

Introduction

This section covers the process of divisioning an event in GMS 5 and the tools available. The primary tools for the divisioning process are:

- Teams Tool
- Auto-division Matrix
- Auto-division Wizard
- Divisioning Tool

Note: many of the tools and methods described here are inapplicable to bracketed events; see the appropriate documentation on bracketed events for how to division and work with them.

Divisioning concepts

There are many different divisioning philosophies; GMS does its best to not force any of them on users, to instead allow GMS users to run events as they see fit.

Divisions are used to group entrants – teams or competitors – into manageable competition groups. Heat sheets, results and other reports work based on these assigned divisions.

When working with a team event (this includes relay events), divisions are assigned to each team. GMS will then propagate that division to each of the team's entrants; this means that places where you could edit a person's division will always be disabled for team events.

Rounds

For any given event, there will be one or more rounds of competition. In each round, every entrant participates in one division and gets one overall result for that round. In the final round only, each entrant also gets a place. (Most events default to a single round of competition.)

Configure an event by right-clicking on it and clicking on “Define event”.

Uses more than just a final round of competition rounds (including final round)

If the event will include more than just the final round, check “Uses more than just a final round of competition” and enter the number of rounds, including the final round. By default, GMS will call the last round “Final”, the previous round “Preliminary”, and then number the ones before that “Round 1”, “Round 2”, etc. To change this, click on the “Rounds” tab and enter your own names. Any fields left blank will use GMS' default values.

Round Names		
	Description	Short description
Final	Final	Fin
Round 1	Preliminary	Prel
Qualifying	Qualifying	Qual

Illustration 1, Assign names to rounds

Click [Save] to commit changes and open the event.

Teams Tool

The teams tool shows all teams and entrants in the event in an easy to navigate window. You can add, scratch and delete teams and entrants from this window. (To see the teams tool from within an event, click on the “View” menu then on “Teams Tool”).

