

# **Swiss-Manager User's Guide**

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# Foreword

Dear colleagues,

Nowadays, Swiss-Manager is one of the leading pairing programs in the chess world. Developed by Heinz Herzog, it is FIDE approved, has been translated to 24 languages to date, is currently being used by more than 180 federations across the world and has generated more than 600.000 tournament files.

Even though Swiss-Manager is very friendly to the user, it is often that arbiters are not familiar with many of its aspects. This User's Guide addresses all arbiters who are either new to the software or are still struggling with it. It follows step-by-step the procedure of installing the software on your computer and setting up a new tournament, but also delves into deeper waters, such as how to upload photos of the playing venue to *chess-results.com* or calculate money prizes according to the Hort System.

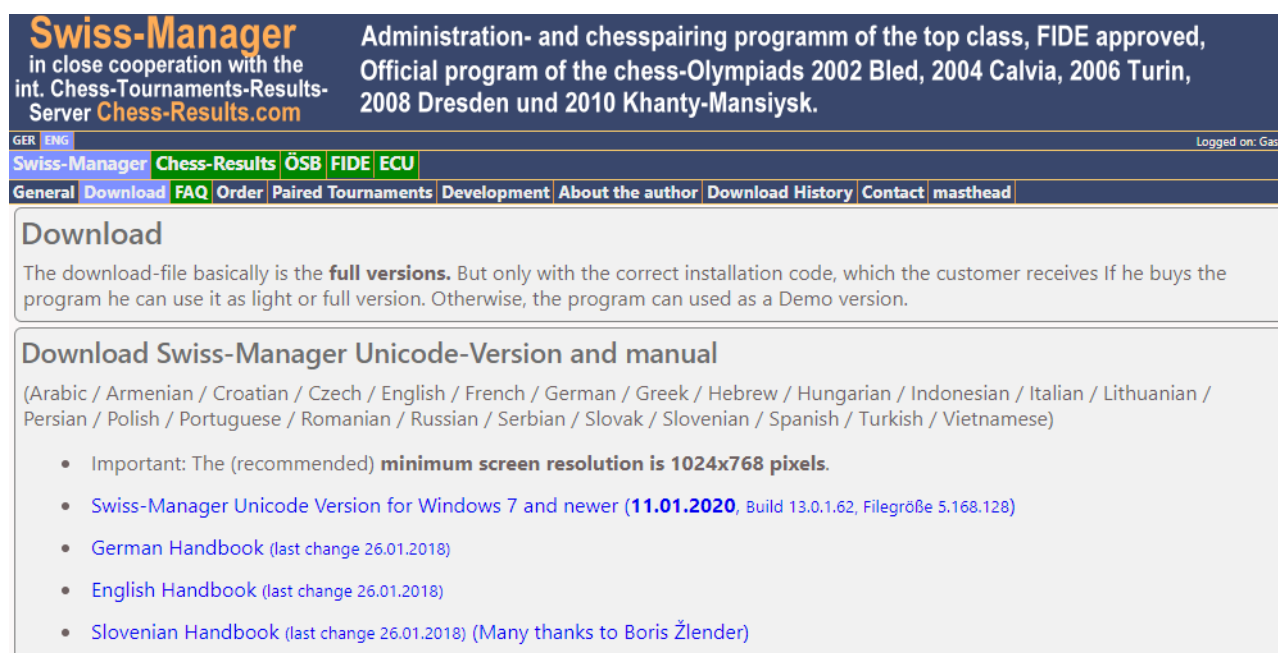
I would like to thank Sotiris Logothetis, Mihalis Prevenios and Werner Stubenvoll for teaching me everything I know on Swiss-Manager and for always being there to answer all of my questions, even the simplest ones. Special thanks to Takis Nikolopoulos for trusting me as a pairings' officer at the World Women's Rapid&Blitz Championships 2017 (Riyadh, Saudi Arabia) and allowing me to assist the Technical Administrative Panel of the 43rd Chess Olympiad (Batumi, Georgia) and observe their work. Much of my knowledge on the program derives from working under pressure in both events.

IA Tania Karali  
June 2020

# SECTION 1: INTRODUCTION

## Chapter 1: Downloading Swiss-Manager to your PC

To download Swiss-Manager to your computer, open your internet browser and go to *swiss-manager.at*, select the tab “**Download**” on the top left of your screen, click on the newest version of the program, open the downloaded .exe file and follow the installation process. When it is finished, Swiss-Manager will be installed in the selected folder.



The screenshot shows the website interface for Swiss-Manager. At the top, there is a dark blue header with the text: "Swiss-Manager in close cooperation with the int. Chess-Tournaments-Results-Server Chess-Results.com". To the right, it says: "Administration- and chesspairing programm of the top class, FIDE approved, Official program of the chess-Olympiads 2002 Bled, 2004 Calvia, 2006 Turin, 2008 Dresden und 2010 Khanty-Mansiysk." Below this is a navigation bar with links: "GER ENG", "Swiss-Manager", "Chess-Results", "ÖSB", "FIDE", "ECU", "General", "Download", "FAQ", "Order", "Paired Tournaments", "Development", "About the author", "Download History", "Contact", "masthead". The main content area has a "Download" section with the text: "The download-file basically is the **full versions**. But only with the correct installation code, which the customer receives if he buys the program he can use it as light or full version. Otherwise, the program can be used as a Demo version." Below this is a section titled "Download Swiss-Manager Unicode-Version and manual" with a list of languages: "(Arabic / Armenian / Croatian / Czech / English / French / German / Greek / Hebrew / Hungarian / Indonesian / Italian / Lithuanian / Persian / Polish / Portuguese / Romanian / Russian / Serbian / Slovak / Slovenian / Spanish / Turkish / Vietnamese)". A bulleted list follows: "• Important: The (recommended) **minimum screen resolution is 1024x768 pixels**." "• [Swiss-Manager Unicode Version for Windows 7 and newer \(11.01.2020, Build 13.0.1.62, Filegröße 5.168.128\)](#)" "• [German Handbook \(last change 26.01.2018\)](#)" "• [English Handbook \(last change 26.01.2018\)](#)" "• [Slovenian Handbook \(last change 26.01.2018\) \(Many thanks to Boris Žlender\)](#)"

**During the installation various folders and files are saved on your computer. Their use will be explained in the following chapters.**

When opening the newly installed program, you get the message “**The program is installed as a demo version. You can enter the installation code with the menu “Other \ Install...”.**” So, click on the “**Other**” tab and from the drop-down menu select “**Install...**”. Click on “**Display conditions for use**”, then “**Accept conditions for use**”, enter your “**Installation code**” and click “**OK**”. Note that for this step you need an internet connection.

**On the developer's website (*swiss-manager.at*), you will find useful information on how to get an installation code. Of course, you could try working with the Demo version for a while, but its possibilities are limited. For example, it supports maximum 4 rounds of a tournament.**

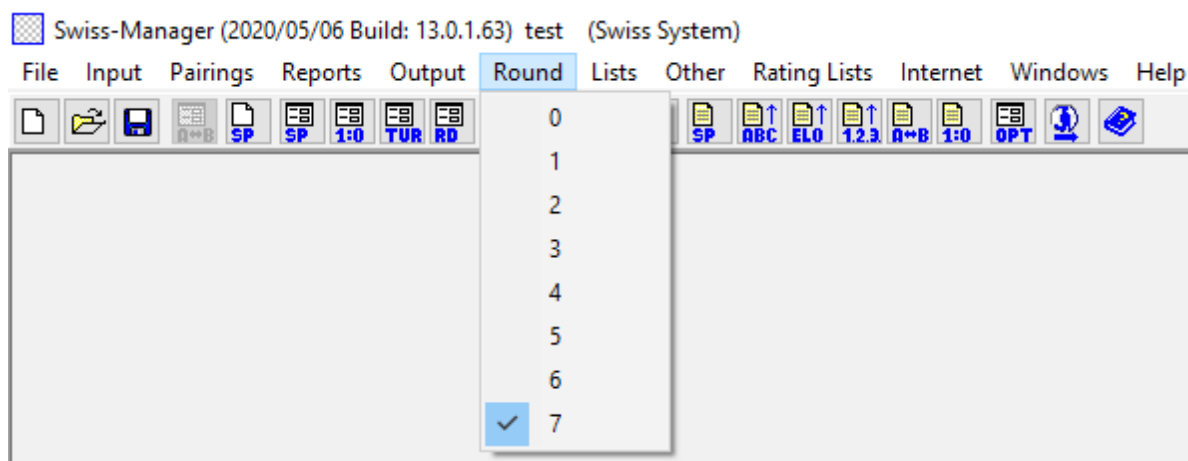
This is the same procedure you need to follow should you ever need to change the installation code, if, for example, you get an upgraded one or you need to work on a colleague arbiter's tournament file. More about that in Chapter 11.

Please keep in mind that the developer updates the program regularly. It is highly advisable to always download the latest version before starting a new tournament, by following this exact procedure. For an alternative method, see Chapter 11.

**Hint: Swiss-Manager only runs on Windows platform, not on Mac, tablets or mobiles. For a way to overcome this obstacle see Appendix A: Hints and Tips**

## Chapter 2: Interface

The Swiss-Manager interface mainly consists of drop-down menus, icon shortcuts (hover your cursor over an icon for an explanation) and keyboard shortcuts. You will find explanations to all these in the relevant chapters in this User's Guide. For now, just that the menu “**Round**” helps you navigate through the rounds of a tournament in progress.



**Hint: Learn how to use the keyboard shortcuts (e.g. F6 for pairings, F7 to enter results, F5 for final ranking, F9 to get the results' list etc.). It will save you a lot of time. You can find these shortcuts next to each relevant item in the drop-down menus.**

# SECTION 2: GETTING STARTED

## Chapter 3: Setting up a new tournament

The first drop-down menu under the tab “File” is similar to the relevant one of any other Windows program. Here you can create a new file, open a previously saved one, save the current one, set the printer preferences or, even, exit the program. To begin, click on **File** → **New tournament...** and select the type of tournament you are going to create, the file name and where you are going to save it on your computer. By default, the chosen folder is “Turniere” in the “Documents” folder, but you can choose any other destination. After saving the file, select the tab “General” and you get the following image:

Tournament Data Dialog (Swiss System)

General | Tiebreaks | Lists | Board List | FIDE Title | Other | Arbiter

Tournament Name

Remarks

Organizer(s)

Website | Email

Time Control

Tournament Director

Chief Arbiter | Deputy Chief Arbiter

Arbiter

Federation: Please select the country

Location

Rounds: Date from 2020/04/30 to 2020/04/30

Age Groups: U8,U10,U12,U14,U16,U18,U20,S50,S6 | Cutoff Date: 2020/01/01 | Rtg.min for Rtg-Ø: 1000

Sort start rank automatically  Check board order

Replays (e.g. Double RR = 2): 1

Points for the Bye Player: 1

Sorting/Display:  National rating,  International rating,  Int. rating then Nat. rating,  Rating maximum (Nat./Int.),  National rating only,  International rating only

Time Control:  Standard,  Rapid,  Blitz

Color for home game:  White,  Black,  All boards the same

Pairings according to:  Game points [1, 1/2, 0],  Match points [2, 1, 0],  Game points [3, 1, 0]

Rated FIDE:  Yes,  No

Rated national:  Yes,  No

Match points for bye team:  3,  2,  1,  0

Copy tournament data | ? Help | OK | Cancel

In this chapter, we will deal with individual swiss tournaments ( option “Swiss System”). For round-robin and team events, see Chapters 8 and 9.

In this dialog box you can enter the basic tournament data, such as the name (the same one will appear on *chess-results.com*, should you choose to upload the file), who the organiser is, a reference

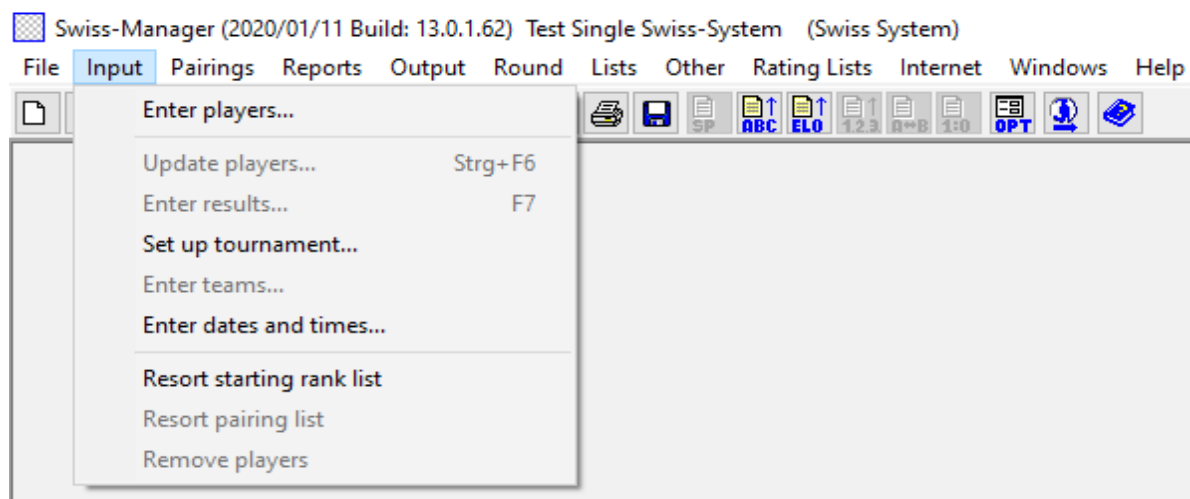
website, an email address, the time control, the names of tournament director and arbiters (for FIDE rated tournaments you should also include their FIDE IDs), the country and location where the event is taking place, the number of rounds, the starting and ending dates and whether the tournament will be rated or not. Even if at the moment you do not have all the information you need to enter, do not worry. You can always come back to this dialog box and fill in the missing data.

**For an explanation of the “Age Groups” box, see Chapter 13.**

Under the “**Sorting/Display**” heading you will find various options on how the players shall be ranked for the purposes of the starting rank and pairings. Keep in mind that this option will be inactive once the pairings of the first round are made, so be careful to choose correctly.

