ScoreExpress

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A Double

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1. Creating a competition step by step

In this chapter we will go through the creation of a competition step by step so you get an overview of what it takes to set up a competition and what the logical order of steps would be. After reading the chapter, you should have an overview of the concepts involved in the planning of your competitions.

The chapter is meant to be a quick overview so it will not include a discussion of all details you can go into within each section. We will emphasize the configurations that are essential to proceed to the next step. More detailed explanations of all options are included in separate chapters.

Throughout this chapter, whenever we will discuss adding data to your competition, we will mention how to do this manually. Be aware however that most of the information of your event can be imported, so you don't have to type in or copy paste items one by one. Checkout the Import Competition Data chapter for more information about the import process.

1.1. Create your event and disciplines

The basis of your competition is the event and the disciplines that are included.
The event itself includes information that can be managed independent of the disciplines, such as clubs and club members.
You can then add one or more disciplines to your event, to handle all the competition configuration and scheduling.

Create a new event

On the home page of the application you will find a list of events linked to your account. The first step in setting up a new event is creating a new one by clicking the 'add event' button at the top right of the page.

> Events can only be created on the cloud deployment of the application, on the local installation of the application, you can only import events that already exist in the cloud.

The event settings allow you to set a couple of general items, such as the event title, time period, logo, etc …
The most important setting with respect to planning your event is the time period. Make sure to chose a time period that includes all dates on which you will have competitions scheduled.

Adding disciplines/sections

Once the event is created, you can add disciplines to your event. Each discipline you add will create a separate section to the event with its own settings, categories, schedule etc…
In general you will add a section for each discipline you will be using in the event, however it is also possible to add multiple sections of the same discipline, if you want to keep things separate for any reason.

To add a discipline to an event, open the event and then click the ‘add discipline’ button below the left side menu. Then select the discipline you want to add from the list.

If you add multiple sections for the same discipline, make sure to change the titles and menu labels, so you can easily distinguish between both sections.

The next steps of the preparation will be specific to the discipline and needs to be done within each section.

1.2. Competition Rounds

Each competition consist of one or more rounds. Rounds are the definition of the structure of your competition.
Do your participants do one round of competing or is there a progression e.g. from a qualification round to finals.

> Rounds should not be confused with sessions. The best way to look at rounds is to think of stages such as a qualification or any type of final (team final, AA final, event final, etc…)

How many rounds do I need?

The majority of competitions will have only one round, i.e. all participants are scheduled to compete once (even if exercises of their program can be scheduled in separate sessions) and after the first round the result is final.

If, on the other hand, you have a competition where participants do a qualifying round and then proceed to finals based on the results of the qualifying round, or all participants do a full program multiple times, you will need to add extra rounds for each stage.

What is in a round configuration?

Within each round, you need to select the types of results you need from that round. Options are

- All-around: individual all-around results (in general the sum of all exercises performed in that round, although some competition formats might have a different calculation).
- Events: individuals results for each event (type of exercise) separately.
- Team All-around: all-around results for the teams.
- Team Events: team results per event.

Some of these options are not available in all disciplines.
After selecting the types of results, you can also indicate which type will be the main result for the round.

If you have multiple rounds, you should also indicate which result will be used to qualify for the next round(s). E.g. if you have a qualifying round, a team final and individual event finals as rounds, in the qualifying round you need to indicate that the event results will qualify for the events finals round and that the team result will qualify for the team final round.

1.3. Add and configure categories

After configuring your round(s), the next step is to add categories to the competition.
Categories serve two main goals in the application. Firstly the categories allow you to distinguish between groups of participants, in order to know who is competing against each other, i.e. results are created by category.
Secondly, categories determine the competition format for its participants.

> If you plan on importing your participants from a csv file, or from another event, consider executing the import before configuring the categories, since this will create your categories for you.

