Maintenance Mania

Scorekeeper Tutorial

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MAINTENANCE MANIA!®

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5. Judges enter scores into system
6. Event Scorekeeper exports event scores onto flash drive
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Router creates a local WIFI network

WIFI LAN

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.

WIFI LAN

- **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.
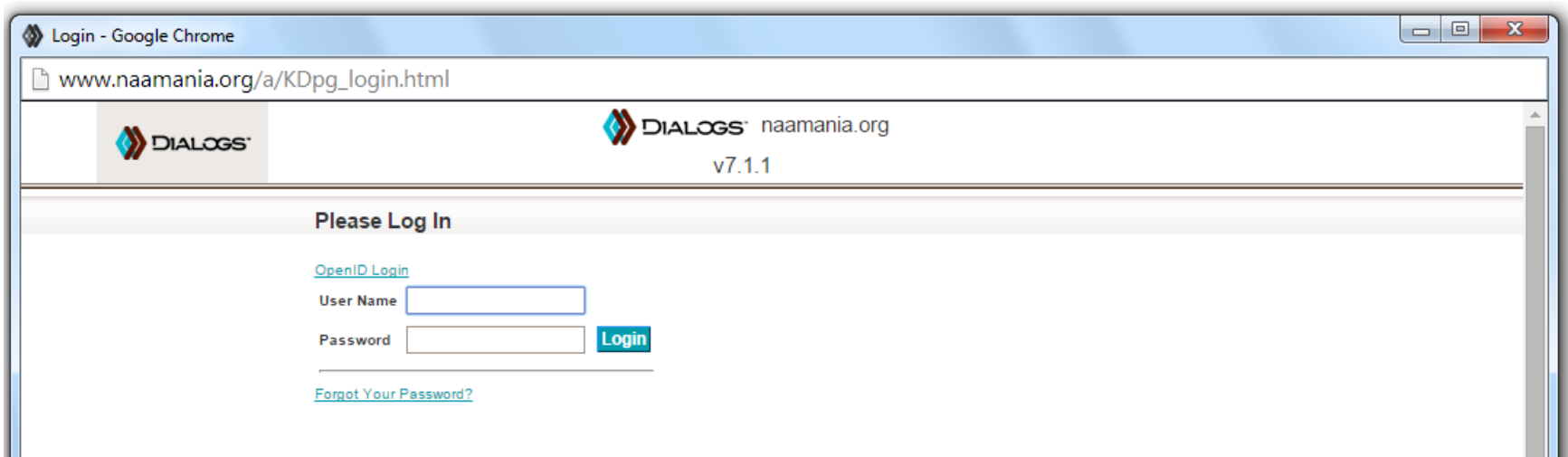
Event Registration Process

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

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 http://www.naamania.org/a with the credentials provided by NAA.

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.

Manage Registrations – Alternate Process

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 http://mm-naa.naahq.org/

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 khuie@naahq.org 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 http://www.naamania.org/a

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.
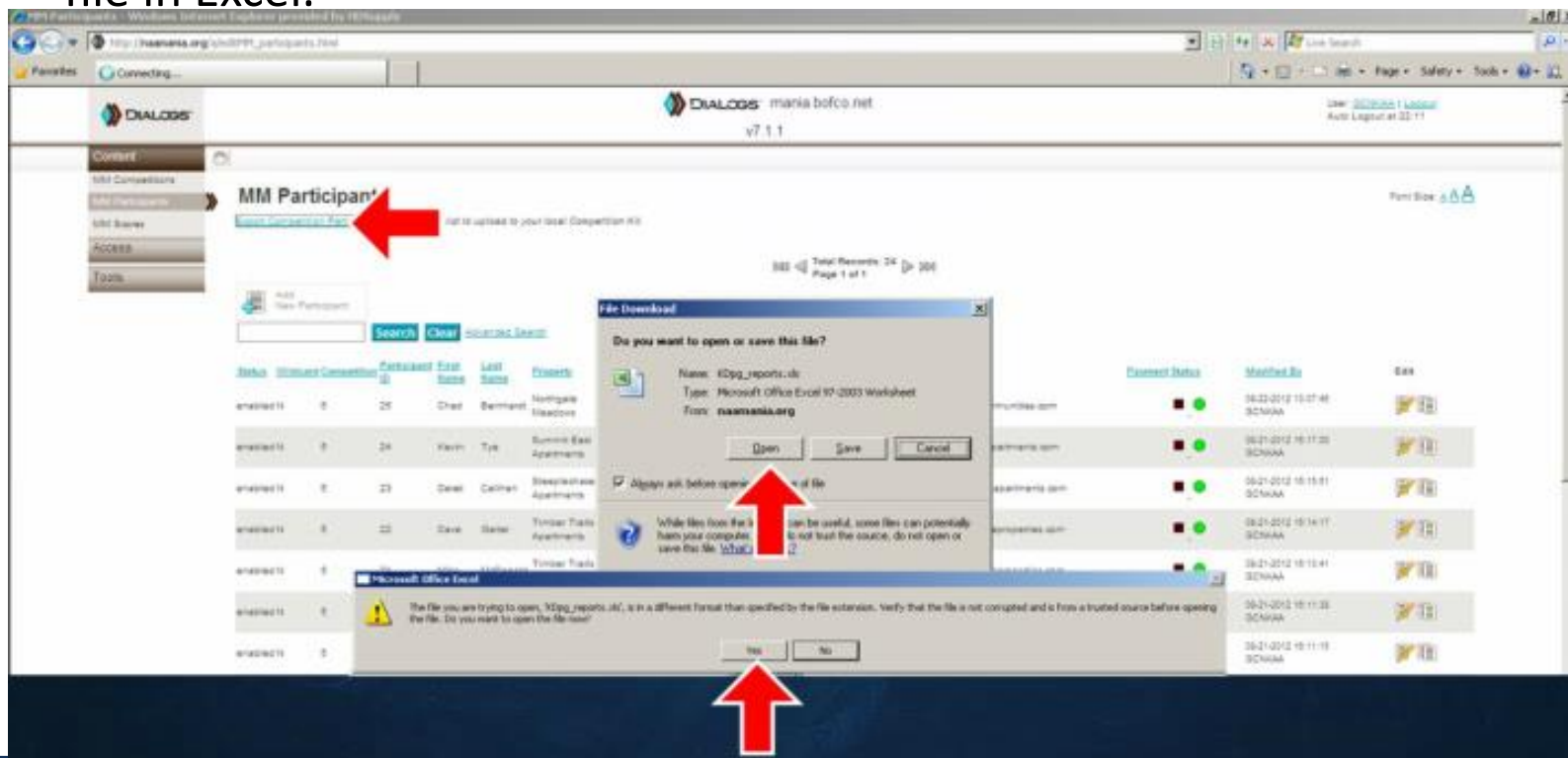
Export Participant List

