User Guide

Kilipa version 3.0

Ski Jumping and Nordic Combined

Results Service Application

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1 Requirements

System Requirements:

- Windows XP/Vista/7/8
- Screen resolution min. 1024 x 768 (recommended 1200 x 768)
- Java Runtime Environment Version 7.0 (http://www.java.com/en/download/index.jsp)

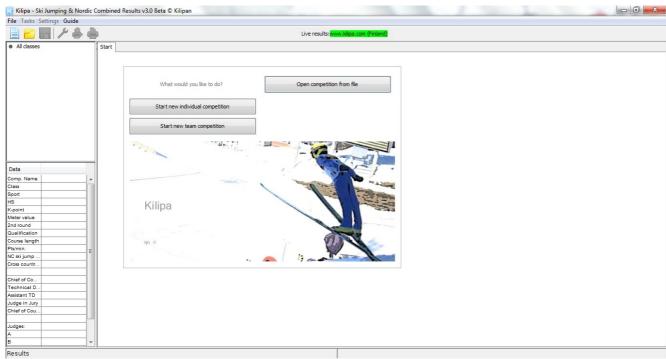
2 General

This document is user guide for Kilipa results service application. In this document, it's described how to build up either a ski jumping or nordic combined competition by creating classes, adding participants and defining settings. Execution of competition by assigning results to participants is described with illustrative pictures for both ski jumping and nordic combined. The printing of result sheets in different formats are also explained. In addition, you will find some use case examples and hints.

Kilipa application contains two modes:

- 1. Individual (Ski Jumping & Nordic Combined Gundersen)
- 2. Team (Ski Jumping)

Note that Team mode does not offer the same features which are provided in individual mode. For instance, LIVE results is available only in Individual mode.

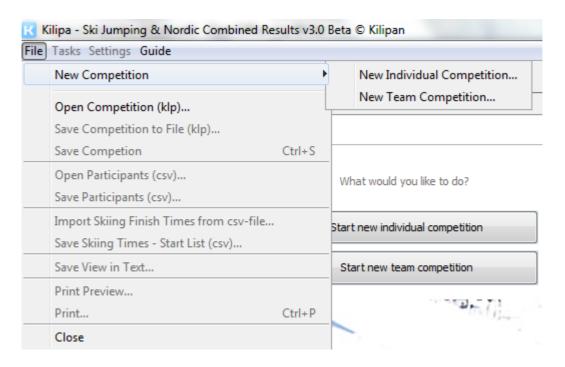


Kilipa results service - start page

3 How to Begin

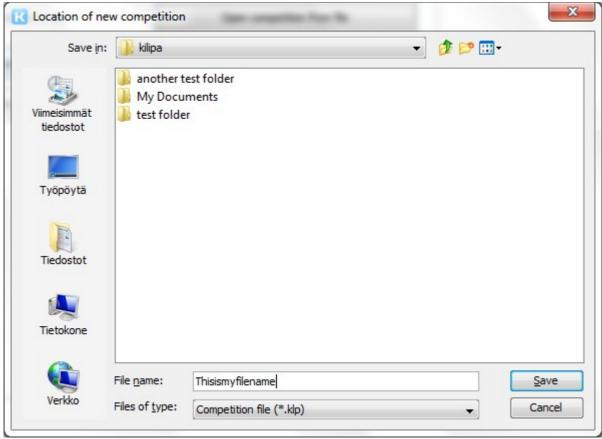
You may begin competition by selecting from menu File \rightarrow New Competition tai buttons at Start page:

- 1. New Individual Competition
- 2. New Team Competition or
- 3. Open Competition (from klp-file)



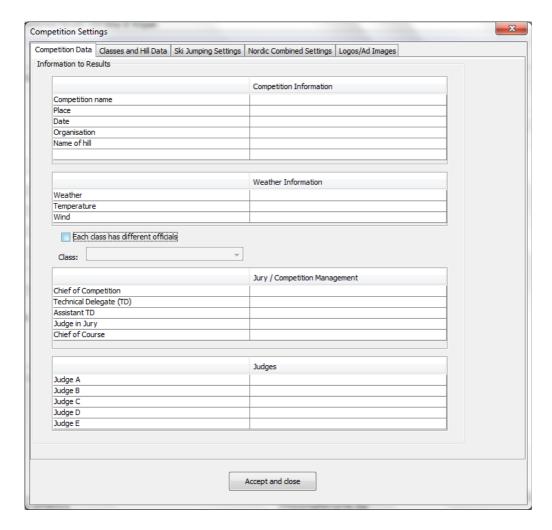
Begin competition from menu or start page.

After selecting either individual or team competition, you have to choose location and file name for klp-file.



Location and name of klp-file of new competition

After saving new klp-file, the Competition Settings window is opened (see tabs for all settings):



Check detailed instructions for defining competition settings from chapter <u>5 Basic Settings for Competition</u>

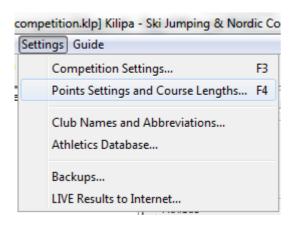
4 Points Settings and Cross Country Course Lengths

Points settings can be changed via menu Settings → Points Settings and Course Lengths...

In settings, you can define

- meter values for different K-points range
- · cross country course lengths with points per minute

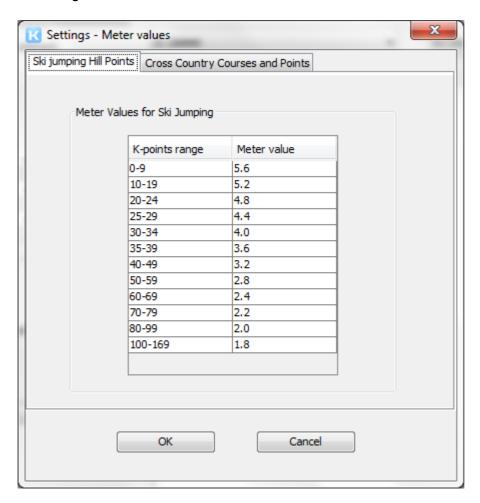
Note that only defined course lengths with points/minute information are available in Competition Settings.



4.1 Meter values

Meter values for ski jumping competition can be defined by K-points ranges. Go to menu **Settings** \rightarrow **Points Settings and Course Lengths...**, and select **Ski Jumping Hill Points** tab.

Both columns, K-points range and points, are editable. Mouse double-click open ups the cell for editing.



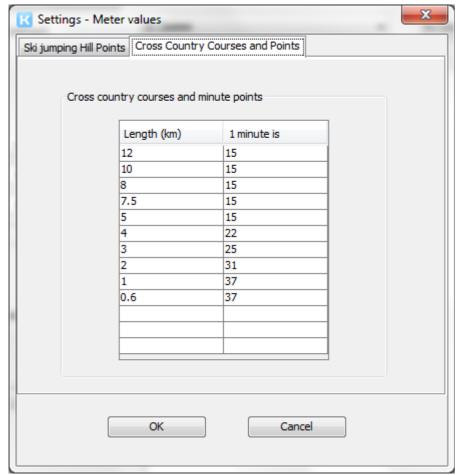
Meter values for ski jumping

4.2 Course Lengths and Minute Points

Nordic combined points/minute can be defined via menu Settings \rightarrow Points Settings and Course Lengths..., and select Cross Country Courses and Points tab.

Both columns, "Course length (km)" and "1 minute is", are editable. Mouse double-click open ups the cell for editing.

Note that in this tab also course lengths of cross country are defined. When defined here, course lengths are available to assign for classes in Competition Settings.



Cross country course lengths and points/minute.

5 Basic Settings for Competition

After selecting **File** \rightarrow **New Competition** or **Settings** \rightarrow **Competition Settings...** from the menu, the program opens up settings dialog where you can go through each tab.

