



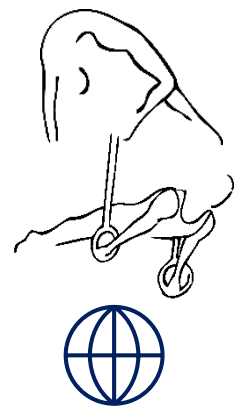
KSIS USER MANUAL

ARTISTIC GYMNASTICS

WOMEN'S AND MEN'S ARTISTIC GYMNASTICS

MEN'S ARTISTIC GYMNASTICS

www.gymnasticsontario.ca



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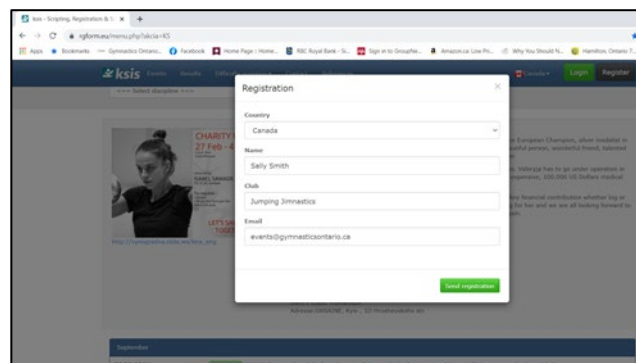
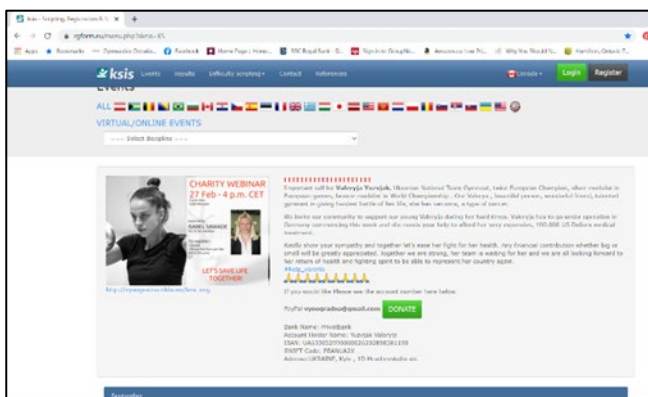
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1 ACCOUNT SET UP

1.1 REGISTER YOUR ACCOUNT

Go to <https://www.rgform.eu> and click on the black **REGISTER** button at the top right of the page.



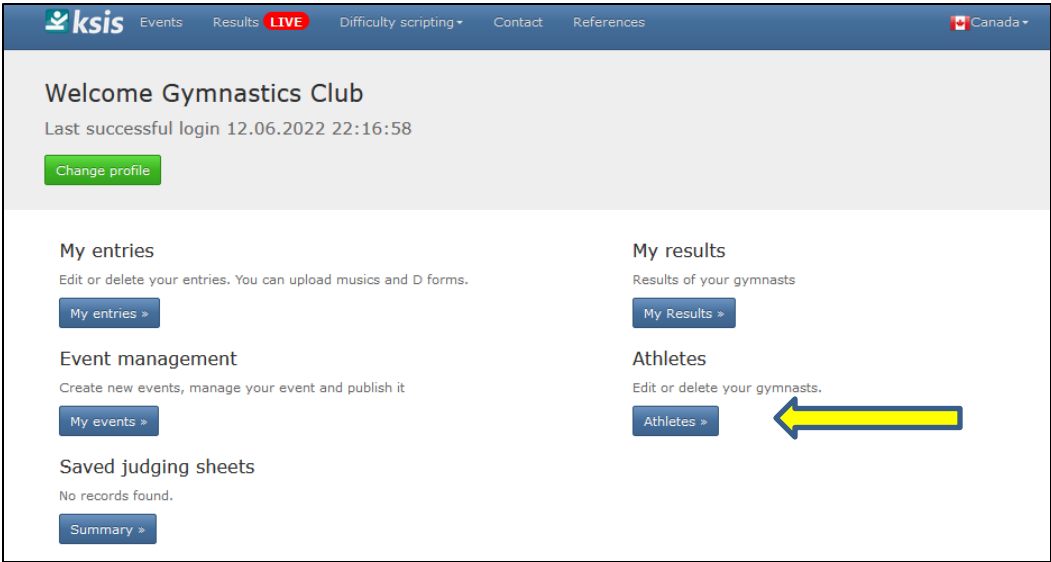
Fill in the required information (name should be that of the main administrator using the account) and click **SEND REGISTRATION**. You will receive an email. Follow the directions to log in and change your password.

1.1.1 YOUR PROFILE

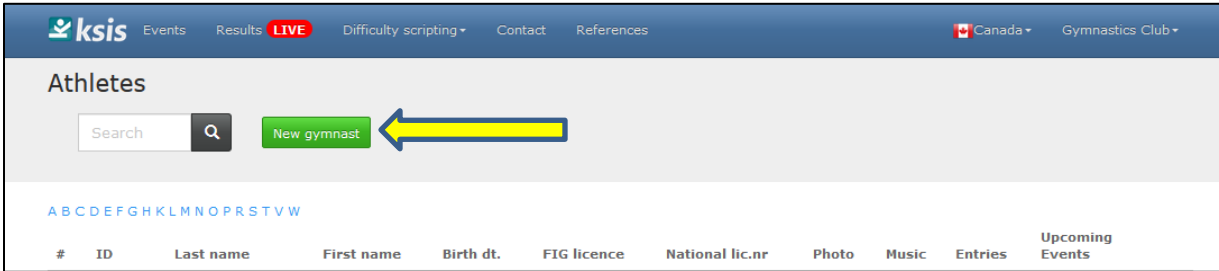
From this page you can change your profile information, add athletes to your roster, add events and register for events.

1.1.2 POPULATE YOUR ROSTER

Click on the button **ATHLETES**.



You may begin to populate your roster. Click on the green **NEW GYMNAST** button.



Fill out the required athlete information and click **SAVE**. You do not need to enter the FIG license number. However, please put the **GO#** in the **National license box**.

The screenshot shows a 'New gymnast' modal form. It contains the following fields: Family name (Jenny), First name (Gymnast), FIG licence nr. (empty), National lic. (empty), Date of birth (2000, 11, 14), Coaches* (empty), Club (ABC), Country (CAN), and State (Ontario). There are validity date fields (YYYY-MM-DD) for both FIG licence and National lic. A 'Save' button is at the bottom right. A red note states: '* More coaches use comma as delimiter (ex: coach1, coach2,...)'.

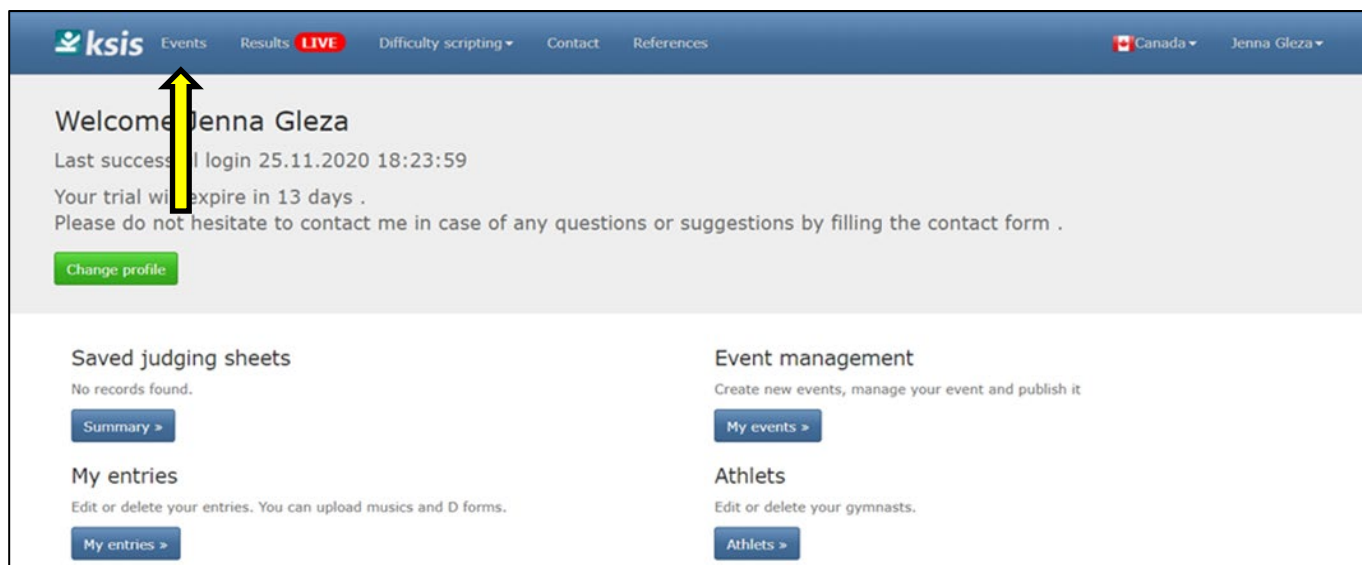
Your roster will populate as you add athletes.

The screenshot shows the 'Athletes' page with a search bar and a 'New gymnast' button. Below is a table with the following data:

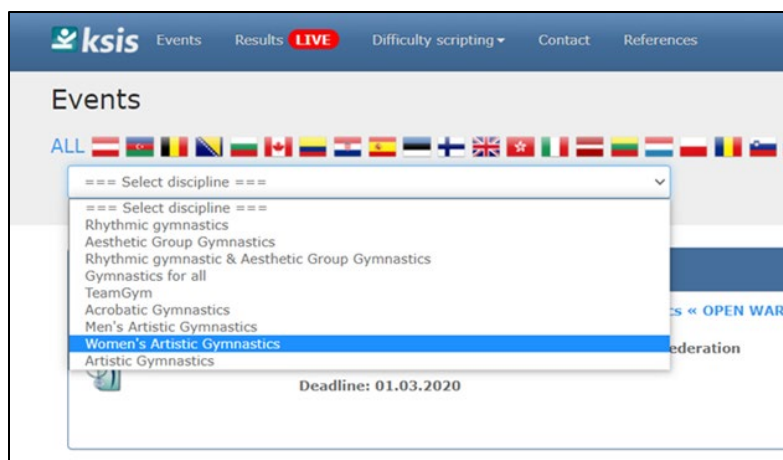
#	ID	Last name	First name	YOB	FIG licence	National lic.nr	Photo	Music	Entries
1	126087	Jenny	Gymnast	2000					0
2	126089	Olivia	Forde	2003					0
3	126088	Tara	Attwall	2010					0

2 REGISTER FOR EVENTS AND COMPETITIONS

To register athletes and coaches for competitions, click on the **EVENTS** tab at the top of the page. At this time ODP athletes may be registered here as well (check with the event host) but will not be scored using KSIS (TBC).



Click the drop-down box to select your discipline.



A list of the current public WAG/MAG events will be displayed depending on the discipline you select. Select the event for which you would like to register. In this example, we will register for the **WAG Registration** event.

WAG Registration
27.09.2021 - 30.11.2021
Gymnastics Ontario
Deadline entry: 30.11.2021
Deadline MP3: 30.11.2021
Contact:
Notes:
Documents:
[WAG_Competition_DIRECTIVE_Template.doc](#)

[Share](#) [Tweet](#) [Email](#) [Share](#)

[Preliminary registration](#) [Online entry gymnast/judge/coach](#)

#	Category	Type	Date of birth	1.
1.	Level 1 (Age 7)	WAG	2015	
2.	Level 1 (Age 8)	WAG	2014	
3.	Level 1 (Age 9)	WAG	2013	
4.	Level 1 (Age 10)	WAG	2012	
5.	Level 1 (Age 11)	WAG	2011	
6.	Level 1 (Age 12)	WAG	2010	

There are two options for registering: Preliminary or Online entry.

- **Preliminary registration** allows you to register multiple athletes at one time
- **Online entry** allows for individual registration (one at a time) as well as coach registration.

2.1 PRELIMINARY REGISTRATION

2.1.1 LOAD ALL CLUB ATHLETES

You may generate a full list of your athletes from this option. Coaches and other participants must be registered using the **Online entry** registration method.

WAG Virtual Test Event (31.12.2021)

Club: Gymnastics Ontario

Country: Canada State:

Contact person:

Email/Contact: events@gymnasticsontario.ca

Funct.	FIG lic.nr.	Nat.lic.nr.	Family Name	First name	Year of birth	Age gr.	Category	Choose apparatus	Photo
Gy									

+ Add new row Load all club athletes

Send

You have the option to add athletes individually or populate your entire list of athletes. If you have any athletes in your roster that will not be participating in the event, you can go to their profile to unclick “active”. Doing so will ensure they do not show in the list of athletes when you upload.

If you choose to load all athletes (and do not de-select “Active” in the athlete’s profile), note that you will need to delete/remove athletes who are not participating in the event before sending the registration. To do so, select the red box to the left of the athlete’s name.

Club

Burlington Gymnastics Club Inc.

Country

Canada

State

Contact person

Email/Contact

clubadmin@bgcgym.com

	Funct.	FIG lic.nr.	Nat.lic.nr.	Family Name	First name	Year of birth	Age gr.	Category	Choose apparatus	Photo
<input type="checkbox"/>	Gy			Buist	Esmay	2016				
<input type="checkbox"/>	Gy			Nicholson	Makayla	2016				
<input type="checkbox"/>	Gy			Paterson	Kenzie	2016				
<input type="checkbox"/>	Gy					2016				

You will need to select the appropriate category for each athlete. Ignore the Age Gr. drop down box as this is for the RG discipline.

Review the page to be sure all information is correct. Click **SEND** to allow the information to go to the event.

2.1.2 ADD ATHLETES INDIVIDUALLY

If you choose to add athletes individually, begin typing the athlete information into the appropriate boxes. The information will auto-populate. Select the correct athlete.

WAG Registration (27.09.2021)

Club: ABC

Country: Canada State:

Contact person:

Email/Contact: jgleza@bgcgym.com

Funct.	FIG lic.nr.	Nat.lic.nr.	Family Name	First name	Year of birth	Age gr.	Category	Choose apparatus	Photo
Gy			Forde						
<div>+ Add next</div> <div>Send</div>									

Click the green **ADD NEXT** button to add the remainder of your athletes.

For each athlete you need to add their category. Continue to ignore the Age Gr. drop down box as this box is used by the RG discipline. Select the appropriate level and age (if applicable for initial registration) for each athlete.

WAG Registration (27.09.2021)

Club: ABC

Country: Canada State:

Contact person:

Email/Contact: jgleza@bgcgym.com

Funct.	FIG lic.nr.	Nat.lic.nr.	Family Name	First name	Year of birth	Age gr.	Category	Choose apparatus	Photo
- Gy			Forde	Olivia	2003				
- Gy			Jackson	Joon	2013				

Level 1 (Age 7) WAG (2015)
 Level 1 (Age 8) WAG (2014)
 Level 1 (Age 9) WAG (2013)
 Level 1 (Age 10) WAG (2012)
 Level 1 (Age 11) WAG (2011)
 Level 1 (Age 12) WAG (2010)
 Level 1 (Age 13) WAG (2009)
 Level 1 (Age 14) WAG (2008)
 Level 1 (Age 15) WAG (2007)
 Level 1 (Age 16) WAG (2006)
 Level 1 (Age 17) WAG (2005)
 Level 1 (Age 18+) WAG (2004-1980)
 Level 2 (Age 7) WAG (2015)
 Level 2 (Age 8) WAG (2014)
Level 2 (Age 9) WAG (2013)
 Level 2 (Age 10) WAG (2012)
 Level 2 (Age 11) WAG (2011)
 Level 2 (Age 12) WAG (2010)
 Level 2 (Age 13) WAG (2009)
 Level 2 (Age 9) WAG (2013)

After you have completed your roster, click **SEND**.

For either method, after sending your roster, a summary of your entries will be displayed:

Level 1 (Age 8) WAG (2014)						
				DOB	MP3	
1.	Markolov Sofia	ABC	CAN	2014.9.17		Menu
Level 1 (Age 18+) WAG (2004-1980)						
				DOB	MP3	
1.	Forde Olivia	ABC	CAN	2003.3.18		Menu
Level 2 (Age 8) WAG (2014)						
				DOB	MP3	
1.	Oldham Amy	ABC	CAN	2014.8.17		Menu
Level 2 (Age 9) WAG (2013)						
				DOB	MP3	
1.	Dash Silvia	ABC	CAN	2013.7.1		Menu
Level 3 (Age 8) WAG (2014)						
				DOB	MP3	
1.	Dawe Connie	ABC	CAN	2014.11.25		Menu

2.2 ONLINE ENTRY REGISTRATION OPTION

With this method, you will need to enter more detailed information for each athlete. You also add the athletes' music from this option. If you use the preliminary registration method to register your athletes for an event, you will need to add their music later.

Use this section to register your coaches and any other required participants for the event. Be sure to leave the event check marks as they are. This means they are competing on all apparatus.

To add music, click the green + box and follow the prompts.

ksis

Event

ONTARIO

WAG

27.09.2021 -

Gymnastics

Deadline entry: 30.

Deadline MP3: 30.1

Contact:

Notes:

Documents:

WAG_Competition_D

Preliminary registra

Categories

Team/Club

Search for na

Order by

Registration dat

ID

0

Family name

First name

Date of birth

Year

Month

Day

Age group

Coaches*

* More coaches use **comma** as delimiter (ex: coach1, coach2,...)

Club

ABC

Country

Canada

State






Email/Contact

jgleza@bgcgym.com

Category

Level 1 (Age 7) WAG (2015)

Team

	Choose Apparatus	MP3 
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Add music for floor

2.3 CHANGING REGISTRATION

If the host allows changes after you have input your registration, it is important that you also inform the host of the changes you have made. It is likely that they are using alternative methods to calculate the schedule, so helping them be aware of changes is courteous.

If the host does not allow changes after you have input registration you will need to send all requests to the Meet Director.

2.4 ADDING MUSIC

It is best to add the athlete's music as they are registered so that you do not forget, and the host does not have to track you down closer to the competition day.

You will see a specific deadline for adding **MP3** (floor music) so be sure to add music before this deadline. If you miss the deadline, you will need to send it to the host so that they can upload it on your behalf.

Note that if you need to register an athlete after the registration deadline, you will need to send your music to the host for them to upload it on your behalf if the mp3 deadline is the same date as the registration deadline.

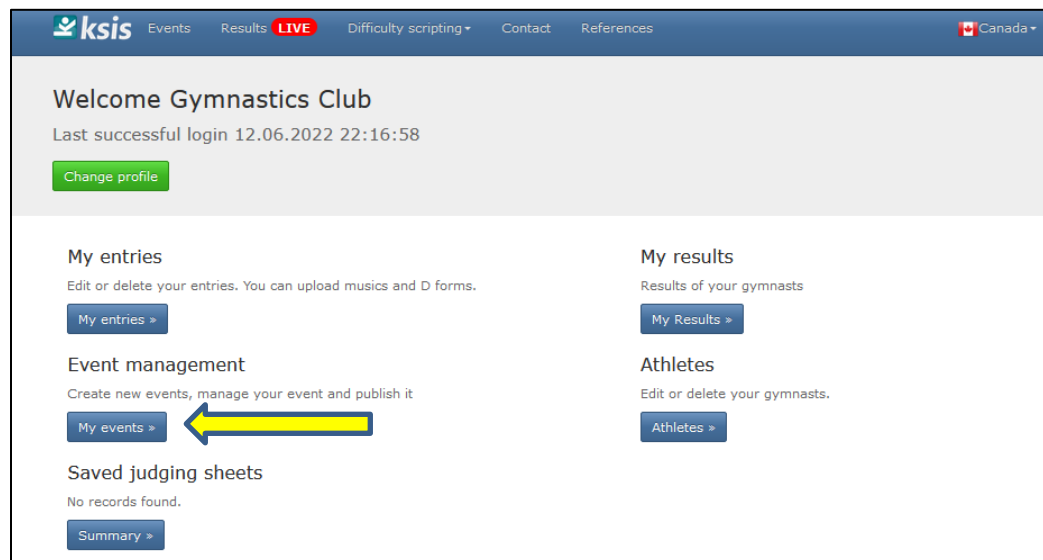
It may be possible for the Meet Director to open up the deadlines for a short time so that you can submit the athlete information.

3 CREATING THE EVENT/COMPETITION

The name of the event must start with the discipline. Use prefix MAG, RG or WAG before the name of your event.

3.1 CREATE THE EVENT YOURSELF


If you are hosting an event with many categories, you will want to use the WAG MASTER EVENT (more information is in Section 3.2). If your event will not have all available categories (i.e.: only Level 1-5 or Level 6+ or Level 1-2), you may want to create the event from scratch.




NOTE: It is recommended that you only provide the levels offered at your event rather than the levels and ages. Adding the ages will result in a very long drop-down list which results in errors for the person registering the athletes for your event. After registration is received, you can split or combine ages as necessary.

From your main page, click on the blue MY EVENTS button.

A list of the events you have created and hosted will appear. Click on the green **CREATE NEW EVENT** button at the top of the page.


[Events](#)
[Results](#)
[Difficulty scripting](#)
[Contact](#)
[References](#)


 Canada

Jenna Gleza

My events

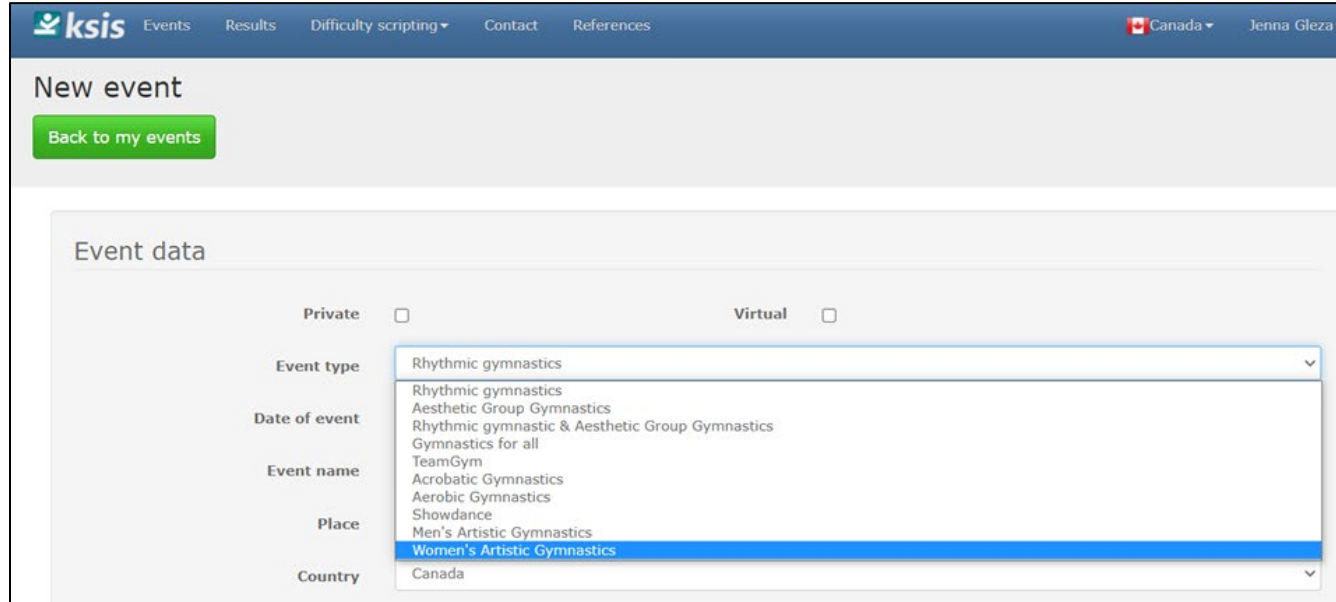
Create new event

Import Result



Date	Event	Place	Entries registered	participants on competition	Count of video	
12.12.2222	RG MASTER EVENT	place	0	0	0	Menu
01.01.2022	ACRO MASTER EVENT	GO	0	0	0	Menu
25.05.2021	WAG Level 9 & 10 Virtual Canadians Selection Competition	Ontario	1	0	0	Menu
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 1 – Qualifying Round 1	Online	1	0	0	Menu
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 5 – Qualifying Round 1	Online	0	0	0	Menu
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 4 – Qualifying Round 1	Online	0	0	0	Menu
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 3 – Qualifying Round 1	Online	0	0	0	Menu
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 2 – Qualifying Round 1	Online	0	0	0	Menu
01.12.2020	GO WAG Competition TEMPLATE	Gymnastics Ontario Competition	0	0	0	Menu

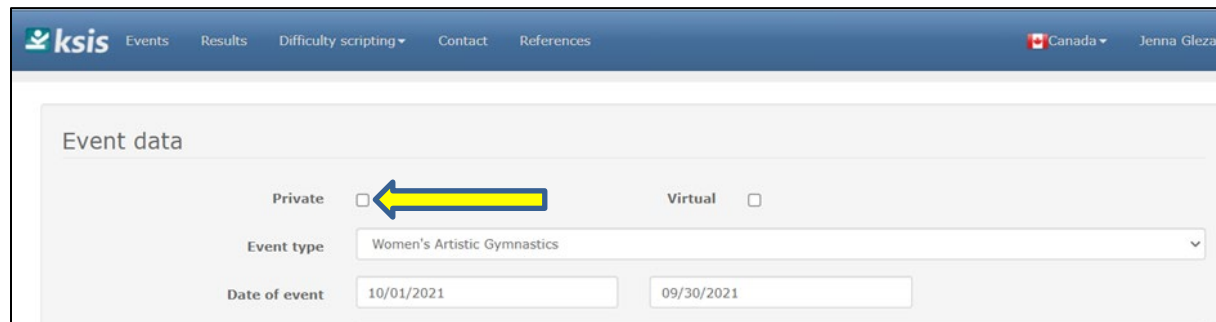
You will be brought to the **EVENT DATA PAGE** where you input the data about your competition. Select your discipline from the drop-down menu.