4. Save the file to a flash drive. Confirm the file is saving to your flash drive.

5. 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.
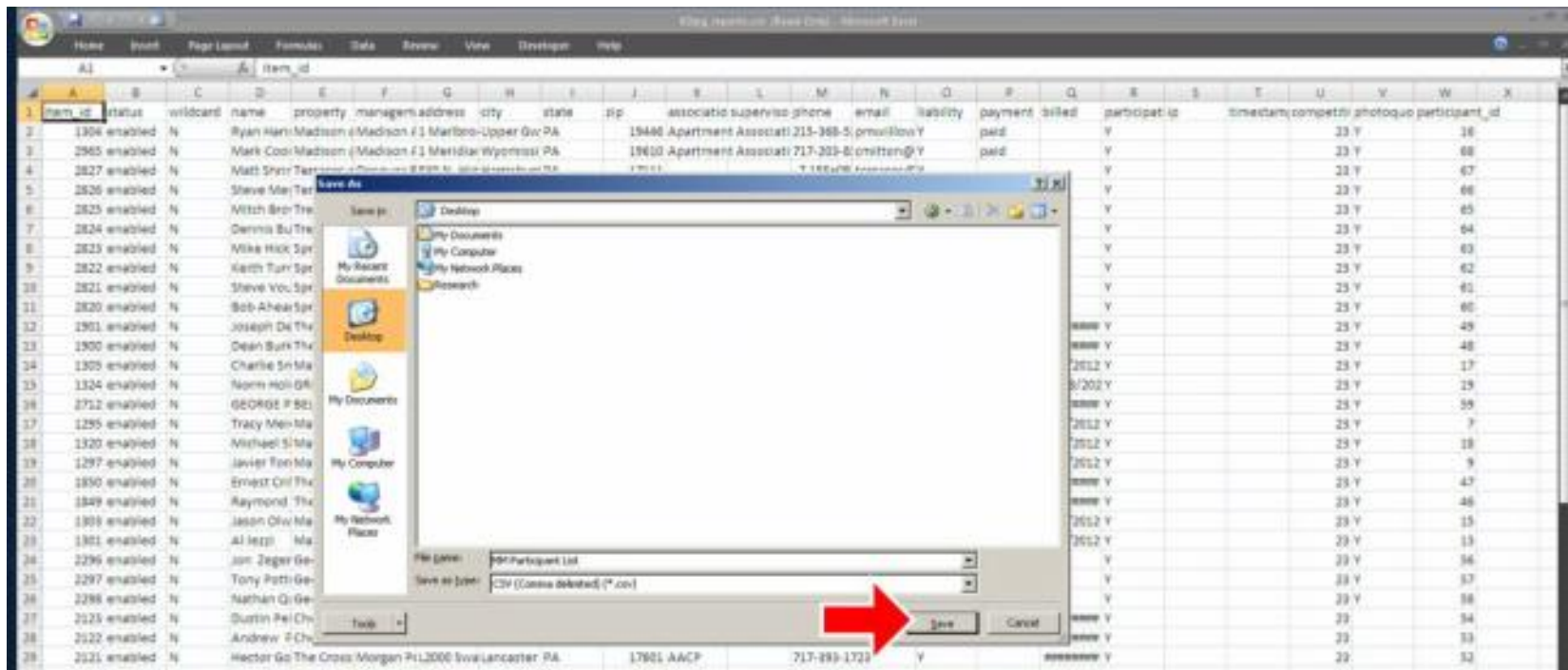
Export Participant List

6. If prompted, keep file in CVS by clicking yes every time until file is saved.

7. Close MS Excel.
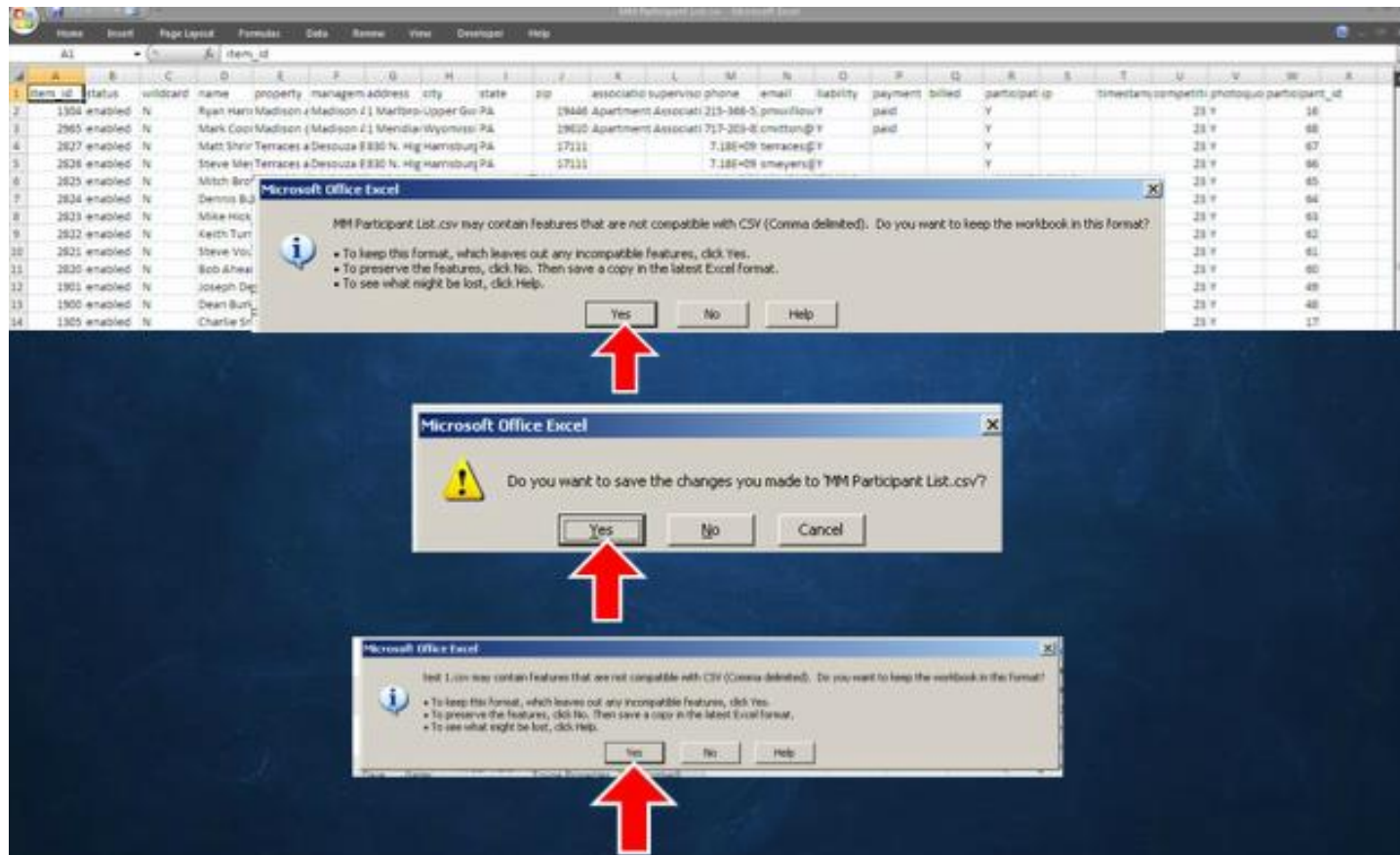
Scorekeeper Training

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.
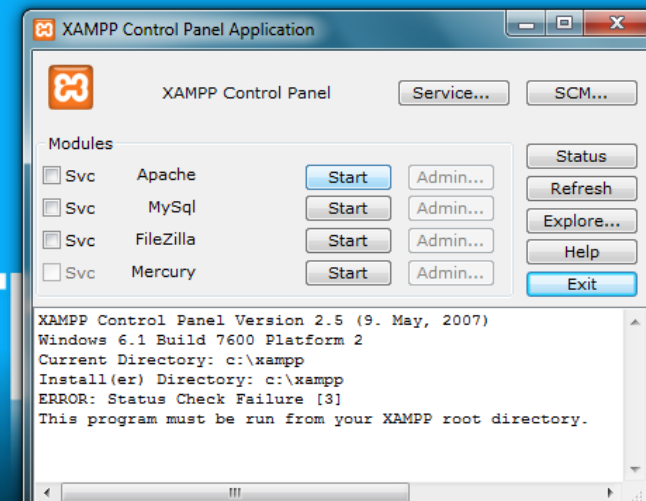
Scorekeeper Training

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
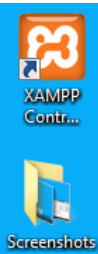5. Press the home button to return to the home screen.

