



OFA ENGARDE PRIMER

Draft 0.9

This document was created by Jude Phillips and Lisa Ciancone to help people learning Engarde to find their way around the program quickly and easily. It is not a complete instruction manual, but simply intended as a primer. For more detailed information, or to suggest revisions to this document, please contact the [Secretariat Coordinator](#).

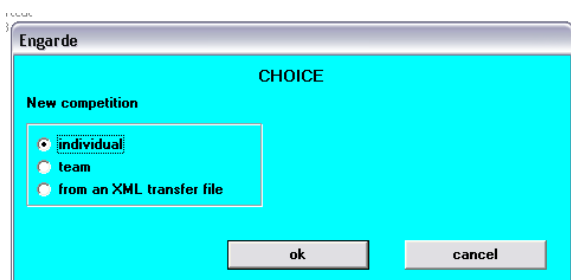
The first step in running a tournament in Engarde is to create a separate competition file for each event.

1. Create the competition.

For each event you wish to run, open Engarde and click

→ **File** → **New Competition**

--- Choice → either **Individual** or **Team**



In order to create a new competition and to allow for automated ranking of results, there are certain questions that must be answered in Engarde. Below is a guide to the information that Engarde is expecting – required information is shown in bold:

Short title	The name of the competition including weapon and age; Engarde saves the competition file using this information.
Title on one line	Full competition details; this is the title that will appear at the top of printouts and results
Organizer	Name of the organization that was granted the sanction for the tournament.
Federation	Canada
Competition domain	National
Championship	Any
Identification	Any
Year	Calendar year in which competition is held
Weapon	Foil, Epee or Sabre
Category	Cadet, Junior, Senior (Open) or Veterans (Masters).
Sex	Male or Female (if a mixed competition, the dominant gender)
Date	Date of competition
Title 1...4	Any

--- Enter tournament information (as key above) → click **Continue**

--- Engarde will ask you to save at this point; do not change the name of the file → click **Save**

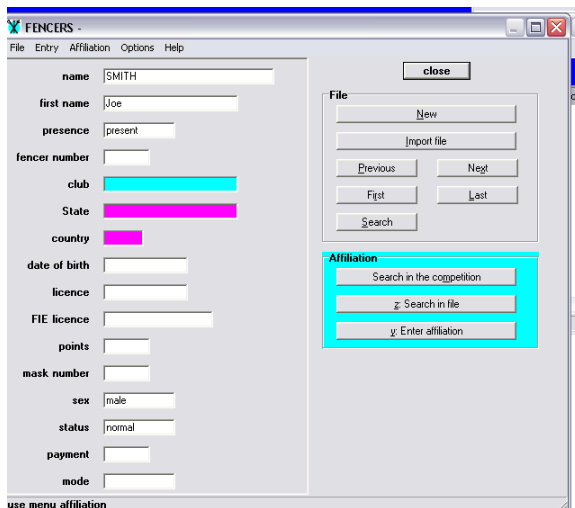
Note: When Engarde saves a competition, it saves both a main competition file, and an auxiliary or backup file. When you open a saved competition, never open the auxiliary file; only use the competition file, saved as competition.egw

2. Fencer registration

Engarde is displayed as a very simple main menu window, from which different sections of the competition can be opened.

When a new competition has been created, Engarde will automatically bring up the fencer registration screen, where you can enter information about each fencer. This screen can be accessed at any time by clicking the 'Fencers' button in the main screen.

→ Click **Input** and the Fencer Input screen will appear.



The screenshot shows the 'FENCERS' application window. The main form contains the following fields and options:

- name:** SMITH
- first name:** Joe
- presence:** present
- fencer number:** (empty)
- club:** (highlighted in cyan)
- State:** (highlighted in magenta)
- country:** (highlighted in magenta)
- date of birth:** (empty)
- licence:** (empty)
- FIE licence:** (empty)
- points:** (empty)
- mask number:** (empty)
- sex:** male
- status:** normal
- payment:** (empty)
- mode:** (empty)

On the right side, there is a 'File' menu with the following options:

- close
- New
- Input file
- Previous
- Next
- First
- Last
- Search

Below the 'File' menu, there is an 'Affiliation' section with the following options:

- Search in the competition
- z: Search in file
- y: Enter affiliation

The 'Affiliation' section is highlighted in cyan. At the bottom left of the window, there is a small text label: 'use menu affiliation'.

