

Running your first tournament on UTU Swiss

Before you start

Before you run your first tournament make sure:

- You are using registered version of UTU Swiss, otherwise some of the features will not be available. If you have not purchased and registered UTU Swiss, please refer to the [How To](#) guide.
- You have [create a new empty database](#), do not create your tournaments in the demo database as it contains scrambled data, which will cause problems if you load the ECF Grading or FIDE rating list.
- If required, [load the ECF Grading list](#) and [FIDE Rating list](#). The ECF Grading list should be loaded if you are going to submit your tournament for ECF Grading. The FIDE Rating list should be loaded if you are going to submit your tournament for FIDE Rating.

Create your first tournament

To create a new tournament, use the Tournament-> New menu option. This will display the Tournament details dialogue.

The screenshot shows the 'Tournament Details' dialog box with the following fields and values:

- Tournament:** [Empty dropdown]
- Section:** [Empty text field]
- Venue:** [Empty dropdown]
- Rounds:** 5
- Start Date:** 19/08/2019
- End Date:** 19/08/2019
- Rating/Grading:** Federation: England, Rating Method: ECF, Default Rating: 0
- Pairing:** Method: Swiss, Rules: British System, Top seed colour in first round: White, First Board No: 1
- Points:** Points System: One Half Zero, Points for a Pairing Allocated By: 1
- Tie Break:** Method: None, Modifier: None
- Time Controls:** Time Control: Standard, Number of Time Controls: 3
- Time Control Details:** First time control: [Empty] Moves, [Empty] Minutes; Second time control: [Empty] Moves, [Empty] Minutes; Final time control: [Empty] Moves, [Empty] Minutes; Additional seconds per move: [Empty]
- Controller:** Controller: [Empty], Results Officer: [Empty], Treasurer: [Empty]
- Notes:** [Empty text area]
- UTU Results Service:** Show tournament on UTU Results Service

Tournament Details

The [Tournament Details User Guide](#) provide full details of all the fields on this dialogue.

The Rating/Grading, Pairing, Points and UTU Results Service dialogue will display the database defaults which were set up when the database was created. These defaults can be changed on the [Settings Dialogue](#) (File->Settings) if required.

Any of the values on this dialogue can be changed as required to set up your tournament. The defaults are ECF, but for the purposes of this user guide I have set up a FIDE rated and paired tournament as shown below.

Tournament Details

Tournament: User Guide
 Section: Test FIDE
 Venue: At Home
 Rounds: 11
 Start Date: 19/08/2019
 End Date: 29/09/2019
 Rating/Grading: Federation: FIDE, Rating Method: FIDE, Default Rating: 0
 Pairing: Method: Swiss, Rules: FIDE Dutch System, Top seed colour in first round: Black, First Board No: 100, Points System: Three Two One, Points for a Pairing Allocated Bye: 3
 Tie Break: Method: Sum Of Progressive Scores, Modifier: Cut 1
 Time Controls: Time Control: Standard, Number of Time Controls: 3
 First time control: 40 Moves, 60 Minutes
 Second time control: 20 Moves, 60 Minutes
 Final time control: 30 Minutes
 Additional seconds per move:
 Controller: Bloggs, Joe
 Results Officer: Smith, Fred
 Treasurer: Other, Amy N
 Notes: This is a test tournament set up for the User Guide
 UTU Results Service: Show tournament on UTU Results Service
 View the UTU Swiss privacy policy