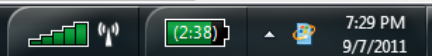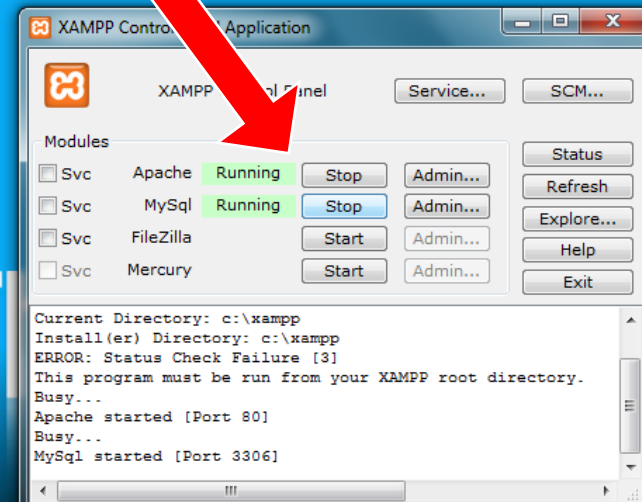# Scorekeeper Training – Laptop Setup

Database Control Panel Automatically Opens (XAMPP)
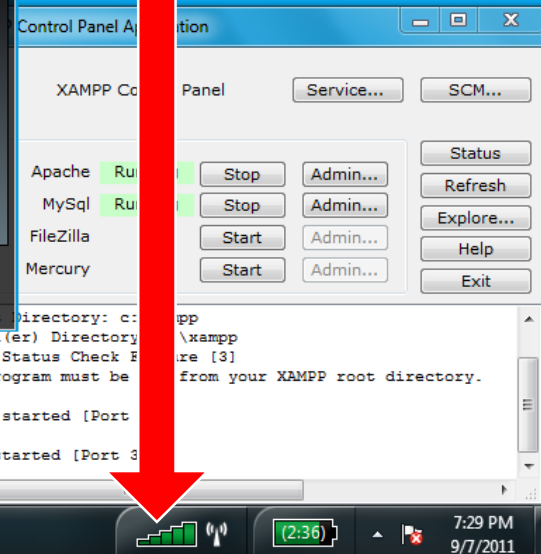
Scorekeeper Training – Laptop Setup

