

**WGPO Ratings System**  
**Director User Guide**  
**Version 1.0.1**  
**2015 May 31**

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## Introduction

The WGPO ratings system is designed to maintain information on the WGPO tourney schedule and WGPO player ratings. As a director, you will be able to use this system to:

- Request registration of new tournaments
- Request the setup of first-time WGPO players who are playing in your tournament
- Maintain your tournament entrant lists
- Submit your tournament results for rating

This document describes how to access the system and perform the functions listed above.

## Accessing the System

### Obtaining a UserID and Password

When the system was implemented, all existing directors were automatically assigned director privileges in the new system. So for all such directors, the following two steps are not necessary. You can use your existing userID and password to log in.

If you are a new WGPO director: To gain access to the system you must:

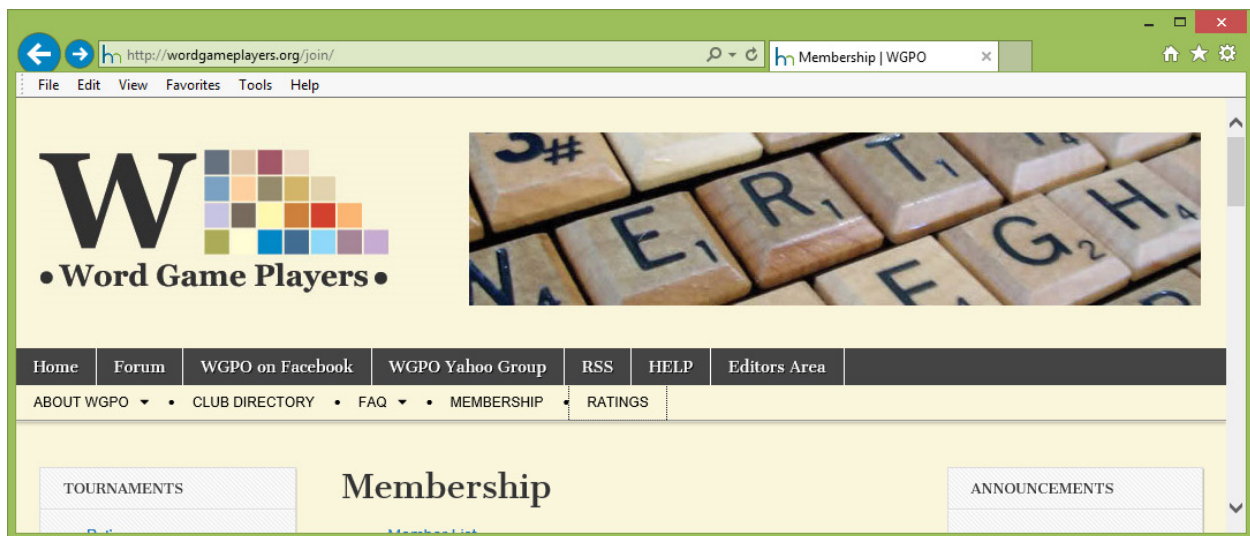
- (1) Register as a member of WGPO to obtain a WGPO userID and password. You can register at the following web address: <http://wordgameplayers.org/join/>
- (2) Make a request to the ratings administrator to assign you DIRECTOR privileges.

Once you have been authorized to access the system as a director, you will be able to sign in and gain access to all director functions.

### Accessing the System

To access the system, open your web browser and go to the main WGPO site at the following web address: <http://wordgameplayers.org/>

In the second line of the menu at the top of the page, you will see a link labelled "Ratings". Click on that link to access the public menu page for the ratings system.



