

Engarde Assistant Organizer manual

August 20, 2020

***This part concerns the organizers who manage the competition with Engarde.
Read the user manual of Engarde Smart Assistant beforehand.***

Three categories of people can perform data entry:

- Assistants: these are people in the organization who usually take care of a few pistes.
- Referees: In small competitions, referees may agree to do this work.
- Teams: the team captains can enter the composition of their teams (the order of the fencers).

In the rest of the document, we very often use the term "assistant" for "assistant or referee or team".

It is strongly recommended, before a competition that uses assistants or referees who have never entered data with Engarde Smart Assistant, to do a simulation in the days before the competition. This can be done remotely. See the explanations at the end of this document.

In the case of the use of the team captains to enter the composition of their teams, it is strongly recommended to help them.

Standard preparation in Engarde management

1. Declare the competition on engarde-service.
2. Create your competition in Engarde.
3. If referees use Engarde assistant, you can go to the "Referees" window and use the menu of the "Password" button to generate the passwords of the referees and to print these passwords. If you do not generate the passwords, you must use an initial password (you will have a question when connecting).
4. If assistants use Engarde assistant, enter their names in the "Assistants" window and indicate in the "Piste" field the pistes they mainly deal with. You can use the menu of the "Password" button to generate the passwords of the assistants and to print these passwords. If you do not generate the passwords, you must use an initial password (you will have a question when connecting).
5. If team captains use Engarde assistant, go to the "Teams" window and use the menu of the "Password" button to generate the passwords of the teams and to print the passwords.
6. Connect the competition to engarde-service with "Web | Web Panel".
7. Choose in the menu "Engarde Smart | Reception of data entered with Engarde Assistant". Engarde asks you several questions. In standard use, give an "initial password". It will be used by the referees and the assistants. You can alternatively enter an empty "initial password" and generate passwords for referees and/or assistants as explained previously.
8. Using the menu "Engarde Smart", you can change later the choices you made before.

Initial information for assistants (and/or referees)

Prepare a sheet for the assistants with:

The url of Engarde Assistant is:

<http://engarde-service.com/assist/app.php>

The QR-code of the application which is:



The smart ID of your competition is displayed by Engarde in the blue part of the web panel.

You can set up a QR-code that launches the application on your competition. To do this, go to a website where you can create QR-codes, for example:

<https://fr.qr-code-generator.com/>

And provide the url:

<http://engarde-service.com/assist/app.php?id=xxx>

where xxx is the smart identifier of the competition

or

<http://ks300745.kimsufi.com/app.php?id=xxx>

where xxx is the smart identifier of the competition

In standard functioning, indicate the "initial password" to the assistants and/or referees, otherwise give them their personal password you generated.

Passwords for referees, assistants and teams in Engarde management

Passwords are stored in the competition data. They are displayed with ***** in the tables of referees, assistants and teams.

The "Password" button allows you to do the following operations:

- See the passwords of the selected lines
- Enter/change a person's password
- Clear the passwords of the selected lines
- Generate passwords everywhere they are empty
- Clear all the passwords
- Print all the passwords
- Lock passwords for selected or all lines
- Unlock passwords for selected or all lines

You can lock a password or several.

When a password is locked the assistant (or referee or team) cannot provide data.

When a password is empty and not locked, the assistant (or referee) who has not logged in must use the initial password if there is one, otherwise he/she cannot connect.

When a password is changed, the assistant (or referee or team) is disconnected and must re-enter the password.

Password locking is useful when not all assistants (or referees or teams) have the right to enter data.





Locking a user's password is also useful when you think there is a problem, that the user's account may be pirated. In this case, start by locking this password, then go to the user. Ask them to change his password with Engarde management and then unlock the password. If a person has pirated the user connection, they will be disconnected.

The assistants' pistes in Engarde management

Assistants can enter data for all matches. The pistes assigned to them are used to facilitate their work by presenting first the matches of these pistes. These pistes can be changed during the competition.

Verification of match results in Engarde management

The results must be verified by comparing the paper information with that of Engarde, for the completed poules and for the tableau matches. It is also necessary to prevent the verified results from being modified by the arrival of new results. To do this, proceed as follows:

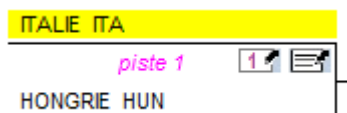
To check a completed poule or tableau match, start by blocking it by clicking on the icon  and choosing "blocked". The icon becomes . Then compare the pool or match of Engarde with the paper and make corrections if necessary. Then click on the icon  and choose "verified". The icon becomes .

The team composition

It is necessary to explain to the assistants, at the beginning of the team competition, how the composition of the teams is entered. It is important to ensure confidentiality (the assistant should not see what is being entered by the team captain) and to know that there is no possibility of changing an entry that has been completed and validated by the captain.

It should be explained to the team captains at the beginning of the competition that they will provide the order of the fencers to the assistants and that this order once entered will not be modifiable. In fact, this order cannot be modified with Engarde Smart but it can be modified at the DT with Engarde management.

In Engarde management, we know that the composition of a team is recorded because the team is highlighted in yellow.



Simulation with a test competition

It is strongly recommended, before a competition that uses assistants (and/or referees) who have never entered with Engarde Smart Assistant, to do a simulation in the days before the competition. This can be done remotely.

This is important because sometimes the application does not work on some devices. It is not a device model problem, but a configuration or browser problem (it is better to use a non-proprietary browser such

as Firefox, Chrome, Edge or Safari) and because the assistants must already have made entries before they are on a real competition.

To do this, declare a competition on engage-service and check the box:

Test: check for simulated competition

so that the competition does not appear in the list of competitions displayed on the site.

Provide to the assistants by email the url:

<http://engage-service.com/assist/app.php?id=xxx>

where xxx is the smart identifier of the competition,

or

<http://ks300745.kimsufi.com/app.php?id=xxx>

where xxx is the smart identifier of the competition

and the initial password.

Create a competition with Engarde management. Create the poules and ask the assistants to provide the results of their poules. Then do the same with the tables. For a team competition, ask the assistants to simulate the entry of the team composition and the use of substitutes.