

MCC Registration Process

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1. Pre-Round Preparation

1.1. Pairing Card Labels

1.1.1. Preparation

1.1.1.1. The labels are produced by a report from the MCC Membership Database.

1.1.1.2. Currently, the Membership Database resides in one physical location. Until it is generally available, the club is dependent on the person maintaining the database to provide the labels for Round 1 of each event.

1.1.2. How to Read the Labels

1.1.2.1. Image of a typical label

Gus Gosselin	1500
12-31-99	10021693 USCF Ok
02-22-22	0 plago MCC Ok

1.1.2.2. Explanation of the Three Rows on the Label

1.1.2.2.1. 1st Row, from left to right

1.1.2.2.1.1. Players Name shown first then last name

1.1.2.2.1.2. Rating

Rating as it appears on the most recent supplement (unless the person preparing the labels mistakenly did not update the supplement)

1.1.2.2.2. 2nd Row, from left to right

1.1.2.2.2.1. USCF Expiration date

Expiration from the most recent supplement (unless the person preparing the labels mistakenly did not update the supplement)

Because the supplement is only updated every two months, a player may have renewed already but we will not have it on the label yet.

If an asterisk, * appears to the right of the date, it means that the players USCF membership has expired.

1.1.2.2.2.2. USCF ID

1.1.2.2.2.3. USCF membership status

USCF Ok or USCF Bad will appear depending on if the players USCF expiration has expired. The USCF Bad will appear in Red if a color printer printed the label.

1.1.2.2.3. 3rd Row, from left to right

1.1.2.2.3.1. MCC Expiration date

If an asterisk, * appears to the right of the date, it means that the players club membership has expired.

1.1.2.2.3.2. How many months Played Ago

The middle area of the label is used to indicate how many months ago since the player last played at the club. It generally appears as a number followed by the text plago which means “played ago”

1.1.2.2.3.3. MCC membership Status

If the players club membership has not expired, the text “MCC Ok” will appear. If they are no longer a member, “---“ will appear. The status will be printed in Blue if a color printer printed the label

1.2. USCF Rating Supplement

The most recent Rating supplement should be loaded onto the computer prior to any entries being registered in the pairing software.

1.3. Registration Desk

1.3.1. Preparation

The instructions below are geared towards two people at the registration desk.

1.3.1.1. Pairing Card Labels (not self serve)

1.3.1.2. Should have the range of names indicated on the top of the sheet.

1.3.1.2.1. Should be fanned out so that both people can reach them.

1.3.1.3. Self Serve of Pairing Card Labels

1.3.1.3.1. Should have the range of names indicated on the top of the sheet.

1.3.1.3.2. Are creased for each column of labels so that the right hand side of the label separates from the backing. In addition, the lifted portion of the label should be bent backwards so that it is permanently creased to avoid laying flat against the backing again.

1.3.1.3.3. The sheets of labels should be placed on the pegboard, which will be hung on the door for players to access.

1.3.1.3.4. Pairing cards should be placed in the holder on the pegboard for players to stick their labels on.

1.3.1.3.5. A paper copy of the labels should be placed at the registration table so it can be referenced if needed.

1.3.1.4. Credit Sheet

1.3.1.4.1. A Credit sheet is maintained and should be present at the registration desk for every round.

1.3.1.4.2. Currently a single person maintains the credit sheet though it could be done on the clubs computer.

1.3.1.4.3. The Credit Sheet should be placed between the to people doing registration.

1.3.1.5. Cash

- 1.3.1.5.1. There should be a large number of Five-dollar bills available and at least ten, Ten-dollar bills.
- 1.3.1.5.2. Cash should be placed between the to people doing registration.
- 1.3.1.6. Pairing Cards
 - 1.3.1.6.1. A stack of pairing cards should be located between the two people doing registration. It may be more convenient for people to have their own stack of cards.
- 1.3.1.7. Receipt book
 - 1.3.1.7.1. If there is no other person who will be designated to handle the writing of receipts, the receipt book should be present on the table.
 - 1.3.1.7.2. There are two receipt books. One is designated as Even, the other as Odd. The Even book should be used for Even numbered rounds and the Odd book for Odd numbered rounds. This allows one book to be taken off site for use in updating the cub records and provides a means of writing a receipt in the event the person who took the book offsite, if there were only one receipt book, does not return it the next week.

1.4. Computer

1.4.1. Preparation

1.4.1.1. Round 1

The contents of this section should be followed in the order that they appear from top to bottom.

1.5. If Self serve of Labels is in use

Players arriving should find their label and place it on a pairing card and then queue up at the registration table.