Regarding the preparation of the competition schedule, the most important settings of a category are:

- **The name:** include information such as level and age group in the name of a category.
- **Participant type:** either individual or group. Use individual for all categories where the gymnasts perform their exercises individually. Whenever gymnasts perform exercises together (Acrobatic Gymnastics, Trampoline Synchronous, etc …) use Group.
- **Competition format:** the competition format will determine a number of aspects related the scoring the participants, most importantly:
  - **Types of exercises:** i.e. the number of routines, which apparatus or which events are performed by the participants of the category.
  - **Judge panel en score calculation:** some disciplines have variations in the composition of the judge panel, or the way the scores are assigned and calculated.
- **Number of sub divisions:** the default number of sub divisions is 1. Increase the number of subdivisions if you want to split the participants of the category over multiple competition sessions. Doing so, will allow you to a) assign specific sub divisions to each session, and b) distribute participants over the subdivisions.

1.4. Add Participants

After setting up the categories, it is time to add participants to the competition.

Once again we would like to stress that the easiest way to add a bunch of participants is the use the import. However if you need to manually add or change participants this is always possible.

Create Clubs, Club Members and Groups or Teams

Adding participants is a two step process. In the first step you need to add clubs en club members to your event. For group or team competitions, you also need to add the groups and/or teams.
This is done in the general section of your event (which means that this information is shared between the disciplines of your event).

In the general sections (at the top of the event menu on the left of the page), select **Clubs**.
The first step is to add a new club, or select an existing club from the list. In the club you can edit the club details. The **Members** tab has the list of club members, this includes gymnasts as well as judges.

All members can be registered as participants or be included in a group or team.
Judges are distinguished from regular members, by the **Judge** checkbox the form.

To create a group or team, you will first want to add the gymnasts as members.
Afterwards, you can create a group or team and add club members.

Note that it is possible to add members from other clubs to a group or team, so you can create mixed teams.

Register participants

After your clubs and members and groups or teams have been created, you can start registering participants to the disciplines.
Open the discipline were you want to add participants and navigate to the **Participants page**.

The participants page will list previously registered participants (individuals and/or groups, depending on the discipline).

To add a participant, click the **Add Participant** button to add a new participant. For discipline that allow both individual participants as well as groups, you need to pick the type of participant to add.

On the page to add a new participant, you need to select the club of the participant. Next you can select the participant (member or group) from the list.
Next, you'll need to select a category for the participant.
If the selected category has multiple subdivisions, you can indicate which subdivision the participant is part of.

Register teams

If you have a team competition, it is important to register both the individuals participating, as well as the teams.
If the discipline supports team competitions, the Participants page will have a second tab called Teams to do so.

It is important to note that teams don't need to be in the same category as its members. Neither do all of the team members need to be in the same category.

1.5. Create the competition schedule and starting order

The schedule of the competition consists of sessions, each session containing a number of categories (and subdivisions) that compete in same part of the day.

If you already know which categories will compete in each session, you can start creating sessions from the default list of sessions.
If you still need to decide this, you can switch the view of the page at the top. The alternative view of the schedule, will allow you to drag and drop categories into sessions, and give feedback about the numbers of participants expected in each session.

Setting up sessions

While adding a session, following properties will be essential to your schedule:

- **Name:** the name will be used all over the application to refer to the session
- **Round:** which round this session is part of
- **Date:** the date of the session
- **Number of Sets/Panels:** (labeling depends on the discipline) this setting determines how many parallel rotations, or judge panels you will have in this session.
- **Number of Rotations:** the number blocks of participants to add to the rotations.
- **Categories:** the list of categories competing in this session. If you have multiple sets, select on which set the category competes. If you have multiple subdivisions, set which subdivision should be included in this session.

For completeness you can fill out the session time schedule and add notes to be included in the starting order documents. But neither of these are essential to run the competition.

Working orders

Within ScoreExpress wwe distinguish between three types of disciplines when it comes to creating working orders. Each of these types its own way of handling rotations and managing the starting order.

Rotation type Disciplines

The rotation type disciplines are types competitions where you have multiple groups of participants, each starting at a different event and rotating the next event once all gymnasts have finished their current event. This specifically, but not only, applies to Artistic Gymnastics.

In this type of competitions, the number of rotations in your sessions should be at least the number of events included in the session, such that all groups can pass through all events. It is possible to add more rotations, which will results extra groups of participants being added and so called **rest rotations** being created.

If you have multiple sets in the competition, you can have a different number of rotations for each set.