Enter information on each fencer using the guide below – required information is shown in bold.

Name	Required
First name	Required
Presence	Required; if fencers are being entered before the day of the competition, fencers should be entered as 'absent' and changed to 'present' after registration is complete.
Fencer Number	Optional – enter the fencer's rank here if appropriate
Club	Fencer's Club
State	Optional
Country	CAN – required. If blank, or other nationality is entered, fencer will not be ranked in Canada
Date of Birth	Optional (D/M/Y or just Y)
License	CFF license number – must be entered in the format Cxx-xxxx
FIE License	Optional
Points	Optional
Mask Number	Optional
Sex	M/F - required

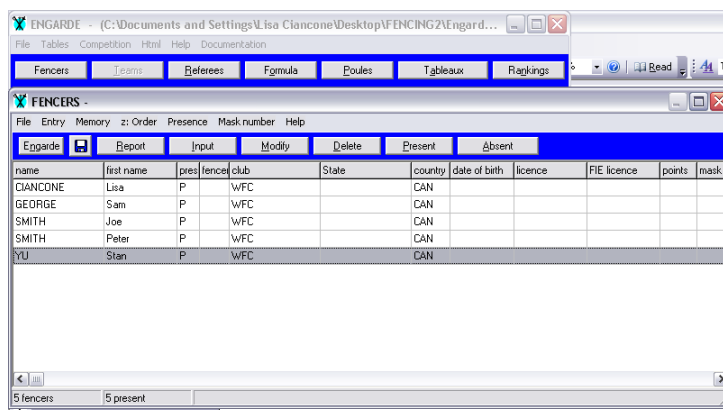
After entering each individual fencer, you must click **New** on the right hand side in order for Engarde to provide you with a fresh input screen for the next fencer. If a piece of information has been forgotten or mis-spelt, you can move between entered fencers by clicking **Previous** or **Next** and/or **First** or **Last**.

When entering the club, refer to the affiliation section on the right hand side of the fencer input screen where you can **Search the competition**, **Search in file** (countries only) or **Enter affiliation** (you input information).

After the information for the last fencer is entered, click **Close** to get back to the main fencer registration screen.

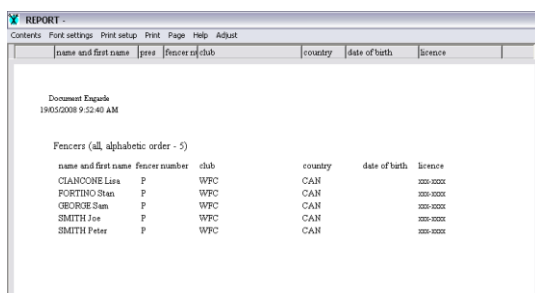
Note: You can alter the presence/absence of a fencer by clicking Presence on the menu bar. The available options also allow you to change the default value from present to absent. This is useful when you have many pre-registered fencers to enter.

Once you have closed the input dialog, a list of all fencers entered will appear and this is the time to do a quick once over to ensure that no one has been missed.



→ click on **Report** (from menu bar) to see a full list of fencers. Ensure that all names of the fencers are visible adjusting the column sizes to accommodate. The fencer name (both first and last) is one of the most valuable pieces of information so adjusting the column width is important at this point. The columns included in the report, as well as the fencers

included, and the order of the fencers can be altered by clicking **Contents**. To view all the pages in the report, click **Page**.



→ Click on **Print** to print the report

Exit the report window by closing the window; exit the Fencers window by closing the window, or

→ click **File** → **Close**

3. Create the formula

Click on **Formula** and a menu will appear asking you to choose the formula type.



The common choice of formula for an individual competition is:

Classic without match for 3rd place

This format will exclude a definitive match for 3rd place as there are, on the most part, two third place medal placements.

For a team competition, the common choice of formula is

Classic with match for 3rd place

In this case, only one team is awarded bronze medals. It is usually at this point that you would double check with the tournament organizer the choice of formula they want.

