

Aggregate Software

Designed to manage ladder-based sports competitions.
Players are grouped into sections based on their ladder ranking.
In doubles, players swap partners for each set.
Playing format is round robin.

Originally designed for tennis,
but suitable for most competitions using a graded ladder system.

User Guide

Software Platform: Microsoft Windows

April 2024

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Introduction

What is Aggregate Competition?

The term aggregate means to tally or add up. Aggregate competition is a competition in which a players' weekly scores are added up and used to determine the weekly and season winners.

There is a recognition that players may need to miss one or two rounds throughout a season, hence there are options within the software to count a fixed number of results which may be *less than* the scheduled number of rounds.

The Aggregate software works on a *round robin* (doubles or singles). Players swap partners in the doubles format. A grading list (ladder) is maintained with the best players at the top. The list is volatile, meaning that players may automatically move up and down the list based on the weekly results.

Players **register** in advance (allow 1 hour before the start of play). The registered names are selected (ticked-off) on the ladder, and **sections** of 4, 5, or 6 players are then determined from the selected players.

The fairest section size for doubles is 4 or 5 players because each player will play one set with every other player in the section. In a section of six players, there will be one player you don't get to play with.

With sections of 5 or 6 players, each player plays 4 six-game sets. With 4 players in a section, each player plays 3 eight-game sets. In either case, the maximum score for a player is 24 games. The competition organiser may determine the set length but ensure that each player can reach the same total games.

The grading list can become congested with dead-wood (players who are not attending for various reasons). The dead-wood drastically affects the movement of players up and down the list. For example, a player coming first will generally move up the list by approximately five places; if the 5 players above are dead-wood, then the player essentially moves nowhere in relation to the current players.

To remediate this, a supplementary list (parking area) is maintained. The dead-wood is moved sideways to this list. They are essentially parked there until they return. Players are automatically moved to the supplementary list after missing three consecutive rounds (this number can be changed in the [Preferences](#)).

When the player resumes, he/she can be returned to the main list. Enough information is recorded in the supplementary list to return a player to approximately the same relative position where they were previously (amongst the same players they were with). Returning a player to the same *Position Number* as before is not a reliable indicator of their previous relative position. You may elect not to use the supplementary list by changing a setting in the [Preferences](#).

The program caters for a combined list of male/female players which can, if required, produce separate progress results for the female and the male players. Competitions could also be run for male only and female only groups.

Score sheets are generated and printed for the day's play.

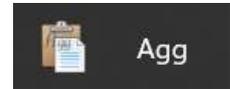
At the end of play, aggregate scores are entered manually, and the grading list is updated automatically based on the score for each player. Only the tally score is recorded. Individual set scores are not recorded.

You may not wish for the grading list to change automatically. This can be accomplished by changing settings in the [Preferences](#).

Starting the program

Start the program in the usual way by clicking a *shortcut* icon. Shortcut icons are usually found in one or more of the following places:

- On the *Taskbar*
- On the *Desktop* (this one requires a *double-click*)
- On the *Start Menu*
- In the *All Apps* section of the *Start Menu* under alphabet group A
 - Windows 10 – Look in the *Aggregate Competition* folder.
 - Windows 11 – The icon is not in a folder.



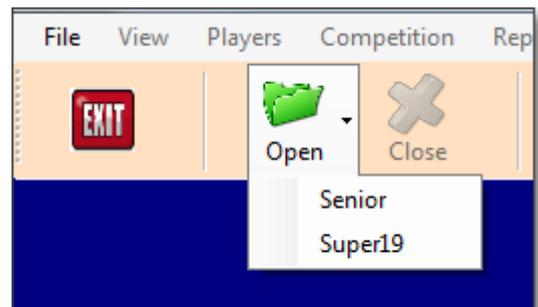
See the next page for a layout of the program's **User Interface**.

After starting the program, the next step is to **open** the competition (see page 4 for creating a competition).

- Click the **Open** icon on the toolbar as shown circled in the picture at the right.



- A list of competitions is displayed. The diagram at right shows two in the list – *Senior* and *Super19*.
- Click the required competition.

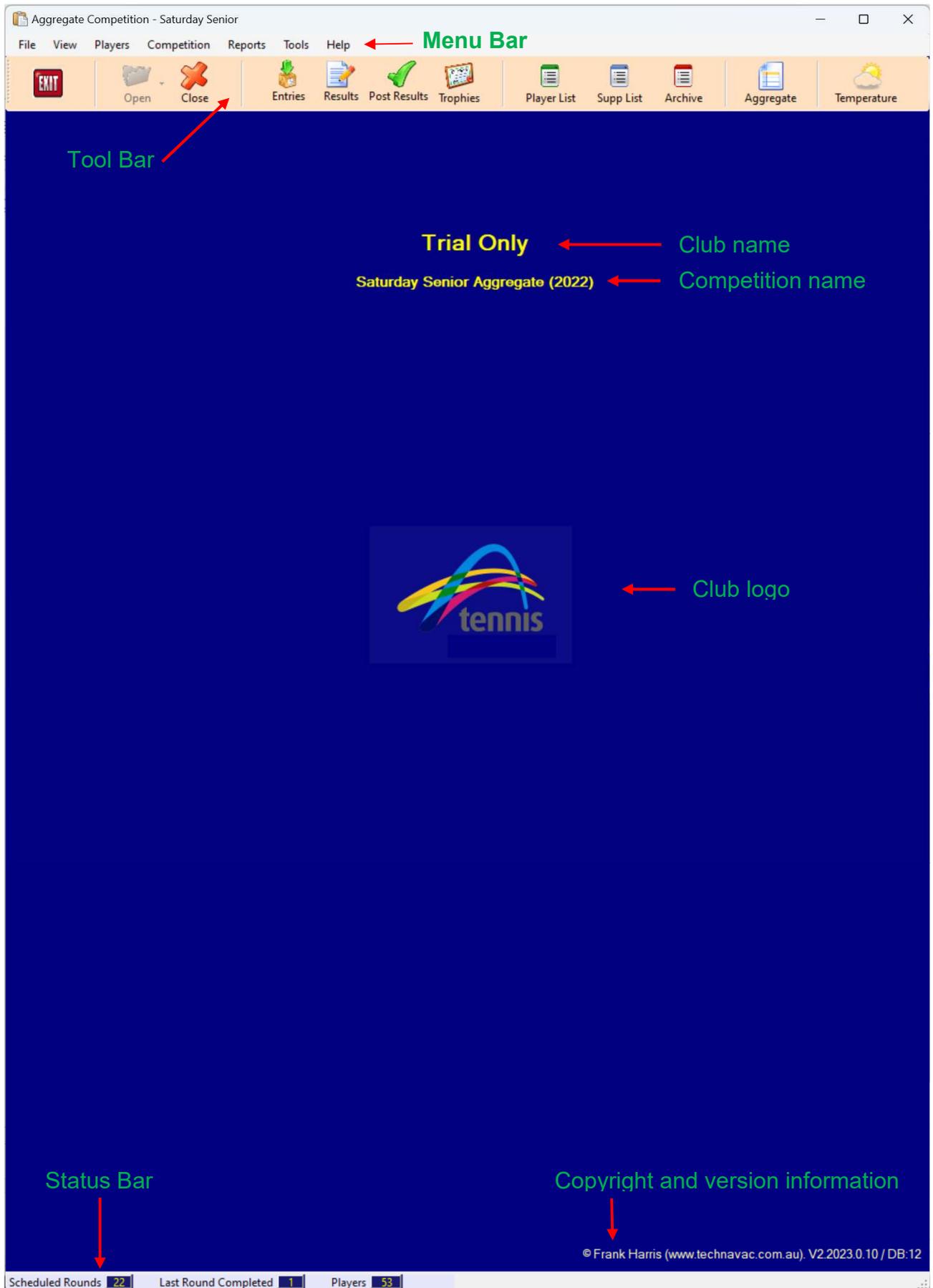


Note: If there is only one competition, it will open automatically without showing a drop-down list.



If you operate multiple competitions at the same time, you can open the program multiple times, **once for each competition**.

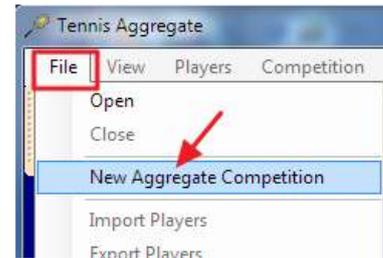
The User Interface (after opening a competition)



Create a New Competition

1. **File > New Aggregate Competition**

- Fill in the details and click OK.
- Note that the **Competition Name** and the **Folder Name** are usually the same but may be different. The *competition name* is used on report headings. The *folder name* is where the competition files are stored and is also displayed on the list of competitions when opening a competition.
- You can choose between singles or doubles competition.
- Click OK when done. The program will now shutdown – start it up again to begin using the new competition.



2. Open the new Competition

- Select Open on the toolbar as shown at right. If you have multiple competitions, a list is displayed.

3. Enter Player Names

- Names can be imported from a comma delimited file
File > Import Players (See page 31 for more details)
- Names can be entered manually
Players > Add Players > Add to End of List
 - Players are ranked in the order you enter them



4. Enter Court Details (see page 29 for more detail)

Tools > Court Details

Each Court **must** have a **Bank** number (Location). This is used when automatically assigning courts on a rotational basis. Courts must be added in sequence (no gaps in the **Bank** numbering). For small venues, all courts will exist on Bank 1.

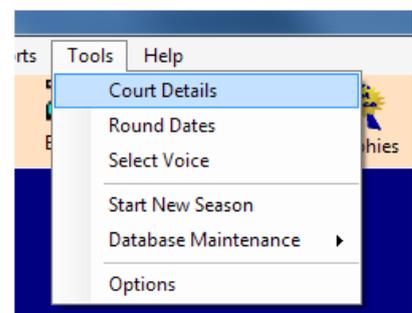
5. Enter the Start Month

Tools > Preferences --> Aggregate (Tab)

Change the Calendar Month value to the Month your competition is due to start. It should already be correct from the information entered when creating the competition. Check that the Year is also the year the competition starts.