**If you have run a similar tournament before and the file is saved on your computer, you can try clicking on “Copy tournament data”. Select the relevant file, click “Open” and all the data will be filled, including the tie-breaks. Now, all you need to adjust is the date and time.**

Once you are done and click on “**OK**”, the “**Enter players...**” dialog box opens. If this is the first time you are using Swiss-Manager, close this box and go to **Chapter 5: Importing rating lists**. Plus, before you move any further, this could be a good moment to enter the tournament's schedule. In the main window select the tab **Input** → **Enter dates and times....**



You may enter the date and time of each round one by one or fill one box and click “**Update**”. In this case, the data you entered will be copied to every box. (Very useful for rapid/blitz tournaments or standard ones with a fixed schedule.)

Once you are done, click “**OK**” and then **Input** → **Enter players....**

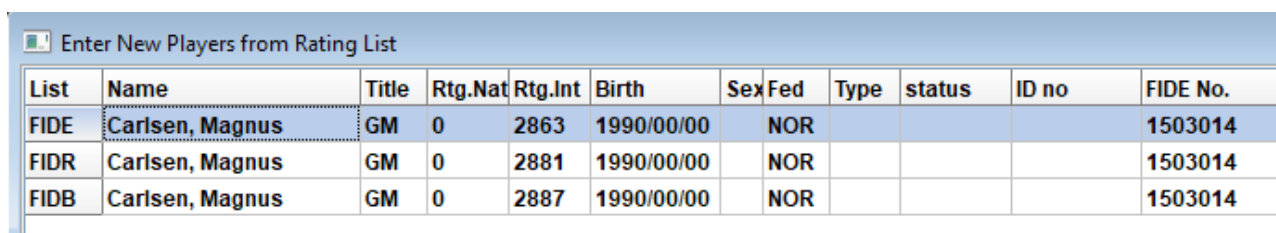
## Chapter 4: Entering players' data

The dialog box that opens up is divided in two parts. In the upper part, there will appear data from the rating lists that you have downloaded that are relevant to your search and, in the lower part, the players that you have already selected and entered in your tournament file. The following procedures can be used both for entering players before the beginning of the tournament and for players who wish to join once it has already started.

### a) Players that are included in a rating list

For players that are included in a rating list that you have previously imported, there are two ways to enter their data, by their name or ID number. You can enter their name or part of it in the box “Name or code” at the lower right corner of your screen and press [Enter]. The program will show you all the relevant suggestions and you can select whom you are looking for. Double-click on the player or highlight the name and press [Enter]. Note that if you write a player's name not using the latin alphabet, the suggestions that will appear will only be from the national rating list.

Alternatively, if you know the player's national or FIDE ID number you can use this for your search (especially useful when you are not sure how the name is spelled) in the same box. In this case the number should be preceded by an “i”, for national IDs or an “f” for FIDE IDs. For example, if you type “f1503014”, you will get the following results:



| List | Name            | Title | Rtg.Nat | Rtg.Int | Birth      | Sex | Fed | Type | status | ID no | FIDE No. |
|------|-----------------|-------|---------|---------|------------|-----|-----|------|--------|-------|----------|
| FIDE | Carlsen, Magnus | GM    | 0       | 2863    | 1990/00/00 |     | NOR |      |        |       | 1503014  |
| FIDR | Carlsen, Magnus | GM    | 0       | 2881    | 1990/00/00 |     | NOR |      |        |       | 1503014  |
| FIDB | Carlsen, Magnus | GM    | 0       | 2887    | 1990/00/00 |     | NOR |      |        |       | 1503014  |

**Hint:** Notice the first column on the left, under the heading “List”? “FIDE” stands for the FIDE standard rating list, showing Magnus Carlsen's elo rating in standard chess, “FIDR” and “FIDB” stand for FIDE rapid and blitz respectively. Other abbreviations in this column refer to national rating lists.

### b) Players that are not included in a rating list

Players who are not included in a rating list can be added to the tournament file manually. In the same dialog box, select “Input Manually” and fill in all the data that you need. You can navigate through the boxes by using your keyboard or mouse.



The number that appears next to “Cnt” at the lower right corner indicates how many players have already been entered in the file.

### c) Updating ratings and data

Different rating lists, include different kind of data. When running a tournament, you will frequently need to combine players' data from two different rating lists, such as national and international elo rating. To do so, first make sure that you have imported both lists that you need. Then, in the main program window select the tab “**Other**” and in the drop-down menu click on “**Update ratings/data**”.

Data updating in the case of a new rating list

Updating of

the actual tournament from the selected rating list (key=Identnummer)

the actual tournament from the selected rating list (key=FIDE-Identnummer)

|                 |
|-----------------|
| FIDE (May 2020) |
| FIDR (May 2020) |
| FIDB (May 2020) |
| GREU (May 2020) |

Fields selection

Name  Rating national  K-Factor

Title  Rating international  Group

Federation  Club  Sex

Date of Birth  Operation

FIDE Number  Ident-number

Search all players in the selected rating list (Ignore rating list source)

Start test Start update Close

This dialog box will update all the data of the players that you have already entered in the tournament file (see Chapter 4). Select the second bullet (“**key=FIDE-Identnummer**”), the list from which you wish to update and the appropriate fields. For example, if you have entered the players using your national rating list, you should now select the FIDE rating list. (It is advisable to do it in this order, especially if your national rating list is not in the latin alphabet.) If you check the

box “**Name**”, the players' names will be converted to the equivalent ones that are registered in FIDE, the box “**Rating international**” will add the respective elo rating etc. Feel free to click on “**Start test**” and experiment with the various choices. Swiss-Manager will give you a preview of the updating it is going to make, but will not move on to any changes yet. When you are certain about what you need, select “**Start update**”, wait a few seconds, close the .txt file that appears and click “**Close**”. (Even if you do not wish to set the players' names in latin alphabet, it is a good practice to do the test with the box “**Name**” checked. This way you can verify that the FIDE ID corresponds to the correct player. Then, uncheck the box and update.)

**If you skip clicking “Start update” and go straight to “Close”, the dialog box will close without updating the list, so be careful.**

Sometimes you will notice that the .txt file mentions that one or more players were not found in the rating list. This may occur, if the FIDE ID of those players is not included in the national list. In this case, you need to add it manually (see below how to do this). If the player does not have a FIDE ID, you could either ask your rating officer to issue one or update the rest of the data manually.

#### **d) Managing players' data**

After you have entered the players, you may need to manage their data, for example, fill in some missing information. Select **Input** → **Update players...** to get a window similar to the previous one. Here you cannot enter new players, but you can see all the data full screen. Again, you can navigate through the boxes by using your keyboard or mouse. If you click on any heading, the players will be sorted according to that column. This function can be very useful when you need to check who is the youngest or the oldest player of a tournament to award special prizes, when you need to make statistics etc. You can also delete players who have registered, but never showed up.

**Never delete a player who has been paired against another player at least once, even if they forfeited their game!**

In the column “**Type**” players are sorted according to their age group. In the column “**Group**” you can add a short note of your choice (it is best to use the latin alphabet) to divide them in whatever categories you need (see Chapter 13 about how to take advantage of these features).

**Whenever you are entering new players in the tournament file, before the first round or later, before moving on to making the pairings of the next round, you need to resort the starting rank. If you miss this step, the new players will be added at the bottom of the rank, resulting in wrong pairings. To resort, select Input → Resort starting rank list and click “Yes”.**

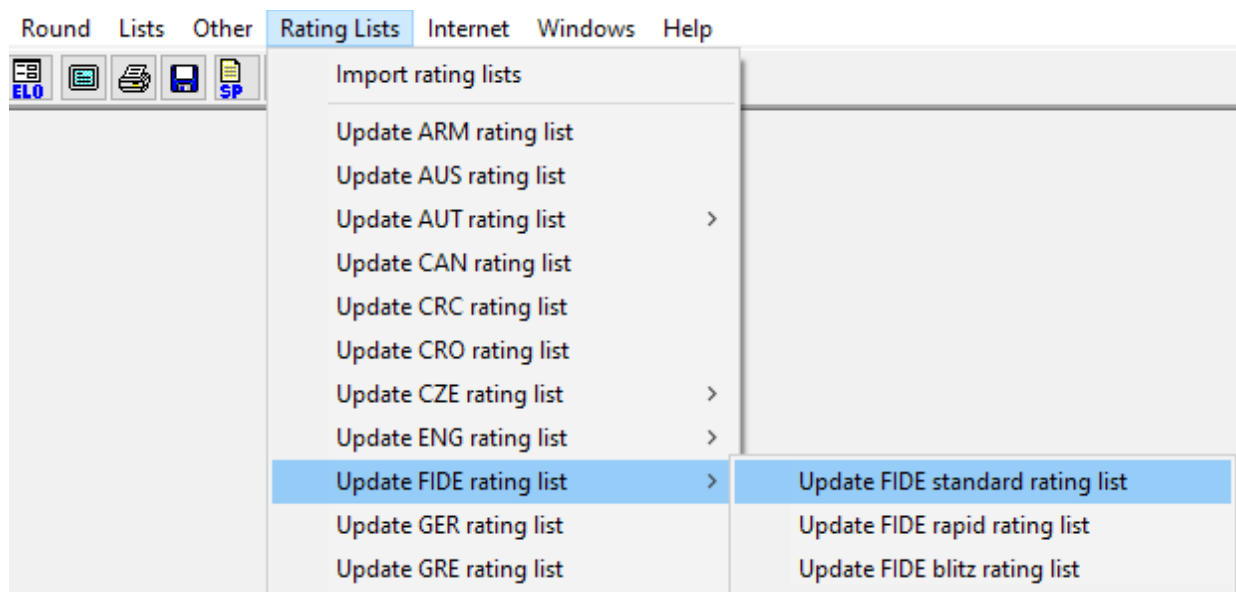
## Chapter 5: Importing rating lists

A rating list is basically a database that contains all the useful information on the participants that you need to run the tournament, such as name, date of birth, rating, club, K factor etc. There are two types of rating lists, those generated by FIDE (three in total, for standard, rapid and blitz play) and those generated by national federations. Note that to download any of them, you need an internet connection.

**If you get an error message during any of the following steps, see Appendix A: Hints and Tips for an alternative method.**

### a) Importing a FIDE rating list

To import a FIDE rating list, in the main Swiss-Manager window select “**Rating Lists**” and from the drop-down menu “**Update FIDE rating list**” and choose the one you need.



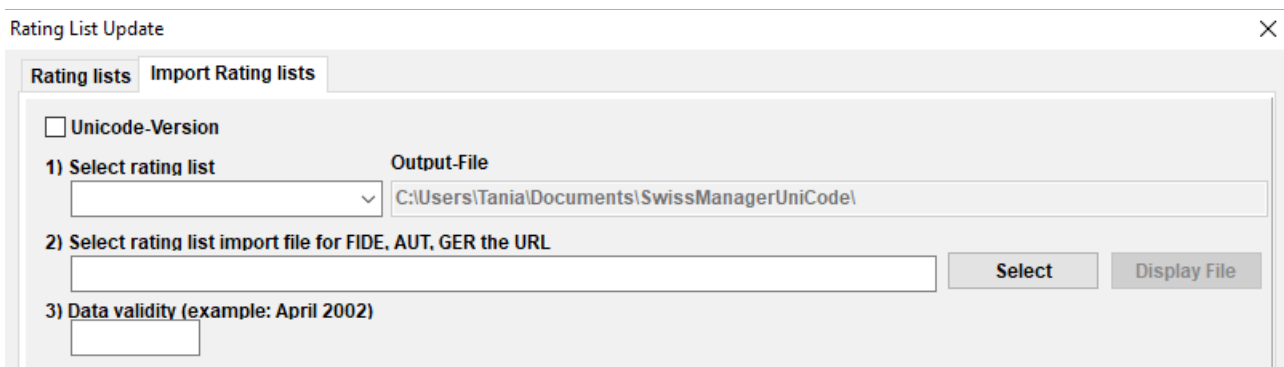
In the window that opens up, go to field “**3) Data validity**” enter a short note of the time period that the list is valid for (e.g. Jun 2020) and click on “**Start import**”. After a few seconds, a .txt file appears. Close the .txt file and click on “**OK**”.

**If you skip clicking “Start import” and go straight to “OK”, the dialog box will close without importing the list, so be careful.**

## b) Importing a national rating list

To begin, in the main Swiss-Manager window select “**Rating Lists**” and check if your federation is listed in the drop-down menu. If it is, then the procedure you should follow is identical to downloading a FIDE rating list.

If your federation does not appear in the menu, you need to download the list manually. First of all, check with your federation for a link that you can use and ask if the list comes in a Unicode version. The rating officer of your federation or any arbiter in your country who has done this before should be able to answer both questions. Then, in the main Swiss-Manager window select “**Rating Lists**” and from the drop-down menu “**Import rating lists**” and select the tab “**Import Rating lists**”.



The screenshot shows a dialog box titled "Rating List Update" with a close button (X) in the top right corner. It has two tabs: "Rating lists" and "Import Rating lists", with the latter being active. Inside the dialog, there is a checkbox labeled "Unicode-Version" which is currently unchecked. Below this, there are three numbered steps: 1) "Select rating list" with a dropdown menu; 2) "Select rating list import file for FIDE, AUT, GER the URL" with a text input field and a "Select" button; 3) "Data validity (example: April 2002)" with a text input field. An "Output-File" field is also present, showing the path "C:\Users\Tania\Documents\SwissManagerUniCode\". A "Display File" button is located to the right of the "Select" button.

In the dialog box that opens up, check the box on the upper left corner for Unicode version, if needed. At the drop-down menu “**1) Select rating list**” select “**NAT – national rating list**” (you may need to scroll up to find it) or “**ADD1 Additional Rating List**” if you have selected Unicode. Delete the contents of the box “**2) Select rating list import file for FIDE, AUT, GER the URL**” and copy-paste there the link that your rating officer gave you. Enter a short note of the time period that the list is valid for (e.g. Jun 2020) and click on “**Start import**”. After a couple of seconds, a .txt file appears. Close the .txt file and click on “**OK**”.