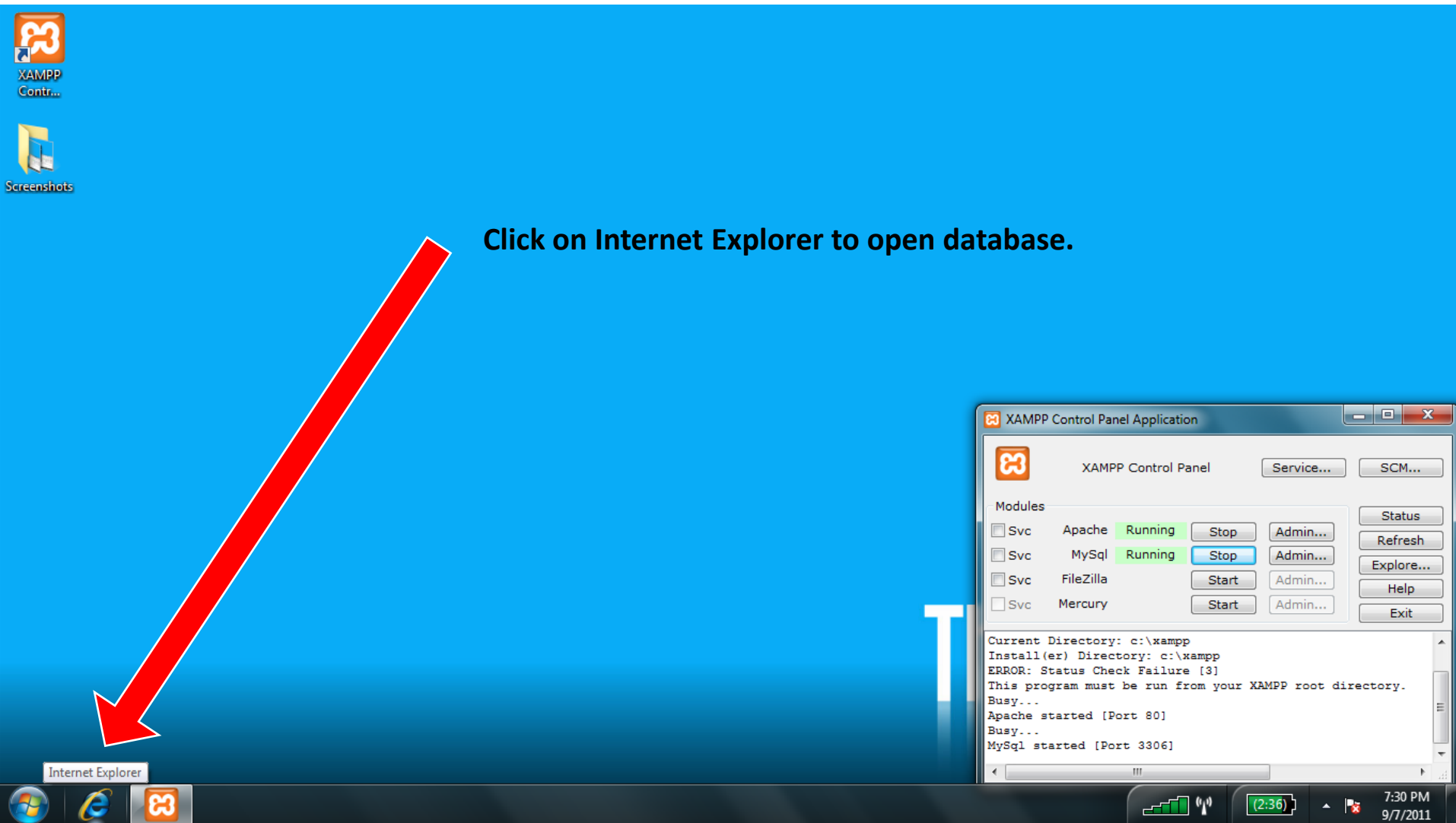**Click Start on first two buttons**

to activate database

Scorekeeper Training – Laptop Setup

Click on WIFI Signal meter to view available networks verify laptop is connected MMania network
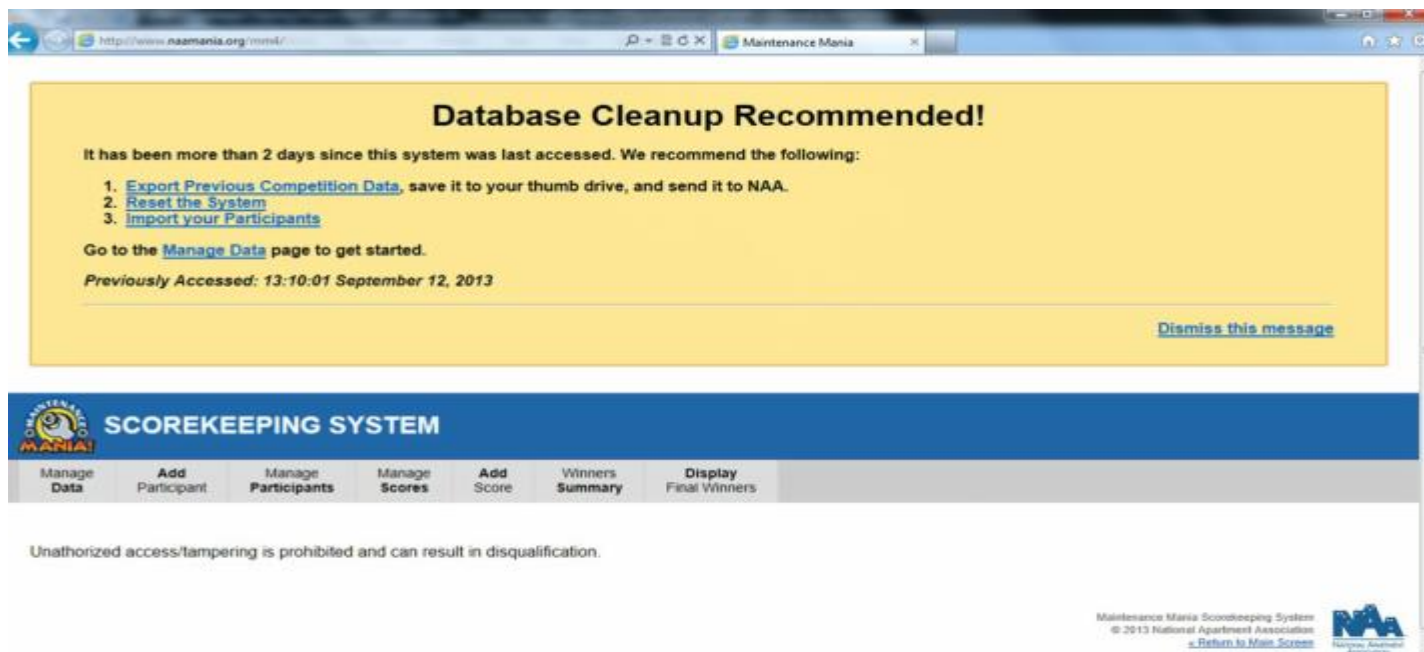
Scorekeeper Training – Laptop Setup

Click on Internet Explorer to open database.

Scorekeeper Training

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.

Scorekeeper Training

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.

Scorekeeper Training

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.

SCOREKEEPING SYSTEM

Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners

| Edit	#	Status	Wildcard		Property	Mgmt Co.	Address	City	State	Zip	Association	Work Phone	Email
✏	1	enabled	N	Tony Ir	Dannybrook Apartments	Continental Realty Corporation	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	2	enabled	N	Dave B	Country Club Towers	The Kamson Corporation	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	3	enabled	N	David Garcia	Buckingham & Balmoral Apartments	Van Rooy	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	4	enabled	N	Chris Haney	Post Park at Phillips Place	Post Properties, Inc	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	5	enabled	N	Rob Mooney	Enclave at Winghaven	Banner Properties	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	6	enabled	N	Angel Diaz	Woods of Bedford	Milestone Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	7	enabled	N	Angel Munoz	Chamber Creek Estate	CTL Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	8	enabled	N	Lannon Quintana		Cardinal Group Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	9	enabled	N	Jimmy Garcia	The Brooklyn at Riverside	First Communities	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	10	enabled	N	Joel Martinez	The Village at Serra Mesa	Lincoln Military Housing	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	11	enabled	N	Jon Machado	Courthouse Square Apartments	Continental Realty Corporation	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	12	enabled	N	Greg Quercetti	Cedar Tree Village	Westover Companies	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	13	enabled	N	Jorge Blanco	Solaire Apartments	Kettler Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	14	enabled	N	Jose Torreblanca	Campus Apartments	Van Rooy	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	15	enabled	N	Jose Morales	Shadeland Terrace	Van Rooy	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	16	enabled	N	Mike Schaffer	Oaktree Apartments	Westover Companies	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	17	enabled	N	Brandon Gay	Fieldstone Village Apartments	Leclair Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	18	enabled	N	Kyle Slagle	Avesta Mandarin	Avesta Communities	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	19	enabled	N	Greg Diehl	Riverwalk Apartments	Greystar	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
✏	20	enabled	N	Orlando Sandoval	The Villages at Fort Irwin	American Management Services	N/A	N/A	NA	99999	N/A	9999999999	test@test.com

Scorekeeper Training

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.
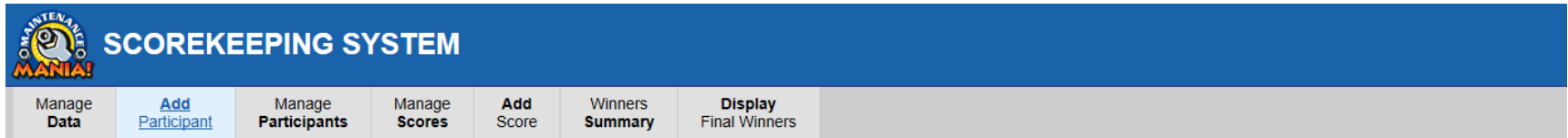
Scorekeeper Training

To edit a Participant

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

Edit	#	Status	Wildcard		Property	Mgmt Co.	Address	City	State	Zip	Association	Work Phone	Email
🖉	1	enabled	N	Tony In	Dannybrook Apartments	Continental Realty Corporation	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	2	enabled	N	Dave Berryman	Country Club Towers	The Kamson Corporation	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	3	enabled	N	David Garcia	Buckingham & Balmoral Apartments	Van Rooy	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	4	enabled	N	Chris Haney	Post Park at Phillips Place	Post Properties, Inc	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	5	enabled	N	Rob Mooney	Enclave at Winghaven	Banner Properties	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	6	enabled	N	Angel Diaz	Woods of Bedford	Milestone Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	7	enabled	N	Angel Munoz	Chamber Creek Estate	CTL Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	8	enabled	N	Lannon Quintana		Cardinal Group Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	9	enabled	N	Jimmy Garcia	The Brooklyn at Riverside	First Communities	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	10	enabled	N	Joel Martinez	The Village at Serra Mesa	Lincoln Military Housing	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	11	enabled	N	Jon Machado	Courthouse Square Apartments	Continental Realty Corporation	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	12	enabled	N	Greg Quercetti	Cedar Tree Village	Westover Companies	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	13	enabled	N	Jorge Blanco	Solaire Apartments	Kettler Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	14	enabled	N	Jose Torreblanca	Campus Apartments	Van Rooy	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	15	enabled	N	Jose Morales	Shadeland Terrace	Van Rooy	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	16	enabled	N	Mike Schaffer	Oaktree Apartments	Westover Companies	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	17	enabled	N	Brandon Gay	Fieldstone Village Apartments	Leclair Management	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	18	enabled	N	Kyle Slagle	Avesta Mandarin	Avesta Communities	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	19	enabled	N	Greg Diehl	Riverwalk Apartments	Greystar	N/A	N/A	NA	99999	N/A	9999999999	test@test.com
🖉	20	enabled	N	Orlando Sandoval	The Villages at Fort Irwin	American Management Services	N/A	N/A	NA	99999	N/A	9999999999	test@test.com

Scorekeeper Training

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.