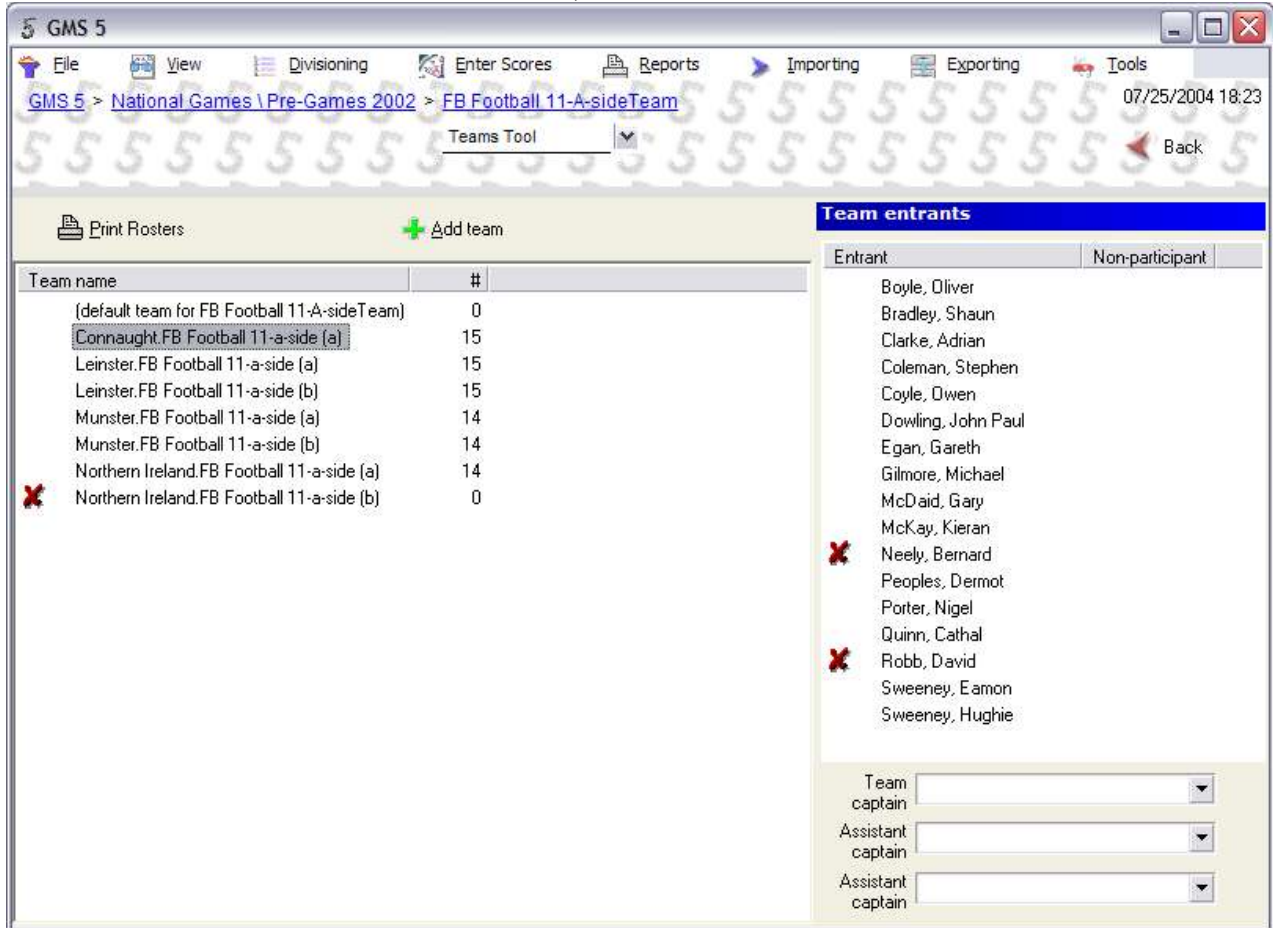


Illustration 2, Teams tool

On the left side is a list of all teams registered with a count of their non-scratched entrants. Clicking on any team shows you the entrants within that team. You can drag and drop entrants from one team to another by clicking on an entrant and without lifting the mouse button, dropping them onto another team's name. Use the same method to drop entrants into the “Team captain” or “Assistant captain” positions. (Clicking on the empty space around the teams – effectively selecting no team – will bring up a list of all of the entrants in the event on the right side. This is helpful for finding someone that you know is in the event but you're not sure which team they're on.)

Right-click on any entrant to do things with/to them – edit scores, scratch, or to add another entrant to the selected team.

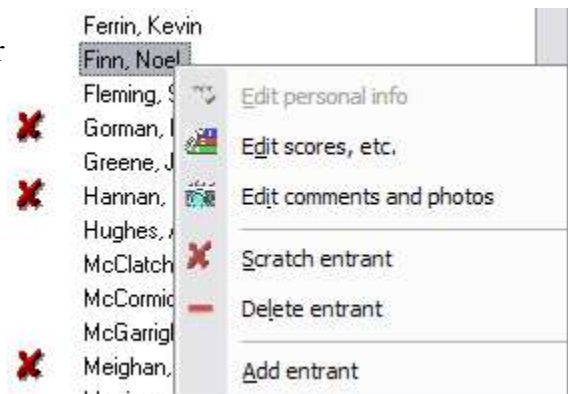


Illustration 3, Right-click on entrant options

Right-clicking on a team gives you similar options.



Illustration 4, Team options

Note that when scratching a team, you will scratch the team's entrants out of the event. You have the option of also scratching the team's entrants from the entire games (only applies if the entrants are in no other events).

Finally, clicking on the [Print Rosters] button brings up a tool for printing a simple roster of entrants in each team.

