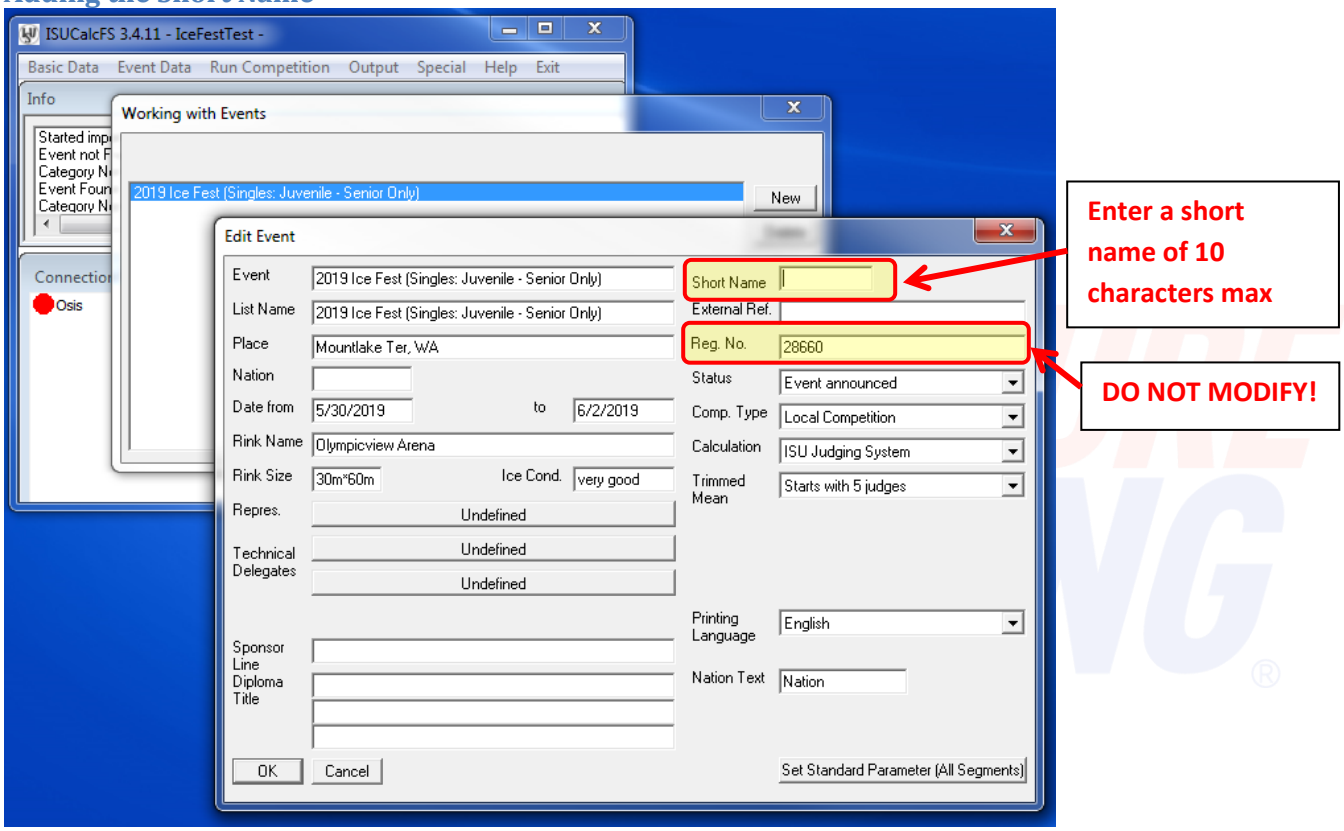
c. When the import completes, scroll through the **Info** log. It should show that the event and categories were created and it should read "**Finished Import**" when completed.

Checking the Info Window



4. **Post Import Tasks**
    a. Go to **Event Data→Events** and click **Edit**.
    b. Enter a short name in the **Short Name** field of your choosing for the competition. It is recommended that you follow a similar convention as was used to name your database folder, i.e., **2019ICF**. Be sure to keep it at **10 characters max**.
    c. If you have multiple competition surfaces and you are running IJS Live, you'll need to enter the name of each surface in the **Diploma Title** fields. More details on this below.
    d. Proof the remaining Event information and proof each category but remember not to modify the **Reg. No** field nor the **External Ref.** fields for each category.

Adding the Short Name



5. **Build the rest of your database in the usual manner**. You'll want to use the Accounting Event File and Entries Grouped by Event downloaded earlier.
    a. Import skaters using IJS Companion and the **IJS Companion – Singles Events** and **IJS Companion – Partnered Events** files.
    b. Setup your segments
    c. Assign your officials
    d. Assign your participants
    e. Setup your initial start orders
    f. Import your PPEs with IJS Companion
    g. Proof and also run IJS Companion Verify

Merged Events

If you have any event names that were entered as "**merged**", you will need to manually change the name to a derivative of the schedule block name found in the **Accounting Event File.** 50 characters max.

Non-EMS events

As mentioned earlier, you have two options here:

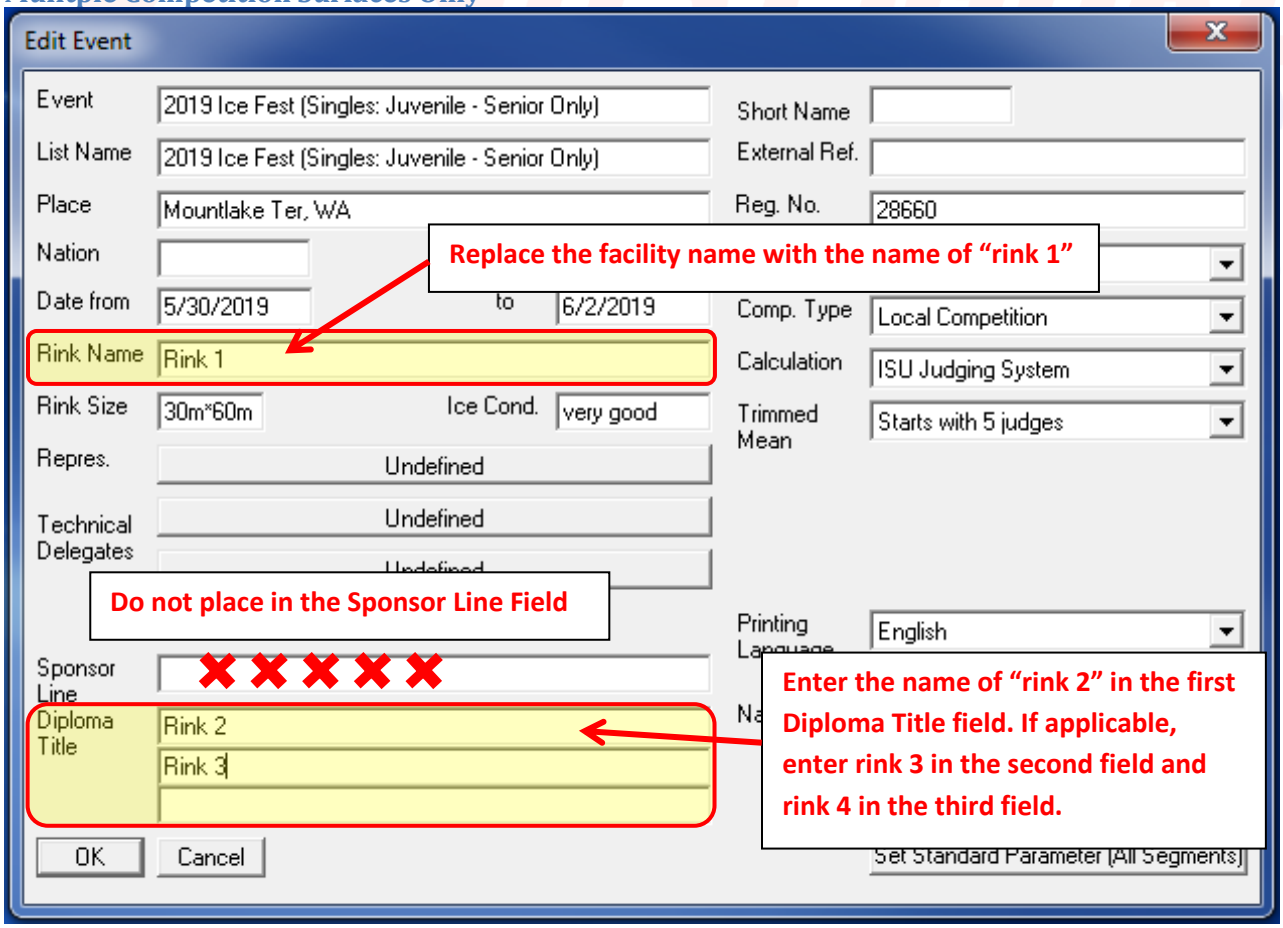
- Include these events in your EMS generated database
  - If you elect to do this, leave the **Edit Category→ External Ref.** field blank for these events. EMS will ignore these during the results upload.
- Create a stand-alone database for non-EMS events
  - Main advantage here is that you can get started building these events sooner.

Instructions for Multiple Competition Surfaces and IJS Live

Follow these steps only if you have mulitple competiton surfaces **AND** you are running IJS Live (such as at regionals):

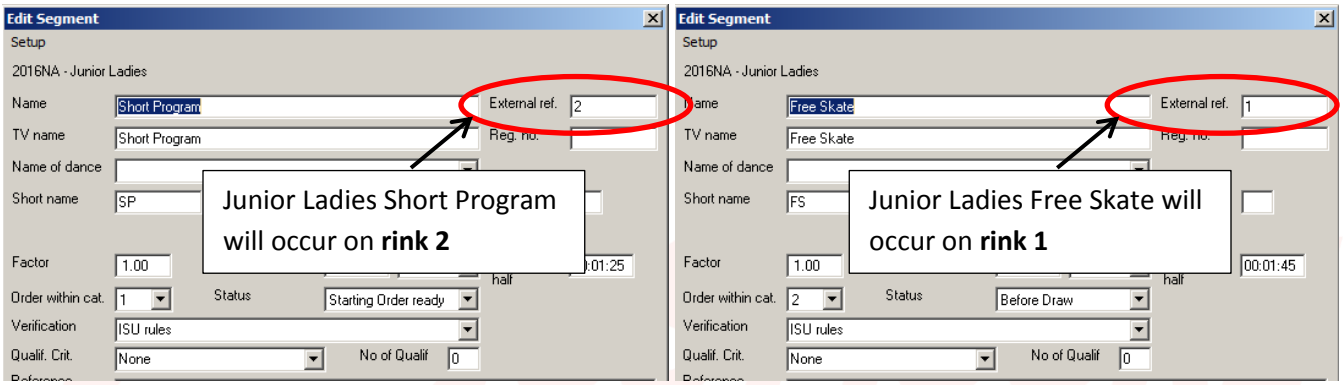
1. For **mulitple surface events**, use the name of the first rink itself in the **Rink Name** field. Preferably whatever the facility calls it or "Rink 1" if it doesn't have a name.
   a. The "first" rink can be whichever one makes the most sense to you such as the rink with the most events or the rink with the higher levels etc…
2. Enter the name of the second rink in the **first Diploma Title field** as shown in the screen shot below.
   a. Be sure not to place this name in the Sponsor Line field. It must be in the first Diploma Title field.
3. If applicable, enter the name of the third rink in the **second Diploma Title field** and if you have a 4th enter that into the **third Diploma Title field.**

Mulitple Competition Surfaces Only



4. On each **Edit Segment** page (**not Edit Category!**) enter the rink number where the segment will occur into the **External Ref.** field.
   STOP! Once again, make absolutely sure you are doing this on Edit Segment and **NOT Edit Category**. Earlier we discussed the importance of not changing External Ref. for the categories. ISUCalcFS uses the same name for these fields so be sure you are only be changing it at the segment level.
   a. If the segment will run on Rink 1 then enter a "**1**" in the External Ref. field.
   b. If the segment will run on Rink 2 then enter a "**2**" in the External Ref. field.
   c. If applicable do the same for any segments on rink 3 or 4.
   d. Do this for all segments including any cross-over segments.

Edit Segment Page



In this example, Junior Ladies Short will take place on rink 2 but the free skate will occur on rink 1.

5. **Enter the Date and Time Information-** For each segment in turn, go to **Event Data→Segments→ Edit→ Time Data** button. Enter the start date and time for the segment in the Date & Begin fields. Use military/24 hour time format. If needed, see **page 6** in the **IJS Live Quick Guide** for more information.
6. Make copies of your database and rename the copied folders according to the **folder names** in **Appendix B**. From this point forward, if any changes are made in one database, ensure that the change is made precisely in all other databases.

