Presented By



MAINTENANCE MANNA MANNA R

Presenting Sponsor



Maintenance Mania

Scorekeeper Tutorial

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Export Results

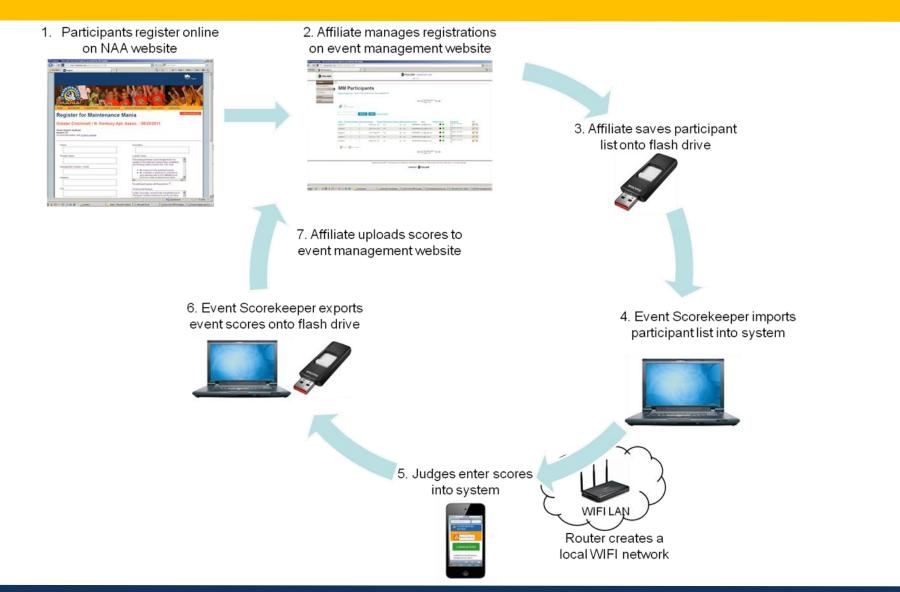
<u>Reset Database</u>

Results Upload to NAA

Trouble Shooting

Score System Overview





Score System Overview





• **Laptop:** has the system database. 1 is provided.



• **iPods:** has the app for judges to enter scores. 9, 16 or more are provided based on the number of game stations shipped to the event. Unless the car race is concurrent with the games you have 2 as extras.



- **Router:** creates a local area WiFi network for the laptop and iPods to communicate. It does not connect to the internet. 1 is provided.
- **System Cases**: the laptop and router ship in a black case. The iPods ship in a white case that features an integrated charging station.



SECURITY NOTE: it is the association's responsibility to keep track of the scorekeeping equipment, especially the iPods. Report any losses to Donna Motley at NAA.

Event Registration Process



NAA has a website where Affiliates can manage their MM event registrations. The website is <u>http://www.naamania.org/a</u>

- 1. NAA creates a registration page for each event.
- 2. NAA provides each affiliate with a username and password to review and revise registrations.
- 3. Affiliates can allow participants to register directly to the sire or enter their participants information manually into the NAA website.
- 4. The final registration list to be brought to the event on a flash drive.

The event committee lead or Association Executive typically receive the username and password. Contact Kyle Huie at (703) 797-0695 or khuie@naahq.org to obtain a copy.

Manage Registrations



Log in to <u>http://www.naamania.org/a</u> with the credentials provided by NAA.

Section - Google Chrome		
🗋 www.naamania.org/a	a/KDpg_login.html	
DIALOGS.	DIALOGS naamania.org	^
	v7.1.1	
	Please Log In	
	OpenID Login User Name Password Login	
	Forgot Your Password?	

Manage Registrations



- 1. Prior to closing registration review your participant information.
- 2. Make any edits by clicking on the pencil by each row.
- 3. Add participants by clicking on the Add New button above the search box.
- 4. Participant ID is their competitor number at the event.

M DIALOGS.						v	- 7.1.1	-				Auto	Logout at	17:27
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Content Pages Content Images		-		is list to uj	pload to you	r local Competition	Kit.						F	ont Size: <u>A A A</u>
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Access Tools	enabled N	20	1	Brandon	Gay	Fieldstone Village Apartments	Leclair Management	FL Apa	artmont.	904-571- 1075	brandonbkg@gmail.com	м 🗧	11-25-2014 09:21:37 N/A	*
10010						18/						-	11 21 2014	

MAINTENANCE MANIAL

This option if for affiliates with existing registration systems linked to payment processing.

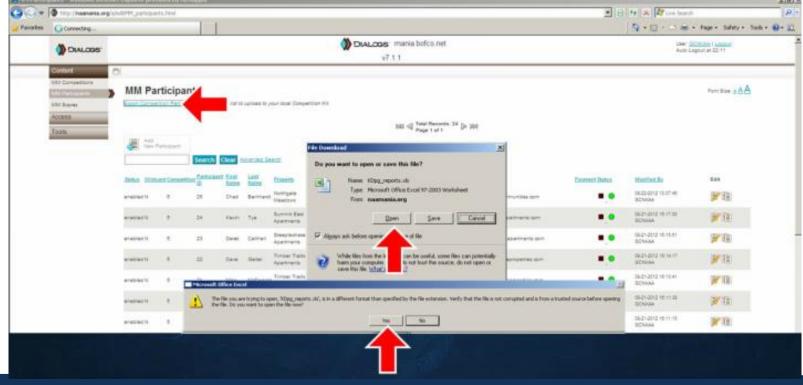
- 1. Download the Participant List Template from the scorekeeping section of Host Recourses in the NAA Maintenance Mania website <u>http://mm-naa.naahq.org/</u>
- 2. Transfer your participants registration information to each of the columns in the template.
- 3. Assign a participant number in the participant ID column.
- 4. Email your file to NAA at <u>khuie@naahq.org</u> for a functionality test to ensure you don't have any issues the day of the event.

Export Participant List



Go to the registration management website <u>http://www.naamania.org/a</u>

- 1. Click on Export Participant List
- 2. Open file on computer
- 3. Click open to view file. If you get another message, click Yes to open the file in Excel.



