

MAINTENANCE MANIA!®

Scorekeeping System - SOP

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RE-KEY TECHNOLOGY

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MAINTENANCE MANIA!

Presented By
NAA
NATIONAL APARTMENT ASSOCIATION

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The 2021-2022 Maintenance Mania season will feature a revamped wireless scoring system. In the past, the system relied on the seamless communication between the laptop, iPods, and routers. Moving forward, all connections will run through your venue's Wi-Fi network. A laptop for the main scorekeeper, and smartphones/tablets for the judges are still required, but a router will no longer be necessary.

A high-level overview of the scoring system is available in the Maintenance Mania Affiliate Handbook (located in this binder). However, the following SOP will provide a detailed outline, including all the necessary steps to set up and score your event.

For any issues with the scorekeeping platform, please contact:

Ariel Levis: (858) 831-2922 or ariel.levis@hdsupply.com

Taylor Lynch: (858) 831-2921, (858) 444-7678 (mobile) or micahel.lynch@hdsupply.com

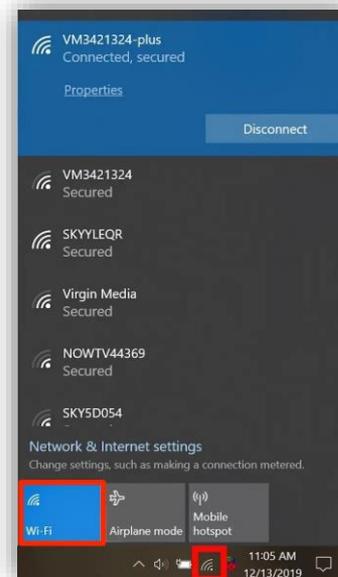
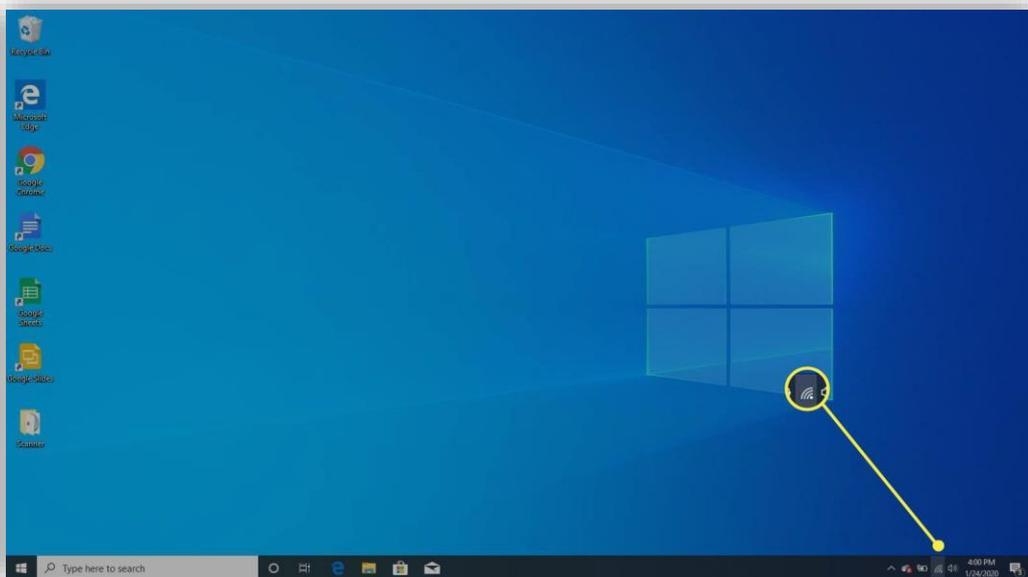
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How to Connect to a Network

This year's Maintenance Mania competition will bring major improvements to how you access the scoring platform. You will no longer need to connect the laptop – as well as smartphones - to the routers. Instead, the connection will run through your venue's Wi-Fi network.