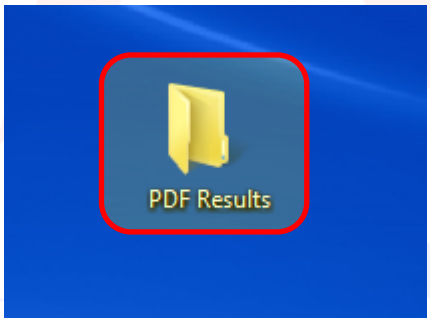
Results Upload Steps

Preparing for the Upload

Please plan to do the upload onsite before you shut down your computer and leave the rink. It is very important that the results are uploaded ASAP at the end of the competition and it will only take a few minutes. Also, this step can be performed by the technical accountant at rink side from the primary ISUCalcFS laptop if desired. Please discuss this in advance with the TA to determine who will do the upload.

Before attempting to do the upload, follow these steps:

1. Make sure your database is complete and accurate.
2. Keep your computer connected to the internet.
3. If you are at a multi-rink competition, all databases must be copied to the same computer in the same ISUCalcFS folder.
    a. **Example:** If you have a "Rink 1" database and a "Rink 2" database, copy the database from Rink 2 to a flash drive and move it into the ISUCalcFS folder on the primary laptop on Rink 1 so both database subfolders are together on the same computer. If you also have one or more "crossover" databases, move them into the ISUCalcFS folder as well.
4. Create a folder on your desktop and name it **PDF Results**.

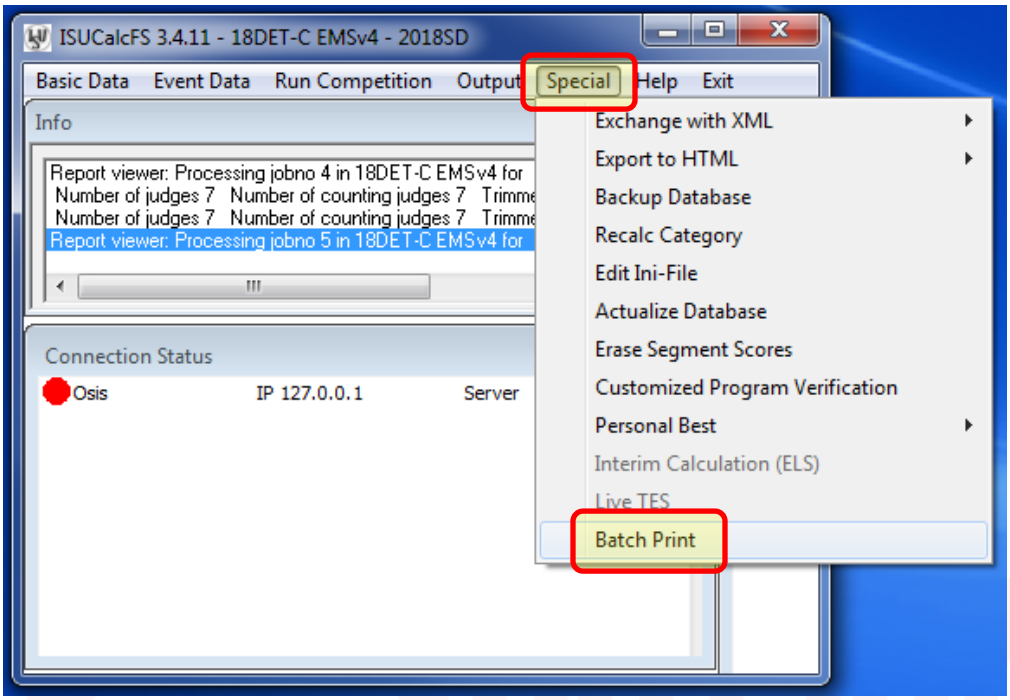


Generate PDF Reports with ISUCalcFS Batch Print

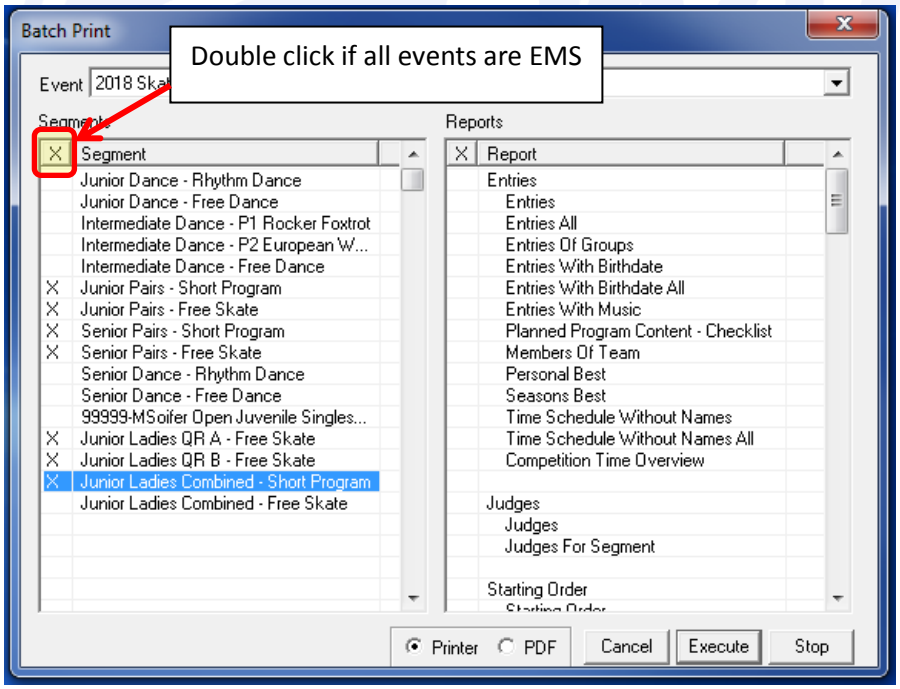
PDF reports of the Result for Segment Details and Judges Scores are needed to cross reference the results in EMS. These can be quickly and easily created using the Batch Print function in ISUCalcFS.