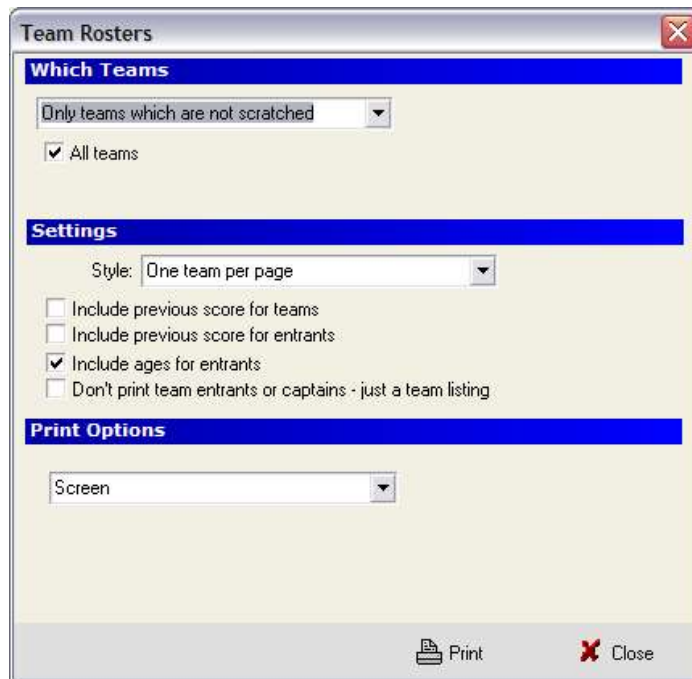


Illustration 5, Team Rosters Options

Auto-division Matrix

The Auto-division Matrix takes non-scratched entrants in the event and places them into a grid with numbers of divisions and score differential based on the settings you provide (see Illustration 6, Sample Auto-division Matrix data). This is useful as a preview tool – use it to see what options would work best for the Auto-division Wizard or just to see how your athletes break out.

Note: The Auto-division Matrix will never make any changes to your data. It is a tool for examining your entrants and doing “what-if” scenarios, but not for actually divisioning or changing your entrants.

Division Matrix Tool

This tool allows you to see how entrants in this event will group together based on age group and score in creating divisions. You can change the age groups and score percentages to get the best arrangements. Double-click on any cell to see the scores and details for people who would be in a division made with these specifications.

Combine genders together when divisioning

Genders: Males Use fixed score percentage: 15

Age groups: 8,12,16,22

8- 11	1	1	1	1		
12- 15	4 (14.3%)	1	3 (2.6%)	1	3 (9.9%)	1 1
16- 21	2 (7.7%)	3 (10.8%)	2 (10.7%)	2 (4.8%)		
22-end	7 (14.9%)	2 (3.8%)	6 (13.9%)	3 (10.3%)	2 (13.7%)	

Illustration 6, Sample Auto-division Matrix data

Access the matrix from within an event by clicking on “Divisioning” on the menu bar and selecting the Auto Division Matrix from the list of options.

You can view the matrix data filtered to show males only, females only, or both together (check “Combine genders together when divisioning”). If the event uses levels, selecting a level from the drop-down box will show only entrants in that level.

Entering a set of age groups and a score percentage will group the athletes together by those values, with entrants broken out by age group and then into “divisions” of whose high and low scores do not differ by more than the given percentage.

Prospective division summary

Details

Low score: 00:25.04
 High score: 00:27.90
 Differential: 10.8%
 # of entrants: 3

Entrants

Shaw, Scott Score: 00:25.04
 Wade, Jeremy Score: 00:25.90
 Lacefield, Anthony Score: 00:27.90

Close

Illustration 7 - Potential division summary

Each cell in the grid represents one “division”, and shows how many entrants would be in it along with the percentage difference in score between the best- and worst-scoring entrant. Double-click on any cell to show the entrants within it along with other useful data (see Illustration 7 - Potential division summary).

Auto-Division Wizard

The Auto-Division Wizard takes the non-scratched entrants in an event and organizes them into divisions based on the criteria you select. Divisions can be broken out on several criteria depending on the event definition (gender, level, age group, score).

To open the Wizard go to the menu bar and select “Divisioning” then “Auto Division Wizard” and select the round of competition you want to work with.

Note: the Auto-Division Wizard is not available for bracketed events.

The Wizard opens in a separate window (see Illustration 8 - Auto Division Wizard 1st screen), verify that you are divisioning the round of competition you intend to by looking in the lower left corner of the Wizard window. Select which entrants you want to division: you can run the wizard on only entrants in specific levels, genders, or “Selected” entrants if you selected individuals/teams in the grid before opening the Wizard. (“Select” entrants by choosing “Selected” from the “Fields to show” menu in the entrants or team grid and checking the ones you want to work with). Alternates (if the event has any) will give you the option to treat them like any other entrant, ignore them for divisioning, or place them into a special division.



Illustration 8 - Auto Division Wizard 1st screen

The next screen is “Basics”. Enter the maximum number of entrants per division (up to 99) and the starting number for divisions.