SCOREKEEPING SYSTEM

| Manage **Data** | **Add** Participant | Manage **Participants** | Manage **Scores** | **Add** Score | Winners **Summary** | **Display** 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:
Berryman

*Property Name:
Country Club Towers

*Management Company:
The Kamson Corporation

*Address:
N/A

*City:

Scorekeeper Training

MAINTENANCE MANIA!

View Scores

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

SCOREKEEPING SYSTEM
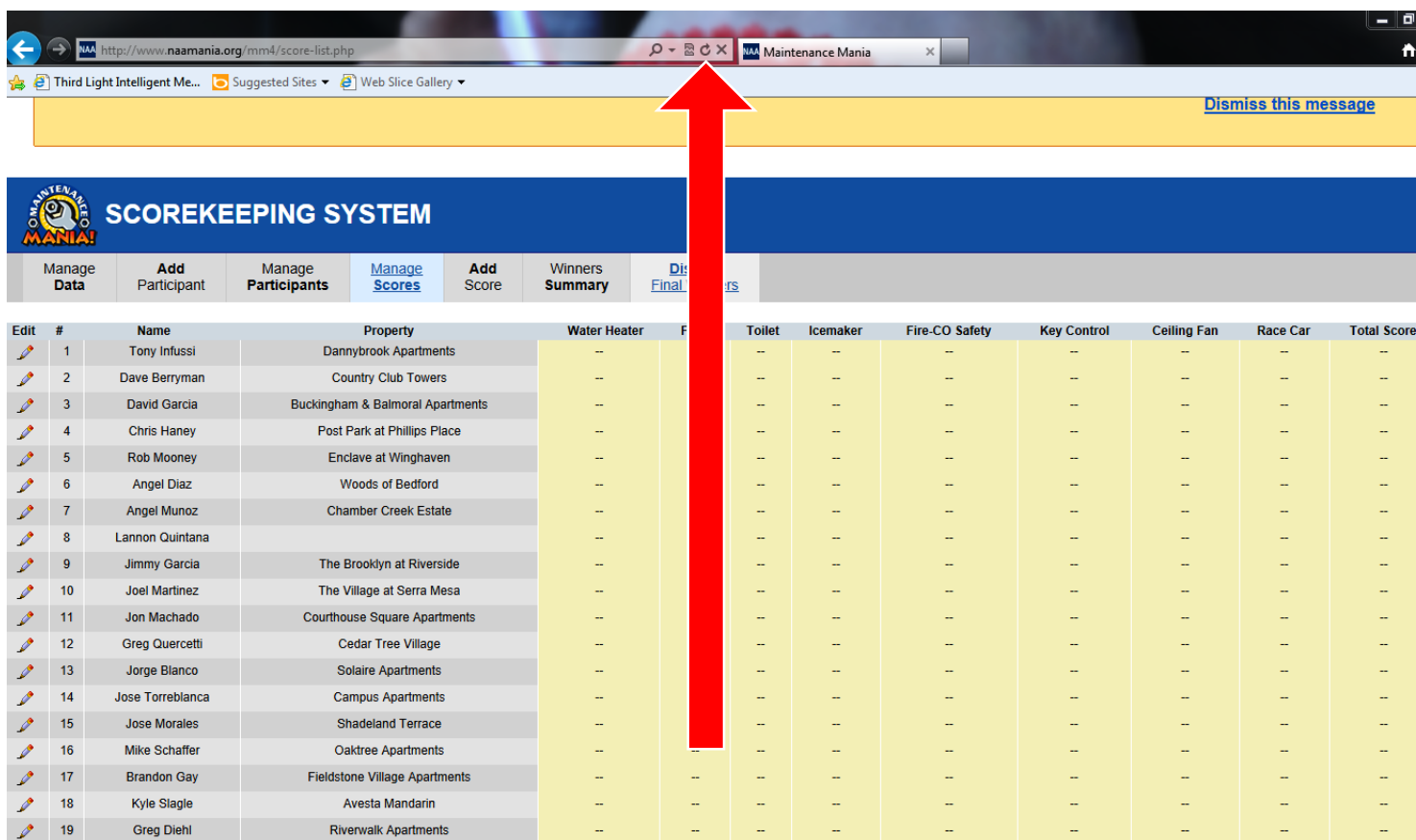
Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners Summary	Display Final Winners

Edit	#	Name		Water Heater	Faucet	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car	Total Score
✏	1	Tony Infussi	Dannybrook Apartments	--	--	--	--	--	--	--	--	--
✏	2	Dave Berryman	Country Club Towers	--	--	--	--	--	--	--	--	--
✏	3	David Garcia	Buckingham & Balmoral Apartments	--	--	--	--	--	--	--	--	--
✏	4	Chris Haney	Post Park at Phillips Place	--	--	--	--	--	--	--	--	--
✏	5	Rob Mooney	Enclave at Winghaven	--	--	--	--	--	--	--	--	--
✏	6	Angel Diaz	Woods of Bedford	--	--	--	--	--	--	--	--	--
✏	7	Angel Munoz	Chamber Creek Estate	--	--	--	--	--	--	--	--	--
✏	8	Lannon Quintana		--	--	--	--	--	--	--	--	--
✏	9	Jimmy Garcia	The Brooklyn at Riverside	--	--	--	--	--	--	--	--	--
✏	10	Joel Martinez	The Village at Serra Mesa	--	--	--	--	--	--	--	--	--
✏	11	Jon Machado	Courthouse Square Apartments	--	--	--	--	--	--	--	--	--
✏	12	Greg Quercetti	Cedar Tree Village	--	--	--	--	--	--	--	--	--
✏	13	Jorge Blanco	Solaire Apartments	--	--	--	--	--	--	--	--	--
✏	14	Jose Torreblanca	Campus Apartments	--	--	--	--	--	--	--	--	--
✏	15	Jose Morales	Shadeland Terrace	--	--	--	--	--	--	--	--	--
✏	16	Mike Schaffer	Oaktree Apartments	--	--	--	--	--	--	--	--	--
✏	17	Brandon Gay	Fieldstone Village Apartments	--	--	--	--	--	--	--	--	--
✏	18	Kyle Slagle	Avesta Mandarin	--	--	--	--	--	--	--	--	--
✏	19	Greg Diehl	Riverwalk Apartments	--	--	--	--	--	--	--	--	--

Scorekeeper Training

2. Click the browser refresh button to see new scores as judges start entering from the iPods.

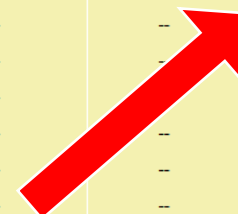3. Repeat throughout event until completion.

Scorekeeper Training

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.