The screenshot shows the 'New event' page on the KSIS website. The page has a blue header with the KSIS logo and navigation links: Events, Results, Difficulty scripting, Contact, and References. The user is logged in as Jenna Gleza from Canada. The main section is titled 'New event' and contains a green button labeled 'Back to my events'. Below this is the 'Event data' section, which includes checkboxes for 'Private' and 'Virtual'. The 'Event type' dropdown menu is open, displaying a list of disciplines: Rhythmic gymnastics, Aesthetic Group Gymnastics, Rhythmic gymnastic & Aesthetic Group Gymnastics, Gymnastics for all, TeamGym, Acrobatic Gymnastics, Aerobic Gymnastics, Showdance, Men's Artistic Gymnastics, and Women's Artistic Gymnastics. The 'Women's Artistic Gymnastics' option is highlighted in blue. Other fields like 'Date of event', 'Event name', 'Place', and 'Country' are visible but not yet filled out.

Click the **PRIVATE** box if you do not want your event to be seen by others. Select this option when initially building the competition. If the event is private, clubs will not be able to register.

You may want to consider selecting **PRIVATE** after your registration is closed so that participants do not see your information while you are in the process of working on splits and category changes.



The screenshot shows the 'Event data' page on the KSIS website. The page has a blue header with the KSIS logo and navigation links: Events, Results, Difficulty scripting, Contact, and References. The user is logged in as Jenna Gleza from Canada. The main section is titled 'Event data' and includes checkboxes for 'Private' and 'Virtual'. The 'Event type' dropdown menu is set to 'Women's Artistic Gymnastics'. The 'Date of event' field is filled with '10/01/2021' and '09/30/2021'. A yellow arrow points to the 'Private' checkbox, which is currently unchecked.

Enter the start and end date of the competition, the name of the event as indicated earlier (starting with the discipline initials), the City or Place, Country, and Organizing Club name.

In the Deadline fields, enter the registration deadline in the first. After this date, clubs can no longer add athletes to your competition. The second deadline field is the mp3 deadline date. It is recommended that you set this date approximately one to two weeks before the competition start time so that clubs have until then to upload their music.

Fill out the contact information for the Meet Director(s) and/or the Club. Include any notes such as parking, or hotel information in the Notes field.

Next, add the levels available at your event. You can build a basic list (only the actual levels) or a more detailed set of categories (every level with every age). You can combine or split categories later. The latter is not recommended as mentioned earlier, it makes a very large dropdown list for those clubs registering athletes to your event.

The screenshot shows the KSIS Events management interface. At the top, there is a navigation bar with links: Events, Results, Difficulty scripting, Contact, and References. On the right, there is a user profile section showing 'Canada' and 'Jenna Gleza'. The main content area is divided into several sections. The 'Notes' section at the top has a text area labeled 'Notes...'. Below this, there are checkboxes for 'Allow volunteers registration', 'Allow Meal form', 'Media registration', 'Travel form', 'Hotel form', and 'Visa form'. There are also 'From' and 'To' date pickers for the first two. An 'Add file' button is located below the checkboxes. The 'Categories' section is a table with columns: #, Category, Type, Year of birth, and Events. The first row is numbered '1.' and has a text input for 'Category', a dropdown for 'Type' (currently showing 'WAG'), a text input for 'Year of birth', and a dropdown for 'Events'. Below the table, there is an 'Add new category' button and a 'Save' button. A yellow arrow points to the 'Save' button.

After you have added all necessary categories, click **SAVE**. A pop up will occur for your review.


If the information is correct, click **PUBLISH**. Keep in mind that if you have many categories, the page often takes some time to load. Be patient and allow it to finish loading.

WAG Registration

Date: 01.10.2021 - 30.09.2021
Event name: WAG Registration
Place: Gymnastics Ontario
Contact:
Notes:
Deadline entry: 30.11.2021
Deadline D-form MP3: 30.11.2021
Information:

Categories:

		Events
Level 1 age 7	(2015) - Women's Artistic Gymnastic	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Level 1 age 8	(2014) - Women's Artistic Gymnastic	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

 **Publish**

The event will now be published in your list of events.

3.2 CREATE THE EVENT USING A TEMPLATE

Go to your **EVENTS** tab. A list of all available events will populate.

For WAG events, use **WAG MASTER EVENT**.


For MAG events, use **GO MAG MASTER EVENT**.


Click on the black **MENU** button to the right and select **COPY** from the drop-down menu.

The screenshot shows the 'My events' page in the Ksis system. At the top, there's a navigation bar with 'ksis' logo and links for Events, Results, Difficulty scripting, Contact, and References. The user is logged in as 'Jenna Gleza' from 'Canada'. Below the navigation bar, there are two green buttons: 'Create new event' and 'Import Result'. The main section is a table titled 'My events' with columns: Date, Event, Place, Entries registered, participants on competition, and Count of video. The table lists several events, including 'RG MASTER EVENT', 'ACRO MASTER EVENT', 'WAG Registration', 'GO WAG MASTER EVENT', and several 'WAG Ontario VIRTUAL Competition' events. A dropdown menu is open for the 'GO WAG MASTER EVENT' row, showing options: Show event, Copy (highlighted), Delete, Download Entries, Download Medical/Risk/Coach/Pa, Projector, Warm Up screen, Travel forms, Hotel forms, Visa forms, and Meal forms. A teal chat bubble icon is visible on the right side of the menu.

Date	Event	Place	Entries registered	participants on competition	Count of video	
12.12.2222	RG MASTER EVENT	place	0	0	0	Menu ▾
01.01.2022	ACRO MASTER EVENT	GO	0	0	0	Menu ▾
27.09.2021	WAG Registration	Gymnastics Ontario	25	0	0	Menu ▾
01.09.2021	GO WAG MASTER EVENT	Gymnastics Ontario Competition TEMPLATE	0	0	0	Menu ▾
25.05.2021	WAG Level 9 & 10 Virtual Canadians Selection Competition	Ontario	1	0	0	Show event Copy Delete Download Entries Download Medical/Risk/Coach/Pa Projector Warm Up screen Travel forms Hotel forms Visa forms Meal forms
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 1 – Qualifying Round 1	Online	1	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 5 – Qualifying Round 1	Online	0	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 4 – Qualifying Round 1	Online	0	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 3 – Qualifying Round 1	Online	0	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 2 – Qualifying	Online	0	0	0	

Be patient while the event loads. It can take at least 2 minutes to load. The template has every available level for the discipline. Click on **WAIT** if a “Page Unresponsive” box pops up. It takes time but the event will load. Fill in and/or replace the necessary information for your event following the same directions in the previous section.

EventsResultsDifficulty scripting▼ContactReferences

Canada▼Jenna Gleza▼

Event data

Private☒

Virtual☐

Event type

Women's Artistic Gymnastics▼

Date of event

01.09.2021

01.07.2022

Event name

GO WAG MASTER EVENT

Place

Gymnastics Ontario Competition TEMPLATE

Country

Canada▼

Organizer

Gymnastics Ontario

Deadline

01.07.2022

Deadline D-Form and MP3


01.07.2022

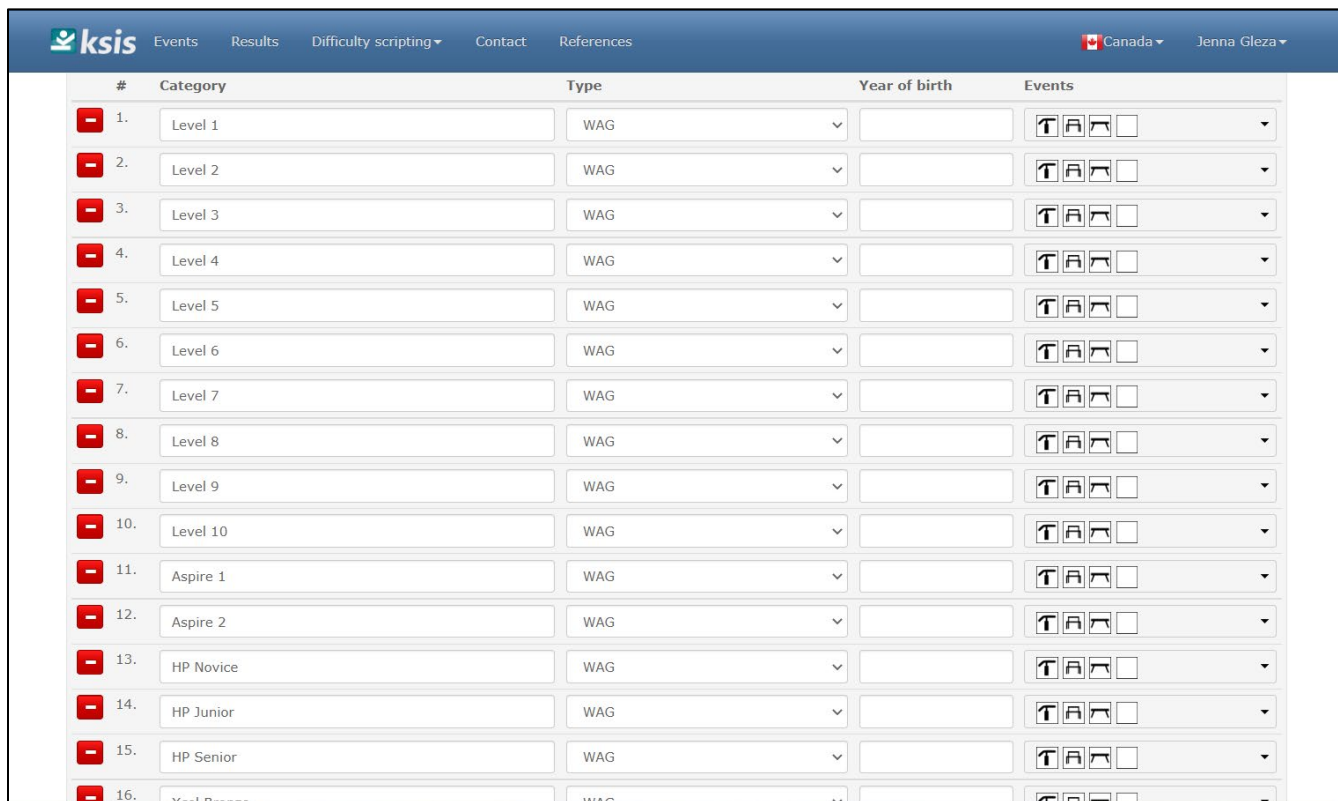
Contact

Contact, mobil...

Notes

Notes...

All levels offered in Ontario will be displayed. Delete any levels you do not want to include in your event by clicking on the red **minus** button  to the left of each level/category. Be sure to click **SAVE** and then **PUBLISH** after you make any changes.



The screenshot shows the KSIS (Knox Sports Information System) interface. At the top, there is a navigation bar with links: Events, Results, Difficulty scripting, Contact, and References. On the right, it shows the user's location as Canada and their name as Jenna Gleza. Below the navigation bar is a table with columns: #, Category, Type, Year of birth, and Events. The table lists 16 categories, each with a red minus button to its left. The categories are: Level 1, Level 2, Level 3, Level 4, Level 5, Level 6, Level 7, Level 8, Level 9, Level 10, Aspire 1, Aspire 2, HP Novice, HP Junior, HP Senior, and Youth Bronze. Each category is associated with the type 'WAG' and has a dropdown menu for 'Events'.

#	Category	Type	Year of birth	Events
1.	Level 1	WAG		T A A A
2.	Level 2	WAG		T A A A
3.	Level 3	WAG		T A A A
4.	Level 4	WAG		T A A A
5.	Level 5	WAG		T A A A
6.	Level 6	WAG		T A A A
7.	Level 7	WAG		T A A A
8.	Level 8	WAG		T A A A
9.	Level 9	WAG		T A A A
10.	Level 10	WAG		T A A A
11.	Aspire 1	WAG		T A A A
12.	Aspire 2	WAG		T A A A
13.	HP Novice	WAG		T A A A
14.	HP Junior	WAG		T A A A
15.	HP Senior	WAG		T A A A
16.	Youth Bronze	WAG		T A A A

You will see that all relevant documents can be uploaded to your event page. Currently the Event Directive template is loaded. You can delete this document and upload your Event Directive once your documents are finalized.

Click on the green **ADD FILE** button to select your documents. You can also add any other relevant documents here.

Notes

Notes...

Allow volunteers registration ☐

From To

Allow Meal form ☐

From To

Media registration ☐

Travel form ☐

Hotel form ☐

Visa form ☐

Add file

WAG_Competition_DIRECTIVE_Template

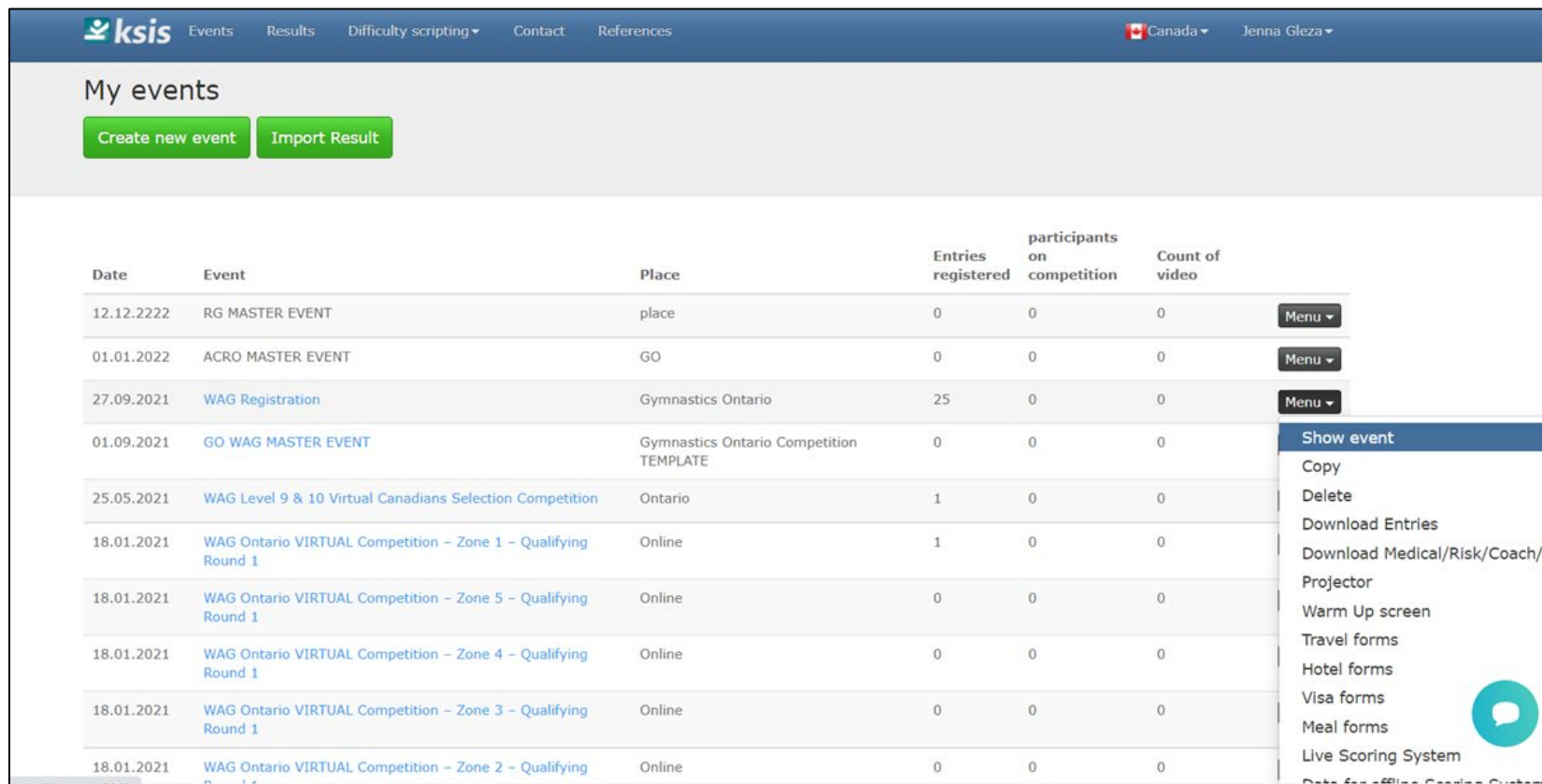
Categories

#	Category	Type	Year of birth	Events
1.	Level 1 (Age 7)	WAG	2015	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Click **SAVE** and then **PUBLISH** if the information is correct. Clubs will now be able to register for your event if the Private checkbox is unchecked.

4 EVENT MANAGEMENT


Go to your events. Click on the black **MENU** button to the right of the event. A dropdown will occur. Click on **SHOW EVENT**. This page is where you manage the competition details.




The screenshot shows the 'My events' page in the KSIS system. At the top, there is a navigation bar with links for Events, Results, Difficulty scripting, Contact, and References. Below this, the 'My events' section has two buttons: 'Create new event' and 'Import Result'. The main content is a table listing events with columns for Date, Event, Place, Entries registered, participants on competition, and Count of video. A dropdown menu is open for the 'GO WAG MASTER EVENT', showing options like 'Show event', 'Copy', 'Delete', 'Download Entries', 'Download Medical/Risk/Coach/Projector', 'Warm Up screen', 'Travel forms', 'Hotel forms', 'Visa forms', 'Meal forms', and 'Live Scoring System'.

Date	Event	Place	Entries registered	participants on competition	Count of video	
12.12.2222	RG MASTER EVENT	place	0	0	0	Menu
01.01.2022	ACRO MASTER EVENT	GO	0	0	0	Menu
27.09.2021	WAG Registration	Gymnastics Ontario	25	0	0	Menu
01.09.2021	GO WAG MASTER EVENT	Gymnastics Ontario Competition TEMPLATE	0	0	0	Show event Copy Delete Download Entries Download Medical/Risk/Coach/Projector Warm Up screen Travel forms Hotel forms Visa forms Meal forms Live Scoring System
25.05.2021	WAG Level 9 & 10 Virtual Canadians Selection Competition	Ontario	1	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 1 – Qualifying Round 1	Online	1	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 5 – Qualifying Round 1	Online	0	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 4 – Qualifying Round 1	Online	0	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 3 – Qualifying Round 1	Online	0	0	0	
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 2 – Qualifying Round 1	Online	0	0	0	


This new page, called the **EVENT PAGE**, will look something like this:


[Events](#)
[Results **LIVE**](#)
[Difficulty scripting ▾](#)
[Contact](#)
[References](#)


 Canada ▾
 Jenna Gleza ▾


WAG Registration


27.09.2021 - 30.11.2021


 Gymnastics Ontario

Deadline entry: 30.11.2021
Deadline MP3: 30.11.2021
Contact:
Notes:
Documents:
[WAG_Competition_DIRECTIVE_Template.doc](#)

 Share


 Tweet

 Email

 Share

Preliminary registration

Online entry gymnast/judge/coach



Categories



















Entries **25**


Starting order

Sessions/categories

Rotations

Payments

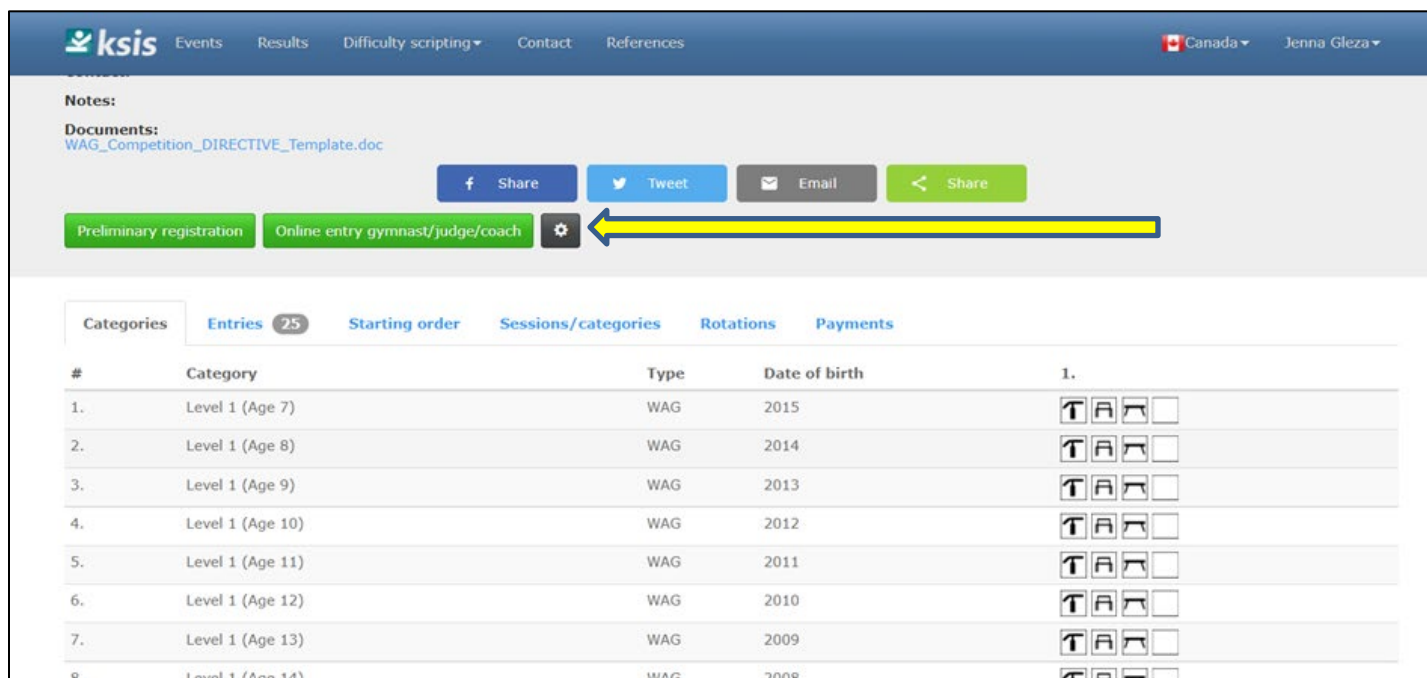
#	Category	Type	Date of birth	1.
1.	Level 1 (Age 7)	WAG	2015	   <input type="checkbox"/>
2.	Level 1 (Age 8)	WAG	2014	   <input type="checkbox"/>
3.	Level 1 (Age 9)	WAG	2013	   <input type="checkbox"/>
4.	Level 1 (Age 10)	WAG	2012	   <input type="checkbox"/>
5.	Level 1 (Age 11)	WAG	2011	   <input type="checkbox"/>
6.	Level 1 (Age 12)	WAG	2010	   <input type="checkbox"/>



4.1 EVENT SET UP

4.1.1 SETTINGS/SET-UP BUTTON

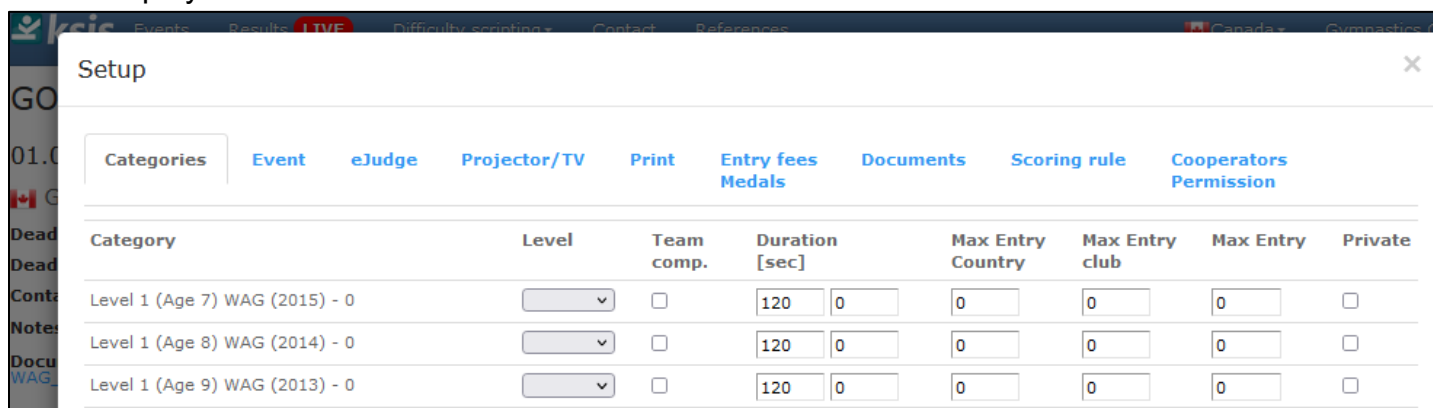
Click on the settings button, a black **GEAR** icon.