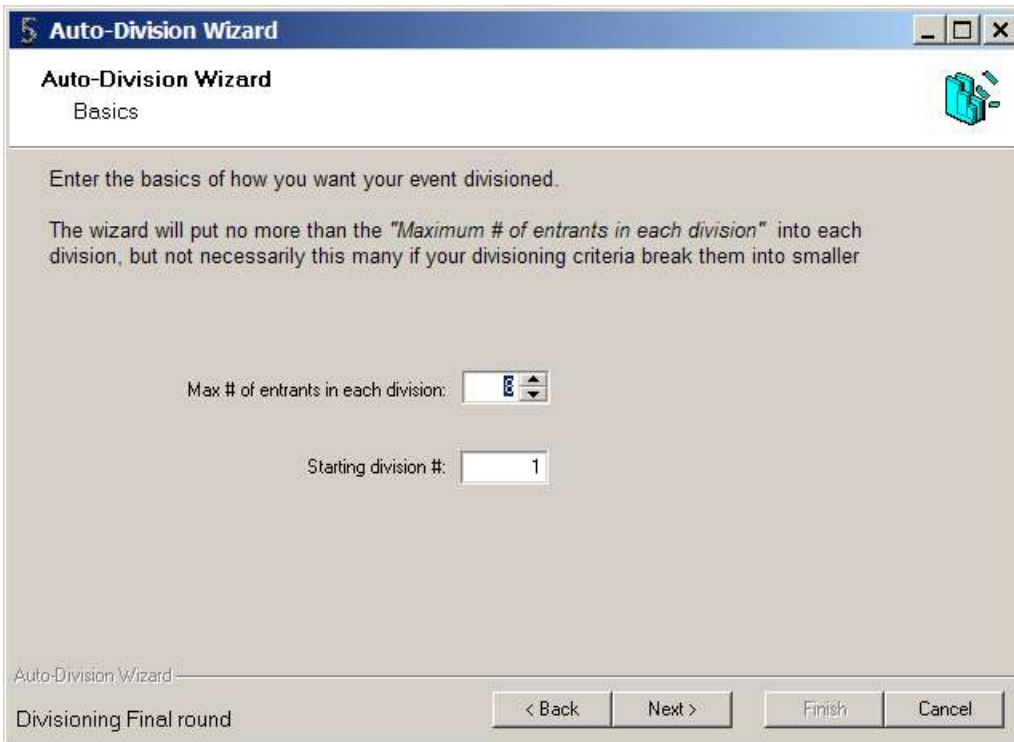


Illustration 9, Auto-Division Wizard basics

Click [Next] to move on to the next screen, divisioning criteria.

