



Easycomp Scrutineering Program Instruction Manual

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Easycomp Scrutineering Program



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Getting Started with Easycomp

1. Start Easycomp
2. Wait until the splash screen has disappeared then click “Ballroom and Latin”, or “Freestyle or Street” and click Continue. This guide assumes that “Ballroom and Latin” was selected, but the instructions are identical for “Freestyle or Street” except that there are no “dances” for Freestyle and Street.

Please enter information about the event

What sort of event is it?

☒ Ballroom and Latin ☐ Freestyle or Street

Continue

3. Enter a competition by clicking on “Add Comp”

Easycomp Ultimate

File Names Entries Options Results Licence Errors Timetable WiFi Scanner Help

Untitled Event

Tab 1 +

Competition Name	Dances	Entries	Round
------------------	--------	---------	-------

Add Comp

Recall

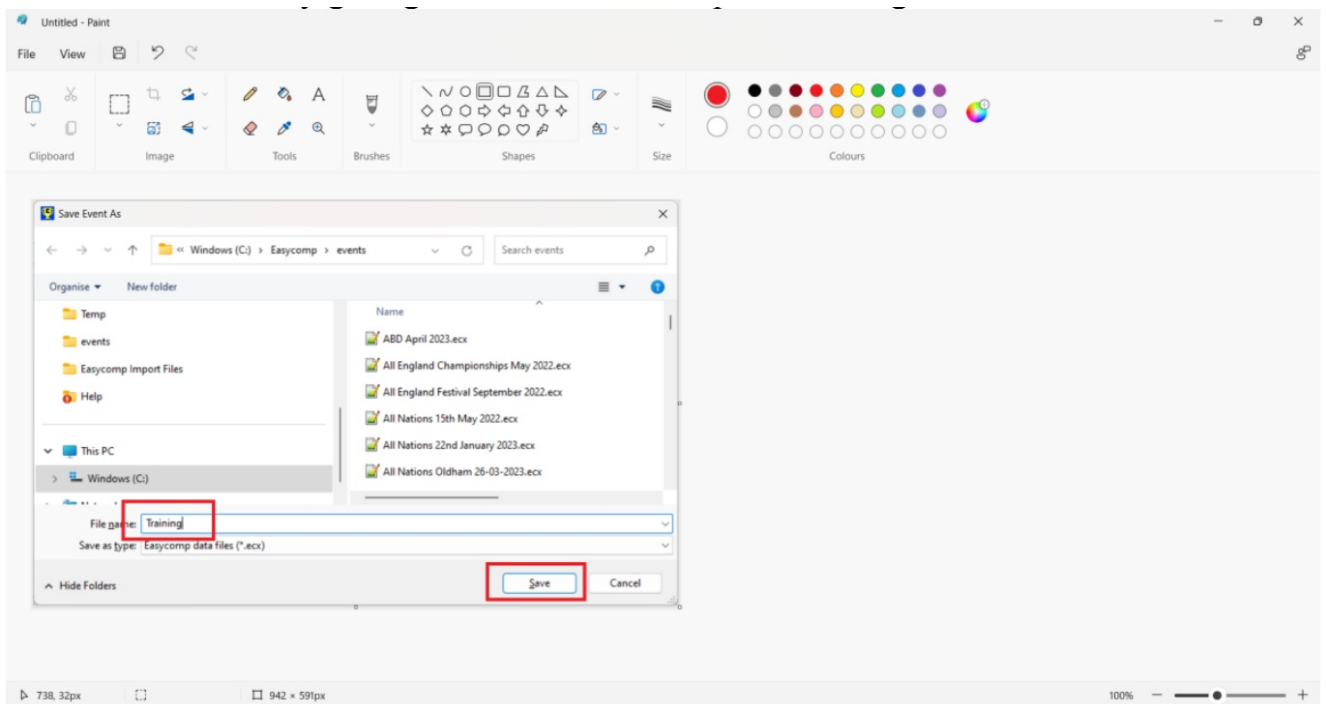
Final

Delete Comp

Number of competitions = 0

Show Finished Finals ☐

4. Save the event by giving it a name, for example “Training” then click “Save”



5. Enter the name of the competition, for example “Junior 4 Dance” and press Enter, then enter the dance letters, for example “WTFQ”, then press Enter again

Competition Information

Name of Competition Round 1

Dances Valid Dance Letters Final Dances (optional)

V, R, S, P, C, J, O (Other)

No. of entries = 0

R to remove, W to withdraw, E or / to end

Show Advanced Features ☐

6. Enter the competitors' numbers in that competition by entering their numbers, followed by Enter, e.g. 1, 2, 3 and so on. Or you can type 1-16 to automatically enter all the numbers from 1 to 16 inclusive.