The screenshot shows the KSIS Events page. At the top, there's a navigation bar with links: Events, Results, Difficulty scripting, Contact, and References. On the right, there's a dropdown for 'Canada' and a user profile 'Jenna Gleza'. Below the navigation bar, there's a 'Notes' section and a 'Documents' section with a link to 'WAG_Competition_DIRECTIVE_Template.doc'. There are social media sharing buttons for Facebook, Twitter, Email, and a generic 'Share' button. Below these are three buttons: 'Preliminary registration', 'Online entry gymnast/judge/coach', and a black gear icon representing settings. A yellow arrow points to the gear icon. Below the buttons is a table with tabs: 'Categories', 'Entries' (with a count of 25), 'Starting order', 'Sessions/categories', 'Rotations', and 'Payments'. The 'Entries' tab is active, showing a table with columns: '#', 'Category', 'Type', 'Date of birth', and '1.'. The table lists 8 entries for Level 1 (Age 7) to Level 1 (Age 14), all of type 'WAG'.

#	Category	Type	Date of birth	1.
1.	Level 1 (Age 7)	WAG	2015	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.	Level 1 (Age 8)	WAG	2014	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Level 1 (Age 9)	WAG	2013	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.	Level 1 (Age 10)	WAG	2012	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	Level 1 (Age 11)	WAG	2011	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	Level 1 (Age 12)	WAG	2010	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.	Level 1 (Age 13)	WAG	2009	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.	Level 1 (Age 14)	WAG	2008	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

A pop up will be displayed with various tabs.



The screenshot shows the 'Setup' pop-up window. It has a close button (X) in the top right corner. Below the title bar, there are several tabs: 'Categories', 'Event', 'eJudge', 'Projector/TV', 'Print', 'Entry fees Medals', 'Documents', 'Scoring rule', and 'Cooperators Permission'. The 'Event' tab is active. Below the tabs is a table with columns: 'Category', 'Level', 'Team comp.', 'Duration [sec]', 'Max Entry Country', 'Max Entry club', 'Max Entry', and 'Private'. The table lists three categories: 'Level 1 (Age 7) WAG (2015) - 0', 'Level 1 (Age 8) WAG (2014) - 0', and 'Level 1 (Age 9) WAG (2013) - 0'. Each row has a dropdown for 'Level', a checkbox for 'Team comp.', and input fields for 'Duration [sec]', 'Max Entry Country', 'Max Entry club', 'Max Entry', and 'Private'.

Category	Level	Team comp.	Duration [sec]	Max Entry Country	Max Entry club	Max Entry	Private
Level 1 (Age 7) WAG (2015) - 0	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> 120 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="checkbox"/>
Level 1 (Age 8) WAG (2014) - 0	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> 120 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="checkbox"/>
Level 1 (Age 9) WAG (2013) - 0	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> 120 <input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="checkbox"/>

4.1.1.1 CATEGORIES TAB

All categories available in your event will be displayed here.

4.1.1.1.1 Level

Leave this blank

4.1.1.1.2 Duration (sec.)

This number assists in creating your schedule. Adjust this number (in seconds) to the amount of time needed per athlete at that level. This time must include the warm-up time, competition/routine time and judging time for the largest rotation. See WAG Scheduling Summary document for times. However, as this is a new feature, please do not rely on this tool for your schedule. As we use this system more, we can determine if this feature will become an accurate tool to determine scheduling.

4.1.1.1.3 Max Entry Country

Generally not applicable. Adjust this number if you would like each country to have a maximum number of athletes registered.

4.1.1.1.4 Max Entry Club

Generally not applicable. Adjust this number if you would like each club to have a maximum number of athletes registered.

4.1.1.1.5 Max Entry

Generally not applicable. Adjust this number if you would like each category to have a maximum number of athletes registered.

4.1.1.1.6 Private

Select this box for all WAG Age 7&8 categories, as it keeps scores from being shown.

4.1.1.2 EVENT TAB

This section allows for a general set up of the event. This information will be displayed on your main event page for all clubs to see.

The screenshot shows the 'Event' tab in the KSIS system. At the top, there is a navigation bar with links: Categories, Event (selected), eJudge, Projector/TV, Print, Entry fees Medals, Documents, Scoring rule, and Cooperators Permission. The main form area contains various settings for an event. On the left, a vertical sidebar lists categories like 'Event', 'eJudge', 'Projector/TV', 'Print', 'Entry fees Medals', 'Documents', 'Scoring rule', and 'Cooperators Permission'. The form fields include: 'Event logo:' with a 'Custom' dropdown and a '+ Add Logo' button; 'Cancelled:', 'Postponed:', 'Private event:', 'Virtual event:', and 'Video recording only with KSIS camera:' each with a checkbox; 'Show judges:', 'Show entries:', 'Show trainers:', 'Show others:', and 'Show volunteers:' each with a checkbox; 'Show media:', 'Show Time in result:', 'Register apparatus:', and 'Disable change entry after registration:' each with a checked checkbox; 'Show D,E in LIVE result:' with a checked checkbox; 'Lock rotation:' with an unchecked checkbox; 'Maximum entries:', 'Maximum Clubs allowed from country:', and 'Maximum entries from clubs:' each with a text input field containing '0'; 'Event ID combi result:' with a text input field; 'Result/private event password:' with a text input field; and 'Logins allow to cooperate:' with a text area containing 'amoloar' and 'wag@ottawagymnasticscentre.ca'.

Event logo:	Custom ▾	+ Add Logo
Cancelled :	<input type="checkbox"/>	
Postponed :	<input type="checkbox"/>	
Private event :	<input checked="" type="checkbox"/>	
Virtual event :	<input type="checkbox"/>	
Video recording only with KSIS camera:	<input type="checkbox"/> * to allow video uploading, please ask administrator !!!	
Show judges :	<input type="checkbox"/>	
Show entries :	<input type="checkbox"/>	
Show trainers :	<input type="checkbox"/>	
Show others :	<input type="checkbox"/>	
Show volunteers :	<input type="checkbox"/>	
Show media :	<input checked="" type="checkbox"/>	
Show Time in result :	<input checked="" type="checkbox"/>	
Register apparatus :	<input checked="" type="checkbox"/>	
Disable change entry after registration :	<input checked="" type="checkbox"/>	
Show D,E in LIVE result:	<input checked="" type="checkbox"/>	
Lock rotation:	<input type="checkbox"/>	
Maximum entries:	<input type="text" value="0"/>	
Maximum Clubs allowed from country:	<input type="text" value="0"/>	
Maximum entries from clubs:	<input type="text" value="0"/>	
Event ID combi result:	<input type="text"/>	
Result/private event password:	<input type="text"/>	
Logins allow to cooperate:	<input type="text" value="amoloar"/> <input type="text" value="wag@ottawagymnasticscentre.ca"/>	

4.1.1.2.1 Event Logo

Add your event logo. Click the “Custom” drop down and add your file.

4.1.1.2.2 Cancelled

Select if your event has been cancelled.

4.1.1.2.3 Postponed

Select if your event has been postponed.

4.1.1.2.4 Private Event

Select if you do not want your event made public. A good setting to use when you are editing categories or running a mock meet.

4.1.1.2.5 Virtual Event

Select if your event will be held virtually.

4.1.1.2.6 Video Recording Only With KSIS Camera

For virtual events using the KSIS video option.

4.1.1.2.7 Show Judges

Select if you want the judges displayed on the event page. Generally not displayed.

4.1.1.2.8 Show Entries

Select if you want the number of entries displayed on the event page. Please note that the level at which athletes have been registered will appear on the event page. At the beginning of the season it is best to keep this information private as many clubs may have not communicated official levels with athletes/parents.

4.1.1.2.9 Show Trainers

Select if you want the trainers displayed on the event page. Generally not displayed.

4.1.1.2.10 Show Others

Select if you want other registrants displayed on the event page. Generally not displayed.

4.1.1.2.11 Show Volunteers

Select if you want the volunteers displayed on the event page. Generally not displayed.

4.1.1.2.12 Show Media

Select if you want any available media information displayed on the event page.

4.1.1.2.13 Show Time In Result

N/A

4.1.1.2.14 Register Apparatus

N/A

4.1.1.2.15 Disable change entry after registration

This option will prevent clubs from making changes to their roster after their registration has been submitted. It is encouraged that you select this box.

4.1.1.2.16 Show D, E in Live Results

Select this option so that spectators can view the breakdown of athlete scores.

4.1.1.2.17 Lock Rotation

N/A

4.1.1.2.18 Maximum Entries

Select if you want to set a maximum number of entries for the event. Please note that this may not always work. If your event is set at 300 and the registrations are currently at 275, a club may still be able to use the preliminary registration feature and enter 50 more athletes. Another way to close off registration is to make the event private or to change the registration date to a previous day.

4.1.1.2.19 Maximum Clubs allowed from country

Select if you want to set a maximum number of entries per country for the event.

4.1.1.2.20 Maximum entries from clubs

Select if you want to set a maximum number of entries per club for the event.

4.1.1.2.21 Event ID combi results

N/A at this time

4.1.1.2.22 Result/Private Event Password

More information to come.

4.1.1.2.23 Logins allow to cooperate

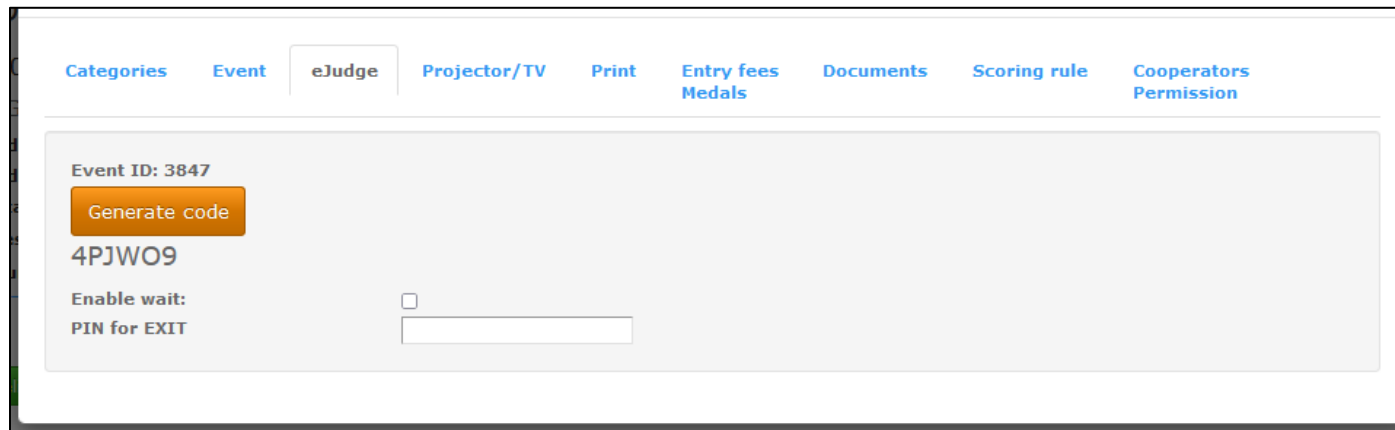
It is important to add the following emails so that you can be assisted in using KSIS; events@gymnasticsontario.ca , wag@gymnasticsontario.ca and mag@gymnasticsontario.ca.

You can also add the emails of anyone on the scoring committee here. Each member of the scoring committee may create their own KSIS profile. This would allow them to access the event without having to log into the club KSIS account.

4.1.1.2.24 Live Video Embed

Use this function to add the live video stream to your results page.

4.1.1.3 EJUDGE TAB



The screenshot shows the 'eJudge' tab selected in a navigation bar. The navigation bar includes links for Categories, Event, eJudge, Projector/TV, Print, Entry fees Medals, Documents, Scoring rule, and Cooperators Permission. The main content area displays 'Event ID: 3847' and a 'Generate code' button. Below the button, the code '4PJWO9' is shown. There is also an 'Enable wait:' checkbox and a 'PIN for EXIT' input field.

4.1.1.3.1 Event ID

This number is given to the judges to log into the events.

4.1.1.3.2 Generate code

Creates the password used to log into the event. In this example, 4PJWO9 is the tablet password and is given to the judges as well.

4.1.1.3.3 Enable wait:

N/A

4.1.1.3.4 Pin for exit:

N/A

4.1.1.4 PROJECTOR/TV TAB

General set up for the scoring displays.

The screenshot shows the 'Projector/TV' tab in the KSIS software. The interface includes a top navigation bar with tabs: Categories, Event, eJudge, Projector/TV (selected), Print, Entry fees Medals, Documents, Scoring rule, and Cooperators Permission. The main content area contains various settings for the projector/TV display:

- Show scores automatically: ☒
- Show D,E (TV,AV,EX) scores: ☒
- Show D Detail: ☒
- Show E Detail: ☐
- Show Rank: ☐
- Show rank by apparatus: ☐
- Show total score: ☐
- Show Apparatus scores: ☐
- Show club: ☒
- Show country flag: ☐
- Show photo: ☐
- Show timer: ☐
- Different projector for two carpets: ☐
- Autoshow results after: 0 sec
- Flags type: Flat
- Color schema: Blue/white

At the bottom right, there is a 'Background image' section with a small thumbnail image and a green '+ Add Image' button.

Check those boxes related to how you want your scores to be displayed. It is important that the D score (select D detail), E score and final scores are shown.

Different projector for two carpets – select this option if you are running more than one gym. It sets up carpet numbers for the projectors (Section 7). For example, Ontario Championships have a WAG A and WAG B floor (labeled as Gym 1 & 2 in KSIS).

Color schema – determine the colours you would like on your display. The dual coloured backgrounds (for example: Grey/Blue) are all similar and change the background colour of the score line.

For WAG and MAG events, please use the “Black/2” color schema option.

Background image – add an image to be displayed behind the scores. If you set the image size to the aspect ratio of your screen, you can display a well-proportioned image on your screens. In the example below, we have a 16:9 aspect ratio image on a large screen.



Level 7 Age 13/14

Mary Gymnast

Ottawa Gymnastics Centre



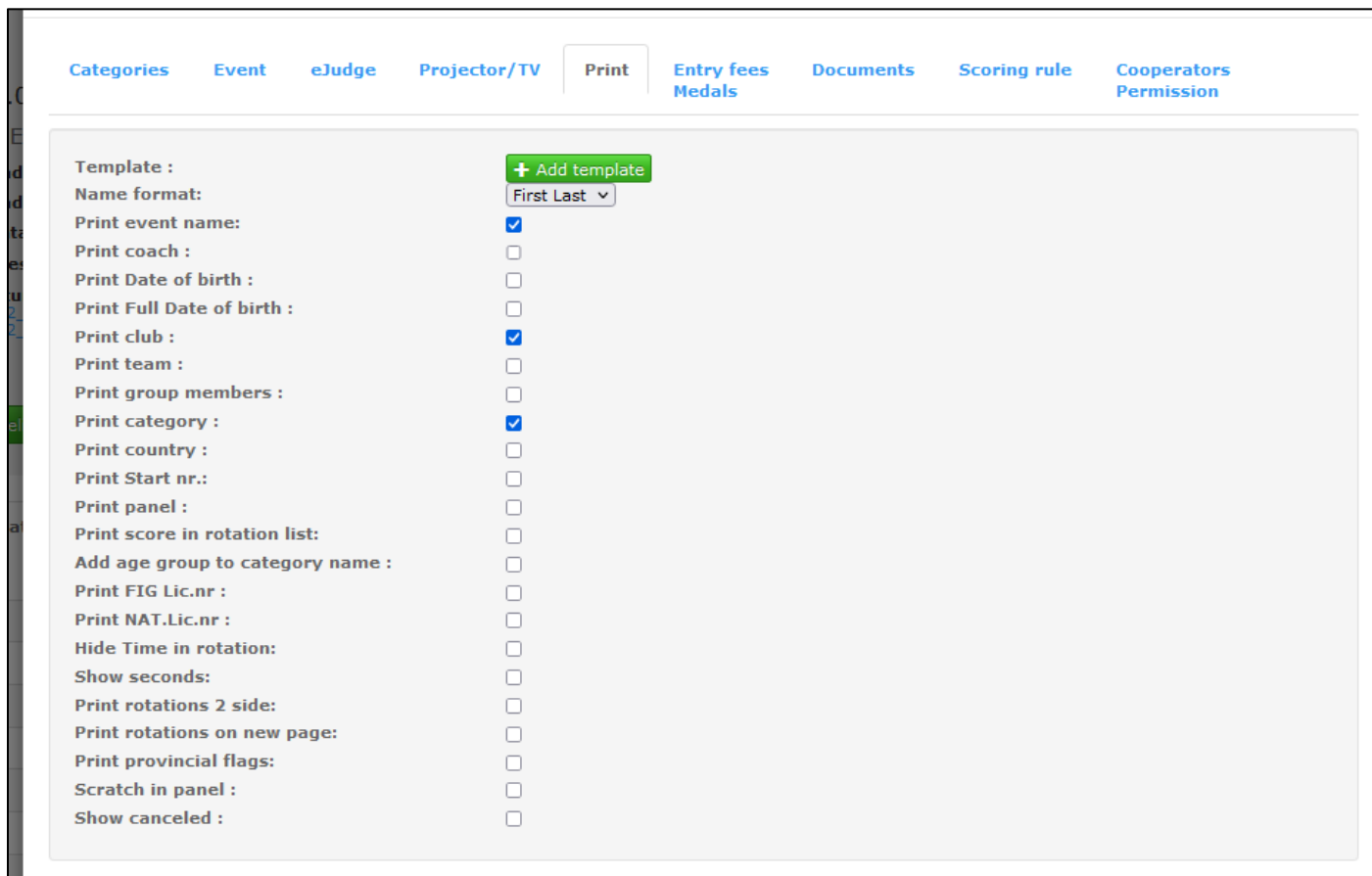
WINTERFEST



SV	Execution	ND	SCORE
10.000	0.200	-0.20	9.600

4.1.1.5 PRINT TAB

This section sets up how you want the print outs to be displayed.



The screenshot shows the 'Print' tab in a software interface. The tab is highlighted in blue. Below the tab, there is a list of settings for printing athlete information. The settings are as follows:

Setting	Value
Template :	+ Add template
Name format:	First Last
Print event name:	<input checked="" type="checkbox"/>
Print coach :	<input type="checkbox"/>
Print Date of birth :	<input type="checkbox"/>
Print Full Date of birth :	<input type="checkbox"/>
Print club :	<input checked="" type="checkbox"/>
Print team :	<input type="checkbox"/>
Print group members :	<input type="checkbox"/>
Print category :	<input checked="" type="checkbox"/>
Print country :	<input type="checkbox"/>
Print Start nr.:	<input type="checkbox"/>
Print panel :	<input type="checkbox"/>
Print score in rotation list:	<input type="checkbox"/>
Add age group to category name :	<input type="checkbox"/>
Print FIG Lic.nr :	<input type="checkbox"/>
Print NAT.Lic.nr :	<input type="checkbox"/>
Hide Time in rotation:	<input type="checkbox"/>
Show seconds:	<input type="checkbox"/>
Print rotations 2 side:	<input type="checkbox"/>
Print rotations on new page:	<input type="checkbox"/>
Print provincial flags:	<input type="checkbox"/>
Scratch in panel :	<input type="checkbox"/>
Show canceled :	<input type="checkbox"/>

PLEASE BE SURE TO **DE-SELECT** "PRINT DATE OF BIRTH" AND "PRINT FULL DATE OF BIRTH".

You can change the Name Format to First Last so that the names are displayed this way on the athlete draw as well as the projectors.

4.1.1.6 ENTRY FEES/MEDALS TAB

You can use this tab to assist in calculating invoices for clubs.

CategoriesEventeJudgeProjector/TVPrintEntry fees
MedalsDocumentsScoring ruleCooperators
Permission

Coaches fee: 0.00No judge fee: 0.00Spectator fee: 0.00

Category	Medals	Payment	Entry fee	2 routines	3 routines	4 routines	Entry fee Ind+Gr	Sanction fee
Level 1 (Age 7) WAG (2015)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00
Level 1 (Age 8) WAG (2014)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00
Level 1 (Age 9) WAG (2013)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00
Level 1 (Age 10) WAG (2012)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00
Level 1 (Age 11) WAG (2011)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00
Level 1 (Age 12) WAG (2010)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00
Level 1 (Age 13) WAG (2009)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00
Level 1 (Age 14) WAG (2008)	AA+Apparatus	Entry	0.00	0.00	0.00	0.00	0.00	0.00

4.1.1.6.1 Medals Tab

Set at AA + Apparatus

4.1.1.6.2 Payment

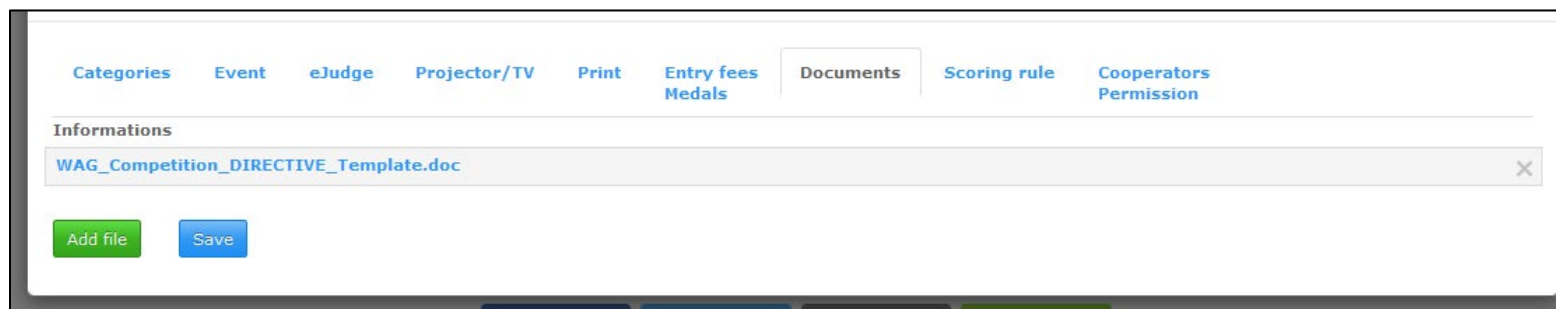
Set to the amount per athlete. Adjust as necessary if you have different fees for different levels.

4.1.1.6.3 Routines and Sanction Fee

Leave these columns blank as it refers to RG.