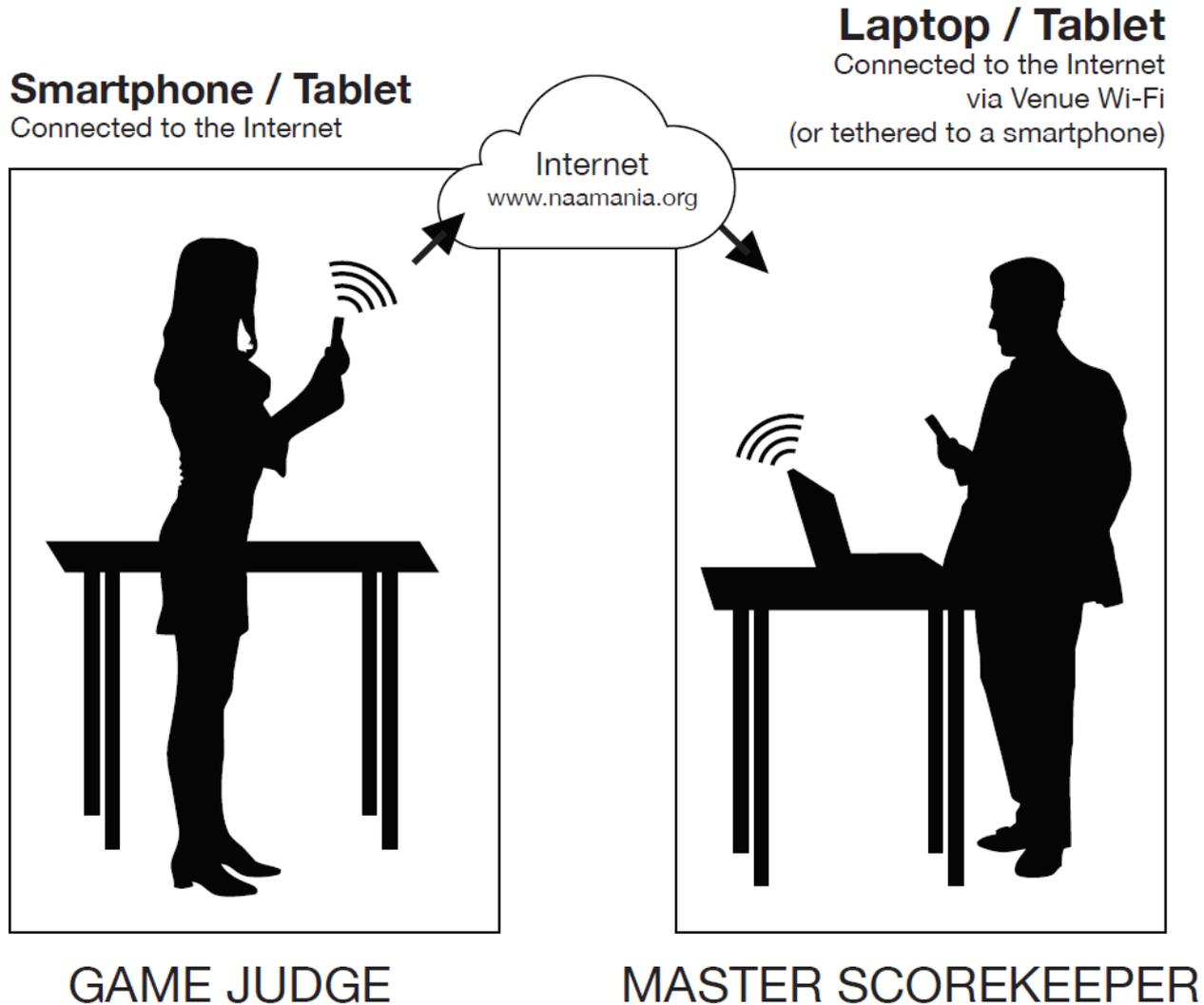
To connect the laptop to your venue's network, use the following steps.

- **STEP 1:** At the bottom right-hand side of your desktop, click on the network icon located in the system tray. The network icon's appearance will vary by computer, but may look like the following: 
 - For those using a Mac, the network tray is located at the top right of your desktop, and the icon will look like this: 
- **STEP 2:** Locate the venue's network name and click connect. You may be asked to enter a password (or network key).
- **STEP 3:** Once you are connected to the network, open your internet browser (i.e., Chrome, Firefox, Internet Explorer) and visit the scorekeeping website to begin your event.



Note: You are responsible for acquiring your venue's log-in credentials (network name and password) prior to your event. In some instances, a venue will provide a public Wi-Fi network, and a password/network key will not be necessary.

If your venue is not internet accessible, or will not provide Wi-Fi credentials, the main scorekeeper (using the laptop) will have the ability to tether their smartphone/tablet as a personal hotspot. This will allow the laptop to access the internet through your smartphone/tablet.



To make your smartphone or tablet a personal hotspot on an iPhone:

- **STEP 1:** Click the Settings icon 
- **STEP 2:** Click on Personal Hotspot icon 
- **STEP 3:** Click on “Allow Others to Join”
- **STEP 4:** Go to your network tray (as explained in the previous page) and locate your hotspot’s network name.

To make your smartphone or tablet a personal hotspot on an Android:

- **STEP 1:** Click on the Settings icon 
- **STEP 2:** Click on the Network & Internet icon 
- **STEP 3:** Click on the Hotspot & Tethering icon 
- **STEP 4:** Click on Mobile Hotspot
- **STEP 5:** Go to your network tray (as explained in the previous page) and locate your hotspot’s network name.

Game judges will **not** be required to tether their phones to score their respective games. Judges will be able to access the scoring site on their smartphone/tablet using their standard data plan. If the venue does provide internet access, judges can choose to use the venue’s network or their standard data plan.