Competition Information

Name of Competition Round 1

Junior 4 Dance

Dances WTFQ Valid Dance Letters V, R, S, P, C, J, O (Other) Final Dances (optional)

No. of entries = 16

Paste Print Sort

1	12
2	13
3	14
4	15
5	16
6	
7	
8	
9	
10	
11	

R to remove, W to withdraw, E or / to end

Exit

Show Advanced Features ☐

7. Click Exit when you have finished entering competitors' numbers and you will be returned back to the main screen, and you will see that you have 1 competition entered. You can edit this competition by double-clicking on it, and change its name, its dances, its competitors, and so on.

Easycomp Ultimate, C:\Easycomp\events\Training.ecx

File Names Entries Options Results Licence Errors Timetable WiFi Scanner Help

Untitled Event

Tab 1 +

Competition Name	Dances	Entries	Round
Junior 4 Dance	WTFQ	16	1

Add Comp Recall Final Delete Comp

Number of competitions = 1 Show Finished Finals ☐

8. Now let's do a recall for this competition. We want to bring back 12 couples for a semi-final, using 3 adjudicators. Click on the competition then click "Recall"

9. Fill in the details as shown, pressing Enter after each one.

Input Data For Round

Junior 4 Dance

Number of adjudicators, or panel letter

Letters

Number to be recalled

10. Enter the numbers recalled by adjudicator A. You can see the couples in the competition on the right, and as you enter them, they jump over to the left. Enter whatever numbers you like. (If you enter a number which is not in the competition, the program will ask you if you want to add it.)

Enter recall marks for Junior 4 Dance

Dance	Waltz	Tango	Foxtrot	Quickstep
Judge	A	B	C	

Marked Entries

Unmarked Entries (8)

1
3
12
9
6
16
4
2

5
7
8
10
11
13
14
15

Recalling Marked 8

Add Dance

E or / - End adjudicator's marks, R - Remove a mark

Enter mark

Done

Clear

Cancel

11. After you have entered all the numbers for adjudicator A, press E and do the same for adjudicator B, and so on, for all adjudicators. Repeat the process for the other dances.

Enter recall marks for Junior 4 Dance				
Dance	Waltz	Tango	Foxtrot	Quickstep
Judge	A	B	C	

Marked Entries

1
6
3
9
13
16
11
12
10
7
5
14

Unmarked Entries (4)