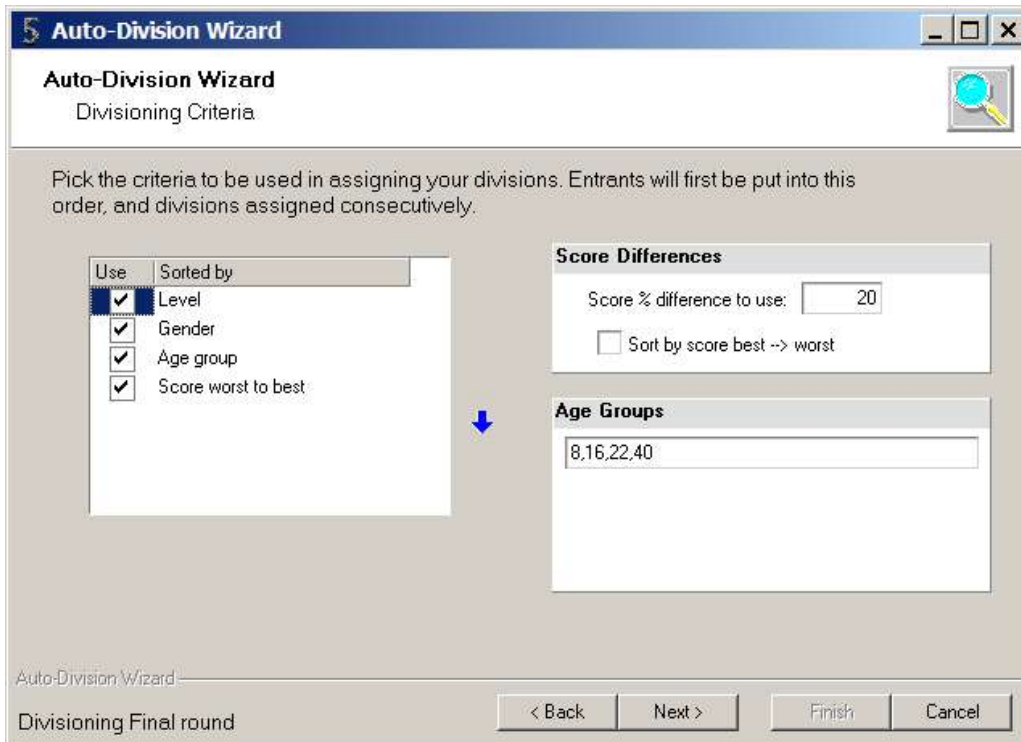


Illustration 10, Divisioning criteria

Set the rules for divisioning in the “Divisioning Criteria” window (see Illustration 10, Divisioning criteria), selecting the relevant fields and the order in which you want them applied. The order shown is the most common: level (if applicable), gender, age group and score. You can edit the age group and score differential values on the right side.

The score setup lets you change the previous round score percentage – enter a value percentage here, and the highest- and lowest-scoring entrants in each division will have no more than this much percentage difference between their previous scores. There is also a checkbox to change the sort of scores from “worst to best” to “best to worst” - which means the lower numbered divisions will be the highest ability athletes from the previous round of competition.

In the age group section you can change the groups (for the purposes of divisioning only, age groups in the event will remain with their original settings). The groups show by default the age groups from the event definition, and to change the values, click on the “...” icon at the end of the list. An “Adjust age groups” window will appear, type in the new ages you wish to use, remembering that the age you put in is the beginning of a group so “8,18” will process two age groups “8-17” and “18-end”. Click [Done] to commit changes and return to the “Divisioning Criteria” window.

Click [Next] to move to the next screen, “Division Prefixes”.

Note that this screen may not appear for certain events, especially ones which use automated timing systems, which require numeric division names.

Auto-Division Wizard
Division Prefixes

You can select one or more criteria below to assign names other than just the division numbers to each division.

Put your own prefix on these divisions

Prefix division names with gender code [e.g. M01, F23]

Prefix division names with age groups

Prefix division names with levels

Separator to put between each prefix:
Nothing

Auto-Division Wizard
Divisioning Final round

< Back Next > Finish Cancel

Illustration 11, Division name prefixes

You have the option to prefix your divisions with gender, age groups, levels, or a custom prefix of your choosing (see Illustration 11, Division name prefixes). Select the checkbox next to the value you want to have in front of each division. If you select none divisions will run sequentially from the number you selected in the “Basics” screen and run until all have been assigned, by selecting a prefix division numbers will start with the 1st number then run until a change in the prefix property, at which point the numbers will begin again with the next group. Under the “Separator to put between each prefix” select the style you want divisions to display. By default “nothing” is selected, but you can change that to a period (.), dash (-), comma (,), colon (:), or semicolon (;) to make it easier to read on reports.

Note: there is a 14 character limit to division names, including prefixes, separators, and numbers. If you run over the limit upon completion of the Wizard GMS will truncate divisions and post an error message. If this happens, your divisions will be incorrectly merged and do not match the criteria you selected; you will need to run the Divisioning Wizard again.

Click [Next] to go to the next step, “Execute”.

You are now done with the process and in the “Execute” screen (see Illustration 12, Execute) verify all points to ensure values are correct and what you intend to do, then click [Finish].