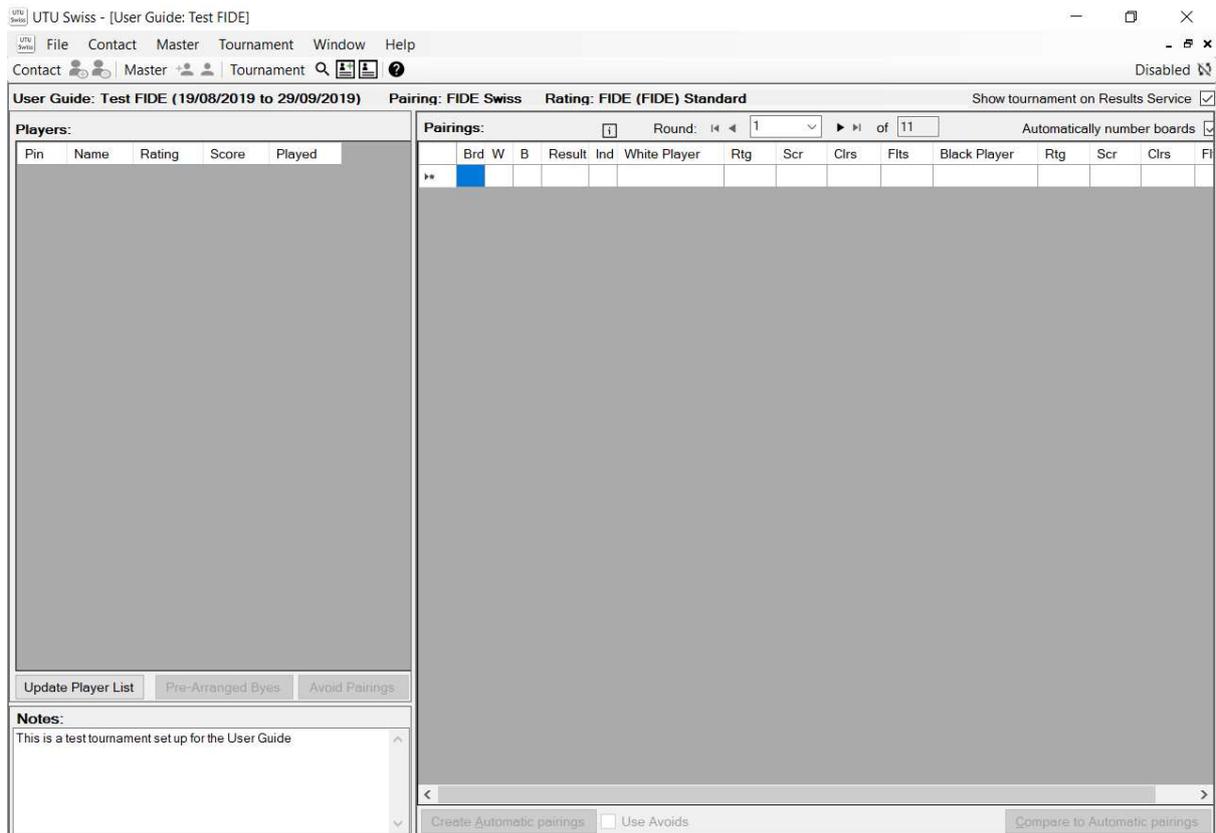
OK Cancel

The tournament details can be changed in the future, however there are some restrictions depending on how far the tournament has progressed. Eg Points System can not be changed once a pre-arrange bye has been entered or a result has been entered for a pairing.

Tournament Screen

The tournament screen displays the list of players and the current pairings (If there are any). It is the main screen use to run the tournament.