Export Participant List



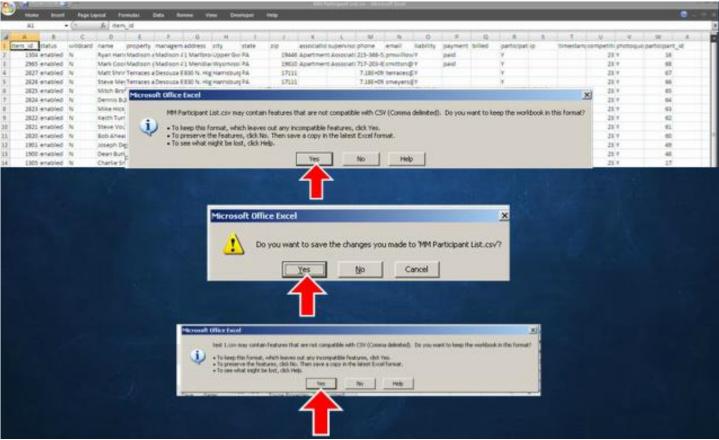
- 4. Save the file to a flash drive. Confirm the file is saving to your flash drive.
- In Excel go to Save As. Then on the Save as Type drop down and select *.CVS format (comma delimited). The system will not work with an Excel *.XLS or *.XLSX file type.

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6	2820 enabled N	Bob-AhearSpr	103						Y .		23 Y	40	
2	2901 enabled N	Joseph Die The							MARK Y		23 Y	49	
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4	1305 enabled N	Charlie Sri Ma	6						2612 Y		23 Y	17	
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81	2121 enabled N	Hector Go The	Cross Morgan	Pil2000 Svva	Lancaster PA 17901 AA	CP 717-899-17	23 V		anner V		22	32	

Export Participant List



- 6. If prompted, keep file in CVS by clicking yes every time until file is saved.
- 7. Close MS Excel.





System Setup

- 1. Table: Setup the scorekeeping table on the stage on in the center of competition area.
- 2. System: Pick up the system case from the HD Supply Team or the large blue cases.
- 3. iPods: Open the white case, plug in all iPods, and connect power cord to charge them until all lights are green.
- 4. Laptop: Open black case, place laptop on the scorekeeping table, connect AC power adapter and power on.
- 5. Router: found in black case. Place router in center of room, connect ac power adapter and turn on. The network is preconfigured and automatically creates the MMania network. The range in approximately 100' depending on the building layout.



iPod Setup

- 1. Power on the iPods by long pressing the button on the top right of the device.
- 2. Slide the arrow right to unlock the screen.
- 3. Click on setting to make sure iPod is connected to the MMania network.
- 4. Click on Wi-Fi, then on MMania and if asked for a password, enter: maint3nanc3
- 5. Press the home button to return to the home screen.





Scorekeeper Training – Laptop Setup MANIA



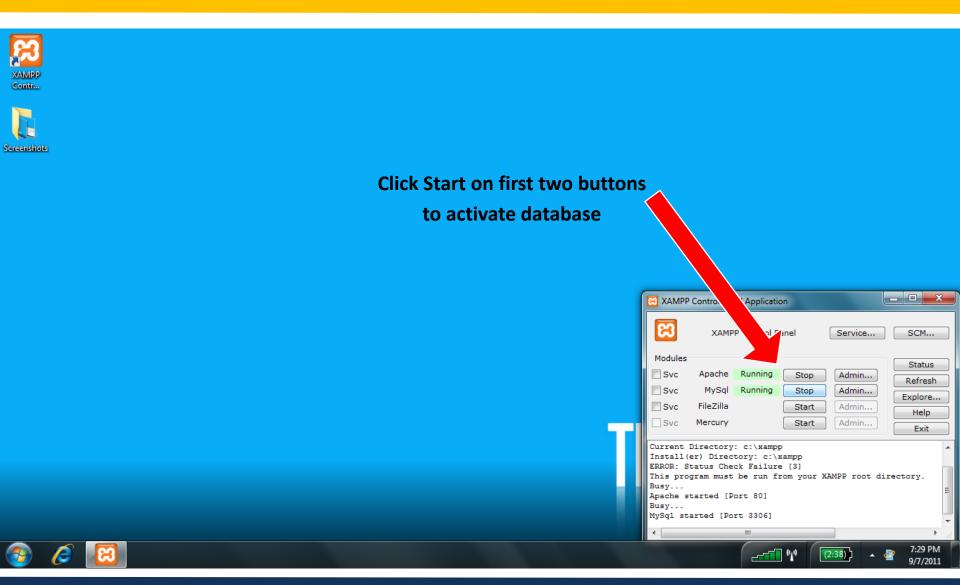


Database Control Panel Automatically Opens (XAMPP)

E		Control Panel Appli	cation		_ D _ X
	ខ	XAMPP Contro	ol Panel	Service	SCM
	Modules				Status
	Svc	Apache	Start	Admin	Refresh
	Svc	MySql	Start	Admin	Explore
	Svc	FileZilla	Start	Admin	Help
	Svc	Mercury	Start	Admin	Exit
W C I E	Vindows Current Enstall (CRROR: S	ontrol Panel Vers 6.1 Build 7600 I Directory: c:\xa er) Directory: c Status Check Fail gram must be rur	Platform 2 ampp ::\xampp Lure [3]		irectory.
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Scorekeeper Training – Laptop Setup



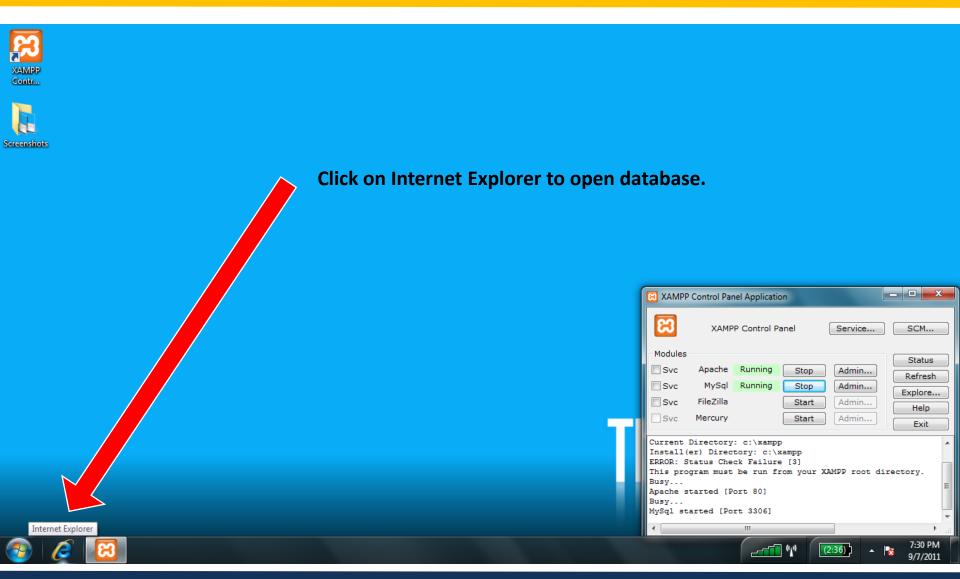
Scorekeeper Training – Laptop Setup MANIA