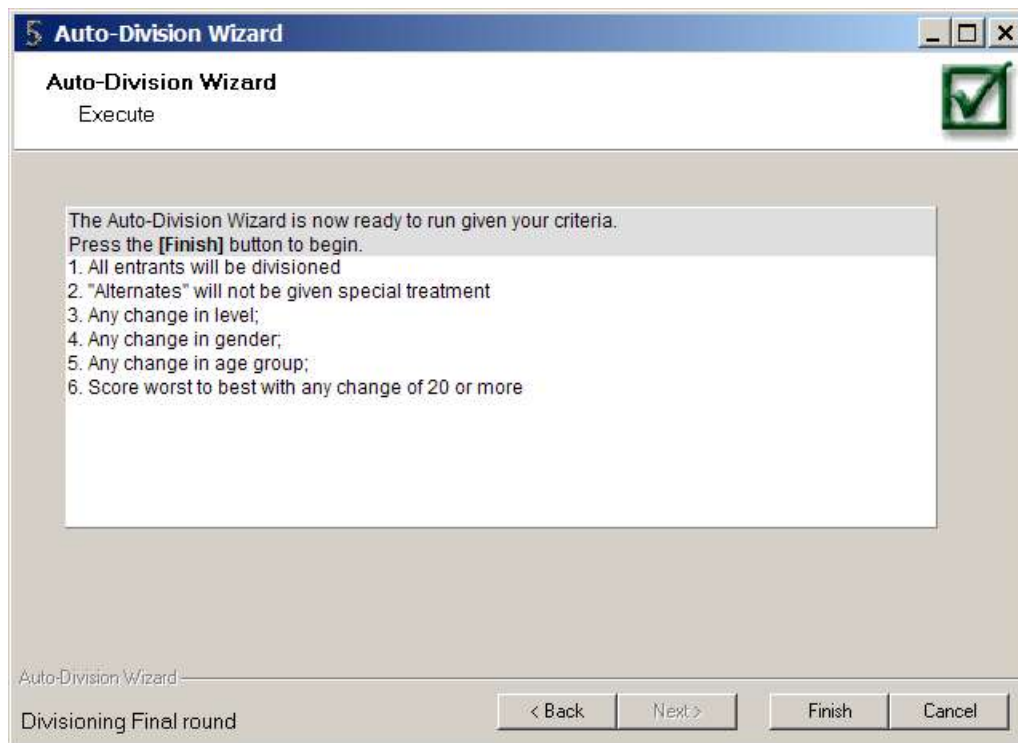


Illustration 12, Execute

Division Summary

When working in the entrants or teams grid, you can see the list of divisions on the right-hand side of the screen. Click on a division and a summary of that division appears; names of entrants in that division pop up on screen if you hold your mouse over a division.

Holding the [Shift] key and clicking another division will highlight every division between the two, and the information about scores will reflect what the combined divisions together would be. Holding the [Ctrl] key and clicking on any set of divisions will highlight the selected divisions and show what these divisions' overall summary would be if they were combined together.

Division	# per ...	
F880a	7	
F881	6	
F882	4	
F883	2	
F884	3	
F885	6	
F886	3	
M880	3	Entrants:
M881	7	Johnston, Jane
M882	5	Maye, Martina
M883	5	Tully, Emer
M884	3	
M885	3	
M886	4	
% diff: 17.51%		
hi: 00:19.07, lo: 00:16.00		
avg: 00:18.04		

Illustration 14, Division summary with one division selected

Division	# per ...	
F880a	7	
F881	6	
F882	4	
F883	2	
F884	3	
F885	6	
F886	3	
M880	3	
M881	7	
M882	5	
M883	5	
M884	3	
M885	3	
M886	4	
% diff: 65.51%		
hi: 00:19.07, lo: 00:09.66		
avg: 00:12.99		

Illustration 13, Division summary with multiple divisions selected

If you right-click on a division you'll get options for "Properties and scheduling" - this lets you assign scheduling data, including location, start and end times and status to each division, "Edit comments and photos", "Rename", and "Select".

Renaming a division changes its name without losing any of its scheduling data. You can also use it to combine two divisions together, by renaming a division to the same name as some other division.

Right-clicking on the list when multiple divisions are selected gives you additional options: "Combine together", "Scheduling for multiple divisions (Advanced)" and "Scheduling for multiple divisions (Easy)". See the "Scheduling" document for more details on how this all works.

Divisioning Tool

New to GMS 5 is the Divisioning Tool, an interface that lets you see all of your divisions, make new ones, and drag-and-drop entrants from one division to another.

Note: If bracketing is enabled, if you change the divisioning for any entrants in a seeded division, the seeding and all match results entered so far for those divisions will be lost. GMS will warn you before doing this and let you cancel the change.

