

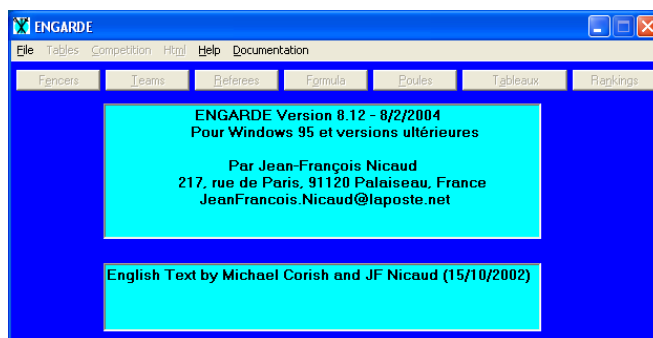
# EnGarde Training Manual

## Checklist of steps to run a competition

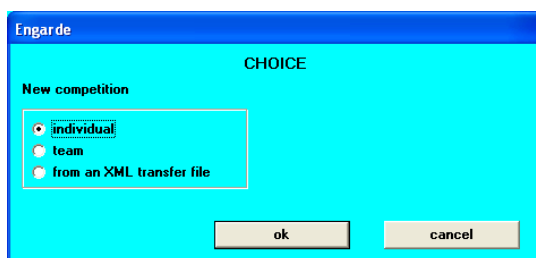
- Start EnGarde, then start a new competition
- Create the name & basic competition info
- Save the file
- Enter the names of the fencers & clubs
- Print out a list of fencers, and do a roll call
- Select the formula
- Create the poules and print the poule sheets out
- Start the poules part of the competition
- Enter all of the poules
- Do the ranking, and print the rankings
- Create the tableau, and print the tableau
- Print the tableau match sheets, and start the DE
- Enter the DE results
- Repeat these two steps until matches are completed
- Print the rankings and award medals
- Print the final tableau

## Starting a New Competition

When you start EnGarde, you will see the following screen. Note that you can have several sessions of EnGarde running, which can be helpful if there are several competitions running concurrently.



Select File, Open.



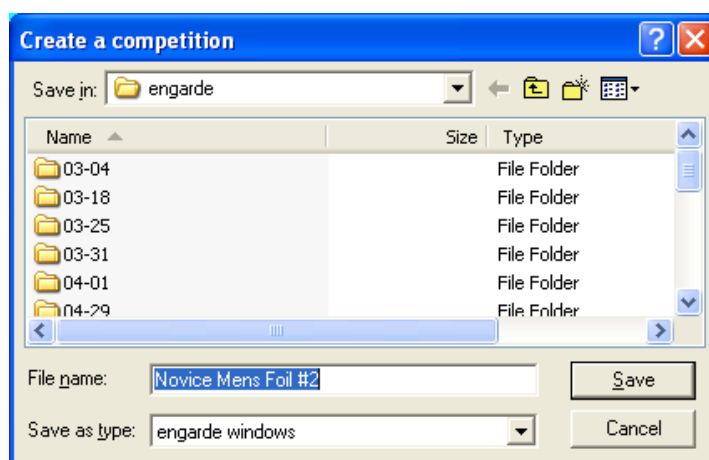
The "individual" option will already be selected; click on Ok. Information about how to set up team competitions is presented later in this document.

The next screen that appears requires you to enter basic details about the competition. This is known as the "options" or "Competition" screen, and can be changed at any time.

Several important points should be noted for entering the fields.

- Where fields allow an option, it is possible to press just the first character of the selection (e.g. F = Foil, E = Epee, S = Sabre)
- The Competition Domain is Regional for Fencing Victoria competitions
- Enter the Year and Weapon
- The Category is Veterans, Senior (or Novice), Junior (U20), Cadet (U17), Minime (U15), or Benjamin (U13)
- Sex is Male (or Mixed), Female
- Enter the three lines of the competition information so that they will print out on results sheets

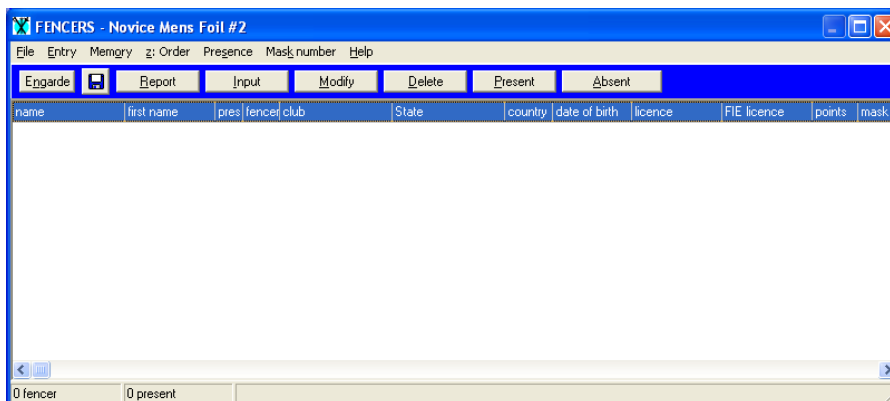
When you click on the "Continue" button, you will be given an option on where the file is to be saved.



If you just press Enter, or click on Save, the directory will be the same name as the short title entered on the Competition screen.

## Entering Fencers' Names

When the basic competition information has been entered, you will see the following screen. This can be used to enter fencers.



Select the "Input" option to start entering fencers. Note that if you are pre-entering fencers before the day of the competition, it is wise to first select "Presence", then "Absent by default". The following screen will appear for each fencer.

Only basic information needs to be entered for each fencer; being:

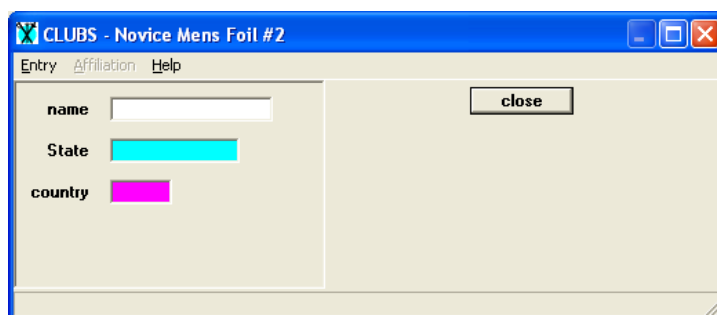
- Name (i.e. surname)
- First name
- Fencer number (ranking number, if working from a ranking sheet). If a fencer does not have a ranking number, a prudent guess is sufficient. Note also that it is possible to have two or more fencers with the same fencer number (ranking), and that unranked fencers should have a fencer number of "99".

- Club – when entering this field, watch out, as it is defaulted from previously-entered fencers
- Points (if working from a ranking sheet with points on it). Note that it is preferable to use fencer number, rather than points, unless all fencers have points.

With the fencer number / points, enter one or the other, but not both.

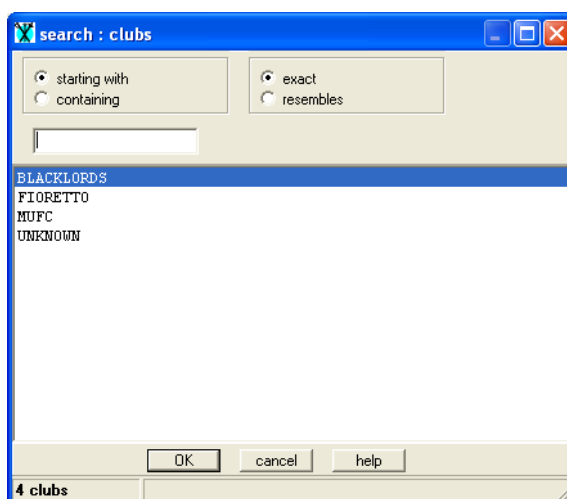
For the Club option (light blue box), when you are on this field, you will see some “affiliation” options.

If you **don't** already have fencers from the same club in the competition, select “Enter affiliation”. The following screen will appear.



Enter a club, and click on close. Due to the method in which EnGarde formats results, it is important to put spaces between the initials for clubs (e.g. use M F C, not MFC).

