



## Part A starting the use of the program

1. How do you get a licence and download and install the program:

a. Get a licence

Click on the Draughts Arbiter logo on the FMJD main page. You will see a question if you are a new user or an existing user. If you are a new user you can choose new user if you want to registrate and get your personal free licence code but you can also choose existing user to just download the software to work in demo mode.

If you are a registered user and want to update your software you can download the newest version which will work with your existing license code.

Fill in the data to register

Click on register

Then a message is sent to FMJD and a new screen is shown for downloading the program. FMJD will check your data and send a licence code by e-mail.

b. Download the software

- Click on download
- A zip folder draughtsarbiterpro 4.52-installer (or any newer version if a newer version is created) is downloaded to the computer with one file in it, the installation file Draughts arbiterPro-installer.msi
- Unzip the folder with any unzipping software and an installation file is created.
- Run the msi file and follow the download steps  
It will install the program by default in a folder like  
program files (x86)\eBOARDS\DraughtsArbiterPro

2. do you need any additional software on your computer ? no

3. Is a licence valid for more than one computer (desk PC/laptop....) yes

4. On which systems does the program run ? Windows 7,8,10. The program needs 4 GB RAM.

5. Is there any kind of documentation about the program ? Yes, this manual.

6. Is there help information in the program ? No, not yet.

## Part B working with the licence code

1. Start the program: it will give a message that it is working in demo mode.
2. Click on help and then activation



3. Input the user name and licence code received from FMJD and you will see the message "activation successful"

### **Part C Some general remarks about using Draughts Arbiter Pro**

1. Using menu option or clicking on icons

many options in the program may be selected in two different ways, by clicking on a menu option, followed by a choice in the pull down menu, or directly by clicking on an icon. Just take some time to check the icons to see for which options there are icons in Draughts Arbiter Pro.

2. Flexibility in main menu of a tournament

When the main tournament information is on the screen you can choose the menu option "view" and then choose "view settings" to be able to define a lot of options what should be seen on the main screen of the tournament, including extra HTML/text elements, tournament banner (Your logo) or a menu with external links

3. Layout and colours on Draughts Arbiter Pro pages

You can change the general style of the pages by choosing the menu option "view" and then "View themes". You can change the colours of all items on a page, headers, detail info etc.

4. Printing and copying documents from Draughts Arbiter Pro

To be able to print pages from Draughts Arbiter Pro, like the pairing, classification, cross table etc. it is necessary that print setup is run one time in which the printer you want to print on is selected.

Use menu option "file" and then choose "print setup".

You may also select (part of) a page in Draughts Arbiter and copy/paste it into a text document, for instance if you want to print or save the results of a round, followed by the classification followed by the pairing in one document.

5. Versions of Swiss system

It is possible to choose a large variety of tie break options and pairing options in a manual Swiss system. But it is also possible to choose as tournament setting one of the standard FMJD Swiss systems like

- FMJD on Solkoff
- FMJD on Solkoff truncated (mandatory for World Cup events)
- FMJD on rating
- Manual

If You choose one of the standard FMJD systems, there is nothing more to do in the set up process ! Just enter the players and make a paring. Any manual change in Tie Break options will change Your tournament into "Swiss-manual".



Sometimes for specific reasons the main referee decides to make some pairing(s) manually. Draughts Arbiter Pro will mark each pairing made manually with a "\*" and a remark on the pairing page "manual pairing by referee". So there is no possibility for "quiet/hidden changes" by the referee.