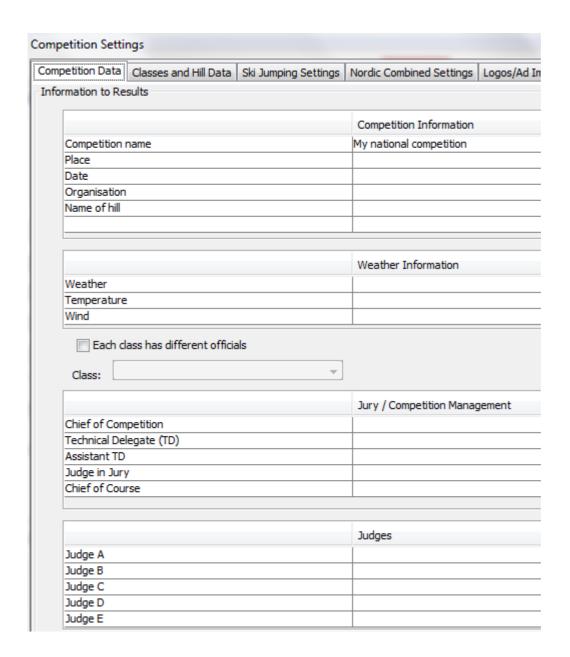
Shortcut button F3 and tool button:





5.1 Competition Data

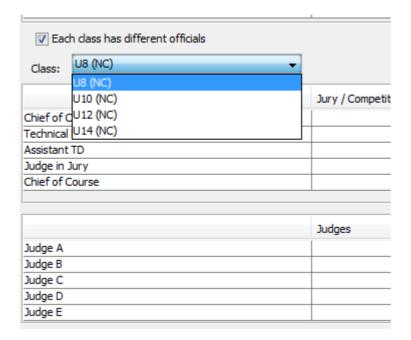
Competition name, place, organisation, date, weather and officials may be defined for competition. Main part of the information is shown in end results.



5.2 Judges and Jury Members for Each Class

From **Settings** \rightarrow **Competition Settings...** \rightarrow **Competition Data** tab, you can define name of judges and jury members for competition.

Usually in a bigger competition there is need for defining different judges for each class. In this case, you shall activate checkbox for **Each class has different officials** to define officials separately for each class one at a time based on selected class.



5.3 Class and Hill Data

5.3.1 Adding Classes to Competition

Competition Classes and Hill Data may be found from the menu **Settings** \rightarrow **Competition Settings...** \rightarrow **Class and Hill Data** tab.

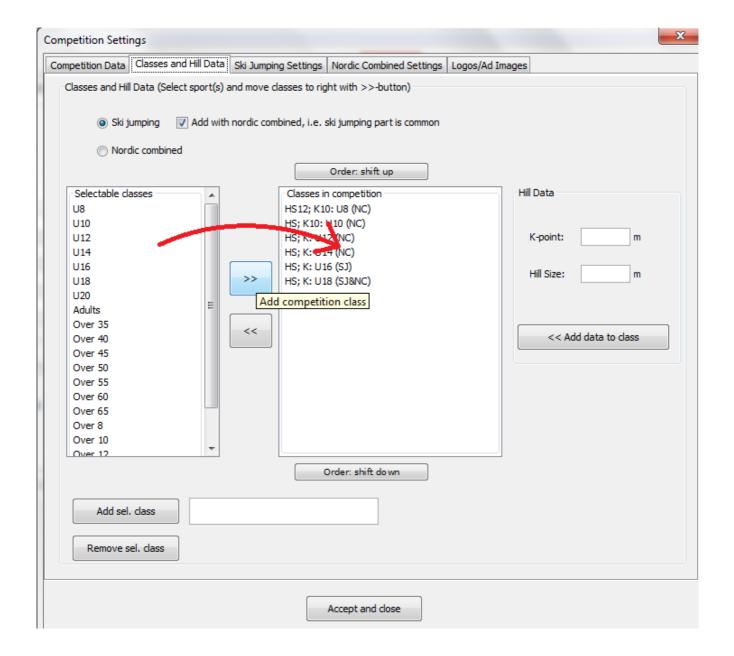
In te picture below, predefined/selecteable classes are in the left and the classes selected in the competition are in the right.

Classes are moved to right by >>-button, and removed from the list by <<-button.

For each action, you need to select the class from the left or right list. Selected sport information, Ski jumping or/and Nordic Combined is shown in brackets after name of class, e.g.

- (SJ), → This corresponds to ski jumping competition
- (SJ&NC) → This corresponds to ski jumping & nordic combined. In this mode, you may
 define one by one whether participants attend nordic combined or not. All participants attend
 ski jumping.
- (NC) → This corresponds to nordic combined

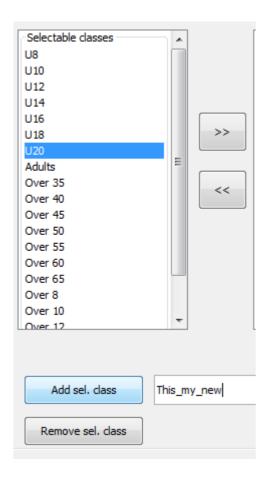
In addition, you may define the order of appearance in the list with **Order: shift up** and **Order: shirt down** buttons



5.3.2 Predefined Classes

There are some name of classes preconfigured in the application. The list of predefined classes is modifiable. These classes can be selected to competition.

You can add new name of classes and remove classes by **Add class** and **Remove class** buttons, respectively.



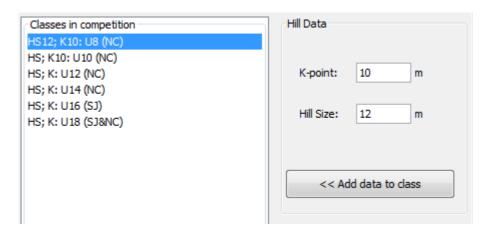
5.3.3 Hill K-point and Hill Size

You can define each class hill K-point and Hill Size (HS) information as follow:

- 1. select class from the right list
- 2. set K-point and HS values to text fields. HS information is optional whereas K-point is mandatory for calculating results.
- 3. Accept with << Add data to class button.

Note that you may overwrite K-point and HS information by assigning values for a class.

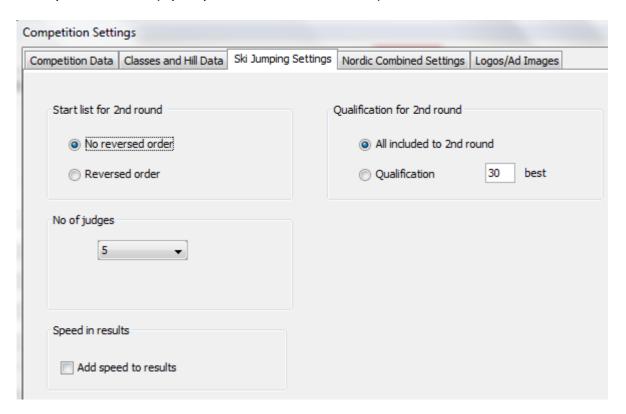
Note! If you change K-point value for a class which already has results, the application recalculates automatically the points based on new K-point value.



5.4 Ski Jumping Settings

You may define the following settings:

- 1. Start list order for 2nd round (reversed where first of 1st round is last or not reversed)
- 2. Qualification and its limit for 2nd round (no qualification or limit for qualification)
- 3. Number of judges in competition (1-5)
- 4. Speed in results (input speed and show it in results)



5.5 Start List for 2nd Round

Go to Settings \rightarrow Competition Settings \rightarrow Ski Jumping Settings tab.

You may select whether competitions have

- reserved order for 2nd round, i.e. best of 1st round is last in the start list or
- not reversed, i.e. best of 1st round is first in the start list

5.6 Second Round Qualification

Go to Settings \rightarrow Competition Settings \rightarrow Ski Jumping Settings tab.

You may select whether competitions have qualification for 2nd round or not.

5.7 Tuomarien määrä

Go to Settings \rightarrow Competition Settings \rightarrow Ski Jumping Settings tab.

You may adjust number of judges to be between 1 to 5. In ski jumping rules, only 5 is allowed but in small national competitions may sometimes have a need for smaller number of judges.

Rules:

- If number of judges is 1, the judges points are multiplied by three.
- If number of judges is 2, the highest points are multiplied by two.
- If number of judges is 3, all three are accepted
- If number of judges is 4, the highest points are omitted
- If number of judges is 5, the highest and lowest points are omitted, according to ski jumping rules.

5.8 Speed in Results

Go to Settings → Competition Settings → Ski Jumping Settings tab.

You may select whether inrun speed (km/h) is inputted during competition and is shown in result.

5.9 Registration Fees

Go to Settings \rightarrow Competition Settings \rightarrow Ski Jumping Settings tab.

You may define registration fee per class. After that you may see the total fees per club from Participants tab when you select sorting By Clubs.

Note, you may also define currency sign for fees.

