

To Scrutineer *Single Dances (FINALS)*:

1. Using the pull down menu under **SCHEDULE**, click on **Show Schedule**
 - a. If you see an error message, go back to Schedule and click on **Keep Rounds** – then try again.
2. To assign Judges for a set of heats
 - a. Method 1:
 - i. Select **all the events** in the first heat for the panel you are assigning
 - ii. Pull down menu **Edit Events**
 1. Select **Edit Judges**
 2. Select the desired judges with **check marks** in the boxes beside their names
 3. Click on **SAVE/CLOSE**
 - b. Method 2:
 - i. Select **all the events** in the first heat for the panel you are assigning
 - ii. Right click
 1. Select **Edit Judges**
 2. Select the desired judges with **check marks** in the boxes beside their names
 3. Click on **SAVE/CLOSE**
 - c. Method 3:
 - i. Select **all the events** in the first heat for the panel you are assigning
 - ii. Hit **CTRL+J**
 1. Select **Edit Judges**
 2. Select the desired judges with **check marks** in the boxes beside their names
 3. Click on **SAVE/CLOSE**
3. Select a set of heats to enter marks
 - a. Use your mouse & the shift key to highlight a contiguous selection of heats *OR*
 - b. Use mouse while holding down the control key to highlight a non-contiguous set of heats.
4. Use **CTRL+1** to mark all uncontested heats
5. The selected heat will remain highlighted if there are any contested events to mark.
6. Click on **RUN NEXT ROUND** (upper right hand corner)
 - a. A new dialog box will open entitled Pro/Am Single Dance Marks – Skating System
7. Click on **ENTER MARKS** (upper left hand corner)
 - a. Enter all marks for the highlighted heats by judge (not by heat)
 - b. You will only have to enter the contested events; uncontested events which have been marked will be automatically skipped over.
 - c. If after entering marks you don't see a completed scrutineering sheet (with a result in the blue right-hand column), click on **COMPUTE MARKS**; you shouldn't have to do this.
 - d. When everything looks complete, click on **CLOSE** (upper right hand corner)
8. Every completed event will have a small red check mark beside it on the left hand side in the schedule view

9. **PROFICIENCY ENTRIES:** if there are proficiency entries within your highlighted set of heats, a new dialog box will open when you click on CLOSE in the Skating System box. This is entitled Pro/Am Single Dance Marks – Proficiency Scoring.
 - a. Enter the proficiency scores by judge
 - b. Once completed, click on **CLOSE**

To Scrutineer **Multi Dances (FINALS):**

1. Open the schedule view as above
2. Assign Judges for a set of heats as above (any method)
 - a. If your panels are shifting frequently during the session between heats, you may use the a list of already created panels to assign judges.
 - i. Open the Judges' box with Edit Events, Edit Judges OR right click, Edit Judges OR CTRL+J
 - ii. Click on **USE JUDGE PANELS DIALOG** (upper right side)
 - iii. Select the panel to assign from all the previously created panels
 1. If you click on any panel, you will see the names of the judges in that panel
 2. To assign the panel, click on **ASSIGN SELECTED PANELS TO SELECTED HEATS/CLOSE**
 - iv. Once you've created a panel, it will appear in the Judge Panels Dialog
 - v. If you need to create a panel for the first time, click on **USE INDIVIDUAL JUDGES DIALOG** (right hand side)
3. Highlight a heat to scrutineer – Premier can handle multiple events in a single heat, but not multiple heats of multi-dance events
4. Click on **RUN NEXT ROUND**
 - a. A new dialog box will open entitled FINAL MARKS – Event name (dances) – heat number; this is the default setting for entering marks by dance. *Use this if you have a single judging ballot per judge per dance (traditional or preprinted).*
 - i. To enter marks by dance for each judge inputting by placement:
 1. Check the pull down menu Edit Marks to see if **Input Places** is checked; check it if it is not.
 2. Click on **ENTER MARKS**; a new dialog box will open for the first dance
 3. Enter the placements for each couple, then either close the box by clicking on the 'X' in the upper right hand corner OR use CTRL+N to move to the next dance. (if your marks are not complete, you will see an error message stating that; you can continue, but you should go back and finish the marks).
 - a. If you close the box, use the double arrow keys (middle top) to move to the next dance; then click on **ENTER MARKS** again to open the next dance.
 - b. You can move between dances using the arrow keys to correct errors or finish inputting marks that you missed.