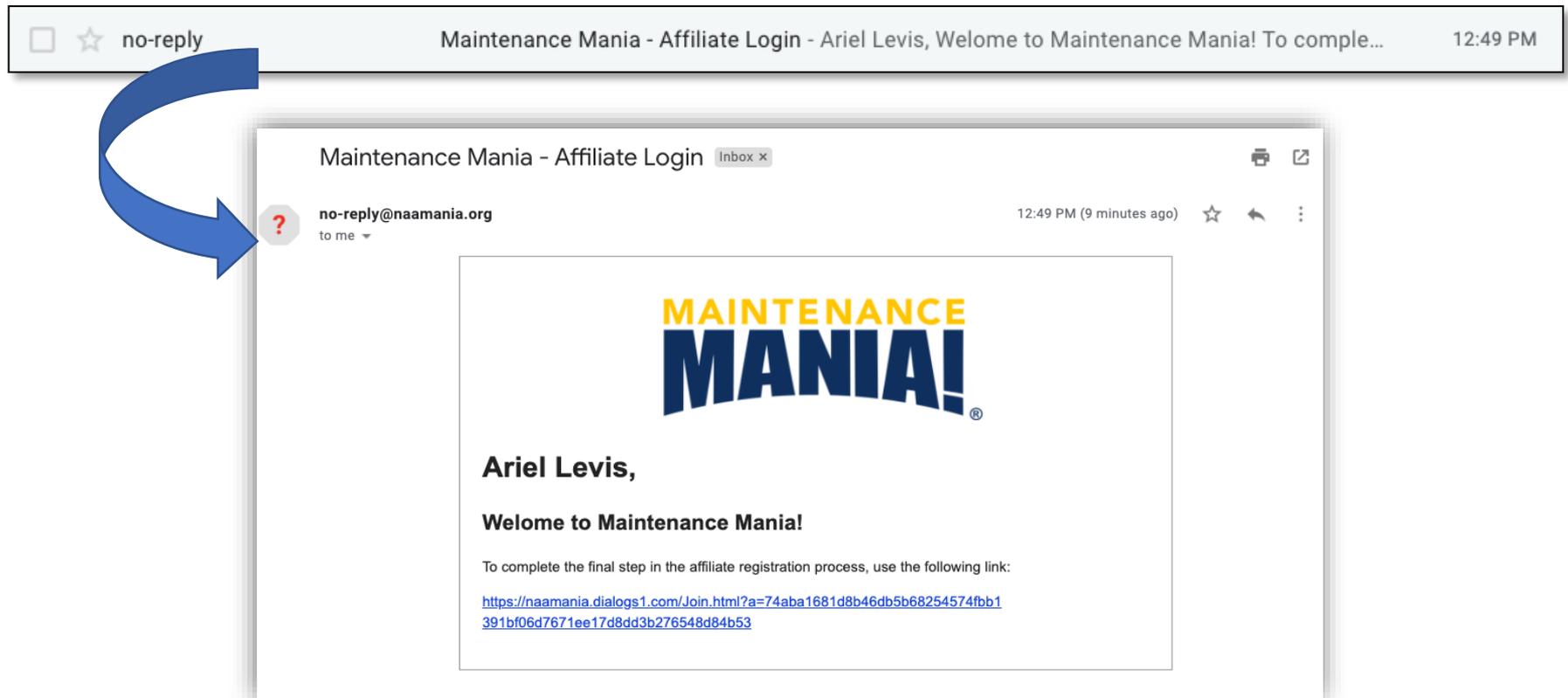
Note: Setting up a mobile hotspot for Android phones will vary between phone manufacturer. The steps listed above are general guide for how to locate the mobile hotspot setting on your Android phone, but the specific steps may differ.

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Registering Your Affiliate's Admin

Step 1:

Your affiliate will choose a main point of contact to handle the participant registration process. Once that person has been determined, provide their contact information (name and email address) to Ariel Levis at HD Supply. From there, that person will receive a generated email asking them to register and create a password.



Note: If the registration point of contact will not be the master scorekeeper during your Maintenance Mania event, an additional link can be sent for the master scorekeeper to register.

Step 2:

Once your new password has been saved, click on **AFFILIATE DASHBOARD** at the top right-hand side of the page to get to your event's homepage.

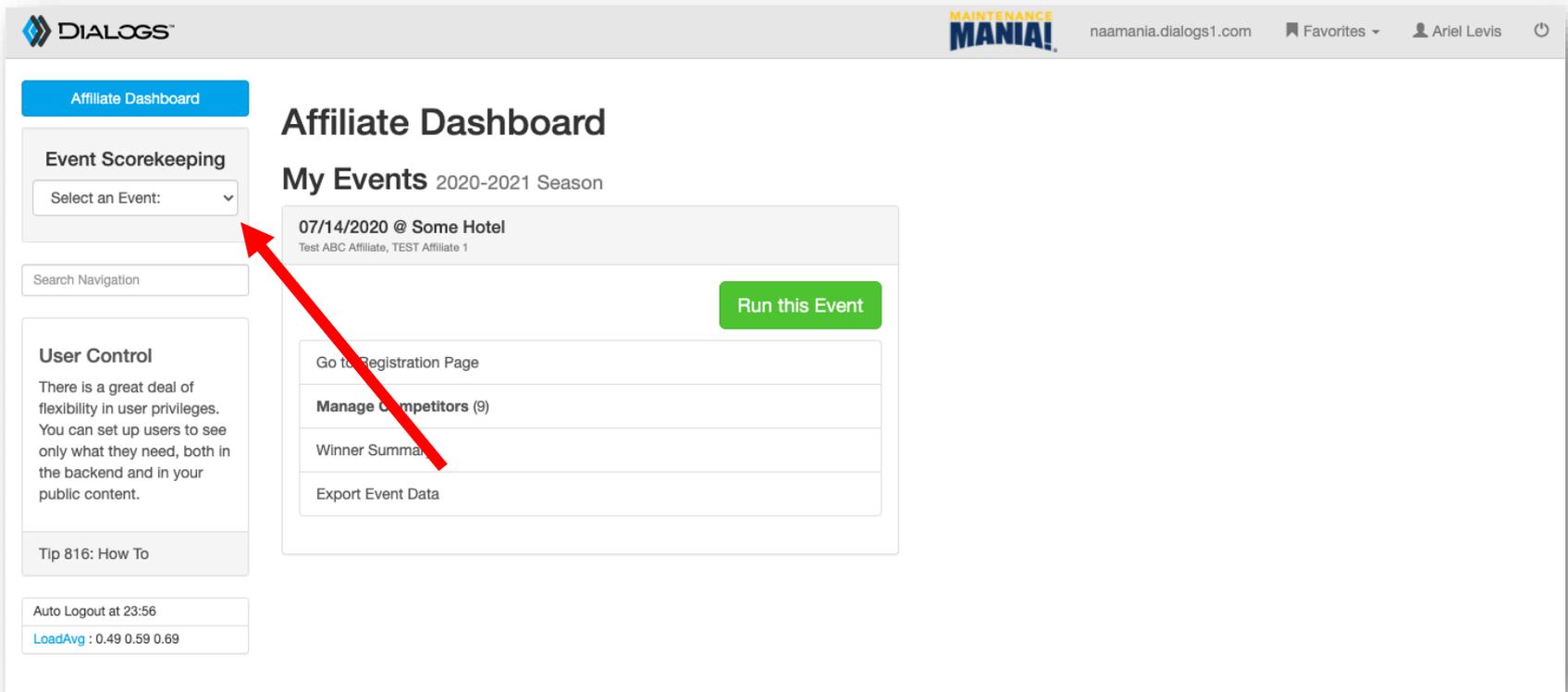
The image displays two sequential screenshots of the NAA Maintenance Mania website. The top screenshot shows the 'Register with NAA Maintenance Mania' page with a form titled 'Please enter your new password'. The form contains two input fields: 'New Password' and 'Password again', each with a 'Leave blank unless changing.' instruction below it. A blue 'Submit' button is located at the bottom of the form. The top navigation bar includes links for 'Scorekeeping', 'Rulebook', 'MM Home', 'Contact', and 'Login'. The bottom screenshot shows the same page after the password has been saved, indicated by a green message box that reads 'Your New Password has been saved.'. The top navigation bar now includes an additional link, 'Affiliate Dashboard', which is highlighted with a red rectangular box. A large blue curved arrow points from the bottom of the first screenshot to the bottom of the second screenshot, indicating the progression of the process.