Parallel Block type Disciplines

In this type of competitions, participants will enter the competition in blocks, where a group of participants enters the competition, performs one or multiple exercises before the same judge panel, after which the next group of participants can enter the competition. Examples of such disciplines are Trampoline and Tumbling.

The number of rotations is the number of separate groups of participants each panel will have during the session. If you have multiple panels, you can set the number of rotations per panels separately.

Mixed Order type Disciplines

In this type discipline you will typically have a competition on a single apparatus (e.g. floor) with one or more judge panels judging exercises in alternating order. In this type of competitions, the starting order is a list of exercises (i.e. participant + type of exercise) rather then blocks of participants.

The number of rotations is used to split the list of exercises in parts, in order to allow you to add breaks during the session.

1.6. Create the Working Order

The working order, determines in who will perform which exercise and when. The working order is created in different ways, depending on the type of discipline:

- For rotating disciplines, such as **Artistic Gymnastics**, the will be as many blocks (squads) as you have rotations. Each squad will have its list of assigned participants.
- For disciplines where panels can work in parallel (and participants perform one or multiple exercises at the same panel), such as **trampoline** or **tumbling**, there will be one block of participants per rotation per panel.
- For disciplines which are generally performed on a single floor, with one or more judge panels judging alternating, such as **Acrobatic and Rhythmic Gymnastics**, the working order consists of the list of exercises (participant + exercise type) in order of appearance.

The working order is attached to the sessions.

1.7. Configure the Results Publication

Results can be published through different channels. In the competition venue, you can use the display module to configure pages to show results on screens (through a beamer, TV screen or LED screen).

You can also configure your disciplines to publish information through the live scoring pages, in order to make the result accessible through the website during the competition.

Finally, of course, you can download PDF documents with the results for print or online publication. Make sure to configure your competition correctly, such that all result types are ready right at the end of your session.

2. Display results at the venue

The display of results is managed by creating display pages according to your preferences. These pages can then be opened on the screens visible by the audience through a regular web browser.

2.1. Creating a display page

Display pages for your event are managed in the Displays section, found in the general menu section of your event. On this page you will find a list of already created display pages and the option to create new ones.

The display configuration has options to control what scoring information will be shown on the page, as well as some option to change the layout.

Content configuration

Note that the content setup on the display page is to control the automatic flow of information on the page. If you want to have more fine grained control of the results on display and its timing, you manually control the display.

The automatically generated content of a display screen is limited to the categories that are included in an active session.

Discipline

Select the discipline(s) that you want to include in the page. Either one or multiple.

Scores / Participant Announcements

In this section, you can (independently) activate score flashing and participant announcements.
Both types of messages are managed in a single queue.

A score flash message is added to the queue each time the judges finish a score in the judge console, or when a score is updated through the dashboard.

Participant announcement messages are only added through the judge console, when the principal judge of a panel opens an exercise for scoring. When using this function, you want the advise the principle judge to open an exercise when the participant enters the floor.

The timing settings are used to determine how the queue of messages is handled: if the queue is not empty, the minimum time guarantees the least amount of time each score is visible. When the queue is empty, the maximum time allows the scores to visible for a longer time, before the screen is switched to rankings or logo’s.

By default, the display page will show scores and announcements for all types of exercises and all panels/ sets in the active sessions.

If you are working with multiple screens, you can assign a display page to a specific panel/set and/or to a selection of the exercise types used in the active disciplines.

Rankings

Activate this section to include current rankings in the information loop.
You can make a selection of the types of rankings that are included (All-around, Per event, Team).

You can set the time per page used for showing the rankings.

Logo’s

When activated, the logo’s list is mixed in the loop of messages. When rankings are activated, a logo screen is added at the end of each ranking. If rankings are not activated, logo screens will be shown, whenever not scores or announcements are in the queue.

By default, only the event logo is used, but you can upload extra images to the list in the Images tab on the Displays page.

When uploading images, make sure to keep image file size as small as reasonably possible, to ensure a smooth loading.

Timers

From the Competition dashboard, you can configure timers to be shown on the display pages.
Only Display pages with the option activated are available for this function.

Layout configuration

Within the layout section you can select the page templates that are used for the different types of screens.
There are a number of template sets available by default.
It is also possible to add your own templates (see Custom Templates).

