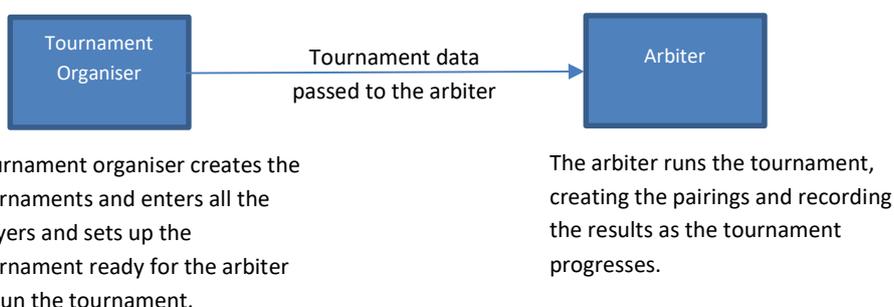# Tournament Export/Import

The Export/Import functionality will only be used by a minority of users where they run large tournaments and want to pass a section of a tournament to different arbiters to run the sections while retaining a centralised copy of all the sections after the tournament has finished.

The Tournament Export/Import functionality allows tournament data (including all players, pairings, byes, avoids and contacts) to be moved between people, machines and database. The purpose of the export is defined when the export is created. The export functionality has three purposes, described below. Before using this functionality, you need to understand purpose, how each should be used and any limitations with the process.
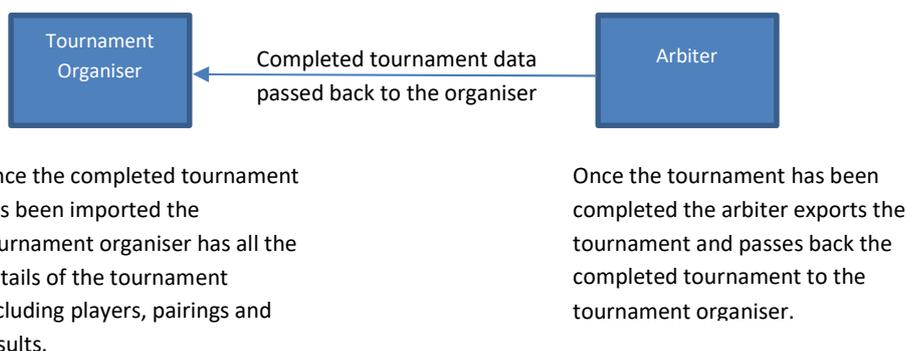
Overview

In diagrammatically the two purposes are:

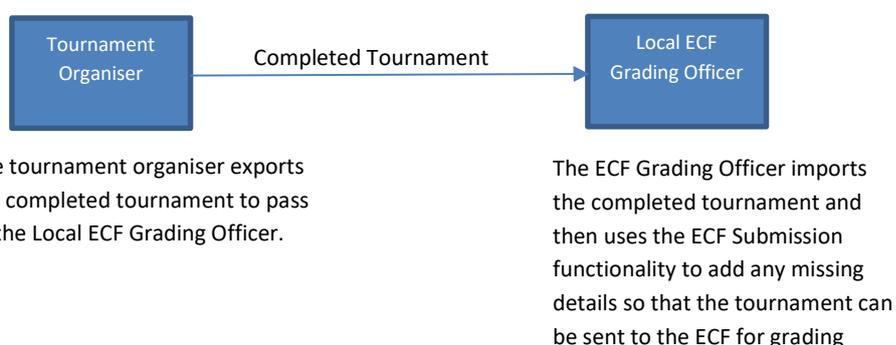1. **Tournament organiser setups the tournament, the arbiter/controller runs the tournament**

Tournament Organiser	→ Tournament data passed to the arbiter →	Arbiter

Tournament organiser creates the tournaments and enters all the players and sets up the tournament ready for the arbiter to run the tournament.

The arbiter runs the tournament, creating the pairings and recording the results as the tournament progresses.

Once a tournament has been completed the Copy can be passed back to the tournament organiser

Tournament Organiser	← Completed tournament data passed back to the organiser ←	Arbiter

Once the completed tournament has been imported the tournament organiser has all the details of the tournament including players, pairings and results.

