

## 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).

Save (this will be in the Downloads Folder)

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_Seeding List-Pairs Grouped`, select event and Print and close.

*Or Double Click `_PAIRS_Seeding list`. Select event (Enter number of entries and seeding groups required. This has nothing to do with prize groups.) Print and close. (useful for doing a seeded draw though a spreadsheet is probably better as can handle seating rights better)*

9. Use the report to help make any final adjustment to the Prize Groups. Edit this back in the Players Detail Screen.

Before the tournament starts you need to display the Prize Groupings

10. Print / Reports as before. Expand tournaments Open Prize Grouped-List (use the tick box if want to show the rating Points) and Print

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

11. Run the ladder as normal and Print and XML
12. Print the Grouped Ladder and XML
13. Exit this and go to Reports. Expand tournaments folder, open Pairs Prize Group Ladder and tick rating points. Now Print
14. Use for Prizegiving and display.

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