Scorers Guide to using ACRO at CIVA Aerobatic Championships







As Scoring Director at any aerobatic championship you are the keeper of truth and accuracy in all matters related to scoring, and you have a major set of responsibilities to carry out before, during and at the completion of your event. Thorough knowledge of the operation and capabilities of the scoring software is essential to ensure that all your scoring tasks are executed promptly and efficiently, with the minimum of personal strain and effort.

Before every event, make sure that your copy of the ACRO software is the most up-to-date available by running your installed version with internet access 'On' or by visiting https://www.acro-online.net/ to check the current build date.

1. Create the ACRO contest file: Enter the maximum of descriptive information possible; all of the items you establish here will be used as headings and references in a variety of printed and internet reports throughout the event, and care should be taken to present them in a suitable international style and with the maximum of information.

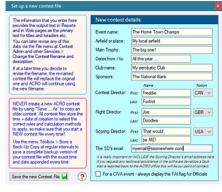
Make sure that you include your name and email address as the scorer so that if any problems occur we can get back in touch with you to provide advice and assistance.

Pilot Levels, Classes or Categories: Check that the required Levels are
present, with the correct TLA's (three-letter-acronyms) and titles. You can
add, change or delete whatever is necessary or simplest to convert the
existing texts to achieve your working solution.

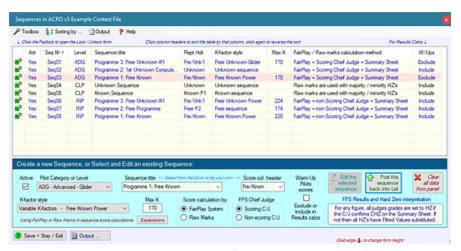
There is a Help menu item or a Help button on some forms which provide direct access to the correct page in ACRO's comprehensive and printable Help system, where you can look through the other 50 or so pages that are packed with clear advice on how to make the best use of the wide range of available features.

3. **Design your Sequences:** Build the sequences that are to be run at your championship, using the pre-set sequence titles if possible or more descriptive ones if this is requested.

At CIVA events you should specify the FairPlay system for each sequence with a non-scoring Chief Judge. For all Free Unknown sequences and the glider Unknowns you can initially set the max-K to "TBA",







and return to reset them to the correct values when they later become fixed and known.

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4. Sequence K-Factors and Penalties:

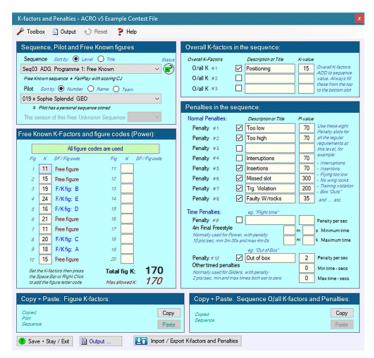
Free Knowns: Import the 5 Master K-factors and all the Penalties using the Stored K-factors option, then use the OpenAero option to enter each pilots sequence, or enter them all by hand as explained below.

Free Unknowns: Import

the Penalties first, then use the OpenAero option to locate and import the Master K-factors from either the Jury file or any pilots sequence file. Each pilots sequence can then be Imported, or entered by hand as below.

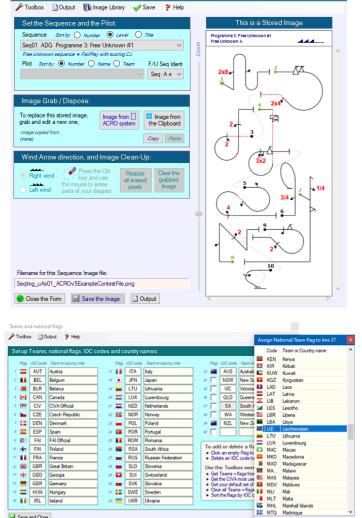
Store K-factor and Penalty sets

Entering pilots sequences by hand: Press the appropriate ident letter A, B ... J etc. to enter each Master figure, or press Spacebar then the letter, or Right-Click to select the figure from the drop-list.

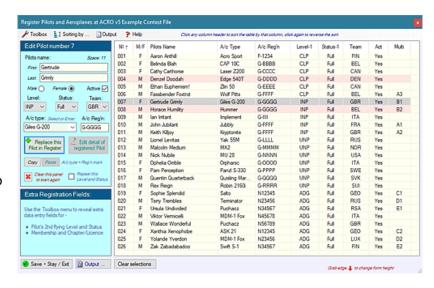


There are many ways to enter K-factors and the Penalties on this form for any type of sequence, take a good look at all the menus and hover over the buttons, then pick the one that suits you best.