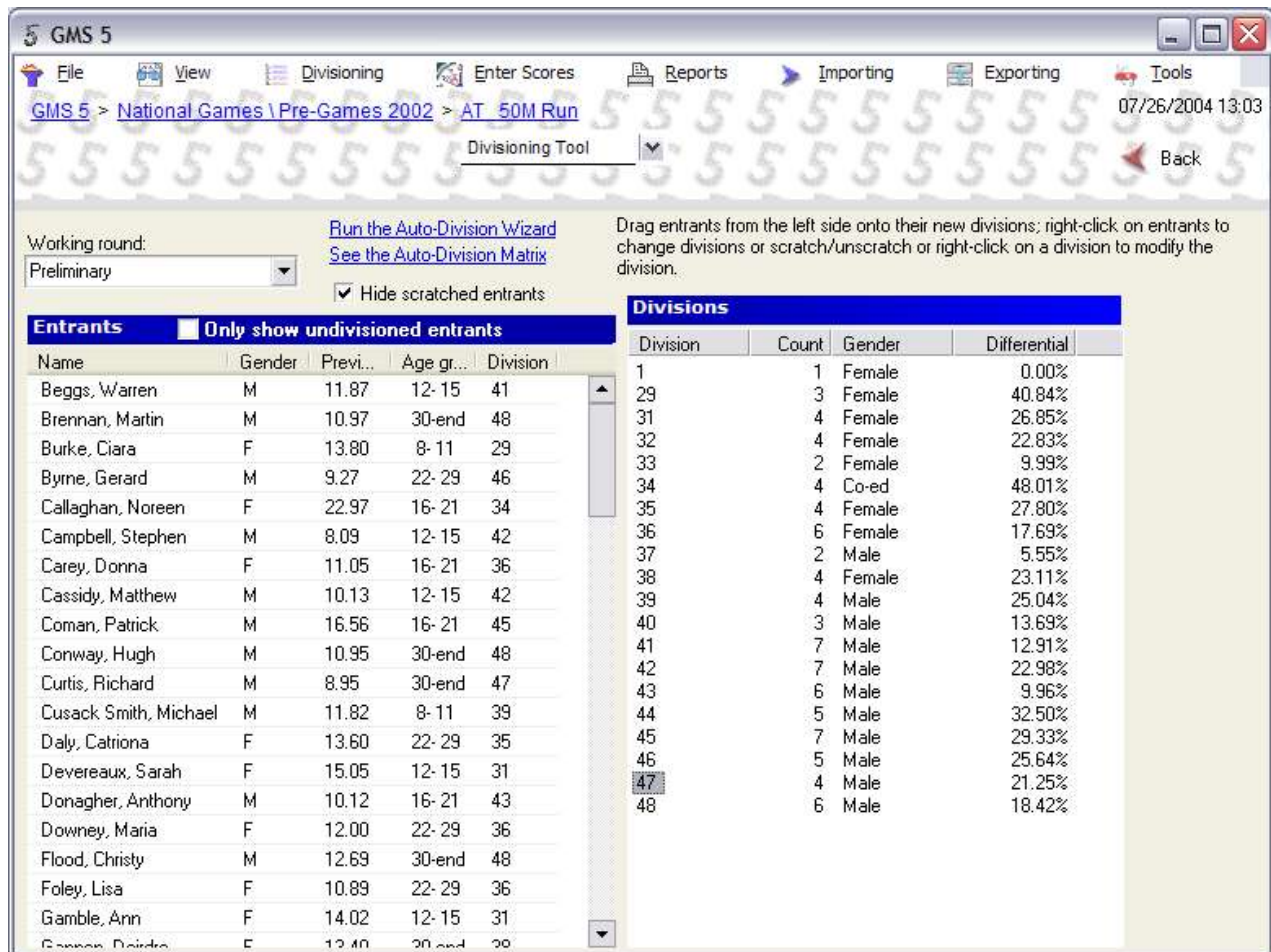


Illustration 15, Divisioning Tool

Select the round of competition to work with under “Working round”. On the right side you'll see a list of all divisions in the selected round along with a quick summary for each. On the left are all of the entrants in the event. Checking “Only show undivisioned entrants” will show only those entrants with no division assigned for this round; checking “Hide scratched entrants” will suppress all entrants which are scratched.