**If you skip clicking “Start import” and go straight to “OK”, the dialog box will close without importing the list, so be careful.**

## c) Managing rating lists

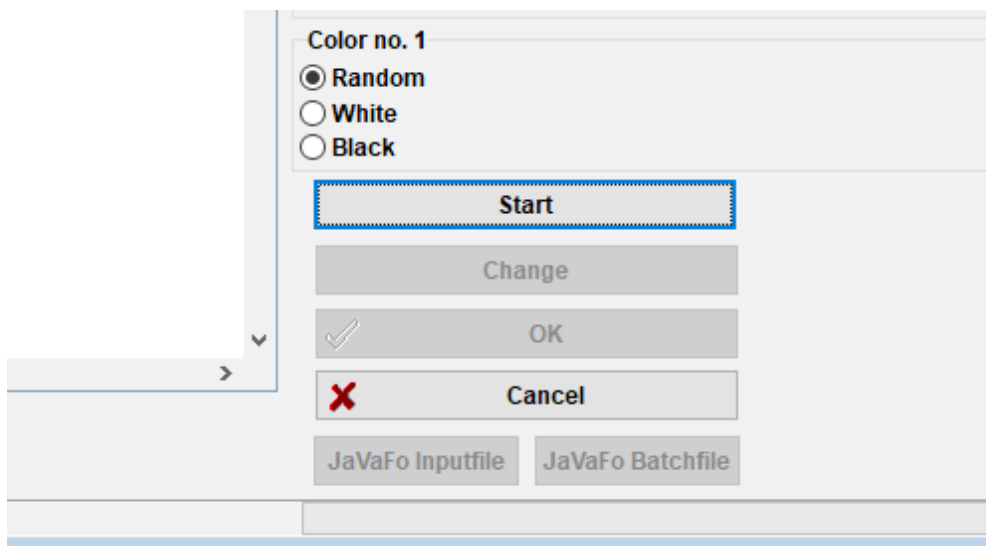
By selecting **Rating Lists** → **Import rating lists**, you can see the lists that have been downloaded to your computer, the date that each one was saved and the number of players that are registered in it. Note that any new list replaces the relevant older one, for example, the FIDE standard rating list of June 2020 replaces the previous FIDE standard rating list that you had imported etc. In this dialog box you can also delete a list (not advisable and, actually, not necessary) or uncheck a list that you don't wish to use when entering players (also not advisable).

## Chapter 6: Pairing procedure

**Remember: Swiss-Manager is a very useful tool, but the arbiter should always be able to check the pairings manually. If somebody asks you why player X is paired against player Y or why they are playing with the black pieces twice in a row, “this is how the program did it” is not a proper answer!**

### a) Computer pairings

When you have finished entering the players, updating their data from another rating list and have sorted the starting rank, in the main program window select **Pairings** → **Computer pairings**. If you have drawn lots for the colour of the first ranked player, you may choose the appropriate bullet. Otherwise, do nothing and click “**Start**” and “**OK**”.



### b) Entering results

In order to enter the results of the games, select **Input** → **Enter results....**

Select a pair and click on the respective result. If you want to go faster, try using your keyboard. “**1**” is for “**1:0**”, “**2**” for “**1/2-1/2**”, “**3**” for “**0:1**”, “**4**” for “**1F:0F**”, “**5**” for “**0F:1F**”, “**6**” for “**0F:0F**” and “**0**” to skip a line. If you make a mistake, you can either select the pair and set another result or click on “**Empty**” for no result. If you have entered some of the results and want to see what remains, select “**Missing**”. The option “**All**” shows all of the pairs once again.

You can use the options “**Rd-1**” and “**Rd+1**” to navigate through the rounds, if, for example, you need to correct an old result. Keep in mind, though, that for FIDE rated tournaments there are certain restrictions (see FIDE Handbook C.04.2/D.8).

|    |    |                      |   |   |   |                        |
|----|----|----------------------|---|---|---|------------------------|
| 1  | 1  | Groszpeter Attila    | 0 | : | 0 | Hainzl Thomas          |
| 2  | 19 | Denk Kevin           | 0 | : | 0 | Baumegger Siegfried    |
| 3  | 3  | Lendwai Reinhard     | 0 | : | 0 | Fugger Harald          |
| 4  | 21 | Deisenhamer Wilhelm  | 0 | : | 0 | Kelecevic Nedeljko     |
| 5  | 5  | Kozarcanin Sead      | 0 | : | 0 | Högl Raphael           |
| 6  | 23 | Hermann Luc          | 0 | : | 0 | Kolesar Milan          |
| 7  | 7  | Dornauer Joachim     | 0 | : | 0 | Kienast Georg          |
| 8  | 25 | Ademovic Admir Ing.  | 0 | : | 0 | Badstueber Karl        |
| 9  | 9  | Amberger Dieter Ing. | 0 | : | 0 | Altzinger Wilfried Dr. |
| 10 | 27 | Fillafer Florian     | 0 | : | 0 | Gasser Klaus           |
| 11 | 11 | Clauer Denis         | 0 | : | 0 | Griessmayr Daniel      |
| 12 | 29 | Hollerweger Martin   | 0 | : | 0 | Binder Karl            |
| 13 | 13 | Kastner Andreas      | 0 | : | 0 | Jokoro Antony          |
| 14 | 31 | Kolar Helmut         | 0 | : | 0 | Kuntner Reinhard       |

When you are finished, click “**End**” to exit this window.

### c) Manual pairings

If, for any reason, you need to alter the pairings that are produced by the software, there are two ways to do this, depending on whether you have already made them.

**Note: Make sure that the box “Players/Teams can always be paired manually” (Set up tournament... window, tab other) is checked.**

i) If you need to make changes after you have made the pairings (e.g. a new player shows up and you need to pair them with the player who has a bye), select **Pairings** → **Set new player...** In the window that opens up you will see a list of the pairings that have been made and, on the left, the players that have not been paired for this round.

|                     |    |                      |    |                        |
|---------------------|----|----------------------|----|------------------------|
| Baumegger Siegfried | 3  | Lendwai Reinhard     | 20 | Fugger Harald          |
| Bruder Peter        | 21 | Deisenhamer Wilhelm  | 4  | Kelecevic Nedeljko     |
| Denk Kevin          | 5  | Kozarcanin Sead      | 22 | Högl Raphael           |
| Groszpeter Attila   | 23 | Hermann Luc          | 6  | Kolesar Milan          |
| Hainzl Thomas       | 7  | Dornauer Joachim     | 24 | Kienast Georg          |
|                     | 25 | Ademovic Admir Ing.  | 8  | Badstueber Karl        |
|                     | 9  | Amberger Dieter Ing. | 26 | Altzinger Wilfried Dr. |

Select two players from the left column and you will get a suggestion for the colours they will play, which is related to the pairings of all the other players and their Seed No., and the alternative. Click “**pair**” next to the option that you prefer. You can also select a player and assign them a bye (“**set bye**”), which can also be done by **Pairings** → **Give player bye**, in the main window. To change the

colours of a pair that has already been set, select the pair and then click “**change colour**”. If you click “**Remove pairing**”, the two players will be added to those on the left column. You can also change the order of the pairs by selecting a pair and then clicking “**row+1**” or “**row-1**”.

|    |                    |    |                   |
|----|--------------------|----|-------------------|
| 11 | Clauer Denis       | 28 | Griessmayr Daniel |
| 29 | Hollerwener Martin | 12 | Binder Karl       |

| No. | Points | Color | order/last rd. |
|-----|--------|-------|----------------|
| 18  | 0      |       | -/-            |
| 1   | 0      |       | -/-            |

Suggestion:  <->

Alternative:  <->

if playersselection is unique, then player is incorporated  Selection of

Automatic pairings how players are selected   Player1

Paired players are not displayed in the playerselection listbox  Player2

ii) If you want to set some pairs in advance, before pairing the rest of the players, then select **Pairings** → **Manual pairings...**. The main difference with the previous window is that nobody has been paired yet, so they all appear on the left column. All the other functions remain the same.

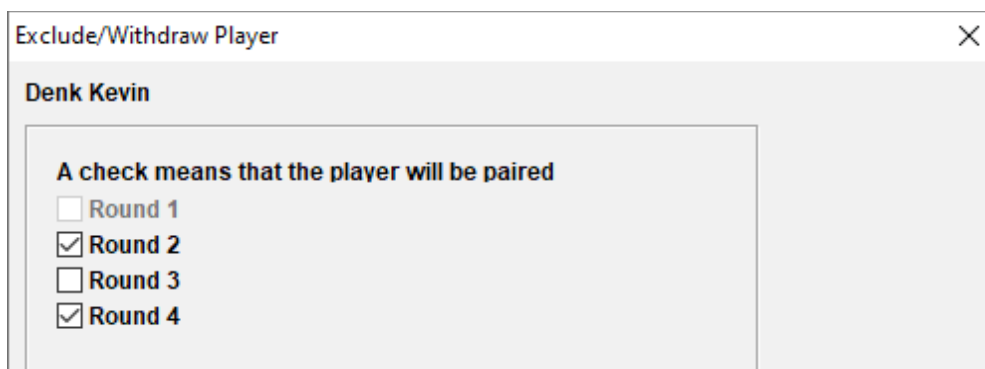
When you are done with changes, select **Input** → **Resort pairing list** and click “**Yes**”.

Pairings that have been manually altered can be identified by an asterisc that appears next to each of them, when selecting **Lists** → **Pairings**, in the main program window.

#### d) Excluding players

If you need to exclude a player from one or more rounds, select **Pairings** → **Exclude player...** and click on their name. In the dialog box that pops up, deselect the rounds that the player should not be paired for or select “**Exclude all remaining rounds**” and click “**OK**”.

**If the tournament allows half-point byes for players who notify that they want to be excluded from a round in advance, then select Input → Set up tournament..., go to the tab “Other” and tick the box “Enter results for excluded players/teams [0 as default]”. Then, follow the above step to exclude the player and select Input → Enter results... Those who have withdrawn from the tournament will also appear on the list. Input the appropriate result for each one.**



If you want to restore a player for a round that they have previously been excluded from, you can follow the same steps. Alternatively, select **Pairings** → **Reactivate player...** and select their name.

In case you make the computer pairings and, then, need to go back and exclude or reactivate a player, you will notice that the respective option is now inactive. To overcome this, in the main program window click on **Round**, select the round that has just ended (or **0** if the tournament has not started yet), select **Pairings** → **Computer pairings...**, **Yes** and **Yes**. Keep this window open and select **Pairings** → **Exclude player...**, which is now an active option.

### e) Pairings checklist

As was mentioned in the beginning of this chapter, an arbiter should always be able to check that the pairings have been made correctly. The software offers all the information needed on the pairings of the previous rounds, colour history, floats, exclusions etc. To access the complete list, in the main program window select **Lists** → **Players checklist**. In the window that opens up the player are sorted according to the interim ranking of the round that has just ended. In the column labelled **“SNo.”** you can see their Seed Number, followed by their name and current number of points. Scroll down to see the full legend.

Checklist for Round 5

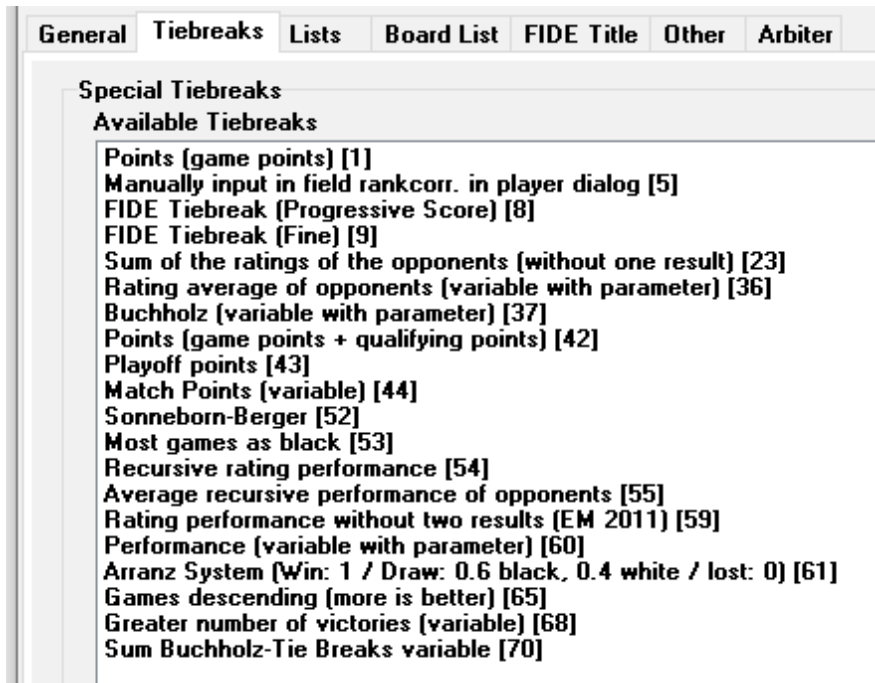
| Rk. | SNo. | Name             | Rtg. | Pts | Color | D | p | I | Cd | Sc | Opponents  |
|-----|------|------------------|------|-----|-------|---|---|---|----|----|------------|
| 1   | 24   | Hermann Luc      | 1269 | 3½  | -w-w  | - |   | + | 0  | 1  | 3,6,10,22  |
| 2   | 7    | Dornauer Joachim | 2094 | 3   | w-w-  | W | + | + | 0  | -1 | 5,14,20,28 |
| 3   | 19   | Hainzl Thomas    | 1463 | 3   | w-w-  | W |   |   | 0  | -1 | 1,5,7,19   |
| 4   | 20   | Denk Kevin       | 1436 | 3   | -w-w  | - |   |   | 0  | 1  | 6,17,21,32 |

**In the last column are listed each player's opponents from the previous rounds in numerical order, not order of rounds. Be careful as they are listed according to their rank number (first column), not Seed No.**

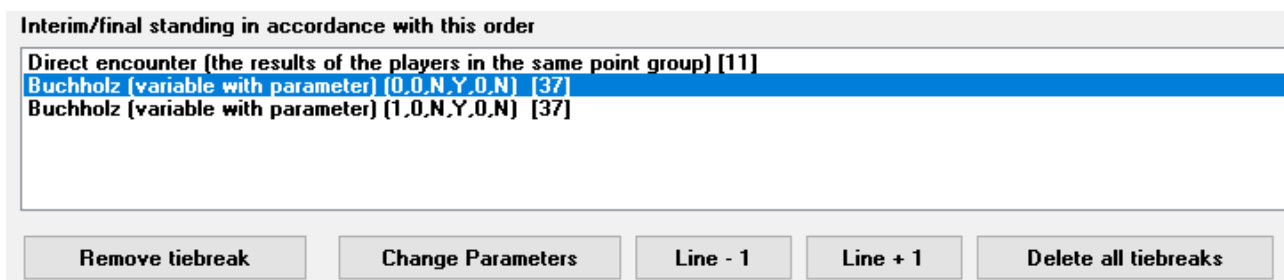


## Chapter 7: Tie-breaks

To enter the tie-breaks of the tournament, in the main program window select **Input** → **Set up tournament...** → **tab Tie-breaks**.