- 5. Sequence Images for web Score Sheets: For all Aresti sequences (but not 4-minute Final Freestyle) obtain a copy of each sequence diagram in any format, and use it to create a sequence image for upload with the web results. ACRO makes quick work of grabbing and editing these diagrams from any software on your computer screen - Visio Aresti, OpenAero, pdf etc. and storing the images so that they are linked to the Pilots score sheets in web results when published. Make sure that you read the comprehensive instructions in the ACRO Help system on how to use this feature, which not only enables pilots to link the marks they receive to the figures flown but also provides a ready reference library for training etc.
- 6. National / Team Flags: Make a list of all the nations represented at the event, and ensure that the correct IOC code and flag for each one is present in the Teams and National Flags form. There is a useful 'Import frequently used flags' option on the Functions menu, but if this is not sufficient then over 220 of the world's flags are available by clicking on any unused flag to replace it from the main store. Finally, use the Functions menu to sort the list and make IOC selection simpler on forms that link people to their flags, and then save the new list.



7. **Register all the Pilots:** Get the Pilots details from the Registrar or from the organiser's website, and enter them in normal upper and lower case, forename then surname. You can usefully Import pilots and Judges from previous events (download the ACRO Archived contest file first!) and update their details if necessary. Enter the aeroplane registration or tail numbers accurately to detect multiple use; the "??" is resolved as A1, A2 etc. when you Save the data. If a pilot subsequently withdraws from the event then edit their line, un-check the Active checkbox and they will not be seen elsewhere.

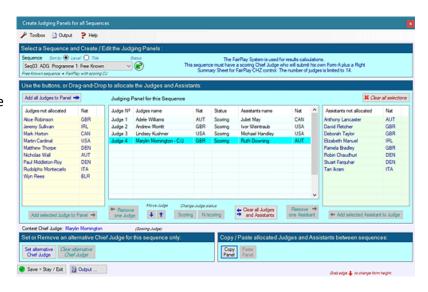


8. Register the Judges and Assistants: Enter the Judge and Assistant names and their nation into their Registration form – the NAT is especially important for Judge Analysis. The names will be sorted alphabetically so that any duplicates will be more obvious.

Select the Contest Chief Judge from the drop-list and this person will be highlighted and "- C/CJ" added to denote that this person is established as the overall Contest Chief Judge.

9. Make Judging Panels for each Sequence: Drag/drop the Judges starting at line-1 and set the Chief Judge as the last member of each panel so that the Confirmed Hard Zero (CHZ) column will be on the right side of your marks entry forms, and CHZ's from the Flight Summary Sheet can be entered after all the judges marks and before the Penalties. To reset the Chief Judge's status to non-scoring, highlight the line and use the "X" button below the Status column. To set an alternate Chief Judge for one or more sequences select the Judge and then use the button at the lower-left – this over-rides the main CJ.





10. Register the Members of the Jury: There are normally three Jury members at each championship. Open the form and enter their names as usual, and set their nation correctly. At CIVA events you should also check the box at the foot of the form to ensure that the flag displayed for them in Reports is the FAI / CIVA flag, as they are officials at the event and therefore their nation should have no effect.



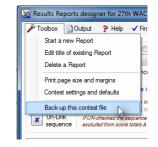
- 11. **Register your Key Personnel:** Enter the names and job-titles of all the important or key personnel at your event. Add as many organisational people as you possibly can for them all to have their names and photos displayed on the championship website provides a great incentive and will go a long way toward securing their best efforts at the event.
- 12. **The event logo:** Obtain a high quality copy of the championship logo, preferably in PNG format and with the transparent, empty or shadowed areas correctly formatted. Copy this to your computer in a convenient folder and link it to the ACRO logo system for subsequent use whenever appropriate on printed and web page output. You can specify the size for it to be reproduced at the top-right margin of the page. Note that there is no "collision detection" with other printed matter on each page, thus smaller rather than larger is preferable.



13. Photographs of Pilots and Officials: Work with the event photographers to obtain good head-and-shoulders JPG photos of all people whose names are entered into the contest file. Use the ACRO photo editor to ensure they are stored in the correct format and linked accurately to their names. It is often useful to output a list of everyone who does and does not have an ACRO photo stored against their name using the Output button at the centre-right of the form. When complete you can print pages of 1-up or 20-up photos for PR purposes and create colourful web photo albums via the lower Photo Output button.