Independent of the templates, you can select the main colors that are used for background and foreground (text) content.

2.2. Activate a Display on a screen

The display page is a normal web page, so you can open if on any device that has a recent browser. So any combination of a screen with either a built-in browser, or connectable to a computer with a video output can be used to visualize a display page to the audience (note however that some smart TV’s will have difficulties opening the page)

To open a display on a screen, navigate to the display page on the device that controls the screen. You can do this either by opening the general application, or, if you are using a local server PC, by taking a shorter route using this URL (find out about the application base url read Set up the URL and QR code):

```
<application-base-url>/display.html
```

The page will have the list of event on your local server. Click on an event to open the list of display pages you have created for the event.
Click on one of the display pages to open it and consequently put your browser in full screen mode.

If you want to use a display page in the context of **video mixing** (e.g. for live streaming or controlling a large LED screen), you have several options:

- Take a video output of your computer as an input for your video mixing setup. The draw back of this setup is that it does allow for transparency.
- If you are using a video mixing software, or network capable video mixing device, you can probably load the url of the display directly into your mixer. This setup allows for transparency, so you can integrate the score graphics more smoothly into the video.

2.3. Manually controlling the output of a display

For most competition events, the automatic flow of information as generated by the display configuration, will be sufficient. For some events on the other hand, some more fine grained control of the timing of the display is needed.

Examples of such situations would be:

- You don’t want scores to be flashed whilst another participant is executing their exercise.
- During the medal ceremony, you want to flash the names of the medal winners
- Results flashing needs to be coordinated with the broadcast production, e.g. such that scores are flashed when the participant is on screen.

The display control page can be found in Discipline specific menu sections of the application.

At the top the page you select the display page that you want to control and the session for which you want to show information.
There are three sections with different types of screens that you launch on the display.

Most screens launched from the Display Control, will remain on the screen for 5 minutes, or until a new screen if triggered from the control.

Competition

This section will allow you to show information that is mostly relevant during competition:

Exercises

Select a participant from the list to see the exercises for this participant. For each exercise, you will see the status and or the result.

From this list you can launch the announcement of the exercise on the screen or the flashing of the result.

Ranking

Select a category and a ranking and launch it on the screen.
Each page of the ranking will be shown for time per page configured for the display.

Presentation

Use this section to show participant information on screen during the presentation before the start of a competition.

Participants can presented

- Individually (for individual disciplines)
- Per group (for disciplines that have group exercises)
- Per team (for team competitions)
- Per block (check if block sizes permit to have all participants on the screen)

Ceremony

Use this section to show medal winners or the corresponding national flags during the medal ceremony.

2.4. Custom templates

> Customising the templates requires some knowledge about HTML and CSS styling. Some knowledge about how vue.js templates work, might be useful too, but you should be able to derive the necessary information from the examples in the default templates.

Find the list of templates

A custom template allows you to change the presentation of your event information according to your needs. You can either start from one of the default templates that are provided in the application and apply changes, or start from scratch in order to create a fully new lay-out.

Add a new set of templates

To check your list of display templates, navigate from the home page to your User Account page. On the left-hand menu you'll find the Display templates page.

By default, the list contains the templates that are provided out of the box. You can open and consult these pages to check the template code.

Add your own templates

To create a new set of templates, click the add button from the list.

Give your new template set a name for you to make sense and select a parent set.
The parent set will provide a basis for your new set, so you don't need to override all types of pages in order for your template set to work. In fact you don't need to override any page type at all.
From the get go, your new set of templates is identical to the parent set that you selected.

Customise the template styles (CSS)

When you first create a new set of template, you'll see only the CSS section added. If you only want to change some small details about the appearance of the information, without structural changes, adding some css rules might be all you need.

The css you add here will apply to all page types, also if you don't override the template for that type.

Add page types

If you want to make more structural changes to the page layout, you need to add the page types that you want to override. To add a type, click the 'add layout' button and select the page type that you want to change.