In the top half of the window that opens up appear all the tie-breaks that the software offers. In the bottom half appear the tie-breaks that are currently selected by order of priority (whenever you start working on a new tournament file, Swiss-Manager suggests some tie-breaks that you can use; you can keep them as they are, customise them or delete them and start over).



To select a tie-break, click on it on the top half of the screen. Some tie-breaks, such as Buchholz, are customisable and a new window will pop-up, where you can make the appropriate settings.

Buchholz/Sonneborn-Berger Tiebreak Settings

Number of games that do not count

|                                    |                                    |
|------------------------------------|------------------------------------|
| Best result                        | Worst result                       |
| <input type="radio"/> 0            | <input type="radio"/> 0            |
| <input checked="" type="radio"/> 1 | <input checked="" type="radio"/> 1 |
| <input type="radio"/> 2            | <input type="radio"/> 2            |
| <input type="radio"/> 3            | <input type="radio"/> 3            |

For unplayed game (forfeit, bye...)

Calculate with 1/2 point (modified points)

Calculate with real points

Counted as a draw against the player/team himself.

Counted as a game against a virtual opponent

Weighting for unplayed game (forfeit, bye...)

Calculate with real points

Calculate with 1/2

Add own points

Yes

No

For dropped players/teams

Compute Buchholz Tiebreak

No Points (after the last paired round)

No Points (all rounds)

For team with the bye

Gets no Buchholz points

Gets boards / 2 Buchholz points

OK  Cancel

When you are done, the tie-break will appear at the bottom half of the screen. Those that have variables will still appear on the top half, so you can select them again, while the others will not. So, if, for example, you need to enter “Buchholz” and “Buchholz cut-1”, you should select the tie-break twice, but with different parameters.

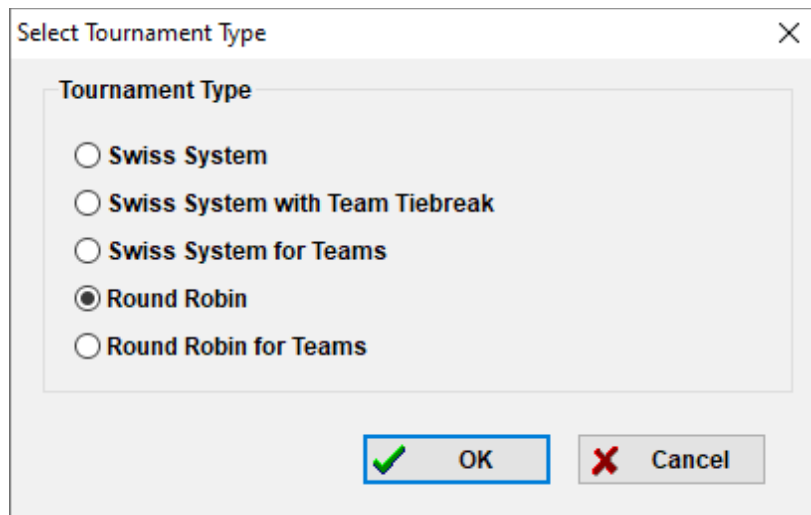
You can click on an already selected tie-break to remove it, change its parameters or its order of priority.

If you are running a tournament that uses a tie-break that is not included in the list (e.g. drawing of lots), you can select the “**Manually input in field rankcorr. in player dialog [5]**” tie-break. Then, close this window, select **Input** → **Update players...** and in the column “rankcorr” set the order of the players who tied, e.g. “1” for the 1<sup>st</sup> one, “2” for the 2<sup>nd</sup> etc.

Similarly, you can use the tie-breaks “**Playoff points [43]**” and “**Points (game points + qualifying points) [42]**” and add the extra points in the column “PtsAdd” (**Input** → **Update players...**).

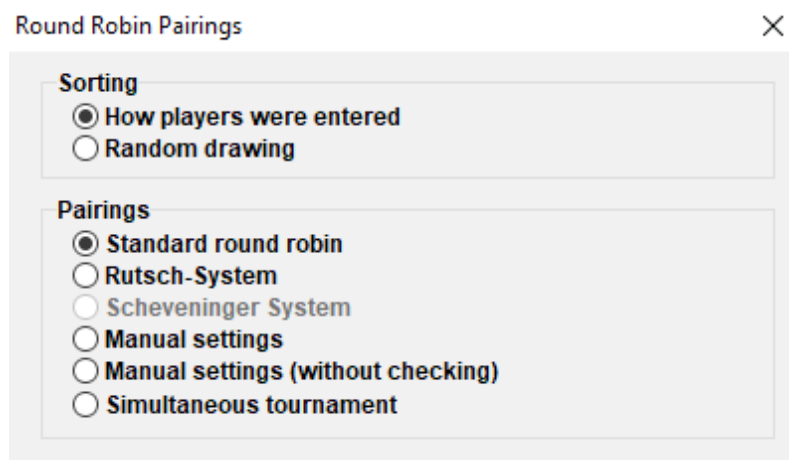
## Chapter 8: Individual round-robin tournaments

Files for round-robin tournaments can be created by following the process described in the previous chapter and selecting “**Round robin**” instead of “**Swiss System**”.



**Another way to do this is by converting a swiss tournament file to a round-robin one, especially helpful if some players have already been registered. In this case, in the main program window select Other → Change type of tournament, click “Yes” and “Yes”. (This also works in the opposite direction.)**

In a round-robin tournament the players' starting rank is random. Enter the players' data, as described in the previous chapters, and select **Pairings** → **Computer pairings...**



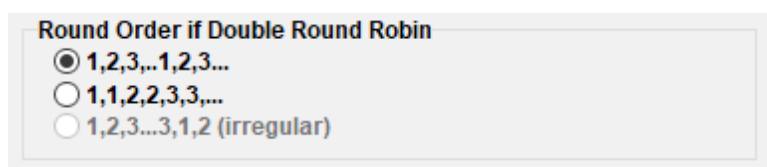
**Note: In a round-robin tournament you do not need to enter the number of the rounds in the**

**Tournament Dialog. It will be automatically defined by the number of participants.**

Select “**Sorting**” according to “**How players were entered**”, if you have drawn lots, or select the second option and let Swiss-Manager do that for you. You can also modify the order in which the players are entered to match the drawing. Select **Input** → **Update players...** and check the box “**Show in Start Rank order**” at the bottom of the screen. Use the buttons “**No-1**” and “**No+1**” to make the appropriate changes. When you are done, go back to **Pairings** → **Computer pairings...** and click “**OK**”. Swiss-Manager instantly produces the pairings of all rounds and all you need to do now is enter the results.

**If, for any reason, you need to modify the pairings that are produced automatically, try selecting “Manual settings” instead of “Standard round robin”.**

For double or above round-robin tournaments, in the “**Set up tournament...**” window enter the number of replays in the appropriate box. When you select **Pairings** → **Computer pairings...**, a new option will appear, where you can choose the order of rounds.



Some minor differences with swiss tournaments can be found in the **tie-breaks** tab. For example, in a round-robin tournament Buchholz makes no sense. Instead, the Koya system has been added to the list.

## Chapter 9: Team tournaments

To create a tournament file for a team event, first go to **File** → **New tournament...** and select “**Swiss System for Teams**” or “**Round Robin for Teams**”.

As with individual swiss vs round-robin events, the differences on handling the files are minor, concerning mostly the pairing procedure and the tie-breaks. This chapter mainly focuses on swiss team tournaments.

The usual “**Set up tournament...**” window opens up, where the extra data that you need to enter is the number of boards, how the pairings will be made, the Match points and Game points for the team that receives a bye and the colour of the first board of the “home team”.

|  |  |
|--|--|
| <b>Color for home game</b><br><input checked="" type="radio"/> White<br><input type="radio"/> Black<br><input type="checkbox"/> All boards the same                                    | <b>Rated FIDE</b><br><input type="radio"/> Yes <input checked="" type="radio"/> No<br><b>Rated national</b><br><input type="radio"/> Yes <input checked="" type="radio"/> No |
| <b>Pairings according to</b><br><input type="radio"/> Game points [1, 1/2, 0]<br><input checked="" type="radio"/> Match points [2, 1, 0]<br><input type="radio"/> Match points [3,1,0] | <b>Match points for bye team</b><br><input type="radio"/> 3<br><input type="radio"/> 2<br><input type="radio"/> 1<br><input checked="" type="radio"/> 0                      |

Next, click on the “**tie-breaks**” tab to make the appropriate selections.

**Important:** If the pairings and ranking of the tournament depend on Match points, then you need to set “**Match Points [2 for wins, 1 for Draws, 0 for Losses] [13]**” as the first tie-break that will be used. The software does not consider it by default!

### Interim/final standing in accordance with this order

**Match Points [2 for wins, 1 for Draws, 0 for Losses] [13]**  
**Points (game points) [1]**  
**Results of teams in same point group according to Match Points [14]**  
**Sonneborn-Berger (with real points) [7]**

Then, select the tab “**General**” and click “**OK**”.

### a) Entering teams

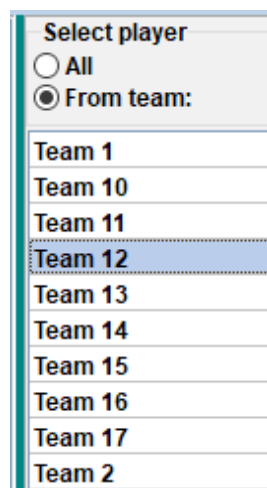
The “**Teams Dialog**” window opens up, where you can enter the names of the teams that participate in the tournament (you can also access it by selecting **Input** → **Enter teams...**). Enter the teams in the first column, which is labelled “**Team**”. If you exit this window and enter again, the column labelled “**Team short form**” will have also been filled in to match the first one. This is how the teams will appear on the various lists.

**If, after exiting this window, you need to re-open it and make changes to the teams' names that have already been entered, make sure that you also adjust the second column manually. It will not be done automatically.**

### b) Entering players

As soon as you are done entering the teams and click “**OK**”, the “**Enter New Players from Rating List**” window opens up, which can also be accessed by **Input** → **Enter players...** In this window you can enter the players from a rating list or manually, exactly as described in Chapter 4. There are two main differences, though:

First, before you enter a player, you need to select their respective team from the bullets on the top right corner of the screen. Failing to do that, will add the players to the total pool, but will not assign them to a specific team. In that case, you will need to delete and re-enter them.

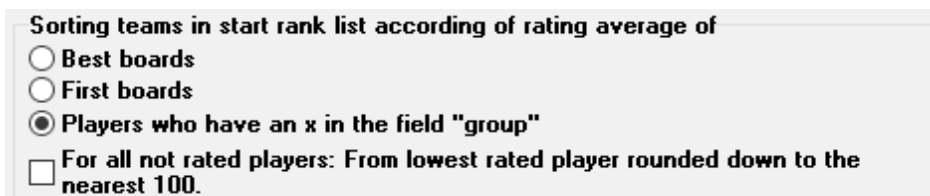


The second difference is that the order in which the players are entered within each team corresponds to the board sequence. To change this order, you can make the appropriate adjustments in the column “**BNo**”.

### c) Sorting teams

There are various options on how to set the teams' starting rank. By default, they are sorted alphabetically. To sort them manually, click on a team in the “**Team Dialog**” window and move it up or down by using the buttons “**No-1**” or “**No+1**”. You can even opt to set the starting rank to “**Random**”.

Another option is by rating average of selected players (for example, 4 players out of 5). In the “**Enter players**” window, enter an “**X**” (in latin alphabet) in the column labelled “**Group**” for each player that will be accounted for the average. Next, select **Input** → **Set up tournament...** → **tab Other** and select the “**Players who have an x in the field “group”**” bullet.



**Note: the average of the players' rating will be rounded to the closest integral number. For ties, you need to calculate the average manually.**

### d) Entering results

The pairing procedure for team events is identical to that of individual tournaments, even to the point of excluding teams or setting pairs manually. However, unlikely to individual tournaments, you now need to enter two kind of results: for the whole team and per board.

**The procedure that follows is not unique, but it is the safest one for not experienced users.**

Select **Input** → **Enter results....**

**Pay attention to the switch at the bottom left corner of your screen, “Enter results for Players/Teams”. Depending on its position, the results will vary.**

Set the switch to “**Teams**”. Enter the result of the whole team for each pair. Note that you only need to enter the result for the “home” team and the other one will be filled in automatically. If, for any reason, you need to change the result of the second team, select the bullet “**Team 2**”. For forfeits, set the result (for example, 4-0) and then click on “Forfeit” (4-0 now changes to 4F:0F). You can

also navigate through rounds, delete a wrong entered result or change the colours of a pair.

Team result entry

0 1/2 1 1 1/2 2 2 1/2 3 3 1/2 4 Delete Forfeit

Result of

Team 1  
 Team 2

Enter results for

Players (standard)  
 Teams (standard)

Pairing Fixed list

Round Rd+1

Board bo+1

Color Team

Once you are done, you can proceed with the pairings for the next round (click “**OK**” and then **Pairings** → **Computer pairings...**) or set the results per board. For the latter choice, set the switch to “**Players**”.

**By default, the team composition for each round is set to the fixed board order. If there are reserve players, it is best to delete it, once you have made the pairings, but before uploading them to *chess-results.com*, by selecting **Input** → **Enter results...**, setting the switch to “**Players**” and clicking “**Delete**”.**

Assuming that you deleted the fixed board order, you will get blanks, where the players' names should be. Click on “**Pairings**” at the bottom right corner of the screen. Select a pair of teams and on the right you will see a list of the players that have been registered to play with the “home” team (Team 1) or the opponents, if you click on “**Team 2**”. If a player is not listed but should be, go to **Input** → **Enter players...** and add their data as described previously in this chapter.