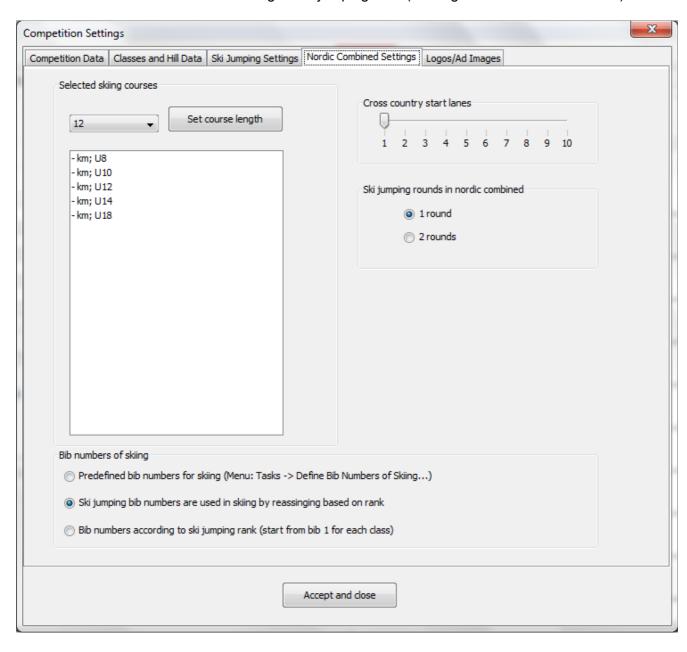


6 Nordic Combined Settings

Go to Settings \rightarrow Competition Settings \rightarrow Nordic Combined Settings tab.

For nordic combined, you may define the following settings:

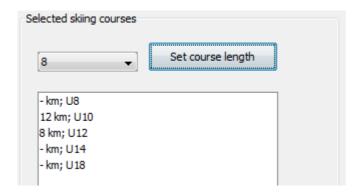
- 1. Cross country course lengths for each class
- 2. Cross country number of start lanes
- 3. Ski jumping rounds in nordic combined competition (1 or 2 rounds)
- 4. Bib numbers for cross country:
 - A. Predefined bib numbers (you need to predefine bib numbers, see menu Tasks \rightarrow Define Cross Country Bibs...)
 - B. Ski jumping bib numbers are used in cross country by reassiging them based on ski jumping ranks.
 - C. Bib numbers according to ski jumping rank (starting from no 1 for each class)



6.1 Cross Country Course Length

Go to Settings \rightarrow Competition Settings \rightarrow Nordic Combined Settings tab.

You may assign course lengths per class. Note that course lengths available in dropdown menu can be defined only in <u>Nordic Combined courses and minute points</u> settings.



6.2 Cross Country Bib Numbers

Go to Settings \rightarrow Competition Settings \rightarrow Nordic Combined Settings tab.



6.2.1 Pre-define Cross Country Bibs (Menu: Tasks → Define Cross Country Bibs)

If you choose this option, you have to define bib numbers via menu **Tasks** \rightarrow **Define Cross Country Bibs...** Note, if you have selected this option and not defined numbers, bib numbers are shown as zeros (0) in the start list and you can not assign times.

6.2.2 Ski Jumping Bib Numbers Used in Cross Country

If you choose this option, the skiers are being reassigned with the same set of bib numbers used in ski jumping. Reassinging is based on ranks in skijumping, i.e. best gets the smallest number in the class, etc.

Remember that by selecting this option you either need to have two set of numbers or collect numbers after ski jumping and assign them again for cross country.

6.2.3 Bib Numbers According to Ski Jumping Rank/Results (starting from no 1 for each class)

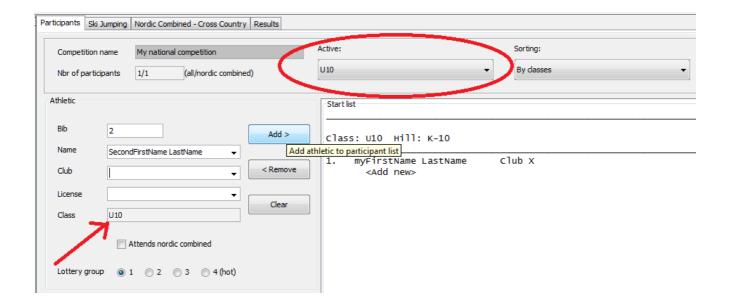
If you choose this option, cross country start list starts with number one for all classes.

7 Participants in Competition

7.1 Adding and Removing Participants

After you have all needed settings, you can add participants to competition classes in Participants tab of main view.

To add participant, you should select the class (active) from the dropdown list. Sorting must be set by classes. When you have participants added to a class, you are able to add partipants even if *All classes* is selected from dropdown list.



Athleteinformation is set into text fields: Bib, Name, Club, License. You can add athlete to participant list with **Add** > button. You can remove athlete from the list by selecting the athlete from the list and pressing **<Remove** button.

Text fields can be emptied by Clear button

After adding first participant, you will be able to add more by selecting row with tag <Add new>.

Hint! See chapter <u>5.2 Athletes Database</u> for importing athletes database to get athletes preloaded into Participants tab's text fields and enable predictive text input.

For enabling predictive text for only Club text field, you can preconfigure clubs via menu **Settings** — **Club Names and Abbreviations...**

Hint 2! Club information is staying in the text field after adding participant to enable easy adding of all registering attendees from the same club. Note that you can utilize this functionality to pick up Club information from the participant list by first selecting participant with wanted club and then selecting row with tag **<Add new>**.

7.2 Importing Participants from CSV-file.

Go to menu File → Import Participants (csv)...

You may import participant and their classes from a csv-file. If you build up participant list with Excel-program, you need to save the file in CSV-format (Comma Separated Value).

Note! All existing classes in the competition are deleted or overwritten when you import participant list

In picture, there is an example of participant list as seen in Excel program. Three classes are present, each with different sport:

- SJ → Ski Jumping
- NC → Nordic Combined
- SJ&NC → Ski Jumping & Nordic Combined

1 Sport Class Bib Name Club License Lottery group Attends NC K-point HS 2 NC U20 19 Pyry Ruikka Kouvolan Hiihtoseura 296569361 190 10 3 NC U20 20 Finn O?Connell USA 1 190 10 4 NC U20 21 Mico Ahonen Lahden Hiihtoseura 2 190 10 5 NC U20 24 Paul Okas Harjavallan Jymy 311511192 190 10 6 NC U20 25 Daniel Okas Harjavallan Jymy 3108747*2 190 10	0 10 0 10 0 10 0 10
3 NC U20 20 Finn O?Connell USA 1 190 10 4 NC U20 21 Mico Ahonen Lahden Hiihtoseura 2 190 10 5 NC U20 24 Paul Okas Harjavallan Jymy 31151119 2 190 10	0 10 0 10 0 10
4 NC U20 21 Mico Ahonen Lahden Hiihtoseura 2 190 10 5 NC U20 24 Paul Okas Harjavallan Jymy 311511192 190 10	0 10 0 10
5 NC U20 24 Paul Okas Harjavallan Jymy 311511192 190 10	0 10
3	
6 NC U20 25 Daniel Okas Harjavallan Jymy 3108747-2 190 10	0 10
7	
8 Sport Class Bib Name Club License Lottery group Attends NC K-point HS	Course Length
9 SJ Adults 38 Juha Miettinen Puijon Hiihtoseura 275087361 90 10	0
10 SJ Adults 40 Sami Niemi Lahden Hiihtoseura 249291122 90 10	0
11 SJ Adults 41 Miika Ylipulli Kuusamon Erä-Veikot 237300362 90 10	0
12 SJ Adults 42 Marko Ipunen Lahden Hiihtoseura 244708292 90 10	0
13 SJ Adults 43 Juho Ojala Kuusamon Erä-Veikot 245449562 90 10	0
14	
15 Sport Class Bib Name Club License Lottery group Attends NC K-point HS	Course Length
16 SJ&NC U18 55 Olli Muotka Lahden Hiihtoseura 2 1 90 10	0 8
17 SJ&NC U18 56 Pasi Ahonen Lahden Hiihtoseura 274187992 1 90 10	0 8
18 SJ&NC U18 57 Jarkko Määttä Kainuun Hiihtoseura 248943862 190 10	_
19 SJ&NC U18 58 Janne Ahonen Lahden Hiihtoseura 2 90 10	0 8
20 SJ&NC U18 59 Lauri Asikainen Kuusamon Erä-Veikot 2742095 2 90 10	0 8
21 SJ&NC U18 60 Kaarel Nurmsalu Estonia 2 90 10	

Look at example of participant file here.

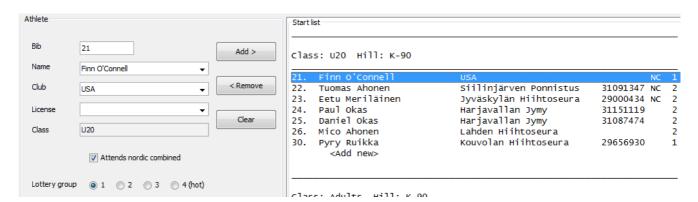
Voit myös tallentaa listan valikosta **Tiedosto** → **Tallenna osallistujalista (csv)**...