These are the types that are available:

- **default**: this is the idle page as well as the page type used for showing logo's.
- **ranking**: the template for rankings
- **score**: the template used for exercise announcement and results.
- **participant presentation**: template used to present participants (as triggered from the display control page)
- **announcement**: template for making announcements (apart from participants)
- **block**: template for presenting block starting orders.
- **medal winner**: template for presenting a single medal winner.
- **medal winners**: template for presenting all medal winners of a ranking.
- **flags**: template for presenting the flags of the medal winners.

3. Publish result to the web

ScoreExpress has a separate website, https://public.scoreexpress.be that you can use to publish competition information to the public.
Currently the site can only be used to publish results, future updates will also allow you to publish schedule information.

- List your organisation on the home page
- Publish a competition
- Publish to the old results site
- Embed the results page into your website

3.1. List your organisation on the home page

By default, your organisation will not be listed on the homepage of the public website. This is to avoid a list of organisation of which many don't have any public results available.

Whether you want your organisation to be listed on the home page depends on how you want to include the public site in your communication.

In order to activate the listing, you need to check the "List Customer Profile On Public Site" option in your user profile.

Listing your organisation

Adding your organisation to the list on the homepage will enable users to find you on the homepage of the public website. It will also create a page where all published events of your organisation can be found (and which you can directly link to).

We would advise to use this option if you publish events on regular basis.

Not listing your organisation

Not listing your organisation will still allow you use the site to publish results of your event. But in order to find the page visitors will need a direct link to the event, which you can distribute through your communication channels.

We advise to use this option if you want to have more control over the distribution of the results page link, for example if you prefer users to pass by your own website.

3.2. Publish a competition

You can publish the results of your event by discipline (i.e. if you have multiple added in your event, you can control its publication for each discipline separately).

To change the setting, go to a discipline settings page and scroll down to the **Public information settings** section.

In the **Publication Method** field, select the option **On the ScoreExpress website**.

After saving the updated setting, you will find the competition page link directly below the field.

Note that saving the settings with the option **Don’t publish information**, will remove the competition information from the public website.

3.3. Publish to the old results site

We advise to use the new public results site (Publish results to the web)
However the old site for publishing results (results.scoreexpress.be) is still online.
We will keep the site online, so people can still consult results from older competitions. You can even still use the site to publish new events if you wish to do so.

Note that it is possible that at some point in the future we will decide to fully migrate all competitions to the new results site.

To publish the result of a competition to the website results.scoreexpress.be follow these steps:

Set a competition ID

Open the settings page of the discipline section in the event.
On this page, fill out the field External ID with an identifier you want to use for your competition.

The value should meet some restrictions:

1. Make sure the ID is unique. It help to include a part that refers to your organisation and part that is unique within your organisation.
2. Use only web address friendly characters (i.e. numbers and letters)

Set the publication method

On the same page, configure the Live score publication section.
As method, select ScoreExpress and save the settings.

Initialize the publication

After saving the settings, initialize the listing of your competition, by clicking on **publish score data (bulk)**.

Note that is some cases it might be necessary to restart the Docker container and push the button again to get the process started.

The link to access the results page of the competition is available below the publish button.

What is published

When the live score method is configured, results will be updated every time a score is finished, or rankings are updated in the competition.
Should the publication of results have been interrupted, e.g. by a internet connection interruption, it is always possible to reset all results, by clicking the Bulk publication button in the settings page.

For each category, all relevant rankings (i.e. non empty rankings) are published to the web page.

The home page of the results site lists only current events, based on date, however published results are always available through the direct link to the event page.

3.4. Embed the results page into your website

I you want your visitors to consult the competition results directly through your own website, you can embed the site on one of your pages.

```
<iframe src="https://public.scoreexpress.be/clubs/e6e3ac7024ecfa178be642e2499d4798?embed=event&locale=nl" id="scoreexpress-live" title="ScoreExpress" name="results" style="border: none; width: 100%; min-width: 100%; min-height: 1000px; height: 1942px;"></iframe>
```

You can choose to either use the organisation link (find the exact url on your customer profile in the application) or link to events individually.

Embed parameter
The embed parameter will limit the links in the page header, which allows you to control the navigation user can do.

- **event**: if you use this value for the parameter, users will not be able to navigate to the overview of clubs/organisations, thus limiting the navigation to your own competitions.
- **competition**: if you use this value (in combination with a url for a competition, users can only navigate within the selected competition.