ISUCalcFS Batch Printing Steps

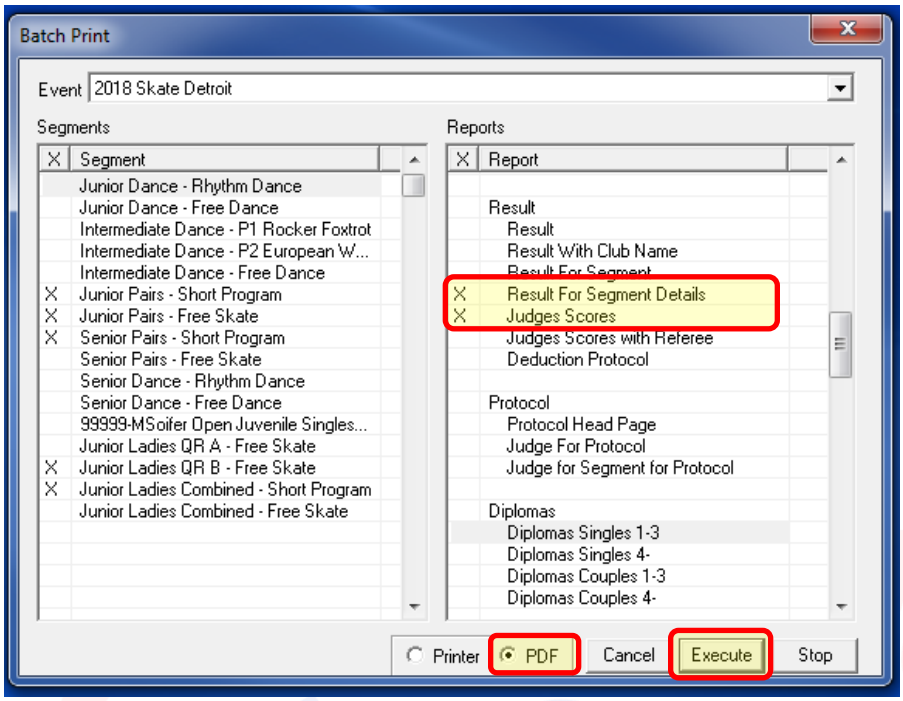
1. Go to **Special→ Batch Print**



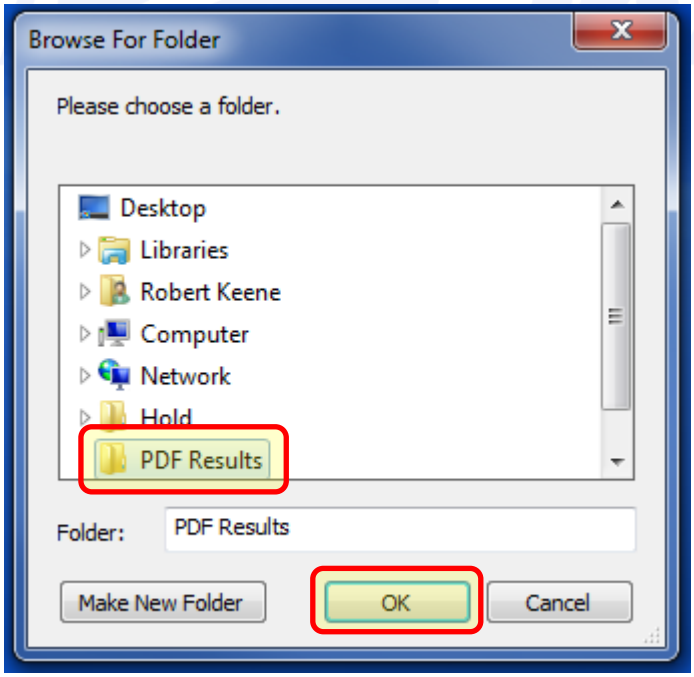
2. In the **Segments** section on the left, double click on the EMS segment name to select. (Double Click on the X header if all segments are EMS). **Remember:** Do not generate non-EMS segments if they exist in the same database.



3. In the **Reports** section on the right, scroll down to the **Result** section and double click on the **Result for Segment Details** and **Judges Scores**.
4. Select the **PDF** option and click **Execute**



5. Select the **PDF Results** folder you created earlier and click **Ok.** Leave the computer alone while it generates the reports. This may take a minute or more depending upon the quantity and your computer speed.



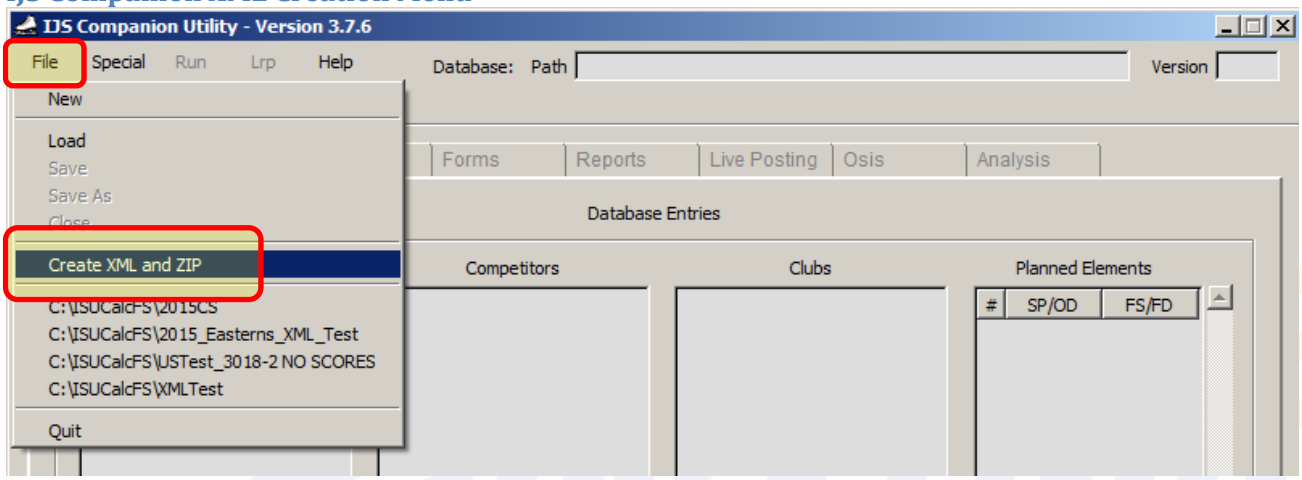
Generating the XML and Zipping the Database

Follow these steps to generate the XML file and database zip file:

Note: The following steps may be easier if you set your computer to show file extensions. Open any Windows Explorer folder, go to **Organize** (button in the upper left)→ **Folder and Search Options**→ **View** tab and remove the check from **Hide Extensions for known file types** if it is checked.