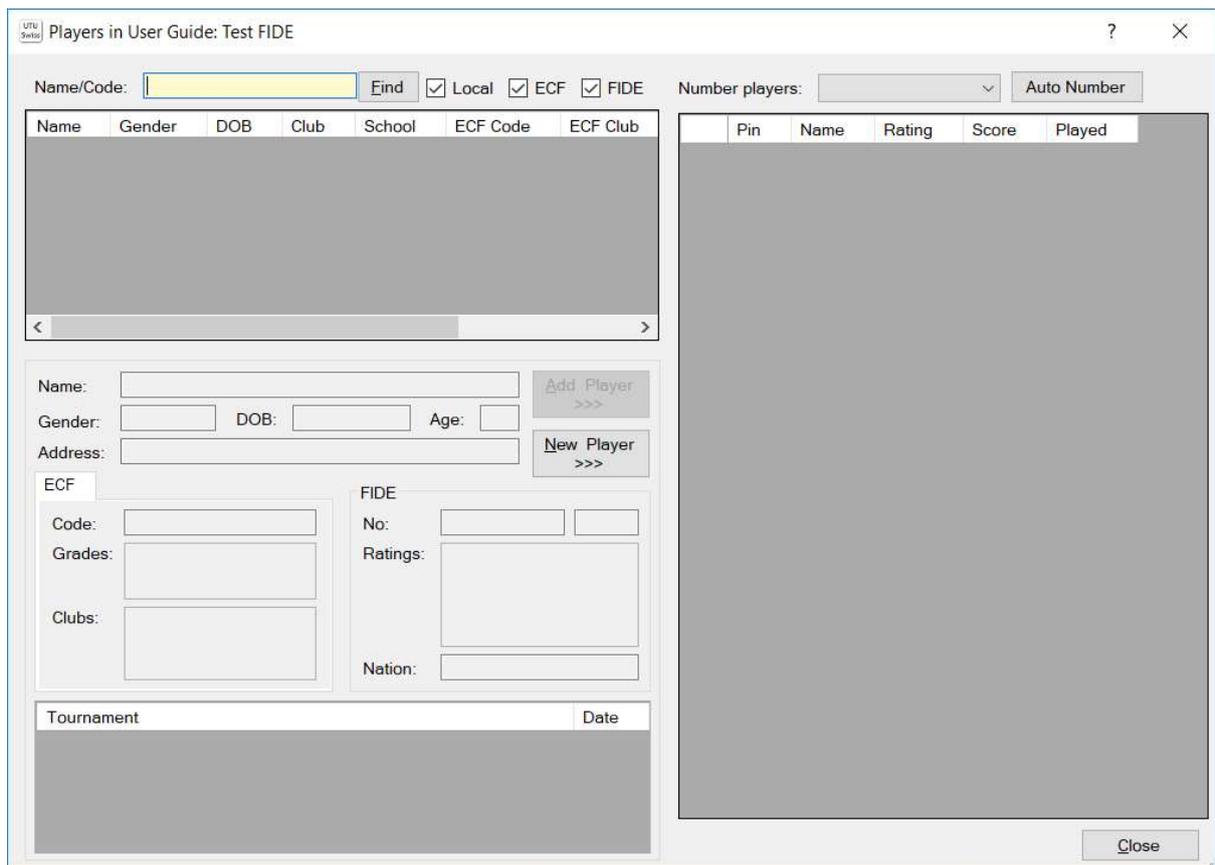
The [Tournament Overview User Guide](#) provides full details on this screen