Locale parameter
The locale parameter allows you to set the interface language. You can set it fixed to the language preferred by your organisation, or have it synchronised with the language selection of your visitors.

Currently we support these languages:

- en – English
- fr – French

- nl – Dutch

4. Import competition data

If you have data about participants collected in another system, be it excel or some online apllication, you don't want to copy all the data into your competition by hand. The import procedure helps you to transfer data by means CSV (comma separated values) files.

In this chapter we will explain in detail how to create such a file, and how to import it.

The import procedure can be used to import many kinds of data, such as: participant information (club, members, judges), team/group information (group name), participation information (category, bib, etc…), session information (session name, date) and starting order information (block, set, order)

Preparing a CSV file

A CSV file is a text based file format used to store table like data. This format is used in different variations (e.g. with tabs or semicolon as field separators.
You can easily export CSV files from programs such as Excel or Open Office Calc.

The ScoreExpress import routine will automatically detect the format used in your file. However, there are some details you need to take into account when preparing the import file(s).

Field names header

The first line of the file should contain field names. This will allow you to match the fields in your file with the import fields presented by the application.

Unicode

When saving the import file, make sure to select a character set that is Unicode (UTF-8 or UTF-16). This is to ensure that any special characters in the fields are preserved correctly.

In Open Office, you will be able to select the character set when you save a file as CSV. In MS Excel you will need to select the Unicode (*.txt) file format to save the file.

Fields in the file

The import treats data in related groups of fields. For each group, you can choose if you want to use it or not.
Below each group and the fields it includes are described in detail.

Several groups will contain an External ID. These fields can be used to add an ID which will enable you to link the data back to another data source. These fields have no use for the ScoreExpress application itself.

Club

The club fields are used to create or update the clubs in your event. Note that clubs a shared between the events disciplines, so clubs imported in one discipline will also be available for other disciplines.

The import will identify clubs by their name, to decide if a club already exist (and needs to be updated) or if a new club needs to be created. Make sure to carefully spell the names of the clubs in the same way for all club members.

- Name (mandatory): the name of the club
- External ID: An ID field you can use to link back to your source database
- Country: IOC country code of the club, only needed if you want to use the country flags in the display graphics or if you want to assign a region to the club.
- Region: If you want to assign clubs to specific regions, you can use this field. The assigned regio should correspond to a region of the country.

Member

A member is a person, who is linked a to a club. This can be either a gymnast or a judge (or both).

Members a identified by their name (last name + first name) and club. Fir the name, you either need to provide a last and first name combination or the full name in one field.

- Last name (mandatory, if full name is not used): the persons last name
- First name (mandatory if full name is not used): the persons first name
- Full name: This field can be used to replace the last and first name fields. The name will be split at the last space found in the full name value (last name is the first past).
- Gender (mandatory): gender of the person: use anything which starts with M for Male. Everything else will be taken for Female.
- Date of Birth (mandatory): date of birth in text format: dd/mm/yyyy
- Judge: field to mark judges. Omit if you are not importing judges, use a 0/1 field if you file contains judges.
- External ID: id to link the person back to your data source.

Groups

If you competition has groups, us this section to import the group information.

Groups are identified by their name and club.

- Name (mandatory): the name of the group.
- External ID: id to link the group back to your data source.

Teams

If you competition has teams, us this section to import the team information.

Teams are identified by their name and club.

- Name (mandatory): the name of the team.
- External ID: id to link the team back to your data source.

Categories

This group of fields will define the categories.

Categories are identified by their name.
The type of participants (individual or groups) will be determined by the selection of the Group section.
If this section is enabled, the category will be created as a group category. Otherwise, the category will be individual.

- Name (mandatory): the name of the category
- Format: the competition format of the category.
- External ID: id to link the category back to your data source.

Participations

Use this section to register gymnasts or groups as participants in the discipline

A participation is identified by the person or group.

- BIB: participant number
- Guest: 0/1 field to indicate which participants are guests.
- External ID: id to link the participation back to your data source.
- Subdivision: if you have categories with multiple subdivisions, use this field to assign participants to one of the subdivision (subdisvision are numbered from 1 up).

Team Participations

If your competition has team participations (i.e. on top of individual participations) use this section to assign the participation attributes of the team.