6. Enter the Dates for each round (see page 30 for details)

Tools > Round Dates



Starting a New Season

Tools > Start New Season

This option is used at the beginning of each season. It removes all scores and dates used in the previous season. The number of "games missed" by each player is not reset; it is carried over to the new season.

Then repeat steps 5 and 6 from above.

Managing the *Player List* early in the season

When starting a new season, you will start with data from the previous season (unless this is the first time); there will most likely be players on the supplementary list who may never play again. For best management, the supplementary list should be cleared early in the season.

It is best to do this at about the third round. Following round three, any player on the main list who has not yet played will be automatically moved to the supplementary list, (assuming players are removed after missing *3 consecutive rounds – this number is controlled by a setting in the Preferences*).

Follow this procedure:

1. **Start of Season:** Use the current and supplementary lists from the previous season.
 - a. Adjust player positions as necessary.
 - b. Clear the old data as outlined on the previous page (**Tools > Start New Season**)
 - c. Add dates for the new season.
2. **After completing 3 rounds** (and before posting results for the next round):
 - a. Print the Supplementary List (use this list for reference purposes).
 - b. **Clear the supplementary list.**
 - i. **Players > Archive > Move Supp List Players who haven't played yet – To Archive List**
 1. The Supplementary list players will now appear on the Archive List, and
 2. The Supplementary list will probably have no (or very few) names on it.

The **Player Statistics** report is also affected by the supplementary list. This report shows the number of players who have played in each round. In addition, it also shows **summary statistics** for the number of players who have played so far during the season. See the YTD figure in the diagram below.

The YTD (Year to Date) figure will not be accurate when there are players on either the main or supplementary lists who have not played yet. Hence, the summary statistics are not reliable until after the supplementary list has been cleared.

The picture below shows the stats after Round 3 (and **before** clearing the Supp List).

The real YTD numbers will be Male = 60, Female = 12. The figures of 128 and 37 include players on the Supplementary List who haven't played a game in the first 3 rounds.

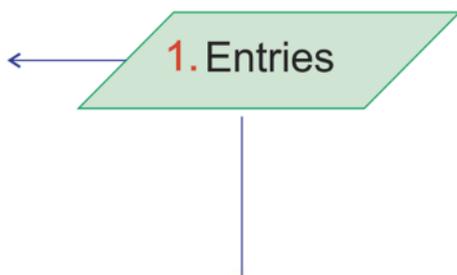
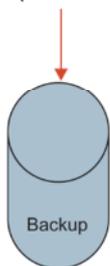
20	12/03/2011	0																		
21	19/03/2011	0																		
22	26/03/2011	0																		
Current list: Male = 60, Female = 12										YTD All Players: Male = 128, Female = 37										

To print the above statistics report, select the Menu Option:

Reports > Other Reports > Statistics > Player Numbers

Aggregate Competition System - Operational Overview

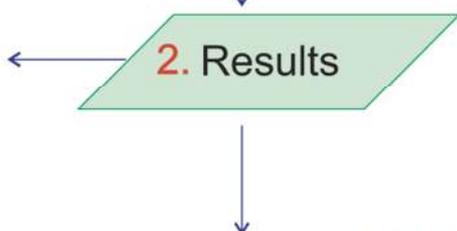
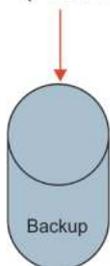
BACKUP: The data file is backed up *automatically* when selecting *Entries*.
(Filename: **aggxx-RoundEnd-yyyy-mm-dd.mdb**, where **xx** is the round number.)



Match day - In the hour before the start of play

- Select the players nominating to play
- Select the Sections, Court Captains & Courts
- Print a Player List (for public display)
- Print Draw Sheets

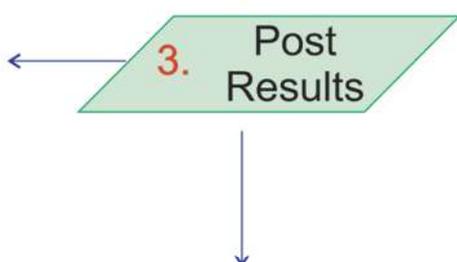
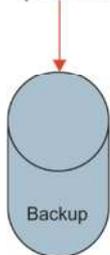
BACKUP: The data file is backed up *automatically* prior to entering the results.
(Filename: **aggxx-Entries-yyyy-mm-dd.mdb**, where **xx** is the round number.)



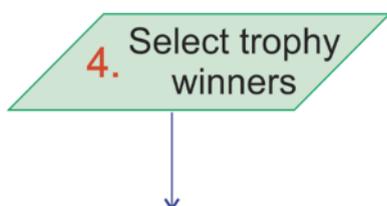
At the completion of play

- Enter the player scores (only the total is recorded).

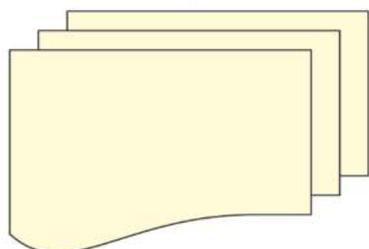
BACKUP: The data file is backed up *automatically* prior to posting the results.
(Filename: **aggxx-Results-yyyy-mm-dd.mdb**, where **xx** is the round number.)



- Once all scores have been entered and verified, the results are *Posted*.
- As part of the Posting process, the Ranking Ladder is automatically adjusted
- You can make manual changes to player positions following the posting of results.



Print Reports



Printed Reports

- Ladder
- Results
- Aggregate Progress
- Glass/Trophy Winners
- PDF files
- HTML files

Entering players for the day's competition

Quick Guide

1. Select the players from the Entries list (Click the Name or Entry column)
 - a. Mark players who require an *Early Finish* or *Late Start*
2. Allocate the Sections
3. Allocate the Court Captains
4. Allocate the Courts
5. Print the Player List (Post copies for general viewing)
6. Print the score sheets
7. Attach *Score Sheets* (& money bags) to clip boards

Description of column headings on the Entry Screen

Column Heading	Description
Pos	Shows a Players current position on the grading list
Sec	Marks the start of a section and shows the Section Number .
Player	The Player Name; starting with the Surname.
Entry	Displays a Red tick (✓) to show a player is selected to play.
EF	Early Finish. Coloured PINK when selected
LS	Late Start. Coloured BLUE when selected
CC	Shows how many times the player has been Court Captain. Also, coloured ORANGE to show today's Court Captains.
S4	The number of times a player has been in a section of 4
S6	The number of times a player has been in a section of 6

The Entry Form

Status Information

Round number & date →

Number of players selected →

Number of section markers in the **Sec** column →

Number of sections if you use *Auto Sections*.

Shows the number of sections with 4, 5 and 6 players.

Column Headings

Shows how many times a player has been in a section of 4 & 6

The **Clear Players** option on the menu bar will remove all ticked players and other marks on the page.

Sections with 5 players have a **gold** colour, sections with 4 players have a **green** colour, and sections with 6 have a **blue** colour. Any other number has a **red** colour.

Detailed Guide



A backup will occur automatically when you click the **Entries** icon.

Click the **Entries** Icon on the toolbar as shown at right.



If you need to skip a round (Washed Out, Heat Policy etc), then select **Skip Round** from the **Other** menu as shown on the left.

Step 1: Select the players, including Early Finish and Late Starts if applicable.

- Click the **Players** heading to toggle between **Alphabetic** & **Numeric** sorting of players.
- Click the **Entry** column (or the player's **name**, or the player number) to enter a player.
 - The player's name will be spoken, and a red tick will appear in the Entry column.

Sec	Players (Click here to SORT by Name)	Entry	E.F.	L.S.
1	CALLAHAN, Kevin	✓		
	MULROONEY, Peter			
	BRUNNER, John			
	BROWN, Mark	✓		
	SMITH, Doug			
	PATTERSON, Ryan			
	CAVALLIN, Mick			
	MCMAHON, Rob			
	WARNOCK, Vin			
	VOSS, Robert			

For Early Finish, click the **E.F.** column. It will turn **PINK**.

For Late Start, click the **L.S.** column. It will turn **BLUE**.

To **reverse** any of the above, click again. You will be prompted to confirm the change.

- **HELP** in finding Names: (First SORT the list alphabetically), then
 - Press the first letter(s) of a player surname, and names starting with those letter(s) will appear; the first of those names will be highlighted in blue.
 - You may then press the Space Bar to enter that person or click in the **Entry** or **Name** column.

Adding Players to the List

Before adding a player to the list, you must know the position number at which the player will be inserted. After inserting one or more players, the positions of current players will change, hence you **cannot** use a **static printed list** to determine the next new player's position. You must determine the new position by referring to the newly numbered list on the screen.

- **New Player:**
 - Click the **Add New Player** button. Fill out the details on the popup screen. Change the Gender as required. The Gender defaults to the setting in the **Tools > Preferences > Other – Default Gender**.



- Supplementary List

- To restore a player from the Supp List, click the **Supplementary List** button.
- Click the name to be restored.
- **Note:** the popup window requesting the position for this player includes details about the players who were immediately above and below the player when he/she was removed. If a position is shown for the before and after players, it is their current positions on the list.
- Players **restored** in this way are automatically marked for play with a red tick (✓).

Step 2: Allocating the Sections

You can **manually** select the starting player for each section by clicking in the **Sec** column. A **Section Number** will appear in the column; existing section numbers will be adjusted to suit. The marker for **Section 1** can't be moved. It is always at the top of the **Sec** column, even when the first player is not playing.

The sections can be determined **automatically** as follows (but not for Singles competitions):

- Click the **Auto Sections** Button
 - If there is an even multiple of 5 players, the sections will appear immediately.
 - If there are sections of 4 or 6 involved, small tables will appear on the screen; one for each section of 4 or 6 players. See below for an explanation of these tables.
 - Click the **Save** option when the sections of 4 (or 6) have been selected.
 - The player list will now show the sections and be sorted by player position.
- Sections with 5 players will be marked with **gold**, Sections of 4 with **green** and Sections of 6 with **blue**.