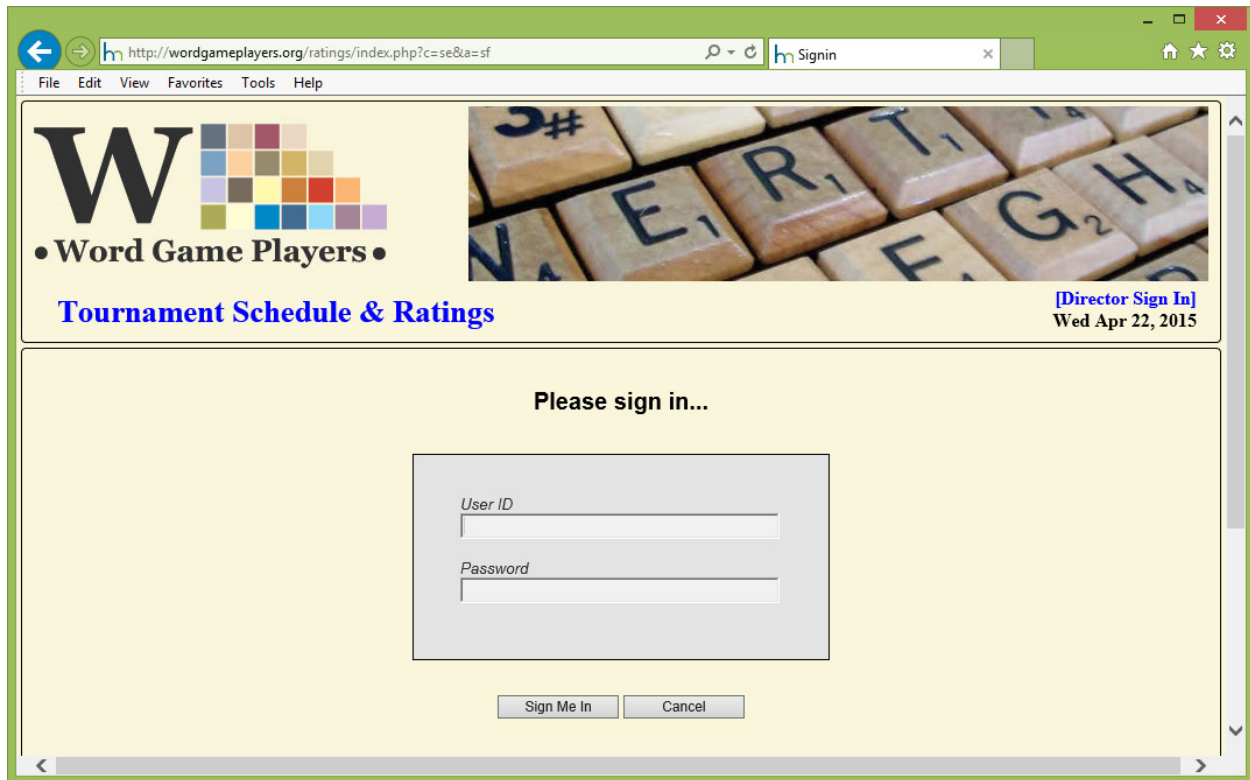
## The Public Menu Page

This page will be displayed when you click the “Ratings” link on the WGPO main page. From this page, any person can access information on upcoming tournaments (including your tournament flyer and entrants), and past tournaments (including results). They can also access information on player ratings and past tournament history.



## Signing In

In order to gain access to the system to perform director functions, you must first sign in. To sign in, click on the [Sign In] link at the top right corner of the public menu page. You will be presented with the following signin form:

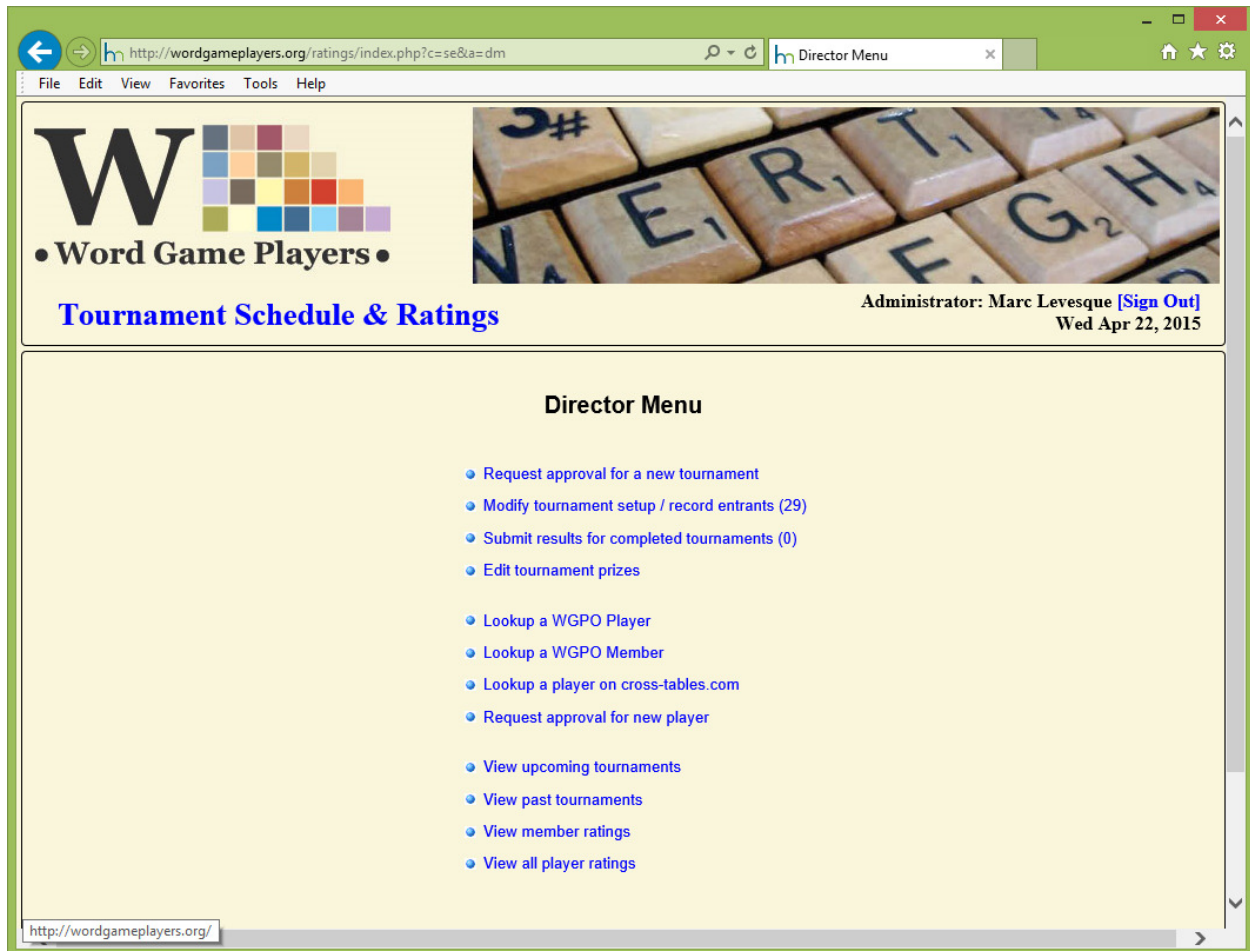


The screenshot shows a web browser window with the URL <http://wordgameplayers.org/ratings/index.php?c=se&a=sf>. The page features the "Word Game Players" logo on the left and a banner image of wooden letter tiles on the right. Below the logo is the text "Tournament Schedule & Ratings". In the top right corner, there is a link "[Director Sign In]" and the date "Wed Apr 22, 2015". The main content area is titled "Please sign in..." and contains a sign-in form with two input fields: "User ID" and "Password". Below the form are two buttons: "Sign Me In" and "Cancel".

Enter your user id and password, and click the "Sign Me In" button.

## The Director Menu

Once you are signed in, you will see the Director Menu. While signed in, this will be your home page. You can click on the “Tournament Schedule & Ratings” header at the top left of any page at any time to return to this page.