If **do** you already have fencers from the same club in the competition, select “Search in the competition”. The following screen will appear.



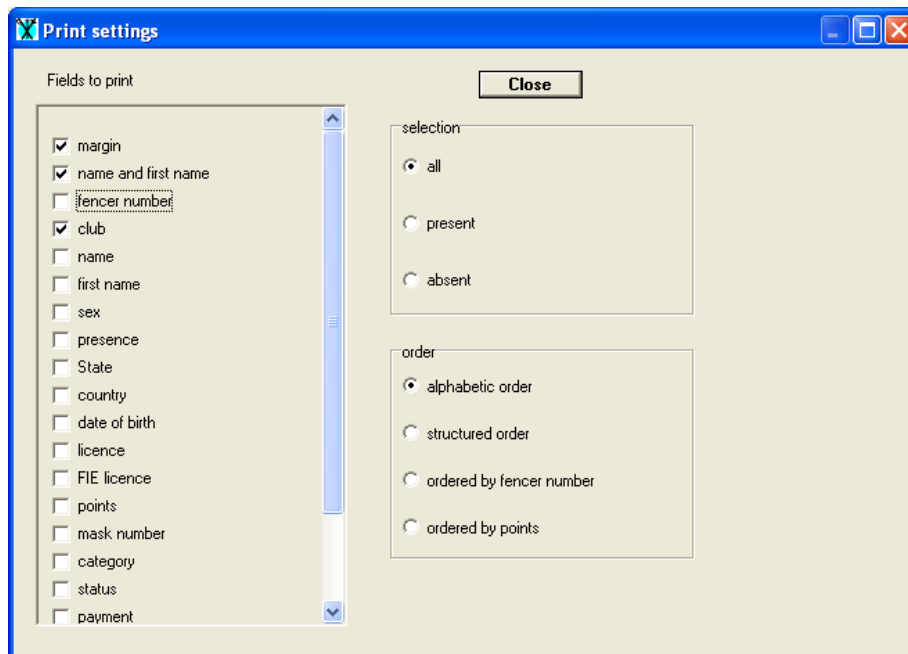
At the end of entering a fencer's details, click on “New” for a new fencer, or click on “Close” if all of the fencers have been entered.

Note that you can use Previous / Next / First / Last / Search at any time to review data entry and make any corrections.

Check at the bottom of the screen to confirm how many fencers are entered, and how many are present.

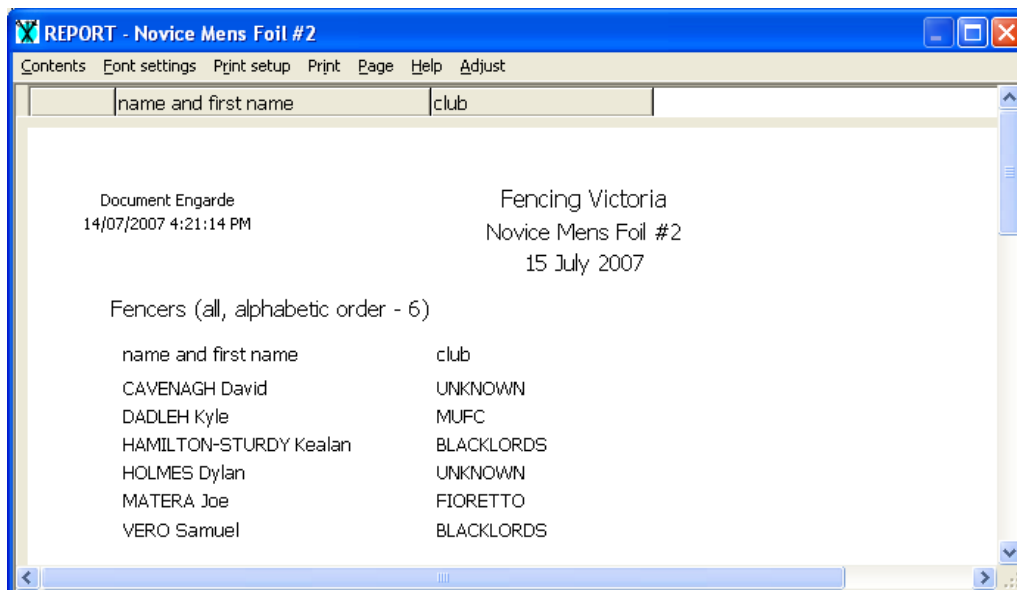
## Roll Call

From the Fencers menu, select File, Report. You will see a list of fencers, but this is not yet ready to be printed; it must be reformatted. Select the "Contents" menu option and the following screen will appear.



Change the layout so that the only fields printed (ticked) are margin, name and first name, club. Click on Close, then Select Font Settings, and choose Tahoma (the Fencing Victoria standard).

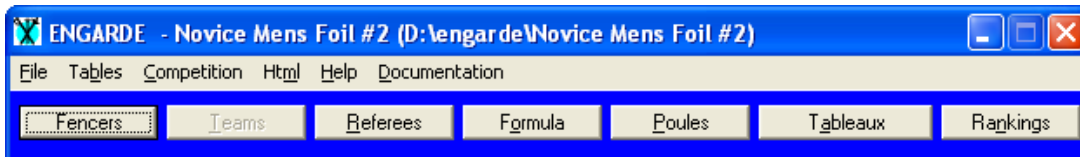
On the listing, widen the "name and first name" column so that no-ones name is chopped off (click on the column divider, and drag it to the right). The resulting list should look something like this.



Select Print, then OK. Do a roll call, check names (including spellings) and edit the fencer list as required. When all is correct, select File, Close.

## Selecting the Formula

After all of the fencers have been entered, the main menu will appear, but with more options enabled.



At any time, you can go back into the "Fencers" option (see below: what if someone arrives late).

The "formula" is just the method by which the competition is run. There are several ways to do this, but usually one or two are used.

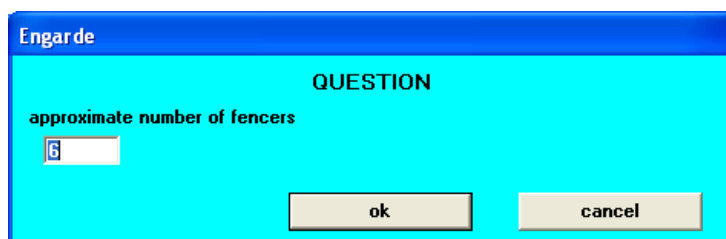
To select the formula, click on "Formula". The following screen will appear.



We have three types of competitions:

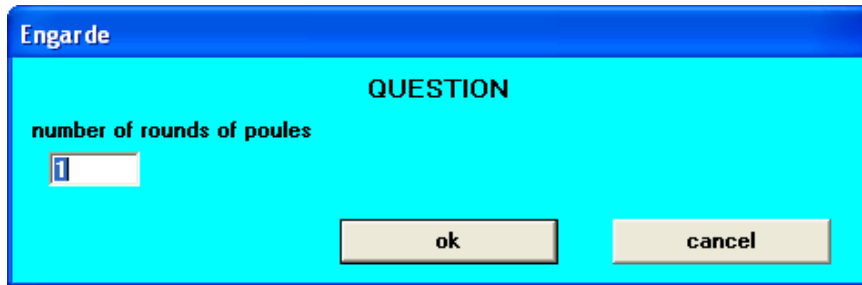
- Where there are equal third places awarded
  - Select "classic without match for 3rd place"
- Where there is only one third place awarded (**most common / usual**)
  - Select "classic with match for 3rd place"
- Where there is only one third place awarded, and there is a tableau B (generally where there are 13 or more fencers)
  - Select "classic with match for 3rd place", but be aware that there are further instructions below.

After selecting a competition type, a number of further questions come up.