Hint! You can build up template by saving the participant list of single class and participant.

7.3 Participants Data Modification

You can modify participants data in Participant tab. By selecting the participant from the list, the Bib, Name, Club, License, Attends nordic combined and Lottery group are copied to fields in the left side.

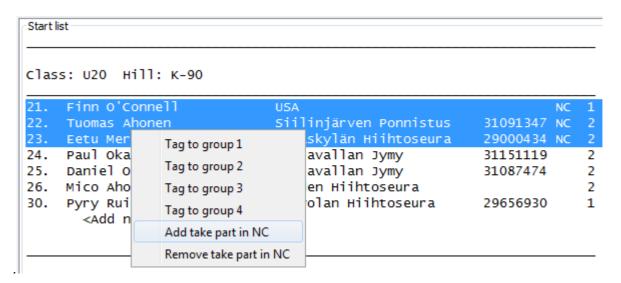
Note that Bib, Name, Club, License, Attends nordic combined and Lottery group are modifiable and you can confirm changes by **Add >** button.



Note! If you want to change the class for participant you need select different class from active dropdown list when Name, Club and Licence data is in text fields and assign the athlete data to another class by **Add** > button. After that you need go to back to activate previous class view once again and remove athlete information from the old class.

Note! You can utilize pop-up menu on top of start list. The pop-up menu can be opened by right clicking mouse button. Before that you need have selection from the list to changes take effect.

You can even select multiple participants from the list (Shift or Ctrl pressed when selecting) to change data for multiple athletes with one shot

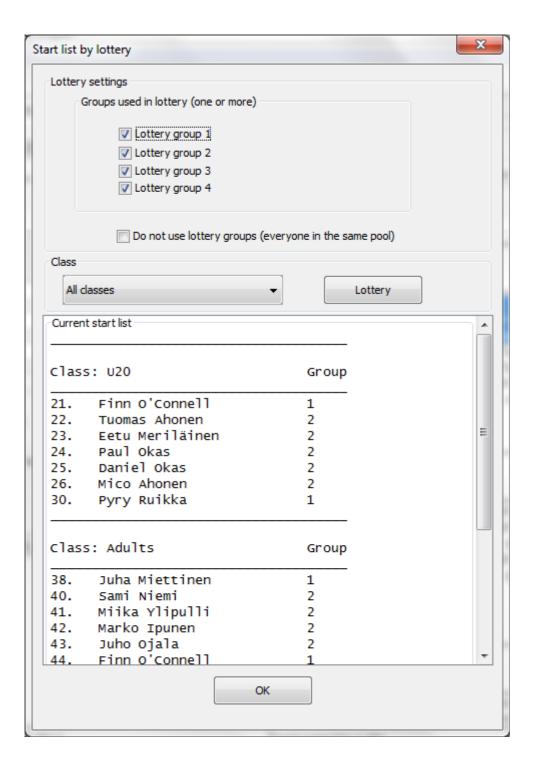


7.4 Lottery for Ski Jumping Start List

Go to menu Tasks → Lottery...

In lottery window, you may perform lottery for start list of single class or all classes.

You have option to use lottery groups 1 to 4 or set not to use lottery groups.



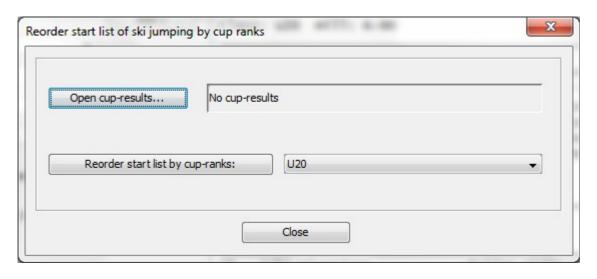
7.5 Reorder Ski Jumping Start List from Cup

Go to menu Tasks → Reorder Ski Jumping Start List from Cup...

If you are having a cup competition, you may reorder the start list based on cup points, i.e. first in the cup is set to last in the start list and so on.

Note! Recognition of athletes is based on athletic's name and club. In practise this means that name and club information must be identical in cup-file and current competition in order to reorder athletes correctly.

After performing reorder, please check the start list to be sure that there is no misinterpretations done by algorithm.



To reorder, you need to

- o have ".cup"-file created by KilipaCup application
- o open cup-file with Open cup-results... button
- select class from dropdown list
- o reorder start list one class at a time by **Reorder start list by cup-ranks** button

Note that if class has both ski jumping and nordic combined defined for the class, the reorder is based on ski jumping cup-results.

7.6 Define Ski Jumping Bib Numbers

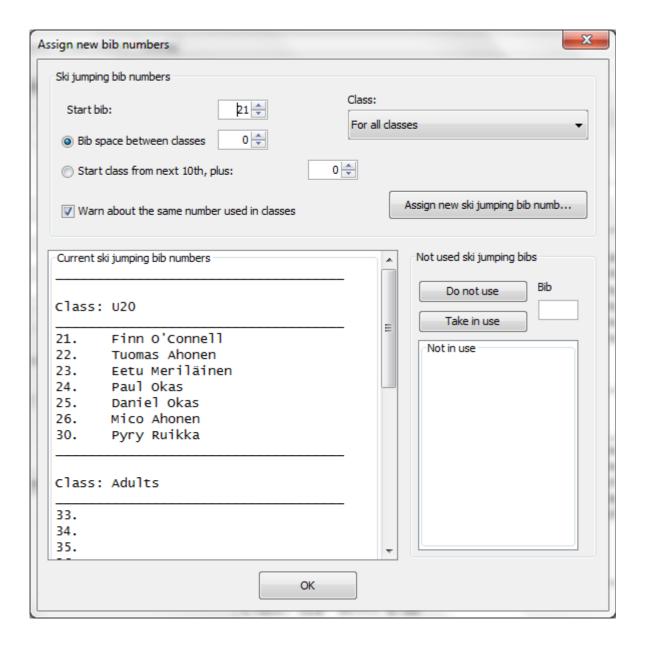
Go to menu Tasks → Define Ski Jumping Bibs...

In the window, you can define new running numbers for all classes or single class.

You have the following settings:

- start bib number
- o space between classes
- each class to start from next tenth plus margin you define

In addition, you may define unused bib numbers (e.g. lost numbers), which will be ignored in assigning bib numbers to athletes.



7.7 Define Cross Country Bib Numbers

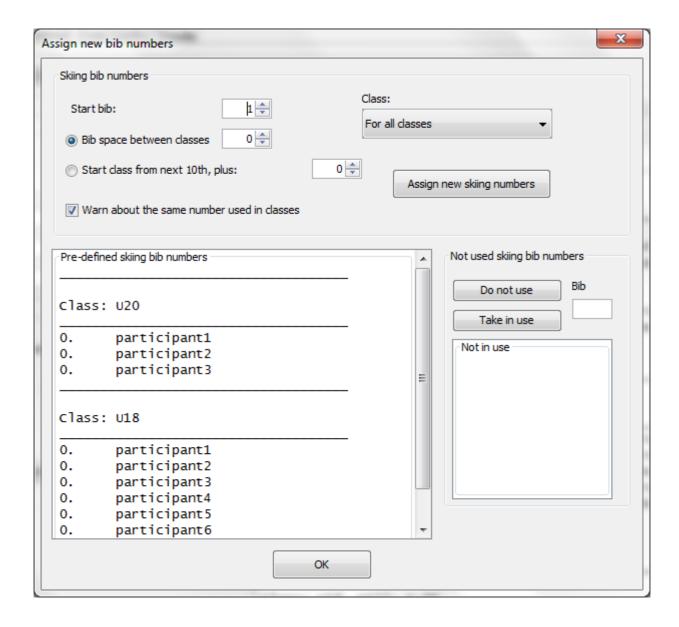
Go to menu Tasks → Define Cross Country Bibs...

In the window, you can define new running numbers for all classes or single class.

You have the following settings:

- o start bib number
- o space between classes
- each class to start from next tenth plus margin you define

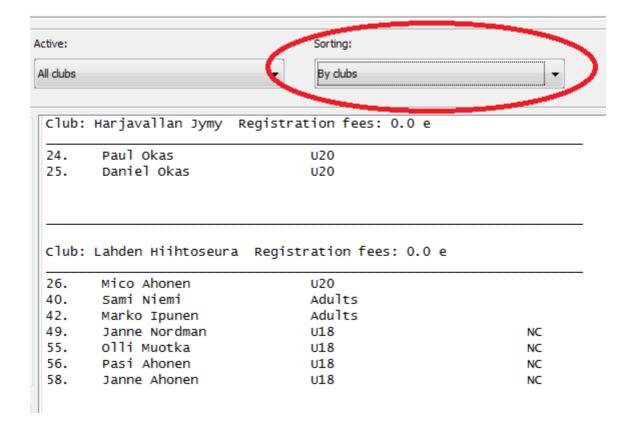
In addition, you may define unused bib numbers (e.g. lost numbers), which will be ignored in assigning bib numbers to athletes.