Right-clicking on an entrant lets you scratch or move that entrant to a new division (if you enter a division that doesn't exist, GMS will make that division for you); right-clicking on a division gives you an option to rename the division.

By “grabbing” an entrant with the left mouse button and dragging him/her over a division name, that entrant will be “dropped” into that division when you release the mouse button over that division.

Scheduling

GMS can be used to schedule divisions within an event. From there reports can be printed by sport, event, or individual with details of when and where competition is taking place. Scheduling has to be accessed through divisions, though you can view an individuals schedule from their person editor's "Scheduling" screen. For more details on how to enable and assign scheduling refer to the "Scheduling" document.

Divisioning reports

In addition to the standard heat sheets, GMS has a report which will provide summary information about each division. To run it, launch the "Heat sheets (built-in)", and select "Summaries for each division".

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AT 50M Run
Final Round

Division Summaries

Division F880a	Low score: 00:09.57 7 entrants	High score: 00:33.29 Gender: Female Low age: 10, High age: 15	Average score: 00:13.65 Age groups: 8-11,12-15	Diff: 110.7% (previous)
Division F881	Low score: 00:12.74 6 entrants	High score: 00:16.76 Gender: Female Low age: 9, High age: 15	Average score: 00:14.22 Age groups: 8-11,12-15	Diff: 27.3% (previous)
Division F882	Low score: 00:11.03 4 entrants	High score: 00:11.27 Gender: Female Low age: 16, High age: 18	Average score: 00:11.15 Age groups: 16-21	Diff: 2.2% (previous)
Division F883	Low score: 00:20.03 2 entrants	High score: 00:22.80 Gender: Female Low age: 15, High age: 17	Average score: 00:21.41 Age groups: 12-15,16-21	Diff: 12.9% (previous)
Division F884	Low score: 00:16.00 3 entrants	High score: 00:19.07 Gender: Female Low age: 19, High age: 26	Average score: 00:18.04 Age groups: 16-21,22-29	Diff: 17.5% (previous)
Division F885	Low score: 00:10.78 6 entrants	High score: 00:12.93 Gender: Female Low age: 25, High age: 51	Average score: 00:11.66 Age groups: 22-29,30-end	Diff: 18.1% (previous)
Division F886	Low score: 00:13.17 3 entrants	High score: 00:15.09 Gender: Female Low age: 20, High age: 38	Average score: 00:14.19 Age groups: 16-21,30-end	Diff: 13.6% (previous)

This sample is of the report run against previous round results, meaning how the athletes compared against one another based on their "scratch" or previous results. Changing the "Print summaries based on which scores" option to "Current results for this round" or "Both previous and current results" will show how the entrants in this division did against each other in the current round, and is useful for comparison and analysis of your divisioning methodologies.

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AT 50M Run
Final Round

Division Summaries

Division F880a	Low score: 00:09.57 7 entrants	High score: 00:33.29 Gender: Female Low age: 10, High age: 15	Average score: 00:13.65 Age groups: 8-11,12-15	Diff: 110.7% (previous)
Division F881	Low score: 00:12.74 6 entrants	High score: 00:16.76 Gender: Female Low age: 9, High age: 15	Average score: 00:14.22 Age groups: 8-11,12-15	Diff: 27.3% (previous)
Division F882	Low score: 00:11.03 4 entrants	High score: 00:11.27 Gender: Female Low age: 16, High age: 18	Average score: 00:11.15 Age groups: 16-21	Diff: 2.2% (previous)
Division F883	Low score: 00:20.03 2 entrants	High score: 00:22.80 Gender: Female Low age: 15, High age: 17	Average score: 00:21.41 Age groups: 12-15,16-21	Diff: 12.9% (previous)
Division F884	Low score: 00:16.00 3 entrants	High score: 00:19.07 Gender: Female Low age: 19, High age: 26	Average score: 00:18.04 Age groups: 16-21,22-29	Diff: 17.5% (previous)
Division F885	Low score: 00:10.78 6 entrants	High score: 00:12.93 Gender: Female Low age: 25, High age: 51	Average score: 00:11.66 Age groups: 22-29,30-end	Diff: 18.1% (previous)