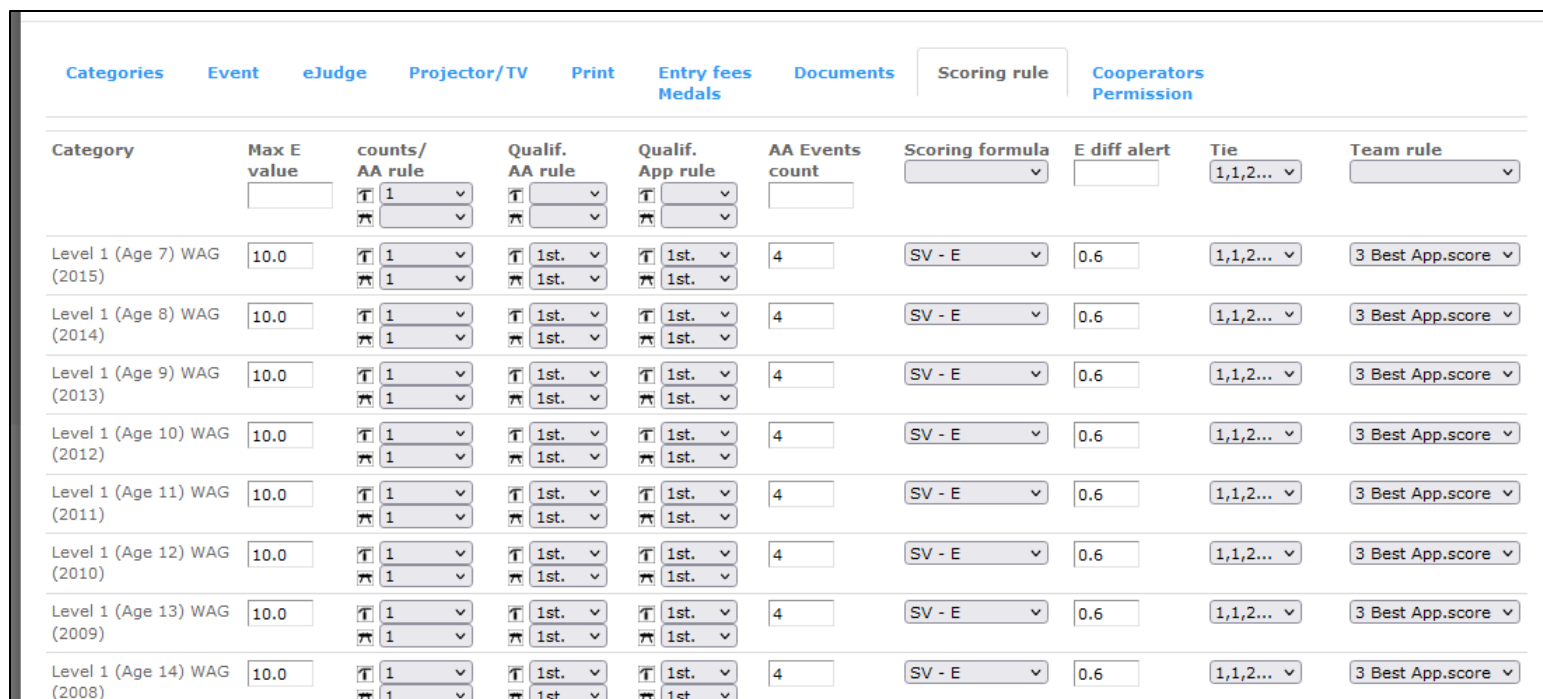
4.1.1.7 DOCUMENTS TAB

A list of all documents you have added will be here (Directive, Registration Form, Hotel Information, etc.). Add/remove documents as needed.



4.1.1.8 SCORING RULE TAB

The top row defaults for all categories. If all categories have the same rules, then you can use the dropdowns in this row to set up the rules for the event. If not, you will need to adjust for each level.



Category	Max E value	counts/ AA rule	Qualif. AA rule	Qualif. App rule	AA Events count	Scoring formula	E diff alert	Tie	Team rule
		1	1st.	1st.		SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 7) WAG (2015)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 8) WAG (2014)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 9) WAG (2013)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 10) WAG (2012)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 11) WAG (2011)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 12) WAG (2010)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 13) WAG (2009)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score
Level 1 (Age 14) WAG (2008)	10.0	1	1st.	1st.	4	SV - E	0.6	1,1,2...	3 Best App.score

4.1.1.8.1 Max E Value

10.0 for all categories

4.1.1.8.2 Counts/AA Rule

Select the scoring rule for Vault:

WAG

- The default is already set for what is needed.
- Level 1-10, Xcel, Youth age 11, NOVICE HP, JUNIOR HP, set at 1 (the best of 2 vaults will be entered by the judges after the athlete competes).
- Youth age 10, set at 2/AVG (the average of the two vaults counts toward the all-around score).
- SENIOR HP, set at 1 (the first and only vault counts toward the all-around score).

MAG

Select the scoring rule for Pommel Horse:

- Elite levels 3 and 4, set "counts/AA rule" to "2/AVG" **and** set "Qualif. AA rule" to "AVG" (the average of both pommel horse routines counts towards the AA score).
- All other levels, set "counts/AA rule" to "1" **and** set "Qualif. AA rule" to "1st" (this is the default setup on KSIS).

Select the scoring rule for Vault:

- Set "counts/AA rule" to "1" **and** set "Qualif. AA rule" to "1st" (this is the default setup on KSIS).
- **Except** for National Sr and Jr when competing on team selection events. In this case, set "counts/AA rule" to "2/AVG", set "Qualif. AA rule" to "1st" and set "Qualif. App rule" to "2nd".

4.1.1.8.3 Qualifying AA Rule

Only used if the first event is used to qualify for another event. Set as BEST if necessary.

4.1.1.8.4 Qualifying APP Rule

Only used if the first event is used to qualify for another event. Set as BEST if necessary.

4.1.1.8.5 AA Events Count

Leave as the default. This selection means that all of the event scores count toward the All-Around score.

4.1.1.8.6 Scoring Formula

This formula depends on the category.

WAG

- Level 1-10, Youth and Xcel use **SV (start value) – E (execution)**
- FIG (HP categories) use **D (difficulty) + 10 – E**

MAG

- The following levels use **SV – E**
 - o Inter-club levels 1 to 4
 - o Provincial levels 1 and 2
 - o Elite levels 3 & 4 when competing their compulsory routines
- The following levels use **D + 10 – E**
 - o Provincial levels 3 to 5
 - o Elite levels 3 and 4 when competing their optional routine
 - o National Open, Junior and Senior

4.1.1.8.7 E. Diff. Alert

This alerts the judges if their scores are too far out of range. Not necessary for WAG/MAG. Set at 2.0.

4.1.1.8.8 Tie

Determines how ties will be handled. WAG generally uses the **1, 1, 2 (no bumping)** format.

4.1.1.8.9 Team Rule

Determines how the team score is decided.

4.1.1.9 COOPERATORS PERMISSIONS TAB

Login	Entries	Startlist	Music D forms	Scoring	Accred.	Hotel	Travel	Meal	Event	Visa	Setup	Covid
amolnar	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾
wag@ottawagymnasticscentre.ca	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾	Write ▾

This tab relates to the EVENT TAB where you added “Logins allowed to cooperate”. The COOPERATORS PERMISSIONS TAB allows you to determine what rights/abilities each of the logins has in your event. Be sure to add events@gymnasticsontario.ca, wag@gymnasticsontario.ca and mag@gymnasticsontario.ca (for MAG).

5 MANAGING THE EVENT

Once you have created your event and populated it with athletes, you have **two** different event editing locations: the Event Data page where you first created your categories, and entered your directives (all described in Section 3); and the Event page where you will manage the actual competition information such as rotations, sessions, judges, etc. as described in this Section.

5.1 THE EVENT DATA PAGE

To get back to the Event Data page, click on your username at the top right, and then **My Events** from the dropdown menu. In the list of your events, click the **hyperlink** for your event (not the Menu button on the right).

As your competition evolves, you may need to create new combined categories or delete empty ones. You do these tasks on this page.

If you create a new category and wish to reorganize the order, simply click in the area around the number and drag the category where you would like it listed.



Remember to press **SAVE** and then **PUBLISH** to have the changes take effect.

5.2 THE EVENT PAGE

You can return to the Event page by selecting your username at the top right, and then **My Events** from the dropdown menu. In the list of events, click the black **MENU** button at the right of your competition and select **SHOW EVENT** from the dropdown list.

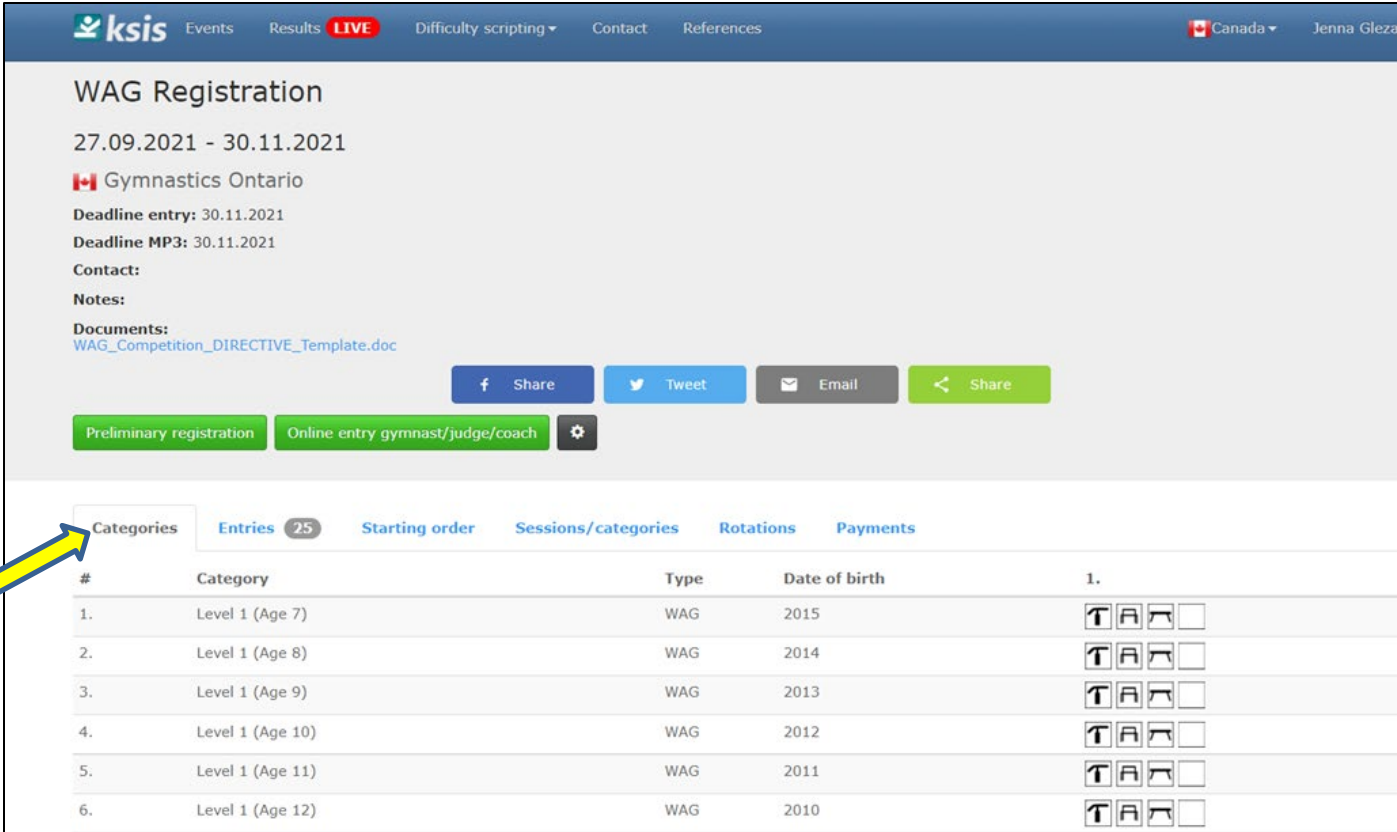
The screenshot shows the 'My events' page on the K SIS website. At the top, there is a navigation bar with the K SIS logo and links for Events, Results, Difficulty scripting, Contact, and References. On the right, there is a dropdown for 'Canada' and a user profile for 'Jenna Gleza'. Below the navigation bar, the 'My events' section has two buttons: 'Create new event' and 'Import Result'. The main content is a table with the following columns: Date, Event, Place, Entries registered, participants on competition, and Count of video. The table lists several events, including 'RG MASTER EVENT', 'ACRO MASTER EVENT', 'WAG Registration', and 'GO WAG MASTER EVENT'. A dropdown menu is open for the 'GO WAG MASTER EVENT', showing options like 'Show event', 'Copy', 'Delete', 'Download Entries', 'Download Medical/Risk/Coach/Pa', 'Projector', 'Warm Up screen', 'Travel forms', 'Hotel forms', 'Visa forms', 'Meal forms', and 'Live Scoring System'. A chat icon is visible in the bottom right corner of the page.

Date	Event	Place	Entries registered	participants on competition	Count of video
12.12.2222	RG MASTER EVENT	place	0	0	0
01.01.2022	ACRO MASTER EVENT	GO	0	0	0
27.09.2021	WAG Registration	Gymnastics Ontario	25	0	0
01.09.2021	GO WAG MASTER EVENT	Gymnastics Ontario Competition TEMPLATE	0	0	0
25.05.2021	WAG Level 9 & 10 Virtual Canadians Selection Competition	Ontario	1	0	0
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 1 – Qualifying Round 1	Online	1	0	0
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 5 – Qualifying Round 1	Online	0	0	0
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 4 – Qualifying Round 1	Online	0	0	0
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 3 – Qualifying Round 1	Online	0	0	0
18.01.2021	WAG Ontario VIRTUAL Competition – Zone 2 – Qualifying	Online	0	0	0

This main page of your event will come up and the display will default to the Categories tab.

5.3 CATEGORIES TAB

A list of all available categories in your event will be displayed on the Event Page.



The screenshot shows the K SIS website interface for a WAG Registration event. The header includes the K SIS logo, navigation links (Events, Results, LIVE, Difficulty scripting, Contact, References), and user information (Canada, Jenna Gleza). The event details section displays the event name, dates, organization, deadlines, contact information, and a link to a document. Below this are social media share buttons and registration links. The main content area features a tabbed interface with 'Categories' selected, showing a list of categories with columns for rank, category name, type, date of birth, and a selection area.

WAG Registration
27.09.2021 - 30.11.2021
Gymnastics Ontario
Deadline entry: 30.11.2021
Deadline MP3: 30.11.2021
Contact:
Notes:
Documents:
[WAG_Competition_DIRECTIVE_Template.doc](#)

Preliminary registration Online entry gymnast/judge/coach

Categories Entries 25 Starting order Sessions/categories Rotations Payments

#	Category	Type	Date of birth	1.
1.	Level 1 (Age 7)	WAG	2015	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.	Level 1 (Age 8)	WAG	2014	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Level 1 (Age 9)	WAG	2013	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.	Level 1 (Age 10)	WAG	2012	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	Level 1 (Age 11)	WAG	2011	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	Level 1 (Age 12)	WAG	2010	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5.4 ENTRIES TAB

This tab will display all registered athletes by level/category for your event.

The screenshot shows the KSIS web application interface. At the top, there's a navigation bar with 'ksis' logo, 'Events', 'Results LIVE', 'Difficulty scripting', 'Contact', and 'References'. On the right, it shows 'Canada' and 'Jenna Gleza'. Below the navigation bar, there are two main buttons: 'Preliminary registration' and 'Online entry gymnast/judge/coach'. The 'Entries' tab is selected, showing a count of 25. A yellow arrow points to this tab. Below the tab, there are search filters: 'Name/Club' (with a search box), 'Country' (dropdown), 'Function' (dropdown), and 'Categories' (dropdown). A 'Filter' button is on the right. Below the filters, there are buttons for 'Download Entries' (orange), 'Print Entries' (green), 'Print Judges' (green), 'Print labels' (green), and 'Import registration csv' (green). There's also an 'Order by' dropdown set to 'Registration date' and a 'Check Music' button. The main content area displays a list of athletes grouped by level and category. Each group has a header row with icons and a dropdown arrow. The athletes are listed in a table with columns for rank, name, ABC, country, DOB, MP3, and Award. A 'Menu' button is next to each athlete's row.

Level 1 (Age 8) WAG (2014)						
				DOB	MP3	Award
1.	Markolov Sofia	ABC	CAN	2014.9.17		

Level 1 (Age 18+) WAG (2004-1980)						
				DOB	MP3	Award
1.	Forde Olivia	ABC	CAN	2003.3.18		

Level 2 (Age 8) WAG (2014)						
				DOB	MP3	Award
1.	Oldham Amy	ABC	CAN	2014.8.17		

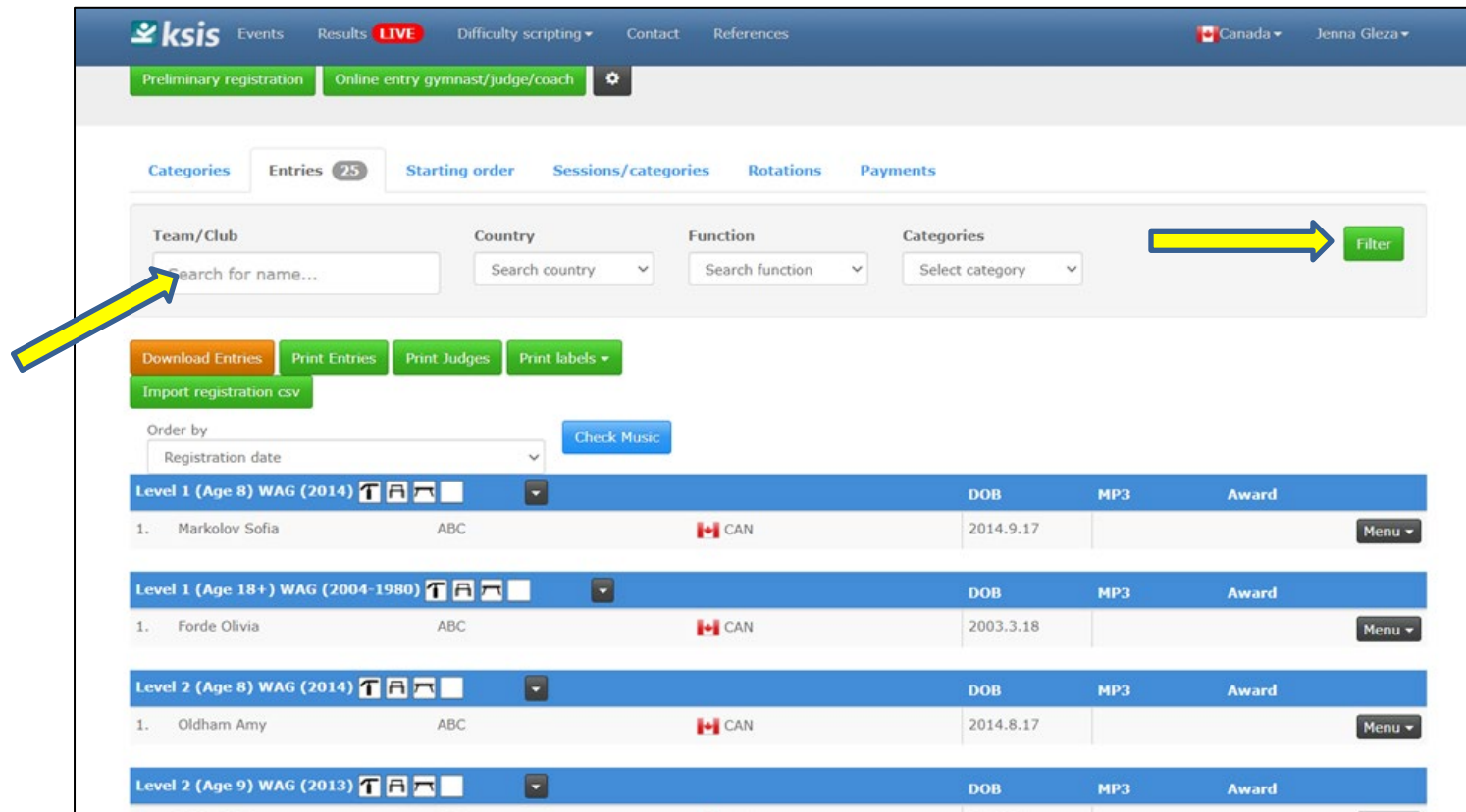
Level 2 (Age 9) WAG (2013)						
				DOB	MP3	Award

- You may download all registrations by clicking the orange **DOWNLOAD ENTRIES** button.
- Explore and use all other buttons as necessary.

If you are tracking entries offline in another program like Excel, the Entries tab shows the number of athletes in your event and can be a quick way of checking against your offline numbers. If a club deletes an athlete, there are no notifications, yet this number is a quick verification.

FILTERING BY CLUB

You can also filter your entries by club name by typing in the full name or a unique part of a club's name into the Search field and pressing the **FILTER** button. This feature is an additional means of checking your offline registration numbers by club and checking for scratches.



The screenshot displays the KSIS web application interface. At the top, there is a navigation bar with links for Events, Results (LIVE), Difficulty scripting, Contact, and References. Below this, there are tabs for Preliminary registration and Online entry gymnast/judge/coach. The main content area features a search and filter section with the following fields:

- Team/Club:** Search for name... (highlighted with a yellow arrow)
- Country:** Search country (dropdown)
- Function:** Search function (dropdown)
- Categories:** Select category (dropdown)
- Filter:** A green button to apply the filters (highlighted with a yellow arrow)

Below the search fields, there are buttons for Download Entries, Print Entries, Print Judges, Print labels, and Import registration csv. There is also an Order by dropdown menu set to Registration date and a Check Music button.

The main data table shows a list of entries with columns for Level, Name, Club, Country, DOB, MP3, and Award. The entries are grouped by level and category:

- Level 1 (Age 8) WAG (2014):**
 - 1. Markolov Sofia, ABC, CAN, 2014.9.17
- Level 1 (Age 18+) WAG (2004-1980):**
 - 1. Forde Olivia, ABC, CAN, 2003.3.18
- Level 2 (Age 8) WAG (2014):**
 - 1. Oldham Amy, ABC, CAN, 2014.8.17
- Level 2 (Age 9) WAG (2013):**

5.4.1 EDIT ATHLETES

- You may edit athletes individually as needed by clicking on the black **MENU** button beside their name.
- After editing the athlete, you will need to move the athlete to the correct account (their club). If not, the edited athlete will no longer show in their clubs' entries.
- To move them to the club's main account, go to the athlete in the **ENTRIES** tab. Click the black **MENU** button and select **MOVE TO ACCOUNT**. Select the name/email that is associated with that club's main account.
- OOC – this means “Out of Concurrence” The athlete receives scores but does not appear in the results. This is generally used if the athlete is participating for an exhibition.

5.4.2 COMBINE OR SPLIT CATEGORIES

To split a category:

- Select the black drop-down MENU button of the current category.
- Choose **Split Category**.
- Select **DOB** at the top to sort the athletes by date of birth.
- Choose the number of groups you would like to split the category into.
- Drag and drop athletes if needed.
- Click **SAVE**.

To combine a category:

- Select the black drop-down **MENU** button of one of the categories you would like to combine.
- Choose **Move Gymnasts**.
- Select the category **Move To**, you would like to combine those athletes with.
- Rename the category and year of birth range, if applicable.
- Click **SAVE**.

If you combine a category and one of the categories is now empty and will no longer be used, navigate to the Event Data Page (Section 5.1) and delete that category.

5.4.3 SCRATCHES

Scratches can be made by the guest club or by the host club. If you have a request to scratch an athlete, press on the black **MENU** button beside the athlete's name in this window, and select **CANCEL**.

A line will be drawn through the athlete's name. The name will not disappear from the screen, but the athlete will not be counted in the totals. In other words, the Entries tab will decrease by one for every scratch you make.