The upper part of this menu displays the list of functions that are available to you as a director. The items in the lower part of the menu repeats the same items that appear on the public menu.

The director-specific functions listed in the top part of the menu are summarized below and are further described in subsequent sections of this guide.

### Request approval for a new tournament

Click on this to open the “Request for a new tournament” page. That page will allow you to enter the basic information required to get a new tournament onto the list of upcoming tournaments. These requests must go through a vetting process before they are published. It is the responsibility of a ratings administrator to review and approve these requests prior to publication.



### [Modify tournament setup / record entrants](#)

Once your tournament has been approved, you will be able to set up your divisions and record entrants. You may also add additional directors to your tournament. The number shown at the end of this item shows how many tournament you have that are in “Approved” status.

### [Submit results for completed tournaments](#)

When your tournament is complete, you will want to submit your tournament results for ratings. You may also want to report any prize money you have paid out. Clicking on this option will display a page from which you can upload your results file and your prize file directly to the ratings administrator for rating and publication.

### [Edit tournament prizes](#)

Information on prize payouts would normally be submitted together with results. However, if you elect to report prize payouts later, or if you want to change information that you previously submitted concerning your prize payouts, you can use this option to update prize information for your tournament.

### [Players](#)

The next three options relate to information on players. If you have a player in your tournament who has never played in a WGPO tournament, then you must request the setup of that player in the WGPO database before you can add them as an entrant, or submit your results.

The reason for this is to ensure that players are uniquely and accurately identified in WGPO records, so that we can accurately keep track of a player’s tournament history and ratings information and match tournament results to those records. Also, if a player has previously played in a tournament with another organization, their past rating information will be carried forward for use as a starting point for calculation of their WGPO rating.

The three functions listed on the menu are intended to help you identify whether or not the player has previously played, and to relay this information to the ratings administrator, who has the ultimate responsibility for researching a player’s history, ensuring there are no duplicate player records, and doing the initial setup of a player in WGPO’s database.

[Lookup a WGPO player](#) allows you to search WGPO’s database of players.

[Lookup a player on cross-tables.com](#) allows you to search for a player’s non-WGPO playing history if they are not found in WGPO’s database. In order to access this past history, we need to ensure the player’s name is spelled exactly as it was in those external records.

[Request approval for a new player](#) is used to request that the ratings administrator register the player in WGPO’s database. Clicking on this option will allow you to enter information on the player that will assist the ratings officer to determine if this is a first time competitive scrabble player, or if they have previously played in a WGPO or non-WGPO scrabble tournament. As the tournament director, you will have the best information on the true identity of the player, since you will be the one having direct contact with the player. The ratings administrator will be responsible for double-checking that we do indeed have the right player.

## Request approval for a new tournament

When you select this option from the Director Menu, you will be presented with the following form:

The screenshot shows a web browser window with the URL <http://wordgameplayers.org/ratings/index.php?c=to&a=tr>. The page title is "Tournament Request". The header includes "Word Game Players" and "Administrator: Marc Levesque [Sign Out] Wed Apr 22, 2015". The main heading is "Request Approval For New Tournament". The form contains the following fields:

- Location
- Tournament Name
- Start Date (yyyy/mm/dd)
- Start Time (hh:mm) (09:00)
- End Date (yyyy/mm/dd)
- Number of Games (0)
- Director Notes (text area)
- Rating Type (Action)
- URL To Website
- URL To Flyer

At the bottom of the form are "Submit" and "Cancel" buttons.

Most of the fields shown on this form will appear in the list of upcoming tournaments, so it is important that you fill these out correctly. These fields are described as follows:

### Location

This normally the city and state / province code, e.g. Victoria, BC or San Francisco, CA where the tournament will be held. It may also be a more general location, such as a cruise location, e.g. Galapagos Cruise.

**Tournament Name**

This is the name of your tournament, e.g. Words for Whizzes EB1, Words for Whizzes EB2, Word for Whizzes Main Event.

**Start Date**

This is the data on which your tournament starts. Format is 4-digit year / two-digit month, and 2-digit day, e.g. 2015/03/05.

**Start Time**

This defaults to 09:00 (9am). Normally you would leave this set to the default. However, if you are running two tournaments on the same day, e.g. EB1 and EB2, specify the start time here. This is to enable the ratings administrator to determine the correct rating order for those tournaments.

**End Date**

Enter the end date of the tournament. It has the same format as the start date.

**Number of Games**

Enter the number of games in your tournament. Note that when you submit your results, the system will check that the results file you submitted reports the same number of games as you specified here.

**Director Notes**

If you have any special instructions that you want to appear in the list of upcoming tournaments, enter it here, e.g. \$20 discount if paid by June 1.

**Rating Type**

Select the rating type for the tournament. It may be 'Standard', 'Collins', or 'Action'.

**URL to Website**

If you have further information listed on a website, enter the web address (URL) here.

**URL to Flyer**

If you have a PDF of your flyer, enter it's location here. If you do not have a website, or do not have the ability to create a PDF, leave this blank. You can send a copy of the flyer to the ratings administrator, and they can set that up for you.

**Buttons**

Click SUBMIT to submit your request, or CANCEL to cancel this request and return to the menu.

## Modify tournament setup / record entrants

When you select the “Modify tournament setup / record entrants” options from the Director Menu, you will see a list like the one shown below. This list will contain an entry for every tournament where you are acting as the prime or as an assistant director. When your request for a new tournament is submitted, you will be registered as the prime director. You may elect to add additional directors (how to do this is described in a later part of this section).