- BIB: participant number
- Guest: 0/1 field to indicate which participants are guests.
- External ID: id to link the participation back to your data source.

Session

Use this section if you want the import to create sessions. The import will also add the categories to the sessions according to their appearance in the same line in the import file.

Sessions are identified by their name.

- Name (mandatory): name of the session
- Date (mandatory): date of the session (dd/mm/yyyy)

Starting Order

Use this section if you want the import to add participants to the starting order of the sessions.

- Set/panel : the set or panel which the participation is assigned to (for mixed order type disciplines, the set for each exercise type needs to be assigned in the session configuration).
- Rotation/block: for artistic gymnastics this determines the first event of the participant. For other disciplines this indicates in which rotation they will have to perform.
- Block order index: this field determines the internal order of the participants in a block.
- Exercise Type: for mixed order type disciplines, the schedule is prepared per exercise. This field will determine the exercise type for the pass.

5. Install a local server

Although it is technically possible to run your competition from the cloud entirely, it is a better option for most competitions to work from a server at the competition venue. Except if your internet connection is blazing fast and extremely reliable, a local server will work more comfortable and will keep your competition running independent of internet bandwidth being available.

Technical details for buying (or renting) a PC to be used as a server PC, we refer to the technical requirements documentation.

! You will need an access token to be able to download the ScoreExpress server package. If you did not receive this token yet, please contact us.

5.1. Installation on Windows

Download and install Docker Desktop

The application will be installed as a Docker application. This means that we need a Docker Container to run the application. For windows this container is called Docker Desktop.

- Download the software: https://desktop.docker.com/win/stable/Docker%20Desktop%20Installer.exe
- Run the installer, the default options should work. It might be necessary to restart the PC after installation.

After installation your icon is the windows task bar should have a new icon representing the Docker Container. Check the status to see if it is running. You can open the Dashboard to see what application are installed (currently none, if is is freshly installed) and their active status.

Troubleshooting

Depending on the PC and the Windows installation one of the following errors might occur upon the launch of the Docker Desktop service:

Prompt for Linux kernel update

This prompt will have a link to a webpage explaining how the Linux kernel used by Docker can be upgraded.

Docker Desktop cannot enable hyper-v service

Docker uses hyper-v technologies to ensure the performance of the virtual machine that runs the application.
In most PC’s this technologies can switched on and off through the BIOS of the PC.
On most PC’s the BIOS setting by pressing F1 during the first step of the PC start up (before you see the

windows start screen).

In the BIOS look for the Hyper-v settings and switch them on.

There is a trouble shooting information page from Docker too:
https://docs.docker.com/docker-for-windows/troubleshoot/

Download and install ScoreExpress

- Make sure the Docker container is up and running before starting the
- Download the zip file with the installation scripts and unzip the file in a folder on your PC: scoreexpress-deploy-v2-4
- Navigate to the unzipped files and double click the ScoreExpress-deploy.bat (Batch file) to execute.
- You will be prompted for the access token. If you don't have the access token, please contact us.
- After providing the access token (assuming it is correct), the deployment will be launched. The main part is the download of all the system image files needed to build the application container. Depending on the speed of your internet connection, this can take a while.
- When the server is activated Windows Firewall will prompt you to allow the application to open the network ports used by the application. If you do not allow the access, the application will not be accessible from other devices.
- When the deployment is finished, you will be prompted again. Press Enter to close the script.

If all went well, the application should be up and running. You can check the status of the application in the Docker Desktop Dashboard.
The deployment installs a project (scoreexpress) with two containers, one for the database (scoreexpress-db) and one for the web application (scoreexpress-app).

Should one of the containers fail to start, you can try to restart it from the dashboard.
If this does not resolve the problem, check the log output for any clues about the problem. If you contact us for help, please include the log.

Open your browser and navigate to http://localhost:8080 to use the application.

5.2. Installation on Mac OS X

Download and install Docker Desktop

The application will be installed as a Docker application. This means we need to install the Docker environment on the PC first.
For Mac this environment is called Docker Desktop

- Download the software: visit the webpage www.docker.com/products/docker-desktop
- On this page you can download the software version which matches your CPU (Intel or Apple silicon). Check this page for help to find out what you have: How to Check if Your Mac Is Using an Intel or Apple Silicon Processor

- After download open the downloaded file. It will first be checked for vulnerabilities and then you will be able to add (drag) the application to the applications folder of your PC.
- Finally open the Docker Desktop application to get it started.

