EMS Database Build and Results Upload Guide v2.0

Introduction

Database Build Procedures

XML Upload Procedures

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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 <u>all IJS events</u>; 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.

Wha<mark>t's N</mark>ew 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.

xml version="1.0" encoding="utf-8"?
<pre></pre> <isucalcfs xmlns:xsd="http://www.w3.org/2001/XMLSchema" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"></isucalcfs>
<pre><event calctm="B" cmptyp="L" evt="" nattxt="Nation" plang="E" ricond="</pre" risize="30m*60m" stat="A" type="T"></event></pre>
"very good" EVT RINAM="Qlympicview 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" EVI ID="1">
<categories list=""></categories>
<category cat="" evt="" extdt="2495-QR-A" gender="F" id="1" level="2" name="Intermediate Ladies Combined QR GTP A" ndpp="2" stat="A" tvname="Intermediate Ladies</td></tr><tr><td>Combined QR GTP A" type="S"></category>
<category cat="" evt="" extdt="2495-QR-B" gender="F" id="2" level="2" name="Intermediate Ladies Combined QR Grp B" ndpp="2" stat="A" tvname="Intermediate Ladies</td></tr><tr><td>Combined QR Grp B" type="S"></category>
<category <="" cat_gender="T" cat_level="1" cat_ndpp="2" cat_stat="A" cat_tvname="Novice Pairs Combined" cat_type="P" evt_id="1" td=""></category>
CAT_NAME="Novice Pairs Combined" CAT_EXIDT="2688-CR" CAT_ID="3" />
<category <="" cat_gender="F" cat_level="J" cat_ndpp="2" cat_stat="A" cat_tvname="Junior Ladies Combined" cat_type="S" evt_id="1" td=""></category>
CAT_NAME="Junior Ladies Combined" CAT_EXTDT="2499-CR" CAT_ID="4" />
<category <="" cat_gender="F" cat_level="1" cat_ndpp="2" cat_stat="A" cat_tvname="Novice Ladies Combined" cat_type="S" evt_id="1" td=""></category>
CAT_NAME="Novice Ladies Combined" CAT_EXTDT="2497-CR" CAT_ID="5" />
<category cat_extdt="2495-CR" cat_gender="F" cat_id="6" cat_level="2" cat_name="Intermediate Ladies Combined" cat_ndpp="2" cat_stat="A" cat_tvname="Intermediate Ladies</td></tr><tr><td>Combined" cat_type="S" evt_id="1"></category>
<category cat_exidt="2496-CR" cat_gender="M" cat_id="7" cat_level="2" cat_name="Intermediate Men Combined" cat_ndpp="2" cat_stat="A" cat_tvname="Intermediate Men</td></tr><tr><td>Combined" cat_type="S" evt_id="1"></category>
<category <="" cat_gender="M" cat_level="1" cat_ndpp="2" cat_stat="A" cat_tvname="Novice Men Combined" cat_type="S" evt_id="1" td=""></category>
CAT_NAME="Novice Men Combined" CAT_EXTDT="2498-CR" CAT_ID="8" />
<category <="" cat_gender="M" cat_level="J" cat_ndpp="2" cat_stat="A" cat_tvname="Junior Men Combined" cat_type="S" evt_id="1" td=""></category>
CAT_NAME="Junior Men Combined" CAT_EXTDT="2500-CR" CAT_ID="9" />
<category <="" cat_gender="F" cat_level="S" cat_ndpp="2" cat_stat="A" cat_tvname="Senior Ladies Combined" cat_type="S" evt_id="1" td=""></category>
CAT_NAME="Senior Ladies Combined" CAT_EXTDT="2501-CR" CAT_ID="10" />
<category cat_extdt="2495-BR" cat_gender="F" cat_id="11" cat_level="2" cat_name="Intermediate Ladies Combined BR" cat_ndpp="2" cat_stat="A" cat_tvname="Intermediate Ladies</td></tr><tr><td>Combined BR" cat_type="S" evt_id="1"></category>
<category <="" cat_gender="F" cat_level="3" cat_ndpp="2" cat_stat="A" cat_tvname="Juvenile Girls FS" cat_type="S" evt_id="1" td=""></category>
CAT_NAME="Juvenile Girls FS" CAT_EXTDT="2470-CR" CAT_ID="12" />
<category <="" cat_gender="T" cat_level="3" cat_ndpp="2" cat_stat="A" cat_tvname="Juvenile Pairs FS" cat_type="P" evt_id="1" td=""></category>
CAT_NAME="Juvenile Pairs FS" CAT_EXTDT="2679-CR" CAT_ID="13" />
<category <="" cat_gender="T" cat_level="2" cat_ndpp="2" cat_stat="A" cat_tvname="Intermediate Pairs FS" cat_type="P" evt_id="1" td=""></category>
CAT_NAME="Intermediate Pairs FS" CAT_EXIDI="2680-CR" CAT_ID="14" />
<category <="" cat_gender="M" cat_level="3" cat_ndpp="2" cat_stat="A" cat_tvname="Juvenile Boys FS" cat_type="S" evt_id="1" td=""></category>
CAT_NAME="Juvenile Boys FS" CAT_EXTDT="2471-CR" CAT_ID="15" />