SCOREKEEPING SYSTEM

| Manage Data | Add Participant | Manage Participants | Manage Scores | Add Score | Winners Summary | Display Final Winners | |

Edit	#	Name	Property	Water Heater	Faucet	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car	Total Score
✏	1	Tony Infussi	Dannybrook Apartments	--	--	--	--	--	--	--	--	--
✏	2	Dave Berryman	Country Club Towers	--	--	--	--	--	--	--	--	--
✏	3	David Garcia	Buckingham & Balmoral Apartments	1:05.45	--	--	--	--	--	--	--	--
✏	4	Chris Haney	Post Park at Phillips Place	--	--	--	--	--	--	--	--	--
✏	5	Rob Mooney	Enclave at Winghaven	--	--	--	--	--	--	--	--	--
✏	6	Angel Diaz	Woods of Bedford	--	--	--	--	--	--	0:00.33	--	--
✏	7	Angel Munoz	Chamber Creek Estate	--	--	--	--	--	--	--	--	--
✏	8	Lannon Quintana		--	--	--	--	--	--	--	--	--
✏	9	Jimmy Garcia	The Brooklyn at Riverside	--	--	--	--	--	--	--	--	--
✏	10	Joel Martinez	The Village at Serra Mesa	--	--	--	--	--	--	--	--	--
✏	11	Jon Machado	Courthouse Square Apartments	--	--	--	--	--	--	--	--	--
✏	12	Greg Quercetti	Cedar Tree Village	--	--	--	--	--	--	--	--	--
✏	13	Jorge Blanco	Solaire Apartments	--	--	--	--	--	--	--	--	--
✏	14	Jose Torreblanca	Campus Apartments	--	--	--	--	--	--	--	--	--
✏	15	Jose Morales	Shadeland Terrace	--	--	--	--	--	--	--	--	--

Scorekeeper Training

Edit Scores

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

Edit	#	Name	Property	Water Heater	Faucet	Toilet	Icemaker	Fire-CO Safety	Key Control	Ceiling Fan	Race Car	Total Score
✏	1	Tony Infussi	Dannybrook Apartments	--	--	--	--	--	--	--	--	--
✏	2	Dave Berryman	Country Club Towers	--	--	--	--	--	--	--	--	--
✏	3	David Garcia	Buckingham & Balmoral Apartments	1:05.45	--	--	--	--	--	--	--	--
✏	4	Chris Haney	Post Park at Phillips Place	--	--	--	--	--	--	--	--	--
✏	5	Rob Mooney	Enclave at Winghaven	--	--	--	--	--	--	--	--	--
✏	6	Angel Diaz	Woods of Bedford	--	--	--	--	--	--	0:00.33	--	--
✏	7	Angel Munoz	Chamber Creek Estate	--	--	--	--	--	--	--	--	--
✏		Lannon Quintana		--	--	--	--	--	--	--	--	--
✏		Jimmy Garcia	The Brooklyn at Riverside	--	--	--	--	--	--	--	--	--
✏	10	Martinez	The Village at Serra Mesa	--	--	--	--	--	--	--	--	--
✏	11	hado	Courthouse Square Apartments	--	--	--	--	--	--	--	--	--
✏	12	Greg Q	Cedar Tree Village	--	--	--	--	--	--	--	--	--
✏	13	Jorge Blanco	Solaire Apartments	--	--	--	--	--	--	--	--	--
✏	14	Jose Torreblanca	Campus Apartments	--	--	--	--	--	--	--	--	--
✏	15	Jose Morales	Shadeland Terrace	--	--	--	--	--	--	--	--	--

Scorekeeper Training

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.

Scorekeeper Training

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.

Scorekeeper Training

View Winners

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.

SCOREKEEPING SYSTEM

Manage Data	Add Participant	Manage Participants	Manage Scores	Add Score	Winners 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	--	--	--
Water 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	The Brooklyn at Riverside	0:25.00
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
Icemaker	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

Scorekeeper Training

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.

Judge Training

MAINTENANCE MANIA!®
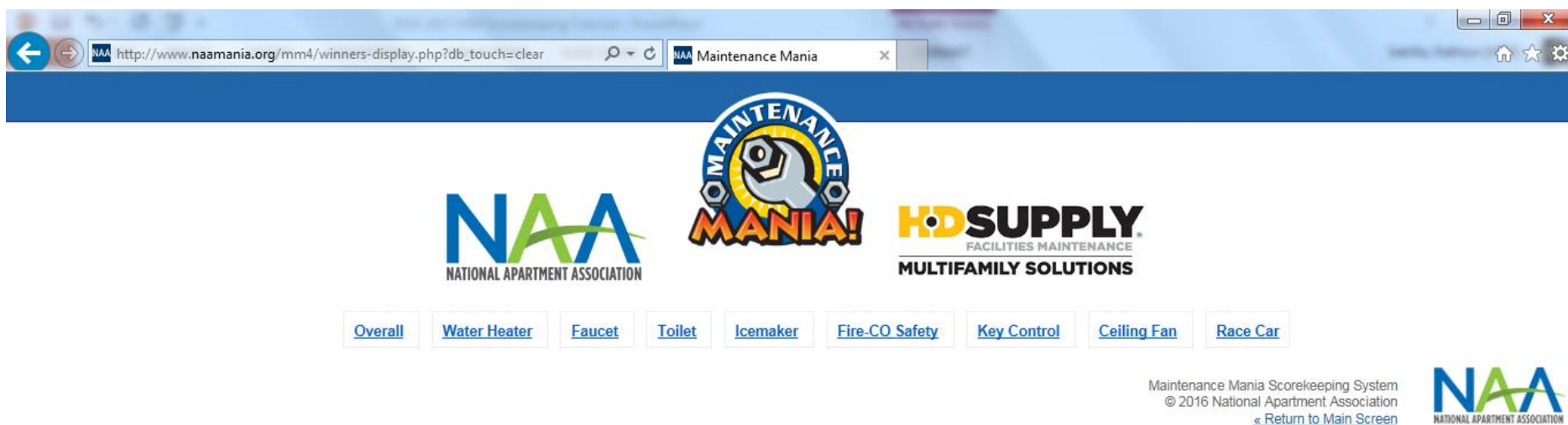
iPod Score Entry Training for Judges

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.

Judge Training

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.