After the formula choice has been made, Engarde will pose a series of questions:

--- Question → Approximate number of fencers. Ensure that the number registered is the exact number appearing in the box. → Click **OK**.

--- Question → Number of rounds of poules. Generally one round of poules is used, unless due to small fencer numbers, it is decided to run two sets of poules for extra fencing. If you are unsure, check with the competition organizer.
→ Click **OK**.

--- Information → Calculate the tableaux. → Click **OK**.

Engarde will then produce a Formula menu allowing you to check all the information.
However, it is not normally necessary to change any of this information!

Number of fencers (check)
Original ranking (fencer number)
Progressive entry (no)
of hits in matches in the poules (5)
of rds for qualification (1)
of rds for ranking (1)
of hits in matches in the direct elimination (15)

→ Click **Close**.

A formula sub-menu will now appear

→ Click on **Main Options** → this will take you back to the information entered above for verification purposes
→ click **Close**.

NOTE: The remaining three tab options **Rounds of poules**; **Phases of tableaux** and **Descriptions of tableaux** are used if the tournament information must be altered in any way, in particular due to late fencer registration.

→ Click **Close**.

Note: if you are running a team event, Engarde will not create a round of poules automatically. If you wish to create a round of poules, open the fomula sub-menu and click

→ **Rounds of poules** → **Add**

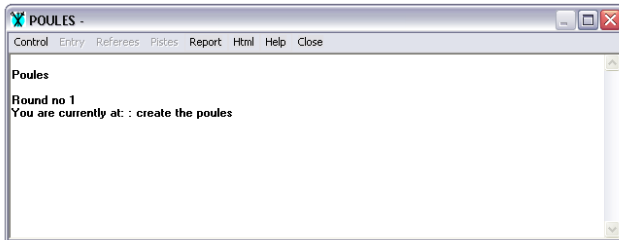
and fill in the values to create the poules.

Exit the formula menu by closing the window, to return to the main Engarde screen

4. Creation of the poules

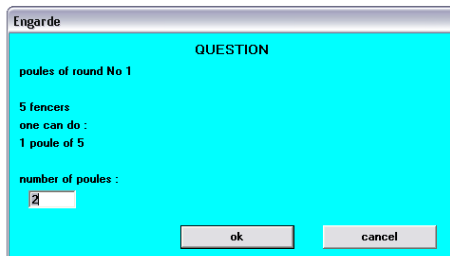
From Engarde Menu Bar
Click → **Poules**

Engarde will produce a Poules menu screen letting you know that
--- **YOU ARE CURRENTLY AT: Create the Poules.**

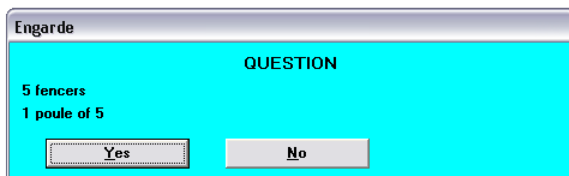


→ Click **Control** → **Create the poules**
Engarde will now ask several questions

--- **Question** → Number of poules. Engarde will suggest various numbers of poules based on the number of fencers registered. Generally poules of six or seven fencers are preferred.

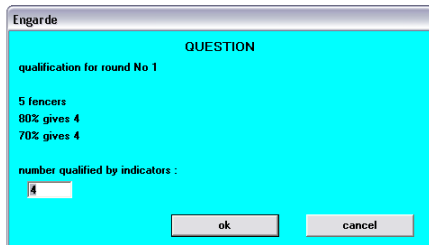


Check with the tournament organizer if you are not sure of the number of poules to run.



--- **Question** → Engarde will double check that you are happy with the poule options chosen.

→ Click **YES** or **NO**



--- **Question** → **Qualification for round No 1.**
Engarde is asking you for the number of fencers
It is important at this point to ensure that the number
shown here is the same number as the number of
fencers that should be promoted to the next round.

→ Click **OK**.

--- **Question** → Make a backup of the competition – The answer to this is
always **YES**.