Download and install ScoreExpress

- Make sure Docker Desktop is up and running before starting.
- Download the zip file with the installation scripts and unzip the file in a folder on your PC: scoreexpress-deploy_v2.3.zip
- Execute the script called ScoreExpress-Deploy.sh
- You will be prompted for the access token. If you don't have the access token, please contact us.
- After providing the access token (assuming it is correct), the deployment will be launched. The main part is the download of all the system image files needed to build the application container. Depending on the speed of your internet connection, this can take a while.
- When the deployment is finished, you will be prompted again. Press Enter to close the script.

If all went well, the application should be up and running. You can check the status of the application in the Docker Desktop Dashboard.
The deployment installs a project (scoreexpress) with three containers, one for the database (scoreexpress-db), one for the creation of reports (scoreexpress-report) and one for the web application (scoreexpress-app).

Should one of the containers fail to start, you can try to restart it from the dashboard.
If this does not resolve the problem, check the log output for any clues about the problem. If you contact us for help, please include the log.

Open your browser and navigate to http://localhost:8080 to use the application.

5.3. Updating the application

The cloud installation is updated quite regularly with a new version of ScoreExpress. You local installation will not be updated automatically to the new version. In most cases this will not cause problems for your competitions, unless you specifically need one of the updates. Below is described what to do to update your local installation of ScoreExpress.

How to check for an update

When you open the ScoreExpress application in your browser, you will see the version number below the menu on left of the page (if not you are really using an outdated version which needs an update). If the version number on the cloud application is higher than the one you are seeing on your local deployment, there is an update available.

Updating using Docker Desktop (Windows/Mac)

In order to install a new version on your PC, you need to execute the deployment script again (Download and install ScoreExpress)

This deployment script will check if new versions of the images are available and update them and then recreate the docker containers such that the new version of the images are used.

After this, you should be good to go.

5.4. Reset the local database

From a technical point of view it is ok to have multiple events in your local database, but when the local database gets too large it might start to slow down the server.
What you don’t want to do is to start deleting data in the application itself, because this will also remove the data from the cloud database.
The solution is to reset the local database, which allows you to start with a clean database without deleting data on the cloud.

Before resetting the database, make sure that all competition data is synchronized to the cloud. Updates that have not been synchronized will be lost after the database reset.

Follow these steps to reset the database:

1. Open the local database web page: http://localhost:5984/_utils
2. On the home page of the web page, you will see the list of local databases, normally containing a single item called ‘scoreexpress’
3. Remove the local database by clicking on the bin icon next to the database name. You will need to confirm the deletion by typing the name of the database.
4. Now create the scoreexpress database again, by clicking the ‘Create Database’ button at the top of the page.
5. In Docker desktop, restart the scoreexpress-app container. It is possible that the app will fail at the first restart. If this happens, restart it again.

Once the database is reset, you will need to synchronize the user account information again the ScoreExpress application.Then you are ready to download an event to the local server

6. Set up the URL and QR code (for judge console)

If you want to access the application from an other server than the server PC, you need to have the address of the server PC that can be used to connect from other devices.

Unfortunately, there is no way for the application to find out the address that is accessible from outside by its own.

> If you are using the application from the Cloud (on https://app.scoreexpress.be), you don’t need to configure this, since all devices can access the application using this url.

Finding out the IP address of the PC

The first step is to find out which IP-address that has been assigned to the server PC on its network connection.

> Note that the IP-address will be different for each network. So if you reconnect the PC to a different network, you will need to check the assigned IP-address again. Moreover, depending on the configuration of the network, the IP-address might change if you reconnect to the same network. In general, the IP-address will remain the same, as long as you stay connected to the same network.

> Secondly, be aware that in order to access the application through the IP-address, the devices need to be within the same network as the server PC.

Find out the IP-address on a windows server

Find out the IP-address on a Mac server

Configure the IP-adddress in ScoreExpress