Scorekeeper Training – Laptop Setup MAN

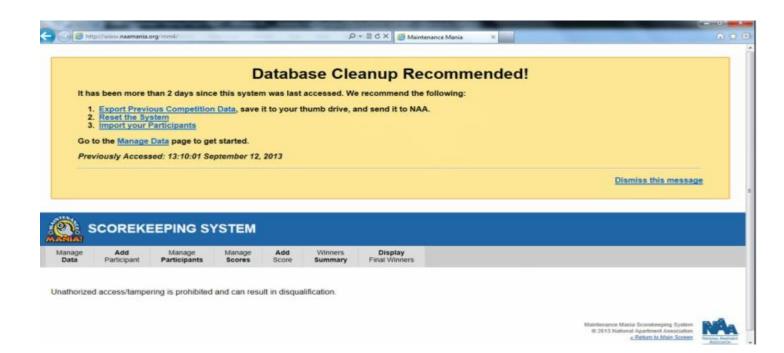






System Main Screen

- 1. This screen shows all the functions the scorekeeper needs.
- 2. If the Database Cleanup message shows up the system needs to be reset first. See the Export Results section to learn how to do this.





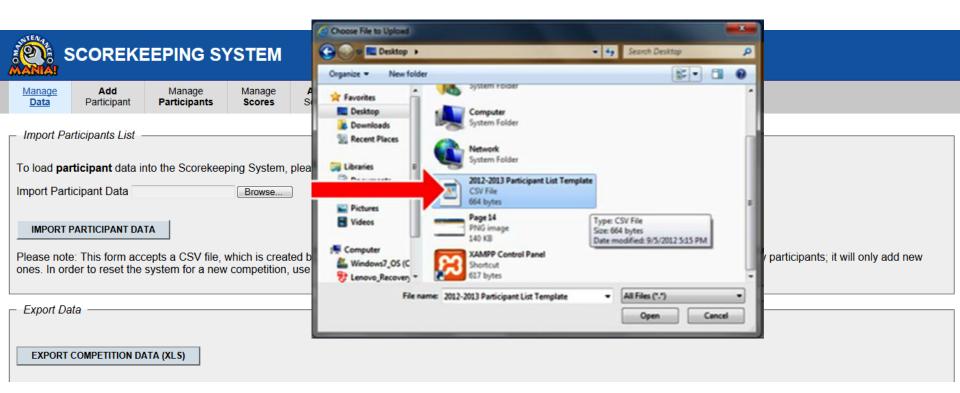
Vocabulary

- **Competitor or Participant:** Person registered to attend and compete in the event.
- **First Chance Time:** Initial time it takes a participant to start the timer, complete the competition requirements and return to stop the timer.
- **Callback Time:** Additional time it takes a participant to correct any mistakes and/or complete missed competition requirements, while being timed.
- Second Chance: Each participant receives an opportunity to redo one game to obtain a better time; excluding the car race. The lowest of the recorded times is used.
- Score Card: Each participant receives a Score Card. Judges write the times after they are entered in the iPod app. The Score Card is the participants record of times attained.



Load Participant List

- 1. Connect the flash drive with the participant list.
- 2. Click on Browse to find your file then click Open.
- 3. Click on the IMPORT PARTICIPANT DATA button.





- 4. If upload was successful the system will show the Manage Participants screen with all the data.
- 5. Make sure the Participant # matches the numbers on your participant file.
- 6. If the upload was not successful and you receive and error message refer to the Troubleshooting section.

¥0₩2																
	Mana Dat		Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners								
Edit	#	Status	Wildcard			Property	,	M	gmt Co.	Address	City	State	Zip	Association	Work Phone	Email
1	1	enabled	Ν	Tony In	Dannybrook /	Apartments		Continental Realty Corporation		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
1	2	enabled	Ν	Dave B In	Country Club			The Kamson Corporation		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
1	3	enabled	Ν	David Garcia	Buckingham			Van Rooy	Van Rooy			NA	99999	N/A	9999999999	test@test.com
1	4	enabled	Ν	Chris Haney	Post Park at I			Post Properties, Inc	N/A	N/A	NA	99999	N/A	9999999999	test@test.com	
1	5	enabled	Ν	Rob Mooney	Enclave at W	inghaven		Banner Properties		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
1	6	enabled	Ν	Angel Diaz	Woods of Be				Milestone Management			NA	99999	N/A	99999999999	test@test.com
1	7	enabled	Ν	Angel Munoz	Chamber Cre	Chamber Creek Estate			CTL Management			NA	99999	N/A	9999999999	test@test.com
1	8	enabled	Ν	Lannon Quintana				Cardinal Group Mar	Cardinal Group Management			NA	99999	N/A	9999999999	test@test.com
1	9	enabled	Ν	Jimmy Garcia	The Brooklyn	at Riverside		First Communities	First Communities		N/A	NA	99999	N/A	9999999999	test@test.com
1	10	enabled	Ν	Joel Martinez	The Village a	t Serra Mesa		Lincoln Military Housing		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
1	11	enabled	Ν	Jon Machado	Courthouse S	Square Apartm	ents	Continental Realty C	Corporation	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
1	12	enabled	Ν	Greg Quercetti	Cedar Tree V	llage		Westover Companie	es	N/A	N/A	NA	99999	N/A	99999999999	test@test.com
1	13	enabled	N	Jorge Blanco	Solaire Apart	ments		Kettler Managemen	t	N/A	N/A	NA	99999	N/A	99999999999	test@test.com
1	14	enabled	N	Jose Torreblanca	Campus Apa	rtments		Van Rooy		N/A	N/A	NA	99999	N/A	99999999999	test@test.com
1	15	enabled	N	Jose Morales	Shadeland Te	errace		Van Rooy		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
1	16	enabled	Ν	Mike Schaffer	Oaktree Apar	tments		Westover Companie	es	N/A	N/A	NA	99999	N/A	99999999999	test@test.com
1	17	enabled	N	Brandon Gay	Fieldstone Village Apartments		Leclair Managemen	t	N/A	N/A	NA	99999	N/A	9999999999	test@test.com	
1	18	enabled	N	Kyle Slagle	Avesta Mandarin A		Avesta Communities	s	N/A	N/A	NA	99999	N/A	99999999999	test@test.com	
1	19	enabled	N	Greg Diehl	Riverwalk Apartments			Greystar	N/A	N/A	NA	99999	N/A	9999999999	test@test.com	
1	20	enabled	N	Orlando Sandoval	The Villages				ent Services	N/A	N/A	NA	99999	N/A	99999999999	test@test.com