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Affiliate Dashboard

On your **AFFILIATE DASHBOARD** (or home screen), you can navigate to several areas pertaining to your event.

- To open your event page, use the drop-down menu on the left side of the screen and find your event (in most instances, only your specific event will be visible in the drop-down menu)
- From the **AFFILIATE DASHBOARD**, you can register individual competitors, manage your current participant list, and run the event.



The screenshot shows the Affiliates Dashboard interface. At the top, there is a header with the DIALOGS logo, the MAINTENANCE MANIA! logo, and the URL naamania.dialogs1.com. The user is identified as Ariel Levis. The dashboard is divided into several sections:

- Affiliate Dashboard** (blue button)
- Event Scorekeeping** section containing a "Select an Event:" dropdown menu, which is highlighted by a red arrow.
- Search Navigation** input field.
- User Control** section with text: "There is a great deal of flexibility in user privileges. You can set up users to see only what they need, both in the backend and in your public content." and a "Tip 816: How To" link.
- Auto Logout** at 23:56 and **LoadAvg** : 0.49 0.59 0.69.
- Affiliate Dashboard** main heading.
- My Events 2020-2021 Season** section containing a list of events. The first event is "07/14/2020 @ Some Hotel" with the subtitle "Test ABC Affiliate, TEST Affiliate 1". A green "Run this Event" button is located to the right of this event.
- Below the event list are links for "Go to Registration Page", "Manage Competitors (9)", "Winner Summary", and "Export Event Data".

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Competitor Registration

New this season, competitors will have the option to self-register for their local event. Admins can still upload a full competitor list if they choose to do so, or they can register competitors on an individual basis.

- For competitors to self-register, visit Maintenance Mania Scorekeeping Main Page: <https://www.naamania.org>. From there, competitors can click on their local event and follow the steps to register. To confirm the competitor is registered, visit you **AFFILIATE DASHBOARD** and click on the **MANAGE PARTICIPANTS** tab.

The image shows two overlapping screenshots of the Maintenance Mania website. The left screenshot displays the homepage with a 'Welcome to Maintenance Mania!' message and a table of 2020-2021 Season events. A blue arrow points from the 'River Region Apartment Association' event in the table to the registration form on the right. The right screenshot shows the 'Registration for Maintenance Mania' form for the River Region Apartment Association event on 10/22/2020 at the Union Station Train Shed in Montgomery, AL. The form includes fields for personal information, property details, and a liability waiver.

2020-2021 Season

Date	Host	Venue	Location	W
09/18/2020	Northern Colorado Rental Housing Association	Fort Collins Marriott	Fort Collins, CO	
09/29/2020	Apartment Association of New Mexico	Expo New Mexico	Albuquerque, NM	
10/09/2020	New York Capital Region Apartment Association	Albany Capital Center	Albany, NY	
10/15/2020	Mobile Bay Area Apartment Association	USS Alabama Battleship Memorial Park	Mobile, AL	
10/22/2020	River Region Apartment Association	Union Station Train Shed	Montgomery, AL	
11/03/2020	Columbus Apartment Association	Ohio Expo Center - Kasich Hall	Columbus, OH	
11/12/2020	Arizona Multihousing Association - TUC	Tucson Convention Center	Tucson, AZ	

Registration for Maintenance Mania

Host: River Region Apartment Association
Date: 10/22/2020
Venue: Union Station Train Shed
Montgomery, AL

Registration Form Fields:

- First Name * (First Name)
- Last Name * (Last Name)
- Property Name * (Property Name)
- Management Company / Owner * (Management Company / Owner)
- Address * (Address)
- City * (City)
- State * (Select)
- Zip * (Zip)
- Work Phone * (Work Phone)
- Email Address * (Email Address)
- Affiliate / Association (Affiliate)
- Shirt Size (N/A)
- Wildcard * (no)
- Liability Waiver * (The participant hereby acknowledges that to be eligible for the National Championship competition, the following criteria must be met. They must:
 - Be a maintenance technician employed in the apartment industry
 - Spend a minimum of 32 hours per work week in the field
 - Be primarily employed by a community that is an industry member or employed by members in good standing with an NAA-affiliated local, regional or state Apartment Association.)
- Photo/Quote Release * (a) They irrevocably consent to the unrestricted use by HD Supply Facilities Maintenance and those acting with the company's permission and authority of my name, personal quote and any and all photographs which HD Supply Facilities Maintenance has taken of me or which they may be included for all purposes, in any and all media, without limitation, including advertising, solicitation or trade. b) They hereby waive any right to inspect or approve the finished photographs, quote, advertising copy, or printed matter that may be used in conjunction therewith, or to the eventual use that it may be applied.

The competitor agrees with these terms *

I am human 

Submit Registration

To add, or register, a competitor as an admin, you have two options. You can either (1) add a competitor manually- one at a time, or (2) import a completed competitor list. New this year, admins can export the competitor list template themselves from the **AFFILIATE DASHBOARD**. As in year's past, you simply fill in the required competitor information to the template (name, address, property, etc.), then upload it back into the system.

To manually add a participant:

- STEP 1: Click on the **MANAGE COMPETITORS** tab on your **AFFILIATE DASHBOARD**.
- STEP 2: On the **MY COMPETITOR PAGE**, click **+ Add Competitor**
- STEP 3: Fill out all the required fields on the Competitor and hit **Save**

The image displays three sequential screenshots of the DIALOGS MANIA! system interface, illustrating the steps to manually add a competitor. Red arrows indicate the navigation path, while blue curved arrows show the flow between the screenshots.

Screenshot 1: Affiliate Dashboard
The 'Affiliate Dashboard' shows the 'My Events' section for the 2020-2021 Season. A red arrow points to the 'Manage Competitors (9)' link in the left sidebar.

Screenshot 2: My Competitors
The 'My Competitors' page displays a table of competitors. A red arrow points to the '+ Add Competitor' button. The table contains the following data:

ID	# of Events	# of Competitors	# of Hosts	# of Status
7	2	1	N	enabled
8	2	2	N	
9	2	3	N	
22	2	4		
45	2	5		
46	2			enabled
47	2		N	enabled

Screenshot 3: Competitor Form
The 'Competitor' form shows the 'Competitor Setup' section. A red arrow points to the 'Save' button. The form includes fields for ID, Competitor ID, Event, Status, and Personal Info (First Name, Last Name, Property).

To import a completed competitor list

- STEP 1: Click on the **MANAGE COMPETITORS** tab on your **AFFILIATE DASHBOARD**.
- STEP 2: On the **MY COMPETITORS** page, click [Import Competitors to this Event](#)
- STEP 3: On the **IMPORT COMPETITORS** page, you can either (1) download a copy of the competitor list template, or (2) import a competitor list. Please note, in order to successfully import a competitor list, your template must match the formatting of the template available to download. It is highly recommended that you download a copy of the template first, add your competitor info, then upload the list back the system.

The screenshot displays the 'Import Competitors' interface. At the top, the 'Affiliate Dashboard' is visible with a 'Run this Event' button. The main content area shows event details: Host: Test ABC Affiliate, TEST Affiliate 1; Date: 07/14/2020; Venue: Some Hotel, Dallas, TX. Below this, there are two primary options: 'Upload Your List' which includes an 'Excel File' section with a 'Choose File' button (no file chosen) and an 'Import' button; and 'Sample Excel List Template' which includes a 'Download Excel Template' button. Red arrows highlight the 'Choose File' and 'Download Excel Template' buttons.

 Downloading the sample template is particularly useful if your competitors are registering through a third-party site, or your affiliate's registration site. Most registration sites are not compatible with this scorekeeping system.