4. Use CTRL+N to finish entry of marks – you should see a completed scrutineering sheet in front of you with results for each dance in the Result column; if not – click on **COMPUTE DANCE RESULTS** to complete the entry.
 5. If you move to the FINAL RESULTS tab (upper left), you should see a completed final summary; if this is not complete, click on **COMPUTE PLACINGS** in the upper right hand.
 6. Once everything is completed, click on **CLOSE**.
 7. A red check mark on the left side of the event name shows the event is completed.
- b. If you have a single judging ballot per judge per dance, but you want to input couple numbers instead of placements, use the same procedure as above BUT on the pulldown menu Edit Marks, put the check mark beside **Input Couple Numbers**.
- c. If you have a single ballot per judge with multiple dances on each ballot:
- i. Click on **RUN NEXT ROUND**
 - ii. **You must use Input Placements (not couple numbers) to enter your data by judge;** if your judging ballot has couple numbers instead of placement, you should enter the marks a single dance at a time as above, using couple numbers and shuffling through the papers. Sorry!
 - iii. Using the Edit Marks pulldown menu, select **Enter Marks One Judge at a Time** (last selection)
 - iv. A new dialog box will open that looks like the scrutineering box for single dances. Click on **ENTER MARKS** (upper left corner)
 - v. Enter the placements for all the dances on your ballot for Judge A, then Judge B, etc. until all marks are in.
 1. If there is more than one event on your sheet, enter all of event A then all of Event B for the first judge.
 - vi. Once all marks are entered, you should see results for each dance under Results (blue column, right side) or check the FINAL RESULT tab if you have too many judges to see the results column.
 1. If you don't see results in either place, go back to INDIVIDUAL DANCES and click on **COMPUTE DANCE RESULTS** (you shouldn't have to do this, but just in case)
 - vii. Click on **CLOSE**
 - viii. A red check mark on the left side of the event name shows the event is complete.

To Scrutineer Semi-Finals:

1. Assign judges as previously outlined
2. Because it's a semi, you'll see a dialog box that asks how many you want to recall. It will have a default number in the box, but you can change this. The recall number can also be changed later if needed.
3. Enter the marks – this must be by couple number or mouse clicks, and by a single dance at a time.

4. Once you've entered all the marks for all the dances, you will click on **COMPUTE RESULTS**
5. The recalled couples will be highlighted in orange in under the Total Marks column at the far right.
6. Click on **SAVE**
7. Click on **CLOSE**
8. Use **CTRL+N** to move to the next round of the event; print Schedule/Results for EmCee for MC and On-Deck, then print Judges' ballots for the correct number of judges for the final. *If you want a single sheet/dance for the final, you must first change the Print Options to show Max Allowable Dances/Sheet = 1. **If you do this, don't forget to change it back later!***
9. Alternatively, you can set parameters under Print Options/Print Selection Options to cover all the printing of finals you need to do (number of sheets for the MC and judges). You may still want to change the number of dances/sheet on the first tab of the print options. If you have the correct setup, once you're done with the semi, you can use **CTRL+P** to print all the necessary documents for the next round immediately.

To Correct mistakes in entry of marks:

1. While entering marks:
 - a. If you simply mistyped, you can simply type over the marks in place
 - b. Erase marks if necessary by hitting backspace
 - c. Erase multiple marks for a judge by putting the highlight at the top of the list and hitting backspace repeatedly to erase the column.
2. After exiting the scrutineering dialog:
 - a. Highlight the heats needing correction
 - b. Click on **SHOW RESULTS**
 - c. To fix a small number of mistakes:
 - i. Click on **ENTER MARKS**
 - ii. Erase only the marks needing correction by highlighting and then backspacing
 - iii. Re-enter correct marks
 - iv. Close by clicking on the 'X' in the upper right hand corner
 - v. Check that all marks are present, correct and computed
 - vi. Click on **CLOSE**
 - d. To fix all marks in highlighted set:
 - i. Use pulldown menu **Edit Marks**
 - ii. Select **Erase All Dance Marks**
 - iii. Re-enter correct marks
 1. If you need to make a panel change, do so before re-entering marks
 - iv. Check that all marks are present, correct and computed
 - v. Click on **CLOSE**
3. If you miss a panel change:
 - a. Select the events you for which you need to change the panel.
 - i. **If the correct panel has the same number of judges as the previous panel,** use any method to open the Judges' Assignment Box and select the correct panel.

- ii. You will see an error message reminding you that the marks were retained but that you need to check that the marks are assigned to the correct judges. Mis-assignment is rare, but should be checked.
 - iii. **If the panel is not the same number of judges as the previous panel**, do the same. The error message will now tell you that the marks will be erased and you will have to re-enter them with the new panel.
 - b. If you want to change the judges from within the marking dialog box:
 - i. You can select a judge by clicking on their number; a red bar will appear below the number.
 - ii. Right click and select **Replace Judge** from the pulldown menu.
 - iii. Select the judge you want to replace that judge by checking beside the name.
 - iv. Click on **SAVE/CLOSE**
 - v. ***IF THE JUDGE'S NUMBER THAT YOU ARE REPLACING WITH IS HIGHER THAN A JUDGE CURRENTLY IN THE PANEL, THE MARKS MAY MOVE AROUND. BE CAREFUL TO REPLACE THE JUDGES IN ORDER AND TO SELECT THE CORRECT JUDGE TO BE REPLACED. DON'T ASSUME THAT THEY WILL STAY IN STRICT LEFT TO RIGHT POSITIONS!***
- 4. If you have judges' sheets out of order:
 - a. You can switch the judges' marks by selecting the judges involved in the switch so that the red bar appears below both numbers.
 - b. Right click and select **Switch Judges' Marks**
 - c. The marks will switch and the red bars will disappear
 - d. Click on **CLOSE**