7.8 Participants Sorted by Clubs

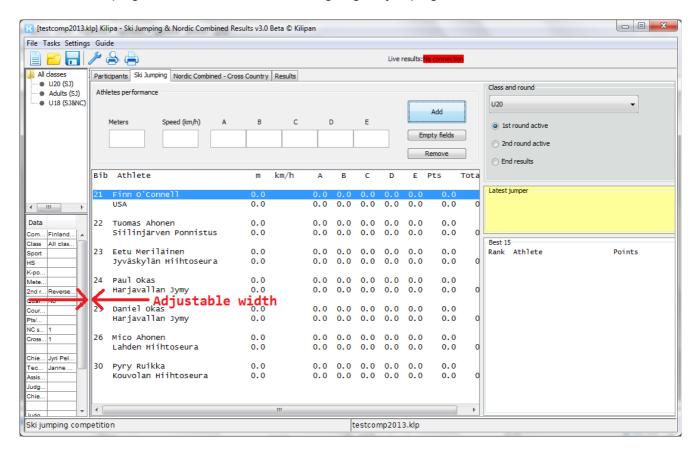
This functionality is available in **Partiticipants tab** in the main view.

You may select **Sorting by clubs** from dropdown list when participants are grouped by clubs. In addition, registration fees are totalled for each club if amount of fees defined in Ski Jumping Settings.



8 Ski Jumping Competition

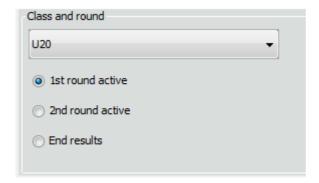
Go to Ski Jumping tab in the main view for assigning ski jumping results for athletes.



8.1 Active Round and End Results

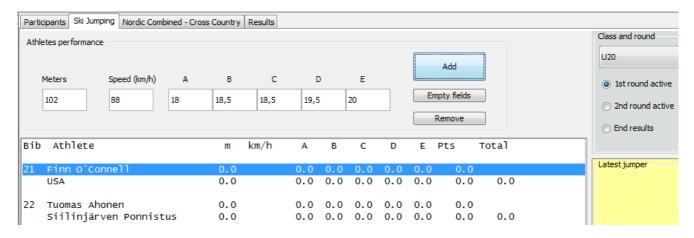
At first you need to define the active round (state of competition) for the class in competition.

- If 1st round active, you may only assign or change 1st round results.
- o If **2nd round active**, you may only assign or change 2nd round results.
- After competition is over, the **End results** must be selected. This enables the calculation of
 official results (Disqualified and Did not start appear in the results).

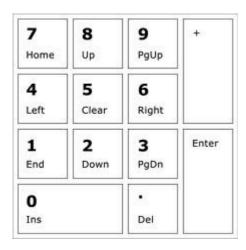


8.2 Inputting Ski Jumping Results

After selecting the active class and round, you may assign ski jumping results for certain ski jumper For that you need to select ski jumper from the list and fill in the results in the text boxes. Results are assigned to ski jumper by **Add** button.



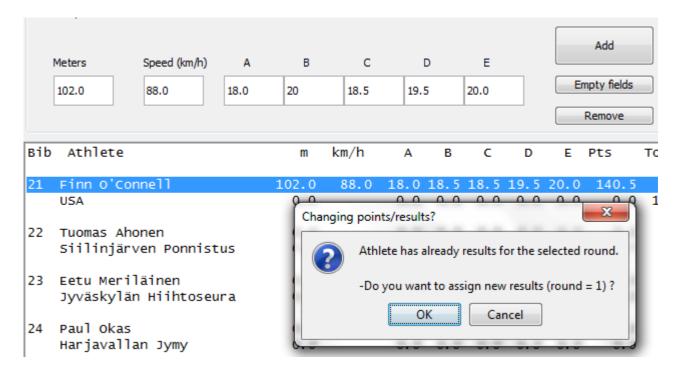
Hint! Use numeric keypad for inputting results rapidly as you can jump next text field and finalize the operation only by use of Enter-button (see picture of numeric keypad). Also tabulator can be used to move next text field.



8.3 Modifying Results

Results may be modified by selecting the ski jumper from the list when current results appear to text fields. You can modify values in the text fields and accept changes by **Add** button.

As shown in figure, the application confirms whether you want to change results. Note that active round must match with selected row (round points).



8.4 Ski Jumping Result Sheets

During the competition the results are updated to Results tab. You can check the current situation from Results tab. When you choose End results for competition state in Ski Jumping tab, the end results are calculated.

In Results tab, there are separated dropdown list of classes to show results for specific class

Besides class selection, you may choose the sport and the format of results.

For ski jumping results, you may choose among the following formats:

- SJ results → Official results
- SJ results → press format (Note, this format can be stored into text file via File → Save View as Text...)
- Reversed start list for 2nd round (this is only visible if you have corresponding setting active)



9 Nordic Combined Competition

Nordic Combined competition consists of ski jumping and cross country with Gundersen rules.

9.1 Ski Jumping (1 or 2 rounds)

Ski jumping part is the same as a regular ski jumping competition. However, for nordic combined it can be selected how many rounds are in competition (1 or 2 rounds).

If ski jumping has only 1 round, only difference is that you do not have to execute 2nd round but instead can activate **End results** right after 1st round is over.

The number of rounds can be defined in Settings \rightarrow Competition Settings \rightarrow Nordic Combined Settings.

Note, if class has both sports (SJ & NC) defined, you still may define ski jumping rounds separately for nordic combined competition in settings.

9.2 Cross Country Start List

When intermediate results for ski jumping are available (**End results** selected for competition state in Ski Jumping tab), you may print start list for cross country.

For start list.

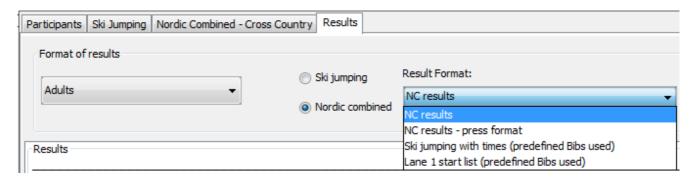
- go to Results-tab and select Nordic combined radio button.
- select Lane X start list (...) from Result format dropdown list. Note, depending on the active setting for number of start lanes N, you may choose 1 to N start lists (one for each start lane).

For instance, when three start lanes defined, you may choose from three start lists:

Lane 1 start list (...)

Lane 2 start list (...)

Lane 3 start list (...)



In addition, the textual content with int brackets (...) indicate the active cross country bib number setting. See more information at <u>Cross Country Bib Numbers</u>

9.3 Cross Country – Class Start Time and Finish Times

Go to **Nordic Combined – Cross Country** tab in the main view.

In this tab, you may set

- 1. start time for each class and
- 2. assign finish times for each athlete finish time the actual time when athlete crossed finish line where class start time is reference

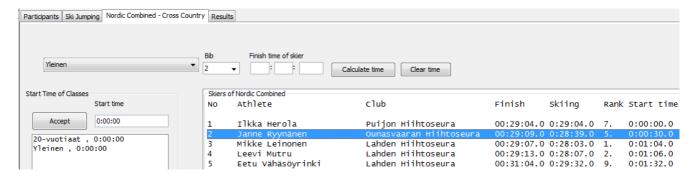
Class start times must be set prior to assigning finish time for athletes. Class start time the actual time when the first skier is starting. Note that it's possible to use zero time for class start times but then the finish times must use the same reference.

When assigning finish time for athlete, the program calculates automatically the skiing time (the time skier spent on course) and cross country rank.

Basically, you have two options to assign times:

- A. manually inputting times in text fields and accepting by Calculate time-button or
- B. importing skiing times from csv-file (**File** → **Import Skiing Times from csv-file**) Note! In CSV-file, you need to define class start time as well. See example of skiing time csv-file <u>at here</u>.

In the picture below, the first in the class started at time 0:00:00. Finish time for the first (Bib 1) was 00:29:04.0, which also the actual time when he arrived to Finish. Second (Bib 3) crossing the finish line got time 0:29:07.0.