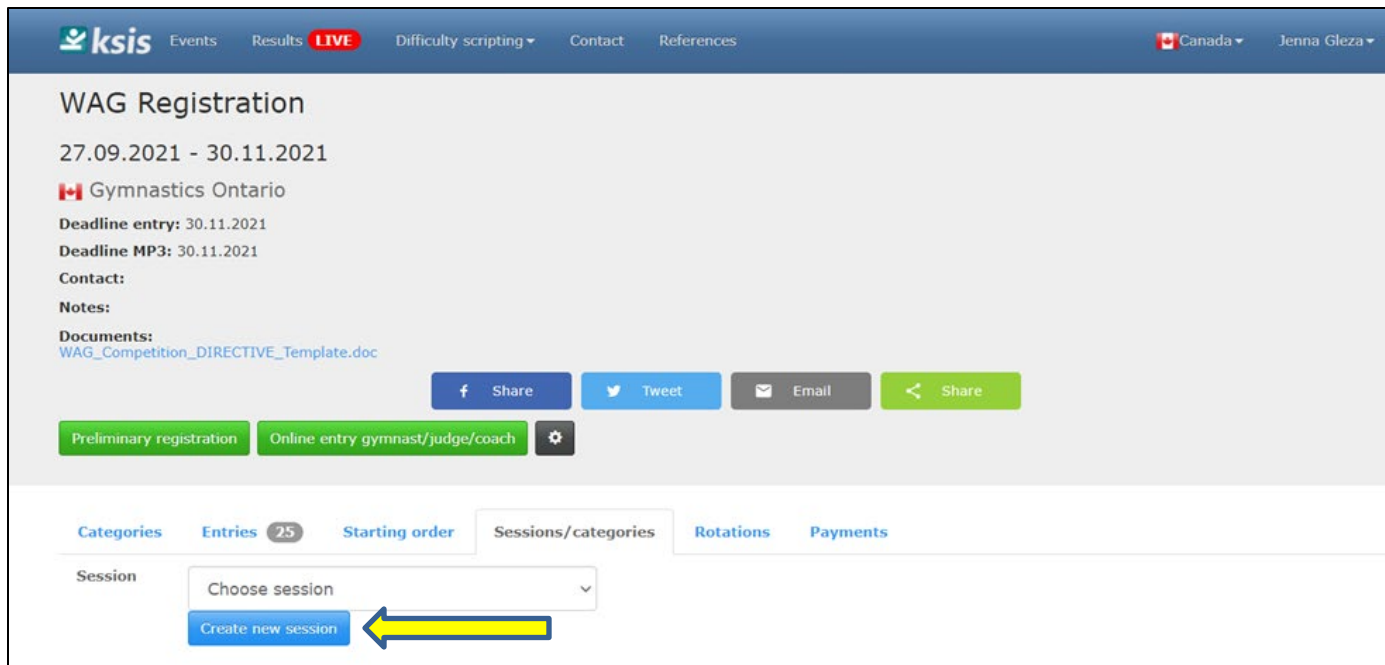
To remove an athlete from the event, choose **DELETE**.

5.5 STARTING ORDER TAB

WAG & MAG do not need to use this section.

5.6 SESSIONS/CATEGORIES TAB

This tab is where you will create your schedule/sessions. Click on the blue **CREATE NEW SESSION** button.



The screenshot shows the Ksis WAG Registration page. The header includes the Ksis logo and navigation links: Events, Results, LIVE, Difficulty scripting, Contact, and References. The user is logged in as Jenna Gleza. The main content area displays event details for WAG Registration, including dates (27.09.2021 - 30.11.2021), the Canadian flag, and contact information. Below this, there are social media share buttons (Facebook, Twitter, Email, and a generic Share button) and two green buttons: 'Preliminary registration' and 'Online entry gymnast/judge/coach'. The 'Sessions/categories' tab is selected, showing a dropdown menu for 'Choose session' and a blue 'Create new session' button, which is highlighted by a yellow arrow.

Click **CHOOSE CATEGORIES** from the dropdown menu. A list of all categories in your event will populate.

Select the categories you want included in the session you are creating. A checkmark will be added on the right of each category you have added to the session.

Create a name for your session. For this example, we are creating the first session (Session 1) and have added the levels in the session name for easy reference.

After all categories have been added to the session, a list of the athletes will populate.

A traditional WAG session should have approximately 24-32 athletes (not to exceed 40 athletes). This example has 10 athletes.

From here you can select the number of groups in the session (traditionally 4). You can find this underneath the orange **SHUFFLE** button.

The screenshot shows the KSIS web interface. At the top, there's a navigation bar with 'ksis' logo, 'Events', 'Results' (with a 'LIVE' badge), 'Difficulty scripting', 'Contact', and 'References'. On the right, it shows 'Canada' and 'Jenna Gleza'. Below the navigation bar, there's a 'Select categories' dropdown menu with the text 'Aspire 2 (Age 12) WAG (2010), Level 10 (Age 15) WAG (2007), Level 10 (Age 18+)' and a 'Session name *' text box containing 'Session 1 (L8, L9, L10, Aspire, HP)'. Below these are four buttons: 'Shuffle' (orange), 'Print certificate' (green), 'Print cert. for Judges' (green), and 'Print cert. for Coaches' (green). Under the 'Shuffle' button, there's a label 'Split starting list into' followed by a text box containing the number '1' and the word 'groups'. A yellow arrow points to this text box. Below this is a table of athletes with columns: Squad, St.Nr, Country, Name, Club, Year, Category, Events, and Starts On. The table lists 9 athletes, all from Canada (CAN), with various categories and event selections. The 'Starts On' column has three buttons: '+1', '+2', and '+3'.

Squad	St.Nr	Country	Name	Club	Year	Category	Events	Starts On
<input type="checkbox"/>	1	CAN	Clifford Savy	ABC	2011	Level 8 (Age 11)	<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"/>	2	CAN	Glazar Michelle	ABC	2006	Level 9 (Age 16)	<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"/>	3	CAN	Gymnast Jenny	ABC	2000	Level 10 (Age 18+)	<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	CAN	Hay Amber	ABC	2009	Novice (Age 13)	<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"/>	5	CAN	Hubber Angelica	ABC	2010	Aspire 2 (Age 12)	<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"/>	6	CAN	Peters Roberta	ABC	2007	Level 10 (Age 15)	<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"/>	7	CAN	Radic Madison	ABC	2003	Senior (Age 15+)	<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"/>	8	CAN	Slader Jessica	ABC	2002	Senior (Age 15+)	<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"/>	9	CAN	Smith Sally	ABC	2007	Level 10 (Age 15)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If you require a random draw by club, change the box to '4' and your list will now populate into 4 groups (A, B, C, D). These are your squads/rotations.

If you require most of the squads to be sorted by level and then club, you can do this manually by entering A, B, C or D in the box to the left of the athletes' name.

You can easily sort by club or level by clicking on the titles (Name, Club, Year, Category).

Don't forget to click **SAVE**.

ksis
Events
Results
LIVE
Difficulty scripting
Contact
References
Canada
Jenna Gleza

Shuffle
Print certificate
Print cert. for Judges
Print cert. for Coaches

Split starting list into 4 group

Squad.	St.Nr	Country	Name	Club	Year	Category	Events	
A	1	CAN	Clifford Savy	ABC	2011	Level 8 (Age 11)	T A B	T A B +1 +2 +3
A	2	CAN	Glazar Michelle	ABC	2006	Level 9 (Age 16)	T A B	T A B
A	3	CAN	Gymnast Jenny	ABC	2000	Level 10 (Age 18+)	T A B	T A B
B	1	CAN	Hay Amber	ABC	2009	Novice (Age 13)	T A B	T A B
B	2	CAN	Hubber Angelica	ABC	2010	Aspire 2 (Age 12)	T A B	T A B
B	3	CAN	Peters Roberta	ABC	2007	Level 10 (Age 15)	T A B	T A B
C	1	CAN	Radic Madison	ABC	2003	Senior (Age 15+)	T A B	T A B
C	2	CAN	Slader Jessica	ABC	2002	Senior (Age 15+)	T A B	T A B
D	1	CAN	Smith Sally	ABC	2007	Level 10 (Age 15)	T A B	T A B
D	2	CAN	White Kathryn	ABC	2010	Level 9 (Age 12)	T A B	T A B

Save

From this page you can determine the events the athletes will start on. Click on the orange **+1** or **+2** or **+3** depending on how many athletes should be dropped when rotating to the next event. It is recommended (for WAG) that you DO NOT use this option. The coaches and judges work together to create the correct order of athletes within each rotation. It is recommended that you select each event icon for the first athlete in each squad. Don't forget to click **SAVE**.

[Events](#)
[Results](#)
[Difficulty scripting](#)
[Contact](#)
[References](#)

Canada

Jenna Gleza

US Gym B L3 10B

Shuffle

Renumber

Print certificate

Print cert. for Judges

Print cert. for Coaches

Split starting list into group

Squad.	St.Nr	Country	Name	Club	Year	Category	Events	Starts On
<div>A</div>	1		Basic Macayla	HW Regionettes Gymnastics ON	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	2		Bergeron Matasha	Club de gymnastique Les Sittelles	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	3		Gorodnichy Olga	Club de gymnastique Les Sittelles ON	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	4		Hughes Addison	Gymnastics Energy	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	5		Lappano Leah	Whitby Gymnastics ON	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	6		Macdonald Hazel	Galaxy Gymnastics ON	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	7		Reid Harper	Barrie Kempettes Gymnastics Club	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	8		Sauvé Noémie	Club de gymnastique Les Sittelles ON	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>A</div>	9		Sura Emelia	Gymnastics Energy	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>B</div>	1		Augustine Lila	Grand River Gymmies	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>
<div>B</div>	2		Zimmerman Anya	Swing, Spring and Flip Club ON	2012	L3 age 10 B	<div>T</div> <div>A</div> <div>A</div> <div></div>	<div>T</div> <div>A</div> <div>A</div> <div></div>

Continue to do this for all sessions in your event. After doing so a dropdown of all sessions will be displayed in the **SESSIONS/CATEGORIES** tab.

[Categories](#)
[Entries 328](#)
[Starting order](#)
[Sessions/categories](#)
[Rotations](#)
[Payments](#)

Session

Choose session

Choose session

Session 1 L8 A 12/13, 14/15, 16 , L9A12/13, 14 (26)

Session 10 Level 1 age 7/8, 9/10, Level 2 age 7/8, 9 (28)

Session 11 Level 2 age 10/11, 12 , Level 3 age 9/10 (28)

Session 12 Level 3 age 11, 12, 13 (26)

Session 2 L7 Age 11/12, 13, 15 (27)

Session 3 Level 7 age 14, Level 6 age 12, 14 (28)

Session 4 Level 6 age 15 (30)

Session 5 L6 A 9,10,11,13 (33)

Session 6 Level 4 age 9/10, 11, 12/13 (25)

Session 7 Level 4 age 14 , Level 5 age 12/13, 14 (26)

Session 8 xcel gold age 12/13, 14 , xcel silver age 13 , 11/12 (30)

Session 9 xcel bronze age 7/8, 9/10, 11 , xcel silver 9/10 (21)

5.6.1 CHANGES


Note that if you have any changes (athlete level changes/scratches/additions) after you have created the sessions, you will need to revisit the Sessions/Categories Tab.

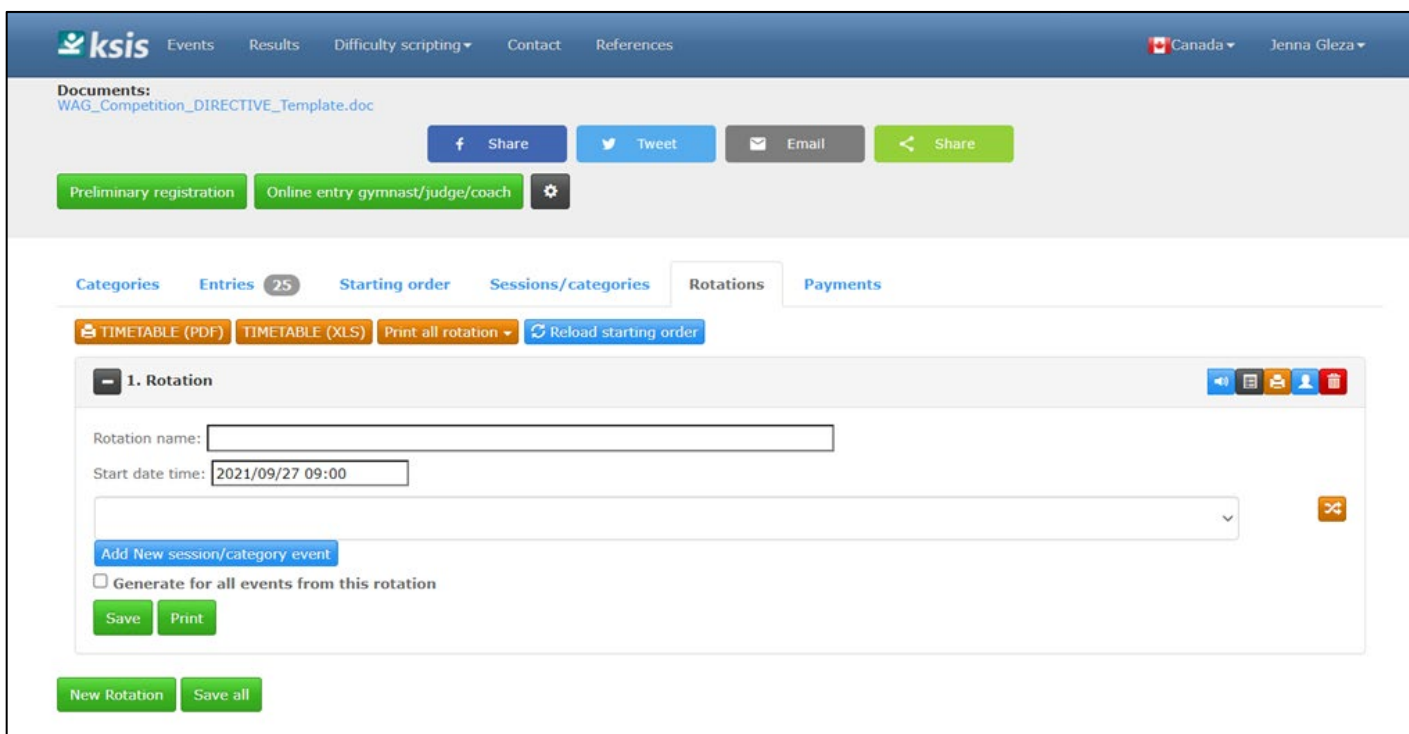
- Check to see if your session is still split into 4 groups. New athletes often add a new group which changes it to 5 groups.
- Add the correct letter of the squad to the new athlete you would like to add.
- Change the groups to 4.
- Double check the change was made.
- If the athlete numbers are incorrect (the number to the left of the athlete that displays the number of athletes in the event) click on the orange RENUMBER button.
- Check to make sure that the first athlete of each squad is starting on each event (click on the event icons).
- Check to make sure that the squads are listed first by level (if mixed within the squad) and then listed by club.
- If all athletes are the same level, check to make sure they are listed by club.
- Drag and drop athletes to adjust.
- Remember to click SAVE.
- Go to the ROTATIONS TAB and adjust as explained below.

5.7 ROTATIONS TAB

5.7.1 CREATING THE ATHLETE DRAW

This is where you will create the rotations/athlete draw for the coaches and judges.

Click on the black **plus** button  to create a new rotation (athlete draw for a session). This button also opens and closes the details of the rotation.



The screenshot shows the Ksis web application interface. At the top, there is a navigation bar with the Ksis logo and links for Events, Results, Difficulty scripting, Contact, and References. On the right, it shows the user's location as Canada and their name as Jenna Gleza. Below the navigation bar, there is a section for Documents, specifically WAG_Competition_DIRECTIVE_Template.doc, with social media sharing buttons for Facebook, Twitter, Email, and a generic Share button. Below this, there are two green buttons: Preliminary registration and Online entry gymnast/judge/coach, followed by a black plus button. The main content area has a tabbed interface with Categories, Entries (25), Starting order, Sessions/categories, Rotations (selected), and Payments. Under the Rotations tab, there are buttons for TIMETABLE (PDF), TIMETABLE (XLS), Print all rotation, and Reload starting order. A section titled "1. Rotation" contains a form with a Rotation name input field, a Start date time input field set to 2021/09/27 09:00, a dropdown menu, and an Add New session/category event button. There is also a checkbox for Generate for all events from this rotation and Save and Print buttons. At the bottom of the form, there are New Rotation and Save all buttons.

Create a name for the rotation (rotation means session in this area). In this example we will use **Session #2 – Level 6 age 2009**. After selecting your session, click on the empty rectangular box below the start date time.

The screenshot displays the KSIS web application interface. At the top, a navigation bar includes the KSIS logo and links for Events, Results, Difficulty scripting, Contact, and References. The user's location is set to Canada, and the user name is Jenna Gleza. Below the navigation bar, a header section shows the current session details: 5, 9:12, II JJ, Club A, Level 6 (2012, 2011), and a Canadian flag. The main content area is divided into two sections. The top section, titled 'New group', contains a checkbox labeled 'Generate for all events from this rotation' which is checked, and two green buttons labeled 'Save' and 'Print'. The bottom section, also titled 'New group', contains a text input field for 'Rotation name' with the value 'Session #2 - Level 6 age 2009', a text input field for 'Start date time' with the value '2020/11/12 09:00', a dropdown menu, a blue button labeled 'Add New session/category event', a checkbox labeled 'Generate for all events from this rotation' which is unchecked, and two green buttons labeled 'Save' and 'Print'. At the bottom of the form, there are two green buttons labeled 'New Rotation' and 'Save all'.

ksis Events Results Difficulty scripting Contact References Canada Jenna Gleza

5 9:12 II JJ Club A Level 6 (2012, 2011) CAN

☒ Generate for all events from this rotation

Save Print

New group

Rotation name: Session #2 - Level 6 age 2009

Start date time: 2020/11/12 09:00

Add New session/category event

☐ Generate for all events from this rotation

Save Print

New Rotation Save all

A dropdown list will populate based on what you created in the previous (Sessions/Categories) step. In this example, several items are highlighted as they were selected in the previous session (Session 1). We are choosing the athletes from session 2 now. Scroll down to see the remaining athletes.

orm.eu/ev... 3463

Session 1 L6 age 2012, 2011, 2010 (2012, 2011) A - VT
 Session 1 L6 age 2012, 2011, 2010 (2012, 2011) A - UB
 Session 1 L6 age 2012, 2011, 2010 (2012, 2011) A - BB
 Session 1 L6 age 2012, 2011, 2010 (2012, 2011) A - FX
 Session 1 L6 age 2012, 2011, 2010 (2010) B - VT
 Session 1 L6 age 2012, 2011, 2010 (2010) B - UB
 Session 1 L6 age 2012, 2011, 2010 (2010) B - BB
 Session 1 L6 age 2012, 2011, 2010 (2010) B - FX
 Session 1 L6 age 2012, 2011, 2010 (2010) C - VT
 Session 1 L6 age 2012, 2011, 2010 (2010) C - UB
 Session 1 L6 age 2012, 2011, 2010 (2010) C - BB
 Session 1 L6 age 2012, 2011, 2010 (2010) C - FX
 Session 1 L6 age 2012, 2011, 2010 (2010) D - VT
 Session 1 L6 age 2012, 2011, 2010 (2010) D - UB
 Session 1 L6 age 2012, 2011, 2010 (2010) D - BB
 Session 1 L6 age 2012, 2011, 2010 (2010) D - FX
 Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - VT
 Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - UB
 Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - BB

Add New session/category event

☐ Generate for all events from this rotation

Save Print

New Rotation Save all

You will select the row titled with your Session number, the Vault event (VT) and letter A for the vault athletes, similar to the “Session 2 L6 age 2009 A – VT” shown here. This will populate the athletes starting on vault for Session 2.

ksis
Events
Results
Difficulty scripting
Contact
References
Canada
Jenna Gleza

2. Rotation (12.11.2020 09:00 - 09:58)
Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - VT

Rotation name: Session #2 - Level 6 age 2009
Start date time: 2020/11/12 09:00

Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - VT

Session 1 L6 age 2012, 2011, 2010 (2010) C - BB
Session 1 L6 age 2012, 2011, 2010 (2010) C - FX
Session 1 L6 age 2012, 2011, 2010 (2010) D - VT
Session 1 L6 age 2012, 2011, 2010 (2010) D - UB
Session 1 L6 age 2012, 2011, 2010 (2010) D - BB
Session 1 L6 age 2012, 2011, 2010 (2010) D - FX
Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - VT
Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - UB
Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - BB
Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - FX
Session 2 L6 age 2009 (2005, 2004, 2003, 20) B - VT
Session 2 L6 age 2009 (2005, 2004, 2003, 20) B - UB
Session 2 L6 age 2009 (2005, 2004, 2003, 20) B - BB
Session 2 L6 age 2009 (2005, 2004, 2003, 20) B - FX
Session 2 L6 age 2009 (2005, 2004, 2003, 20) C - VT
Session 2 L6 age 2009 (2005, 2004, 2003, 20) C - UB
Session 2 L6 age 2009 (2005, 2004, 2003, 20) C - BB
Session 2 L6 age 2009 (2005, 2004, 2003, 20) C - FX
Session 2 L6 age 2009 (2005, 2004, 2003, 20) D - VT
Session 2 L6 age 2009 (2005, 2004, 2003, 20) D - UB

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KSIS MANUAL

2023-2024

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After you have completed your selection, you need to click on the uneven bars icon to see the athletes who will start on Uneven Bars for session 2.

2. Rotation (12.11.2020 09:00 - 10:02)
 Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - VT
 Session 2 L6 age 2009 (2005, 2004, 2003, 20) B - UB

Rotation name:
 Start date time:

Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - VT
 Session 2 L6 age 2009 (2005, 2004, 2003, 20) B - UB

[Add New session/category event](#)

☒ ☐ ☒ ☐ ☐

1	9:00	D13 D14	Club D	Level 6 (2007)		
2	9:03	D15 D16	Club D	Level 6 (2007)		
3	9:06	D17 D18	Club D	Level 6 (2006)		
4	9:09	D19 D20	Club D	Level 6 (2006)		
5	9:12	D21 D22	Club D	Level 6 (2005, 2004, 2003, 20)		
6	9:15	D11 D12	Club D	Level 6 (2008)		

☐ Generate for all events from this rotation

[Save](#) [Print](#)

Repeat these steps for the Beam and Floor.

Click on the blue **ADD NEW SESSION/CATEGORY EVENT** button.

Select the dropdown box again to select the **C** athletes who will start on Beam and when your selection is complete, add the next Event using the blue **ADD NEW SESSION/CATEGORY EVENT** button and select the **D** athletes in your session for the Floor.

Each time you complete a selection, the screen returns to the Vault athlete list. You need to click on the other Event icons to see the athletes that start in those events for Session 2.

In the example below, we have completed all of our event selections and are displaying the Floor athletes.

The screenshot shows the KSIS software interface for configuring a rotation. The top navigation bar includes 'ksis', 'Events', 'Results', 'Difficulty scripting', 'Contact', and 'References'. The user is logged in as 'Jenna Gleza' from 'Canada'. The main section is titled '2. Rotation (12.11.2020 09:00 - 10:08)' and lists four sessions: 'Session 2 L6 age 2009 (2005, 2004, 2003, 20) A - VT', 'Session 2 L6 age 2009 (2005, 2004, 2003, 20) B - UB', 'Session 2 L6 age 2009 (2005, 2004, 2003, 20) C - BB', and 'Session 2 L6 age 2009 (2005, 2004, 2003, 20) D - FX'. Below this, the 'Rotation name' is 'Session #2 - Level 6 age 2009' and the 'Start date time' is '2020/11/12 09:00'. A list of sessions is shown with dropdown arrows and delete icons. The 'Add New session/category event' button is visible. Below the sessions, there are icons for different event types: a trapezoid (7), a floor (6), a vault (6), and a square (6). A table lists six events with their times, codes, clubs, levels, and countries (all CAN). At the bottom, a checkbox labeled 'Generate for all events from this rotation' is highlighted with a yellow arrow.

	Time	Event Code	Club	Level	Country	Generate
1	9:00	H15 H16	Club H	Level 6 (2005, 2004, 2003, 20)	CAN	<input type="checkbox"/>
2	9:03	H17 H18	Club H	Level 6 (2005, 2004, 2003, 20)	CAN	<input type="checkbox"/>
3	9:06	H7 H8	Club H	Level 6 (2009)	CAN	<input type="checkbox"/>
4	9:09	H9 H10	Club H	Level 6 (2008)	CAN	<input type="checkbox"/>
5	9:12	H11 H12	Club H	Level 6 (2007)	CAN	<input type="checkbox"/>
6	9:15	I13 I14	Club I	Level 6 (2006)	CAN	<input type="checkbox"/>

NOTE: Select the small **GENERATE FOR ALL EVENTS FROM THIS ROTATION** box when you are done with your session.

If you have more than one gym running at one time during your event, you need to assign the rotation/session to the correct gym.