Judge Training

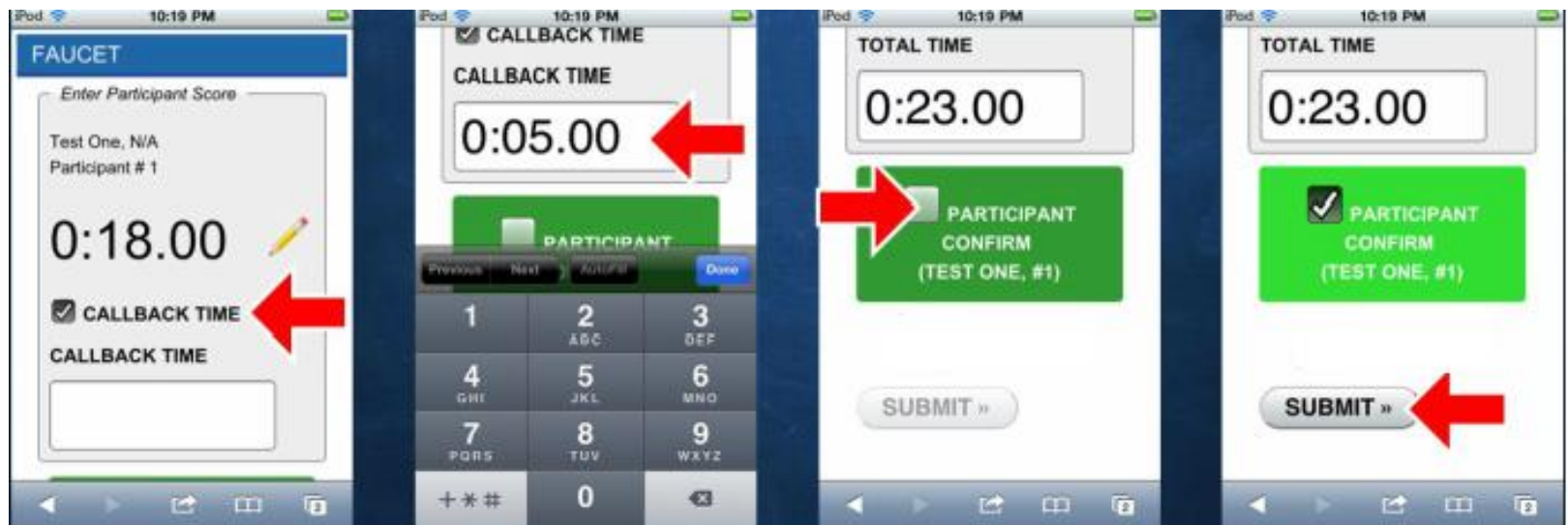**iPod Score Entry Training for Judges**

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.

Judge Training

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.

Judge Training

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.

Judge Training

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.

Judge Training

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.

Judge Training

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.
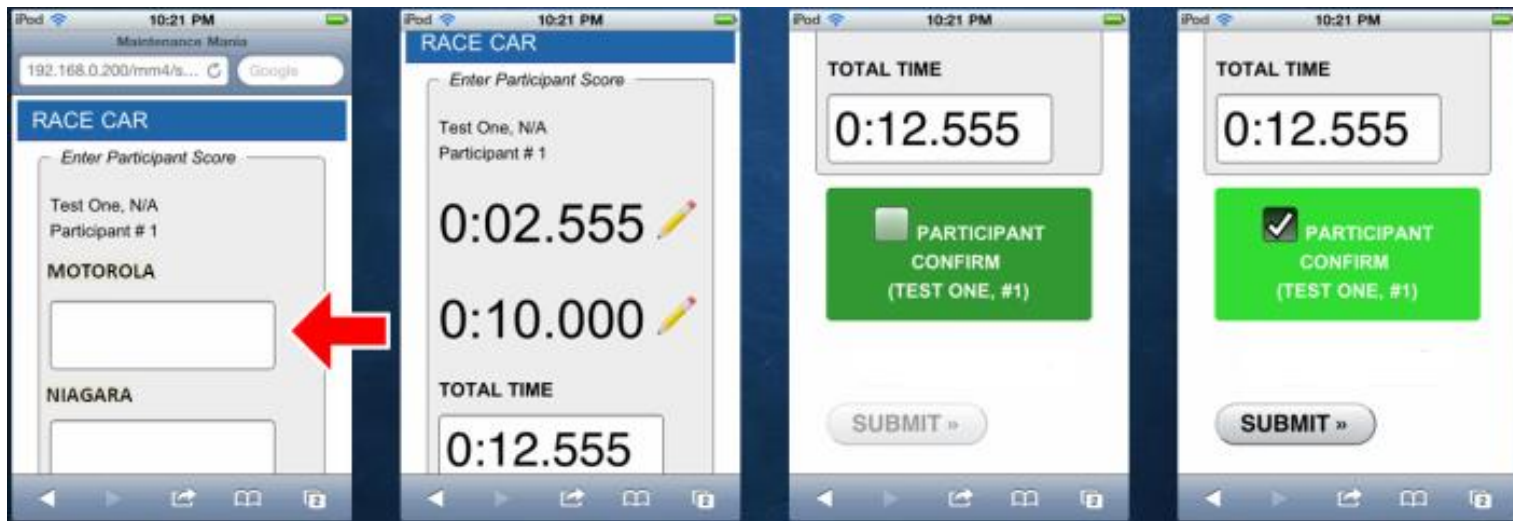
Export Results

Export Results

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

Export Results

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.

Export Results

4. Find your flash drive.

5. Rename the file with the association name and event date.

6. Close the download pop up.
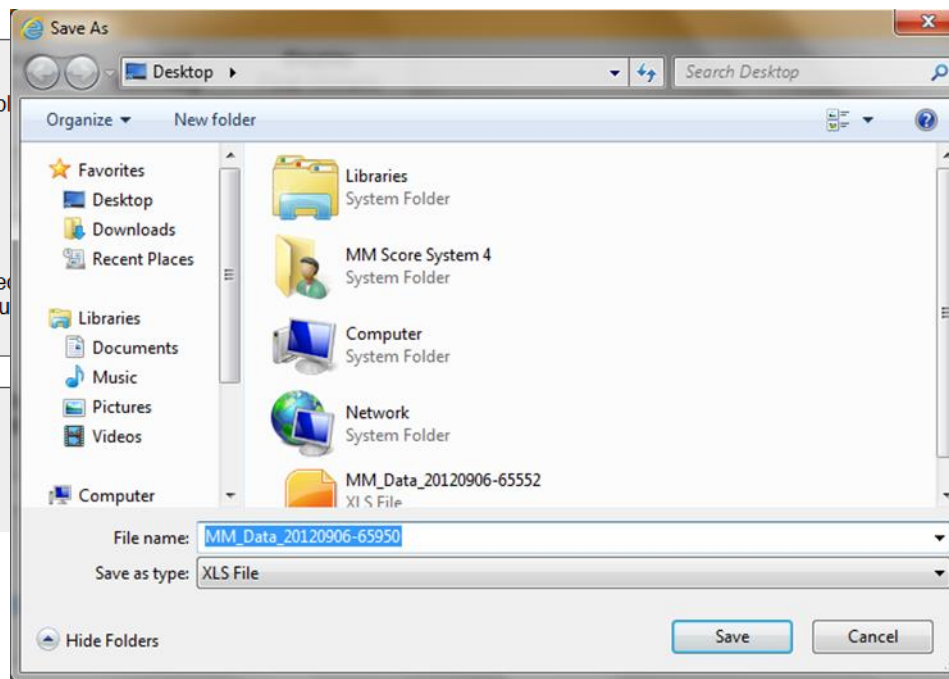
Export Results

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.