Note! Prior to inputting cross country results, participants must have

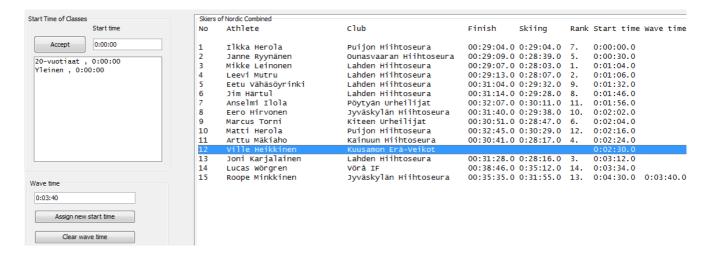
- ski jumping results and
- predefined cross country numbers if you have that setting activated.

9.4 Cross Country – Wave Time

You may shift the start time of skiers to group start times in waves. This is useful feature if there are too big gap(s) in start times. Basically, even if wave time is defined as a new start time, the actual calculated start time is valid and used for calculating end results.

You may set wave times via UI or skiing time csv-file.

In this example picture, the bib 15 is assigned with a wave time 0:03:40.0 whereas the original start time is 0:04:30.0:



the same example in an alternative way, csv-file, which can be imported::

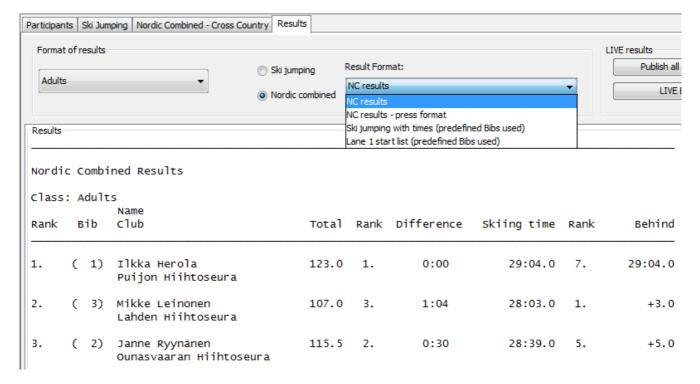
	Α	В	С	D	E	F	G	Н	I
1	Class	Bib	Name	Club	License	Class start time	Start time	Wave time	Finish time
2	Yleinen	1	Ilkka Herola	Puijon Hiihtoseura	26137915	0:00:00	0:00:00.0		00:29:04.0
3	Yleinen	2	Janne Ryynänen	Ounasvaaran Hiihtoseu	0:00:00	0:00:30.0		00:29:09.0	
4	Yleinen	3	Mikke Leinonen	Lahden Hiihtoseura	27493315	0:00:00	0:01:04.0		00:29:07.0
5	Yleinen	4	Leevi Mutru	Lahden Hiihtoseura	29581186	0:00:00	0:01:06.0		00:29:13.0
6	Yleinen	5	Eetu Vähäsöyrink	Lahden Hiihtoseura	23701988	0:00:00	0:01:32.0		00:31:04.0
7	Yleinen	6	Jim Härtul	Lahden Hiihtoseura	21729616	0:00:00	0:01:46.0		00:31:14.0
8	Yleinen	7	Anselmi Ilola	Pöytyän Urheilijat		0:00:00	0:01:56.0		00:32:07.0
9	Yleinen	8	Eero Hirvonen	Jyväskylän Hiihtoseura	30210763	0:00:00	0:02:02.0		00:31:40.0
10	Yleinen	9	Marcus Torni	Kiteen Urheilijat	22514736	0:00:00	0:02:04.0		00:30:51.0
11	Yleinen	10	Matti Herola	Puijon Hiihtoseura		0:00:00	0:02:16.0		00:32:45.0
12	Yleinen	11	Arttu Mäkiaho	Kainuun Hiihtoseura	27508912	0:00:00	0:02:24.0		00:30:41.0
13	Yleinen	12	Ville Heikkinen	Kuusamon Erä-Veikot	27431474	0:00:00	0:02:30.0		
14	Yleinen	13	Joni Karjalainen	Lahden Hiihtoseura	27480373	0:00:00	0:03:12.0		00:31:28.0
15	Yleinen	14	Lucas Wörgren	Vörå IF	23721489	0:00:00	0:03:34.0		00:38:46.0
16	Yleinen	15	Roope Minkkinen	Jyväskylän Hiihtoseura	28844743	0:00:00	0:04:30.0	0:03:40.0	00:35:35.0

See an example of skiing time csv-file here.

9.5 Nordic Combined Results

Go to **Results**-tab in the main view

Choose sport to Nordic Combined and pick one of the result format:



For results format, you can choose the following:

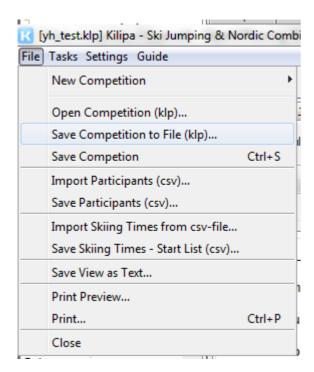
- NC results
- NC results press format
- Intermediate ski jumping results with start times
- o Start lists for lane(s) (in picture only one start lane)

10 General Instructions

10.1 Save Competition

Go to File → Save Competition to File (klp)...

This saves all classes, settings, points tables, athletes and results to a file.



Note! You may save only participant list (csv-format) with hills, courses and classes (without results and settings) from **File** → **Save Participants (csv)...** You may open csv-file with Kilipa or Excel. You can find example of participant list here.

Hint! You can save klp-file with shortcut



or Ctrl + S

10.2 Competitions in Separate Klp-files

Instead of trying to add all sport combinations into one competition (klp-file), sometimes it's better to create and save two separate competitions (two separate klp-files); one for ski jumping and one for nordic combined. This is useful especially if there are different officials in competitions.

You are free to save as many klp-files as you like and all klp-files are isolated from each other. Because of this isolation, you may open klp-files at any time and there is no dependency to other klp-files (i.e. Competitions).

10.3 Club Names and Abbreviations (Settings → Club Names and Abbreviations...)

You can define club names and abbreviations:

- Abbreviations are used in press format of results (automatic conversion) and
- Full club names are used as a predictive text input in Club textfield in Participants tab

10.4 Athletes Database (Settings → Athletes Database...)

Athletedatabase may be defined in excel sheet (xls or xlsx file) in the following format:

License	First Name	Last Name	Club
12345567	Joe	Doe	Kainuu's Ski Club
1232132	TheSki	Jumper	Some Club

The mandatory first row, header, is identifier for each column. It's important that name is exactly the same than the ones used in the example. Note, you are free to introduce and name any other columns but they are not read/used by the program.

You may freely define the location of excel sheet.

Imported database content is available via text fields in Participants tab. This enables the following features:

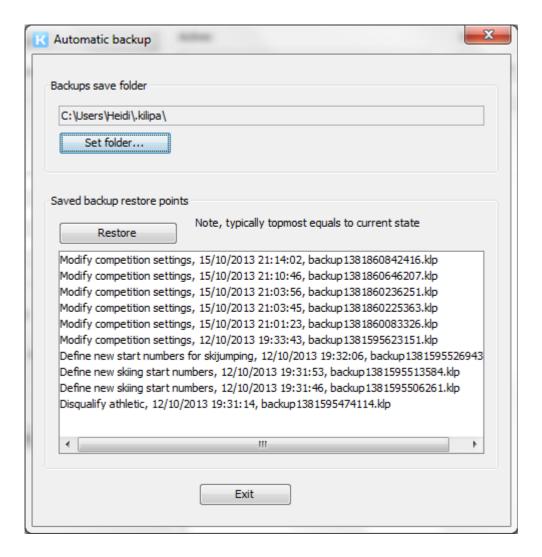
- predictive text for athletes information (Name, Club, License) or
- athlete information can be explored in dropdown lists (Name, Club, License).
- note: by selecting name or license in the text fields, the application automatically fills in the other fields.

10.5 Restore Points or Backups (Settings → Backups...)

In case of error, you may restore the point 1 to 10 steps backward by selecting the specific point from the list and pushing Restore-button.

Note, typically the topmost item in the list equals to the current state if application restart is not done.

- In case you did action you want to cancel, you typically need to select the second item from the list
- In case of your session was shut down (e.g. power outage) where Kilipa application was exited and you want to continue from the point you had before shut down, you should select the topmost restore point (the latest one).



10.6 Save View as Text

Go to File \rightarrow Save View as Text...

You may save the current active view (listing from Participants, Ski Jumping, Nordic Combined – Cross Country or Results tab) in a text format into file.