</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 <u>must not be modified!</u>

Likewise, you <u>must not modify the XML file in anyway</u>. 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.

June 13, 2019

June 13, 2019

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Reg No. Field

Edit Event		
Event [2019 Ice Fest (Singles: Juvenile - Senior Only]	Short Name	
List Name 2019 Ice Fest (Singles: Juvenile - Senior Only)	External Ref.	
Place Mountlake Ter, WA	Reg. No. 28660	Do Not Modify!
Nation	Status Event announced 🔹	
Date from 5/30/2019 to 6/2/2019	Comp. Type Local Competition	
Rink Name Olympicview Arena	Calculation ISU Judging System	
Rink Size 30m*60m Ice Cond. very good	Trimmed Starts with 5 judges	
Repres. Undefined		
Technical Undefined]	
Undefined]	
	Printing English	
Sponsor Line		
Diploma Title	Nation Text Nation	
	-	
OK Cancel	Set Standard Parameter (All Segments)	
External Ref. Field		
Edit Category		
Name Intermediate Ladies Combined QR Grp A	External Ref. 2495-QR-A	Do Not Modify!
TV Name Intermediate Ladies Combined QR Grp A	Reg. No.	
Level US Intermediate 👻 Nu	mber of Entries 0 Number of skaters	
Gender Female Nu	mber of Participants	
Type Single V	mber of Nations	
Status No.	mber Qualified	
Nu Nu	mber of Details	
Team	Page 2 Skale Remaining 0	
Competition None	Skaters	
OK Cancel	Earlier Part 0	

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 <u>qualifying</u> 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 <u>MUST</u> 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.
 - o **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 alphanumeric 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.
 - o 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.
 - o **<u>DO NOT CHANGE THESE NAMES</u>** 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.
- Login to EMS <u>https://www.usfsaonline.org/Ems</u> 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

	ک و ا
Event Management System	
My Competitions	>
Competition Registration	>
Competition Management (Desktop View)	>
Series Information	>
Volunteer Opportunities	>
Club: Sanctions, Applications & Bids	>



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

Reports Skater File (HAL2) (6.0) Entries Grouped by Event US Companion - Singles Events US Companion - Partnered Events Accounting Event File US Build File • XML is created with Competition data and all US events (categories) with registrations. It does not include segments or skaters • After downloading this file, store it in the competition database folder; it will be used to validate through companion • After importing this XML, you will need to enter the Short Name within ISUCalc

• If the competition is using more than one ice sheet, update the rink information in the event information

6. Download the planned program elements for your competition from 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. **<u>DO NOT MOVE</u>** the IJS build file after placing it.

🗢 🕞 - 📙 « OS (C:)	→ ISUCalcFS → IceFestTest →	ust be directly inside	e the database f	older	□ <u>×</u>				
Organize ▼ Include in library ▼ Share with ▼ New folder 🛛 🕮 ▼ [
🔶 Favorites 🕺	Name	Date modified	Туре	Size	-				
Nesktop	SSupdate	E /01 /0010 10:07 DM	File California	1					
🐌 Downloads	2019 Ice Fest_JJSBuildFile_RKTest	Do Not Modify. D	o Not Move!	4 KB					
🝊 OneDrive	BST	4/2/2019 11:22 PIVI	CDA FILE	6 KB	E				
😌 Dropbox	🔳 BST	4/2/2019 11:22 PM	DBF File	2 KB					
📃 Recent Places	CAT	4/2/2019 11:22 PM	CDX File	6 KB					
	CAT	4/2/2019 11:22 PM	DBF File	2 KB					
🥽 Libraries	CFG	5/10/2019 3:43 PM	CDX File	3 KB					
Documents	CFG	5/10/2019 3:43 PM	DBF File	1 KB					