- 1.5.1. Whichever registrar is not currently processing someone should ask the person in line to move to be across from them at the registration table.
- 1.5.2. If a player does not have their card and label when they arrive before the registrar
 - 1.5.2.1. Ask if they have played at the club before.
 - 1.5.2.1.1. If they have not played at the club before, proceed to the **No Label Process** step.
 - 1.5.2.1.2. If they have,
 - 1.5.2.1.2.1. Ask them to please find their label and place it on a card and return to the line.
 - 1.5.2.1.2.2. The registrar then processes the next person in line. (**Return to the start of this section**).
 - 1.5.2.1.3. If they say they have played at the club before but they cannot find their label, check the printed copy of the labels.
 - 1.5.2.1.3.1. If their label is on the printed copy,
 - Inform them that a label with their name shows as being printed and to return to find it. Note: it is possible that someone could have taken his or her label by mistake.
 - The registrar then processes the next person in line. (**Return to the start of this section**).
 - 1.5.2.1.3.2. If their label was not printed, proceed to the **No Label Process** step.

1.6. If Self Serve of Labels is Not in use.

Players arriving should queue up at the registration table.

1.6.1. Whichever registrar is not currently processing someone should ask the person in line to move to be across from him or her at the registration table.

1.6.2. The person is asked their name so that their label can be located.

1.6.2.1. If their label is found, it is placed on the pairing card.

1.6.2.2. Proceed to the Information Checking step.

1.6.2.3. If their label was not printed, proceed to the **No Label Process** step.

1.7. No Label process step

1.7.1. Ask the player to step aside and please fill out the MCC Player Information Form and return to you.

1.7.2. Check if there is a USCF number

1.7.2.1. If USCF number is present

1.7.2.1.1. Ask to see their membership card to check their status.

1.7.2.1.1.1. If they are current, done with USCF checking

1.7.2.1.1.2. If they are expired, determine which type of membership they need to renew and mark it on the Information form.

1.7.2.2. If no USCF number present

1.7.2.2.1. Ask if they have ever been a member of the USCF.

1.7.2.2.1.1. If have been a member of the USCF

Ask if they have their old number

Ask if they remember the last year they played

Ask if they remember the last rating they had.

Ask if they had played more than 3 games back then.

1.7.2.2.1.2. If never been a member of the USCF, direct them to someone else to help process their new membership, if anyone else is available and hand back the form to give to that person.

1.7.3. Write the players Name and USCF ID number if one exists on the pairing card in the appropriate place.

1.7.4. Determine what section the player wants to play in.

1.7.4.1. Write the section on the pairing card in the appropriate place.

1.7.4.1.1. You may use a shorthand for designating the section. Some examples

1.7.4.1.2. When there are only three sections, you can use O for Open, M for Middle, B for Bottom.

1.7.4.1.3. You can always use the start of the rating cut-off such as O for Open, "18" for Under 18xx, etc.

1.7.5. Marking paid amounts on the Pairing cards

The total dollar amounts paid and for what purpose along with the fact that credit was applied should always be reflected on the card. Any amount owed should be clearly indicated on the card.

1.7.5.1. Less than full amount being paid

1.7.5.1.1. The club allows club members to be "short" the amount owed if necessary. Anytime there is an unpaid balance a large empty circle

should be drawn on the card with no hand written amount falling within it. Note *outside the circle* how much was paid and how much is still owed.

1.7.5.1.2. If the player later that evening makes payment, that payment shall be put into that circle. Any additional amount owed is still noted on the card. You should initialize your filling in of any amount.

1.7.5.2. Entry Fee

1.7.5.2.1. Always check the Credit sheet to see if

1.7.5.2.1.1. We owe them money

1.7.5.2.1.2. They owe us money due to recent activity

1.7.5.2.1.3. They owe us money due to Forfeits

1.7.5.2.2. Apply any Credit/Debt when calculating the entry fee.

1.7.5.2.3. Always put the dollar amount actually paid, if any.

1.7.5.2.4. Also indicate with the word "Credit" if any Credit was applied.

1.7.5.2.5. Update the Credit sheet to reflect the new amount. Initialize your update.

1.7.5.2.6. Working MCC TDs play for Free. If they are going to be on duty for the event, mark the entry fee as "TD".

1.7.5.2.7. Masters, those at 2200 and above play for free. If they are a Master, mark the entry free as "Master"

1.7.5.2.8. Some volunteers are given free entry such as the Instructor for the Weekly Group lesson if they are teach for the month. Check with the President or Board member if in doubt.

1.7.5.2.9. Some players are given free entry due to joining the club. This is usually indicated in advance on the Credit sheet and at other times because they just joined that evening. If they are to play for free, mark the entry fee as "Free"

1.8. Completed Cards

1.8.1. Pile all completed cards into one pile

1.8.2. If someone is not regularly transporting the cards over to the computer operator, take the time to take them over after several have accumulated so that a backlog does not build. The closer to pairing time the more often the cards should be transported over.