Even though you can save text from each tab, this feature is especially useful for storing results in press format in a file:

Participants	Ski Jumping	Nordic Combine	ed - Cross Countr	y Results		
Format o	fresults					
Adults			•	Ski jumpin Nordic cor	_	Result Format: NC results - press format
Class: 1) Ilkl 2) Mikl 3) Jann 4) Leev 5) Arti 6) Marc 7) Eetu 8) Jim 9) Jon 10) Eer 11) Ans 12) Mai 13) Roc 14) Luc	ka Herola ke Leinon ne Ryynän vi Mutru tu Mäkiah cus Torni u Vähäsöy Härtul L i Karjala ro Hirvon selmi Ilo tti Herol ope Minkk	90 HS100 1 Puijon Hi en Lahden en Ounasva Lahden Hii o Kainuun Kiteen Ur rinki Lahd ahden Hiih inen Lahde en Jyväsky la Pöytyän a Puijon H inen Jyväs en Vörå IF	ihtoseura Hiihtoseur aran Hiiht htoseura (Hiihtoseur heilijat (en Hiihtos toseura (9 en Hiihtose dän Hiihtos Urheilija iihtoseura kylän Hiih	a (107. oseura 106.5/2 a (87.0 92.0/28 eura (1 6.5/29. ura (75 seura (t (94.0 (89.0/ toseura 12).	0/28. (115. 8.07) /28.1 .47), 00.0/ 28), .0/28 92.5/ /30.1 30.29	.5/28.39),), 17), , /29.32), 8.16), /29.38), 11),

Hint! You can copy the text also to clipboard by selecting text with Shift or Ctrl down and using short cut Ctrl + C.

10.7 Preview and Printing

Go to File \rightarrow Print Preview or File \rightarrow Print ... or shortcut



You may print preview and print Participants or Results. The print preview opens up a separate preview window.

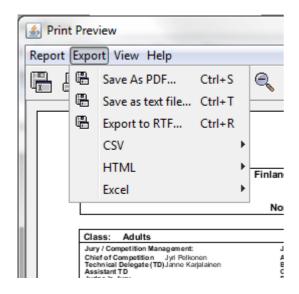
You may add two logos or images to top left and right corner from **Settings** \rightarrow **Competition Settings** \rightarrow **Logos/Images** tab

Note that oversized image size is automatically reduced to maximum 90 x 80 (Width x Height) pixels

10.8 Save Results (pdf, html, excel)

Go to **File** → **Print Preview...** when **Results-tab** is active to save results in the following format:

- o PDF-format (Preview window menu: Export → Save as PDF...)
- o HTML-format (Preview window menu: Export → HTML)
- o Excel-muodossa (Preview window menu: Export → Excel)



When needed you find PDF advanced settings for character encodings. Encoding ISO-8859-1, which contains support for many western languages, is used by default.

For different languange needs you may want to modify encoding (when you characters are not shown correctly). Note that even if these are available, it is not guaranteed that these are supported by program.

See more at http://en.wikipedia.org/wiki/Character_encoding

Some options available in Advanced Settings in PDF saving:

ISO 8859-1 Western Europe

ISO 8859-2 Western and Central Europe

ISO 8859-3 Western Europe and South European (Turkish, Maltese plus Esperanto)

ISO 8859-4 Western Europe and Baltic countries (Lithuania, Estonia, Latvia and Lapp)

ISO 8859-5 Cyrillic alphabet

ISO 8859-13 Baltic languages plus Polish

ISO 8859-15 Added the Euro sign and other rationalisations to ISO 8859-1

MS932 Windows Japanese

MS-Windows character sets:

Windows-1250 for Central European languages that use Latin script, (Polish, Czech, Slovak, Hungarian, Slovene, Serbian, Croatian, Romanian and Albanian)

Windows-1251 for Cyrillic alphabets

Windows-1252 for Western languages

Windows-1254 for Turkish

Windows-1257 for Baltic languages

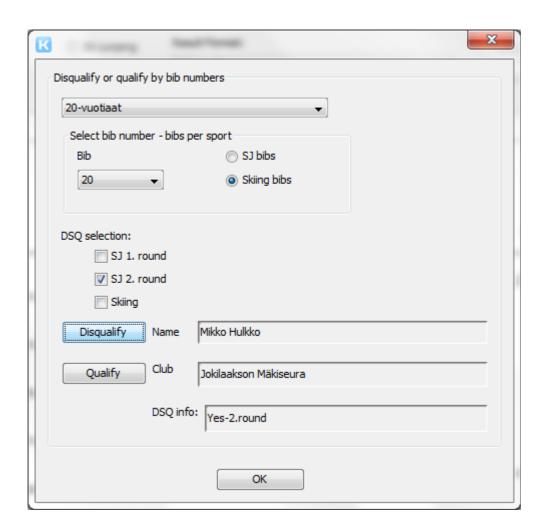
10.9 Disqualifying Athletes

Go to Tasks → Disqualify Athlete...

The performances can be disqualified based on Jury's decisions.

Disqualification takes place per sport perfomances and you need to define whether disqualification concerns:

- 1st round,
- 2nd round and / or



You can see the overall disqualification status at Participants tab:

```
Class: 20-vuotiaat Hill: K-90 Skiing: 8km

1. Mikko Hulkko Jokilaakson Mäkiseura 27934528 NC 1 DSQ-2.round
3. Severi Taipale Jyväskylän Hiihtoseura 30169377 NC 1
4. Ville Karhumaa Ounasvaaran Hiihtoseura NC 1
```

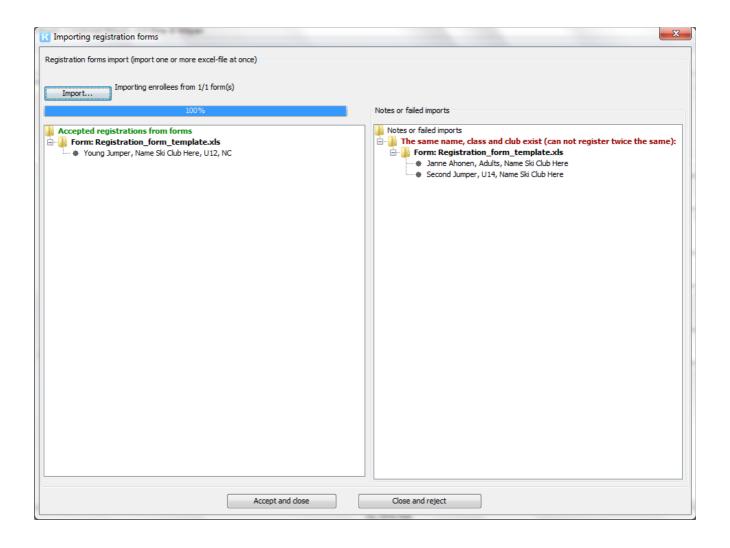
Disqualifications are shown in end results as well when **End results** is selected for class' competition status.

10.10 Import Registrees from Excel-file

Go to Tasks → Import Registration Forms...

You may import athletes registrations from one or multiple Excel files (xls tai xlsx).

Note! Prior to import, you have to have classes defined for competition.



Instructions for importing registrees:

- 1. Choose Import...
- 2. Choose one ore more excel-files from the selected folder (you can select multiple files with Ctrl + A shortcut) and accept
- 3. Program reads the files and import enrollees. Succesfully read registrations appear on the left (green) and failed or unsuccesfully read registrations appear on the right (red):
 - o **Accepted:** forms and registered athletes.
 - Unsuccesfully imported: registrations are shown per failure reason. → correct data in failed excel files and read them right after fix or later on.
- 4. Note that athletes without license are accepted but you will get notes about them in the right side of window.
- 5. When you are done, close the window by **Accept and close** button. Only by accepting, the new registrations are added to competition.

Hint! By double clicking the form name, you can open the Excel file.

10.11 Change Class Name

Go to Tasks → Change Class Name...

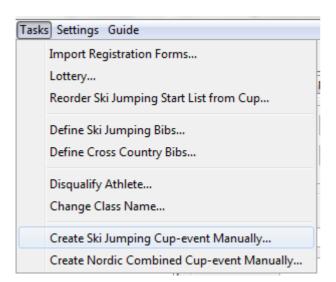


10.12 Manual Creation of Cup-competition Results for KilipaCup

Sometimes there is a need to modify or create manually athletes or results of cup competition for KilipaCup application.

Note, the klp file created via this feature is totally separated from competition and it can not be opened without problems in Kilipa. The file can be only read by KilipaCup.

You can create this kind of special klp-files via Tasks menu.



10.12.1 Ski Jumping Cup-competition Results

Results created via this functionality are separate from normal competition in Kilipa but you may use any class as a baseline for manual cup-competition. In this way, you can reuse the settings just by defining the class in dropdown list.