Placing IJS Build File

3. Import the IJS Build File.

a. Open your new database in ISUCalcFS and go to **Special** \rightarrow **Exchange with XML** \rightarrow **Import**

Importing the IJS Build File

USUCalcFS 3.4.11 - IceFestTest -	
Basic Data Event Data Run Competition Output	Special Help Exit
Info OutputServer: Begin start! OutQueueInitDatabase: Begin start! (OQU) OutputServer: Creating OutQueue Table! OutputServer: Started! III III III III III III III III III	Exchange with XML Export Event Export to HTML Export Category Backup Database Export Segment Recalc Category Master Data Edit Ini-File Import
Connection Status	Erase Segment Scores
Osis IP 127.0.0.1 Server	Customized Program Verification Personal Best Interim Calculation (ELS) Live TES Batch Print

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

💹 ISUCalcFS 3.4.11 - IceFe	estTest -			×					
Basic Data Event Data	Run Com	petition Output Special	Help Exit						
🐶 Open									×
Com V Com	puter 🕨	OS (C:) ISUCalcFS Ice	FestTest ▶		▼ 49	Search IceF	estTest		9
Organize 🔻 New	folder						•== •		0
☆ Favorites	^ N	ame		Dater	modified	Туре		Size	
📃 Desktop		SSupdate		5/21/2	2019 12:27 PM	File folder			
🐌 Downloads		2019 Ice Fest_USBuildFile_R	KTest	5/20/2	2019 11:20 AM	XML Docume	nt		4 KB
🭊 OneDrive									
Corpbox									
🔤 Recent Places									
🔚 Libraries									
Documents									
🌙 Music									
Pictures									
Videos	-								
F	ile name:	2019 Ice Fest_USBuildFile_Rk	Test		•	XML file (*.xr	nl)		-
					(Onen		Cance	
					l	Open		cance	

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.

1 - IceFestTest -				X			
t Data Run Competitio	n Output	Special	Help E	kit			
nd, create new record: Inte 9 Ice Fest (Singles: Juvenila nd, create new record: Juve	mediate Pairs F e - Senior Only) enile Boys FS	FS			Scroll here.]	
m				F.			
us				Output S			
IP 127.0.0.1	Server	4000	*				
	1 - IceFestTest - t Data Run Competitio nd, create new record: Inter 9 Ice Fest (Singles: Juvenik nd, create new record: Juve III us IP 127.0.0.1	1 - IceFestTest - t Data Run Competition Output nd, create new record: Intermediate Pairs 9 Ice Fest (Singles: Juvenile - Senior Only) nd, create new record: Juvenile Boys FS III us IP 127.0.0.1 Server	1 - IceFestTest - t Data Run Competition Output Special nd, create new record: Intermediate Pairs FS 9 Ice Fest (Singles: Juvenile - Senior Only) nd, create new record: Juvenile Boys FS III III US IP 127.0.0.1 Server 4000	1 - IceFestTest - t Data Run Competition nd, create new record: Intermediate Pairs FS 9 Ice Fest (Singles: Juvenile - Senior Only) nd, create new record: Juvenile Boys FS III us IP 127.0.0.1 Server 4000	1 - IceFestTest - t Data Run Competition Output Special Help Exit nd, create new record: Intermediate Pairs FS 9 Ice Fest (Singles: Juvenile - Senior Only) nd, create new record: Juvenile Boys FS us IP 127.0.0.1 Server 4000	1 - IceFestTest - t Data Run Competition Output Special Help Exit nd, create new record: Intermediate Pairs FS 9 Ice Fest (Singles: Juvenile - Senior Dnly) nd, create new record: Juvenile Boys FS us IP 127.0.0.1 Server 4000 E	1 - IceFestTest - t Data Run Competition Output Special Help Exit nd, create new record: Intermediate Pairs FS 9 Ice Fest (Singles: Juvenile Boys FS 9 Ice Fest (Singles:

4. Post Import Tasks

- a. Go to **Event Data→Events** and click **Edit**.
- 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 <u>10 characters max</u>.
- c. If you have multiple competition surfaces <u>and</u> 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