Add a Participant

- 1. Click on Add Participant to open the registration form and capture walk-in participants.
- 2. Add three TEST participants so the judges can practice entering scores.

Manage Data	<u>Add</u> Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners								
*First Name														
*Last Name:														
*Property Name:														
*Manageme	ent Company:													
*Address:														
*City:														
*State:														
*Zip:														



To edit a Participant

- 1. Click on Manage Participants to open the list of participants.
- 2. Click on the Pencil in the Edit column.

30M4	SCOREKEEPING SYSTEM															
	Mana Dat		Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners								
Edit	#	Status	Wildcard			Property		Ma	mt Co.	Address	Citv	State	Zip	Association	Work Phone	Email
	1	enabled	N	Tony In	Dannybrook A			Continental Realty C		N/A	N/A	NA	21p 99999	N/A	999999999999	test@test.com
-	2	enabled	N	Dave Borryman	Country Club	Country Club Towers T		The Kamson Corporation		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
	3	enabled	N	David Garcia	Buckingham 8		rtments	Van Roov		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
	4	enabled	N	Chris Haney	Post Park at F			Post Properties, Inc		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
	-	enabled	N	Rob Mooney	Enclave at Wi			Banner Properties		N/A	N/A	NA	99999	N/A	9999999999	test@test.com
	6	enabled	N	Angel Diaz	Woods of Bed	-		Milestone Managem	ent	N/A	N/A	NA	99999	N/A	99999999999	test@test.com
	7	enabled	N	Angel Munoz	Chamber Cree				CTL Management			NA	99999	N/A	9999999999	test@test.com
	8	enabled	N	Lannon Quintana				Cardinal Group Man	N/A	N/A N/A	NA	99999	N/A	99999999999	test@test.com	
2	9	enabled	N	Jimmy Garcia	The Brooklyn	at Riverside		First Communities		N/A	N/A	NA	99999	N/A	99999999999	test@test.com
2 1	10	enabled	N	Joel Martinez	The Village at			Lincoln Military Housing		N/A	N/A	NA	99999	N/A	99999999999	test@test.com
 ♪	11	enabled	N	Jon Machado	Courthouse S		ints	Continental Realty C	-	N/A	N/A	NA	99999	N/A	99999999999	test@test.com
<i>×</i>	12	enabled	N	Greg Quercetti	Cedar Tree Vi			Westover Companie		N/A	N/A	NA	99999	N/A	99999999999	test@test.com
-	13	enabled	N	Jorge Blanco	Solaire Apartn	-		Kettler Management	5	N/A	N/A	NA	99999	N/A	99999999999	test@test.com
- <i>-</i>	14	enabled	N	Jose Torreblanca	Campus Apart			Van Rooy		N/A	N/A	NA	99999	N/A	99999999999	test@test.com
1	15	enabled	N	Jose Morales	Shadeland Te			Van Rooy		N/A	N/A	NA	99999	N/A	99999999999	test@test.com
	16	enabled	N	Mike Schaffer	Oaktree Apart			Westover Companie		N/A N/A	N/A	NA	99999	N/A	99999999999	test@test.com
							to .		5							
<i>I</i>	17	enabled	N	Brandon Gay	Fieldstone Vill		15	Leclair Management		N/A	N/A	NA	99999	N/A	99999999999	test@test.com
1	18	enabled	N	Kyle Slagle				Avesta Communities Greystar	N/A	N/A	NA	99999	N/A	99999999999	test@test.com	
1	19	enabled	N	Greg Diehl						N/A	N/A	NA	99999	N/A	9999999999	test@test.com
	20	opoblad	KI	Orlanda Condoval	The Villages o	t Cort Invin		Amoricon Monogomy	ant Convises	N1/A	NI/A	NIA	00000	N1/A	000000000	test@test.com



- 3. Make the changes or corrections to the participant's information.
- 4. You can click OFF the Enabled button if the participant is not competing, this way the judges cannot enter scores.
- 5. The Wildcard button is to be clicked ON when you have an External Participant competing. This removes the participant's scores from the winner selection process.

MARIA	SCOREK	EEPING SY	YSTEM			
Manage	Add	<u>Manage</u>	Manage	Add	Winners	Display
Data	Participant	Participants	Scores	Score	Summary	Final Winners

Enabled 🗷 (if not enabled, participant will not be allowed to record scores, and will not appear in winners list)

Wildcard 🔲 (will be allowed to record scores, but scores will not display in winners list)

*First Name:

Dave
*Last Name:
Berrvman
*Property Name:
Countrv Club Towers
*Management Company:
The Kamson Corporation
*Address:
N/A

City:



View Scores

1. Click on Manage Scores to view the participants and their scores.

\$0ma															
	Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winner	s							
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Edit	#	Name Tony Infussi	Dan	nybroc artmei	nts	Water Heate	er Faucet	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car	Total Score	
*	2	Dave Berryman		untry Club Tower											
1		-					-								
<i></i>	3	David Garcia	_	m & Balmoral Ap		-	-				-	-		-	
1	4	Chris Haney		Park at Phillips Pl					-				-		
1	5	Rob Mooney	Enc	lave at Winghave	n				-			-	-		
1	6	Angel Diaz	W	loods of Bedford								-			
1	7	Angel Munoz	Cha	mber Creek Esta	te							-			
1	8	Lannon Quintana					-					-			
1	9	Jimmy Garcia	The E	Brooklyn at Rivers	side				-		-	-	-	-	
1	10	Joel Martinez	The V	/illage at Serra M	esa										
1	11	Jon Machado	Courtho	use Square Apart	ments									-	
1	12	Greg Quercetti	C	edar Tree Village			-					-			
Þ	13	Jorge Blanco	S	plaire Apartments								-		-	
Þ	14	Jose Torreblanca	Ca	mpus Apartment	5							-			
1	15	Jose Morales	St	nadeland Terrace											
1	16	Mike Schaffer	Oa	aktree Apartments							-		-		
Þ	17	Brandon Gay	Fieldsto	one Village Apartr	nents							-			
Þ	18	Kyle Slagle	A	vesta Mandarin								-			
Þ	19	Greg Diehl	Riv	erwalk Apartment	ts	-	-		-			-	-	-	



- 2. Click the browser refresh button to see new scores as judges start entering from the iPods.
- 3. Repeat throughout event until completion.

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) Third Lig	ght Intelligent Me			ry 🔻							<u>Dis</u> i	miss this me	ssage
Ň	Vanage Data		Manage Participants	<u>Manage</u> <u>Scores</u>	Add Score	Winners Summary	<u>Di:</u> <u>Final</u> `	: <u>rs</u>						
Edit	#	Name		Property		Water Heat	er F	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car	Total Score
Þ	1	Tony Infussi	Danı	nybrook Apartmer	nts	-				-	-	-	-	
1	2	Dave Berryman	Co	ountry Club Towers	5	-			-				-	
Þ	3	David Garcia	Buckingha	am & Balmoral Apa	artments	-				-			-	
Þ	4	Chris Haney	Post	Park at Phillips Pla	ace	-			-			-	-	
Þ	5	Rob Mooney	End	clave at Winghave	n					-		-	-	
Þ	6	Angel Diaz	v	Voods of Bedford						-	-	-	-	
Þ	7	Angel Munoz	Cha	amber Creek Esta	te	-			-			-	-	
Þ	8	Lannon Quintana				-				-	-	-	-	
Þ	9	Jimmy Garcia	The E	Brooklyn at Rivers	ide	-			-			-	-	
Þ	10	Joel Martinez	The \	Village at Serra Me	esa	-				-			-	
Þ	11	Jon Machado	Courtho	ouse Square Apart	ments					-			-	
Þ	12	Greg Quercetti	С	edar Tree Village						-			-	
Ø	13	Jorge Blanco	S	olaire Apartments		-							-	
Ø	14	Jose Torreblanca	Ca	ampus Apartments	3							-	-	
Ø	15	Jose Morales	SI	hadeland Terrace								-	-	
Ø	16	Mike Schaffer	Oa	aktree Apartments		-						-	-	
Ø	17	Brandon Gay	Fieldsto	Fieldstone Village Apartments								-	-	
ø	18	Kyle Slagle	ļ	Avesta Mandarin								-	-	
0	19	Greg Diehl	Riv	verwalk Apartment	s					-			-	



- 4. Watch for errors, scores under or above the average will turn red.
- 5. Second chance times cell's will turn green.
- 6. If the first chance time was better than the second chance, the time cell will turn blue.

3040		SCOREKE	EPING S	YSTEM										
	Manage Data	Add Participant	Manage Participants	<u>Manage</u> <u>Scores</u>	Add Score	Winners Summary	Display Final Winner	s						
Edit	#	Name		Property		Water Heate	r Faucet	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car	Total Score
Þ	1	Tony Infussi	Dan	nybrook Apartme	nts					-	-			
Þ	2	Dave Berryman	Co	ountry Club Tower	rs									
Þ	3	David Garcia	Buckingha	am & Balmoral Ap	artments	1:05.45				-		-		
1	4	Chris Haney	Post	Park at Phillips P	lace					-				
Þ	5	Rob Mooney	End	clave at Winghave	en					-				
Þ	6	Angel Diaz	v	Voods of Bedford						-		0:00.33		
Þ	7	Angel Munoz	Cha	amber Creek Esta	ite				-			-		
1	8	Lannon Quintana							-				-	
Þ	9	Jimmy Garcia	The E	Brooklyn at Rivers	side				-			-		
1	10	Joel Martinez	The \	Village at Serra M	lesa				-	-	-			
Þ	11	Jon Machado	Courtho	use Square Apar	tments					-	-	-		
1	12	Greg Quercetti	с	edar Tree Village	1					-		-		
Þ	13	Jorge Blanco	S	olaire Apartments	3									
1	14	Jose Torreblanca	Ca	Campus Apartments										
Þ	15	Jose Morales	S	hadeland Terrace)									



Edit Scores

1. Click on the pencil in the Edit column to correct or add missing scores.

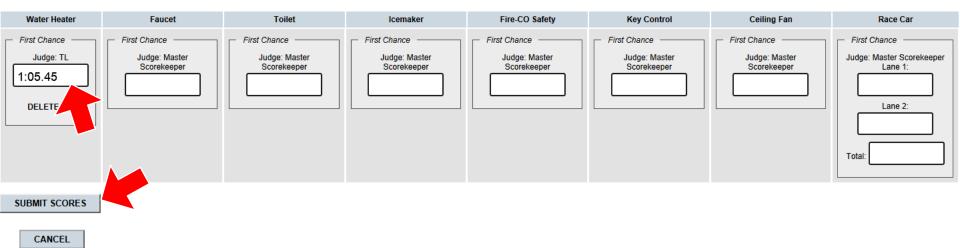
30Mg		SCOREKE	EPING S	YSTEM										
	Manage Data	e Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winner	s						
Edit	#	Name		Property		Water Heate	er Faucet	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car	Total Score
1	1	Tony Infussi	Dan	nybrook Apartme	nts							-		
1	2	Dave Berryman	Co	ountry Club Tower	rs							-		
1	3	David Garcia	Buckingha	am & Balmoral Ap	artments	1:05.45						-		
1	4	Chris Haney	Post	Park at Phillips P	lace							-		
1	5	Rob Mooney	En	clave at Winghave	en							-		
1	6	Angel Diaz	V	Noods of Bedford								0:00.33		
1	7	Angel Munoz	Cha	amber Creek Esta	ate							-		
1		Lannon Quintana										-		
1		Jimmy Garcia	The	Brooklyn at Rivers	side									
1	10	N Martinez	The	Village at Serra M	lesa									
1	11	J. Nado	Courtho	ouse Square Apar	tments							-		
1	12	Greg Q.	C	edar Tree Village	•									
1	13	Jorge Blanco	s	olaire Apartments	3									
1	14	Jose Torreblanca	Ca	ampus Apartment	s							-		
1	15	Jose Morales	s	hadeland Terrace)							-		



- 2. Enter as many correct or missing times as needed. Enter a 0 for minutes then seconds and tenths of seconds. If any digits are missing the box will go blank and you will have to re-enter the time.
- 3. Click on Submit Scores.