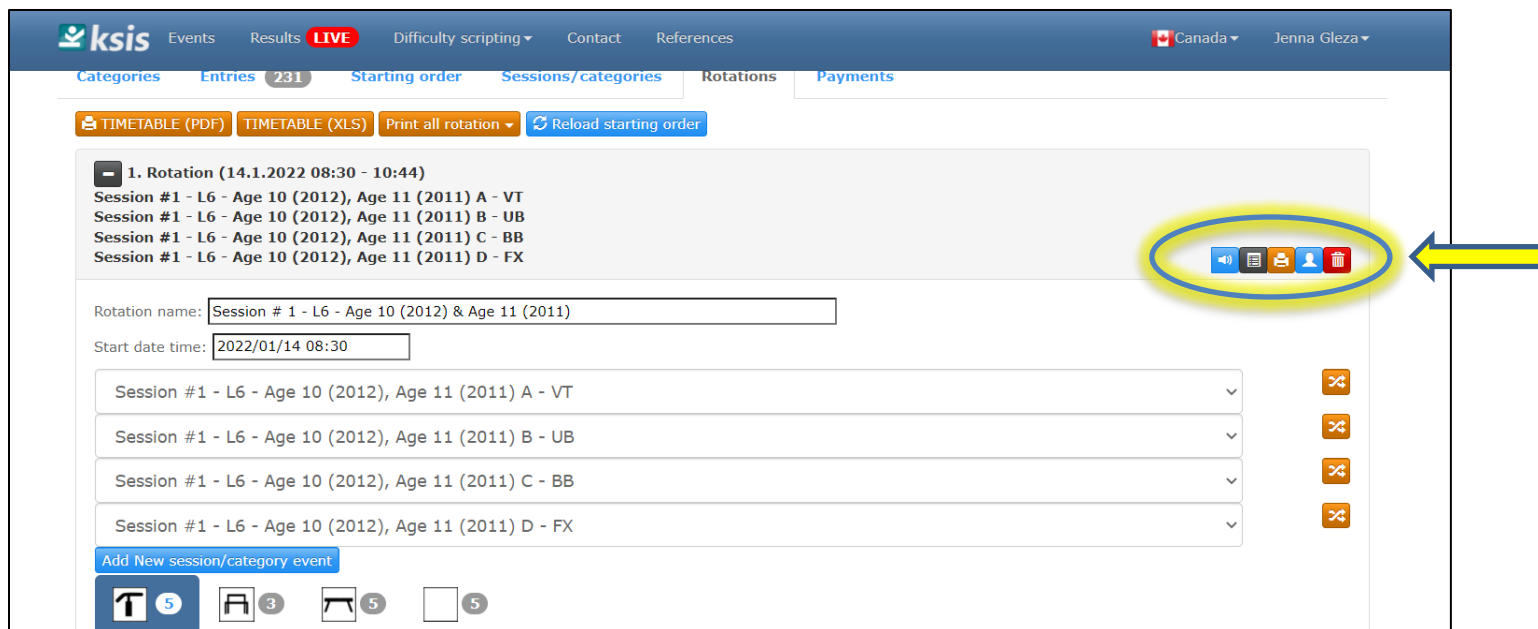
The screenshot shows the KSIS Rotations page. At the top, there are navigation tabs: Categories, Entries (1265), Starting order, Sessions/categories, Rotations, and Payments. Below these are buttons for TIMETABLE (PDF), TIMETABLE (XLS), Print all rotation, and Reload starting order. The main section is titled '1. Rotation (6.5.2022 08:30 - 14:09)' and lists four sessions: 01 Daisies (L6 10,11,12) A - VT, 01 Daisies (L6 10,11,12) B - UB, 01 Daisies (L6 10,11,12) C - BB, and 01 Daisies (L6 10,11,12) D - FX. Below this, there is a form with fields for Rotation name (01 Daisies (L6 10,11,12)), Start date time (2022/05/06 08:30), and a Gym dropdown menu. A yellow arrow points to the Gym dropdown menu, which is currently set to 1. Below the form, there is a table of athletes with columns for rank, time, name, club, level, age, year, country, and a print icon.

Rank	Time	Name	Club	Level	Age	Year	Country	Print
1	8:30	Lilley Harper	Thunder Bay GIANT GYMNASTICS Inc.	Level 6	Age 10	(2012)	CAN	
2	8:33	Olson Ericka	Thunder Bay GIANT GYMNASTICS Inc.	Level 6	Age 12	(2010)	CAN	
3	8:36	Hautanen Hayden	Thunder Bay GIANT GYMNASTICS Inc.	Level 6	Age 12	(2010)	CAN	
4	8:39	McGirr Abigail	Thunder Bay GIANT GYMNASTICS Inc.	Level 6	Age 10	(2012)	CAN	
5	8:42	McGirr Addison	Thunder Bay GIANT GYMNASTICS Inc.	Level 6	Age 12	(2010)	CAN	

Be sure to click **SAVE**. From this section you can print the athlete draw/starting order for the coaches and judges. Select the green **PRINT** button (next to the save button) and you will see a PDF of the rotations. **ONLY PRINT THE FIRST PAGE.** The judges and coaches will determine the order after the first rotation. From here you can save/download/print the rotations. To assist you, if you do a custom print, select pages 1, 5, 9, 13, etc. Before printing, save the file as a pdf to your computer and print that document.

5.7.2 ICONS

These 5 icons are shortcuts to access or control certain information.



5.7.2.1 MUSIC

This icon will direct you to downloading the music for each session, by rotation. It is recommended that music be played from a local hard drive after downloading and not from KSIS directly.

After pressing this icon, you will get a zip file with the music files for the entire session. The filenames will have the rotation number for when the athlete performs their floor routine, an order number, their starting order and event of their first rotation, name, level and category:

4_04_A05_GymnastMary_Level 6 Age 13_floor.mp3

This filename says that Mary Gymnast, in the Level 6 Age 13 category, will do her floor routine in the 4th rotation of the session. She started in the fifth position on the Vault (A event). If she had started in the fifth position on bars, she would have been B05; beam would have been the C event (C05), and floor would show D05.

You will need to extract the files to a local folder and organize the music further, as needed.

It may be easiest to change the second number in the filename once the order for the floor routine is established by the Floor judges. For example, if the club and judges decided to have Mary go first overall in this rotation, changing 04 to 01 would have Mary listed in the correct starting order of your folder for Rotation 4.

General etiquette is to delete all floor music after your event.

5.7.2.2 SHEETS FOR ROTATION

N/A at this time.

5.7.2.3 PRINT

You can print the athlete start order for the entire session from this icon. Remember that only the first page is necessary.

5.7.2.4 JUDGES

Edit/enter judges for the rotation as necessary.

5.7.2.5 DELETE

This icon deletes the entire rotation you created.

5.7.3 CHANGES

Note that if you have any changes (athlete level changes/scratches/additions) after you have created the sessions, you will need to revisit the SESSIONS/CATEGORIES TAB first (see instructions in Section 5.6.1).

- After changes have been made in the SESSIONS/CATEGORIES TAB, revisit the ROTATIONS TAB.
- You may click on the blue RELOAD STARTING ORDER button to update all changes.
- Or you can open the impacted session (rotation) and choose to reload only that rotation (squad/event) by clicking on the orange entwined arrows to the right of the rotation (squad/event).
- Remember to click **SAVE**.

[Events](#)
[Results](#)
[LIVE](#)
[Difficulty scripting](#)
[Contact](#)
[References](#)

Canada

Jenna Gleza

[Categories](#)
[Entries](#)

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[Starting order](#)
[Sessions/categories](#)
[Rotations](#)
[Payments](#)

TIMETABLE (PDF)

TIMETABLE (XLS)

Print all rotation

Reload starting order

1. Rotation (20.2.2022 09:00 - 09:33)

Mock Meet A - VT
Mock Meet B - UB
Mock Meet C - BB
Mock Meet D - FX

Rotation name:

Start date time:

Mock Meet A - VT

Mock Meet B - UB

Mock Meet C - BB

Mock Meet D - FX

Add New session/category event

8

9

11

10

1

9:00

Cyriac Rowan

Burlington Gymnastics Club Inc.

Level 6 (Age 10) (2012)

CAN



5.8 PAYMENTS

This is where you can keep track of registration and payments for your event.

ksis Events Results **LIVE** Difficulty scripting Contact References Canada Jenna Gleza

Burlington Gymnastics Club (710 Maple Ave, Burlington, ON, L7S 1M0)

Deadline entry: 22.11.2021

Deadline MP3, Travel, Hotel, Visa, Meal: 18.02.2022

Contact: Meet Director: Stephanie.Kotani@gmail.com (647-381-0995)

Notes: ALL ROSTER CHANGES MUST BE ADVISED TO THE MEET DIRECTOR

Documents:
20220127_-_Burlington_WAG_Qualifier_Bulletin_for_Clubs_-_FINAL_(V2).pdf
20220208_-_WAG_Directive_-_BGC_Qual_Bid_-_V3.pdf

Share Tweet Email Share

Preliminary registration Online entry gymnast/judge/coach

Categories Entries **233** Starting order Sessions/categories Rotations **Payments**

Category: 39 **Entries:** 233 **Gymnasts:** 233
Individuals: 233 **Groups:** 0 **Countries:** 1
Clubs/Teams: 25 **Apparatuses:** 902 **Total entry fee:** 26,440.00 (23,925.00)
Approx. competition time: 1,804 min **Spectators:** 0

Print All Bills Print list Print list detail Print Sanction fees Print Medals count Predict Medals







✉

#	Country	Club/Team Name	# of Entries/routine	Total	Paid	Payment method	
1.	CAN	ADRENALINE GYMNASTICS agtcgymnastics@gmail.com ,	8 / 32	440.00	910.00	cheque,Cheque	Menu
2.	CAN	Aereo Gymnastics Club aereogymnastics@gmail.com ,	11 / 44	110.00	1,210.00	cheque	Menu

To see the registration/payment status for a club, click on their name and the list of athletes will appear. In the first case below, we see that the club has not yet paid their registration.

<div>  Events Results LIVE Difficulty scripting ▾ Contact References <div>  Canada ▾ Jenna Gleza ▾ </div> </div>									
6. <input type="checkbox"/>	 CAN	Burlington Gymnastics Club Inc. clubadmin@bgcgym.com ,	45 / 180	4,680.00	0.00				Menu ▾
1.		Cyriac Rowan	Level 6 Age 10 (2012)	4	110.00	0.00			
2.		Weyman Jovie	Level 6 Age 10 (2012)	4	110.00	0.00			
3.		Correia Sophia	Level 6 Age 11 (2011)	4	110.00	0.00			
4.		Lee Isabella	Level 6 Age 11 (2011)	4	110.00	0.00			
5.		Nah Maddie	Level 6 Age 11 (2011)	4	110.00	0.00			
6.		Hukari-Taya	Level 6 Age 12 (2010)	4	110.00	0.00			
7.		Velicevic Shaela	Level 6 Age 14 (2008)	4	110.00	0.00			
8.		Milton Hope	Level 6 Age 13 (2009)	4	110.00	0.00			

In the case below, we can see that the club has paid in full.

<div>  Events Results LIVE Difficulty scripting ▾ Contact References <div>  Canada ▾ Jenna Gleza ▾ </div> </div>									
		competitive@allstarsportscentre.com , Nelu Toma							
4. <input type="checkbox"/>	 CAN	Alliston Gymnastics Club agccompoffice@gmail.com ,	1 / 4	125.00	125.00	cheque			Menu ▾
5. <input type="checkbox"/>	 CAN	Bolton Gymnastics shannon@boltongymnastics.ca, dave@boltongymnastics ,	8 / 32	880.00	880.00	cheque			Menu ▾
1.		Silva Samantha	Level 6 Age 14 (2008)	4	110.00	110.00	cheque		
2.		Cerilli Taylor	Level 7 Age 14 (2008)	4	110.00	110.00			
3.		Capobianco Julia	Level 7 Age 15 (2007)	4	110.00	110.00			
4.		Franco Emma	Level 7 Age 15 (2007)	4	110.00	110.00			
5.		Jovanovic Addison	Level 7 Age 15 (2007)	4	110.00	110.00			
6.		Kirkland Alyssa	Level 7 Age 15 (2007)	4	110.00	110.00			
7.		Narcisi Elizabeth	Level 7 Age 15 (2007)	4	110.00	110.00			
8.		Termini Sarah	Level 7 Age 17 (2005)	4	110.00	110.00			
6. <input type="checkbox"/>	 CAN	Burlington Gymnastics Club Inc. clubadmin@bgcgym.com ,	45 / 180	4,680.00	0.00				Menu ▾
7. <input type="checkbox"/>	 CAN	Dynamo	1 / 4	110.00	110.00	cheque			Menu ▾

You see the number of athletes from that club, the amount of registration per athlete and the method of payment. It is important to note that each athlete represents 4 entries (vault, bars, beam and floor). It will be 6 or 7 entries per MAG athlete.

The system does not make a distinction between scratches with or without a medical certificate after the deadline. If you scratch an athlete after the deadline, and require a medical certificate, you will need to note those payments depending on the rules in your Directive.

The Payment screen will also not track post-deadline registration fees either.

6 JUDGES

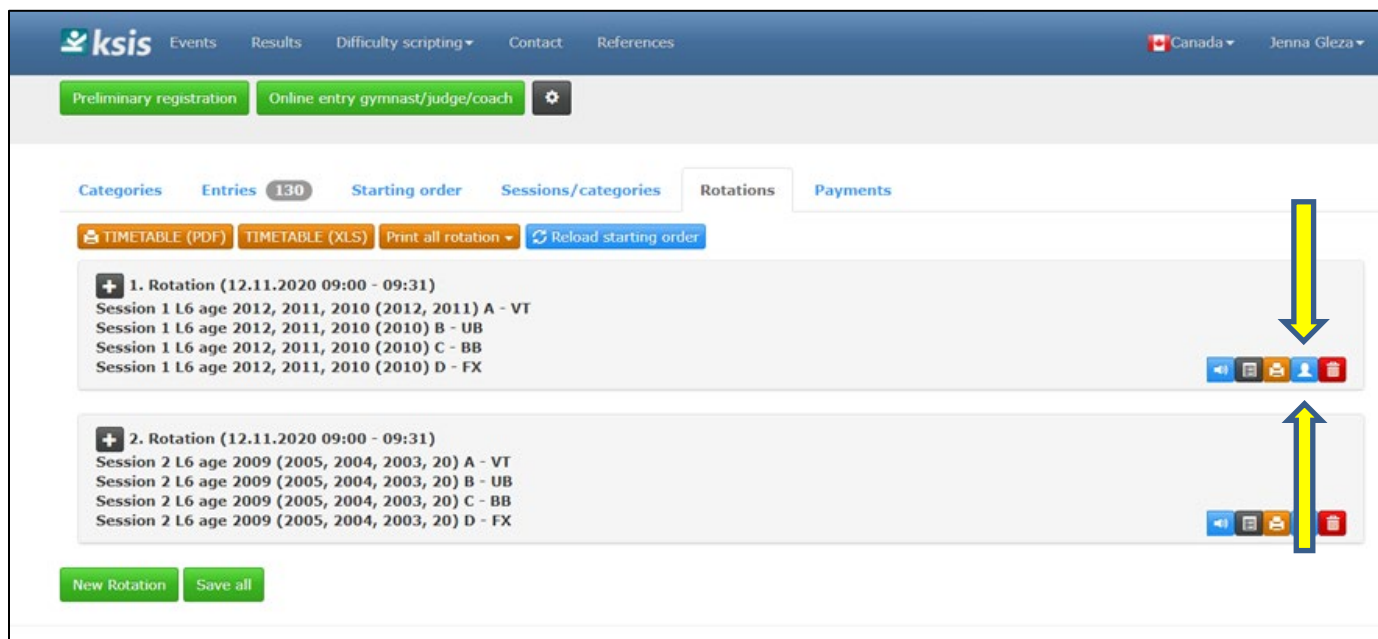
6.1 ENTERING JUDGES

6.1.1 USING THE ROTATIONS TAB

You must have all of your sessions and rotations (squads) set up first.

Click on the **ROTATIONS** tab, remembering that ROTATIONS is what we normally refer to as SESSIONS.

In the example below there are two sessions set up with the rotations/squads finalized. At the bottom right of each rotation (session) there are several different coloured icons. Select the blue icon that looks like a headshot/person (beside the trash can).




A pop-up for the session will be displayed “Judges for 1. Rotation”; you are entering the judges for Session 1.

For all Ontario qualifying and Championship events, hosts will receive the assigned judges from Gymnastics Ontario approximately two weeks before the event. **Please note – it is not required for you to enter judges’ names. You can leave this empty.**

Place the cursor in the first box. A list of judges may auto-populate. If you see the name of the judge, you may select it. If the name is not there, continue entering the judges’ name. The judge does not need to have a profile in the system to be added to your event. Select **SAVE**.

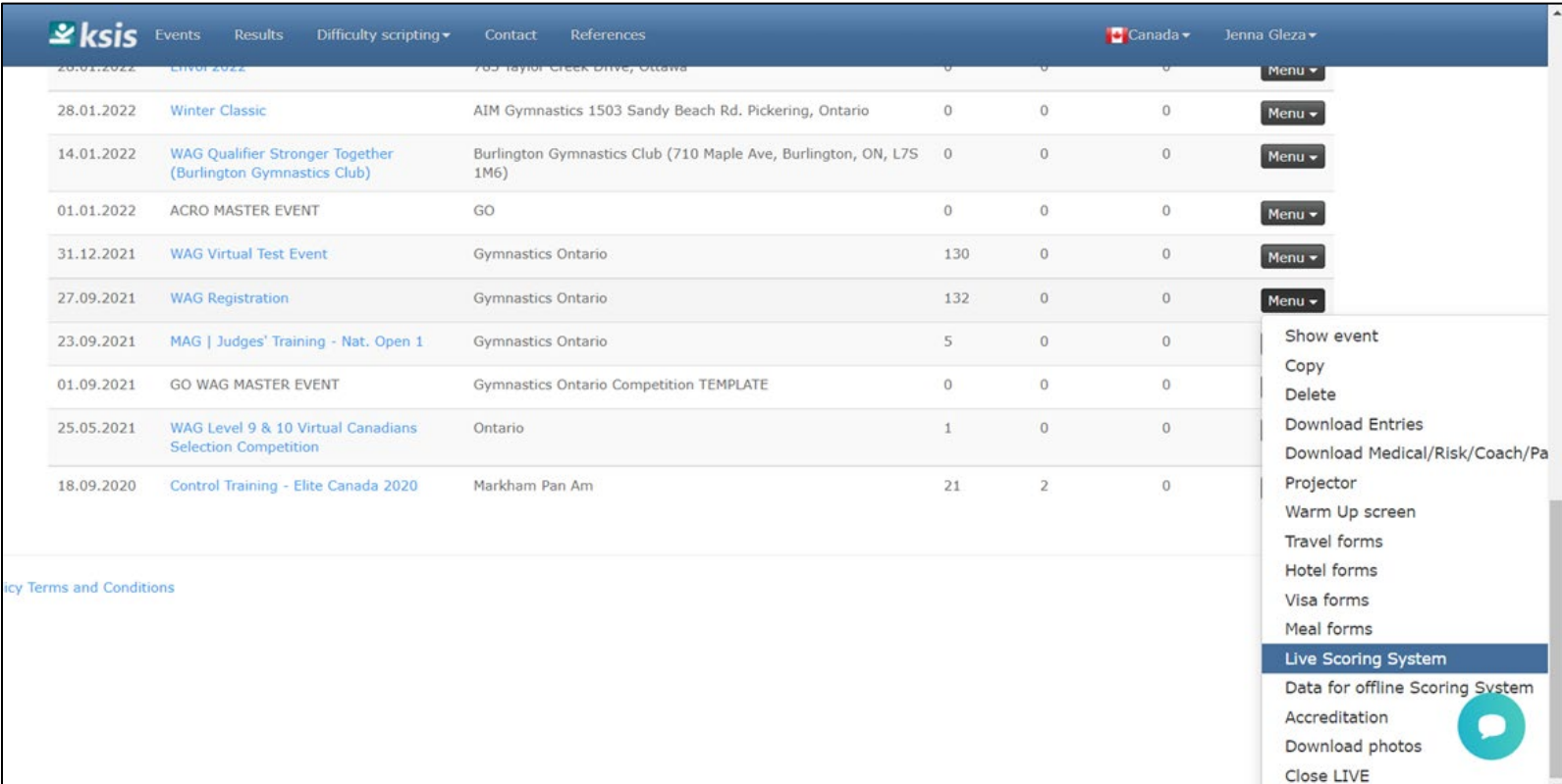
Continue this process for each event (Vault, Bars, Beam, Floor) in Session #1 (1. Rotation).

You need to repeat this procedure for every session. You can copy the judges from an event (example – Vault). Open the judges for Session #1 vault. Select the orange **COPY** button in the bottom left corner. Go back to your main rotations page (sessions) and click on the black **plus** button  for Session #2 (2. Rotation). Go to the vault tab. Place your cursor in the **NAME** box and click the orange **PASTE** button in the bottom left corner. Select **SAVE**.

Repeat this procedure for all events of every session (for example here, Session 2 is 2. Rotation) and every event in that session.

6.1.2 USING THE LIVE SCORING SYSTEM

Go back to **MY EVENTS**. Find your event and click on the black **MENU** button to the far right. Select **LIVE SCORING SYSTEM**.



The screenshot shows the KSIS 'MY EVENTS' page. The header includes the KSIS logo, navigation tabs (Events, Results, Difficulty scripting, Contact, References), and user information (Canada, Jenna Gleza). The main table lists events with columns for date, event name, location, and scores. The 'Control Training - Elite Canada 2020' event is highlighted, and its 'Menu' button is open, showing options like 'Show event', 'Copy', 'Delete', 'Download Entries', 'Download Medical/Risk/Coach/Pa', 'Projector', 'Warm Up screen', 'Travel forms', 'Hotel forms', 'Visa forms', 'Meal forms', 'Live Scoring System' (highlighted), 'Data for offline Scoring System', 'Accreditation', 'Download photos', and 'Close LIVE'.

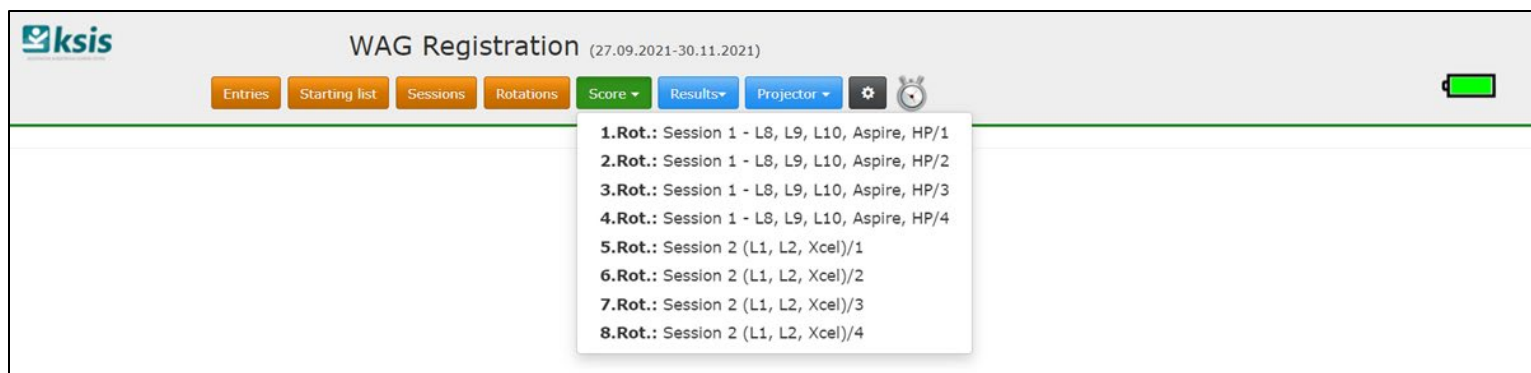
Date	Event Name	Location	Score 1	Score 2	Score 3	Menu
28.01.2022	Winter Classic	AIM Gymnastics 1503 Sandy Beach Rd. Pickering, Ontario	0	0	0	Menu
14.01.2022	WAG Qualifier Stronger Together (Burlington Gymnastics Club)	Burlington Gymnastics Club (710 Maple Ave, Burlington, ON, L7S 1M6)	0	0	0	Menu
01.01.2022	ACRO MASTER EVENT	GO	0	0	0	Menu
31.12.2021	WAG Virtual Test Event	Gymnastics Ontario	130	0	0	Menu
27.09.2021	WAG Registration	Gymnastics Ontario	132	0	0	Menu
23.09.2021	MAG Judges' Training - Nat. Open 1	Gymnastics Ontario	5	0	0	Menu
01.09.2021	GO WAG MASTER EVENT	Gymnastics Ontario Competition TEMPLATE	0	0	0	Menu
25.05.2021	WAG Level 9 & 10 Virtual Canadians Selection Competition	Ontario	1	0	0	Menu
18.09.2020	Control Training - Elite Canada 2020	Markham Pan Am	21	2	0	Menu

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You will be directed to a page that looks like this:



Click the green **SCORE** button. You will see a list of the rotations that have been formatted. In this example we have two sessions set up, each with four rotations.