Click on a player and their name will appear on the space that indicates the first player of the “home” team. Continue with the other boards and proceed to setting the team composition of Team 2. To make changes to the players you have already entered (meaning their board order, not data; data can only be changed in the “**Update players...**” dialog), select a name and click “**Remove**” or “**Move up player**”, in which case the player will be removed and replaced all the following ones will be moved up one board. You can even click “**Remove all**” and start over.



Team Team 10  
Select player on board 1

|   |                         |        |    |
|---|-------------------------|--------|----|
| - | No player on this board | -      | 0  |
| - | Move up player          | -      | -1 |
| 1 | Binder Erich            | 100979 | 9  |
| 2 | Eberle Simon            | 102189 | 26 |
| 3 | Grasser Alfred DI.      | 103921 | 43 |
| 4 | Hutterberger Walter     | 105752 | 60 |
| 5 | Kravanja Michael        | 107423 | 77 |

Player from  
 Team 1  
 Team 2

Sorting  
 Board  
 Alphabetic  
 BSV-Boarc

Data from  
 TU\*-File  
 rtg.List

Remove

Remove all

Once you are done, click “OK”. Set the results per board and notice the notification at the upper part of the screen that changes to “OK”, signaling that the board results match the team totals.

| Team pairings |         |   |   |   |         |                     |
|---------------|---------|---|---|---|---------|---------------------|
| 1             | Team 10 | 4 | - | 0 | Team 7  | OK                  |
| 2             | Team 1  | 2 | - | 2 | Team 12 | OK                  |
| 3             | Team 6  | 0 | - | 4 | Team 5  | OK                  |
| 4             | Team 2  | 0 | - | 0 | Team 9  | Results are missing |

If the tournament regulations state that for each player who loses by forfeit, the team result will be reduced by a half point, you can check the relevant box at the “Set up tournament...” window, tab “Other”.

Once you have entered **all** the results per board, upload the tournament file (check Chapter 11), if you wish, with the switch still set to “**Players**” (if you do not have all of the individual results, you can always upload with the switch set to “**Teams**”). This way the individual board results will appear on *chess-results.com*, as well as the team totals. Finally, re-open this window, set the switch to “**Teams**” and proceed with the pairings of the next round.

**Once again, it might seem confusing at first, but you will get used to it. As a rule of thumb, when making the pairings the switch should be set to “Teams”. When uploading, it is best to be set to “Players”, but only if you have entered all of the individual results.**

Note: To run a Scheveningen tournament, create a “**Round Robin for Teams**” file, enter the two teams and the players and select “**Scheveningen tournament**” as a pairing option. Swiss-Manager will output the board pairings per round, which you can modify as described before.

## Chapter 10: Printing lists

Most printable lists can be found in the drop-down menus labelled “**Reports**” and “**Lists**”. These could vary from the starting or alphabetical rank, pairings or results and individual data of a player to crosstables, statistics and much more. (In the drop-down menu “**Lists**” you may notice that “**Alphabetical**”, “**Starting rank**” and “**Standings**” appear both at the top and bottom. Select the top ones to print the data in one column and the bottom ones to print in two columns.) The main functions, however, remain the same. At the bottom of each printable screen these choices appear:

|               |                      |                                      |   |                                      |  |  |
|---------------|----------------------|--------------------------------------|---|--------------------------------------|--|--|
| Name or code: | <input type="text"/> | <input type="button" value="Print"/> | <input type="button" value="Print menu"/> | <input type="button" value="Excel"/> | <input type="button" value="Player Info"/> | <input type="button" value="Team Info"/> |
|---------------|----------------------|--------------------------------------|---|--------------------------------------|--|--|

Clicking on “**Excel**” will produce an .xls file (if you prefer an .xlsx format, in the main program window select **Other** → **Options...** and turn the switch to “**File-Extension xlsx**”), which you can save on your computer and modify as you wish.

By clicking on “**Player Info**” (or “**Team Info**”), each player's (or team's) individual information will be displayed in a printable form. (An alternative way to do this is by selecting **Reports** → **Players** (or **Teams**), in the main program window.)

Clicking “**Print**” will immediately print the list without saving it in a separate file.

### **Troubleshooting:**

**In case you have connected a functioning printer to your computer, but cannot get it to work when clicking “Print”, select File → Printer setup... and make sure it appears as the selected one (especially if you changed printers after the tournament file was created).**

The printing format of the list, from the size of letters and numbers to the data that will be included, can be highly customised by clicking on “**Print menu**”.

| General   | Text Files   | HTML Files  | Columns   | Other   |  |  |  |   |
|---|--|---|---|---|--|--|--|---|
| <b>Size (point)</b><br><input type="radio"/> 5 <input type="radio"/> 11<br><input type="radio"/> 6 <input type="radio"/> 12<br><input type="radio"/> 7 <input type="radio"/> 13<br><input type="radio"/> 8 <input type="radio"/> 14<br><input type="radio"/> 9 <input type="radio"/> 15<br><input checked="" type="radio"/> 10<br><input type="radio"/> Other <input type="text"/><br><input type="radio"/> Optimal | <b>Lines per page</b><br><input type="radio"/> 32 <input type="radio"/> 80<br><input type="radio"/> 40 <input type="radio"/> 88<br><input type="radio"/> 48 <input type="radio"/> 96<br><input type="radio"/> 56 <input type="radio"/> 104<br><input type="radio"/> 64 <input type="radio"/> 112<br><input checked="" type="radio"/> 72<br><input type="radio"/> Other <input type="text"/><br><input type="radio"/> Optimal | <b>Format</b><br><input checked="" type="radio"/> Portrait<br><input type="radio"/> Landscape                                     | <b>Font</b><br><input type="text" value="Arial"/> <input type="button" value="Change"/> | <b>List selection</b><br><input checked="" type="radio"/> Standard list<br><input type="radio"/> Standardliste, aber Schule statt Verein<br><input type="radio"/> Standardliste, aber mit Gebdat, Typ und Gruppe<br><input type="radio"/> not defined<br><input type="radio"/> not defined<br><input type="radio"/> not defined |  |  |  |   |
| <b>Border in mm</b><br>Left <input type="text" value="0"/> Above <input type="text" value="0"/> Below <input type="text" value="0"/>  | <b>Form feed</b><br><input checked="" type="checkbox"/> Form feed between lists<br><input type="checkbox"/> Form feed at end of list<br><input checked="" type="radio"/> Optimal <input type="radio"/> Other<br>After <input type="text" value="0"/> -<br>After <input type="text" value="0"/> -   | <b>Round from/to</b><br><input type="text" value="1"/> to <input type="text" value="999"/><br><input type="checkbox"/> Descending | <b>Group distance</b><br><input type="text" value="0"/> in mm                           | <b>Number of lists</b><br><input type="text" value="1"/>  | <b>Add field width</b><br><input type="text" value="3"/> in 0.1 mm | <b>Other settings</b><br><input checked="" type="checkbox"/> With gridlines<br><input checked="" type="checkbox"/> With tournament name<br><input type="checkbox"/> Center tournament name<br><input type="checkbox"/> With tournament data (site, arbiter...)<br><input checked="" type="checkbox"/> With pages, date, and filename<br><input type="checkbox"/> Print empty columns | <input checked="" type="checkbox"/> With list name<br><input checked="" type="checkbox"/> With table title<br><input checked="" type="checkbox"/> Fill title with grey<br><input type="checkbox"/> Same width as same fields<br><input type="checkbox"/> Output Points/Results<br><input type="checkbox"/> Print all columns | <b>Players/lines</b><br>From <input type="text" value="1"/><br>To <input type="text" value="9999"/> |
| <b>Excel file output</b><br><input type="button" value="Save and show as Excel file"/> <input type="button" value="Save as Excel file"/>  |  | <b>List definitions</b><br><input type="button" value="Default settings"/>  |   |   |  |  |  |   |
| <input type="button" value="Help"/>   |  | <input type="button" value="Define new list"/>  |   | <input type="button" value="Print Preview"/>  |  | <input checked="" type="button" value="Print"/> <input type="button" value="Cancel"/>  |  |   |

This window may seem confusing, at first sight. On the top left you can adjust the character size and lines that appear per page. Select “**Optimal**” if you want the text to fill the whole page with minimum space left or experiment with the other options. On the top right, you can change the font and various effects. You can always click “**Default settings**” at the bottom right of the screen to start over.

You can also choose which lines you want to print. If, for example, you are printing the pairings' list of a tournament, you can give each arbiter a list containing only the boards that they are in charge of. To do so, enter the relevant numbers in the “**From**” and “**To**” boxes under the heading “**Players/lines**” on the bottom right of the screen.

Clicking on the tab “**Columns**” will get you a deactivated table with the heading “**Standard list**”. The idea here is that in each list you can choose what kind of data you want to appear and you can save these settings for later use. For example, for youth tournaments you may want to display the age group of each participant and for adult tournaments their club.

Whereas the “**Standard list**” cannot be modified, you can create and save your own lists. In the tab “**General**” select “**Define new list**”, at the bottom of the screen, and click “**Yes**”. Set a name for your list on the top field.

Depending on the type of list you are about to print, different data will appear.

| General Text Files HTML Files Columns Other |              |         |      |        |            |          |          |
|---|--------------|---------|------|--------|------------|----------|----------|
| List name                                   |              | example |      |        |            |          |          |
| No.   | fieldname    | in list | show | format | grid       | add.widt | min.widt |
| 1   | Board        | Bo.     | Yes  | right  | both sides | 0        | 0        |
| 2   | set manually |         | No   | center | both sides | 0        | 0        |
| 3   | SNo.         | SNo.    | Yes  | right  | both sides | 0        | 0        |
| 4   | Title        |         | Yes  | center | both sides | 0        | 0        |
| 5   | Name         | Name    | Yes  | left   | both sides | 0        | 0        |
| 6   | ShortName    | Name    | No   | left   | both sides | 0        | 0        |

This data can be found under the column headed “**fieldname**”. Next to each feature you can modify the heading under which it will be printed (“**in list**”), whether it will appear or not (column “**show**”, input “**Y**” or “**N**” in latin alphabet), its alignment (column “**format**”, input “**l**”, “**c**” or “**r**”) etc. You can even change the order of appearance, by clicking on “**Row-1**”/“**Row+1**”. When you are done, switch to the tab “**General**”. Your newly defined list will appear at the top of the window and you can access it whenever you need it.

Format  
 Portrait  
 Landscape

List selection  
 Standard list  
 example  
 not defined  
 not defined  
 not defined  
 not defined

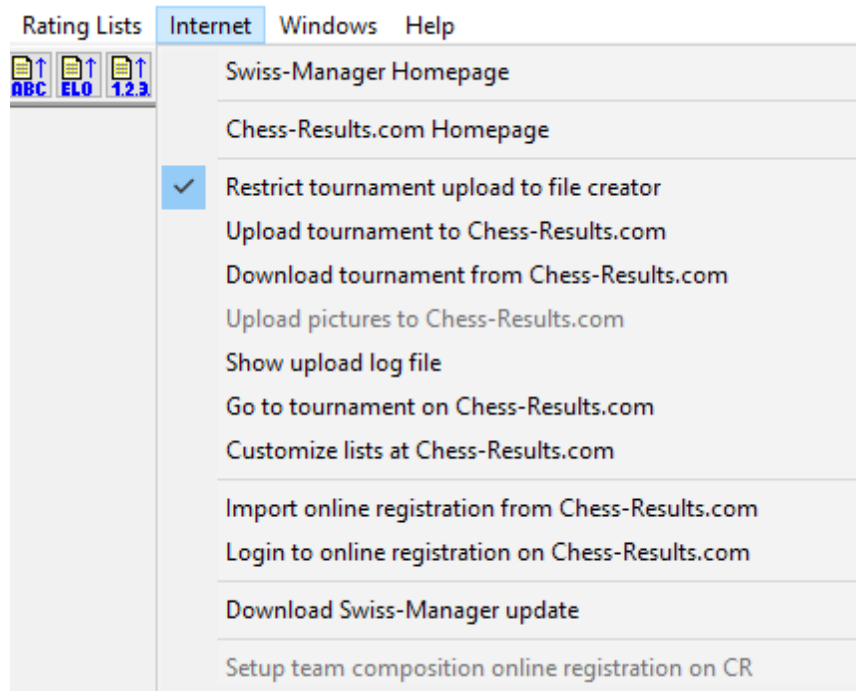
Before you print anything, you can click on “**Print Preview**” to see if you are satisfied with the settings. Once you are done, click “**Print**”.

Keep in mind: When you are printing an interim ranking, make sure that you do it just after the end of the round (or go back to it). If you print the ranking after making the pairings of the next round, Swiss-Manager will suppose that all the results of the next round were 0-0, thus, affecting the tie-breaks.


If you need to print several lists at once, for example, results and ranking, try the option **Output** → **Output several lists**.

## Chapter 11: Uploading to *chess-results.com*

In the drop-down menu “**Internet**” you can find everything you need to upload your tournament to the internet, specifically to *chess-results.com*, which is a website that is directly connected to Swiss-Manager.



The first two options will take you to the respective websites. The option “**Upload tournament to Chess-results.com**” will upload your tournament. The first time you do this for a file, you will get a message mentioning its database key. The database key is like an ID, a unique number that identifies the file and appears on the tournament's URL on *chess-results.com*. If, for example, a file's database key is **527412**, then the respective URL would be *http://chess-results.com/tnr527412.aspx?lan=1*

 Upload Swiss-Manager tournaments to chess-results.com

---

**http://chess-results.com/Default.aspx searching...**

**Database-Key: 527412**

**Start File transfer to server**

**File transfer ok**

**Start reading Swiss-Manager file on server**

**Reading Swiss-Manager file on server ok**

**Start inserting into tournament database**

**Inserting into tournament database ok**

**UPLOAD OK**

“**UPLOAD OK**” signals that the upload has been completed. If you do not get this message, you may need to check your internet connection or your installation code (check the FAQ on *swiss-manager.at* for more info on that).