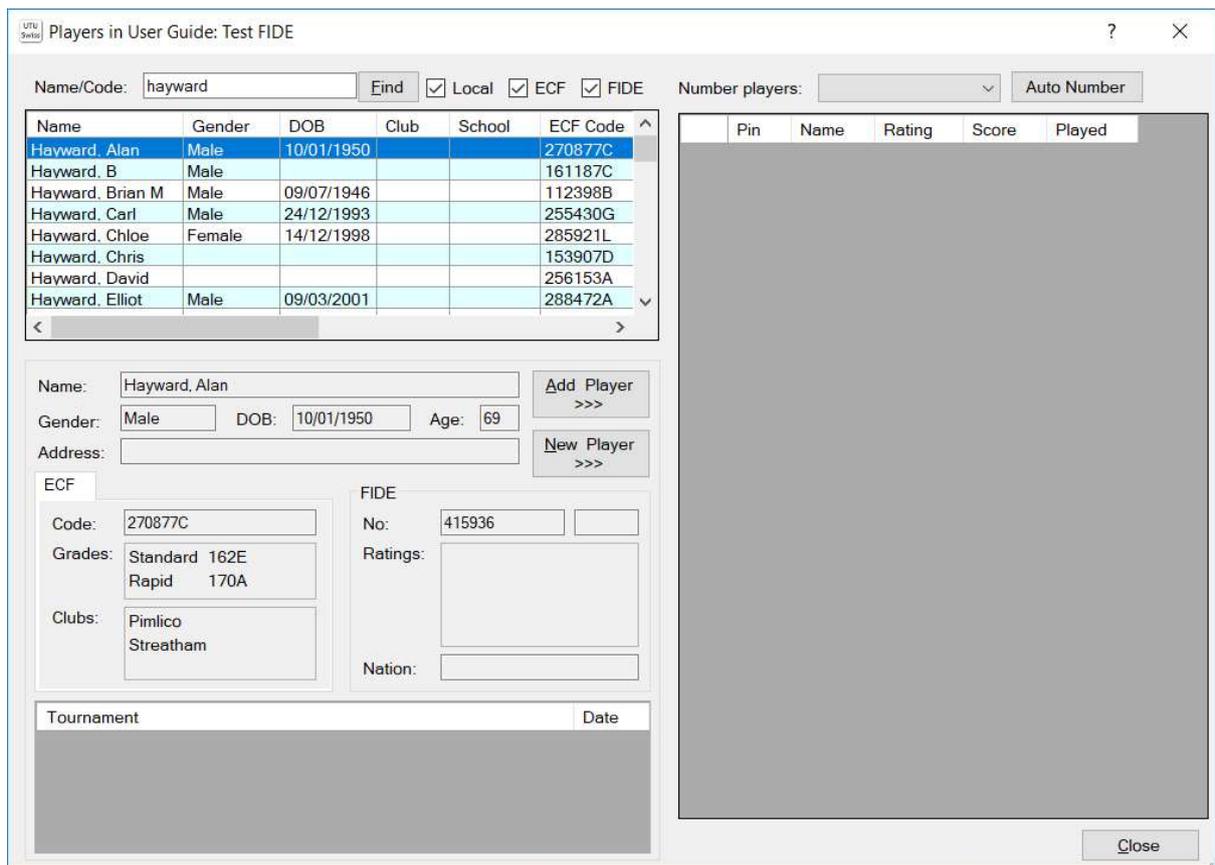
Players

To add the players to the tournament, click on the Update Player List button to display the Player List dialogue.

The [Player List user guide](#) provide more details on this dialogue.



If the ECF Grading or FIDE Rating list has been loaded, then these lists can be searched for a required player by entering their last name and clicking on the Find button as shown below.



To add a player from the list, click on the Add Button.

If the player does not exist on the ECF Grading or FIDE Rating list can be created by clicking on the New Player button to display the Player Details dialogue, to enter the details of the player. See the [Player Details user guide](#) for more information.

This can be repeated until all the required players have been added to the tournament. For the purposes of the user guide I have added players at random and created a new player.

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Players in User Guide: Test FIDE

Name/Code: Find Local ECF FIDE

Number players: Auto Number

Name	Gender	DOB	Club	School
Hall, Barry A	Male			
Hall, Ben				
Hall, Ben	Male	01/01/1987		
Hall, Ben	Male	07/01/1990		
Hall, Benjamin	Male	15/11/2007		
Hall, Bobby	Male			
Hall, Brandon	Male	18/11/2000		
Hall, Brian				

Name: Add Player >>>

Gender: DOB: Age: New Player >>>

Address:

ECF

Code:

Grades:

Clubs:

FIDE

No:

Ratings:

Nation:

Tournament Date

Pin	Name	Rating	Score	Pla
	Short, Philip M	2334	0	0
	Smyth, Ben	1528	0	0
	Smyth, C Mike	2095	0	0
	Smyth, K	0	0	0
	Smyth, Kevin	1915	0	0
	Smyth, Martin	1740	0	0
	Smyth, Martin D	1923	0	0
	Smyth, Pete	1788	0	0
	Smyth, Sandy A	1400	0	0
	Smythe, Bill	1729	0	0
	Smythe, Daniel	1008	0	0
	Brownscombe, Thomas	2149	0	0
	Brownsmith, Sandy	0	0	0
	Hall, Alan	1390	0	0
	Hall, Alexander	1728	0	0
	Hall, Antony C	1870	0	0
	Hall, Bobby	2041	0	0
	Player, New	0	0	0