<b>Approved Tournaments Modify Setup / Record Entrants</b>							
<a href="#">← Back to Menu</a>							
ID	Date(s)	Location / Name (click to edit setup)	Rating Type	Games	Directors (click)	Divisions (click)	Entrants (click)
325	2014/12/14	<a href="#">West Linn, Oregon</a> West Linn in December	Standard	6	<a href="#">Ruth Hamilton*</a>	<a href="#">2 Manual</a>	14
349	2015/03/28	<a href="#">Tigard, Oregon</a> Spring In Tigard	Standard	6	<a href="#">Ruth Hamilton*</a>	<a href="#">1 Manual</a>	0
370	2015/04/12	<a href="#">Portland, OR</a> Portland Pizza	Standard	6	<a href="#">Ruth Hamilton*</a>	<a href="#">1 Manual</a>	0
371	2015/05/16	<a href="#">Lake Oswego Oregon</a> Lake Oswego	Standard	5	<a href="#">Ruth Hamilton*</a>	<a href="#">1 Manual</a>	0
336	2015/09/04	<a href="#">Portland, OR</a> Word Cup V - Early Bird	Standard	8	<a href="#">Richard Moyer*</a> <a href="#">Ruth Hamilton</a>	<a href="#">1 Manual</a>	6
338	2015/09/04	<a href="#">Portland, OR</a> Word Cup V - Early Bird - Collins	Collins	8	<a href="#">Richard Moyer*</a> <a href="#">Ruth Hamilton</a>	<a href="#">1 Manual</a>	3
318	2015/09/05 to 2015/09/09	<a href="#">Portland, OR</a> Word Cup V - Main Event	Standard	31	<a href="#">Larry Rand*</a> <a href="#">Richard Moyer</a> <a href="#">Ruth Hamilton</a>	<a href="#">3 Manual</a>	97
335	2015/09/05 to 2015/09/09	<a href="#">Portland, OR</a> Word Cup V - Main Event - Collins	Collins	31	<a href="#">Larry Rand*</a> <a href="#">Richard Moyer</a> <a href="#">Ruth Hamilton</a>	<a href="#">1 Manual</a>	7
337	2015/09/06	<a href="#">Portland, OR</a> Word Cup V - Sunday Speed	Action	6	<a href="#">Ruth Hamilton*</a>	<a href="#">1 Manual</a>	4

The list shown above allows you to do the following:

- Clicking on a high-lighted location in the “Location / Name” column will display the “Edit Tournament Setup” form. This form has the same content as the form you used to request the tournament, and the rules for the various fields are the same.
- Clicking on a highlighted list of director names in the “Directors” column will display a form you can use to add / delete directors for the tournament.
- Clicking on a highlighted entry in the “Divisions” column will display a form that will allow you to modify the number of divisions, and the rules for placement of players within those divisions.
- Clicking on a highlighted entry in the “Entrants” column will display a page that allows you to add, edit, or delete tournament entrants for your tournament.

With the exception of the first item, which was described previously in the section on requesting a new tournament, each of these items is described further in the following paragraphs.

## Update Tournament Directors

After clicking on the list of directors for the tournament, you will see the following form:

**Portland, OR - Word Cup V - Early Bird**  
**2015/09/04**  
**Update Tournament Directors**

*NOTE: First director listed is Prime.*

Director Name [\[Add\]](#) [\[Del\]](#)

Richard Moyer ▼

Ruth Hamilton ▼

To add a director, click the [Add] link next to “Director Name”. This will add another select box after the last director. From that select box, select the name of the director you want to add. Note that the select box contains the names of all current WGPO directors.

To delete a director, click on the [Del] link next to “Director Name”. This will delete the LAST entry in the list. If you simply want to change one of the directors, just select a different one from the select box.

NOTE that this form will not allow you to delete all directors. There must always be at least one director for every tournament.

Click the SUBMIT button to apply the changes, or CANCEL to exit with no change.

When you click on the divisions in the setup list, the following form will be displayed. This form allows you to add and delete divisions, as well as to specify criteria for assigning players to divisions.

The first thing to do is to set up the desired number of divisions. To add a division, click on the [Add] link next to “Division Name”, then type in the name of the division in the text box. To delete a division, click the [Del] link next to “Division Name”. Note that divisions are always added or deleted from the end of the list.

The “Assignment Type” select box contains three options:

By Rating means that you want to have the system automatically assign entrants to divisions based on their most recent rating. If you select this option, then you must also enter the rating cutoff boundaries for the divisions in the “Cutoff Rating” text boxes.

By Size means that you want to automatically assign entrants to divisions, in rating order, but keeping divisions to a maximum specified size. For this option, you must specify the maximum division sizes in the “Max Sizes” text boxes.

Click the SUBMIT button to apply the changes, or the CANCEL button to exit without making changes.

## Update Entrants List

When you click on the number of entrants item in the setup list, the following page, listing your entrants by division, will be displayed.

**West Linn, Oregon - West Linn in December**  
**2014/12/14**  
**Update Entrants List**

[← Back to Tournaments](#)

Division 1				
Seed	Name	State Province	Rating	
1	Moyer, Richard	OR	1606	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Hamilton, Ruth	OR	1522	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	Jacobi, Gunther	OR	1520	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Valentine, Keith	WA	1448	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	Gott, P K	OR	1357	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
6	Meyer, Alan	OR	1331	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
7	Cornelison, Betty	OR	1300	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
8	Nippy, Swen	MD	1261	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
9	Wornum, Jesse	OR	1261	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

The function of each of the buttons is summarized as follows (see later sections for more detail):

Add allows you to add a new entrant.

Edit allows you to change the entrant's assigned division, and to change the entrant's status to either tentative (i.e. not paid), or confirmed (i.e. paid).

Delete will delete the entrant from the entrant's list.

Re-seed will reassign all players to the appropriate division based on the rules you defined when setting up the divisions.

## ADD an Entrant

When you click the ADD button in the entrant's list, the following screen will be displayed, which allows you to look up a WGPO player, and add them to the entrant's list.

