

Scoring Office Checklist



Set-up the Contest File

<i>Items</i> Enter sequence designs	<input type="checkbox"/>	Get all Photos up-to-date	<input type="checkbox"/>	Zip all Free's for web upload	<input type="checkbox"/>
Set sequence K's and P's	<input type="checkbox"/>	Allocate the Judging Panels	<input type="checkbox"/>	Upload Free Unk seqs to web	<input type="checkbox"/>
Establish Teams and Flags	<input type="checkbox"/>	Install print and web logos	<input type="checkbox"/>		
Register Pilots & Aeroplanes	<input type="checkbox"/>	Design suitable Results Reports	<input type="checkbox"/>	<i>When contest is finished:</i>	
Register Judges and Assistants	<input type="checkbox"/>	Test 'civa-results.com' ftp logon	<input type="checkbox"/>	Zip all photos, send to CIVA	<input type="checkbox"/>
Register Contest Officials	<input type="checkbox"/>	Create initial Web Index Page	<input type="checkbox"/>	Put final contest file on web	<input type="checkbox"/>

Programme	Create Flying Order	Print Judging Sheets	Enter all data	Print Raw Score Sheets	Print Unofficial Results	Print Judge Analysis	Print Official Results	Print Overall Results	Update all results to civa-results	Other ...	
Known	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unknown 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unknown 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unknown 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free Unknown 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free Unknown 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Minute Freestyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>