---**Information** → Clubs: Perfect Separation → Click **OK**

Note: If club separation is not perfect, or you wish to manually change the makeup of
the poules in any way, see the advanced section of this manual for instructions.

Once the poules have been created, you can print them out in various forms.
From the poules menu bar

Click **Report** → Poules

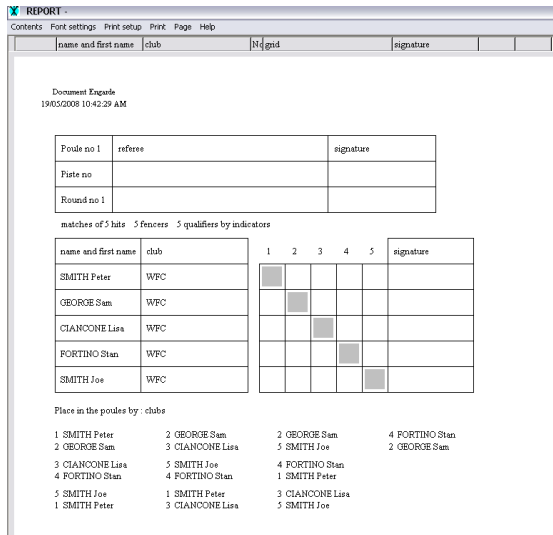
This will allow you to print a master copy of the fencers in each poule. ~~Print 3 copies;~~
~~give 1 to the person assigning pistes and referees (usually the chief official or the floor-~~
~~manager), post 1 for the fencers to see and keep 1 for your records.~~ Note that you can
also view a list of fencers names and poule numbers by clicking

Report → Fencer, Poules, Pistes.

Next, print the poule sheets that the referees will use to run the poules.

click **Report** → **Poule sheets** → Engarde will ask you to either
PRINT ALL POULES or **PRINT CERTAIN POULES**. Ensure that **PRINT ALL**
POULES has been chosen.

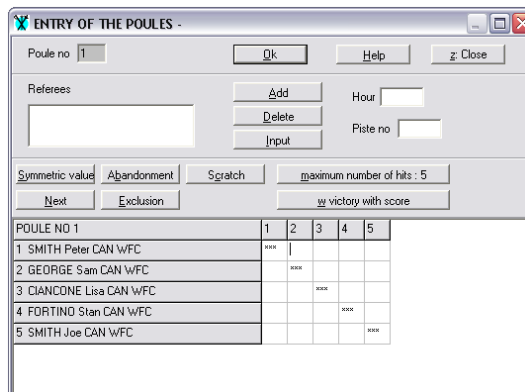
Engarde will now produce on the screen the first poule sheet. This is again the time to
ensure that all relevant information is visible, particularly the fencer's name. The fencer
name column is usually made wider, while the column containing the club affiliation is
made much smaller.



5. Entry of the poules

From the Poules menu bar:

Click **ENTRY** → Click **ENTER THE POULES** → Enter poule number (located in the top left hand corner of the poule results sheet) and click **LOAD**. Engarde will produce a computerized version of the printed poule sheet allowing you to enter the results.



Once the poule has been opened, it is imperative that you ensure that it is the correct poule by double checking the poule number (top left corner) and the fencers' names.

Results are entered exactly as they appear on the referee's sheet. If there is an entry such as **V⁴**, this must also be entered as recorded by clicking on **v victory with score**. Engarde will place a **V** in the box, the number that the referee has recorded just needs to be entered, eg. **V²**. Engarde will automatically move to the next box

for an entry to be made.

The tournament organizer may ask you to keep a record of the referees for each round. You can easily do this when entering the poules using the Referees section at the top left of the 'entry of the poules' screen. To add a new referee

Click → **Input**

To add a referee that has already been entered in the competition

Click → **Add**

Each poule is entered as it is returned by the referee and once all poules have been entered, Engarde will inform you that all poules are complete.

Click → **OK**

At this point, you may wish to print and post a completed poule sheet, so that fencers can check their results;

Click → **Report** → **Poules**

Note: You should not enter results from any poule sheet, unless the sheet has been signed by all of the fencers and the referee. This ensures that disputed or incorrect results are not entered into Engarde. If a poule sheet is not signed, ask the referee to complete the sheet.

