

Scorekeeping

1. Player raises hand for score to be entered

2. ENTERING A SCORE

- a. select game (in the **Blue Section**)
- b. verify player name

OOOPS!!! I entered a wrong score or voided an entry by mistake

Voids: Click the [Undo this action](#) or [Undo the void score action](#) link at the top of the screen to return to previous scoring screen

Scoring errors: Make note of the correct score and tell the on duty Judge so they can correct the score.

If player name is incorrect click the **Not <player name>** button, then either:

- select correct player already in queue
- select another player by name with drop-down list or by player #, then click **Submit Player** button

- c. ask player if they want to keep score or void game

PLAYER wants to keep score

- d. enter score
- e. verify game, player and score
- f. click the **Save Score** button

PLAYER wants to VOID score

- d. **DO NOT enter score**
- e. ask player if they want to re-queue for same game and click corresponding button **VOID Entry** button or **VOID and RE-QUEUE for <game>** button

3. **ADD PLAYER TO QUEUE** (*unless voided and re-queued*):

- a. ask player what game queue they want to be in
- b. select the drop down list

PLAYER chooses a game

- c. select the game chosen by player
- d. click the **Select Game** button

PLAYER passes on queuing next game

- b. select *No selection at this time* (default)

4. **SELECT NEXT PLAYER ON GAME:**

- a. call out for next player on top of queue on screen up to 3 times
- b. if no answer, move to next player on screen and call for player up to 3 times
- c. repeat until a player comes forward
- d. click on the player's name that came forward and is ready to play

Queuing Players

• ADD PLAYER TO QUEUE

- a. select game (in the **Red Section**)
- b. select player by name from drop down list or enter player # into Player ID# field
- c. click **Submit Player** button
- d. if player is already in another queue, confirm with the player they want to really move and then click the **Yes, add <player name> to the new queue** button; otherwise, click the **Cancel** button

• REMOVING PLAYER FROM QUEUE

- a. select game (in the **Red Section**)
- b. click **Remove** button next to player's name to remove from queue

ADMINS / DIRECTORS / JUDGES

Editing Scores

In the event of a scoring error, perform the following in the Administration page in the **Score Functions** section.

1. select the player via the drop-down or player # field
2. select the function *View/Modify/Void selected player's scores*
3. click the **Submit** button
4. find the score requiring editing
5. click the **EDIT** button
6. choose **one** of the following from *Action to be taken* drop-down
 - a. **Input a new score below**
Use this to edit an existing score if correct machine were used but the score is wrong
 - b. **Void this score**
Use this to void a score that wrong, such as a score that had an extra zero, but actual score is lower than the player's best score on the game, thus voiding a false over-inflated score
 - c. **Void this score AND replace the entry**
Use this to void a score that was entered on the wrong game. For example, if a Demo Man score was entered on an EM game by mistake, then void the score in the EM game with this option to ensure the player still has that entry. Then use the Input New Score function to add the correct score to Demo Man (see below).

Enter a new Score

In the event of some error that requires manually adding a score to a machine for a player, perform the following in the Administration page in the **Score Functions** section.

1. select the player via the drop-down or player # field
2. if the player has no available entries, click the **Cancel** button; otherwise continue to step 3.
3. select the function *Input a new score*
4. click the **Submit** button
5. select the game from the *Game* drop-down
6. enter the score in the *Score* field
7. click the **Submit** button