**West Linn, Oregon - West Linn in December**  
**2014/12/14**  
**Entrant Lookup**

Enter at least 3 letters of the first or last name

× Search Done

Player Name	Location	Standard Rating	Standard Provisional Games	Collins Rating	Collins Provisional Games	
Atwood, Donna	Phoenix, AZ	1161	39	0	0	<input type="button" value="Select"/>
Atwood, Mary	Roseville, MN	1177	50	0	0	<input type="button" value="Select"/>
Cleary, Lynda Woods		1219	50	0	0	<input type="button" value="Select"/>
Haywood, Ruth	Vancouver, BC	620	50	0	0	<input type="button" value="Select"/>
Wood, David	Thunder Bay, ON	1581	50	0	0	<input type="button" value="Select"/>
Wood, Elizabeth	Lake Oswego, OR	1033	50	0	0	<input type="button" value="Select"/>
Woodrick, Joan	Fort Collins, CO	1010	22	0	0	<input type="button" value="Select"/>

\*NOTE: You must register new players with WGPO before submitting tournament results.

When the page first displays, the lookup list will be empty. Enter at least 3 characters of the player's last name or first name, then click the Search button. All WGPO players whose name contains the specified letter string will be displayed.

To add the player to the entrant's list, click the SELECT button next to the name.

If the player is not found, click the DONE button to close the window. You will have to issue a request to the ratings administrator to set up any new players in the WGPO database.



### EDIT an Entrant

When you click the EDIT button in the entrant's list, the following page will be displayed:

**Portland, OR - Word Cup V - Sunday Speed**  
**2015/09/06**  
**Edit Entrant**

*Player Name (not editable)*  
Clark, Jeff

*Division*  
Division 1

*Tentative ?*  
Yes

Submit Cancel

To change the entrant's assigned division, select it from the Division select box. To change the entrant's status, select YES or NO from the Tentative select box.

When you are done, click the SUBMIT button to apply the change, or CANCEL to close this window without making any changes.

### DELETE an Entrant

Clicking the DELETE button beside an entrant's name will delete them from the entrant's list. You will get a confirmation message like the following.

**Delete Tournament Entrant**

P K Gott has been deleted from the entrants list.

OK

## RE-SEED Entrants

If you click the RE-SEED button on the entrants list, one of the following actions will be taken:

For MANUAL divisions, all entrants will be left where they were – i.e. no re-assignment will be done.

For division assignment BY SIZE, the entrants will be sorted descending by rating, and the divisions will be filled, from the first division on down, to the specified maximum number of players for the division. Any extra players will be placed in the last division.

For division assignment BY RATING, the entrants will be sorted descending by rating and assigned to divisions based on the cutoff ratings specified for the divisions.

## Submit results for completed tournaments

This section describes how to go about submitting your tournament results.

### Preparation

Before you try submitting results, ensure you have all the necessary information ready. At a minimum, you must submit a file containing your results. You may also optionally submit a file containing your prize information at the same time. Refer to the documentation for the Tournament Management program you used to run the tourney for information on how to generate a results file. Refer to Appendix A of this document for information on how to prepare a prize file.

### Tournaments Awaiting Results

To start the process, click on the “Submit results for completed tournaments” link on the Director Menu. When you click on this menu option, you will see a list of all tournaments for which you are listed as the primary director or an assistant director, and that have a completion date in the past, and for which no results have yet been submitted.

Tournaments Awaiting Results								
<a href="#">← Back to Menu</a>								
ID	Date(s)	Location / Name	Director	Rating Type	Games	Divisions	Status	Results
325	2014/12/14	West Linn, Oregon West Linn in December	Ruth Hamilton	Standard	6	2 (M)	A	<input type="button" value="Submit"/>
349	2015/03/28	Tigard, Oregon Spring In Tigard	Ruth Hamilton	Standard	6	1 (M)	A	<input type="button" value="Submit"/>

To submit results, click the SUBMIT button next to the appropriate tournament. You will then see the following submission form.

## Submission Form

This form allows you to upload your tournament results directly to the WGPO ratings administrator for rating. You can optionally also upload your prize information using this form.

**Tigard, Oregon - Spring In Tigard**  
**2015/03/28**  
**Submit Tournament Results**

Results File Format  
Director! format

Results File Name (required)  
Browse...

Prize File Format  
- select -

Prize File Name (optional)  
Browse...

Submit Cancel

The form fields are described as follows:

**RESULTS FILE FORMAT** specifies what format was used to create your results. Choose one of the following options from select box list:

- **Director! format:** Select this if you created your results file using the Director! program (see appendix B).
- **.tsh version 3 archive** format: Select this if you created your results using the .tsh SUBMIT command. TSH will create a file named “tsh.all”. This is the file to be submitted (see appendix C).
- **TMenu format:** Select this if you created your results using the TMenu program (see appendix D).
- **WGPO archive format:** Select this if you manually modified the .tsh results file to conform to the WGPO archive format specification (see appendix E).
- **MANUAL format:** Select this if you manually created your results file. NOTE that if you use this option, the results must be in the same format as that created by the Director! program (see appendix B).

NOTE: Refer to Appendices B, C, D, and E for further information on, and examples of, the format of these files.

**RESULTS FILE NAME** specifies the name and location of the results file you want to upload. Click the BROWSE button to search your disk drives for the correct file. These files must have a file name extension of .TXT.

**PRIZE FILE FORMAT** specifies the format of your prize file. There are only two options available in the select box list. You must choose one of these two options:

- **NO PRIZES TO REPORT** Select this if you will not be submitting your prize information (or you had no prizes) with the results.
- **WGPO FORMAT** Select this if you will be submitting prize information.