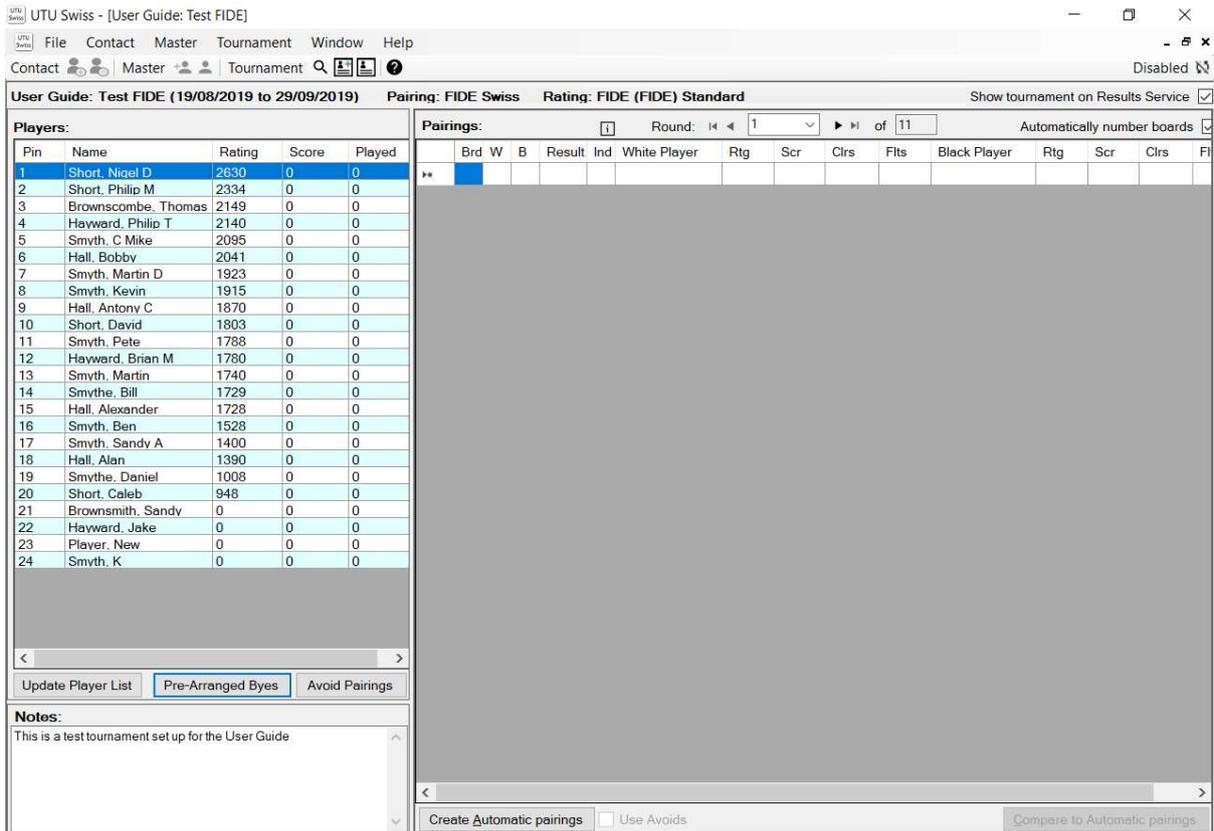
Player Errors & Warnings:

Pin	Type	Message
	Warning	Pins have not been entered for all players

Close

Once the players have been added to the tournaments, the players PINs can be automatically allocated by right clicking and selecting the required auto number option from the menu. As this is a FIDE Rated tournament the PINs will be allocated based on the players' ratings. Note if a player does not have a FIDE Rating, any other rating or the tournament default rating will be used.