After that you can

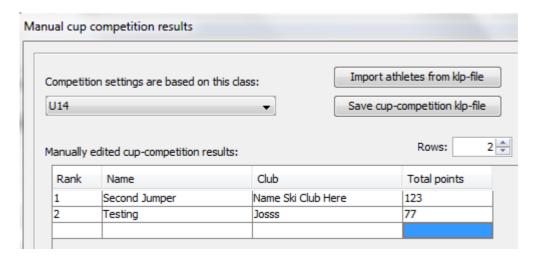
- import athletes from another klp file to the table or
- · create your own list of results

basically you can add new athletes, modify existing athletes or remove athletes in the table.

The table's columns are:

Rank, Name, Club and Total points

When you are done, you can save special klp-file to location you specify. That klp-file can be opened by KilipaCup program.



10.12.2 Nordic Combined Cup-competition Results

Results created via this functionality are separate from normal competition in Kilipa but you may use any class as a baseline for manual cup-competition. In this way, you can reuse the settings just by defining the class in dropdown list.

After that you can

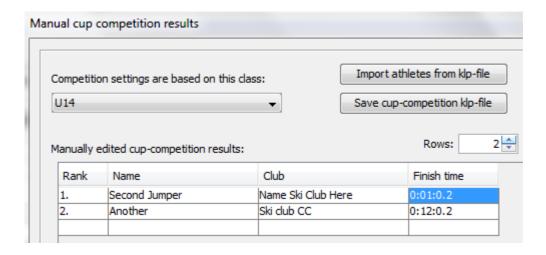
- import athletes from another klp file to the table or
- create your own list of results

basically you can add new athletes, modify existing athletes or remove athletes in the table.

The table's columns are:

Rank, Name, Club, Finish time (format h:mm:ss.t)

When you are done, you can save special klp-file to location you specify. That klp-file can be opened by KilipaCup program.



11 Real-time LIVE Results

Go to Settings → LIVE Results to Internet...

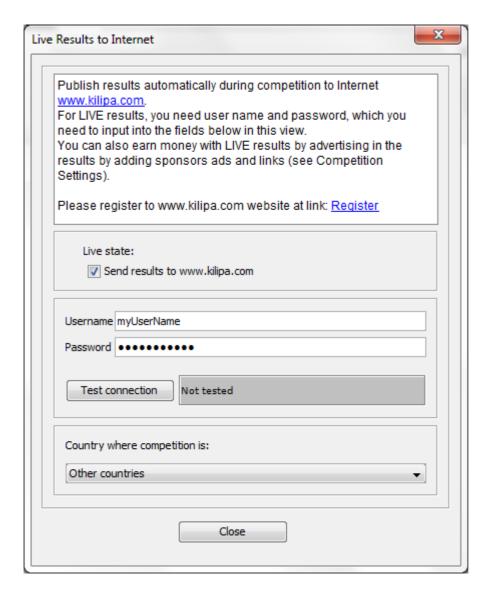
You can enable LIVE results feature, which automatically upload results to Internet page www.kilipa.com during competition. Note that this feature is available for individual competitions.

When LIVE results feature is enabled, you may upload automatically

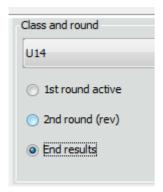
- 1. start list
- 2. live results during 1st and 2nd round
- 3. end results for ski jumping and nordic combined

For LIVE results, you need to register to www.kilipa.com to get user name and password.

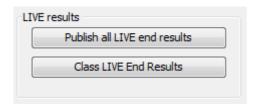
Note that you have also option to add your club logos or advertise at www.kilipa.com by getting advertiser package. When you have advertiser package activated, ad or logo images defined in Competition Settings are becoming visible in LIVE results. See more information at www.kilipa.com



Note! Remember to set End results for each class after competition. That is uploading official end results to www.kilipa.com server.



If you have faced problem with Internet connection during competition, you still may trigger the results upload at Results sheet with buttons. These buttons are also useful to make sure in the end that you have uploaded the end results.



12 Team Ski Jumping

You can create team competition via menu File \rightarrow New Competition \rightarrow New Team Competition



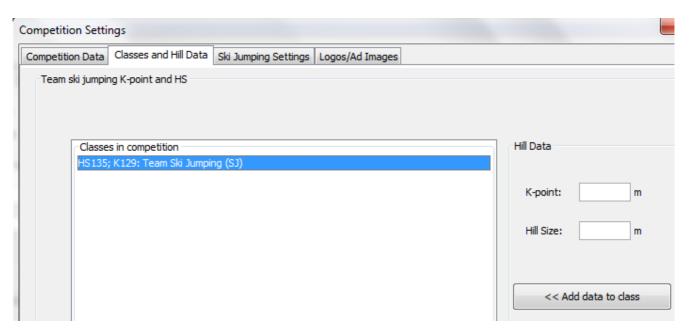
or open existing team competition from klp-file.

Note that in team competition mode, you have some menu items disabled.

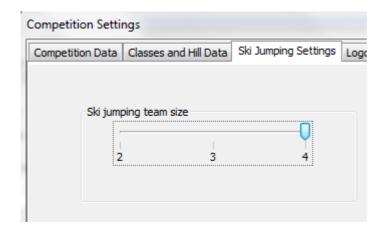
12.1 Team Competitition Settings

Team Settings are accessed via toolbar or menu **Settings** → **Competition Settings**

Settings and tabs are similar to individual competition, except you can not select classes but only one competition available

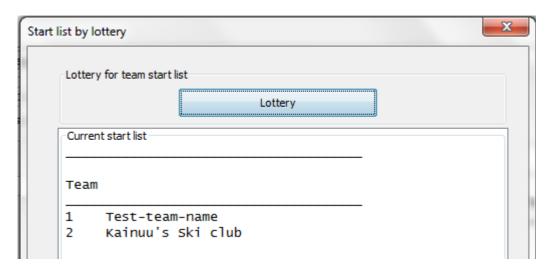


Ski Jumping settings tab has only one slider for defining team size between 2 to 4.



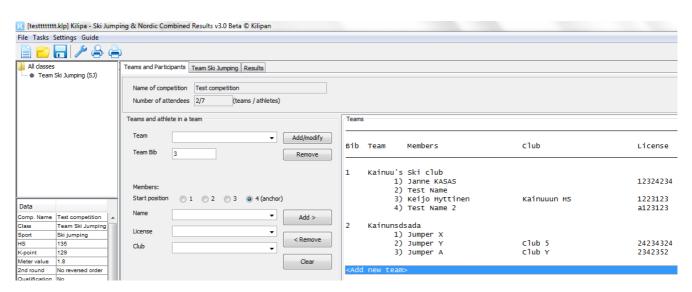
12.2 Lottery for Teams Start List

Team start list lottery can be done via menu **Tasks** → **Lottery...**



12.3 Adding or Modifying Teams and Members

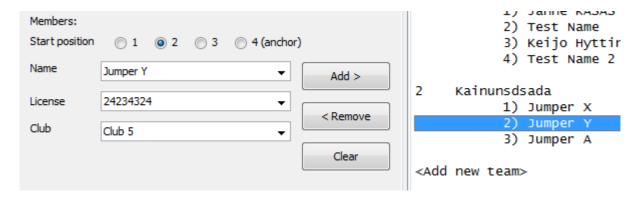
You can add, remove and modify teams and team members in the **Team and Participants tab of the main view.**



You can define add or remove teams separately



and add, remove or modify team members with this section by selecting team or member from the right side of the list

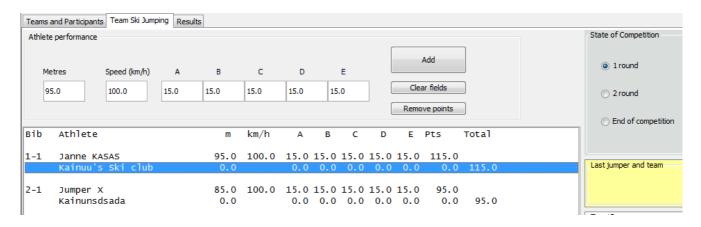


Note that with "Start position" radio buttons you can write member data to some specific position.

NOTE: when you have teams in the list and want to add new team, select <Add new team> line

12.4 Team Ski Jumping Competition

Team ski jumping competition equals to individual ski jumping.



See chapter **Ski Jumping Competition** for more details.

13 Example files

- 13.1 Participants list (csv-file) that can be opened by Excel
- 13.2 Cross Country Skiing time (csv-file) that can be opened by Excel
- 13.3 Registration Form (xls-file)
- 13.4 Athletes Database (xls-file)