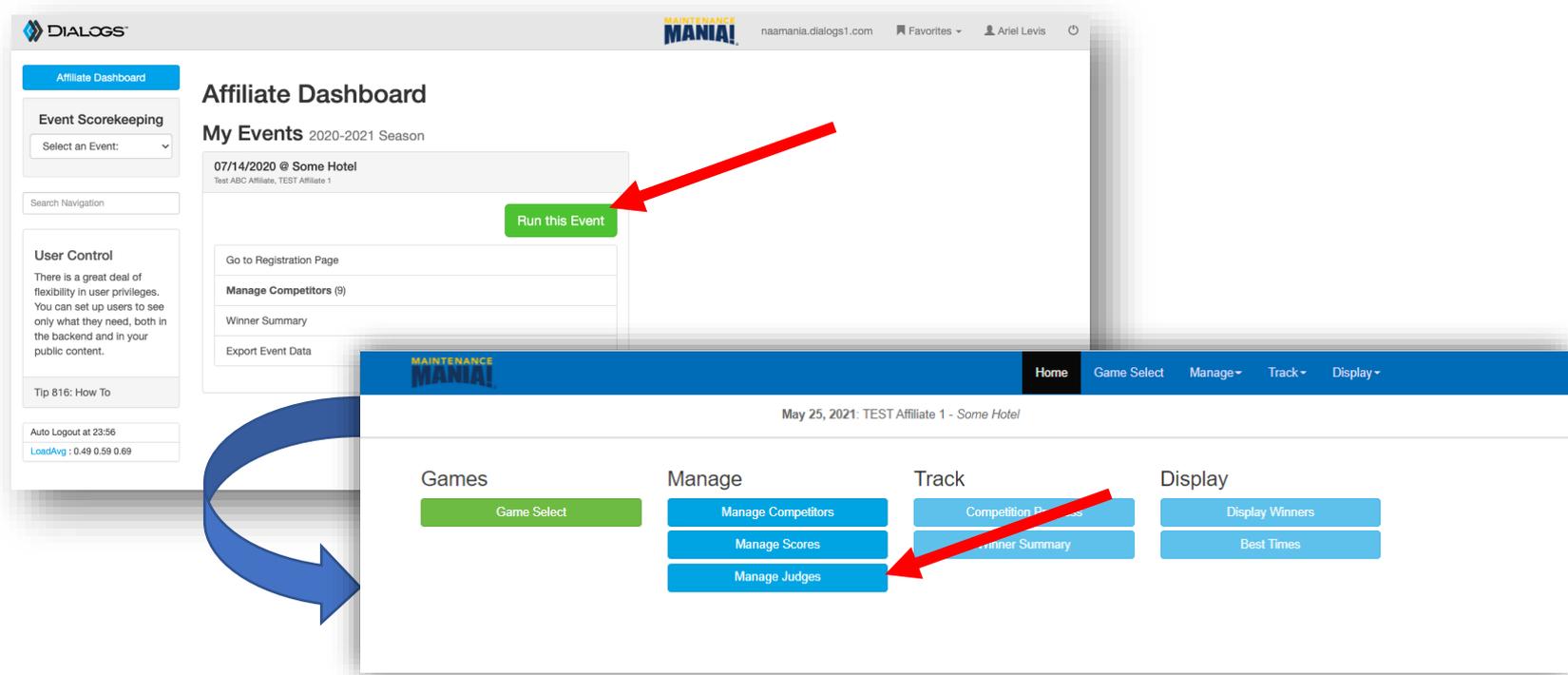
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Game Judge Registration

New this year, admins and/or main scorekeepers will have the opportunity to invite game judges directly through the scoring system. Game judges will receive a unique code sent to their email and/or smartphones. Each game judge will receive their own unique code and should not be shared with anyone else. Once the game judge receives the invite link, they can register using their unique code.

To invite a game judge:

- STEP 1: On the **AFFILIATE DASHBOARD**, click on 
- STEP 2: On your **EVENT DASHBOARD**, click on 