Note: If you are practicing with Engarde, rather than running a real tournament, you can ask Engarde to generate random poule results to speed up the process. Click **Entry** ⚙ **Automatic completion**.

Engarde will now inform you of the next step:

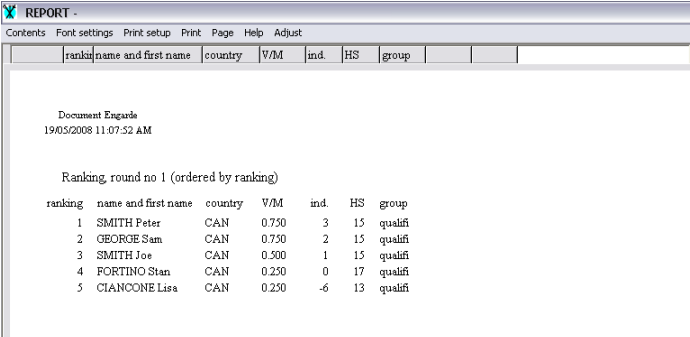
--- **YOU ARE CURRENTLY AT RANKING.**

From the **POULES** menu

→ Click **CONTROL** → Click **RANKINGS**

--- **Question** → Make a backup of the competition → Click **YES**.

→ Engarde will inform you that **POULES ARE COMPLETE**



The screenshot shows a window titled "REPORT" with a menu bar (Contents, Font settings, Print setup, Print, Page, Help, Adjust) and a table with columns: rank, name and first name, country, V/M, ind, HS, group. Below the table, it says "Document Engarde 19/05/2008 11:07:52 AM" and "Ranking, round no 1 (ordered by ranking)".

rank	name and first name	country	V/M	ind	HS	group
1	SMITH Peter	CAN	0.750	3	15	qualif
2	GEORGE Sam	CAN	0.750	2	15	qualif
3	SMITH Joe	CAN	0.500	1	15	qualif
4	FORTINO Stan	CAN	0.250	0	17	qualif
5	CIANCONE Lisa	CAN	0.250	-6	13	qualif

→ Click **REPORT**

→ Click **RANKING** and Engarde will take you to a ranking sheet. These are the rankings of the fencers as of the end of poules and it is from these rankings that Engarde will create the tableaux's for direct elimination rounds.

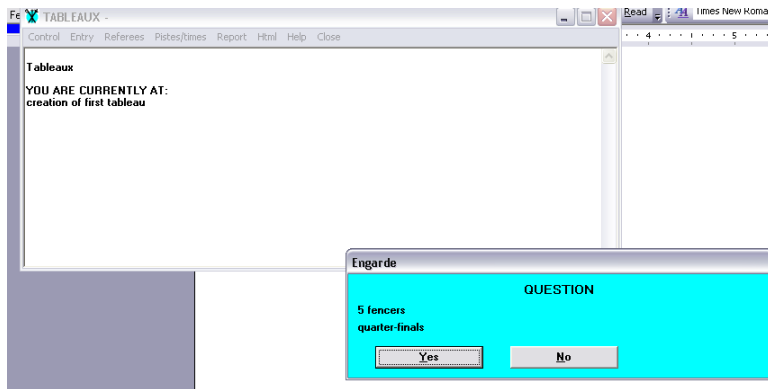
→ Click **Close**

Note: For competitions with two rounds of poules: if you create a ranking report at the end of the second round of poules, it will only give the results of that round, and not the cumulative results of both rounds. To get the cumulative ranking from two rounds of poules, follow the instructions below for creating the tableaux and then, within the tableaux screen Click **Report** → **Original ranking**.

You have now finished the poules section of the tournament. Close the poules screen to return to the main menu.