To Print Results:

10. Highlight the set of heats for which you want to print results
11. Use the pulldown Print Menu (top left) and select **Print Schedule/Results for Emcee** OR right click and select **Print Schedule/Results For EmCee**
12. The sub-choice is **For Selected Items Only**
13. A Print Options box will open; you can uncheck the underline competitor option if you want. It's not necessary to change anything here, but feel free to de-clutter the print job
14. Click on **CLOSE** at the bottom
15. Your printer menu will open; click on **OK**

To Print Detailed Results, including dance placements:

1. Highlight the set of heats for which you want to print results
2. Use the pulldown Print Menu (top left) and select **Print Detailed Heat Results for Emcee** OR right click and select **Print Detailed Heat Results For EmCee**
3. Your printer menu will open; click on **OK**. *Since this option prints a separate sheet for each event (not heat, event) your print menu will re-open for each job, so you will click OK multiple times. Be patient.*

4. Use this option for all Scholarships and Professional Events. Ask your chairman about other multi-dances.
5. The print for this option is large – you might need to change the font size to include all the details. Do this from the print menu, print font. Remember to change it back to a larger size for single dances or normal schedule printing.

To Scratch a single entry

1. Go to the heat in question.
2. Use **CTRL+S** to show the couples OR use the **Couples/Competitors** pulldown menu and select **Show Couple List for Selected Events** to show the couples
3. Highlight the couple you want to scratch; right click; choose **Scratch Selected Couple from Round**
4. You can unscratch the couple the same way, choosing Unscratch.

To Scratch multiple entries (from the schedule view)

1. Go to the first heat in question
2. Show the couples, as per above
3. Highlight the couple you want to scratch; right click
4. Choose **Scratch/Unscratch Selected Couple from Multiple Events**
5. A dialog box with events and heat numbers will open; check the events you want to scratch OR use the **CHECK ALL EVENTS** button at the side to scratch the couple from all events.
6. Individual heats may be unscratched by removing the check marks, or by using the **UNCHECK ALL EVENTS** button, or as you come across them in the schedule individually

To Print a person's heat list during the event (from the schedule view)

1. Find the couple in the schedule (**CTRL+F3** – search for name)
2. Right click on the heat and choose show couples in selected event
3. Right click on the couple and choose which heat sheet (man or woman) you want to see
4. Print
 - a. You can print a complete heat sheet, a sheet for only a single session or a sheet for only those events that haven't yet run in your schedule. Very cool!

To Print Recalls

1. Find the next round of the event (**Ctrl+N** in the schedule view)
2. From the print menu, select **Print Schedule/Results for Selected Items Only**
3. Print the correct number of copies
4. Keep the set selected and print Judge's sheets and Invigilator sheet if needed.
5. *If set correctly, using Ctrl+N, then Ctrl+P will print what you need.*

To Print a cross-style result:

1. Select a part of the event you want to print.
 - a. If you haven't completed the event, you will see a popup that asks if you want to compute the results with the existing marks or exit and finish entering marks for the event. Exit
 - b. If you have completed the event, you will see a scoresheet. In the Print Menu, Print Setup, change the orientation to Landscape.
 - c. From the Print menu, select **Print MC Information**.
 - d. Select whether you want to identify the student by studio or state.
 - e. Print

MERGING:

1. When it's time to merge, exit the schedule view.
 - a. Be aware of saving or not saving your schedule. If you've made changes that you don't want to carry over (separating multi-dances from scholarships for the MC, etc.), then don't save your schedule before leaving to prepare merge.
2. Go to the Merge Menu (top); select Prepare Data for Merging
3. Premier will prepare a .txt file in the same location as your .mdb file. Take this and move it to a flashdrive.
 - a. You will see two sequential messages on your screen
 - i. The first will tell you what to do with your prepped text file – click OK
 - ii. The second asks if you want to continue working or not
 1. If you are merging and continuing, leave this open until you return from the master with your new dB – then click yes and open your new dB
 2. If you are done for the time being, you can immediately click on no and close your dB, then bring your text file to the master.
4. Take the flashdrive to the Merge Master and have him/her perform the merge.
5. If you are continuing to work, get a new dB from the registrar, move it from your flashdrive to your hard drive, open it and continue to work
6. If you are done for the time being, remind the registrar that you DON'T need a new dB.

I STRONGLY SUGGEST THAT YOU MAKE A FILE WHEREVER YOU KEEP YOUR DB CALLED 'OLD DBS & BACKUPS'; EACH TIME YOU MERGE, MOVE THE CURRENT DB & BACKUP FOLDER INTO THAT FILE SO THAT YOU ARE UNLIKELY OPEN THE WRONG DB WHEN YOU RETURN FROM THE MERGE.