David Garcia, Buckingham & Balmoral Apartments Participant #3





- 4. A confirmation message will appear indicating the changes were submitted.
- 5. Click on Manage Scores to return to the full list of participant's scores.

	SCOREKEEPING SYSTEM										
Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners					
	Success! Scores have been updated.										

Tony Infussi, Dannybrook Apartments Participant #1

Water Heater	Faucet	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car
- First Chance Judge: Master Scorekeeper	First Chance Judge: Master Scorekeeper 0:15.43 DELETE	First Chance Judge: Master Scorekeeper	First Chance	First Chance Judge: Master Scorekeeper	First ChanceJudge: Master Scorekeeper	First ChanceJudge: Master Scorekeeper	First Chance Judge: Master Scorekeeper Lane 1: Lane 2: Total:

SUBMIT SCORES

CANCEL

Maintenance Mania Scorekeeping System © 2015 National Apartment Association <u>« Return to Main Screen</u> N





View Winners

NTENA

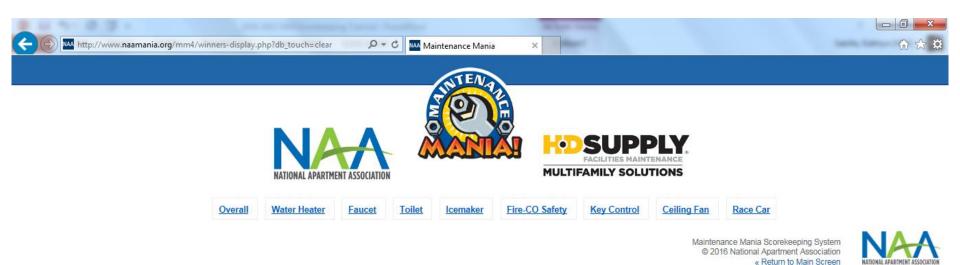
1. Click on Winners Summary to view the leader board. This is constantly changing to reflect the scores captured. Once all scores are in, the winners can be announced.

MANIA	SCOREK	EEPING SY	STEM					
Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	<u>Winners</u> Summary	Display Final Winners		
	Category			Place		Name	Property	Total Time
National Championship Qualifying Program		1st Place Overall			Angel Diaz	Woods of Bedford	1:16.33	
		2nd Place Overall			Tony Infussi	Dannybrook Apartments	1:52.01	
			3rd Place Overall		Jimmy Garcia	The Brooklyn at Riverside	3:01.000	
Overall			4th Place Overall			-	-	-
			5th Place Overall				-	-
			6th Place Overall			-	-	-
			7th Place Overall			-	-	-
			8th Place Overall			-	-	-
			9th Place Overall				-	
			10th Place Overall				-	
Vater Heater			1st Place			Angel Diaz	Woods of Bedford	0:12.00
			2nd Place			Tony Infussi	Dannybrook Apartments	0:15.43
			3rd Place			Jimmy Garcia	The Brooklyn at Riverside	0:25.00
Faucet			1st Place			Angel Diaz	Woods of Bedford	0:12.00
			2nd Place			Tony Infussi	Dannybrook Apartments	0:15.43
			3rd Place			Jimmy Garcia		
Toilet			1st Place			Angel Diaz	Woods of Bedford	0:12.00
			2nd Place			David Garcia	Buckingham & Balmoral Apartments	0:13.20
			3rd Place			Tony Infussi	Dannybrook Apartments	0:15.43
cemaker		1st Place			Angel Diaz	Woods of Bedford	0:12.00	
							Tony Infussi Dannybrook Apartments	
			3rd Place			Jimmy Garcia	The Brooklyn at Riverside	0:25.00



Display Final Winners (optional for use with a projector and screen)

- 1. Click on each game to reveal the winners individually.
- 2. Third, Second and First place options will display to create excitement.
- 3. Click on Overall to reveal the top three for the whole event.





iPod Score Entry Training for Judges

Vocabulary

- **Competitor or Participant:** Person registered to attend and compete in the event.
- First Chance Time: Initial time it takes a participant to start the timer, complete the competition requirements and return to stop the timer.
- **Callback Time:** Additional time it takes a participant to correct any mistakes and/or complete missed competition requirements, while being timed.
- Second Chance: Each participant receives an opportunity to redo one game to obtain a better time; excluding the car race. The lowest of the recorded times is used.
- Score Card: Each participant receives a Score Card. Judges write the times after they are entered in the iPod app. The Score Card is the participants record of times attained.



iPod Score Entry Training for Judges

- 1. Click on the green button titled Score an Event.
- 2. Scroll the game list by dragging your finger up or down until you find your game station.
- 3. Press the game button then scroll down to enter your name in the box. The keypad will appear once you click the box.
- 4. Type in your name and click Begin.





iPod Score Entry Training for Judges

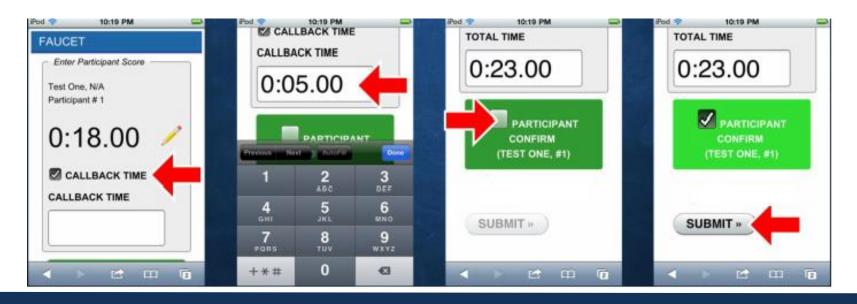
- 5. Click the box to type in the participant's number then click NEXT.
- 6. Confirm the participant's number is correct.
- 7. Have the participant complete the game then click in the box to enter their time.
- 8. Use a leading zero for minutes, then seconds, then tenths of seconds. If any digits are missing the box will go blank and you will have to re-enter the time.