1.8.3. Place the cards in the place indicated by the Computer Process. This is generally, into a pile on the left of the computer.

2. Clearing the Phone Messages

2.1. Getting the messages

2.1.1. The official cut-off time for leaving messages is 7:00 PM. The phone should not be checked until 7:05 to allow for any slight differences in your time versus the correct time.

2.1.2. You must dial the code to get out of the building if calling from within the facility

2.1.3. Listen to each message carefully and completely. Never delete any messages until completely done and all messages are accounted for.

2.1.4. If you cannot make out the details of a message, after you have processed all the others, find someone else to listen to the messages who is likely to know the names being spoken, if it is names you are having difficulty with.

- 2.1.5. If all messages are accounted for, you may and you should delete the messages. If you leave messages on the phone they may be confused with the next week messages.

2.2. Processing the people who left messages

- 2.2.1. If someone is entering, a card must be filled out for them. Fill out the card according to the normal process. Since the message was on the phone, if they do not have credit to be applied then they will have a circle to indicate that they owe, as explained elsewhere. Place the word Phone just outside the circle
- 2.2.2. If someone is taking or canceling a bye, the bye sheet must be filled out as though they were at the club to fill it out. You should write Phone with the bye date entered onto the bye sheet.
- 2.2.3. Once the above steps have been completed the cards should be placed to the left of the computer for processing, as any other cards would be.

3. Computer Process

3.1. Check the configuration of defaults

- 3.1.1. Start SwissSys
- 3.1.2. **Go to Options, Get Profile** and load the proper profile for the event.
- 3.1.3. If time permits, review the settings associated with Pairings
- 3.1.4. The settings for pairings should appear as shown below.

The screenshot shows the 'Rules for Pairing' dialog box with the following settings:

- In-depth searches
- 3 consecutive colors OK
- Plus/minus color variation
- Old USCF color variation
- Coin toss for color in last round
- Accelerated pairings
- Bye Strictness:**
 - Relaxed
 - Medium
 - Strict
- Byes for Half-point Bye Recipients:**
 - Allow full point byes
 - Prefer to avoid full-point byes
 - No full-point byes
- Round robin tables:**
 - Crenshaw
 - Berger/FIDE
- Random lot numbers for round robin
- Pair Restrictions:**
 - Team
 - Club
 - City
 - State
 - Zip
 - Class Pairings
 - Plus 2 pairings
 - Plus 2 cutoff: 2
- Rating Difference Limits:**
 - 200 Equalizing
 - 80 Alternating
- FIDE Pairings
- Pair teams by game pnts instead of match pnts.

3.2. Before Pairings are done

- 3.2.1. All cards not processed should be piled to the left of the computer.
- 3.2.2. Unprocessed cards go to the left of the laptop. These can be sorted by section if you have time since it makes entering them slightly easier. NOTE: Be alert to entering people who are taking a bye in round 1.
- 3.2.3. As you enter people into the correct section place their card into piles on the right hand side of the computer according to section, fact up.
- 3.2.4. Periodically count the entered cards and validate the count with what is shown in the SS window.
- 3.2.5. After each validation turn those cards upside down by section to the right. Ideally, write the count on the backside of the card on the top after you have flipped the cards just added, over. This helps if you are "off" at the end since it is impossible to find the missing card if you have 30 but simple if you can narrow it down. Example, if you know you were correct after 21 cards and you find someone missing at the end (28 cards) it is easy to figure out which one it is.
- 3.2.6. If it is too busy to validate, typically from 7:15-7:25, have someone (anyone) count the cards for you to make it quicker to validate.
- 3.2.7. If it is a 4 round event use accelerated pairings in any section with 24 people registered (this is for round 1 and 2 only).
- 3.2.8. When you are ready to pair, check the bye sheets to make sure that all the byes are accounted for. Sometimes byes will be entered or removed on the sheets at the club even on the night that they are for.
- 3.2.9. Do the pairings
- 3.2.10. Check that all the expected paired out players are indeed paired out. Sometimes a bye might be entered against the wrong person.

3.3. As the games complete and the end of the night process

- 3.3.1.
- 3.3.2. (to be filled in)
- 3.3.3.
- 3.3.4. Before any projected pairings are done or the files backed up, the Bye Sheets **MUST** be checked and all changes made to the sections as appropriate. All checked entries must be initialized. During the course of the round, people may have added or eliminated byes and thus careful checking is necessary.
- 3.3.5. Projected pairings and Standings should be posted on the board but it is not a requirement.
- 3.3.6. Wall Charts must **ALWAYS** be printed out and posted on the board before the computer operator leaves.
- 3.3.7. The folder containing the SwissSys event files must **ALWAYS** be backed up and that backup left with the machine.
- 3.3.8. Someone must take responsibility for getting a backup copy sent to the WebMaster email address so they may process the files for posting the next day.