The automatic selection of sections has the following advantages:

- Allows you to **share** the exposure to odd sections (4 or 6 players) between all players.
- Can avoid having *Early Finish* players in Sections of 6 and *Late Start* players in sections of 4.
-

Column description for the Section Tables (Each row shows statistics for the section)

1. **Section Number**
2. **EF or LS:** will show a "1" if there is a player requiring an **Early Finish** (or **Late Start** in a 4 section)
3. **Total6:** the number of times all players in the section have been in sections of 6
4. **Total4:** the number of times all players in the section have been in sections of 4
5. **MaxPlayer6:** maximum times any single player has been in a section of 6
6. **MaxPlayer4:** maximum times any single player has been in a section of 4

Save

Select which sections will have 6 players

Section Numbers must increase from one table to the next

1	Section	EF or LS	Total6	Total4	MaxPlayer6	MaxPlayer4
	2	0	1	4	1	2
	1	0	3	3	1	2
	5	0	3	10	2	2
	6	0	4	12	2	2
	4	0	6	7	2	2
	3	1	6	4	2	2

2	Section	EF or LS	Total6	Total4	MaxPlayer6	MaxPlayer4
	2	0	3	1	2	1
	6	0	3	9	2	2
	7	0	3	14	2	2
	5	0	4	6	2	2
	4	0	5	4	2	2
	3	1	7	1	2	1

The first table is for the 1st section of 4 or 6 players, the second table is for the 2nd section of 4 or 6 players, and so on. There can be up to **four** tables depending on the program Settings.

- The Section Numbers must **increase in value** from table 1 to table 2 to tables 3, etc.
- Click in the Section Number column to choose a section.
- Click **Save** on the Menu bar after marking the required sections (or press the <Esc> key to abort).

The tables are sorted such that the sections at the top of each table are the ones to be considered first.

The table above shows that Sections 1 and 2 have been selected to contain 6 players.

The following table shows that Sections 6 and 7 have been selected to contain 4 players.

Calculate Sections

Save

Select which sections will have 4 players
Section Numbers must increase from one table to the next

1	Section	EF or LS	Total6	Total4	MaxPlayer6	MaxPlayer4
	2	0	1	1	1	1
	6	0	1	7	1	1
	1	0	2	1	1	1
	5	0	2	4	1	1
	3	0	3	1	1	1
	4	1	2	3	1	1

2	Section	EF or LS	Total6	Total4	MaxPlayer6	MaxPlayer4
	2	0	1	1	1	1
	6	0	2	8	2	2
	5	0	3	5	2	2
	7	0	3	10	2	2
	4	1	3	4	2	2
	3	1	4	1	2	1

Step 3: Allocating Court Captains

You can **manually** select a court captain by clicking the CC column for the player. The cell will turn **ORANGE**. A second click will remove the ORANGE selection.

However, Court Captains should be determined **automatically** as follows:

- Click the **Court Captains** Button (shown to the right)
- Court Captains will immediately appear highlighted in **ORANGE**.



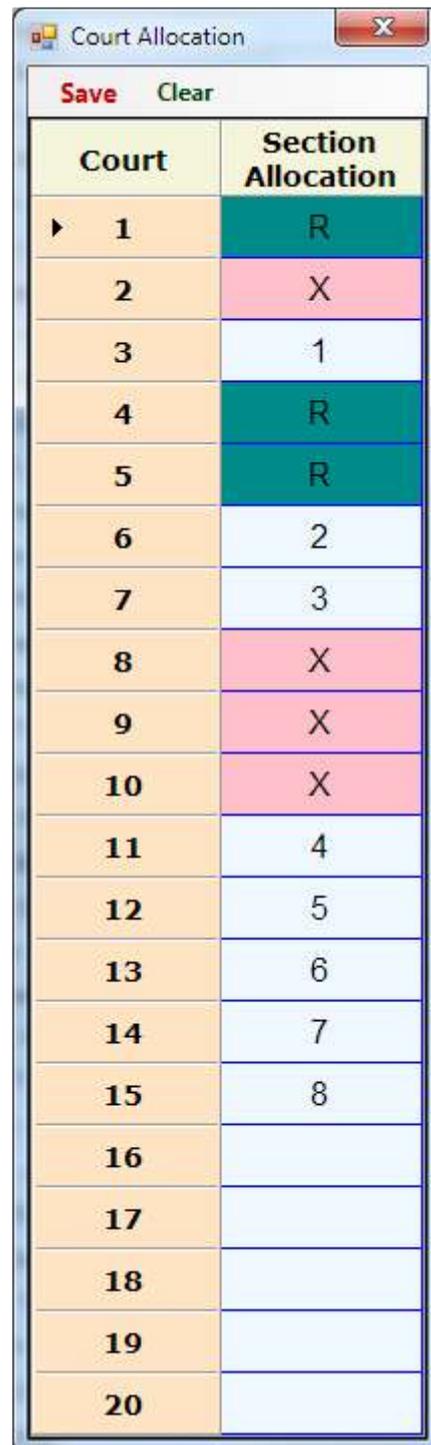
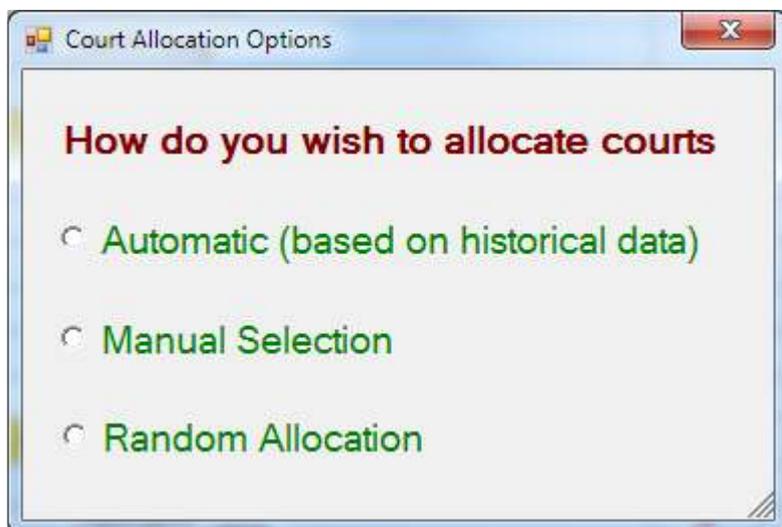
The automatic selection of Court captains applies the following rules (where possible):

- Exclude new members added to the list for the first time
- Avoid players with an Early Finish or Late Start
- Select a player in the section who has been Court Captain the least number of times.

Step 4: Court Allocation

If you need to make a change to the court data e.g. mark a court as unavailable, it can be done from the Entries Screen by selecting the menu option: **Other > Court Details**.

The Court Allocation can be done automatically, manually or randomly. Click the **courts** button to show the following options. You may also skip court allocations, in which case no court numbers will be printed on the score sheets.



Court	Section Allocation
1	R
2	X
3	1
4	R
5	R
6	2
7	3
8	X
9	X
10	X
11	4
12	5
13	6
14	7
15	8
16	
17	
18	
19	
20	

After selecting one of the three options, a table of courts, similar to the one on the right, will be displayed. The **X** on the table shows courts that have been marked as unavailable. The **R** shows courts that have been reserved by other competitions; to change the reserved courts you must go back to the competition that reserved them and re-allocate the courts.

If you select **automatic** or **random**, the section numbers will be inserted automatically. The **automatic** selection process tries to rotate the courts by allocating a different bank and court to each player on a weekly basis.

If you select **manual**, no section numbers will be shown. You must manually enter each section number next to a court number.

Automatic and Random Allocation - Not enough courts

If there are not enough courts available for the number of sections, you will be given the option to select the courts manually. You may then allocate a section to a court that was previously marked unavailable by overwriting the **X**.

Save the Court Allocation

When you are happy with the court allocation, click the **Save** option at the top. To exit without saving, press **<Esc>**, or click the X in the top right corner of the window.

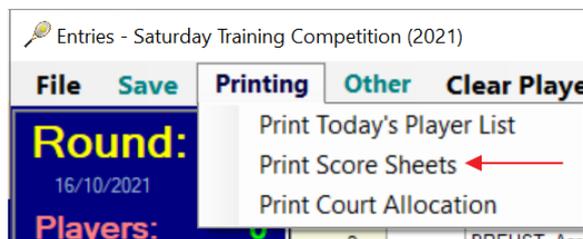
Step 5: Print the Player List

- Click the **Printing** option on the menu bar, then select **Print Today's Player List**
- Click **OK** on the **Printer Settings** screen (or press <Esc> key to abort)
- Review the printed list for accuracy
- The list shows:
 - the section numbers
 - the court number (if courts have been allocated)
 - the players in each section
 - the player's position from the master list
 - player codes – CC, EF, LS (Court Captain, Early Finish, Late Start)
 - newly added players are identified by *** with a code appended as follows:
 - (N – new player, S – From the supplementary list, A – from archive list)



Step 6: Print the Score Sheets

- Click the **Printing** option on the Menu Bar, then select **Print Score Sheets**.
- Click **OK** on the **Printer Settings** screen (or press <Esc> key to abort).
- Select which sections are to be printed, then click OK.
- The score sheets will now be printed.
 - Printing of the score sheets may take a while on older printer models.
- The **Order of Play Schedule** on the score sheets will be printed to reflect any *Early Finish* or *Late Starts*. Play must start with the **first match** and follow the schedule for the remaining matches.

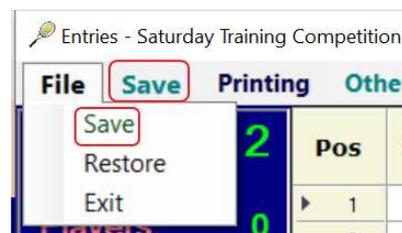


Schedules:		SCORE	
5			
6 Game Sets			
1/2	v 3/4		
1/4	v 2/5		
1/3	v 4/5		
1/5	v 2/3		

Save:

After making changes on the **Entry Screen**, you must remember to **SAVE** the changes. This is done by clicking **Save** on the menu bar or clicking **Save** on the *File* menu.

It is advisable to Save your selections prior to *printing* the player list and score sheets. If you exit the Entries screen without saving, you will be prompted to do a save.



Entering the Scores

A backup will occur **automatically** when you click the **Results** icon.

To enter the scores, click the **Results** Icon on the toolbar as shown at right. Only the **tally** score for each player is recorded. The scores for each set are not recorded.