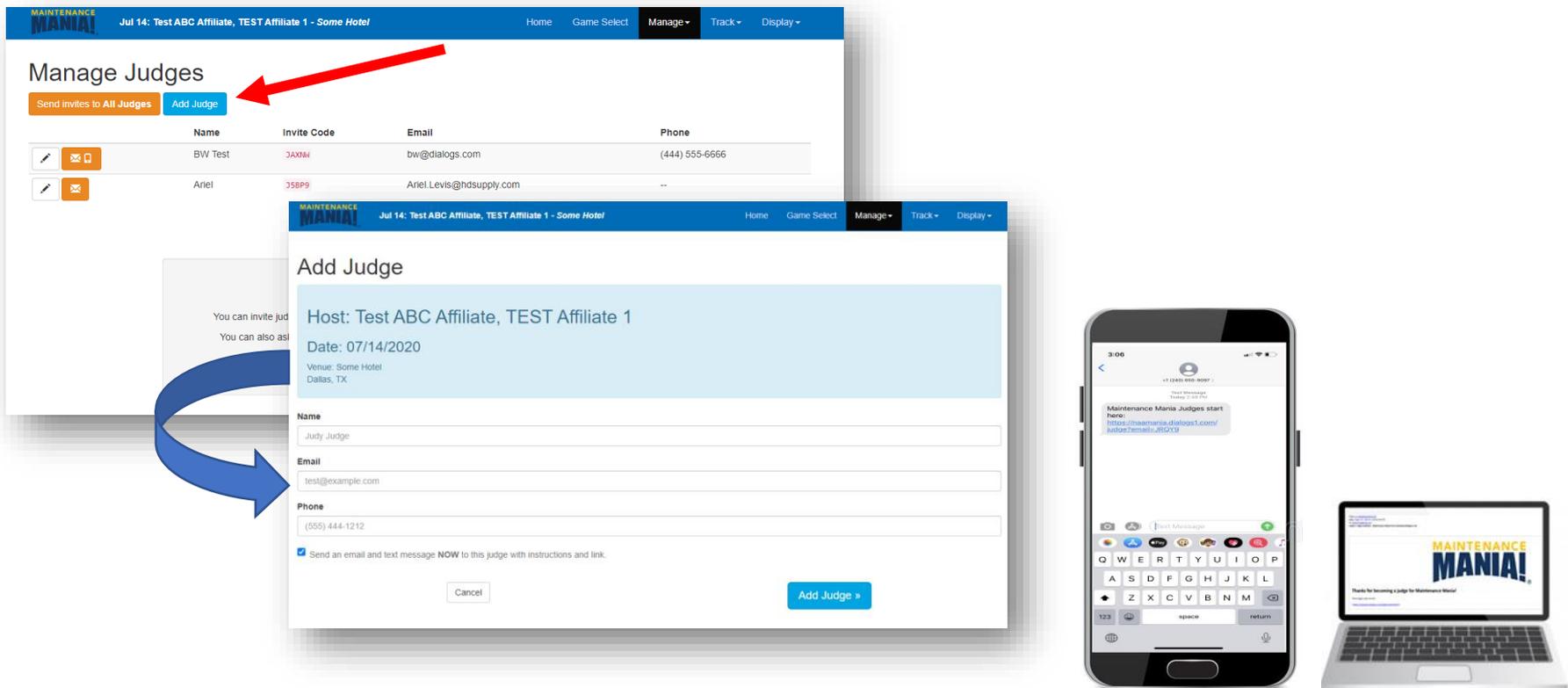


The image displays two screenshots of the MAINTENANCE MANIA! web application. The top screenshot shows the 'Affiliate Dashboard' for the 2020-2021 season. It features a sidebar with 'Event Scorekeeping' (a dropdown menu), 'User Control', and 'Tip 816: How To'. The main content area shows an event for '07/14/2020 @ Some Hotel' with a green 'Run this Event' button highlighted by a red arrow. The bottom screenshot shows the 'Event Dashboard' for 'May 25, 2021: TEST Affiliate 1 - Some Hotel'. It has a navigation bar with 'Home', 'Game Select', 'Manage', 'Track', and 'Display'. Below the navigation bar, there are four columns of buttons: 'Games' (Game Select), 'Manage' (Manage Competitors, Manage Scores, Manage Judges), 'Track' (Competition Process, Winner Summary), and 'Display' (Display Winners, Best Times). The 'Manage Judges' button is highlighted by a red arrow. A large blue arrow points from the 'Run this Event' button in the top screenshot to the 'Manage Judges' button in the bottom screenshot.



If the **Run This Event** button is not green, make sure you have chosen your event from the drop-down menu on the left side of the page (under Event Scorekeeping).

- STEP 3: On the **MANAGE JUDGE** page, click on **Add Judge** to add each individual game judge
- STEP 4: Complete the game judge contact info and click **Add Judge**
- Return to the **MANAGE JUDGE** page to add more judges
- To edit or delete a game judge, click on 
- To send game judge their invites with unique codes, you have two options:
 - You can send invites individually, by clicking  next to each game judge's name
 - You can send a group invite, by clicking **Send invites to All Judges**
- Once the game judge registers using their unique code, they will automatically be on the scoring page and ready to begin judging their game.



The image displays the 'Manage Judges' interface for Maintenance Mania. The top navigation bar includes 'Home', 'Game Select', 'Manage', 'Track', and 'Display'. The 'Manage Judges' section features a table with columns for Name, Invite Code, Email, and Phone. Two judges are listed: 'BW Test' with invite code '3AXM' and 'Ariel' with invite code '35BP9'. A red arrow points to the 'Add Judge' button. Below the table is the 'Add Judge' form, which includes fields for Name, Email, and Phone, and a checkbox for sending an email and text message. A blue arrow points from the 'Add Judge' button in the table to the 'Add Judge' form. To the right, a smartphone displays a text message from Maintenance Mania with a link to the judge registration page, and a laptop displays the Maintenance Mania logo and registration instructions.

Manage Judges

Send invites to All Judges Add Judge

Name	Invite Code	Email	Phone
BW Test	3AXM	bw@dialogs.com	(444) 555-6666
Ariel	35BP9	Ariel.Lewis@hdsupply.com	--

Add Judge

Host: Test ABC Affiliate, TEST Affiliate 1
Date: 07/14/2020
Venue: Some Hotel
Dallas, TX

Name
Judy Judge

Email
test@example.com

Phone
(555) 444-1212

Send an email and text message NOW to this judge with instructions and link.

Cancel Add Judge

3:06
+1 (444) 555-6666
Text Message
Tuesday, 7/14/20

Maintenance Mania Judges start here:
https://maamania.dialogs1.com/judge/maania_352XG

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Ready for becoming a Judge for Maintenance Mania!

Things to Note:

Do I have to create an invitation for every judge?

Yes. To protect the integrity of the competitors' scores, we ask that each judge be registered and login individually. Each judge will receive their own invitation via text message or email, depending on what you enter.

What if a judge doesn't receive their invitation?

The judge can open a web browser (Safari, Chrome, etc.) on their smartphone and go to <https://www.naamania.org/judge>. They will be prompted to enter a code, which is the 5-character code shown in red on the "Manage Judges" page in the Master Scorekeeper system. Once they enter their code, they should be able to start scoring right away.

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How To Score an Event

The main judge, who oversees all judge scoring from the laptop, will have admin access to the event. The main judge can manually edit scores, manage competitors, and check the competition progress.

- To run an event, start from your **AFFILIATE DASHBOARD**, and click on **RUN THIS EVENT**

The screenshot displays the 'Affiliate Dashboard' for the '2020-2021 Season'. On the left sidebar, there is a 'Run this Event' button under the 'Event Scorekeeping' section. The main content area shows a list of events, with the first event being '05/25/2021 @ Some Hotel' for 'TEST Affiliate 1'. A 'Run this Event' button is also present next to this event. A blue arrow indicates the flow from the top button to the bottom button. Below the dashboard, a navigation menu is shown with the following structure:

Games	Manage	Track	Display
Game Select	Manage Competitors	Competition Progress	Display Winners
	Manage Scores	Winner Summary	Best Times
	Manage Judges		

 When ready, you can click either of the two **RUN THIS EVENT** buttons; they both take you to the same starting page.