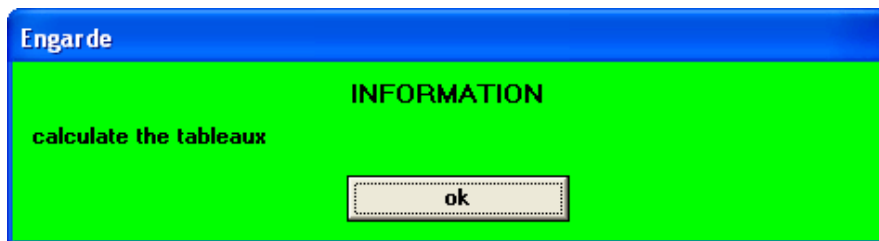
If you have closed entry, accept the approximate number of fencers. However, if there is a possibility that additional people may turn up, then give this a slightly higher figure; this will avoid the necessity to re-edit the formula later on (making things more complex).

The next screen comes up:

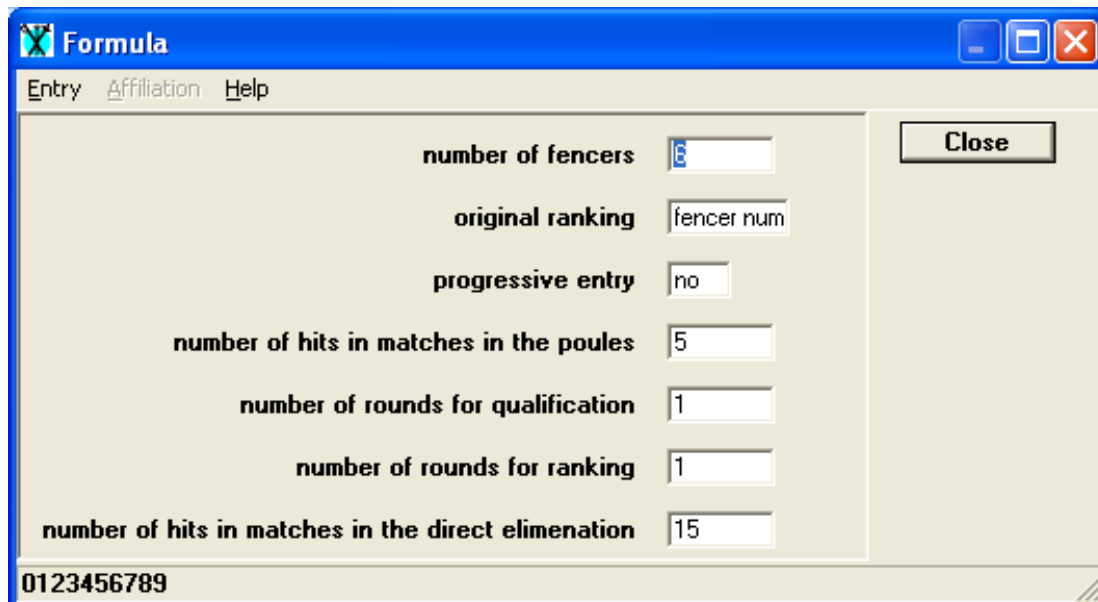


Accept the number of rounds of poules as "1" (but see below: mixed competitions that split at the DE).

Finally, you will be asked to confirm the calculation of the tableau.



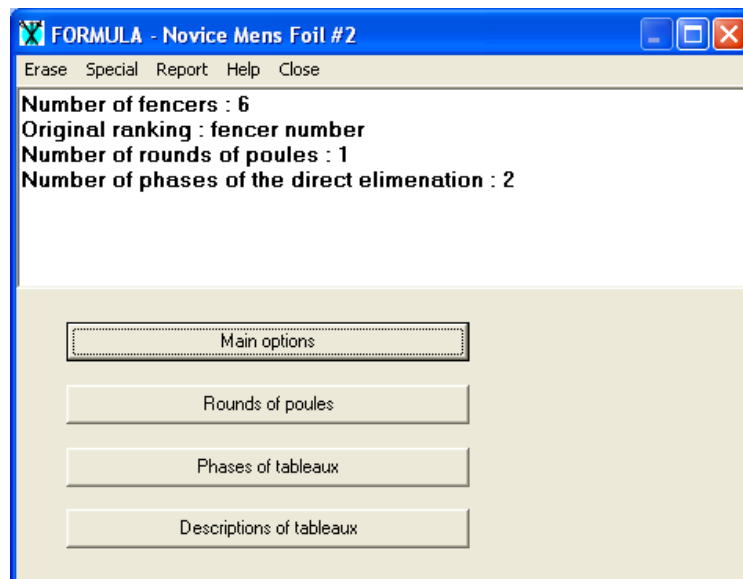
Note that this is not the calculation of the fencers in the tableau, just its structure for later. Accept Ok here, and a final formula confirmation screen will be displayed.



Check and accept these fields, but for Under 13 or Veteran competitions, change the "number of hits in matches in the DE" to 10.



A further confirmation screen is displayed.



### Tableau B Special Instructions

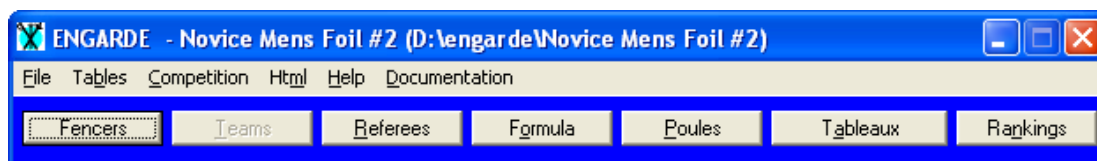
If there is to be a Tableau B (i.e. usually if there are 13 or more fencers), it will be necessary to do the following:

- Click on "Phases of tableaux"
- Click on "Load a formula (Yes to the "are you certain" question)
- Select the "FV Standard" Tableau / Template file – you should have already obtained this from Fencing Victoria, along with instructions on how to load this.
- You will then be returned to the screen above, only this time it will show that there are to be **3** phases of the DE.

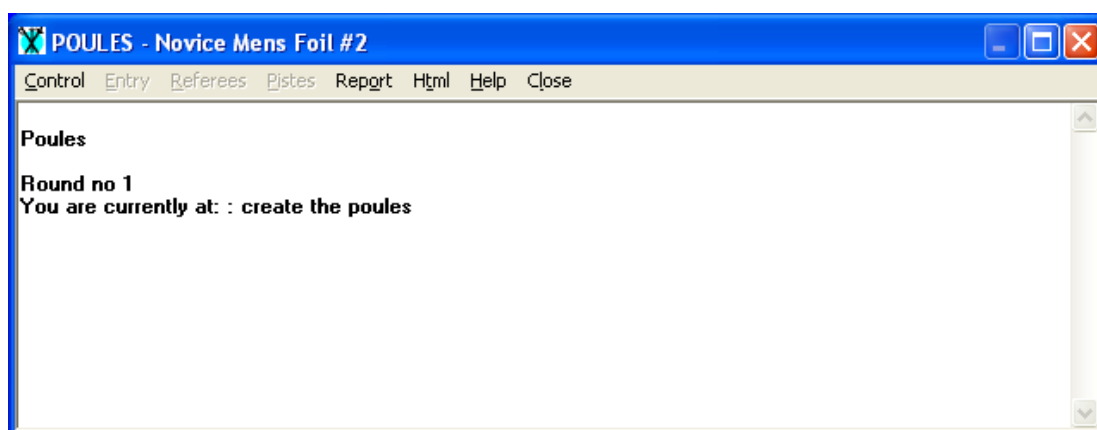
Select Close from this menu.

## Creating the Poules

The main menu screen should appear again.

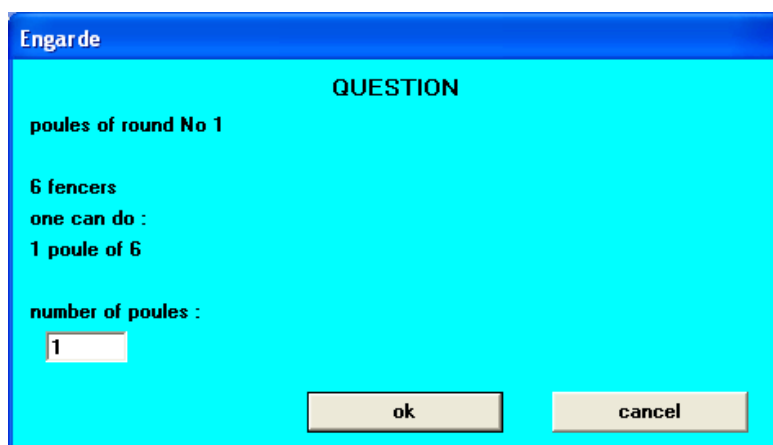


From the menu, select Poules, and the following "control" status screen will display.