Enter Results

Options

Round: 1 Court: 2 Section:

	Name	Pos	For	Agst
1	CALLAHAN, Kevin	1	15	21
2	MULROONEY, Peter (CC)	3	24	15
3	PECK, Phil	4	18	22
4	BROWN, Mark	7	18	20
▶ 5	SULLIVAN, Barry	8		
6				
7				

- **Note:** after typing 2 digits, the cursor will automatically move to the next field. For a single digit score, put a 0 in front. e.g., **09** for a score of 9 games (or type 9 and press the Enter key).
- Click the **Save** button after completing the scores for the section.
- After clicking save, the next section of players will be displayed.
- Click the X (top right) or press the **<Esc>** key after all sections have been entered.
 - You may enter the sections out of order by changing the Section Number at the top.
 - You may come back to a section and make changes; **Beware:** the **order of names** will be different as the players have now been sorted according to the scores you already entered.

Posting the Results

A backup will occur **automatically** when you click the **Post Results** icon.

1. Apply the results by clicking the **Post Results** Icon on the toolbar. This step moves the players on the list to their new positions and removes players who have missed 3 consecutive rounds. To avoid any movements, change the movement settings in the **Preferences** section to zero.
2. Select Weekly **Trophy** winners if applicable – Click the **Trophies** Icon on the toolbar
3. Make any required name changes and other alterations.

A backup will occur **automatically** when you click **Entries** for the next round.

This backup will be for the end of the previously completed round.

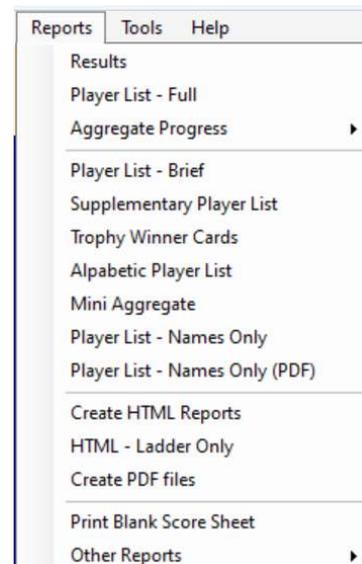
Printed Reports:

Notice Boards Reports

- i. Results
- ii. Player List - Full
- iii. Aggregate Progress

Match Committee Reports:

- iv. Player List - Brief
- v. Supplementary Player List
- vi. Trophy Winner Cards
- vii. Alphabetic list
- viii. Mini Aggregate: shows the players' total games between any two selected rounds.
- ix. Player List – Names Only (Four columns)
- x. Player List – Names Only (PDF). Creates a PDF file.



Publishing to a Web Site (optional):

Use the *Create HTML Reports* option. Your website administrator will copy the files to your website. See the [Web Guide](#) for detailed instructions.

Publishing Reports (for printing)

The PDF files created with "*Create PDF files*" will serve as a good record of the status after each round, and provide an option to re-print a report from an earlier round.

There are settings in the [Preferences](#) → [Folders](#) tab, which set the location of [Folders](#) for the [HTML](#) & [PDF](#) files. **Make sure these folders are different for each competition.** This won't be a problem unless you change from the default locations.

Send the results to the Media (optional): Media Report

When printing the [Results](#), you are prompted to create a media report. This option creates a text file which can be emailed to the media/newspapers. You choose the file name. If there are multiple competitions, you can append all competition results into a single text file.

There is a setting in the [Preferences](#) → [Folders](#) tab for the location of the media reports.

Automatic Removal from the Ladder by Games Missed

"[Games Missed](#)" is the number of games missed in succession and is updated at the end of the [Result Processing](#). Players are automatically removed from the list if the number of games missed is equal or greater than the '[Games Missed](#)' value in the [Preferences](#) (usually set to 3). Players removed at this time are placed on the Supplementary List. You could set this value to zero for no removal of players.

Before & After Positions

The [before](#) and [after](#) positions printed on the [Full Ranking List](#) are not altered by the manual adjustment of players. These figures are taken immediately before and after the Results are applied. The [before](#) position may be different to the previous week's published position due to players being added, removed or re-graded.

Wangaratta L					
Saturday S					
Round: 21					
Pos		Rank numbers	Before	S4	S6
1	Brunner, John		1		
2	Allen, Matt		2		
3	Curran, Matt		3		

(Added:1, Removed:7)

Sharing the Courts (Still in development)

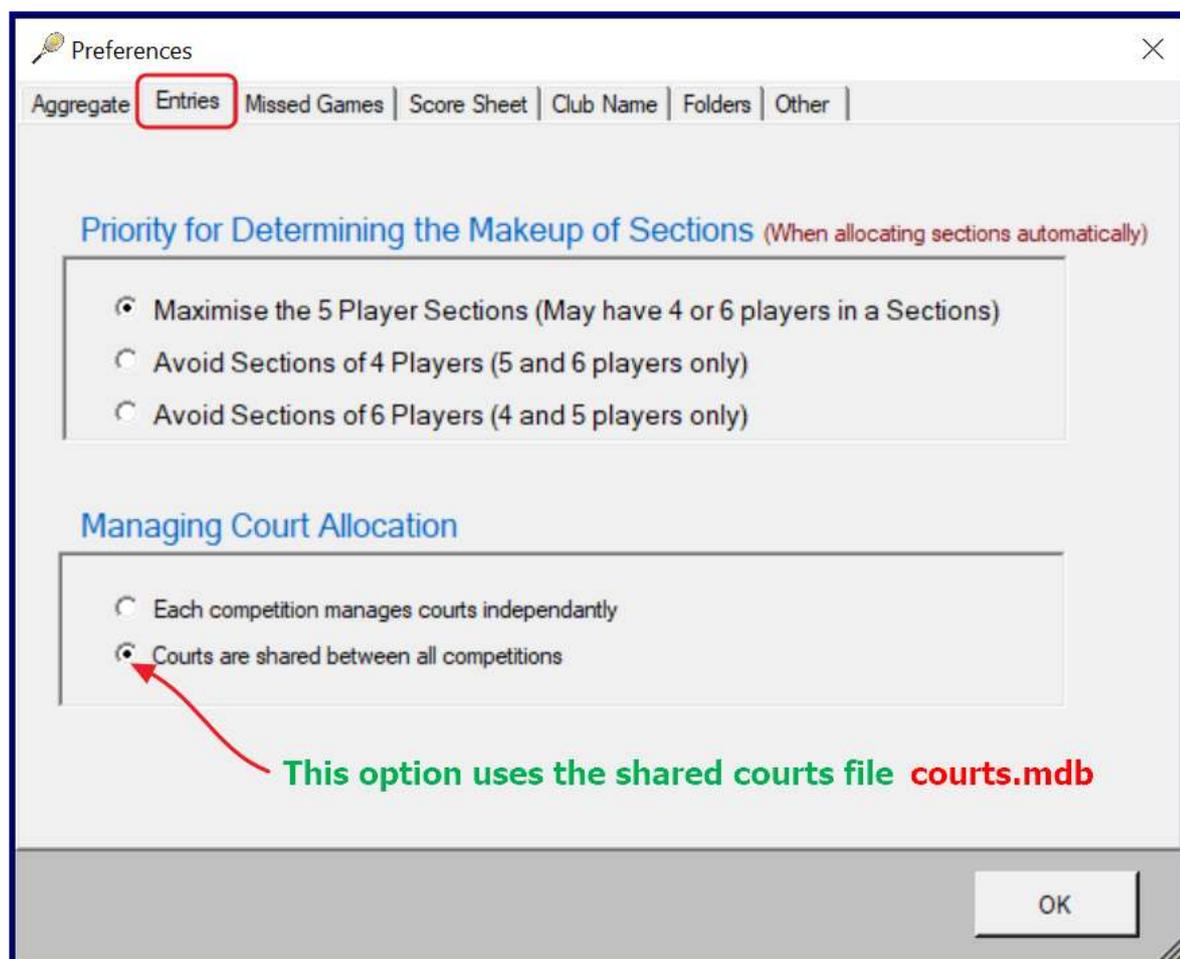
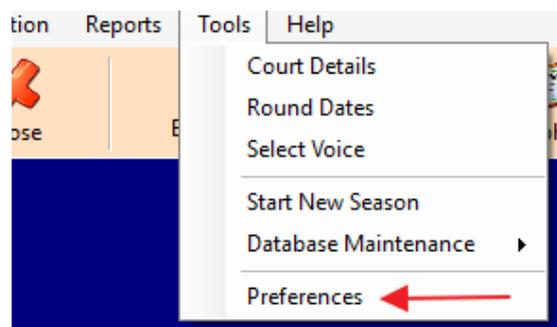
Each competition file is self-contained, meaning that all data exists in a single file (**Agg.mdb**), including the court allocations. This presents a problem if you run multiple competitions that use the same complex of courts at the same time. You might end up allocating the same court in each of the competitions. You might allocate a group of courts for each competition, or ...

You can setup the **shared courts** option as shown below. A new data file called **courts.mdb** is used. The file resides in the **dBases** folder and may be shared by all competitions. When courts are allocated, they are now marked as reserved for all competitions using the shared courts option.

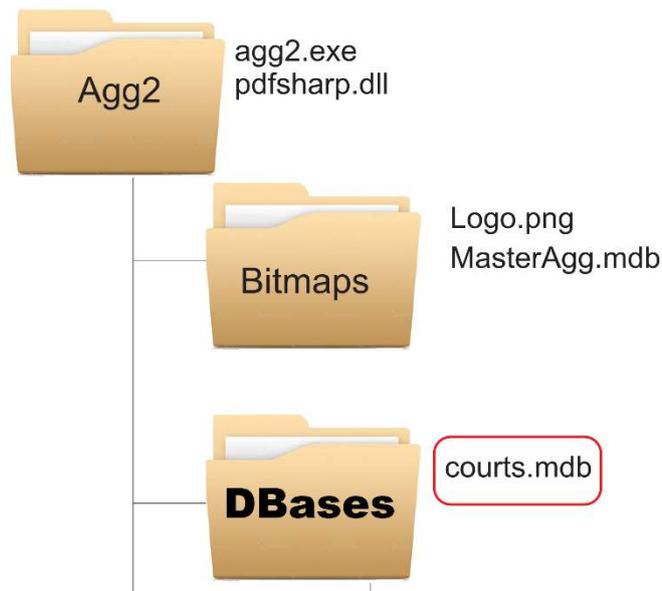
Shared Courts Setup

To change your competitions to use the shared courts file (**courts.mdb**), you must make a change in the **Preferences**; go to **Tools > Preferences** and click the **Entries** TAB.