May 25, 2021: TEST Affiliate 1 - *Some Hotel*

Games

Game Select

Manage

Manage Competitors

Manage Scores

Manage Judges

Track

Competition Progress

Winner Summary

Display

Display Winners

Best Times

Scoring Key

Game Select

To add a score manually

Manage Competitors

To edit and add competitor info

Manage Scores

To edit and add competitor scores

Manage Judges

To edit and add judges

Competition Progress

Birds-eye view of your event's progress

Winner Summary

Summary of overall and individual game winners

Display Winners

Display top 3 winners for each game

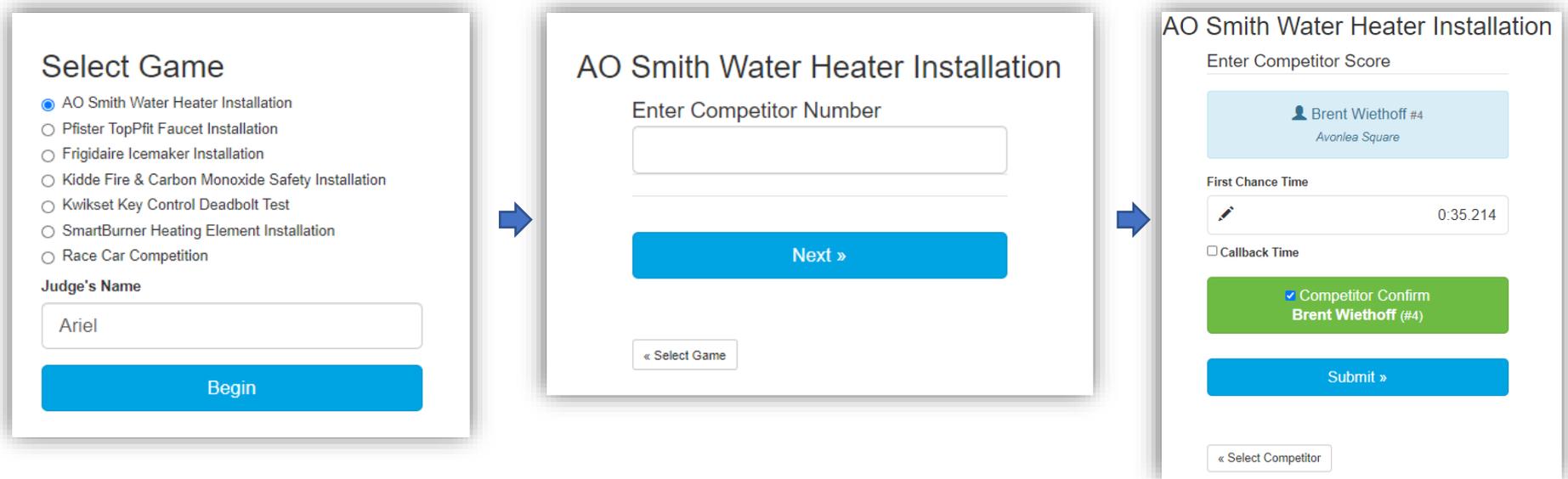
Best Times

Display best times for all games in real-time

For judges scoring an event on their smartphone, the scoring layout will be identical to that on the main scorekeeper's laptop (**ADD SCORE** button).

To score a game:

- STEP 1: Select the specific game you are judging, and enter your name (first or last name)
- STEP 2: Enter the competitor's personal identifier. If the competitor does not know this info, it should be written on his/her scorecard.
- STEP 3: Enter the competitor's time, confirm his/her time, then hit **SUBMIT**



A callback time is the additional time it takes for the competitor to restart the timer, correct any mistakes and/or complete missed competition requirements, and stop timer again. The game judge has the authority to apply a callback and certify that all game completion requirements have been met.

Things to Note:

On occasion, after the judge clicks "Submit" at the final step of entering the score, the button will switch to "Saving..." and then get stuck there. If that happens:

1. Take a screenshot of the score and the competitor's name (just in case)
2. Make sure the competitor has written down their score for their own records
3. Contact the Master Scorekeeper to confirm whether the score was received properly

###

This year, the entry of the time is slightly different. Scores are recorded down to the millisecond (3 decimal places). The time box will automatically format the value you type in, so you only have to enter the digits. However, you must enter at least 5 of the 6 digits in order for the score to be recorded properly.

Examples:

- The clock shows "1:23:456" → you should enter "**123456**" which will get formatted for you into "1:23.456"
- The clock shows "1:23:400" → you should enter "**123400**" which will get formatted for you into "1:23.400"
- The clock shows "0:12:345" → you should enter "**12345**" which will get formatted for you into ":12.345"
- The clock shows "0:12:300" → you should enter "**12300**" which will get formatted for you into ":12.300"
- The clock shows "0:01:234" → you should enter "**01234**" which will get formatted for you into ":05.678"
- The clock shows "0:01:230" → you should enter "**01230**" which will get formatted for you into ":05.670"

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Good Luck and Have Fun!

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SMARTKEY
RE-KEY TECHNOLOGY

THE HOME DEPOT **ProXtra**

Pfister
TopPfit
Installs from above the sink.

 **Kidde**

ACSmith
Innovation has a name.