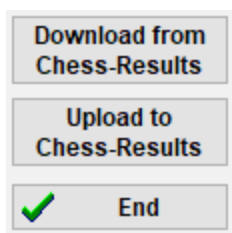
**A database key is assigned to a file the first time it is uploaded to the internet. To see the key, go to Input → Set up tournament..., tab “Other”.**

Once a file is uploaded to *chess-results.com*, it can be downloaded as well, by going to the tournament page and selecting “**Swiss-Manager tournamentfile**”.

Other options in this menu can take you to the tournament's page on *chess-results.com*, open up the customisation page (see Chapter 12) or allow you to download the latest update of Swiss-Manager without opening your browser.

**Pay special attention to the option “Restrict tournament upload to file creator” and make sure it remains checked. Anybody can download your file from *chess-results.com* and make changes to it. If this option is checked, they cannot upload it back up, unless they have your password. Respectively, if you need to make changes to a file that someone else has created, you will need their password.**

You may have noticed that in the “**Enter results...**” window there is an option to upload to *chess-results.com*. This option does not upload the whole tournament file, just the interim results of a round that has not been completed. Thus, it is the best practice to follow while there are still games in progress. (In this case, uploading the whole file would display a false ranking on *chess-results.com*, which might confuse the participants.)



## SECTION 3: MOVING FURTHER

### Chapter 12: Working with *chess-results.com*

As was mentioned in the previous chapter, *chess-results.com* is the website where all tournament files produced by Swiss-Manager are uploaded. To date, it contains more than 500.000 files from all around the world, from club tournaments to Continental Championships and Chess Olympiads.

#### a) General interface

When visiting the website, you will notice that the homepage consists of various sections. On top you can find tools to search for current or past tournaments (more info below), in the middle there are shortcuts to every federation that is using Swiss-Manager, followed by a list of the 50 tournaments that were last uploaded. By clicking on a federation, a similar page opens up, where the 50 tournaments that were last uploaded by that specific federation appear.



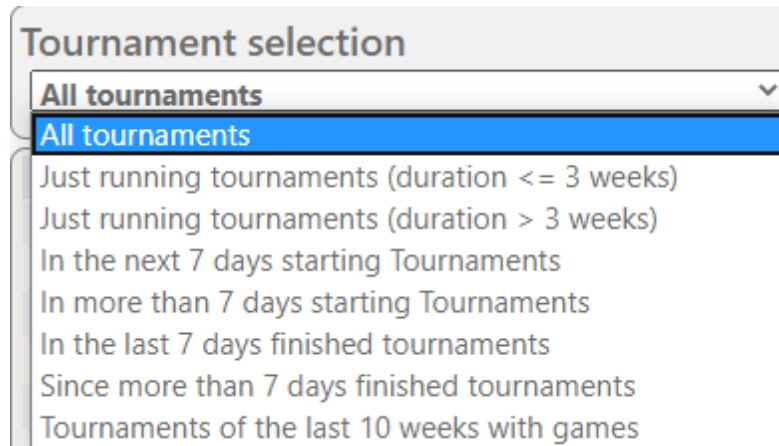
There are also some small tabs that you can use to get different language versions of the website or to adjust the font size.



## b) Searching for a tournament

With so many tournament files being generated by Swiss-Manager every day, chances are that the one you are looking for will not appear on the list of the 50 most recent ones. Luckily, there are two useful tools that you can use:

i) On the homepage and the federation pages you can find a drop-down menu with various options that will broaden the list.



ii) If you still cannot find what you are looking for, try the searching tools on the homepage, that can also be accessed by any other page by clicking on the tab “**Tournament-Database**”. Depending on the option you choose, you can look for specific tournaments, for example, all the round-robin events organised by a federation during a time period, the tournaments where a specific player participated or games that have been uploaded to the website.

### The following search options exist:

- **Tournament search**  
Here you can search for a tournament and show/print/export to Excel the final results, the round pairings, crosstables and so on.
- **Player search**  
Here you can find all tournaments where a player has played and show/print/export to Excel all details about the player and tournaments.
- **Game search**  
Here you can search for games and display them online or download them in PGN format.
- **Upload log**  
Here you can see which tournaments were uploaded.



### c) Customising your tournament

Apart from being a very wide tournament database, *chess-results.com* also gives the users the ability to customise the appearance of the tournament files they upload by choosing what kind of data will be shown.

To access this tool, first, upload your tournament file to the website, as described in the previous chapter and, then, select **Internet** → **Customize lists at Chess-results.com**. A page in your browser will open up, looking like this (this page can only be accessed by the “creator” of the file):

Depending on the type of tournament file you are working on (individual/team, swiss/round-robin), some of the options might not be available. A ticked box indicates that the selected feature will appear on the uploaded file. Spend some time experimenting with this page until you reach a desired result. For any change to take effect, you need to click on “Save” on the top of the screen. You can even delete your tournament file, if you wish.

**An option that you may want to consider is unticking the box “Rtg” and ticking both boxes “Rtg. nat.” and “Rtg. Int.”. The reason is that the box “Rtg” will show a player's highest elo rating, whether it is the national or international one and, therefore, it might seem that the starting list has not been sorted properly.**

## Chapter 13: Age groups and other categories

In most tournaments there are special prizes for different age or rating categories. Using Swiss-Manager you can see at first glance who are the winners of each one both if the tournament has ended and if it is still running. You can even divide a tournament file to several sub-files, one for each category.

### a) Age groups

Set the age groups that are mentioned in the tournament's regulations in the tournament dialog window (**Input** → **Set up tournament...**) in the box **“Age groups”**. You will notice that some have been already entered, but you can delete them and enter your own. Use the prefix **“U”** for youth categories and **“S”** for seniors and separate everything by commas (**“,”**). So, for example, for a tournament that gives special prizes to players under 12, under 16 and above 50 you should write **“U12, U16, S50”** (groups should be entered in ascending order).

|                   |  |   |   |                    |   |
|-------------------|--|---|---|--------------------|---|
| <b>Rounds</b>     | <input type="text" value="4"/>             | <b>Date from</b><br><small>(yyyy/mm/dd)</small> | <input type="text" value="2020/06/17"/> | <b>to</b>          | <input type="text" value="2020/06/17"/> |
| <b>Age Groups</b> | <input type="text" value="U12, U16, S50"/> |   |   | <b>Cutoff Date</b> | <input type="text" value="2020/01/01"/> |

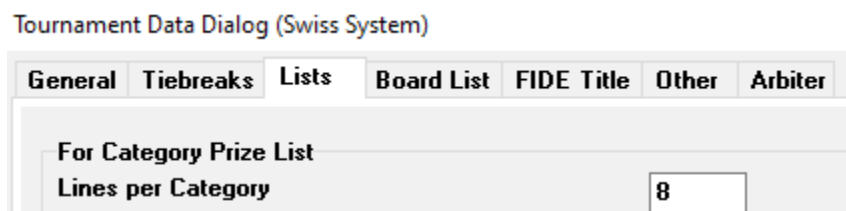
Before you exit this window, make sure that the **“Cutoff Date”** is set to be the 1<sup>st</sup> of January of the year the tournament is running, so that Swiss-Manager can calculate the correct age for each player. (It will usually be set correctly apart from the case where you used **“Copy tournament data”** to copy data from a tournament of a previous year.)

**Note: If you forget to set the age groups before you enter the players or if you want to change them later, you should follow the above step, but also go to the main program window and select **Other** → **Options...** Select the tab **“Input Players”** and click **“Update”** under **“Automatic type assignment”**.**

The screenshot shows the 'Options Dialog' window with the 'Input Players' tab selected. Under the 'Automatic type assignment' section, there are four radio button options: 'Do not change', 'SURNAME FIRST NAME', 'Surname First name' (which is selected), and 'SURNAME First name'. An 'Update' button is located to the right of these options.

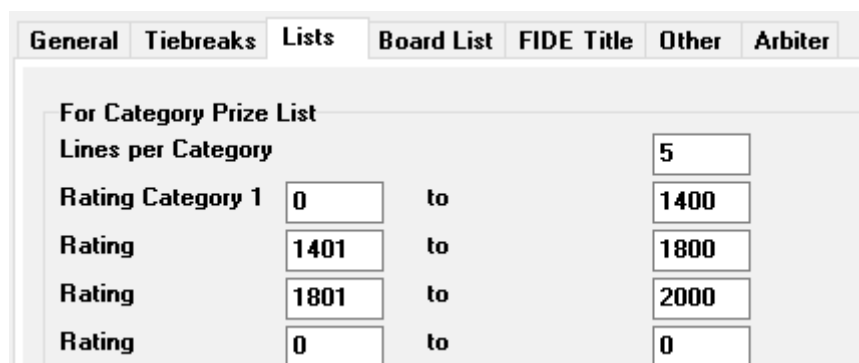
Now, as you enter the players, you will notice that the column “**Type**” is filled with the relevant sign of the age groups you have set for those who fulfil the criteria.

To see the winners of each age group select **Lists** → **Category prizes** and click “**OK**”. You can also do this during the tournament after entering the round results. To set how many players shall appear in each category, before clicking “**OK**” enter the number in the box “**Lines per Category**”.



### b) Other kind of categories

In the window mentioned above you can also set rating categories. Just enter the limits of each category and, when you click “**OK**”, you will see the winners.



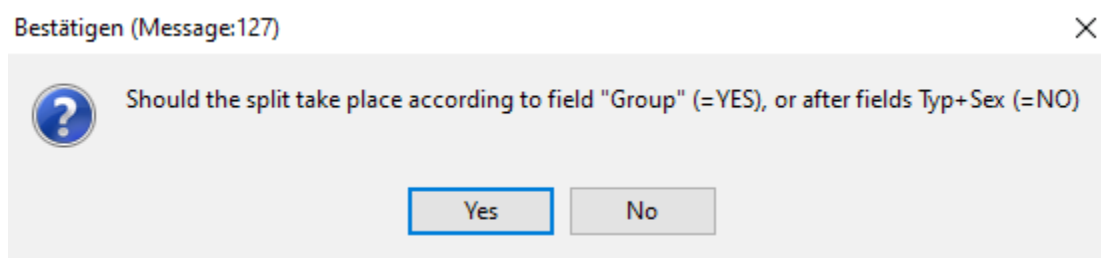
Other special prizes that you may come across are for board performance in team tournaments. In the main program window go to **Lists** → **Player performance list** or **Board list**. In the window that opens up set the minimum number of games a player needs to have played to be in the list and the other parameters. Set the criteria according to which you wish the sorting to be made and click “**OK**”.

| General   | Tiebreaks | Lists | Board List | FIDE Title                     | Other   | Arbiter |
|---|-----------|-------|------------|--------------------------------|---|---------|
| for board list  |           |       |            |                                |   |         |
| Min games in % (also for player performance list)                         |           |       |            | <input type="text" value="0"/> | <input type="checkbox"/> Count forfeit points |         |
| Minimum games (reserve boards) in %                                       |           |       |            | <input type="text" value="0"/> |   |         |
| Board determination   |           |       |            |                                |   |         |
| <input checked="" type="radio"/> All boards                               |           |       |            |                                |   |         |
| <input type="radio"/> Average played board                                |           |       |            |                                |   |         |
| <input type="radio"/> Most played board (if equal, the lower 1 + 2 => 1)  |           |       |            |                                |   |         |
| <input type="radio"/> Most played board (if equal, the higher 1 + 2 => 2) |           |       |            |                                |   |         |

### c) Dividing a tournament file to sub-files

Many tournaments are divided into groups, according to age or elo rating. Think of a tournament that is divided into two groups (or several, the technique is the same), one for players above a specific rating and one for those who are below, with all the other data (schedule, tie-breaks, officials etc) remaining the same. The fastest way to create files for these groups is to create one file, enter all the players and divide the file into sub-files, one for each group. In order to do that, after entering a player or all of them, select **Input** → **Update players...** and in the column “**Group**” set a short description of the group they belong to, preferably using the latin alphabet (for age groups this is not needed, the column “**Type**” provides what you need). Make sure that you have added this note for every participant.

Once every player has been entered and assigned to an age or other kind of group, select **Other** → **Split tournament** and make your choice. The sub-files will be created and saved in the same location where the original is saved. Note that the original still remains there.



**Before dividing the tournament file, make absolutely sure that the data according to which the division will happen (type or group) has been entered for every participant. Players who are left without a note, will be left out of the sub-files. Check the sum of participants of the sub-groups to verify it matches the original number.**

## Chapter 14: Printing norms and certificates

Additionally to the lists and statistics that include data for all the participants (see Chapter 10), you can print norms and certificates for a specific player or arbiter.

### a) Individual results

To print an official certificate containing a player's individual results, select **Reports** → **Players** and click on the name of the player. A window opens up with the player's data, tie-breaks and results per round. At the bottom of the screen you will find the usual printing options.

### b) Title norms

First, select **Reports** → **FIDE title info** and make sure that the box “**Organizer's Federation**” is filled. (Hint: This window can also be accessed by **Input** → **Set up tournament...**, tab “**FIDE Title**”.)

At least two other federations (rule 1.43)

Yes  
 No

Activate rule 1.21 only for the Olympiad (men and women) or Continental Championship (men and women) (apply only rules 1.42 - 1.49)

Output FIDE Title Norm List

Create FIDE Title Excel File

FIDE Title Norm Check for a Player

Here it is not checked any more whether the player also fulfils the requirements

FIDE Title Confirmation for One Player

By clicking on “**Output FIDE Title Norm List**” a list of every player who scored a new title norm appears including the player's performance, opponents etc. The penultimate column shows for which title a norm was achieved and the indication “**New**” is the actual confirmation.

Fide-Title-Norm List for rounds 9 (unofficial)

Foreign players with FIDE Rating: 41 Titleholder (IM,GM): 12 Foreign Federations: 11

| Rd. | + not used | Rank | SNo. | Name                      | FED | IRtg | Eval.Pts. | Eval.Gam. | % | gm/im//fm | Tl        | Fed | IM Elo-Ø | IM Rp | GM Elo-Ø | GM Rp | Title | New |     |
|-----|------------|------|------|---------------------------|-----|------|-----------|-----------|---|-----------|-----------|-----|----------|-------|----------|-------|-------|-----|-----|
| 9   |            | 0    | 3    | 4 IM Tilicheev Viacheslav | RUS | 2478 | 7         |           | 9 | 78        | 5/2/0/0/1 | 8   | 7        | 2374  | 2594     | 2391  | 2611  | GM  | New |

To check whether a player achieved a norm, select “**FIDE Title Norm Check for a Player**” and click on their name. A similar window will open up, where in the last column either a confirmation (“**New**”) will appear or an explanation of why a norm was not achieved, with a reference to the relevant article of the title regulations. To print certificates for the players who succeeded, select “**Create FIDE Title Excel File**” and, also, “**FIDE Tournament report – IT3**” form the “**Reports**” drop-down menu.