Select the option shown below. You must do this for **each** competition that shares the courts.



After making the change, and clicking the **OK** button, you will be prompted to close the Aggregate program. Make sure you close and then re-start the program.



The ***courts.mdb*** file is shown here circled in red. The file resides in the DBases folder. When *courts.mdb* is first created, it is populated with court data from the original court details in your competition file.

If you delete the *courts.mdb* file, it will be re-created the next time you open a competition using the shared courts option.

 **NOTE:** The shared courts option is still under development.

Alternatives for working with Court Data

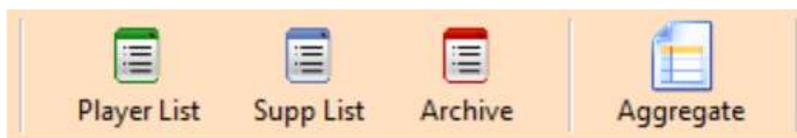
Competition / Court Usage	Use this setting (in the <i>Preferences</i>)	
	Each competition manages courts independently	Courts are shared between all competitions
Single competition	✓	✗
Multiple competitions sharing all courts	✗	✓
Multiple competitions each having their own courts (Sharing not required)	✓	✗



When running a number of competitions at the same time, you should open the Aggregate program multiple times while doing the player entries: once for each competition.

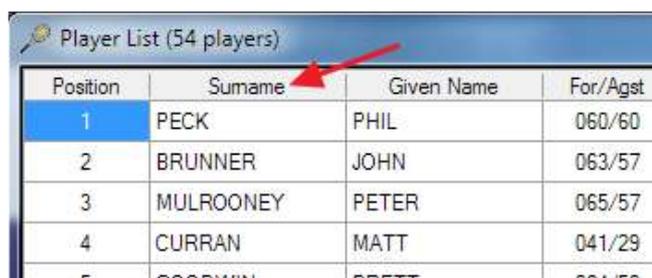
View and Edit Player Details

To **view** players from any of the lists, just click the appropriate icon on the Toolbar.



The Player List

When the player list is first displayed, the names are sorted by their ladder position, starting at 1. To sort the names *alphabetically*, click the heading at the top of the Surname column as shown.

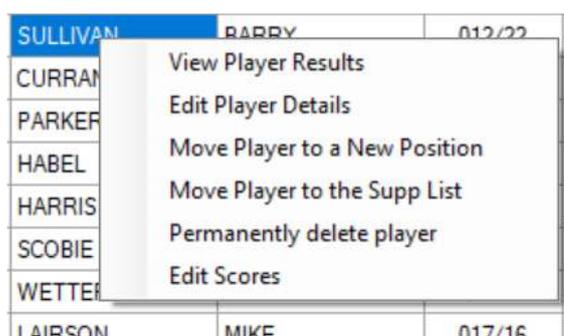


Position	Surname	Given Name	For/Agst
1	PECK	PHIL	060/60
2	BRUNNER	JOHN	063/57
3	MULROONEY	PETER	065/57
4	CURRAN	MATT	041/29
5	GOODWIN	BETT	041/29

When the list is sorted alphabetically, you can press the first letter(s) of a surname to move immediately to that part of the list.

To view **additional data**, or to change details for an individual player, right-click the player's name.

A popup menu appears, as shown to the right, with the following options:



SULLIVAN	BARRY	012/22
CURRAN		
PARKER		
HABEL		
HARRIS		
SCOBIE		
WETTER		
LAIRSON	MIKE	017/16

- View Player Results
- Edit Player Details
- Move Player to a New Position
- Move Player to the Supp List
- Permanently delete player
- Edit Scores

View Player Results displays a table showing all results for the player. There is an option to print these results.

Edit Player Details allows you to make changes to the player's name, gender, etc.

Move Player to a New Position allows you to manually adjust ladder positions. Pick the number of the player that the *moving player* should be ahead of.

Move Player to the Supp List: the player is taken off the main list and placed on the supplementary list.

Edit Scores: Allows you to **alter** a score, or to **add** the player's score for a particular round.

You should not change a score if it would affect the winners or losers in the section. In such a case, you would revert to a previous backup file and re-enter the scores.

This option could be used if the same player was entered under different names. In such a case you would:

- Remove the incorrect name to the supplementary list (make a note of the round scores first)
- Use **Edit Scores** to enter the round scores to the correctly named player.
- You could also use the option to **merge** the players. This option is on the **Players** menu.

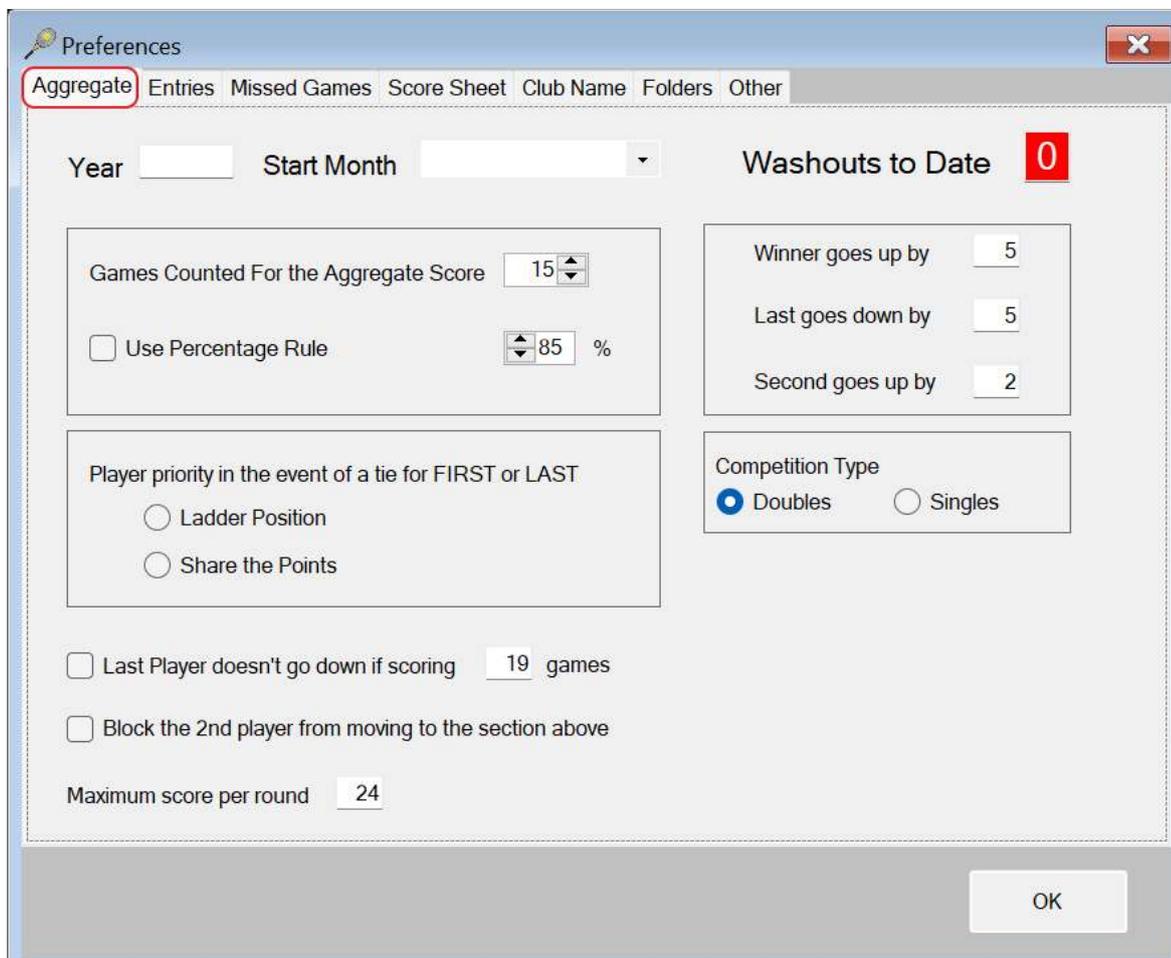
The **Supplementary List** and **Archive List** are sorted alphabetically. The Supplementary list displays additional information relating to where the player was originally positioned on the main list. On the *right-click* menu for Supplementary List players, there are three options; *View their results*, *Move to the Main List*, and *Move to the Archive List*.

The **Aggregate** list shows the current standings for most games won.

Program Settings - (Preferences)

The settings are accessed from the Menu bar **Tools > Preferences**

Aggregate Page



The screenshot shows the 'Preferences' dialog box with the 'Aggregate' tab selected. The dialog has a title bar with a close button (X) and a toolbar with tabs: 'Aggregate', 'Entries', 'Missed Games', 'Score Sheet', 'Club Name', 'Folders', and 'Other'. The 'Aggregate' tab is active and contains the following settings:

- Year**: [Empty text box]
- Start Month**: [Dropdown menu]
- Washouts to Date**: [0] (displayed in a red box)
- Games Counted For the Aggregate Score**: [15] (spin box)
- Use Percentage Rule**: [85] % (spin box)
- Player priority in the event of a tie for FIRST or LAST**:
 - Ladder Position
 - Share the Points
- Last Player doesn't go down if scoring** [19] games
- Block the 2nd player from moving to the section above**
- Maximum score per round**: [24]
- Competition Type**:
 - Doubles
 - Singles

An 'OK' button is located at the bottom right of the dialog.

Year: Defines the start year of the competition.

Start Month: This is used to set the starting month on the calendar for selecting the **Round Dates**.

Games Counted towards Aggregate: can be set as a % of total games or entered as a fixed number.

Priority for tie: This setting applies to a tie for first place. *Ladder Position* means that the higher player on the ladder wins. If there is a tie for 2nd place, the **Ladder Position** rule applies.