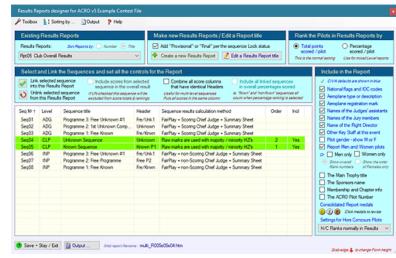


14. And – MOST IMPORTANT! Throughout the event, be sure to use the ultra-simple ACRO Back-Up system at frequent intervals. This menu item is available on every form, and will back-up your contest file to the default folder c:\aerobatics\backups – the default backup folder can however be usefully revised to target a removable USB memory stick via the Default Folder Locations utility on the File menu. These are complete and secure ACRO files that if required can be copied, renamed and opened to cover unexpected loss of data. It is wise to remove and keep this USB stick with you whenever you leave the scoring office ...



15. Create Reports for all your Results:
 Use the Results Reports Designer to create and store a consolidated results report that links together all of the classic sequences, i.e. excluding the 4-minute Freestyle, then add a separate results report for the 4-minute Freestyle. If your event provides medals or trophies for combinations of specific sequences, for example just the Free Unknowns, you will need to add reports to allow those results to be combined and published separately. Ensure that the check-boxes for Judges and Assistants names, the FD, the IOC

codes, the A/c type and registration and



pilots M/F status are ticked to add these items and their data columns to all the reports.

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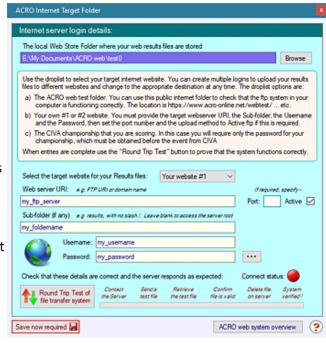
16. **Getting Online:** Using ACRO's Internet Server Login form, select the correct event and enter the login and password. These must be obtained before the event from civa-president@fai.org. For security reasons the password for CIVA events will work only in ACRO and does not enable 3rd party FTP client application such as FileZilla or FTP-Master to be used.

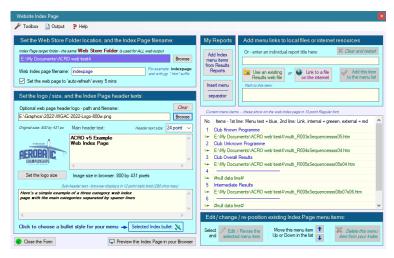
Alternatively you can connect the ACRO client to your own website and sub-folder, as shown. This system has all the usual FTPS/FTP features that you may require.

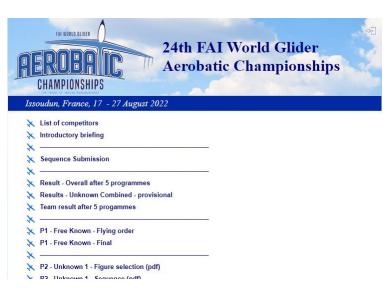
When you have entered all the information use the Round-Trip test button to establish that the transfer system functions correctly – a small test file will be sent to your server, a copy retrieved and checked for accuracy, and finally the file will be deleted. If this process fails then you will need to check the details again and re-try until it succeeds.

17. The web Index Page: Use the Index Page Generator to make an initial index page for your contest result web. Use the Import prestored Reports button to build the online menu items, including a list of competitors, photo albums of all contest attendees, and other items to keep users of this website well informed. Note that users can always get to individual sequence results pages via the click-buttons at the head of each sequence column in consolidated reports; you don't need to list every sequence on your Index page.

Test your index page. To link into the established CIVA menu system, the page title for CIVA events must be "indexpage" (without the suffix .htm). Use the Upload Manager to upload it and all of the associated files. When published check that this index and all the linked pages function correctly. Remember to update your web photos page, a competitors' page with pilots in team order, pdf's of the Free Known and Unknown sequence design pages etc. as soon as they are available. Be sure to maintain these pages up-to-date throughout the event.