**Before the last round of a tournament, players may ask you what is a sufficient result for them to achieve a norm. In order to do that, after you have made the pairings of the last round, enter a result for whoever is asking and select “FIDE Title Norm Check for a Player”. Experiment with all three possible results (1, 1/2, 0).**

**It is always good practice to check whether a player achieved a norm manually. Not only you will be 100% sure, but also you will be more confident to answer the player's questions.**

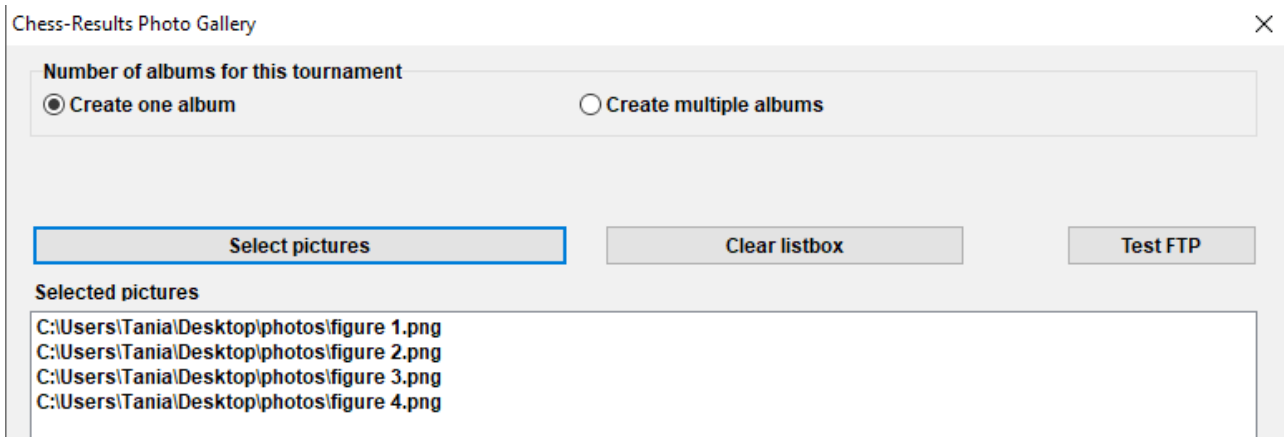
### c) Arbiter certificates

To print certificates for the arbiters of the tournament click on “**Reports**” and from the drop-down menu select “**FIDE Tournament report – IT3**”, “**FA Norm Report – FA1**” or “**IA Norm Report – IA1**” and fill in the appropriate data in the excel files that are generated. These files are saved on your computer in the **Documents\SwissManagerUniCode\Excel** folder.

Rating statistics FIDE  
FIDE title info  
FIDE Tournament Report - IT3  
FA Norm Report - FA1  
IA Norm Report - IA1

## Chapter 15: Uploading pictures to *chess-results.com*

In order to upload pictures, such as photos of the games and ceremonies or even a scan of the regulations, first, upload your tournament. Then, select **Internet** → **Upload pictures to Chess-Results.com**.

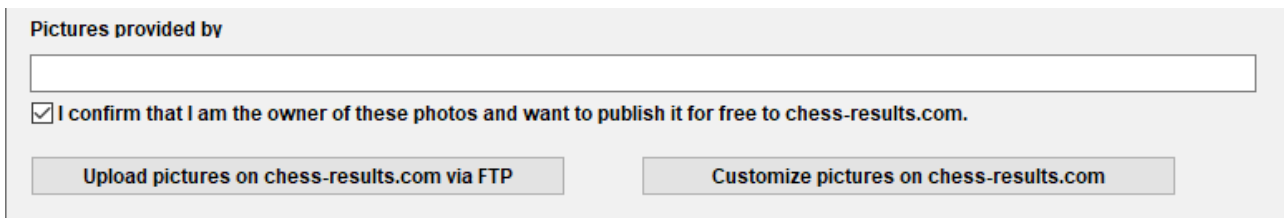


The screenshot shows a window titled "Chess-Results Photo Gallery" with a close button (X) in the top right corner. Inside the window, there is a section titled "Number of albums for this tournament" with two radio buttons: "Create one album" (which is selected) and "Create multiple albums". Below this are three buttons: "Select pictures" (highlighted with a blue border), "Clear listbox", and "Test FTP". Underneath the buttons is a section titled "Selected pictures" containing a list of four file paths: "C:\Users\Tania\Desktop\photos\figure 1.png", "C:\Users\Tania\Desktop\photos\figure 2.png", "C:\Users\Tania\Desktop\photos\figure 3.png", and "C:\Users\Tania\Desktop\photos\figure 4.png".

Click on “**Select pictures**” and browse your computer to choose what you wish to upload. If you choose a wrong file, then click on “**Clear listbox**” and start over.

**Note: If you close this window and exit the program before uploading the pictures, when you re-open it, you will need to select them again.**

Once you are done, write the name of the provider of the pictures, confirm that you have permission to publish them and click “**Upload pictures on chess-results.com via FTP**”.



The screenshot shows a form titled "Pictures provided by" with a text input field. Below the input field is a checked checkbox with the text "I confirm that I am the owner of these photos and want to publish it for free to chess-results.com.". At the bottom of the form are two buttons: "Upload pictures on chess-results.com via FTP" and "Customize pictures on chess-results.com".

Click on “**Customize pictures on chess-results.com**” to add a short description for each one, change orientation, hide or delete them. Finally, upload the tournament file once again and go to its page on *chess-results.com*. Click on “**Show Photo Gallery**” to see the result.

## Appendix A: Hints and tips

The previous sections cover the vast majority of the software's functions that an arbiter needs to know to run a tournament. In this appendix and the ones that follow you can find useful hints and tips that take the user's experience to the next level.

- Do you need to communicate some extra info to the players? For example, a change in the tournament schedule or the result of drawing of lots? You can add your comments in a box that will appear on the tournament page on chess-results. In order to do this, go to **Input** → **Set up tournament...** → **General** and write your comments in the “**Remarks**” box, preceded by the symbol #
- To set a player on a “fixed board”, in the main program window select **Input** → **Update players...** and in the column **BNoPair** enter the number of the board where they will be assigned to.
- Unfortunately, Swiss-Manager is not a bug-free program. One of the most common bugs may appear when you are trying to download a new FIDE rating list. If you get an error message while doing that, try the following: go to <https://ratings.fide.com/download.phtml> and download the list to your computer. Then on Swiss-Manager go to **Rating Lists** → **Import Rating Lists** and select the tab “**Import Rating lists**”. Press the “**Select**” button and choose the file that you saved previously. Then, as usual, “**Start import**” and “**OK**”. (Note: the developer updates the program regularly. Always check that you have installed the latest version.)
- Have you noticed the “**.bak**” files that have been created and saved in the same folder with your tournament files? These are backup files created by default by Swiss-Manager every time you save your file or make the pairings of the next round. If you need to use one of them, rename it so that the extension is “**.TUNx**”, “**.TUMx**”, “**.TURx**” or “**.TUTx**” to match your main file and open it with Swiss-Manager. To customise how many backup files can be created, in the main program window select **Other** → **Options...**
- Let's suppose you are running a rapid tournament (same applies to blitz). According to the FIDE rules, for the participants that do not have a rating in rapid chess, you should enter their rating in standard chess. The easiest and fastest way to do this is to enter everyone by using the FIDE Rating List. When you are done, you can follow the procedure of “**Update Ratings/Data**” from the FIDE Rapid Rating List. This way, for those who have a rating in rapid, it will substitute the standard one, whereas the others will be left intact.
- Do you need to go to a tournament but cannot bring a laptop with you? Unfortunately, the Swiss-Manager engine does not run on mobiles or tablets (not yet at least). However, you



can always use a software like Teamviewer on your portable device to connect to a remote computer and enjoy the program's benefits. (Not advisable for the first round, when you may need to input a lot of data, players' lists etc)

- If you need to share the file of a running tournament by email, USB (e.g. with another colleague arbiter) or if you are downloading it from *chess-results.com*, always check that the database key of the tournament is the correct one and has not turned to 0. In that case, at the moment of the next upload, the file will be considered as a new tournament, get a new database key and appear as a double entry on *chess-results.com*, which may bring confusion to the participants. You can see the database key at **Input** → **Set up tournament...** → **Other**.
- When you are making the pairings for a tournament, **always** use the JaVaFo engine checkbox. If you don't, you might actually get wrong pairings. A common example: When using the JaVaFo engine, players who have won or lost a game by forfeit are considered to be downfloaters. However, when using the Swiss-Manager engine, they are not, thus resulting in different pairings, which contradict the official rules of the Dutch system.
- You can use Swiss-Manager to create a file for a simultaneous tournament. Follow the usual procedure of creating a new round-robin tournament file and enter the players, starting with the master. Select **Pairings** → **Computer pairings...** and choose the option “**Simultaneous tournament**”.
- Let's suppose you are running a tournament where players from the same club (or any kind of group) should not be paired against each other. Go to the players dialog (**Input** → **Update players...**) and in the column “**CNo**” (club number) add numbers to indicate who are in the same club (or group). For, example, enter “**1**” for all the players who are members of one club (or group), “**2**” for those of another one etc. Then, in the pairings window tick the box “**Protect round (same club-number)**”. You can untick it at any stage of the tournament the restrictions are raised or in case no valid pairing can be found. (If you also want to print some group info at the end, try creating a file using the “**Swiss System (with team Tie-Break)**” option)
- Feel free to experiment with the program and the various options as much as you like! It is the only way to familiarise yourself with them. The only thing that could go totally wrong is deleting the tournament file by mistake. Anything else can be corrected.

These notes are complementary to the FAQ written by the software developer, mr. Heinz Herzog, which you can find either on *chess-results.com* or on *swiss-manager.at*

There you can find many useful guidelines, such as how to link different groups of the same tournament on *chess-results.com*, how to upload games, how to register online etc. See the next page for the full list and links to each question.

## **Swiss-Manager FAQ**

- 1 How to import the national ratinglist?
- 2 Can I upload the games to chess-results.com?
- 3 What is to do if a player retires during a round robin tournament?
- 4 Buchholz-Tie-Break Calculation
- 5 Entering Results for not paired players in a Single-Swiss System
- 6 Where can I find the Tie-Break 3 points for win, 1 point for a draw, 0 for loss?
- 7 On the ranking-list only the first Tie-Break is printed, on the screen all Tie-Breaks are shown.
- 8 Who is the "creator" of the Swiss-Manager file and where can I see him?
- 9 Does Swiss manager run on Tablet-PCs, Smart-Phones or MAC?
- 10 Where can I enter the installation code?
- 11 Where the language can be set/changed?
- 12 Problems with Antivirus-programs
- 13 If Swiss-Manager makes problems (crashes during starting or problems with lists)

## **Chess-Results.com FAQ**

- 14 How to generate links to other tournaments?
- 15 How can the ranking lists of all rounds be enabled in Swiss tournaments?
- 16 How can tournaments be published on the own homepage?
- 17 Online registration
- 18 How to delete a tournament on chess-results.com?
- 19 How to download a Swiss-Manager File from chess-results.com?
- 20 What to do when tournaments overwrite each other on chess-results.com?
- 21 What to do, if the advertising is covered up the lists in the tournament archiv?
- 22 The tournament upload does not work again, after I have deleted it
- 23 What you need to know when uploading tournaments (with multiple groups) to chess-results.com?
- 24 How do I get a user / password for Chess-Results.com?

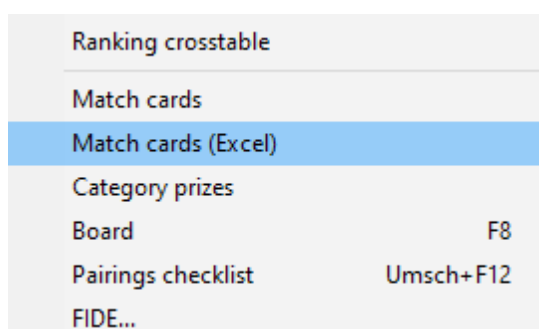
## Appendix B: Using templates to create protocols and name cards

When you download Swiss-Manager to your computer, a folder named “**Vorlagen**” is saved in the folder where the program is installed. Among other things, it contains templates in excel format that you can modify and use to create game protocols. You can also generate match protocols for team events, following a slightly different procedure, and name cards for every participant of the tournament.

### a) Game protocols

To create game protocols for individual tournaments, open the folder “**Vorlagen**” and the file “**Example2\_Pairing\_Cards.xls**”. Create a duplicate of this file and rename it, so that “**Example2**” is substituted by the name of your tournament file. For example, for a tournament file named “**1st\_International\_Event.TUN**”, the corresponding file that you created should be named “**1st\_International\_Event\_Pairing\_Cards.xls**”. Customise this file, like any other .xls file, to match your tournament data, for example, write the title and location or add a logo. Do not change or delete anything starting with the symbol “\$”. These are parameters used by Swiss-Manager, each one indicates where the relevant data will appear on the protocol. For an explanation of each variable, see the other file, “**Example1\_Pairing\_Cards.xls**”. Save the created .xls file in the same location where your tournament file is.

Then, in Swiss-Manager select the round for which you want to create a protocol and select **Lists** → **Match Cards (Excel)**.



Close the file that opens up and go to **Documents** → **SwissManagerUniCode** → **Excel** → **Spezial**. From the two files that have been created open the .xlsx one to get a printable list of all the game protocols of the round. Depending on the size of the logos and other modifications you may have made, the size of the protocols differ. To set how many will be printed in each page, go to the original .xls file that is saved in the same folder as your tournament file and adjust the

parameter “\$CARDS\_PER\_PAGE2” accordingly (change “2” to “3” for 3 cards per page etc.)

To print the protocols of the next round, just repeat the process.