iPod Score Entry Training for Judges

- 9. Review the installation, if a call back is required have the participant restart the timer and complete or fix the installation.
- 10. Click the CALLBACK TIME box to open the time window where you will enter the additional time. The TOTAL TIME will automatically display below.
- 11. Have the participant click on the green button to validate the score entered correctly. This will activate the SUMBIT button.
- 12. Click on SUMBIT to send the score to the scorekeeper.





iPod Score Entry Training for Judges

- 13. The app will briefly display saving...to confirm the score have been transmitted.
- 14. The app will return to the Enter Participant Number screen to restart the process.





iPod Score Entry Training for Judges – SECOND CHANCE

- 1. The participants can redo one game to improve their time.
- 2. When the participant attempts to redo a game the system recognizes this and displays SECOND CHANCE TIME.
- 3. Notify the participant they are using their Second Chance and follow the First Chance process.





iPod Score Entry Training for Judges – Race Car

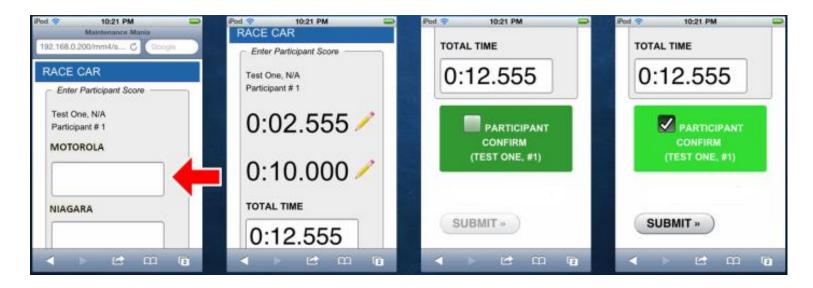
- 1. Click on the green button tilted Score an Event.
- 2. Scroll the game list by dragging your finger up or down until you find your game station.
- 3. Press the game button then scroll down to enter your name in the box. The keypad will appear once you click the box.
- 4. Type in your name and click Begin.





iPod Score Entry Training for Judges

- 5. The Race Car Competition follows the same process as the other game stations. The difference is that the scores can be entered into MOTOROLA and NIAGARA. This will depend on the participants' starting lane for the race.
- 6. Click in the lane box the participant is racing in to enter the time. Use a leading zero for minutes, then seconds, then tenths of seconds. If any digits are missing the box will go blank and you will have to re-enter the time.
- 7. Once the participants switch lanes enter the second race time the other lane box.
- 8. Enter 0:10.000 for cars that do not cross the finish line.





Export Results

- 1. Go to Manage Data tab
- 2. Click on EXPORT COMPETITION DATA button.

	COREKE	EPING S	STEM				
<u>Manage</u> Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners	
To loca pa Import Part	rticipants List – ticipant data ir icipant Data	ito the Scorekeep	bing System, Browse	please load	d the file here.		
Please note	e: This form acc ler to reset the						w.naamania.org. This process WILL NOT remove any participants; it will only add new
	COMPETITION DA	TA (XLS)					



Export Results

- 1. A pop up with options to save will appear at the bottom of the screen.
- 2. Click on the arrow next to save to open a drop down with options.
- 3. Select Save As to save file to your flash drive.

	SCOREKE	EEPING S	YSTEM								
Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners					
- Import	Participants List										
To load	participant data ir	nto the Scorekee	ping System,	please load	d the file here.						
Import F	articipant Data		Browse]							
	RT PARTICIPANT DA	ТА									
Please r ones. In	ote: This form acc order to reset the	epts a CSV file, system for a new	which is creat / competition,	ed by the r use the "R	naster scoreke teset System"	eeper system at <u>w</u> area below.	<u>vw.naamania.org</u> . This p	process WILL	NOT remove a	any participan	ts; it will only add new
- Export	Data										
EXPO	RT COMPETITION D	ATA (XLS)									
Reset	System										
After sa	ving the event sco	res (above) to yo	ur thumb drive	e, reset the	system for the	e next event. Subr	nit your scores to NAA b	y email.			
	CONFIRM RES	ET									
WARNI	IG: You are about	to erase all exist	ting data in th	is sytem. S	cores and Par	ticipants data will	be lost. This cannot be	undone.			
											RESET SYSTEM
		Do you want to	o open or save MM	_Data_201508	805-84711.xls (53.4	4 KB) from www.naama	nia.org?	Open	Save 🔻		€ 100% ·



- 4. Find your flash drive.
- 5. Rename the file with the association name and event date.
- 6. Close the download pop up.

	COREKE	EPING S	(STEM								
<u>Manage</u> Data	Add Participant	Manage Participants	Manage Scores		Winners Summary	Display Final Winners					
– Import Pa	rticipants List –			Save As	Desktop	-	_	✓ 4 Search Desktop	_	x	
		to the Scorekeep				r		✓ 4 Search Desktop		م 9	
IMPORT I Please note ones. In ord	ler to reset the	epts a CSV file, v system for a new	Browse	Favoriti E Deskt Dowr E Cocu Docu Musi E Pictu Compu	op nloads nt Places s ments c res res	System F Comput System F	folder re System 4 folder er folder			* H	articipants; it will only add new
				10 C C C C C C C C C C C C C C C C C C C	e name: MM_0 as type: XLS Fil	0ata_20120906-65950 e				•	
				Hide Fold				Save	Cance	el	



Reset Database for Next Event

- 1. Confirm your score file was saved to your flash drive.
- 2. Click on CONFIRM RESET box.
- 3. Click on RESET SYSTEM button.
- 4. All data will be deleted to prepare the system for the next event.