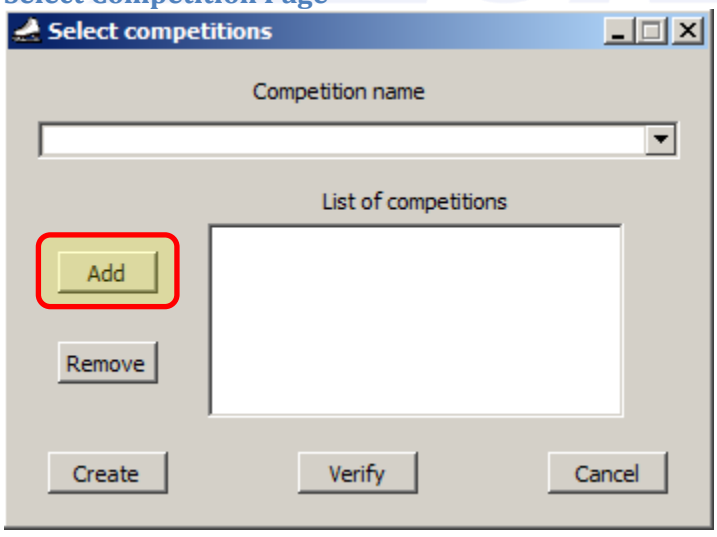
1. Close ISUCalcFS. The XML generation will fail if ISUCalcFS is running.
2. Open IJS Companion but do not load your database in the usual manner.
3. Go to **File→Create XML and Zip**.

IJS Companion XML Creation Menu



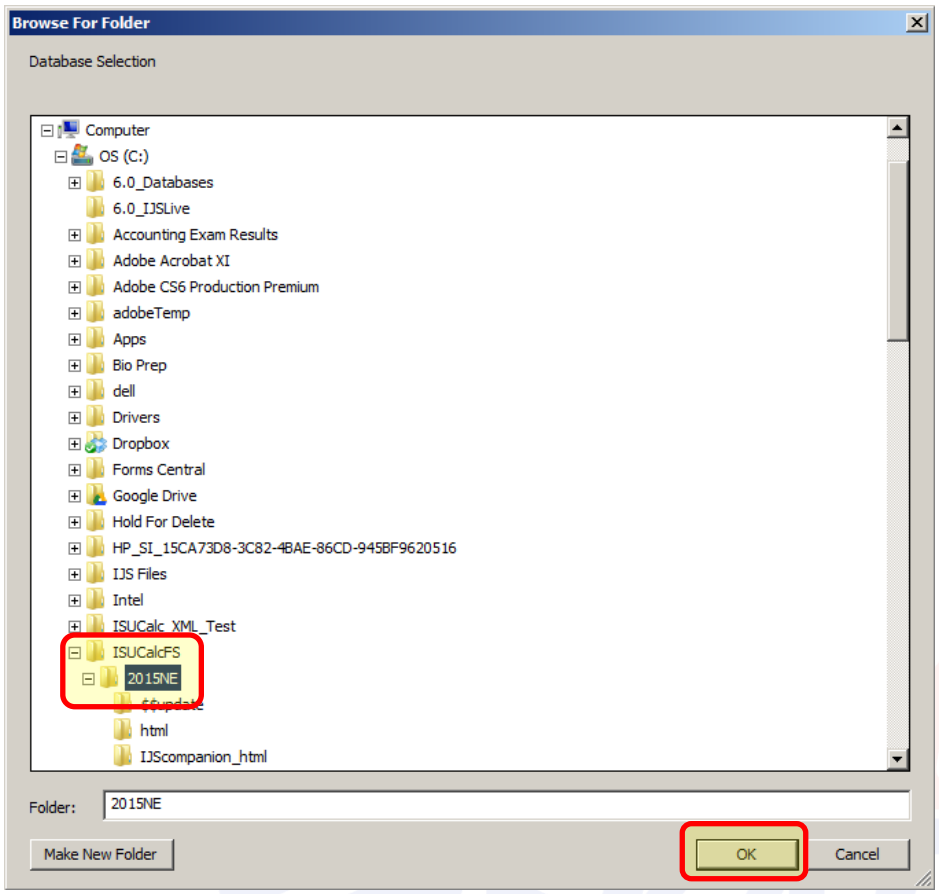
4. Click the **Add** button on the Select competitions page. If any previous competitions appear in the list, select them and click the **Remove** button first.

Select Competition Page



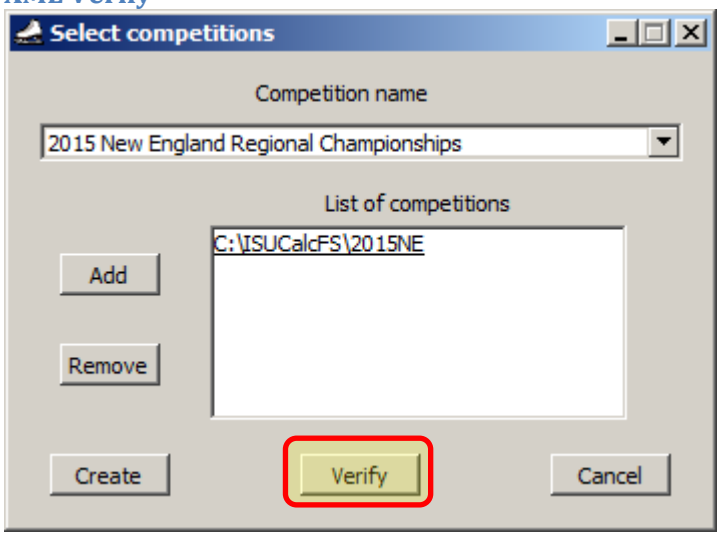
5. Browse to your database, select it and click Ok.