### Part C basics of starting a tournament

1. How to open/start a new tournament; what tournament data is necessary to include ?
  - Click on the menu option "file" and the "new" (or directly using the 'new' icon) and then choose (normally) tournament for players (the other option is tournament for teams)
  - Click on tournament and then settings and enter the necessary data in "details":
    - o Tournament name
    - o Starting and ending date
    - o Place and organizer
    - o Number of rounds
    - o Referee name
    - o Referee e-mail address
    - o Rate of play, choose from the list
    - o Classification: classic, rapid or blitz
    - o Type of tournament, choose from the list with several kinds of Swiss systems and round robin
  - Check the tie break options the program has already proposed
  - See if it is necessary to input tournament options like 100/64, women's tournament, special case with qualifying best players for final
  - Enter schedule data
  - Input program settings (when necessary) like backup data and editing of players names  
Backup to an external drive is advised in case there are problems with the computer and when you want to continue using the program on another computer.
2. How to download the players file from the FMJD website and where/in which folder to put this file.
  - Choose the menu option " internet" and click on Download FMJD rating list (or use the icon download FMJD rating list). It will by default download the most recent rating list but you may choose another, earlier, rating list if that is necessary for some reason. You do not have to select a folder where to put the rating list but the rating list will be automatically downloaded in the correct folder for use by Draughts Arbiter Pro
  - It is advisable to download the list before starting with any new tournament because the players data at the FMJD website are regularly updated, even during one rating period, with corrections of name and other players data.
3. How to define the tournament system, round robin, Swiss on rating or solkoff, standard FMJD systems.
  - To be defined in tournament settings details
  - It is possible to select a standard FMJD system or to select all settings by hand.



When a standard FMJD system is used it is not necessary to define the details like pairing order, classification order; these are all automatically set to the standard FMJD settings.

#### 4. How to enter the players using the FMJD file

Use the menu option "tournament" and then choose "input players" or directly use the icon 'input players'.

Take care that the mark is set for the option "rating list".

- Start typing in the name field (or in the find field below)
- A choice of names from the rating list will be presented
- Select the player from this list
- Click on "from list" to add the player to the tournament
- Click on new to input the next player
- Click on OK when all players are entered

You may restart this option "input players" to enter new players or to remove players already entered. You may browse through the list of players with the buttons >> and << and +10 and -10

#### 5. How to enter players unknown to FMJD

Just enter the players data when entering a new player. You should enter as much data as possible, especially name (format last name, first name), federation, sex, birth date. If known, a national rating in the field local ranking.

#### 6. Assigning players start numbers.

After inputting the players the players have to receive start numbers. These may be assigned in order of rating, in random order, alphabetically, etc.

Use the menu option "tournament" and use the option "sort criteria". Choose an order or leave it as suggested and click on OK and you will see the Order numbers for the players. When the tournament is played using a standard FMJD system the sorting order should remain as suggested in this sort criteria screen.

After adding new players this process should be repeated.

The order of players on start numbers plays a role in the pairing process: when all pairing data is equal for players they are ordered on their start number. Especially in the first rounds of the tournament this plays a role.

#### 7. How to introduce a dummy player (bye) when there is an odd number of players

It is not necessary to make any special action. The program recognizes that there is an odd number of players and the lowest player in the classification gets a bye (in the first round this is the player with the highest starting number).

#### 8. How to save the tournament data to be used during the tournament

There are two options, automatically and by hand:

- In the tournament settings option "program settings" there is an option "set auto save of tournament data after each round"



- In the menu option “file” there is a save option and a “save as” option to save the tournament data under another name. This save as option may be practical for testing purposes or for playing another tournament with the same players’ names or for saving the tournament settings to be used for another group of players.

#### 9. How to work with views to define what will be shown in a Draughts Arbiter Pro screen

In every report presented by Draughts Arbiter Pro it is possible to define which data has to be presented. When a report (pairing report, classification, cross table ... etc.) is on the screen it is possible to define which fields / columns should be present by selecting the menu option “view” and then the choice “view settings” and then selecting which data should be present on this screen.

### D. Basics of running a tournament

#### 1. How to open/start a saved tournament with the tournament data

Open the tournament by using the open icon, by clicking in the list of recently used tournaments, or by using the menu option “file” and choose the option open

#### 2. Pairing for the first round

Use the menu option “tournament” and choose “pairing”, or directly via the icon ‘pairing’

In the first round: Select the colour for player number 1, usually white and click OK, also click OK on the question to save changes to the tournament.

In further rounds it may be necessary to set “additional pairing options”

#### 3. How to pair a dummy player

The system will pair a dummy player according to the regulations of FMJD.