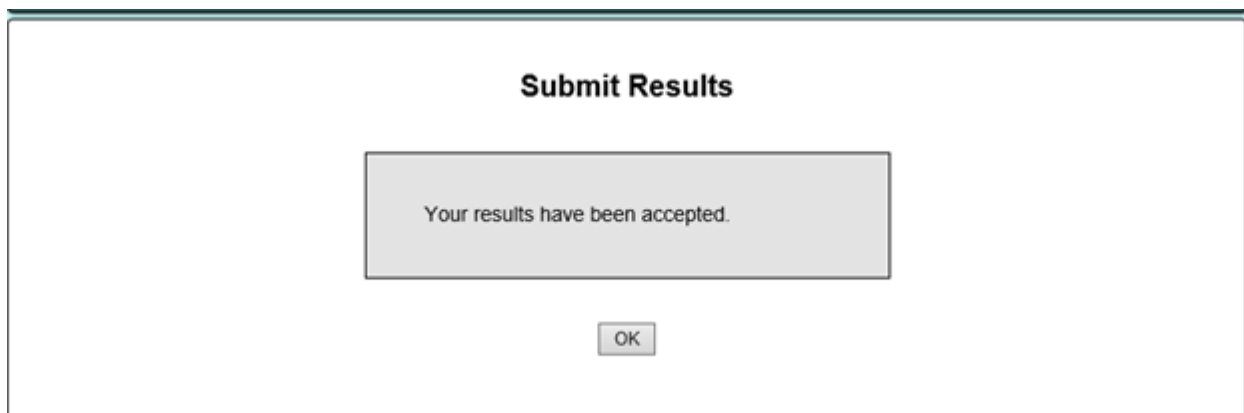
**PRIZE FILE NAME** specifies the name and location of the prize file you want to upload. Click the BROWSE button to search your disk drives for the correct file. These files must have a file name extension of either .TXT or .CSV.

*NOTE: Refer to appendix A for a sample file layout.*

To submit the files, click the SUBMIT button. To close this form without submitting any results, click the CANCEL button.

### Success Message

When you click SUBMIT your files will first be validated. If any errors are found, you will see a page listing the errors (described below). If the file(s) are found to be valid, they will be stored on the WGPO website, and you will see the following confirmation message:



The above message will confirm that your results were checked and found to be valid, and have been officially submitted for rating by the Ratings Officer.

If any errors are found in your submission, you will see an error screen as described in the next section.

## Submission Error Page

As mentioned previously, if any errors are found in your submission, you will see the following error page:

**Spring In Tigard - Tigard, Oregon**  
**2015/03/28 - 6 Games**  
**Submission Errors**

[← Back to Menu](#)

**Results File Format Specified:** Director! format **File Uploaded:** RUTH\_SCRBTRNY.txt

```
1 JOHNSON DAVE/154: L6-288 W5-390 W4-356 W3-435 L2-399 W6-437
2 VAN LEUNEN ALICE/-104: L5-318 L3-424 W6-430 L4-316 W1-422 W3-413
3 MOYER RICHARD/-393: L4-329 W2-468 L5-318 L1-274 W6-384 L2-337
4 HAMILTON RUTH/287: W3-461 W6-446 L1-350 W2-414 L5-270 L5-362
5 MEYER ALAN/148: W2-460 L1-306 W3-407 L6-290 W4-355 W4-366
6 WORNUM JESSE/-92: W1-429 L4-294 L2-349 W5-378 L3-363 L1-370
7 MAZZUCA CHRIS/89: W12-409 W11-361 W10-395 W9-353 W8-382 L9-345
8 WOOD ELIZABETH/85: W11-350 L9-300 W12-412 W10-383 L7-328 W12-361
9 MANSON JOANNE/419: W10-378 W8-398 W11-482 L7-331 L12-368 W7-452
10 EDER CHERI/-49: L9-354 L12-270 L7-343 L8-379 W11-367 W11-361
11 WALKER CAROL/-401: L8-289 L7-326 L9-251 W12-371 L10-278 L10-313
12 CURRY GLORIA/-143: L7-376 W10-376 L8-276 L11-308 W9-387 L8-325
*** Missing or misplaced division header(s). ***
```

**Prize File Format Specified:** No prizes to report **File Uploaded:**

The error page will display the contents of the results file (and optionally the prize file) that were uploaded.

The first thing to check is that you specified the correct results file format. The results file format selected by you is displayed in the first file header. In the case of the example shown, the problem is that the results file format was specified as being DIRECTOR! format, but in fact the results are in TMENU format, so the system could not interpret the results.

The second thing to check is that you uploaded the correct file. The name of the file that was uploaded is also shown in the heading. The file uploaded must have an extension of .txt.

If you did select the correct format, but other errors are found, the error messages will appear under the line in error.

The most common errors are:

- A misspelled player name,
- Reversed first and last names, and
- The player name has not yet been registered in the WGPO database.

In all these cases you will get a message that says the player was not found in WGPO records.

Likewise, the prize file will be validated before being accepted. Any error will be displayed in-line in the display of prize file contents. Again, the most common error found in the prize file is a player name which does not exactly match any player in the results file – e.g. recording a player's first name as Joseph in one file and Joe in the other.

## Edit tournament prizes

You can optionally elect to enter your prize information online using the prize edit form, rather than preparing and submitting a prize file at the time you submit results. You can also use this form to correct any prize information that you determined to be incorrect after you submitted it.

*NOTE however, that you will have to wait until the tournament has been rated and posted before you can modify prize information using this page.*

### Select tournament for prize edit

Selecting the Edit tournament prizes option from the Director Menu will display the following page:

Select Tournament For Prize Edit										
<a href="#">← Back to Menu</a>										
Rating Order	ID	Date(s)	Rating Type	Location / Name	Director	Gms	Divs	Plyrs	Status	Prizes
256	348	2015/01/25	Standard	Lake Oswego Oregon January Clearance	Ruth Hamilton	4	1	14	Rated (Complete)	<a href="#">Edit</a>
251	324	2014/11/15	Standard	West Linn, Oregon West Linn	Richard Moyer	6	3	16	Rated (Complete)	<a href="#">Edit</a>
239	261	2014/09/01	Standard	Portland, OR 25th Anniversary Portland, OR Late Bird	Larry Rand	4	1	16	Rated (Complete)	<a href="#">Edit</a>

This page lists all **rated** tournaments where you acted as the prime director or as an assistant director.

