1. Table of Contents

Installation.................................................................................................................................................. 3
Startup........................................................................................................................................................ 4
Options....................................................................................................................................................... 5
Creating a Competition............................................................................................................................... 7
  Skaters....................................................................................................................................................... 7
  Competition Information.......................................................................................................................... 8
  Participant Lists...................................................................................................................................... 9
Saving a Competition................................................................................................................................. 12
Loading a Competition............................................................................................................................... 13
Spreadsheet............................................................................................................................................... 14
  Summary Page...................................................................................................................................... 14
  Individual Distances............................................................................................................................... 15
Support..................................................................................................................................................... 17
Installation

To install the Participants List application, first extract the contents of the ParticipantsList.zip file and navigate to the extracted directory.

Double-click on the setup file and follow the instructions to install the application.
Startup

Start the *Participants List* application by clicking on the desktop icon or by selecting *Participants List* from the *SpeedskatingResults.com* folder that has been created in the Windows *Start* menu. The first time the application is run there may be a delay at the start while the current list of skaters is retrieved from *SpeedskatingResults.com*. 
Options

The Participants List options page allow the configuration of preferences for the competition location, age class rules, starting race numbers for ladies and men, along with some spreadsheet and data options. The first time you start the application you may want to change the default values to ones which you desire. To access the options dialog, click on the Options button at the right of the window.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Location</td>
<td>The default value to use as the location for a competition.</td>
</tr>
<tr>
<td>Age Class Rules</td>
<td>The rules to use for the calculating a skater's age class. Two values are available: Default and Masters. The Default rules have a Senior B (SB) class for skaters whose race age is 30-39. The Masters rules replaces the Senior B category with Masters 30 and 35 categories.</td>
</tr>
<tr>
<td>Race Numbers</td>
<td>The starting race numbers for Ladies and Men</td>
</tr>
<tr>
<td>Individual Distances</td>
<td>If selected, a saved seed times spreadsheet will have separate pages for each individual distance in addition to a summary page. If cleared, only the summary page will be present. See the Spreadsheet section for additional details.</td>
</tr>
<tr>
<td>Show dates of</td>
<td>If selected, the skaters' dates of birth will appear on the summary.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>birth</td>
<td>pages in a spreadsheet.</td>
</tr>
<tr>
<td><strong>Data Cache</strong></td>
<td>When the <em>Participants List</em> application starts, it must retrieve the current lists of tracks and skaters from <em>SpeedskatingResults.com</em>. When the data cache is enabled, the retrieved will be saved to a local file when the application is closed. When the application is started in the future the cached lists will be read first and only updates will be retrieved from <em>SpeedskatingResults.com</em>, significantly speeding up the application's start time.</td>
</tr>
</tbody>
</table>
**Creating a Competition**

When the *Participants List* application is started, it is ready to create a new competition. A new competition can also be started by clicking the *New* button (or by pressing [Ctrl-N]).

The *Participants List* competition window consists of three main sections:

1. The list of all skaters in the *SpeedskatingResults.com* database.
2. The competition information section
3. The participant lists.

**Skaters**

At the left side of the window is the list of all skaters in the *SpeedskatingResults.com* database. This list is used to add participants to the competition. Each entry in the list shows a skater's name, the country they represent, and their age class on the competition date. To search for a skater, simply click on the list and then start typing the skater's name. The list will automatically scroll to the first matching entry. The up and down arrow keys or the scroll bar on the right can also be used to move through the list. Hit [Enter] (or double-
click on a skater) to add them to the competition's participants.

At the top of the list are two filters which allow filtering the list by country and/or gender.

Click on the green *Off* button next to a filter to enable it. The button will turn red and indicate that the filter is *On*.

Click on the button again to disable the filter.

**Competition Information**

At the top right of the window is the competition information section. This section contains fields for the competition name, location, start and end dates as well as the seed times range start and end dates.