	SCOREKE	EEPING SY	STEM					
Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners		
_ Import Pa	articipants List –							
To load pa	rticipant data ir	nto the Scorekeep	oing System, I	please load	the file here.			
Import Par	ticipant Data		Browse					
IMPORT	PARTICIPANT DA	ТА						
		cepts a CSV file, v system for a new					<u>A.naamania.org</u> . This process WILL NOT remove an	y participants; it will only add new
Export Da	ata							
EXPORT	COMPETITION DA	ATA (XLS)						
Reset Sy	stem							
After savin	g the event scor	res (above) to you	ır thumb drive	e, reset the s	system for the	e next event. Subn	your scores to NAA by email.	
	ONFIRM RES	ET						
			ing data in thi	s sytem. So	cores and Parl	ticipants data will I	lost. This cannot be undone.	
								RESET SYSTEM

Results Upload to NAA



Log in to Log in to <u>http://www.naamania.org/a</u> with the credentials provided by NAA.

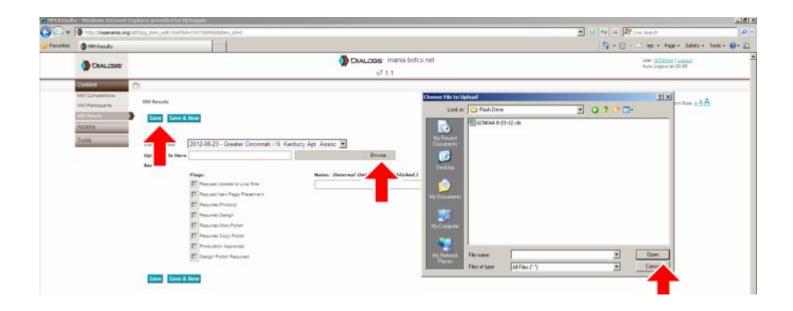
- 1. Click on MM Results.
- 2. Click on Upload Results.

6	Trip: (haanana arg)	and performance and a second	2 854 × 2 persual
- Pavortes	@rettesits		🖓 + 🗇 - 🗈 ag + Page + Sebty + Took + 📦 - 1
	DIALOOS	V7.1.1	tions (Diverse) Finnesse Ante Lagueit et 20:00
	MU Competitions MU Participants	MM Results	Fort Kine A&
	Access Tasts	TO UPLOAD YOUR SCORES: After your event, use this page to upload your results	
	-	Versel Second	

Results Upload to NAA



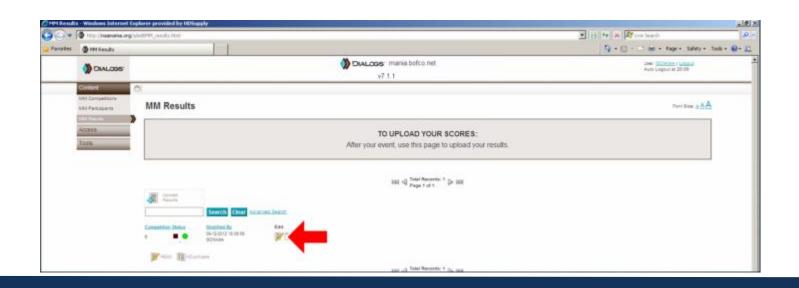
- 4. Click on Browse to locate the file on your flash drive.
- 5. Select your results file, then click Open.
- 6. Click on Save to complete the upload.



Results Upload to NAA



- 7. The page will show a new record confirming the upload was successful.
- 8. If the file needs to be replaced click on Edit and delete the record.
- 9. Repeat steps 3 through 6 to upload a new file.
- 10. Please also email at copy of your results file to Kyle Huie at khuie@naahq.org





I'm having connection issues with the Maintenance Mania network.

Possible Symptoms:

- No data connection, network not available
- iPod's time out, do not send scores or stay in Saving screen

Try the following:

- Ensure the router is turned on and in the most central location of the room.
- Close all browser windows on the laptop and close all browser windows on the iPods. Power down the laptop, router and all iPods and reboot the devices and restart the system

The iPods list the wrong set of games.

Possible symptoms:

• Last season's game titles are displayed on the iPods and not the current game titles.

Try the following:

• Close all browser windows on the iPod. Go to iPod settings, then Safari, then click on clear history, cookies, data and cache. Restart the scoring application in iPod.



The participant list is not loading.

Possible symptoms:

Error message: "Duplicate entry..."

<u>€</u> @I	http://naamania.org/mm4/php/import-csv-participants.php
Duplicate (entry '0' for key 1

Try the following:

• Go to manage data tab and reset the system by checking the reset button. Once the systems has been reset, the participant list should load correctly.

Possible symptoms:

Error Message: "You have an error in your SQL syntax..."

Try the following:

- Make sure the file is saved in CSV format not is XLS or XLSX.
- Open the participation list file in Excel and check that the data is in separate cells and that the file includes all participant information (i.e. participant number, etc.) If any information is missing, the file should be updated and saved in CSV format.
- Go to manage data tab and rest the system by checking the reset button. Once the system has been reset, the participant list should load correctly.





I'm having a time entry problem.

Possible symptoms:

• Times entered into the iPods are erased from the screen.

Try the following:

- Ensure that the correct format has been used for time entry. All digits (including placeholder zeros) must be captured in order for the system to process and record the game times.
 - Example Games: 0:00.00 where Minutes:Seconds.Tenths of Seconds
 - Example Race Car: 0:00.00 where Minutes:Seconds.Tenths of Seconds

Possible symptoms:

• The test scores are included in the winner's summary.

Try the following:

• If test participants were added for onsite training on the score system; the Wildcard box should be checked to ensure the scores are not used by the system. Go to manage participants tab, scroll to the location of test participants, then click edit on the Edit Pencil, and check the Wildcard box.



All other troubleshooting has been unsuccessful.

Try the following:

- In the event that the scorekeeper system is disabled for any reason, follow these steps to enter scores:
- 1. Place a sheet of paper at each game station for the judges to write:
 - Participant #
 - First Chance Time + Callback Time
 - Second Chance Time + Callback Time
- 2. Select a volunteer to function as a runner to collect the sheets and take them to the scorekeeper.
- 3. The scorekeeper will the to manually enter scores into the system.

If you have tried previous troubleshooting steps and the system still does not work, ask for tech support by reaching Donna Motley at (703) 797-0625 / <u>dmotley@naahq.org</u> or Kyle Huie at (703) 797-0695 or <u>khuie@naahq.org</u>.