Once the tournament has been completed the arbiter exports the tournament and passes back the completed tournament to the tournament organiser.
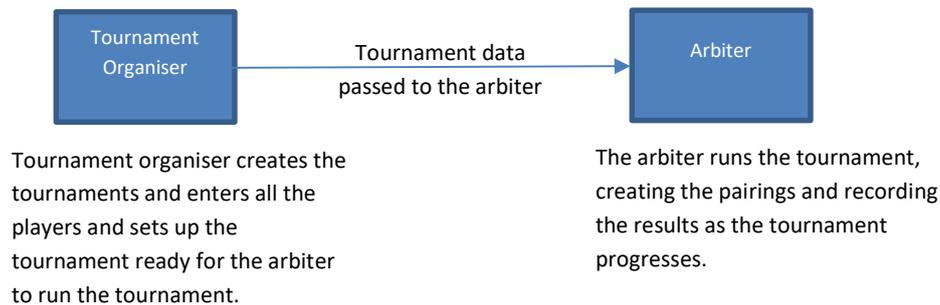
2. **Pass the finalised tournament to the local ECF Grading Officer**
    Note: This process may change when the ECF rolls out the new ECF Grading system
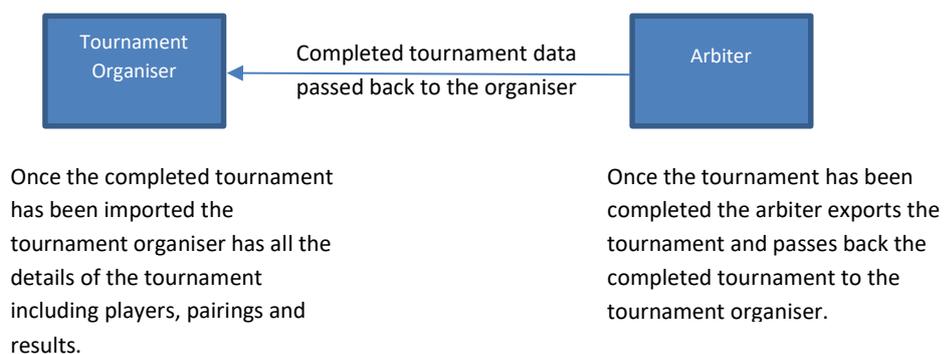
Tournament Organiser	→ Completed Tournament →	Local ECF Grading Officer

The tournament organiser exports the completed tournament to pass to the Local ECF Grading Officer.

The ECF Grading Officer imports the completed tournament and then uses the ECF Submission functionality to add any missing details so that the tournament can be sent to the ECF for grading

The Detailed Processes

Scenario: Tournament organiser setups the tournament, the arbiter/controller runs the tournament

Tournament Organiser	→ Tournament data passed to the arbiter →	Arbiter

Tournament organiser creates the tournaments and enters all the players and sets up the tournament ready for the arbiter to run the tournament.

The arbiter runs the tournament, creating the pairings and recording the results as the tournament progresses.

In more detail the process is as follows

- The tournament organiser creates the tournament, they set up the tournament details and add the players to the tournament as the entries are received. If required, any pre-arranged byes and avoids can be entered. If the tournament appears on the UTU results service, any changes will appear on the results service.
- Once all the entries have been received, just prior to the day of the tournament, the tournament can be exported from the tournament organiser's machine. If a tournament consists of lots of sections, a separate zip file is created for each tournament section.
- Once the tournament has been exported it can no longer be updated on the tournament organisers machine. It is marked as '***** Exported *****'
- The export zip file is passed to the arbiter/controller so that they can run the tournament on the day.
- The arbiter/controller imports the tournament details from the zip file on to their machine. The tournament will be marked as a '***** Copy *****'
- The arbiter/controller then runs the tournament on their machine, including automatic or manual pairings, results and any required reports. If the tournament is on the UTU Results Service, any changes will be automatically reflected on the results services.
- Once the tournament has finished and all results have been entered, the tournament can be exported from the arbiter/controller's machines to pass back to the tournament organiser.

Tournament Organiser	← Completed tournament data passed back to the organiser ←	Arbiter

Once the completed tournament has been imported the tournament organiser has all the details of the tournament including players, pairings and results.

Once the tournament has been completed the arbiter exports the tournament and passes back the completed tournament to the tournament organiser.

- When the tournament has been exported from the arbiters/controllers the machine, the tournament will be marked as '***** Exported *****' and it can no longer be updated on the arbiters/controller's machine.
- The export file is passed back to the tournament organiser. The tournament organiser then imports the tournament. The updated details on the import file will overwrite the details of the tournament already on the machine/database. The '**** Exported ***** tag will be removed from the tournament and the tournament can be updated as required.
- The tournament organiser now has details of the completed tournament on their machine and can update the tournament as required. If the tournament is on the results service, any updates made to the tournament will be reflected on the results service.

Scenario: Pass the finalised tournament to the local ECF Grading Officer

If the tournament organiser is not a local ECF Grading Officer and the local ECF Grading Officer users UTU Swiss. The tournament can be sent to the local ECF Grading Officer using the following process. If the tournament organiser is a local ECF Grading Officer, they should not use this functionality. They should use the Tournament->Create ECF Grading Submission file… menu option.

The tournament organiser exports the completed tournament to allow the Local ECF Grading Officer to submit the tournament for grading.