To enter the judges, select rotation where you need to add judges.

You can see the red notice “no judges defined for this rotation”. Select the blue **JUDGES** button.

The screenshot shows the WAG Registration interface for the period 27.09.2021-30.11.2021. The top navigation bar includes buttons for Entries, Starting list, Sessions, Rotations, Score, Results, and Projector. A red notice states "No judges defined for this rotation". A yellow arrow points to the "Judges" button. Below the notice, the rotation details are shown: "Rotation: 2 - Session 2 (L1, L2, Xcel)" and "Start: 2021/09/27 09:00". A table lists the entries and their judges.

St.Nr	Nat.	Name/Club	Category	App	Judges	Sum	Score	State
1.	CAN	A 1. Dash Silvia ABC	Level 2 (Age 9)(2013) 2013	SV	TIME			✗
				E				
				LJ/B/ND				
1.	CAN	A 1. Dash Silvia ABC	Level 2 (Age 9)(2013) 2013	SV	TIME			✗

Follow the same steps as defined in Section 6.1.1.

6.2 SCORE ENTRY INFORMATION FOR JUDGES

The entry page for scores is located at <https://rgform.eu/ejudge2/>. You will need the Event ID and the eJudge code as provided by the Scoring Person/CCJ/Head Judge.

Setup

Categories Event **eJudge** Projector/TV Print Entry fees Medals Documents Scoring rule Scoring rules Cooperators Permission

Event ID: 5310

Generate code

4Z3SRJ

Enable wait: ☐

3 judges formula for A, E


PIN for EXIT

Avarage

For organizers: This information is found by going to the black **MENU** button on the main event page, selecting **Show Event**, pressing the setup **GEAR** button and then navigating to the **EJUDGE** tab. Getting to this tab was also outlined in Section 4.1.1.3.

New for the 2023-2024 season, you can scan the QR code from the eJudge tab which will automatically open up the scoring page.

If the QR code is not used and you go directly to the webpage, you will be presented with the following pop up. Enter the Event ID and eJudge code (in this example, 5310 and then 4Z3SRJ).

 © ksis eJudge

Login

#6765



Next, select the event you are going to judge.

If there is more than one gym, be sure to use the drop-down to select which “Gym” you are judging in.

A list of athletes for the first rotation will be displayed. You will now be able to enter scores.

<div><div><div><div>T</div><div>WAG</div></div><div><div>Rotation: 1 - Session 1 - L8, L9, L10, Aspire, HP</div><div>Start: 2021/09/27 09:00</div></div></div><div>Next rotation >></div></div>															
	StNr	Nat.	Name/Club	Cat.	App	Judges					Sum	Score	State		
	1.		A 1. Clifford Savy ABC	Level 8 (Age 11)(2011) 2011	<div><div>T</div><div><div>1</div><div></div></div></div>	SV						TIME			
						E									
						B/ND									
	2.		A 2. Glazar Michelle ABC	Level 9 (Age 16)(2006) 2006	<div><div>T</div><div><div>1</div><div></div></div></div>	SV						TIME			
						E									
						B/ND									
	3.		A 3. Gymnast Jenny ABC	Level 10 (Age 18+)(2004-1980) 2000	<div><div>T</div><div><div>1</div><div></div></div></div>	SV						TIME			
						E									
						B/ND									

Select the name of the athlete you are going to judge.

Score for: **D1**

Judge	1.	2.				
D/SV:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				<input type="text" value="0.000"/>
E:	1.	2.	3.	4.	5.	
	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.000"/>
ND:	Ded.	Bonus				
	<input type="text"/>	<input type="text"/>				<input type="text" value="0.000"/>
Line:	1.	2.				
	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				
Time:	<input type="text"/>					
	<input type="text" value="0.00"/>					
Score:					<input type="text" value="0.000"/>	

1 2 3

4 5 6

7 8 9

. 0 C

10

Confirm

Enter the applicable scores: Start Value (SV) / D Score, and Execution (E) for each judge with any neutral (ND) deductions or bonus). You will then see the average deductions and the final score. You only need to enter the Start Value once, and there is a '10' button to simplify that entry. The 'C' is for clear if you need to re-enter a number.

NEW 2023-2024 SEASON – you must use the KSIS keyboard to enter scores. Put the cursor in the box you want to enter scores to. From there, click the appropriate numbers from the KSIS keyboard.

NEW 2023-2024 SEASON – for level 8-10 (WAG) composition will be input separately from execution.

Click **CONFIRM** so the score goes into the system as well as the projectors.

The screenshot displays the KSIS scoring interface. It features a form with the following sections:

- Judge**: Labeled '1.' and '2.'.
- D/SV:** Input boxes for '1.' (10.00) and '2.' (10.00).
- E:** Input boxes for '1.' (0.45), '2.' (0.65), '3.' (0.65), '4.' (empty), and '5.' (empty). A calculated value of 0.583 is shown.
- Composition:** A box for 'Ded.' containing 0.10.
- ND:** Input boxes for '1.' (empty) and '2.' (empty). A calculated value of -0.100 is shown.
- Line:** Input boxes for '1.' (0.00) and '2.' (0.00).
- Time:** Input boxes for '1.' (empty) and '2.' (0.00).
- Score:** A box showing the final score of 9.317.

At the bottom right, there is a yellow arrow pointing to a blue button labeled 'Confirm'.

Repeat for each athlete.

It is ideal to use a stylus for entering scores.

Be sure to review scores at the end of each rotation to verify they are correctly entered.










7 PROJECTORS

Log in to your KSIS account on the netbook that is set up to the television/display. Go to your event and select the black **MENU** button. From the dropdown list, select **PROJECTOR**.

A list of event icons will be displayed.

Choose apparatus screen

Gym: 1 ▾

									ALL	1
---	---	---	---	--	---	---	---	---	-----	---

First ensure you have the right carpet on display. The default value of 1 works for a single gym event. Use the Gym dropdown to select Gym 2 or Gym 3. Next, select the event that you want your television to display.

From left to right, these icons are:

- Floor / Carpet (WAG/MAG)
- Pommel Horse (MAG)
- Rings (MAG)
- Vault (WAG/MAG)
- Parallel Bars (MAG)
- Uneven Bars (WAG)
- High Bar (MAG)
- Physical Abilities (MAG)
- Beam (WAG)
- All - displays all 4 or 6 events on one screen (WAG/MAG)

After selecting the event, the screen will change to the score display, or the default display you have while waiting.

8 RUNNING THE COMPETITION

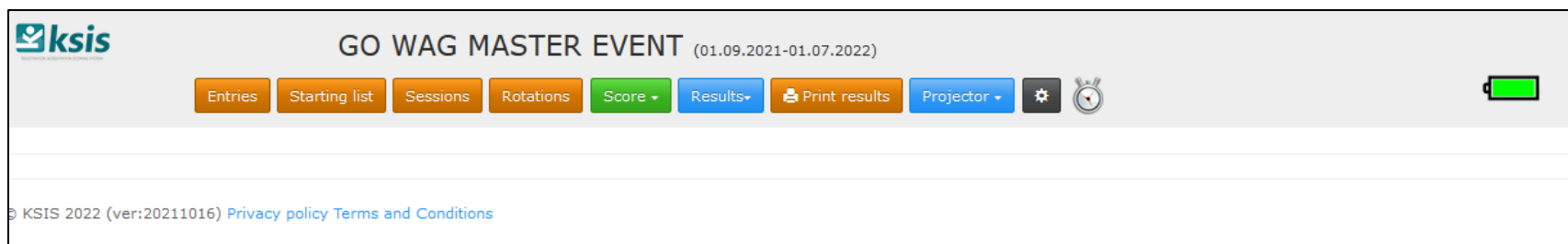
There are two ways to run your competition: off the main server (we will call it **Live Scoring**) or with a local copy of the system running from a club's laptop or desktop (**Offline Scoring**). Note that most Rhythmic Gymnastics competitions use Offline Scoring.

8.1 LIVE SCORING SYSTEM

8.1.1 ACTIVE SESSION/ROTATIONS

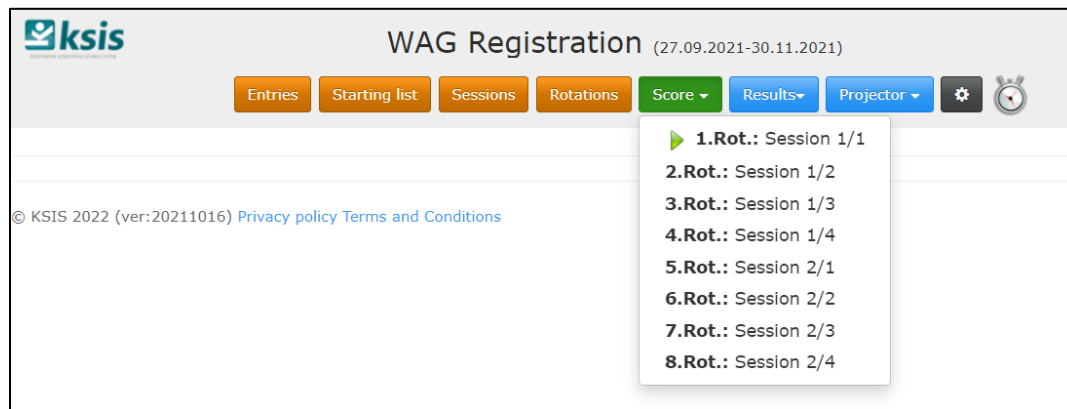
Log in to your account on the day of the event, go to My Events.

Select the black **MENU** button and in the dropdown menu, select **LIVE SCORING SYSTEM**.



Note that the orange tabs provide the same information as when you go to your **SHOW EVENT** page. Select the green **SCORE** button. A dropdown will show of all rotations of your event.

In this example, there are only two sessions set-up, so you see 8 options (2 sessions, 4 rotations per session).



Select your current rotation. We are selecting the first rotation of the event.

Please note that the box **“Set this rotation active for ejudge”** is irrelevant for WAG/MAG at this time.

As the head scoring person, you will be able to see all events in the session; the judges will only see the event they are judging.


The screenshot shows the 'WAG Registration' interface for the period (27.09.2021-30.11.2021). The 'Rotations' tab is selected, and the 'Next rotation >>' button is visible. The interface displays a table of events and a red box highlighting the 'Set this rotation active for eJudge' option.

Rotation: 1 - Session 1
Start: 2021/09/27 09:00

St.Nr	Nat.	Name/Club	Category	App	Judges	Sum	Score	State
1.	CAN	A 1. Eaker Aden ABC	Level 4 (Age 9&10)(2012, 2011) 2013	SV	10.00	TIME	10.000	9.100

From here you can view the scores throughout the event.

You can view another rotation by using the dropdown menu, or by clicking the green **NEXT ROTATION** or **PREVIOUS ROTATION** buttons at the top right and left of the screen.



WAG Registration (27.09.2021-30.11.2021)

Entries

Starting list

Sessions

Rotations

Score


Results

Print results

Projector

<< Previous rotation


Next rotation >>




D1. Audra Sederavicius ()
D2. Dave Sandford (CAN)

Judges


Print rotation



D1. Gleza Jenna (CAN)
D2. Siemon Debbie (CAN)



D1. Donoghue Cheryl (CAN)
D2. Ruth Uren ()

















D1. Jorge ()
D2. Kristina ()

Set this rotation active for eJudge

Rotation: 1 - Session 1/2

Start: 2021/09/27 09:21

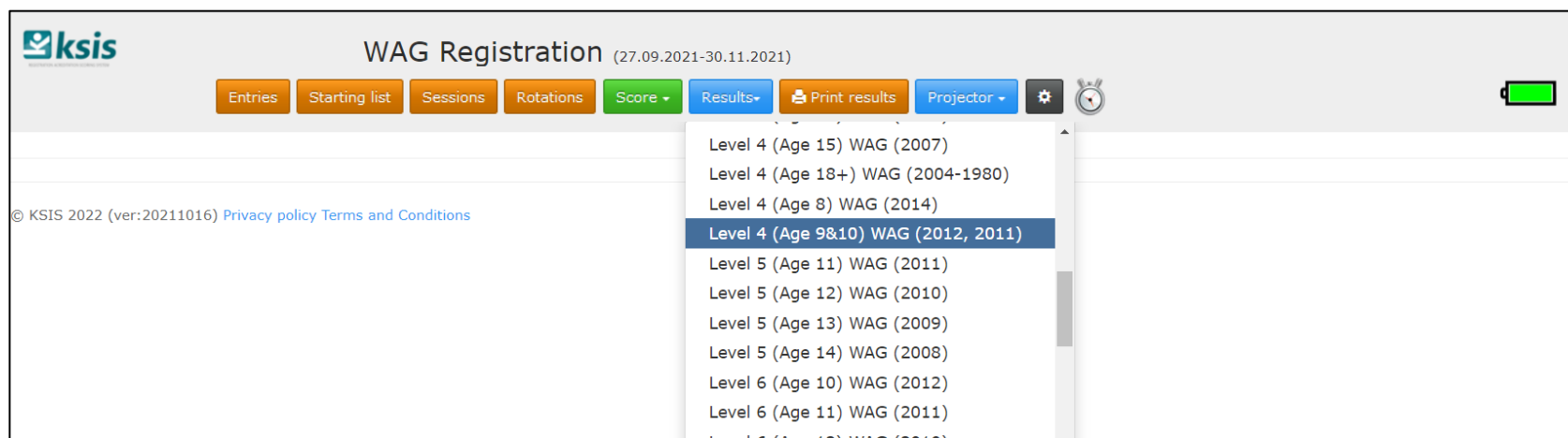
		St.Nr	Nat.	Name/Club	Category	App	Judges					Sum	Score	State
STOP		1.	CAN	D 1. Stephens Gillian Trillium Gymnastics	Level 4 (Age 12)(2010) 2010		SV					TIME		✗
							E							
							Ded							
STOP		1.	CAN	D 1. Stephens Gillian Trillium Gymnastics	Level 4 (Age 12)(2010) 2010		SV					TIME		✗
							E							
							Ded							
STOP		2.	CAN	D 3. Mirza Brodie Milton Springers	Level 4 (Age 9&10)(2012, 2011) 2013		SV					TIME		✗
							E							
							Ded							
STOP		2.	CAN	D 3. Mirza Brodie	Level 4 (Age 9&10)(2012,		SV					TIME		✗

8.1.2 RESULTS

Log in to your account on the day of the event, go to My Events.

Select the black **MENU** button and in the dropdown menu, select **LIVE SCORING SYSTEM**.


Select the blue **RESULTS** drop-down menu button.



A list of all categories in your event will be displayed, so select the category that you would like to view results.


In this example we use Level 4 age 9&10.

The default display is the All Around.



WAG Registration (27.09.2021-30.11.2021)

Entries
Starting list
Sessions
Rotations
Score
Results
Print results
Projector



Level 4 (Age 9&10)(2012, 2011) - Results

All Around

Show results on screen

Close scoring

Choose YOB

Choose month










Choose Age

Choose state

Choose groups

Choose awardin

Print result

Place	Country	Name/Club	Year																	Score
				SV	E	Bonus	ND	SV	E	Bonus	ND	SV	E	Bonus	ND	SV	E	Bonus	ND	
1.	 CAN	1 - Eaker Aden ABC	2013	9.100 (2)				8.700 (2)				10.000 (1)				9.075 (3)				36.875
				10.000	0.900	-	-	9.500	0.800	-	-	10.000	-	-	-	10.000	0.925	-	-	
2.	 CAN	8 - Guirguis Myrium Milton Springers	2012	8.575 (3)				8.550 (3)				9.750 (2)				9.600 (1)				36.475
				10.000	1.425	-	-	10.000	1.450	-	-	10.000	0.250	-	-	10.000	0.400	-	-	
3.	 CAN	7 - Exham Rebecca Trillium Gymnastics	2012	9.375 (1)				7.250 (4)				8.850 (3)				9.150 (2)				34.625
				10.000	0.625	-	-	9.200	1.950	-	-	10.000	1.150	-	-	10.000	0.850	-	-	
4.	 CAN	9 - Guirguis Myrium Milton Springers	2012	-				8.950 (1)				-				-				8.950
				-	-	-	-	10.000	1.050	-	-	-	-	-	-	-	-	-	-	
5.	 CAN	7 - Schmidt Hailey Bass City	2010	-				-				-				7.850 (4)				7.850
				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

Use the drop-down menus to select what you need to see.

Note that when you choose to display by apparatus, the system defaults to show Vault.

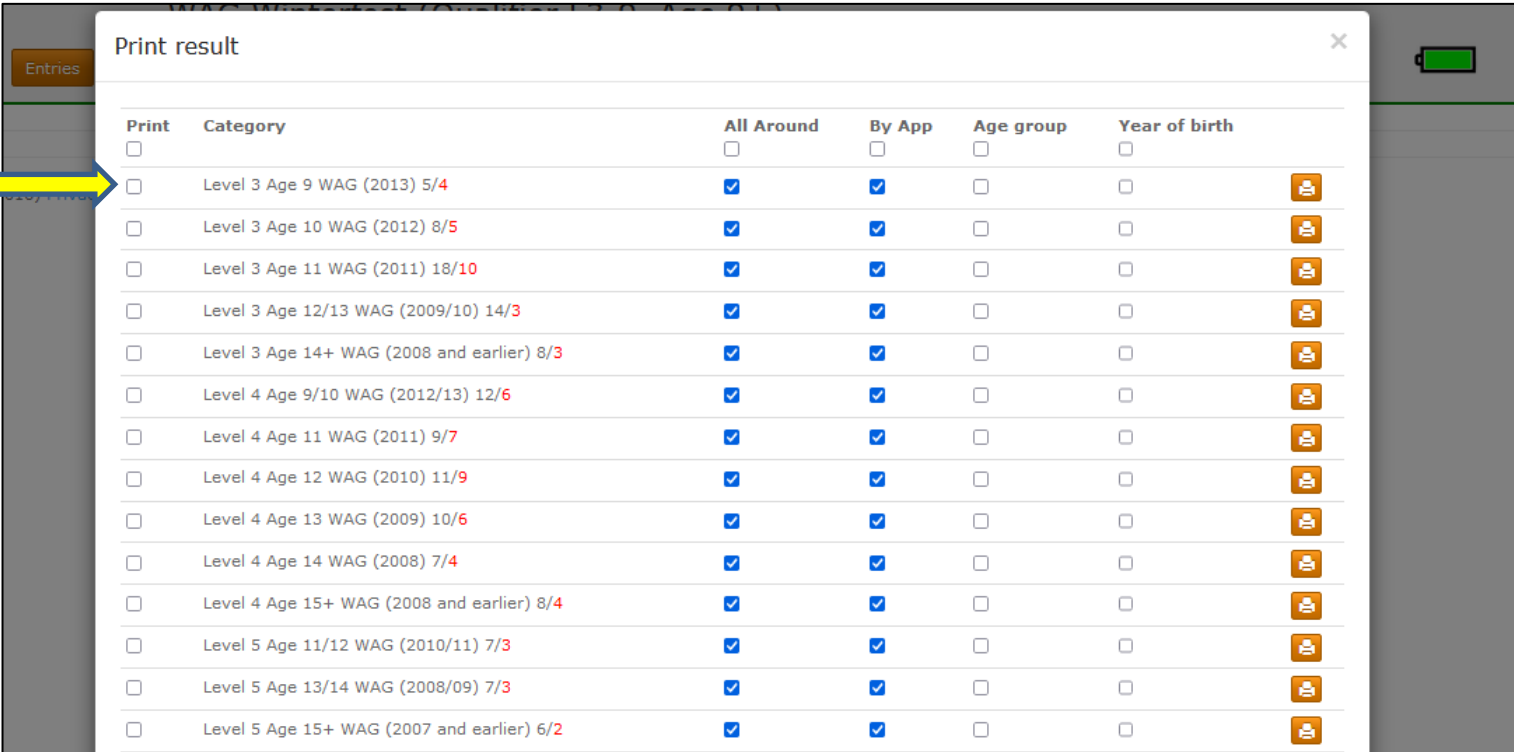
Use the event icons to select the event you would like to view.

8.1.3 PRINTING RESULTS

Selecting Print Results allows you to select the category you wish to print for coaches and awards. You can make multiple selections from here.

To print results for the awards ceremony, select “By App” as well as “All Around”.

A new web page will be opened in PDF format with the events in the Olympic order followed by All Around for each category in the order listed on this page. The place in the left-most column will be the athlete placement and will note the ties.



The screenshot shows a 'Print result' dialog box with a table of categories. A yellow arrow points to the 'Print' column header. The table has columns for 'Print', 'Category', 'All Around', 'By App', 'Age group', and 'Year of birth'. Each row represents a category with checkboxes for 'All Around' and 'By App', and a print icon.

Print	Category	All Around	By App	Age group	Year of birth
<input type="checkbox"/>	Level 3 Age 9 WAG (2013) 5/4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 3 Age 10 WAG (2012) 8/5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 3 Age 11 WAG (2011) 18/10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 3 Age 12/13 WAG (2009/10) 14/3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 3 Age 14+ WAG (2008 and earlier) 8/3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 4 Age 9/10 WAG (2012/13) 12/6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 4 Age 11 WAG (2011) 9/7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 4 Age 12 WAG (2010) 11/9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 4 Age 13 WAG (2009) 10/6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 4 Age 14 WAG (2008) 7/4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 4 Age 15+ WAG (2008 and earlier) 8/4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 5 Age 11/12 WAG (2010/11) 7/3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 5 Age 13/14 WAG (2008/09) 7/3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Level 5 Age 15+ WAG (2007 and earlier) 6/2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.2 LIVE RESULTS

For participants to view the results live, your event must be open (the private box is no longer selected on your set up page). If you need to change this, be sure to click **SAVE** and then also **PUBLISH**.

Participants may go to <https://rgform.eu> and select **RESULTS** at the top of the page. A list of available events will populate.

Choose the **LIVE** event you are interested in viewing.

Use the dropdown menu to choose the category you would like to view.

A reminder that all 7&8 year old categories must be marked as PRIVATE. To do so, go to Section 4.1.1.1

8.3 OFFLINE SCORING SYSTEM

We recommend completing these setup tasks before the competition weekend.

The advantage of Offline Scoring is that you will not be pulling and pushing data to the main server during the event. Upload and download lags can occur if your main internet line has bandwidth issues or the connection is lost. When running the offline system, you will only be pushing data to the server.

The offline system is not used to manage athlete scratches. You should have the online version available on the Chief Scoring station so you can manage athlete scratches and changes to the athlete draw on the day of the competition.

The offline KSIS system must be run from a computer or laptop with a physical Ethernet connection to a private router (guests do not have password).

You will need at least 2 laptops or a computer and a laptop to run this configuration. For this manual, we will assume the offline KSIS program runs from a laptop connected by Ethernet (wired server laptop) to a WiFi-enabled router. The router should have a strong password and you should not share the password with the guests at competition but you will need to have the password for the devices on the competition floor. This laptop does not need to be on the competition floor. You can set it and forget it. However, make sure this laptop is fully updated.