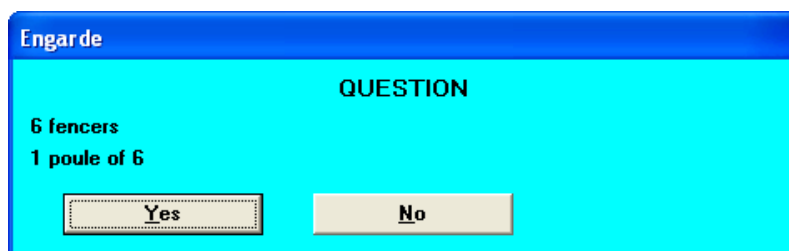
This screen is important for both the poules and DE phases of the competition, as it usually displays the function that you should be doing. For example, at this stage, it indicates that you should "create the poules".

From this menu, select Control, then Create the poules. You will then be asked a number of questions.

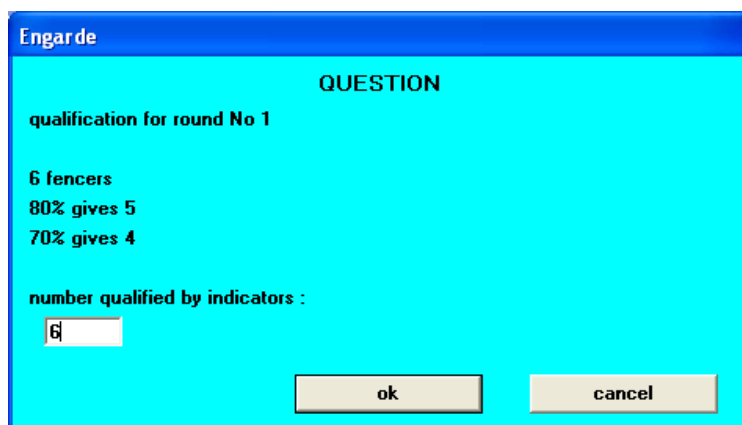


This function determines how many poules there will be, and how large they will be. It is recommended that you choose a number of poules that will give you between 4 and 7 fencers in each poule.

The next screen that comes up is merely a confirmation screen.

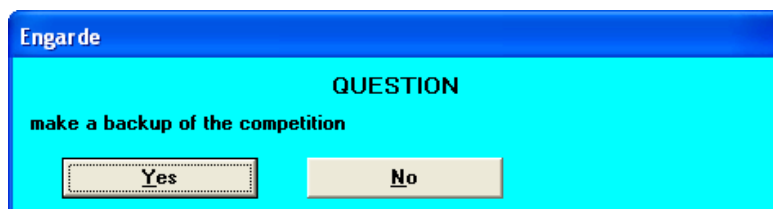


Accept Yes, or No if you wish to redo the number of poules. Next, you will see a screen identifying the elimination criteria when going from poules to the DE.

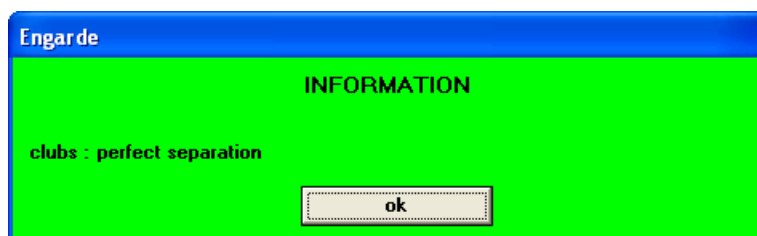


Change the number of qualifiers so that it is the same number of fencers (we qualify 100% in local competitions), then click on Ok.

You will be asked whether you wish to make a backup.

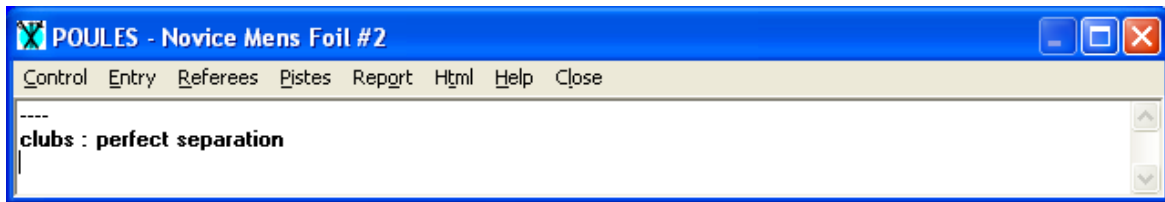


This question will appear a number of times through the competition, and you should always select Yes. A final confirmation screen will appear.

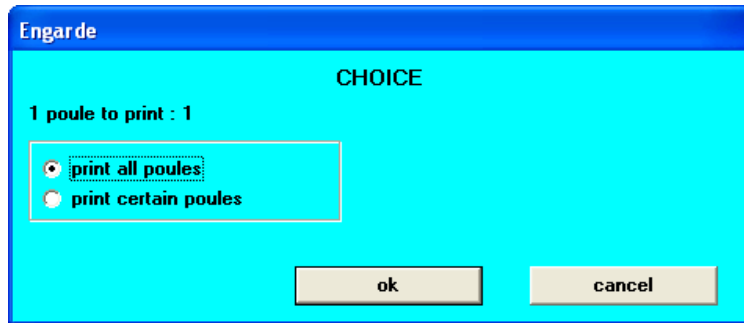


This means that the poules have been generated – select Ok.

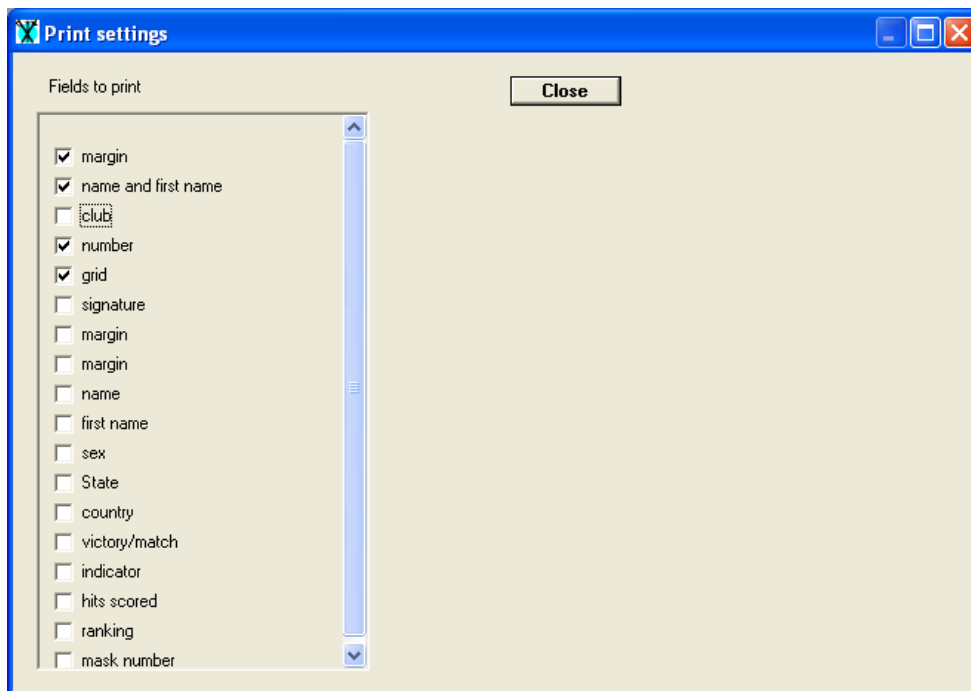
Although the poules have been generated, you will still need to print the poule sheets. More options will be enabled on the Poules menu.



Select Report, Poule Sheets, and the next screen will display.