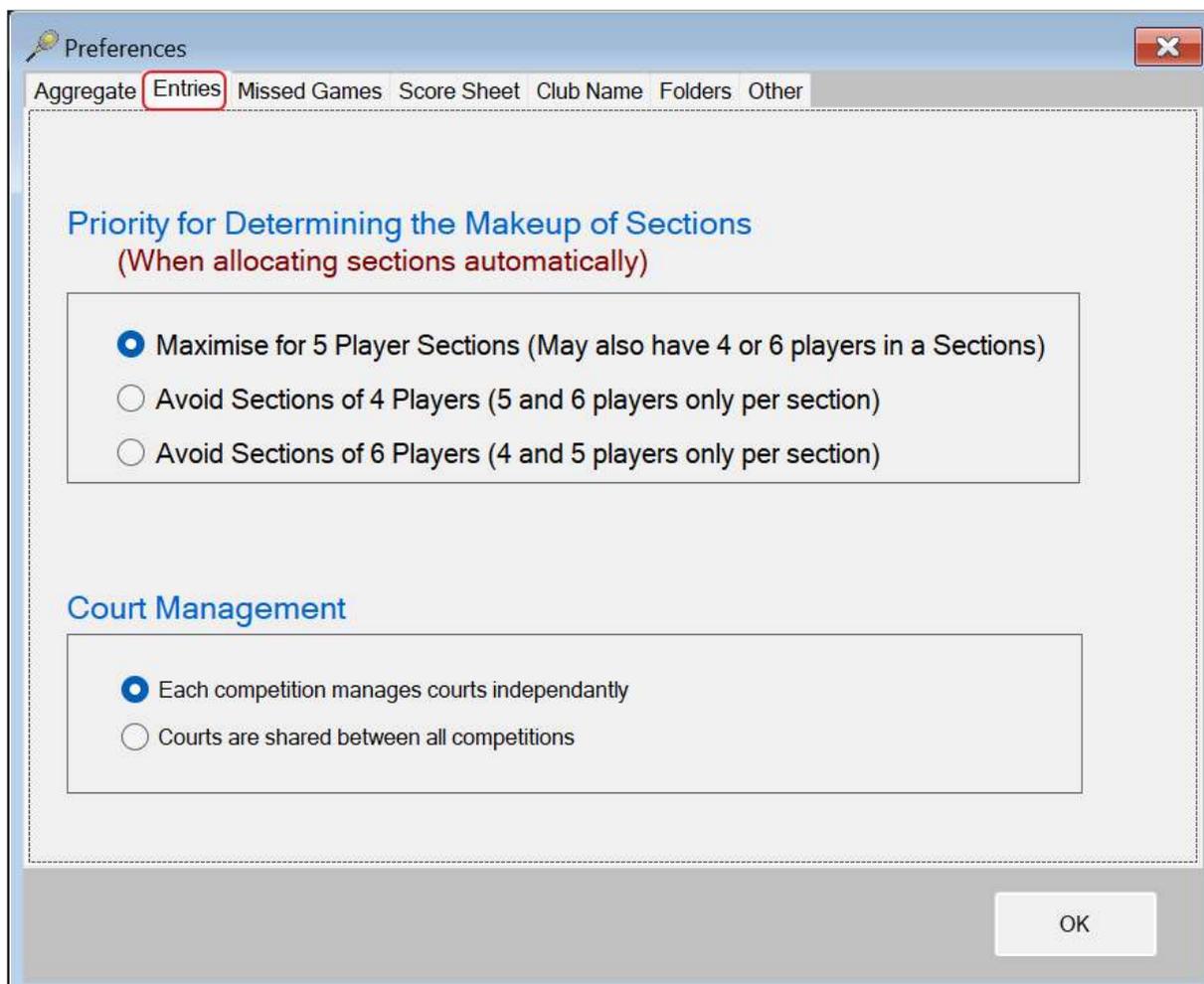
Last Player doesn't go down (the mercy rule)...: If this option is enabled, then the last player doesn't drop down the list if winning the number of games specified. The number of games can be altered to suit.

Block the 2nd player ... : If this option is enabled, the player coming 2nd in a section cannot move higher than the position of the last player in the section above.

Movement values: You can change the movement values for the **winner**, 2nd and **last** players. If you wish to manually move players (or not move them at all), set the movement values to 0.

Maximum score per round: This value is used as a check for typing errors when entering results.

Competition Type: Select between Doubles and Singles.



Priority for determining the makeup of sections

These settings determine how many sections might have 4 or 6 players. The aim in aggregate competition is to have 5 players in a section (doubles play), however, you can't control how many players will elect to play on any day. If there is not a multiple of 5 then the above rules will apply when **automatically** creating sections.



Maximize 5 player sections: With this option you may also end up with

- one or two sections of 4 players, or
- one or two sections of 6 players.
 - There will never be a mixture of 4 and 6 players sections; it is one or the other.

Avoid sections of 4 players: With this option, as well as having sections of 5, you may also end up with:

- one, two, three or four sections of 6 players.

Avoid sections of 6 players: With this option, as well as having sections of 5, you may also end up with:

- one, two, three or four sections of 4 players.

Managing Court Allocation

- These settings determine if the shared **courts.mdb** file is used. See the earlier section on Sharing courts.

Missed Games Page

Preferences

Aggregate Entries **Missed Games** Score Sheet Club Name Folders Other

Send players to the Supplementary list after missing a number of consecutive rounds

After missing this many 3

Relegate players after missing a number of consecutive rounds

Drop this many places 5

After missing this many 3

OK

These options determine what happens to players if they miss a number of matches over successive rounds.

Remove players after missing a number of rounds

If a player misses the specified number of rounds, they are moved to the supplementary list.

The supplementary list is a parking area for players; when the player returns, they can be moved back to the main list in roughly the same logical position where they came from. *Logical position* means: amongst the same group of players.

Remove the tick from this option if you don't wish players to be removed from the main list.

Relegate players after missing a number of rounds

If this option is enabled, a player will automatically drop down the list by the specified number of places if they miss the set number of matches over successive rounds.

Score Sheet Page

Preferences

Aggregate Entries Missed Games **Score Sheet** Club Name Folders Other

Select the Draw Sheet Type

With Groups Without Groups

The "With Groups" option is designed for use when sections must share courts. e.g. 3 sections sharing 2 courts, or 4 sections sharing 3 courts.

Competition Fee Printed on the score sheet. Don't include a \$ sign (Not printed if the value is 0)

Print Offset (+ or -) Moves text up/down on the score sheet (Account for variations in different printers)

Notices for players: printed on the score sheet

Non member players to pay a \$10 facilities fee.

OK

Draw Sheet Type

The draw sheets can be printed with or without **groups**. The **groups** system allows for the sharing of courts between sections in the same competition; you can have 3 sections sharing 2 courts, or 4 sections sharing 3 courts. This is useful when the number of courts is limited. A table is printed on the score sheet showing the order of matches to be played on the shared courts.

Example

Three sections share two courts. The three sections are identified by groups A, B and C.

The order of play will be: A1, B1, C1, A2, B2, C2, A3, ...

A1 = Match 1 from group A, C2 = match 2 from group C, etc. One court captain from the three sections is responsible for ensuring that the scheduled order of play is maintained.

Competition Fee

If you charge a competition fee it can be entered here; the amount will then be printed on the score sheets.

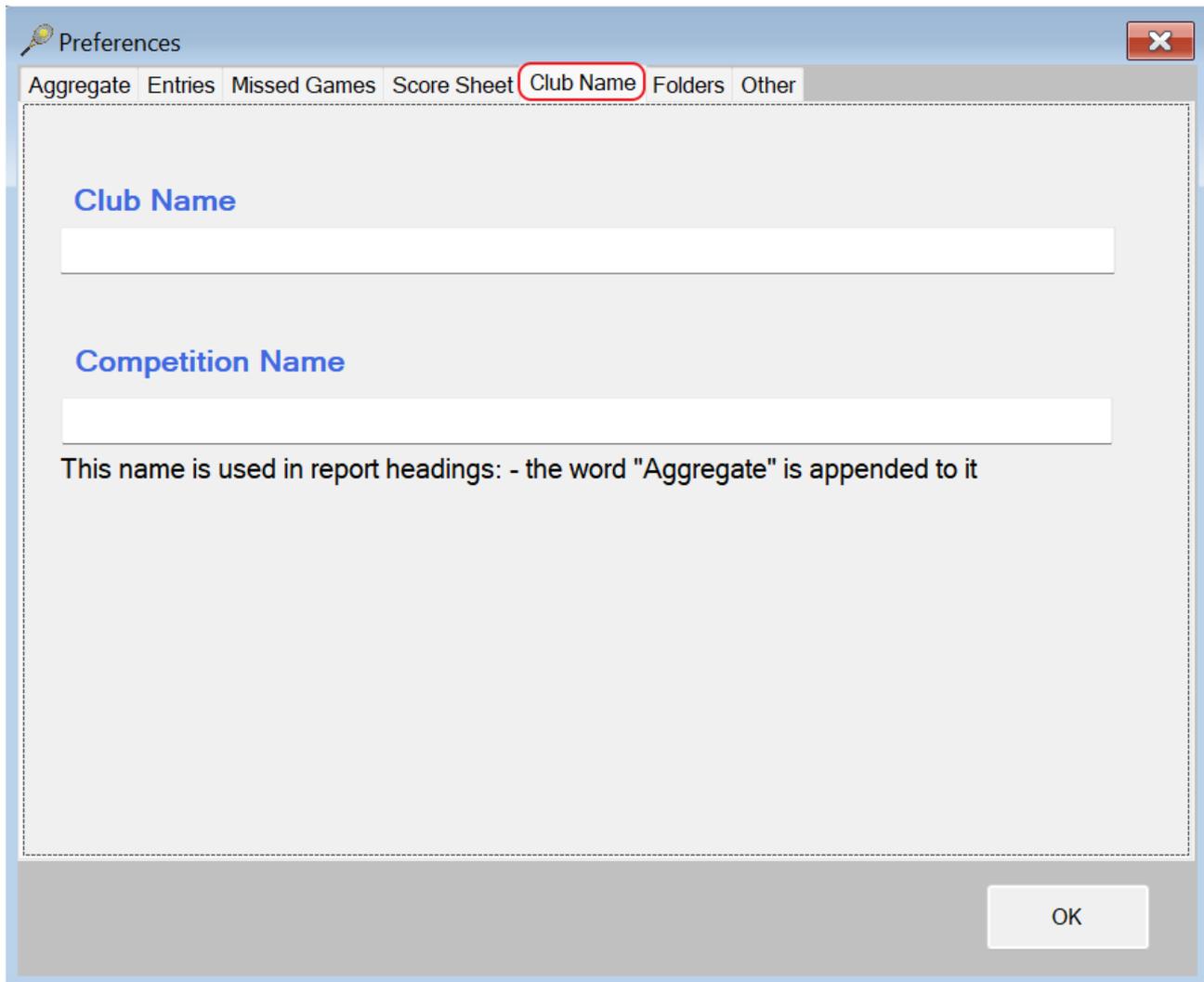
Printer Offset

Implemented to allow for different printers printing in slightly different positions on the page. This was only useful when score sheet image templates were being used. They are now only used for singles.