To edit prizes for a tournament, click the EDIT button next to the tournament. This will bring up the following form:



## Prize edit form

The prize edit form allows you to add, change, and / or delete any prizes reported for the tournament. If any prizes have previously been reported, they will be displayed in the winner list when you open the form. If no prizes have yet been reported, no winners will be listed.

**Lake Oswego Oregon - January Clearance**  
**2015/01/25**  
**Update Tournament Prizes**

**All Tournament Players**  

Garren, Helaine

▼

add

Winner Name	Place	Perf.	Other	
Bergeron, Leesa	50	0	0	del
Cornelison, Betty	100	0	0	del
Garren, Helaine	75	0	0	del

Submit

Cancel

The form fields are described as follows:

The **ALL TOURNAMENT PLAYERS** select box will contain a list of all players in the tournament. To add a player to the prize list, first select them from the select box list, then click the **ADD** button. The player name will then be listed in the column **WINNER NAME**.

Enter prize amounts in the appropriate text box, i.e. **Place**, **Perf.** (performance), and /or **Other**.

To delete a player from the list, click the **DEL** button next to the player name.

To change prize amounts, simply replace the values in the Place, Perf., and Other text boxes with the correct amount(s).

When you are satisfied with the changes, click the **SUBMIT** button to save the changes to the ratings database. If you want to exit this page without making any changes, click the **CANCEL** button.

## Request approval for new player

If you have a first-time WGPO player entered in your tournament, then you must get them set up in WGPO records before you can add them as an entrant, or report your results.

To determine if a player is new to WGPO, you can use the [Lookup a WGPO player](#) option on the Director Menu.

If the player does not exist in WGPO records, you can use the [Lookup a player on cross-table.com](#) option on the Director Menu to determine if the person has played competitively before, and what name they played under.

The next step would be to submit a [Request Approval for new player](#) form to the ratings administrator using the option of the same name that appears on the Director Menu. After clicking that option, the following list will be shown:

### Outstanding New Player Requests

[← Back to Menu](#)

Player Name	Request Date	Requestor	Player Location	Pre-WGPO Name	New Request
Parker, Patricia	2015/04/22	PELLINEN STEVE	Lansdale, PA US		<div>EditDelete</div>

\*NOTE: You must register new players with WGPO before submitting tournament results.

This list will show all request you have submitted which have not yet been actioned by the ratings administrator. Click the **NEW REQUEST** button to add a new request. NOTE that if you have any outstanding requests, they will be displayed in this list, and an EDIT button and a DELETE button will be displayed next to the request. You can use those buttons to make changes to a request or to delete a request.

## New player request form

An example of the form is displayed below:

### Request New Player

Last Name

First Name

Middle Name

Pre-WGPO Name *(cross-tables)*

City

State / Province

Alberta

▼

Country

Canada

▼

Notes

▲

▼

Submit

Cancel

Complete the fields as follows:

**Last, First, and Middle Names:** Enter the player's stated name.

**Pre-WGPO Name:** Enter the full name as it appears on cross-tables.com, or if a player who is new to competitive scrabble, leave this blank.

**City:** Enter the player's city of residence.

**State / Province:** Select the player's state or province from the select box list.

**Country:** Select the player's country from the drop down list.

**Notes:** Enter any notes which would be of help to the ratings administrator in determining the player's identity. E.g. "Has never played competitively before", or "Rated 1230 on cross-tables".

## Appendix A – Prize File Format

You can create this file using a text editor or a spreadsheet program and submit it together with the tournament results via the “Results Submission” form.

### **Example:**

Fraley, Kevin, place, 400  
Moyer, Richard, place, 240  
Widergren, Jeff, place, 120  
Fraley, Kevin, perf, 15  
Moyer, Richard, perf, 70  
Roland, Tobey, perf, 110  
Norman, Jack, perf, 115  
Moglen, Daniel, perf, 180

### **Format:**

- Lastname: The player last name
- , (comma)
- Firstname: The player’s first name
- , (comma)
- PrizeType: One of Place, Performance (or Perf), or Other
- , (comma)
- PrizeAmount: The dollar value of the prize

## Appendix B – Director! (or Manual) Results File Format

### **Example:**

#division A

#ratingcheck off

Cohen, Laurie 1886 8 7 6 5 4 3 0 8; 382 463 331 485 374 386 50 480

Kastner, Jeffrey 1727 7 5 3 8 6 0 0 0; 345 459 533 325 327 0 0 0

Carlson, Travis 1690 6 4 2 7 5 1 8 5; 375 466 288 378 389 353 428 387

Lamerand, Jim 1666 5 3 8 6 1 0 0 0; 360 472 414 467 288 0 0 0

Rand, Larry 1581 4 2 7 1 3 8 6 3; 396 354 361 305 368 455 457 468

Smart, Gary 1449 3 8 1 4 2 7 5 7; 358 358 376 361 387 383 344 396

Redland, Yvonne Bonnie 1431 2 1 5 3 8 6 0 6; 395 295 346 341 276 360 50 384

King, Sarah 1398 1 6 4 2 7 5 3 1; 422 417 390 411 426 346 306 358

### **Format:**

Each division is formatted as follows:

- First line: “#division {code or number}”
- Second Line: “#ratingcheck off”
- Third and subsequent lines for the divisions:
- Lastname: The player’s last name
- , (comma)
- Firstname: the player’s first name
- Space
- Rating: the player’s start rating
- Space
- Opponent numbers: a list of opponent numbers (one per game) separated by a space. Opponent numbers start at 1 for each division. In order by round.
- ; (semicolon)
- Game Scores: a list of the player’s game scores, separated by a space, in order by round.