Select the Database



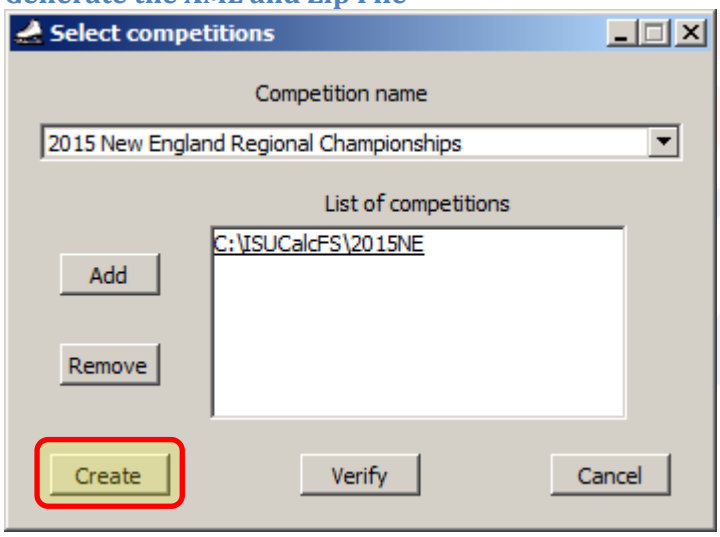
6. If you have multiple, databases, continue clicking the Add button to add them to the list.
7. Once all the databases are added, run IJS Companion XML Verify on the database(s) to make sure there are no issues that may abort the XML generation.

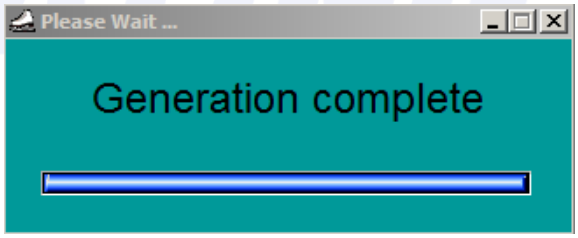
XML Verify



8. If the verification returns an error message, read it carefully as it will likely tell you what the problem is so you can fix it. Common issues may be:
    a. The IJS Build File was modified/or missing from the root of the database folder. You may need to re-download the original file from EMS and replace the bad file or make sure that the original file is at the root of the database folder (not the ISUCalcFS folder).
    b. The sanction number in the **Edit Event→ Reg Number** field was changed. IJS Companion should tell you what the number should be.
    c. The ID number in **Edit Category→ External Ref**. field was changed. IJS Companion should tell you what the correct ID(s) should be.
    d. A missing U.S. Figure Skating number in the **Edit Person→ Reg No** field. This is rare but still possible if you added a late entry by hand. You must have the U.S. Figure Skating# for a competitor.
9. If the verification is successful, go to **File→Create XML and Zip** to bring back the **Select competitions** window and click the **Create** button to generate the XML and create the zip file. Wait for the blue-green progress window to read **Generation complete**.

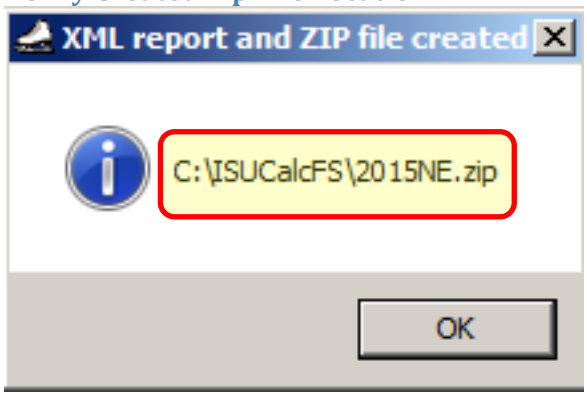
Generate the XML and Zip File





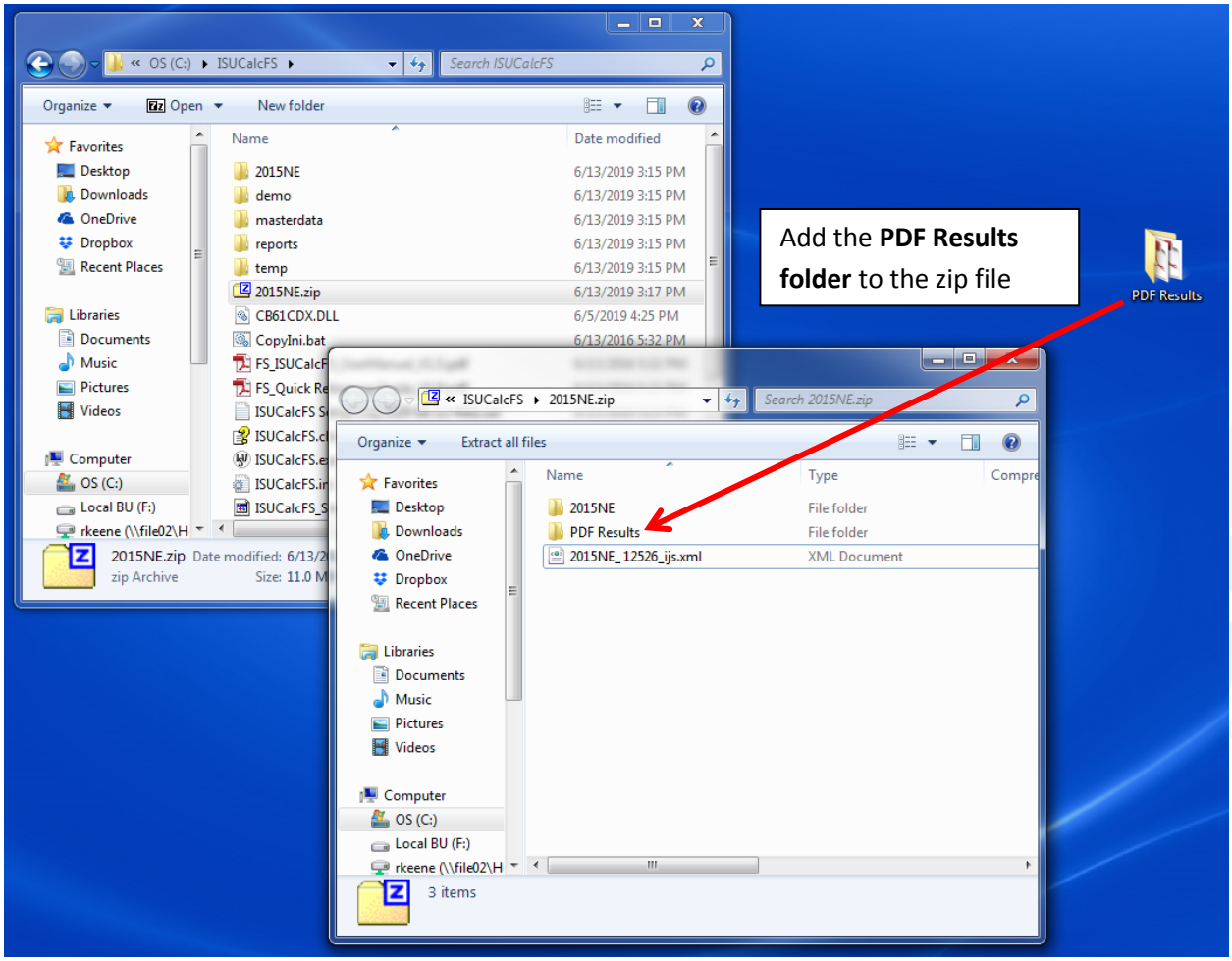
10. Note the location of the newly created zip file and click ok.