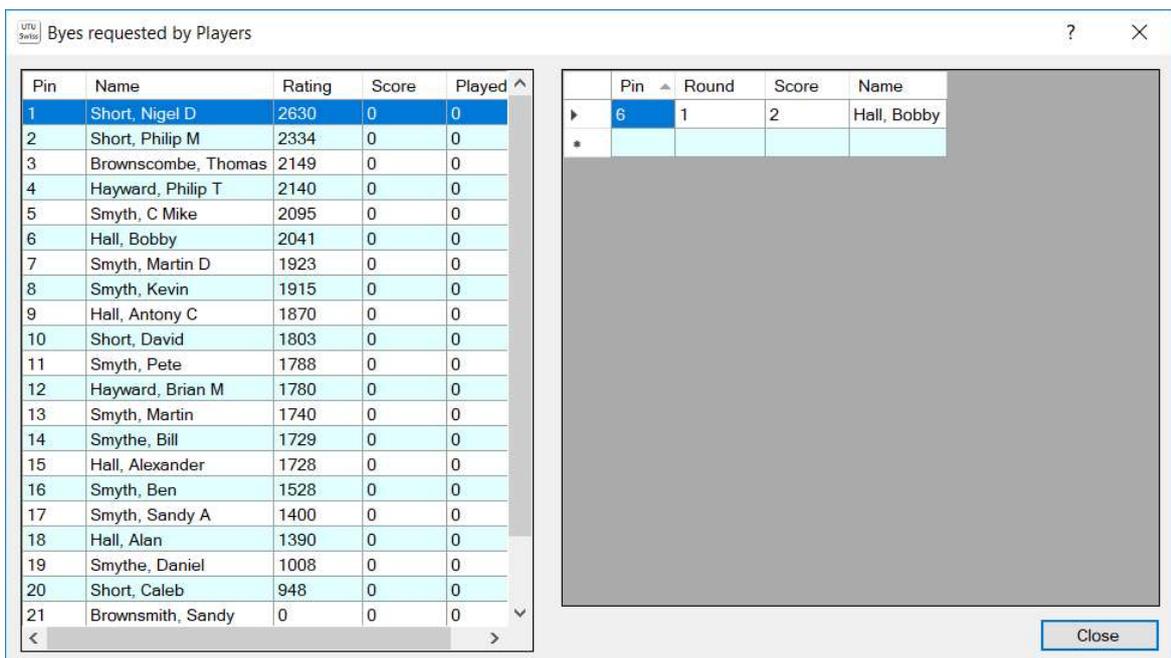
Once the PINs have been allocated, close the dialogue to redisplay the Tournament screen.



If any player has required a bye click on the Pre-Arranged Byes button to display the Bye List dialogue to enter the required byes. See The [Bye List User Guide](#) for more details.

If any pairings should be avoided (eg siblings, husband or wife, team members), click on the Avoid Pairings to display the Avoid List dialogue to enter the pairings that should be avoided. See The [Avoids List User Guide](#) for more information.

For the purposes of the this guide I have only create a single Pre-Arranged bye,



Initial Prints

Once the players have been added to a tournament, you may want to produce some of the reports/prints to help run the tournament list:

- Player List, a useful list of all players in the tournament, including age group, rating/grade and clubs
- Wallchart, a standard wall chart, this really needs an A3 to be effective
- Pairing Cards, standard pairing cards in one or two formats, to save you hand writing the pairing cards.

Pairings

Now that the tournament has been created and all the players, avoids and pre-arrange byes have been entered the first pairings can be created. To automatically create the pairings for the first round click on the Create Automatic Pairings button. The system will then create the pairings and display them on the Tournament screen, as shown below.