The ECF Grading Officer imports the completed tournament and then uses the ECF Submission functionality to add all the required details so that the tournament can be sent to the ECF for grading

Once a tournament has been completed and all the player details, pairings and results have been entered.

- The completed tournament can be exported from the tournament organisers machine. Once exported, the tournament details on the tournament organiser's machine can still be updated and reported on in any way required. Obviously, any changes made will not be available to the local ECF Grading Officer unless a new export file is created.
- The tournament zip file can be passed to the local ECF Grading Officer.
- Once the tournament zip file has been imported by the local ECF Grading Officer, the tournament can be updated as required so that the ECF Submission file can be created. The tournament will be marked as '***** Grading *****' on the local ECF Grading Officer's machine. If the tournament is on the results service, any changes made by the ECF Grading Officer will not be reflected on the results service.
- There are some limitations to what can be done to a tournament on the ECF Grading Officer's machine, for instance they cannot create automatic pairings, also they can't create some reports, e.g. Pairing Cards, Results Slips.
- A tournament which is marked as ***** Grading ***** can't be exported.

Limitations

These are the implications/limitations of using the Export/Import functionality.

ECF Grading and FIDE Rating List

If a tournament has been exported from the tournament organisers machine onto the arbiter's/controller's machine. If a new ECF Grading or FIDE Rating list is imported onto the arbiter's/controller's machine. These lists will be used to derive the tournament grades. Therefore, before the tournament is moved back to the tournament organisers machine, matching lists must be loaded on to the tournament organisers machine, otherwise the tournament grades/ratings for the players in the tournament may change when the tournament is imported to the tournaments organiser's machine.

Basically, the same ECF Grading List and FIDE Rating List must be loaded by both people to keep both copies of the tournament is step to ensure the grades/ratings are derived in the same way.

Contacts

A contact can be used on many tournaments. On a tournament controller's machine, if a contact has been used on an exported tournament and a tournament that has not been exported. If a change is made to that contact the details will be shown on the tournament organisers machine (on both the exported and non-exported tournament).

If the tournament is imported from the tournament arbiters/controller's machine, which contains this contact, the details of the contact will be imported and this will update the details on all tournaments. This could cause details of contacts to appear to be changed back, so losing the latest changes.

Therefore, on the Contact details screen, a message is shown if a contact is on an exported tournament.

Players

The master details for a player (e.g. name, address, club, school, ECF number, FIDE number) are held centrally and so when a player is added to a tournament, they show the master details for that player.

If a player is in more than one tournament (one of which has been exported). If the master details of a player are changed, the change will show on all tournaments on this machine (including the exported tournament). If the exported tournament is re-imported, it will import all the player details, which will overwrite the details on all players. This could cause the master details of a player to appear to be changed back, so losing the latest changes

Therefore, on the Master details and on the Player Details screen, a message is shown if a player is included on an exported tournament.

User Defined Fields

The usage of the user defined fields is specified on each database by defining literals for each field. The data entered on the master details for the players only have any meaning in relation to the literals which are used for the user defined fields.

If a tournament is exported, the master details for the player are exported including the values for the user defined fields. If the meaning of the user defined fields on the export database are different to the literals on the import database, the meaning of the data on the players can be significantly different.

Therefore, if at all possible, the export and import database should use the same literals for the user defined fields on both databases. The export and import literals for the user defined fields are shown on the import screen.

Important Note

It is very important you handle and control the export files carefully. For instance, if create an export file to pass to another person, but you give that file to two people, then you have two people that could update that tournament, but only one of them can pass their updates back to you.

If you lose an export file or are unable to re-import a tournament after if has been exported from the master copy, you will end up with the master copy of the tournament which is locked and can't be unlocked.

Therefore, make sure you handle the export files with care and keep track of who has a copy of the tournaments so you don't lose control of the data.

Export Tournament screen

To export a tournament, open the selected tournament and then use the Tournament->Export Tournament menu option. This will display the Export Tournament screen.

The available export options which are available for this tournament will be enabled. Select the required export type for the tournament. Use the button with the 3 dots on next to the Folder name

to select the required destination folder. You can overtype the file name, if required. Click on OK and the export process will start.

A confirmation message will be displayed once the export has been completed.

Import Tournament Screen

To Import a tournament, selected tournament, use the Tournament->Import Tournament menu option. This will display the Import Tournament screen.

Use the button with the three dots on to select the import file. Once selected, details from the import file will be displayed, including the import type and details of the tournament being imported.

If the tournament exists, details of the tournament on this database will be displayed.

The details of the usage of the User Defined fields on the current database and on the Import file will be displayed. If they are different, it means that any data on the User Defined fields on the import file will not have the correct meaning.

Once the tournament data on the import file has been displayed the system will validate the import based on the export/import scenarios defined above. If it is not possible to import the file, the import button will not be enabled and the reason why the file can't be imported will be displayed.