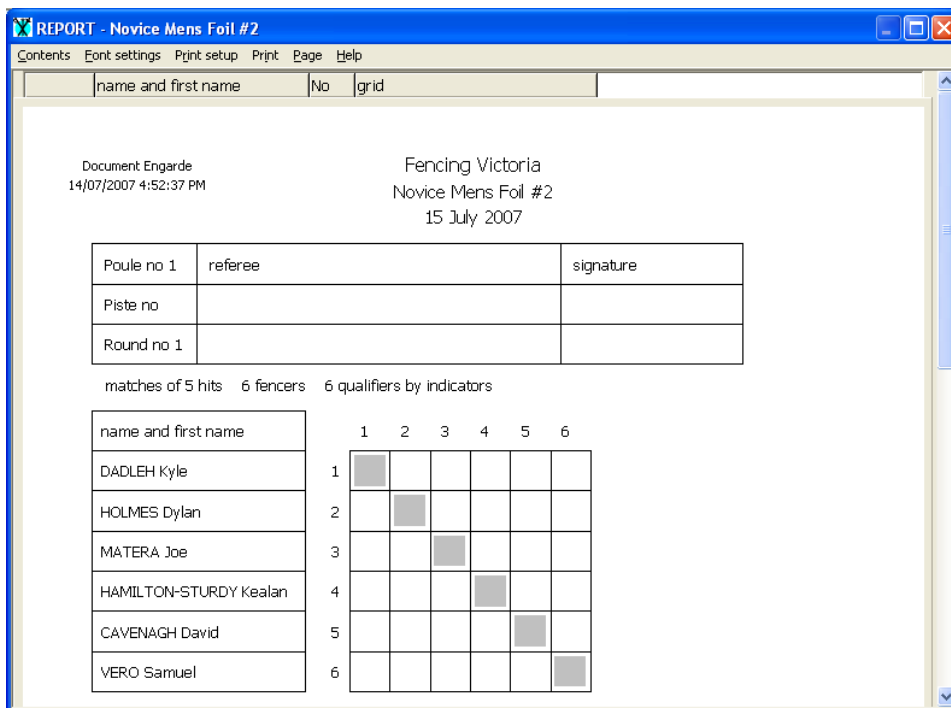


Select ok to print all poules. You will see the first of the poule sheets, but these are not yet ready to be printed; they must be reformatted. Select the "Contents" menu option and the following screen will appear.



Change the layout so that the only fields printed (ticked) are margin, name and first name, number, and grid. Click on Close, then Select Font Settings, and choose Tahoma (the Fencing Victoria standard).

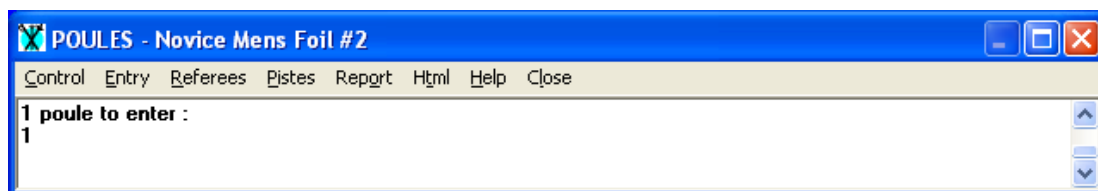
On the listing, widen the “name and first name” column so that no-one’s name is chopped off (click on the column divider, and drag it to the right). Also, widen the “number” column so that you can see the numbers on the left hand side of the grid. The resulting list should look something like this.



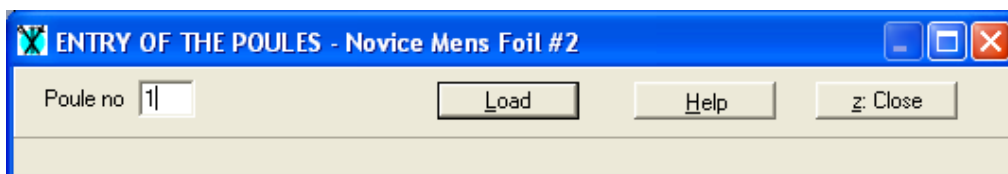
Select Print, OK. Distribute the poule sheets and start the competition.

## Entering the Poule Sheets

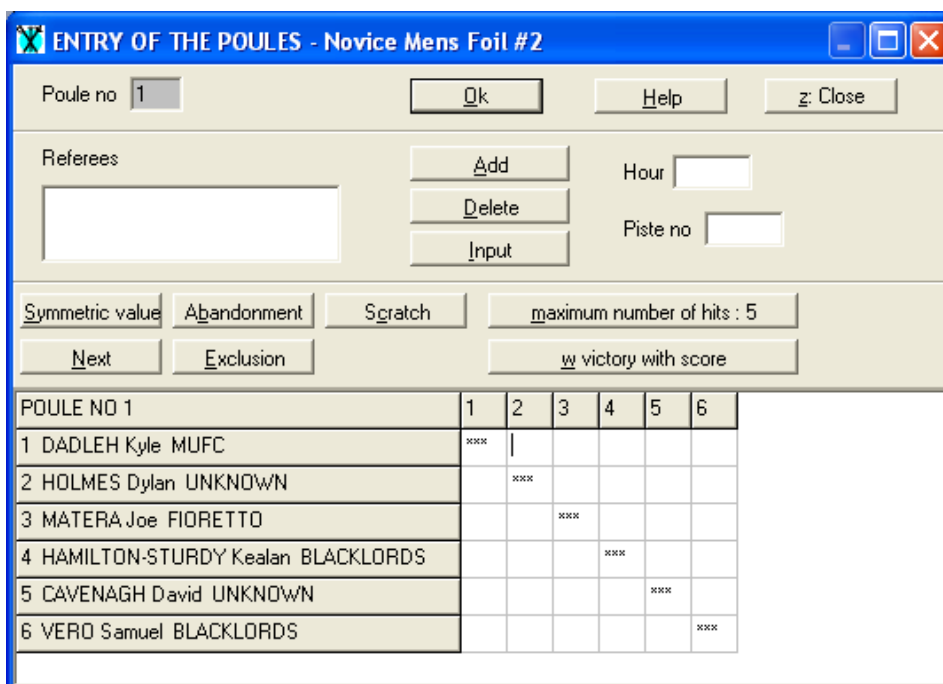
The control menu screen should appear again.



Go into Entry, Enter the poules. The following screen will appear.



Make a note of the Poule no on each poule sheet, and enter this. The poule entry screen will appear.



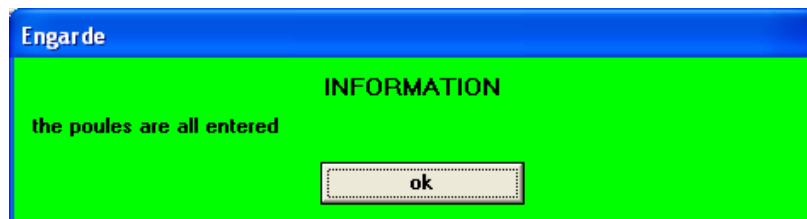
Work across the grid. Some notes:

- It is not necessary to press enter after each number
- Instead of entering "5", you should enter a "V" (for victory)
- Where there is a victory which is not 5 points, enter "W" instead, then the winning number of hits. This will then appear in the grid as a "V4" or similar.
- If any fencer has left during the poules round, enter an "A" (for abandonment), and this will complete his / her bout information.
- You may receive a "symmetric" error. After rechecking the poule sheet, go back to the DT (or the ref or the fencers) to confirm the actual result of the bout.