If a default location was set in the *Options*, it will appear in the location field when a new competition is started. The competition start and end dates will be the current date. The seed times range will be for the entire season (1 July to 30 June) containing the competition start date.

If the *ISU Times* checkbox is selected, only times set in ISU recognized competitions (ISU
Calendar, National Championships, World Cups, etc.) will be used for seed time values. If unselected, the best times from any competition will be used.

**Participant Lists**

At the bottom right of the window are the participants lists for ladies and men. Click on the *Ladies* and *Men* tabs to switch between the two lists. As skaters are added to the competition they will appear in the participants list and their seed times will be retrieved from the *SpeedskatingResults.com* database.

As participants are added to the competition they are automatically assigned a race number. To override the assigned race number, or to change other information about a participant, select their entry and hit [Enter] (or double-click). The skater information form will then be displayed.
The skater’s name, country, date of birth, and race number may be changed. Select OK to save the changes or Cancel to exit without changing the information. If the race number is changed, a check will be made to ensure that there will not be two skaters with the same number.

The participant lists are normally sorted by race number. You can navigate through a list using the scrollbar on the right, or by clicking in the list and typing a race number. To sort a participant list by skater name, simply click on the Name header field at the top of the list. You can then search through the list by typing a skater’s name. Click on the # header field to return to having the list sorted by race number.

If there is a race participant who does not have an entry in the SpeedskatingResults.com database, you can add them to the competition by clicking on the New Skater button below the participant list. A form similar to that used to edit a skater's information will be shown.

Enter as much information as is available about the new skater. The date of birth is used when calculating a participant’s age class. If it is not known, an age class will not be assigned.

To remove a participant from the competition, simply select their entry in the list hand hit [Delete].

The First # field beneath the participant list allows the starting race number to be changed. If a change is made, all participants will be renumbered automatically.

To the right of the First # field is the distances filter. Unchecking a distance will eliminate the
corresponding seed time column in the participant list. Seed times for that distance will also not be saved when a spreadsheet is generated (see the Spreadsheet section).
Saving a Competition

To save a competition click the Save button (or press [Ctrl-S]). The first time the competition is saved the “Save As” file dialog will be displayed.

By default the saved file name will be the competition's name preceded by the start date in the form (YYYYMMDD). In the example above the competition's name was “U.S. Single Distance Championships” and the start date was 4 November 2011. The resulting file name was “20111104_U.S. Single Distance Championships”. To use a different file name, simply enter it in the File name field at the bottom of the dialog.

Once the competition has been saved for the first time, any subsequent saves will be made using the same file name and the dialog window will not be displayed.

To save the competition to another file, simply click the Save As button.
Loading a Competition

To load a previously saved competition, click the Open button (or press [Ctrl-O]). The open file dialog will be displayed, allowing the competition file to be selected.
Spreadsheet

To save the participant lists and seed times to an Excel 2007 (.xlsx) spreadsheet, click the Spreadsheet button (or press [Ctrl-P]). The spreadsheet save file dialog will then be displayed.

The default name for the spreadsheet will be the competition file name with "_Participants" added at the end. To save the spreadsheet under a different name, simply enter it in the File name field at the bottom of the dialog window.

Summary Page

The saved spreadsheet will contain summary pages for the ladies and men selected as participants for the competition. The summary page shows each participant's race number, name, country, age class, date of birth, and seed times. The summary page is sorted by race number. Click on the arrow button in any of the column headers to change the sorting.
Only those distances checked in the distances filter set up for participants in the competition will be included in the spreadsheet.

**Individual Distances**

By default, a separate page will be included in the spreadsheet for each individual distance. An individual distance page shows each participant’s race number, name, age class and seed time, along with the location and date where the time was set. The skaters are sorted by their seed times.
If you wish to include only the summary pages in the spreadsheet, uncheck the *Individual distances* option in *Options.*
Support

For questions regarding the use of the *Participants List* application or to report a problem, send an email to John McClennan (ovalstats@q.com).