Results Upload to NAA

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

1. Click on MM Results.

2. Click on Upload Results.
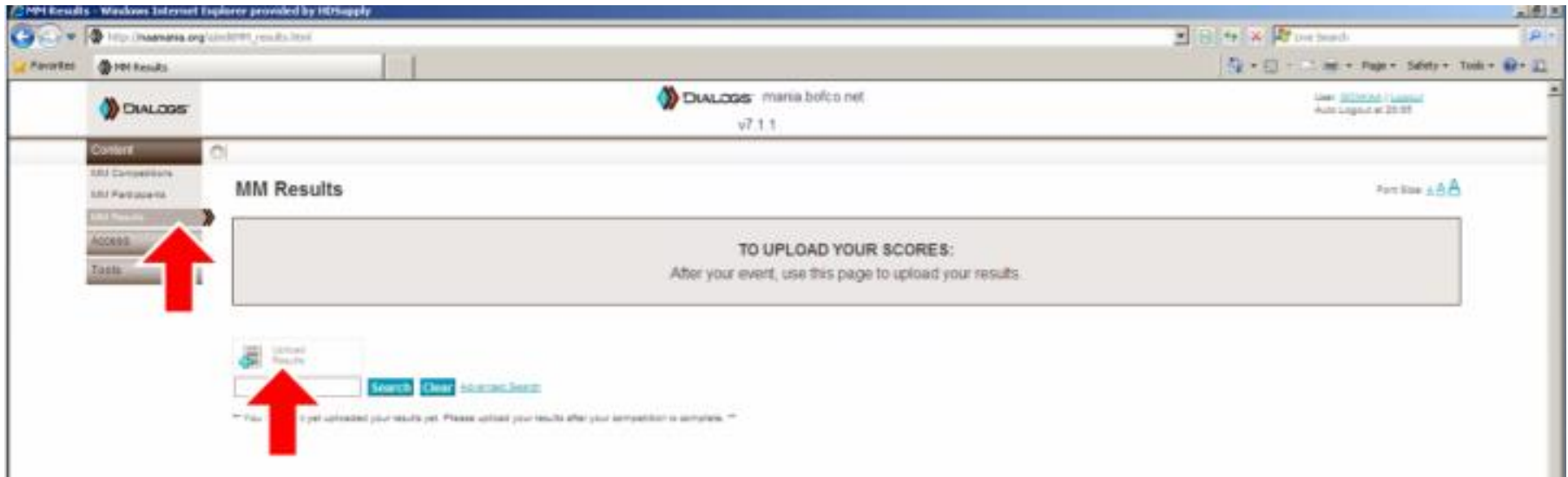
Results Upload to NAA

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.
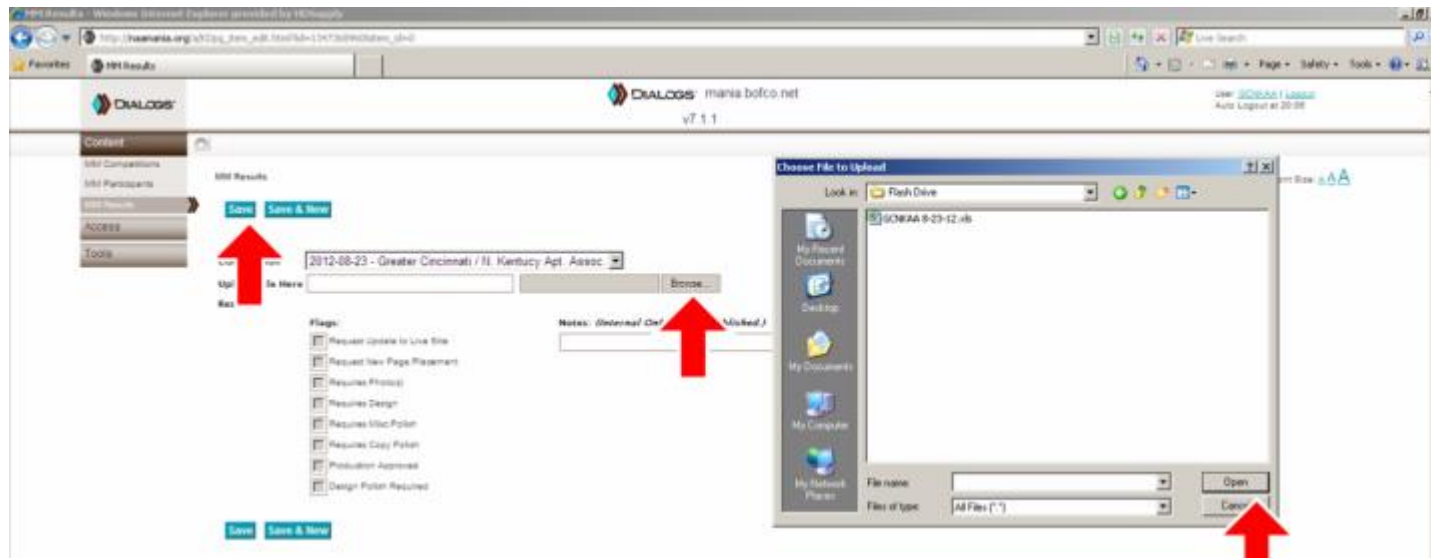
Results Upload to NAA

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
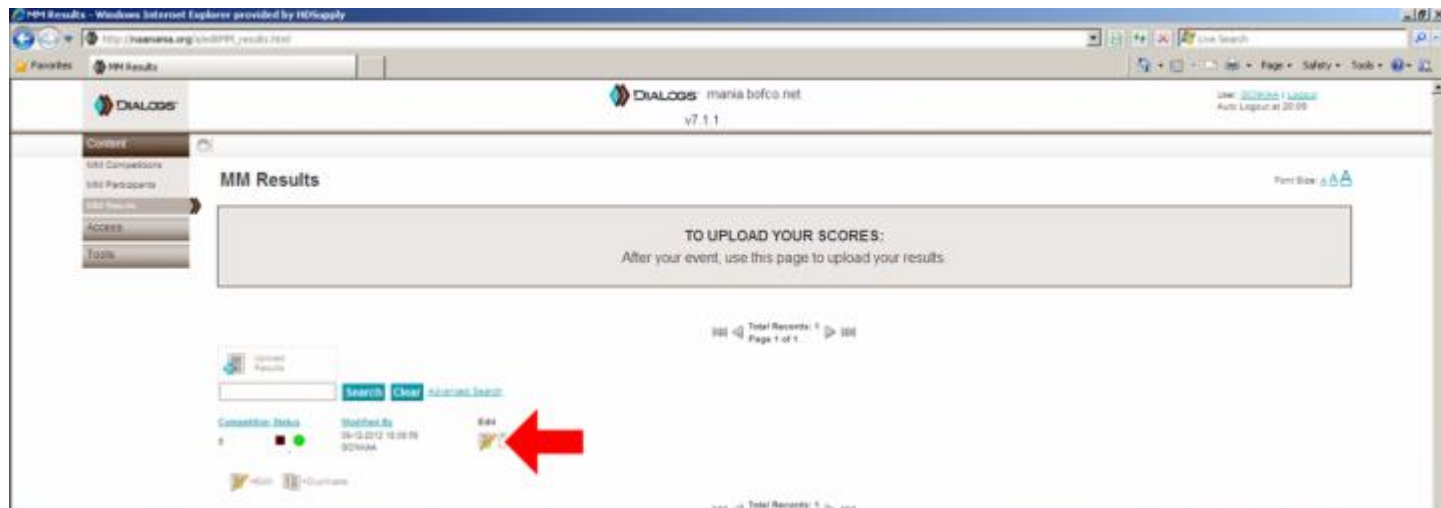
Troubleshooting

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.

Troubleshooting

The participant list is not loading.

Possible symptoms:

- Error message: "Duplicate entry…"

Duplicate entry '0' for key 1
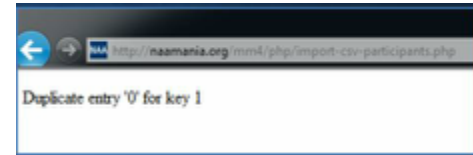
Try the following:

- 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…"

You have an error in your SQL syntax; check the manual that corresponds to your

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.

Troubleshooting

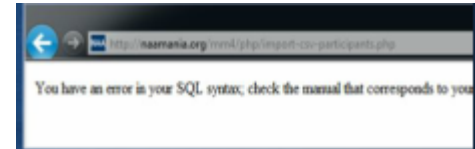**I'm having a time entry problem.**

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.

Troubleshooting

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 / dmotley@naahq.org or Kyle Huie at (703) 797-0695 or khuie@naahq.org.