#### 4. Pairing for next rounds

The same as for pairing in the first round

#### 5. Pairing by hand for special cases

If for some reason the main referee judges it necessary to do some pairing by hand the players concerned should be left out of the pairing process. There games may be added by choosing “tournament”, “pairing”, “manual pairing”, “modification of existing pairing”. In this option you may choose to let the unpaired players be paired automatically, especially easy when two players are left out of the pairing, or to select player by player and then click on ‘pair’.

The program will automatically add a remark to the pairing list that the game is paired by hand.

#### 6. How to enter the results



Select the menu option "tournament" and choose "updating results after the round" or directly click on the icon 'update results'. This may be done during the round for all games already finished and repeated later on when more games are finished.

7. Producing the classification after a round (classification and order for pairing !)

In the tournaments main screen there are several options to produce a classification:

- Final standing produces the classification in the order of the final standing
- Cross table produces a cross table in the order of players number
- Cross table according to places produces a table in the order of the classification
- Progress table gives a table in which the added results per round are shown

8. Introducing a dummy player during the tournament when a player stops with the tournament

The player who leaves the tournament has to be deleted from the pairing process. The program automatically introduces a dummy player and chooses a player who gets a bye. If the player only is absent for one round he may be deleted from the pairing process by adding his name in the pairing process in the list of "players withdrawn from pairing". If the player leaves the tournament it is possible to withdraw him from the pairing in each round, but easier to withdraw him from the tournament. See the menu option "tournament" and the choice "players withdrawal from tournament"

If the number of players now becomes odd the program automatically selects a player to get a bye. If the tournament had an odd number of players, nothing special is necessary as now all players will be paired again by the program in the pairing for the next rounds.

9. Uploading the tournament to a website during (or even before !!) the tournament

You may upload the tournament on any moment, for instance after entering the players' names, after pairing a round, after filling in the results (or part of the results)

- Upload the tournament to an own website  
Select the menu option "internet" and then choose "send tournament website on any internet server". Ask your webmaster what should be entered in the field host, login, password and folder.
- FMJD / Draughts Arbiter Pro website  
Select the menu option "internet" and then choose "publish tournament on FMJD result website server". All fields are already filled. Just only check if the field saying that the tournament should count for FMJD rating is filled in correctly.  
On any moment during the tournament or even before the tournament you may upload the tournament to the FMJD server to inform the players about the tournament and about the players list.  
When you have uploaded your tournament to the FMJD server you can also search the tournament on the FMJD web and add the link (URL) to You own web independently or as a so called "iframe"

## E. End of the tournament

1. Producing / printing the final result tables



See part C Some general remarks about using Draughts Arbiter Pro, point 4 Printing and copying documents from Draughts Arbiter Pro

2. Reporting the tournament to FMJD

Everything what has to be done is just clicking on the icon with the FMJD logo (or choose menu "Internet" and then "Publish tournament web site on FMJD server"). If it is a local tournament, try to enter tournament name in English. Do not forget to mark "I would like to include tournament for FMJD ratings"

After reporting FMJD will automatically include the tournament into the rating and title system and the tournament can be seen on the FMJD server (click on the icon "Tournaments" at the FMJD website).

Some typical mistakes:

- players without FMJD ID'S (this is the reason why it is important to work with FMJD rating list downloaded)
- not entered game rate (tournaments -> settings -> details then it is not possible for FMJD to decide for which rating the tournament should be counted (classical, 50%, rapid/blitz)

**F. Using Draughts Arbiter with FMJD file from other software**

Draughts Arbiter Pro can be used to convert the FMJD report from other software very easily into the Draughts Arbiter Pro format, necessary for the FMJD rating system:

1. Export FMJD file from other software
2. Import the file in Draughts Arbiter Pro: menu option "file", then choose "import" and choose "FMJD report" and select the file where the FMJD report is put by the other software.
3. Reporting the tournament to FMJD (same as above)

*by Frank Teer, Heesch May 2018*