## Appendix C – TSH Version 3 Archive Results File Format

NOTE: This format is generated by the .tsh SUBMIT command. That command will generate a file named 'all.tsh'. You must rename the file to append '.txt' to the end, E.g. "all.tsh" rename to "all.tsh.txt".

### **Example**

```
# tsh archive file          <= this must be the first line in the file

< various configuration command lines which are ignored >

#begin_file name=a.t        <= start division

Stern, Rafi      2005 8 7 6 4 5 3 2 4; 449 475 461 387 499 376 487 418; board 0 0 0 0 0 0 2; ...
Peltier, Nigel   1925 3 4 7 6 8 5 1 7; 412 427 442 333 397 367 404 386; board 0 0 0 0 0 0 4; ...
Tran, Eric       1903 2 6 5 8 7 1 4 5; 396 414 439 449 457 641 436 441; board 0 0 0 0 0 0 1; ...
Williams, Chris  1855 5 2 8 1 6 7 3 1; 330 501 475 432 465 435 373 422; board 0 0 0 0 0 0 2; ...
Baker, Michael   1773 4 8 3 7 1 2 6 3; 572 419 313 448 443 522 450 341; board 0 0 0 0 0 0 1; ...
Saldanha, Dean   1753 7 3 1 2 4 8 5 8; 371 538 430 443 432 388 286 427; board 0 0 0 0 0 0 3; ...
Fancett, Bob     1722 6 1 2 5 3 4 8 2; 292 436 322 414 375 313 424 397; board 0 0 0 0 0 0 4; ...
Willingham, Walker 1587 1 5 4 3 2 6 7 6; 356 407 382 389 402 537 359 399; board 0 0 0 0 0 0 3; ...

#end_file name=a.t        <= end division
```

### **Format:**

Each division is formatted as follows:

- First line: "#begin\_file"
- One line per player as follows:
  - Lastname: The player's last name
  - , (comma followed by one space)
  - Firstname: the player's first name
  - One or more spaces
  - Rating: the player's starting rating
  - One space
  - Opponent numbers: a list of opponent numbers (one per game) separated by a space. Opponent numbers start at 1 for each division. In order by round.
  - ; (semicolon)
  - Game Scores: a list of the player's game scores, separated by a space, in order by round.
  - ; (semicolon)
  - Extra stuff generated by .tsh including board numbers; first / second; new ratings; etc (ignored)
  - Last line: "#end\_file"

## Appendix D – Tmenu Results File Format

### **Example:**

1 JOHNSON DAVE/154: L6-288 W5-390 W4-356 W3-435 L2-399 W6-437  
2 VAN LEUNEN ALICE/-104: L5-318 L3-424 W6-430 L4-316 W1-422 W3-413  
3 MOYER RICHARD/-393: L4-329 W2-468 L5-318 L1-274 W6-384 L2-337  
4 HAMILTON RUTH/287: W3-461 W6-446 L1-350 W2-414 L5-270 L5-362  
5 MEYER ALAN/148: W2-460 L1-306 W3-407 L6-290 W4-355 W4-366  
6 WORNUM JESSE/-92: W1-429 L4-294 L2-349 W5-378 L3-363 L1-370  
7 MAZZUCA CHRIS/89: W12-409 W11-361 W10-395 W9-353 W8-382 L9-345  
8 WOOD ELIZABETH/85: W11-350 L9-300 W12-412 W10-383 L7-328 W12-361  
9 MANSON JOANNE/419: W10-378 W8-398 W11-482 L7-331 L12-368 W7-452  
10 EDER CHERI/-49: L9-354 L12-270 L7-343 L8-379 W11-367 W11-361  
11 WALKER CAROL/-401: L8-289 L7-326 L9-251 W12-371 L10-278 L10-313  
12 CURRY GLORIA/-143: L7-376 W10-376 L8-276 L11-308 W9-387 L8-325

### **Format:**

All players in the tourney are numbered from 1 to n (i.e. divisions are not explicitly identified). The system will determine division boundaries based on who played who.

- Player Number: The player number (within tourney).
- Space
- Lastname: The player's last name
- Space
- Firstname: The player's first name
- / (backslash): Note that everything between the space after the player's last name and the '/' will be considered the player's first name
- Spread: The player's tourney spread
- : (colon)
- Space
- List of game result code + opponent number + '-' + player score separated by a space
  - Result code: W, L, or T
  - Opponent Number
  - - (dash)
  - Player score

## Appendix E – WGPO Archive Results File Format

NOTE: This format is used by the rating system to archive results for rated tournaments in the ratings database.

### **Example**

#division A

#ratingcheck off

Toh, Weibin        2008 50; 6 5 4 3 2 3 2; 728 418 459 550 411 457 507

Winter            1811 50; 5 4 3 6 1 4 1; 425 452 381 489 429 427 513

Galebach, Brian    1602 16; 4 6 2 1 5 1 4; 517 485 492 307 547 392 420

Dang, Zachary      1516 0; 3 2 1 5 6 2 3; 337 333 288 453 377 415 329

Lee, Jennifer       1170 20; 2 1 6 4 3 6 6; 361 370 445 398 328 354 444

Benford, Harrison   533 0; 1 3 5 2 4 5 5; 181 288 244 329 269 452 335

### **Format:**

Each division is formatted as follows:

- First line: “#division {code or number}”
- Second Line: “#ratingcheck off”
- Third and subsequent lines for the divisions:
- Lastname: The player’s last name
- , (comma)
- Firstname: the player’s first name
- One or more spaces
- Rating: the player’s starting rating
- Space
- The player’s starting provisional games (maximum 50)
- ; (semicolon)
- Opponent numbers: a list of opponent numbers (one per game) separated by a space. Opponent numbers start at 1 for each division. In order by round.
- ; (semicolon)
- Game Scores: a list of the player’s game scores, separated by a space, in order by round.