ISUCalcFS 3.4.11 - IceFes	stTest -		×				
Basic Data Event Data R	Run Competitio	n Output Special Help Exit					
Info Working with	Events				×		
Started imp Event not F Category N Event Foun Category N <	t (Singles: Juveni	le - Senior Only)	_		lew	x	Enter a short
Connection	Event D		<u> </u>				 name of 10
Osis	List Name	2019 Ice Fest (Singles: Juvenile - Senior Uni	W (V	Short Name External Bef			characters max
	Place R	1015 i de Fest (Singles, Suvenile - Senior Onij Mountlake Ter WA	(Rea. No.	29660		
	Nation			Status	Event announced		
	Date from 5	5/30/2019 to 6/	/2/2019	Comp. Type			DO NOT MODIFY!
	Rink Name	Jlympicview Arena		Calculation	ISU Judaina System		
	Rink Size 3	30m*60m Ice Cond. ve	ery good	Trimmed	Starts with 5 judges		
	Repres.	Undefined		Mean	,		
	Technical _	Undefined					
	Delegates	Undefined					
	Sponsor 🔽			Printing Language	English	•	
	Line ' Diploma Title			Nation Text	Nation		
	ОК	Cancel			Set Standard Parameter (All	Segments)	

- 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 <u>only</u> if you have mulitple competiton surfaces <u>AND</u> 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 **<u>first Diploma Title field</u>** 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 <u>second Diploma Title field</u> and if you have a 4th enter that into the <u>third Diploma Title field</u>.

Mulitple Competition Surfaces Only

Edit Event		
Event List Name	2019 Ice Fest (Singles: Juvenile - Senior Only)	Short Name
Place	Mountlake Ter, WA	Reg. No. 28660
Nation Date from	Replace the facility na 5/30/2019	Comp. Type Local Competition
Rink Name	Rink 1	Calculation ISU Judging System 💌
Rink Size	30m*60m Ice Cond. very good	Trimmed Starts with 5 judges
Repres.	Undefined	
Technical	Undefined	
	not place in the Sponsor Line Field	Printing English
Sponsor Line	XXXXX	Enter the name of "rink 2" in the first
Diploma Title	Rink 2	Na Diploma Title field. If applicable, enter rink 3 in the second field and rink 4 in the third field.
ОК	Cancel	Set Standard Parameter (All Segments)

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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

Edit Segment				×	Edit Segment					×
Setup					Setup					
2016NA - Junior	Ladies				2016NA - Junior	Ladies				
Name	Short Program		External ref. 2		lame	Free Skate		5	External ref.	
TV name	Short Program	7	Reg. no.		TV name	Free Skate		7	Reg. no.	
Name of dance		· · ·			Name of dance				1	
Short name	SP	Junior Ladies Short P	rogram		Short name	FS	Junior Ladie	s Free Skate	e will 🛛	
		will occur on rink 2					occur on rin	k 1		
Factor	1.00		:0	1:25	Factor	1.00			half	00:01:45
Order within cat.	1 💌	Status Starting Order ready			Order within cat.	2 💌	Status Be	efore Draw 💌		
Verification	ISU rules	-]		Verification	ISU rules		-	[
Qualif. Crit.	None	▼ No of Qualif 0			Qualif. Crit.	None	•	No of Qualif 0		
Peteropeo					Poforonoo					

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**

🕖 ISUCalcFS 3.4.11	- 18DET-C EMSv4 - 20	18SD	
Basic Data Event I	Data Run Competitio	n Output	Special Help Exit
Info			Exchange with XML
Beport viewer: Proc	essina iobno 4 in 18DET-	C EMSv4 for	Export to HTML
Number of judges 7	Number of counting juc	lges 7 Trimme	Backup Database
Report viewer: Proc	essing jobno 5 in 18DET	ges / Trimme CEMSv4 for	Recalc Category
			Edit Ini-File
			Actualize Database
Connection Status			Erase Segment Scores
Osis	IP 127.0.0.1	Server	Customized Program Verification
			Personal Best 🔹 🕨
			Interim Calculation (ELS)
			Live TES
			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.