At the end of entry, the grid should look something like this:

POULE NO 1	1	2	3	4	5	6
1 DADLEH Kyle MUFC	****	V	2	V3	3	V
2 HOLMES Dylan UNKNOWN	0	****	2	V	V	3
3 MATERA Joe FIORETTO	V	V	****	V	3	V
4 HAMILTON-STURDY Kealan BLACKLORDS	2	1	3	****	0	0
5 CAVENAGH David UNKNOWN	V	2	V	V	****	V
6 VERO Samuel BLACKLORDS	2	V	4	V	0	score

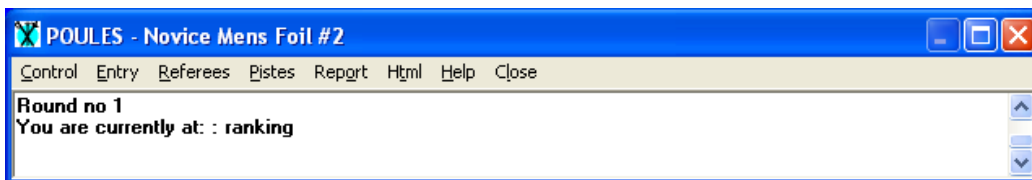
Click OK at the end. When all of the poules have been entered, the following message comes up:



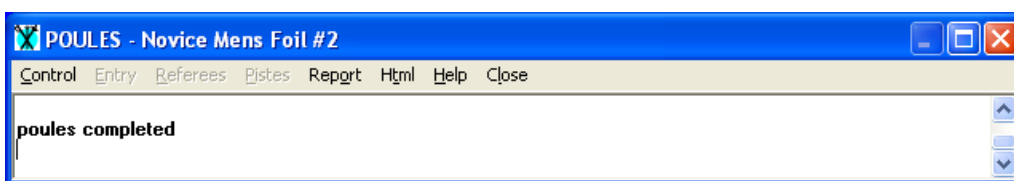
Click Ok to close.

## Ranking

The control menu appears, and indicates that you are at ranking. You cannot move to the DE phase until you have done this ranking.

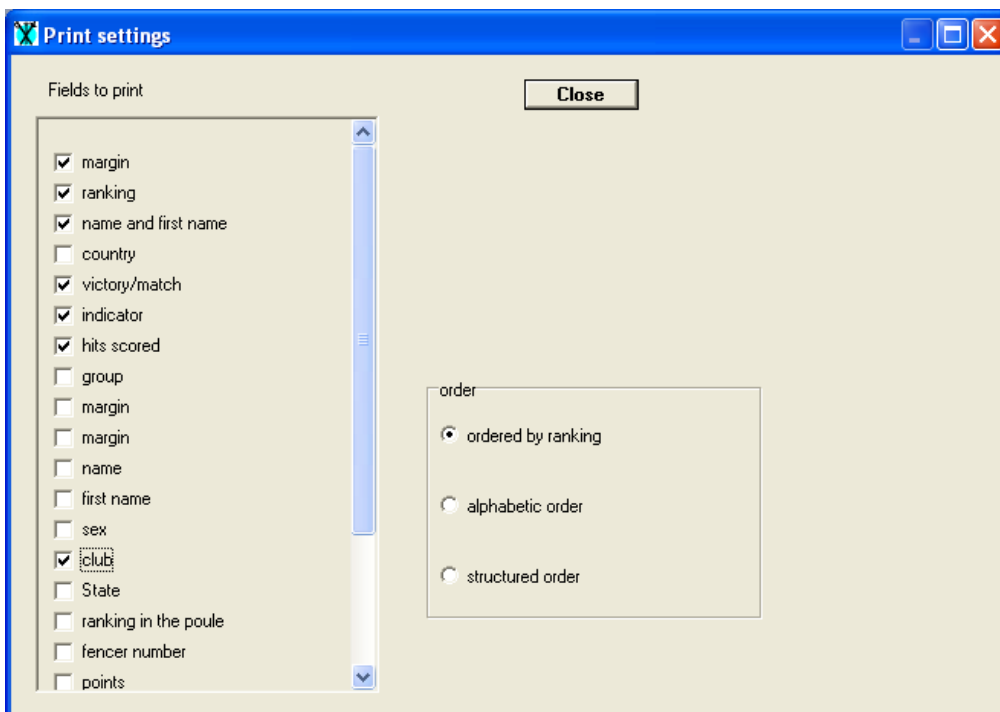


Select Control, Ranking, and you will be asked whether you wish to make a backup. Select the default Yes. There are no other functions required for ranking. The control menu displays again.



Select Report, Ranking. You will see the ranking list, but this is not yet ready to be printed; it must be reformatted. Select the "Contents" menu option and the following screen will appear.

Select Contents, and tick only the following columns: margin, ranking, name and first name, victory/match, indicator, hits scored, club.



Change the layout so that the only fields printed (ticked) are margin, ranking, name and first name, victory/match, indicator, hits scored, and club. Click on Close, then Select Font Settings, and choose Tahoma (the Fencing Victoria standard).



On the listing, widen the “name and first name” column so that no-one’s name is chopped off (click on the column divider, and drag it to the right). Also, drag the “club” column next to the name and first name column. The resulting list should look something like this.

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14/07/2007 5:09:55 PM

Fencing Victoria  
Novice Mens Foil #2  
15 July 2007

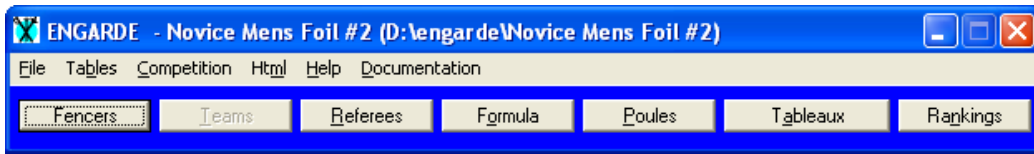
Ranking, round no 1 (ordered by ranking)

ranking	name and first name	club	V/M	ind.	HS
1	CAVENAGH David	UNKNOWN	0.800	11	22
2	MATERA Joe	FIORETTO	0.800	7	23
3	DADLEH Kyle	MUFC	0.600	4	18
4	VERO Samuel	BLACKLORDS	0.400	-2	16
5	HOLMES Dylan	UNKNOWN	0.400	-3	15
6	HAMILTON-STURDY Kealan	BLACKLORDS	0.000	-17	6

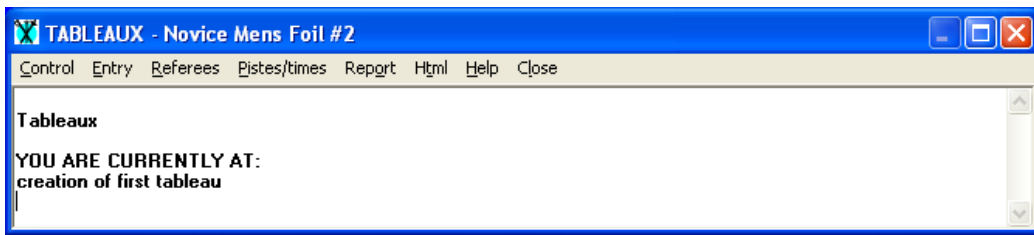
Select Print, OK. Post this information for fencers to review. Select Close.

## Creating the Tableau

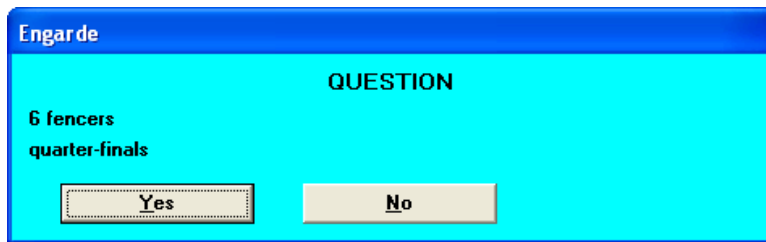
The main menu screen should appear again.



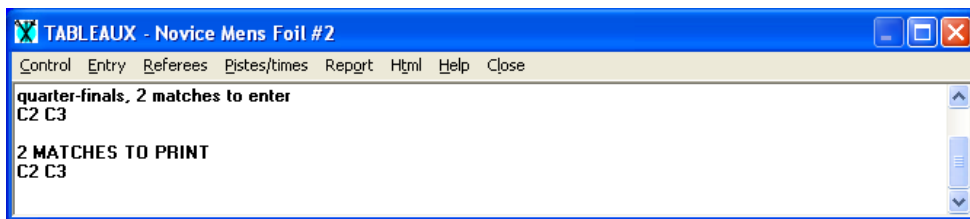
Click on Tableau. The control menu appears, and indicates that you are at the creation of the first tableau.



