

## Tournament Entries / Prize groups / Results

***Before starting update the player database in scorer.***

Once the entries are closed then from the NZ Bridge website export the entry file (csv).

Now please follow the steps below.

1. In Scorer click on Tournament Entries and Highlight the Event.
2. Import from csv.
3. Look through the entries and make any changes or additions via the Pair Details box.
4. Click on Auto Prize Group. Enter the number of groups and select use rating points.
5. Click on the Prize Group Column to put in prize group order.

Groups should be split as evenly as possible. The algorithms used are the initial step but you should be prepared to modify the groups as need be. So keep going

6. Click on Print at the top of the tournament page and choose Reports.
7. Double click or expand the Tournament Folder.
8. Double Click `_TE_SeedingList-Pairs` Grouped, select event and Print and close.
9. Double Click `_TE_SeedingList-Pairs`. select event and Print and close.
10. Use these to help make any final adjustment to the Prize Groups. Edit in the Players Detail Screen.

Before the tournament starts you need to display the Prize Groupings

11. Print / Reports as before. Expand tournaments Open Pair-Grouped-List and Print ( this does not show rating points) and/or Open Pair-Grouped-List(TAUPO) and Print ( this does show rating points )

At the end of the tournament you need to run the Ladders

12. Run the ladder as normal and Print and XML
13. Print the Grouped Ladder and XML
14. Exit this and go to Reports. Expand tournaments folder, open Pair-Grouped-Ladder and tick rating points. Now Print
15. Use for Prizegiving and display.
16. Finally in Reports / Tournaments complete the tournament report.

Any alterations to this let me know, I will put in the web folder and publish on the web site. Thanks Derek