

# AACE 2018 Computer Rotation Program Operator Instructions

## 1. Overall Process Flow

Use this general process flow to understand the overall process of using the computer. Each step below contains references to more detailed paragraphs on how to perform the action. It will be easier to understand with an explanation of some basic terminology. Each dancer has a dancer ID, consisting of a 3-digit number and a suffix (e.g. 123B). The suffix may be B for Boy, G for Girl, or A for Any (the person can dance either part). There are two lists of dancers. The *Master Database* contains all the dancers at the convention. The *Rotation* contains all the dancers who have ever signed in to your hall.

1. At the beginning of a session (i.e. morning, afternoon, or evening) all dancers should initially be marked "Absent" in the *Rotation* list. (See para 11).
2. Dancers sign in on the sign-up sheet as they come into the room. Some will already be in the *Rotation* list for the hall: they just need to be set to "Ready" status. (See para 5). If they are not in the *Rotation* list for the hall, you add them by selecting them from the *Master Database*. (See para 4).
3. Dancers sign out on the sign-up sheet when they leave the room, or when they wish to sit out the next tip. Their change in status must be entered into the *Rotation* for the hall. (See para 5).
4. When all sign-ins and sign-outs have been processed, generate the next tip. (See paras 5, 6, 7, 8, and 9).
5. Some tips are open. Next to the computer will be a sheet containing a Table of Open Tips to tell you when they are. Change the computer screen to show this. (See para 10)
6. At the end of each session, set all dancers to "Absent". (See para 11).

There are two primary screens you will use during following actions: the *Rotation List*, which lists all the dancers who have ever signed into the hall, lets you add new dancers from the *Master Database*, and lets you change dancer status; and the *Tip Display* which displays the square assignments for the current tip. In the following action descriptions, where applicable, the screen from which the action is performed is included in the title of the paragraph. For example: *[Rotation List Display]*, or *[Tip Display]*.

**Hint:** The *Rotation List* has two displays: the Standard Display (default) shows more details, but the Condensed Display permits many more dancers on the screen at once. It is easier to find dancers and change their status using the Condensed Display (see para 2, Condensed Display)

## 2. Condensed Display *[Rotation List Display]*

To view a more concise *Rotation List* display listing only the dancer numbers and their status, click "Condensed Display" in the toolbar at the top of the screen. All changes in status may then be entered quickly. Left-click on the dancer number and then press **A** for Absent, **S** for Sitout, **R** for Ready, or **M** for Must dance. If the dancer is part of a couple you will get a dialog box asking if their partner should be set to the same status. Unless the dancers involved instruct you otherwise, reply "Yes". See para 5 for fuller information.

## 3. Signing In To The Hall

As dancers come into the hall, they should add their ID to the "In" column on the sign-up sheet. Dancers registered as a couple can sign-in on one line (e.g. 123BG), indicating they are both there. Single dancers will sign in separately. (e.g. 745A)

## 4. Adding New Dancers To The Hall – <F1> *[Rotation List Display]*

To add dancers not already in the *Rotation* for the hall, click on "+ Add Dancers" or press <F1>. This will bring up a list of all dancers who are not yet signed into the hall. The "First Name" column shows the available dancer IDs. Select a dancer to add by putting the cursor on their row and left-clicking to highlight the row. You can select multiple dancers by holding down the Ctrl key as you left-click. If you wish to minimize scrolling type the dancer ID you're looking for in the search bar. If a couple has signed in on the same line in the sign-in sheet (e.g. 333BG) be sure to select them both – they will show up as separate rows in the selection list.

As you enter the dancers listed on the sign-in sheet, cross off their number so you'll know it has been entered in the computer.

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## 5. Changing Dancer Status and Other Attributes [*Rotation List Display*]

Before generating the next tip you need to process all the status change requests entered on the sign-in sheets (i.e. dancers signing in as ready to dance, signing out as leaving the room, or requests to sit a tip out). There are two main ways to alter a dancer's status:

1. **Highlight and Type:** Left-click on one or more entries (hold the Ctrl key down for multiple selections) to highlight them. Then **type "R" to make them "Ready", "A" to make them "Absent", or "S" for a 1-tip Sitout.** If the dancer is a member of a couple you will see a dialog box asking if their partner should be set to the same status. Unless you have been instructed otherwise by the dancers involved (for example by them writing only 234G), reply "Yes". Remember that if a signed-in dancer is not displayed in the *Rotation List* you need to add them from the Master Database (para 4).
2. **Quick Update:** To handle a long list of changes more quickly press <F5> or select "Quick Update" from the Edit menu. Enter a list of dancers in each of the status entry areas displayed (e.g. 101g;101b;788A). Entries are not case-sensitive but it is important that entries be separated with a **semicolon (;)**. After entering all changes press <F10> or click on "Apply" to process the changes.
3. **Other Attributes:** Three less commonly requested attributes may be accessed by "Right-clicking" on a dancer entry to pull up a dialog box that provides access to:
  1. **Not OK w/Single:** is used to indicate the dancer does not wish to be paired with singles, only with their partner.
  2. **Split Couple:** is used to separate a couple into two single dancers.
  3. **Join Two Dancers:** is used to join the selected dancer with another single as a permanent couple (if one of the new couple is currently part of a couple, that couple must first be split).

## 6. Generate the next Tip – <Ctrl+G> [*Rotation List Display*]


To generate the next tip, type <Ctrl+G>, or click on "Generate Next Tip" in the tool bar at the top of the screen




## 7. Undo Generated Tip - <Ctrl+U> [*Rotation List Display*]

To undo a tip you are viewing in the *Tip Display* so that you can change something and regenerate, you must return to the *Rotation List Display* (type <Ctrl+Q> to exit *Tip Display*). Once in the *Rotation List Display* press <Ctrl+U>, or click on "Undo Tip" in the tool bar at the top of the screen.

Do **NOT** click on "Undo All Tips" – that will undo ALL previously generated tips and start everything from scratch.

## 8. Most Readable Tip Display [*Tip Display*]

To get the most readable but complete display of the square assignments on the *Tip Display* screen, you may need to adjust the size of the font and/or the number of columns. The controls for that are at the top right of the screen. They look like this:  For the number of squares in most halls, 4 columns is probably optimum. Click on the

 symbol until you are sure all rows are displayed, then click on the  symbol until the display is as large as possible without pushing the bottom off. You can get slightly more space by clicking on  to remove a couple of header lines.

## 9. End of Tip – <Ctrl+Q> [*Tip Display*]

At the end of the tip, type <Ctrl+Q> to move from the *Tip Display* screen back to the *Rotation List Display*.

## 10. Open Tip [*either Rotation List Display or Tip Display*]

To show an Open Tip, click on the "Open Tip" box in the tool bar at the top of the screen. When the dialog box appears, click on "Open Tip", and then "OK".

At the end of the Open Tip, click on "Close" at the bottom right of the screen or type <Ctrl+Q> to go back to the *Rotation List* screen.

## 11. End of Session [*Rotation List Display*]

At the end of each session, set all dancers to "Absent" before leaving. Click on "Edit" in the Menu Bar at the top of the screen, and then click on "Set all dancers to", then select "Absent". Alternately you can select all dancers and type "A".