6. Creation of the tableaux

From the Engarde menu bar → click Tableaux

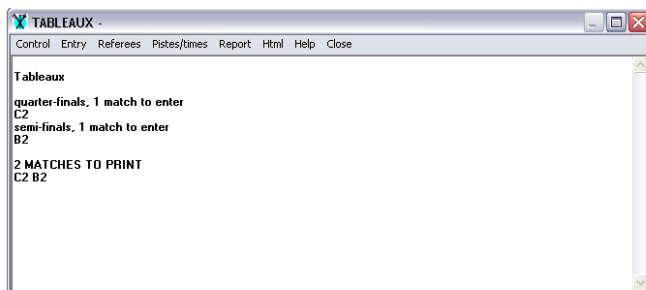


From the **Tableaux** menu bar

→ Click **Control** → **Creation of Tableaux**

---Question → Engarde will list the number of fencers remaining, and the size of the tableau it will create. → Click **Yes**.

---Question → Make a backup of the competition → Click **YES**



Engarde will provide a screen indicating how many matches there are for each round of elimination. Engarde will also indicate how many match sheets are currently waiting to be printed.

Click **REPORT** → **Tableaux & pistes**.

--- Choice → Engarde will allow you to choose which rounds of the tableaux to print – choose only a few rounds at a time, so the tableaux is easily readable.

Engarde will now show a copy of the tableaux; adjust the columns, so the names and clubs are easily visible.

Click → **REPORT** → **Match sheets waiting**

--- Choice → Choose the round for which you wish to print the matches and click → **OK**.

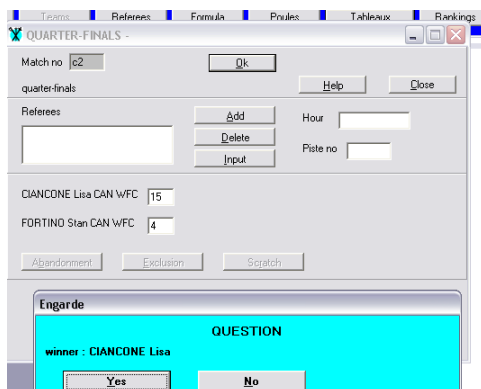
--- Choice → select “ready to cut, 3 per page” and click → **OK**.

Engarde prints the match sheets in the order that they should be fenced, so it is important to maintain the sheets this in order! Follow these instructions carefully: wait until all the match sheets have been printed. Keeping all the sheets together, cut the pages in three. Take the top match sheets as one pile, and place it on top of the middle match sheets. Take this pile, and place it on top of the bottom match sheets. You now have one pile of match sheets in the correct order in which they should be fenced. Hand this pile to the head official or floor manger, who will pass them out to the referees.

Note: It is often helpful to keep track of which matches you have passed on to the head official/floor manager, by crossing them off on a copy of the tableau.

7. Entry of the fencing results into the tableau.

From the **Tableaux** menu bar



Click **ENTRY** → **ENTRY OF MATCHES** → **ENTER MATCH #** (top left of tableaux sheet) and click → **LOAD**.

Check you have the correct match by checking the fencer's names against the match sheet.
→ enter fencing score and click “**OK**”

At this point you can also enter the name of the referee if you wish.

Engarde will verify with you the winner of each bout. Click → **YES** to ensure right fencer has won

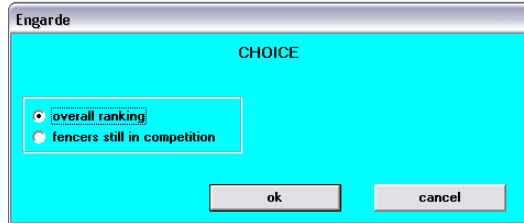
Note: Do not enter the results from any match sheet unless it has been signed by the referee and the losing fencer. This ensures that disputed or incorrect results are not entered into Engarde.

Once all the matches in the current round of the tableaux have been fenced, print out 3 new copies of the tableau, as described above. Pass one to the chief official or floor manager, post one for the fencers to see, and keep one for your records. Print out the new match sheets waiting as described above, and pass them out as before. Repeat this process until only the final match is left to be fenced. Announce that the final match is about to be fenced, together with the piste number, so that spectators can gather! Once the final match Engarde will now tell you that the competition is over.

Click → **CLOSE**

8. Rankings

From the engarde menu bar



Click **Rankings** → **Print overall rankings**

→ Click **“OK”**

At this point, you may need to create electronic copies of the results, as well as printed copies. To create an html copy of the final rankings:

From the main Engarde menu, click → **Html** → **Make a file.**

From the main Engarde menu, click → **Html** → **Overall ranking.**

You can now choose where to save the file.