2
4
8
15

Recalling Marked 12

Add Dance

E or / - End adjudicator's marks, R - Remove a mark

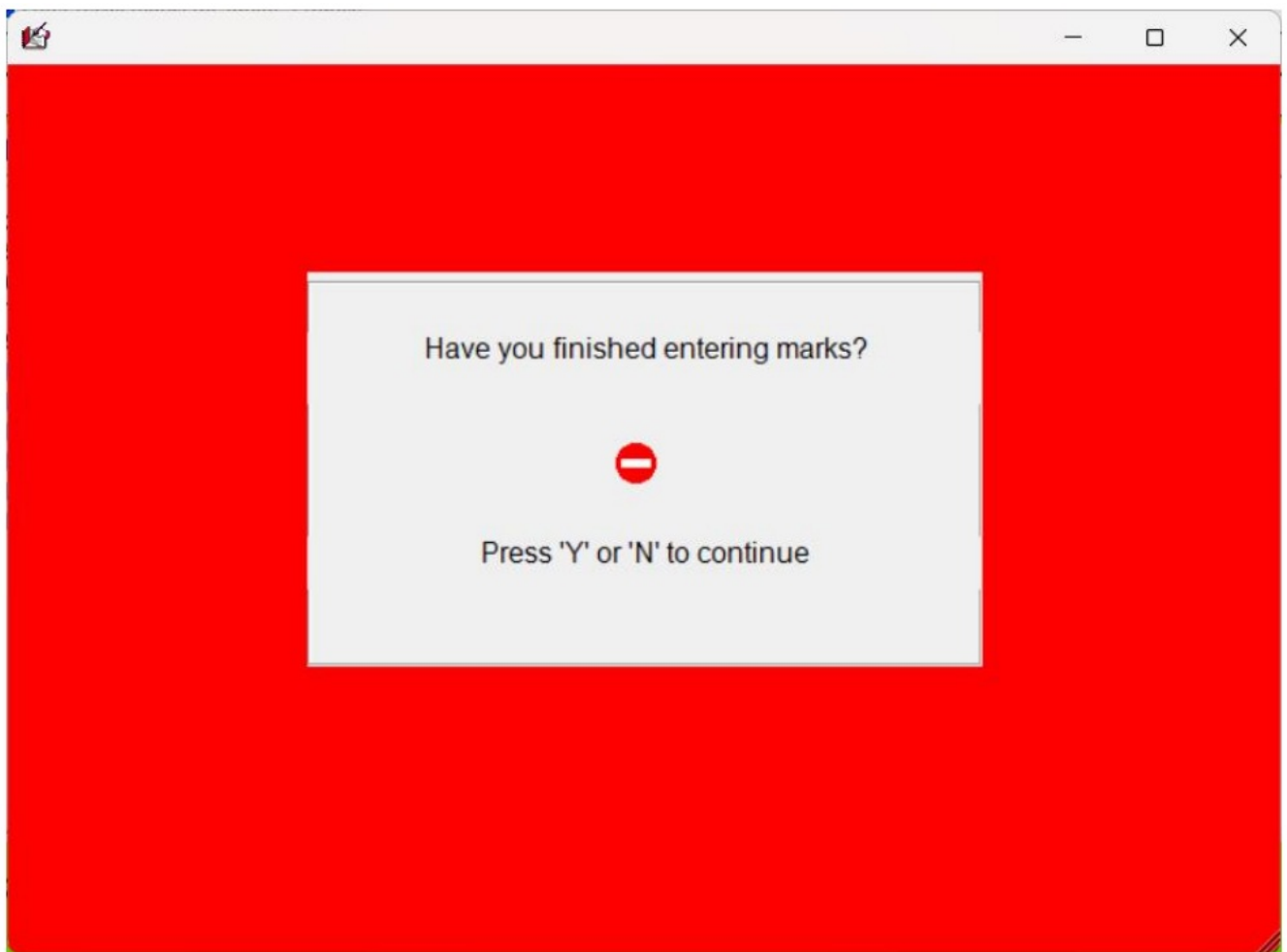
Enter mark

Done

Clear

Cancel

12. When you have entered the last number for the last adjudicator for the Quickstep press E. You will see the screen below. Press Y



13. Depending on what numbers you entered, the program may not be able to recall exactly 12 couples, and if so, you will see a screen like this:-

Recall Decision Required

Number	Marks	Majority
1	11	*
5	11	*
9	11	*
12	11	*
3	10	*
6	10	*
7	10	*
8	10	*
2	9	*
14	9	*
10	8	*
4	7	*
11	7	*
13	7	*
15	7	*

Junior 4 Dance cannot recall 12 from 16. Bring back 15 or 11?

14. Decide how many you want to bring back (I will choose 11 in this case)
15. The recall sheet will be printed automatically.

Junior 4 Dance recall from round 1

Untitled Event

Waltz
Tango
Foxtrot
Quickstep

Number recalled = 11. Number of heats = 1

1
2
3
5
6
7
8
9
10
12
14

16. The next round is done in exactly the same way. Click on “Recall” and follow the same procedure. When there are fewer than 9 competitors left in the competition, you can choose to click on “Final”. Enter all the final placings and the program will produce a “Final” sheet instead of a “Recall” sheet.

Customer Support

This has been a very brief introduction, but hopefully you now have some idea of how to use the program. Please look at the Help for more details, and if you have any questions at all, don't hesitate to contact us at

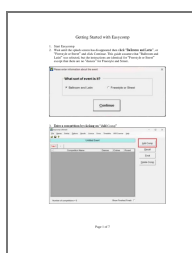
info@easycompsoftware.com

Happy Scrutineering!

The Easycomp team.



Documents / Resources



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Scrutineering Program, Scrutineering, Program

References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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