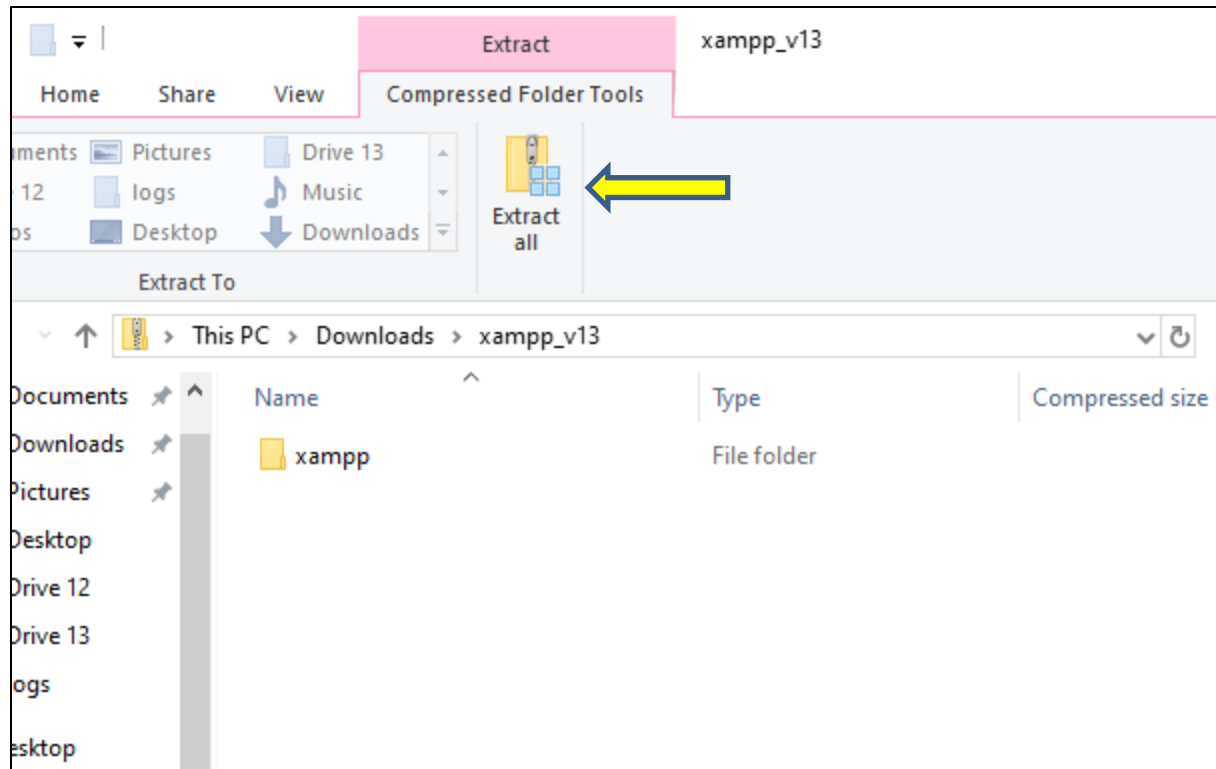
The Chief Scoring station (a second laptop), the projector(s)/TV(s) and the judging tablets will be connected by WiFi to the wired server laptop. The Chief Scorer, or your Scoring table, will be located on the competition floor (wireless scoring laptop).

8.3.1 INSTALLING THE SERVER APP TO A LOCAL COMPUTER / LAPTOP

Setting up the offline scoring system begins by running a server program called **xampp** on the wired server laptop. Contact the Events Manager at Gymnastics Ontario to get this application as the package contains the webpages needed to run KSIS from its creator.

We recommend using the ZIP version of **xampp** so your wired server laptop is not permanently modified. You should extract (unzip) the folder to either a root directory of the laptop (for example, the C: drive) or to a USB stick at the root level (for example, D: or E: or whatever your laptop assigns to that drive).

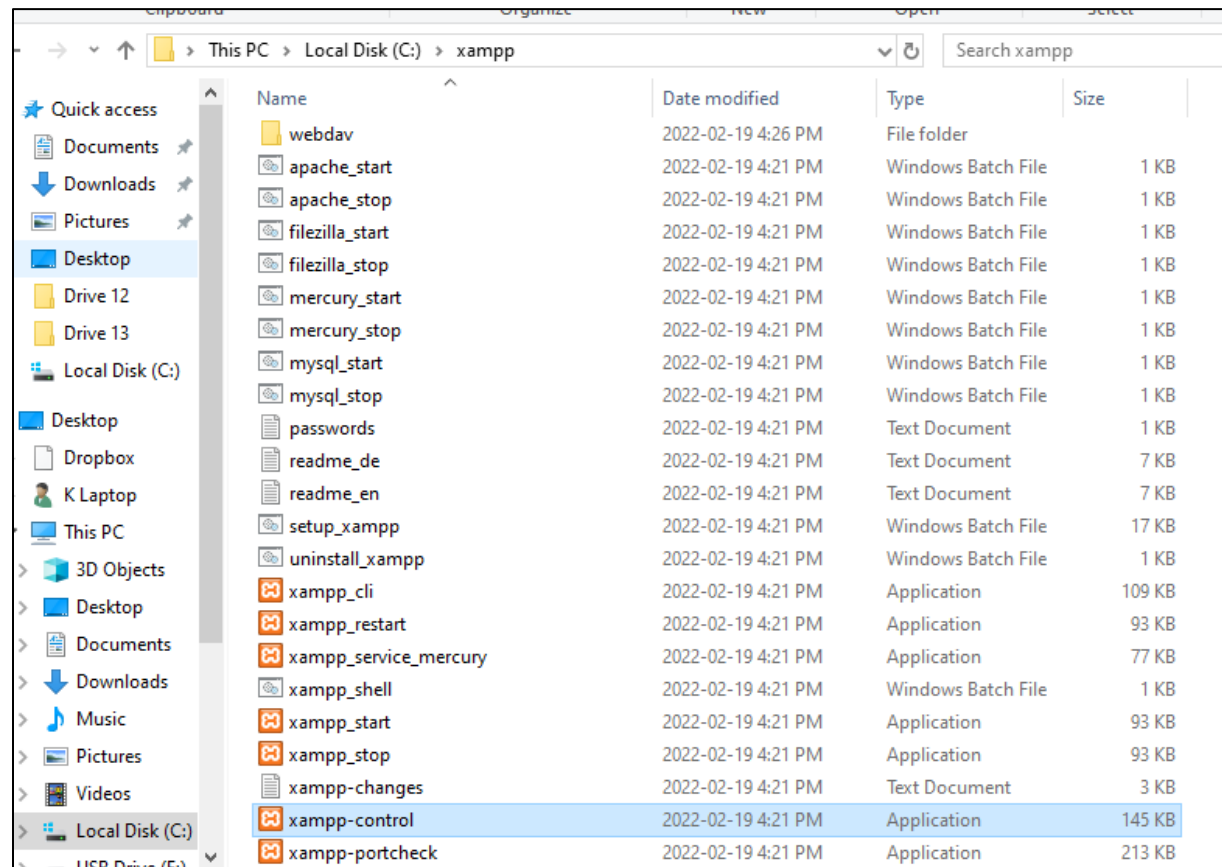
After downloading the zip folder, double-click on it and in the next screen, select **Extract All**. On the pop-up screen, **Browse** to your C: drive (or USB drive) and press the **Extract** button.



There are thousands of files in this folder, so it may take a few minutes to extract.

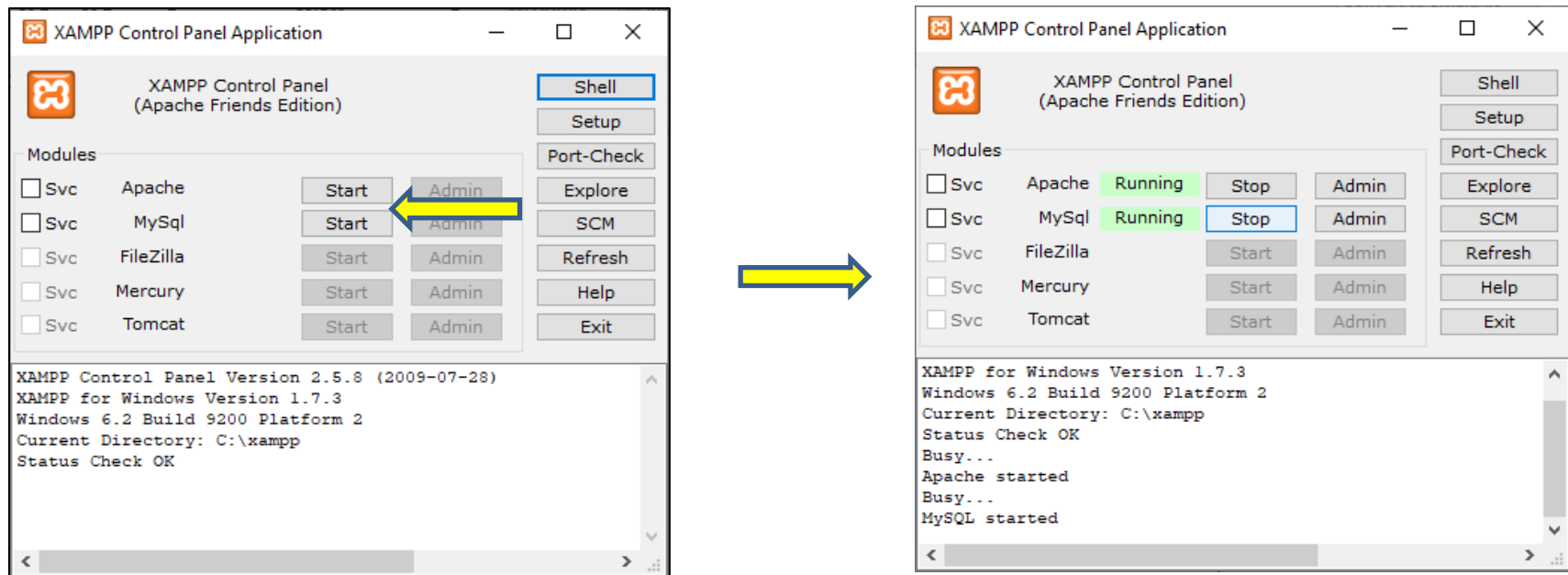
8.3.2 RUNNING THE SERVER APPLICATION

In Windows Explorer, navigate to the C: drive on the wired server laptop, and then to the xampp folder.



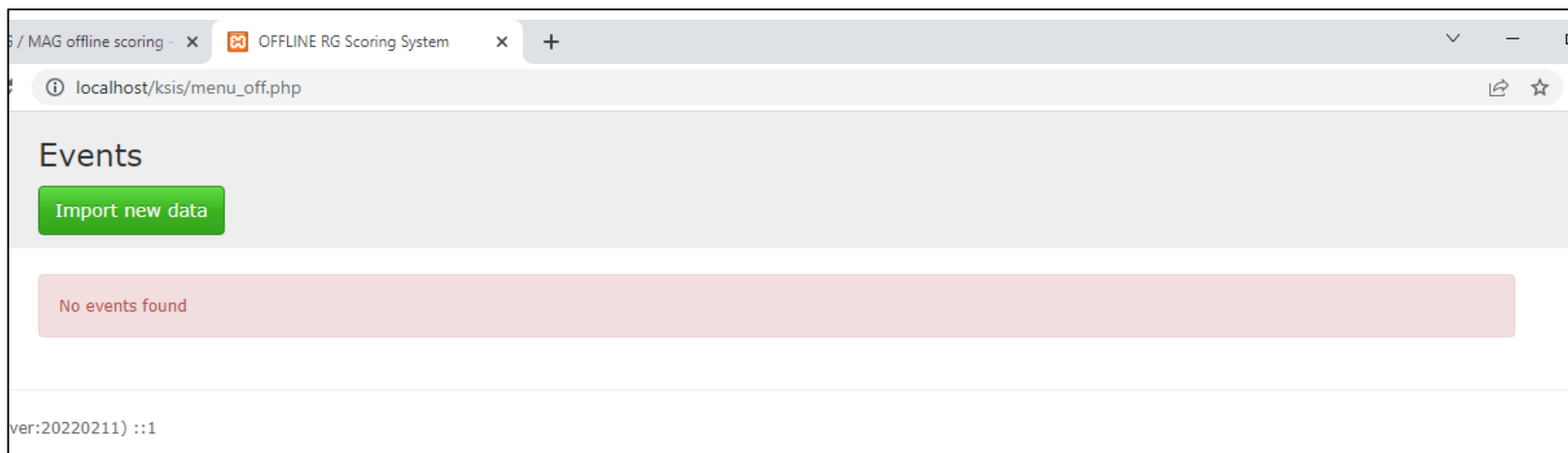
Double-click on xampp-control.exe program.

You should see a window like this appear on your screen.



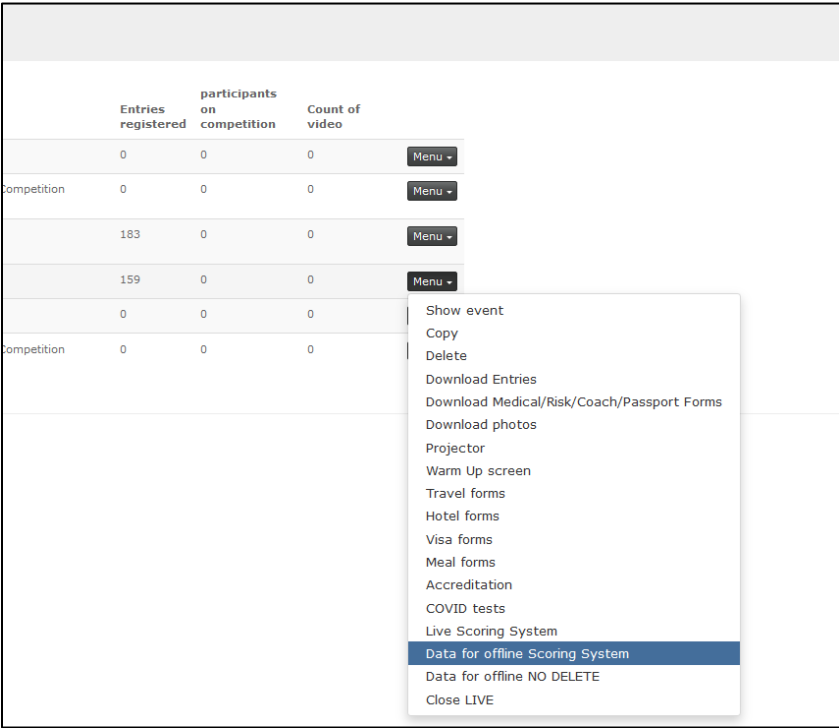
Start the Apache and MySQL servers. If there are error messages as seen in the example window, read the Troubleshooting section at the end of this section for common solutions.

Open Google Chrome on the wired server laptop and type <http://localhost/ksis> into your address bar to confirm that the offline scoring system is running properly.



8.3.3 LOADING YOUR EVENT TO THE LOCAL COMPUTER

On the wired server laptop, open another browser tab and log in to your KSIS account. Press the blue **MY EVENTS** button, and then the **MENU** button to the right of your event. Select **DATA FOR OFFLINE SCORING SYSTEM** to download your event data to that laptop.



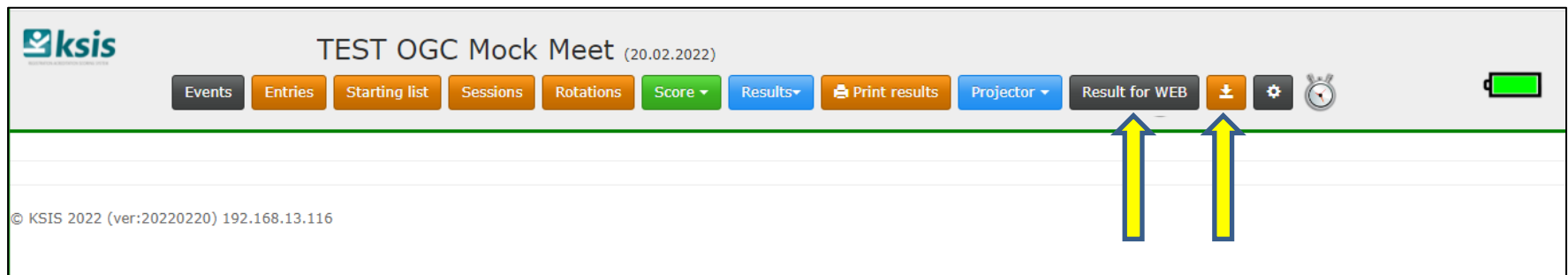
A MySql file named by your event ID number will be downloaded (for example ss_3062.sql here). We recommend saving this file in your xampp folder at the root level (C:) of the wired server laptop. After your file is stored, go back to your **offline** KSIS browser screen at localhost/ksis, and press the green **IMPORT NEW DATA** button. A progress bar will appear. It will take a few moments, and then underneath the button your event will appear.

NOTE: If you want to import a new event to the Offline server, it will replace the previous event in the system. In other words, you must always upload the event you want to run offline and it will stay until you replace it.



Be sure to set your computer screen to Never sleep while running the server at your competition.

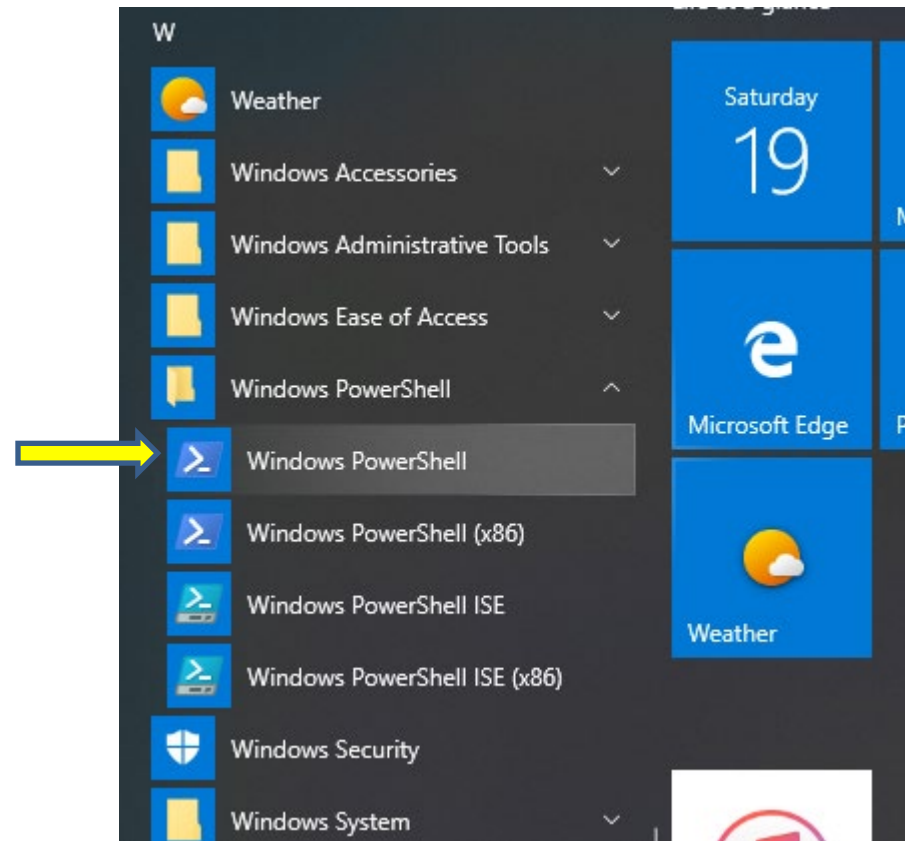
When you click on the hyperlink, you will see the offline version of the Active Session, which is different than the Live version only by 2 buttons: a black **Result for Web**, and an orange **Download** arrow.



If there is an update to the athlete registration (scratches, athlete draw, sessions, or rotations) or a mistake in your setup (wrong scoring system or judge name), make your correction in the online account's Event page. When that is complete, press the orange **Download** button to resynchronize the offline version with the online system. Since the scores are constantly uploaded, this synchronization will not affect posted scores. Other than that, you operate this screen exactly the same as in Section 8.1.1.

8.3.4 CONNECTING WIRELESS DEVICES TO THE OFFLINE KSIS SYSTEM

You will need to know the IP address of the computer running the offline version of KSIS. To get the IP address, open a command line or shell. We used the PowerShell:



Once the shell is open, type **ipconfig /all**. A long scroll of information will happen, but the last section under Ethernet adapter **Local Area Connection** has a line that says **IPv4 address**. That is the local IP address you will use for all of your wireless devices during the competition.

For this manual, our IP Address was **10.11.1.100**

(your IP address will be different, use your IP address in place of 10.11.1.100 as written below!)

8.3.4.1 CONNECTING THE CHIEF SCORER LAPTOP

On the wireless scoring laptop, open Google Chrome and navigate to MY_IP_ADDRESS/ksis

In this example, we would have: **10.11.1.100/ksis**

Scoring now follows the same procedures as discussed in Section 8.1.1 after you select your event on the screen.

8.3.4.2 CONNECTING THE JUDGES TABLET

On your judges' tablets, you would open Google Chrome and navigate to MYH_IP_ADDRESS/ksis/ejudge2

In this manual, we would have: **10.11.1.100/ksis/ejudge2**

Judges now follow the instructions in Section 6.2. (Note that a valid code only appears when the rotation is active.)

We also recommend using Android powered tablets as the battery power is reported back to the KSIS system (battery symbol seen in the image above).

8.3.4.3 CONNECTING THE PROJECTORS/TVs

Open your TV browser, navigate to MYH_IP_ADDRESS/ksis/projector.php?id_prop=####

In this manual, we would have: **10.11.1.100/ksis/projektor.php?id_prop=3062**

The id_prop number is the same number as your event ID when entering into the judging tablets.

You will be prompted to choose which floor and which apparatus to display. You can also setup your displays as shown Section 7 since the scores are constantly synchronized.

8.3.5 TROUBLESHOOTING THE OFFLINE SYSTEM

You may require someone with knowledge of your router or general networking knowledge to help with this setup. Some steps may need Administrator access to the laptop or computer if you need to troubleshoot.

The xampp program was developed by The Apache Friends, their website contains a lot of debugging information. Do not use the versions here as they lack the KSIS package.

A common problem seen in running xampp is that the Apache server will not start. One reason is that other programs are using ports 80 and 443 that are used by Apache and MySql respectively. You could run a Powershell as an Administrator and turn off programs that are using port 80.

If you are on an older laptop, it may be that your Visual C Runtime libraries are out of date. You can navigate to the Microsoft site to update those libraries to a date later than 2015.

When connecting by devices to the local computer running KSIS offline, Windows Defender may be blocking those ports. Open Windows Defender by going to Settings on the Start Menu > Update & Security > Windows Security > Firewall & network protection and modifying your network firewall settings.

Technically, the wired server laptop should be on a static IP. A static IP will not change. Most routers use DHCP, which assigns a new address to a computer if it disconnects from the router, or a certain time has passed (lease time). You could either increase the lease time or set a static IP. This step will require someone with a stronger knowledge of networks. If you have encountered a connection problem, you could enter the shell on the wired server laptop as described in Section 8.3.4 and see if your IP address has changed.

9 RUNNING A TEST EVENT

9.1 CREATING A TEST EVENT

If you want to try KSIS before your competition weekend, we recommend creating a test meet. Following the content and examples in Section 3.1, you can start from scratch by pressing the green **CREATE NEW EVENT**.

Press the **PRIVATE** checkbox and then make the event type Women's Artistic Gymnastics. Give the event a name with the word TEST at the start (using the example here, TEST WAG REGISTRATION). Set the date to your choosing, or maybe the date of a Mock Meet where you will test the system.

Enter your categories, press the **ADD NEW CATEGORIES** for each one you are creating. When you are done, press the green **SAVE** and then **PUBLISH** buttons.

Alternatively, you can copy your competition by pressing the black **MENU** button and selecting **COPY**. Then in the Event Data screen, you press the **PRIVATE** checkbox, modify the categories as you please, and press the green **SAVE** and then **PUBLISH** buttons. The TEST competition will have no athletes in it.

You probably do not need to faithfully recreate the exact categories for your athletes as you are likely going to run one or two sessions to see how the scoring volunteers manage the rotations and to see how your displays function.

9.2 POPULATING THE EVENT

You can populate your TEST meet by navigating to **MY EVENTS** and the pressing the black **MENU** button to the right of your TEST meet and selecting **SHOW EVENT**. Now follow the instructions in Section 2.1 to load your club athletes into your test meet.

9.3 SETTING UP YOUR SESSION AND ROTATION

You likely do not have more than 20 athletes that you will run through a TEST meet, so navigate to your **Sessions/Categories** tab and create a new session as described in Section 5.6 and select your categories for one or two sessions.

Split into 4 groups at random, select all the Apparatus icons for the first athlete in each rotation, and press the green **SAVE** button.

Follow Section 0 to set up your Athlete Draw.