To create an fff copy of the competition:

From the main Engarde menu, click → **File** → **Results files, other files.**

Choose → **FFF transfer file**

Choose → **Results file, final rankings**

Click → **OK**

--- Question → Engarde will ask you to select the fencers for which you wish to save a copy of the rankings. Click → **OK.**

--- Question → Engarde will ask you the order in which you wish the rankings to be saved. Click → **OK.**

You can now choose where to save the file. Once you have saved the file, you can check that the format and contents of the file (ie fencer's names, clubs and cff license numbers) are correct. Go to http://fencing.ca/competitions/engarde_rankings_utilities.htm#check_file and download the fff check file utility program. Once it is installed, use the check file utility program to open your fff file. The program will check the information in the fff file, and tell you if it is correct, or if there are any problems. Once the file has been corrected, submit it to the competition organizer, together with electronic copies of all the engarde files, and your paper records from the competition.

Click **FILE** → Close competition

Click **FILE** → Quit Engarde

9. Advanced Operations

Loading fencer information from a spreadsheet.

It is possible to load pre-registered fencer information directly into Engarde, and eliminate the chore of entering the details manually. However, this process does require some planning with the competition organizer. Pre-registered fencer information should be entered into a spreadsheet formatted exactly as shown below.

LastName	FirstName	YOB	Gender	Club	Prov	Country	CFF Licence	FIE#	Rank
Bloggs	Joe	1985	male	AAA	ON	CAN	C01-1111		1
Smith	Mike	1932	male	BBB	AB	CAN	C02-1111		2
Simons	Dave	1955	male	NNN	BC	CAN	C03-1111		3
Franklin	Fred	1987	male	NNN	NT	CAN	C01-2222		4
George	Martha	1984	female	BBB	NL	CAN	C02-2222		5
Brown	John	1975	male	AAA	NS	CAN	C03-2222		5

The column widths are not important, but the names of the columns and the order of the columns are important. Note that it is possible to set up an online entry form using google documents (???), which will allow fencers to fill in their own information online and then automatically produce a spreadsheet like this. Once the spreadsheet is complete, save the file in .txt or .csv format. Use a ; for the field delimiter and remove the text delimiter character. Next create the competition in Engarde as described above. When you get to the entry of the fencers

- Click **Memory**
- Click **Load**

Chose your file. Note that file type 'tous' will display all file types.

--- Question → Engarde will check that the columns of your file correspond with the columns in the Engarde fencer entry window. Check the columns and
→ Click **Yes**

--- Question → Engarde will ask whether the first line should be deleted.
→ Click **Yes**

---Information → Engarde will inform you that X entities have been loaded into the memory, where X is the number of fencers in your file. → Click **OK**

The window will disappear and nothing will happen – but don't panic!

- Click **Memory**
- Click **Import all**

---Question → Engarde will check that you want it to load all the fencers. → Click **Yes**. Engarde will then run through any conflicts that arise in the data being loaded. Once these have been resolved, the pre-registered fencers will appear in the fencer table. At this point, check the data carefully to make sure no mistakes have appeared.

Manually altering the makeup of the poules.

It is not normally necessary to alter the poules that Engarde generates automatically. However, occasionally it is essential to switch fencers between poules. This might occur when club separation is not perfect, or when a fencer is allowed into the competition after the poules have been created.

Warning! *You should not attempt this process and unless you have a good understanding of how the fencer's ranks are used to place them in the poules, and therefore which fencers are eligible to be exchanged between poules! It is strongly suggested that you practice this process before trying it during a competition!*

Before you start this process, make sure you know the names of the fencers you wish to switch, and the poule numbers of these fencers. Once the poules have been created **BUT BEFORE ANY RESULTS HAVE BEEN ENTERED,**

→ Click **Control** → **Modify the poules** → Enter the number of the first poule to be modified. → Click **OK**

---Question: Would you like to modify this poule? → Click **Yes**

→ In the left hand window, select the fencer you would like to remove from this poule. → Click the arrow pointing to the right to move the fencer into the right-hand window. → Click **OK**. Note: Don't click close at this point, because the fencer in the right-hand window will be excluded from the poules!