Notices For Players

Text entered here will be displayed on the score sheet.

Club Name Page



The image shows a screenshot of a software preferences window titled "Preferences". The window has a tabbed interface with tabs for "Aggregate", "Entries", "Missed Games", "Score Sheet", "Club Name", "Folders", and "Other". The "Club Name" tab is selected and highlighted with a red circle. Inside the "Club Name" tab, there are two text input fields. The first field is labeled "Club Name" and the second is labeled "Competition Name". Below the "Competition Name" field, there is a note: "This name is used in report headings: - the word 'Aggregate' is appended to it". At the bottom right of the dialog box, there is an "OK" button.

Club Name: Your club's name is hard coded in the program reflecting your club's purchase of a licence to run the software. Changing the Club Name here will have no effect.

Competition Name: The name here is used for the headings on printed reports. The word '**Aggregate**' is appended to this name for the report headings.

Folders Page

Preferences

Aggregate Entries Missed Games Score Sheet Club Name **Folders** Other

Folder Settings

Media Folder

Include the Aggregate Name at the start of the media report

These settings determine where PDF and HTML reports are stored on the local PC. Be careful if you stop using the default folders. In such a cases you would need to change the paths at the end of each season.

PDF Folder Use the default PDF folder

HTML Folder Use the default HTML folder

Media Report: Refers to the Media Report created when printing the *results* for the round. You can select here where the media report will be saved.

The **PDF Folder** and **HTML Folder** paths are the locations where **HTML** and **PDF** files are saved when using these report options. Check the *Folders Structure* on page 27 to see where they are created.

If you change the paths from the default values, make sure that:

- each competition uses a *different folder*, and
- you change the path at the start of each new season,

otherwise, the files from the previous season will be overwritten.

The **HTML** files may be copied to a web site. See the *Web Guide* for more detail.

Other Page

Preferences

Aggregate Entries Missed Games Score Sheet Club Name Folders **Other**

Print Rank Numbers on the Full Player List

Keypress delay when entering a Name Search 500 ms

Default Gender M

OK

Print Rank Numbers on the Full Player List:

Prints numbers as shown.

Wangaratta L
Saturday S
Round: 21

Pos	(Added:1, Removed:7)	Before	S4	S6
1	Brunner, John	1		
2	Allen, Matt	2		
3	Curran, Matt	3		

Keypress delay when doing a Name Search: When searching for a name in the Entries (and other) lists, this value determines the time allowed between keystrokes. If you take a longer time to press the next key, then the search starts over, using the last key pressed.

Default Gender: This is used when entering new players. Set it to F for Ladies competitions, and M for Men's competitions. In a mixed competition you may need to manually choose the gender when adding new players to the list.

Installing the Aggregate Software

To install the software:

- You may have received the setup program, *Agg2Setup.exe*:
 - On a memory stick, or
 - Via an email, or
 - A download
- Run the program **Agg2Setup.exe**
 - Depending on your computer settings, the ".exe" may not show in the program name.

Follow the prompts in the installation program:

- Welcome Screen - Click **Next**
- *Destination location* defaults to **C:\Agg2** - click **Next**
- Select a name for the *Start Menu Folder*: it defaults to **Aggregate Competition** - click **Next**
- Tick the box if you require a *Desktop Icon* - click **Next**
- On the summary window click **Install**
 - The installation of the Aggregate program only takes a few seconds.

Once the program has been installed, you are ready to:

1. Create a new competition, or
2. Copy existing competition files to the appropriate folders.

The installation program file size is about 6MB.

Program updates may be supplied from time-to-time. If the update is supplied as a file called **Agg2.exe**, then you will copy it to the C:\Agg2 folder replacing the existing **Agg2.exe** file.

If the update is supplied as **Agg2Setup.exe** then run the program. Running the setup program will automatically replace Agg2.exe with the new version.

Note that this guide refers to C:\Agg2 as the installation folder, however you may have installed to a different folder. If so, substitute your folder name wherever you see the Agg2 folder name.

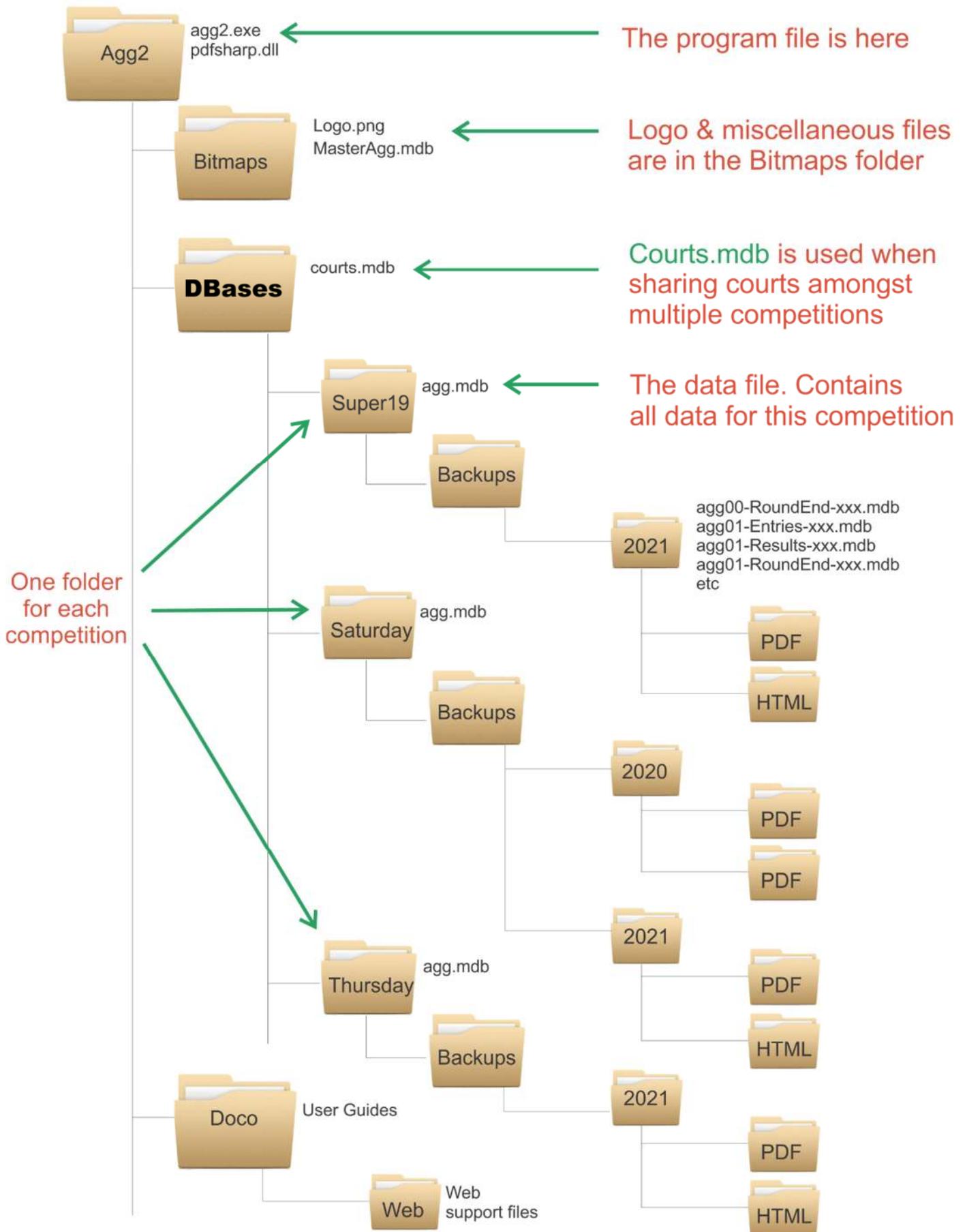
Running the program from USB or other locations.

Once the program has been installed, you may copy the Agg2 folder, including all sub-folders, to a memory stick (or any other folder on a computer) and run the program from there. In such a case you would need to make a new shortcut to the new Agg2.exe file or run the program directly from the new folder location.

If you do move it to a new location, be careful of the folder paths for the PDF & HTML report files. If they were changed from the default locations, then you should check the **Preferences** as they may now be referring to incorrect paths.

Folder Structure for the Aggregate System

The sub-folders under **DBases** (Super19, Saturday, Thursday, etc) are created automatically when a new competition is created.



Backing Up Your Data

Quick Backup

The aggregate software has no mechanism for going back to a point in time. For example, if you discover that scores were entered incorrectly in the previous round, you cannot press any buttons to go back to that round.



The only way of returning to that point in time is to re-instate the data from a backup by using the **Quick Restore** option. Hence, it is vitally important to have a backup created for each of the following critical steps:

1. Before the scores are entered - This preserves the **Entry** data
2. Before the results are posted - This preserves the **Scores**
3. Before the start of the next round - This preserves the data for the **Round**

Automatic Backup

As of **Version 2.3.0.0** backups are **automatically** created for each of the above three steps.

The active data file, **Agg.mdb**, is automatically copied to the **backup folder** and saved with the following names:

1. AggXX-**Entries**-yyyy-mm-dd-hhmmss.mdb - created when selecting the **Results** option
2. AggXX-**Results**-yyyy-mm-dd-hhmmss.mdb - created when selecting the **Post Results**
3. AggXX-**RoundEnd**-yyyy-mm-dd-hhmmss.mdb - created when selecting the **Entries** option

where **XX** is the round number. The date and time are appended to the end of each file name.