E	Batch Eve	Print Double click if all	ev	ents	are EMS	×		
Event Denote								
	Sed		_	пер	ons			
	X	Segment	_ ^	X	Report	*		
		Junior Dance - Rhythm Dance			Entries			
		Junior Dance - Free Dance			Entries	=		
		Intermediate Dance - P1 Rocker Foxtrot			Entries All			
		Intermediate Dance - P2 European W			Entries Of Groups			
		Intermediate Dance - Free Dance			Entries With Birthdate			
	X	Junior Pairs - Short Program			Entries With Birthdate All			
	X	Junior Pairs - Free Skate			Entries With Music			
	X	Senior Pairs - Short Program			Planned Program Content - Checklist			
	X	Senior Pairs - Free Skate			Members Of Team			
		Senior Dance - Rhythm Dance			Personal Best			
		Senior Dance - Free Dance			Seasons Best			
		99999-MSoifer Open Juvenile Singles			Time Schedule Without Names			
	X	Junior Ladies QR A - Free Skate			Time Schedule Without Names All			
	X	Junior Ladies QR B - Free Skate			Competition Time Overview			
	X	Junior Ladies Combined - Short Program						
		Junior Ladies Combined - Free Skate			Judges			
					Judges			
					Judges For Segment			
			Ŧ		Starting Urder	.		
	,				Storbed Urder			
			•	Printer	O PDF Cancel Execute	Stop		

- 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

egi	ments		Rep	orts	
X	Segment		X	Report	_
	Junior Dance - Bhythm Dance				
	Junior Dance - Free Dance			Besult	
	Intermediate Dance - P1 Bocker Foxtrot			Besult	
	Intermediate Dance - P2 European W			Result With Club Name	
	Intermediate Dance - Free Dance			Result For Segment	
Х	Junior Pairs - Short Program		X	Result For Segment Details	
X	Junior Pairs - Free Skate		X	Judges Scores	
X	Senior Pairs - Short Program			Judges Scores with Referee	=
	Senior Pairs - Free Skate			Deduction Protocol	-
	Senior Dance - Rhythm Dance				
	Senior Dance - Free Dance			Protocol	
	99999-MSoifer Open Juvenile Singles			Protocol Head Page	
	Junior Ladies QR A - Free Skate			Judge For Protocol	
X	Junior Ladies QR B - Free Skate			Judge for Segment for Protocol	
Х	Junior Ladies Combined - Short Program				
	Junior Ladies Combined - Free Skate			Diplomas	
				Diplomas Singles 1-3	
				Diplomas Singles 4-	
				Diplomas Couples 1-3	
		-		Diplomas Couples 4-	-

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.

Browse For Folder	×
Please choose a folder.	
📃 Desktop	<u> </u>
Dibraries	
🛛 🔀 Robert Keene	
▷ 🖳 Computer	=
▷	
Hold	
PDF Results	~
Folder: PDF Results	
Make New Folder OK Can	cel

19

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) \rightarrow **Folder and Search Options** \rightarrow **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 <u>do not</u> load your database in the usual manner.
- 3. Go to File→Create XML and Zip.

IJS Companion XML Creation Menu

🛁 IJS Companion Utility - Version 3.7.6			_ <u> </u>
File Special Run Lrp Help	Database: Path		Version
New			
Load Save	Forms Reports	Live Posting Osis	Analysis
Save As Close	Databas	e Entries	
Create XML and ZIP	Competitors	Clubs	Planned Elements
C: \ISUCalcFS\2015CS C: \ISUCalcFS\2015_Easterns_XML_Test C: \ISUCalcFS\USTest_3018-2 NO SCORES C: \ISUCalcFS\XMLTest			# SP/OD FS/FD
Quit			

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 Compet	ition Page	
🛁 Select compe	titions	_ 🗆 🗵
	Competition name	
		•
	List of competitions	
Add		
Remove		
	J	
Create	Verify	Cancel

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

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EMS Database Build and Results Guide v2.0.docx

Select the Database

Browse For Folder	X	
Database Selection		
□ 🖳 Computer		
🖃 🏯 OS (C:)		
🖅 🌗 6.0_Databases		
6.0_IJSLive		
🖅 🌗 Accounting Exam Results		
🖅 🕕 Adobe Acrobat XI		
🖅 🌗 Adobe CS6 Production Premium		
🛨 🕕 adobeTemp		
🛨 🌗 Apps		
🛨 🌗 Bio Prep		
🛨 🌗 dell		
🛨 🌗 Drivers		
🛨 🌛 Dropbox		
🛨 🌗 Forms Central		
🛨 📙 Google Drive		
🛨 🌗 Hold For Delete		
🛨 🌗 IJS Files		
🛨 🍌 Intel		
ISUCalc XML_Test		
E 🍌 ISUCalcFS		
🖃 퉲 2015NE		
🕒 html		
IJScompanion_html	-	
Folder: 2015NE		
Make New Folder	OK Cancel	