The screenshot shows the UTU Swiss software interface for a tournament. The main window displays the pairing screen for Round 1 of 11. The interface is divided into several sections:

- Menu Bar:** File, Contact, Master, Tournament, Window, Help.
- Toolbar:** Contact, Master, Tournament, search, and other icons.
- Header:** User Guide: Test FIDE (19/08/2019 to 29/09/2019), Pairing: FIDE Swiss, Rating: FIDE (FIDE) Standard, Show tournament on Results Service.
- Players Table:**

Pin	Name	Rating	Score	Played
1	Short, Nigel D	2630	0	0
2	Short, Philip M	2334	0	0
3	Brownscombe, Thomas	2149	0	0
4	Hayward, Philip T	2140	0	0
5	Smyth, C Mike	2095	0	0
6	Hall, Bobby	2041	2	0
7	Smyth, Martin D	1923	0	0
8	Smyth, Kevin	1915	0	0
9	Hall, Antony C	1870	0	0
10	Short, David	1803	0	0
11	Smyth, Pete	1788	0	0
12	Hayward, Brian M	1780	0	0
13	Smyth, Martin	1740	0	0
14	Smythe, Bill	1729	0	0
15	Hall, Alexander	1728	0	0
16	Smyth, Ben	1528	0	0
17	Smyth, Sandy A	1400	0	0
18	Hall, Alan	1390	0	0
19	Smythe, Daniel	1008	0	0
20	Short, Caleb	948	0	0
21	Brownsmith, Sandy	0	0	0
22	Hayward, Jake	0	0	0
23	Player, New	0	0	0
24	Smyth, K	0	3	0
- Pairings Table:**

Brd	W	B	Result	Ind	White Player	Rtg	Scr	Clrs	Fits	Black Player	Rtg	Scr
100	13	1			Smyth, Martin	1740	0			Short, Nigel D	2630	0
101	2	14			Short, Philip M	2334	0			Smythe, Bill	1729	0
102	15	3			Hall, Alexander	1728	0			Brownscombe, Thomas	2149	0
103	4	16			Hayward, Philip T	2140	0			Smyth, Ben	1528	0
104	17	5			Smyth, Sandy A	1400	0			Smyth, C Mike	2095	0
105	7	18			Smyth, Martin D	1923	0			Hall, Alan	1390	0
106	19	8			Smythe, Daniel	1008	0			Smyth, Kevin	1915	0
107	9	20			Hall, Antony C	1870	0			Short, Caleb	948	0
108	21	10			Brownsmith, Sandy	0	0			Short, David	1803	0
109	11	22			Smyth, Pete	1788	0			Hayward, Jake	0	0
110	23	12			Player, New	0	0			Hayward, Brian M	1780	0
111	24		3 - 0	B	Smyth, K	0	0					
112	6		2 - 0		Hall, Bobby	2041	0					
- Buttons:** Update Player List, Pre-Arranged Byes, Avoid Pairings, Create Automatic pairings, Use Avoids, Compare to Automatic pairings.
- Notes:** This is a test tournament set up for the User Guide.
- Pairing Errors & Warnings:**

Brd	Type	Message
	Warning	Result(s) missing

Note: The pre-arrange bye has been created, so requiring a pairing allocated bye. The score for these byes have been automatically set.

Manual Changes:

If automatic pairings are not required, manual pairings can be entered by entering the players PINS in the white and Black columns. Pairings will be validated as they are entered and any errors and warnings will be displayed below the pairing list.

If pairings or board numbers need to be changed, then changes can be made by manually entering the change directly into the pairing grid. Any changes will be validated as they are entered.

Once the pairings for the round has been created, there are some additional reports which can be used to help run the round:

- A pairing list, a useful addition to a pairing board
- Results Slips, which can be placed on the boards, so that the players can record their results.