### b) Match protocols

The procedure to create match protocols is similar to the previous one, with the problem being that there are no example templates to use. Turn to page 45 to see an example that you can use to create an .xls file. Some of the variables you can use are “\$MPNR0, \$AMNR/\$BMNR, \$ATEAM/\$BTEAM, #AIDNAT4/#BIDNAT4, #ANAME4/#BNAME4, #ARTGXINT4/#BRTGXINT4, \$AKAP/\$BKAP and \$ENDE” (“4” stands for the number of boards; if they are more, adjust accordingly). Keep in mind that the variables that are included in the templates for the individual game protocols are also valid here, so feel free to experiment.

As previously, create a file named “mytournament\_Matchreport.xls” where “mytournament” shall be substituted by the name of your tournament file. For example, for a tournament file named “League.TUM”, the corresponding file that you created should be named “League\_Pairing\_Cards.xls”. Save it in the folder “Vorlagen” that was mentioned before. If you get a message that you are not permitted to save in this folder, save the file anywhere else and drag-and-drop it the folder.

Then, in Swiss-Manager main window select **Input** → **Set up tournament...** and go to the tab “**Other**”. At the bottom right of the window select the bullet “**European Championship**”.

**Tournament Type**  
Please use only tournament type "other tournaments". The other tournament types are reserved for very specific tournaments (and persons) or Austrian tournaments and not documented in the manual.

|   |   |
|---|---|
| <input checked="" type="radio"/> <b>Other tournaments</b> | <input type="radio"/> <b>Olympiad</b>           |
| <input type="radio"/> Wiener club championship            | <input type="radio"/> State league              |
| <input type="radio"/> Wiener operation championship       | <input type="radio"/> KO-System (WM)            |
| <input type="radio"/> Burgenland championship             | <input type="radio"/> AUT-Single-Player Eingabe |
| <input type="radio"/> Kärntner Championship               | <input type="radio"/> clock simul               |
| <input type="radio"/> European Championship               | <input type="radio"/> Ko-System (Fussball)      |

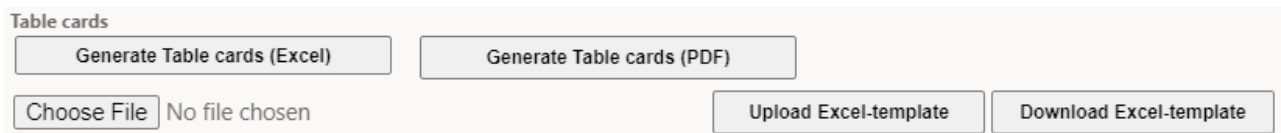
Exit this window and select **Other** → **Excel Match Report**.



A file in excel format is instantly produced and saved in the folder **Documents** → **SwissManagerUniCode** → **Excel** → **Spezial**. Before doing anything else, select **Input** → **Set up tournament...**, tab “**Other**” and turn the bullet back to “**Other tournaments**”.

### c) Name cards

The procedure to generate name cards is very simple and relies totally on *chess-results.com*. Once you have uploaded the tournament file, select **Input** → **Customize lists at Chess-Results.com** and click on “**Download Excel-template**” at the bottom of the screen.



A spreadsheet in .xlsx format, representing a card that can be folded in two, is saved on your computer containing a template that you can customise. Make any changes you wish and save the file once again in .xlsx format (if you are working with OpenOffice and cannot save as .xlsx, then save as .xls and rename the file extension, before moving further). Upload the modified file by clicking on “**Choose File**” and “**Upload Excel-template**” and you should get a message by *chess-results.com* that the file has been successfully saved. Finally, select “**Generate Table cards**” either in Excel format or PDF.

| Tournament Name       |               | Date and Location |   |
|-----------------------|---------------|-------------------|---|
| <b>Match Protocol</b> |               |                   |   |
| Round Match           |               |                   |   |
| Team A                |               | Team B            |   |
| <b>\$MPNR0</b>        |               |                   |   |
| Bo.                   | <b>\$AMNR</b> | <b>\$ATEAM</b>    | <b>\$BMNR</b> <b>\$BTEAM</b>                  |
| 1                     | #AIDNAT10     | #ANAME 10         | #ARTGXINT10 - #BIDNAT10 #BNAME 10 #BRTGXINT10 |
| 2                     |               |                   |   |
| 3                     |               |                   |   |
| 4                     |               |                   |   |
| :                     |               |                   |   |
| Team Captain          |               | Team Captain      |   |
| \$AKAP                |               | \$BKAP            |   |
| Arbiter               |               |                   |   |
| \$ENDE                |               |                   |   |

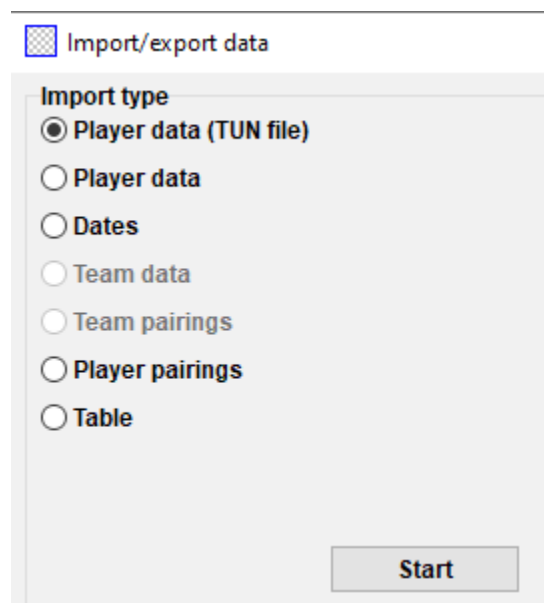
## Appendix C: Importing/exporting data/TRF files

Sometimes you may need to input data from another Swiss-Manager file, a text file or a spreadsheet (for example, when there is an online form that participants can fill to register).

**It is good practice to save your tournament file before the next steps, to avoid surprises!**

### a) Using Swiss-Manager files

This is by far the easiest method. In the main program window select **Other** → **Data import/export**, select the “**Player data (TUN file)**” bullet on the left column, click “**Start**” and browse your computer for the file you wish to import the players from.



You can follow the same procedure for more than one files, players will be added to the newly created one. Participants who may appear in more than one files, will not be duplicated in the new one.

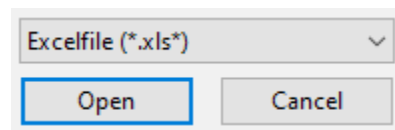
**In case you choose the wrong input file and want to delete all the players and start over, in the main program window select Other → Options... and in the tab “General” click “Delete all players”.**

## b) Using spreadsheets

To input data (players, pairings or tables for round-robin events) from a spreadsheet, modify it so that there is only the table with the relevant data, no headings or other comments etc. Arrange the columns in any order (it is ok if you do not have all the available data, just use what you have), but make sure their labels are written exactly like this (not all are needed, choose the ones you need):

**No, surname, first name, Title, FIDE-No, ID no, Rating nat, Rating int, Birth, Fed, Sex, Type, Gr, Clubno, Club, Name** (if the last and the first name (in this order) are in the same cell, Swiss-Manager will separate them), **Name** (for the team names), **Captain, Board**

Then, select **Other** → **Data import/export**, select the “**Player data**” bullet on the left column (or any other, the steps are identical, as long as the spreadsheet is correctly formatted), click “**Start**” and browse your computer for the file with the table you just created. Make sure the browsing option is set to “**Excelfile (\*.xls\*)**”.

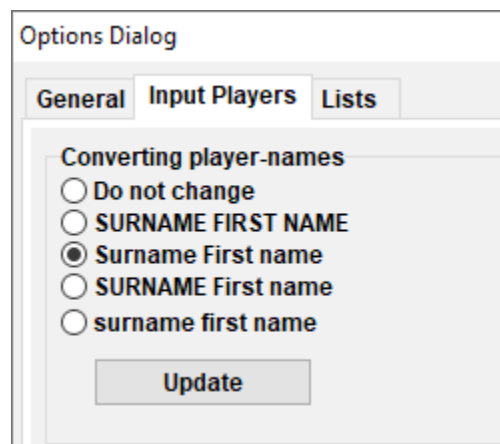


**If browsing for .xls files is not an available option, save your tournament file, exit Swiss-Manager and re-enter. Try again the previous step and the problem should be solved.**

**Be careful! With this method you cannot use multiple spreadsheets to input data, because each new entry will delete the previous one. Arrange all of your data in one table and then move on.**

When filling in forms, some people may use capital letters and some not. To make sure all the names are written in a uniform way, once you have imported the file, select **Other** → **Options...** and in the tab “**Input Players**” choose the appropriate bullet and click “**Update**”.

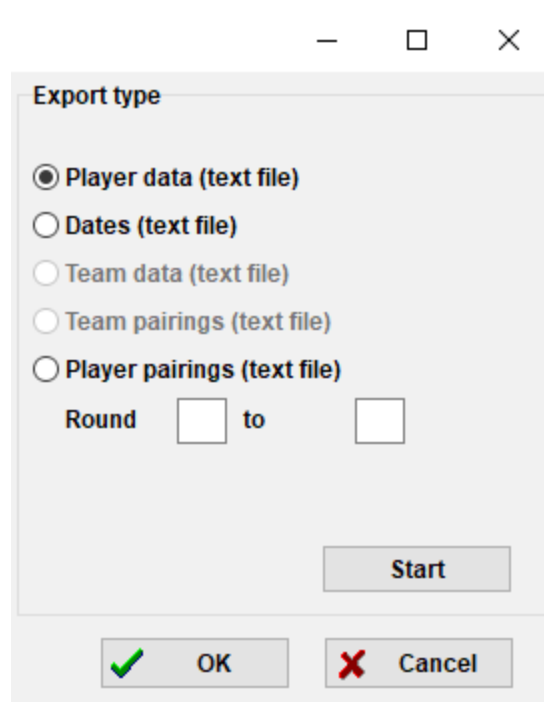




Exporting data from Swiss-Manager to .xls files has already been discussed in Chapter 10.

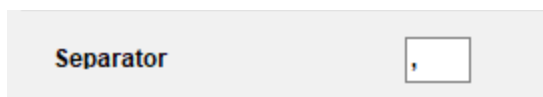
### c) Using text files

For a text file to be used to import data it needs to be in a very special format. To get an idea of this format, try the reverse procedure, exporting data from Swiss-Manager to text files. This data could be players, teams, dates or pairings. In the main program window select **Other** → **Data import/export**, select the “**Player data (text file)**” bullet on the right column, click “**Start**” and save the file on your computer (for exporting pairings' data you should also add the relevant rounds).



**Open the newly created file. Looks confusing? Of course, it does! Ok, let's try something else...**

Open a file in .xls format containing a list of players, for example, a starting or alphabetical list that you have exported from Swiss-Manager. In this file select **File** → **Save as...** and in the “**Save as type**” drop-down box select the .txt format (if you are using OpenOffice, save the file as .csv and rename the extension to .txt). Open the file with a text editor. Looks familiar? It is the same spreadsheet, but the data is not divided in columns but separated by commas (“,”). You can try using this file to import the list of players in a tournament file by following the procedure described before for spreadsheets. Modify the headings as previously, choose “**Textfile (\*.txt)**” as a browsing option (instead of “**\*.xls\***”) and set the separator to comma (“,”).



**Ok but why should you follow this whole process when you can just use a spreadsheet instead? Because not all online forms produce data in excel format. Sometimes they might be in .csv or .txt, so it is good to know how it works.**

Keep in mind that the reverse procedure is also possible, converting a .txt (or .csv) file to .xls format. Just open the .txt file with excel (or rename the extension to .csv and open it with OpenOffice) and set the parameters in the window that opens up. In this window you get a preview of what your file will look like, so try the various options to reach a desired result.

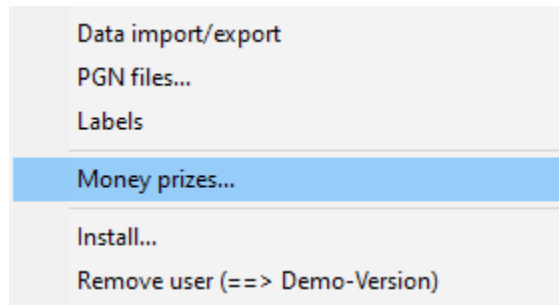
#### **d) TRF files**

Once a tournament is completed, in order for it to be rated by FIDE, you need to send the tournament file to the rating officer of your federation together with the TRF file.

First, make sure that the title of the tournament, the officials' names and the players' names are in latin alphabet. Then, select **Other** → **FIDE Data Export TRF16**. A “**Tournament Report File**” is created with all the data FIDE rating office needs. (The option “**FIDE Data Export TRF06**” creates an older version of the Tournament report File with slightly different parameters, it is best to use the TRF16).

## Appendix D: Money prizes

Depending on the regulations of each event, money prizes might be distributed in different ways among the winners. They might be awarded according to tie-breaks, be split evenly among the players who tied or given according to the Hort System (players who tied get 50% of the prizes according to their final rank and the other 50% is distributed evenly among those who tied). All these settings can be made by selecting **Other** → **Money prizes...**



A window opens up with the final ranking. Next to each winner you can enter the money prize that is related to their placement and set how to be calculated at the bottom left corner of the window.

Let's consider the example of a tournament that awards the following prizes (currency is not important): 1<sup>st</sup> place 1000, 2<sup>nd</sup> place 700, 3<sup>rd</sup> place 400. These are the various options:

| Points | calculate prize | entered prize |
|--------|-----------------|---------------|
| 7½     | 1000            | 1000          |
| 7½     | 700             | 700           |
| 7½     | 400             | 400           |
| 6½     |                 |               |

Calculation

Hort-System

split prizes

Do not split prizes

| Points | calculate prize | entered prize |
|--------|-----------------|---------------|
| 7½     | 700             | 1000          |
| 7½     | 700             | 700           |
| 7½     | 700             | 400           |
| 6½     |                 |               |

Calculation

Hort-System

split prizes

Do not split prizes

| Points | calculate prize | entered prize |
|--------|-----------------|---------------|
| 7½     | 850             | 1000          |
| 7½     | 700             | 700           |
| 7½     | 550             | 400           |
| 6½     |                 |               |

Calculation

Hort-System

split prizes

Do not split prizes