- 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		
🛁 Select compe	titions	_ 🗆 🗙
	Competition name	
2015 New Engla	nd Regional Championships	•
	List of competitions	
Add	C:\ISUCalcFS\2015NE	
Remove		
Create	Verify	Cancel

- 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

😋 🔵 🗸 🚺 « OS (C:)	► ISUCalcFS ►	✓ 4 Search ISUCa	lcFS 🔎			
Organize 🗸 🔽 Oper	n 🔻 New folder		i= → □ 0			
	Name	*	Date modified			
Favorites Desktop	2015NE		6/13/2019 3:15 PM			
Downloads	demo		6/13/2019 3:15 PM			
🝊 OneDrive	📕 masterdata		6/13/2019 3:15 PM			
😌 Dropbox	reports		6/13/2019 3:15 PM	Add the PDF F	Results	11
🔚 Recent Places	🔋 🔒 temp		6/13/2019 3:15 PM	folder to the	zin filo	AL CONTRACT
	💶 2015NE.zip		6/13/2019 3:17 PM	Iolder to the	zip nie	PDF Results
🥽 Libraries	SCB61CDX.DLL		6/5/2019 4:25 PM			
Documents	CopyIni.bat		6/13/2016 5:32 PM			
🌙 Music 🗆	FS_ISUCalcF	Contractor (C. 1998)				
Pictures	FS_Quick Re	SUCalcFS	▶ 2015NE.zip - 4	Search 2015NE.zip	Q	
💾 Videos	ISUCalcFS S					
	SUCalcFS.cl	Organize 🔻 Extract all fi	les			
Computer	W ISUCalcFS.e	A	Name	Type	Compre	
S (C:)	ISUCalcFS.in	Y Favorites		-76-		
Local BU (F:)	ISUCalcFS_S	Desktop	1 2015NE	File folder		
rkeene (\\file02\H		Uownloads	PDF Results	File folder		
Z 2015NE.ZIP D	Date modified: 6/13/2	ConeDrive	2015NE_12526_ijs.xml	XML Document		
Zip Archive	5126. 11.0 10	Uropbox				
		Kecent Places				
		En Libertin				
		Music				
		Distures				
		Videos				8
		I viacos				
		💶 Computer				
		🕰 OS (C:)				
		Local BU (F:)				
		🖵 rkeene (\\file02\H 🔻	•		•	
		Z 3 items			-	
	U					

Uploading the Results to EMS

Follow these steps to upload your results.

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

EMS Competition Access

		SKATING	EVENT	MANAGEMENT SYSTE	EM .		
23	MY COMPETITIONS		Upcoming	Past			
	COMPETITION REGISTRATION	l e	Copper Cup	Copper Cup Bountiful, UT	Aug 15th - Aug 17th	Admin	
*	COMPETITION REGISTRATION - TEAMS		***	2019 Ice Fert (Singler: Iuvenile - Senior Or	abd Mary 20th Jun 2nd		
1.	SERIES INFORMATION	1	ICE FEST FIGURE SEATING COMPETITION	Mountlake Ter, WA	ny) May Solit - Joh Zha	Admin	
2	COMPETITION PROFILE		***				
*	VOLUNTEER OPPORTUNITIES		1				

2. Click Reports, then Accounting

EMS Landing	←		
Main	A		
Competition Contacts		Competition Management	←
Entry Info	Ē	Reports	Û
Reports	Ċ	Schedules	Ê
EMS Support		Accounting	Ê

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

Results Upload
Click the "Choose File" button and upload your database zip file. The upload will take a few minutes to process. Note: do not re-upload results unless an error is identified while you are still onsite or directed by U.S. Figure Skating. If you need assistance, email productsupport@usfigureskating.org.
File Choose File No file chosen
Uplood

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 reupload 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 <u>rkeene@usfigureskating.org</u> 719-329-8414.

For all other EMS-related questions, please contact product support at <u>ProductSupport@usfigureskating.org</u> 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 <u>https://www.usfsaonline.org/Ems</u> 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 <u>https://www.usfsaonline.org/</u> 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 <u>and</u> 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 <u>https://www.usfsaonline.org/Ems</u> 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	2019 <mark>SW</mark>	2019SW_R1	2019 <mark>SW_R2</mark>	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					

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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			