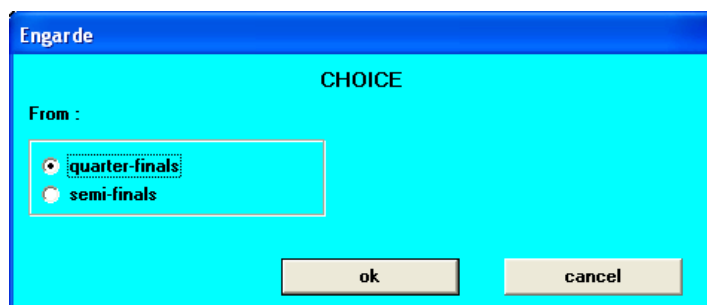
Select Control, Creation of the tableau. This will show the structure of the tableau created based on the fencers still in the competition.



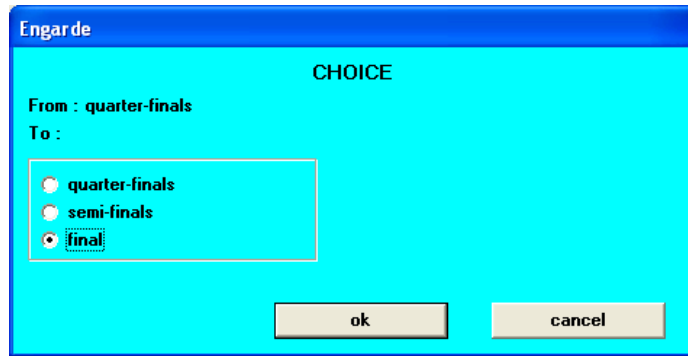
Click on Yes to confirm, and you will be asked whether you wish to make a backup. Select the default Yes. You will then be shown what matches need to be printed.



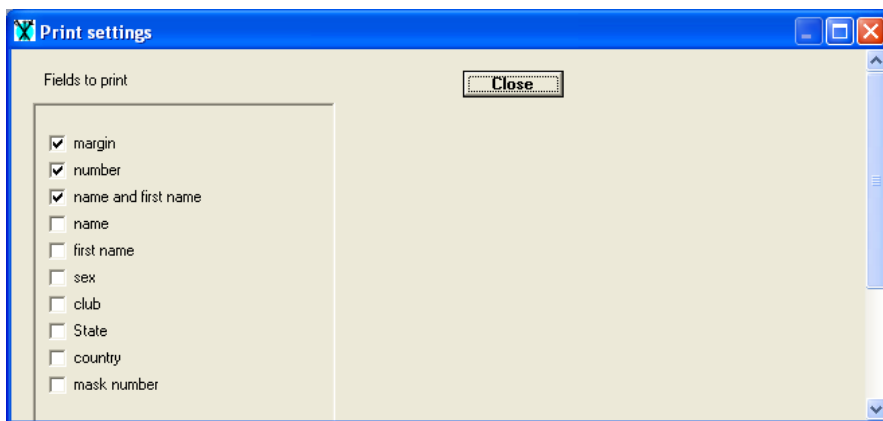
First, however, you need to print the tableau. Select Report, Tableaux, and you will be should which segments of the tableau will be printed. First the "from" screen":



Accept ok (the screen may look different to this, depending on the number of competitors). Then the "to" screen.

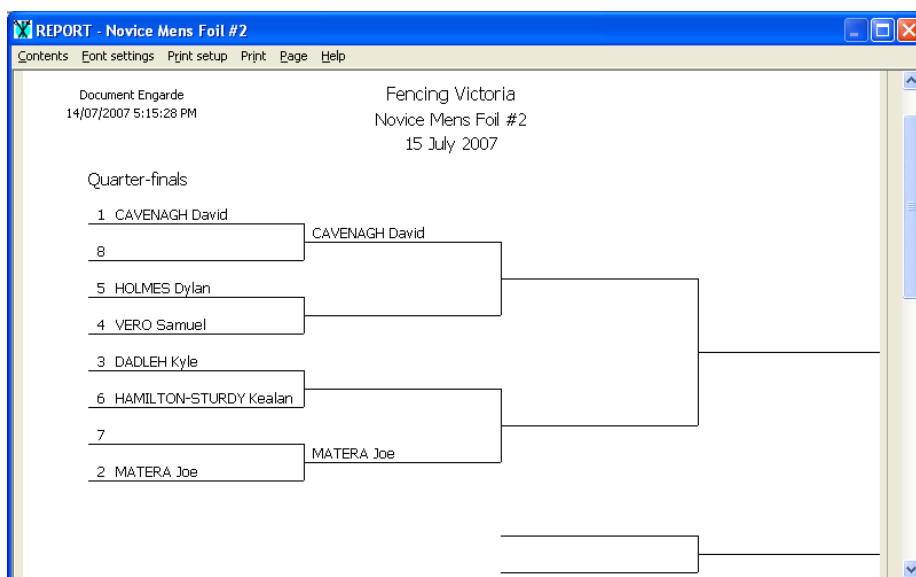


Select ok. You will see the tableau, but this is not yet ready to be printed; it must be reformatted. Select the "Contents" menu option and the following screen will appear.



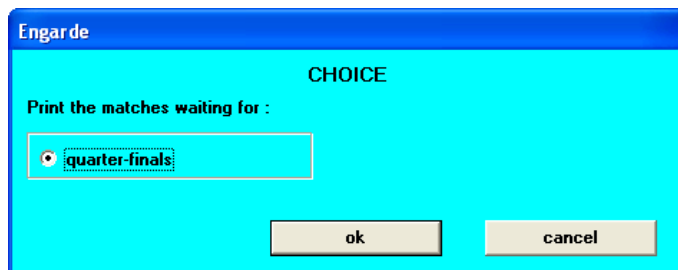
Select Contents, and tick only the following columns: margin, number, name and first name. Click on Close, then Select Font Settings, and choose Tahoma (the Fencing Victoria standard).

On the listing, widen the "name and first name" column so that no-ones name is chopped off (click on the column divider, and drag it to the right). The resulting diagram should look something like this.



Select Print, OK. Post the tableau for the fencers to review.

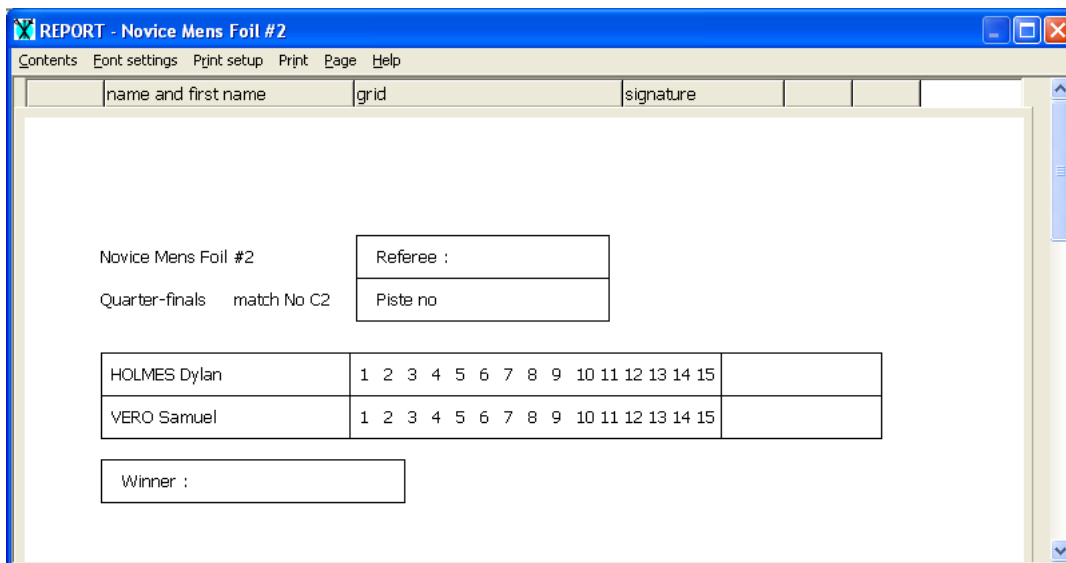
Select Report, Match sheets waiting. The following screen will display.