Newly Created Zip File Location



11. Open the newly created zip file and verify that you see the database folder and an XML file. The XML file name format is**: <database short name>_<sanction number>_ijs.xml.** Using our 2015 New England regionals example, the XML file should look like this: **2015NE_ 12526_ijs.xml**.
12. Add the entire **PDF Results** folder to the .zip file. You can simply drag and drop it inside. The resulting zip file should be similar to the screenshot below but with your competition's name.

Add the PDF Results Folder to the Zip File



Uploading the Results to EMS

Follow these steps to upload your results.

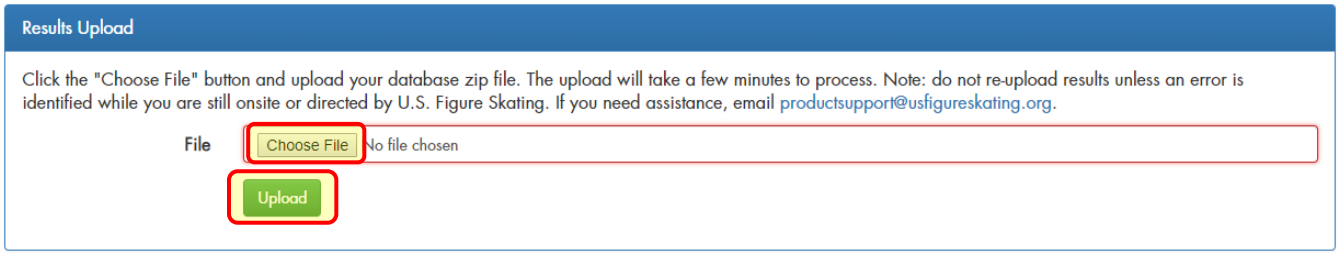
1. Login to EMS https://www.usfsaonline.org/Ems and access your competition.

EMS Competition Access

2. Click **Reports**, then **Accounting**

3. Under **Competition Results Upload** section:
   - Click the **Choose File** button and browse to the zip file created earlier.
   - Click the **Upload** button

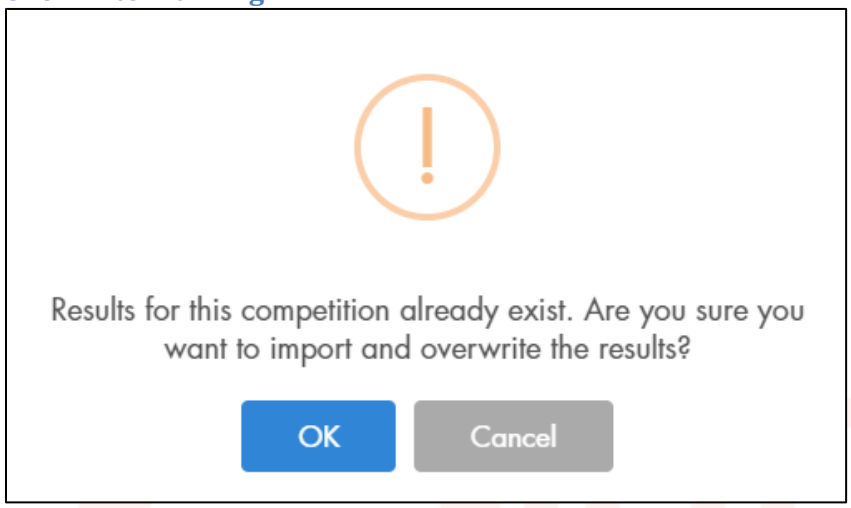
Uploading the Results XML File



Important! If the results were previously uploaded and you re-attempt the upload, you'll receive a warning. In general, do not re-upload results unless directed to do so by U.S. Figure Skating support as the new upload will wipe out all previous data (it does not append, it overwrites).

The exception is if you catch a mistake while you are still on site, go ahead and correct that mistake and re-upload before you leave. Never re-upload at a later time without first checking with U.S. Figure Skating support.

Overwrite Warning



Please keep a copy of the database on your computer or flash drive for a few weeks after the competition in case there is an issue with the upload and you are directed by U.S. Figure Skating to re-upload it later or asked to send it to U.S. Figure Skating Headquarters.

If you have any questions…

For questions about the database build and upload procedures, please contact Robert Keene at U.S. Figure Skating rkeene@usfigureskating.org 719-329-8414.

For all other EMS-related questions, please contact product support at ProductSupport@usfigureskating.org 719-635-5200.

Thank you all for your help and cooperation with implementing these new procedures. It is greatly appreciated!

Appendix A- Quick Guide

Pre-build Steps (Page 9)

1. Ensure that you have the latest season release version of ISUCalcFS installed and the latest release of IJS Companion.
2. Confirm with the LOC/Referee that the schedule is complete. Do not proceed until this occurs.
3. Login to EMS https://www.usfsaonline.org/Ems and access your competition. If you access EMS through Members Only select the **Competition Management (Desktop View)** link.
4. Click **Reports**, then **Accounting** and download the following:
    - **Entries Grouped by Event**
    - **IJS Companion – Singles Events**
    - **IJS Companion – Partnered Events** (If applicable)
    - **Accounting Event File**
    - **IJS Build File**
5. Log in to Members Only https://www.usfsaonline.org/ and download the planned program elements for your competition: **Events→ Administration→Your competition**

Build Steps (Page 11)

1. **Create a new ISUCalcFS database**
    a. It is recommended that you use IJS Companion to create your database but you may also directly copy of EmptyDB if preferred.
    b. For qualifying competitions, name your database folder according to the folder names in Appendix B.
    c. For NQS/non-quals, please follow a similar format, i.e., **2019IceFest**
2. **Place the downloaded IJS Build File directly inside your newly created database.**
    a. Do not place the IJS Build File inside a subfolder. It must be directly inside the database folder.
    b. **DO NOT MODIFY** the IJS Build File in anyway.
    c. **DO NOT MOVE** the IJS Build File after placing it.
3. **Import the IJS Build File.**
    a. Open your new database in ISUCalcFS and go to **Special→ Exchange with XML→ Import**
    b. Browse to the IJS Build File, select it and click **Open**. The import should only take a second or two.
    c. When the import completes, scroll through the **Info** log. It should show that the event and categories were created and it should read "**Finished Import**" when completed.
4. **Post Import Tasks**
    a. Go to **Event Data→Events** and click **Edit**.
    b. Enter a short name in the **Short Name** field of your choosing for the competition. It is recommended that you follow a similar convention as was used to name your database folder, i.e., **2019ICF**. Be sure to keep it at 10 characters max.
    c. If you have multiple competition surfaces and you are running IJS Live, see detailed instructions on page 14.
    d. Proof the remaining Event information and proof each category but remember not to modify the Reg. No field nor the External Ref. fields for each category.