Results

Once the games have been played, the results for each game can be entered for the pairings on the tournament screen. To enter a result click on the Result cell for the required pairing. The quick keys can be used to enter a result W for white win, D for a draw, B for a black win. The full list of quick keys can be viewed (and if required, changed) on the Settings dialogue. If a non standard result is required press X key or double click on the result cell to display the [Results dialogue](#).

The results are validated as they are entered and any errors or warnings will be displayed below the pairing list.

The score for each player on the player list is automatically updated as the results are entered.

The screenshot shows the UTU Swiss software interface. The main window displays a pairing board for Round 1 of 11. The interface includes a menu bar (File, Contact, Master, Tournament, Window, Help), a toolbar, and a status bar. The pairing board is divided into two sections: 'Players' and 'Pairings'.

Players:						Pairings:													
Pin	Name	Rating	Score	Played		Brd	W	B	Result	Ind	White Player	Rtg	Scr	Cirs	Fits	Black Player	Rtg	Scr	
1	Short, Nigel D	2630	1	1		100	13	1	3 - 1		Smyth, Martin	1740	0			Short, Nigel D	2630	0	
2	Short, Philip M	2334	1	1		101	2	14	1 - 3		Short, Philip M	2334	0			Smythe, Bill	1729	0	
3	Brownscombe, Thomas	2149	2	1		102	15	3	2 - 2		Hall, Alexander	1728	0			Brownscombe, Thomas	2149	0	
4	Hayward, Philip T	2140	2	1		103	4	16	2 - 2		Hayward, Philip T	2140	0			Smyth, Ben	1528	0	
5	Smyth, C Mike	2095	1	1		104	17	5	3 - 1		Smyth, Sandy A	1400	0			Smyth, C Mike	2095	0	
6	Hall, Bobby	2041	2	0		105	7	18	3 - 1		Smyth, Martin D	1923	0			Hall, Alan	1390	0	
7	Smyth, Martin D	1923	3	1		106	19	8	3 - 1		Smythe, Daniel	1008	0			Smyth, Kevin	1915	0	
8	Smyth, Kevin	1915	1	1		107	9	20	1 - 3		Hall, Antony C	1870	0			Short, Caleb	948	0	
9	Hall, Antony C	1870	1	1		108	21	10	1 - 3		Brownsmith, Sandy	0	0			Short, David	1803	0	
10	Short, David	1803	3	1		109	11	22	0 - 3	WF	Smyth, Pete	1788	0			Hayward, Jake	0	0	
11	Smyth, Pete	1788	0	1		110	23	12	3 - 1		Player, New	0	0			Hayward, Brian M	1780	0	
12	Hayward, Brian M	1780	1	1		111	24		3 - 0	B	Smyth, K	0	0						
13	Smyth, Martin	1740	3	1		112	6		2 - 0		Hall, Bobby	2041	0						
14	Smythe, Bill	1729	3	1															
15	Hall, Alexander	1728	2	1															
16	Smyth, Ben	1528	2	1															
17	Smyth, Sandy A	1400	3	1															
18	Hall, Alan	1390	1	1															
19	Smythe, Daniel	1008	3	1															
20	Short, Caleb	948	3	1															
21	Brownsmith, Sandy	0	1	1															
22	Hayward, Jake	0	3	1															
23	Player, New	0	3	1															
24	Smyth, K	0	3	0															

The interface also includes a 'Notes' section at the bottom left, which contains the text: "This is a test tournament set up for the User Guide". At the bottom right, there are buttons for "Create Automatic pairings", "Use Avoids", and "Compare to Automatic pairings".

Once all the Results for a round have been entered, so additional reports/prints can be produced to help run the tournament eg: a cross table which shows the pairings, results and current scores.

If a tournament is to be shown on the UTU Results Service all pairings, and results entered on the system will be immediately shown on the online results service (so long as there is an internet connection). See the [UTU results Service user guide](#) for more information.

Continue the tournament

To move to the next round, click on the right error next to the Round number at the top of the pairing list or over type the round number.

Moving to the next round will display a black list of pairings, so that the pairings for the next round can be generated.