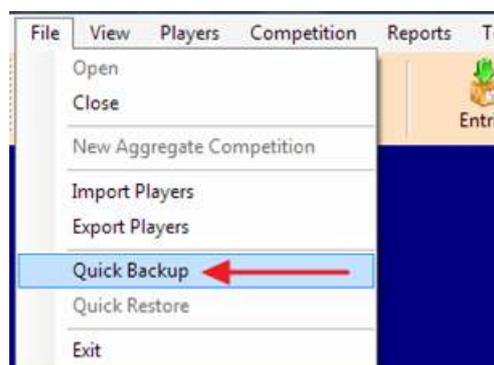
The **RoundEnd** backup is done when you select the Entries option for the next round.

If you select the options **Results**, **Post Results** or **Entries** more than once, the backup file is automatically created at the first selection, and on subsequent selections you will be asked if you wish to create another backup file.

Manual Backup

You can still manually backup the active data file at any time. Prior to version 2.3.0.0 you had to close the competition file before creating a backup. This is no longer the case.

Select **Quick Backup** from the **File** menu. When you perform a **Quick Backup** you will be presented with a **File Explorer** window in which you must enter a name for the backup file. It is suggested that you use a similar naming convention to the above.



Off-line Backup

The above **Backup** files are stored on the same disk as the competition file. If this disk were to fail, you would lose both the main file and the backup files. Hence, it is important to regularly copy the whole Agg2 folder structure to an external disk, such as a USB memory stick.

Court Setup

The inclusion of your court layout in the software allows you to allocate a court to each section, and hence print the court number on the score sheet.

When a new competition is created, one of the first steps is to define your court layout. This is done from **Tools > Courts Details**. You will use this same option from time-to-time to make changes to court availability.

The court details window is shown at the right. By default, it has the capacity to define up to 30 courts (there are 30 rows in the table).

If your complex has more than 30 courts, click the **Add Rows** menu option and insert the number of additional rows required.

You must place a number in the **Bank** column for every one of your courts. The Bank number is a representation of the court location.

In this example there are 22 courts, consisting of:

The first 4 courts on Bank 1

The next 10 courts on Bank 2

The next 4 courts on Bank 3

The final 4 courts on Bank 4

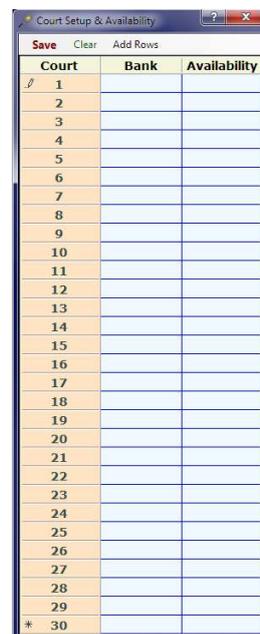
The table would be completed as shown at the right.

If you are not concerned about players being on a different bank of courts each week, you could identify all courts as Bank 1.

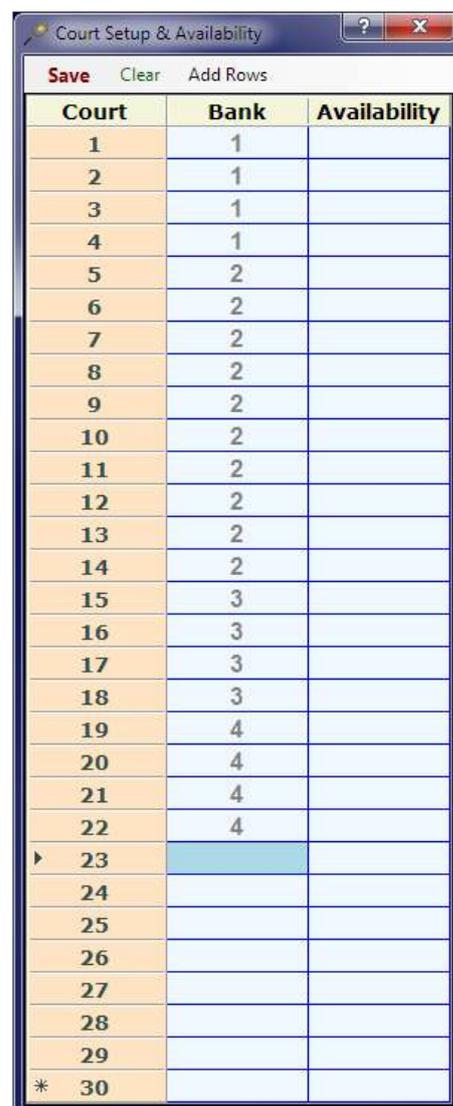
To mark courts as **unavailable**, click in the Availability column; an X will then mark the court as unavailable. Click again to remove the X.

Courts may be unavailable because of repair, or because you simply don't wish to use those courts.

When finished, click the **SAVE** option on the menu bar.



Court	Bank	Availability
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
* 30		



Court	Bank	Availability
1	1	
2	1	
3	1	
4	1	
5	2	
6	2	
7	2	
8	2	
9	2	
10	2	
11	2	
12	2	
13	2	
14	2	
15	3	
16	3	
17	3	
18	3	
19	4	
20	4	
21	4	
22	4	
▶ 23		
24		
25		
26		
27		
28		
29		
* 30		

Round Dates

At the start of a new competition the round dates must be selected. This is done from **Tools > Round Dates**. You will see a calendar, as shown below, starting at the month you previously selected in the *Preferences*. The calendar show today's date circled in red.

Competition Dates

Save Scheduled Rounds: 22

October 2022 November 2022 December 2022 January 2023

February 2023 March 2023 April 2023 May 2023

June 2023 July 2023 August 2023 September 2023

To select a date, click it with the mouse and it will be bolded. Click again to remove a date. Note that the bolded dates can be difficult to see on some screens.

On the calendar above, dates have been selected from October 8 through to March 25. On the menu bar you can also see the number of rounds selected (22 in this case).

When finished selecting dates, click the **SAVE** option on the menu bar.

! You cannot add or remove a date that is earlier than the last round scores that have been entered.

On the status bar of the main window (bottom left corner) you can see how many rounds have been scheduled. Here you will also see the number of the last round completed and the number of players on the main list.

Scheduled Rounds 22 Last Round Completed 1 Players 53

Other indicators will show on the status bar to the right of the 3 items listed here. These occur when entering players, and when entering scores.

Import Files

You can create a comma-delimited file using either Excel or Notepad. Player names are not case sensitive, (lowercase is OK). There are two options for formatting the names.

For Excel

- Format Option 1
 - Surname in column A, Given Name in column B, Gender in column C (F or M)
- Format Option 2
 - Given Name and Surname in column A, Gender in column B
- When all names have been entered, position the cursor in an empty cell at the end of column A
- Save the file as follows
 - **File > Save As**
 - Select File Type as “**CSV (Comma Delimited) (*.csv)**”
 - Name the file appropriately, e.g. *PlayerNames.csv*
 - Click the **Save** button

For Notepad

- Format Option1:
 - *Surname, Given Name, Gender* (note the comma between the three items)
- Format Option 2:
 - *Given Name Surname, Gender* (note the comma between the two items)
- One player per line
- Save the file

NOTE: If all names are Male, or all names are Female, you may omit the Gender. It can then be selected in the Import option within the program.

In the Aggregate Program, import the names as follows:

- **File > Import Players**
- You must then select the Format option and Gender option.
- Select *OK* to continue
- Select the csv (or text) file you created with Excel (or Notepad)
- Select *Yes* to start the import.

The names will be added to the end of the existing player list, ranked in the same order they appear in the file.

Other Considerations

Early Finish and Late Start

There are some restrictions when players request an early finish (**EF**) or a late start (**LS**).

- There are no problems if there is only 1 player in a section requesting either an EF or a LS
- In a section of 5,
 - only one player can have an EF, and/or one player with a LS
 - When there is an EF **and** a LS, the following player combinations will **not** work:
 - Player-1 EF / Player-2 LS
 - Player-2 EF / Player-3 LS
 - Player-3 EF / Player-4 LS
 - Player-4 EF / Player-5 LS
 - Player-5 EF / Player-1 LS
 - (The program will warn you if these combinations exist).
- In a section of 6,
 - two players can have an EF
 - two players can have a LS
 - you can have **one each** of EF and LS (there are no restrictions as there are with sections of 5)
 - Early finish in a section of 6 will finish at the same time as the last set in a section of 5.

What if a player retires before the end of play?

If the retirement is early in the day's play, it may be possible to restart with one less player in the section. A section of 6 would become a section of 5. A section of 5 would become a section of 4. A section of 4 would become a non-event for doubles play.

You must **remember to** remove the retired player from the **entries list** prior to entering the scores.

If the retirement is later in the day you will need to have a different plan such as: allocate average scores to those who would lose the remaining sets; or call on a player from another section; or **cancel the section**.

If you cancel the section, you must:

- remove the players from the **entries list** (prior to entering the scores)
- manually re-enter the court numbers because they would now not match the original court allocations.

What if scores have been entered incorrectly?

If scores have been entered incorrectly, and this is not discovered until **after the posting** of results, you have two options:

1. Edit the scores (see the section for "*View and Edit Player Details*").
 - a. This should **not** be done if the changes affect the winners or losers of the section.
2. Restore the backup file called **Aggxx-Results-yyyy-mm-dd-nnnnnn.mdb**
 - a. fix the scores, and then
 - b. re-post the results.

What if a program error occurs?

If a serious or fatal program error occurs, you will most likely see an *error message window*. Exit the program and re-start it. Check that your data is OK and try again. In such cases there is usually no loss of data.

In such cases, make a detailed note of exactly what you were doing at the time (e.g. printing score sheets, posting results, etc). The more detail the better. Pass this information to the programmer at your earliest convenience.

If an error occurs while *posting* the results, there may be an issue with the same player being on both the main list and the supplementary list. The program has been modified to try and stop this from happening, however if it does happen, remove the player from the supplementary list prior to posting the results.