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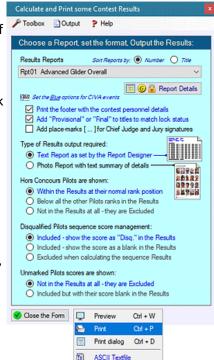
18. Entering Pilots Marks: Enter pilot's marks as soon as the paperwork is returned to you, print <u>two</u> Raw Marks Check-Sheets with the "Add signature box" checkbox under the Pilot selection drop-box ticked, and staple them with the Chief Judges' Flight Summary Sheet on top of all the Judges sheets to provide a secure assembly. These must be checked and approved by each pilot, who will sign <u>one</u> of the Check-Sheets which should then be taken and stored by the Registrar as part of the official contest record.

If any corrections become necessary these must be resolved immediately, checking with the Chief Judge or the Jury if necessary, and Check-Sheets re-printed for re-approval and signature.



19. **Printed Results:** Every hour or so when flights are in progress, use the 'Calculate and Print some Contest Results' form to generate paper copies of the current status of all the consolidated sequence results. Make sure that the report has the 'Team / IOC Country Codes' checkbox ticked, and in the form menu that Team Flags are 'On'. These results reports, together with those published to the internet provide the most important aspects of work by the scoring office as seen by everyone else, and once the event is under way their timely production should be given the highest priority.

Results reports should be posted in a prominent position on an official notice board, as a separate and additional information stream from the online results that will provide the principal information service to participants and the public. It is normal with paper results to publish an overall or consolidated report with <u>all</u> sequences listed, whether started or not, and to add separate single-sequence reports to show the relative rankings of pilots within them. Ensure that the check-box "Add 'Provisional' or 'Final' ..." is ticked to automatically append one or other of these words to the individual sequence header line, as triggered by the status of the sequence locking system.



Excel TSV file

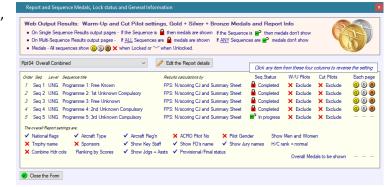
X

20. Checking the Sequence Locks, Medals and Warm-Up Pilots

When using any of the Results Output forms such as the Print one above

here or the similar Teams Form and the web page Results Form below, click the 'Report Info' button to obtain a complete over-view of the report features including, the current Lock-status of each sequence, the Exclude / Include status for Warm-Up pilots and how the medals to be awarded will be displayed.

Warm-Up pilots marks and scores <u>MUST</u> be <u>Excluded</u> from all official results, as they will



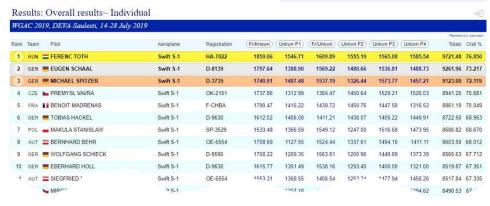
make a small difference to the way that the FairPlay system carries out its analysis. You can make a results report including the Warm-Up pilots to show them, but be sure to reset them to **Excluded** before making any official reports for publication by clicking the "Include" text as above.

You can quickly change or update the **Lock** and any of the **Medals** by clicking them on this form.

21. Online Overall and Programme Results: At intervals of every two or three flights, use the Web Contest and Team Results form to create the results online, then use the ACRO Upload ftp Client to get them all online. A useful time-saver is to set-up ACRO's Auto-Upload to Web' system so you can create and updated the results each time by clicking the auto-upload option, this leading immediately to their publication on the internet without further action on your part.

As soon as a sequence is completed and signed-off by the Chief Judge, set its status to "Locked" to trigger the change from Pilots Raw to FPS Marks online score-sheets (do this by using the Report Info button), and the individual sequence Results will change from 'Provisional' to 'Final'.

Users can easily access the single sequences from the column-header buttons on the consolidated or overall report, there is no need for additional / separate single sequence menu links on your Index page. Keep the Index page as neat and brief as possible and use the internal results page linkages to provide the



∨ 🛅 🌀 🔓 Report Info

Contest Results: Filename multi_R004s02s04s05s06s07.htm

/ Edit the web Team Report title:

Save • Stay / Exit 🖳 Make and Display the requested Results

3 Number of members required for a full Team

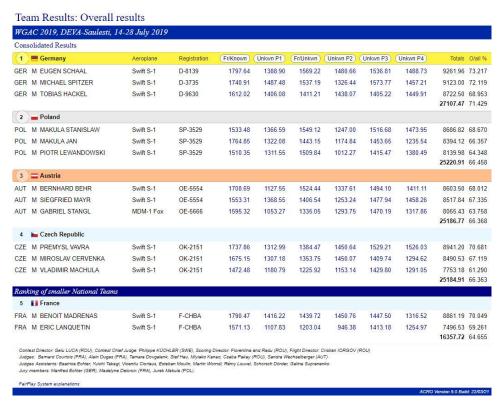
Full size Teams only will be reported

Smaller size Teams will be included in the report

single sequence and pilots' Score-Sheet access as required. Have a good look at the way past events have been established by previous championship scorers on the www.civa-results.com website for examples.