→ Enter the number of the second poule to be modified. → Click **OK**

---Question Would you like to modify this poule? → Click **Yes**

→ In the left hand window, select the fencer you would like to remove from this poule. → Click the arrow pointing to the right to move the fencer into the right-hand window. → Select the fencer in the right-hand window that you would like to add to this poule. → Click the arrow pointing to the left to move the fencer into the poule. → Click **OK**

→ Enter the number of the first poule you modified. → Click **OK**.

---Question Would you like to modify this poule? → Click **Yes**

→ Select the fencer in the right-hand window that you would like to add to this poule. → Click the arrow pointing to the left to move the fencer into the poule.
→ Click **OK**

All the fencers should now be in their new poules. Click close to exit the dialog.

Dealing with fencers who leave the competition; Abandonment, exclusion and scratch.

Dealing with fencers who leave the competition requires particular attention to ensure that the final results are correctly recorded, and that neither the fencer leaving the competition, nor other fencers are unfairly treated.

Abandonment.

Note: To avoid confusion, I am using the term abandonment for fencers who leave the competition by their own choice (usually due to injury), since this is the term used in Engarde. However, it might be useful to note that the FIE rulebook refers to this scenario as 'withdrawal'.

If a fencer abandons the competition during the poules, he/she is treated as if they never took part in the competition; all their results are removed, and they appear in the ranking in last place.

To deal with abandonment in the poules:

1. Open the poule in which the abandonment occurred.
2. BEFORE ENTERING ANY RESULTS select one of the results for the fencer in question and click abandonment.
3. Fill in the rest of the poule results as normal, without changing any of the results for the fencer who is abandoning the competition.
4. Complete the entry of the rest of the poules
5. Complete the ranking of the poules as normal. The fencer in question should be ranked last, and marked as 'abandonment' in the ranking.

If a fencer abandons the competition during the direct elimination round, that fencer does not lose his/her position in the competition.

To deal with abandonment during direct elimination:

1. Open the match sheet in which the abandonment occurred.
2. Select the fencer who abandoned the competition and click abandonment
3. DO NOT enter anything for the other fencer.

4. Click OK, and confirm the name of the winner – this should be the fencer who did not abandon the match.
5. Check the tableaux; the result of the match should read 'by abandonment'.
6. Proceed with the rest of the competition. At the final ranking, check that the fencer who abandoned the competition is ranked as if they lost the match during which abandonment occurred.

Black cards.

When a fencer receives a black card, they are excluded from the competition. A competitor who is excluded from a competition may not continue to take part in that competition, even if he is already qualified for promotion to the next round. He/she loses the right to their individual classification and all the fencers ranked after the disqualified fencer move up one place in the results of the competition.

Engarde has two ways of dealing with exclusion; scratch and exclusion. Fencers marked as “scratch” are not included in within the overall ranking. Fencers marked as “exclusion” are placed in the ranking of eliminated fencers, but are not included in the overall ranking (their place is left blank). Therefore the only correct way to deal with excluded fencers is scratch – within Engarde, do not use 'exclusion' to deal with fencers who have received a black card!

To deal with a black card during the poules:

1. Open the poule in which the black card occurred.
2. BEFORE ENTERING ANY RESULTS select one of the results for the fencer in question and click scratch.
3. Fill in the rest of the poule results as normal, without changing any of the results for the fencer who received the black card.
4. Complete the entry of the rest of the poules
5. Complete the ranking of the poules as normal. The fencer in question should not appear in the ranking of the competition.

To deal with a black card during direct eliminations:

1. Open the match sheet in which the black card occurred.
2. Select the fencer who received the black card the competition and click scratch.
3. DO NOT enter anything for the other fencer.
4. Click OK, and confirm the name of the winner – this should be the fencer who did not receive the black card.
5. Check the tableaux; the result of the match should read 'by penalty'.
6. Proceed with the rest of the competition. At the final ranking, check that the fencer who received the black card does not appear in the ranking.

Note: Black cards are the only penalty that you need to be concerned with; yellow and red cards do not affect the results in anyway.