5. **Merged Events**
    a. Manually change the name to a derivative of the schedule block name found in the **Accounting Event File**. 50 characters max.
6. **Non-EMS events**
    a. Include these events in your EMS generated database. Leave the **Edit Category→ External Ref**. field blank. –or-
    b. Create a stand-alone database for non-EMS events. Do not upload to EMS.

Post Competition Upload Steps(Page 17)

1. **Preparing for the Upload**
    a. Make sure your database is complete and accurate.
    b. Keep your computer connected to the internet.
    c. If you are at a multi-rink competition, all databases must be copied to the upload computer in the same ISUCalcFS folder.
    d. Create a folder on your desktop and name it **PDF Results.**

    Note: It's a good idea to run the XML verify function prior to the end of the competition to try and catch any errors early. See page 21.

2. **Generate PDF Reports with ISUCalcFS Batch Print**
    a. Go to **Special→ Batch Print**
    b. In the **Segments** section on the left, double click on the EMS segment name(s) to select. (Double Click on the X header if all segments are EMS). Remember: Do not generate non-EMS segments if they exist in the same database.
    c. In the Reports section on the right, scroll down to the Result section and double click on the Result for Segment Details and Judges Scores.
    d. Select the PDF option and click Execute
    e. Select the **PDF Results** folder you created earlier and click Ok. Leave the computer alone while it generates the reports. This may take a minute or more depending upon the quantity and your computer speed.
3. **Generate the XML Results**
    a. Close ISUCalcFS. The XML generation will fail if ISUCalcFS is running.
    b. Open IJS Companion but <u>do not</u> load your database in the usual manner.
    c. Go to **File→Create XML and Zip**.
    d. Click the **Add** button on the Select competitions page. If any previous competitions appear in the list, select them and click the **Remove** button first.
    e. Browse to your database, select it and click Ok.
    f. If you have multiple, databases, continue clicking the Add button to add them to the list.
    g. Click the **Create** button to generate the XML and create the zip file.
    h. Wait for the blue-green progress window to read **Generation complete**.
    i. Note the location of the newly created zip file and click ok.
    j. Open the newly created zip file and verify that you see the database folder and an XML file. The XML file name format is**: <database short name>_<sanction number>_ijs.xml.**

4. **Add the entire PDF Results folder to the .zip file.**
    a. You can simply drag and drop it inside.
    b. The resulting zip file should contain (see page 23):
        i. Database folder
        ii. PDF Results folder
        iii. XML results file
5. **Upload XML Results**
    a. Login to EMS https://www.usfsaonline.org/Ems and access your competition.
    b. Click **Reports**, then **Accounting**
    c. Click the **Choose File** button and browse to the zip file created earlier.
    d. Click the **Upload** button and follow the instructions to upload.

Appendix B- Database Folder Names

Standard Database Folder Names for Qualifying Competitions				
IMPORTANT! For multi-rink competitions, you must build a single database with all identical categories, segments, officials & skaters				
before splitting off into multiple rinks.				
Replace the year prefix with the current year.				
Regional Championships	**One Database**	**Multi Rink 1**	**Multi Rink 2**	**Cross-Rink Databases**
New Englands	2019NE	2019NE_ R1	2019NE_R2	2019NE_X1, 2019NE_X2, 2019NE_X3 , Etc…
North Atlantics	2019NA	2019NA_R1	2019NA_R2	2019NA_X1, 2019NA_X2, 2019NA_X3 , Etc…
South Atlantics	2019SA	2019SA_R1	2019SA_R2	2019SA_X1, 2019SA_X2, 2019SA_X3 , Etc…
Eastern Great Lakes	2019EGL	2019EGL_R1	2019EGL_R2	2019EGL_X1, 2019EGL_X2, 2019EGL_X3 , Etc…
Upper Great Lakes	2019UGL	2019UGL_R1	2019UGL_R2	2019UGL_X1, 2019UGL_X2, 2019UGL_X3 , Etc…
Southwesterns	2019SW	2019SW_R1	2019SW_R2	2019SW_X1, 2019SW_X2, 2019SW_X3 , Etc…
Southwest Pacific	2019SWP	2019SWP_R1	2019SWP_R2	2019SWP_X1, 2019SWP_X2, 2019SWP_X3 , Etc…
Central Pacific	2019CP	2019CP_R1	2019CP_R2	2019CP_X1, 2019CP_X2, 2019CP_X3 , Etc…
Northwest Pacific	2019NWP	2019NWP_R1	2019NWP_R2	2019NWP_X1, 2019NWP_X2, 2019NWP_X3 , Etc…
Sectional Championships				
Easterns	2019ESEC			
Midwesterns	2019MSEC			
Pacific Coast	2019PSEC			
Eastern Synchro	2019ESYS			
Midwest Synchro	2019MSYS			
Pacific Coast Synchro	2019PSYS			
Eastern Adult	2019EASC			
Midwest Adult	2019MASC			
Pacific Coast Adult	2019PASC			
National Championships				

U.S. Figure Skating Championships	2019FSC	2019FSC_R1	2019FSC_R2	2019FSC_X1, 2019FSC_X2, 2019FSC_X3 , Etc…
U.S. Synchronized Skating Championships	2019SYS	2019SYS_R1	2019SYS_R2	2019SYS_X1, 2019SYS_X2, 2019SYS_X3 , Etc…
U.S. Adult Figure Skating Championships	2019ASC			
U.S. Collegiate Figure Skating Championships	2019USC			
Other				
World Junior Team Selection Competition	2019JWQ			