Select ok. You will see the first of the match sheets, but these are not yet ready to be printed; they must be reformatted.

Select the "Contents" menu option, and untick the "club" column. Click on Close, then Select Font Settings, and choose Tahoma (the Fencing Victoria standard).

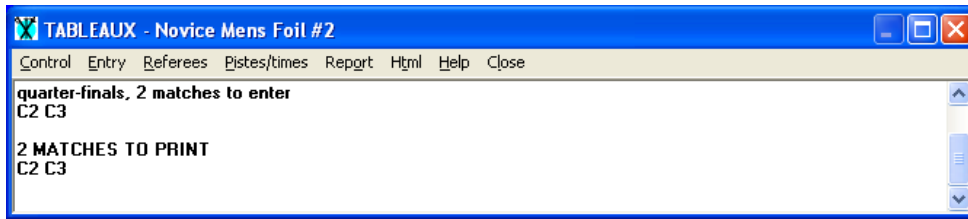
On the listing, widen the "name and first name" column so that no-ones name is chopped off (click on the column divider, and drag it to the right). The resulting match sheet should look something like this.



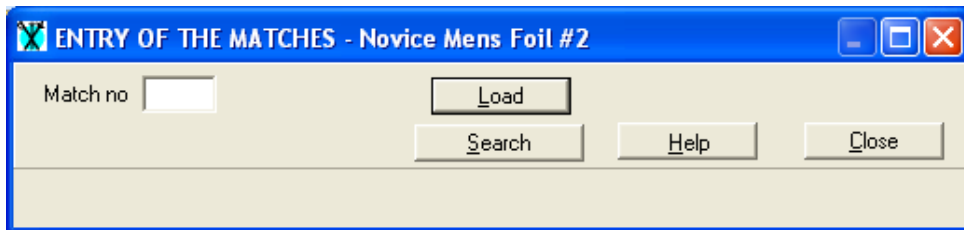
Select Print, OK. Distribute the match sheets and commence the DE bouts.

## Entering the DE results

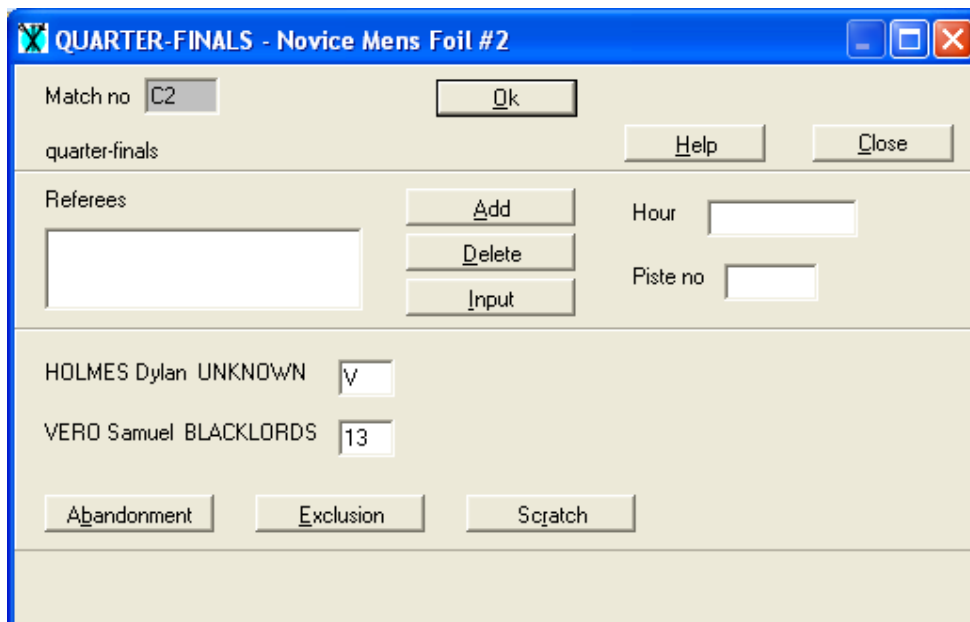
At the control menu, you will be shown what matches need to be entered.



As each match is completed, go into Entry, Entry of the Matches.

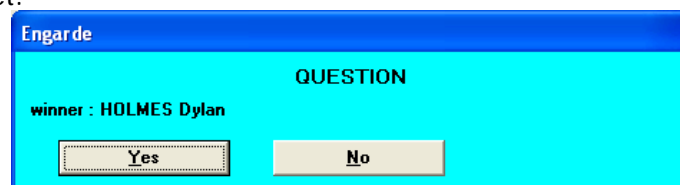


Note the "match no" from the DE sheet, and enter this. The following match entry screen will display.



Some notes about this screen:

- Again, instead of entering 15 (or 10 for U13s or Veterans), you can enter V.
- If a fencer has abandoned a match, enter an "A" instead of the score
- After each match is entered, you will be asked to confirm the winner. Check this against the match sheet.

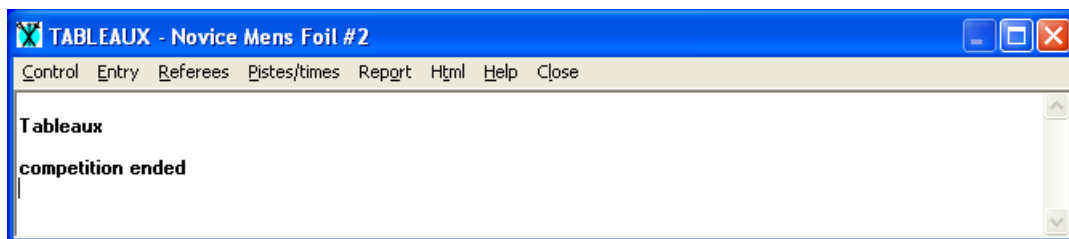


Repeat the Report, Match sheets waiting, and the match entry process until all have been completed.

Note that if a Tableau B is part of the formula, then after the round of 32, you will be prompted to create the Tableau B. You then also go through the process of creating that, and entering those match sheets also.

Periodically throughout the competition, you should repeat the tableau printing process to show updated results and progress of the elimination.

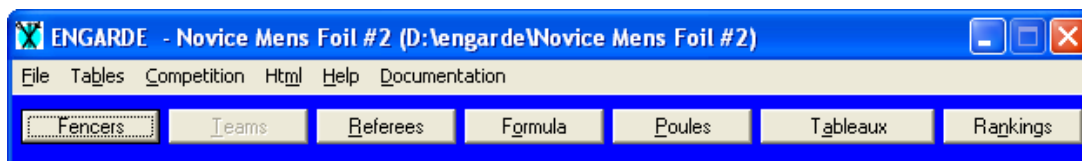
At the end of entering all of the matches, the following will appear:



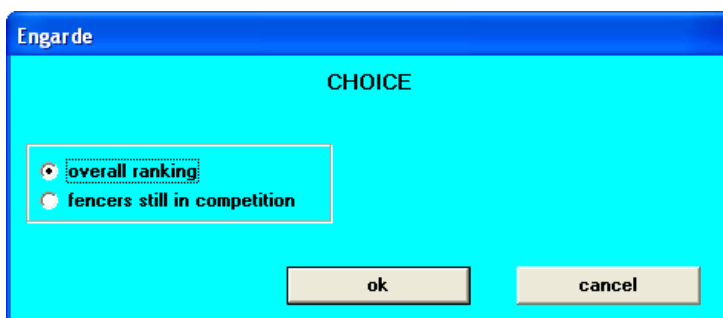
Select Close.

## Ending the Competition

The main menu screen should appear again.



Select Rankings and this screen will display.



Select ok. You will see the final match ranking, but this is not yet ready to be printed; it must be reformatted.

Select the "Contents" menu option, and untick the "country" column. Click on Close, then Select Font Settings, and choose Tahoma (the Fencing Victoria standard).

On the listing, widen the "name and first name" column so that no-ones name is chopped off (click on the column divider, and drag it to the right). The resulting ranking sheet should look something like this.



Select Print, OK, and present the medals accordingly. As a final step, go back into the Rankings selection, and Select Report, tableaux (this time there will be scores on it). Print this out and post it.