22. **Team Results:** From 2021 the Team Results must also include groups on national pilots where there are not enough pilots to make a full team, usually of the 3 topscoring pilots.

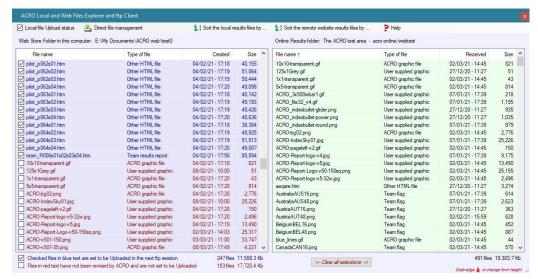
Make sure that you click the "Smaller size Teams will be included" option to add these non-ranked smaller teams to the bottom of your report. Only nations with a single pilot are now excluded from these reports.



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23. **Keeping track of the web files to upload.** Use ACRO's FTP File Explorer for an overview of the files that you have created and directed into your Web Store Folder and also the files that you have already uploaded to your designated remote internet folder.

This file Explorer form has two panels – one shows the files in your computer, the other lists files that are on the remote internet website. The left panel check-boxes show the files that will be uploaded at the next FTP session they are automatically set by ACRO every time



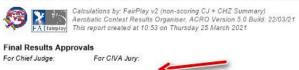
a file is created or updated and must be published online at the next opportunity. Both panels can be sorted in many different ways. You can also delete individual files from the local or the remote web folder by right-click and selecting Delete this file.

24. Verification of Results: As soon as each sequence is completed and all the marks entered, you should print a single sequence results sheet with the CIVA signature box added. These will be signed as 'Final' by the Chief Judge and the International Jury once the two-hour Protest Period has elapsed and any consequent actions resolved. Photo-copies of these signed results reports should replace the previous sheets, so that it becomes clear when the results are officially approved as 'Final' for the event.

Results: Results~ Programme 2 - Unknown 1 WGAC 2019, DEVA-Saulesti, 14-28 July 2019 Results~ Programme 2 - Unknown 1 - Final



Contest Director: Gelu LUCA (ROU), Contest Chief Judge: Philippe KÜCHLER (SWE), Scori Judges: Bernard Courtois (FRA), Alain Dugas (FRA), Tamara Dovgalenk, Stef Hau, Miyiako Judges Assistants: Beatrice Echter, Yuichi Takagi, Vicentiu Ciorlaus, Esteban Moulin, Martin Jury members: Manfred Echter (GER), Madelyne Delcroix (FRA), Jurek Makula (POL).



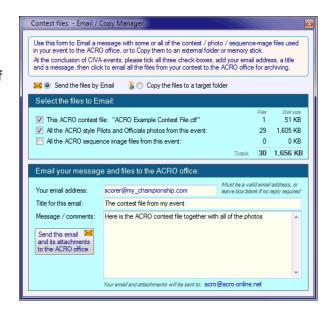
- 25. **Final actions when the event has completed:** When the championship is finished, please email the following contest files to the CIVA president using ACRO's Copy files / Email Manager:
 - The final ACRO contest file
 - The ACRO photographs from the event
 - The ACRO sequence images from the event

We would also like to receive copies of the <u>original</u> files of all the approved sequences that have been flown at the event, in either their OpenAero "filename.seq" or Visio Aresti "filename.vsd" format.

If you prefer to use your own email client or wish to send the files from another computer, use this form with the radio-button set to 'Copy files to external folder' to copy all the files to a memory stick etc.

Otherwise you'll need to hunt the files out and collate them from their usual locations:

The contest file will be at: c:\aerobatics\datax
 The photos are located at: c:\aerobatics\photos
 Sequence images are at c:\aerobatics\sequences



26. **Problem solving:** Always remember – if you have any tricky problems (and it is always possible that you will ...) the ACRO Help System should provide a sensible answer. If all else fails use the ACRO Copy files / Email Manager form to contact the CIVA Scoring Director by email, or by phone, or he might even be at the event



Keep your sense of humour alive and well, and Good Luck!

Nick Buckenham CIVA - January 2023